

**Minutes**  
**West Bloomfield Township Public Library**  
**Board of Trustees Meeting**  
**August 10, 2011**

**Present:** Bordman, Kravetz, Macon, Meyer, Osthaus, Bohrer, Fine  
Brian Camiller, Dave Helisek—Plante & Moran

**Absent &**  
**Excused:** Holtz

**Call to Order**

President Macon called the meeting to order at 7:30 p.m.

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE AUGUST 10, 2011 MEETING  
WITH THE ADDITION OF RECIPROCITY WITH TROY PUBLIC LIBRARY  
UNDER 10A-OLD BUSINESS.**

Moved: Osthaus  
Second: Bordman  
Ayes: Kravetz, Osthaus, Bordman, Macon, Meyer  
Nays: None

**MOTION CARRIED.**

**Fiscal Year 2010-2011 Audit Presentation**

Brian Helisek and Brian Camiller from Plante & Moran presented the 2010-2011 fiscal year audit. The Library received an unqualified opinion, the highest that can be

received. The general fund revenues, general fund expenditures and transfers to other funds were reviewed.

It was noted that the Library has successfully worked to reduce expenditures, as a result of the significant loss in property tax revenue, the single largest revenue source for the Library. The funds from the successful .7 millage renewal in August 2010 will be needed for operating costs once the final bond payment is made in April 2012. The auditors also noted and explained the timing of 2010 delinquent property taxes which could be an issue for next year's budget.

The auditors pointed out a deficiency in the journal entry for deferred revenue in the general fund related to property tax and contract revenue received before the end of the year, but not earned until the following fiscal year. The journal entry was corrected as requested.

The auditors also discussed property tax projections, personal property tax potential legislation and its impact, and GASB Statement No. 54 Fund Balance Reporting and Governmental Fund-Type Definitions, which needs to be implemented in the Library's 2011-2012 fiscal year. Mr. Camiller plans to return to a future Board meeting in early 2012 to further discuss and present options for implementing GASB Statement No. 54.

Director Bohrer thanked Mr. Camiller for his assistance in reviewing resumes and interviewing potential candidates for the Library's finance manager position.

## **Approval of Minutes**

### **MOTION:**

### **MOVE TO APPROVE THE MINUTES FOR THE JULY 13, 2011 MEETING.**

Moved: Kravetz

Second: Osthaus

Ayes: Kravetz, Osthaus, Bordman, Meyer, Macon

Nays: None

**MOTION CARRIED.**

## **Financial Report**

The July 2011 financial statements and the 2010-2011 fiscal year investment report were received.

## **Director's Report**

Director Bohrer reported on the following:

- Outreach plans were developed for the coming year by adult, teen, and youth services.
- The display case, which will permanently house the National Medal, has been installed in the lobby of the Main Library.
- Two additional display units have also been installed—one in the lobby and the other in adult services at the Main Library.
- A watercolor of the Westacres Branch has been purchased by the Friends of the Library and will be located in a visible location at the Branch.
- Bohrer and Ketcham attended the Westacres Subdivision's 75<sup>th</sup> Anniversary Opening Ceremony and Reception on Friday, July 29, 2011. During the ceremony, the Library was recognized for receiving the National Medal.
- The Library had a booth at the Orchard Lake Art Show, but staff is reconsidering participation for next year. Board members were in consensus that the event had limited meaningful outreach value.
- The umbrellas in the youth services area at the Main Library have been taken down for repair and modification.
- The decal on the circulation staff work area windows at the Main Library will be updated to include the new library card design and the National Medal image.

The Director's Report was received.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$181,274.23 AND RATIFY EXPENSES INCURRED SINCE JULY 13, 2011 IN THE AMOUNT OF \$143,821.80.**

Moved: Osthaus  
Second: Bordman  
Ayes: Osthaus, Bordman, Macon, Meyer, Kravetz  
Nays: None  
**MOTION CARRIED.**

### **Reciprocity with the Troy Public Library**

**MOTION:**

**MOVE TO CONTINUE RECIPROCITY WITH THE TROY PUBLIC LIBRARY, SINCE IT WILL NOW RECEIVE STABLE FUNDING AND CONTINUE TO MEET STATE AID REQUIREMENTS.**

Moved: Osthaus  
Second: Bordman  
Ayes: Osthaus, Bordman, Kravetz, Meyer, Macon  
Nays: None  
**MOTION CARRIED.**

### **Approval of After-Hours Event Sponsored by Adult Services**

The adult services department submitted a request for an after-hours program for book clubs to be held on Saturday, November 19, 2011 from 6:30-8:30 p.m. Last year's inaugural event was very well attended. The Friends of the Library will be asked to co-sponsor and donate funds for refreshments.

**MOTION:**

**MOVE TO APPROVE THE USE OF THE MAIN LIBRARY ON SATURDAY, NOVEMBER 19, 2011 FOR AN AFTER-HOURS EVENT FOR BOOK CLUBS SPONSORED BY THE ADULT SERVICES DEPARTMENT.**

Moved: Osthaus  
Second: Bordman  
Ayes: Osthaus, Bordman, Kravetz, Macon, Meyer  
Nays: None  
**MOTION CARRIED.**

## **Approval of Mid-Year Budget Adjustments**

The Board reviewed the mid-year budget adjustments. Penal fines revenue was down by 4%. While our Library did not budget to receive state aid due to the state's financial uncertainty, state aid will be received at about the same level as last fiscal year. This unbudgeted revenue will cover the shortfall in penal fines and will eliminate the need to use \$31,480.00 in fund balance.

### **MOTION:**

**MOVE TO APPROVE THE MID-YEAR ADJUSTMENTS FOR THE 2011-2012 FISCAL YEAR BUDGET AS PROPOSED.**

Moved: Kravetz  
Second: Osthaus  
Ayes: Kravetz, Osthaus, Macon, Meyer, Bordman  
Nays: None

**MOTION CARRIED.**

## **Approval of Tax Levy for Fiscal Year 2011-2012**

### **MOTION:**

**MOVE THE FOLLOWING RESOLUTION:**

**WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD DID ON MARCH 2, 2011 CONDUCT A PUBLIC HEARING ON ITS PROPOSED BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2012 AND,**

**WHEREAS, AFTER THE CONCLUSION OF SAID HEARING, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD DID, ON MARCH 2, 2011 ADOPT A BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2012, IN THE TOTAL AMOUNT OF \$4,860,773.00, A COPY OF WHICH BUDGET IS ATTACHED HERETO; AND,**

**WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD DID AT ITS REGULAR MEETING ON AUGUST 10, 2011, AT WEST BLOOMFIELD TOWNSHIP MAIN LIBRARY, 4600 WALNUT LAKE ROAD, WEST BLOOMFIELD TOWNSHIP, MICHIGAN, 48323 REVISE THE BUDGET AS PREVIOUSLY ADOPTED FOR THE FISCAL YEAR ENDING MARCH 31,**

**2012 IN THE TOTAL AMOUNT OF \$4,860,773.00, A COPY OF SAID REVISED BUDGET BEING ATTACHED HERETO; AND**

**WHEREAS, TAXES FOR THE SAID FISCAL YEAR WILL BE COLLECTED IN DECEMBER, 2011 AND,**

**WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY IS IN NEED OF \$4,381,905.00 IN TAX FUNDS TO SUPPORT THE LIBRARY AS SET FORTH IN THE ATTACHED BUDGET;**

**NOW, THEREFORE, BE IT RESOLVED THAT A CERTIFIED COPY OF SAID BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2012 AS REVISED, AND OF THIS RESOLUTION, BE TRANSMITTED TO THE TOWNSHIP SUPERVISOR OF WEST BLOOMFIELD TOWNSHIP NO LATER THAN SEPTEMBER 1, 2011 FOR LEVY AND COLLECTION OF 1.7 MILL (1 MILL AND AN ADDITIONAL .7 MILL), AS REDUCED BY LAW, FOR THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY, WHICH RATE IS HEREBY CERTIFIED PURSUANT TO SECTION 10, 1877 PA 164, AS AMENDED, AND GOVERNING TAX LAW.**

**IT IS HEREBY CERTIFIED THAT THE ATTACHED BUDGET WAS ADOPTED BY THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD AT ITS REGULAR MEETING OF AUGUST 10, 2011, AT WHICH FIVE (5) MEMBERS WERE PRESENT AND FIVE (5) MEMBERS VOTED TO ADOPT SUCH A REVISED BUDGET;**

**IT IS FURTHER CERTIFIED THAT THE SUM OF \$4,381,905.00 IS THE AMOUNT OF TAX FUNDS REQUIRED TO SUPPORT SAID LIBRARY FOR THE FISCAL YEAR APRIL 1, 2011 TO MARCH 31, 2012, AND THAT 1.7 MILL (1 MILL AND AN ADDITIONAL .7 MILL) IS THE RATE NECESSARY TO BE LEVIED TO PRODUCE SAID AMOUNT REQUIRED BY THE LIBRARY.**

Moved: Osthaus

Second: Meyer

Ayes: Osthaus, Meyer, Bordman, Kravetz, Macon

Nays: None

**MOTION CARRIED.**

Bohrer was directed to submit the resolution to the Township Supervisor.

## **Approval of HVAC System Repair**

The Board reviewed a report on the emergency HVAC compressor replacement that occurred on July 22, 2011. The Director did discuss the emergency situation at the time with both the President and Treasurer before proceeding because there wasn't time to go through an official competitive bid process.

### **MOTION:**

**MOVE TO APPROVE THE ACTION TAKEN/EXPENDITURE FOR THE EMERGENCY HVAC COMPRESSOR REPLACEMENT PAID FROM THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.**

Motion: Kravetz  
Second: Bordman  
Ayes: Kravetz, Bordman, Macon, Meyer, Osthaus  
Nays: None

**MOTION CARRIED.**

## **Award Bid for Window Washing Services**

Sealed bids for window washing services were publicly opened and read on July 28, 2011. The bid was advertized in the Oakland Press on July 17, 2011 and packets were sent to numerous companies on file with the Library.

### **MOTION:**

**MOVE TO AWARD THE BID FOR WINDOW WASHING SERVICES FOR BOTH FACILITIES TO THE LOW BIDDER, MULVILLE & SONS, AT A COST OF \$5,325.00.**

Moved: Osthaus  
Second: Bordman  
Ayes: Osthaus, Bordman, Macon, Meyer, Kravetz  
Nays: None

**MOTION CARRIED.**

## **Approval of Change in September Board Meeting Date**

### **MOTION:**

**MOVE TO CHANGE THE SEPTEMBER BOARD MEETING TO SEPTEMBER 21, 2011, THE THIRD WEDNESDAY OF THE MONTH, AT 7:30 P.M. AT THE MAIN LIBRARY.**

Moved: Kravetz

Second: Bordman

Ayes: Kravetz, Bordman, Macon, Meyer, Osthaus

Nays: None

**MOTION CARRIED.**

The meeting was adjourned at 8:35 p.m.

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Carol Kravetz, Secretary