



**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
May 21, 2013
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Judith Lindstrom, President

Pamela Williams, Treasurer

Joan Luksik, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

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, May 21, 2013, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	5/17/13
2a	Request to remove items from the Consent Agenda for Discussion	5/17/13
2b	Motion to approve the order of items for the regular and consent agendas	5/17/13
5	Motion to approve remaining consent agenda items 6-8d	5/17/13
6	Regular Board Meeting Minutes of 4/23/13	5/17/13
7a	Cash Disbursements	5/17/13
7b	Revenues/Expenditures Budget Report	5/17/13
7c	Energy Report	5/17/13
8a	President's Report	5/17/13
8b	Director's Report	5/17/13
8c	Tentative Schedule Calendar	5/17/13
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – meeting minutes of 5/1/13 and 5/13/13	5/17/13
8d	Development – no report	
8d	Finance Committee –no report	
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds –no report	
8d	Jeanette P. Myers Scholarship Committee –no report	
8d	Landscape Committee –no report	
8d	Personnel Committee –no report	
8d	Policy Committee – no report	
11a	Unique Management Services 90 trial period-Anna Pelepchuk, Circ Dept. Head	5/17/13
11b	Search Committee Succession Planning Update	5/17/13
13	Motion to approve any items removed from the consent agenda	5/17/13
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	5/17/13
	FOL meeting minutes of 4/3/13	5/17/13
	Signed Reciprocal Borrowing Agreement w/Troy Public Library	5/17/13
	Administrative Calendar – June 2013	5/17/13

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, May 21, 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 April 23, 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. Unique Management Services 90 Trial Period - Anna Pelepchuk, Circulation Department Head
 - b. 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, June 18, 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):**

**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, April 23, 2013

Present: Trustees: Margaret Cohen, Grant Gerhart, Eli Greenbaum, Joan Luksik, Pamela Williams

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

Unable to Attend: Judy Lindstrom

Guests: Celia Domalewski, BTPL SOC representative

At 7:03 p.m. the Library Board of Trustees Meeting was called to order by Vice President Pamela Williams.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Greenbaum, Gerhart, Luksik, Williams

Nays: None

MOTION CARRIED

Vice President's Verbal Report:

In Judy's absence, Pam Williams welcomed everyone to the meeting. Pam stated that she attended the Volunteer Reception on April 17, along with Joan Luksik and Peggy Cohen. She stated the reception was lovely and everyone enjoyed the "Ice Cream Sundae Bar!" It was great to have many of the volunteers all together and each enjoyed finding the book chosen for them by the Volunteer Coordinator, Martha McGee. She was very impressed with the lovely job Marty did on the event.

Director's Verbal Report:

Karen Kotulis-Carter commended Martha McGee on the wonderful job she did coordinating the Volunteer Reception. Karen stated that Marty always does a great job and always comes up with an interesting and exciting theme for the event! This is a very special event for the Library as we are very thankful and appreciative of all our volunteers!

Youth Services held the First Grade Readers Rally during the months of March and April. Karen was able to attend one of the elementary school visits to the Library and congratulated the Youth Services Staff for a wonderful program for our young readers. Each student was welcomed by Marian Rafal, Youth Department Head, and watched two humorous skits presented by Jen Taggart and Liz Conger. Each child took home their very own copy of "Don't Let the Pigeon Drive the Bus." This program is generously funded by the Friends of the Library.

Karen stated that TLN has two exciting programs starting in May. The Michigan Activity Pass (MAP) program is a statewide collaborative effort between Michigan's public libraries and cultural attractions. Library card holders can check out passes for free or discount admission, coupons good for discounts in gift shops, or other special offers, at participating area cultural attractions. TLN will also have a new program with the Detroit Zoo also offering discounts. Our website will have information on both programs.

Karen stated that from May 14 through 25 we will welcome the art exhibit from the Bloomfield Hills Schools. We are looking forward to all the wonderful artwork from the students to be displayed at the Library.

Karen informed the Trustees of the emergency closing for the Library on April 18, 2013. Consumers Energy has been doing extensive work on the corner of Lone Pine and Telegraph and the building had strong natural gas odor on that afternoon. Consumers Power was notified and they advised evacuation. Karen was very impressed with staff and our patrons that afternoon for the quick response to the situation.

Karen reviewed our current roof issues with the Trustees. We have several leaks on five of the pavilions which have not had roofs replaced since 1987. We had water damage to four computers in the Adult Services area after the last heavy rain and we will not put computers back in that area until the problem is corrected. Karen stated that Joel Dion is getting estimates on this project.

CONSENT AGENDA MOTION

After discussion, a motion was made by Eli Greenbaum, 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, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Pam welcomed Celia Domalewski, BTPL SOC representative to the meeting. Celia stated that the SOC will be making a donation to the Director's Legacy Fund in honor of the Library Board of Trustees. The Trustees thanked the SOC for this thoughtful gesture.

UNFINISHED BUSINESS:

11a - Troy Reciprocal Agreement:

Karen stated that in June, 2012 the Library Board of Trustees approved a trial Reciprocal Agreement with the Troy Public Library. The trial period began on July 1, 2012 and will end on June 30, 2013. Karen's review of the circulation of the first nine months of our trial agreement suggests that this is a positive arrangement for both libraries and communities. We have 580 of our taxpayers currently registered at Troy Public Library and 918 Troy taxpayers are currently registered at Bloomfield Township Public Library. Circulation estimates show that our residents will be borrowing an equitable number of items compared to Troy resident circulation at BTPL. Based on what we have experienced during the first three quarters of our trial period, Karen recommended that the Board approve extending the reciprocal borrowing agreement with the Troy Public Library.

After discussion, a motion was made by Grant Gerhart, seconded by Joan Luksik, **TO 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.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

NEW BUSINESS:

11b: 2013-2014 Budget Amendment

Karen stated that she continued 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. However, since the March board meeting there have been some changes. DTE has replaced the faulty meter that caused our electric utility bills to skyrocket since November 2012 and on the advice of 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 estimated \$25,000.00 savings for the 2012-2013 fiscal year in the expenditure line due to the malfunctioning meter and this will increase our end of year fund balance by that amount. This amount could defray most of the cost for reinstating all ten summer Sundays in 2013. Karen stated that she had presented this to the Finance Committee for their approval to bring a 2013-2014 budget amendment to the Board at this meeting to reinstate summer Sundays. There were also some reductions in some small and large expenditures in several accounts. In combination with the DTE refund, this resulted in an increase in the Fund balance for 2012-2013. Karen recommended this increase be used toward reinstating summer Sundays at the cost of \$26,062.00 and be available for our imminent RFID Project.

After discussion, a motion was made by Joan Luksik, seconded by Peggy Cohen, **THAT BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AMEND THE 2013-2014 GENERAL OPERATING BUDGET TO REINSTATE SUNDAY SERVICE DURING THE SUMMER AND PROVIDE FUNDING TOWARD A NEW RFID SYSTEM, AS SHOWN ON THE ATTACHED AMENDED BUDGET.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

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, Luksik, Williams

Nays: None

MOTION CARRIED

Other:

At this time, Peggy Cohen stated that the Finance Committee had formally asked the Friends of the Library to have an audit or something less than a certified audit done with a public accounting firm. Peggy spoke with the President of the Friends, Glenda Bard, and she stated they were interested in this process. The Friends will meet with the Library Auditing Firm and see how to proceed from there.

Meeting adjourned at 8:04 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, May 21, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Cash Disbursements Comments
May, 2013

New Vendors:

Phoenix Lighting Services - supplier of lamps and ballasts

Affordable Wellness Massage - Staff Development Day Speaker on stress

Logical Placement LLC - Staff Development Day speaker; Link found at:

[http://intranet/bulletinboard/files/Bloomfield%20Township%20Final%20In-Service%202013%20\(2\).pdf](http://intranet/bulletinboard/files/Bloomfield%20Township%20Final%20In-Service%202013%20(2).pdf)

4th Wall Theater Co. LLC - Youth Services Theater workshop June 18

Common Ground - Art therapy program May 4.

Cranbrook House and Gardens - Guided tour of Cranbrook gardens for Township residents only on June 19

General Fund

- Check # 12989 payable to **3M Library Systems** in the amount of \$27,665.50 was payment for our annual maintenance agreement for our self-check computer software and equipment and DVD unlocking Discmate equipment.
- Check #12993 payable to **American Fireplace & Barbeque Distributors** in the amount of \$144.50 was payment for a replacement remote control for the Magazine area fireplace.
- Check # 13004 payable to **Checkpoint Systems** in the amount of \$9,022.27 was payment for 12,000 RFID tags for our current system. These are needed until we convert over to our new RFID system in May 2014. The RFID committee is interviewing a total of four companies through June. We plan to sign a contract in July 2013.
- Check # 13020 payable to **Midwest Collaborative for Library Services** in the amount of \$22,813.68 was payment for several online services: Mango Languages @ \$2,850/year, Oxford Reference Online @ \$1,624/year, SkyRiver cataloging Database @ \$16,500/year and 800 Discmate locking cases. These are available at consortium discounts through MCLS.
- Check # 13027 payable to **Proquest-CSA LLC** in the amount of \$16,495 was payment for online subscriptions to services such as Ancestry Library @ \$1,070/year and national newspapers @ \$11,470 including the New York Times, Washington Post, Wall Street Journal and the Detroit Free Press @ \$3,955/year.

Gift Fund Advance

- Check # 4143 payable to **Signing Grace** in the amount of \$250 was payment for a signing language instructor for the great Youth Service program "Sign and Play Classes" on Monday mornings beginning April 15 through May 6.

Gift Fund

- Check #4167 payable to **Quinn Evans Architects** in the amount of \$2,886.25 was payment for the conceptual design for the potential Community Stage Project. Unfortunately this project was tabled by the Friends.

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
12970	4/12/13	BTPL - ADULT SERVICES VERTICAL FILE	104.01	300.00
12971	4/12/13	Ruweed Bibi	104.01	180.00
12972	4/12/13	CONSUMERS ENERGY	104.01	5,944.66
12973	4/12/13	HOME DEPOT CR. SERV.	104.01	141.54
12974	4/12/13	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
12975	4/12/13	KATHERINE ROCKENTINE	104.01	24.90
12976	4/12/13	Beth Sulek-LaHousse	104.01	79.36
12977	4/12/13	BTPL - YOUTH SERVICES VERTICAL FILE	104.01	400.00
12978	4/30/13	Jennifer Taggart	104.01	92.32
12979	4/30/13	AMAZON.COM	104.01	2,172.54
12980	4/30/13	AT&T	104.01	1,309.34
12981	4/30/13	AT&T LONG DISTANCE	104.01	163.96
12982	4/30/13	COMCAST	104.01	126.72
12983	4/30/13	CONSUMERS ENERGY	104.01	6,110.36
12984	4/30/13	DEARBORN NATIONAL LIFE INSURANCE CO	104.01	764.16
12985	4/30/13	PITNEY BOWES, INC.	104.01	261.50
12986	4/30/13	PNC BANK	104.01	2,354.91
12986a	4/30/13	VOID	104.01	
12986b	4/30/13	VOID	104.01	
12987	4/30/13	UNCLE RAY'S DAIRYLAND	104.01	210.00
12988	4/30/13	VERIZON WIRELESS	104.01	656.34
Total				<u><u>\$21,370.61</u></u>
REGULAR CHECKS:				
12989	5/10/13	3M LIBRARY SYSTEMS	104.01	27,665.50
12990	5/10/13	ABDO-SPOTLIGHT-MAGIC WAGON	104.01	2,205.60
12991	5/10/13	AMERICAN LIBRARY ASSOCIATION	104.01	520.75
12992	5/10/13	ALBION DISTRICT LIBRARY - zv004	104.01	33.00
12993	5/10/13	AMERICAN FIREPLACE & BARBEQUE DIST	104.01	144.50
12994	5/10/13	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	253.75
12995	5/10/13	AUDIOGO	104.01	410.54
12996	5/10/13	BACKER LANDSCAPING, INC.	104.01	1,477.14
12997	5/10/13	BAKER & TAYLOR, INC.	104.01	9,925.88
12997a	5/10/13	VOID	104.01	
12997b	5/10/13	VOID	104.01	
12997c	5/10/13	VOID	104.01	
12998	5/10/13	BEARPORT PUBLISHING CO.	104.01	421.10
12999	5/10/13	BLACKSTONE AUDIO, INC.	104.01	337.50
13000	5/10/13	BLOOMFIELD TOWNSHIP	104.01	247,404.40
13001	5/10/13	BP IMAGING SOLUTIONS	104.01	945.00
13002	5/10/13	CAR TRUCKING, INC.	104.01	203.30
13003	5/10/13	CENTRAL BUSINESS SYSTEMS, INC.	104.01	136.90
13004	5/10/13	CHECKPOINT SYSTEMS INC	104.01	9,022.27
13005	5/10/13	THE CHILD'S WORLD	104.01	515.65
13006	5/10/13	COMMON GROUND	104.01	50.00
13007	5/10/13	CRANBROOK HOUSE AND GARDENS	104.01	50.00
13008	5/10/13	DEMCO, INC.	104.01	299.48
13009	5/10/13	DETROIT INSTITUTE OF ARTS	104.01	50.00
13010	5/10/13	DU ALL CLEANING, INC	104.01	4,600.00
13011	5/10/13	E*VANCED SOLUTIONS, INC.	104.01	462.11
13012	5/10/13	EXCELLENT WINDOW CLEANING INC.	104.01	2,180.00
13013	5/10/13	GALE CENGAGE LEARNING	104.01	3,693.81
13013a	5/10/13	VOID	104.01	

Check #	Date	Payee	Cash Account	Amount
13014	5/10/13	GAYLORD BROTHERS, INC.	104.01	115.50
13015	5/10/13	JANWAY COMPANY	104.01	277.25
13016	5/10/13	JCR SUPPLY CO/BEDARD BROS	104.01	835.94
13017	5/10/13	LAKELAND BOATING	104.01	64.95
13018	5/10/13	LIBRARY IDEAS LLC	104.01	11,200.00
13019	5/10/13	LIVE OAK MEDIA	104.01	167.43
13020	5/10/13	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	22,813.68
13021	5/10/13	MICHIGAN EDUCATION DIRECTORY	104.01	28.75
13022	5/10/13	MIDWEST TAPE	104.01	6,617.35
13022a	5/10/13	VOID	104.01	
13022b	5/10/13	VOID	104.01	
13022c	5/10/13	VOID	104.01	
13023	5/10/13	ORION TWP. PUBLIC LIBRARY	104.01	17.00
13024	5/10/13	OXFORD UNIVERSITY PRESS	104.01	915.20
13025	5/10/13	PARTNERS BOOK DISTRIBUTING, INC.	104.01	2,395.11
13025a	5/10/13	VOID	104.01	
13026	5/10/13	PHOENIX LIGHTING SERVICES	104.01	2,610.24
13027	5/10/13	PROQUEST-CSA LLC	104.01	16,495.00
13028	5/10/13	RACO INDUSTRIES	104.01	4,419.67
13029	5/10/13	RANDOM HOUSE, INC.	104.01	365.90
13030	5/10/13	RECORDED BOOKS, LLC	104.01	1,368.83
13030a	5/10/13	VOID	104.01	
13031	5/10/13	RELIABLE OFFICE SUPPLIES	104.01	182.69
13032	5/10/13	RESEARCH TECHNOLOGY INT.	104.01	464.95
13033	5/10/13	SCHOLASTIC, INC	104.01	3,814.00
13034	5/10/13	SHOPLET.COM	104.01	677.54
13035	5/10/13	SIEMENS COMMUNICATIONS, INC	104.01	484.54
13036	5/10/13	SANDOR SLOMOVITS	104.01	650.00
13037	5/10/13	STANDARD & POOR'S	104.01	6,847.00
13038	5/10/13	STAPLES ADVANTAGE	104.01	85.47
13039	5/10/13	STATE INDUSTRIAL PRODUCTS	104.01	968.22
13040	5/10/13	SUMMIT ELECTRIC, INC.	104.01	1,050.15
13041	5/10/13	TANTOR MEDIA	104.01	424.72
13042	5/10/13	TERRYBERRY	104.01	1,216.15
13043	5/10/13	THE CREATIVE COMPANY	104.01	724.94
13044	5/10/13	THE GREAT COURSES	104.01	319.60
13045	5/10/13	THE LIBRARY STORE, INC.	104.01	636.97
13046	5/10/13	THYSSENKRUPP ELEVATOR CORP	104.01	239.78
13047	5/10/13	ULINE	104.01	233.51
13048	5/10/13	UNIVERSITY PRODUCTS, INC.	104.01	48.42
13049	5/10/13	VIGILANTE SECURITY	104.01	3,900.00
13050	5/10/13	WESTON WOODS	104.01	149.75
13051	5/10/13	WT COX INFORMATION SERVICES	104.01	196.95
Total				<u>\$407,031.33</u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4141	4/12/13	AMERICAN LIBRARY ASSOCIATION	102.03	46.80
4142	4/12/13	TERRY LOVE	102.03	10.00
4143	4/12/13	SIGNING GRACE LLC	102.03	250.00
4144	4/22/13	Elizabeth Conger	102.03	41.12
4145	4/22/13	Brooke Hoskins	102.03	103.24
4146	4/22/13	BRANDY LINN	102.03	50.00
4147	4/22/13	ORGANIZATION FOR BAT CONSERVATION	102.03	50.00
4148	4/22/13	RICK MORSE PUPPETS	102.03	300.00
4149	4/30/13	Ed Niemchak	102.03	21.20
4150	4/30/13	Qiong Wu	102.03	2,083.99
4151	4/30/13	AFFORDABLE WELLNESS MASSAGE	102.03	250.00

Check #	Date	Payee	Cash Account	Amount
4152	4/30/13	AMAZON.COM	102.03	29.00
4153	4/30/13	LOGICAL PLACEMENT LLC	102.03	200.00
4154	4/30/13	TERRY LOVE	102.03	15.91
4155	4/30/13	PNC BANK	102.03	445.59
4156	4/30/13	SQUARE LAKE DELI	102.03	600.00

\$4,496.85

REGULAR CHECKS:

4157	5/10/13	4TH WALL THEATRE COMPANY, LLC	102.03	230.00
4158	5/10/13	AWE	102.03	6,800.00
4159	5/10/13	BAKER & TAYLOR	102.03	8.71
4160	5/10/13	BLOOMFIELD HILLS SCHOOLS	102.03	250.00
4161	5/10/13	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	438.23
4162	5/10/13	DAROLD GONZALES	102.03	150.00
4163	5/10/13	NANCY LAMBERT	102.03	110.00
4164	5/10/13	MIDWEST TAPE	102.03	124.70
4165	5/10/13	SCOTT NELSON	102.03	120.00
4166	5/10/13	SALLY PULLAR	102.03	44.73
4167	5/10/13	QUINN EVANS ARCHITECTS	102.03	2,886.25
4168	5/10/13	RANDOM HOUSE, INC.	102.03	71.25

Total \$11,233.87

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

7b

PRESENTED: MAY 21, 2013 FOR THE MONTH OF: APRIL 2013

ACCOUNT NAME	2013-2014 ADOPTED BUDGET AS OF MAR 19, 2013	2013-2014 AMENDED BUDGET AS OF APR 23, 2013	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	One Month 8% VARIANCE
<u>Revenues</u>						
Taxes	\$4,625,869	\$4,625,869	(\$342)	(\$342)	-0.01%	(\$4,626,211)
Penal Fines	\$58,353	\$58,353	\$0	\$0	0.00%	(\$58,353)
State Aid	\$20,470	\$20,470	\$0	\$0	0.00%	(\$20,470)
Circulation Fines & Fees	\$140,464	\$140,464	\$12,057	\$12,057	8.58%	(\$128,407)
Charges for Services	\$14,114	\$14,114	\$971	\$971	6.88%	(\$13,143)
Investment earnings	\$178,767	\$178,767	\$14,651	\$14,651	8.20%	(\$164,116)
Change in Asset Value	\$0	\$0	\$9,975	\$9,975	9975%	\$9,975
Miscellaneous	\$9,556	\$9,556	\$276	\$276	2.88%	(\$9,280)
Total Revenues	\$5,047,593	\$5,047,593	\$37,589	\$37,589	0.74%	(\$5,010,004)
<u>Expenditures</u>						
Personnel	\$3,377,158	\$3,403,220	\$246,783	\$246,783	7.25%	(\$3,156,437)
Library Services	\$783,043	\$783,043	\$109,186	\$109,186	13.94%	(\$673,857)
Facilities & Equipment	\$1,042,081	\$1,042,081	\$102,885	\$102,885	9.87%	(\$939,196)
Other Operating Expenditures	\$131,896	\$131,896	\$11,270	\$11,270	8.54%	(\$120,626)
Total Expenditures	\$5,334,178	\$5,360,240	\$470,124	\$470,124	8.77%	(\$4,890,116)
Fund Balance - Beginning	\$7,792,567	\$7,972,537		\$7,972,537		
Net revenue (expenditure)	(\$286,585)	(\$312,647)		(\$432,535)		
Fund Balance - Ending	\$7,505,982	\$7,659,890		\$7,540,002		

Amendments to the budget:

Personnel function increased due to opening summer Sundays per April Board meeting

Fund Balance Designations

Non-spendable Fund Balance (includes all fixed assets)	\$27,496,552	\$26,628,930
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is 8- months of expenditures amount)	\$3,556,119	\$3,573,493
Assigned Fund Balance (is the compensated absences payouts \$454,297, full funding of the OPEB obligation \$3,312,000, 3-months funding of ACA health \$15,250, estimated cost of RFID project \$153,908)	\$3,742,194	\$3,935,455
Unassigned Fund Balance (is the unplanned emergency amount)	\$207,669	\$150,942

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

7b

PRESENTED: MAY 21, 2013 FOR THE MONTH OF: APRIL 2013

One Month 8%

ACCOUNT NUMBER	ACCOUNT NAME	2013-2014 ADOPTED BUDGET AS OF MAR 19, 2013	2013-2014 AMENDED BUDGET AS OF APR 30, 2013	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$2,793	\$2,293	\$2,293	82.10%	(\$500)
454.03	Investment Earnings	\$300	\$300	\$13	\$13	4.28%	(\$287)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$800	\$3,093	\$2,306	\$2,306	74.55%	(\$787)
	<u>Expenditures</u>						
	Library Services	\$39,727	\$40,907	\$3,861	\$3,861	9.44%	(\$37,047)
	Facilities & Equipment	\$19,144	\$19,224	\$9,686	\$9,686	50.39%	(\$9,538)
	Other Operating Expenditures	\$94,884	\$98,947	\$3,450	\$3,450	3.49%	(\$95,498)
	Total Expenditures	\$153,755	\$159,079	\$16,997	\$16,997	10.68%	(\$142,082)
	Fund Balance	\$92,733	\$94,964		\$94,964		
	Reserved Fund Bal.	\$61,022	\$61,022		\$61,022		
	Net revenue (expenditures)	(\$152,955)	(\$155,986)		(\$14,691)		
	Fund Balance - Ending	\$800	\$0		\$141,295		

Amendments to the budget:

Updated Budget and Fund Balance figures to match end of 2012/2013 Fiscal Year

All other amendments due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
APRIL 2013

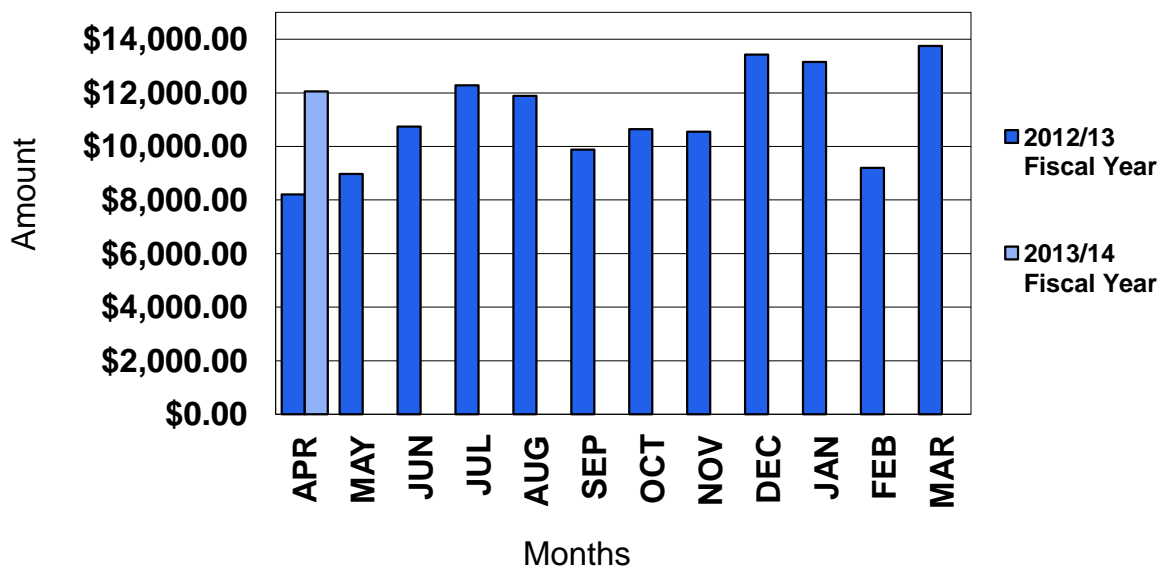
7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Checking (Ecommerce)	0.00%	4/30/2013	\$512,842.29
	Flagstar Public Funds Savings	0.15%	4/30/2013	\$194,566.13
	Flagstar Premier Public Entities Checking	0.10%	4/30/2013	\$55,701.33
	RBC Capital Cash/Money Market	0.01%	4/30/2013	\$81.67
	RBC Capital - Investments	0.00%	4/30/2013	\$7,189,568.64
Total General Fund				\$7,952,760.06
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	4/30/2013	\$100,683.20
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	4/30/2013	\$52,195.00
Total Gift Fund				\$152,878.20
<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		12/31/2012	\$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
Total CFSEM holdings				\$114,158.00

FINES AND FEES - TWO-YEAR COMPARISON

Month	2012/13 Fiscal Year	2013/14 Fiscal Year	Difference
APR	\$8,206.59	\$12,058.52	\$3,851.93
MAY	\$8,971.89		(\$8,971.89)
JUN	\$10,741.83		(\$10,741.83)
JUL	\$12,280.42		(\$12,280.42)
AUG	\$11,885.13		(\$11,885.13)
SEP	\$9,879.04		(\$9,879.04)
OCT	\$10,650.27		(\$10,650.27)
NOV	\$10,547.64		(\$10,547.64)
DEC	\$13,421.95		(\$13,421.95)
JAN	\$13,148.01		(\$13,148.01)
FEB	\$9,203.90		(\$9,203.90)
MAR	\$13,755.13		(\$13,755.13)
			YTD Difference
TOTAL	<u>\$132,691.80</u>	<u>\$12,058.52</u>	<u>(\$120,633.28)</u>

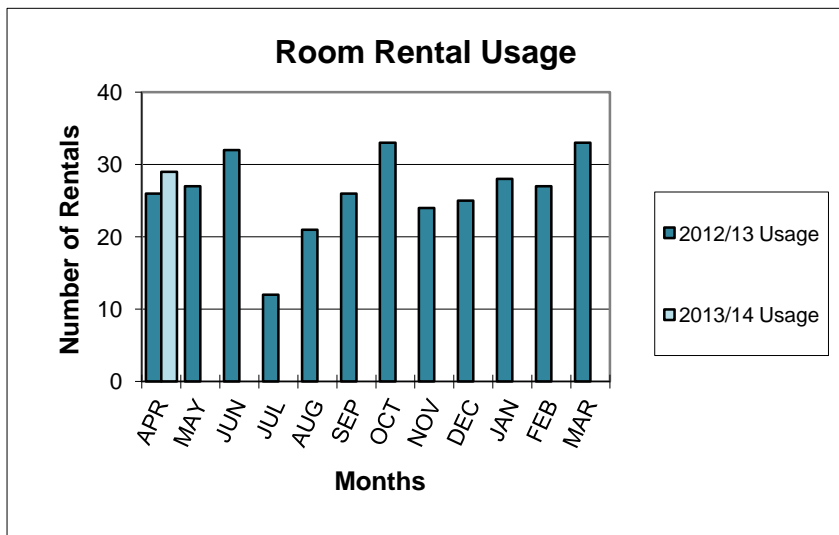
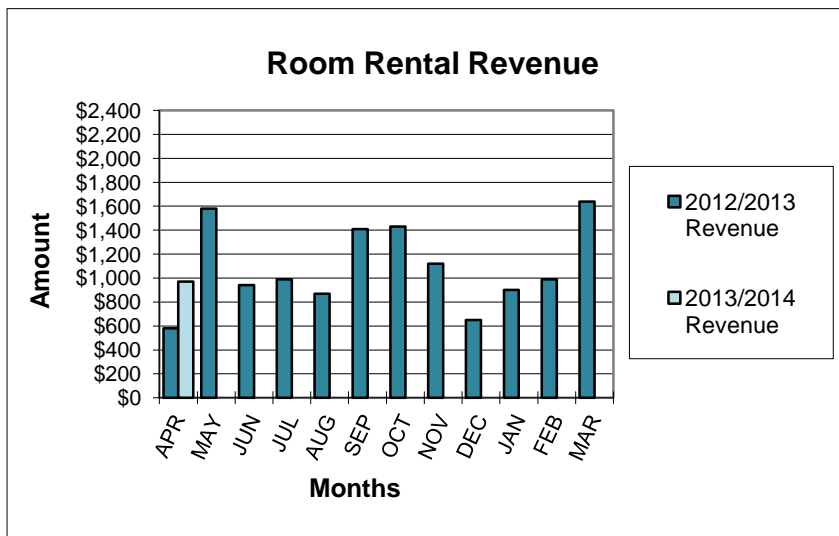
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2012/2013 <u>Revenue</u>	2013/2014 <u>Revenue</u>	<u>Difference</u>	2012/13 <u>Usage</u>	2013/14 <u>Usage</u>	<u>Month</u>
APR	\$580.00	\$970.00	\$390.00	26	29	APR
MAY	\$1,580.00		(\$1,580.00)	27		MAY
JUN	\$940.00		(\$940.00)	32		JUN
JUL	\$990.00		(\$990.00)	12		JUL
AUG	\$870.00		(\$870.00)	21		AUG
SEP	\$1,410.00		(\$1,410.00)	26		SEP
OCT	\$1,430.00		(\$1,430.00)	33		OCT
NOV	\$1,120.00		(\$1,120.00)	24		NOV
DEC	\$650.00		(\$650.00)	25		DEC
JAN	\$900.00		(\$900.00)	28		JAN
FEB	\$990.00		(\$990.00)	27		FEB
MAR	\$1,640.00		(\$1,640.00)	33		MAR
			YTD Difference			
TOTAL	<u>\$13,100.00</u>	<u>\$970.00</u>	<u>(\$12,130.00)</u>	<u>314</u>	<u>29</u>	



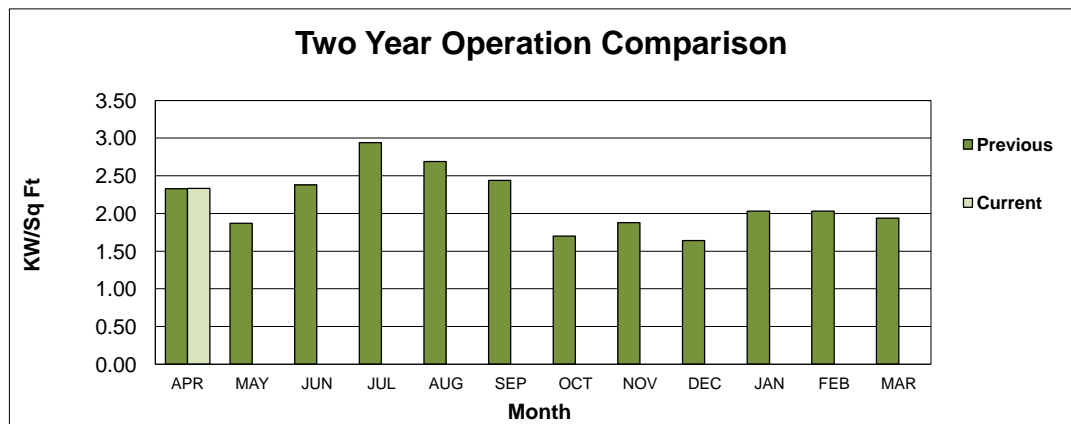
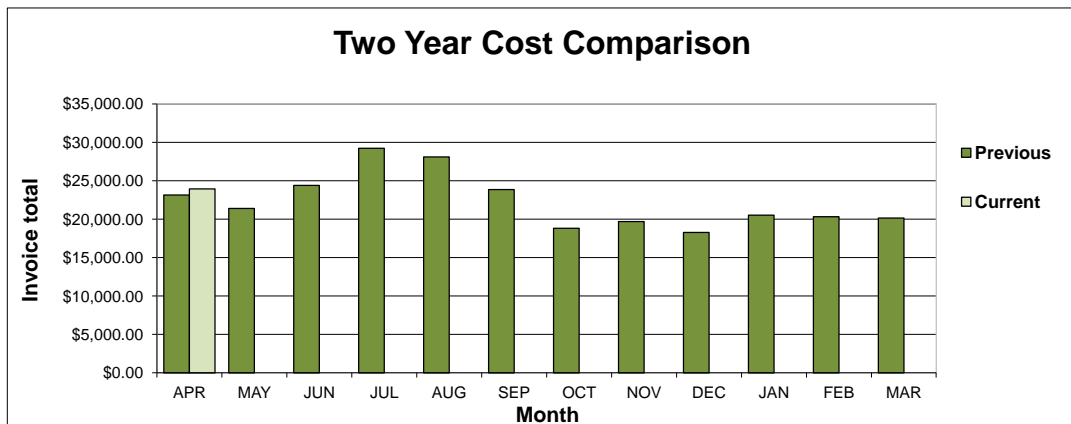
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2012/2013	2013/2014 (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	\$23,140.58	\$23,924.85	\$784.27	235,620	\$0.10	327.25	2.33	\$33.23	\$0.24
MAY	\$21,388.95		(\$21,388.95)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUN	\$24,402.61		(\$24,402.61)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUL	\$29,211.88		(\$29,211.88)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$28,113.58		(\$28,113.58)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$23,837.69		(\$23,837.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$18,820.02		(\$18,820.02)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$19,685.39		(\$19,685.39)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$18,251.67		(\$18,251.67)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$20,526.33		(\$20,526.33)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$20,289.47		(\$20,289.47)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$20,159.83		\$20,159.83		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$267,828.00	\$23,924.85	(\$203,583.49)						

NOTES:

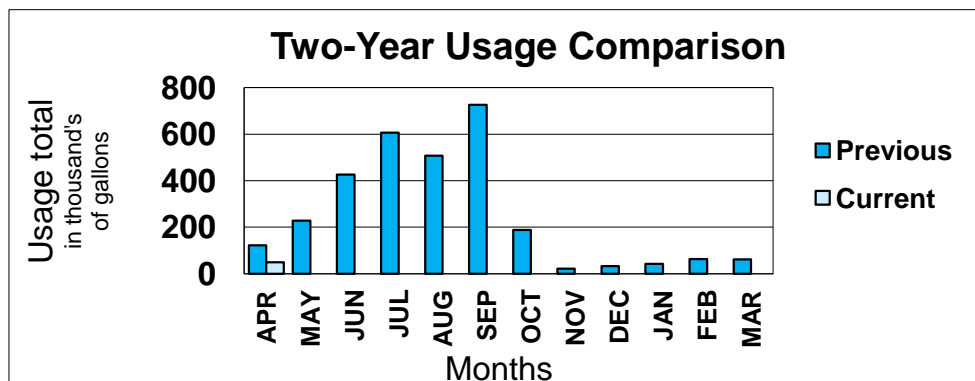
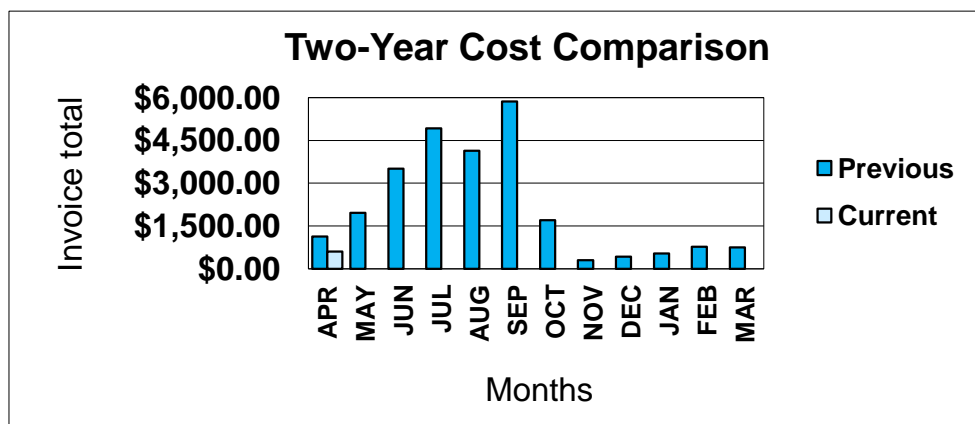
Mar 2013 - found that electric meter was malfunctioning. \$25,000 is estimated credit DTE to issue in April



Bloomfield Township Public Library Water Analysis

Month	2012/13 Fiscal Year Cost	2013/14 Fiscal Year Cost	Difference	2012/13 Fiscal Year Usage	2013/14 Fiscal Year Usage	Difference
APR	\$1,130.36	\$608.49	(\$521.87)	122	49	(73)
MAY	\$1,962.32		(\$1,962.32)	228		(228)
JUN	\$3,509.00		(\$3,509.00)	426		(426)
JUL	\$4,919.80		(\$4,919.80)	606		(606)
AUG	\$4,138.12		(\$4,138.12)	508		(508)
SEP	\$5,862.50		(\$5,862.50)	726		(726)
OCT	\$1,697.92		(\$1,697.92)	188		(188)
NOV	\$302.20		(\$302.20)	21		(21)
DEC	\$424.96		(\$424.96)	32		(32)
JAN	\$536.56		(\$536.56)	42		(42)
FEB	\$770.92		(\$770.92)	63		(63)
MAR	\$748.60		(\$748.60)	61		(61)
			YTD Difference			YTD Difference
TOTAL	<u>\$26,003.26</u>	<u>\$608.49</u>	<u>(\$25,394.77)</u>	<u>3,023</u>	<u>49</u>	<u>(2,974)</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 Natural Gas Analysis

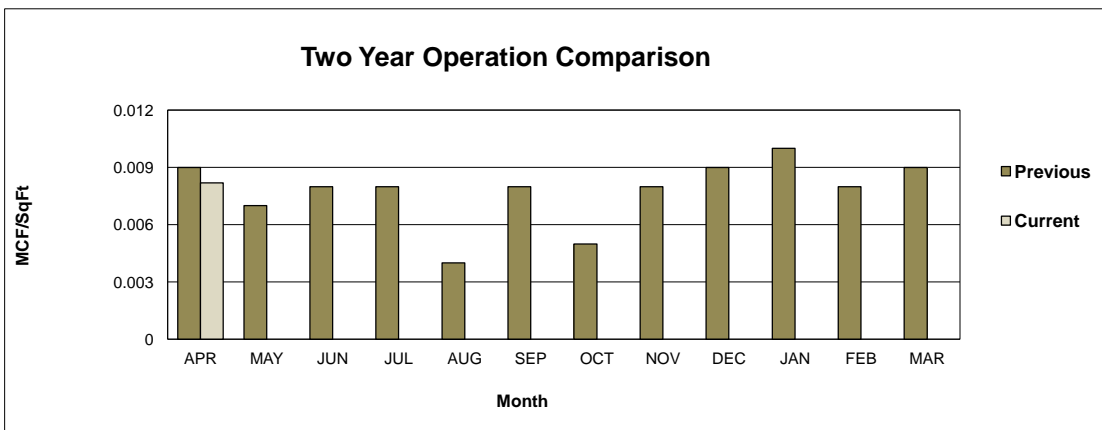
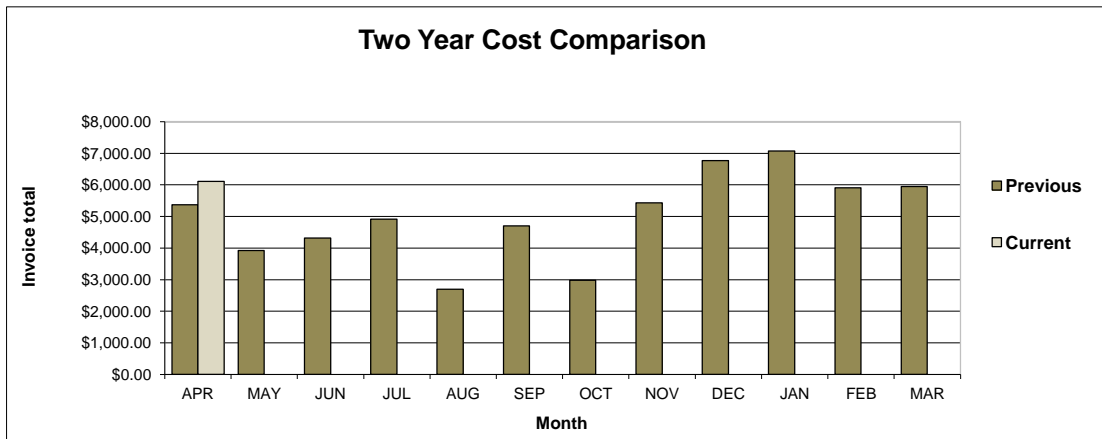
Building Area = 101,023

1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2012/2013	2013/2014 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,371.71	\$6,110.36	\$738.65	828.4	\$7.38	720	1.15	0.008	8.49	0.060
MAY	\$3,919.73		(\$3,919.73)		#DIV/0!	744	0.00	0.000	0.00	0.000
JUN	\$4,316.24		(\$4,316.24)		#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$4,912.06		(\$4,912.06)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$2,696.67		(\$2,696.67)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,705.82		(\$4,705.82)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$2,979.75		(\$2,979.75)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,433.93		(\$5,433.93)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$6,772.88		(\$6,772.88)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$7,075.63		(\$7,075.63)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,908.36		(\$5,908.36)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,944.66		(\$5,944.66)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$60,037.44	\$6,110.36	(\$53,927.08)							

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

LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT

May, 2013

- *Good news regarding our **adjusted DTE invoice**. We had conservatively estimated a \$25,000 credit. The Board very kindly approved my request to use it to amend the 2013-2014 budget and calendar maintaining open hours for Sundays year round. The library received the adjusted invoice and the actual credit received is for \$38,426.82!!!*
- ***Consumers Energy** has officially declared our gas line corner project completed. The pipeline flange was replaced and the hole has been filled in. Joel Dion will work with them to schedule and monitor the restoration to our satisfaction.*
- ***Karen Imarisio**, Adult Services Assistant Department Head, has given notice of retirement effective September, 2013. Karen began at BTPL in September, 1983. She has primarily been in charge of developing the department's online databases and Reference Collection. Karen has also been very active in supporting our art lectures and serving on the Art Committee and on the 50th Anniversary Committee.*
- *I am working with Ann Williams, Adult Services Department Head to provide for continued quality service in the department. We are reviewing several potential **scenarios to fill the job responsibilities of the Assistant Department Head**.*
- *The Friends Board decided at their May meeting to table further action regarding redesign of the **Community Room Stage**. There were some concerns expressed that the stage should not be lowered in the redesign. Details of the re-design discussion are included in the Friends minutes.*

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

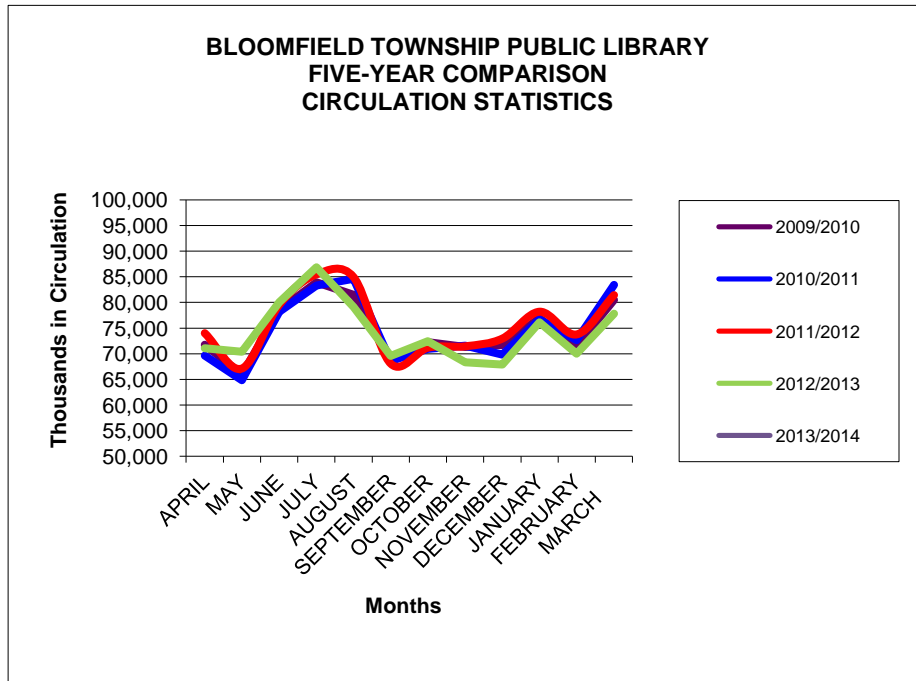
	2012		2013	
COLLECTION				
Book Collection:	284,471		282,706	
Media Collection:	60,266		62,061	
Total e-books:	25,372		26,717	
Overdrive	4,718		5,465	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	3,868		4,233	
Overdrive	3,769		4,233	
EBSCOhost	99		0	
Materials Total:	373,977		375,717	
CIRCULATION				
Circulation Total:	71,094		76,629	
Bloomfield Township Circulation:	59,269		68,946	
Circulation of Youth materials:	23,855		28,083	
Circulation of Media:	31,200		32,375	
Circulation of Cranbrook passes:	220		237	
Circulation of Park & Read passes:	5		n/a	
Self-checkout machine use:	26,623	37.4%	26,986*	35.2%
Library by Mail:	123	28 patrons	122	30 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	28,853		30,107**	
Gate Count:	27,837		30,008	
Meeting rooms by public:	26		29	
Meeting rooms by staff:	68		70	
VIRTUAL USE				
Home page hits/Database services:	20,906***		27,957	
Databases remote and on-site:	136,267*^		n/a	
e-book access:	1,445		1,726	
Overdrive	1,361		1,657	
EBSCOhost	84		69	
Audiobook access: (Overdrive)	418		599	
Music download access:	901		1,519	
TutorMe! sessions:	78		34	
Library Computer Use				
Resident Use	3,139		2,876	
Guest Use	982		948	
*YS self-check not working April 23-28				
**Library emergency closing April 18				
***Missing data April 1-7				
*^Ebsco reindexed several times in our catalog				

	2012		2013	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	178		179	
Cranbrook:	8		8	
Total new patrons:	266		295	
<i>Adult Program Attendance</i>				
Staff-led:	12 events	83 attended	8 events	51 attended
Speaker-led:	6 events	107 attended	5 events	473 attended
Book clubs:	4 events	44 attended	6 events	62 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	18 attended	1 event	18 attended
Chamber Music Concert	1 event	188 attended	1 event	202 attended
Bloomfield Historical Society	1 event	49 attended	1 event	55 attended
DIA Inside/Out Official Opening 4/11:	1 event	75 attended		
DIA Family Day 4/15:	1 event	29 attended		
<i>Systems Program Attendance</i>				
Staff-led:	2 events	31 attended	2 events	24 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	17 attended	3 events	24 attended
Homework coaching		27 attendees		15 attendees
<i>Youth Program Attendance</i>				
Staff-led:	23 events	434 attended	26 events	646 attended
Speaker-led:	4 events	121 attended	4 events	107 attended
Tours/visits on-site:	0	0	2 events	127 attended
Tours/visits off-site:	1 event	40 attended	1 event	16 attended
TOTAL:	60 events	1,263 attended	60 events	1,820 attended
<i>Volunteers:</i>				
	26 people	283 hours	33 people	277.75 hours
	Shop: 6	96.75	Shop: 7	98.75
	Court: 0	0	Court: 0	0
	Students: 1	4	Students: 5	19
	Stu. Tutors: 5	54.25	Stu. tutors: 6	31.50
	Dept. Vol: 14	128	Dept. Vol: 15	128.50
<i>Patron Remarks</i>				
Patron Comments:	9		9	
Ask BTPL:	25		18	
Ask Us:	37		39	
DISPLAYS				
Lobby	Celebrating 100 years of Girl Scouts of America			
Media	Adult: Jazz Appreciation Month, Family Friendly Films			
	Youth: Fairy Tales, April Is, Baseball, Realistic Fiction			
Cross Promotion Display	Discover Your Community			
Local History	Detroit History			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

5/15/2013

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
APRIL	71,743	69,666	74,009	71,094	76,629
MAY	65,968	64,825	67,127	70,411	
JUNE	78,496	78,169	79,512	80,069	
JULY	83,937	83,272	85,456	86,867	
AUGUST	81,506	84,618	84,937	79,094	
SEPTEMBER	68,621	68,596	68,066	69,592	
OCTOBER	72,256	70,926	71,180	72,467	
NOVEMBER	71,324	71,551	71,456	68,318	
DECEMBER	71,667	69,841	72,964	67,864	
JANUARY	76,935	76,712	78,197	76,156	
FEBRUARY	71,503	72,657	73,778	69,992	
MARCH	80,470	83,408	81,433	77,819	
TOTAL	894,426	894,241	908,115	889,743	76,629



TENTATIVE SCHEDULE CALENDAR

- **Tuesday, May 21, 2013- 7:00 p.m., Regular Board Meeting**

Upcoming meetings and events:

- Wednesday, June 5, 2013 –12:30 p.m. FOL Board of Directors Meeting in the Board Room.
- Monday, June 10, 2013 – 3:00 p.m. Art Committee Meeting in the Board Room.
- Tuesday, June 18, 2013 – 7:00 p.m. Regular Board Meeting in the Board Room.

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

Bloomfield Township Public Library
Oakland County, Michigan
Wednesday, May 1, 2013

Present: Trustees: Judy Lindstrom, Pam Williams

Library Staff: Karen Kotulis-Carter, Director; Carol Mueller, Assistant Director; Karen Imarisio, Adult Services Librarian; Marian Rafal, Youth Services Department Head; Andrea Aragona, Director's Secretary.

OLD BUSINESS:

Project S.N.A.P.

The committee decided that this project was not feasible at this time. Along with where the S.N.A.P. piece would be placed, the committee felt it would be too much to undertake along with all the 50th Anniversary Activities. Karen Imarisio will follow up with Michael and Deborah Rubyan from project S.N.A.P. During the discussion, the Art Committee agreed to note areas in the Library that they feel would be good spaces for art placement and share their ideas for placement at the next meeting. Karen Kotulis-Carter will contact the donors regarding the S.N.A.P. project.

50th Anniversary Projects:

Carol is in discussion with the D.I.A. regarding installation of two different images installed at the Library during the anniversary year. The budget for this project is \$600.00.

Youth Services is working on an interactive art game to have children look around the Library finding art. This project is in the very early stages of development at this time.

Youth Terrace Sculpture Options for Donor:

Marian stated that what Youth Services needs more than anything is a table with benches and an umbrella or some type of canopy for the terrace. With the terrace's southern exposure, it is very hot and uncomfortable to be out on the terrace for programs. Several photos of canopies from Torkworks were shown to the committee. They specialize in metal and resin design, fabrication, sculpting, and casting in unique combinations of materials. Karen Imarisio will investigate pricing for this potential project.

OTHER:

Marc Garrison contacted Karen Kotulis-Carter and wanted to donate an artwork entitled "Blueberries". The committee wanted to see the art before making a decision on accepting the donation. Karen Kotulis-Carter will follow up.

Next Meeting: Monday, May 13, 2013 at 3:15 p.m.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY ART COMMITTEE

Bloomfield Township Public Library
Oakland County, Michigan
Wednesday, May 13, 2013

Present: Trustees: Judy Lindstrom, Pam Williams

Library Staff: Karen Kotulis-Carter, Director; Carol Mueller, Assistant Director; Karen Imarisio, Adult Services Librarian; Sue Barr, Youth Services Librarian; Andrea Aragona, Director's Secretary.

NEW BUSINESS:

The committee discussed placement of art in the Library. As space becomes limited in the Library for art placement, the possibility of retiring or archiving art was discussed. Questions regarding the Library's policy on Art were raised and Karen stated that our art collection was treated as other collections and fixed assets. We retain the right to accept, move, sell and withdraw from the collection as with any other collection. Committee members suggested several areas where they felt we could place art in the Library. After discussion, the Committee members toured the Library to see if any of the suggested placement areas would be appropriate for the donated "Blueberry" by Marc Garrison. It was decided to place "Blueberry" in the Youth Services Story Room.

OLD BUSINESS:

50TH Anniversary Projects:

Carol has been in contact with the DIA regarding the temporary Art installation. The price to install and remove the art will fall within the allotted budget for this project.

Interactive Library History Installation:

Judy has been in contact with Greg Wittkopp regarding this installation. This type of art installation requires a projection system which may prove to be cost prohibitive. Also, the committee had concerns about where this would be used. Initially the Community Room was suggested, but its use would be limited in that room. Judy will continue to follow up on this project.

Online Art Museum:

Sue stated that plans to have the Library's art brochure on the website are slated for June. She has been working with Systems and is pleased with how the brochure will be presented. Sue also shared a few ideas the Youth Services Department had regarding interactive art for children. Samples of a decoupage block with artwork, a puzzle that when completed will be a picture of Quest, and pictures of the Pewabic Ceramic Art Tiles in the Library along with the names of each tile. To encourage more discovery regarding the tiles, the book *Fired Magic: Detroit's Pewabic Pottery treasures* will also be available to the children.

Jones Family Follow-up:

Karen Imarisio spoke with Tork Works and at this time the canopy for the Youth Services terrace is not feasible within the amount of the donation. After discussion, the Committee felt that the Youth Terrace would probably benefit more from umbrella tables and chairs on the terrace. A suggestion was made regarding the possibility of a smaller art work from Tork Works to be placed in the area of Linda's Garden at the Library entrance. Karen Kotulis-Carter will follow up with the Jones family.

Other:

The Committee suggested possibly forming an Art Wish List. This list would be beneficial for donors to review as well as the Library as it would contain suggestions the Art Committee has already approved.

Meeting adjourned at 5:30 p.m.

Next Meeting: Monday, May 13, 2013 at 3:15 p.m. in the Board Room.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: May 13, 2013

SUBJECT: Collection Agency Trial Period Update

In November of 2012, the Library Board approved our working with a collection agency, Unique Management Services (UMS), to resolve many delinquent patron accounts.

The agreement with UMS was signed on January 18, 2013. Our patrons were notified immediately that effective February 1, 2013 patron accounts with \$25 or more owed in overdue billed library materials or fines (which were 60 days past due) would be referred to UMS. At the Library Board's request, a non-refundable \$15 fee would also be assessed for each account referred to UMS. The Board also requested that Circulation put into practice requiring overdue accounts to be paid in full in order to resume borrowing privileges. Only accounts owing \$100 or more would be eligible to create a payment plan.

The library sent out press releases to announce this and bookmarks were handed out at the Circulation desk in advance of this new procedure.

On March 1, 2013 our Circulation staff sent the first list of accounts to UMS to begin this process and our three-month Trial Period began. Anna Pelepchuk, Department Head of Circulation, sends two reports each week to UMS. One is a submission report with new accounts. The second report is an update of previously reported accounts and their current status. She has done an exemplary job adding this duty to her other responsibilities.

Anna has been monitoring all the accounts submitted to UMS. As of this time, we now have a good accounting of the first two months of the trial period. Anna will be sharing this data with the Board in detail at our May 21 Board meeting.

In summary, to date March 1 - April 30, 2013:

- 137 accounts were submitted
- \$13,338.71 in total was owed for materials, fines and fees
- 64 items have been returned
- \$301.90 has been received in replacement costs
- \$2,632.10 has been received in fines and fees

The UMS flat rate fee of \$8.95 per account would total \$1,235.10 for the 138 current accounts. This fee will be due from the library for this service at the end of the trial period if we accept their service and wish to continue working with them.

After the \$1,226.15 in fees owed UMS is paid for these first two months, the library would still net \$1,707.85. \$2,934.00 has been received in total as of April 30. By extrapolating this data, it is estimated that the library should earn roughly \$10,247.10 annually above the cost of this program. This amount is actual money received and does not include the value for the materials returned in lieu of a fine. In the next few years, I hope the Board will consider applying this revenue toward the purchase of the Innovative module which would automate this procedure. The module would eliminate the potential for human error and save the Circulation department time to create reports of the accounts, submit updates weekly to UMS and will also allow for greater ability to analyze the data.

The patron response overall has been accepting. UMS has reported that our "Activation Rate" (number of accounts who take action after submission to UMS) is 47%. The goal of UMS was based on a rate of 20%. It is assumed that the final month in the trial period will bring similar results. So this new procedure has certainly been a success.

We have preliminarily signed an agreement with UMS to also pursue Older Accounts January 1, 2010 totaling approximately \$79,303.60. This preliminary agreement was authorized to keep the current cost of \$8.95 per account. The contract cost per account is likely to increase in the future. It is expected that the materials and fines received for these long past due accounts will increase the amount earned for this one-time clean-up of older accounts.

Anna Pelepchuk is preparing a presentation for the Library Board on May 21. She will provide a few more details of the process for you.

I wish to commend the Circulation staff or their implementation of this new procedure and their efforts to communicate it positively to our patrons. I also wish to especially commend Anna Pelepchuk for her time to establish this procedure with UMS, carefully create and run each weekly log and for leading her staff in the process.

ACTION: I move that our library continue our agreement with UMS, to act on our behalf as a collection agency, after the trial period ends on May 31, 2013.

Furthermore, I move that our library pursue the collection of older accounts, up to three years past due, on a one time basis.

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: May 16, 2013

SUBJECT: Strategic Plan Update

The Management Advisory Committee identified eight short term goals for this fiscal year. During 2013/2014, the following short term goals will be completed:

- Offer “First Meeting Free” invitations to Bloomfield Township service related businesses to meet one time at no charge at the Library.
- Publicize “My Account” features to increase resident’s knowledge of these library services.
- Promote our Library Rewards program in September, 2013 in conjunction with American Library Association’s National Library Card Sign Up month.
- Print a welcome brochure highlighting Library collections and services.
- Strengthen our relationship with Cranbrook Educational Community.
- Investigate wayfinding technology and equipment to improve patron access to the building, services and collections.
- Promote the new collection of Vitality Kits within the community.
- Partner with Bloomfield Township Senior Services to offer programs for seniors.

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

**FOL Board Meeting
April 3, 2013**

President Glenda Bard called meeting to order at 12:31

Board members present:

Glenda Bard, Kathy Conner, Germaine Mack, Pat Motke, Warren Nielsen, Sally Pullar, Bill Pullar, Cathy Ranke, Barbara Smalley, Virginia Smith

President's Report:

- Welcomed Bob Pullar back
- Concert was well attended
- Annual Meeting- we will need to elect new officers. Warren Nielsen is chair of nominating committee.

Review & Approval of Minutes submitted by Secretary:

- March Minutes were reviewed. Kathy Conner had several suggested corrections/revisions. Minutes approved.
B. Smalley will send out revised minutes to members via e-mail.
- February Minutes Kathy Conner asked that minutes be re-opened for review & approval as there were several corrections/revisions that should be included. She discussed this with Barb Smalley and Glenda Bard prior to commencement of this board meeting. Because of the time it would take to review the suggested revisions it was suggested that a proposed revision be sent to board members via e-mail prior to next board meeting for their review. The minutes will then be reviewed for approval at the June board meeting.

Treasurer's Report (see attached): Larry Sabbath, Treasurer

- Spreadsheets for March and the FY to date were distributed and reviewed by Larry. Sally Pullar moved that they be accepted and Pat Motke seconded. M
- Larry thanked Kathy Conner, Assist. Treasurer for handling the FOL's finances while he was gone for during February and March.

Membership Report: Barb Smalley

Total membership as of this morning is 362

Bookstore: Cathy Ranke

Cathy reported that the bookstore took in \$3028.93 last month

SSSS: Virginia Smith

- Virginia reported that the March book sale brought in \$3045. There was \$330.00 in credit card sales.
- Virginia reported back on the use of Gift Certificates and how they are going to be handled. This had come up at the previous meeting because board members were unaware of them. She stated that they will be sold only at the book sales and can only be redeemed at them. Unused amounts will be noted on the back of the certificates and stamped. The certificates will not be redeemable in the book store. Glenda Bard asked

that in the future sales/marketing strategies be shared with the board so we know what is being done.

Annual Meeting: Kathy Conner, chair

- Kathy presented a mock-up of postcard invitation. Couple of suggestions made regarding content. Also, it was suggested that meeting run only till 1:00. Kathy will explore how best to get printing done.
- Greg Wittkopp, Director of the Cranbrook Art Museum will be the presenter.
- Sally Pullar has catering in works and will need help with set-up on meeting date.

Library Trustee Report: Pam Williams

- Board has been interviewing prospective board trustees. Eli Greenbaum has been selected.
- Budget has improved slightly with so are giving staff a 1% pay raise.
- The library will be closed 10 (ten) Sundays this summer. A schedule was handed out.

Director's Report: Karen Kotulis-Carter. Also see attached report.

- 1st Grade Readers' Rally materials shown and a thank you from participants presented.
- Copy of Budget handed out. See attached.
- Closing Sundays this summer. Schedule attached.
- New Wish List handed out. See attached.

New Business:

- 50th Anniversary: Larry Sabbath reported that he attended the last planning meeting.
 - Kick Off event will be 1/25/2014.
 - Person/s can "sponsor" a specific event.
 - Larry noted that FOL had previously given the library \$10,000 for mailings which has not been used. Library would like FOL's approval to use money for the anniversary celebration.

Larry Sabbath motioned that the \$10,000 be added to the \$5,000 already given. Cathy Ranke seconded the motion. This donation will entitle the FOL Board to 16 (sixteen) tickets to the "Gala" event and a full black & white page in the program.

- Kathy Conner shared impressions of San Antonio Library. Beautiful building however the FOL she didn't find as nice.
- Glenda Bard & Larry Sabbath reported on meeting they attended this morning regarding the changes to the stage in the Community Room. A number of construction/code concerns are affecting what was originally presented to FOL Board. One of the major changes involves lowering the height of the stage. Board members expressed concern that people in back rows may not be able to view stage. Larry indicated that they would try to see what impact would be at the next concert. Glenda Bard expressed concern that this was not what FOL Board had approved giving \$20,000. Will review at next meeting.

Old Business:

- Glenda wanted clarification on the cost of the bags. Need quote.
After the meeting Karen Kotulis-Carter reported back that the \$3,425 on the new "Wish List" plus the remaining \$1,675 (total amount \$5,100) is what is needed for 15,000 bags.

- Glenda reviewed the various job assignments and confirmed willingness to continue.

President:	Glenda Bard
Vice President:	Bob Pullar
Treasurer:	Larry Sabbath
Assist. Treasurer:	Kathy Conner
Recording Secretary:	Nancy Lambert (not present need to confirm)
Corresponding Secretary:	Germaine Mack
Store:	Cathy Ranke
Membership:	Cathy Ranke & Barbara Smalley
Hospitality:	Sally Pullar
Historian:	Pat Molke
Saturday Sales:	Virginia Smith

Warren Nielsen made motion to adjourn Sally Pullar seconded.
Meeting adjourned at 2:26.

Minutes submitted by: Barbara Smalley

Next meeting June 5th

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

May, 2013

- *A malfunctioning DTE meter saved our 2013 calendar! The \$25,000 overstated DTE invoices covered the cost of reopening the ten summer Sundays. The Library Board amended the 2013-2014 budget to reinstate ten Summer Sundays! The **amended budget** is attached for your reference.*
- *We are so pleased that we can remain open on Sundays throughout the year. Please note the attached **revised 2013 calendar**.*
- *Our review of the **Community Room stage** improvement requested that a decision be made after the final University of Michigan Chamber Concert, April 26. Please let me know what direction you would like to communicate with our Interiors Committee and our interior designer.*
- *At the FOL President's request, we are postponing discussion of **Wish List** questions to the June meeting. I am happy to do so at that meeting.*
- ***THANK YOU** for everything you each do to make our library The Place To Discover!!*

RECIPROCAL BORROWING AGREEMENT
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
TROY PUBLIC LIBRARY

This Agreement is entered into on this 23rd day of April, 2013 by and between parties Bloomfield Township Public Library (BTPL) and the Troy Public Library (TPL).

The initial Trial Agreement was approved for a one year term, commencing on July 1, 2012. This renewed Agreement, for three years, shall commence on July 1, 2013 through June 30, 2016 and 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.

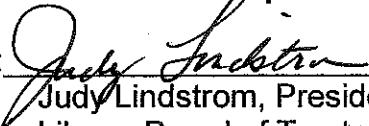
BTPL and TPL agree that residents of the Charter Township of Bloomfield Michigan or residents of the City of Troy and all library employees who use the reciprocal library under this Agreement must comply with the ordinances, regulations, rules and procedures concerning the library. BTPL and TPL will 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 – ADMINISTRATIVE CALENDAR
JUNE

2013

2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Intro to Powerpoint 2pm
2	3	4 Knit N Stitch Circle 10am	5 Shirin Neshat Exhibition Lecture w/DIA 10am FOL Meeting 12:30pm Great Books Club 6:45pm	6	7	8 FOL 2 nd Sat Sale 9:30am Intro to Excel 2pm
9	10 Ebooks for Your Black & White Kindle or Nook 2pm	11 Memoir Writers Group 1pm	12 Non Fiction Book Club 7pm Writers Rendezvous 7pm	13	14	15 Intro to Social Networking 2pm
16	17 Dig into reading Open House 6-8pm Beneath the Surface Summer Reading Kick Off My Money & Me 7pm Ebooks for your tablet 7pm	18 Tue. Book Club Luncheon 10am 4 th Wall Theatre Workshop 6:30pm Library Board Meeting 7pm	19 Cranbrook Gardens in depth 10am Mystery Book Club 1 & 6pm Beneath the Surface 2pm Great Books Club 6:45pm My Money & Me 7pm	20 Mad Science 1pm	21 Coffee & Conversation 10am Those were the Days 7:30pm	22 Intro to Powerpoint 2pm
23	24 My Money & Me 7pm	25 Terrace Tales 10:30am Memoir Writers Group 1pm	26 My Money & Me 7pm Writers Rendezvous 7pm	27 Read to Seed: Pizza Garden 11am Eleanors Book Club 10am In the Dugout 7pm	28 Lego Club 1pm	29 Intro to Word 2pm

30						
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