

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
June 19, 2012

7:00 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, June 19, 2012, 7:00 p.m.

| # | <u>NUMBERED ITEMS</u> | <u>DATE DELIVERED</u> |
|----------|--|------------------------------|
| 1 | Agenda | 6/15/12 |
| 2a | Request to remove items from the Consent Agenda for Discussion | 6/15/12 |
| 2b | Motion to approve the order of items for the regular and consent agendas | 6/15/12 |
| 5 | Motion to approve remaining consent agenda items 6-8d | 6/15/12 |
| 6 | Regular Board Meeting Minutes of 5/15/12 | 6/15/12 |
| 7a | Cash Disbursements | 6/15/12 |
| 7b | Revenues/Expenditures Budget Report | 6/15/12 |
| 7c | Energy Report | 6/15/12 |
| 8a | President's Report | |
| 8b | Director's Report | 6/15/12 |
| 8c | Tentative Schedule Calendar | 6/15/12 |
| 8d | Bloomfield Township Liaison –no report | |
| 8d | Cranbrook – no report | |
| 8d | Art Committee – no report | |
| 8d | Development – Meeting Minutes of 5/24/12 | 6/15/12 |
| 8d | Finance Committee – no report | |
| 8d | Friends of the Library Liaison – no report | |
| 8d | Building/Grounds – Meeting Minutes of 5/22/12 | 6/15/12 |
| 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 | 6/15/12 |
| 11a | Periodical Bid Award | 6/15/12 |
| 13 | Motion to approve any items removed from the consent agenda | 6/15/12 |
| | <u>UNNUMBERED ITEMS</u> | <u>DATE DELIVERED</u> |
| | Memo regarding Troy Library Hours and Chronology of Issues | 6/15/12 |
| | Memo regarding Grounds Maintenance & Snow Removal Bid Process | 6/15/12 |
| | Memo regarding Bond Financing Timetable | 6/15/12 |
| | Friends Meeting Minutes for 6-6-12 | 6/15/12 |
| | Administrative Calendar –July 2012 | 6/15/12 |

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Tuesday, June 19, 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 May 15, 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. Periodical Bid Award
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: July 17, 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, May 15, 2012

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

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

Unable to Attend: Joseph Falik

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

Guests: Cynthia Martinek, SOC representative; Terrence Donnelly, Dickinson, Wright, PLLC; Paul Stauder, Stauder, Barch & Associates.

Upon discussion, a motion was made by Pam Williams, 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, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy welcomed everyone to the meeting. Judy stated that she once again wanted to applaud and commend all of the staff at the Library. Judy attended Friday's Staff Development Day and was amazed at all that has been accomplished in the last fiscal year in spite of the "belt tightening". She stated that we have such a talented group and thanked one and all!

Director's Verbal Report:

Karen had the opportunity to welcome students and families to the "Art from the Hills" Bloomfield Hills Schools student exhibit at BTPL. The exhibit will be in the Library from May 15 through May 26. It was great fun to feel all of the excitement and pride.

Karen updated the board regarding our going live with Sierra on April 25. Things went quite well with the Beta tasting. We had several bugs which were expected with a BETA testing, but staff has been holding their own keeping Innovative Interfaces, Inc. up to date and Ill in turn has been very responsive in correcting any glitches. There has been great team work within the departments. BTPL was the first of 435 public libraries to successfully install the new system!

Karen thanked Judy for attending Staff Development Day and for presenting the Staff Service Awards. She also thanked the Lindstrom Family who made a wonderful donation, for the second year in a row, to fund the entire day.

A digital bookmobile will be at Bloomfield Township Hall on Friday, June 15 from noon to 6pm. The township worked with the Library to find a spot for the Overdrive Bookmobile, as our parking lot was not able to accommodate the additional parking needed. We appreciate the Township's cooperation.

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, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Judy welcomed Cynthia Martinek, SOC representative; Terrence Donnelly, Dickinson, Wright, PLLC; Paul Stauder, Stauder, Barch & Associates.

UNFINISHED BUSINESS:

Troy Public Library Reciprocal Agreement:

Karen received a letter from Troy's City Attorney, Lori Grigg Bluhm, which rejected the BTPL Library Board's proposed agreement with regard to reciprocal borrowing for Troy Public Library. Troy included an amended agreement that would return both libraries to the reciprocity shared a couple of years ago for a one year trial basis. Currently Troy residents are limited to a three item limit at checkout. Due to the disproportionate numbers regarding usage, the BTPL Board could not accept this agreement. Troy is using BTPL almost 5-1 more in respect to circulation. The Board would like to have this issue resolved and implemented by July 1, 2012. Discussion has been ongoing for nearly a year on this topic. Karen stated that BTPL 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, the agreement as amended would not be "mutually advantageous: or equitable. The Trustees passed a motion to reject Troy's amended reciprocal Agreement.

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart **TO REJECT TROY PUBLIC LIBRARY COUNTER OFFER OF NO LIMITATIONS ON NUMBER OF ITEMS THEIR RESIDENTS CAN BORROW FROM OUR LIBRARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

NEW BUSINESS:

Library Improvements Bond

The Township has been keeping Karen updated regarding a recent communication from Stauder, Barch and Associates, Inc, who were the financial consultants for our Library Improvements Bond in 2004. They continue to monitor the bond relative to the changing market rates. The Township could possibly receive a potential million dollar "refund" to the taxpayers based on recent market changes. Re-funding the Library Improvements Bond will be on the May 29th Township agenda. Terrence Donnelly and Paul Stauder gave a brief presentation to the Library Board regarding the Library Improvements Bond to provide the background on this recent topic. The Trustees appreciated the update and are particularly pleased regarding the possibility our taxpayers may receive a reduced future bond rate.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

No discussion

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

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

Judy invited all to attend the Cranbrook Plant Sale on Wednesday from 10:00am to 2:00 pm. She also encouraged all to visit the student's art exhibit at the Library.

Meeting adjourned at 7:48 p.m.

The next meeting of the Library Board of Trustees is Tuesday, June 19, 2012 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

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

American Publishing Inc. Was used to purchase the book, CD and online database "American Grants and Loans."

Child's Play was used to purchase youth books.

AAAS is a Science magazine renewal.

VOIDED Checks:

Please note we have far fewer VOIDED checks now since we purchased a new printer for our Finance Coordinator. However, invoices to vendors such as Baker & Taylor, who have multiple invoices and are only issued one check, may still have VOIDED checks following the one check that is a total of all invoices. This is a glitch in the Peachtree programing which remains a problem. All VOIDED checks are kept and reviewed for internal control.

General Fund Advance

- Check # 9953 payable to **Bloomfield Hills Schools** in the amount of \$425 is payment for a fun Bower's Traveling Farm visit to BTPL on June 19 6-7pm. Stop by and see goats, ponies, and lambs at the library before our meeting!
- Check # 9954 payable to Cranbrook Schools in the amount of \$ 90 is payment for another fun Youth program as a result of our partnership with Cranbrook Educational Community. Saturday, July 28 from 6:30 to 8:30 pm is Family Swim Night at the Williams Natatorium. Williams Natatorium at Cranbrook. This is a special event just for BTPL Dream Big: READ Summer Readers!

General Fund

- Check #35586 payable to **Du All Cleaning** in the amount of \$10,150 included payment for April and May @\$4,600 each and a special payment for stripping and waxing floors @\$950.
- Check # 35595 payable to **Library Ideas LLC** in the amount of \$14,000 was payment for an annual subscription to Freegal music downloads and an upgrade from 3 to 5 downloads per week per patron.
- Check #35619 payable to **Rehmann Robson** in the amount of \$9,000 was payment for their audit work to date. The full bid was for \$13,500 with additional \$500 for questions throughout the year. We are in the second year of their three-year agreement.

I&R Fund Advance

- Check #12259 payable to RBC, in the amount of \$130,000, moved I&R funds from a bank account with Fidelity Bank to Gregory Schwartz for investment. This was precipitated by Huntington Bank purchasing Fidelity Bank which put our total investment over the FDIC insured limit. In addition, our funds at Flagstar were getting low due to use of our checking account. So the balance of our account at Fidelity was transferred to Flagstar and the Fidelity account has been closed.
- Check #12262 payable to Cara Asphalt Service in the amount of \$7,485 was payment to resurface and stripe the parking lot. Joel Dion coordinated this project over Memorial Day weekend. The end result is very positive.

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

Check Register - General Fund

| Check # | Date | Payee | Cash Account | Amount |
|------------------------|-------------|---------------------------------|---------------------|---------------|
| ADVANCE CHECKS: | | | | |
| 9932 | 5/7/12 | Amy Young | 105.01 | 59.32 |
| 9933 | 5/7/12 | 123 NET | 105.01 | 2,100.00 |
| 9934 | 5/7/12 | AT&T | 105.01 | 609.99 |
| 9935 | 5/7/12 | AT&T LONG DISTANCE | 105.01 | 34.44 |
| 9936 | 5/7/12 | HOME DEPOT CR. SERV. | 105.01 | 182.50 |
| 9937 | 5/7/12 | PACIFIC TELEMANAGEMENT SERVICES | 105.01 | 78.00 |
| 9938 | 5/16/12 | Joel Dion | 105.01 | 30.62 |
| 9939 | 5/16/12 | BLOOMFIELD TOWNSHIP | 105.01 | 1,632.48 |
| 9940 | 5/16/12 | FRIENDS OF THE LIBRARY | 105.01 | 5.00 |
| 9941 | 5/16/12 | ORKIN PEST CONTROL | 105.01 | 70.79 |
| 9942 | 5/16/12 | FORT DEARBORN LIFE INS. CO. | 105.01 | 845.24 |
| 9938V | 5/16/12 | Joel Dion | 105.01 | -30.62 |
| 9943 | 5/23/12 | AMAZON.COM | 105.01 | 462.95 |
| 9944 | 5/23/12 | AT&T | 105.01 | 666.36 |
| 9945 | 5/23/12 | COMCAST | 105.01 | 104.26 |
| 9946 | 5/23/12 | CONSUMERS ENERGY | 105.01 | 3,919.73 |
| 9947 | 5/23/12 | DTE ENERGY | 105.01 | 21,388.95 |
| 9948 | 5/23/12 | PREFERRED DATA SYSTEMS, LLC | 105.01 | 4,957.00 |
| 9949 | 5/23/12 | VERIZON WIRELESS | 105.01 | 258.76 |
| 9950 | 5/31/12 | Marianne Abdo | 105.01 | 556.04 |
| 9951 | 5/31/12 | AT&T | 105.01 | 460.14 |
| 9952 | 5/31/12 | AT&T LONG DISTANCE | 105.01 | 41.07 |
| 9953 | 5/31/12 | BLOOMFIELD HILLS SCHOOLS | 105.01 | 425.00 |
| 9954 | 5/31/12 | CRANBROOK SCHOOLS | 105.01 | 90.00 |
| 9955 | 5/31/12 | GROSSE POINTE PUBLIC LIBRARY | 105.01 | 25.00 |
| 9956 | 5/31/12 | PACIFIC TELEMANAGEMENT SERVICES | 105.01 | 78.00 |
| 9957 | 5/31/12 | PNC BANK | 105.01 | 1,040.15 |
| 9958 | 5/31/12 | TOSHI SHIMOURA | 105.01 | 175.00 |
| Total | | | | 40,266.17 |
| REGULAR CHECKS: | | | | |
| 35559 | 6/8/12 | AAAS | 105.01 | 360.00 |
| 35560 | 6/8/12 | AMERICAN PUBLISHING INC | 105.01 | 239.85 |
| 35561 | 6/8/12 | AUDIOGO | 105.01 | 526.00 |
| 35562 | 6/8/12 | BACKER LANDSCAPING, INC. | 105.01 | 1,477.14 |
| 35563 | 6/8/12 | BAKER & TAYLOR, INC. | 105.01 | 9,238.25 |
| 35564 | 6/8/12 | VOID | 105.01 | |
| 35565 | 6/8/12 | VOID | 105.01 | |
| 35566 | 6/8/12 | VOID | 105.01 | |
| 35567 | 6/8/12 | BAYSCAN TECHNOLOGIES | 105.01 | 3,688.00 |
| 35568 | 6/8/12 | BERNAN ASSOCIATES | 105.01 | 120.10 |
| 35569 | 6/8/12 | BLACKSTONE AUDIOBOOKS | 105.01 | 372.60 |
| 35570 | 6/8/12 | BRILLIANCE AUDIO, INC. | 105.01 | 733.83 |
| 35571 | 6/8/12 | PETTY CASH - BTPL | 105.01 | 100.27 |
| 35572 | 6/8/12 | BUTZEL LONG | 105.01 | 409.50 |
| 35573 | 6/8/12 | BWI BOOK WHOLESALERS, INC | 105.01 | 2,468.36 |
| 35574 | 6/8/12 | VOID | 105.01 | |
| 35575 | 6/8/12 | VOID | 105.01 | |
| 35576 | 6/8/12 | C & E COMMUNICATIONS, INC | 105.01 | 270.00 |
| 35577 | 6/8/12 | CAR TRUCKING, INC. | 105.01 | 399.00 |
| 35578 | 6/8/12 | LARRY CASTLEBERRY | 105.01 | 100.00 |
| 35579 | 6/8/12 | CCH INCORPORATED | 105.01 | 3,434.00 |
| 35580 | 6/8/12 | CHARTER TOWNSHIP OF BLOOMFIELD | 105.01 | 40.00 |

| | | | | |
|-------|--------|-------------------------------------|--------|-----------|
| 35581 | 6/8/12 | CHILD'S PLAY | 105.01 | 127.39 |
| 35582 | 6/8/12 | CHILDREN'S BOOK COUNCIL, INC. | 105.01 | 405.00 |
| 35583 | 6/8/12 | CRABTREE PUBLISHING COMPANY | 105.01 | 19.95 |
| 35584 | 6/8/12 | DIAMOND LAKE BOOK CO. | 105.01 | 449.73 |
| 35585 | 6/8/12 | DISCOUNT SCHOOL SUPPLY | 105.01 | 89.71 |
| 35586 | 6/8/12 | DU ALL CLEANING, INC | 105.01 | 10,150.00 |
| 35587 | 6/8/12 | EBSCO SUBSCRIPTION SERVICE | 105.01 | 320.00 |
| 35588 | 6/8/12 | GALE CENGAGE LEARNING | 105.01 | 4,748.33 |
| 35589 | 6/8/12 | VOID | 105.01 | |
| 35590 | 6/8/12 | GREY HOUSE PUBLISHING | 105.01 | 1,995.00 |
| 35591 | 6/8/12 | HOWELL CARNEGIE DISTRICT LIBRARY | 105.01 | 12.00 |
| 35592 | 6/8/12 | INGRAM LIBRARY SERVICES | 105.01 | 53.95 |
| 35593 | 6/8/12 | JCR SUPPLY CO/BEDARD BROS | 105.01 | 1,113.76 |
| 35594 | 6/8/12 | LJ ROLLS REFRIGERATION CO., INC | 105.01 | 6,701.00 |
| 35595 | 6/8/12 | LIBRARY IDEAS LLC | 105.01 | 14,000.00 |
| 35596 | 6/8/12 | LIVE OAK MEDIA | 105.01 | 44.90 |
| 35597 | 6/8/12 | MACDONALD PUBLIC LIBRARY | 105.01 | 23.00 |
| 35598 | 6/8/12 | MAGIC DRAGON | 105.01 | 39.00 |
| 35599 | 6/8/12 | MIDWEST COLLABORATIVE for LIB. SVCS | 105.01 | 9,227.60 |
| 35600 | 6/8/12 | MERGENT, INC. | 105.01 | 1,645.00 |
| 35601 | 6/8/12 | METRONET LIB. CONSORT. | 105.01 | 2,749.13 |
| 35602 | 6/8/12 | MIDWEST TAPE | 105.01 | 9,383.35 |
| 35603 | 6/8/12 | VOID | 105.01 | |
| 35604 | 6/8/12 | VOID | 105.01 | |
| 35605 | 6/8/12 | VOID | 105.01 | |
| 35606 | 6/8/12 | VOID | 105.01 | |
| 35607 | 6/8/12 | MORNINGSTAR, INC. | 105.01 | 925.00 |
| 35608 | 6/8/12 | NETOP TECH, INC. | 105.01 | 360.00 |
| 35609 | 6/8/12 | OVERDRIVE | 105.01 | 4,682.83 |
| 35610 | 6/8/12 | PARACLETE PRESS, INC | 105.01 | 97.92 |
| 35611 | 6/8/12 | PARTNERS BOOK DISTRIBUTING, INC. | 105.01 | 2,783.32 |
| 35612 | 6/8/12 | VOID | 105.01 | |
| 35613 | 6/8/12 | THE PENWORTHY CO. | 105.01 | 308.12 |
| 35614 | 6/8/12 | PROQUEST-CSA LLC | 105.01 | 16,050.00 |
| 35615 | 6/8/12 | QUILL CORPORATION | 105.01 | 1,043.39 |
| 35616 | 6/8/12 | RANDOM HOUSE, INC. | 105.01 | 521.25 |
| 35617 | 6/8/12 | VOID | 105.01 | |
| 35618 | 6/8/12 | RECORDED BOOKS, LLC | 105.01 | 1,891.80 |
| 35619 | 6/8/12 | REHMANN ROBSON | 105.01 | 9,000.00 |
| 35620 | 6/8/12 | RELIABLE OFFICE SUPPLIES | 105.01 | 301.38 |
| 35621 | 6/8/12 | RICOH AMERICAS CORP. | 105.01 | 236.76 |
| 35622 | 6/8/12 | ROCKET ENTERPRISE INC. | 105.01 | 756.00 |
| 35623 | 6/8/12 | MICHAEL D. SCHLOFF, PLLC | 105.01 | 570.00 |
| 35624 | 6/8/12 | SERVICE HEATING & PLUMBING | 105.01 | 392.00 |
| 35625 | 6/8/12 | SHOPLET.COM | 105.01 | 221.14 |
| 35626 | 6/8/12 | STAPLES ADVANTAGE | 105.01 | 221.30 |
| 35627 | 6/8/12 | STATE INDUSTRIAL PRODUCTS | 105.01 | 364.81 |
| 35628 | 6/8/12 | TANTOR MEDIA | 105.01 | 409.12 |
| 35629 | 6/8/12 | THE GREAT COURSES | 105.01 | 719.45 |
| 35630 | 6/8/12 | ULINE | 105.01 | 557.00 |
| 35631 | 6/8/12 | UPSTART | 105.01 | 88.50 |
| 35632 | 6/8/12 | VIGILANTE SECURITY | 105.01 | 1,950.00 |
| 35633 | 6/8/12 | WALLACEBURG BOOKBINDING & MFG | 105.01 | 138.75 |
| 35634 | 6/8/12 | WEST PAYMENT CENTER | 105.01 | 1,578.00 |
| 35635 | 6/8/12 | WEST IRON DISTRICT LIBRARY | 105.01 | 25.00 |
| 35636 | 6/8/12 | WESTON WOODS | 105.01 | 157.64 |

Total

133,625.18

Check Register - I & R Fund

| Check # | Date | Payee | Cash Account | Amount |
|---------|------|-------|--------------|--------|
|---------|------|-------|--------------|--------|

ADVANCE CHECKS:

| | | | | |
|-------|---------|------------------------------|--------|------------|
| 12259 | 5/7/12 | UNITED STATES POSTAL SERVICE | 104.02 | 1,000.00 |
| 12260 | 5/16/12 | RBC | 104.02 | 130,000.00 |
| 12261 | 5/31/12 | PNC BANK | 104.02 | 467.19 |

| | | | | |
|-------|--|--|--|--------------------------|
| Total | | | | <u><u>131,467.19</u></u> |
|-------|--|--|--|--------------------------|

REGULAR CHECKS:

| | | | | |
|-------|--------|--------------------------|--------|----------|
| 12262 | 6/7/12 | CARA ASPHALT SERVICE LTD | 104.02 | 7,485.00 |
| 12263 | 6/7/12 | CDW-G | 104.02 | 2,445.00 |
| 12264 | 6/7/12 | void | 104.02 | |
| 12265 | 6/8/12 | NUTECH GRAPHICS | 104.02 | 1,873.69 |

| | | | | |
|-------|--|--|--|-------------------------|
| Total | | | | <u><u>11,803.69</u></u> |
|-------|--|--|--|-------------------------|

Check Register - Gift Fund

| Check # | Date | Payee | Cash Account | Amount |
|------------------------|---------|------------------|--------------|------------------------|
| ADVANCE CHECKS: | | | | |
| 3549 | 5/1/12 | AMAZON.COM | 105.03 | 266.55 |
| 3550 | 5/1/12 | TERRY LOVE | 105.03 | 4.99 |
| 3551 | 5/1/12 | Martha McGee | 105.03 | 263.17 |
| 3552 | 5/1/12 | SALLY PULLAR | 105.03 | 60.35 |
| 3553 | 5/1/12 | SQUARE LAKE DELI | 105.03 | 600.00 |
| 3558 | 5/7/12 | DAROLD GONZALES | 105.03 | 150.00 |
| 3559 | 5/7/12 | SCOTT NELSON | 105.03 | 120.00 |
| 3560 | 5/23/12 | AMAZON.COM | 105.03 | 25.00 |
| 3561 | 5/31/12 | PNC BANK | 105.03 | 1,609.70 |
| | | | | <u><u>3,099.76</u></u> |

REGULAR CHECKS:

| | | | | |
|------|--------|---------------------------------------|--------|----------|
| 3562 | 6/7/12 | BACKER LANDSCAPING INC. | 105.03 | 1,455.00 |
| 3563 | 6/7/12 | BLOOM. TWP. PUB. LIB. SOC. ORG. COMM. | 105.03 | 260.57 |
| 3564 | 6/7/12 | BLOOMFIELD TWP. PUBLIC LIBRARY | 105.03 | 756.66 |
| 3565 | 6/7/12 | BWI BOOK WHOLESALERS, INC. | 105.03 | 370.44 |
| 3566 | 6/7/12 | CHARTER TOWNSHIP OF BLOOMFIELD | 105.03 | 100.00 |
| 3567 | 6/7/12 | JANWAY COMPANY | 105.03 | 105.93 |
| 3568 | 6/7/12 | NUTECH GRAPHICS, INC. | 105.03 | 339.98 |
| 3569 | 6/7/12 | OVERDRIVE, INC. | 105.03 | 250.00 |
| 3570 | 6/7/12 | PARTNERS BOOK DISTRIBUTING, INC | 105.03 | 197.34 |
| 3571 | 6/7/12 | JIM SLEZINSKI | 105.03 | 200.00 |

| | | | | |
|-------|--|--|--|------------------------|
| Total | | | | <u><u>4,035.92</u></u> |
|-------|--|--|--|------------------------|

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

7b

PRESENTED: JUNE 19, 2012 FOR THE MONTH OF: MAY 2012

Two Months 16%

| 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> | | | | | | |
| Taxes | \$4,530,195 | \$4,530,195 | \$0 | (\$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 | \$8,963 | \$18,160 | 14.14% | (\$110,304) |
| Charges for Services | \$13,328 | \$13,328 | \$1,589 | \$2,460 | 18.45% | (\$10,868) |
| Investment earnings | \$4,475 | \$4,475 | \$438 | \$982 | 21.94% | (\$3,493) |
| Miscellaneous | \$9,473 | \$9,473 | \$128 | \$2,151 | 22.71% | (\$7,322) |
| Total Revenues | \$4,765,553 | \$4,765,553 | \$11,118 | \$21,286 | 0.45% | (\$4,744,267) |
| <u>Expenditures</u> | | | | | | |
| Personnel | \$3,344,208 | \$3,344,208 | \$845 | \$234,413 | 7.01% | (\$3,109,795) |
| Library Services | \$808,543 | \$808,543 | \$93,060 | \$152,318 | 18.84% | (\$656,224) |
| Facilities & Equipment | \$916,019 | \$916,019 | \$57,556 | \$136,037 | 14.85% | (\$779,982) |
| Other Operating Expenditures | \$123,129 | \$123,129 | \$20,831 | \$32,749 | 26.60% | (\$90,380) |
| Total Expenditures | \$5,191,898 | \$5,191,898 | \$172,293 | \$555,517 | 10.70% | (\$4,636,381) |
| Fund Balance - Beginning | \$3,444,045 | \$3,444,045 | | \$3,444,045 | | |
| Net revenue (expenditure) | (\$426,345) | (\$426,345) | | (\$534,231) | | |
| 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 | | \$2,909,814 | | |

Amendments to the budget:
None

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

7b

PRESENTED: JUNE 19, 2012 FOR THE MONTH OF: May 2012

Two Months 16%

| 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 | \$9,060 | \$20,150 | 18.23% | (\$90,392) |
| Change in Asset Value | \$0 | \$0 | (\$3,438) | \$4,833 | 4832.96% | \$4,833 |
| Miscellaneous Revenue | \$0 | \$0 | \$0 | \$0 | 0.00% | \$0 |
| Total Revenues | \$110,542 | \$110,542 | \$5,622 | \$24,983 | 22.60% | (\$85,559) |
| <u>Expenditures</u> | | | | | | |
| Facilities & Equipment | \$127,760 | \$127,760 | \$9,930 | \$15,250 | 11.94% | (\$112,510) |
| Other Operating Expenditures | \$30,600 | \$30,600 | \$2,341 | \$3,341 | 10.92% | (\$27,259) |
| Total Expenditures | \$158,360 | \$158,360 | \$12,271 | \$18,590 | 11.74% | (\$139,770) |
| Fund Balance - Beginning | \$4,733,575 | \$4,860,025 | | \$4,860,025 | | |
| Net revenue (expenditures) | (\$47,818) | (\$47,818) | | \$6,392 | | |
| 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 | | \$4,866,417 * | | |

Amendments to the budget:

None

* 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 \$1,140,098

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

7b

PRESENTED: JUNE 19, 2012 FOR THE MONTH OF: MAY 2012

Two Months 16%

| ACCOUNT NAME | 2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012 | 2012-2013 AMENDED BUDGET AS OF May 31, 2012 | REVENUE/ EXPENSE CURRENT MONTH | REVENUE/ EXPENSE YTD | % OF BUDGET YTD | VARIANCE |
|------------------------------|---|---|---|----------------------------|-----------------------|--------------------|
| <u>Revenues</u> | | | | | | |
| Gift Income | \$500 | \$2,204 | \$970 | \$1,704 | 77.31% | (\$500) |
| Investment Earnings | \$200 | \$200 | \$213 | \$230 | 115.23% | \$30 |
| Miscellaneous Revenue | \$0 | \$0 | \$0 | \$0 | 0.00% | \$0 |
| Total Revenues | \$700 | \$2,404 | \$1,183 | \$1,934 | 80.47% | (\$470) |
| <u>Expenditures</u> | | | | | | |
| Library Services | \$45,921 | \$40,212 | \$2,711 | \$7,154 | 17.79% | (\$33,057) |
| Facilities & Equipment | \$29,731 | \$23,731 | \$1,455 | \$3,740 | 15.76% | (\$19,990) |
| Other Operating Expenditures | \$95,917 | \$104,088 | \$1,504 | \$2,449 | 2.35% | (\$101,639) |
| Total Expenditures | \$171,569 | \$168,031 | \$5,671 | \$13,344 | 7.94% | (\$154,687) |
| Fund Balance | \$104,716 | \$98,387 | | \$98,387 | | |
| Reserved Fund Bal. | \$66,853 | \$67,239 | | \$67,239 | | |
| Net revenue (expenditures) | (\$170,869) | (\$165,627) | | (\$11,409) | | |
| Fund Balance - Ending | \$700 | \$0 | | \$154,217 | | |

Amendments to the budget:

 All changes due to gifts received

Changes made to the line items:

 All changes due to gifts received

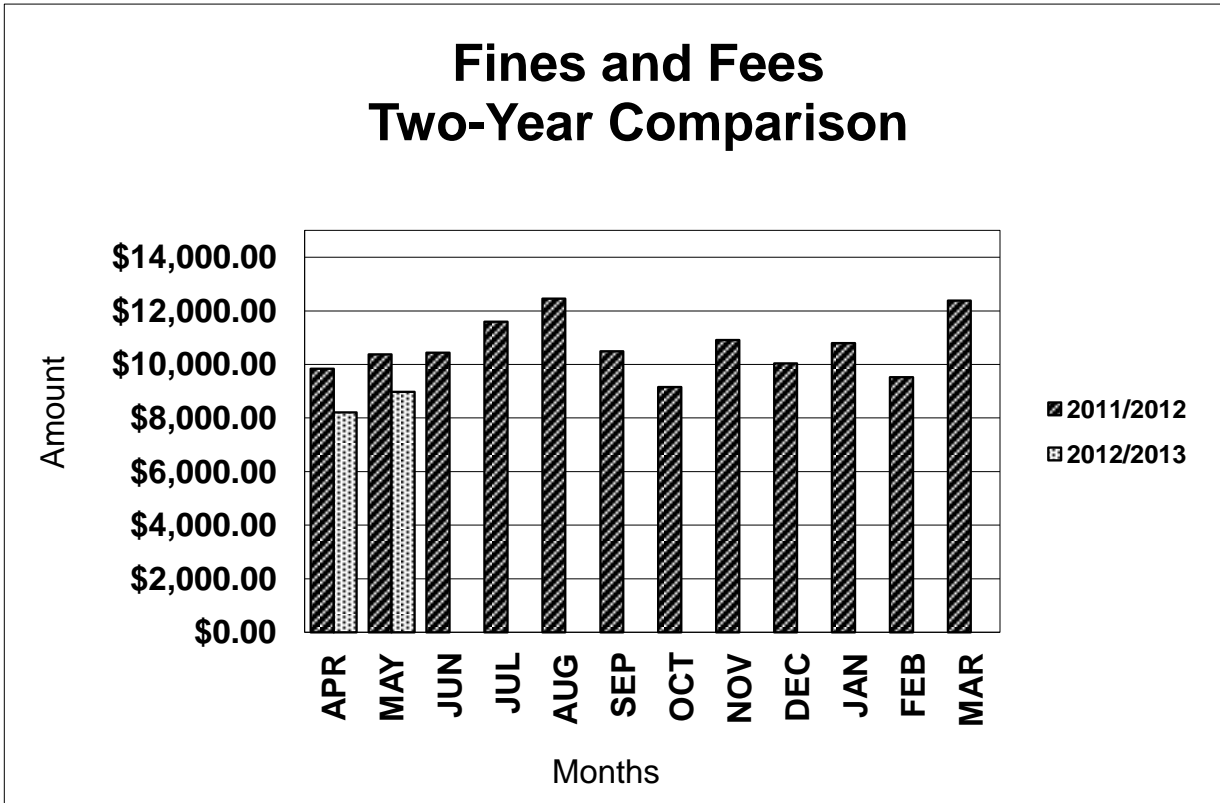
Bloomfield Township Public Library
Asset Allocation Summary
MAY 2012

7b

| Fund | Type | Annual Yield | Date | Amount on Hand |
|---|---|-----------------|------------|------------------------------|
| General Fund | | | | |
| | Chase Business High Yield Savings | 0.20% | 5/31/2012 | \$2,423,922.22 |
| | Chase Checking | 0.00% | 5/31/2012 | \$401,601.17 |
| | Chase Checking (Ecommerce) | 0.00% | 5/31/2012 | \$216,350.33 |
| | Total General Fund | | | <u>\$3,041,873.72</u> |
| Improvement & Revolving Fund | | | | |
| | Fidelity Savings | 0.15% | 5/31/2012 | \$0.00 |
| | Fifth Third Maxsaver Plus Checking(T bills purchas | 0.20% | 3/31/2012 | \$249,947.66 |
| | Flagstar Public Funds Savings | 0.50% | 5/31/2012 | \$242,427.35 |
| | Flagstar Premier Public Entities Checking | 0.25% | 5/31/2012 | \$6,796.57 |
| | RBC Capital Cash/Money Market | 0.00% | 5/31/2012 | \$118.94 |
| | RBC Capital - Investments | 0.00% | 5/31/2012 | \$4,378,930.11 |
| | Total I&R Fund | | | <u>\$4,878,220.63</u> |
| Gift Fund | | | | |
| | Chase Business High Yield Savings | 0.20% | 5/31/2012 | \$102,417.31 |
| | Chase Checking | 0.00% | 5/31/2012 | \$3,641.04 |
| | Huntington CD - matures 5/7/14 | 0.76% | 5/31/2012 | \$52,195.00 |
| | Total Gift Fund | | | <u>\$158,253.35</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>\$106,528.00</u> |

FINES AND FEES - TWO-YEAR COMPARISON

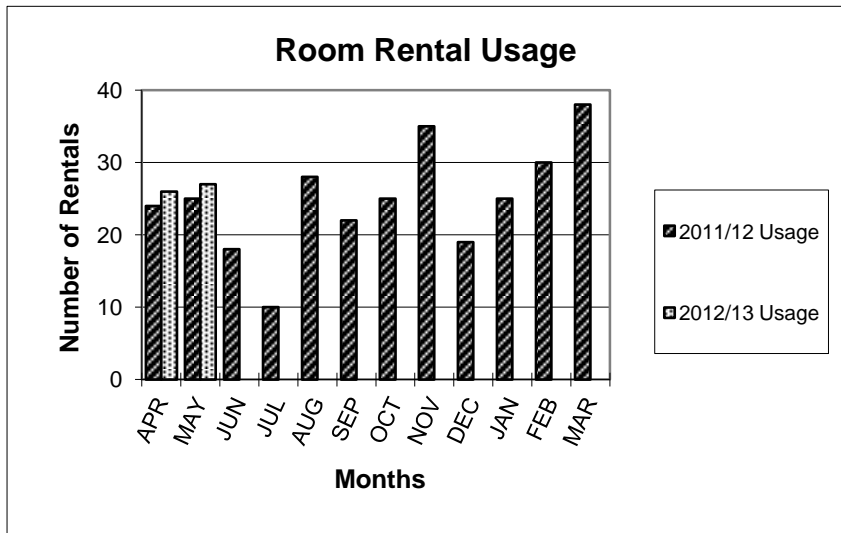
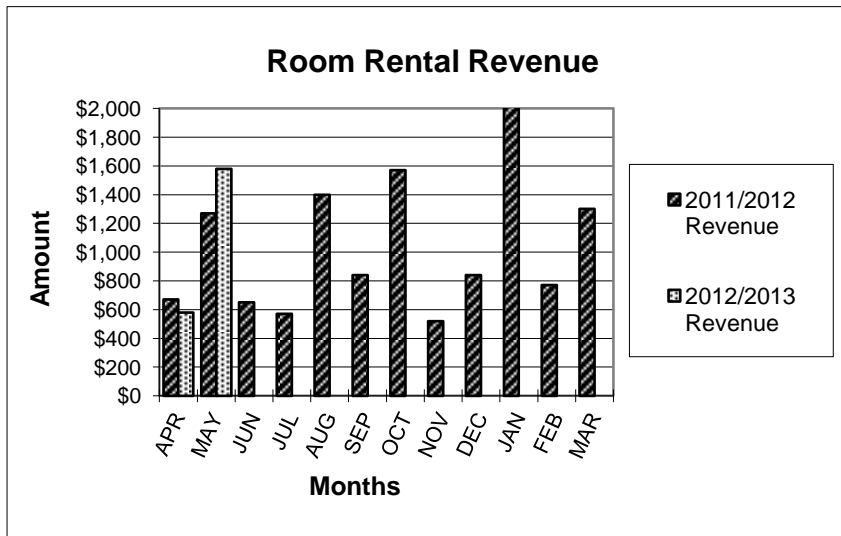
| Month | 2011/12 Fiscal Year | 2012/13 Fiscal Year | Difference |
|--------------|------------------------|------------------------|-----------------------|
| APR | \$9,833.22 | \$8,206.59 | (\$1,626.63) |
| MAY | \$10,378.73 | \$8,971.89 | (\$1,406.84) |
| JUN | \$10,434.82 | | (\$10,434.82) |
| JUL | \$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 | \$17,178.48 | (\$110,788.09) |



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 | \$1,580.00 | \$310.00 | 25 | 27 | 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>\$2,160.00</u></u> | <u><u>(\$10,580.00)</u></u> | <u><u>299</u></u> | <u><u>53</u></u> | |



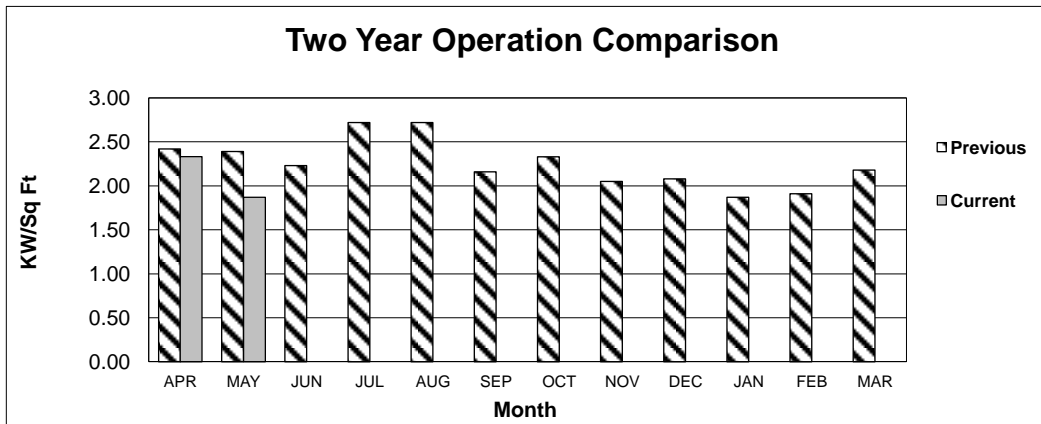
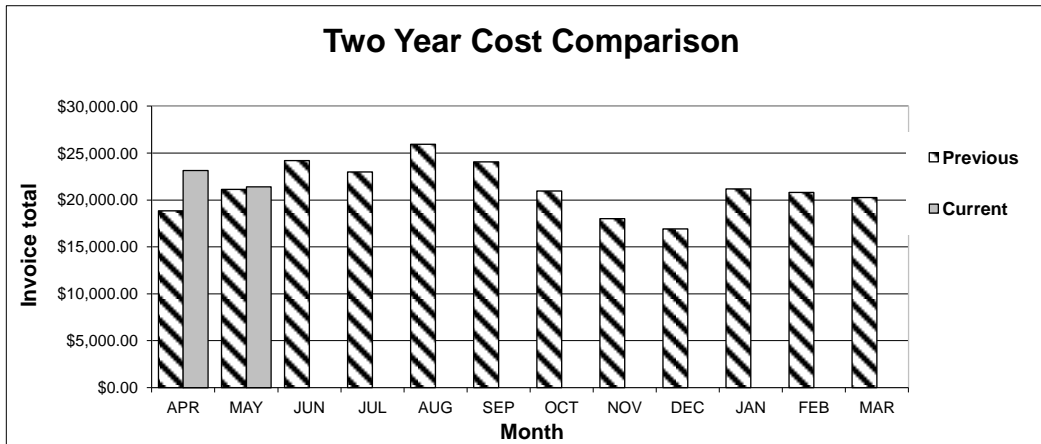
Bloomfield Township Public Library Electricity Analysis

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 | \$21,388.95 | \$266.85 | 189,070 | \$0.11 | 254.13 | 1.87 | \$28.75 | \$0.21 |
| 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 |
| TOTAL | \$255,235.61 | \$44,529.53 | (\$210,706.08) | | | | | | |

NOTES:

Chiller unit fully operational April 2011 through present



Bloomfield Township Public Library Natural Gas Analysis

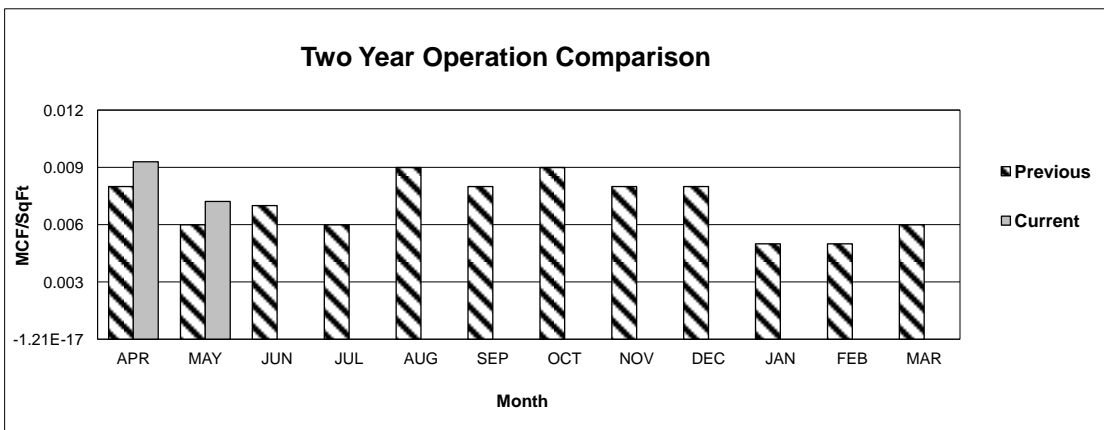
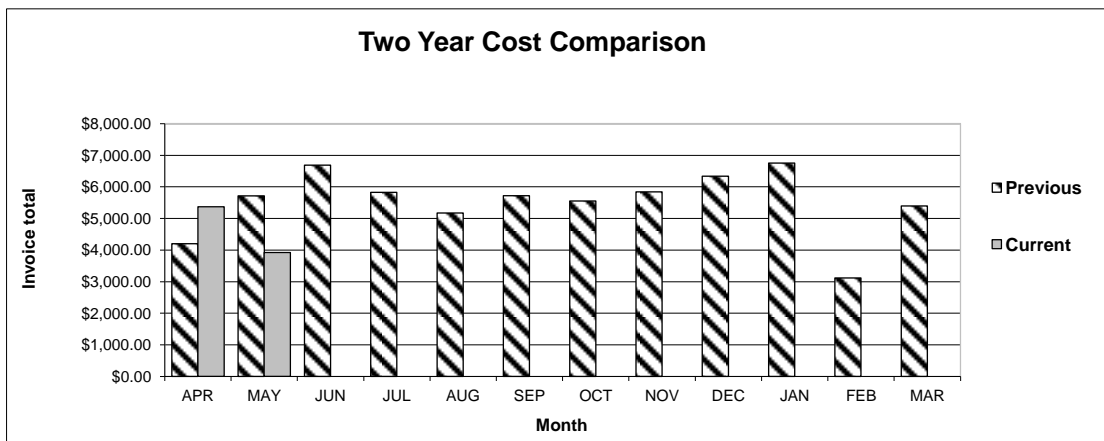
Building Area = 101,023

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 | \$3,919.73 | (\$1,794.79) | 729.8 | \$5.37 | 744 | 0.98 | 0.007 | 5.27 | 0.038 |
| 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 | \$9,291.44 | (\$57,033.19) | | | | | | | |

NOTES:

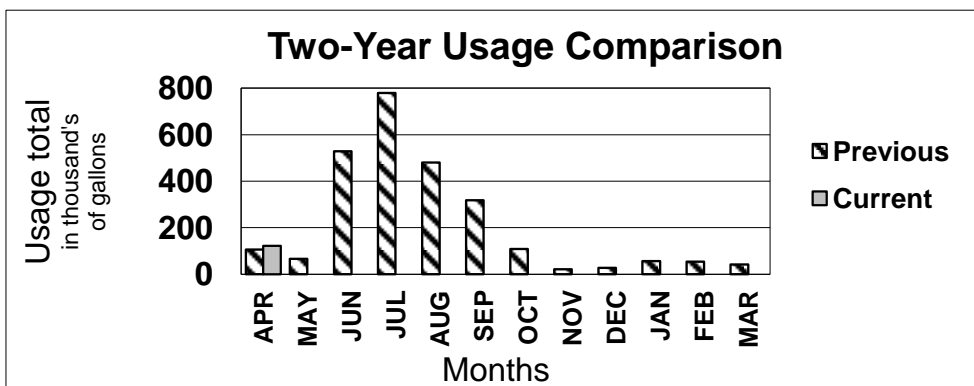
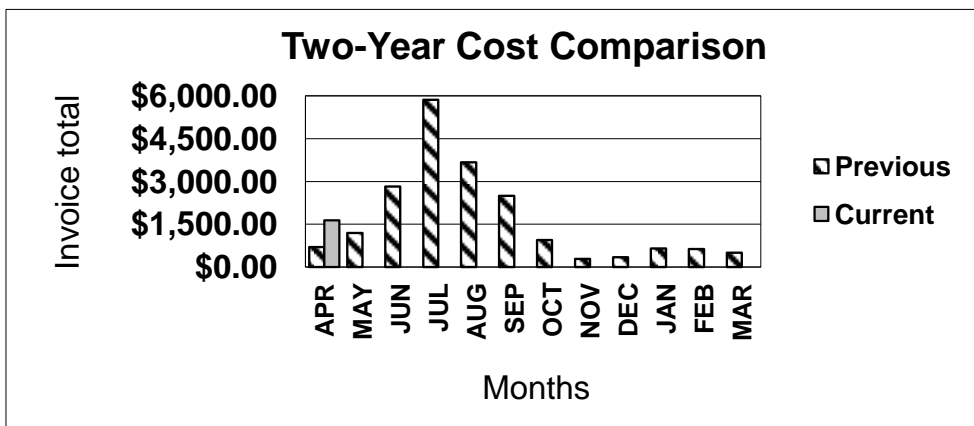
All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



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 | \$1,632.48 | \$936.82 | 106 | 122 | 16 |
| 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 | \$1,632.48 | (\$18,453.63) | 2,588 | 122 | (2,466) |

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

June, 2012

- **Thank you to our Friends** who approved \$22,925 for the following items from our Wish List:
 - \$3,600.00 Chamber Concert Series
 - \$700.00 Adult Service - Everyone's Reading Program
 - \$500.00 Youth Services Story Telling Festival
 - \$7,100.00 to replace two Youth Service AWE computers
 - \$5,100.00 recycled Plastic book bags
 - \$2,000.00 Youth Services PJ Theater program
 - \$550.00 Youth Complete set of Harry Potter series on e-audio
 - \$375.00 Youth Iron Chef Bloomfield II program
 - \$3,000.00 Youth Services DVD collection
- Just over 300 children registered for the **Summer Reading Program**, and over 600 people were in the Youth Room for our two-hour kickoff event on June 11! This was a record-breaking sign-up at our Summer Reading Open House kickoff. The theme this summer is "Dream Big Read!." Children could play moon and stars tic tack toe with our giant floor game or make a number of crafts - "I dream" pennants, campfire hats, star wands, etc. Some of these fun items are on display in the Board Room.
- Please note that the **monthly statistical report** provided to the trustees will no longer include a count of press releases sent out to media or database hits. The database statistic was discontinued because it did not include all databases and was therefore misleading. Many database statistics can only be obtained directly from the vendor and are only collected on an annual basis. These will be included in the annual report. PR is now being sent electronically instead of mailing press releases which is the media's preferred method. "E-blasts" sent to the schools were also not included in the previous count which gave an inaccurate measurement. PR sent greatly depends on the number of events each month, and will be sent regularly via email.

Respectfully Submitted,

Karen Kotulis-Carter
Director

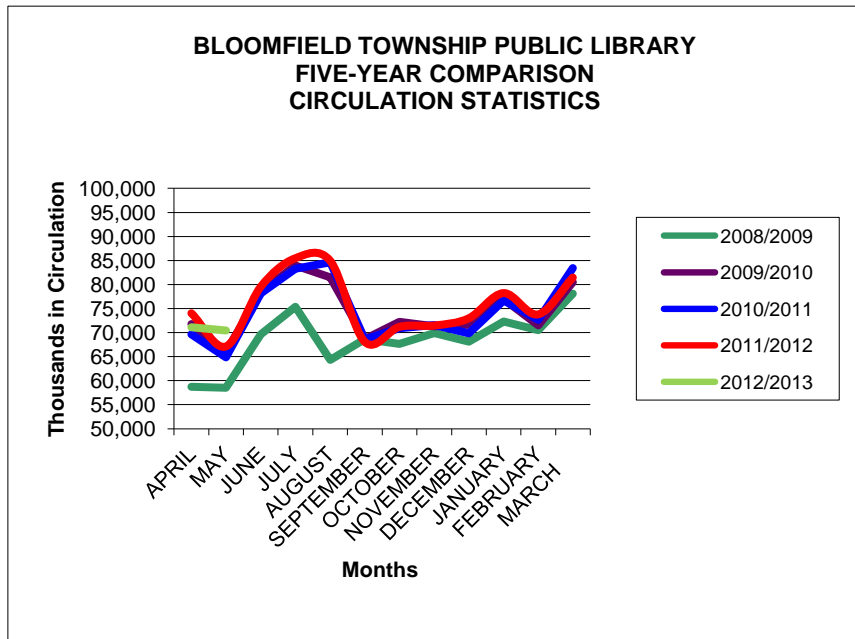
| | 2011 | | 2012 | |
|---|---------|-------|----------|------------|
| COLLECTION | | | | |
| Book Collection: | 274,481 | | 284,876 | |
| Media Collection: | 56,483 | | 60,272 | |
| Total e-books: | 23,532 | | 25,533 | |
| Overdrive | n/a | | 4,773 | |
| EBSCOhost | n/a | | 19,227 | |
| Total downloadable audiobooks: | 3,502 | | 3,957* | |
| Overdrive | n/a | | 3,957 | |
| Materials Total: | 357,998 | | 398,638 | |
| CIRCULATION | | | | |
| Circulation Total: | 67,127 | | 70,411 | |
| Bloomfield Township Circulation: | 55,451 | | 58,585 | |
| Circulation of Youth materials: | 22,047 | | 22,882 | |
| Circulation of Media: | 20,569 | | 31,814 | |
| Circulation of Cranbrook passes: | 148 | | 174 | |
| Circulation of Museum Adv. passes: | 20 | | 0 | |
| Circulation of Park & Read passes: | n/a | | 11 | |
| Self-checkout machine use: | 30,026 | 44.7% | 26,697 | 37.9% |
| Library by Mail: | n/a | | 115 | 29 patrons |
| BUILDING & EQUIPMENT USAGE | | | | |
| Door Count: | 30,186 | | 20,713** | |
| Gate Count: | 28,972 | | 29,823 | |
| Meeting rooms by public: | 25 | | 27 | |
| Meeting rooms by staff: | 48 | | 63 | |
| VIRTUAL USE | | | | |
| Home page hits/Database services: | 30,289 | | 28,608 | |
| e-book access: | 500 | | 1,465 | |
| Overdrive | 459 | | 1,415 | |
| EBSCOhost | 41 | | 50 | |
| Audiobook access: | 380 | | 416 | |
| Overdrive | 377 | | 416 | |
| Music download access: | n/a | | 981 | |
| TutorMe! sessions: | 66 | | 81 | |
| Library Computer Use | | | | |
| Resident Use | 3,598 | | 3,371 | |
| Guest Use | 1,155 | | 993 | |
| *Ebscohost no longer a BTPL vendor for audiobooks | | | | |
| **Counter not working May 1-9, 2012 | | | | |

| | 2011 | | 2012 | |
|--|--|--------------|----------------|--------------|
| OUTREACH & PROGRAMS | | | | |
| <i>New Patrons and Accounts</i> | | | | |
| Township: | 164 | | 144 | |
| Cranbrook: | 10 | | 3 | |
| Total new patrons: | 276 | | 239 | |
| <i>Adult Program Attendance</i> | | | | |
| Staff-led: | 9 events | 47 attended | 6 events | 25 attended |
| Speaker-led: | 7 events | 50 attended | 2 events | 30 attended |
| Book clubs: | 4 events | 49 attended | 4 events | 47 attended |
| Tours/visits on-site: | 0 | 0 | 1 event | 45 attended |
| Tours/visits off-site: | 1 event | 2 attended | 2 events | 25 attended |
| Chamber Music Concert | 1 event | 182 attended | no concert | |
| <i>Systems Program Attendance</i> | | | | |
| Staff-led: | 3 events | 25 attended | 2 events | 31 attended |
| <i>Teen Program Attendance</i> | | | | |
| Staff-led: | 2 events | 13 attended | 2 events | 15 attended |
| Homework coaching | | 18 attendees | | 27 attendees |
| <i>Youth Program Attendance</i> | | | | |
| Staff-led: | 16 events | 473 attended | 9 events | 195 attended |
| Speaker-led: | 3 events | 40 attended | 4 events | 46 attended |
| Tours/visits on-site: | 0 | 0 | 0 | 0 |
| Tours/visits off-site: | 3 events | 355 attended | 4 events | 651 attended |
| TOTAL: | 49 events | 1,254 attend | 36 events | 1,137 attend |
| <i>Volunteers:</i> | | | | |
| | 27 people | 190 hours | 31 people | 305.50 hours |
| | Shop: 5 | 59.75 | Shop: 8 | 79 |
| | Court: 0 | 0 | Court: 0 | 0 |
| | Students: 3 | 5.5 | Students: 4 | 7.5 |
| | Stu. Tutors: 7 | 44.5 | Stu. tutors: 5 | 77.25 |
| | Dept. Vol: 12 | 80.25 | Dept. Vol: 14 | 141.75 |
| <i>Patron Remarks</i> | | | | |
| Patron Comments: | 9 | | 9 | |
| Ask BTPL: | 4 | | 23 | |
| Ask Us: | 10 | | 38 | |
| DISPLAYS | | | | |
| Lobby | Bloomfield Hills Schools "Art from the Hills" Exhibit | | | |
| Media | Adult: Memorial Day Bulletin Board, 60's movies, Art DVDs | | | |
| | Youth: National Sports & Fitness month, National Inventors Month | | | |
| Local History | Bloomfield Hills Schools "Art from the Hills" Exhibit | | | |

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

6/14/2012

| | 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 | 70,411 |
| 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 | 141,505 |



TENTATIVE SCHEDULE CALENDAR

- **Tuesday, June 19, 2012- 7:00 p.m., Regular Board Meeting**

Upcoming meetings and events:

- Tuesday, June 26, 2012 – 10:00 a.m. Finance Committee Meeting in the Board Room.
- Monday, July 9, 2012 – 2:00 p.m. Art Committee Meeting in the Board Room.
- Wednesday, July 11, 2012 – 12:30 p.m. FOL Board of Directors Meeting in the Board Room.
- **Tuesday, July 17, 2012 – 7:00 p.m. Regular Board 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, May 24, 2012 at 10:00 a.m.

Present: Trustees: Judy Lindstrom and Joe Falik

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

Karen reviewed items of follow up from the April meeting of the Development Committee:

Two books on grants and fundraising were shared: Winning Grants and Fundraising Guide for Nonprofits.

Adult Services librarians compiled a list of resources available about grants. These resources are available through MelCat if the Library does not own one of interest.

Best Practices in Library Fundraising workshop is being offered on June 19 at the Grosse Pointe Public Library. Judy will attend.

Tribute envelopes with a Gift planning brochure and "10 Ways to Give" bookmark included within were shared by Karen. She met recently with a lovely couple to discuss an estate gift to the Library.

In preparation for the Library's 50th anniversary, Karen will update the library history on the website, *Library Lore*, this year. This is a good site to view for library history starting in 1964.

Virginia Smith recently shared some comments with Karen about the Community Room. She felt the room is not as elegant as it could be and would benefit from some artwork on the east wall as well as screening of the chairs behind the stage and some stage modifications. One idea the Art Committee can consider is framing and hanging a series of black and white historical library photos. Karen is working with Alyce Riemenschneider to investigate these possibilities. Joe offered to share his recent renovations experience at Temple Kol Ami with Alyce.

Karen was asked to consider a special fundraising goal that would be part of the Library's 50th anniversary celebrations. She has suggested the establishment of a Director's Legacy Endowment to be used to fund professional development focused on public service.

Library 50th anniversary:

Discussion followed about the upcoming Library 50th anniversary in 2014. Karen indicated that the Library has budgeted \$5,000 and the Friends have given a gift of \$5,000 for this celebration. Judy suggested dedicating the entire month of October, 2014 to celebrating this event with many activities culminating with an evening gala. Small projects such as a book display of popular titles from 1964 are encouraged also.

A 50th anniversary brainstorming session is planned for **Thursday, September 20, 2012 at 7:00pm at the Library**. Many people will be invited to this meeting with an understanding that there is no obligation for anyone to continue volunteering their time beyond this one meeting. We truly are looking for as many ideas as possible to consider for our celebration. An invitation will be prepared by Library Administration to the following list of individuals and organizations:

- Library Trustees: Judy and Joe have agreed to participate
- Previous Trustees such as Millie Minkow, and Jay Herbst
- Library volunteers such as Fair Radom, Iris Spencer
- Library staff, specifically, Celia Domalewski, Marty McGee, Marcia Preston, Amy Young who have volunteered to help
- Bloomfield Hills Schools representatives
- Bloomfield Historical Society representatives
- Bloomfield Township representatives such as Clerk Jan Roncelli, Communications Director Leslie Helwig, Police Chief, Fire Chief, Senior Services Director Christine Tvahora
- Cranbrook representatives such as Steve Pagnini
- Our branding company, Group Ex, representatives such as Eli Greenbaum, Brian Castle

One goal is to solicit additional anniversary celebration funding and donations from local businesses such as Target, Kroger, Hillside, Evola Music, Goldner Walsh, Gerald Schwartz.

No future meeting of the Development Committee has been scheduled.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**BUILDINGS AND GROUNDS COMMITTEE**

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on May 22, 2012 at 2:00 p.m.

Present: Trustees Peggy Cohen and Pam Williams

Administration: Karen Kotulis-Carter, Library Director; Carol Mueller, Assistant Director; Joel Dion, Facilities Department Head

Review of upcoming I & R Projects

Karen provided budget information for upcoming I & R projects. Only \$40,800 is budgeted for building projects this fiscal year, a much smaller amount for building projects than had been budgeted previously. Media Desk shelving or door has been budgeted but may not be needed. A book cart has been placed in this area and seems to be effective in defining the area as a staff only area. The front entrance does not feel as much like an Asian garden as it did when first planted. Joel will contact Goldner Walsh to inquire about bringing back more of an Asian garden feel to the front entrance gardens and about rejuvenating Linda's Garden. Karen will discuss the wish list request for Youth Terrace shading with Marian for her ideas on what type of shade and/or furniture would encourage more parents and children to use. Perhaps the Friends would be interested in funding various pieces over several years.

Parking Lot Lights Update

Conduit has been added on the west side of the library parking lot for future parking lot lights. One new light will be installed this year. Three more lights can be added over time. New lights will be in line with the existing parking lot lights.

Parking Lot Resurfacing and Restriping Update

Resurfacing and restriping of the library parking lot is scheduled for this Memorial weekend when the Library is closed on Sunday, May 27 and Monday, May 28, weather permitting. Joel will monitor this work over the weekend. Three bids were received for this work that is needed to prevent the asphalt from deteriorating. The work will be done by a company that is the second lowest bid and is highly recommended by Gene Ferrara. Publicity has been out announcing the closure of the library and parking lot, including the drive up returns. No overdue fines will accrue during this weekend.

Grounds Maintenance Bids

Library contracts with Backer Landscaping Inc. for tree and lawn fertilization, lawn maintenance and snow removal and with Goldner Walsh for garden maintenance will expire on March 31, 2013. A request for proposals and bid process will commence this fall to ensure that new contracts are in place on April 1, 2013. A memo with a proposed timeline for this process is attached to these minutes for your information.

Natural Gas Supplier and EnerCom Sponsorship

A chart indicating the natural gas rates from DTE Energy vs. Integrys was shared. In the first five months of 2012, the Library averaged a 35.73% savings on our natural gas costs through our contract with Integrys. This chart is attached to these minutes for your information.

EnerCom Inc. recently sent a letter to the Library indicating their sponsorship of a bowling league on behalf of the Library. There is no name recognition for Bloomfield Township Public Library in this sponsorship, however, Joel will follow up with Brian Jakubczyk to distance the Library from the bowling league.

Electric Supplier Update

The electric supplier choice bill has become a House bill but is mired in committee at this time. Our EnerCom agent, Brian Jakubczyk, sent a message to Karen along with a suggested letter for the Library to send to Governor Snyder urging him to get this bill out of committee. These are attached to these minutes for your information.

No future meeting date was set.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees Peggy Cohen and Pam Williams
Library Director Karen Kotulis-Carter
Facility Services Department Head Joel Dion

FROM: Carol Mueller, Assistant Director

DATE: May 22, 2012

SUBJECT: Grounds Maintenance and Snow Removal Bidding Process

Our current contracts for grounds maintenance and snow removal expire on March 31, 2013. During our last bidding process in 2009/2010, Backer Landscaping Inc. was awarded the tree and lawn fertilization, lawn maintenance and snow removal contracts beginning on April 1, 2010 through March 31, 2013. Goldner Walsh was the awarded the garden maintenance contract for services beginning on April 1, 2010 through March 31, 2013.

I would like to suggest a similar timeline for our 2012/2013 bidding process:

| | |
|------------------|---|
| September, 2012: | Prepare the RFP |
| October, 2012: | Release the RFP |
| November, 2012: | Mandatory pre-bid meeting for any interested bidders |
| December, 2012: | Deadline for RFPs and our evaluation of all bids received |
| January, 2013: | Recommendation at the regular Library Board meeting to award the bid(s) |
| April 1, 2013: | New contracts begin |

Thank you for your review and consideration.

Consumers Energy / DTE Energy Michcon Gas Rates vs Integrys Energy Natural Gas Rates

Prepared by: B.N. Jakubczyk, 5/21/2012

Analysis For:

POD#: 00000000000000

POD#: 00000000000000

| | MCF Total Usage | DTE Energy/ Mich Con | | Integrys Energy | | Unit Savings DTE v. Integrys | Savings with Integrys | % Savings DTE v. Integrys |
|---------------------------------|-----------------------|----------------------|--------------------------------|------------------|--|---------------------------------------|-----------------------------|---------------------------------|
| | | Rate/MCF | Gas Cost Recovery Charge | Integrys Rate | Proposed Gas Cost Recovery Charge | | | |
| Jan-11 | 0 | \$ 6.23 | \$ - | 5.29 | \$ - | \$ 0.94 | \$ - | 15.09% |
| Feb-11 | 0 | \$ 6.39 | \$ - | 5.59 | \$ - | \$ 0.80 | \$ - | 12.52% |
| Mar-11 | 0 | \$ 5.92 | \$ - | 4.99 | \$ - | \$ 0.93 | \$ - | 15.71% |
| Apr-11 | 0 | \$ 5.80 | \$ - | 5.29 | \$ - | \$ 0.51 | \$ - | 8.79% |
| May-11 | 0 | \$ 5.89 | \$ - | 5.27 | \$ - | \$ 0.62 | \$ - | 10.53% |
| Jun-11 | 0 | \$ 5.75 | \$ - | 5.19 | \$ - | \$ 0.56 | \$ - | 9.74% |
| Jul-11 | 0 | \$ 5.75 | \$ - | 5.32 | \$ - | \$ 0.43 | \$ - | 7.48% |
| Aug-11 | 0 | \$ 5.75 | \$ - | 5.29 | \$ - | \$ 0.46 | \$ - | 8.00% |
| Sep-11 | 0 | \$ 5.75 | \$ - | 5.04 | \$ - | \$ 0.71 | \$ - | 12.35% |
| Oct-11 | 0 | \$ 5.75 | \$ - | 5.04 | \$ - | \$ 0.71 | \$ - | 12.35% |
| Nov-11 | 0 | \$ 5.75 | \$ - | 4.96 | \$ - | \$ 0.79 | \$ - | 13.74% |
| Dec-11 | 0 | \$ 5.35 | \$ - | 4.83 | \$ - | \$ 0.52 | \$ - | 9.72% |
| Jan-12 | 0 | \$ 5.14 | \$ - | 4.47 | \$ - | \$ 0.67 | \$ - | 13.04% |
| Feb-12 | 0 | \$ 5.03 | \$ - | 3.72 | \$ - | \$ 1.31 | \$ - | 26.10% |
| Mar-12 | 0 | \$ 5.03 | \$ - | 3.79 | \$ - | \$ 1.24 | \$ - | 24.66% |
| Apr-12 | 0 | \$ 5.18 | \$ - | 3.57 | \$ - | \$ 1.61 | \$ - | 31.09% |
| May-12 | 0 | \$ 5.18 | \$ - | 3.22 | \$ - | \$ - | \$ - | 37.84% |
| Jun-12 | 0 | \$ - | \$ - | 0.00 | \$ - | \$ - | \$ - | 0.00% |
| Supplier Average GCR | | \$ 5.88 | | \$5.0200 | | \$ 0.67 | | 14.91% |

**2012 Average Savings
#####**

Note: This analysis is based upon historical data and does not guarantee future market savings.

Disclaimer: The monthly rates above are published or supplied by the Alternative Natural Gas Supplier; the projected savings are supplied by EnerCom for informational purposes only in order to analyze the benefit to contracting for services of an Alternative Natural Gas Supplier.

From: energy_guru@comcast.net [mailto:energy_guru@comcast.net]
Sent: Friday, May 18, 2012 12:19 PM
To: Karen Kotulis-Carter
Cc: Carol Mueller; Beth Sulek-LaHousse; Joel Dion
Subject: Re: Electic Choice Update

Karen,

Sorry for the delay in getting back with you. In reference to the electric choice bills, the house bill HB5503 is mired in committee, with the chairman of the committee Ken Horn, throwing up all kinds of roadblocks. Rumor has it, that he has a job waiting for him @ Consumers Energy, once he done with his term @ the end of the year.

With that said, I've attached a form letter to send to Gov. Snyder, asking him to intervene and get the bill out of committee, and put it to the House floor for a vote.

Hearing from people like yourself, will hopefully get the Governor's attention. Please also ask your staff, and members of the BTPL board, to send in the letter also.

Remember those letters are looked @ as potential votes, down the road, so the more people who send in the letter, the more attention will be given to the bill.

To put things in perspective, it's literally costing the BTPL thousands of dollars every month, by not being able to use a choice provider, instead of DTE Energy. Fore-casted savings could be as much as 20% of your generation portion of your electricity bill, along with about a half a penny off your distribution costs. I know those dollars could be used in a more positive way at the BTPL, instead of going to dividend payments to the DTE shareholders.

As soon as I hear anything else, I will be in contact with yourself and or Joel, and let you if anythings changed.

Regards,

Brian

P.S. In 2012 you've averaged 35.73% in savings on your natural gas costs.

Brian N. Jakubczyk
Sr. Energy Agent
EnerCom Inc.
Bingham Farms, MI
www.enercomenergy.com
888-270-3030

810-429-0025 GO STATE!!!

From: "Karen Kotulis-Carter" <kotulisk@btpl.org>
To: "energy guru" <energy_guru@comcast.net>, "Joel Dion" <dionjoel@btpl.org>
Cc: "Carol Mueller" <muellerc@btpl.org>, "Beth Sulek-LaHousse" <suleklah@btpl.org>
Sent: Wednesday, May 16, 2012 4:04:07 PM
Subject: RE: Electic Choice Update

Hi Brian,

Has there been any update regarding our place in the queue for electric and if the law is getting any support/movement? The Building & Grounds Committee has asked for an update.

Thanks,
Karen

Karen Kotulis-Carter, Director | 248.642.5800 | www.btpl.org

From: energy_guru@comcast.net [mailto:energy_guru@comcast.net]
Sent: Wednesday, July 13, 2011 11:02 AM
To: Joel Dion
Cc: Karen Kotulis-Carter
Subject: Electric Choice Update

Joel,
Just got an e-mail yesterday, on the current status of electric choice. The bills will be introduced in September, and there are enough pledged votes to pass it in both houses. I will keep you posted, as I receive more information. I also forgot to send you July's rates. Consumers Energy \$6.3851 per MCF / Integrys Energy \$5.29 per MCF or 17.2% in savings v.s. Consumers Energy July rate.
Regards,
Brian

From: "Joel Dion" <dionjoel@btpl.org>
To: "energy guru" <energy_guru@comcast.net>
Sent: Monday, June 20, 2011 12:26:29 PM
Subject: RE: June N/G Rate

Thanks Brian,
I have of course heard much about the budget and bridge issues but nothing conclusive on the state website regarding choice programs. Perhaps I didn't look in the right place so I very much appreciate your detailed update.
Take care,
Joel

Joel Dion | Facility Services Department Head - Bloomfield Township Public Library

1099 Lone Pine Rd, Bloomfield Hills, MI 48302 | 248-642-5800 x130

From: energy_guru@comcast.net [mailto:energy_guru@comcast.net]
Sent: Monday, June 20, 2011 10:59 AM
To: Joel Dion
Cc: Karen Kotulis-Carter
Subject: Re: June N/G Rate

Joel,

As of today, there has not been any legislative bills put forth in the MI legislator. The state budget and this damn bridge business, trumped the Electric Choice proposals. I've been told by our lobbyists, that they are due to be put forth sometime in July, with passage in the August or September time frame. Which means Electric Choice will be in play in early 2012. Will keep you posted, once the bills are signed.

Regards,
Brian

From: "Joel Dion" <dionjoel@btpl.org>
To: "energy guru" <energy_guru@comcast.net>
Cc: "Karen Kotulis-Carter" <kotulisk@btpl.org>
Sent: Monday, June 20, 2011 10:41:00 AM
Subject: RE: June N/G Rate

Brian,

Is there any word yet on the electricity market and what is the library's current position on the queue?
Please advise.

Thanks,
Joel

[YOUR COMPANY LOGO/LETTERHEAD]

May 30, 2012

Governor Rick Snyder
P.O. Box 30013
Lansing, Michigan 48909

**RE: PLEASE SUPPORT HB5503 TO RAISE THE CAP
ON CUSTOMER CHOICE**

Dear Governor Snyder:

I am writing to request your support for HB 5503, a bill that calls for an **expansion of the cap on Electric Choice each year to accommodate the load of customers waiting in queue**. This legislation will allow more customers in the state to choose their electric supplier and could potentially result in better pricing, terms and risk mitigation for businesses than what is currently available from utility default service. In a state that has been hit hard by the recession, businesses are looking for every opportunity to manage costs and remain competitive under the tightest financial circumstances.

We operate <<insert business type/description/function>> in Michigan and containing costs—including energy costs—is very important to our bottom line. Energy rates from the Michigan utilities continue to rise and although we know that there are market opportunities from alternative energy suppliers, we are currently prohibited from taking advantage of them due to the cap on who can access competitive supply.

We support HB 5503 and sincerely hope that you will too. Thank you in advance for your support of this very necessary legislation.

Sincerely,

<<Your Signature Block>>

[YOUR COMPANY LOGO/LETTERHEAD]

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: June 13, 2012

SUBJECT: Troy Public Library Reciprocal Borrowing Agreement

Attached is a copy of the letter sent May 16, 2012 to the Troy Public Library Director and City Attorney which followed up regarding the Board decision at our May 15, 2012 Board Meeting.

In response, I received the attached letter dated May 24, 2012, from the Troy attorney, Lori Grigg Bluhm, offering another agreement where both our residents and Troy residents are limited to three items. Both the Troy Library Director, Cathleen Russ, and their attorney offered to attend our June 19, 2012 Board meeting. It is their hope and ours that a fair agreement can be reached.

Usage statistics have played a crucial role in our decision. The number of Bloomfield Township taxpayers who wish to use the TPL were a significant factor in our initial consideration of establishing a reciprocal agreement. It now appears that a total of 333 of our taxpayers have registered to use the Troy Public Library. This number has more than doubled from the previous year.

The number of items circulated was also a significant factor in determining a fair use agreement. I have been working with our Circulation staff to update and confirm the reciprocal statistics. We just completed our 2011-2012 annual report statistics and I have asked Cathy Russ to provide her 2011-2012 numbers for an updated comparison.

**Bloomfield/Troy Reciprocal Use
Amended 6-1-2012**

| Circulation Totals for: | Bloomfield use of TPL | Troy use of BTPL | Bloomfield Borrowers at TPL | Troy Borrowers at BTPL |
|-------------------------|------------------------------|------------------|------------------------------------|------------------------|
| 2008-2009 | 9,423 | 10,514 | NA | NA |
| 2009-2010 | 2,597 | 10,600 | NA | NA |
| 2010-2011 | 3,420 | 7,407 | 163 | 742 |
| 2011-2012 | 4,526* | 1,952** | 333 | 834 |

*Incomplete fiscal year includes only July 1, 2011 to June 7, 2012

**Three-item cumulative limit began for Troy cardholders on March 16, 2011

Please note that since we implemented the cumulative three-item limit for Troy patrons in March, 2011, Troy circulation at BTPL has dramatically decreased as a result. Also, our Circulation staff noted an error they made previously in calculating Troy circulation. This error, when corrected, lowered the number of circulation by Troy cardholders at BTPL. Their numbers are still much higher than our use of Troy for previous years, however, our 2011-2012 numbers reverse the net use because of the three-item limit implementation. We now may be able to consider the same standard non-resident ten-item limit which is currently extended to TLN non-resident communities.

The Troy City Attorney, Lori Grigg Bluhm, suggested that we consider a one-year agreement to test the waters. This is certainly possible for a reciprocal agreement. If the trend of use by our taxpayers continues to increase at Troy Public Library and a consistent 10-item limit is tested at BTPL for Troy residents, the use may be more equitable.

I have included two draft agreements for your consideration. The first draft agreement limits both communities' use to three cumulative items. The second limits both communities to ten cumulative items. Based on an analysis of the circulation, the ten-item cumulative limit is likely to be the most equitable agreement. An additional benefit of the ten-item limit is that it is consistent with our other non-resident limits. This will help our Circulation staff in easily keeping the rules and regulations consistent.

Recommendation: As Director, based on the updated statistics, I recommend that our library approve a one-year agreement with the Troy Public Library and include a ten-item cumulative limit. This agreement will be monitored and reviewed at the end of the trial year. We can then consider extending the term of the agreement if it proves to be a benefit to our taxpayers.

ACTION: I move that Bloomfield Township Public Library enter into a one-year trial reciprocal borrowing agreement with the Troy Public Library which includes a ten-item cumulative limit and a review at the end of the trial period.



May 16, 2012

Lori Grigg Bluhm, City Attorney
City of Troy
500 W. Big Beaver
Troy, Michigan 48084

Dear Ms. Bluhm:

Thank you for your review of our proposed agreement and revision. Our Library Board of Trustees included your proposed amended Reciprocal Borrowing Agreement on our May 15, 2012 agenda. Your addition of the paragraphs concerning compliance with respective ordinances and your suggestion that the first year be considered as a trial period were appreciated.

However, our Library Board felt it must reject your revised agreement because it would have resulted in exacerbating the disproportionate use which already exists.

| 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 |

Our proposal of January 17, 2012 kept the limit of materials borrowed by Troy residents to three cumulative items so that the end result of our agreement could be equitable and mutually advantageous. Currently, Troy residents are each limited to three items and their total circulation at Bloomfield Township Public Library was 14,889 in 2010-2011 compared to only 3,420 for our resident use of TPL during the same time period. Increasing the TPL limit would logically further increase the total number of items borrowed from our library.

Our library had hoped to continue reciprocity with the Troy Public Library. However, we cannot accept the unequal result of your proposed agreement. If you reconsider our January proposal, we would be happy to reopen discussion.

Sincerely,

Karen Kotulis-Carter
Library Director

CC: Cathleen Russ, TPL Director

500 W. Big Beaver
Troy, MI 48084
(248) 524-3300

The City of Tomorrow...



...Today

May 24, 2012

Ms. Karen Kotulis-Carter
Library Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

Re: Reciprocal Borrowing Agreement

Dear Ms. Kotulis-Carter,

Although the City Administration of the City of Troy is greatly disappointed that the Bloomfield Township Public Library has rejected our proposal to fall under the umbrella of your policy of circulation to non-residents in other communities, we are willing to accept the ultimatum that you have offered, limiting Troy residents to a maximum of three check out items each visit. A revised version of a proposed agreement has been drafted to incorporate the three item limit insisted upon by the Bloomfield Township Public Library.

As articulated in our previous correspondence, it is our belief that the higher circulation numbers from Troy residents and card holders during the past year is an aberration which resulted only from the uncertainty of the status of the Troy Public Library. As such, we still remain hopeful that the Bloomfield Township Public Library Board will revisit this matter after the conclusion of the 2012-2013 fiscal year where there will be more accurate statistics concerning the circulation to Troy Public Library card holders. At that time, we are hopeful that there will be a willingness to revisit the three item check out limit.

Sincerely,

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

Lori Grigg Bluhm
City Attorney

cc: Cathy Russ, Troy Public Library Director

RECIPROCAL BORROWING AGREEMENT
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
TROY PUBLIC LIBRARY

This Agreement is entered into on this _____ day of May, 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 of up to three items at a time from the BTPL. Additionally, except as set forth above, all residents of the City of Troy Michigan and employees of TPL possessing valid Troy Public Library Cards shall have access to all BTPL 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 of up to three items at a time from the TPL. Additionally all residents of the Bloomfield Township, Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards shall have access to all TPL collections.

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

Troy Public Library

By: _____
Judy Lindstrom, President
Library Board of Trustees

By: _____
Cathleen Russ
Director and CEO

RECIPROCAL BORROWING AGREEMENT
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
TROY PUBLIC LIBRARY

This Agreement is entered into on this _____ day of May, 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 of up to three cumulative items from the BTPL. Additionally, except as set forth above, all residents of the City of Troy Michigan and employees of TPL possessing valid Troy Public Library Cards shall have access to all BTPL 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 of up to three cumulative items from the TPL. Additionally all residents of the Bloomfield Township, Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards shall have access to all TPL collections.

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

Troy Public Library

By: _____
Judy Lindstrom, President
Library Board of Trustees

By: _____
Cathleen Russ
Director and CEO

RECIPROCAL BORROWING AGREEMENT
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
TROY PUBLIC LIBRARY

This Agreement is entered into on this 19th day of June, 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 of up to ten cumulative items from the BTPL. Additionally, except as set forth above, all residents of the City of Troy Michigan and employees of TPL possessing valid Troy Public Library Cards shall have access to all BTPL 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 of up to ten cumulative items from the TPL. Additionally all residents of the Bloomfield Township, Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards shall have access to all TPL collections.

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.

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Executed by the parties, by their duly authorized officers:

Bloomfield Township Public Library

Troy Public Library

By: _____
Judy Lindstrom, President
Library Board of Trustees

By: _____
Cathleen Russ
Director and CEO

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter, Library Director

DATE: June 8, 2012

SUBJECT: Award of Periodical Subscription Bid

Karrie Yukon, Adult Services Librarian, and Ann Williams, Adult Services Department Head, conducted a bidding process for library periodical subscriptions in 2013. A request for periodical subscription proposals was mailed to four companies and posted on the library website on March 31, 2012.

The deadline to receive bids was May 10, 2012 at 4:00p.m. All bids received were publically opened at that time. Four bids were received from Basch Subscriptions, Inc., W.T. Cox, Ebsco Industries, Inc. and cSubs.

Karrie and Ann thoroughly reviewed all four bids received. Attached is a chart they prepared which describes the pros and cons of each vendor, including comments from references for each company.

Basch Subscriptions, Inc. has been our periodical vendor for 2012. This year they submitted the second lowest bid at \$32,572.98. Currently, their ability to solve periodical subscription problems this past six months has not been acceptable to us. Recently, we have been assigned our third Customer Service Representative. As a result, we are not recommending that the bid be awarded to Basch Subscriptions, Inc. as our periodical subscription vendor again this year.

Ebsco Industries, Inc. submitted the third highest bid for periodical subscriptions at \$33,221.06. However, there were several errors in their bid. In addition, Ebsco Industries, Inc. can't supply four periodical titles we requested. These subscriptions must be ordered directly by the Library, again costing staff time. Our goal is to keep direct orders to a minimum. Two references report that they are satisfied with services provided by Ebsco. For this reason, Ebsco Industries, Inc. is not recommended as the company to receive our periodical subscription bid.

cSubs, Inc. submitted the highest bid for our periodical subscriptions at \$34,939.97. They submitted a bid that included several errors. Their bid was not considered further due to the higher price.

W. T. Cox Subscriptions, Inc. submitted a bid for periodical subscriptions of \$27,164.63, the lowest bid received. However, their bid was the most complete of the four bids received. In addition, W. T. Cox Subscriptions, Inc. is offering savings to us by not renewing things that are too far into the future. No other company suggested this as a savings. Upon calling four references provided by W. T. Cox Subscriptions, Inc., all were in agreement that this company delivers quality service in a timely manner. Karrie and Ann recommend that we accept the bid from W. T. Cox Subscriptions, Inc. for periodical subscriptions in 2013. I agree with their recommendation.

ACTION: I move to approve awarding the 2013 library periodical bid to W. T. Cox Subscriptions, Inc., 201 Village Road, Shallotte, NC 28470.

Bloomfield Township Public Library Periodicals Bids 2012/2013

| Company | Total Quoted Price | Supplemental Invoices for Increased Prices | References | Recommended |
|--|--|--|--|-------------|
| Basch Subscriptions, Inc. 10 Ferry Street Suite 429 Concord, NH 03301 | \$32,572.57 | Yes | | No |
| 1. The Library would be paying for the 39 titles that begin 8/13. | 2. While Basch Subscriptions, Inc. is offering the second lowest bid, they do charge back to the library for title increases through the year. | 3. The library would not have to order titles direct. | 4. Two references have indicated that they love Basch very much. Very attentive to emails and missing issues. Huntington Beach Library has outsourced most processing of periodicals to Basch, and they love it! In the last 6 months BTPL has had several issues. | |
| cSubs, Inc. P. O. Box 648 Montvale, NJ 07645 | \$34,939.97 | Unknown | | No |
| 1. We would be paying for the 39 titles that begin 8/13 or later. | 2. cSubs, Inc. is offering the highest bid of the four companies competing for the bid. | 3. cSubs, Inc. is able to provide all titles on the quote. | 4. No references contacted. The quote is too high. | |

Bloomfield Township Public Library Periodicals Bids 2012/2013

| | | | | |
|---|--|--|---|------------|
| Ebsco Subscription Services | \$33,221.06 | Yes | | No |
| P. O. Box 1943 | | | | |
| Birmingham, AL 35201 | | | | |
| 1. The Library would be paying for the 39 titles that begin 8/13. | 2. Ebsco Subscription Services has the third highest bid. This company also charges for title increases during the year. | 3. Ebsco Subscription Services has eight titles that would be direct. Some titles are listed as "Standing Orders". These titles do not yet have prices, and would then increase the invoice total at the time of payment. | 4. Two references report that they love their service from Ebsco. Customer service is responsive to email and faxes for questions and comments. The libraries report they still receive price increase invoices throughout the year. | |
| W. T. Cox Subscriptions, Inc. | \$27,164.63 | No | | Yes |
| 201 Village Road | | | | |
| Shallotte, NC 28470 | | | | |
| 1. W. T. Cox Subscriptions will be saving us money by not renewing 39 items that renew far into the future. W. T. Cox feels that with the economy it is wise not to extend subscriptions too far into the future. These 39 titles will be renewed on the 2014 bid. | 2. W. T. Cox Subscriptions does not bill for titles that increase costs during the year. Our one invoice will pay for all titles. | 3. We will need to order five titles direct. This is something we don't like to do, but cost savings will be larger in the long run, so it should be worth the effort. | 4. Four references report that W. T. Cox has been doing very well with keeping costs low and keeping quality customer service. | |
| References Continued | | | | |
| Cuyahoga County Library is looking into Zinnio as a possible cost savings. | | | | |
| Zinnio is an online product from Recorded Books that enables patrons to view magazines on tablets and computers. | | | | |
| The magazines look just like the paper issues, and include links for advertisements and websites. | | | | |
| According to an article in Library Journal, dated (5/29/12): | | | | |
| "Chattanooga (Public Library) is paying \$6417 for its service, which includes 121 titles (e.g., Newsweek, Parenting, and U.S. Weekly). " | | | | |
| This price includes \$3,600 for the platform." Library staff will be monitoring Zinnio into the future. | | | | |

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: June 7, 2012

SUBJECT: Bond Financing Timetable

On May 29, the Bloomfield Township Board of Trustees approved refinancing the Library Improvements Bond and adopted an Authorizing Resolution for refunding the bond.

As a result, Stauder, Barch & Associated, Inc. Have drafted the attached timetable. If all steps are completed as tentatively scheduled, the bond sale will be held at 11am on July 19, 2012.

Stauder, Barch & Associates, Inc.

Public Financial Consultants
Since 1968

Richard W. Barch
President

Paul R. Stauder
First Vice-President

CHARTER TOWNSHIP OF BLOOMFIELD 2012 REFUNDING BONDS

FINANCING TIMETABLE

| Jun 2012 | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

| Jul 2012 | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

| Action to be Taken | Responsible Party(s) | Date |
|---|----------------------|---------------------------|
| Township adopts Authorizing Resolution for Refunding Bond | T | Tuesday May-29-12 |
| Preliminary Official Statement sent to all parties for review | SB&A | Tuesday Jun-19-12 |
| Due diligence conference call to review Official Statement | All | Thursday Jun-21-12 |
| SB&A to send out rating and insurance packages | SB&A | Friday Jun-22-12 |
| Second draft Official Statement sent out for review, if necessary | SB&A | Friday Jun-22-12 |
| SB&A to send out bond structure for POS and NOS | SB&A | Thursday Jul-05-12 |
| Rating and Insurance response due | SB&A | Monday Jul-09-12 |
| Publish Notice of Sale | B/C | Monday Jul-09-12 |
| Preliminary Official Statement printed | SB&A | Tuesday Jul-10-12 |
| Bond Sale | All | Thursday Jul-19-12 |
| Award Bonds by Delegation | T | Thursday Jul-19-12 |
| Final Official Statement printed | SB&A | Monday Jul-23-12 |
| Bond Counsel to prepare closing documents | B/C | Wednesday Jul-25-12 |
| SB&A to circulate closing figures and instructions | SB&A | Wednesday Jul-25-12 |
| Tentative bond delivery | All | Thursday Aug-09-12 |
| Bond Counsel to file Securities Report | B/C | Thursday Aug-09-12 |

Key:

- T = Charter Township Of Bloomfield
- B/C = Bond Counsel (Dickinson Wright, P.L.L.C.)
- SB&A = Stauder, Barch & Associates, Inc. (Financial Advisor)
- All = All parties

RJN
Jun-06-12

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Assistant Director

DATE: June 12, 2012

SUBJECT: Strategic Plan Update

Library staff has begun to work on the following ten short term goals for this year:

- “First Meeting Free” invitations to Bloomfield Township public and private school Parent Teacher Organizations to meet at the Library will be sent out in September, 2012, when school has resumed again.
- A Library staff committee has been formed to survey Bloomfield Township residents to determine what they know about the Library and its collections, programs and services. The committee’s charge is to determine what questions to ask and decide on the best avenue to collection this information.
- Teen book reviews, with the assistance of the Teen Advisory Board (TAB), will be created for viewing on the Library website and other appropriate avenues starting this fall, 2012 when school resumes again. TAB members will be asked to send in their reviews over the summer.
- Our library rewards program will return again in September, 2012, for Bloomfield Township residents who bring in another resident to get a library card. September is “National Library Card Sign Up Month” and this program fits in perfectly. In addition, the Library plans to unveil its book, *My Library*, an introduction to Bloomfield Township Public Library, during this month by giving a copy to each young patron who receives their very first library card.
- Work has begun on creating a welcome brochure highlighting Library collections and services. This new brochure will be given to each person receiving a new Bloomfield Township Public Library card, placed in our new resident welcome packets and available at the Welcome Desk.
- We have already begun to strengthen our relationship with the Bloomfield Historical Society by working as a team to develop our local history collection. Several Historical Society volunteers have been training to use and assist others in the Library archives. Bloomfield Historical Society documents such as their newsletters, program flyers and board meeting minutes have been added to the collection also.
- Several of the Library’s Department Heads will be meeting to discuss and implement, as appropriate, suggested Library catalog improvements for ease of use by our patrons.

- A Library staff committee has been formed to investigate ways to improve patron wayfinding throughout the building. This committee's first meeting will be held in the near future.
- Adult Services staff will work to promote programs developed with seniors in mind for greater appeal and attendance.
- The Library is waiting for a response from the Community Foundation for Southeast Michigan (CFSEM) regarding our grant application to establish a new collection called "Vitality Kits" for the collection before selecting items to purchase.

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".

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: May 17, 2012

SUBJECT: Troy Public Library Hours and Chronology of Issues

The Trustees inquired at our May 15, 2012 meeting regarding the Troy Public Library hours. The following is a chronology of the issues surrounding the Troy Public Library and the changing hours open to the public:

April 2009 - TPL announces they will charge non-residents a fee to use their Internet computers.

September 2009 - Troy City Manager announced that the city may have to close the library

March 2010 - Troy Public Library is scheduled to be closed on June 30, 2011.

July 2010 - Beginning on July 1, 2010 the Troy Public Library will reduce its hours and close on Saturdays. The Library's new hours will be Monday-Thursday, 10 am - 9 pm Friday, 10 am - 5 pm, Saturday, Closed, Sunday, 1 - 5 pm

Nov 2010 - Four referendums on Troy ballot regarding library. All fail.

February 2011 - Announcement Troy Public Library's last day of service to the public is Sunday, May 1 from 1 pm - 5 pm. TPL stops filling interlibrary loan requests March 15.

March 2011 - BTPL Library Board supported by administrative decision to move all Troy cards to temp cards effective 3-16-11. All TPL cards to expire at BTPL on expiration date of 4-30-11.

April 2011 - Troy Council decides to postpone library closing until May 2 and proposal to fund the library for the next year at \$1.6 million dollars.

May 2011 - Troy City Council decided to proceed with a special election for a dedicated library millage on August 2, 2011. Troy Public Library will remain open at its current level of service through that time. Troy cardholders reinstated at BTPL as temporary cardholders and will be eligible to borrow up to three items cumulatively effective immediately through the election.

August 2011 - voters approved the five-year dedicated library millage request. Millage will provide \$3.1 million to fund the library, which will remain open 55 hours each week -- a 10 hour a week decrease from 2010.

October 2011 - Troy City Council, at their October 3 meeting, eliminated the Library Advisory Board. Administrative matters are to be handled by the City Manager and the Troy Library Director.

November 2011 - Troy Public Library will begin offering Saturday hours of operation, but will be closed to the public on Fridays under a measure passed Monday night by the city's governing body. Hours will be reduced to 51 per week. Hours: Mon-Thurs 10 am - 9 pm, Sat 10 am - 5 pm, Sun 1 pm - 5 pm.

FOL Board Meeting
June 6, 2012

President Glenda Bard called the meeting to order at 12:32 p.m.

Board members present: Glenda Bard, Allen Carlson, Wolf Chayt, Kathy Conner, Nancy Lambert, Germaine Mack, Pat Miotke, Warren Nielsen, Sally Pullar, Larry Sabbath and Virginia Smith, Also present were Karen Kotulis, Carter, Pam Williams and Andrea Aragona.

Present's Report: Glenda

- Warren, the nominating chairperson, is the person to talk to about new Board members.
- Carol is in charge of the sales room for Wednesday morning sorting sessions.

Secretaries Report

Moved by Sally, seconded by Larry to approve the minutes with necessary spelling corrections. The minutes were approved as corrected.

Treasurers Report: (see attached) Larry

Sally moved, seconded by Pat to accept the report. Approved.

Membership Report: Cathy--396 members

Bookstore: Cathy --\$2033.51 collected during April.

SSSS: Virginia.

- Virginia moved to purchase three small book carts at a cost of \$137.88 each. The carts would be used for featuring special collections at the Saturday sale. Seconded by Germaine and approved.

Wish List - Germaine

Germaine noted which priority items the committee felt met with the guidelines of the Board.

Larry moved, seconded by Wolf to approve priority #3, 4, 5, 7, 8, and 15. The motion was approved.

Pat moved, seconded by Cathy to approve priority #10. The motion was approved.

Virginia moved, seconded by Wolf to approve priority #14. The motion was approved.

Allen moved, seconded by Wolf to approve one priority #6. Larry amended the motion, seconded by Sally to approve 2 priority #6. The motion was approved.

1. \$3,600 Administration – Chamber Concert Series Priority # 3
2. \$700 Adult Services – Everyone's Reading program Priority #4
3. \$500 Youth Services – Story Telling Festival Priority #5
4. \$7,100 Youth Services – AWE computers upgrade Priority #6
5. \$5,100 Administration – Recycled Plastic book bags Priority #7
6. \$2,000 Youth Services – PJ Theater program Priority #8
7. \$550 Youth Services – Complete set of Harry Potter series on e-audio Priority #10
8. \$375 Youth Services – Iron Chef Bloomfield II program Priority #14
9. \$3,000 Youth Services – DVD collection Priority #15

Total expenditure= \$22,925

Library Trustee: Pam

- The May Board meeting was televised.
- On May 29 the Township moved to work with the bond company on the 2003 bonds issued for the Library building. The lower rates will save over one million dollars over the lifetime of the bonds.

Director's Report: Karen Also see the attachment

- On September 20, 2012 the BTPL is holding an initial planning meeting for the 2014 50th anniversary celebration.
- The Digital Bookmobile will be at the Township officers on Friday, June 15 from noon to 6 p.m.
- The SOC sent a letter requesting support for the 2012 Holiday Party.
- U of M Chamber Concert Series dates are noted in the attachment..

Old Business: Allen made a report on the Bag Day Sale Friday, June 9 to be held in conjunction with the regular Saturday sale. The books will be in room 1 with set up on Friday at 1:00 p.m. After shopping book bags will be held in room 2 until the customer is ready to leave.

New Business:

- There is one Board vacancy.
- Please think about the annual meeting for 2013. A chairperson and speaker will need to be selected.
- Allen moved, seconded by Germaine that the July 2012 meeting be eliminated. The motion was defeated.
-

Moved by Allen, and seconded by Wolf to adjourn the meeting. Meeting adjourned at 1:56 p.m.

Respectfully submitted,
Nancy Lambert

The next meeting will be Wednesday July 11, 2012 at 12:30 p.m.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FRIENDS OF THE LIBRARY
MONTHLY DIRECTOR'S REPORT
June, 2012**

- **BTPL will celebrate our 50th Anniversary in October, 2014!**
*A special brainstorming meeting has been scheduled for **Thursday, September 20, 2012 at 7:00pm at the Library**. We hope the Friends will send representatives to attend and share your great ideas. Please let me know who you delegate to represent the FOL.*
- You are invited to **visit us at the Digital Bookmobile on Friday, June 15, from 12noon to 6p.m.** at Bloomfield Township Halls' Exeter Road parking lot! Learn how to download eBooks, audiobooks and more! This high tech bookmobile is equipped with internet-connected PCs, high definition monitors and premium sound systems. A variety of portable media players, such as Kindle, iPod touch, Android tablet, NOOK, Sony Reader and more, will be available to try out in the Gadget Gallery.



Interactive computer stations will allow visitors an opportunity to search and try out ebooks, audiobooks and music from the Library. Prizes and more will be available too! Come visit us on the Digital Bookmobile and have fun with this interactive experience!

- The SOC is requesting support once again for our **2012 Holiday Party**. Their request is copied on the back of this report for your consideration.
- Thank you for your support of our University of Michigan Chamber Concert Series. The following dates have been tentatively scheduled for the 2012-2013 Season (pending approval on the Wish List):

2012 Concert Dates:

Concert Friday, October 26 at 7:30 p.m.

2013 Concert Dates:

Concert Friday, January 25 at 7:30 p.m.

Concert Friday, February 15 at 7:30 p.m.

Concert Friday, March 22 at 7:30 p.m.

Concert Friday, April 26 at 7:30 p.m.

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2012

JULY

2012

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|--|--|--|---|--|
| 1 | 2 Lego Club 6:30pm | 3 Knit N Stitch Circle 10-11:30am Scavenger Hunt 1-2pm Tue. @ the Movies 2-4pm | 4 LIBRARY CLOSED | 5 | 6 Campfire Tales 10:30 am Drop in Help with Downloading Library eBooks 2-4pm | 7 Intro to Scanning & Photo Editing 2-4pm Original Star Wars Movie Marathon 10pm in Teen Center |
| 8 | 9 | 10 Memoir Writers' Group 1-3pm Mad Science 2-3pm Library Garden Tour 7pm | 11 Be a Star Movie Matinee 2-4pm Glow in the Dark Party 6pm Non Fiction Book Club 7-8:30pm Writers Rendezvous 7-8:30pm | 12 Mad Science 2-3pm | 13 Drop In Help with Downloading Library eBooks 2-4pm Be a Star after Hours Teen Lock in- 6:30-9pm | 14 Friends Saturday Book Sale 9:30-3:30pm Intro to Excel 2-4pm |
| 15 | 16 Meet the K-9 Unit TBD | 17 I am a Superhero 1-2pm Library Board of Trustees Meeting 7 pm | 18 Mystery Book Club 1 & 6 pm Talent Show Auditions 2pm Be a Star Movie Matinee 2-4pm | 19 Aikido Live 6:30pm | 20 Boomers & Beyond 10-11am Drop In Help with Downloading Library eBooks 2-4pm | 21 Intro to Social Networking 2-4pm |
| 22 | 23 Computer Basics 1 2-3:30pm eBooks: Free from the Library 7pm | 24 Summer Games 1-2:30pm Memoir Writers' Group 1-3pm | 25 Talent Show Rehearsal 2pm Be a Star Movie Matinee 2-4pm Writers Rendezvous 7-8:30pm | 26 Eleanor's Book Club 10am-noon Elmore Leonard & Peter Leonard 7pm | 27 Drop In Help with Downloading Library eBooks 2-4pm | 28 Swim Night at the Natatorium 6-8pm |
| 29 | 30 Computer Basics 1 Part 2 2-3:30pm | 31 Big Dreamers 11am | | | | |