

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
January 20, 2015
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Judy Lindstrom, Vice President

Pamela Williams, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

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 20, 2015 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	1/16/15
2a	Request to remove items from the Consent Agenda for Discussion	1/16/15
2b	Motion to approve the order of items for the regular and consent agendas	1/16/15
5	Motion to approve remaining consent agenda items 6-8d	1/16/15
6	Regular Board Meeting Minutes of 12-16-14	1/16/15
7a	Cash Disbursements	1/16/15
7b	Revenues/Expenditures Budget Report	1/16/15
7c	Energy Report	1/16/15
8a	President's Report	1/16/15
8b	Director's Report	1/16/15
8c	Tentative Schedule Calendar	1/16/15
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee – no report	
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds –no report	
8d	Jeanette P. Myers Scholarship Committee – no report	
8d	Landscape Committee –no report	
8d	Personnel Committee – no report	
8d	Policy Committee – no report	
11a	Proposed Fines and Fees Schedule 2015-16	1/16/15
13	Motion to approve any items removed from the consent agenda	1/16/15
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Memo regarding Strategic Plan Update	1/16/15
	Memo regarding Strategic Plan RFP	1/16/15
	Director's Monthly Report FOL and FOL Gifts expended	1/16/15
	Administrative Calendar–February 2015	1/16/15

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 20, 2015
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 16, 2014
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:
 - *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 17, 2015 at 7:00 p.m.
16. Executive Session regarding Director Performance Review and Contract
17. 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 16, 2014

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

Present: Trustees: Peggy Cohen, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, and Pam Williams.

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona

Guests: Robin Lang, SOC; Klaren Gerhart, Township resident

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

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan wished everyone and their families a happy holiday season. Joan also thanked the Board for their confidence in electing her as President for the coming year. She stated it is great to work with all the Trustees and each of them brings their own unique strengths to the Board.

Director's Verbal Report:

Carol reflected on how we have celebrated the Library's milestone during this 50th anniversary year as the year winds down:

- Library was featured in several articles this past year recognizing its 50 year anniversary.
- We had 18 special anniversary events attended by 1,733 people.
- The Gala was attended by over 220 people and approximately \$20,000 was raised for the Library.
- Lobby displays and cases were filled with nostalgia as we looked back at each of the last five decades.

Carol thanked the Friends for providing funding for the holiday party and to our SOC representatives, Robin Lang, Marianne Abdoo and Marcia Preston for planning this wonderful evening. The January and February Casual Day donations will go to CFSEM BTPL Endowment Fund in honor of the Library Board.

Carol extended warm wishes for a wonderful holiday season.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: FINES AND FEES.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Joan welcomed Robin Lang, SOC representative and Klaren Gerhart, Township resident, to the meeting.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Library Board election of Vice President

At the November Board Meeting, Eli Greenbaum was elected as Vice President. Eli Greenbaum is unable to serve as Vice President at this time. Peggy Cohen, Nominating Committee member, nominated Judy Lindstrom to serve as Vice President.

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart, **TO ACCEPT THE NOMINATION OF JUDY LINDSTROM TO SERVE AS VICE PRESIDENT DURING THE 2014-2015 TERM.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Williams

Nays: None

MOTION CARRIED

11b PA 152

The Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. Three options are available for employers to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt. The Library Board must decide each December which of the available options to implement for the next fiscal year. The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Bloomfield Township is the local unit of government and does exempt itself from the requirements of this act. Carol reviewed the options with the Trustees and shared recommendations from the Finance Committee and Personnel Committee to proceed with Option 1, the Hard Cap Option, because of its known costs for our budgeting purposes. Peggy Cohen stated that on behalf of the Finance Committee she wanted to recognize the staff sacrifices during our budget problems and stated the staff still makes contributions to their healthcare with Option 1.

After discussion, a motion was made by Judy Lindstrom, seconded by Peggy Cohen, **TO ADOPT THE HARD CAP OPTION AS STATED IN PA 152, EFFECTIVE APRIL 1, 2015.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

11c Library Investment Policy

Carol reviewed the Library's investment policy with a focus on what the Library is allowed to invest in by law. Each Trustee was given copies of the Library's Investment Policy, titled *Investment and Depository Designation Resolution*, for their reference. The Trustees will meet with our investment firm at the February Board Meeting who will address any of their questions.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Peggy Cohen commented on the fact we just have a two-year comparison for our fines and fees since using the collection agency. She stated if we had a four-year comparison, the numbers would be much more impressive. Patrons are doing a much better job of reconciling their fines with our new approach.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

OTHER:

Joan reminded the Trustees to submit their Director's Evaluation forms. This year the form will be sent to the Trustees electronically and Grant Gerhart and Joan Luksik, Personnel Committee, will compile the results.

Peggy Cohen thanked the Library Staff for all they did to make the 50th Anniversary Year a great success.

After discussion, a motion was made by Judy Lindstrom seconded by Pam Williams, **TO ADJOURN MEETING.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

Meeting adjourned at 7:49 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, January 20, 2015 at 7:00 p.m. in the Board Room.

Submitted by:

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments January, 2015

New Vendors:

Friends of Michigan Libraries - is a nonprofit organization to which the Library Board now belongs.

Andrew Gilli – is a presenter for a “Getting Published” series of library workshops in January and February, 2015.

Warren Public Library – is being reimbursed for a lost item borrowed by a Bloomfield Township Public Library resident.

General Fund Advance

- Check #14604 payable to Bloomfield Township in the amount of \$2,033.50 is payment for two water bills.
- Check #14617 payable to Friends of Michigan Libraries in the amount of \$35 is payment for an annual membership for the Library Board.

General Fund

- Check #14625 payable to Bay County Library System in the amount of \$21.00 was payment for a lost item borrowed by a Bloomfield Township Public Library resident.
- Check #14631 payable to BTPL Gift Fund in the amount of \$135.00 was payment for two online gift donations.
- Check #14643 payable to Healey Fire Protection, Inc. in the amount of \$676.00 was payment for our annual inspection of the Library’s fire suppression system.
- Check #14646 payable to Kellogg Community College in the amount of \$44.50 was payment for a lost item borrowed by a Bloomfield Township Public Library resident.
- Check #14647 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$3,241.41 was payment for replacement of leaking heat pump seals.

- Check #14670 payable to The Library Network (TLN) in the amount of \$440.00 was payment for the Library's annual Symantec license for network security software.
- Check #14675 payable to Warren Public Library in the amount of \$44.99 was payment for a lost item borrowed by a Bloomfield Township Public Library resident.
- Check #14679 payable to Bloomfield Township in the amount of \$235,124.94 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.

Gift Fund

- Check #4497 payable to CDW-G in the amount of \$2,518.41 was payment for 2 Surface Pro tablets and accessories.
- Check #4498 payable to Cranbrook Art Museum in the amount of \$100.00 was payment for a February 11 art lecture at the Library.
- Check #4502 payable to Signing Grace L.L.C. in the amount of \$375.00 was payment for a sign and play program at the Library.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF DECEMBER 2014

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
14603	12/5/14	AT&T	104.01	406.46
14604	12/5/14	BLOOMFIELD TOWNSHIP	104.01	2,033.50
14605	12/5/14	HOME DEPOT CR. SERV.	104.01	17.33
14606	12/5/14	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
14607	12/5/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	644.23
14608	12/16/14	AT&T	104.01	978.93
14609	12/16/14	C& G PUBLISHING	104.01	48.00
14610	12/16/14	FLAGSTAR BANK	104.01	1,484.24
14611	12/16/14	PITNEY BOWES RESERVE ACCOUNT	104.01	4,000.00
14612	12/30/14	AT&T	104.01	402.31
14613	12/30/14	AT&T LONG DISTANCE	104.01	22.87
14614	12/30/14	COMCAST	104.01	148.00
14615	12/30/14	CONSUMERS ENERGY	104.01	5,416.09
14616	12/30/14	DTE ENERGY	104.01	15,000.01
14617	12/30/14	FRIENDS OF MICHIGAN LIBRARIES	104.01	35.00
14618	12/30/14	ANDREW GULLI	104.01	300.00
14619	12/30/14	HOME DEPOT CR. SERV.	104.01	185.93
14620	12/30/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	644.14
14621	12/30/14	VERIZON WIRELESS	104.01	200.48
Total				<u><u>\$32,045.52</u></u>

REGULAR CHECKS:

14622	1/9/15	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	675.00
14623	1/9/15	BACKER LANDSCAPING, INC.	104.01	3,660.00
14624	1/9/15	BAKER & TAYLOR, INC.	104.01	16,986.44
14624a	1/9/15	VOID	104.01	
14624b	1/9/15	VOID	104.01	
14624c	1/9/15	VOID	104.01	
14624d	1/9/15	VOID	104.01	
14625	1/9/15	BAY COUNTY LIBRARY SYSTEM	104.01	21.00
14626	1/9/15	BERNAN ASSOCIATES	104.01	614.28
14627	1/9/15	BLACKSTONE AUDIO, INC.	104.01	401.24
14628	1/9/15	BOOKS GALORE INC.	104.01	2,851.74
14629	1/9/15	BRILLIANCE PUBLISHING, INC.	104.01	278.92
14630	1/9/15	BROAD REACH	104.01	573.68
14631	1/9/15	BTPL Gift Fund	104.01	135.00
14632	1/9/15	CAR TRUCKING, INC.	104.01	203.30
14633	1/9/15	CAVENDISH SQUARE	104.01	1,770.00
14634	1/9/15	CENGAGE LEARNING/GALE	104.01	828.04
14635	1/9/15	CENTRAL BUSINESS SYSTEMS, INC.	104.01	16.85
14636	1/9/15	CREATIVE LIBRARY SALES	104.01	39.90
14637	1/9/15	DEMCO, INC.	104.01	1,259.13
14638	1/9/15	DU ALL CLEANING, INC	104.01	4,730.00
14639	1/9/15	FINANCIAL INFORMATION, INC.	104.01	3,650.00
14640	1/9/15	GAYLORD BROTHERS, INC.	104.01	185.05
14641	1/9/15	GENPOWER PRODUCTS, INC.	104.01	188.50
14642	1/9/15	GRAINGER, INC	104.01	1,454.95
14643	1/9/15	HEALEY FIRE PROTECTION, INC	104.01	767.00
14644	1/9/15	INFOBASE LEARNING	104.01	2,919.06
14645	1/9/15	INGRAM LIBRARY SERVICES	104.01	23.54
14646	1/9/15	KELLOGG COMMUNITY COLLEGE	104.01	44.50
14647	1/9/15	LJ ROLLS REFRIGERATION CO., INC	104.01	3,241.41
14648	1/9/15	LIVE OAK MEDIA	104.01	235.40

Check #	Date	Payee	Cash Account	Amount
14649	1/9/15	MICROMARKETING LLC	104.01	211.30
14650	1/9/15	MIDWEST TAPE	104.01	4,446.97
14650a	1/9/15	VOID	104.01	
14650b	1/9/15	VOID	104.01	
14650c	1/9/15	VOID	104.01	
14651	1/9/15	MITCHELL LANE PUBLISHERS, INC.	104.01	662.00
14652	1/9/15	OVERDRIVE	104.01	5,871.86
14653	1/9/15	OXFORD UNIVERSITY PRESS	104.01	1,280.25
14654	1/9/15	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,206.78
14654a	1/9/15	VOID	104.01	
14655	1/9/15	PREFERRED DATA SYSTEMS, LLC	104.01	4,385.93
14656	1/9/15	QUALITY BOOKS INC.	104.01	427.85
14657	1/9/15	QUILL CORPORATION	104.01	163.99
14658	1/9/15	RANDOM HOUSE, INC.	104.01	886.25
14659	1/9/15	RECORDED BOOKS, LLC	104.01	235.05
14660	1/9/15	RELIABLE OFFICE SUPPLIES	104.01	131.83
14661	1/9/15	RICOH USA, INC	104.01	249.72
14662	1/9/15	ROSEN PUBLISHING	104.01	1,628.20
14663	1/9/15	ROURKE PUBLISHING LLC	104.01	356.15
14664	1/9/15	SADDLEBACK EDUCATIONAL PUBLISHING	104.01	163.97
14665	1/9/15	SALEM PRESS, INC.	104.01	1,053.00
14666	1/9/15	SHOPLET.COM	104.01	336.30
14667	1/9/15	SHOWCASES	104.01	262.44
14668	1/9/15	STAPLES ADVANTAGE	104.01	1,295.23
14669	1/9/15	TANTOR MEDIA	104.01	124.75
14670	1/9/15	THE LIBRARY NETWORK	104.01	440.00
14671	1/9/15	THE LIBRARY STORE, INC.	104.01	507.12
14672	1/9/15	UNIQUE MANAGEMENT SERVICES, INC.	104.01	304.30
14673	1/9/15	VIGILANTE SECURITY	104.01	1,950.00
14674	1/9/15	WALLACEBURG BOOKBINDING & MFG	104.01	539.46
14675	1/9/15	WARREN PUBLIC LIBRARY	104.01	44.99
14676	1/9/15	WESTON WOODS	104.01	234.89
14677	1/9/15	WORLD BOOK, INC.	104.01	2,952.40
14678	1/9/15	WT COX INFORMATION SERVICES	104.01	481.07
14679	1/12/15	BLOOMFIELD TOWNSHIP	104.01	235,124.94
Total				<u><u>\$315,712.92</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4487	12/5/14	AMAZON.COM	102.03	50.45
4488	12/5/14	Elizabeth Clauder	102.03	67.75
4489	12/5/14	Emily Hudak	102.03	37.28
4490	12/5/14	Marian Rafal	102.03	10.00
4491	12/5/14	Qiong Wu	102.03	878.81
4492	12/5/14	Amy Young	102.03	152.19
4493	12/16/14	FLAGSTAR BANK	102.03	473.77
4494	12/16/14	Amy Young	102.03	99.08
4495	12/30/14	Emily Hudak	102.03	82.72
				<u><u>\$1,852.05</u></u>
REGULAR CHECKS:				
4496	1/9/15	BAKER & TAYLOR	102.03	5.35
4497	1/9/15	CDW-G	102.03	2,518.41
4498	1/9/15	CRANBROOK ART MUSEUM	102.03	100.00
4499	1/9/15	DEMCO	102.03	559.58
4500	1/9/15	RANDY KAPLAN	102.03	350.00
4501	1/9/15	ORIENTAL TRADING CO., INC.	102.03	99.56

Check #	Date	Payee	Cash Account	Amount
4502	1/9/15	SIGNING GRACE LLC	102.03	375.00
Total				<u>\$4,007.90</u>

Bloomfield Township Public Library 2014-2015 General Fund Budget

7b

PRESENTED: JANUARY 20, 2015 FOR THE MONTH OF: DECEMBER 2014

Nine months 75%

		2014-2015	2014-2015			Nine months 75%	
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MAR 18, 2014	AUG 19, 2014	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$4,755,210	\$4,755,210	\$1,136,902	\$1,128,332	23.73%	(\$3,626,878)
420.01	Penal Fines	\$56,445	\$56,445	\$0	\$61,712	109.33%	\$5,267
422.01	State Aid	\$21,448	\$21,448	\$0	\$12,213	56.94%	(\$9,235)
430.01	Circulation Fines & Fees	\$145,464	\$145,464	\$9,351	\$92,308	63.46%	(\$53,156)
	Charges for Services	\$14,278	\$14,278	\$980	\$8,342	58.43%	(\$5,936)
	Investment earnings	\$90,245	\$90,245	(\$2,594)	\$60,418	66.95%	(\$29,827)
	Miscellaneous	\$9,369	\$9,369	\$332	\$10,386	110.86%	\$1,017
Total Revenues		\$5,092,459	\$5,092,459	\$1,144,970	\$1,373,711	26.98%	(\$3,718,748)
<u>Expenditures</u>							
	Personnel	\$3,335,738	\$3,363,966	\$235,738	\$2,466,610	73.32%	(\$897,356)
	Library Services	\$788,530	\$786,530	\$56,807	\$579,116	73.63%	(\$207,414)
	Facilities & Equipment	\$1,064,343	\$1,064,343	\$47,957	\$726,337	68.24%	(\$338,006)
	Other Operating Expenditures	\$245,642	\$257,142	\$3,142	\$222,827	86.66%	(\$34,315)
Total Expenditures		\$5,434,253	\$5,471,981	\$343,643	\$3,994,890	73.01%	(\$1,477,091)
Fund Balance - Beginning		\$7,402,218	\$7,488,790		\$7,488,790		
Net revenue (expenditure)		(\$341,794)	(\$379,522)		(\$2,621,179)		
Fund Balance - Ending		\$7,060,424	\$7,109,268		\$4,867,611		

Amendments to the budget:
Updated to the August Board Meeting figures

Fund Balance Designations

Non-spendable Fund Balance (includes all fixed assets)	\$26,628,930	\$25,930,328
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is 8-months of expenditures amount)	\$3,446,271	\$3,450,401
Assigned Fund Balance (is \$446,125 (3/31/14 compensated absences accrual) plus \$3,079,151 (61.2868% funding of the OPEB obligation of \$5,024,164)	\$3,614,153	\$3,525,275
Unassigned Fund Balance (is the unplanned emergency amount)	\$0	\$133,592

Bloomfield Township Public Library 2014-2015 Gift Fund Budget

7b

PRESENTED: JANUARY 20, 2015 FOR THE MONTH OF: DECEMBER 2014

Nine Months 75%

ACCOUNT NAME	2014-2015 ADOPTED BUDGET AS OF MAR 18, 2014	2014-2015 AMENDED BUDGET AS OF DEC 31, 2014	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$61,102	\$2,705	\$61,102	100.00%	\$0
Investment Earnings	\$200	\$200	\$14	\$523	261.64%	\$323
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$61,302	\$2,719	\$61,625	100.53%	\$323
<u>Expenditures</u>						
Library Services	\$38,373	\$54,507	\$1,609	\$35,892	65.85%	(\$18,615)
Facilities & Equipment	\$32,300	\$56,466	\$3,078	\$12,615	22.34%	(\$43,852)
Other Operating Expenditures	\$91,456	\$113,007	\$0	\$12,652	11.20%	(\$100,356)
Total Expenditures	\$162,129	\$223,980	\$4,687	\$61,158	27.31%	(\$162,822)
Fund Balance	\$95,632	\$98,726		\$98,726		
Reserved Fund Bal.	\$65,997	\$64,152		\$64,152		
Net revenue (expenditures)	(\$161,429)	(\$162,678)		\$467		
 Fund Balance - Ending	 \$200	 \$200		 \$163,345		

Amendments to the budget:

All amendments due to gifts received in December 2014

Bloomfield Township Public Library
Asset Allocation Summary
December 2014

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	12/31/2014	\$175,989.06
	Flagstar Public Funds Savings	0.35%	12/31/2014	\$221,125.46
	Flagstar Premier Public Entities Checking	0.25%	12/31/2014	\$19,260.83
	RBC Capital Cash/Money Market	0.01%	12/31/2014	\$1,137,148.92
	RBC Capital - Investments	1.49%	12/31/2014	\$3,630,138.90
Total General Fund				\$5,007,674.11
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	12/31/2014	\$107,849.93
	Huntington CD (Charnov gift) - matures 02/02/15	0.20%	12/31/2014	\$52,991.81
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2014	\$6,499.60
Total Gift Fund				\$167,341.34

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	12/31/2013	\$13,815.00
Yvonne T. Atkinson Fund	12/31/2013	\$30,061.00
Isabel and Lawrence Smith Challenge Grant	12/31/2013	\$31,565.00
BTPL Endowment Fund	12/31/2013	\$29,138.00
Fair Radom Garden Endowment Fund	12/31/2013	\$15,320.00
Library Director's Legacy Fund	12/31/2013	\$12,576.00
Total CFSEM holdings		\$132,475.00

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	12/31/2014 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	23.9%	\$1,137,149	\$1,137,149	\$114	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	34.9%	\$1,645,116	\$1,661,693	\$13,090	0.79%
Eaton Vance Short Duration Government Income	12.7%	\$600,000	\$605,712	\$19,386	3.20%
Loomis Sayles Limited Term U.S. Gov't & Agency	19.4%	\$887,720	\$923,116	\$18,080	1.96%
Eaton Vance Government Obligations	9.2%	\$417,603	\$439,618	\$20,365	4.63%
Total Portfolio	100.0%	\$4,687,588	\$4,767,288	\$71,034	1.49%

4th Quarter Activity - September 30, 2014 - December 31, 2014

Cash Activity

Beginning Balance	\$92.58
Deposits & Sales Proceeds	\$2,399,850.98
Withdrawals	(\$1,263,000.00)
Dividends	\$21,241.25
Capital Gains	\$0.00
Net funds to purchase securities	(\$21,035.89)
Ending Balance	\$1,137,148.92

Change in Security Value

Beginning value of securities	\$4,874,343.47
Securities purchased	\$21,035.89
Securities sold	(\$1,262,918.17)
Change in value of priced securities	(\$2,322.29)
Ending Value of priced securities	\$3,630,138.90

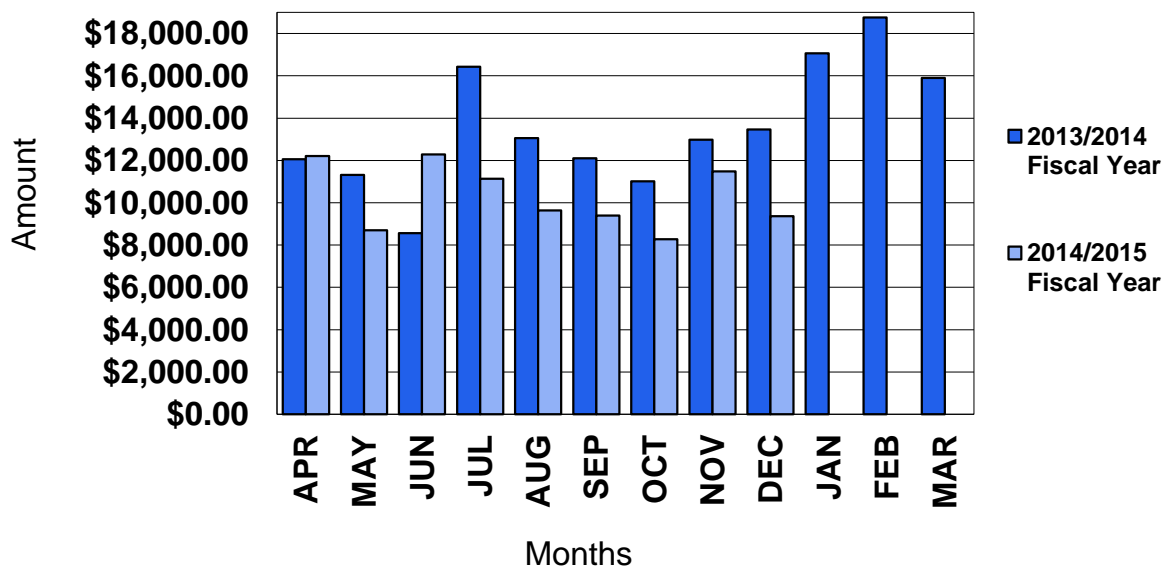
Total account value as of December 31, 2014

\$ 4,767,287.82

FINES AND FEES - TWO-YEAR COMPARISON

Month	2013/2014 Fiscal Year	2014/2015 Fiscal Year	Difference
APR	\$12,058.52	\$12,209.70	\$151.18
MAY	\$11,311.82	\$8,696.66	(\$2,615.16)
JUN	\$8,567.53	\$12,283.41	\$3,715.88
JUL	\$16,428.37	\$11,136.86	(\$5,291.51)
AUG	\$13,062.09	\$9,638.91	(\$3,423.18)
SEP	\$12,098.00	\$9,388.48	(\$2,709.52)
OCT	\$11,014.75	\$8,275.12	(\$2,739.63)
NOV	\$12,978.24	\$11,484.10	(\$1,494.14)
DEC	\$13,470.53	\$9,370.84	(\$4,099.69)
JAN	\$17,059.39		(\$17,059.39)
FEB	\$18,758.60		(\$18,758.60)
MAR	\$15,904.78		(\$15,904.78)
			YTD Difference
TOTAL	<u>\$162,712.62</u>	<u>\$92,484.08</u>	<u>(\$70,228.54)</u>

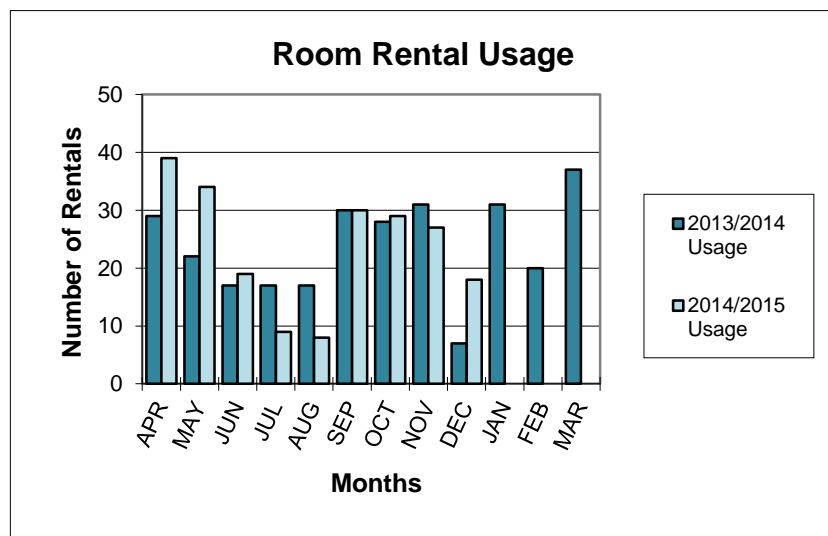
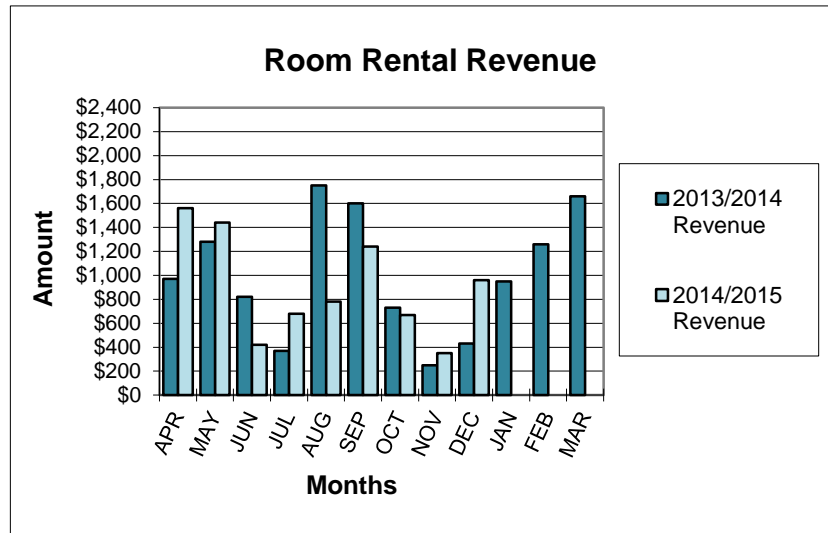
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2013/2014 <u>Revenue</u>	2014/2015 <u>Revenue</u>	<u>Difference</u>	2013/2014 <u>Usage</u>	2014/2015 <u>Usage</u>	<u>Month</u>
APR	\$970.00	\$1,560.00	\$590.00	29	39	APR
MAY	\$1,280.00	\$1,440.00	\$160.00	22	34	MAY
JUN	\$820.00	\$420.00	(\$400.00)	17	19	JUN
JUL	\$370.00	\$680.00	\$310.00	17	9	JUL
AUG	\$1,750.00	\$780.00	(\$970.00)	17	8	AUG
SEP	\$1,600.00	\$1,240.00	(\$360.00)	30	30	SEP
OCT	\$730.00	\$670.00	(\$60.00)	28	29	OCT
NOV	\$250.00	\$350.00	\$100.00	31	27	NOV
DEC	\$430.00	\$960.00	\$530.00	7	18	DEC
JAN	\$950.00		(\$950.00)	31		JAN
FEB	\$1,260.00		(\$1,260.00)	20		FEB
MAR	\$1,660.00		(\$1,660.00)	37		MAR
			YTD Difference			
TOTAL	\$12,070.00	\$8,100.00	(\$3,970.00)	286	213	



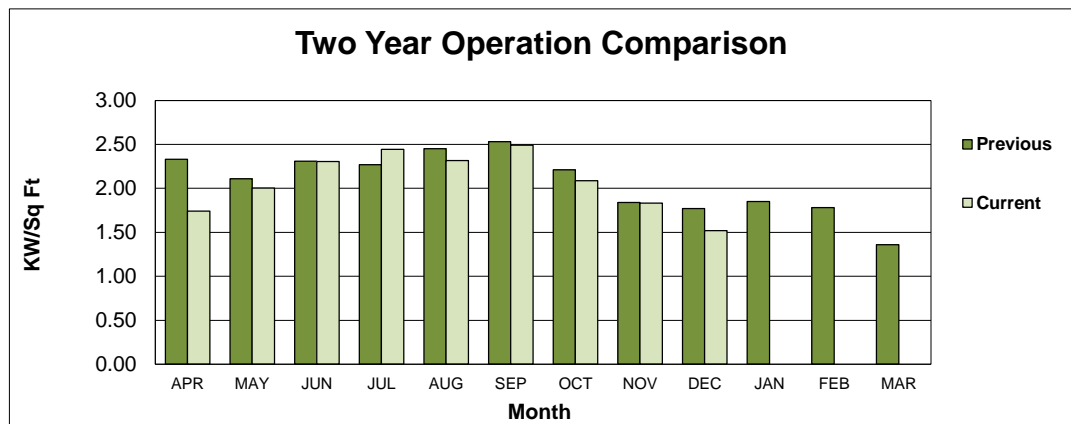
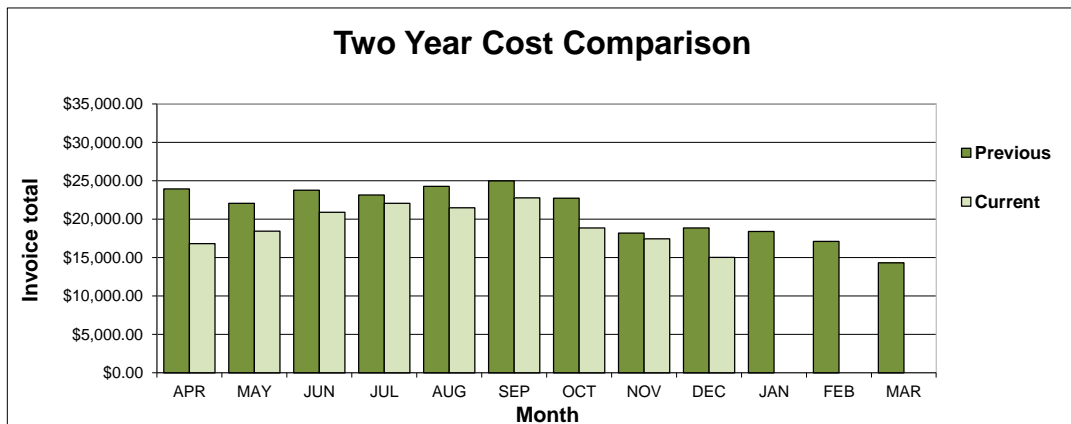
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2013/2014	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	\$23,924.85	\$16,804.85	(\$7,120.00)	175,910	\$0.10	244.32	1.74	\$23.34	\$0.17
MAY	\$22,040.98	\$18,418.83	(\$3,622.15)	202,300	\$0.09	271.91	2.00	\$24.76	\$0.18
JUN	\$23,747.63	\$20,895.87	(\$2,851.76)	232,890	\$0.09	323.46	2.31	\$29.02	\$0.21
JUL	\$23,128.92	\$22,046.99	(\$1,081.93)	246,890	\$0.09	331.84	2.44	\$29.63	\$0.22
AUG	\$24,264.13	\$21,485.57	(\$2,778.56)	234,080	\$0.09	314.62	2.32	\$28.88	\$0.21
SEP	\$24,952.03	\$22,772.57	(\$2,179.46)	251,650	\$0.09	349.51	2.49	\$31.63	\$0.23
OCT	\$22,741.30	\$18,852.35	(\$3,888.95)	210,700	\$0.09	283.20	2.09	\$25.34	\$0.19
NOV	\$18,183.53	\$17,447.10	(\$736.43)	184,940	\$0.09	256.86	1.83	\$24.23	\$0.17
DEC	\$18,858.90	\$15,000.01	(\$3,858.89)	153,370	\$0.10	206.14	1.52	\$20.16	\$0.15
JAN	\$18,391.36		(\$18,391.36)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$17,100.73		(\$17,100.73)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,317.08		(\$14,317.08)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$251,651.44	\$173,724.14	(\$77,927.30)						

NOTES:

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



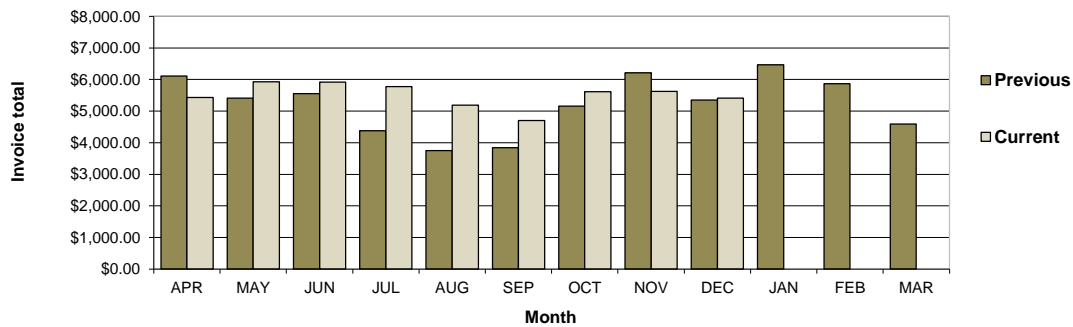
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

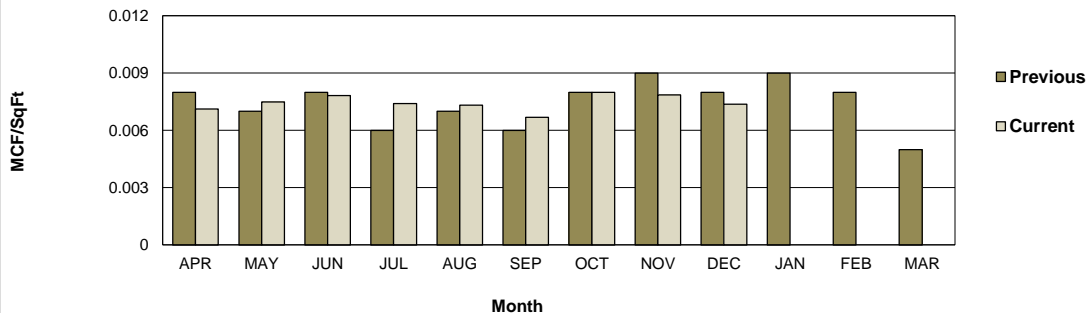
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2013/2014	2014/2015 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$6,110.36	\$5,429.97	(\$680.39)	719.7	\$7.54	720	1.00	0.007	7.54	0.053
MAY	\$5,408.69	\$5,927.64	\$518.95	756.8	\$7.83	744	1.02	0.007	7.97	0.058
JUN	\$5,555.45	\$5,921.55	\$366.10	789.7	\$7.50	720	1.10	0.008	8.22	0.058
JUL	\$4,379.99	\$5,773.44	\$1,393.45	748.0	\$7.72	744	1.01	0.007	7.76	0.056
AUG	\$3,751.62	\$5,184.73	\$1,433.11	739.7	\$7.01	744	0.99	0.007	6.97	0.051
SEP	\$3,845.47	\$4,697.83	\$852.36	676.0	\$6.95	720	0.94	0.007	6.52	0.046
OCT	\$5,160.88	\$5,618.78	\$457.90	807.3	\$6.96	744	1.09	0.008	7.55	0.055
NOV	\$6,210.54	\$5,627.06	(\$583.48)	793.7	\$7.09	720	1.10	0.008	7.82	0.055
DEC	\$5,354.15	\$5,416.09	\$61.94	744.1	\$7.28	744	1.00	0.007	7.28	0.053
JAN	\$6,465.35		(\$6,465.35)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,867.56		(\$5,867.56)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$4,588.99		(\$4,588.99)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$62,699.05	\$49,597.09	(\$13,101.96)							

Two Year Cost Comparison



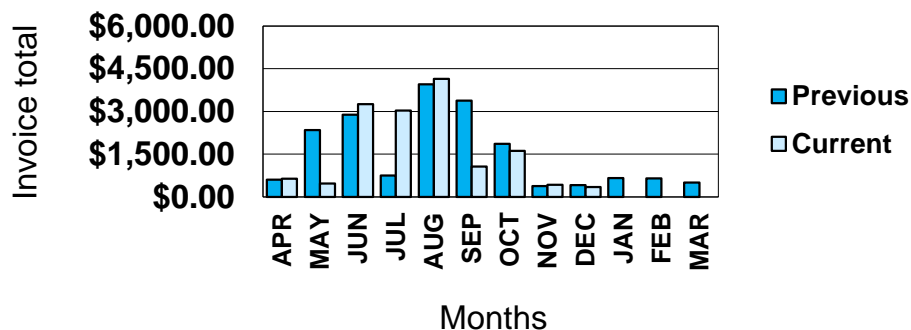
Two Year Operation Comparison



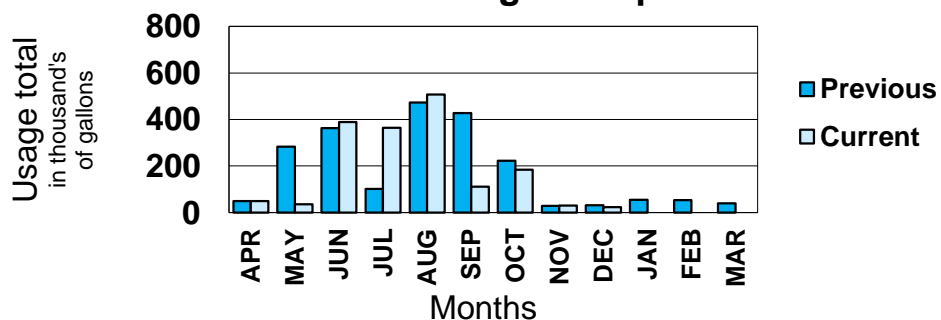
Bloomfield Township Public Library Water Analysis

Month	2013/14 Fiscal Year Cost	2014/15 Fiscal Year Cost	Difference	2013/14 Fiscal Year Usage	2014/15 Fiscal Year Usage	Difference
APR	\$608.49	\$640.33	\$31.84	49	50	1
MAY	\$2,347.63	\$474.43	(\$1,873.20)	283	35	(248)
JUN	\$2,886.18	\$3,259.37	\$373.19	363	389	26
JUL	\$753.30	\$3,025.69	\$2,272.39	102	365	263
AUG	\$3,948.12	\$4,139.00	\$190.88	473	507	34
SEP	\$3,383.98	\$1,067.34	(\$2,316.64)	427	111	(316)
OCT	\$1,861.07	\$1,614.37	(\$246.70)	223	184	(39)
NOV	\$383.76	\$419.13	\$35.37	29	30	1
DEC	\$415.77	\$341.71	(\$74.06)	32	23	(9)
JAN	\$661.18		(\$661.18)	55		(55)
FEB	\$650.51		(\$650.51)	54		(54)
MAR	\$501.13		(\$501.13)	40		(40)
			YTD Difference			YTD Difference
TOTAL	<u>\$18,401.12</u>	<u>\$14,981.37</u>	<u>(\$3,419.75)</u>	<u>2,130</u>	<u>1,694</u>	<u>(436)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****January, 2015**

Congratulations to Grant Gerhart for his five years of service on the Bloomfield Township Public Library Board! Grant was appointed to the Library Board in January, 2010 to fill a vacancy. He then was elected as a Trustee to the Library Board in November, 2010 and again in November, 2012.

Our 2010 – 2015 library strategic plan is coming to a close. We have accomplished many objectives during the last five years! This next fiscal year we need to begin a new strategic planning process. Included in this Library Board meeting packet is a draft copy of a request for proposals (RFP) for a library strategic planning process consultant, for your review and information. If you have any suggestions about this RFP or process, please let me know.

Thank you all for your comments regarding the Director's Performance Review. I greatly appreciate the time the Personnel Committee took to compile your comments and look forward to meeting with the Committee soon to receive your suggestions. Thank you, also, for your support and guidance to me during this last year.

Per the Open Meetings Act, I am requesting that the discussion regarding the Library Director Performance Review and Contract be held in closed session. If any action needs to be conducted, it can be approved when the regular meeting is re-convened to adjourn the January Board meeting.

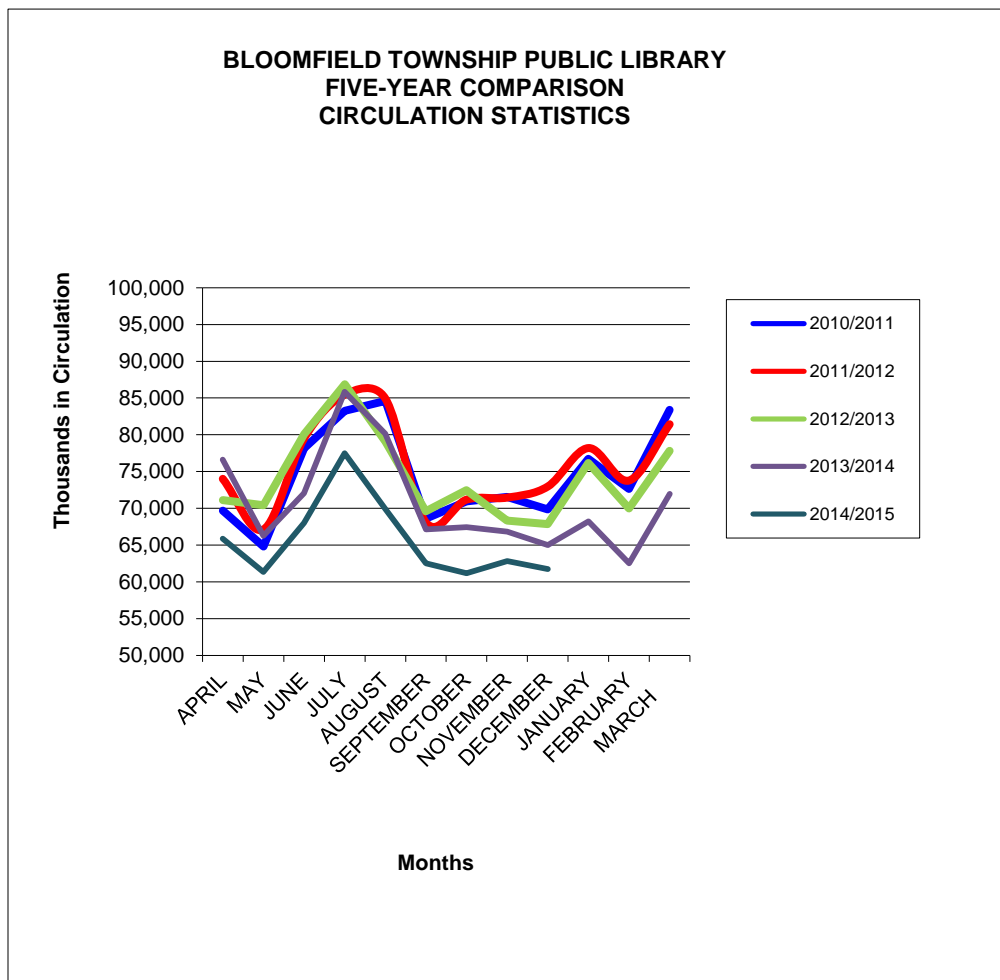
Respectfully Submitted,

Carol Mueller
Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

1/16/2015

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
APRIL	69,666	74,009	71,094	76,629	65,851
MAY	64,825	67,127	70,411	66,250	61,347
JUNE	78,169	79,512	80,069	72,030	67,987
JULY	83,272	85,456	86,867	85,844	77,485
AUGUST	84,618	84,937	79,094	80,163	69,931
SEPTEMBER	68,596	68,066	69,592	67,145	62,536
OCTOBER	70,926	71,180	72,467	67,436	61,177
NOVEMBER	71,551	71,456	68,318	66,813	62,815
DECEMBER	69,841	72,964	67,864	65,007	61,726
JANUARY	76,712	78,197	76,156	68,232	
FEBRUARY	72,657	73,778	69,992	62,534	
MARCH	83,408	81,433	77,819	71,961	
TOTAL	894,241	908,115	889,743	850,044	590,855



	2013		2014	
COLLECTION				
Book Collection:	283,681		280,219	
Media Collection:	61,845		60,813	
Total e-books:	27,373		28,056	
Overdrive	6,004		6,568	
EBSCOhost	19,227		19,223	
Total downloadable audiobooks:	5,609		4,843	
Materials Total:	378,508		373,931	
CIRCULATION				
Circulation Total:	65,007		61,726	
Bloomfield Township Circulation:	59,089		56,757	
Virtual Circulation Total	4,326		4,911	
Circulation of Youth materials:	22,739		21,172	
Circulation of Media:	29,372		26,882	
Circulation of Cranbrook passes:	131		246	
Self-checkout machine use:	21,801	33.5%	22,281	36.1%
Library by Mail:	85	29 patrons	85	26 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	21,756 *		23,268 *	
Gate Count:	25,208		24,998	
Meeting rooms by public:	7		18	
Meeting rooms by staff:	40		55	
VIRTUAL USE				
Home page hits/Database services:	22,470		17,011	
e-book access:	2,060		2,218	
Overdrive	1,998		2,154	
EBSCOhost	62		64	
Audiobook access: (Overdrive)	858		918	
Music download access:	1,062		1,228	
Magazine download access:	346		547	
TutorMe! sessions:	68		75	
Library Computer Use				
Resident Use	2,079		1,880	
Guest Use	782		669	
*Library closed December 24 & 25 for Christmas holiday				
*Library closed early December 31 for New Year's Eve				

	2013		2014	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	118		141	
Cranbrook:	3		3	
Total new patrons:	182		202	
<i>Adult Program Attendance</i>				
Staff-led:	2 events	16 attended	3 events	32 attended
Speaker-led:	3 events	28 attended	4 events	40 attended
Book clubs:	3 events	28 attended	3 events	31 attended
Tours/visits on-site:	0	0	1 event	6 attended
Tours/visits off-site:	0	0	0	0
<i>Systems Program Attendance</i>				
Staff-led:	3 events	15 attended	2 events	18 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	32 attended	3 events	16 attended
Homework Coaching		10 attended	n/a	n/a
<i>Youth Program Attendance</i>				
Staff-led:	10 events	244 attended	15 events	459 attended
Speaker-led:	3 events	72 attended	2 events	22 attended
Tours/visits on-site:	0	0	2 events	49 attended
Tours/visits off-site:	0	0	0	0
TOTAL:	27 events	445 attended	35 events	673 attended
<i>Volunteers:</i>				
	35 people	305 hours	19 people	180.5
	Shop: 7	86	Shop: 6	67
	Court: 1	10	Court: 0	0
	Students: 7	41.25	Students: 1	6
	Stu. tutors: 5	21.75	Stu. tutors: n/a	n/a
	Dept. Vol: 15	146	Dept. Vol: 12	107.5
<i>Patron Remarks</i>				
Patron Comments:	7		3	
Ask BTPL:	14		2	
Ask Us:	24		44	
DISPLAYS				
Lobby	The Future and Time Capsules by the Detroit Historical Society			
Media	Adult: Movies to Warm up the Winter Night; Christmas CDs			
	Youth: Holiday DVDs; Fall into Youth Winter Display, Happy Owl-i-days board			
Local History	Cozy Up to a Good Read			

TENTATIVE SCHEDULE CALENDAR

- **Tuesday, January 20, 2015 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Thursday, January 22, 2015 – 2:00 p.m. Personnel Committee Meeting in the Board Room.
- Tuesday, February 3, 2015 – 2:00 p.m. Finance Committee Meeting in the Board Room.
- Wednesday, February 4, 2015 – 12:30 p.m. Friends of the Library Board of Directors Meeting in the Board Room.
- **Tuesday, February 17, 2015 – 7:00 p.m. Regular Board Meeting in the Board Room.**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: January 16, 2015

SUBJECT: Proposed Fines & Fees Schedule 2015

The Department Heads and Administration conducted our annual review of the Fines & Fees schedule in preparation for completing the 2015/2016 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. We carefully reviewed all items on this schedule for relevant changes to recommend. Several changes are suggested this year for your consideration to implement at the start of our next fiscal year on April 1, 2015.

Attached is the current Fines & Fees schedule, effective April 1, 2014, 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, 2015.

Proposed Changes to the Fines & Fees Schedule

Audio Book – (schedule page 1)

The Library no longer has audio cassettes in its collection. This word has been deleted under “Item” and changed to CD under “Replacement Charges”.

Audio Book Downloadables – (schedule page 1)

The loan period for these items can be one, two or three weeks.

Audio Book Download – (schedule page 1)

This is a duplicate of the above item and has been deleted.

CD-ROM – (schedule page 1)

The loan period for these items is one or three weeks.

Compact Disc – (schedule page 1)

Most patrons know these items as CD – not compact disc. The wording has been changed to reflect this.

DVD Rental – (schedule page 2)

This is the most significant change recommended on the fines and fees schedule this year. To simplify the rental fees for the Rental DVD collection, we are recommending changing the rental fees for resident from \$1.00 per day for 6 days and then \$2.00 or the maximum cost of the item to \$1.00 per day for 15 days with a maximum fee of \$15.00. We feel this is easier to explain and understand and also gives our residents a smaller rental fee if items are kept out for 15 days. For nonresident, we are recommending changing the rental fee from \$2.00 per day for six days to \$2.00 per day for eight days with a maximum fee of \$16.00. Nonresidents would pay a higher rental fee than residents and have fewer days to borrow an item before being billed for the item. Our experience since this collection was added two years ago is that items are mostly borrowed by residents and usually returned within six days by both residents and nonresidents who borrow Rental DVDs.

DVD – Adult, Feature & Non-feature – (schedule page 2)

The Library no longer has VHS videos in the collection so this word has been deleted from the schedule.

DVD – Youth, Feature – (schedule page 2)

The Library no longer has VHS videos in the collection so this word has been deleted from the schedule. In addition, the Library no longer uses locking media cases as we have new RFID tags on items. Wording regarding arm replacement has been deleted.

DVD – Youth, Non-Feature – (schedule page 2)

The Library no longer has VHS videos in the collection so this word has been deleted from the schedule. In addition, the Library no longer uses locking media cases as we have new RFID tags on items. Wording regarding arm replacement has been deleted.

ESL Audio Book, ESL Book and ESL Media Kit – (schedule page 3)

These three categories have been deleted as all three ESL items are handled in the same way as audio books, books and media kits.

ESL DVD – (schedule page 3)

The Library no longer has VHS videos in the collection so this word has been deleted from the schedule.

Interlibrary Loan – MelCat – from BTPL and to BTPL – (schedule page 3)

The Library of Michigan does place a limit on the number of items a patron may borrow through MelCat – 50 items at any time. The schedule now reflects this limit.

Library Umbrella – (schedule page 4)

The wording for this item has been changed to item cost plus \$5 service charge to be consistent with the wording for other items on the schedule.

Magazine – (schedule page 4)

The average cost to replace a magazine is \$4.00 and there is no bag for these items. The wording has been changes to reflect this.

Special Needs Collection, Non-Book – (schedule page 4)

As there is a separate cost and chart for the containers for these special kits, the words “bag, box or case” have been deleted.

STEM Kits – (schedule page 4)

This is a new collection for the Library this year and needs to be added to the schedule.

Vitality Kits – (schedule page 4)

As there is a separate cost and chart for the containers for these special kits, the words “bag, box or case” have been deleted.

Canvas Kit Bag – (schedule page 5)

These bags are used for more than Media. Wording has been changed from “Media” to “Canvas” to reflect this broader use.

Special Needs Collection Bags – (schedule page 5)

The Library now has plastic book bags for some special needs kits. This item and cost to replace has now been added to the schedule.

STEM Collection Boxes – (schedule page 5)

This new collection has now been added to the schedule.

Additional Fees & Services – (schedule page 6)

Replacement charges – the word “video” has been deleted in the second sentence as the Library no longer has these items in its collections. In addition, the abbreviation for the Library, “BTPL” has been replaced with the word “library”.

Library Cards – the third bullet has been changed to state “until fines and fees are paid” for clarity. The last bullet has been changed to state “per account” rather than “per item” as this is how fees are assessed.

Further Fines & Fees Schedule Review**Meeting Room Rental Fees - (schedule page 10)**

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

Collection Agency (schedule page 6)

Our experience using a collection agency since March, 2013 has been quite successful in getting long overdue materials returned and accounts settled. From March 1, 2013 through December, 2014, 2,142 long overdue accounts have been sent to Unique Management Services, Inc. to contact. These accounts totaled \$118,711.72 in overdue fines and materials not returned. Of that amount, \$68,355.97 has been collected in overdue fines and payment for lost materials. In addition, 802 long overdue items were returned to the Library. The cost of collecting these materials and fines was \$19,161.95 resulting in approximately a four to one return on our investment.

Comparison of Fines and Fees to other libraries

A review of TLN libraries revealed that area libraries charge anywhere from \$.05 per day to \$.25 per day for an overdue book. Our overdue fine is on the high side at \$.25 per day for an overdue book and was increased from \$.20 per day four 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 Bloomfield Township residents borrow 92% 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, 2015.

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
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*
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

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*
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
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 *
Kindergarten Readiness Kit	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item (s) plus bag, box or case plus \$5 service charge
Library Umbrella	3 weeks	No #		\$0.10 per day Max \$5.00 fine	No	NO	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
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 April 1, 2014

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

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 April 1, 2014

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

ADDITIONAL FEES & SERVICES

ITEM	RENTAL OR PURCHASE FEES	REPLACEMENT CHARGES*
Black/White Photocopy or Printout 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 April 1, 2014

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

CIRCULATION AND USE POLICY

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

CIRCULATION AND USE POLICY

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

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

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

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

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

Approved: April 26, 2011

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

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

ADDITIONAL FEES & SERVICES

HOLDS:

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

RENEWAL:

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

NOTIFICATION SCHEDULE:

EMAIL:

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 2 days and 4 days after due date. (rentals check out for 1 day) Overdue notice for Rental DVD's will be sent 7 days after due date (this is when Rental fee increases). Billed notification for Rental DVD's is sent out 12 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 April 1, 2014

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

COMPUTER USE:

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

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

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

STUDY ROOMS:

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

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

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

MEETING ROOMS

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

FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2010

MEETING ROOM	NONPROFIT RATE	PROFIT RATE
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 - PROPOSED

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2015

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 CD plus \$5 service charge
Audio Book Downloadable	2 weeks max 1,2, or 3 weeks	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 for overdrive e-books	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 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
Compact Disc CD (Compact Disc)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - PROPOSED

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2015

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- (Return DVD by Library closing time the following day.)	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. Resident:\$1/day for 15 days (Max fee \$15) Nonresident:\$2/day for 8 days(Max fee \$16)		No	No	Cost listed plus \$5 service charge.
DVD- 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 - PROPOSED

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2015

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*
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 DVD	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes; 3 renewals	Yes	Max cost listed plus \$5 service charge.
Game	1 week	No#		\$1 per day fine. Max fine \$15	Yes	Yes	Max cost listed plus \$5 service charge.
Interlibrary Loan -MelCat from BTPL-	3 weeks	No # 50 per patron	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 # 50 per patron	None	\$1 per 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 - PROPOSED

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2015

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 *
Kindergarten Readiness Kit	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item (s) plus bag, box or case plus \$5 service charge
Library Umbrella	3 weeks	No #		\$0.10 per day Max \$5.00 fine	No	NO	Replacement cost is \$40.00- Item cost plus \$5 service charge
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
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
STEM Collection	3 weeks	No #		\$1per day fine Max fine \$15	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge
Vitality Kits	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item(s) plus bag, box, or case plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - **PROPOSED**
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2015

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

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 Canvas Kit Bag	\$5 \$8 <i>Plus \$5 service charge</i>
Library By Mail Bag Small Large	\$7.25 <i>Plus \$5 service charge</i> \$7.50 <i>Plus \$5 service charge</i>
Special Needs Collection Bags/ Plastic Backpack Small (yellow); Medium (red) Large (blue)	Bag Charge: Sm. Yellow \$4.50 – Med. Red \$5.75 – Large Blue \$11.00 – Plastic Backpack \$13 <i>Plus \$5 service charge</i>
Special Needs Collection Boxes 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>
STEM Collection Boxes	Small \$4.00 – Medium \$7.00 – Large \$8.00 <i>Plus \$5 service charge</i>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - **PROPOSED**
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2015

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

ADDITIONAL FEES & SERVICES

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

***Replacement Charges:**

Items that need to be withdrawn from the database, reordered, and/or reprocessed require an additional "service charge" as noted in addition to replacement cost. Some items, such as DVDs, ~~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~~ **Library** 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~~ **fines and fees are paid.**
- 99 item cumulative limit per card for Bloomfield Township cardholders, Birmingham taxpayers, Cranbrook and Detroit cardholders. 10 item cumulative limit per card for eligible non-resident cardholders.
- \$25 or more in overdue billed materials or fines will be pursued by a collection agency.
- A \$15 non refundable collection fee will be assessed per ~~item~~ **account.**

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - **PROPOSED**
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2015

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

CIRCULATION AND USE POLICY

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

CIRCULATION AND USE POLICY

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

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

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

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

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

Approved: April 26, 2011

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - **PROPOSED**
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2015

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

ADDITIONAL FEES & SERVICES

HOLDS:

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

RENEWAL:

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

NOTIFICATION SCHEDULE:

EMAIL:

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 2 days and 4 days after due date. (rentals check out for 1 day) Overdue notice for Rental DVD's will be sent 7 days after due date (this is when Rental fee increases). Billed notification for Rental DVD's is sent out 12 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 - **PROPOSED**

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2015

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

COMPUTER USE:

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

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

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

STUDY ROOMS:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - **PROPOSED**

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2015

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

MEETING ROOMS

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

FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2010

MEETING ROOM	NONPROFIT RATE	PROFIT RATE
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 20, 2015

SUBJECT: Strategic Plan Update

Staff has been, or will be, working on the seven short-term goals listed below for fiscal year 2014/2015:

- In August, invitations offering a “First Meeting Free” were sent to Bloomfield Township neighborhood associations. Groups are invited 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. Eleven homeowners’ associations have taken advantage of First Meeting Free. Each group has been greeted by a staff member who has shared library highlights.
- The Library Rewards program was a great success! One-hundred and ninety-four residents signed up for a library card and entered the drawing to win a gift basket. This popular program for Bloomfield Township residents helps bring awareness to the value of their library card!
- The Library's Facebook page surpassed 700 “likes”!
- The Library continues to enjoy a strong partnership with the Cranbrook Educational Community. Tera is meeting with Cranbrook Academy of Art Library Director Judy Dyki, to plan a display of rare library holdings to be installed later this year.
- The staff Wayfinding Committee will continue to investigate technology and equipment to improve patron access to the building, services and collections.
- Adult Services staff will continue to develop and promote services, collections and programs of particular interest to seniors. The recent survey posted on our website brought in over 200 responses. The survey committee reviewed the responses and is exploring implementation of some ideas.

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
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Assistant Director

DATE: January 15, 2015

SUBJECT: 2016-2021 Strategic Plan RFP

This is the last year of the Library's current strategic plan. This plan took us from 2010 to 2015 and has led us to achieve many objectives. The process to create a strategic plan for 2016-2021 will begin this spring. We are seeking a consultant to facilitate this process. A request for proposals (RFP) will be distributed within the next weeks with a submission deadline of March 6, 2015. The RFP will be mailed to consultants and made available on the Library's website and in the Library at the Welcome Desk.

A draft of the RFP is attached for your review.

REQUEST FOR PROPOSALS
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
STRATEGIC PLANNING PROCESS
CONSULTING SERVICES

January 15, 2015

The Bloomfield Township Public Library is accepting firm, sealed bids for consulting services for a strategic planning process for this library.

This request for proposals can be obtained on the library's web site at www.btpl.org, at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI 48302, or by calling Tera Moon, Assistant Director, at 248- 642-5800, extension 112.

Proposers are encouraged to submit questions by email or phone to Tera Moon at moontera@btpl.org, or 248-642-5800, extension 112, prior to March 6, 2015.

The deadline for proposals is Friday, March 6, 2015, 4:00pm. Please deliver three copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "STRATEGIC PLAN". Proposals must be hand delivered or delivered by courier to the Welcome Desk, or mailed to arrive no later than this day and time. Address these to: Tera Moon, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI, 48302. Library hours are Monday through Thursday, 9:30am – 9:00pm, Friday, 9:30am – 6:30pm, Saturday, 9:30am – 5:30pm, and Sunday, 12noon – 5:30pm. All proposals will be publicly opened immediately at 4:01pm at the Library.

BACKGROUND

In 1998, the Bloomfield Township Public Library adopted a strategic plan called "Vision 2002". Its vision was articulated as "The Bloomfield Township Public Library is your community resource for a world of information and knowledge." In 2002, to complete the goals and objectives of Vision 2002, the Library embarked on a renovation and expansion project, which culminated in unveiling an outstanding library building in October 2008. In August 2009, a new five-year strategic plan was adopted for 2010-2015. As part of the strategic plan, the Library wrote a new mission statement: *The Bloomfield Township Public Library champions the power of words to spark discovery and imagination.* Soon after, the Library designed a new website and chose a new logo and tagline as part of a re-branding process. The Library is now "the place to discover".

In 2014 the Library celebrated its 50th anniversary and Bloomfield Township voters passed a ballot proposal that restored and increased the Library's millage rate. Now, the Library is looking forward and ready to craft a strategic plan for 2016-2021 with a focus on wisely allocating the community's investment.

Therefore, the Bloomfield Township Public Library is requesting proposals from consultants with expertise in public library strategic planning. The consultant will report directly to the Library Director and Assistant Director to plan a process that includes: conducting community forums and holding meetings and conversations with the Library Board of Trustees, library staff, community members, and stakeholders. The consultant will assist in setting priorities and writing goals and objectives. The consultant, along with the Library Director, will present the draft and final plan to the Library Board, Library staff, and community in general.

PLANNING PROCESS OBJECTIVES

At this time, the Bloomfield Township Public Library would like to contract with a consultant to create a strategic plan of service for the period of 2016-2021. The goal of this strategic planning process is to prioritize services and projects to ensure that the Library is meeting the needs of the community, and to increase satisfaction with its library, with a specific focus on the taxpayers of Bloomfield Township.

The Consultant will facilitate the planning process by doing the following:

- Involving community stakeholders in planning for library services for the next five years and beyond.
- Identifying how to increase community satisfaction with the Library's facility, and services.
- Determining factors causing nonuse of the library by Bloomfield Township residents and offer specific suggestions to attract non-users.
- Developing both short- and long-term goals with a focus on wisely and prudently allocating library resources for the next five to 10 years.

SCOPE OF PROJECT

- The Consultant will provide an environmental background; a community assessment; and assess library strengths, weaknesses, opportunities, and challenges.
- The Consultant will gather data through community research with an emphasis on library users and non-users, staff, trustees, volunteers, and other community stakeholders.
- The Consultant will analyze and assemble the data. The Consultant will present the findings of key strategic directions for the next five years to the Library Board of Trustees and others.
- The Consultant will recommend training of key administrative staff to assist in the development and implementation of no more than ten specific objectives for each of the primary strategic directives of the plan.

- The Consultant will recommend an evaluation of the completed strategic plan and provide assessment tools with benchmarks for evaluation of staff performance on implementation during the years of 2016-2021.

PROPOSED TIMELINE

PHASE I: RFP & CONSULTANT SELECTION

February 2, 2015	Strategic Planning RFP mailed out
March 6, 2015	Deadline and bid opening for Strategic Planning RFP responses
March 9-13, 2015	Library Administration reviews Strategic Plan RFP responses
March 16-20, 2015	Assistant Director conducts phone interviews with consultants to clarify and request further information about their RFP responses
March 23-April 3, 2015	The Library Director and Assistant Director conduct Interviews with the top 3 consultants
April 28, 2015	Library Board meeting – The Library Director recommends the Consultant for Board approval.
April 29, 2015	The Library Director informs successful proposer.

PHASE II: INFORMATION GATHERING

May/June 2015	<p>The Consultant will gather information about trends and changes in libraries; in Bloomfield Township; Oakland County; Michigan; plus those in the US and the world that should be considered in planning for the future of the Library.</p> <p>The Consultant will hold community forums and conversations. In addition, the Consultant will conduct meetings with the library community stakeholders including the Library Board, Director, Assistant Director, Department Heads, and Assistant Department Heads.</p>
---------------	---

PHASE III: STRATEGIC PLANNING ANALYSIS & DISCUSSION

- | | |
|-----------------------|--|
| July 2015 | The Consultant will review analysis of all information gathered to date and begin discussions on Library priorities. |
| August/September 2015 | The Consultant will facilitate a discussion and start preparing the Library's strategic plan for 2016-2021 with the Library Director, Assistant Director, Department Heads and Assistant Department Heads. |

PHASE IV: PRESENTING AND ADOPTING THE PLAN

- | | |
|------------------------|---|
| September/October 2015 | The Consultant will conduct a final work meeting to confirm the 3-5 priorities from the staff and stakeholders meetings, review the plan and adjust as needed, such as assisting with writing and reviewing the timeline and resource allocation as needed. |
| October/November 2015 | Library Board meeting - The Library Director and Consultant will present the plan to the Library Board for review and approval. |

PHASE V: IMPLEMENTATION

- | | |
|---------------|---|
| January 2016 | <p>The Consultant will recommend benchmarks for evaluation and regularly tracking progress.</p> <p>Library Administration will provide training for staff and allocate resources as determined in the plan in the 2016/2017 Library budget.</p> |
| February 2016 | Evaluations will be conducted to assign tasks and discuss goals for the next year. |

PROPOSAL ELEMENTS & SUBMISSION REQUIREMENTS

Company Information

Please provide your contact information including your company name, address, website and primary contact person, telephone number and email address.

References

Please provide contact names and phone numbers for at least three organizations with which you have worked to provide strategic plan consulting.

Please provide contact names and phone numbers, plus references, for any subcontractors with which you would work to complete the RFP.

Strategic Planning Experience

Please include your experience conducting a strategic planning process in a public library setting.

Please discuss your approach to and philosophy about the strategic planning process.

Please discuss your experience gathering community input and collating, organizing and presenting such input.

Please discuss your experience in developing implementation measures.

Please comment on the proposed process and timeline provided and make suggestions for improvements.

Library Experience

Please include your experience working with public libraries.

Budget

Please indicate your costs for strategic planning services. Budget information that breaks out the costs for consulting services relative to our proposed timeline and process, and any that may be optional would be appreciated. This will allow for adjustments to the planning process budget as necessary.

Availability

Please address your availability and flexibility to meet our schedule for this process.

Deliver three (3) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "STRATEGIC PLAN," to the Welcome desk of the Bloomfield Township Public Library during open library hours (Monday-Thursday, 9:30 a.m. - 9:00 p.m., Friday, 9:30 a.m. - 6:30 p.m., Saturday, 9:30

a.m. - 5:30 p.m., Sunday, Noon - 5:30 p.m.). Proposals must be hand delivered, delivered by courier, or mailed to arrive **no later than 4 p.m., E.D.S.T., March 6, 2015**. Address these to: Tera Moon, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI 48302. Oral, telephone, fax, or electronic mail bids are invalid and will not receive consideration.

All proposals will be publicly opened immediately thereafter at the Library.

All proposals submitted will remain firm for a period of sixty (60) days.

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the library. Award of consulting work may include all or some of the above RFP components.

Successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons proposing for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the request for proposal documents.

Proposals will be evaluated on the information provided including the completeness of the proposal and information supplied.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

January, 2015

Happy New Year! What an exciting year this is for the Friends as you celebrate your 50th anniversary milestone!

- While the Library's 50th anniversary year has come to a close, there is still one more activity – sealing the “time capsule”! It is not too late to share any suggestions of items to include in our archival box which will be sealed by the Library Board of Trustees at their regular meeting on Tuesday, February 17. This will then be placed in the Library Archives to be opened during the Library's 75th anniversary year in 2039.
- Thank you once again for funding our library holiday party, enjoyed by over 90! It was a lovely evening at The Heathers filled with wonderful company, delicious food and a lively trivia quiz!
- The new Friends canvas book bags are great! The Library Board of Trustees thank you for this generous gift from all of you.
- The gifts expended report is attached for your review.
- The current Wish List has been revised slightly from the original Wish List distributed at the December 3 Friends meeting. Four Youth Services program requests have been deleted as they need to plan now for 2015/2016 programs – specifically summer library programs. Thankfully, we are able to restore funding for these programs in our FY 205/2016 budget.

Thank you for your consideration of the Library's Wish List!

Wishing all of you a wonderful and healthy new year!

THANK YOU for everything you each do to make our library *The Place To Discover!!*

Friends gifts expended 2014-2015

<u>Year rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>Nov 2014</u>	<u>Amount left in gift</u>	
2013	FOL	Complete set LgPrint Agatha Christie books	\$1,090.00		\$67.81	
2013	FOL	10 chairs for Public Café	\$375.00		\$13.80	Was left from Café chairs - now for Archival File Document Boxes
2014	FOL	TS DVD's of guest speakers	\$200.00		\$200.00	
2014	FOL	Additional materials for collection and All-in-one Skill Kits	\$4,500.00	(\$526.50)	\$3,748.97	
2013	FOL	2013/2014 Three concerts	\$2,400.00	(\$300.00)	\$1,100.00	
2013	FOL	2013/2014 Four Art Lectures	\$600.00	(\$50.00)	\$200.00	
2013	FOL	2014 Everyone's Reading	\$365.45		\$216.15	
2013	FOL	2014/2015 Teen Programming	\$500.00	(\$45.00)	\$81.55	
2014	FOL	2014 AS Summer Reading	\$1,000.00		\$1,000.00	
2014	FOL	2015/2016 AS Concert series	\$3,000.00		\$3,000.00	
2013	FOL	2014/2015 PJ Theater program	\$2,000.00	(\$150.00)	\$350.00	
2013	FOL	YS Adaptive Umbrella Workshop	\$1,431.19		\$6.37	
2013	FOL	2014/2015 YS Programming	\$8,000.00	(\$568.14)	\$3,397.32	
2014	FOL	March 2015 First grade readers rally	\$2,600.00		\$2,600.00	
2012	FOL	Ruth McNair donations for concerts	\$1,381.00	(\$200.00)	\$988.34	
2013	FOL	Admin 2014/2015 Program Budget	\$1,500.00		\$1,455.10	
2013	FOL	2014/2015 Chamber Concert Series	\$1,500.00		\$1,500.00	
2014	FOL	Det. Historical Society Exhibits	\$1,500.00		\$1,000.00	
2014	FOL	Fac Study Room table repair	\$1,400.00		\$1,400.00	
2014	FOL	Fac Tree Pruning	\$6,500.00		\$6,500.00	
2014	FOL	Circ Collection Agency Module	\$9,000.00		\$9,000.00	
2014	FOL	Library Shop Lighting	\$2,000.00		\$2,000.00	
2014	FOL	Circ Carts for holds	\$910.00		\$910.00	
2014	FOL	Fac Commercial salt spreader	\$500.00	(\$399.90)	\$100.10	
2014	FOL	Fac Light duty snow thrower	\$600.00	(\$599.95)	\$0.05	
2014	FOL	Circ 2 tall double sided carts	\$510.00		\$510.00	
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	\$56.10		\$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	\$6,681.25		\$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	
	FOL	AS Surface Pro 3 tablet	\$1,400.00		\$1,400.00	
2011	FOL	Oct 2014 Technology related workshops/training	\$1,476.79	(\$155.58)	\$0.00	
2013	FOL	For 2014/2015 staff development	\$1,500.00	(\$733.23)	\$636.77	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		\$457.60	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 Circ staff develop.	\$100.00		\$13.24	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 Sys staff develop.	\$100.00		\$13.24	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 TS staff develop.	\$100.00		\$13.24	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 YS staff develop.	\$700.00		\$630.00	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	
2013	FOL	Recycled plastic book bags	\$1,375.00		\$1,375.00	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2015		FEBRUARY						2015	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			
1	2	3	4	5	6	7			
	Wee Play 10am	Knit N Stitch Circle 10am	Mother Goose Club 10am	Tinker Tales 10am	Chamber Music of Detroit Lecture Series – Noon	Hugs & Hearts 11am			
		Movers & Shakers- 10am	PJ Theater 6:30pm		Unwind afterschool Yoga –4:30pm	Everyone Loves Wine – and Chocolate! 2pm			
		Intro to Microsoft Word 6pm	Great Books Club – 6:45pm		Matthew Ball, Boogie Woogie Kid 7:30pm				
8	9	10	11	12	13	14			
	Wee Play 10am	Movers & Shakers – 10am	Mother Goose Club 10am	Tinker Tales 10am	Unwind Afterschool Yoga –4:30pm	FOL Used Book Sale 9:30am-3:30pm			
		Memoir Writers Group – 1pm	Warhol on Vinyl – 11am			Shake Rhythm & Rhyme 11am			
		Teen Advisory Board – 4pm	Little Foodies - 6:30pm						
		Getting Published – 7pm	Non Fiction Book Club - 7pm						
			Writers Rendezvous - 7pm						
15	16	17	18	19	20	21			
	Wee Play 10am	Movers & Shakers 10am	Mother Goose Club 10am	Tinker Tales 10am	Coffee & Conversation 10am	Lego Club 11am			
	National Bird Feeding Month 2:00pm	Tuesday Book Club – 10am	Mystery Book Club 1pm	Intro to Scanning & Photo Edit 6pm	Unwind Afterschool Yoga 4:30pm	Maker Space: Techno Crafts - 2pm			
		Maker Space Techno Crafts – 2pm	Great Books Club 6:45pm		Chamber Music Concert – 7:30pm				
		Beaker Buddies 6:30pm							
		Library Board of Trustees Meeting 7pm							
22	23	24	25	26	27	28			
	Wee Play 10am	Movers & Shakers 10am	Mother Goose Club 10am	Tinker Tales 10am		Crayon Crew 11am			
	Teen Book Series Discussion – 7pm	Memoir Writers Group – 1pm	Writers Rendezvous 7pm	Eleanor’s Book Club 10am		Intro to Power Point 2pm			
	Appa & Apps 7pm	Tablet Tales 1pm							
		Getting Published – 7pm							