

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
May 15, 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

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

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
for TUESDAY, May 15, 2012, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	5/11/12
2a	Request to remove items from the Consent Agenda for Discussion	5/11/12
2b	Motion to approve the order of items for the regular and consent agendas	5/11/12
5	Motion to approve remaining consent agenda items 6-8d	5/11/12
6	Regular Board Meeting Minutes of 4/24/12	5/11/12
7a	Cash Disbursements	5/11/12
7b	Revenues/Expenditures Budget Report	5/11/12
7c	Energy Report	5/11/12
8a	President's Report	
8b	Director's Report	5/11/12
8c	Tentative Schedule Calendar	5/11/12
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee – no report	
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds – no report	
8d	Jeanette P. Myers Scholarship Committee –no report	
8d	Landscape Committee –no report	
8d	Personnel Committee –no report	
8d	Policy Committee – no report	
10a	Troy Public Library Reciprocal Agreement	5/11/12
11a	Library Improvement Bond	5/11/12
13	Motion to approve any items removed from the consent agenda	5/11/12
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	5/11/12
	Friends Meeting Minutes for 5-2-12	5/11/12
	Wish List	5/11/12
	Administrative Calendar –June 2012	5/11/12

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Tuesday, May 15, 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 April 24, 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
 - a. Troy Public Library Reciprocal Agreement
11. New Business
 - a. Library Improvement Bond: Terence Donnelly, Dickinson Wright PLLC; Paul Stauder, Stauder, Barch & Associates.
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: June 19, 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, April 24, 2012

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

Present: Trustees: Margaret Cohen, Judy Lindstrom, Joan Luksik and Pam Williams

Unable to Attend: Joseph Falik, Grant Gerhart

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

Guests: Breck McCrory, SOC representative, Howard Baron, Township resident.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy stated that this is an auspicious day for the Board as we are video recording our Library Board Meetings for the next few months to make them available to our residents. Judy thanked BCTV and Matt McIntosh for recording the meeting. This is also an important meeting where all of the Trustees are utilizing an electronic Board Packet in an effort to go green and reduce the cost of printing and delivery. The video can be viewed on the Library's website. Judy also stated that she thoroughly enjoyed the DIA Inside/Out presentation at the Library. She also stated that the Volunteer Appreciation Reception was well attended with 75 volunteers. In closing, Judy reminded everyone to enjoy the Library gardens when they visit the Library...they are truly spectacular!

Director's Verbal Report:

Karen reported that the Library experienced a record circulation year in 2011/2012 with a circulation total of 908,115. This is the highest circulation we have had in the Library's 48 years! When most libraries are experiencing declining circulation, we are pleased with the increase especially since our taxpayer use is increased.

The Library held a Tornado drill on April 19. Karen complimented Assistant Director, Carol Mueller, for the excellent job she did coordinating the tornado drill and reviewing all the procedures with staff.

As a result, staff did an excellent job responding to this unscheduled drill. The entire 100,000 square foot building was cleared to the lower level in Meeting Room 1 in five minutes and thirty two seconds.

Our Systems staff and other departments will be beta testing our new integrated library software system, Sierra, on Wednesday, April 25. This will take place between 11:00 a.m. and 7:00 p.m. Virtual Library services will be limited during this time. We have had an exceptional opportunity being the first public library to implement this software. With a lot of hard work from Joan Wu, Systems Department Head, and her staff along with input from other Library staff the process is moving right along.

Karen stated that this week we announced the 2012 Jeanette P. Myers Memorial Scholarship. Applications will be accepted through Friday, June 1, 2012. Anyone with a connection the Bloomfield Township Public Library such as a BTPL library cardholder can apply. Applications along with all pertinent information are available on the website and at the Welcome Desk.

CONSENT AGENDA MOTION

After discussion, a motion was made by Joan Luksik, seconded by Pam Williams **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Judy welcomed Breck McCrory, SOC representative and Howard Baron, Township resident.

Mr. Baron thanked the Board for implementing videotaped board meetings.

UNFINISHED BUSINESS:

No discussion

NEW BUSINESS:

No discussion

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

No discussion

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

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

Karen informed the Trustees that she has been in communication with the Troy Library Director and hopes to hear from her soon regarding the status of the Troy Reciprocal Agreement with BTPL.

Meeting adjourned at 7:14 p.m.

The next meeting of the Library Board of Trustees is Tuesday, May 18, 2012 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

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

Eldorado Ink is a book distributor. We purchased some fun children's biographies of Top Chefs!

Detroit Symphony Orchestra provided an outreach grant to pay for one half of the String Trio performance on April 11, 2012 for our exciting DIA Inside/Out Project "kick-off" event. Gift check #3535 is payment for our half.

Dr. Jeffrey London and **The Art Experience** were both added to our vendors to provide speakers at the Youth Services' Adaptive Umbrella workshop regarding providing service to children with special needs.

General Fund

- Check #35531 payable to **Midwest Collaborative for Library Services** in the amount of \$29,377.02 was payment for the purchase of Mango Languages subscription (\$2,850), Oxford online references (\$1,560), 10,000 RFID tags (\$8,200), Skyriver Cataloging software and service (\$16,500), MCLS membership fee (\$250).

I&R Fund

- Check # 12255 payable to **Bloomfield Township Public Library** in the amount of \$21,485 was the end of year transfer in to the General Fund from the I&R. It was originally estimated to be \$189,248, but reduced by monitoring expenditures carefully. The tighter the budget grows, the less we are able to reduce our expenditures.
- Check #12258 payable to **Summit Electric** in the amount of \$2,942.30 was payment for work done to repair eight 4-foot feeder conduits to our main switch board. This was the scheduled repair work done to eliminate the corrosion caused by a water leak.

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
9908	4/12/12	Susan Barr	105.01	55.85
9909	4/12/12	Brooke Hoskins	105.01	737.22
9910	4/12/12	Karen Imarisio	105.01	33.85
9911	4/12/12	Connie Silver	105.01	33.85
9912	4/12/12	Beth Sulek-LaHousse	105.01	36.63
9913	4/12/12	123 NET	105.01	2,100.00
9914	4/12/12	BTPL - ADULT SERVICES VERTICAL FILE	105.01	400.00
9915	4/12/12	AT&T	105.01	666.36
9916	4/12/12	BELIGHTFUL YOGA, LLC	105.01	255.00
9917	4/12/12	PACIFIC TELEMANAGEMENT SERVICES	105.01	78.00
9918	4/12/12	NANCY PENVOSE	105.01	200.00
9919	4/12/12	BTPL - YOUTH SERVICES VERTICAL FILE	105.01	401.00
9920	4/26/12	Brooke Hoskins	105.01	38.88
9921	4/26/12	Qiong Wu	105.01	907.19
9922	4/26/12	COMCAST	105.01	104.26
9923	4/26/12	CONSUMERS ENERGY	105.01	5,371.71
9924	4/26/12	DTE ENERGY	105.01	23,140.58
9925	4/26/12	FORT DEARBORN LIFE INS. CO.	105.01	845.24
9926	4/26/12	PITNEY BOWES, INC.	105.01	418.12
9927	4/26/12	PNC BANK	105.01	1,186.62
9928	4/26/12	VOID	105.01	
9929	4/26/12	VOID	105.01	
9930	4/26/12	VERIZON WIRELESS	105.01	209.03
9931	4/30/12	AMAZON.COM	105.01	2,014.74
Total				39,234.13
REGULAR CHECKS:				
35507	5/7/12	AUDIOGO	105.01	442.27
35508	5/7/12	BACKER LANDSCAPING, INC.	105.01	1,477.14
35509	5/7/12	BAKER & TAYLOR, INC.	105.01	8,985.53
35510	5/7/12	VOID	105.01	
35511	5/7/12	VOID	105.01	
35512	5/7/12	BASCH SUBSCRIPTIONS, INC	105.01	110.78
35513	5/7/12	BESAM ENTRANCE SOLUTIONS	105.01	253.75
35514	5/7/12	BLOOMFIELD TOWNSHIP	105.01	241,877.04
35515	5/7/12	BWI BOOK WHOLESALERS, INC	105.01	1,461.10
35516	5/7/12	VOID	105.01	
35517	5/7/12	CDW GOVERNMENT, INC.	105.01	450.00
35518	5/7/12	CENTRAL BUSINESS SYSTEMS, INC.	105.01	311.00
35519	5/7/12	CQ PRESS	105.01	108.52
35520	5/7/12	CRANBROOK INSTITUTE OF SCIENCE	105.01	350.00
35521	5/7/12	ELDORADO INK	105.01	226.42
35522	5/7/12	EXCELLENT WINDOW CLEANING INC.	105.01	2,180.00
35523	5/7/12	GALE CENGAGE LEARNING	105.01	1,822.37
35524	5/7/12	GAYLORD BROTHERS, INC.	105.01	116.95
35525	5/7/12	H. V. BURTON CO.	105.01	400.00
35526	5/7/12	INFOBASE PUBLISHING	105.01	18.71
35527	5/7/12	INGRAM LIBRARY SERVICES	105.01	23.34
35528	5/7/12	JCR SUPPLY CO/BEDARD BROS	105.01	525.68
35529	5/7/12	LJ ROLLS REFRIGERATION CO., INC	105.01	713.00
35530	5/7/12	LAFORCE	105.01	1,726.35
35531	5/7/12	MIDWEST COLLABORATIVE for LIB. SVCS	105.01	29,377.02
35532	5/7/12	MERGENT, INC.	105.01	3,240.00

35533	5/7/12	MIDWEST TAPE	105.01	4,131.71
35534	5/7/12	VOID	105.01	
35535	5/7/12	VOID	105.01	
35536	5/7/12	MICHIGAN LIBRARY ASSOCIATION	105.01	2,388.00
35537	5/7/12	NA PUBLISHING, INC.	105.01	979.05
35538	5/7/12	NBS	105.01	1,653.00
35539	5/7/12	NUTECH GRAPHICS	105.01	227.32
35540	5/7/12	PARTNERS BOOK DISTRIBUTING, INC.	105.01	2,911.87
35541	5/7/12	VOID	105.01	
35542	5/7/12	QMI GROUP, INC.	105.01	86.17
35543	5/7/12	QUILL CORPORATION	105.01	319.40
35544	5/7/12	RANDOM HOUSE, INC.	105.01	346.74
35545	5/7/12	RECORDED BOOKS, LLC	105.01	33.00
35546	5/7/12	RICOH AMERICAS CORP.	105.01	49.69
35547	5/7/12	SHOPLET.COM	105.01	818.76
35548	5/7/12	SHOWCASES	105.01	33.62
35549	5/7/12	SIEMENS COMMUNICATIONS, INC	105.01	484.54
35550	5/7/12	STAPLES ADVANTAGE	105.01	228.53
35551	5/7/12	TANTOR MEDIA	105.01	446.31
35552	5/7/12	TERRYBERRY	105.01	149.10
35553	5/7/12	THE LIBRARY STORE, INC.	105.01	602.09
35554	5/7/12	THYSSENKRUPP ELEVATOR CORP	105.01	1,610.93
35555	5/7/12	UNIVERSITY OF MICHIGAN	105.01	9.00
35556	5/7/12	WALLACEBURG BOOKBINDING & MFG	105.01	508.75
35557	5/7/12	WESCO DISTRIBUTION	105.01	571.73
35558	5/7/12	WORLD BOOK, INC.	105.01	387.00

Total 315,173.28

Check Register - I & R Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
12254	4/26/12	PNC BANK	104.02	58.00
Total				<u><u>58.00</u></u>
REGULAR CHECKS:				
12255	5/7/12	BLOOMFIELD TWP. PUBLIC LIBRARY	104.02	21,485.00
12256	5/7/12	CARA ASPHALT SERVICE LTD	104.02	1,100.00
12257	5/7/12	CDW-G	104.02	1,277.30
12258	5/7/12	SUMMIT ELECTRIC, INC	104.02	2,942.30
Total				<u><u>26,804.60</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
3535	4/10/12	DETROIT SYMPHONY ORCHESTRA	105.03	750.00
3545	4/13/12	SALLY PULLAR	105.03	55.40
3546	4/13/12	DR. JEFFREY LONDON	105.03	300.00
3547	4/13/12	THE ART EXPERIENCE	105.03	150.00
3548	4/26/12	PNC BANK	105.03	563.88
Total				<u><u>1,819.28</u></u>
REGULAR CHECKS:				
3554	5/7/12	BAKER & TAYLOR	105.03	12.26
3555	5/7/12	BWI BOOK WHOLESALERS, INC.	105.03	36.54

3556	5/7/12	PARTNERS BOOK DISTRIBUTING, INC	105.03	434.66
3557	5/7/12	THE LIBRARY NETWORK	105.03	2,285.32
Total				<u>2,768.78</u>

**Bloomfield Township Public Library
2012-2013 General Fund Budget**

7b

PRESENTED: MAY 15, 2012 FOR THE MONTH OF: APRIL 2012

ACCOUNT NAME	2012-2013	2012-2013	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	One Month 8% VARIANCE
	ADOPTED BUDGET AS OF MAR 20, 2012	AMENDED BUDGET AS OF MAR 20, 2012				
<u>Revenues</u>						
Taxes	\$4,530,195	\$4,530,195	(\$2,466)	(\$2,466)	-0.05%	(\$4,532,661)
Penal Fines	\$61,258	\$61,258	\$0	\$0	0.00%	(\$61,258)
State Aid	\$18,360	\$18,360	\$0	\$0	0.00%	(\$18,360)
Circulation Fines & Fees	\$128,464	\$128,464	\$9,197	\$9,197	7.16%	(\$119,267)
Charges for Services	\$13,328	\$13,328	\$871	\$871	6.54%	(\$12,457)
Investment earnings	\$4,475	\$4,475	\$544	\$544	12.16%	(\$3,931)
Miscellaneous	\$9,473	\$9,473	\$2,023	\$2,023	21.35%	(\$7,450)
Total Revenues	\$4,765,553	\$4,765,553	\$10,169	\$10,169	0.21%	(\$4,755,384)
<u>Expenditures</u>						
Personnel	\$3,344,208	\$3,344,208	\$233,568	\$233,568	6.98%	(\$3,110,640)
Library Services	\$808,543	\$808,543	\$59,258	\$59,258	7.33%	(\$749,285)
Facilities & Equipment	\$916,019	\$916,019	\$78,481	\$78,481	8.57%	(\$837,538)
Other Operating Expenditures	\$123,129	\$123,129	\$11,917	\$11,917	9.68%	(\$111,211)
Total Expenditures	\$5,191,898	\$5,191,898	\$383,224	\$383,224	7.38%	(\$4,808,674)
Fund Balance - Beginning	\$3,444,045	\$3,444,045		\$3,444,045		
Net revenue (expenditure)	(\$426,345)	(\$426,345)		(\$373,056)		
Transfer In from I&R	\$0	\$0		\$0		
Transfer out to I&R	\$0	\$0		\$0		
Fund Balance - Ending	\$3,017,700	\$3,017,700		\$3,070,989		

Amendments to the budget:
None

**Bloomfield Township Public Library
2012-2013 Improvement and Revolving Fund Budget**

7b

PRESENTED: MAY 15, 2012 FOR THE MONTH OF: APRIL 2012

One Month 8%

ACCOUNT NAME	2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF MAR 20, 2012	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Interest	\$110,542	\$110,542	\$11,090	\$11,090	10.03%	(\$99,452)
Change in Asset Value	\$0	\$0	\$8,271	\$8,271	8270.84%	\$8,271
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$110,542	\$110,542	\$19,361	\$19,361	17.51%	(\$91,181)
<u>Expenditures</u>						
Facilities & Equipment	\$127,760	\$127,760	\$5,320	\$5,320	4.16%	(\$122,440)
Other Operating Expenditures	\$30,600	\$30,600	\$1,000	\$1,000	3.27%	(\$29,600)
Total Expenditures	\$158,360	\$158,360	\$6,320	\$6,320	3.99%	(\$152,040)
Fund Balance - Beginning	\$4,733,575	\$4,860,025		\$4,860,025		
Net revenue (expenditures)	(\$47,818)	(\$47,818)		\$13,041		
Transfer-in from General Fund	\$0	\$0		\$0		
Transfer-out to General Fund	\$0	\$0		\$0		
Fund Balance - Ending	\$4,685,757	\$4,812,207		\$4,873,066 *		

Amendments to the budget:

Fund balance updated for new fiscal year

* Administrative note: There are potential liabilities 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 \$414,319 (Vacation=\$122,910 Sick=\$291,409)

Complete funding of Other Post Employment Benefits that equals \$3,312,000

Future unplanned emergencies that are estimated at \$1,133,706

**Bloomfield Township Public Library
2012-2013 Gift Fund Budget**

7b

PRESENTED: MAY 15, 2012 FOR THE MONTH OF: APRIL 2012

One Month 8%

ACCOUNT NAME	2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF April 30, 2012	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$1,234	\$734	\$734	59.47%	(\$500)
Investment Earnings	\$200	\$200	\$18	\$18	8.97%	(\$182)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$1,434	\$752	\$752	52.43%	(\$682)
<u>Expenditures</u>						
Library Services	\$45,921	\$39,242	\$4,443	\$4,443	11.32%	(\$34,799)
Facilities & Equipment	\$29,731	\$23,731	\$2,285	\$2,285	9.63%	(\$21,445)
Other Operating Expenditures	\$95,917	\$104,088	\$945	\$945	0.91%	(\$103,144)
Total Expenditures	\$171,569	\$167,061	\$7,673	\$7,673	4.59%	(\$159,388)
Fund Balance	\$104,716	\$98,387		\$98,387		
Reserved Fund Bal.	\$66,853	\$67,239		\$67,239		
Net revenue (expenditures)	(\$170,869)	(\$165,627)		(\$6,921)		
Fund Balance - Ending	\$700	\$0		\$158,706		

Amendments to the budget:

- Amended the budget to reflect actual beginning budget
- Fund balances updated for new fiscal year
- All other changes due to gifts received

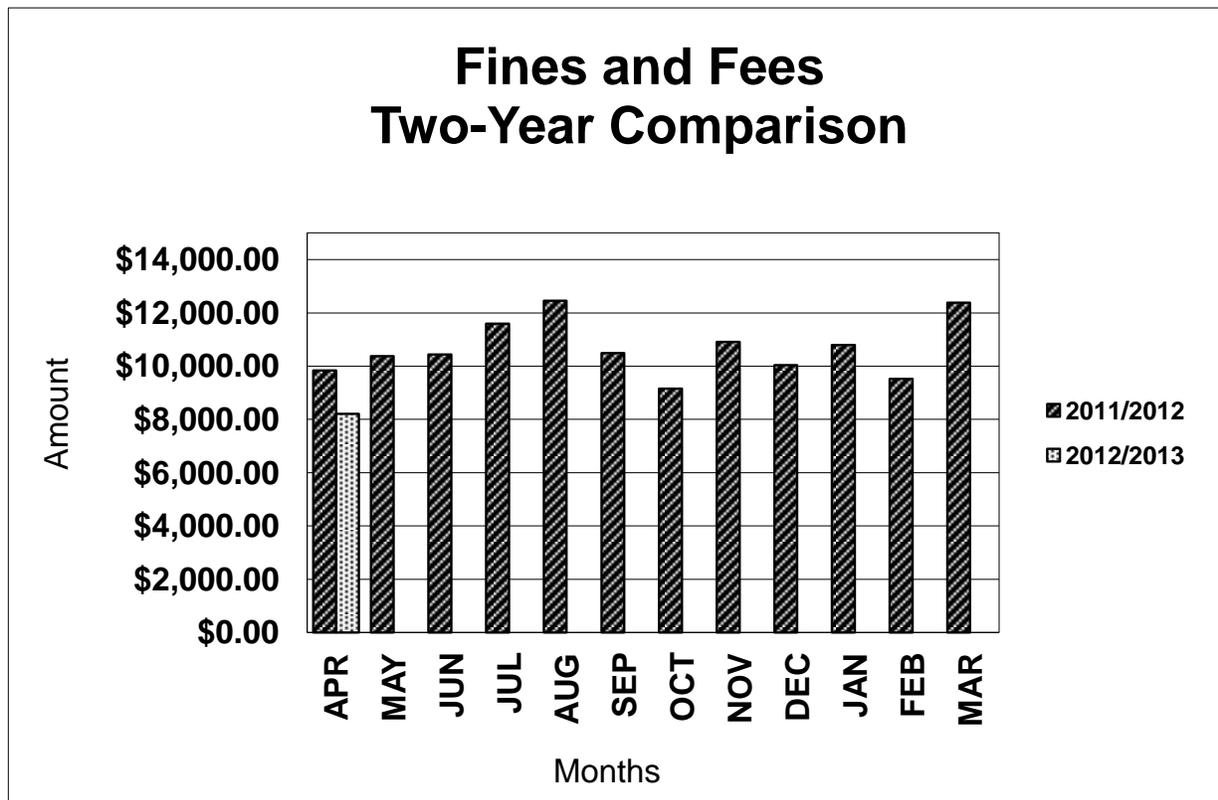
Bloomfield Township Public Library
Asset Allocation Summary
APRIL 2012

7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Business High Yield Savings	0.20%	4/30/2012	\$2,748,484.60
	Chase Checking	0.00%	4/30/2012	\$403,937.27
	Chase Checking (Ecommerce)	0.00%	4/30/2012	\$212,344.13
	Total General Fund			<u><u>\$3,364,766.00</u></u>
Improvement & Revolving Fund				
	Fidelity Savings	0.15%	4/30/2012	\$246,093.05
	Fifth Third Maxsaver Plus Checking(T bills purchas	0.20%	3/31/2012	\$249,864.45
	Flagstar Public Funds Savings	0.50%	4/30/2012	\$156,220.45
	Flagstar Premier Public Entities Checking	0.25%	4/30/2012	\$5,054.22
	RBC Capital Cash/Money Market	0.00%	4/30/2012	\$118.69
	RBC Capital - Investments	0.00%	4/30/2012	\$4,243,519.68
	Total I&R Fund			<u><u>\$4,900,870.54</u></u>
Gift Fund				
	Chase Business High Yield Savings	0.20%	4/30/2012	\$104,399.78
	Chase Checking	0.00%	4/30/2012	\$6,539.58
	Huntington CD - matures 5/7/12	0.51%	4/30/2012	\$52,000.00
	Total Gift Fund			<u><u>\$162,939.36</u></u>
<hr/>				
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			<u><u>\$106,528.00</u></u>

FINES AND FEES - TWO-YEAR COMPARISON

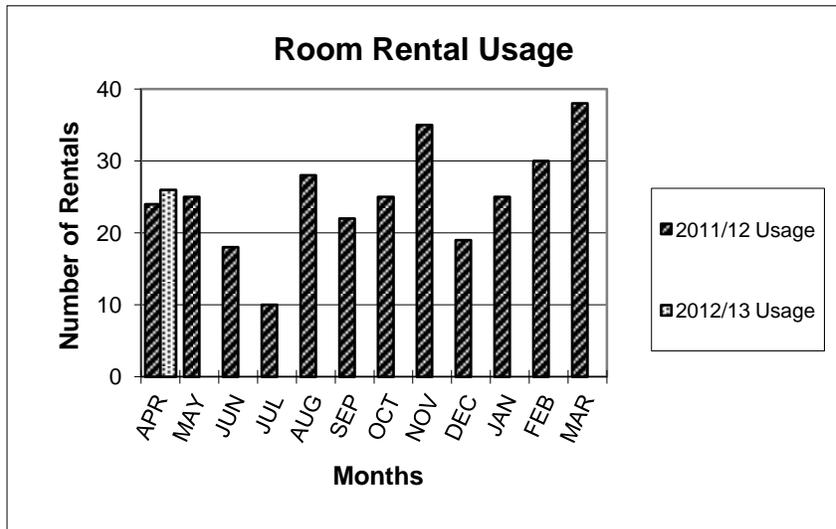
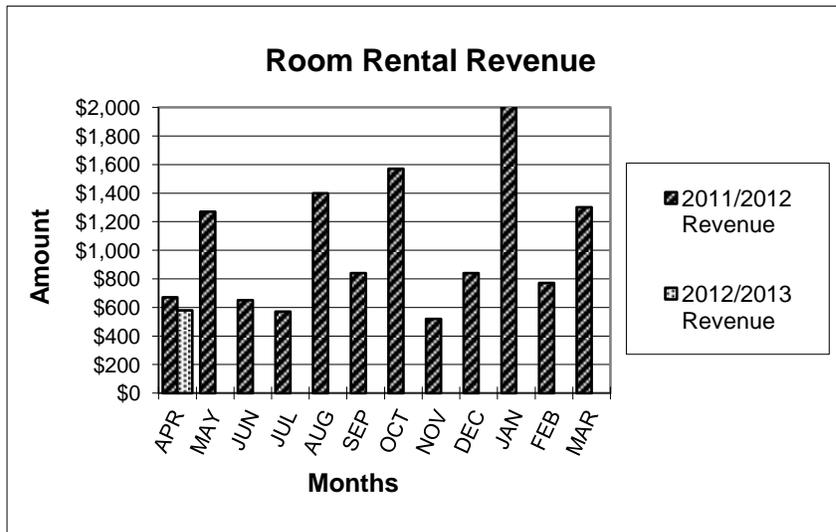
Month	2011/12 Fiscal Year	2012/13 Fiscal Year	Difference
APR	\$9,833.22	\$8,206.59	(\$1,626.63)
MAY	\$10,378.73		(\$10,378.73)
JUN	\$10,434.82		(\$10,434.82)
JUL	\$11,589.00		(\$11,589.00)
AUG	\$12,450.47		(\$12,450.47)
SEP	\$10,484.90		(\$10,484.90)
OCT	\$9,151.58		(\$9,151.58)
NOV	\$10,907.40		(\$10,907.40)
DEC	\$10,034.73		(\$10,034.73)
JAN	\$10,796.32		(\$10,796.32)
FEB	\$9,518.42		(\$9,518.42)
MAR	\$12,386.98		(\$12,386.98)
			YTD Difference
TOTAL	\$127,966.57	\$8,206.59	(\$119,759.98)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2011/2012 <u>Revenue</u>	2012/2013 <u>Revenue</u>	<u>Difference</u>	2011/12 <u>Usage</u>	2012/13 <u>Usage</u>	<u>Month</u>
APR	\$670.00	\$580.00	(\$90.00)	24	26	APR
MAY	\$1,270.00		(\$1,270.00)	25		MAY
JUN	\$650.00		(\$650.00)	18		JUN
JUL	\$570.00		(\$570.00)	10		JUL
AUG	\$1,400.00		(\$1,400.00)	28		AUG
SEP	\$840.00		(\$840.00)	22		SEP
OCT	\$1,570.00		(\$1,570.00)	25		OCT
NOV	\$520.00		(\$520.00)	35		NOV
DEC	\$840.00		(\$840.00)	19		DEC
JAN	\$2,340.00		(\$2,340.00)	25		JAN
FEB	\$770.00		(\$770.00)	30		FEB
MAR	\$1,300.00		(\$1,300.00)	38		MAR
			<u>YTD Difference</u>			
TOTAL	<u><u>\$12,740.00</u></u>	<u><u>\$580.00</u></u>	<u><u>(\$12,160.00)</u></u>	<u><u>299</u></u>	<u><u>26</u></u>	



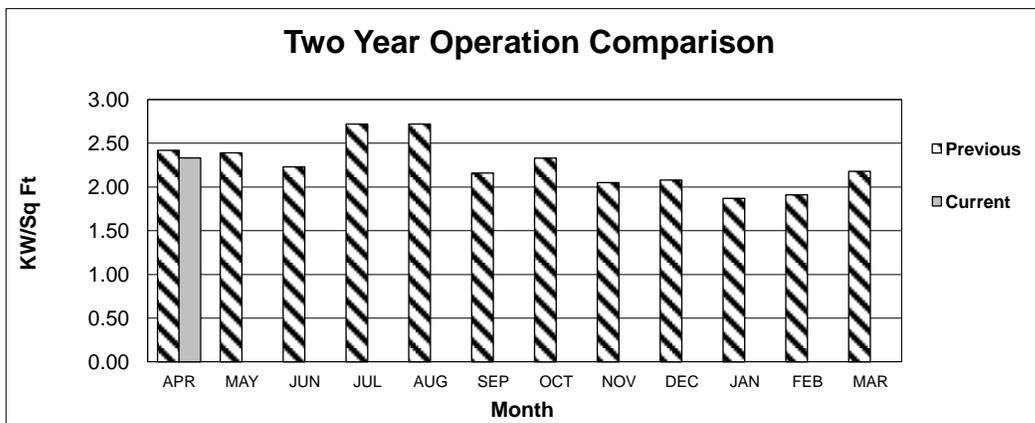
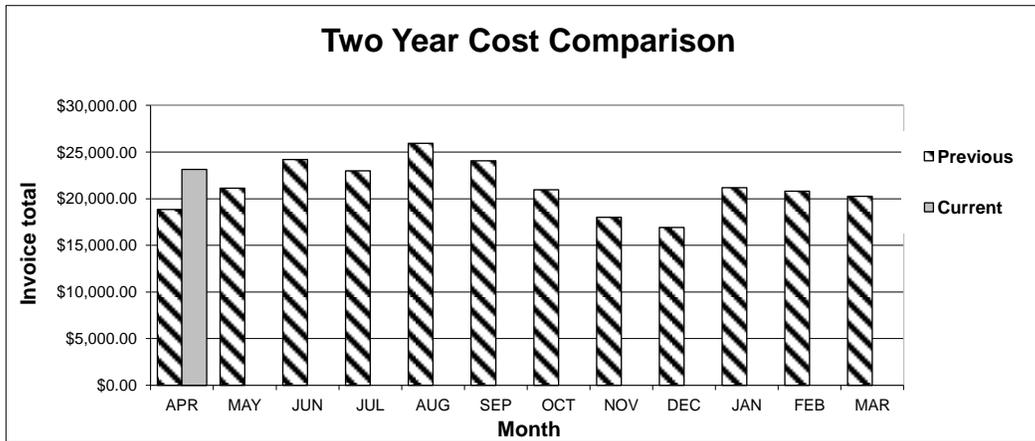
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2011/12	2012/13	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$18,833.59	\$23,140.58	\$4,306.99	235,620	\$0.10	327.25	2.33	\$32.14	\$0.23
MAY	\$21,122.10		(\$21,122.10)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUN	\$24,195.45		(\$24,195.45)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUL	\$22,989.35		(\$22,989.35)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$25,940.78		(\$25,940.78)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$24,053.04		(\$24,053.04)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$20,950.90		(\$20,950.90)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$18,011.23		(\$18,011.23)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$16,914.93		(\$16,914.93)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$21,174.95		(\$21,174.95)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$20,798.99		(\$20,798.99)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$20,250.30		(\$20,250.30)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$255,235.61	\$23,140.58	(\$232,095.03)						

NOTES:

Chiller unit fully operational April 2011 through present



Bloomfield Township Public Library Natural Gas Analysis

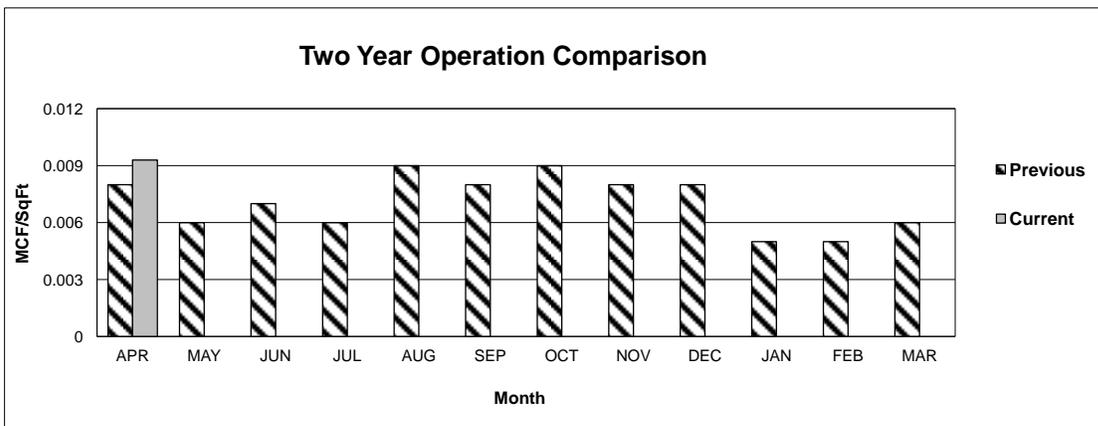
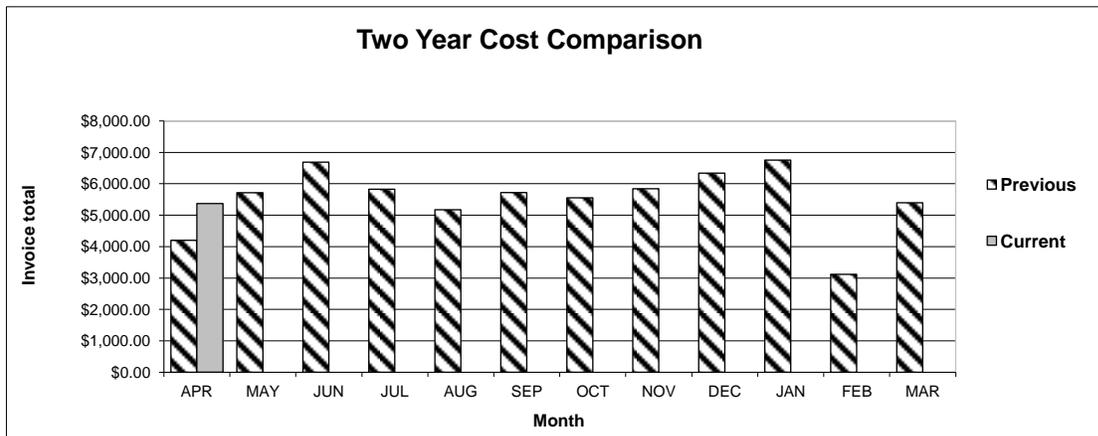
Building Area = 101,023

1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2011/12	2012/13 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$4,202.07	\$5,371.71	\$1,169.64	938.8	\$5.72	720	1.30	0.009	7.46	0.052
MAY	\$5,714.52		(\$5,714.52)		#DIV/0!	744	0.00	0.000	0.00	0.000
JUN	\$6,690.09		(\$6,690.09)		#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$5,828.34		(\$5,828.34)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$5,171.74		(\$5,171.74)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$5,721.57		(\$5,721.57)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$5,554.69		(\$5,554.69)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,839.47		(\$5,839.47)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$6,336.10		(\$6,336.10)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,755.75		(\$6,755.75)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$3,116.53		(\$3,116.53)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,393.76		(\$5,393.76)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$66,324.63	\$5,371.71	(\$60,952.92)							

NOTES:

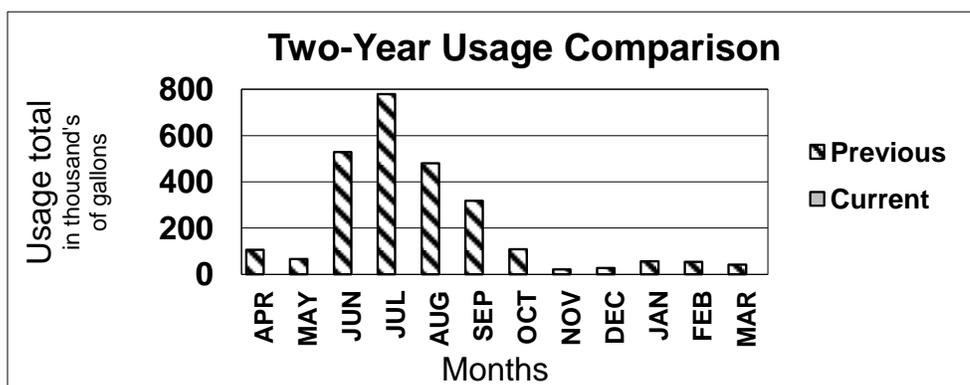
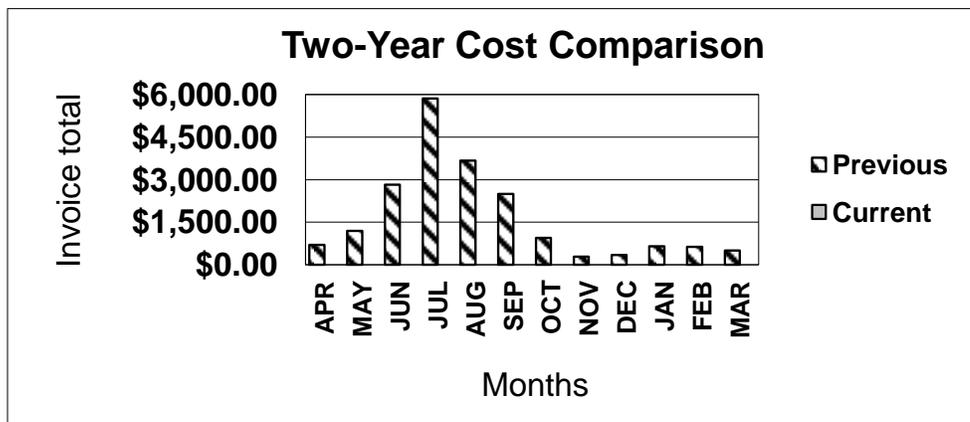
All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



Bloomfield Township Public Library Water Analysis

Month	2011/12 Fiscal Year Cost	2012/13 Fiscal Year Cost	Difference	2011/12 Fiscal Year Usage	2012/13 Fiscal Year Usage	Difference
APR	\$695.66		(\$695.66)	106		(106)
MAY	\$1,195.99		(\$1,195.99)	66		(66)
JUN	\$2,818.05		(\$2,818.05)	529		(529)
JUL	\$5,863.60		(\$5,863.60)	780		(780)
AUG	\$3,665.83		(\$3,665.83)	480		(480)
SEP	\$2,493.10		(\$2,493.10)	318		(318)
OCT	\$946.68		(\$946.68)	109		(109)
NOV	\$284.98		(\$284.98)	21		(21)
DEC	\$347.02		(\$347.02)	27		(27)
JAN	\$646.88		(\$646.88)	56		(56)
FEB	\$626.20		(\$626.20)	54		(54)
MAR	\$502.12		(\$502.12)	42		(42)
			YTD Difference			YTD Difference
TOTAL	\$20,086.11	\$0.00	(\$20,086.11)	2,588	0	(2,588)

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****May, 2012**

- *I would like to thank the Library Board on behalf of staff for approving our 2012 Staff Development Day. In particular we thank the Lindstrom Family who has donated funds in memory of John Lindstrom to pay for our SDD expenses. This day is particularly important day to us in light of all of the budget cuts for professional development.*
- *The 2012 Staff Development Day included two special presentations. Christine Tvaroha, Director of Bloomfield Township Senior Services, addressed staff regarding the special needs of seniors and the many services the Senior Center provides our residents. Our expert in residence, Jen Taggart, Youth Services Assistant Department Head, spoke regarding serving special needs children and their families and highlighted our Special Needs Collection. Additional activities included department meetings, Staff Talk with the Director, a tour of Facilities and iPad instruction.*
- *The Friends of the Library held their Annual Meeting on May 9. The topic presented highlighted our Local History Collection and special partnership with the Bloomfield Historical Society. Ann Williams, Department Head of Adult Services, reviewed the collection's development and provided a list of items for which to be on the look out and help us build our Local History Collection. A copy of this list will be included in your grey folders at the meeting. Pam Carmichael, President of the Bloomfield Historical Society, spoke about our partnership and society activities. A great deal of interest was created as a result regarding our Archive and Local History collection.*

Respectfully Submitted,



Karen Kotulis-Carter
Director

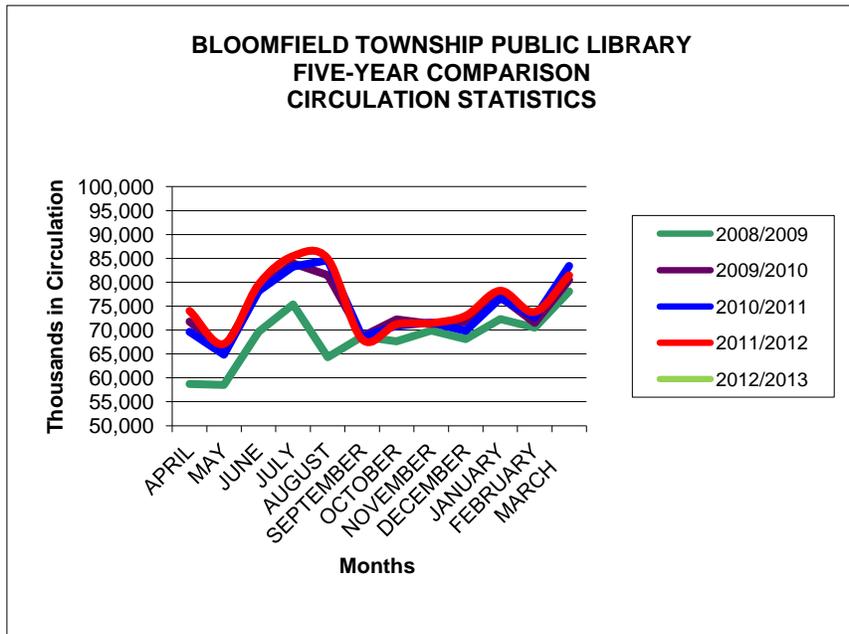
	2011		2012	
COLLECTION				
Book Collection:	273,379		284,964	
Media Collection:	56,055		60,208	
Total e-books:	23,339		25,372	
Overdrive	n/a		4,718	
EBSCOhost	n/a		19,227	
Total downloadable audiobooks:	3,484		3,868	
Overdrive	n/a		3,769	
EBSCOhost	n/a		99	
Materials Total:	356,257		402,225	
CIRCULATION				
Circulation Total:	74,009		71,094	
Bloomfield Township Circulation:	60,595		59,269	
Circulation of Youth materials:	26,301		23,855	
Circulation of Media:	23,487		31,200	
Circulation of Cranbrook passes:	182		220	
Circulation of Museum Adv. passes:	41		0	
Circulation of Park & Read passes:	n/a		5	
Self-checkout machine use:	33,138	44.8%	26,623	37.4%
Library by Mail:	n/a		123	28 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	16,122*		28,853	
Gate Count:	28,375		27,837	
Meeting rooms by public:	24		26	
Meeting rooms by staff:	63		68	
VIRTUAL USE				
Home page hits/Database services:	31,078		20,906**	
Databases remote and on-site:	46,831		136,267***	
e-book access:	488		1,445	
Overdrive	426		1,361	
EBSCOhost	62		84	
Audiobook access:	329		418	
Overdrive	327		418	
EBSCOhost	2		0	
Music download access:	n/a		901	
TutorMe! sessions:	76		78	
Library Computer Use				
Resident Use	3,237		3,139	
Guest Use	1,151		982	
*Counter not working April 13-26: faulty transmitter				
**Missing data April 1-7				
***Ebsco reindexed several times in our catalog				

	2011		2012	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	199		178	
Cranbrook:	3		8	
Total new patrons:	333		266	
<i>Adult Program Attendance</i>				
Staff-led:	9 events	35 attended	12 events	83 attended
Speaker-led:	4 events	36 attended	6 events	107 attended
Book clubs:	6 events	55 attended	4 events	44 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	3 events	100 attended	1 event	18 attended
Chamber Music Concert	no concert		1 event	188 attended
Bloomfield Historical Society	1 event	71 attended	1 event	49 attended
DIA Inside/Out Official Opening 4/11:			1 event	75 attended
DIA Family Day 4/15:			1 event	29 attended
<i>Systems Program Attendance</i>				
Staff-led:	2 events	19 attended	2 events	31 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	20 attended	3 events	17 attended
Homework coaching		17 attendees		27 attendees
<i>Youth Program Attendance</i>				
Staff-led:	31 events	629 attended	23 events	434 attended
Speaker-led:	2 events	65 attended	4 events	121 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	40 attended
TOTAL:	62 events	1,079 attend	60 events	1,263 attend
<i>Volunteers:</i>				
	27 people	222.75 hours	26 people	283 hours
	Shop: 4	55.5	Shop: 6	96.75
	Court: 0	0	Court: 0	0
	Students: 6	33.75	Students: 1	4
	Stu. Tutors: 5	43.75	Stu. tutors: 5	54.25
	Dept. Vol: 12	89.75	Dept. Vol: 14	128
<i>Patron Remarks</i>				
Patron Comments:	15		9	
Ask BTPL:	5		25	
Ask Us:	17		37	
DISPLAYS				
Lobby	Vintage postcard collection			
Media	Adult: Titanic, Movies from the 60's, Art			
	Youth: Earth Day, Springtime, Environment, National Poetry Month			
Local History	DIA Inside Out			
PR statistics are discontinued as of April 2012				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

5/10/2012

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
APRIL	58,720	71,743	69,666	74,009	71,094
MAY	58,543	65,968	64,825	67,127	
JUNE	69,624	78,496	78,169	79,512	
JULY	75,374	83,937	83,272	85,456	
AUGUST	64,322	81,506	84,618	84,937	
SEPTEMBER	68,616	68,621	68,596	68,066	
OCTOBER	67,675	72,256	70,926	71,180	
NOVEMBER	69,901	71,324	71,551	71,456	
DECEMBER	68,101	71,667	69,841	72,964	
JANUARY	72,291	76,935	76,712	78,197	
FEBRUARY	70,528	71,503	72,657	73,778	
MARCH	78,095	80,470	83,408	81,433	
TOTAL	821,790	894,426	894,241	908,115	71,094



TENTATIVE SCHEDULE CALENDAR

- **Tuesday, May 15, 2012- 7:00 p.m., Regular Board Meeting**

Upcoming meetings and events:

- 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.
- Wednesday, June 6, 2012 - 12:30 p.m. *FOL Board of Directors* Meeting in the Board Room.
- **Tuesday, June 19, 2012 – 7:00 p.m. Regular Board Meeting in the Board Room.**
- Tuesday, June 26, 2012 – 10:00 a.m. Finance Committee Meeting in the Board Room.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: May 8, 2012

SUBJECT: Troy Public Library Reciprocal Agreement

Update:

The attached letter and proposed amended agreement were received from the Troy City Attorney, Lori Grigg Bluhm, regarding her review of our proposed agreement. In summary, Troy has rejected our proposal of January 17, 2012 and is proposing that the reciprocation be either returned "to the reciprocity shared a couple of years ago" or "per BTPL's existing policy of circulation to non-residents." Ms. Bluhm suggests further that we consider a trial period of one year to observe and evaluate the impact on both communities.

Proposed Amendments:

Our proposed agreement of January 17, 2012 included our current cumulative limit on Troy residents of three items. This was based on the current limit of three items for Troy residents and Troy circulation at BTPL of 14,889 under those limitations. Currently, Troy residents are issued a temporary card which needs to be renewed every two weeks per our Temporary Card Procedures.

Circulation Totals for:	Bloomfield use of TPL	Troy use of BTPL	Bloomfield Borrowers at TPL	Troy Borrowers at BTPL
2008-2009	9,423	17,390	NA	NA
2009-2010	2,597	17,968	NA	NA
2010-2011	3,420	14,889	163	742

The reciprocity shared a couple years ago was equal to our Bloomfield Township residents, which was at that time borrowing up to 150 items. We have since lowered the cumulative limit for our own Bloomfield taxpayers to 99 items per borrower. This top limit is also currently extended to Cranbrook and Detroit because of our unique reciprocal agreements and to Birmingham residents because of our special historical relationship. Each of these have more equitable circulation totals even with equal item limits. The two agreements are monitored regularly and can be amended with each renewal of the agreement every three years. The Cranbrook agreement expires on April 30, 2013 and the Detroit agreement expires on July 31, 2013. This increase extended to Troy resident would certainly increase their circulation at BTPL.

Currently Troy Public Library does not limit its non-resident use. Non-residents and Troy residents are able to check out an unlimited number of items from TPL. The BTPL Library Board could consider approving the contract as proposed by TPL which contains language using the “existing policy of circulation to non-residents.” Currently we limit non-residents of TLN member library communities to a cumulative maximum of ten items. However, if this were applied to Troy residents circulation would likely increase compared to the total under the current three-item limit. If the three-item limit is removed, it can be assumed that the number of items circulated will increase and exacerbate the unequal reciprocity further.

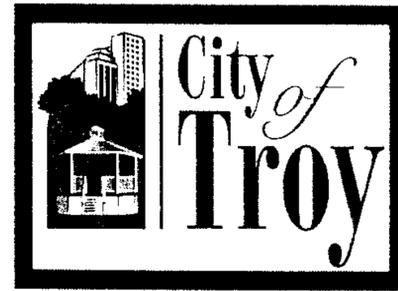
TPL Justification:

Ms. Bluhm suggests in her letter that our strategic plan goal to have at least three major strategic partnerships...yielding increased service on both sides of the relationship” be used to justify the proposed Troy amended agreement. Our strategic planning partnership goal specifically suggests, as Ms. Bluhm quoted, that increased service be a result of the strategic partnership. I do continue to be concerned for the 163 Bloomfield residents who have applied at TPL to borrow materials. However, it would be difficult to accurately predict how the proposal could increase service to Bloomfield Township taxpayers. While the Bloomfield circulation at TPL appears to have increased in 2008-2009, it is unclear whether that number included residents of the City of Bloomfield Hills. In addition, BTPL circulation increased consistently throughout construction and continues to do so particularly for our taxpayers. The assumption, therefore, that our residents went to other libraries during our construction has not been substantiated.

Director’s Recommendation:

Bloomfield Township Public Library has a long history of establishing positive partnerships with other libraries and organizations for the benefit of our taxpayers. This can be a particularly enriching relationship if both parties benefit fairly. While our library was open to establishing a Reciprocal Borrowing Agreement with the Troy Public Library allowing for an equitable result, I cannot confirm, that the agreement as amended would be “mutually advantageous” or equitable.

I recommend that the Library Board not approve the proposed Reciprocal Borrowing Agreement.



April 20, 2012

Karen Kotulis-Carter
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Hills, MI 48302

RE: Reciprocity Agreement with Troy Public Library

Dear Ms. Kotulis-Carter,

I have been asked to review the proposed Reciprocity Agreement between Bloomfield Township and the City of Troy. True reciprocity with the City of Troy would further the Bloomfield Township Public Library's Strategic Plan, where there is a goal to have at least "three major strategic partnerships ... yielding increased service on both sides of the relationship."

With the past uncertainty concerning the status of the Troy Public Library, it is understandable that the Bloomfield Township Library would require Troy patrons to renew their temporary Bloomfield Township Library cards every two weeks, and limit circulation of items. The instability of Troy Public Library's situation likely caused a temporary increase in the patronage to the Bloomfield Public Library, in much the same way that Troy Public Library's circulation to Bloomfield Township residents spiked from 2005-2008, during BTPL's construction project.

However, with the City of Troy's passage of a dedicated millage supporting the continued operation of the Troy Public Library, the Bloomfield Township patronage of the Troy Public Library is very likely to increase. As such, Troy proposes an amendment to the proposed agreement that would return our libraries to the reciprocity shared a couple of years ago. This agreement could be on a one year trial basis to allow our communities to evaluate the impact that the agreement would impose on circulation for the two libraries.

Enclosed please find a revised reciprocal agreement for consideration. The Troy Public Library is excited about entering into this mutually advantageous relationship with the Bloomfield Township Library.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Grigg Bluhm".

Lori Grigg Bluhm
City Attorney
City of Troy

CC: Cathy Russ, TPL Director

RECIPROCAL BORROWING AGREEMENT

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
TROY PUBLIC LIBRARY**

This Agreement is entered into on this _____ day of April, 2012, by and between parties Bloomfield Township Public Library (BTPL) and the Troy Public Library (TPL).

This Agreement shall initially be for a one year term, commencing on July 1, 2012. This Agreement shall be automatically renewed for subsequent three year terms unless BTPL or TPL provides written notice of termination to the other party at least 60 days prior to the expiration of the term.

BTPL: All residents of the City of Troy Michigan and employees of TPL possessing valid Troy Public Library Cards will have borrowing privileges at the BTPL and access to all its collections, per BTPL's existing policy of circulation to non-residents.

TPL: All residents of the Charter Township of Bloomfield Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards will have borrowing privileges at the TPL and access to all its collections, per the TPL's existing policy of circulation to non-residents.

BTPL and TPL agree that residents of the Charter Township of Bloomfield Michigan or residents of the City of Troy and all library employees who use the reciprocal library under this Agreement must comply with the ordinances, regulations, rules and procedures concerning the library. BTPL and TPL will notify the other party if a reciprocal user is in violations of its ordinances, regulations, rules and procedures and specify the nature of the violation for the purposes of determining the effectiveness of the continuation of this Agreement by the parties.

Neither the Charter Township of Bloomfield Michigan or the City of Troy assumes responsibility, financial or otherwise, for accidents or injuries sustained by reciprocal users while on its property.

The parties may terminate this Reciprocal Borrowing Agreement at any time, with or without cause, by providing a minimum 60 days written notification to the other party.

Executed by the parties, by their duly authorized officers:

Bloomfield Township Public Library

By: _____
Judy Lindstrom, President
Library Board of Trustees

Troy Public Library

By: _____
Cathleen Russ
Director and CEO

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: May 10, 2012

SUBJECT: Library Improvements Bond

I have been keeping in touch with Dan Devine and Leo Savoie regarding a recent communication from Stauder, Barch & Associates, Inc. Stauder, Barch was the financial consultant for our Library Improvements Bond in 2004 and has continued to monitor the bond relative to the changing market rates.

The changing relationship between arbitrage, escrow, the bond rate and interest rates could suggest that the bond be refinanced if it resulted in a savings to our taxpayers. It now appears that, after continued monitoring, the Township could receive a potential million dollar "refund" to the taxpayers. It was determined that the Township needed to act quickly in order to receive financial benefit at this particular time.

As you recall, the Township was the bonding authority for the Library Improvements Bond. It is the Township who is legally authorized to approve bond decisions. They have been fully supportive of the library and approved our bond request to be placed on the August, 2004 ballot. Should any action need to transpire regarding financing the bond, again, it is the Township who will decide if the Library Improvements Bond should be re-funded.

The Township is placing discussion of re-funding the Library Improvements Bond on its May 29, 2012 agenda and desires to keep the Library Board informed of its discussions. We have arranged to have a presentation at our May Library Board meeting for this purpose. Terence Donnelly, our Bond Counsel, of Dickinson, Wright, PLLC and Paul Stauder, our Financial Consultant, of Stauder, Barch & Associates will provide a presentation to the Library Board regarding the Library Improvements Bond to provide the background on this recent development. More detail will be provided to the Finance Committee.

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: Carol Mueller, Assistant Director

DATE: May 10, 2012

SUBJECT: Strategic Plan Update

Recently, the Management Advisory Committee identified new short term goals for this fiscal year. During 2012/2013, the following ten short term goals will be completed:

- Offer “First Meeting Free” at the Library to Bloomfield Township public and private school Parent Teacher Organizations.
- Survey Bloomfield Township residents to determine what they know about the Library and its collections, programs and services
- Create teen book reviews with the assistance of the Teen Advisory Board (TAB) for viewing on the Library website and other appropriate avenues
- Continue our library rewards program for Bloomfield Township residents who bring in another resident to get a library card
- Create a welcome brochure highlighting Library collections and services
- Strengthen our relationship with the Bloomfield Historical Society by working as a team to develop our local history collection
- Implement suggested Library catalog improvements for ease of use by our patrons
- Investigate ways to improve patron wayfinding throughout the building
- Promote programs developed with seniors in mind for greater appeal
- Establish a new collection called “Vitality Kits” for the collection

Through 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”.

FOL Board Meeting
May 2, 2012

President Glenda Bard called the meeting to order at 12:31 p.m.

Board members present: Glenda Bard, Allen Carlson, Kathy Conner, Nancy Lambert, Germaine Mack, Pat Miotke, Warren Nielsen, Bob Pullar, Sally Pullar, Cathy Randk, Larry Sabbath and Virginia Smith, Also present were Karen Kotulis Carter, Grant Gerhart and Andrea Aragona.

Present's Report: Glenda

- Pam Barbara and Wolf are excused.
- This is the last meeting for Sue Filbin. Since she is absent she will be acknowledged at the annual meeting.

Secretaries Report

Moved by Sally, seconded by Allen to approve the minutes with the following corrections: Sue was absent and Pat Miotke's name is spelled incorrectly..Minutes approved as corrected.

Treasurers Report: (see attached) Kathy

Allen moved, seconded by Cathy to accept the report. Approved.

Membership Report: Cathy--404 members

Bookstore: Cathy --\$1,896.21 collected during April.

SSSS: Virginia.

- During April the sale took in \$3,075.
- Fiction was sold on tables in the gathering area for \$1 & \$2. About 10 boxes of books or 250 books were sold.
- Virginia suggested that someone be appointed to be in charge of the Wednesday sorters. The president took this under advisement.
- Per Karen: As long as the library is open the Friday work, prior to the book sale, people may work in the sales room.

Library Trustee: Grant

- The Michigan Library Association Directors Summit was held in the library on april 9, 2012. Karen's report will contain details.
- The Board thanks the FOL for the \$27,000 and funding for the Adaptive Umbrella workshop.
- The estimated budget was approved by the Board.
- The Jeanette P. Myers scholarship applications are available at the welcome desk. Local area students are encouraged to fill out an application. Deadline: June 1.
- The director is working on the reciprocal agreement with Troy Public Library. More in the directors notes.
- The April meeting marked the first televised broadcast on cable. This is being undertaken in the interests of transparency in library operations.
- The Board extended Karen's contract for one year.
-

Director's Report: Karen Also see the attachment

- Karen also noted that the Board meetings were being broadcast.
- There is an ongoing discussion about the reciprocal agreement with Troy Public Library. About 163 Bloomfield Township residents use Troy Public Library; about 800 Troy residents use the Bloomfield Township Public Library. Since Troy is not a member to TLN the agreement is undertaken as a historical courtesy.
- The Michigan Library Association Director's Summit was held at the BTPL during April. The State Librarian was present. The program included discussions of the Governor Snyder's sharing resources imitative,, fund raising and personal property tax concerns. If the State eliminates this tax. It is a \$112,000 item in the library budget.

New Business:

- The sale of older fiction at the April book sale was a success. 250 hardback books were sold. In June there is a plan to have a Bad Day Sale of hardback fiction, trade and mass market paperbacks.
- On Wednesday May 16, there will be a meeting at 10 a.m. regarding the Bag Day Sale in June and the sorting in the receiving room.

- A Dealer has volunteered to help with the Wednesday sorting. It has been made clear to the person that this is not the time to pick out items for his business. If his disregard of FOL concerns continues he will be asked to discontinue his volunteer time.

Old Business:

- Larry announced that Ann Williams, Head of Adult Services, and Pamela Carmichael, President of the Bloomfield Historical Society will present a program on ***Local History Resources Collected by the Library and the Bloomfield Historical Society*** at the annual meeting on Wednesday, May 9.
- Sally has the food for the luncheon well in hand. She asked for volunteers to help set up the area for the luncheon. Germaine and Glenda. Cathy will handle nametags.

Moved by Allen, and seconded by Germaine to adjourn the meeting. Meeting adjourned at 2:09 p.m.

Respectfully submitted,
Nancy Lambert

The next meeting will be Wednesday June 6, 2012 at 12:30 p.m.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**FRIENDS OF THE LIBRARY
MONTHLY DIRECTOR'S REPORT**

May, 2012

- **Thank you to Glenda Bard for speaking to our staff on the 2012 Staff Development Day.** Our theme this year is serving special populations. Staff will learn about services to our seniors and our children with special needs.
- **Thank you for all of your past support of our Wish List!** The previous schedule allowed for items to be approved by the FOL Board in March. This created some problems when estimating revenue and expenditures at our year-end. I have asked your President and Treasurer if the library could present the Wish List to the Friends Board a month earlier, which would revise the schedule of approval as follows. I hope this will work well with the FOL Board as well.

**REVISED
WISH LIST SCHEDULE**

Requests due from Departments	Wish List distributed at FOL Meeting	FOL Reviews and asks Questions of Director at FOL Meeting	FOL Agenda Approve Wish List Items
March	April	May	June
July	August	September	October
November	December	January	February

Only three Wish Lists will be presented to the FOL each year. In order for us to catch up with the revised schedule, the current Wish List will be distributed at the May meeting for approval in June, 2012. Thank you for your consideration!

- **THANK YOU** for everything you each do to make our library The Place To Discover!!

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
PENDING GIFT FUND WISH LIST
MARCH 8, 2012**

(To be presented for consideration on May 2, 2012)

\$21,635/year(x 4 years = \$86,540) Systems – Technology Upgrade – CPU's only Priority # 1

Because of major budget reductions, the technology budget has been cut. Currently the library has 88 staff computers including laptops and the FOL computer as well as 127 public computers including the self check and print release stations. It would be unbearably expensive to replace all of the computers at one time, so in the past, with a healthier budget, we were able to coordinate a routine replacement schedule. This gift would provide half of the funding to upgrade the computers. The Library Board Development Committee is working to find matching funds so the library will be able to update all of its computers in a planned maintenance schedule over four years.

\$2,000 Adult Services – Postage for Libraries by Mail program Priority #2

In July 2011 BTPL began our Libraries by Mail program to our homebound patrons because Baldwin Library, who used to provide the service for us, discontinued doing it. Each delivery costs approximately \$11 for the round trip postage to get the books to and from the patrons. This gift, based on preliminary estimates, should cover the postage necessary to provide this service and would help us reach another of BTPL's strategic goals by providing easier access to our residents who cannot readily get to the library.

\$3,600 Administration – 2012-2013 Chamber Concert Series Priority # 3

The after-hours series has proven to be the library's most popular program. Average attendance has been approximately 190 per concert! Although the talented students' performance is free, we do give each student a DVD of their performance and one for Professor Harding for the U of M collection. The Friends have very kindly prepared delicious refreshments for each concert which has been an amazing hit with the public. We also pay to tune and move the piano with each performance. We are hoping to offer five or six concerts during the next season and the costs are approximately \$600 each.

\$700 Adult Services – Everyone's Reading program Priority # 4

In the spring of 2013 BTPL will be one of two libraries to host MetroNet's Everyone's Reading author. The other library is the Canton Public Library thus our venue will attract many people from the nearby MetroNet communities. BTPL will be required to provide a venue that will seat at least 400-600 people and provide adequate parking. Temple Beth El is the current venue choice and will cost between \$600 - \$1,000 to rent depending on the amount of seating required.

\$500 Youth Services – Story Telling Festival Priority # 5

This gift would cover the costs of printing, refreshments, gift certificates, thank yous, and photos of this wonderful collaboration between Youth Services, Adult Services, Friends of the Library, and the Bloomfield Hills schools. The program will be held in Spring of 2013 and will be the 9th annual one if the gift is funded.

\$7,100/year x 3 years = \$21,300 Youth Services – AWE computers upgrade Priority # 6

The two oldest AWE computers are 5 years old and need to be replaced. New models of the AWE computers have touch screen as well as gesturing capabilities. Revised graphics bring a greater interactive experience for the young child. These computers are heavily used and loved by children and adults. This gift would replace all 6 AWE computers over a 3-year period.

\$5,100 Administration – Recycled Plastic book bags Priority #7

This gift would provide for another order of 15,000 of the very popular plastic book bags that offer a great way to advertise information about the Library. These bags also help protect library materials, especially in inclement weather. The Friends have been very generous in providing funding for the purchase of these bags in the past. Library patrons are truly appreciative of the gift of these bags. If the Friends support this item with funding again, one side of the bag could be used to advertise their Super Second Saturday Sales or membership information while the other side of the bag would include the Library branding information as well as a thank you to the Friends for their generosity. This plastic is made from recycled materials and is recyclable.

- \$2,000 Youth Services – PJ Theater program Priority # 8**
Movies, puppet shows, authors, magic, live theater, - every month is different. This program provides a family fun night at the library once a month. With our programming budget being reduced quite a bit this year we cannot currently afford to run this program. This gift would underwrite one full year of this popular program.
- \$1,650 Youth Services – Three iPad 2's with covers Priority # 9**
iPads are incredible tools for storytelling, demonstrations, and large group presentations. iPads are increasingly being used in programming for youth, as children have become familiar with engaging touch screen applications on hand-held devices and classroom SMART boards. Using whiteboard and feltboard Apps available for the iPad, librarians can create "draw-and-tell" stories ahead of time and share them with young patrons in an interactive manner. For use in large groups projecting from the iPad allows the entire audience to be able to see the pictures on the screens. Youth Services librarians have participated in several webinars focusing on using new technologies in programming and are ready to fully incorporate iPads into our programming.
- \$550 Youth Services – Complete set of Harry Potter series on e-audio Priority # 10**
Author of the best-selling Harry Potter series, J.K. Rowling, originally claimed the eBooks and eAudio Books would only be released via the Pottermore website. The announcement from Over Drive that these books would soon be available to libraries (April 30, 2012) was a complete surprise. Thus, we did not include the cost for multiple copies of this must-have series in our budgeting for the upcoming fiscal year. This gift would allow us to purchase multiple copies of the entire series on eAudio.
- \$600 Adult Services – Everyone Loves Chocolate program**
\$250 Youth Services – Everyone Loves Chocolate program Priority # 11
This is a fun program held in February and it gives our patrons a nice break from the Michigan winter blahs. Adult Services has a featured speaker and hope to have a candy maker or pastry chef demonstrate making chocolate treats this year. They also purchase a variety of chocolates to hand out to patrons that day. Youth Services has fun facts, games and food for our little patrons to enjoy the program.
- \$700 Youth Services – Snack Foodies program Priority # 12**
This program has been offered for numerous years but has been cut from our programming due to budget cuts. The program supports our extensive cookbook collection for young people by "cooking up stories" one evening a month. Little chefs, ages 4-7 are invited to join us for stories, activities, and fun recipes. The program is appealing to both boys and girls.
- \$500 Youth Services – Fancy Nancy or American Girl Tea Party Priority # 13**
The tea party would be based on the incredibly popular series – either Fancy Nancy or American Girl books. Children come in "fancy" dress, hear stories, create projects, eat sweet treats and of course – have tea.
- \$375 Youth Services – Iron Chef Bloomfield II program Priority # 14**
We would like to host our 2nd Annual Iron Chef competition for young people but with a significant reduction in our programming budget, this is not possible. This gift would fund this amazing program for kids ages 8-13 to be held during school break. Using secret ingredients, contestants will try to make the yummiest food possible for judges. The gift covers the supplies and prizes for the winning team. We could also use some volunteer judges if this program is approved!!
- \$3,000 Youth Services – DVD collection Priority #15**
This gift would provide funding to replace our VHS items with DVD's instead. Most schools and private homes no longer support VHS formats. By replacing the old format with the new format it would keep our collection fresh and useful.
- \$2,500 Youth Services – Video Game Collection Priority #16**
The video game collection is very popular. We currently purchase titles for Nintendo DS, Playstation, 3 Wii, Xbox 360, Xbox 360 Kinect, and Playstation Move. Most popular titles range in price from \$40-\$70 so at a bare minimum we would spend approximately \$160 on one game. To meet patron demand, we should have multiple copies for each game system of many of the popular titles. This gift would allow us to purchase multiple copies of the particularly popular games.

\$660 Youth Services – Family Yoga

Priority # 17

This multi-week session has been offered four times over the past two years and remains highly popular. It is a multigenerational, inclusive, and immensely popular program for the whole family. The series would cost \$510 and we would like to update the collection of Yoga books for children and families for an additional \$150.

\$10,846 Youth Services – Child/Chair Height Floor Globe

Priority #18

The Colossus Floor globe (31" diameter) is an outstanding example of a display globe suitable for a library, museum, or any public high visibility area. The 49" height is a more approachable height for children, with the equator right around 33". This 31" illuminated globe is set on a brushed finish stainless steel stand. It has been many, many years since we last had a floor globe. This is a very popular and educational piece of furniture.

\$64,266 GRAND TOTAL REQUESTED

Pending for future consideration:

\$15,000 Administration - Sculpture for Youth Terrace

The Youth Terrace is a beautiful new special place at the library. It has comfortable seating for adults and children and interesting plantings. But it needs some special pieces of art sculpture to attract children and make it a more unique experience. This sculpture could be individual pieces or a series that all relate. They could also be somewhat interactive for children to enjoy, perhaps with moving parts, etc. Alyce Riemenschneider will continue to help us to make an appropriate selection.

\$4,640 Administration – calendars

The Bloomfield Township Public Library calendars have been very popular with our patrons. The beautiful photos from the Balthazar photography gift that the Friends funded are used for each month's picture. This gift will produce approximately 1,000 of these high quality calendars for our patrons.