

Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
***October 16, 2012***

7:00 p.m.  
John Rumsey Board Room

Trustees:

[libraryboard@btpl.org](mailto:libraryboard@btpl.org)

Judith Lindstrom, President

Pamela Williams, Treasurer

Joan Luksik, Secretary

Margaret Cohen

Joseph Falik

Grant Gerhart

Director:

[kotuliscarter@btpl.org](mailto: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](http://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, October 16, 2012, 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE EMAILED</u></b>
1	Agenda	10/12/12
2a	Request to remove items from the Consent Agenda for Discussion	10/12/12
2b	Motion to approve the order of items for the regular and consent agendas	10/12/12
5	Motion to approve remaining consent agenda items 6-8d	10/12/12
6	Regular Board Meeting Minutes of 9/18/12	10/12/12
7a	Cash Disbursements	10/12/12
7b	Revenues/Expenditures Budget Report	10/12/12
7c	Energy Report	10/12/12
8a	President's Report	
8b	Director's Report	10/12/12
8c	Tentative Schedule Calendar	10/12/12
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee – no report	
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds – no report	
8d	Jeanette P. Myers Scholarship Committee –no report	
8d	Landscape Committee –no report	
8d	Personnel Committee –no report	
8d	Policy Committee – no report	
11a	Columbus Metropolitan Library System Project, Tracy Sweeney	10/12/12
11b	Cranbrook Reciprocal Agreement	10/12/12
13	Motion to approve any items removed from the consent agenda	10/12/12
	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE EMAILED</u></b>
	Memo regarding Strategic Plan Update	10/12/12
	Memo regarding Renting Computers	10/12/12
	Administrative Calendar –November 2012	10/12/12

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, October 16, 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 September 18, 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
    - \*Policy

**REGULAR AGENDA ITEMS**

9. Call to the public, communications
10. Unfinished Business
11. New Business
  - a. Columbus Metropolitan Library System Project, Tracy Sweeney, AIA, Fanning Howey
  - b. Cranbrook Reciprocal Agreement
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: Thursday, November 15, 2012
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

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**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**

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, September 18, 2012**

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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, Joseph Falik, Judy Lindstrom, Joan Luksik

**Unable to Attend:** Pamela Williams

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

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: Cohen, Gerhart, Falik, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Judy welcomed everyone to the meeting. She commented on seeing several young children signing up for their first Library Cards and how excited they were to receive their copy of the My Library Book! She stated fall is a great time of year for gardens, and everyone should enjoy our beautiful gardens at the Library as they change with the seasons.

**Director's Verbal Report:**

Karen thanked all the Trustees who are attending the Public Library Trustee Association of Oakland County Annual Dinner. She also expressed how generous it was of them to purchase their own tickets to the event. With the current budget constraints, the Library was able to pay for their \$5.00 membership fees, but could not purchase the event tickets.

Karen extended an invitation to the Trustees to attend our program on October 11<sup>th</sup> with Dr. Frank McGeorge MD on Staying Healthy in Your Senior Years. Karen also presented our Vitality Kits. The Vitality Kits are a collection of resources, tools, games, and activities focused on improving the quality of life for senior citizens. The kits are designed to assist seniors, their family members and caregivers with the variety of health and wellness issues affecting senior citizens. These kits were made possible by a generous grant from the Community Foundation for Southeast Michigan. Karen thanked Karrie Yukon and Brooke Hoskins, Adult Services Librarians, for their hard work on this project and their initiative in producing the kits. Thanks also to Chris Tvaroha, Director Bloomfield Township Senior Center, Julie GeBott, Coordinator Senior Center Friendship Club, Kelli Cronin, Sharon Pulis and Kelly Donovan, Maple Village, who assisted staff in developing the kits. Karen also extended thanks to our Technical Services and Circulation Departments as there is a great deal that goes into processing and checking out these kits. Our strategic plan had a large emphasis on seniors, so this is a very exciting development.

### **CONSENT AGENDA MOTION**

After discussion, a motion was made by Joan Luksik, seconded by Margaret Cohen **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING; CASH DISBURSEMENTS.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

### **REGULAR AGENDA:**

Call to the Public:

### **UNFINISHED BUSINESS:**

#### ***10a Proposed Revised 2013 Calendar***

The proposed 2013 calendar was presented to the Library Board for approval at its August 2012 meeting. The 2013 calendar presented contained six unpaid closed furlough days consistent with the approved 2012 calendar which also included six unpaid closed furlough days. As the Board did not approve the proposed 2013 calendar at that time, Karen presented the original 2013 calendar with six unpaid closed furlough days along with three other options at tonight's meeting. Karen stated that we have always been very fiscally conservative and over the years we have been proud to propose and provide a balanced budget. Staff has been absorbing unpaid closed furlough days since 2010 which essentially result in a salary decrease. 2013 will be the fourth year to include these unpaid closed days deemed necessary to address budget reductions. Karen also presented a chart, compiled with Beth Sulek-LaHousse, which illustrates our actual use of the fund balance since 2006-2007 as compared to our estimated need. The Trustees requested that Karen continue to work toward reducing our use of the fund balance by approximately \$60,000 for the 2013-2014 fiscal year. The Director will review the actual fund balance needed to operate throughout the fiscal year.

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart **TO APPROVE THE PROPOSED 2013 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS, INCLUDING SIX UNPAID CLOSED FURLOUGH DAYS AS PRESENTED.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

### **NEW BUSINESS:**

#### ***11a Proposed Revised Investment Policy***

Both the Policy Committee and Finance Committee recommended the amendments to the Investment Policy, "Investment and Depository Designation Resolution."

After discussion, a motion was made by Peggy Cohen, seconded by Joan Luksik **TO AMEND THE "INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION" AS PROPOSED.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**



**11bCranbrook Reciprocal Agreement Update**

Our Cranbrook Educational Community reciprocal agreement will expire on April 30, 2013. The Library Board's Cranbrook Liaison Committee has been advised that we must provide notice to Cranbrook by October 30, 2012 that we wish to renew. A copy of the current agreement was shared for review.

**DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:**

A question was raised with regard to the payment of legal counsel for review, preparation and mailing 56 letters to patrons with over \$100.00 of overdue materials. Peggy felt the patron with the overdue items should incur some of the legal cost of processing their notice. Karen stated we are reviewing various options at this time with regard to collections and responses to notices, and she will report to the Board in November her findings on this matter.

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

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

**OTHER:**

Peggy and Grant have agreed to be on the Nominating Committee for Trustee Officers. The election of officers will be at the November 15, 2012 Board Meeting.

Meeting adjourned at 8:22 p.m.

The next meeting of the Library Board of Trustees is Tuesday, October 16, 2012 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

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

Horrible Books - "Life of Fred" Children's math books series from fractions to algebra.  
Henry Ford Community College - another fun free concert at BTPL on November 9 7:30pm featuring the Henry Ford Big Band performing jazz.  
The Strand Magazine - quarterly magazine with mystery and short stories with a section about writers and characters.

**General Fund Advance**

- Check #12421 payable to **Madcap Productions Puppet Theater** in the amount of \$765 was payment for a special program for children "When you wish upon a fish." This program is scheduled at 2pm to join the Township Open House events on Sunday, October 14, 12:00 N – 4:00 PM:  
<http://www.bloomfieldtwp.org/events/TwpEvents/2012/OpenHouse.htm>

**General Fund**

- Check #12458 payable to the **State of Michigan** in the amount of \$250 was payment for our boiler inspection and certificate.
- Check #12462 payable to **National Sign Company** in the amount of \$769 was payment for parking lot lamp changes and ballast replacement as well as exterior canopy overhang lamps and ballasts as needed.
- Check #12492 payable to **Innovative Interfaces, Inc.** in the amount of 12,500 was payment for our annual subscription to the Encore online catalog.

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

**Check Register - General Fund**

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
12416	9/7/12	123 NET	104.01	2,100.00
12417	9/7/12	AMAZON.COM	104.01	1,053.18
12418	9/7/12	AT&T	104.01	580.72
12419	9/7/12	DETROIT INSTITUTE OF ARTS	104.01	150.00
12420	9/7/12	HOME DEPOT CR. SERV.	104.01	526.33
12421	9/7/12	MADCAP PRODUCTIONS PUPPET THEATER	104.01	765.00
12422	9/7/12	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
12424	9/19/12	AT&T	104.01	666.59
12425	9/19/12	BARNES & NOBLE, INC.	104.01	61.50
12426	9/19/12	C & G PUBLISHING	104.01	30.00
12427	9/19/12	COMCAST	104.01	104.26
12428	9/19/12	DEARBORN NATIONAL LIFE INSURANCE CO	104.01	788.19
12429	9/19/12	DTE ENERGY	104.01	23,837.69
12430	9/19/12	VERIZON WIRELESS	104.01	212.62
12431	9/19/12	Karrie Yukon	104.01	189.49
Total				<u><u>\$31,143.57</u></u>
<b>REGULAR CHECKS:</b>				
12432	10/9/12	3M LIBRARY SYSTEMS	104.01	798.47
12433	10/9/12	AMERICAN LIBRARY ASSOCIATION	104.01	50.00
12434	10/9/12	AUDIOGO	104.01	571.12
12435	10/9/12	BACKER LANDSCAPING, INC.	104.01	2,417.14
12436	10/9/12	BAKER & TAYLOR, INC.	104.01	8,636.31
12436a	10/9/12	VOID	104.01	
12436b	10/9/12	VOID	104.01	
12437	10/9/12	BERNAN ASSOCIATES	104.01	107.00
12438	10/9/12	BLACKSTONE AUDIOBOOKS	104.01	351.57
12439	10/9/12	BOOKPAGE	104.01	456.00
12440	10/9/12	BRILLIANCE AUDIO, INC.	104.01	49.48
12441	10/9/12	PETTY CASH - BTPL	104.01	83.47
12442	10/9/12	BWI BOOK WHOLESALERS, INC	104.01	4,596.32
12442a	10/9/12	VOID	104.01	
12442b	10/9/12	VOID	104.01	
12443	10/9/12	CDW GOVERNMENT, INC.	104.01	260.00
12444	10/9/12	CENTIMARK	104.01	431.80
12445	10/9/12	CENTRAL BUSINESS SYSTEMS, INC.	104.01	0
12446	10/9/12	DU ALL CLEANING, INC	104.01	10,100.00
12447	10/9/12	GALE CENGAGE LEARNING	104.01	1,115.55
12447a	10/9/12	VOID	104.01	
12448	10/9/12	GARETH STEVENS PUBLISHING	104.01	1,668.57
12449	10/9/12	GRAND RAPIDS PUBLIC LIBRARY	104.01	13.98
12450	10/9/12	HORRIBLE BOOKS	104.01	240.00
12451	10/9/12	INGRAM LIBRARY SERVICES	104.01	44.97
12452	10/9/12	INSTITUTE OF CONT. LEGAL EDUCATION	104.01	102.50
12453	10/9/12	JAMES WHITE LIBRARY	104.01	120.00
12454	10/9/12	JCR SUPPLY CO/BEDARD BROS	104.01	466.94
12455	10/9/12	LJ ROLLS REFRIGERATION CO., INC	104.01	628.00
12456	10/9/12	LIVE OAK MEDIA	104.01	98.86
12457	10/9/12	LOOKOUT BOOKS	104.01	399.41
12458	10/9/12	STATE OF MICHIGAN	104.01	250.00
12459	10/9/12	MIDWEST TAPE	104.01	5,893.72
12459a	10/9/12	VOID	104.01	
12459b	10/9/12	VOID	104.01	

Check #	Date	Payee	Cash Account	Amount
12460	10/9/12	MITCHELL LANE PUBLISHERS, INC.	104.01	215.00
12461	10/9/12	MORNINGSTAR, INC.	104.01	170.00
12462	10/9/12	NATIONAL SIGN COMPANY	104.01	769.60
12463	10/9/12	OVERDRIVE	104.01	2,157.97
12464	10/9/12	PARTNERS BOOK DISTRIBUTING, INC.	104.01	2,349.13
12464a	10/9/12	VOID	104.01	
12465	10/9/12	THE PENWORTHY CO.	104.01	753.96
12466	10/9/12	PUMPKIN BOOKS, INC.	104.01	294.50
12467	10/9/12	QUILL CORPORATION	104.01	621.01
12468	10/9/12	RANDOM HOUSE, INC.	104.01	564.36
12469	10/9/12	REASSURE AMERICA LIFE INS CO	104.01	179.60
12470	10/9/12	RECORDED BOOKS, LLC	104.01	690.66
12471	10/9/12	RELIABLE OFFICE SUPPLIES	104.01	262.39
12472	10/9/12	RICOH AMERICAS CORP.	104.01	3,944.27
12473	10/9/12	ROSEN PUBLISHING	104.01	1,712.55
12474	10/9/12	RESEARCH TECHNOLOGY INT.	104.01	1,159.95
12475	10/9/12	SCHOLASTIC LIBRARY PUBLISHING	104.01	923.78
12476	10/9/12	SECURITY DESIGNS INC.	104.01	133.75
12477	10/9/12	SHOPLET.COM	104.01	83.59
12478	10/9/12	SIERRA	104.01	12.00
12479	10/9/12	SMART APPLE MEDIA	104.01	567.31
12480	10/9/12	STAPLES ADVANTAGE	104.01	169.90
12481	10/9/12	TANTOR MEDIA	104.01	447.51
12482	10/9/12	THE STRAND MAGAZINE	104.01	39.95
12483	10/9/12	THOMSON REUTERS/THOMSON WEST	104.01	3,683.64
12484	10/9/12	ULINE	104.01	774.45
12485	10/9/12	UNIQUE BOOKS INC.	104.01	91.59
12486	10/9/12	VIGILANTE SECURITY	104.01	1,950.00
12487	10/9/12	WALLACEBURG BOOKBINDING & MFG	104.01	360.62
12488	10/9/12	WESTON WOODS	104.01	24.95
12489	10/9/12	WORLD BOOK, INC.	104.01	2,094.00
12490	10/9/12	WT COX SUBSCRIPTIONS	104.01	26,318.53
12491	10/9/12	BLOOMFIELD TOWNSHIP	104.01	257,747.39
12492	10/9/12	INNOVATIVE INTERFACE, INC	104.01	12,500.00
Total				<u><u>\$363,719.09</u></u>

### Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
4037	9/7/12	Marianne Abdoo	102.03	45.20
4038	9/7/12	AMAZON.COM	102.03	1,216.50
4039	9/7/12	TERRY LOVE	102.03	8.00
				<u><u>\$1,269.70</u></u>
<b>REGULAR CHECKS:</b>				
4040	10/9/12	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	460.90
4041	10/9/12	HENRY FORD COMMUNITY COLLEGE	102.03	1,000.00
4042	10/9/12	MIDWEST TAPE	102.03	357.24
Total				<u><u>\$1,818.14</u></u>

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

7b

PRESENTED: OCTOBER 16, 2012      FOR THE MONTH OF: SEPTEMBER 2012

ACCOUNT NAME	ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF AUG 21, 2012	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Six Months 50%
						VARIANCE
<b><u>Revenues</u></b>						
Taxes	\$4,530,195	\$4,518,228	(\$8,372)	(\$33,197)	-0.73%	(\$4,551,425)
Penal Fines	\$61,258	\$58,353	\$0	\$55,286	94.74%	(\$3,067)
State Aid	\$18,360	\$18,360	\$0	\$9,213	50.18%	(\$9,147)
Circulation Fines & Fees	\$128,464	\$128,464	\$9,851	\$62,728	48.83%	(\$65,736)
Charges for Services	\$13,328	\$13,328	\$1,438	\$6,888	51.68%	(\$6,440)
Investment earnings	\$115,017	\$178,767	\$13,280	\$63,346	35.44%	(\$115,421)
Change in Asset Value	\$0	\$0	\$7,615	\$19,400	19399.61%	\$19,400
Miscellaneous	\$9,473	\$9,056	\$1,977	\$5,785	63.88%	(\$3,271)
<b>Total Revenues</b>	<b>\$4,876,095</b>	<b>\$4,924,556</b>	<b>\$25,789</b>	<b>\$189,449</b>	<b>3.85%</b>	<b>(\$4,735,107)</b>
<b><u>Expenditures</u></b>						
Personnel	\$3,344,208	\$3,345,743	\$250,343	\$1,583,895	47.34%	(\$1,761,849)
Library Services	\$808,543	\$808,543	\$71,025	\$369,134	45.65%	(\$439,409)
Facilities & Equipment	\$1,044,418	\$1,045,042	\$70,727	\$542,419	51.90%	(\$502,623)
Other Operating Expenditures	\$153,882	\$154,007	\$4,346	\$63,691	41.36%	(\$90,316)
<b>Total Expenditures</b>	<b>\$5,351,050</b>	<b>\$5,353,336</b>	<b>\$396,440</b>	<b>\$2,559,138</b>	<b>47.80%</b>	<b>(\$2,794,197)</b>
Fund Balance - Beginning	\$8,177,620	\$8,304,070		\$8,304,070		
Net revenue (expenditure)	(\$474,955)	(\$428,780)		(\$2,369,689)		
Fund Balance - Ending	\$7,702,665	\$7,875,290		\$5,934,381		

Amendments to the budget:  
None

<b>Fund Balance Designations</b>	(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	\$3,530,365
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	\$618,606

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

7b

PRESENTED: OCTOBER 16, 2012      FOR THE MONTH OF: SEPTEMBER 2012

Six Months 50%

ACCOUNT NAME	2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF AUG 31, 2012	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$500	\$43,473	\$0	\$41,233	94.85%	(\$2,240)
Investment Earnings	\$200	\$400	\$15	\$294	73.40%	(\$106)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$700</b>	<b>\$43,873</b>	<b>\$15</b>	<b>\$41,527</b>	<b>94.65%</b>	<b>(\$2,346)</b>
<b><u>Expenditures</u></b>						
Library Services	\$45,921	\$64,412	\$2,615	\$21,643	33.60%	(\$42,770)
Facilities & Equipment	\$29,731	\$30,831	\$0	\$10,835	35.14%	(\$19,995)
Other Operating Expenditures	\$95,917	\$114,257	\$474	\$13,038	11.41%	(\$101,218)
<b>Total Expenditures</b>	<b>\$171,569</b>	<b>\$209,500</b>	<b>\$3,089</b>	<b>\$45,516</b>	<b>21.73%</b>	<b>(\$163,983)</b>
Fund Balance	\$104,716	\$98,387		\$98,387		
Reserved Fund Bal.	\$66,853	\$67,239		\$67,239		
Net revenue (expenditures)	(\$170,869)	(\$165,627)		(\$3,990)		
Fund Balance - Ending	\$700	(\$0)		\$161,637		

Amendments to the budget:  
None

**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**SEPTEMBER 2012**

7b

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	Chase Checking (Closed 9/17/12)	0.00%	9/30/2012	\$0.00
	Chase Checking (Ecommerce)	0.00%	9/30/2012	\$474,181.26
	Flagstar Public Funds Savings	0.40%	9/30/2012	\$264,113.15
	Flagstar Premier Public Entities Checking	0.25%	9/30/2012	\$13,195.59
	RBC Capital Cash/Money Market	0.00%	9/30/2012	\$119.57
	RBC Capital - Investments	0.00%	9/30/2012	\$5,558,468.98
<b>Total General Fund</b>				<b>\$6,310,078.55</b>
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	9/30/2012	\$112,531.32
	Huntington CD - matures 5/7/14	0.76%	9/30/2012	\$52,195.00
<b>Total Gift Fund</b>				<b>\$164,726.32</b>
<hr/>				
<b>CFSEM</b>	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
<b>Total CFSEM holdings</b>				<b>\$106,528.00</b>

**Bloomfield Township Public Library**  
**I & R - Investment Portfolio**

<b>Investment Vehicle</b>	<b>Portfolio %</b>	<b>Original Cost</b>	<b>9/30/2012 Market Value</b>	<b>Estimated Annual Inc</b>	<b>Current Yield</b>
Money Market Funds	0.0%	\$119	\$120	-	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	4.5%	\$236,515	\$252,358	\$7,499	2.97%
Sentinel Short Maturity Government	9.5%	\$512,500	\$525,326	\$8,743	1.66%
Loomis Sayles Limited Term U.S. Gov't & Agency	31.8%	\$1,750,000	\$1,769,059	\$26,577	1.50%
Eaton Vance Government Obligations	20.1%	\$1,072,500	\$1,117,085	\$32,729	2.93%
DWS GNMA	17.3%	\$920,000	\$959,747	\$19,903	2.07%
Sentinel Government Securities	16.8%	\$857,000	\$934,893	\$29,404	3.15%
<b>Total Portfolio</b>	<b>100.0%</b>	<b>\$5,348,634</b>	<b>\$5,558,589</b>	<b>\$124,854</b>	<b>2.25%</b>

**3rd Quarter Activity - June 30, 2012 - September 30, 2012**

Cash Activity

Beginning Balance	\$119.08
Deposits	\$1,800,000.00
Withdrawals	(\$676,000.00)
Dividends	\$0.49
Capital Gains	\$0.00
Net funds to purchase securities	(\$1,124,000.00)
Ending Balance	\$119.57

Change in Security Value

Beginning value of securities	\$4,382,011.82
Securities purchased	\$1,831,894.17
Securities sold	(\$676,000.00)
Change in value of priced securities	\$20,562.99
Ending Value of priced securities	\$5,558,468.98

**Total account value as of September 30, 2012**

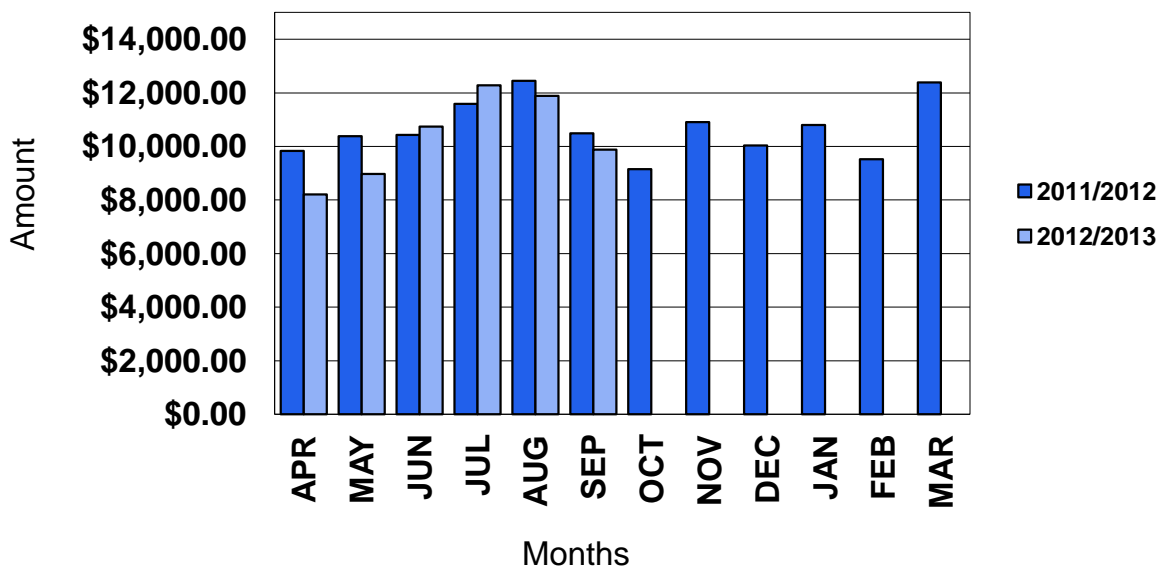
**\$ 5,558,588.55**



### 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	\$11,885.13	(\$565.34)
SEP	\$10,484.90	\$9,879.04	(\$605.86)
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	<u>\$127,966.57</u>	<u>\$61,964.90</u>	<u>(\$66,001.67)</u>

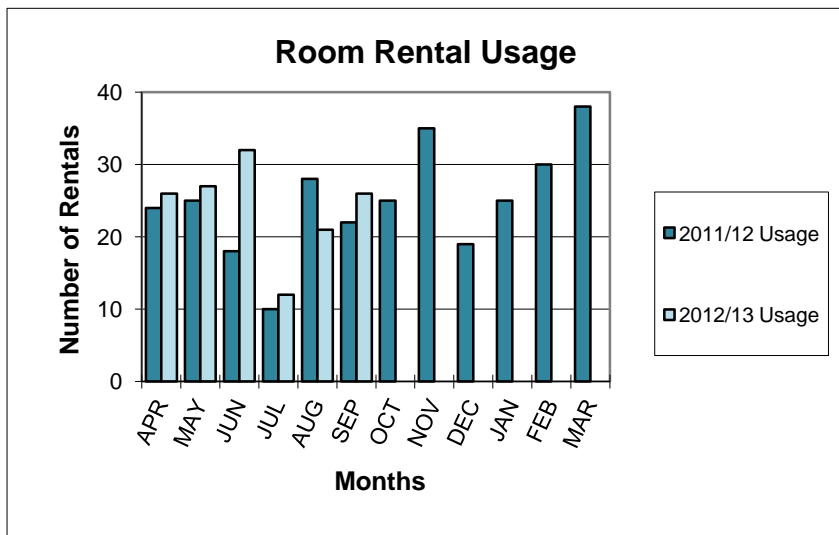
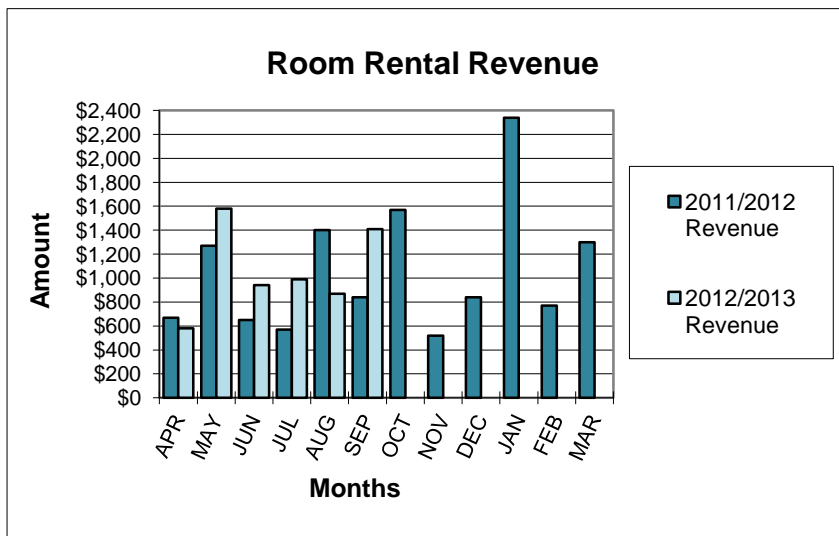
### Fines and Fees Two-Year Comparison



## 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	\$870.00	(\$530.00)	28	21	AUG
SEP	\$840.00	\$1,410.00	\$570.00	22	26	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
			YTD Difference			
TOTAL	\$12,740.00	\$6,370.00	(\$6,370.00)	299	144	



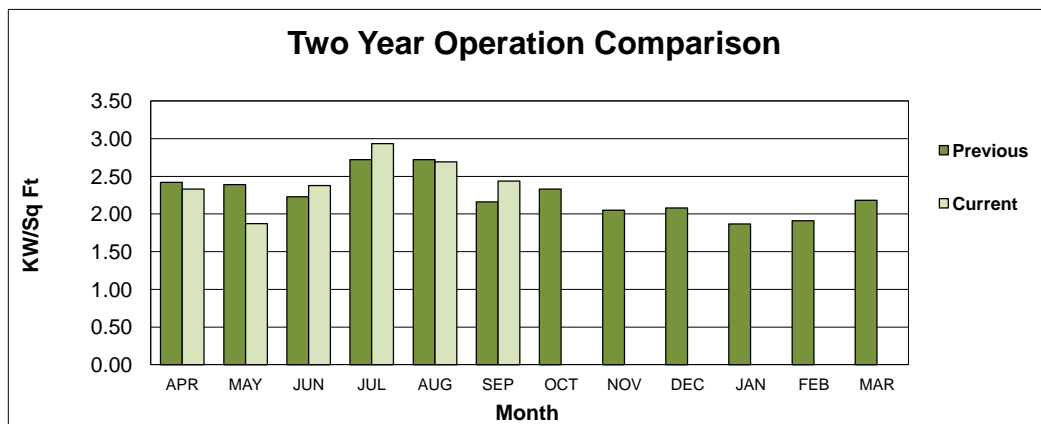
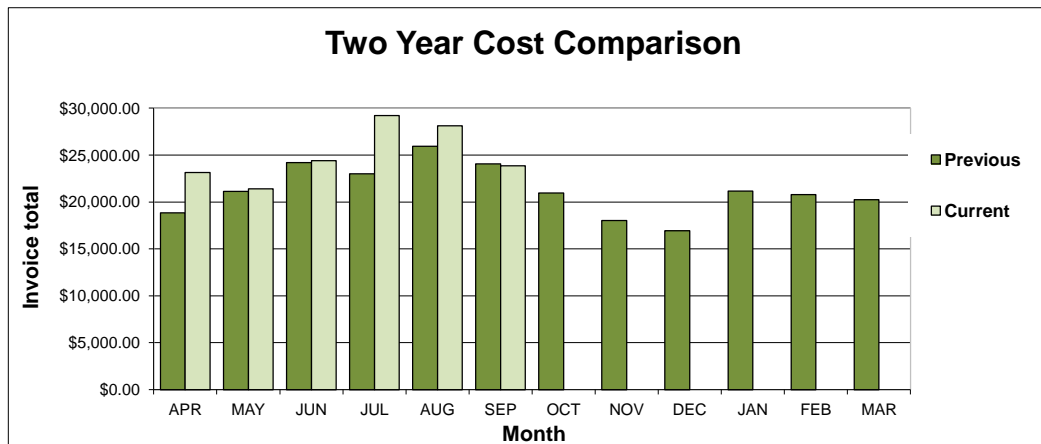
## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2011/12	2012/13 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no. days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$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	\$28,113.58	\$2,172.80	271,810	\$0.10	365.34	2.69	\$37.79	\$0.28
SEP	\$24,053.04	\$23,837.69	(\$215.35)	246,190	\$0.10	341.93	2.44	\$33.11	\$0.24
OCT	\$20,950.90		(\$20,950.90)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$18,011.23		(\$18,011.23)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$16,914.93		(\$16,914.93)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$21,174.95		(\$21,174.95)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$20,798.99		(\$20,798.99)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$20,250.30		(\$20,250.30)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$255,235.61	\$150,095.29	(\$105,140.32)						

## NOTES:

Chiller unit fully operational April 2011 through present



## Bloomfield Township Public Library Natural Gas Analysis

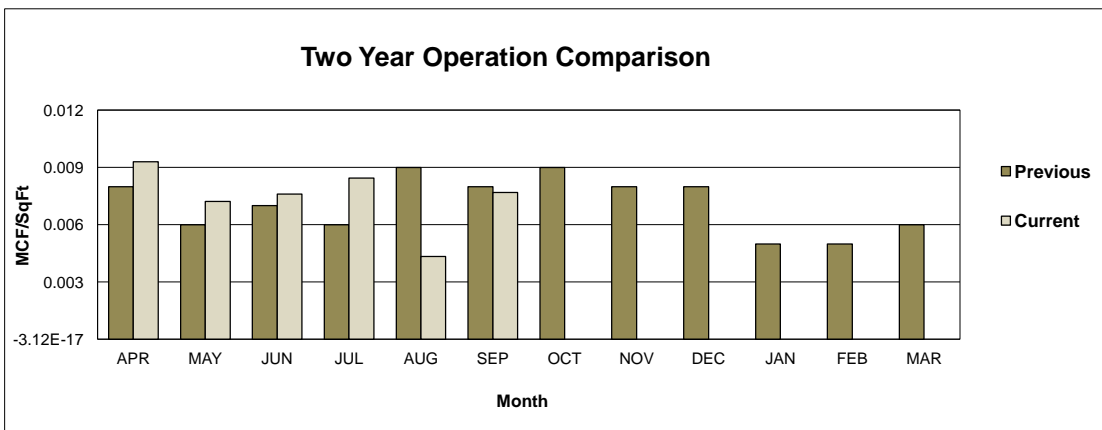
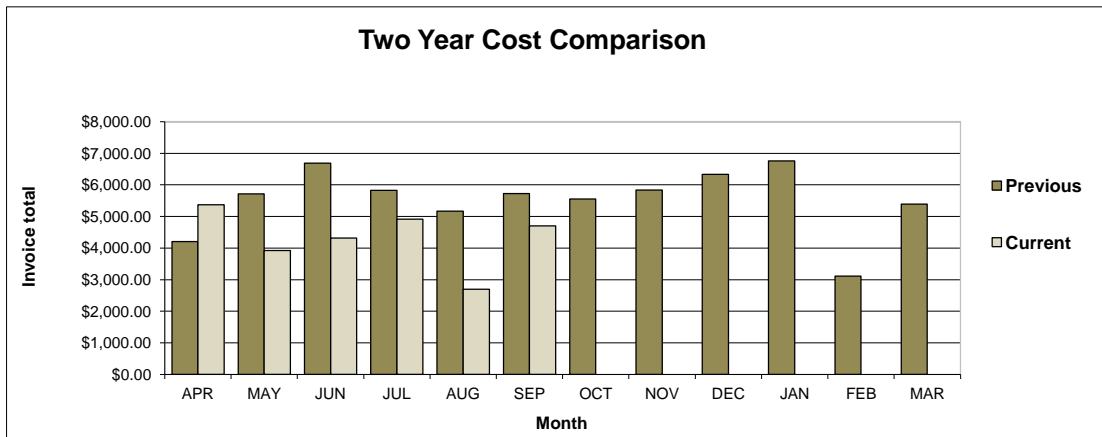
Building Area = 101,023

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	\$2,696.67	(\$2,475.07)	438.0	\$6.16	744	0.59	0.004	3.62	0.026
SEP	\$5,721.57	\$4,705.82	(\$1,015.75)	776.9	\$6.06	720	1.08	0.008	6.54	0.046
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	\$25,922.23	(\$40,402.40)							

## NOTES:

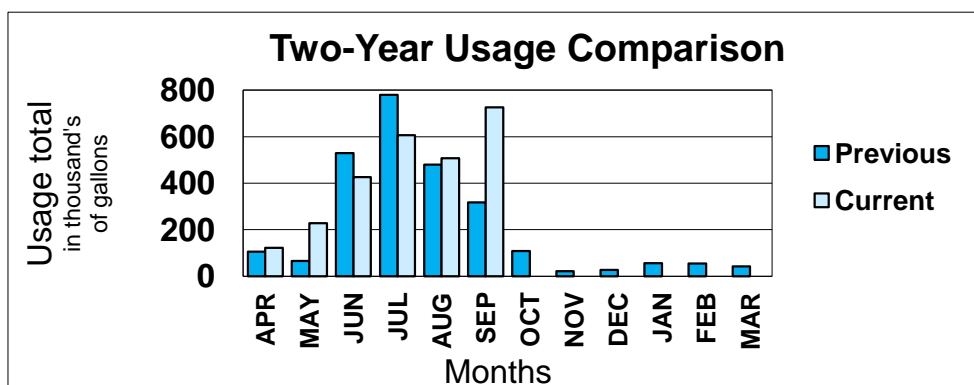
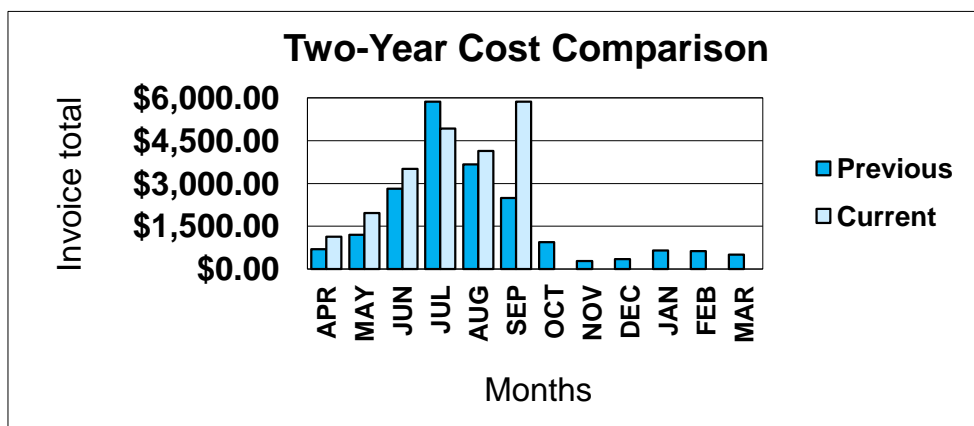
All boilers are on line as of January 1, 2010 and operating at 33%  
Alternative provider service began in November 2010



## 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	\$4,138.12	\$472.29	480	508	28
SEP	\$2,493.10	\$5,862.50	\$3,369.40	318	726	408
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	<u>\$20,086.11</u>	<u>\$21,522.10</u>	<u>\$1,435.99</u>	<u>2,588</u>	<u>2,616</u>	<u>28</u>

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



## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES  
MONTHLY DIRECTOR'S REPORT

October, 2012

- ***Jim Mumby's** travel schedule has changed and he will be in Wyoming on October 16. Tracy Sweeney, who worked on the Bookless Library, will be speaking to the Board in his absence. The Columbus Metropolitan Library System is building a new branch located in retail space, in an impoverished neighborhood and which will have no MLS staff. The goal is to look at new service model for staff and staff to user ratios. No books or magazines will be distributed or returned at the facility. It is also to be an experimental space, if it doesn't work they will change it. This is definitely an out-of-the-box concept and should be interesting to learn more about. Staff are welcome to attend. Tracy's presentation will begin shortly after the meeting is called to order at 7pm.*
- ***FOL have begun using credit cards** this month at their book sales. Systems staff worked with them to add a data line in the lower level for the use of a data terminal. Many retailers use these to process transactions. The terminal accepts PIN-secured and signature debit cards or credit cards. It will also generate a customer receipt.*
- *FOL sponsored University of Michigan **Chamber Concert season** will begin on October 26 at 7:30 pm. Thank you to our Friends for supporting this popular program.*
- *TLN has negotiated a renewal of the **statewide discount structure** for books and audiovisual materials with a wide variety of book and audiovisual vendors, for all member libraries of each of Michigan's 11 library cooperatives. A total of 12 vendors are included: Baker & Taylor, Inc; Barnes & Noble, Inc; The Book House, Inc.; Book Wholesalers, Inc.; Brodart Co; Emery-Pratt Co.; Follett Library Resources; Ingram Library Services, Inc.; Junior Library Guild; MicroMarketing, LLC; Midwest Tape, LLC; Multicultural Books and Videos. Discounts range from roughly 5 to 45%. Three Michigan-based companies (The Book House, Emery-Pratt, Multicultural Books and Videos) were among the successful vendors. Five companies received a copy of the RFP but chose not to submit a bid: Scholastic, Inc.; Alliance Entertainment; Audio Editions; Library Video Co.; Partners Publishing Group.*

Respectfully Submitted,

Karen Kotulis-Carter  
Director

	2011		2012	
<b>COLLECTION</b>				
Book Collection:	278,284		284,901	
Media Collection:	57,805		60,188	
Total e-books:	23,645		25,917	
Overdrive	3,698		5,110	
EBSCOhost	19,234		19,227	
Total downloadable audiobooks:	3,555		4,025	(Overdrive)
Materials Total:	363,289		375,031	
<b>CIRCULATION</b>				
Circulation Total:	68,066		69,592	
Bloomfield Township Circulation:	57,240		63,387	
Virtual Circulation Total:	1,794		3,120	
Circulation of Youth materials:	23,748		25,443	
Circulation of Media:	20,710		28,865	
Circulation of Cranbrook passes:	105		205	
Circulation of Museum Adv. passes:	15		n/a*	
Circulation of Park & Read passes:	5		2	
Self-checkout machine use:	28,546	41.9%	26,838	38.6%
Library by Mail:	87	25 patrons	140	30 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	28,117		26,186	
Gate Count:	26,178**		25,123	
Meeting rooms by public:	22		26	
Meeting rooms by staff:	61		52	
<b>VIRTUAL USE</b>				
Home page hits:	29,222		28,209	
e-book access:	567		1,508	
Overdrive	538		1,370	
EBSCOhost	29		138	
Audiobook access:	335		425	(Overdrive)
Music download access:	892		1,187	
TutorMe! sessions:	70		66	
<b>Library Computer Use</b>				
Resident Use	3,376		3,002	
Guest Use	1,075		955	
*MAP online				
**Counter not working September 30, 2011				

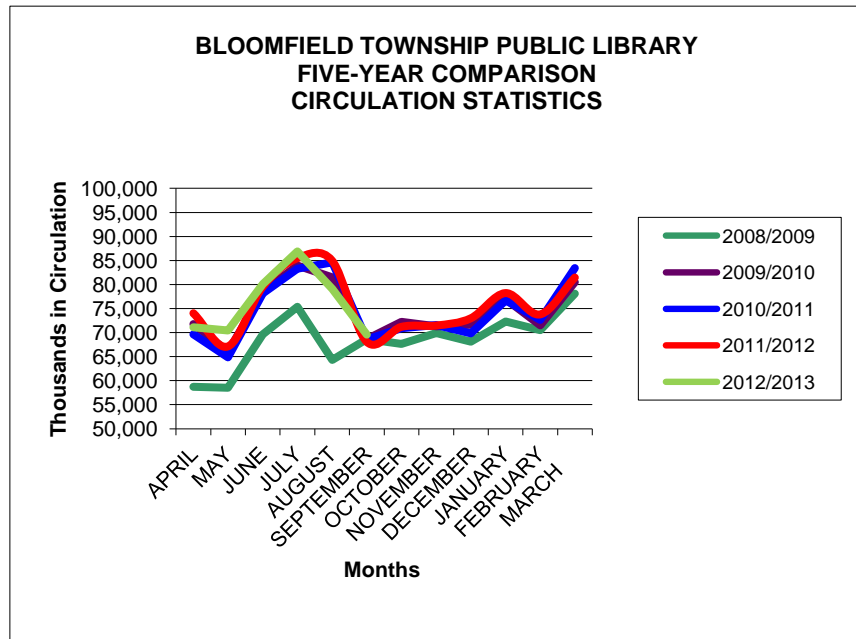
	2011		2012	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township Residents:	259		249	
Cranbrook:	5		9	
Total new patrons:	375		363	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	10 events	67 attended	10 events	54 attended
Speaker-led:	6 events	106 attended	8 events	272 attended
Book clubs:	6 events	62 attended	6 events	72 attended
Tours/visits on-site:	1 event	15 attended	0	0
Tours/visits off-site:	0	0	0	0
Bloomfield Historical Society	1 event	44 attended	1 event	69 attended
Oakland County Historical Resources			1 event	16 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	1 event	8 attended	4 events	57 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	4 events	32 attended	2 events	15 attended
Homework Coaching		7 attended		on hiatus
<b><i>Youth Program Attendance</i></b>				
Staff-led:	31 events	611 attended	25 events	436 attended
Speaker-led:	2 events	27 attended	1 event	59 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	2 events	25 attended
TOTAL:	62 events	979 attended	60 events	1,075 attend
<b><i>Volunteers:</i></b>				
	33 people	214.75 hours	30 people	232 hours
	Shop: 6	83	Shop: 7	99
	Court: 1	13	Court: 1	5
	Students: 9	22.5	Students: 7	18.25
	Stu. Tutors: 5	14	Stu. tutors: 0	0
	Dept. Vol: 12	82.25	Dept. Vol: 15	109.75
<b><i>Patron Remarks</i></b>				
Patron Comments:	11		18	
Ask BTPL:	0		19	
Ask Us:	18		21	
<b>DISPLAYS</b>				
Lobby	Early Maps of America from Dr. Joseph Morgan			
Media	Adult: Comic Book Super Hero Display			
	Youth: Fall New Releases, Back to School			
Local History	Science			



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

10/11/2012

	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	79,094
SEPTEMBER	68,616	68,621	68,596	68,066	69,592
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	
<b>TOTAL</b>	<b>821,790</b>	<b>894,426</b>	<b>894,241</b>	<b>908,115</b>	<b>457,127</b>



## TENTATIVE SCHEDULE CALENDAR

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- **Tuesday, October 16, 2012- 7:00 p.m., Regular Board Meeting**

Upcoming meetings and events:

- Wednesday, **November 14**, 2012 – 12:30 p.m. FOL Board of Directors Meeting in the Board Room. *(Please note date change)*
- **Thursday, November 15, 2012** – 7:00 p.m. Regular Board Meeting in the Board Room. *(Please note date change)*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Karen Kotulis-Carter

**DATE:** October 1, 2012

**SUBJECT: Cranbrook Reciprocal Agreement Renewal**

This very unique agreement continues to be worthwhile to our taxpayers and to Cranbrook. As a result, the Library Board Cranbrook Liaison Committee (Judy Lindstrom and Joan Luksik) have reviewed the attached proposed reciprocal agreement and recommend the proposal for your approval.

For your reference, I have attached the current three-year signed agreement which was approved by the Library Board on April 27, 2010 and which will expire on April 30, 2013. We needed to provide notice to each other to renew by October 30, 2012. Your approval of the agreement will assure is smooth renewal in 2013.

I have also attached our combined reciprocal statistics for your review. Cranbrook has gathered its circulation or use statistics for our Bloomfield Township taxpayers using several Cranbrook facilities. The Art Museum construction will have had an impact on those. But on both sides, it is apparent that this reciprocal sharing of resources has been a benefit to Cranbrook and to our taxpayers.

Dom DiMarco, who authorized the agreement the last time, has been promoted from being Chief Operating Officer to President of Cranbrook. The new COO, Rod Spearin, will sign our renewal and provide copies for our Board to sign at the October meeting.

Thanks for your review.

**Bloomfield Township Public Library  
and Cranbrook Educational Community  
Cooperative Relationship**

This Agreement is entered into this 27<sup>th</sup> day, April 2010 by and between the Bloomfield Township Public Library ("BTPL") and Cranbrook Educational Community ("CEC").

This renewed Agreement, which shall be for a period of three (3) years, commencing on May 1, 2010, shall provide that:

1. **BTPL Facilities:** All Cranbrook and Art Academy students, staff and faculty will have borrowing privileges at the BTPL. All residents of Cranbrook including family members also will have borrowing privileges at the BTPL.
2. **CEC Facilities:** Residents and employees of Bloomfield Township will receive the following privileges at specific CEC facilities, including:
  - a. Cranbrook Academy of Art Library: On-site access to the Cranbrook Academy of Art Library for reading, research and photocopying from September through May. Circulation privileges at the Cranbrook Academy of Art Library, with a limit of two items per borrower. This excludes reference materials, rare and special collection books, periodicals, as these are all non-circulating. By appointment access during summer months;
  - b. Cranbrook Archives: By-appointment access to the Cranbrook Archives;
  - c. Cranbrook Centennial Pass: Cranbrook will issue 250 Cranbrook Passes ("Passes") to the BTPL before May 1, 2010 to be used throughout the term of this Agreement. Cranbrook will, in addition, to the foregoing, provide such additional Passes as may be necessary to meet the demand for Passes during the period of the Agreement. Said Passes will be made available at BTPL as a "circulation" item to Bloomfield Township residents, property owners and employees with a valid BTPL borrower's card. BTPL shall circulate said Passes in accordance with policy as established by the BTPL Library Board of Trustees. The Pass will allow free general admission access for a Pass holder and one guest to Cranbrook Institute of Science, Cranbrook Art Museum, Cranbrook House and Gardens and Cranbrook Wallace Ice Arena and Williams Natatorium during normal public hours. The BTPL will be identified as the holder of the Pass on the reverse side.
2. **Exhibits:** BTPL and CEC will cooperate to provide for CEC's collections or programmatic areas to be highlighted in a series of rotating exhibits at BTPL, each to last one month. Each exhibit should include images of pertinent CEC spaces, text panels; object labels, and of course objects as well. It should be noted that security, lighting, environmental conditions, cabinet space, and other factors may preclude CEC from displaying some of its more valuable materials. CEC and BTPL will cooperate in developing a speaker series, wherein CEC staff and faculty could present on various themes. Additionally, BTPL will provide space of its choosing to display acceptable Cranbrook marketing literature for public consumption while the exhibits are on display. At least six weeks lead-time would be required before each exhibit could be mounted.
3. **Special Programs:** CEC will work with the BTPL in providing special tours and visitation programs at CEC facilities for Bloomfield Township residents, property owners and employees with a valid BTPL borrower's card.

4. **Indemnification:** CEC agrees defend and indemnify BTPL, its agents, employees, representatives, officers and director's against and hold BTPL harmless from any and all liability, loss, damage, cost, expense (including attorney's fees), claim, demand, judgment or other action, whether pending or threatened, which arises out of or is in any way related to the use and/or occupation of the BTPL facilities by CEC students, staff, faculty and families of CEC boarders. Nothing herein shall be deemed to require CEC to indemnify BTPL, its agents, officers, trustees or employees, from any loss or damage which is caused solely by the negligence or willful misconduct of BTPL, its agents, employees, representatives, officers or directors. The provisions of this Section shall survive any termination of this Agreement.

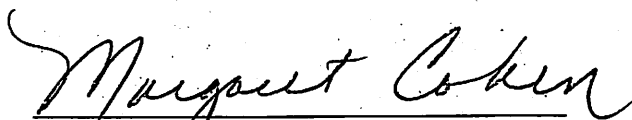
This Agreement between CEC and the BTPL is not intended to impede future negotiations, if any, between BTPL and the City of Bloomfield Hills ("City") for restoration of library privileges for City residents. Additionally, this Agreement is for library privileges at BTPL only. Neither Baldwin (Birmingham) Public Library nor any consortium member library is included in the Agreement.

This Agreement shall be for a period of three (3) years, with an annual evaluation for any adverse effects on either party, in which event, good faith consideration will be given to modification or termination. This Agreement may be terminated by either party, without cause, upon six month's written notice given to the other.

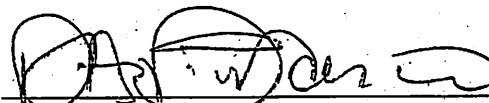
Executed by the parties, by their duly authorized officers:

**Bloomfield Township Public Library**

**Cranbrook Educational Community**



Margaret Cohen, President  
Library Board of Trustees



Dominic DiMarco, Chief Operating Officer

**Bloomfield/Cranbrook Reciprocal Use  
2010 - 2012**

Circulation Totals for:	Bloomfield Borrowers at Cranbrook	Cranbrook Borrowers at BTPL	Bloomfield use of Cranbrook Art Museum	Bloomfield use of Cranbrook Art Library	Bloomfield use of Cranbrook Natatorium	Bloomfield use of Cranbrook Institute of Science	Bloomfield use of Cranbrook House & Gardens	Cranbrook use of BTPL
2010-2011	NA	404	0*	6	81	NA	54	7,158
2011-2012	NA	486	112	31	97	411****	27	7,773
2012-2013	38	504***	208**	NA	NA	NA	45**	1,838***

\* Art Museum closed for Construction

\*\* July 1 – Sept 23, 2012

\*\*\* April 1 – July 12, 2012

\*\*\*\* October 1, 2011 – September 25, 2012

**Bloomfield Township Public Library  
and Cranbrook Educational Community  
Cooperative Relationship**

This Agreement is entered into this 16<sup>th</sup> day, October 2012 by and between the Bloomfield Township Public Library (“BTPL”) and Cranbrook Educational Community (“CEC”).

This renewed Agreement, which shall be for a period of three (3) years, commencing on May 1, 2013, shall provide that:

1. **BTPL Facilities:** All Cranbrook and Art Academy students, staff and faculty will have borrowing privileges and access to study rooms at the BTPL. All residents of Cranbrook including family members also will have borrowing privileges and access to study rooms at the BTPL.
2. **CEC Facilities:** Residents and employees of Bloomfield Township will receive the following privileges at specific CEC facilities, including:
  - a. Cranbrook Academy of Art Library: On-site access to the Cranbrook Academy of Art Library for reading, research and photocopying. Circulation privileges at the Cranbrook Academy of Art Library, with a limit of two items per borrower. This excludes reference materials, rare and special collection books, periodicals, as these are all non-circulating.
  - b. Cranbrook Archives: By-appointment access to the Cranbrook Archives;
  - c. Cranbrook Centennial Pass: Cranbrook has issued 250 Cranbrook Passes (“Passes”) to the BTPL on May 1, 2010 to be used throughout the term of this Agreement. Cranbrook will, in addition, to the foregoing, provide such additional Passes as may be necessary to meet the demand for Passes during the period of the Agreement. Said Passes will be made available at BTPL as a “circulation” item to Bloomfield Township residents, property owners and employees with a valid BTPL borrower’s card. BTPL shall circulate said Passes in accordance with policy as established by the BTPL Library Board of Trustees. The Pass will allow free general admission access for a Pass holder and one guest to Cranbrook Institute of Science, Cranbrook Art Museum, Cranbrook House and Gardens and Williams Natatorium during normal public hours. The BTPL will be identified as the holder of the Pass on the reverse side.
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4. **Special Programs:** CEC will work with the BTPL in providing special tours and visitation programs at CEC facilities for Bloomfield Township residents, property owners and employees with a valid BTPL borrower’s card.
5. **Indemnification:** CEC agrees to defend and indemnify BTPL, its agents, employees, representatives, officers and director’s against and hold BTPL harmless from any and all liability, loss, damage, cost, expense (including attorney’s fees), claim, demand, judgment or other action, whether pending or threatened, which arises out of or is in any way related to the use and/or occupation of the BTPL

**Bloomfield Township Public Library  
and Cranbrook Educational Community  
Cooperative Relationship *(continued)***

facilities by CEC students, staff, faculty and families of CEC boarders. Nothing herein shall be deemed to require CEC to indemnify BTPL, its agents, officers, trustees or employees, from any loss or damage which is caused solely by the negligence or willful misconduct of BTPL, its agents, employees, representatives, officers or directors. The provisions of this Section shall survive any termination of this Agreement.

This Agreement shall be for a period of three (3) years, with an annual evaluation for any adverse effects on either party, in which event, good faith consideration will be given to modification or termination. This Agreement may be terminated by either party, without cause, upon six month's written notice given to the other.

Executed by the parties, by their duly authorized officers:

**Bloomfield Township Public Library**

**Cranbrook Educational Community**

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Judy Lindstrom, President  
Library Board of Trustees  
Authorizing Officials

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Rod Spearin  
Chief Operating Officer  
Authorizing Official



**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**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Assistant Director

**DATE:** October 11, 2012

**SUBJECT:** Strategic Plan Update

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

- Invitations have been sent to all Bloomfield Hills Schools PTOs inviting them to meet at the Library. We are now confirming Bloomfield Township private school PTO contacts to send invitations to. As part of our “First Meeting Free” goal, each group meeting at the Library will be welcomed by a Library staff member.
- A Library staff committee will survey Bloomfield Township residents to determine what they know about the Library and its collections, programs and services is creating a list of survey questions based on the 2009 Library Attitude Awareness and Usage (AAU) survey conducted as part of our strategic planning process. Once a list of 10 to 15 survey questions has been developed, the next step will be to decide on the best avenue to collect 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. Six TAB members are interested in creating these.
- Our library rewards program returned for the month of September in conjunction with National Library Card Sign Up month. 86 young Bloomfield Township residents received their very first library card and were given a special first edition copy of the *My Library* book. 286 Bloomfield Township residents - those who brought in a friend or neighbor to get a library card and those who received their first library card – had their name entered into a drawing for a Kindle. New Bloomfield Township resident Julia Hruska had her name drawn to receive the Kindle. She was delighted to receive this gift.
- A welcome brochure draft, highlighting Library collections and services, continues to evolve. 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. Recently, one new Historical Society volunteer has been trained to use and assist others in the Library archives.

- 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 charged with investigating ways to improve patron wayfinding throughout the building has met and determined several topics to research. We have visited the Novi Public Library to view their wayfinding monitor and see it in use. We'll discuss our findings and next steps in wayfinding at our next meeting on October 18.
- Adult Services staff is working to promote programs developed with seniors in mind for greater appeal and attendance. A *Boomers and Beyond* newsletter, sharing information with Bloomfield Township seniors, is sent out monthly. Two new computers classes – Facebook for Seniors and a Mouse Tutorials – are now offered as well.
- The Library's newest collection, VITALITY Kits, was unveiled on Thursday, October 11! Special guest speaker, Dr. Frank McGeorge, Good Health reporter, Channel 4, shared how to stay healthy during your senior years and how our new VITALITY kit collection can help! VITALITY KITS are located in the Adult Services area and available to borrow.

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**

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**TO:** Trustees

**FROM:** Karen Kotulis-Carter

**DATE:** September 30, 2012

**SUBJECT: Follow-up regarding Renting Computers**

This topic was introduced during a recent meeting. I thought that it would be wise to follow up regarding any potential cost-benefit to the taxpayers. Technology is a large and necessary investment for the library.

I requested that Joan Wu, Systems Department Head, investigate this question. Joan was able to learn several things about this possible change in how we provide computer access for our staff and public.

The library currently has a total of 215 computers for staff and public. This does not include our very unique and more expensive servers. Each PC currently costs approximately \$800, not including keyboards or monitors, based on our current arrangement to purchase computers through our state library cooperative, TLN. TLN is able to negotiate a volume discount for the entire cooperative of 65 libraries in southeast Michigan.

If we were to replace all 215 computers @ \$800 at one time, it would cost us \$172,000. This cost is not possible relative to our current budget limitations. We therefore, planned to work with the Development Committee to try and raise funds along with a matching donation from the Friends that could replace each computer every five years. This plan places them at their end of their technological six-year life cycle. We used to have a three-year replacement cycle plan for one-third of our computers to keep the collection up to date every three years. No computer would have been more than four years old under that plan.

Joan learned that DELL does offer a computer rental service at a cost of \$23.50 per month per computer. At that rental pricing, a similar DELL computer kept for five years would cost \$1,410 over five years. This plan also includes a buyout at \$1 per computer for this rental option at the end of the five year term - a total of \$1,411 at the end of five years. The same DELL computer only costs the library \$800 at this time, so there would be a significant increase to rent them.

We also investigated outsourcing IT. Only the smallest of TLN libraries contract with TLN for their IT needs. None outsource IT responsibilities to companies. Our current Systems staff knowledge pool could not be replaced through outsourcing near our compensation costs. There is no outsourcing option to have staff available during all open hours to assist patrons in the Computer Center and to assist patrons using technology in our meeting rooms - an expectation upon which our patrons have come to rely.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR  
NOVEMBER**

**2012**

**2012**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3 Family Story Time 11am
4	5 So You Want to be President? 6:30pm  Your Money in the Balance 7pm	6 Movers & Shakers 10 & 11 am  Knit N Stitch Circle 10am  Intro to Computers 2pm  Teen Advisory Board 4pm  Tue @ the Movie 2pm	7 Bouncing Babies 10am  Great Books Club 6:45pm	8 Just Us Kids 10am & 2pm  Family Story Time 6:30pm	9 2 <sup>nd</sup> Annual Stuffed Animal Sleepover Friday, Nov 9 from 1-5 drop off stuffed animal  Henry Ford Big Band Concert 7:30pm	10 Sat. Nov 10 from 11-5 Pick up stuffed animal  FOL BIG BOOK SALE 9:30 AM-3:30PM  Intro to Social Networking 2pm
11 BIG BOOK SALE BAG DAY 12-4:30PM	12 LIBRARY CLOSED UNPAID FURLOUGH DAY	13 Movers & Shakers 10 & 11 am  Memoir Writers Group 1pm  Going Online & Intro to Email 2pm	14 Bouncing Babies 10am  Writers Rendezvous 7pm  Nonfiction Book Club 7pm	15 Just Us Kids 10am & 2pm  Eleanor's Book Club 10am	16 Coffee & Conversation 10am	17 Sensory Saturdays 11am
18	19 Using the Computer & Library Resources 2pm  Ebooks 7pm  Your Money in the Balance 7pm	20 Movers & Shakers 10 & 11 am  Tue Book Club 10am  Teen Advisory Board 4pm  Birmingham/Bloomfield Great Books 6:45pm	21 Bouncing Babies 10am  Mystery Book Club 1pm  LIBRARY CLOSSES @ 5:30PM	22   LIBRARY CLOSED THANKSGIVING	23 Lego Club 11am	24 Intro to Microsoft Excel 2pm
25	26 Your Money in the Balance 7pm	27 Movers & Shakers 10 & 11 am  Memoir Writers Group 1pm  Mad Science 6:30pm	28 Bouncing Babies 10am  PJ Theater 6:30pm  Writers Rendezvous 7pm	29 Just Us Kids 10am & 2pm	30 Intro to MS Windows 2pm	