

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 18, 2025
Library Board Room

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

Trustees Present: Keith Carduner, Dani Gillman, Judy Lindstrom, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: None

Administration: Library Director Tera Moon; Administrative Assistant Linden Godlove

Guests: Carson Janczyk and companion, Bloomfield Township Residents; Tom Corliss, Facility Services Department Head and SOC Representative

Shane Spradlin requested **Items 7a and 7b** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Keith Carduner and seconded by Joan Luksik **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 7A and 7B**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray, and Spradlin

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Shane Spradlin declared a spectacular job was done at expense control in the budget. Kudos to the library team. Starting in April, he proposes removing 7A and 7B from the consent agenda and placing these on the regular agenda for greater efficiency. In press mentions, this Library was included in a roundup of best library play spaces in metro Detroit, and he concurred.

DIRECTOR'S VERBAL REPORT:

Director Moon declared that March is Reading Month. The Youth Services staff celebrated with Kindergarten Readers Roundups and conducted nine events that reached 445 kindergarteners. They partnered with Bloomfield Hills Schools on the One District One Book program and coordinated kickoff events for four elementary schools

to read *Odder* by Katherine Applegate with 447 attendees. 1,000 community members received the message of what amazing things the public library offers.

The photo contest deadline was March 9 with 64 photographers submitting 97 photographs in total. The awards ceremony is Saturday, April 5 at 2:00 – 3:00 p.m.

The Library Design Project recently began with a meeting between the Library Design Team (Tera Moon, Katherine Bryant, Library Trustee Joy Murray, library staff representatives Lauren Catoni-Ellis and Brooke Hoskins), and the C2AE team (Jenna Walker, Chloe Aalsburg, Dennis Jensen, and Jared Secor). They committed to using the data and ideas from the 2023 pre-design and research report towards a rough draft floor plan. This will be reviewed by the core team, the department heads, and the Building and Grounds Committee.

In the board packet's monthly activity report, the total number of eBooks jumped from 19,000 to 46,000, due to uploading the records from Comics Plus into the library catalog. The webpage hits were down because reporting of webpage use changed to exclude staff usage, which will provide a clearer idea of how patrons access the page.

The SMS notices are text message notices that patrons can sign up to receive. This is testing the service for library vendor Innovative. The types of notices are limited to just an alert that a patron has items coming due and that a hold is ready.

An executive order issued by the Trump administration on March 14, calls for the elimination of the Institute of Museum and Library Services. This may impact LSTA (Library Services and Technology Act) grants, the Michigan Activity Pass program, Michigan eLibrary, and other programs funded in Michigan through this federal agency. Individuals are encouraged to contact their legislators to express their support for public libraries. 97% of Bloomfield Township Public Library's revenues are from local property taxes so Bloomfield Township Public Library is not directly impacted.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Keith Carduner to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray, and Spradlin

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Tom Corliss, representing the SOC, provided an update on their activities. He announced the incoming SOC will be Youth Services Librarian Nicole Gillies, Circulation Department Head Anna Pelepchuk, and Administration Clerk Jane Bersche.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11. NEW BUSINESS:

11a. FY 2024/2025 Amended Budget and FY 2025/2026 Proposed Budget

Director Moon presented the proposed balanced budget that includes the FY 2024-2025 amended budget and the FY 2025-2026 proposed budget for the Board's review.

There was an adjustment of the revenue for the budget after the board packet was posted.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joan Luksik **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE PROPOSED GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2025 - MARCH 31, 2026, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

\$10,929,971 REVENUES

\$10,407,943 EXPENDITURES

- **FUND BALANCE RESERVES SHALL BE INCREASED BY: \$522,028 NET REVENUE/(EXPENDITURES).**

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE LIBRARY DESIGN PROJECT.

TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2024 - MARCH 31, 2025, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$10,156,741 REVENUES

\$9,624,715 EXPENDITURES

- **FUND BALANCE RESERVES SHALL BE INCREASED BY: \$532,026 NET REVENUE/(EXPENDITURES).**

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE VIDEO SURVEILLANCE UPGRADE.

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray, and Spradlin

Nays: None

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joy Murray **TO APPROVE ON A TOTAL FUND BASIS THE PROPOSED GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2025 - MARCH 31, 2026, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

\$700 REVENUES

\$162,195 EXPENDITURES

TO APPROVE ON A TOTAL FUND BASIS THE AMENDED GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2024 - MARCH 31, 2025, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$121,183 REVENUES
\$280,433 EXPENDITURES

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray, and Spradlin

Nays: None

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

- President Shane Spradlin removed 7a and inquired about Plante Moran, whose services will continue until approximately mid-May to support the new Finance Coordinator and the Library audit.
- President Shane Spradlin removed 7a and inquired about SafeSpace concepts. Director Moon will follow up.
- President Shane Spradlin removed 7a and inquired about Velocity EHS, which is a subscription service that provides information on hazardous materials for staff.
- President Shane Spradlin removed 7a and inquired about Apple Books. Director Moon will follow up.
- President Shane Spradlin removed 7a and inquired about Mango Language, which is an online resource for language learning.
- President Shane Spradlin removed 7b and commented that the year was 92% completed and observed the other operating expenses were much below the budget.

Upon discussion, a motion was made by Judy Lindstrom and seconded by Joy Murray **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray, and Spradlin

Nays: None

OTHER:

Shane commented on the general fund balance in the board packet (page 78). He said this will be a summer discussion point of whether the full mills are levied.

The Friends of the Bloomfield Township Public Library are celebrating their 60th anniversary. A resolution was read by Joy Murray:

Friends of the Bloomfield Township Public Library Resolution

WHEREAS, since 1965, the Friends of the Bloomfield Township Public Library have been a brilliant facet of Bloomfield Township Public Library's success
WHEREAS, for sixty years, they have championed Library enrichment with their

funding--raised through their legendary Second Saturday Sales, the enduring membership dues, and generous special contributions—and support this Library's abundance

WHEREAS, They enhance services beyond tax-funded basics, procure cutting-edge equipment, vital materials, and captivating special programs

WHEREAS, This milestone marks six decades of generous volunteerism, fundraising, and advocacy that have significantly enriched the Library's programs, resources, collections, and facilities

WHEREAS, Their dedication and hard work have culminated in over \$1.95 million in support since 1995, including \$108,000 in the 2024-2025 Fiscal Year. Now therefore, let it be

RESOLVED, The Bloomfield Township Public Library Board of Trustees celebrates and deeply appreciates our sparkling Friends on this true diamond anniversary! The Friends of the Bloomfield Township Public Library are a priceless gem.

Upon discussion, a motion was made by Judy Lindstrom and seconded by Dani Gillman **TO ACCEPT THE RESOLUTION HONORING THE FRIENDS 60 YEAR ANNIVERSARY.**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray, and Spradlin

Nays: None

Building and Grounds will meet on April 10 at 9:00 a.m.

The next board meeting will be on Tuesday, April 22, 2025 at 7:00p.m.

At the request of President Spradlin, a motion was made by Judy Lindstrom seconded by Keith Carduner **TO ADJOURN THE MEETING AT 7:43.**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray, and Spradlin

Nays: None

Submitted by:

A handwritten signature in black ink, appearing to read "Joan Luksik", written in a cursive style.

Joan Luksik, Board Secretary