

**Just a Reminder:**

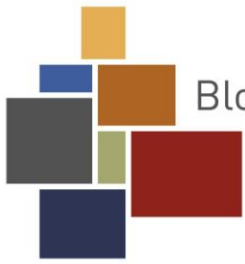
**The January 15, 2013  
Board Meeting**

**is being held in**

**Meeting Room1**

***(Lower Level)***

**at 7:00 p.m.**



Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
***January 15, 2013***

7:00 p.m.  
John Rumsey Board Room

Trustees:

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

Judith Lindstrom, President

Pamela Williams, Treasurer

Joan Luksik, Secretary

Margaret Cohen

Joseph Falik

Grant Gerhart

Director:

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

Karen Kotulis-Carter

All meetings are open to the public.

We invite you to attend a meeting or watch it online at [www.btpl.org](http://www.btpl.org)

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

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

**LIBRARY BOARD INFORMATION PACKETS**

**List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED  
for TUESDAY, January 15, 2013, 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	1/11/13
2a	Request to remove items from the Consent Agenda for Discussion	1/11/13
2b	Motion to approve the order of items for the regular and consent agendas	1/11/13
5	Motion to approve remaining consent agenda items 6-8d	1/11/13
6	Regular Board Meeting Minutes of 12/18/12	1/11/13
7a	Cash Disbursements	1/11/13
7b	Revenues/Expenditures Budget Report	1/11/13
7c	Energy Report	1/11/13
8a	President's Report	1/11/13
8b	Director's Report	1/11/13
8c	Tentative Schedule Calendar	1/11/13
8d	Bloomfield Township Liaison –no report	
8d	Building/Grounds – Meeting Minutes for 1-8-13	1/11/13
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee – Meeting Minutes for 1-8-13	11/11/13
8d	Friends of the Library Liaison – no report	
8d	Jeanette P. Myers Scholarship Committee –no report	
8d	Landscape Committee –no report	
8d	Personnel Committee – no report	
8d	Policy Committee – no report	
11a	Audit Bid	1/11/13
11b	Grounds Maintenance Bid	1/11/13
13	Motion to approve any items removed from the consent agenda	1/11/13
	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
	Strategic Plan Update	1/11/13
	Friends Meeting Minutes for 1-9-13	1/11/13
	Administrative Calendar –February 2013	1/11/13

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, January 15, 2013  
**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 December 18, 2012
7. Budget
  - a. Cash Disbursements
  - b. Monthly Revenues & Expenditures
  - c. Energy Report
8. Written Reports:
  - a. President: \*Judy Lindstrom
  - b. Director: \*Karen Kotulis-Carter
  - c. Tentative Schedule
  - d. Committee:
    - \*Art Committee *Ad Hoc*
    - \*Bloomfield Township Liaison
    - \*Building & Grounds
    - \*Cranbrook
    - \*Development
    - \*Finance
    - \*Friends of the Library Liaison
    - \*Jeanette P. Myers Scholarship Selection
    - \*Landscaping/Interiors
    - \*Personnel
    - \*Policy

**REGULAR AGENDA ITEMS**

9. Call to the public, communications
10. Unfinished Business
11. New Business
  - a. Audit Bid
  - b. Grounds Maintenance Bid
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, February 19, 2013 at 7:00 p.m.
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

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**BE REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION  
DURING REGULAR AGENDA ITEM 12.**

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA–ITEM #12 for discussion and REGULAR AGENDA–ITEM #13 for approval.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR  
AND CONSENT AGENDAS**

- **OPTION - NO AMENDMENT NEEDED:**

I move to approve the order of items as listed on the REGULAR and CONSENT AGENDAS as presented.

- ▶ **OPTION - AMENDMENT TO AGENDA:**

I move to approve the order of items as listed on the AGENDAS, with the following items to be moved from

- the **REGULAR AGENDA** as follows:

- the **CONSENT AGENDA** as follows:

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA-ITEM #12 for discussion and REGULAR AGENDA-ITEM #13 for approval.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

I move to approve the remaining items on the consent agenda.

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES**

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

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At 7:02 p.m. the Library Board of Trustees Meeting was called to order by President Judy Lindstrom.

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

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

**Guests:** Klaren Gerhart, Township resident.

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

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

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

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Judy stressed the importance of "small acts of kindness", not only during the holidays, but throughout the year. She stated it is very important to in some random way show an act of kindness for a job well done or at the very least to say "thank you".

Judy acknowledged Virginia Smith and the celebration of her 95<sup>th</sup> birthday! At this time, Judy read a Resolution for Virginia Smith from the Bloomfield Township Public Library Board of Trustees which passed by unanimous consent.

**Director's Verbal Report:**

Karen commended the BTPL SOC for the wonderful job they did to coordinate a very successful and fun Library- wide holiday party. This year was especially challenging and the SOC coordinated fund-raising events to help with expenses. Their idea for a Library -wide putt-putt course and pot luck dinner was enjoyed by all.

Karen stated that she was invited to be one of the judges for the Youth Services "Iron Chef" competition last Saturday at the Library. She had an exceptionally good time tasting all the creative dishes prepared by the elementary school students. There were 25 participants and it was wonderful to see the young people working so well together. This was the 2<sup>nd</sup> annual Iron Chef competition, and hopefully next year will be the 3<sup>rd</sup>! Karen thanked the Friends for funding this program.

Karen wished everyone a wonderful holiday and a Happy New Year.

**CONSENT AGENDA MOTION**

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING; CASH DISBURSEMENTS, LIBRARY DIRECTOR'S REPORT, MONTHLY ACTIVITY REPORT.**

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

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

*Nays: None*

**MOTION CARRIED**

## **REGULAR AGENDA:**

Call to the Public:

Judy welcomed Klaren Gerhart to the meeting.

## **UNFINISHED BUSINESS:**

No discussion.

## **NEW BUSINESS:**

### *11a. Reciprocal Agreement with Detroit Public Library*

Karen briefly reviewed the reciprocal agreement with Detroit Public Library that first began in July 2004 when DPL left the TLN cooperative and found it necessary to charge non-residents \$100.00 per year to access its collections. Access includes both circulation and librarian assistance with research. Individual participation is minimal for both communities, but access to the Burton Historical collection is by far the most popular use of the reciprocal agreement by our residents. This collection is significant to our patrons' access because it includes materials inaccessible anywhere else in the world. DPL intentionally waives its own non-resident policies for the sake of this agreement. Karen stated that this agreement warrants more promotion to our residents to increase awareness of the access and opportunities available.

After discussion, a motion was made by Pam Williams, seconded by Peggy Cohen, **TO APPROVE THE RENEWAL OF OUR RECIPROCAL AGREEMENT WITH THE DETROIT PUBLIC LIBRARY FOR THE PERIOD COMMENCING AUGUST 1, 2013 AS PRESENTED.** A vote was taken for approval of the motion.

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

Nays: None

**MOTION CARRIED**

### *11b. PA 152*

Karen thanked Beth Sulek-LaHousse for attending tonight's meeting. Beth helps to coordinate benefits with the Township. Our 22 current eligible full-time employees 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." Karen reviewed the three options from which to choose for funding health care costs. The amounts specified in the amended act have been increased 3.5% for the 2013 calendar year. The Library Board approved the hard cap option in 2011. This decision can be continued or changed each calendar year. Karen stated that budgeting would benefit from having a hard cap if we went with option 1, because these would be known costs.

Peggy Cohen agreed that as a member of the Finance Committee it is very helpful to have a solid number for budgeting purposes. Karen stated that these options have been reviewed very thoroughly by Administration and the Personnel Committee and the recommendation is to adopt Option 1, known as the Hard Cap Option.

After discussion, a motion was made by Peggy Cohen, seconded by Joan Luksik, **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.**

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

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

Nays: None

**MOTION CARRIED**

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

A question was raised with regard to the check paid to LJ Rolls refrigeration Co., Inc. Karen explained that with the last power outage the Library experienced, our equipment was damaged and the boiler needed to be repaired and damaged parts were replaced accounting for this expense.

A question was raised with regard to the increased water usage figures. Karen stated that in addition to the lack of rain, the Library exterior overhang and portico were power washed and some deep root watering was done to several trees accounting for this expense.

Judy thanked Karen for creating the Library Board of Trustees Standing Committees responsibilities. This will be very helpful for Trustees when deciding on which committees they can best serve.

A question was raised regarding the drop in the five year circulation statistics in November. Karen explained that we did have an unpaid staff furlough day along with Thanksgiving where the Library was closed during that month. Also, due to budget constraints, the Library is offering fewer programs and usually when a patron attends a program they will most likely check out some materials while they are already at the Library. However, Karen stated that even though total circulation went down, more importantly, the township resident circulation went up by 2000 items.

Concerns were raised with usage of the Computer Lab at times other than when classes are scheduled. Several Trustees felt that residents may not know the computers in that room are available for use. Karen will follow up on this matter.

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

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

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

*Nays: None*

**MOTION CARRIED**

**OTHER:**

At this time, Trustee Joseph Falik announced with regret that he will be resigning from the Library Board as he has purchased a home outside of Bloomfield Township. Joe agreed to continue on as needed until the February Board Meeting. Joe stated that it has really been an honor and pleasure to work with the Trustees, Karen, and Library staff. He stated that it is quite remarkable to have this caliber of administrative professionalism and we are very fortunate to have them at this Library. Joe commended his fellow Trustees for giving of their time for public service and stated that it was wonderful to work with each and every one of them. All in attendance thanked Joe for his service and stated he will be truly missed. Joe's resignation was sadly accepted by unanimous consent.

Meeting adjourned at 8:30 p.m.

The next meeting of the Library Board of Trustees is Tuesday, January 15, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****Cash Disbursements Comments  
January, 2013****New Vendors:**

New Day Films is a new Youth video vendor.

Oregon Laminations Company supplies large laminating rolls for the poster-size special announcements in our lobby.

**General Fund**

- Check #12682 payable to **Innovative Interfaces, Inc.** in the amount of \$48,372 was payment for our 2013 annual maintenance agreement for the entire integrated library system and upgrades.
- Check #12698 payable to **Library Designs Associates** in the amount of \$1,405 was payment to purchase a new Worden table to replace the vandalized table from a study room. We regularly have the tables refinished, however, this table was beyond repair. We kept the legs for spare parts.
- Check # 12701 payable to **Metro Net Library Consortium** in the amount of \$17,884.85 was payment for access to four major databases: Reference USA, Infogroup Ref, Gale Centage and Scholastic/Grolier.

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

**Check Register - General Fund**

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
12668	12/11/12	123 NET	104.01	2,100.00
12669	12/11/12	AT&T	104.01	665.67
12670	12/11/12	HOME DEPOT CR. SERV.	104.01	99.70
12671	12/18/12	BLOOMFIELD TOWNSHIP	104.01	302.20
12672	12/18/12	COMCAST	104.01	109.77
12673	12/18/12	DEARBORN NATIONAL LIFE INSURANCE CO	104.01	657.54
12674	12/18/12	DTE ENERGY	104.01	26,830.25
12675	12/18/12	VERIZON WIRELESS	104.01	202.61
Total				<u>\$30,967.74</u>
<b>REGULAR CHECKS:</b>				
12676	1/4/13	APPLE BOOKS	104.01	161.83
12677	1/4/13	AUDIOGO	104.01	40.00
12678	1/4/13	BAKER & TAYLOR, INC.	104.01	10,917.66
12678a	1/4/13	VOID	104.01	
12678b	1/4/13	VOID	104.01	
12679	1/4/13	BENZIE SHORES DISTRICT LIBRARY	104.01	12.95
12680	1/4/13	BERNAN ASSOCIATES	104.01	201.00
12681	1/4/13	BLACKSTONE AUDIOBOOKS	104.01	174.60
12682	1/4/13	BLOOMFIELD TOWNSHIP	104.01	249,892.28
12683	1/4/13	BRESSER'S INFORMATION SERVICE	104.01	1,014.00
12684	1/4/13	BRILLIANCE AUDIO, INC.	104.01	369.91
12685	1/4/13	PETTY CASH - BTPL	104.01	82.35
12686	1/4/13	CCH INCORPORATED	104.01	103.49
12687	1/4/13	DEMCO, INC.	104.01	263.78
12688	1/4/13	FINANCIAL INFORMATION, INC.	104.01	3,650.00
12689	1/4/13	GALE CENGAGE LEARNING	104.01	4,286.16
12690	1/4/13	GRAINGER, INC	104.01	128.25
12691	1/4/13	GREY HOUSE PUBLISHING	104.01	315.00
12692	1/4/13	INFORMATION TODAY, INC.	104.01	1,143.30
12693	1/4/13	INNOVATIVE INTERFACE, INC	104.01	48,372.00
12694	1/4/13	J W PEPPER & SON, INC	104.01	138.93
12695	1/4/13	JCR SUPPLY CO/BEDARD BROS	104.01	217.16
12696	1/4/13	JOHNS HOPKINS MEDICINE	104.01	165.58
12697	1/4/13	LEXISNEXIS MATTHEW BENDER	104.01	471.81
12698	1/4/13	LIBRARY DESIGN ASSOCIATES INC.	104.01	1,405.00
12699	1/4/13	LIVE OAK MEDIA	104.01	116.62
12700	1/4/13	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	5,304.76
12701	1/4/13	METRONET LIB. CONSORT.	104.01	17,884.49
12702	1/4/13	MIDWEST TAPE	104.01	4,725.22
12702a	1/4/13	VOID	104.01	
12703	1/4/13	NUTECH GRAPHICS	104.01	1,880.85
12704	1/4/13	OREGON LAMINATIONS COMPANY	104.01	135.95
12705	1/4/13	OVERDRIVE	104.01	4,165.77
12706	1/4/13	PARTNERS BOOK DISTRIBUTING, INC.	104.01	878.87
12707	1/4/13	QUILL CORPORATION	104.01	180.39
12708	1/4/13	RANDOM HOUSE, INC.	104.01	198.25
12709	1/4/13	RECORDED BOOKS, LLC	104.01	278.12
12710	1/4/13	RELIABLE OFFICE SUPPLIES	104.01	133.31
12711	1/4/13	RICOH AMERICAS CORP.	104.01	2,796.77
12712	1/4/13	SHOPSMART	104.01	25.00
12713	1/4/13	TANTOR MEDIA	104.01	147.13
12714	1/4/13	THOMSON REUTERS	104.01	105.74

Check #	Date	Payee	Cash Account	Amount
12715	1/4/13	ULINE	104.01	215.75
12716	1/4/13	WOLTERS KLUWER LAW & BUSINESS	104.01	395.00
Total				<u>\$363,095.03</u>

### Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
				<u>\$0.00</u>
REGULAR CHECKS:				
4079	1/4/13	AMERICAN LIBRARY ASSOCIATION	102.03	45.00
4080	1/4/13	BAKER & TAYLOR	102.03	36.56
4081	1/4/13	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	375.46
4082	1/4/13	DEMCO	102.03	40.30
4083	1/4/13	MAGIC CARPET THEATRE, INC	102.03	250.00
4084	1/4/13	MIDWEST TAPE	102.03	39.99
4085	1/4/13	NEW DAY FILMS	102.03	122.50
4086	1/4/13	PARTNERS BOOK DISTRIBUTING, INC	102.03	278.22
4087	1/4/13	TOYS FOR SPECIAL CHILDREN, INC.	102.03	1,145.60
Total				<u>\$2,333.63</u>

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

7b

PRESENTED: JANUARY 15, 2013      FOR THE MONTH OF: DECEMBER 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	Nine Months 75%
						VARIANCE
<b><u>Revenues</u></b>						
Taxes	\$4,530,195	\$4,518,228	\$986,987	\$947,477	20.97%	(\$3,570,751)
Penal Fines	\$61,258	\$58,353	\$0	\$55,286	94.74%	(\$3,067)
State Aid	\$18,360	\$18,360	\$10,235	\$19,448	105.92%	\$1,088
Circulation Fines & Fees	\$128,464	\$128,464	\$13,443	\$97,296	75.74%	(\$31,168)
Charges for Services	\$13,328	\$13,328	\$629	\$9,924	74.46%	(\$3,404)
Investment earnings	\$115,017	\$178,767	\$15,178	\$101,671	56.87%	(\$77,096)
Change in Asset Value	\$0	\$0	(\$16,305)	(\$15,891)	-15890.81%	(\$15,891)
Miscellaneous	\$9,473	\$9,056	\$474	\$8,285	91.49%	(\$771)
<b>Total Revenues</b>	<b>\$4,876,095</b>	<b>\$4,924,556</b>	<b>\$1,010,641</b>	<b>\$1,223,497</b>	<b>24.84%</b>	<b>(\$3,701,059)</b>
<b><u>Expenditures</u></b>						
Personnel	\$3,344,208	\$3,345,743	\$250,519	\$2,435,781	72.80%	(\$909,963)
Library Services	\$808,543	\$808,543	\$59,472	\$565,309	69.92%	(\$243,233)
Facilities & Equipment	\$1,044,418	\$1,045,042	\$91,890	\$777,458	74.39%	(\$267,584)
Other Operating Expenditures	\$153,882	\$154,007	\$3,185	\$76,208	49.48%	(\$77,799)
<b>Total Expenditures</b>	<b>\$5,351,050</b>	<b>\$5,353,336</b>	<b>\$405,066</b>	<b>\$3,854,755</b>	<b>72.01%</b>	<b>(\$1,498,580)</b>
Fund Balance - Beginning	\$8,177,620	\$8,304,070		\$8,304,070		
Net revenue (expenditure)	(\$474,955)	(\$428,780)		(\$2,631,259)		
Fund Balance - Ending	\$7,702,665	\$7,875,290		\$5,672,811		

Amendments to the budget:  
None

Changes made to the line items:  
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: January 15, 2012      FOR THE MONTH OF: DECEMBER 2012**

Nine Months 75%

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
<b><u>Revenues</u></b>						
Gift Income	\$500	\$64,837	\$2,696	\$64,837	100.00%	\$0
Investment Earnings	\$200	\$400	\$15	\$340	85.10%	(\$60)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$700</b>	<b>\$65,237</b>	<b>\$2,711</b>	<b>\$65,177</b>	<b>99.91%</b>	<b>(\$60)</b>
<b><u>Expenditures</u></b>						
Library Services	\$45,921	\$80,078	\$3,609	\$35,211	43.97%	(\$44,868)
Facilities & Equipment	\$29,731	\$35,522	\$90	\$18,784	52.88%	(\$16,737)
Other Operating Expenditures	\$95,917	\$115,264	\$357	\$17,557	15.23%	(\$97,707)
<b>Total Expenditures</b>	<b>\$171,569</b>	<b>\$230,864</b>	<b>\$4,056</b>	<b>\$71,552</b>	<b>30.99%</b>	<b>(\$159,312)</b>
Fund Balance	\$104,716	\$98,387		\$98,387		
Reserved Fund Bal.	\$66,853	\$67,239		\$67,239		
Net revenue (expenditures)	(\$170,869)	(\$165,627)		(\$6,374)		
Fund Balance - Ending	\$700	(\$0)		\$159,252		

Amendments to the budget:  
All changes due to gifts received

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

7b

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	Chase Checking (Ecommerce)	0.00%	11/30/2012	\$484,345.46
	Flagstar Public Funds Savings	0.40%	12/31/2012	\$224,361.52
	Flagstar Premier Public Entities Checking	0.25%	12/31/2012	\$22,776.62
	RBC Capital Cash/Money Market	0.01%	12/31/2012	\$582,488.25
	RBC Capital - Investments	0.00%	12/31/2012	\$4,727,394.88
<b>Total General Fund</b>				<b>\$6,041,366.73</b>
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	12/31/2012	\$111,113.30
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	12/31/2012	\$52,195.00
<b>Total Gift Fund</b>				<b>\$163,308.30</b>
<hr/>				
<b>CFSEM</b>	The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.			
	Jeanette P. Myers Memorial Scholarship Fund		12/31/2011	\$12,749.00
	Yvonne T. Atkinson		12/31/2011	\$26,715.00
	Isabel and Lawrence Smith Challenge Grant		12/31/2011	\$28,063.00
	BTPL Endowment Fund		12/31/2011	\$25,323.00
	Fair Radom Garden Endowment Fund		12/31/2011	\$13,678.00
<b>Total CFSEM holdings</b>				<b>\$106,528.00</b>

**Bloomfield Township Public Library**  
**Investment Portfolio**

<b>Investment Vehicle</b>	<b>Portfolio %</b>	<b>Original Cost</b>	<b>12/31/2012 Market Value</b>	<b>Estimated Annual Inc</b>	<b>Current Yield</b>
Money Market Funds	11.0%	\$582,488	\$582,488	-	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	0.1%	\$1,514	\$3,057	\$32	1.05%
Loomis Sayles Limited Term U.S. Gov't & Agency	33.3%	\$1,750,000	\$1,770,839	\$41,354	2.34%
Eaton Vance Government Obligations	21.0%	\$1,072,500	\$1,115,328	\$41,900	3.76%
DWS GNMA	18.7%	\$951,600	\$990,962	\$44,429	4.48%
Sentinel Government Securities	16.0%	\$767,000	\$847,209	\$22,550	2.66%
<b>Total Portfolio</b>	<b>100.0%</b>	<b>\$5,125,102</b>	<b>\$5,309,883</b>	<b>\$150,265</b>	<b>2.83%</b>

**4th Quarter Activity - September 30, 2012 - December 31, 2012**

Cash Activity

Beginning Balance	\$119.57
Deposits & Sales Proceeds	\$1,858,968.57
Withdrawals	(\$1,245,000.00)
Dividends	\$33,598.22
Capital Gains	\$4,344.15
Net funds to purchase securities	(\$69,542.26)
Ending Balance	\$582,488.25

Change in Security Value

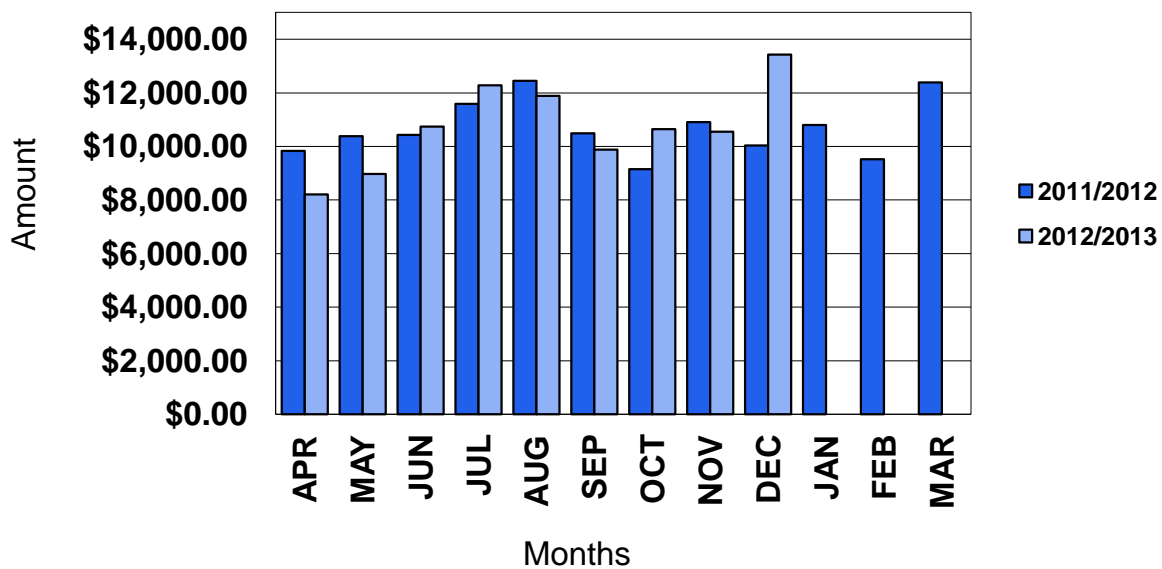
Beginning value of securities	\$5,558,468.98
Securities purchased	\$69,542.26
Securities sold	(\$865,325.94)
Change in value of priced securities	(\$35,290.42)
Ending Value of priced securities	\$4,727,394.88

**Total account value as of December 31, 2012** **\$ 5,309,883.13**

### 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	\$13,421.95	\$3,387.22
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>\$96,584.76</u>	<u>(\$31,381.81)</u>

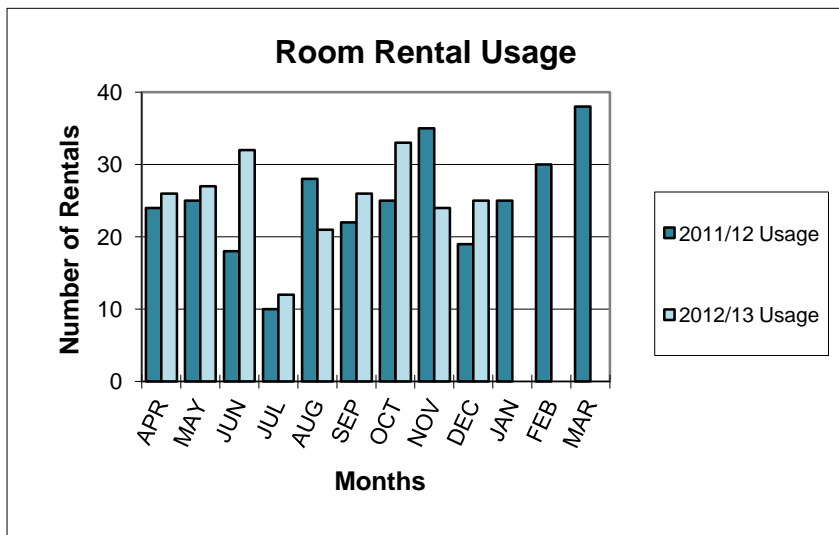
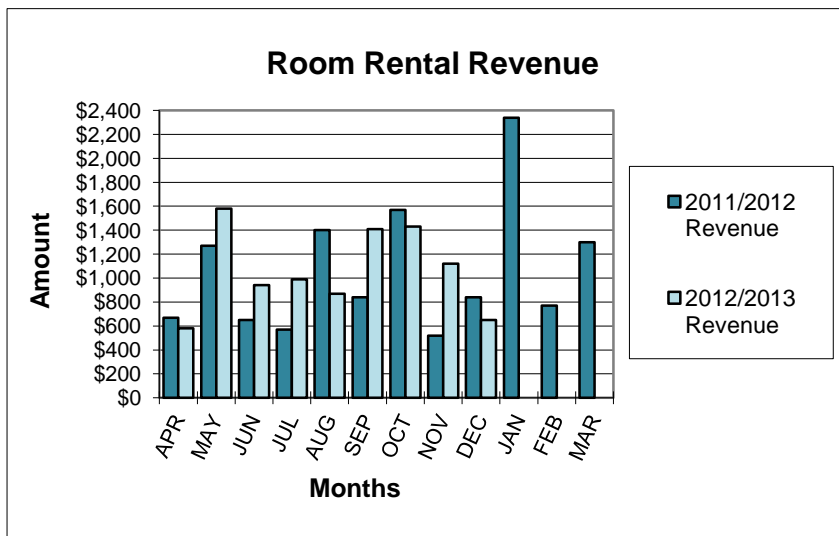
### Fines and Fees Two-Year Comparison



## 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	\$650.00	(\$190.00)	19	25	DEC
JAN	\$2,340.00		(\$2,340.00)	25		JAN
FEB	\$770.00		(\$770.00)	30		FEB
MAR	\$1,300.00		(\$1,300.00)	38		MAR
			YTD Difference			
TOTAL	\$12,740.00	\$9,570.00	(\$3,170.00)	299	226	



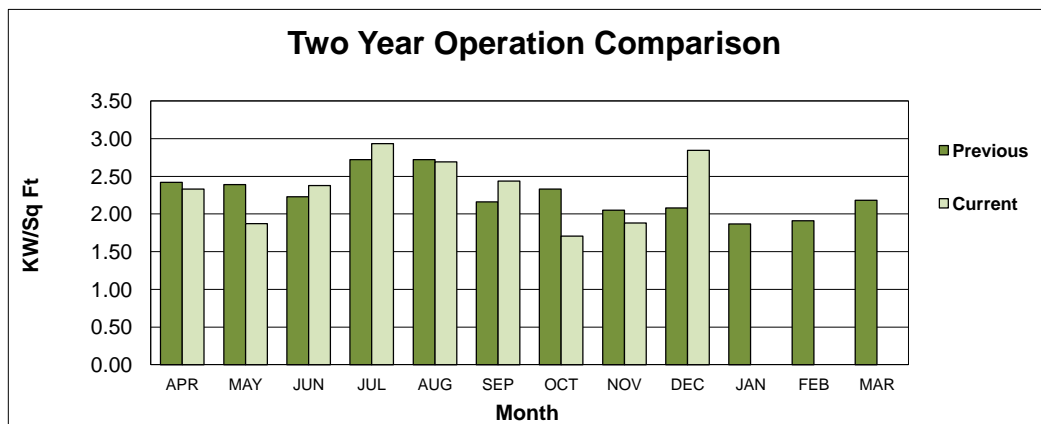
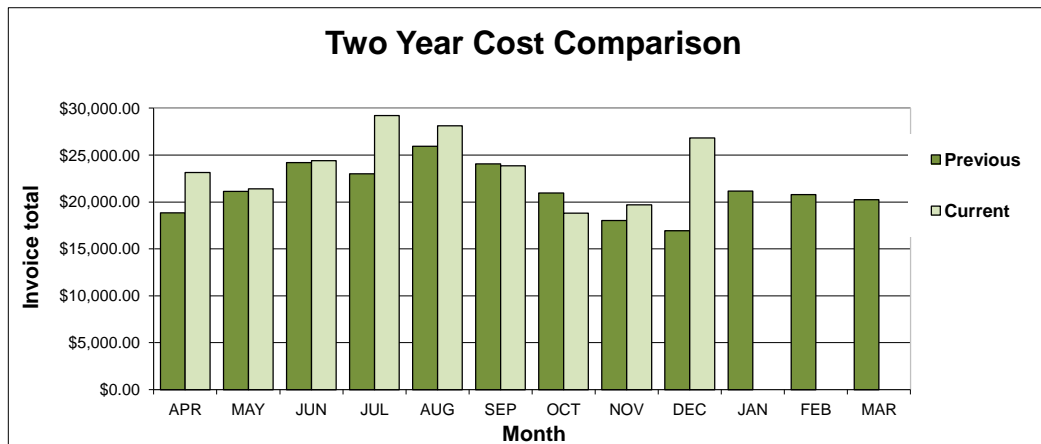
## Bloomfield Township Public Library Electricity Analysis

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	\$26,830.25	\$9,915.32	287,420	\$0.09	386.32	2.85	\$36.06	\$0.27
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	\$215,430.95	(\$39,804.66)						

**NOTES:**

Chiller unit fully operational April 2011 through present



## Bloomfield Township Public Library Natural Gas Analysis

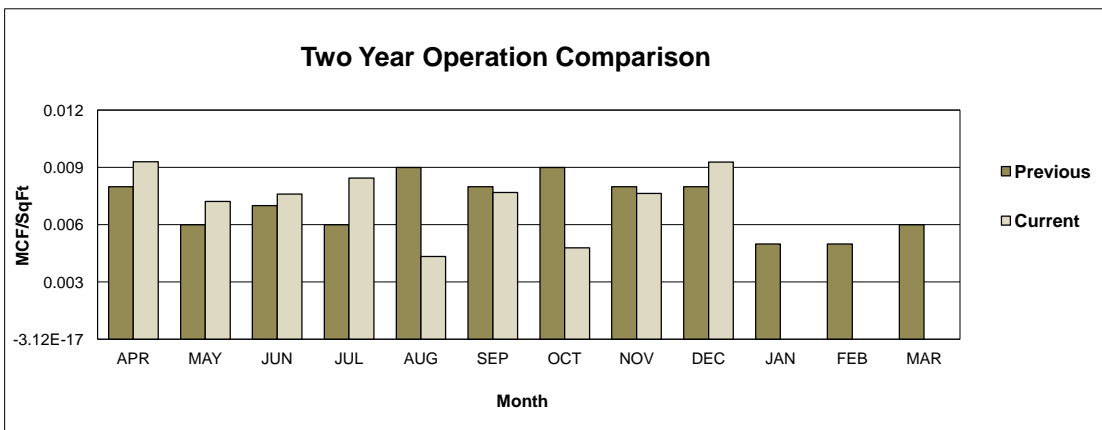
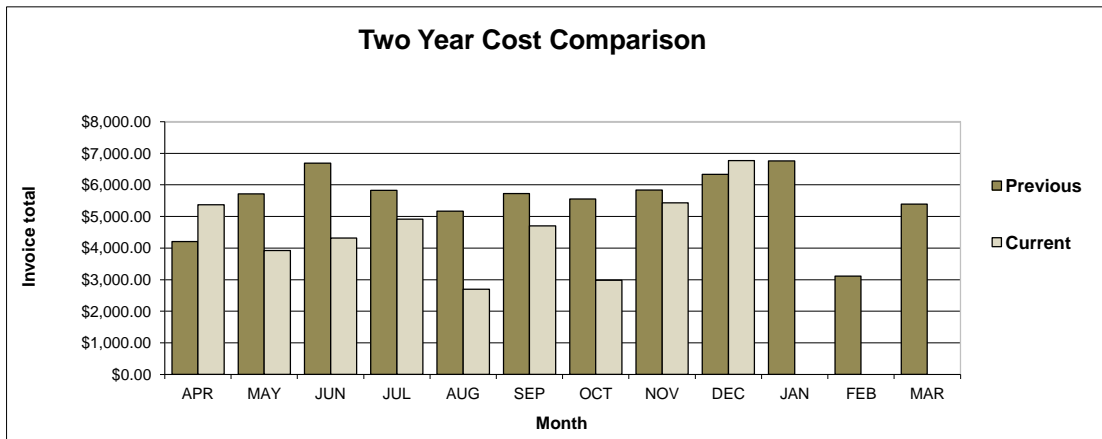
Building Area = 101,023

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	\$6,772.88	\$436.78	937.0	\$7.23	744	1.26	0.009	9.10	0.066
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	\$41,108.79	(\$25,215.84)							

## NOTES:

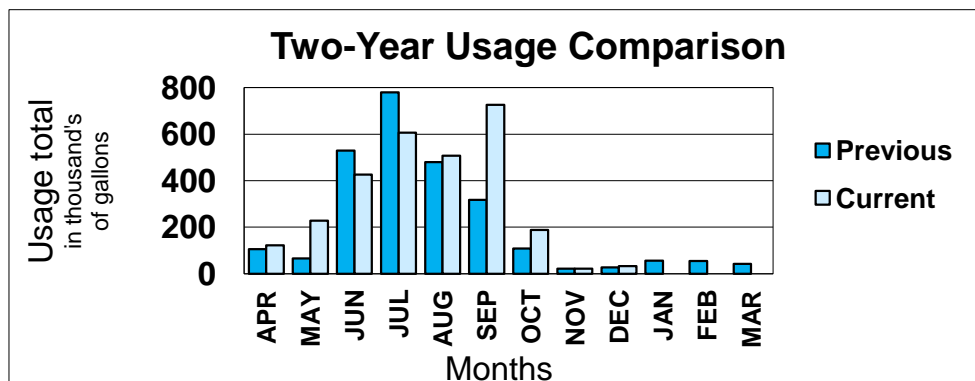
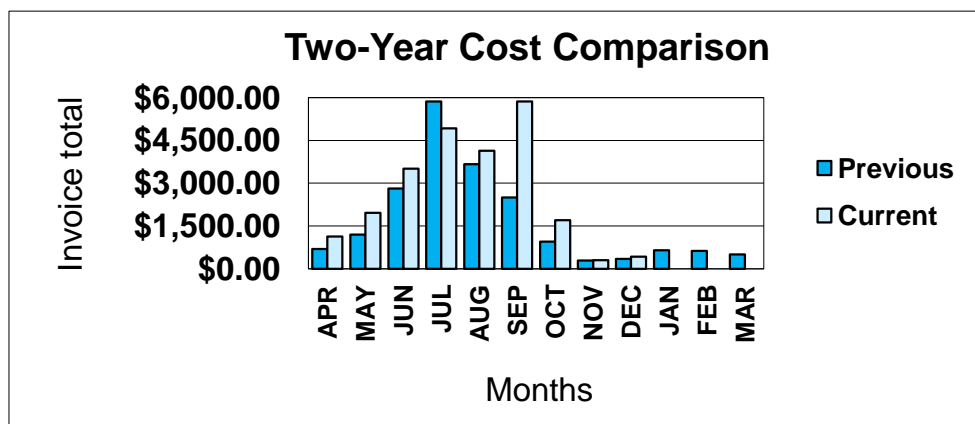
All boilers are on line as of January 1, 2010 and operating at 33%  
Alternative provider service began in November 2010



## 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	\$302.20	\$17.22	21	21	0
DEC	\$347.02	\$424.96	\$77.94	27	32	5
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>\$23,947.18</u>	<u>\$3,861.07</u>	<u>2,588</u>	<u>2,857</u>	<u>269</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**

**January, 2013**

- Please note the **January 15, 2013 Board Meeting is being held in is being held in Meeting Room 1**. This relocation is to accommodate the DSO musicians who will be performing here that evening.
- The **DVD Rental Collection** is proving popular. The items circulated over fifty times in the first few days the collection appeared on the shelf prior to any publicity.
- Our negotiations with Unique Management Services for **collection agency** services is progressing well. Library attorney, Michael Schloff, has reviewed the agreement and made some suggestions for our consideration.
- The updating process of our revised **Employee Handbook** is moving along. Currently, the latest draft is being reviewed by our labor attorney, Scott Patterson, to ensure its compatibility with new labor laws. It will then be reviewed in detail with the Personnel Committee and brought to the Library Board in February for your acceptance.
- Please remember to turn in your completed **Director Performance Appraisal form** to the Personnel Committee before at that this meeting.

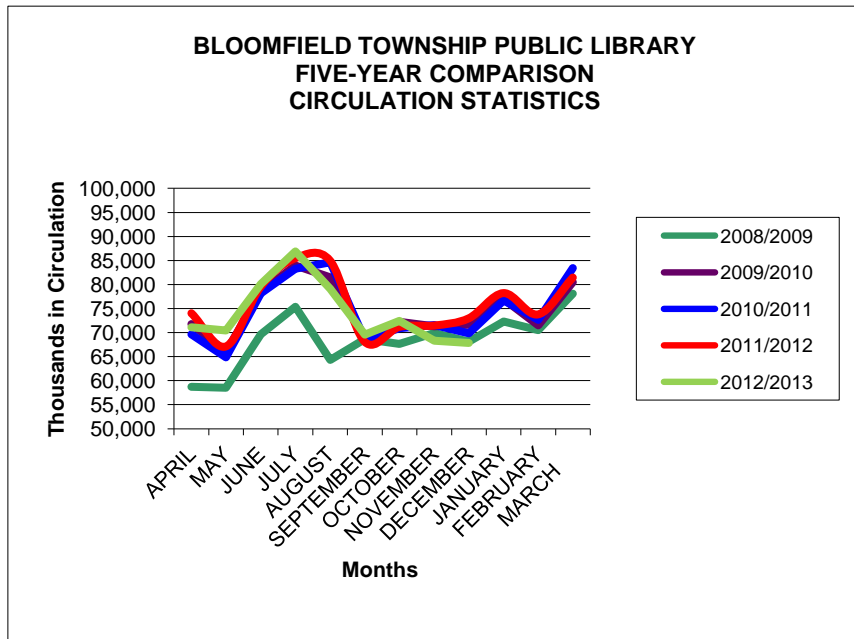
*Respectfully Submitted,*

Karen Kotulis-Carter  
Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

1/10/2013

	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	67,864
JANUARY	72,291	76,935	76,712	78,197	
FEBRUARY	70,528	71,503	72,657	73,778	
MARCH	78,095	80,470	83,408	81,433	
<b>TOTAL</b>	<b>821,790</b>	<b>894,426</b>	<b>894,241</b>	<b>908,115</b>	<b>665,776</b>



	2011		2012	
<b>COLLECTION</b>				
Book Collection:	280,931		283,064	
Media Collection:	58,821		60,537	
Total e-books:	24,138		26,526	
Overdrive	4,136		5,381	
EBSCOhost	19,232		19,227	
Total downloadable audiobooks:	3,693		4,132	(Overdrive)
Materials Total:	367,583		374,259	
<b>CIRCULATION</b>				
Circulation Total:	72,964		67,864*	
Bloomfield Township Circulation:	60,168		61,856	
Virtual Circulation Total:	2,816		3,774	
Circulation of Youth materials:	25,094		22,266	
Circulation of Media:	35,548		32,410	
Circulation of Cranbrook passes:	221		201	
Self-checkout machine use:	29,913	41.0%	24,737	36.5%
Library by Mail:	72	29 patrons	115	31 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	27,142		24,323	
Gate Count:	27,114		25,108	
Meeting rooms by public:	19		25	
Meeting rooms by staff:	43		47	
<b>VIRTUAL USE</b>				
Home page hits:	31,098		25,697	
e-book access:	1507		1,787	
Overdrive	1409		1,699	
EBSCOhost	98		88	
Audiobook access:	457		565	(Overdrive)
Music download access:	852		1,422	
TutorMe! sessions:	26		20	
<b>Library Computer Use</b>				
Resident Use	2,955		2,531	
Guest Use	1,007		828	
*Library closed at 8 pm on December 26 due to snowstorm;				
Library closed December 24 & 25 for Christmas Holiday;				
Library closed December 31 for New Year's Eve Day				

	2011		2012	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township Residents:	174		127	
Cranbrook:	1		2	
Total new patrons:	265		195	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	5 events	50 attended	4 events	27 attended
Speaker-led:	3 events	90 attended	3 events	42 attended
Book clubs:	3 events	30 attended	3 events	28 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
<b><i>Systems Program Attendance</i></b>				
Staff-led:	2 events	22 attended	4 events	32 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	2 events	16 attended	2 events	8 attended
Homework Coaching		18 attended		8 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	25 events	667 attended	17 events	351 attended
Speaker-led:	1 event	32 attended	2 events	185 attended
Tours/visits on-site:	1 event	14 attended	0	0
Tours/visits off-site:	0	0	0	0
TOTAL:	42 events	939 attended	35 events	681 attended
<b><i>Volunteers:</i></b>				
	36 people	279.5 hours	30 people	207.25 hours
	Shop: 7	75.5	Shop: 8	86.5
	Court: 1	18	Court: 1	8.25
	Students: 9	57.25	Students: 7	45
	Stu. Tutors: 8	37.5	Stu. tutors: 3	10
	Dept. Vol: 11	91.25	Dept. Vol: 11	57.5
<b><i>Patron Remarks</i></b>				
Patron Comments:	18		11	
Ask BTPL:	25		24	
Ask Us:	35		37	
<b>DISPLAYS</b>				
Lobby	Handmade wood carvings from resident Archie Gopigian			
Media	Adult: Family friendly videos, fantasy display, weather			
	Youth: Winter movies, holiday films and audiobooks			
Local History	Vitality Kits			

## TENTATIVE SCHEDULE CALENDAR

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- **Tuesday, January 15, 2013- 7:00 p.m., Regular Board Meeting**  
*\*Held in Meeting Room 1, Library Lower Level.*

Upcoming meetings and events:

- Wednesday, February 6, 2013 – 12:30 p.m. FOL Board of Directors Meeting in the Board Room.
- **MONDAY, FEBRUARY 18, 2013 – LIBRARY CLOSED STAFF UNPAID FURLOUGH DAY**
- Tuesday, February 19, 2013 – 7:00 p.m. Regular Board Meeting in the Board Room.

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

---

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on January 8, 2013 at 3:00 p.m.

**Present:** Trustees Peggy Cohen and Pam Williams

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

**Grounds Maintenance Bids**

Library contracts with Backer Landscaping Inc. for tree and lawn fertilization, lawn maintenance and snow removal and with Goldner Walsh for garden maintenance will expire on March 31, 2013. A request for proposals for these services was distributed this fall and five proposals were received by the December 17, 2012 deadline. The Committee reviewed all five proposals received and Administration's summary of these proposals. Following discussion of these, the Building and Grounds Committee agreed with Administration's recommendation to award the bids for tree and lawn fertilization, lawn maintenance and snow removal to Backer Landscaping Inc. and award the garden maintenance bid to Goldner Walsh Nursery Inc. beginning on April 1, 2013 through March 31, 2016.

**Electric Supplier Update**

The electric supplier choice bill has not progressed any further in our Michigan legislature. Now that elections are over, it is likely that some progress on this bill could be seen in the 3<sup>rd</sup> quarter of 2013 and may include a lift on the 10% cap on enrollment with alternative electric suppliers. Bloomfield Township Public Library has been in queue for over two years and would qualify for automatic activation once the 10% cap is lifted.

**Library Parking Lot Complaint**

On December 14, Karen granted permission to an estate sale company holding a sale in the neighborhood south of the Library to use 10 parking spaces in the Library parking lot. Karen received a complaint from a patron expressing strong concern that this permission was granted to a private company. The Library Facility and Grounds Use policy authorizes the Library Director to approve such requests. As mid-December generally is a less busy time at the Library, Karen did not see any conflict with allowing this use. The Trustees present agreed and stated that they wish to be good neighbors, supporting the current interpretation of the Facility and Grounds Use policy.

No future meeting date was set.

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

---

The meeting of the Bloomfield Township Public Library Board of Trustees Finance Committee was held in the Library on Tuesday, January 8, 2013 at 2:00 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

**Guests:** James Koepke and Rochelle Vendittelli representing Doeren Mayhew

The purpose of this meeting was to meet with and interview the top company recommended by Administration to provide auditing services to the library.

Interview questions and responses:

- 1.) Q: Confirm that Doeren Mayhew meets the licensing and independence requirements of generally accepted auditing standards and that there is no record of substandard audit work.

A: Doeren Mayhew has no problems with meeting the licensing requirements. As far as Jim was aware they have no employees who have any conflicts of interest with the library.

- 2.) Q: Describe the audit team who would be assigned to the library.

A: Jim would be the Engagement Director. He would be here, but not on a regular basis. He has 31 years of experience. Rochelle would be the Audit Manager and would be the primary on-site auditor. She has been with the company for 6 years and came to them after graduating from Central Michigan University. They would also assign another senior or junior accountant on-site to help with the audit. This person would have one to five years of experience with governmental agencies

- 3.) Q: Describe your proposed work plan for the audit.

A: There would be preliminary work before the audit to gather information. There would be communication prior to the audit to make sure everything was in place for the audit to be held. They would be on-site about three to five days doing the audit. They would then report their findings to the Finance Committee and/or the full Board.

- 4.) Q: How do you involve and inform Administration and the Library Board before, during, and after the audit?

A: Before – is the planning stage where they ask Admin or the Board if there are areas they want the auditors to focus on. They also conduct fraud interviews

with the Board or other key individuals in the library.

During – they encourage communication. They would probably have more contact with Admin rather than the Board during this stage.

After – they would do presentations to the Finance Committee and/or the full Board.

5.) Q: What do you require of the Library in preparation for the audit and for the on-site visit?

A: They would send a PBC (Provided By Client) list of items needed for the audit. They would require any permanent files for lease agreements, labor agreements, or any other type of agreements be forwarded to them. During the planning sections they would inquire into our controls that we have set up with our IT and accounting items. During the field work they would require documents necessary to do the audit.

6.) Q: What methods do you use to keep auditing costs from increasing year to year?

A: The less time spent on-site keeps costs down. They try to keep on-site work to a minimum by doing the preliminary work/research before the audit. The less accounting work they have to do will keep costs down. We should have the accounting work done so they don't have to do it. The shorter the time period for the audit will keep costs down. If they have to come back or wait for items they need to complete the audit there would be a higher cost.

Other questions:

From the Board's point-of-view, we want to know what changes might be on the horizon and we'd like to hear suggestions from the auditors on how to improve. Jim stated that he keeps his clients informed by sending emails with information that he thinks might help or inform us of things that are coming up. He also stated that the management letters will help to address situations that, if we were to implement the suggestions, would make our library better. Jim also stated that Doeren Mayhew is open to being asked questions throughout the year. These would be part of the overall audit. Any costs would only be if we asked them to do any type of research and they would inform us of the costs before they performed the work.

We just want to confirm that, although Doeren Mayhew's audit bid was low, the audit that they complete will be thorough. Jim stated that the peer review process as well as meeting auditing standards wouldn't allow an incomplete audit to be done. We can rest assured that the audit will be thorough and complete.

The Finance Committee agreed to recommend that the Board accept Doeren Mayhew's audit bid for 2013/2014.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Karen Kotulis-Carter

**DATE:** January 10, 2013

**SUBJECT:** Audit Bids

A request for proposals for audit services was released in October, 2012. This request was posted on our website, available at the Library's Welcome Desk and mailed to eight metro-Detroit companies in October with a November 8, 2012 deadline for responses. The Library received four bids for audit services from Abraham & Gaffney; Andrews, Hooper and Pavlik; Doeren & Mayhew; and Rehmann. Ernst and Young declined the opportunity to respond to our request. Plante & Moran did not submit a bid.

Carol, Beth and I have all individually and collectively reviewed the four bids received. I commend Carol Mueller and Beth Sulek-LaHousse for their thorough writing of the RFP and review of the bids received.

All four companies meet the mandatory bid requirements and many of our desirable requirements, such as public library experience. Our compiled bid analysis summary is attached as are the audit bid timeline and request for proposal document, for your information. All four bid proposals are available for your review and were shared with the Finance Committee at our January 8, 2013 meeting.

Essentially, all four bids are very similar in their qualifications, experience and work plan submitted for conducting our library audit. The biggest difference between the proposals is in the fees charged for our audit. First year audit fees are:

Doeren Mayhew:	\$8,000
Rehmann:	\$12,000
Andrews, Hooper & Pavlik:	\$12,400 + expenses not to exceed \$500
Abraham & Gaffney	\$15,500

There is a \$7,500 difference between the lowest bid and the highest bid received. In these challenging economic times, fees charged for comparable audit services become more important. As a result, I recommended to the Finance Committee that we accept the lowest bid for audit services from Doeren Mayhew at \$8,000 for the audit of the Library's FY 2012-2013 budget. In addition, Doeren Mayhew has also kept their bid low for the following two years. Mr. James Koepke, the proposed audit engagement

director for Doeren Mayhew, was invited to meet with the Finance Committee prior to making a formal recommendation to the entire Library Board. He was prepared to answer any questions about his or his firm's qualifications and proposed audit services for our Library.

Doeren Mayhew successfully completed an audit for Bloomfield Township Public Library in 1995. They stated that they are very enthusiastic about this opportunity and would be very proud to serve the Library again.

Three references were called and asked specific questions about Doeren Mayhew's audit performance: Orion Township Public Library, The Library Network and Rochester Community Schools. All three references stated that Doeren Mayhew's audit staff was very competent, professional and knowledgeable. In addition, Doeren Mayhew staff was readily available to answer questions at any time during the year and at no additional charge. All three organizations enthusiastically endorsed Doeren Mayhew's audit services.

After our meeting with Mr. Koepke, the Finance Committee also recommends Doeren Mayhew for the award of the audit services.

Thank you for your review.

**ACTION:** I move to award the bid for auditing services for the Bloomfield Township Public Library from Doeren Mayhew at \$8,000 for the audit of the Library's 2012-2013 Fiscal Year budget.

## **AUDIT BID PROCESS – 2012-2013**

### **OCTOBER**

Finalize RFP and vendor list

Send out RFPs the week of October 1, 2012

### **NOVEMBER**

Deadline is Friday, November 9, 2012, 3:00pm

### **DECEMBER**

Review of proposals/ analysis – November 12 through December 3, 2012

Interviews – if needed – December 6 and 7

### **JANUARY**

Finance Committee review

January 15, 2013 Board award of bid for audit services

# AUDIT BIDS 2012

Date: December 11, 2012

Evaluators: Karen Kotulis-Carter, Beth Sulek-LaHousse, Carol Mueller

	COMPANY NAME			
CRITERIA	Abraham & Gaffney	Andrews, Hooper, Pavlik	Doeren Mayhew	Rehmann
<b>MANDATORY</b>				
Received bid on time Licensed MI CPA Meets US GAO requirement Quality standards met	yes	yes	yes	yes
<b>DESIRABLE</b>				
PeachTree/Sage experience Fund accounting exp Municipal accounting exp	yes	yes	yes	yes
Public library experience	Detroit Public Library Cromaine District Lib	Rochester Hills Clinton Macomb	Orion Township TLN	Ann Arbor District Lib Ypsilanti District Lib
Proposal quality	complete	complete	complete	complete
Company qualifications audit experience  audit staff exp	150 + gov't entities 40+ staff size 20+ years	since 1993 100+ staff size 29+ years	since 1932 250+ staff size 31+ years	355+ gov't entities 700+ staff size 23+ years
Work Plan provided	yes	yes	yes	yes
Fees  FY 2012/2013 FY 2013/2014 FY 2014/2015	\$15,500 \$16,050 \$16,625	\$12,400 + expenses \$14,500 + expenses \$14,700 + expenses	\$8,000 \$8,250 \$8,500	\$12,000 \$12,500 \$13,000
References provided	Detroit Public Lib, MLA Flat River	Oakland U Rochester, Clinton-Macomb	Orion Twshp, TLN Rochester Schools	Ann Arbor District, Ypsi District, Capital Area, Chelsea
Comments	Active on state wide committees  Focus is on small to medium gov't entities	Provides no fee services such as mailings, answer	Promises no audit team turnover	Auditor for FY 2010/2011 and FY 2011/2012

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
REQUEST FOR PROPOSAL  
AUDIT SERVICES**

The Bloomfield Township Public Library requests proposals from qualified firms of certified public accountants for the financial audit of the Library's financial statements and, if necessary, compliance audit of the federal programs in accordance with the United States Single Audit Act of 1984. The Library has historically conducted an annual audit. Currently, the Library has an operating budget of \$5.3 million. The Library also maintains a separate Gift Fund. The Library's fiscal year is April 1 – March 31.

The purpose of the audit is to determine whether the basic financial statements are fairly presented in conformity with generally accepted accounting principles in the United States of America as applicable to governmental units, including related Government Accounting Standards Board (GASB).

The annual audit shall be conducted in accordance with applicable standards as promulgated by such authoritative bodies and sources as: the American Institute of Certified Public Accountants; Audits of State and Local Government Units; General Accounting Office (GAO) set by the Comptroller General of the United States; the standards applicable to financial units and governmental audits contained in the Single Audit Act, Office of Management and Budget (OMB) Circular A-133; Audits of State and Local Governments. Each year, the audit should review all updated compliance with laws, regulations, pronouncements, internal controls and any changes in Governmental Accounting Standards.

Proposal guidelines are listed below. This request for proposals also can be obtained on the Library's web site at [www.btpl.org](http://www.btpl.org), at the Library's Welcome Desk at Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI, 48302, or by calling Carol Mueller, Assistant Director, at the Library at (248) 642-5800, extension 112.

Please deliver four (4) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Audit Proposal" to the Welcome Desk of the Bloomfield Township Public Library during open library hours:

Monday – Thursday, 9:30 a.m. – 9:00 p.m.

Friday, 9:30 a.m. – 6:30 p.m.

Saturday, 9:30 a.m. – 5:30 p.m.

Sunday, 12noon – 5:30 p.m.

Proposals must arrive no later than **3:00 p.m., Thursday, November 8, 2012**, addressed to:

Carol Mueller, Assistant Director  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302

All proposals received will be publicly opened immediately thereafter at the Library. Verbal, telephone, fax or electronic mail proposals are invalid and will not receive consideration. All questions should be directed to Carol Mueller, Assistant Director, Bloomfield Township Public Library via email at: [muellerc@btpl.org](mailto:muellerc@btpl.org).

## **AUDITING STANDARDS**

The annual audit shall be conducted in accordance with applicable standards as promulgated by such authoritative bodies and sources as: the American Institute of Certified Public Accountants( AICPA); Audits of State and Local Government Units; General Accounting Office (GAO) set by the Comptroller General of the United States; the standards applicable to financial units and governmental audits contained in the Single Audit Act; Office of Management and Budget (OMB) Circular A-133; Audits of State and Local Governments and Michigan Department of Treasury guidelines. Each year, the audit should review all updated compliance with laws, regulations, pronouncements, internal controls and all changes in Governmental Accounting Standards. The audit should include any other tests of the accounting records and such other auditing procedures considered necessary for the circumstances, including the requirements of Michigan Public Act 2 of 1968 as amended.

## **MANDATORY QUALIFICATIONS OF THE AUDITOR**

The following information must be affirmed in the proposal response:

- The proposer is properly licensed in Michigan for public practice as a Certified Public Accountant.
- The proposer meets the independence requirements of generally accepted auditing standards issued by the American Institute of Certified Public Accountants (AICPA) and meets the independence standards of Government Auditing Standards as issued by the Comptroller General of the United States.
- The proposer does not have a record of substandard audit work as obtained from references. Please disclose the controls your firm has in place to ensure quality standards have been met. Also, disclose whether your firm is subject to an external quality control review process.

## **DESIRABLE QUALIFICATIONS OF THE AUDITOR**

The following qualifications are highly desirable and should be described in the proposal:

- Experience with PeachTree/Sage Accounting Systems
- Experience with fund accounting.
- Experience with municipal accounting.
- Experience with public libraries.

## **FORMAT OF THE PROPOSAL RESPONSE**

It is suggested that the proposal response be formatted as follows:

### **Title Page**

The response should identify the proposal subject and the full name of the independent auditor, local address, telephone number, name and title of contact person and date of submission. The period for which the proposal is to cover should also be disclosed.

### **Table of Contents**

The table of contents of the proposal should include a clear and complete identification of the materials submitted by section and page number.

## Letter of Transmittal

The letter of transmittal should contain the following information:

- A brief understanding of the audit service to be performed.
- A positive commitment to perform the service by June 15 following the close of each fiscal year for which the audit is prepared.
- The names of persons authorized to represent the proposer, their titles, addresses, phone numbers, and e-mail addresses. This may be important if different from the individual who signs the transmittal letter.

## Profile of the Independent Auditor

The proposer is requested to provide a profile of general background information. This should include:

- The organization and size of the proposer, whether it is local, regional, national or international in operations.
- The location of the office from which the work is to be done and the number of professional staff by staff level employed at that office.
- A description of the range of activities performed by the local office such as auditing, accounting, tax service or management services.
- A statement on the proposer's staff capabilities to audit federal programs, including the number and classifications of personnel skilled in federal program auditing who will work on the audit, if required to.
- A positive statement that the following mandatory criteria are satisfied:
  - An affirmation that the proposer's auditing personnel are properly licensed in Michigan for practice as certified public accountants.
  - An affirmation that the proposer meets the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Function, published by the U.S. General Accounting Office.
  - An affirmation that the proposer does not have a record of substandard work.
  - An affirmation from the proposer that the American Institute of Certified Public Accountants' (AICPA) "Interpretation 501-3, Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits" will be followed. Basically, if a member of the AICPA accepts such an engagement and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, the auditor is obligated to follow such requirements. Otherwise, the auditor must disclose in the audit report the fact that such requirements were not followed and the reasons therefore.

## Summary of the Proposer's Qualifications

- Identify the audit managers, field supervisors, and other staff who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for auditor in-charge up to the individual with final responsibility for the

engagement should be included. (The resumes may be included as an appendix.)

- Describe the recent local and regional office auditing experience similar to the type of audit requested and give the names and telephone numbers of client officials responsible for three of the audits listed.
- Other members of the firm who are participating in the audit are also required to provide evidence of qualifications.

#### Proposer's Approach to the Examination

Submit a work plan to accomplish the scope of the audit including an explanation of the audit methodology to be followed. The work plan should include time estimates for each significant segment of the work and the staff level to be assigned. Where possible, individual staff members should be named and their titles provided. The planned use of specialists should be specified. The audit work plan should completely cover what audit work will be accomplished to allow the auditor to render:

- Report on the organization's control system to assure compliance and whether the organization has complied with laws and regulations that may have an effect on each major federal or state assistance program.
- Management letter with all findings, comment and recommendations.
- Separate statements for the General and Gift Funds.
- Draft revisions of all documents presented in a timely manner for thorough review by Library Administration in advance of the audit presentation to the Library Director and Board of Trustees' Finance Committee.
- A pre-audit meeting with the Library Director, Finance Coordinator and others as requested.
- Presentation to Library Director and Board of Trustees' Finance Committee prior to the regularly scheduled Board of Trustees' meeting in June of each year.
- Presentation to the full Board of Trustees as desired.

The audit work plan should demonstrate the auditor's understanding of the audit requirements of a single audit as specified in OMB Circular A-133 and the audit tests and procedures to be applied in completing the audit plan.

#### Summary of Fees

- Fee for three consecutive year audits, including management letters, specific recommendations, and reports for the General and Gift Funds.
- Fee for accounting questions posed throughout the year to assure the Library's compliance with current accounting standards.

### **MONITORING**

To ensure the quality of the audit, the Library may request, from time to time, a report on the progress of the audit. In addition, prior to completion of the fieldwork, an audit exit conference will be held to discuss the results of the audit.

### **WORKING PAPERS**

The auditor's working papers shall be retained for at least three years. The working papers are to be available for examination by authorized representatives of the

State of Michigan, and, if required, the appropriate federal audit agencies and the General Accounting Office and future Bloomfield Township Public Library auditors.

## **NUMBER OF COPIES OF AUDITOR'S REPORTS**

The auditor shall furnish the Library fifteen (15) copies of all required final reports. In addition, the auditor shall furnish the requested number of copies to each federal and state agency, as applicable, and posted to the Michigan.gov website.

All reports shall be presented and formatted in accordance with generally accepted accounting principles, Government Auditing Standards, Government Accounting Standards Board, Government Finance Officers Association, National Council on Government Accounting, United States Office of Management and Budget and the State of Michigan Department of Treasury.

## **CONTRACTUAL ARRANGEMENTS**

Invoices for service will be paid within 55 days of receipt. The total amount to be invoiced shall not exceed the amount of the bid unless other arrangements have been negotiated with the library first.

All bids should be quoted for a three year period beginning with fiscal year April 1, 2013-March 31, 2014. Please quote each individual year separately. The award of the bid will be for a minimum of one year with the option of renewal for two additional years at the discretion of Bloomfield Township Public Library. The Library reserves the right to terminate the contract for audit services at any time.

## **METHOD OF EVALUATING PROPOSALS**

Proposals will be evaluated with a strict emphasis on quality. Attributes which will be analyzed include:

- Number of governmental entities audited by the firm proposing
- Firm's governmental resources available
- Training and technical expertise of personnel in governmental and fund accounting auditing
- Qualifications of the audit team to be assigned to the audit
- Reference responses
- Internal quality control procedures and external quality control review

After technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the audit firm chosen will be notified. We hope to be able to notify the successful bidder by Wednesday, January 16, 2013.

## **NEGOTIATION**

Bloomfield Township Public Library solicits this proposal subject to review and negotiation with one or more of the firms under consideration. It is understood that negotiation may lead to proposal revision.

All proposals submitted will remain firm for a period of one hundred twenty (120) days.

The Bloomfield Township Public Library reserves the right to accept or reject any or all proposals submitted, either in whole or in part; to request additional information from all

proposers; to award the contract to other than the low proposer; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the Library. Any contract awarded will be made to the independent auditor who, based on evaluation of all responses, all criteria and oral interviews, if necessary, is determined to be the best qualified to do the audit.

Successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully provide the requested services in accordance with the proposal parameters.

Awards will be made for all or part of the audit services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Karen Kotulis-Carter

**DATE:** January 9, 2013

**SUBJECT: Grounds Maintenance and Snow Removal Bids**

In October, 2012, a request for bids on grounds maintenance and snow removal services for the Library was released. This request was posted on the Library's website, available at the Welcome Desk and mailed to eleven metro-Detroit companies. The request included four possible parts to be bid on: Tree and lawn fertilization, Lawn maintenance, Snow removal and Garden maintenance. Two mandatory walk-throughs for any interested bidders were held on Tuesday, November 7, 2012 and Monday, December 3, 2012 at the Library. Six companies participated in these walk-throughs. Five bids were received by the December 17, 2012 deadline from the following companies:

ACE Landscaping

Backer Landscaping Inc. (Fertilization, lawn maintenance, snow removal only)

Goldner Walsh Nursery Inc. (Garden maintenance only)

Great Oaks Landscape

Worry Free, Inc.

A thorough review of all bids was conducted by Assistant Director, Carol Mueller, and Facilities Services Department Head, Joel Dion. Our bid analysis summary is attached for your review. Also attached are the bid process timeline and proposal document for your information. All five bid proposals are available.

Their review concluded that fertilization; lawn maintenance and snow removal services provided by Backer Landscaping Inc. would best meet library needs. Backer's bids on fertilization, lawn maintenance and snow removal were the lowest bids received. Their prices remain fixed for a three year period beginning April 1, 2013 through March 31, 2016. In addition, there has been no price increase for their services since Backer was awarded the tree and lawn fertilization, lawn maintenance and snow removal bids

starting on April 1, 2010. Backer is our current supplier of this service and we are satisfied with their service.

We feel that garden maintenance services would be best provided by Goldner Walsh Nursery Inc. While their bid was not the lowest bid received, they did include the cost of mulch and designated annuals and bulbs in their price. With these included, Goldner Walsh Nursery Inc. becomes the lowest bid. Goldner Walsh is our current supplier of this service and we are satisfied with their service.

Therefore, Administration recommended to the Building and Grounds Committee that the bids for Bloomfield Township Public Library tree and lawn fertilization, lawn maintenance and snow removal services be awarded to Backer Landscaping Inc. and that the award for Bloomfield Township Public Library garden maintenance be awarded to Goldner Walsh Nursery Inc. beginning on April 1, 2013 and commencing through March 31, 2016.

The Building and Grounds Committee met on January 8 to review the bids with Administration. After review the committee supported our recommendation.

Joel Dion, Facility Services Department Head, will attend the January Board meeting to help address any specific questions the trustees may have about these services.

Thank you for your review.

**ACTION:**

I move that the bids for Bloomfield Township Public Library tree and lawn fertilization, lawn maintenance and snow removal services be awarded to Backer Landscaping Inc. and that the award for Bloomfield Township Public Library garden maintenance be awarded to Goldner Walsh Nursery Inc. beginning on April 1, 2013 and commencing through March 31, 2016.

## **Grounds Maintenance and Snow Removal Bidding Process**

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

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

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

## Grounds/Snow Service Bids

8-Jan-13

Criteria	Company name				
	ACE	Backer	Goldner Walsh	Great Oaks	Worry Free
<b>Proposal</b>	On time, complete	On time, bid on fertilization, lawn & snow only	On time, bid on garden only	On time, complete	On time, complete
<b>Experience</b>	Since 1983 15+ employees	Since 1986 100+ employees  Provided fertilization, Lawn & snow removal at BTPL for many years	Since 1953 30+ employees  Provided garden maintenance at BTPL for many years	Since 1981 100+ employees	Since 1998 40+ employees
<b>References</b>	Vogue Furniture Credit Union One, Ferndale IBM, Southfield Consumers Energy, RO	Comerica Banks Eastland Mall, Great Lakes Crossing Mall, St. John Hospital	BTPL Community House Christ Church Cranbrook Bloomfield Village Assn	City of Wayne City of W. Bloomfield Northern Equities Pacific Mgmt	Cities of Royal Oak, Ferndale, Birmingham Bloomfield Twp, MDOT Oakland County
<b>Description of work</b>	Thorough and complete	Brief description provided	Thorough and complete	Brief description provided	Detailed description provided
<b>Attended walkthrough</b>	Yes- attended	Yes - attended	Yes- attended	Yes- attended	Yes - attended
<b>Budget</b>	Fert: \$4,500 Lawn: \$9,220 Snow: \$13,650 w/salt Garden: \$10,250 + \$7,365 for annuals, bulbs, mulch	Fert: \$2,780 Lawn: \$7,560 Snow: \$5,945	Garden: \$12,750 includes annuals, bulbs, mulch	Fert: \$ 3,995 Lawn: \$8,500 Snow: \$250/325per push Garden: \$8,600 + mulch at \$48/CY	Fert: \$18,500 Lawn: \$12,000 Snow: \$19,750 w/salt Garden: \$25,700
<b>Comments</b>	incremental increases in 2014, 2015	same price for all 3 years  Prices remain unchanged from 2012/2013	Optional flower costs  Garden stimulus cert. available for potential savings	Per push for snow removal provided only	15 snow events/ 40 salt events in bid quote

## REQUEST FOR BIDS

### BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

#### Grounds Maintenance and Snow Removal Service Contract

October 1, 2012

Revised November 26, 2012

Bloomfield Township Public Library is accepting firm, sealed bids for Library grounds maintenance and snow removal service.

This request for bids can be obtained on the Library's website at [www.btpl.org](http://www.btpl.org), at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302 or by calling Carol Mueller, Assistant Director, at (248) 642-5800, extension 112.

Bidders are encouraged to submit questions by email or phone to Carol Mueller at [muellerc@btpl.org](mailto:muellerc@btpl.org) or (248) 642-5800, extension 112, prior to December 3, 2012. (Please note that the deadline for bids has been extended to December 17, 2012, 3:00 p.m.)

**The deadline for bids is Monday, December 3, 2012, 3:00pm.** All bids received will be publicly opened at 3:01pm on December 3, 2012 at the Library. (Please note that the deadline for bids has been extended to December 17, 2012, 3:00 p.m. All bids received will be publicly opened at 3:01 p.m. on December 17 at the Library.)

Please deliver four (4) copies of the bid in a sealed envelope marked with the name of the company and entitled "Grounds Maintenance and Snow Removal Bid". Bids must be hand delivered, mailed or delivered by courier to the Welcome Desk to arrive no later than December 3, 2012 at 3:00pm. Address these to: Carol Mueller, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI, 48302. Library hours are Monday through Thursday, 9:30am – 9:00pm, Friday, 9:30am – 6:30pm, Saturday, 9:30am – 5:30pm and Sunday, 12noon – 5:30pm.

#### **BACKGROUND**

There are four parts to this bid: Tree and lawn fertilization, lawn maintenance, snow removal and garden maintenance. You may bid on all four parts or selected parts.

All bids should be quoted for a three year period beginning on April 1, 2013 through March 31, 2016. The award of the bid will be for a minimum of one year with the option of renewal for two additional years.

Contract work should be considerate of the Library's hours of operation.

**1) Tree and Lawn Fertilization:** including seasonal insect and disease control and fertilization of five (5) applications for trees and four (4) applications for lawn. Fertilization should specify pre-emergent weed control, weed and feed and insect /parasite control.

**2) Lawn Maintenance:** including Spring/Fall clean up for removal of leaves and other debris from planting beds, parking areas and lawn areas and hauling debris. Removal of clippings and debris on all lawn areas as necessary. Mowing is requested to a height of 2.5 – 3.0 inches as frequently as needed to maintain this height. Include hauling debris as necessary. All sidewalks, drives and beds should be power edged. A mulching mower is required. The first cutting should take place with spring clean up and the last cutting with fall clean up. Tree bed maintenance, including installation of mulch, and weed control per site plan mark-ups. Charges for mulch must be approved by the Library in advance.

**3) Snow Removal:** including all library lots, parking spaces, de-acceleration lane and drives for each snowfall of 1.5" or more and also at the Library's request. Salt shall be applied to all lots and drives for snowfalls of less than 1.5", after each plowing service, when slippery conditions exist and at the Library's request. Sidewalk shoveling is expected during off hours when the snowfall is 1.5" or greater. Sidewalks should require no more than three (3) fifty (50) pound bags of salt. Snow removal services are expected to be completed prior to 8:00am, before the opening of the Library for business on Monday through Saturday, and prior to 11:00am on Sundays and as needed during snowfalls. Snow plowing must start at the West end of the parking lot.

Snow piles should not block visibility in the parking lot or drives and should not exceed four (4) feet in height. Snow removal from the premises should be provided at the Library's request.

Snow removal must be completed by plow trucks with normal snow plowing equipment. Front end loaders and dump trucks, as needed for heavy snowfalls, should be available at an additional hourly rate. Please include this hourly rate in your bid. Charges for heavy equipment must be approved by the Library in advance.

The service period is from November 15 through April 15 of each year of the contract. Outside of this service period, please provide a per push cost.

**4) Garden Maintenance:** including maintenance for these beds: Staff Terrace, South Wall – West and East of the entrance, Friends Garden – West and East of the entrance, Linda's Garden, Adult and Youth Terraces, North gardens, Library parking lot entrance garden and the shrubs on the island. Maintenance must include spring and fall clean up, hauling debris, weeding, pruning, deadheading, fertilizing, mulching and planting of bulbs and annual where indicated.

**There will be a mandatory bid walk-through on Wednesday, November 7, 2012 at 10:00am for all interested bidders. A secondary mandatory bid walk-through for interested bidders has been scheduled for Monday, December 3 at 3:00 p.m. If you attended the November 7 walk-through, you do not need to attend this second walk-through.**

#### **PROPOSED TIMELINE:**

November 7, 2012, 10:00am – mandatory bidder walk-through at the Library

**Monday, December 3, 2012 – deadline for bids and 3:01pm public bid opening**  
(Deadline has been extended to Monday, December 17, 2012 at 3:00 p.m.)

**Second mandatory bid walk-through at 3:00 p.m.**

**Monday, December 17, 2012 – extended deadline for bids due no later than 3:00p.m. with a 3:01 p.m. public bid opening.**

Tuesday, January 15, 2013, 7:00pm – bid awarded at the regularly scheduled Library Board meeting

Monday, April 1, 2013 – contract begins

#### **PROPOSAL ELEMENTS**

##### **Company Information**

Please provide your contact information including your company name, address, website and primary contact person, telephone number and email address. Please include the year the company was established, number of employees, and a list of equipment available to complete requested work in this bid. Also, please provide proof of being bonded and insured.

## **References**

Please provide contact names and phone numbers for at least three organizations for which you have recently provided grounds maintenance and snow removal services.

Please provide contact names and phone numbers, plus references, for any subcontractors with whom you work to complete the contract work.

## **Grounds Maintenance and Snow Removal Experience**

Please discuss your experience in providing grounds maintenance and snow removal services. Please list only experience at companies of comparable size.

Please comment on the Library grounds and note any special features or unusual circumstances.

## **Description of work**

Please be specific as to the description of the work to be performed, equipment used in the performance of this work and any and all materials to be used.

## **Budget**

Please indicate your costs for grounds maintenance and snow removal services for the Library. Please break out the costs for each of the four parts of the bid. Indicate any costs that may be optional and/or ways to decrease costs of requested services. This will allow for adjustments to the budget as necessary. Please include when we can expect to be billed for services rendered.

## **Availability**

Please address your availability, reliability and flexibility to meet Library needs for this contract.

## **PROCESS**

Deliver four (4) copies of the bid in a sealed envelope marked with the name of the company and entitled "Grounds Maintenance and Snow Removal Bid," to the Welcome desk of the Bloomfield Township Public Library during open library hours (Monday-Thursday, 9:30 a.m. - 9:00 p.m., Friday, 9:30 a.m. - 6:30 p.m., Saturday, 9:30 a.m. - 5:30 p.m., Sunday, Noon - 5:30 p.m.). Bids must be hand delivered, delivered by courier, or mailed to arrive **no later than 3 p.m., E.D.S.T., December 3, 2012.** (Please note that the deadline for bids has been extended to December 17, 2012, 3:00 p.m. All bids received will be publicly opened at 3:01 p.m. on December 17 at the Library.)

Address these to: Carol Mueller, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302. Oral, telephone, fax, or electronic mail bids are invalid and will not receive consideration.

**All proposals will be publicly opened immediately thereafter at the Library.**

All bids submitted will remain firm for a period of one hundred twenty (120) days and valid throughout the life of the contract.

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the library. Award of the bid work may include all or some of the above components.

Successful bidder will declare and stipulate that its bid is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the request for bids documents.

Bids will be evaluated on the information provided including the completeness of the bid and information supplied.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA**

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Assistant Director

**DATE:** January 9, 2013

**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 50<sup>th</sup> 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**

January 9, 2012

President Glenda Bard called the meeting to order at 12:35 p.m.

**Board members present:** Glenda Bard, Wolf Chayt, Kathy Conner, Nancy Lambert, Germaine Mack, Pat Miotke, Warren Nielsen, Sally Pullar, Cathy Ranke, Larry Sabbath, Barb Smalley and Virginia Smith.

**Others present:** Karen Kotulis Carter, and Andrea Aragona.

**Present's Report:** Glenda

Bob Pullar is still recovering at the rehabilitation facility and hoping to return home next week

### **Secretaries Report**

Approval of the minutes were tabled until the February meeting.

**Treasurers Report: (see attached)** Larry

**Moved by Pat and seconded by Wolf to approve the treasurer's report as presented. The report was approved.**

**Membership Report:** Barb – 371 members

**Bookstore:** Cathy -- \$2556.10 collected during December 2012.

**SSSS:** Virginia

There will be two special features at the Saturday Sale: World War II books and literary reference books. Carol has placed special ads on Craig's List online.

**Director's Report:** Karen Also see the attachment

- The reciprocal agreement with the Detroit Public Library, which allows BH patrons to use the DPL including special collections, was renewed.
- Joe Falik resigned from the Library Board of Trustees as he has moved out of the area.
- The DVD rental collection features all popular titles and was established to help keep down the holds on the free collection.
- Seriously overdue patron accounts with over \$25 owed will be sent to Unique Management Services. This is, an agency that specializes in retrieving materials and fines for libraries. The agency will begin in February 2013.

### **New Business:**

Kathy announced that the annual meeting will be on Wednesday, May 1, 2013. Greg Wittkipp of Cranbrook, will present the after luncheon speech. He will speak on the history of Cranbrook, the archive and preservation of historic Cranbrook documents and the BHPL – Cranbrook partnership.

**Moved by Sally, seconded by Wolf to approve a donation of \$10,750.00 to begin work on the stage backdrop for the community room. Half of the funds would be advanced with the rest to follow as the work is completed. The total expenditure is not to exceed \$21,500. The motion was approved.**

Germaine will obtain a farewell card for Allen, who has moved to Chicago.

**Moved by Cathy, seconded by Wolf to adjourn the meeting. Meeting adjourned at 1:26 p.m.**

Nancy Lambert, Secretary

The next meeting will be on Wednesday. February 6, 2013.

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

January, 2013

- **Happy New Year!** *It was great fun to celebrate the holidays with the Friends at the BTPL Holiday Party.*
- *The Library Board unanimously approved renewing our Reciprocal Agreement with the **Detroit Public Library**. This will extend our current arrangement through 2016.*
- *I am so sorry to announce that **Joe Falik** has resigned from the Library Board effective February, 2013. He has recently moved and has relocated outside of our township. Joe was appointed in August 2011. We appreciate his many contributions working on the Development Committee, Jeanette P. Myers Scholarship Committee, Landscape/Interiors Committee and Policy Committee. The Library Board of Trustees is working to have the vacancy on the Board filled by April 2013. Applications are being accepted through January 31, 2013.*
- *We have a **new DVD Rental Collection!** Effective January 1, 2013 BTPL now offers a select collection of popular high-demand DVDs. The first day is free. Each title checks out for \$1 per day for days 2-6 to residents (\$2 per day for non-residents). All titles are also available for free in the regular DVD collection. (Bookmarks distributed).*
- **THANK YOU** for everything you each do to make our library The Place To Discover!!

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

**2013**

**2013**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Family Story Time 11 am  Intro to Social Networking 2pm
3	4	5 Movers & Shakers 10am & 11am  Knit N Stitch Circle 10am  Tue @ the Movies 2pm  Teen Advisory Board 4pm	6 Bouncing Babies 10am  Great Books Club 6:45pm	7 Almost on My Own 10am  Just Us Kids 2pm  Celebrate National Bird Feeding Month 4:30-6:30pm  Math Puzzles 6pm	8	9 Friends of the Library Second Sat. Sale 9:30-3:30pm  A Celebration of Chocolate 11am  Chocolate Artistry w/Chef Roger Holden 1pm
10	11 Happy Hearts 4-8pm	12 Movers and Shakers 10am & 11am  Memoir Writers Group 1pm  Toddlers Transitions & Tantrums 7pm	13 Bouncing Babies 10am  Writers Rendezvous 7pm  Nonfiction Book Club 6:45pm	14 Almost on My Own 10am  Just Us Kids 2pm  Family Story Time 6:30pm	15 Coffee & Conversation 10am  Chamber Music Concert 7:30pm	16 Sensory Saturdays 11am  Intro to MS Word 2pm
17	18 LIBRARY CLOSED STAFF UNPAID FURLOUGH DAY	19 Tue Book Club 10am  Teen Advisory Board 4pm  Mad Science 6:30pm  Library Board of Trustees Meeting 7pm	20 Mystery Book Club 1pm & 6pm  Scrabble Club 6:30pm  Great Books club 6:45pm	21 An Evening with Cecile 6:30pm	22 Lego Club 11am	23 Intro to MS Excel 2pm
24	25 Ebooks: Free from the Library 7pm	26 Memoir Writers Group 1pm	27 PJ Theater 6:30pm  Writers Rendezvous 7pm	28 Eleanor's Book Club 10am		