

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
***November 15, 2012***

7:00 p.m.  
John Rumsey Board Room

Trustees:

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

Judith Lindstrom, President

Pamela Williams, Treasurer

Joan Luksik, Secretary

Margaret Cohen

Joseph Falik

Grant Gerhart

Director:

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

Karen Kotulis-Carter

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 electronic delivery for the REGULAR BOARD MEETING SCHEDULED  
for THURSDAY, November 15, 2012, 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE EMAILED</u></b>
1	Agenda	11/9/12
2a	Request to remove items from the Consent Agenda for Discussion	11/9/12
2b	Motion to approve the order of items for the regular and consent agendas	11/9/12
5	Motion to approve remaining consent agenda items 6-8d	11/9/12
6	Regular Board Meeting Minutes of 10/16/12	11/9/12
7a	Cash Disbursements	11/9/12
7b	Revenues/Expenditures Budget Report	11/9/12
7c	Energy Report	11/9/12
8a	President's Report	
8b	Director's Report	11/9/12
8c	Tentative Schedule Calendar	11/9/12
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee – no report	
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds – no report	
8d	Jeanette P. Myers Scholarship Committee –no report	
8d	Landscape Committee –no report	
8d	Personnel Committee –no report	
8d	Policy Committee – no report	
11a	Election of Officers	11/9/12
11b	Appointment of Committees	11/9/12
11c	Fines & Fees Schedule effective January 1, 2013	11/9/12
11d	Establishment of Director's Legacy Fund	11/9/12
13	Motion to approve any items removed from the consent agenda	11/9/12
	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE EMAILED</u></b>
	Memo regarding Strategic Plan Update	11/9/12
	Friends Meeting Minutes Approved for 9/5/12	11/9/12
	Administrative Calendar –December 2012	11/9/12

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Thursday, November 15, 2012  
**Regular Board Meeting**  
**7:00 P.M.**

*The oath of office will be issued for the Library Board of Trustees by Bloomfield Township Clerk, Jan Roncelli, at 7 pm, prior to the regular Library Board meeting.*

**REGULAR AGENDA ITEMS #1-5**

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

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

6. Regular Board meeting minutes of October 16, 2012
7. Budget
  - a. Cash Disbursements
  - b. Monthly Revenues & Expenditures
  - c. Energy Report
8. Written Reports:
  - a. President: \*Judy Lindstrom
  - b. Director: \*Karen Kotulis-Carter
  - c. Tentative Schedule
  - d. Committee:
    - \*Art Committee *Ad Hoc*
    - \*Bloomfield Township Liaison
    - \*Building & Grounds
    - \*Cranbrook
    - \*Development
    - \*Finance
    - \*Friends of the Library Liaison
    - \*Jeanette P. Myers Scholarship Selection
    - \*Landscaping/Interiors
    - \*Personnel
    - \*Policy

**REGULAR AGENDA ITEMS**

9. Call to the public, communications
10. Unfinished Business
11. New Business
  - a. Election of Officers
  - b. Appointment of Committees
  - c. Fines & Fees Schedule effective January 1, 2013
  - d. Establishment of Director's Legacy Fund
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, December 18, 2012 7p.m.
16. Adjournment

**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, October 16, 2012**

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

**Present:** Trustees: Margaret Cohen, Grant Gerhart, Judy Lindstrom, Joan Luksik, Pamela Williams

**Unable to Attend:** Joseph Falik

**Administration:** Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller; Director's Secretary, Andrea Aragona

**Guests:** Tracy Sweeney, Fanning/Howey Associates Inc.; Marian Rafal, BTPL Staff; Ann Williams, BTPL Staff; Connie Silver, BTPL Staff and Township resident; Klaren Gerhart, Township resident.

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

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

*Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

*At this time, Tracy Sweeney, architect and designer, from Fanning/Howey Associates Inc. gave a brief presentation on the "Bookless Library." The Columbus Metropolitan Library System is investigating the possibility of building a new branch located in retail space in an underserved neighborhood which will have no books. The goal is to look at a new service model for staff and staff to user ratios. No books or magazines will be distributed or returned at the facility. The facility will be equipped entirely with the latest electronic devices...computers, iPads, eReaders, etc. However, Tracy did convey that the project is on hold at this time.*

**President's Verbal Report:**

Judy thanked Tracy for the very informative presentation. Judy welcomed all to the meeting and commented on the spectacular visual one views along Lone Pine and at the Library with the changing fall foliage.

**Director's Verbal Report:**

Karen stated that the Vitality Kit Open House was a great success. 52 people were in attendance and Dr. Frank McGeorge was very entertaining and gave an excellent presentation.

Our Library Rewards Program resulted in 238 township residents signing up for their library cards. The winner of the Kindle 3g was Julie Hruska. The exact number of new Friends of the Library memberships received during the program have not been announced yet to allow time for memberships that might have been mailed to reach the Library.

Karen commended Carol Mueller for her hard work putting together the Audit RFP and the Grounds Maintenance bid and Snow Removal RFP. Both are on our website.

Karen was pleased to present the items that were approved from the Wish List by the Friends of the Library at their October meeting. The Friends approved \$19,422.00 for the purchase of eAudiobooks, iPads, Adult and Youth DVD's, funding for the Youth program budget, funding for transfer of VHS items in Local History to DVD format, and entry mat and replacement Grille for the Library entrance. The Friends have given over \$40,000.00 this fiscal year! Karen and the Library Board expressed their appreciation for all the Friends of the Library do for our Library!

Karen encouraged the Board to visit the Library display cases and see the exquisite hats created by Mr. Luke Song. Karen thanked Carol Mueller and Nancy Kulish for procuring these wonderful exhibits for our display cases.

### **CONSENT AGENDA MOTION**

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING; Energy Report, Monthly Activity Report**

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

*Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

### **REGULAR AGENDA:**

Call to the Public:

Judy welcomed Klaren Gerhart, Ann Williams, Marian Rafal, and Connie Silver to the meeting. Connie Silver, speaking as a Township resident, suggested the Board strongly consider closing the Library on Sunday's during the summer months as a cost cutting measure along with all the other budget cuts currently in place. Karen stated that the Board has looked into this option and quite a few of our residents use the Library on Sunday in the summer. Over 22,000 items were checked out by taxpayers on the eight Sundays in the summer of 2012. However, she stated, the option is still on the table and may be considered in the future if necessary.

### **UNFINISHED BUSINESS:**

No discussion.

### **NEW BUSINESS: Cranbrook Reciprocal Agreement Renewal**

The Library has a very unique agreement with Cranbrook that continues to be worthwhile to our taxpayers and to Cranbrook. The Library Board Cranbrook Liaison Committee reviewed the proposed reciprocal agreement and recommend the proposal for approval.

After discussion, a motion was made by Peggy Cohen, seconded by Joan Luksik **TO ACCEPT THE CRANBROOK RECIPROCAL AGREEMENT FOR THREE YEARS.**

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

*Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

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

A question was raised concerning the increase in the water costs compared to last year. Karen stated we don't have any leaks. We did have some power washing done and other maintenance work that may have contributed to the increase. The water bill indicated that water usage is higher this year due to the lack of rainfall.

A comment was made with regard to the increase in total circulation of over 1500 items. Also, very pleased to see that township residents circulation has increased over 10%! This shows that all the non-resident limits have been very successful for our residents.



A motion was made by Grant Gerhart, seconded by Peggy Cohen **TO ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

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

*Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

**OTHER:**

Meeting adjourned at 8:12 p.m.

The next meeting of the Library Board of Trustees is Thursday, November 15, 2012 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****Cash Disbursements Comments  
November, 2012****New Vendors:**

Freedom Scientific - Gift check #4056 purchased new assistive technology software for our computers. Once installed, it will allow patrons to audibly hear all words on the screen. This was a Wish List gift from the Friends.

Witzke, Berry, Carter & Wander, PLLC - Room rent refund

The Video Project was a credit card purchase for Adult Services Videos. This payment to a new vendor is included in the PNC credit card Advance Gift Check # 12523.

**General Fund**

- Check #12532 payable to **Bloomfield Township** in the amount of \$380,580.45 was payment for two payrolls, FICA, insurances and our partial annual pension contribution of \$150,000. We had budgeted \$197,000 for our annual pension contribution to the Township. Our contribution has been declining since 2010-2011 when our total annual cost was \$168,987.
- Check #12570 payable to **Tech Logic, Inc.** in the amount of \$21,012 was payment for our annual maintenance including four preventative maintenance visits and repairs for the RFID sorter.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF OCTOBER 2012

**Check Register - General Fund**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>ADVANCE CHECKS:</b>				
12493	10/9/12	Elizabeth Conger	104.01	67.53
12494	10/9/12	Beth Sulek-LaHousse	104.01	67.71
12495	10/9/12	Karrie Yukon	104.01	47.40
12496	10/9/12	123 NET	104.01	2,100.00
12497	10/9/12	AMAZON.COM	104.01	863.05
12498	10/9/12	AT&T	104.01	1,247.30
12499	10/9/12	AT&T LONG DISTANCE	104.01	63.09
12500	10/9/12	BLOOMFIELD TOWNSHIP	104.01	5,862.50
12501	10/9/12	CONSUMERS ENERGY	104.01	4,705.82
12502	10/9/12	HOME DEPOT CR. SERV.	104.01	122.06
12503	10/9/12	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
12504	10/9/12	PNC BANK	104.01	901.45
12505	10/17/12	Amy Young	104.01	75.05
12506	10/17/12	HUI HUI CHEN	104.01	50.00
12507	10/17/12	COMCAST	104.01	109.77
12508	10/17/12	DTE ENERGY	104.01	18,820.02
12509	10/17/12	VERIZON WIRELESS	104.01	201.86
12510	10/24/12	Brooke Hoskins	104.01	98.94
12511	10/24/12	AMAZON.COM	104.01	1,870.64
12512	10/24/12	AT&T LONG DISTANCE	104.01	309.72
12513	10/24/12	DEARBORN NATIONAL LIFE INSURANCE CO	104.01	788.19
12514	10/24/12	PITNEY BOWES, INC.	104.01	252.00
12515	10/24/12	RICOH AMERICAS CORP.	104.01	3,491.25
12516	10/24/12	SAGE SOFTWARE	104.01	1,585.00
12517	10/24/12	WITZKE, BERRY, CARTER & WANDER, PLLC	104.01	120.00
12518	10/30/12	AT&T	104.01	555.10
12519	10/30/12	CONSUMERS ENERGY	104.01	2,979.75
12520	10/30/12	HATCH TRANSFORMERS	104.01	1,492.44
12521	10/30/12	HOME DEPOT CR. SERV.	104.01	46.59
12522	10/30/12	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
12523	10/30/12	PNC BANK	104.01	1,284.84
Total				<u><u>\$50,335.07</u></u>
<b>REGULAR CHECKS:</b>				
12524	11/2/12	ABDO-SPOTLIGHT-MAGIC WAGON	104.01	3,083.21
12525	11/2/12	AERO FILTER, INC	104.01	205.74
12526	11/2/12	AUDIOGO	104.01	865.38
12527	11/2/12	BAKER & TAYLOR, INC.	104.01	9,202.36
12527a	11/2/12	VOID	104.01	
12527b	11/2/12	VOID	104.01	
12528	11/2/12	BEARPORT PUBLISHING CO.	104.01	263.28
12529	11/2/12	BERNAN ASSOCIATES	104.01	305.20
12530	11/2/12	BLACKSTONE AUDIOBOOKS	104.01	741.00
12531	11/2/12	BLOOMBERG MARKETS	104.01	79.95
12532	11/2/12	BLOOMFIELD TOWNSHIP	104.01	380,580.45
12533	11/2/12	BOOKLETTERS	104.01	1,530.00
12534	11/2/12	BRILLIANCE AUDIO, INC.	104.01	862.65
12535	11/2/12	BWI BOOK WHOLESALERS, INC	104.01	1,506.65
12535a	11/2/12	VOID	104.01	
12536	11/2/12	PETTY CASH - BTPL	104.01	115.79
12537	11/2/12	CAR TRUCKING, INC.	104.01	199.50
12538	11/2/12	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	20.00
12539	11/2/12	THE CHILD'S WORLD	104.01	432.56

Check #	Date	Payee	Cash Account	Amount
12540	11/2/12	ENVISIONWARE, INC.	104.01	2,192.80
12541	11/2/12	EXCELLENT WINDOW CLEANING INC.	104.01	2,180.00
12542	11/2/12	GALE CENGAGE LEARNING	104.01	843.91
12543	11/2/12	GAYLORD BROTHERS, INC.	104.01	136.85
12544	11/2/12	HYDRODYNAMICS	104.01	611.18
12545	11/2/12	INFOBASE PUBLISHING	104.01	798.96
12546	11/2/12	JCR SUPPLY CO/BEDARD BROS	104.01	1,131.85
12547	11/2/12	KNOWBUDDY RESOURCES	104.01	436.89
12548	11/2/12	LAWRENCE TECH UNIVERSITY	104.01	60.00
12549	11/2/12	LEADERSHIP DIRECTORIES, INC.	104.01	399.00
12550	11/2/12	LERNER PUBLISHING GROUP	104.01	1,592.39
12551	11/2/12	LIVE OAK MEDIA	104.01	313.58
12552	11/2/12	METRONET LIB. CONSORT.	104.01	1,355.97
12553	11/2/12	MIDWEST TAPE	104.01	6,280.01
12553a	11/2/12	VOID	104.01	
12553b	11/2/12	VOID	104.01	
12554	11/2/12	MIKERO MOH	104.01	500.00
12555	11/2/12	NATIONAL SIGN COMPANY	104.01	513.32
12556	11/2/12	OVERDRIVE	104.01	2,581.96
12557	11/2/12	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,779.86
12557a	11/2/12	VOID	104.01	
12558	11/2/12	PROQUEST-CSA LLC	104.01	4,950.00
12559	11/2/12	QUILL CORPORATION	104.01	1,674.31
12560	11/2/12	RANDOM HOUSE, INC.	104.01	1,211.66
12560a	11/2/12	VOID	104.01	
12561	11/2/12	RECORDED BOOKS, LLC	104.01	1,669.27
12562	11/2/12	REESE UNITY DISTRICT LIBRARY BADER BLDG	104.01	18.00
12563	11/2/12	MICHAEL D. SCHLOFF, PLLC	104.01	246.85
12564	11/2/12	TOSHI SHIMOURA	104.01	47.14
12565	11/2/12	SHOPSMART	104.01	25.00
12566	11/2/12	SHOPLET.COM	104.01	102.35
12567	11/2/12	SIEMENS COMMUNICATIONS, INC	104.01	484.54
12568	11/2/12	STAPLES ADVANTAGE	104.01	125.78
12569	11/2/12	TANTOR MEDIA	104.01	400.12
12570	11/2/12	TECH LOGIC CORP.	104.01	21,012.00
12571	11/2/12	THE LIBRARY NETWORK	104.01	367.50
12572	11/2/12	UNIQUE BOOKS INC.	104.01	886.06
12573	11/2/12	VALUE LINE PUBLISHING, INC	104.01	269.00
12574	11/2/12	VIGILANTE SECURITY	104.01	1,950.00
12575	11/2/12	WALLACEBURG BOOKBINDING & MFG	104.01	531.44
12576	11/2/12	WOLTERS KLUWER LAW & BUSINESS	104.01	685.38
12577	11/2/12	WORLD BOOK, INC.	104.01	127.20
12578	11/2/12	WT COX INFORMATION SERVICES	104.01	951.00
Total				<u>\$461,436.85</u>

### Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
4043	10/9/12	AMAZON.COM	102.03	268.44
4044	10/9/12	TERRY LOVE	102.03	40.00
4045	10/9/12	PNC BANK	102.03	962.50
4046	10/24/12	Martha McGee	102.03	82.56
4047	10/24/12	Marcia Preston	102.03	64.43
4048	10/24/12	AMAZON.COM	102.03	2,409.72
4049	10/24/12	MAGIC CARPET THEATRE, INC	102.03	250.00
4050	10/30/12	Martha McGee	102.03	24.00
4051	10/30/12	Diane Miller	102.03	4.24
4052	10/30/12	PNC BANK	102.03	338.67

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
				<u>\$4,444.56</u>
<b>REGULAR CHECKS:</b>				
4053	11/2/12	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	213.58
4054	11/2/12	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	20.00
4055	11/2/12	DEMCO	102.03	293.46
4056	11/2/12	FREEDOM SCIENTIFIC	102.03	3,624.86
4057	11/2/12	MIDWEST COLLABORATIVE FOR LIB SERVICES	102.03	1,010.88
4058	11/2/12	MIDWEST TAPE	102.03	1,660.59
4059	11/2/12	SCOTT NELSON	102.03	120.00
4060	11/2/12	RECORDED BOOKS	102.03	97.87
Total				<u>\$7,041.24</u>

**Bloomfield Township Public Library  
2012-2013 General Fund Budget**

PRESENTED: NOVEMBER 15, 2012 FOR THE MONTH OF: OCTOBER 2012

ACCOUNT NAME	2012-2013		REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Seven Months 58%
	ADOPTED BUDGET AS OF MAR 20, 2012	AMENDED BUDGET AS OF AUG 21, 2012				VARIANCE
<b>Revenues</b>						
Taxes	\$4,530,195	\$4,518,228	\$0	(\$33,197)	-0.73%	(\$4,551,425)
Penal Fines	\$61,258	\$58,353	\$0	\$55,286	94.74%	(\$3,067)
State Aid	\$18,360	\$18,360	\$0	\$9,213	50.18%	(\$9,147)
Circulation Fines & Fees	\$128,464	\$128,464	\$10,615	\$73,343	57.09%	(\$55,121)
Charges for Services	\$13,328	\$13,328	\$1,295	\$8,184	61.40%	(\$5,145)
Investment earnings	\$115,017	\$178,767	\$11,955	\$75,302	42.12%	(\$103,465)
Change in Asset Value	\$0	\$0	(\$14,909)	\$4,490	4490.30%	\$4,490
Miscellaneous	\$9,473	\$9,056	\$345	\$6,130	67.69%	(\$2,926)
<b>Total Revenues</b>	<b>\$4,876,095</b>	<b>\$4,924,556</b>	<b>\$9,301</b>	<b>\$198,750</b>	<b>4.04%</b>	<b>(\$4,725,806)</b>
<b>Expenditures</b>						
Personnel	\$3,344,208	\$3,345,743	\$370,529	\$1,954,424	58.42%	(\$1,391,320)
Library Services	\$808,543	\$808,543	\$50,428	\$419,561	51.89%	(\$388,981)
Facilities & Equipment	\$1,044,418	\$1,045,042	\$61,483	\$603,902	57.79%	(\$441,140)
Other Operating Expenditures	\$153,882	\$154,007	\$2,967	\$66,657	43.28%	(\$87,350)
<b>Total Expenditures</b>	<b>\$5,351,050</b>	<b>\$5,353,336</b>	<b>\$485,406</b>	<b>\$3,044,544</b>	<b>56.87%</b>	<b>(\$2,308,791)</b>
Fund Balance - Beginning	\$8,177,620	\$8,304,070		\$8,304,070		
Net revenue (expenditure)	(\$474,955)	(\$428,780)		(\$2,845,794)		
Fund Balance - Ending	\$7,702,665	\$7,875,290		\$5,458,276		

Amendments to the budget:  
None

<b>Fund Balance Designations</b>	(please note: designations were not finalized until the 2011-2012 audit was completed)	
Non-spendable Fund Balance (includes all fixed assets)	\$28,268,698	\$27,455,362
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is the 8-months of expenditures amount)	\$0	\$3,530,365
Assigned Fund Balance (is the compensated absences payouts of \$414,319 and the full funding of the OPEB obligation of \$3,312,000)	\$474,163	\$3,726,319
Unassigned Fund Balance (is the unplanned emergency amount)	\$7,703,457	\$618,606

**Bloomfield Township Public Library  
2012-2013 Gift Fund Budget**

7b

PRESENTED: NOVEMBER 15, 2012      FOR THE MONTH OF: OCTOBER 2012

Seven Months 58%

ACCOUNT NAME	2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF OCT 31, 2012	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$500	\$64,006	\$20,533	\$61,766	96.50%	(\$2,240)
Investment Earnings	\$200	\$400	\$16	\$309	77.32%	(\$91)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$700</b>	<b>\$64,406</b>	<b>\$20,549</b>	<b>\$62,075</b>	<b>96.38%</b>	<b>(\$2,330)</b>
<b><u>Expenditures</u></b>						
Library Services	\$45,921	\$79,503	\$4,125	\$25,768	32.41%	(\$53,736)
Other Operating Expenditures	\$95,917	\$115,008	\$2,660	\$15,699	13.65%	(\$99,309)
<b>Total Expenditures</b>	<b>\$171,569</b>	<b>\$230,033</b>	<b>\$10,285</b>	<b>\$55,802</b>	<b>24.26%</b>	<b>(\$174,231)</b>
Fund Balance	\$104,716	\$98,387		\$98,387		
Reserved Fund Bal.	\$66,853	\$67,239		\$67,239		
Net revenue (expenditures)	(\$170,869)	(\$165,627)		\$6,274		
Fund Balance - Ending	\$700	(\$0)		\$171,901		

Amendments to the budget:

Library Services increased by \$15,091 due to gifts received and adjustments for processing fees

Facilities and Equipment increased by \$4,691 due to gifts received

Other Operating Expenditures increased by \$751 due to gifts received and adjustments for processing fees

**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**OCTOBER 2012**

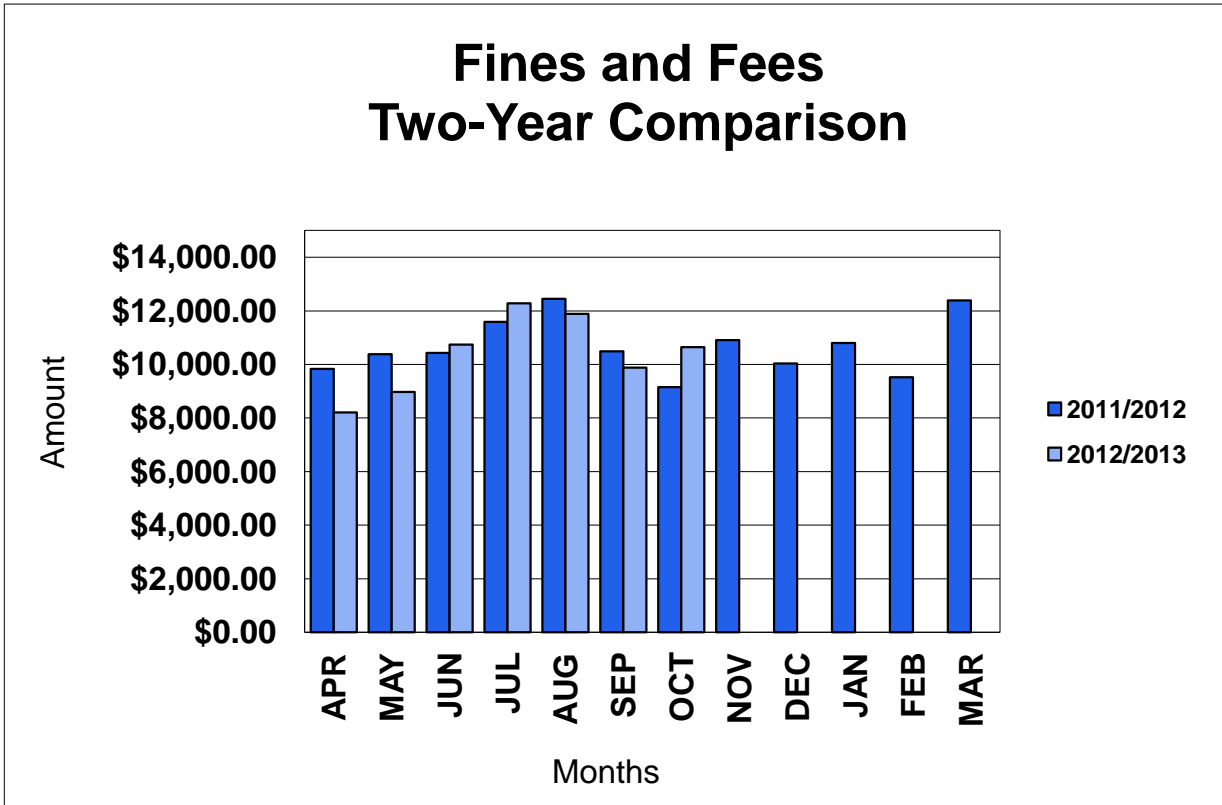
7b

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	Chase Checking (Ecommerce)	0.00%	10/31/2012	\$479,307.28
	Flagstar Public Funds Savings	0.40%	10/31/2012	\$249,199.19
	Flagstar Premier Public Entities Checking	0.40%	10/31/2012	\$23,275.67
	RBC Capital Cash/Money Market	0.00%	10/31/2012	\$119.57
	RBC Capital - Investments	0.00%	10/31/2012	\$5,165,390.36
	<b>Total General Fund</b>			<b><u>\$5,917,292.07</u></b>
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	10/31/2012	\$126,817.28
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	10/31/2012	\$52,195.00
	<b>Total Gift Fund</b>			<b><u>\$179,012.28</u></b>
<hr/>				
<b>CFSEM</b>	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.			
	Jeanette P. Myers Memorial Scholarship Fund		12/31/2011	\$12,749.00
	Yvonne T. Atkinson		12/31/2011	\$26,715.00
	Isabel and Lawrence Smith Challenge Grant		12/31/2011	\$28,063.00
	BTPL Endowment Fund		12/31/2011	\$25,323.00
	Fair Radom Garden Endowment Fund		12/31/2011	\$13,678.00
	<b>Total CFSEM holdings</b>			<b><u>\$106,528.00</u></b>



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

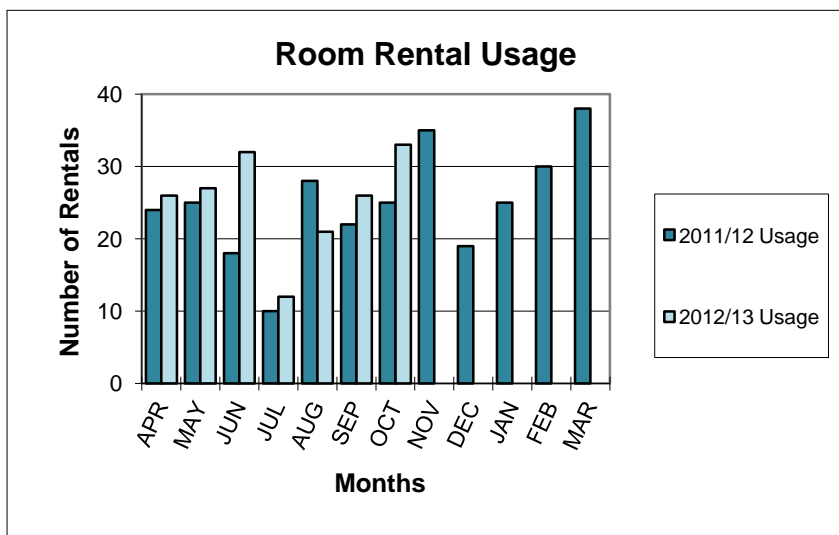
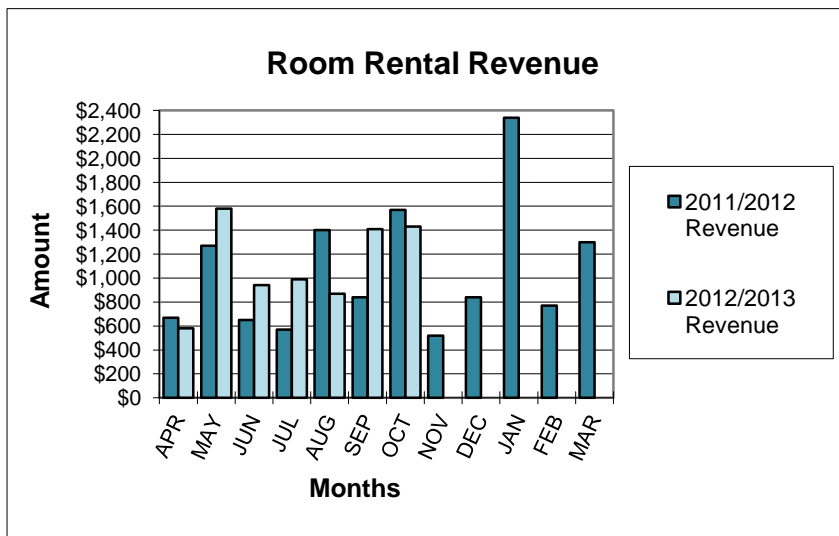
Month	2011/12 Fiscal Year	2012/13 Fiscal Year	Difference
APR	\$9,833.22	\$8,206.59	(\$1,626.63)
MAY	\$10,378.73	\$8,971.89	(\$1,406.84)
JUN	\$10,434.82	\$10,741.83	\$307.01
JUL	\$11,589.00	\$12,280.42	\$691.42
AUG	\$12,450.47	\$11,885.13	(\$565.34)
SEP	\$10,484.90	\$9,879.04	(\$605.86)
OCT	\$9,151.58	\$10,650.27	\$1,498.69
NOV	\$10,907.40		(\$10,907.40)
DEC	\$10,034.73		(\$10,034.73)
JAN	\$10,796.32		(\$10,796.32)
FEB	\$9,518.42		(\$9,518.42)
MAR	\$12,386.98		(\$12,386.98)
			YTD Difference
<b>TOTAL</b>	<b>\$127,966.57</b>	<b>\$72,615.17</b>	<b>(\$55,351.40)</b>



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2011/2012 <u>Revenue</u>	2012/2013 <u>Revenue</u>	<u>Difference</u>	2011/12 <u>Usage</u>	2012/13 <u>Usage</u>	<u>Month</u>
APR	\$670.00	\$580.00	(\$90.00)	24	26	APR
MAY	\$1,270.00	\$1,580.00	\$310.00	25	27	MAY
JUN	\$650.00	\$940.00	\$290.00	18	32	JUN
JUL	\$570.00	\$990.00	\$420.00	10	12	JUL
AUG	\$1,400.00	\$870.00	(\$530.00)	28	21	AUG
SEP	\$840.00	\$1,410.00	\$570.00	22	26	SEP
OCT	\$1,570.00	\$1,430.00	(\$140.00)	25	33	OCT
NOV	\$520.00		(\$520.00)	35		NOV
DEC	\$840.00		(\$840.00)	19		DEC
JAN	\$2,340.00		(\$2,340.00)	25		JAN
FEB	\$770.00		(\$770.00)	30		FEB
MAR	\$1,300.00		(\$1,300.00)	38		MAR
			<u>YTD Difference</u>			
<b>TOTAL</b>	<b><u>\$12,740.00</u></b>	<b><u>\$7,800.00</u></b>	<b><u>(\$4,940.00)</u></b>	<b><u>299</u></b>	<b><u>177</u></b>	



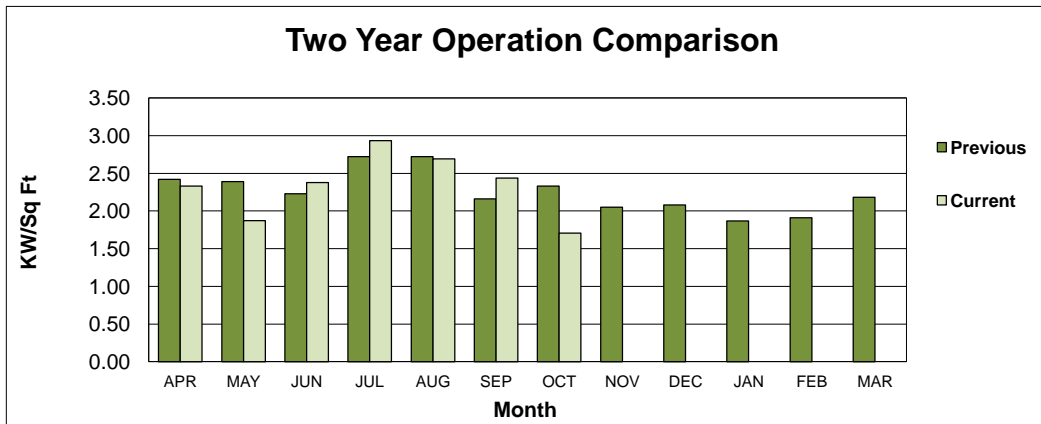
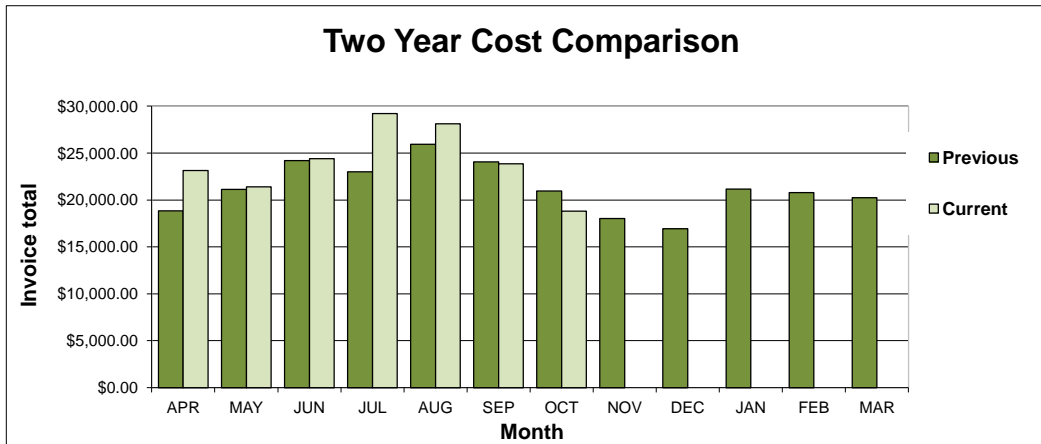
## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION						
Month	2011/12	2012/13	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	\$18,833.59	\$23,140.58	\$4,306.99	235,620	\$0.10	327.25	2.33	\$32.14	\$0.23	
MAY	\$21,122.10	\$21,388.95	\$266.85	189,070	\$0.11	254.13	1.87	\$28.75	\$0.21	
JUN	\$24,195.45	\$24,402.61	\$207.16	240,240	\$0.10	333.67	2.38	\$33.89	\$0.24	
JUL	\$22,989.35	\$29,211.88	\$6,222.53	296,520	\$0.10	398.55	2.94	\$39.26	\$0.29	
AUG	\$25,940.78	\$28,113.58	\$2,172.80	271,810	\$0.10	365.34	2.69	\$37.79	\$0.28	
SEP	\$24,053.04	\$23,837.69	(\$215.35)	246,190	\$0.10	341.93	2.44	\$33.11	\$0.24	
OCT	\$20,950.90	\$18,820.02	(\$2,130.88)	172,200	\$0.11	231.45	1.70	\$25.30	\$0.19	
NOV	\$18,011.23		(\$18,011.23)		#DIV/0!	0.00	0.00	\$0.00	\$0.00	
DEC	\$16,914.93		(\$16,914.93)		#DIV/0!	0.00	0.00	\$0.00	\$0.00	
JAN	\$21,174.95		(\$21,174.95)		#DIV/0!	0.00	0.00	\$0.00	\$0.00	
FEB	\$20,798.99		(\$20,798.99)		#DIV/0!	0.00	0.00	\$0.00	\$0.00	
MAR	\$20,250.30		(\$20,250.30)		#DIV/0!	0.00	0.00	\$0.00	\$0.00	
YTD Difference										
TOTAL	\$255,235.61	\$168,915.31	(\$86,320.30)							

NOTES:

Chiller unit fully operational April 2011 through present



## Bloomfield Township Public Library Natural Gas Analysis

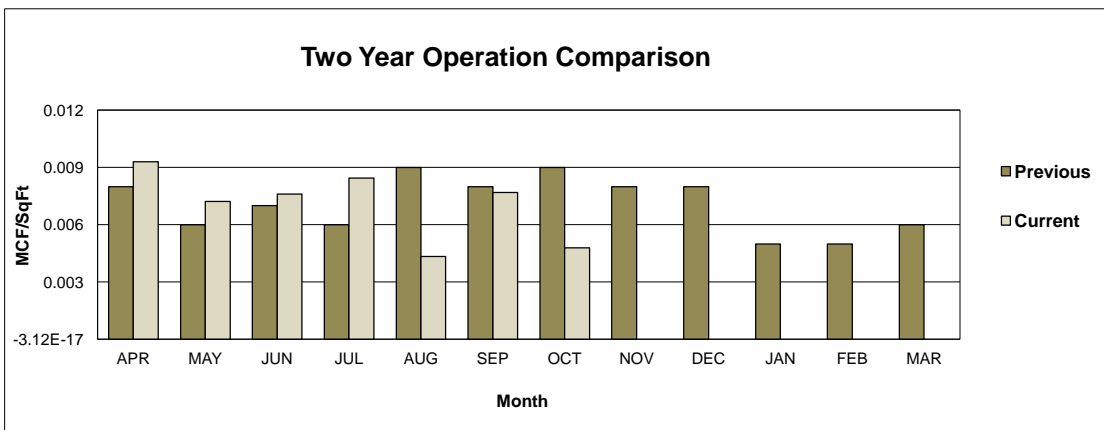
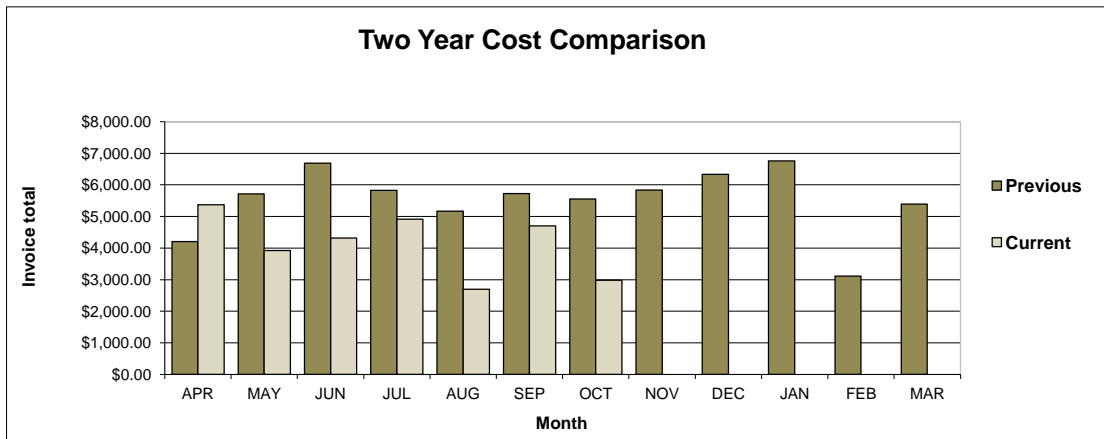
Building Area = 101,023

1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2011/12	2012/13 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$4,202.07	\$5,371.71	\$1,169.64	938.8	\$5.72	720	1.30	0.009	7.46	0.052
MAY	\$5,714.52	\$3,919.73	(\$1,794.79)	729.8	\$5.37	744	0.98	0.007	5.27	0.038
JUN	\$6,690.09	\$4,316.24	(\$2,373.85)	768.0	\$5.62	720	1.07	0.008	5.99	0.042
JUL	\$5,828.34	\$4,912.06	(\$916.28)	852.3	\$5.76	744	1.15	0.008	6.60	0.048
AUG	\$5,171.74	\$2,696.67	(\$2,475.07)	438.0	\$6.16	744	0.59	0.004	3.62	0.026
SEP	\$5,721.57	\$4,705.82	(\$1,015.75)	776.9	\$6.06	720	1.08	0.008	6.54	0.046
OCT	\$5,554.69	\$2,979.75	(\$2,574.94)	484.3	\$6.15	744	0.65	0.005	4.01	0.029
NOV	\$5,839.47		(\$5,839.47)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$6,336.10		(\$6,336.10)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,755.75		(\$6,755.75)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$3,116.53		(\$3,116.53)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,393.76		(\$5,393.76)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
<b>TOTAL</b>	<b>\$66,324.63</b>	<b>\$28,901.98</b>	<b>(\$37,422.65)</b>							

**NOTES:**

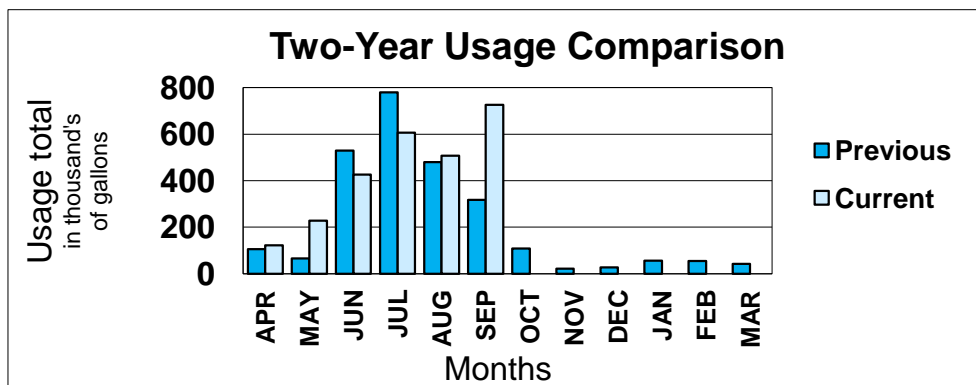
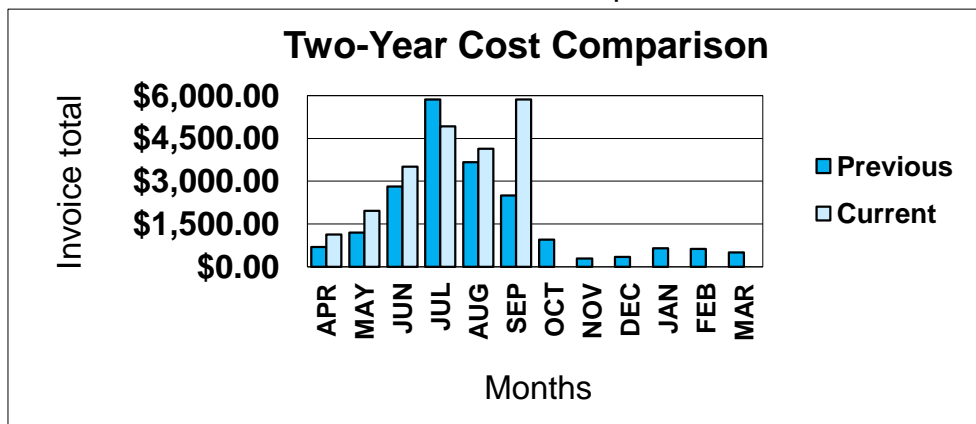
All boilers are on line as of January 1, 2010 and operating at 33%  
Alternative provider service began in November 2010



## Bloomfield Township Public Library Water Analysis

Month	2011/12 Fiscal Year Cost	2012/13 Fiscal Year Cost	Difference	2011/12 Fiscal Year Usage	2012/13 Fiscal Year Usage	Difference
APR	\$695.66	\$1,130.36	\$434.70	106	122	16
MAY	\$1,195.99	\$1,962.32	\$766.33	66	228	162
JUN	\$2,818.05	\$3,509.00	\$690.95	529	426	(103)
JUL	\$5,863.60	\$4,919.80	(\$943.80)	780	606	(174)
AUG	\$3,665.83	\$4,138.12	\$472.29	480	508	28
SEP	\$2,493.10	\$5,862.50	\$3,369.40	318	726	408
OCT	\$946.68		(\$946.68)	109		(109)
NOV	\$284.98		(\$284.98)	21		(21)
DEC	\$347.02		(\$347.02)	27		(27)
JAN	\$646.88		(\$646.88)	56		(56)
FEB	\$626.20		(\$626.20)	54		(54)
MAR	\$502.12		(\$502.12)	42		(42)
			YTD Difference			YTD Difference
<b>TOTAL</b>	<b>\$20,086.11</b>	<b>\$21,522.10</b>	<b>\$1,435.99</b>	<b>2,588</b>	<b>2,616</b>	<b>28</b>

Admin note: April 2011 - new OCWRC rate and the cost associated in the differential flow volumes from water meter reading resulted in a 24% increase to the sewer rate  
October statement wasn't received in time for board reports



## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES  
MONTHLY DIRECTOR'S REPORT

November, 2012

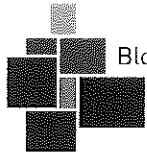
- *The approved and signed **Cranbrook Reciprocal Agreement** was sent to CEC COO, Rod Spearin, on October 17, 2012. The cover letter and signed agreement is attached for your reference. Please note that, after our October meeting, it was brought to my attention that some trustees were not aware the agreement included all Cranbrook students. This mis-understanding was clarified after the Board meeting. I regret that this was not corrected and clarified during the meeting itself. That said, each trustee has re-confirmed his or her affirmative support of the contract and the library will support it accordingly.*

*Grant Gerhart requested that the use of Cranbrook services by our taxpayers be reviewed. Carol Mueller and I are working to prepare more promotion regarding Bloomfield Township access to the wonderful Cranbrook facilities. I will provide the Cranbrook Liaison Committee with updated statistics for their review. Please let me know if there is any particular aspect of use that the trustees would like to investigate further.*

- *A new DONATE icon is now on our library website along with the new ability to **donate online to BTPL** using a credit card. We hope to make it as convenient as possible to support the library!*
- ***Thank you to Judy Lindstrom** for heading up and facilitating our 50<sup>th</sup> Anniversary brainstorming session and the Core Committee meetings. October 2014 will be here before we know it! The first meeting of our Core Committee is scheduled for **Monday, November 19, 2012 at 1:00 p.m.** The meeting will be held in the Board Room.*

*Respectfully Submitted,*

*Karen Kotulis-Carter  
Director*



Bloomfield Township Public  
**Library**

October 17, 2012

Rod Spearin, Chief Operating Officer  
Cranbrook Educational Community  
39221 Woodward Avenue, Box 801  
Bloomfield Hills, MI 48303-0801

Dear Rod,

The Library Board of Trustees unanimously approved our reciprocal agreement at their meeting last night. Thank you for your continuing interest in sharing resources.

BTPL is very pleased to renew our special reciprocal relationship with the Cranbrook community. We believe it is one that has been very appreciated by our residents and is beneficial to both institutions.

Enclosed for your records is a copy of the signed, approved and renewed service agreement between the Cranbrook Educational Community and Bloomfield Township Public Library. It is now renewed through April 30, 2016.

We look forward to discussing more special programs and exhibits with your staff. In particular there is great interest in arranging a special opportunity for Bloomfield Township residents to tour the beautiful new Cranbrook Art Museum and Cranbrook Center for Collections and Research.

Best Regards,

**COPY**

Karen Kotulis-Carter  
Library Director

encl

**Bloomfield Township Public Library  
and Cranbrook Educational Community  
Cooperative Relationship**

This Agreement is entered into this 16<sup>th</sup> day, October 2012 by and between the Bloomfield Township Public Library (“BTPL”) and Cranbrook Educational Community (“CEC”).

This renewed Agreement, which shall be for a period of three (3) years, commencing on May 1, 2013, shall provide that:

1. **BTPL Facilities:** All Cranbrook and Art Academy students, staff and faculty will have borrowing privileges and access to study rooms at the BTPL. All residents of Cranbrook including family members also will have borrowing privileges and access to study rooms at the BTPL.
2. **CEC Facilities:** Residents and employees of Bloomfield Township will receive the following privileges at specific CEC facilities, including:
  - a. Cranbrook Academy of Art Library: On-site access to the Cranbrook Academy of Art Library for reading, research and photocopying. Circulation privileges at the Cranbrook Academy of Art Library, with a limit of two items per borrower. This excludes reference materials, rare and special collection books, periodicals, as these are all non-circulating.
  - b. Cranbrook Archives: By-appointment access to the Cranbrook Archives;
  - c. Cranbrook Centennial Pass: Cranbrook has issued 250 Cranbrook Passes (“Passes”) to the BTPL on May 1, 2010 to be used throughout the term of this Agreement. Cranbrook will, in addition, to the foregoing, provide such additional Passes as may be necessary to meet the demand for Passes during the period of the Agreement. Said Passes will be made available at BTPL as a “circulation” item to Bloomfield Township residents, property owners and employees with a valid BTPL borrower’s card. BTPL shall circulate said Passes in accordance with policy as established by the BTPL Library Board of Trustees. The Pass will allow free general admission access for a Pass holder and one guest to Cranbrook Institute of Science, Cranbrook Art Museum, Cranbrook House and Gardens and Williams Natatorium during normal public hours. The BTPL will be identified as the holder of the Pass on the reverse side.
3. **Exhibits:** BTPL and CEC will cooperate to provide for CEC’s collections or programmatic areas to be highlighted in a series of rotating exhibits at BTPL, each to last one month. Each exhibit should include images of pertinent CEC spaces, text panels; object labels, and of course objects as well. It should be noted that security, lighting, environmental conditions, cabinet space, and other factors may preclude CEC from displaying some of its more valuable materials. CEC and BTPL will cooperate in developing a speaker series, wherein CEC staff and faculty could present on various themes. Additionally, BTPL will provide space of its choosing to display acceptable Cranbrook marketing literature for public consumption while the exhibits are on display. At least six weeks lead-time would be required before each exhibit could be mounted.
4. **Special Programs:** CEC will work with the BTPL in providing special tours and visitation programs at CEC facilities for Bloomfield Township residents, property owners and employees with a valid BTPL borrower’s card.
5. **Indemnification:** CEC agrees to defend and indemnify BTPL, its agents, employees, representatives, officers and director’s against and hold BTPL harmless from any and all liability, loss, damage, cost, expense (including attorney’s fees), claim, demand, judgment or other action, whether pending or threatened, which arises out of or is in any way related to the use and/or occupation of the BTPL



**Bloomfield Township Public Library  
and Cranbrook Educational Community  
Cooperative Relationship *(continued)***

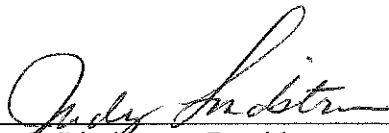
facilities by CEC students, staff, faculty and families of CEC boarders. Nothing herein shall be deemed to require CEC to indemnify BTPL, its agents, officers, trustees or employees, from any loss or damage which is caused solely by the negligence or willful misconduct of BTPL, its agents, employees, representatives, officers or directors. The provisions of this Section shall survive any termination of this Agreement.

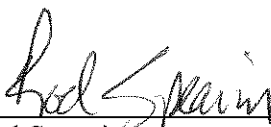
This Agreement shall be for a period of three (3) years, with an annual evaluation for any adverse effects on either party, in which event, good faith consideration will be given to modification or termination. This Agreement may be terminated by either party, without cause, upon six month's written notice given to the other.

Executed by the parties, by their duly authorized officers:

**Bloomfield Township Public Library**

**Cranbrook Educational Community**

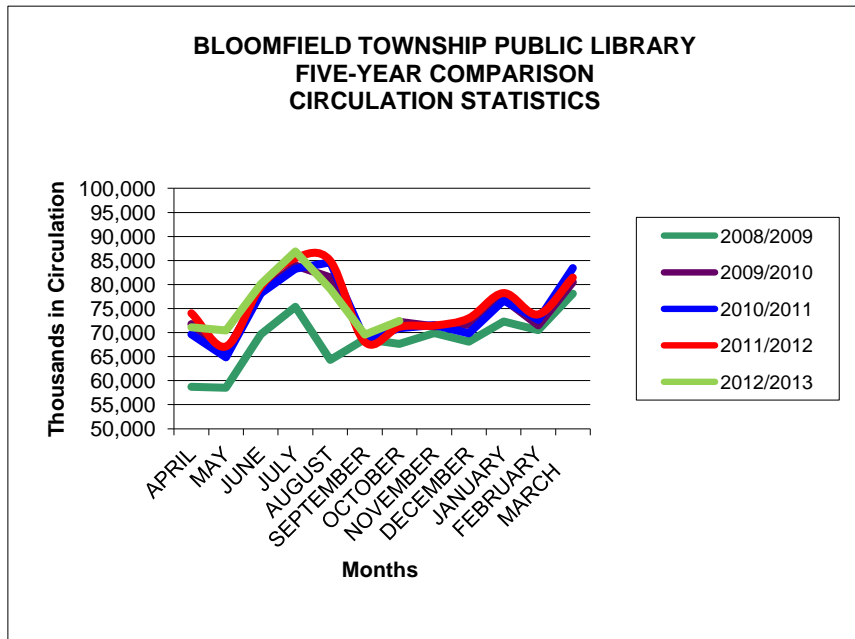
  
\_\_\_\_\_  
Judy Lindstrom, President  
Library Board of Trustees  
Authorizing Officials

  
\_\_\_\_\_  
Rod Spearin  
Chief Operating Officer  
Authorizing Official

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

11/6/2012

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
APRIL	58,720	71,743	69,666	74,009	71,094
MAY	58,543	65,968	64,825	67,127	70,411
JUNE	69,624	78,496	78,169	79,512	80,069
JULY	75,374	83,937	83,272	85,456	86,867
AUGUST	64,322	81,506	84,618	84,937	79,094
SEPTEMBER	68,616	68,621	68,596	68,066	69,592
OCTOBER	67,675	72,256	70,926	71,180	72,467
NOVEMBER	69,901	71,324	71,551	71,456	
DECEMBER	68,101	71,667	69,841	72,964	
JANUARY	72,291	76,935	76,712	78,197	
FEBRUARY	70,528	71,503	72,657	73,778	
MARCH	78,095	80,470	83,408	81,433	
<b>TOTAL</b>	<b>821,790</b>	<b>894,426</b>	<b>894,241</b>	<b>908,115</b>	<b>529,594</b>



	2011		2012	
<b>COLLECTION</b>				
Book Collection:	279,781		284,126	
Media Collection:	58,030		60,278	
Total e-books:	23,947		25,989	
Overdrive	3,943		5,178	
EBSCOhost	19,234		19,227	
Total downloadable audiobooks:	3,657		4,043	(Overdrive)
Materials Total:	365,415		374,436	
<b>CIRCULATION</b>				
Circulation Total:	71,180		72,467	
Bloomfield Township Circulation:	59,269		65,835	
Virtual Circulation Total:	2,013		3,358	
Circulation of Youth materials:	25,792		26,174	
Circulation of Media:	30,925		30,974	
Circulation of Cranbrook passes:	128		225	
Circulation of Museum Adv. passes:	0		n/a*	
Circulation of Park & Read passes:	0		n/a	
Self-checkout machine use:	28,977	40.7%	27,724	38.3%
Library by Mail:	103	31 patrons	137	30 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	28,735		28,884	
Gate Count:	26,893**		28,588	
Meeting rooms by public:	25		33	
Meeting rooms by staff:	62		61	
<b>VIRTUAL USE</b>				
Home page hits:	29,101		27,622	
e-book access:	707		1,541	
Overdrive	682		1,448	
EBSCOhost	25		93	
Audiobook access:	312		544	(Overdrive)
Music download access:	994		1,273	
TutorMe! sessions:	110		72	
<b>Library Computer Use</b>				
Resident Use	3,485		3,092	
Guest Use	1,146		987	
*MAP online				
**Counter not working October 1, 2011				

	2011		2012	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township Residents:	219		180	
Cranbrook:	17		6	
Total new patrons:	350		283	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	8 events	166 attended	10 events	131 attended
Speaker-led:	7 events	192 attended	9 events	250 attended
Book clubs:	4 events	46 attended	6 events	51 attended
Tours/visits on-site:	1 event	39 attended	0	0
Tours/visits off-site:	0	0	0	0
Chamber Music Concert	1 event	186 attended	1 event	195 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	3 events	34 attended	2 events	24 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	3 events	24 attended	3 events	25 attended
Homework Coaching		21 attended		10 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	30 events	561 attended	24 events	543 attended
Speaker-led:	3 events	81 attended	2 event	156 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	5 events	72 attended	4 events	102 attended
TOTAL:	65 events	1,422 attend	61 events	1,487 attend
<b><i>Volunteers:</i></b>				
	37 people	267 hours	35 people	271.25 hours
	Shop: 7	75.75	Shop: 7	82.5
	Court: 1	19	Court: 0	0
	Students: 9	35.75	Students: 9	52
	Stu. Tutors: 8	49.75	Stu. tutors: 4	15.5
	Dept. Vol: 12	86.75	Dept. Vol: 15	121.25
<b><i>Patron Remarks</i></b>				
Patron Comments:	8		22	
Ask BTPL:	0		20	
Ask Us:	26		14	
<b>DISPLAYS</b>				
Lobby	Original hats from Mr. Song Millinery			
Media	Adult: Comic Book Board, Horror Display, Cross-promotion Books			
	Youth: Halloween board, counter display, and audiobook display			
Local History	Vitality Kits			

## TENTATIVE SCHEDULE CALENDAR

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- Thursday, November 15, 2012 – 6:15 p.m. Finance Committee Meeting in Director's Office.
- **Thursday, November 15, 2012- 7:00 p.m., Regular Board Meeting**  
*(Please note date change)*

### Upcoming meetings and events:

- Monday, November 12, 2012 Library Closed – staff unpaid furlough day.
- Wednesday, **November 14**, 2012 – 12:30 p.m. FOL Board of Directors Meeting in the Board Room. *(Please note date change)*
- Monday, November 19, 2012 – 1:00 p.m. 50<sup>th</sup> Anniversary Core Committee meeting in the Board Room.
- Wednesday, December 5, 2012 – 12:30 p.m. FOL Board of Directors Meeting in the Board Room.
- Tuesday, December 18, 2012 – 7:00 p.m. Regular Board Meeting in the Board Room.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**LIBRARY BOARD OF TRUSTEES OFFICERS**  
**December 2011 - November 2012**

*Current Officers are:*

PRESIDENT: Judy Lindstrom

VICE PRESIDENT: Pam Williams

SECRETARY: Joan Luksik



## Board of Trustees Standing Committee Appointments

December 2011 – November 2012

Art Committee	Judy Lindstrom Pam Williams
Bloomfield Township Liaison	Joan Luksik Pam Williams
Cranbrook	Judy Lindstrom Joan Luksik
Development	Joseph Falik Judy Lindstrom
Finance	Peggy Cohen Judy Lindstrom
FOL Liaison	Grant Gerhart Pam Williams
Building & Grounds	Peggy Cohen Pam Williams
Jeanette P. Myers Scholarship Selection	Joseph Falik Joan Luksik
Landscaping/Interiors	Peggy Cohen Joseph Falik
Personnel/Director Evaluation	Grant Gerhart Joan Luksik
Policy	Joseph Falik Grant Gerhart

*Revised December 2011*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Karen Kotulis-Carter

**DATE:** November 1, 2012

**SUBJECT: Proposed Fines & Fees Schedule 2013**

The department heads and I conducted our annual review of the Fines & Fees Schedule, which is the summary table of the restrictions and costs associated with the circulation of materials and the use of library services at Bloomfield Township Public Library. Typically only a few changes are suggested annually if needed. This year, in light of the need to grow our revenue, several changes have been recommended. Implementation is also recommended to begin three months earlier on January 1, 2013, rather than our regular implementation on April 1.

Attached please find the current table of Fines & Fees which was implemented April 1, 2012. You will also find attached the proposed table of Fines & Fees to be reviewed, considered for your approval and implemented on January 1, 2013.

Previous changes in our circulation rules were proposed to “right size” our non-resident circulation to approximately 15%. We have succeeded! Our previous policy actions and changes in the Fines & Fees Schedule have worked as planned and in favor of our taxpayers. Circulation statistics for the period April 1, 2012 - September 30, 2012 show that our resident circulation has risen to 85.1% of our total circulation. Only 9.9% of our total walk-in circulation is non-resident circulation. Items borrowed through MeLCat interlibrary loan accounts for another 5% of the total circulation.

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

Book Rental fee - although the fee was previously 20 cents per day, most patrons think the daily rental fee was 25 cents. A small increase to 25 cents will help to pay for this collection.

DVD Rental Collection - please see the explanation later in this memo under Rental DVD Collection.

Kindergarten Readiness Kit - this is a small new collection only begun a few months ago. The Fines & Fees criteria are the same as the Special Needs Collection.

Museum Adventure Passes are no longer being offered as a circulation item through the MACY’s grant to TLN. The “fifth and final” year of the program was only offered online. Therefore, this item has been deleted from the schedule. There is some TLN discussion to revive the MAP for a sixth year. If the program is continued online, I will update the Library Board.



Picture/Pamphlet - The department heads recommend increasing the cost to replace a picture or pamphlet to \$5, up from \$4. As with everything, the cost to replace these items is increasing.

Vitality Kits are a popular new collection. Parameters for the new collection have been added using the same parameters of our Special Needs Collection loan rules.

Returned Check Fee for Insufficient Funds - currently checks returned for insufficient funds are charged \$7.00. Our actual bank fees have increased to \$18. We are therefore, increasing this amount to cover our actual expenses.

Library Cards - No change in practice is being proposed. We are simply committing in writing our past practice of limiting a temporary card to only three items. Temporary cards are for non-residents who request to use our library and need to go and obtain a library card from their home library in order to complete their application process.

\$25 or more pursued by Collection Agency - this issue is discussed in detail later in this memo under Collection Agency.

\$10 Non-refundable Collection Fee - At the October Board meeting, Peggy Cohen suggested and the Library Board agreed that we pass on any legal fees, needed to collect long overdue library materials, to the patron. Currently, the cost of our attorney to send out a letter averages \$8.70 per letter. 56 such letters were sent out last month for patrons with \$100 or more in overdue materials. This charge was rounded up to \$10 to cover staff costs in preparing materials for the attorney. The same \$10 fee was recommended by the collection agencies during their recent interviews. Therefore the \$10 fee would be reasonable whether we continued to use our attorney or if we chose to utilize a new collection agency. In either case it is appropriate to pass on this cost to the delinquent patron and not the taxpayers. It will be a non-refundable fee assessed in addition to the other fines and fees incurred.

Notification Schedule - a very lengthy discussion took place regarding when to notify patrons of materials they have checked out or placed on hold. The proposed schedule adds an extra notice via email for all overdue materials. Email has no cost associated with adding more notifications. We hope that the extra notices along with a shortened time frame will get more materials back on the shelves more quickly. This discussion raised questions regarding our Telephone Notification System. Before email, TNS was a cost-saving method of notifying patrons. Now, email is the most economical method and we have campaigned to have our patrons register their email addresses to help us save operating costs. The TNS has recently become undependable and is showing its age with frequent issues. In addition, the TNS does not allow for billing patrons over the phone due to privacy issues. If we no longer support the Telephone Notification System an annual savings would be \$1,824 which includes our current monthly \$45 telephone line charge and \$107 software maintenance fee. We are currently investigating the cost to mail postcard notifications to TNS patrons who do not have an email address. Right now we have the option, it may be soon that the system will decide for use through its own demise.

Meeting Room Rental Fees - Rental fees for our four meeting rooms were reviewed by staff and compared to area venues. Relative to this comparison, Administration does not recommend changing our rental fees. One option that some other libraries utilize is opening up rental to non-residents. Baldwin has opened their meeting rooms to non-residents at twice the resident fee. Because our number of meeting rooms is

limited, Administration is concerned that this would reduce availability for our taxpayers and therefore does not recommend opening our meeting rooms to non-residents at this time.

## **Other Service Proposals**

In addition to the schedule parameters, a number of other changes were discussed with the department heads and are ready to be implemented.

Online Credit Card Donation - Joan Wu, Systems Department Head, has been working on implementing an online method for patrons to use a credit card and donate to the library. This is commonplace today for many organizations. Our computer systems Sierra has this feature ready to customize. Carol Mueller is working on PR to help us get the word out. This will be available soon.

Rental DVD Collection - Another new collection is being created by the Adult Services Department. Our Rental Book Collection is very popular and helps to address the holds on our free collection. We hope the establishment of a Rental DVD Collection will also create revenue and move the number of holds on our free DVDs more quickly. Just as with the Rental Book Collection, every item in this DVD rental collection will also be available in our free circulating collection. Rental DVDs will be available in multiple copies for patrons who do not wish to wait or place a hold on the free adult DVDs. Ann Williams, Adult Services Department Head, will select the titles and have the collection available to rent by January 1, 2013. Ann has inquired with three libraries who currently have a rental DVD collection: Baldwin, Troy and Farmington. The collection will be housed in the media area next to the New DVD collection. We suggest trying this collection out as an experiment for one year to see if it has created revenue and improved patron access to DVD items.

Our Sierra computer system can limit the number of DVDs checked out to non-residents and it can also charge non-residents more to rent the DVDs. Because of the current 10 item limit already in place, Circulation staff and the department heads do not recommend limiting non-residents further. But it is recommended that we charge non-resident \$2 per day and residents \$1 per day. This will likely result in self-limitation and perhaps more revenue.

HOLDS Procedure - The department heads also discussed limiting the maximum number of holds a patron can place simultaneously. We considered reducing the time period each item is held on the hold shelves as well, but because many patrons do not necessarily check their email on a daily basis, it was recommended to leave the time period as five days.

We are adding a wonderful new feature to the holds service through our Sierra system. It is the ability for our patrons to “freeze” their holds when they wish to have more control over the holds they have placed. If you are going on vacation and don’t want to miss a hold causing it to fall to the bottom of the waiting list, you can Freeze your hold position and unfreeze it when you return. This can also be used simply to manage your hold list because each item on hold can be manipulated.

Limiting Number of DVDs Per Checkout - The FOL requested that the Library Board consider limiting the number of DVDs any patron can check out at one time. To gather some statistics, the Circulation Department conducted a one-week random sampling of DVD circulation per patron. The week sampled, October 22-28 is a good sample week

which is representative of most weeks during the school year. Circulation staff counted the number of DVDs each patron checked out per circulation. The average number of DVDs checked out at one time was 4.27. This is definitely not a large number. The top number of items checked out at one time was 32 and two patrons checked out 10 at one time.

The department heads and I discussed this request thoroughly. While we do not want to allow abuse of our collections or circulation rules, even 32 DVDs is not unreasonable.

Adult movies circulate for one week. Children's movies circulate for three weeks. If a parent is checking out DVDs for a vacation week for an average family of four, eight movies per family member is not unreasonable. During a lifetime, there are many circumstances that could present a time when patrons might wish to check out more materials. Furthermore, we learned that based on our high percentage of resident use, any limitation would impose a limitation more frequently on our taxpayers than on non-residents.

Shelving space is also an issue for this growing collection. If we were to limit the number of DVDs a patron could check out, the shelving problem would be exacerbated as more materials would need to be shelved at any given time.

The department heads supported the creation of a rental collection instead which will move the DVDs faster and create much needed revenue. This collection could begin on January 1, 2013. The same number of copies of popular DVDs will be purchased with some processed for the regular collection and some processed for the rental collection. Therefore, establishing this new collection will not require any additional cost. As it is with rental books, the first day is free. Thereafter, rental DVDs will incur a fee of \$1 per day for the next 6 days for residents. After 6 days, the overdue fine will be \$2 per day. As stated above, non-residents will be charged \$2 per day from day one.

We feel this will address the FOL request to have more DVDs available for circulation.

Collection Agency - In addition to the schedule changes, we have interviewed two collection agencies to discuss using them to collect fines and unreturned material. Our current method, after the series of emails or phone calls and a letter from the Director, is to employ our library attorney, Michael Schloff, to send form letters to patrons owing over \$100 at an average cost of \$8.70 per letter to review, prepare and mail. If we can reduce the cost of collection, it would be a savings to the library.

Our primary goal in pursuing overdue accounts is to protect our taxpayers' investment in the Library by getting materials returned. In reviewing the Library's fines and fees schedules, a discussion ensued about the effectiveness of our efforts to encourage our patrons to return library materials in a timely manner.

Courtesy notices before the due date and reminder messages sent once the item becomes overdue are sent at regular intervals to patrons who have borrowed library materials. A fine threshold of \$15 currently is in place so that patrons who exceed this amount may not borrow any additional materials until overdue materials are returned and/or fines are paid. For those patrons who have kept library materials over 100 days and have bills for overdue materials in excess of \$100, a letter from the Library Director is sent to each delinquent patron indicating the materials need to be returned and the account needs to be resolved. If these accounts remain unresolved 30 days after the Director's letter has been sent, our attorney sends a letter urging resolution also.

The current process takes staff time to compile reports and send Director's letters. In addition, it costs \$8.70 to send out each attorney letter to each overdue account. In an effort to find a more cost effective and efficient process, we recently interviewed two collection agencies: Transworld Systems and Unique Management Services, Inc. Transworld Systems currently serves over 100 public libraries. They offer a "5 Touch" process of sending letters to patrons over a 40 day period and also send a thank you letter to each patron who resolves their account during this period. Transworld charges a flat rate fee starting at \$13.20 per account and guarantees a 2 to 1 return on investment. They use a web based interface to manage library accounts online and use QuickBooks software to upload account information. Patron privacy is protected and no information is turned over to credit companies, unless specifically requested. Their focus is on early intervention by contacting accounts within the first 120 days when an account is overdue.

Unique Management Services, Inc. currently serves over 1,400 public libraries across the United States and Canada. They offer a 120 day "Gentle Nudge" process which includes a series of letter, phone calls, skip tracing and credit reporting designed exclusively for libraries. Unique Management charges a flat rate fee of \$8.95 per account and offers their Budget Neutrality Guarantee that libraries will recover materials and fines sufficient to pay for the cost of this service. They state that for every \$1 spent, the library should actually see approximately \$4 - \$7 worth of materials, cash and waived amounts come back to the library. They partner with Innovative Interfaces Inc, our bibliographic control system vendor, for ease of uploading patron account information and for tracking and reporting library materials returned. We would, however, need to purchase this software module if we wished to reduce staff time needed to produce reports. This "Collection Agency Report" module would automatically produce and send a report to Unique Management Services, Inc. To begin the process, however, we would simply use staff to manually produce the reports needed which would certainly make sense during a trial period.

A recent investigation of the magnitude of our overdue status is typical of public libraries. However, in light of the budget reductions the library has suffered and our struggle to provide service to our taxpayers the amount calculated is disturbing. Over the last five years (from January 1, 2008 - October 31, 2012) 13,935 patrons are delinquent currently owing the library a total of \$237,400.55 in overdue materials, fines and fees. However, some of these patron records have expired over three years ago. In reviewing our current database, where patrons have a library card expired in less than three years, 2,045 patrons owe \$25 or more. These are the most likely persons to pay their fines which total \$155,851.84.

I believe a more regular follow-up with our delinquent patrons would result in the faster retrieval of library materials and increase our revenue. If the 90 day trial period is successful, we would no longer employ our attorney to send out overdue letters.

**Recommendation:** After a thorough review of the information provided by each company and additional information shared at our interviews, we recommend engaging Unique Management Services, Inc. on a free trial basis at no cost to the library. We would use their services to handle library accounts that have \$25 or more in overdue billed materials or fines. A \$10 non-refundable collection fee will be assessed to each account submitted to Unique Management also. The reasons for recommending Unique Management Services, Inc. include:

- Their experience with and greater understanding of public libraries

- Several TLN libraries have employed their services and are all very satisfied with the process and the results.
- Their offer of a 90 free trial period. At the end of this trial period, if the Library is not satisfied with their service, we would owe nothing.
- The flat rate fee of \$8.95 per account with no minimum number of accounts sent
- The Budget Neutrality Guarantee indicates that there would be no cost to the library for this service.
- Their partnership with Innovative Interfaces, Inc., the vendor of our circulation software, would make uploading our account information easier.
- The “Gentle Nudge” process would be more effective with more patron contacts than our current in-house process.

I have provided the Finance Committee with more detail on the overdue statistics and Unique Management Services, Inc. If approved we can then begin the process of reviewing their agreement and starting the trial period at no cost to the library.

**ACTION:**

I move that the Schedule of Fines & Fees be approved as presented and implemented on January 1, 2013.

I further move that the additional recommendations be approved as recommended.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Effective April 1, 2012

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

ITEM	LOAN PERIOD	LOAN LIMIT	RENTAL OR PURCHASE FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audio Book Cassette/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 cassette plus \$5 service charge
Book (hardcover or paperback)	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
E-book	3 weeks	10 Max			No	Yes	
Audio Book Download	2 weeks	10 Max			No	Yes	
Book Rental	Daily; first day free	No #	20 cents per day for 20 days	After 21 days- 50 cents per day fine. Max cost of book	No	No	Cost listed plus \$5 service charge
CD-ROM	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
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, 2012

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ITEM	LOAN PERIOD	LOAN LIMIT	RENTAL OR PURCHASE FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
DVD-Video, 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 - Video, 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> <i>Arm replacement, \$4 plus \$5 service charge</i>
DVD – Video, 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> <i>Arm replacement, \$4 plus \$5 service charge</i>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
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 Effective April 1, 2012

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ITEM	LOAN PERIOD	LOAN LIMIT	RENTAL OR PURCHASE FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
ESL Audio Book	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; unlimited renewals	Yes	Max cost listed plus \$5 service charge.
ESL Book	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; unlimited renewals	Yes	Max cost listed plus \$5 service charge.
ESL Media Kit	3 weeks	No #		25 cents per day fine .Max fine \$10	Yes; unlimited renewals	Yes	Max cost listed plus \$5 service charge.
ESL Video	3 weeks	No #		\$1per day fine. Max fine \$15	Yes; unlimited renewals	Yes	Max cost listed plus \$5 service charge.
Game	1 week	4 per library card		\$1per day fine. Max fine \$15	Yes	Yes	Max cost listed plus \$5 service charge.
Interlibrary Loan -MelCat from BTPL-	3 weeks	No #	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	As permitted by lending institution	No #	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



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
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ITEM	LOAN PERIOD	LOAN LIMIT	RENTAL OR PURCHASE FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES *
Leap Pad	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. Plus cost of bag
Library Umbrella	3 weeks	No #		\$0.10 per day Max \$5.00 fine	No	NO	Replacement cost is \$10.00
Magazine	1 week	No #		25 cents per day fine. Max fine \$5	No	Yes	\$10 plus \$5 service charge Plus cost of bag
Media Kit	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Museum Adventure Pass <i>Limited to BTPL cardholders only</i>	7 days	1 per loan period			No	No	
Park & Read Pass <i>Limited to BTPL cardholders only</i>	7 days	1 per loan period			No	No	
Picture/ Pamphlet	3 weeks	No #		25 cents per day fine per envelope. Max fine \$5 per envelope	Yes; 3 renewals	No	\$4 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 bag, box, or case plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Effective April 1, 2012

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>		<b>ITEM</b>	<b>REPLACEMENT CHARGES</b>
Media Cases	\$5 plus \$5 service charge		Special Needs Collection Bags <i>Sm. Yellow</i> <i>Med. Red</i> <i>Large Blue</i>	<b>Bag Charge:</b> <i>Sm. Yellow \$4.50</i> <i>Med. Red \$5.75</i> <i>Large Blue \$11.00</i> <i>Plus \$5 service charge</i>
Cover art, Bar Code, Label, RFID Tag	\$2 plus \$5 service charge unless entire case is replaced.		Special Needs Collection Boxes Blue Top <i>Small</i> <i>Medium</i> <i>Large</i>	<b>Box Charge Blue Top</b> <i>Small \$4.00</i> <i>Medium \$7.00</i> <i>Large \$8.00</i> <i>Plus \$5 service charge</i>
Media Kit Bag	\$5 plus \$5 service charge		Special Needs Collection Boxes White Top <i>Small</i> <i>Medium</i> <i>Large</i>	<b>Box Charge White top</b> <i>Small \$5.00</i> <i>Medium \$8.00</i> <i>Large \$12.00</i> <i>Plus \$5 service charge</i>
Library By Mail Bag Small	\$7.25 <i>Plus \$5 service charge</i>		Library By Mail Bag Large	\$7.50 <i>Plus \$5 service charge</i>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
 Effective April 1, 2012

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

<b>ADDITIONAL FEES &amp; SERVICES</b>		
<b>ITEM</b>	<b>RENTAL OR PURCHASE FEES</b>	<b>REPLACEMENT CHARGES*</b>
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	\$7.00 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, Videos, 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 a librarian. The replacement value for items borrowed through MelCat cannot be adjusted by BTPL staff. If the replacement cost is paid and the item is located within 30 days in proper condition for continued use, the replacement cost will be fully refunded, minus the \$5 service charge, when the item is presented. Items must be pre-approved by a librarian</p>		
<p><b>Library Cards:</b></p> <ul style="list-style-type: none"> <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 payment is made.</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> </ul>		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees  
Effective April 1, 2012

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

**Circulation & Use Policy Attached**

**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, 2012

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**ADDITIONAL FEES & SERVICES**

**HOLDS:**

- Only Bloomfield Township cardholders can place holds.

**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:**

Rental Books: A reminder notice of rental checkout will be sent 14 days after checkout date. Overdue notice for Rental books will be sent 22 days after checkout date (this is when Rental fee increases). Billed notification for Rental books is sent out 40 days after checkout date.

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

3 week items: Courtesy notice will be 4 days before item is due. Overdue notice will be sent 2 days and 10 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 2 days before item is due. Overdue notice will be sent 2 days and 7 days after item is due. Billed notification for overdue item will be sent 10 days after item is due.

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1 week items: Overdue notice will be sent 2 days and 7 days after item is due.

3 week items: Overdue notice will be sent 2 days and 10 days after item is due.

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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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**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  
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ITEM	LOAN PERIOD	LOAN LIMIT	RENTAL FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audio Book Cassette/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 cassette plus \$5 service charge
Audio Book Downloadable	2 weeks max	10 max combined with E-book			No	Yes	
Book (hardcover or paperback)	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
E-book	3 weeks max	10 Max combined with Audio Book			No	Yes	
Audio Book Download	2 weeks	10 Max			No	Yes	
Book Rental	Daily; first day free	No #	25 cents per day for 20 days	After 21 days- 50 cents per day fine. Max cost of book	No	No	Cost listed plus \$5 service charge
CD-ROM	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
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



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DVD Rental Adult	Daily First day free	No #	\$1 per day for 6 days; after 6 days \$2 fine or max cost of DVD (whichever is less) \$2 per day for non-residents for 6 days.		No	No	Cost listed plus \$5 service charge.
DVD-Video, 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 - Video, 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) Arm replacement, \$4 plus \$5 service charge
DVD – Video, 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 charge) Arm replacement, \$4 plus \$5 service charge

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ITEM	LOAN PERIOD	LOAN LIMIT	RENTAL FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
ESL Audio Book	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; unlimited renewals	Yes	Max cost listed plus \$5 service charge.
ESL Book	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; unlimited renewals	Yes	Max cost listed plus \$5 service charge.
ESL Media Kit	3 weeks	No #		25 cents per day fine .Max fine \$10	Yes; unlimited renewals	Yes	Max cost listed plus \$5 service charge.
ESL Video	3 weeks	No #		\$1per day fine. Max fine \$15	Yes; unlimited renewals	Yes	Max cost listed plus \$5 service charge.
Game	1 week	4 per library card		\$1per day fine. Max fine \$15	Yes	Yes	Max cost listed plus \$5 service charge.
Interlibrary Loan -MelCat <b>from BTPL-</b>	3 weeks	No #	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	No #	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

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ITEM	LOAN PERIOD	LOAN LIMIT	RENTAL FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES *
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
Leap Pad	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. Plus cost of bag
Library Umbrella	3 weeks	No #		\$0.10 per day Max \$5.00 fine	No	NO	Replacement cost is \$10.00
Magazine	1 week	No #		25 cents per day fine. Max fine \$5	No	Yes	\$10 plus \$5 service charge Plus cost of bag
Media Kit	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Park & Read Pass <i>Limited to BTPL cardholders only</i>	7 days	1 per loan period			No	No	
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 bag, box, or case 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 bag, box, or case plus \$5 service charge

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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 <i>Plus \$5 total service charge unless entire case is replaced.</i>
Media Kit Bag	\$5 <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 Small (yellow); Medium (red) Large (blue)	Bag Charge: Sm. Yellow \$4.50 – Med. Red \$5.75 – Large Blue \$11.00 <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>

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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	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	<b>\$18.00 per NSF Check Returned</b>	

**\*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, Videos, 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 a librarian. The replacement value for items borrowed through MelCat cannot be adjusted by BTPL staff. If the replacement cost is paid and the item is located within 30 days in proper condition for continued use, the replacement cost will be fully refunded, minus the \$5 service charge, when the item is presented. Items must be pre-approved by a librarian

**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 payment is made.
- 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 \$10 non refundable collection fee will be assessed per item.

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**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*

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**NOTIFICATION SCHEDULE:**

**EMAIL:**

**Rental Books:** A reminder notice of rental checkout will be sent 14 days after due date. (rentals check out for 1 day) Overdue notice for Rental books will be sent 22 days and 26 days after due date (this is when Rental fee increases). Billed notification for Rental books is sent out 30 days after due date.

**Rental DVD:** A reminder notice of rental checkout will be sent 14 days after due date. (rentals check out for 1 day) Overdue notice for Rental DVD's will be sent 22 days and 26 days after due date (this is when Rental fee increases). Billed notification for Rental DVD's is sent out 30 days after due date.

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**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.

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

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**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Trustees

**FROM:** Karen Kotulis-Carter

**DATE:** November 7, 2012

**SUBJECT:** Establishment of Director's Legacy Fund

With the loss of revenue impacting our budget, two areas have felt serious reductions second to staff wages and compensation - planned computer replacement and staff development. As the budget slowly recovers, the Development Committee has prioritized fund raising for technology. But this leaves staff development as the last budget item to be reinstated.

In May, 2012 the Development Committee asked the Director to consider a special fundraising goal that would be part of the Library's 50<sup>th</sup> anniversary celebrations. I suggested the establishment of a Director's Legacy Endowment to be used specifically to fund professional development focused on improving or enhancing public service. I believe that past and future directors would support this need.

Several months ago, as the Development Committee began its discussion of the upcoming 50<sup>th</sup> library anniversary, we also discussed the possible creation of a new endowment focused on building a fund for staff professional development. We can plan to fund raise for technology and professional development building up to our 50<sup>th</sup> anniversary in 2014. In the mean time, the Development Committee asked me to move the creation of this fund forward.

I met with Lindsey Rossow-Rood, Philanthropic Services Officer from the Community Foundation of South East Michigan. She is now our new CFSEM representative.

A few procedural things have changed at the CFSEM. One is that as of Dec 2011, the Michigan tax law allowing for special incentives for endowment donations expired. So this special tax deduction no longer exists as an incentive.

The second change is that the CFSEM will no longer establish a fund and let donations build under \$10,000. The library would need to collect and hold the donations and write a check to the CFSEM when the amount of contributions finally tops \$10,000. I would like to have the Board approve this so it is a matter of record to transfer the funds when they reach \$10,000. I am glad Beth Sulek-LaHousse was able to join me and Ms. Rossow-Rood so we could make sure this could be done without too much complication.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA**

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Assistant Director

**DATE:** November 6, 2012

**SUBJECT:** Strategic Plan Update

Library staff has begun to work on the following ten short term goals for this year:

- Invitations have been sent to all Bloomfield Township public and private schools PTOs inviting them to meet at the Library. As part of our “First Meeting Free” goal, each group meeting at the Library will be welcomed by a Library staff member. To date, three groups have scheduled meetings at the Library.
- A Library staff committee is developing a short survey for Bloomfield Township residents to determine what they know about the Library and its collections, programs and services. The next step will be to decide on the best format and approach to collect this information.
- Teen book reviews, with the assistance of the Teen Advisory Board (TAB), will be created for viewing on the Library website and other appropriate avenues. Six TAB members currently are working on these.
- Our library rewards program, held during the month of September in conjunction with National Library Card Sign Up month, was quite successful. 86 young Bloomfield Township residents received their very first library card and were given a special first edition copy of the *My Library* book. 286 Bloomfield Township residents - those who brought in a friend or neighbor to get a library card and those who received their first library card – had their name entered into a drawing for a Kindle. New Bloomfield Township resident Julia Hruska had her name drawn to receive the Kindle and was delighted to receive this gift.
- A welcome brochure draft, highlighting Library collections and services, continues to evolve. This new brochure will be given to each person receiving a new Bloomfield Township Public Library card, placed in our new resident welcome packets and available at the Welcome Desk.
- Our relationship with the Bloomfield Historical Society has been strengthened by working as a team to develop our local history collection. Recently, one new Historical Society volunteer has been trained to use and assist others in the Library archives.

- Several of the Library's Department Heads meet regularly to discuss and implement, as appropriate, suggested Library catalog improvements for ease of use by our patrons.
- A Library staff committee charged with investigating ways to improve patron way finding throughout the building has determined several topics to research. A way finding map of the building is being developed and will be displayed in key areas. The possibility of a touch screen monitor for way finding purposes is being researched. Finally, a discussion about phrases to use consistently by library staff to direct patrons around the Library is scheduled.
- Adult Services staff is working to promote programs developed with seniors in mind for greater appeal and attendance. A *Boomers and Beyond* newsletter, sharing information with Bloomfield Township seniors, is sent out monthly. Computer classes and tutorials are revised frequently to meet the changing needs of seniors.
- The Library's newest collection, VITALITY Kits, have been very well received by the community! VITALITY Kits are located in the Adult Services area and are now available to borrow.

Through our annual short term goals, the Library continues to make progress toward achieving all four long range objectives and to fulfill our mission of "Bloomfield Township Public Library champions the power of words to spark discovery and imagination".

**FOL Board Meeting**  
September 5, 2012

President Glenda Bard called the meeting to order at 12:32 p.m.

**Board members present:** Glenda Bard, Allen Carlson, Wolf Chayt, Kathy Conner, Nancy Lambert, Germaine Mack, Pat Miotke, Warren Nielsen, Bob Pullar, Sally Pullar, Cathy Ranke, Larry Sabbath, Barb Smalley and Virginia Smith. Also present were Karen Kotulis Carter, Grant Gerhart, Pam Williams and Andrea Aragona.

**Present's Report:** Glenda

- The FOL still need a chair for the annual meeting luncheon held in May.
- The AWE computer demonstration will be held immediately after the Board Meeting in the Children's Room.
- The FOL annual holiday party will be on Wednesday, December 12, 2012.
- A recent Thirties Jazz Concert was fabulous and well attended. It was sponsored by Adult Services.
- 

**Secretaries Report**

**Moved by Wolf, and seconded by Warren to approve the minutes with corrections. The minutes were approved as corrected.** Grant Gerhart was not present. Joel Dion was present. There were a couple of spelling errors.

**Treasurers Report: (see attached) Larry**

**Bob moved, seconded by Allen to accept the report. Approved.**

**Membership Report:** Barb -- 389 members

**Bookstore:** Cathy -- \$2636.95 collected August 1 – 31. This was the highest sales month in history.

**SSSS:** Virginia.

- The sales room is ready for the Saturday sale. Wolf and Barb will be in charge of the sale. Virginia is off on vacation.
- Occasional thought: While the FOL concentrate on doing for the library and making donations that can be turned about. The BTPL does a great deal for the FOL. For the SSSS they design bookmarks, clean the sales room, set up the furniture etc. We appreciate the staff's help, advice and concern.

**Library Trustee:** Pam & Grant

- The recent meeting was the one at which the Jeannette Meyer Scholarship is awarded. This year there were two \$400.00 awarded.
- The Board approved a declaration to honor Karen on the completion of twenty-five years of service. Pam read the text.
- Grant noted that a new FAX was available for public use.
- Pam has been appointed to the Oakland County Library Board.
- Karen asked the Board to reduce the number of furlough days from nine to six. She also noted that it might be possible to close for the eight summer Sundays.
- The November Board meeting was moved to November 15.

**Director's Report:** Karen Also see the attachment

- Dr. Frank McGeorge will speak on, *Staying Healthy in Your Senior Years*, at the VITALITY Kit open House, Thursday, October 11, 2012. Karen handed out an invitation to each Board member to attend the event.
- *MY LIBRARY*, a book for children applying for their first library card at BTPL was distributed. A copy was presented for the FOL Archive.
- At the communication committee a Copy-Print-Type request form was made available for large print jobs. A copy is in the FOL office as well.
  - As a follow up procedure the FOL will receive a monthly report on the Wish List items funded.
  - At a township open house in October the BTPL will present a program at the library and have an informational table at the Senior Center. The FOL were invited to hand out membership drive materials to the public at the library table. Bring candy was a suggestion!

**New Business:** Larry. See attached memo on the Communication Committee (This items was handled out of order.)

- Karen has presented a discussion and rational for the Copy-Print-Type request form. It would help the library if the FOL would follow the procedure.
- The committee emphasized that a *sponsored by the FOL* should be attached to and/or announced at all events so sponsored.
- Larry suggested a bookmark listing the deeds and indicating where the funds of the FOL are spent. Barb showed a bookmark that is being used for the membership drive that answers this concern.
- Larry emphasizing that the FOL should reiterate often that books are not “cherry picked.” That all useable donations are in the monthly sales. Perhaps a bookmark indicating what happens to a donation would be helpful.

**Old Business:**

Allen: November Big Book Sale

- Grace Center in Pontiac has declined to take the book donations remainders from the sale. They do not have the capability to handle such a large donation.
- Focus Hope will be used for the remainders.
- The sale is: setup November 9, sale November 10-11 and clean up November 14.
- An October meeting with Carol Mueller will be held to discuss the dynamics of the sale.
- FOL is working on having credit card and/or debit card use available at the sale.

Barb: Membership Drive

- She noted several ways that the FOL is indicated as a sponsor.
- Barb distributed two bookmarks. One will be on the circulation desk, the welcome desk and in the welcome bags for new card holders. The second bookmark will be sent to the FOL members as a follow up after they pay their dues.
- As a person joins or renews their FOL membership they will be entered into a drawing to win a G3 Kindle. The BTPL will also enter the new card holder and the person who brought them to the library into a drawing for a Kindle.
- Membership applications will be handed out at the Saturday sale and at the afore mentioned October township event.

Marilyn Allen’s husband Bob passed away in Florida. There will be a service on September 28 and the details will be posted in the sales room.

**Moved by Wolf and seconded by Larry to adjourn the meeting. Meeting adjourned at 1:56 p.m.**

Minutes respectfully submitted by Nancy Lambert, Secretary

The next meeting will be on Wednesday. October 3.

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

October, 2012

- Remember to join us for our **VITALITY KIT OPEN HOUSE** on Thursday, October 11, 2012 1-3 p.m. Our special guest speaker, Dr. Frank Mc George will talk about "Staying Healthy in your Senior Years." A brochure describing the VITALITY KIT collection is attached for your information.
- Thank you to all of the Friends Board members who attended our **50<sup>th</sup> Anniversary** Brainstorming session. We received many ideas and appreciate all of your input. Larry Sabbath has volunteered to serve on the core planning committee. We are grateful for Larry's enthusiastic offer to represent the Friends on the Library's 50<sup>th</sup> anniversary core committee.
- Attached is a new report you will be receiving each month with my Director's Report. The **FOL Monthly Gifts Expended** report is prepared by Beth Sulek-LaHousse, our Finance Coordinator. It will show all of the approved gifts received from the FOL in the current fiscal year or balances remaining from a previous fiscal year in the "Amount" column, the amount expended in the last month reported in the "Aug 2012" column and the "Amount left" in each gift. I hope you find this report to be helpful.
- Our Systems staff was happy to assist the Friends with setting up a **data line** for using credit cards at booksales. We hope this will increase your profits and make your hard work even more worthwhile.
- Also attached to this report is the preliminary BTPL budget which was approved at the **August Public Budget Hearing**. This preliminary budget will be reviewed, fine-tuned and approved as a final budget for 2013-2014 in March, 2013. As predicted in August, the library only expects to gain 2.7% more in revenue next year after losing more than 20% annually over the past five years. Your hard work and generosity is most appreciated.
- The **2012-2013 Chamber Concert Series** schedule is set through April 2013. A bookmark with the five concert dates is attached for your convenience. Thank you for supporting this popular program.
- **THANK YOU** for everything you each do to make our library The Place To Discover!!



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR  
DECEMBER**

2012

2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Family Story Time 11:00 am  Intro to MS Word 2:00 pm
2	3 Your Money in the Balance Investing Class 7:00 pm	4 Movers & Shakers 10:00 am & 11:00 am  Knit N Stitch 10:00 am  Tue. at the Movies 2:00 pm  Teen Advisory Board 4:00 pm	5 Bouncing Babies 10:00 am  Great Books Club 6:45 pm	6 Just Us Kids 10:00 am & 2:00 pm	7	8 Friends Book Sale 9:30 am – 3:30 pm  Intro to Powerpoint 2:00 pm
9	10	11 Movers & Shakers 10:00 am & 11:00 am  Memoir Writers' Group 1:00 pm	12 Bouncing Babies 10:00 am  Scrabble Club 6:30 pm  Writers' Rendezvous 7:00 pm  Nonfiction Book Club 7:00 pm	13 Just Us Kids 10:00 am & 2:00 pm  Family Story Time 6:30 pm	14	15 Iron Chef Bloomfield II 1:00 pm  Intro to Scanning & Photo Editing 2:00 pm
16	17	18 Library Board of Trustees Meeting 7:00 pm	19 Mystery Book Club 1:00 pm & 6:00 pm	20	21 Coffee & Conversation 10:00 am	22 Intro to MS Excel 2:00 pm
23	24 LIBRARY CLOSED	25 LIBRARY CLOSED	26 Lego Club 11:00 am  Writers' Rendezvous 7:00 pm	27 Eleanor's Book Club 10:00 am  American Girl Tea Party 2:00 pm	28 PJ theater 10:00 am	29
30	31 LIBRARY CLOSED STAFF UNPAID FURLOUGH DAY					

