

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
January 21, 2020
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:

Carol Mueller

muellerc@btpl.org

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

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

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

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
For Tuesday, January 21, 2020
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	01/17/2020
2a	Request to remove items from the Consent Agenda for Discussion	01/17/2020
2b	Motion to approve the order of items for the regular and consent agendas	01/17/2020
5	Motion to approve remaining Consent Agenda items 6-8d	01/17/2020
6	Regular Board Meeting Minutes of 12/17/2019	01/17/2020
7a	Cash Disbursements	01/17/2020
7b	Revenues/Expenditures Budget Report	01/17/2020
7c	Energy Report	01/17/2020
8a	President's Report– no report	
8b	Director's Report	01/17/2020
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – 01/09/2020	01/17/2020
8c	Finance Committee/ Personnel 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	
8c	Policy Committee – no report	
10a	Library Board Committee Appointments	01/17/2020
11a	Fines & Fees FY 2020/2021	01/17/2020
13	Motion to approve any items removed from the Consent Agenda	01/17/2020
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	01/17/2020
	Space Needs and Wayfinding Update	01/17/2020
	Calendar	01/17/2020

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 21, 2020
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

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

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

6. Regular Board meeting minutes of December 17, 2019
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
11. New Business
 - a. Fines & Fees FY 2020/2021
- Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, February 18, 2020
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, December 17, 2019

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, Eli Greenbaum, Grant Gerhart, Judy Lindstrom, and Joan Luksik

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

Guests: Paul Zink, Systems Technician and Staff Organization Committee Representative (SOC); Barbara Bloom and Klaren Gerhart, Bloomfield Township Residents

Upon discussion, a motion was made by Eli Greenbaum and 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 Judy Lindstrom wished everyone a joy-filled holiday season and an adventure-filled 2020.

Director's Verbal Report:

Director Carol Mueller gave an update on the projects. Last week the Lobby, the Vending Café, and most of the Commons area was freshly repainted in the same colors. The wood removed from the self-check was used to repair other areas. Wednesday and Thursday nights of this week after the Library closes, the Lobby floor imperfections will be filled with epoxy and the lighter corners will be buffed out. Phase one of the Commons area carpeting has been completed in the holds area. The electrical has been done in the site where a new booth will be installed. Sample boards prepared by Aecom with fabrics, carpets, upholsteries, and other materials, as well as floorplans were shared. Bloomfield Hills has a new superintendent, Pat Watson, replacing Rob Glass. Mr. Watson was previously the principal of West Bloomfield High School and has been part of that district since 1994. He will be invited to come for a Library tour. She wished all happy holidays and expressed, "there is much to look forward to in 2020."

REGULAR AGENDA:

Call to the Public: Paul Zink, Systems Technician and representative of the SOC, reported that the holiday party was a success and many had a good time. No other comments were shared.

UNFINISHED BUSINESS:

10a. Committee Appointments

Standing Committee Appointments were reviewed by President Judy Lindstrom. There were no requests for any changes to any current committee positions. Committee Appointments remain as is.

NEW BUSINESS:

11a. 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, however (1) the hard cap option or (2) the 80/20 option are the only options the Library Board may select.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year.

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 Finance Committee and Personnel Committee support this recommendation.

Upon discussion, a motion was made by Joan Luksik seconded by Grant Gerhart **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2020.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b. Director's Evaluation

Joan Luksik reported that no changes were made to the Director's Evaluation form. 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 will begin with a report from the Library Director to the Board summarizing her activities during 2019. The report, as well as the Director's evaluation form, will be sent 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 18, 2020 Library Board meeting.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

None.

OTHER:

Sandy Edwards reported on the Wednesday, December 4 Friends of the Library meeting. The Director presented her Wish List, which includes a new microfilm machine, as well as programming for Adult and Youth. Special Committees have been reviewing the book sales and will cull books from storage after two months. Since the meeting, the Friends reported that the December book sale raised \$3,742.50. The next Friends Board meeting is on Wednesday, January 8, 2020.

The next regular monthly meeting of the Board of Trustees will be Tuesday, January 21 at 7 p.m.

At 7:26 p.m. President 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 2020****New Vendors:**

Atlas Solutions is a new vendor for staff scheduling software.

General Fund Advance

- Check #20251 payable to Bloomfield Township in the amount of \$1,362.43 was payment for the Library's water bill for 10/21 – 11/18/2019.
- Check # 20254 payable to Frank Rewold and Son, Inc. in the amount of \$2,207.78 was payment for the west side water remediation project.
- Check #20275 payable to Atlas Solutions in the amount of \$3,200.00 was payment for staff scheduling software.

General Fund

- Check #20276 payable to AECOM Great Lakes, Inc. in the amount of \$56,000.00 is payment for our Spaces project
- Check #20280 payable to Bloomfield Township in the amount of \$512,026.12 is payment for three payrolls including FICA, HRA contributions, pension, etc., as usual.
- Check #20283 payable to CEI Michigan L.L.C. in the amount of \$81,563.60 is payment for the Library's roof project.
- Check #20290 payable to Frank Rewold and Son, Inc. in the amount of \$68,982.25 is payment for the Library's Spaces project.
- Check #20294 payable to Innovative Interfaces, Inc. in the amount of \$67,279.10 is payment for a the Library's integrated library system, Sierra.
- Check #20298 payable to Midwest Collaborative for Library Services in the amount of \$340.70 is payment for an annual subscription to a reference service.

- Check #20306 payable to Quinn Evans Architects in the amount of \$5,358.74 is payment for the roof project.
- Check #20312 payable to Tel Systems in the amount of \$4,200.00 is payment for our audio visual equipment services contract.

Gift Fund

- Check #5116 payable to Bloomfield Township Public Library in the amount of \$20.87 is reimbursement for program supplies.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF DECEMBER 2019

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
20241	12/10/19	AT&T	106.01	468.55
20242	12/10/19	Patricia Ballard	106.01	33.90
20243	12/10/19	GOLDNER WALSH NURSERY, INC.	106.01	5,362.53
20244	12/10/19	LOWE'S	106.01	128.16
20245	12/10/19	Martha McGee	106.01	128.92
20246	12/10/19	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
20247	12/10/19	Jennifer Taggart	106.01	91.06
20248	12/10/19	THOMSON REUTERS/THOMSON WEST	106.01	158.71
20249	12/17/19	APPLIED IMAGING	106.01	575.70
20250	12/17/19	ATLAS SOLUTIONS	106.01	2,900.00
20251	12/17/19	BLOOMFIELD TOWNSHIP	106.01	1,362.43
20252	12/17/19	XFINITY	106.01	158.09
20253	12/17/19	FLAGSTAR BANK	106.01	5,785.71
20254	12/17/19	FRANK REWOLD AND SON, INC.	106.01	2,207.78
20255	12/17/19	TERMINIX PROCESSING CTR.	106.01	128.00
20256	12/17/19	VERIZON WIRELESS	106.01	209.08
20257	12/26/19	VOID	106.01	
20258	12/26/19	VOID	106.01	
20259	12/26/19	VOID	106.01	
20260	12/26/19	AT&T	106.01	267.88
20261	12/26/19	PETTY CASH - BTPL	106.01	147.51
20262	12/26/19	Andrea Lebeck	106.01	46.73
20263	12/27/19	CONSUMERS ENERGY	106.01	4,580.10
20264	12/27/19	DTE ENERGY	106.01	21,938.70
20265	12/27/19	Martha McGee	106.01	102.83
20266	12/27/19	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	725.61
20267	12/27/19	VIGILANTE SECURITY	106.01	1,950.00
20268	1/2/20	AMAZON.COM	106.01	1,339.88
20269	1/2/20	AT&T	106.01	468.55
20270	1/2/20	VOID	106.01	
20271	1/2/20	CAR TRUCKING, INC.	106.01	199.50
20272	1/2/20	Tera Moon	106.01	51.00
20273	1/2/20	PITNEY BOWES RESERVE ACCOUNT	106.01	1,500.00
20274	1/2/20	T MOBILE	106.01	29.40
20275	1/2/20	ATLAS SOLUTIONS	106.01	3,200.00
Total				<u>56,324.31</u>
REGULAR CHECKS:				
20276	1/10/20	AECOM GREAT LAKES, INC.	106.01	56,000.00
20277	1/10/20	AMERICAN FIREPLACE & BARBEQUE DIST	106.01	459.00
20278	1/10/20	APPLE BOOKS	106.01	1,171.00
20279	1/10/20	BAKER & TAYLOR, INC.	106.01	9,079.25
20280	1/10/20	BLOOMFIELD TOWNSHIP	106.01	512,026.12
20281	1/10/20	BUTZEL LONG	106.01	234.00
20282	1/10/20	CDW GOVERNMENT, INC.	106.01	577.02
20283	1/10/20	CEI MICHIGAN LLC	106.01	81,563.60
20284	1/10/20	CENGAGE LEARNING/GALE	106.01	9,037.84
20285	1/10/20	CENTRAL BUSINESS SYSTEMS, INC.	106.01	752.85
20286	1/10/20	DEMCO, INC.	106.01	292.71
20287	1/10/20	DU ALL CLEANING, INC	106.01	6,810.00
20288	1/10/20	EASTMAN FIRE PROTECTION, INC.	106.01	224.53
20289	1/10/20	FINANCIAL INFORMATION, INC.	106.01	3,850.00
20290	1/10/20	FRANK REWOLD AND SON, INC.	106.01	68,982.25

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF DECEMBER 2019**

Check #	Date	Payee	Cash Account	Amount
20291	1/10/20	GOLDNER WALSH NURSERY, INC.	106.01	1,091.11
20292	1/10/20	GREAT OAKS MAINTENANCE	106.01	8,250.00
20293	1/10/20	INGRAM LIBRARY SERVICES	106.01	481.14
20294	1/10/20	INNOVATIVE INTERFACE, INC	106.01	67,279.10
20295	1/10/20	LJ ROLLS REFRIGERATION CO., INC	106.01	4,861.49
20296	1/10/20	LERNER PUBLISHING GROUP	106.01	175.92
20297	1/10/20	MASON CREST	106.01	129.75
20298	1/10/20	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	340.70
20299	1/10/20	MICROMARKETING LLC	106.01	256.60
20300	1/10/20	MIDWEST TAPE	106.01	5,635.91
20301	1/10/20	MORNINGSTAR, INC.	106.01	165.00
20302	1/10/20	NBS	106.01	3,034.68
20303	1/10/20	NICHOLS/NETWORK SERVICES CO	106.01	809.44
20304	1/10/20	OMNIGRAPHICS	106.01	867.60
20305	1/10/20	OVERDRIVE	106.01	11,716.74
20306	1/10/20	QUINN EVANS ARCHITECTS	106.01	5,358.74
20307	1/10/20	RECORDED BOOKS, LLC	106.01	103.19
20308	1/10/20	RED BOOKS LLC	106.01	3,192.50
20309	1/10/20	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	749.95
20310	1/10/20	SECANT	106.01	213.75
20311	1/10/20	SHOWCASES	106.01	792.12
20312	1/10/20	TEL SYSTEMS	106.01	4,200.00
20313	1/10/20	THE COUNCIL OF STATE GOVERNMENTS	106.01	89.10
20314	1/10/20	THOMSON REUTERS	106.01	139.23
20315	1/10/20	UNIQUE MANAGEMENT SERVICES, INC.	106.01	232.70
20316	1/10/20	THE UNIVERSITY OF CALIFORNIA BERKELEY	106.01	172.58
20317	1/10/20	WORLD BOOK, INC.	106.01	459.00
Total				<u><u>871,858.21</u></u>

Gift Fund

ADVANCE CHECKS:

5114	12/10/19	GOLDNER WALSH NURSERY, INC.	102.03	287.00
5115	12/17/19	FLAGSTAR BANK	102.03	830.31
5116	12/26/19	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	20.87
5117	12/26/19	Nicole Gillies	102.03	53.49
5118	12/26/19	Anna Pelepchuk	102.03	100.00
5119	1/2/20	AMAZON.COM	102.03	802.23
5120	1/2/20	CHRISTOPHER HARDING	102.03	500.00
Total				<u><u>2,593.90</u></u>

REGULAR CHECKS:

5121	1/10/20	BAKER & TAYLOR	102.03	97.02
5122	1/10/20	DETROIT HISTORICAL SOCIETY	102.03	500.00
5123	1/10/20	SCHOLASTIC INC	102.03	122.60
Total				<u><u>719.62</u></u>

Bloomfield Township Public Library
FY 2019-2020 General Fund Budget
 PRESENTED: JANUARY 21, 2020 FOR THE MONTH OF: DECEMBER, 2019

7b

Nine Months 75%

		2019-2020	2019-2020			Nine Months 75%	
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 19, 2019	AUGUST 20, 2019	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$7,310,390	\$7,434,405	\$1,019,776	\$1,018,196	13.70%	(\$6,416,209)
420.01	Penal Fines	\$84,528	\$84,528	\$0	\$87,723	103.78%	\$3,195
422.01	State Aid	\$28,491	\$28,491	\$0	\$32,919	115.54%	\$4,428
430.01	Circulation Fines & Fees	\$85,000	\$85,000	\$6,073	\$58,694	69.05%	(\$26,306)
	Charges for Services	\$14,738	\$14,738	\$1,428	\$11,092	75.26%	(\$3,646)
	Investment earnings	\$67,150	\$75,000	\$2,554	\$189,004	252.01%	\$114,004
	Miscellaneous	\$14,466	\$14,466	\$3,328	\$12,969	89.65%	(\$1,497)
Total Revenues		\$7,604,763	\$7,736,628	\$1,033,159	\$1,410,596	18.23%	(\$6,326,032)
<u>Expenditures</u>							
	Personnel	\$4,165,303	\$4,310,143	\$510,435	\$3,047,433	70.70%	(\$1,262,710)
	Library Services	\$870,134	\$849,839	\$51,021	\$578,527	68.07%	(\$271,312)
	Facilities & Equipment	\$994,137	\$969,137	\$132,068	\$739,118	76.27%	(\$230,019)
	Other Operating Expenditures	\$3,133,364	\$3,991,482	\$233,246	\$2,453,156	61.46%	(\$1,538,326)
Total Expenditures		\$9,162,938	\$10,120,601	\$926,770	\$6,818,233	67.37%	(\$3,302,368)
Fund Balance - Beginning		\$11,933,661	\$11,933,661		\$11,933,661		
Net revenue (expenditure)		(\$1,558,175)	(\$2,383,973)		(\$5,407,637)		
Fund Balance - Ending		\$10,375,486	\$9,549,688		\$6,526,024		

Amendments to the budget:
None

Changes made to the line items:
None

Fund Balance Designations

Nonspendable-Prepaid Expense	\$43,630	\$43,630
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,170,392	\$4,170,392
Assigned Fund Balance (is \$481,999 the 3/31/19 compensated absences accrual, plus \$2,940,000 the 12/18/18 60% OPEB obligation plus \$2,639,465 for capital improvements)	\$6,061,464	\$5,235,666
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2019-2020 Gift Fund Budget

PRESENTED: JANUARY 21, 2020 FOR THE MONTH OF: DECEMBER, 2019

Nine Months 75%

ACCOUNT NUMBER	ACCOUNT NAME	2019-2020 ADOPTED BUDGET AS OF MAR 19, 2019	2019-2020 AMENDED BUDGET AS OF JAN 21, 2020	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$48,104	\$2,001	\$48,104	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$13	\$124	62.15%	(\$76)
460.03	Miscellaneous Revenue	\$0	\$5	\$0	\$5	100.00%	\$0
	Total Revenues	\$700	\$48,309	\$2,014	\$48,233	99.84%	(\$76)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$78,937	\$2,888	\$24,891	31.53%	(\$54,047)
	Facilities & Equipment	\$22,360	\$35,883	\$0	\$26,833	74.78%	(\$9,050)
	Other Operating Expenditures	\$89,446	\$94,983	\$425	\$5,715	6.02%	(\$89,268)
	Total Expenditures	\$162,195	\$209,804	\$3,314	\$57,439	27.38%	(\$152,364)
	Fund Balance - Beginning	\$161,695	\$161,695		\$178,428		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$9,206)		
	Fund Balance - Ending	\$200	\$200		\$169,221		

Bloomfield Township Public Library
Asset Allocation Summary
December 2019

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	12/31/2019	\$83,939.57
	Flagstar Public Funds Savings	1.30%	12/31/2019	\$158,775.00
	Flagstar Premier Public Entities Checking	0.55%	12/31/2019	\$27,321.37
	RBC Capital Cash/Money Market	0.55%	12/31/2019	\$28,930.05
	RBC Capital - Investments	2.90%	12/31/2019	\$7,098,693.46
Total General Fund				\$7,313,719.88
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	12/31/2019	\$96,952.06
	Huntington CD (Charnov gift) - matures 02/04/2020	2.20%	12/31/2019	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2019	\$9,924.86
Total Gift Fund				\$156,876.92

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 2/2019</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2018	\$13,784.00	
Yvonne T. Atkinson Fund	12/31/2018	\$27,556.00	
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2018	\$31,369.39	
BTPL Endowment Fund	12/31/2018	\$34,093.61	
Fair Radom Garden Endowment Fund	12/31/2018	\$14,657.00	
BTPL Director's Legacy Fund	12/31/2018	\$15,690.00	
Total CFSEM holdings		\$137,150.00	

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	12/31/2019 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.4%	\$28,930	\$28,930	\$159	0.55%
Accrued Interest	0.0%	\$0	\$2,037	\$0	0.00%
Vanguard Money Market Reserves Income	19.8%	\$1,411,730	\$1,411,730	\$27,105	1.92%
U.S. Treasury Note - 6/15/20	7.0%	\$499,922	\$499,825	\$7,500	1.53%
U.S. Treasury Note - 10/15/20	7.0%	\$500,153	\$499,940	\$8,125	1.59%
Eaton Vance Short Duration Government Income	18.9%	1,243,967	1,347,801	43,925	3.26%
Loomis Sayles Limited Term U.S. Gov't & Agency	13.6%	887,000	969,871	22,342	2.30%
BlackRock GNMA Portfolio	1.7%	83,514	120,169	4,159	3.46%
Victory INCORE Fund for Income	12.8%	821,134	914,681	49,460	5.41%
Virtus Asset SEIX U.S. Mortgage	1.7%	86,829	120,932	2,825	2.34%
VOYA GNMA Income	1.7%	89,871	121,971	3,557	2.92%
Eaton Vance Government Obligations	15.3%	1,016,743	1,091,774	37,298	3.42%
Total Portfolio	100.0%	\$6,669,793	\$7,129,661	\$206,455	2.90%

4th Quarter Activity - September 30, 2019 - December 31, 2019

Cash Activity

Beginning Balance	\$14,039.58
Deposits & Sales Proceeds	\$3,570,970.41
Withdrawals	(\$2,553,000.00)
Interest & Dividends	\$57,664.83
Capital Gains	\$48.99
Investment Advisory Fees	(\$5,777.30)
Net funds to purchase securities	(\$1,055,016.46)
Ending Balance	\$28,930.05

Change in Security Value

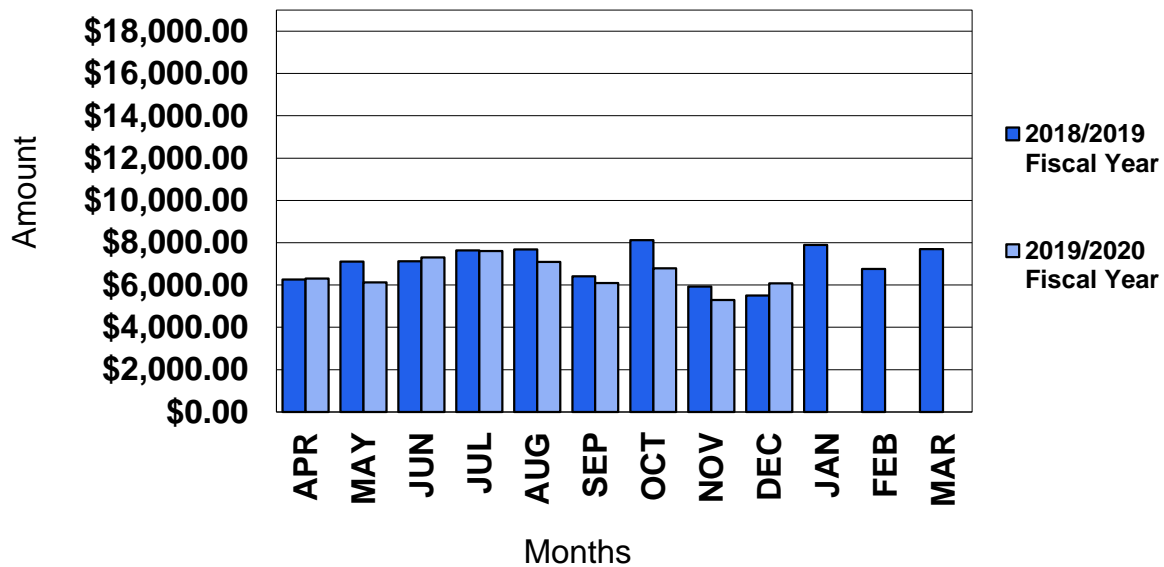
Beginning value of securities	\$8,623,084.08
Securities purchased	\$1,055,016.46
Securities sold	(\$2,550,000.00)
Change in value of priced securities	(\$29,407.08)
Ending Value of priced securities	\$7,098,693.46

Estimated Accrued Interest**\$2,037.23****Total account value as of December 31, 2019****\$7,129,660.74**

FINES AND FEES - TWO-YEAR COMPARISON

Month	2018/2019 Fiscal Year	2019/2020 Fiscal Year	Difference
APR	\$6,256.90	\$6,301.13	\$44.23
MAY	\$7,103.51	\$6,121.84	(\$981.67)
JUN	\$7,120.68	\$7,306.12	\$185.44
JUL	\$7,638.21	\$7,613.65	(\$24.56)
AUG	\$7,679.75	\$7,094.04	(\$585.71)
SEP	\$6,412.82	\$6,100.50	(\$312.32)
OCT	\$8,128.01	\$6,794.13	(\$1,333.88)
NOV	\$5,927.20	\$5,290.11	(\$637.09)
DEC	\$5,503.01	\$6,072.51	\$569.50
JAN	\$7,894.37		(\$7,894.37)
FEB	\$6,757.39		(\$6,757.39)
MAR	\$7,705.05		(\$7,705.05)
			YTD Difference
TOTAL	<u>\$84,126.90</u>	<u>\$58,694.03</u>	<u>(\$25,432.87)</u>

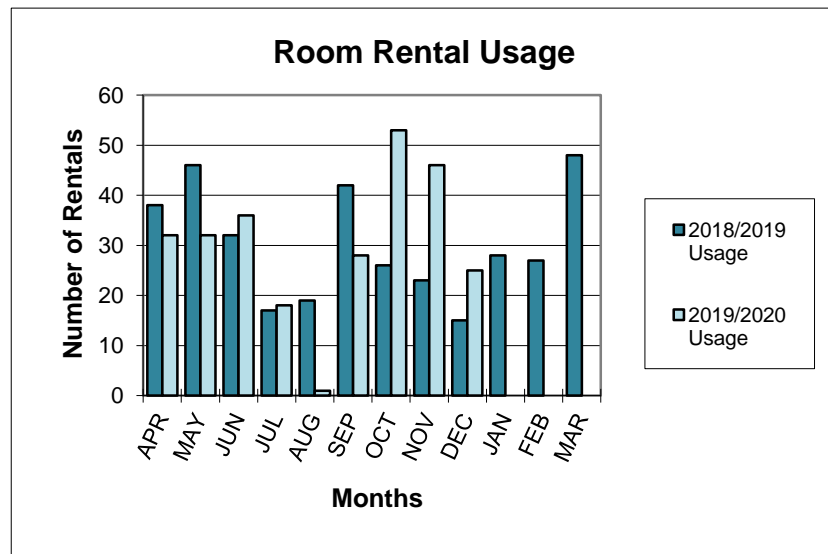
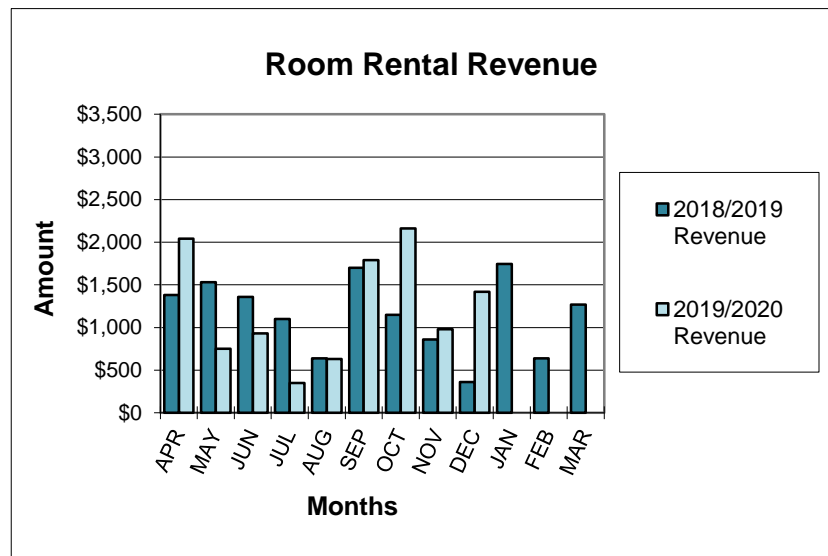
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

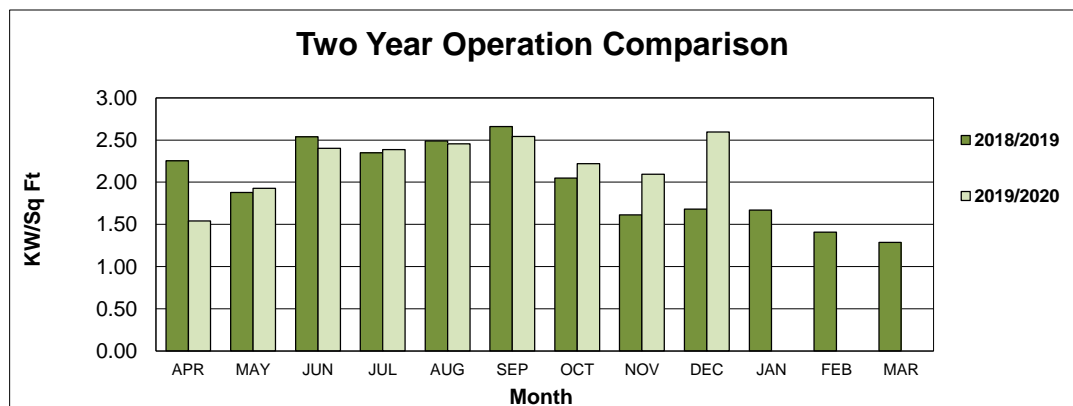
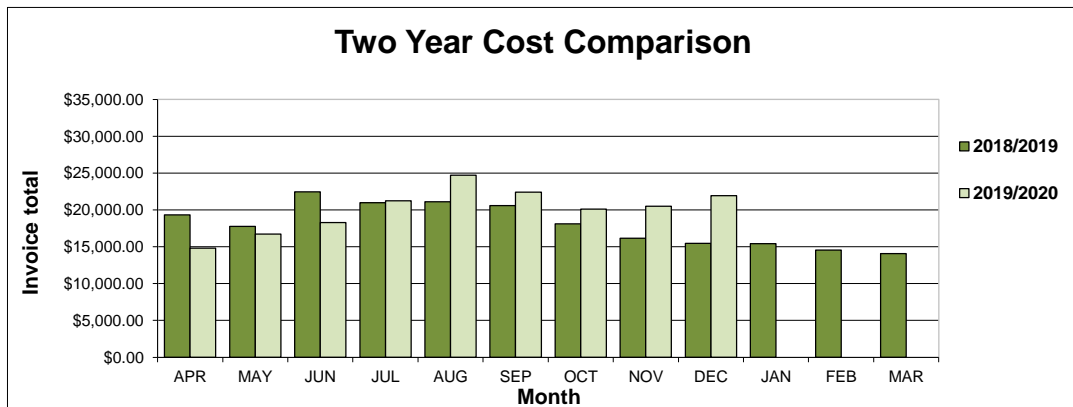
Month	2018/2019 Revenue	2019/2020 Revenue	Difference	2018/2019 Usage	2019/2020 Usage	Month
APR	\$1,380.00	\$2,040.00	\$660.00	38	32	APR
MAY	\$1,530.00	\$750.00	(\$780.00)	46	32	MAY
JUN	\$1,360.00	\$930.00	(\$430.00)	32	36	JUN
JUL	\$1,100.00	\$350.00	(\$750.00)	17	18	JUL
AUG	\$640.00	\$630.00	(\$10.00)	19	1	AUG
SEP	\$1,700.00	\$1,790.00	\$90.00	42	28	SEP
OCT	\$1,150.00	\$2,160.00	\$1,010.00	26	53	OCT
NOV	\$860.00	\$980.00	\$120.00	23	46	NOV
DEC	\$360.00	\$1,420.00	\$1,060.00	15	25	DEC
JAN	\$1,746.00		(\$1,746.00)	28		JAN
FEB	\$640.00		(\$640.00)	27		FEB
MAR	\$1,270.00		(\$1,270.00)	48		MAR
			YTD Difference			
TOTAL	\$13,736.00	\$11,050.00	(\$2,686.00)	361	271	



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2018/2019	2019/2020	Difference	TOTAL KWH	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
APR	\$19,326.66	\$14,799.82	(\$4,526.84)	155,540	\$0.10	216.03	1.54	\$20.56	\$0.15
MAY	\$17,765.47	\$16,714.85	(\$1,050.62)	194,600	\$0.09	261.56	1.93	\$22.47	\$0.17
JUN	\$22,441.79	\$18,297.56	(\$4,144.23)	242,620	\$0.08	336.97	2.40	\$25.41	\$0.18
JUL	\$21,003.42	\$21,263.38	\$259.96	241,290	\$0.09	324.31	2.39	\$28.58	\$0.21
AUG	\$21,106.71	\$24,712.62	\$3,605.91	247,870	\$0.10	333.16	2.45	\$33.22	\$0.24
SEP	\$20,598.04	\$22,429.69	\$1,831.65	256,760	\$0.09	356.61	2.54	\$31.15	\$0.22
OCT	\$18,134.07	\$20,133.70	\$1,999.63	224,140	\$0.09	301.26	2.22	\$27.06	\$0.20
NOV	\$16,157.32	\$20,520.50	\$4,363.18	211,470	\$0.10	293.71	2.09	\$28.50	\$0.20
DEC	\$15,467.14	\$21,937.80	\$6,470.66	262,010	\$0.08	352.16	2.59	\$29.49	\$0.22
JAN	\$15,419.20		(\$15,419.20)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$14,539.23		(\$14,539.23)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,091.82		(\$14,091.82)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$216,050.87	\$180,809.92	(\$35,240.95)						



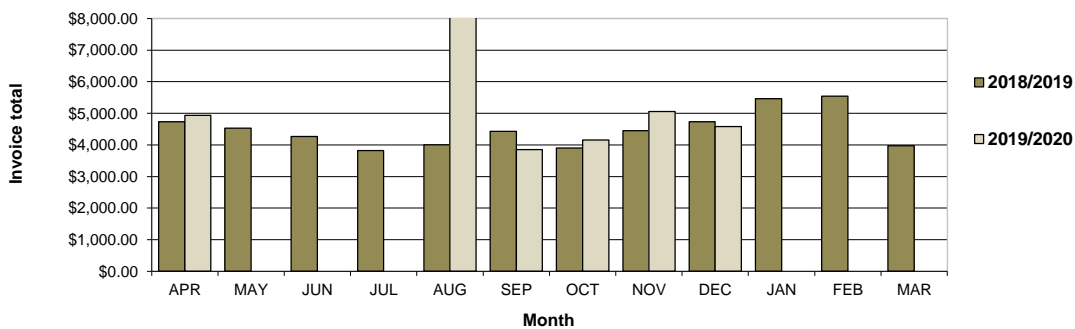
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

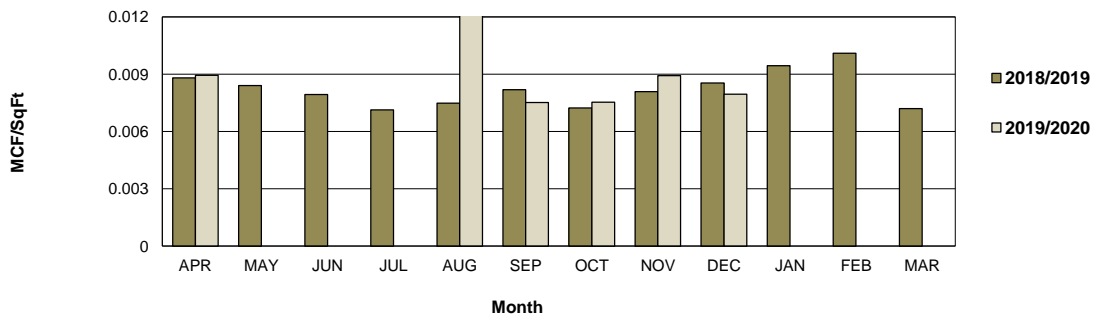
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2018/2019	2019/2020	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$4,735.91	\$4,934.17	\$198.26	903.6	\$5.46	720	1.26	0.009	6.85	0.048
MAY	\$4,527.01	\$0.00	(\$4,527.01)		#DIV/0!	744	0.00	0.000	0.00	0.000
JUN	\$4,270.19	\$0.00	(\$4,270.19)		#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$3,820.68	\$0.00	(\$3,820.68)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$4,002.67	\$15,725.12	\$11,722.45	3102.8	\$5.07	744	4.17	0.031	21.14	0.153
SEP	\$4,426.73	\$3,849.39	(\$577.34)	759.2	\$5.07	720	1.05	0.008	5.35	0.038
OCT	\$3,905.80	\$4,155.69	\$249.89	761.6	\$5.46	744	1.02	0.008	5.59	0.041
NOV	\$4,449.79	\$5,060.97	\$611.18	901.9	\$5.61	720	1.25	0.009	7.03	0.049
DEC	\$4,727.64	\$4,580.10	(\$147.54)	804.0	\$5.70	744	1.08	0.008	6.16	0.045
JAN	\$5,466.10		(\$5,466.10)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,540.36		(\$5,540.36)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$3,977.14		(\$3,977.14)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$53,850.02	\$38,305.44	(\$15,544.58)							

Two Year Cost Comparison



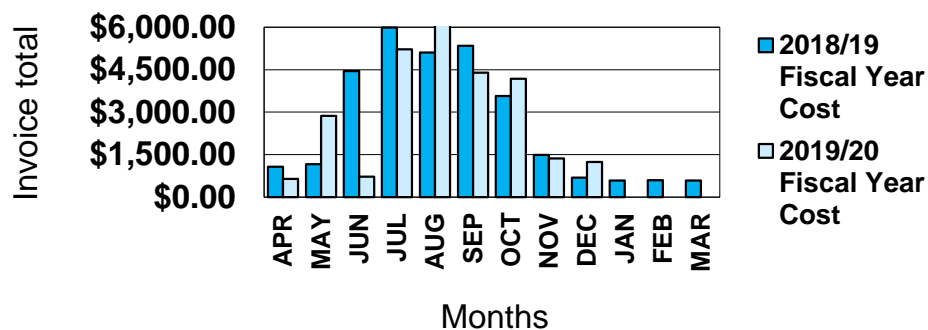
Two Year Operation Comparison



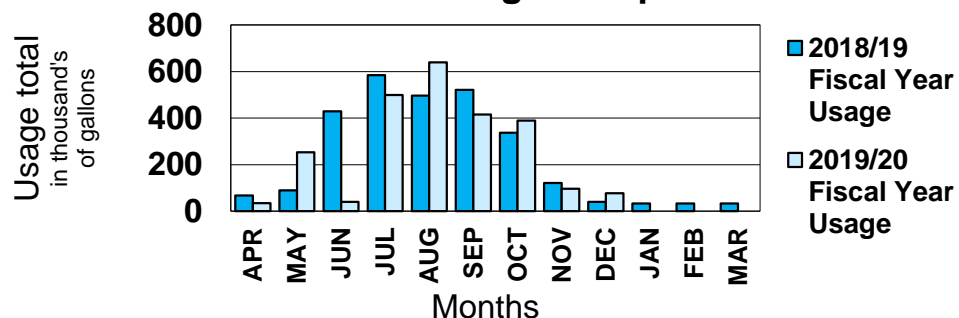
Bloomfield Township Public Library Water Analysis

Month	2018/19 Fiscal Year Cost	2019/20 Fiscal Year Cost	Difference	2018/19 Fiscal Year Usage	2019/20 Fiscal Year Usage	Difference
APR	\$1,070.69	\$645.06	(\$425.63)	68	35	(33)
MAY	\$1,159.66	\$2,868.35	\$1,708.69	90	253	163
JUN	\$4,448.57	\$716.21	(\$3,732.36)	429	40	(389)
JUL	\$5,988.08	\$5,222.24	(\$765.84)	584	499	(85)
AUG	\$5,110.72	\$6,626.03	\$1,515.31	497	640	143
SEP	\$5,347.24	\$4,395.20	(\$952.04)	521	415	(106)
OCT	\$3,565.88	\$4,181.74	\$615.86	337	390	53
NOV	\$1,491.00	\$1,362.43	(\$128.57)	122	96	(26)
DEC	\$682.89	\$1,242.72	\$559.83	40	77	37
JAN	\$585.94		(\$585.94)	33		(33)
FEB	\$599.79		(\$599.79)	34		(34)
MAR	\$585.94		(\$585.94)	33		(33)
			YTD Difference			YTD Difference
TOTAL	<u>\$30,636.40</u>	<u>\$27,259.98</u>	<u>(\$3,376.42)</u>	<u>2,788</u>	<u>2,445</u>	<u>(343)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****January, 2020**

Immediately following our regular Library Board meeting on Tuesday, January 21 at 7:00pm, our annual trust meeting will take place. Matt Whitty, Schwartz & Co., will be present to provide an investment overview and answer any questions you may have.

Saturday, January 11, was a very rainy day. I am happy to report that there were no roof leaks or water in the lower level. Hooray!

During November and December, 2019, our Staff Organization Committee (SOC) collected \$245.00 for casual Fridays. A check will be sent to the Community Foundation of Southeast Michigan for the Library's Endowment Fund in honor of the Library Board Trustees as a thank you for all that you do for Bloomfield Township Public Library.

On Thursday, December 19, the Bloomfield Hills High School had an emergency evacuation around 12noon. The special alarm for an active shooter situation was activated somehow. At approximately 1:00pm, over 200 students and teachers, with assistance from police officers, arrived at the Library as this building is designated as a reunification site. I am so very proud of library staff for warmly welcoming everyone and helping in any way possible. Well done library staff!

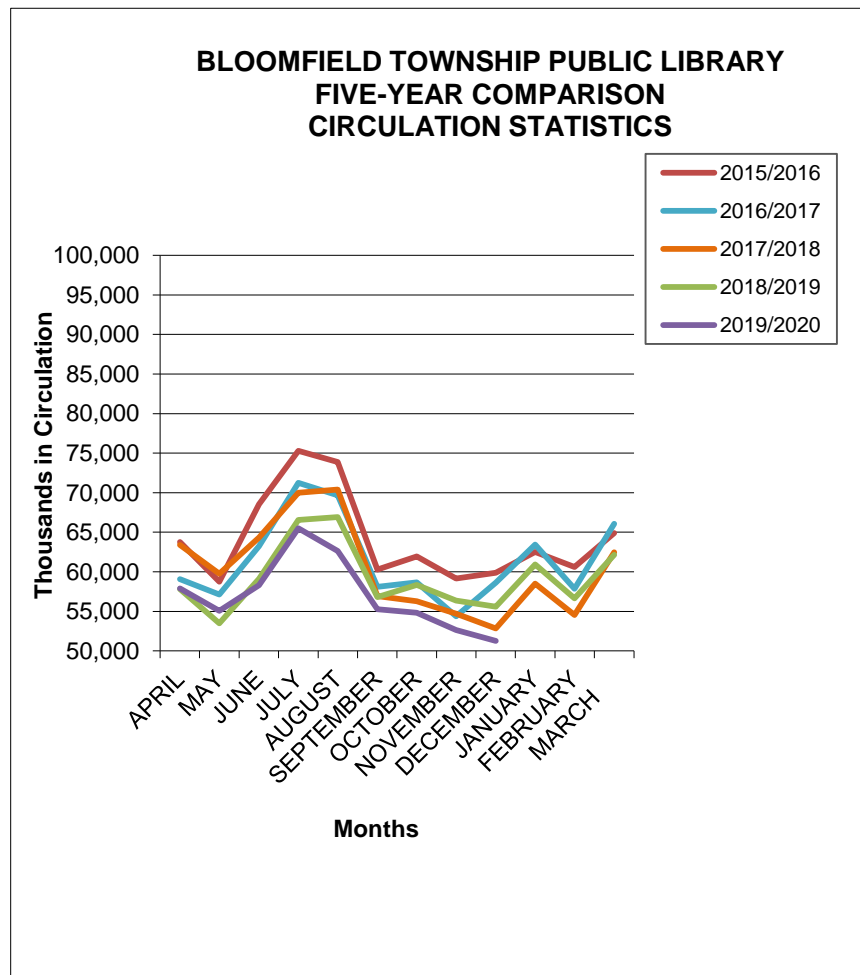
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

1/14/2020

	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>
APRIL	63,783	59,090	63,413	57,829	57,900
MAY	58,740	57,125	59,745	53,493	55,056
JUNE	68,518	63,243	64,319	59,101	58,301
JULY	75,304	71,265	70,006	66,539	65,499
AUGUST	73,868	69,676	70,391	66,907	62,633
SEPTEMBER	60,292	58,100	56,939	56,817	55,270
OCTOBER	61,960	58,678	56,291	58,359	54,813
NOVEMBER	59,157	54,362	54,703	56,357	52,623
DECEMBER	59,871	58,628	52,859	55,615	51,267
JANUARY	62,491	63,455	58,510	60,945	
FEBRUARY	60,612	57,856	54,554	56,645	
MARCH	64,896	66,071	62,452	62,128	
TOTAL	769,492	737,549	724,182	710,735	513,362



	2018		2019	
COLLECTION				
Book Collection:	250,856		239,701	
Media Collection:	59,643		56,531	
Total e-books:	15,540		16,357	
Overdrive	11,081		11,947	
Total downloadable audiobooks:	5,890		6,627	
Materials Total:	331,929		319,216	
CIRCULATION				
Circulation Total:	55,615		51,267	
Bloomfield Township Circulation:	51,570		48,020	
Virtual Circulation Total	11,232		11,615	
Circulation of Youth materials:	18,387		13,558	
Circulation of Media:	15,980		11,806	
Circulation of Cranbrook passes:	178		155	
Self-checkout machine use:	19,719	35.5%	16,717	32.6%
Library by Mail:	37	27 patrons	25	30 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	16,611	*	21,432	*
Gate Count:	24,139		23,151	
Meeting rooms by public:	15		25	
Meeting rooms by staff:	70		71	
VIRTUAL USE				
Home page hits:	21,453		25,037	
e-book access:	2,941		3,432	
Overdrive	2,923		3,431	
EBSCOhost	18		1	
Audiobook access: (Overdrive)	1,620		1,924	
Freegal music download access:	1,000		636	
Freegal music streaming:	2,289		2,114	
Magazine download access:	1,300		1,056	
Hoopla access:	2,082		2,453	
Tutor.com sessions:	94		15	
Library Computer Use				
Resident Use	1,026		1,009	
Guest Use	478		416	
*Library closed December 24 & 25 for Christmas holiday; closed early at 5:30pm on December 31 for New Year's Eve				

	2018		2019	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	140		105	
Cranbrook:	1		1	
Total new patrons:	160		161	
<i>Adult Program Attendance</i>				
Staff-led:	11 events	199 attended	9 events	87 attended
Speaker-led:	1 event	180 attended	3 events	205 attended
Book clubs:	4 events	54 attended	5 events	51 attended
Tours/visits on-site:	1 event	5 attended	1 event	2 attended
Tours/visits off-site:	3 events	46 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	9 events	53 attended	8 events	32 attended
<i>Teen Program Attendance</i>				
Staff-led:	0	0	2 events	11 attended
<i>Youth Program Attendance</i>				
Staff-led:	17 events	687 attended	22 events	675 attended
Speaker-led:	1 event	24 attended	1 event	110 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	7 events	516 attended	0	0
TOTAL:	54 events	1,764 attended	51 events	1,173 attended
<i>Volunteers:</i>				
	25 people	161.00 hours	23 people	198.75 hours
	Shop: 8	63.75	Shop: 9	90.5
	Court: 1	16	Court: 2	52.5
	Students: 9	32.5	Students: 4	6.75
	Dept. Vol: 7	48.75	Dept. Vol: 8	49
<i>Patron Remarks</i>				
Patron Comments:	10		10	
Ask BTPL:	5		1	
Ask Us:	52		24	
DISPLAYS				
Lobby	Vintage photography equipment from Detroit Historical Society			
Local History	We Love Michiganders			

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, January 9, 10:30 a.m.

Present: Trustees: Eli Greenbaum, Sandy Edwards, Joan Luksik, and Judy Lindstrom; Volunteer Nancy Kulish

Administration: Library Director Carol Mueller; Assistant Director Tera Moon; Administrative Assistant Linden Godlove; Adult Services Assistant Department Head Brooke Hoskins; Youth Services Department Head Marian Rafal

Old Business: None

New Business:

2020 – Photo Contest – the theme is “In Motion.”

The photo contest opens on Monday, January 13, 2020. All of the PR will be released at the end of today which includes posters and brochures. An email has been sent to previous participants and social media posts will be scheduled. The submission deadline is March 15 and the reception is April 18, 2-4 p.m.. The awards will be announced at 3 p.m. The categories and age groups are the same as previous years. In April, the previous winners will be exhibited in the display case to promote the reception. The same judges as previous years have agreed to participate, however the date they will select the winners has not been determined. There will be slips for People’s Choice votes. Judy Lindstrom is emcee. Trustees will help reveal winners.

The Read-a-thon – Saturday, June 20, 2020, 1 – 5 p.m.

Twenty readers are needed for the read-a-thon. Openings for volunteer readers will be available to Bloomfield Township residents through June 12. After this, volunteers will be accepted from outside of the Township. There will be refreshments for the Trustees. Tom Deska will be emcee again. Someone will be needed to relieve him for a half hour so that he may have a break. Publicity will begin in early May.

2020 “In Motion” events

An update on the scheduled events for “In Motion” was shared, which include “The Idatrod Sled Dog Race Experience,” ballet for children, and the Flying Aces Professional Frisbee Disc Team. Shayna Houghton is working with someone from the Ann Arbor community for Traditional Music and Dance to arrange English country dancing. A kite making workshop is being reviewed.

A Magical Night at the Library-Saturday November 7, 2020

- **Review of estimated budget**
The budget was reviewed and it was determined that adjustments may need to be made, based on the scope of the evening. The ticket prices will need to be higher to cover the costs of quality food and entertainment.
- **Review of sub-committees**

Possibilities for the event were discussed, with an agreement that there should be a focus on whimsy, illusion, and activities, although a theme like Alice in Wonderland will not likely occur. The

subcommittees will soon meet and begin to discuss their areas of responsibility and the event will take further shape. The event will take place from 7-9 p.m. on Saturday, November 7, 2020.

Other:

2020 Legislative Breakfast

Director Mueller suggests having the Legislative Breakfast again on Friday, April 24. The previous breakfast was very successful in making connections with legislatives and a few have since used the Library for meetings and programs. The agenda, time frame, style, and concept will be the same as the previous Legislative breakfast; however the focus will be shifted away from the general details about the Library.

Next meeting: Thursday, February 6 at 11:00 a.m.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: January 17, 2020

SUBJECT: Proposed Fines & Fees Schedule 2020

The Department Heads and Administration conducted our annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2020/2021 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 for your consideration to implement at the start of our next fiscal year on April 1, 2020. The most impactful change is the recommendation to begin offering automatic renewals of most items borrowed from the Library as of April 1, 2020.

The Department Heads and Administration have vigorously discussed offering automatic renewals to our residents for two years now. 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 now, Baldwin Public Library. We are recommending this service at this time for several reasons – our patrons have been requesting this service for a couple of years for their own convenience. Automatically renewing borrowed items does offer convenience to our patrons, especially if they are out of town. As stated above, neighboring libraries already offer this service and patrons have come to expect this convenience. While all Department Heads agreed that this is a good service to offer our patrons, there are some disadvantages that I would be remiss if I did not point out. There will be some patron confusion as not all items would be available to be automatically renewed. There may be a loss of opportunity for other patrons to discover items when browsing. Something to consider as well is the budget impact as we feel additional copies of popular items may need to be purchased. Finally, we would most likely experience a decrease in fines and fees revenue. Other libraries who have implemented this service did experience a decrease of approximately 50% in their fines and fees revenues as a result of this change.

Attached is the proposed FY 2020/2021 Fines & Fees schedule with recommended changes highlighted for your consideration. Also attached is our current approved FY 2019/2020 Fines & Fees schedule for your reference.

Our recommendation is to implement the auto renewal feature in our integrated library system as of April 1, 2020.

If our proposed FY 2020/2021 Fines and Fees schedule is approved, all proposed changes would be effective on April 1, 2020

Proposed Changes to the Fines & Fees Schedule

Games- (page 2)

The Library's game collection has been discontinued.

Special Needs – (page 4 and page 7)

Beginning this year, we are using the title of "Accessibility Support" in place of "Special Needs".

STEAM – (page 4 and page 7)

Recently the Library has added STEAM items to its collections.

Kanopy – (page 5)

Kanopy is a new service added this year that offers access to streaming movies.

Telephone Notification – (page 10)

The Library's telephone notification system was very old and was no longer supported. It stopped working this year and could not be revived, unfortunately. Most of our patrons use email and text as avenues to be notified of overdue items and when holds are available to pick up.

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 31, 2019, 3,752 long overdue accounts have been sent to our collection agency, Unique Management Services, Inc., to contact. These accounts totaled \$230,349.07 in overdue fines and materials not returned. Of that amount, \$123,972.14 has been collected in overdue fines and payment for lost materials. In addition, 1,266 long overdue items were returned to the Library. The cost of collecting these materials and fines was \$33,580.40 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 The Library Network (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 to approve the FY 2020/2021 Schedule of Fines & Fees as presented with implementation to begin on April 1, 2020.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2019

All library items are due at the close of the library business day.

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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	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	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, 2019

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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 Nonresidents: 1 day free	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 #		\$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>
DVD Youth, Feature	1 week	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>
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 #		\$1 per 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		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes	Yes	Max cost listed plus \$5 service charge.

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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	\$1 per day fine. Max fine \$15	As permitted by lending Library.	Does not Apply	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – ALA (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				

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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)	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

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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>
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 - \$5.00
Duplicate Key Tag		Key Tag replacement - \$1.00
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. Replacement items must be pre-approved by Library staff.</p>		

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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 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.
- \$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.

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.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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Approved: April 26, 2011

ADDITIONAL FEES & SERVICES

HOLDS:

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

RENEWAL:

All items which are renewable may be renewed once. Bloomfield Township-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.

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TELEPHONE NOTIFICATION: (No Longer Available)

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.

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
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ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audiobook/ CD/MP3/ booklet	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; Up to 3 auto renewals	Yes	Cost listed for set, or \$8 per missing or damaged. CD plus \$5 service charge
Audio Book Downloadable	1,2, or 3 weeks	10 max combined with E-book			No	Yes	
Book (hardcover or paperback)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; Up to 3 auto renewals	Yes	Cost listed plus \$5 service charge
E-book	3 weeks max	10 Max combined with Audio Book			Yes for OverDrive e-books. Will not auto renew	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; Up to 3 auto 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; Up to 3 auto 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 \$10 fine	Yes; Up to 3 auto renewals	Yes	\$25 if lost plus \$5 service charge

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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 Nonresidents: 1 day free	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 #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes; Up to 3 auto 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 #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes; Up to 3 auto 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 Up to 3 auto 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 up to 3 renewals	Yes	Max cost listed plus \$5 service charge.
Game	1 week	5 per person		\$1per day fine. Max fine \$15 or cost (whichever is less)	Yes	Yes	Max cost listed plus \$5 service charge.

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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 No auto 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	\$1 per day fine. Max fine \$15	As permitted by lending library. No auto renewal	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. No auto renewal	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				

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MISC.

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES *
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 Up to 3 auto 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 Up to 3 auto renewals	No	\$5 plus \$5 service charge
Poster	3 weeks	No #		25 cents per day fine. Max fine \$5	Yes; Up to 3 auto renewals	Yes	\$15 plus \$5 service charge
Special Needs Accessibility Support Collection Non-Book	3 weeks	No #		\$1 per day fine Max fine \$15 or cost (whichever is less)	Yes Up to 3 auto renewals	Yes	Cost of item(s) plus \$5 service charge
STEAM & STEM Collections	3 weeks	No #		\$1 per day fine Max fine \$15 or cost (whichever is less)	Yes Up to 3 auto 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 Up to 3 auto 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 Up to 3 auto 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 (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
Movie (Kanopy)	Kanopy	3 Days	8 items Max per calendar month	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

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

Proposed April 1, 2020

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.

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 (RBdigital)	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

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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>
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>
Accessibility Support Special Needs and STEAM 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>
Accessibility Support Special Needs, STEAM 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 -\$5.00
Duplicate Key Tag		Key Tag replacement - \$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. Replacement items must be pre-approved by Library staff.		
Library Cards: <ul style="list-style-type: none"> Nonresident 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 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. \$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

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ADDITIONAL FEES & SERVICES

HOLDS

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

RENEWAL:

All items which are renewable ~~will~~ ~~may~~ be automatically renewed once. Bloomfield Township residents will have ~~may renew~~ items automatically renewed up to three times, as available.

NOTIFICATION SCHEDULE:

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

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

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

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

TELEPHONE NOTIFICATION:

~~**HITS DVD:** 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.~~

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~~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.~~

COMPUTER USE:

Those who live, work or own property 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 Bloomfield 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	FOR 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 only</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 13, 2020

SUBJECT: Strategic Plan Update

The current strategic plan, which has led us to accomplish so many exciting goals, is dated 2016-2020. Though 2020 is on the horizon, the goals of the plan are still relevant and continue to direct our resources and energies. The Spaces project which has become the Commons is the most visible and significant achievement of the plan will be completed in early 2020. We look forward to completing this project before assessing other areas of the Library.

The marketing committee continues to meet and discuss ideas and tactics for marketing the Library and its services. The group will be consulted on digital signage and other displays as the new Commons takes shape. They can help identify new opportunities for reaching patrons using existing spaces, like the Copy Center, in new ways.

The marketing committee will be considering using software that will help identify patron groups based on library material usage and craft messages specific to their habits.

The weekly Staff Huddles that this team recommended have been well-received by staff. This has been a great way to keep staff informed during the three building projects this fall.

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 13, 2020

SUBJECT: Space Needs & Wayfinding Assessment Update

This project is very nearly finished. At the time of this writing, the electrical product “Thread” has been installed, and we are waiting for carpeting. By the time of the meeting of the Library Board of Trustees, new furniture should be delivered and in place. The gathering bar and bench will be the last items to arrive and should do so by mid-February. We are so excited to see this area finished!

Geraldine Drake is ready to begin discussions to plan the next phase of our spaces project. Stay tuned for more information as this unfolds.

Communication is integral to the success of this project. Staff has been updated at weekly staff huddles, in emails, and by information posted in the staff hallway. Patrons have been informed via newsletters, posters, social media, and of course by staff. We will continue to help patrons understand the changes and keep staff informed. This is an exciting time for Bloomfield Township Public Library as we continue to move from an A to an A+ library!

FEBRUARY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					1 1:00 PM Botanicals: Intimate Portraits by Laurie Tennent	2
3 10:00 AM My First Signs 5:00 PM Google CS First	4 10:00 AM Knit 'n Stitch Circle 10:00 AM Tinker Tales 6:30 PM Introduction to Life Skills 101 Series	5 10:00 AM Wee ALL Play 12:15PM Friends Meeting 5:00 PM Google CS First 6:30 PM My First Book Group	6 10:00 AM Mother Goose Club 11:00 AM Development CMTE 6:00 PM Internet Security	7 10:00 AM Movers and Shakers 12:00 PM English Language Conversation Hour 7:00 PM Rob Crozier Jazz Ensemble	8 9:30 AM Friends of the Library Second Saturday Sale 1:00 AM Bilingual Story Time - German	9 3:00 PM LH/LR Series Oakland County in 1877 with Jim Craft
10 AARP Tax Aide - Tax Assistance 10:00 AM My First Signs 11:00 AM Adult /Teen Sensory Storytime 5:00 PM Google CS First 6:30PM Bookworms	11 10:00 AM Tinker Tales 1:00 PM Memoir Writers' Group 6:30 PM Life Skills 101 Series 6:30 PM Paperbacks & Snacks	12 Gale Courses Begin 10:00 AM Wee ALL Play 1:00 PM Digital Download Help 5:00 PM Google CS First 6:30 PM Writers' Rendezvous	13 10:00 AM Mother Goose Club 12:30 PM SENSEational Story Time 7:00 PM Open Lab 7:00 PM Speed Dating with a Book	14 10:00 AM Movers and Shakers 10:30 AM Happy Hearts 12:00 PM English Language Conversation Hour	15 11:00 AM Book 'N Play	16
17 10:00 AM My First Signs 1:00 PM 30 Minute Lunchtime Book Club 1:00 PM Middle School Paint Along	18 10:00 AM Tuesday Book Club 10:00 AM Tinker Tales 3:30 PM Teen Book Club 6:30 PM Life Skills 101 Series 7:00 PM Classics Book Club 7:00 PM BTPL Board of Trustees Meeting	19 10:00 AM Wee ALL Play 1:00 PM Mystery Book Club 6:00 PM Grand Circus: FREE Intro to Coding Workshop 7:00 PM K-9 Unit Demonstration	20 10:00 AM Mother Goose Club 6:30 PM Art Lab	21 10:00 AM Movers and Shakers 12:00 PM English Language Conversation Hour 7:00 PM Chamber Music Concert	22	17
24 AARP Tax Aide - Tax Assistance 10:00 AM Family Story Time 5:00 PM Google CS First 6:00 PM Books in Bars 6:30PM Book Chat	25 10:00 AM Tinker Tales 1:00 PM Memoir Writers' Group	26 10:00 AM Wee ALL Play 5:00 PM Google CS First 6:30 PM Writers' Rendezvous	27 10:00 AM Mother Goose Club 6:00 PM ntroduction to Google Apps	28 10:00 AM Movers and Shakers 11:00 AM Sensory-Friendly Movies for Adults and Teens 12:00 PM English Language Conversation Hour	29	