



**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
December 18, 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, December 18, 2012, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE EMAILED</u>
1	Agenda	12/14/12
2a	Request to remove items from the Consent Agenda for Discussion	12/14/12
2b	Motion to approve the order of items for the regular and consent agendas	12/14/12
5	Motion to approve remaining consent agenda items 6-8d	12/14/12
6	Regular Board Meeting Minutes of 11/15/12	12/14/12
7a	Cash Disbursements	12/14/12
7b	Revenues/Expenditures Budget Report	12/14/12
7c	Energy Report	12/14/12
8a	President's Report	
8b	Director's Report	12/14/12
8c	Tentative Schedule Calendar	12/14/12
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee – Meeting minutes 11/15/12	12/14/12
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 –Meeting minutes 12/7/12	12/14/12
8d	Policy Committee – no report	
11a	Detroit Public Library Reciprocal Agreement Renewal	12/14/12
11b	PA 152	12/14/12
13	Motion to approve any items removed from the consent agenda	12/14/12

<u>UNNUMBERED ITEMS</u>	<u>DATE EMAILED</u>
Memo regarding Strategic Plan Update	12/14/12
Friends Meeting Minutes Approved for 11/14/12	12/14/12
Administrative Calendar –January 2013	12/14/12
Memo regarding Retiree Benefits, Labor Burdens, Legacy Costs	12/14/12

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 18, 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 November 15, 2012
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Judy Lindstrom
 - b. Director: *Karen Kotulis-Carter
 - c. Tentative Schedule
 - d. Committee:
 - *Art Committee *Ad Hoc*
 - *Bloomfield Township Liaison
 - *Building & Grounds
 - *Cranbrook
 - *Development
 - *Finance
 - *Friends of the Library Liaison
 - *Jeanette P. Myers Scholarship Selection
 - *Landscaping/Interiors
 - *Personnel
 - *Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Detroit Public Library Reciprocal Agreement Renewal
 - b. PA 152 Publically Funded Health Insurance Contribution Act
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: Tuesday, January 15, 2013 7 p.m.
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, November 15, 2012

At 7:02 p.m. the Library Board of Trustees Meeting was called to order by President Judy Lindstrom. At this time, the newly re-elected Library Board of Trustees was sworn into office by Bloomfield Township Clerk, Jan Roncelli. Joan Luksik was out of state but will individually be sworn into office prior to November 20th.

Present: Trustees: Margaret Cohen, Joseph Falik, Grant Gerhart, Judy Lindstrom, Pamela Williams

Unable to Attend: Joan Luksik

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

Guests: Beth Sulek-LaHousse; Warren Cohen, Township resident; Klaren Gerhart, Township resident.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Falik, Lindstrom, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy congratulated all the Trustees on their re-election to the Library Board. She stated it has been a pleasure working with them the past four years and looks forward to working with them during the next term.

Judy also congratulated Beth Sulek-LaHousse, BTPL Finance Coordinator, for receiving certification as a Certified Public Funds Investment Manager from the Association of Public Treasurers of the United States and Canada.

Judy wished everyone a wonderful Thanksgiving.

Director's Verbal Report:

Karen congratulated the Trustees on their re-election and stated she is looking forward to working with them during their new term.

Karen thanked the Trustees for their help in celebrating National Friends of the Library Week. The Friends book sale went very well this past weekend.

CONSENT AGENDA MOTION

After discussion, a motion was made by Joseph Falik, seconded by Grant Gerhart, **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, Falik, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Judy welcomed Klaren Gerhart and Walter Cohen to the meeting.

UNFINISHED BUSINESS:

No discussion.

NEW BUSINESS:

11a. Election of Officers

A motion was made by Peggy Cohen, seconded by Grant Gerhart, **TO NOMINATE JUDY LINDSTROM, PRESIDENT; PAM WILLIAMS, VICE PRESIDENT; JOAN LUKSIK, SECRETARY TO SERVE FOR THE DECEMBER 2012-NOVEMBER 2013 TERM.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

11b. Appointment of Committees

The Board approved the following Committee appointments for the December 2012 – November 2013 term:

Art Committee: Judy Lindstrom, Pam Williams

Bloomfield Twp Liaison: Joan Luksik, Pam Williams

Cranbrook: Judy Lindstrom, Joan Luksik

Development: Joseph Falik, Judy Lindstrom

Finance: Peggy Cohen, Judy Lindstrom

FOL Liaison: Grant Gerhart, Pam Williams

Building & Grounds: Peggy Cohen, Pam Williams

Jeanette P. Myers Scholarship Selection: Joseph Falik, Joan Luksik

Landscaping/Interiors: Peggy Cohen, Joseph Falik

Personnel/Director Evaluation: Grant Gerhart, Joan Luksik

Policy: Joseph Falik, Grant Gerhart

11c. Fines & Fee Schedule effective 1-1-13

Karen and the Department Heads conducted their annual review of the Fines & Fees Schedule. This year several changes have been recommended and implementation is also recommended to begin three months earlier on January 1, 2013. Karen also informed the Trustees that two collection agencies were interviewed to discuss collection of fines and unreturned materials. This was done in an effort to reduce the cost of collection and create a savings for the Library. Currently we have an outstanding amount of \$155,851.84 for patrons that have fines of \$25.00 or more. The Finance Committee also recommended a \$15.00 non-refundable collection fee assessed per item. Karen stated that we will have a big PR push informing patrons of the new collection process. The collection process was reviewed with the Trustees and they agreed to have Karen further investigate the details of using the collection agency before engaging Unique Management Services.

After discussion, a motion was made by Pam Williams, seconded by Joe Falik, **TO APPROVE THE SCHEDULE OF FINES & FEES AS PRESENTED AND TO BE IMPLEMENTED ON JANUARY 1, 2013. I FURTHER MOVE THAT THE ADDITIONAL RECOMMENDATIONS BE APPROVED AS RECOMMENDED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

11d. Establishment of Director's Legacy Fund

Karen stated that we are all aware of the serious budget reductions. We have lost over 1 million dollars in revenue since 2008 which is 20% of our operating budget. The largest cuts are on the backs of staff with unpaid furlough days and salaries at "stagnant status" for the past four years.

Karen expressed that the loss of revenue impacting our budget has left two areas feeling serious reductions second to staff wages and compensation – planned computer replacement and staff development. The Development Committee has prioritized fund raising for technology, but this leaves staff development as the last budget item to be reinstated. As a special fundraising goal that could be part of the Library's 50th anniversary celebration, Karen suggested to the Development Committee the establishment of a Director's Legacy Endowment Fund to be used specifically to fund staff professional development focused on improving or enhancing public service. Karen explained a few procedural changes at the Community Foundation of Southeast Michigan regarding setting up the fund and that the Library would need to collect and hold the donations until the amount of contributions reaches \$10,000.00. Judy stated that the development of this endowment fund would be a wonderful way to honor the past, present and future Library Director's. The Board approved the establishment of the Director's Legacy Fund.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

A question was raised with regard to the payment to Tech Logic, Inc. Karen explained that this was payment for our annual maintenance including four preventative maintenance visits and repairs for the RFID sorter.

Grant Gerhart questioned why Cranbrook doesn't help the Library out financially if they are a partner. Karen explained the Quid pro quo reciprocal agreement we have with Cranbrook.

At this time Karen Kotulis-Carter apologized to anyone that viewed the October Library Board Meeting online with regard to a question asked but not addressed at the October 16, 2012 Board Meeting concerning Cranbrook's agreement with BTPL. To clarify, Karen stated that all Cranbrook students, all Cranbrook staff, and all Cranbrook faculty (not including their families unless they live on campus) are able to check out materials at the Library. After the October meeting, Karen reconfirmed with the Trustees to go forward with the vote as taken or to bring this up at the November 2012 Board Meeting for re-consideration. All the Trustees confirmed their vote after receiving this additional information and felt they did not need to re-visit the action.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

Meeting adjourned at 8:28 p.m.

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

Submitted by:

Joan Luksik, Secretary

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

National Time & Signal is a vendor who services our time-synced clocks throughout the building.

Ocean of Pearls Film Production is a distributor of DVD videos.

Construction Specialties, Inc. is a supplier of heavy duty walk-off entrance mats.

General Fund

- Check #12619 payable to **Du All Cleaning** in the amount of \$11,297 was payment for several things. It included our regular \$4,600 monthly fee for October. It also included \$900 to assist with cleaning after the loss of one of our part-time Maintenance Assistants. This 30 hour/week position is now posted and I am working with Joel to conduct the interviews. On November 18, 2012 a sewer soil pipe broke connected to our lift station. It caused a serious mess to be cleaned in the storage room (\$297) and a loss of 18 used computers, 6 used VCRs and a few other used equipment items awaiting a used equipment sale. The good news is that our insurance company is paying for the cleanup and to replace this loss. This will be a tremendous help toward updating our equipment. The insurance check is being processed. We will not be having a used equipment in the near future, due to this accident.
- Check # 12632 payable to **Midwest Collaborative for Library Services** in the amount of \$17,320.48 was payment for Plunkett research online (\$2,784), Access Science (\$830), Morningstar (\$5,401), Research Center (\$4,545), Points of View (\$519), 20 cases of CD cases (\$2,937.60) and two Self-Check manual unlockers (\$97.65 each).

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
12579	11/15/12	Marian Rafal	104.01	26.02
12580	11/15/12	Jennifer Taggart	104.01	36.08
12581	11/15/12	Amy Young	104.01	40.81
12582	11/15/12	123 NET	104.01	2,100.00
12583	11/15/12	AT&T	104.01	667.46
12584	11/15/12	BLOOMFIELD TOWNSHIP	104.01	1,697.92
12585	11/15/12	COMCAST	104.01	109.77
12586	11/15/12	DTE ENERGY	104.01	19,685.39
12587	11/15/12	PEOPLE FRIENDLY PLACES, INC.	104.01	81.00
12588	11/15/12	UNITED STATES POSTAL SERVICE	104.01	1,500.00
12589	11/29/12	Elizabeth Conger	104.01	64.85
12590	11/29/12	AMAZON.COM	104.01	2,682.30
12591	11/29/12	AT&T	104.01	540.62
12592	11/29/12	AT&T LONG DISTANCE	104.01	50.31
12593	11/29/12	CONSUMERS ENERGY	104.01	5,433.93
12594	11/29/12	DEARBORN NATIONAL LIFE INSURANCE CO	104.01	788.19
12595	11/29/12	JABARI LONG	104.01	100.00
12596	11/29/12	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
12597	11/29/12	PNC BANK	104.01	4,189.15
12598	11/29/12	VERIZON WIRELESS	104.01	203.36
Total				<u><u>\$40,075.16</u></u>
REGULAR CHECKS:				
12599	12/11/12	APPLE BOOKS	104.01	509.90
12600	12/11/12	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	253.75
12601	12/11/12	AUDIOGO	104.01	372.95
12602	12/11/12	AWE	104.01	1,400.00
12603	12/11/12	BACKER LANDSCAPING, INC.	104.01	7,305.00
12604	12/11/12	BAKER & TAYLOR, INC.	104.01	18,046.60
12604a	12/11/12	VOID	104.01	
12604b	12/11/12	VOID	104.01	
12604c	12/11/12	VOID	104.01	
12604d	12/11/12	VOID	104.01	
12605	12/11/12	BERNAN ASSOCIATES	104.01	326.20
12606	12/11/12	BLACKSTONE AUDIOBOOKS	104.01	204.00
12607	12/11/12	BLOOMFIELD TOWNSHIP	104.01	242,997.35
12608	12/11/12	PETTY CASH - BTPL	104.01	88.80
12609	12/11/12	BUSINESS COMMUNICATION SYSTEMS, INC.	104.01	1,693.00
12610	12/11/12	BWI BOOK WHOLESALERS, INC	104.01	838.13
12611	12/11/12	CAR TRUCKING, INC.	104.01	442.60
12612	12/11/12	CCH INCORPORATED	104.01	100.49
12613	12/11/12	CENTRAL BUSINESS SYSTEMS, INC.	104.01	331.30
12614	12/11/12	CONSTRUCTION SPECIALTIES, INC.	104.01	220.00
12615	12/11/12	THE CREATIVE COMPANY	104.01	1,684.37
12616	12/11/12	DETROIT INSTITUTE OF ARTS	104.01	150.00
12617	12/11/12	DETROIT SYMPHONY ORCHESTRA	104.01	100.00
12618	12/11/12	DIVERSE MEDIA, INC.	104.01	104.17
12619	12/11/12	DU ALL CLEANING, INC	104.01	11,297.00
12620	12/11/12	EASTMAN FIRE PROTECTION, INC.	104.01	1,118.57
12621	12/11/12	GALE CENGAGE LEARNING	104.01	6,089.30
12622	12/11/12	GAYLORD BROTHERS, INC.	104.01	124.05
12623	12/11/12	GRAINGER, INC	104.01	448.51
12624	12/11/12	HEALEY FIRE PROTECTION, INC	104.01	862.00

Check #	Date	Payee	Cash Account	Amount
12625	12/11/12	INFOBASE PUBLISHING	104.01	7,434.46
12626	12/11/12	INFORMATION TODAY, INC.	104.01	366.05
12627	12/11/12	INGRAM LIBRARY SERVICES	104.01	16.73
12628	12/11/12	JCR SUPPLY CO/BEDARD BROS	104.01	1,199.00
12629	12/11/12	LJ ROLLS REFRIGERATION CO., INC	104.01	10,576.00
12630	12/11/12	LAFORCE	104.01	120.00
12631	12/11/12	LIVE OAK MEDIA	104.01	31.78
12632	12/11/12	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	17,320.48
12633	12/11/12	METCOM, INC.	104.01	187.11
12634	12/11/12	STATE OF MICHIGAN	104.01	130.00
12635	12/11/12	MIDWEST TAPE	104.01	7,933.80
12635a	12/11/12	VOID	104.01	
12635b	12/11/12	VOID	104.01	
12636	12/11/12	MITCHELL LANE PUBLISHERS, INC.	104.01	172.00
12637	12/11/12	THE MUSLIM OBSERVER	104.01	170.00
12638	12/11/12	NATIONAL SIGN COMPANY	104.01	550.00
12639	12/11/12	NATIONAL TIME & SIGNAL	104.01	245.00
12640	12/11/12	NBS	104.01	1,653.00
12641	12/11/12	NEW ENGLAND HISTORIC GENEALOGICAL SOC.	104.01	403.59
12642	12/11/12	NUTECH GRAPHICS	104.01	28.27
12643	12/11/12	OCEAN OF PEARLS FILM PRODUCTION, LLC	104.01	80.00
12644	12/11/12	OVERDRIVE	104.01	6,143.30
12645	12/11/12	PARTNERS BOOK DISTRIBUTING, INC.	104.01	2,915.54
12645a	12/11/12	VOID	104.01	
12646	12/11/12	THE PENWORTHY CO.	104.01	636.69
12647	12/11/12	QUILL CORPORATION	104.01	621.86
12648	12/11/12	RANDOM HOUSE, INC.	104.01	385.90
12649	12/11/12	RECORDED BOOKS, LLC	104.01	1,726.21
12650	12/11/12	RICOH AMERICAS CORP.	104.01	504.59
12651	12/11/12	ROSEN PUBLISHING	104.01	579.80
12652	12/11/12	SECURITY DESIGNS INC.	104.01	115.00
12653	12/11/12	SERVICE HEATING & PLUMBING	104.01	332.77
12654	12/11/12	SHOPLET.COM	104.01	91.84
12655	12/11/12	SQBOX SOLUTIONS LTD.	104.01	1,500.00
12656	12/11/12	STAPLES ADVANTAGE	104.01	125.45
12657	12/11/12	TANTOR MEDIA	104.01	259.15
12658	12/11/12	THE LIBRARY NETWORK	104.01	2,817.00
12659	12/11/12	THE LIBRARY STORE, INC.	104.01	778.20
12660	12/11/12	THYSSENKRUPP ELEVATOR CORP	104.01	239.78
12661	12/11/12	UNIQUE BOOKS INC.	104.01	943.83
12662	12/11/12	VIGILANTE SECURITY	104.01	3,900.00
12663	12/11/12	WALLACEBURG BOOKBINDING & MFG	104.01	408.07
12664	12/11/12	WEISS RATINGS INC	104.01	1,272.15
12665	12/11/12	WESCO DISTRIBUTION	104.01	2,314.61
12666	12/11/12	WOLTERS KLUWER LAW & BUSINESS	104.01	289.38
12667	12/11/12	WORLD BOOK, INC.	104.01	1,173.20
Total				<u><u>\$375,799.63</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4061	11/2/12	TERRY LOVE	102.03	23.00
4062	11/2/12	SALLY PULLAR	102.03	47.31
4063	11/15/12	Elizabeth Conger	102.03	10.98
4064	11/29/12	AMAZON.COM	102.03	211.86
4065	11/29/12	JANWAY COMPANY	102.03	678.75
4066	11/29/12	PNC BANK	102.03	424.94
				<u><u>\$1,396.84</u></u>

Check #	Date	Payee	Cash Account	Amount
REGULAR CHECKS:				
4067	12/11/12	BAKER & TAYLOR	102.03	224.77
4068	12/11/12	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	401.64
4069	12/11/12	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	40.00
4070	12/11/12	CONSTRUCTION SPECIALTIES, INC.	102.03	2,931.00
4071	12/11/12	DETROIT SYMPHONY ORCHESTRA	102.03	500.00
4072	12/11/12	THE GALE GROUP	102.03	637.36
4073	12/11/12	GAYLORD BROS., INC.	102.03	105.00
4074	12/11/12	DAROLD GONZALES	102.03	150.00
4075	12/11/12	METCOM	102.03	695.00
4076	12/11/12	MIDWEST TAPE	102.03	2,704.66
4077	12/11/12	PC MALLGOV	102.03	1,428.09
4078	12/11/12	WILD SWAN THEATER	102.03	550.00
Total				<u>\$10,367.52</u>

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

7b

PRESENTED: DECEMBER 15, 2012 FOR THE MONTH OF: NOVEMBER 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	Eight Months 66%
						VARIANCE
<u>Revenues</u>						
Taxes	\$4,530,195	\$4,518,228	(\$6,313)	(\$39,510)	-0.87%	(\$4,557,738)
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	\$10,556	\$83,898	65.31%	(\$44,566)
Charges for Services	\$13,328	\$13,328	\$1,112	\$9,296	69.74%	(\$4,032)
Investment earnings	\$115,017	\$178,767	\$11,192	\$86,494	48.38%	(\$92,273)
Change in Asset Value	\$0	\$0	(\$4,076)	\$414	414.05%	\$414
Miscellaneous	\$9,473	\$9,056	\$1,681	\$7,812	86.26%	(\$1,244)
Total Revenues	\$4,876,095	\$4,924,556	\$14,152	\$212,902	4.32%	(\$4,711,654)
<u>Expenditures</u>						
Personnel	\$3,344,208	\$3,345,743	\$230,838	\$2,185,261	65.31%	(\$1,160,482)
Library Services	\$808,543	\$808,543	\$86,277	\$505,838	62.56%	(\$302,705)
Facilities & Equipment	\$1,044,418	\$1,045,042	\$81,666	\$685,568	65.60%	(\$359,474)
Other Operating Expenditures	\$153,882	\$154,007	\$6,579	\$73,022	47.41%	(\$80,985)
Total Expenditures	\$5,351,050	\$5,353,336	\$405,359	\$3,449,690	64.44%	(\$1,903,646)
Fund Balance - Beginning	\$8,177,620	\$8,304,070		\$8,304,070		
Net revenue (expenditure)	(\$474,955)	(\$428,780)		(\$3,236,788)		
Fund Balance - Ending	\$7,702,665	\$7,875,290		\$5,067,282		

Amendments to the budget:
None

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	\$3,530,365
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: DECEMBER 18, 2012 FOR THE MONTH OF: NOVEMBER 2012

Eight Months 66%

ACCOUNT NAME	2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF NOV 30, 2012	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$64,381	\$375	\$62,141	96.52%	(\$2,240)
Investment Earnings	\$200	\$400	\$16	\$325	81.23%	(\$75)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$64,781	\$391	\$62,466	96.43%	(\$2,315)
<u>Expenditures</u>						
Library Services	\$45,921	\$79,878	\$5,834	\$31,602	39.56%	(\$48,276)
Facilities & Equipment	\$29,731	\$35,522	\$4,359	\$18,694	52.63%	(\$16,827)
Other Operating Expenditures	\$95,917	\$115,008	\$1,501	\$17,199	14.95%	(\$97,809)
Total Expenditures	\$171,569	\$230,408	\$11,694	\$67,496	29.29%	(\$162,912)
Fund Balance	\$104,716	\$98,387		\$98,387		
Reserved Fund Bal.	\$66,853	\$67,239		\$67,239		
Net revenue (expenditures)	(\$170,869)	(\$165,627)		(\$5,030)		
Fund Balance - Ending	\$700	(\$0)		\$160,597		

Amendments to the budget:
All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
NOVEMBER 2012

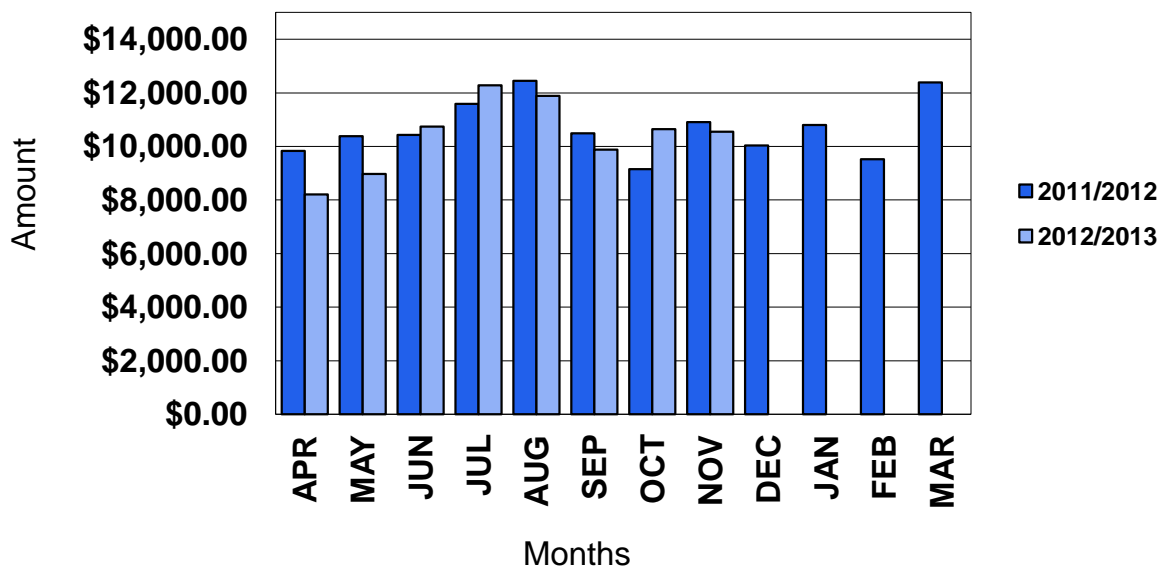
7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Checking (Ecommerce)	0.00%	11/30/2012	\$484,345.46
	Flagstar Public Funds Savings	0.40%	10/31/2012	\$249,280.89
	Flagstar Premier Public Entities Checking	0.25%	11/30/2012	\$336.22
	RBC Capital Cash/Money Market	0.01%	11/30/2012	\$12,070.26
	RBC Capital - Investments	0.00%	11/30/2012	\$4,697,052.56
Total General Fund				\$5,443,085.39
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	11/30/2012	\$118,769.85
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	10/31/2012	\$52,195.00
Total Gift Fund				\$170,964.85
<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				\$106,528.00

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	\$10,650.27	\$1,498.69
NOV	\$10,907.40	\$10,547.64	(\$359.76)
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>\$83,162.81</u>	<u>(\$44,803.76)</u>

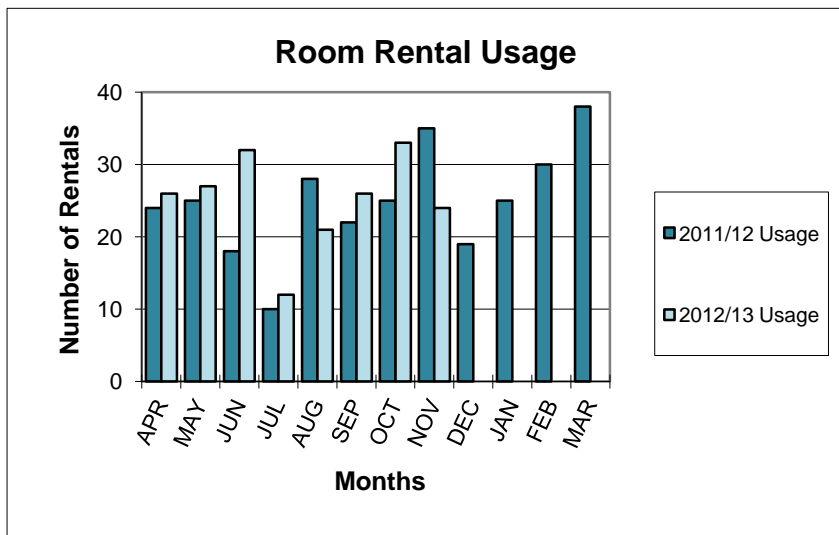
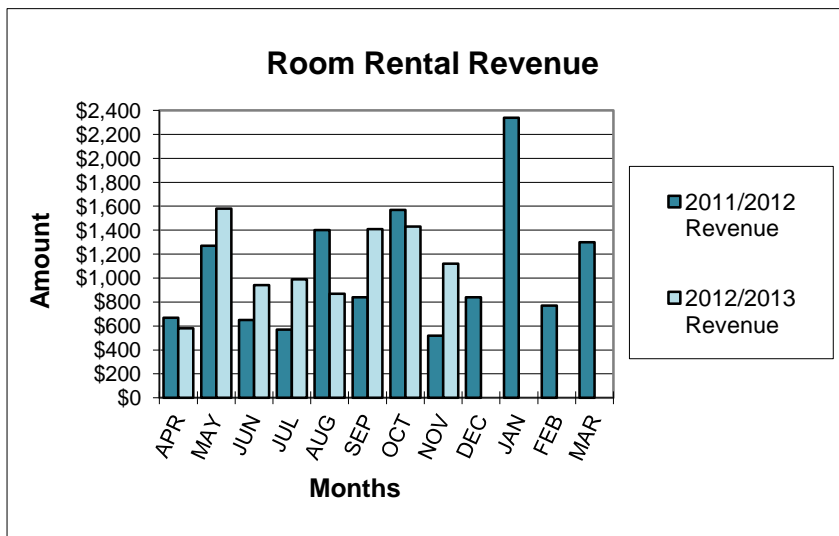
Fines and Fees Two-Year Comparison



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	\$1,430.00	(\$140.00)	25	33	OCT
NOV	\$520.00	\$1,120.00	\$600.00	35	24	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	<u>\$12,740.00</u>	<u>\$8,920.00</u>	<u>(\$3,820.00)</u>	<u>299</u>	<u>201</u>	



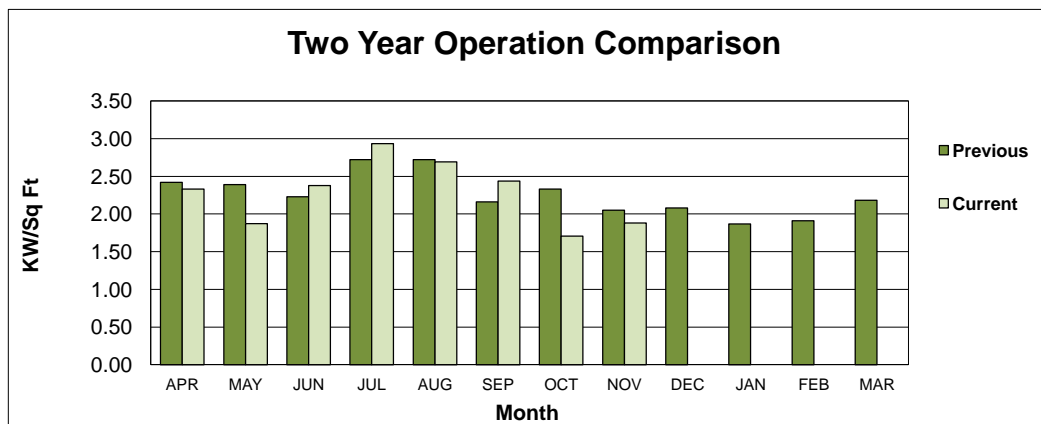
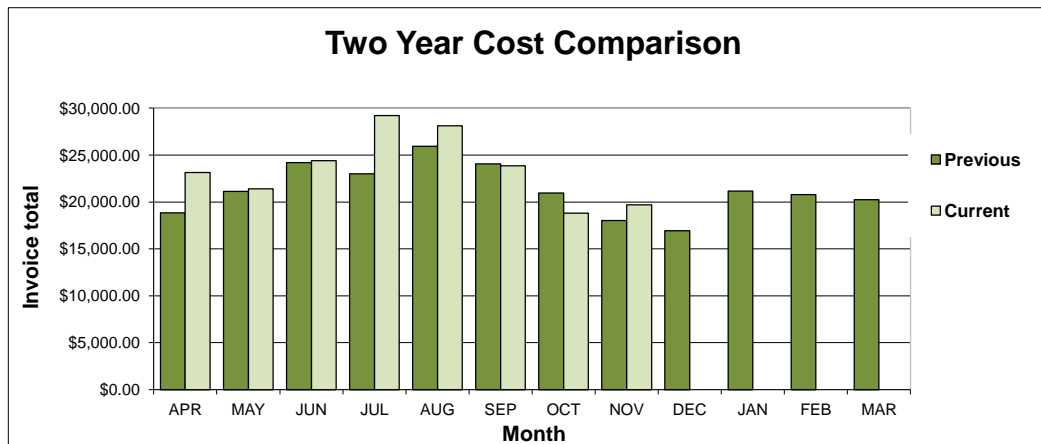
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2011/12	2012/13 (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	\$18,820.02	(\$2,130.88)	172,200	\$0.11	231.45	1.70	\$25.30	\$0.19
NOV	\$18,011.23	\$19,685.39	\$1,674.16	189,910	\$0.10	263.76	1.88	\$27.34	\$0.19
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	\$188,600.70	(\$66,634.91)						

NOTES:

Chiller unit fully operational April 2011 through present



Bloomfield Township Public Library Natural Gas Analysis

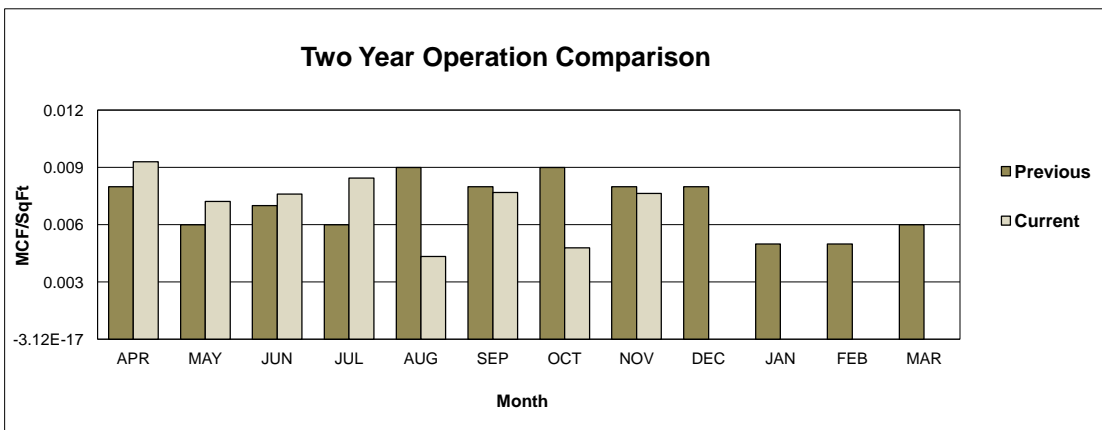
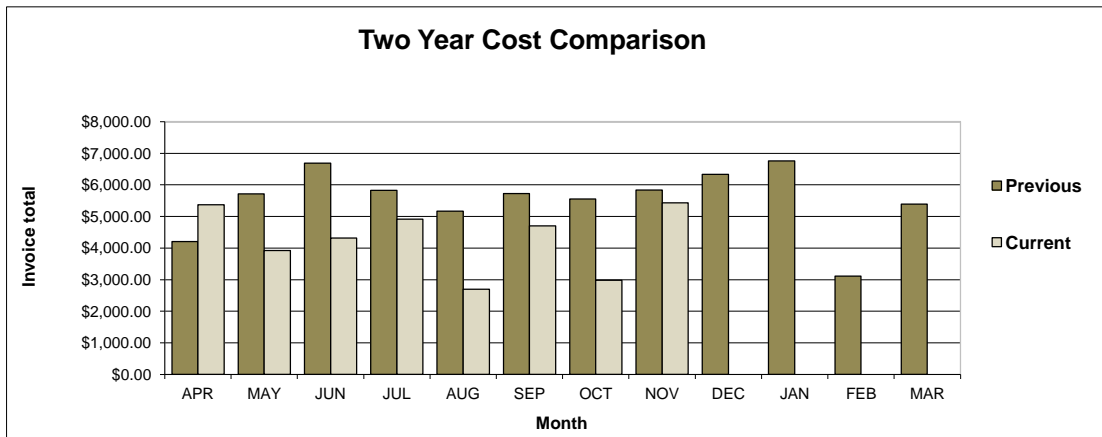
Building Area = 101,023

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	\$2,979.75	(\$2,574.94)	484.3	\$6.15	744	0.65	0.005	4.01	0.029
NOV	\$5,839.47	\$5,433.93	(\$405.54)	772.6	\$7.03	720	1.07	0.008	7.55	0.053
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	\$34,335.91	(\$31,988.72)							

NOTES:

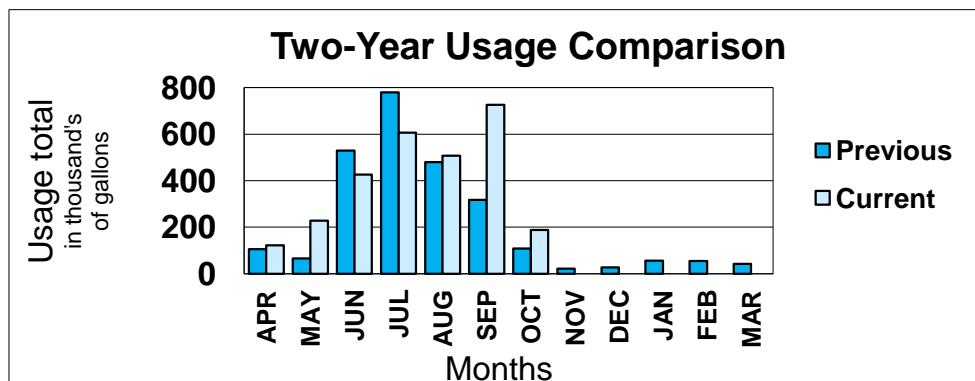
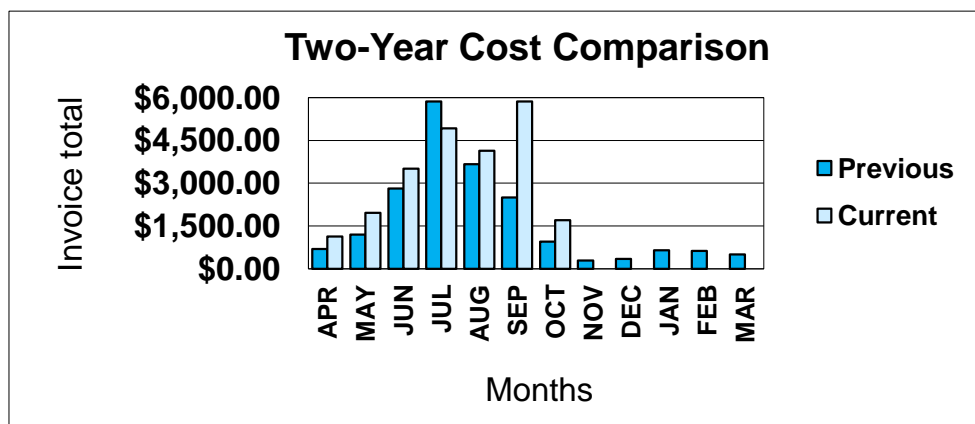
All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



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	\$1,697.92	\$751.24	109	188	79
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>\$23,220.02</u>	<u>\$3,133.91</u>	<u>2,588</u>	<u>2,804</u>	<u>216</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****December, 2012**

- *Attached to this report are minutes from our staff meeting with Unique Management Services, Inc. regarding their potential engagement offering **collection agency services**. Three trustees, Peggy Cohen, Grant Gerhart and Joan Luksik were able to join us for this conference call. We are at the information gathering and review stage at this time. Please read the attached minutes for more detailed information. If all review is satisfactory, we plan to implement the 90-day trial period in February. A thorough public relations campaign will take place in January before implementation to advise our patrons.*
- *The **Personnel Committee** met this month to discuss several issues. Please read the minutes from this important meeting. Among the topics discussed in depth were Retiree Benefits, Labor Burdens and Legacy Costs, an update on the Employee Handbook and Director's Succession Plan projects, the Director's Evaluation and PA 152. The last topic, PA 152, is on our December agenda for Board discussion and action. The information provided to the Personnel Committee regarding Retiree Benefits, Labor Burdens and Legacy Costs, is included in this packet as unnumbered item 5 for your information as well.*
- *Our **50th Anniversary** planning is moving forward. Both the Core Committee and our Staff Committee have met to start developing the theme and specific events.*
- *Also attached to this report is a draft brief description of the responsibilities for each **Library Board committee**. Please review your committee assignments and description and let me know of any changes you would like made.*

Respectfully Submitted,

*Karen Kotulis-Carter
Director*

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY UNIQUE MANAGEMENT SERVICES COLLECTION AGENCY MEETING

The meeting of the Bloomfield Township Public Library Staff with Unique Management Services was held in the Library on Wednesday, December 5, 2012 at 3:00 p.m.

Staff: Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller; Finance Coordinator, Beth Sulek-LaHousse; Systems Department Head Joan Wu, Circulation Department Head, Anna Pelepchuk; Assistant Circulation Department head, Elizabeth Korey.

Trustees: Peggy Cohen, Grant Gerhart, Joan Luksik

Guest: Unique Management Services Representative, Jonathan Hayes.

The Library Board of Trustees Finance Committee agreed that library staff should investigate the use of Unique Management Services to collect overdue library materials and fines. There are several additional questions that necessitated this conference call.

Systems staff requested information on how file transfers are conducted. Jonathan replied that using an Innovative collections module to upload patron account information is the most efficient way but that this information can be conveyed through the "create lists" function also. This is a more labor intensive and manual approach but works well none the less. Jonathan will send the procedures on how to do this. Library staff will need to update the account lists daily or as frequently as possible and send to Unique Management so they are aware of when patron accounts have been settled or changed. In addition, the nonrefundable patron account fee of \$15 for each account sent to Unique Management will need to be added to each patron account manually. This nonrefundable fee will be charged to each patron whose account is referred to Unique Management for collection regardless if there is only one item or multiple items on the account.

Unique Management charges a flat fee of \$8.95 per account referred to them for collections with monthly billing. This includes a series of letters, phone calls and skip tracing to each patron referred. Unique Management Services offers a 90 trial period to try their services for library accounts that are not older than 60 days overdue. There will not be any backlog clean-up during this trial period. After the trial period, we can look at older accounts. Unique Management recommends only going back three years for clean up. Unique Management will help us evaluate which accounts to pursue. At the end of the trial period, Jonathan will review the reports with us for the 90 day trial period, discuss our ease of use of their services, and see if the Library is satisfied with the results while maintaining patron good will. The trial period is free if the Library is unsatisfied with their services. Jonathan believes that some library materials and overdue fines will be collected at the end of the 90 trial period, probably more than enough to cover their cost of \$8.95 per account.

There is an agreement for this trial period that Jonathan will send to us. We will get a report for each month of the trial period and a full report after the full 90 day trial period. Jonathan is certain that the trial period will show that there is a return on investment for the Library, give us a feel for the staff time required to use their services and show us how collections will benefit the Library. Their statistics show that 70% of patrons referred to Unique Management will do something to resolve their account when contacted. Usually 55% of patrons will completely resolve their account within 120 days. Usually 15% of patrons will resolve their account when referred to a credit reporting agency. After credit reporting, there is no further action taken. If a patron resolves their account after being referred to a credit reporting company, the past due account information will remain on their credit report for one year. If the account is not resolved after being referred to a credit reporting company, the past due account information will remain on their credit report for six years. The best response from patrons regarding their long overdue library account is within the first 120 days.

If the Library would like to continue using Unique Management's services after the trial period, there is an addendum to sign to continue their services. There is no contract period – it is open ended. They only ask that if we discontinue using their services that we give them a 60 written notice so they can wrap up the current Library accounts they are working on.

Jonathan informed us that approximately 2 – 4% of our patrons will have long overdue materials and fines. The rule of thumb is that for each 100,000 in circulation, there will be approximately 12 long overdue accounts of \$25 or more in fines and fees. For this Library, that translates into approximately 108 overdue accounts per month that would be turned over to Unique Management Services for collections. At this estimate, the cost for their services would be approximately \$11,600 per year. However, based on their typical return on investment, the amount recovered in returned library materials, fees collected and waived fines would amount to approximately \$43,200. Rochester Public Library has a return on investment of 5 to 1. Baldwin Public Library has a higher return on investment than 5 to 1.

Unique Management offers a small balance program for amounts due of \$10 - \$24.99. Only letters are sent to these accounts at a cost of \$2.95 per account referred to them.

Library staff has complete flexibility in managing our patron accounts in terms of offering payment plans and waiving fines. In addition, the Unique Management website offers access by library staff to patron account information. Letters are available on the website to print for patrons who resolve their overdue account and need immediate verification from the Library of this fact. Unique Management will provide all the set up and ongoing support needed to use their services. This is all included in their flat rate fee of \$8.95 per account.

Jonathan will send the trial agreement, addendum, publicity and press release example to the Library for our review. He also will send references of other libraries using their services with the Innovative module.

After concluding our conference call with Unique Management, it was agreed that if all the documents and references are in order, the Library will begin the trial period starting on February 1, 2013. Our next steps include:

- Creating informational pieces for patrons regarding the Library's use of a collection agency for overdue library materials and fines. This information will include the fact that any overdue account must be completely resolved in order to resume borrowing privileges. Paying an account down to just under \$15 will no longer be acceptable.
- Circulation will investigate a change in wording on the final overdue notice the Library sends to patrons to state that their account will be referred to a collection agency and an additional nonrefundable \$15 charge will be added to their account.
- Developing a step by step procedure for Circulation staff to use in creating a payment plan for patrons if their overdue amount is greater than a certain number, such as \$100.
- Circulation will review the process for waiving fines with Administration.
- Circulation will confirm with Systems staff that patrons may only pay the entire overdue amount on their account when paying online.
- In April, 2013, Anna will present an overview of the entire borrowing process – from reminder notices to the delinquent account process – to the Library Board for their information.

Bloomfield Township Public Library

Library Board of Trustees Standing Committee Responsibilities

The purpose of all committees is to allow for more detailed attention and review with the Library Director regarding the many projects or issues which are presented to the Library and to provide a well researched and thoughtful recommendation to the Library Board for action.

Art

The Art Committee was established to review and recommend the acceptance of art works which are offered to the Library. During our Library Improvements Project it was also charged with the temporary relocation and storage, preservation and placement of art works in the expanded library, in addition to reviewing potential donations. In the past, this committee has also been involved in major art purchases and projects such as “Quest” and “A Different Alphabet.” They work as needed with the donor and the Library Director on various art projects and their dedication. It meets approximately twice a year depending on various ongoing projects.

Bloomfield Township Liaison

This committee stands ready should the need arise for any inter-government issue or joint projects. We have had an exceptionally supportive and positive relationship with the Bloomfield Township Departments and officials over the years. It meets approximately twice a year depending on various ongoing projects.

Cranbrook Educational Community Liaison

The Cranbrook Educational Community Liaison Committee’s primary responsibility is to assist the Library Director, as needed, in renewing our Reciprocal Agreement with the CEC. They are called on to review the agreement when it is renewed every three years and bring a recommendation to the Library Board for its renewal or amendment. It can also be called to assist should any special issues, projects or programs arise. It meets approximately twice a year depending on various ongoing projects.

Development

This committee was previously known as the Fund Raising and Endowment Committee. It continues to focus on ongoing and special fund-raising efforts by the Library, separate from the work of the Friends. It also reviews the status of the endowment funds held at the Community Foundation of Southeast Michigan. The Development committee meets approximately twice a year depending on various ongoing projects as needed.

Finance

The Finance Committee assists the Library Board of Trustees with one of its three most important responsibilities, approving an operating budget and securing appropriate funds to operate the Library. It meets regularly throughout the year with the Library Director, Assistant Director and Finance Coordinator to review investments as needed, the audit and the proposed operating budget.

FOL Liaison

The Friends Liaison attends the monthly Friends of the Library Board meetings with the Library Director. The Liaison briefly reports to the FOL Board and keeps them up-to-date regarding Library Board issues. The Liaison also participates in the FOL book sales and fund-raising events when possible.

Building & Grounds

The purpose of this committee is to work with Administration as needed to review bids proposed for grounds maintenance and proposes the recommended choice to the Board as a whole. They also serve to help review large building project proposals with Administration and the Facility Services Department Head. This committee previously served as the Library Improvements Committee during our construction project from 2005-2008. It meets approximately twice a year depending on various ongoing projects.

Jeanette P. Myers Scholarship Selection

This committee is responsible for understanding the established and approved criteria and guidelines for selection of the scholarship winner(s). It meets approximately once a year in July to review the applications received for the scholarship. This committee also includes the Library Director and works to select the top candidate(s) to receive the award. The award is presented by the trustee committee members to the scholarship winner(s) immediately prior to the August Board meeting.

Landscaping/Interiors

This committee works with Administration and the landscape designer or interior designer to understand and provide guidance as needed for a specific project, such as during the Library Improvements Project. The committee can also be called upon to assist with particular donations relative to the building interior or landscaping. The Landscaping/Interiors committee meets as needed depending on various special projects.

Personnel/Director Evaluation

The Personnel/Director Evaluation Committee assists the Library Board of Trustees with one of its three most important responsibilities, selecting a Library Director. They apply the Director Succession Plan Procedure and work with Administration to post, interview and hire a new Library Director. They act as the intermediary between the full Library Board and the Library Director in negotiating the Director's contract. The committee is responsible for reviewing the

mid-year feedback from staff immediately supervised by the Library Director, collecting feedback from the trustees regarding performance of the Director and meeting personally with the Director to discuss the trustee feedback regarding performance and promoting or firing the Library Director as needed. This committee is also responsible for reviewing the details of any major changes in the organization chart or Employee Handbook as proposed by the Director, particularly if additional funding is required in the Personnel Budget. The Library Director will also keep this committee apprised of major personnel issues or impending legislation affecting our personnel. It meets approximately once a year to discuss recommendations to the proposed library budget as it relates to personnel.

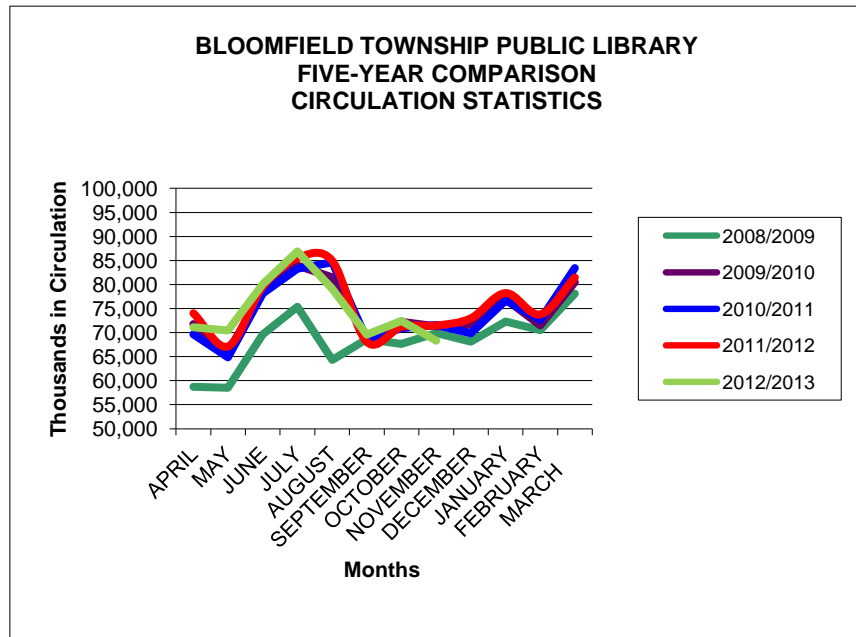
Policy

The Policy Committee assists the Library Board of Trustees with one of its three most important responsibilities, library policy. It is called on to keep the existing 16 policies accurate and current. From 2006 – 2009, all library policies and procedures underwent a major review and revision. All policies created since the beginning of the library in 1964 were reviewed and updated into a concise format. The committee separated the previous library administrative operational procedures and board procedures from true library policy. This project established a specific BTPL definition of “policy” for the creation of future policies: Policy was defined as “Over-riding statements of principals or values which provide a basis for consistent decision-making to guide and determine present and future decisions.” The committee is charged with comparing ongoing Board action and decisions with the existing policies to ensure compliance. The Policy Committee meets once each year to formally review existing policies or more frequently depending on the need for updating. From time to time, the committee may also wish to review the Library Board Procedures.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

12/11/2012

	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	72,467
NOVEMBER	69,901	71,324	71,551	71,456	68,318
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	597,912



	2011		2012	
COLLECTION				
Book Collection:	279,900		283,461	
Media Collection:	58,131		60,454	
Total e-books:	24,044		26,203	
Overdrive	4,042		5,200	
EBSCOhost	19,232		19,227	
Total downloadable audiobooks:	3,657		4,073	(Overdrive)
Materials Total:	365,732		374,191	
CIRCULATION				
Circulation Total:	71,456		68,318	
Bloomfield Township Circulation:	60,104		62,080	
Virtual Circulation Total:	2,199		3,088	
Circulation of Youth materials:	26,687		24,552	
Circulation of Media:	32,440		30,730	
Circulation of Cranbrook passes:	156		206	
Self-checkout machine use:	29,367	41.1%	27,224	39.8%
Library by Mail:	140	30 patrons	143	31 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	29,795*		27,373	
Gate Count:	28,276*		27,086	
Meeting rooms by public:	35		24	
Meeting rooms by staff:	61		61	
VIRTUAL USE				
Home page hits:	30,780		26,881	
e-book access:	940		1,460	
Overdrive	883		1,405	
EBSCOhost	57		55	
Audiobook access:	389		460	(Overdrive)
Music download access:	870		1,168	
TutorMe! sessions:	58		20	
Library Computer Use				
Resident Use	3,440		2,763	
Guest Use	1,043		908	
* Missed Nov. 2 due to power outage				

	2011		2012	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township Residents:	216		177	
Cranbrook:	7		7	
Total new patrons:	335		283	
<i>Adult Program Attendance</i>				
Staff-led:	8 events	65 attended	7 events	27 attended
Speaker-led:	3 events	43 attended	8 events	358 attended
Book clubs:	4 events	48 attended	5 events	62 attended
Tours/visits on-site:	1 event	5 attended	0	0
Tours/visits off-site:	0	0	0	0
<i>Systems Program Attendance</i>				
Staff-led:	3 events	39 attended	2 events	10 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	18 attended	1 event	8 attended
Homework Coaching		27 attended		13 attended
<i>Youth Program Attendance</i>				
Staff-led:	33 events	719 attended	26 events	424 attended
Speaker-led:	2 events	46 attended	1 event	45 attended
Tours/visits on-site:	0	0	1 event	1 attended
Tours/visits off-site:	1 event	31 attended	1 event	5 attended
TOTAL:	57 events	1,041 attend	52 events	953 attended
<i>Volunteers:</i>				
	42 people	333.25 hours	33 people	301.25 hours
	Shop: 7	105.5	Shop: 9	106
	Court: 2	35.25	Court: 0	0
	Students: 13	57.5	Students: 5	34
	Stu. Tutors: 8	48.5	Stu. tutors: 5	34.5
	Dept. Vol: 12	86.5	Dept. Vol: 14	126.75
<i>Patron Remarks</i>				
Patron Comments:	14		11	
Ask BTPL:	6		16	
Ask Us:	42		51	
DISPLAYS				
Lobby	Inventions and Patents of yesteryear by the Detroit Historical Society			
Media	Adult: Family Friendly Movies, Discover Engineering/Inventions			
	Youth: National Native American Month, Nickelodeon, Caldecott			
	Winners, Discover Engineering/Inventions Display			
Local History	Isabelle Charnov Book Donations			

TENTATIVE SCHEDULE CALENDAR

- **Tuesday, December 18, 2012- 7:00 p.m., Regular Board Meeting**

Upcoming meetings and events:

- Monday, December 31, 2013 Library Closed – staff unpaid furlough day.
- Tuesday, January 8, 2013 – 2:00 p.m. Finance Committee Meeting in the Board Room.
- Wednesday, January 9, 2013 – 12:30 p.m. FOL Board of Directors Meeting in the Board Room.
- Tuesday, January 17, 2013 – 7:00 p.m. Regular Board Meeting in the Board Room.

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

The meeting of the Bloomfield Township Public Library Board of Trustees Finance Committee was held in the Library on Thursday, November 15, 2012 at 6:15 p.m.

Trustees: Peggy Cohen and Judy Lindstrom

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

Discussion held about the Fines & Fees Schedule that will be presented to the Board at their November 2012 meeting. Karen pointed out that the DVD rental notification time was at 7 days rather than the usual 22 days. This is due to the type of material it is as well as the amount charged per day for being late.

Discussion held about using collection agencies to collect from patrons who have \$25 or more in outstanding fees. The Finance Committee would like to see the fee we charge patrons for sending their account to our lawyer or to a collection agency at \$15 rather than the proposed \$10 in the Fines and Fees Schedule. Karen stated that she never really wanted to use collection agencies, but the times are changing. Peggy also stated that the way we did business before, when times weren't so tough, is different than the way we need to do it now, with our resources shrinking.

Anna Pelepchuk, Elizabeth Korey, Joan Wu, Karen Kotulis-Carter, Carol Mueller, and Beth Sulek-LaHousse interviewed two different collection agencies by conference call; Transworld Systems and Unique Management Services, Inc. (UMS). They all felt UMS was a much better fit for our library.

Administration recommends we use a 90 day trial period with Unique Management Services, Inc. This company has over 1,400 library clients and uses a Gentle Nudge approach to their collection services. The Gentle Nudge process is a 120-day series of letters, calls, skip tracing, and credit reporting designed exclusively for libraries. If we meet their criteria, UMS also guarantees in writing not to negatively impact the Library budget and offers a "budget neutral" solution.

The cost of this service from UMS is \$8.95 per patron account. The cost of using the lawyer is between \$8-\$22 per patron letter. The Finance Committee agrees with our recommendation to pursue using a collection agency. They would like to be at the next meeting with the company to hear firsthand about how it works. Karen will arrange the meeting and invite trustees to attend.

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

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Friday, December 7, 2012 at 2:00 p.m.

Present: Trustees: Grant Gerhart and Joan Luksik

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

Discussion began about the Director's Succession Plan Project. Karen reiterated that there were three rights and responsibilities, by law, that the Library Board has. They are:

- 1.) To select, hire, evaluate and fire the Library Director
- 2.) To set Library policies
- 3.) To approve a budget.

It was noted that, if the Library Director position was vacant, an acting Library Director could fill in until a new Director was found. The current Library Director would make a recommendation to the Board for this temporary position. A timeline should be prepared for the time in between the Director leaving and a new Director arriving to provide for a smooth transition. During the last Director opening, the Board hired Larry Corbis to do a head hunt. The library spent \$15,000. If the Board were to use a hiring firm in the search for a new Director, she recommends that the Board do a thorough investigation of the firm they hire.

The timeline for preparing the Employee Handbook and getting it into the employees' hands was reviewed. It is Beth's goal this year to get the Handbook completed and distributed. Our law firm, Butzel Long, will be reviewing it in December. Once Malcolm Brown and/or Scott Patterson give us the ok on it, we will then present it to the Personnel Committee to make a recommendation to the Board. A memo from the previous review in 2006 was given to the committee so they had an understanding of what to expect in terms of making this recommendation and to provide some background.

The only action required of the Personnel Committee today is what to recommend to the Board for PA 152. The law, which went into effect in September 2011, requires our Board to vote each year prior to January 1st for one of two options we have to share health care costs with our employees. Option one, which the law mandates, is a hard cap. This year the employer would have to pay \$5,692.50 for single coverage and \$15,525 for family coverage and the employee would pay the difference between this amount and the actual cost of their health care. The second option is an 80/20 split where the employer pays 80% and the employee pays 20% of the actual cost of their health care. These costs were provided to the Personnel Committee. Discussion was held regarding the differences and which way was more beneficial to both employer and employee. Due

to the current contracts which apply to our 22 full time employees, this law would only affect new full time employees. We don't currently have any openings so, in essence, this decision wouldn't affect any of our current employees. The committee decided to recommend the hard cap option to the Board.

The Personnel Committee was given copies of the evaluation feedback forms the staff completed about the Library Director as supervisor. The committee can use these forms in their own evaluation and be prepared to discuss the Library Director's evaluation at the February 2013 Personnel Committee meeting.

Information was presented to the Committee on the Legacy costs the Library has for our employees and retirees. The committee was also given a timeline of when benefit changes occurred and what the benefits are for current and new employees as well as for current retirees. They were also given a breakdown benefits for all eligible staff.

Future liabilities are the payout of vacation and sick leave benefits for current employees. The sick leave payout has been eliminated for any new employees who were hired on or after May 1, 2011.

The Legacy costs are the health care, retiree pension and life insurance costs provided to an employee after employment. This cost is currently approximately \$160,000 a year for the defined benefit employees. This cost will continue for the next 15 – 20 years and then be eliminated. For all new employees hired on or after May 1, 2011 these costs are no longer legacy costs. While they are employed at BTPL, new employees will receive payments by the Library into Retirement Health Savings Plans for their retiree health care costs and into 401A Plans for their defined contributions. Both of these plans are portable and will go with the employee when their employment ends, thus eliminating any costs to BTPL after their employment ends. Our plan has eliminated all legacy costs for the library in the future.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: December 18, 2012

SUBJECT: Reciprocal Agreement with Detroit Public Library

I have been reviewing the renewal of this agreement with the department heads and with Jo Anne Mondowney, Director of DPL, over the past several months. We are all in agreement that the reciprocal relationship has been beneficial and well-received by our communities. We jointly recommend renewal.

Our reciprocal agreement first began in July 2004, when DPL left the TLN cooperative and found it necessary to charge non-residents \$100 per year to access its collections. Access includes both circulation and librarian assistance with research.

The existing agreement will end July 31, 2013. The proposed renewal agreement for DPL is attached. The proposed DPL-BTPL agreement remains the same as the last two three-year agreements except for revising the effective dates and adding one sentence "No modification or amendments to this Agreement shall be effective unless written and signed by both parties."

I requested this additional sentence, because it is now standard verbiage used in our reciprocal agreements. Jo Anne Moldowney agreed that it was a wise addition to the agreement.

Registration by Detroit residents and Bloomfield Township taxpayers is minimal. 229 Detroit residents are currently registered at BTPL. 19 Bloomfield Township residents registered each of the last three years at DPL. So our individual participation is minimal for both communities.

Circulation statistics also show minimal use. Bloomfield Township residents checked out a total of 56 items from DPL in the 2010-2012 period to date. However, 68 requests were made of the genealogy librarians in the DPL Burton Historical Collection archives. Use of the Burton Historical Collection does not circulate and this number has remained steady from the last agreement period. This is by far the most popular use of the reciprocal agreement by our residents. I have attached some background on the Burton Historical Collection for your information. This collection is significant to our patrons' access because it includes materials inaccessible anywhere else in the world. Because our library only began in the 1960's, we do not have many historic documents and maps in our collections. We have been working with the Bloomfield Historical Society to do so. However, we need to build our archive to include information regarding many historic farms, buildings, businesses and religious congregations which began long before our library's establishment in 1964. We do not have these

materials, but the Burton does. Any serious researcher of local, county or state history needs to have access to Detroit Public Library for historical documents. Any genealogist, amateur or professional, needs to have access to the Burton to obtain documents and histories regarding family research relative to the Detroit area.

Detroit residents have checked out an average of 2,966 from BTPL each year over the current agreement. This represents only 3/10ths of one percent of our total annual 908,115 circulation. This number is also much lower than the previous contract period, which was an average of 4,620 per year.

A strict comparison of the circulation statistics show that Detroit residents check out more materials from our library than our residents check out from DPL. However, circulation is not the primary resource for which we are negotiating from DPL. Our prime resident benefit is access to their special collections: Historic newspapers, obituaries, US Federal government document depository since 1868, Patent and Trademark resources, Rare Book collection, National Automotive History Collection, the E. Azalia Hackley Collection of African Americans in the Performing Arts and the Ernie Harwell Sports Collection.

DPL intentionally waives its own non-resident policies for the sake of this agreement. If we were comparing circulation statistics with another library which mirrors our collection, the disparity would not be acceptable.

Similar to the use of Cranbrook by our residents, the few Bloomfield Township residents who use the Detroit Public Library are very excited to have free and special access to its unique resources. Both special agreements warrant more promotion to our residents to increase awareness of the access and opportunities available. The strategic planning partnership goal supports this effort.

Please give renewal of this agreement your full consideration.

ACTION: I move to approve the renewal our Reciprocal Agreement with the Detroit Public Library for the period commencing August 1, 2013, as presented.

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

Circulation Totals for:	Bloomfield Borrowers at DPL	Detroit Borrowers at BTPL	Bloomfield use of DPL	Bloomfield use of DPL Special Collections	Detroit use of BTPL
2010-2011	19	194	51	30	3,439
2011-2012	19	221	5	25	2,917
2012-2013	19	229	0	13	1,242*

*April 2012 – October 2012

**Bloomfield Township Public Library – Detroit Public Library
Reciprocal Borrowing Agreement**

This agreement is entered into this 15th day, June, 2010 by and between the **Bloomfield Township Public Library ("BTPL")**, and **Detroit Public Library ("DPL")**.

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

BTPL: All residents and employees with valid Detroit Public Library Cards of Detroit will have borrowing privileges at the BTPL and access to all its collections.

DPL: All residents, employees and contract communities of Bloomfield Township with valid Bloomfield Township Public Library cards will have borrowing privileges at the DPL and access to all its collections.

This Agreement will be for 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

by: Margaret Cohen
Margaret Cohen, President
Library Board of Trustees

Detroit Public Library

by: Jo Anne Mondowney
Jo Anne Mondowney
Director and CEO

Detroit Public Library Burton Historical Collection

The Burton Historical Collection (BHC) of the Detroit Public Library began as the private library of Clarence Monroe Burton. In addition to being a prominent attorney, Mr. Burton was a Detroit historiographer and the founder of the C. M. Burton Abstract Co. Mr. Burton's original intention was to assemble a collection on the history of Detroit. Realizing that Detroit's history was inextricably connected to that of Michigan and the Old Northwest and those histories to that of Canada and New France, he assembled a collection that was one of the most important private historical collections in the country.

Over the course of 40 years, Mr. Burton systematically collected original documents and personal papers of prominent citizens of Detroit and Michigan. By 1914 the library contained 30,000 volumes, 40,000 pamphlets and 500,000 unpublished papers. Mr. Burton donated his collection, including the building it was housed in, to the Detroit Public Library in 1915. The collection was moved to the new main library in 1921.

Overview

The BHC is both a repository of records of the past and a workshop of historical activity in the present, with emphasis on the history of Detroit and Michigan from the time of settlement in the 17th century to the present. The background history encompasses the Great Lakes area, New England, and New France as well as local and county histories for both the United States and Canada. Noted for its source material, the BHC contains books, pamphlets, bound newspapers, atlases, maps, pictures, photographs, personal papers, archives, business records, and ephemeral items such as newspaper clippings, broadsides, and scrapbooks.

Genealogical materials in the BHC include federal census population schedules, family histories, cemetery inscriptions, church records of baptisms, marriages, and deaths, military records, hereditary society indexes, heraldry books, immigration records, probate indexes and records, vital records, obituaries, and land records. The Map Collection holds materials from around the world dating from the 16th through the 20th centuries with a particular emphasis on Detroit and Michigan. The collection includes maps, atlases, Sanborn fire insurance maps, gazetteers and geographical dictionaries. Over 4,000 manuscript collections, consisting of personal papers, records of organizations, businesses and churches, and the governmental archives of Detroit and Wayne County, Michigan make up the manuscript collection. Of particular interest are: the Grace Bedell letter to Abraham Lincoln; French licenses to voyageurs; correspondence and papers of local notables such as Antoine de la Mothe Cadillac, Anthony Wayne, Henry Rowe Schoolcraft and Lewis Cass.

Conducting Research

All materials in the BHC are reference and cannot leave the reading room. Specific items can be identified using the library's [online catalog](#), traditional card catalogs, and in-house finding aids. Photocopying is subject to approval: many items are fragile, oversized or subject to other restrictions and cannot be placed on a copier. Use of a patron's digital camera may be permitted for items not approved for photocopying. Inquiries may be made by phone, mail, e-mail, and in person. A list of researchers is provided as a courtesy to those needing extensive research. Neither the Burton Historical Collection or the Detroit Society for Genealogical Research (DSGR) recommends any particular individual or takes any responsibility for the work performed. This list is provided for your information and convenience only.

Photograph Collection

Thousands of photographs and other photographic formats of Detroit and Michigan scenes, Great Lakes ships, and people make up the Burton image collection. Books, magazines, and newspapers have been indexed for illustrations. A large collection of postcards shows how the city and state looked to tourists of earlier days. It is necessary to complete the [Special Collections Reproduction Order Form](#) for any reproduction (other than photocopies) of photos owned by the Special Collections departments.

**Bloomfield Township Public Library – Detroit Public Library
Reciprocal Borrowing Agreement**

This agreement is entered into this 18th day, December, 2012 by and between the **Bloomfield Township Public Library (BTPL)**, and **Detroit Public Library (DPL)**.

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

BTPL: All residents and employees with valid Detroit Public Library Cards of Detroit will have borrowing privileges at the BTPL and access to all its collections.

DPL: All residents, employees and contract communities of Bloomfield Township with valid Bloomfield Township Public Library cards will have borrowing privileges at the DPL and access to all its collections.

This Agreement will be for 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. **No modification or amendments to this Agreement shall be effective unless written and signed by both parties.**

Executed by the parties, by their duly authorized officers:

Bloomfield Township Public Library

Detroit Public Library

by: _____
Judy Lindstrom, President
Library Board of Trustees

by: _____
Jo Anne Mondowney
Director and CEO

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: December 11, 2012

SUBJECT: PA 152

In 2011, both the Bloomfield Township Trustees and the Library Board reviewed the potential affect of a new Michigan law, Public Act 152, with our labor attorney, Malcolm Brown of Butzel Long. PA 152, known as the "publically funded health insurance contribution act," required public employees to contribute to their health care costs.

Bloomfield Township Trustees voted to exempt the Township from this requirement in 2011. The Township Trustees again have voted to exempt the Township at their December 10, 2012 meeting.

Malcolm Brown advised that the library needed to implement one of the three options by January 1 of each year. According to Malcolm Brown, the Library Board does not meet the criteria as a governmental unit which has the option to exempt itself. The Library Board approved the hard cap option in 2011. This decision can be continued or changed each calendar year. We now have an opportunity to continue the hard cap option for 2013 or to switch to the percentage option.

PA 152 gives public employers three options from which to choose for funding health care costs. These options are described in Section 3, Section 4, and Section 8 of the act (although Malcolm Brown says the library is not considered a "local unit of government" and therefore the option in Section 8 is not available to us). The amounts specified in the amended act have been increased 3.5% for the 2013 calendar year and are updated in the options below. In summary, the options are:

- 1.) A public employer shall pay no more for a medical benefits plan than a total equal to \$5,692.50 for single coverage, \$11,385.00 for employee and spouse (not available for our health care coverage), or \$15,525.00 for family coverage for each eligible employee. Malcolm refers to this as utilizing "hard caps" and this would mean our eligible employees would pay the difference between the total annual cost of the medical benefits plan and the hard cap noted above.
- 2.) By a majority vote of its governing body, a public employer shall pay not more than 80% of the total annual costs of the medical benefit plans it offers. Which means our eligible employees would be required to pay 20% or more of the total annual costs of that plan.
- 3.) By a 2/3 vote of its governing body, a local unit of government may exempt itself from the requirements of this act. Malcolm states this is not an option for us since we are not a "local unit of government" as defined in Section 2d of the act.

Please see these attachments:

- Public Act 152 of 2011 as copied from the State of Michigan website
- September 18, 2012 PA 152 Calendar Year 2013 Amendment
- Cost breakdown prepared by Beth Sulek-LaHousse

As you can see from the cost breakdown sheet, based on current employees, it would benefit our future employees to elect option 1, the hard cap option, as this has a significantly lower cost to them than option 2, the 80/20% option. Cost wise, it would benefit BTPL to elect option 2 as our costs would be less than option 1. However, budgeting would benefit from having a hard cap if we went with option 1, because these would be known costs. It is likely that health care costs will continue to increase so the 80% would continue to increase respectively. 80% of a moving target is not recommended. The actual costs to the library with either option would be very close. Our legal counsel interprets the law to allow for the most beneficial option to be changed if desired in the future before the beginning of a new calendar year (i.e. before January 1, 2014), but the change must be affirmatively made by a vote of the Trustees.

PA 152 also affects current employees. However, because our 22 current eligible full-time employees all signed a contract, in effect through March 31, 2017, according to Section 5 (1), "the requirements of section 3 or 4 (of PA 152) do not apply to that group of employees until the contract expires." The decision of which option we choose will affect our current employees in 2017 when the choice is reviewed again prior to January 1, 2017. Because all of our full-time employees are currently exempt from this change until the contract expires in 2017, the actual cost to the library with either option is zero. Only when one of the existing full-time employees (up until 2017) leaves the library, will the new employee's coverage be affected.

It is recommended by Administration and the Personnel Committee to adopt Option 1, known as the Hard Cap Option.

ACTION: I move to approve adoption of the Hard Cap Option for new full-time employees eligible for health care coverage, as stated in PA 152, effective January 1, 2013.

Act No. 152
Public Acts of 2011
Approved by the Governor
September 24, 2011
Filed with the Secretary of State
September 27, 2011
EFFECTIVE DATE: September 27, 2011

**STATE OF MICHIGAN
96TH LEGISLATURE
REGULAR SESSION OF 2011**

Introduced by Senator Jansen

ENROLLED SENATE BILL No. 7

AN ACT to limit a public employer's expenditures for employee medical benefit plans; to provide the power and duties of certain state agencies and officials; to provide for exceptions; and to provide for sanctions.

The People of the State of Michigan enact:

Sec. 1. This act shall be known and may be cited as the "publicly funded health insurance contribution act".

Sec. 2. As used in this act:

(a) "Designated state official" means:

(i) For an election affecting employees and officers in the judicial branch of state government, the state court administrator.

(ii) For an election affecting senate employees and officers, the secretary of the senate.

(iii) For an election affecting house of representatives employees and officers, the clerk of the house.

(iv) For an election affecting legislative council employees, the legislative council.

(v) For an election affecting employees in the state classified service, the civil service commission.

(vi) For an election affecting executive branch employees who are not in the state classified service, the state employer.

(b) "Flexible spending account" means a medical expense flexible spending account in conjunction with a cafeteria plan as permitted under the federal internal revenue code of 1986.

(c) "Health savings account" means an account as permitted under section 223 of the internal revenue code of 1986, 26 USC 223.

(d) "Local unit of government" means a city, village, township, or county, a municipal electric utility system as defined in section 4 of the Michigan energy employment act of 1976, 1976 PA 448, MCL 460.804, an authority created under chapter VIA of the aeronautics code of the state of Michigan, 1945 PA 327, MCL 259.108 to 259.125c, or an authority created under 1939 PA 147, MCL 119.51 to 119.62.

(e) "Medical benefit plan" means a plan established and maintained by a carrier, a voluntary employees' beneficiary association described in section 501(c)(9) of the internal revenue code of 1986, 26 USC 501, or by 1 or more public employers, that provides for the payment of medical benefits, including, but not limited to, hospital and physician services, prescription drugs, and related benefits, for public employees or elected public officials. Medical benefit plan does not include benefits provided to individuals retired from a public employer.

(f) "Public employer" means this state; a local unit of government or other political subdivision of this state; any intergovernmental, metropolitan, or local department, agency, or authority, or other local political subdivision; a school district, a public school academy, or an intermediate school district, as those terms are defined in sections 4 to 6 of the revised school code, 1976 PA 451, MCL 380.4 to 380.6; a community college or junior college described in section 7 of article VIII of the state constitution of 1963; or an institution of higher education described in section 4 of article VIII of the state constitution of 1963.

Sec. 3. Except as otherwise provided in this act, a public employer that offers or contributes to a medical benefit plan for its employees or elected public officials shall pay no more of the annual costs or illustrative rate and any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs, than a total amount equal to \$5,500.00 times the number of employees with single person coverage, \$11,000.00 times the number of employees with individual and spouse coverage, plus \$15,000.00 times the number of employees with family coverage, for a medical benefit plan coverage year beginning on or after January 1, 2012. A public employer may allocate its payments for medical benefit plan costs among its employees and elected public officials as it sees fit. By October 1 of each year after 2011, the state treasurer shall adjust the maximum payment permitted under this section for each coverage category for medical benefit plan coverage years beginning the succeeding calendar year, based on the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available from the United States department of labor, bureau of labor statistics.

Sec. 4. (1) By a majority vote of its governing body, a public employer, excluding this state, may elect to comply with this section for a medical benefit plan coverage year instead of the requirements in section 3. The designated state official may elect to comply with this section instead of section 3 as to medical benefit plans for state employees and state officers.

(2) For medical benefit plan coverage years beginning on or after January 1, 2012, a public employer shall pay not more than 80% of the total annual costs of all of the medical benefit plans it offers or contributes to for its employees and elected public officials. For purposes of this subsection, total annual costs includes the premium or illustrative rate of the medical benefit plan and all employer payments for reimbursement of co-pays, deductibles, and payments into health savings accounts, flexible spending accounts, or similar accounts used for health care but does not include beneficiary-paid copayments, coinsurance, deductibles, other out-of-pocket expenses, other service-related fees that are assessed to the coverage beneficiary, or beneficiary payments into health savings accounts, flexible spending accounts, or similar accounts used for health care. Each elected public official who participates in a medical benefit plan offered by a public employer shall be required to pay 20% or more of the total annual costs of that plan. The public employer may allocate the employees' share of total annual costs of the medical benefit plans among the employees of the public employer as it sees fit.

Sec. 5. (1) If a collective bargaining agreement or other contract that is inconsistent with sections 3 and 4 is in effect for a group of employees of a public employer on the effective date of this act, the requirements of section 3 or 4 do not apply to that group of employees until the contract expires. A public employer's expenditures for medical benefit plans under a collective bargaining agreement or other contract described in this subsection shall be excluded from calculation of the public employer's maximum payment under section 4. The requirements of sections 3 and 4 apply to any extension or renewal of the contract.

(2) A collective bargaining agreement or other contract that is executed on or after September 15, 2011 shall not include terms that are inconsistent with the requirements of sections 3 and 4.

Sec. 6. A public employer may deduct the covered employee's or elected public official's portion of the cost of a medical benefit plan from compensation due to the covered employee or elected public official. The employer may condition eligibility for the medical benefit plan on the employee's or elected public official's authorizing the public employer to make the deduction.

Sec. 7. (1) The requirements of this act apply to medical benefit plans of all public employees and elected public officials to the greatest extent consistent with constitutionally allocated powers, whether or not a public employee is a member of a collective bargaining unit.

(2) If a court finds the requirements of section 3 to be invalid, the expenditure limit in section 4 shall apply to a public employer that does not exempt itself under section 8, except that the requirement for a majority vote of the governing body of the public employer in section 4 shall not apply. If a court finds section 4 to be invalid, the expenditure limit in section 3 shall apply to each public employer that does not exempt itself under section 8.

Sec. 8. (1) By a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of this act for the next succeeding year.

(2) A 2/3 vote of the governing body of the local unit of government is required to extend an exemption under this section to a new year.

(3) An exemption under this section is not effective for a city with a mayor who is both the chief executive and chief administrator, unless the mayor also approves the exemption.

(4) An exemption under this section is not effective for a county with a county executive who is both the chief executive and chief administrator, unless the county executive also approves the exemption.

Sec. 9. If a public employer fails to comply with this act, the public employer shall permit the state treasurer to reduce by 10% each economic vitality incentive program payment received under 2011 PA 63 and the department of education shall assess the public employer a penalty equal to 10% of each payment of any funds for which the public employer qualifies under the state school aid act of 1979, 1979 PA 94, MCL 388.1601 to 388.1772, during the period that the public employer fails to comply with this act. Any reduction setoff or penalty amounts recovered shall be returned to the fund from which the reduction is assessed or upon which the penalty is determined. The department of education may also refer the penalty collection to the department of treasury for collection consistent with section 13 of 1941 PA 122, MCL 205.13.

This act is ordered to take immediate effect.

Carol Morey Viventi

Secretary of the Senate

Ray E. Randall

Clerk of the House of Representatives

Approved

.....
Governor

MICHIGAN PUBLIC ACT 152 - effective date 09/27/11

Provides for employee healthcare premium contribution/sharing beginning January 1, 2012 for all new BTPL employees

HARD CAP - must utilize

	Single	Family
Current* annual health care costs (medical only)	\$5,996.40	\$18,417.24
Hard cap amount (BTPL annual cost)	<u>(\$5,500.00)</u>	<u>(\$15,000.00)</u>
Amount employee would pay annually	\$496.40	\$3,417.24
divided by 26 pay periods		
Amount employee would pay per paycheck	\$19.09	\$131.43

80/20 SPLIT - may opt for this instead of hard cap with majority vote of Board

Current* annual health care costs (medical only)	\$5,996.40	\$18,417.24
A. 80% = BTPL annual cost	\$4,797.12	\$14,733.79
B. 20% = employee's annual cost	(\$1,199.28)	(\$3,683.45)
B divided by 26 pay periods		
Amount employee would pay per paycheck	\$46.13	\$141.67

* Health care costs as of 11/01/11



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

ANDY DILLON
STATE TREASURER

September 18, 2012

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2013**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563 sets a limit on the amount that a public employer may contribute to a medical benefit plan to the sum of the following:

- \$5,500.00 times the number of employees with single person coverage
- \$11,000.00 times the number of employees with individual and spouse coverage
- \$15,000.00 times the number of employees with family coverage.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available.

By October 1, 2012, the most recent 12-month period available for the U.S. medical care component CPI data spans from September 2011-August 2012. The percentage change in the medical care component from the period September 2010-August 2011 to the period September 2011-August 2012 is **3.5 percent**.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2013, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **\$5,692.50** times the number of employees with single person coverage
- **\$11,385.00** times the number of employees with individual and spouse coverage
- **\$15,525.00** times the number of employees with family coverage.

Andy Dillon
State Treasurer

September 18, 2012

HEATHCARE PAYMENTS REQUIRED OF NEW EMPLOYEES

MICHIGAN PUBLIC ACT 152 - effective date 09/27/11

Provides for employee healthcare premium contribution/sharing beginning January 1, 2012 for all *new* BTPL employees

HARD CAP - must utilize

	Single	Family
Current* annual health care costs (medical only)	\$5,996.40	\$18,417.24
Hard cap amount (BTPL annual cost)	<u>(\$5,692.50)</u>	<u>(\$15,525.00)</u>
Amount employee would pay annually	\$303.90	\$2,892.24
divided by 26 pay periods		
Amount employee would pay per paycheck	\$11.69	\$111.24

80/20 SPLIT - may opt for this instead of hard cap with majority vote of Board

Current* annual health care costs (medical only)	\$5,996.40	\$18,417.24
A. 80% = BTPL annual cost	\$4,797.12	\$14,733.79
B. 20% = employee's annual cost	<u>(\$1,199.28)</u>	<u>(\$3,683.45)</u>
B divided by 26 pay periods		
Amount employee would pay per paycheck	\$46.13	\$141.67

* Health care costs as of 12/03/12 - Figures updated for January 1, 2013 contribution requirements

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: December 12, 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 Township public and private schools PTOs inviting them to meet at the Library. As part of our “First Meeting Free” goal, each group meeting at the Library will be welcomed by a Library staff member. To date, three groups have scheduled meetings at the Library.
- A Library staff committee is developing a short survey for Bloomfield Township residents to determine what they know about the Library and its collections, programs and services. Questions are being developed for this short survey.
- 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. One review has been created already. Library staff is working on an introduction and ending for this review.
- Our popular library rewards program, held during the month of September in conjunction with National Library Card Sign Up month, was quite successful. Another rewards promotion will be held in 2013.
- 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. The Bloomfield Historical Society President is participating on the Library’s 50th Anniversary Core Committee.
- Several of the Library’s Department Heads meet regularly 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 way finding throughout the building has determined several topics to research. At a January, 2013 meeting, a way finding map of the building to place in key library areas will be finalized, the possibility of a touch screen monitor for way finding purposes will be discussed and phrases to use consistently by library staff to direct patrons around the Library will be shared.
- Adult Services staff is working to promote programs developed with seniors in mind for greater appeal and attendance. Classes on using a computer mouse and facebook will be offered again in 2013.
- The Library's newest collection, VITALITY Kits, have been very well received by the community! VITALITY Kits are located in the Adult Services area and been a popular item 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".

FOL BOARD MEETING
November 14, 2012

President Glenda Bard called meeting to order at 12:34 pm

Board Members Present: Glenda Bard, Allen Carlson, Kathy Conner, Germaine Mack, Pat Moitke, Sally Pullar, Cathy Ranke, Larry Sabbath, Barb Smalley and Virginia Smith. Also in attendance: Karen Kotulis-Carter, Library director; Pam Williams, BTL Brd. Trustee; Grant Gerhardt, BTL Brd. Trustee and Andrea Aragona, Director's Assistant.

President's Report: Glenda Bard

Welcomed attendees.

Bob Pullar is in hospital.

Thank you to those who helped at the Big Book Sale.

Still need a chair for the Annual Meeting. No volunteers at this time.

Holiday Party is scheduled for December 12th.

Minutes of the October 2, 2012 meeting approved. Noted previously identified error in minutes under Membership Report delete, "new" to read:...resulted in 36 FOL memberships.

Treasurer's Report: Spread sheets (see attached) handed out and reviewed by Larry Sabbath, Treasurer. To date we have given the library \$19,422. Motion to approve made and seconded all approved.

Membership Report: Cathy Ranke gave report. Currently have 421 members which is an increase of 20 over previous month.

Book Store: Cathy Ranke reported that they took in \$2,672.97 in October. Store had sales totaling \$440.00 during the Big book Sale held on November 10th & 12th.

Library Trustee Report: Pam Williams gave report.

She attended the presentation on the Vitality Kits. The keynote presenter was Dr. Frank McGeorge, who appears on Channel 4 News and is on emergency staff at Henry Ford Hospital. He did not take presenters fee.

Board renewed its reciprocal agreement (see attached) with Cranbrook Educational Community.

Next Board of Trustee meeting has been changed to Thursday, November 15th due to the Thanksgiving holiday.

Director's Report: Karen Kotulis-Carter, Director (see attached FOL Monthly Director's Report) gave report:

Congratulations on another successful big Book Sale.

The Cranbrook Reciprocal Agreement was approved through 2016 at the October Library Board meeting. See copy of (attached) Agreement for details.

A new Donate icon is now on the BTPL website along with new ability to donate online to BTPL using a credit card.

Thanked Larry Sabbath for volunteering to represent the FOL on the 50th Anniversary Core Committee. Virginia Smith will assist the Core Committee as resident representative and library historian. First meeting to Core Committee will be on November 19th.

Presented FOL Monthly Gifts Expended Report (attached)

Discussed use of funds donated by Primo family. Karen suggested that it be used toward the purchase of a topographical globe for Youth Services. A motion was made and seconded to approve this use of funds.

Karen asked for suggestions for the money donated on behalf of Ruth McNair. It was suggested by Sally Pullar that the money be used to help fund the concert Series. Motion made and approved.

New Business:

We need a speaker for the Annual Meeting. It was suggested that perhaps someone from Cranbrook could give presentation on the history of Cranbrook. Also discussed was possibly having the meeting there. Karen Kotulis-Carter agreed to explore speaker and facilities/cost. Sally asked for volunteers to help set up for the Holiday/White elephant gathering. Cathy, Barbara and Germaine offered to help (9:30 am on December 12, 2012).

Old business:

Allen Carlson, chair of the book sale, reported that it went well.

Cathy Ranke brought up problem of early admission and non-Friends. The sign indicates that the sale begins at 9:30. However, the first hour (9:30-10:30) is for Friends members only. Non-members seeing the sign come in expecting to be admitted to sale. Cathy asked whether the sign could be modified to 10:30 to eliminate the problem. Karen Kotulis-Carter indicated that a new sign would probably be needed. No action taken at this time.

Minutes respectfully submitted by: Barbara Smalley

Next meeting date: December 5th.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

December, 2012

- *Please remember to sign up to join us for the **2012 BTPL Holiday Party!** The invitation is attached. Please RSVP to the SOC by December 7 - the RSVP deadline has been extended.*
- *The library is investigating engaging a **collection agency** to assist with obtaining long overdue materials from delinquent patrons. We are in the process of negotiating with Unique Management Systems and plan to implement this service in January 2013. This company utilizes a "Gentle Nudge" procedure. Currently we have 2,045 patrons who owe more than \$25 and whose total overdue fines and fees equal \$155,851.84. With all of the budget reductions the library has experienced since 2008, it is important to have our materials returned and fines paid in full.*
- *Also attached for your information is our "hot off the press" **Winter, 2012 edition** of the Bloomfield Township Public Library newsletter to our residents. Please note the great concerts, programs and book sales included which are sponsored by the Friends! Thank you!*
- ***Enjoy a wonderful holiday season and a very Happy New Year!***
- ***THANK YOU** for everything you each do to make our library The Place To Discover!!*

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

2013

2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 LIBRARY CLOSED New Years Day	2 Snow Day 11am – 2pm Great Books Club 6:45pm	3	4 Drop In Help w/Downloading Ebooks 2:00pm	5 Family Story Time 11am
6	7 Drop in Help w/Downloading Ebooks 2:00pm	8 Movers & Shakers 10am & 11am Knit n Stitch Circle 10:00am Memoir Writers' Group 1:00pm Tue. @ the Movies 2:00pm Teen Advisory Board 4:00pm	9 Bouncing Babies 10am Nonfiction Book Club 7:00pm Writers' Rendezvous 7:00pm	10 Almost on My Own 10am Just Us Kids 2pm Family Story Time 6:30pm	11	12 FOL 2 nd Saturday Book Sale 9:30am-3:30pm First hour members only
13	14 Ebooks: Free from the Library 7:00pm	15 Movers & Shakers 10am & 11am Tue. Book Club 10:00am DSO Beethoven Festival Concert Preview 7:00 pm BTPL Library Board Meeting 7:00pm	16 Bouncing Babies 10am Scrabble Club 6:30pm Mystery Book Club 1:00pm & 6:00pm Great books 6:45pm	17 Almost on My Own 10am Just Us Kids 2pm	18 Beethoven & Goya: Art Lecture 10:00am Coffee & conversation 10:00 am Drop in help w/downloading Ebooks 2:00pm	19 Sensory Saturdays 11am Intro to Powerpoint 2:00pm
20	21 LIBRARY OPEN MARTIN LUTHER KING DAY	22 Movers & Shakers 10am& 11am Memoir Writers Group 1:00pm Teen Advisory Board 4:00pm	23 Bouncing Babies 10am Writers Rendezvous 7:00pm	24 Almost on My Own 10am Eleanor's Book Club 10:00am Just Us Kids 2pm Evening with Caroline 6:30pm	25 Chamber Music Concert 7:30pm	26 Lego Club 11am
27	28	29 Movers & Shakers 10am & 11am	30 Bouncing Babies 10am PJ Theater 6:30pm	31 Almost on My Own 10am Just Us Kids 2pm		

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Karen Kotulis-Carter
DATE: December 13, 2012
SUBJECT: Retiree Benefits, Labor Burdens and Legacy Costs

Retiree Benefits Labor Burden

The Library Board had requested more information regarding benefits for retired library staff. The Personnel Committee received a benefit information sheet for each current position in the library. These benefit sheets provide a very specific compilation of all benefits provided to all employees during employment.

The last Personnel Committee review of retiree benefits was in 2006. At that time we were investigating continuing optical and dental coverage to retirees to keep up with benefits offered to Township employees, but we could not afford to do so. Our benefits had remained unchanged until January 2010. Attached is a chronological breakdown of changes made to employee and retiree benefits since that time and a thorough explanation of current benefits relevant to the different hire dates for full-time retirees. Only full-time staff are eligible to retire. Part-time staff can only resign from the library.

Administration and the Library Board have worked to minimize labor burdens and legacy costs. There is a very fine line to be aware of in order not to crush morale or cause your employees to look elsewhere for better employment. Each year Administration conducts a salary and benefit survey of comparable rates in our competitive job market. This survey is currently in progress and will be used to recommend the 2013-2014 personnel budget. Despite the economy, a few nearby libraries have offered bonuses or across-the-board wage increases to employees last year and have plans to do so next fiscal year.

Future Earned Benefit Liability

Future liabilities we presently incur are the earned vacation and earned sick leave payout for all current full-time and part-time benefitted and vested staff when their employment ends.

Earned sick leave payout has been eliminated for new employees hired on or after May 1, 2011. Future liabilities that we will incur for new employees will only include earned vacation payout for full-time and part-time benefitted and vested staff when their employment ends.

Legacy Costs

Legacy costs are ongoing benefits we promise to pay for our employees after they leave employment. Legacy costs include defined benefit contributions, retiree health care premiums and reduced life insurance premiums for our 14 current retirees and 22 current full-time staff members who were hired prior to May 2011. Currently the library pays approximately \$160,000 per year and the Township has advised that these costs are likely to remain consistent for the next fifteen-twenty years until these staff pass away.

We have basically eliminated all legacy costs for future full-time employees. This was a result of the employee contract signed with the Township in March 2011, which switched all new employees to the Defined Contribution Retirement Plan for pensions and to the Retiree Health Saving Plan for health care. When future full-time staff retire, the library will cease paying health care premiums and will no longer bear the burden of providing a pension or health care during their retirement. Future full-time employees will have a 401A pension plan and a Retirement Health Savings Plan that they can take with them when their employment ends. These plans are funded by the library and the employee only during their employment.

CHANGES IN HEALTHCARE/RETIREMENT/PAID TIME OFF/UNPAID LEAVE

PRIOR TO JANUARY 1, 2010

- CIGNA PPO 3 for employees and retirees – premium is 100% paid by library but employees pay deductibles
- Full-time employees' retirement healthcare - premium is 100% paid by library but retirees pay deductibles. Available only if employee retires at or after age 55 and was eligible for Paid Time Off (PTO) benefits for last 8 years of employment.
- Full-time employees contribute 5% to a Defined Benefit Plan (DB) and Library contributes remaining amount in order to provide the benefit for employee pensions.
- Vacation time may only accrue for two years.
- Vacation payout (up to two years) upon retirement, resignation, termination, or death.
- Sick leave time may continuously accrue (No caps).
- Sick leave payout (up to 900 hours) upon retirement/resignation if 55 or older and eligible for PTO benefits for last 8 years of employment. It is forfeited if those two conditions are not met. It is forfeited upon termination. It is paid to beneficiary upon death.

CHANGES IN HEALTHCARE AND RETIREMENT BENEFITS

JANUARY 1, 2010

Employees moved to Healthcare Reimbursement Account plan (HRA) - premium is 100% paid by library but employees pay deductibles (see 4 "house" charts for deductible amounts for in-network and out-of-net work costs). Retirees still on CIGNA PPO 3 - premium is 100% paid by library but employees pay deductibles. All other healthcare/retirement benefits stay the same.

JANUARY 1, 2011

Retirees moved to Healthcare Reimbursement Account plan (HRA) - premium is 100% paid by library but employees pay deductibles (see 4 "house" charts for deductible amounts for in-network and out-of-net work costs). All other healthcare/retirement benefits stay the same.

APRIL 1, 2011

All current full-time employees and Library Director signed an Employee Contract continuing the Healthcare Reimbursement Account plan (HRA) and all retiree benefits in effect prior to April 1, 2011. This contract runs out March 31, 2017.

May 1, 2011

New full-time employees' post employment (retirement) healthcare will be provided through a Retirement Health Savings Plan (RHS). While employed, employee contributes 2% of base pay and Library contributes \$2,500 annually. New full-time employees now in Defined Contribution Plan (DC) with library contributing 10% of employees' base wages to a 401A plan for employee pensions.

January 1, 2012

Michigan State Law – PA 152 requires public employees to contribute to their health care costs using a hard cap amount that the State mandates each year. Options to the mandated hard cap include an 80/20 split (with library paying 80% and employee paying 20%) or opting out of the requirement. The township elected to opt out but the library does not have this option due to the type of governmental class it is in.

Since current full-time employees are covered under the Employee Contract, they are not affected by this law until March 31, 2017.

All new full-time employees would be required to contribute.

CHANGES IN PAID TIME OFF BENEFITS

APRIL 1, 2010

Sick leave accrual reduced from no caps to a cap of up to 80 prorated days (600, 480, 320 hours).

Sick leave payout reduced from 900 hours to up to 40 prorated days (300, 240, 160 hours).

All other sick leave requirements/benefits stay the same.

MAY 1, 2011

Sick leave is not paid out upon retirement/resignation/ or termination to employees hired on or after May 1, 2011.

All other sick leave requirements/benefits stay the same.

CHANGES IN UNPAID LEAVE OF ABSENCE

APRIL 1, 2012

Before an unpaid leave of absence is granted, employees must use all available vacation, sick, and personal business time.

FULL TIME BENEFITS

Full time RETIREMENT requirements

- For employees hired before 5/31/11, employee must reach age 55, employee must have worked the last 8 years of employment as a full-time benefitted employee, and employee must have contributed to the plan during their working years.
- For employees hired on or after 5/31/11, employee must reach age 52 and employee must have worked the last 3 years of employment as a full-time benefitted employee

Full time retirement benefits for employees hired on or before 5/31/11

- Vacation leave payout
- Sick leave payout up to 40 days (300 hours)
- Retirement income based on amount contributed to defined benefit plan
- Health care insurance - currently Healthcare Reimbursement Account plan (HRA) (does not include dental or vision) for employees hired before 5/1/11 or Retirement Health Savings (HRS) plan (which is portable and would go with them) for employees hired on or after 5/1/11
- Reduced life insurance coverage (reduced from \$50,000 to \$8,000)

Full time retirement benefits for employees hired after 5/31/11

- Vacation leave payout
- Retirement income based on amount contributed to defined contribution plan (401A plan) (which is portable and would go with them)
- Retirement Health Savings (HRS) plan (which is portable and would go with them)
- Reduced life insurance coverage (reduced from \$50,000 to \$8,000)

Full time EARLY RETIREMENT requirements (pg 51 of new Employee Handbook and pg 6 of Retirement Income Plan summary booklet)

employee must reach age 50

employee must have worked the last 8 years of employment as a full-time benefitted employee

Full time early retirement benefits for employees hired on or before 5/31/11

- Vacation leave payout
- Sick leave payout up to 40 days (300 hours)
- Retirement income: Employee would have a choice of:
 1. receiving cash refund of all employee contributions to the retirement plan with credited interest (If you elect this option, you lose all employer contributions)
 2. leaving contributions in the plan to provide a retirement income after what would have been employees normal retirement date (in other words, no payout until age 55 is reached)
 3. receiving retirement income which is reduced by ½ % for each month that the date of the first payment comes before your normal retirement date and continues throughout ALL payouts. (For example, if you receive 6% less, due to retiring 12 months before normal retirement date, you will continue to receive 6% less until you die)
- No health care insurance for employees hired before 5/1/11 but Retirement Health Savings (HRS) plan for employees hired on or after 5/1/11 (which is portable and would go with them)
- No life insurance coverage (have to be age 55 to get reduced coverage)

Full time early retirement benefits for employees hired after 5/31/11

- Vacation leave payout
- Retirement income is based on amount contributed to defined contribution plan (401A plan) (which is portable and would go with them) IRS penalty may apply if income taken prior to age 55
- Retirement Health Savings (HRS) plan (which is portable and would go with them)
- No life insurance coverage (have to be age 55 to get reduced coverage)

Full time RESIGNATION OR TERMINATION requirements

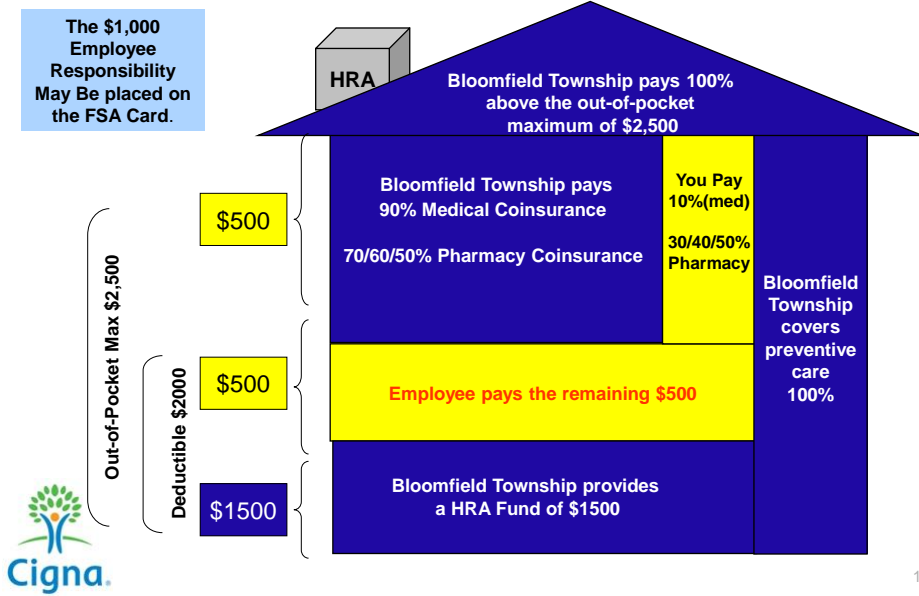
employee can resign or be terminated at any age

employee may or may not have had 8 years as a benefitted employee

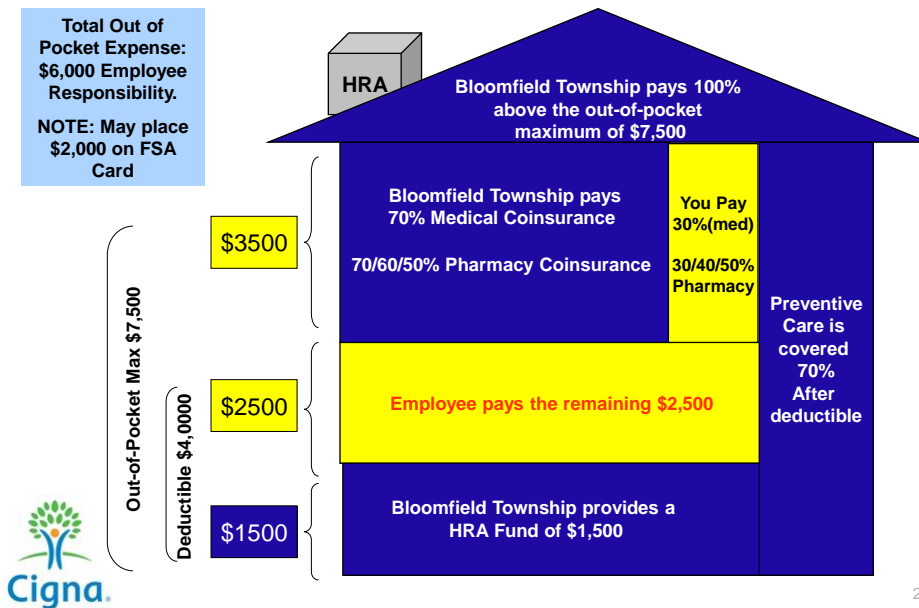
Full time resignation or termination benefits

- Vacation leave payout
- Employee must have worked the last 8 years of employment (can be part-time combined with full-time) as a benefitted employee to receive sick leave payout up to 40 days (300 hours) otherwise no payout is given.
- If age 50 to 54 and 8 years of employment as a full-time benefitted employee has been reached, a resignation or termination would be considered a retirement and EARLY RETIREMENT items above would apply for retirement income.
- For employees hired on or before 5/31/11, if under age 50 or 8 years as a full-time benefitted employee not reached, employee would receive cash refund of all employee contributions to the retirement plan with credited interest (all employer contributions would be lost).
- For employees hired after 5/31/11, if under age 50 but 3 years as a full-time benefitted employee has been reached, employee would receive 401A plan of all employer contributions to the retirement plan with credited interest. If 3 years has not been reached, employee receives nothing.
- No health care insurance for employees hired before 5/1/11
- Retirement Health Savings (HRS) plan for employees hired on or after 5/1/11. If 3 year vesting has been met, employee would receive both the township and employee contributions to the plan. If 3 year vesting has not been met, employee would only receive the employee contributions to the plan.
- No life insurance coverage

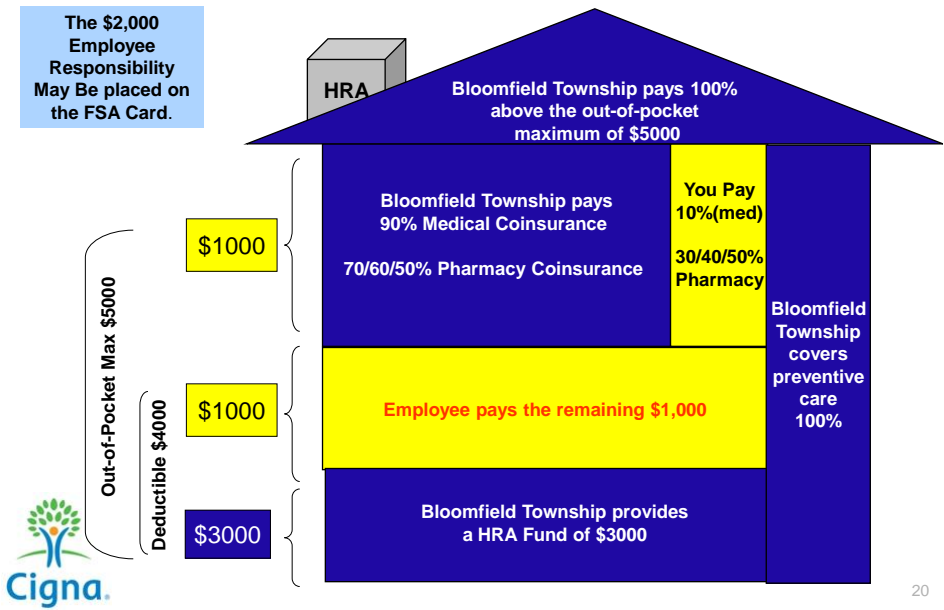
HRA Plan Components for Individual (in network)



HRA Plan Components for Individual (Out of Network)



HRA Plan Components for Family (in network)



HRA Plan Components for Family (Out of Network)

