

Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
***April 23, 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

Grant Gerhart

Eli Greenbaum

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, April 23, 2013, 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	4/19/13
2a	Request to remove items from the Consent Agenda for Discussion	4/19/13
2b	Motion to approve the order of items for the regular and consent agendas	4/19/13
5	Motion to approve remaining consent agenda items 6-8d	4/19/13
6	Regular Board Meeting Minutes of 3/19/13	4/19/13
6	Trustees Special Meeting Minutes of 3/9/13	4/19/13
7a	Cash Disbursements	4/19/13
7b	Revenues/Expenditures Budget Report	4/19/13
7c	Energy Report	4/19/13
8a	President's Report	4/19/13
8b	Director's Report	4/19/13
8c	Tentative Schedule Calendar	4/19/13
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 –meeting minutes of 4/3/13	4/19/13
8d	Jeanette P. Myers Scholarship Committee –no report	
8d	Landscape Committee –no report	
8d	Personnel Committee –no report	
8d	Policy Committee – no report	
11a	Troy Reciprocal Agreement	4/19/13
11b	2013-2014 Budget Amendment	4/19/13
11c	Search Committee Succession Planning Update	4/19/13
13	Motion to approve any items removed from the consent agenda	4/19/13

<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
Strategic Plan Update	4/19/13
Board of Trustees Standing Committee Appointments 2013-14	4/19/13
Memo regarding 2013 Holiday Calendar	4/19/13
Administrative Calendar – May 2013	4/19/13
Revised Library Director Posting	4/19/13

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, April 23, 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 March 19, 2013
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. Troy Reciprocal Agreement
  - b. 2013-2014 Budget Amendment
  - c. Search Committee Succession Planning Update
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, May 21, 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, March 19, 2013**

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At 6:45 p.m. Eli Greenbaum was given the oath of office by Jan Roncelli, Bloomfield Township Clerk.

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

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

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

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

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

*Ayes: Cohen, Greenbaum, Gerhart, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Judy stated that with tomorrow being the first day of spring, a time of renewal and growth, how appropriate it is to have Eli Greenbaum join as the newest member of the Library Board of Trustees. Judy extended the Board's thanks to the seven other applicants who took the time to say "yes they wanted to join this board". All were terrific applicants.

Judy read a resolution commending Joseph Falik for his service on the Library Board of Trustees, which was approved by unanimous consent.

**Director's Verbal Report:**

Karen congratulated Eli Greenbaum on his appointment to the Board of Trustees and thanked him for committing his time and service to the Library.

Karen commended Beth Sulek-LaHousse, BTPL Finance Coordinator, for an excellent job with the budget. Karen stated that Beth does an excellent job on the budget every year, but this year was especially challenging with the continued reduced revenue, implementation of the Affordable Care Act and several other budget changes. The budget has been very well thought out and we have good solid numbers before us tonight.

Karen commended Joel Dion, Facility Services Department Head, Our electric usage has been increasing at an alarming rate and Joel has been looking into the cause with DTE and Summit Electric. After a detailed investigation it was discovered that we had a faulty service meter which spiked up our utility costs. It appears the meter has miscalculated to a rate more than double the actual usage! DTE will calculate the overages and issue the Library a refund. Karen once again commended Joel for his persistence and follow up on this matter.

Karen stated that the Director's Legacy Fund has received a donation from residents Mr. & Mrs. Bill Knott, and an anonymous donor amounting to \$2,000.00 for the Fund. The Director's Legacy Fund is an endowment for the purpose of staff development focusing on improving or enhancing public service. Karen thanked the donors.

### **CONSENT AGENDA MOTION**

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

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

*Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

### **REGULAR AGENDA:**

Call to the Public:

No audience in attendance at tonight's meeting. At this time Judy and the Trustees commended Beth Sulek-LaHousse for her many hours of hard work and dedication on the budget.

### **UNFINISHED BUSINESS:**

No discussion at this time.

### **NEW BUSINESS: 11a Budget 2012-2013 Close**

Karen summarized the current fiscal year estimated budgets beginning April 1, 2012 and ending March 31, 2013. Despite the fiscal challenges and many unknown factors due to this unusual economy, the Library fared well in the current fiscal year and will end on a relatively strong financial note once again. Karen commended staff for doing an amazing job this year for our patrons in spite of a 24% loss in revenue since 2008.

After discussion, a motion was made by Eli Greenbaum, seconded by Peggy Cohen, **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE APRIL 1, 2012 - MARCH 31, 2013 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$4,773,985 AND ANTICIPATED EXPENDITURES AMENDED TO \$5,285,488 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

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

*Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

After further discussion, a motion was made by Grant Gerhart, seconded by Pam Williams, **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2012 - MARCH 31, 2013 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$92,161 AND ANTICIPATED EXPENDITURES AMENDED TO \$103,427 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

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

*Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

### **11b: Proposed Budget 2013-2014**

Karen summarized the proposed General Fund and Gift Fund Estimated Budgets for the fiscal year beginning April 1, 2013 and ending March 31, 2014. The Library continues to budget very conservatively due to the continued slow economy. Because of wages being frozen for the past



three years and due to the 2% increase of the Social Security deduction, the Personnel Committee requested that we investigate the feasibility of a 2% increase for all staff to be consistent with the 2%

increase approved by Bloomfield Township for next year. Library staff wages have been frozen for three years. Administration would be very happy to offer a 2% raise to our deserving and hard working staff, but recommended a compromise based on what staff had requested of the director. Many requested we eliminate the unpaid furlough days. The compromise presented to the Board was an automatic 1% across-the-board raise in BTPL wages beginning April 1, 2013 along with eliminating all six furlough days in the 2013-2014 fiscal year. The biggest challenge to the upcoming budget was the implementation of the federally mandated Affordable Care Act (ACA) which mandates that the Library offer health insurance to our budgeted 30 hour/week employees effective January 1, 2014. The 2013-2014 Fiscal Year budget includes the approval of the proposed 2013 calendar, which includes the closure of ten summer Sundays (to defray the cost of implementing the ACA) beginning Sunday, June 23, 2013 through Sunday, August 25, 2013, but also includes the elimination of all furlough days after April 1, 2013.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2013 - MARCH 31, 2014 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$5,047,593 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$5,334,178 USING A PORTION OF THE FUND BALANCE FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.**

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

*Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

After further discussion, a motion was made by Pam Williams, seconded by Grant Gerhart, **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2013-MARCH 31, 2014 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$800 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$153,755 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

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

*Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

#### *11c Director's Succession Plan*

Karen presented the Board an updated Director's Succession timeline with regard to her retirement effective August 1, 2013. Each of the Trustees received a Library Director Succession Planning Toolkit. The Trustees agreed to appoint an ad hoc Director Search committee as not to add this lengthy assignment to the existing Personnel Committee who now has a lot on their plate with the implementation of the Affordable Care Act and PA 152.

After discussion, a motion was made by Eli Greenbaum, seconded by Peggy Cohen, **TO ACCEPT THE DIRECTOR'S SUCCESSION PLANNING TOOLKIT APPLICATION AND INTERVIEW PROCESS.**

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

*Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

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

No discussion

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

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

*Ayes: Cohen, Greenbaum, Gerhart, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**OTHER:**

Judy stated the staff and core committee has been meeting regarding the Library's 50<sup>th</sup> Anniversary. Judy commended staff for their great ideas. The next meeting will be April 1 at 2:00 p.m.

Judy emailed revised Committee appointments now that Eli has been appointed to the Board. Meeting adjourned at 8:39 p.m. The next meeting of the Library Board of Trustees is Tuesday, April 23, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Saturday, March 9, 2013**

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

**Administration:** Library Director, Karen Kotulis-Carter

The purpose of this meeting was to conduct on-site interviews of candidates for the Library Board vacancy created by Joseph Falik's resignation. The interviews and deliberation were open to the public.

The Library Board was able to interview all of the candidates who submitted an application. Eight candidates were interviewed: Judith Greenbaum, Eli Greenbaum, Ann Manning, Eugene Dixon, Joan Berndt, R. Kelley Cook, Ellerie Brownfair and Charlton Burch.

A standard set of questions was asked of each candidate. Interviews were each kept to twenty minutes. Each trustee completed a rating Sheet following each interview. After all interviews were completed, the Library Board members deliberated regarding the individual qualities and strengths of each candidate.

Judy Lindstrom thank all of the candidates on behalf of the Library Board for their civic interest in serving the community.

After discussion it was unanimously agreed to offer the position to Eli Greenbaum. The strengths cited regarding Mr. Greenbaum were his previously demonstrated interest in his volunteer activities for the library ie. already having been involved in strategic planning and the 50<sup>th</sup> anniversary committees for library.

Mr. Greenbaum would bring, in his words, "an outsider's view and different perspective." Eli and his wife are frequent users of the library. He has professional experience in marketing, which leads to fundraising and could help us get the word

out. Eli demonstrated an very even approach and had lots of ideas. He had previous board experience serving on the boards of Common Ground and the Anti-defamation League.

Mr. Greenbaum offered several interesting insights during his interview:

“The Library has a responsibility to its public and the public has a responsibility to its Library”

“Technology is increasingly important, but not a substitute to books and services”

Eli mentioned he would like the library to become an “extension of what I have seen with a greater presence in the community”

President, Judy Lindstrom will contact Mr. Greenbaum an offer him the appointment.

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

United Physicians - Room Rental Refund

Paul Vondiziano - Adult Services concert

American Girl Publishing - American Girl publications for Youth collection

Mango Languages - Annual subscription website database

**General Fund Advance**

- Check # 12890 payable to **Goldner Walsh** in the amount of \$5,863 and Gift Fund Check # 4130 in the amount of \$6,100 was payment for our annual garden maintenance contract. Thank you to our Friends for helping with this cost.
- Please note there is no invoice from **DTE** this month. The new meter was promptly installed the next day after it was found to be defective, Wednesday March 20<sup>th</sup>. We will be receiving an adjusted invoice and refund roughly estimated at \$25,000.

**General Fund**

- Check # 12913 payable to **Butzel Long** in the amount of \$2,888.52 was our final payment for legal assistance revising our Employee Handbook.
- Check # 12961 payable to **TLN** in the amount of \$9,729.89 was payment for 100 Windows Pro licenses and upgrade software and ZINIO. ZINIO is a new subscription to digital magazines. Our patrons will soon be able to access at the library or from home.

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

**Check Register - General Fund**

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
12882	3/5/13	CONSUMERS ENERGY	104.01	5,908.36
12883	3/5/13	HOME DEPOT CR. SERV.	104.01	134.67
12884	3/5/13	PETTY CASH - BTPL	104.01	120.77
12885	3/19/13	Ruweed Bibi	104.01	93.24
12886	3/19/13	BLOOMFIELD TOWNSHIP	104.01	770.92
12887	3/19/13	COMCAST	104.01	126.72
12888	3/19/13	PITNEY BOWES, INC.	104.01	844.00
12889	3/19/13	VERIZON WIRELESS	104.01	201.84
12890	3/19/13	GOLDNER WALSH NURSERY, INC.	104.01	5,863.00
12891	3/28/13	Elizabeth Telford	104.01	88.35
12892	3/28/13	Celia Domalewski	104.01	57.41
12893	3/28/13	Qiong Wu	104.01	54.95
12894	3/28/13	AT&T	104.01	1,303.22
12895	3/28/13	AT&T LONG DISTANCE	104.01	115.20
12896	3/28/13	AMAZON.COM	104.01	3,497.32
12897	3/28/13	DEARBORN NATIONAL LIFE INSURANCE CO	104.01	764.16
12898	3/28/13	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
12899	3/28/13	PNC BANK	104.01	3,412.88
12900	3/28/13	UNITED PHYSICIANS	104.01	120.00
Total				<u><u>\$23,555.01</u></u>

**REGULAR CHECKS:**

12901	4/12/13	ACCUCUT	104.01	693.00
12902	4/12/13	AMERICAN GIRL PUBLISHING	104.01	122.40
12903	4/12/13	BTPL - ADULT SERVICES VERTICAL FILE	104.01	300.00
12904	4/12/13	AUDIOGO	104.01	798.69
12905	4/12/13	BACKER LANDSCAPING, INC.	104.01	11,617.14
12906	4/12/13	BAKER & TAYLOR, INC.	104.01	11,177.00
12906a	4/12/13	VOID	104.01	
12906b	4/12/13	VOID	104.01	
12906c	4/12/13	VOID	104.01	
12907	4/12/13	BERNAN ASSOCIATES	104.01	55.00
12908	4/12/13	BLACKSTONE AUDIO, INC.	104.01	524.40
12909	4/12/13	BLOOMFIELD TOWNSHIP	104.01	319,253.88
12910	4/12/13	THE BOOK FARM, INC.	104.01	299.08
12911	4/12/13	BRILLIANCE AUDIO, INC.	104.01	783.91
12912	4/12/13	PETTY CASH - BTPL	104.01	204.94
12913	4/12/13	BUTZEL LONG	104.01	2,888.52
12914	4/12/13	CAR TRUCKING, INC.	104.01	406.60
12915	4/12/13	CCH INCORPORATED	104.01	193.39
12916	4/12/13	CENTIMARK	104.01	425.97
12917	4/12/13	CENTRAL BUSINESS SYSTEMS, INC.	104.01	1,617.00
12918	4/12/13	CHILDREN'S BOOK COUNCIL, INC.	104.01	405.00
12919	4/12/13	COMMERCIAL PROGRESSION LLC	104.01	2,250.00
12920	4/12/13	DEMCO, INC.	104.01	636.16
12921	4/12/13	DU ALL CLEANING, INC	104.01	9,800.00
12922	4/12/13	EBSCO SUBSCRIPTION SERVICE	104.01	335.00
12923	4/12/13	ENCYCLOPAEDIA BRITANNICA, INC.	104.01	2,589.03
12924	4/12/13	GALE CENGAGE LEARNING	104.01	7,980.96
12925	4/12/13	GARETH STEVENS PUBLISHING	104.01	1,041.32
12926	4/12/13	GAYLORD BROTHERS, INC.	104.01	44.25
12927	4/12/13	DAROLD GONZALES	104.01	150.00
12928	4/12/13	GOVCONNECTION, INC.	104.01	3,834.00

Check #	Date	Payee	Cash Account	Amount
12929	4/12/13	GREY HOUSE PUBLISHING	104.01	135.00
12930	4/12/13	INFOBASE PUBLISHING	104.01	4,852.07
12931	4/12/13	INGRAM LIBRARY SERVICES	104.01	49.48
12932	4/12/13	JCR SUPPLY CO/BEDARD BROS	104.01	642.82
12933	4/12/13	LJ ROLLS REFRIGERATION CO., INC	104.01	794.00
12934	4/12/13	MANGO LANGUAGES	104.01	1,425.00
12935	4/12/13	MCGRAW-HILL COMPANIES	104.01	2,615.60
12936	4/12/13	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	1,032.84
12937	4/12/13	MERGENT, INC.	104.01	459.00
12938	4/12/13	METRONET LIB. CONSORT.	104.01	3,133.31
12939	4/12/13	MIDWEST TAPE	104.01	8,199.88
12939a	4/12/13	VOID	104.01	
12939b	4/12/13	VOID	104.01	
12939c	4/12/13	VOID	104.01	
12939d	4/12/13	VOID	104.01	
12940	4/12/13	MORNINGSTAR, INC.	104.01	255.00
12941	4/12/13	MOVIE LICENSING USA	104.01	985.00
12942	4/12/13	NA PUBLISHING, INC.	104.01	667.92
12943	4/12/13	NATIONAL SIGN COMPANY	104.01	1,451.50
12944	4/12/13	NBS	104.01	1,653.00
12945	4/12/13	SCOTT NELSON, RPT	104.01	120.00
12946	4/12/13	NETECH CORP	104.01	1,007.50
12947	4/12/13	NUTECH GRAPHICS	104.01	421.21
12948	4/12/13	OVERDRIVE	104.01	1,472.08
12949	4/12/13	PARTNERS BOOK DISTRIBUTING, INC.	104.01	2,384.74
12949a	4/12/13	VOID	104.01	
12950	4/12/13	PILLS NEWS	104.01	20.00
12951	4/12/13	QUILL CORPORATION	104.01	4,323.60
12952	4/12/13	RANDOM HOUSE, INC.	104.01	566.10
12952a	4/12/13	VOID	104.01	
12953	4/12/13	RECORDED BOOKS, LLC	104.01	581.31
12953a	4/12/13	VOID	104.01	
12954	4/12/13	ROSEN PUBLISHING	104.01	2,561.70
12955	4/12/13	SCHOLASTIC, INC	104.01	343.76
12956	4/12/13	SHOPLET.COM	104.01	449.81
12957	4/12/13	STAPLES ADVANTAGE	104.01	272.64
12958	4/12/13	SUMMIT ELECTRIC, INC.	104.01	525.00
12959	4/12/13	TANTOR MEDIA	104.01	615.47
12960	4/12/13	THE GREAT COURSES	104.01	70.00
12961	4/12/13	THE LIBRARY NETWORK	104.01	9,729.89
12962	4/12/13	THOMSON REUTERS (MARKETS) LLC	104.01	591.95
12963	4/12/13	ULINE	104.01	53.79
12964	4/12/13	VIGILANTE SECURITY	104.01	1,950.00
12965	4/12/13	WALLACEBURG BOOKBINDING & MFG	104.01	715.11
12966	4/12/13	WESCO DISTRIBUTION	104.01	95.40
12967	4/12/13	WESTON WOODS	104.01	97.94
12968	4/12/13	WHITLOCK BUSINESS SYSTEMS, INC.	104.01	258.66
12969	4/12/13	WORLD BOOK, INC.	104.01	387.00
12903V	4/12/13	BTPL - ADULT SERVICES VERTICAL FILE	104.01	-300.00
Total				<u>\$438,092.72</u>

### Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
4125	3/5/13	DETROIT SYMPHONY ORCHESTRA	102.03	500.00
4126	3/5/13	Martha McGee	102.03	25.11
4127	3/5/13	Diane Miller	102.03	6.00
4128	3/19/13	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	7,714.68
4129	3/19/13	Constance Silver	102.03	34.97

Check #	Date	Payee	Cash Account	Amount
4130	3/19/13	GOLDNER WALSH NURSERY, INC.	102.03	6,110.00
4131	3/28/13	AMAZON.COM	102.03	38.47
4132	3/28/13	Susan Barr	102.03	12.58
4133	3/28/13	PNC BANK	102.03	1,656.50
4134	3/28/13	SALLY PULLAR	102.03	74.59
4135	3/28/13	PAUL VONDIZIANO	102.03	600.00

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\$16,772.90

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**REGULAR CHECKS:**

4136	4/12/13	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	427.66
4137	4/12/13	DAROLD GONZALES	102.03	150.00
4138	4/12/13	MIDWEST TAPE	102.03	55.96
4139	4/12/13	SCOTT NELSON	102.03	120.00
4140	4/12/13	RANDOM HOUSE, INC.	102.03	75.75

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Total \$829.37

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

7b

PRESENTED: APRIL 23, 2013      FOR THE MONTH OF: MARCH 2013

ACCOUNT NAME	ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF MAR 19, 2013	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Twelve Months 100%
						VARIANCE
<b><u>Revenues</u></b>						
Taxes	\$4,530,195	\$4,469,071	\$271,555	\$4,442,311	99.40%	(\$26,760)
Penal Fines	\$61,258	\$55,286	\$0	\$55,286	100.00%	\$0
State Aid	\$18,360	\$19,448	\$0	\$19,448	100.00%	\$0
Circulation Fines & Fees	\$128,464	\$128,464	\$13,603	\$133,128	103.63%	\$4,664
Charges for Services	\$13,328	\$12,653	\$1,792	\$13,729	108.51%	\$1,076
Investment earnings	\$115,017	\$138,767	\$12,696	\$138,473	99.79%	(\$294)
Change in Asset Value	\$0	(\$60,160)	(\$3,702)	(\$56,860)	94.51%	\$3,300
Miscellaneous	\$9,473	\$10,456	\$282	\$10,637	101.74%	\$181
<b>Total Revenues</b>	<b>\$4,876,095</b>	<b>\$4,773,984</b>	<b>\$296,226</b>	<b>\$4,756,151</b>	<b>99.63%</b>	<b>(\$17,833)</b>
<b><u>Expenditures</u></b>						
Personnel	\$3,344,208	\$3,292,447	\$316,682	\$3,239,099	98.38%	(\$53,348)
Library Services	\$808,543	\$780,662	\$68,601	\$756,943	96.96%	(\$23,719)
Facilities & Equipment	\$1,044,418	\$1,088,398	\$20,253	\$979,081	89.96%	(\$109,317)
Other Operating Expenditures	\$153,882	\$123,981	\$13,664	\$112,561	90.79%	(\$11,420)
<b>Total Expenditures</b>	<b>\$5,351,050</b>	<b>\$5,285,488</b>	<b>\$419,200</b>	<b>\$5,087,684</b>	<b>96.26%</b>	<b>(\$197,804)</b>
Fund Balance - Beginning	\$8,177,620	\$8,304,070		\$8,304,070		
Net revenue (expenditure)	(\$474,955)	(\$511,504)		(\$331,533)		
Fund Balance - Ending	\$7,702,665	\$7,792,566		\$7,972,537		

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	\$535,882

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

7b

PRESENTED: APRIL 23, 2013      FOR THE MONTH OF: MARCH 2013

Twelve Months 100%

ACCOUNT NAME	2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF MAR 19, 2013	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$500	\$91,781	\$13,767	\$92,112	100.36%	\$331
Investment Earnings	\$200	\$380	\$15	\$383	100.77%	\$3
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$700</b>	<b>\$92,161</b>	<b>\$13,782</b>	<b>\$92,495</b>	<b>100.36%</b>	<b>\$334</b>
<b><u>Expenditures</u></b>						
Library Services	\$45,921	\$47,069	\$2,150	\$45,780	97.26%	(\$1,288)
Facilities & Equipment	\$29,731	\$34,363	\$14,005	\$34,361	99.99%	(\$2)
Other Operating Expenditures	\$95,917	\$21,994	\$0	\$21,995	100.00%	\$0
<b>Total Expenditures</b>	<b>\$171,569</b>	<b>\$103,426</b>	<b>\$16,154</b>	<b>\$102,136</b>	<b>98.75%</b>	<b>(\$1,291)</b>
Fund Balance	\$104,716	\$98,387		\$98,387		
Reserved Fund Bal.	\$66,853	\$67,239		\$67,239		
Net revenue (expenditures)	(\$170,869)	(\$11,266)		(\$9,641)		
Fund Balance - Ending	\$700	\$154,361		\$155,986		

Amendments to the budget:

Added \$228 to Library Services to make this agree with what Board approved at the March 2013 meeting

**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**MARCH 2013**

7b

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	Chase Checking (Ecommerce)	0.00%	3/31/2013	\$507,324.78
	Flagstar Public Funds Savings	0.15%	3/31/2013	\$194,542.15
	Flagstar Premier Public Entities Checking	0.10%	3/31/2013	\$57,027.58
	RBC Capital Cash/Money Market	0.01%	3/31/2013	\$89.74
	RBC Capital - Investments	0.00%	3/31/2013	\$7,614,987.13
<b>Total General Fund</b>				<b>\$8,373,971.38</b>
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	3/31/2013	\$103,703.58
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	3/31/2013	\$52,195.00
<b>Total Gift Fund</b>				<b>\$155,898.58</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		12/31/2012	\$13,244.00
	Yvonne T. Atkinson		12/31/2012	\$28,784.00
	Isabel and Lawrence Smith Challenge Grant		12/31/2012	\$29,871.00
	BTPL Endowment Fund		12/31/2012	\$27,574.00
	Fair Radom Garden Endowment Fund		12/31/2012	\$14,685.00
<b>Total CFSEM holdings</b>				<b>\$114,158.00</b>

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

<b>Investment Vehicle</b>	<b>Portfolio %</b>	<b>Original Cost</b>	<b>3/31/2013 Market Value</b>	<b>Estimated Annual Inc</b>	<b>Current Yield</b>
Money Market Funds	0.0%	\$90	\$90	-	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	10.6%	\$807,014	\$809,276	\$7,573	0.94%
Loomis Sayles Limited Term U.S. Gov't & Agency	29.6%	\$2,228,450	\$2,251,532	\$49,594	2.20%
Eaton Vance Government Obligations	24.3%	\$1,811,500	\$1,851,419	\$69,971	3.78%
DWS GNMA	12.1%	\$880,600	\$917,940	\$38,273	4.17%
Wells Fargo Advantage Government Securities	16.3%	\$1,240,100	\$1,241,085	\$10,045	0.81%
Sentinel Government Securities	7.1%	\$467,000	\$543,735	\$13,403	2.46%
<b>Total Portfolio</b>	<b>100.0%</b>	<b>\$7,434,754</b>	<b>\$7,615,077</b>	<b>\$188,858</b>	<b>2.48%</b>

**1st Quarter Activity - December 31, 2012 - March 31, 2013**

Cash Activity

Beginning Balance	\$582,488.25
Deposits & Sales Proceeds	\$3,997,147.90
Withdrawals	(\$1,190,000.00)
Dividends	\$36,514.93
Capital Gains	\$0.00
Net funds to purchase securities	(\$3,426,061.34)
Ending Balance	\$89.74

Change in Security Value

Beginning value of securities	\$4,727,394.88
Securities purchased	\$3,426,061.34
Securities sold	(\$497,500.00)
Change in value of priced securities	(\$40,969.09)
Ending Value of priced securities	\$7,614,987.13

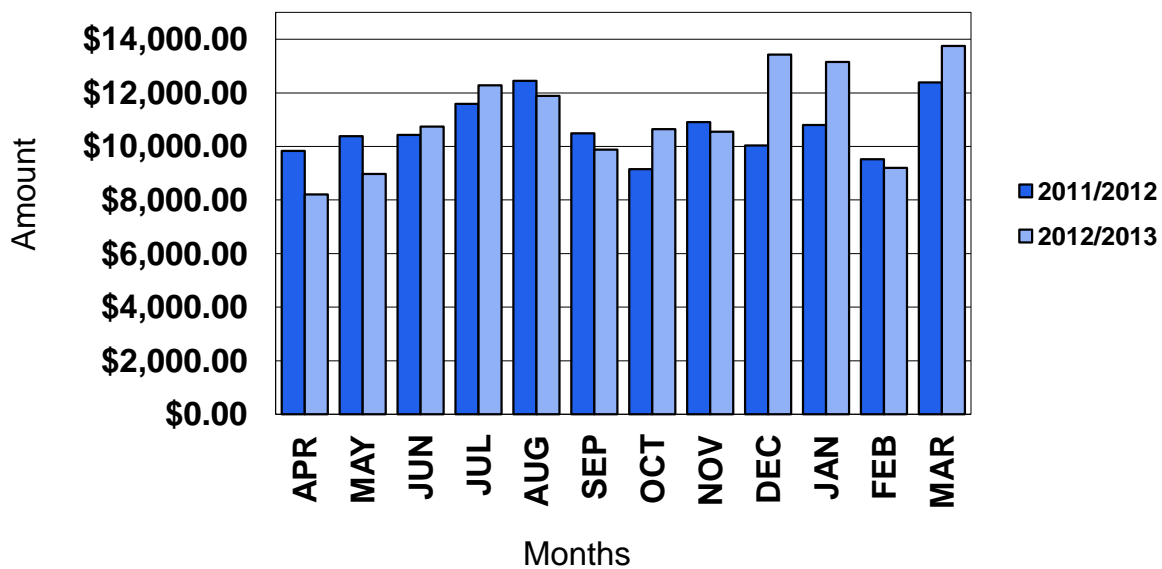
**Total account value as of March 31, 2013**

**\$ 7,615,076.87**

### 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	\$9,203.90	(\$314.52)
MAR	\$12,386.98	\$13,755.13	\$1,368.15
			YTD Difference
TOTAL	<u>\$127,966.57</u>	<u>\$132,691.80</u>	<u>\$4,725.23</u>

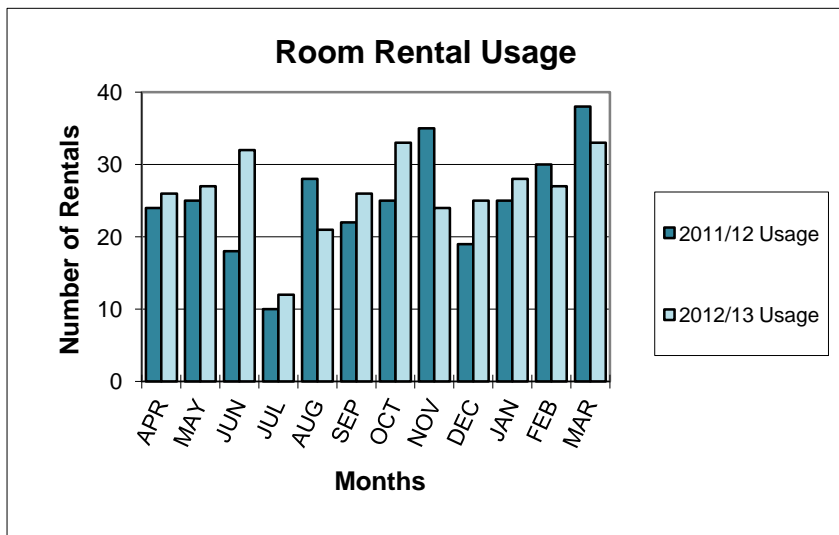
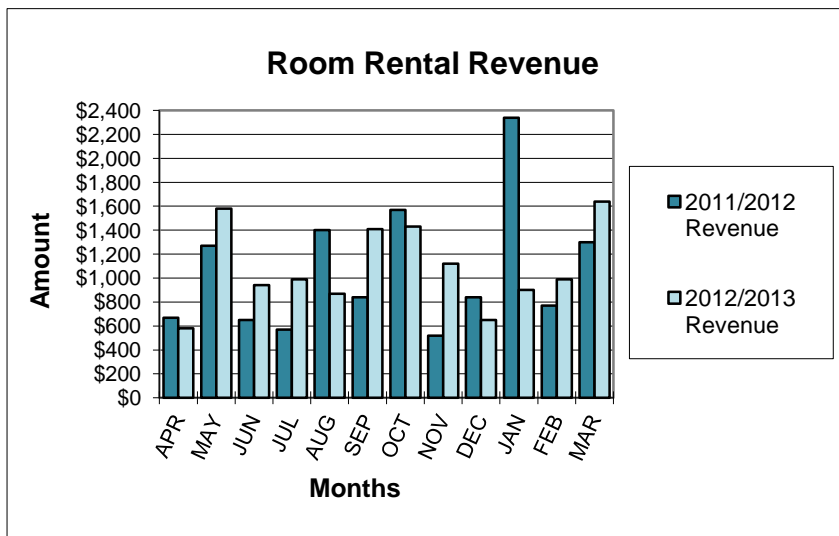
### Fines and Fees Two-Year Comparison



## 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	\$990.00	\$220.00	30	27	FEB
MAR	\$1,300.00	\$1,640.00	\$340.00	38	33	MAR
			YTD Difference			
TOTAL	\$12,740.00	\$13,100.00	\$360.00	299	314	



## Bloomfield Township Public Library Electricity Analysis

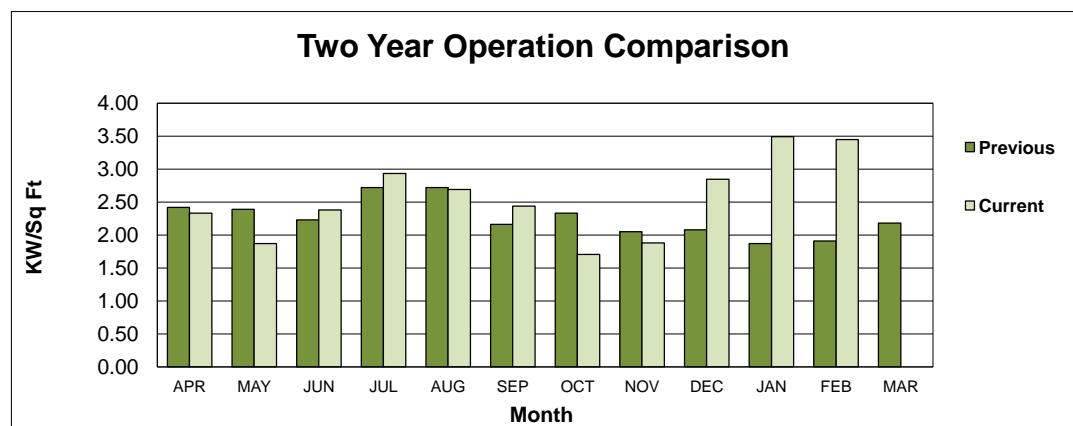
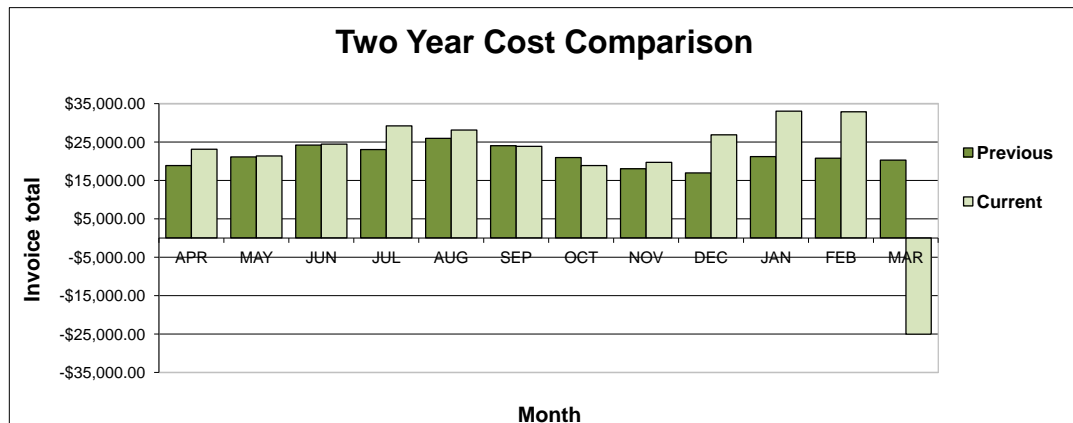
Building Area = 101,023 Sq ft.

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	\$32,845.61	\$12,046.62	348,250	\$0.09	518.23	3.45	\$48.88	\$0.33
MAR	\$20,250.30	-\$25,000.00	(\$4,749.70)	**					
YTD Difference									
TOTAL	\$255,235.61	\$256,254.82	\$41,519.81						

## NOTES:

Chiller unit fully operational April 2011 through present

\*\* Mar 2013 - found that electric meter was malfunctioning. \$25,000 is estimated credit DTE to issue in April



## Bloomfield Township Public Library Natural Gas Analysis

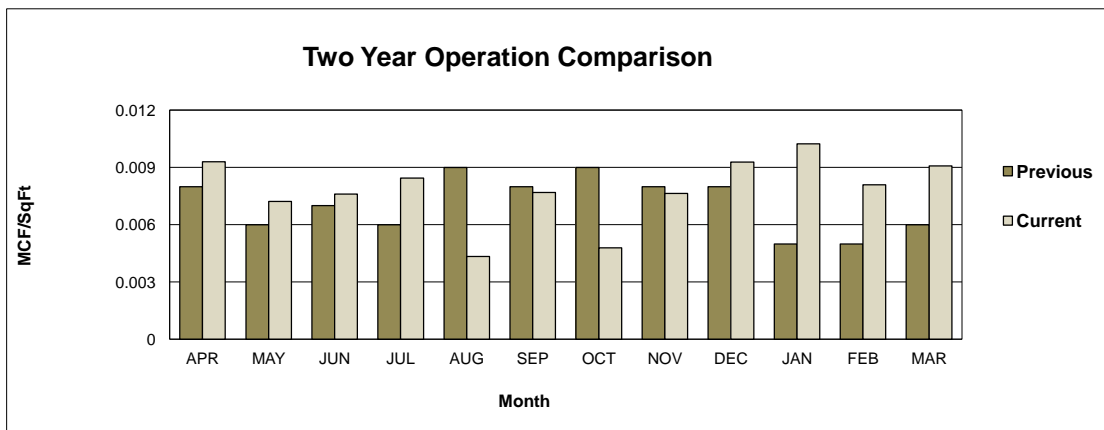
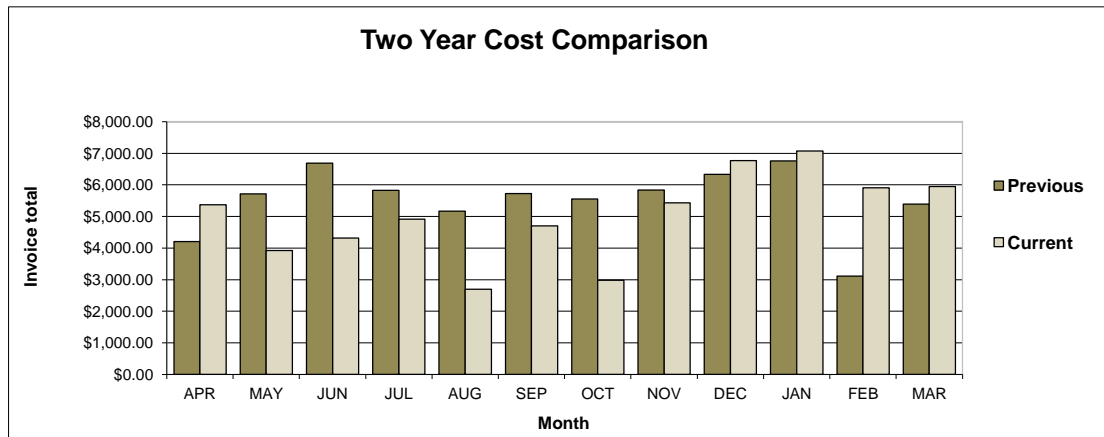
Building Area = 101,023

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	\$5,908.36	\$2,791.83	817.1	\$7.23	696	1.17	0.008	8.49	0.058
MAR	\$5,393.76	\$5,944.66	\$550.90	917.6	\$6.48	744	1.23	0.009	7.99	0.058
YTD Difference										
TOTAL	\$66,324.63	\$60,037.44	(\$6,287.19)							

## NOTES:

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

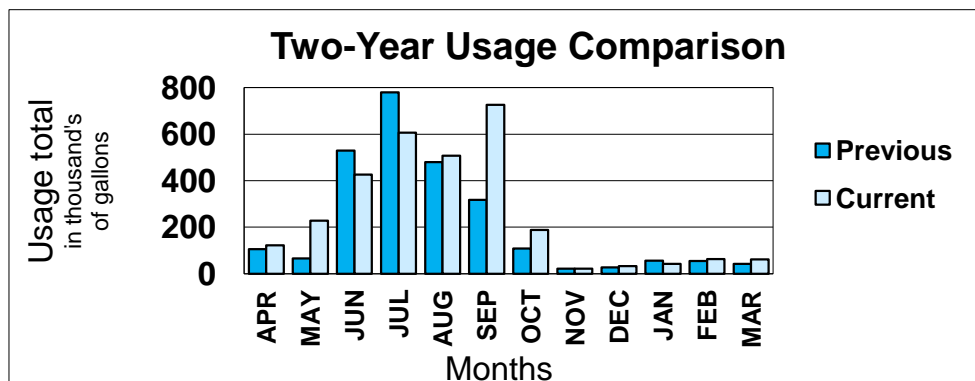
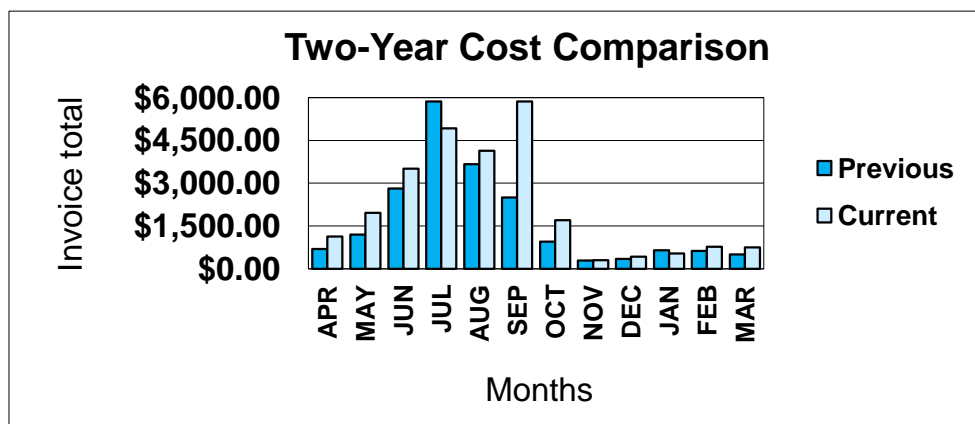




## Bloomfield Township Public Library Water Analysis

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	\$770.92	\$144.72	54	63	9
MAR	\$502.12	\$748.60	\$246.48	42	61	19
			YTD Difference			YTD Difference
TOTAL	<u>\$20,086.11</u>	<u>\$26,003.26</u>	<u>\$5,917.15</u>	<u>2,588</u>	<u>3,023</u>	<u>435</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

April, 2013

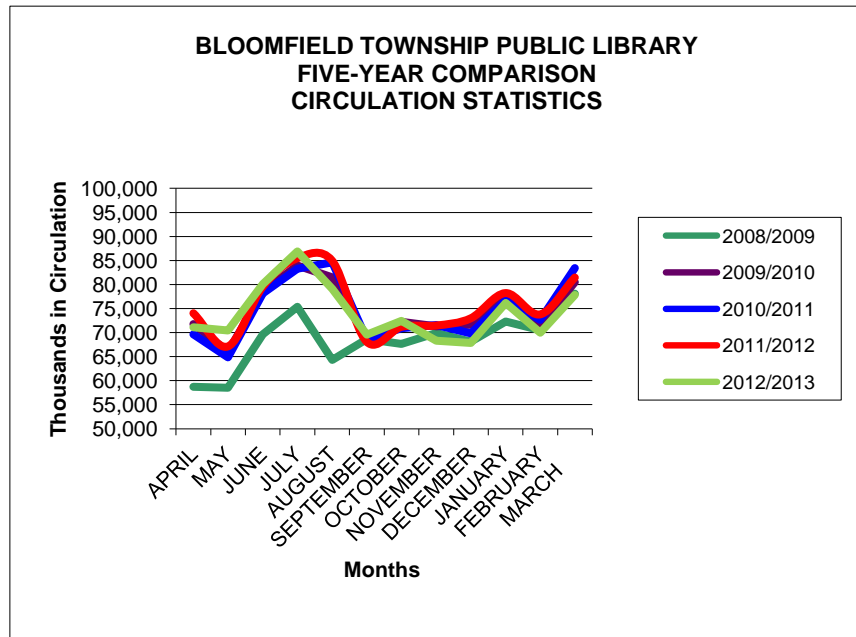
- Please note the amended **posting for Library Director** is included in the April Board packet as an unnumbered item. Please update your Succession Planning Toolkit.
- Two **calendars for 2013** are included in this packet. The unnumbered item is a revised copy of what the Library Board approved along with the 2013-2014 budget. The Proposed and Amended Holiday Calendar is included for your consideration along with the numbered item 11b.
- The Building & Grounds Committee met with the Friends and Interior Designer, Alyce Riemenschneider, to discuss the design development of the **Community Room Stage**. We were asked to hold on accepting the design until the April 26 Chamber Concert to decide on the appropriate height of the stage. Please see the minutes from the Building & Grounds Committee for more information.
- I am very proud once again of our staff and their performance at our annual **Tornado Drill**. The drill was held on April 8, 2013 in preparation for Severe Weather Awareness Week. The entire facility was cleared bringing patrons and staff to Meeting Room 1 in the lower level in less than 5 minutes.

*Respectfully Submitted,**Karen Kotulis-Carter  
Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

4/16/2013

	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	69,992
MARCH	78,095	80,470	83,408	81,433	77,819
<b>TOTAL</b>	<b>821,790</b>	<b>894,426</b>	<b>894,241</b>	<b>908,115</b>	<b>889,743</b>



	2012		2013	
<b>COLLECTION</b>				
Book Collection:	283,664		282,498	
Media Collection:	59,908		61,578	
Total e-books:	24,998		26,716	
Overdrive	4,524		5,465	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	3,818		4,233	(Overdrive)
Materials Total:	372,388		375,025	
<b>CIRCULATION</b>				
Circulation Total:	81,433		77,819	
Bloomfield Township Circulation:	67,604		70,152	
Virtual Circulation Total:	3,116		4,605	
Circulation of Youth materials:	30,346		27,613	
Circulation of Media:	35,846		32,676	
Circulation of Cranbrook passes:	205		202	
Self-checkout machine use:	33,038	40.6%	27,818	35.7%
Library by Mail:	123	26 patrons	132	31 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	33,905		29,197	
Gate Count:	32,912		29,002*	
Meeting rooms by public:	38		33	
Meeting rooms by staff:	69		61	
<b>VIRTUAL USE</b>				
Home page hits:	14,111^		28,520	
e-book access:	1,770		2,142	
Overdrive	1,679		2,039	
EBSCOhost	91		103	
Audiobook access:	487		617	
Music download access:	859		1,846	
TutorMe! sessions:	67		76	
<b>Library Computer Use</b>				
Resident Use	3,616		2,680	
Guest Use	1,196		871	
*Counter not working March 17 & 18				
^Data lost from March 15-April 9				

	2012		2013	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township Residents:	193		204	
Cranbrook:	6		3	
Total new patrons:	315		309	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	11 events	60 attended	6 events	25 attended
Speaker-led:	10 events	427 attended	8 events	297 attended
Book clubs:	4 events	44 attended	6 events	66 attended
Tours/visits on-site:	2 events	95 attended	0	0
Tours/visits off-site:	0	0	0	0
Chamber Music Concert	1 event	190 attended	1 event	186 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	4 events	49 attended	4 events	53 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	3 events	15 attended	2 events	8 attended
Homework Coaching		25 attended		26 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	22 events	466 attended	12 events	233 attended
Speaker-led:	3 events	177 attend**	6 events	191 attend***
Tours/visits on-site:	3 events	128 attended	9 events	662 attended
Tours/visits off-site:	5 events	167 attended	0	0
TOTAL:	68 events	1,843 attend	54 events	1,747 attended
<b><i>Volunteers:</i></b>				
	28 people	290 hours	33 people	281.75 hours
	Shop: 7	93.5	Shop: 8	82
	Court: 0	0	Court: 1	30.25
	Students: 2	17.5	Students: 5	15.25
	Stu. Tutors: 6	37.75	Stu. tutors: 6	40.25
	Dept. Vol: 13	141.25	Dept. Vol: 13	114
<b><i>Patron Remarks</i></b>				
Patron Comments:	16		7	
Ask BTPL:	30		25	
Ask Us:	64		48	
<b>DISPLAYS</b>				
Lobby	Bird themed ceramics by students at BBAC			
Media	Adult: Weather, Women's History, Family Friendly Films			
	Youth: Science on DVD, Newbery Audiobooks			
Cross Promotion Display	Discover Library Kits			
**Includes the joint Adult and Youth Storytelling Festival 2012 with 150 attending				
***Includes the joint Adult and Youth Storytelling Festival 2013 with 111 attending				

## **TENTATIVE SCHEDULE CALENDAR**

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- **Tuesday, April 23, 2013- 7:00 p.m., Regular Board Meeting**

Upcoming meetings and events:

- Wednesday, May 1, 2013 –11:30 a.m. Friends Annual Meeting in the Community Room.
- Wednesday, May 1, 2013 – 3:00 p.m. Art Committee Meeting in the Board Room.
- Tuesday, May 21, 2013 – 7:00 p.m. Regular Board Meeting in the Board Room.

## MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE

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The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on Wednesday, April 3, 2013 at 10:00 a.m.

**Present:** Trustee Pam Williams

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

**Others:** Alyce Riemenschneider, Quinn Evans, Jim Mumby, Quinn Evans, Dennis Rupert, United Mill, Glenda Bard, Friends President, Larry Sabbath, Friends Board, Virginia Smith, Friends Board

### Community Room Stage Project

Karen provided background information about the existing stage. This is the original stage from the 1987 building project. During the 2005-2008 Library Improvement Project, the stage was modified with a ramp, railing and side stage to be in compliance with Americans with Disabilities Act (ADA) requirements.

Karen has been working with our Interior Designer, Alyce Riemenschneider, to design a concept of the Friends request to build a screening wall behind the stage which could hide the chair storage. Jim Mumby has now joined the same firm as Alyce and we benefitted from his input as well. Alyce and Jim provided a Concept Design, which is attached to these minutes. The next step of Design Development required input and approval from the library before the Construction Phase of the project began. Karen invited representatives from the Friends Board to join our review of the concept.

The original idea of adding a wall in front of the railing will not work as the projection screen lowers behind the railing. In order for a wall to work, the entire projection screen, box, lighting and vent would need to be moved and the ceiling and wall would need to be repaired. This change is too costly to fit within the project budget.

In addition, the length of the ramp strongly complicated every possible solution to improving the stage.

Alyce and Jim then decided to think “outside the box” and start with a new idea. They proposed replacing the current stage with a new stage that would be deeper, but moved back toward the south wall so that the stage would not come into the room any further. The stage height would be 15” tall allowing for a shorter ramp and resulting in storage space for 150 chairs on dollies behind the wall. The proposed stage would have a wood veneer panel wall, similar to the Library’s feature art wall, and have a gently curved front. A wood wall will hide the ramp and chair storage, highlight people on the stage and assist with acoustics in the Community Room.

Karen has checked with the original stage manufacturer to see if there is any interest in buying the used stage. There is a potential buyer, but this organization would need to raise funds for the purchase of our stage. Karen also will contact a liquidator to assess interest in buying the stage.

The Friends expressed concern about the lower height of the stage. They would like to observe if they can see the musicians adequately at the April 26 Chamber music concert. Jim indicated that for every inch in height the stage is raised, one foot of ramp would need to be added. In addition, the chair storage behind the stage would be lost.

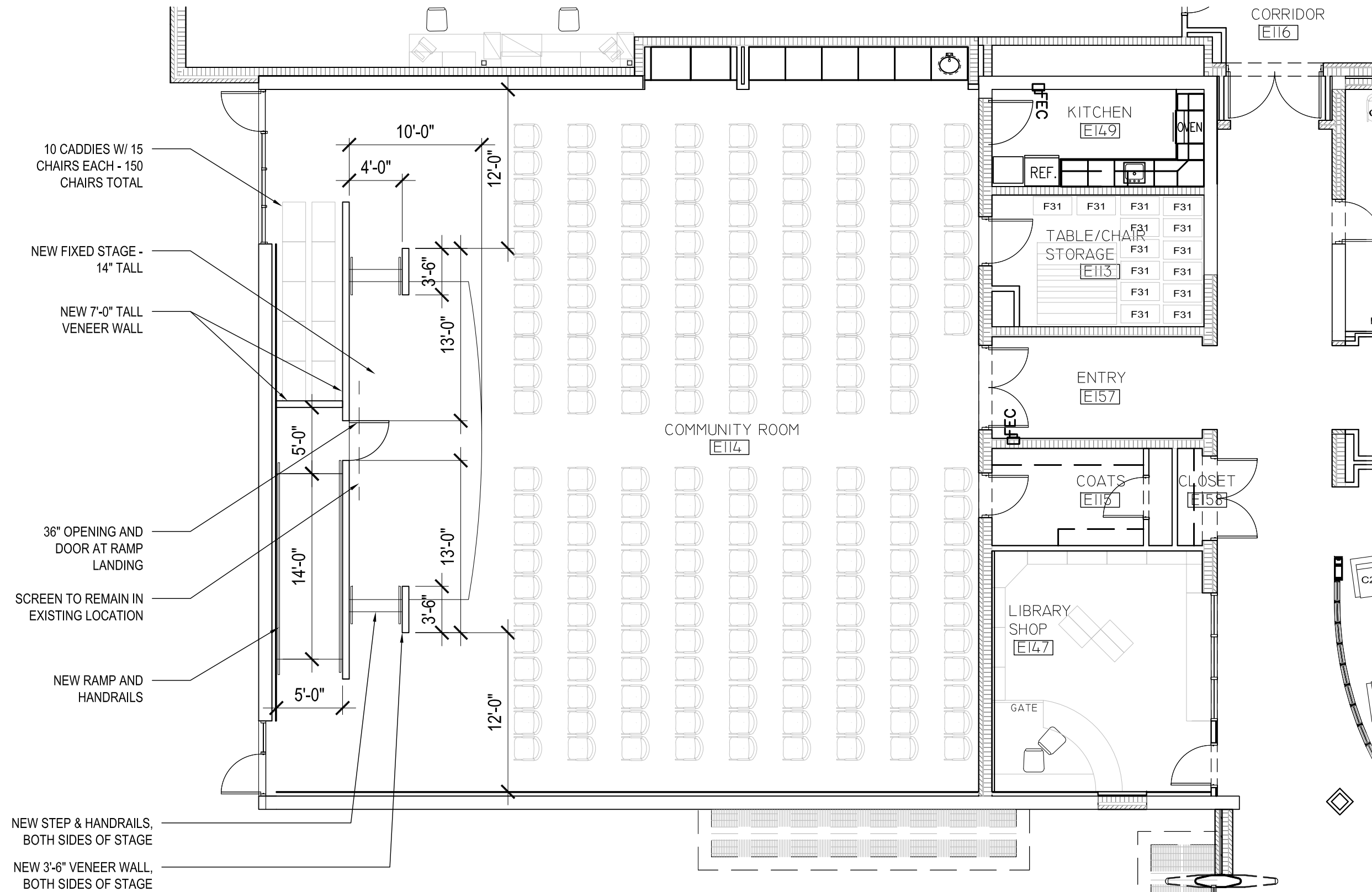
Dennis Rupert explained the construction concept of the stage in four sections. He assured us that it would be sturdy enough to accommodate a piano on the stage. Dennis also alerted us to a 25% increase in the cost of plywood expected by the end of April. A question was raised about bidding out the project. It is possible to bid the project out, but this process would increase the cost by requiring construction drawings and staff time to complete the bidding process. Dennis indicated that it would take approximately two weeks to build the current design of the stage off site and one day to install a new stage. Library staff or a buyer would need one day to remove the current stage.

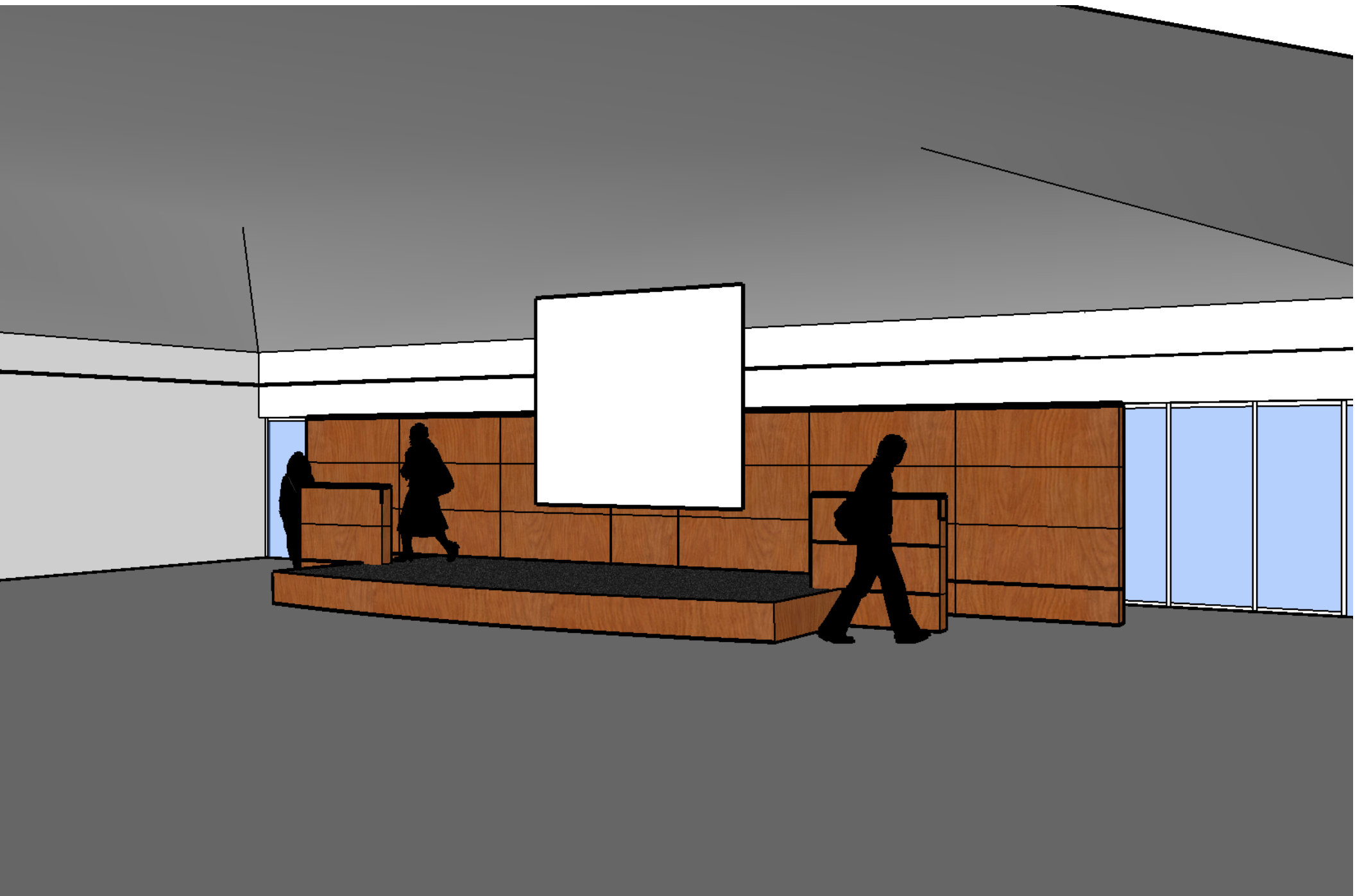
The timeline for this project is:

April 26	Observe musicians and envision on a lower stage at the Chamber music concert and make a decision about stage height. The decision will be shared with Alyce and Jim asap.
Mid-May	Alyce and Jim would provide new stage information based on stage height decision
Mid-summer	Potential new stage would be installed.

No future meeting date was set.







**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Karen Kotulis-Carter

**DATE:** April 5, 2013

**SUBJECT:** Troy Reciprocal Agreement

In June, 2012 the Library Board of Trustees approved a trial Reciprocal Agreement with the Troy Public Library (TPL). The trial period began on July 1, 2012 and will end June 30, 2013.

By terms of the agreement, each party may terminate the agreement at any time by providing a minimum of 60 days written notification to the other party.

If BTPL wishes to terminate the trial reciprocal agreement effective June 30, 2013, then we would need to provide Troy Public Library the required notification by April 30, 2013.

My review of the circulation for the first nine months of our trial agreement suggests that this is a positive arrangement for both libraries and communities.

Circulation Totals for:	<b>Bloomfield use of TPL</b>	Troy use of BTPL	<b>Bloomfield Borrowers at TPL</b>	Troy Borrowers at BTPL
2008-2009	<b>9,423</b>	10,514	<b>NA</b>	NA
2009-2010	<b>2,597</b>	10,600	<b>NA</b>	NA
2010-2011	<b>3,420</b>	7,407	<b>163</b>	742
2011-2012	<b>4,526</b>	1,952	<b>333</b>	834
2012-2013 July 1, 2012 through March 31, 2013	<b>3,185</b>	2,874	<b>580</b>	918

As noted in the above chart, more Bloomfield Township residents have signed up for a Troy Public Library card. 580 of our taxpayers are currently registered at TPL. More Troy taxpayers have also registered at our library. 918 Troy taxpayers are currently registered at BTPL.

Our reciprocal circulation appears to be leveling off and becoming more equitable. Because these statistics are only for the first three quarters of our trial period, I have done some simple extrapolating.

Our residents have used TPL to circulate an average of 354 items per month. This would equate to a full trial year as potentially checking out 4,246 items from TPL.

Troy residents have checked out an average of 319 items per month from our library. This would equate to a full trial year as potentially checking out 3,832 items from BTPL.

If this extrapolation is accurate, by year end, our residents may actually check out more materials from TPL than Troy residents check out from our library. This is likely due to our establishment of the ten-item limit. Our theory and philosophy that reciprocal borrowing should be limited and residents should depend primarily on their own home library may be working to our advantage. Our Bloomfield Township resident circulation has increased over the past year. The non-resident use has decreased to only 11% of our total circulation. Our goal was to reduce non-resident circulation to 15% or lower. This amount of non-resident use is acceptable and it is wonderful to see our own taxpayers use their home library more.

Based on what we have experienced during the first three quarters of our trial period, I would recommend that the Library Board approve extending the reciprocal borrowing agreement with the Troy Public Library after the trial period expires in June. As specified in the Trial Agreement, the Agreement shall be renewed for subsequent three year terms.

A sample agreement for your consideration is attached to this memo.

**ACTION:** I move that Bloomfield Township Public Library extend the Reciprocal Borrowing Agreement with the Troy Public Library for a three year term commencing July 1, 2013 and ending June 30, 2016. This renewal shall continue to include the existing ten-item cumulative limit.

**RECIPROCAL BORROWING AGREEMENT**  
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**TROY PUBLIC LIBRARY**

This Agreement is entered into on this 19th day of June, 2012, by and between parties Bloomfield Township Public Library (BTPL) and the Troy Public Library (TPL).

This Agreement shall initially be for a one year term, commencing on July 1, 2012. This Agreement shall be automatically renewed for subsequent three year terms unless BTPL or TPL provides written notice of termination to the other party at least 60 days prior to the expiration of the term.

**BTPL:** All residents of the City of Troy Michigan and employees of TPL possessing valid Troy Public Library Cards will have borrowing privileges of up to ten cumulative items from the BTPL. Additionally, except as set forth above, all residents of the City of Troy Michigan and employees of TPL possessing valid Troy Public Library Cards shall have access to all BTPL collections, per BTPL's existing policy of circulation to non-residents.

**TPL:** All residents of the Charter Township of Bloomfield Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards will have borrowing privileges of up to ten cumulative items from the TPL. Additionally all residents of the Bloomfield Township, Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards shall have access to all TPL collections.

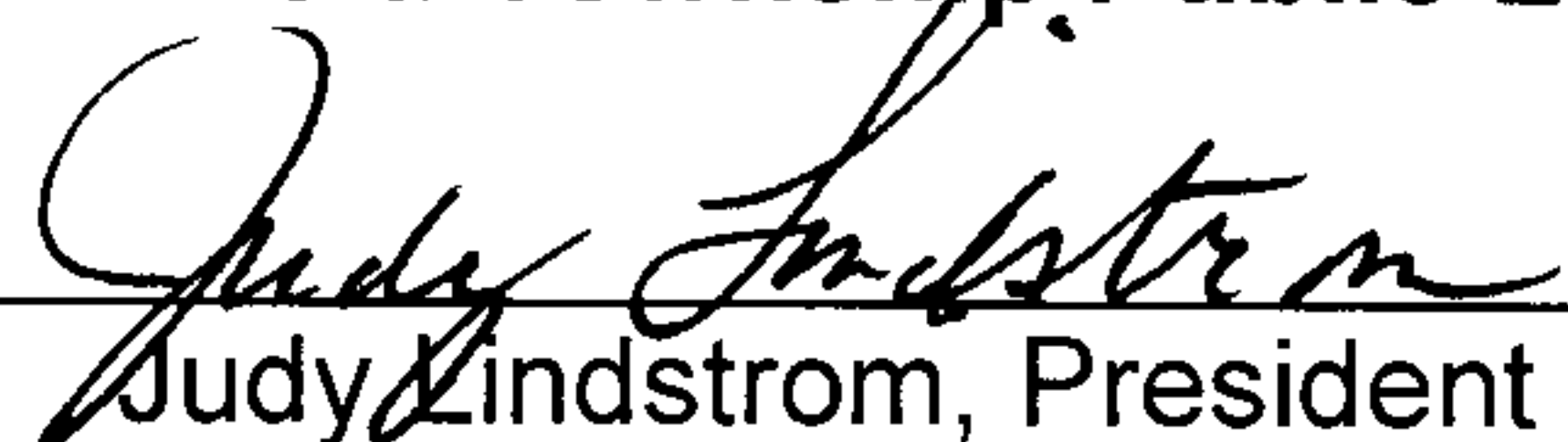
**BTPL and TPL** agree that residents of the Charter Township of Bloomfield Michigan or residents of the City of Troy and all library employees who use the reciprocal library under this Agreement must comply with the ordinances, regulations, rules and procedures concerning the library. BTPL and TPL will notify the other party if a reciprocal user is in violations of its ordinances, regulations, rules and procedures and specify the nature of the violation for the purposes of determining the effectiveness of the continuation of this Agreement by the parties.

Neither the Charter Township of Bloomfield Michigan or the City of Troy assumes responsibility, financial or otherwise, for accidents or injuries sustained by reciprocal users while on its property.

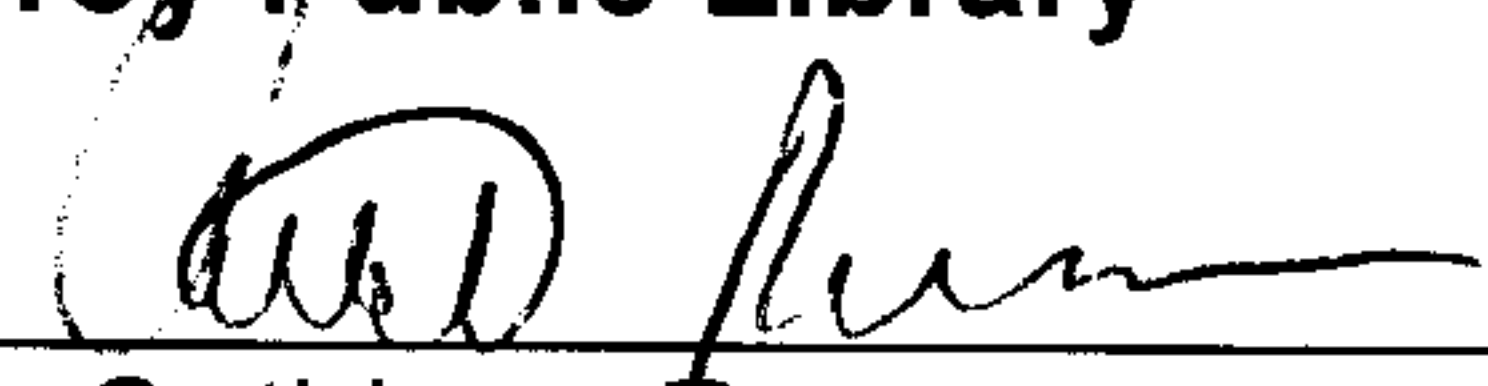
The parties may terminate this Reciprocal Borrowing Agreement at any time, with or without cause, by providing a minimum 60 days written notification to the other party.

Executed by the parties, by their duly authorized officers:

**Bloomfield Township Public Library**

By:   
Judy Lindstrom, President  
Library Board of Trustees

**Troy Public Library**

By:   
Cathleen Russ  
Director and CEO

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Trustees

**FROM:** Karen Kotulis-Carter

**DATE:** April 17, 2013

**SUBJECT:** 2013-2014 Budget Amendment

As you know and I'm sure commiserate, I continue to be disappointed that the library had to budget for the closure of ten summer Sundays in 2013 in order to have a solid operating budget. The savings to the approved 2013-14 budget to close these ten Sundays was \$26,062.

At the March Board meeting, I shared the news that our DTE electric meter was malfunctioning and, as a result, had caused our electric utility bills since November 2012 to skyrocket.

After reviewing this adjustment with our auditor, we were instructed to estimate the savings and post this credit amount to DTE as of March 31 for the 2012-2013 fiscal year. We estimate a \$25,000 savings for the 2012-2013 fiscal year in this expenditure line due to the malfunctioning meter. This savings will increase our 2012-2013 end of year fund balance by that amount.

The approved 2013-2014 budget was based on these inflated charges as well. When we receive the actual revised bill, we will make the necessary specific adjustment to the 2013-2014 budget.

This adjusted difference could defray most of the cost for reinstating all ten summer Sundays in 2013. Our community newsletter for the summer typically includes our summer hours. The newsletter must go to the printer by April 30 in order to meet our distribution deadline. I am hoping NOT to have to make the sad announcement regarding closing summer Sundays.

I have asked the Finance Committee for their approval to bring a 2013-2014 budget amendment to the Board at our April meeting to reinstate summer Sundays. They are in agreement with proposing the amendment. This amendment will revise our Holiday Calendar as a result. A new proposed 2013 Holiday Calendar is attached which correlates to this hoped for amendment.

The news gets even better. As always, our staff works throughout the year to keep expenditures down. Beth Sulek-LaHousse's year end review of the 2012-2013 fiscal

year is showing a \$179,970 increase in fund balance, compared to the final figures presented at the March meeting, because of reduced expenditures in several accounts.

Expenditures were reduced by small savings in a number of lines, as well as, larger savings in the following areas:

\$53,000 Estimated savings in Personnel Expenditures (\$18,000 salaries, \$13,000 Employee insurances and \$20,000 Retirement Contribution)

\$57,000 Estimated savings in Facilities & Equipment (\$25,000 DTE adjustment, \$5,800 Natural gas consumption, \$14,000 Building Maintenance, \$6,900 Grounds Maintenance and \$17,000 Computer Maintenance)

\$11,400 Estimated savings in Library Services (\$7,600 Adult Services Books and \$3,800 in Adult Audio)

The bottom line is that our 2012-2013 year end Fund balance is increasing by \$179,970. I propose that this increase in the fund balance be used toward reinstating summer Sundays at cost of \$26,062 and be available for our imminent RFID (Radio Frequency Identification) Project.

The \$26,062 cost of reinstating our summer Sundays is shown on the attached General Fund Estimated COMBINED Budget in the increased Personnel Expenditures line. The \$153,908 balance of the savings potentially available toward the cost of the RFID Project is shown in the Assigned Fund Balance.

Over the last year, staff have been investigating other systems to plan for the impending need to retag all materials and purchase new tag programming and reading equipment. Grant Gerhart kindly attended one of our recent meetings with 3M, a potential new vendor. It has recently been confirmed that our current Checkpoint RFID tags and equipment will no longer be supported after December 2014. It is likely that we will need an estimated \$65,000 for new tags later in the current 2013-2014 fiscal year to begin this implementation to retag our entire collection. The cost of labor to install the new tags and the cost of the new RFID equipment is being calculated. Fortunately, if planned appropriately, the implementation of a new RFID system can be planned over two to three fiscal years. This will allow the library to budget for the completion of the new RFID project in the following 2014-2015 and 2014-2015 fiscal years. Our careful monitoring of expenditures in the 2012-2013 fiscal year will be of great benefit to provide funds for this necessary project in the coming fiscal years.

As more information unfolds regarding the new RFID system, the Library Board will be kept apprised.

**ACTION: I move that Bloomfield Township Public amend the 2013-2014 General Fund Operating Budget to reinstate Sunday service during the summer and provide funding toward a new RFID system, as shown on the attached amended budget.**

Bloomfield Township Public Library  
**Proposed 2013 CALENDAR**

LIBRARY CALENDAR **2013** HOLIDAY AND CLOSINGS  
Including no Unpaid Furlough Days in 2013-2014

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

**2014**

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

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

\*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 10, 2013  
Daylight Savings Time ends: Sunday, November 3, 2013



Bloomfield Township Public Library  
General Fund  
Estimated COMBINED Budget  
FY April 1, 2012-March 31, 2013  
FY April 1, 2013-March 31, 2014

Library Board of Trustees Meeting  
March 19, 2013

ACCOUNT NAME	2011-2012	2012-2013		2013-2014			
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	AUDITED	ADOPTED	ESTIMATED	ESTIMATED	Col. 3 & Col. 4	Col. 3 & Col. 4	
	BUDGET AS OF MAR 31, 2012	BUDGET AS OF MAR 20, 2012	BUDGET AS OF MAR 19, 2013	BUDGET AS OF MAR 19, 2013	\$ DIFFERENCE	% DIFFERENCE	% OF TOTAL PROPOSED
<b><u>Revenues</u></b>							
Taxes	\$4,547,004	\$4,530,195	\$4,469,071	\$4,625,869	\$156,798	3.5%	91.65%
Penal Fines	\$52,774	\$61,258	\$55,286	\$58,353	\$3,067	5.5%	1.16%
State Aid	\$17,296	\$18,360	\$19,448	\$20,470	\$1,022	5.3%	0.41%
Circulation Fines and Fees	\$126,327	\$128,464	\$128,464	\$140,464	\$12,000	9.3%	2.78%
Charges for Services	\$14,380	\$13,328	\$12,653	\$14,114	\$1,461	11.5%	0.28%
Investment earnings	\$148,066	\$115,017	\$78,607	\$178,767	\$100,160	127.4%	3.54%
Miscellaneous	\$9,874	\$9,473	\$10,456	\$9,556	(\$900)	-8.6%	0.19%
<b>Total Revenues</b>	<b>\$4,915,721</b>	<b>\$4,876,095</b>	<b>\$4,773,985</b>	<b>\$5,047,593</b>	<b>\$273,608</b>	<b>5.7%</b>	<b>100.00%</b>
<b><u>Expenditures</u></b>							
Personnel	\$3,268,714	\$3,344,208	\$3,292,447	\$3,377,158	\$84,711	2.6%	63.31%
Library Services	\$806,660	\$808,543	\$780,662	\$783,043	\$2,381	0.3%	14.68%
Facilities & Equipment	\$954,512	\$1,043,779	\$1,088,398	\$1,042,081	(\$46,317)	-4.3%	19.54%
Other Operating Expenditures	\$136,593	\$153,729	\$123,981	\$131,896	\$7,915	6.4%	2.47%
<b>Total Expenditures</b>	<b>\$5,166,479</b>	<b>\$5,350,258</b>	<b>\$5,285,488</b>	<b>\$5,334,178</b>	<b>\$48,690</b>	<b>0.9%</b>	<b>100.00%</b>
Fund Balance - Beginning	\$8,554,828	\$8,177,620	\$8,304,070	\$7,792,567			
Net revenue (expenditures)	(\$250,758)	(\$474,163)	(\$511,503)	(\$286,585)			
Other financing sources							
Fund Balance - Ending	\$8,304,070	\$7,703,457	\$7,792,567	\$7,505,982			
 Nonspendable - inventory	\$30,883	\$28,268,698	\$27,455,362	\$27,496,552			
Restricted - none	\$0	\$0	\$0	\$0			
Committed - 8 month fund balance	\$3,444,045	\$0	\$3,556,119	\$3,556,119			
Assigned - comp liabilities/OPEB							
funding/ACA health benefits	\$4,058,741	\$474,163	\$3,726,319	\$3,741,569			
Unassigned - unplanned emergencies	\$770,401	\$7,703,457	\$510,129	\$208,294			
Assigned fund balance liabilities:							
Compensated vacation and sick leave liability	\$395,741	\$395,741	\$414,319	\$414,319			
Complete funding of Other Post Employment Benefit	\$3,663,000	\$3,663,000	\$3,312,000	\$3,312,000			
Funding of 3 months Health Benefits for 30-hr employees	\$0	\$0	\$0	\$15,250			

\* For the 2012-2013 adopted budget on 3/20/12, Assigned category included net revenues and Unassigned category included the 8-month fund balance, comp liabilities, OPEB funding, and unplanned emergencies

Q:\A - BUDGET\14 15 Budget Prep\Used to make reports\1213-1314 COMBINED - estimated budget - General Fund

**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:** April 12, 2013

**SUBJECT:** Strategic Plan Update

Library staff is completing work on 2012/2013 short term goals, as listed below.

- For our “First Meeting Free” goal, Bloomfield Township public and private schools parent/teacher organizations were invited to meet at the Library. Three groups scheduled meetings at the Library. We learned that PTO members find meeting at the school their children attend to be very convenient.
- A short survey for Bloomfield Township residents to determine what they know about the Library and its collections, programs and services is available on the Library website. Patrons may complete this survey throughout the month of April. Results will be compiled and analyzed in May.
- 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 50<sup>th</sup> Anniversary Core Committee.
- Several Library catalog improvements, suggested by Department Heads for consistency in wording, have been made.
- A Library staff Wayfinding committee supports 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 and research kiosk options.

- Adult Services staff promoted programs developed with seniors in mind for greater appeal and attendance. Hands on computer tutorials to learn basic computer skills are now available on the Library website. Staff will guide patrons to these and other resources to practice computer skills at the Library or at home.
- New VITALITY kits continue to be added to the collection as we wrap up grant funding. The newest kit is All About Diabetes.

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”.



## Board of Trustees Standing Committee Appointments

December 2012 – November 2013

Art Committee	Judy Lindstrom Pam Williams
Bloomfield Township Liaison	Joan Luksik Pam Williams
Building & Grounds	Peggy Cohen Pam Williams
Cranbrook	Judy Lindstrom Joan Luksik
Development	Eli Greenbaum Judy Lindstrom
Finance	Peggy Cohen Judy Lindstrom
FOL Liaison	Grant Gerhart Pam Williams
Jeanette P. Myers Scholarship Selection	Eli Greenbaum Joan Luksik
Landscaping/Interiors	Peggy Cohen Eli Greenbaum
Personnel/Director Evaluation	Grant Gerhart Joan Luksik
Policy	Grant Gerhart Eli Greenbaum

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Trustees

**FROM:** Karen Kotulis-Carter

**DATE:** March 26, 2013

**SUBJECT: 2013 Holiday Calendar**

Please note the attached 2013 Holiday calendar. This is a copy for your files of the calendar which was included and approved with the approved budget for the 2013-2014 fiscal year, as amended.

Please note one error was corrected from the calendar enclosed in the March Board packet. We neglected to include the early closing at 5:30 pm on December 31, 2013 as is tradition on New Year's Eve.

I continue to be very disappointed that we are closing on our Summer Sundays. I can only hope that our 2014-2015 budget will allow for reinstating these important weekend hours if funding becomes available. This may be possible with the corrected DTE invoices and potential staff changes that may occur after the budget has been approved in March, 2013.

Bloomfield Township Public Library  
**2013 CALENDAR**

LIBRARY CALENDAR **2013** HOLIDAY AND CLOSINGS  
Including 10 Summer Sunday Closings and no Unpaid Furlough Days

January 1	CLOSED	Tuesday	*New Year's Day
January 21	open	Monday	Martin Luther King Day Observance
February 18	CLOSED	Monday	President's Day <i>(Unpaid Furlough taken)</i>
March 26	open	Tuesday	Passover
March 29	open	Friday	*Good Friday +
March 30	CLOSED	Saturday	Easter Weekend <i>(Unpaid Furlough already budgeted)</i>
March 31	CLOSED	Sunday	Easter
May 3	CLOSED	Friday	*Staff Development Day+
May 25	open	Saturday	Memorial Day Weekend
May 26	CLOSED	Sunday	Memorial Day Weekend
May 27	CLOSED	Monday	*Memorial Day Observance
June 23	CLOSED	Sunday	Summer Sunday Closing
June 30	CLOSED	Sunday	Summer Sunday Closing
July 4	CLOSED	Thursday	*Independence Day
July 7	CLOSED	Sunday	Summer Sunday Closing
July 14	CLOSED	Sunday	Summer Sunday Closing
July 21	CLOSED	Sunday	Summer Sunday Closing
July 28	CLOSED	Sunday	Summer Sunday Closing
August 4	CLOSED	Sunday	Summer Sunday Closing
August 11	CLOSED	Sunday	Summer Sunday Closing
August 18	CLOSED	Sunday	Summer Sunday Closing
August 25	CLOSED	Sunday	Summer Sunday Closing
August 31	open	Saturday	Labor Day Weekend
September 1	CLOSED	Sunday	Labor Day Weekend
September 2	CLOSED	Monday	*Labor Day
September 5	open	Thursday	Rosh Hashanah
September 14	open	Saturday	Yom Kippur
October 14	open	Monday	Columbus Day Observance
November 11	open	Monday	Veterans Day
November 27	Close @ 5:30 p.m.	Wednesday	Thanksgiving Eve
November 28	CLOSED	Thursday	*Thanksgiving Day/Hanukkah
December 24	CLOSED	Tuesday	*Christmas Eve
December 25	CLOSED	Wednesday	*Christmas Day
December 31	Close @ 5:30 p.m.	Tuesday	New Year's Eve

**2014**

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

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

\*Library-approved paid holidays

**Closed Summer Sundays**

Daylight Savings Time begins: Sunday, March 10, 2013

Daylight Savings Time ends: Sunday, November 3, 2013

*Approved 3-19-13 & Revised*



Bloomfield Township Public Library  
**PROPOSED 2013 CALENDAR**

LIBRARY CALENDAR **2013** HOLIDAY AND CLOSINGS  
 Including 10 Summer Sunday Closings and no Unpaid Furlough Days

January 1	CLOSED	Tuesday	*New Year's Day
January 21	open	Monday	Martin Luther King Day Observance
February 18	CLOSED	Monday	President's Day (Unpaid Furlough taken)
March 26	open	Tuesday	Passover
March 29	open	Friday	*Good Friday +
March 30	CLOSED	Saturday	Easter Weekend (Unpaid Furlough already budgeted)
March 31	CLOSED	Sunday	Easter
May 3	CLOSED	Friday	*Staff Development Day+
May 25	open	Saturday	Memorial Day Weekend
May 26	CLOSED	Sunday	Memorial Day Weekend
May 27	CLOSED	Monday	*Memorial Day Observance
June 23	CLOSED	Sunday	Summer Sunday Closing
June 30	CLOSED	Sunday	Summer Sunday Closing
July 4	CLOSED	Thursday	*Independence Day
July 7	CLOSED	Sunday	Summer Sunday Closing
July 14	CLOSED	Sunday	Summer Sunday Closing
July 21	CLOSED	Sunday	Summer Sunday Closing
July 28	CLOSED	Sunday	Summer Sunday Closing
August 4	CLOSED	Sunday	Summer Sunday Closing
August 11	CLOSED	Sunday	Summer Sunday Closing
August 18	CLOSED	Sunday	Summer Sunday Closing
August 25	CLOSED	Sunday	Summer Sunday Closing
August 31	open	Saturday	Labor Day Weekend
September 1	CLOSED	Sunday	Labor Day Weekend
September 2	CLOSED	Monday	*Labor Day
September 5	open	Thursday	Rosh Hashanah
September 14	open	Saturday	Yom Kippur
October 14	open	Monday	Columbus Day Observance
November 11	open	Monday	Veterans Day
November 27	Close at 5:30 p.m.	Wednesday	Thanksgiving Eve
November 28	CLOSED	Thursday	*Thanksgiving Day/Hanukkah
December 24	CLOSED	Tuesday	*Christmas Eve
December 25	CLOSED	Wednesday	*Christmas Day
December 31	Close at 5:50 p.m.	Tuesday	New Year's Eve

**2014**

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

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

\*Library-approved paid holidays

**Closed Summer Sundays**

Daylight Savings Time begins: Sunday, March 10, 2013  
 Daylight Savings Time ends: Sunday, November 3, 2013

Approved 3-19-13 & Revised



## **BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

### **EMPLOYMENT OPPORTUNITY AVAILABLE**

**POSITION TITLE:** **Library Director**

**DEPARTMENT:** Administration, reporting to Library Board of Trustees

**RESPONSIBILITIES:** The Library Director administers and facilitates all aspects of the library directly serving the Charter Township of Bloomfield, Michigan. Population: 41,070. Annual Budget: \$5,353,336. Collection: 372,388. Annual Circulation: 908,115.

**REQUIREMENTS:** **Minimum:** Masters in Library Science from an ALA-accredited institution; professional certification as a librarian at state level. Eight years experience in management and supervision of professional staff. Must have strong financial management background and demonstrated passion for public library service.

**Desirable: Direct public service:** Demonstrates knowledge of the philosophy, principles, methods and practices of library service, public service, technical service, technology applications and trends. Demonstrates administrative and supervisory ability to coordinate operations and services, direct workflow, and develop procedures, policies and services. Establishes and maintains effective working relationships with other staff, the Library Board of Trustees, the Township government officials, the general public and peers in the library field. Identifies the standards of excellence for all operations to work toward. Prepares and presents annual budget, reflective of the library's goals and objectives for Board approval. Assures that all fiscal accounts are in good order, following generally accepted accounting principles for governmental operations. Assures appropriate internal controls are followed; authorizes all payables for Board review; monitors payroll and changes in fixed assets; and works with the auditor to verify compliance with state and federal laws and Library Board policy. Serves as the primary personnel officer. Demonstrates knowledge of personnel laws, court opinion, human relations policies, administration of fringe benefits, and programs of staff development. Approves performance evaluations of all professional staff. Authorizes pay increases for all regular employees. Chairs the Management Advisory Committee. Serves as model to other staff in the sense of professionalism: demonstrates strong professional ethics, keeps informed through the professional literature, and participates in professional

associations. Supervises the facility, property and personnel of the library. Develops long range plans for library services and facilities. Serves as the chief public relations officer of the library: works with outside groups as library liaison, assures that positive press exposure reflects the library's role in the community, and speaks on the library's behalf as requested. Demonstrates leadership within the organization: demonstrates initiative, solving problems, effecting change through the action of others, and encouraging the development of other staff through a positive work environment. Actively seeks new revenue sources, collaborations with other organizations, and profit-centered approaches to services with the business community. Highly developed verbal and written communication skills and adaptability. Has vision regarding emerging library trends, the impact of changing information technology, and the amount of acceptable risk appropriate for implementing new ideas. Ability to process information effectively to learn new material, handle complex concepts, and consider issues as they impact the larger community. Strong desire to serve the public in a positive manner. Full-time, 37.5 hours weekly. Must be flexible to address projects, meetings and events occurring evenings and weekends.

**HOURS:**

**WAGE & BENEFITS:**

**WRITTEN EXERCISE:**

**RESUME & WRITTEN  
EXERCISE DUE:**

**TO:**

\$90,000-\$100,000 negotiable. Benefits include health insurance, dental/optical insurance (single or family), life insurance, disability insurance, optional retirement plan, deferred compensation, and paid time off, including vacation, sick, emergency, personal and holiday time.

Please submit your written response to the following questions (limit 250 words per question) along with your resume:  
Describe your core values and public service philosophy.  
What are the key elements of an effective strategic plan?  
How would you respond to a patron complaint, such as "Why does the library needs more money for e-Books?"

April 30, 2013  
Library Director Search Committee  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Hills, MI 48302  
248.642.5800 FAX: 248.642.4175  
E-mail: [careers@btpl.org](mailto:careers@btpl.org)

*Bloomfield Township Public Library champions the power of words to spark discovery and imagination.*

*For more information about the library, visit our website: [www.btpl.org](http://www.btpl.org)*

THE PLACE TO

DISCOVER

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2013

MAY

2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Bouncing Babies 10am  Great Books club 6:45pm	2 Almost on My Own 10am  Just Us Kids 2pm	3 Library Closed for Staff Development Day	4 Family Story Time 11am  From Crisis to Hope w/Common Ground 11am  Art of Healing Workshop 12:30pm
5	6 Sign and Play 10am  Master Composter Class 6:45pm	7 Movers and Shakers 10am & 11am  Knit n Stitch Circle 10a.m.  Teen Advisory Board 4pm	8 Bouncing Babies 10am  Non Fiction Book Club 7pm  Writers Rendezvous 7pm	9 Almost on My Own 10am  Just Us Kids 2pm  Family Story Time 6:30pm	10	11 Friends of the Library Second Saturday Sale 9:30am – 3:30pm  Lego Club 11am  Intro to Social Networking 2pm
12	13	14 Movers and Shakers 10am & 11am  Memoir Writers' Group 1pm	15 Bouncing Babies 10am  Mystery Book Club 1pm and 6pm  Scrabble Club 6:30pm  Great Books 6:45pm	16 Almost on My Own 10am  Just Us Kids 2pm	17 Coffee & Conversation 10am	18 Sensory Saturdays 11am  Intro to Excel 2pm
19	20	21 Tuesday Book Club 10am  Teen Advisory Board 4pm  Library Board Meeting 7pm	22 PJ Theater 6:30pm  Writers Rendezvous 7pm	23 Eleanor's Book Club 10am	24	25
26 LIBRARY CLOSED	27 LIBRARY CLOSED MEMORIAL DAY	28 Memoir Writers Group 1pm	29	30	31	