



Retirement Celebration

Please join us for a Retirement Celebration

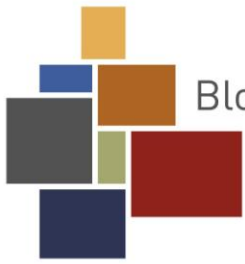
HONORING

Karen Kotulis-Carter

From 6:00-7:00 p.m. on Tuesday, June 18, 2013
In the Board Room

Light refreshments will be served.





Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
June 18, 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, June 18, 2013, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	6/14/13
2a	Request to remove items from the Consent Agenda for Discussion	6/14/13
2b	Motion to approve the order of items for the regular and consent agendas	6/14/13
5	Motion to approve remaining consent agenda items 6-8d	6/14/13
6	Regular Board Meeting Minutes of 5/21/13	6/14/13
7a	Cash Disbursements	6/14/13
7b	Revenues/Expenditures Budget Report	6/14/13
7c	Energy Report	6/14/13
8a	President's Report	6/14/13
8b	Director's Report	6/14/13
8c	Tentative Schedule Calendar	6/14/13
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – meeting minutes of 6/10/13	6/14/13
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	Periodical Bid	6/14/13
11b	Collection Selection & Development Guidelines	6/14/13
11c	Search Committee Succession Planning Update	6/14/13
13	Motion to approve any items removed from the consent agenda	6/14/13
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	6/14/13
	FOL meeting minutes of 5/1/13	6/14/13
	Administrative Calendar – June 2013	6/14/13

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 18, 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 May 21, 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. Periodical Bid
 - b. Collection Selection and Development Guidelines
 - 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, July 16, 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, May 21, 2013

Present: Trustees: Margaret Cohen, Grant Gerhart, Judy Lindstrom, Joan Luksik

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

Unable to Attend: Eli Greenbaum, Pam Williams

Guests: Barbara Balow, Louise Saks Parliamentary Unit

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 Joan Luksik, seconded by Grant Gerhart, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

At this time Peggy Cohen requested an amendment to the Consent Agenda with the addition of her report under Unfinished Business.

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy thanked Pam Williams for presiding over the April Board Meeting in her absence. Judy encouraged all the Trustees to visit the Community Room and view the art presented by the Bloomfield Hills Schools. She stated it is always amazing to see the wonderful talent these young artists possess!

Director's Verbal Report:

Karen wanted to remind everyone that the deadline for applications for the Myers Scholarship is June 1. The Selection Committee will review the applications in June or July.

The RFID Committee is working hard and making great progress investigating systems available for the public library market. They have been meeting with vendors and developing a long list of questions as well as specific specifications we will need to request in our RFP. A timeline was given to the Trustees that shows the projected installation of the new equipment in April of 2014 along with the switch over to the new system scheduled for May 2014. Karen stated that although she will not be attending the July 16th Board Meeting, she will hope to have this important project well on its way to be implemented for the Library.

Consumers Energy has completed the repair work on the natural gas line valve and is now moving to the restoration portion of the project. Consumers Energy will bring the area around the Library sign back to its original condition.

Karen reminded the Trustees that the Art from the Hills exhibit will be here through May 25th and encouraged them to stop in to see the student's work.

CONSENT AGENDA MOTION

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

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Judy welcomed Barbara Balow from Louise Saks Parliamentarian Unit. At this time, Barbara presented Karen Kotulis-Carter a copy of *Robert's Rules of Order Newly Revised 11th Edition*.

UNFINISHED BUSINESS:

Peggy updated the Board on the meeting with Karen, Beth and members of the Friends Board of Directors and a representative of the Library Auditing Firm regarding auditing practices. The Library Board of Trustees made a formal request to the Friends that they have an audit or at least invite a third party to look at their business practices to make sure they have the best business internal controls possible. Peggy will present her information to the Friends at their June 5th meeting and will follow up with the Library Board of Trustees.

NEW BUSINESS:

11a: Unique Management Services Trial Period-Anna Pelepchuk Circulation Department Head

In November 2012, the Library Board approved working with Unique Management Services to resolve many delinquent patron accounts and enter into a three-month trial period. Karen congratulated Anna Pelepchuk and the Circulation staff for a job well done as it is very challenging to introduce a collection agency to BTPL for the first time. Overall patron response has been accepting. Figures from the first two months of the trial period show this new procedure has certainly been a success! Anna presented a PowerPoint explaining the process and collection figures to date. The Library Board approved continuing the agreement with UMS to act on our behalf as a collection agency after the trial period ends on May 31, 2013. In addition, the Library Board approved using UMS to pursue the collection of older accounts, up to three years past due, on a one-time basis. Judy Lindstrom commended Anna and the Circulation Staff for the work they have done and stated the presentation was very informative.

After discussion, a motion was made by Joan Luksik, seconded by Peggy Cohen, **THAT OUR LIBRARY CONTINUE OUR AGREEMENT WITH UNIQUE MANAGEMENT SERVICES, TO ACT ON OUR BEHALF AS A COLLECTION AGENCY, AFTER THE TRIAL PERIOD ENDS ON MAY 31, 2013. FURTHERMORE, MOVE THAT OUR LIBRARY PURSUE THE COLLECTION OF OLDER ACCOUNTS, UP TO THREE YEARS PAST DUE, ON A ONE TIME BASIS.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik,

Nays: None

MOTION CARRIED

11b: Search Committee Succession Planning Update

The Search Committee met to review the applications and chose four candidates to interview for the Library Director position. June 17, 2013 is the date scheduled for interviews. Each interview will be approximately ninety minutes long and will be a thorough interview process. Each Trustee will receive their final interview notebook by Friday, May 31, 2013.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to checks paid to 3M Library Systems in the amount of \$27,665.50 and checks paid to Checkpoint Systems in the amount of \$9,022.27. Karen explained that the 3M check was payment for our annual maintenance agreement for the self-check computer software and equipment. The Checkpoint Systems check 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.

A question was raised regarding why our self-check rate is so low. Peggy stated that some Libraries had an 80% rate of usage. Karen stated that some Libraries only use self check and therefore their percentage rate would be higher. Our patrons have the ability to have a clerk check out their items or use the self check. Anna Pelepchuk stated that she thinks some patrons have stopped using the self-check systems because of issues they have experienced unlocking DVD's.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik

Nays: None

MOTION CARRIED

Other:

No discussion at this time.

Meeting adjourned at 8:27 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, June 18, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

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

Kerrie Ferrell was added as a vendor for a June 27 Youth Services program.
Books Galore was added to purchase Youth books.

General Fund

- Check # 13092 payable to **LJ Rolls Refrigeration Co.** in the amount of \$11,012 was payment for our regular monthly maintenance plus the purchase of a fan for the chiller unit (\$3,551). Fortunately these equipment breakdowns are planned for in our Building Maintenance budget.
- Check # 13097 payable to **Nutech Graphics** in the amount of \$1,711.71 was payment for printing 16,435 copies of our summer community newsletter.

Gift Fund

- Check # 4177 payable to BTPL SOC in the amount of \$132.07 was reimbursement for Staff Development Day food. The SOC kindly assists Administration with planning and setting up all of the SDD activities.

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
13052	5/10/13	Brooke Hoskins	104.01	40.00
13052V	5/10/13	Brooke Hoskins	104.01	-40.00
13053	5/10/13	AT&T	104.01	3,731.77
13054	5/10/13	DTE ENERGY	104.01	10,498.03
13055	5/10/13	HOME DEPOT CR. SERV.	104.01	125.57
13056	5/10/13	Brooke Hoskins	104.01	40.00
13057	5/10/13	ORKIN PEST CONTROL	104.01	18.01
13058	5/10/13	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
13059	5/10/13	Jennifer Taggart	104.01	40.00
13060	5/29/13	AT&T	104.01	593.17
13061	5/29/13	AT&T LONG DISTANCE	104.01	153.37
13062	5/29/13	AMAZON.COM	104.01	2,449.07
13063	5/29/13	BERNAN ASSOCIATES	104.01	303.38
13064	5/29/13	GERALD COHEN	104.01	70.00
13065	5/29/13	COMCAST	104.01	126.72
13066	5/29/13	CONSUMERS ENERGY	104.01	5,408.69
13067	5/29/13	DEARBORN NATIONAL LIFE INSURANCE CO	104.01	764.16
13068	5/29/13	DTE ENERGY	104.01	22,040.98
13069	5/29/13	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
13070	5/29/13	PNC BANK	104.01	1,139.76
13071	5/29/13	VERIZON WIRELESS	104.01	199.64
Total				<u><u>\$47,858.32</u></u>
REGULAR CHECKS:				
13072	6/7/13	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	421.25
13073	6/7/13	AUDIOGO	104.01	287.65
13074	6/7/13	AVERY COLOR STUDIOS, INC.	104.01	24.23
13075	6/7/13	BACKER LANDSCAPING, INC.	104.01	1,477.14
13076	6/7/13	BAKER & TAYLOR, INC.	104.01	9,034.74
13076a	6/7/13	VOID	104.01	
13076b	6/7/13	VOID	104.01	
13076c	6/7/13	VOID	104.01	
13077	6/7/13	BERNAN ASSOCIATES	104.01	76.00
13078	6/7/13	BLACKSTONE AUDIO, INC.	104.01	316.20
13079	6/7/13	BOOKS GALORE INC.	104.01	5,292.26
13080	6/7/13	BRILLIANCE AUDIO, INC.	104.01	267.42
13081	6/7/13	PETTY CASH - BTPL	104.01	72.23
13082	6/7/13	GALE/CENGAGE LEARNING	104.01	545.80
13083	6/7/13	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	40.00
13084	6/7/13	CRANBROOK HOUSE AND GARDENS	104.01	50.00
13085	6/7/13	DIAMOND LAKE BOOK CO.	104.01	277.08
13086	6/7/13	KERRIE FERRELL	104.01	175.00
13087	6/7/13	GAYLORD BROTHERS, INC.	104.01	182.50
13088	6/7/13	GREY HOUSE PUBLISHING	104.01	1,995.00
13089	6/7/13	H. V. BURTON CO.	104.01	617.00
13090	6/7/13	INGRAM LIBRARY SERVICES	104.01	12.37
13091	6/7/13	JCR SUPPLY CO/BEDARD BROS	104.01	365.12
13092	6/7/13	LJ ROLLS REFRIGERATION CO., INC	104.01	11,012.00
13093	6/7/13	LERNER PUBLISHING GROUP	104.01	1,107.83
13094	6/7/13	LEXISNEXIS MATTHEW BENDER	104.01	48.19
13095	6/7/13	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	3,540.00
13096	6/7/13	MIDWEST TAPE	104.01	5,399.93
13096a	6/7/13	VOID	104.01	

Check #	Date	Payee	Cash Account	Amount
13096b	6/7/13	VOID	104.01	
13096c	6/7/13	VOID	104.01	
13097	6/7/13	NUTECH GRAPHICS	104.01	1,711.71
13098	6/7/13	PARTNERS BOOK DISTRIBUTING, INC.	104.01	3,756.09
13098a	6/7/13	VOID	104.01	
13099	6/7/13	PHOENIX LIGHTING SERVICES	104.01	2,467.02
13100	6/7/13	QUILL CORPORATION	104.01	229.26
13101	6/7/13	RANDOM HOUSE, INC.	104.01	572.49
13101a	6/7/13	VOID	104.01	
13102	6/7/13	RECORDED BOOKS, LLC	104.01	1,235.65
13102a	6/7/13	VOID	104.01	
13103	6/7/13	SENTIMENTAL PRODUCTIONS	104.01	175.00
13104	6/7/13	STAPLES ADVANTAGE	104.01	155.90
13105	6/7/13	TANTOR MEDIA	104.01	465.50
13106	6/7/13	THE GREAT COURSES	104.01	319.60
13107	6/7/13	DAVID TROTTER	104.01	125.00
13108	6/7/13	ULINE	104.01	406.81
13109	6/7/13	UNIQUE BOOKS INC.	104.01	970.49
13110	6/7/13	WALLACEBURG BOOKBINDING & MFG	104.01	702.26
13111	6/7/13	WESTON WOODS	104.01	89.85
13112	6/7/13	BLOOMFIELD TOWNSHIP	104.01	223,917.78
Total				<u><u>\$279,937.35</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4169	5/10/13	ANN ARBOR HANDS-ON MUSEUM	102.03	349.20
4170	5/28/13	Elizabeth Conger	102.03	57.80
4171	5/28/13	AMAZON.COM	102.03	450.20
4172	5/28/13	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	37.50
4173	5/28/13	CRANBROOK INSTITUTE OF SCIENCE	102.03	225.00
4174	5/28/13	PNC BANK	102.03	431.41
				<u><u>\$1,551.11</u></u>
REGULAR CHECKS:				
4175	6/7/13	BELIGHTFUL YOGA, LLC	102.03	255.00
4176	6/7/13	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	480.16
4177	6/7/13	BLOOM. TWP. PUB. LIB. SOC. ORG. COMM.	102.03	132.07
4178	6/7/13	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	180.00
4179	6/7/13	KAPLAN EARLY LEARNING CO	102.03	252.42
4180	6/7/13	MIDWEST TAPE	102.03	415.78
4181	6/7/13	QMI GROUP, INC	102.03	97.67
4182	6/7/13	RANDOM HOUSE, INC.	102.03	43.31
Total				<u><u>\$1,856.41</u></u>

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

7b

PRESENTED: JUNE 18, 2013 FOR THE MONTH OF: MAY 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	Two Months 16% VARIANCE
<u>Revenues</u>						
Taxes	\$4,625,869	\$4,625,869	(\$7,476)	(\$7,817)	-0.17%	(\$4,633,686)
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	\$11,309	\$23,366	16.63%	(\$117,098)
Charges for Services	\$14,114	\$14,114	\$1,283	\$2,254	15.97%	(\$11,860)
Investment earnings	\$178,767	\$178,767	\$14,608	\$29,259	16.37%	(\$149,508)
Change in Asset Value	\$0	\$0	(\$103,334)	(\$93,359)	-93359%	(\$93,359)
Miscellaneous	\$9,556	\$9,556	\$2,037	\$2,312	24.20%	(\$7,244)
Total Revenues	\$5,047,593	\$5,047,593	(\$81,573)	(\$43,984)	-0.87%	(\$5,091,577)
<u>Expenditures</u>						
Personnel	\$3,377,158	\$3,403,220	\$214,306	\$461,089	13.55%	(\$2,942,132)
Library Services	\$783,043	\$783,043	\$36,333	\$145,519	18.58%	(\$637,524)
Facilities & Equipment	\$1,042,081	\$1,042,081	\$51,538	\$154,423	14.82%	(\$887,658)
Other Operating Expenditures	\$131,896	\$131,896	\$8,371	\$19,641	14.89%	(\$112,255)
Total Expenditures	\$5,334,178	\$5,360,240	\$310,548	\$780,672	14.56%	(\$4,579,568)
Fund Balance - Beginning	\$7,792,567	\$7,972,537		\$7,972,537		
Net revenue (expenditure)	(\$286,585)	(\$312,647)		(\$824,656)		
Fund Balance - Ending	\$7,505,982	\$7,659,890		\$7,147,881		

Amendments to the budget:
None

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: JUNE 18, 2013 FOR THE MONTH OF: MAY 2013

Two Months 16%

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	\$3,632	\$839	\$3,132	86.23%	(\$500)
Investment Earnings	\$300	\$300	\$13	\$26	8.57%	(\$274)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$3,932	\$852	\$3,158	80.31%	(\$774)
<u>Expenditures</u>						
Library Services	\$39,727	\$40,922	\$2,961	\$6,822	16.67%	(\$34,101)
Facilities & Equipment	\$19,144	\$19,224	\$15	\$9,701	50.46%	(\$9,523)
Other Operating Expenditures	\$94,884	\$99,471	\$98	\$3,547	3.57%	(\$95,924)
Total Expenditures	\$153,755	\$159,618	\$3,073	\$20,069	12.57%	(\$139,548)
Fund Balance	\$92,733	\$94,964		\$94,964		
Reserved Fund Bal.	\$61,022	\$61,022		\$61,022		
Net revenue (expenditures)	(\$152,955)	(\$155,686)		(\$16,912)		
Fund Balance - Ending	\$800	\$300		\$139,074		

Amendments to the budget:
All amendments due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
MAY 2013

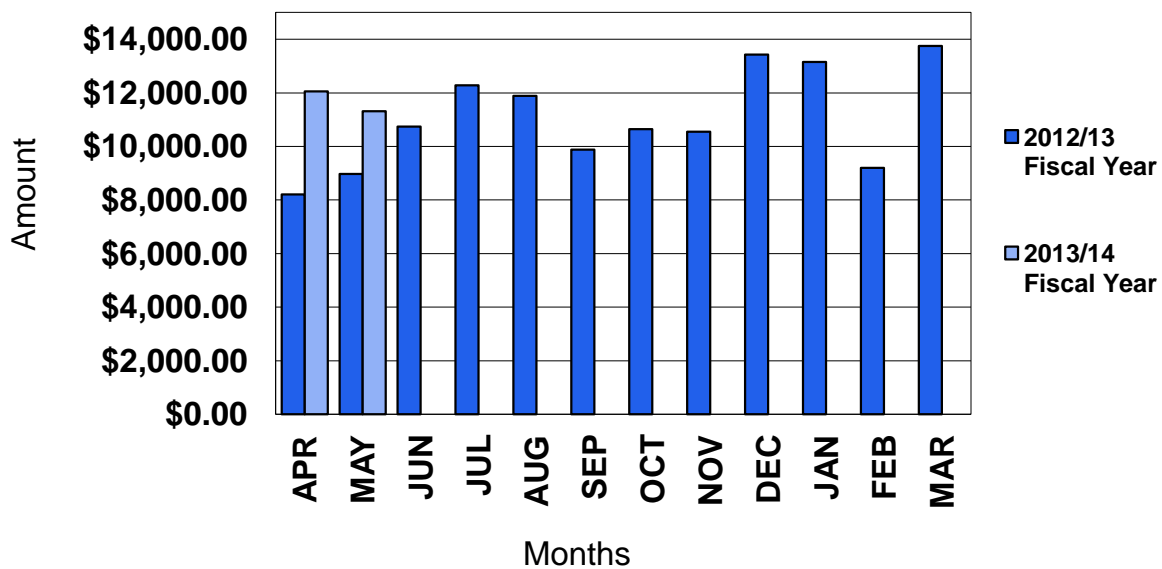
7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Checking (Ecommerce)	0.00%	5/31/2013	\$118,084.71
	Flagstar Public Funds Savings	0.15%	5/31/2013	\$194,603.48
	Flagstar Premier Public Entities Checking	0.10%	5/31/2013	\$82,179.02
	RBC Capital Cash/Money Market	0.01%	5/31/2013	\$91.67
	RBC Capital - Investments	0.00%	5/31/2013	\$7,070,788.84
	Total General Fund			\$7,465,747.72
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	5/31/2013	\$96,854.33
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	5/31/2013	\$52,195.00
	Total Gift Fund			\$149,049.33
<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	\$11,311.82	\$2,339.93
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>\$23,370.34</u>	<u>(\$109,321.46)</u>

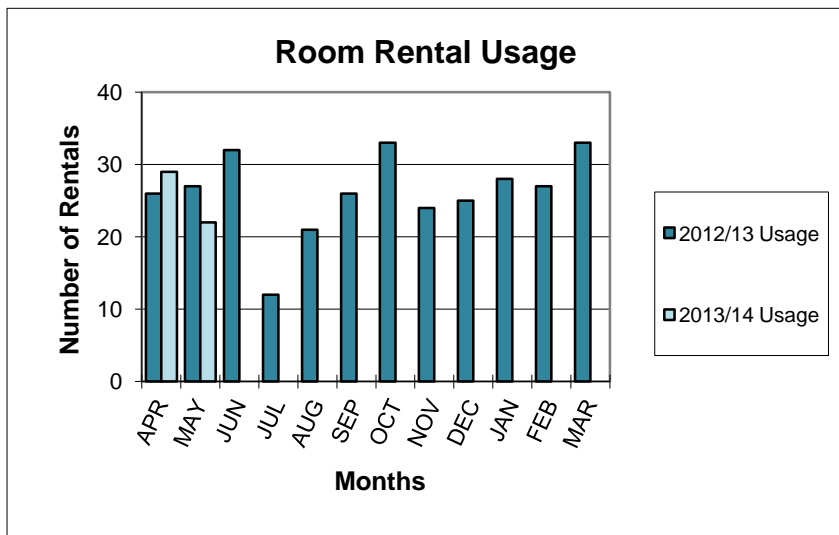
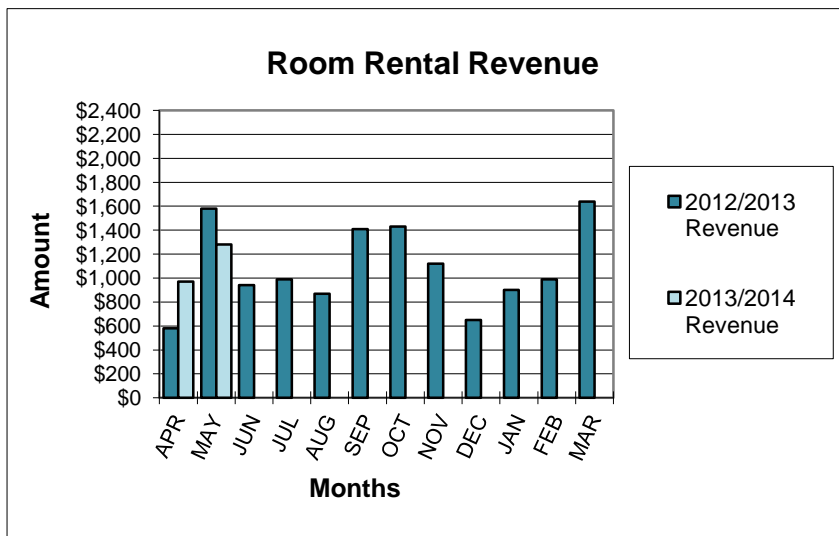
Fines and Fees Two-Year Comparison



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	\$1,280.00	(\$300.00)	27	22	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>\$2,250.00</u>	<u>(\$10,850.00)</u>	<u>314</u>	<u>51</u>	



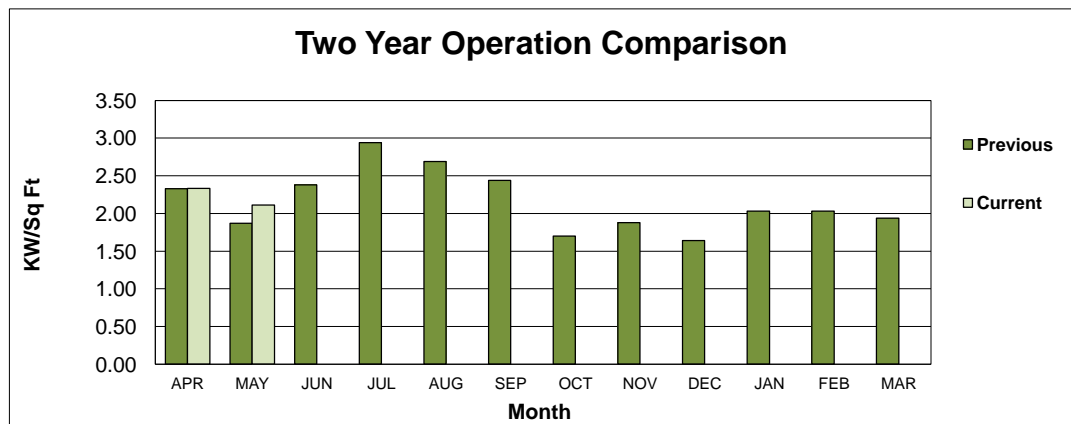
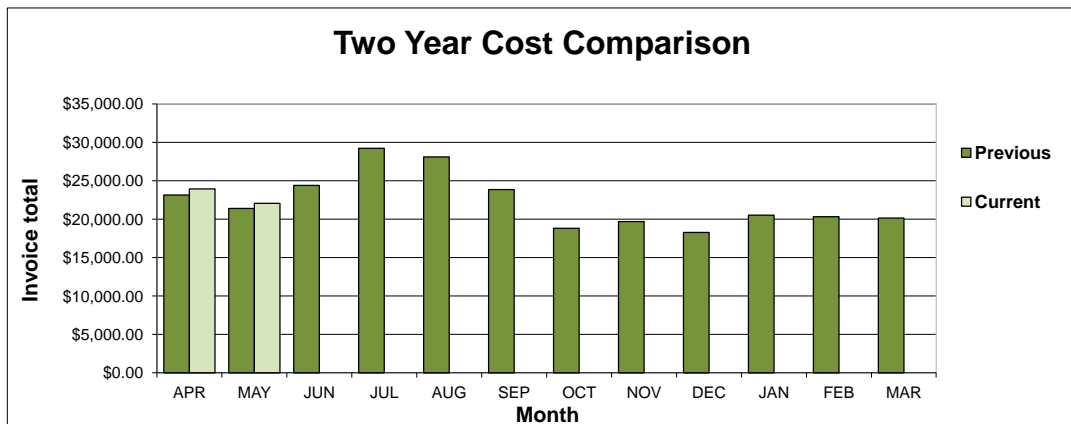
Bloomfield Township Public Library Electricity Analysis

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	\$22,040.98	\$652.03	213,430	\$0.10	286.87	2.11	\$29.62	\$0.22
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	\$45,965.83	(\$181,542.51)						

NOTES:

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

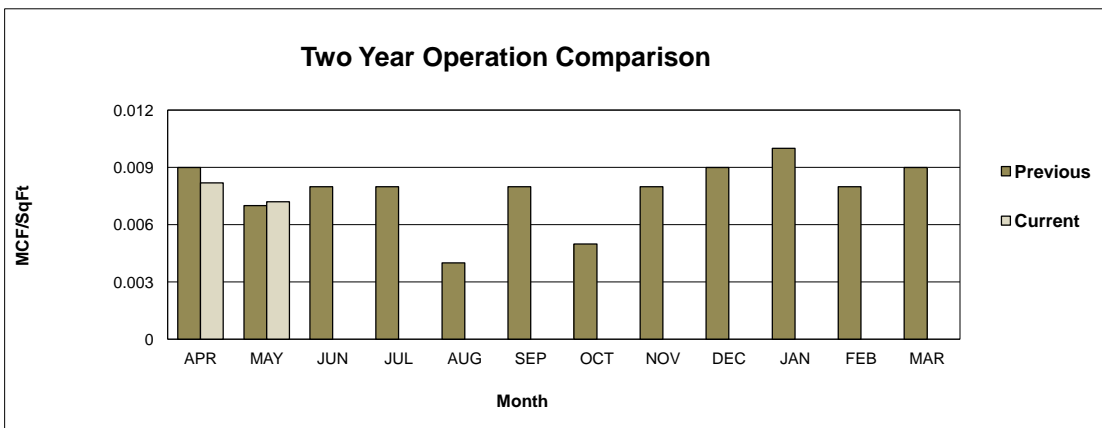
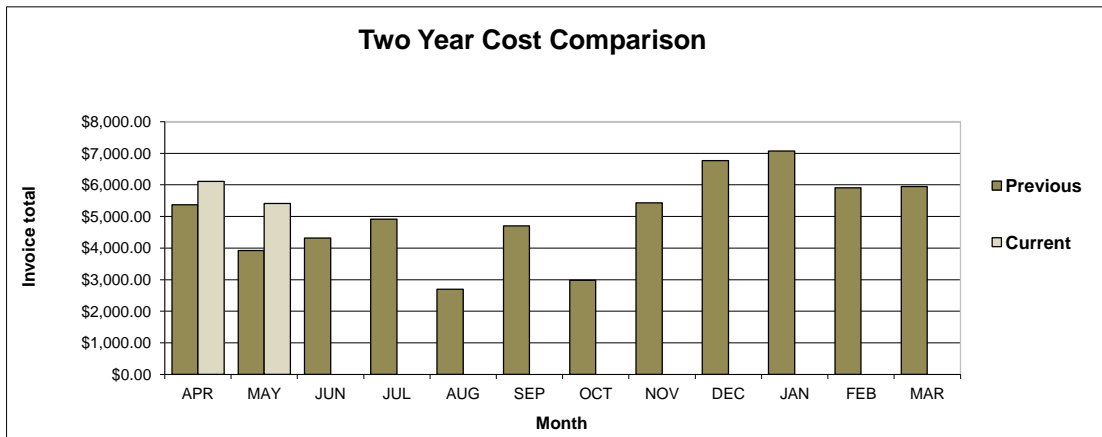
Building Area = 101,023

1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	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	\$5,408.69	\$1,488.96	727.6	\$7.43	744	0.98	0.007	7.27	0.053
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	\$11,519.05	(\$48,518.39)							

NOTES:

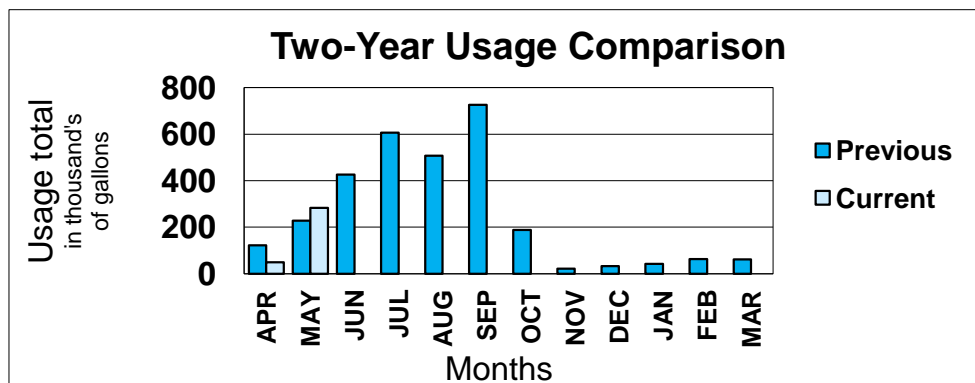
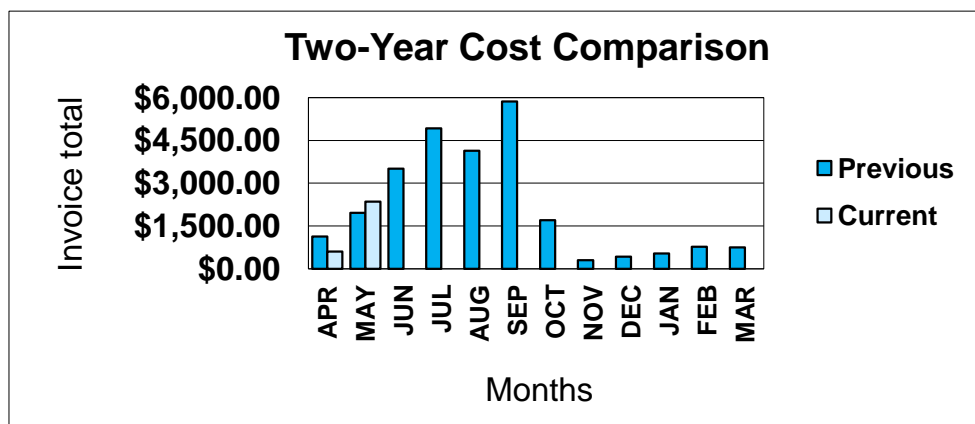
All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



Bloomfield Township Public Library Water Analysis

Month	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	\$2,347.63	\$385.31	228	283	55
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>\$2,956.12</u>	<u>(\$23,047.14)</u>	<u>3,023</u>	<u>332</u>	<u>(2,691)</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

June, 2013

- *Thank you to our generous **Friends of the Library** who have once again approved a Wish List donation of \$25,000 to the library! This amount is specified for computer technology upgrades which are much needed. As you know, our computer replacement program has been seriously affected by the economy. This gift will help our library to upgrade a number of our computers every four years. We have 200 computers for staff and public which constantly require maintenance and upgrading in order to remain functional. This donation will be particularly helpful to the Development Committee who will seek to raise funds for technology during our 50th Anniversary year.*
- *We have received five applications for the **Myers Scholarship**. These and the guideline information have been forwarded to the Scholarship Committee for their review. As usual, we are working toward informing the chosen applicant by July 15 and presenting the award at the August Board meeting.*
- *Matt Church, Associate Director of the **Baldwin Public Library**, shared a letter their library sent to three Oakland County Commissioners. The letter seeks to solicit support for House Bills 4104 and 4105 (the bills pertain to guns in libraries). If any additional information is desired, please contact Matt Church. This letter is attached to my report.*
- *Although I will work to prepare the audit and annual report for presentation at the July Board meeting, the **June Board meeting** will be my last to attend as your Library Director. I wish to go on record as being most grateful for the opportunity to serve the Bloomfield community and the good fortune to have worked with a superior team of trustees and staff. Thank you!*

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

Oakland County Commissioner William Dwyer
Oakland County Commissioner Marcia Gershenson

1200 N. Telegraph Rd.
Pontiac, MI 48341

June 3, 2013

Commissioner Dwyer and Commissioner Gershenson:

The Baldwin Public Library Board ("Board") appreciates the Oakland County Commission's ("Commission") efforts to address gun violence through its recent public hearings. The Board looks forward to reviewing the Commission's June 12th final report, which it hopes will lead to a change in state law.

As you may already know, there was an incident at the Baldwin Public Library ("Baldwin") within the past year involving the open carry of firearms. On June 11, 2012 several individuals, accompanied by a film crew, entered Baldwin openly carrying weapons. These individuals' presence inflicted fear in some of Baldwin's staff, disrupting their work and adversely affecting Baldwin's efforts to foster an atmosphere conducive to constructive library usage.

Unfortunately, Baldwin is hamstrung from further trying to prevent individuals from openly carrying guns (including into the Youth Room, Teen Room and Restrooms) at the Library because of MCL 123.1102 and MCL 750.234d, which, respectively, preclude a local government from banning the "possession of pistols" and exclude libraries from the list of places where open carry of a firearm is unlawful.

The Board supports a change in state law so that libraries are included amongst the places where citizens cannot openly carry firearms or possess concealed pistols. At present, House Bills 4104 and 4105 embody this legislative change. The Board has expressed its support of these bills during two public meetings. Moreover, the Board sent letters on July 18, 2012, to our then state legislators (John Pappageorge and Chuck Moss) advocating for a change law.¹ Finally, several Trustees and Baldwin staff members have conveyed their support for HB 4104 and HB 4105 to our State Representative, Michael D. McCready. Representative McCready has repeatedly expressed his support for these bills.

¹ Board Trustee Sheila Brice provided copies of these letters to the Commission during one of its public hearings on gun violence. The Village of Beverly Hills, Baldwin's largest contract community, also sent a similar letter to its state legislators Vincent Gregory and Chuck Moss on August 7, 2012.

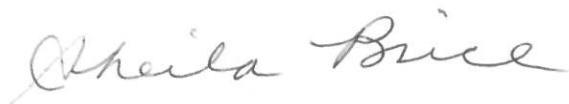
The Board would like the Commission to share in its efforts to change Michigan's weapons policy affecting libraries by contacting their respective State Senators and Representatives to convey their support of House Bills 4104 and 4105 (which are currently in the Local Government Committee).

Also pertinent to the debate about the possession of firearms in libraries is the case involving *Capital Area District Library v Michigan Open Carry, Inc.* In this case, Capital Area implemented a policy precluding the possession of weapons at its library as permitted by law. Michigan Open Carry argued that this policy violated state law and, after receiving an adverse ruling in the trial court, obtained a favorable decision from the Court of Appeals, holding that the aforementioned state law preempted Capital Area's policy. The Michigan Supreme Court is currently deciding whether to grant Capital Area's request for an appeal. The Michigan Library Association ("MLA") filed an Amicus Brief along with the Michigan Municipal League and a group of concerned librarians in support of the Capital Area District Library's pending appeal to the Michigan Supreme Court. Baldwin supports the arguments proffered by the MLA in its brief, in particular its claim that libraries have a constitutional right to implement their own policies (such as the aforementioned weapons ban).

In the event the Michigan Supreme Court either (1) fails to accept Capital Area's appeal or (2) accepts the same but fails to adopt a ruling allowing libraries to ban firearms from their premises, then support of HB 4104 and HB 4105 becomes even more critical to ensure that Oakland County citizens (and all of the state's citizens) can utilize their libraries without the unwanted and disruptive intrusion caused by the possession of firearms.

We look forward to hearing from you on this very important matter.

Sincerely,



Baldwin Public Library Board
Birmingham, MI 48009

Andrew Harris
David Underdown
Sheila Brice
Frank Pisano
James Suhay
Robert Tera

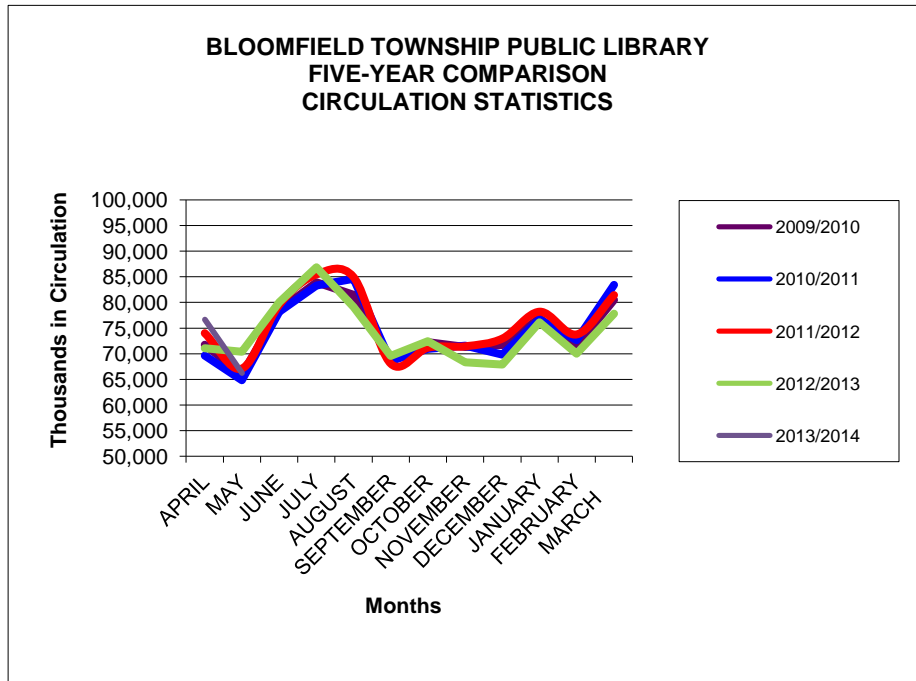
cc: Oakland County Commissioner Shelley Goodman Taub
Library Directors, The Library Network
Library Directors, Detroit Suburban Libraries Round Table

Baldwin Public Library
300 West Merrill Street
Birmingham, MI 48009
v: 248-647-1700 f: 248-647-6393

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

6/11/2013

	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	66,250
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	142,879



	2012		2013	
COLLECTION				
Book Collection:	284,876		282,778	
Media Collection:	60,272		62,196	
Total e-books:	25,533		26,742	
Overdrive	4,773		5,488	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	3,957		4,233	
Materials Total:	374,638		375,949	
CIRCULATION				
Circulation Total:	70,411		66,250	
Bloomfield Township Circulation:	58,585		59,728	
Circulation of Youth materials:	22,882		22,364	
Circulation of Media:	31,814		27,480	
Circulation of Cranbrook passes:	174		184	
Circulation of Park & Read passes:	11		n/a	
Self-checkout machine use:	26,697	37.9%	23,627	35.7%
Library by Mail:	115	29 patrons	125	30 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	20,713*		26,889**	
Gate Count:	29,823		27,071	
Meeting rooms by public:	27		22	
Meeting rooms by staff:	63		76	
VIRTUAL USE				
Home page hits/Database services:	28,608		26,567	
e-book access:	1,465		1,675	
Overdrive	1,415		1,652	
EBSCOhost	50		23	
Audiobook access: (Overdrive)	416		539	
Music download access:	981		1,319	
TutorMe! sessions:	81		32	
Library Computer Use				
Resident Use	3,371		2,471	
Guest Use	993		941	
*Counter not working May 1-9, 2012				
**Library closed May 3, 2013 for Staff Development Day; and				
Closed May 26 & 27, 2013 for Memorial Day				

	2012		2013	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	144		139	
Cranbrook:	3		10	
Total new patrons:	239		243	
<i>Adult Program Attendance</i>				
Staff-led:	6 events	25 attended	4 events	8 attended
Speaker-led:	2 events	30 attended	4 events	44 attended
Book clubs:	4 events	47 attended	4 events	54 attended
Tours/visits on-site:	1 event	45 attended	0	0
Tours/visits off-site:	2 events	25 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	2 events	31 attended	2 events	24 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	15 attended	2 events	8 attended
Homework coaching		27 attendees		18 attendees
<i>Youth Program Attendance</i>				
Staff-led:	9 events	195 attended	19 events	353 attended
Speaker-led:	4 events	46 attended	2 events	42 attended
Tours/visits on-site:	0	0	1 event	10 attended
Tours/visits off-site:	4 events	651 attended	0	0
TOTAL:	36 events	1,137 attended	38 events	561 attended
<i>Volunteers:</i>				
	31 people	305.50 hours	28 people	266.50 hours
	Shop: 8	79	Shop: 7	93.75
	Court: 0	0	Court: 0	0
	Students: 4	7.5	Students: 2	6
	Stu. tutors: 5	77.25	Stu. Tutors: 6	41.5
	Dept. Vol: 14	141.75	Dept. Vol: 13	125.25
<i>Patron Remarks</i>				
Patron Comments:	9		10	
Ask BTPL:	23		18	
Ask Us:	38		25	
DISPLAYS				
Lobby	Bloomfield Hills Schools "Art from the Hills" Exhibit			
Media	Adult: Resolutions, Family Friendly DVDs, Mad Men			
	Youth: Animals, Mystery Audiobooks, Video Games			
Local History	Detroit History			

TENTATIVE SCHEDULE CALENDAR

- **Tuesday, June 18, 2013- 7:00 p.m., Regular Board Meeting**

Upcoming meetings and events:

- Monday, July 1, 2013 – 2:00 p.m. Finance Committee Meeting in the Board Room.
- Wednesday, July 10, 2013 – 12:30 p.m. FOL Board of Director's Meeting in the Board Room.
- Tuesday, July 16, 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, June 10, 2013

Present: Trustees: Judy Lindstrom

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.

OLD BUSINESS:

50TH Anniversary Projects:

Carol has been in contact with Katherine Diamond at the DIA regarding the temporary Art installation. The price to install and remove the two art works will be \$300.00 each. An exact date for installation cannot be given at this time and Carol will contact the DIA again in the fall. These will be done during the 50th Anniversary year.

Interactive Projected Installation:

Judy has been researching this project. Cranbrook used Ideum for their installations. Ideum develops commercial software, multitouch hardware, and offers design and installation services. Judy felt that this project may be outside the realms of the money we are able to spend at this time.

In keeping with our Online Art Museum project, Judy gave a list to the Committee members of the best Online and Interactive Museum Exhibits. There were twelve websites on the list. The Field Museum of Natural History (<http://fieldmuseum.org/explore/our-collections>) topped the list.

Others listed were Colonial Williamsburg

(www.history.org/history/museums/multimedia.cfm?sort=interactive); The Exploratorium

(www.exploratorium.edu); the JFK Library (www.jfklibrary.org/Exhibits/Interactive-Exhibits.aspx);

Museum of Modern Art (www.moma.org/explore/multimedia/interactives/57/interactives-online-projects). The entire listing can be found at IndianaJen.com.

Jones Family Follow-up:

Karen Kotulis-Carter's recent follow up email from the Jones Family representative indicates they are still interested in a \$5000.00 art gift to the Library in memory of Claudia Jones.

Tork Works Follow-Up:

Karen Imarisio has been in communication with Tork Works and received a Quote in the amount of \$9,940.00 for a 7.5' Cast Resin Color Tree sculpture including installation. This quote does not include concrete site work. Several questions arose as the quote is beyond the budget limitations for this project. Location of the sculpture is also a concern as the original placement area has been ruled out. A conference call was placed to Mark Lagergren from Tork Works and he answered several questions regarding fading of the resin leaves, composition of the piece and whether or not the trunk would become hot with the sun's heat. The committee gave several suggestions regarding creating an art piece within the \$5000.00 budget. He suggested that the price could be reduced if the piece was not 3 dimensional and smaller in stature. The Committee asked if an Espalier tree shape could be a possibility if located in the bed on Youth Services Side front section of the portico. Mark agreed this could be a possibility with the use of down lighting and may be quite interesting. However, with the brick background, you will lose some of the beauty of the resin colored glass leaves. Karen Imarisio will continue to follow up on this.

Karen Imarisio also brought photos of sculptures done by Jason Quigno, a local Michigan artist. He works in all types of stone and transforms them into beautiful objects. The committee was interested in his work and thought this could be a possible avenue to explore also for the Claudia Jones donation.

Online Art Museum:

Sue Barr stated that Ruweed is currently working on putting up a rough draft of the page on the website. It will be located under About Us - Art in the Library. There will be a link from the Youth Services page and the Adult Services page. Karen Imarisio also suggested a link on the online databases. Sue's husband, Benson, has been photographing art in the Library for this webpage. The committee is very grateful for his assistance in this project. Sue will email website information for committee members to access this draft page.

Art Policy:

Each member of the Committee was given copies of the Library's Collection Development Policy, Gift/Donation Policy, and Fixed Asset Management Policy for their reference.

New Business:

Eric Drury donation of Sculpture

Eric Drury contacted Karen Imarisio with regard to donating his paper sculpture. This sculpture was hanging in the Library in December 2011 when we had our paper and pop up book celebration. The sculpture would be hung in the same spot as it did not interfere with any of our motion detectors when it was here in 2011. The Committee approved accepting this gift. Karen Imarisio will contact Eric and draft a letter explaining all the specifics of donating art to the Library.

Other:

Karen Kotulis-Carter has contacted Marc Garrison and informed him that his donated "Blueberry" will be hung in the Youth Services Story Room. Karen will contact the framers as a non-removable frame must be put on the piece before it can be hung in the Library.

Meeting adjourned at 3:30 p.m.

No meeting scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter, Library Director

DATE: June 18, 2013

SUBJECT: Award of Periodicals Subscription Bid

Karrie Yukon, Adult Services Librarian, and Ann Williams, Adult Services Department Head, conducted a bidding process for library periodical subscriptions in 2014. A request for periodical subscription proposals was mailed to several companies and posted on the library website on March 31, 2013.

The deadline to receive bids was May 2, 2013 at 4:00p.m. All bids received were publically opened at that time. Four bids were received from, Ebsco Industries, Inc., Popular Subscription Service, Rivistas Subscription Services and W.T. Cox Information Services.

Karrie and Ann thoroughly reviewed all four bids received. Attached is a chart they prepared which describes the pros and cons of each vendor, including comments from references for each company. I commend Ann and Karrie for their very thorough review.

Popular Subscription Service submitted the lowest bid at \$22,175.37. However, Popular Subscription Service did not submit a complete bid. The bid specifically asks each vendor to submit a company history and references of their current customers, none were submitted. There are a total of 20 titles which they are not able to supply. We rely on our vendor to supply as many titles as possible to keep our accounting and staff time costs low. We are not recommending Popular Subscription Service at this time.

Ebsco Industries, Inc. submitted the second lowest bid for periodical subscriptions at \$25,475.42. However, the bid was totally incomplete. There were no references, company history or other supporting information included with the bid. For this reason, Ebsco Industries, Inc. is not recommended as the company to receive our 2014 Serials Bid.

Rivistas Subscription Services submitted the third highest bid for our serial subscriptions at \$25,566.26. Rivistas Subscription Company is a one year old company based in Franklin, Tennessee. The owners and managing partners, G. Bonnie Cribbs and Tony Howell are former employees of W. T. Cox Information Services. Their experience and knowledge has allowed them to take advantage of new technology that will foster the growth of their new company. Rivistas Subscription Services is offering a 7.16% discount off the total for the magazine portion of the bid. The business/health newsletters prices do not reflect this discount. References from Quincy Public Library, Obion County Public Library, and Kenosha Unified School District report that the service they receive is very good. The prices are competitive, customer service is fast to

respond to inquiries, and Rivistas does not send supplemental invoices over the contract period. All references reported that Rivistas, as just a one year old company, does not currently offer a well interfaced internet claiming system. One reference reported that "the interface is clunky". However, Rivistas does report in the bid that they accept claims directly from Innovative. No references reported on how this works. Most references rely on email and faxing as their main contact. Although the references report great service, we are not recommending Rivistas, as this company is so new. We feel they need some time to get some more experience under their wings.

W. T. Cox Information Services submitted a bid for periodical subscriptions of \$26,432.34, the highest bid received, and they are offering a 17% discount on magazines and the business/health newsletters. When our final invoice was received for 2012/2013 from W. T. Cox, it was \$4,149.18 (or 15%) lower than the bid that was submitted. We are hoping that this trend will continue this year as well. References contacted indicate that W. T. Cox Information Services delivers quality service in a timely manner. Our transition from Basch to W. T. Cox Information Services for 2013 has been smooth, and our Customer Service Representative, Mary Brasfield is easy to work with. She has taken care of several issues that Basch had left unattended.

Karrie and Ann recommend that we accept the bid from W. T. Cox Subscriptions, Inc. for periodical subscriptions in 2014. I agree with their recommendation.

ACTION: I move to approve awarding the 2014 Library Serials Bid to W. T. Cox Subscriptions, Inc., 201 Village Road, Shallotte, NC 28470.

Bloomfield Township Public Library
Serials Quote 2013/14 FY

Company		Total Quoted Price	Supplemental Invoices for		
			Increased Prices	References	Recommended
Rivistas Subscription Service		\$25,566.26	No		No
1100 Howell Drive					
Franklin, TN 37069					
1. The Library would be selecting a fledgling company that is just one year old.		2. Rivistas Subscription Service is offering the second highest bid, they do not charge back to the library for title increases through the year. Rivistas is offer a 7.16% discount.	3. The library would not have to order titles direct.	4. Four references have indicated that they love Rivistas very much. Very attentive to emails and missing issues. Website is a bit clunky.	
Popular Subscription Service		\$22,175.37	Unknown		No
P. O. Box 648					
Montvale, NJ 07645					
1. Bid packet was incomplete. No company history or references were included.		2. Popular Subscription Service is offering the lowest price of the four companies competing for the bid.	3. Popular Subscption Service is unable to provide20 titles on the quote.	4. No references were included in their packet therefore, no references were contacted.	

Bloomfield Township Public Library
Serials Quote 2013/14 FY

Ebsco Subscription Services	\$25,475.42	Yes		No
P. O. Box 1943				
Birmingham, AL 35201				
1. The bid packet was incomplete. No company history or references were included.	2. Ebsco Subscription Services has the third highest bid. This company also charges for title increases during the year. (We know this from past contact.)		4. No references were included in their packet therefore, no references were contacted.	
W. T. Cox Information Services	\$26,432.34	No		Yes
201 Village Road				
Shallotte, NC 28470				
1. Last year W. T. Cox Information Services saved us money by not renewing 39 items that renewed far into the future. This year we are renewing these 31 of those titles, and the invoice is still less than last years quote. There are 8 titles will be renewed next year or later. We also saved \$4,149.18 last year between our bid and the actual invoice.	2. W. T. Cox Information Services does not bill for titles that increase costs during the year. Our one invoice will pay for all titles. They are offering a 17% discount.	3. We will need to order three titles direct. This is something we don't like to do, but W. T. Cox Information Services is not able to supply them.	4. Four references report that W. T. Cox Information Services has been doing very with keeping costs low and having quality customer service. During the last five months with this company we are satisfied with our service.	
References Continued				
Bloomfield Township Public Library subscribes to Zinio an online downloadable magazine service.				
Zinnio is an online product from Recorded Books that enables patrons to view magazines on tablets and computers.				
The magazines look just like the paper issues, and include links for advertisements and websites.				
The savings we had from our vendor W. T. Cox allowed us to have enough to pay for this service.				

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: June 12, 2013

SUBJECT: Collection Selection and Development Guidelines

The last time our guidelines for materials selection and collection development were updated was in 1993. So much has changed since then regarding print, media, online collections, etc. that this became a major project – one which I hoped to update before my retirement. Ann Williams, Department Head of Adult Services, and Marian Rafal, Department Head of Youth Services, were asked to join me on this quest.

They both assumed this as a major goal over the past year and are to be commended for their dedication to the spirit of collection development. In their roles as department heads, both Ann and Marian have become our key role models training and coaching each new generation of librarians at BTPL. Our librarians have always approached this responsibility very seriously and have been highly professional and particularly skilled at selecting and deselecting (AKA weeding) materials. Our collections have a distinctly superior reputation and we all desire to continue offering outstanding materials and collections to the Bloomfield Township community.

In 1973 the Library Board approved our Collection Development Policy which has been reviewed and amended in 1993, 1998 and again in 2008. This policy is the over-riding direction the Library Board has approved providing our librarians with the guiding compass, principles and philosophy the trustees want for our public collections. The current Collection Development Policy is attached for your reference.

Collection Selection and Development Guidelines are the procedures used by our staff, following policy set forth by the Library Board. These guidelines are being provided for your information only. No action is required by the Library Board. Our goal in amending the Collection Selection and Development Guidelines was to ensure our procedures were in keeping with the policy and relevant regarding current and evolving collection development.

Also attached for your reference is the Request for Reconsideration form which is used if a patron objects to a particular item in our collection. All such requests are reviewed by the Director with staff and taken very seriously. The Collection Development Policy and Collection Selection and Development Guidelines would then be used as a benchmark for investigating the request.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
SECTION V – MATERIALS SELECTION AND COLLECTION
DEVELOPMENT**

COLLECTION DEVELOPMENT POLICY

In keeping with the mission of the Bloomfield Township Public Library, the collection of the library shall respond to the needs and interests, both immediate and future, of Bloomfield Township residents. In addition, the library shall include a permanent collection of local history materials emphasizing the Bloomfield area.

The Library Board of Trustees shall authorize the Library Director to develop and communicate the guidelines for collection development and to oversee their implementation. Such guidelines shall describe selection for addition to as well as removal from the collection.

Should a Bloomfield Township resident object to an item's inclusion in the collection, a review process conducted by the Library Director shall be observed. This process shall require submission of a written request for reconsideration by the resident of which the Library Board of Trustees shall be apprised.

Collection development at Bloomfield Township Public Library recognizes diversity of viewpoint in the community. BTPL subscribes to the principles expressed in the following documents of the American Library Association: the [Library Bill of Rights](#), [Freedom to Read](#) statement, and [Freedom to View](#) statement.

Approved: November 8, 1973
Amended: September 14, 1993
Amended: November 19, 1998
Amended: February 19, 2008

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY COLLECTION SELECTION & DEVELOPMENT GUIDELINES

I. Philosophy

This document guides the development and continuous evaluation of the collection to reflect Bloomfield Township Public Library's (BTPL) mission and Collection Development Policy as set forth by the Library Board of Trustees. BTPL's mission is: Bloomfield Township Public Library champions the power of words to spark discovery and imagination.

In keeping with the mission and policy, the philosophy of collection selection and development should be to inform, empower, inspire and entertain through services and resources that respect individuals and foster discovery, and build community.

The Board of Trustees recognizes that the collection of diverse materials may result in some complaints or requests for reconsideration. Procedures have been developed to assure that complaints are handled in an attentive and consistent manner.

The Library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which she/he does not approve, she/he may not exercise censorship to restrict the freedom of others.

Responsibilities for materials selected and read or viewed by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No item is sequestered except to protect them from damage or theft.

II. Selection Criteria

The Library Board of Trustees shall authorize the Library Director to develop and communicate the guidelines for collection development in a variety of formats and delivery systems and oversee their implementation.

Professional librarians are responsible for choosing, replacing, and deselecting materials. Librarians use professional judgment and expertise in

making selection decisions including the judicious use of the library's financial resources.

To build a collection of merit, materials are evaluated according to the following criteria. An item need not meet all of these criteria to be acceptable.

- Relevant to community needs and interests
- Attention of critics, reviewers, and the public
- Accuracy of information
- Artistic merit, literary value, or recognized award recipient
- Availability elsewhere through cooperative borrowing arrangements
- Materials reviewed in professional journals and other reputable resources
- Local and regional significance
- Suitability of physical format for library shelving and circulation including binding, paper quality, and readability of type.
- Equipment, training, and technology requirements
- Availability of the information in a library setting, or available to residents off site through authentication, to multiple, concurrent users
- Legal and licensing issues
- Evaluation of items in relation to current holdings and patron demand
- Relation to existing collection and other materials on the subject
- Access to retrospective information
- Material appropriate to public library collections
- Excluded from collection self published/subsidy published materials unless they are reviewed in professional publications
- Books by local authors will be given consideration of inclusion in the Local History Collection if the work meets the standard professional criteria.
- Representation of diverse points of view
- Inclusion of outside website links in the collection and our website will follow the same selection process for materials and databases

III. Deselection

The Library keeps its collections vital and useful by retaining and replacing essential materials, in a variety of formats, and by removing on a systematic and continuous basis those works that are worn, outdated, of little historical significance, or no longer in demand. All collections are subject to deselection excluding the Archive which is a permanent collection.

IV. Request for Reconsideration

There is a procedure in place for residents who have concerns about a particular item in our collections. The Request for Reconsideration form is available online at:

<http://intranet/documents/files5001/Request%20for%20Reconsideration%20Form%206-2013.pdf>

V. Gifts and Donations

The guidelines for materials selection also applies to the acceptance of gifts and donations of all formats. Once a gift is accepted by BTPL, it becomes the property of BTPL unconditionally. Gift materials not added to the collection may be given to the Friends of the Library for resale or to another institution deemed appropriate. BTPL will provide the donor upon request an acknowledgement of receipt, however, the library is not able to place a value on the donation.

A tribute is created when money or material is donated, usually in memory or honor of an individual or group. BTPL welcomes suggestions for purchases, but reserves the right to the final decision regarding choices. Material donations may be gift plated.

VI. Local History Collection

The Local History Collection follows similar guidelines for selection and development. The goal of the Local History Collection is to build, maintain, and provide access to an extensive collection of local history materials emphasizing the Bloomfield area including the Charter Township of Bloomfield and the City of Bloomfield Hills, with additional materials that pertain to surrounding communities, Oakland County and Michigan, as relevant. All materials will be available for use by the public and will be accessible as non-circulating research and reference tools. These materials are subject to deselection.

VII. Archive

Materials added to the Archive have quite unique guidelines. The goal of the BTPL Archive is to build and preserve a permanent collection for posterity. These materials are not subject to deselection.

The selection committee will decide on the acceptance or rejection of donated materials to the Archive. The committee will consist of the librarian in charge of the Local History Collection and the Library Director.

Oral history projects, in cooperation with the Bloomfield Historical Society, will be part of this collection when completed. Items may be considered for scanning and digitizing for future preservation and maximized access, particularly rare or fragile materials. Archival storage boxes and other similar acid-free packaging materials for storing and preservation will be appropriately used.

All gift materials, including oral histories, will be accepted with the understanding that they become BTPL property and the library will retain copyright of said items. In general, large museum objects and artifacts will not be collected, however, small objects may be collected. Ephemeral items that are unique to the community may be considered. Items not selected for addition shall be given to the Bloomfield Historical Society to have the first right of refusal before the item is given or sold to another agency or individual.

Special procedures are in place to access the Local History Archive. The Archive houses all fragile, rare, irreplaceable or valuable materials owned by the library. In order to preserve and protect these uniquely special materials, the Archive is closed except to a small number of specific staff who are given access based on their job responsibilities. For preservation purposes no public access will be granted to the closed Archive. Access is granted only to the Director and Assistant Director for multiple purposes and to the Facility Services Department Head and the Systems Department Head for emergency purposes. Access is granted to the Adult Services Department Head and the Technical Services Assistant Department Head for necessary collection access. Access is granted to the Director's Secretary to scan and email images of items in the collection upon request by the public. Whenever possible, Administrative staff will scan and provide a digital image of the materials upon request. Due to the fragile condition of many of the items, photocopying and digitizing may be prohibited. All materials must be returned to the Archive by staff immediately after use. If a patron requests, Administration may scan and save an image of the document and forward via email. Charges may be made for special services based on the individual request. The Bloomfield Historical Society is a partner in our Local History collection development and will need access from time to time. Board members of the Bloomfield Historical Society and volunteers may access materials directly if accompanied by an authorized staff member by appointment. Appointments may be made with Administration during regular business hours. All items are to be used on-site only at the Bloomfield Township Public Library and may not be checked out.

VIII. Appendixes

ALA Library Bill of Rights

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

ALA Freedom to Read

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

ALA Free Access to Libraries for Minors

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries>

ALA Statement of Labeling and Rating Systems

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8657>

ALA Expurgation of Library Materials

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/expurgationlibrary>

ALA Freedom to View

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

ALA Diversity in Collection Development

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversitycollection>

ALA Restricted Access to Library Materials

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/restrictedaccess>

ALA Challenged Materials

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31881>

ALA Evaluation Library Collections

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/evaluatinglibrary>

Importance of Education to Intellectual Freedom

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/importanceofeducation>

Bloomfield Township Public Library
Request for Reconsideration

Type of material: _____

Author: _____

Title: _____

Publisher: _____ Date of Publication: _____

Request initiated by : _____ Date: _____

Telephone: _____ Email: _____

Street Address: _____

City: _____ Zip Code: _____

Do you represent:

_____ yourself

_____ an organization (name): _____

_____ other group (name): _____

Have you personally read, viewed or listened to the material in its entirety? Yes _____ No _____

If no, which parts/what pages have you read?

What concerns you about this material?

What do you feel might be the result of using this material?

Have you read professional reviews of this material by subject specialists?

What material would you recommend for library purchase that would convey a comparative perspective covering the same subject or content?

This request for reconsideration will be reviewed by the Library Director.
You and the library Board of Trustees will be informed of the Director's decision.

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: June 13, 2013

SUBJECT: Strategic Plan Update

Staff has begun working on the eight short term goals listed below for this fiscal year. During 2013/2014, the following short term goals will be completed:

- Invitations offering “First Meeting Free” invitations to Bloomfield Township service related businesses to meet one time at no charge at the Library will be sent in August, 2013.
- The Survey Committee is working on a bookmark to publicize “My Account” features to increase resident’s knowledge of these library services.
- A popular Library Rewards program will be offered again in September, 2013 in conjunction with American Library Association’s National Library Card Sign Up month.
- Work continues on creating content for a welcome brochure highlighting Library collections and services.
- A meeting is being arranged between the Library and Cranbrook Educational Community to discuss ways we can work together more closely.
- The staff Wayfinding Committee is investigating technology and equipment to improve patron access to the building, services and collections.
- Brooke Hoskins and Karrie Yukon are attending the June 20 Rotary meeting to promote the new collection of Vitality Kits.
- Adult Services staff will work 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

May 1, 2013

President Glenda Bard called the meeting to order at 9:03 a.m.

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

Others present: Karen Kotulis Carter, Carol Mueller, and Pam Williams.

Present's Report: Glenda Bard

- The Annual Meeting is at 11:30 a.m. today. A short Board Meeting will follow to elect a slate of officers.
- There has been some discussion that more book carts are needed.

Minutes:

Moved by Sally and seconded by Kathy to approve the minutes with corrections. The minutes were approved with the following corrections: Pat Miotke name is spelled incorrectly in a couple of places; and it is Bob Pullar not Bill.

Treasurers Report: (see attached) Larry

Moved by Bob and seconded by Sally to approve the treasurer's report as presented. The report was approved.

- The receipts for credit cards have not been as large a revenue source as anticipated. Dealers are not using this method of payment.
- Under disbursements the sales tax is for a two month period.
- The (190.00) represents money used to mail the annual report but already in the USPS account.

Membership Report: Cathy – 359 members

Bookstore: Cathy -- \$2740.09 collected during April.

SSSS: Virginia

- Virginia will not be at the May sale. Wolf and Larry have it well in hand.

Annual Meeting: Kathy

- There are 72 people signed up to attend. Greg Wittkopp, of Cranbrook will be the speaker.
- A certificate of appreciation and a gift certificate for the book sale will be presented to the speaker. Kathy suggested that some appreciation gift needs to be presented to the speaker in future years.
- Sally reports that more people signed up late and thus the food was already ordered.

Library Trustee: Pam Williams

- DTE has been reading the meter incorrectly therefore the BTPL has more money than anticipated. BTPL will be able to fund Sunday openings year around.

Director's Report: Karen Please see attached.

New Business:

- Larry brought up a discussion of finances. There were two concerns:
 - With the upcoming change of administration the FOL would like a report on the gifts and their status as to how and when the money will be spent. Some moneys may need/want to be shifted from one line item to another.
 - Karen indicated that she is trying to tie up loose ends before retirement and all balances will be spent as indicated in the month tally.
 - This would be an excellent time for an audit of the Friends accounts. Larry has been treasurer since 1995 and an audit has not been done during his tenure. To this end Larry and Kathy are meeting with the library auditors on May 17, to discuss the perimeters and cost for an audit. They anticipate it to cost between \$2,000 - \$4,000.
- The proposed renovation of the stage in the Community Room was discussed.
 - The project began with the idea to insert a wall behind the stage and hind the unsightly storage of chairs. It has become a much more involved project.

- The ramp connected to the stage with the proposed reconfiguration would need to be longer to meet ADA requirements for the turn around and gradual incline.
- The projector screen might need to come down as the wall would block the screen. It is costly to move @ \$40,000.
- Architecturally the stage does not need to be 24 inches high. It can be rebuilt to 16 inches in height.
- There are approximately 12 concerts and 60 meetings in the Community Room each year.
- This project was tabled due to cost and indecision as to how to proceed.
- Volunteers
 - New volunteers need to be contacted in a timely manner.
 - The FOL will turn a list over to Marty monthly and request a communication on how the contact has proceeded with each proposed volunteer.
 - It was noted by several Board members that Marty does a wonderful orientation for new volunteers.

Moved by Kathy, and seconded by Germaine to adjourn the meeting. Meeting adjourned at 10:29 a.m.

Respectfully submitted,
Nancy Lambert, Secretary

The next Board meeting will be on Wednesday, June 5, 2013.

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

2013

2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Up& and Downs of Roller Coaster Physics 3pm	2 Knit N Stitch Circle 10am Dig through the Mysteries of the Library 2pm	3	4 LIBRARY CLOSED FOR INDEPENDENCE DAY HOLICAY	5	6 Intro to MS Word 2pm
7	8 Cranbrook Gardens in Depth Tour 10am	9 Memoir Writers Group 1pm Fairy Houses 2pm	10 FOL Board of Directors Meeting 12:30pm Drop in Downloading Class 1pm Nonfiction Book Club 7pm	11 Beneath the Surface: Writing Horror Fiction 7pm Terrace Tales 6:30pm	12	13 FOL Second Sat. Sale 9:30am-3:30pm Intro to Scanning & Photo Editing 2pm
14	15 Family fun Yoga 10:30am Ebooks for your Tablet or Smartphone 7pm	16 Lego Club 3pm Library Board of Trustees Meeting 7pm	17 Mystery Book Club 1pm & 6pm Rocks, Minerals & Fossils 4pm	18 Pet Rocks 2pm-	19 Coffee & Conversation 10am	20
21	22 Family Fun Yoga 10:30am Write & Publish a Short Story 2pm	23 Memoir Writers Group 1pm	24 Drop in Downloading Class 1pm Digging for Fossils 2pm	25 Eleanor's Book Club 10am Animal Magic 6:30pm	26	27
28	29 Family Fun Yoga 10:30am Write & Publish a Short Story 2pm	30 Cave Painting 11am	31 Life Beneath the Surface 6:30pm			