

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

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Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 20, 2018

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

Present: Trustees: Tom Deska, Sandra Edwards, Eli Greenbaum, Grant Gerhart, Judy Lindstrom, and Joan Luksik

Administration: Library Director Carol Mueller, Assistant Director Tera Moon, Administrative Assistant Linden Godlove, Finance Coordinator Sandi Bird

Guests: Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC)

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

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Greenbaum, Lindstrom and Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum said that he will be saving his comments for the open discussion at the end of the Board of Trustees Meeting.

Director's Verbal Report:

Director Mueller remarked that the Board of Trustees should notice the table and monitor which is part of the Systems Department's meeting room audio visual upgrade. There is now the capability for video conferencing, with a conference phone in the middle of the table, and microphones suspended from the ceiling. We are really pleased with the changes.

The photo contest ended on Sunday, March 18. We received 98 photos from 55 residents. The judging will take place on April 4 by three independent judges. Through April 1, there will be an opportunity to vote for the People's Choice online and in person at the Library. The Reception will take place on Saturday, April 14 starting at 2:00 p.m. with awards presented at 3:00 p.m.

Our annual Volunteer Reception takes place on Wednesday, April 11 at 2pm with a group photo at 3 p.m. It will be themed, "You Mean the World to Us." The volunteers make a great difference in the Library.

The Library was given a nice donation in honor of Virginia Smith's 100th birthday for a tree on library grounds. Virginia was specific about the tree and location - she would like a tricolored beech tree planted along Timberlake. Her vision is to have a tree that would greet staff when they arrive. It will be planted on Wednesday, May 2 at 11:00 a.m. and the alternate rain/snow date will be on May 9. Virginia requests a plaque by the tree, and a "tree hugger" plaque was discussed, which is a small marker that is unobtrusive.

A maple tree on Library grounds along Telegraph was heavily damaged by the snow on March 2 and the other half had been heavily pruned by DTE. The tree was removed on March 19. We will work with Jim Slezinsky of Goldner Walsh to select a tree to replace it, as there is a gap in trees now that the tree was removed.

In February, patrons had the opportunity to write out their thoughts about the Library on paper hearts. Director Mueller brought some of these to share with the Board. She also wishes to share a comment printed with the Bloomfield Township Senior Center newsletter. She is pleased that the Library has been doing more programs and classes at the Senior Center and our Adult Services Librarian, Ed Niemchak, visits there regularly. This was in the newsletter "Working together...Bloomfield Township Senior Center thanks to the Bloomfield Township Public Library for offering great programs at the Senior Center."

Library staff also has been collaborating with the Bloomfield Hills Schools. Youth Services Librarian Killian Weston has held three different science fair workshops at the Library, as well as at East Hills Elementary School. Finally, Director Mueller shared a patron comment. Adult Services Librarian Shayna Houghton recently hosted the first International Cookbook Club. One participant commented, "We had the best time, I had to tell you that Shayna Houghton did an awesome job and we are looking forward to the rest of the series."

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC).

Ed shared more about the programs at the Bloomfield Township Senior Center. The Library has been doing a lot of work with the Senior Center, such as filling their bookcase. Ed has been working with the Senior Center and the Friends of the Library to add non-fiction and biographies. Carol Mueller commented that the bookcase is "our version of a little free library."

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Proposed General Fund and Gift Fund Estimated Budgets for Fiscal Year April 1, 2018, March 31, 2019

Director Mueller remarked that preparing a budget takes a team. The Board provides the guidance and direction for the budget. Assistant Director Tera Moon and the Director put the

budget into a structure and Finance Coordinator Sandi Bird is the wizard who does the math to make it work. Director Mueller is pleased to present the proposed FY 2017-2018 amended budget and the FY 2018-2019 proposed budget for review.

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 2017-2018 AMENDED BUDGET – GENERAL FUND

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

Revenues

Overall, revenues decreased slightly by \$5,726 or .08% compared to the March, 2017 Adopted Budget. Property taxes are \$35,000 more than anticipated based on the final distribution received by Bloomfield Township on 3/14/18. Investment earnings are \$38,670 less than anticipated due to unrealized market losses in January, 2018. Penal Fines received were slightly less than anticipated by \$1,754 while State Aid was slightly more than anticipated by \$1,229. Fines and Fees are projected to be \$5,000 lower than anticipated. Miscellaneous income is projected to be \$3,470 higher than anticipated. All other revenues were at or close to the March, 2017 projections.

Expenditures

Operating expenditures increased by \$554 or .01% compared to the March, 2017 Adopted Budget, very close to March, 2017 projections.

Capital projects decreased by \$375,300 or 37.95% compared to the March, 2017 Adopted Budget as a result of delaying projects such as the lobby flooring and public restrooms renovations to FY 2018-2019 and repairing the door access system in lieu of replacement, for a cost savings of \$200,000.

Summary

In summary, total library revenues, as amended, are estimated to be \$7,203,178 at year end. Total operating expenditures, as amended, are estimated to be \$6,112,228 at year end. Expenditures including capital expenditures are estimated to be \$6,725,928 at year end. The fund balance is estimated to be \$12,157,192 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 necessary capital projects.

OVERVIEW OF FY 2018-2019 PROPOSED BUDGET – GENERAL FUND

Listed below are some of the highlights of the FY 2018-2019 Proposed Budget:

Revenues

Projected revenues are expected to increase by \$210,067 or 2.92% over the current FY 2017-

2018 Amended Budget. This increase is primarily due to the 1.97% increase in the anticipated property tax revenue. In addition, Penal Fines have been increased from the August, 2017 proposed budget by \$1,847 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 increased very slightly based on averages of the last five years and miscellaneous revenues decreased slightly based on averages of the last five years.

Expenditures

Projected operating expenditures are proposed to increase by \$234,199 or 3.83% over the current FY 2017-2018 Amended Budget. These increases are a result of higher health care insurance premiums, inclusion of additional staff hours for special projects, an increase of funding for e-resources, and the addition of marketing resources and staff development funding.

Summary

In summary, total library revenues are estimated to be \$7,413,245 for FY 2018-2019. Total operating expenditures are estimated to be \$6,346,427. Expenditures including capital expenditures are estimated to be \$9,126,727. The fund balance is estimated to be \$10,443,710. There is a projected \$1,713,482 planned use of fund balance reserves for capital improvement projects. For several years, the Library has set aside funds for the roof replacement project.

OVERVIEW OF FY 2018-2019 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. 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 2018-2019 Proposed Gift Fund Budget includes a column for the FY 2017-2018 Amended Budget, updated for the final estimated activity for February and March, 2018.

After 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, 2018 - MARCH 31, 2019, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

\$7,413,245 Revenues
\$79,126,727 Expenditures

All in favor, none opposed

After discussion, a motion was made by Tom Deska seconded by Sandy Edwards **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL**

FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2017 - MARCH 31, 2018, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

7,203,178 Revenues
\$6,725,928 Expenditures

All in favor, none opposed

After discussion, a motion was made by Grant Gerhardt, seconded by Joan Luksik **TO APPROVE ON A TOTAL FUND BASIS THE PROPOSED GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2018 - MARCH 31, 2019, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

\$700 Revenues
\$182,518 Expenditures

All in favor, none opposed

After discussion, a motion was made by Grant Gerhardt, seconded by Joan Luksik **TO APPROVE ON A TOTAL FUND BASIS THE AMENDED GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2017 - MARCH 31, 2018, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

\$69,393 Revenues
\$222,453 Expenditures

All in favor, none opposed

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

Sandy Edwards reported that the Friends did approve the Library's request for a one day liquor license and additional liability insurance for the Saturday October 13 event. The Friends continue to work with Detroit Children's Museum to provide books for the public schools and also distributed books for the Pullman Free Libraries. Despite the lower book count for the upcoming book sale, the Friends had a record book sale in March. The Friends' April Book Sale is a two day event: Saturday and Sunday, April 14 and 15.

Judy Lindstrom requested a calendar to know the timeline of Library construction projects. It

would be helpful for patrons to know in advance when renovations are to start in the restrooms, roof, etc. Judy also suggested having the schedule on the lobby monitor. Patrons will be equally excited about the improvements, but it may be disruptive and confusing at the same time.

Grant and Klaren Gerhardt brought their granddaughter to the Library as part of a field trip from the preschool she attends. Jen Taggart did a story time that was wonderful. Grant really enjoyed being at the Library with his granddaughter for this special visit.

Eli Greenbaum wanted to remind everyone that this Thursday, March 22 is a Development Committee meeting. It would be good if all attended because decisions need to be made so planning can move forward for the October 13 evening. The Building and Grounds Committee met with Quinn Evans Architects, where they presented their space ideas. These will be presented to the entire Library Board at the next Board of Trustees meeting on April 24. Eli hopes that all are able to attend this meeting and come with open minds and any thoughts or questions that they might have.

At 7:32 p.m. President Eli Greenbaum adjourned the meeting. The next Board Meeting will be Tuesday, April 24 at 7 p.m.

Submitted by:

A handwritten signature in black ink that reads "Tom Deska". The signature is written in a cursive, flowing style.

Tom Deska, Secretary