

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
January 16, 2018
7:00 p.m.
John Rumsey Board Room

Trustees:
libraryboard@btpl.org

Eli Greenbaum, President
Judy Lindstrom, Vice President
Tom Deska, Secretary
Sandra Edwards
Grant Gerhart
Joan Luksik

Director:
muellerc@btpl.org
Carol Mueller

All meetings are open to the public.
We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

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

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
For Tuesday, January 16, 2018
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	1/12/18
2a	Request to remove items from the Consent Agenda for Discussion	1/12/18
2b	Motion to approve the order of items for the regular and consent agendas	1/12/18
5	Motion to approve remaining Consent Agenda items 6-8d	1/12/18
6	Regular Board Meeting Minutes of 12/19/17	1/12/18
7a	Cash Disbursements	1/12/18
7b	Revenues/Expenditures Budget Report	1/12/18
7c	Energy Report	1/12/18
8a	President's Report– no report	
8b	Director's Report	1/12/18
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – no report	
8c	Finance Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee	
11a	Space Needs Study Presentation – Quinn Evans	1/12/18
11b	Fines & Fees FY 2018/2019	1/12/18
13	Motion to approve any items removed from the Consent Agenda	1/12/18
<u>UNNUMBERED ITEMS</u>		<u>DATE DELIVERED</u>
	Strategic Plan Update	1/12/18
	Space Needs and Wayfinding Assessment	1/12/18
	Calendar	1/12/18

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 16, 2018
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

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

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

6. Regular Board meeting minutes of December 19, 2017
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Eli Greenbaum
 - b. Director: *Carol Mueller
 - c. Committee: *Art Committee *Ad Hoc*
*Bloomfield Township Liaison
*Building, Grounds, Landscaping, Interiors
*Cranbrook
*Development
*Finance
*Friends of the Library Liaison
*Investment
*Jeanette P. Myers Scholarship Selection
*Personnel
*Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Space Needs Study Presentation – Quinn Evans
 - b. Fines & Fees FY 2018/2019
- Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, February 20, 2018
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, December 19, 2017

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

Present: Trustees: Tom Deska, Sandra Edwards, Eli Greenbaum, Grant Gerhart, Judy Lindstrom, and Joan Luksik

Administration: Library Director Carol Mueller, Assistant Director Tera Moon, Administrative Assistant Linden Godlove

Guests: Ed Niemchak, Adult Services Librarian, and Staff Organization Committee Representative (SOC); Joan Wu, Systems Department Head, and Steve Balaga, Resident of Bloomfield Township

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

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Greenbaum, Lindstrom and Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum would like to thank the SOC for an incredible holiday party and acknowledge the great work you did in bringing everyone together. It is not often that staff, Board, Friends, volunteers, and everybody gets together and "I thought it was terrific." Everything was very well done. President Greenbaum also remarked on the 100th Birthday of Virginia Smith on Saturday, December 16, which was quite an event. Many family and friends were there, and someone even attended in a tuxedo. It was a great time and it was wonderful to see Virginia so spirited.

We seem to have some problem with scheduling meetings. Please get back to the meeting organizer as soon as possible so we can eliminate too many communications and resolve scheduling.

Director's Verbal Report:

Director Carol Mueller reported the library had new lobby test tile installed a couple of weeks ago. The new tile is higher than our current slate floor, which causes concern of being a hazard for tripping. She encouraged the Trustees to take a look and convey their thoughts. We have some

early closings and holiday closings scheduled, including an early closing on Friday, December 22 due to electrical updates. The Library has had great success with some library resources and programs. Over 200 guests attended the Library Chamber Concert on December 8 in memory of Larry Sabbath, to the extent that one attendee wanted to petition for Professor Harding to return. The Sabbath family was very pleased with the concert and gave heartfelt thanks. Our vitality kits collection draws attention near and far, with a request from the state of Washington, wanting to know more about the collection and programs. Jen Taggart and Ed Niemchak were recently invited to the Special Needs Storytime at the Michigan Science Center. Our Gale online courses are well used. Most recently, we had 48 patrons complete 104 courses in a six week session. The most popular courses are MS Excel and courses on stocks and bonds.

We recently had our informational panel for our historic photos installed. There was a special edition of the accompanying information sheet that celebrates Virginia Smith on her birthday. There will be a permanent holder installed for these soon. We had our 2017 photo contest "Best in Show" selection installed in the staff area. Director Mueller offers warm wishes to all of you for a wonderful holiday.

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC), Bloomfield Township Residents Barbara Bloom and Steve Balaga, and Joan Wu, Systems Department Head.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Meeting Room AV Upgrade Bid Award

Director Mueller would like to thank Joan Wu, our Systems Department Head, for her hard work in the process. We have had the technology in our meeting rooms for ten years. Our bid process was very vigorous. If anyone wishes to review the request for proposals as well as the proposals received, please let Carol know.

Bloomfield Township Public Library released a request for proposals (RFP) on November 3, 2017 to upgrade the audio visual equipment in our library meeting rooms—Board Room, Meeting Rooms 1, 2, and 3, Story Room, and Staff Conference Room.

RFPs were distributed to a list of over 400 potential contractors and plan houses, posted on the library's website and made available at the Library's Welcome Desk. A pre-bid meeting, including a library site tour, was held on November 9 and attended by seven interested bidders representing five companies.

The deadline to receive bids was Tuesday, November 28, 2017 at 2:00pm. Three bids were received and publicly opened at 2:01pm on November 28, 2017. Bids were received from AVI-SPL, MOSS, and TEL Systems. All three companies offered qualified and compliant bids. Based on our analysis, we recommend awarding the bid for our meeting room audio visual upgrade for the Bloomfield Township Public Library to TEL Systems.

Upon discussion, a motion was made by Tom Deska, seconded by Joan Luksik **TO AWARD THE BID FOR AV UPGRADE FOR THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY TO TEL SYSTEMS, 7235 JACKSON ROAD, ANN ARBOR, MI 48103.**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Greenbaum, Lindstrom and Luksik

Nays: None

MOTION CARRIED

11b PA 152

Michigan Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year. The Library Board approved the hard cap option in 2011, 2012, 2014, 2015 and 2016. In 2013, the Library Board approved the 80/20 option.

It is recommended by Administration to adopt Option 2, known as the 80/20 Option, because it provides a lower health care cost for library employees with family plan medical coverage, and represents a cost savings to the Library of approximately \$2,500. The Personnel Committee supports this recommendation.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2018.**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Greenbaum, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

11c Director Evaluation

December is traditionally the time of year when the Personnel Committee asks for your input on the Library Director's performance during the past fiscal year.

This year, the format has been slightly revised. The evaluation process will begin with a report from the Library Director to the Board summarizing her activities during 2017. The report, as well as the Director's evaluation form, will be sent to you in early January. The form will be a Word document which you can print out or complete online. The completed evaluation form needs to be returned to the Personnel Committee by January 16, 2018.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

Sandy Edwards shared the Friends book sales revenues, which are keeping pace with last year.

The revenue from the November Book Sale was \$3,700, with an additional \$1,600 from the Library Shop. March has been designated as reading month in the Detroit Public Schools and the Friends will be collaborating with the Foundation to give them books. They have purchased a new sign advertising the Book Sale, which will be on the corner of Lone Pine and Telegraph Roads during the Book Sale. They will be working on their annual report. At the last meeting, Carol presented the new Wish List on behalf of the Library with 12 funding requests. The Friends will give a report on what they will support.

President Greenbaum encouraged the Board to convey their appreciation to the Friends of the Library.

At 7:37 P.M. President Eli Greenbaum adjourned the meeting. Next Board Meeting will be Tuesday, January 16 at 7 P.M.

Submitted by:

A handwritten signature in black ink, reading "Tom Deska". The signature is written in a cursive, flowing style with a large initial "T" and a long, sweeping underline.

Tom Deska, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

January 2018

New Vendors:

Intranet Connections is a new vendor for the Library's intranet service.

Kelly McDermott is a new vendor for a library program.

Mike Schneider is a new vendor for a library program.

General Fund Advance

- Check #18207 payable to Bloomfield Township in the amount of \$540.76 is payment for a water and sewer service for 10/23/2017 through 11/21/2017.
- Check #18223 payable to the BTPL Gift fund in the amount of \$2,730.83 is reimbursement for library purchases.

General Fund

- Check #18231 payable to Bloomfield Township in the amount of \$370,658.91 is payment for three payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #18236 payable to the Charter Township of Bloomfield in the amount of \$20.00 is payment for program DVDs.
- Check #18241 payable to Electronic Security Systems in the amount of \$17,569.50 is payment for library door repairs.
- Check #18245 payable to GovHR in the amount of \$10,767.00 is payment for the library's compensation and classification study.
- Check #18257 payable to Metronet Library Consortium in the amount of \$11,877.93 is payment for a ebook purchases and database subscriptions.
- Check #18279 payable to The Library Network (TLN) in the amount of \$50,777.02 is payment for our virtualization project hardware.

Gift Fund

- Check #4862 payable to the Friends of the Library in the amount of \$96.80 is payment for a donation made to the Library but intended for the Friends.
- Check #4867 payable to the Charter Township of Bloomfield in the amount of \$40.00 is payment for library program DVDs.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF DECEMBER 2017

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
18203	12/12/17	Elaine Asher	106.01	45.96
18204	12/12/17	AT&T	106.01	810.86
18205	12/12/17	Elizabeth Clauder	106.01	95.35
18206	12/12/17	LOWE'S	106.01	254.95
18207	12/19/17	BLOOMFIELD TOWNSHIP	106.01	540.76
18208	12/19/17	XFINITY	106.01	169.30
18209	12/19/17	Andrew Heuser	106.01	49.12
18210	12/19/17	Brooke Hoskins	106.01	33.92
18211	12/19/17	Jamie Jasper	106.01	37.74
18212	12/19/17	Tera Moon	106.01	150.87
18213	12/19/17	Edward Niemchak	106.01	30.00
18214	12/19/17	Marcia Preston	106.01	26.47
18215	12/19/17	TERMINIX PROCESSING CTR.	106.01	123.00
18216	12/19/17	VERIZON WIRELESS	106.01	202.36
18217	12/19/17	VIGILANTE SECURITY	106.01	1,950.00
18218	12/22/17	CONSUMERS ENERGY	106.01	4,656.43
18219	12/22/17	DTE ENERGY	106.01	14,103.39
18220	12/22/17	FLAGSTAR BANK	106.01	6,391.18
18221	12/22/17	Jennifer Taggart	106.01	54.36
18222	1/3/18	AT&T	106.01	421.64
18223	1/3/18	BTPL Gift Fund	106.01	2,730.83
18224	1/3/18	PETTY CASH - BTPL	106.01	180.23
18225	1/3/18	Elizabeth Clauder	106.01	87.42
18226	1/3/18	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	758.09
Total				33,904.23
REGULAR CHECKS:				
18227	1/5/18	ABDO-SPOTLIGHT-MAGIC WAGON	106.01	1,631.80
18228	1/5/18	ACE LAWN CARE & SNOW REMOVAL	106.01	3,346.00
18229	1/5/18	BAKER & TAYLOR, INC.	106.01	14,095.95
18230	1/5/18	BLACKSTONE AUDIO, INC.	106.01	352.48
18231	1/5/18	BLOOMFIELD TOWNSHIP	106.01	370,658.91
18232	1/5/18	BRILLIANCE PUBLISHING, INC.	106.01	166.46
18233	1/5/18	CAVENDISH SQUARE	106.01	799.45
18234	1/5/18	CDW GOVERNMENT, INC.	106.01	11,996.27
18235	1/5/18	CENGAGE LEARNING/GALE	106.01	2,419.45
18236	1/5/18	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	20.00
18237	1/5/18	DEMCO, INC.	106.01	972.73
18238	1/5/18	DISCOUNT SCHOOL SUPPLY	106.01	89.23
18239	1/5/18	DU ALL CLEANING, INC	106.01	5,760.00
18240	1/5/18	EBSCO INFORMATION SERVICES	106.01	2,191.00
18241	1/5/18	ELECTRONIC SECURITY SYSTEMS, INC.	106.01	17,569.50
18242	1/5/18	FINANCIAL INFORMATION, INC.	106.01	3,850.00
18243	1/5/18	GARETH STEVENS PUBLISHING	106.01	598.50
18244	1/5/18	GOLDNER WALSH NURSERY, INC.	106.01	1,697.67
18245	1/5/18	GovHR USA	106.01	10,767.99
18246	1/5/18	GREY HOUSE PUBLISHING	106.01	135.00
18247	1/5/18	INFOBASE LEARNING	106.01	2,615.00
18248	1/5/18	INGRAM LIBRARY SERVICES	106.01	921.97
18249	1/5/18	INTRANET CONNECTIONS	106.01	2,990.00
18250	1/5/18	J W PEPPER & SON, INC	106.01	36.49
18251	1/5/18	J. APPLESEED	106.01	197.45
18252	1/5/18	LJ ROLLS REFRIGERATION CO., INC	106.01	3,613.95
18253	1/5/18	LAFORCE	106.01	750.03
18254	1/5/18	LAKESHORE LEARNING MATERIALS	106.01	62.05

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF DECEMBER 2017**

Check #	Date	Payee	Cash Account	Amount
18255	1/5/18	LEXISNEXIS MATTHEW BENDER	106.01	743.46
18256	1/5/18	KELLY MCDERMOTT	106.01	1,000.00
18257	1/5/18	METRONET LIB. CONSORT.	106.01	11,877.93
18258	1/5/18	MICROMARKETING LLC	106.01	135.98
18259	1/5/18	MIDWEST TAPE	106.01	4,997.29
18260	1/5/18	MORNINGSTAR, INC.	106.01	185.00
18261	1/5/18	NATIONAL SIGN COMPANY	106.01	276.50
18262	1/5/18	NICHOLS/NETWORK SERVICES CO	106.01	787.09
18263	1/5/18	OVERDRIVE	106.01	1,717.71
18264	1/5/18	PENGUIN RANDOM HOUSE LLC	106.01	102.00
18265	1/5/18	POSEIDON LAWN SPRINKLERS	106.01	200.00
18266	1/5/18	PROQUEST-CSA LLC	106.01	1,180.00
18267	1/5/18	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	106.01	620.00
18268	1/5/18	RECORDED BOOKS, LLC	106.01	512.42
18269	1/5/18	ROSEN PUBLISHING	106.01	863.70
18270	1/5/18	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	568.75
18271	1/5/18	S & P GLOBAL MARKET INTELLIGENCE LLC	106.01	299.75
18272	1/5/18	SALEM PRESS, INC.	106.01	518.52
18273	1/5/18	MIKE SCHNEIDER	106.01	70.00
18274	1/5/18	SECANT	106.01	3,865.50
18275	1/5/18	SERVICE HEATING & PLUMBING	106.01	3,137.00
18276	1/5/18	SHOWCASES	106.01	1,608.37
18277	1/5/18	SIEMENS INDUSTRY, INC.	106.01	2,251.50
18278	1/5/18	TERMINIX PROCESSING CTR.	106.01	123.00
18279	1/5/18	THE LIBRARY NETWORK	106.01	50,777.02
18280	1/5/18	THYSSENKRUPP ELEVATOR CORP	106.01	842.76
18281	1/5/18	ULINE	106.01	74.66
18282	1/5/18	UNIQUE MANAGEMENT SERVICES, INC.	106.01	286.40
18283	1/5/18	THE UNIVERSITY OF CALIFORNIA BERKELEY	106.01	172.58
18284	1/5/18	US GOVERNMENT PRINTING OFFICE	106.01	58.00
18285	1/5/18	WEISS RATINGS INC	106.01	1,908.10
18286	1/5/18	WESTON WOODS	106.01	449.60
18287	1/5/18	WOODS & POOLE ECONOMICS	106.01	195.00
18288	1/5/18	WORLD BOOK, INC.	106.01	376.20
18289	1/5/18	WT COX INFORMATION SERVICES	106.01	20.49

Total

553,107.61

Gift Fund

ADVANCE CHECKS:

4862	12/12/17	FRIENDS OF THE BTPL	102.03	96.80
4863	12/12/17	DAROLD GONZALES	102.03	400.00
4864	12/22/17	FLAGSTAR BANK	102.03	570.00
4865	12/22/17	LAURIE TENNENT STUDIO	102.03	1,100.00
4866	12/28/17	AMAZON.COM	102.03	<u>2,817.75</u>

Total

4,984.55

REGULAR CHECKS:

4867	1/5/18	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	40.00
4868	1/5/18	DETROIT HISTORICAL SOCIETY	102.03	<u>500.00</u>

Total

540.00

Bloomfield Township Public Library
2017-2018 General Fund Budget
PRESENTED: JANUARY 16, 2018 FOR THE MONTH OF: DECEMBER 2017

7b

		2017-2018	2017-2018			Nine Months 75%	
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 21, 2017	MARCH 21, 2017	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$6,923,097	\$6,923,097	\$0	(\$1,202)	-0.02%	(\$6,924,299)
420.01	Penal Fines	\$84,928	\$84,928	\$0	\$83,174	97.93%	(\$1,755)
422.01	State Aid	\$25,635	\$25,635	\$0	\$26,864	104.79%	\$1,229
430.01	Circulation Fines & Fees	\$100,000	\$100,000	\$7,060	\$72,324	72.32%	(\$27,676)
	Charges for Services	\$13,649	\$13,649	\$999	\$13,054	95.64%	(\$595)
	Investment earnings	\$50,000	\$50,000	\$8,359	\$69,672	139.34%	\$19,672
	Miscellaneous	\$11,595	\$11,595	\$3,365	\$15,034	129.66%	\$3,439
Total Revenues		\$7,208,904	\$7,208,904	\$19,783	\$278,921	3.87%	(\$6,929,983)
<u>Expenditures</u>							
	Personnel	\$3,916,967	\$3,916,967	\$370,417	\$2,841,876	72.55%	(\$1,075,091)
	Library Services	\$846,258	\$846,258	\$61,584	\$598,993	70.78%	(\$247,265)
	Facilities & Equipment	\$1,148,383	\$1,148,383	\$47,083	\$706,730	61.54%	(\$441,653)
	Other Operating Expenditures	\$1,189,066	\$1,189,066	\$108,006	\$338,190	28.44%	(\$850,876)
Total Expenditures		\$7,100,674	\$7,100,674	\$587,090	\$4,485,790	63.17%	(\$2,614,884)
Fund Balance - Beginning		\$11,679,941	\$11,679,941		\$11,679,941		
Net revenue (expenditure)		\$108,230	\$108,230		(\$4,206,869)		
Fund Balance - Ending		\$11,788,171	\$11,788,171		\$7,473,072		
Amendments to the budget: None							
Changes made to the line items: None							

Fund Balance Designations

Nonspendable-Prepaid Expense	\$15,000	\$15,000
Committed Fund Balance (is 8-months of expenditures amount)	\$4,733,783	\$4,733,783
Assigned Fund Balance (is \$425,963 (3/31/17 compensated absences accrual) plus \$5,926,395 4/1/17 OPEB obligation plus \$587,030 capital improvements)	\$6,939,388	\$6,939,388
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
2017-2018 Gift Fund Budget

PRESENTED: JANUARY 16, 2018 FOR THE MONTH OF: DECEMBER 2017

Nine Months 75%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MAR 21, 2017	2016-2017 AMENDED BUDGET AS OF JAN 16, 2018	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$39,024	\$2,356	\$39,024	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$14	\$122	61.12%	(\$78)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$39,224	\$2,370	\$39,146	99.80%	(\$78)
	<u>Expenditures</u>						
	Library Services	\$23,330	\$44,545	\$1,982	\$16,904	37.95%	(\$27,641)
	Facilities & Equipment	\$55,540	\$60,406	\$595	\$18,629	30.84%	(\$41,777)
	Other Operating Expenditures	\$104,128	\$116,571	\$1,120	\$10,931	9.38%	(\$105,640)
	Total Expenditures	\$182,998	\$221,522	\$3,697	\$46,464	20.97%	(\$175,058)
	Fund Balance - Beginning	\$78,839	\$78,839		\$78,839		
	Reserved Fund Bal.	\$103,659	\$103,659		\$103,659		
	Net revenue (expenditures)	(\$182,298)	(\$182,298)		(\$7,318)		
	Fund Balance - Ending	\$200	\$200		\$175,180		

Amendments to the budget:

All changes due to gifts received

Changes made to the line items:

All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
December 2017

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	12/31/2017	\$70,951.15
	Flagstar Public Funds Savings	0.85%	12/31/2017	\$251,002.37
	Flagstar Premier Public Entities Checking	0.27%	12/31/2017	\$24,960.71
	RBC Capital Cash/Money Market	0.01%	12/31/2017	\$100,903.21
	RBC Capital - Investments	2.66%	12/31/2017	\$7,577,674.88
Total General Fund				\$7,954,541.17
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	12/31/2017	\$103,831.38
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	12/31/2017	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2017	\$4,522.46
Total Gift Fund				\$158,353.84

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

	<i>Updated 3/2017</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2016	\$13,853.00
Yvonne T. Atkinson Fund	12/31/2016	\$27,708.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2016	\$30,970.48
BTPL Endowment Fund	12/31/2016	\$30,724.52
Fair Radom Garden Endowment Fund	12/31/2016	\$14,113.00
BTPL Director's Legacy Fund	12/31/2016	\$14,106.00
Total CFSEM holdings		\$131,475.00

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	12/31/2017 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	1.3%	\$100,903	\$100,903	\$31	0.03%
U.S. Treasury Note - 1/15/18	5.5%	\$424,930	\$426,657	\$3,719	0.92%
U.S. Treasury Note - 2/15/18	5.6%	\$429,562	\$431,687	\$14,875	0.97%
U.S. Treasury Note - 3/15/18	5.5%	\$424,947	\$425,959	\$4,250	1.03%
U.S. Treasury Note - 4/15/18	5.5%	\$424,333	\$424,943	\$3,188	1.08%
U.S. Treasury Note - 5/15/18	5.6%	\$433,029	\$430,896	\$16,469	1.06%
Eaton Vance Short Duration Government Income	12.1%	887,000	930,524	23,207	2.49%
Loomis Sayles Limited Term U.S. Gov't & Agency	11.5%	834,748	886,473	17,117	1.93%
BlackRock GNMA Portfolio	7.7%	572,949	590,934	19,095	3.23%
Victory INCORE Fund for Income	7.7%	549,134	595,115	32,738	5.50%
Virtus Asset SEIX U.S. Mortgage	11.0%	827,000	844,152	18,008	2.13%
VOYA GNMA Income	9.8%	714,663	753,057	19,992	2.65%
Eaton Vance Government Obligations	11.0%	798,449	848,586	31,958	3.77%
Total Portfolio	100.0%	\$7,421,649	\$7,689,887	\$204,645	2.66%

4th Quarter Activity - September 30, 2017 - December 31, 2017

Cash Activity

Beginning Balance	\$12,630.15
Deposits & Sales Proceeds	\$1,341,430.17
Withdrawals	(\$1,270,000.00)
Interest & Dividends	\$62,915.07
Capital Gains	\$216.39
Investment Advisory Fees	(\$6,053.34)
Net funds to purchase securities	(\$40,235.23)
Ending Balance	\$100,903.21

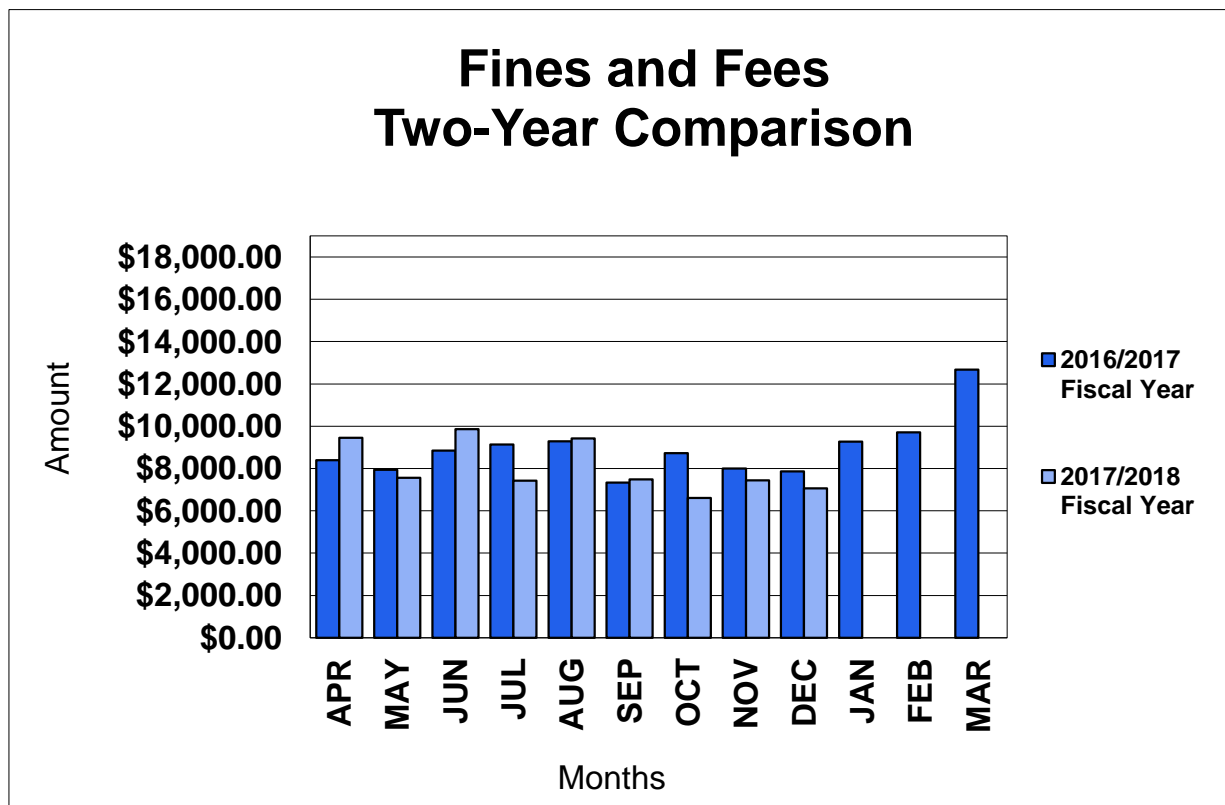
Change in Security Value

Beginning value of securities	\$8,928,524.19
Securities purchased	\$40,235.23
Securities sold	(\$1,341,430.17)
Change in value of priced securities	(\$49,654.37)
Ending Value of priced securities	\$7,577,674.88

Estimated Accrued Interest**\$11,309.13****Total account value as of December 31, 2017****\$7,689,887.22**

FINES AND FEES - TWO-YEAR COMPARISON

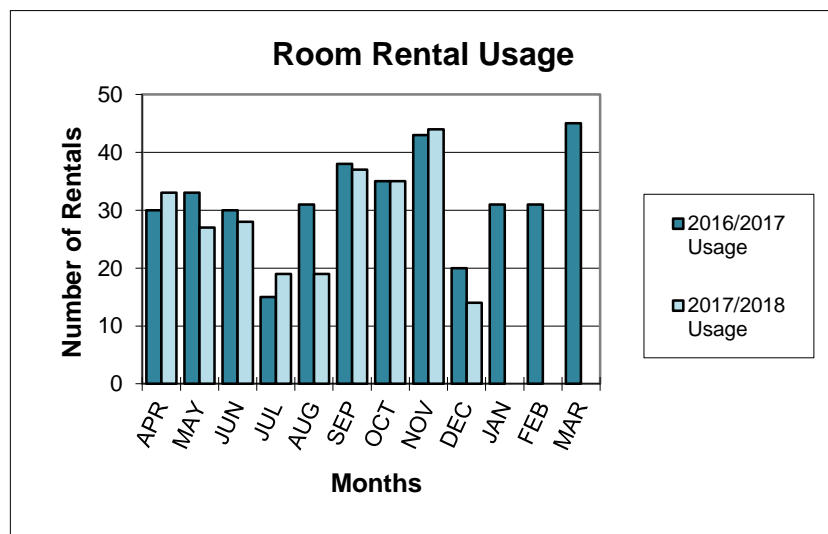
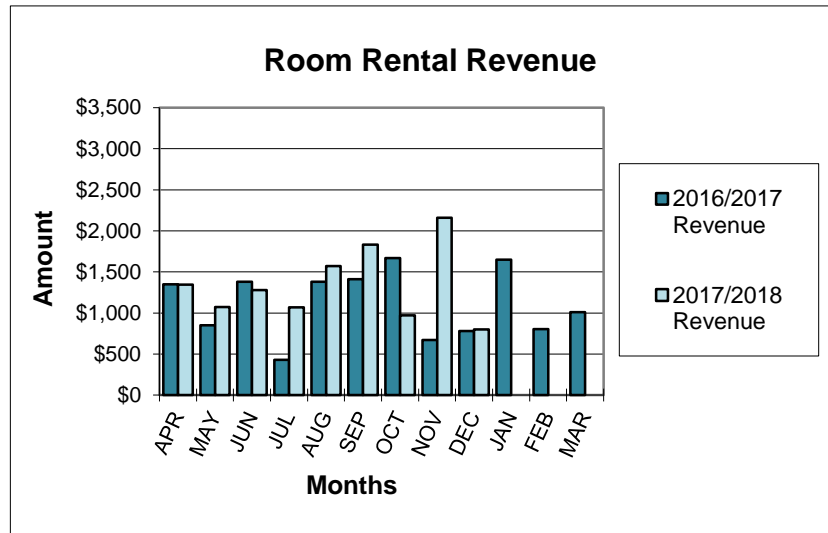
Month	2016/2017 Fiscal Year	2017/2018 Fiscal Year	Difference
APR	\$8,389.09	\$9,449.79	\$1,060.70
MAY	\$7,946.70	\$7,559.45	(\$387.25)
JUN	\$8,843.80	\$9,866.26	\$1,022.46
JUL	\$9,136.96	\$7,426.47	(\$1,710.49)
AUG	\$9,285.82	\$9,421.94	\$136.12
SEP	\$7,334.64	\$7,488.29	\$153.65
OCT	\$8,723.00	\$6,607.58	(\$2,115.42)
NOV	\$8,006.68	\$7,444.84	(\$561.84)
DEC	\$7,863.74	\$7,059.80	(\$803.94)
JAN	\$9,268.65		(\$9,268.65)
FEB	\$9,716.57		(\$9,716.57)
MAR	\$12,680.35		(\$12,680.35)
			YTD Difference
TOTAL	<u>\$107,196.00</u>	<u>\$72,324.42</u>	<u>(\$34,871.58)</u>



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2016/2017 <u>Revenue</u>	2017/2018 <u>Revenue</u>	<u>Difference</u>	2016/2017 <u>Usage</u>	2017/2018 <u>Usage</u>	<u>Month</u>
APR	\$1,350.00	\$1,345.50	(\$4.50)	30	33	APR
MAY	\$850.00	\$1,074.00	\$224.00	33	27	MAY
JUN	\$1,380.00	\$1,281.00	(\$99.00)	30	28	JUN
JUL	\$430.00	\$1,070.00	\$640.00	15	19	JUL
AUG	\$1,380.00	\$1,570.00	\$190.00	31	19	AUG
SEP	\$1,410.00	\$1,833.00	\$423.00	38	37	SEP
OCT	\$1,670.00	\$970.00	(\$700.00)	35	35	OCT
NOV	\$670.00	\$2,160.00	\$1,490.00	43	44	NOV
DEC	\$780.00	\$800.00	\$20.00	20	14	DEC
JAN	\$1,650.00		(\$1,650.00)	31		JAN
FEB	\$802.50		(\$802.50)	31		FEB
MAR	\$1,010.75		(\$1,010.75)	45		MAR
			YTD Difference			
TOTAL	\$13,383.25	\$12,103.50	(\$1,279.75)	382	256	



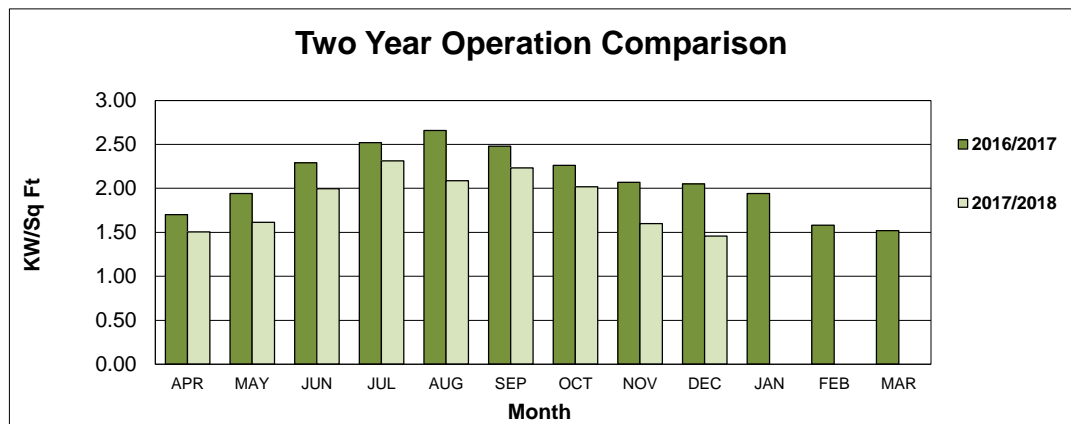
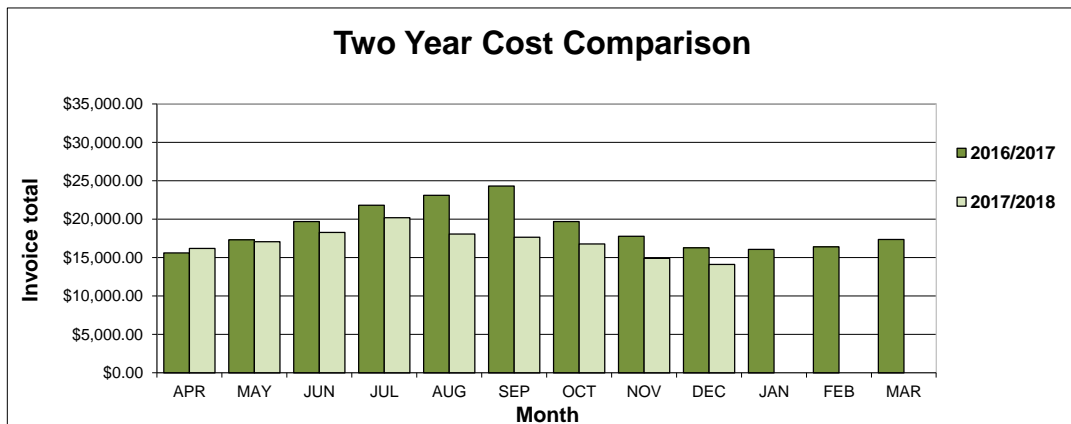
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2016/2017	2017/2018 (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	\$15,619.14	\$16,181.75	\$562.61	151,970	\$0.11	211.07	1.50	\$22.47	\$0.16
MAY	\$17,290.02	\$17,048.76	(\$241.26)	162,890	\$0.10	218.94	1.61	\$22.92	\$0.17
JUN	\$19,698.58	\$18,251.58	(\$1,447.00)	201,810	\$0.09	280.29	2.00	\$25.35	\$0.18
JUL	\$21,811.53	\$20,183.10	(\$1,628.43)	233,520	\$0.09	313.87	2.31	\$27.13	\$0.20
AUG	\$23,088.13	\$18,042.04	(\$5,046.09)	210,840	\$0.09	283.39	2.09	\$24.25	\$0.18
SEP	\$24,303.34	\$17,640.48	(\$6,662.86)	225,610	\$0.08	313.35	2.23	\$24.50	\$0.17
OCT	\$19,688.69	\$16,784.00	(\$2,904.69)	203,840	\$0.08	273.98	2.02	\$22.56	\$0.17
NOV	\$17,751.06	\$14,899.46	(\$2,851.60)	161,630	\$0.09	224.49	1.60	\$20.69	\$0.15
DEC	\$16,281.15	\$14,103.39	(\$2,177.76)	147,350	\$0.10	198.05	1.46	\$18.96	\$0.14
JAN	\$16,062.22		(\$16,062.22)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$16,399.04		(\$16,399.04)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$17,370.93		(\$17,370.93)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$225,363.83	\$153,134.56	(\$72,229.27)						

NOTES:

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



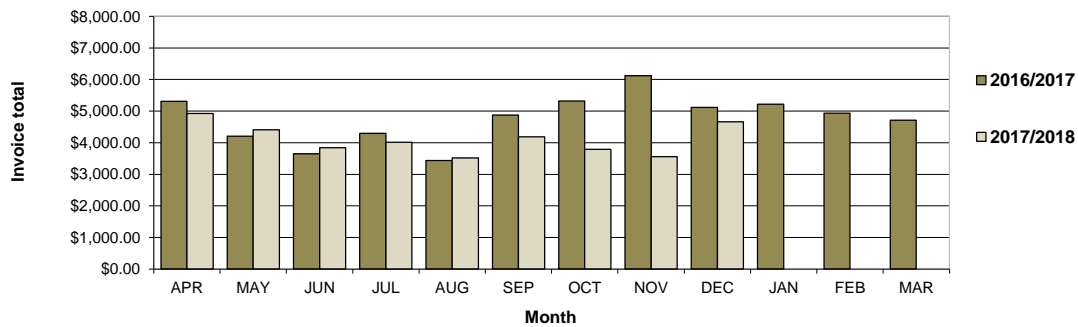
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

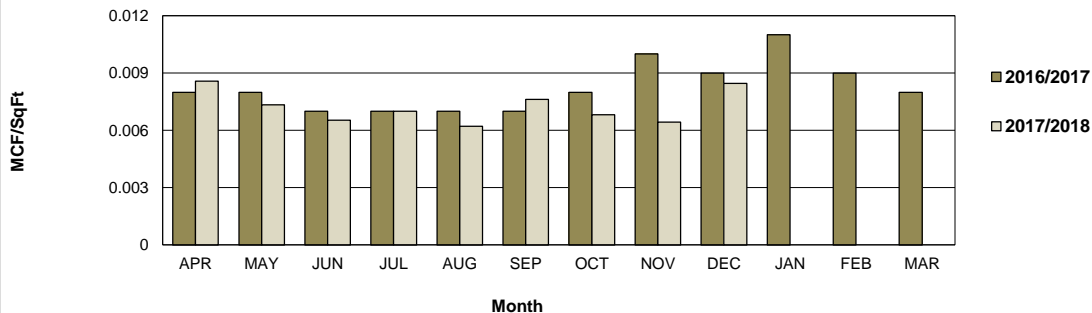
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2016/2017	2017/2018 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,307.83	\$4,929.25	(\$378.58)	866.7	\$5.69	720	1.20	0.009	6.85	0.048
MAY	\$4,208.72	\$4,411.34	\$202.62	741.5	\$5.95	744	1.00	0.007	5.93	0.043
JUN	\$3,652.86	\$3,842.61	\$189.75	660.3	\$5.82	720	0.92	0.007	5.34	0.037
JUL	\$4,294.67	\$4,009.40	(\$285.27)	707.7	\$5.67	744	0.95	0.007	5.39	0.039
AUG	\$3,437.53	\$3,514.92	\$77.39	628.5	\$5.59	744	0.84	0.006	4.72	0.034
SEP	\$4,874.40	\$4,181.90	(\$692.50)	770.0	\$5.43	720	1.07	0.008	5.81	0.041
OCT	\$5,321.19	\$3,793.70	(\$1,527.49)	689.0	\$5.51	744	0.93	0.007	5.10	0.037
NOV	\$6,122.71	\$3,552.74	(\$2,569.97)	649.9	\$5.47	720	0.90	0.006	4.93	0.035
DEC	\$5,114.24	\$4,656.43	(\$457.81)	855.1	\$5.45	744	1.15	0.008	6.26	0.045
JAN	\$5,220.31		(\$5,220.31)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$4,933.73		(\$4,933.73)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$4,707.54		(\$4,707.54)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$57,195.73	\$36,892.29	(\$20,303.44)							

Two Year Cost Comparison

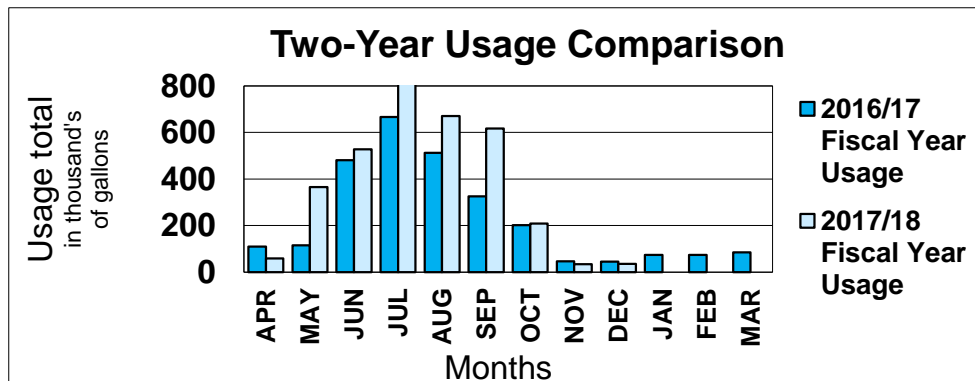
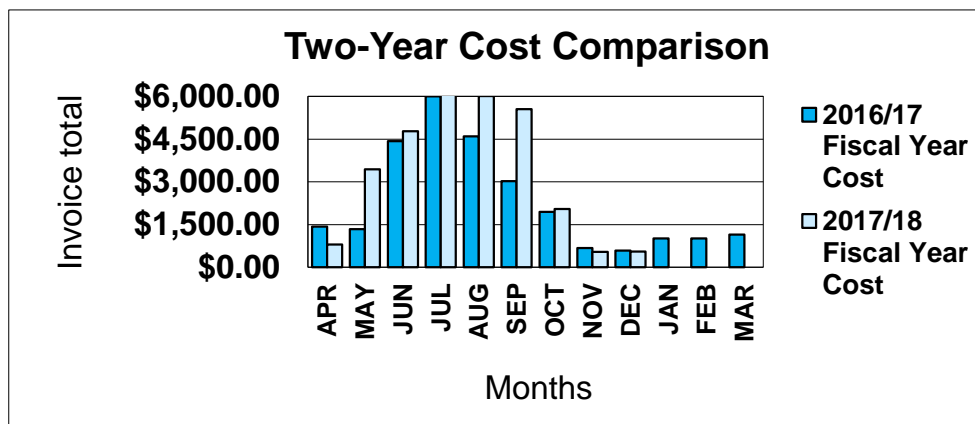


Two Year Operation Comparison



Bloomfield Township Public Library Water Analysis

Month	2016/17 Fiscal Year Cost	2017/18 Fiscal Year Cost	Difference	2016/17 Fiscal Year Usage	2017/18 Fiscal Year Usage	Difference
APR	\$1,432.45	\$803.09	(\$629.36)	109	59	(50)
MAY	\$1,333.69	\$3,440.06	\$2,106.37	115	365	250
JUN	\$4,428.69	\$4,772.76	\$344.07	480	528	48
JUL	\$5,997.81	\$7,363.60	\$1,365.79	666	829	163
AUG	\$4,595.09	\$6,010.12	\$1,415.03	512	670	158
SEP	\$3,025.97	\$5,554.34	\$2,528.37	326	617	291
OCT	\$1,945.05	\$2,046.74	\$101.69	201	209	8
NOV	\$673.93	\$540.76	(\$133.17)	46	34	(12)
DEC	\$587.67	\$552.89	(\$34.78)	45	35	(10)
JAN	\$1,011.05		(\$1,011.05)	74		(74)
FEB	\$1,011.05		(\$1,011.05)	74		(74)
MAR	\$1,143.49		(\$1,143.49)	85		(85)
			YTD Difference			YTD Difference
TOTAL	<u>\$27,185.94</u>	<u>\$31,084.36</u>	<u>\$3,898.42</u>	<u>2,733</u>	<u>3,346</u>	<u>613</u>



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES MONTHLY DIRECTOR'S REPORT

January, 2018

Happy New Year! I hope your new year is off to a great start!

Unfortunately, the Library is off to a bit of a rough start. As you know, our water main pipe froze and then split sometime during the night of January 6, spilling gallons of water into the lower level. Our fast acting Facilities staff and plumbing and cleaning contractors really minimized the damage. I am happy to share that the lower level is dry again. While we are still taking inventory of losses, it appears to be much better than it could have been. Many thanks to Joel Dion and Kathy Hotson, Facilities staff, for handling this situation so very well.

Final exam week for our area schools is a very busy time at the Library. We often don't have enough tables and chairs during this time. Again this year we are offering Study Hall with a twist. The Community Room will be set up for overflow study space from January 20 through January 25. Moderate noise, snacks and covered beverages will be allowed in the Community Room as well as the Library Café. In addition, handouts such as "10 Smart Test-taking Tips" and "6 Breathing Exercises to Relax in 10 Minutes or Less" will be available to students. This opportunity was well received by high school students and others last year – we expect it will be again this year! Thanks, Brooke Hoskins, for setting this up!

I am pleased to share that our volunteer extraordinaire and library historian Virginia Smith will be awarded the Daughters of American Revolution (DAR) Committee Service Award at a luncheon on February 17! Congratulation to Virginia on this well-deserved honor!

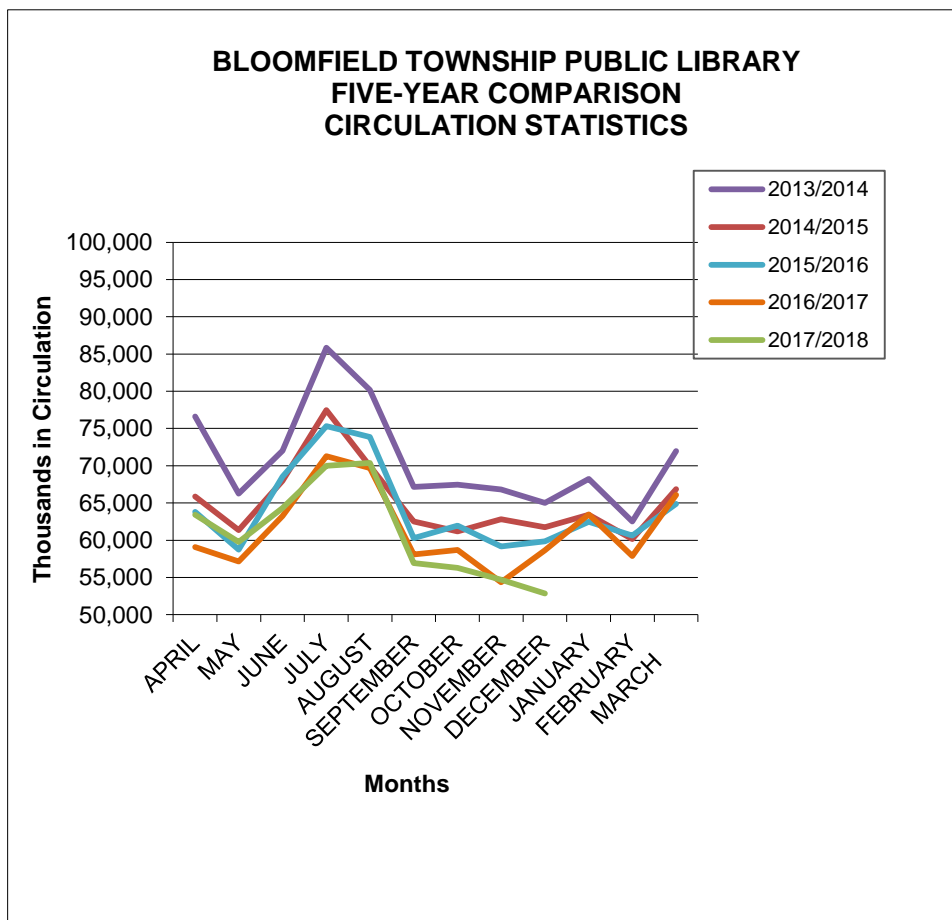
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

1/9/2018

	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>
APRIL	76,629	65,851	63,783	59,090	63,413
MAY	66,250	61,347	58,740	57,125	59,745
JUNE	72,030	67,987	68,518	63,243	64,319
JULY	85,844	77,485	75,304	71,265	70,006
AUGUST	80,163	69,931	73,868	69,676	70,391
SEPTEMBER	67,145	62,536	60,292	58,100	56,939
OCTOBER	67,436	61,177	61,960	58,678	56,291
NOVEMBER	66,813	62,815	59,157	54,362	54,703
DECEMBER	65,007	61,726	59,871	58,628	52,859
JANUARY	68,232	63,404	62,491	63,455	
FEBRUARY	62,534	60,140	60,612	57,856	
MARCH	71,961	66,845	64,896	66,071	
TOTAL	850,044	781,244	769,492	737,549	548,666



	2016		2017	
COLLECTION				
Book Collection:	274,596		270,378	
Media Collection:	62,682		61,258	
Total e-books:	31,638		32,439	
Overdrive	9,077		9,544	
EBSCOhost	19,197		19,196	
Total downloadable audiobooks:	5,058		5,320	
Materials Total:	373,974		369,395	
CIRCULATION				
Circulation Total:	58,628		52,859	
Bloomfield Township Circulation:	54,036		49,325	
Virtual Circulation Total	6,689		8,689	
Circulation of Youth materials:	21,932		16,763	
Circulation of Media:	20,482		17,833	
Circulation of Cranbrook passes:	228		199	
Self-checkout machine use:	22,836	39.0%	19,304	36.5%
Library by Mail:	66	30 patrons	47	31 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	17,557	*^	15,679	*^^
Gate Count:	25,118		21,936	
Meeting rooms by public:	20		14	
Meeting rooms by staff:	58		60	
VIRTUAL USE				
Home page hits:	33,074		26,157	
e-book access:	2,423		2,622	
Overdrive	2,398		2,578	
EBSCOhost	25		44	
Audiobook access: (Overdrive)	1,159		1,187	
Freegal music download access:	1,300		909	
Freegal music streaming:	n/a		1,606	
Magazine download access:	732		676	
Hoopla access:	1,075		1,689	
Tutor.com sessions:	13		37	
Library Computer Use				
Resident Use	1,486		1,075	
Guest Use	624		568	
*Library closed December 24 & 25 for Christmas holiday and December 31 for New Year's Eve				
^All staff using front door December 1-6				
^^Library closed early at 6pm on Dec. 13 due to inclement weather;				
^^Library closed early at 5:30pm on Dec. 22 due to planned electrical repair				

	2016		2017	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	115		143	
Cranbrook:	3		10	
Total new patrons:	180		176	
<i>Adult Program Attendance</i>				
Staff-led:	6 events	39 attended	11 events	140 attended
Speaker-led:	8 events	332 attended	6 events	265 attended
Book clubs:	3 events	33 attended	2 events	22 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	50 attended	2 events	52 attended
Chamber Music Concert	0	0	1 event	206 attended
<i>Systems Program Attendance</i>				
Staff-led:	9 events	66 attended	2 events	8 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	13 attended	2 events	12 attended
<i>Youth Program Attendance</i>				
Staff-led:	24 events	497 attended	17 events	239 attended
Speaker-led:	1 event	25 attended	0	0
Tours/visits on-site:	2 events	15 attended	0	0
Tours/visits off-site:	2 events	51 attended	2 events	51 attended
TOTAL:	58 events	1,121 attended	45 events	995 attended
<i>Volunteers:</i>				
	26 people	228.25 hours	27 people	222.75 hours
	Shop: 10	119.25	Shop: 9	95
	Court: 0	0	Court: 0	0
	Students: 1	3	Students: 8	46.5
	Dept. Vol: 15	106	Dept. Vol: 10	81.25
<i>Patron Remarks</i>				
Patron Comments:	15		7	
Ask BTPL:	3		2	
Ask Us:	45		33	
DISPLAYS				
Lobby	<i>Time Passing</i> Display-Clocks & Timepieces from the Det. Hist. Soc.			
Media	Adult: Movie Night; Space DVDs; "I just like DVDs" Elf Theme			
	Youth: Stay Warm with a Cool Book; Let It Snow Winter DVDs			
Local History	Reference or E-Reference? You Decide			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: January 12, 2018

SUBJECT: Space Needs and Wayfinding Study

Geraldine Drake and Jim Mumby, our Space Needs and Wayfinding Study consultants from Quinn Evans, will attend the January 16, 2018 Library Board meeting to provide a presentation of our study research and progress to date. They will answer any questions about our study and process you may have.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: January 11, 2018

SUBJECT: Proposed Fines & Fees Schedule 2018

The Department Heads and Administration conducted our annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2018/2019 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, 2018.

This year, we are proposing a change in the number of items that can be borrowed by Birmingham residents. Currently they are eligible to borrow up to 99 items with up to three renewals, the same as Bloomfield Township residents. To be consistent with how this library handles circulation services with other nonresidents, we are proposing to change the number of items Birmingham residents may borrow from 99 items to 10 items cumulatively and with one renewal. At this time, Bloomfield Township residents may borrow up to eight items with up to four renewals at Baldwin Public Library. This proposed change is highlighted on the attached Fines & Fees schedule.

Also recommended this year is allowing nonresidents one renewal on items they have borrowed from Bloomfield Township Public Library if no holds exist on these items. Currently, nonresident may not renew any items borrowed from our library. Nonresidents are consistently surprised when they come to our Circulation Desk to renew their items and learn that they can't. Most other libraries in our network allow one renewal or more for nonresidents. Nonresident borrowing from our library is consistently 8% or lower of all items borrowed, down from a high of 30% in 2011. The Department Heads and Administration feel that we can now offer one renewal to our nonresidents at this time.

The Department Heads and Administration also had a vigorous discussion about offering automatic renewals to our residents. Several public libraries in the area have begun offering this service to their residents, specifically Rochester Hills Public Library, West Bloomfield Public Library and the Clinton Macomb Public Library. While this new service is popular with their patrons, they all did experience a significant decrease of 50% in their fines and fees revenues as a result of this change. We are not recommending this service at this time for several reasons – patron confusion as not all items would be available to be automatically renewed, loss of opportunity for other patrons to discover items when browsing, and budget impact as we feel additional copies of popular items

may need to be purchased and we would most likely experience a decrease in fines and fees revenue.

Attached is the current Fines & Fees schedule, effective April 1, 2017, for your reference. Also attached is the proposed Fines & Fees schedule with suggested changes highlighted to be considered for your approval and implemented on April 1, 2018.

Proposed Changes to the Fines & Fees Schedule

Kindergarten Readiness Kit - (schedule page 4)

The Library no longer has this collection. It has been deleted from our Fines and Fees schedule.

Maps/Picture/Pamphlet – (page 4)

The Library's picture and pamphlet collections have recently been discontinued.

Special Needs Collection Bags – (page 6)

The Library no longer uses plastic backpacks so our chart has been updated to reflect this.

Additional Fees & Services (page 7)

Limit Birmingham residents to 10 items – same as other nonresidents

Additional Fees & Services- (page 9)

One renewal for nonresidents, including Birmingham residents.

Further Fines & Fees Schedule Review

Collection Agency

Using a collection agency continues to be very successful for the Library in getting long overdue materials returned and accounts settled. From March 1, 2013 through November, 2017, 3,086 long overdue accounts have been sent to our collection agency, Unique Management Services, Inc., to contact. These accounts totaled \$180,586.36 in overdue fines and materials not returned. Of that amount, \$105,712.15 has been collected in overdue fines and payment for lost materials. In addition, 1,027 long overdue items were returned to the Library. The cost of collecting these materials and fines was \$27,619.70 resulting in approximately a four to one return on our investment.

Circulation and Use Policy - (schedule page 8)

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

Meeting Room Rental Fees - (schedule page 11)

Rental fees for our four public meeting rooms are reviewed annually by Administration. A survey is conducted that compares our meeting room fees to other public library meeting room rental fees and a few select 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 seven years ago. The majority of the libraries responding to the survey indicated that they charge \$1.00 per day for overdue nonprint materials, as we do also. We are not recommending any changes in overdue fines at this time.

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

ACTION:

I move that the Schedule of Fines & Fees be approved as presented with implementation to begin on April 1, 2018.

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

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

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audio Book /CD/MP3 booklet	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed for set, or \$8 per missing or damaged. CD plus \$5 service charge
*Audio Book Downloadable (see page 5)	1,2, or 3 weeks	10 max combined with E-book			No	Yes	
Book (hardcover or paperback)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
*E-book (see page 5)	3 weeks max	10 Max combined with Audio Book			Yes for overdrive e-books	Yes	
Book HITS	7 days	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	No	No	Cost listed plus \$5 service charge
CD-ROM	7 days or 3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
CD (Compact Disc)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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DVDS AND VIDEO GAMES

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

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

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INTERLIBRARY LOAN & MELCAT

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

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

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MISC.

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
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DOWNLOADABLES

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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MISSING & DAMAGED PARTS	
ITEM	REPLACEMENT CHARGES
Media Cases	\$5 <i>Plus \$5 service charge</i>
Cover art, Bar Code, Label, RFID Tag	\$2 for any or all <i>Plus \$5 total service charge unless entire case is replaced.</i>
Canvas Kit Bag	\$8 <i>Plus \$5 service charge</i>
Library By Mail Bag Small Large	\$7.25 <i>Plus \$5 service charge</i> \$7.50 <i>Plus \$5 service charge</i>
Special Needs Collection Bags/Plastic Backpack Small (yellow); Medium (red) Large (blue)	Bag Charge: Sm. Yellow \$4.50 – Med. Dark Green, Royal Blue, Red \$5.75 – Large Blue \$11.00 – Plastic Backpack \$13 <i>Plus \$5 service charge</i>
Special Needs Collection Boxes	Box Charge Extra Small \$4.00 (8"x6"x9") – Small \$8.00 (6"x9"x14") – Medium \$8.00 (12"x9"x15") Large - \$9.00 (12"x12"x15") - Extra Large \$10 (8"x18"x24") - XXL \$15 (13"x18"x24") - Round \$12 (24") <i>Plus \$5 service charge</i>
STEM Collection Boxes	Small \$4.00 – Medium \$7.00 – Large \$8.00 <i>Plus \$5 service charge</i>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
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ADDITIONAL FEES & SERVICES		
ITEM	RENTAL OR PURCHASE FEES	REPLACEMENT CHARGES*
Black/White Photocopy or Printout	5 cents per sheet, 8 ½ x 11, 8 ½ x 14 20 cents per sheet, 11 x 17	
Color Photocopy or Printout	50 cents per sheet	
Borrower's Library Card		RFID replacement - \$10
Duplicate Key Tag **		Key Tag replacement - \$3
Copier Card	50 cents	
Returned Check for non-sufficient funds	\$18.00 per NSF Check Returned	

***Replacement Charges:**

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

Library Cards:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
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**CIRCULATION AND USE POLICY
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
SECTION IV – CIRCULATION, ELIGIBILITY, AND ACCESS**

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

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

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

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

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

Approved: April 26, 2011

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

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ADDITIONAL FEES & SERVICES

HOLDS:

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

RENEWAL:

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

NOTIFICATION SCHEDULE:

EMAIL:

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

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

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

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

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

TELEPHONE NOTIFICATION:

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

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

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

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
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COMPUTER USE:

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

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

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

STUDY ROOMS:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
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MEETING ROOMS

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

FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2010

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Proposed April 1, 2018

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ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audio Book /CD/MP3 booklet	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed for set, or \$8 per missing or damaged. CD plus \$5 service charge
*Audio Book Downloadable (see page 5)	1,2, or 3 weeks	10 max combined with E-book			No	Yes	
Book (hardcover or paperback)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
*E-book (see page 5)	3 weeks max	10 Max combined with Audio Book			Yes for overdrive e-books	Yes	
Book HITS	7 days	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	No	No	Cost listed plus \$5 service charge
CD-ROM	7 days or 3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
CD (Compact Disc)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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DVDS AND VIDEO GAMES

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

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INTERLIBRARY LOAN & MELCAT

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Proposed April 1, 2018

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MISC.

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

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DOWNLOADABLES

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Proposed April 1, 2018

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

MISSING & DAMAGED PARTS	
ITEM	REPLACEMENT CHARGES
Media Cases	\$5 <i>Plus \$5 service charge</i>
Cover art, Bar Code, Label, RFID Tag	\$2 for any or all <i>Plus \$5 total service charge unless entire case is replaced.</i>
Canvas Kit Bag	\$8 <i>Plus \$5 service charge</i>
Library By Mail Bag Small Large	\$7.25 <i>Plus \$5 service charge</i> \$7.50 <i>Plus \$5 service charge</i>
Special Needs Collection Bags/ Plastic -Backpack Small (yellow); Medium (red) Large (blue)	Bag Charge: Sm. Yellow \$4.50 – Med. Dark Green, Royal Blue, Red \$5.75 – Large Blue \$11.00 – Plastic Backpack \$13 <i>Plus \$5 service charge</i>
Special Needs Collection Boxes	Box Charge Extra Small \$4.00 (8"x6"x9") – Small \$8.00 (6"x9"x14") – Medium \$8.00 (12"x9"x15") Large - \$9.00 (12"x12"x15") - Extra Large \$10 (8"x18"x24") - XXL \$15 (13"x18"x24") - Round \$12 (24") <i>Plus \$5 service charge</i>
STEM Collection Boxes	Small \$4.00 – Medium \$7.00 – Large \$8.00 <i>Plus \$5 service charge</i>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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Proposed April 1, 2018

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Proposed April 1, 2018

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

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

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

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

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

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

Approved: April 26, 2011

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Proposed April 1, 2018

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.

ONE RENEWAL FOR OTHER NON-RESIDENTS, INCLUDING BIRMINGHAM RESIDENTS. All items which are renewable may be renewed three times if there are no holds.

NOTIFICATION SCHEDULE:

EMAIL:

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

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

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

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

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

TELEPHONE NOTIFICATION:

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

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

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

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Proposed April 1, 2018

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COMPUTER USE:

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

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

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

STUDY ROOMS:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Proposed April 1, 2018

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MEETING ROOMS

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

FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2010

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: January 8, 2018

SUBJECT: Strategic Plan Update

1. Marketing

This group initiated use of LocalHop, an app and website that aggregates community events.

2. Tours

This group has a tour script drafted and is working on developing a new welcome packet and brochure. A library tour is scheduled for January 29, 2017. This is advertised in the current print newsletter.

3. Spaces & Wayfinding Assessment Process

The two teams who helped to draft this RFP have continued to be involved with the space needs assessment process. They met with architects from Quinn Evans Architects to share their thoughts about the library's space needs and conducted another observational study of library spaces at Quinn Evans' request.

4. Staff Awareness

The Weekly Staff Updates that this team recommended have been well-received by staff. This team also inspired regular meetings of staff who are assigned to be Seniors-in-Charge.

5. Programming

Having met the goal of creating a new newsletter, this team has been reviewing the Library's approach to programming. Recently the team discussed the registration process across the three public service departments that provide programs.

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: January 8, 2018

SUBJECT: Space Needs & Wayfinding Assessment Update

Geraldine Drake and Jim Mumby of Quinn Evans Architects shared several articles with the department heads, Carol, and me. These readings reinforced many concepts introduced to us during our visit to Steelcase and conversations had with Geraldine and Jim. The articles also introduced us to new ideas, such as embedded librarianship. Embedded librarianship is a concept that is changing the way librarians interact with the communities they serve by encouraging them to be part of these communities. "It emphasizes the importance of forming a strong working relationship between the librarian and a group or team of people who need the librarian's information expertise."

We are inspired by Geraldine and Jim's fresh approach to the building and eager to see where they will take us. The changes will impact how our community uses our library and interacts with staff. Because change, even positive change, can be hard, communication is a crucial component to its success. The spring newsletter, which will be published in late February, will include an introductory message about this exciting new chapter in our building's story.

February 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1 10AM Mother Goose Club	2 10AM Movers and Shakers 12PM English Language Conversation Hour 7PM Concert: Nessa--Ancient Song Discovery Project	3	4
5	6 10AM Knit 'n Stitch Circle 10AM Tinker Tales 2PM Teen Crochet Craft: Create a Scarf in 4 Sessions 6PM HITS Theater 6:30PM My First Book Group	7 12:15PM Friends Meeting 10AM Wee Play 6:30PM Paperbacks & Snacks	8 10AM Mother Goose Club 1PM Drop In Download Help 6PM Introduction to MS Excel	9 10AM Movers and Shakers 12PM English Language Conversation Hour	10 9:30AM – 3:30PM Friends of the Library Second Saturday 11AM SENSEational Story Time	11
12 10AM Family Story Time 11AM Adult and Teen Sensory Storytime	13 10AM Tinker Tales 1PM Memoir Writers' Group 6PM Microsoft Word	14 Gale Courses Begin 10AM Wee Play 6:30PM Writers' Rendezvous 6:30PM Book Chat	15 10AM Mother Goose Club 2PM Development CTME MTG 2PM Tablet Tales 2PM Hack Your Reading 6PM-Teen Cosplay Book Club	16 10AM Coffee &Conversation 10AM Movers and Shakers 12PM English Language Conversation Hour	17	18
19 1PM 30 Minute Lunchtime Book Club	20 10AM Tuesday Book Club 2PM Moana Day 6PM Teen Crochet Craft: Create a Scarf in 4 Sessions 7PM BTPL Board of Trustees Meeting	21 1PM Mystery Book Club	22 10AM Eleanor's Book Club	23 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour 6:30PM Family Fort Night 7PM Chamber Music Concert Series	24 2PM Introduction To Scanning and Photo Editing	25
26 6 PM Books in Bars at Rusty Bucket	27 1PM Memoir Writers' Group 6PM Introduction To Scanning and Photo Editing 6:30 PM Book Worms 6:30PM Writers' Rendezvous 7PM Cord Cutting Basics	28				