

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
August 21, 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 electronic delivery for the REGULAR BOARD MEETING SCHEDULED
for TUESDAY, August 21, 2012, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE EMAILED</u>
1	Agenda	8/17/12
2a	Request to remove items from the Consent Agenda for Discussion	8/17/12
2b	Motion to approve the order of items for the regular and consent agendas	8/17/12
5	Motion to approve remaining consent agenda items 6-8d	8/17/12
6	Regular Board Meeting Minutes of 7/17/12	8/17/12
7a	Cash Disbursements	8/17/12
7b	Revenues/Expenditures Budget Report	8/17/12
7c	Energy Report	8/17/12
8a	President's Report	
8b	Director's Report	8/17/12
8c	Tentative Schedule Calendar	8/17/12
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – Meeting Minutes of 7/30/12	8/17/12
8d	Art Committee – Meeting Minutes of 8/10/12	8/17/12
8d	Development – no report	
8d	Finance Committee – Meeting Minutes of 7/26/12	8/17/12
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds – no report	
8d	Jeanette P. Myers Scholarship Committee – Memo 8/10/12	8/17/12
8d	Landscape Committee –no report	
8d	Personnel Committee –no report	
8d	Policy Committee – no report	
10a	Unfinished Business – no report	
11a	Proposed 2013 Calendar	8/17/12
13	Motion to approve any items removed from the consent agenda	8/17/12
	<u>UNNUMBERED ITEMS</u>	<u>DATE EMAILED</u>
	Memo regarding Strategic Plan Update	8/17/12
	Memo regarding Follow up on Total Investment Cost	8/17/12
	Friends Meeting Minutes for 8/1/12	8/17/12
	Administrative Calendar – September 2012	8/17/12

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, July 17, 2012
Regular Board Meeting
7:00 P.M.

**Brief ceremony to award Myers Scholarship at 6:45 p.m. and Public Budget Hearing at 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 July 17, 2012
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Judy Lindstrom
 - b. Director: *Karen Kotulis-Carter
 - c. Tentative Schedule
 - d. Committee:
 - *Art Committee *Ad Hoc*
 - *Bloomfield Township Liaison
 - *Building & Grounds
 - *Cranbrook
 - *Development
 - *Finance
 - *Friends of the Library Liaison
 - *Jeanette P. Myers Scholarship Selection
 - *Landscaping/Interiors
 - *Personnel

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Proposed 2013 Calendar
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: September 18, 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, July 17, 2012

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

Present: Trustees: Joseph Falik, Grant Gerhart, Judy Lindstrom, and Pam Williams

Unable to Attend: Margaret Cohen and Joan Luksik

Administration: Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller; Finance Coordinator, Beth Sulek-LaHousse; Director's Secretary, Andrea Aragona

Guests: Walter G. Schwartz, Gregory Schwartz & Co, Inc; Matthew J. Whitty, Gregory J. Schwartz & Co., Inc.

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

A vote was taken for approval of the motion.

Ayes: Falik, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

With all the hot weather in mind, Judy commended the staff as the Library was refuge to many during the power outages caused by the storms in early July. Judy came to the Library during that time and saw the parking lot full, yet staff was very welcoming to the patrons and she appreciated the fact that patrons could come to this beautiful place, enjoy the air conditioning, and have a good experience during a difficult time! Judy also commended staff for their work on the Annual Report. It was done well and very informative. She was especially pleased to see we had over 900,000 items borrowed during the past year and how much was accomplished during the year given all the budget constraints!

Director's Verbal Report:

Karen followed up on discussion from the June Board Meeting. A taxpayer in the audience questioned the availability of the study rooms at the June Board Meeting. Karen stated that we did statistic gathering during the week of June 25-July 1 and did a trial count. We realized school was not in session at that time and assume usage would be lower. The report showed that during that week, eighteen of our adult study rooms were in use 57% of the time, leaving availability 43% of the time. The two Youth Service study rooms were in use 36% of the time leaving them available 64% of the time during that week. We will add the study room usage to the collection gathering we do twice a year during our Performance Output Measures in April and October. School will be in session at that time. We are very happy the rooms are being used and want to make them available for people when they need them. Trustee, Grant Gerhart, felt it is good to gather these statistics and possibly incorporate a system of reserving rooms. Karen explained that this was done in the past and was very problematic. However, we are investigating software that may assist in this, but it is very costly and we need to make sure it will really improve the situation before further consideration.

Materials were given to the Trustees with the Bond Sale information from Stauder, BARCH & ASSOCIATES, Inc. Karen reminded the Trustees that Thursday, July 19, 2012 at 11:00 a.m. the Library Improvement Bonds being refunded will go up for sale.

Karen stated another record was broken at the Library as the Friends of the Library held their Christmas in July used book sale on July 14, 2012 and had sales in the amount of \$3,506.00! Karen congratulated Virginia Smith, coordinator of the Second Saturday Super Sales, along with the Friends for all their hard work.

This afternoon, Marian Rafal, Youth Services Department Head, reported to Karen that the 1000th child registered for the 2012 Summer Reading Club! BTPL has had 1000 children register before, but it had been many years ago.

The first edition of BTPL's first book, *My Library*, is completed! It has our very own ISBN number! It has been in the making for several years and started from a generous gift from the Friends of the Library. A copy of the book will be given to each child when they sign up for their very first library card at BTPL. Karen is very grateful and offered a great big Thank You to Carol Mueller, Assistant Library Director; Robin Lang, Administrative Clerk; Marian Rafal, Youth Services Department Head; Nancy Kolush, volunteer photographer, and author, Barbara Bloom for all their work on this project.

CONSENT AGENDA MOTION

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

A vote was taken for approval of the motion.

Ayes: Falik, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

At this time, Judy thanked Beth Sulek-LaHousse, Finance Coordinator, for all the hard work she puts in. She does a fantastic job working on the audit, budget and all things regarding the Library's finances!

UNFINISHED BUSINESS:

No discussion at this time.

NEW BUSINESS:

The order of items was changed at this time and item 11c was discussed as Judy invited Matthew Whitty and Walter Schwartz from Gregory J. Schwartz & Co., to present. Items 11a and 11d were then discussed as they related sequentially. 11b was then placed as last item of New Business.

11c Investing Funds with Gregory Schwartz & Co.

The Finance Committee met with representatives from our investment firm of Gregory Schwartz & Co. to review our current investments. Matthew Whitty and Walter Schwartz provided a status report to the Trustees. The audit suggested that funds invested in banks are not fully covered by FDIC insurance and could be considered a custodial credit risk. FDIC coverage only extends to \$250,000 and some of our bank accounts are significantly higher despite our attempts to keep them spread as much as possible. Our key goal is preservation of principle. By investing in the vehicles that Schwartz & Co. can provide, the funds would be backed by the full faith of the U.S. Government. The portfolio includes investments and vehicles that are the highest investment grade AAA rated Securities issued by the United States Government. The average duration of these fixed income Securities is approximately 2.6 years. Our investments with Schwartz & Co., through the use of RBC Capital Markets, LLC (the "clearing Firm") are also covered by a \$5,000,000 insurance policy. The Finance Committee recommended we also invest the 8-month fund balance of the General Fund with Schwartz & Co. Matthew Whitty explained the compensatory cost to manage the portfolio would be 95 basis points which is divided between Gregory Schwartz & Co. and the managers at RBC Capital Markets who actively manage these funds. This cost is taken before the

current yield is figured on the portfolio.

The Trustees presented many questions to the Schwartz & Co. representatives including benchmarks used for fees and rate of return, liquidity needs and security of the investments proposed.

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart **FOR THE LIBRARY TO INVEST THE GENERAL FUND 8-MONTH FUND BALANCE WITH GREGORY SCHWARTZ & CO. THROUGH RBC CAPITAL MARKETS, LLC (THE "CLEARING FIRM") IN INSTRUMENTS THAT FOLLOW THE GUIDELINES SET FORTH IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION.**

A vote was taken for approval of the motion.

Ayes: Falik, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

11a Audit and Management Letter

At this time, Judy commended Karen Kotulis-Carter and Beth Sulek-LaHousse for their detailed work and careful management of our finances. Despite a reduced budget, once again we had a balanced budget and an unqualified opinion. Judy stated that we are thrilled to offer quality services despite having to cut the budget.

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart **TO ACCEPT THE AUDIT AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Falik, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

11d Combining Funds

Karen stated that GASB 54 requires that the combined fund balances for Library funds be repackaged according to specific new guidelines. Karen requested approval from the Board to physically merge our General Fund with the Improvement & Revolving Fund. Both funds are now reported as the "General Fund" by the auditors in our Financial Statements. The Finance Committee approved Karen's recommendation at their meeting on June 26, 2012. Combining the General Fund with the Improvement & Revolving Fund would result in terminating the I&R as a separate fund. A truer picture of our total operating costs would be presented to Trustees and the public along with simplifying our budgeting process if these funds are combined.

After discussion, a motion was made by Grant Gerhart, seconded by Pam Williams **TO COMBINE THE GENERAL FUND AND THE IMPROVEMENT & REVOLVING FUND INTO ONE FUND TITLED THE GENERAL FUND FOR THE CURRENT 2012-2013 FISCAL YEAR AND FOR ALL FUTURE FISCAL YEARS.**

A vote was taken for approval of the motion.

Ayes: Falik, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

11b Annual Report

Karen reviewed the Annual Report with the Trustees. Once again, we have accomplished many things in the span of twelve months! Karen stated that despite our shrinking budget, our staff is never short on ideas, innovation or enthusiasm and she commended staff for their continued high level of service and dedication. Efforts to prioritize access to our taxpayers continue to be successful as our resident circulation grew to 86.12% of the total circulation, resulting in a decrease of our non-resident circulation to less than 15%. We had a record-breaking circulation of 908,115 items. The Annual Report is posted on our website.

After discussion, a motion was made by Joseph Falik, seconded by Pam Williams **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR THE 2011-2012 FISCAL YEAR.**

A vote was taken for approval of the motion.

Ayes: Falik, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

A question was raised with regard to the amount of the Myers Scholarship Fund payout. Karen explained that the Myers Scholarship Fund has a payout every year. We accept the payout each year, because we want to provide a scholarship each year. CFSEM specifies the amount of the scholarship payout based on their investment yield for the year. Also, for many years Beth Sulek-LaHousse has contributed additional funds to the scholarship enhancing the amount awarded.

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

A vote was taken for approval of the motion.

Ayes: Falik, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

OTHER:

No discussion

Meeting adjourned at 8:38 p.m.

The next meeting of the Library Board of Trustees is Tuesday, August 21, 2012 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

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

AudioCraft Publishing, Inc. - Jonathan Rand's newest volumes of one of his mystery series (Youth) from his website.

Elsevier - American Board of Medical Specialties Directory subscription

Russian Publishing House Ltd - Youth Russian books for our World Languages collection

Rockford Map Publishers - used to purchase historic Plat Maps of Oakland County (1956, 1960, 1964, 1970, 1975 and 1979).

General Fund

- Check # 12291 payable to **Bloomfield Township** in the amount of \$331,235.85 was payment for two payrolls, FICA, HRA contribution, etc as usual. But this month also includes \$78,278 toward our annual Building & Contents Insurance coverage. We had estimated a premium of \$85,000 so there is a small savings.
- Check # 12301 payable to **Duross Painting Inc.** In the amount of \$5,700 was payment for treatment and repainting of all perimeter eaves and overhang. This needs to be done every two to three years for regular maintenance.
- Check # 12308 payable to **L J Rolls Refrigeration** in the amount of \$10,100 was payment for replacement of bad power supply board on boiler 2 (\$520), troubleshoot chiller shutting down on July 18 (\$173) and after power outage (\$137) and brownout (\$137), install new exhaust fan in youth public restroom (\$848), checking all systems after second power outage (\$209), installed new temperature/humidity sensor (\$734), installed 10HP blower motor, 7.5 HP condenser fan motor and 3HP condenser fan motor (\$7,342).
- Check #12340 payable to **Summit Electric** in the amount of \$13,294.20 was payment for the installation of a new light pole in the parking lot and laying conduit for the future installation of four more lampposts along the west side of the parking lot. This work included installing infrastructure (circuits, wiring and conduits from lower level to the south end of the parking lot, trenching, concrete and irrigation repair.)

Gift Fund

- Check #s 4023 and 4024 payable to the **University of Michigan** and **Wayne State University** in the amount of \$400 each was payment for the Myers Scholarship winners. The award is paid directly to their respective college or university.

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
9976	7/6/12	123 NET	105.01	2,100.00
9977	7/6/12	HOME DEPOT CR. SERV.	105.01	214.18
9978	7/6/12	PACIFIC TELEMANAGEMENT SERVICES	105.01	78.00
9979	7/19/12	Brooke Hoskins	105.01	97.20
9980	7/19/12	Beth Sulek-LaHousse	105.01	36.63
9981	7/19/12	Amy Young	105.01	32.70
9982	7/19/12	AT&T	105.01	666.31
9983	7/19/12	BLOOMFIELD TOWNSHIP	105.01	3,509.00
9984	7/19/12	COMCAST	105.01	49.31
9985	7/19/12	DTE ENERGY	105.01	29,211.88
9986	7/19/12	MIUG	105.01	40.00
9987	7/19/12	PITNEY BOWES, INC.	105.01	261.50
9988	7/19/12	RBC CAPITAL	105.01	1,800,000.00
9989	7/19/12	VERIZON WIRELESS	105.01	257.14
12268	7/31/12	ACUPUNCTURE HEALTHCARE ASSOC. OF MI,INC	105.01	120.00
12268V	7/31/12	ACUPUNCTURE HEALTHCARE ASSOC. OF MI,INC	105.01	-120.00
12269	7/31/12	AMAZON.COM	105.01	887.53
12269V	7/31/12	AMAZON.COM	105.01	-887.53
12270	7/31/12	BACKER LANDSCAPING, INC.	105.01	135.00
12270V	7/31/12	BACKER LANDSCAPING, INC.	105.01	-135.00
12271	7/31/12	ACUPUNCTURE HEALTHCARE ASSOC. OF MI,INC	104.01	120.00
12272	7/31/12	AMAZON.COM	104.01	887.53
12273	7/31/12	BACKER LANDSCAPING, INC.	104.01	135.00
12274	7/31/12	JUDITH CARLSON	104.01	170.63
12275	7/31/12	COMCAST	104.01	54.95
12276	7/31/12	CONSUMERS ENERGY	104.01	4,912.06
12277	7/31/12	FORT DEARBORN LIFE INS. CO.	104.01	845.24
12278	7/31/12	PNC BANK	104.01	1,010.65
Total				\$1,844,689.91
REGULAR CHECKS:				
12279	8/10/12	AM BEST COMPANY, INC.	104.01	2,377.90
12280	8/10/12	AMIGO MOBILITY CENTER	104.01	30.00
12281	8/10/12	APPLE BOOKS	104.01	135.76
12282	8/10/12	AUDIOCRAFT PUBLISHING, INC.	104.01	29.60
12283	8/10/12	AUDIOGO	104.01	363.63
12284	8/10/12	BACKER LANDSCAPING, INC.	104.01	2,546.14
12285	8/10/12	BAKER & TAYLOR, INC.	104.01	12,020.09
12286	8/10/12	VOID	104.01	
12287	8/10/12	VOID	104.01	
12288	8/10/12	VOID	104.01	
12289	8/10/12	BERNAN ASSOCIATES	104.01	222.00
12290	8/10/12	BLACKSTONE AUDIOBOOKS	104.01	153.60
12291	8/10/12	BLOOMFIELD TOWNSHIP	104.01	331,235.85
12292	8/10/12	PETTY CASH - BTPL	104.01	128.38
12293	8/10/12	BUSINESS COMMUNICATION SYSTEMS, INC.	104.01	176.98
12294	8/10/12	BWI BOOK WHOLESALERS, INC	104.01	1,785.91
12295	8/10/12	VOID	104.01	
12296	8/10/12	CAR TRUCKING, INC.	104.01	399.00
12297	8/10/12	CENTRAL BUSINESS SYSTEMS, INC.	104.01	
12298	8/10/12	THE CHILD'S WORLD	104.01	644.30
12299	8/10/12	DEMCO, INC.	104.01	345.28
12300	8/10/12	DU ALL CLEANING, INC	104.01	9,200.00

Check #	Date	Payee	Cash Account	Amount
12301	8/10/12	DUROSS PAINTING CO	104.01	5,700.00
12302	8/10/12	ELSEVIER INC.	104.01	949.00
12303	8/10/12	GALE CENGAGE LEARNING	104.01	1,511.53
12304	8/10/12	GENPOWER PRODUCTS, INC.	104.01	750.00
12305	8/10/12	GREY HOUSE PUBLISHING	104.01	424.05
12306	8/10/12	INFOBASE PUBLISHING	104.01	2,152.13
12307	8/10/12	JCR SUPPLY CO/BEDARD BROS	104.01	340.76
12308	8/10/12	LJ ROLLS REFRIGERATION CO., INC	104.01	10,100.00
12309	8/10/12	LIVE OAK MEDIA	104.01	203.10
12310	8/10/12	MADISON ELECTRIC CO.	104.01	49.00
12311	8/10/12	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	780.15
12312	8/10/12	MIDWEST TAPE	104.01	4,317.22
12313	8/10/12	VOID	104.01	
12314	8/10/12	VOID	104.01	
12315	8/10/12	MONROE COUNTY LIBRARY SYSTEM	104.01	13.00
12316	8/10/12	MORNINGSTAR, INC.	104.01	199.00
12317	8/10/12	NATIONAL SIGN COMPANY	104.01	975.00
12318	8/10/12	NETECH CORP	104.01	16,626.23
12319	8/10/12	NUTECH GRAPHICS	104.01	1,135.85
12320	8/10/12	ORIENTAL TRADING CO., INC.	104.01	36.98
12321	8/10/12	OVERDRIVE	104.01	3,058.99
12322	8/10/12	PARACLETE PRESS, INC	104.01	52.96
12323	8/10/12	PARTNERS BOOK DISTRIBUTING, INC.	104.01	2,781.82
12324	8/10/12	VOID	104.01	
12325	8/10/12	QUILL CORPORATION	104.01	35.57
12326	8/10/12	RANDOM HOUSE, INC.	104.01	275.24
12327	8/10/12	RECORDED BOOKS, LLC	104.01	527.57
12328	8/10/12	REHMANN ROBSON	104.01	3,000.00
12329	8/10/12	RELIABLE OFFICE SUPPLIES	104.01	256.94
12330	8/10/12	RICOH AMERICAS CORP.	104.01	7.08
12331	8/10/12	ROCHESTER HILLS PUBLIC LIBRARY	104.01	19.95
12332	8/10/12	ROCKFORD MAP PUBLISHERS	104.01	268.95
12333	8/10/12	RUSSIAN PUBLISHING HOUSE LTD	104.01	126.77
12334	8/10/12	MICHAEL D. SCHLOFF, PLLC	104.01	481.40
12335	8/10/12	SECURITY DESIGNS INC.	104.01	115.00
12336	8/10/12	SENSOURCE	104.01	433.83
12337	8/10/12	SERVICE HEATING & PLUMBING	104.01	344.44
12338	8/10/12	SHOPLET.COM	104.01	1,298.11
12339	8/10/12	SIEMENS COMMUNICATIONS, INC	104.01	484.54
12340	8/10/12	SUMMIT ELECTRIC, INC.	104.01	13,294.20
12341	8/10/12	TANTOR MEDIA	104.01	24.14
12342	8/10/12	THE MAILBOX YEARBOOK	104.01	159.80
12343	8/10/12	THOMSON REUTERS/THOMSON WEST	104.01	168.50
12344	8/10/12	THYSSENKRUPP ELEVATOR CORP	104.01	227.28
12345	8/10/12	ULINE	104.01	77.58
12346	8/10/12	VIGILANTE SECURITY	104.01	1,950.00
12347	8/10/12	WALLACEBURG BOOKBINDING & MFG	104.01	465.01
12348	8/10/12	WESCO DISTRIBUTION	104.01	1,273.34
12349	8/10/12	WESTON WOODS	104.01	97.95
Total				<u>\$439,364.38</u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4007	7/10/12	JIM SLEZINSKI	102.03	200.00
4008	7/19/12	Elizabeth Conger	102.03	66.90
4009	7/31/12	Elizabeth Conger	102.03	21.63
4010	7/31/12	AMAZON.COM	102.03	98.53
4011	7/31/12	PNC BANK	102.03	252.56

Check #	Date	Payee	Cash Account	Amount
4012	7/31/12	PAUL VORNHAGEN	102.03	1,000.00
				\$1,639.62
REGULAR CHECKS:				
4013	8/10/12	AMIGO MOBILITY CENTER	102.03	200.00
4014	8/10/12	AWE	102.03	6,780.00
4015	8/10/12	BAKER & TAYLOR	102.03	87.12
4016	8/10/12	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	566.70
4017	8/10/12	BWI BOOK WHOLESALERS, INC.	102.03	775.99
4018	8/10/12	JANWAY COMPANY	102.03	3,582.00
4019	8/10/12	TERRY LOVE	102.03	10.00
4020	8/10/12	OVERDRIVE, INC.	102.03	550.00
4021	8/10/12	PARTNERS BOOK DISTRIBUTING, INC	102.03	115.33
4022	8/10/12	TANTOR MEDIA	102.03	227.81
4023	8/10/12	UNIVERSITY OF MICHIGAN	102.03	400.00
4024	8/10/12	WAYNE STATE UNIVERSITY-FIN.AID/SCHOLARS	102.03	400.00
Total				\$13,694.95

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

PRESENTED: AUGUST 21, 2012 FOR THE MONTH OF: JULY 2012

ACCOUNT NAME	2012-2013	2012-2013	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Four Months 33%
	ADOPTED BUDGET AS OF MAR 20, 2012	AMENDED BUDGET AS OF JULY 17, 2012				VARIANCE
Revenues						
Taxes	\$4,530,195	\$4,530,195	\$0	(\$17,372)	-0.38%	(\$4,547,567)
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	\$12,282	\$40,991	31.91%	(\$87,473)
Charges for Services	\$13,328	\$13,328	\$988	\$4,580	34.37%	(\$8,748)
Investment earnings	\$115,017	\$115,017	\$37,072	\$38,431	33.41%	(\$76,586)
Change in Asset Value	\$0	\$0	\$14,209	\$14,209	14209.35%	\$14,209
Miscellaneous	\$9,473	\$9,473	\$997	\$3,458	36.50%	(\$6,015)
Total Revenues	\$4,876,095	\$4,876,095	\$65,549	\$84,298	1.73%	(\$4,791,797)
Expenditures						
Personnel	\$3,344,208	\$3,344,208	\$250,063	\$989,070	29.58%	(\$2,355,138)
Library Services	\$808,543	\$808,543	\$38,688	\$244,983	30.30%	(\$563,559)
Facilities & Equipment	\$1,044,418	\$1,044,418	\$216,985	\$400,696	38.37%	(\$643,722)
Other Operating Expenditures	\$153,882	\$153,882	\$14,116	\$54,917	35.69%	(\$98,965)
Total Expenditures	\$5,351,050	\$5,351,050	\$519,852	\$1,689,666	31.58%	(\$3,661,384)
Fund Balance - Beginning	\$8,177,620	\$8,304,070		\$8,304,070		
Net revenue (expenditure)	(\$474,955)	(\$474,955)		(\$1,605,368)		
Fund Balance - Ending	\$7,702,665	\$7,829,115		\$6,698,702		

Amendments to the budget:

Budget was increased due to dissolving the I & R Fund and combining it with the General Fund. Also, beginning fund balance was updated to include both Funds.

Fund Balance Designations (please note: designations were not finalized until the 2011-2012 audit was completed)

Non-spendable Fund Balance (includes all fixed assets)	\$28,268,698	\$27,455,362
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is the 8-months of expenditures amount)	\$0	\$3,444,045
Assigned Fund Balance (is the compensated absences payouts of \$414,319 and the full funding of the OPEB obligation of \$3,312,000)	\$474,163	\$3,726,319
Unassigned Fund Balance (is the unplanned emergency amount)	\$7,703,457	\$658,751

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

7b

PRESENTED: AUGUST 21, 2012 FOR THE MONTH OF: JULY 2012

Four Months 33%

ACCOUNT NAME	2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF JULY 31, 2012	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$43,321	\$13,613	\$41,081	94.83%	(\$2,240)
Investment Earnings	\$200	\$245	\$16	\$262	106.70%	\$16
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$43,566	\$13,629	\$41,343	94.90%	(\$2,223)
<u>Expenditures</u>						
Library Services	\$45,921	\$64,392	\$3,017	\$13,778	21.40%	(\$50,614)
Facilities & Equipment	\$29,731	\$30,831	\$6,980	\$10,720	34.77%	(\$20,110)
Other Operating Expenditures	\$95,917	\$111,728	\$5,535	\$8,166	7.31%	(\$103,562)
Total Expenditures	\$171,569	\$206,951	\$15,532	\$32,664	15.78%	(\$174,287)
Fund Balance	\$104,716	\$98,387		\$98,387		
Reserved Fund Bal.	\$66,853	\$67,239		\$67,239		
Net revenue (expenditures)	(\$170,869)	(\$163,385)		\$8,679		
Fund Balance - Ending	\$700	\$2,242		\$174,305		

Amendments to the budget:

All changes due to gifts received

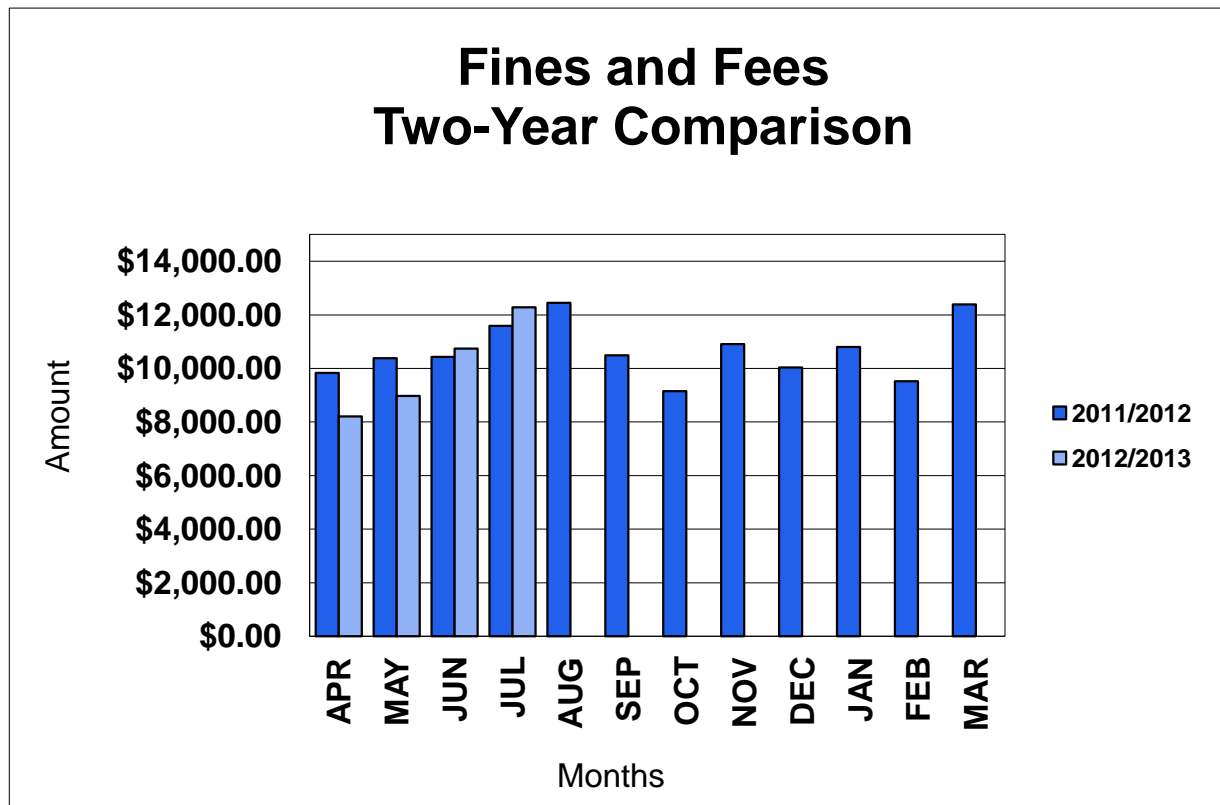
Bloomfield Township Public Library
Asset Allocation Summary
JULY 2012

7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Business High Yield Savings(Closed 7/19/12)	0.20%	7/31/2012	\$0.00
	Chase Checking	0.00%	7/31/2012	\$236,803.10
	Chase Checking (Ecommerce)	0.00%	7/31/2012	\$227,299.20
	Fifth Third Maxsaver Plus Checking(T bills purchases	0.20%	7/31/2012	\$250,030.91
	Flagstar Public Funds Savings	0.50%	7/31/2012	\$208,620.65
	Flagstar Premier Public Entities Checking	0.25%	7/31/2012	\$10,072.78
	RBC Capital Cash/Money Market	0.00%	7/31/2012	\$119.57
	RBC Capital - Investments	0.00%	7/31/2012	\$6,204,709.98
	Total General Fund			<u>\$7,137,656.19</u>
Gift Fund				
	Chase Checking (Closed 7/18/12)	0.00%	7/31/2012	\$0.00
	Huntington Public Fund Business Interest Checking	0.15%	7/31/2012	\$135,805.31
	Huntington CD - matures 5/7/14	0.76%	7/31/2012	\$52,195.00
	Total Gift Fund			<u>\$188,000.31</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

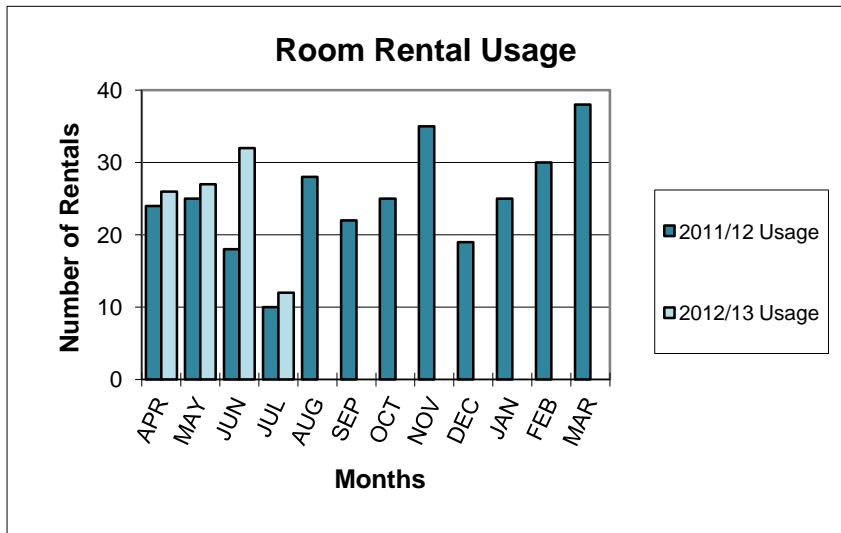
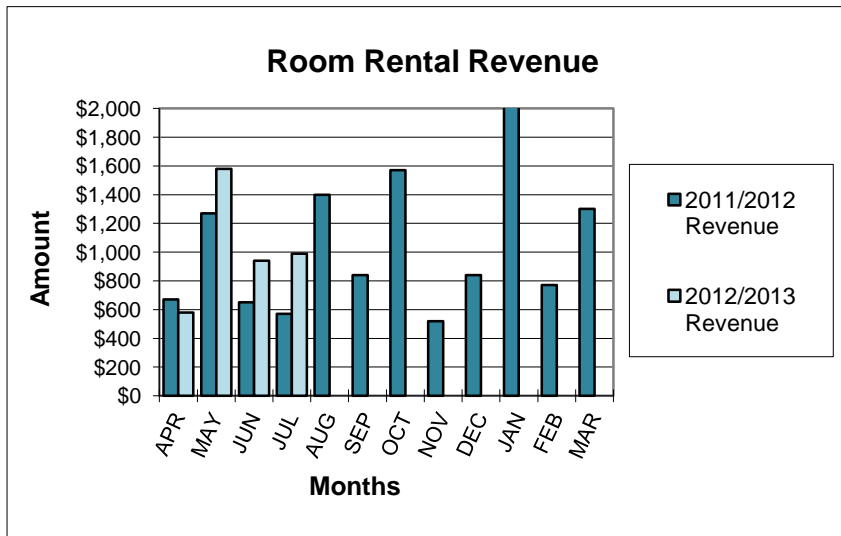
Month	2011/12 Fiscal Year	2012/13 Fiscal Year	Difference
APR	\$9,833.22	\$8,206.59	(\$1,626.63)
MAY	\$10,378.73	\$8,971.89	(\$1,406.84)
JUN	\$10,434.82	\$10,741.83	\$307.01
JUL	\$11,589.00	\$12,280.42	\$691.42
AUG	\$12,450.47		(\$12,450.47)
SEP	\$10,484.90		(\$10,484.90)
OCT	\$9,151.58		(\$9,151.58)
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	\$40,200.73	(\$87,765.84)



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	\$940.00	\$290.00	18	32	JUN
JUL	\$570.00	\$990.00	\$420.00	10	12	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	\$12,740.00	\$4,090.00	(\$8,650.00)	299	97	



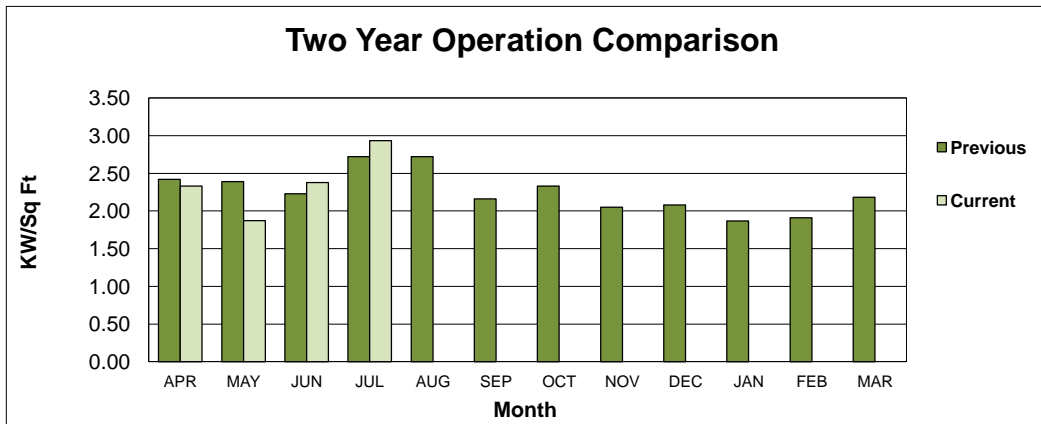
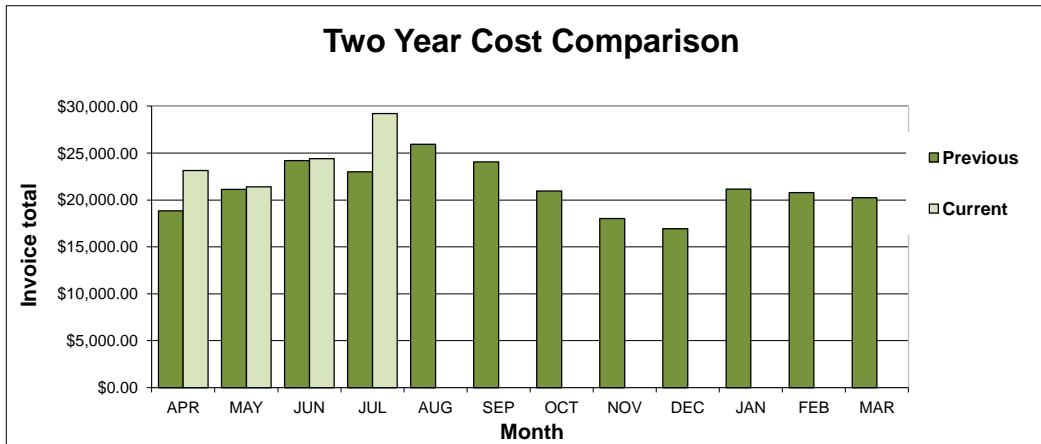
Bloomfield Township Public Library Electricity Analysis

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	\$24,402.61	\$207.16	240,240	\$0.10	333.67	2.38	\$33.89	\$0.24
JUL	\$22,989.35	\$29,211.88	\$6,222.53	296,520	\$0.10	398.55	2.94	\$39.26	\$0.29
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	\$98,144.02	YTD Difference (\$157,091.59)						

NOTES:

Chiller unit fully operational April 2011 through present



Bloomfield Township Public Library Natural Gas Analysis

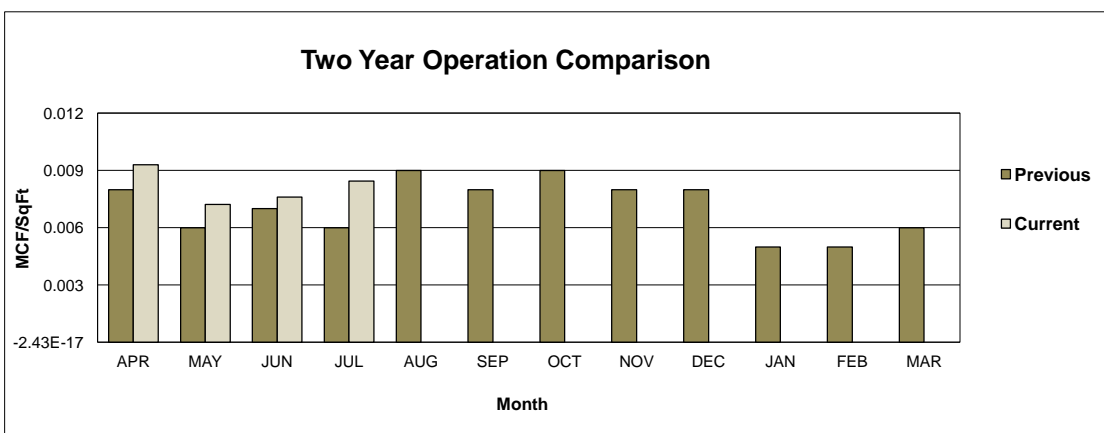
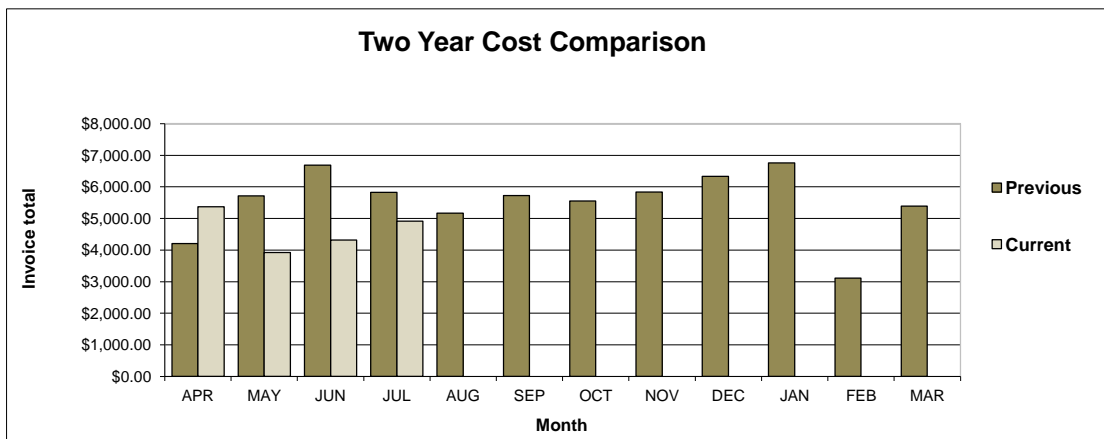
Building Area = 101,023

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	\$4,316.24	(\$2,373.85)	768.0	\$5.62	720	1.07	0.008	5.99	0.042
JUL	\$5,828.34	\$4,912.06	(\$916.28)	852.3	\$5.76	744	1.15	0.008	6.60	0.048
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	\$18,519.74	(\$47,804.89)							

NOTES:

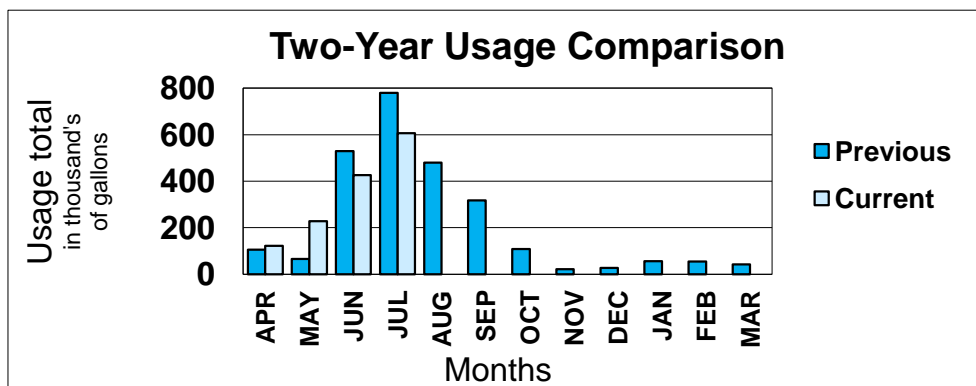
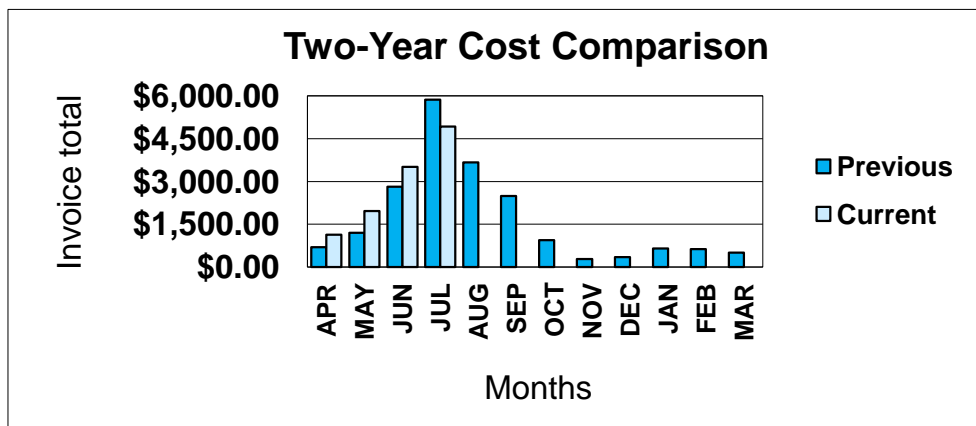
All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



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	\$1,130.36	\$434.70	106	122	16
MAY	\$1,195.99	\$1,962.32	\$766.33	66	228	162
JUN	\$2,818.05	\$3,509.00	\$690.95	529	426	(103)
JUL	\$5,863.60	\$4,919.80	(\$943.80)	780	606	(174)
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	\$11,521.48	(\$8,564.63)	2,588	1,382	(1,206)

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
August, 2012**

- *Unfortunately, the library experienced its **second power failure** in 2013 on Thursday, July 26. The power failed at 3:50pm and did not go back on until 9pm. The library needed to be closed at 5pm with no hope of power returning that evening. Most important, the popular Elmore Leonard program had to be rescheduled for the following evening at 7pm. We were very fortunate that Elmore Leonard and his son were kindly willing to change the date as well as the firm used to bring and sell copies of his books and BCTV. Connie Silver and many staff cheerfully worked to reschedule everything, call all 165 program registrants and to calmly close the library for the emergency closing. Once again staff is to be commended.*
- *The library is planning a combined effort with our Friends to recruit new cardholders and Friends members this September, 2012. Children receiving their first library card will receive a copy of the beautiful new edition of **My Library**. Adults signing up for a new library card or joining the Friends will each have their name entered to win a Kindle Touch 3G. We hope this will excite our residents to use their library.*
- ***BTPL has been a popular tourist facility.** On June 13 we toured a group visiting from the Redford Public Library who were looking for new ideas. On July 21 we hosted the Flint Public Library who recently received a Beautification grant from the Ruth Mott Foundation. Last week we toured the director, assistant director and four trustees from the Baldwin Public Library. The Joint Library Building Committee is exploring the possibility of a renovation or expansion. Coming up on August 28 we have also been asked to host a tour for Clinton-Macomb library staff who are also visiting nearby libraries. Their staff will be gathering information throughout the building, browsing our website, calling our telephones and meeting with staff to see the staff-side of our operation. I guess imitation is the best form of flattery!*
- *The Library has contracted with a company called FAX24 to provide a **public fax** machine within the building. Located in the Computer Center, this self service fax machine easily sends a fax. For several reasons, it cannot be used to receive faxes. Voice instructions from the telephone handset guide the user through the entire process. Visa, MC, AMEX, and Discover credit cards are accepted for payment of this service. FAX24 owns the equipment and is solely responsible for any service needed.*

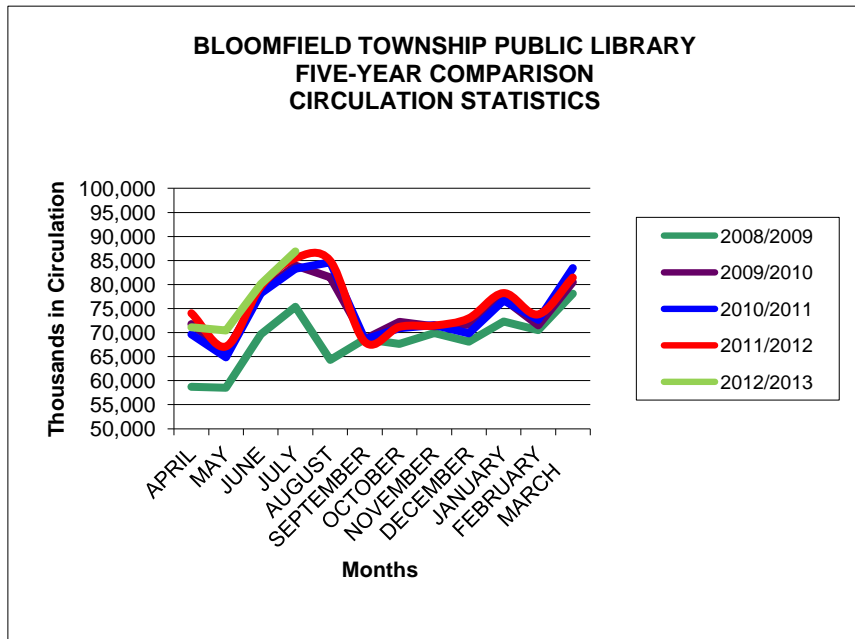
Respectfully Submitted,

*Karen Kotulis-Carter
Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

8/14/2012

	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	80,069
JULY	75,374	83,937	83,272	85,456	86,867
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	308,441



	2011		2012	
COLLECTION				
Book Collection:	277,571		285,391	
Media Collection:	57,270		60,498	
Total e-books:	23,619		25,748	
Overdrive	n/a		4,943	
EBSCOhost	n/a		19,227	
Total downloadable audiobooks:	3,526		3,973	(Overdrive)
Materials Total:	361,986		399,780	
CIRCULATION				
Circulation Total:	85,456		86,867*	
Bloomfield Township Circulation:	74,966		76,840*	
Virtual Circulation Total:	1,905		3,681*	
Circulation of Youth materials:	31,579		34,569*	
Circulation of Media:	26,011		36,892*	
Circulation of Cranbrook passes:	309		380*	
Circulation of Museum Adv. passes:	55		n/a**	
Circulation of Park & Read passes:	21		15*	
Self-checkout machine use:	37,295	43.6%	33,727*	38.9%
Library by Mail:	n/a		125*	26 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	32,735		28,504***	
Gate Count:	31,645		29,366***	
Meeting rooms by public:	10		12	
Meeting rooms by staff:	52		49	
VIRTUAL USE				
Home page hits:	31,404		20,663	
e-book access:	835		1,898	
Overdrive	653		1,720	
EBSCOhost	182		178	
Audiobook access:	387		444	(Overdrive)
Music download access:	683		1,339	
TutorMe! sessions:	143		4	
Library Computer Use				
Resident Use	3,682		3,788	
Guest Use	1,231		1,046	
*Sierra server down July 31, 2012				
**MAP online				
***Incomplete count for July 11 & July 26, 2012				
****Incomplete count for July 26, 2012				

	2011		2012	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	244		260	
Cranbrook:	2		6	
Total new patrons:	393		375	
<i>Adult Program Attendance</i>				
Staff-led:	17 events	106 attended	13 events	146 attended
Speaker-led:	5 events	33 attended	2 events	45 attended
Book clubs:	3 events	30 attended	3 events	28 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	3 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	3 events	20 attended	3 events	40 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	5 attended	7 events	66 attended
<i>Youth Program Attendance</i>				
Staff-led:	11 events	516 attend	15 events	535 attended
Speaker-led:	15 events	484 attended	1 event	26 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
TOTAL:	57 events	1,197 attend	44 events	886 attended
<i>Volunteers:</i>				
	42 people	411.50 hours	42 people	475.75 hours
	Shop: 7	68.5	Shop: 8	82.5
	Court: 2	28.5	Court: 3	72.5
	Students: 20	198.5	Students: 19	247.25
	Stu. Tutors: 0	0	Stu. tutors: 0	0
	Dept. Vol: 13	116	Dept. Vol: 12	73.5
<i>Patron Remarks</i>				
Patron Comments:	18		12	
Ask BTPL:	11		15	
Ask Us:	10		14	
DISPLAYS				
Lobby	Replica Ships from resident H. Smith & Cranbrook Inst. of Science Collect.			
Media	Adult: Summer Movies, Masterpiece Theater, Watersports Youth: 4th of July, New Movies for Kids, Watersports, Lego			
Local History	Be A Star Summer Reading Program			

TENTATIVE SCHEDULE CALENDAR

- **Tuesday, August 21, 2012- 7:00 p.m., Regular Board Meeting**

Upcoming meetings and events:

- **Tuesday, August 21, 2012 – 6:45 p.m. Presentation of Myers Scholarship in the Board Room, followed by the Regular Board Meeting at 7:00 p.m. in the Board Room.**
- **Wednesday, September 5, 2012 – 12:30 p.m. FOL Board of Directors Meeting in the Board Room.**
- **Tuesday, September 18, 2012 – 7:00 p.m. Regular Board Meeting in the Board Room.**

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

Bloomfield Township Public Library
Oakland County, Michigan
Monday, July 30, 2012

Present: Trustees: Judy Lindstrom, Pam Williams

Library Staff: Karen Kotulis-Carter, Director; Carol Mueller, Assistant Director; Karen Imarisio, Adult Services Librarian; Sue Barr, Youth Services Librarian

OLD BUSINESS:

50th Anniversary Potential Projects:

Karen shared additional information from Alyce Riemenschneider regarding three possible Community Room projects. She also shared a rough rendering of a wall screen to hide the chairs stored behind the stage. Alyce indicated to Karen that the cost of framing black and white photos may be lower due to the availability of a new, less costly material and the large size of the project offers economies of scale. Black and white photos of the library's 50-year history will be selected by staff to keep costs down. Minor changes to the stage are the last part of the suggested Community Room changes, but could be the most costly. These suggested projects would be done with a potential gift to the Library celebrating the Library's 50th Anniversary.

Judy will contact Cranbrook to obtain information on how they created their multi-media narrative. Perhaps something similar could be created for the Library to provide a narrative to compliment the Community Room photo display.

Youth Terrace Sculpture:

Karen has been in contact with the family of Claudia Jones with regard to making a donation to the Library in her memory. The family is interested in making a donation of \$5,000.00 toward an art gift. Karen indicated the Jones family supports the S.N.A.P. Project idea or the altered book project. However, the possibility of purchasing a kinetic art sculpture for the Youth Terrace in memory of Claudia Jones is also being investigated.

SNAP Project Donor Recognition

It is possible to include a symbol or favorite object of Claudia Jones and other donors in the S.N.A.P. artwork. The committee reviewed our policy and practice of recognizing \$5,000 donors. For a donation of \$5,000, as for any donor, the Jones family would receive a "Quest" maquette. The art piece funded would be added to our Art brochure and our upcoming online art pages on our website. The person being remembered would be listed in the Book of Recognition. PR would be utilized to announce the donation which could include coverage on our website and community newsletter.

OTHER:

Project S.N.A.P.

The committee visited the Oak Park Public Library and the Detroit Zoo to view S.N.A.P. mural installations.

The next Art Committee meeting has been scheduled for Friday, August 10, 2012 at 2:00 p.m. in the Board Room.

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

Bloomfield Township Public Library
Oakland County, Michigan
Friday, August 10, 2012

Present: Trustees: Judy Lindstrom, Pam Williams

Library Staff: Karen Kotulis-Carter, Director; Carol Mueller, Assistant Director; Karen Imarisio, Adult Services Librarian; Andrea Aragona, Director's Secretary.

Guest: Deborah Rubyan and Michael Rubyan, S.N.A.P. Representatives

OLD BUSINESS:

Project S.N.A.P.

Members of the Art Committee visited the Oak Park Public Library and the Detroit Zoo to view Project S.N.A.P mural installations during their last meeting on July 30, 2012. Deborah Rubyan, Founder and CEO of Project S.N.A.P, and Michael Rubyan, Marketing and Communications Director of Project S.N.A.P. gave a presentation at today's meeting. Deborah stated that the mission of Project S.N.A.P. is to empower people of all ages to lead, speak out, and take action using art with a message. The Project S.N.A.P. flagship program, *The Community Mosaic Mural Program*, captures the voices of thousands of individuals through their individual artwork, transforming those messages into a single "big picture". The program has been growing, evolving, and changing over the last seven years. Over 100,000 people have participated. Project S.N.A.P. is a nonprofit organization and is not the centerpiece, but rather the vehicle for the murals. A brief visual presentation was given highlighting various projects Project S.N.A.P. has been involved with locally. Deborah stated that the Mosaic Mural program will bring people of all ages together to lead, speak out, and take action using art with a message.

The Art Committee had many questions regarding funding for the mural installations. Some suggestions were to approach local businesses for contributions and contact past donors to the Library. Project S.N.A.P. does not assist with securing funding for the murals. Some reasons donors might want to financially support the project would be to have a personal connection to the Library or to invest in the future of the Library as this is a long lasting gift. The Rubyans also indicated that this type of project helps to build and expand a donor base as they are supporting the Bloomfield Township Public Library – not just an art project. The cost for the mosaic murals depends on the size of the mural, how many artworks will be involved, along with cost of travel, if necessary, for the Project S.N.A.P. representatives assisting. Also, a question was asked regarding the number of participants necessary to complete the mural. An example given was that a 4' x 6' Mural would probably need a maximum number of 2000-2400 artworks. A suggestion to use our Library Mission Statement as a theme for the artwork was given and Project S.N.A.P. would collaborate with us on deciding the image used for the final Mural.

After the meeting concluded, Karen Imarisio toured the Library with Deborah and Michael looking at potential locations for a Mosaic Mural.

The Art Committee did not schedule a future meeting at this time.

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FINANCE/POLICY COMMITTEE**

The meeting of the Bloomfield Township Public Library Board of Trustees Finance Committee was held in the Library on Thursday, July 26, 2012 at 10:00 a.m.

Trustees: Peggy Cohen and Judy Lindstrom

Administration: Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller and Finance Coordinator, Beth Sulek-LaHousse.

Amendments to the Current 2012-2013 Fiscal Year

Karen explained that the most significant amendment to the current fiscal year is that of combining of the General Fund and the Improvement & Revolving Fund into a new General Fund. Consequently, the I&R Fund has been closed.

Revenues for the current 2012-2013 fiscal year have increased slightly from our March, 2012 estimate. This is mainly due to an increase that our investments with Schwartz & Co. are earning as well as moving \$1.8 million more into those investments.

Expenditures in 2012-2013 increased slightly from the estimated total. These were due to redistribution of hours from unfilled page positions to current pages with a slightly higher hourly rate, increases in equipment maintenance for copier vending and postage meter rental, computer system maintenance for Comcast and Peachtree systems and an increase in dues and memberships for our Midwest Collaborative for Library Services (MCLS) membership for group discounts. The only amendments to the Gift Fund are due to gifts received.

2013-2014 Public Budget Hearing

The Public Budget Hearing focuses on the operating budget. The proposed General Fund now combines the General Fund and the I&R Fund. Total revenues for the proposed 2013-2014 fiscal year are projected to increase by \$132,481 over the 2012-2013 estimated budget, a 2.7% increase.

Total expenditures for the proposed 2013-2014 fiscal year are projected to decrease by \$31,311 as compared to the 2012-2013 estimated budget. This is a -0.6 % decrease due to budgeting fewer large projects in the next fiscal year to contain costs.

Several questions were raised regarding the current 2012-2013 fiscal year budget. While this budget does include funding for Media desk shelving and/or door, a cart in this area is an acceptable solution. Therefore, this funding will not be needed and will be eliminated from the final budget. The Sierra migration fee is the second payment to purchase this new platform for our integrated library system in 2012-2013.

Regarding the 2013/2014 preliminary proposed budget, a question was asked about how the investment earnings revenue amount was determined. Beth explained that the average rate of 2.85% was used on an average investment balance of \$6.1 million. This is

based on information from Schwartz and Company reports and conservatively estimated. Regular replacement of equipment is not part of the 2013-2014 budget again this year. Concern was expressed about the use of fund balance. Although the amount used is decreasing in the projected budget. Karen was directed to look at ways to contain costs further with the goal of decreasing the amount of fund balance required to balance the proposed 2013-2014 budget for the March, 2013 final budget approval. However, no changes were necessary at this time. Administration was directed to present the same budget as submitted to the Finance Committee for the August Public Budget Hearing.

The proposed Gift Fund budget was also reviewed.

No future meeting of the Finance Committee has been scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: August 10, 2012

SUBJECT: Jeanette P. Myers Scholarship Winner

The Selection Committee is happy to announce the winner of the scholarship this year! Attached are the scholarship guidelines for your reference and a copy of the two winning applications we have received this year for the Jeanette P. Myers Scholarship. I would like to thank trustees Joan Luksik and Joe Falik for reviewing each of the applications. We were pleasantly surprised to receive seventeen applications this year!

The Library promoted our Myers Scholarship in the same way this year, including our newly re-designed community newsletter. The Guideline pamphlets and application form were available at the Welcome Desk. The scholarship is regularly promoted with a press release and was included in two articles in the Eagle. It is also promoted on our website homepage and with a large poster in the lobby. The website contains a downloadable application form, guidelines and brochure. It was promoted on our e-newsletter, *Discover*, to the 471 current subscribers. I mentioned the scholarship to U of M Professor Harding, who very enthusiastically promoted the opportunity to his students. In addition, per Joe Falik's suggestion, it was also sent to high school counselors.

All seventeen applicants submitted their applications by the deadline, but six did not submit all of the required information. These applicants were eliminated from further consideration. This still left us with eleven well-qualified and deserving applicants.

We have received \$600.00 from the CFSEM this year for disbursement. We are very appreciative of the generosity and support of this scholarship by the family of Jeanette Myers. And we also received a very generous donation from Beth Sulek-LaHousse of \$200 which increased the total potential award to \$800.

The recipients will receive a certificate awarded by the Scholarship Committee just prior to the start of our Board meeting and a scholarship of \$400. The scholarship guidelines specify that the award check should go directly to the college and the check will be mailed out soon after the Board meeting.

Our award winners include one of our staff members and one of the University of Michigan music students who has performed at our library. Natasha Rogers, Media Intern and SOC Representative, has been employed at BTPL since June 2011. Natasha is been working on her Library Science Masters degree at Wayne State University.

Monica Miodragovic is a student in the Music, Theater and Dance Department of the University of Michigan. She has completed her Freshman year studying piano performance and performed at BTPL in April, 2012 to a large and appreciative audience.

Natasha and Monica are looking forward to attending our brief ceremony at 6:45 p.m. We hope the family of Jeanette Myers will also be present to help us celebrate this award.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Karen Kotulis-Carter
DATE: August 9, 2012
SUBJECT: Proposed 2013 Calendar

The proposed 2013 calendar includes the same number of days closed to the public as compared to the 2011 calendar. It includes six closed unpaid furlough days as did the 2012 calendar.

We continue to use a scalpel to look at continuing ways to reduce our expenditures and provide maximum service possible. Unfortunately, the budget has not yet been restored to completely eliminate our furlough days.

The calendar proposed is shown in the traditional January through December calendar format. The fiscal year begins April 1 and ends March 31. The 2013-2014 fiscal year contains six furlough days falling within April 1, 2013 and March 31, 2014. The first three months of the 2014 calendar year are also shown to show the complete fiscal year.

Unpaid furlough days continue to be scheduled on "soft holidays" when the public generally was surprised to find us opened. These are typical national holidays when banks and the Township offices are closed.

The 2010 BTPL calendar was the first year to incorporate furlough days. The proposed calendar for 2013 is now the fourth year to include these unpaid closed days used to address budget reductions. I sincerely hope the budget will allow for the number of closed days to decrease in 2014.

Please review the attached proposed calendar of Holiday Closings for the 2013 calendar year and the proposed 2013-2014 fiscal year. I have also attached the approved calendar for the current year for your comparison.

Thank you for your review and consideration of this proposal.

ACTION NEEDED:

I move to approve the proposed 2013 Library calendar of Holidays and Closings as presented.

Bloomfield Township Public Library
PROPOSED 2013 CALENDAR

LIBRARY CALENDAR **2013** HOLIDAY AND CLOSINGS
 Including 6 Closed Unpaid Furlough Days in 2013-2014 Fiscal year

January 1	CLOSED	Tuesday	*New Year's Day
January 21	open	Monday	Martin Luther King Day Observance
February 18	CLOSED	Monday	President's Day
March 26	open	Tuesday	Passover
March 29	open	Friday	*Good Friday +
March 30	CLOSED	Saturday	Easter Weekend
March 31	CLOSED	Sunday	Easter
May 3	CLOSED	Friday	*Staff Development Day+
May 25	open	Saturday	Memorial Day Weekend
May 26	CLOSED	Sunday	Memorial Day Weekend
May 27	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Thursday	*Independence Day
August 31	CLOSED	Saturday	Labor Day Weekend
September 1	CLOSED	Sunday	Labor Day Weekend
September 2	CLOSED	Monday	*Labor Day
September 5	open	Thursday	Rosh Hashanah
September 14	open	Saturday	Yom Kippur
October 14	CLOSED	Monday	Columbus Day Observance
November 11	CLOSED	Monday	Veterans Day
November 27	Close @ 5:30 p.m.	Wednesday	Thanksgiving Eve
November 28	CLOSED	Thursday	*Thanksgiving Day/Hanukkah
December 24	CLOSED	Tuesday	*Christmas Eve
December 25	CLOSED	Wednesday	*Christmas Day
December 31	CLOSED	Tuesday	New Year's Eve

2014

January 1	CLOSED	Wednesday	*New Year's Day
January 20	CLOSED	Monday	Martin Luther King Day
February 17	CLOSED	Monday	President's Day

+Floating holidays: Good Friday to be used any day during same payroll period at the discretion of the supervisor. Staff Development Day to be used any day during same payroll period at the discretion of the supervisor, if staff member is eligible for holidays and attended Staff Development Day.

*Library-approved paid holidays
 Unpaid Furlough Closed Days

Daylight Savings Time begins: Sunday
 Daylight Savings Time ends: Sunday

Bloomfield Township Public Library
APPROVED 2012 CALENDAR

LIBRARY CALENDAR **2012** HOLIDAY AND CLOSINGS
Including 6 Closed Unpaid Furlough Days in 2012-2013 Fiscal Year

January 1	CLOSED	Sunday	*New Year's Day
January 2	OPEN	Monday	New Year's Day Observance
January 16	CLOSED	Monday	Martin Luther King Day Observance
February 20	CLOSED	Monday	President's Day
April 6	CLOSED	Friday	*Good Friday +
April 7	CLOSED	Saturday	Passover
April 8	CLOSED	Sunday	Easter
May 11	CLOSED	Friday	*Staff Development Day+
May 26	OPEN	Saturday	Memorial Day Weekend
May 27	CLOSED	Sunday	Memorial Day Weekend
May 28	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Wednesday	*Independence Day
September 1	OPEN	Saturday	Labor Day Weekend
September 2	CLOSED	Sunday	Labor Day Weekend
September 3	CLOSED	Monday	*Labor Day
September 17	open	Monday	Rosh Hashanah
September 26	open	Wednesday	Yom Kippur
October 8	CLOSED	Monday	Columbus Day Observance
November 11	open	Sunday	Veterans Day
November 12	CLOSED	Monday	Veterans Day Observance
November 21	Close @ 5:30 p.m.	Wednesday	Thanksgiving Eve
November 22	CLOSED	Thursday	*Thanksgiving Day
December 9	open	Sunday	Hanukkah
December 24	CLOSED	Monday	*Christmas Eve
December 25	CLOSED	Tuesday	*Christmas Day
December 31	CLOSED	Monday	New Year's Eve

2013

January 1	CLOSED	Tuesday	*New Year's Day
January 21	open	Monday	Martin Luther King Day
February 18	CLOSED	Monday	President's Day
March 29	open	Friday	*Good Friday +
March 30	CLOSED	Saturday	Easter Weekend
March 31	CLOSED	Sunday	Easter

+ Floating holidays: 2012 Good Friday to be used on Good Friday. 2013 Good Friday to be used any day during same payroll period at the discretion of the supervisor. Staff Development Day to be used any day during same payroll period at the discretion of the supervisor, if staff member is eligible for holidays and attended full day at Staff Development Day.

*Library-approved paid holidays
 Unpaid Furlough Closed Days

Daylight Savings Time begins: Sunday, March 11, 2012
 Daylight Savings Time ends: Sunday, November 4, 2012

Approved 3-20-2012

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Assistant Director

DATE: August 10, 2012

SUBJECT: Strategic Plan Update

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

- Our first Parent Teach Organization of the year met at the Library as part of our “First Meeting Free” short term goal this year. While invitations to Bloomfield Township public and private school Parent Teacher Organizations have not yet been sent, the International Academy PTO met at the Library on July 19 and was welcomed by Marcia Preston, an Adult Services librarian.
- 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 first meeting is scheduled for September 12 to begin 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.
- 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 we will be giving our young patron receiving their very first library card a very special first edition copy of the *My Library* book. This newly published book, a gift of the Friends to the community, introduces our young patrons to the Library. Patrons who bring in a friend or neighbor to get a library card will have their name and their friend’s name entered into a drawing for a Kindle Touch 3G and each will receive a Quest bookmark.
- A welcome brochure draft, highlighting Library collections and services, has been prepared. 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.
- Our relationship with the Bloomfield Historical Society has been strengthened by working as a team to develop our local history collection. Several Historical Society volunteers have been trained 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 is scheduled for August 30.
- Adult Services staff will work to promote programs developed with seniors in mind for greater appeal and attendance.
- The Library was pleased to learn that the Community Foundation for Southeast Michigan (CFSEM) has awarded \$8,000 to the Library to establish a new collection called "Vitality Kits" for the collection. Items have been ordered for these new kits.

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: August 14, 2012

SUBJECT: Follow up Regarding Total Investment Cost

The trustees asked some very excellent financial steward questions of the representatives from Gregory Schwartz & Co. during their presentation in July. Matt Whitty offered to send us information on peer rating of investment costs. His email below is very informational and speaks well of Gregory Schwartz & Co. as our investment firm.

I am also including the definition of the term “basis point” for your information as well. As defined by: <http://www.mysmp.com/bonds/basis-points.html>:

What is a Basis Point?

*The term **Basis Point (bp)** was created to account for fractional changes in bond yields. Since large institutional bond traders can make or lose hundreds of thousands of dollars on fractional moves in interest rates, they divide each percentage point by 100 to gain a more granular level of analysis. A basis point represents one hundredths of a percentage point, or basically .01%. For example, if interest rates moved from 4% to 4.25%, this would represent a change of 25 basis points.*

The term is also used to compare many bond instruments to each other. A bond trader may compare a 3 year bond yielding 4.52% and a 5 year bond yielding 4.73% and describe the difference between the two of them to be 21 basis points. A general rule of thumb is that a daily move of over 10 basis points in any bond instrument is a more substantial move.

You may also hear the term basis points used frequently by the [Federal Reserve](#) when they discuss [monetary policy](#) on interest rates. When the fed decides to move interest rates up or down, they will publish that change in basis points. If the Fed changes interest rates, it will usually be by 25 basis points; however, if market conditions require, a 50 basis point move may be required.

From: Matthew Whitty **Sent:** Monday, August 13, 2012 2:39PM **To:** Beth Sulek-LaHousse
Subject: RE: at the last board meeting

Hi Beth,

Here are some comparisons for you to share with Karen regarding the topic of total investment cost and the BTPL General Fund. Given that the BTPL portfolio is a non-qualified investment portfolio, benchmarking for such a pool of assets is not easy to find regarding what other advisors may charge or what the total investment expense may be. In this case, I have examined the investment cost, by way of Morningstar (independent, third party service, which provides investment information) to determine the average cost per asset class (ultrashort bond, short-term government bond and intermediate government bond).

Ultrashort Bonds

According to Morningstar, Inc., the average ultrashort bond fund has an average investment expense ratio of 0.71% (71 basis points). The ultrashort bond fund (Wells Fargo) we are using within the BTPL General Fund has an all-in investment cost of 0.60% (60 basis points).

Short-term Government Bonds

According to Morningstar, Inc., the average short-term government bond fund has an average investment expense ratio of 0.86% (86 basis points). The short term government bond funds (Loomis Sayles, Eaton Vance and Sentinel) we are using within the BTPL General Fund have an all-in investment cost of 0.85% (85 basis points), 1.14% (114 basis points) and 1.25% (125 basis points).

Intermediate Government Bonds

According to Morningstar, Inc., the average intermediate government bond fund has an average investment expense ratio of 0.99% (99 basis points). The intermediate government bond funds (DWS and Sentinel) we are using within the BTPL General Fund have an all-in investment cost of 0.78% (78 basis points) and 0.80% (80 basis points).

The total weighted average net expense ratio of the BTPL General Fund portfolio is 0.88% (88 basis points), which includes investment expense and the compensation to Schwartz & Co. When applying the same weightings to the averages from Morningstar, the average is 0.89% (89 basis points), which also includes compensation to the advisor, but may not encompass all advisory costs associated with transaction fees, sales charges, advisory wrap fees, or investment searches.

We understand that the primary question here revolves around total cost, but it is worth mentioning that the portfolio we have in place for BTPL has outperformed the active Morningstar benchmark by 0.72% annually (72 basis points) over the past three years and 0.56% (56 basis points) over the past 12 months, as of July 31st.

I hope this explanation provides some clarification into the elements of cost and how the portfolio measures up against its peers within the same asset classes.

Thanks.

Matt

Matthew J. Whitty

Director - Institutional Services
Gregory J. Schwartz & Co., Inc.
3707 West Maple Road
Bloomfield Hills, MI 48301-3212

FOL Board Meeting
August 1, 2012

President Glenda Bard called the meeting to order at 12:33 p.m.

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

Present's Report: Glenda

- Glenda feels she was misquoted in the highlights of the FOL Board meeting distributed to the staff. The following is what she said/intended: The FOL membership would be interested in attending a holiday party if one is organized. The FOL feel that in the present economy their donations should follow the guidelines adopted by the Board of the FOL.
- A Chairperson for the annual meeting is needed.
- Joel, department head for facilities services, spoke on the recycling program. He thanked the FOL for their efforts. It has been worthwhile in reducing, recycling and supporting reuse of paper. In six months \$554 has been collected for the BTPL. Virginia requested a round of applause for the help of the facilities staff. They are very responsive in helping take care of the recycling bins. Joel handed out some explanatory materials.

Secretaries Report

Moved by Sally, and seconded by Wolf to approve the minutes with corrections. The minutes were approved as corrected. The correction should read as follows: A FOL member gave Glenda about fifteen printouts of library websites. On all of the websites access to the FOL group was much more user friendly than on the BTPL site. Karen noted that the entries on the front page of the web site were determined by frequency of access. She will discuss the design with Carol but did not encourage the FOL to think the design would change.

Treasurers Report: (see attached) Larry

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

Membership Report: Barb -- 399 members

Bookstore: Cathy -- \$2301.18 collected during July.

SSSS: Virginia.

- The July Friends Second Saturday Super Sale cleared a record amount at \$3506.00.
- The carts and book shelves are being readied for the August sale. The specials will include football, baseball and Olympic sports. Children's discovery book will also be featured.
- Coming attractions for the next sale are noted on the white board in the sales room.

Library Trustee: Pam

- The Board of Trustees complimented the BTPL for providing for a large number of people without power. They also were delighted with the record amount for the July sale.
- Gregory Schwartz handles well the investments for the BTPL. The Board is very pleased with their work.
- Working with the township a recent Library bond sale resulted in saving for the Bloomfield Township tax payers in the amount of one million dollars.

Director's Report: Karen Also see the attachment

- After the September meeting the youth room will host a demonstration of the AWE computers recently purchased by FOL funding.
- Karen thanked Carol, the assistant department head, and Barb for working on the draft fall 2012 newsletter.
- The My Library Book project is complete and at the printers. Children will get a copy of the book when they get their first library card. A suggestion was made to place a copy of the book with the FOL historian. Karen agreed to do so when the books are received from the printer.

Karen, Pam and Andrea left as the FOL Board went into a closed session.

Minutes respectfully submitted by
Nancy Lambert

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

August, 2012

- *You are all cordially invited to a fun demonstration of the **AWE computers** in our Youth Room after the September 5 FOL Board Meeting. Our Youth Services librarians are very excited to show you all the activities children can do on these recent gifts from the Friends. The two new computers offer enhanced touch screen technology and are very user-friendly for children. Please join us for a fun hands-on demonstration!*
- *Carol Mueller and I enjoyed brainstorming with Barb Smalley regarding a **combined membership campaign**. Attached is a draft of the front and back pages of our Fall 2012 newsletter. This newsletter is due at the printer. Please review and approve any changes.*
- *Speaking of the printer - the Friend's sponsored children's book **My Library** received its final approval from the committee and it being printed. We are very excited to hand these beautiful paperbacks to our newest and youngest cardholders this September. 1,000 copies are being made at a cost of \$3.78 each. A balance remains in the original gift which will be used to update the book and print more copies for the library's 50th anniversary. Thank you!*
- **THANK YOU** for everything you each do to make our library The Place To Discover!!