

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
April 24, 2012

7 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Judith Lindstrom, President

Pamela Williams, Treasurer

Joan Luksik, Secretary

Margaret Cohen

Joseph Falik

Grant Gerhart

Director:

kotuliscarter@btpl.org

Karen Kotulis-Carter

All meetings are open to the public.

We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Tuesday, April 24, 2012
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 March 20, 2012
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Judy Lindstrom
 - b. Director: *Karen Kotulis-Carter
 - c. Tentative Schedule
 - d. Committee:
 - *Art Committee *Ad Hoc*
 - *Bloomfield Township Liaison
 - *Building & Grounds
 - *Cranbrook
 - *Development
 - *Finance
 - *Friends of the Library Liaison
 - *Jeanette P. Myers Scholarship Selection
 - *Landscaping/Interiors
 - *Personnel

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
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: May 15, 2012
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

- **I REQUEST THAT ITEM (S):**

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR
AND CONSENT AGENDAS**

- **OPTION - NO AMENDMENT NEEDED:**

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

- ▶ **OPTION - AMENDMENT TO AGENDA:**

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

- the **REGULAR AGENDA** as follows:

- the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 20, 2012

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

Present: Trustees: Margaret Cohen, Joseph Falik, Grant Gerhart,
Judy Lindstrom, Joan Luksik and Pam Williams

Administration: Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller; Director's Secretary, Andrea Aragona

Guests: Nicole Lesperance, SOC representative, Howard Baron, Township resident.

Upon discussion, a motion was made by Joseph Falik, seconded by Peggy Cohen **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy stated she was pleased to see everyone with their iPad. She reminded the Trustees if they had any questions regarding the iPad, staff would be very happy to help them. Judy was in the Library yesterday with a friend working and found it interesting to observe Library staff interacting with patrons. She commended the staff person at the computer help desk for the great job she did addressing patron needs. Judy shared a comical story regarding mistaken identity and Wikipedia!

Director's Verbal Report:

Karen shared that Bloomfield Township Library will host the Michigan Library Association Director's Summit on April 9, 2012. This is the annual meeting of all Library Directors in the state of Michigan and this year's theme is "Bridging the Gap Leading across Boundaries."

Karen shared with the Board that the Friends of the Library approved a grand total of \$27,040.00 for several Wish List items for the Library. The Friends also continue to support our Adaptive Umbrella program and special needs collection. We are hoping these programs will encourage other libraries to open their own special needs collections. Karen thanked the Friends for their continued support.

Several "good news" items. Our alternative energy source pricing for April will be discounted 32%. Also, we had a very generous township resident, who requested to remain anonymous, contact us and offer to donate all the refreshments for our Volunteer Reception. He was very supportive of volunteers and wanted to show his appreciation. The Library has about 80 volunteers, not including the Friends of the Library. The Volunteer Reception will take place on Thursday, April 12 from 2:00-4:00 p.m.

At this time, Carol Mueller, Assistant Library Director, explained that Bloomfield Township was one of eleven Michigan communities to participate this spring in the DIA InsideOut program. Seven reproductions of its most famous masterpieces will be placed in the Bloomfield area from April through June, 2012. On display at the Library will be a reproduction of Caravaggio's Martha and Mary Magdalene and Gauguin's Self Portrait. This is a unique and positive opportunity for our organizations to celebrate art in public places within the Bloomfield community.

The official opening of the DIA InsideOut in the Bloomfield area is Wednesday, April 11 at 6:00 p.m.

at the Library. There will be brief comments and a special Chamber music performance by members of the Detroit Symphony Orchestra. Carol also stated that Sunday, April 15 from 10:00 a.m. -5:00 p.m. will be DIA Family Sunday. Residents of Bloomfield Township receive free admission to the DIA on this day with identification.

CONSENT AGENDA MOTION

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: Fines and Fees.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Judy welcomed Nicole Lesperance, SOC representative and Howard Baron, Township resident.

Mr. Baron stated that he is downloading books from our website and noticing that about half the books that are available are checked out. He suggested the Board consider looking at the budget where there is a very slight increase in electronic versus hard copy books and consider trying to be more aggressive with soft copy books. He stated that he felt the Library was down about 12% or so on purchases of soft copy books in adult and youth. He felt because we have only 50% of the books available on the website at a given time, it does not compare with what we have on the shelves in the library. Mr. Baron also stated that with the big push to get senior citizens and other patrons unable to physically come to the library materials, there was a concern with postage. He felt that with eBooks people can download books very easily. If the senior citizen and other homebound patrons had Kindle, or an iPad or Nook, he stated that they would be able to get books at no cost to us. He suggested the possibility of some sort of grant program to provide a free Kindle. He felt they were very inexpensive and thought it would be something that would be no cost to the Library to provide books for the Homebound Program in this manner.

UNFINISHED BUSINESS:

No discussion

NEW BUSINESS:

11a Current Fiscal Year Estimated Budgets April 1, 2011 – March 31, 2012

The Trustees thanked and commended Karen Kotulis-Carter and Beth Sulek-LaHousse for their thorough and meticulous work on the budget. It is a monumental undertaking and once again they have done an excellent job. Joan Luksik stated that overall expenditures only increased 3% and she felt that was phenomenal given the cost of living increases. Judy stated that the balanced budget falls on the backs of staff with cuts year after year, but the staff continues to keep quality very high for our patrons in spite of all the cuts.

After discussion, a motion was made by Joseph Falik, seconded by Pam Williams **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE APRIL 1, 2011 - MARCH 31, 2012 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$4,792,417 AND ANTICIPATED EXPENDITURES AMENDED TO \$5,178,891 USING A PORTION OF THE FUND BALANCE AS NECESSARY AND A POTENTIAL TRANSFER IN FROM IMPROVEMENT AND REVOLVING FUND OF \$141,918.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

After discussion, a motion was made by Grant Gerhart, seconded by Joan Luksik **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY IMPROVEMENT & REVOLVING FUND BUDGET FOR THE APRIL 1, 2011 - MARCH 31, 2012 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$142,874 AND ANTICIPATED EXPENDITURES AMENDED TO \$133,608 AND A POTENTIAL TRANSFER OUT TO GENERAL FUND OF \$141,918 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2011 - MARCH 31, 2012 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$142,449 AND ANTICIPATED EXPENDITURES AMENDED TO \$93,040.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

11b Proposed General Fund, Improvement & Revolving, and Gift Fund Estimated Budgets for Fiscal Year April 1, 2012 – March 31, 2013

After discussion, a motion was made by Joan Luksik, seconded by Peggy Cohen **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2012 - MARCH 31, 2013 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$4,765,553 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$5,191,898 USING A PORTION OF THE FUND BALANCE FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED IMPROVEMENT & REVOLVING FUND BUDGET FOR THE APRIL 1, 2012 - MARCH 31, 2013 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$110,542 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$158,360 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

After discussion, a motion was made by Joseph Falik, seconded by Joan Luksik **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2012 -MARCH 31, 2013 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$700 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$171,569 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

11c Staff Organization committee Bylaws

Karen stated that our SOC is active in helping to promote a pleasant work environment at the Library. The SOC recently presented a few changes in the bylaws to staff which were approved by staff and are now presented to the Board for their approval.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams **TO APPROVE THE SOC BYLAWS AS AMENDED BY STAFF ON FEBRUARY 23, 2012.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

Judy Lindstrom commended the SOC for its hard work and dedication to improving our work environment.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

Joan Luksik noted Fines and Fees revenue is decreasing from last year. Karen felt our email courtesy reminders have been the reason for the increase in prompt returns of materials. Also comparing February 2011 to February 2012, the Library was closed for a snow day in 2011 and February 2012 was leap year, which resulted in a monthly increase compared to 2011

A motion was made by Pam Williams, seconded by Peggy Cohen **TO ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

A motion was made by Joan Luksik, seconded by Peggy Cohen to **ENTER CLOSED EXECUTIVE SESSION AT 8:08 P.M. TO DISCUSS THE LIBRARY DIRECTOR'S PERFORMANCE REVIEW.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

The public meeting was reconvened after the closed Executive Session at 8:43 p.m.

The Trustees approved the renewal of the Director's contract for the period of April 1, 2012 to March 31, 2013.

Meeting adjourned at 8:46 p.m.

The next meeting of the Library Board of Trustees is Tuesday, April 24, 2012 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
April, 2012****New Vendors:**

The Investor's ETF Report - 30 issue subscription for Exchange-Traded Funds.

Russell McLogan - Speaker for May 17 program.

The Science Shop - Books & DVDs for Adult Services.

General Fund

- Check # 35432 payable to **Bloomfield Township** in the amount of \$498,345.64 is larger than a typical monthly invoice because it contains three pay periods instead of two and our annual pension contribution.
- Check # 35455 payable to Michael Schloff in the amount of \$119.19 was payment for his legal counsel regarding a problem patron. We now have two patrons who have suspended privileges. Mr. Schloff helps us to review each incident and to send the suspension letter.
- Check #35501 payable to **Symantec** in the amount of \$8,450 was payment for two AirPAC catalog interface systems designed for wireless devices. The apps will allow anyone with smart phone or PDA to search the library's catalog classic or Encore catalogs. This system will be implemented May 1.

I&R Fund

- Check #12253 payable to **The Library Network** in the amount of \$14,806.54 was payment for 10 touch screen Print Release Stations and a server to run them.

Gift Fund Advance

- Check # 3530 payable to **Goldner Walsh Nurseries** in the amount of \$10,435 was payment for our annual maintenance for Spring and Fall cleanup for all of the library gardens and beds. This was a very special gift from the Friends. The balance of their gift is being used to replace trees and shrubs that died over the winter.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF MARCH 2012

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
9889	3/9/12	PITNEY BOWES, INC.	105.01	812.00
9890	3/9/12	GOLDNER WALSH NURSERY, INC.	105.01	3,017.00
9891	3/21/12	Marianne Abdoo	105.01	63.00
9892	3/21/12	AT&T	105.01	1,217.54
9892V	3/21/12	AT&T	105.01	-1,217.54
9893	3/21/12	AT&T	105.01	1,217.54
9894	3/21/12	AT&T LONG DISTANCE	105.01	28.43
9895	3/21/12	BTPL I&R Fund	105.01	6,261.20
9896	3/21/12	COMCAST	105.01	104.26
9897	3/21/12	DTE ENERGY	105.01	20,250.30
9898	3/21/12	ROMANCE WRITERS OF AM-GREAT.DET.CHAPTER	105.01	75.00
9899	3/21/12	NANCY PENVOSE	105.01	50.00
9900	3/21/12	VERIZON WIRELESS	105.01	210.73
9901	3/21/12	FORT DEARBORN LIFE INS. CO.	105.01	845.24
9902	3/29/12	Amy Young	105.01	59.33
9903	3/29/12	AMAZON.COM	105.01	4,743.06
9904	3/29/12	BARNES & NOBLE, INC.	105.01	426.49
9905	3/29/12	CONSUMERS ENERGY	105.01	5,393.76
9906	3/29/12	PNC BANK	105.01	2,937.47
9907	3/29/12	THE SCIENCE SHOP	105.01	116.82
Total				<u><u>46,611.63</u></u>

REGULAR CHECKS:

35432	4/13/12	3M LIBRARY SYSTEMS	105.01	29,254.50
35433	4/13/12	ABDO-SPOTLIGHT-MAGIC WAGON	105.01	833.90
35434	4/13/12	AERO FILTER, INC	105.01	3,137.38
35435	4/13/12	ALEXANDER STREET PRESS	105.01	1,163.02
35436	4/13/12	AUDIOGO	105.01	497.65
35437	4/13/12	BACKER LANDSCAPING, INC.	105.01	1,477.14
35438	4/13/12	BAKER & TAYLOR, INC.	105.01	17,606.25
35439	4/13/12	VOID	105.01	0.00
35440	4/13/12	VOID	105.01	0.00
35441	4/13/12	VOID	105.01	0.00
35442	4/13/12	BEARPORT PUBLISHING CO.	105.01	292.27
35443	4/13/12	BERNAN ASSOCIATES	105.01	92.00
35444	4/13/12	BLOOMFIELD TOWNSHIP	105.01	498,345.64
35445	4/13/12	BOOK BEAT	105.01	608.60
35446	4/13/12	BRODART CO.	105.01	192.67
35447	4/13/12	PETTY CASH - BTPL	105.01	68.24
35448	4/13/12	BWI BOOK WHOLESALERS, INC	105.01	2,463.04
35449	4/13/12	VOID	105.01	0.00
35450	4/13/12	VOID	105.01	0.00
35451	4/13/12	CAR TRUCKING, INC.	105.01	199.50
35452	4/13/12	CCH INCORPORATED	105.01	178.04
35453	4/13/12	CDW GOVERNMENT, INC.	105.01	179.50
35454	4/13/12	CHARTER TOWNSHIP OF BLOOMFIELD	105.01	30.00
35455	4/13/12	MICHAEL D. SCHLOFF, PLLC	105.01	119.19
35456	4/13/12	CRABTREE PUBLISHING COMPANY	105.01	91.80
35457	4/13/12	DEMCO, INC.	105.01	1,141.94
35458	4/13/12	DIVERSE MEDIA, INC.	105.01	44.42
35459	4/13/12	DU ALL CLEANING, INC	105.01	9,200.00
35460	4/13/12	ENSLow PUBLISHERS, INC.	105.01	534.75
35461	4/13/12	E*VANCED SOLUTIONS, INC.	105.01	462.11

Check #	Date	Payee	Cash Account	Amount
35462	4/13/12	GALE CENGAGE LEARNING	105.01	7,218.98
35463	4/13/12	VOID	105.01	0.00
35464	4/13/12	GENPOWER PRODUCTS, INC.	105.01	2,253.59
35465	4/13/12	GRAINGER, INC	105.01	114.10
35466	4/13/12	GREY HOUSE PUBLISHING	105.01	760.50
35467	4/13/12	INFOBASE PUBLISHING	105.01	11,245.30
35468	4/13/12	INGRAM LIBRARY SERVICES	105.01	11.97
35469	4/13/12	THE INVESTOR'S ETF REPORT	105.01	170.00
35470	4/13/12	JANWAY COMPANY	105.01	520.99
35471	4/13/12	JCR SUPPLY CO/BEDARD BROS	105.01	320.18
35472	4/13/12	LJ ROLLS REFRIGERATION CO., INC	105.01	8,737.00
35473	4/13/12	LERNER PUBLISHING GROUP	105.01	24.95
35474	4/13/12	LEXISNEXIS MATTHEW BENDER	105.01	1,247.50
35475	4/13/12	LIBRARY RESOURCE CONSULTANTS	105.01	100.00
35476	4/13/12	MCGRAW-HILL COMPANIES	105.01	2,515.00
35477	4/13/12	RUSSELL MCLOGAN	105.01	100.00
35478	4/13/12	MIDWEST COLLABORATIVE for LIB. SVCS	105.01	5,314.81
35479	4/13/12	MERGENT, INC.	105.01	2,070.00
35480	4/13/12	METRONET LIB. CONSORT.	105.01	426.00
35481	4/13/12	STATE OF MICHIGAN	105.01	185.00
35482	4/13/12	MICH. LEAGUE FOR HUMAN SERV.	105.01	20.00
35483	4/13/12	MIDWEST TAPE	105.01	5,319.83
35484	4/13/12	VOID	105.01	0.00
35485	4/13/12	MICHIGAN LIBRARY ASSOCIATION	105.01	85.00
35486	4/13/12	OVERDRIVE	105.01	5,652.18
35487	4/13/12	OXFORD UNIVERSITY PRESS	105.01	604.45
35488	4/13/12	PARTNERS BOOK DISTRIBUTING, INC.	105.01	2,156.77
35489	4/13/12	PROQUEST-CSA LLC	105.01	4,910.00
35490	4/13/12	QUILL CORPORATION	105.01	1,139.10
35491	4/13/12	RANDOM HOUSE, INC.	105.01	674.70
35492	4/13/12	VOID	105.01	0.00
35493	4/13/12	RECORDED BOOKS, LLC	105.01	638.72
35494	4/13/12	REFERENCE BOOKS UNLIMITED	105.01	2,880.00
35495	4/13/12	RICOH AMERICAS CORP.	105.01	2,846.61
35496	4/13/12	SCHOLASTIC, INC	105.01	343.55
35497	4/13/12	SECURITY DESIGNS INC.	105.01	190.00
35498	4/13/12	SHOPLET.COM	105.01	326.94
35499	4/13/12	STANDARD & POOR'S	105.01	6,847.00
35500	4/13/12	STAPLES ADVANTAGE	105.01	206.86
35501	4/13/12	SYMANTEC	105.01	8,450.00
35502	4/13/12	TANTOR MEDIA	105.01	41.98
35503	4/13/12	THYSENKRUPP ELEVATOR CORP	105.01	417.25
35504	4/13/12	VIGILANTE SECURITY	105.01	3,900.00
35505	4/13/12	WALLACEBURG BOOKBINDING & MFG	105.01	453.25
35506	4/13/12	WEST PAYMENT CENTER	105.01	444.48
Total				660,098.09

Check Register - I & R Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
12250	3/29/12	PNC BANK	104.02	612.94
Total				612.94
REGULAR CHECKS:				
12251	4/13/12	CDW-G	104.02	1,730.00
12252	4/13/12	PC MALL GOV.	104.02	129.65
12253	4/13/12	THE LIBRARY NETWORK	104.02	14,806.54
Total				16,666.19

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
3529	3/21/12	BLOOMFIELD TWP. PUBLIC LIBRARY	105.03	60.00
3530	3/21/12	GOLDNER WALSH NURSERY, INC.	105.03	10,435.00
3531	3/21/12	Constance Silver	105.03	34.37
3532	3/29/12	AMAZON.COM	105.03	129.73
3533	3/29/12	BLOOMFIELD TWP. PUBLIC LIBRARY	105.03	310.34
3534	3/29/12	PNC BANK	105.03	956.67
				<hr/> 11,926.11 <hr/>
REGULAR CHECKS:				
3536	4/13/12	BWI BOOK WHOLESALERS, INC.	105.03	210.47
3537	4/13/12	CHARTER TOWNSHIP OF BLOOMFIELD	105.03	80.00
3538	4/13/12	DAROLD GONZALES	105.03	150.00
3539	4/13/12	W.W.Grainger	105.03	1,132.65
3540	4/13/12	MOVIE LICENSING USA	105.03	1,975.00
3541	4/13/12	SCOTT NELSON	105.03	240.00
3542	4/13/12	NUTECH GRAPHICS, INC.	105.03	187.00
3543	4/13/12	OVERDRIVE, INC.	105.03	397.70
3544	4/13/12	PC MALLGOV	105.03	1,367.35
Total				<hr/> 5,740.17 <hr/>

Bloomfield Township Public Library
2011-2012 General Fund Budget

7b

PRESENTED: APRIL 24, 2012 FOR THE MONTH OF: MARCH 2012

ACCOUNT NAME	2011-2012 ADOPTED BUDGET AS OF MAR 15, 2011	2011-2012 AMENDED BUDGET AS OF MAR 20, 2012	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Twelve Months 100% VARIANCE
<u>Revenues</u>						
Taxes	\$4,684,327	\$4,564,182	\$1,488,798	\$4,547,004	99.62%	(\$17,178)
Penal Fines	\$61,776	\$52,774	\$0	\$52,774	100.00%	\$0
State Aid	\$16,263	\$17,296	\$9,180	\$17,296	100.00%	\$0
Circulation Fines & Fees	\$131,467	\$128,464	\$12,328	\$126,327	98.34%	(\$2,137)
Charges for Services	\$15,229	\$13,328	\$1,359	\$14,380	107.89%	\$1,052
Investment earnings	\$18,506	\$6,711	\$631	\$6,536	97.39%	(\$175)
Miscellaneous	\$8,522	\$9,662	\$348	\$9,874	102.19%	\$212
Total Revenues	\$4,936,090	\$4,792,417	\$1,512,645	\$4,774,190	99.62%	(\$18,227)
<u>Expenditures</u>						
Personnel	\$3,469,690	\$3,332,075	\$504,177	\$3,268,714	98.10%	(\$63,361)
Library Services	\$848,524	\$830,868	\$98,529	\$806,660	97.09%	(\$24,208)
Facilities & Equipment	\$970,629	\$901,601	\$63,301	\$859,268	95.30%	(\$42,333)
Other Operating Expenditures	\$130,288	\$114,347	\$2,148	\$105,590	92.34%	(\$8,757)
Total Expenditures	\$5,419,132	\$5,178,891	\$668,155	\$5,040,231	97.32%	(\$138,660)
Fund Balance - Beginning	\$3,576,985	\$3,688,601		\$3,688,601		
Net revenue (expenditure)	(\$483,042)	(\$386,474)		(\$266,041)		
Transfer In from I&R	\$0	\$141,918		\$21,485		
Transfer out to I&R	\$0	\$0		\$0		
Fund Balance - Ending	\$3,093,943	\$3,444,045		\$3,444,045		

Amendments to the budget:

Amended budget per March 20, 2012 Board meeting

Changes made to the line items:

Amended lines per March 20, 2012 Board meeting

Bloomfield Township Public Library 2011-2012 Improvement and Revolving Fund Budget

7b

PRESENTED: APRIL 24, 2012 FOR THE MONTH OF: MARCH 2012

Twelve Months 100%

ACCOUNT NAME	2011-2012 ADOPTED BUDGET AS OF MAR 15, 2011	2011-2012 AMENDED BUDGET AS OF MAR 20, 2012	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Interest	\$109,265	\$109,265	\$9,226	\$114,681	104.96%	\$5,416
Change in Asset Value	\$0	\$33,609	(\$3,552)	\$26,849	79.89%	(\$6,760)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$109,265	\$142,874	\$5,674	\$141,530	99.06%	(\$1,344)
<u>Expenditures</u>						
Facilities & Equipment	\$94,360	\$102,490	\$11,016	\$95,244	92.93%	(\$7,246)
Other Operating Expenditures	\$72,200	\$31,118	\$60	\$31,003	99.63%	(\$115)
Total Expenditures	\$166,560	\$133,608	\$11,076	\$126,247	94.49%	(\$7,361)
Fund Balance - Beginning	\$4,914,612	\$4,866,227		\$4,866,227		
Net revenue (expenditures)	(\$57,295)	\$9,266		\$15,283		
Transfer-in from General Fund	\$0	\$0		\$0		
Transfer-out to General Fund	\$0	(\$141,918)		(\$21,485)		
Fund Balance - Ending	\$4,857,317	\$4,733,575		\$4,860,025 *		

Amendments to the budget:

Amended budget per March 20, 2012 Board meeting

* Administrative note: There are other potential liabilities that total \$4,866,358 which could deplete the I&R Fund Balance if they were paid-out in the current year. These include:

Compensated absences that equals a maximum of \$384,817.12 (Vacation=\$129,223.64 Sick=\$255,593.48)

Complete funding of Other Post Employment Benefits that equals \$3,663,000

Future unplanned emergencies that are estimated at \$812,208.

**Bloomfield Township Public Library
2011-2012 Gift Fund Budget**

7b

PRESENTED: APRIL 24, 2012 FOR THE MONTH OF: MARCH 2012

Twelve Months 100%

ACCOUNT NAME	2011-2012 ADOPTED BUDGET AS OF MAR 15, 2011	2011-2012 AMENDED BUDGET AS OF MAR 20, 2012	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$599	\$142,049	\$27,215	\$142,199	100.11%	\$150
Investment Earnings	\$400	\$400	\$19	\$378	94.53%	(\$22)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$999	\$142,449	\$27,234	\$142,577	100.09%	\$128
<u>Expenditures</u>						
Library Services	\$13,949	\$27,223	\$2,186	\$26,675	97.99%	(\$548)
Facilities & Equipment	\$15,883	\$23,862	\$12,935	\$23,678	99.23%	(\$184)
Other Operating Expenditures	\$73,029	\$41,955	\$685	\$41,651	99.28%	(\$303)
Total Expenditures	\$102,861	\$93,040	\$15,806	\$92,005	98.89%	(\$1,035)
Fund Balance	\$67,665	\$80,057		\$80,057		
Reserved Fund Bal.	\$34,797	\$34,996		\$34,996		
Net revenue (expenditures)	(\$101,862)	\$49,409		\$50,573		
Fund Balance - Ending	\$600	\$164,463		\$165,626		

Amendments to the budget:

Amended budget per March 20, 2012 Board meeting

Bloomfield Township Public Library
Asset Allocation Summary
March 2012

7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Business High Yield Savings	0.22%	3/31/2012	\$3,247,940.38
	Chase Checking	0.00%	3/31/2012	\$595,769.87
	Chase Checking (Ecommerce)	0.00%	3/31/2012	\$207,973.87
	Total General Fund			\$4,051,684.12
Improvement & Revolving Fund				
	Fidelity Savings	0.15%	3/31/2012	\$10,008.92
	Fifth Third Maxsaver Plus Checking(T bills purchas	0.20%	3/31/2012	\$249,864.45
	Flagstar Public Funds Savings	0.50%	3/31/2012	\$168,152.35
	Flagstar Premier Public Entities Checking	0.25%	3/31/2012	\$9,775.88
	RBC Capital Cash/Money Market	0.00%	3/31/2012	\$118.69
	RBC Capital - Investments	0.00%	3/31/2012	\$4,226,100.58
	Fidelity CD - matures 4/08/12	0.75%	3/31/2012	\$234,213.06
	Total I&R Fund			\$4,898,233.93
Gift Fund				
	Chase Business High Yield Savings	0.22%	3/31/2012	\$104,381.85
	Chase Checking	0.00%	3/31/2012	\$13,125.34
	Huntington CD - matures 5/7/12	0.51%	3/31/2012	\$52,000.00
	Total Gift Fund			\$169,507.19
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.			
	Jeanette P. Myers Memorial Scholarship Fund		12/31/2011	\$12,749.00
	Yvonne T. Atkinson		12/31/2011	\$26,715.00
	Isabel and Lawrence Smith Challenge Grant		12/31/2011	\$28,063.00
	BTPL Endowment Fund		12/31/2011	\$25,323.00
	Fair Radom Garden Endowment Fund		12/31/2011	\$13,678.00
	Total CFSEM holdings			\$106,528.00

Bloomfield Township Public Library
I & R - Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	3/31/2012 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.0%	\$119	\$119	-	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	16.8%	\$702,515	\$711,886	\$12,137	1.70%
Sentinel Short Maturity Government	29.1%	\$1,212,500	\$1,227,799	\$20,998	1.71%
Eaton Vance Government Obligations	19.9%	\$812,500	\$842,585	\$32,250	3.83%
DWS GNMA	8.9%	\$350,000	\$375,265	\$16,816	4.48%
Sentinel Government Securities	25.3%	\$1,017,000	\$1,068,566	\$35,453	3.32%
Total Portfolio	100.0%	\$4,094,634	\$4,226,219	\$117,654	2.78%

1st Quarter Activity - December 31, 2011 - March 31, 2012

Cash Activity

Beginning Balance	\$118.69
Deposits	\$0.00
Dividends	\$0.00
Capital Gains	\$0.00
Funds to purchase securities	\$0.00
Ending Balance	\$118.69

Change in Security Value

Beginning value of securities	\$4,205,128.30
Securities purchased	\$27,732.95
Change in value of priced securities	(\$6,760.67)
Ending Value of priced securities	\$4,226,100.58

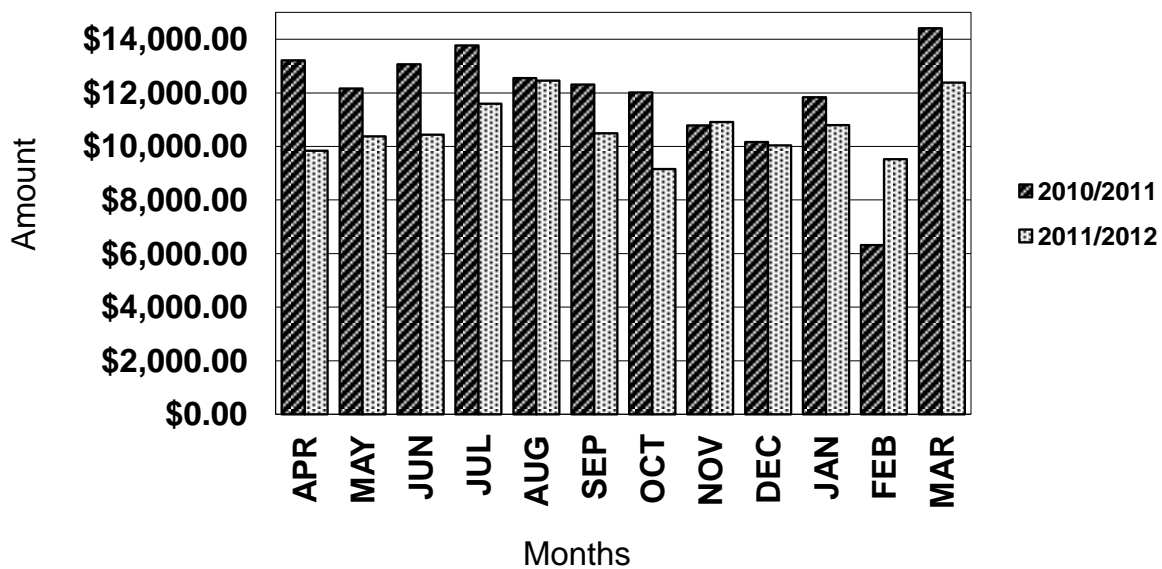
Total account value as of March 31, 2012

\$ 4,226,219.27

FINES AND FEES - TWO-YEAR COMPARISON

Month	2010/11 Fiscal Year	2011/12 Fiscal Year	Difference
APR	\$13,215.80	\$9,833.22	(\$3,382.58)
MAY	\$12,158.52	\$10,378.73	(\$1,779.79)
JUN	\$13,068.96	\$10,434.82	(\$2,634.14)
JUL	\$13,764.77	\$11,589.00	(\$2,175.77)
AUG	\$12,550.36	\$12,450.47	(\$99.89)
SEP	\$12,303.94	\$10,484.90	(\$1,819.04)
OCT	\$12,017.18	\$9,151.58	(\$2,865.60)
NOV	\$10,780.06	\$10,907.40	\$127.34
DEC	\$10,168.92	\$10,034.73	(\$134.19)
JAN	\$11,830.51	\$10,796.32	(\$1,034.19)
FEB	\$6,317.20	\$9,518.42	\$3,201.22
MAR	\$14,409.52	\$12,386.98	(\$2,022.54)
			YTD Difference
TOTAL	<u>\$142,585.74</u>	<u>\$127,966.57</u>	<u>(\$14,619.17)</u>

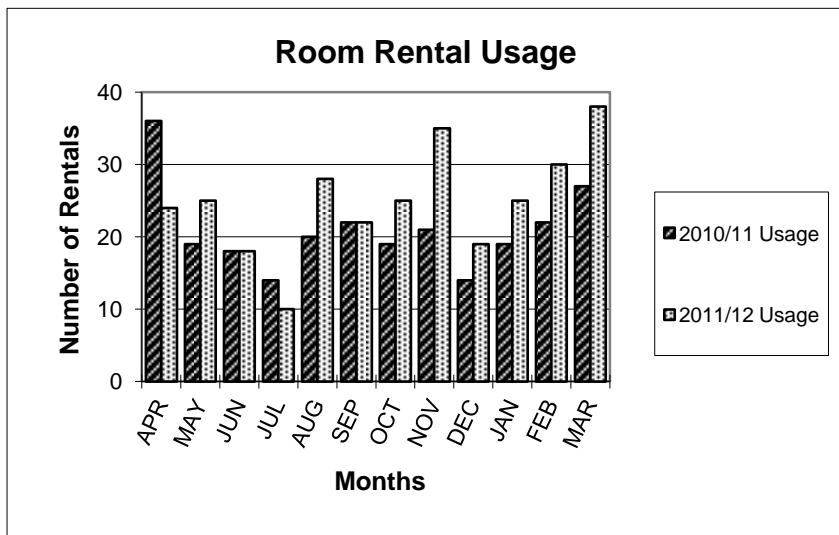
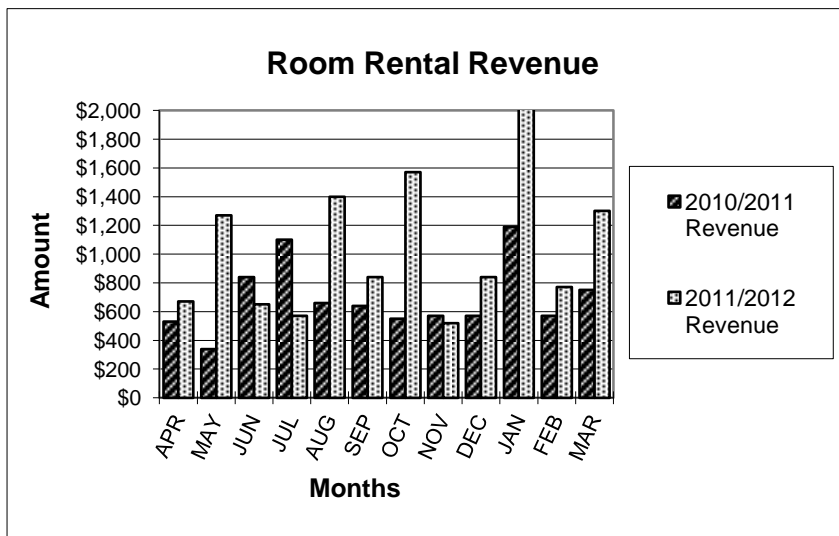
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2010/2011 <u>Revenue</u>	2011/2012 <u>Revenue</u>	<u>Difference</u>	2010/11 <u>Usage</u>	2011/12 <u>Usage</u>	<u>Month</u>
APR	\$530.00	\$670.00	\$140.00	36	24	APR
MAY	\$340.00	\$1,270.00	\$930.00	19	25	MAY
JUN	\$840.00	\$650.00	(\$190.00)	18	18	JUN
JUL	\$1,100.00	\$570.00	(\$530.00)	14	10	JUL
AUG	\$660.00	\$1,400.00	\$740.00	20	28	AUG
SEP	\$640.00	\$840.00	\$200.00	22	22	SEP
OCT	\$550.00	\$1,570.00	\$1,020.00	19	25	OCT
NOV	\$570.00	\$520.00	(\$50.00)	21	35	NOV
DEC	\$570.00	\$840.00	\$270.00	14	19	DEC
JAN	\$1,190.00	\$2,340.00	\$1,150.00	19	25	JAN
FEB	\$570.00	\$770.00	\$200.00	22	30	FEB
MAR	\$750.00	\$1,300.00	\$550.00	27	38	MAR
			YTD Difference			
TOTAL	\$8,310.00	\$12,740.00	\$4,430.00	251	299	



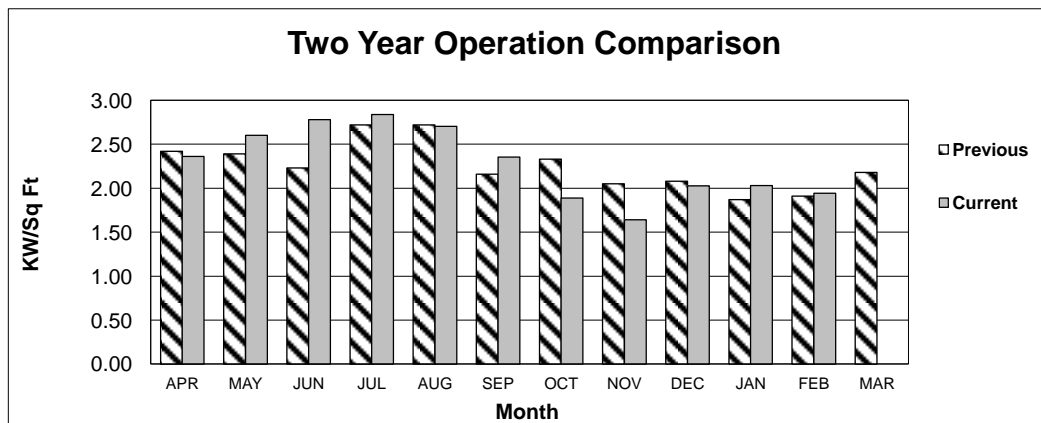
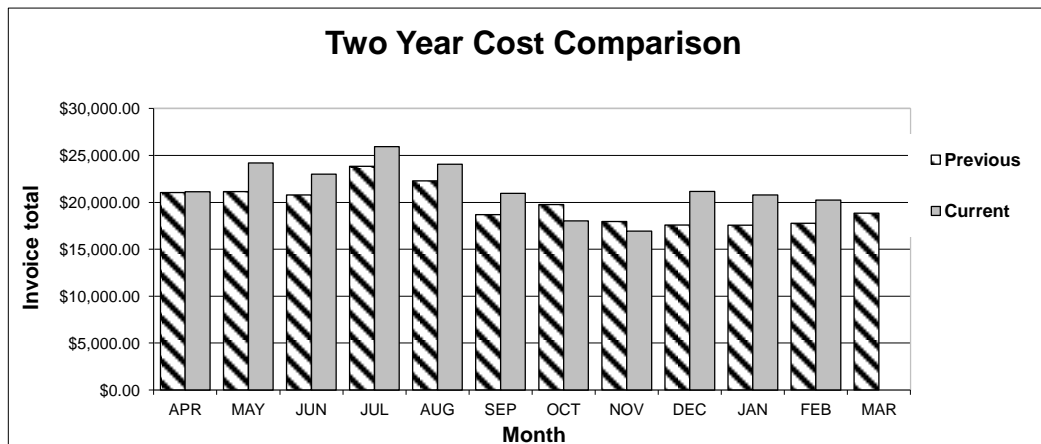
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2010/11	2011/12 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no. days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$21,036.03	\$21,122.10	\$86.07	238,630	\$0.09	331.43	2.36	\$29.34	\$0.21
MAY	\$21,149.04	\$24,195.45	\$3,046.41	262,990	\$0.09	353.48	2.60	\$32.52	\$0.24
JUN	\$20,781.30	\$22,989.35	\$2,208.05	280,770	\$0.08	389.96	2.78	\$31.93	\$0.23
JUL	\$23,842.71	\$25,940.78	\$2,098.07	286,790	\$0.09	385.47	2.84	\$34.87	\$0.26
AUG	\$22,286.35	\$24,053.04	\$1,766.69	273,070	\$0.09	367.03	2.70	\$32.33	\$0.24
SEP	\$18,690.98	\$20,950.90	\$2,259.92	237,790	\$0.09	330.26	2.35	\$29.10	\$0.21
OCT	\$19,766.05	\$18,011.23	(\$1,754.82)	190,820	\$0.09	256.48	1.89	\$24.21	\$0.18
NOV	\$17,953.71	\$16,914.93	(\$1,038.78)	165,830	\$0.10	230.32	1.64	\$23.49	\$0.17
DEC	\$17,584.71	\$21,174.95	\$3,590.24	204,750	\$0.10	275.20	2.03	\$28.46	\$0.21
JAN	\$17,564.32	\$20,798.99	\$3,234.67	205,100	\$0.10	275.67	2.03	\$27.96	\$0.21
FEB	\$17,764.15	\$20,250.30	\$2,486.15	196,140	\$0.10	291.88	1.94	\$30.13	\$0.20
MAR	\$18,833.59		(\$18,833.59)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$237,252.94	\$236,402.02	(\$850.92)						

NOTES:

Chiller unit not fully operational April 2008 through November 2009 (4 out of 16 compressors not presently in operation)
 December 2009 to April 2010 - Only running on 8 compressors to test efficiency during winter months since cooling needs are lessened.
 Chiller unit fully operational April 2010 through present (but 2 out of 16 compressors not presently in operation)



Bloomfield Township Public Library Natural Gas Analysis

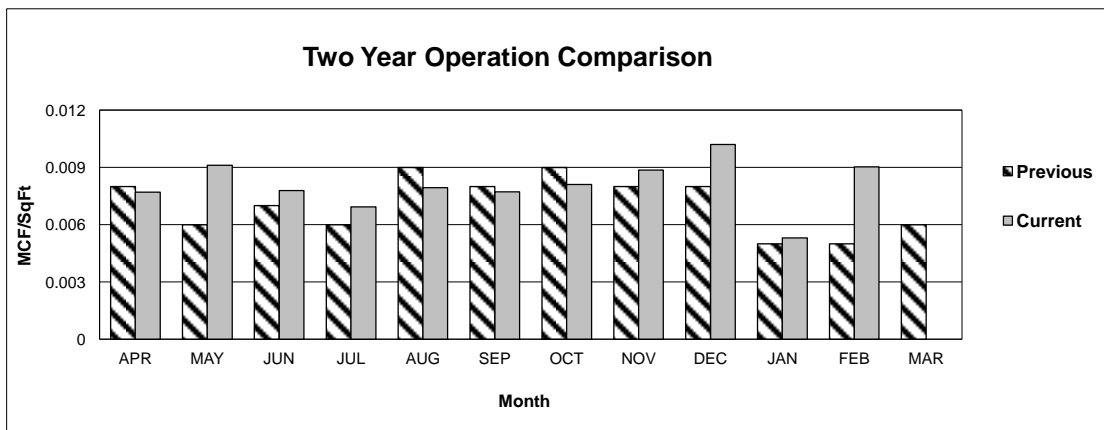
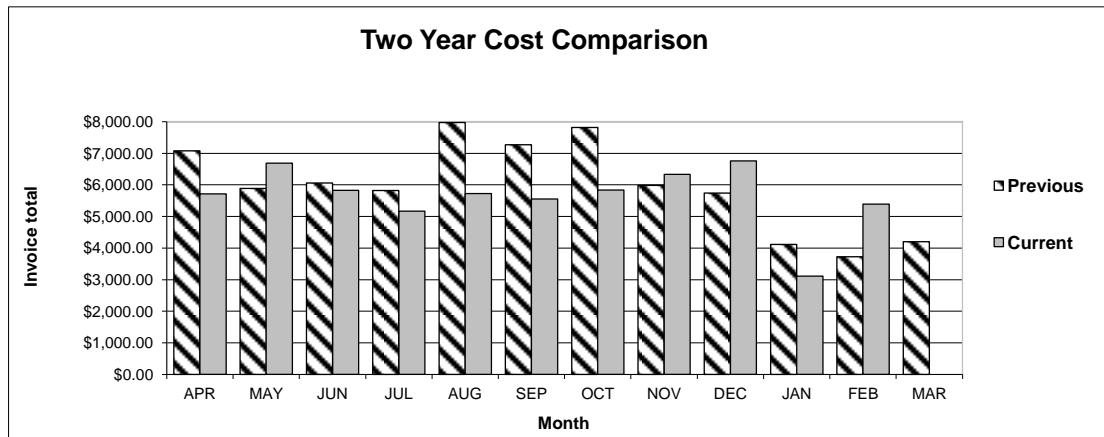
Building Area = 101,023

1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2010/11	2011/12 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$7,079.18	\$5,714.52	(\$1,364.66)	777.9	\$7.35	720	1.08	0.008	7.94	0.056
MAY	\$5,886.44	\$6,690.09	\$803.65	920.0	\$7.27	744	1.24	0.009	8.99	0.065
JUN	\$6,058.52	\$5,828.34	(\$230.18)	787.1	\$7.40	720	1.09	0.008	8.09	0.057
JUL	\$5,822.20	\$5,171.74	(\$650.46)	701.0	\$7.38	744	0.94	0.007	6.95	0.050
AUG	\$7,973.58	\$5,721.57	(\$2,252.01)	803.1	\$7.12	744	1.08	0.008	7.69	0.056
SEP	\$7,271.61	\$5,554.69	(\$1,716.92)	779.6	\$7.13	720	1.08	0.008	7.71	0.054
OCT	\$7,814.62	\$5,839.47	(\$1,975.15)	819.7	\$7.12	744	1.10	0.008	7.85	0.057
NOV	\$5,984.21	\$6,336.10	\$351.89	894.6	\$7.08	720	1.24	0.009	8.80	0.062
DEC	\$5,741.63	\$6,755.75	\$1,014.12	1031.2	\$6.55	744	1.39	0.010	9.08	0.066
JAN	\$4,112.39	\$3,116.53	(\$995.86)	535.7	\$5.82	744	0.72	0.005	4.19	0.030
FEB	\$3,725.48	\$5,393.76	\$1,668.28	912.9	\$5.91	696	1.31	0.009	7.75	0.053
MAR	\$4,202.07		(\$4,202.07)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$71,671.93	\$62,122.56	(\$9,549.37)							

NOTES:

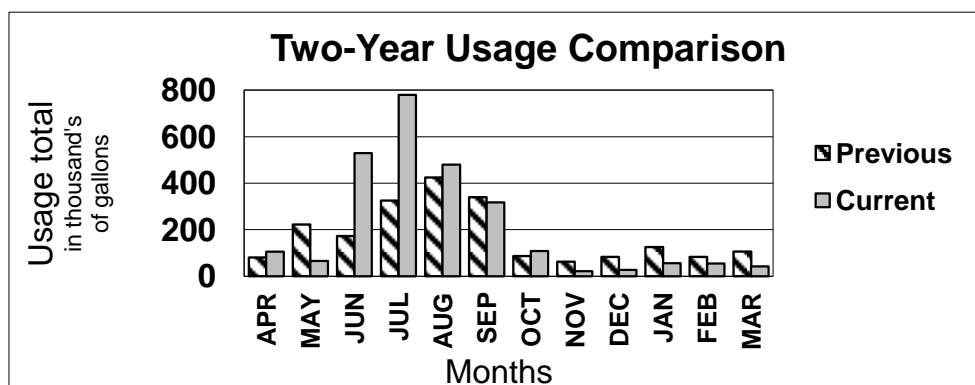
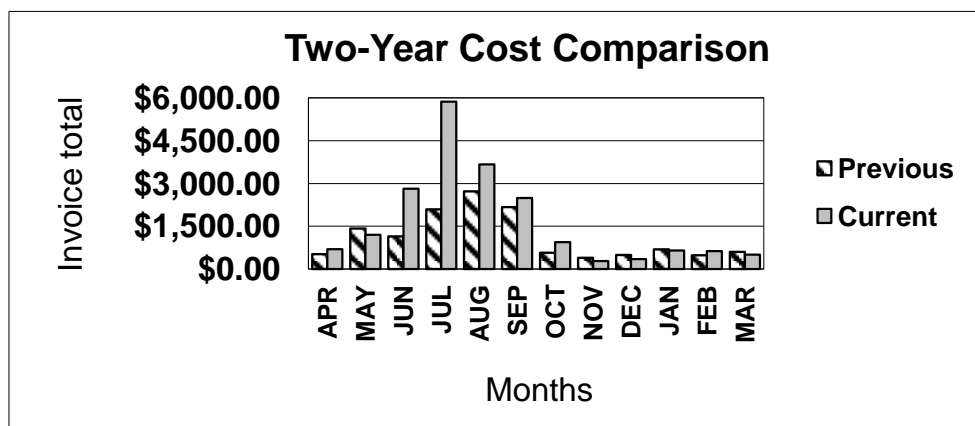
All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



Bloomfield Township Public Library Water Analysis

Month	2010/11 Fiscal Year Cost	2011/12 Fiscal Year Cost	Difference	2010/11 Fiscal Year Usage	2011/12 Fiscal Year Usage	Difference
APR	\$518.78	\$695.66	\$176.88	81	106	25
MAY	\$1,419.46	\$1,195.99	(\$223.47)	223	66	(157)
JUN	\$1,139.38	\$2,818.05	\$1,678.67	173	529	356
JUL	\$2,092.72	\$5,863.60	\$3,770.88	325	780	455
AUG	\$2,722.25	\$3,665.83	\$943.58	425	480	55
SEP	\$2,169.31	\$2,493.10	\$323.79	340	318	(22)
OCT	\$568.72	\$946.68	\$377.96	87	109	22
NOV	\$396.54	\$284.98	(\$111.56)	63	21	(42)
DEC	\$488.34	\$347.02	(\$141.32)	83	27	(56)
JAN	\$690.30	\$646.88	(\$43.42)	125	56	(69)
FEB	\$479.16	\$626.20	\$147.04	83	54	(29)
MAR	\$598.50	\$502.12	(\$96.38)	106	42	(64)
			YTD Difference			YTD Difference
TOTAL	<u>\$13,283.46</u>	<u>\$20,086.11</u>	<u>\$6,802.65</u>	<u>2,114</u>	<u>2,588</u>	<u>474</u>

Admin note: April 2011 - new OCWRC rate and the cost associated in the differential flow volumes from water meter reading resulted in a 24% increase to the sewer rate



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT

April, 2012

- **Library Emergency Closing:** Unfortunately strong winds and a subsequent power outage at 3:30pm on Monday, April 16 caused us to close the library at 5pm. Power was not restored until after 9pm later that evening. Fortunately, little lasting damage was done thanks to staff shutting down computers and other valuable equipment.
- 75 volunteers were honored at our annual **Volunteer Reception** April 12. Our volunteers serve in a number of ways including outdoor gardening, watering indoor plants, searching shelves for lost materials claimed returned, clerking in the Library Shop, Teen Tutors, Outreach to Homebound, Delivery of Books to Nursing Homes, Digitizing Historic Newspapers, Local History, assisting with the Friends Book Sales, assisting with Computer Classes, among other opportunities. We are so grateful to all of our volunteers!
- Our opening ceremony for the **DIA Inside/Out Project** was educational and entertaining. DIA representatives told us how they go about selecting and placing the reproductions. Approximately 70 audience members enjoyed the DSO Trio concert of Renaissance and Baroque music.
- Carol Mueller conducted two refresher courses for staff regarding tornado watch and warning procedures. We will hold a **tornado drill** this month as usual to provide another practice opportunity.
- Department Heads were given the **2012-2013 fiscal year** budget packet to be prepared for approved expenditures in the new fiscal year. Preparation for the audit has begun in Administration.

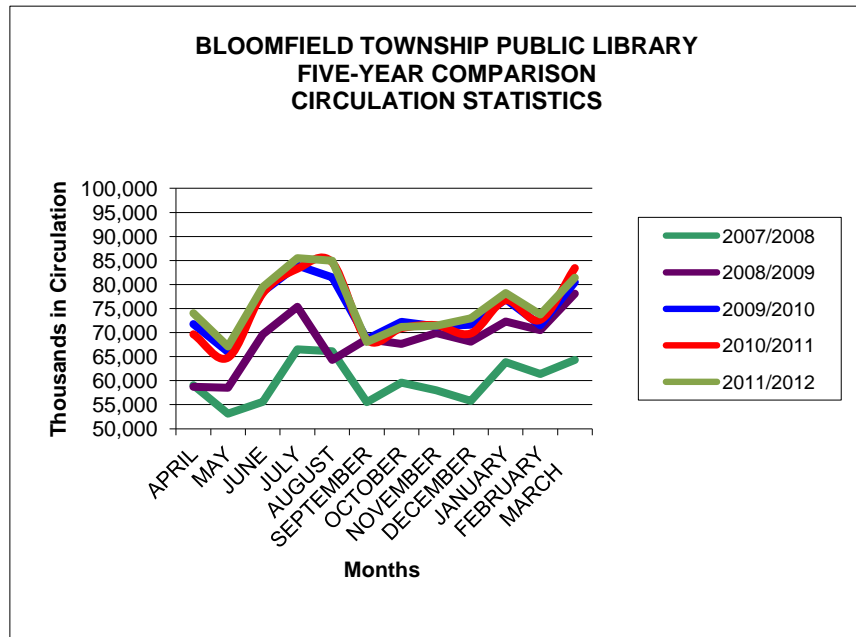
Respectfully Submitted,

Karen Kotulis-Carter
Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

4/16/2012

	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
APRIL	59,068	58,720	71,743	69,666	74,009
MAY	53,123	58,543	65,968	64,825	67,127
JUNE	55,597	69,624	78,496	78,169	79,512
JULY	66,517	75,374	83,937	83,272	85,456
AUGUST	66,087	64,322	81,506	84,618	84,937
SEPTEMBER	55,538	68,616	68,621	68,596	68,066
OCTOBER	59,590	67,675	72,256	70,926	71,180
NOVEMBER	58,026	69,901	71,324	71,551	71,456
DECEMBER	55,818	68,101	71,667	69,841	72,964
JANUARY	63,832	72,291	76,935	76,712	78,197
FEBRUARY	61,403	70,528	71,503	72,657	73,778
MARCH	64,302	78,095	80,470	83,408	81,433
TOTAL	718,901	821,790	894,426	894,241	908,115



	2011		2012	
COLLECTION				
Book Collection:	272,552		283,664	
Media Collection:	55,361		59,908	
Total e-books:	23,275		24,998	
Overdrive	n/a		4,524	
EBSCOhost	n/a		19,227	
Total downloadable audiobooks:	3,419		3,818	
Overdrive	n/a		3,719	
EBSCOhost	n/a		99	
Materials Total:	354,607		372,388	
CIRCULATION				
Circulation Total:	83,408		81,433	
Bloomfield Township Circulation:	67,957		67,604	
Circulation of Youth materials:	29,572		30,346	
Circulation of Media:	26,784		35,846	
Circulation of Cranbrook passes:	181		205	
Self-checkout machine use:	37,493	45.0%	33,038	40.6%
Library by Mail	n/a		123	26 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	34,564		33,905	
Gate Count:	33,606		32,912	
Meeting rooms by public:	27		38	
Meeting rooms by staff:	81		69	
VIRTUAL USE				
Home page hits/Database services:	32,734		14,111^	
Databases remote and on-site:	50,151		119,907*	
e-book access:	573		1770	
Overdrive	n/a		1679	
EBSCOhost	n/a		91	
Audiobook access:	375		487	
Overdrive	n/a		487	
EBSCOhost	n/a		0	
Music download access:	n/a		859	
TutorMe! sessions:	186		67	
Library Computer Use				
Resident Use	3,689		3,616	
Guest Use	1,170		1,196	
^Data lost from March 15-April 9				
*EBSCO reindexed several times in our catalog				

	2011		2012	
New Patrons and Accounts				
Township:	227		193	
Cranbrook:	4		6	
Total new patrons:	409		315	
Adult Program Attendance				
Staff-led:	9 events	38 attended	11 events	60 attended
Speaker-led:	11 events	290 attended	10 events	427 attended
Book clubs:	4 events	36 attended	4 events	44 attended
Tours/visits on-site:	0	0	2 events	95 attended
Tours/visits off-site:	2 events	12 attended	0	0
Chamber Music Concert	1 event	169 attended	1 event	190 attended
Systems Program Attendance				
Staff-led:	2 events	20 attended	4 events	49 attended
Teen Program Attendance				
Staff-led:	2 events	12 attended	3 events	15 attended
Homework Coaching		12 attended		25 attended
Youth Program Attendance				
Staff-led:	30 events	464 attended	22 events	466 attended
Speaker-led:	7 events	242 attended*	3 events	177 attended^
Tours/visits on-site:	2 events	125 attended	3 events	128 attended
Tours/visits off-site:	13 events	836 attended	5 events	167 attended
TOTAL:	83 events	2,256 attend	68 events	1,843 attend
Public Relations mail & materials	45 releases	18 outlets	62 releases	43 outlets
	Youth Bibliographies: 5		Youth Bibliographies: 3	
Volunteers:	27 people	220.75 hours	28 people	290 hours
	Shop: 5	63.75	Shop: 7	93.5
	Court: 1	4.25	Court: 0	0
	Students: 5	16.5	Students: 2	17.5
	Stu. Tutors: 6	46.25	Stu. tutors: 6	37.75
	Dept. Vol: 10	92	Dept. Vol: 13	141.25
Patron Remarks				
Patron Comments:	10		16	
Ask BTPL:	7		30	
Ask Us:	23		64	
DISPLAYS				
Lobby	Thangkas from Tibet			
Media	Adult: Silent films and History			
	Youth: Women's History; St. Patrick's Day; Spring			
Local History	Charles Dickens			
^Includes the joint Adult and Youth Storytelling Festival 2012 with 150 attending				
*Includes the joint Adult and Youth Storytelling Festival 2011 with 151 attending				

TENTATIVE SCHEDULE CALENDAR

- **Tuesday, April 24, 2012- 7:00 p.m., Regular Board Meeting**

Upcoming meetings and events:

- Wednesday, May 2, 2012 - 12:30 p.m. *FOL Board of Directors Meeting* in the Board Room.
- Wednesday, May 9, 2012 – Noon FOL Annual Meeting in the Community Room.
- **Tuesday, May 15, 2012 – 7:00 p.m. Regular Board Meeting in the Board Room.**
- Tuesday, May 22, 2012 – 2:00 p.m. Building & Grounds Committee Meeting in the Board Room.
- Thursday, May 24, 2012 – 10:00 a.m. Development Committee Meeting in the Board Room.

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

The meeting of the Bloomfield Township Public Library Board of Trustees Development Committee was held in the Library on Thursday, April 5, 2012 at 10:00 a.m.

Present: Trustees: Judy Lindstrom and Joe Falik

Administration: Library Director, Karen Kotulis-Carter and Assistant Director, Carol Mueller

Old Business:

CFSEM Grant update

A report on Bloomfield Township Public Library endowment funds was provided by Karen and is attached to these minutes.

Karen stated that \$1,199.00 available as of 12/31/2011 from the Endowment Fund. This distribution will be taken in June, 2012. In addition, \$1,352.00 is available as of 12/31/2011 from the Smith Challenge Grant Fund. This distribution will be taken in June and December, 2012. The Department Heads have decided that these distributions from both funds (\$2,551.00) will be used to provide our "Library by Mail" service to Bloomfield Township homebound patrons. The largest cost of providing this service is for purchasing the delivery bags and for postage.

A payout is received every year from the Myers Memorial Scholarship Fund. This year, \$600.00 is available to award a scholarship at the August, 2012 Library Board meeting.

The Atkinson Fund has \$1,245.00 available this year, as of 12/31/2011. A distribution will be taken this year to support the Youth Services new collection of book club kits.

The Fair Radom Garden Endowment Fund has \$683.00 as of 12/31/2012. A distribution will be taken this year to fund educational programs at the Library about rain gardens, composting and a special library garden tour with Goldner Walsh's Jim Slezinski.

Our CFSEM grant application requesting funding for “Vitality Kits” is still pending a decision by CFSEM. We hope to hear more soon.

Isabel Charnov gift

Isabelle named the Library as a beneficiary of a life insurance policy worth \$57,000. Currently, this gift is deposited in a CD at this time and is earmarked in the Gift Fund for book purchases of “literary quality”. Karen stated that Isabel’s family did not wish to establish an endowment fund for this gift at this time. Karen will clarify the specifications for use in writing.

October, 2014 BTPL 50th Anniversary

The Friends of the Library have given \$5,000.00 in funding for the Library’s 50th anniversary. Karen shared that for the 30th anniversary, an antique car show with a 60’s theme was held. A special concert series was held to celebrate the Library’s 40th birthday. Karen offered to update the history of the Library, called “Library Lore” on our website, prior to our anniversary.

The next meeting of the Development Committee will focus on planning a 50th anniversary brainstorming meeting. In addition to staff and volunteers who express an interest in helping with this celebration, it was suggested that representatives from the Friends of the Library and Bloomfield Historical Society be invited. In addition, it was suggested that Bloomfield Township residents Virginia Smith, Eli Greenbaum, and Lyle and Peggy Dahlberg be invited to participate. Staff and volunteers who have expressed interest include Fair Radom, Celia Domalewski, Amy Young, Marcia Preston, and Marty McGee.

New business:

Brainstorm Fundraising Ideas

Karen suggested that the focus of fundraising could be on library technology and staff development. Currently this is very little budgeted for replacement computers and for staff training. Karen will ask the Friends of the Library for support in these two areas also. The Youth Services AWE computers need updating at a cost of approximately \$8,000.00. Replacement of 1/3 of the library computers will cost approximately \$30,000.00.

Several suggestions as sources for grants and fundraising were shared. These include contacting world cultural organizations, consulates and foundations located in the area as a source of information and funding. A Birmingham

jeweler – Astrein's Creative Jewelers – is very philanthropic. Books on grants for libraries can be a source of funding also. The Library will create a list of resources in our collection. ALTAF (a division of American Library Association, Association of Library Trustees, Advocates, Friends Foundation) was suggested, however, the library is not currently a member of ALA due to budget cuts. Wayne State University School of Information and Library Studies could be approached to offer the Library as a test site for new developments as a way to get funding for replacement computers. The Village Club has a foundation also. Applications are generally accepted in August each year. The Library may consider an application for funding in support of 'Vitality Kits'. It was acknowledged that there is great competition for grant funding.

Additional suggestions included a focus on events for children for which admission is charged as a way to raise funds for our Youth Services AWE computers. American Girl teas, working with the Chicago organization, are very popular. Thomas the Tank events at the Henry Ford sell out very quickly. Tickets would need to be purchased as a fundraiser and the purpose of the fundraising would need to be promoted.

It was suggested that Karen share a "Director's Wishlist" as a way to recognize her 25 years of service to Bloomfield Township Public Library and 15 years as Library Director. Karen suggested that establishing an endowment is a wonderful way to leave a legacy and is a gift that continues to give to the Library in perpetuity.

The next meeting of the Development Committee has been scheduled for Thursday, May 24 at 10am at the Library.

Memo

To: Karen Kotulis-Carter
From: Beth Sulek-LaHousse
Date: March 13, 2012
Subject: BTPL Endowment Funds

The following is a report on endowment funds for which the BTPL Board of Trustees has oversight responsibility. All funds are held by and administered by The Community Foundation of Southeastern Michigan (CFSEM). A similar report will be furnished each year when fiscal year-end (December 31) fund balances are available.

1. Bloomfield Township Public Library (BTPL) Endowment Fund & Lawrence and Isabel Francis Smith Challenge Grant Fund

- a. **BTPL Endowment Fund** established November 22, 1996 from a donation of George & Elizabeth Frost.
Smith Challenge Grant Fund established November 24, 1998 (\$2,000/yr. for five years, to be matched by other donations).
- b. Purpose of Funds: provide support in furtherance of the general charitable purposes of BTPL.
- c. Please note: CFSEM combines Endowment Fund and Smith Challenge Funds together in their reports. The breakdown below is BTPL's best guess of the actual percentages in each fund based on CFSEM's grant distributions to each fund.

1/1/11 Market Value of Endowment Fund	\$ 25,715.00
2011 Contributions Received for Endowment Fund	\$ 435.00
2011 Income (Loss) for Endowment Fund (47%)	\$ 352.00
2011 Grant received from Endowment Fund (47%)	<u>\$ (1,179.00)</u>
12/31/11 Market Value (47% of total provide by CFSEM)	\$ 25,323.00

2012 **Endowment Fund** grant available from combined funds' 12/31/11 balance is \$1,199.00. (Distribution will be taken in June 2012.)

1/1/11 Market Value for Smith Challenge Grant Fund	\$ 28,997.00
2011 Contributions Received for Smith Challenge Grant Fund	\$ 0
2011 Income (Loss) for Smith Challenge Grant Fund (53%)	\$ 396.00
2011 Grant received from Smith Challenge Grant Fund (53%)	<u>\$ (1,330.00)</u>
12/31/11 Market Value for Smith Challenge Grant Fund (53% of total provided by CFSEM)	\$ 28,063.00

2012 **Smith Challenge Grant Fund** grant available from combined funds' 12/31/11 balance is \$1,352.00. (Distribution will be taken in June and December 2012.)

- d. Responsibility for decisions regarding use of Endowment Fund grant: Library Director/Board of Trustees
Responsibility for decisions regarding use of Smith Challenge Fund grant: Committee of Library's Department Heads.

2. Jeanette P. Myers Memorial Scholarship Fund

a. Established November 24, 1998 from donations by Rodman N. Myers family.

b. Purpose of fund: Provide funds to encourage and support the post-secondary education of past or present employees of BTPL or persons who have some relationship with the Library, as the Selection Committee shall determine.

c. 1/1/11 Market Value	\$ 12,749.00
2011 Contributions Received	\$ 0
2011 Income (Loss)	\$ 170.00
2011 Grant received	<u>\$ (599.00)</u>
12/31/11 Market Value	\$ 12,320.00

2012 Grant available from 12/31/11 balance is \$600. (Distribution will be taken in June 2012.)

d. Responsibility for decisions regarding use of grant: Selection Committee comprised of Library Director and two members of the Library Board of Trustees.

3. Yvonne T. Atkinson Fund

a. Established December 4, 2001

b. Purpose of fund: support the general charitable purposes of BTPL with a preference for programs encouraging and supporting book discussions.

c. 1/1/11 Market Value	\$ 26,368.00
2011 Contributions Received	\$ 0
2011 Income (Loss)	\$ 347.00
2011 Grant received	<u>\$ (0.00)</u>
12/31/11 Market Value	\$ 26,715.00

2012 Grant available from 12/31/11 balance is \$1,245.00. (Distribution will be taken in June and December 2012.)

d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

4. Fair Radom Garden Endowment Fund

a. Established February 12, 2010 from donations by Fair Radom family.

b. Purpose of fund: Provide support for the improvement and preservation of the public garden(s) of the Bloomfield Township Public Library as an educational and outreach resource to the public on proper land use and landscaping, and the development and implementation of educational and research programs and activities relating to such public garden(s).

c. 1/1/11 Market Value	\$ 14,152.00
2011 Contributions Received	\$ 0
2011 Income (Loss)	\$ 194.00
2011 Grant received	<u>\$ (668.00)</u>
12/31/11 Market Value	\$ 13,678.00

2012 Grant available from 12/31/11 balance is \$683. (Distribution will be taken in June and December 2012.)

d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

NOTES:

1. Monies paid into endowment funds are invested by CFSEM in stocks and bonds. All earnings from these investments are credited to the individual endowment fund.

2. Administrative Fees and Bank Fees are charged to each individual endowment fund by CFSEM. These amounts vary but are usually less than 1% per fund each year. In 2007 CFSEM no longer provides the breakdown for each individual fund, claiming it is a money savings not to do so.
3. When the balance in an endowment is more than \$10,000, a grant of up to 5% is offered to BTPL by CFSEM. The grant may be taken whole, in part, or not at all. Grants are made in June and December. When the balance in an endowment fund is less than \$10,000, no grant is offered by CFSEM. Any net increase in value is credited to the endowment.
4. In the event that the investments return less than 5% or incur a loss for any given year, a distribution of 5% is still offered from each endowment. However, in this type of situation, the CFSEM advises the reinvestment of that distribution rather than the pay out of it to increase the long term value of the fund.
5. The principal amount of money in an endowment may never be withdrawn.
6. In addition to administering endowments, CFSEM makes grants to local charitable and community organizations from money donated to CFSEM. BTPL is eligible to apply for such a grant. Monies in the grant and endowment funds are completely separate accounts.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: April 17, 2012

SUBJECT: Personal Property Tax Legislation

The discussion begun last fall regarding Governor Synder's proposal to eliminate Michigan Personal Property Tax is picking up steam again. The Michigan Library Association is actively lobbying for "Replace Don't Erase" congressional action regarding this proposal. MLA is also advocating a constitutional amendment to ensure replacement funding for public libraries.

BTPL would lose approximately \$112,000 according to Township estimates. The Township Assessor's Office estimates Bloomfield Township could lose up to \$700,000 if the proposed legislation goes through. Although the Governor did not mention Personal Property Tax reform in his budget message on February 9, a great deal of discussion surrounding the elimination or replacement of the Personal Property Tax (PPT) continues to take place in and around the State Capitol. One such proposal is House Bill No. 4102 which proposes that "all personal property is exempt from the collection of taxes under this act."

If our library suffers the loss of an additional \$112,000 it would bring us to our knees.

MLA is urging all library trustees to communicate the need to constitutionally replace this tax. MLA does not necessarily support the personal property tax law as written, but instead MLA supports a constitutionally protected revenue stream which is essential as a replacement for the funds we will likely lose if the PPT is eliminated. Some legislative discussion has tried to placate MLA with the promise that they will remember to replace the revenue loss, but with term limits, this promise will soon be forgotten. This is why MLA is calling for nothing less than a constitutional amendment specifying a replacement source of funding to public libraries.

Our legislators serve on two important committees and can be emailed at the links below:

State Senator, John Pappageorge, is serving on the Michigan Senate Appropriations and the Michigan Senate Finance Committee.

<http://www.misenategop.com/senators/Pappageorge.asp?District=13>

State Representative, Chuck Moss, is serving on the Michigan House Appropriations Committee.

<http://www.gophouse.com/welcome.asp?District=040>

Further concern points to a potential tax shift which could place this burden directly on Michigan homeowners who will be asked to raise their property taxes in order to finance bonds and necessary municipal services.

For more information, the following links are provided:

[Detroit Free Press editorial March 4, 2012](#)

[Replace, Don't Erase Issue Paper](#)

[Why a PPT Constitutional Amendment](#)

<http://www.mml.org/advocacy/replace-dont-erase/>

<http://www.mla.lib.mi.us/node/1569>

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: April 18, 2012

SUBJECT: Museum Adventure Pass Will Return for a Fifth Year in May, 2012

The Detroit Museum Adventure Pass (MAP) program will return for a fifth and final year in late May, 2012. Thanks to the generous support of program sponsor Macy's, as well as the collaboration of partners The Library Network, Cultural Alliance of Southeast Michigan, and Library of Michigan Foundation, a total of nearly 300,000 passes to metropolitan Detroit cultural attractions have been checked out to public library patrons in a nine county area since October, 2007.

The new MAP will be an online program at: <http://www.detroitadventurepass.org/>

This website will enable patrons to access information about the program, to ask questions, to print tickets for free or discount admission to cultural attractions, and to get reading recommendations that relate to venues' exhibits. Check out the MAP website in May when all the programs and details are going to be revealed!

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Assistant Director

DATE: April 18, 2012

SUBJECT: Strategic Plan Update

All short term goals for 2011/2012 have been completed or will be completed by April 30, 2012! We are currently working on the wording for 10 new short term goals for 2012/2013.

During 2011/2012, the following achievements were reached on our eight short term goals:

- Eight Bloomfield Township clubs and organizations met at the Library as part of our "First Meeting Free" goal. 25 clubs and organizations were mailed a letter of invitation to meet at the Library. Each organization was welcomed by a library staff member and briefly heard about library services and collections.
- A library website page featuring various Library logo items for sale is being created. If our website statistics show there is interest in this information, a feature for buying these through the website will be created.
- Library staff has created two short ads promoting the Library – one on the smart library card and another promoting library services to seniors. Both are in final editing stage and will be ready to air through BCTV in May.
- Our promotions in September, 2011 and February, 2012 to bring in a Bloomfield Township friend or neighbor to receive their very first library card resulted in 98 residents receiving their first library cards!
- Our goal of strengthening our Bloomfield Hills School relationship resulted in a very positive joint meeting of the Library Board and School Board at the Library in December, 2011. Another joint meeting will be held in the future.
- The Management Advisory Committee (MAC) discussed our library way finding goal and developed a new map of the library indicating various collections and services.
- Our newest enewsletter, called Boomers and Beyond, has been created and can be subscribed to. Two issues have been sent to our subscribers. This enewsletter is focused on information of interest primarily to those 50 years of age and older! This is another way the Library is communicating directly with Bloomfield Township seniors about all the Library has to offer.

Through completion of our annual short term goals, the Library continues to make progress toward achieving all four long range objectives and to fulfill our mission of "Bloomfield Township Public Library champions the power of words to spark discovery and imagination".

MINUTES OF THE FRIENDS OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF DIRECTORS

Bloomfield Township Public Library
Oakland County, Michigan
Wednesday, April 4, 2012

Vice President Bob Pullar called the meeting to order at 12:30 p.m.

Present: Allen Carlson, Wolf Chayt, Kathy Conner, Pat Moitke, Bob Pullar, Sally Pullar, Cathy Ranke, Larry Sabbath, Barbara Smalley, Virginia Smith

Unable to Attend: Glenda Bard, Nancy Lambert, Germaine Mack, Warren Nielsen

Administration: Library Director, Karen Kotulis-Carter; Director's Secretary, Andrea Aragona

Library Trustees: Grant Gerhart and Pam Williams

President's Report:

Bob Pullar welcomed everyone to the meeting. Glenda and Nancy are out of town and Warren is ill.

Secretaries Report:

Corrections to last month's minutes are as follows: Pat Moitke was omitted as present at the March 7, 2012 meeting. Also, in Old Business, "and" should be replaced with "as". Motion to approve March minutes was made by Sally Pullar, seconded by Wolf Chayt. Motion carried.

Treasurer's Report:

Larry thanked Kathy for the wonderful job she did in his absence. Two donations were received at the February Chamber Music Concert. Currently there is a balance of \$19,539.72 on account. The March SSSS had revenue of \$3,288.00. Sales in the Library Shop amounted to \$1,966.50. Larry stated that in 2011/12 the Friends donated \$75,006.57 to the Library. Total donations from the FOL to the Library (from the time records were kept in 1995/96) amount to \$1,089,260.13. Karen thanked the Friends for all their generous support of the Library.

Membership Report:

Cathy reported that currently there are 402 members.

Library Shop Book Sales:

Sales of books in the Library Shop amounted to \$2,147.50.

SSSS:

Virginia reported the next sale is April 14th and she will be having a cart of books that have to do with "everything spring". She will also be trying something new at this sale. The gathering area is very crowded at 9:30, so at around 10:15 they will bring boxes of fiction books already priced at \$1.00 to \$2.00 and place them in the gathering area. It may or

may not work, but the hope is to give the public a less crowded space to look for fiction.

Trustee Report:

Pam and Grant attended. Pam stated that the Board voted on the budget for next year at their March meeting. She also informed the Friends that the Agenda, Minutes and entire Library Board Packets will now be posted on our website. Pam also stated that the Library Board approved the Director's contract for the 2012/13 year.

Library Director's Report:

Karen thanked the Friends for their gift to sponsor our 2012 Storytelling Festival. It is a wonderful event and was very well attended.

Karen also thanked Sally Pullar and Nancy Lambert once again for providing our March Chamber Concert with fresh-baked goodies.

Karen reminded the Friends about the Volunteer Reception on Thursday, April 12 from 2-4pm.

BTPL is very proud to have been selected by the Detroit Institute of Arts to have our community participate in the DIA Inside/Out Project. Seven reproductions of the DIA masterpieces will be on display from April through June. Karen invited the Friends to the official Opening Celebration on Wednesday, April 11 at 6pm. There will be brief opening remark and members of the DSO will be playing period pieces from the Renaissance Era.

Karen thanked the Friends for all they do to make our Library The Place To Discover!

NEW BUSINESS:

No discussion at this time.

OLD BUSINESS:

The Annual Meeting is Wednesday, May 9, 2012 at noon.

Meeting adjourned at 1:01 p.m.

Next meeting of the Friends of the Library Board of Directors is Wednesday, May 2, 2012 at 12:30 p.m.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2012

MAY

2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Just Us Kids 10am & 2pm Knit N Stitch Circle 10am Computer Basics 1 2pm Tue at the Movies 2pm	2 Cradle Club 10am Great Books Group 6:45pm	3 Mother Goose Club 10am Star Wars Crafts 6:30pm	4 Wee Play 10am Friday Family Fun Yoga 4:30pm	5
6	7	8 Memoir Writers Group 1pm Computer Basics 1 2pm	9 National Lost Sock Day 4:30pm Pet Planning Made Simple 7pm Nonfiction Book club 7pm Writers Rendezvous 7pm	10	11 LIBRARY CLOSED FOR STAFF DEVELOPMENT DAY	12 Friends 2 nd Saturday Sale 9:30 am – 3:30pm Paws for Reading 1-3pm
13	14 Online 101 2pm	15 Tuesday Book Club 10am Library Board of Trustees Meeting 7pm	16 Book Talk 10am Mystery Book Club 1 & 6pm PJ Theater 6:30pm Great Books Group 6:45pm	17 Boy Soldier 7pm	18 Boomers and Beyond 10am	19 Sensory Saturdays 11am Intro to Social Networking 2pm
20	21 Computer Baisc 2 2pm eBooks: Free from BTPL 7pm	22 Memoir Writers Group 1pm Teen Advisory Board 4pm Lego Club 6:30pm	23 Writers Rendezvous 7pm	24 Eleanor's Book Club 10am	25	26 Intro to MS Word 2pm
27 LIBRARY CLOSED MEMORIAL DAY	28 LIBRARY CLOSED MEMORIAL DAY	29	30	31		