

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, March 21**

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At **7:00** p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Pam Williams.

- Present:** Trustees: Tom Deska, Grant Gerhart, Eli Greenbaum, Joan Luksik, Judy Lindstrom, and Pam Williams
- Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Linden Godlove; Sandi Bird, Financial Coordinator
- Guests:** Brooke Hoskins, Adult Services, Assistant Department Head and Staff Organization Committee Representative

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

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

*Ayes: Deska, Gerhart, Greenbaum, Luksik, Lindstrom, and Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

President Pam Williams hopes that none lost their power for a tremendous length of time. The Library was a great refuge during the power failure. The Oakland County Library Board invited Pam Williams to be a celebrity reader at the Oakland Schools.

**Director's Verbal Report:**

Director Carol Mueller announced that on Friday, the Friends of Michigan Libraries Group is coming here at the Library and also on Thursday. It will end at 2:45 with a tour of the building. We are honored to have these groups at the Library.

The annual Volunteer Reception is on Wednesday, April 12, 2:00 P.M., our annual photo opportunity takes place at 3:00 P.M. Our April Library Board Meeting, is on the 4<sup>th</sup> Tuesday, April 25, at 7pm. One of our substitute librarians had been very helpful to a patron during the power failure, assisting them in finding a resource for heat in Waterford. The Library experienced one of its busiest days ever on Thursday, March 9, when many residences were without power due to the wind storm the previous day. At times, there were no parking spaces or seats to be had. While the Library lost power twice on Wednesday, March 8, these outages thankfully lasted only a few minutes. "I am grateful the Library was the first place many residences thought to come to during this stressful time to get warm, read, connect and enjoy!"

Our Library photo contest continues through Saturday, April 1! We're still hoping for additional submissions from the community. Winners from all five categories – Best of Show, People's Choice, Children, Teens and Adults – will be recognized at a special reception at the Library on Saturday, April 29, 2:00 – 4:00pm. In addition, we will have the wonderful unveiling of the Library's historic photo display at 2:30pm!

Per the Open Meetings Act, Carol Mueller requested that the discussion regarding the Library Director Performance Review and Contract be held in closed session. If any action needs to be conducted, it can be approved when the regular meeting is re-convened to adjourn the Board meeting.

#### **REGULAR AGENDA:**

***Call to the Public:*** President Pam Williams welcomed the guest, Brooke Hoskins, who represents the SOC. Brooke Hoskins announced the new SOC will be Killian Weston, Ed Niemchak and Jamie Jasper.

#### **UNFINISHED BUSINESS:**

No unfinished business.

#### **NEW BUSINESS:**

***Proposed General Fund and Gift Fund Estimated Budgets for Fiscal Year April 1, 2017, March 31, 2018***

Director Carol Mueller extended a big thank you to the Board of Trustees for reviewing the budget and supporting the Library, and a great thank you to Sandi Bird for her additions to the process, including the new budget binder.

There are no changes from the February 23 review.

The proposed balanced budget includes the FY 2016-2017 amended budget and the FY 2017-2018 proposed budget. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

#### **OVERVIEW OF FY 2016-2017 AMENDED BUDGET – GENERAL FUND**

Listed below are some of the highlights of the FY 2016-2017 Amended Budget:

##### **Revenues**

Overall, revenues decreased by \$82,558 or 1.2% compared to the March, 2016 Adopted Budget primarily as a result of lower than anticipated property tax revenue and investment earnings. The Library's investments experienced an unrealized market loss due to the volatile investment climate during the presidential election process. Penal Fines received were more than anticipated by \$31,023 while State Aid was slightly less than anticipated by \$7,651. All other revenues were at or close to the March, 2016 projections.

##### **Expenditures**

Operating expenditures decreased by \$178,376 or 2.6% compared to the March, 2016 Adopted Budget primarily due to reclassifying building and information technology projects from operating expenditures to the Capital Projects line.

Capital projects decreased by \$223,000 or 3.2% compared to the March, 2016 Adopted Budget as a result of delaying projects for the lobby flooring, public restrooms and meeting room audio visual upgrades to FY

2017-2018. The parking lot lights and water remediation took longer than expected, which delays the public renovations. Our network infrastructure was a higher priority this period.

In summary, total Library revenues, as amended, are estimated to be \$7,058,076 at year end. Total operating expenditures, as amended, are estimated to be \$5,989,410 at year end. Expenditures including capital expenditures are estimated to be \$6,471,410 at year end. The fund balance is estimated to be \$11,181,871 at year end. The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows us to continue to increase our capital improvements funding to replace the Library roof and complete other capital projects.

## **OVERVIEW OF FY 2017-2018 PROPOSED BUDGET – GENERAL FUND**

Listed below are some of the highlights of the FY 2017-2018 Proposed Budget:

### **Revenues**

Projected revenues are expected to increase by \$150,828 or 2.1% over the current FY 2016-2017 Amended Budget. This increase is primarily due to the 1.72% increase in the anticipated property tax revenue and recovery of investment earnings. In addition, Penal Fines have been increased from the August, 2016 proposed budget by \$23,468 as these revenues have been trending higher for the last three years. State Aid has increased slightly based on more current projections from the Library of Michigan. Charges for Services and Miscellaneous revenues increased very slightly based on averages of the last five years.

### **Expenditures**

Projected operating expenditures are proposed to increase by \$122,264 or 2.0% over the current FY 2016-2017 Amended Budget.

In summary, total library revenues are estimated to be \$7,208,904 for FY 2017-2018. Total operating expenditures are estimated to be \$6,111,674. Expenditures including capital expenditures are estimated to be \$7,100,674. The fund balance is estimated to be \$11,290,101. The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows us to continue to increase our capital improvements funding to replace the Library roof and complete other capital projects.

There is a projected \$108,230 net increase in revenue over total operating and capital expenditures, which will add to the Library's estimated \$11,290,101 fund balance.

## **OVERVIEW OF FY 2017-2018 PROPOSED BUDGET – GIFT FUND**

As in past years, the Proposed Gift Fund Budget does not assume revenue from gifts, but does include the Myers Scholarship payout from the CFSEM and a small amount of investment earnings, about \$700 that we plan on. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. We assume all gifts will be spent during the year.

The Gift Fund is amended monthly in the financial statements and approved at the regular monthly Library Board meetings. The FY 2017-2018 Proposed Gift Fund Budget includes a column for the FY 2016-2017 Amended Budget, updated for the final estimated activity for February and March, 2017.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE PROPOSED GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2017 - MARCH 31, 2018, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

**\$7,208,904 Revenues**  
**\$7,100,674 Expenditures**

**TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2016 - MARCH 31, 2017, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

**\$7,058,076 Revenues**  
**\$6,471,410 Expenditures**

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

*Ayes: Deska, Gerhart, Greenbaum, Luksik, Lindstrom, and Williams*

*Nays: None*

**MOTION CARRIED**

After discussion, a motion was made by Joan Luksik, seconded by Eli Greenbaum **TO APPROVE ON A TOTAL FUND BASIS THE AMENDED GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2016 - MARCH 31, 2017, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

**\$90,178 Revenues**  
**\$247,252 Expenditures**

**TO APPROVE ON A TOTAL FUND BASIS THE PROPOSED GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2017 - MARCH 31, 2018, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

**\$700 Revenues**  
**\$182,998 Expenditures**

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

*Ayes: Deska, Gerhart, Greenbaum, Luksik, Lindstrom, and Williams*

*Nays: None*

**MOTION CARRIED**

At 7:26 P.M. President Pam Williams announced the Library Board would enter a closed executive session to discuss the Library Director's Contract and Performance Review.

**OTHER:**

The Meeting went back into an open session at 8:35 P.M. The Trustees approved the renewal of the Director's Contract for the period of April 1, 2017 to March 31, 2018. The meeting adjourned at 8:40 P.M. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, April 25 at 7 P.M. in the Board Room

Judy Lindstrom moved to adjourn, Eli Greenbaum seconded.

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

*Ayes: Deska, Gerhart, Greenbaum, Luksik, Lindstrom, and Williams*

*Nays: None*

**MOTION CARRIED**

Submitted by:

*Judy Lindstrom*

Judy Lindstrom, Secretary