

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**January 17, 2017**  
7:00 p.m.  
John Rumsey Board Room

Trustees:

[libraryboard@btpl.org](mailto:libraryboard@btpl.org)

Pamela Williams, President

Eli Greenbaum, Vice-President

Judy Lindstrom, Secretary

Tom Deska

Grant Gerhart

Joan Luksik

Director:

[muellerc@btpl.org](mailto:muellerc@btpl.org)

Carol Mueller

All meetings are open to the public.  
We invite you to attend a meeting or watch it online at [www.btpl.org](http://www.btpl.org)

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING**

**LIBRARY BOARD INFORMATION PACKETS**

**List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED  
For Tuesday, January 17, 2017  
7:00 p.m.

<b><u>#</u></b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	1/13/17
2a	Request to remove items from the Consent Agenda for Discussion	1/13/17
2b	Motion to approve the order of items for the regular and consent agendas	1/13/17
5	Motion to approve remaining Consent Agenda items 6-8d	1/13/17
6	Regular Board Meeting Minutes of 12/20/16	1/13/17
7a	Cash Disbursements	1/13/17
7b	Revenues/Expenditures Budget Report	1/13/17
7c	Energy Report	1/13/17
8a	President's Report	1/13/17
8b	Director's Report	1/13/17
8b1	Circ 5 Year Report	1/13/17
8b2	Activity Report	1/13/17
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –no report	
8c	Policy Committee –no report	
8c	Development Committee – Meeting Minutes of 1/10/16	1/13/17
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Art Committee –Meeting Minutes of 1/10/16	1/13/17
8c	Finance Committee –no report	1/13/17
8c	Friends of the Library Liaison – no report	
8c	Investment Committee – no report	
8c	Personnel Committee –no report	1/13/17
10a	Board of Trustees Committee Appointments	1/13/17
11a	Fines and Fees	1/13/17
13	Motion to approve any items removed from the Consent Agenda	1/13/17
	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
	Strategic Plan Update	1/13/17
	Administrative Calendar	1/13/17

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, January 17, 2017  
**Regular Board Meeting**  
7:00 P.M.

**REGULAR AGENDA ITEMS #1-5**

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

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

6. Regular Board meeting minutes of December 20, 2016
7. Budget
  - a. Cash Disbursements
  - b. Monthly Revenues & Expenditures
  - c. Energy Report
8. Written Reports:
  - a. President: \*Pamela Williams
  - b. Director: \*Carol Mueller
  - c. Committee: \*Art Committee *Ad Hoc*  
\*Bloomfield Township Liaison  
\*Building, Grounds, Landscaping, Interiors  
\*Cranbrook  
\*Development  
\*Finance  
\*Friends of the Library Liaison  
\*Investment  
\*Jeanette P. Myers Scholarship Selection  
\*Personnel  
\*Policy

**REGULAR AGENDA ITEMS**

9. Call to the public, communications
10. Unfinished Business
  - a. Board of Trustees Standing Committee Appointments
11. New Business
  - a. Fines & Fees 2017/2018
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, February 21, 2017
16. Adjournment

# 2a

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

**I REQUEST THAT ITEM (S):**

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**OPTION - NO AMENDMENT NEEDED:**

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

**OPTION - AMENDMENT TO AGENDA:**

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

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

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, December 20, 2016**

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

**Present:** Trustees: Tom Deska, Eli Greenbaum, Judy Lindstrom, Joan Luksik and Pam Williams

**Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon; Finance Coordinator, Sandi Bird; Director's Secretary, Linden Godlove

**Guests:** Emily Hudak, Youth Services Librarian and Staff Organization Committee Representative; Joan Wu, Systems Department Head; Dale Bartow, Secant Technologies Consultant

Upon discussion, a motion was made by Pam Williams, seconded by Eli Greenbaum **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Greenbaum, Lindstrom, and Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

President Luksik wanted to formally recognize Bloomfield Hills Schools Superintendent Glass. We are all very excited and proud for Superintendent Glass and the Library staff and Board congratulate him. We are so happy that we hired Sandi Bird as our Finance Coordinator. President Luksik said it has been an honor and a privilege to serve as president for the past three years. "I hope I have filled the duties and requirements as president." She thanked Carol Mueller for her guidance and acknowledged assistance from Peggy Cohen and Judy Lindstrom. President Luksik thanked everyone for their support and wished them happy holidays.

**Director's Verbal Report:**

Director Carol Mueller thanked Joan Luksik for three years of great leadership. She publically thanked the Friends and the SOC—Maeve Devlin, Brooke Hoskins, and Emily Hudak—for the wonderful holiday party. The Jingle Mingle was especially good at getting everyone to interact with people they might not otherwise engage with. She expressed thanks to the Friends for financially sponsoring the event. The Friends surprised us at the December meeting by approving many items

on the Library's wish list, a whole month early. The Friends Board approved a total of \$20,695 in gifts.

On November 30, the Director received a phone call from Matt Schwartz, of Schwartz and Company, reporting there would be an unrealized loss in the Library's investments, due to an unexpected interest rate increase, among other factors. The Library is still ahead for this fiscal year. Schwartz and Co. will attend our February 23 Budget Review session and will give a review on our investments.

The lower level water remediation project is nearly complete, but work was halted by the snowfall. There had been a steady rain after the installation and everything is working as it should. The work lasted for two weeks and everyone was flexible and cooperative with the project.

Finally, at the center of the table are pages for a "Thank You" book for Penny Ellis, who orchestrated the lovely mosaic piece in the Library. The Board is welcome to express their thanks on one of the cards. Director Mueller expressed her warm wishes to everyone for a wonderful holiday and a great 2017.

**THE REMAINING CONSENT AGENDA MOTION:**

After discussion, a motion was made by Eli Greenbaum, seconded by Judy Lindstrom, **TO APPROVE THE ITEMS ON THE REMIANING CONSENT AGENDA AS PRESENTED**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

*Call to the Public:* President Joan Luksik welcomed the guests, Emily Hudak, Youth Services Librarian and SOC Representative, Joan Wu, Systems Department Head, and Dale Bartow of Secant Technologies. Emily Hudak thanks everyone for coming to the Holiday Party and to the Friends for their contribution.

**UNFINISHED BUSINESS:**

*No items for discussion*

**NEW BUSINESS:**

***Technology Infrastructure Bid Award***

A request for proposals for Network Electronics and Structured Cabling for Bloomfield Township Public Library was released on October 25, 2016 with a deadline of November 29, 2016. The Library received one bid on November 29, 2016 from Presidio Corporation.

The division of Presidio Corporation proposing a bid for this project is the incumbent Cisco provider to the Library at this time. They were previously known as Netech Corporation prior to their acquisition earlier this year. This company implemented our Cisco network initially in 2007 as part of the 2005-2008 Building Improvements Project and has proven to be very responsive in supporting our network over the years.

The work for structured cabling will be carried out by MCR, Inc., a subcontractor. The bid required a single lead contractor to manage all aspects of the bid and Presidio Corporation will be the lead and our single point-of-contact if awarded the bid.



After discussion, a motion was made by Pam Williams, seconded by Eli Greenbaum, **TO AWARD THE BID FOR NETWORK UPGRADE AS PRESENTED**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

### **PA 152**

Director Carol Mueller thanked Sandi Bird for compiling the financial information for this discussion. Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt.

We have chosen the hard cap option for most years. We now have an opportunity to continue the Hard Cap option for 2017 or switch to the 80/20 option but the change must be affirmatively made by a majority vote. This decision will affect all full time and all 30 hour employees in 2017 who accept health care benefits from the Library.

It is recommended by Administration to adopt Option 1, known as the Hard Cap Option, because of its known costs for our budgeting purposes. The Finance and Personnel Committees agree and support Administration's recommendation.

After discussion, a motion was made by Judy Lindstrom, seconded by Eli Greenbaum, **TO ADOPT THE HARDCAP OPTION, AS PRESENTED**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

### ***Gift Fund Budget Resolution Change***

We are proposing a change in only the Gift Fund Budget Resolution for the March, 2017 Gift Fund Budget adoption for FY 2017/2018. The proposed change would be to adopt the Gift Fund on a total fund basis. In years past, the Library Board has adopted the Gift Fund on a functional level as well as a total fund basis. The Finance Committee has reviewed this proposed Gift Fund Budget Resolution change and approves of this change.

After discussion, a motion was made by Pam Williams, seconded by Eli Greenbaum, **TO ADOPT THE FUTURE GIFT FUNDS BUDGETS, AS PRESENTED**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

### ***Distribute Director Evaluation***

Director's Secretary Linden Godlove will distribute a .doc version of the form to the Trustees. The Trustees were directed to send comments to the Personnel Committee, Grant Gerhart and Joan

Luksik, with a deadline of January 10, 2017.

***Election of Officers/Committee Appointments***

The slate of new officers is Pam Williams as President of the Board of Trustees, Eli Greenbaum as Vice President of the Board of Trustees, and Judy Lindstrom continuing as Secretary of the Board of Trustees.

Thank you all for taking jobs as officers of the board.

After discussion, a motion was made by Tom Deska, **TO ACCEPT THE SLATE OF OFFICERS, AS PRESENTED**

*Ayes: Deska, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

The Committee Assignments were deferred to Pam Williams. The Committee Appointments will be added to Unfinished Business for the next Board of Trustees Meeting.

Budget Review session is scheduled for February 23, 2017, 11 a.m. Fines and Fees will be on the January 17, 2017 regular meeting Agenda.

**DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

Page 30 was discussed, which was about the fraud situation. Director Carol Mueller explained that an old version of the Library's website included a portal for patrons to make donations to the Library. This portal was used as a test site for fraudulent credit card use.

After discussion, a motion was made by Eli Greenbaum, seconded by Judy Lindstrom, **TO APPROVE AND ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**OTHER:**

All thanked President Joan Luksik for all of her hard work through the past three years as President.

Meeting adjourned at 7:58 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, January 17 at 7 p.m. in the Board Room.

Submitted by:

Judy Lindstrom, Secretary

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### Cash Disbursements Comments

January 2017

#### **New Vendors:**

Idlewild 100 Committee 1912-2012 is a new vendor for an item for the Library's DVD collection.

Rowman and Littlefield Publishing Group is a new vendor for reference books.

#### **General Fund Advance**

- Check #16753 payable to the Bloomfield Township in the amount of \$741.31 was payment for the 10/17/2016 – 11/14/2016 water and sewer bill.
- Check #16763 payable to Vicksburg District Library in the amount of \$40.00 was payment for a lost MelCat item for which the Bloomfield Township resident will be billed.

#### **General Fund**

- Check #16783 payable to Arbor Oakland Group in the amount of \$3,705.00 was payment for printing of library promotional pieces.
- Check # 16791 payable to the Charter Township of Milford in the amount of \$10.00 was payment for a DVD copy of the November Chamber music concert for the Library's collection.
- Check #16797 payable to Financial Information, Inc. in the amount of \$3,650.00 was payment for a reference service.
- Check #16798 payable to Friends of Michigan Libraries in the amount of \$35.00 was payment for an annual membership.
- Check #16803 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$2,065.56 was payment for our HVAC system repairs.

- Check #16821 payable to SQBox Solutions, L.T.D. in the amount of \$2,900.00 was payment for the Library's intranet annual maintenance fee.
- Check #16828 payable to The Library Network in the amount of \$3,823.10 was payment for book purchases, anti-virus annual renewal and internet service.
- Check #16834 payable to Wesco Distribution in the amount of \$2,743.14 was payment for replacement of high lights and ballasts.
- Check #16836 payable to Bloomfield Township in the amount of \$364,874.32 was payment for three payrolls, including FICA, HRA contributions, pension, etc. as usual and for the Library's portion of the Township actuarial report.

### **Gift Fund**

- Check #4757 payable to Bloomfield Township Public Library in the amount of \$28.71 is reimbursement to the general fund from the gift fund for program supplies.
- Check #4758 payable to the Charter Township of Bloomfield in the amount of \$110.00 is payment for DVDs of the November Chamber music concert for the musicians.
- Check #4759 payable to Elm USA, Inc. in the amount of \$3,950.00 is payment for a new disc cleaning machine to clean library DVDs on a regular basis.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF DECEMBER 2016**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
16746	12/14/16	ACE LAWN CARE & SNOW REMOVAL	104.01	3,248.75
16747	12/14/16	Elizabeth Clauder	104.01	127.94
16748	12/14/16	Emily Ellison	104.01	75.89
16749	12/14/16	Martha McGee	104.01	56.48
16750	12/14/16	Killian Weston	104.01	33.63
16751	12/21/16	APPLIED IMAGING	104.01	418.11
16752	12/21/16	AT&T	104.01	696.08
16753	12/21/16	BLOOMFIELD TOWNSHIP	104.01	741.31
16754	12/21/16	XFINITY	104.01	152.28
16755	12/21/16	Emily Ellison	104.01	40.60
16756	12/21/16	FLAGSTAR BANK	104.01	1,793.37
16757	12/21/16	Andrea Lebeck	104.01	35.82
16758	12/21/16	Edward Niemchak	104.01	75.17
16759	12/21/16	STAPLES ADVANTAGE	104.01	626.83
16760	12/21/16	VERIZON WIRELESS	104.01	201.68
16761	12/21/16	VOID	104.01	
16762	12/21/16	VOID	104.01	
16763	12/21/16	VICKSBURG DISTRICT LIBRARY	104.01	40.00
16764	12/21/16	Karrie Yukon	104.01	55.24
16765	12/29/16	Elizabeth Clauder	104.01	52.13
16766	12/29/16	CONSUMERS ENERGY	104.01	5,114.24
16767	12/29/16	Joel Dion	104.01	33.21
16768	12/29/16	VOID	104.01	
16769	12/29/16	LOWE'S	104.01	99.50
16770	12/29/16	Martha McGee	104.01	106.62
16771	12/29/16	PARACLETE PRESS, INC	104.01	110.52
16772	12/29/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	812.04
16773	12/29/16	DTE ENERGY	104.01	16,281.15
16774	12/29/16	VIGILANTE SECURITY	104.01	1,950.00
16775	1/3/17	AMAZON.COM	104.01	3,422.73
16776	1/3/17	AT&T	104.01	728.28
16777	1/3/17	AT&T LONG DISTANCE	104.01	746.84
16778	1/3/17	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
16779	1/3/17	T MOBILE	104.01	33.98
16780	1/3/17	Karrie Yukon	104.01	64.11
Total				38,052.53
<b>REGULAR CHECKS:</b>				
16781	1/4/17	ABDO-SPOTLIGHT-MAGIC WAGON	104.01	20.95
16782	1/4/17	AERO FILTER, INC	104.01	224.10
16783	1/4/17	ARBOR OAKLAND GROUP	104.01	3,705.00
16784	1/4/17	ARROW OFFICE SUPPLY CO.	104.01	309.45
16785	1/4/17	BAKER & TAYLOR, INC.	104.01	9,473.77
16786	1/4/17	BLACKSTONE AUDIO, INC.	104.01	111.89
16787	1/4/17	BRILLIANCE PUBLISHING, INC.	104.01	112.47
16788	1/4/17	BUTZEL LONG	104.01	117.00
16789	1/4/17	CENGAGE LEARNING/GALE	104.01	361.47
16790	1/4/17	CENTRAL BUSINESS SYSTEMS, INC.	104.01	227.40
16791	1/4/17	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	10.00
16792	1/4/17	COY DAVIS	104.01	45.95
16793	1/4/17	DEMCO, INC.	104.01	432.99
16794	1/4/17	DISCOUNT SCHOOL SUPPLY	104.01	246.26
16795	1/4/17	DU ALL CLEANING, INC	104.01	4,730.00

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF DECEMBER 2016**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
16796	1/4/17	ELM USA, Inc.	104.01	490.00
16797	1/4/17	FINANCIAL INFORMATION, INC.	104.01	3,650.00
16798	1/4/17	FRIENDS OF MICHIGAN LIBRARIES	104.01	35.00
16799	1/4/17	GENOT PICOR - STORYTELLER, LLC	104.01	100.00
16800	1/4/17	GOLDNER WALSH NURSERY, INC.	104.01	1,167.36
16801	1/4/17	GREY HOUSE PUBLISHING	104.01	267.75
16802	1/4/17	INGRAM LIBRARY SERVICES	104.01	1,305.69
16803	1/4/17	LJ ROLLS REFRIGERATION CO., INC	104.01	2,065.56
16804	1/4/17	LERNER PUBLISHING GROUP	104.01	17.99
16805	1/4/17	MICHIGAN STATE UNIVERSITY	104.01	100.00
16806	1/4/17	MIDWEST TAPE	104.01	8,547.17
16807	1/4/17	NICHOLS/NETWORK SERVICES CO	104.01	862.81
16808	1/4/17	OMNIGRAPHICS	104.01	216.90
16809	1/4/17	OVERDRIVE	104.01	2,168.06
16810	1/4/17	OXFORD UNIVERSITY PRESS USA	104.01	1,325.00
16811	1/4/17	PENGUIN RANDOM HOUSE LLC	104.01	302.00
16812	1/4/17	PITNEY BOWES RESERVE ACCOUNT	104.01	2,500.00
16813	1/4/17	QUILL CORPORATION	104.01	274.93
16814	1/4/17	RECORDED BOOKS, LLC	104.01	669.91
16815	1/4/17	RICOH USA, INC	104.01	98.13
16816	1/4/17	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	104.01	1,058.28
16817	1/4/17	SALEM PRESS, INC.	104.01	843.77
16818	1/4/17	SCIENTIFIC AMERICAN CONSUMER HEALTH	104.01	102.76
16819	1/4/17	SHOWCASES	104.01	375.00
16820	1/4/17	SIEMENS INDUSTRY, INC.	104.01	830.76
16821	1/4/17	SQBOX SOLUTIONS LTD.	104.01	2,900.00
16822-26	1/4/17	VOID	104.01	
16827	1/4/17	THE BOOK FARM, INC.	104.01	24.99
16828	1/4/17	THE LIBRARY NETWORK	104.01	3,823.10
16829	1/4/17	THE LIBRARY STORE, INC.	104.01	226.95
16830	1/4/17	THOMSON REUTERS/THOMSON WEST	104.01	22.50
16831	1/4/17	UNIQUE MANAGEMENT SERVICES, INC.	104.01	196.90
16832	1/4/17	PAUL VORNHAGEN	104.01	300.00
16833	1/4/17	WALLACEBURG BOOKBINDING & MFG	104.01	157.35
16834	1/4/17	WESCO DISTRIBUTION	104.01	2,743.14
16835	1/4/17	WORLD BOOK, INC.	104.01	269.00
16836	1/4/17	BLOOMFIELD TWP.	104.01	364,874.32

Total 425,041.78

**Gift Fund**

**ADVANCE CHECKS:**

4754	12/21/16	FLAGSTAR BANK	102.03	876.58
4755	1/3/17	AMAZON.COM	102.03	113.81
4756	1/3/17	CDW-G	102.03	602.74

Total 1,593.13

**REGULAR CHECKS:**

4757	1/4/17	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	28.71
4758	1/4/17	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	110.00
4759	1/4/17	ELM USA, INC.	102.03	3,950.00
4760	1/4/17	FILM IDEAS, INC.	102.03	727.50
4761	1/4/17	GENOT PICOR-STORYTELLER, LLC	102.03	500.00
4762	1/4/17	MIDWEST TAPE	102.03	410.80

Total 5,727.01

**Bloomfield Township Public Library  
2016-2017 General Fund Budget**

**7b**

PRESENTED: JANUARY 17, 2017      FOR THE MONTH OF: DECEMBER 2016

ACCOUNT NAME	2016-2017	2016-2017	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Nine Months 75% VARIANCE
	ADOPTED BUDGET AS OF MAR 15, 2016	AMENDED BUDGET AS OF AUGUST 16, 2016				
<b>Revenues</b>						
Taxes	\$6,846,279	\$6,805,797	\$1,096,958	\$1,088,308	15.99%	(\$5,717,489)
Penal Fines	\$55,845	\$86,868	\$0	\$86,868	100.00%	\$0
State Aid	\$34,507	\$34,507	\$0	\$26,856	77.83%	(\$7,651)
Circulation Fines & Fees	\$100,000	\$100,000	\$7,864	\$75,090	75.09%	(\$24,910)
Charges for Services	\$11,987	\$11,987	\$794	\$10,735	89.56%	(\$1,252)
Investment earnings	\$81,546	\$81,546	\$905	\$6,354	7.79%	(\$75,192)
Miscellaneous	\$10,470	\$10,470	\$3,367	\$13,516	129.09%	\$3,046
<b>Total Revenues</b>	<b>\$7,140,634</b>	<b>\$7,131,175</b>	<b>\$1,109,887</b>	<b>\$1,307,728</b>	<b>18.34%</b>	<b>(\$5,823,447)</b>
<b>Expenditures</b>						
Personnel	\$3,842,532	\$3,842,532	\$361,628	\$2,888,242	75.17%	(\$954,290)
Library Services	\$834,856	\$834,856	\$34,643	\$552,571	66.19%	(\$282,285)
Facilities & Equipment	\$1,289,805	\$1,287,605	\$9,027	\$700,824	54.43%	(\$586,781)
Other Operating Expenditures	\$905,593	\$906,593	\$54,125	\$170,696	18.83%	(\$735,897)
<b>Total Expenditures</b>	<b>\$6,872,786</b>	<b>\$6,871,586</b>	<b>\$459,423</b>	<b>\$4,312,333</b>	<b>62.76%</b>	<b>(\$2,559,253)</b>
Fund Balance - Beginning	\$10,269,038	\$10,595,205		\$10,595,205		
Net revenue (expenditure)	\$267,848	\$259,589		(\$3,004,605)		
Fund Balance - Ending	\$10,536,886	\$10,854,794		\$7,590,600		

Amendments to the budget:  
None

Changes made to the line items:  
None

Non-spendable Fund Balance (includes all fixed assets)	\$25,123,307	\$24,221,713
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is 8-months of expenditures)	\$4,469,191	\$4,469,191
Assigned Fund Balance (is \$477,493 (3/31/16 compensated absences accrual) plus \$5,257,680 7/1/15 OPEB obligation plus \$550,430 capital improvements)	\$5,967,695	\$6,285,603
Unassigned Fund Balance (is the unplanned emergency)	\$100,000	\$100,000

**Bloomfield Township Public Library  
2016-2017 Gift Fund Budget**

PRESENTED: JANUARY 17, 2017 FOR THE MONTH OF: DECEMBER 2016

Nine Months 75%

ACCOUNT NUMBER	ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF DEC 31, 2016	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<b><u>Revenues</u></b>						
	<b>Gift Income</b>	<b>\$500</b>	<b>\$70,745</b>	<b>\$23,170</b>	<b>\$70,745</b>	<b>100.00%</b>	<b>\$0</b>
454.03	<b>Investment Earnings</b>	<b>\$200</b>	<b>\$200</b>	<b>\$15</b>	<b>\$122</b>	<b>60.88%</b>	<b>(\$78)</b>
460.03	<b>Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
	<b>Total Revenues</b>	<b>\$700</b>	<b>\$70,945</b>	<b>\$23,185</b>	<b>\$70,867</b>	<b>99.89%</b>	<b>(\$78)</b>
	<b><u>Expenditures</u></b>						
	<b>Library Services</b>	<b>\$25,523</b>	<b>\$56,070</b>	<b>\$2,767</b>	<b>\$25,045</b>	<b>44.67%</b>	<b>(\$31,025)</b>
	<b>Facilities &amp; Equipment</b>	<b>\$30,594</b>	<b>\$55,171</b>	<b>\$4,553</b>	<b>\$9,550</b>	<b>17.31%</b>	<b>(\$45,621)</b>
	<b>Other Operating Expenditures</b>	<b>\$96,533</b>	<b>\$112,410</b>	<b>\$0</b>	<b>\$11,962</b>	<b>10.64%</b>	<b>(\$100,448)</b>
	<b>Total Expenditures</b>	<b>\$152,650</b>	<b>\$223,651</b>	<b>\$7,320</b>	<b>\$46,557</b>	<b>20.82%</b>	<b>(\$177,094)</b>
	Fund Balance - Beginning	\$78,311	\$78,839		\$78,839		
	Reserved Fund Bal.	\$73,838	\$74,066		\$74,066		
	Net revenue (expenditures)	(\$151,950)	(\$152,706)		\$24,310		
	Fund Balance - Ending	\$200	\$200		\$177,215		

Amendments to the budget:  
All changes due to gifts received

Changes made to the line items:  
All changes due to gifts received



**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**December 2016**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	12/31/2016	\$58,965.05
	Flagstar Public Funds Savings	0.35%	12/31/2016	\$249,632.84
	Flagstar Premier Public Entities Checking	0.29%	12/31/2016	\$55,721.03
	RBC Capital Cash/Money Market	0.01%	12/31/2016	\$853,856.05
	RBC Capital - Investments	2.44%	12/31/2016	\$6,799,540.30
	<b>Total General Fund</b>			<b><u><u>\$7,958,750.22</u></u></b>
<i>Please see General Fund budget for notes on how this amount is earmarked</i>				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	12/31/2016	\$129,536.66
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	12/31/2016	\$50,228.12
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2016	\$3,893.42
	<b>Total Gift Fund</b>			<b><u><u>\$183,658.20</u></u></b>

**CFSEM**

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

	<i>Updated 3/2016</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2015	\$12,775.00
Yvonne T. Atkinson Fund	12/31/2015	\$27,203.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2015	\$30,356.00
BTPL Endowment Fund	12/31/2015	\$28,582.00
Fair Radom Garden Endowment Fund	12/31/2015	\$13,856.00
BTPL Director's Legacy Fund	12/31/2015	\$12,790.00
<b>Total CFSEM holdings</b>		<b><u><u>\$125,562.00</u></u></b>

## Bloomfield Township Public Library Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	12/31/2016 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	11.2%	\$853,856	\$853,856	\$20	0.00%
Eaton Vance Short Duration Government Income	12.1%	887,000	928,074	20,711	2.23%
Loomis Sayles Limited Term U.S. Gov't & Agency	15.7%	1,120,412	1,202,534	17,784	1.48%
BlackRock GNMA Portfolio	10.8%	828,000	829,854	21,217	2.56%
Victory INCORE Fund for Income	14.5%	1,112,160	1,108,188	57,941	5.23%
Ridgeworth SEIX U.S. Mortgage	10.8%	827,000	826,177	13,135	1.59%
VOYA GNMA Income	13.9%	1,060,000	1,065,265	28,239	2.65%
Eaton Vance Government Obligations	11.0%	790,712	839,448	27,850	3.32%
<b>Total Portfolio</b>	<b>100.0%</b>	<b>\$7,479,139</b>	<b>\$7,653,396</b>	<b>\$186,898</b>	<b>2.44%</b>

### 4th Quarter Activity - September 30, 2016 - December 31, 2016

#### Cash Activity

Beginning Balance	\$40.17
Deposits & Sales Proceeds	\$2,263,796.55
Withdrawals	(\$1,410,000.00)
Dividends	\$52,752.71
Capital Gains	\$0.00
Net funds to purchase securities	(\$52,733.38)
Ending Balance	\$853,856.05

#### Change in Security Value

Beginning value of securities	\$8,032,564.30
Securities purchased	\$52,733.38
Securities sold	(\$1,165,222.88)
Change in value of priced securities	(\$120,534.50)
Ending Value of priced securities	\$6,799,540.30

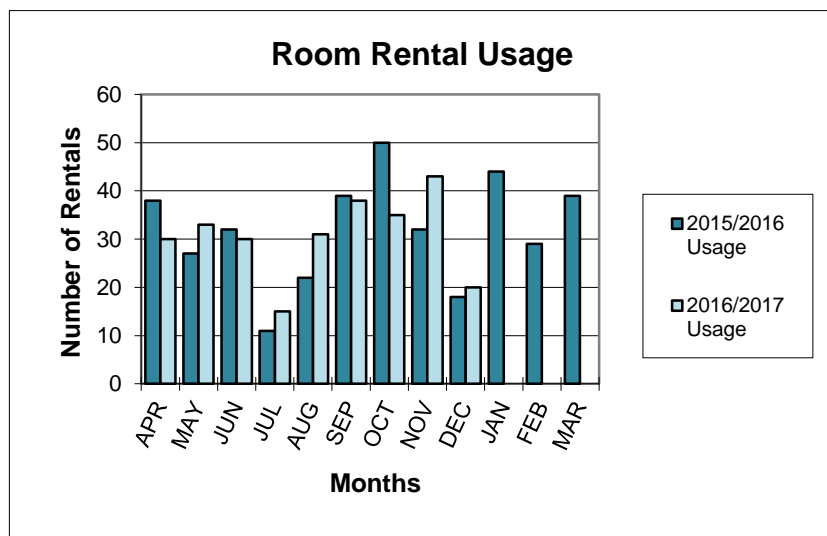
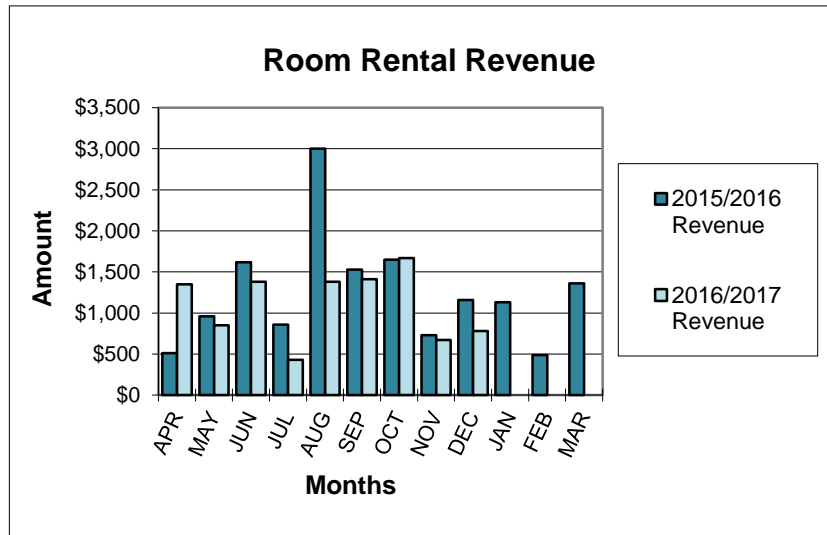
**Total account value as of December 31, 2016**

**\$ 7,653,396.35**

## ROOM RENTAL - TWO-YEAR COMPARISON

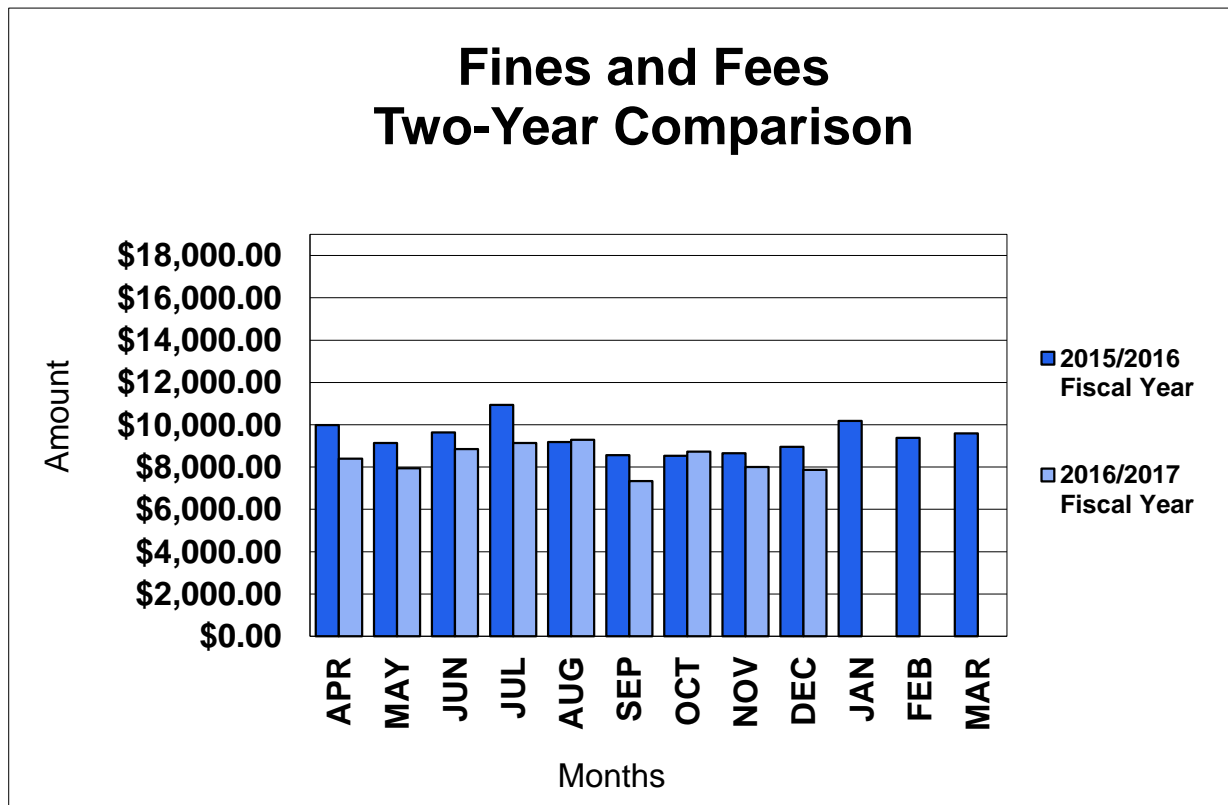
# 7b

<u>Month</u>	2015/2016 <u>Revenue</u>	2016/2017 <u>Revenue</u>	<u>Difference</u>	2015/2016 <u>Usage</u>	2016/2017 <u>Usage</u>	<u>Month</u>
APR	\$510.00	\$1,350.00	\$840.00	38	30	APR
MAY	\$960.00	\$850.00	(\$110.00)	27	33	MAY
JUN	\$1,620.00	\$1,380.00	(\$240.00)	32	30	JUN
JUL	\$860.00	\$430.00	(\$430.00)	11	15	JUL
AUG	\$3,000.00	\$1,380.00	(\$1,620.00)	22	31	AUG
SEP	\$1,530.00	\$1,410.00	(\$120.00)	39	38	SEP
OCT	\$1,650.00	\$1,670.00	\$20.00	50	35	OCT
NOV	\$730.00	\$670.00	(\$60.00)	32	43	NOV
DEC	\$1,160.00	\$780.00	(\$380.00)	18	20	DEC
JAN	\$1,130.00		(\$1,130.00)	44		JAN
FEB	\$490.00		(\$490.00)	29		FEB
MAR	\$1,360.00		(\$1,360.00)	39		MAR
<b>TOTAL</b>	<b>\$15,000.00</b>	<b>\$9,920.00</b>	<b>YTD Difference (\$5,080.00)</b>	<b>381</b>	<b>275</b>	



**FINES AND FEES - TWO-YEAR COMPARISON**

Month	2015/2016 Fiscal Year	2016/2017 Fiscal Year	Difference
APR	\$9,986.61	\$8,389.09	(\$1,597.52)
MAY	\$9,134.31	\$7,946.70	(\$1,187.61)
JUN	\$9,636.30	\$8,843.80	(\$792.50)
JUL	\$10,931.35	\$9,136.96	(\$1,794.39)
AUG	\$9,178.79	\$9,285.82	\$107.03
SEP	\$8,567.73	\$7,334.64	(\$1,233.09)
OCT	\$8,525.53	\$8,723.00	\$197.47
NOV	\$8,653.54	\$8,006.68	(\$646.86)
DEC	\$8,955.43	\$7,863.74	(\$1,091.69)
JAN	\$10,177.91		(\$10,177.91)
FEB	\$9,376.66		(\$9,376.66)
MAR	\$9,597.22		(\$9,597.22)
			YTD Difference
<b>TOTAL</b>	<b>\$112,721.38</b>	<b>\$75,530.43</b>	<b>(\$37,190.95)</b>



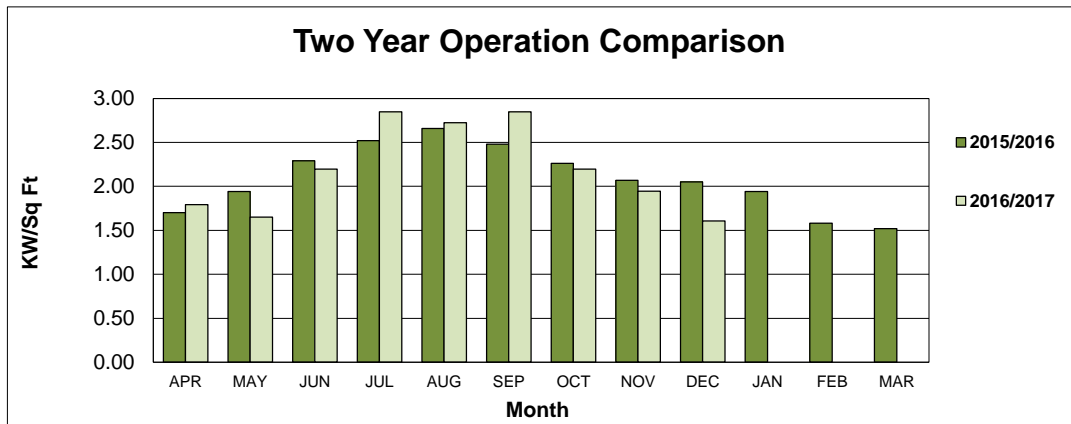
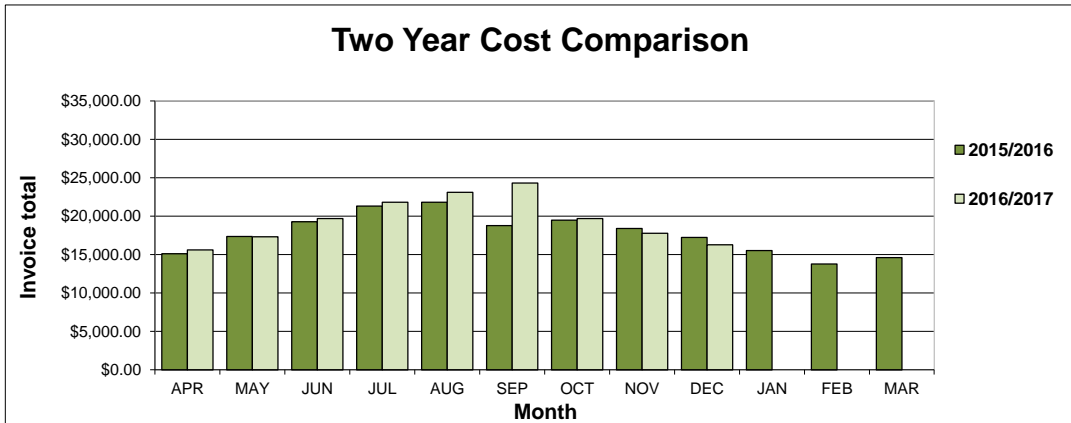
## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2015/2016	2016/2017	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$15,097.13	\$15,619.14	\$522.01	180,880	\$0.09	251.22	1.79	\$21.69	\$0.15
MAY	\$17,360.67	\$17,290.02	(\$70.65)	166,670	\$0.10	224.02	1.65	\$23.24	\$0.17
JUN	\$19,257.21	\$19,698.58	\$441.37	221,760	\$0.09	308.00	2.20	\$27.36	\$0.19
JUL	\$21,323.77	\$21,811.53	\$487.76	287,630	\$0.08	386.60	2.85	\$29.32	\$0.22
AUG	\$21,814.32	\$23,088.13	\$1,273.81	275,100	\$0.08	369.76	2.72	\$31.03	\$0.23
SEP	\$18,760.03	\$24,303.34	\$5,543.31	287,840	\$0.08	399.78	2.85	\$33.75	\$0.24
OCT	\$19,458.96	\$19,688.69	\$229.73	221,690	\$0.09	297.97	2.19	\$26.46	\$0.19
NOV	\$18,411.95	\$17,751.06	(\$660.89)	196,490	\$0.09	272.90	1.95	\$24.65	\$0.18
DEC	\$17,217.24	\$16,281.15	(\$936.09)	162,190	\$0.10	218.00	1.61	\$21.88	\$0.16
JAN	\$15,518.62		(\$15,518.62)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$13,761.89		(\$13,761.89)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,594.92		(\$14,594.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$212,576.71</b>	<b>\$175,531.64</b>	<b>YTD Difference (\$37,045.07)</b>						

**NOTES:**

Mar 2013 - found that electric meter was malfunctioning. \$25,000 is estimated credit DTE to issue in April

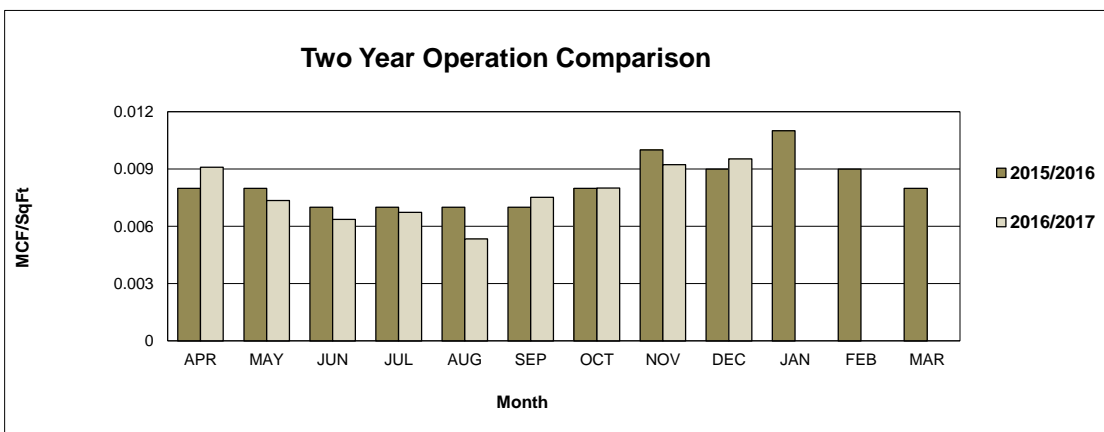
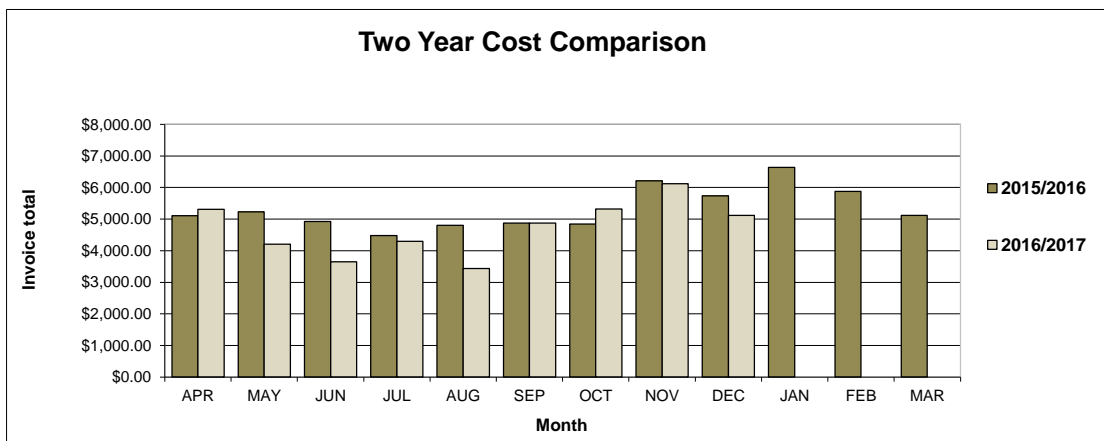


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

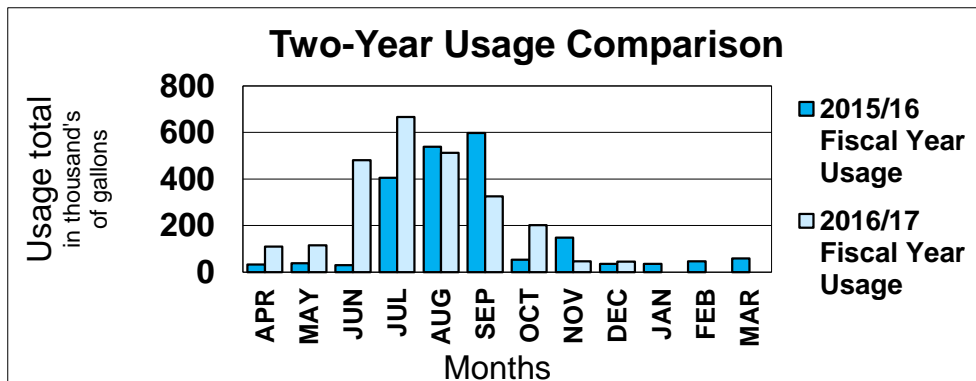
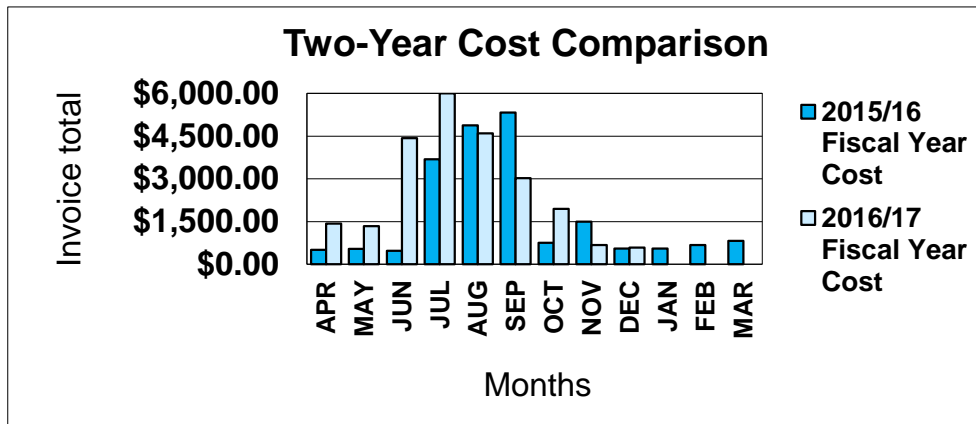
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2015/2016	2016/2017 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,104.45	\$5,307.83	\$203.38	919.2	\$5.77	720	1.28	0.009	7.37	0.052
MAY	\$5,233.14	\$4,208.72	(\$1,024.42)	742.2	\$5.67	744	1.00	0.007	5.66	0.041
JUN	\$4,920.53	\$3,652.86	(\$1,267.67)	643.1	\$5.68	720	0.89	0.006	5.07	0.036
JUL	\$4,475.51	\$4,294.67	(\$180.84)	680.7	\$6.31	744	0.91	0.007	5.77	0.042
AUG	\$4,805.28	\$3,437.53	(\$1,367.75)	539.1	\$6.38	744	0.72	0.005	4.62	0.034
SEP	\$4,874.11	\$4,874.40	\$0.29	760.3	\$6.41	720	1.06	0.008	6.77	0.048
OCT	\$4,847.90	\$5,321.19	\$473.29	808.3	\$6.58	744	1.09	0.008	7.15	0.052
NOV	\$6,215.09	\$6,122.71	(\$92.38)	933.4	\$6.56	720	1.30	0.009	8.50	0.060
DEC	\$5,732.42	\$5,114.24	(\$618.18)	962.9	\$5.31	744	1.29	0.010	6.87	0.050
JAN	\$6,640.09		(\$6,640.09)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,880.08		(\$5,880.08)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,115.86		(\$5,115.86)		#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference							
<b>TOTAL</b>	<b>\$63,844.46</b>	<b>\$42,334.15</b>	<b>(\$21,510.31)</b>							



## Bloomfield Township Public Library Water Analysis

Month	2015/16 Fiscal Year Cost	2016/17 Fiscal Year Cost	Difference	2015/16 Fiscal Year Usage	2016/17 Fiscal Year Usage	Difference
APR	\$510.99	\$1,432.45	\$921.46	33	109	76
MAY	\$543.83	\$1,333.69	\$789.86	38	115	77
JUN	\$474.87	\$4,428.69	\$3,953.82	30	480	450
JUL	\$3,690.27	\$5,997.81	\$2,307.54	405	666	261
AUG	\$4,879.55	\$4,595.09	(\$284.46)	539	512	(27)
SEP	\$5,329.99	\$3,025.97	(\$2,304.02)	598	326	(272)
OCT	\$751.79	\$1,945.05	\$1,193.26	53	201	148
NOV	\$1,498.87	\$673.93	(\$824.94)	148	46	(102)
DEC	\$547.11	\$587.67	\$40.56	36	45	9
JAN	\$547.11		(\$547.11)	36		(36)
FEB	\$679.55		(\$679.55)	47		(47)
MAR	\$824.03		(\$824.03)	59		(59)
			YTD Difference			YTD Difference
<b>TOTAL</b>	<b>\$20,277.96</b>	<b>\$24,020.35</b>	<b>\$3,742.39</b>	<b>2,022</b>	<b>2,500</b>	<b>478</b>



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****LIBRARY BOARD OF TRUSTEES  
MONTHLY DIRECTOR'S REPORT****January, 2017**

The Library's Vending Services agreement expires on March 31, 2017. A request for proposals (RFP) was released on Friday, December 9, 2016 with a deadline for any proposals of Monday, January 9, 2017. We received two proposals. Library Administration currently is reviewing these proposals along with our Staff Organization Committee (SOC). The Vending Services bid award will take place at the February 21, 2017 Library Board meeting.

A second request for proposals (RFP) was released on Friday, December 9, 2016 also. This request is for proposals to conduct a compensation and classification study for Bloomfield Township Public Library. The deadline for bids was Friday, January 6, 2017. The Library received two proposals for this study as well. Library Administration, along with consultant John Kaczor, is reviewing these proposals. The bid award for this study will take place at our February 21, 2017 regular Library Board meeting.

The heavy rain during the evening of January 11 was easily handled by our new storm water lines. I am so very thankful we were able to complete most of this project before this unpredictable winter season hit. Everything is working as it should! I am sure our lower level would have been under water without this important change. Thanks so much for your support of this necessary project, made possible through the approved millage increase in 2014.

Just a reminder to save the date of Friday, March 24, 2017! On that date, the Friends of Michigan Libraries (FOML) will be holding a conference at Bloomfield Township Public Library for Michigan Library Board Trustees entitled, "Good to Great: Becoming High-Achieving Trustees". When the agenda is available, I will be sure to share with you all.

*Respectfully Submitted,*

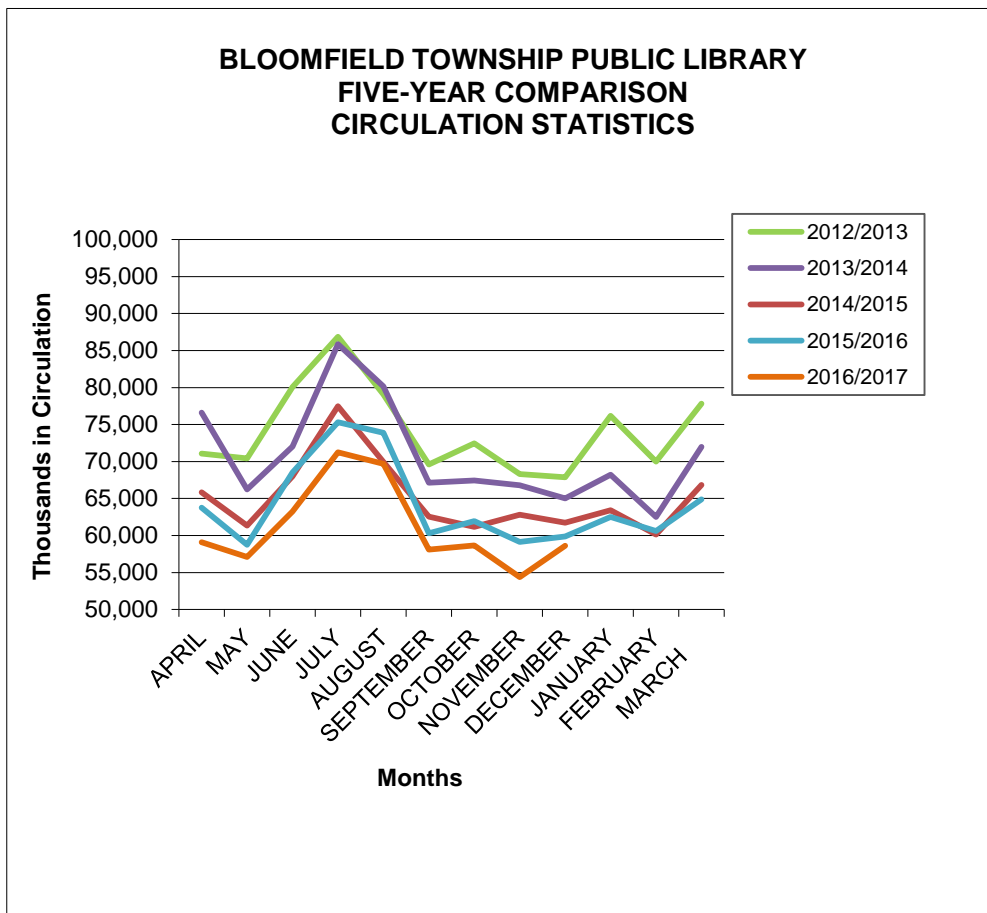
*Carol Mueller  
Director*



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

1/10/2017

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>
APRIL	71,094	76,629	65,851	63,783	59,090
MAY	70,411	66,250	61,347	58,740	57,125
JUNE	80,069	72,030	67,987	68,518	63,243
JULY	86,867	85,844	77,485	75,304	71,265
AUGUST	79,094	80,163	69,931	73,868	69,676
SEPTEMBER	69,592	67,145	62,536	60,292	58,100
OCTOBER	72,467	67,436	61,177	61,960	58,678
NOVEMBER	68,318	66,813	62,815	59,157	54,362
DECEMBER	67,864	65,007	61,726	59,871	58,628
JANUARY	76,156	68,232	63,404	62,491	
FEBRUARY	69,992	62,534	60,140	60,612	
MARCH	77,819	71,961	66,845	64,896	
<b>TOTAL</b>	889,743	850,044	781,244	769,492	550,167



	2015		2016	
<b>COLLECTION</b>				
Book Collection:	280,687		274,596	
Media Collection:	62,775		62,682	
Total e-books:	30,135		31,638	
Overdrive	8,057		9,077	
EBSCOhost	19,223		19,197	
Total downloadable audiobooks:	4,586		5,058	
Materials Total:	378,183		373,974	
<b>CIRCULATION</b>				
Circulation Total:	59,871		58,628	
Bloomfield Township Circulation:	54,692		54,036	
Virtual Circulation Total	6,026		6,689	
Circulation of Youth materials:	21,835		21,932	
Circulation of Media:	23,671		20,482	
Circulation of Cranbrook passes:	177		228	
Self-checkout machine use:	22,921	38.3%	22,836	39.0%
Library by Mail:	63	26 patrons	66	30 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	21,730 *		17,557 *^	
Gate Count:	25,470		25,118	
Meeting rooms by public:	18		20	
Meeting rooms by staff:	67		58	
<b>VIRTUAL USE</b>				
Home page hits/Database services:	34,194		33,074	
e-book access:	2,236		2,423	
Overdrive	2,189		2,398	
EBSCOhost	47		25	
Audiobook access: (Overdrive)	1,215		1,159	
Music download access:	1,401		1,300	
Magazine download access:	562		732	
Tutor.com sessions:	65		13	
Hoopla access:	612		1,075	
<b>Library Computer Use</b>				
Resident Use	1,875		1,486	
Guest Use	674		624	
*Library closed December 24 & 25 for Christmas holiday				
^All staff using front door Dec. 1-6				

	2015		2016	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	135		115	
Cranbrook:	7		3	
Total new patrons:	211		180	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	6 events	38 attended	6 events	39 attended
Speaker-led:	7 events	268 attended	8 events	332 attended
Book clubs:	3 events	32 attended	3 events	33 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	50 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	3 events	24 attended	9 events	66 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	2 events	14 attended	2 events	13 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	20 events	879 attended	24 events	497 attended
Speaker-led:	2 events	223 attended	1 event	25 attended
Tours/visits on-site:	0	0	2 events	15 attended
Tours/visits off-site:	0	0	2 events	51 attended
TOTAL:			58 events	1,121 attended
<b><i>Volunteers:</i></b>				
	26 people	227.25 hours	26 people	228.25 hours
	Shop: 8	89.5	Shop: 10	119.25
	Court: 0	0	Court: 0	0
	Students: 6	18	Students: 1	3
	Dept. Vol: 12	119.75	Dept. Vol: 15	106
<b><i>Patron Remarks</i></b>				
Patron Comments:	6		15	
Ask BTPL:	6		3	
Ask Us:	26		45	
<b>DISPLAYS</b>				
Lobby	Menus from the Cranbrook archives			
Media	Adult: Family Movies & Holiday Selections; Grab & Go Movies			
	Youth: Holiday Movies; Sweet Treats			
Local History	Gift Books			

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, January 10, 2017**  
**11:30 a.m.**

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**Present:** Trustees: Judy Lindstrom and Pam Williams, Laurie Tennant, Artist

**Library Staff:** Carol Mueller, Director; Tera Moon, Assistant Director; Linden Godlove, Director's Secretary; Susan Barr, Youth Service Librarian; Connie Silver, Volunteer; Elaine Asher, Adult Services Librarian; Nancy Kulish, Volunteer

**Old Business:**

**Community Room Historic Photo Project**

Laurie Tennant reviewed our project. She arranged the photos in groupings, with notes about the sizes. The Library has 40 feet of wall to cover. She proposed that matted and framed photographs would be more era specific, but some could be framed without mattes to be less uniform. After reviewing the photos with us, she collected them. Laurie Tennant has been contracted to scan, print, frame, and hang the collection.

**No New Business.**

**The next meeting date would be scheduled after Laurie Tennant contacts us.**

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, January 10**  
**2:00 p.m.**

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**Present:** Trustees: Eli Greenbaum, Judy Lindstrom, and Pamela Williams

**Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon; Volunteer, Nancy Kulish;  
Adult Services Librarian Marcia Preston, Marian Rafal, Head of Youth Services

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**Old Business: Photo Contest**

The flyer design and prizes were reviewed and discussed further. Ribbons for all participants or to indicate photographers at the reception were discussed. The main intention for the photography contest was to have a gathering of the community and involve them in something that is exceptional from our standard programming. The intention is also to acquire fresh images that the Library can use for publicity. There will be a PR campaign to promote the program, with press releases sent to *the Eagle*, *the Eccentric*, as well as coordinating with the school's eBlast. The Library's website and Facebook will promote the contest as well. Flyers will be sent to camera shops.

The photographs will be on the Library's website with a voting form. Photographs will be numbered. There will also be a screen or a binder, at a location within the Library to be determined, where interested parties can vote.

There will be a reception on Saturday, April 29, from 2-4pm with winners announced at 3pm. The winners do not need to be present to win. BCTV will be approached to film. The top winners in each category will be displayed. Linden Godlove and Jennifer Doroslovoc will be collaborating on the reception details and will manage the refreshments, utensils, decorations, and music. Judy Lindstrom will emcee the event and announce the winners. It was discussed that the judges could speak about the winning selections.

Voting will be open for People's Choice from April 10-April 21.

**New Business: 2018 Library Wide Event**

Judy Lindstrom shared a concept about celebrating the different nationalities in the Bloomfield Township Community, with "kaleidoscope," "tapestry" or "quilt" being operative promotional words, which are suggestive of the diversity in Bloomfield Township. She suggested programming throughout the year could be created with an international/world culture theme. Perhaps there could be an evening fundraiser event, like a market bazaar, at the end of the event. She said there are over 64 languages spoken by the students of Bloomfield Township.

**Next meeting:**

February 28, 2pm



## Board of Trustees Standing Committee Appointments

December 2015 – December 2016

### ***Current Committee appointments are:***

Art Committee	Judy Lindstrom Pam Williams
Bloomfield Township Liaison	Joan Luksik Pam Williams
Building & Grounds, Landscaping & Interiors	Judy Lindstrom Eli Greenbaum
Cranbrook, DPL, Troy	Judy Lindstrom Joan Luksik
Development	Eli Greenbaum Judy Lindstrom
Finance	Pam Williams Judy Lindstrom
FOL Liaison	Grant Gerhart Joan Luksik
Investment	Grant Gerhart Judy Lindstrom
Jeanette P. Myers Scholarship Selection	Eli Greenbaum Pam Williams
Personnel/Director Evaluation	Grant Gerhart Joan Luksik
Policy	Eli Greenbaum Pam Williams

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** January 12, 2017

**SUBJECT: Proposed Fines & Fees Schedule 2017**

The Department Heads and Administration conducted our annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2017/2018 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. We carefully reviewed all items on this schedule for relevant changes to recommend. Several changes are suggested this year for your consideration to implement at the start of our next fiscal year on April 1, 2017.

Attached is the current Fines & Fees schedule, effective April 1, 2016, for your reference. Also attached is the proposed Fines & Fees schedule with suggested changes highlighted to be considered for your approval and implemented on April 1, 2017.

### **Proposed Changes to the Fines & Fees Schedule**

#### **Audio Book/CD/MP3** – (schedule page 1)

Our schedule indicates “with or without book”. No books are included with audio books, CDs or MP3s. Rather, there are booklets that are included. We will use this word to be more accurate.

#### **Audio Book Downloadable** – (schedule page 1)

Library collections and borrowing of items from libraries continue to change as more items are available to download electronically to a personal device such as a tablet or smart phone. As we increase the number of sources we make available to download books, music, movies and more, we created a chart to indicate the various options. This chart is located on page 5 of this schedule and a note has been included under “Audio Book Downloadable”.

#### **E-book** – (schedule page 1)

As stated above under “Audio Book Downloadable”, collections and borrowing of items in libraries continue to change and more items are available to download electronically to a device. As we increase the number of sources we make available to download books, music, movies and more, we created a chart to indicate the various options. This chart is located on page 5 of this schedule and a note has been included under “E-book”.

### **DVD HITS** – (schedule page 2)

The information included under “Fees” was moved to the “Overdue Fines” column as this is now the appropriate column for this information.

### **ESL DVD and Game** – (schedule page 2)

For clarity, the words “or cost, whichever is less” have been added to these to items as well as several other items (Kindergarten Readiness Kit, Library Umbrella, Magazine, Media Kit, Special Needs Collection Non-book, STEM collection and Vitality Kits) on page 4. The cost to replace these items could be less than the fines due.

### **Interlibrary Loan- MelCat to BTPL** - (schedule page 3)

Patrons may request MelCat items at their home library. For clarity, we have added the statement that this service is limited to Bloomfield Township residents to our schedule.

### **Interlibrary Loan- ALA** - (schedule page 3)

Patrons may request items through the interlibrary loan services available at the American Library Association (ALA) at their home library. For clarity, we have added the statement that this service is limited to Bloomfield Township residents to our schedule. There also is a \$10 processing fee for each item requested. We have added “per item” for clarity.

### **Interlibrary Loan – ALA Photocopies** – (schedule page 3)

Bloomfield Township residents are able to request a photocopy of an article owned by another loaning institution through the American Library Association (ALA). For clarity, we added the statement that this service is limited to Bloomfield Township residents. Charges for the copies would be determined by the loaning institution in addition to the \$10 fee per item and passed on to our Bloomfield Township patrons. This clarification has been added to our schedule.

### **Kindergarten Readiness Kit, Library Umbrella, Magazine, Media Kit, Special Needs Collection Non-book, STEM collection and Vitality Kits** - (schedule page 4)

For clarity, the words “or cost, whichever is less” have been added to these to items. The cost to replace these items could be less than the fines due.

### **Library Umbrella** – (page 4)

For consistency with other library fines and fees, we suggest changing the overdue fine for late return of a library umbrella from \$.10 to \$.25

### **Maps/Picture/Pamphlet** – (page 4)

The Library’s map collection has recently been separated out from the pamphlet file into its own collection. As a result, we have separated out the name of the collection from pamphlets on this schedule.

### **Downloadables** – (page 5)

This is a new page that explains the many different options a book, song, audio book, magazine and movie can be downloaded and what the loan periods, loan limits, etc. are for each category. As the Library has added new avenues for downloading, this chart was created for clarity.

### **Replacement Charges** – (schedule page 6)

Several changes are proposed to clarify how replacement charges are determined and applied. For cover art, bar code, label or RFID tag, the replacement charge is \$2.00 for any and all rather than \$2.00 for each item. Our special needs collection boxes have



changed from one color to many different sizes of boxes. As a result, we have listed these by size rather than color as we did previously.

## **Further Fines & Fees Schedule Review**

### **Collection Agency**

Using a collection agency continues to be very successful for the Library in getting long overdue materials returned and accounts settled. From March 1, 2013 through December 2016, 2,512 long overdue accounts have been sent to our collection agency, Unique Management Services, Inc., to contact. These accounts totaled \$152,733.43 in overdue fines and materials not returned. Of that amount, \$88,521.42 has been collected in overdue fines and payment for lost materials. In addition, 957 long overdue items were returned to the Library. The cost of collecting these materials and fines was \$22,482.40 resulting in approximately a four to one return on our investment.

### **Circulation and Use Policy** - (schedule page 8)

Our previous change in this policy to "right size" our nonresident circulation to approximately 15% of our total circulation has been successful. Currently Bloomfield Township residents borrow 92% of all library materials. This policy is reviewed by the Policy Committee as part of our yearly review of all library policies. No change is recommended at this time.

### **Meeting Room Rental Fees** - (schedule page 11)

Rental fees for our four public meeting rooms are reviewed annually by Administration. A survey is conducted that compares our meeting room fees to other public library meeting room rental fees and other meeting venues. Our review found that our meeting room rental fees remain in line with charges established by other public libraries for use of their public meeting rooms. Private venues charge a higher rental fee for meeting room use but generally come with additional services such as food and beverages. We are not recommending any changes to our meeting room rental fees at this time.

### **Comparison of Fines and Fees to Other Libraries**

A review of TLN libraries revealed that area libraries charge anywhere from \$.05 per day to \$.25 per day for an overdue book. Our overdue fine is on the high side at \$.25 per day for an overdue book and was increased from \$.20 per day six years ago. The majority of the libraries responding to the survey indicated that they charge \$1.00 per day for overdue nonprint materials, as we do also. We are not recommending any changes in overdue fines at this time.

Thank you for your review of the Fines & Fees schedule and consideration of our proposed changes. If you agree with the proposed changes, the following motion is needed.

#### **ACTION:**

I move that the Schedule of Fines & Fees be approved as presented with implementation to begin on April 1, 2017.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Effective April 1, 2016

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audio Book /CD/MP3 (with or without book)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed for set, or \$8 per missing or damaged- CD plus \$5 service charge
Audio Book Downloadable	1,2, or 3 weeks	10 max combined with E-book			No	Yes	
Book (hardcover or paperback)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
E-book	3 weeks max	10 Max combined with Audio Book			Yes for overdrive e-books	Yes	
Book HITS	7 days	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	No	No	Cost listed plus \$5 service charge
CD-ROM	7 days or 3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
CD (Compact Disc)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Effective April 1, 2016

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
DVD HITS	Residents 2 days free (return DVD by Library closing time the second day) Nonresidents: 1 day free-return DVD by Library closing time the following day.	No #	Resident:\$1/day for 15 days (Max fee \$15) Nonresident:\$2/day for 8 days(Max fee \$16)		No	No	Cost listed plus \$5 service charge.
DVD- Adult, Feature & Non-Feature	1 week	No #		\$1per day fine. Max \$15 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required.(plus \$5 service charge)</i>
DVD Youth, Feature	1 week	No #		\$1per day fine. Max \$15 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required.(plus \$5 service charge)</i>
DVD – Youth, Non-Feature	3 weeks	No #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required.(plus \$5 service charge)</i>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Effective April 1, 2016

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
ESL DVD	3 weeks	No #		\$1per day fine. Max fine \$15	Yes; 3 renewals	Yes	Max cost listed plus \$5 service charge.
Game	1 week	5 per patron		\$1per day fine. Max fine \$15	Yes	Yes	Max cost listed plus \$5 service charge.
Interlibrary Loan -MelCat <b>from BTPL-</b>	3 weeks	50 per patron	None	\$1 per day fine Max fine \$15	Yes; One renewal	Holds can be placed <b>only</b> if material is on shelf	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – MelCat <b>to BTPL</b>	As permitted by lending institution	50 per patron	None	\$1per day fine. Max fine \$15	As permitted by lending Library.	Does not Apply	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – ALA	As permitted by lending library	No #	\$10 processing fee, plus fee charged by original lending library, paid in advance	\$1 per day fine plus other charges as billed. Max fine \$15	As permitted by lending Library.	Does not apply	Cost billed by original lending library plus \$5 service charge
Interlibrary Loan- ALA photocopies		No #	Fee varies and is determined by lending Library				

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Effective April 1, 2016

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

<b>ITEM</b>	<b>LOAN PERIOD</b>	<b>LOAN LIMIT</b>	<b>FEES</b>	<b>OVERDUE FINES</b>	<b>RENEWAL YES/NO</b>	<b>HOLDS YES/NO</b>	<b>REPLACEMENT CHARGES *</b>
Kindergarten Readiness Kit	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item (s) plus bag, box or case plus \$5 service charge
Library Umbrella	3 weeks	No #		\$0.10 per day Max \$5.00 fine	No	No	Item plus \$5 service charge
Magazine	1 week	No #		25 cents per day fine. Max fine \$5	No	Yes	\$4 plus \$5 service charge
Media Kit	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Picture/ Pamphlet	3 weeks	No #		25 cents per day fine per envelope. Max fine \$5 per envelope	Yes; 3 renewals	No	\$5 plus \$5 service charge
Poster	3 weeks	No #		25 cents per day fine. Max fine \$5	Yes; 3 renewals	Yes	\$15 plus \$5 service charge
Special Needs Collection Non-Book	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item (s) plus \$5 service charge
STEM Collection	3 weeks	No #		\$1per day fine Max fine \$15	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge
Vitality Kits	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Effective April 1, 2016

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

<b>MISSING &amp; DAMAGED PARTS</b>	
<b>ITEM</b>	<b>REPLACEMENT CHARGES</b>
Media Cases	\$5 <i>Plus \$5 service charge</i>
Cover art, Bar Code, Label, RFID Tag	\$2 each <i>Plus \$5 total service charge unless entire case is replaced.</i>
Canvas Kit Bag	\$8 <i>Plus \$5 service charge</i>
Library By Mail Bag Small Large	\$7.25 <i>Plus \$5 service charge</i> \$7.50 <i>Plus \$5 service charge</i>
Special Needs Collection Bags/Plastic Backpack Small (yellow); Medium (red) Large (blue)	Bag Charge: Sm. Yellow \$4.50 – Med. Red \$5.75 – Large Blue \$11.00 – Plastic Backpack \$13 <i>Plus \$5 service charge</i>
Special Needs Collection Boxes <b>Blue Top</b> Small, Medium, Large	Box Charge for Blue Top Small \$4.00 – Medium \$7.00 – Large \$8.00 <i>Plus \$5 service charge</i>
Special Needs Collection Boxes <b>White Top</b> Small, Medium, Large	Box Charge for White Top Small \$5.00 – Medium \$8.00 – Large \$12.00 <i>Plus \$5 service charge</i>
STEM Collection Boxes	Small \$4.00 – Medium \$7.00 – Large \$8.00 <i>Plus \$5 service charge</i>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Effective April 1, 2016

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**ADDITIONAL FEES & SERVICES**

ITEM	RENTAL OR PURCHASE FEES	REPLACEMENT CHARGES*
Black/White Photocopy or Printout	15 cents per sheet, 8 ½ x 11, 8 ½ x 14 20 cents per sheet, 11 x 17	
Color Photocopy or Printout	50 cents per sheet	
Borrower's Library Card or Duplicate Key Tag **		RFID replacement - \$10 Key Tag replacement - \$3
Copier Card	50 cents	
Returned Check for non-sufficient funds	\$18.00 per NSF Check Returned	

**\*Replacement Charges:**

Items that need to be withdrawn from the database, reordered, and/or reprocessed require an additional "service charge" as noted in addition to replacement cost. Some items, such as DVDs, and Audio Books, may only be replaced as a full set, so full-set replacement cost may be required to be paid in order to replace a single item in the set. Replacement value may be adjusted by Library staff. The replacement value for items borrowed through MelCat cannot be adjusted by Library staff. If the replacement cost is paid and the item is located within 30 days of payment in proper condition for continued use, the replacement cost will be fully refunded, minus the \$5 service charge, and overdue fines when the item is presented. Items must be pre-approved by Library staff.

**Library Cards:**

- Non -resident temporary card will limit new cardholder to max of 3 items. Card expires in 2 weeks pending verification of eligibility
- All outstanding fees and fines must be paid in full to renew or replace a library card.
- Valid library card use will be suspended if threshold of \$15 in fines or fees is reached until fines and fees are paid.
- 99 item cumulative limit per card for Bloomfield Township cardholders, Birmingham taxpayers, Cranbrook and Detroit cardholders. 10 item cumulative limit per card for eligible non-resident cardholders.
- \$25 or more in overdue billed materials or fines will be pursued by a collection agency.
- A \$15 non- refundable collection fee will be assessed per account.
- Residents will receive one key tag library card free of charge should they lose or damage their key tag.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
Effective April 1, 2016

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**CIRCULATION AND USE POLICY**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION IV – CIRCULATION, ELIGIBILITY, AND ACCESS**

**CIRCULATION AND USE POLICY**

All current Township residents, property owners, and employees of Township taxpayers are eligible for library cards at Bloomfield Township Public Library (“BTPL”). BTPL cardholders have full access to all services, facilities and collections of the library, subject to library policies and procedures.

Nonresident cards are not offered at BTPL. Borrowing privileges and other library services may be available to nonresidents if they live in a community with which BTPL has entered into a reciprocal borrowing agreement, approved by the BTPL Board of Trustees, which specifically provides for such services. Terms of library services for those covered by an approved reciprocal agreement are governed by such agreement and subject to BTPL policies and procedures.

A nonresident with a library card for a library that (i) is located in his or her community (ii) is a current member of The Library Network and (iii) offers reciprocal borrowing privileges to BTPL cardholders may use his or her home library card to register at BTPL to borrow books and other materials, subject to BTPL policies and procedures.

Nonresidents who are not covered by a reciprocal borrowing agreement or a resident of a TLN member library are welcome to visit and browse BTPL’s collections, and may attend certain public events or programs and use BTPL guest computers for a limited amount of time subject to BTPL policies and procedures, but may not borrow books or other materials or be entitled to other limited or restricted library services.

Eligibility for a library card and/or use of library services or facilities is subject to compliance with all BTPL policies and procedures. A library card and/or the right to use of library services or facilities may be revoked at any time upon non-compliance with any BTPL policy or procedure.

*Approved: April 26, 2011*



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
Effective April 1, 2016

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**ADDITIONAL FEES & SERVICES**

**HOLDS:**

- Only Bloomfield Township cardholders can place holds **up to 99 items**.

**RENEWAL:**

Only Bloomfield Township cardholders and residents of Birmingham may renew materials in our collection based on our renewal parameters.

**NO RENEWALS FOR OTHER NON-RESIDENTS.** All items which are renewable may be renewed three times if there are no holds.

**NOTIFICATION SCHEDULE:**

**EMAIL:**

**HITS DVD:** No courtesy notice will be sent for these items. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

**HITS Book collection:** Courtesy notice will be sent 2 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

**1 week items:** Courtesy notice will be sent 2 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

**3 week items:** Courtesy notice will be 4 days before item is due. Overdue notice will be sent 2 days, 7 days, and 14 days after item is due. Billed notification for overdue item will be sent 28 days after item is due.

**Cranbrook Passes:** Courtesy notice will be sent 4 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

**TELEPHONE NOTIFICATION:**

**HITS DVD:** Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.

**HITS Book collection:** Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.

**1 week items:** Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.

**3 week items:** Overdue notice will be sent 2 days, 7 days, and 14 days after item is due. No courtesy or billing notice sent by telephone.

**Cranbrook Passes:** 2 week loan period. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
Effective April 1, 2016

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**COMPUTER USE:**

Those who live or work in Bloomfield Township will receive priority access to Library computers and may use their BTPL card for unlimited computer use.

Residents from the service area of The Library Network (TLN) may use their hometown Library card to use select computers for up to two hours of computer use per day.

Daily guest passes are available in the Computer Center for anyone who does not live or work in Bloomfield Township or live in the service area of The Library Network for computer use of up to two hours on select computers.

**STUDY ROOMS:**

Study rooms are available to Bloomfield Township residents, Cranbrook staff, students and teachers, and Oakland Literacy Council tutors with a valid Library card only. There is a 2 hour limit for study room usage.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Effective April 1, 2016

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**MEETING ROOMS**

Meeting rooms are available for reservation by Bloomfield Township taxpayer's only-residents, property owners, and employees of Township organizations and businesses-with a current Library card in good standing. The rates established for the use of a meeting room range from \$0 to \$240 for four hours. Meeting room 3 is available for use by tax-exempt organizations, (including charitable 501©3 organizations, homeowners associations, and similar community service organizations), at no charge.

**FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2010**

MEETING ROOM	NONPROFIT RATE	PROFIT RATE
<b>Leslie Harcourt Green Community Room</b>  <i>Seating: 90 chairs at 30 tables or 140 chairs only</i>	\$100.00	\$240.00
<b>Meeting Room 1</b>  <i>46 chairs at tables only</i>	\$50.00	\$120.00
<b>Meeting Room 2</b>  <i>56 chairs only</i>	\$50.00	\$120.00
<b>Meeting Room 3</b>  <i>18 chairs at 3 tables</i>	\$0	\$60.00

*All meeting room rates are per four-hour period. A late fee of \$25.00 for each 5 minutes over the end time of the meeting room reservation will be charged.*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Proposed April 1, 2017

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audio Book /CD/MP3 (with or without book) booklet	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed for set, or \$8 per missing or damaged- CD plus \$5 service charge
*Audio Book Downloadable (see page 5)	1,2, or 3 weeks	10 max combined with E-book			No	Yes	
Book (hardcover or paperback)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
*E-book (see page 5)	3 weeks max	10 Max combined with Audio Book			Yes for overdrive e-books	Yes	
Book HITS	7 days	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	No	No	Cost listed plus \$5 service charge
CD-ROM	7 days or 3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
CD (Compact Disc)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Proposed April 1, 2017

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**DVDS AND VIDEO GAMES**

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
DVD HITS	Residents 2 days free (return DVD by Library closing time the second day) Nonresidents: 1 day free-return DVD by Library closing time the following day.	No #		Resident:\$1/day for 15 days (Max fee \$15) Nonresident:\$2/day for 8 days (Max fee \$16)	No	No	Cost listed plus \$5 service charge.
DVD- Adult, Feature & Non-Feature	1 week	No #		\$1per day fine. Max \$15 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. Full-set cost may be required.(plus \$5 service charge)
DVD Youth, Feature	1 week	No #		\$1per day fine. Max \$15 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. Full-set cost may be required.(plus \$5 service charge)
DVD – Youth, Non-Feature	3 weeks	No #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes 3 renewals	Yes	Cost listed plus \$5 service charge. Full-set cost may be required. (plus \$5 service harge)
ESL DVD	3 weeks	No #		\$1per day fine. Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Max cost listed plus \$5 service charge.
Game	1 week	5 per patron		\$1per day fine. Max fine \$15 or cost (whichever is less)	Yes	Yes	Max cost listed plus \$5 service charge.

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**INTERLIBRARY LOAN & MELCAT**

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Interlibrary Loan -MelCat from BTPL	3 weeks	50 per patron	None	\$1 per day fine Max fine \$15	Yes; One renewal	Holds can be placed <b>only</b> if material is on shelf	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – MelCat to BTPL (limited to BT residents)	As permitted by lending institution	50 per patron	None	\$1per day fine. Max fine \$15	As permitted by lending Library.	Does not Apply	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – ALA (limited to BT residents)	As permitted by lending library	No #	\$10 processing fee, per item, plus fee charged by original lending library, paid in advance	\$1 per day fine plus other charges as billed. Max fine \$15	As permitted by lending Library.	Does not apply	Cost billed by original lending library plus \$5 service charge
Interlibrary Loan- ALA photocopies (limited to BT residents)		No #	Fee varies and is determined by lending Library \$10 processing fee per item, plus fee charged by original lending library, paid in advance				

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**MISC.**

<b>ITEM</b>	<b>LOAN PERIOD</b>	<b>LOAN LIMIT</b>	<b>FEES</b>	<b>OVERDUE FINES</b>	<b>RENEWAL YES/NO</b>	<b>HOLDS YES/NO</b>	<b>REPLACEMENT CHARGES *</b>
Kindergarten Readiness Kit	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes 3 renewals	Yes	Cost of item (s) plus bag, box or case plus \$5 service charge
Library Umbrella	3 weeks	No #		<del>\$.25</del> \$0.40 per day Max \$5.00 fine or cost (whichever is less)	No	No	Item plus \$5 service charge
Magazine	1 week	No #		25 cents per day fine. Max fine \$5 or cost (whichever is less)	No	Yes	\$4 plus \$5 service charge
Media Kit	3 weeks	No #		25 cents per day fine. Max fine \$10 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Maps/Picture/Pamphlet	3 weeks	No #		25 cents per day fine per envelope. Max fine \$5 per envelope	Yes; 3 renewals	No	\$5 plus \$5 service charge
Poster	3 weeks	No #		25 cents per day fine. Max fine \$5	Yes; 3 renewals	Yes	\$15 plus \$5 service charge
Special Needs Collection Non-Book	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes 3 renewals	Yes	Cost of item (s) plus \$5 service charge
STEM Collection	3 weeks	No #		\$1 per day fine Max fine \$15 or cost (whichever is less)	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge
Vitality Kits	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
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**DOWNLOADABLES**

ITEM	VENDOR	LOAN PERIOD	LOAN LIMIT	RENEWAL YES/NO	HOLDS YES/NO	FINE THRESHOLD
Audio book (hoopla)	Midwest Tapes	3 weeks	8 items Max per calendar month, combined with other hoopla items	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No (infinite copies available)	\$15
Audio book (Overdrive)	Overdrive	21 day default, can be changed to 7, 10 or 14 by patron	10 checkouts on account at one time; ability to return title for another	Yes, if there are no further patron holds on item, renewal button will show up a few days prior to expiration date	Yes; up to 10 at a time	\$15
eBooks, including Comic books (hoopla)	Midwest Tapes	3 weeks	8 items Max per calendar month, combined with other hoopla items	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No (infinite copies available)	\$15
eBooks (Overdrive)	Overdrive	21 day default, can be changed to 7, 10 or 14 by patron	10 checkouts on account at one time; ability to return title for another	Yes, if there are no further patron holds on item, renewal button will show up a few days prior to expiration date	Yes; up to 10 at a time	\$15
Music album (Freegal)	Freegal	N/A	5 downloads per week, videos count as 2 downloads	N/A; songs are downloaded to device and kept in the My Music folder until deleted	No (infinite copies available)	\$15
Music album (hoopla)	Midwest Tapes	7 days	8 items Max per calendar month, combined with other hoopla items (1 album = 1 item)	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No (infinite copies available)	\$15
Movies and TV episodes (hoopla)	Midwest Tapes	3 days	8 items Max per calendar month, combined with other hoopla items (1 TV episode = 1 item)	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No (infinite copies available)	\$15



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
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Magazines (Zinio)	Zinio	N/A	N/A, no limit	N/A; magazines are downloaded to device and kept in My Collection folder until deleted	No (infinite copies available)	\$15
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<b>MISSING &amp; DAMAGED PARTS</b>	
<b>ITEM</b>	<b>REPLACEMENT CHARGES</b>
Media Cases	\$5 <i>Plus \$5 service charge</i>
Cover art, Bar Code, Label, RFID Tag	\$2 each <b>for any or all</b> <i>Plus \$5 total service charge unless entire case is replaced.</i>
Canvas Kit Bag	\$8 <i>Plus \$5 service charge</i>
Library By Mail Bag Small Large	\$7.25 <i>Plus \$5 service charge</i> \$7.50 <i>Plus \$5 service charge</i>
Special Needs Collection Bags/Plastic Backpack Small (yellow); Medium (red) Large (blue)	Bag Charge: Sm. Yellow \$4.50 – Med. Dark Green, Royal Blue, Red \$5.75 – Large Blue \$11.00 – Plastic Backpack \$13 <i>Plus \$5 service charge</i>
Special Needs Collection Boxes <b>Blue Top</b> Small, Medium, Large	Box Charge <b>for Blue Top</b> Extra Small \$4.00 (8"x6"x9") – Small <del>\$7.00</del> \$8.00 (6"x9"x14") – Medium \$8.00 (12"x9"x15") Large - \$9.00 (12"x12"x15") - Extra Large \$10 (8"x18"x24") - XXL \$15 (13"x18"x24") - Round \$12 (24") <i>Plus \$5 service charge</i>
<del>Special Needs Collection Boxes</del> <b>White Top</b> Small, Medium, Large	<del>Box Charge for White Top</del> Small \$5.00 – Medium \$8.00 – Large \$12.00 <i>Plus \$5 service charge</i>
STEM Collection Boxes	Small \$4.00 – Medium \$7.00 – Large \$8.00 <i>Plus \$5 service charge</i>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Proposed April 1, 2017

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<b>ADDITIONAL FEES &amp; SERVICES</b>		
<b>ITEM</b>	<b>RENTAL OR PURCHASE FEES</b>	<b>REPLACEMENT CHARGES*</b>
Black/White Photocopy or Printout	5 cents per sheet, 8 ½ x 11, 8 ½ x 14 20 cents per sheet, 11 x 17	
Color Photocopy or Printout	50 cents per sheet	
Borrower's Library Card		RFID replacement - \$10
Duplicate Key Tag **		Key Tag replacement - \$3
Copier Card	50 cents	
Returned Check for non-sufficient funds	\$18.00 per NSF Check Returned	
<p><b>*Replacement Charges:</b></p> <p>Items that need to be withdrawn from the database, reordered, and/or reprocessed require an additional "service charge" as noted in addition to replacement cost. Some items, such as DVDs, and Audio Books, may only be replaced as a full set, so full-set replacement cost may be required to be paid in order to replace a single item in the set. Replacement value may be adjusted by Library staff. The replacement value for items borrowed through MelCat cannot be adjusted by Library staff. If the replacement cost is paid and the item is located within 30 days of payment in proper condition for continued use, the replacement cost will be fully refunded, minus the \$5 service charge, and overdue fines when the item is presented. Items must be pre-approved by Library staff.</p>		
<p><b>Library Cards:</b></p> <ul style="list-style-type: none"> <li>• Non -resident temporary card will limit new cardholder to max of 3 items. Card expires in 2 weeks pending verification of eligibility</li> <li>• All outstanding fees and fines must be paid in full to renew or replace a library card.</li> <li>• Valid library card use will be suspended if threshold of \$15 in fines or fees is reached until fines and fees are paid.</li> <li>• 99 item cumulative limit per card for Bloomfield Township cardholders, Birmingham taxpayers, Cranbrook and Detroit cardholders. 10 item cumulative limit per card for eligible non-resident cardholders.</li> <li>• \$25 or more in overdue billed materials or fines will be pursued by a collection agency.</li> </ul>		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
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- A \$15 non-refundable collection fee will be assessed per account.
- Residents will receive one key tag library card free of charge should they lose or damage their key tag.

**CIRCULATION AND USE POLICY  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION IV – CIRCULATION, ELIGIBILITY, AND ACCESS**

All current Township residents, property owners, and employees of Township taxpayers are eligible for library cards at Bloomfield Township Public Library (“BTPL”). BTPL cardholders have full access to all services, facilities and collections of the library, subject to library policies and procedures.

Nonresident cards are not offered at BTPL. Borrowing privileges and other library services may be available to nonresidents if they live in a community with which BTPL has entered into a reciprocal borrowing agreement, approved by the BTPL Board of Trustees, which specifically provides for such services. Terms of library services for those covered by an approved reciprocal agreement are governed by such agreement and subject to BTPL policies and procedures.

A nonresident with a library card for a library that (i) is located in his or her community (ii) is a current member of The Library Network and (iii) offers reciprocal borrowing privileges to BTPL cardholders may use his or her home library card to register at BTPL to borrow books and other materials, subject to BTPL policies and procedures.

Nonresidents who are not covered by a reciprocal borrowing agreement or a resident of a TLN member library are welcome to visit and browse BTPL’s collections, and may attend certain public events or programs and use BTPL guest computers for a limited amount of time subject to BTPL policies and procedures, but may not borrow books or other materials or be entitled to other limited or restricted library services.

Eligibility for a library card and/or use of library services or facilities is subject to compliance with all BTPL policies and procedures. A library card and/or the right to use of library services or facilities may be revoked at any time upon non-compliance with any BTPL policy or procedure.

*Approved: April 26, 2011*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
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**ADDITIONAL FEES & SERVICES**

**HOLDS:**

- Only Bloomfield Township cardholders can place holds **up to 99 items**.

**RENEWAL:**

Only Bloomfield Township cardholders and residents of Birmingham may renew materials in our collection based on our renewal parameters. NO RENEWALS FOR OTHER NON-RESIDENTS. All items which are renewable may be renewed three times if there are no holds.

**NOTIFICATION SCHEDULE:**

**EMAIL:**

**HITS DVD:** No courtesy notice will be sent for these items. Overdue notice will be sent 2 days, 4 days and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

**HITS Book collection:** Courtesy notice will be sent 2 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item id due.

**1 week items:** Courtesy notice will be sent 2 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

**3 week items:** Courtesy notice will be 4 days before item is due. Overdue notice will be sent 2 days, 7 days, and 14 days after item is due. Billed notification for overdue item will be sent 28 days after item is due.

**Cranbrook Passes:** Courtesy notice will be sent 4 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

**TELEPHONE NOTIFICATION:**

**HITS DVD:** Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.

**HITS Book collection:** Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.

**1 week items:** Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.

**3 week items:** Overdue notice will be sent 2 days, 7 days, and 14 days after item is due. No courtesy or billing notice sent by telephone.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
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**Cranbrook Passes:** 2 week loan period. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.

**COMPUTER USE:**

Those who live or work in Bloomfield Township will receive priority access to Library computers and may use their BTPL card for unlimited computer use.

Residents from the service area of The Library Network (TLN) may use their hometown Library card to use select computers for up to two hours of computer use per day.

Daily guest passes are available in the Computer Center for anyone who does not live or work in Bloomfield Township or live in the service area of The Library Network for computer use of up to two hours on select computers.

**STUDY ROOMS:**

Study rooms are available to Bloomfield Township residents, Cranbrook staff, students and teachers, and Oakland Literacy Council tutors with a valid Library card only. There is a 2 hour limit for study room usage.

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**MEETING ROOMS**

Meeting rooms are available for reservation by Bloomfield Township taxpayer's only-residents, property owners, and employees of Township organizations and businesses-with a current Library card in good standing. The rates established for the use of a meeting room range from \$0 to \$240 for four hours. Meeting room 3 is available for use by tax-exempt organizations, (including charitable 501©3 organizations, homeowners associations, and similar community service organizations), at no charge.

**FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2010**

MEETING ROOM	NONPROFIT RATE	PROFIT RATE
<b>Leslie Harcourt Green Community Room</b> <i>Seating: 90 chairs at 30 tables or 140 chairs only</i>	\$100.00	\$240.00
<b>Meeting Room 1</b> <i>46 chairs at tables only</i>	\$50.00	\$120.00
<b>Meeting Room 2</b> <i>56 chairs only</i>	\$50.00	\$120.00
<b>Meeting Room 3</b> <i>18 chairs at 3 tables</i>	\$0	\$60.00

**All meeting room rates are per four-hour period. A late fee of \$25.00 for each 5 minutes over the end time of the meeting room reservation will be charged.**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees  
**FROM:** Tera Moon  
**DATE:** January 10, 2017  
**SUBJECT:** Strategic Plan Update

Building on the strong foundation laid by staff working on the previous teams, new teams are moving forward with new charges. Some teams are changing personnel a bit, some are getting slightly new assignments.

**1. Marketing**

This team will move forward as a marketing committee using the newly drafted marketing plan to improve community awareness. This month the committee benefited from Trustee Tom Deska's marketing expertise when he consulted with them. Tom provided valuable input and the committee is grateful for his help!

**2. Tours**

A snappy video tour has been coordinate and produced through the teamwork of this team and BCTV. A new group will meet to start planning in-person tours.

**3. Building Assessment RFP**

Using work done by the Space Planning and the Wayfinding team, this new team will write an RFP for a consultant to help us make better use of our library building. The new team will include personnel from each of the two previous teams.

**4. Staff Awareness**

This team will have slightly different personnel and will focus on finding ways to improve communication among staff across all departments.

**5. Programming**

What started as a conversation about aligning programming across all departments has turned into a focus on a new newsletter. This team hopes to unveil a new newsletter later in 2017.

These investments will move us toward accomplishing our four strategic goals:

- Expand awareness, use, and support of the Library and its services.
- Further develop the highest level of customer service for Bloomfield Township residents.
- Increase use of and customer satisfaction with the Library's services and collections.
- Provide an attractive, easy-to-use, and flexible facility and grounds that meet a variety of users' needs.

# February 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1 <b>Participate in the Walking Track Trivia Challenge all month long</b> 10AM Wee Play <b>12:30PM FOL Meeting</b> 6:30PM Google CS-First Computer Coding	2 10AM Tinker Tales 7PM Maximize Your Business Potential	3 10AM Movers & Shakers 11AM Movers & Shakers 7PM Concert: Trois Bouffons: From the Delta to the North Country	4	5
6 10AM Mother Goose Club 6:30PM Google CS-First Computer Coding 7PM Supporting Students with Dyslexia	7 10AM Shake, Rhythm & Rhyme 10AM Knit 'n Stitch Circle 2PM Overdrive Help One-on-One	8 10AM Wee Play 6:30PM Google CS-First Computer Coding 6:30PM OZOBOTS 6:30PM Writers' Rendezvous 7PM Nonfiction Book Club	9 10AM Tinker Tales 6PM Introduction To Scanning and Photo Editing 6:30PM Pizza & Pages 7PM Financial and Estate Planning for Baby Boomers and their Parents	10 10AM Movers & Shakers 11AM Movers & Shakers 2PM English Language Conversation Hour	11 9:30AM Friends of the Library Second Saturday Sale 9:30 - 3:30 1PM Happy Birthday, Mo Willems!	12
13 10AM Mother Goose Club 11AM Adult and Teen Sensory Storytime	14 1PM Memoir Writers' 2PM Tablet Tales 4PM Teen Advisory Board 6:30PM Full STEAM Ahead	15 GALE COURSES begin 10AM Wee Play 1PM Mystery Book Club 6PM Introduction to Google Docs	16 10AM Tinker Tales	17 10AM Movers & Shakers 10AM Coffee and Conversation 11AM Movers & Shakers 4:30PM Fan Fridays 7:30PM Chamber Concert Series	18 2PM Introduction to Microsoft Excel 2:30PM SENSEational Story Time	19
20 1PM 30 Minute Lunchtime Book Club	21 10AM Tuesday Book Club 10AM Download Help Drop In 6:30PM Kitchen Lab <b>7:30PM BTPL Board of Trustees Meeting</b>	22 6:30PM Little Foodies 6:30PM Writer's Rendezvous	23 10AM Eleanor's Book Club 7PM Cord Cutting Basics	24	25 2PM In Stitches: Beginning Sewing for Kids	26
27 6PM Books in Bars at Mex 6PM Teen Makerspace Crafts 6PM Introduction To Social Networking	28 1PM Memoir Writers' Group <b>2PM Development Committee</b>					