



Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
***February 16, 2016***  
7:00 p.m.  
John Rumsey Board Room

Trustees:

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

Joan Luksik, President

Pamela Williams, Vice President

Judy Lindstrom, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

Director:

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

Carol Mueller

All meetings are open to the public.

We invite you to attend a meeting or watch it online at [www.btpl.org](http://www.btpl.org)

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO  
DISCOVER

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

**LIBRARY BOARD INFORMATION PACKETS**

**List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED  
for TUESDAY, February 16, 2016 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	2/12/16
2a	Request to remove items from the Consent Agenda for Discussion	2/12/16
2b	Motion to approve the order of items for the regular and consent agendas	2/12/16
5	Motion to approve remaining consent agenda items 6-8d	2/12/16
6	Regular Board Meeting Minutes of 1-19-16	2/12/16
6a	Special Board Meeting Minutes of 1-25-16	2/12/16
7a	Cash Disbursements	2/12/16
7b	Revenues/Expenditures Budget Report	2/12/16
7c	Energy Report	2/12/16
8a	President's Report	2/12/16
8b	Director's Report	2/12/16
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook – no report	
8c	Art Committee –no report	2/12/16
8c	Building, Grounds, Landscaping, Interiors Committee – Minutes of 2-11-16	2/12/16
8c	Development Committee –Meeting Minutes of 2-8-16	2/12/16
8c	Finance Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Investment Committee	
8c	Jeanette P. Myers Scholarship Committee –no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Grounds, Maintenance, and Snow Removal Bid	2/12/16
11b	Fines and Fees Review	2/12/16
13	Motion to approve any items removed from the consent agenda	2/12/16

<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
Strategic Planning Memo	2/12/16
Monthly Director's Report to Friends of Library	2/12/16
Administrative Calendar – March 2016	2/12/16

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, February 16, 2016  
**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 January 19, 2016
- 6a Special Board Meeting Minutes of January 25, 2016
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, Landscaping, Interiors
    - \*Cranbrook
    - \*Development
    - \*Finance
    - \*Friends of the Library Liaison
    - \*Jeanette P. Myers Scholarship Selection
    - \*Personnel
    - \*Policy

**REGULAR AGENDA ITEMS**

9. Call to the public, communications
10. Unfinished Business
11. New Business
  - a. Grounds Maintenance and Snow Removal Bid Award
  - b. 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, March 15, 2016 at 7:00 p.m.
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

---

---

---

---

---

---

---

---

---

---

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**OPTION - NO AMENDMENT NEEDED:**

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

**OPTION - AMENDMENT TO AGENDA:**

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

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

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

Oakland County, Michigan  
Tuesday, January 19, 2016

At 7:00p.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, Eli Greenbaum, Judy Lindstrom, President, Joan Luksik,

**Unable to attend:** Grant Gerhart, Pam Williams

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

**Guests:** Connie Silver, SOC representative

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

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

*Ayes: Cohen, Greenbaum, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Joan stated that she is looking forward to an exciting 2016 at the Library. This year will bring new strategic planning initiatives, Development Committee events and it is an election year for our Library Board of Trustees. Joan also thanked the Trustees who participated in the ribbon cutting ceremony celebrating our refurbished Youth Services Alcoves.

**Director's Verbal Report:**

Carol shared a photo taken at the ribbon cutting in the Youth Room. The alcoves look beautiful! Also Carol shared several improvements that have been done in the Library; the Community Room was painted and a new maple rulon screen wall was added to the stage along with upgraded audio visual equipment for digital and analog capabilities. New LED lights were added to the glass cabinets in the Library shop along with some repairs done to the free standing book cases. Carol thanked the Friends of the Library for their funding for the audio visual upgrade to the Community Room and for the lighting in the Library Shop.

Carol shared a wonderful comment from a patron that enjoyed taking the Gale course in photography.

Carol stated that Lisa See will be the "Everyone's Reading" author this year. She will be hosted by our Library.

**CONSENT AGENDA MOTION:**

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: DEVELOPMENT COMMITTEE MINUTES, ASSET ALLOCATION SUMMARY.**

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

*Ayes: Cohen, Greenbaum, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

## **REGULAR AGENDA:**

*Call to the Public:*

Joan welcomed Connie Silver, SOC representative.

## **UNFINISHED BUSINESS:**

No discussion items at this time.

## **NEW BUSINESS:**

### *11a Audit Bid Award*

Carol stated a request for proposals for audit services was released in November, 2015. The Library received bids from two firms: Abraham & Gaffney and Doeren Mayhew. A bid analysis summary was given to the Trustees along with an audit bid timeline. Both proposals are available for the Trustees to review. Both companies met our basic requirements and are very similar in their qualifications and experience. Doeren Mayhew has conducted our audit for the past three years. Abraham & Gaffney specializes in audits of governmental entities and non-profits. They also wrote a manual for public library financial management for the Library of Michigan. Interviews were held and references were contacted for each firm. The recommendation from Administration and supported by the Finance Committee is to award the bid for audit services to Abraham and Gaffney.

After discussion, a motion was made by Judy Lindstrom, seconded by Eli Greenbaum, **TO AWARD THE BID FOR AUDITING SERVICES FOR THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY TO ABRAHAM & GAFFNEY AT \$9,000.00 FOR THE AUDIT OF THE LIBRARY'S 2015/2016 FISCAL YEAR BUDGET.**

At this time, Peggy Cohen questioned if this was for a three year contract. Carol stated that the contract is a one year renewable contract.

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

*Ayes: Cohen, Greenbaum, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

### *11b Art Proposal*

Art Committee Trustee Judy Lindstrom stated that Pennie Ellis, art teacher at Bloomfield Hills Schools Conant Elementary School, presented a proposal to the Art Committee regarding the Legacy Project she coordinates each year with her 4<sup>th</sup> grade class. She has been coordinating this project for 10 years in various mediums. Students help create a permanent art piece to leave a lasting piece in the school as they move on to middle school. She has received a \$1500.00 grant from the Bloomfield Hills School Foundation to create a mosaic piece with her students to be placed in a public building and her hope is to place it in the Bloomfield Township Public Library. She presented the Art Committee with drawings of the art piece which will have the mosaic tile pull colors reflected in the Library's interior. The piece will be four feet wide and six feet tall and located at the entrance of the Youth Services Room. The estimated time of installation will be July 2016. Judy stated that the Art Committee supports accepting this art piece.

After discussion, a motion was made by Peggy Cohen, seconded by Judy Lindstrom, **TO ACCEPT THE ART PIECE TO BE CREATED BY BLOOMFIELD HILLS SCHOOLS ART TEACHER PENNIE ELLIS AND HER FOURTH GRADE CLASS AND PLACED PERMANENTLY IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.**

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

*Ayes: Cohen, Greenbaum, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**



*11c Director Evaluation*

Joan Luksik stated that the Personnel Committee had made some minor changes to the Director's Evaluation Form. There will be plenty of space in the form for comments and she stated that Carol Mueller would appreciate the comments made. There will be a closed Executive Session following the March 15, 2016 Library Board of Trustees Meeting regarding the Director's Evaluation. Peggy Cohen stated she liked the updates the Personnel Committee made to the form.

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

Judy Lindstrom stated the last name of Tom Weidner was misspelled in the Development Committee Minutes. The minutes will be corrected to reflect the proper spelling.

Peggy Cohen questioned the negative bank balance in the Asset Allocation Summary. Carol stated that this is due to the timing of checks that were cut and holiday hours.

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

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

*Ayes: Cohen, Greenbaum, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

**OTHER:**

Carol stated that she has tried very hard to find locations with similar traffic patterns as the Library to see how the porcelain tile we are considering will last. She has not been very successful in finding locations and the tiles she was able to see, were not installed for a very long period of time.

After discussion, the Trustees decided on installing a temporary 10 foot by 10 foot section of the Legend porcelain tile in the Lobby just to gage wear and tear for a twelve month period before making the large financial investment in the floor. Carol will work with Gene Ferrara on this process.

Meeting adjourned at 7:46 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, February 16, 2016 at 7:00 p.m. in the Library Board Room.

Submitted by:

Judy Lindstrom, Secretary

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

Bloomfield Township Public Library  
Oakland County, Michigan  
**Monday, January 25, 2016**

The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Monday, January 25, 2016. The meeting was called to order by Joan Luksik at 2:02 p.m.

**Present:** Trustees: Peggy Cohen, Grant Gerhart, Judy Lindstrom, President, Joan Luksik

**Unable to Attend:** Eli Greenbaum, Pam Williams

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

**Guests:** Matt Whitty, Wally Schwartz, Ed Schwartz of Gregory J. Schwartz & Co., Inc.

Upon discussion, a motion was made by Peggy Cohen, seconded by Judy Lindstrom, **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**

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

*Ayes: Cohen, Gerhart, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

**CALL TO THE PUBLIC:**

None present.

**UNFINISHED BUSINESS:**

No discussion at this time.

**NEW BUSINESS:**

***5a Library Investment Review – Schwartz and Co.***

The representatives from Schwartz and Company presented an investment overview of current library investments.

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart, **TO RE-ALLOCATE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY INVESTMENTS TO INCLUDE FOUR NEW FUNDS; VICTORY FUND FOR INCOME, VOYA GNMA INCOME, BLACKROCK GNMA PORTFOLIO AND RIDGEWORTH SEIX US MORTGAGE FUNDS AS PRESENTED BY GREGORY SCHWARTZ & CO.**

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

*Ayes: Cohen, Gerhart, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

***5b Budget Review – Current Fiscal Year Estimated Budgets April 1, 2015 – March 31, 2016.***

Carol gave an overview of our revenues and expenditures for the FY 2015-2016.

***5b Proposed General Fund and Gift Fund Estimated Budgets for Fiscal Year April 1, 2016-March 31, 2017.***

Carol gave an overview of our proposed budget for Fiscal Year April 1, 2016 – March 31, 2017 which will be presented at the March 15, 2016 Library Board Meeting.

Carol thanked Beth Sulek-LaHousse, Finance Coordinator, for all her diligent work on the budget and compiling the information for the Library Board

**OTHER:**

A suggestion was made by Judy Lindstrom to perhaps include the Overdrive Media Station on the Friends of the Library Wish List.

The next scheduled Regular Board Meeting is Tuesday, February 16, 2016 at 7:00 p.m. in the Board Room.

Meeting adjourned at 4:35p.m.

Submitted By:

Judy Lindstrom, Secretary

## **BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

### **Cash Disbursements Comments February 2016**

#### **New Vendors:**

Face Flair LLC is a new vendor for a library program.

Good Time Attraction is a new vendor for a library program supplies.

Seedlings Braille Books for Children is a new vendor for items for our special needs collections.

#### **General Fund Advance**

- Check #15731 payable to Bloomfield Township Public Library Gift Fund in the amount of \$100.00 is payment for a patron donation to the Library.
- Check #15738 payable to Bloomfield Township in the amount of \$547.11 is payment for the Library's water and sewer use from November 17 – December 15, 2015.

#### **General Fund**

- Check #15764 payable to Chamber Music Society of Detroit in the amount of \$1,000.00 is payment for a concert at the Library on March 14, 2016.
- Check #15768 payable to Friends of Michigan Libraries in the amount of \$35.00 was payment for the annual membership for the Library Board Trustees.
- Check #15772 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$7,005.75 was payment for the annual boiler inspection and HVAC repairs.
- Check #15782 payable to Quill Corporation in the amount of \$0 was voided since the amount due for office supplies purchased by the Library was offset by a credit with the company for the same amount.
- Check #15792 payable to The Library Network in the amount of \$3,872.76 was payment for our internet service.

- Check #15796 payable to United Mill & Cabinet Co. in the amount of \$21,654.13 was payment for the Community Room stage wall and Library Shop lighting improvements.
- Check #15803 payable to World Book, Inc. in the amount of \$1,448.00 is payment for the online version of World Book.
- Check #15806 payable to Bloomfield Township in the amount of \$361,455.11 is payment for three payrolls including FICA, HRA contributions, pension, etc. as usual and the Library share of a 2015 actuary report.

## **Gift Fund**

- Check #4654 payable to Bloomfield Township Public Library in the amount of \$3,642.86 was reimbursement to the General Fund for a check that was incorrectly deposited in the Gift Fund.
- Check #4658 payable to the Gale/Cengage Learning in the amount of \$3,000.00 was payment for the database of Gale Courses.
- Check #4661 payable to Scholastic Inc. in the amount of \$2376.00 was payment for books for our annual First Grade Readers Rally.
- Check #4663 payable to Telsystems in the amount of \$19,847.00 was payment for Community Room audio visual improvements.
- Check #4664 payable to Temple Beth El in the amount of \$700.00 was payment for room rental for the April 12, 2016 Everyone's Reading author visit, Lisa See.
- Check #4665 payable to United Mill & Cabinet Co. in the amount of \$2,645.87 was payment for Library Shop lighting and shelving improvements.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF JANUARY 2016

**Check Register - General Fund**

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
15726	1/8/16	Susan Barr	104.01	54.21
15727	1/8/16	Emily Hudak	104.01	205.93
15728	1/8/16	Tera Moon	104.01	43.90
15729	1/8/16	Edward Niemchak	104.01	149.26
15730	1/8/16	Connie Silver	104.01	36.91
15731	1/8/16	BTPL Gift Fund	104.01	100.00
15732	1/8/16	PETTY CASH - BTPL	104.01	75.62
15733	1/8/16	COMCAST	104.01	53.76
15734	1/8/16	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
15735	1/20/16	Connie Silver	104.01	147.66
15736	1/20/16	Beth Sulek-LaHousse	104.01	66.70
15737	1/20/16	AT&T	104.01	489.08
15738	1/20/16	BLOOMFIELD TOWNSHIP	104.01	547.11
15739	1/20/16	COMCAST	104.01	149.81
15740	1/20/16	FLAGSTAR BANK	104.01	3,444.18
15741	1/20/16	SHERWIN-WILLIAMS CO	104.01	183.36
15742	1/20/16	VERIZON WIRELESS	104.01	201.60
15743	1/29/16	Elizabeth Clauder	104.01	659.68
15744	1/29/16	Joel Dion	104.01	33.58
15745	1/29/16	Martha McGee	104.01	82.01
15746	1/29/16	AMAZON.COM	104.01	2,215.44
15747	1/29/16	AT&T	104.01	556.31
15748	1/29/16	AT&T LONG DISTANCE	104.01	22.48
15749	1/29/16	CONSUMERS ENERGY	104.01	6,640.09
15750	1/29/16	DTE ENERGY	104.01	15,518.62
15751	1/29/16	PITNEY BOWES, INC.	104.01	252.00
15752	1/29/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	666.15
15753	1/29/16	DONALD REINHARD	104.01	50.00

Total

\$32,723.45

**REGULAR CHECKS:**

15754	2/5/16	AMERICAN LIBRARY ASSOCIATION	104.01	57.80
15755	2/5/16	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	695.25
15756	2/5/16	BACKER LANDSCAPING, INC.	104.01	3,162.50
15757	2/5/16	BAKER & TAYLOR, INC.	104.01	7,775.41
15757a	2/5/16	VOID	104.01	
15757b	2/5/16	VOID	104.01	
15758	2/5/16	BERNAN ASSOCIATES	104.01	107.00
15759	2/5/16	BLACKSTONE AUDIO, INC.	104.01	311.20
15760	2/5/16	BOOK BEAT	104.01	275.80
15761	2/5/16	BRILLIANCE PUBLISHING, INC.	104.01	217.44
15762	2/5/16	CAR TRUCKING, INC.	104.01	199.50
15763	2/5/16	CENGAGE LEARNING/GALE	104.01	4,917.42
15764	2/5/16	CHAMBER MUSIC SOCIETY OF DETROIT	104.01	1,000.00
15765	2/5/16	DEMCO, INC.	104.01	124.42
15766	2/5/16	DU ALL CLEANING, INC	104.01	4,730.00
15767	2/5/16	EBSCO INFORMATION SERVICES	104.01	1,540.00
15768	2/5/16	FRIENDS OF MICHIGAN LIBRARIES	104.01	35.00
15769	2/5/16	GOOD TIME ATTRACTIONS	104.01	148.72
15770	2/5/16	GREY HOUSE PUBLISHING	104.01	139.50
15771	2/5/16	J W PEPPER & SON, INC	104.01	58.89
15772	2/5/16	LJ ROLLS REFRIGERATION CO., INC	104.01	7,005.75
15773	2/5/16	MIDWEST TAPE	104.01	5,783.19

Check #	Date	Payee	Cash Account	Amount
15773a	2/5/16	VOID	104.01	
15773b	2/5/16	VOID	104.01	
15774	2/5/16	MORNINGSTAR, INC.	104.01	175.00
15775	2/5/16	NBS	104.01	2,241.00
15776	2/5/16	NICHOLS/NETWORK SERVICES CO	104.01	505.62
15777	2/5/16	OMNIGRAPHICS	104.01	62.00
15778	2/5/16	OVERDRIVE	104.01	2,484.62
15779	2/5/16	PARTNERS BOOK DISTRIBUTING, INC.	104.01	903.30
15779a	2/5/16	VOID	104.01	
15780	2/5/16	PENGUIN RANDOM HOUSE LLC	104.01	470.50
15780a	2/5/16	VOID	104.01	
15781	2/5/16	PREFERRED DATA SYSTEMS, LLC	104.01	1,269.65
15782	2/5/16	QUILL CORPORATION	104.01	
15783	2/5/16	RECORDED BOOKS, LLC	104.01	1,566.04
15783a	2/5/16	VOID	104.01	
15784	2/5/16	RED BOOKS LLC	104.01	2,935.05
15785	2/5/16	RICOH USA, INC	104.01	21.27
15786	2/5/16	SECURITY DESIGNS INC.	104.01	350.40
15787	2/5/16	SEEDLINGS BRAILLE BOOKS FOR CHILDREN	104.01	219.25
15788	2/5/16	SERVICE HEATING & PLUMBING	104.01	453.77
15789	2/5/16	SHOWCASES	104.01	948.04
15790	2/5/16	SIEMENS INDUSTRY, INC.	104.01	1,281.14
15791	2/5/16	STAPLES ADVANTAGE	104.01	2,549.19
15792	2/5/16	THE LIBRARY NETWORK	104.01	3,872.76
15793	2/5/16	THYSENKRUPP ELEVATOR CORP	104.01	263.32
15794	2/5/16	UNIFY INC.	104.01	484.54
15795	2/5/16	UNIQUE MANAGEMENT SERVICES, INC.	104.01	187.95
15796	2/5/16	UNITED MILL & CABINET CO.	104.01	21,654.13
15797	2/5/16	UPSTART	104.01	572.93
15798	2/5/16	US GOVERNMENT PRINTING OFFICE	104.01	1.05
15799	2/5/16	VIGILANTE SECURITY	104.01	1,950.00
15800	2/5/16	WALLACEBURG BOOKBINDING & MFG	104.01	442.87
15801	2/5/16	WESCO DISTRIBUTION	104.01	5,842.94
15802	2/5/16	WESTON WOODS	104.01	359.70
15803	2/5/16	WORLD BOOK, INC.	104.01	1,448.00
15804	2/5/16	Thomas Corliss	104.01	44.85
15805	2/5/16	Emily Hudak	104.01	72.70
15804V	2/5/16	Thomas Corliss	104.01	-44.85
15805V	2/5/16	Emily Hudak	104.01	-72.70
15806	2/5/16	BLOOMFIELD TOWNSHIP	104.01	361,455.11
Total				<u><u>\$455,255.93</u></u>

### Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
4654	1/20/16	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	3,642.86
4655	1/20/16	FLAGSTAR BANK	102.03	195.21
4656	1/20/16	MATTHEW THOMPSON	102.03	400.00
4657	1/29/16	AMAZON.COM	102.03	108.48
				<u><u>\$4,346.55</u></u>
<b>REGULAR CHECKS:</b>				
4658	2/5/16	GALE/CENGAGE LEARNING	102.03	3,000.00
4659	2/5/16	NATIONAL LEKOTEK CENTER	102.03	576.60
4660	2/5/16	SCOTT NELSON	102.03	130.00
4661	2/5/16	SCHOLASTIC INC	102.03	2,376.00
4662	2/5/16	SHOWCASES	102.03	25.00
4663	2/5/16	TELSYSTEMS	102.03	19,847.00

Check #	Date	Payee	Cash Account	Amount
4664	2/5/16	TEMPLE BETH EL	102.03	700.00
4665	2/5/16	UNITED MILL & CABINET CO.	102.03	2,645.87
Total				<u>\$29,300.47</u>

---



# Bloomfield Township Public Library 2015-2016 General Fund Budget

# 7b

PRESENTED: FEBRUARY 16, 2016      FOR THE MONTH OF: JANUARY 2016

Ten months 83%

ACCOUNT NAME	2015-2016	2015-2016	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Ten months 83%  VARIANCE
	ADOPTED BUDGET	AMENDED BUDGET				
	AS OF MAR 17, 2015	AS OF AUG 18, 2015				
<u>Revenues</u>						
Taxes	\$6,631,643	\$6,679,297	\$2,956,509	\$4,149,461	62.12%	(\$2,529,836)
Penal Fines	\$55,009	\$55,009	\$0	\$82,987	150.86%	\$27,978
State Aid	\$24,198	\$24,198	\$0	\$12,207	50.45%	(\$11,991)
Circulation Fines & Fees	\$127,296	\$127,296	\$10,174	\$93,266	73.27%	(\$34,030)
Charges for Services	\$11,910	\$11,910	\$1,134	\$13,632	114.46%	\$1,722
Investment earnings	\$114,613	\$114,613	\$21,392	\$11,145	9.72%	(\$103,468)
Miscellaneous	\$9,334	\$9,334	\$275	\$11,264	120.68%	\$1,930
Total Revenues	\$6,974,003	\$7,021,657	\$2,989,483	\$4,373,962	62.29%	(\$2,647,695)
<u>Expenditures</u>						
Personnel	\$3,693,694	\$3,664,619	\$359,654	\$2,980,183	81.32%	(\$684,436)
Library Services	\$770,071	\$778,571	\$40,899	\$582,630	74.83%	(\$195,941)
Facilities & Equipment	\$1,073,472	\$1,079,857	\$53,951	\$756,326	70.04%	(\$323,531)
Other Operating Expenditures	\$449,121	\$453,621	\$33,979	\$216,601	47.75%	(\$237,020)
Total Expenditures	\$5,986,358	\$5,976,668	\$488,483	\$4,535,740	75.89%	(\$1,440,928)
Fund Balance - Beginning	\$8,858,516	\$9,061,611		\$9,061,611		
Net revenue (expenditure)	\$987,645	\$1,044,989		(\$161,778)		
Fund Balance - Ending	\$9,846,161	\$10,106,600		\$8,899,833		

Amendments to the budget:  
None

Non-spendable Fund Balance (includes all fixed assets)	\$25,930,327	\$25,123,307
Restricted Fund Balance (nothing Committed Fund Balance (is 8- months of expenditures amount)	\$0	\$0
Assigned Fund Balance (is \$457,812 (3/31/15 compensated absences accrual) plus \$5,024,164 OPEB obligation plus \$24,300 capital improvements)	\$5,494,588	\$5,506,276
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,001	\$136,996

**Bloomfield Township Public Library  
2015-2016 Gift Fund Budget**

**7b**

**PRESENTED: FEBRUARY 16, 2016    FOR THE MONTH OF: JANUARY 2016**

Ten Months 83%

ACCOUNT NAME	2015-2016 ADOPTED BUDGET AS OF MAR 17, 2015	2015-2016 AMENDED BUDGET AS OF JAN 31, 2016	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$643	\$76,632	\$275	\$76,632	100.00%	\$0
Investment Earnings	\$157	\$157	\$16	\$129	82.13%	(\$28)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$800</b>	<b>\$76,789</b>	<b>\$291</b>	<b>\$76,761</b>	<b>99.96%</b>	<b>(\$28)</b>
<b><u>Expenditures</u></b>						
Library Services	\$20,194	\$41,124	\$7,511	\$28,606	69.56%	(\$12,518)
Facilities & Equipment	\$59,476	\$62,366	\$22,493	\$55,595	89.14%	(\$6,771)
Other Operating Expenditures	\$95,794	\$149,509	\$0	\$28,312	18.94%	(\$121,197)
<b>Total Expenditures</b>	<b>\$175,464</b>	<b>\$252,998</b>	<b>\$30,004</b>	<b>\$112,513</b>	<b>44.47%</b>	<b>(\$140,485)</b>
Fund Balance	\$100,970	\$102,514		\$102,514		
Reserved Fund Bal.	\$73,852	\$73,852		\$73,852		
Net revenue (expenditures)	(\$174,664)	(\$176,209)		(\$35,752)		
 Fund Balance - Ending	 \$158	 \$157		 \$140,614		

Amendments to the budget:

    All changes due to gifts received

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

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	1/31/2016	\$135,202.34
	Flagstar Public Funds Savings	0.35%	1/31/2016	\$199,908.72
	Flagstar Premier Public Entities Checking	0.25%	1/31/2016	\$6,474.84
	RBC Capital Cash/Money Market	0.01%	1/31/2016	\$135,082.39
	RBC Capital - Investments	1.44%	1/31/2016	\$8,877,603.50
<b>Total General Fund</b>				<b>\$9,219,069.45</b>
Please see General Fund budget for notes on how this amount is earmarked				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	1/31/2016	\$118,462.17
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	1/31/2016	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	1/31/2016	\$1,452.60
<b>Total Gift Fund</b>				<b>\$169,914.77</b>

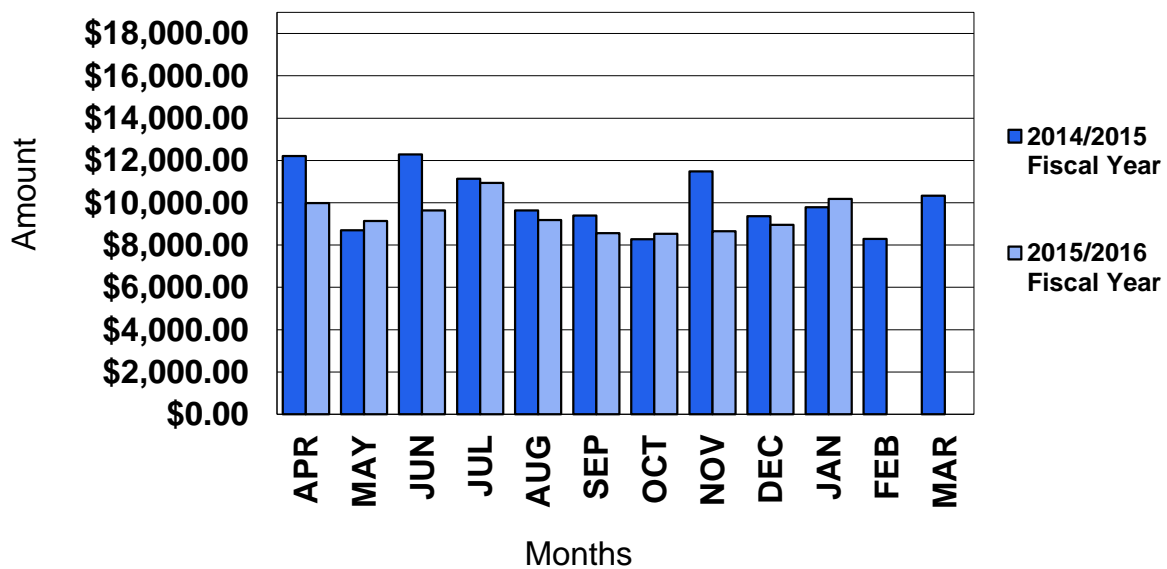
**CFSEM** The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the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

Jeanette P. Myers Memorial Scholarship Fund	12/31/2014	\$13,849.00
Yvonne T. Atkinson Fund	12/31/2014	\$29,617.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2014	\$31,113.00
BTPL Endowment Fund	12/31/2014	\$29,007.00
Fair Radom Garden Endowment Fund	12/31/2014	\$15,087.00
BTPL Director's Legacy Fund	12/31/2014	\$13,260.00
<b>Total CFSEM holdings</b>		<b>\$131,933.00</b>

## FINES AND FEES - TWO-YEAR COMPARISON

Month	2014/2015 Fiscal Year	2015/2016 Fiscal Year	Difference
APR	\$12,209.70	\$9,986.61	(\$2,223.09)
MAY	\$8,696.66	\$9,134.31	\$437.65
JUN	\$12,283.41	\$9,636.30	(\$2,647.11)
JUL	\$11,136.86	\$10,931.35	(\$205.51)
AUG	\$9,638.91	\$9,178.79	(\$460.12)
SEP	\$9,388.48	\$8,567.73	(\$820.75)
OCT	\$8,275.12	\$8,525.53	\$250.41
NOV	\$11,484.10	\$8,653.54	(\$2,830.56)
DEC	\$9,370.84	\$8,955.43	(\$415.41)
JAN	\$9,780.91	\$10,177.91	\$397.00
FEB	\$8,293.01		(\$8,293.01)
MAR	\$10,335.05		(\$10,335.05)
			YTD Difference
TOTAL	<u>\$120,893.05</u>	<u>\$93,747.50</u>	<u>(\$27,145.55)</u>

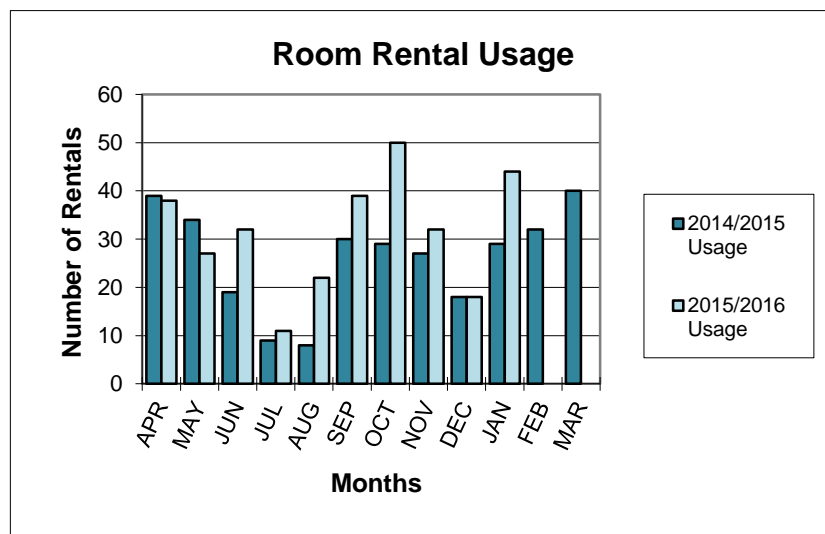
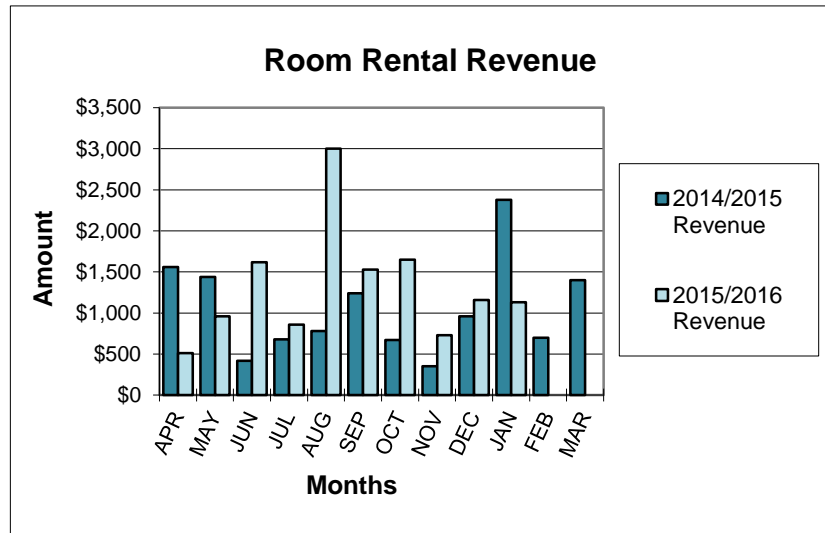
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2014/2015 <u>Revenue</u>	2015/2016 <u>Revenue</u>	<u>Difference</u>	2014/2015 <u>Usage</u>	2015/2016 <u>Usage</u>	<u>Month</u>
APR	\$1,560.00	\$510.00	(\$1,050.00)	39	38	APR
MAY	\$1,440.00	\$960.00	(\$480.00)	34	27	MAY
JUN	\$420.00	\$1,620.00	\$1,200.00	19	32	JUN
JUL	\$680.00	\$860.00	\$180.00	9	11	JUL
AUG	\$780.00	\$3,000.00	\$2,220.00	8	22	AUG
SEP	\$1,240.00	\$1,530.00	\$290.00	30	39	SEP
OCT	\$670.00	\$1,650.00	\$980.00	29	50	OCT
NOV	\$350.00	\$730.00	\$380.00	27	32	NOV
DEC	\$960.00	\$1,160.00	\$200.00	18	18	DEC
JAN	\$2,380.00	\$1,130.00	(\$1,250.00)	29	44	JAN
FEB	\$700.00		(\$700.00)	32		FEB
MAR	\$1,400.00		(\$1,400.00)	40		MAR
			YTD Difference			
TOTAL	\$12,580.00	\$13,150.00	\$570.00	314	313	



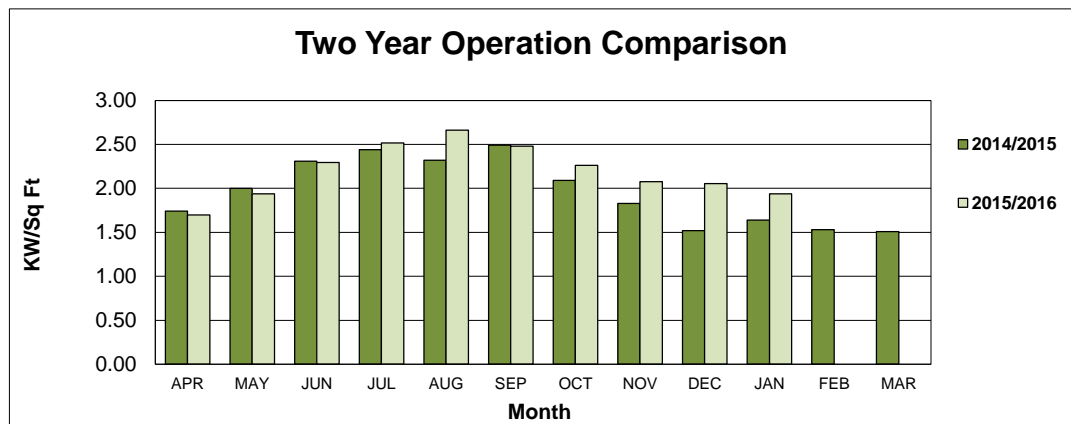
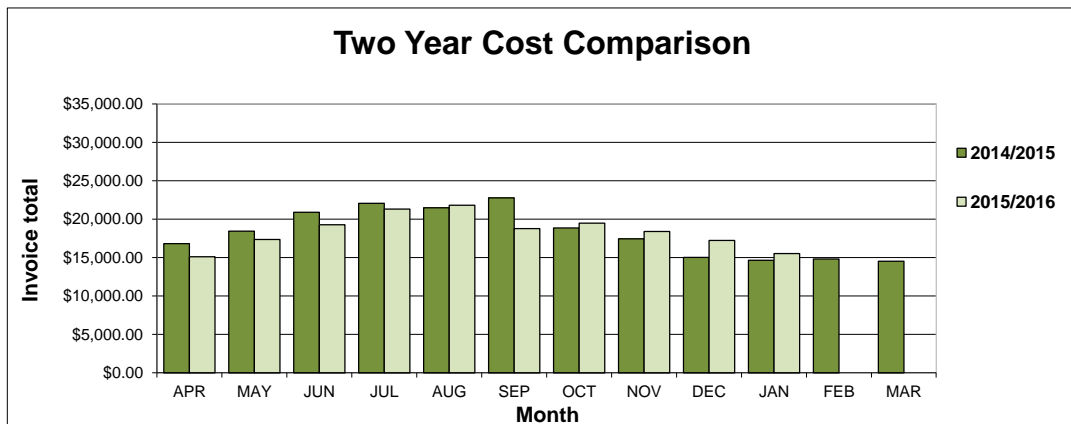
## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2014/2015	2015/2016 (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	\$16,804.85	\$15,097.13	(\$1,707.72)	171,360	\$0.09	238.00	1.70	\$20.97	\$0.15
MAY	\$18,418.83	\$17,360.67	(\$1,058.16)	195,790	\$0.09	263.16	1.94	\$23.33	\$0.17
JUN	\$20,895.87	\$19,257.21	(\$1,638.66)	231,840	\$0.08	322.00	2.29	\$26.75	\$0.19
JUL	\$22,046.99	\$21,323.77	(\$723.22)	254,380	\$0.08	341.91	2.52	\$28.66	\$0.21
AUG	\$21,485.57	\$21,814.32	\$328.75	268,940	\$0.08	361.48	2.66	\$29.32	\$0.22
SEP	\$22,772.57	\$18,760.03	(\$4,012.54)	250,670	\$0.07	348.15	2.48	\$26.06	\$0.19
OCT	\$18,852.35	\$19,458.96	\$606.61	228,410	\$0.09	307.00	2.26	\$26.15	\$0.19
NOV	\$17,447.10	\$18,411.95	\$964.85	209,580	\$0.09	291.08	2.07	\$25.57	\$0.18
DEC	\$15,000.01	\$17,217.24	\$2,217.23	207,550	\$0.08	278.97	2.05	\$23.14	\$0.17
JAN	\$14,664.69	\$15,518.62	\$853.93	195,650	\$0.08	262.97	1.94	\$20.86	\$0.15
FEB	\$14,826.92		(\$14,826.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,522.08		(\$14,522.08)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$217,737.83	\$184,219.90	(\$33,517.93)						

**NOTES:**

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



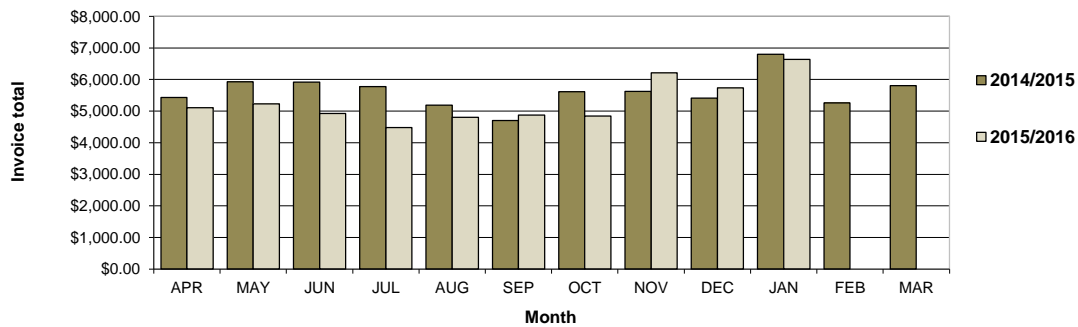
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

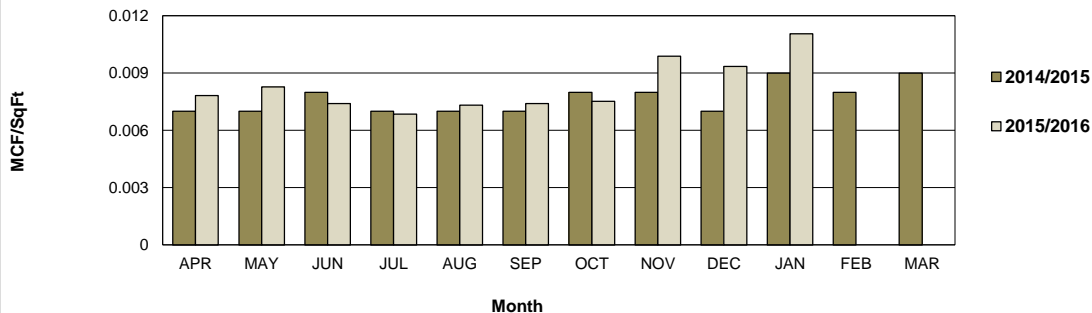
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2014/2015	2015/2016 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,429.97	\$5,104.45	(\$325.52)	789.6	\$6.46	720	1.10	0.008	7.09	0.050
MAY	\$5,927.64	\$5,233.14	(\$694.50)	835.8	\$6.26	744	1.12	0.008	7.03	0.051
JUN	\$5,921.55	\$4,920.53	(\$1,001.02)	747.6	\$6.58	720	1.04	0.007	6.83	0.048
JUL	\$5,773.44	\$4,475.51	(\$1,297.93)	691.4	\$6.47	744	0.93	0.007	6.02	0.044
AUG	\$5,184.73	\$4,805.28	(\$379.45)	739.7	\$6.50	744	0.99	0.007	6.46	0.047
SEP	\$4,697.83	\$4,874.11	\$176.28	748.6	\$6.51	720	1.04	0.007	6.77	0.048
OCT	\$5,618.78	\$4,847.90	(\$770.88)	759.6	\$6.38	744	1.02	0.008	6.52	0.047
NOV	\$5,627.06	\$6,215.09	\$588.03	998.5	\$6.22	720	1.39	0.010	8.63	0.061
DEC	\$5,416.09	\$5,732.42	\$316.33	944.3	\$6.07	744	1.27	0.009	7.70	0.056
JAN	\$6,797.57	\$6,640.09	(\$157.48)	1116.3	\$5.95	744	1.50	0.011	8.92	0.065
FEB	\$5,254.12		(\$5,254.12)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,808.29		(\$5,808.29)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$67,457.07	\$52,848.52	(\$14,608.55)							

### Two Year Cost Comparison

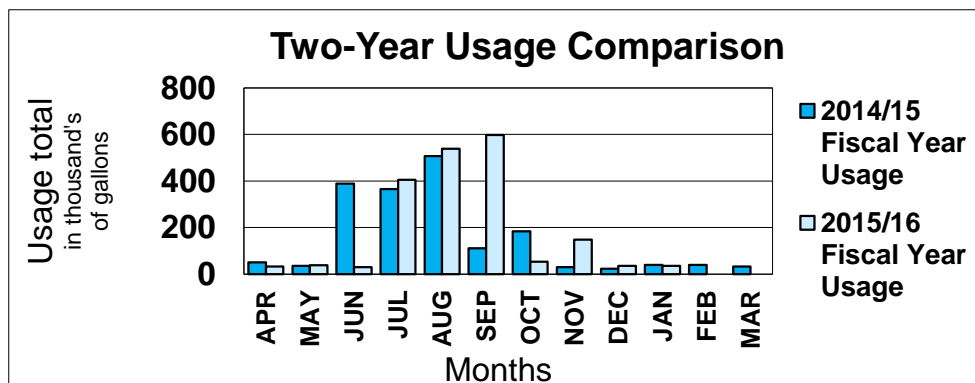
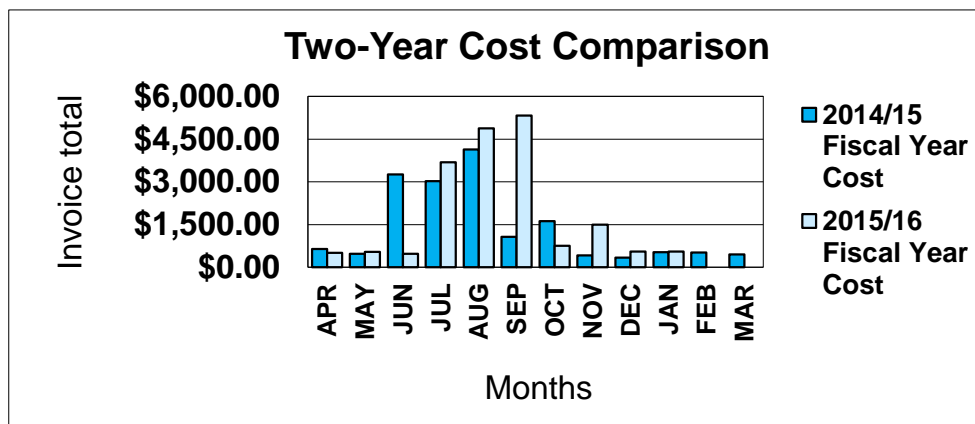


### Two Year Operation Comparison



## Bloomfield Township Public Library Water Analysis

Month	2014/15 Fiscal Year Cost	2015/16 Fiscal Year Cost	Difference	2014/15 Fiscal Year Usage	2015/16 Fiscal Year Usage	Difference
APR	\$640.33	\$510.99	(\$129.34)	50	33	(17)
MAY	\$474.43	\$543.83	\$69.40	35	38	3
JUN	\$3,259.37	\$474.87	(\$2,784.50)	389	30	(359)
JUL	\$3,025.69	\$3,690.27	\$664.58	365	405	40
AUG	\$4,139.00	\$4,879.55	\$740.55	507	539	32
SEP	\$1,067.34	\$5,329.99	\$4,262.65	111	598	487
OCT	\$1,614.37	\$751.79	(\$862.58)	184	53	(131)
NOV	\$419.13	\$1,498.87	\$1,079.74	30	148	118
DEC	\$341.71	\$547.11	\$205.40	23	36	13
JAN	\$529.73	\$547.11	\$17.38	40	36	(4)
FEB	\$518.67		(\$518.67)	39		(39)
MAR	\$452.31		(\$452.31)	33		(33)
			YTD Difference			YTD Difference
TOTAL	<u>\$16,482.08</u>	<u>\$18,774.38</u>	<u>\$2,292.30</u>	<u>1,806</u>	<u>1,916</u>	<u>110</u>





**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****LIBRARY BOARD OF TRUSTEES  
MONTHLY DIRECTOR'S REPORT****February, 2016**

Membership in the Friends of Michigan Libraries (FOML) has been renewed for the Library Board Trustees. Benefits of membership in this organization include training opportunities, access to a website devoted to resources and information relevant to Trustees ([www.fomltrusteealliance.org](http://www.fomltrusteealliance.org)) and informative publications and newsletters.

Youth Services Librarian Liz Clauder is participating as a judge in the annual writing competition, Letters About Literature, sponsored by the Library of Michigan. This is the fourth year that Liz has participated as a judge in this program. She works with other judges to read and evaluate letters written by students in grades 4 – 6. Students answer the question, “How did an author’s work change your view of the world or yourself?” State winners receive a cash award and their letters go on to compete at the national level of the contest. Judging takes place on April 12.

Visit the Youth Services room during the month of February and create a SQUART! What is this, you ask? Square + Art = SQUART! Go to the Youth Services desk and get your square, decorate it and add it to the SQUART wall! This is a collaborative art space that everyone is invited to add to during February.

Jen Taggart, Youth Services Assistant Department Head, was the Keynote Speaker at the 2016 QuasiCon conference on February 6, 2016. QuasiCon is a conference for students and information professionals, created and implemented by the ALA student chapter at the University Of Michigan School of Information. Jen’s presentation, “One Size Doesn’t Fit All: Collections, Services and Inclusive Programming for Patrons with Disabilities,” highlighted the Youth Special Needs Collection and adapted programming offered at the Bloomfield Township Public Library.

*Respectfully Submitted,*

*Carol Mueller  
Director*

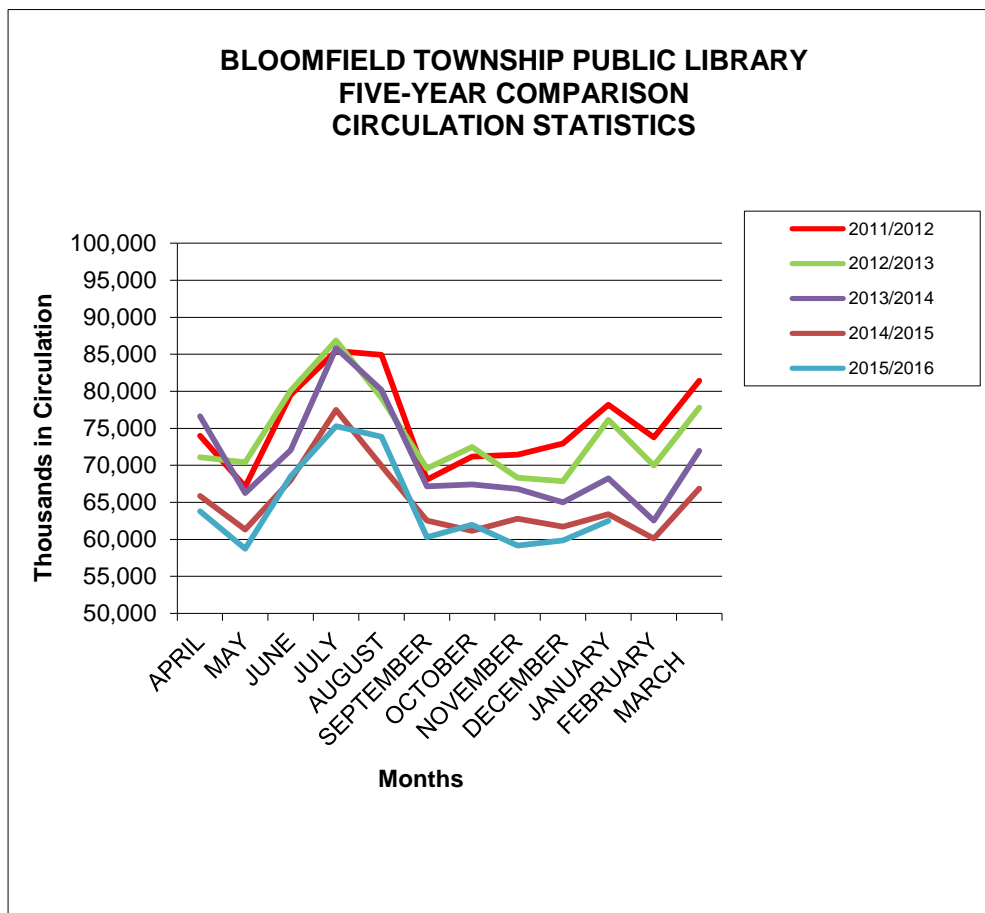
	2015		2016	
<b>COLLECTION</b>				
Book Collection:	280,798		281,269	
Media Collection:	60,933		63,185	
Total e-books:	28,133		30,153	
Overdrive	6,640		8,074	
EBSCOhost	19,223		19,223	
Total downloadable audiobooks:	4,945		4,591	
Materials Total:	374,809		379,198	
<b>CIRCULATION</b>				
Circulation Total:	63,404		62,491	
Bloomfield Township Circulation:	58,276		57,275	
Virtual Circulation Total	5,732		6,939	
Circulation of Youth materials:	21,593		21,624	
Circulation of Media:	25,418		22,388	
Circulation of Cranbrook passes:	172		172	
Self-checkout machine use:	23,084	36.4%	23,543	37.7%
Library by Mail:	88	26 patrons	77	32
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	27,200 *		25,321 *	
Gate Count:	29,818		30,114	
Meeting rooms by public:	29		44	
Meeting rooms by staff:	87		74	
<b>VIRTUAL USE</b>				
Home page hits/Database services:	19,551		38,243	
e-book access:	2,604		2,729	
Overdrive	2,547		2,690	
EBSCOhost	57		39	
Audiobook access: (Overdrive)	1,042		1,253	
Music download access:	1,263		1,480	
Magazine download access:	823		825	
Tutor.com sessions:	119		85	
Hoopla access:	n/a		652	
<b>Library Computer Use</b>				
Resident Use	1,839		1,703	
Guest Use	720		668	
*Library closed January 1, New Year's Day				

	2015		2016	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	181		148	
Cranbrook:	10		5	
Total new patrons:	291		232	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	6 events	47 attended	12 events	106 attended
Speaker-led:	10 events	168 attended	10 events	108 attended
Book clubs:	4 events	51 attended	4 events	52 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	18 attended	4 events	44 attended
Chamber Music Concert	1 event	133 attended	1 event	149 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	3 events	19 attended	4 events	29 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	2 events	20 attended	1 event	6 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	24 events	514 attended	26 events	576 attended
Speaker-led:	2 events	72 attended	1 event	16 attended
Tours/visits on-site:	1 event	14 attended	0	0
Tours/visits off-site:	0	0	1 event	17 attended
TOTAL:	53 events	923 attended	64 events	1,103 attended
<b><i>Volunteers:</i></b>				
	17 people	166 hours	22 people	164.5
	Shop: 6	67.5	Shop: 6	54.5
	Court: 0	0	Court: 0	0
	Students: 1	15.75	Students: 3	6.25
	Dept. Vol: 10	82.75	Dept. Vol: 13	103.75
<b><i>Patron Remarks</i></b>				
Patron Comments:	4		13	
Ask BTPL:	7		3	
Ask Us:	43		48	
<b>DISPLAYS</b>				
Lobby	Photographs of Detroit residents by Bruce Harkness			
Media	Adult: Grab and Go Movie Cart; Glenn Frey & David Bowie Memorials			
	Youth: Violence is not the Answer; New Year, New You			
Local History	Cats & Dogs			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

2/11/2016

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
APRIL	74,009	71,094	76,629	65,851	63,783
MAY	67,127	70,411	66,250	61,347	58,740
JUNE	79,512	80,069	72,030	67,987	68,518
JULY	85,456	86,867	85,844	77,485	75,304
AUGUST	84,937	79,094	80,163	69,931	73,868
SEPTEMBER	68,066	69,592	67,145	62,536	60,292
OCTOBER	71,180	72,467	67,436	61,177	61,960
NOVEMBER	71,456	68,318	66,813	62,815	59,157
DECEMBER	72,964	67,864	65,007	61,726	59,871
JANUARY	78,197	76,156	68,232	63,404	62,491
FEBRUARY	73,778	69,992	62,534	60,140	
MARCH	81,433	77,819	71,961	66,845	
<b>TOTAL</b>	<b>908,115</b>	<b>889,743</b>	<b>850,044</b>	<b>781,244</b>	<b>643,984</b>



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

---

The meeting of the Bloomfield Township Public Library Board of Trustees Development Committee was held in the Library on Monday, February 8, 2016 1:00 p.m.

**Present:** Trustees: Eli Greenbaum, Judy Lindstrom, Pam Williams

**Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon; Youth Services Librarian Emily Hudak; Adult Services Librarian Marcia Preston

### **Old Business:**

#### **Photography Contest**

Judy Lindstrom shared information from a previous photography contest at Cranbrook. Discussion of categories followed with these suggestions:

- Children 12 years old and younger (age at time of contest deadline)
- Teens 13 – 18 years old (age at time of contest deadline)
- Literature and reading
- Selfies
- Film (as opposed to digital)
- Animals and pets
- Four seasons

Generally six categories for submissions is a good number to consider. We will need to develop several other items for this contest also:

- Disclaimer waiving library responsibility
- Release form
- Donation release form and receipt form
- Contest application with requirements and submittal details including entry fee
- Title

Judy talked with Tom Widener of Woodward Camera. He is willing to donate a camera for the grand prize. Roberts Restaurants could be approached to donate restaurant gift certificates for other prizes. Judy will invite Tom to our next meeting. Judy also will ask Linda Solomon to judge our contest and gauge her interest in providing photography workshops at the Library. Monte Nagler is another possibility for judging and workshops as is Hite Photography. This competition would start in fall 2016 and culminate in fall 2017 and only Bloomfield Township residents may participate.

Judy will bring Cranbrook's cover letter to share. Pam will bring her neighborhood's photo calendars.

At our next meeting, we will:

- Determine photo categories
- Determine entry fee (Options discussed: \$10 per entry up to 6 entries. \$10 per person up to 3 entries)
- State purpose of photo contest
- Determine contest dates and requirements
- Determine format and size (Cranbrook stated 8x10 or 11x14 with black mat)

## **Read-a-thon**

Information from the Oakland Literacy Council Read-a-thon was shared and discussed. We are looking for one book to read in an entire day – six hours. Possible books need to have chapters, preferably that can stand on its own, and have broad appeal to both children and adults alike. Our potential book needs to be readily available also. A suggestion was made to consider a Michigan notable author who might be available to come to our event. Guest readers would sign up to read several pages of the book in 15 minute intervals so that by the end of the day, the whole book will be read aloud. Participants will get sponsorships per page, and we will ask for corporate sponsorships.

The date tentatively selected is Saturday, October 8, 2016.

Our homework for each of the committee members is to search for a possible book to be read at this event and share suggestions via email between now and our next meeting on March 7. At our March 7 meeting, we will:

- Confirm book
- Confirm event date
- Determine our event title
- Create a potential readers list
- Create a potential sponsor/donor list

## **Other:**

The Little Free Library pilot program is off to a great start. Several trips have been made to the Bloomfield Township Senior Center to replenish items on the cart there.

At their last Board meeting, our Friends approved over \$40,000 in funding, including \$5,000 in event seed money!

**Next meeting: Monday, March 7, 2016 at 1:00 pm in the Board Room**

## MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDINGS AND GROUNDS COMMITTEE

---

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on Thursday, February 11, 2016 at 10:00 a.m.

**Present:** Trustees: Peggy Cohen, Eli Greenbaum

**Administration:** Carol Mueller, Library Director

**Others:** Joel Dion, Facilities Department Head; John Dell'Isola, Senior Project Manager, Professional Engineers Associates (PEA); Gene Ferrara, Rewold and Son

### Lower Level Water Investigation

John Dell'Isola, PEA, reviewed the plan to reroute two of the building's roof drains that bring the most water to the lower level west sump pit. The water would be rerouted out of the building and into the existing retention basin under the west side parking lot, instead of coming into the lower level west sump and being pumped out. This would reduce the likelihood of the west sump pit overflowing, especially if one of the sump pumps malfunctions. The Committee agreed to begin moving forward with this plan. The next step is for PEA to create drawings, prepare bid documents for the construction work and bid the process out. Gene Ferrara will oversee this project. Construction of this project will cause the delivery door, Friends donation room, the staff entrance, and the drive-up lane to be inaccessible for a period of time, probably 1-2 weeks.

A tentative timeline for this project is as follows:

February	approval to proceed
March	PEA to prepare drawings and bid documents; discuss project with Bloomfield Township
April	Finalize drawings; Complete bid process Building Committee update and decision on how to proceed
April/May	Award bid
May/June	Project is completed

The Committee will meet again in early April to review the bids and costs and decide whether or not to move forward then with this project.

### Lobby Flooring

The tile for the 10' x 10' test section in the lobby has been ordered and is scheduled to be delivered on Wednesday, February 17, to the installer. Installation will be scheduled soon thereafter. The pattern of the new tile will be left to the contractor to decide as the current floor is so compromised and presents challenges for this installation. Signage will be present during this installation to direct patrons to the exit door instead. Additional signage will be placed in this area explaining the test area and encouraging everyone to walk on it!

## **Grounds Maintenance and Snow Removal Request for Proposals**

Carol shared Administration's analysis of the two grounds bids received. After carefully reviewing both proposals and checking references, Administration recommends awarding the bid for Library grounds maintenance and snow removal to Ace Landscaping, Lawn Care and Snow Removal. The Building and Grounds Committee supported this recommendation.

### **Additional Projects**

Our generous Friends gave funding to the Library to replace the drive up lane landscaping and Youth Services Terrace shading. Carol was directed to work with Jim Slezinski on the drive up lane landscaping in conjunction with any landscaping repair that is needed when the roof drain reroute construction project is complete. The Friends also provided funding for Youth Services Terrace shading. The Committee will discuss possible ideas for this at their next meeting. The Friends did not provide funding for a raised garden bed on the Youth Services Terrace that is used for the annual Library program, Read to Seed. Carol was directed to add funding for this project to the FY 2016/2017 budget. This project can be completed in conjunction with adding something for shade to this terrace.

The next meeting of the Building and Grounds Committee will be scheduled for early April.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** February 9, 2016

**SUBJECT: Grounds Maintenance and Snow Removal Bids**

On November 18, 2015, a request for bids for grounds maintenance and snow removal services for the Library was released with a deadline of December 21, 2015. This request was posted on the Library's website, available at the Welcome Desk, and mailed to 10 companies in the metro Detroit area. Firms were invited to bid on one or both components: lawn maintenance and snow removal. A mandatory walk-through for interested bidders was held on Wednesday, December 2, 2015 at the Library. Three companies participated in the walk-through. Two companies submitted bids by the deadline: Ace Landscaping, Lawn Care, and Snow Removal and Great Oaks Maintenance.

In previous years, we have included tree care and fertilization and garden maintenance services in this bid. This year, those two services were not included in this request. Due to concerns about the ailing health of many trees on library grounds, a certified arborist was hired in October 2015. As this arborist comes highly recommended and our ailing trees are improving, the Library is choosing to continue contracting with American Lawn and Tree Arborists. Likewise, because garden maintenance and design have been satisfactorily provided by Goldner Walsh for many years, the Library is choosing to continue contracting with Goldner Walsh.

A thorough review of all bids was conducted by Assistant Director, Tera Moon, Facilities Services Department Head, Joel Dion, and me. Our bid analysis summary is attached for your review. Also attached are the bid process timeline and RFP document for your information. The two proposals received are also available for your review at the Library Board meeting.

Ace Landscaping, Lawn Care, and Snow Removal provided the most complete proposal package, which included a thorough lawn fertilization plan and suggestions for weeding tree beds. One reference said that Ace provides "outstanding quality" and has awarded an annual bid to Ace for 15 consecutive years. Though Ace did not provide the lowest bid, we feel that they will provide very high quality service and attention to detail. Great Oaks Maintenance proposal was incomplete and proposed a less thorough lawn fertilization plan.

Therefore, Administration recommends that the bids for Bloomfield Township Public Library lawn maintenance and snow removal services be awarded to Ace Landscaping, Lawn Care, and Snow Removal beginning on April 1, 2016. The Building and Grounds Committee reviewed the bid information and analysis provided by Administration and supports this recommendation.

Thank you for your review.

**ACTION:**

I move that the bids for Bloomfield Township Public Library lawn maintenance and snow removal services be awarded to Ace Landscaping, Lawn Care, and Snow Removal, PO Box 75, Clawson, MI 48017 beginning on April 1, 2016.

## GROUNDS MAINTENANCE SERVICES BID EVALUATION 2016

	ACE LANDSCAPING	GREAT OAKS
Received bid on time	YES	YES
Proposal comprehensive & complete	YES	NO
Required info provided: <ul style="list-style-type: none"> <li>year established</li> <li># of employees</li> <li>equipment list</li> <li>proof of bonding &amp; insurance</li> </ul>	1984 15 PROVIDED PROVIDED	N/A N/A PROVIDED PROVIDED
DESCRIPTION OF WORK		
Lawn maintenance	Weekly mowing plus spring & fall clean-up	Weekly mowing; bi-weekly edging; tree pruning; spring & fall clean-up
Lawn fertilization	6 application schedule including pre-emergent weed & feed, grub control, and winter root developer	4 application schedule including pre-emergent weed & feed
Snow removal	Provided options for both seasonal and per-push pricing	Provided options for both seasonal and per-push pricing; no annual price increases indicated in bid
Additional comments provided	Proposed bi-weekly weeding of tree beds and hardwood mulching (double ground of maple and oak)	N/A
BUDGET		
Lawn maintenance	\$10,780	\$8,900
Lawn fertilization	\$2,400	\$1,140
Weeding	\$4,550	\$1,170
Spring & fall clean-up	\$1,200	\$1,530
Snow removal	\$12,995/\$13,384/\$13,785	\$14,500 (not including walkways)
Total	\$31,925	\$27,240
AVAILABILITY		
Can meet our schedule requirements	YES	YES
REFERENCES & ADDITIONAL COMMENTS		
References	The Hunt Club – 15 yrs Sun Properties Inc	Fox Run Retirement Community (lawn only) 12 Oaks Mall Northern Equities Group
Additional comments provided by firm	Provided suggestions for weeding tree beds	N/A

## **BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

1099 Lone Pine Rd.  
Bloomfield Township, MI 48302

### **REQUEST FOR PROPOSALS**

#### **GROUND MAINTENANCE AND SNOW REMOVAL SERVICES**

November 18, 2015

Bloomfield Township Public Library is accepting firm, sealed bids for library grounds maintenance and snow removal service.

This request for bids can be obtained on the Library's website at [www.btpl.org](http://www.btpl.org), at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Tera Moon, Assistant Director, at (248) 642-5800, extension 112. Bidders should direct all questions to Tera Moon at the above phone number or email [moontera@btpl.org](mailto:moontera@btpl.org).

**All interested bidders must attend a mandatory bid walk-through at 10:00am on Wednesday, December 2, 2015.**

**The deadline for bids is 3:00pm on Monday, December 21, 2015.** All bids received will be publicly opened at 3:01pm on Monday, December 21, 2015 at the Library.

Please deliver four (4) copies of the bid in a sealed envelope marked with the name of the company and entitled "Grounds Maintenance and Snow Removal Bid". Bids must be hand delivered, mailed, or delivered by courier to the Welcome Desk to arrive no later than 3:00pm on Monday, December 21, 2015. Address these to:

Tera Moon, Assistant Director  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302

Library hours are:

Monday through Thursday, 9:30am – 9:00pm  
Friday, 9:30am – 6:30pm  
Saturday, 9:30am – 5:30pm  
Sunday, 12noon – 5:30pm

### **OVERVIEW**

All bids should be quoted for a three year period beginning on April 1, 2016 through March 31 2019. The bid will be awarded for a minimum of one year with the option of renewal for two additional years.

Contract work should be considerate of the Library's hours of operation. All bids will include the following practices: landscape maintenance, which includes lawn mowing, lawn fertilization, trimming, edging, weeding and mulching of tree beds, and snow removal. The Library's requirements for grounds maintenance and snow removal are as follows.

**1) Lawn Fertilization**

- Pre-emergent weed control
- Seasonal insect, disease, and weed control
- Scheduled fertilization

**2) Lawn Maintenance**

- Spring and fall cleanup including removal of leaves and other debris from planting beds, parking areas, and lawn areas and hauling of debris.
- Removal of clippings and debris on all lawn areas as necessary.
- Mowing to a height of 2.5 – 3.0 inches as frequently as needed to maintain this height. Include hauling debris as necessary. A mulching mower is required. The first cutting should take place with spring clean up and the last cutting with fall clean up.
- All sidewalks, drives, and beds should be power edged.
- Tree bed maintenance, including installation of mulch, pre-emergent weed control, and regular weeding. Refer to tree beds identified in the attached site plan.

**3) Snow Removal**

- Snow to be removed from all library lots, parking spaces, de-acceleration lane, and drives for each snowfall of 1.5" or more and also at the Library's request.
- Salt shall be applied to all lots and drives for snowfalls of less than 1.5", after each plowing service, when slippery conditions exist, and at the Library's request. Per ton or application costs shall be specified in proposal.
- Sidewalk shoveling is expected during off hours when the snowfall is 1.5" or greater. Sidewalks should require no more than three (3) fifty (50) pound bags of ice melt (magnesium or calcium chloride blends only) NO ROCK SALT.
- Snow removal services are expected to be completed prior to 8:00am, before the opening of the Library for business on Monday through Saturday, and prior to 11:00am on Sundays and as needed during snowfalls.
- Snow plowing must start at the West end of the parking lot.
- Snow piles should not block visibility in the parking lot or drives and should not exceed four (4) feet in height. Snow removal from the premises should be provided at the Library's request.
- Snow removal must be completed by plow trucks with normal snow plowing equipment. Front end loaders and dump trucks, should be

available as needed for heavy snowfalls and piled snow. Please include hourly equipment rate in your bid. Library authorization for additional equipment is required.

- Provide pricing for both seasonal and per-push options. The seasonal service period is from November 15 through April 15 of each year of the contract.

## **PROPOSAL ELEMENTS**

### **Company Information**

Please provide contact information including company name, address, website, primary contact person, telephone number, and email address. Include the year the company was established, number of employees, and a list of equipment available to complete requested work in this bid. Also, provide proof of being bonded and insured.

### **References**

Provide contact names and phone numbers for at least three organizations for which you have recently provided grounds maintenance and snow removal services.

Provide contact names and phone numbers, plus references, for any subcontractors with whom you work to complete the contract work.

### **Grounds Maintenance and Snow Removal Experience**

Discuss your experience in providing grounds maintenance and snow removal services – list only experience at companies of comparable size.

Comment on the Library grounds, noting any special features or unusual circumstances.

### **Description of work**

Be specific as to the description of the work to be performed, equipment used in the performance of this work and any and all materials to be used.

### **Budget**

Indicate your costs for grounds maintenance and snow removal services for the Library. Break out the costs for each of the parts of the bid. Indicate any costs that may be optional and/or ways to decrease costs of requested services. This will allow for adjustments to the budget as necessary. Include when we can expect to be billed for services rendered.

### **Availability**

Address your availability, reliability, and flexibility to meet Library needs for this contract.

## **PROPOSED TIMELINE**

December 2, 2015, 10:00am – mandatory bid walk-through at the Library

December 21, 2015, 3:00pm – deadline for bids and 3:01pm public bid opening

February 16, 2016, 7:00pm – bid awarded at the regularly scheduled Library Board meeting

April 1, 2016 – contract begins

## **NEGOTIATION**

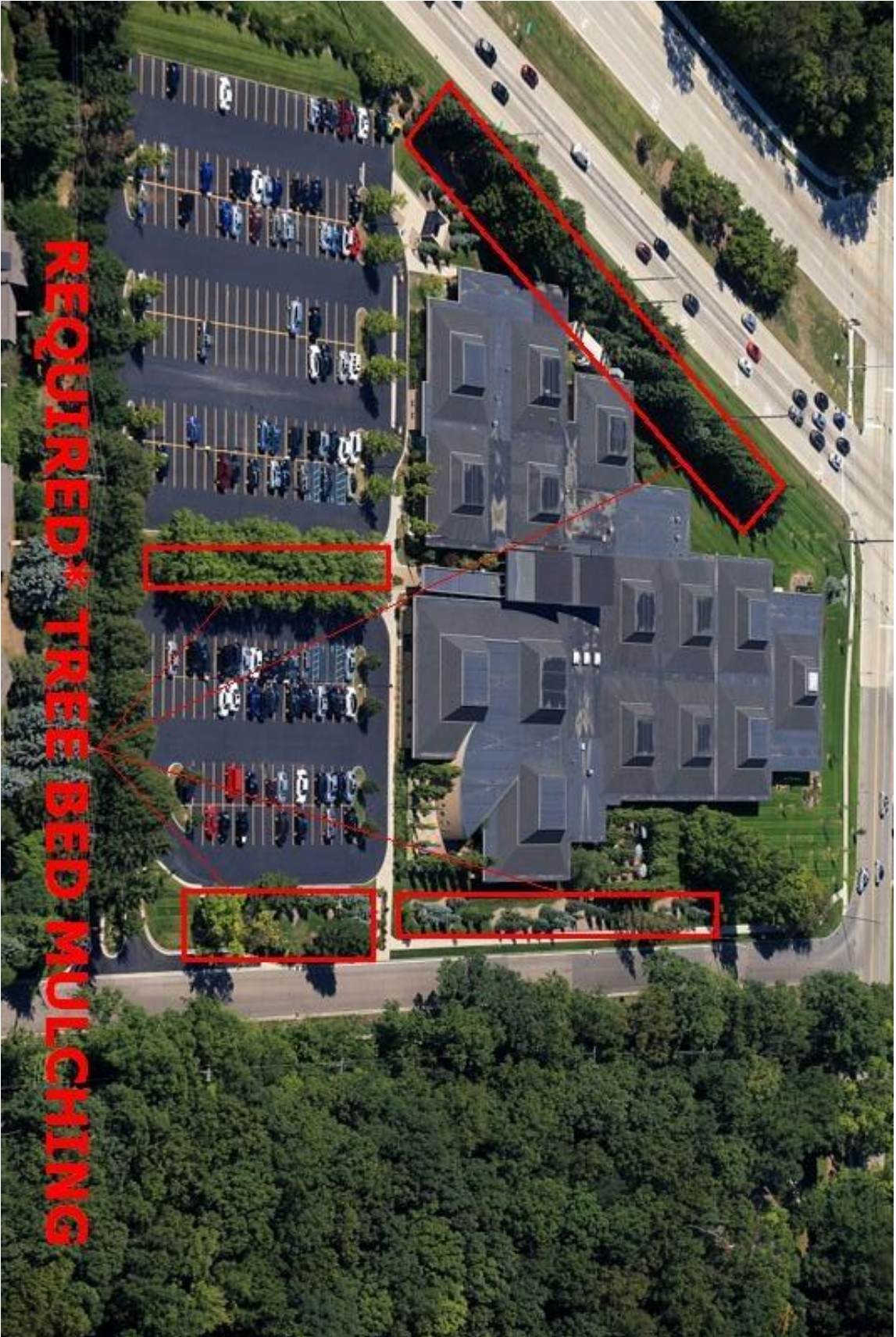
All bids submitted will remain firm for a period of one hundred twenty (120) days and valid throughout the life of the contract.

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 the bid work may include all or some of the above components.

Successful bidder will declare and stipulate that its bid is made in good faith, without collusion or connection with any other person or persons bidding 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 bids documents.

Bids will be evaluated on the information provided including the completeness of the bid and information supplied.





**REQUIRED\* TREE BED MULCHING**



**Grounds & Snow Removal RFP**

November 18, 2015 – Release RFP

December 2, 2015 – Walk-through

December 21, 2015 – Deadline & bid opening

January 4, 2016 – Evaluate Proposals

January 11, 2016 – Interviews (if necessary)

January 18, 2016 – Check references

February 1, 2016 – Prepare analysis

February 16, 2016 – Bid recommendation made at Library Board of Trustees Meeting

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** February 9, 2016

**SUBJECT: Proposed Fines & Fees Schedule 2016**

The Department Heads and Administration conducted our annual review of the Fines & Fees schedule in preparation for completing the FY 2016/2017 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, 2016.

Attached is the current Fines & Fees schedule, effective April 1, 2015, for your information. Also attached is the proposed Fines & Fees schedule with suggested changes highlighted to be considered for your approval and implemented on April 1, 2016.

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

The most significant change proposed is to eliminate the rental collection by converting it into a free collection with very short loan periods. This will allow more patrons to have access to new and popular books and DVDs, both fiction and non-fiction, without having to endure long hold periods. The collection would be called HITS (High Interest Titles) – short enough to fit on a spine label and punchy enough to describe the kinds of items available. Patrons have expressed a desire for such a collection, and eliminating rental fees gives Bloomfield Township residents a break after approving the millage in November 2014. We also propose eliminating the seven-day loan period which is assigned to some new books.

**Book Rental – (schedule page 1)**

The loan period for HITS books would be seven (7) days, the rental fee would be removed, and no renewals or holds would be allowed on these books in order to maximize their turnover. Overdue fines are the same as regular, three-week loan books: 25 cents per day; max fine \$10 or cost of item (whichever is less). The timetable for courtesy notices sent to remind patrons when items are due will be adjusted to reflect these changes.

**DVD Rental – (schedule page 2)**

Similar changes are proposed to the rental DVD collection. This collection would have a shorter loan period than books: two days for Bloomfield Township residents and one day for non-residents. Overdue fines would begin to accrue at close-of-business two days after check-out for residents and the day after check-out for non-residents. Accrual of fines within a strict one- or two-day period eliminates the "grace day" that had previously caused confusion. This new approach clarifies the free loan period for patrons and staff alike. Overdue fines for residents are \$1/day for 15 days (\$15 max); for non-residents, \$2/day for 8 days (\$16 max). The timetable for courtesy notices sent to remind patrons when items are due will be adjusted to reflect these changes.

#### **Photocopied Article** – (schedule page 4)

This is a new addition to the schedule. Bloomfield Township residents would be able to request a photocopy of an article owned by another loaning institution. Charges for the copies would be determined by the loaning institution and passed on to our Bloomfield Township patrons.

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

Several changes are proposed to clarify how replacement charges are determined and applied. Please see the attached schedule for details.

#### **Library Cards** – (schedule page 6):

Residents will receive one key tag-sized library card at no charge to replace a lost or damaged key tag card.

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

#### **Collection Agency** (schedule page 6)

Using a collection agency continues to be very successful in getting long overdue materials returned and accounts settled. From March 1, 2013 through December 2015, 2,425 long overdue accounts have been sent to our collection agency, Unique Management Services, Inc., to contact. These accounts totaled \$135,750.09 in overdue fines and materials not returned. Of that amount, \$80,319.62 has been collected in overdue fines and payment for lost materials. In addition, 896 long overdue items were returned to the Library. The cost of collecting these materials and fines was \$21,703.75 resulting in approximately a four to one return on our investment.

#### **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 by the Policy Committee as part of our yearly review of all library policies. No change is recommended at this time.

#### **Meeting Room Rental Fees** - (schedule page 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 remain in line with charges established by other public libraries for use of their public meeting rooms. Private venues charge a higher rental fee for meeting room use but generally come with additional services such as food and beverages. We are not recommending any changes to our meeting room rental fees at this time.

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

A review of TLN libraries revealed that area libraries charge anywhere from \$.05 per day to \$.25 per day for an overdue book. Our overdue fine is on the high side at \$.25 per day for an overdue book and was increased from \$.20 per day five 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.

### **Changes to MeLCat Policies**

Two changes are recommended to our MeLCat loaning policy. We recommend adding audiobooks to the list of items loaned. Bloomfield Township residents have great access to audiobooks both physical and downloadable, and our new hoopla service for residents has increased offerings in the latter category. In addition, physical audiobooks have decreased in price in recent years. Lastly, our collection of physical audio books is quite plentiful and space is limited.

We recommend removing Large Print books from the list of items we loan via MeLCat. These books are very popular with Bloomfield Township residents and can be quite expensive to purchase. By not loaning them, we ensure our residents have priority access to these titles and protect the taxpayers' investment.

### **Hoopla**

Since introducing hoopla in July 2015, 781 residents have accounted for over 3,000 downloads. Currently, residents are limited to five (5) downloads per month, with the average number of downloads being 2.7. The average price per download is \$1.87. We recommend increasing our monthly limit from five (5) downloads per month to eight (8). We are currently well under the budgeted amount for this service.

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

### **ACTION:**

I move that the Schedule of Fines & Fees be approved as presented with implementation to begin on April 1, 2016.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - PROPOSED**

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2016

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

ITEM	LOAN PERIOD	LOAN LIMIT	<del>RENTAL</del> FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audio Book /CD/MP3 (with or without book)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed for set, or \$8 per missing or damaged- CD plus \$5 service charge
Audio Book Downloadable	1,2, or 3 weeks	10 max combined with E-book			No	Yes	
Book (hardcover or paperback)	<del>7 days or</del> 3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
E-book	3 weeks max	10 Max combined with Audio Book			Yes for overdrive e-books	Yes	
Book <del>Rental</del> HITS	<del>Daily; first day free</del> 7 days	No #	<del>25 cents per day for 20 days</del>	<del>After 21 days- 50 cents per day fine.</del> 25 cents per day fine. Max \$10 fine or cost (whichever is less)	No	No	Cost listed plus \$5 service charge
CD-ROM	7 days or 3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
CD (Compact Disc)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - PROPOSED**

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2016

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - PROPOSED**

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2016

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - PROPOSED**

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2016

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

ITEM	LOAN PERIOD	LOAN LIMIT	<del>RENTAL</del> 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	Item plus \$5 service charge
Magazine	1 week	No #		25 cents per day fine. Max fine \$5	No	Yes	\$4 plus \$5 service charge
Media Kit	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Picture/ Pamphlet	3 weeks	No #		25 cents per day fine per envelope. Max fine \$5 per envelope	Yes; 3 renewals	No	\$5 plus \$5 service charge
Poster	3 weeks	No #		25 cents per day fine. Max fine \$5	Yes; 3 renewals	Yes	\$15 plus \$5 service charge
Special Needs Collection Non-Book	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item (s) plus \$5 service charge
STEM Collection	3 weeks	No #		\$1per day fine Max fine \$15	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge
Vitality Kits	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - PROPOSED**

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2016

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - PROPOSED**

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2016

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

**ADDITIONAL FEES & SERVICES**

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

**\*Replacement Charges:**

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

**Library Cards:**

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - **PROPOSED**

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2016

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

**CIRCULATION AND USE POLICY**

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

**CIRCULATION AND USE POLICY**

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

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

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

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

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

*Approved: April 26, 2011*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - **PROPOSED**

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2016

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

**ADDITIONAL FEES & SERVICES**

**HOLDS:**

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

**RENEWAL:**

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

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

**NOTIFICATION SCHEDULE:**

**EMAIL:**

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

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

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

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

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

**TELEPHONE NOTIFICATION:**

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

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

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

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - **PROPOSED**

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2016

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

**COMPUTER USE:**

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

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

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

**STUDY ROOMS:**

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - **PROPOSED**

Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Effective April 1, 2016

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

**MEETING ROOMS**

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

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

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - APPROVED  
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 /CD/MP3 (with or without book)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed for set, or \$8 per missing or damaged- CD plus \$5 service charge
Audio Book Downloadable	1,2, or 3 weeks	10 max combined with E-book			No	Yes	
Book (hardcover or paperback)	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			Yes for overdrive e-books	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	7 days or 3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
CD (Compact Disc)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - APPROVED  
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 #	Resident:\$1/day for 15 days (Max fee \$15) Nonresident:\$2/day for 8 days(Max fee \$16)		No	No	Cost listed plus \$5 service charge.
DVD- Adult, Feature & Non- Feature	1 week	No #		\$1per day fine. Max \$15 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required.(plus \$5 service charge)</i>
DVD Youth, Feature	1 week	No #		\$1per day fine. Max \$15 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required.(plus \$5 service charge)</i>
DVD – Youth, Non- Feature	3 weeks	No #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required.(plus \$5 service charge)</i>



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - APPROVED  
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 DVD	3 weeks	No #		\$1per day fine. Max fine \$15	Yes; 3 renewals	Yes	Max cost listed plus \$5 service charge.
Game	1 week	5 per patron		\$1per day fine. Max fine \$15	Yes	Yes	Max cost listed plus \$5 service charge.
Interlibrary Loan -MelCat <b>from BTPL-</b>	3 weeks	50 per patron	None	\$1 per day fine Max fine \$15	Yes; One renewal	Holds can be placed <b>only</b> if material is on shelf	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – MelCat <b>to BTPL</b>	As permitted by lending institution	50 per patron	None	\$1per day fine. Max fine \$15	As permitted by lending Library.	Does not Apply	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – ALA	As permitted by lending library	No #	\$10 processing fee, plus fee charged by original lending library, paid in advance	\$1 per day fine plus other charges as billed. Max fine \$15	As permitted by lending Library.	Does not apply	Cost billed by original lending library plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - APPROVED  
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	Item plus \$5 service charge
Magazine	1 week	No #		25 cents per day fine. Max fine \$5	No	Yes	\$4 plus \$5 service charge
Media Kit	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Picture/ Pamphlet	3 weeks	No #		25 cents per day fine per envelope. Max fine \$5 per envelope	Yes; 3 renewals	No	\$5 plus \$5 service charge
Poster	3 weeks	No #		25 cents per day fine. Max fine \$5	Yes; 3 renewals	Yes	\$15 plus \$5 service charge
Special Needs Collection Non-Book	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item (s) plus \$5 service charge
STEM Collection	3 weeks	No #		\$1per day fine Max fine \$15	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge
Vitality Kits	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - APPROVED  
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.

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - APPROVED  
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  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, 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 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 fines and fees are paid.
- 99 item cumulative limit per card for Bloomfield Township cardholders, Birmingham taxpayers, Cranbrook and Detroit cardholders. 10 item cumulative limit per card for eligible non-resident cardholders.
- \$25 or more in overdue billed materials or fines will be pursued by a collection agency.
- A \$15 non refundable collection fee will be assessed per account.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - APPROVED  
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 - APPROVED  
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 - APPROVED  
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 - APPROVED  
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
<b>Leslie Harcourt Green Community Room</b>  <i>Seating: 90 chairs at 30 tables or 140 chairs only</i>	\$100.00	\$240.00
<b>Meeting Room 1</b>  <i>46 chairs at tables only</i>	\$50.00	\$120.00
<b>Meeting Room 2</b>  <i>56 chairs only</i>	\$50.00	\$120.00
<b>Meeting Room 3</b>  <i>18 chairs at 3 tables</i>	\$0	\$60.00

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



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**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:** Trustees

**FROM:** Tera Moon

**DATE:** February 10, 2016

**SUBJECT: Strategic Planning Process Update**

Four teams made up of staff from different departments have been created around each of the four goals of our strategic plan. During the month of February, these teams will meet two to three times to prioritize the investments to be accomplished in the 2016-2017 fiscal year. The teams will spend time together deciding which action steps to tackle first in order to bring the Library toward the desired outcome. The goal for each team is to have a list of two to five recommended priority investments by the beginning of March. The recommended priorities will be reviewed with you in April.



## **FRIENDS OF THE LIBRARY**

### **MONTHLY DIRECTOR'S REPORT**

**February, 2016**

Happy New Year! What an exciting year 2015 was for the Friends as we all celebrated your 50<sup>th</sup> anniversary milestone!

- While the Library's 50<sup>th</sup> anniversary year has been over for more than a year, there was still one more celebration to be held. On Saturday, December 19, a ribbon cutting was held to formally recognize the complete renovation of our two Youth Services alcoves. The Library was able to completely redo these areas as a result of the funding raised in celebration of the Library's 50th anniversary year! Thank you, Friends, for your support!
- Thank you once again for funding our library holiday party, enjoyed by over 110 guests, a record crowd! It was a lovely evening at The Heathers filled with wonderful company, delicious food and another lively trivia quiz and theatre ticket drawing.
- At long last, our Community Room received some improvements! A screen wall has been added to the stage in this room. In addition, the audio visual equipment has been upgraded to digital format as well. While the community Room was closed to any use, it was freshly painted too! Our Library Shop received some new lighting in the display cases also! Thank you for your generous funding to make these improvements possible.
- In December, the Library Board approved a new five year strategic plan for Bloomfield Township Public Library. A copy is attached for your information. The future is very bright for our wonderful Library!
- The gifts expended report is attached for your review.

*Wishing all of you a joyful and healthy new year!*

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

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2016

MARCH

2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Tinker Tales 10am  Knit N Stitch Circle 10am	2 Movers & Shakers 10am  FOL Board Mtg. 12:30pm  Great Books Club 6:45pm	3 Mother Goose Club 10am	4 Wee Play 10am  Oscar Night at the Movies 7pm	5 Lego Club 11am
6	7 Development Committee 1pm  Dementia is Not Natural Aging 2pm	8 Memoir Writers Group 1pm  Teen Advisory Board 4pm	9 Intro to Google Docs 6pm  Little Foodies 6:30pm Prepare Your Mind for Aging 7pm  Writers Rendezvous 7pm  Nonfiction Book Club 7pm	10 Fall Prevention 11am	11 English Language Conversation Hour 2pm  Adult After Hours Murder Mystery Lock In 6:30pm	12 Friends Book Sale 9:30a,-3:30pm  Books & Beats 11am  Your Library Online 2pm
13	14 Adult & Teen Sensory Story Time 11am  PI Day 4:30pm  Aeolus String Quartet Concert 7pm	15 Tue. Book Club 10am  Full STEAM Ahead 6:30pm  Library Board Mtg. 7pm	16 Mystery Book Club 1pm  Great Books Club 6:45pm  Free Ebooks & E-Audiobooks 2pm	17 Tablet Tales 1pm	18 Coffee & Conversation 10am  Fan Fridays 4:30pm  Chamber Music Concert 7:30pm	19 Shake, Rhythm, & Rhyme 11am  Writers Group 1pm  Computer Basics 2pm
20	21 30 min lunch books 1pm	22 Memoir Writers Group 1pm  Your Library Online 2pm	23 Teen Movie Club 4pm  PJ Theater 6:30pm  Writers Rendezvous 7pm	24 Eleanor's Book Club 10am	25	26
27 LIBRARY CLOSED FOR EASTER	28	29 Getting Published 7pm  Research to Grow Small Business 7pm	30 Life Changes Require Revisions to Your Estate Plan 7pm	31 Intro to Social Networking 6pm		