

Reminder:

There will be a

Retiree Health Care Benefits

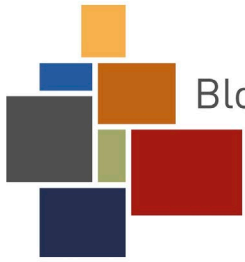
Trust Meeting

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
Tuesday, January 18
7:00 p.m.

Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President
Grant Gerhart, Vice President
Judy Lindstrom, Secretary
Tom Deska
Sandy Edwards
Dani Gillman

Director:

Tera Moon

moontera@btpl.org

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

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

**LIBRARY BOARD INFORMATION PACKETS
List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, January 18, 2022
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	01/14/2022
2a	Request to remove items from the Consent Agenda for Discussion	01/14/2022
2b	Motion to approve the order of items for the regular and consent agendas	01/14/2022
5	Motion to approve remaining Consent Agenda items 6-8d	01/14/2022
6	Regular Board Meeting Minutes of For Tuesday, December 21, 2021	01/14/2022
7a	Cash Disbursements	01/14/2022
7b	Revenues/Expenditures Budget Report	01/14/2022
7c	Energy Report	01/14/2022
8a	President's Report– no report	
8b	Director's Report	01/14/2022
8c	Advocacy Committee – no report	01/14/2022
8c	Art Committee –no report	
8c	Building and Grounds 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	01/14/2022
8c	Policy Committee – no report	
11a	Fines & Fees FY 2022/2023	01/14/2022
13	Motion to approve any items removed from the Consent Agenda	01/14/2022

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Board of Trustees Standing Committees	01/14/2022
What's Going on at the Library	01/14/2022
Dates for Library Board of Trustees	01/14/2022

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 18, 2022
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 21, 2021
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Tera Moon
 - c. Committee:
 - *Advocacy Committee
 - *Art Committee Ad Hoc
 - *Building and Grounds
 - *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 2022/2023
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, February 15, 2022
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.

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, December 21, 2021

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

Trustees Present: Tom Deska, Sandra Edwards, Grant Gerhart, Dani Gillman, Judy Lindstrom, and Joan Luksik

Trustees Absent: None

Administration: Director Tera Moon; Assistant Director Katherine Bryant; Administrative Assistant Linden Godlove

Guests: SOC representative and Circulation Clerk Daniella Bryant

Joan Luksik requested **Item 7c Natural Gas Analysis Minutes** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Judy Lindstrom and seconded by Tom Deska **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 7C**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Joan Luksik commented on "the Year in Search," a supplemental magazine that was included in the *Detroit Free Press* about various internet searches. Many of these were related to the pandemic and "volunteer opportunities" was a popular search. "Vaccination volunteer" was the most popular search and "library volunteer" was the second most popular. Despite this popularity, Volunteer Coordinator Marty McGee reported a shortage of volunteers in the

Library Shop. The Friends have strong support in volunteers for sales and sorting.

DIRECTOR'S VERBAL REPORT:

Director Moon thanked the Board for the wonderful treats they gave to staff as thanks for all they have done for the community in 2021. The Cash Disbursements were not included in the Board Packet but were distributed to the Board in their grey folders. The winter newsletter arrived in the mail on the regular quarterly schedule for the first time since the pandemic. She thanked Assistant Director Katherine Bryant for coordinating this.

Director Moon shared additional information on the LED lighting. The current table lamps in Adult Services could not be retrofitted with LED bulbs and remain UL listed. Director Moon worked with Geraldine Drake to select lamps that are very similar to the current design with improved functionality that includes an outlet plug and a USB port. Work will be done through Rewold and Summit to get these ordered and installed. This is in the contingency part of the budget for this project.

The Community Quilt Reception on Saturday, December 11 was a great success. The quilt, which was on display in the Board Room during the meeting, received admiration from the Board for the design of the quilt as well as that of the information brochure. Youth Services Librarian Nicole Gillies designed the quilt. Adult Services Assistant Department Head Brooke Hoskins and Administration Clerk Amberrose Hammond designed the brochure. The final display location for the quilt is being considered, but it is temporarily on a mobile display stand near the Commons.

Systems Department Head Joan Wu is retiring at the end of year after 17 years of service. Systems Specialist Paul Zink will handle most issues while the vacancy is filled, but he will be taking three weeks for paternity leave. TLN (The Library Network) has been hired to assist with network support after Joan's retirement. The Library buys software and other technology services from TLN and they are familiar with Bloomfield Township Public Library. January 7 is Joan's last day. Marian Rafal's retirement will be celebrated with an open house on Wednesday, January 19 from 2-4pm in the Community Room. This will be open to the public. Marian has been at the Library for 41 years.

The Bay Area Panthers offensive lineman Jeremy Hickey recently partnered with Bloomfield Township Public Library to supply children's books to a special education classroom at Lone Pine Elementary School. Mr. Hickey, a Bloomfield Hills resident, is sponsoring the classroom for his 2021 holiday charitable giveback.

Mr. Hickey visited the Library on Friday, December 10 to pick up the donated boxes of books and meet the Youth Services staff. The books will help build the Lone Pine Elementary

classroom's reading nook, which helps get books out into the community and expand the Library's outreach.

Upon discussion, a motion was made by Grant Gerhart seconded by Dani Gillman to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Daniella Bryant reported that the SOC has nothing to report. They are hopeful that there will be Library Holiday party in 2022. All the event plans were able to be transferred towards that.

UNFINISHED BUSINESS:

10a. COVID-19 Vaccination, Testing, and Face Covering Policy

On November 4, 2021, the Occupational Health and Safety Administration (OSHA) released the details of an emergency temporary standard (ETS) for a federal vaccine mandate. This ETS applies to employers with 100 employees or more. Currently the Library employs 101 people.

The ETS states that employers may adopt a mandatory vaccine policy or implement mandatory weekly testing for employees. The Library is implementing the latter; this gives employees a choice between getting a COVID-19 vaccine or undergoing weekly testing for COVID-19.

The policy defines the procedures for employees to report their vaccination status, states the date by which employees must be fully vaccinated, and defines what the employee must do if they choose to not get vaccinated, or have requested a medical or religious exemption from being vaccinated. The ETS requires employers to provide support for employees who choose to get vaccinated in the form of some paid leave for specific reasons – that is also outlined in the policy.

There was a review and discussion of the policy at the November 16, 2021 monthly meeting. At that meeting, after vigorous discussion about the many legal challenges facing this ETS, it was decided to not adopt the policy until the future of the ETS is more clear. On Friday, December 17, the legal stay was dissolved and OSHA advised employers to move toward

compliance with this ETS. The Library is prepared to comply with the ETS. Adoption of a policy is the only outstanding item. Administration recommends adopting the policy at this time. OSHA has extended the deadline to be in compliance to February 9, 2022.

Upon discussion, a motion was made by Sandy Edwards seconded by Judy Lindstrom, **TO APPROVE THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY VACCINATION, TESTING, AND FACE COVERING POLICY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

NEW BUSINESS:

11a. Appointment of Committees

President Luksik announced that there will be an appointment of committees for the 2022 term. All trustees will remain on the Committees that they had been assigned to.

Art Committee – Dani Gillman and Judy Lindstrom

Advocacy Committee - Sandy Edwards and Judy Lindstrom

Building and Grounds Committee - All

Cranbrook, DPL, Troy Committee – Grant Gerhart and Joan Luksik

Development Committee – All

Finance Committee – Tom Deska and Joan Luksik

Friends of the Library Liaison Committee – Dani Gillman and Sandy Edwards

Investment Committee – All

Jeanette P. Myers Scholarship Selection Committee – Tom Deska and Grant Gerhart

Personnel/Director Evaluation Committee – Sandy Edwards and Judy Lindstrom

Policy Committee – Grant Gerhart

11b. Bank Signatories

With the recent changes in the Library Trustee Officer positions and the Library Assistant Director position, a resolution to approve a change in bank signatories is needed. 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 authorizes the following persons to sign on behalf of the Library, issue orders for payment or withdrawal of money:

Joan Luksik, Trustee/President

Judy Lindstrom, Trustee/Secretary
Tera Moon, Library Director
Sandra Bird, Finance Coordinator
Katherine Bryant, Assistant Library Director
Brian Kepes, Bloomfield Township Treasurer
Danielle Walsh, Bloomfield Township Supervisor
Martin Brook, 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.

Upon discussion, a motion was made by Dani Gillman seconded by Tom Deska, **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED, EFFECTIVE DECEMBER 21, 2021.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c. 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 slightly lower health care cost for library employees. The Personnel Committee supports this recommendation also.

Upon discussion, a motion was made by Tom Deska, seconded by Grant Gerhart, **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2022.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11d. Director's Evaluation Process

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 2021. 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 15, 2022 Library Board meeting.

It is anticipated that the Director's report will provide information that will assist in the evaluation process and guide the development of goals for the next fiscal year.

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan Luksik requested that "**Item 7c Natural Gas Analysis Minutes**" be further discussed. She was curious about why the gas bill was double what it was in November 2020. Director Moon will have to investigate and give more information in the future.

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

A vote was taken for approval of the motion.

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

OTHER:

Director Moon inquired if the Trustees had seen the Community Room Chairs. Preferred chairs were discussed. The chairs will not have arms because they will need to stack, and the arms make them heavier.

There was a resolution for Marian Rafal which was shared with the Board and read aloud.

Sandy Edwards reported on the Friends meeting on Wednesday, December 1. Bob Schnorbus has resigned as Treasurer but will continue to volunteer as a book sorter. Memberships are up and outreach was reported on. Director Moon presented a Wish List, the first since shortly after the Pandemic began. The Annual meeting will be on Wednesday, May 11 and they are hopeful it will be in person with lunch and a guest speaker. The next Friends meeting will be on January 5, 2021.

Sandy Edwards also shared a checkout slip from another library that includes amounts saved on the receipt, which is likely the value of items borrowed. This was thought to be a good promotional tool for the millage.

At the end of November, Youth Services had a blanket making kit. All the kits were claimed quickly, but the librarian provided the instructions to Sandy Edwards. Trustee Dani Gillman said she also got a kit which she enjoyed with her family.

Judy Lindstrom thinks the entrance urns are beautiful and she wished everyone happy holidays.

Director Moon shared a handwritten poster from a Bloomfield Township subdivision thanking the staff. Another patron brought very beautiful cookies. Patrons have been very generous in thanking staff through the holidays.

Grant Gerhart expressed thoughts about the Library newsletter, particularly extra features that could be helpful to understand library services and improve outreach.

Tom Deska caught an NPR roundtable discussion on 1A about the role of libraries today. This article will be shared with the Trustees and Ambassadors.

Tom Deska recently was asked about a food program in cooperation with Trader Joe's. There were queries about what happened to this and Director Moon will investigate.

Dani Gillman reported that New York public libraries removed their fines and fees and noticed that Baldwin Public Library has also done this. She wondered if this is a trend and perhaps should be discussed at some point by the Trustees.

The Board of Trustees went into a closed session to discuss a personnel matter at 8:06 p.m. At 8:12 p.m. the Board returned to regular session.

The next regular board meeting is Tuesday, January 18 at 7:00 p.m. Fines and Fees will be discussed. There will be an annual OPEB Trust meeting with Schwartz and Co.

At 8:14 p.m. President Joan Luksik adjourned the meeting.

Submitted by:



A handwritten signature in cursive script, reading "Judy Lindstrom".

Judy Lindstrom, Secretary

PROPOSED

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
January 2022****General Fund Advance**

- Check #21884 payable to Nathan Shaw in the amount of \$240.00 was payment for a Dungeons and Dragons program presenter.
- Check #21890 payable to Nicole Gillies in the amount of \$103.41 was payment for supplies for a quilt craft.
- Check #21895 payable to Baker & Taylor in the amount of \$11,659.25 is a reissued check that was lost in transit.
- Check #21899 payable to Laura Kraly in the amount of \$42.19 was payment for calendar supplies.
- Check #21900 payable to Ashlee McClaughry in the amount of \$40.31 was payment for supplies for a winter craft.

General Fund

- Check #21909 payable to Bloomfield Township in the amount of \$558,024.53 was payment for two payrolls including FICA, health insurance, pension, etc. and pension contribution.
- Check #21915 payable to Du All Cleaning , Inc. in the amount of \$8,839.00 was payment for monthly cleaning plus carpet cleaning in public areas.
- Check #21918 payable to Frank Rewold & Son in the amount of \$124,658.75 was payment for the LED lighting project.
- Check #21922 payable to Library Design Associates in the amount of \$2,180.00 was payment for new end panels in the Friends Book Nook.
- Check #21925 payable to Monsido in the amount of \$3,655.00 was payment for web accessibility and compliance.
- Check #21930 payable to The Library Network in the amount of \$3226.03 was payment for internet service.

Gift Fund

- Check #5271 payable to Goldner Walsh in the amount of \$773.15 was payment for entrance arrangements.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF DECEMBER 2021

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
21882	12/14/21	CONSUMERS ENERGY	016.01	6,325.88
21883	12/14/21	LOWE'S	016.01	418.84
21884	12/14/21	NATHAN SHAW	016.01	240.00
21885	12/21/21	APPLIED IMAGING	016.01	631.27
21886	12/21/21	CENGAGE LEARNING/GALE	016.01	679.27
21887	12/21/21	XFINITY	016.01	151.92
21888	12/21/21	DTE ENERGY	016.01	19,445.48
21889	12/21/21	FLAGSTAR BANK	016.01	4,461.77
21890	12/21/21	Nicole Gillies	016.01	103.41
21891	12/21/21	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	016.01	895.74
21892	12/21/21	VERIZON WIRELESS	016.01	196.88
21893	12/28/21	AMAZON.COM	016.01	2,540.27
21894	12/28/21	AT&T	016.01	732.46
21895	12/28/21	BAKER & TAYLOR, INC.	016.01	11,659.25
21897	1/3/22	AT&T	016.01	158.29
21898	1/3/22	AT&T	016.01	793.10
21899	1/3/22	Laura Kraly	016.01	42.19
21900	1/3/22	Ashlee McClaughry	016.01	40.31
21901	1/10/22	BLOOMFIELD TOWNSHIP	016.01	767.72
21902	1/10/22	PETTY CASH - BTPL	016.01	84.93
21903	1/10/22	CAR TRUCKING, INC.	016.01	199.50
21904	1/10/22	PTS Communications	016.01	78.00
21905	1/10/22	TK ELEVATOR CORPORATION	016.01	958.90
Total				<u>51,605.38</u>
REGULAR CHECKS:				
21906	1/11/22	ARBOR OAKLAND GROUP	016.01	3,191.00
21907	1/11/22	AUNALYTICS, INC.	016.01	2,409.25
21908	1/11/22	BAKER & TAYLOR, INC.	016.01	15,252.83
21909	1/11/22	BLOOMFIELD TOWNSHIP	016.01	558,024.53
21910	1/11/22	BOOK FARM LLC	016.01	172.80
21911	1/11/22	CENGAGE LEARNING/GALE	016.01	2,072.30
21912	1/11/22	CENTER POINT PUBLISHING	016.01	142.97
21913	1/11/22	CENTRAL BUSINESS SYSTEMS, INC.	016.01	279.38
21914	1/11/22	CINTAS CORPORATION	016.01	106.86
21915	1/11/22	DU ALL CLEANING, INC	016.01	8,839.00
21916	1/11/22	EASTMAN FIRE PROTECTION, INC.	016.01	225.53
21917	1/11/22	FINDAWAY WORLD LLC	016.01	884.84
21918	1/11/22	FRANK REWOLD AND SON, INC.	016.01	124,658.75
21919	1/11/22	GREAT OAKS MAINTENANCE	016.01	8,250.00
21920	1/11/22	INFOBASE LEARNING	016.01	961.65
21921	1/11/22	INGRAM LIBRARY SERVICES	016.01	674.95
21922	1/11/22	LIBRARY DESIGN ASSOCIATES INC.	016.01	2,180.00
21923	1/11/22	MICROMARKETING LLC	016.01	332.04
21924	1/11/22	MIDWEST TAPE	016.01	3,688.94
21925	1/11/22	MONSIDO, INC.	016.01	3,655.00
21926	1/11/22	NICHOLS/NETWORK SERVICES CO	016.01	2,972.23
21927	1/11/22	OMNIGRAPHICS	016.01	130.70
21928	1/11/22	OVERDRIVE	016.01	9,216.93
21929	1/11/22	ROSEN PUBLISHING	016.01	323.40
21930	1/11/22	THE LIBRARY NETWORK	016.01	3,226.03
21931	1/11/22	THE LIBRARY STORE, INC.	016.01	444.29
21932	1/11/22	THOMSON REUTERS/THOMSON WEST	016.01	132.30
21933	1/11/22	UNIQUE MANAGEMENT SERVICES, INC.	016.01	187.95

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF DECEMBER 2021**

Check #	Date	Payee	Cash Account	Amount
21934	1/11/22	US GOVERNMENT PRINTING OFFICE	016.01	58.00
21935	1/11/22	VIGILANTE SECURITY	016.01	1,950.00
21936	1/11/22	WEISS RATINGS INC	016.01	505.05
Total				<u><u>755,149.50</u></u>

Gift Fund

ADVANCE CHECKS:

5266	12/21/21	FLAGSTAR BANK	012.03	134.00
5267	12/28/21	AMAZON.COM	012.03	112.92
5268	1/10/22	Andrea Cascarelli	012.03	30.26
5269	1/10/22	Anna Pelepchuk	012.03	<u>100.00</u>
Total				<u><u>377.18</u></u>

REGULAR CHECKS:

5270	1/11/22	BAKER & TAYLOR	012.03	15.01
5271	1/11/22	GOLDNER WALSH NURSERY, INC.	012.03	<u>773.15</u>
Total				<u><u>788.16</u></u>

Bloomfield Township Public Library
FY 2021-2022 General Fund Budget

PRESENTED: JANUARY 18, 2022 FOR THE MONTH OF: DECEMBER, 2021

ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MARCH 16, 2021	2020-2021 AMENDED BUDGET AS OF AUGUST 17, 2021	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Nine Months 75% VARIANCE
<u>Revenues</u>						
Taxes	\$7,977,960	\$7,943,041	\$1,221,596	\$1,217,731	15.33%	(\$6,725,310)
Penal Fines	\$87,600	\$87,600	\$0	\$72,519	82.78%	(\$15,081)
State Aid	\$32,800	\$32,800	\$0	\$35,620	108.60%	\$2,820
Circulation Fines & Fees	\$38,250	\$25,500	\$1,828	\$20,273	79.50%	(\$5,227)
Charges for Services	\$14,866	\$4,957	\$107	\$2,810	56.69%	(\$2,147)
Investment earnings	\$86,500	\$86,500	(\$8,987)	(\$76,844)	-88.84%	(\$163,344)
Miscellaneous	\$14,566	\$25,231	\$4,783	\$19,168	75.97%	(\$6,063)
Total Revenues	\$8,252,542	\$8,205,629	\$1,219,327	\$1,291,277	15.74%	(\$6,914,352)
<u>Expenditures</u>						
Personnel	\$4,696,338	\$4,673,714	\$560,709	\$3,213,832	68.76%	(\$1,459,882)
Library Services	\$819,810	\$819,810	\$37,371	\$526,868	64.27%	(\$292,942)
Facilities & Equipment	\$1,040,866	\$1,027,291	\$54,135	\$742,374	72.27%	(\$284,917)
Other Operating Expenditures	\$3,870,261	\$3,914,201	\$143,456	\$2,415,415	61.71%	(\$1,498,786)
Total Expenditures	\$10,427,275	\$10,435,016	\$795,672	\$6,898,490	66.11%	(\$3,536,526)
Fund Balance - Beginning	\$13,071,834	\$13,071,834		\$13,071,834		
Net revenue (expenditure)	(\$2,174,733)	(\$2,229,387)		(\$5,607,213)		
Fund Balance - Ending	\$10,897,101	\$10,842,447		\$7,464,621		

Fund Balance Designations

Nonspendable-Prepaid Expense	\$26,125	\$26,125
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,531,000	\$4,503,871
Assigned Fund Balance (is \$530,178 the 3/31/21 compensated absences accrual, plus \$1,683,764 the OPEB obligation plus \$3,998,509 for capital improvements)	\$6,239,976	\$6,212,451
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library

FY 2021-2022 Gift Fund Budget

PRESENTED: JANUARY 18, 2022 FOR THE MONTH OF: DECEMBER, 2021

Nine Months 75%

ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MAR 16, 2021	2021-2022 AMENDED BUDGET AS OF Jan 18, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$8,513	\$947	\$8,513	100.00%	\$0
Investment Earnings	\$200	\$0	\$0	\$0	#DIV/0!	\$0
Miscellaneous Revenue	\$0	\$200	\$1	\$8	0.00%	(\$192)
Total Revenues	\$700	\$8,713	\$948	\$8,522	97.80%	(\$192)
<u>Expenditures</u>						
Library Services	\$75,589	\$77,568	\$196	\$17,422	22.46%	(\$60,146)
Facilities & Equipment	\$34,382	\$35,907	\$773	\$13,131	36.57%	(\$22,776)
Other Operating Expenditures	\$52,224	\$56,734	\$91	\$6,613	11.66%	(\$50,120)
Total Expenditures	\$162,195	\$170,208	\$1,060	\$37,167	21.84%	(\$133,042)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$28,645)		
Fund Balance - Ending	\$200	\$200		\$133,050		

Bloomfield Township Public Library
Asset Allocation Summary
DECEMBER 2021

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	12/31/2021	\$84,983.10
	Flagstar Public Funds Savings	0.25%	12/31/2021	\$200,201.58
	Flagstar Premier Public Entities Checking	0.15%	12/31/2021	\$19,052.49
	RBC Capital Cash/Money Market	0.01%	12/31/2021	\$1,228,555.28
	RBC Capital - Investments	1.77%	12/31/2021	\$6,686,561.97
Total General Fund				\$8,134,371.32
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.01%	12/31/2021	\$92,029.94
	Huntington CD (Charnov gift) - matures 02/03/2022	0.01%	12/31/2021	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2021	\$13,644.84
Total Gift Fund				\$155,674.78

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 3/2021</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2020	\$16,819.00
Yvonne T. Atkinson Fund	12/31/2020	\$33,370.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2020	\$37,855.75
BTPL Endowment Fund	12/31/2020	\$45,632.25
Fair Radom Garden Endowment Fund	12/31/2020	\$18,175.00
BTPL Director's Legacy Fund	12/31/2020	\$20,765.00
Total CFSEM holdings		\$172,617.00

Bloomfield Township Public Library

Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	12/31/2021 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	15.5%	\$1,228,555	\$1,228,555	\$69	0.01%
Eaton Vance Short Duration Government Income	20.5%	1,609,337	1,625,772	28,630	1.76%
Loomis Sayles Limited Term U.S. Gov't & Agency	11.9%	866,000	943,532	7,981	0.85%
BlackRock GNMA Portfolio	17.8%	1,383,503	1,407,922	27,304	1.94%
Victory INCORE Fund for Income	9.8%	640,353	777,386	40,017	5.15%
Virtus Asset SEIX U.S. Mortgage	1.5%	86,758	120,740	1,180	0.98%
VOYA GNMA Income	6.6%	489,789	522,397	8,842	1.69%
Eaton Vance Government Opportunities	16.3%	1,274,680	1,288,813	26,465	2.05%
Total Portfolio	100.0%	\$7,578,974	\$7,915,117	\$140,487	1.77%

4th Quarter Activity - September 30, 2021 - December 31, 2021

Cash Activity

Beginning Balance	\$8,176.31
Deposits & Sales Proceeds	\$3,286,273.13
Withdrawals	(\$2,060,000.00)
Interest & Dividends	\$43,211.55
Capital Gains	\$0.00
Investment Advisory Fees	(\$5,895.62)
Net funds to purchase securities	(\$43,210.09)
Ending Balance	\$1,228,555.28

Change in Security Value

Beginning value of securities	\$8,810,387.89
Securities purchased	\$43,210.09
Securities sold	(\$2,060,000.00)
Change in value of priced securities	(\$107,036.01)
Ending Value of priced securities	\$6,686,561.97

Estimated Accrued Interest

\$0.00

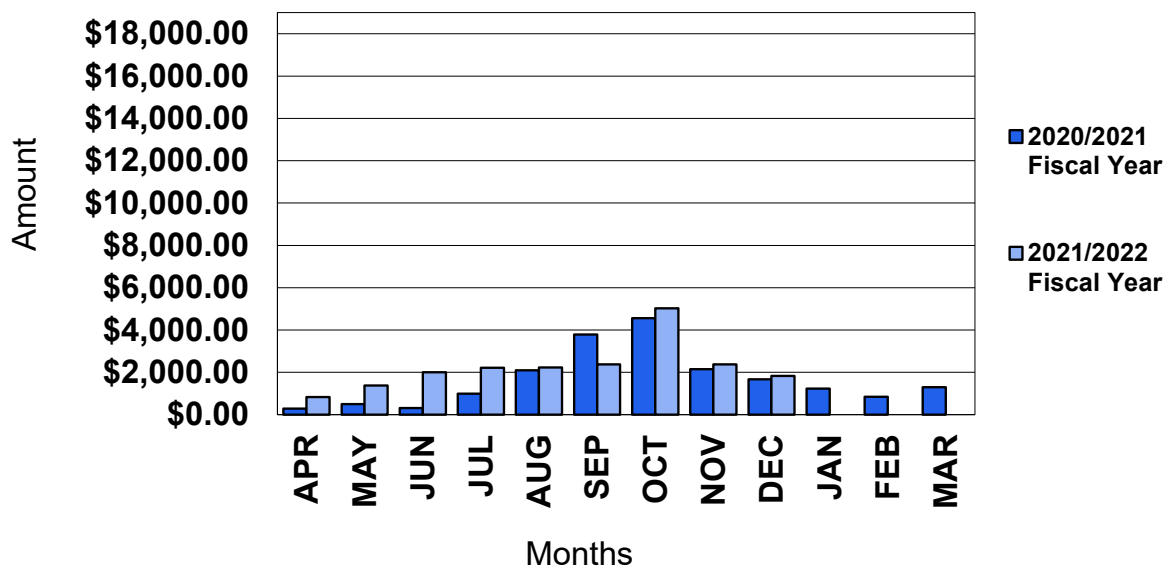
Total account value as of December 31, 2021

\$7,915,117.25

FINES AND FEES - TWO-YEAR COMPARISON

Month	2020/2021 Fiscal Year	2021/2022 Fiscal Year	Difference
APR	\$292.50	\$838.45	\$545.95
MAY	\$503.75	\$1,373.25	\$869.50
JUN	\$308.75	\$2,008.55	\$1,699.80
JUL	\$990.79	\$2,218.95	\$1,228.16
AUG	\$2,099.50	\$2,228.30	\$128.80
SEP	\$3,793.90	\$2,376.65	(\$1,417.25)
OCT	\$4,554.22	\$5,029.51	\$475.29
NOV	\$2,153.70	\$2,371.50	\$217.80
DEC	\$1,675.95	\$1,828.00	\$152.05
JAN	\$1,236.95		(\$1,236.95)
FEB	\$845.50		(\$845.50)
MAR	\$1,295.62		(\$1,295.62)
			YTD Difference
TOTAL	\$19,751.13	\$20,273.16	\$522.03

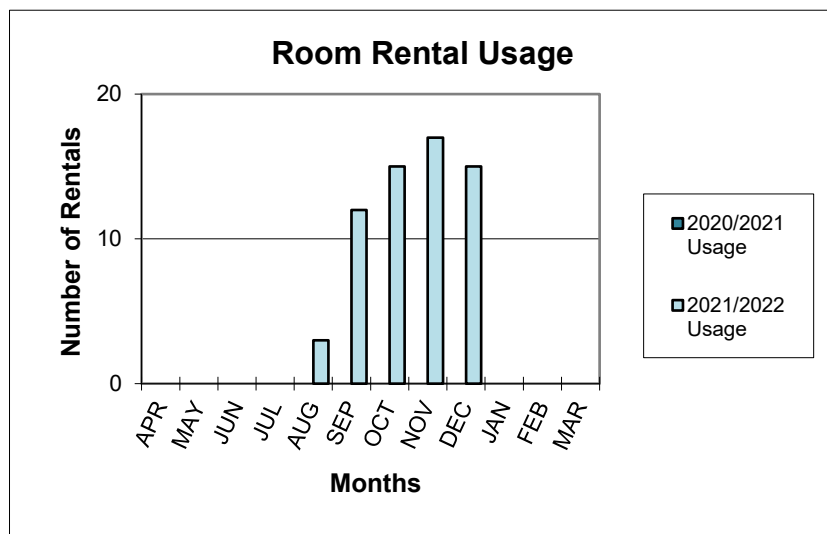
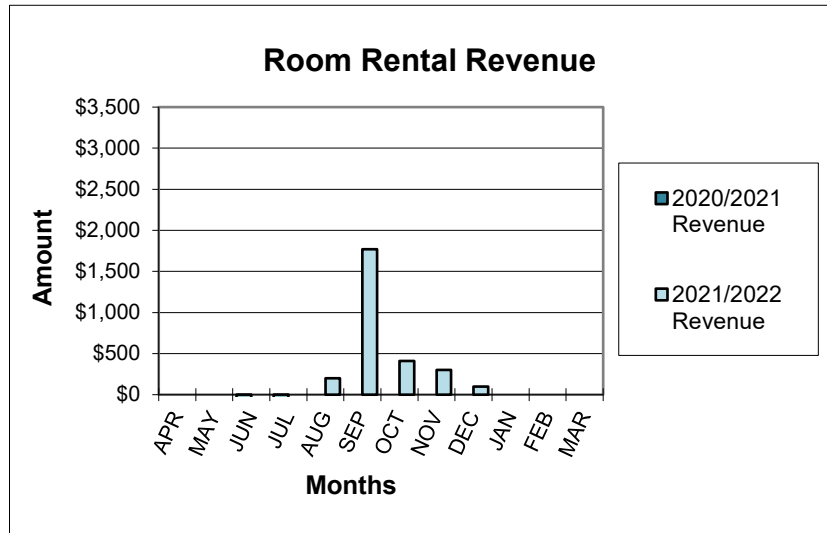
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

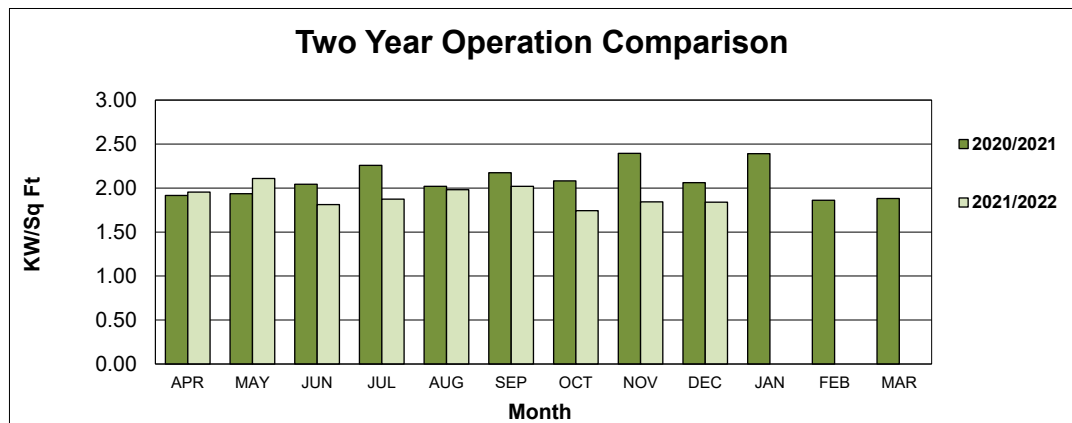
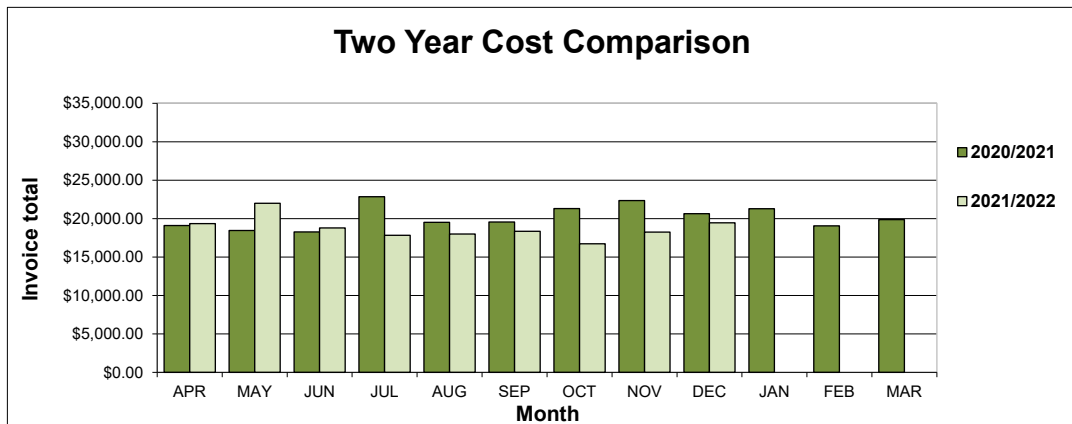
<u>Month</u>	2020/2021 <u>Revenue</u>	2021/2022 <u>Revenue</u>	<u>Difference</u>	2020/2021 <u>Usage</u>	2021/2022 <u>Usage</u>	<u>Month</u>
APR	\$0.00	\$0.00	\$0.00	0	0	APR
MAY	\$0.00	\$0.00	\$0.00	0	0	MAY
JUN	(\$520.00)	\$0.00	\$520.00	(Refunds)	0	JUN
JUL	(\$640.00)	\$0.00	\$640.00	(Refunds)	0	JUL
AUG	\$0.00	\$200.00	\$200.00	0	3	AUG
SEP	\$0.00	\$1,770.00	\$1,770.00	0	12	SEP
OCT	\$0.00	\$410.00	\$410.00	0	15	OCT
NOV	\$0.00	\$300.00	\$300.00	0	17	NOV
DEC	\$0.00	\$100.00	\$100.00	0	15	DEC
JAN	\$0.00		\$0.00	0		JAN
FEB	\$0.00		\$0.00	0		FEB
MAR	\$0.00		\$0.00	0		MAR
			YTD Difference			
TOTAL	<u><u>-\$1,160.00</u></u>	<u><u>\$2,780.00</u></u>	<u><u>\$3,940.00</u></u>	<u><u>0</u></u>	<u><u>62</u></u>	



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2020/2021	2021/2022	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	\$19,093.00	\$19,353.70	\$260.70	197,330	\$0.10	274.07	1.95	\$26.88	\$0.19
MAY	\$18,452.63	\$22,004.56	\$3,551.93	213,080	\$0.10	286.40	2.11	\$29.58	\$0.22
JUN	\$18,265.94	\$18,782.78	\$516.84	183,050	\$0.10	254.24	1.81	\$26.09	\$0.19
JUL	\$22,841.96	\$17,838.49	(\$5,003.47)	189,280	\$0.09	254.41	1.87	\$23.98	\$0.18
AUG	\$19,522.85	\$18,004.84	(\$1,518.01)	200,200	\$0.09	269.09	1.98	\$24.20	\$0.18
SEP	\$19,555.73	\$18,350.49	(\$1,205.24)	204,050	\$0.09	283.40	2.02	\$25.49	\$0.18
OCT	\$21,308.13	\$16,723.27	(\$4,584.86)	176,120	\$0.09	236.72	1.74	\$22.48	\$0.17
NOV	\$22,352.41	\$18,252.35	(\$4,100.06)	186,200	\$0.10	258.61	1.84	\$25.35	\$0.18
DEC	\$20,649.10	\$19,445.48	(\$1,203.62)	185,780	\$0.10	249.70	1.84	\$26.14	\$0.19
JAN	\$21,291.56		(\$21,291.56)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$19,068.67		(\$19,068.67)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$19,862.73		(\$19,862.73)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$242,264.71	\$168,755.96	(\$73,508.75)						



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: January 10, 2022

SUBJECT: Natural Gas Bill Question

At the December monthly board meeting a question was asked about the natural gas bill for the library. President Joan Luksik asked if there was an explanation for why the amount paid in November 2021 (\$4,347.53) was nearly double what was paid in November 2020 (\$2,167.17). I consulted with Joel Dion on this question and found a couple of factors that impacted the Library's natural gas usage in November 2021.

In November 2021, outside temperatures were lower compared to 2020 by an average of 7 degrees. This caused more energy needed to heat the building.

The LED lights give off less heat than fluorescent bulbs. That is good in summer as it takes less energy to cool the building, but in winter that residual heat made it easier to keep the building warm. As a result more energy is needed.

Additionally, on November 18 problems with two of the air handlers caused the boiler to spike a temperature and cause an alarm. Temperatures in some offices were around 80 degrees during that event. The problem was resolved within a day, but that was an unexpected extra usage of energy.

Please let me know if you have further questions about this.

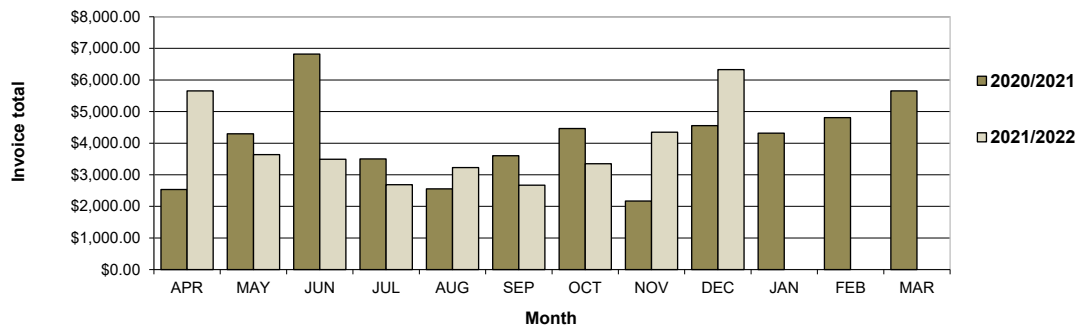
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

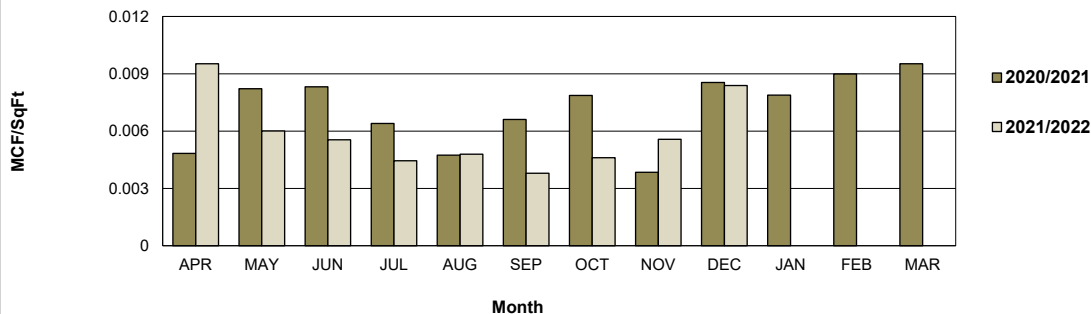
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION							
Month	2020/2021	2021/2022	Difference		MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$2,531.55	\$5,654.64	\$3,123.09	(Billing Error)	962.0	\$5.88	720	1.34	0.010	7.85	0.055
MAY	\$4,294.32	\$3,636.56	(\$657.76)	- Correction	606.7	\$5.99	744	0.82	0.006	4.89	0.035
JUN	\$6,820.12	\$3,492.51	(\$3,327.61)	6/2020)	560.0	\$6.24	720	0.78	0.006	4.85	0.034
JUL	\$3,502.62	\$2,686.18	(\$816.44)		449.7	\$5.97	744	0.60	0.004	3.61	0.026
AUG	\$2,553.53	\$3,225.84	\$672.31		483.6	\$6.67	744	0.65	0.005	4.34	0.031
SEP	\$3,601.75	\$2,673.07	(\$928.68)		383.5	\$6.97	720	0.53	0.004	3.71	0.026
OCT	\$4,465.17	\$3,347.66	(\$1,117.51)		465.6	\$7.19	744	0.63	0.005	4.50	0.033
NOV	\$2,167.17	\$4,347.53	\$2,180.36		562.5	\$7.73	720	0.78	0.006	6.04	0.042
DEC	\$4,554.47	\$6,325.88	\$1,771.41		846.7	\$7.47	744	1.14	0.008	8.50	0.062
JAN	\$4,315.81		(\$4,315.81)			#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$4,810.45		(\$4,810.45)			#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,654.64		(\$5,654.64)			#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference								
TOTAL	\$49,271.60	\$35,389.87	(\$13,881.73)								

Two Year Cost Comparison

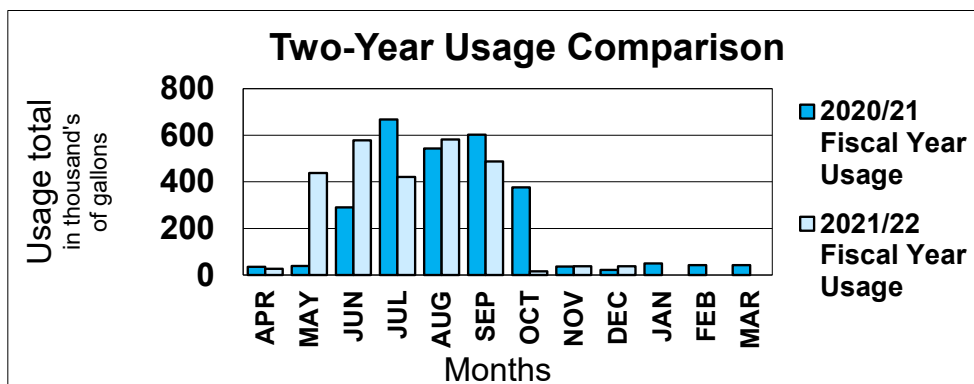
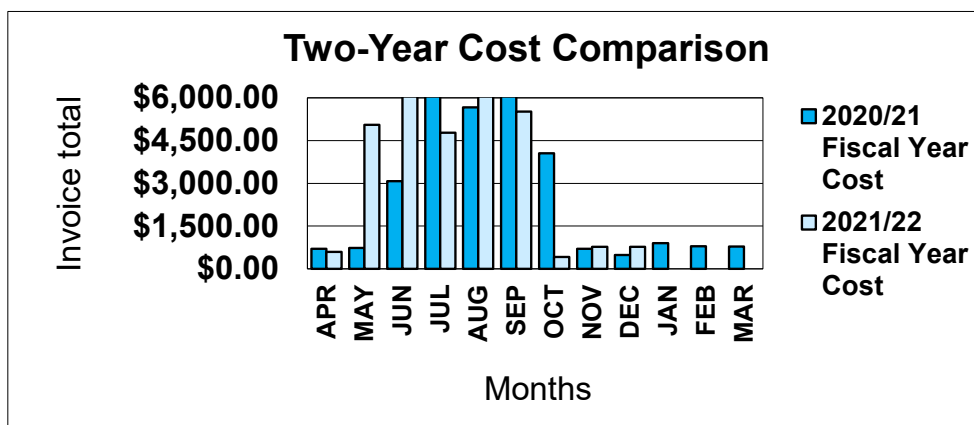


Two Year Operation Comparison



Bloomfield Township Public Library Water Analysis

Month	2020/21 Fiscal Year Cost	2021/22 Fiscal Year Cost	Difference	2020/21 Fiscal Year Usage	2021/22 Fiscal Year Usage	Difference
APR	\$698.36	\$592.16	(\$106.20)	35	27	(8)
MAY	\$731.36	\$5,053.36	\$4,322.00	39	438	399
JUN	\$3,076.81	\$6,504.64	\$3,427.83	290	578	288
JUL	\$6,912.60	\$4,772.00	(\$2,140.60)	668	421	(247)
AUG	\$5,663.25	\$6,548.40	\$885.15	543	582	39
SEP	\$6,292.57	\$5,514.12	(\$778.45)	603	487	(116)
OCT	\$4,051.16	\$416.60	(\$3,634.56)	376	16	(360)
NOV	\$706.63	\$767.72	\$61.09	37	38	1
DEC	\$484.48	\$767.72	\$283.24	22	38	16
JAN	\$899.16		(\$899.16)	50		(50)
FEB	\$795.49		(\$795.49)	43		(43)
MAR	\$780.68		(\$780.68)	42		(42)
			YTD Difference			YTD Difference
TOTAL	<u>\$31,092.55</u>	<u>\$30,936.72</u>	<u>(\$155.83)</u>	<u>2,748</u>	<u>2,625</u>	<u>(123)</u>



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****January 2022**

Immediately following our regular Library Board meeting on Tuesday, January 18 our annual trust meeting will take place. Matt Whitty of Schwartz & Co., will be present to provide a trust investment overview and answer any questions you may have.

LED Lighting Project Update: Controls have been installed in most offices, storage rooms, work rooms, closets, and other areas where needed. On Friday, January 7, DTE inspectors visited the library to examine the work done in order to process the rebate we have applied for. Lights around the perimeter of the Community Room were installed and controls for the Community Room are forthcoming. Likewise there are still some fixtures in transit. The team has been working through a punchlist as this project is entering the end stages.

The sixth annual Bloomfield Township Public Library photo contest opened on Monday, January 17. This year's photo contest theme is "Tell Us a Story" with a deadline for submissions of March 13, 2022. Please help get the word out by sharing this information with your Bloomfield Township neighbors and friends. More information about the photo contest is located on the Library's website at www.btpl.org.

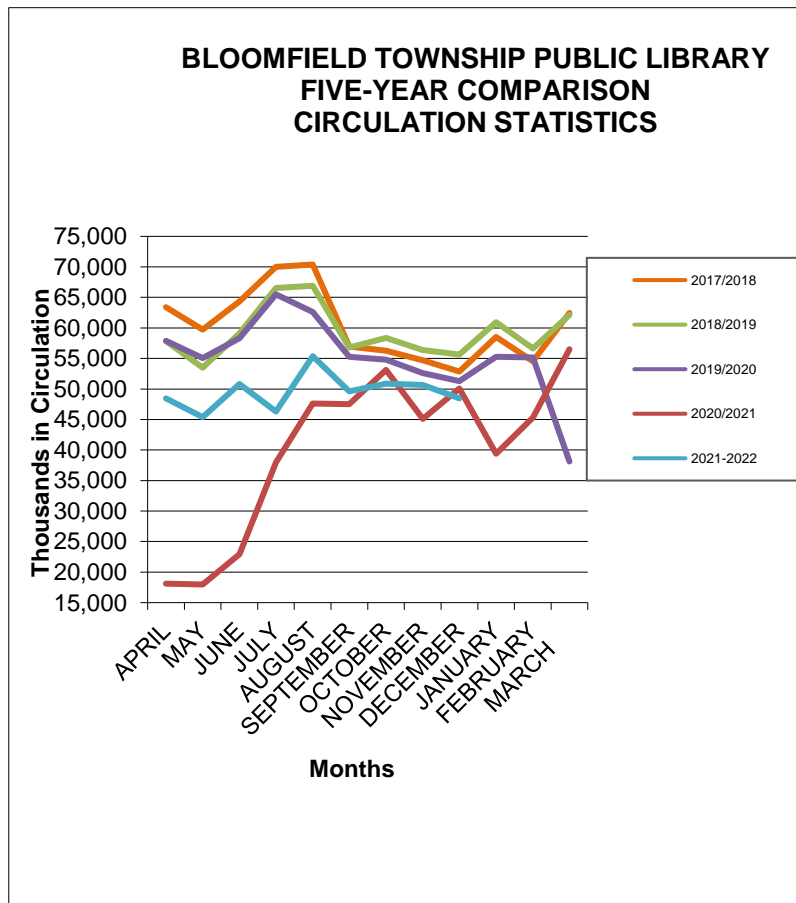
Respectfully Submitted,

*Tera Moon
Library Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

1/14/2022

	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021-2022</u>
APRIL	63,413	57,829	57,900	18,087	48,463
MAY	59,745	53,493	55,056	17,974	45,393
JUNE	64,319	59,101	58,301	22,933	50,843
JULY	70,006	66,539	65,499	37,962	46,304
AUGUST	70,391	66,907	62,633	47,629	55,372
SEPTEMBER	56,939	56,817	55,270	47,507	49,604
OCTOBER	56,291	58,359	54,813	53,114	50,855
NOVEMBER	54,703	56,357	52,623	45,117	50,656
DECEMBER	52,859	55,615	51,267	50,080	48,439
JANUARY	58,510	60,945	55,277	39,378	
FEBRUARY	54,554	56,645	55,172	45,329	
MARCH	62,452	62,128	38,121	56,504	
TOTAL	724,182	710,735	661,932	481,614	445,929



Decrease due to Library being closed March 14-31, 2020 (Covid-19 Pandemic)

Decrease due to Library being closed April 1-30, 2020 (Covid 19 Pandemic)

Decrease due to Library being closed May 1-31, 2020 (Covid 19 Pandemic)

Pandemic Service
 Closed 4/1 - 6/14
 Phase 2 6/15 – 7/12
 Phase 3 7/13 – 11/17
 Phase 2 11/18 - 1/24
 Phase 3 1/25 - 6/30
 Phase 4 7/1 - 9/6
 Phase 5 9/7

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
 MONTHLY ACTIVITY REPORT
 December 2021

1/14/2022

	2020		2021	
COLLECTION				
Book Collection:	234,085		230,268	
Media Collection:	55,588		54,643	
Total e-books:	21,936		18,983	
Overdrive	17,607		15,168	
Total downloadable audiobooks:	7,478		8,198	
Materials Total:	319,087		312,092	
CIRCULATION				
Circulation Total:	50,080		48,439	
Bloomfield Township Circulation:	49,252		45,794	
Virtual Circulation Total	14,808		10,570	
Circulation of Youth materials:	15,862		17,993	
Circulation of Media:	7,398		9,228	
Circulation of Cranbrook passes:	30		138	
Self-checkout machine use:	194	0.4%	12,282	25.4%
Library by Mail:	81	31 patrons	111	39 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	N/A	***	11,644	^
Gate Count:	N/A		13,360	
Meeting rooms by public:	0		6	
Meeting rooms by staff:	0		28	
VIRTUAL USE				
Home page hits:	33,005		25,575	
e-book access:	4,507		4,342	
Audiobook access: (Overdrive)	2,347		2,555	
Magazine download access:	2,304		994	
Hoopla access:	3,629		2,679	
Library Computer Use				
Resident Use	0		367	
Guest Use	0		225	
*Library closed December 24 & 25 for Christmas holiday; closed early at 5:30pm on December 31 for New Year's Eve				
**Library closed to patrons month of December; Covid 19-Phase II implemented				
^ Library closed December 24, 25 & 26 for Christmas holiday; closed early at 5:30pm on December 31 for New Year's Eve				

Pandemic Service
 Closed 4/1 - 6/14
 Phase 2 6/15 – 7/12
 Phase 3 7/13 – 11/17
 Phase 2 11/18 - 1/24
 Phase 3 1/25 - 6/30
 Phase 4 7/1 - 9/6
 Phase 5 9/7

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
 MONTHLY ACTIVITY REPORT
 December 2021

1/14/2022

	2020		2021	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	49		113	
Cranbrook:	1		1	
Total new patrons:	50		114	
<i>Adult Program Attendance</i>				
Staff-led:	6 events	97 attended	11 events	113 attended
Speaker-led:	0	0	0 events	0 attended
Book clubs:	1 event	5 attended	5 events	38 attended
Tours/visits on-site:	0	0	0 events	0 attended
Tours/visits off-site:	3 events	38 attended	0 events	0 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	0 attended	2 events	16 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	0 attended	0 events	0 attended
<i>Youth Program Attendance</i>				
Staff-led:	10 events	472 attended	16 events	630 attended
Speaker-led:	1 event	61 attended	0 events	0 attended
Tours/visits on-site:	0	0	0 events	0 attended
Tours/visits off-site:	1 event	75 attended	1 event	30 attended
TOTAL:	27 events	748 attended	35 events	827 attended
<i>Volunteers (number of people, hours)</i>	0	0	13	107.25
Shop			11	105.25
Court			0	0
Students			0	0
Department volunteer			1	2
<i>Patron Remarks</i>				
Patron Comments:	0		4	
Ask BTPL:	2		4	
Ask Us:	54		56	
DISPLAYS				
Lobby	Kit Collections (Vitality, STEM, ASC)			
Local History	"Blinded by Science"			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: January 11, 2022

SUBJECT: Proposed Fines & Fees Schedule 2022

The Department Heads and Administration conducted our annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2022/2023 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. The changes presented are mostly edits for clarity, consistency, and streamlining.

Attached is the proposed FY 2022/2023 Fines & Fees schedule with recommended changes highlighted for your consideration. Also attached is our current approved FY 2021/2022 Fines & Fees schedule for your reference.

If our proposed FY 2022/2023 Fines and Fees schedule is approved, all proposed changes would be effective on April 1, 2022.

Proposed Changes to the Fines & Fees Schedule

Page 1

- Removed downloadable formats (audiobook and book) because they are included in their own chart on pages 5 and 6
- Added "Book, Holiday – Youth

Page 2

- Made change to call out DVD Feature, Adult and Youth and DVD Non-feature, Adult and Youth (previously was DVD Adult and Youth Feature and Non-feature, DVD Youth Feature, DVD Youth Non-feature
- Adult-Non-Feature DVDs: changed loan period to 3 weeks for consistency with Youth-Non-Feature

Page 3

- No change

Page 4

- Changed Special Needs to ASC (Accessibility Support Collection)

- Broke out STEAM and STEM Collections (was previously just STEM; reason is STEAM is Youth and STEM is Adult)

Page 5

- Changed downloadable Magazines to OverDrive from RBDigital because the service provider changed.
- Removed Freegal because the Library no longer subscribes to this service.

Page 6

- No change

Page 7

- Added STEAM Collection bags to specify the right containers used in this collection

Page 8

- No change

Page 9

- No change

Page 10

- Added Holds limits
- Changed Renewal to reflect automatic renewals
- Changed wording of checkout amounts
- Added word "Renewal" to notices
- Remove telephone notification reference (no longer available)
- Changed wording under Computer Use to say Bloomfield Township cardholders (previously said "Those who live or work in")
- Changed wording under Study Rooms to say Bloomfield Township cardholders (previously said "Those who live or work in")

Page 11

- Edits to correct typos in Meeting Room preamble

Further Fines & Fees Schedule Review

Collection Agency

The Library suspended sending accounts to the collection agency in April 2020 when loaning of physical materials was suspended due to the pandemic. The Library resumed sending long overdue accounts to the collection agency in September 2021. From January 2020 through October 2021, a total of \$9,593.70 in overdue fines has been collected by the collection agency. In addition, \$4,191.95 worth of materials has been returned. This totals \$13,785.65 in fines and materials returned to the Library in just a few months. The cost of collecting these materials and fines was \$1,664.00.

The use of a collection agency continues to be beneficial to the Library.

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 93% 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)

Due to the pandemic, meeting room use was closed from March 14, 2020 through September 7, 2021. Since September 2021, meeting room use has been low and has dipped even more while cases of COVID-19 surge. We know meeting rooms are a popular service to our community when it is safe and that eventually this service will rebound. We are not recommending any changes to our meeting room rental fees at this time.

Comparison of Fines and Fees to Other Libraries

Eliminating overdue fines is being adopted by more public libraries all the time. In summer 2021, the Baldwin Public Library eliminated all overdue fines. However not all public libraries have adopted this approach. A review of The Library Network (TLN) libraries revealed that many area libraries still 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 non-print 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 2022/2023 Schedule of Fines & Fees as presented with implementation to begin on April 1, 2022.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2022

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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 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 per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Book (holiday – Youth)	1 week	No #		\$.25 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 everdrive e-books	Yes	
CD (Compact Disc)	3 weeks	No #		\$.25 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 per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

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DVDS

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
DVD- Adult & 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 – Adult & 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>
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. Full-set cost may be required. plus \$5 service charge
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.

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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 institution.	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 institution	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 institution.	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 *
ASC 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
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 per day fine. Max fine \$5 or cost (whichever is less)	Yes; 3 renewals	Yes	\$4 plus \$5 service charge
Media Kit	3 weeks	No #		\$.25 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 per day fine per envelope. Max fine \$5 per envelope	Yes; 3 renewals	No	\$5 plus \$5 service charge
Poster	3 weeks	No #		\$.25 per day fine. Max fine \$5	Yes; 3 renewals	Yes	\$15 plus \$5 service charge
STEAM Collection (Youth)	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 (Adult)	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
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
WonderBook	3 weeks	No#		\$.25 per day fine. Max fine \$10 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed 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	21 days from the time title was borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out the item again if they have not met their loan limit for the month	No; items on hoopla are always available	\$15
Audio book (OverDrive/ Libby)	OverDrive	21 day default; can be changed to 7, 10, or 14 days by patron	10 loans on account at one time; ability to return title for another	Yes, renew option appears three days before title expires as long as there are no holds.	Yes; up to 10 holds per account at one time	\$15
eBooks, Comic books (hoopla)	Midwest Tape	21 days from the time title was borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out the item again if they have not met their loan limit for the month	No; items on hoopla are always available	\$15
eBooks (OverDrive/ Libby)	OverDrive	21 day default; can be changed to 7, 10, or 14 days by patron	10 loans per account at one time; ability to return title for another	Yes, renew option appears three days before title expires as long as there are no holds.	Yes; up to 10 holds per account at a time	\$15
Magazine (OverDrive/ Libby)	OverDrive	21 days	Magazines do not count toward checkout limit.	Yes, renew option appears three days before title expires. Magazine checkouts are unlimited.	No; magazines on OverDrive are always available	\$15
Music album (hoopla)	Midwest Tape	7 days from the time item is borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out items again if they have not met their loan limit for the month	No; items on hoopla are always available	\$15
Movie (Kanopy)	Kanopy	3 days/72 hours	16 borrows total 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; items on Kanopy are always available	\$15

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Movie (Kanopy Kids)	Kanopy	3 days/72 hours	No limit – these titles do not require play credits to view.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No – items on Kanopy are always available	\$15
Movie (Great Courses)	Kanopy	3 days/72 hours	No limit – these titles do not require play credits to view.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No – items on Kanopy are always available	\$15
Movie/TV episode (hoopla)	Midwest Tape	3 days/72 hours (for most)	16 borrows total 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 - items on hoopla are always available	\$15
Video (OverDrive/ Libby)	OverDrive	7 day default; can be changed to 3 or 5 days by patron	10 loans per account at one time; ability to return title for another.	Yes, renew option appears three days before title expires as long as there are no holds.	Yes - up to 10 holds per account at one time	\$15

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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MISSING & DAMAGED PARTS

ITEM	REPLACEMENT CHARGES
Media Cases	\$5 <i>Plus \$5 service charge</i>
Cover art, Bar Code, Label, RFID Tag	\$2 for any or all <i>Plus \$5 total service charge unless entire case is replaced.</i>
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>
ASC 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 – Backpack \$13 <i>Plus \$5 service charge</i>
ASC and World Language Collection Boxes	Box Charge: Extra Small \$4 (8"x6"x9") – Small \$8 (6"x9"x14") – Medium \$8 (12"x9"x15") - Large - \$9 (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	Box Charge: Small \$4– Medium \$7– Large \$8 <i>Plus \$5 service charge</i>
STEAM Collection Bags	Bag Charge: \$10; <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 per sheet, 8 ½" x 11", 8 ½" x 14" \$.20 per sheet, 11" x 17"	
Color Photocopy or Printout	\$.50 per sheet	
Borrower's Library Card		RFID replacement - \$5
Duplicate Key Tag		Key Tag replacement - \$1
Copier Card	\$.50	
Returned Check for non-sufficient funds	\$18 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>		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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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
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ADDITIONAL FEES AND SERVICES

HOLDS:

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

RENEWAL:

Bloomfield Township cardholders receive automatic renewals on items, up to three times, as available. All other patrons receive one automatic renewal on items, as available.

Checkout amounts: Bloomfield Township cardholders up to 99 items. All other patrons up to 15 items.

EMAIL NOTIFICATION SCHEDULE:

1 week items: Courtesy/renewal 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/renewal notice will be sent 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/renewal 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.

COMPUTER USE:

Bloomfield Township cardholders will receive priority access to Library computers 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 cardholders; Cranbrook staff, students and teachers; and Oakland Literacy Council 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 taxpayers 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, 2022

MEETING ROOM	NONPROFIT RATE	PROFIT RATE
Leslie Harcourt Green Community Room <i>Seating: 90 chairs at 30 tables or 140 chairs only</i>	\$100	\$240
Meeting Room 1 <i>46 chairs at tables only</i>	\$50	\$120
Meeting Room 2 <i>56 chairs only</i>	\$50	\$120
Meeting Room 3 <i>18 chairs at 3 tables</i>	\$0	\$60

All meeting room rates are per four hour period. A late fee of \$25 for each five minutes over the end time of the meeting room reservation will be charged.

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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 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 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	
CD (Compact Disc)	3 weeks	No #		\$.25 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 per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

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DVDS

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
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 charge</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.

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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.

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 per day fine. Max fine \$5 or cost (whichever is less)	Yes; 3 renewals	Yes	\$4 plus \$5 service charge
Media Kit	3 weeks	No #		\$.25 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 per day fine per envelope. Max fine \$5 per envelope	Yes; 3 renewals	No	\$5 plus \$5 service charge
Poster	3 weeks	No #		\$.25 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 #		\$1 per 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
WonderBook	3 weeks	No#		\$.25 per day fine. Max fine \$10 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed 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	21 days from the time title was borrowed (for most)	16 borrows per title per calendar month combined with other hoopla items	No; but patrons may check out the item again if they have not met their loan limit for the month	No - items on Hoopla are always available	\$15
Audio book (Overdrive/ Libby)	Overdrive	21 day default; can be changed to 7, 10, or 14 days by patron	10 loans on account at one time; ability to return title for another	Yes, renew option appears three days before title expires as long as there are no holds.	Yes; up to 10 holds per account at one time	\$15
eBooks, Comic books (hoopla)	Midwest Tape	21 days from the time title was borrowed (for most)	16 items total per calendar month.	No; but patrons may check out the item again if they have not met their loan limit for the month	No - items on Hoopla are always available	\$15
eBooks (Overdrive/ Libby)	Overdrive	21 day default; can be changed to 7,10, or 14 days by patron	10 loans per account at one time; ability to return title for another	Yes, renew option appears three days before title expires as long as there are no holds.	Yes; up to 10 holds per account at a time	\$15
Music album (hoopla)	Midwest Tape	7 days from the time item is borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out items again if they have not met their loan limit for the month	No - items on Hoopla are always available	\$15
Movie (Kanopy)	Kanopy	3 days/72 hours	16 play credits total 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 – items on Kanopy are always available	\$15
Movie (Kanopy Kid)	kanopy	3 days/72 hours	No limit – these titles do not require play credits to view.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No – items on Kanopy are always available	\$15

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Movie (Great Courses)	Kanopy	3 days/72 hours	No limit – these titles do not require play credits to view.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No – items on Kanopy are always available	\$15
Movie/TV episode (hoopla)	Midwest Tape	3 days/72 hours (for most)	16 borrows total 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 - items on Hoopla are always available	\$15
Video (Overdrive/ Libby)	Overdrive	7 day default; can be changed to 3 or 5 days by patron	10 loans per account at one time; ability to return title for another.	Yes, renew option appears three days before title expires as long as there are no holds.	Yes - up to 10 holds per account at one time	\$15
Magazines (RB Digital)	Recorded Books	N/A	N/A	N/A		\$15
Music Download (Freegal)	Library Ideas, LLC	5 downloads per week; videos count as 2 downloads	N/A	N/A	N/A	\$15
Music Streaming (Freegal)	Library Ideas, LLC	unlimited	N/A	N/A	N/A	\$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 (8"x6"x9") – Small \$8 (6"x9"x14") – Medium \$8 (12"x9"x15") - Large - \$9 (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	Box Charge: Small \$4– Medium \$7– Large \$8 <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 per sheet, 8 ½" x 11", 8 ½" x 14" \$.20 per sheet, 11" x 17"	
Color Photocopy or Printout	\$.50 per sheet	
Borrower's Library Card		RFID replacement - \$5
Duplicate Key Tag		Key Tag replacement - \$1
Copier Card	\$.50	
Returned Check for non-sufficient funds	\$18 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.

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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

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.

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NOTIFICATION SCHEDULE:

EMAIL:

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: (No Longer Available)

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, 2021

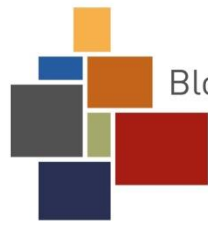
MEETING ROOM	NONPROFIT RATE	PROFIT RATE
Leslie Harcourt Green Community Room <i>Seating: 90 chairs at 30 tables or 140 chairs only</i>	\$100	\$240
Meeting Room 1 <i>46 chairs at tables only</i>	\$50	\$120
Meeting Room 2 <i>56 chairs only</i>	\$50	\$120
Meeting Room 3 <i>18 chairs at 3 tables</i>	\$0	\$60

All meeting room rates are per four hour period. A late fee of \$25 for each five 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

Board of Trustees Standing Committee Appointments

January 2022 – January 2023

Art Committee	Dani Gillman Judy Lindstrom
Advocacy Committee	Sandy Edwards Judy Lindstrom
Building and Grounds Committee	All
Cranbrook, DPL, Troy Committee	Grant Gerhart Joan Luksik
Development Committee	All
Finance Committee	Tom Deska Joan Luksik
Friends of the Library Liaison Committee	Sandy Edwards Dani Gillman
Investment Committee	All
Jeanette P. Myers Scholarship Selection Committee	Tom Deska Grant Gerhart
Personnel/Director Evaluation Committee	Sandy Edwards Judy Lindstrom
Policy Committee	Tom Deska Grant Gerhart

Revised December 2021

What's Happening at the Library in January & February

Programs - recurring

1. YS – **Book Worms** on Zoom, book discussion group for grades 2-3. Wednesday, February 2, book – *Big Foot and Little Foot* by Ellen Potter.
2. YS – **Outdoor Winter Family Story Time** on the Youth Terrace. Thursdays, January 13, 20 & 27 and Tuesdays, February 8, 15, & 22.
3. YS – **Paperbacks & Snacks** on Zoom, book discussion group for grades 4-5. Tuesday, February 8. Book – *Space Case* by Stuart Gibbs.
4. YS – **Virtual Family Story Time** on Zoom, for both Little Zoomers and Preschoolers. Tuesdays, January 4-25 and Thursdays, February 10-March 3.
5. YS – **Family PJ Story Time** on Zoom, monthly. Tuesday, January 11 and Thursday, February 10.
6. YS – **Virtual Art Lab** on Zoom, monthly, ages 10-13. Material packets provided. Thursdays, January 20 and February 17.
7. YS – **Book Chat** on Zoom, book discussion group for grades 6-8. Wednesday, January 12.
8. YS – **My First Book Group** on Zoom, book discussion group for grades K-1 with an adult. Tuesday, January 25.
9. AS – **Sensory Story Time for Adults and Teens** meets the second Monday of each month at 11 a.m.
10. AS – **Tuesday Book Club**, meets the third Tuesday of each month, in-person and on Zoom. January discussion is *The Night Watchman* by Louise Erdrich. February will be *The Warmth of Other Suns* by Isabel Wilkerson.
11. AS – **Thursday Book Club**, meets the fourth Thursday of each month, in-person and on Zoom. February will be *The Library Book* by Susan Orlean.
12. AS – **Mystery Book Club**, meets the third Wednesday of each month, in-person and on Zoom, discussing *Dream Girl* by Laura Lippman in January. February is *Walk the Wire* by David Baldacci.
13. AS – **Classics Book Club**, meets the third Tuesday every other month, in-person and on Zoom, discussing *To Kill a Mockingbird* by Harper Lee in January.
14. AS – **BYOB (Bring Your Own Book) Club**, meets the fourth Monday of each month at the Rusty Bucket, located at Telegraph and Square Lake Roads. Discussion of *Where the Crawdads Sing* by Delia Owens in January. February is *Thursday Murder Club* by Richard Osman.
15. AS – **30 Minute Lunchtime Book Club**, meets the third Monday of each month, in-person and on Zoom. Discussing *The Splendid and the Vile* by Erik Larson in January. February is *The Vanishing Half* by Brit Bennett.
16. AS – **ESL Conversation Group** meets Fridays at 10:00am each week, in-person and on Zoom.
17. AS – **Memoir Writers** meet on the second and fourth Tuesdays of the month, in-person only.
18. AS – **Writers Rendezvous**, second and fourth Wednesdays. The group is currently meeting via Zoom throughout January and February.
19. AS – **Knitting+ Club** meets the first Tuesday of each month, in-person only.
20. AS – **Movie Discussion Club** meets the first Wednesday of each month, in-person and on Zoom. Discussing *Wuthering Heights (1939)* in January. February movie will be announced shortly.
21. AS – **Sensory-Friendly Movies for Adults and Teens** meets the fourth Friday of every month. January and February movie will be a series on *Animal Babies: First year on Earth-First Steps*.
22. AS – **Teen Advisory Board**, Wednesday, January 12, 4:00 pm. Teens meet to discuss books and programs for teens.
23. AS – **Book Club for Teens: Crafting Conversations**, meets monthly, in-person and on Zoom. A student-led book club centering around underrepresented voices and authors. Teens will discuss books, make recommendations, and create crafts that go along with the theme of the month. January 19 topic is Chinese New Year & Holocaust Remembrance Day.
24. Systems – **Tech Open Lab**, weekly on Zoom. Staff discuss a different topic each week and are also available to answer any questions on any topic.

Programs

1. YS – **Warm Hearts: Hygge for Tweens**. Monday, February 14.
2. YS – **National Sticker Day**, January 13. Contribute to our GIANT Stick Together Project.
3. AS – **Teen Book Club**, February 3, in-person and on Zoom. Discussing *The Ballad of Songbirds and Snakes*, by Suzanne Collins.
4. AS – Virtual teen event, **Dungeons and Dragons, Candlekeep Mysteries: The Book of the Raven**. Wednesday, February 16 and Friday, February 18.

Displays

1. ADM - Lobby display case – January: **Brightwire Designs** by Mike O'Reilly.
2. ADM – in Circulation – January: **Fresh Starts**.
3. YS - January: **Music**, February: **Black History** month.
4. AS - Local History display case – January: **Life is What you Bake It** (Baking Books). February: **Letter of the Law** (Legal Resources).

Take-Home Activities

1. YS – January - **Peace Dove Craft**, all ages (with adult supervision), **Sticker activity** kit, **DIY Bird Feeder** kit.
2. YS – February – **Paper Cup Snowman** kit, **Paper Plate Gnomes**.
3. AS - Craft Kit: Coloring. Available Monday, January 3, while supplies last. We still have some!

On-demand videos

Youth Services:

- **Youth Databases Tutorial** with Ms. Ashlee. Homework help, learn a new language, connect with a tutor, and more.
- **Sleepy Story Time** with Ms. Liz. *Sleepyheads*, by Sandra J. Howatt.
- **Turtle Friends Sensory Story Time** with Ms. Jen

Adult Services:

- **January: Legal Databases**, Karrie will highlight some of our many online legal resources.
- **Virtual Read-Aloud**: Enjoy a softly read short story, poem, or essay read aloud by an Adult Services librarian. Read-Aloud videos are released each month.
- **Adult Services Recommends**: Discover what our Adult Services librarians are reading and recommend each month.

Online Resources

1. YS – **BookFlix**: Interactive reading experience to explore fiction and non-fiction for grades PreK – 3.
2. YS – **BrainFuse**: Get help with homework online, 2 p.m. to 11 p.m. daily (excluding some holidays).
3. YS – **PebbleGo**: Informational articles, ready-made activities, and literacy for grades K – 3.
4. YS – **Read It!**: Articles on a variety of subjects that include comprehension supports for middle school – adult ELL and different learners.
5. YS – **TumbleBook Library**: Children's eBook database of picture books and read-along chapter books.
6. AS – **hoopla BingePass**: Update your hoopla app to get access to hoopla BingePass, which gives 7 days of unlimited access to hoopla Magazines and The Great Courses, with just one hoopla borrow.

Other

1. **Welcome Bloomfield Baby Bags** – books, literacy tips, and more – funded by the Friends of the Library.
2. **Winter Reading Challenge** – December 20, 2021 – January 31, 2022. For all ages – win prizes!
3. **Stories and Stuff Book Box** – monthly subscription book service for grades 3 – 8. Receive one highly recommended book based on your favorite topics, plus special gifts to keep!
4. **Photo Contest** – January 17-March 13. Theme, “**Tell Us a Story**”.
5. **2021 Tax Forms and Resources** - The Library expects to receive a limited supply of basic forms. Most forms will be available to print online and we are happy to print any forms that patrons may need.
6. **Second Saturday Book Sales** – no sale on January 8, next sale planned for February 12. Friends Only during the first hour.
7. Book donations accepted any time during Library hours.
8. Curbside service continues.

DATES FOR LIBRARY BOARD OF TRUSTEES

Tuesday, January 18, 7:00 p.m. – Library Board Meeting

Wednesday, February 2, 11:00 a.m. – Friends Board meeting

Saturday, February 12, 10 a.m.- 3:30 p.m. – Friends Second Saturday Sale

Tuesday, February 15, 7:00 p.m. – Library Board Meeting