



Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, September 16, 2025
7:00 p.m.

Board Room

Trustees:

libraryboard@btpl.org

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

Director:

Tera Moon

moontera@btpl.org

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

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

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, September 16, 2025, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	09/12/2025
6a	Cash Disbursements	09/12/2025
6b	Revenues/Expenditures Budget Report	09/12/2025
8	Regular Board Meeting Minutes of August 19, 2025	09/12/2025
9a	President's Report – no report	
9b	Director's Report	09/12/2025
9c	Utility Report	09/12/2025
9d	Advocacy & Development Committee – no report	
9d	Ambassadors Group – no report	
9d	Art Committee – no report	
9d	Building and Grounds Committee – no report	
9d	Finance and Investment Committee – 09/04/2025	09/12/2025
9d	Friends of the Library Liaison Committee – no report	
9d	Jeanette P. Myers Scholarship Selection Committee – no report	
9d	Partner Library Agreements Committee – no report	
9d	Personnel and Director's Evaluation Policy Committee – no report	
9d	Policy Committee – 09/09/2025	09/12/2025
11a	Revisit Strategic Plan Conversation	09/12/2025
12a	2024-2025 Audit Presentation by Alan Panter of Yeo & Yeo	09/12/2025
12b	Employee Handbook Review	09/12/2025
12c	Proposed Library Board Meeting Time Change	09/12/2025
12d	Bank Signatories	09/12/2025
	 <u>UNNUMBERED ITEMS</u>	 <u>DATE DELIVERED</u>
	Strategic Plan Update	09/12/2025
	Marketing Report	09/12/2025
	Press Mentions	09/12/2025
	Youth Services Events Calendar	09/12/2025
	Adult and Teen Services Events Calendar	09/12/2025
	Dates for Library Board of Trustees	09/12/2025

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, September 16, 2025
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS

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

CONSENT AGENDA ITEMS

8. Regular Board meeting minutes of August 19, 2025
9. Written Reports:
 - a. President Shane Spradlin
 - b. Director Tera Moon
 - c. Utility Reports
 - d. Committees:
 - i. Advocacy & Development
 - ii. Art
 - iii. Building & Grounds
 - iv. Finance & Investment
 - v. Friends of the Library Liaison
 - vi. Jeanette P. Myers Scholarship Selection
 - vii. Partner Library Agreements
 - viii. Personnel & Director's Evaluation
 - ix. Policy

REGULAR AGENDA ITEMS

10. Call to the public, communications
11. Unfinished Business
 - a. Revisit Strategic Plan Conversation
12. New Business
 - a. 2024-2025 Audit Presentation by Alan Panter of Yeo & Yeo
 - b. Employee Handbook Review
 - c. Proposed Library Board Meeting Start Time
 - d. Bank Signatories
13. Discussion of items removed from the Consent Agenda
14. MOTION to approve any items removed from the Consent Agenda
15. Other
16. Next scheduled meeting: Tuesday, October 21, 2025
17. Adjournment

Bloomfield Township Public Library**Cash Disbursements Comments
August 2025****General Fund – Advance Checks:**

- Check #25083 made payable to Consumers Energy in the amount of \$6,038.86 was payment for natural gas service for the period 7/9-8/6.
- Check #25085 made payable to DTE Energy in the amount of \$23,280.84 was payment for electricity service for the period 7/10-8/7.
- Check #25088 made payable to Deborah Smith in the amount of \$32.20 was reimbursement for mileage.
- Check #25091 made payable to Paul Zink in the amount of \$42.28 was reimbursement for mileage.
- Check #25096 made payable to Laura Kraly in the amount of \$337.70 was reimbursement for conference expenses.

General Fund – Regular Checks:

- Check #25112 made payable to Arbor Oakland Group in the amount of \$6,595.00 was payment for printing of the fall newsletter.
- Check #25115 made payable to Bloomfield Township in the amount of \$6,704.32 was payment for water and sewer services for the period 7/17-8/19.
- Check #25117 made payable to C2AE in the amount of \$22,750.00 was payment for work done on the Library Design Project.
- Check #25120 made payable to Bloomfield Township in the amount of \$462,062.39 was payment for three payrolls including FICA, health insurance, etc.
- Check #25125 made payable to Goldner Walsh Nursery, Inc. in the amount of \$11,211.51 was payment for several invoices for work on the gardens for the months of July and August.
- Check #25128 made payable to Innovative Interface, Inc in the amount of \$6,365.40 was an annual payment for the Library's mobile app.
- Check #25131 made payable to Midwest Tape in the amount of \$50,052.79 includes a deposit payment of \$47,274.00 for hoopla.
- Check #25132 made payable to OpenPath Security Inc. in the amount of \$6,000.00 was payment for software to manage the study room doors.
- Check #25137 made payable to Rolls Mechanical in the amount of \$10,897.83 was payment for three invoices all for labor and materials for repairs to the HVAC.
- Check #25140 made payable to Tech Logic Corp. in the amount of \$23,197.80 was an annual payment for the service agreement on the automated materials handler.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
25082	8/20/25	Andrea Cascarelli	016.01	57.16
25083	8/20/25	CONSUMERS ENERGY	016.01	6,038.86
25084	8/20/25	██████████	016.01	33.00
25085	8/20/25	DTE ENERGY	016.01	23,280.84
25086	8/20/25	FNBO	016.01	4,580.72
25087	8/20/25	Mobility City of Southfield	016.01	450.00
25088	8/20/25	Deborah Smith	016.01	32.20
25089	8/20/25	VIGILANTE SECURITY	016.01	1,950.00
25090	8/20/25	Killian Weston	016.01	33.85
25091	8/20/25	Paul Zink	016.01	42.28
25092	8/25/25	AT&T	016.01	164.16
25093	8/25/25	FOSTER SWIFT	016.01	102.00
25094	8/25/25	██████████	016.01	30.00
25095	8/25/25	KENT DISTRICT LIBRARY	016.01	35.00
25096	8/25/25	Laura Kraly	016.01	337.70
25097	8/25/25	Martha McGee	016.01	107.12
25098	8/25/25	POSEIDON LAWN SPRINKLERS	016.01	456.00
25099	8/25/25	PRINCIPAL LIFE INSURANCE COMPANY	016.01	931.93
25100	8/25/25	Adeline Rose Stierna	016.01	111.13
25101	8/25/25	TERMINIX PROCESSING CTR.	016.01	199.47
25102	9/3/25	AMAZON CAPITAL SERVICES	016.01	5,510.19
25103	9/3/25	APPLIED INNOVATION	016.01	1,273.84
25104	9/3/25	AT&T	016.01	383.66
25105	9/3/25	XFINITY	016.01	96.43
25106	9/3/25	NETWORK SERVICES COMPANY	016.01	2,227.18
25107	9/3/25	T MOBILE	016.01	60.40
25108	9/8/25	AT&T	016.01	439.53
25109	9/8/25	VIGILANTE SECURITY	016.01	1,950.00
25110	9/8/25	MANHATTAN SHORT INC.	016.01	600.00
Total				51,514.65
REGULAR CHECKS:				
25112	9/8/25	ARBOR OAKLAND GROUP	016.01	6,595.00
25113	9/8/25	AUNALYTICS, INC.	016.01	2,696.50
25114	9/8/25	BAKER & TAYLOR, INC.	016.01	7,400.72
25115	9/8/25	BLOOMFIELD TOWNSHIP	016.01	6,704.32
25116	9/8/25	BUTZEL LONG	016.01	585.00
25117	9/8/25	C2AE	016.01	22,750.00
25118	9/8/25	Coughlan Companies, LLC dba Capstone	016.01	2,310.03
25119	9/8/25	CDW GOVERNMENT, INC.	016.01	495.00
25120	9/8/25	BLOOMFIELD TOWNSHIP	016.01	462,062.39
25121	9/8/25	CENGAGE Learning Inc	016.01	948.84
25122	9/8/25	CENTER POINT PUBLISHING	016.01	57.71
25123	9/8/25	CINTAS CORPORATION	016.01	246.14
25124	9/8/25	DEMCO, INC.	016.01	468.59
25125	9/8/25	GOLDNER WALSH NURSERY, INC.	016.01	11,211.51
25126	9/8/25	GREY HOUSE PUBLISHING	016.01	514.05
25127	9/8/25	HEALEY FIRE PROTECTION, INC	016.01	1,090.00
25128	9/8/25	INNOVATIVE INTERFACE, INC	016.01	6,365.40
25129	9/8/25	MICROMARKETING LLC	016.01	316.20
25130	9/8/25	MICHIGAN LIBRARY ASSOCIATION	016.01	1,615.00
25131	9/8/25	MIDWEST TAPE	016.01	50,052.79
25132	9/8/25	Openpath Security Inc.	016.01	6,000.00
25133	9/8/25	OVERDRIVE	016.01	10,384.67
25134	9/8/25	PLAYAWAY PRODUCTS LLC	016.01	75.98
25135	9/8/25	PRIORITY WASTE, LLC	016.01	445.98
25136	9/8/25	PROFESSIONAL GROUNDS SERVICE	016.01	4,130.14
25137	9/8/25	Rolls Mechanical	016.01	10,897.83
25138	9/8/25	SAGE SOFTWARE	016.01	3,620.00
25139	9/8/25	SHOWCASES	016.01	244.12
25140	9/8/25	TECH LOGIC CORP.	016.01	23,197.80
25141	9/8/25	THE CREATIVE COMPANY	016.01	897.37
25142	9/8/25	THOMSON REUTERS- WEST	016.01	169.76

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

Check #	Date	Payee	Cash Account	Amount
Total				644,548.84

Gift Fund

ADVANCE CHECKS:

5717	8/20/25	FNBO	012.03	1,159.24
5718	8/20/25	Killian Weston	012.03	197.00
5719	8/25/25	Authors Unbound Agency	012.03	3,850.00
5720	9/3/25	AMAZON.COM	012.03	787.27

Total				5,993.51
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REGULAR CHECKS:

5721	9/8/25	BAKER & TAYLOR	012.03	544.34
5722	9/8/25	ENVISIONWARE, INC	012.03	376.97

Total				921.31
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**Bloomfield Township Public Library
FY 2025-2026 General Fund Budget**

PRESENTED: SEPTEMBER 16, 2025 FOR THE MONTH OF: AUGUST 2025

Five Months = 41.6%

ACCOUNT NAME	2025-2026	2025-2026	REVENUE/EXPENSE	REVENUE/EXPENSE	% OF BUDGET	VARIANCE	
	ADOPTED BUDGET AS OF MARCH 18, 2025	AMENDED BUDGET AS OF AUGUST 19, 2025					
Revenues							
Taxes	\$9,889,601	\$9,889,601	(\$49)	(\$873)	-0.01%	(\$9,890,474)	*taxes collected Dec-Mar
Penal Fines	\$60,280	\$60,280	\$0	\$65,955	109.41%	\$5,675	
State Aid	\$46,000	\$46,000	\$0	\$48,078	104.52%	\$2,078	
Circulation Fines & Fees	\$8,500	\$8,500	\$555	\$3,880	45.65%	(\$4,620)	
Charges for Services	\$10,651	\$10,651	\$1,594	\$8,539	80.17%	(\$2,112)	
Photocopy Fees	\$651	\$651	(\$5)	\$1,138	174.82%	\$487	
Room Rental Fees	\$10,000	\$10,000	\$1,599	\$7,401	74.01%	(\$2,599)	
Investment earnings	\$881,488	\$881,488	\$99,018	\$341,584	38.75%	(\$539,904)	
Interest/Dividends	\$881,488	\$881,488	\$52,391	\$297,125	33.71%	(\$584,363)	
Change in Asset Value	\$0	\$0	\$46,627	\$44,458	0.00%	\$44,458	
Miscellaneous	\$13,451	\$13,451	\$2,271	\$12,326	91.63%	(\$1,125)	
Miscellaneous Revenue	\$3,370	\$3,370	\$0	\$34	1.01%	(\$3,336)	
Library Shop	\$4,081	\$4,081	\$266	\$1,822	44.65%	(\$2,259)	
Café	\$6,000	\$6,000	\$2,005	\$2,005	33.42%	(\$3,995)	
Sale of Used Equip.	\$0	\$0	\$0	\$0	0.00%	\$0	
Transfers In	\$0	\$0	\$0	\$0	0.00%	\$0	
Federal Grants	\$0	\$0	\$0	\$0	0.00%	\$0	
Refunds/Rebates-Self Ins.Rx	\$20,000	\$20,000	\$0	\$8,464	42.32%	(\$11,536)	
Total Revenues	\$10,929,971	10,929,971	\$103,388	\$479,488	4.39%	(\$10,450,483)	*some sources come later
Expenditures							
Personnel	\$5,350,596	\$5,350,596	\$460,945	\$2,033,000	38.00%	(\$3,317,596)	
Salaries & Wages	\$3,465,842	\$3,465,842	\$378,595	\$1,370,170	39.53%	(\$2,095,672)	
Social Security	\$264,674	\$264,674	\$27,024	\$99,837	37.72%	(\$164,837)	
Employee Insurances	\$1,014,458	\$1,014,458	\$41,356	\$301,881	29.76%	(\$712,577)	
Unemployment Compensation	\$0	\$0	\$0	\$0	0.00%	\$0	
Retirement	\$605,622	\$605,622	\$13,970	\$261,111	43.11%	(\$344,511)	
Retiree Health Care - OPEB	\$0	\$0	\$0	\$0	0.00%	\$0	
Library Services	\$854,132	\$863,118	\$37,085	\$379,308	43.95%	(\$483,810)	*large annual payments
Electronic Serv.-Databases	\$232,408	\$241,394	\$1,593	\$117,591	48.71%	(\$123,803)	
Electronic Services-Skyriver	\$27,000	\$27,000	\$0	\$25,353	93.90%	(\$1,647)	
Books	\$323,908	\$323,908	\$25,198	\$130,533	40.30%	(\$193,375)	
Processing & Supplies	\$24,000	\$24,000	\$1,050	\$3,949	16.45%	(\$20,051)	
Periodicals/Docs/Ref. Serv.	\$69,650	\$69,650	\$340	\$41,897	60.15%	(\$27,753)	
Music	\$8,500	\$8,500	\$528	\$2,416	28.43%	(\$6,084)	
Audiobooks	\$77,623	\$77,623	\$5,123	\$33,281	42.88%	(\$44,342)	
DVD's	\$41,000	\$41,000	\$1,870	\$10,481	25.56%	(\$30,519)	
Accessibility Support Collection	\$10,043	\$10,043	\$13	\$1,463	14.57%	(\$8,580)	
Programming	\$40,000	\$40,000	\$1,369	\$12,344	30.86%	(\$27,656)	
Facilities & Equipment	\$1,219,519	\$1,231,472	\$86,974	\$502,833	40.83%	(\$728,639)	
Repairs/Maint. Supplies	\$65,000	\$65,000	\$1,130	\$13,485	20.75%	(\$51,515)	
Telephone	\$17,450	\$17,450	\$1,048	\$5,699	32.66%	(\$11,751)	
Building Insurance	\$65,842	\$65,842	\$0	\$66,866	101.56%	\$1,024	
Public Utilities	\$384,000	\$384,000	\$36,024	\$156,261	40.69%	(\$227,739)	
Building Maintenance	\$293,984	\$299,384	\$31,067	\$156,942	52.42%	(\$142,442)	
Equipment Maintenance	\$24,210	\$24,210	\$588	\$7,946	32.82%	(\$16,264)	
Grounds Maintenance	\$98,525	\$98,525	\$7,951	\$50,606	51.36%	(\$47,919)	
Computer System Maint.	\$254,508	\$261,061	\$9,167	\$44,934	17.21%	(\$216,127)	
Equipment	\$16,000	\$16,000	\$0	\$94	0.59%	(\$15,906)	
Other Operating Expenditures	\$2,983,695	\$3,013,695	\$55,152	\$471,807	15.66%	(\$2,541,888)	Revenue
Office/Computer Supplies	\$32,480	\$32,480	\$1,263	\$6,681	20.57%	(\$25,799)	within 2% of percentage of year
Postage	\$26,090	\$26,090	\$9,005	\$19,695	75.49%	(\$6,395)	between 2-5% under percentage of year
Professional Services	\$128,156	\$158,156	\$2,973	\$97,887	61.89%	(\$60,269)	more than 5% under percentage of year
Projects	\$2,707,965	\$2,707,965	\$31,931	\$315,184	11.64%	(\$2,392,781)	
Staff Development/Travel	\$37,650	\$37,650	\$837	\$7,806	20.73%	(\$29,844)	
Printing & Publishing	\$30,050	\$30,050	\$7,190	\$12,792	42.57%	(\$17,258)	Expenditures
Dues & Membership	\$14,224	\$14,224	\$1,825	\$10,470	73.61%	(\$3,754)	between 2-5% under
Bank Expenses	\$4,720	\$4,720	\$30	\$785	16.64%	(\$3,935)	within 1.5%
Library Shop Expenses	\$2,000	\$2,000	\$100	\$507	25.35%	(\$1,493)	
Café Expenses	\$360	\$360	\$0	\$0	0.00%	(\$360)	
Total Expenditures	\$10,407,942	\$10,458,881	\$640,157	\$3,386,949	32.38%	(\$7,071,932)	
Fund Balance - Beginning	\$17,145,195	\$17,145,195		\$19,175,219			
Net revenue (expenditure)	\$522,029	\$471,090		(\$2,907,460)			
Fund Balance - Ending	\$17,667,224	\$17,616,285		\$16,267,759			

Revenue
 within 2% of percentage of year
 between 2-5% under percentage of year
 more than 5% under percentage of year

Expenditures
 between 2-5% under
 within 1.5%

			\$16,267,759	Ending fund balance	
			\$573,666	AP Liabilities 31-Aug	
Fund Balance Designations			\$16,841,424	Total assets per trial balance	
Nonspendable-Prepaid Expense	\$9,651	\$9,651			
Committed Fund Balance (is 8-months of operational expenditures amount)	\$5,133,318	\$5,167,277			
Assigned Fund Balance (\$482,971 is the compensated absences accrual, plus \$2,439,348 the OPEB obligation plus \$9,501,935 for capital improvements)	\$12,424,255	\$12,339,357			
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000	\$17,003,402	Asset Allocation per 8/31/25	
			\$4,000	Petty cash	
			(\$167,059)	Outstanding	31-Aug
			\$16,840,343	Total	

Bloomfield Township Public Library
FY 2025-2026 Gift Fund Budget

PRESENTED: SEPTEMBER 16, 2025 FOR THE MONTH OF: AUGUST 2025

5 Months= 41.6%

ACCOUNT NAME	2025-2026 ADOPTED BUDGET AS OF MAR 18, 2025	2025-2026 AMENDED BUDGET AS OF AUGUST 19, 2025	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$45,743	\$20,370	\$50,263	109.88%	\$4,520
Gift Revenue	\$0	\$25	\$20	\$45	180.00%	\$20
Friends of the Library	\$0	\$41,600	\$20,350	\$46,600	112.02%	\$5,000
Atkinson Trust	\$0	\$1,539	\$0	\$1,539	1.00	\$0
BTPL Endowment Fund/Amber Trust	\$0	\$0	\$0	\$0	0.00%	\$0
Myers Scholarship	\$500	\$1,724	\$0	\$1,224	71.00%	(\$500)
Smith Challenge Grant	\$0	\$0	\$0	\$0	0.00%	\$0
Fair Radom Garden's Endowment	\$0	\$855	\$0	\$855	100.00%	\$0
Library Director's Legacy Fund	\$0	\$0	\$0	\$0	0.00%	\$0
Investment Earnings	\$200	\$200	\$0	\$662	330.99%	\$462
Miscellaneous Revenue	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Total Revenues	\$700	\$45,943	\$20,370	\$50,925	110.84%	\$4,982
<u>Expenditures</u>						
Library Services	\$75,589	\$108,489	\$5,026	\$32,497	29.95%	(\$75,992)
Facilities & Equipment	\$34,382	\$42,232	\$448	\$3,416	8.09%	(\$38,816)
Other Operating Expenditures	\$52,224	\$55,842	\$934	\$18,154	32.51%	(\$37,688)
Total Expenditures	\$162,195	\$206,563	\$6,407	\$54,067	26.17%	(\$152,496)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$160,620)		(\$3,142)		
Fund Balance - Ending	\$200	\$1,075		\$158,553		

Bloomfield Township Public Library
Asset Allocation Summary
August 2025

6b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	8/31/2025	\$171,093.03
	Flagstar Public Funds Savings	3.40%	8/31/2025	\$224,239.98
	Flagstar Premier Public Entities Checking	0.45%	8/31/2025	\$405,427.62
	RBC Capital Cash/Money Market	0.85%	8/31/2025	\$45,240.20
	RBC Capital - Investments	4.73%	8/31/2025	\$16,157,401.05
	Total General Fund			<u>\$17,003,401.88</u>
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.25%	8/31/2025	\$77,599.48
	Huntington CD (Charnov gift) - matures 11/04/2025	4.30%	8/31/2025	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	8/31/2025	\$17,867.43
	Total Gift Fund			<u>\$145,466.91</u>

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

Bloomfield Township Public Library

I move to approve monthly cash disbursements in the form of checks #25082-25142, #5717-5722 for a Grand Total of \$702,978.31

General Fund Advance Checks	\$51,514.65
General Fund Expense Checks	\$644,548.84
Gift Fund Advance Checks	\$5,993.51
Gift Fund Expense Checks	\$921.31
For a Grand Total of	<u>\$702,978.31</u>

Voided Checks are:

General Fund - 25111

Gift Fund - n/a

Gift fund proceeds for August 2025 were \$20,370.00

President

Vice President/Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, August 19, 2025
Library Board Room

At 7:04 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Shane Spradlin.

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

Trustees Absent: None

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

Guests: Jenna Walker (Reed Walker Design Collective), Chloe Aalsburg (C2AE); Anna Pelepchuk, Circulation Department Head and SOC Representative

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Shane Spradlin declared the distribution of the Myers Scholarships to be a fun event. He thanked the committee members for reviewing the applications and selecting the winners.

DIRECTOR'S VERBAL REPORT:

Director Moon congratulated the Myers Scholarship winners. She enjoys the lovely ceremony and reading the essays submitted. She finds it a pleasure to support continuing education of the students connected with Bloomfield Township Public Library. She is glad the scholarship has touched so many lives over the years.

She announced there is now a seed library through the efforts of Rosalie Lagrou, a Township resident and Life Scout in Scouting America. Rosalie is working on achieving Eagle rank and created a seed library that is in the Adult and Teen Services area. Rosalie Lagrou built a box, collected seeds, and put them in labeled envelopes. Rosalie has been working with Adult and

Teen Services Librarian Drew Heuser (who was also an Eagle Scout in the exact same troop) to make this happen. The seed library was dropped off last week.

BUDGET:

- President Spradlin inquired about the check registers with \$29,660 for Federal Paving, Inc. This was for the parking lot repair of potholes, resealing and striping.
- President Spradlin inquired about Professional Grounds Services, which was the monthly expense for the regular landscaping company.
- President Spradlin commented on the general funds budget, observing that only 10% of the projects budget had been spent, which provides more revenue for the design project. He also remarked on the fantastic return on the investments.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joan Luksik **TO APPROVE MONTHLY CASH DISBURSEMENTS IN THE FORM OF CHECKS #25009-25081, #5706-5716 FOR A GRAND TOTAL OF \$708,051.86.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

CONSENT AGENDA:

Nothing removed from the consent agenda.

Call to the public.

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

UNFINISHED BUSINESS:

STRATEGIC PLAN CONVERSATION

At the July 15, 2025 regular monthly meeting, Director Moon asked the Trustees to consider the next direction for the Library's strategic plan that would be expiring in 2025. The Trustees asked for a month to think about it.

The board was in favor of retaining the existing strategic plan and extending it through 2028 at the Director's recommendation. The Trustees agreed with Trustee Joy Murray who said that the goals are ongoing, and with Trustee Dani Gillman who said it makes sense to continue reaching towards these goals until something else arises. Trustee Keith Carduner requested it include a statement regarding consideration of AI. The revised strategic plan will be presented at the next board meeting for review.

NEW BUSINESS:

HOLIDAY CALENDAR

Director Moon presented the proposed 2026 holiday closing calendar, which includes 12 days closed to the public and two early closings. The Fourth of July falls on a Saturday, so it is recommended the Library be closed on Sunday, July 5, as there will be minimal activity in the Library that day. Staff Development Day continues to be held on Veterans Day, Wednesday,

November 11, for which the Library will also be closed.

Upon discussion, a motion was made by Joy Murray, seconded by Judy Lindstrom **TO APPROVE THE PROPOSED 2026 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS AS PRESENTED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PUBLIC BUDGET HEARING, PART 1

Presentation and Discussion of Preliminary Budget, Fiscal Year April 1, 2026-March 31, 2027

Shane Spradlin shared insights on the budget updates. Director Tera Moon thanked the Department Heads, Administration team, and the Trustees for the collective effort to prepare this preliminary budget. She provided an overview of the Fiscal Year (FY) 2026-2027 Preliminary Budget. The final budget for FY 2026-2027 will be presented in March 2026.

The Board chose to vote on the remainder of the budget after the Library Design Project was discussed.

Motion to Approve the Fiscal Year 2026-2027 Preliminary Gift Fund Budget:

Upon review and discussion of the FY 2026-2027 Preliminary Gift Fund Budget, a motion was made by Dani Gillman, seconded by Joy Murray:

TO APPROVE THE PRELIMINARY GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2026 – MARCH 31, 2027, IN THE AMOUNT OF \$700 FOR THE ANTICIPATED REVENUES AND \$162,195 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

CONSIDER APPROVAL OF SCHEMATIC DESIGN FOR LIBRARY DESIGN PROJECT

The library building was last renovated in 2008. With approximately 800 visitors daily, the building has seen change and wear on the furnishings and parts. Director Moon said there have been areas with empty shelving since she began working at the Library 12 years ago.

The scope of the redesign has expanded considerably, with at least seven new rooms to be built to accommodate the needs of the community. These are necessary spaces to create and will impact the public.

The schematic design developed by C2AE, Reed Walker Design Collective, and the Library Design Committee, was presented by Jenna Walker and Chloe Aalsburg. It proposes a vision of a future-ready library that serves as a vibrant “third place” in a community that loves its library. At this point, where walls and other building systems will be constructed is being determined.

Chloe and Jenna shared what needs formal approval, which is the overall plan and the big ideas, so they can move out of the schematic design phase and start making more detailed design decisions. They provided an overview of the spaces that will be affected. The current cost opinion will be updated with real budget estimates throughout the process, as decisions are made on furnishings, finishes, and updates to mechanical, electrical, and plumbing.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joy Murray **TO APPROVE THE SCHEMATIC DESIGN AS PRESENTED ON AUGUST 19, 2025, BY C2AE AND REED WALKER DESIGN COLLECTIVE INCLUDING DESIGN DRAWINGS, NOTING THE CURRENT COST ESTIMATE AND ANY RELATED CHANGES REMAIN SUBJECT TO FURTHER REVIEW AND APPROVAL.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PUBLIC BUDGET HEARING, PART 2

Presentation and Discussion of Preliminary Budget, Fiscal Year April 1, 2026-March 31, 2027

Motion to Approve: The Fiscal Year 2026-2027 Preliminary General Fund Budget:

Upon review and discussion of the Fiscal Year 2026-2027 Preliminary General Fund Budget, a motion was made by Shane Spradlin, seconded by Judy Lindstrom:

TO APPROVE THE PRELIMINARY GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2026 – MARCH 31, 2027, IN THE AMOUNT OF \$11,144,734 FOR THE ANTICIPATED REVENUES AND \$13,859,198 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR AND THE FUND BALANCE RESERVES SHALL BE DECREASED BY \$2,711,464.

TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, FOR THE CURRENT FISCAL YEAR APRIL 1, 2025 – MARCH 31, 2026, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY: \$10,929,971 FOR THE ANTICIPATED REVENUES AND \$10,458,881 FOR THE ANTICIPATED EXPENDITURES. FUND BALANCE RESERVES SHALL BE INCREASED BY \$471,090 THERE IS NO PLANNED USE OF FUND BALANCE.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

None removed.

OTHER:

Joan Luksik had wanted to know if there were footwear regulations in the Library, as she saw children rollerblading through the lobby recently. She has heard that people have been barefoot. The rules of conduct were reviewed. There are not specific rules regarding footwear, but these could fall under “no damage, defacement, littering, or removal of any part of the Library’s building, furniture, equipment, materials, or grounds is permitted. Appropriate attire is required for entry and service.” Staff should contact the Person in Charge if there are violations to the rules of conduct.

A motion was made by Judy Lindstrom, seconded by Shane Spradlin **TO ADJOURN THE MEETING AT 8:20 PM.**

A vote was taken for approval of the motion.

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

Nays: None

Submitted by:



Joan Luksik, Board Secretary

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

September 2025

The popular **Chamber Music Concert** series returns on October 17, 2025. Talented students from the University of Michigan School of Music, Theatre, and Dance will perform musical selections to the delight of our patrons. This series is sponsored by the Friends of the Library. We are so pleased to host four concerts for this popular program series.

Thanks to our industrious Friends for approving all the items on the latest **wish list** for a total of \$20,350! These grants do so much to make this Library comprehensively excellent. As a former director used to say, if the Library is the crown of the community, the Friends provide the jewels.

On September 11, staff received training on **CPR, AED, and Stop the Bleed**, hosted by the Bloomfield Township Fire Department. I am pleased that staff are taking this opportunity to help make the Library a safer place for everyone. Thanks to Assistant Director Katherine Dupuis for coordinating this and many other outstanding training opportunities.

Did you know the Library supports ten different **book clubs**? A book is a natural launching point for great conversation and a connection point for communities. Readers share opinions and perspectives. An April 3, 2025 article in the NYT ("10 Small Things Neurologists Wish You'd Do for Your Brain") rounded up neurologist-recommended tips to keep aging brains healthy and joining a book group was on that list. The new season of book clubs began in September, but readers can join at any time. By registering, Bloomfield Township residents automatically reserve a copy of each month's book to pick up at the Adult & Teen Services desk. Non-residents are welcome to register but must source a copy of each book elsewhere.

I am excited to attend the **Michigan Library Association annual conference** in Lansing this October 29-31. I'm even more excited to be a speaker! I will be joining Chloe Aalsburg and Jenna Walker, the interior designers on our Library Design Project, in talking about inclusive design.

The **Welcome to the Library series of emails** is being shared with all Township cardholders, thanks to your suggestion. Each Tuesday for five weeks, beginning Tuesday, September 2, an email will be sent to resident cardholders with a "back-to-school" theme. The overall content is the same as the new resident emails, with an added "extra credit" for our regular patrons.

For all the popularity of the Library, some carefully curated programs have not gathered much interest this time of year. The Katherine Arden event to take place on October 2 has been canceled due to lack of participation. The Local Author Fair that was supposed to be on September 13 has also been canceled due to lack of participation.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
AUGUST 2025**

	2024		2025	
COLLECTION				
Book Collection:	231,480		227,310	
Media Collection:	49,302		50,609	
Total e-books:	18,812		46,930	
Overdrive:	15,746		16,882	
Total downloadable audiobooks:	9,625		10,126	
Materials Total:	309,219		334,975	
CIRCULATION				
Circulation Total:	58,270		56,814	
Bloomfield Township Circulation:	53,903		52,796	
Virtual Circulation Total:	14,570		16,464	
Circulation of Youth Materials:	22,592	†	19,157	
Circulation of Media:	7,116	†	6,330	
Circulation of Cranbrook passes:	265		225	
Self-Checkout machine use:	14,659	25.2%	13,675	24.1%
Library By Mail:	33	52 patrons	44	52 patrons
Mobile App	120		129	
Building & Equipment Usage				
Door Count:	21,358		20,361	
Gate Count:	22,740		21,705	
Meeting rooms by public:	29		29	
Meeting rooms by staff:	77		81	
Virtual Use				
Home page hits:	22,687		19,179	
e-book access:	4,674		4,884	
Audiobook access: (Overdrive)	3,570		3,820	
Magazine download access:	2,242		3,132	
Hoopla access:	4,084		4,628	
BTPL Mobile New Devices	132		88	
BTPL Mobile Launches	3,307		3,965	
Library Computer Use				
Resident Use	510		407	
Guest Use	291		355	
† Numbers were incorrect April-November. Numbers corrected January '25.				

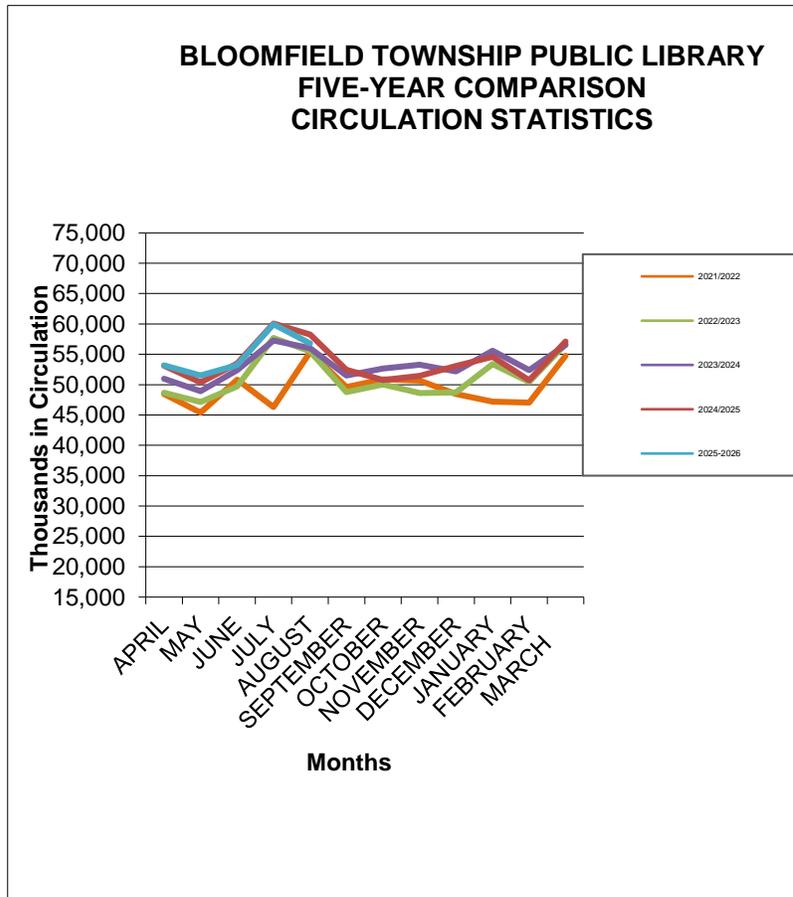
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
AUGUST 2025**

	2024		2025	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	227		170	
Cranbrook:	4		1	
Total new patrons:	302		238	
<i>Adult Program Attendance</i>				
Staff-led:	13 events	188 attended	13 events	213 attended
Speaker-led:	3 events	142 attended	2 events	48 attended
Book clubs:	5 events	44 attended	6 events	57 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	5 events	396 attended	3 events	151 attended
Chamber Music Concert:	0 events	0 attended	0 events	0 attended
Bloomfield Historical Society:	0 events	0 attended	0 events	0 attended
<i>IT Program Attendance</i>				
Staff-led:	5 events	24 attended	3 events	20 attended
<i>Teen Program Attendance</i>				
Staff-led:	0 events	0 attended	2 events	14 attended
<i>Youth Program Attendance</i>				
Staff-led:	16 events	978 attended	22 events	1108 attended
Speaker-led:	1 event	24 attended	1 event	32 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	5 events	47 attended	5 events	50 attended
TOTAL:	53 events	1,843 attended	57 events	1693 attended
<i>Volunteers (total for the month)</i>				
Shop volunteers	9 people	74.00 hours	10 people	89.5 hours
Court appointed volunteers	1 person	.75 hours	0 people	0 hours
Student volunteers	15 people	100.75 hours	7 people	49.5 hours
Department volunteers	0 people	0 hours	0 people	0 hours
<i>Patron Remarks</i>				
Patron comments:	6		6	
Ask BTPL:	9		10	
DISPLAYS				
Lobby	<i>"The Way We Worked: Small Appliances through the Decades."</i>			
Local History	<i>No Display</i>			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

9/9/2025

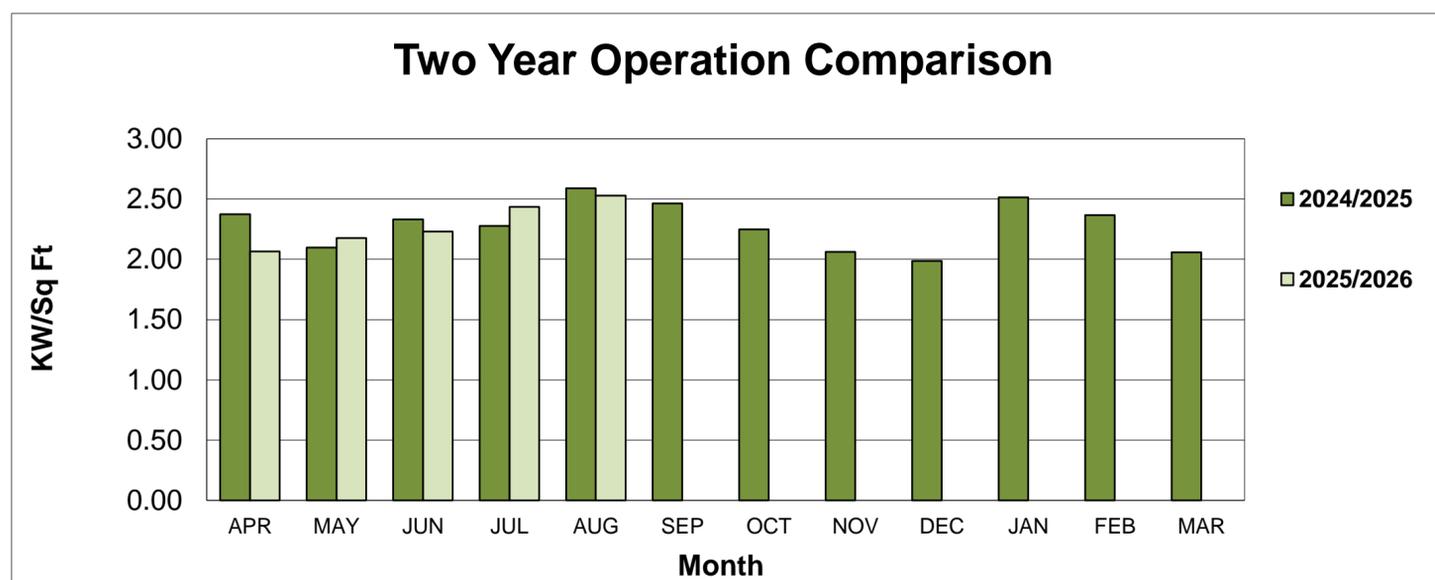
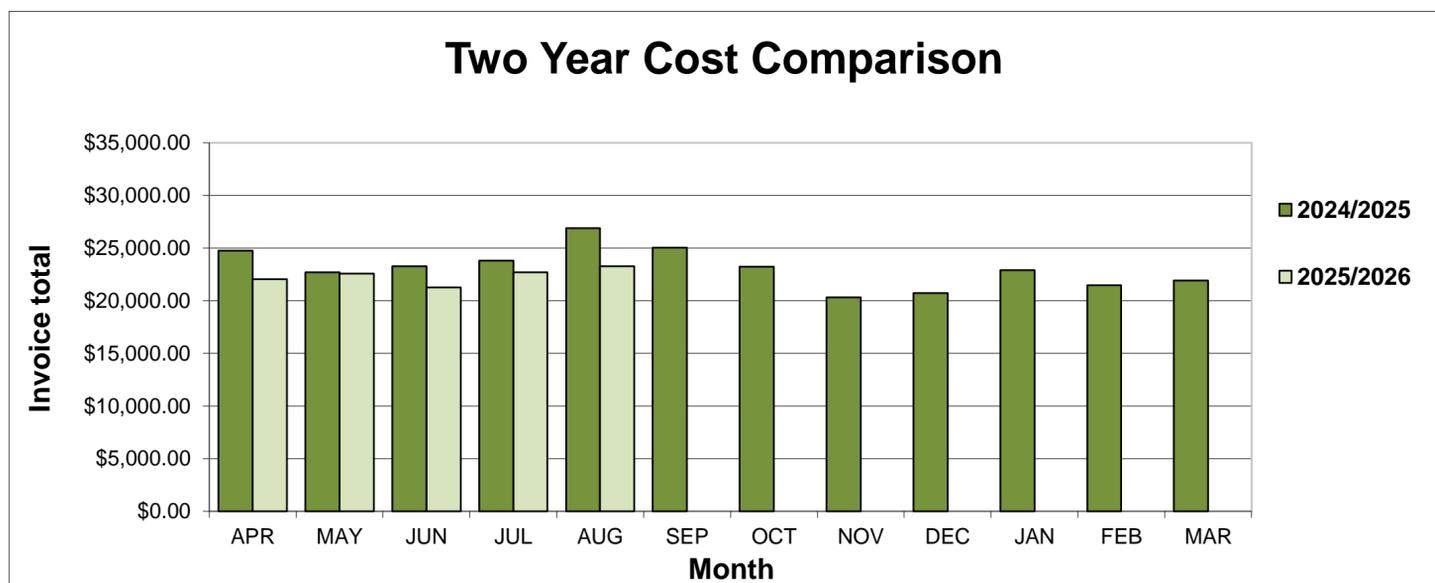
	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025-2026</u>
APRIL	48,463	48,665	50,983	53,132	53,186
MAY	45,393	47,140	48,921	50,366	51,514
JUNE	50,843	49,706	52,369	53,502	53,237
JULY	46,304	57,694	57,272	60,069	59,957
AUGUST	55,372	55,485	55,983	58,270	56,814
SEPTEMBER	49,604	48,792	51,492	52,429	
OCTOBER	50,855	50,032	52,652	50,768	
NOVEMBER	50,656	48,595	53,264	51,426	
DECEMBER	48,439	48,737	52,182	53,072	
JANUARY	47,195	53,373	55,573	54,590	
FEBRUARY	47,023	50,469	52,401	50,701	
MARCH	54,732	56,705	56,512	57,086	
TOTAL	594,879	615,393	639,604	645,411	274,708



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2024/2025	2025/2026	Difference	TOTAL	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	\$24,773.37	\$22,059.82	(\$2,713.55)	208,782	\$0.11	289.98	2.07	\$30.64	\$0.22
MAY	\$22,717.34	\$22,571.27	(\$146.07)	220,073	\$0.10	295.80	2.18	\$30.34	\$0.22
JUN	\$23,261.35	\$21,251.99	(\$2,009.36)	225,477	\$0.09	313.16	2.23	\$29.52	\$0.21
JUL	\$23,823.38	\$22,681.31	(\$1,142.07)	245,980	\$0.09	330.62	2.43	\$30.49	\$0.22
AUG	\$26,904.57	\$23,280.84	(\$3,623.73)	255,402	\$0.09	343.28	2.53	\$31.29	\$0.23
SEP	\$25,039.95		(\$25,039.95)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$23,245.65		(\$23,245.65)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$20,336.42		(\$20,336.42)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$20,719.64		(\$20,719.64)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$22,893.63		(\$22,893.63)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$21,484.06		(\$21,484.06)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$21,923.92		(\$21,923.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$277,123.28	\$111,845.23	(\$165,278.05)						

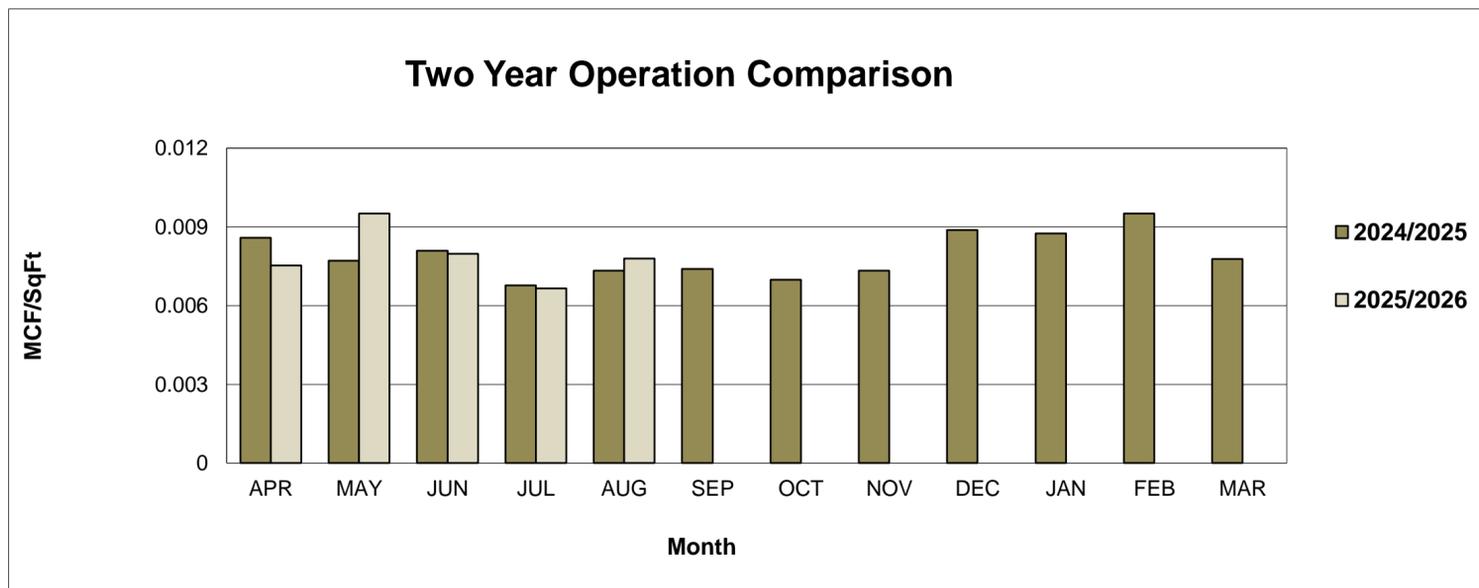
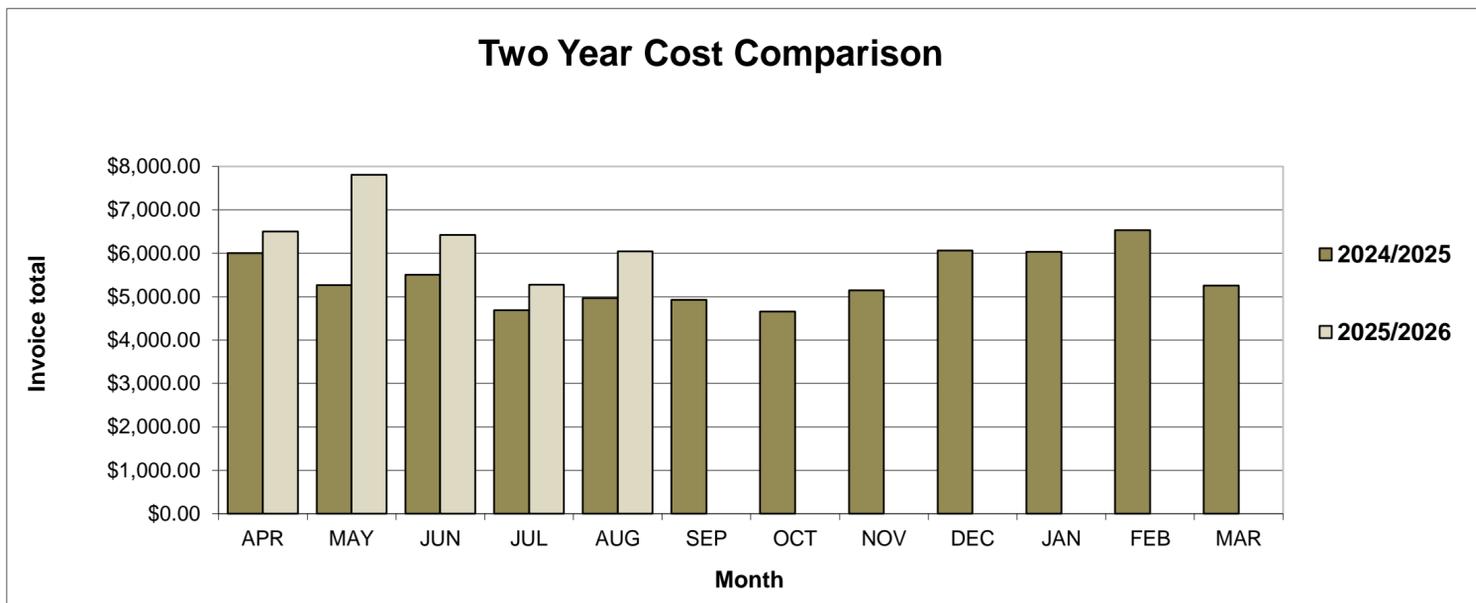


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

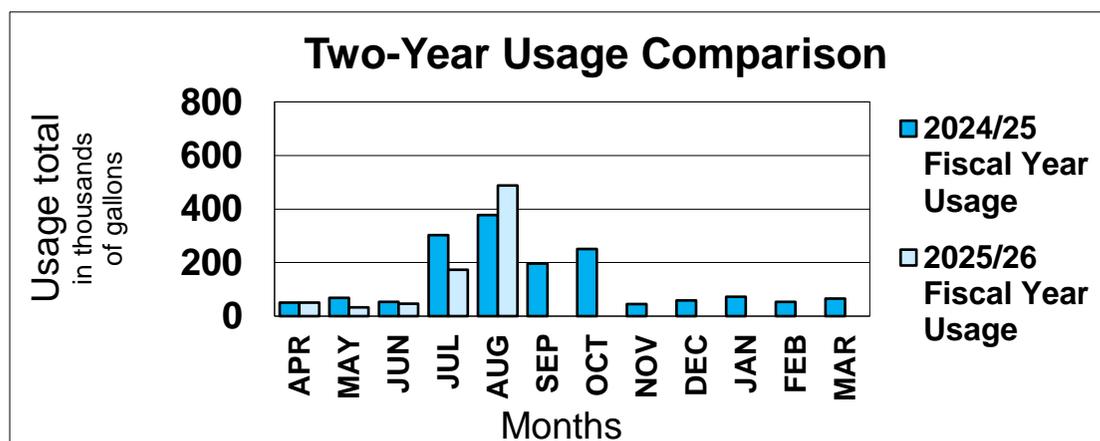
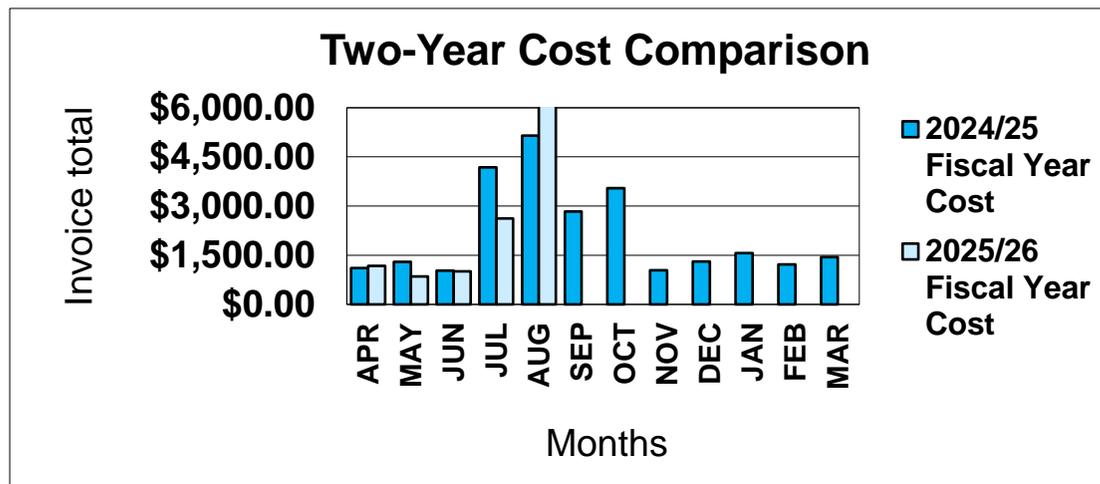
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2024/2025	2025/2026	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$6,000.24	\$6,503.42	\$503.18	760.9	\$8.55	720	1.06	0.008	9.03	0.063
MAY	\$5,265.28	\$7,809.82	\$2,544.54	960.5	\$8.13	744	1.29	0.010	10.50	0.076
JUN	\$5,506.04	\$6,424.13	\$918.09	805.7	\$7.97	720	1.12	0.008	8.92	0.063
JUL	\$4,687.08	\$5,274.37	\$587.29	671.7	\$7.85	744	0.90	0.007	7.09	0.051
AUG	\$4,963.10	\$6,038.86	\$1,075.76	787.3	\$7.67	744	1.06	0.008	8.12	0.059
SEP	\$4,924.61		(\$4,924.61)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$4,656.53		(\$4,656.53)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,149.64		(\$5,149.64)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$6,065.31		(\$6,065.31)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,035.00		(\$6,035.00)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$6,533.51		(\$6,533.51)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,259.74		(\$5,259.74)		#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference							
TOTAL	\$65,046.08	\$32,050.60	(\$32,995.48)							



Bloomfield Township Public Library Water Analysis

Month	2024/25 Fiscal Year Cost	2025/26 Fiscal Year Cost	Difference	2024/25 Fiscal Year Usage	2025/26 Fiscal Year Usage	Difference
APR	\$1,104.73	\$1,177.32	\$72.59	50	50	0
MAY	\$1,298.78	\$849.22	(\$449.56)	68	33	(35)
JUN	\$1,029.34	\$1,013.32	(\$16.02)	53	46	(7)
JUL	\$4,178.74	\$2,621.22	(\$1,557.52)	302	173	(129)
AUG	\$5,145.46	\$6,704.32	\$1,558.86	378	488	110
SEP	\$2,830.42		(\$2,830.42)	196		(196)
OCT	\$3,547.90		(\$3,547.90)	251		(251)
NOV	\$1,046.78		(\$1,046.78)	45		(45)
DEC	\$1,308.30		(\$1,308.30)	59		(59)
JAN	\$1,569.82		(\$1,569.82)	73		(73)
FEB	\$1,214.90		(\$1,214.90)	54		(54)
MAR	\$1,439.06		(\$1,439.06)	66		(66)
TOTAL	\$25,714.23	\$12,365.40	YTD Difference (\$13,348.83)	1,595	790	YTD Difference (805)



MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FINANCE COMMITTEE

The Finance Committee meeting of the Bloomfield Township Public Library Board was held via Teams on Thursday, September 4 at 10:00 a.m.

Trustees: Keith Carduner, Shane Spradlin,

Administration: Library Director, Tera Moon; Finance Coordinator, Kathy Wolosiewicz

Others Present: Alan Panter, Yeo & Yeo

FY 2024/2025 Audit draft review with Alan Panter, Yeo & Yeo

Alan Panter reported that this year the fieldwork was performed onsite and that the process went smoothly. Alan thanked the Administration for their assistance with the process. Alan reported that there are no concerns regarding library management.

Alan stated that there were no material findings, and that his team has issued an unmodified/clean opinion.

Trustee Spradlin asked why we passed on correcting the prior year payroll accrual amount of \$119,623. Alan responded that it is a matter of materiality and this amount does not hit the threshold.

Alan reviewed several highlights of the audit and addressed the Trustees' questions. Alan explained how GASB 96, known as SBITA, impacts the financial statements this year and provided guidance for the future. Alan touched on a new GASB rule around compensated absences.

Alan Panter will present the financial statements and governance letter to the entire board of trustees at the regular monthly meeting on September 16, 2025.

Next meeting: There is not a meeting scheduled at this time. _

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, September 9, 2025

The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held via Teams on Tuesday, September 9, 2025, at 9:30 a.m.

Present: Trustees Joy Murray and Shane Spradlin

Administration: Library Director Tera Moon and Assistant Director Katherine Dupuis

The Policy Committee met to discuss the final round of edits to the Employee Handbook, which was reviewed by the Library's legal counsel. Library Director Tera Moon shared a document explaining the changes made to the Employee Handbook. The changes include:

- Updating the vision and mission statements.
- Condensing the Library History section.
- Incorporating non-gendered language throughout.
- Using capitalizations consistently throughout.
- Updating for position and department name changes.
- Updating the protected classes.
- Adding the Paid Parental Leave policy.
- Updating sick time sections for the ESTA law that was passed this year, including adding the specific scenarios for which the sick time can be used.
- Updating the PTO section to distinguish between benefitted and non-benefitted employees.
- Adding the Whistleblower Protection Policy.

Trustee Joy Murray inquired about the reason for not allowing employees to work in more than one department. Tera explained that this is to prevent someone from working more than 30 hours and becoming eligible for insurance benefits. Joy inquired about the conflict-of-interest form. The committee agreed that the Trustees should sign this form annually, and Tera will add it to the board meeting calendar.

Trustee Shane Spradlin suggested presenting the Board of Trustees with the clean copy, with changes highlighted, instead of a marked-up version with track changes. Joy suggested including the list of changes. Tera will review the changes with the Board at the September meeting, and there will be a motion to approve the Employee Handbook.

No future meeting has been scheduled.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: September 10, 2025

SUBJECT: Revisit Strategic Plan Conversation

At the July 15, 2025 regular monthly meeting, I asked you to consider the next direction for the Library's strategic plan. At the August 19, 2025 board meeting we agreed to extend the plan for another three years, through 2028. Dani Gillman noted that this takes the plan through the end of the current term of the trustees. Keith Carduner requested that a reference to artificial intelligence (AI) be added to the plan.

The plan has been revised to reflect the new date and a reference to artificial intelligence. The one-page summary of the plan with these changes is included.

Bloomfield Township Public Library **STRATEGIC PLAN** 2023-2028



Vision

The place to discover.

Mission

We spark curiosity and imagination by connecting the community to resources, technology, and support.



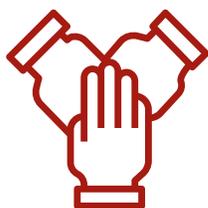
Enhance Our Core

...to create responsive collections, functional and comfortable spaces, and seamless digital experiences.

Anticipate and develop collections in response to community needs that inform, entertain, and expand world view.

Reimagine use of library spaces for increased inclusion and flexibility.

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



Connect the Community

...with each other, with opportunities to be creative, and with new experiences.

Bring people together around diverse interests and thought-provoking topics.

Expand opportunities for people and groups to create and explore.

Deepen engagement with all community members by listening to and learning about needs.



Build Organizational Capacity

...for strong operations, satisfying employment, and a collaborative culture.

Practice learning organization principles.

Update recruiting, hiring, on-boarding, and retention practices using a diversity, equity, and inclusion lens.

Cultivate a collaborative culture by focusing how we work together.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: September 10, 2025

SUBJECT: 2024-2025 Audit Presentation

Yeo & Yeo conducted an audit of the Library's finances for FY 2024-2025 with Alan Panter, CPA, as principal. He and his team conducted audit fieldwork at the Library in June. The fieldwork and subsequent requests for documents went smoothly.

The Library received a clean or unmodified opinion from Yeo & Yeo for FY 2024-2025.

On September 4, 2025, the Finance Committee Trustees Keith Carduner and Shane Spradlin met with Alan Panter to review the audit. Alan provided a very thorough review of the Library's audit and answered the Trustees' questions.

Alan Panter, Principal of Yeo & Yeo, will attend the September 16, 2025 Library Board meeting to provide a verbal overview of the audit and answer any questions the Trustees may have.

ACTION: I move to accept the Fiscal Year 2024-2025 Audit report as presented and placed on file.

August 15, 2025

Board of Trustees and Management
Bloomfield Township Public Library
Bloomfield Township, Michigan

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Bloomfield Township Public Library (the Library) as of and for the year ended March 31, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated March 21, 2025. Professional standards also require that we communicate to you the following information related to our audit.

We discussed these matters with various personnel in the Library during the audit including management. We would also be pleased to meet with you to discuss these matters at your convenience.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in the footnotes of the financial statements. The Library has adopted the following Governmental Accounting Standards Board Statements effective April 1, 2024:

- Statement No. 100, *Accounting Changes and Error Corrections*, improves the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. More understandable, reliable, relevant, consistent and comparable information will be provided to financial statement users for making decisions or assessing accountability. Additionally, the display and note disclosure requirements will result in more consistent, decision useful, understandable and comprehensive information for users about account changes and error corrections.
- Statement No. 101, *Compensated Absences*, updates the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

We noted no transactions entered into by the Library during the year for which there is lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Library's financial statements were:

- The useful lives of its capital assets. Useful lives are estimated based on the expected length of time during which the asset is able to deliver a given level of service.

- Net pension liability, and related deferred outflows of resources and deferred inflows of resources. The estimate is based on an actuarial report.
- Net other postemployment benefits (OPEB) liability, and related deferred outflows of resources and deferred inflows of resources. The estimate is based on an actuarial report.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Disclosures in the financial statements are neutral, consistent and clear.

Auditors are required to use professional judgment to identify areas of the audit that have a significant risk of material misstatement and perform special audit consideration in those areas. Within our audit, we focused additional consideration on the following areas:

- Management override of controls
- Improper revenue recognition

Accounting Standards and Regulatory Updates

The Governmental Accounting Standards Board has released additional Statements. Details regarding these Statements are described in the footnotes of the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial and communicate them to the appropriate level of management. Management has corrected all such misstatements except as discussed below.

In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Management has determined that the effects of the uncorrected misstatements summarized below are immaterial both individually and in the aggregate, to the financial statements taken as a whole. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the financial statements under audit.

Management has passed on the recording of the prior year payroll accrual amount that is included in the current year payroll expense, which would have resulted in a decrease to the beginning general fund balance and current payroll expenditures, as well as the governmental activities beginning net position of approximately \$119,623.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated as of the date of the audit report.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Emphasis of Matters in Independent Auditors' Report

Our report will include the following emphasis of matter paragraph:

Adoption of New Accounting Standard

As discussed in Note 1 to the financial statements, during the year ended March 31, 2025, the Library adopted new accounting guidance, GASB Statement No. 100, *Accounting Changes and Error Corrections*. Our opinions are not modified with respect to this matter.

As discussed in Note 1 to the financial statements, during the year ended March 31, 2025, the Library adopted new accounting guidance, GASB Statement No. 101, *Compensated Absences*. Our opinions are not modified with respect to this matter.

Report on Required Supplementary Information

We applied certain limited procedures to management's discussion and analysis and the remaining required supplementary information (RSI) as described in the table of contents of the financial statements that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of the Board of Trustees and management of the Library and is not intended to be, and should not be, used by anyone other than these specified parties.

Yeo & Yeo, P.C.

Troy, Michigan

Bloomfield Township Public Library

Financial Statements

March 31, 2025



YEO & YEO

**BUSINESS SUCCESS
PARTNERS**

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Independent Auditors' Report

Board of Trustees and Management
Bloomfield Township Public Library
Bloomfield Township, Michigan

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Bloomfield Township Public Library (the Library), as of and for the year ended March 31, 2025, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

In our opinion the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Library as of March 31, 2025, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Library, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Adoption of New Accounting Standards

As discussed in Note 1 to the financial statements, during the year ended March 31, 2025, the Library adopted new accounting guidance, GASB Statement No. 100, *Accounting Changes and Error Corrections*. Our opinions are not modified with respect to this matter.

As discussed in Note 1 to the financial statements, during the year ended March 31, 2025, the Library adopted new accounting guidance, GASB Statement No. 101, *Compensated Absences*. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our

opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness the Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, Retirement System schedules, and Other Postemployment Benefit schedules, as identified in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Yeo & Yeo, P.C.

Troy, Michigan
August 15, 2025

Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2025

The management's discussion and analysis of Bloomfield Township Public Library's (the Library) financial report provides an overview of the Library's financial activities for the fiscal year ended March 31, 2025. Please read it in conjunction with the Library's financial statements which follow this section.

Reviewing the Financial Statements

The basic financial statements, immediately following the management's discussion and analysis, are prepared by our auditors and include information that presents two different views of the Library using the modified accrual and full accrual methods.

The Balance Sheet on page 3 – 4 and Statement on Revenues, Expenditures, and Changes in Fund Balance on page 3 – 6 show the modified accrual method of reporting. This method of accounting focuses on current financial resources and provides a more detailed view about the accountability of the Library's sources and uses of funds. The Balance Sheet also shows the designated use of fund balance.

The Statement of Net Position on page 3 – 1 and Statement of Activities on page 3 – 3 show the General Fund and Gift Fund combined in the full accrual method. The reconciliation of these funds used to arrive at the figures is shown on pages 3 – 5 and 3 – 7, respectively. The reconciliation represents adjustments necessary, due to GASB 34, to convert the modified accrual financial statements to the Statement of Net Position and Statement of Activities under the full accrual method. The full accrual method of accounting focuses on long-term economic resources.

The Statement of Net Position and Statement of Activities provide information about the Library's overall financial status and about the activities of the Library as a Whole and present a longer-term view of the Library's finances.

The financial statements also include auditor notes which explain some of the information in the financial statements and provide more detailed data. The following condensed financial information section shows data comparative with the prior year.

The Library established a qualified trust for other postemployment benefits in 2019 and therefore presents a fiduciary fund on page 3 – 11.

The Library as a Whole

Fiscal Year (FY) 2024-2025 ended on a very strong financial foundation. On February 27, 2024, Bloomfield Township residents voted to renew an existing library millage at the current rate of 0.5047 for 10 years by a 72% margin. This rate accounts for 27% of the Library's revenue so its passage secures the Library's future ability to carry out the goals of the 2023-2025 strategic plan. In FY 2024-2025, the Library accomplished technology and building projects as planned for in the Capital Improvements Plan (CIP). Among the major projects impacting public service were the acquisition of a library document station for public printing and faxing. Building projects included upgrading security cameras and camera management software, upgrades to the HVAC system, and other needed repairs and maintenance. IT projects included upgrading network security infrastructure and a new server cluster. We are very grateful to have funding available to complete these important and necessary projects.

The Friends of the Library continue to support programs, collections, and services that were not budgeted for and that provide special touches to the Library. The Friends provided funding for programs and collections that our patrons love, a community-wide celebration of the Library's 60th anniversary, and for purchasing new tools for Facility Services. Our Bloomfield community is so very generous and supportive of the Library.

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2025**

Condensed Financial Information

The tables below show key financial information under the full accrual method in a condensed format. Please note: amounts and totals reported are for all Library activities, including general operations, improvements, and gifts, to give a complete picture of the Library as a whole.

Table 1	2025	2024
Assets		
Current assets	\$ 19,843,949	\$ 17,213,106
Capital assets	<u>24,261,570</u>	<u>24,650,770</u>
Total assets	<u>44,105,519</u>	<u>41,863,876</u>
Deferred outflows of resources	<u>290,474</u>	<u>343,560</u>
Liabilities		
Current liabilities	829,249	584,828
Long-term liabilities	<u>3,908,387</u>	<u>4,087,749</u>
Total liabilities	<u>4,737,636</u>	<u>4,672,577</u>
Deferred inflows of resources	<u>69,953</u>	<u>151,244</u>
Net position		
Investment in capital assets	24,089,785	24,650,770
Gift fund balance - restricted/expendable	148,702	162,606
Unrestricted	<u>15,349,917</u>	<u>12,570,239</u>
Total net position	<u>\$ 39,588,404</u>	<u>\$ 37,383,615</u>

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2025**

Table 2	2025	2024
Revenue		
Program revenue:		
Charges for services	\$ 27,521	\$ 38,311
Operating grants and contributions	116,059	96,663
General revenue:		
Property taxes	9,526,686	8,926,108
Penal fines	60,788	59,352
State aid - unrestricted	45,163	44,876
Investment earnings (loss)	683,363	540,041
Gain on sale of capital assets	-	2,068
Miscellaneous	48,012	56,601
Total revenue	10,507,592	9,764,020
Program Expenses		
Library services/operations	8,423,392	7,130,429
Change in net position	\$ 2,084,200	\$ 2,633,591

Library Revenues

Fiscal year 2024-2025 saw higher revenues than the previous year due to property taxes increasing by \$600,578 and excellent performance of the Library's investments, which earned \$143,322 more than the previous year. In total revenues increased by \$743,572.

Library Expenditures

Expenditures increased by \$1,288,730 over FY 23-24. This is due to the completion of several large projects including the security camera upgrade and other IT and building infrastructure upgrades and repairs.

Fund Balance

The General Fund fund balance is \$19,175,219 at year end. This is an increase of \$2,562,050 compared to the prior year-end fund balance.

The Gift Fund's fund balance decreased by \$13,904 compared to FY2023-2024. This is due to an increase in library operation needs as demand for programming and collections has surged. Gifts were spent for collections, programs, grounds needs, furnishings, and equipment as requested by the donors from donations received in the current & prior fiscal years. The actual fund balance at the close of the fiscal year was \$148,702

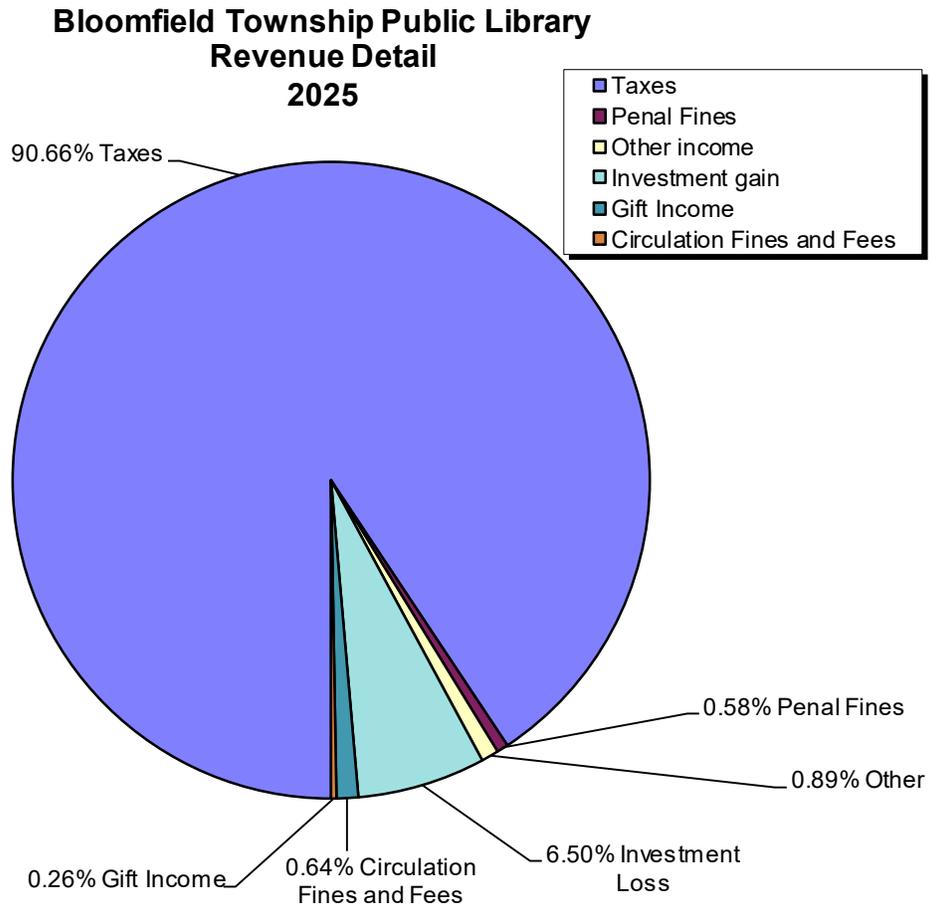
Gift Fund Estimated Budget

The Friends of the Library generously donate funds that provided support for popular programs such as chamber music concerts, book clubs, and summer reading programs, among others. The Friends' gifts also supported purchases for our various high demand and popular materials collections. The Friends raise funds through monthly used book sales.

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2025**

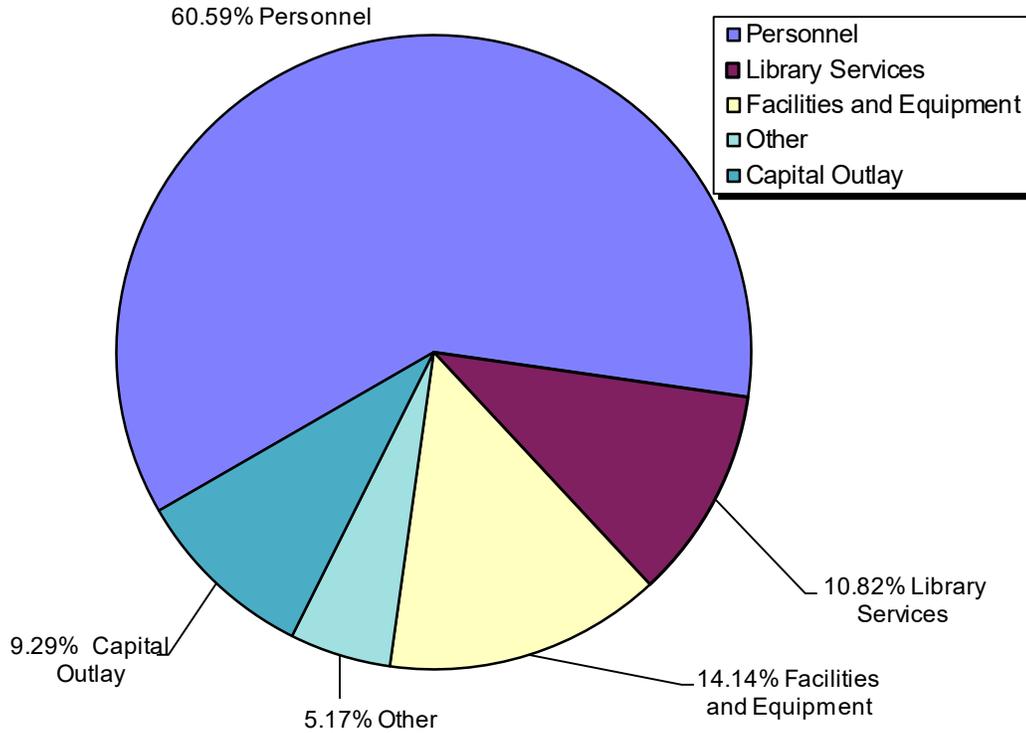
The Library's Funds

The budgetary analysis of both library funds, the General Fund and the Gift Fund, is included in the financial statements on pages 4 – 1 through 4 – 2. The following pie charts illustrate the percentage breakdown of revenues and expenditures for the Library as a Whole, which includes both funds.



**Bloomfield Township Public Library
Management’s Discussion and Analysis
For the Year Ended March 31, 2025**

**Bloomfield Township Public Library
Expenditure Detail
2025**



The largest use of resources during FY 2024-2025 continued to be for personnel salaries and benefits. This is typical of service organizations that are open to the public seven days a week, year-round. We have kept these expenses to a minimum by carefully reviewing vacated positions as to the need to fill these. The second largest use of resources during FY 2024-2025 was due to technology upgrades and building projects in the Facilities and Equipment category.

The Library’s Budgetary Highlights

The Library's FY 2024-2025 budget, as approved in March 2024, included increased funding for Library collections, programs and services. The Library was also able to complete several important and necessary IT and building projects.

We remain very grateful to Bloomfield Township voters for their support of the Library.

Over the course of the year, the Library Board of Trustees amended the budget as needed to address unplanned needs or donations that occurred during the year. The most frequent amendments occurred in contributions and donations to the Gift Fund which cannot be anticipated at the start of the year.

Capital Assets and Long-Term Debt Activity

At the beginning of FY 2024-2025, the Library had a net investment of \$24,650,770 in land, building and improvements, furniture and equipment, books and materials, including media. New collection items totaling \$445,524, consisting of new books and various audiovisual materials, were added to library collections this fiscal year (this does not include subscriptions to electronic materials and services). A total of \$236,966 was spent to

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2025**

replace furniture and equipment. A total of \$98,475 was spent on building improvements. The library also records a subscription right to use asset for \$221,624. In accordance with the Library's fixed asset disposal policy, some items from the Adult Services and Youth Services materials collections, which were no longer suitable for public library use, were donated to the Friends of the Library for their used book sales. The total of materials disposed from the collection amounted to \$486,790. Additionally, the Library had disposals of Furniture and Equipment in the amount of \$465,006. Our final capital asset investment for FY 2024-2025 is \$24,089,785.

The Library's long-term debt activity consists of accumulated compensated employee absences (sick/vacation leave) to be paid to eligible employees upon retirement or resignation. It also consists of our annual Other Post-Employment Benefits (OPEB) liability and net pension liability.

Next Year's Anticipated Budget Factors

The Library has allocated funding each year to pay for future complex and costly building projects. We are continually working on our Capital Improvement Plan (CIP) to carefully plan for and allocate funding resources for important and necessary building and systems projects during the next several years. In 2025, the Library began work on planning a refresh of nearly all interior public spaces. The Library plans for continued investment into cybersecurity and maintenance on the library building specifically finding a solution to unmanageable storm water during significant weather events.

Glossary of Terms

The Library as a Whole recognizes the complete activity of the Library, including both the General Fund and Gift Fund, under the full accrual basis of accounting.

An Endowment is a permanent fund bestowed to an institution to be used for a specific purpose, as specified by the donor. The Library has six such endowments. The investments of all six endowments are administered by the Community Foundation of Southeastern Michigan. The purpose of these six endowments is to provide support and furtherance of specific programs and activities of the Library.

Full Accrual Accounting - Much like how a business reports its revenues and expenses, full accrual accounting is a long-term method of accounting in which revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Internal control refers to the interconnected system of checks and balances used to safeguard the Library's monetary assets and helps provide complete and accurate accounting records.

GASB - The Governmental Accounting Standards Board is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments. The board members of the GASB are appointed by the trustees of the Financial Accounting Foundation, a private sector not-for-profit organization.

GASB 34 requires state and local governments to begin reporting all financial transactions in annual financial reports on an accrual accounting basis. Two distinct forms of information will be provided in the basic financial statements:

Government-wide statements are consolidated financial statements for all of a government operation on a full accrual basis of accounting. They will not be presented on a fund basis; instead, fiscal operations will be organized into two major activities: governmental and business-type. They will have a "net asset" focus, and exclude inter-fund transactions (such as internal service funds) and fiduciary funds. Expenses

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2025**

(which may include allocated "indirect costs") will be shown both gross and net of related revenues such as fees and grants.

Fund statements, in meeting stewardship and accountability concerns, are financial statements that are also presented on a fund basis, but not using the same basis of accounting as the government-wide statements for government funds.

GASB 54 established a specific definition for Special Revenue funds which are used to account for the proceeds of resources that are restricted or committed for purposes other than debt service or capital projects. The restricted or committed resources need to comprise a substantial portion of the inflows reported in the special revenue fund. GASB 54 has also required that new terminology be used when describing parts of our fund balance.

These terms are:

Nonspendable amounts cannot be spent because they are either (a) not in spendable form (prepaid expenses) or (b) legally or contractually required to be maintained intact.

Restricted amounts can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed amounts can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Assigned amounts are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.

Unassigned amounts are the residual classification for the government's General Fund. It includes all spendable amounts not contained in the other classifications.

GASB 68 requires governments providing defined benefit pensions to recognize their unfunded defined benefit obligations as a liability and to more comprehensively and comparably measure the annual costs of pension benefits.

GASB 75 requires governments providing defined benefit OPEB plans to recognize their unfunded defined benefit obligations as a liability and to more comprehensively and comparably measure the annual costs of OPEB benefits.

Modified Accrual Accounting - The individual funds of the Library are accounted for using modified accrual accounting. Modified accrual accounting is a short-term method of accounting that recognizes revenue when it is both measurable and available to be used to pay liabilities of the current period. Expenditures are generally recorded when a liability is incurred; however, expenditures related to compensated absences are generally only recorded when payment is due. Long-term assets and liabilities such as capital assets, compensated absences unlikely to be paid out within a year, and the net other post-employment benefits obligation are excluded from the modified accrual balance sheet.

PA 152 - A Michigan law, PA 152 is the Publicly Funded Health Insurance Contribution Act that requires public employees to contribute to their health care costs. PA 152 gives public employers three options from which to choose for funding health care costs: the hard cap option, 80/20 option or to be exempt. The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Each December, the Library Board must decide which of the other two available options to implement for the next fiscal year.

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2025**

Contacting the Library's Management

This financial report is intended to provide our citizens, taxpayers, customers, and investors with a general overview of the Library's finances and to show the Library's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the Library Director's Office.

Bloomfield Township Public Library
Statement of Net Position
March 31, 2025

	Governmental Activities
Assets	
Current assets	
Cash and cash equivalents	\$ 853,789
Investments	18,969,289
Receivables	
Accounts	9,298
Prepaid items	11,573
Total current assets	19,843,949
Noncurrent assets	
Capital assets not being depreciated	153,515
Capital assets, net of accumulated depreciation	24,108,055
Total noncurrent assets	24,261,570
Total assets	44,105,519
Deferred outflows of resources	
Pension related	215,955
OPEB related	74,519
Total deferred outflows of resources	290,474

Bloomfield Township Public Library
Statement of Net Position
March 31, 2025

	Governmental Activities
Liabilities	
Current liabilities	
Accounts payable	\$ 345,040
Due to Charter Township of Bloomfield	142,963
Debt due within one year	341,246
Total current liabilities	829,249
Noncurrent liabilities	
Debt due in more than one year	212,067
Net pension liability	1,312,970
Net OPEB liability	2,351,325
Insurance claims payable	32,025
Total noncurrent liabilities	3,908,387
 Total liabilities	 4,737,636
Deferred inflows of resources	
Pension related	17,166
OPEB related	52,787
Total deferred inflows of resources	69,953
Net position	
Net investment in capital assets	24,089,785
Restricted for	
Gift fund	148,702
Unrestricted	15,349,917
Total net position	\$ 39,588,404

Bloomfield Township Public Library

Statement of Activities

For the Year Ended March 31, 2025

Functions/programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Governmental Activities
Primary government				
Recreation and culture	\$ 8,419,159	\$ 88,309	\$ 116,059	\$ (8,214,791)
Interest and fiscal charges on long-term debt	4,233	-	-	(4,233)
Total governmental activities	8,423,392	88,309	116,059	(8,219,024)
General revenues				
Property taxes				9,526,686
Unrestricted state aid				45,163
Unrestricted investment earnings				683,363
Miscellaneous				48,012
Total general revenues				10,303,224
Change in net position				2,084,200
Net position - beginning of year, as previously reported				37,383,615
Adjustments				120,589
Net position - beginning of year, as adjusted				37,504,204
Net position - end of year				\$ 39,588,404

See Accompanying Notes to the Financial Statements

Bloomfield Township Public Library
Governmental Funds
Balance Sheet
March 31, 2025

	General	Gift	Total Governmental Funds
Assets			
Cash and cash equivalents	\$ 671,696	\$ 150,068	\$ 821,764
Investments	18,969,289	-	18,969,289
Receivables			
Accounts	9,298	-	9,298
Prepaid items	11,573	-	11,573
Total assets	\$ 19,661,856	\$ 150,068	\$ 19,811,924
Liabilities			
Accounts payable	\$ 343,674	\$ 1,366	\$ 345,040
Due to Charter Township of Bloomfield	142,963	-	142,963
Total liabilities	486,637	1,366	488,003
Fund balances			
Non-spendable			
Prepaid items	11,573	-	11,573
Restricted	-	148,702	148,702
Committed for cash flow	4,781,512	-	4,781,512
Assigned for OPEB, compensated absences, and capital improvements	5,440,818	-	5,440,818
Unassigned	8,941,316	-	8,941,316
Total fund balances	19,175,219	148,702	19,323,921
Total liabilities and fund balances	\$ 19,661,856	\$ 150,068	\$ 19,811,924

See Accompanying Notes to the Financial Statements

Bloomfield Township Public Library
Governmental Funds
Reconciliation of Fund Balances of Governmental Funds
to Net Position of Governmental Activities
March 31, 2025

Total fund balances for governmental funds	\$ 19,323,921
Total net position for governmental activities in the statement of net position is different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	
Capital assets not being depreciated	153,515
Capital assets, net of accumulated depreciation	24,108,055
Deferred outflows (inflows) of resources.	
Deferred outflows of resources resulting from net pension liability	215,955
Deferred outflows of resources resulting from net OPEB liability	74,519
Deferred inflows of resources resulting from net pension liability	(17,166)
Deferred inflows of resources resulting from net OPEB liability	(52,787)
Long-term liabilities that are not due and payable in the current period, and therefore, are not reported in the funds.	
Compensated absences	(381,528)
Subscription arrangements	(171,785)
Net pension liability	(1,312,970)
Net OPEB liability	<u>(2,351,325)</u>
Net position of governmental activities	\$ <u>39,588,404</u>

Bloomfield Township Public Library
Governmental Funds
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended March 31, 2025

	General	Gift	Total Governmental Funds
Revenues			
Property taxes	\$ 9,526,686	\$ -	\$ 9,526,686
Penal Fines	60,788	-	60,788
State aid	45,163	-	45,163
Circulation fines and fees	14,795	-	14,795
Charges for services	12,726	-	12,726
Gift income	-	117,019	117,019
Investment income	678,563	3,974	682,537
Other revenue	47,878	-	47,878
Total revenues	<u>10,386,599</u>	<u>120,993</u>	<u>10,507,592</u>
Expenditures			
Current			
Personnel	4,952,067	-	4,952,067
Library services	781,699	102,334	884,033
Facilities and equipment	1,140,114	15,236	1,155,350
Other expenditures	244,316	17,327	261,643
Capital outlay	759,146	-	759,146
Debt service			
Principal retirement	49,839	-	49,839
Interest and fiscal charges	4,233	-	4,233
Total expenditures	<u>7,931,414</u>	<u>134,897</u>	<u>8,066,311</u>
Excess (deficiency) of revenues over expenditures	<u>2,455,185</u>	<u>(13,904)</u>	<u>2,441,281</u>
Other financing sources (uses)			
Proceeds from subscription arrangements	106,865	-	106,865
Net change in fund balances	2,562,050	(13,904)	2,548,146
Fund balances - beginning of year	<u>16,613,169</u>	<u>162,606</u>	<u>16,775,775</u>
Fund balances - end of year	<u>\$ 19,175,219</u>	<u>\$ 148,702</u>	<u>\$ 19,323,921</u>

See Accompanying Notes to the Financial Statements

Bloomfield Township Public Library
Governmental Funds
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
For the Year Ended March 31, 2025

Net change in fund balances - total governmental funds	\$ 2,548,146
 Total change in net position reported for governmental activities in the statement of activities is different because:	
 Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation and amortization expense.	
Depreciation and expense	(1,313,743)
Capital outlay	910,330
Sale of capital assets (net book value)	(100,546)
 Expenses are recorded when incurred in the statement of activities.	
Compensated absences	(15,873)
 The statement of net position reports the net pension liability and deferred outflows of resources and deferred inflows related to the net pension liability and pension expense. However, the amount recorded on the governmental funds equals actual pension contributions.	
Net change in the net pension liability	(3,316)
Net change in the deferred outflow of resources related to the net pension liability	108,170
Net change in the deferred inflow of resources related to the net pension liability	(12,887)
 The statement of net position reports the net OPEB liability and deferred outflows of resources and deferred inflows related to the net OPEB liability and pension expense. However, the amount recorded on the governmental funds equals actual OPEB contributions.	
Net change in the net OPEB liability	88,023
Net change in the deferred outflow of resources related to the net OPEB liability	(161,256)
Net change in the deferred inflow of resources related to the net OPEB liability	94,178
 Long-term liabilities and related transactions applicable to governmental activities are not due and payable in the current period and, accordingly, are not reported as fund liabilities.	
Debt issued	(106,865)
Repayments of long-term debt	<u>49,839</u>
 Change in net position of governmental activities	 \$ <u>2,084,200</u>

Bloomfield Township Public Library
Proprietary Fund
Statement of Net Position
March 31, 2025

	<u>Internal Service Fund</u>
Assets	
Current assets	
Cash and cash equivalents	<u>\$ 32,025</u>
Liabilities	
Noncurrent liabilities	
Insurance claims payable	<u> 32,025</u>
Net position	
Unrestricted	<u><u>\$ -</u></u>

Bloomfield Township Public Library
Proprietary Fund
Statement of Revenues, Expenses and Changes in Fund Net Position
For the Year Ended March 31, 2025

	<u>Internal Service Fund</u>
Operating revenue	
User charges	\$ 415,213
Operating expenses	
Claims	<u>415,213</u>
Change in net position	-
Net position - beginning of year	<u>-</u>
Net position - end of year	<u><u>\$ -</u></u>

Bloomfield Township Public Library
Proprietary Fund
Statement of Cash Flows
For the Year Ended March 31, 2025

	Internal Service Fund
Cash flows from operating activities	
Receipts from interfund users	\$ 415,213
Payments to suppliers	<u>(418,502)</u>
Net cash provided (used) by operating activities	(3,289)
Cash and cash equivalents - beginning of year	<u>35,314</u>
Cash and cash equivalents - end of year	<u>\$ 32,025</u>
Reconciliation of operating income (loss) to net cash provided (used) by operating activities	
Operating income (loss)	\$ -
Adjustments to reconcile operating income to net cash from operating activities	
Changes in assets and liabilities	
Claims payable	<u>(3,289)</u>
Net cash provided (used) by operating activities	<u>\$ (3,289)</u>

Bloomfield Township Public Library
Fiduciary Fund
Statement of Fiduciary Net Position
March 31, 2025

	<u>Other Employee Benefit Trust Fund</u>
Assets	
Investments	\$ 3,504,380
Liabilities	
	<u>-</u>
Net position	
Restricted - held in trust for other postemployment benefits	<u>\$ 3,504,380</u>

Bloomfield Township Public Library
Fiduciary Fund
Statement of Changes in Fiduciary Net Position
For the Year Ended March 31, 2025

	<u>Other Employee Benefit Trust Fund</u>
Investment earnings	
Net change in fair value of investments	\$ 158,471
Deductions	
Administrative expense	<u>8,790</u>
Change in net position	149,681
Net position - beginning of year	<u>3,354,699</u>
Net position - end of year	<u><u>\$ 3,504,380</u></u>

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

Note 1 - Summary of Significant Accounting Policies

Reporting Entity

The Bloomfield Township Public Library (the Library) was established in 1964 to provide recreational and cultural services to the residents of Bloomfield Township. The Library's activities are overseen by an autonomous six-member Board of Trustees. The financial statements of the Library have been prepared in accordance with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and reporting principles.

As required by accounting principles generally accepted in the United States of America, these financial statements present the financial activities of the Library. The Library has no activities that would be classified as component units.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all the nonfiduciary activities of the Library.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, the proprietary fund, and the fiduciary fund, even though the latter is excluded from the government-wide financial statements. Major individual governmental funds and the internal service fund are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Library considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences are recorded only when payment is due.

Property taxes, state aid, fines and fees, charges for services, investment earnings, and gift income associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Library.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

The Library reports the following major governmental funds:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the Library, except those required to be accounted for in another fund.

The Gift Fund accounts for all contributions and gifts received.

Additionally, the Library reports the following:

The Internal Service Fund, which is used to account for the Library's participation in the Charter Township of Bloomfield's self-insurance program.

The Fiduciary Fund, which is used to account for the Library's single employer defined benefit other postemployment benefit plan. The plan accumulates resources for other postemployment benefits payments to qualified Library employees. The funds are based on the Plan's March 31 fiscal year end.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, and 2) operating grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the internal service fund are charges for healthcare. Operating expenses for the internal service fund include claims related to the self-insurance program. All revenues and expenses that do not meet this definition are reported as nonoperating revenues and expenses.

Assets, Liabilities, and Net Position or Fund Balance

Deposits and investments – Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value. Certificates of deposit are stated at cost which approximates fair value.

Realized gains and losses on investment transactions are recorded as the difference between proceeds received and carrying value. Net unrealized appreciation or depreciation in the fair value of investments is recorded as the change in carrying value of the investment portfolio from the beginning of the year or date of purchase to the end of the year.

Property taxes – Property taxes are levied on each December 1st on the taxable valuation of property as of the preceding December 31st. Taxes are considered delinquent on March 1st of the following year, at which time penalties and interest are assessed.

The 2024 taxable valuation of the property subject to the Library's millage totaled \$5,137,883,510 on which ad valorem taxes consisted of 1.8564 mills for operating purposes. This resulted in \$9,526,686 for operating purposes, exclusive of any Michigan Tax Tribunal or Board of Review adjustments.

Prepaid expenses – Certain payments to vendors reflect costs applicable to future fiscal years. For such payments in governmental funds the Library follows the consumption method, and they therefore are capitalized as prepaid items in both government-wide and fund financial statements.

Capital assets – Capital assets, which include land, buildings, furniture, and library materials are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial individual cost of more than \$5,000 and an estimated useful life in

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

excess of one year. Such assets are recorded at historical cost or estimated historical cost, if purchased or constructed.

The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate. In the case of donations, the Library values these capital assets at the estimated acquisition value of the item at the date of its donation.

Capital assets are depreciated using the straight-line method over the following useful lives:

Building and improvements	3 to 60 years
Furniture and equipment	3 to 20 years
Library books and materials	7 to 10 years

Due to Charter Township of Bloomfield – The Charter Township of Bloomfield (the Township) processes payroll and employee benefits for the Library. The amount due to the Township represents the required transfer of funds for payment of the Library’s March payroll and health insurance, as well as a portion of the Library’s retirement contribution.

Deferred outflows of resources – A deferred outflow of resources represents a consumption of net assets by the Library that applies to future periods. The Library may report deferred outflows of resources as a result of the following:

- Pension and OPEB earnings which are the result of a difference between what the plan expected to earn from plan investments and what is actually earned. This amount will be amortized over the next four years and included in pension and OPEB expense.
- Changes in assumptions and experience differences relating to the net pension and net OPEB liability are deferred and amortized over the expected remaining service lives of the employees and retirees in the plan.
- Pension and OPEB contributions made after the measurement date. This amount will reduce the net pension liability and net OPEB liability in the following year.
- Deferred amounts on bond refundings represent the difference between the reacquisition price and the net carrying amount of the prior debt. This amount is amortized over the life of the related debt.

Compensated absences – Compensated absences represent the estimated liability to be paid to employees under the Library’s compensated absence policy. It is the Library’s policy to permit employees to accumulate earned but unused sick time up to 80 days and vacation time earned but unused in the current year. All sick and vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only for eligible employee terminations as of year end.

Pensions – For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Plan and additions to/deductions from Plan’s fiduciary net position have been determined on the same basis as they are reported to the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Postemployment Benefits (OPEB) – For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the plan and additions to/deductions from plan’s fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, plan recognizes benefit

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments, which are reported at cost.

Deferred inflows of resources – A deferred inflow of resources represents an acquisition of net assets by the Library that applies to future periods. The Library may report deferred inflows of resources as a result of the following:

- Unavailable revenue in connection with receivables for revenues that are not considered available to liquidate liabilities of the current period.
- Pension and OPEB earnings which are the result of a difference between what the plan expected to earn from plan investments and what is actually earned. This amount will be amortized over the next four years and included in pension and OPEB expense.
- Changes in assumptions and experience differences relating to the net pension and OPEB liability are deferred and amortized over the expected remaining service lives of the employees and retirees in the plan.

Fund Balance – In the fund financial statements, governmental funds report fund balance in the following categories:

Non-spendable – assets that are not available in a spendable form.

Restricted – amounts that are legally imposed or otherwise required by external parties to be used for a specific purpose.

Committed – amounts constrained on use imposed by the Library’s highest level of decision-making, its Board of Trustees. A fund balance commitment may be established, modified, or rescinded by a resolution of the Board of Trustees.

Assigned – amounts intended to be used for specific purposes, as determined by management. Residual amounts in governmental funds other than the general fund are automatically assigned by their nature.

Unassigned – all other resources; the remaining fund balances after non-spendable, restrictions, commitments, and assignments.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Library’s policy is to consider restricted funds spent first.

When an expenditure is incurred for purposes for which committed, assigned, or unassigned amounts could be used, the Library’s policy is to consider the funds to be spent in the following order: (1) committed, (2) assigned, (3) unassigned.

The amounts included in assigned fund balance are as follows:

Compensated absences liability	\$	381,528
OPEB obligation		2,351,325
Capital improvements		2,707,965
		5,440,818
	\$	5,440,818

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows, liabilities, deferred inflows and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

Adoption of New Accounting Standards

Statement No. 100, *Accounting Changes and Error Corrections*, improves the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. More understandable, reliable, relevant, consistent and comparable information will be provided to financial statement users for making decisions or assessing accountability. Additionally, the display and note disclosure requirements will result in more consistent, decision useful, understandable and comprehensive information for users about accounting changes and error corrections.

Statement No. 101, *Compensated Absences*, updates the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

Upcoming Accounting and Reporting Changes

Statement No. 102, *Certain Risk Disclosures*, requires organizations to provide users of the financial statements with essential information about risks related to the organization's vulnerabilities due to certain concentrations or constraints. This statement is effective for the year ending March 31, 2026.

Statement No. 103, *Financial Reporting Model Improvements*, improves key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing an organization's accountability while also addressing certain application issues. This statement includes changes to management's discussion and analysis, unusual or infrequent items, presentation of the proprietary fund statements of revenues, expenses, and changes in fund net position, major component unit information, and budgetary comparison information. This statement is effective for the year ending March 31, 2027.

Statement No. 104, *Disclosure of Certain Capital Assets*, requires certain types of capital assets to be disclosed separately in the capital assets note disclosures required by Statement 34. Lease assets recognized in accordance with Statement No. 87, *Leases*, and intangible right-to-use assets recognized in accordance with Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, should be disclosed separately by major class of underlying asset in the capital as-sets note disclosures. Subscription assets recognized in accordance with Statement No. 96, *Subscription-Based Information Technology Arrangements*, also should be separately disclosed. In addition, this Statement requires intangible assets other than those three types to be disclosed separately by major class. This Statement also requires additional disclosures for capital assets held for sale. This statement is effective for the year ending March 31, 2027.

The Library is evaluating the impact that the above GASB statements will have on its financial reporting.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

Note 2 - Stewardship, Compliance, and Accountability

Budgetary Information

The Library is subject to the budgetary control requirements of the Uniform Budgeting and Accounting Act (P.A. 2 of 1968, as amended). Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the General Fund and all Special Revenue Funds. All annual appropriations lapse at fiscal year end.

The Library prepares the proposed operating budget for the fiscal year commencing April 1. Prior to incurring significant expenditures, the budget is then legally enacted through Board of Trustees action. The budget is then legally adopted and maintained at the functional level in the General Fund, which corresponds to the level of detail shown in the budgetary comparison schedules. The Gift Fund is adopted and maintained at the fund level. Budgeted amounts are reported as originally adopted and as amended by the Board of Trustees during the year.

Note 3 - Deposits and Investments

At year end the Library's deposits and investments were reported in the financial statements in the following categories:

	Cash and Cash		
	Equivalents	Investments	Total
Governmental activities	\$ 853,789	\$ 18,969,289	\$ 19,823,078
Fiduciary fund	-	3,504,380	3,504,380
Total	\$ 853,789	\$ 22,473,669	\$ 23,327,458

The breakdown between deposits and investments is as follows:

	Governmental Activities	Fiduciary Fund	Total
Bank deposits (checking and savings accounts and certificates of deposit)	\$ 849,789	\$ -	\$ 849,789
Investments in securities, mutual funds and similar vehicles	18,969,289	3,504,380	22,473,669
Petty cash and cash on hand	4,000	-	4,000
	\$ 19,823,078	\$ 3,504,380	\$ 23,327,458

As of year end, the Library had the following debt securities:

Investment	Carrying Value	Maturities	Rating	Rating Organization
U.S. Treasury notes	\$ 5,727,103	< 1 Year	AAA	Moody's
U.S. Treasury notes	10,025,770	1 - 5 Years	AAA	Moody's
	\$ 15,752,873			

Interest rate risk – The Library's investment policy does not have specific limits in excess of State law on investment maturities to manage its exposure to fair value losses from changes in interest rates.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

Credit risk – State statutes authorize the Library to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The local unit is allowed to invest in bonds, securities and other obligations of the United States, or any agency or instrumentality of the United States. United States government or federal agency obligations; repurchase agreements; bankers acceptance of United States Banks; commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or any of its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan. The investment policy adopted by the Library authorizes investment in bonds and securities of the United States government and bank accounts and certificates of deposit, as well as the remainder of State statutory authority as listed above.

Concentration of credit risk – The Library has no policy that would limit the amount that may be issued in any one issuer.

Custodial credit risk - deposits – In the case of deposits, this is the risk that in the event of bank failure, the Library's deposits may not be returned to it. The Library does not have a policy for custodial credit risk. As of year end, \$292,257 was exposed to custodial credit risk because it was uninsured and uncollateralized.

Custodial credit risk – investments – For an investment, this is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State law does not require and the Library does not have a policy for investment custodial credit risk. Although uninsured and unregistered, the Library's investments at March 31, 2025, are not subject to custodial credit risk.

Note 4 - Fair Value Measurements

The Library categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. Investments that are measured at fair values using the net asset value per share (or its equivalent) as a practical expedient are not classified in the fair value hierarchy.

The prices for most securities and certain security transactions are obtained by the investment custodian from independent quotation services whose appraisals are based on closing price(s), bid-ask quotations, or other factors; however, the investment custodian calculates prices for certain securities using information from independent and internal sources.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

The Library has the following recurring fair value measurements as of March 31, 2025:

Investment Type	Fair Value Measurements		Total
	Quoted Prices in Active Markets for Identical Assets	Significant Other Observable Inputs	
	Level 1	Level 2	
U.S. Treasury notes	\$ -	\$ 15,752,873	\$ 15,752,873
Fixed income	1,416,414	-	1,416,414
Equities	2,087,965	-	2,087,965
	\$ 3,504,379	\$ 15,752,873	19,257,252
 Investments carried at net asset value			
Vanguard Money Market Reserves			3,216,417
Total investments			\$ 22,473,669

Note 5 - Assets Held at Community Foundation

There are six endowment funds that are held and managed by the Community Foundation for Southeastern Michigan (CFSEM) for the benefit of the Library and are irrevocably invested. CFSEM is a public charity that is funded through donations by a large number of contributors. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM. CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal and earnings balances are not reflected in the Library's financial statements. Balances are reported on a calendar year basis.

	Bloomfield Township Public Library Endowment Fund		Lawrence Smith and Isabel Francis Smith Challenge Grant Fund		Jeanette P. Myers Memorial Scholarship Fund		Fair Radom Garden Endowment Fund		Library Director's Legacy Endowment Fund		Total
	Yvonne T. Atkinson Fund	-	-	-	-	-	-	-			
	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund			
Balance - January 1, 2024	\$ 49,911	\$ 35,126	\$ 38,209	\$ 16,270	\$ 19,997	\$ 23,032	\$ 182,545				
Distributions	-	(1,510)	-	(730)	(826)	-	(3,066)				
Investment earnings	5,363	3,676	4,105	1,697	2,098	2,479	19,418				
Balance - December 31, 2024	\$ 55,274	\$ 37,292	\$ 42,314	\$ 17,237	\$ 21,269	\$ 25,511	\$ 198,897				

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

Note 6 - Capital Assets

Capital asset activity for the current year is as follows:

	Restated Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities				
Capital assets not being depreciated				
Land	\$ 131,015	\$ -	\$ -	\$ 131,015
Construction-in-progress	-	22,500	-	22,500
Total capital assets not being depreciated	131,015	22,500	-	153,515
Capital assets being depreciated				
Buildings and improvements	32,250,151	98,475	-	32,348,626
Furniture and equipment	5,527,095	236,966	465,006	5,299,055
Library books and materials	3,851,813	445,524	486,790	3,810,547
Right to use asset - subscription arrangements	114,759	106,865	-	221,624
Total capital assets being depreciated	41,743,818	887,830	951,796	41,679,852
Less accumulated depreciation for				
Buildings and improvements	9,899,397	703,044	-	10,602,441
Furniture and equipment	4,705,861	124,379	364,460	4,465,780
Library books and materials	2,504,046	434,771	486,790	2,452,027
Right to use asset - subscription arrangements	-	51,549	-	51,549
Total accumulated depreciation	17,109,304	1,313,743	851,250	17,571,797
Net capital assets being depreciated	24,634,514	(425,913)	100,546	24,108,055
Governmental activities net capital assets	\$ 24,765,529	\$ (403,413)	\$ 100,546	\$ 24,261,570

Note 7 – Subscription-Based Information Technology Arrangements (SBITA)

The Library has entered into subscription-based information technology arrangements (SBITAs) involving their cloud-based software and user interfaces.

The future subscription payments under the SBITA agreements are as follows:

Year Ending March 31,	Governmental Activities	
	Principal	Interest
2026	\$ 74,529	\$ 4,575
2027	68,102	2,113
2028	29,154	379
	\$ 171,785	\$ 7,067

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

Note 8 - Long-term Debt

Long-term obligation activity is summarized as follows:

	Beginning Balance <u>Restated</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental activities					
Compensated absences	\$ 365,655	\$ 15,873	\$ -	\$ 381,528	\$ 266,717
Subscriptions	<u>114,759</u>	<u>106,865</u>	<u>49,839</u>	<u>171,785</u>	<u>74,529</u>
 Total governmental activities	 <u>\$ 480,414</u>	 <u>\$ 122,738</u>	 <u>\$ 49,839</u>	 <u>\$ 553,313</u>	 <u>\$ 341,246</u>

Compensated absences additions and subtractions are reported net.

Note 9 - Debt Service Commitment

On November 7, 2013, the Charter Township of Bloomfield (the Township) issued General Obligation Limited Tax Pension Obligation Bonds (Series 2013) in the amount of \$80,780,000. The purpose of this bond issue was to fund the pension plan of the Charter Township, which the Library participates in. Additionally, on August 16, 2019, the Township issued General Obligation Limited Tax Pension Obligation Refunding Bonds (Series 2019) in the amount of \$49,995,000 in order to advance refund a portion of the outstanding Series 2013 bonds. The Library's Board of Trustees have agreed to participate in the debt service applicable to these bonds by paying a percentage of the total principal and interest requirements based on the pension accrued liability of the Library relative to the total pension accrued liability of the Township. This percentage has ranged from 2.28% to 3.90%. The committed principal and interest balance of \$1,737,425 is payable through May 1, 2032, with \$218,635 being due in the 2026 fiscal year at the current rate of 2.28%. This commitment will be serviced with revenues of the General Fund.

Note 10 – Net Investment in Capital Assets

The composition of net investment in capital assets as of year-end was as follows:

Capital assets	
Capital assets not being depreciated	\$ 153,515
Capital assets, net of accumulated depreciation	<u>24,108,055</u>
Total capital assets	<u>24,261,570</u>
 Related debt	
Subscriptions	<u>(171,785)</u>
 Net investment in capital assets	 <u>\$ 24,089,785</u>

Note 11 - Risk Management

The Library is exposed to various risks of loss related to property loss, torts, errors and omissions and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Library participates with the Charter Township of Bloomfield in its risk management program to cover these risks.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

Note 12 - Self-Insurance

The Library participates with the Charter Township of Bloomfield’s health insurance plan which transitioned to a self-insurance plan on January 1, 2020. The self-insurance program is accounted for in the Internal Service Fund. Cigna administers and processes the daily claims. The Library is responsible for individual claims up to \$100,000. The revenues to this fund’s operation are reimbursements from the Library’s General Fund. The liability at the end of the year is based on claims already incurred and reported and on estimates of incurred but not reported claims as provided by Cigna.

The changes in the claims liability for the fiscal years ended March 31, 2025 and 2024 are as follows:

	Beginning Claims Liability	Current Year Claims and Changes in Reserves	Claims Paid	Ending Claims Liability
March 31, 2024	\$ 20,961	\$ 459,088	\$ 444,735	\$ 35,314
March 31, 2025	35,314	415,213	418,502	32,025

Note 13 - Defined Contribution Benefit Plan

Plan description – Qualified, full-time employees of Bloomfield Township Public Library are covered by the Charter Township of Bloomfield 401(a) Plan (the Plan), which is a defined contribution pension plan established by the Township to provide benefits at retirement for eligible employees. The Plan was effective April 1, 2011 for new library hires. At March 31, 2025, there were 19 plan members. A stand-alone financial report of the Plan has not been issued.

Funding policy – The obligation to contribute and maintain the Plan for these employees was established by a resolution of the Library’s Board of Trustees and requires a contribution from the Library of 10 percent of participating employees’ payroll. The Library’s policy does not require or allow contributions from employees. Contributions to the Plan amounted to \$117,045 for the year ended March 31, 2025.

Note 14 - Defined Benefit Pension Plan

Plan description – Qualified, full-time employees of the Bloomfield Township Public Library are covered by the Township of Bloomfield Retirement Income Plan (the Plan), which is a cost-sharing single employer defined benefit pension plan covering all of the governmental units of the Charter Township of Bloomfield (the Township). The Plan provides retirement benefits for all employees attaining age 50 with full vesting. The Plan was closed to new employees effective April 1, 2011. The Library reports a proportionate share of the net pension liability and related deferred amounts, currently 3.90%. The Plan issues a publicly available report that is included in the basic financial statements of the Township. That report may be obtained by writing to the Charter Township of Bloomfield, 4200 Telegraph Road, Bloomfield Hills, Michigan 48302.

Employees covered by benefit terms – At the January 1, 2024 valuation date, the following employees were covered by benefit terms:

Inactive employees or beneficiaries currently receiving benefits	18
Inactive employees entitled to, but not yet receiving benefits	2
Active employees	6
	26
	26

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

Contributions – The obligation to contribute to and maintain the system for these employees was established by a resolution of the Library’s Board of Trustees and requires a contribution from the employees of 5 percent of gross wages. The Township is required to contribute at actuarially required rates.

The Township sold pension obligation bonds and the plan was fully funded as of January 1, 2014. The Library’s contribution to the Plan for the year ended March 31, 2025 was \$217,453 and was equal to the actuarially required contribution for the year.

Net pension liability – The Library’s net pension liability was determined as of March 31, 2025 (measurement date) and the actuarial valuation was performed as of January 1, 2024 (valuation date).

Actuarial assumptions – The total pension liability in the January 1, 2024 annual actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement include: 1) Salary increases 3.50% in the long-term; 2) Investment rate of return of 6.00%, net of investment expense, including inflation.

Mortality rates used were based on the Pub-2010 Mortality Tables with generational projection per MP-2021 with PubS-2010 for public safety and PubG-2010 for all others.

The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates or arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
US core fixed income	30.00%	2.21%
US large cap equity	24.50%	3.71%
US small & mid cap equity	17.50%	3.57%
Foreign developed equity	17.50%	5.12%
Private real estate property	7.00%	4.51%
Private equity	3.50%	6.16%

Discount rate – The discount rate used to measure the total pension liability is 6.00%. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plans fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balances as of March 31, 2024	\$ 9,506,041	\$ 8,196,387	\$ 1,309,654
Changes for the year			
Service cost	92,044	-	92,044
Interest on total pension liability	604,193	-	604,193
Experience differences	(1,170)	-	(1,170)
Employer contributions	-	217,453	(217,453)
Employee contributions	-	7,240	(7,240)
Net investment income (loss)	-	468,780	(468,780)
Benefit payments and refunds	(643,088)	(643,088)	-
Administrative expense	-	(1,722)	1,722
Net changes	51,979	48,663	3,316
Balances as of March 31, 2025	\$ 9,558,020	\$ 8,245,050	\$ 1,312,970

Sensitivity of the net pension liability to changes in the discount rate –The following presents the net pension liability of the employer, calculated using the discount rate of 6.00%, as well as what the employer’s net pension liability would be using a discount rate that is 1% point lower or 1% higher than the current rate.

	Current		
	1% Decrease	Discount Rate	1% Increase
	\$ 2,583,183	\$ 1,312,970	\$ 256,930

Pension expense and deferred outflows of resources and deferred inflows of resources related to pensions – For the year ended March 31, 2025, the employer recognized pension expense was \$96,388. The employer reported deferred outflows and inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Total to Amortize
Differences in experience	\$ -	\$ (17,166)	(17,166)
Net difference between projected and actual earning on plan investments	215,955	-	215,955
Total	\$ 215,955	\$ (17,166)	\$ 198,789

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

Amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year ended March 31,</u>	
2026	\$ 290,703
2027	207,499
2028	82,726
2029	<u>(382,139)</u>
	<u>\$ 198,789</u>

Note 15 - Other Postemployment Benefits

Plan description – The Library provides retiree healthcare benefits to eligible full-time employees hired before May 1, 2011 and their spouses/qualified dependents. The benefits provided to Library employees have been established by a resolution of the Library’s Board of Trustees.

Employees covered by benefit terms – As of the April 1, 2024 valuation date, the plan membership consisted of the following:

Inactive employees or beneficiaries currently receiving benefits	20
Active employees	<u>6</u>
	<u>26</u>

The plan is closed to new members.

Contributions – The Library’s policy does not require or allow contributions from employees. The Library has no obligation to make contributions in advance of when the insurance premiums or benefits are due for payment; in other words, the plan may be financed on a pay-as-you-go basis.

Net OPEB liability – The OPEB liability was measured as of March 31, 2025, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of April 1, 2024. The components of the net OPEB liability as of March 31, 2025 were as follows:

Total OPEB liability	\$ 5,855,705
Plan fiduciary net position	<u>(3,504,380)</u>
Net OPEB liability	<u>\$ 2,351,325</u>

Plan fiduciary net position as a percentage of total OPEB liability is 59.85 percent.

Actuarial assumptions – The total OPEB liability was determined by an actuarial valuation as of April 1, 2024, using the following actuarial assumptions, applied to all periods included in the measurement.

Inflation	2.30%
Salary increases	3.50%, including inflation
Investment rate of return	6.00%, net of OPEB plan investment expense including inflation
Healthcare cost trend rates	6.70% - 3.90% over 50 years

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best-estimate of arithmetic real rates of return for each major class included in the target asset allocation as of March 31, 2025, are summarized below along with the Board's adopted asset allocation policy:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
US core fixed income	40.00%	2.21%
US broad equity market	45.00%	3.70%
Non-US equity	15.00%	5.75%

Discount rate – The discount rate used to measure the total OPEB liability was 6.00%. The plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total OPEB liability is equal to the long-term expected rate of return.

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances as of March 31, 2024	\$ 5,794,047	\$ 3,354,699	\$ 2,439,348
Changes for the year			
Service cost	44,804	-	44,804
Interest on total OPEB liability	339,924	-	339,924
Experience differences	187,333	-	187,333
Changes in assumptions	(158,361)		(158,361)
Employer contributions	-	352,042	(352,042)
Net investment income (loss)	-	149,681	(149,681)
Benefit payments and refunds	(352,042)	(352,042)	-
Net changes	61,658	149,681	(88,023)
Balances as of March 31, 2025	\$ 5,855,705	\$ 3,504,380	\$ 2,351,325

Sensitivity of the net OPEB liability to changes in the discount rate – The following presents the net OPEB liability of the Library, as well as what the Library's net OPEB liability would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current discount rate:

1% Decrease	Current Discount Rate	1% Increase
\$ 2,991,556	\$ 2,351,325	\$ 1,810,067

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates – The following presents the net OPEB liability of the Library, as well as what the Library’s net OPEB liability would be if were calculated using healthcare cost trend rates that are 1% lower or 1% higher than the current healthcare cost trend rates:

1% Decrease	Healthcare Cost Trend Rates	1% Increase
<u>\$ 1,800,596</u>	<u>\$ 2,351,325</u>	<u>\$ 3,004,426</u>

OPEB expense and deferred outflows of resources and deferred inflows of resources related to OPEB – For the year ended March 31, 2025, the employer recognized OPEB expense of \$331,097. The employer reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Total to Amortize
Differences in experience	\$ 62,444	\$ -	\$ 62,444
Differences in assumptions	-	(52,787)	(52,787)
Net difference between projected and actual earning on plan investments	12,075	-	12,075
Total	\$ 74,519	\$ (52,787)	\$ 21,732

Amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year ended March 31,</u>	
2026	\$ 44,344
2027	15,316
2028	(48,249)
2029	10,321
	\$ 21,732

Note 16 - Retirement Health Savings Plan

Plan description – The Library provides retiree healthcare to eligible full-time employees hired on or after May 1, 2011 and their spouses/qualified dependents through a Retirement Health Savings Plan. The plan provides a healthcare account for employees that is portable upon separation of employment from the Library with full vesting. At March 31, 2025, there were 19 plan members.

Funding policy – The obligation to contribute and maintain the plan for these employees was established by a resolution of the Library’s Board of Trustees and requires annual contribution from the Library which is vested after 3 full years of employment; 0-5 years \$3,000 annually, 5-15 years \$4,500 annually, 15 years or more \$6,000 annually. The employees make an annual contribution of 3% of payroll while employed which is immediately vested. Participation is mandatory. The Library made contributions of \$60,693 and employees made contributions of \$36,659 to the plan for the year ended March 31, 2025.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2025

Note 17 – Restatement of Net Position

During the year, the Library implemented GASB No. 101, *Compensated Absences*. The implementation had the following effect on net position as reported March 31, 2024:

	<u>Governmental Activities</u>
Net position / fund balance at March 31, 2024	\$ 37,383,615
Adjustments	
Adoption of accounting standard (GASB 101)	<u>120,589</u>
Restated net position / fund balance at March 31, 2024	<u>\$ 37,504,204</u>

In addition, beginning capital assets and subscription obligations were restated by \$114,759 each. These adjustments offset so there was no change to beginning net position related to this adjustment.

Bloomfield Township Public Library
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
For the Year Ended March 31, 2025

	Budgeted Amounts		Actual	Actual Over (Under)
	Original	Final		Final Budget
Revenues				
Taxes				
Property taxes	\$ 8,922,094	\$ 9,381,644	\$ 9,526,686	\$ 145,042
Penal fines	71,695	71,695	60,788	(10,907)
State aid	40,800	40,800	45,163	4,363
Circulation fines and fees	8,500	8,500	14,795	6,295
Charges for services	10,651	10,651	12,726	2,075
Investment income	610,000	610,000	678,563	68,563
Other revenue	33,451	33,451	47,878	14,427
Total revenues	<u>9,697,191</u>	<u>10,156,741</u>	<u>10,386,599</u>	<u>229,858</u>
Expenditures				
Personnel	5,205,396	5,205,396	4,952,067	(253,329)
Library services	841,632	841,632	781,699	(59,933)
Facilities and Equipment	1,206,967	1,214,791	1,194,186	(20,605)
Other expenditures	269,370	269,370	244,316	(25,054)
Total general government	7,523,365	7,531,189	7,172,268	(358,921)
Capital outlay	2,114,165	2,082,665	759,146	(1,323,519)
Total expenditures	<u>9,637,890</u>	<u>9,614,214</u>	<u>7,931,414</u>	<u>(1,682,800)</u>
Excess (deficiency) of revenues over expenditures	59,301	542,527	2,455,185	1,912,658
Other financing sources (uses)				
Proceeds from subscription arrangements	-	-	106,865	106,865
Net change in fund balance	59,301	542,527	2,562,050	2,019,523
Fund balance - beginning of year	16,613,169	16,613,169	16,613,169	-
Fund balance - end of year	<u>\$ 16,672,470</u>	<u>\$ 17,155,696</u>	<u>\$ 19,175,219</u>	<u>\$ 2,019,523</u>

See Accompanying Notes to Required Supplementary Information

Bloomfield Township Public Library
Required Supplementary Information
Budgetary Comparison Schedule
Gift Fund
For the Year Ended March 31, 2025

	Budgeted Amounts		Actual	Actual Over (Under)
	Original	Final		Final Budget
Revenues				
Gift income	\$ 2,056	\$ 117,278	\$ 117,019	\$ (259)
Investment earnings	1,710	1,710	3,974	2,264
Total revenues	<u>3,766</u>	<u>118,988</u>	<u>120,993</u>	<u>2,005</u>
Expenditures				
Library services	80,914	185,860	102,334	(83,526)
Facilities and equipment	34,382	38,331	15,236	(23,095)
Other expenditures	49,965	56,292	17,327	(38,965)
Total expenditures	<u>165,261</u>	<u>280,483</u>	<u>134,897</u>	<u>145,586</u>
Excess (deficiency) of revenues over expenditures	(161,495)	(161,495)	(13,904)	147,591
Fund balance - beginning of year	<u>162,606</u>	<u>162,606</u>	<u>162,606</u>	<u>-</u>
Fund balance - end of year	<u>\$ 1,111</u>	<u>\$ 1,111</u>	<u>\$ 148,702</u>	<u>\$ 147,591</u>

Bloomfield Township Public Library
Required Supplementary Information
Municipal Employees Retirement System of Michigan
Schedule of Changes in Net Pension Liability and Related Ratios
For the Year Ended March 31, 2025

Fiscal year ended March 31,	2025	2024	2023	2022	2021
Total pension liability					
Service cost	\$ 92,044	\$ 99,688	\$ 105,740	\$ 109,420	\$ 110,600
Interest	604,193	601,024	591,691	579,255	545,100
Experience differences	(1,170)	(35,255)	(16,083)	64,879	19,219
Changes in assumptions	-	-	145,259	(2,703)	(21,625)
Benefit payments and refunds	<u>(643,088)</u>	<u>(568,004)</u>	<u>(553,061)</u>	<u>(527,118)</u>	<u>(485,287)</u>
Net change in total pension liability	51,979	97,453	273,546	223,733	168,007
Total pension liability - beginning	<u>9,506,041</u>	<u>9,408,588</u>	<u>9,135,042</u>	<u>8,911,309</u>	<u>8,743,302</u>
Total pension liability - ending (a)	<u>\$ 9,558,020</u>	<u>\$ 9,506,041</u>	<u>\$ 9,408,588</u>	<u>\$ 9,135,042</u>	<u>\$ 8,911,309</u>
Plan fiduciary net position					
Employer contributions	\$ 217,453	\$ 370,500	\$ 199,947	\$ 198,986	\$ 174,198
Employee contributions	7,240	7,929	9,142	10,229	10,682
Net investment income (loss)	468,780	693,535	(91,410)	156,913	1,452,989
Benefit payments and refunds	(643,088)	(568,004)	(553,061)	(527,118)	(485,287)
Administrative expense	<u>(1,722)</u>	<u>(2,068)</u>	<u>(2,001)</u>	<u>(2,022)</u>	<u>(1,957)</u>
Net change in plan fiduciary net position	48,663	501,892	(437,383)	(163,012)	1,150,625
Plan fiduciary net position - beginning	<u>8,196,387</u>	<u>7,694,495</u>	<u>8,131,878</u>	<u>8,294,890</u>	<u>7,144,265</u>
Plan fiduciary net position - ending (b)	<u>\$ 8,245,050</u>	<u>\$ 8,196,387</u>	<u>\$ 7,694,495</u>	<u>\$ 8,131,878</u>	<u>\$ 8,294,890</u>
Net pension liability (a-b)	<u>\$ 1,312,970</u>	<u>\$ 1,309,654</u>	<u>\$ 1,714,093</u>	<u>\$ 1,003,164</u>	<u>\$ 616,419</u>
Plan fiduciary net position as a percentage of total pension liability	86.26%	86.22%	81.78%	89.02%	93.08%
Covered payroll	\$ 480,545	\$ 466,539	\$ 466,539	\$ 688,378	\$ 998,529
Net pension liability as a percentage of covered payroll	273.23%	280.72%	367.41%	145.73%	61.73%

See Accompanying Notes to Required Supplementary Information

Bloomfield Township Public Library
Required Supplementary Information
Municipal Employees Retirement System of Michigan
Schedule of Changes in Net Pension Liability and Related Ratios
For the Year Ended March 31, 2025

Fiscal year ended March 31,	2020	2019	2018	2017	2016
Total pension liability					
Service cost	\$ 104,182	\$ 104,568	\$ 108,515	\$ 116,520	\$ 108,762
Interest	498,970	479,354	475,572	458,983	442,247
Experience differences	30,521	2,526	160,097	67,807	251,783
Changes in assumptions	249,942	(174,265)	-	-	-
Benefit payments and refunds	(442,056)	(422,907)	(407,372)	(376,909)	(350,338)
Net change in total pension liability	441,559	(10,724)	336,812	266,401	452,454
Total pension liability - beginning	<u>8,301,743</u>	<u>8,312,467</u>	<u>7,975,655</u>	<u>7,709,254</u>	<u>7,256,800</u>
Total pension liability - ending (a)	<u>\$ 8,743,302</u>	<u>\$ 8,301,743</u>	<u>\$ 8,312,467</u>	<u>\$ 7,975,655</u>	<u>\$ 7,709,254</u>
Plan fiduciary net position					
Employer contributions	\$ 127,285	\$ 134,994	\$ -	\$ -	\$ -
Employee contributions	10,409	10,648	11,407	11,942	11,194
Net investment income (loss)	(182,378)	176,628	363,435	521,445	(5,556)
Benefit payments and refunds	(442,056)	(422,907)	(407,372)	(376,909)	(350,338)
Administrative expense	(2,100)	(3,223)	(3,061)	(3,252)	(3,105)
Net change in plan fiduciary net position	(488,840)	(103,860)	(35,591)	153,226	(347,805)
Plan fiduciary net position - beginning	<u>7,633,105</u>	<u>7,736,965</u>	<u>7,772,556</u>	<u>7,619,330</u>	<u>7,967,135</u>
Plan fiduciary net position - ending (b)	<u>\$ 7,144,265</u>	<u>\$ 7,633,105</u>	<u>\$ 7,736,965</u>	<u>\$ 7,772,556</u>	<u>\$ 7,619,330</u>
Net pension liability (a-b)	<u>\$ 1,599,037</u>	<u>\$ 668,638</u>	<u>\$ 575,502</u>	<u>\$ 203,099</u>	<u>\$ 89,924</u>
Plan fiduciary net position as a percentage of total pension liability	81.71%	91.95%	93.08%	97.45%	98.83%
Covered payroll	\$ 914,893	\$ 948,596	\$ 948,042	\$ 948,042	\$ 1,078,668
Net pension liability as a percentage of covered payroll	174.78%	70.49%	60.70%	21.42%	8.34%

See Accompanying Notes to Required Supplementary Information

Bloomfield Township Public Library
Required Supplementary Information
Retirement System
Schedule of Employer Contributions
For the Year Ended March 31, 2025

Fiscal Year Ended	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Payroll	Actual Contribution as a % of Covered Payroll
2016	\$ -	\$ -	\$ -	\$ 1,078,668	- %
2017	-	-	-	948,042	- %
2018	-	-	-	948,042	- %
2019	134,994	134,994	-	948,596	14.23%
2020	127,285	127,285	-	914,893	13.91%
2021	174,198	174,198	-	998,529	17.45%
2022	198,986	198,986	-	688,378	28.91%
2023	199,947	199,947	-	466,539	42.86%
2024	370,500	370,500	-	466,539	79.41%
2025	217,453	217,453	-	480,545	45.25%

See Accompanying Notes to Required Supplementary Information

Bloomfield Township Public Library
Required Supplementary Information
Retirement System
Schedule of Investment Returns
March 31, 2024

Fiscal Year Ended March 31,	Annual Return %
2016	-0.10%
2017	6.90%
2018	4.70%
2019	2.30%
2020	-2.41%
2021	20.60%
2022	2.06%
2023	-1.03%
2024	8.14%
2025	5.39%

Bloomfield Township Public Library
Required Supplementary Information
Other Postemployment Benefits
Schedule of Changes in Net OPEB Liability and Related Ratios
For the Year Ended March 31, 2025

Fiscal year ended March 31,	2025	2024	2023	2022	2021
Total OPEB liability					
Service cost	\$ 44,804	\$ 68,164	\$ 67,228	\$ 85,401	\$ 92,537
Interest	339,924	337,219	280,570	276,375	318,229
Experience differences	187,333	-	881,253	-	(405,079)
Changes in assumptions	(158,361)	-	28,162	-	(454,620)
Benefit payments and refunds	<u>(352,042)</u>	<u>(322,293)</u>	<u>(305,918)</u>	<u>(242,418)</u>	<u>(240,593)</u>
Net change in total OPEB liability	61,658	83,090	951,295	119,358	(689,526)
Total OPEB liability - beginning	<u>5,794,047</u>	<u>5,710,957</u>	<u>4,759,662</u>	<u>4,640,304</u>	<u>5,329,830</u>
Total OPEB liability - ending (a)	<u>\$ 5,855,705</u>	<u>\$ 5,794,047</u>	<u>\$ 5,710,957</u>	<u>\$ 4,759,662</u>	<u>\$ 4,640,304</u>
Plan fiduciary net position					
Employer contributions	\$ 352,042	\$ 322,293	\$ 305,918	\$ 242,418	\$ 320,593
Net investment income (loss)	149,681	466,161	(136,104)	80,402	835,820
Benefit payments and refunds	(352,042)	(322,293)	(305,918)	(242,418)	(240,593)
Administrative expense	<u>-</u>	<u>-</u>	<u>(8,100)</u>	<u>(4,200)</u>	<u>(11,600)</u>
Net change in plan fiduciary net position	149,681	466,161	(144,204)	76,202	904,220
Plan fiduciary net position - beginning	<u>3,354,699</u>	<u>2,888,538</u>	<u>3,032,742</u>	<u>2,956,540</u>	<u>2,052,320</u>
Plan fiduciary net position - ending (b)	<u>\$ 3,504,380</u>	<u>\$ 3,354,699</u>	<u>\$ 2,888,538</u>	<u>\$ 3,032,742</u>	<u>\$ 2,956,540</u>
Net OPEB liability (a-b)	<u>\$ 2,351,325</u>	<u>\$ 2,439,348</u>	<u>\$ 2,822,419</u>	<u>\$ 1,726,920</u>	<u>\$ 1,683,764</u>
Plan fiduciary net position as a percentage of total OPEB liability	59.85%	57.90%	50.58%	63.72%	63.71%
Covered payroll	\$ 487,481	\$ 675,168	\$ 675,168	\$ 926,484	\$ 925,484
Net OPEB liability as a percentage of covered payroll	482.34%	361.29%	418.03%	186.40%	181.93%

Required Supplementary Information
Other Postemployment Benefits
Schedule of Changes in Net OPEB Liability and Related Ratios
For the Year Ended March 31, 2025

Fiscal year ended March 31,	2020	2019	2018
Total OPEB liability			
Service cost	\$ 107,417	\$ 183,209	\$ 225,477
Interest	325,586	249,838	239,445
Experience differences	-	697,281	(30,198)
Changes in assumptions	(281,229)	(1,822,978)	-
Benefit payments and refunds	(277,864)	(179,825)	(166,632)
Net change in total OPEB liability	(126,090)	(872,475)	268,092
Total OPEB liability - beginning	5,455,920	6,328,395	6,060,303
Total OPEB liability - ending (a)	<u>\$ 5,329,830</u>	<u>\$ 5,455,920</u>	<u>\$ 6,328,395</u>
Plan fiduciary net position			
Employer contributions	\$ 277,864	\$ 2,263,881	\$ 166,632
Net investment income (loss)	(136,404)	115,668	-
Benefit payments and refunds	(277,864)	(179,825)	(166,632)
Administrative expense	(11,000)	-	-
Net change in plan fiduciary net position	(147,404)	2,199,724	-
Plan fiduciary net position - beginning	2,199,724	-	-
Plan fiduciary net position - ending (b)	<u>\$ 2,052,320</u>	<u>\$ 2,199,724</u>	<u>\$ -</u>
Net OPEB liability (a-b)	<u>\$ 3,277,510</u>	<u>\$ 3,256,196</u>	<u>\$ 6,328,395</u>
Plan fiduciary net position as a percentage of total OPEB liability	38.51%	40.32%	- %
Covered payroll	\$ 893,666	\$ 893,666	\$ 1,087,983
Net OPEB liability as a percentage of covered payroll	366.75%	364.36%	581.66%

Bloomfield Township Public Library
Required Supplementary Information
Other Postemployment Benefits
Schedule of Employer Contributions
For the Year Ended March 31, 2025

Fiscal Year Ending March 31,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Payroll	Actual Contribution as a % of Covered Payroll
2018	\$ 577,040	\$ 166,632	\$ 410,408	\$ 1,087,983	15.32%
2019	636,780	2,263,881	(1,627,101)	893,666	253.33%
2020	383,241	277,864	105,377	893,666	31.09%
2021	383,241	320,593	62,648	926,484	34.60%
2022	328,162	242,418	85,744	926,484	26.17%
2023	328,162	305,918	22,244	675,168	45.31%
2024	329,513	322,293	7,220	675,168	47.74%
2025	329,513	352,042	(22,529)	487,481	72.22%

See Accompanying Notes to Required Supplementary Information

Bloomfield Township Public Library
Required Supplementary Information
Other Postemployment Benefits
Schedule of Investment Returns
March 31, 2024

Fiscal Year Ended March 31,	Annual Return %
2019	24.12%
2020	-6.22%
2021	39.32%
2022	2.72%
2023	-4.49%
2024	16.14%
2025	4.46%

Bloomfield Township Public Library
Notes to the Required Supplementary Information
March 31, 2025

Pension Information

Notes to the Schedule of Changes in Net Pension Liability and Related Ratios – Township of Bloomfield Retirement Income Plan

There were no significant changes in assumptions for the year ended March 31, 2025.

Notes to the Schedule of Employer Contributions – Township of Bloomfield Retirement Income Plan

- Valuation date: January 1, 2024
- Actuarially determined contribution rates are calculated as of March 31, 2025

Methods and assumptions used to determine contribution rates:

- Actuarial cost method: Entry age normal level percent of pay
- Amortization method: Level dollar, closed
- Remaining amortization period: 14 years
- Asset valuation method: Market value of assets
- Inflation: 2.50 percent
- Salary increase: 3.50 percent
- Investment rate of return: 6 percent net of pension plan investment expense, including inflation
- Mortality rates: Pub-2010 Mortality Table with generational projection per MP-2021 with PUBS-2010 for public safety groups and PubG-2010 for all others.

OPEB Information

Notes to the Schedule of Changes in Net OPEB and Related Ratios – Bloomfield Township Public Library Other Post-Employment Benefits Program

There were no significant changes in assumptions for the year ended March 31, 2025.

Notes to the Schedule of Employer Contributions – Bloomfield Township Public Library Other Post-Employment Benefits Program

- Valuation date: April 1, 2024
- Actuarially determined contribution rates are calculated as of March 31, 2025

Methods and assumptions used to determine contribution rates:

- Actuarial cost method: Entry age normal level percent of pay
- Amortization method: Level dollar, closed
- Remaining amortization period: 15 years
- Asset valuation method: Market value of assets
- Healthcare cost trend rates: 5.20 – 3.90 percent over 50 years
- Inflation: 2.30 percent
- Salary increase: 3.50 percent
- Investment rate of return: 6.0 percent net of pension plan investment expense, including inflation

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: September 10, 2025

SUBJECT: Employee Handbook Revisions

The Library's Employee Handbook covers all aspects of employment at Bloomfield Township Public Library. It is given to every employee upon acceptance of an offer of employment. It is available to all employees on the Library's intranet. Administration and supervisors refer to it constantly.

The Employee Handbook was last updated in 2021. Though only four years have passed since that update, many changes, both internal and external, have impacted the Library in its role as an employer. Library Administration and the Policy Committee have been working on incorporating various updates for the last year. I am pleased to present a revised Employee Handbook to you for review.

Substantive changes are called out with a comment in the margin of the document. Other changes include updating department and job title changes, editing gendered language, and cleaning up formatting inconsistencies.

To assist with your review, here is a list of changes:

- Updated the vision and mission
- Condensed the Library History section
- Incorporated non-gendered language throughout
- Used capitalizations consistently throughout
- Updated for position and department name changes.
- Updated the protected classes in the hiring and discrimination sections
- Added the Paid Parental Leave
- Updated sick time sections for the Earned Sick Time Act (ESTA)
- Updated the PTO section to distinguish between benefited and non-benefited employees
- Added the Whistleblower Protection Policy

In addition to Library Administration and the Policy Committee, outside legal counsel Scott Patterson of Butzel has reviewed and commented on the Handbook. I thank everyone involved in the process.

If you support adopting the Employee Handbook as revised, there is an action needed.

ACTION: I move to adopt the Employee Handbook as revised and presented.



EMPLOYEE HANDBOOK

THE PLACE TO
DISCOVER

Approved September 2025

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WELCOME!

Welcome to Bloomfield Township Public Library! Our commitment to excellence in service to this community will benefit greatly from your contributions. Thank you for sharing your talents here.

This Library believes that well-informed employees enjoy a more meaningful job experience, are happier and are better able to serve our community. This *Employee Handbook* is an important part of your training and orientation. Refer to it often and be sure to discuss any questions you have with your supervisor. As you grow in proficiencies, achievements, and responsibilities in your employment at Bloomfield Township Public Library, there will likely be new questions to be answered by re-reading the Handbook, which will be available to you on the Bloomfield Township Public Library Staff Intranet under Administrative Documents.

Since Bloomfield Township Public Library began in 1964, we have established an excellent reputation for service. Through the collective efforts of the Library Board of Trustees, the Friends of the Library, volunteers, and your fellow colleagues, we have built a strong foundation of diverse collections, helpful professional personnel, and services responsive to the community. Our staff, our building, our collection, and our service to the community are dynamic and constantly improving. Thank you for your part in making Bloomfield Township Public Library *the* place to discover!

Library Director
Bloomfield Township Public Library

CHAPTER 1 – ABOUT OUR LIBRARY

I. Who We Are

Bloomfield Township Public Library began serving the residents of Bloomfield Township and the City of Bloomfield Hills in October 1964 with a 23,000-volume book collection housed in a 5,000-square-foot temporary facility. The Library was established as a PA 164 library under the State of Michigan Constitution. In February 1969, the Library moved into a 35,000-square-foot building at Lone Pine and Telegraph roads.

Major library milestones include the following:

- 1976: The Library became the first public library in Michigan to automate its circulation function.
- 1986: The voters of Bloomfield Township approved a \$2.5 million bond issue to expand the building to 62,000 square feet and renovate the facility.
- 2002: The community supported the Library's request for an increased operating millage, raising the authorized millage from 1.2874 to 1.7874 in perpetuity (for the life of the Library).
- 2003: The City of Bloomfield Hills decided not to renew their contract for library service with Bloomfield Township Public Library.
- 2004: The voters of Bloomfield Township approved a new renovation and expansion bond issue of \$22,875,000. This project increased the Library's size to 102,505 square feet and greatly updated the Library's infrastructure.
- 2004: The Library became one of the inaugural members of the statewide interlibrary loan agreement known as MeLCat.
- 2014: The Library celebrated its 50-year anniversary with a gala titled 'A Night at the Library,' which was attended by over 250 guests.
- 2014: The voters of Bloomfield Township approved a millage increase and restoration by a 62% margin. This ten-year millage increase of .541 mills provided for a return of service hours on Sundays, restoration of programming for all ages, a return of funding for collections, and the start of a capital improvements fund for such important building projects as the roof restoration, lobby floor replacement, and water remediation, among others.
- 2015: The Friends of the Bloomfield Township Public Library celebrated their 50th anniversary.
- 2018: An irrevocable trust fund was established for the purpose of funding Other Post-Employment Benefits (OPEB) obligations.
- 2019: Many important building projects were completed, including a rejuvenated roof, a new lobby floor, and west side water remediation.
- 2020: The 2015 strategic plan led to the creation of the Commons area, which provided a variety of seating for many different patron uses – studying (together and alone), collaboration, tutoring, and social gathering.

More recently, the Library completed a strategic plan for 2023-2028, with the main goals of enhancing our core, connecting the community, and building organizational capacity. In 2024, a millage renewal was approved by Bloomfield Township voters with over 72% of the vote. And later that year, the Library celebrated its 60th anniversary with a carnival-inspired party for all ages titled ‘Applause, Applause.’ In 2025, the Friends celebrated their 60th anniversary.

Commented [TM1]: Streamlined history and added most recent developments

II. The Present

Bloomfield Township Public Library is supported principally by the authorized tax on property in Bloomfield Township. We strive to be a community center for Bloomfield Township by providing a place for the community to study, work, and socialize. Library staff connect residents with information and services they need to live their best life.

Bloomfield Township Public Library’s website is btpl.org. The website is one of our main communication tools regarding library collections, programs, and services. The most recent library newsletters can also be found on this website. In addition, the Library posts notices and more on social media – Facebook, Instagram, and LinkedIn. The Library is a state and national leader in services and staff expertise, winning program and public relations awards.

The Library actively partners with several community organizations such as Bloomfield Hills Schools, Bloomfield Township Senior Services, Birmingham-Bloomfield Chamber of Commerce, Cranbrook Educational Community, and the E.L. Johnson Nature Center. Bloomfield Township Public Library mentored the creation of the Bloomfield Historical Society and continues to have a supportive and cooperative relationship with that organization. The Library has a special relationship with the University of Michigan School of Music, Theatre, and Dance and coordinates a chamber music concert season for the community.

Through a special reciprocal borrowing agreement forged in May 2004, the staff, faculty, and resident (boarding) students of the Cranbrook Educational Community have borrowing privileges in exchange for Bloomfield Township residents’ access to the facilities of Cranbrook with the check-out of a two-person, two-week pass. Another reciprocal relationship has been developed with Troy Public Library to allow residents of Bloomfield Township and of Troy to use the respective libraries’ collections. These special agreements greatly expand the resources available to Bloomfield Township Public Library cardholders.

Bloomfield Township Public Library is a member of the seven-library consortium known as Metro Net. This consortium of the public libraries of Birmingham, Bloomfield Township,

Canton, Farmington Community, Rochester Hills, Southfield, and West Bloomfield offers joint ventures, ebooks, and programs. Bloomfield Township Public Library is also a member of the seven-county library cooperative, The Library Network or TLN, which permits the exchange of materials among most of the libraries in southeast Michigan.

III. Our Vision and Values

To fulfill its mission, our Library strives to treat all patrons with courtesy and respect and is committed to a tradition of excellent service to adults and young people alike. We work to provide high-interest materials in a variety of formats, including recent technologies, for people of all ages.

The mission of Bloomfield Township Public Library is:

“We spark curiosity and imagination by connecting the community to resources, technology, and support.”

We believe information is power, and it is the responsibility of the Library to provide timely information and opportunities for lifelong learning so our community can make informed decisions.

We value our patrons and community, quality of service, culture and diversity, power of information, importance of learning, vision, passion, and productivity.

Commented [TM2]: Updated vision, mission, and values based on the strategic planning process.

Our logo and vision are:



“The Place to Discover”

IV. The Library Board of Trustees

Bloomfield Township Public Library is governed by a six-person non-partisan board elected by the voters of the Bloomfield Township to serve four-year terms. Officers of the Board are the president, vice president, and secretary. The Library Board sets policy, hires the Library Director, and approves the budget to provide the very best the Library can offer the Bloomfield Township community. Trustees receive no compensation or special privileges for their library service.

Meetings are held the third Tuesday evening of each month, except for the April meeting which is held the fourth Tuesday. Consistent with the Open Meetings Act, they are open to the public with the agenda publicly posted prior to the meeting. A Library Board meeting

agenda, meeting packet, and the approved minutes are posted on the website for public review prior to the meeting. A public hearing on the budget is held each year in August.

V. Friends of the Library

The Friends of the Library provide volunteer and financial support to assist the Library Board and staff in meeting the needs of the community. The Friends members are individuals who believe the Library deserves more support than public funding alone can offer. Membership is open to everyone. The Friends' Board consists of 13 elected and two *ex-officio* members (the Library Director and a liaison from the Library's Board of Trustees).

Through book sales, membership dues, and special contributions, the Friends provide direct assistance to enhance services not funded by tax dollars, to purchase new equipment and materials, and to fund special programs. This hardworking group of individuals provides the margin of excellence to Bloomfield Township Public Library's programs, services, and collections.

Materials donated to the Library are the property of the Library and may be added to the Library's collection or used for the Friends' sales.

VI. Volunteers

Bloomfield Township Public Library welcomes volunteers to assist in daily operations of the Library as well as special projects. Individuals who wish to volunteer at the Library may be referred directly to the Volunteer Coordinator who will identify their interests and match them with activities in the various departments. Most volunteers are required to fill out an application form available in the Library or on the Library's website, btpl.org. All volunteers working in areas of the Library are required to complete a confidential Emergency Medical form. Volunteers other than Friends of the Library are required to sign in and out each time they volunteer.

Requests to complete court-ordered community service require Bloomfield Township residency. Other requests to complete community service requirements for Scouts, churches, or schools will be met as opportunities are available, with priority for Bloomfield Township residents.

CHAPTER 2 – WORKING AT THE LIBRARY

I. Employment Philosophy

Bloomfield Township Public Library is committed to ensuring that highly qualified staff are available to provide programs, services, and collections for the community.

Therefore, the Library recruits, hires, transfers, promotes, and makes all employment decisions, both for filling job openings and for layoffs, if necessary, based on ability, education, training, and experience without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, political views, age, disability (handicap), marital status, pregnancy, genetic information, height, weight, or any other prohibited basis.

Commented [TM3]: Updated this list of protected classes

Although every attempt has been made to provide you with the information you need about the personnel policies, practices, and procedures of Bloomfield Township Public Library, it is not possible to cover every situation that might arise in an employment relationship. If you need further explanation, your supervisor will be glad to assist you.

You should be aware that the policies, practices, procedures, and benefits described in this Handbook do not constitute an employment agreement between the Library and its employees. Your employment at the Library is at-will. This means you are free to terminate your employment at any time, for any reason, with or without cause, and the Library retains the same rights.

The Library reserves the right at its sole discretion to amend the contents of this Handbook at any time. No amendment or exception to our at-will employment or other administrative operational procedures set forth in this Handbook can be made at any time for any reason, except by a vote of the Library Trustees at a scheduled Library Board meeting. You will be notified of any changes to the Bloomfield Township Public Library *Employee Handbook* in a timely fashion.

II. Federal and State Requirements for Employment Eligibility

The federal government requires that all employers have documented evidence that their employees are eligible to work in the United States. You must complete the Federal Immigration & Naturalization Service (INS) I-9 form, which is kept on file with your personnel record, before you begin work.

III. Federal and State Requirements on the Employment of Minors

The Library encourages the development of a young work force, frequently providing a first-time work experience in a favorite venue. Both federal and state laws govern the employment of people under age 18. The stricter of the federal and state guidelines are

followed by the Library. Violations are to be reported immediately to your Department Head or, if unavailable, to the Library Director.

IV. Hiring Procedures

A complete application package of cover letter, resume, and completed Bloomfield Township Public Library Job Application may be required prior to consideration. Internal hiring procedures will be followed to select the most qualified applicant. An applicant's application package, interview responses, and references will be considered before an offer of employment is made. A criminal record check will also be carried out for employees prior to the completion of the hiring process.

Questions regarding the hiring process should be referred to the Department Head or supervisor of the position.

For rehiring, promotions, and transfers within the Library, please refer to those sections in this chapter.

V. Orientation Period

The initial months of employment are referred to as "orientation period." It is a three-month learning period for all newly hired employees. During this time, employees will receive comprehensive training specific to working at Bloomfield Township Public Library. Employees will learn about the Library's policies, procedures, and services. Orientation will also cover such topics as benefits, performance appraisal, and facility and department layout. All these topics are included in an orientation performance appraisal which you and your supervisor will review at the end of your orientation period. New staff will also be given the training, materials, and instructions needed to be excellent and prepared library employees. If at any time you want additional training, please ask your supervisor.

During this period, a new employee's job performance will be measured by the orientation performance appraisal for their position. If their performance is satisfactory, the employee may receive an end-of-orientation pay increase. If the employee's performance is unsatisfactory, the orientation period may be extended. After one extension, the employee might not be eligible for further extensions. This is at the discretion of the supervisor. If performance is not satisfactory, as measured by the orientation performance appraisal, employment may be terminated. The completion of the orientation period does not change the at-will nature of your employment.

The Library generally gives wage increases in accordance with its fiscal year. A fiscal year is a year as reckoned for accounting purposes. It is frequently referred to by the acronym "FY" followed by the years of that period (i.e. FY 2025-2026). The Library's fiscal

year begins on April 1 and ends on March 31 the following year. Many things at the Library fall within the fiscal year, rather than the calendar year. If the end of orientation date occurs during February, an employee may be considered for a review during that fiscal year, at the discretion of the Department Head. If the end of orientation date occurs during March, an employee will not be eligible for a review for the next increase level until the following March.

The orientation period does not delay the start of healthcare benefits for a full-time employee. Healthcare benefits for full-time employees begin 30 days after a staff member's first full working day. This period is determined by the benefit providers not by the Library.

Paid time-off benefits which accrue during orientation may be used only after the earlier of 120 days from hire or the orientation period has been successfully completed, but will not be paid if you leave Bloomfield Township Public Library employment during orientation. Benefited employees who are eligible for paid holidays, birthday time, and emergency time may be able to use this time during the orientation period.

Commented [TM4]: Modified to comply with ESTA

VI. Certification

If you have a Master's degree in Library Science or hold a Library Technician Associate degree, you may be certified by the Library of Michigan. You may have included this certificate with your application for employment; if not, your certificate should be provided upon hire for your personnel files. Your certification information may be included in the Library's annual state aid report, as requested by the Library of Michigan. If you have questions about certifications, please contact the Library of Michigan or the Assistant Library Director for more information. The Library Director must have a Level 1 permanent professional certificate.

VII. Employee Classification

When you begin your employment at Bloomfield Township Public Library, your position will be defined by a grade. At this time there are nine grades:

- **Grade Miscellaneous** includes the classification of Substitute Librarian;
- **Grade 01** includes Page;
- **Grade 02** includes Library Assistant I and Monitor;
- **Grade 03** includes Library Assistant II, Maintenance Assistant, and IT Assistant;
- **Grade 04** includes Administrative Assistant, Library Specialist, Early Childhood Specialist, and Volunteer Coordinator;
- **Grade 05** includes Librarian and IT Specialist;
- **Grade 06** includes Assistant Department Head and Finance Coordinator;

Commented [TM5]: Updated several new job titles throughout the entire handbook

Commented [TM6]: Updated department name changes:
- IT (formerly Systems)
- Adult & Teen Services (formerly Adult Services)
- Materials Services (formerly Technical Services)

- **Grade 07** includes Department Head;
- **Grade 08** includes Assistant Library Director.

The Library Director is a contractual employee and is not included in the Salary Schedule.

Benefits vary based on your position's grade and full- or part-time designation. Your Department Head or supervisor will inform you of the specific benefits for your classification. The benefits provided may change from time to time at the discretion of the Library. All of these benefits are described in the Benefit Description sheets found on the Bloomfield Township Public Library Staff Intranet in the Administrative Documents file and from your supervisor or the Finance Coordinator.

VIII. Rehiring and Contractual Employment

i. Rehiring

Former Bloomfield Township Public Library employees may return to the Library for future employment in all instances where the circumstances of their prior employment and departure from employment have led Bloomfield Township Public Library to consider them eligible for rehire. Bloomfield Township Public Library will hire the best qualified candidate for the available position and, although Bloomfield Township Public Library experience is valued, all candidates are considered equally for the position. The best candidate for an available position may be a former Bloomfield Township Public Library employee who held the same position. This will be determined on a case-by-case basis, considering factors of changes in job duties, schedule needs, and physical or educational requirements, for example. The same rate of pay as earned when the employee left is not assured.

Rehired employees will be required to successfully complete orientation consistent with their position, although successful achievement of orientation may not result in increased pay. If a former employee is rehired to a position which is eligible for paid time off benefits, the new hire date, not the former hire date, will be used to determine the rate at which those paid time off benefits will accrue. Holiday, birthday, and emergency time can be used during the orientation period.

ii. Contractual Employment

The Library Director is a contractual employee of the Library's Board of Trustees. As such, the Library Director may be required to meet differently defined standards of performance, including performance appraisal and compensation structure.

Current employees of Bloomfield Township Public Library may enter into contractual employment with the Library for specific tasks with the approval of the Library Director.

Such contractual employment does not replace or supersede any other employment guidelines spelled out in the *Employee Handbook*, including the Library's at-will employment policy.

IX. Employment in More than One Department

Except for a Substitute Librarian, a Bloomfield Township Public Library employee will be unable to work in two departments, including employment at Bloomfield Township. In order to ensure that the responsibilities of each department in the Library are met, employment in a single department is warranted.

X. Personnel Information

Everyone who works or volunteers in the Library must provide the names, addresses, and telephone numbers of one or more people who should be notified in case of an emergency.

Additional information about library employees is kept on file for medical, insurance, and tax purposes. That information includes, but may not be limited to: name; address; telephone number; Social Security number; marital status; birth date; number of dependents and relationship. If any of this information changes, please remember to notify the Administrative Assistant.

XI. Confidentiality of Records

In your work as a library employee, you may deal with confidential information of a personal nature such as phone numbers, addresses, Social Security numbers, marital status, and other personally identifying information about library users and/or staff. You may come into possession of confidential information relating to patrons of the Library or library volunteers, including Trustees. Whether the information concerns these groups or patrons, you are obligated to treat it as confidential. Do not discuss or divulge confidential information. The Michigan Privacy Act governing confidential records may be found on the Bloomfield Township Public Library Staff Intranet. Refer inquiries pertaining to employees, volunteers, and Trustees to the Library Director. Bloomfield Township Public Library's Privacy Policy governs the information it collects, or which is collected on its behalf. This policy can be found on the Bloomfield Township Public Library Staff Intranet or btpl.org.

XII. Privacy of Social Security Numbers

It is the policy of the Library to protect the confidentiality of Social Security numbers obtained in the ordinary course of library business from employees, vendors, contractors, patrons, or others. No persons shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Library obtained except in accordance with the Michigan Social Security Number Privacy Act.

The Library is committed to properly securing and protecting employee Social Security number/identification information as required by law. The Library expects that all employees who use or have access to any employee's Social Security number information will adhere to the highest degree of confidentiality.

The Library prohibits the unauthorized accessing, viewing, use, disclosure, or intentional display of employees' Social Security information. Only authorized personnel may access records and documents that contain employee Social Security number (SSN) and identification information. The unauthorized removal of documents or data files from the Library's premises that contain the SSN information is prohibited. Authorized personnel are those individuals that have a legitimate business purpose for accessing, using, or maintaining such information.

Except where permitted by applicable law, the Library will not:

- Publicly display all or more than four (4) sequential digits of an employee's SSN.
- Use all or more than four (4) sequential digits of an employee's SSN as the primary account number for an individual.
- Visibly print all or more than four (4) sequential digits of an employee's SSN on any identification badge or card.
- Require an individual to use or transmit all or more than four (4) sequential digits of their SSN to gain access to an internet website, or computer system, or network unless the connection is secure, the transmission is encrypted, or a password, or unique PIN is also required to gain access.
- Include all or more than four (4) sequential digits of an employee's SSN in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation from outside the envelope or packaging.
- Include all or more than four (4) sequential digits of an employee's SSN in any document or information mailed to a person.

When necessary, documents containing Social Security information will be properly destroyed through shredding to ensure confidential Social Security information is not disclosed.

Any employee or individual that accesses Social Security data without authorization shall be disciplined, up to and including discharge.

XIII. Communications with the Media and Government Agencies

In your work for the Library, you may receive phone calls or be contacted to be interviewed by members of the media. In some extreme circumstances, you may be asked to provide information, even as a casual verbal inquiry, for an immediate investigation or give permission for behind-the-scenes investigation using the Library's security system or other electronic and/or print records.

In most instances of being approached by the media, please refer such calls and contact to the Assistant Library Director or the Library Director. If neither is available, please assure the reporter that their inquiry will be answered as soon as possible. Exceptions include being asked for book reviews or recommendations and program inquiries.

In every instance of being approached by the police, sheriff, FBI, or any other member of another government agency acting as investigator, immediately refer the inquiry to the Library Director. If necessary, immediately call the Library Director's cell phone.

XIV. Freedom of Information Act requests

The Freedom of Information Act 442 of 1976, state of Michigan, recognizes the public has a right to information regarding the official acts of those who represent them as public officials and public employees.

15.233 Section 3 of the Freedom of Information Act (FOIA) states, "An employee of a public body who receives a request for a public record shall promptly forward that request to the freedom of information act coordinator." All Freedom of Information Act requests received by Bloomfield Township Public Library employees should immediately be given to the Administrative Assistant. The Library Director serves as the Library's Freedom of Information Act Coordinator.

XV. References and Criminal Record Checks

If someone requests a reference for a library employee or a former employee, please refer them to the Administrative Assistant. Bloomfield Township Public Library has adopted a "no reference" practice to limit the Library's exposure to liability. The Library will verify an employee's position, pay, and the dates of employment.

Consistent with the Library's practice of "no reference," no employee may provide an official reference for a current or past employee on behalf of the Library. If an employee wishes to provide a personal reference for an individual, the employee must clearly state that the reference is a personal reference and does not represent the Library.

XVI. Promotions and Transfers

If you wish to be considered for an open Bloomfield Township Public Library position, you must submit a completed application. Job skill testing may be part of the screening process or interview for positions.

Bloomfield Township Public Library is committed to hiring the best qualified person for each available position. Required and desired qualifications are included in each available position's posting. Length of service at Bloomfield Township Public Library in and of itself does not qualify a current employee for a promotion. Length of service coupled with relevant successful experience, relevant education, work habits, and work attitude factors enter into the consideration of a current employee. Prior evaluations will be included in consideration of promotions and transfers.

A current employee who is promoted or transferred to another department within the Library or to another position within a department may complete an orientation period for the new position at the Library Director's discretion. Successful achievement of the orientation proficiencies is required to continue employment in the new position. A change in rate of pay will not be warranted after orientation is completed. Transfers within the same classification (e.g., Materials Services Library Assistant II, Grade 03, to Circulation Library Assistant II, Grade 03) will be at the same rate of pay.

A current employee who is promoted or transferred to another department within the Library or to another position within a department and who brings accrued vacation or sick paid time off may use the previously accrued time during the new position's orientation period. However, if there is no accrued paid time off prior to the promotion or transfer date, then successful completion of orientation is required before paid time off, except holiday, birthday, and emergency time, may be used.

XVII. Schedules

Work schedules are set and posted by your Department Head or a designated staff member in advance. Schedules are also posted on the Bloomfield Township Public Library Staff Intranet. If it is necessary to change your scheduled work hours or you cannot come to work for any reason, please notify your supervisor or Department Head as soon as possible so that arrangements can be made to cover your work assignment. Your supervisor may ask that you contact them at home if you are unable to arrive for your

scheduled work periods in order to provide coverage for your responsibilities. Inadequate notification of your inability to arrive at the start of your scheduled work period may result in disciplinary action, up to and including immediate termination.

An employee, at the recommendation of their supervisor and with the Library Director's permission, may be allowed to increase or decrease their regularly scheduled hours temporarily in order to permit the department to meet a temporary staffing shortage or to accommodate emergency needs of an employee. If your regularly scheduled hours are changed, you will receive a letter notifying you of the rate of pay and the date at which the temporary increase or decrease will end or be reviewed for continuation, generally not exceeding three months. This temporary increase or decrease will not affect the proration of your benefit time earnings during this period since it is a temporary situation.

XVIII. Reporting Time Worked

You will be required to record your arrival and departure times and the time you leave for and return from a lunch or dinner break. The time sheet should be completed each day, each time you leave or re-enter the Library. The times recorded should be rounded to the nearest quarter hour. Your supervisor will review with you how to record your time. Your 15-minute breaks are paid time therefore you are not required to record them on your time sheet.

Any employee who does not record a minimum of four hours work or paid time off during each quarter of the fiscal year will be terminated and removed from the payroll. If there are special exceptions, the employee will be required to submit a request to the Library Director for an unpaid leave of absence. The Library Director will review each request on a case-by-case basis. In unusual circumstances as determined by the Library Director, this requirement will not apply.

XIX. Informing of Lateness and Absence

If for some unavoidable reason you must be late or absent, notify your supervisor and leave a voicemail on the sick line 248-258-2540 as soon as possible so arrangements can be made to cover for you. Inadequate notification of your inability to arrive at the start of your scheduled work period may result in disciplinary action, up to and including immediate termination.

You may be allowed to make up for being late, if your supervisor believes it to be in the best interest of the department and Library for public service. If not, your starting time will be adjusted to the next quarter-hour for your pay. Whether or not you are allowed to make up the missed time, your recorded time should show your actual time of arrival and departure, rounded to the nearest quarter-hour.

If you are absent or late and unable to make up the time missed, you are required to complete a Leave of Absence form (LOA) and turn it into your supervisor upon your return. Blank LOA forms are found on the Bloomfield Township Public Library Staff Intranet.

If you do not arrive for work and do not follow the above procedure to contact the Library, your supervisor may attempt to contact you at the contact telephone numbers you have provided. If you do not arrive for work and do not contact your supervisor for three consecutive scheduled work times, your employment will be considered terminated. Chronic lateness and absenteeism may result in disciplinary action, up to and including immediate termination.

XX. Excessive Absenteeism

The Library's service to its community is dependent upon all staff meeting the schedule needs of each department. If you are unable to work your scheduled periods due to illness or an emergency, every effort will be made to cover your hours with other staff. Excessive absenteeism may result in disciplinary action, up to and including immediate termination. Paid time off may not be used within the same pay period in which it is accrued.

XXI. Off-site Workday

All off-site work must receive prior approval from the Library Director. Approval for off-site work will be based on the nature of the employee's duties and needs of the Library. Not all positions are appropriate or feasible for off-site work.

Off-site workdays are to be scheduled in advance and approved by an employee's Department Head. The Assistant Library Director, Department Heads, Assistant Department Heads, Finance Coordinator, Volunteer Coordinator, and others as approved are eligible to work off-site. Off-site workdays are not considered additional paid time off. The employee's work hours should be shown on the Library's work schedule, along with "Off-site," and the employee should be readily available by phone and/or email during an off-site workday in case of emergency. If coverage for public service is needed, you may be called to work on-site.

XXII. Relatives

Although members of the same family may be employed by the Library, they may not work where one family member supervises another. A relative is defined as anyone related by birth, marriage, or law.

XXIII. Access to Employee Files

The Library, upon written request, will allow employees to review their personnel files up to two (2) times each year or as otherwise permitted by law. Personnel files may be reviewed during normal business hours. If review would require the employee to take time off from work, the Library will provide another reasonable time for a review. Upon request, employees may also obtain a copy of their personnel files. Employees requesting a copy of their personnel file may be required to pay reasonable copying costs. An employee who disagrees with any information contained in their personnel file, can request to have the information corrected or removed. Alternatively, the employee can submit a statement which will be included in the employee's personnel file, explaining their position.

Commented [TM7]: Added per counsel's suggestion

XXIV. Lost Property

During the course of a work day at the Library, an employee or patron may find items which staff or library visitors have lost. The Circulation Department collects found items. Employees who find or otherwise come into possession of found items must immediately turn them over to the Circulation Department. Failure to do so may result in discipline up to and including termination.

Commented [TM8]: Revised to simplify. Moved details to a departmental procedure.

CHAPTER 3 – YOUR WORK ENVIRONMENT

We care about our employees, patrons, and community and consider their safety as an important responsibility of the Library.

I. The Staff Lounge and Personal Items

A Staff Lounge, equipped with some appliances, is provided for mealtime and breaks. Lunches may be stored in the refrigerator or freezer, but there are no facilities for long-term food storage. The refrigerator is completely emptied at the end of each work week. Kitchens outside of the Staff Lounge are provided solely for the use of the public in meeting rooms. Dishes and equipment for public use should remain in the meeting room kitchens.

Maintaining a clean and sanitary lounge is a shared responsibility. Please clean up after yourself immediately after use to ensure a hygienic environment for all staff members. This is essential for health and a respectful work environment. Because of limited cabinet space, please do not store dishes in the Staff Lounge.

Storage for coats and personal items may be provided in department work areas or areas used by all the staff. The Library cannot be responsible for loss of personal property on library premises including from these storage areas or from desks. The Library reserves the right to examine storage areas, desks, and all other library property assigned to employees at any time.

II. Parking

Staff is asked to park in one of the three approved parking rows in our lot: the single row along Telegraph Road or the first double row nearest Telegraph Road. Staff that park in any spot other than these first three rows will be asked to move their vehicle. A site plan highlighting these three staff parking rows is posted on the staff bulletin board for your reference and on the Bloomfield Township Public Library Staff Intranet.

III. Building Security

To provide security, the receiving and staff entrance door(s) are kept locked at all times. A Bloomfield Township Public Library key access card is issued to all staff. To ensure everyone's safety, please do not share your key card or prop the entry or exit doors open. A replacement fee will be charged for lost key cards. Bloomfield Township Public Library key cards must be returned at the end of your employment.

IV. Emergencies

You will find instructions for what to do in the case of a fire, tornado, external threat, or power outage in your department's red emergency handbook and on the Bloomfield Township Public Library Staff Intranet. If the Library is closed because of an emergency and you are scheduled to work, you will be notified by telephone not to report to work. If you are on the schedule to work, you will be paid. This also applies if the Library is closed, and you are asked to leave due to an emergency during your work time.

V. Solicitations

The Bloomfield Township Public Library Rules of Conduct, found on the Bloomfield Township Public Library Staff Intranet, specify that outside organizations or individuals may not actively solicit sales, donations, petition signatures, or votes from patrons or staff for any purpose within the library building or within 100 feet of the Library's entrance.

Active solicitation by employees is not allowed. Staff may post private fundraising requests on the staff bulletin board across from the employee mailboxes and/or in the Staff Lounge. This is allowed as a passive means for staff to communicate fundraising efforts.

VI. Michigan Clean Indoor Air Act

In keeping with the Michigan Clean Indoor Air Act, smoking or vaping tobacco or marijuana is not permitted anywhere in the Library. Employees who choose to smoke or vape tobacco outside the library building must abide by the postings relating to locations on the library property where smoking is permitted, stated as of this writing as 50 feet from any entrance, including the staff entry. The use of marijuana is prohibited on all library property and parking lots.

VII. Michigan Right to Know Law

The Michigan Right to Know Law is designed to provide information to employers and employees exposed to hazardous chemicals in their workplace. The law requires employers to have:

- all containers of hazardous chemicals in their workplace labeled,
- established a comprehensive written hazard communication program,
- a Safety Data Sheet (SDS) for each hazardous chemical and have SDSs available for employees, and,
- provided training and informational programs for employees exposed to these chemicals.

VIII. Right to Know –Safety Data Sheets

Federal and state law gives you the right to be informed about hazardous chemicals in the work environment. Fortunately, very few such chemicals are used in the Library. Those that are used are primarily associated with maintenance activities. During your orientation period, you will have the opportunity to learn about chemicals in the workplace.

The Safety Data Sheets (SDS) notebooks list chemicals used in the Library and where these are located. These SDS notebooks can be found next to the employee mailboxes and on the Intranet. Your supervisor can answer questions you may have.

On rare occasions, as a Bloomfield Township Public Library employee working with the public, receiving donated materials, and sorting or handling mail, you may be exposed unknowingly to contagions or hazardous materials. All employees are urged to take reasonable cautionary measures, including:

- wash your hands frequently and thoroughly;
- use the hand sanitizers provided to each department;
- use gloves when handling mail and packages;
- do not open or pass around suspicious packages or mail; call the non-emergency number of the Bloomfield Township Police Department;
- use hand sanitizers before and after handling library cards, cash, and materials from patrons with respiratory difficulties;
- clean your phone and shared phones frequently.

IX. Employment Labor Law Posters

Employment Labor Law posters can be found on the Bloomfield Township Public Library staff bulletin board across from the employee mailboxes. These posters are required to be posted in a conspicuous location readily available to employees and contain information on your rights as an employee.

X. Employee Conduct for Job Effectiveness

Certain standards of conduct must be met if we are to effectively carry out the mission, goals, and objectives of the Library in an efficient and orderly manner as Bloomfield Township Public Library employees. Your cooperation is essential, and you are urged to familiarize yourself with the following listed prohibited conduct so you know what is and is not acceptable behavior at Bloomfield Township Public Library.

The following behaviors which are in violation of the Library's standards of conduct will, at the discretion of the Library, result in disciplinary action up to and including immediate termination:

- i. Poor work performance;
- ii. Insubordination (disobedience to authority or failure to follow instructions);
- iii. Inappropriate or rude behavior;
- iv. Unauthorized removal of property, or misappropriation of funds or property, including funds or property of fellow employees, patrons, or the Library;
- v. Theft of funds or property of patrons, fellow employees, or the Library;
- vi. Fighting, harassment, or threatening behaviors;
- vii. Being on library premises or being on duty while under the influence of alcohol or drugs, or in an unfit condition;
- viii. Bringing, having, possessing, or consuming unauthorized alcoholic beverages or drugs while on duty;
- ix. Violation of the Library's Substance Abuse procedure;
- x. Walking off the job;
- xi. Causing hazardous or unsafe working conditions;
- xii. Falsification of personnel or other records;
- xiii. Absence without notification or permission;
- xiv. Damage to, destruction of, or misuse of property and equipment belonging to the Library, its employees, or patrons;
- xv. Failure to cooperate in efforts to make the workplace safe;
- xvi. Failure to operate a library vehicle safely or properly or failure to operate a personally owned vehicle safely and properly while on library business or library time;
- xvii. Failure to be at the workstation at the designated starting time. This includes:
 - a. Excessive absenteeism or tardiness; or
 - b. Inadequate reasons for absenteeism or tardiness; or
 - c. Failure to call in, or calling in too close to the scheduled start of a shift on the day of any unscheduled absence.
 - d. In no event will an employee be paid for unexcused time absent from work.
- xviii. Bringing any materials, including books, magazines, posters, clothing, videos and DVDs, sound recordings, or broadcastings which are obscene or pornographic as defined by law and community standards, to the library premises during the workday, and including accessing web sites and files which are obscene or pornographic as defined by law and community standards using library equipment at any time;
- xix. Violation of Library Policies or Procedures, including those which appear on the intranet.

The above is not intended to be all-inclusive of the proper standards of conduct or other obligations of employees. The Library reserves the right to take disciplinary action, up to and including immediate termination, for other conduct not specifically listed here.

XI. Reporting Discrimination or Harassment

Employees who feel subjected to discrimination or harassment, as described in the Library's Non-discrimination and Harassment statement below, should immediately report the incident to their supervisor or Department Head and complete a Bloomfield Township Public Library Incident Report to be given immediately to the Library Director. Such reports will be investigated thoroughly. When the report warrants more than investigation, disciplinary action will be taken against the offender and, depending on the severity of the misconduct, the disciplinary action could range from a warning to immediate termination.

If an employee needs to report an incident of discrimination or harassment by their supervisor or Department Head, the incident should be reported to the Library Director.

If an employee needs to report an incident of discrimination or harassment by the Library Director, the incident should be reported to the Assistant Library Director and/or the Library Board President.

It is important to keep in mind that the Library cannot enforce its policies against discrimination and harassment unless any and all instances of harassment and discrimination are brought to the attention of the Library Director. Thus, it is also the practice of the Library that any employee who believes they have been subjected to harassment or discrimination, or believes they have observed another employee or a vendor or a patron being subjected to harassment or discrimination, must report that fact immediately to the supervisor or Department Head, and complete a Bloomfield Township Public Library Incident Report to be given immediately to the Library Director. The Library will attempt to conduct the investigation in a manner to protect the privacy of the individuals involved.

i. Discrimination Prohibited

It is the philosophy of the Library to treat employees and applicants for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, political views, age, disability (handicap), marital status, pregnancy, genetic information, height, weight, or any other prohibited basis. Discrimination against any employee or applicant, based on any of the foregoing reasons will not be allowed or tolerated. This philosophy applies to all employment practices including recruiting, hiring, pay rates, training and development, promotions, and other terms and conditions of employment and termination. This philosophy also applies to our patrons – the Library will not tolerate discrimination or harassment against any patrons for any of the foregoing reasons.

ii. Ethnic and Other Harassment Prohibited

The Library prohibits harassment because of race, color, sex, sexual orientation, gender identity, religion, national origin, political views, age, disability (handicap), marital status, pregnancy, genetic information, height, weight, or any other unlawful basis. Such harassment, which includes derogatory comments, slurs, jokes, or other conduct, is prohibited. This type of behavior creates an improper work environment and will not be tolerated. This philosophy also applies to our patrons – the Library will not tolerate discrimination or harassment against any patrons for any of the foregoing reasons.

This means:

- No derogatory comments, slurs, or conduct relating to race, color, sex, sexual orientation, religion, national origin, political views, age, disability (handicap), marital status, height, weight, or any other prohibited basis will be permitted:
 - ◆ concerning any individual employee
 - ◆ concerning any member of the public
 - ◆ concerning any group or segment of our society.

Such comments and conduct must not occur in the workplace at any time or during any library activity – whether or not the targeted individual is present or receives the material. This includes, but is not limited to:

- ◆ all meetings and conversations
- ◆ email or computer entries and the use of the computer, email, and voicemail systems.
- No jokes or cartoons concerning race, color, sex, sexual orientation, religion, national origin, political views, age, disability (handicap), marital status, height, weight, or any other prohibited basis.
- No ethnic comments, slurs, or conduct.

iii. Sexual Harassment Prohibited

Sexual harassment is prohibited. Sexual harassment is prohibited because it is intimidating or an abuse of power and is inconsistent with library policies, practices and management philosophies. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of sexual harassment can include the following:

- Verbal harassment, including jokes, comments, or threats relating to sexual activity, body parts, or other matters of a sexual nature.
- Non-verbal harassment, including staring at a person's body in a sexually suggestive manner, making sexually related gestures or motions, and/or circulating sexually suggestive material.
- An employment decision (including promotion, demotion, compensation, scheduling) made by a supervisor based on the employee's submission to or rejection of sexual conduct.

- Physical conduct, including grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, unnecessary touching, or other unwelcome physical conduct.
- Submission to sexual conduct as an implicit or explicit condition of getting or keeping a job.
- Conduct that denigrates or shows hostility or aversion to a person because of their gender and creates an intimidating, hostile, or offensive work environment.
- Any other sexual conduct that unreasonably interferes with another person's work performance or creates an intimidating, hostile, or offensive work environment or adversely affects another person's employment opportunities.

XII. Workplace Violence Prohibited

Employees shall not commit acts of violence or make threats of violence against co-workers, managers, supervisors, members of the public, or other persons in the Library or during working hours at Bloomfield Township Public Library. Any act of violence or threat to engage in violence on the Library's property, as described in the Library's Workplace Violence statement below, will result in discipline, up to and including immediate termination.

i. Reporting Workplace Violence

The purpose of this statement against violence in the workplace is to:

- Prevent accidents, injuries, casualties, and improper performance of duties;
- Protect employees, their families, visitors, and library property;
- Enforce rules against violence and threats of violence in the workplace;
- Maintain high standards of conduct, integrity, and job performance.

Employees shall not commit acts of violence or make threats of violence against co-workers, managers, supervisors, members of the public, or other persons in the workplace or while on duty as a library employee in any location. This is required to protect the safety of our workforce, our workplace, and the public, as well as to promote high standards of conduct, integrity, efficiency, and harmony in the workplace. Violence and threats of violence can cause permanent injury or death. The Library will not tolerate any form of violent act or threat of violence, whether intended as a joke, prank, in jest, in connection with horseplay, or as a serious threat.

Any act of violence or threat to engage in violence on the library property, on the property of Township citizens, on library projects, in library vehicles, or during working hours shall result in discipline up to and including discharge, even if an employee later claims that there was no intent to carry out the threat or that the threat was a joke, a prank, in jest, or nothing but horseplay.

To prevent violence in the workplace, the Library, in its discretion, may inspect any locker, desk, work area, computer terminal, package, purse, bag, container, tool box, vehicle, or other personal belongings brought onto library property (or the property of any Township residents) in connection with an investigation of any rule violation or in the maintenance of a safe workplace. Employees have no right to privacy in regard to any of these areas, belongings, containers, or items. Employees will cooperate in all investigations of suspected rule violations or in connection with workplace safety.

All employees are expected to comply with this statement as a condition of continued employment. For the purposes of this statement these terms are defined as follows:

- “Violence” means physical force exerted for the purpose of injuring, intimidating, damaging, inflicting fear, or abusing another person or property, or committed in reckless disregard of person or property. Violence shall also include the use of weapons or objects in a manner which can result in injury or death.
- “Threat” means any physical or verbal expression of an individual’s present or future intent to inflict pain, injury, or damage on person or property or to cause intimidation, helplessness, or fear in another person regardless of an individual’s ability to carry out the “threat” and includes any present or future expression of intent to engage in violence as defined above.

ii. Prohibited Conduct

No employee shall commit an act of violence or articulate a threat of violence on library property, on the property of a Township citizen, on library projects, in library vehicles, or during working hours (including meals and breaks), or using library property.

Threats made as a joke, prank, in jest, or in connection with horseplay are considered real threats under this statement and are strictly prohibited.

Violent acts and threats of violence committed during non-working hours or away from the workplace are prohibited where:

- The Library, in its discretion, determines that the effects of the off-duty conduct may be carried into the workplace and/or may pose a threat to library employees, visitors, or property, or the property of patrons;
- The conduct results in the conviction of the employee for an assault or other crime;
- The conduct is incompatible with continued employment by the Library.

The possession, use, and/or distribution of guns, knives, clubs, or other weapons, including those used in the martial arts, on library property, on library projects, in library vehicles, or during working hours (including meals and breaks) is strictly prohibited unless

the possession, use, or distribution is authorized by the Library as part of your employment or is otherwise permissible under Michigan law.

Failure to cooperate in any library investigation of a suspected rule violation and/or in the Library's efforts to maintain a safe workplace, including any refusal to permit the Library, in its discretion, to inspect any locker, desk, computer terminal, work area, package, purse, bag, container, toolbox, vehicle, or other personal belonging brought onto the library property is strictly prohibited.

No employee shall assist in the commission of any act described above.

iii. Reporting Violence and/or Threats of Violence

Each employee of the Library must immediately report any violent act or threat of violence by another employee or by a citizen directed against themselves, any co-worker, supervisor, visitor, or other individual on library property, on library projects, in library vehicles, or during working hours (including meals and breaks) to a supervisor or Department Head and complete a Bloomfield Township Public Library Incident Report to be given immediately to the Library Director. Violent acts or threats of violence must be reported even if it was part of a prank, joke, or horseplay. Employees are responsible for making this report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. Any supervisor or Department Head receiving such a report must inform the Library Director at the earliest possible opportunity.

Even without an actual threat, employees should also alert their supervisor or Department Head to any behavior they have witnessed, which they regard as threatening or violent, when that behavior is job-related or might be carried out at a library work location, or is connected to library employment.

Employees are also required to report any violent act or threat of violence directed against themselves, any co-worker, supervisor, citizen, visitor, or other individual even where the violent or threatening act occurs away from the workplace or during non-working hours where the effects of the off-duty interaction may be carried into the workplace and/or pose a threat to library employees, citizens, visitors, or property.

An employee who is protected by a restraining or protective order which encompasses library locations as being protected areas must notify their supervisor or Department Head who will inform the Facility Services Department Head and the Library Director. Upon request, the employee must provide a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

Due to the potential for permanent injury or loss of life, employees who do not make the reports described above will be subject to discipline themselves, up to and including immediate termination.

The Library will make every reasonable attempt to maintain confidentiality of any reported act or threat of violence.

The Library will promptly investigate any report of violence, threats of violence, and/or alleged violations and take whatever action it deems appropriate in its sole discretion, specifically designed to protect its employees, their families, visitors, citizens, patrons, and Township property or that of its taxpayers.

iv. Disciplinary Action

Employees will be subject to termination for the first offense in any one of the following circumstances:

- Committing an act of violence or articulating a threat of violence on library property, on library projects, in library vehicles or during working hours (including meals and breaks), even if it is later claimed that there was no intent to carry out the threat or that the threat was a joke, prank, in jest, or nothing but horseplay.
- Committing an act of violence or articulating a threat of violence during non-working hours or away from the workplace where the effects of the off-duty conduct may be carried into the workplace and/or pose a threat to library employees, citizens, visitors, or property; where the conduct results in the conviction of the employee for assault or other felony; or where the Library determines that the conduct or act is incompatible with continued employment at the Library.
- Possessing, using, and/or distributing guns, knives, clubs, or other weapons, including those used in the martial arts, on library property, on library projects, in library vehicles, or during working hours (including meals and breaks), unless the possession, use, or distribution is authorized by the Library as part of your employment or is otherwise permissible under Michigan law.
- Failing and/or refusing to cooperate in any investigation of any rule violation or the maintenance of a safe workplace.
- Failing to report an act of violence or threat of violence against any co-worker, supervisor, citizen, visitor, or other individual, whether or not accidental or made as a joke, prank, in jest, or in connection with horseplay.
- Assisting in the commission of any of the acts set forth above.

XIII. Drug-free Workplace

Staff members are prohibited from possessing, using, and/or being under the influence of alcohol and illegal drugs while on the job.

Drugs include controlled legal substances that have not been prescribed for you by a physician. Drugs also include controlled legal substances that have been prescribed for you by a physician if you are abusing the prescribed drug. The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of your job effectively and safely.

Marijuana Use - Bloomfield Township Public Library is aware that recreational and medicinal marijuana use is lawful in some states, including Michigan. Despite this, Bloomfield Township Public Library considers marijuana to be a controlled substance under this policy. Even if marijuana use is lawful, or an employee has a legally obtained prescription for marijuana or authorization to use medical marijuana, being under the influence of, selling, distributing, possessing, or using marijuana while at work is prohibited under this policy and will subject an employee to disciplinary action.

“Impairment” due to alcohol shall mean a blood alcohol content of .02 or more; or conduct evidencing apparent impairment as described below; or conduct involving alcohol adversely affecting the employee’s work performance, the safety of the employee, fellow workers or the public, or the Library’s reputation.

“Impairment” due to drugs shall mean the presence in the system of any drugs, or their metabolites; or conduct evidencing apparent impairment as described below; or conduct involving drugs adversely affecting the employee’s work performance, the safety of the employee, fellow workers or the public, or the Library’s reputation. Where impairment exists or is presumed, incapacity for duty is presumed.

All employees are prohibited from:

- i. Consumption, possession, or sale of alcohol or illegal drugs (including marijuana) during the employee’s working hours – including unpaid breaks.
- ii. Storage of alcohol or illegal drugs in library facilities.
- iii. Being impaired by alcohol or drugs while working, thereby adversely impacting work performance, negatively affecting public perception of the Library, and risking the safety of self and others.
- iv. Consumption or possession of medical cannabis products, as defined under applicable Michigan law, during the employee’s working hours, including breaks.

The Library reserves the right to search any desks, lockers, coats, containers, and all other areas in or items on library property as part of an investigation of a suspected violation or for any other valid reason.

If you are convicted of violating a criminal drug law, you are required by law to inform the Library Director of the conviction, including pleas of guilty and no contest, within five days.

If you fail to do so, you may be subject to disciplinary action, up to and including immediate termination.

i. Substance Abuse

It is essential that all employees be alert and in full possession of their faculties when working. Substance abuse testing is necessary to protect the safety of other employees, our work place, and the public. Being under the influence of drugs or alcohol can cause permanent injury or death. The purpose of this Substance Abuse statement is to prevent accidents and casualties in library operations that result from employees being under the influence of drugs, controlled substances, or alcohol, and to maintain high standards of conduct and efficiency.

Employees may be required to submit to drug and/or alcohol testing if the Library has a reasonable suspicion that the employee is/was under the influence of drugs or alcohol while on duty on library property, on library time (including breaks and meal periods), or on library business. Any tampering with a specimen or interference with a drug test will result in immediate termination. Refusal to take a drug test will result in immediate termination.

The Library encourages employees to resolve their drug and alcohol problems. Treatment may be covered in part by the employee's medical insurance coverage; to the extent treatment is not a covered benefit, the employee is responsible for the costs. The Library's interest in assisting employees, however, must be balanced against its duty to promote and protect the public health, safety, and welfare and to operate an efficient and appropriate library.

Where the sale and/or possession of drugs in violation of this policy is involved, an order for a drug/alcohol screening may not be given; employees who violate the prohibitions against sale and/or possession of drugs may be disciplined up to and including termination, regardless of treatment program.

CHAPTER 4 – HOW THE WORK GETS DONE

Our first responsibility is to our patrons. We hold our employees to a high standard of customer service.

I. Desk Responsibilities

- Public services desks must be covered at all times.
- Be sure to find someone to cover for you if you must leave your assigned workstation, even for a short time.
- Be on time for your shift.
- Warmly greet each patron.

II. Unattended Minors

The Library's Rules of Conduct, which can be found on the Bloomfield Township Public Library Staff Intranet, state that parents shall not leave children under the age of 12 unattended. Also, parents shall not leave minors on the library property before or after open hours.

If there are children unattended under the age of 12 in the Library, every effort, including searching and paging, should be made to locate the parents or guardians. If minor-age children are left on library property after open hours, you should do everything you can to help children contact their parents or guardians for transportation home. However, because of legal liability, never provide the transportation yourself. Call the child's home to verify that transportation has been arranged. If there is no answer, two staff members should wait with the child for 15 minutes. Do not remain alone with the child. If transportation does not arrive within 15 minutes, contact the Bloomfield Township Police for assistance. Complete a Bloomfield Township Public Library Incident Report to be given to the Library Director for follow-up.

III. Confidentiality of Library Records

The Library's Privacy Policy, which can be found on the Bloomfield Township Public Library Staff Intranet, states that circulation records and other records that identify the names of library users or materials circulated to them are confidential information pursuant to Michigan Public Act No. 378 of 1989. The Library has adopted this Privacy Policy to explain measures taken to provide for patron privacy.

Patrons have access to their own record, and custodial parents and guardians also have access to their minor children's and ward's records. The bearer of a library card has

complete access to that record, and the cardholder has full responsibility for all materials and services borrowed or used with that library card.

If you are presented with service of process, order, or subpoena directed to the Library or directed to you personally and relating in any way to the Library or your job duties, prior to responding, immediately contact the Library Director, who will consult with legal counsel to determine the appropriate course of action.

IV. Patron Relations

Our primary responsibility is to provide service to our patrons. In person, on the telephone, and in any electronic or print correspondence, be as courteous as possible and respond positively and professionally to all suggestions and complaints. If you cannot satisfy a patron's complaint, refer them to your supervisor, the Person in Charge, the Assistant Library Director, or the Library Director.

V. Dress

As library staff, we serve the public and an appearance that is clean and professional is important. Business casual guidelines are a good protocol to follow, with deviations based on the duties within your department. Be aware that many tasks require reaching, bending, and stooping, which can make some attire less suitable. Consult your supervisor with any questions regarding the particular dress requirements of your department or to seek clarification.

Casual Days are periodically offered. These serve primarily as fundraising events for specific library- and literacy-related charities as determined by the Staff Organization Committee (SOC). If an employee wishes to participate in the Casual Day, a monetary amount is paid to the SOC. During the Summer Reading program, promotional summer reading t-shirts can be worn with casual attire; otherwise, business casual attire is expected. Our goal is to provide a workplace environment that is comfortable and inclusive for all employees.

We expect that your attire will exhibit good judgment and professionalism.

VI. Personal Use of Library Technology

It is understood that there may be a personal need to use a copier, printer, or fax machine from time to time. After using this equipment, reimburse the Library for the cost of copies at the Circulation Desk.

Voicemail will be provided to employees to allow easy communication by their supervisors of department needs on a day-to-day basis. If you have been given a voicemail box, it is important that you review your voicemails at least daily to assure a proper flow of

communication. Voicemail may be accessed by your supervisor, Department Head, the IT Department staff, or the Library Director, if warranted.

The Library provides Internet access to employees who are required to use this tool during the course of their work, including email accounts. All employees' email accounts are in the "BTPL Staff" group address and an email sent to this address is sent to all employees' mailboxes. Use of this address is limited to authorized personnel, which includes the Library Director, Assistant Library Director, Department Heads, Assistant Department Heads, SOC, Administrative Assistant, and Finance Coordinator.

The use of the Library's computers for Internet access for personal email or to search the Internet should be confined to computers in non-public areas during mealtimes and breaks. Inappropriate use of the Library's computers, unauthorized use of a staff computer, and downloading and installing software without the express approval of the IT Department may result in disciplinary action, up to and including immediate termination.

If personal devices such as cellular phones, smart watches, earphones, or other similar devices are used during your shift, these must be used in a manner that is not distracting to your work or to others. Staff must be able to engage with and hear patrons and other staff members, as well as emergency PA announcements. Supervisors will monitor such use and address situations where such use interferes with work.

VII. Breaks

If scheduled to work more than three hours of work, you may take a 15-minute break. If scheduled to work more than six hours of work, you may take a second 15-minute break. If scheduled for more than nine hours of work, you may take a third 15-minute break.

Breaks are to be taken on library premises and your supervisor, Department Head, or the Welcome Desk should be notified of where you will be during your break. Breaks may not be taken at the beginning or end of a shift or combined with the 30-minute mealtimes. Since breaks are counted as work time, employees must remain on library premises during the break portion of the combination. If you fail to take breaks during your shift, your break time will be forfeited.

Special break rules apply to library employees who are under the age of 18. State of Michigan law requires that all minor employees may not work for more than five hours continuously without a break of at least 30 consecutive minutes.

Breaks are scheduled to ensure that the desks are covered at all times and the Library's work can be accomplished within scheduled hours. It is a good idea to make

arrangements for your break with your supervisor or work leader when you come in to work each day.

VIII. Mealtime

Whenever you work for more than six hours, your schedule normally will include an unpaid 30-minute mealtime. With your supervisor's approval, you may adjust your meal time, still unpaid and only if the Library's scheduling needs can still be met. Mealtimes must be recorded on your timesheet.

You are encouraged to take your mealtime as an opportunity to refresh yourself as you will not be able to snack while at a public service desk. Note that if you fail to take your mealtime during your shift, it is forfeited.

Meals are scheduled to ensure that the desks are covered at all times and the Library's work can be accomplished within scheduled hours. It is a good idea to make arrangements for your meal time with your supervisor or work leader when you come in to work each day.

CHAPTER 5 – COMMUNICATING WITH EACH OTHER

I. Keeping Up-to-date

As a member of the library staff, you will be able to keep abreast of library activities, changes in policies and procedures, and decisions of Administration and the Trustees through a variety of communication channels.

The staff newsletter, *Inside the Library*, and various meeting highlights and memoranda contain news and information about library activities and personnel. Information and announcements about policy and procedure changes are posted in the individual departments, communicated during department meetings, posted on the Bloomfield Township Public Library Staff Intranet, and/or communicated by email.

The Bloomfield Township Public Library Staff Intranet contains many employment resources and document forms. For more information please refer to this resource.

News about other libraries, the Library's cooperative and consortiums, staff development opportunities, other libraries' newsletters, and similar information are also available in the staff entry hallway. See your supervisor if you are unable to locate information you need.

II. The Staff Organization Committee (SOC)

As approved by the Library Board of Trustees, the Staff Organization Committee's goal is to provide a vehicle through which staff ideas and concerns can be communicated to the Library's Administration. All staff members are automatically members of the Staff Organization Committee. There are no membership dues.

To carry out the purposes of the Staff Organization Committee, a three-member representative group, referred to as the Staff Organization Committee or SOC, is elected annually. SOC handles staff funds raised through the profits from vending machines located in the Staff Lounge and from Casual Day donations, as well as through other approved fund-raising efforts that the SOC decides to hold.

SOC also assists the Assistant Library Director with planning Staff Development Day. SOC generally has its annual meeting and election at an all-staff meeting in late winter or early spring.

SOC meets with the Library Director on a monthly basis where concerns of the staff are conveyed to Administration for presentation to the Library's Board of Trustees. The Library Director also discusses ideas to keep a positive, professional work environment. Members of SOC who attend these meetings will be paid one hour in addition to their budgeted and scheduled department hours. One SOC member is encouraged to attend

the monthly Library Board meeting, and they will be paid one hour in addition to their budgeted and scheduled department hours for this attendance.

III. The Management Advisory Committee (MAC)

The Management Advisory Committee (MAC) is a committee consisting of all Department Heads who meet with the Assistant Library Director and the Library Director. The purpose of the committee is to help manage the Library, to develop and administer policies, and to improve communication among all departments. From time to time Assistant Department Heads may also be invited to meet with the MAC meeting for the purpose of discussing issues relating to the Library, planning and implementation of projects, etc.

IV. Ideas and Suggestions

If you have a suggestion for improvement in the overall operations of the Library, please submit it to the Library Director via email. If you have a suggestion for your own job or department, talk with your supervisor or Department Head. If you include your name, you will receive follow-up on your suggestion.

V. Reporting Fraud and Whistleblower Protection

Commented [TM9]: Added the Whistleblower Protection Policy passed by the Board of Trustees in 10/2024

The Library adheres to the highest standard of honesty, integrity, and transparency. The following Whistleblower Protection Policy has been adopted by the Bloomfield Township Public Library Board of Trustees to offer avenues for library employees and volunteers to report times when those values appear to be violated. Library employees are encouraged to utilize this procedure to raise in good faith any concern, question, or complaint without fear of retaliation. No retaliation will be taken against any employee.

Often employees are the first to notice when something is wrong. Employees should be able to uphold the Library's values and express concerns without fear of retaliation.

This policy outlines:

- A procedure for an employee who believes misconduct is occurring to report the misconduct without retaliation
- Next steps after a report has been made
- Safeguards

i. Procedure for Reporting

Employees are encouraged to identify themselves in their report. Being able to ask follow-up questions and to report back to the whistleblower are valuable tools in ensuring the concern is fully addressed. However, in a case when an employee feels they have no

choice but to report anonymously, every effort will still be made to investigate the allegation.

Employees should submit their concerns in writing to the Library Director or Assistant Library Director. In cases where the allegation is against both of those individuals, or the employee doesn't feel comfortable reporting to either party, the employee should report to the President of the Library Board of Trustees.

If reporting anonymously, place documentation in the Library Director's mailbox.

Employees are not expected to prove the truth of an allegation; however, there must be a reasonable basis for concern. The written report should include:

- The background and history of the issue
- Pertinent dates
- The reasons for suspicions of fraud, theft, corruption, or other illegal behavior
- Preferred contact information for follow up questions and any follow up reporting

ii. Investigation

Depending on the nature of the concern, the matter may be investigated by Library Administration and/or the Library Board of Trustees, or turned over to Bloomfield Township Law Enforcement.

Receipt of the complaint will be acknowledged in writing and, where appropriate, next steps will be outlined. Anonymous complaints will not be acknowledged in writing.

iii. Safeguards

The Library recognizes that it can be very difficult to report a concern, especially against a colleague or library leadership. Harassment or victimization of the whistleblower will not be tolerated and the Library will comply with the Michigan Whistleblowers' Protection Act.

Reasonable efforts will be made to protect an individual's identity but still allow for appropriate investigation of the matter. During the investigation process, it may become necessary to reveal certain information or require a statement by an individual as part of the evidence. However, investigation documentation will be kept as confidential as possible.

VI. Communication among Staff, Administration, and Library Trustees

A variety of communication tools are used among staff in your own or other departments, as well as with the Library Director. Face-to-face communications among staff should be carried out with the same care and courtesy as those with the public we serve. Voicemail, written, or, particularly, email communications are all open to interpretation and misinterpretation. Please verify that the message you believe you have been given has been accurately interpreted so that unwarranted action is not taken. Please treat patrons and staff with the same discretion and professionalism you wish exercised in matters of importance to you, whether at home, at the Library, or in the community. Please refer to the current organization chart on the Bloomfield Township Public Library Staff Intranet for appropriate channels of communication.

All Board of Trustees meetings are open to the public, including library employees, and you are welcome to attend any public meeting of the Board. To assure that the Trustees are able to carry out their responsibilities during the monthly meeting times, please inform the Library Director of your intended attendance at a board meeting prior to your arrival. The Board of Trustees' responsibilities are oversight of the budget and Library Director, as well as policymaking. If you wish to bring a matter concerning these responsibilities to the Board of Trustees, please review your topic with your supervisor, Department Head, and the Library Director at least one week prior to the meeting, so that it may be considered for the Board's agenda.

VII. Communication between Supervisor and Employee

Your supervisor is your principal source of information and guidelines on the daily operations of the Library, principles of public service, and interpretation of policies. Frequent communication is encouraged using any and all available tools—written notes with date and signature, printed memos, emails, and voicemails. The Library has several occasions during which face-to-face communication among all the staff is facilitated, including the annual Staff Development Day, all-staff meetings, and other special events. Your department is encouraged to schedule monthly department meetings where department and library policies and procedures are discussed. Interdepartmental committees also provide an opportunity to share solutions for common concerns and work toward common goals.

Between you and your supervisor, at least two "formal" face-to-face opportunities are scheduled each year for communication about your work. Customarily, one is an annual, mid-year evaluation where progress toward your performance goal or project for that year is reviewed and needs for additional training or performance improvement are discussed. A second is the annual, end-of-fiscal-year (usually early March), performance appraisal. If warranted by specific concerns about performance or work habits and/or attitude, a third (or more) opportunity may also be used for performance problem-solving. These are described more fully below.

VIII. Performance Appraisals

You will receive a copy of the form which will be used for your performance appraisal during your orientation period so that you will know what the proficiencies and performance standards are for your position. This form is also available on the Staff Intranet.

A performance appraisal is held at the end of the orientation period and regularly thereafter. During a performance appraisal, you and your supervisor discuss your job performance, and you have the opportunity to get answers to any questions you might have.

Once a written record of the appraisal is made, it becomes part of your personnel file. If you disagree with any part of the written record, you may respond in writing to your supervisor and that response will be included in your file.

IX. Performance Improvement Process

If a performance appraisal, whether formal or informal, identifies performance which is not acceptable, and the Library has reason to believe the performance can be brought up to acceptable levels, the performance improvement process may be implemented. This four-step process may also be implemented at any point where performance standards are not met during the course of orientation or the course of the year.

Step One: The supervisor will communicate verbally, privately, to the employee that a performance standard has not been met. It is expected that this discussion will address nearly every need for performance improvement.

Step Two: If the performance continues to be unacceptable, the supervisor will schedule a private meeting with the employee to discuss the continuing below-standard performance. At this meeting, the supervisor will provide a written description of the need for performance improvement. This description may be the employee's orientation or regular performance appraisal if during the orientation or semiannual performance appraisals, or it may be a memo if outside the orientation or semiannual evaluation periods.

The supervisor will inform the Department Head and Library Director of action plan implementation. The supervisor and employee will discuss an action plan to improve performance. The employee will be given the action plan form to complete and return to the supervisor within five (5) business days (Monday through Friday). The action plan will be reviewed by the supervisor to determine if it will be effective in achieving performance improvement, and both the employee and supervisor will sign it. All action plans must be submitted to the Library Director for approval. Upon approval, the action plan will be

attached to the appraisal form or supervisor's memo and included in the employee's personnel record. A date for completion of the action plan and re-evaluation will be established as part of the action plan. Successful completion of an action plan does not assure continued employment by the Library.

Step Three: If the employee is unable to satisfactorily achieve performance improvement through the action plan, the completion date may be extended at the discretion of the supervisor and the Library Director.

Step Four: If the employee is unable to satisfactorily achieve performance improvement through the action plan, or, at the discretion of the supervisor and Library Director, termination of employment will result. When employment is terminated, the former employee is not eligible to be rehired for any current or future position in the Library.

X. Problem-solving Process

When work-related complaints cannot be resolved through communication and achieving understanding between you and your supervisor, there are steps you may take to address the matter.

Step One: Talk to your supervisor. Within five (5) business days (Monday through Friday) of the event or awareness that causes you concern, arrange a meeting with your supervisor to discuss the matter. Within five (5) business days (Monday through Friday) after that meeting, they will get back to you with information about what action, if any, will be taken to help resolve the situation.

Step Two: If the matter is not resolved satisfactorily in Step One, within five (5) business days (Monday through Friday) of the initial conversation you must provide your Department Head two copies of a written description of the problem. They will keep one for the department file and give the other to the Library Director, along with a statement of any differences, if they exist. The Department Head will respond in writing within five (5) business days (Monday through Friday), with copies to you and your supervisor.

Step Three: If the matter is not resolved satisfactorily in Steps One and Two, within five (5) business days (Monday through Friday) you must provide the Library Director with two copies of a written description of the problem, including the action and results taken in Steps One and Two. The Library Director will respond in writing within five (5) business days (Monday through Friday) to you and your Department Head. The Library Director's decision on the matter will be final and binding.

If your supervisor is the Department Head, you need to arrange a meeting with the Department Head as in Step One, and, if resolution is not achieved, in Step Two provide

the Library Director with a written description of the problem. The Library Director will respond in writing within five (5) business days (Monday through Friday) to you and your Department Head.

This process does not change the at-will nature of Bloomfield Township Public Library employment.

XI. Electronic Communication

The Library's electronic communication system includes but is not limited to voicemail, computers and their hard drives, email, the computer network, the Internet, instant messaging, and facsimiles. An electronic communication is information sent over the electronic communication system including but not limited to messages left on voicemail, email messages, information received and sent over the Internet, instant messaging, and data and files maintained on the computer network and individual computers.

The electronic communication system is designed to facilitate library business and communications between employees and other business associates. To better serve our citizens and taxpayers, the Library encourages the use of its electronic communication system. Because no electronic communication system is completely secure, the system is not intended to transmit sensitive decisions, including but not limited to certain personnel issues, attorney-client information, and other similar information which may be more appropriately communicated by written memorandum.

i. No Expectation of Privacy

The electronic communication system is the property of the Library and is intended for library business. All data and electronic communications within the electronic communication system are also the property of the Library. The system is not to be used for personal gain or to support or advocate non-library related business or purposes.

Persons using the electronic communication system have no expectation of privacy. The confidentiality of any electronic communications created, transmitted, received, deleted, or stored in the electronic communications system should not be assumed. The electronic communications may be retrievable even if deleted from the electronic communication system. The Library may monitor the electronic communication system under the direction of the Library Director. Employees who are terminated or laid off have no right to the contents of their electronic communications and are not allowed access to the electronic communication system. All electronic communications are subject to all federal and state law and the Library's policies, including but not limited to the Open Meetings Act, MCL 15.261 – 15.275, and the Freedom of Information Act, MCL 15.231-246.

Persons using the electronic communication system are not authorized to retrieve or read any communications that are not sent to them, unless authorized to do so. Further,

electronic communications shall not be used to hide the identity of the sender or represent the sender as another person. Each employee is hereby notified that any and all electronic communications may be subject to monitoring, retrieval, and access by authorized library personnel under the direction of the Library Director.

ii. Information on Passwords

Users are responsible for securing their password(s) and shall not share their password(s) with anyone except their Department Head, IT staff, and Library Administration. There shall not be any secret passwords. Employees shall not allow unauthorized access to the Library's electronic communication system. An employee may be directed, by authorized individuals, to provide access to their assigned electronic communication system. If a user discloses their password or suspects that it has been compromised, they are responsible for changing their password immediately.

While users have a password or passwords to gain access and conduct business on electronic communication systems, the electronic communication system is not confidential, and information created, transmitted, received, deleted, or stored in these systems may be retrievable by persons other than the creator.

iii. Prohibited Uses

Electronic communications may not be used for circulation of non-library sponsored functions, activities, programs, policies, or solicitation of funds or sales, without the permission of the Library Administration or a Department Head. Electronic communications shall not be used for circulation of, or to convey messages or images that would violate federal or state law, and library policies including but not limited to those that strictly prohibits illegal discrimination and harassment. Employees are also prohibited from sending library-wide electronic communications without the approval of their Department Head.

Employees shall not load any software, programs, or disks onto the Library's computers without the prior knowledge and permission of IT staff.

iv. Internet

The Internet provides the Library with significant access and dissemination of information outside of the Library. The use of the Library's Internet system is intended for library business only. Internet messages are capable of being forwarded without express permission of the original author. Therefore, users must use caution in the transmission and dissemination of messages outside of the Library, and must comply with federal and state law and other applicable library or departmental policies. Please refer to the Library's general Internet Access Policy which can be found on the Bloomfield Township Public Library Staff Intranet for more information.

v. *Applicability to Employees, Volunteers, Contractors, and Other Users*

This statement applies to all employees (full-time or part-time), volunteers, contractors, and other individuals who are provided access to the Library's electronic communication system. Contractors and third-parties should only be provided access to the electronic communication system as necessary for their business purpose with the Library, and only if they abide by all applicable rules as set forth. Contractors and third-party users who are in violation may be removed from the electronic communication system and/or have their contract revoked. In addition, other legal remedies may be pursued. The Library has a separate policy relating to patrons' use of computers in the Library.

vi. *Enforcement*

The Library Director may monitor the electronic communication system. Employees who observe a violation should bring it to the attention of their supervisor or Department Head and complete a Bloomfield Township Public Library Incident Report to be given immediately to the Library Director. As warranted, violations will be investigated, and the appropriate action determined.

vii. *Penalties*

Employees found to have violated this procedure may be subject to disciplinary action up to and including immediate termination, and if applicable, may be subject to prosecution under federal or state laws.

viii. *Email and Voicemail Etiquette*

Email messages are easier to send than letters and memos and tend to be more informal. But they are also relatively permanent and often migrate to recipients unknown to the sender (by virtue of email forwarding). Voicemail, like email, is easily sent and easily forwarded or even broadcast on the Library's speaker phones.

The following points of etiquette are offered to help library employees communicate more effectively and avoid potentially embarrassing situations. Many of these points apply equally to the use of voicemail.

- Answer your messages in a timely manner.
- Do not assume your correspondent knows everything you do. Take the time to explain yourself in terms that the correspondent can understand.
- Be aware of how you address your message. There may be many names in our email network, including some of our clients, vendors, and the public we serve, making it easy to accidentally address your message to the wrong person. Take the time to double-check the distribution of your messages BEFORE you send them.

- Address your messages to the minimum number of recipients, and when responding, address only the sender. Unnecessary messages proliferate when a message goes to a large group and each recipient responds to the whole group.
- Label personal opinions explicitly because readers, especially those unknown to the sender, may not be able to distinguish opinion from fact. Respond to an opinionated message with facts or evidence.
- Avoid sending emotional messages, and avoid responding to emotional messages until the emotion provoked by them has passed.
- Jokes are natural in conversation, but easily misunderstood on a computer screen, especially by readers who don't know the sender personally. Don't use humor in email.
- The email system, and all of the messages within it, are the property of the Library, and its use should be limited to library business, not for casual conversations with family and friends.
- If the potential for ambiguity or misunderstanding is high, consider another medium such as telephone or face-to-face conversation.
- Electronic storage is neither infinite nor free. Unneeded messages should be deleted from storage (your email mailbox) on a regular basis.
- Read and review email and other electronic communications regularly in order to stay abreast of department needs, changes in library procedures, and to assure the proper flow of communication for effective service to the community.

XII. Social Media

i. Use of Social Media for Library Purposes

The Library's social media sites are available to the public. Content posted is for informational purposes only and serves as a public service. Information considered confidential should not be posted to these sites. Opinions expressed on these sites are the personal opinions of the original authors, not Bloomfield Township Public Library. Be mindful of publishing your personal information. Be respectful of others and remain on point with discussions and posts.

By posting to these sites, you agree to be solely responsible for the content of all information you contribute, link to, or otherwise upload and release Bloomfield Township Public Library from any liability related to your posting. Bloomfield Township Public Library disclaims liability for ads, videos, promoted content, or comments accessible from any external site. The Library reserves the right to delete or remove any content that we determine, in our sole discretion, is not appropriate for these sites. Postings that will be deleted include, among others:

- Personal attacks on individuals or groups of individuals
- Content that is obscene, vulgar, or sexually explicit

- Commercial product promotions
- Political campaign information
- Material that is copyright protected
- Unrelated postings
- Illegal content
- Soliciting

Some employees, as part of their job duties, may be authorized, expressly or implicitly, to promote the Library through social media. For purposes of this social media statement, such accounts are referred to as “promotional accounts.” Because it is important that the Library speak with a unified message, the Library reserves the right to control the content of promotional accounts. In order to preserve and make use of information associated with such accounts for library purposes, social media accounts established by the Library or established by library employees and used to promote the Library or its services, or otherwise advance the Library’s interests, shall be the property of the Library.

The social media accounts themselves and all information relating to any such accounts and/or sites or the use thereof belong to the Library and not the individual(s) maintaining the account or site. This includes, but is not limited to, the accounts themselves, any sub-groups or sites, and any postings by library employees or third parties. Any names, contact information, followers, or subscribers produced by or gathered through such an account or site shall be the property of the Library and not the individual employee(s) establishing, using, or maintaining such an account or site and are considered confidential information under any library non-disclosure policy or agreement. The individual(s) maintaining the account or site shall turn over to the Assistant Director, Library Director, and/or the IT Department Head the log-in information and contact or subscriber information upon request. This duty shall continue both during the employee’s employment and after termination of employment. Employees with account access to such promotional sites shall cease accessing non-public portions of the site upon termination of employment.

Any promotional social media accounts should be authorized in advance. However, whether formally authorized in advance or not, any employee maintaining a promotional account shall notify the Assistant Director and the IT Department Head of the existence of such an account and provide up-to-date log-in information to the account upon request. It is possible under this statement that an account originally established for personal purposes by an employee could become a promotional account for the property of the Library due to the nature of its use by an employee. The mere fact an account is set up in the name of an individual employee and not the Library is not determinative as to whether it is a promotional account. If you have any questions regarding whether an account is covered by this statement, please contact the Assistant Director.

ii. Personal Use of Social Media

This social media statement applies to all existing and future social media, including, for example blogs, photo sharing, video sharing, micro blogging, podcasts, and including but not limited to Facebook, Instagram, and others, as well as comments posted on sites and includes access through both personal and library-provided computers, smart phones, and other devices ("social media"). Social media is fast changing so the lack of explicit reference to a specific social media tool or website in this statement does not limit the extent of the application of these requirements.

This statement is to be read in conjunction with the Library's Electronic Communication System, Discrimination or Harassment statement, and all other library policies. If an employee has a question regarding the interpretation of a statement or policy or a question regarding its application, the employee should contact their supervisor for advice. This statement is intended to respect the interests of employees and the Library. Violation of these requirements may result in discipline up to and including termination.

The social media statement is intended to cover general use of social media by employees including use that may be personal and use which is incidentally professional or library-related. Some employees of the Library are specifically authorized to use social media on behalf of the Library as part of their job duties. In addition to this statement, such use is subject to additional rules and requirements set forth in other policies.

Employees are reminded that all library policies apply to social media and there are other library policies which may affect what employees post and maintain on their own sites, blogs, forums, and social media sites.

Always be fair and courteous to fellow employees, patrons, volunteers, suppliers, or people who work on behalf of the Library. Also, keep in mind that you are more likely to be able to resolve work-related complaints by speaking directly with your co-workers or by contacting your supervisor than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage patrons, volunteers, employees, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or library policy.

When posting a personal point of view related to the Library or its products, do not claim or imply that you speak on behalf of the Library (unless you are specifically authorized to do so). This is one instance where trying to help the Library may actually harm the Library's interests.

Online sites, content, or social media postings personally maintained by employees should not imply that the site or any content is sponsored by the Library. Employees generally do not have the right to speak for the Library. Employees should be clear they are expressing their personal views in any posts made by employees unless they are specifically authorized to post on the Library's behalf. Managers in particular must take care to not personally post in a manner where it could appear the manager is speaking for the Library. Managers must assume their personal posts will be read by subordinates and superiors, and the possible effects on these groups must be considered.

Some employees may be authorized to use social media as part of their job duties and may post to library accounts. Mis-posting of personal material to library accounts can be highly detrimental to the Library, even if the matter posted is not otherwise offensive. When using social media it is the employee's responsibility to ensure they are posting on the proper account. Employees are responsible for taking whatever steps necessary to segregate personal social media accounts from library accounts. Any posting of personal matter on library accounts, even if unintentional, is regarded as a serious matter and can result in discipline up to and including termination.

Personal use of social media should not be done during the workday or at other times if such activities would interfere with the performance of duties to the Library.

Many statements made or activities engaged in during and after the work day can be easily photographed or otherwise recorded and published on the internet. The online presence and characterization of an employee can adversely reflect on the employee and the Library. Avoid situations that could result in conduct and speech that would have adverse effects on you or the Library being posted on social media sites. If such adverse conduct or speech is posted by others who refer to you in the post, ask that it be taken down.

The Library prohibits taking negative action against any employee for reporting a possible deviation from this statement or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this statement or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Respect all copyrights, and laws, and give credit where credit is due by referencing sources.

Employees are reminded that all policies related to non-disclosure of confidential information apply to social media. Also, employees need to be mindful of the possibility of unintentional disclosure of confidential information through social media.

Patrons, volunteers, or suppliers should not be cited or referenced without their approval. Externally, never identify a patron, volunteer, or supplier by name without permission and never discuss confidential details of a patron, volunteer, or supplier, or of a library project. Internal social computing platforms maintained by the Library may permit suppliers and business partners to participate, so be sensitive to who will see your content.

Employees who wish to use professional development sites such as LinkedIn are reminded that this statement applies to all social networks, including LinkedIn, but the Library does permit references to the Library as the employee's employer provided the network is used only for professional purposes.

Remember that there are always consequences to what you publish. If you are about to publish something that makes you uncomfortable, review the provisions above and think about why that is. If you are still unsure, and it is related to library business, feel free to discuss it with your supervisor or the Library Director. Ultimately, however, you have sole responsibility for what you post to your blog or publish in any form of online social media.

The Library reserves the right to review publicly available employee social media posts and/or Internet information (Google search) information. As public employees, library employees are expected to demonstrate a high level of personal responsibility in their public interactions.

XIII. Conflict of Interest

All Board trustees, employees, and volunteers of Bloomfield Township Public Library are held to the highest standards of ethical conduct. Elected and appointed public office and public employment is a public trust. The intention of a Conflict of Interest Policy is to protect the transparency of the decision-making process of the Library and to enable the constituencies of Bloomfield Township Public Library, as a public entity, to have confidence and trust in the Library.

The purpose of the Conflict of Interest Policy set forth below is to help inform trustees, employees, and volunteers about what constitutes a conflict of interest, assist them in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary.

i. Definitions

A conflict of interest may arise when the personal, professional, and business interests of a trustee, employee, or volunteer – or their immediate family - potentially or actually compete with the interests of Bloomfield Township Public Library.

Conflict of interest means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.

Interest means a direct or indirect pecuniary or material benefit accruing to a library trustee, employee, or volunteer as a result of a contract with the Library which such officer or employee or volunteer serves.

Persons in a position of trust include trustees, employees, and volunteers of Bloomfield Township Public Library. Trustee means member of the Library Board. Employee means any person who receives all or part of their income from the payroll of Bloomfield Township Public Library. Volunteer means a person – other than a board member – who works with Bloomfield Township Public Library and does not receive compensation for services and expertise provided to Bloomfield Township Public Library.

Immediate family means spouse, child, stepchild, parent, stepparent, parents-in-law, siblings and siblings-in-law, stepsiblings, or legal guardian.

All conflicts of interest are not necessarily prohibited or harmful to Bloomfield Township Public Library. However, full disclosure of all actual and potential conflicts and a determination by the Library Board is required. Trustee conflicts proceed with the interested trustee recused from participating in debates and voting on the matter.

ii. Financial Interests

To assist in understanding and to be in full compliance with the Conflict of Interest Policy, the following is a list of potential areas where issues of ethical conduct most often arise:

- Investing in suppliers
- Borrowing or lending to supplier companies
- Accepting employment with entities that have a business relationship with Bloomfield Township Public Library
- Accepting substantial gifts or entertainment that might be intended to influence decisions and/or cause an appearance of impropriety
- Misusing privileged information
- Providing information to an outside party or business that gives that entity a competitive advantage
- Using position for personal gain
- Associating Bloomfield Township Public Library with outside business or political activity

This list is not all-inclusive. Other conflict situations may arise and will be treated on a case-by-case basis. If there are any doubts about whether an interest is covered by this policy, full disclosure should be made to the Library Director or the Library Board.

iii. Procedures

All actual and potential conflicts of interests shall be disclosed by trustees, employees, or volunteers to the Board through the annual disclosure form and/or to the Board whenever a conflict arises.

On an annual basis, all trustees, employees, and volunteers shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Library Director, as well as all other conflict information, and provided to the Library Board where necessary. If the Library Director is a party to the conflict of interest issue, the matter will be reviewed by the Assistant Library Director and the Library Board.

It is required that the existence and resolution of the conflict be documented in the Bloomfield Township Public Library records, including in the minutes of any meeting at which the conflict was discussed or voted upon.

iv. Violation of policy

If the Library Board has reasonable cause to believe a library trustee, employee, or volunteer has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and, at a formal hearing, afford the member an opportunity to address the alleged conflict and to explain the alleged failure to disclose. Additionally, any person may file a signed written complaint to the Library Director or Assistant Library Director (see exception above) alleging a violation of policy.

After the formal hearing, the Library Board shall make a determination. Prior to the hearing or following the hearing but prior to making a determination, the Library Board may, if in its discretion it deems appropriate and necessary, direct the Library Director to conduct an investigation and report to the Library Board.

If the Library Board determines that a person has failed to disclose an actual or possible conflict of interest, appropriate disciplinary and corrective action will follow. The appropriate corrective action will be determined on a case-by-case basis and may include dismissal or a request for resignation from the Library Board or staff.

CHAPTER 6 – YOUR COMPENSATION

Bloomfield Township Public Library makes every effort to offer wages and benefits that are competitive with similar organizations. The compensation program uses an open pay range structure with a minimum and maximum value for the position's pay range. An individual progresses through the range based on performance and equity. The current approved salary ranges are available to you from your supervisor, Department Head, and on the Bloomfield Township Public Library Staff Intranet. The Library is a public agency subject to fluctuating budgets. As a result, from time to time, wages and benefits may need to be adjusted.

Your pay rate may change based on the results of your end-of-orientation, annual written performance appraisals, changes in job title, job position, job duties, or other factors.

I. Overtime

While it is the Library's desire to avoid overtime, there are situations that may require overtime work. Overtime is paid following state and federal labor laws and guidelines. When required by the Library, overtime is mandatory. In these cases, your supervisor will attempt to give you sufficient notice concerning scheduled overtime. Overtime must be approved in advance in writing by your supervisor.

Overtime, at a rate of time and one-half, is paid for all hours worked in excess of 40 during the Monday through Saturday work period. Overtime will not be paid unless authorized in advance in writing by your supervisor.

The Library may grant compensatory time in lieu of overtime pay; again, this should be approved in advance in writing by the supervisor.

All employees, regardless of classification, are paid time and one-half for hours worked on Sundays as scheduled by the supervisor. Sunday hours are in addition to regularly scheduled Monday-Saturday hours. For example, when a 20-hour per week employee is scheduled to work Noon to 5 p.m. on a Sunday, the work week total hours will equal 25 hours.

II. Compensatory Time

If you are required to work beyond your regularly scheduled hours and are eligible to receive overtime, your supervisor may offer you compensatory time off in lieu of overtime pay. The guidelines and procedures below regarding the recording and use of compensatory time will apply.

A supervisor may approve or deny earning or using compensatory time before or after the hours are worked or used. It is important to have your supervisor's prior approval when working hours outside of the approved, scheduled hours. Use of compensatory time may be extended beyond the immediate pay period in which it was earned in order to meet the Library's scheduling needs. Compensatory time may be earned and used during an eligible employee's orientation period. A Leave of Absence form for the use of compensatory time must be completed for the supervisor's approval.

All compensatory time earned and used is recorded using the "Compensatory Time Report" sheet found on the Department Head network drive ("Comp Time Forms") or available from your supervisor and approved by the Library Director. These reports are reviewed by your supervisor at the conclusion of each fiscal quarter. Compensatory time is accrued on an hour-for-hour basis for approved time between 37.5 and 40 hours during the Monday through Saturday work period. Approved compensatory time above 40 hours earned during the Monday through Saturday work period shall be recorded at time and one-half, as consistent with the Fair Labor Standards Act.

If an exempt employee works, due to an emergency, on a scheduled paid holiday (Memorial Day, Christmas Day, etc.) or on any other closed day, they may receive compensatory time at the time and one-half rate for a minimum of two hours up to the total time they worked in addition to any regularly scheduled holiday pay.

There shall be no cash compensation for compensatory time either when earned or at the time employment ends. Compensatory time may not be used to extend an employee's ending date of employment or paid off at the end of employment.

III. Paydays

Pay periods are two weeks long, and a work week is Saturday through Friday. Paydays are every two weeks with your pay direct deposited by Thursday of the week following the end of the pay period. On paydays, you will be paid for the prior two-week period, ending with the prior Friday.

You are responsible for recording your time each workday and for fully recording all your time, prior to the end of a payroll period.

Paychecks are direct deposited, and there are 26 pays each year. Upon hire, you will need to have a bank or credit union account into which your paycheck will be deposited. If you change banks or your account information changes, please obtain a direct deposit authorization form from the Bloomfield Township Public Library Staff Intranet and give it to the Administrative Assistant.

Every effort is made by the Library and Bloomfield Township to meet the above scheduled pay plans. On very rare occasions, due to unforeseen circumstances, your pay may be delayed. The Library assumes no responsibility for any financial burden incurred as a result of unplanned occurrences.

IV. Garnishments

The Library, by law, must comply with a court-ordered garnishment. If a notice is served in accordance with the state wage garnishment law, the required deductions will be made from your paycheck. Questions regarding garnishment should be directed to the Bloomfield Township Accounting Department.

V. Reimbursement of Mileage or Other Expenses

If you are on library business or attending an approved workshop, conference, or meeting, your mileage reimbursement will be at the rate set by the Internal Revenue Service effective April 1 of each year.

Reimbursement of meals, expenses for programs, and similar expenditures which do not use a library credit card, should be submitted to your Department Head for approval using the appropriate reimbursement form. Department Heads submit their reimbursement requests to the Library Director for approval. These reimbursement forms (Mileage Reimbursement request, Request for Reimbursement form, and Staff Development Reimbursement request) are available from your supervisor or on the Bloomfield Township Public Library Staff Intranet.

VI. Wage Disclosure Protection Policy

The Library does not prohibit an employee from disclosing their own wages or discussing another employee's wages which have been disclosed voluntarily. Further, the Library does not require nondisclosure of an employee's wages as a condition of employment, and will not require an employee to sign any document contrary to this policy. Employees are, however, under no obligation to disclose their wages.

Employees are encouraged to report violations of this policy to the Finance Director. The Library prohibits retaliation against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who engages in retaliation will be subject to disciplinary action, up to and including immediate discharge. In the event a violation has been determined, an employee may be afforded remedies in accordance with state law.

CHAPTER 7 – YOUR BENEFITS

Bloomfield Township Public Library offers a range of benefits to eligible staff members. Eligibility for paid time off and insurance benefits is based on employee classification and number of hours regularly scheduled. Your Department Head or supervisor will inform you of the specific benefits for your position. The benefits provided may change from time to time at the discretion of the Library. All benefits are described in the Benefit Description sheets found on the Bloomfield Township Public Library Staff Intranet in the Administrative Documents file and from your supervisor or the Finance Coordinator.

For the purposes of this Employee Handbook, we will refer to benefited and non-benefited staff. Benefited staff are those in Grades 3-8, with the exception of the Volunteer Coordinator. Non-benefited staff are those in Grades 1 and 2, Substitute Librarians, and the Volunteer Coordinator.

Commented [TM10]: Added these definitions in light of ESTA providing sick time to all employees

I. Library Privileges

All library employees may borrow library materials in accordance with library policies for patrons. Staff are expected to follow appropriate check-out procedures, abide by due dates, and not abuse this privilege with excessive overdue materials. Library staff must properly check out all borrowed materials. Excessive overdues or abuse of these borrowing privileges may lead to a suspension of borrowing privileges. Damaged and lost materials must be paid for by employees in a timely manner. Upon retirement, resignation, termination, or death, all library materials borrowed as a member of the staff must be returned.

As an employee of Bloomfield Township Public Library, you will be issued a staff access card. This card allows employees access to the building as well as designated areas within the building. It also contains a barcode which can be used as a library card for borrowing privileges at Bloomfield Township Public Library. Your access card is like a credit card and should not be loaned or used inappropriately. If lost, it should be reported immediately to the Administrative Assistant. A replacement fee must be paid before a new card will be issued.

Printers, copiers, fax machines, and phones in the staff work area may be used for personal use. Payment for these items should be made at the Circulation Desk.

II. Employee Discounts and Special Sales

Employment at Bloomfield Township Public Library provides eligibility to apply for the annual Jeanette P. Myers scholarship for higher education.

Unum Whole Life Insurance with Long Term Care rider, Unum Group Term Life Insurance, Unum Accident Insurance, and Unum Group Critical Illness/Cancer Insurance are available to eligible employees and are paid entirely by the employee through payroll deductions. Detailed descriptions are available from the Finance Coordinator.

III. Gifts and Tips to Employees

Bloomfield Township Public Library employees are not permitted to accept gifts and tips given to them for their performance of the responsibilities of their position. Gratuities such as tips, premium and advertising items, meals, tickets, and similar rewards gained during the performance of the responsibilities of your position should be noticed to the Library Director, who will provide appropriate direction. If you have questions, please talk with your supervisor.

IV. Service Awards

The Library rewards employees' loyalty and the increasing value of their contribution through experience at Bloomfield Township Public Library at the annual Staff Development Day event. Continuous employment, irrelevant to position or department, except time spent as a Substitute Librarian, is recognized at intervals of five years (for example, five, ten, 15, 20, and 25, etc. years of service). Substitute Librarians are recognized for each decade of cumulative service (outside of years spent as a non-substitute).

Volunteers are recognized annually at the Volunteer Reception, usually held during National Library Week in April.

V. Professional Development

You are encouraged to join and participate in professional development opportunities, classes, workshops, and conferences inside and outside the Library relative to the requirements of your position. Notify your supervisor as far in advance as possible that you wish to take advantage of a professional development opportunity. In some instances, your time attending the meeting or event and possibly your travel time to and from the meeting or event may be paid as approved by your Department Head. Each department's professional or staff development budget is determined during budget development and may be spent on a single employee, more than one employee, or a department-wide need, at the discretion of the Department Head.

i. Membership Dues

If budgeted, the Library pays basic membership dues in two appropriate professional organizations for the Assistant Library Director, Department Heads, Assistant Department

Heads, and Finance Coordinator. Non-supervisory Librarians with full-time, 30-, or 20-hour per week status receive one paid basic membership in a library organization. If an employee plans to attend a conference of an organization in which they do not have membership, the Library may pay for membership when it significantly reduces the cost of attendance. This is done on a case-by-case basis and may include staff who do not fall within the above classifications. The eligible employee will be reimbursed for membership dues, although eligible staff with library credit cards may use the card to pay for their own dues. The Library also maintains memberships in some area organizations and may designate specific staff to participate on behalf of the Library in those organizations and their meetings and conferences.

ii. Conference Attendance

If budgeted, the Assistant Library Director, Department Heads, Assistant Department Heads, Finance Coordinator, full-time IT Specialists, and Librarians with full-time or 30-hour per week status have the opportunity to attend appropriate national or regional conferences on a rotating basis. The rotation is issued at the beginning of each fiscal year. Librarians in Adult and Teen Services and Youth Services also have the opportunity to attend the state library conference on a rotating basis, as determined by each Department Head. The eligible employee will be reimbursed for registration and travel fees, although eligible staff with library credit cards may use the card to pay for these costs within the approved budget. Travel time may be paid time, at the supervisor's discretion.

iii. Staff Development Day and Staff Meetings

Each year, Bloomfield Township Public Library holds a Staff Development Day. The Day is from 9am-4:30pm with a paid lunch, and benefited employees must attend the entire day in order to receive the holiday. Attendance is mandatory and the time to attend is paid, up to a full day of 7.5 hours, for all eligible levels and classifications. Eligibility will change each Staff Development Day, based on the Library's cost for the activity and the topic(s). Attendance at the Staff Development Day for benefited employees will result in an additional holiday as described in the Handbook section **Using Paid Time Off**.

All-Staff Meetings are held one to four times a year. These meetings are voluntary, but all staff are encouraged to attend. An attending employee's time will be paid as part of their weekly schedule.

Department meetings should be held regularly at least four, and preferably twelve, times each year. Attendance at these meetings is strongly encouraged in order to assure proper flow of communication. An attending employee's time will be paid as part of their weekly schedule. Attendance at a department meeting may require meeting during hours when the Library is closed.

VI. Emergency Closing

Upon occasion, such as lengthy power outage or exceptional weather, the Library may close in an emergency situation. If you are scheduled to work, you will be notified by your supervisor as quickly as possible that the Library is closed. If you are already at the Library, you may be sent home as soon as the Library can be reasonably closed, preserving the safety of its patrons.

If you are scheduled to work and receive a call to not come in, or you are sent home, you will be paid for the hours you were scheduled to work that the Library experienced an emergency closing. If you have prearranged paid time off of any kind for the same work time that the Library experiences an emergency closing, your paid time off will still be used.

VII. Paid Time Off

The Benefit Description sheets for your position provided at the time of your employment or change in classification describe your vacation, sick, personal business, emergency, holiday, and/or birthday paid time off. Employees receive this time based on classification, number of hours regularly scheduled, and length of service. Paid time off is prorated for part-time employees based on the number of hours regularly scheduled and length of service. Holiday time for eligible benefited employees is based on the annual calendar of holidays established by the Board of Trustees. Your supervisor will answer any questions you have regarding your Benefit Description sheets.

Benefit time sheets are periodically provided to all employees, but you should track your own use of your paid time off. It is your responsibility to use your paid time off within the guidelines and time frame of its availability. If you do not use your paid time off within those guidelines, it will be forfeited. Please see your supervisor to schedule any paid time off.

Paid time off only accrues while you are paid by the Library. After 30 consecutive calendar days using paid time off, you will no longer earn or accrue vacation or sick time during your leave. If you leave the Library to use unpaid time off or are receiving disability payments you will not earn and accrue vacation or sick time.

Paid time off benefits may not be used until the successful completion of the orientation period, except for the Board-approved holidays, birthdays, and emergency time. Personal business, holiday, birthday, and emergency time are awarded on an annual, fiscal year basis, do not accrue, and are forfeited if not used within the same fiscal year.

Any use of paid time off, other than a holiday on the day of its occurrence, must be accompanied by a Leave of Absence form (LOA) available on the Bloomfield Township

Public Library Staff Intranet. It must be completed fully, signed and dated by you, and given to your supervisor for their signature and recording. The LOA then goes to the Finance Coordinator who verifies the time sheet with the LOA forms. If you have not completed a LOA form before the end of the pay period in which you intend to be paid from your accrued paid time off, your paycheck may not include the hours covered by the LOA.

VIII. Using Paid Time off

All use of paid time off is subject to the supervisor's approval and the scheduling needs of the Library and your department. Availability of paid time off to an employee is not a guarantee that it will be approved by the supervisor. In order to assure that the Library's financial liability for accrued paid time off is met, an employee may be scheduled by the supervisor and be required to use paid time off at the supervisor's discretion.

i. Vacation

Except in unusual circumstances, you should submit requests for vacation paid time off on a Leave of Absence form at least 30 days in advance. Your supervisor approves vacations based on departmental needs. Vacation time may be used in any increment in which it is available (weeks, days, hours, partial hours). Vacation time accrues at different rates for different classifications. The accrual rate for your classification is listed on the Benefit Description sheets found on the Bloomfield Township Public Library Staff Intranet in the Administrative Documents file and from your supervisor or the Finance Coordinator.

All accrued vacation time must be used by the end of the fiscal year in the year following the one in which it was earned. It is earned and prorated based on your date of employment, not the fiscal year, and accrues in daily increments. Once you have successfully completed orientation, accrued vacation time will be paid upon retirement, resignation, termination, or death. A leave of 30 or more consecutive calendar days will temporarily suspend your accrual of vacation and sick time until your return to work.

ii. Sick

Once you have successfully completed orientation, sick paid time off may be used for those times when you or a member of your immediate family or household is ill, or for medical appointments. State law allows for use of available paid sick time for the following reasons

1. Employee's Health Needs

- Mental or physical illness, injury, or health condition
- Medical diagnosis, care, or treatment
- Preventative medical care

Commented [TM11]: Updated this section to comply with ESTA

2. Family Member's Health Needs

- Mental or physical illness, injury, or health condition
- Medical diagnosis, care, or treatment
- Preventative medical care

3. Domestic Violence or Sexual Assault Related Issues

- Medical care or psychological counseling
- Victim services assistance
- Relocation and legal services
- Participation in civil or criminal proceedings

4. Public Health Emergencies

- Closure of workplace, school, or place of care by public official order

5. Child-Related Meetings

- School or care facility meetings regarding child's health, disability, or domestic violence/sexual assault effects

Your supervisor approves your use of sick time. Sick time may be used in any increment in which it is available (weeks, days, hours, partial hours). Sick time is earned and prorated based on your date of employment, not the fiscal year, and accrues in daily increments. Sick time is earned at 7.5 hours per month for 37.5-hour benefited employees, 6 hours per month for 30-hour benefited employees, and 4 hours per month for 20-hour benefited employees and non-benefited employees, which equates to one prorated day per month for each category.

Benefited employees may accumulate up to 80 prorated days of sick time. In the year that you accumulate 80 prorated days and thereafter, you may continue to earn sick time until the end of that fiscal year. On April 1, your sick leave balance will fall back to 80 prorated days if you are over that amount as of March 31.

For employees hired before May 1, 2011, if you are full-time, accrued sick time up to 40 prorated days will be paid upon retirement. If you are part-time, resign at or after age 55, and have been eligible for paid time off benefits for the last eight years of your employment, your accrued sick time up to 40 prorated days will be paid upon resignation. It is forfeited upon resignation if the above conditions are not met. Accrued sick time, up to 40 prorated days, is paid to your beneficiary, should you die prior to resignation or retirement. For both full-time and part-time employees, accrued sick time is not paid upon termination.

For employees hired on or after May 1, 2011, sick time is not paid upon retirement, resignation, or termination. Accrued sick time, up to 40 prorated days, is paid to your beneficiary, should you die prior to resignation or retirement.

To clarify: for employees hired before May 1, 2011, 37.5-hour benefited employees can accumulate up to 600 hours and will be paid for up to 300 hours upon retirement; 30-hour benefited employees can accumulate up to 480 hours and be paid for up to 240 hours upon resignation at or after age 55 if they have been eligible for paid time off benefits for the last eight years of their employment; and, 20-hour benefited employees and non-benefited employees can accumulate up to 320 hours and be paid for up to 160 hours upon resignation at or after age 55 if they have been eligible for paid time off benefits for the last eight years of their employment. Sick time is not paid upon termination.

To clarify: for employees hired on or after May 1, 2011, 37.5-hour benefited employees can accumulate up to 600 hours; 30-hour benefited employees can accumulate up to 480 hours; and, 20-hour benefited employees and non-benefited employees can accumulate up to 320 hours. Sick time is not paid upon retirement, resignation, or termination.

If you must take three or more consecutive work times as sick paid time off, or three or more work times within a two-week pay period as sick paid time off, you may be required, at your supervisor's discretion, to provide a physician's statement of release indicating the nature of your illness, release to return to work, and any restrictions on performance of your job responsibilities.

A leave of 30 or more consecutive calendar days will temporarily suspend your accrual of vacation and sick time until your return to work.

iii. Personal Business Time

Personal business time must be arranged in advance with your supervisor. Your supervisor approves personal business time based on departmental needs. Once you have successfully completed orientation, personal business time may be used in any increment in which it is available (days, hours, partial hours). It is given at the beginning of each fiscal year. If you do not use your personal business time by the end of that same fiscal year, it is forfeited. It is forfeited upon retirement, resignation, termination, or death. Personal time is provided at 22.5 hours for 37.5-hour benefited employees, 18 hours for 30-hour benefited employees, and 12 hours for 20-hour benefited employees.

iv. Emergency Time

Emergency time may be used to attend a funeral, for religious holidays not included in the paid holiday schedule, for transportation failures, for severe weather circumstances, and for other unplanned circumstances. It must be approved by the supervisor and the Library Director. Emergency time is given at the beginning of each fiscal year and is

forfeited if not used by the end of the same fiscal year. It is forfeited upon retirement, resignation, termination, or death. Emergency time is provided at 30 hours for 37.5-hour benefited employees, 24 hours for 30-hour benefited employees, and 16 hours for 20-hour benefited employees.

v. Holidays

Benefited employees also receive paid holidays. The number of paid holidays is determined by the Board of Trustees each year, but customarily includes New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve day, and Christmas. (The Library may be closed on other days associated with these holidays, such as a Sunday preceding Memorial or Labor Day, but these are closed days, not paid holidays.) Holidays are approved on an annual, fiscal year basis, cannot be used earlier than the beginning of the pay period in which they occur, and are forfeited if not used by the end of the same fiscal year.

If an employee is required to work onsite on a scheduled closed day or paid holiday (Memorial Day, Christmas Day, etc.), they will receive compensatory time at the time and one-half rate for a minimum of two hours up to the total time they worked in addition to any regularly scheduled holiday pay. If a non-exempt employee is required to work on a scheduled paid holiday (Memorial Day, Christmas Day, etc.) or on any other closed day, they will receive paid time at the time and one-half rate for a minimum of two hours up to the total time they worked in addition to any regularly scheduled holiday pay.

For benefited employees, all holidays, except Good Friday and the day for staff development which is awarded if you attend the full Staff Development Day, are to be used on the day of occurrence. If a holiday falls on Saturday or Sunday or a day you are not typically scheduled for work, you may schedule your use of the paid holiday on another day within that same pay period. Your supervisor approves the day scheduled for your "alternate" holiday based on the department's needs. The combination of your hours worked and your holiday time cannot exceed your regularly scheduled hours for that week.

Good Friday should be scheduled within the pay period of its occurrence or after its occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if you attend the full Staff Development Day (see explanation below) and should be scheduled within the pay period of its occurrence or after its occurrence prior to the end of the fiscal year as approved by the supervisor.

Holidays may only be used as full days; e.g., a 7.5-hour day for full-time employees, six-hour day for 30-hour per week employees, or four-hour day for 20-hour per week employees. They cannot be used in smaller increments.

If you are eligible for paid holidays and one occurs during your orientation period, you will be paid for that holiday in that pay period.

Holidays which occur during time in which you are paid using accrued vacation or sick time or short-term disability insurance will be paid at either the employee's library rate of pay or the disability rate of pay based on the source of your wages during that time.

vi. Birthday

Benefited employees also receive birthday time each year. Birthdays are not required to be used on the day of occurrence but may be used any time within the pay period of the occurrence or after its occurrence prior to the end of the fiscal year as approved by the supervisor. Your supervisor approves the day scheduled for your birthday based on the department's needs. The combination of your hours worked and your birthday time cannot exceed your regularly scheduled hours for that week.

Birthday time is awarded on an annual, fiscal year basis, and is forfeited if not used. Your birthday may only be used as full days; e.g., a 7.5 hour day for full-time employees, six-hour day for 30-hour per week employees, or four-hour day for 20-hour per week employees. It cannot be used in smaller increments.

Birthday benefit time is available to use during your orientation period.

If your birthday occurs during time in which you are paid using accrued vacation or sick time or short-term disability insurance, it will be paid at either the employee's library rate of pay or the disability rate of pay based on the source of your wages during that time.

vii. Staff Development Day

The Library's Staff Development Day is more fully described in the Handbook section **Professional Development**. Held once each year, it is a significant investment in Bloomfield Township Public Library employees.

Time attending Staff Development Day is considered worked time, is paid, and must be included in the week's schedule for the department. Benefited employees who attend the full day receive a paid day off, equivalent to their pro-rated day of 7.5 hours, six hours, or four hours, (based on 37.5, 30, or 20 regularly scheduled hours per week). This is paid in addition to their actual worked time on Staff Development Day. If benefited employees attend Staff Development Day for less than the full day they do not receive the additional paid day off.

Non-benefited employees who are eligible to attend Staff Development Day, will be paid for the hours of their actual attendance of Staff Development Day, not to exceed 7.5

hours. (If scheduled, members of SOC and other staff as needed may be paid more than 7.5 hours, with the prior approval of the Library Director.)

An employee who is eligible to attend, attends the full day, and is awarded the Staff Development Day at their pro-rated amount should be scheduled to use this benefit within the pay period of its occurrence or after its occurrence prior to the end of the fiscal year as approved by the supervisor.

Staff Development Day time, like all holidays and your birthday time, is to be used as a full 7.5, 6, or 4-hour day. It may not be used in smaller increments. The use of this time must be included in a regular week's schedule for the employee's department as approved by the supervisor. If not used within the fiscal year in which the Staff Development Day occurs, the Staff Development Day is forfeited.

If an employee who is eligible to attend the Staff Development Day uses vacation or sick paid time off on Staff Development Day, there is no award for Staff Development Day attendance.

IX. Other Leaves of Absence

Leaves of absence take several different forms, including Family Medical Leave Act leave (a federal law governing leaves of absences for specified purposes), disability leave (non-work-related injuries or illnesses), and work-related injury or illness. Other types of leave include Paid Parental Leave, Military Leave, Jury Duty Leave, and Leave Without Pay.

After 30 consecutive calendar days using paid time off, you will no longer earn or accrue vacation or sick time during your leave. If you leave the Library to use unpaid time off or are receiving disability payments you will not earn and accrue vacation or sick time. If you have questions regarding a leave of absence, talk with your supervisor.

i. Family and Medical Leave

The Library understands that a situation may occur that requires an employee to request a leave of absence for reasons such as medical difficulties, childbirth, adoption, or a serious family illness. Notwithstanding any other policy, any eligible employee is entitled to 12 weeks of unpaid leave to attend to a variety of medical and parental responsibilities allowed under the Federal Family And Medical Leave Act (FMLA).

Your FMLA leave is coordinated with sick leave and any work-related leave of absence. Your 12-week leave time under the FMLA will run simultaneously with any sick leave or leave for a work-related injury or illness (i.e., your first 12 weeks on sick leave or for a work-related injury or illness will also count as your FMLA leave).

Eligible Employee: In order to be eligible for family or medical leave, an employee must meet three requirements:

1. Has been employed by the Library for at least 12 months;
2. Has been employed for at least 1,250 hours during the previous 12-month period immediately preceding the commencement of the leave;
3. Is employed at a location where there are at least 50 employees within 75 miles.

Each eligible employee is entitled to a total of 12 weeks of unpaid leave calculated using a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave for one or more of the following reasons:

- A. For birth of a child and/or for the purposes of caring for the newborn child. The right to leave on this basis expires at the end of the 12-month period after such birth and must be concluded within this one-year period;
- B. For placement of a child with an employee for adoption or foster care. The right to leave on this basis expires at the end of the 12-month period after such placement and must be concluded within this one-year period;
- C. To care for the employee’s spouse, child, or parent if such person has a serious health condition, illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility or which requires continuing treatment by a health care provider. Intermittent leave or a reduced leave schedule will be permitted in place of 12 straight weeks where medically necessary;
- D. Because of the employee’s own serious health condition, illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility or which requires continuing treatment by a health care provider that renders the employee unable to perform the functions of their position. Intermittent leave or a reduced leave schedule will be permitted when medically necessary. If the treatment is foreseeable, the employee is required to make a reasonable effort to schedule treatment so as not to disrupt library operations any more than necessary;
- E. For qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation. An eligible spouse, child, or parent of a service member is entitled to a maximum of 12 week leave. This qualifying exigency leave does not apply to family members of the Regular Armed Forces;
- F. If you are the spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness the employee is entitled to a combined maximum of 26 weeks military caregiver leave during a 12-month period. A covered service member is a member of the Armed Forces including members of the National

Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, on the temporary disability retired list for a serious injury or illness, or a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

For the purposes of this Act, a parent means a biological parent of an employee or an individual who stands or stood in the place of a parent to an employee when the employee was a child. A child means a biological, adopted, or foster child, a step-child, a legal ward, or a child of a person standing in *loco parentis*, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability.

If a situation should occur where spouses, who are both employed by the Library, are entitled to leave under this Act, each are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for foster care or adoption, or to care for a parent who has a serious health condition to a combined total of 12 workweeks arising under subsection A, B, and C (or a combined total of 26 workweeks of leave to care for a covered service member with a serious injury or illness is also used in subsection F). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

An intermittent or reduced leave schedule may be taken under certain circumstances. Where the leave is taken because of a birth or placement of a child for adoption or foster care, an employee may take an intermittent or reduced leave schedule only if agreed to by the Library. Where the leave is taken for an employee's own serious health condition or to take care of a sick family member, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Family and Medical Leave is unpaid except that any employee using leave pursuant to this Act must apply all available vacation leave, sick days, or other available paid leave toward this 12-week period prior to using unpaid leave, except that the employee may retain 40 hours of accrued sick time. Some employees may be eligible for short term disability insurance or workers' compensation benefits.

All employees must give the Library notice of upcoming leave requirements 30 days prior to the date leave is to begin, if possible, and if it is not possible to give such notice, as soon as practical.

An application for leave based on the serious health condition of the employee or the employee's spouse, child, or parent must also be accompanied by a "Medical Certification Statement" completed by a health care provider. The certification must state the date on

which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. If the employee is needed to care for a spouse, child, or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of their job.

If the Library has reason to doubt the validity of medical certification provided by the employee, the Library may require second and third medical opinions in accordance with the FMLA. The Library shall bear the cost of such opinions.

During the leave, employees may be required to provide the Library with subsequent certification every 30 days. The Library shall have the right to request such certification in its sole discretion.

Failure of an employee to provide certification as to the reasons for the leave will result in a denial of the leave. If the employee has already begun the leave, they will be expected to return to work immediately upon the Library informing the employee of their failure to provide acceptable certification. Failure to return to work will result in the termination of the employee's employment. Further, any time away from work which is not authorized by a proper medical certification will be treated as unexcused absences and will subject the employee to all discipline authorized by the Library's attendance and/or work rules.

The Library requires that a Fitness for Duty Statement be provided by the employee's doctor before the employee may return to work.

Upon return from any leave covered by this Act, the employee will be restored to the position held by them prior to the leave or to a position equivalent in benefits, pay, and other conditions and terms of employment. An employee making use of this Act will not lose any employment benefits which have accrued prior to the leave. However, no seniority, sick time, benefit time, vacation time, holidays, personal time, or bonus days will accrue during the period of time covered by the leave, except when the employee is using sick leave, leave for work connected injury or illness, or vacation time and in these instances the accrual provisions of those types of leaves shall control.

An employee's health care benefits will be continued by the Library for the entire period of the leave. If the employee fails to return from a leave, the employee will be required to reimburse the Library for the monies expended incident to the purchase of those health care benefits unless the employee does not return because of a continuation, recurrence, or onset of a serious health condition which would entitle the employee to a leave or other circumstances beyond the control of the employee. A medical certification may be required for this exemption to apply and the certificate must be returned in 30 days.

The Library may deny restoration to a former position to highly compensated employees where the denial is necessary to prevent substantial and grievous economic injury to the Library's operations. Highly compensated employees are those employees who are among the highest paid 10% of the Library's employees. The Library will notify such employee of its intent to deny reinstatement on this basis as soon as the Library determines that such injury would occur. If the leave has already begun when such notice is given, and the employee elects not to return to work immediately, the employee gives up all rights to restoration.

This statement has been developed to comply with the requirements of the Family and Medical Leave Act of 1993. Should this statement conflict with the Act, the Act shall be deemed controlling. The Library also retains all rights under the Act and regulations even though they may not be incorporated into this statement.

ii. Short-term and Long-term Disability Leave

Short-term disability leave includes pregnancy/maternity/paternity leave, prolonged illness, accidents, or serious injury. Employees who are eligible to receive short-term disability payments may retain five (5) days of prorated sick leave but must use all other accumulated sick time prior to going on short-term disability.

Short-term disability income insurance will provide paychecks at a percentage less than 100% of pay for up to six weeks vaginal birth or eight weeks C-section birth for maternity and up to 26 weeks for other authorized disabilities. Claim forms and the procedures for initiating and continuing disability leave are available from your supervisor and the Finance Coordinator. During your disability, whether short- or long-term, you and/or your family are asked to stay in touch with the Library, and particularly with your supervisor. A final doctor's note stating the employee can return to work with no restrictions is necessary to close out a claim and should be turned in to the Finance Coordinator.

Short-term disability income may end after six weeks or as much as 26 weeks, at which point an employee may be eligible for long-term disability income. The short- and long-term disability income insurance plans provided to full- and eligible part-time employees have differing requirements, procedures, and percentages of pay. (See employee Benefit Description sheets for exact percentage.) If it is likely that you will need long-term disability leave, talk with your supervisor and the Finance Coordinator to determine the process you must follow. Continued substantiation of your inability to work is required. A final doctor's note stating the employee can return to work with no restrictions is necessary to close out a claim and should be turned in to the Finance Coordinator.

Once you begin receiving payment under the disability income insurance plan you are no longer paid by the Library and vacation and sick paid time off will no longer accrue. Accrual will begin again when you return to the Library as an eligible employee.

As is consistent with the Family and Medical Leave Act, there is no assurance that an employee who is on a disability leave will be able to return to the same or similar employment at the Library beyond the initial twelve-week period. If the disability does not qualify for family and medical reasons under FMLA, there is no assurance that your position will be held beyond a reasonable period as determined by your supervisor and the Library Director in consideration of the Library's scheduling needs.

iii. **Paid Parental Leave**

Commented [TM12]: Added Paid Parental Leave as approved by the Board of Trustees in October 2024

Paid Parental Leave is intended to provide an opportunity for eligible Bloomfield Township Public Library employees to take up to 112.5 hours of paid leave for the purpose of bonding and/or providing parental care immediately following the birth or adoption of a minor child ("Paid Parental Leave").

For FMLA-eligible employees, the FMLA provides up to twelve (12) weeks of unpaid leave following the birth or adoption of a minor child. Any approved Paid Parental Leave will run simultaneously with any available FMLA leave for the same qualifying birth/adoption.

Although the Library's policy generally requires employees to deplete their sick banks down to 40 hours prior to use of the Short-Term Disability benefit, eligible employees will use Paid Parental Leave first and will not be required to deplete their sick banks.

Eligibility and How Paid Parental Leave Works:

- Permanent full-time employees who have been employed at Bloomfield Township Public Library for at least one (1) year and worked at least 1,250 hours the previous calendar year, are potentially eligible for up to 112.5 hours of paid parental leave.
- Employees who are eligible and provide timely and sufficient written notice consistent with this policy will be approved for Paid Parental Leave not to exceed a total of 112.5 hours, beginning immediately following the qualifying birth or adoption, unless an alternative coordination of the use of Paid Parental Leave is approved in advance by the Library.
- Employees must be the biological parent of a newly born child or be the legally designated guardian of a minor child who is newly adopted or placed and in the process of adoption through an active adoption agreement.
- Serving as a surrogate mother, sperm donor, or foster parent does not qualify for Paid Parental Leave. A voluntary or involuntary loss of custody of a newborn will terminate the Paid Parental Leave as of the date physical custody ends.
- Employees shall only be permitted to use Paid Parental Leave once every 24 months.

- The following is the required use of available paid leave time in the event an employee qualifies for Paid Parental Leave:
 - (1) Eligible employees must use the 112.5 hours of leave under Paid Parental Leave first;
 - (2) Short Term Disability (STD) must be used after exhausting paid leave under Paid Parental Leave; and
 - (3) Available sick and vacation time shall be used after Paid Parental Leave and STD time for the remainder of the twelve (12) weeks of leave time under FMLA.
- However, an employee may choose to waive the Short-Term Disability benefit in lieu of their paid sick and vacation time as long as there is no unpaid leave required before the employee returns to work at the expiration of FMLA leave.
- Should a paid holiday occur during the Paid Parental Leave, the paid holiday will be paid to the eligible employee in lieu of the Paid Parental Leave for that day. Except in circumstances where holiday pay is paid in a lump sum, a paid holiday shall extend the leave term for Paid Parental Leave by one day. An eligible employee shall not be able to utilize other accrued leave time to extend the leave term for Paid Parental Leave.
- An eligible employee who elects to work alternative employment during the leave term is ineligible for Paid Parental Leave.
- An eligible employee is not eligible for unemployment benefits during Paid Parental Leave because there is no wage loss and employment is readily available but for the employee's voluntary choice to receive Paid Parental Leave.

Required Notice:

- Employee shall provide at least thirty (30) days' written notice to their Department Head and to the Library Director as to their intent to use Paid Parental Leave.
- Employee must specify in the written notice the total amount of Paid Parental Leave the employee plans to take not to exceed 112.5 hours, including which accrued leave banks will be used to cover the time off that exceeds the 112.5 hours of paid leave time provided by the Paid Parental Leave policy.
- Paid Parental Leave is not subject to an extension, even if the employee accrues additional personal, sick or vacation time after the employee's written notice of intent to take Paid Parental Leave.
- All Paid Parental Leave written notices received will be reviewed for potential FMLA eligibility.
- Employee must provide proof of the date of birth or adoption within 15 calendar days after the triggering event, as defined below.

Effective Date and Triggering Event:

- Eligibility for taking Paid Parental Leave may begin on the exact date of the birth of an employee's child or on the exact day on which custody of a minor child is

taken by the employee through an adoption agreement. An eligible employee may also choose to take Paid Parental Leave after the birth or adoption to accommodate a coordination of time off with a spouse or partner, for example, but all Paid Parental Leave must be utilized within 90 days from the date of birth or adoption, regardless of the circumstances.

- If an employee gives birth to multiple children of a single pregnancy, or simultaneously adopts multiple children (i.e., twins, siblings, etc.), the Paid Parental Leave triggering event shall be considered a single qualifying event and will not serve to increase the length of Paid Parental Leave for the employee.
- This policy is effective on April 1, 2025 and includes any eligible employee on leave as of that date.

This Policy is Subject to Change and Will Be Strictly Enforced:

The Library reserves the right to terminate or modify this policy in its sole discretion with reasonable notice to Library employees. In the event the Library terminates this policy, it will work with employees on Paid Parental Leave to minimize any hardship. If the Library determines an employee has abused the use of Paid Parental Leave, that employee may be subject to discipline and/or that employee's rights under this policy will be suspended or terminated.

iv. Military Leave

Employees belonging to the National Guard, Service Reserves, or other such units are permitted to take a leave of absence without pay during their requirement to meet minimum military commitments. Employees who are members of above referenced military organizations and serve beyond the period required to meet minimum military requirements of the Federal Government may be granted a leave of absence without pay. Employees who are called up for active duty are permitted to take a leave of absence without pay for the duration of their active duty. Employees attending monthly military meetings shall be allowed to do so with loss of pay provided the period does not exceed one day. The Uniformed Services Employment and Reemployment Rights Act of 1994 as presently existing or as it may be amended from time to time shall govern the re-employment rights of servicemembers.

v. Jury Duty Leave

If an employee, regardless of position, receives a Jury Duty notice, notify your supervisor immediately so scheduling accommodations can be made. Your supervisor may request you be excused if your absence will seriously compromise library operations. If you do report for jury duty and are excused, return to work as soon as possible.

To receive the Library's supplement to jury duty pay, endorse your court check to Bloomfield Township Public Library and submit it to the Finance Coordinator, who will

make arrangements for you to receive your customary paycheck, including the court's mileage payment.

vi. Leave without Pay

An employee may need and want to take unpaid time off for personal reasons, such as an overseas educational opportunity, among others. Such leave, when not due to family and medical reasons as described and covered by the Family and Medical Leave Act, may only be granted by the Library Director.

For benefited employees, before a leave without pay will be granted they must use up all accrued vacation, sick, and personal business paid time off benefits. A leave without pay is also available to non-benefited employees. There is no assurance that an employee who is on an approved leave without pay will be able to return to the same or similar employment at the Library when the leave ends.

For benefited employees, once the employee begins a leave without pay they are no longer paid by the Library and vacation and sick paid time off will no longer accrue. Accrual will begin again when they return to the Library as an eligible employee.

X. Insurance Programs

i. For Full-time Employees

The Library participates in the Bloomfield Township group insurance plan for eligible employees. If you are an eligible employee, you will be provided with a benefit description sheet that will outline these benefits. Coverage begins 30 days after your first full working day. All benefit enrollment forms will be provided upon employment and must be completed before insurance coverage can begin.

Participation in the health insurance coverage is optional, and employees may opt out of it during the open enrollment period. If an employee opts out, the Library will pay \$500 for single coverage or \$1,000 for family coverage to the employee for the calendar year prorated in their paychecks beginning in January. For new hires this amount will be prorated based on their hire date. Employees may elect to receive vision and dental benefits even if they opt out of health insurance coverage.

ii. For Part-time Employees

The Library provides an insurance program for eligible part-time employees. If you are an eligible employee, you will be provided with a benefit description sheet that will outline these benefits. Eligible part-time employees are covered 90 days after first full working day. This benefit is paid for by the Library at no cost to eligible employees.

iii. Insurance Continuation upon Resignation or Termination

Consistent with employment law (COBRA), upon your resignation or termination, it may be possible to continue any insurance programs paid for by the Library during your employment but as a self-paid plan. Following your ending date of employment, you will be contacted by the provider of the insurance program with information regarding this continuation and your costs.

iv. Insurance Continuation upon Retirement

Full-time employees hired before May 1, 2011 who have completed eight full years of service (a vested retirement) and who retire at or after age 55 are eligible to have their health insurance and a reduced term life insurance benefit continued during retirement at the Library's cost.

Full-time employees hired on or after May 1, 2011 who have completed three full years of service (a vested retirement) and who retire at or after age 52 would have contributed to a Retirement Health Savings (RHS) plan. The amount contributed by the employee is immediately available to them and the amount contributed by the Library is available after they have completed three full years of service. A reduced term life insurance benefit will continue during retirement at the Library's cost.

Further information is provided in the *Employee Handbook* section, **Retirement and Termination**, from your supervisor, or from Bloomfield Township.

XI. Social Security

All employees of the Library are automatically covered by and contribute to the Federal Insurance Contributions Act (FICA) commonly known as Social Security. The Library matches your FICA contribution, which is a percentage of your gross wages.

XII. Worker's Compensation

The Library works continually to provide a safe work place for its employees. Unfortunately, work-related injuries occasionally occur on the job. All Bloomfield Township Public Library employees are covered by Workers' Compensation, a State of Michigan program that provides benefits for work-related injury, illness, or disability for work-related injuries. If an employee becomes injured while working at Bloomfield Township Public Library, the first priority is getting medical attention for our employee. An Urgent Care authorization form, claim form, and incident report will need to be completed as soon as possible. Copies of these reports/forms can be found in Emergency Manuals, in the staff forms display, on the Bloomfield Township Public Library Staff Intranet, or from the Finance Coordinator. The injured employee should provide regular updates from the physician on their medical status every time they visit the physician for the injury. Worker's

compensation benefits are coordinated through Bloomfield Township. All billing from medical providers should be submitted by the provider directly to the workers' compensation insurance office. A final doctor's note stating the employee can return to work with no restrictions is necessary to close out a claim and should be turned in to the Administrative Assistant.

Worker's compensation claims are paid through the Accident Fund Insurance. Work loss is paid directly to the employee at a reduced earnings rate after seven consecutive days off work. Benefited employees may receive their full earnings rate for up to six months during a worker's compensation claim by endorsing the Worker's Compensation check to Bloomfield Township, who will make arrangements for the employee to receive their customary paycheck.

A leave due to workers' compensation of 30 or more consecutive calendar days will temporarily suspend accrual of benefited employees' vacation and sick time.

A worker's compensation leave of absence is also available to employees who are not eligible for paid time off benefits; non-benefited employees are not paid by Bloomfield Township Public Library during a worker's compensation claim and should keep their Worker's Compensation check.

CHAPTER 8 – RETIREMENT AND TERMINATION

I. Retirement for Full-time Employees

The Defined Benefit retirement plan for full-time employees hired on or before May 1, 2011 is described fully in the *Bloomfield Township Retirement Income Plan*. The Defined Contribution retirement plan for full-time employees hired after May 1, 2011 is described fully in paperwork from Bloomfield Township. You receive the Bloomfield Township's Plan booklet or paperwork when you are hired into a full-time position at Bloomfield Township Public Library.

II. Defined Benefit Plan

For full-time employees hired on or before May 1, 2011, the Library's retirement plan is a defined benefit plan. To receive retirement income from the Library, these employees must:

- have completed eight years of full-time benefited employment prior to retirement,
- have achieved the age of 55 at retirement. Earlier retirement at age 50 is possible, but retirement income is at a reduced rate and no retiree insurance benefits are available if you retire earlier than age 55,
- have contributed to the plan during their working years (currently 5% of their earnings paid as a payroll deduction from after-tax earnings each biweekly pay).

The Library contributes a remaining amount in order to provide the following benefit for the employee upon retirement: 2.1% of their Final Earnings multiplied by the number of years of credited service. Employee participation is optional.

If either you or the Library ends your employment before your normal retirement date, and you are 100% vested, you have three options: 1.) You may receive a cash refund of all your contributions to the Retirement Plan with credited interest as provided by the Plan. You would not receive the library contribution portion; 2.) You may leave your contributions in the Plan to provide a retirement income after what would have been your normal retirement date; or, 3.) If you've reached age 50 and are 100% vested, you may receive retirement income at a reduced rate of ½% for each month that the date of the first payment comes before your normal retirement date. If you are not 100% vested, the only option is #1 above. The Bloomfield Township Retirement Income Plan gives a full explanation of all retirement options.

III. Defined Contribution Plan

For full-time benefited employees hired after May 1, 2011, the Library's retirement plan is a defined contribution 401A plan. This also applies to employees who become full-time after May 1, 2011. Employees do not receive retirement income from the Library; after

three years of full-time employment they can receive the total contributions to the 401A plan upon retirement, termination, resignation, or death.

- the Library contributes 10% of the employee's base wages each year into a portable 401A plan, administered by a qualified financial company,
- this contribution is vested at the end of three years of employment,
- employees do not have the option to contribute to the plan,
- withdrawals prior to age 52 due to retirement, termination, resignation, or death will incur an IRS penalty unless the plans are rolled over into another qualifying instrument or are left until age 52 is reached,
- the employee can draw from the plan when they retire at, or after, age 52 without an IRS penalty.
- employee participation is optional.

IV. Retiree Healthcare and Life Insurance

For full-time employees hired on or before May 1, 2011, the Library offers retiree paid healthcare, including spouses and qualified dependents, and reduced life insurance coverage for the employee only if you retire at, or after, age 55 with full eight-year vesting.

For full-time benefited employees hired after May 1, 2011, employee participation in a Retirement Health Savings (RHS) plan is mandatory and requires:

- a 3% contribution of gross wages by the employee which is immediately vested,
- a \$2,500 yearly contribution by the Library 0-5 years of employment.
- a \$3,000 yearly contribution by the Library 5-15 years of employment.
- a \$4,500 yearly contribution by the Library 15 or more years of employment.

The RHS is portable, and employees and their dependents are eligible to utilize the account for health care upon separation of employment. The Library also provides reduced life insurance coverage to the employee only if you retire at, or after, age 52 with full three-year vesting. This also applies to employees who become full-time after May 1, 2011.

V. Retiree Sick Leave Payout

For eligible employees hired on or before May 1, 2011, at the time of retirement, you will receive payment for the amount of unused accrued sick paid time off consistent with the sick paid time off practice (described in the Handbook section **Using Paid Time Off**). For employees hired on or after May 1, 2011, sick time is not paid upon retirement, resignation, or termination.

Upon retirement, you will also receive payment for your unused accrued vacation time consistent with the vacation paid time off practice (also described in the Handbook section **Using Paid Time Off**).

The dental insurance and vision benefit received during full-time employment at the Library is not continued upon retirement.

VI. Sick Paid Time off Pay-out for Eligible Part-time Employees

Bloomfield Township Public Library's part-time benefited and non-benefited employees hired before May 1, 2011, who have reached the age of 55, and who have completed eight years or more of service may resign and receive payment for their unused accrued sick time consistent with the sick paid time off practice (described in the Handbook section **Using Paid Time Off**.) For part-time employees hired on or after May 1, 2011, sick time is not paid upon retirement, resignation, or termination.

Benefited part-time employees will receive payment for their unused accrued vacation time consistent with the vacation paid time off practice (also described in the Handbook section **Using Paid Time Off**).

VII. Resignation

If you decide to resign from Bloomfield Township Public Library, you are required to complete a resignation form, available on the Bloomfield Township Public Library Staff Intranet or from your supervisor. Timely completion of the resignation form is necessary for any pay-out of accrued paid time off, if you are eligible for paid time off.

All library materials borrowed as a staff member and all library access cards, keys, key tags, key cards, credit cards, and equipment issued to you as a Bloomfield Township Public Library employee must be returned on or before your final day of employment.

VIII. Termination

Any employee who leaves the employment of the Library, whether it was voluntarily through resignation or involuntarily through layoff, must complete an application for employment before they will be considered for re-employment by the Library.

If your employment is terminated by the Library, you will not be eligible for rehire by the Library. More information about the practice of rehiring is found in the Handbook section **Rehiring and Contractual Employment**.

Information about the payout of paid time off benefits upon termination is found in the Handbook section **Using Paid Time Off**.

All library materials borrowed as a staff member and all library access cards, keys, key tags, key cards, credit cards, and equipment issued to you as a Bloomfield Township Public Library employee must be returned on or before your final day of employment. Failure to return library property may result in the employee being non-eligible for re-hire.

Employee Handbook Acknowledgement

I understand that I am responsible for reading the handbook, familiarizing myself with its contents, and adhering to all of the policies and procedures of Bloomfield Township Public Library (BTPL), whether set forth in this handbook or elsewhere.

The policies, procedures, and standard practices described in this manual are not conditions of employment. This manual does not create an express or implied contract between BTPL and any of its employees located in Michigan or any other designated locations where this manual is applicable. BTPL reserves the right to terminate any employee, at any time, with or without notice or procedure, for any reason deemed by the Library to be in the best interests of the Library.

I understand that BTPL reserves the right to modify this handbook, amend or terminate any policies, procedures, or employee benefit programs whether or not described in this handbook at any time, or to require and/or increase contributions toward these benefits programs.

All personnel policies contained herein were adopted by BTPL and supersede previous policies. We periodically review personnel policies in part or as a whole, to ensure that these continue to reflect current thinking in the field of Human Resources Management and are consistent with trends and legislative requirements.

I further understand that no manager or representative of BTPL, other than the Library Director of BTPL, is authorized to enter into any employment agreement on behalf of BTPL. I also understand that any such agreement, if made, shall not be enforceable unless it is a formal written agreement signed by both me and the Library Director.

NAME _____ DATE _____

SIGNATURE _____

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Library Director

DATE: September 9, 2025

SUBJECT: Beginning the Library Board Meetings at an Earlier Time

You may have noticed that at their July 28, 2025 meeting, Bloomfield Township's Board of Trustees proposed changing their meeting time from 7:00pm to 6:30pm. One reason provided was noticing a trend of neighboring municipalities having earlier meeting times, some as early as 6pm. President Shane Spradlin suggested that the Library Board of Trustees also consider an earlier meeting start time of 6:30pm.

Library staff and library operations would be minimally impacted by this change. We would just need a bit of time to ensure BCTV could accommodate the earlier start time and to make the change known publicly.

Please consider this change and bring your thoughts for a discussion.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: September 16, 2025

SUBJECT: Bank Signatories

A recent name change for one of our bank signers necessitates the process of adopting a new resolution and processing new bank signature cards. A resolution to approve a change in bank signatories will be presented at the September 16, 2025 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:

Shane Spradlin, President/Trustee
Joan Luksik, Secretary/Trustee
Tera Moon, Library Director
Kathy Wolosiewicz, Finance Coordinator
Katherine Dupuis, Assistant Library Director
Michael Schostak, Bloomfield Township Treasurer
Michael McCready, Bloomfield Township Supervisor
Martin Brook, Bloomfield Township Clerk
Mary Jevahirian, Bloomfield Township Deputy Treasurer
Deana Mondock, Bloomfield Township Deputy Clerk

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 September 16, 2025.

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:

Shane Spradlin, President/Trustee
Joan Luksik, Secretary/Trustee
Tera Moon, Library Director
Kathy Wolowiesicz, Finance Coordinator
Katherine Dupuis, Assistant Library Director
Michael Schostak, Bloomfield Township Treasurer
Michael McCready, Bloomfield Township Supervisor
Martin Brook, Bloomfield Township Clerk
Mary Jevahirian, Bloomfield Township Deputy Treasurer
Deana Mondock, Bloomfield Township Deputy Clerk

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 16th day of September, 2025, and takes effect September 16, 2025, upon signing by the President and Secretary.

Shane Spradlin, President

Joan Luksik, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Katherine Dupuis, Assistant Library Director

DATE: September 9, 2025

SUBJECT: Strategic Plan

At the August 2025 Board Meeting, the Trustees extended the strategic plan through 2028, adding three more years to pursue existing goals and incorporating a new focus on Artificial Intelligence (AI) within the Enhance Our Core section. Over the next 12–18 months, most strategic plan efforts will center on reimagining library spaces as the design project moves forward. Committees continue to meet as needed to advance their goals.

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

The Library Board of Trustees approved the schematic design at the August Board Meeting. C2AE and the library design committee launched the design development phase, in which we will make concrete decisions about the specific materials, finishes, and furnishings that will be used throughout the space. Each public department will join a design committee meeting in September or October to delve into their area in depth. A Furniture Fair will be held September 18-October 7 for patrons and staff to test out different types of seating throughout the Library and vote for their favorite pieces. Tera and Katherine are also working on a change management plan and community and staff engagement plans.

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

An AI Committee was formed this summer and first met at the end of July. This group has been tasked with advising the Library in how to approach the use of Artificial Intelligence, making recommendations for how the Library should proceed, and sharing their thoughts and progress with the MAC group. Specifically, the committee is exploring if and how we are already using AI, whether we should create an AI policy, what are the risks of using AI, how AI can best support our work, and what patrons should know about how we're using AI. They will also research what other libraries are doing with AI.

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

In May, an Employee Satisfaction Survey developed by the Collaborative Culture Committee was sent out to all staff members. The survey consisted of eight questions designed to determine what aspects of employees' jobs were working well and to identify areas needing improvement. Survey results were anonymous and sent directly to Tera. There was a total of 57

responses, and Tera used Copilot to compile results, which she then shared with both the committee and MAC group. After review, Tera asked that the results be shared with all staff members, and both groups agreed as responses were completely anonymous, and individual comments would not be included. The results indicate that the majority of staff are mainly satisfied with their work, their team, and their supervisor. The survey also revealed that the weakest point for employees is a perceived lack of job growth, revealing that many staff members have additional ambitions and that the Library should look for ways to provide more opportunities to grow and learn.

Completed Activities:

ENHANCE OUR CORE...to create responsive collections, functional and comfortable spaces, and seamless digital experience.

Goal 1: Anticipate collections to develop in response to community needs that inform, entertain, and expand world view.

- Created a location code for Teen items.
- Added PressReader, ComicsPlus, and myfilmfriend to the Library's digital offerings.
- Updated the 200s to the alternate arrangement, which organizes religious subjects more equitably by chronology and geography, rather than centering on Christianity.
- Updated call numbers in Youth Services better reflect how patrons interact with the collections. 'Beginning to Read' is now 'Early Reader,' and 'Easy' is now 'Picture.'

Goal 2: Reimagine use of library spaces for increased inclusion and flexibility.

- Engaged Jenna Walker of Parini to create and present a Pre-design and Research Report for Library Renovation.
- Implemented new study room reservation system.
- Updated the early childhood area with new seating and interactive toys.
- Hired C2AE and Reed Walker Design Collective to provide library design and space planning services in early 2025. Currently in the design development phase.

Goal 3: Offer access to innovative technology resources, support, and education, including the exploration of Artificial Intelligence (AI) applications and implications, to provide robust digital experiences at all stages of life.

- Launched BTPL Mobile App in fall 2023.
- Launched Vega, an updated public online catalog, in March 2024.
- Expanded computer class offerings to include topics like ChatGPT and AI, iPhone Tips and Tricks, and Beginner Coding for Kids. Also added some weekday afternoon classes, rather than only evening classes.
- Formed an AI Committee of staff members from various departments to advise the Library on how to approach the use of Artificial Intelligence.

CONNECT THE COMMUNITY...with each other, with opportunities to be creative, and with new experiences.

Goal 1: Bring people together around diverse interests and thought-provoking topics.

- Launched The Distracted Librarians podcast.
- Celebrated the Library's 60th anniversary with over 500 patrons at the Applause, Applause event on October 5, 2024.

Goal 2: Expand opportunities for people and groups to create and explore.

- Hosted events including scavenger hunts, Photo Contest, Teen Book Cover Design Contest, a variety of gardening classes, a climate change lecture, and more.
- Hosted kindergarten classes for March is Reading Month.
- Eliminated overdue fines to allow more community members to access the Library.
- Distributed 2000 pairs of eclipse glasses in April 2024.
- Added multiple new adult and teen book clubs for a variety of interests.

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

- Created Early Childhood Specialist position to provide additional services to this age group.
- Expanded school media specialist liaison program.

- Participated in multiple outreach events, including the Bloomfield Township Open House.
- Connected with households without a library card by implementing a direct mail campaign to encourage library card registration.
- Conducted surveys related to patron needs for computer classes and materials in various world languages.

BUILD ORGANIZATIONAL CAPACITY...for strong operations, satisfying employment, and a collaborative culture.

Goal 1: Practice learning organization principles.

Goal 2: Update recruiting, hiring, on-boarding, and retention practices using a diversity, equity, and inclusion lens.

- Changed two Intern positions to Library Assistant positions based on response to previous Intern postings. The Library Assistant position is open to more potential candidates due to changes in educational requirements.
- Conducted a compensation and classification study, which resulted in revised salary ranges and job titles for some employees.
- Implemented BambooHR, an online human resources management tool.
- Implemented paid sick leave for all employees.
- Implemented three weeks of paid parental leave for full-time employees.
- Revised the Application Rating Worksheet and the Interview Rating Form.

Goal 3: Cultivate a collaborative culture by focusing on how we work together.

- Implemented monthly departmental tours.
- Participated in TLN Workplace Perceptions Survey.
- Created a culture card.
- Released an employee satisfaction survey.
- Developed an anonymous feedback form for staff.

MARKETING REPORT

AUGUST 2025

INSTAGRAM



FOLLOWERS:
1989 (↑13 from July)

TOTAL REACH:
1376
(↑29.4% from July)



PRESS RELEASES



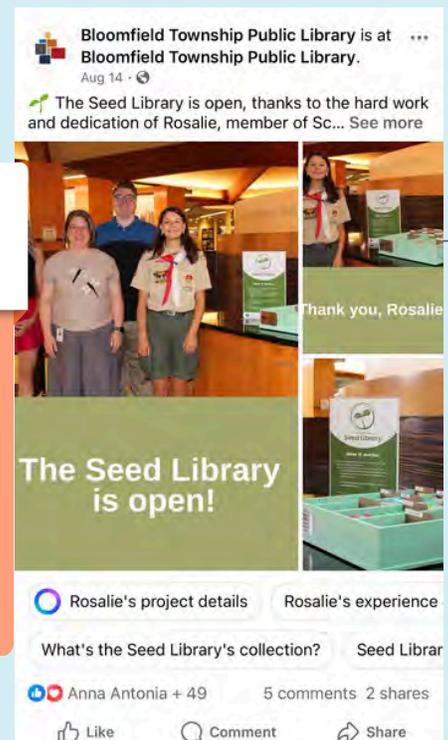
- September Second Saturday Book Sale
- Local Author Fair
- Author Talk: Katherine Arden

FACEBOOK

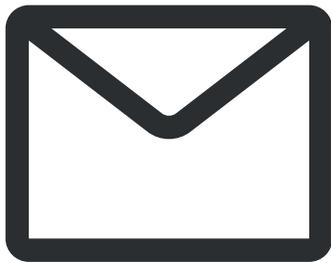


FOLLOWERS:
3299 (↑17 from July)

TOTAL REACH:
5595
(↓13.1% from July)



NEWSLETTERS



- **Movies and More:** 223 messages, 57% open rate
 - new DVDs, Lecture: Summer Reading Program Wrap-Up: Color Party
- **Fiction Books:** 13,219 messages, 59% open rate
 - new fiction titles
- **Discover:** 22,130 messages, 41% open rate
 - Summer Reading Program Wrap-Up: Color Party, Teen Brick Builders, *Project Runway* Challenge, Adult and Teen Book Clubs, Library Garden Tour with Jim Slezinski, Outdoor Family Story Time, Rainbow Readers Market, Summer Family Movie Marathon, Brick Builders and Construction Club, Back-to-School Story Time, Library Explorers Challenge, Second Saturday Sale
- **Nonfiction Books:** 13,132 messages, 61% open rate
 - new non-fiction titles
- **Digital News:** 2,488 messages, 71% open rate
 - new Libby and hoopla titles, An Evening with Author Katherine Arden

[Promotional] Township Police Department Hiring Crossing Guards and Digital Literacy Workshops Return- eNews 8/21/2025.

BCTV Spotlight: The Distracted Librarians



Is listening to audiobooks really reading? Does it count? Nicole, Drew, Killian, and Amanda discuss these questions and more on this episode.

To watch more BCTV, visit [Video On Demand](#) and learn more about [Producing Your Own Program!](#)



[Stream BCTV Anywhere in the World](#)

Also on BCTV:

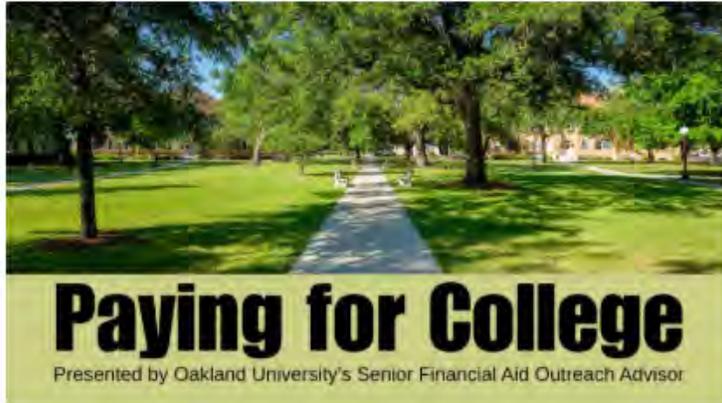
[In the Park Concerts 2025: Magic Bus](#)

[The Franklin Show Episode 33 Van Tribute](#)



[Promotional] Township Police Department Hiring Crossing Guards and Digital Literacy Workshops Return- eNews 8/21/2025.

Bloomfield Township Public Library Presents: Paying for College



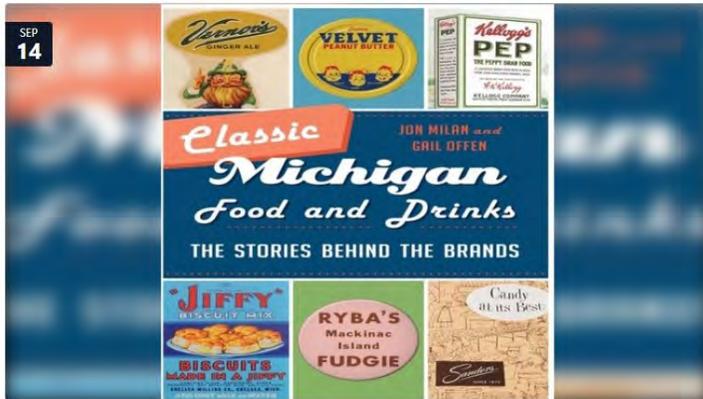
On September 8, 2025, from 5:00 p.m. to 6:00 p.m., get important information about the financial aid process from Carrie Gilchrist, Oakland University's Senior Financial Aid Outreach Advisor. This presentation introduces students and families to:

- Free application for Federal Student Aid (FAFSA)
- Sources of financial aid
- Private scholarship information

For more information, contact the Adult and Teen Services department by [Email](#) or by calling 248-642-5800 and asking for the Adult and Teen Services desk.

<mailto:AskAc>

LOCAL EVENTS



Book Talk: Classic Michigan Food & Drinks

Sep 14 at 2:00PM - 3:30PM

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township
48302



GET TICKETS

Whet your appetite with a delicious book talk!

Sunday, September 14, 2-3:30pm
Suggested donation: \$10 per person

Location:
Bloomfield Township Public Library
1099 Lone Pine Rd
Bloomfield Township, MI 48302

Michigan changed the way the world eats, with breakfast cereals from Kellogg's and Post, and the first commercial baby food from Gerber. But the Wolverine State is bursting with many other notable edibles, such as Jiffy, Sanders and Vernors. Others are gone but not forgotten, like Awrey's and Twin Pines. And many brands have Jewish origins, like Faygo, Velvet Peanut Butter, Zingerman's and more.

Author and JHSM Board member Gail Offen and her co-author Jon Milan explore the amazing history, Jewish connections, and fun stories and secrets behind all these brands, and many, many more.

Supported by: Barbara Cohn
Co-sponsored by: Bloomfield Township Public Library

Books & Literature Bloomfield Township



Friends of the Bloomfield Township Public Library Hosting September Book Sale



The Friends of Bloomfield Township Public Library will hold their Second Saturday Book Sale on Saturday, September 13, 2025, from 11:00 a.m. to 3:00 p.m. Friends members may shop the sale early from 10:00 a.m. to 11:00 a.m., and memberships can be purchased at the door on the day of the sale.

The sale takes place on the lower level of the Library and includes thousands of books and audiovisual materials for all ages and interests, conveniently sorted into more than 50 categories. Features of this sale include gorgeous art books and classic literature for children and teens.

For more information, please call the Library at 248-642-5800 or visit the [Library Website](#).



Bloomfield Township Public Library Hosting Author Katherine Arden on October 2



Bloomfield Township Public Library is proud to host an evening with New York Times bestselling author Katherine Arden on Thursday, October 2, 2025 at 6:30 p.m.

This event will be held offsite at the Bloomfield Hills High School auditorium (4200 Andover Road).

Arden is best known for her spellbinding adult series Winternight Trilogy, which includes *The Bear and the Nightingale*, *The Girl in the Tower*, and *The Winter of the Witch*—a series inspired by Russian folklore. Her most recent novel, *The Warm Hands of Ghosts*, is a historical ghost story set during World War I. Books will be available for purchase and signing courtesy of Schuler Books West Bloomfield.

Advanced registration is required as seating is limited. Registration can be made via the [Library Website](#) or calling the Library at 248-642-5800.

COMMUNITY CALENDAR

SEPT. 4

Furniture Flip Bash: Includes cocktails, strolling food stations and live entertainment, also bid on 100-plus furniture items reimagined by local DIYers and meet celebrity judge and guest speaker Hilary Farr of HGTV's "Love It or List It," Kimberly Gill of WDIV scheduled as emcee, 5:30-9:30 p.m., The Village Club, 190 E. Long Lake Road in Bloomfield Hills, inaugural event benefits Furniture Bank of Metro Detroit, (248) 548-1000, furniture-bank.org/furniture-flip-bash

SEPT. 5

Taiwan Acrobatics Troupe performance: See rope skipping, Chinese yo-yo, unicycle acts, umbrella dance, human pyramids and more, 6:45 p.m. (doors at 6 p.m.), Bloomfield Hills High School, 4200 Andover Road, free but VIP seating with five raffle tickets available, shun66@gmail.com, (248) 225-5068

Outdoor movie: Entertainment at 6:30 p.m. and screening of "Trolls" at 7:30 p.m., bring chair or blanket, Booth Park, corner of Harmon Street and North Old Woodward Avenue in Birmingham, raffle date Sept. 6, allinbirmingham.com

SEPT. 7 & 14

Langsford Men's Choir auditions: 3 p.m., Lutheran Church of the Redeemer, 1800 W. Maple Road in Birmingham, ensemble of 40-plus members celebrating 25 years, season runs September-May with concerts traditionally held in December and May, (248) 592-7455, lmc.chorus@gmail.com, langsfordmenschorus.org

SEPT. 9

'Behind the Seen': Detroit Institute of Arts presents "Cows at the Opera House and Other Museum Mysteries," 7 p.m., Bloomfield Township Public Library, 1099 Lone Pine Road, registration required, (248) 642-5800, btpl.org

Art in the Parks Slow Roll/Stroll: Take 5-mile bike tour to see and learn about Detroit Institute of Arts Inside | Out artwork and figures in Beverly Hills Sculptures in the Parks program, for ages 18 and older (helmets required), 6:30 p.m., meet at Beverly Park, 18801 Beverly Road in Beverly Hills, also walk around park for more art (can participate in both or meet up for stroll around 7:25 p.m.), villagebeverlyhills.com

Safety Made Simple: Free seminar presented by Bingham Farms Village Mobile Watch, includes presentations and Q&A about mental health help resources, gun safety and physical first aid, also drinks and desserts, 3-5 p.m., Bingham Woods Clubhouse, 30760 River Crossing St., (248) 910-1200, kad021656@gmail.com

SEPT. 11-14

Royal Starr Film Festival: Watch independent fea-

tures, shorts and documentaries from around world, also after-parties Sept. 11-13 and awards Sept. 13, Birmingham 8, 211 S. Old Woodward Ave., schedule at boxoffice.royalstarr.org

SEPT. 13

Fall Family Festival: Design own textiles, miniature golf hole, Lego architectural models and more, 11 a.m.-3 p.m., Cranbrook Art Museum, 39221 Woodward Ave. in Bloomfield Hills, cranbrookartmuseum.org/events/fall-family-festival

Hear Zukerman Trio: Opening night of Chamber Music Detroit's 82nd season includes performance and post-concert reception, 7:30-9 p.m., Seligman Performing Arts Center at Detroit Country Day School, 22305 W. 13 Mile Road in Beverly Hills, www.chambermusicdetroit.org

SEPT. 13-14

Birmingham Street Art Fair: Presented by Common Ground and The Guild of Artists & Artisans, includes 100 juried artists, art activities for all ages and street food vendors, 10 a.m.-6 p.m. Sept. 13 and 10 a.m.-5 p.m. Sept. 14, S. Old Woodward between Maple Road and Brown Street in downtown Birmingham, birminghamstreetartfair.com

SEPT. 14

Pickleball for Friendship: Play and watch exhibition matches with top-ranked players, event supports Friendship Circle (provides programs and services for individuals with special needs and their families), 2-5 p.m., Paddle + Par, 34535 Southfield Road in Beverly Hills, (248) 212-4308, jglow@comcast.net

SEPT. 21

Java and Jazz: Includes free coffee and live music by Ryan Bills Trio, 9 a.m.-noon, Beverly Park, 18801 Beverly Road in Beverly Hills, villagebeverlyhills.com, (248) 646-6404

SEPT. 28

Bloomfield Township Open House: Meet multiple departments, also bounce house (bring socks), patrol car rides, dunk tank, truck displays, performances, giveaways, food and more, 11 a.m.-3 p.m., Bloomfield Township Hall, 4200 Telegraph Road, (248) 433-7790, bloomfieldtw.org/openhouse

Outdoor Mass marks 100 years: Part of year-long celebration for Manresa Jesuit Retreat House, 2 p.m., 1390 Quarton Road in Bloomfield Hills, manresa-sj.org

ONGOING

'Much Ado About Nothing': Shakespearean comedy about courtship and scandal involving Hero and her suitor Claudio, 7:30 p.m. Sept. 12-14 and 18-20, outdoor Greek Theatre behind St. Dunstan's Playhouse, 400 Lone Pine Road in Bloomfield Hills, (844) 386-7826, admin@stdunstantheatre.com, stdunstantheatre.com

Birmingham Farmers Market: 9 a.m.-2 p.m. Sundays until Oct. 26, Public Parking Lot #6, 660 N. Old Woodward Ave., allinbirmingham.com/farmersmarket

Win \$150,000 Cash

Tickets are \$100 each
Winning ticket will be drawn on September 13, 2025

Drawing at: Easterseals MORC 2399 E. Walton

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Win \$150,000 Cash

Drawing on September 13, 2025
State of Michigan Lottery #E27001

Number of Tickets _____ @ \$100 each Name _____

Total Amount \$ _____ Address _____

Check made payable to Easterseals MORC

Money Order City _____

MC VISA AMEX DISCOVER State _____

Keep my credit card number on file for future purchases

Account # _____ Phone _____

Your credit card will be charged by Easterseals MORC

Expiration Date _____ Email _____

Verification Code _____

Verification code is 3-digit number on back of card (MC, VISA, Discover) or the 4-digit number on front (AMEX).

Signature _____

If sold out, State of MI Drawing on



September YOUTH Events Calendar

S	M	T	W	T	F	S
CLOSED CLOSED FOR LABOR DAY HOLIDAY	01 CLOSED	02	03	04	05 Tots & Friends Playtime 10 a.m. - 12 noon	06
07	08	09 Preschool Story Time 10 a.m.	10 Baby Story Time 10 a.m.	11 Toddler Story Time 10 a.m.	12 Tots & Friends Playtime 10 a.m. - 12 noon	13 Family Story Time 11 a.m. Friends of the Library Sale 11 a.m. - 3 p.m.
14	15	16 Preschool Story Time 10 a.m. Animation 101: Flipbooks 6:30 p.m.	17 Baby Story Time 10 a.m. My First Book Group 5:30 p.m.	18 Toddler Story Time 10 a.m.	19 Tots & Friends Playtime 10 a.m. - 12 noon Gamer Lounge 4 p.m. - 6 p.m.	20
21	22	23 Preschool Story Time 10 a.m.	24 Baby Story Time 10 a.m.	25 Toddler Story Time 10 a.m.	26 Tots & Friends Playtime 10 a.m. - 12 noon	27 Little Builders 10 a.m. - Noon
28	29 Book Worms 6:30 p.m.	30 Preschool Story Time 10 a.m. Social Conflict Strategies at Home 7 p.m.				

VISIT BTPL.ORG/EVENTS FOR MORE INFO



Tots and Friends

Fridays, 10 a.m. - 12 p.m.

No registration required.

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



Gamer Lounge

Friday, September 19, 4 p.m. - 6 p.m.

No registration is required.

Start the weekend with video game fun! Come solo or bring your friends and try out different games and consoles each time. For students in grades 5 - 12.

Little Builders

Saturday, September 27, 10 a.m. - Noon

No registration is required.



Drop in for a little "block party" with us. From wooden blocks to big blocks and more, come spend some "constructive" time with your child. Make a house, build a road - the sky's the limit!
For ages 18 months - 5 years, with a grown-up.

Caregiver Workshop: Social Conflict Strategies at Home

Tuesday, September 30, 7 p.m.

Registration is required.



CAREGIVER WORKSHOPS

Join us for a conversation regarding different types of social conflict children might have with peers, how to effectively use assertive communication skills, and ways to support and talk with your child at home. We will address bullying behaviors, strategies to self-advocate, and tools for caregiver support. Presented by Bloomfield Child and Family Counseling.

SPECIAL EVENTS



Animation 101: Flipbooks

Tuesday, September 16, 6:30 p.m.
Registration is required.

Learn the basics of the art of hand-drawn animation in these beginners' workshops for ages 8 – 13. Participants will create their own flip books to take home.



STORY TIMES

Preschool Story Time

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

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

Baby Story Time

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

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

Toddler Story Time

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

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

Family Story Time

Saturday, September 13, 11 a.m.
No registration is required.

Families of all ages are invited to join us for stories, songs, rhymes, movement, and more fun.

Anytime Fun



Stories and Stuff Subscription Book Boxes

A subscription book service for grades 3 – 8. When you sign up, you will receive one highly recommended book based on your favorite topics or genres and some neat book-related gifts. Registration is for three months, but you are welcome to sign up again and again based on availability. Keep the gifts, but return the book and box when you are finished. The next sign up begins September 2 at btpl.org/events.

BOOK GROUPS



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

My First Book Group: Grades K – 1

Kindergarten and Grade 1 with an adult.
Wednesday, September 17, 5:30 p.m.
Registration is required.

Book Worms: Grades 2 – 3

Monday, September 29, 6:30 p.m.
Registration is required.

OCTOBER

SAVE THE DATE



HALLO-“MONTH”

Join us in October for spooky fun for all ages

Trick or Treat at the Library (with food trucks)

Tuesday, October 21, 5:30 p.m. - 7:30 p.m.
No registration required.

All ages are invited to grab your costumes and drop in for a festive evening of trick-or-treating, games, and activities throughout the Library! Head to Youth Services to pick up your trick-or-treating bag and first treats. Then follow the trick-or-treating map to find each station around the Library for peanut-free goodies, Halloween-themed mini craft kits, stickers, and other cool treats. Brave travelers are invited to visit the Lower Level and walk through the Library's "Spooky Rooms" and experience some extra eerie vibes.

Food Trucks from 5 p.m. – 8 p.m.

Food trucks will be set up in the parking lot during Trick or Treat at the Library from 5 p.m. – 8 p.m. with treats for purchase that can be enjoyed outside on the Library Terraces. Overflow parking will also be available at Cross of Christ Lutheran Church (Lone Pine Rd. just west of Telegraph), and shuttle transportation to and from the Library from 5 p.m. – 8 p.m., courtesy of Bloomfield Township Senior Services.



Please contact us if you require any additional accommodations.



Bloomfield Township Public
Library

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



October YOUTH Events Calendar

S	M	T	W	T	F	S
			01 Baby Story Time 10 a.m.	02 Toddler Story Time 10 a.m.	03 Tots & Friends Playtime 10 a.m. - 12 noon	04
05	06 Reading with the Dogs 6 p.m.	07 Preschool Story Time 10 a.m.	08 Baby Story Time 10 a.m.	09 Toddler Story Time 10 a.m. Paperbacks & Snacks 6:30 p.m.	10 Tots & Friends Playtime 10 a.m. - 12 noon	11 Family Story Time 11 a.m. Friends of the Library Sale 11 a.m. - 3 p.m.
12	13 My First Book Group 5:30 p.m.	14 Preschool Story Time 10 a.m. Animation 101: Hand-Drawn GIFs 6:30 p.m.	15 Baby Story Time 10 a.m.	16 Toddler Story Time 10 a.m.	17 Tots & Friends Playtime 10 a.m. - 12 noon Gamer Lounge 4 p.m. - 6 p.m.	18 Toddler Dance Party 10:30 a.m.
19	20	21 Trick or Treat at the Library 5:30 p.m. - 7:30 p.m. Food Trucks 5 p.m. - 8 p.m.	22	23	24 Tots & Friends Playtime 10 a.m. - 12 noon	25 Sensory Story Time 11 a.m.
26	27 Uke Can Play 6 p.m.	28 Snack Lab: Spooky Snacks 5:30 p.m.	29 Book Worms 6:30 p.m.	30	31 Tots & Friends Playtime 10 a.m. - 12 noon	

VISIT BTPL.ORG/EVENTS FOR MORE INFO

Trick or Treat at the Library (with food trucks)

Tuesday, October 21, 5:30 p.m. - 7:30 p.m.
No registration required.



All ages are invited to grab your costumes and drop in for a festive evening of trick-or-treating, games, and activities throughout the Library! Head to Youth Services to pick up your trick-or-treating bag and first treats. Then follow the trick-or-treating map to find each station around the Library for peanut-free goodies, Halloween-themed mini craft kits, stickers, and other cool treats. Brave travelers are invited to visit the Lower Level and walk through the Library's "Spooky Rooms" and experience some extra eerie vibes.



Food Trucks from 5 p.m. - 8 p.m.

Food trucks will be set up in the parking lot during Trick or Treat at the Library from 5 p.m. - 8 p.m. with treats for purchase that can be enjoyed outside on the Library Terraces. Overflow parking will also be available at Cross of Christ Lutheran Church (Lone Pine Rd. just west of Telegraph), and shuttle transportation to and from the Library from 5 p.m. - 8 p.m., courtesy of Bloomfield Township Senior Services.

Gamer Lounge

Friday, October 17, 4 p.m. - 6 p.m.
No registration is required.



Start the weekend with video game fun! Come solo or bring your friends and try out different games and consoles each time. For students in grades 5 - 12.

Sensory Story Time

Saturday, October 25, 11 a.m.
Registration is required.



Join us in an adaptive story time experience for youth of all abilities, including those who have difficulty in large groups or who have sensory integration challenges. Participants can expect stories with gentle multisensory engagement, visual aids, adaptive movement, and low lights and sounds (noise reducing headphones are available if needed). Sensory Story Time is for children, ages 3 and up, and their grown-up.



STORY TIMES

Preschool Story Time

Tuesdays, 10 a.m., September 9 - October 14

Registration is required for six-week session.

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

Baby Story Time

Wednesdays, 10 a.m., September 10 - October 15

Registration is required for six-week session.

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

Toddler Story Time

Thursdays, 10 a.m., September 11 - October 16

Registration is required for six-week session.

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

Family Story Time

Saturday, October 11, 11 a.m.

No registration is required.

Families of all ages are invited to join us for stories, songs, rhymes, movement, and more fun.



BOOK GROUPS

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

My First Book Group: Grades K – 1

Kindergarten and Grade 1 with an adult.

Monday, October 13, 5:30 p.m.

Registration is required.

Book Worms: Grades 2 – 3

Wednesday, October 29, 6:30 p.m.

Registration is required.

Paperbacks & Snacks: Grades 4 – 6

Thursday, October 9, 6:30 p.m.

Registration is required.

PLAY & BUILD PROGRAMS



Tots and Friends

Fridays, 10 a.m. - 12 p.m.

No registration required.

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



Please contact us if you require any additional accommodations.

SPECIAL EVENTS

Reading with the Dogs

Monday, October 6, 6 p.m. - 7 p.m.

Registration is required.



Readers ages 5 and up are invited to register for a 15-minute session to share a story with a furry friend at the Library. Licensed therapy dogs and their handlers will be ready to listen in the Story Room. This is a comfortable way to practice reading skills with no judgment from the dogs!



Animation 101: Hand-Drawn GIFs

Tuesday, October 14, 6:30 p.m.

Registration is required.

Learn the basics of the art of hand-drawn animation in these beginners' workshops for ages 8 – 13. Participants will create a series of drawings that will be turned into animated GIFs emailed out after the program.

Toddler Dance Party

Saturday, October 18, 10:30 a.m.

Registration is required.



Toddler Dance Party is back! Adults and big sibs are invited to interact and play with the toddlers in their life. Get everyone moving with dances to follow along with and songs where you can make up your own moves. This program is open to walking toddlers and pre-kindergarten kids and their families.



Uke Can Play

Monday, October 27, 6 p.m.

Registration is required.

Learn to play the ukulele, a stringed instrument similar to the guitar. You'll learn basic chords, patterns, and rhythms to play several songs. This is a beginner's workshop, and no prior musical experience is necessary. Ukuleles will be provided for each child to practice with during class, which must be returned to the instructor at the conclusion of the event. For ages 10 – 13.

Youth Snack Lab: Spooky Snacks

Monday, October 28, 5:30 p.m.

Registration is required.



Junior chefs will create several spooky and simple no-cook snacks that are easy enough for little hands to make all by themselves. Snacks will be peanut and tree nut free. For snack scientists, ages 4 – 7.

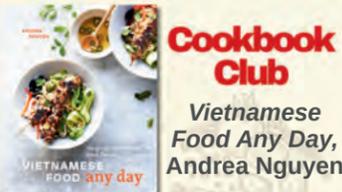


Bloomfield Township Public
Library

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ADULT AND TEEN SEPTEMBER 2025 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>31 LIBRARY CLOSED FOR THE LABOR DAY HOLIDAY</p> 	<p>1 LIBRARY CLOSED FOR THE LABOR DAY HOLIDAY</p>	<p>2 Spice Club Kit Release: Star Anise <i>While supplies last</i></p> <p>Fiber Arts Club 10 a.m. – Noon</p> <p>**Movie Discussion Club 7 p.m.</p>	<p>3</p>	<p>4 **Science Fiction/Fantasy Book Club 7 p.m.</p> 	<p>5 English Language Conversation Group 10 a.m. – Noon</p>	<p>6</p>
<p>7</p>	<p>8 *Paying for College 5 p.m.</p> 	<p>9 **What's Your Story?: A Memoir Writing Group, 1 p.m.</p> <p>**iPhone Tips, Tricks and Answers, 1 p.m.</p> <p>**Lecture – DIA Behind the Seen Series, 7 p.m.</p>	<p>10 ***Scanning and Photo Editing 5:30 p.m.</p> <p>**Writers' Rendezvous 6:30 p.m.</p>	<p>11 Craft Kit Release: Herbarium Journal Starter Kit <i>For Twp. cardholders while supplies last</i></p>	<p>12 English Language Conversation Group 10 a.m. – Noon</p>	<p>13 Friends of the Library Second Saturday Book Sale 10 a.m. – 3 p.m. <i>First hour Friends members only</i></p> <p>Local Author Fair 11 a.m. – 3 p.m.</p>
<p>14 **Classic Michigan Food and Drinks with Authors Gail Offen and Jon Milan 2 p.m. <i>To register visit jhs-michigan.org</i></p>	<p>15 **Lunchtime Book Club 1 p.m.</p> <p>***Microsoft Excel I 5:30 p.m.</p>	<p>16 Fiber Arts Club 10 a.m. – Noon</p> <p>**Tuesday Book Club 10 a.m.</p> <p>**Classics Book Club 7 p.m.</p>	<p>17 NEW Visual Arts Club 10 a.m. – Noon</p>  <p>**Mystery Book Club 1 p.m.</p>	<p>18 ***Google Apps 2 p.m.</p> <p>NEW Visual Arts Club 6 p.m. – 8 p.m.</p> 	<p>19 English Language Conversation Group 10 a.m. – Noon</p> <p>Gamer Lounge for Grades 5 – 12 4 p.m. – 6 p.m.</p>	<p>20 **Cookbook Club 12 Noon</p> 
<p>21</p>	<p>22 ***Microsoft Excel II 5:30 p.m.</p> <p>**Monday Night Book Club 7 p.m.</p>	<p>23 **What's Your Story?: A Memoir Writing Group, 1 p.m.</p> 	<p>24 ***Don't Get Scammed! 2 p.m.</p> <p>**Writers' Rendezvous 6:30 p.m.</p>	<p>25 **Thursday Book Club, 10 a.m.</p> 	<p>26 English Language Conversation Group 10 a.m. – Noon</p> <p>***"Fade to Black" Romance/Romantasy Book Club 4 p.m.</p>	<p>27 MANHATTAN SHORT Film Festival 2 p.m. <i>Same program presented Monday, September 29</i></p> <p>MANHATTAN SHORT</p>
<p>28</p>	<p>29 MANHATTAN SHORT Film Festival 6:30 p.m. <i>Same program presented Saturday, September 27</i></p> <p>MANHATTAN SHORT</p>	<p>30 **Parent and Caregiver Workshop:</p>  <p>Social Conflict Strategies at Home 7 p.m.</p>	<p>1</p>	<p>2 ***An Evening with Author Katherine Arden, 6:30 p.m. at Bloomfield Hills High School Auditorium</p> 	<p>3 English Language Conversation Group 10 a.m. – Noon</p> <p>**After Hours Concert – Blackthorn: Traditional Irish Music 7 p.m.</p>	<p>4</p>

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



Parent & Teen Workshop: Paying for College
 Monday, September 8
 5 p.m.

Registration is required.
 High school students and families – get general information about the financial aid process from Oakland University's Senior Financial Aid Outreach Advisor Carrie Gilchrist.

Parent and Caregiver Workshop: Social Conflict Strategies at Home
 Tuesday, September 30
 7 p.m.

Registration is required.
 Join us for a conversation regarding different types of social conflict children might have with peers, how to effectively use assertive communication skills, and ways to support and talk with your child at home. We will address bullying behaviors, strategies to self-advocate, and tools for caregiver support.



ADULT AND TEEN OCTOBER 2025 CALENDAR



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29 MANHATTAN SHORT Film Festival 6:30 p.m. – 9 p.m. <i>Same program presented Saturday, September 27</i> MANHATTAN SHORT	30 **Parent and Caregiver Workshop:  Social Conflict Strategies at Home 7 p.m. CAREGIVER WORKSHOPS	1	2	3 English Language Conversation Group 10 a.m. – Noon **After Hours Concert – Blackthorn: Traditional Irish Music 7 p.m.	4
5	6 Spice Club Kit Release: Kalonji (Nigella) Seed <i>For Twp. cardholders while supplies last</i> ***ChatGPT and AI 5:30 p.m.	7 Fiber Arts Club 10 a.m. – Noon **Movie Discussion Club <i>Let the Right One In (2008), directed by Tomas Alfredson</i> 7 p.m.	8 **Writers' Rendezvous 6:30 p.m.	9 ***Google Apps 5:30 p.m. **Author Event – Rod Sadler, Grim Paradise: The Cold Case Search for the Mackinac Island Killer 7 p.m.	10 English Language Conversation Group 10 a.m. – Noon	11 Friends of the Library Second Saturday Book Sale, 10 a.m. – 3 p.m. <i>First hour Friends members only</i> 
12	13 Craft Kit Release: DIY Halloween Mask Kit <i>For Twp. cardholders while supplies last</i>	14 **What's Your Story?: A Memoir Writing Group, 1 p.m. ***iPhone Tips, Tricks, and Answers, 1 p.m. **Lecture – The History of Horror with Greg Black, 7 p.m.	15 Visual Arts Club 10 a.m. – Noon **Mystery Book Club 1 p.m. ***Beginner Coding for Kids Ages 9 – 13 5 p.m.	16 Visual Arts Club 6 p.m. – 8 p.m. VISUAL ARTS CLUB	17 English Language Conversation Group 10 a.m. – Noon Gamer Lounge for Grades 5 – 12 4 p.m. – 6 p.m.	18
19	20 **Lunchtime Book Club 1 p.m. ***Microsoft Excel I 5:30 p.m.	21 Fiber Arts Club 10 a.m. – Noon **Tuesday Book Club 10 a.m. Trick or Treat at the Library (with Food Trucks) 5:30 p.m. – 7:30 p.m.	22 **Writers' Rendezvous, 6:30 p.m. 	23 **Thursday Book Club 10 a.m. ***Computer and Internet Basics 2 p.m.	24 English Language Group, 10 a.m. – Noon ***"Fade to Black" Romance/Romantasy Book Club, 4 p.m. AMONG US *Teen After-Hours Haunted Library: Among Us, 6:30 p.m.	25
26	27 ***Microsoft Excel II 5:30 p.m. **Monday Night Book Club 7 p.m.	28 **What's Your Story?: A Memoir Writing Group 1 p.m. *Teen Anime and Manga Mania 4 p.m.	29	30	31 English Language Conversation Group 10 a.m. – Noon	1

Programs listed in red do not require registration.

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

* indicates Teen program

** indicates Adult program

*** indicates Tech program

**** All Ages program

HALLO- "MONTH"

A Full Month of Spooky Fun & Events

Author Event – Rod Sadler, *Grim Paradise: The Cold Case Search for the Mackinac Island Killer*
Thursday, October 9, 7 p.m.
Registration required.

Adult and Teen Craft Kit Release: DIY Halloween Mask
Monday, October 13
One kit per Twp. cardholder while supplies last

Lecture – The History of Horror with Greg Black*
Tuesday, October 14, 7 p.m.
Registration required.

Trick or Treat at the Library (with Food Trucks)
Tuesday, October 21
5:30 p.m. – 7:30 p.m.
No registration required.
Food Trucks from 5 p.m. – 8 p.m.

Teen After-Hours Haunted Library: Among Us
Friday, October 24
6:30 p.m. – 8:30 p.m.
Registration required.

DATES FOR THE LIBRARY BOARD OF TRUSTEES

Tuesday, September 16, 2025, 7:00 p.m. – Library Board Meeting (all Trustees)

Wednesday, September 17, 10:30 a.m. – Friends Board Meeting

Thursday, September 18 - Tuesday, October 7 – Library Design Project Furniture Fair

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

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

Tuesday, October 21, 2025, 7:00 p.m. – Library Board Meeting (all Trustees)

Wednesday, October 22, 10:30 a.m. – Friends Board Meeting

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