

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, January 17, 2023
7:00 p.m.

Board Room

Trustees:

libraryboard@btpl.org

Dani Gillman, President
Judy Lindstrom, Vice President
Joan Luksik, Secretary
Keith Carduner
Joy Murray
Shane Spradlin

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
LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING scheduled
Tuesday, January 17, 2023, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	01/13/2023
2a	Request to remove items from the Consent Agenda for Discussion	01/13/2023
2b	Motion to approve the order of items for the regular and consent agendas	01/13/2023
5	Motion to approve remaining Consent Agenda items 6-8d	01/13/2023
6	Regular Board Meeting Minutes of December 20, 2022	01/13/2023
7a	Cash Disbursements	01/13/2023
7b	Revenues/Expenditures Budget Report	01/13/2023
7c	Energy Report	01/13/2023
8a	President's Report– no report	
8b	Director's Report	01/13/2023
8c	Art Committee – no report	
8c	Advocacy Committee – Ambassadors Group – no report	
8c	Building and Grounds Committee – no report	
8c	Cranbrook, DPL, and TPL– no report	
8c	Development Committee – no report	
8c	Finance Committee– no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Fines & Fees FY 2022/2023	01/13/2023
13	Motion to approve any items removed from the Consent Agenda	01/13/2023

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Strategic Plan	01/13/2023
Press Mentions	01/13/2023
Marketing Report	01/13/2023
Adult and Youth Services Events Calendars	01/13/2023
Dates for Library Board of Trustees	01/13/2023

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 17, 2023
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 20, 2022
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Dani Gillman
 - b. Director: *Tera Moon
 - c. Committee:
 - *Art Committee *Ad Hoc*
 - *Bloomfield Township Liaison
 - *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 2023/2024
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 21, 2023
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 20, 2022, 7:00 p.m.
Library Board Room

At 6:30 p.m. Trustees Dani Gillman and Shane Spradlin were sworn in by Martin Brook.

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

Trustees Present: Keith Carduner, Dani Gillman, Judy Lindstrom, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: None

Administration: Director Tera Moon and Administrative Assistant Linden Godlove

Guests: Deb Smith, Technical Services Assistant Department Head and Staff Organization Committee (SOC) representative

Shane Spradlin and Joan Luksik requested **7A** and **7B** be removed from the consent agenda for regular discussion.

PRESIDENT'S VERBAL REPORT:

President Dani Gillman expressed her excitement in filling the role of board president and having the opportunity to serve another year on the Board. There will be new committee assignments for the Board, which were shared in the packet. Director Moon arranges committee meetings as needed and will contact everyone to ensure all members can attend. Tomorrow begins the "Winter Reading Challenge" at the Library, and she encouraged all to sign up. She thanked the Board for their confidence in her as president.

DIRECTOR'S VERBAL REPORT:

Director Moon encouraged the Board to look at the unique display case arrangements in both Adult Services and the lobby. Director Moon reported that the staff training topic for December was the Friends of the Library. She stated that the 2023 Photo contest will commence next month and culminate in the awards reception on April 29, 2023.

Director Moon explained that the Library has been named a Star Library *by Library Journal*. She also reported on her attendance at a security forum held by the Jewish Federation of Detroit in response to the hate crime that occurred at Temple Beth El on December 2.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Keith Carduner **TO APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray and Spradlin

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Deb Smith reported on the Staff Organization Committee's latest activities.

UNFINISHED BUSINESS:

No unfinished business.

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: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt.

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

Administration recommended adopting Option 2, known as the 80/20 Option, for 2023 as it provides a lower health care cost for library employees. The Personnel Committee supports this recommendation. The Library annually makes decisions to offset the health care costs to employees. This is an important factor in employee retention.

Upon discussion, a motion was made by Joy Murray, seconded by Keith Carduner, **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2023.**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray and Spradlin

Nays: None

MOTION CARRIED

11b. Director 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 begins with a report from the Library Director to the Board summarizing her activities during

2022. The report, as well as the Director's evaluation form, will be sent in early January.

The Personnel Committee will then compile the Board's input to complete the 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 21, 2023 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.

11c. Strategic Plan Draft Presentation

The Library initiated a strategic planning process in the summer of 2022. Fast Forward Libraries LLC was engaged in July to facilitate the planning process in three phases: Learn, Dream, Do. Assistant Director Katherine Bryant has done an excellent job of directing this project. The Learn phase entailed a community survey completed by 514 members of the community, five community focus groups, 11 interviews, and a Board and staff survey. In the Dream phase, the Leadership Team and Trustees discussed possible future pathways for the Library. This strategic plan will guide the Bloomfield Township Public Library through the Do phase, as the Library executes its vision for the future. By implementing a new strategic plan, the Library will be able to focus resources on delivering programs, outreach, and collections for meaningful community connection while expanding innovative services for the community.

Director Moon thanked the Planning Committee, which guided this process from beginning to end. They created survey questions, reached out to community members for focus groups and interviews, and presented a draft of the strategic plan at the November Board Meeting. She expressed thanks to the library staff strategic planning team: Katherine Bryant, Lauren Catoni-Ellis, Dani Gillman, Joan Luksik, Ed Niemchak, Anna Pelepchuk, and Florence Schenk for their time and energy on this important project. She also thanked Amanda Standerfer, from Fast Forward Libraries.

During the review of the draft strategic plan in November, revisions to the vision and mission were discussed. Tera, Katherine, and Amanda Standerfer used this to revise the vision and mission. Director Moon reviewed the vision statement and the mission statement.

The strategic directions were reviewed and discussed, as well as how these were flexible, regardless of changes directed by the millage.

Upon discussion, a motion was made by Joan Luksik, seconded by Shane Spradlin **TO APPROVE AND ADOPT THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY STRATEGIC PLAN FOR 2023-2025.**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray and Spradlin

Nays: None

MOTION CARRIED

11d. Bank Signatories

With the recent change in the Board President and Secretary, 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.

Upon discussion, a motion was made by Shane Spradlin, seconded by Judy Lindstrom, **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED, EFFECTIVE DECEMBER 20, 2022.**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray and Spradlin

Nays: None

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan Luksik inquired about the payment to Doeren Mayhew, as in November the payment approved was reported to be the final payment. Director Moon said that the payment reported in December's packet is actually the final check. This is for services rendered in October, which arrived after the cutoff for checks to be approved by the board in November. The bill had not been received in time for payment at the last meeting and Director Moon had not been aware of a balance still owed at that time.

Shane Spradlin inquired about Sierra, which is a software purchased through innovative interfaces. Sierra a central program for Bloomfield Township Public Library's services—through this software, materials are catalogued, and circulation of items is tracked. The Intranet Connections is an annual bill for Intranet software used to communicate internally among staff. This is separate from the internet.

Shane Spradlin asked about the way the budget is reported with respect to receipt of revenue. Director Moon explained that in March, the adopted budget is approved. August is when the amended budget is approved. There is a third column in the budget report that shows where the Library is currently in the budget. The Library has hardly any revenue until taxes are received in January. The Library has a fund balance which is eight months' worth of operating costs. This starts in April. The numbers of the budget change because the number in March, when the budget is adopted, is based on the previous summer's estimate.

Dani Gillman remarked on the foresight of upgrading the library's lighting to LEDs, which is already saving money on utility bills in a time when costs are rising.

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

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray and Spradlin

Nays: None

MOTION CARRIED

OTHER:

Judy Lindstrom congratulated Dani Gillman and Shane Spradlin on their swearing in and wished everyone a happy holiday.

The next board meeting is on Tuesday, January 17. Fines and fees will be discussed, as well as the OPEB Trust meeting.

At 8:06 p.m. President Gillman adjourned the meeting.

Submitted by:

A handwritten signature in black ink, appearing to read "Joan Luksik", written in a cursive style.

Joan Luksik, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
December 2022****General Fund - Advance:**

- Check #22744 made payable to Martha McGee in the amount of \$233.09 was reimbursement for Library Shop inventory.
- Check #22750 made payable to Scott Nelson in the amount of \$150.00 was payment for tuning the piano.
- Check #22757 made payable to DTE Energy in the amount of \$20,428.62 was payment for electricity service for 11/8-12/6.
- Check #22758 made payable to Monica Gower in the amount of \$35.31 was reimbursement for mileage.
- Check #22761 made payable to Bruce Zellers in the amount of \$150.00 was payment for a history lecture.
- Check #22762 made payable to ShredCorp in the amount of \$900.00 was payment for shredding services for the community to be offered as part of an Adult Services program.

General Fund - Regular:

- Check #22765 made payable to Bloomfield Township in the amount of \$1,212.98 was payment for water service for 11/16-12/19.
- Check #22766 made payable to Bloomfield Township in the amount of \$389,138.38 was payment for two payrolls including FICA, health insurance, pension, etc.
- Check #22777 made payable to Goldner Walsh Nursery in the amount of \$8,178.35 was for seasonal maintenance of flower beds for July-October.
- Check #22780 made payable to H. V Burton in the amount of \$294.00 was payment for maintenance of the fire suppression system.
- Check #22785 made payable to Midwest Collaborative For Lib. Svcs. in the amount of \$10,401.30 is payment for two database subscriptions (Plunkett Research and Morningstar Investment Research Center).

- Check #22787 made payable to Midwest Tape in the amount of \$47,944.36 is an advance deposit payment for digital content provided by hoopla plus DVDs. The hoopla payment is shared by Adult and Youth Services. The Library deposits into an account held by hoopla and is withdrawn as patrons use content.
- Check #22790 made payable to Orangeboy, Inc. in the amount of \$250.00 is payment for an enhancement to the Library's enewsletter service.
- Check #22794 made payable to Siemens Industry, Inc. in the amount of \$5,000.00 is payment for upgrading the library's HVAC software and infrastructure.
- Check #22797 made payable to Total Energy Systems, Inc. in the amount of \$3,949.03 was payment for repairs and maintenance to the Library's generator.

Gift Fund - Regular:

- Check #5367 made payable to Goldner Walsh Nursery, Inc. in the amount of \$888.34 was payment for seasonal entrance arrangements.
- Check #5368 made payable to Janway Company in the amount of \$359.27 was payment for notebooks for patrons to be distributed in the Computer Center.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF DECEMBER 2022

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
22744	12/13/22	Martha McGee	016.01	233.09
22745	12/13/22	PITNEY BOWES RESERVE ACCOUNT	016.01	1,500.00
22746	12/20/22	AMAZON.COM	016.01	982.67
22747	12/20/22	FLAGSTAR BANK	016.01	5,501.88
22748	12/20/22	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	016.01	180.30
22749	12/20/22	VIGILANTE SECURITY	016.01	1,950.00
22750	12/27/22	SCOTT NELSON, RPT	016.01	150.00
22751	1/3/23	AMAZON.COM	016.01	1,939.05
22752	1/3/23	APPLIED INNOVATION	016.01	655.97
22753	1/3/23	AT&T	016.01	162.45
22754	1/3/23	AT&T	016.01	505.97
22755	1/3/23	PETTY CASH - BTPL	016.01	128.00
22756	1/3/23	XFINITY	016.01	77.61
22757	1/3/23	DTE ENERGY	016.01	20,428.62
22758	1/3/23	Monica Gower	016.01	35.31
22760	1/3/23	TERMINIX PROCESSING CTR.	016.01	160.00
22761	1/3/23	BRUCE ZELLERS	016.01	150.00
22762	1/4/23	ShredCorp	016.01	900.00
Total				<u><u>35640.92</u></u>
REGULAR CHECKS:				
22763	1/9/23	AUNALYTICS, INC.	016.01	851.75
22764	1/9/23	BAKER & TAYLOR, INC.	016.01	12,680.64
22765	1/9/23	BLOOMFIELD TOWNSHIP	016.01	1,212.98
22766	1/9/23	BLOOMFIELD TOWNSHIP	016.01	389,138.38
22767	1/9/23	BOOKS GALORE INC.	016.01	13,364.81
22768	1/9/23	CAPSTONE	016.01	1,791.18
22769	1/9/23	CAR TRUCKING, INC.	016.01	212.55
22770	1/9/23	CENGAGE LEARNING/GALE	016.01	1,878.11
22771	1/9/23	CINTAS CORPORATION	016.01	77.85
22772	1/9/23	CRABTREE PUBLISHING COMPANY	016.01	75.96
22773	1/9/23	DEMCO, INC.	016.01	405.60
22774	1/9/23	FINDAWAY WORLD LLC	016.01	164.97
22775	1/9/23	FOUNDRY	016.01	25.00
22776	1/9/23	GAYLORD BROTHERS, INC.	016.01	77.39
22777	1/9/23	GOLDNER WALSH NURSERY, INC.	016.01	8,178.35
22778	1/9/23	U.S Govt. Publishing Office	016.01	58.00
22779	1/9/23	GREAT OAKS MAINTENANCE	016.01	3,600.00
22780	1/9/23	H. V. BURTON CO.	016.01	294.00
22781	1/9/23	INGRAM LIBRARY SERVICES	016.01	81.81
22782	1/9/23	J. APPLESEED	016.01	2,517.25
22783	1/9/23	LJ ROLLS REFRIGERATION CO., INC	016.01	2,860.50
22784	1/9/23	LIGHTBOX LEARNING INC.	016.01	637.69
22785	1/9/23	MIDWEST COLLABORATIVE for LIB. SVCS	016.01	10,401.30
22786	1/9/23	MICROMARKETING LLC	016.01	33.99
22787	1/9/23	MIDWEST TAPE	016.01	47,944.36
22788	1/9/23	NICHOLS/NETWORK SERVICES CO	016.01	1,407.32
22789	1/9/23	NORWOOD HOUSE PRESS, INC.	016.01	427.00
22790	1/9/23	ORANGEBOY, INC.	016.01	250.00
22791	1/9/23	OVERDRIVE	016.01	7,519.43
22792	1/9/23	ROSEN PUBLISHING	016.01	5,009.02
22793	1/9/23	SHOWCASES	016.01	142.56
22794	1/9/23	SIEMENS INDUSTRY, INC.	016.01	5,000.00
22795	1/9/23	THOMSON REUTERS (MARKETS) LLC	016.01	171.19
22796	1/9/23	TK ELEVATOR CORPORATION	016.01	992.45
22797	1/9/23	TOTAL ENERGY SYSTEMS, INC.	016.01	3,949.03

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF DECEMBER 2022

Check #	Date	Payee	Cash Account	Amount
22798	1/9/23	UNIQUE MANAGEMENT SERVICES, INC.	016.01	236.40
22799	1/9/23	WALLACEBURG BOOKBINDING & MFG	016.01	258.81
22800	1/9/23	WORLD BOOK, INC.	016.01	3,606.00
Total				<u><u>527533.63</u></u>
Gift Fund				
ADVANCE CHECKS:				
5363	12/20/22	AMAZON.COM	012.03	691.94
5364	12/20/22	FLAGSTAR BANK	012.03	669.50
5365	1/3/23	AMAZON.COM	012.03	1,627.25
Total				<u><u>2988.69</u></u>
REGULAR CHECKS:				
5366	1/9/23	BAKER & TAYLOR	012.03	169.92
5367	1/9/23	GOLDNER WALSH NURSERY, INC.	012.03	888.34
5368	1/9/23	JANWAY COMPANY	012.03	359.27
Total				<u><u>1058.26</u></u>

Bloomfield Township Public Library
FY 2022-2023 General Fund Budget

PRESENTED: JANUARY 17, 2023 FOR THE MONTH OF: DECEMBER, 2022

ACCOUNT NAME	2022-2023 ADOPTED BUDGET AS OF MARCH 16, 2022	2022-2023 AMENDED BUDGET AS OF AUGUST 16, 2022	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	Nine Months 75.00% % OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Taxes	\$8,141,617	\$8,248,977	\$1,250,478	\$1,250,299	15.16%	(\$6,998,678)
Penal Fines	\$87,600	\$87,600	\$0	\$66,126	75.49%	(\$21,474)
State Aid	\$32,800	\$32,800	\$0	\$43,493	132.60%	\$10,693
Circulation Fines & Fees	\$25,500	\$25,500	\$1,400	\$21,447	84.10%	(\$4,054)
Charges for Services	\$14,866	\$14,866	\$1,113	\$6,246	42.02%	(\$8,620)
Investment earnings	\$50,000	\$50,000	\$26,142	\$22,307	44.61%	(\$27,693)
Miscellaneous	\$34,566	\$34,566	\$7,131	\$24,995	72.31%	(\$9,571)
Total Revenues	\$8,386,949	\$8,494,309	\$1,286,265	\$1,434,913	16.89%	(\$7,059,396)
<u>Expenditures</u>						
Personnel	\$4,777,521	\$4,777,521	\$393,779	\$3,208,323	67.15%	(\$1,569,198)
Library Services	\$817,933	\$817,933	\$114,077	\$580,080	70.92%	(\$237,853)
Facilities & Equipment	\$1,036,779	\$1,036,779	\$53,114	\$814,219	78.53%	(\$222,560)
Other Operating Expenditures	\$3,619,429	\$3,683,429	\$8,417	\$672,615	18.26%	(\$3,010,814)
Total Expenditures	\$10,251,662	\$10,315,662	\$569,387	\$5,275,237	51.14%	(\$5,040,425)
Fund Balance - Beginning	\$12,237,654	\$12,237,654		\$12,237,654		
Net revenue (expenditure)	(\$1,864,713)	(\$1,821,353)		(\$3,840,325)		
Fund Balance - Ending	\$10,372,941	\$10,416,301		\$8,397,329		

Fund Balance Designations

Nonspendable-Prepaid Expense	\$18,791	\$18,791
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,588,431	\$4,631,097
Assigned Fund Balance (is \$466,224 the 3/31/22 compensated absences accrual, plus \$1,683,764 the OPEB obligation plus \$3,834,226 for capital improvements)	\$5,665,719	\$5,666,413
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2022-2023 Gift Fund Budget

PRESENTED: JANUARY 17, 2023 FOR THE MONTH OF: DECEMBER, 2022

Nine Months 75.00%

ACCOUNT NAME	2022-2023 ADOPTED BUDGET AS OF MAR 16, 2022	2022-2023 AMENDED BUDGET AS OF JAN 17, 2023	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$37,235	\$97	\$37,235	100.00%	\$0
Gift Revenue	\$0	\$3,928	\$97	\$3,928	100.00%	\$0
Friends of the Library	\$0	\$31,755	\$0	\$31,755	100.00%	\$0
Atkinson Trust	\$0	\$0	\$0	\$0	#DIV/0!	\$0
BTPL Endowment Fund/Amber Trust	\$0	\$55	\$0	\$55	0.00%	\$0
Myers Scholarship	\$500	\$1,497	\$0	\$1,497	100.00%	\$0
Smith Challenge Grant	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Fair Radom Garden's Endowment	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Library Director's Legacy Fund	\$0	\$0	\$0	\$0	0.00%	\$0
Investment Earnings	\$200	\$200	\$24	\$91	45.74%	(\$109)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$37,435	\$121	\$37,326	99.71%	(\$109)
<u>Expenditures</u>						
Library Services	\$75,589	\$106,236	\$2,624	\$30,579	28.78%	(\$75,657)
Facilities & Equipment	\$34,382	\$39,787	\$0	\$6,400	16.09%	(\$33,387)
Other Operating Expenditures	\$52,224	\$52,907	\$245	\$2,976	5.63%	(\$49,930)
Total Expenditures	\$162,195	\$198,930	\$2,870	\$39,955	20.09%	(\$158,974)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$2,629)		
Fund Balance - Ending	\$200	\$200		\$159,066		

Bloomfield Township Public Library
Asset Allocation Summary
DECEMBER 2022

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	12/31/2022	\$110,758.99
	Flagstar Public Funds Savings	3.07%	12/31/2022	\$202,683.72
	Flagstar Premier Public Entities Checking	0.82%	12/31/2022	\$306,718.43
	RBC Capital Cash/Money Market	0.20%	12/31/2022	\$203,235.76
	RBC Capital - Investments	1.31%	12/31/2022	\$8,526,243.12
Total General Fund				\$9,349,640.02
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.30%	12/31/2022	\$92,107.03
	Huntington CD (Charnov gift) - matures 02/05/2024	0.03%	12/31/2022	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2022	\$15,030.49
Total Gift Fund				\$157,137.52

CFSEM

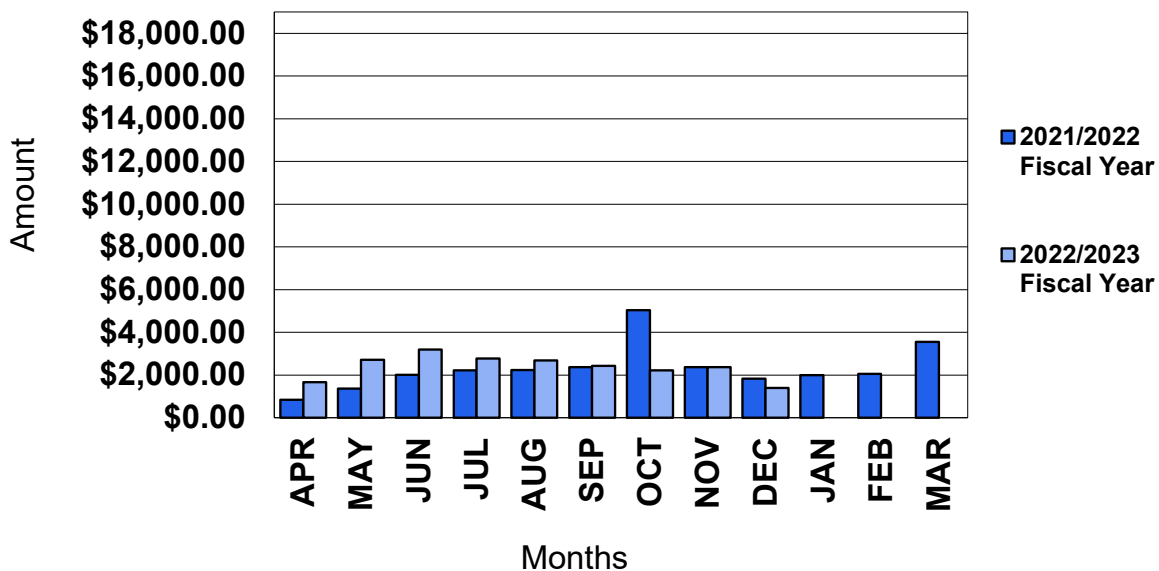
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for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

	<i>Updated 3/2022</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2021	\$18,088.00
Yvonne T. Atkinson Fund	12/31/2021	\$37,241.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2021	\$40,435.28
BTPL Endowment Fund	12/31/2021	\$52,814.72
Fair Radom Garden Endowment Fund	12/31/2021	\$20,285.00
BTPL Director's Legacy Fund	12/31/2021	\$23,382.00
Total CFSEM holdings		\$192,246.00

FINES AND FEES - TWO-YEAR COMPARISON

Month	2021/2022 Fiscal Year	2022/2023 Fiscal Year	Difference
APR	\$838.45	\$1,665.40	\$826.95
MAY	\$1,373.25	\$2,708.60	\$1,335.35
JUN	\$2,008.55	\$3,197.89	\$1,189.34
JUL	\$2,218.95	\$2,774.98	\$556.03
AUG	\$2,228.30	\$2,682.32	\$454.02
SEP	\$2,376.65	\$2,434.58	\$57.93
OCT	\$5,029.51	\$2,215.79	(\$2,813.72)
NOV	\$2,371.50	\$2,366.59	(\$4.91)
DEC	\$1,828.00	\$1,400.35	(\$427.65)
JAN	\$2,000.60		(\$2,000.60)
FEB	\$2,056.98		(\$2,056.98)
MAR	\$3,557.26		(\$3,557.26)
			YTD Difference
TOTAL	\$27,888.00	\$21,446.50	(\$6,441.50)

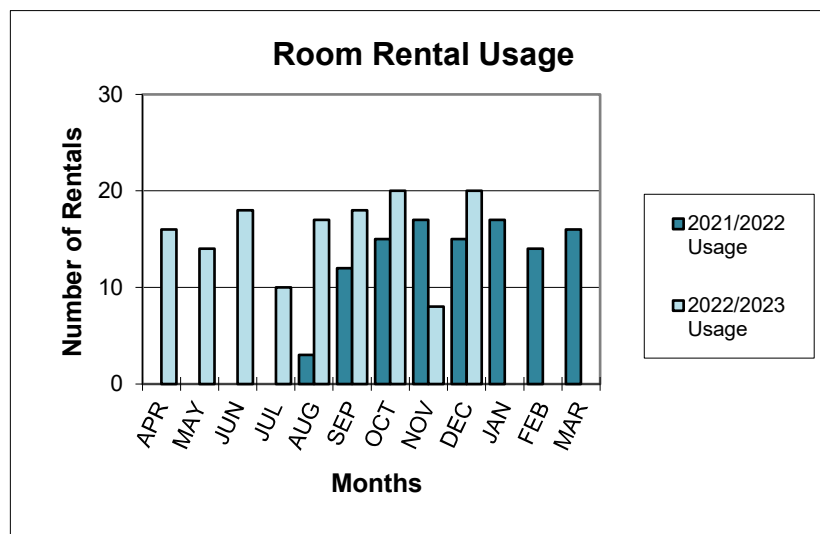
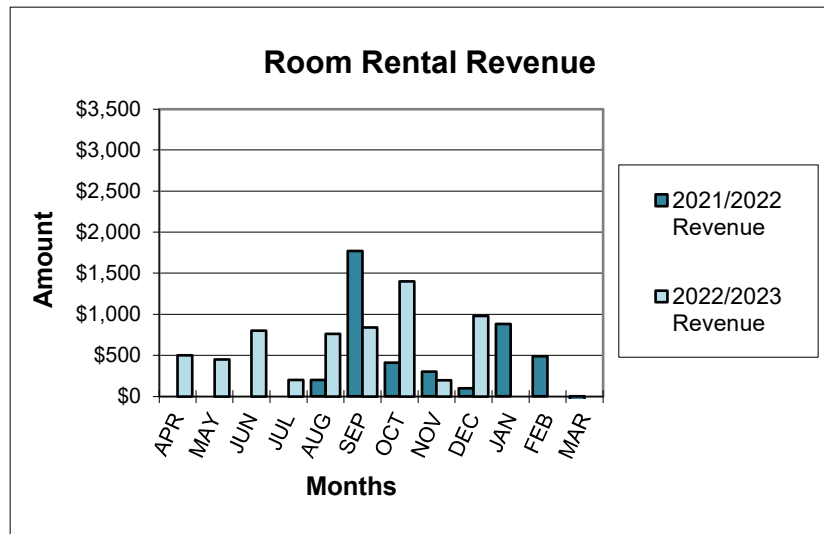
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

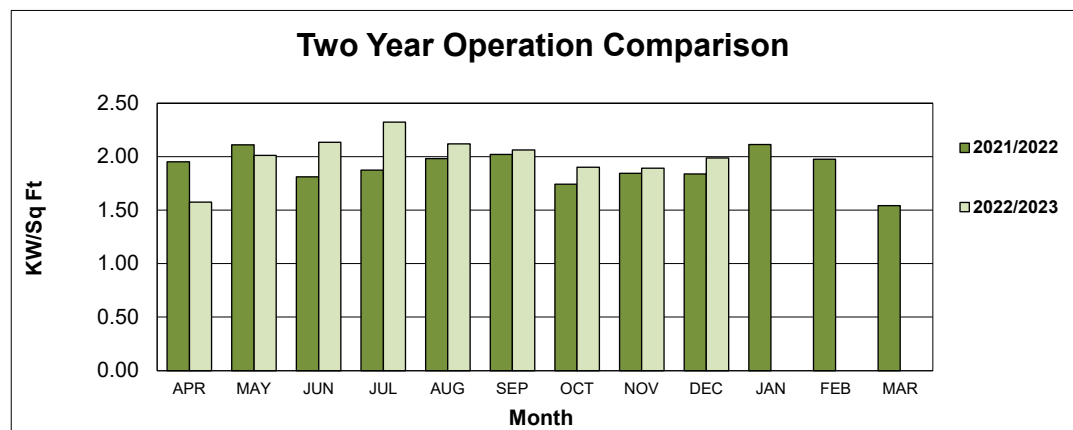
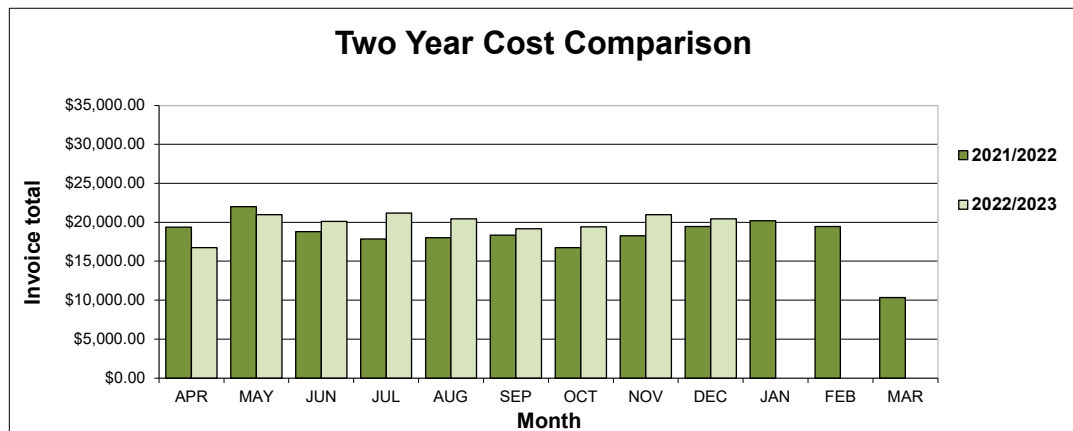
Month	2021/2022 Revenue	2022/2023 Revenue	Difference	2021/2022 Usage	2022/2023 Usage	Month
APR	\$0.00	\$500.00	\$500.00	0	16	APR
MAY	\$0.00	\$450.00	\$450.00	0	14	MAY
JUN	\$0.00	\$800.00	\$800.00	0	18	JUN
JUL	\$0.00	\$200.00	\$200.00	0	10	JUL
AUG	\$200.00	\$760.00	\$560.00	3	17	AUG
SEP	\$1,770.00	\$840.00	(\$930.00)	12	18	SEP
OCT	\$410.00	\$1,400.00	\$990.00	15	20	OCT
NOV	\$300.00	\$197.00	(\$103.00)	17	8	NOV
DEC	\$100.00	\$980.00	\$880.00	15	20	DEC
JAN	\$880.00		(\$880.00)	17		JAN
FEB	\$490.00		(\$490.00)	14		FEB
MAR	(\$480.00)		\$480.00	16		MAR
			YTD Difference			
TOTAL	\$3,670.00	\$6,127.00	\$2,457.00	109	141	



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2021/2022	2022/2023	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	\$19,353.70	\$16,757.01	(\$2,596.69)	159,180	\$0.11	221.08	1.58	\$23.27	\$0.17
MAY	\$22,004.56	\$20,983.27	(\$1,021.29)	203,280	\$0.10	273.23	2.01	\$28.20	\$0.21
JUN	\$18,782.78	\$20,099.70	\$1,316.92	215,600	\$0.09	299.44	2.13	\$27.92	\$0.20
JUL	\$17,838.49	\$21,165.46	\$3,326.97	234,640	\$0.09	315.38	2.32	\$28.45	\$0.21
AUG	\$18,004.84	\$20,421.44	\$2,416.60	214,060	\$0.10	287.72	2.12	\$27.45	\$0.20
SEP	\$18,350.49	\$19,149.28	\$798.79	208,250	\$0.09	289.24	2.06	\$26.60	\$0.19
OCT	\$16,723.27	\$19,397.88	\$2,674.61	192,073	\$0.10	258.16	1.90	\$26.07	\$0.19
NOV	\$18,252.35	\$20,955.05	\$2,702.70	191,296	\$0.11	265.69	1.89	\$29.10	\$0.21
DEC	\$19,445.48	\$20,428.62	\$983.14	200,886	\$0.10	270.01	1.99	\$27.46	\$0.20
JAN	\$20,200.83		(\$20,200.83)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$19,441.46		(\$19,441.46)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$10,316.61		(\$10,316.61)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$218,714.86	\$179,357.71	(\$39,357.15)						



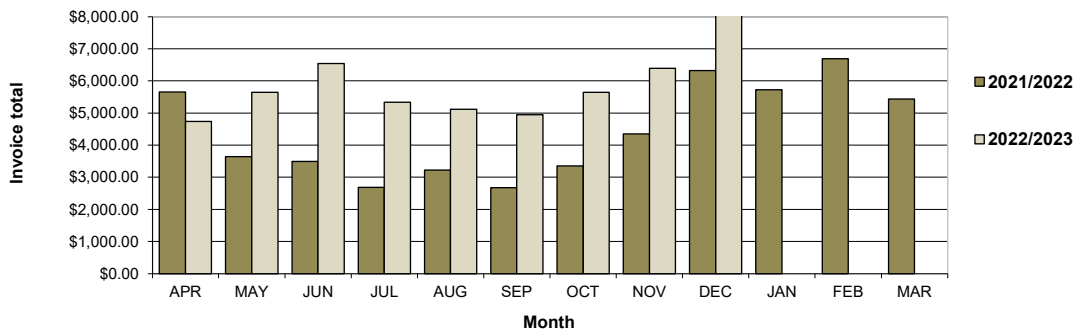
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

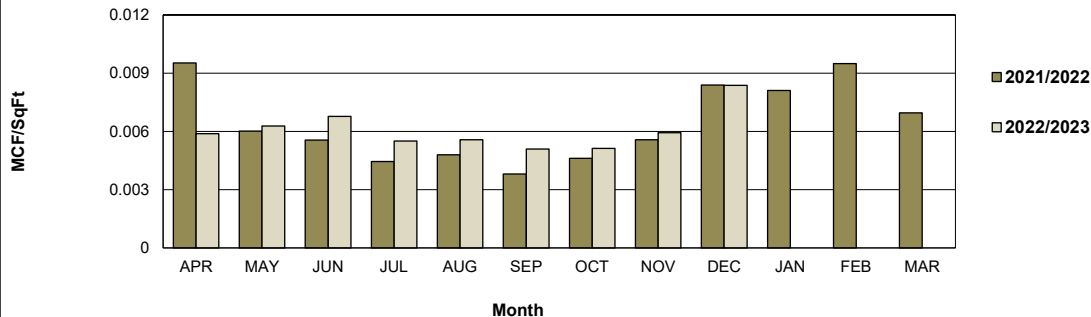
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2021/2022	2022/2023	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,654.64	\$4,734.95	(\$919.69)	593.7	\$7.98	720	0.82	0.006	6.58	0.046
MAY	\$3,636.56	\$5,648.12	\$2,011.56	633.4	\$8.92	744	0.85	0.006	7.59	0.055
JUN	\$3,492.51	\$6,540.98	\$3,048.47	683.6	\$9.57	720	0.95	0.007	9.08	0.064
JUL	\$2,686.18	\$5,339.99	\$2,653.81	556.3	\$9.60	744	0.75	0.006	7.18	0.052
AUG	\$3,225.84	\$5,112.10	\$1,886.26	561.7	\$9.10	744	0.75	0.006	6.87	0.050
SEP	\$2,673.07	\$4,944.69	\$2,271.62	514.4	\$9.61	720	0.71	0.005	6.87	0.048
OCT	\$3,347.66	\$5,643.43	\$2,295.77	517.1	\$10.91	744	0.70	0.005	7.59	0.055
NOV	\$4,347.53	\$6,389.93	\$2,042.40	599.4	\$10.66	720	0.83	0.006	8.87	0.062
DEC	\$6,325.88	\$8,675.57	\$2,349.69	846.1	\$10.25	744	1.14	0.008	11.66	0.085
JAN	\$5,721.34		(\$5,721.34)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$6,688.96		(\$6,688.96)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,433.41		(\$5,433.41)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$53,233.58	\$53,029.76	(\$203.82)							

Two Year Cost Comparison

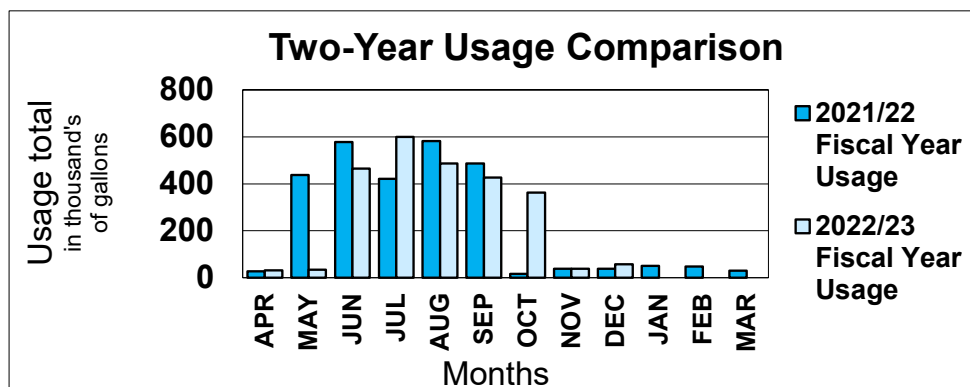
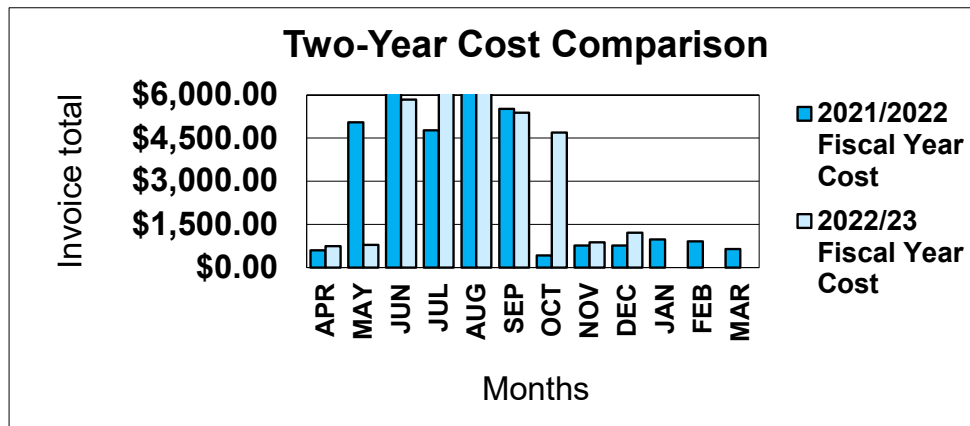


Two Year Operation Comparison



Bloomfield Township Public Library Water Analysis

Month	2021/2022 Fiscal Year Cost	2022/23 Fiscal Year Cost	Difference	2021/22 Fiscal Year Usage	2022/23 Fiscal Year Usage	Difference
APR	\$592.16	\$738.86	\$146.70	27	31	4
MAY	\$5,053.36	\$791.54	(\$4,261.82)	438	34	(404)
JUN	\$6,504.64	\$5,842.47	(\$662.17)	578	465	(113)
JUL	\$4,772.00	\$7,436.77	\$2,664.77	421	600	179
AUG	\$6,548.40	\$6,106.80	(\$441.60)	582	487	(95)
SEP	\$5,514.12	\$5,385.90	(\$128.22)	487	427	(60)
OCT	\$416.60	\$4,694.57	\$4,277.97	16	363	347
NOV	\$767.72	\$879.34	\$111.62	38	39	1
DEC	\$767.72	\$1,212.98	\$445.26	38	58	20
JAN	\$975.20		(\$975.20)	51		(51)
FEB	\$911.36		(\$911.36)	48		(48)
MAR	\$640.04		(\$640.04)	30		(30)
			YTD Difference			YTD Difference
TOTAL	<u>\$33,463.32</u>	<u>\$33,089.23</u>	<u>(\$374.09)</u>	<u>2,754</u>	<u>2,504</u>	<u>(250)</u>



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****January 2023**

Immediately following our regular Library Board meeting on Tuesday, January 17 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.

The 2023 Photo Contest will open January 30. This is the seventh photo contest the Library has hosted! The theme, as revealed at the end of last year's contest, is "Celebrating the Past, Embracing the Future." The reception will be held on Saturday, April 29 at 2pm. I hope you can all attend as it is a lovely time to interact our talented community and show appreciation.

Thank you for helping us secure the Library's computer network by learning how to use two-factor authentication. You may recall that this was one recommendation that was made by the Library's auditor, so I am pleased Paul Zink and his Systems team have implemented it.

You might notice that there is not a check for Consumer's Energy in the check register but there is an energy report on gas usage and charges. This is due to a lag in receiving and processing the December invoice for this check run. The invoice will be paid on time, but you will see it as an advance check on the February check register. I decided to include the usage for your information.

We received some interesting statistics from MeLCat. MeLCat is a statewide catalog and resource sharing service created to share materials among all types of libraries in Michigan, regardless of the local circulation system they use. MeLCat contains holdings from all participating libraries. While the ability to search MeLCat is open to everyone, only eligible patrons from participating libraries may request materials to be delivered to their home libraries. A big thank you to all the libraries and library staff who helped make MeLCat successful in 2022!

In 2022, MeLCat welcomed five new libraries:

- Benton Harbor Public Library
- Chelsea District Library
- College for Creative Studies
- Crystal Falls District Community Library
- Kalamazoo Valley Community College

More than one million items were requested by patrons throughout the state of

Michigan. August 2022 was the busiest month, with patrons placing a whopping 98,567 MeLCat requests. Altogether in 2022, more than 974,000 items were loaned out to patrons all over Michigan.

The top 5 most requested titles via MeLCat were:

1. [*Where the Crawdads Sing*](#) by Delia Owens
2. [*It Ends With Us*](#) by Colleen Hoover
3. [*Firekeeper's Daughter*](#) by Angeline Boulley
4. [*The Lincoln Highway*](#) by Amor Towles
5. [*The Personal Librarian*](#) by Marie Benedict and Victoria Christopher Murray

In the Library of Michigan fiscal year (October 2021 – September 2022), the top five lenders were:

1. Capital Area District Library
2. Genesee District Library
3. Monroe County Library System
4. Rochester Hills Public Library
5. Kent District Library

While the top five borrowers were:

1. Capital Area District Library
2. Kent District Library
3. Monroe County Library System
4. Ann Arbor District Library
5. Jackson District Library

In 2022, MCLS MeLCat staff helped libraries with many MeLCat questions or issues, and more than 2,800 tickets were opened by library staff.

Respectfully Submitted,

*Tera Moon
Library Director*

Pandemic Service
Phase 3: 1/25/21 - 6/30/21
Phase 4: 7/1/21 - 9/6/21
Phase 5: 9/7/21 - present

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
December 2022

	2021		2022	
COLLECTION				
Book Collection:	230,268		231,202	
Media Collection:	54,643		54,048	
Total e-books:	18,983		21,167	
Overdrive:	15,168		17,255	
Total downloadable audiobooks:	8,198		9,014	
Materials Total:	312,092		315,431	
CIRCULATION				
Circulation Total:	48,439		48,737	
Bloomfield Township Circulation:	45,794		45,806	
Virtual Circulation Total:	10,570		11,437	
Circulation of Youth Materials:	17,993		18,427	
Circulation of Media:	9,228		7,242	
Circulation of Cranbrook passes:	138		165	
Self-Checkout machine use:	12,282	25.4%	12,881	26.4%
Library By Mail:	111	39 patrons	42	42 patrons
Building & Equipment Usage				
Door Count:	11,644	^	14,917	*
Gate Count:	13,360		15,292	
Meeting rooms by public:	6		20	
Meeting rooms by staff:	28		57	
Virtual Use				
Home page hits:	25,575		26,836	
e-book access:	4,342		4,684	
Audiobook access: (Overdrive)	2,555		2,936	
Magazine download access:	994		816	
Hoopla access:	2,679		3,001	
Library Computer Use				
Resident Use	367		351	
Guest Use	225		218	
^ Library closed December 24, 25, & 26 for Christmas holiday; closed early at 5:30 pm on December 31 for New Year's Eve.				
* Library closed December 23 due to inclement weather in the forecast; December 24 & 25 for Christmas holiday.				

Pandemic Service
Phase 3: 1/25/21 - 6/30/21
Phase 4: 7/1/21 - 9/6/21
Phase 5: 9/7/21 - present

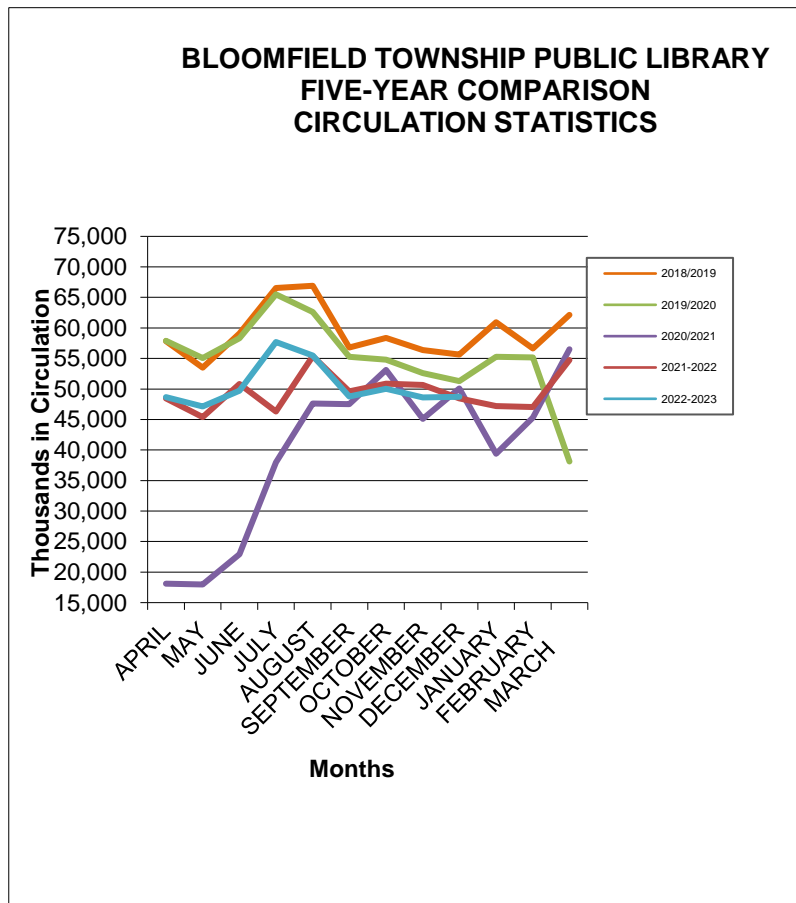
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
December 2022

	2021		2022	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	113		182	
Cranbrook:	1		1	
Total new patrons:	114		219	
<i>Adult Program Attendance</i>				
Staff-led:	11 events	113 attended	11 events	149 attended
Speaker-led:	0 events	0 attended	1 event	21 attended
Book clubs:	5 events	38 attended	4 events	36 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	0 events	0 attended	5 events	93 attended
Chamber Music Concert:	0 events	0 attended	0 events	0 attended
Bloomfield Historical Society:	0 events	0 attended	0 events	0 attended
<i>Systems Program Attendance</i>				
Staff-led:	2 events	16 attended	4 events	14 attended
<i>Teen Program Attendance</i>				
Staff-led:	0 events	0 attended	0 events	0 attended
<i>Youth Program Attendance</i>				
Staff-led:	16 events	630 attended	26 events	787 attended
Speaker-led:	0 events	0 attended	0 events	0 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	1 event	30 attended	6 events	513 attended
TOTAL:	35 events	827 attended	57 events	1613 attended
<i>Volunteers (total for the month)</i>	13 people	107.25 hours		
Shop volunteers	11 people	105.25 hours		
Court appointed volunteers	0 people	0 hours		
Student volunteers	0 people	0 hours		
Department volunteers	2 people	2.00 hours		
<i>Patron Remarks</i>				
Patron comments:	4		4	
Ask BTPL:	4		1	
Ask US:	56		N/A	
DISPLAYS				
Lobby	<i>Arts & Crafts made by Library Staff</i>			
Local History	<i>Winter Reading Challenge</i>			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

1/9/2023

	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
APRIL	57,829	57,900	18,087	48,463	48,665
MAY	53,493	55,056	17,974	45,393	47,140
JUNE	59,101	58,301	22,933	50,843	49,706
JULY	66,539	65,499	37,962	46,304	57,694
AUGUST	66,907	62,633	47,629	55,372	55,485
SEPTEMBER	56,817	55,270	47,507	49,604	48,792
OCTOBER	58,359	54,813	53,114	50,855	50,032
NOVEMBER	56,357	52,623	45,117	50,656	48,595
DECEMBER	55,615	51,267	50,080	48,439	48,737
JANUARY	60,945	55,277	39,378	47,195	
FEBRUARY	56,645	55,172	45,329	47,023	
MARCH	62,128	38,121	56,504	54,732	
TOTAL	710,735	661,932	481,614	594,879	454,846



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)

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: January 13, 2023

SUBJECT: Proposed Fines & Fees Schedule 2023

The Department Heads and Administration conducted our annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2023-2024 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. All items on this schedule have been carefully reviewed for relevant changes to recommend. The changes presented include adding new borrowing models for two streaming services, a small increase in nonresident checkouts, and some edits for clarity, consistency, and streamlining.

Attached is the proposed FY 2023-2024 Fines & Fees schedule with recommended changes highlighted for your consideration. Also attached is the current approved FY 2022-2023 Fines & Fees schedule for your reference.

If the proposed FY 2023-2024 Fines and Fees schedule is approved, all proposed changes would be effective on April 1, 2023.

Proposed Changes to the Fines & Fees Schedule

Page 1

- No change

Page 2

- No change

Page 3

- No change

Page 4

- No change

Page 5

- Removed OverDrive from the "Item" column for audio books, eBooks, and magazines. The OverDrive app is scheduled for "sunset" at the end of April and all users will be moved to the Libby app. OverDrive is still the vendor name.
- Added BingePass (hoopla).

- Added Credit-Free Viewing Titles (Kanopy).

Page 6

- No change

Page 7

- No change

Page 8

- No change

Page 9

- No change

Page 10

- Added wording to indicate the amount of time items are held ("Items will be held for eight days. MelCat items will be held for 10 days.")
- Increase checkouts to nonresidents to 15 items. Currently nonresidents are limited to 10 items per checkout. Nonresident use accounts for 7% of circulation, well under a long-standing threshold of 15%.

Page 11

- No change

Throughout

- Edited for punctuation, spacing, and typos.

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 November 2021 through December 2022, a total of \$10,380.51 in overdue fines has been collected by the collection agency. In addition, 114 materials, valued at \$4,599.90 have been returned. This totals \$14,980.41 in fines and materials returned to the Library in just a few months. The cost of collecting these materials and fines was \$2,920.00. 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)

Meeting Room Rental to the public was resumed in September 2021. Since then use has steadily increased but is still well below pre-pandemic usage. For comparison, in FY 2019-2020 the public used rooms 351 times. With three months to go in this fiscal year, rooms have been used 141 times by the public. Given the disruption of the pandemic and the fact that residents' meeting habits may have migrated to virtual, it's no surprise that

this service has been slow to come back. Administration recommends no change to these fees as we would like to remain an affordable option for community gatherings.

Comparison of Fines and Fees to Other Libraries

Eliminating overdue fines is being adopted by more public libraries all the time. A review of The Library Network (TLN) libraries revealed that some 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 2023-2024 Schedule of Fines & Fees as presented with implementation to begin on April 1, 2023.

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

All library items are due at 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.

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
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
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

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

All library items are due at 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.

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>
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

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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	
*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.		

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
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
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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
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
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>
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 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
BingePass (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 the item again if they have not met their loan limit for the month	No; items on hoopla are always available	\$15
Credit-Free Viewing Titles (Kanopy)	Kanopy	N/A	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
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 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

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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
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 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

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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: Small: Yellow \$4.50 – Medium: 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>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2023

All library items are due at 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.

ADDITIONAL FEES & SERVICES

ITEM	RENTAL OR PURCHASE FEES	REPLACEMENT <u>CHARGES</u> <u>CHARGES*</u>
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 <u>replacement</u> - \$5
Duplicate Key Tag		Key Tag replacement -\$ <u>\$</u> 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. <u>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.</u></p>		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 202~~2~~³

All library items are due at 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.

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

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

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

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

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

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

Approved: April 26, 2011

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2023

All library items are due at 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.

ADDITIONAL FEES AND SERVICES

HOLDS:

Only Bloomfield Township cardholders can place holds on **up to 99 items**. [Items will be held for eight days. MelCat items will be held for 10 days.](#)

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 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 3-week items: Courtesy/renewal 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/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.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2023

All library items are due at 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.

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, 20222023

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
MEMORANDUM

TO: Library Board of Trustees

FROM: Katherine Bryant, Assistant Library Director

DATE: January 13, 2023

SUBJECT: Strategic Plan

Thank you for adopting the Library's strategic plan at the December Board meeting. We are moving into the implementation phase of the plan. Amanda Standerfer of Fast Forward Libraries is meeting with the Library's management team on Wednesday, January 25 to lead us in creating an activity plan and evaluation framework to use as we move through the plan.

Library staff are working on a marketing plan for the strategic plan, including a press release to local news outlets, information on our website and social media, and a feature on the cover of the spring print newsletter. We are developing a one-page document to share the plan "at a glance" and will also make the full plan document available to the public.

I will continue to provide the Board with a monthly memo on strategic plan activities, so you can follow our work toward the three main strategic directions and fulfilling goals in each of those areas.

DOWNTOWN

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BIRMINGHAM • BLOOMFIELD

[HOME](#)[NEWS](#)[LONGFORM](#)[LINKS](#)[ABOUT US](#)[SUBSCRIPTIONS](#)

• 4 days ago

Township library holds winter reading challenge

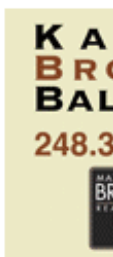
Readers of all age can read books and win prizes with the Bloomfield Township Public Library's Winter Reading Challenge, running from December 21 through January 31.

The Winter Reading Challenge is a fun reading program designed to engage readers in all age groups to explore new ideas, books and activities.

Participants ages five and up are also invited to display their artistic talents in the library's Tiny Art Exhibition. The library invites participants to pick up a Tiny Art Kit from either the youth or adult services desk beginning December 21, while supplies last, and return the artwork and entry form no later than Saturday, January 21, to be included in the exhibition. The Tiny Art Exhibition will be featured in the library's lobby display case in February.

The library uses Beanstack, a free online service that allows readers of all ages to log their reading, earn badges, and enter prize drawings. Participants can earn badges by logging their reading, completing reading challenges, and participating in library events. Readers receive a ticket to enter the prize drawings with each badge earned.

Those interested in participating in the Winter Reading Challenge should visit btpl.org/winter to get started.



ALL ABOUT ANN ARBOR

Sarah Parlette, Associated Producer

Published: December 28, 2022 at 8:15 PM

Tags: Ann Arbor, Local, News, Ann Arbor District Library, Circulation, Programming, Public Library, Library, Five Star Library, Ranking, Rating, Library Journal, AADL, Michigan Library

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Ann Arbor District Library named five star library for 15th consecutive year



The downtown branch of the Ann Arbor District Library. (Sarah M. Parlette / WDIV)

ANN ARBOR – Tree Town's much-loved library system has been named a five-star library by Library Journal once again.

This is the Ann Arbor District Library's fifteenth year to receive an America Star Libraries five-star rating.

It has received the same ranking every year since the rating system was created in 2008.

"AADL is honored to receive this recognition from Library Journal for the 15th year in a row," said AADL board of trustees president Jim Leija in a release. "The AADL Board extends our sincere congratulations to the AADL staff for this achievement, and our gratitude for all the work they do to ensure that AADL is one of the best library systems in the country."

Library Journal found its ratings by using seven measures based on per capita output from 2020 fiscal year data supplied by the Institute of Museum and Library Services Public Library Survey. Measures include the circulation of physical and electronic materials, library program attendance, library and librate website visits, online content usage and both public internet users and library wifi sessions.

"The Library Journal Star Index measures how much a community uses its library, and the communities of the AADL district really love to use their libraries! Thank you to all our patrons for all the visiting, borrowing, event attending, and more that happens at the library every day. And especially, thank you for always letting us know what you think about AADL, and how we can better serve, surprise, and delight you when you use your library," said library director Eli Neiburger.

[Learn more about AADL here.](#)

Here's which Michigan library received star ratings in 2022:

FIVE STARS

- **Ann Arbor District Library**
- Kent District Library
- Pinckney Community Public Library
- West Bloomfield Township Public Library

FOUR STARS

- Bloomfield Township Public Library:
- New Buffalo Township Library

THREE STARS

- Benzie Shores District Library
- Capital Area District Library
- Leelanau Township Library
- Pentwater Township Library
- Plymouth District Library
- Saugatuck-Douglas District Library

Bloomfield Township eNews 1/12/2023



Bloomfield Township < cable_dept+bloomfieldtwp.org

To Katherine Bryant



12:54 PM

"Star Library" Award for BTPL



Bloomfield Township Public Library joined the ranks of America's Star Libraries in the 2022 *Library Journal* Index of Public Library Service, winning four stars as a first-time honoree. Stars are awarded based on per capita circulation of physical and e-materials, library visits, program attendance, computer and Wi-Fi sessions, library website visits, and more. Library Director Tera Moon attributes this honor to the hard work and dedication of library staff and Board of Trustees, as well as the support and enthusiasm of the Bloomfield Township community.

[Read the full story on Township News.](#)

NEIGHBORS OF Bloomfield Hills

COVER IMAGE BY ROB HALL • JANUARY 2023



Libraries

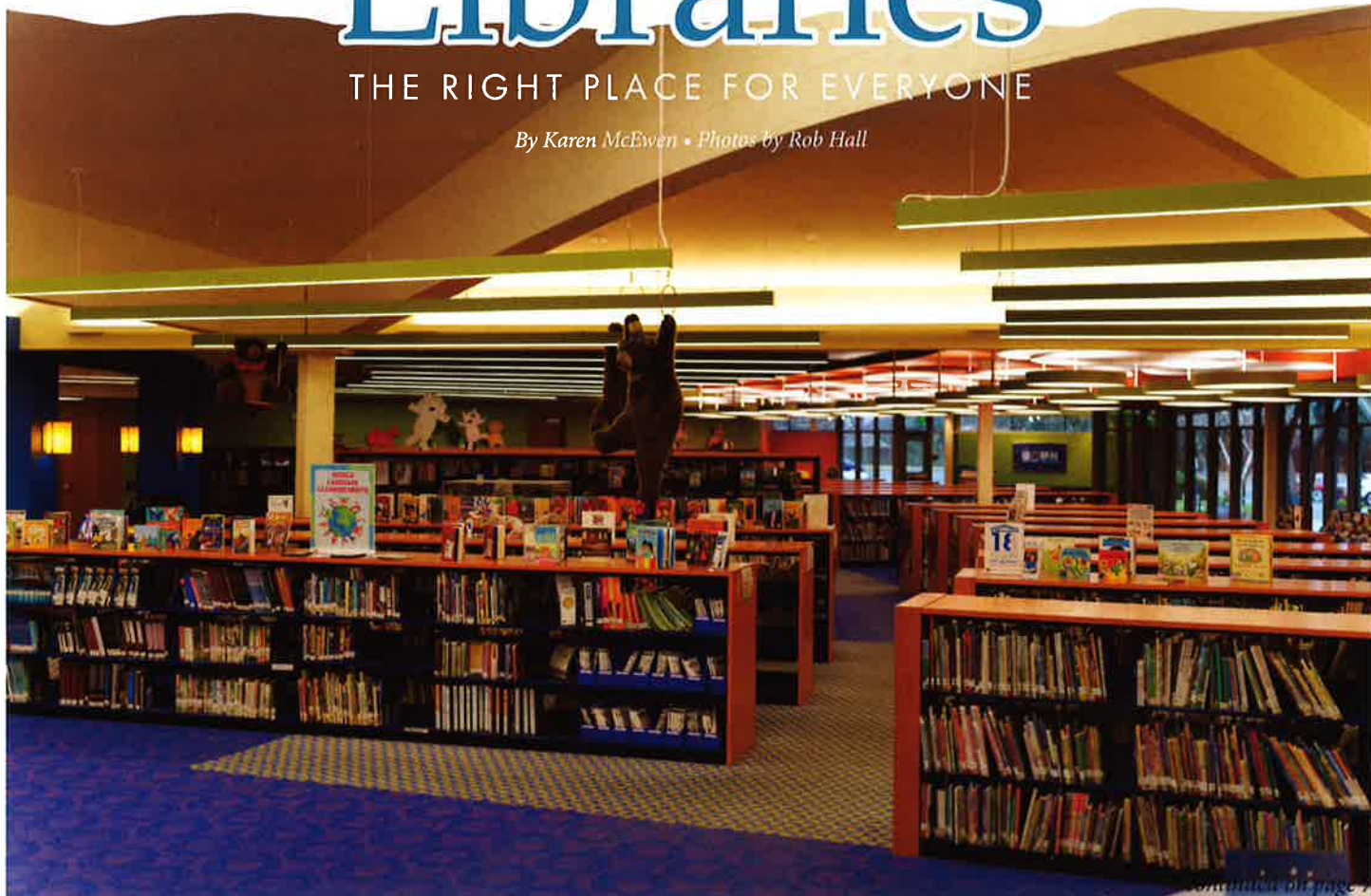
THE RIGHT PLACE FOR EVERYONE



Libraries

THE RIGHT PLACE FOR EVERYONE

By Karen McEwen • Photos by Rob Hall



Many of you may know Tera Moon who is our featured cover story this month. Tera is the Director of the Bloomfield Township Public Library. She has held the Director position for the past 1.5 years. Before that, she was the Assistant Director for 7.5 years. Tera is passionate about books and reading. She enjoys all types of genres and a variety of authors. I had the opportunity to ask Tera a few questions about being a librarian and what the position means to her.

What is your favorite thing about working at the library?

THE PEOPLE! Everyone thinks libraries are about books but they're actually about people. The people in the community we serve and the staff who make the services happen.

Have you always wanted to be a librarian?

No. The profession didn't get on my radar until I was in my 20s. My favorite job was working at Borders Book Stores in the late 1990s, and somehow the idea of being a librarian became planted in my head. I imagined it would be sort of like selling books at Borders, and being a reference librarian is, to a degree. I really like being a librarian. I can't imagine doing any other job!

What is your most memorable moment at the library?

When the library re-opened after the three-month quarantine in June 2020, and we offered curbside pickup of materials. We had never done curbside pickup and the geography of the library building and parking lot don't lend easily to it. But we figured it out, the whole staff came together to make it work, and the patrons were so happy! It was wonderful to see familiar faces and connect with the community in a new way after a long and scary absence.

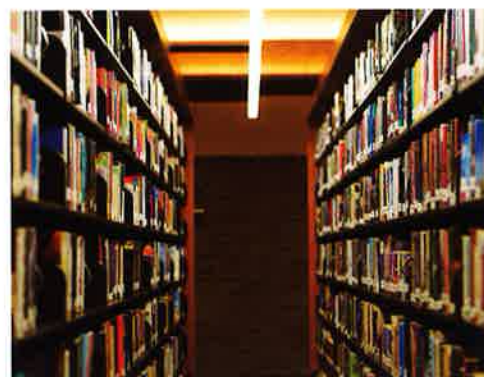
Who is your favorite author?

It's hard for me to pick a favorite author because I'm very disloyal when it comes to reading – my reading tastes are based on my whims, but if pressed to pick I choose Ray Bradbury.

What is your favorite book genre?

Same as with picking a favorite author, I don't have a favorite genre. Right now, I'm into reading nature writing, but I'll read pretty much anything.

When Tera is not working, she and her husband Joe love to travel. They like to experience culture through cuisine. Tera is also happy just being cozy at home with a warm blanket, a cup of tea, and a book or movie. Next time you're at the Bloomfield Township Public Library and you see Tera working with the vast selection of books, be sure to say "Hi" and ask for her latest recommendations.



ROBERT HALL PHOTOGRAPHY

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JANUARY EVENTS

AT THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Here's what's happening in January at the Bloomfield Township Public Library. To register for any of the below events, please call the library at 248-642-5800 or visit www.btpl.org.

YOUTH

Jan. 13th @ 6:30pm-8pm

AFTER-HOURS FAMILY FORT NIGHT

Bring your blankets and sheets to transform some tables, chairs, nooks & crannies into your family's personal fort inside the Library! Read stories, eat snacks, and have fun at this after-hours family event.

Jan. 14th @ 10am -12pm

WEE PLAY

Drop-in for unstructured play and discovery in the Story Room on Saturday mornings! Caregivers and little ones, ages birth – 36 months, can interact with toys and books that support each child's learning and development. Adaptive toys for children with low vision, motor difficulties, or other accessibility needs will be included.

Jan. 21st @ 2-4pm

DROP-IN TINY ART PAINTING

Drop in the Story Room in Youth Services to work on your tiny art projects before submitting them for inclusion in our exhibit. Artwork and entry form are due back by Saturday, January 21. The Tiny Art Exhibition will be featured in the Library's lobby display case in February. ices at 248-642-5800 or askyouth@btpl.org.

TEENS

Jan. 12th @ 4-7pm

VIRTUAL DUNGEONS & DRAGONS - THE CLOUD GIANT'S BARGAIN

For teens aged 13-18. Join us to play a 2-part, 2-day online game of Dungeons & Dragons led by Dragon Master Nathan Shaw. Players must commit to both dates and have a Discord account. Game is played at Level 3; beginners are welcome! Registration is required.

Jan. 21st @ 2-4pm

DROP-IN TINY ART PAINTING

Drop in the Story Room in Youth Services to work on your tiny art projects before submitting them for inclusion in our exhibit. Artwork and entry form are due back by

Saturday, January 21. The Tiny Art Exhibition will be featured in the Library's lobby display case in February.

ADULTS

Jan. 14th @ 11am - 3:30pm

FRIENDS SECOND SATURDAY SALE

Join the Friends of the Library for their monthly book sale! The sale takes place on the lower level of the Library and includes thousands of books and audiovisual materials for all ages and interests, conveniently sorted into more than 50 categories. Visa, MasterCard, and debit cards are accepted with a \$15 minimum purchase. Friends members may shop the sale early from 10-11am and memberships can be purchased at the door on the day of the sale.

Jan. 16th @ 1-2pm

30 MINUTE LUNCHTIME BOOK CLUB

The 30 Minute Lunchtime Book Club meets on the third Monday of the month at 1:00pm. We read popular fiction and nonfiction. A virtual option is available upon request. Registration is open to new members and those planning to continue their participation in the club. By registering, Bloomfield Township residents automatically reserve a copy of each month's book. Nonresidents are welcome to register, but must source a copy elsewhere.

Jan. 17th @ 7-8:45pm

BOARD OF TRUSTEES MEETING

The Library Board of Trustees meets on the third Tuesday of every month. All meetings are open to the public, or you can watch online.

Jan. 20th @ 7-9pm

SPEED DATING WITH A BOOK

Back by popular demand. Enjoy an evening of librarians giving 20+ new pitches of great books in the span of an hour to help you find your next read. Registration is required and begins one month prior to the program.

Jan. 21st @ 10am - 1pm

DOCUMENT SHREDDING

IN LIBRARY PARKING LOT - No registration needed. Find yourself with lots of unwanted paper? Let Shred Nation dispose of it safely and quickly for you. Drive up to the library parking lot and they'll do the rest. Please limit the number of boxes to 4 boxes per vehicle.

January 20th @ 1:30-3pm

POWERPOINT BASICS

PowerPoint is a powerful presentation program that allows you to quickly create professional-looking high-impact, dynamic presentations while integrating workflow and ways to easily share information. Designing slides and slide decks to tell your story has never been easier. Learn the basics of PowerPoint from our systems staff. Basic computer skills are all that is required. Classes are limited to 8 persons.

Jan. 30th @ 7-8pm

KEEP YOUR KIDS SAFE AROUND MEDICATION

Every hour, five kids are rushed to emergency rooms for medical poisoning. Hear from a local trauma nurse about the surprising ways kids are getting into medicine and what parents and grandparents can do to protect them. All participants will leave with a resource filled goodie bag.

Jan. 31st @ 7-8:30pm

HISTORY LECTURE: THE POLITICAL CRISIS OF THE GILDED AGE WITH BRUCE ZELLERS

Oakland University Bruce Zellers discusses the odd political situation at the outset of the Gilded Age: an excess of democracy. The cause of this was high voter turnout, combined with elections that were unregulated and often corrupted. Professor Zellers will then explore how the emerging middle class stepped in and reformed the process, allowing more decorous elections to follow. Free and open to all; no registration required. A virtual option is available upon request.

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MARKETING REPORT

DECEMBER 2022

INSTAGRAM



FOLLOWERS:
1434 (↑19 from Nov.)

TOTAL REACH:
1595
(↑14.7% from Nov.)



FACEBOOK



PAGE LIKES:
2450 (↑16 from Nov.)

TOTAL REACH:
4275
(↓18.9% from Nov.)

TWITTER

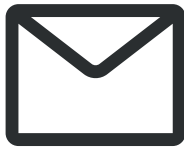


FOLLOWERS: 272

IMPRESSIONS:
1974 with 43 tweets



NEWSLETTERS



- **Movies and More** (new DVDs and CDs) - 65 messages
- **Books and More** (new books, Winter Reading Challenge) - 1408 messages
- **Discover** (Winter Reading, Tiny Art, Take-Home Kits, Winter Break Activities, Book Sale AARP Tax Aide) - 20,029 messages
- **Cecil Says** (Youth Services events) - 20,025 messages
- **Winter Reading** - 399 messages
- **Digital News** (new adult digital titles) - 1679 messages

PRESS RELEASES



- Winter Reading Challenge
- Sweet Week and Winter Break

January YOUTH Events Calendar

s	m	t	w	t	f	s
01 LIBRARY CLOSED FOR NEW YEAR'S DAY	02 Winter Break Board Game Fun through January 7!	03 Brick Builders: Fairy Tale Fun 6:30 - 7:30 p.m.	04	05 Wings of Fire Book Party 2 - 3 p.m.	06	07 Wee Play 10 - Noon
08	09	10 Preschool STEAMtime: Story Time and Discovery 10:30 - 11 a.m.	11 Paperbacks and Snacks 6:30 - 7:30 p.m.	12 Wee Read Baby & Toddler Story Time 10:30 - 11 a.m. OR 11:30 - Noon	13 After Hours Family Fort Night 6:30 - 8 p.m.	14 Wee Play 10 - Noon FRIENDS Library Book Sale! 11 a.m. - 3:30 p.m.
15	16 Art Lab Junior 6:30 - 7:30 p.m.	17 Preschool STEAMtime: Story Time and Discovery 10:30 - 11 a.m.	18 Virtual Family PJ Story Time 7 - 7:30 p.m.	19 Wee Read Baby & Toddler Story Time 10:30 - 11 a.m. OR 11:30 - Noon	20 Outdoor Family Story Time 1 - 1:30 p.m.	21 Drop-In Tiny Art Painting 2 - 4 p.m.
22	23 My First Book Group 6:30 - 7:30 p.m.	24 Preschool STEAMtime: Story Time and Discovery 10:30 - 11 a.m.	25	26 Wee Read 10:30 & 11:30 a.m. Art Lab 4:30 - 5:30 p.m.	27	28 Wee Play 10 - Noon
29	30 Caregiver Workshop: Keep Your Kids Safe Around Medications 7 - 8 p.m.	31 Preschool STEAMtime 10:30 - 11 a.m. Book Worms 6:30 - 7:30 p.m.				

**Monday,
January 30
7 p.m.**

Registration begins
January 2.

**KEEP YOUR
KIDS SAFE
AROUND
MEDICATIONS**



**SAFE
KIDS**
OAKLAND
COUNTY

**FOR PARENTS
& CAREGIVERS**

**Ascension
Providence**

Every day kids are rushed to emergency rooms for medical poisoning. Hear from a trauma nurse about the surprising ways kids are getting into medicine and what we can do to protect them. All participants will leave with a resource filled bag.



**AFTER-HOURS
FAMILY FORT NIGHT**

Friday, January 13 | 6:30 - 8 p.m.

**WINTER READING
CHALLENGE**

December 21 - January 31

ALL AGES ARE ENCOURAGED
TO JOIN US FOR OUR WINTER
READING CHALLENGE. WARM-UP
WITH A GOOD BOOK, CHALLENGE
YOURSELF, AND WIN PRIZES!
SIGN UP AT BTPL.ORG/WINTER

tiny art
December 21 - January 21
Exhibition

Persons from age 5 years and up are invited to display their artistic talents in our Tiny Art Exhibition. Sign up for our Winter Reading Challenge, then pick up a Tiny Art Kit from Youth or Adult Services beginning **Wednesday, December 21** through **January 21** while supplies last.

**Saturday, January 21
2 p.m. - 4 p.m.**

Drop-in to work on your Tiny Art.
No registration required. For ages 5 and up.



Artwork and entry form are due back by **Saturday, January 21** to be included in the exhibition. The Tiny Art Exhibition will be featured in the Library's lobby display case in February.

Book Discussion Groups

Participants will receive a copy of the book upon registration to read before we meet.

My First Book Group

Monday, January 23, 6:30 p.m.

Registration is required.

Monday, February 27, 6:30 p.m.

Registration is required and begins January 23.

For grades Kindergarten and 1st with an adult. Join us for your child's first book group where we discuss a book with fun crafts and activities based on the story.

Book Worms

Tuesday, January 31, 6:30 p.m.

Registration is required.

Tuesday, February 28, 6:30 p.m.

Registration is required and begins January 31.

For 2nd and 3rd grades. This lively group will discuss, craft, and make a snack based on the title for the month.

Paperbacks and Snacks

Wednesday, January 11, 6:30 p.m.

Registration is required.

Thursday, February 9, 6:30 p.m.

Registration is required and begins January 11.

For 4th through 6th grades. Join us as we discuss a book and talk about what we liked or disliked about it while doing activities and crafts based on the title.

Art Lab

Thursday, January 26, 4:30 p.m.

Registration is required.

Thursday, February 23, 4:30 p.m.

Registration is required and begins January 26.

For ages 10 – 13. Explore different art mediums, some traditional and some not, at each unique program.

Art Lab Junior

Monday, January 16, 6:30 p.m. (MLK Day Edition)

Registration is required.

Monday, February 6, 6:30 p.m.

Registration is required and begins January 16.

For ages 7 – 9. Experiment with arts and crafts using different materials focusing on the process of creativity!

Wee Play

Saturdays, 10 a.m. – Noon

No program January 21.

Drop in for unstructured play and discovery. Caregivers and little ones ages birth – 36 months can interact with toys and books that support each child's learning and development. Adaptive toys will be available.

Story Times



Outdoor Family Story Time

Friday, January 20, 1 p.m.

Friday, February 24, 1 p.m.

No registration is required.

**In the case of inclement weather, story time will be held inside.*

Join us on the Youth Terrace on a Friday once a month for stories, songs and rhymes for the whole family. Please dress for the weather.

Preschool STEAMtime:

Story Time and Discovery

Tuesdays, January 10 – January 31,

4-week session, 10:30 a.m.

Registration is required.

Tuesdays, February 14 – February 28,

3-week session, 10:30 a.m.

Registration is required and begins January 17.

This story time is for ages 3 and up along with an adult. Children will explore STEAM (science, technology, engineering, art, and math) through stories, rhymes, music, and discovery activities.

Wee Read:

Baby and Toddler Story Time

Thursdays, January 12 – February 2,

4-week session, 10:30 a.m. OR 11:30 a.m.

Registration is required.

Thursdays, February 16 – March 2,

3-week session, 10:30 a.m. OR 11:30 a.m.

Registration is required and begins January 17.

This story time is for babies all the way up to toddlers along with their adult. We'll be sharing stories, lap bounce songs, and play!

Virtual Family PJ Story Time

(Live on Zoom!)

Wednesday, January 18, 7 p.m.

Registration is required.

Wednesday, February 15, 7 p.m.

Registration is required and begins January 18.

Settle in to a cozy space at home in your comfiest clothes or pajamas for this bedtime story time for all ages. Registered attendees will receive a Zoom link prior to the event. Closed captioning provided.

In addition to live programs, check out on-demand programming and activities to enjoy any time on our youth channel at btpl.org/youth-on-demand.

Questions? Contact the Youth Department – call (248) 642-5800 or email AskYouth@btpl.org



January 2023 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 LIBRARY CLOSED FOR NEW YEAR'S DAY	2 Winter Reading Challenge Continues & Tiny Art Kit Available at Adult Services 	3 Crochet Produce Bag Craft Kit (<i>while supplies last</i>) Fiber Arts Club 10 a.m. – Noon	4 <div>WINTER READING CHALLENGE December 21 – January 31 Visit www.btpl.org/winter for more information.</div>	5 **Movie Discussion Club 7 p.m.	6 English Language Conversation Group 10 a.m. – Noon	7 ***Scanning and Photo Editing 1:30 p.m.
8	9 Sensory Story Time for Adults and Teens 11 a.m. Fiber Arts Club 6 p.m. – 8 p.m.	10 **Memoir Writers' Group 1 p.m.	11 *Teen Virtual Dungeons and Dragons – The Cloud Giant's Bargain , 4 p.m. – 7 p.m. (<i>Must commit to both dates</i>) **Writers' Rendezvous 6:30 p.m.	12 *Teen Virtual Dungeons and Dragons – The Cloud Giant's Bargain , 4 p.m. – 7 p.m. 	13 English Language Conversation Group 10 a.m. – Noon	14 Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. (<i>First hour Friends members only</i>)
15	16 **30 Minute Lunchtime Book Club 1 p.m.	17 **Tuesday Book Club 10 a.m. **Classics Book Club 7 p.m.	18 **Mystery Book Club 1 p.m. ***Google Apps 5:30 p.m.	19 	20 English Language Conversation Group 10 a.m. – Noon **After Hours Event: Speed Dating with a Book 7 p.m.	21 Drive-Up Document Shredding 10 a.m. – 1 p.m. (<i>Limit of four boxes per vehicle</i>) ***PowerPoint Basics 1:30 p.m.
22	23 **Books in Bars Book Club at the Rusty Bucket 6 p.m.	24 **Memoir Writers' Group 1 p.m.	25 **Writers' Rendezvous 6:30 p.m.	26 **Thursday Book Club 10 a.m.	27 English Language Conversation Group 10 a.m. – Noon	28
29	30 **Keep Your Kids Safe Around Medications Workshop 7 p.m. (<i>Register with Youth Services</i>)	31 History Comes Alive Lecture with Bruce Zellers: The Political Crisis of the Golden Age 7 p.m.	Exam Week Study Hall January 23 – 27 The Library will offer stress relieving games and activities throughout the week, plus a visit from therapy dogs. Extra seating will also be available. 		*Register by emailing AskTeen@btpl.org or with Adult Services, (248) 642-5800, ext. 171. **Register by emailing AskAdult@btpl.org or with Adult Services, (248) 642-5800, ext. 171. ***Register by emailing AskTech@btpl.org or with Systems, (248) 642-5800, ext. 121. OR register online at www.btpl.org/events	

February 2023 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>*Register by emailing AskTeen@btpl.org or with Adult Services, (248) 642-5800, ext. 171.</p> <p>**Register by emailing AskAdult@btpl.org or with Adult Services, (248) 642-5800, ext. 171.</p> <p>***Register by emailing AskTech@btpl.org or with Systems, (248) 642-5800, ext. 121.</p> <p>OR register online at www.btpl.org/events</p>			1	2 **Movie Discussion Club 7 p.m. 	3 English Language Conversation Group 10 a.m. – Noon	4 ***Microsoft Excel 1:30 p.m. Dance Performance: Compañeros de Flamenco 2 p.m.
5	6 	7 Macrame Plant Hanger Craft Kit (while supplies last) Fiber Arts Club, 10 a.m. – Noon Lecture: The Negro Motorist Green Book with Kimmie Dobos Wolfe of the Detroit Historical Society, 7 p.m.	8 *Crafting Conversations: A Teen Book Club 4:30 p.m. – 5:30 p.m. **Writers' Rendezvous 6:30 p.m.	9 CRAFTING CONVERSATIONS: A TEEN BOOK CLUB 	10 English Language Conversation Group 10 a.m. – Noon	11 Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. <i>(First hour Friends members only)</i> Teens and Adults STEM Kit Open House 2 p.m. – 4 p.m.
12	13 Sensory Story Time for Adults and Teens 11 a.m. Fiber Arts Club 6 p.m. – 8 p.m.	14 **Memoir Writers' Group 1 p.m.	15 **Mystery Book Club 1 p.m. ***Intro to Social Media 5:30 p.m.	16	17 English Language Conversation Group 10 a.m. – Noon AFTER HOURS CONCERT – University of Michigan Chamber Music Concert 7 p.m. 	18
19 	20 **30 Minute Lunchtime Book Club, 1 p.m.	21 **Tuesday Book Club 10 a.m. **Science Fiction / Fantasy Book Club 7 p.m.	22 **Writers' Rendezvous 6:30 p.m.	23 **Thursday Book Club 10 a.m.	24 English Language Conversation Group 10 a.m. – Noon	25 ***Scanning and Photo Editing 1:30 p.m.
26	27 **Books in Bars Book Club at the Rusty Bucket 6 p.m.	28 **Memoir Writers' Group 1 p.m.	 <p>SPECIAL FEBRUARY PERFORMANCES @ the Library</p> <p>Dance Performance: Compañeros de Flamenco, Saturday 4, 2 p.m. Enjoy the passionate music and dance of flamenco. Colorful costumes and intricate footwork combine to tell the story of Spain's multicultural heritage. All are welcome to this family-friendly event.</p> <p>Chamber Music Concert, Friday, February 17, 7 p.m. Stirring chamber music performances by student musicians from the University of Michigan School of Music, Theatre, and Dance.</p> 			

DATES FOR LIBRARY BOARD OF TRUSTEES

Friday, January 13, 2023 - Director's Evaluation Form Due

Saturday, January 14, 10:00 a.m. – 3:30 p.m. – Friends Saturday Sale

Tuesday, January 17, 7:00 p.m. – Library Board Meeting (all Trustees)

Tuesday, January 24, 7:00 p.m. – Ambassador's Group Meeting (all Trustees)

Tuesday, January 31, 2023 10:00 a.m. – Personnel Committee Meeting
(Joan, Judy, Dani)

Wednesday, February 1, 11:00 a.m. – Friends Board Meeting (Joy)

Thursday, February 2, 9:30 a.m. – Building and Grounds Committee Meeting followed by a Development Committee Meeting (all Trustees)

Saturday, February 11, 10:00 a.m. – 3:30 p.m. – Friends Saturday Sale

Tuesday, February 21, 7:00 p.m. – Library Board Meeting (all Trustees)