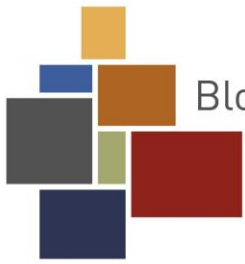


Reminder:
There will be a
Retiree Health Care Benefits
Trust Meeting
Immediately Following
The Library Board of Trustees
Meeting
At 7:30 p.m.



Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
January 15, 2019
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Judy Lindstrom, President
Grant Gerhart, Vice President
Sandra Edwards, Secretary
Tom Deska
Eli Greenbaum
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 15, 2019
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	1/11/2019
2a	Request to remove items from the Consent Agenda for Discussion	1/11/2019
2b	Motion to approve the order of items for the regular and consent agendas	1/11/2019
5	Motion to approve remaining Consent Agenda items 6-8d	1/11/2019
6	Regular Board Meeting Minutes of 12/18/2018	1/11/2019
7a	Cash Disbursements	1/11/2019
7b	Revenues/Expenditures Budget Report	1/11/2019
7c	Energy Report	1/11/2019
8a	President's Report– no report	
8b	Director's Report	1/11/2019
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 –no report	
10a	Committee Appointments	1/11/2019
11a	Fines & Fees FY 2019/2020	1/11/2019
11b	Bank Signatories	1/11/2019
13	Motion to approve any items removed from the Consent Agenda	1/11/2019
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	1/11/2019
	Space Needs and Wayfinding Update	1/11/2019
	Calendar	1/11/2019

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 15, 2019
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 18, 2018
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Judy Lindstrom
 - 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
 - a. Committee Appointments
 11. New Business
 - a. Fines & Fees FY 2019/2020
 - b. Bank Signatories
- 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 19, 2019
 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.

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, December 18, 2018

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

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

Administration: Director Carol Mueller, Assistant Director Tera Moon, Administrative Assistant Linden Godlove, and Finance Coordinator Sandi Edwards

Guests: Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC); Ed Schwartz and Matt Whitty, Schwartz and Co.; Klaren Gerhart, Bloomfield Township Resident

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

President Judy Lindstrom thanked Ed Niemchak and the SOC for the wonderful Library Holiday Party. Everyone appreciated the opportunity to get together. She expressed thanks to Eli Greenbaum for taking on the reins as President. She remarked on how *The Christmas Carol* is the most requested material this time of year and shared anecdotes about Charles Dickens. The President wished everyone a wonderful and safe holiday.

Director's Verbal Report:

Director Carol Mueller was excited to share about the family story time collaboration between the Library and Cranbrook Art Institute. The first story time at Cranbrook was held on Saturday, December 15. There is another collaborative story time scheduled in February. In another recent aspect of the Library outreach, one of the librarians spent the day at East Hills Elementary School to discuss books for an upcoming book faceoff challenge. For "March Book Madness, this year's theme is "Read Local, Think Global." The Library has many copies of the selected books. The Director reported that on December 12, Oakland County Commissioner Shelley Taub presented a proclamation to Judy Lindstrom during the literacy council's board meeting. The Oakland County

Board of Commissioners recognized Oakland Literacy Council Board President Judy Lindstrom for her many years of “exceptional dedication, leadership generosity, and philanthropy.” The Director wished everyone a happy holiday and declared the Bloomfield Township Public Library has much to look forward to in 2019.

REGULAR AGENDA:

Call to the Public: Ed Niemchak, representing the SOC, said there was nothing to report.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Establishing a Section 115 Trust

The Government Accounting Standards Board (GASB) 74 and 75 rules require local units of government to report on funding committed to pay for retiree health care liabilities (OPEB) in annual audits. The state of Michigan now provides oversight of funding for retiree health care benefits in the form of Public Act 202 of 2017– Protecting Local Government Retirement and Benefits Act.

Last August, Director Mueller discussed with the Board the need for the Library to prepare a corrective action plan responding to the state of Michigan regarding funding for our Other Post-Employment Benefits (OPEB) liabilities as required under PA 202. This law requires an annual report regarding the funding status of pension and OPEB funds. At that time, she shared a copy of the library’s corrective action plan and all Trustees signed a resolution in support of our plan. This was then submitted to the state. On Friday, October 26, 2018 the Library received notification from the state of Michigan that the Library’s corrective action plan was not approved as it did not document when the library’s OPEB obligations would reach 40% funding status. While the Library has fully funded its OPEB obligations and set funding aside in its assigned fund balance, this is not considered to be fully funded by the state of Michigan as these funds are not in a qualified trust account. The Library now has until December 26, 2018 to submit a revised corrective action plan.

The Director recommends, with the support of the Personnel Committee and Finance Committee, that the Library Board considers for approval the attached corrective action plan and establishes a Section 115 trust to fund the Library’s 40% OPEB liability.

Ed Schwartz and Matt Whitty, Schwartz and Co., presented answers to the Boards questions regarding the Trust Investment Policy and investment strategy.

Upon discussion, a motion was made by Eli Greenbaum, seconded by Grant Gerhart **TO APPROVE THE REVISED 2017 CORRECTIVE ACTION PLAN, AS PRESENTED, AND REQUEST EACH TRUSTEE TO SIGN THE ATTACHED RESOLUTION.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Tom Deska, seconded by Joan Luksik **TO APPROVE THE SECTION 115 RETIREE HEALTH CARE (OPEB) TRUST AGREEMENT, AS PRESENTED, AND REQUEST EACH TRUSTEE TO SIGN THE ATTACHED RESOLUTION.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Sandy Edwards, seconded by Joan Luksik **TO APPROVE THE SECTION 115 TRUST INVESTMENT POLICY STATEMENT FOR THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY HEALTH CARE BENEFITS TRUST, AS PRESENTED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Grant Gerhart, seconded by Eli Greenbaum **TO APPROVE THE MID-YEAR BUDGET AMENDMENT RESOLUTION TO FUND 40% OF THE ACTUARIAL DETERMINED OPEB LIABILITY**

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 and 2017 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. The Personnel and Finance Committees support this recommendation. Thank you for your consideration.

Upon discussion, a motion was made by Joan Luksik seconded by Tom Deska **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2019.**

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 requests the Board's input on the Library Director's performance during the past fiscal year.

The evaluation process begins with a report from the Library Director to the Board summarizing her activities during 2018. The report, as well as the Director's evaluation form, will be sent to the Library Board in early January.

The Personnel Committee will then use the Board's input to complete the Library Director's performance evaluation, share the results, and make a formal recommendation to the full Library Board regarding the Director's performance and contract at the February 19, 2019 Library Board meeting.

OTHER:

Carol Mueller wished to schedule a budget review session and requested that the Board of Trustees review their calendars and pick a date. Thursday, March 14, at 11 a.m. will be the date for the budget review session.

Judy Lindstrom will be sending emails regarding committee chairs in the near future. There are two committees that all can attend: building and ground, and development committee.

Judy Lindstrom expressed admiration for the front entrance arrangement by Goldner Walsh. She wished everyone a fun and joyous holiday and 2019.

Next Library Board Meeting will be Tuesday, January 15 at 7 p.m.

At 8:03 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Sandra Edwards".

Sandra Edwards, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

January 2019

New Vendors:

Jim Craft is a new vendor for a library program.

Sentinel Technologies, Inc. is a new vendor for the Library telephone system.

General Fund Advance

- Check #19261 payable to the Bloomfield Township in the amount of \$1,491.00 is payment for the water and sewer bill for 10/18 – 11/19.
- Check #19277 payable to Innovative Interfaces, Inc. in the amount of \$63,157.34 is payment for our integrated library system, Sierra.

General Fund

- Check #19287 payable to Alma College in the amount of \$30.00 is payment for a lost MelCat item borrowed by a Bloomfield Township resident for which they have been billed.
- Check #19291 payable to Bloomfield Township in the amount of \$300,000.00 is an estimated payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #19304 payable to Kellogg Community College in the amount of \$27.99 is payment for a lost MelCat item borrowed by a Bloomfield Township resident for which they have been billed.
- Check #19324 payable to Sentinel Technologies, Inc. in the amount of \$26,091.00 is payment for the Library's new telephone system.
- Check #19328 payable to the state of Michigan in the amount of \$201.47 is payment for annual sales tax due from Library shop sales.
- Check #19332 payable to Bloomfield Township in the amount of \$134,994.00 is payment for the Library's pension contribution.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF DECEMBER 2018**

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
19259	12/12/18	AT&T	106.01	786.28
19260	12/12/18	Sandra Bird	106.01	93.99
19261	12/12/18	BLOOMFIELD TOWNSHIP	106.01	1,491.00
19262	12/12/18	KTD COMMUNICATIONS	106.01	865.00
19263	12/12/18	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
19264	12/12/18	TERMINIX PROCESSING CTR.	106.01	123.00
19265	12/12/18	VIGILANTE SECURITY	106.01	1,950.00
19266	12/14/18	APPLIED IMAGING	106.01	621.40
19267	12/14/18	XFINITY	106.01	166.51
19268	12/14/18	Martha McGee	106.01	38.35
19269	12/14/18	Jennifer Taggart	106.01	34.34
19270	12/14/18	UNIFY INC.	106.01	494.23
19271	12/14/18	VERIZON WIRELESS	106.01	202.68
19272	12/14/18	Killian Weston	106.01	57.74
19273	12/18/18	FLAGSTAR BANK	106.01	6,962.24
19274	12/21/18	DTE ENERGY	106.01	15,467.14
19275	12/31/18	PETTY CASH - BTPL	106.01	151.98
19276	12/31/18	CONSUMERS ENERGY	106.01	4,727.64
19277	12/31/18	INNOVATIVE INTERFACE, INC	106.01	63,157.34
19278	12/31/18	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	785.27
19279	12/31/18	Jennifer Taggart	106.01	74.19
19280	12/31/18	Killian Weston	106.01	36.09
19281	1/3/19	AT&T	106.01	456.15
19282	1/3/19	AT&T	106.01	786.28
19283	1/3/19	ENSLow PUBLISHERS, INC.	106.01	543.55
19284	1/3/19	Marian Rafal	106.01	30.47
19285	1/3/19	T MOBILE	106.01	29.40
Total				97,838.99
REGULAR CHECKS:				
19286	1/4/19	ACE LAWN CARE & SNOW REMOVAL	106.01	5,111.25
19287	1/4/19	ALMA COLLEGE	106.01	30.00
19288	1/4/19	AMERICAN PEST CONTROL	106.01	392.00
19289	1/4/19	BAKER & TAYLOR, INC.	106.01	6,495.86
19290	1/4/19	BLACKSTONE AUDIO, INC.	106.01	135.00
19291	1/4/19	BLOOMFIELD TOWNSHIP	106.01	300,000.00
19292	1/4/19	BOOKS GALORE INC.	106.01	70.89
19293	1/4/19	BRILLIANCE PUBLISHING, INC.	106.01	59.49
19294	1/4/19	BUTZEL LONG	106.01	1,424.90
19295	1/4/19	CDW GOVERNMENT, INC.	106.01	226.97
19296	1/4/19	CENGAGE LEARNING/GALE	106.01	367.88
19297	1/4/19	JIM CRAFT	106.01	100.00
19298	1/4/19	DEMCO, INC.	106.01	733.22
19299	1/4/19	DU ALL CLEANING, INC	106.01	5,760.00
19300	1/4/19	EASTMAN FIRE PROTECTION, INC.	106.01	2,376.02
19301	1/4/19	GREY HOUSE PUBLISHING	106.01	135.00
19302	1/4/19	INGRAM LIBRARY SERVICES	106.01	290.74
19303	1/4/19	INTRANET CONNECTIONS	106.01	3,090.00
19304	1/4/19	KELLOGG COMMUNITY COLLEGE	106.01	27.99
19305	1/4/19	KNOWBUDDY RESOURCES	106.01	320.98
19306	1/4/19	LJ ROLLS REFRIGERATION CO., INC	106.01	12,770.95
19307	1/4/19	LAFORCE	106.01	24.00
19308	1/4/19	LAKESHORE LEARNING MATERIALS	106.01	29.98
19309	1/4/19	METCOM, INC.	106.01	1,535.00
19310	1/4/19	MICROMARKETING LLC	106.01	242.20
19311	1/4/19	MIDWEST TAPE	106.01	3,014.28
19312	1/4/19	MORNINGSTAR, INC.	106.01	185.00
19313	1/4/19	NATIONAL SIGN COMPANY	106.01	1,227.00

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF DECEMBER 2018**

Check #	Date	Payee	Cash Account	Amount
19314	1/4/19	NICHOLS/NETWORK SERVICES CO	106.01	1,203.71
19315	1/4/19	ORIENTAL TRADING CO., INC.	106.01	150.52
19316	1/4/19	OVERDRIVE	106.01	946.93
19317	1/4/19	PENGUIN RANDOM HOUSE LLC	106.01	63.75
19318	1/4/19	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	106.01	3,860.82
19319	1/4/19	RECORDED BOOKS, LLC	106.01	113.10
19320	1/4/19	TRACI ROMEO	106.01	300.00
19321	1/4/19	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	200.60
19322	1/4/19	MICHAEL D. SCHLOFF, PLLC	106.01	878.75
19323	1/4/19	SECANT	106.01	970.00
19324	1/4/19	SENTINEL TECHNOLOGIES, INC.	106.01	26,091.00
19325	1/4/19	SERVICE HEATING & PLUMBING	106.01	144.03
19326	1/4/19	SHERWIN-WILLIAMS CO	106.01	107.96
19327	1/4/19	SHOWCASES	106.01	258.12
19328	1/4/19	STATE OF MICHIGAN	106.01	201.47
19329	1/4/19	THE BOOK FARM, INC.	106.01	647.30
19330	1/4/19	VALUE LINE PUBLISHING, INC	106.01	1,000.00
19331	1/4/19	WORLD BOOK, INC.	106.01	2,964.00
19332	1/4/19	BLOOMFIELD TOWNSHIP	106.01	134,994.09

Total 521,272.75

Gift Fund

ADVANCE CHECKS:

Total

REGULAR CHECKS:

5009	1/4/19	BAKER & TAYLOR	102.03	16.04
5010	1/4/19	GOLDNER WALSH NURSERY, INC.	102.03	294.87
5011	1/4/19	IMAGE360	102.03	200.00
5012	1/4/19	ORIENTAL TRADING CO., INC.	102.03	120.90

Total 631.81

Bloomfield Township Public Library
2018-2019 General Fund Budget
 PRESENTED: JANUARY 15, 2019 FOR THE MONTH OF: DECEMBER, 2018

7b

ACCOUNT NUMBER	ACCOUNT NAME	2018-2019	2018-2019	REVENUE/EXPENSE CURRENT MONTH	REVENUE/EXPENSE YTD	% OF BUDGET YTD	VARIANCE
		ADOPTED BUDGET AS OF MARCH 20, 2018	AMENDED BUDGET AS OF DEC 18, 2018				
Revenues							
410.01	Taxes	\$7,095,067	\$7,095,067	\$2,194	(\$1,073)	-0.02%	(\$7,096,140)
420.01	Penal Fines	\$85,021	\$85,021	\$0	\$85,883	101.01%	\$862
422.01	State Aid	\$26,860	\$26,860	\$0	\$30,118	112.13%	\$3,258
430.01	Circulation Fines & Fees	\$100,000	\$100,000	\$5,503	\$61,770	61.77%	(\$38,230)
	Charges for Services	\$13,800	\$13,800	\$367	\$10,489	76.01%	(\$3,311)
	Investment earnings	\$79,000	\$79,000	\$59,083	\$183,521	232.31%	\$104,521
	Miscellaneous	\$13,497	\$13,497	\$494	\$16,538	122.53%	\$3,041
Total Revenues		\$7,413,245	\$7,413,245	\$67,640	\$387,246	5.22%	(\$7,025,999)
Expenditures							
	Personnel	\$4,119,114	\$6,203,114	\$434,779	\$3,085,554	49.74%	(\$3,117,560)
	Library Services	\$875,133	\$875,133	\$20,752	\$574,093	65.60%	(\$301,040)
	Facilities & Equipment	\$1,109,615	\$1,109,615	\$126,140	\$754,000	67.95%	(\$355,615)
	Other Operating Expenditures	\$3,022,865	\$3,022,865	\$39,808	\$413,272	13.67%	(\$2,609,593)
Total Expenditures		\$9,126,727	\$11,210,727	\$621,480	\$4,826,919	43.06%	(\$6,383,808)
	Fund Balance - Beginning	\$12,889,674	\$12,889,674		\$12,889,674		
	Net revenue (expenditure)	(\$1,713,482)	(\$3,797,482)		(\$4,439,673)		
	Fund Balance - Ending	\$11,176,192	\$9,092,192		\$8,450,001		

Amendments to the budget:
None

Changes made to the line items:
None

Fund Balance Designations

Nonspendable-Prepaid Expense	\$32,613	\$32,613
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,230,951	\$4,230,951
Assigned Fund Balance (is \$453,182 the 3/31/18 compensated absences accrual, plus \$2,940,000 the 12/18/18 60% OPEB obligation plus \$1,335,446 for capital improvements)	\$6,812,628	\$4,728,628
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

**Bloomfield Township Public Library
2018-2019 Gift Fund Budget**

PRESENTED: JANUARY 15, 2019 FOR THE MONTH OF: DECEMBER, 2018

Nine Months 75%

ACCOUNT NUMBER	ACCOUNT NAME	2018-2019 ADOPTED BUDGET AS OF MAR 20, 2018	2018-2019 AMENDED BUDGET AS OF JAN 15, 2019	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$55,642	\$1,871	\$55,642	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$12	\$128	63.98%	(\$72)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$55,842	\$1,883	\$55,770	99.87%	(\$72)
	<u>Expenditures</u>						
	Library Services	\$56,425	\$76,160	\$137	\$39,257	51.55%	(\$36,903)
	Facilities & Equipment	\$30,202	\$46,117	\$495	\$27,662	59.98%	(\$18,455)
	Other Operating Expenditures	\$98,891	\$118,383	\$0	\$21,823	18.43%	(\$96,560)
	Total Expenditures	\$185,518	\$240,660	\$632	\$88,743	36.87%	(\$151,917)
	Fund Balance - Beginning	\$90,305	\$90,305		\$90,305		
	Reserved Fund Bal.	\$94,713	\$94,713		\$94,713		
	Net revenue (expenditures)	(\$184,818)	(\$184,818)		(\$32,973)		
	Fund Balance - Ending	\$200	\$200		\$152,045		

Bloomfield Township Public Library
Asset Allocation Summary
December 2018

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	12/31/2018	\$64,730.70
	Flagstar Public Funds Savings	1.40%	12/31/2018	\$191,113.01
	Flagstar Premier Public Entities Checking	0.70%	12/31/2018	\$15,593.71
	RBC Capital Cash/Money Market	1.20%	12/31/2018	\$9,236.47
	RBC Capital - Investments	3.03%	12/31/2018	\$8,688,445.37
	Total General Fund			<u>\$8,904,388.56</u>
<i>Please see General Fund budget for notes on how this amount is earmarked</i>				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	12/31/2018	\$85,799.46
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	12/31/2018	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2018	\$9,243.02
	Total Gift Fund			<u>\$145,042.48</u>

CFSEM

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

	<i>Updated 3/2018</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2017	\$15,231.00
Yvonne T. Atkinson Fund	12/31/2017	\$30,453.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2017	\$34,092.42
BTPL Endowment Fund	12/31/2017	\$35,593.58
Fair Radom Garden Endowment Fund	12/31/2017	\$15,511.00
BTPL Director's Legacy Fund	12/31/2017	\$16,333.00
Total CFSEM holdings		<u>\$147,214.00</u>

Bloomfield Township Public Library Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	12/31/2018 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.1%	\$9,236	\$9,236	\$111	1.20%
Vanguard Money Market Reserves Income	13.3%	\$1,282,953	\$1,160,966	\$25,657	2.21%
U.S. Treasury Note - 1/10/19	5.2%	\$446,597	\$449,775	\$9,477	2.11%
U.S. Treasury Note - 2/14/19	5.2%	\$445,519	\$448,713	\$9,863	2.20%
Eaton Vance Short Duration Government Income	15.3%	1,253,718	1,331,052	37,146	2.79%
Loomis Sayles Limited Term U.S. Gov't & Agency	10.8%	887,000	936,910	20,579	2.20%
BlackRock GNMA Portfolio	9.2%	778,768	803,864	29,136	3.62%
Victory INCORE Fund for Income	10.1%	821,134	878,370	51,597	5.87%
Virtus Asset SEIX U.S. Mortgage	9.3%	766,791	805,533	19,972	2.48%
VOYA GNMA Income	9.3%	750,284	807,313	21,698	2.69%
Eaton Vance Government Obligations	12.3%	1,016,743	1,065,950	38,682	3.63%
Total Portfolio	100.0%	\$8,458,743	\$8,697,682	\$263,916	3.03%

4th Quarter Activity - September 30, 2018 - December 31, 2018

Cash Activity

Beginning Balance	\$52,888.84
Deposits & Sales Proceeds	\$1,564,193.85
Withdrawals	(\$1,525,000.00)
Interest & Dividends	\$68,435.87
Capital Gains	\$1,484.39
Investment Advisory Fees	(\$6,830.27)
Net funds to purchase securities	(\$145,936.21)
Ending Balance	\$9,236.47

Change in Security Value

Beginning value of securities	\$10,078,832.42
Securities purchased	\$145,936.21
Securities sold	(\$1,562,000.00)
Change in value of priced securities	\$25,676.74
Ending Value of priced securities	\$8,688,445.37

Estimated Accrued Interest

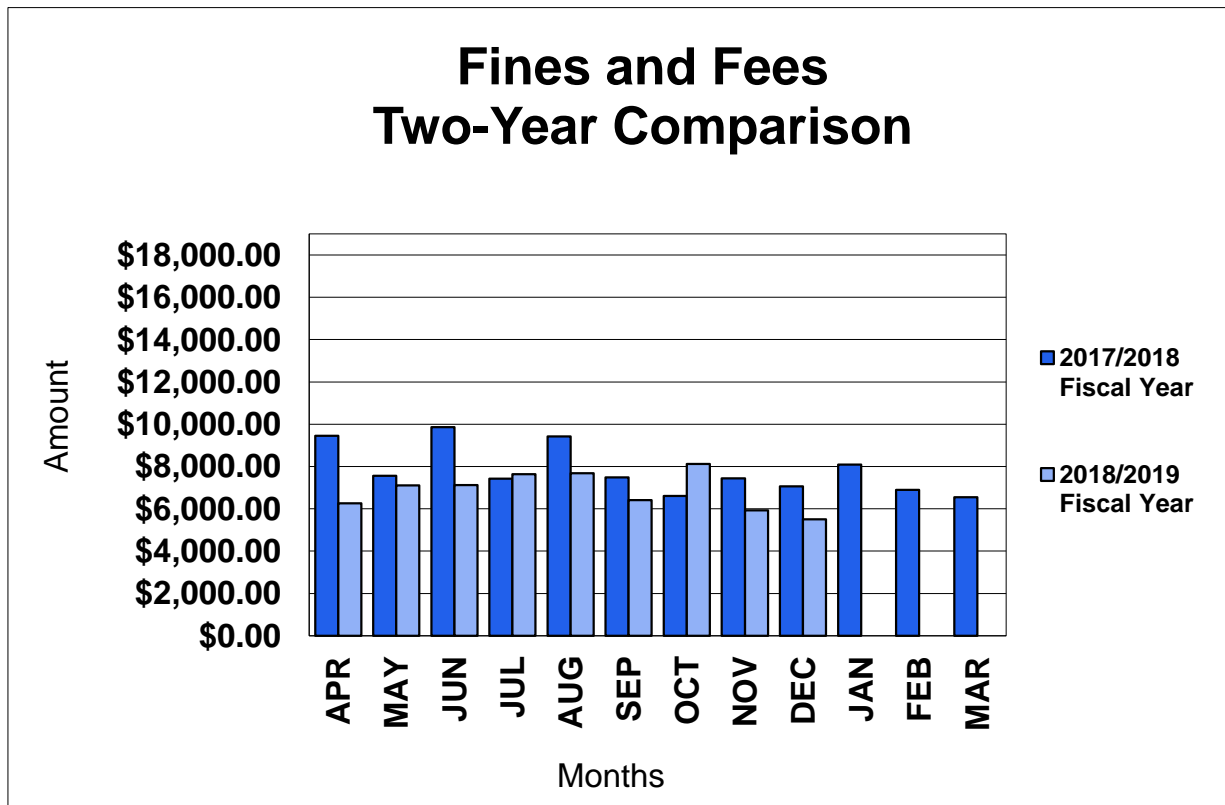
\$0.00

Total account value as of December 31, 2018

\$8,697,681.84

FINES AND FEES - TWO-YEAR COMPARISON

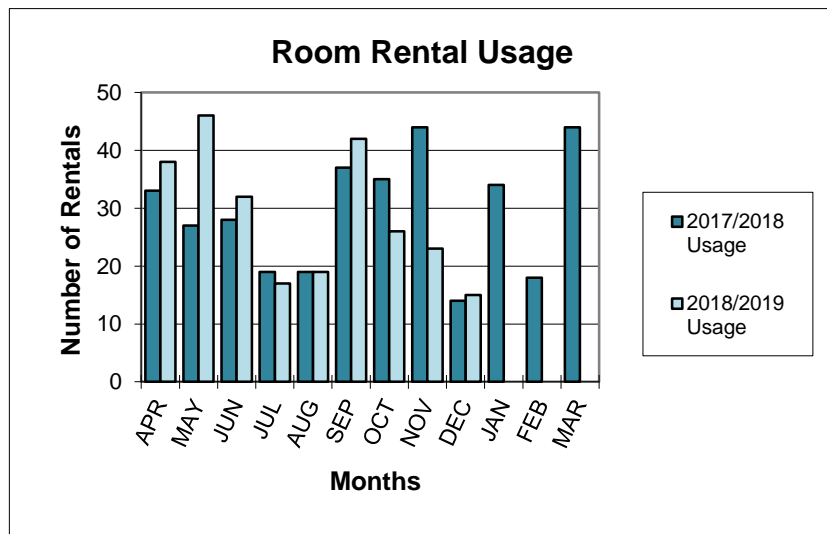
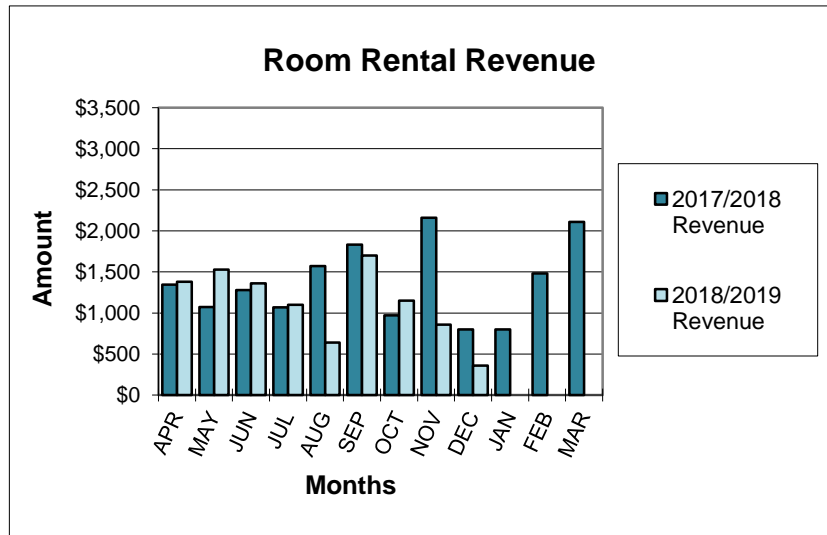
Month	2017/2018 Fiscal Year	2018/2019 Fiscal Year	Difference
APR	\$9,449.79	\$6,256.90	(\$3,192.89)
MAY	\$7,559.45	\$7,103.51	(\$455.94)
JUN	\$9,866.26	\$7,120.68	(\$2,745.58)
JUL	\$7,426.47	\$7,638.21	\$211.74
AUG	\$9,421.94	\$7,679.75	(\$1,742.19)
SEP	\$7,488.29	\$6,412.82	(\$1,075.47)
OCT	\$6,607.58	\$8,128.01	\$1,520.43
NOV	\$7,444.84	\$5,927.20	(\$1,517.64)
DEC	\$7,059.80	\$5,503.01	(\$1,556.79)
JAN	\$8,097.85		(\$8,097.85)
FEB	\$6,896.75		(\$6,896.75)
MAR	\$6,549.10		(\$6,549.10)
TOTAL	\$93,868.12	\$61,770.09	YTD Difference (\$32,098.03)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

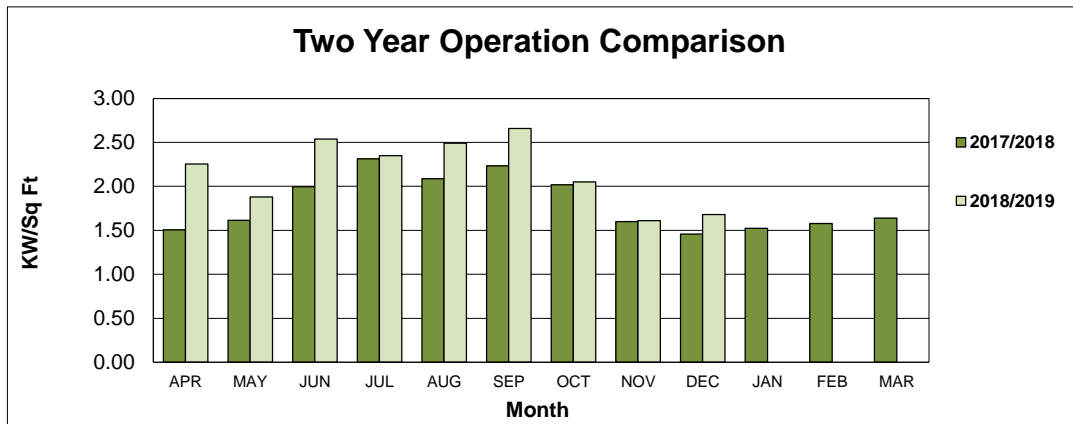
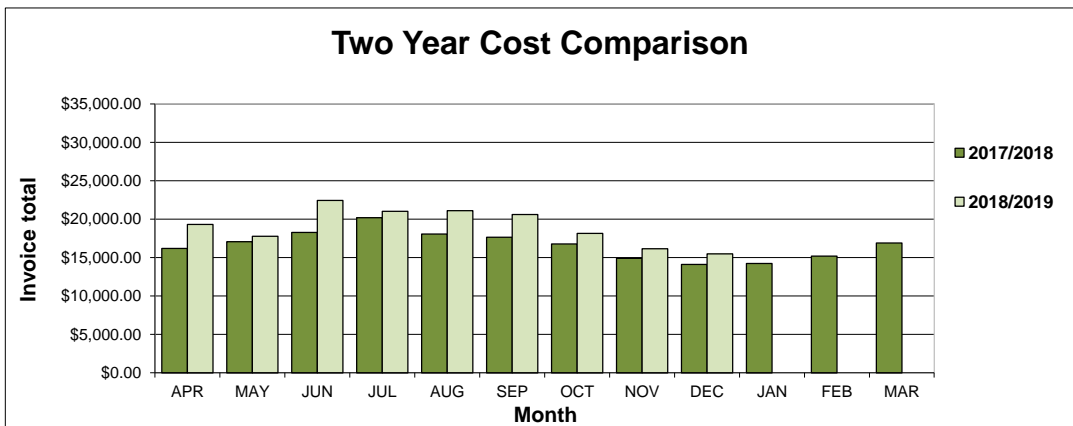
<u>Month</u>	2017/2018 <u>Revenue</u>	2018/2019 <u>Revenue</u>	<u>Difference</u>	2017/2018 <u>Usage</u>	2018/2019 <u>Usage</u>	<u>Month</u>
APR	\$1,345.50	\$1,380.00	\$34.50	33	38	APR
MAY	\$1,074.00	\$1,530.00	\$456.00	27	46	MAY
JUN	\$1,281.00	\$1,360.00	\$79.00	28	32	JUN
JUL	\$1,070.00	\$1,100.00	\$30.00	19	17	JUL
AUG	\$1,570.00	\$640.00	(\$930.00)	19	19	AUG
SEP	\$1,833.00	\$1,700.00	(\$133.00)	37	42	SEP
OCT	\$970.00	\$1,150.00	\$180.00	35	26	OCT
NOV	\$2,160.00	\$860.00	(\$1,300.00)	44	23	NOV
DEC	\$800.00	\$360.00	(\$440.00)	14	15	DEC
JAN	\$800.00		(\$800.00)	34		JAN
FEB	\$1,480.00		(\$1,480.00)	18		FEB
MAR	\$2,110.00		(\$2,110.00)	44		MAR
TOTAL	\$16,493.50	\$10,080.00	YTD Difference (\$6,413.50)	352	258	



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION						
Month	2017/2018	2018/2019	Difference	TOTAL	COST/KWH	KWH/HR (24 x no. days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023	
				KWH						
APR	\$16,181.75	\$19,326.66	\$3,144.91	227,710	\$0.08	316.26	2.25	\$26.84	\$0.19	
MAY	\$17,048.76	\$17,765.47	\$716.71	189,770	\$0.09	255.07	1.88	\$23.88	\$0.18	
JUN	\$18,251.58	\$22,441.79	\$4,190.21	256,550	\$0.09	356.32	2.54	\$31.17	\$0.22	
JUL	\$20,183.10	\$21,003.42	\$820.32	237,370	\$0.09	319.05	2.35	\$28.23	\$0.21	
AUG	\$18,042.04	\$21,106.71	\$3,064.67	251,650	\$0.08	338.24	2.49	\$28.37	\$0.21	
SEP	\$17,640.48	\$20,598.04	\$2,957.56	268,590	\$0.08	373.04	2.66	\$28.61	\$0.20	
OCT	\$16,784.00	\$18,134.07	\$1,350.07	207,060	\$0.09	278.31	2.05	\$24.37	\$0.18	
NOV	\$14,899.46	\$16,157.32	\$1,257.86	162,750	\$0.10	226.04	1.61	\$22.44	\$0.16	
DEC	\$14,103.39	\$15,467.14	\$1,363.75	169,820	\$0.09	228.25	1.68	\$20.79	\$0.15	
JAN	\$14,243.92		(\$14,243.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00	
FEB	\$15,178.78		(\$15,178.78)		#DIV/0!	0.00	0.00	\$0.00	\$0.00	
MAR	\$16,912.49		(\$16,912.49)		#DIV/0!	0.00	0.00	\$0.00	\$0.00	
YTD Difference										
TOTAL	\$199,469.75	\$172,000.62	(\$27,469.13)							

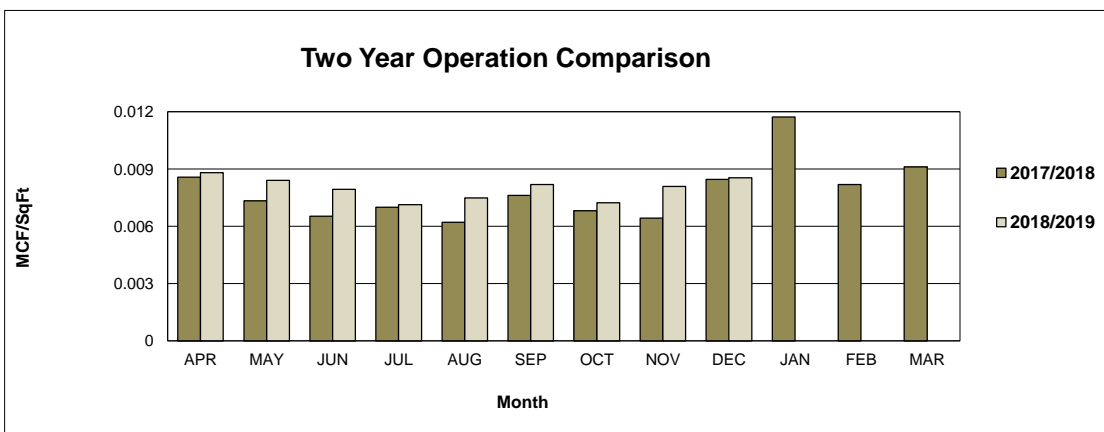
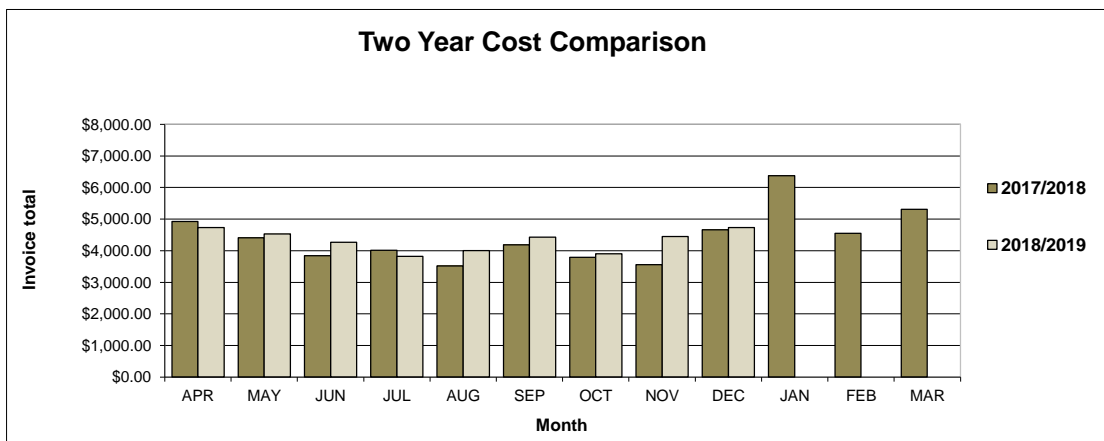


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

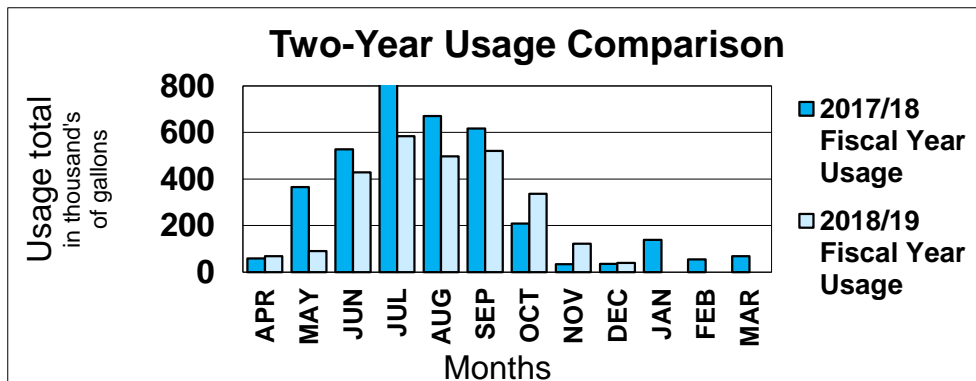
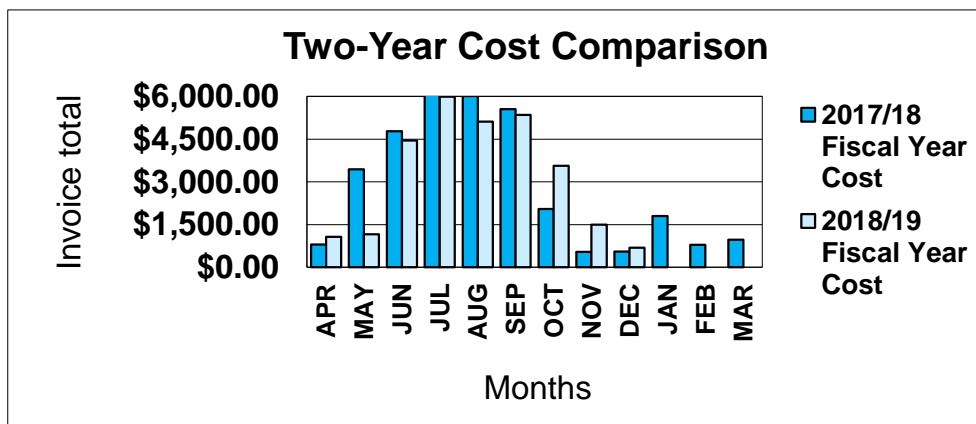
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION							
Month	2017/2018	2018/2019	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt	
APR	\$4,929.25	\$4,735.91	(\$193.34)	890.7	\$5.32	720	1.24	0.009	6.58	0.046	
MAY	\$4,411.34	\$4,527.01	\$115.67	849.6	\$5.33	744	1.14	0.008	6.08	0.044	
JUN	\$3,842.61	\$4,270.19	\$427.58	802.7	\$5.32	720	1.11	0.008	5.93	0.042	
JUL	\$4,009.40	\$3,820.68	(\$188.72)	721.7	\$5.29	744	0.97	0.007	5.14	0.037	
AUG	\$3,514.92	\$4,002.67	\$487.75	756.6	\$5.29	744	1.02	0.007	5.38	0.039	
SEP	\$4,181.90	\$4,426.73	\$244.83	827.2	\$5.35	720	1.15	0.008	6.15	0.043	
OCT	\$3,793.70	\$3,905.80	\$112.10	730.8	\$5.34	744	0.98	0.007	5.25	0.038	
NOV	\$3,552.74	\$4,449.79	\$897.05	817.7	\$5.44	720	1.14	0.008	6.18	0.043	
DEC	\$4,656.43	\$4,727.64	\$71.21	862.5	\$5.48	744	1.16	0.009	6.35	0.046	
JAN	\$6,369.63		(\$6,369.63)		#DIV/0!	744	0.00	0.000	0.00	0.000	
FEB	\$4,551.76		(\$4,551.76)		#DIV/0!	696	0.00	0.000	0.00	0.000	
MAR	\$5,313.49		(\$5,313.49)		#DIV/0!	744	0.00	0.000	0.00	0.000	
YTD Difference											
TOTAL	\$53,127.17	\$38,866.42	(\$14,260.75)								



Bloomfield Township Public Library Water Analysis

Month	2017/18 Fiscal Year Cost	2018/19 Fiscal Year Cost	Difference	2017/18 Fiscal Year Usage	2018/19 Fiscal Year Usage	Difference
APR	\$803.09	\$1,070.69	\$267.60	59	68	9
MAY	\$3,440.06	\$1,159.66	(\$2,280.40)	365	90	(275)
JUN	\$4,772.76	\$4,448.57	(\$324.19)	528	429	(99)
JUL	\$7,363.60	\$5,988.08	(\$1,375.52)	829	584	(245)
AUG	\$6,010.12	\$5,110.72	(\$899.40)	670	497	(173)
SEP	\$5,554.34	\$5,347.24	(\$207.10)	617	521	(96)
OCT	\$2,046.74	\$3,565.88	\$1,519.14	209	337	128
NOV	\$540.76	\$1,491.00	\$950.24	34	122	88
DEC	\$552.89	\$682.89	\$130.00	35	40	5
JAN	\$1,802.28		(\$1,802.28)	138		(138)
FEB	\$783.36		(\$783.36)	54		(54)
MAR	\$965.31		(\$965.31)	69		(69)
			YTD Difference			YTD Difference
TOTAL	\$34,635.31	\$28,864.73	(\$5,770.58)	3,607	2,688	(919)



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****January, 2019**

Happy New Year! I look forward to an exciting year at the Library in 2019!

Our current Library's Grounds Maintenance and Snow Removal bid expires on March 31, 2019. In November, a request for proposals was issued with a deadline to receive proposals at the Library of December 21, 2018. Two proposals were received from Ace Landscaping and Great Oaks Landscaping. These proposals are being analyzed currently and a recommendation will be prepared. Bid awards for both grounds maintenance and snow removal will take place at the February 19, 2019 Library Board meeting.

On January 14, 2019, our third annual photography contest opened! All entries are due by March 17. Photos taken from May 1, 2018 – March 17, 2019 will be considered. A special reception honoring all submissions and winners in each of five categories will take place on Saturday, April 13, 2019 starting at 2:00pm with winners announced at 3:00pm. Brochures are available – please take a few to share with your friends and neighbors.

The Library is close to installing a new telephone system. Our current telephone system is obsolete and unsupported so we are thrilled to be able to make this change. Staff training will take place during the week of February 4. The switch to our new telephone system is planned for Monday, February 11. Fingers crossed for a smooth transition!

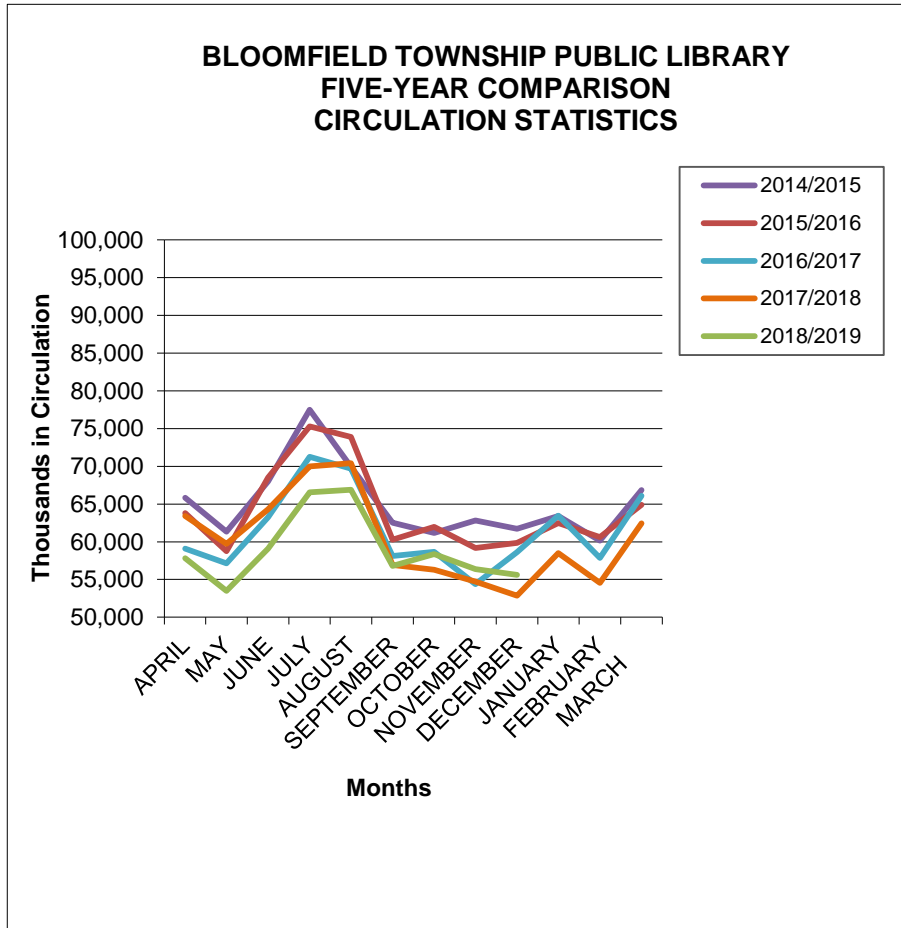
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

1/9/2019

	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
APRIL	65,851	63,783	59,090	63,413	57,829
MAY	61,347	58,740	57,125	59,745	53,493
JUNE	67,987	68,518	63,243	64,319	59,101
JULY	77,485	75,304	71,265	70,006	66,539
AUGUST	69,931	73,868	69,676	70,391	66,907
SEPTEMBER	62,536	60,292	58,100	56,939	56,817
OCTOBER	61,177	61,960	58,678	56,291	58,359
NOVEMBER	62,815	59,157	54,362	54,703	56,357
DECEMBER	61,726	59,871	58,628	52,859	55,615
JANUARY	63,404	62,491	63,455	58,510	
FEBRUARY	60,140	60,612	57,856	54,554	
MARCH	66,845	64,896	66,071	62,452	
TOTAL	781,244	769,492	737,549	724,182	531,017



	2017		2018	
COLLECTION				
Book Collection:	270,378		250,856	
Media Collection:	61,258		59,643	
Total e-books:	32,439		15,540	
Overdrive	9,544		11,081	
EBSCOhost	19,196		0	
Total downloadable audiobooks:	5,320		5,890	
Materials Total:	369,395		331,929	
CIRCULATION				
Circulation Total:	52,859		55,615	
Bloomfield Township Circulation:	49,325		51,570	
Virtual Circulation Total	8,689		11,232	
Circulation of Youth materials:	16,763		18,387	
Circulation of Media:	17,833		15,980	
Circulation of Cranbrook passes:	199		178	
Self-checkout machine use:	19,304	36.5%	19,719	35.5%
Library by Mail:	47	31 patrons	37	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	15,679	*^^	16,611	**
Gate Count:	21,936		24,139	
Meeting rooms by public:	14		15	
Meeting rooms by staff:	60		70	
VIRTUAL USE				
Home page hits:	26,157		21,453	
e-book access:	2,622		2,941	
Overdrive	2,578		2,923	
EBSCOhost	44		18	
Audiobook access: (Overdrive)	1,187		1,620	
Freegal music download access:	909		1,000	
Freegal music streaming:	1,606		2,289	
Magazine download access:	676		1,300	
Hoopla access:	1,689		2,082	
Tutor.com sessions:	37		94	
Library Computer Use				
Resident Use	1,075		1,026	
Guest Use	568		478	
*Library closed December 24 & 25 for Christmas holiday and December 31 for New Year's Eve				
**Library closed December 24 & 25 for Christmas holiday; closed early at 5:30pm on December 31 for New Year's Eve				
^^Library closed early at 6pm on December 13 due to inclement weather				
^^Library closed early at 5:30pm on December 22 due to planned electrical repair				

	2017		2018	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	143		140	
Cranbrook:	10		1	
Total new patrons:	176		160	
<i>Adult Program Attendance</i>				
Staff-led:	11 events	140 attended	11 events	199 attended
Speaker-led:	6 events	265 attended	1 event	180 attended
Book clubs:	2 events	22 attended	4 events	54 attended
Tours/visits on-site:	0	0	1 event	5 attended
Tours/visits off-site:	2 events	52 attended	3 events	46 attended
Chamber Music Concert	1 event	206 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	2 events	8 attended	9 events	53 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	12 attended	0	0
<i>Youth Program Attendance</i>				
Staff-led:	17 events	239 attended	17 events	687 attended
Speaker-led:	0	0	1 event	24 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	2 events	51 attended	7 events	516 attended
TOTAL:	45 events	995 attended	54 events	1,764 attended
<i>Volunteers:</i>				
	27 people	222.75 hours	25 people	161.00 hours
	Shop: 9	95	Shop: 8	63.75
	Court: 0	0	Court: 1	16
	Students: 8	46.5	Students: 9	32.5
	Dept. Vol: 10	81.25	Dept. Vol: 7	48.75
<i>Patron Remarks</i>				
Patron Comments:	7		10	
Ask BTPL:	2		5	
Ask Us:	33		52	
DISPLAYS				
Lobby	Aretha Franklin Display			
Media	Adult: Let It Snow; Movie Night!			
	Youth: Reindeer; Holiday Movies/Disney Movies			
Local History	Travel Display			



Board of Trustees Standing Committee Appointments
November 2017 – January 2019

Current Committee Appointments are:

Art Committee	Tom Deska Judy Lindstrom
Bloomfield Township Liaison	Eli Greenbaum Tom Deska
Building, Grounds, Landscaping, Interiors	Joan Luksik Eli Greenbaum Tom Deska
Cranbrook, DPL, Troy	Judy Lindstrom Sandy Edwards
Development	Sandy Edwards Judy Lindstrom
Finance	Grant Gerhart Tom Deska
FOL Liaison	Grant Gerhart Sandy Edwards
Investment	Judy Lindstrom Joan Luksik
Jeanette P. Myers Scholarship Selection	Grant Gerhart Joan Luksik
Personnel/Director Evaluation	Eli Greenbaum Sandy Edwards
Policy	Eli Greenbaum Grant Gerhart Joan Luksik

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: January 11, 2019

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 2019/2020 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, 2019.

The Department Heads and Administration vigorously discussed offering automatic renewals to our residents again this year. Several public libraries in the area have begun offering this service to their residents, specifically Rochester Hills Public Library, West Bloomfield Public Library, Clinton Macomb Public Library and soon, Baldwin Public Library. While this new service is popular with their patrons, they all did experience a significant decrease of 50% or more 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. We will be discussing this idea again in fall, 2019.

Attached is the proposed FY 2019/2020 Fines & Fees schedule with recommended changes highlighted for your consideration. Also attached is our current FY 2018/2019 Fines & Fees schedule, effective April 1, 2018, for your reference.

If our proposed FY 2019/2020 Fines and Fees schedule is approved, these would be effective on April 1, 2019.

Proposed Changes to the Fines & Fees Schedule

At the top of each page, we have added for clarity, "All library items are due on the due date by the close of the library business day".

Audio Book and E-book – (page 1)

References to page 5 are no longer needed and have been deleted

DVD HITS – (page 2)

As this information is now on the top of each page, this wording has been deleted.

World Language Kit – (page 4)

This is a new collection and needs to be added to our schedule. These kits include blocks in different languages.

Downloadables (page 5)

“Varies by item” was added for clarity under “Loan Period” for several items

Zinio has changed names to RB Digital from the vendor Recorded Books.

Missing and Damaged parts- (page 6)

Kit bags may or may not be canvas so this word was deleted for clarity.

Our new World Language kits are contained in boxes so this was added to our list.

Additional Fees & Services (page 7)

We are ordering new library cards for the first time in 10 years. The price has dropped considerably so we are lowering the cost of a replacement card. We also recommend a replacement card or key tag at no cost one time only.

Other changes in this section were made for clarity.

Our wording on renewals (page 9) was considerably shortened for clarity.

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 December 2018, 3,413 long overdue accounts have been sent to our collection agency, Unique Management Services, Inc., to contact. These accounts totaled \$205,286.57 in overdue fines and materials not returned. Of that amount, \$120,278.69 has been collected in overdue fines and payment for lost materials. In addition, 1,123 long overdue items were returned to the Library. The cost of collecting these materials and fines was \$30,546.35 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 several years ago. The majority of the libraries surveyed 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 FY 2019/2020 Schedule of Fines & Fees be approved as presented with implementation to begin on April 1, 2019.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2018

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
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
 Effective April 1, 2018

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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
 Effective April 1, 2018

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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, 2018

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MISC.

<i>ITEM</i>	<i>LOAN PERIOD</i>	<i>LOAN LIMIT</i>	<i>FEEES</i>	<i>OVERDUE FINES</i>	<i>RENEWAL YES/NO</i>	<i>HOLDS YES/NO</i>	<i>REPLACEMENT CHARGES *</i>
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	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

DOWNLOADABLES

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
 Effective April 1, 2018

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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
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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/-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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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	

***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 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
Effective 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
Effective April 1, 2018

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ADDITIONAL FEES & SERVICES

HOLDS:

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

RENEWAL:

Only Bloomfield Township cardholders 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
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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
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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, 2019

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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 Limited to Bloomfield Township Library Cardholders.	2 weeks	2 passes per BTPL library card only		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

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

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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

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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 #	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 #	fee charged by original lending library, paid in advance				

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

Proposed April 1, 2019

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MISC.

<i>ITEM</i>	<i>LOAN PERIOD</i>	<i>LOAN LIMIT</i>	<i>FEES</i>	<i>OVERDUE FINES</i>	<i>RENEWAL YES/NO</i>	<i>HOLDS YES/NO</i>	<i>REPLACEMENT CHARGES *</i>
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	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 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 \$5 service charge
World Language 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 \$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 Tape	Varies by item	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 Tape	Varies by item	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 Tape	Varies by item	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 Tape	Varies by item	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 (RB Digital)	Zinio Recorded Books	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, 2019

All library items are due on the due date by the close of the library business day.

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/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 and World Language 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>

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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 \$5.00
Duplicate Key Tag		Key Tag replacement - \$3 \$1.00
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. Replacement items must be pre-approved by Library staff.

Library Cards:

- 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 in full.
- 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 on accounts 60 days past due will be pursued by a collection agency.
- A \$15 non-refundable collection fee will be assessed per account.
- Residents will receive one library card and one key tag library card free of charge should they lose or damage their card or key tag.

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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

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ADDITIONAL FEES & SERVICES

HOLDS:

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

RENEWAL:

Only Bloomfield Township cardholders 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.

All items which are renewable may be renewed once by any cardholder in our system. Bloomfield Township cardholders residents may renew items up to three times, as available.

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.

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

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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.

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 two hour limit for study rooms.

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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, 2019

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
MEMORANDUM**

TO: Trustees
FROM: Carol Mueller
DATE: January 15, 2019
SUBJECT: Bank Signatories

With the recent changes in officers on the Bloomfield Township Public Library Board of Trustees, a resolution to approve a change in bank signatories is being presented at the January 15, 2019 Regular Board Meeting for your approval. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories. The resolution attached authorizes the following persons to sign on behalf of the Library, issue orders for payment or withdrawal of money:

Judy Lindstrom, Trustee/President
Sandra Edwards, Trustee/Secretary
Carol Mueller, Library Director
Tera Moon, Assistant Library Director
Sandra Bird, Finance Coordinator
Brian Kepes, Bloomfield Township Treasurer
Leo Savoie, Bloomfield Township Supervisor
Janet Roncelli, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

This resolution will need to be updated again when officers of the Library Board of Trustees change, when changes in the positions of Library Director, Assistant Library Director or Finance Coordinator occur or when changes in the Bloomfield Township Public Officials occur.

If you agree, the following action is needed:

ACTION: I move to approve the resolution authorizing signatures, including facsimile signatures, for banking services on behalf of the Bloomfield Township Public Library as presented, effective January 1, 2019.

**A RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE
SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD
TOWNSHIP PUBLIC LIBRARY**

THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the library, orders for payment or withdrawal of money:

Judy Lindstrom, President/Trustee
Sandra Edwards, Secretary/Trustee
Carol Mueller, Director
Tera Moon, Assistant Director
Sandra Bird, Finance Coordinator
Brian Kepes, Bloomfield Township Treasurer
Leo Savoie, Bloomfield Township Supervisor
Janet Roncelli, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

Such authority shall remain in force until revoked by written notice to the affected financial institution of the action taken by the Trustees of the Bloomfield Township Public Library.

All prior authorizations are suspended.

SECTION 2. The following depository institutions are approved institutions for the authorized signers on behalf of the Library:

Flagstar Bank
Fifth Third Bank
Huntington Bank
RBC Schwartz & Co.

SECTION 3. This resolution was duly PASSED and ADOPTED this 15th day of January, 2019, and takes effect January 1, 2019, upon signing by the President and Secretary.

Judy Lindstrom, President

Sandra Edwards, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Tera Moon
DATE: January 7, 2019
SUBJECT: Space Needs & Wayfinding Assessment Update

A group of staff have been assigned “spaces ambassadors” and are tasked with helping to facilitate communication of this project to patrons and staff. These folks have been working on writing a list of talking points and questions that might come up as we start to make changes for this project.

We anticipate starting phase one of the Spaces project in April 2019. Phase one is moving the Media collection to Adult and Youth Services and converting the space left into an area that patrons can use in a variety of ways including for collaboration and group studying.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Tera Moon
DATE: January 7, 2019
SUBJECT: Strategic Plan Update

1. Marketing

This group continues to meet and discuss ideas and tactics for marketing the Library and its services. The group recently tried a version of tic-tac-toe played on social media to encourage others to interact with our social media pages. The group is working on an email that will go to all new cardholders with information about their library card and encouraging them to sign up for the Library's enewsletter.

2. Tours

Another library tour is planned for the winter quarter. The tours continue to attract small but enthusiastic groups.

3. Staff Awareness

The weekly Staff Huddles 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.

4. Programming

This group is being reviewed and will start meeting again soon.

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.

February 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1 10AM Movers and Shakers 12PM English Language Conversation Hour 6:30PM Game Night After-Hours	2 11AM Make It @ the Library: Card Making	3
4 4:30PM CS -First Animation (Grades 4-8) 7PM Open Lab	5 10AM Knit 'n Stitch 10AM Tinker Tales 6PM Microsoft Word 6:30PM My First Book Group 7PM Do You Have Enough to Retire Comfortably?	6 12:15 PM Friends 10AM Wee ALL Play 4:30PM CS -First Animation (Grades 4-8) 6PM Make It @ the Library: Crochet Colorwork	7 10AM Mother Goose Club	8 10AM Movers and Shakers 12PM English Language Conversation Hour	9 9:30AM – 3:30PM Friends of the Library Second Saturday	10
11 AARP Tax Aide - Free Tax Assistance 11AM Adult /Teen Sensory Storytime 6:30PM Paperbacks & Snacks	12 10AM Tinker Tales 1PM Memoir Writers' Group	13 Gale Courses Begin 10AM Wee ALL Play 6PM Make It @ the Library: Crochet Colorwork 6:30PM Writers' Rendezvous	14 10AM Mother Goose Club 1PM Digital Download Help 6PM Teen Cosplay Book Club: Lord of the Rings 6:30PM Art Lab 7PM Open Lab	15 10AM Movers and Shakers 10AM Coffee &Conversation 12PM English Language Conversation Hour	16 11AM SENSEational Story Time	17
18 10AM Family Story Time 1PM 30 Minute Lunchtime Book Club 6:30PM Book Worms	19 10AM Tinker Tales 1PM Memoir Writers' Group 6PM Introduction to Microsoft Excel 7PM Library Board	20 10AM Wee ALL Play 1PM Mystery Book Club	21 10AM Mother Goose Club 7PM The Good Roads Movement in Michigan: How Bicyclists and Automobilists got Farmers out of the Mud	22 10AM Movers and Shakers 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour 7PM Chamber Music Concert Series	23 11AM Tablet Tales	24
25 AARP Tax Aide - Free Tax Assistance 6PM Books in Bars at Rusty Bucket (Book Club)	26 10AM Tinker Tales 1PM Memoir Writers' Group	27 10AM Wee ALL Play 6PM Computer Basics 6:30PM Writers' Rendezvous	28 10AM Eleanor's Book Club 10AM Mother Goose Club 6:30PM Book Chat			