

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
February 19, 2013
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Judith Lindstrom, President

Pamela Williams, Treasurer

Joan Luksik, Secretary

Margaret Cohen

Joseph Falik

Grant Gerhart

Director:

kotuliscarter@btpl.org

Karen Kotulis-Carter

All meetings are open to the public.
We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

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

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
for TUESDAY, February 19, 2013, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	2/15/13
2a	Request to remove items from the Consent Agenda for Discussion	2/15/13
2b	Motion to approve the order of items for the regular and consent agendas	2/15/13
5	Motion to approve remaining consent agenda items 6-8d	2/15/13
6	Regular Board Meeting Minutes of 1/15/13	2/15/13
7a	Cash Disbursements	2/15/13
7b	Revenues/Expenditures Budget Report	2/15/13
7c	Energy Report	2/15/13
8a	President's Report	2/15/13
8b	Director's Report	2/15/13
8c	Tentative Schedule Calendar	2/15/13
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee –no report	
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds –no report	
8d	Jeanette P. Myers Scholarship Committee –no report	
8d	Landscape Committee –no report	
8d	Personnel Committee – Meeting Minutes 2-7-13	2/15/13
8d	Policy Committee – no report	
11a	Employee Handbook Acceptance	2/15/13
13	Motion to approve any items removed from the consent agenda	2/15/13
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	2/15/13
	Friends Meeting Minutes for 1-9-13	2/15/13
	Administrative Calendar –March 2013	2/15/13

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 19, 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 January 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. Employee Handbook Acceptance
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, March 19, 2013 at 7:00 p.m.
16. Executive Session regarding Director Performance Review and Contract
17. 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, January 15, 2013

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

Present: Trustees: Margaret Cohen, Judy Lindstrom, Joan Luksik, Pamela Williams

Administration: Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller; Director's Secretary, Andrea Aragona; Facilities Department Head, Joel Dion.

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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy extended her wish to everyone for a joyous, happy and healthy New Year. Judy sent out "get well wishes" to Glenda Bard, president BTPL Friends of the Library, for a quick recovery and also congratulated the Friends on their best Second Saturday Sale on January 12th. The sale generated the highest revenue on a Second Saturday Sale thus far! Judy shared a lovely note from Virginia Smith thanking the Board of Trustees for acknowledging her on the event of her 95th birthday and all her contributions to the Library.

Director's Verbal Report:

Karen extended a welcome to the Detroit Symphony Orchestra musicians who are here tonight performing at our Library as part of a community outreach and Beethoven festival. Karen thanked the DSO for bringing their talent to Bloomfield Township Public Library. All 200 tickets were spoken for within 24 hours of making them available online.

As a follow up to the December meeting, a sign has been placed outside the computer lab indicating those computers can be used when a class is not in session. Karen thanked the Trustees for the suggestion. Hopefully more patrons will use those computers now knowing that they are available to Bloomfield Township residents when classes are not in session.

Karen congratulated the Friends of the Library on their successful and record-breaking sale last weekend. Revenue for the January sale was \$3636.50!

The Friends have approved the purchase of a custom wood screen wall that will be placed behind the stage in the Community Room. This will work as a backdrop for the stage and screen for the chairs that are stored behind the stage. The backdrop will be constructed in materials and design already present throughout the Library for consistency.

CONSENT AGENDA MOTION

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: CASH DISBURSEMENTS, MONTHLY ACTIVITY REPORT, ELECTRICITY ANALYSIS.**

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

UNFINISHED BUSINESS:

No discussion.

NEW BUSINESS:

11a. Audit Bids

A request for proposals for audit services was released in October, 2012. The Library received four bids for audit services from Abraham & Gaffney; Andrews, Hooper and Pavlik; Doeren & Mayhew; and Rehmann. All bids were reviewed by Administration and the Finance Committee. It is the recommendation of the Library Director and the Finance Committee to award Doeren Mayhew the Audit Bid.

After discussion, a motion was made by Pam Williams, seconded by Joan Luksik, **TO AWARD THE BID FOR AUDITING SERVICES FOR THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FROM DOEREN MAYHEW AT \$8,000.00 FOR THE AUDIT OF THE LIBRARY'S 2012-2013 FISCAL YEAR.**

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

11b. Ground Maintenance and Snow Removal Bids

A request for bids on grounds maintenance and snow removal services for the Library was released in October, 2012. Five bids were received by the December 17, 2012 deadline from ACE Landscaping, Backer Landscaping Inc., Goldner Walsh Nursery Inc., Great Oaks Landscape, and Worry Free, Inc. A thorough review of all bids was conducted by Administration, Facilities Services Department Head, and the Building and Grounds Committee. Administration recommended to the Building and Grounds Committee that the bids for BTPL tree and lawn fertilization, lawn maintenance and snow removal services be awarded to Backer Landscaping Inc. and that the award for BTPL garden maintenance be awarded to Goldner Walsh Nursery Inc.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

A question was raised with regard to the check to Library Design Associates, Inc. Karen explained that this was to replace a table in the study room that was damaged beyond repair by graffiti.

A question was raised with regard to the \$3,387.22 increase in fines for December. Karen explained that we have had some problems with our notification system the past month and that may have contributed. With our system upgrades there were some failures to notify patrons of

overdue materials. However, patrons were reminded that these notifications are done as a courtesy and they should always be aware of their receipts of due dates on materials they have checked out from the Library.

A question was raised with regard to the increase in Electricity usage during December. Karen explained that with our new HVAC systems, the air conditioning is never shut down and that possibly contributed to the increase usage during some of our unusually warm days in December 2012.

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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

Judy reminded the Trustees to return their Director's Evaluations to the Personnel Committee.

Meeting adjourned at 7:30 p.m.

The next meeting of the Library Board of Trustees is Tuesday, February 19, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JANUARY 2013

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
12717	1/4/13	AMAZON.COM	104.01	3,505.91
12718	1/4/13	AMERICAN FIREPLACE & BARBEQUE DIST	104.01	145.00
12719	1/4/13	AT&T	104.01	507.65
12720	1/4/13	AT&T LONG DISTANCE	104.01	119.01
12721	1/4/13	CONSUMERS ENERGY	104.01	6,772.88
12722	1/4/13	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
12723	1/4/13	PNC BANK	104.01	2,230.42
12724	1/4/13	Connie Silver	104.01	46.32
12725	1/4/13	Beth Sulek-LaHousse	104.01	62.16
12726	1/4/13	Karrie Yukon	104.01	46.95
12727	1/16/13	Betsy Telford	104.01	123.72
12728	1/16/13	123 NET	104.01	2,100.00
12729	1/16/13	AT&T	104.01	667.16
12730	1/16/13	BLOOMFIELD TOWNSHIP	104.01	424.96
12731	1/16/13	COMCAST	104.01	126.72
12732	1/16/13	DEARBORN NATIONAL LIFE INSURANCE CO	104.01	788.19
12733	1/16/13	HOME DEPOT CR. SERV.	104.01	91.15
12734	1/16/13	PITNEY BOWES, INC.	104.01	261.50
12735	1/16/13	VERIZON WIRELESS	104.01	202.34
12736	1/31/13	Marian Rafal	104.01	34.41
12737	1/31/13	Amy Young	104.01	27.73
12738	1/31/13	Karrie Yukon	104.01	27.45
12739	1/31/13	AMAZON.COM	104.01	3,071.66
12740	1/31/13	AT&T	104.01	568.52
12741	1/31/13	AT&T LONG DISTANCE	104.01	152.60
12742	1/31/13	CONSUMERS ENERGY	104.01	7,075.63
12743	1/31/13	DTE ENERGY	104.01	32,978.26
12744	1/31/13	ROGER HOLDEN	104.01	250.00
12745	1/31/13	KEVIN J MERLO	104.01	100.00
12746	1/31/13	MICHIGAN GARDNER	104.01	37.00
12747	1/31/13	PNC BANK	104.01	561.69
Total				<u><u>\$63,184.99</u></u>
REGULAR CHECKS:				
12748	2/8/13	AERO FILTER, INC	104.01	131.76
12749	2/8/13	AMERICAN LIBRARY ASSOCIATION	104.01	43.00
12750	2/8/13	AUDIOGO	104.01	51.88
12748V	2/8/13	AERO FILTER, INC	104.01	-131.76
12749V	2/8/13	AMERICAN LIBRARY ASSOCIATION	104.01	-43.00
12750V	2/8/13	AUDIOGO	104.01	-51.88
12751	2/8/13	AERO FILTER, INC	104.01	131.76
12752	2/8/13	AMERICAN LIBRARY ASSOCIATION	104.01	43.00
12753	2/8/13	AUDIOGO	104.01	1,437.09
12753a	2/8/13	VOID	104.01	
12754	2/8/13	BACKER LANDSCAPING, INC.	104.01	6,885.00
12755	2/8/13	BAKER & TAYLOR, INC.	104.01	14,757.97
12755a	2/8/13	VOID	104.01	
12755b	2/8/13	VOID	104.01	
12755c	2/8/13	VOID	104.01	
12755d	2/8/13	VOID	104.01	
12755e	2/8/13	VOID	104.01	
12756	2/8/13	BLOOMFIELD CABLE TV	104.01	10.00
12757	2/8/13	BERNAN ASSOCIATES	104.01	303.38

Check #	Date	Payee	Cash Account	Amount
12758	2/8/13	BLACKSTONE AUDIO, INC.	104.01	669.00
12759	2/8/13	BLOOMFIELD TOWNSHIP	104.01	238,952.33
12760	2/8/13	BOOK BEAT	104.01	275.04
12761	2/8/13	BRILLIANCE AUDIO, INC.	104.01	928.35
12762	2/8/13	BTPL Gift Fund	104.01	106.55
12763	2/8/13	CAR TRUCKING, INC.	104.01	406.60
12764	2/8/13	CDW GOVERNMENT, INC.	104.01	619.01
12765	2/8/13	CENTER POINT PUBLISHING	104.01	3,084.48
12766	2/8/13	CENTRAL BUSINESS SYSTEMS, INC.	104.01	210.35
12767	2/8/13	DEMCO, INC.	104.01	205.14
12768	2/8/13	DETROIT SYMPHONY ORCHESTRA	104.01	100.00
12769	2/8/13	DU ALL CLEANING, INC	104.01	5,500.00
12770	2/8/13	EBSCO SUBSCRIPTION SERVICE	104.01	1,392.00
12771	2/8/13	GALE CENGAGE LEARNING	104.01	1,481.79
12772	2/8/13	GAYLORD BROTHERS, INC.	104.01	105.46
12773	2/8/13	GENESEE DISTRICT LIBRARY zv122	104.01	27.00
12774	2/8/13	GREEN PLANET FILMS	104.01	101.00
12775	2/8/13	GRIFFIN INTERNATIONAL LLC	104.01	2,913.48
12776	2/8/13	GUITAR PLAYER	104.01	22.99
12777	2/8/13	HILLSDALE EDUCATIONAL PUBLISHERS	104.01	26.95
12778	2/8/13	JCR SUPPLY CO/BEDARD BROS	104.01	804.36
12779	2/8/13	LJ ROLLS REFRIGERATION CO., INC	104.01	1,103.00
12780	2/8/13	LAFORCE	104.01	622.88
12781	2/8/13	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	92.48
12782	2/8/13	MIDWEST TAPE	104.01	9,122.89
12782a	2/8/13	VOID	104.01	
12782b	2/8/13	VOID	104.01	
12782c	2/8/13	VOID	104.01	
12782d	2/8/13	VOID	104.01	
12782e	2/8/13	VOID	104.01	
12783	2/8/13	MITCHELL LANE PUBLISHERS, INC.	104.01	245.00
12784	2/8/13	MORNINGSTAR	104.01	170.00
12785	2/8/13	NBS	104.01	1,653.00
12786	2/8/13	OAKLAND COUNTY HISTORICAL RESOURCES	104.01	600.00
12787	2/8/13	OVERDRIVE	104.01	3,542.84
12788	2/8/13	PARTNERS BOOK DISTRIBUTING, INC.	104.01	2,247.86
12788a	2/8/13	VOID	104.01	
12789	2/8/13	THE PENWORTHY CO.	104.01	518.72
12790	2/8/13	PROQUEST-CSA LLC	104.01	8,415.00
12791	2/8/13	PUMPKIN BOOKS, INC.	104.01	279.83
12792	2/8/13	QUILL CORPORATION	104.01	857.13
12793	2/8/13	RACO INDUSTRIES	104.01	896.30
12794	2/8/13	RANDOM HOUSE, INC.	104.01	623.66
12794a	2/8/13	VOID	104.01	
12795	2/8/13	RANSOM DISTRICT LIBRARY	104.01	33.95
12796	2/8/13	RECORDED BOOKS, LLC	104.01	2,320.40
12796a	2/8/13	VOID	104.01	
12797	2/8/13	RED BOOKS LLC	104.01	2,735.55
12798	2/8/13	RICOH USA, INC	104.01	1,998.16
12798a	2/8/13	VOID	104.01	
12799	2/8/13	MICHAEL D. SCHLOFF, PLLC	104.01	285.00
12800	2/8/13	SCHOLASTIC LIBRARY PUBLISHING	104.01	611.78
12801	2/8/13	SHOPLET.COM	104.01	137.26
12802	2/8/13	SIEMENS COMMUNICATIONS, INC	104.01	484.54
12803	2/8/13	STAPLES ADVANTAGE	104.01	745.58
12804	2/8/13	SUMMIT ELECTRIC, INC.	104.01	120.00
12805	2/8/13	TANTOR MEDIA	104.01	155.99
12806	2/8/13	THE BOOK VINE FOR CHILDREN	104.01	345.96
12807	2/8/13	THE GREAT COURSES	104.01	3,392.10
12808	2/8/13	THE LIBRARY NETWORK	104.01	21,790.27
12809	2/8/13	THOMSON REUTERS	104.01	98.53
12810	2/8/13	UNIQUE BOOKS INC.	104.01	141.70

Check #	Date	Payee	Cash Account	Amount
12811	2/8/13	UPSTART	104.01	715.56
12812	2/8/13	VIGILANTE SECURITY	104.01	1,950.00
12813	2/8/13	WALLACEBURG BOOKBINDING & MFG	104.01	1,024.33
12814	2/8/13	WESCO DISTRIBUTION	104.01	393.60
12815	2/8/13	WOLTERS KLUWER LAW & BUSINESS	104.01	256.62
12769V	2/8/13	DU ALL CLEANING, INC	104.01	-5,500.00
Total				<u><u>\$346,727.55</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4088	1/4/13	AMAZON.COM	102.03	416.88
4089	1/4/13	Brooke Hoskins	102.03	130.83
4090	1/4/13	PNC BANK	102.03	1,174.54
4091	1/10/13	WILSON FINE VIOLINS	102.03	224.00
4092	1/16/13	MICHIGAN DEPARTMENT OF TREASURY	102.03	122.00
4093	1/16/13	JEAN SCHNEIDER	102.03	300.00
4094	1/16/13	Ann Williams	102.03	190.69
4095	1/31/13	Brooke Hoskins	102.03	99.00
4096	1/31/13	AMAZON.COM	102.03	107.69
4097	1/31/13	PNC BANK	102.03	189.54
4098	1/31/13	SALLY PULLAR	102.03	84.69
				<u><u>\$3,039.86</u></u>

REGULAR CHECKS:

4099	2/8/13	AWE	102.03	174.00
4100	2/8/13	BAKER & TAYLOR	102.03	286.67
4101	2/8/13	BLOOMFIELD COMMUNITY TELEVISION	102.03	100.00
4102	2/8/13	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	467.70
4103	2/8/13	DAROLD GONZALES	102.03	150.00
4104	2/8/13	JANWAY COMPANY	102.03	234.26
4105	2/8/13	LIBRARY VIDEO CO.	102.03	150.55
4106	2/8/13	MIDWEST TAPE	102.03	121.94
4107	2/8/13	SCOTT NELSON	102.03	120.00
4108	2/8/13	PHAR PRODUCTIONS	102.03	168.65
4109	2/8/13	RANDOM HOUSE, INC.	102.03	82.50
4110	2/8/13	RECORDED BOOKS	102.03	2,446.57
4111	2/8/13	UPSTART	102.03	120.00
4112	2/8/13	WESTON WOODS STUDIOS	102.03	549.40
Total				<u><u>\$5,172.24</u></u>

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

7b

PRESENTED: FEBRUARY 19, 2013 FOR THE MONTH OF: JANUARY 2013

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	Ten Months 83%
						VARIANCE
<u>Revenues</u>						
Taxes	\$4,530,195	\$4,518,228	\$1,700,087	\$2,647,565	58.60%	(\$1,870,663)
Penal Fines	\$61,258	\$58,353	\$0	\$55,286	94.74%	(\$3,067)
State Aid	\$18,360	\$18,360	\$0	\$19,448	105.92%	\$1,088
Circulation Fines & Fees	\$128,464	\$128,464	\$13,151	\$110,447	85.97%	(\$18,017)
Charges for Services	\$13,328	\$13,328	\$897	\$10,821	81.19%	(\$2,507)
Investment earnings	\$115,017	\$178,767	\$11,885	\$113,556	63.52%	(\$65,211)
Change in Asset Value	\$0	\$0	(\$44,262)	(\$60,153)	-60153.20%	(\$60,153)
Miscellaneous	\$9,473	\$9,056	\$1,794	\$10,079	111.30%	\$1,023
Total Revenues	\$4,876,095	\$4,924,556	\$1,683,551	\$2,907,048	59.03%	(\$2,017,508)
<u>Expenditures</u>						
Personnel	\$3,344,208	\$3,345,743	\$236,749	\$2,672,529	79.88%	(\$673,214)
Library Services	\$808,543	\$808,543	\$66,409	\$631,718	78.13%	(\$176,825)
Facilities & Equipment	\$1,044,418	\$1,045,042	\$94,623	\$872,081	83.45%	(\$172,961)
Other Operating Expenditures	\$153,882	\$154,007	\$10,040	\$86,247	56.00%	(\$67,760)
Total Expenditures	\$5,351,050	\$5,353,336	\$407,820	\$4,262,576	79.62%	(\$1,090,760)
Fund Balance - Beginning	\$8,177,620	\$8,304,070		\$8,304,070		
Net revenue (expenditure)	(\$474,955)	(\$428,780)		(\$1,355,528)		
Fund Balance - Ending	\$7,702,665	\$7,875,290		\$6,948,542		

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: FEBRUARY 19, 2013 FOR THE MONTH OF: JANUARY 2013

Ten Months 83%

ACCOUNT NAME	2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF JAN 31, 2013	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$77,256	\$12,420	\$77,256	100.00%	\$0
Investment Earnings	\$200	\$400	\$14	\$355	88.70%	(\$45)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$77,656	\$12,434	\$77,611	99.94%	(\$45)
<u>Expenditures</u>						
Library Services	\$45,921	\$81,683	\$5,675	\$40,886	50.05%	(\$40,797)
Facilities & Equipment	\$29,731	\$46,272	\$174	\$18,958	40.97%	(\$27,313)
Other Operating Expenditures	\$95,917	\$115,328	\$534	\$18,091	15.69%	(\$97,238)
Total Expenditures	\$171,569	\$243,283	\$6,383	\$77,935	32.03%	(\$165,348)
Fund Balance	\$104,716	\$98,387		\$98,387		
Reserved Fund Bal.	\$66,853	\$67,239		\$67,239		
Net revenue (expenditures)	(\$170,869)	(\$165,627)		(\$324)		
Fund Balance - Ending	\$700	(\$0)		\$165,303		

Amendments to the budget:
All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
JANUARY 2013

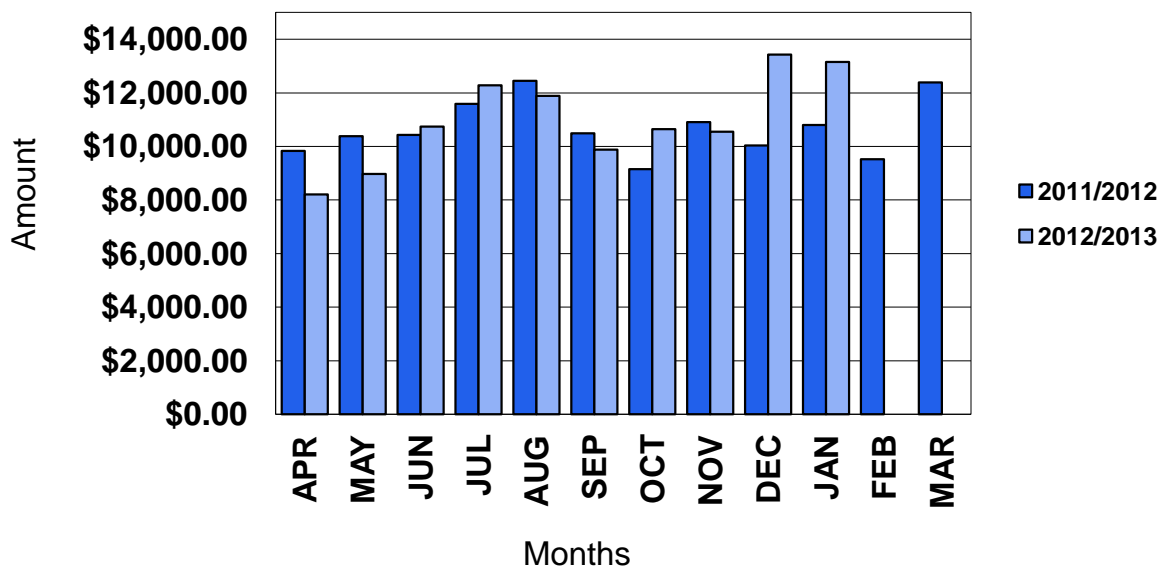
7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Checking (Ecommerce)	0.00%	1/31/2013	\$495,713.74
	Flagstar Public Funds Savings	0.40%	1/31/2013	\$224,437.74
	Flagstar Premier Public Entities Checking	0.25%	1/31/2013	(\$8,277.82)
	RBC Capital Cash/Money Market	0.01%	1/31/2013	\$20.14
	RBC Capital - Investments	0.00%	1/31/2013	\$6,595,446.16
Total General Fund				\$7,307,339.96
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	1/31/2013	\$118,173.77
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	1/31/2013	\$52,195.00
Total Gift Fund				\$170,368.77
<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	\$13,421.95	\$3,387.22
JAN	\$10,796.32	\$13,148.01	\$2,351.69
FEB	\$9,518.42		(\$9,518.42)
MAR	\$12,386.98		(\$12,386.98)
			YTD Difference
TOTAL	<u>\$127,966.57</u>	<u>\$109,732.77</u>	<u>(\$18,233.80)</u>

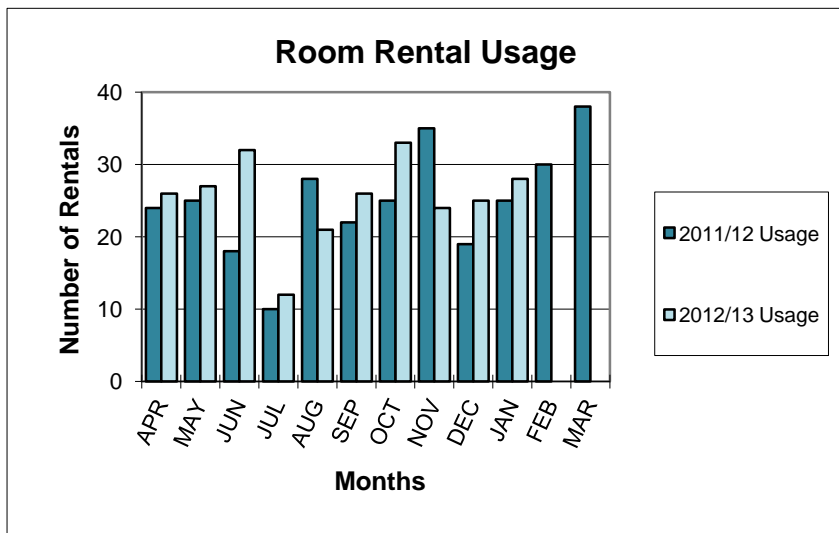
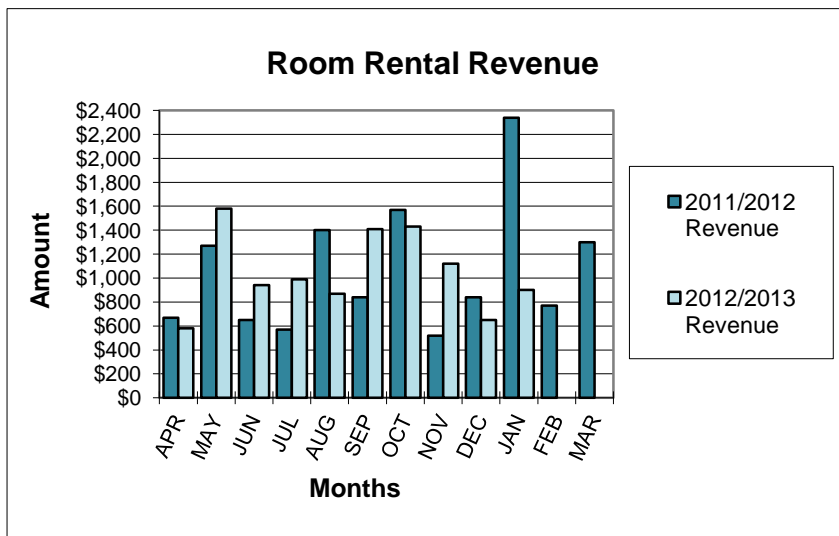
Fines and Fees Two-Year Comparison



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	\$900.00	(\$1,440.00)	25	28	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>\$10,470.00</u>	<u>(\$2,270.00)</u>	<u>299</u>	<u>254</u>	



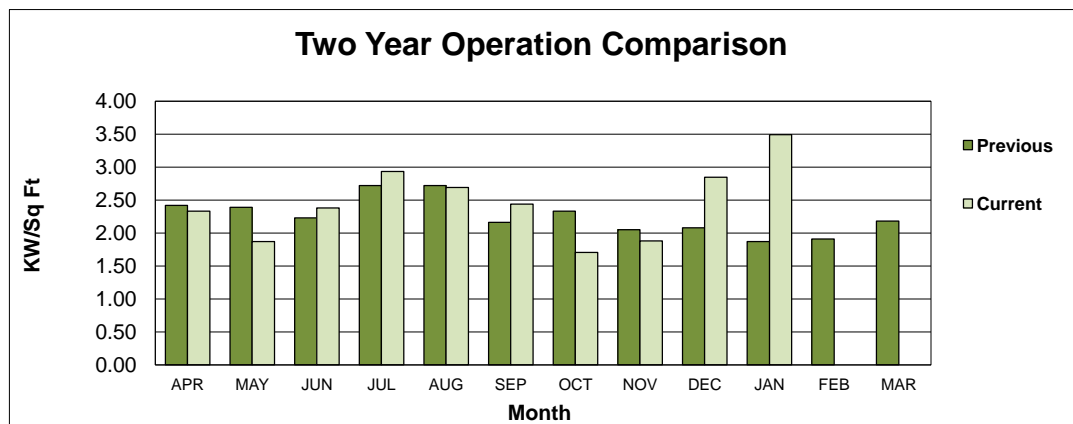
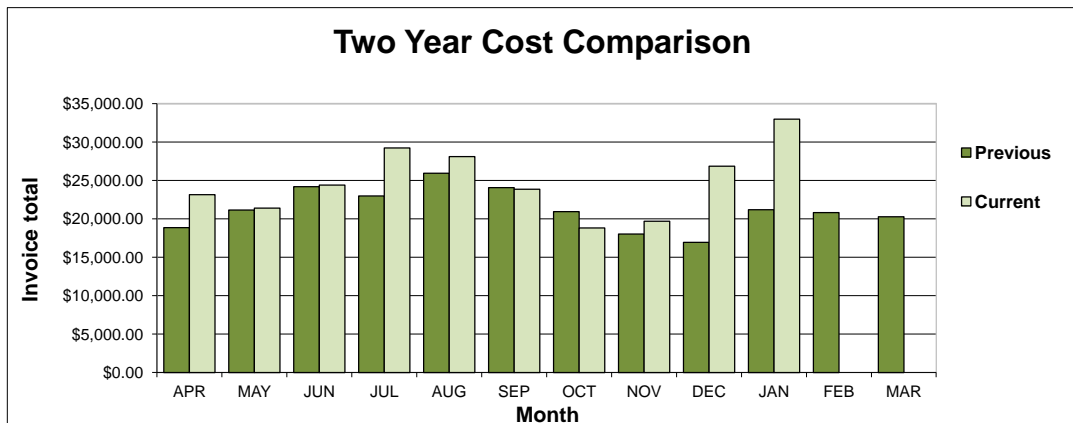
Bloomfield Township Public Library Electricity Analysis

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	\$26,830.25	\$9,915.32	287,420	\$0.09	386.32	2.85	\$36.06	\$0.27
JAN	\$21,174.95	\$32,978.26	\$11,803.31	352,870	\$0.09	474.29	3.49	\$44.33	\$0.33
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	\$248,409.21	(\$6,826.40)						

NOTES:

Chiller unit fully operational April 2011 through present



Bloomfield Township Public Library Natural Gas Analysis

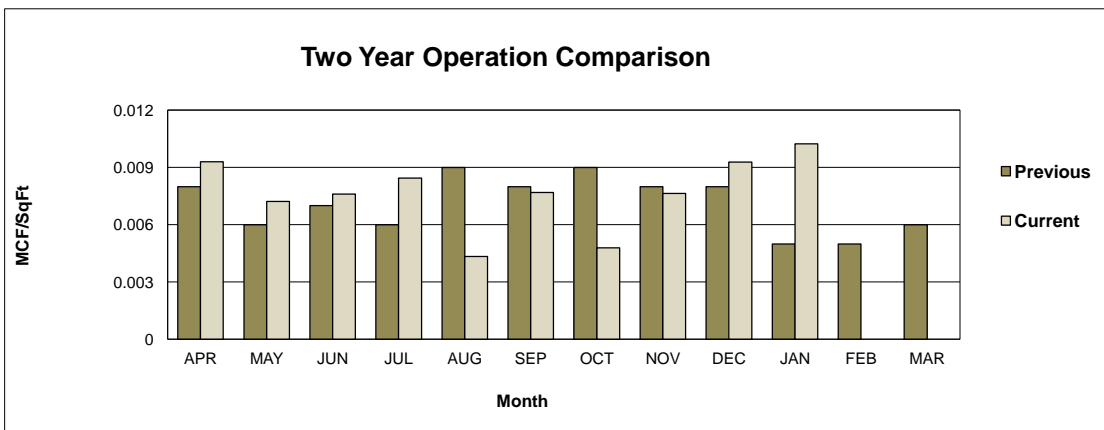
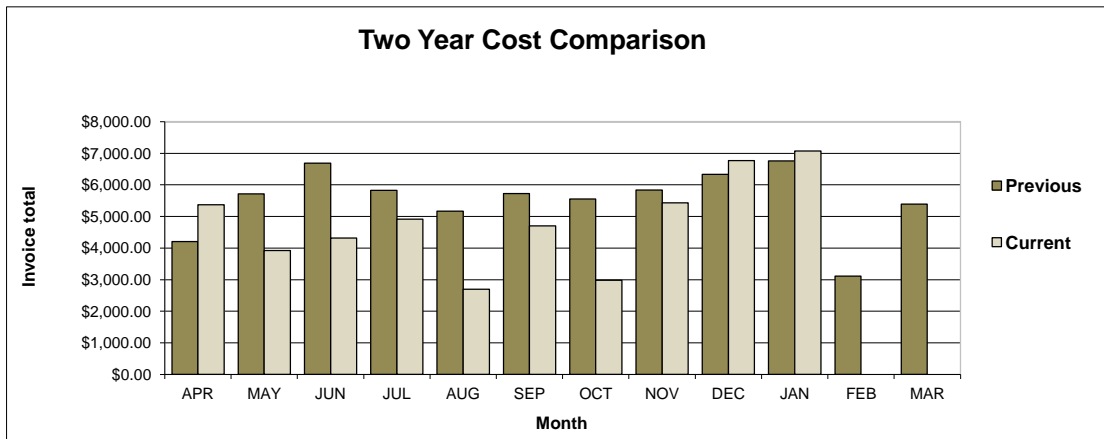
Building Area = 101,023

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	\$7,075.63	\$319.88	1034.8	\$6.84	744	1.39	0.010	9.51	0.069
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	\$48,184.42	(\$18,140.21)							

NOTES:

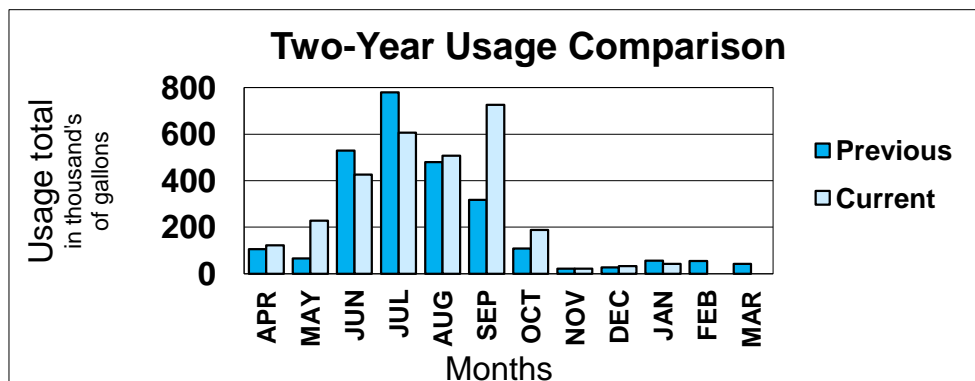
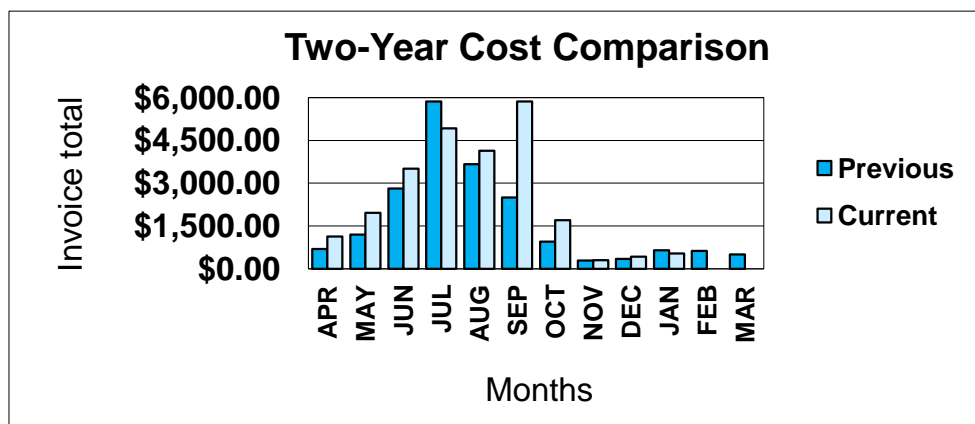
All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



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	\$536.56	(\$110.32)	56	42	(14)
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>\$24,483.74</u>	<u>\$4,397.63</u>	<u>2,588</u>	<u>2,899</u>	<u>311</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

February, 2013

- *The library required an **emergency closing** for two and one-half hours on the morning of Monday, January 28, 2013. Icy roads and snow challenged our staff to make it in to open that morning and to have the parking lot and sidewalks safely cleared for our patrons.*
- *It has been another busy month. Our legal review of the proposed collection agency agreements went well. Two final signed agreements with **Unique Management Services** are attached for your reference. The first agreement is for our 90-day trial and the second is for any potential cleanup of long overdue fines and fees, should we wish to utilize this cleanup of older accounts, the price per account is locked in by having this agreement in place.*
- *Attached please find an updated timeline for our **Trustee Vacancy Procedure** to appoint a new Trustee.*
- *Attached please also find a copy of the final signed Reciprocal Agreement with the **Detroit Public Library** for your files.*
- *I sincerely appreciate all of the comments received from each of the trustees regarding the **Director's Performance Review**. I am also grateful for the time the Personnel Committee gave to compile your comments and to share them with me. Thank you all for your vote of confidence in my leadership.*
- *Per the Open Meetings Act, I am requesting that the discussion regarding the negotiated Director's Contract be held in **closed session**. If any action needs to be conducted, it can be approved when the regular meeting is re-convened to adjourn the February Board meeting.*

Respectfully Submitted,

*Karen Kotulis-Carter
Director*

Karen Kotulis-Carter
Bloomfield Township Public Library
1099 Lone Pine Rd
Bloomfield Hills, MI 48302-2437

Dear Karen,

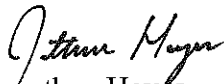
Thank you for the opportunity to demonstrate the effectiveness of our library material recovery service. As promised, you'll have 90 days to try our service.

At the end of 90 days, if you are not completely satisfied with our service, we will stop and you will not be charged for accounts processed. We expect that you'll like our service and continue. In that case, we will then bill your library according to our agreement for patrons submitted to us during the trial and continue working with you.

Enclosed is your copy of the signed agreement and addendum. Please let me know if you have questions during the trial or at any time.

We are looking forward to working with you and others at the library in the future.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jonathan Hayes".

Jonathan Hayes
Manager North American Sales

UNIQUE Management Services, Inc.

Library Division

AGREEMENT MATERIAL RECOVERY SYSTEM

Library: Bloomfield Township Public Library
Address: 1099 Lone Pine Road
City, State, Zip: Bloomfield Hills, MI 48302
Telephone: 248-642-5800 Fax: 248-258-5555

90 DAY NO-RISK TRIAL

We understand that we will be allowed to submit past due patron accounts for ninety (90) days from the date when the first accounts are submitted. UMS will accept accounts up to 60 days past due. All accounts must have \$25.00 balances or greater. We understand that if we are pleased with results and satisfied with the service at the conclusion of the 90 day trial, we will be billed based upon the fees shown below for accounts processed during the trial. At the end of ninety days, if we are not completely satisfied, we may discontinue the service with no cost for the patron accounts processed.

INITIAL PLACEMENT AND SECONDARY PLACEMENT

We hereby assign accounts to Unique Management Services for collection. We may withdraw them at any time. Unique Management Services may proceed with the agreed upon steps necessary for collection of the accounts. We warrant to Unique Management Services the accuracy of the information furnished to them on accounts submitted.

We understand that we will be billed once per month for the previous month's total submissions at the rate of \$8.95 for each submission.

We give Unique Management Services permission to report all unpaid accounts to national credit reporting agencies for accounts that have a balance of \$50 or more who have exceeded the 120 day process. We also understand that we have the ability to suspend or recall accounts that have been sent to collection at any time.

Unique Management Services agrees to comply at all times with all federal, state, and local laws, regulations, and ordinances concerning debt collection, including, without limitation, the Fair Debt Collection Practices Act, and shall indemnify, defend, and hold the Library harmless for any lawsuits, claims, demands, expenses, and liabilities it may incur as a result of Unique Management Service's violation of any such laws, regulations, or ordinances.

GUARANTEE

Unique Management Services guarantees to recover, in material returned, dollar amounts collected and amounts waived, at least two times the amount of placement fees. (See Conditions)

TERM

This Agreement may be canceled by either party upon 60 days written notice. Payment terms are net receipt of invoice.

CONDITIONS

To qualify for guarantee, accounts submitted must contain a \$10.00 long overdue fee (this is a separate amount from any fines/fees the Library currently adds) and be no more than 60 days past due at time of submission.

Karen Ho
Library Representative

1-18-13
Date

Yvonne Atkins
Unique Management Services Representative

1/22/13
Date

UNIQUE Management
Services, Inc.
Library Division

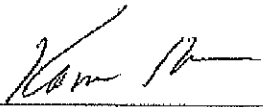
**MATERIAL RECOVERY AGREEMENT
(Older Accounts)**

Library: Bloomfield Township Public Library
Address: 1099 Lone Pine Road
City, State, Zip: Bloomfield Hills, MI 48302
Telephone: 248-642-5800 Fax: 248-258-5555

SERVICE

We understand that we will be permitted to submit accounts up to three years past due on a one time basis. If the number of accounts to be processed is substantial, they may be submitted on a staggered schedule. If the Library starts the clean up after the 90-Day trial ends, Unique Management agrees to process these older accounts for the same price/fees utilized during the 90-Day trial. The current guarantee will remain in effect for the clean up accounts even though they will be more than 60 days past due as long as the other parameters remain the same. Minimum balance may be lowered at anytime.

If the Library decides to start processing older accounts (more than 60 days overdue) during the 90-Day trial, the Library agrees to pay our fees stated in the 90-Day Trial Agreement for all older accounts processed. All other terms and conditions of UMS' agreement with the Library will remain in effect.



Library Representative

January 22, 2013

Date



Unique Management Services Representative

1/22/13

Date

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: January 14, 2013

SUBJECT: Timeline to Fill Trustee Vacancy

I have discussed the timeline to fill our Trustee vacancy with Bloomfield Township Clerk, Jan Roncelli to ensure our compliance with Michigan statute. Here is our revised timeline to fill our vacancy:

Dec, 2012	Director/Board President notified of Intent to resign
Dec 18, 2012	Resignation Letter accepted at Board meeting
Jan 1, 2013	Posting in lobby Press release sent to media Application Forms and Trustee Brochures available at Welcome Desk for interested patrons
Jan 31, 2013	Deadline for applications
Feb 19, 2013	Reception and Resolution at Board Meeting
Feb/Mar, 2013	Board Interviews
Mar, 2013	Decision made for top choice
Mar, 2013	President offers position to candidate/candidate accepts
Apr 1-4, 2013	Orientation with Director
Apr 5, 2013	Swearing in at Township Offices – time TBA
Apr 23, 2013	Attend first Board meeting

Andrea Aragona will be contacting you to arrange for our interview schedule. These need to take place in February and early March.

**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:

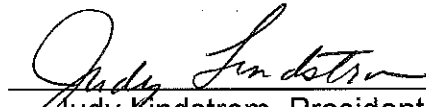
BTPL: All residents and employees with valid Detroit Public Library Cards of Detroit will have borrowing privileges at the BTPL and access to all its collections.

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

by: 
Judy Lindstrom, President
Library Board of Trustees

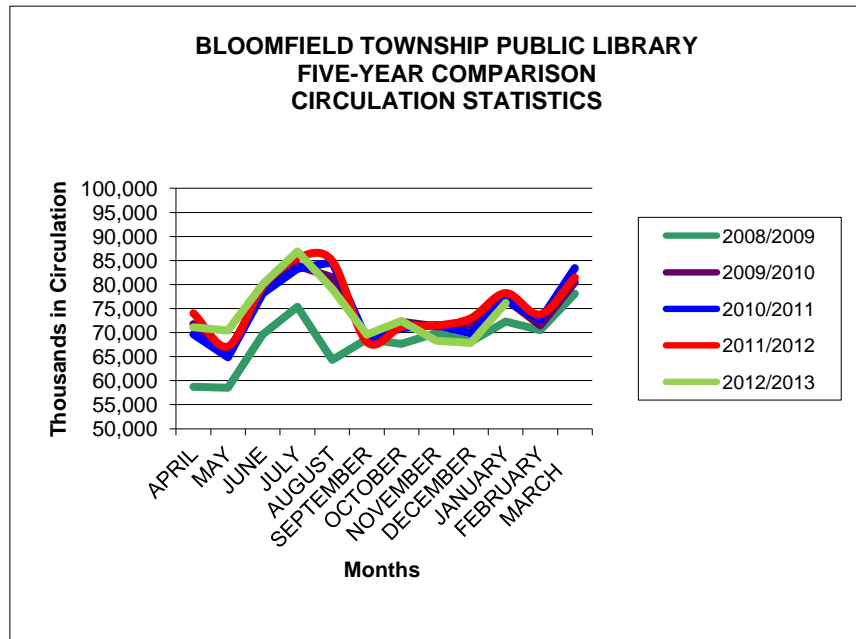
Detroit Public Library

by: 
Jo Anne Mondowney
Director and CEO

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

2/13/2013

	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	76,156
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	741,932



	2012		2013	
COLLECTION				
Book Collection:	282,042		283,302	
Media Collection:	59,446		61,161	
Total e-books:	24,698		26,552	
Overdrive	4,442		5,391	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	3,756		4,208	(Overdrive)
Materials Total:	369,942		375,223	
CIRCULATION				
Circulation Total:	78,197		76,156*	
Bloomfield Township Circulation:	64,538		68,833	
Virtual Circulation Total:	2,953		4,215	
Circulation of Youth materials:	22,311		26,583	
Circulation of Media:	34,954		32,666	
Circulation of Cranbrook passes:	164		188	
Self-checkout machine use:	32,000	40.9%	27,653	36.3%
Library by Mail:	92	28 patrons	146	29 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	31,022		29,671	
Gate Count:	32,121		32,102	
Meeting rooms by public:	25		28	
Meeting rooms by staff:	66		70	
VIRTUAL USE				
Home page hits:	33,144		29,066	
e-book access:	1,638		2,134	
Overdrive	1,579		2,050	
EBSCOhost	59		84	
Audiobook access:	535		580	
Music download access:	780		1,585	
TutorMe! sessions:	62		90	
Library Computer Use				
Resident Use	3,456		2,831	
Guest Use	1,130		911	
* January 1 library closed for New Year's Day				
* January 28 library opened at noon due to ice storm				

	2012		2013	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township Residents:	233		210	
Cranbrook:	12		9	
Total new patrons:	377		325	
<i>Adult Program Attendance</i>				
Staff-led:	12 events	96 attended	7 events	35 attended
Speaker-led:	8 events	109 attended	6 events	300 attended
Book clubs:	4 events	48 attended	6 events	67 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	20 attended	2 events	43 attended
Chamber Music Concert	2 events	520 attended	1 event	183 attended
<i>Systems Program Attendance</i>				
Staff-led:	2 events	30 attended	1 event	15 attended
<i>Teen Program Attendance</i>				
Staff-led:	4 events	16 attended	2 events	12 attended
Homework Coaching		30 attended		12 attended
<i>Youth Program Attendance</i>				
Staff-led:	31 events	618 attended	28 events	689 attended
Speaker-led:	1 event	57 attended	3 events	99 attended
Tours/visits on-site:	2 events	20 attended	0	0
Tours/visits off-site:	3 events	69 attended	5 events	106 attended
TOTAL:	70 events	1,633 attend	61 events	1,561 attended
<i>Volunteers:</i>				
	39 people	328 hours	35 people	300.75 hours
	Shop: 8	100	Shop: 7	81.5
	Court: 2	12	Court: 1	11.75
	Students: 7	54.75	Students: 8	45.75
	Stu. Tutors: 8	47.25	Stu. tutors: 6	46.5
	Dept. Vol: 14	114	Dept. Vol: 13	115.25
<i>Patron Remarks</i>				
Patron Comments:	11		7	
Ask BTPL:	15		0	
Ask Us:	26		48	
DISPLAYS				
Lobby	Bells from Around the World from the Collection of Julie Dawson			
Media	Adult: Weather, New Year Resolutions, Award winning Audiobooks			
	Youth: Music DVDs, BTPL Events, Winter DVDs, American			
	Library Association 2012 Notable Children's Recordings			
	Cross Promotion Display: Winter Inside and Out			
Local History	Beethoven and Goya			

TENTATIVE SCHEDULE CALENDAR

- **Tuesday, February 19, 2013 - 7:00 p.m., Regular Board Meeting**
Reception for Joseph Falik prior to Board Meeting at 6:45 p.m. in the Board Room.

Upcoming meetings and events:

- **MONDAY, FEBRUARY 18, 2013 – LIBRARY CLOSED STAFF UNPAID FURLOUGH DAY**
- Thursday, February 21, 2013 – 2:00 p.m. Personnel Committee Meeting
Director's Office.
- Tuesday, February 26, 2013 – 4:00 p.m. Finance Committee Meeting in the
Board Room.
- Wednesday, March 6, 2013 – 12:30 p.m. FOL Board of Directors Meeting
in the Board Room.
- Saturday, March 9, 2013 – 10:00 a.m. Library Trustee Interviews in the
Board Room.
- Tuesday, March 19, 2013 – 7:00 p.m. Regular Board Meeting in the Board
Room.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: February 14, 2013

SUBJECT: Employee Handbook Acceptance

Please note that the Employee Handbook will be emailed separately to you apart from the February 19, 2013 Board packet. It is 75 pages long which would make the Board packet unwieldy. As a separate document, it can then be saved as a PDF in your iPad for future reference. We will also provide print copies to trustees at the Board meeting to spare physical delivery costs.

As you know, Administration has been working on a much-needed revision of our Employee Handbook over the last two years. We have regularly updated the Personnel Committee regarding our progress and the handbook has been vetted by our labor attorneys, Scott Patterson and Malcolm Brown of Butzel Long.

The most recent revision was brought to the Personnel Committee on February 7, 2013. The final revision is now being shared with the Trustees, for your information and reference. The handbook is used as a reference tool by staff and supervisors as a compilation of previously approved Board policies and laws governing employment.

Our labor attorneys are responsible for providing the strongest, most defensible personnel policy handbook possible. They have diligently reviewed our drafts and have amended content whenever it was deemed necessary or valuable. The largest portion which was updated by our attorneys was the enhancement of the Social Media section.

The greatest change for our staff, separate from the extensive clarifications included, will be seeing the written updates regarding any Administrative or Board approved benefit changes made to reduce legacy costs. Major changes include:

- Sick leave payouts were reduced from 900 hours to 40 prorated days
- Furlough days
- Updated requirement to use all accrued sick, vacation and personal business paid time off prior to any Leave Without Pay
- Updated requirement to use all but 5 prorated days of sick time prior to going on short term disability

- Full time employees hired on or after May 1, 2011 have to pay a portion of their health care premiums
- Retiree Health Care changes for new employees
- Retirement benefits for employees hired after May 1, 2011 to a Defined Contribution Plan.

Next steps:

- February 19, 2013: Review and Adoption by Board of Trustees
- February 20, 2013: Distribution to supervisors
- February 27, 2013: Distribution to all employees and copy to Township
- Regular Administrative annual review with revision as needed
- Upcoming implementation of healthcare reform mandates will likely cause needed updates within the year as these requirements are clarified

I am very comfortable with this revised tool as it now stands and we look forward to its use by our supervisors and staff. We are pleased to have the out of date handbook updated for us.

Wording for the ACTION statement below was supplied by Scott Patterson, Butzel Long, the Library's labor attorney.

ACTION:

"I move to accept the revised Employee Handbook as presented and to authorize the Library Director to distribute the handbook to all employees."

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: February 12, 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 short survey for Bloomfield Township residents to determine what they know about the Library and its collections, programs and services has been developed. Committee members are testing the survey now. Once finalized, patrons may complete the survey on our website beginning in mid-March.
- Five teen book reviews, with the assistance of the Teen Advisory Board (TAB), have been created! These are on the Library website – Teen page. Enjoy viewing these!
- Our popular library rewards program, held in September, 2012 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 Library catalog improvements have been suggested by Department Heads for consistency in wording. These changes are in process to improve use of the catalog by our patrons.

- A Library staff Wayfinding committee is submitting a request for an iPad interactive Kiosk to the Library Wish List. This kiosk will aid our patrons in locating areas around the building that they are interested in. We continue to refine the wayfinding map as it will be used also in this kiosk.
- 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 continues to grow! Several new kits have been added: Sleeping Better, Retirement, Connecting with Grandchildren and an additional Memory Kit and Game Kit have been added. A different kit will be featured on our website each week to help promote the collection. A visit to the Maple Village retirement facility is being planned to introduce these kits to the residents there.

Through our annual short term goals, the Library continues to make progress toward achieving all four long range objectives and to fulfill our mission of "Bloomfield Township Public Library champions the power of words to spark discovery and imagination".

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: February 12, 2013

SUBJECT: Director's Evaluation

I sincerely appreciate the time each trustee made to complete the Director's Evaluation Form. Your feedback has always been very important to me and greatly appreciated. I also am grateful for the time the Personnel Committee made to compile your comments and to meet with me. The feedback was very positive and I am honored by your support of my leadership.

I am requesting that my performance review and discussion of my contract renewal take place during an executive session. This has been added to the end of the agenda and is in compliance with the Open Meetings Act. Also per this act, any action needed can be conducted by re-convening the open meeting after the executive session.

Thank you for consideration of my request.

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

February, 2013

- ***The Library Board** has received eight applications for the trustee vacancy. The Board plans to interview all of the applicants in February or March and to have the selected candidate sworn into office by their April, 2013 meeting.*
- *Thank you so much for your very generous donation to begin work on a backdrop for the **Community Room stage!** I am working with the designer and millwork craftsman to develop a feasible and attractive solution. Will let you know how the plan develops.*
- *Please check your FOL mailbox for a 2013 **BTPL Emergency Medical Information Form.** We need this information updated every year. Please turn in your confidential form to Andrea Aragona as soon as possible.*
- *The December 2012 report for the **FOL Monthly Gifts Expended** can be found on the back of this report.*
- ***Thank you for your review of the Wish List!** Andrea Aragona will bring extra copies to the FOL meeting for your convenience.*
- ***THANK YOU** for everything you each do to make our library The Place To Discover!!*

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

2013

2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Intro to Power Point 2-4 pm
3	4 March Madness Family Story Time 10am	5 Knit N Stitch Circle 10-11:30am Tue @ the Movie 2-4pm Teen Advisory Board 4-5pm Gardening in Difficult Places w/Janet Macunovich 7pm	6 Great Books Club 6:45pm	7 Math Puzzles 6pm March Madness Family Story Time 6:30pm	8 Just Like Me? 4:30pm Carnegie Hall Preview w/DSO 7:30 pm	9 FOL 2 nd Sat. Sale 9:30am- 3:30pm It's a "Seuss- A –Bration" 11am Intro to Scanning & Photo Edit 2pm
10	11	12 Memoir Writers Group 1pm 9 th Annual Storytelling Festival 3-12,13 @ 6:30-8:00 pm	13 Writers Rendezvous 7pm Nonfiction Book Club 7pm	14 PJ Day 4:30pm	15 Coffee & Conversation 10am Just Like Me? 4:30pm	16 Sensory Saturdays 11am Intro to MS Word 2pm
17	18 Ebooks 7pm Master Composter Class 6:30pm	19 Tuesday Book Club 10am Teen Advisory Board 4pm Lego Club 6:30pm Library Board Meeting 7pm	20 Babies & books 10am Mystery Book Club 1pm & 6pm Home Repair Scams 2pm Scrabble Club 6:30pm Great Books Club 6:45pm	21 March Madness Family Story Time 10am An Evening w/Rebecca 6:30pm	22 Just Like Me? 4:30pm Chamber Music Concert 7:30 pm	23 Intro to Power Point 2pm
24	25 March Madness 2pm	26 Memoir Writers Group 1pm	27 Writers Rendezvous 7pm PJ Theater 6:30pm	28 Eleanors Book Club 10am	29 LIBRARY OPEN ON GOOD FRIDAY	30 LIBRARY CLOSED FOR EASTER
31 LIBRARY CLOSED FOR EASTER						