

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
January 21, 2014
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Pamela Williams, Vice President

Eli Greenbaum, Secretary

Margaret Cohen

Grant Gerhart

Judy Lindstrom

Director:

muellerc@btpl.org

Carol Mueller

All meetings are open to the public.

We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

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

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
for TUESDAY, January 21, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	1/17/14
2a	Request to remove items from the Consent Agenda for Discussion	1/17/14
2b	Motion to approve the order of items for the regular and consent agendas	1/17/14
5	Motion to approve remaining consent agenda items 6-8d	1/17/14
6	Regular Board Meeting Minutes of 12-17-13	1/17/14
7a	Cash Disbursements	1/17/14
7b	Revenues/Expenditures Budget Report	1/17/14
7c	Energy Report	1/17/14
8a	President's Report	1/17/14
8b	Director's Report	1/17/14
8c	Tentative Schedule Calendar	1/17/14
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – Meeting Minutes of 1-9-14	1/17/14
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	
8d	Landscape Committee –no report	
8d	Personnel Committee –Meeting Minutes of 1-13-14	1/17/14
8d	Policy Committee – no report	
11a	Proposed Fines & Fees Schedule 2014-15	1/17/14
13	Motion to approve any items removed from the consent agenda	1/17/14
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Memo regarding Strategic Plan Update	1/17/14
	FOL meeting minutes of 12/4/13	1/17/14
	Administrative Calendar– February 2014	1/17/14

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 21, 2014
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

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

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

6. Regular Board meeting minutes of December 17, 2013
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Carol Mueller
 - c. Tentative Schedule
 - d. Committee:
 - * 50th Anniversary Gala Committee Ad Hoc
 - * 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. Fines and Fees Review
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, February 18, 2014 at 7:00 p.m.
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

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

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR
AND CONSENT AGENDAS**

- **OPTION - NO AMENDMENT NEEDED:**

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

- ▶ **OPTION - AMENDMENT TO AGENDA:**

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

- the **REGULAR AGENDA** as follows:

- the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, December 17, 2013

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

Present: Trustees: Peggy Cohen, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik, Pam Williams

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Finance Coordinator, Beth Sulek-LaHousse; Director's Secretary, Andrea Aragona

Guests: Barbara Bloom, Township resident.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan welcomed everyone. Joan thanked the Trustees for their confidence in appointing her as President of the Library Board and stated that it will be an exciting year with the celebration of the Library's 50th Anniversary. Joan stated that the Detroit Public Library will celebrate its' 150th Anniversary in 2015 and as part of this celebration, in 2014 the DPL Friends Foundation will be leading tours through the Library highlighting art, architecture and the collections.

Joan read the following excerpt from the book, *This Book Is Overdue!* by Marilyn Johnson. "*Late in the 1990s, I saw my local public libraries shake off their dust and stir to life. The new hardware was a crucial component, but no, really it was the librarians themselves who were making the difference.*" Joan stated that this reminded her how the staff here is the backbone of our Library.

At this time Joan read a Resolution for Virginia Smith in celebration of her 96th birthday.

WHEREAS, On the wonderful occasion of her 96th Birthday, the Library Board of the Bloomfield Township Public Library wishes to congratulate Bloomfield Township resident Virginia Lee Smith; and

WHEREAS, Virginia Lee Smith has served Bloomfield Township Public Library for over 50 years, as President of the Board of directors of the Friends of the Bloomfield Township Public Library and as President of the Library Board of Trustees, and

WHEREAS, Virginia also served as a Library employee and most recently has been a dedicated and active volunteer for many years, and

WHEREAS, Virginia is the unofficial Library Historian supporting the Bloomfield Township Public Library from its very beginning in 1964 at its original location at Long Lake Road to its present location, and was present at the first Library open house on October 18, 1964, and

WHEREAS, She continues to work tirelessly on book sales to raise funds for programs, collections and special items not able to be included in the Library budget, and

WHEREAS, Her devotion, energy, creativity and leadership, continue to be an inspiration to many in the Bloomfield Township community and Bloomfield Township Public Library. Therefore it is

RESOLVED, The Bloomfield Township Public Library Board of Trustees commends and extends warm birthday wishes to Virginia Lee Smith and offers heartfelt thanks to her for her many years of outstanding service to the community and Bloomfield Township Public Library.

The Trustees applauded Virginia Lee Smith and thanked her for her dedication and service to the Bloomfield Township Public Library.

Director's Verbal Report:

Carol informed the Trustees of a wonderful article in the November 24th Birmingham Eccentric featuring Virginia Smith. Carol stated that Virginia has a great outlook on life along with a great attitude and is an inspiration to us all.

Carol shared a lovely Thank You letter from Sarah Fitzgerald. Sarah was our field experience student from Oakland Community College. Carol thanked Marianne Abdoo, Technical Services Department Head, for coordinating this and making Sarah's experience at our Library wonderful one!

Carol stated that she had the privilege of being a judge for the 3rd annual Iron Chef Bloomfield program at the Library on Saturday, December 7th. There were 8 teams of 25 very enthusiastic young chefs who created wonderful original dishes. The secret ingredient was apple sauce. The team *Super Chefs* won the competition by one point and each member was given a cookbook for their award.

Our first Chamber Music Concert was Friday, November 22. Over 160 people attended and these concerts continue to be one of the most popular programs offered at the Library.

The Library holiday party was held on December 8th at the Birmingham Palladium. All attending enjoyed a great meal and movie. Carol thanked the Friends of the Library for providing funding for this party and to SOC representatives, Celia Domalewski, Breck McCrory and Marcia Preston for planning this event.

Carol informed the Trustees about the new Library anniversary logo flag announcing our 50 years of serving the Bloomfield Township community. Carol thanked Joel Dion for arranging for this new flag.

Carol stated that casual Friday funds for January and February will be donated by SOC in honor of the Library Board of Trustees to the Library's Endowment Fund.

Carol extended warm holiday wishes to the Trustees and their families.

CONSENT AGENDA MOTION

After discussion, a motion was made by Eli Greenbaum, seconded by Peggy Cohen, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: CASH DISBURSEMENTS**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Joan welcomed Barbara Bloom to the meeting.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a PA 152

The Trustees thanked Beth Sulek-LaHousse for her continual hard work involving the budget and benefits for our employees. Carol stated that this is the third year the Board needs to make a decision on which option to choose for compliance with PA 152. PA 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health care costs. PA 152 affects all current Library employees who receive health care benefits. However, 21 full time employees have contracts in effect through March 31, 2017 and the requirements of section 3 or 4 of PA 152 do not apply to that group until the contract expires. The option chosen will affect our newest full time employees in 2014, our 30 hour employees in 2015 and all current employees receiving health care benefits in 2017. Three options for 2014/2015 were presented to the Trustees. One of these options needs to be implemented by the Library by January 1 of each year. The Library did not meet the criteria for option #3 as a local unit of government which has the option to exempt itself. The Library Board approved the hard cap option in 2011 and in 2012. The Finance Committee and the Personnel Committee met and discussed all options and agreed to adopt Option 2, known as the 80/20 Option, because of its savings to the Library's budget. This option will cost employees approximately 12% to 15% of their salary for their healthcare benefits.

After discussion, a motion was made by Peggy Cohen, seconded by Judy Lindstrom **TO RECOMMEND ADOPTION OF THE 80/20 OPTION AS STATED IN PA 152, EFFECTIVE APRIL 1, 2014.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Pam Williams questioned the payment in the amount of \$380.00 to the Library's attorney for review of a FOIA request and review of roofing contract. Carol explained that one of the vendors not chosen for our RFID project made the FOIA request. She also explained that the \$380.00 was the total charge for both reviews done by the attorney.

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Other:

At this time the Trustees were informed to return their Director Annual Performance Evaluation forms to Joan or Grant as soon as possible as the Personnel Committee will need to meet before January 15, 2014.

A question was raised regarding the Library's position on not reducing hours for the 30-hour employees. The Finance Committee met on February 26, 2013 and decided not to decrease hours for this group of employees. This recommendation was presented to the Board in March 2013, and approved by the Board as part of the 2013/2014 budget. The employees were informed of this decision at that time. Several questions were raised regarding the percentages used in PA 152-

Option 2 that the Library Board approved for employee healthcare this evening. Suggestions to change the percentages from 80/20 to different figures were discussed. The Trustees felt this topic can be revisited at a future date. Carol stated that staff are coming off three years of furlough days and no increases in salary and to be sensitive to that as well.

Meeting adjourned at 8:00 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, January 21, 2014 at 7:00 p.m. in the Board Room.

Submitted by:

Eli Greenbaum, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments January, 2014

New Vendors:

Dayton Metro Library – loaned a book to BTPL for our patron.

Fred Astaire Dance Studios – is sending two dance instructors to the Library for our 50th anniversary kickoff event on Saturday, January 25.

Fantastic Faces by Diane – is sending two face painters to the Library for our 50th anniversary kickoff event on Saturday, January 25.

Andrew Heuser – purchased supplies for our recent Teen program.

Paul Keller – the Paul Keller quintet will be performing at our 50th anniversary “Night at the Library” on October 18, 2014.

John Prepolec – is a program presenter and chef from Five Star Chocolate Dessert. He will be sharing recipes using chocolate as part of the Library’s “Everyone Loves Chocolate” program.

Toppermost Productions – is a Beatles tribute band and will be performing in the 50th anniversary kickoff after hours concert on Saturday, January 25.

General Fund Advance

- Check # 13603 payable to Bloomfield Township in the amount of \$383.76 was payment for library water and sewer use.
- Check #13614 payable to Backer Landscape in the amount of \$ 1,477.14 was payment for grounds maintenance.
- Check #13616 payable to Principal Life Insurance Company in the amount of \$642.50 was payment for life insurance for our 26 part time employees.

General Fund

- Check # 13617 payable to Backer Landscaping, Inc. in the amount of \$2,600.00 was payment for tree pruning and two parking lot salting.

- Check #13621 payable to Bloomfield Township in the amount of \$ 235,139.78 was payment for two payrolls in December, 2013 including FICA, HRA contributions, etc. as usual.
- Check # 13625 payable to Butzel Long in the amount of \$487.50 was payment for legal review of Affordable Care Act questions.
- Check #13630 payable to Dayton Metro Library in the amount of \$5.00 was payment for an out of state loan fee for a book borrowed for a Bloomfield Township resident.
- Check #13635 payable to Healey Fire Protection, Inc. in the amount of \$1,010.00 was payment for the annual inspection of the library's fire suppression system.
- Check #13638 payable to Johns Hopkins Medicine in the amount of \$165.58 was payment for several medical books for the library's collection.
- Check #13639 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$7,778.00 was payment for our annual maintenance contract and chiller service.
- Check #13561 payable to Metronet Library Consortium in the amount of \$2,601.06 was payment for books, database and Everyone's Reading supplies.
- Check #13658 payable to the Roofing Technology Associates, Ltd. in the amount of \$628.35 was final payment for project management of our roof project.
- Check #13659 payable to Saginaw Valley State University in the amount of \$22.00 was payment for a lost book loaned to Bloomfield Township Public Library for a resident.
- Check #13665 payable to Unique Management Services in the amount of \$1,781.05 was payment for 199 long overdue patrons accounts sent to them in December, 2013.

Gift Fund

- Check #4279 payable to Paul Keller in the amount of \$925.00 was 50% payment for their performance at the 50th anniversary "Night at the Library" event on October 18, 2014.
- Check #4282 payable to Bloomfield Township Public Library in the amount of \$270.84 was payment for Library by Mail postage.
- Check #4283 payable to Fred Astaire Dance Studio in the amount of \$384.00 was payment for dance instruction for our 50th anniversary kickoff event on Saturday, January 25.

- Check #4284 payable to Funtastic Faces by Diane in the amount of \$250.00 was payment for face painting during our 50th anniversary kickoff event on Saturday, January 25.
- Check #4285 payable to Janway Company in the amount of \$3,725.00 was payment for 17,000 plastic book bags.
- Check #4288 payable to Toppermost Productions in the amount of \$1,000 was payment for their performance during our 50th anniversary kickoff event on Saturday, January 25.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF DECEMBER 2013

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
13598	12/6/13	Elizabeth Clauder	104.01	489.98
13599	12/6/13	HOME DEPOT CR. SERV.	104.01	133.90
13600	12/6/13	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
13601	12/6/13	PNC BANK	104.01	890.49
13602	12/18/13	Andrea Aragona	104.01	27.12
13603	12/18/13	BLOOMFIELD TOWNSHIP	104.01	383.76
13604	12/18/13	Elizabeth Clauder	104.01	147.26
13605	12/18/13	Joel Dion	104.01	30.00
13606	12/18/13	FLAGSTAR BANK	104.01	1,223.49
13607	12/18/13	SHERWIN-WILLIAMS CO	104.01	308.88
13608	12/23/13	AMAZON.COM	104.01	3,517.95
13609	12/23/13	COMCAST	104.01	126.53
13610	12/23/13	DTE ENERGY	104.01	18,858.90
13611	12/23/13	RECORDED BOOKS, LLC	104.01	22.85
13612	12/23/13	VERIZON WIRELESS	104.01	201.31
13613	12/31/13	Brooke Hoskins	104.01	27.22
13614	12/31/13	BACKER LANDSCAPING, INC.	104.01	1,477.14
13615	12/31/13	CONSUMERS ENERGY	104.01	5,354.15
13616	12/31/13	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	642.50
Total				<u><u>\$33,941.43</u></u>
REGULAR CHECKS:				
13617	1/10/14	BACKER LANDSCAPING, INC.	104.01	2,600.00
13618	1/10/14	BAKER & TAYLOR, INC.	104.01	13,037.44
13618a	1/10/14	VOID	104.01	
13618b	1/10/14	VOID	104.01	
13618c	1/10/14	VOID	104.01	
13619	1/10/14	BERNAN ASSOCIATES	104.01	776.13
13620	1/10/14	BLACKSTONE AUDIO, INC.	104.01	432.00
13621	1/10/14	BLOOMFIELD TOWNSHIP	104.01	235,139.78
13622	1/10/14	BOOKLETTERS	104.01	1,530.00
13623	1/10/14	BOOKS GALORE INC.	104.01	18.99
13624	1/10/14	BRILLIANCE AUDIO, INC.	104.01	640.44
13625	1/10/14	BUTZEL LONG	104.01	487.50
13626	1/10/14	CAR TRUCKING, INC.	104.01	406.60
13627	1/10/14	CAVENDISH SQUARE	104.01	219.50
13628	1/10/14	GALE/CENGAGE LEARNING	104.01	4,011.46
13629	1/10/14	CENTRAL BUSINESS SYSTEMS, INC.	104.01	360.10
13630	1/10/14	DAYTON METRO LIBRARY	104.01	5.00
13631	1/10/14	DU ALL CLEANING, INC	104.01	4,600.00
13632	1/10/14	FINANCIAL INFORMATION, INC.	104.01	3,650.00
13633	1/10/14	GAYLORD BROTHERS, INC.	104.01	114.12
13634	1/10/14	H. V. BURTON CO.	104.01	217.00
13635	1/10/14	HEALEY FIRE PROTECTION, INC	104.01	1,010.00
13636	1/10/14	INGRAM LIBRARY SERVICES	104.01	12.37
13637	1/10/14	JCR SUPPLY CO/BEDARD BROS	104.01	870.95
13638	1/10/14	JOHNS HOPKINS MEDICINE	104.01	165.58
13639	1/10/14	LJ ROLLS REFRIGERATION CO., INC	104.01	7,778.00
13640	1/10/14	LEADERSHIP DIRECTORIES, INC.	104.01	423.00
13641	1/10/14	LEXISNEXIS MATTHEW BENDER	104.01	519.44
13642	1/10/14	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	2,039.78
13643	1/10/14	MERGENT, INC.	104.01	1,265.00
13644	1/10/14	MIDWEST TAPE	104.01	5,914.80

Check #	Date	Payee	Cash Account	Amount
13644a	1/10/14	VOID	104.01	
13644b	1/10/14	VOID	104.01	
13645	1/10/14	NBS	104.01	1,653.00
13646	1/10/14	NUTECH GRAPHICS	104.01	28.27
13647	1/10/14	OREGON LAMINATIONS COMPANY	104.01	135.95
13648	1/10/14	OVERDRIVE	104.01	3,796.30
13649	1/10/14	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,067.10
13649a	1/10/14	VOID	104.01	
13650	1/10/14	THE PENWORTHY CO.	104.01	726.96
13651	1/10/14	JOHN PREPOLEC	104.01	150.00
13652	1/10/14	PUMPKIN BOOKS, INC.	104.01	139.92
13653	1/10/14	QUILL CORPORATION	104.01	463.05
13654	1/10/14	RANDOM HOUSE, INC.	104.01	259.25
13655	1/10/14	RECORDED BOOKS, LLC	104.01	458.32
13656	1/10/14	REMINISCE	104.01	14.98
13657	1/10/14	RICOH USA, INC	104.01	749.75
13657a	1/10/14	VOID	104.01	
13658	1/10/14	ROOFING TECHNOLOGY ASSOCIATES, LTD	104.01	628.35
13659	1/10/14	SAGINAW VALLEY STATE UNIVERSITY	104.01	22.00
13660	1/10/14	SHOPLET.COM	104.01	507.25
13661	1/10/14	STAPLES ADVANTAGE	104.01	98.61
13662	1/10/14	TANTOR MEDIA	104.01	233.96
13663	1/10/14	THE GREAT COURSES	104.01	469.65
13664	1/10/14	ULINE	104.01	436.96
13665	1/10/14	UNIQUE MANAGEMENT SERVICES, INC.	104.01	1,781.05
13666	1/10/14	UNIQUE BOOKS INC.	104.01	39.20
13667	1/10/14	UNITED STATES POSTAL SERVICE	104.01	1,500.00
13668	1/10/14	VIGILANTE SECURITY	104.01	1,950.00
13669	1/10/14	AMERICAN LIBRARY ASSOCIATION	104.01	175.00
Total				<u><u>\$305,729.86</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4273	12/6/13	PNC BANK	102.03	780.31
4274	12/18/13	BARNES & NOBLE	102.03	73.49
4275	12/18/13	FLAGSTAR BANK	102.03	240.75
4276	12/31/13	Elizabeth Clauder	102.03	69.31
4277	12/31/13	Andrew Heuser	102.03	22.65
4278	12/31/13	Brooke Hoskins	102.03	20.12
4279	12/31/13	PAUL KELLER	102.03	925.00
4277V	12/31/13	Andrew Heuser	102.03	-22.65
4280	12/31/13	Andrew Heuser	102.03	22.65
4278V	12/31/13	Brooke Hoskins	102.03	-20.12
4281	12/31/13	Brooke Hoskins	102.03	263.70
				<u><u>\$2,375.21</u></u>
REGULAR CHECKS:				
4282	1/10/14	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	270.84
4283	1/10/14	FRED ASTAIRE DANCE STUDIO	102.03	384.00
4284	1/10/14	FUNTASTIC FACES BY DIANE	102.03	250.00
4285	1/10/14	JANWAY COMPANY	102.03	3,725.00
4286	1/10/14	ROCKET ENTERPRISE INC	102.03	75.00
4287	1/10/14	SCHOOL SPECIALTY	102.03	462.00
4288	1/10/14	TOPPERMOST PRODUCTIONS'	102.03	1,000.00
Total				<u><u>\$6,166.84</u></u>

**Bloomfield Township Public Library
2013-2014 General Fund Budget**

7b

PRESENTED: JANUARY 21, 2014 FOR THE MONTH OF: DECEMBER 2013

ACCOUNT NAME	2013-2014 ADOPTED BUDGET AS OF MAR 19, 2013	2013-2014 AMENDED BUDGET AS OF AUG 20, 2013	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Nine Months 75% VARIANCE
<u>Revenues</u>						
Taxes	\$4,625,869	\$4,621,195	\$791,375	\$773,335	16.73%	(\$3,847,860)
Penal Fines	\$58,353	\$58,353	\$0	\$54,543	93.47%	(\$3,810)
State Aid	\$20,470	\$20,470	\$0	\$10,261	50.13%	(\$10,209)
Circulation Fines & Fees	\$140,464	\$140,464	\$13,444	\$110,644	78.77%	(\$29,820)
Charges for Services	\$14,114	\$14,114	\$457	\$8,546	60.55%	(\$5,568)
Investment earnings	\$178,767	\$178,767	(\$10,603)	(\$131,520)	-73.57%	(\$310,287)
Miscellaneous	\$9,556	\$9,556	\$403	\$7,534	78.84%	(\$2,022)
Total Revenues	\$5,047,593	\$5,042,919	\$795,076	\$833,344	16.53%	(\$4,209,575)
<u>Expenditures</u>						
Personnel	\$3,377,158	\$3,293,590	\$234,732	\$2,422,397	73.55%	(\$871,193)
Library Services	\$783,043	\$781,473	\$43,943	\$510,345	65.31%	(\$271,128)
Facilities & Equipment	\$1,042,081	\$1,043,181	\$53,416	\$728,057	69.79%	(\$315,124)
Other Operating Expenditures	\$131,896	\$398,768	\$6,635	\$243,930	61.17%	(\$154,838)
Total Expenditures	\$5,334,178	\$5,517,012	\$338,726	\$3,904,728	70.78%	(\$1,612,284)
Fund Balance - Beginning	\$7,792,567	\$7,972,537		\$7,972,537		
Net revenue (expenditure)	(\$286,585)	(\$474,093)		(\$3,071,384)		
Fund Balance - Ending	\$7,505,982	\$7,498,444		\$4,901,153		

Amendments to the budget:
None

Fund Balance Designations

Non-spendable Fund Balance (includes all fixed assets)	\$27,496,552	\$26,628,930
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is 8- months of expenditures amount)	\$3,556,119	\$3,638,843
Assigned Fund Balance (is the compensated absences payouts of \$412,214 and full funding of the OPEB obligation of \$3,312,000)	\$3,742,194	\$3,724,214
Unassigned Fund Balance (is the unplanned emergency amount)	\$207,669	\$135,387

**Bloomfield Township Public Library
2013-2014 Gift Fund Budget**

7b

PRESENTED: JANUARY 21, 2014 FOR THE MONTH OF: DECEMBER 2013

Nine Months 75%

ACCOUNT NAME	2013-2014 ADOPTED BUDGET AS OF MAR 19, 2013	2013-2014 AMENDED BUDGET AS OF DEC 31, 2013	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$66,422	\$3,709	\$66,422	100.00%	\$0
Investment Earnings	\$300	\$300	\$14	\$111	37.00%	(\$189)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$66,722	\$3,722	\$66,533	99.72%	(\$189)
<u>Expenditures</u>						
Library Services	\$39,727	\$51,108	\$2,748	\$30,423	59.53%	(\$20,685)
Facilities & Equipment	\$19,144	\$45,453	\$0	\$10,549	23.21%	(\$34,904)
Other Operating Expenditures	\$94,884	\$126,147	\$4,089	\$28,121	22.29%	(\$98,026)
Total Expenditures	\$153,755	\$222,708	\$6,837	\$69,093	31.02%	(\$153,614)
Fund Balance	\$92,733	\$94,964		\$94,964		
Reserved Fund Bal.	\$61,022	\$61,022		\$61,022		
Net revenue (expenditures)	(\$152,955)	(\$155,986)		(\$2,561)		
Fund Balance - Ending	\$800	\$0		\$153,425		

Amendments to the budget:

All amendments due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
DECEMBER 2013

7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Checking (Ecommerce)	0.00%	12/31/2013	\$160,332.94
	Flagstar Public Funds Savings	0.19%	12/31/2013	\$187,779.42
	Flagstar Premier Public Entities Checking	0.14%	12/31/2013	\$8,242.04
	RBC Capital Cash/Money Market	0.010%	12/31/2013	\$792,439.47
	RBC Capital - Investments	1.42%	12/31/2013	\$4,052,774.59
Total General Fund				<u>\$5,201,568.46</u>

Please see General Fund budget for notes on how this amount is earmarked

Gift Fund

Huntington Public Fund Business Interest Checking	0.15%	12/31/2013	\$106,472.19
Huntington CD (Charnov gift) - matures 5/7/14	0.76%	12/31/2013	\$52,195.00
Total Gift Fund			<u>\$158,667.19</u>

CFSEM

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

Jeanette P. Myers Memorial Scholarship Fund	12/31/2012	\$13,244.00
Yvonne T. Atkinson	12/31/2012	\$28,784.00
Isabel and Lawrence Smith Challenge Grant	12/31/2012	\$29,871.00
BTPL Endowment Fund	12/31/2012	\$27,574.00
Fair Radom Garden Endowment Fund	12/31/2012	\$14,685.00
Library Director's Legacy Fund	8/31/2013	\$12,500.00
Total CFSEM holdings		<u>\$126,658.00</u>

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	12/31/2013 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	16.4%	\$792,439	\$792,439	-	0.01%
Eaton Vance U.S. Government Money Market	12.4%	\$600,000	\$600,000	\$120	0.02%
Wells Fargo Advantage Adjustable Rate Gov't	18.6%	\$897,805	\$901,523	\$6,897	0.77%
Loomis Sayles Limited Term U.S. Gov't & Agency	36.3%	\$1,753,450	\$1,758,145	\$40,178	2.29%
Eaton Vance Government Obligations	7.5%	\$352,603	\$361,901	\$14,896	4.12%
DWS GNMA	2.4%	\$124,600	\$116,447	\$4,290	3.68%
Wells Fargo Advantage Government Securities	6.5%	\$340,100	\$314,758	\$2,426	0.77%
Total Portfolio	100.0%	\$4,860,997	\$4,845,214	\$68,806	1.42%

4th Quarter Activity - September 30, 2013 - December 31, 2013

Cash Activity

Beginning Balance	\$31.98
Deposits & Sales Proceeds	\$2,197,319.19
Withdrawals	(\$1,405,000.00)
Dividends	\$22,838.28
Capital Gains	\$0.00
Net funds to purchase securities	(\$22,749.98)
Ending Balance	\$792,439.47

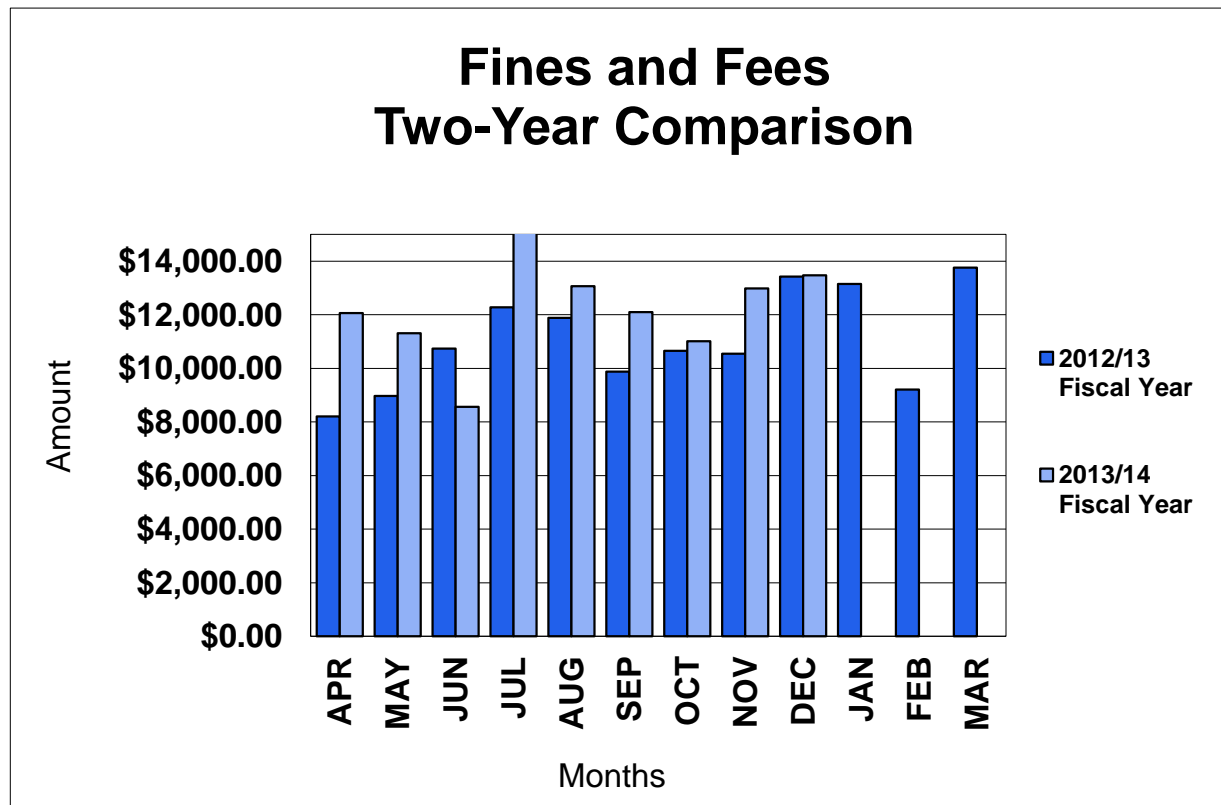
Change in Security Value

Beginning value of securities	\$5,449,986.45
Securities purchased	\$22,749.98
Securities sold	(\$1,405,309.22)
Change in value of priced securities	(\$14,652.62)
Ending Value of priced securities	\$4,052,774.59

Total account value as of December 31, 2013 **\$ 4,845,214.06**

FINES AND FEES - TWO-YEAR COMPARISON

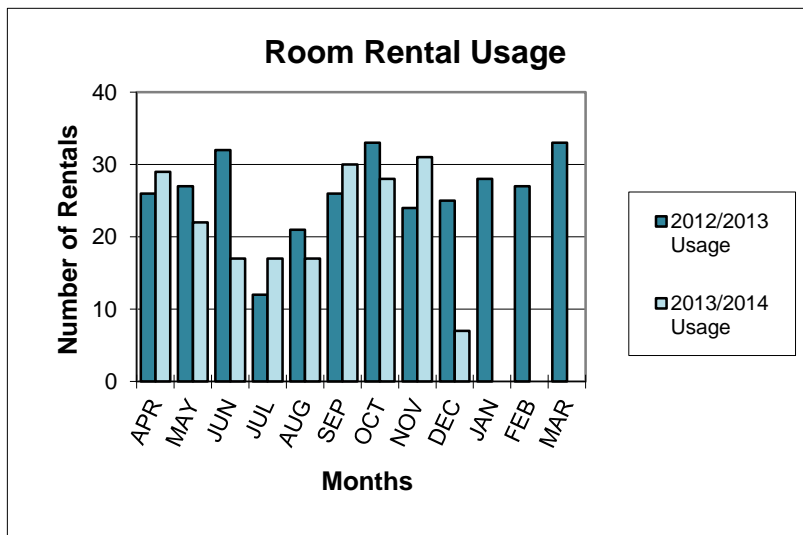
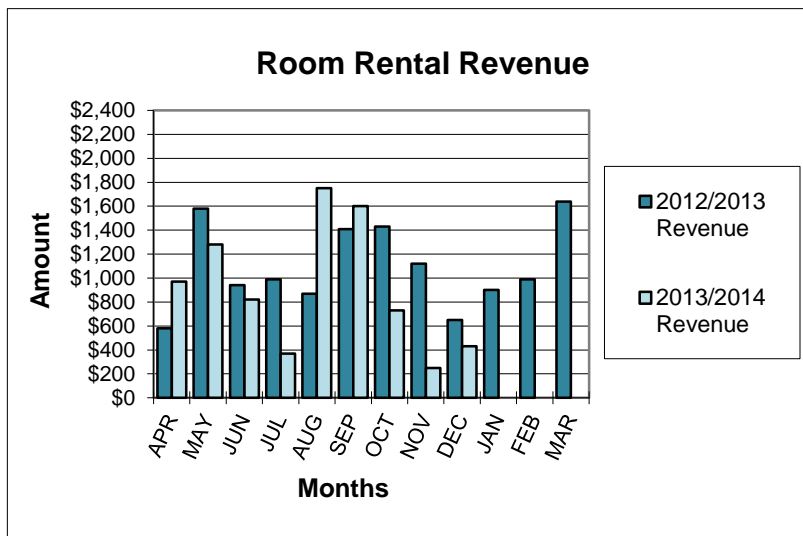
Month	2012/13 Fiscal Year	2013/14 Fiscal Year	Difference
APR	\$8,206.59	\$12,058.52	\$3,851.93
MAY	\$8,971.89	\$11,311.82	\$2,339.93
JUN	\$10,741.83	\$8,567.53	(\$2,174.30)
JUL	\$12,280.42	\$16,428.37	\$4,147.95
AUG	\$11,885.13	\$13,062.09	\$1,176.96
SEP	\$9,879.04	\$12,098.00	\$2,218.96
OCT	\$10,650.27	\$11,014.75	\$364.48
NOV	\$10,547.64	\$12,978.24	\$2,430.60
DEC	\$13,421.95	\$13,470.53	\$48.58
JAN	\$13,148.01		(\$13,148.01)
FEB	\$9,203.90		(\$9,203.90)
MAR	\$13,755.13		(\$13,755.13)
			YTD Difference
TOTAL	<u>\$132,691.80</u>	<u>\$110,989.85</u>	<u>(\$21,701.95)</u>



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2012/2013 <u>Revenue</u>	2013/2014 <u>Revenue</u>	<u>Difference</u>	2012/2013 <u>Usage</u>	2013/2014 <u>Usage</u>	<u>Month</u>
APR	\$580.00	\$970.00	\$390.00	26	29	APR
MAY	\$1,580.00	\$1,280.00	(\$300.00)	27	22	MAY
JUN	\$940.00	\$820.00	(\$120.00)	32	17	JUN
JUL	\$990.00	\$370.00	(\$620.00)	12	17	JUL
AUG	\$870.00	\$1,750.00	\$880.00	21	17	AUG
SEP	\$1,410.00	\$1,600.00	\$190.00	26	30	SEP
OCT	\$1,430.00	\$730.00	(\$700.00)	33	28	OCT
NOV	\$1,120.00	\$250.00	(\$870.00)	24	31	NOV
DEC	\$650.00	\$430.00	(\$220.00)	25	7	DEC
JAN	\$900.00		(\$900.00)	28		JAN
FEB	\$990.00		(\$990.00)	27		FEB
MAR	\$1,640.00		(\$1,640.00)	33		MAR
			YTD Difference			
TOTAL	<u>\$13,100.00</u>	<u>\$8,200.00</u>	<u>(\$4,900.00)</u>	<u>314</u>	<u>198</u>	



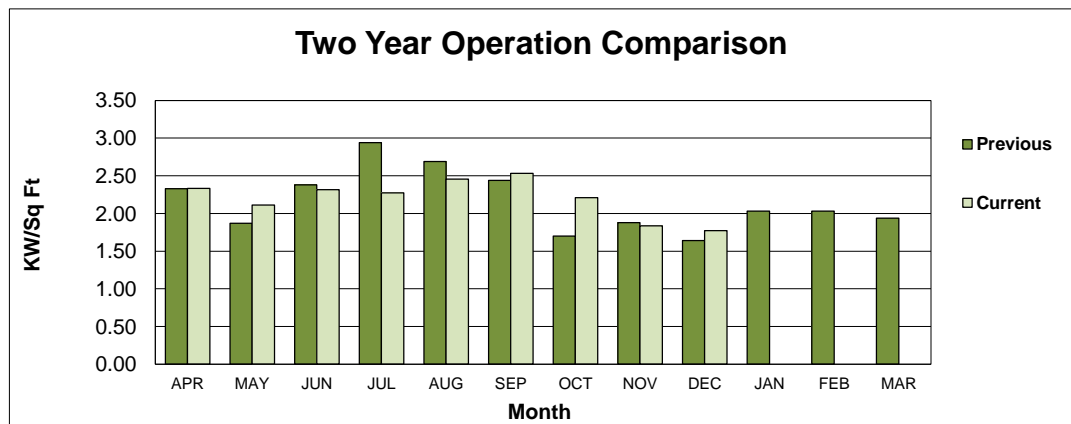
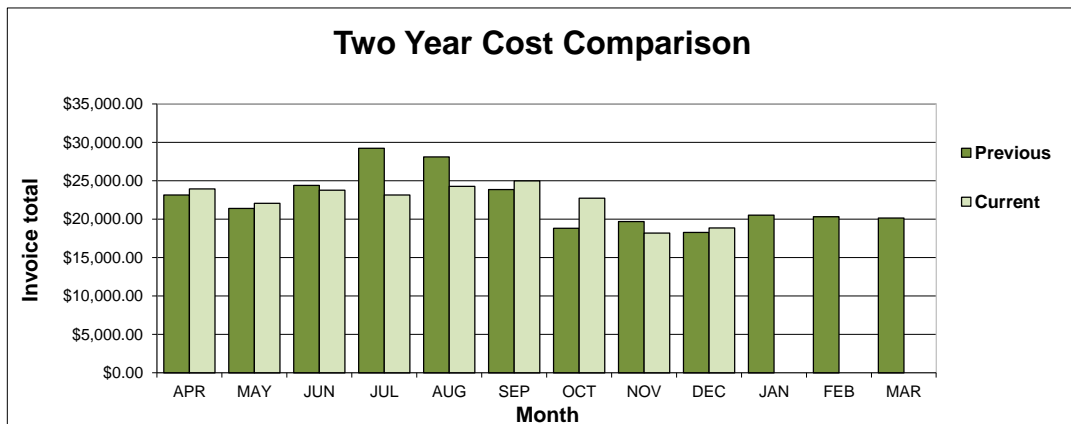
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2012/2013	2013/2014 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no.days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$23,140.58	\$23,924.85	\$784.27	235,620	\$0.10	327.25	2.33	\$33.23	\$0.24
MAY	\$21,388.95	\$22,040.98	\$652.03	213,430	\$0.10	286.87	2.11	\$29.62	\$0.22
JUN	\$24,402.61	\$23,747.63	(\$654.98)	233,800	\$0.10	324.72	2.31	\$32.98	\$0.24
JUL	\$29,211.88	\$23,128.92	(\$6,082.96)	229,810	\$0.10	308.88	2.27	\$31.09	\$0.23
AUG	\$28,113.58	\$24,264.13	(\$3,849.45)	248,010	\$0.10	333.35	2.45	\$32.61	\$0.24
SEP	\$23,837.69	\$24,952.03	\$1,114.34	255,710	\$0.10	355.15	2.53	\$34.66	\$0.25
OCT	\$18,820.02	\$22,741.30	\$3,921.28	223,300	\$0.10	300.13	2.21	\$30.57	\$0.23
NOV	\$19,685.39	\$18,183.53	(\$1,501.86)	185,430	\$0.10	257.54	1.84	\$25.25	\$0.18
DEC	\$18,251.67	\$18,858.90	\$607.23	178,850	\$0.11	240.39	1.77	\$25.35	\$0.19
JAN	\$20,526.33		(\$20,526.33)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$20,289.47		(\$20,289.47)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$20,159.83		\$20,159.83		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$267,828.00	\$201,842.27	(\$25,666.07)						

NOTES:

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



Bloomfield Township Public Library Natural Gas Analysis

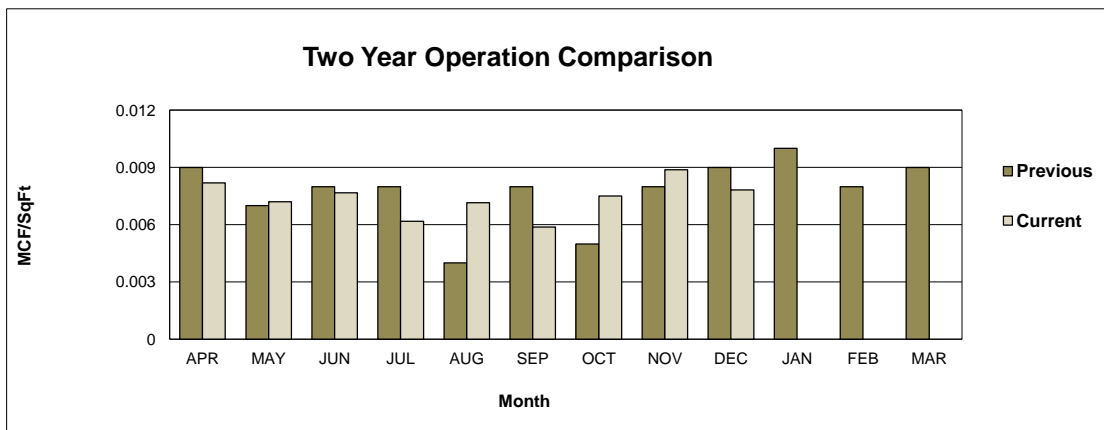
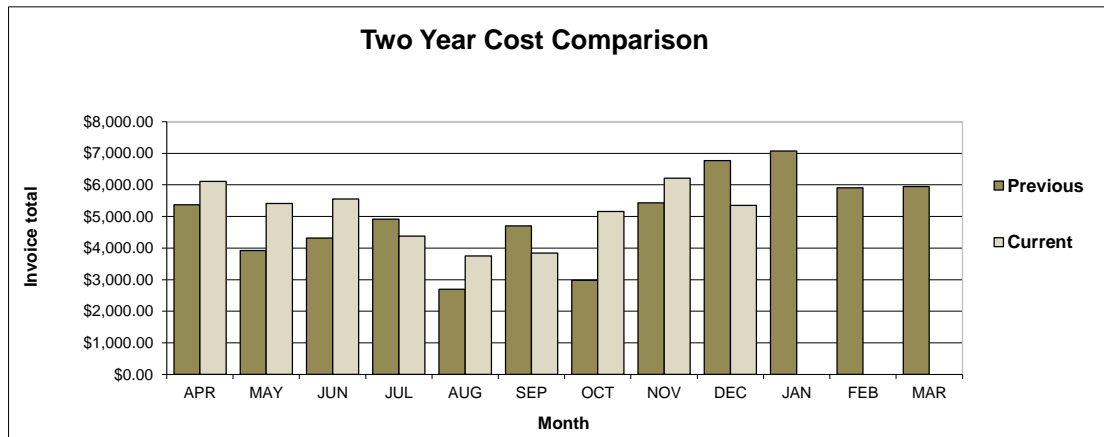
Building Area = 101,023

1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2012/2013	2013/2014 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,371.71	\$6,110.36	\$738.65	828.4	\$7.38	720	1.15	0.008	8.49	0.060
MAY	\$3,919.73	\$5,408.69	\$1,488.96	727.6	\$7.43	744	0.98	0.007	7.27	0.053
JUN	\$4,316.24	\$5,555.45	\$1,239.21	775.9	\$7.16	720	1.08	0.008	7.72	0.054
JUL	\$4,912.06	\$4,379.99	(\$532.07)	624.3	\$7.02	744	0.84	0.006	5.89	0.043
AUG	\$2,696.67	\$3,751.62	\$1,054.95	722.3	\$5.19	744	0.97	0.007	5.04	0.037
SEP	\$4,705.82	\$3,845.47	(\$860.35)	593.4	\$6.48	720	0.82	0.006	5.34	0.038
OCT	\$2,979.75	\$5,160.88	\$2,181.13	758.3	\$6.81	744	1.02	0.008	6.94	0.050
NOV	\$5,433.93	\$6,210.54	\$776.61	897.9	\$6.92	720	1.25	0.009	8.63	0.061
DEC	\$6,772.88	\$5,354.15	(\$1,418.73)	790.8	\$6.77	744	1.06	0.008	7.20	0.052
JAN	\$7,075.63		(\$7,075.63)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,908.36		(\$5,908.36)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,944.66		(\$5,944.66)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$60,037.44	\$45,777.15	(\$14,260.29)							

NOTES:

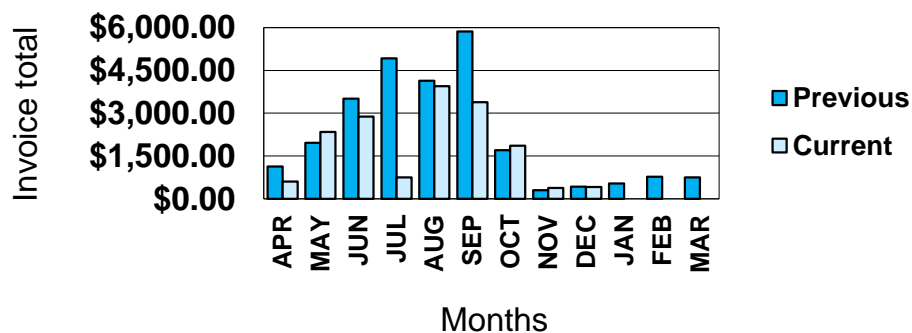
All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



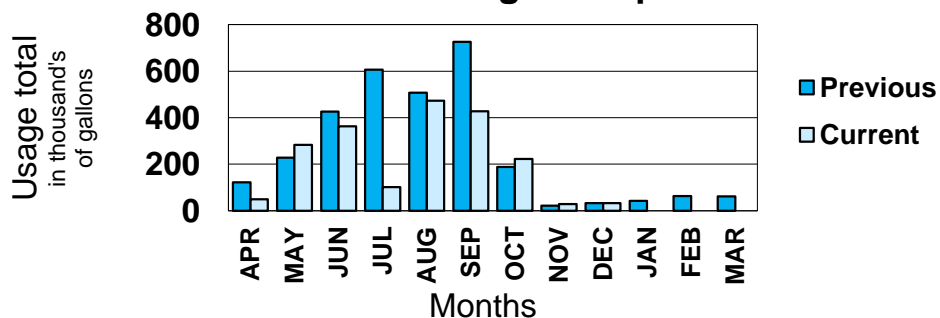
Bloomfield Township Public Library Water Analysis

Month	2012/13 Fiscal Year Cost	2013/14 Fiscal Year Cost	Difference	2012/13 Fiscal Year Usage	2013/14 Fiscal Year Usage	Difference
APR	\$1,130.36	\$608.49	(\$521.87)	122	49	(73)
MAY	\$1,962.32	\$2,347.63	\$385.31	228	283	55
JUN	\$3,509.00	\$2,886.18	(\$622.82)	426	363	(63)
JUL	\$4,919.80	\$753.30	(\$4,166.50)	606	102	(504)
AUG	\$4,138.12	\$3,948.12	(\$190.00)	508	473	(35)
SEP	\$5,862.50	\$3,383.98	(\$2,478.52)	726	427	(299)
OCT	\$1,697.92	\$1,861.07	\$163.15	188	223	35
NOV	\$302.20	\$383.76	\$81.56	21	29	8
DEC	\$424.96	\$415.77	(\$9.19)	32	32	0
JAN	\$536.56		(\$536.56)	42		(42)
FEB	\$770.92		(\$770.92)	63		(63)
MAR	\$748.60		(\$748.60)	61		(61)
			YTD Difference			YTD Difference
TOTAL	<u>\$26,003.26</u>	<u>\$16,588.30</u>	<u>(\$9,414.96)</u>	<u>3,023</u>	<u>1,981</u>	<u>(1,042)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT**

January, 2014

- The Bloomfield Hills High School Robotics team has been displaced while the new high school is under construction. They contacted the Library and we have agreed to let them hold their team meetings at the Library during this time. We are happy to help our community partner in this way!
- In December, requests for proposals for library vending services were distributed. By the January 3, 2014 deadline, we received three proposals. These proposals are now being carefully reviewed. A recommendation for the award of the library vending services bid will be made to the Library Board at the February 18 meeting.
- The Friends of the Library remain very generous! At their February 8, 2014 Board meeting, they voted to reallocate \$5,000 from a previous gift of SMS Alert Service to staff development. This is a very welcomed gift as virtually all staff development has been eliminated from the Library budget in recent years.

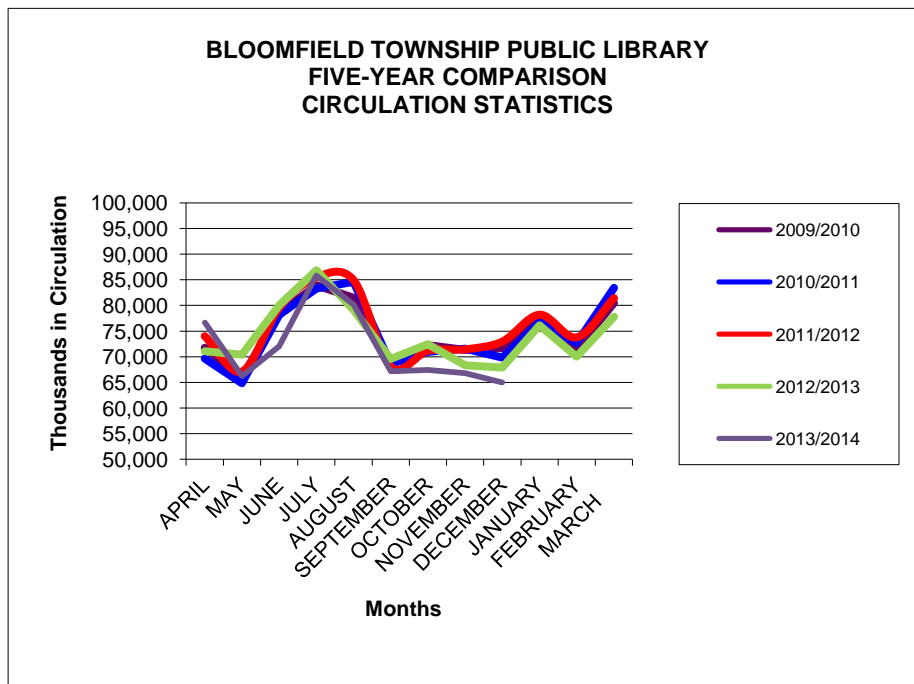
Respectfully Submitted,

Carol Mueller
Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

1/15/2014

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
APRIL	71,743	69,666	74,009	71,094	76,629
MAY	65,968	64,825	67,127	70,411	66,250
JUNE	78,496	78,169	79,512	80,069	72,030
JULY	83,937	83,272	85,456	86,867	85,844
AUGUST	81,506	84,618	84,937	79,094	80,163
SEPTEMBER	68,621	68,596	68,066	69,592	67,145
OCTOBER	72,256	70,926	71,180	72,467	67,436
NOVEMBER	71,324	71,551	71,456	68,318	66,813
DECEMBER	71,667	69,841	72,964	67,864	65,007
JANUARY	76,935	76,712	78,197	76,156	
FEBRUARY	71,503	72,657	73,778	69,992	
MARCH	80,470	83,408	81,433	77,819	
TOTAL	894,426	894,241	908,115	889,743	647,317



	2012		2013	
COLLECTION				
Book Collection:	283,064		283,681	
Media Collection:	60,537		61,845	
Total e-books:	26,526		27,373	
Overdrive	5,381		6,004	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	4,132		5,609	
Materials Total:	374,259		378,508	
CIRCULATION				
Circulation Total:	67,864		65,007	
Bloomfield Township Circulation:	61,856		59,089	
Virtual Circulation Total:	3,774		4,326	
Circulation of Youth materials:	22,266		22,739	
Circulation of Media:	32,410		29,372	
Circulation of Cranbrook passes:	201		131	
Self-checkout machine use:	24,737	36.5%	21,801	33.5%
Library by Mail:	115	31 patrons	85	29 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	24,323		21,756*	
Gate Count:	25,108		25,208	
Meeting rooms by public:	25		7	
Meeting rooms by staff:	47		40	
VIRTUAL USE				
Home page hits/Database services:	25,697		22,470	
e-book access:	1,787		2,060	
Overdrive	1,699		1,998	
EBSCOhost	88		62	
Audiobook access: (Overdrive)	565		858	
Music download access:	1,422		1,062	
Magazine download access:	n/a		346	
TutorMe! sessions:	20		68	
Library Computer Use				
Resident Use	2,531		2,079	
Guest Use	828		782	
*Library closed December 24 & 25 for Christmas holiday				
*Library closed early December 31 for New Year's Eve				

	2012		2013	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	127		118	
Cranbrook:	2		3	
Total new patrons:	195		182	
<i>Adult Program Attendance</i>				
Staff-led:	4 events	27 attended	2 events	16 attended
Speaker-led:	3 events	42 attended	3 events	28 attended
Book clubs:	3 events	28 attended	3 events	28 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
<i>Systems Program Attendance</i>				
Staff-led:	4 events	32 attended	3 events	15 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	8 attended	3 events	32 attended
Homework Coaching		8 attended		10 attended
<i>Youth Program Attendance</i>				
Staff-led:	17 events	351 attended	10 events	244 attended
Speaker-led:	2 events	185 attended	3 events	72 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
TOTAL:	35 events	681 attended	27 events	445 attended
<i>Volunteers:</i>				
	30 people	207.25 hours	35 people	305 hours
	Shop: 8	86.5	Shop: 7	86
	Court: 1	8.25	Court: 1	10
	Students: 7	45	Students: 7	41.25
	Stu. tutors: 3	10	Stu. Tutors: 5	21.75
	Dept. Vol: 11	57.5	Dept. Vol: 15	146
<i>Patron Remarks</i>				
Patron Comments:	11		7	
Ask BTPL:	24		14	
Ask Us:	37		24	
DISPLAYS				
Lobby	Collecting Antique Radios by the Michigan Antique Radio Club			
Media	Adult: Holiday Movies and Good Movies You May Have Missed			
	Youth: Gingerbread House Display and Holiday DVDs			
Local History	Cranbrook Student Art			

TENTATIVE SCHEDULE CALENDAR

- **Tuesday, January 21, 2014 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Saturday, January 25, 2014 – Noon – 10:00 p.m. 50th Anniversary Kick Off Event.
- Wednesday, February 5, 2014– 12:30 p.m. FOL Board of Directors Meeting in the Board Room.
- Thursday, February 6, 2014 – 2:00 p.m. Finance Committee Meeting in the Board Room.
- **Tuesday, February 18, 2014– 7:00 p.m., Regular Board Meeting in the Board Room.**
- Friday, February 21, 2014 – 7:30 p.m. Chamber Music Concert in the Community Room.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY ART COMMITTEE

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, January 9, 2014

Present: Trustees: Judy Lindstrom

Library Staff: Carol Mueller, Director; Tera Moon, Assistant Director; Sue Barr, Youth Services Librarian; Connie Silver, Adult Services Assistant Department Head; Karen Imarisio Township resident; Andrea Aragona, Director's Secretary.

OLD BUSINESS:

Tork Works Rendering:

Carol displayed the template sent by Tork Works. Carol reviewed with the Committee that the installation will be a 6 foot tall and 7 to 7 1/2 feet wide tree made from stainless steel and UV stable cast resin. The piece will extend about 3 inches from the Library wall with stainless steel threaded studs epoxied into the brick. The leaves will be made incorporating the Library Logo colors. The colors will be made from our pantone color numbers, but it was stated that they won't be an exact match due to the fact the transparency of the leaves will present differently than the opaque colors we see in the logo. The quote received was \$3,700.00 for the art piece and \$800.00 for the installation. The Art Committee made several suggestions as follows:

- Trunk placement should be closer to the ground and possibly with more of a trunk (wider/thicker)
- Possibly adding some smaller leaves and have the sizes of leaves with more variation.
- Possibly getting an actual sample from Tork Works of a leaf made in resin

The Committee was pleased with the representation and appreciated the template sent from Tork Works. There will not be a plaque placed by the installation. This piece will be added to the Library's Art Collection Brochure mentioning the donation in memory of Claudia Jones by the Jones family. The Committee suggested a conference call with Tork Works to go over their suggestions after funding was received for the project. Karen Imarisio agreed to do the provenance on the piece. All information will be presented to the Library Board of Trustees for the final approval of the installation.

Paul Garrison "Blueberries" donation:

The "Blueberries" painting has been re-framed and installed in the Youth Story Room. Mr. Garrison was able to visit the story room and commented on how pleased he was with its location. This artwork has been included in the Art Brochure.

New Business:

Winston Churchill sculpture:

A bust of Winston Churchill was donated to the Library by a patron. The Art Committee was grateful for the donation of this wonderful piece, but unable to accept the donation. The Committee felt we did not have an appropriate place to display the piece in the Library where it would be safe from damage or theft. The Committee suggested the possibility of borrowing the piece to display in the Library display cabinets for Veterans Day or another appropriate time in history for which it would relate. A "thank you" letter will be sent to the donor.

Meeting adjourned at 4:30 p.m.
No meeting scheduled at this time.

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

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Monday, January 13, 2014 at 2:00 p.m.

Present: Trustees Grant Gerhart and Joan Luksik

Administration: Library Director Carol Mueller, Assistant Director Tera Moon and Finance Coordinator Beth Sulek-LaHousse

Summary personnel expense reports for both fiscal years were reviewed. Highlights of changes and recommendations are listed below:

2013/2014 Personnel Budget

In 2013/2014, after three years of furlough days, all closed furlough days were added back into the library schedule. In addition, a 1% across the board wage increase was given to all library staff. The March, 2013 decision to close on 10 summer Sundays was reversed by the Library Board in April, 2013.

Two senior staff members retired in 2013/2014 after serving the Library for many years – our Library Director Karen Kotulis-Carter and Adult Services Assistant Department Head Karen Imarisio. This second Assistant Department Head was no longer needed and was reclassified to a full time Adult Services librarian resulting in a savings of \$21,282. This savings in personnel expenses was then reallocated to the Systems Department for an additional 20 hour Systems Assistant at a cost of \$20,480.

In September, 2013, our full time Systems Assistant asked to assume this new 20 hour position. The full time Systems Assistant position was reclassified to a full time Systems Technician.

In Youth Services, two 30 hour librarians asked to have their hours reduced to 20 hours per week due to personal reasons. This reduction in personnel funding of 10 hours per week each for a total of 20 hours per week was used to create a new 20 hour librarian position.

One Circulation Clerical Assistant position was eliminated as these hours had been reallocated to the existing Clerical Assistants within the Circulation Department.

In December, 2012, the Library Board approved the hard cap option for the fiscal year 2013/2014 as required to comply with PA 152.

2014/2015 Personnel Budget

No furlough days are recommended for the second year again.

Included in our proposed 2014/2015 budget approved on August 20, 2013 is a 1% wage increase for all library staff.

Our annual salary survey has shown that Bloomfield Township Public Library salaries remain in the mid range as compared to similar sized area public libraries. Rochester Hills Public Library gave a 1.3% increase to their staff this year. Bloomfield Township and Oakland County have planned for 2% increase for their employees this next year.

In the fall, 2014, the current 30 hour employees will be offered health care benefits, effective January 1, 2015, as required by the Patient Protection Affordable Care Act. In addition, PA 152 requires that these employees pay for a portion of their health care benefits. In December, 2013, the Library Board selected the 80/20 option requiring these employees and all full time employees hired after May 1, 2011 to pay 20% of our actual health care premium costs.

In October, 2013, Bloomfield Township sold bonds to fully fund pensions of retirees and current employees covered by the defined benefit pension plan. The first year payment on the bonds has been structured as a higher amount than the following 19 years of bond payments. The Library payment will be \$265,000. Unfortunately, we did not have this information in August when the proposed 2014/2015 budget was approved but will be part of the final budget presented to the Library Board in March, 2014.

The Friends of the Library remain very generous! At their February 8, 2014 Board meeting, they voted to reallocate \$5,000 from a previous gift for SMS Alert Service to staff development. This is a very welcomed gift as virtually all staff development has been eliminated from the Library budget in recent years.

The Personnel Committee supports the recommendation of no furlough days again in 2014/2015 and a 1% wage increase for all library staff if funding is available in the 2014/2015 budget.

No future meeting of the Personnel Committee has been scheduled.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: January 15, 2014

SUBJECT: Proposed Fines & Fees Schedule 2014

The Department Heads and Administration conducted our annual review of the Fines & Fees schedule in preparation for completing the 2014/2015 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. We carefully reviewed all items on this schedule for relevant changes to recommend. Only a few changes are suggested this year for your consideration to implement at the start of our next fiscal year on April 1, 2014.

Attached is the current Fines & Fees schedule, effective January 1, 2013, for your information. Also attached is the proposed Fines & Fees schedule with suggested changes highlighted to be reviewed, considered for your approval and implemented on April 1, 2014.

Proposed Changes to the Fines & Fees Schedule

ESL Audio Book, ESL Book, ESL Media Kit and ESL Video - (schedule page 3) it is recommended to change the number of times these items may be renewed from unlimited renewals to three renewals. We have found that these items are not renewed multiple times so there is no need for unlimited renewals. Changing these items to three renewals makes these items consistent with most other renewal limits on library items.

Game - (schedule page 3) currently these items have a borrowing limit of 4 items per library card. As this collection is less in demand these days, it is recommended to change the borrowing limit to no limit. Again, changing this collection to no limit makes it consistent with most other borrowing limits on library collections.

Leap Pad - (schedule page 4) remove this item from the schedule as these have been removed from the library's collection due to low circulation and high maintenance.

Park and Read Pass - (schedule page 4) remove this item from the schedule as this program is now an online program only.

Holds - (schedule page 8) As Bloomfield Township cardholders may borrow up to 99 items at any time, it is recommended that holds may be placed on up to 99 items also. Currently there is no limit on the number of holds that can be placed. However, as a resident may borrow up to 99 items, if more than 99 items are requested and available for

a patron, the additional items that can't be borrowed would sit on the hold shelf and not be available to other patrons to borrow.

Further Fines & Fees Schedule Review

Meeting Room Rental Fees - (schedule page 10) rental fees for our four meeting rooms were reviewed by Administration and compared to other public library meeting room rental fees and other meeting venues. As a result of this review, we found that our meeting room rental fees are in line with charges established by other public libraries for use of their meeting rooms. Private venues charge a larger rental fee for meeting room use but generally come with additional services such food and beverages. We are not recommending any changes to our meeting room rental fees at this time.

Collection Agency (schedule page 6) our experience using a collection agency these last 10 months has quite successful in getting long overdue materials returned and accounts settled. From March 1, 2013 through December, 2013, 858 long overdue accounts have been sent to Unique Management Services, Inc. to contact. These accounts totaled \$56,230.57 in overdue fines and materials not returned. Of that amount, \$28,577.81 has been collected in overdue fines and payment for lost materials. In addition, 296 long overdue items were returned to the Library. The cost of collecting these materials and fines was \$7,679.10 resulting in approximately a four to one return on our investment.

Comparison of Fines and Fees to other libraries - a review of the Detroit Suburban Libraries Round Table 2013 survey revealed that area libraries charge anywhere from \$.05 per day to \$.25 per day for an overdue book. Our overdue fine is on the high side at \$.25 per day for an overdue book and was increased from \$.20 per day three years ago. The majority of the libraries responding to the survey indicated that they charge \$1.00 per day for overdue nonprint materials, as we do also. We are not recommending any changes in overdue fines at this time.

Circulation and Use Policy - (schedule page 7) - our previous change in this policy to "right size" our nonresident circulation to approximately 15% of our total circulation has been successful. Currently our residents borrow 91% of all library materials. This policy is reviewed annually as part of our yearly review of all library policies by the Policy Committee.

Thank you for your review of the Fines & Fees schedule and consideration of our proposed changes.

ACTION:

I move that the Schedule of Fines & Fees be approved as presented with Implementation to begin on April 1, 2014.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective January 1, 2013

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 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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective January 1, 2013

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 FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
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. <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) 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) Arm replacement, \$4 plus \$5 service charge</i>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective January 1, 2013

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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 from BTPL-	3 weeks	No #	None	\$1 per day fine Max fine \$15	Yes; One renewal	Holds can be placed only 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
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective January 1, 2013

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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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective January 1, 2013

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MISSING & DAMAGED PARTS	
ITEM	REPLACEMENT CHARGES
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 Blue Top 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 White Top Small, Medium, Large	Box Charge for White Top Small \$5.00 – Medium \$8.00 – Large \$12.00 <i>Plus \$5 service charge</i>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective January 1, 2013

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ADDITIONAL FEES & SERVICES

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

***Replacement Charges:**

Items that need to be withdrawn from the database, reordered, and/or reprocessed require an additional "service charge" as noted in addition to replacement cost. Some items, such as DVDs, 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 \$15 non refundable collection fee will be assessed per item.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective January 1, 2013

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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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective January 1, 2013

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

ADDITIONAL FEES & SERVICES

HOLDS:

- Only Bloomfield Township cardholders can place holds.

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 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 7days 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.

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

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

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

TELEPHONE NOTIFICATION:

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). No courtesy or billing notice sent by telephone.

Rental DVD: A reminder notice of rental checkout will be sent 7days 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). No courtesy or billing notice sent by telephone.

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

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective January 1, 2013

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COMPUTER USE:

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

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

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

STUDY ROOMS:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective January 1, 2013

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MEETING ROOMS

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

FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2010

MEETING ROOM	NONPROFIT RATE	PROFIT RATE
Leslie Harcourt Green Community Room <i>Seating: 90 chairs at 30 tables or 140 chairs only</i>	\$100.00	\$240.00
Meeting Room 1 <i>46 chairs at tables only</i>	\$50.00	\$120.00
Meeting Room 2 <i>56 chairs only</i>	\$50.00	\$120.00
Meeting Room 3 <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
Effective April 1, 2014

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 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

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*
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. <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) 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) Arm replacement, \$4 plus \$5 service charge</i>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2014

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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; 3 renewals	Yes	Max cost listed plus \$5 service charge.
ESL Book	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	Max cost listed plus \$5 service charge.
ESL Media Kit	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	Max cost listed plus \$5 service charge.
ESL Video	3 weeks	No #		\$1per day fine. Max fine \$15	Yes; 3 renewals	Yes	Max cost listed plus \$5 service charge.
Game	1 week	No#		\$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 only 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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Effective April 1, 2014

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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 #	THIS ITEM DELETED	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 Limited to BTPL cardholders only	7 days	1 per loan period	THIS ITEM DELETED		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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MISSING & DAMAGED PARTS	
ITEM	REPLACEMENT CHARGES
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 Blue Top 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 White Top 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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ADDITIONAL FEES & SERVICES

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

***Replacement Charges:**

Items that need to be withdrawn from the database, reordered, and/or reprocessed require an additional "service charge" as noted in addition to replacement cost. Some items, such as DVDs, 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 \$15 non refundable collection fee will be assessed per item.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2014

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ADDITIONAL FEES & SERVICES

HOLDS:

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

RENEWAL:

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

NOTIFICATION SCHEDULE:

EMAIL:

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 7days 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.

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

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

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

TELEPHONE NOTIFICATION:

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). No courtesy or billing notice sent by telephone.

Rental DVD: A reminder notice of rental checkout will be sent 7days 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). No courtesy or billing notice sent by telephone.

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

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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COMPUTER USE:

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

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

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

STUDY ROOMS:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2014

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MEETING ROOMS

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

FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2010

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

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: Tera Moon, Assistant Director

DATE: January 21, 2014

SUBJECT: Strategic Plan Update

Staff have been working on the eight short term goals listed below for this fiscal year. During 2013/2014, the following short term goals will be completed:

- Invitations offering "First Meeting Free" have been sent out to 37 service related businesses inviting them to meet at the Library one time at no charge. Groups scheduling a meeting will be welcomed by a Library staff person who will share information about our services, collections and programs. Follow up telephone calls were made on December 12.
- The Survey Committee has written a short article for the winter, 2014 newsletter to publicize how to freeze your holds - one of the "My Account" features we wish to promote to increase resident's knowledge of these library services.
- The Library Rewards program offered in September in conjunction with American Library Association's "National Library Card Sign Up" month resulted in 176 residents receiving new library cards.
- Work continues on creating content for a welcome brochure highlighting Library collections and services. A revised draft of a welcome brochure will reviewed at a 2014 MAC (Management Advisory Committee) meeting.
- On January 26, a special joint program is being offered at Cranbrook. The Library is promoting the event and resident cardholders can take advantage of the free Cranbrook pass that is available for check out. For the months of December and January, the Local History display cases are featuring an exhibit of Cranbrook student art. We are pleased to be working more closely with Cranbrook to highlight this wonderful organization in our backyard!
- The staff Wayfinding Committee continues to investigate technology and equipment to improve patron access to the building, services and collections. Recently, a poster size floor plan was placed in the lobby to assist patrons with locating areas and collections.
- We have been offering Vitality kits to our patrons for one year. The collection now includes 40 kits, an increase from our original 17 kits! Staff from nearby libraries has visited to view the collection and gather more information from us about this unique collection.

- Adult Services staff is working with Bloomfield Township Senior Services to offer programs for seniors. Specifically, movies from the Library's collection have been selected and loaned to the Senior Center to show at their "Friday at the Movies" program.

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".

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR
FEBRUARY

2014

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Family Story Time 11am Intro to Word 2-4pm
2	3 Itsy Bity Yoga 10am	4 Movers & Shakers 10am Knit n Stitch 10am	5 Family Story Time 2pm	6 Just Us Kids 10am Great Books club 6:45pm	7 Sign & Play 10am	8 Everybody Loves Chocolate! All day FOL Used Book Sale 9:30 -3:30 Intro to Excel 2-4pm
9	10	11 Movers & Shakers 10am Memoir Writers Group 1-3pm Teen Advisory Board 4-5pm Hearts & Flowers 4-5:30pm Ebooks 7pm	12 PJ Theater 6:30pm Non Fiction Book Club 7pm Writers Rendezvous 7pm	13 Just Us Kids 10am	14 Sign & Play 10am	15 Sensory Saturdays 2pm
16	17 Lego club 2pm Teen Book Discussion 7pm	18 Tuesday Book Club 10am Library Board Meeting 7pm	19 Mystery Book Club 1pm Family Story Time 2pm Great Books Club 6:45pm	20 Preditors & Prey 6:30pm	21 Coffee & Conversation 10am Chamber Concert 7pm	22 Intro to Social Networking 2pm
23	24	25 Memoir Writers Group 1pm Teen Advisory Board 4pm	26 Mad Science 6:30pm Writers Rendezvous 7pm	27 Eleanors Book Club 10am	28 Game Time @ the Library 4-6pm	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY

MONTHLY DIRECTOR'S REPORT

January, 2014

- **HAPPY NEW YEAR!** I look forward to sharing an exciting year with all of you as together we celebrate 50 years of BTPL!

I hope you can all join us on Saturday, January 25th as we kick off our 50th Anniversary Year with a daylong celebration called "Feeling Groovy at the Library".

Starting at **1pm**, we will have:

- a photo booth
- face painting
- dance instruction
- button making
- karaoke
- crafts and more
- Toppermost, a Beatles Tribute Band, will perform that evening at **7:30pm**.

Thank you again for providing the very generous funding to make this day possible for our community!

- The brochure for the Library's west side garden has been updated to include information about the Korean Mountain Ash purchased by the Friends in honor of Karen Kotulis-Carter. A copy will be shared at the meeting for your review. In addition, a new page has been added to the Book of Recognition recognizing contributions to the library's grounds.
- Casual day donations from staff in December were designated as "*In honor of our Friends of the Library*". A total of \$287.00 will be added to the Library's Endowment fund.
- At the December meeting I shared that the \$5,000 approved wish list item for the SMS Alert Service will need to be re-directed. After your November approval, we asked for a quote to purchase this service and learned that the actual price had been misunderstood. The cost is \$5,000 PER YEAR for a 3-year subscription. As a result, I am asking that you consider re-directing this funding. A separate memo is attached for your consideration as I am requesting that this funding be re-directed to staff development.

Thank you for everything you each do to make Bloomfield Township Public Library the place to discover!

**FOL Board Meeting Minutes
December 4, 2013**

President Glenda Bard called meeting to order at 12:30 p.m.

Board Members Present:

Glenda Bard, Kathy Conner, Nancy Lambert, Germaine Mack, Pat Miotke, Bob Pullar, Cathy Ranke, Larry Sabbath, Barbara Smalley, Virginia Smith

Others present: Pam Williams, Library Trustee; Joan Luksik, President-Trustee; Carol Mueller, Library Director; Tera Moon, Asist. Director BTPL; Andrea Aragona, Dir. Secretary

President's Report:

- Tera Moon and Joan Luksik introduced to board.
- Still need a chairman for the Annual Meeting Committee. Need theme, perhaps the history of the Friends. Meeting should be in April or May.
- FOL holiday “**white elephant**” party scheduled for Dec. 11th.
- Reminder that the library holiday party is Friday at 6.00.
- Reminder that Virginia S.’s birthday party is 12/18 at 11:30
- Concert Refreshments- decision needs to be made to be regarding the provision of refreshments at the Chamber Music Concerts. (See New Business).

Secretary Report: Barbara S. submitted minutes for the November meeting. Bob P. motioned to accept the minutes and Pat M. seconded.
Minutes approved.

Treasurer Report: Larry S.

- Distributed and reviewed the report.

Motion made by Germaine M. to accept the report. Motion seconded by Cathy R.
Financial Reports Approved

Membership Report: Cathy R.

- Cathy R. reported that the current membership is 344.

Bookstore: Cathy R.

- Cathy R. reported that the bookstore took in \$2307.23 last month.

SSSS: Virginia S.

- Reported that we made \$2855 at the November book sale.
- Ideas for the 12th Anniversary of the SSSS.
- Virginia S shared a proof for a bookmark to commemorate the SSSS 12th anniversary with board. Will hand out at the December book sale. (Note: this first board knew of bookmarks)
- Glenda B. brought up the need to review that the format for the Big Annual Sale. Would like to discuss next board meeting.

Trustee Report: Pam Williams, Trustee & Joan Luksik, Pres.Trustee

- Joan L will attend our board meetings.
- Roof repairs completed.
- 50th Anniversary plans are progressing.
- Working on the flooding/water issues. An engineering report has been completed and is under review.
- The contract with the fine collection agency has worked well.

Director's Report: Carol Mueller

- Monthly Director's Report, library schedule and Friends Gifts Expended Report distributed.
- New/ Revised "Pending Gift Fund Wish List October 3, 2013" (presented on December 4, 2013) distributed. It has been revised to reflect that BTPL will not be proceeding with Innovated SMS Alert System for which FOPL gifted \$5000. Will need to decide where money can be re-gifted.
- New assistant director, Tera Moon has joined the library staff.
- Thanked FOL for the commemorative tree planted in honor of Karen Kotulis-Carter. Karen does not want a plaque.
- Connie S. in Adult Services has been able to save a significant amount of money by switching-out worn copies of circulation books with donated copies in better condition. Also has been able to add books we don't have. Thanks
- Movie for Holiday Party is still being negotiated. Hopefully the movie "Book Thief" will be shown.

New Business:

- Virginia S. invited board to her birthday party on December 18th at 11:30 in meeting room at library.

Old Business:

- Virginia S. asked status of commemorative/ tree hugger for tree planted in honor of Karen-Kotulis-Carter. Carol M. again stated that KK. Does not want any plaques/markers. CM. Suggested that alternative might be entering her in the "Book of Recognition."
- Glenda B. brought up issue of refreshments for concerts. She reported that the purchased cookies served at last concert in November went so quickly not everyone got some. Question do we continue to provide refreshments given cost and labor involved?

Motion made by Cathy R. to discontinue providing and serving refreshments at Chamber Music Concerts. Motion seconded by Germaine M.
Motion Approved.

Motion made by Cathy R. and seconded by Larry S. to have Karen Kotulis-Carter's name entered in the "Book of Recognition".
Motion Approved

- Larry S. reported planning for the Anniversary is progressing. Marti McG. Volunteer coordinator will let us know what help is needed and when. Staff is busy soliciting donations.
- January 25th will be the kick-off events.

Motion to adjourn made by Nancy L. and seconded by Germaine M. Motion approved.

Meeting adjourned at 1:38 .

Minutes prepared by: Barbara Smalley

Approved 01/08/2014

Friends gifts expended 2013-2014

<u>Year rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>Dec 2013</u>	<u>Amount left in gift</u>	
2011	FOL	AS High Demand DVD's	\$3,330.48		\$307.61	
2012	FOL	AS DVD purchases	\$2,371.05		\$2,371.05	
2012	FOL	YS DVD purchases	\$700.29		\$7.91	
2011	FOL	YS Special Needs collection	\$2,872.22	(\$517.33)	\$56.14	
2010	FOL	YS Adaptive Umbrella Workshop	\$21.43		\$21.43	
2012	FOL	Spring 2013 9th Annual Story Telling Festival	\$200.00		\$174.13	
2012	FOL	YS 2013/14 FY program budget	\$7,191.00	(\$247.07)	\$814.44	
2013	FOL	March 2014 First Grade Readers Rally	\$2,400.00		\$2,400.00	
2013	FOL	Spring 2014 10th Annual Story Telling Festival	\$400.00		\$400.00	
2013	FOL	2013/2014 PJ Theater program	\$2,000.00		\$2,000.00	
2012	FOL	AS 2013 Teen Programs	\$700.00	(\$243.58)	\$0.00	
2013	FOL	2013/2014 Three concerts	\$3,000.00		\$3,000.00	
2013	FOL	2013/2014 Four Art Lectures	\$600.00		\$600.00	
2013	FOL	2014 Everyone's Reading	\$500.00		\$500.00	
2010	FOL	Redirect by FOL for 50th Anni.	\$10,000.00		\$10,000.00	Was Comm. mailings -now earmarked for 50th Anni.
2011	FOL	Det. Historical Society Exhibits	\$1,500.00		\$1,000.00	
2011	FOL	BTPL's 50th Anniversary seed money	\$4,733.22	(\$1,709.00)	\$1,554.80	
2012	FOL	Chamber Concert Series	\$2,372.07		\$1,507.34	
2012	FOL	Ruth McNair donations for concerts	\$1,381.00		\$1,381.00	
2013	FOL	Admin 2014/2015 Program Budget	\$1,500.00		\$1,500.00	
2013	FOL	Spring 2014 Arborist Tree Pruning	\$2,000.00		\$2,000.00	
2013	FOL	10 chairs for Public Café	\$2,900.00		\$2,900.00	
2012	FOL	YS Replace 2 AWE computers	\$7,100.00		\$4.20	
2011	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$94.03		\$94.03	Was Math & Science kits -now Technology upgrade
2009	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$301.30		\$56.10	Was Apr2010 Nat.Library Week -now Tech. upgrade
2010	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$1,500.00		\$1,500.00	Was Apr2011 Nat. Library Week -now Tech. upgrade
2012	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$9,567.50		\$6,681.25	Was backdrop for stage - 50% dep-now Tech. upgrade
2013	FOL	Systems Technology upgrade (to bring total to \$25,000 with 4 redirected gifts)	\$16,668.62		\$16,668.62	
2011	FOL	Technology related workshops/training	\$6,268.97		\$1,476.79	
2009	FOL	YS ALA conference attend.-Summer 2014 for J.Taggart	\$2,000.00		\$2,000.00	Was Display panels-now ALA confer Summer 2014.
2013	FOL	For 2014/2015 staff development	\$1,500.00		\$1,500.00	Reallocated \$5,000 1/8/14 to Staff Development and redistributed part of it to depts from Innov. SMS Alert Serv. gift given in Oct. 2013.
2013	FOL	For 2014/2015 AS staff develop.	\$700.00		\$700.00	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 Circ staff develop.	\$700.00		\$700.00	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 Sys staff develop.	\$700.00		\$700.00	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 TS staff develop.	\$700.00		\$700.00	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 YS staff develop.	\$700.00		\$700.00	Reallocated from SMS Alert Serv. gift given in 10/13
2007	FOL	New Welcome brochures	\$6,290.00		\$6,290.00	
2008	FOL	MY LIBRARY book project	\$1,458.74		\$1,458.74	
2012	FOL	Recycled plastic book bags	\$1,675.00	(\$1,675.00)	\$0.00	
2013	FOL	Recycled plastic book bags	\$3,425.00	(\$2,050.00)	\$1,375.00	