

**Minutes for the
West Bloomfield Township Public Library
Public Hearing on the 2011-2012 Budget
March 2, 2011**

Present: Holtz, Kravetz, Bordman, Osthaus, Meyer, Macon, Bohrer

Absent: None

Call to Order

President Macon called the public hearing on the 2011-2012 fiscal year budget to order at 5:30 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE PUBLIC HEARING.

Moved: Osthaus; Second: Holtz

Ayes: Kravetz, Meyer, Holtz, Macon, Bordman, Osthaus

Nays: None

MOTION CARRIED.

The Board reviewed the 2011-2012 fiscal year budget in the amount of \$4,860,773.00. The budget reflects expenditures over revenue of \$31,480.00. The shortfall will be taken from fund balance, however, the Committee indicated that the Director will look for additional cost savings within the general fund during the year so the fund balance can remain intact. It will not be possible to make the \$100,000 transfer to the Capital Improvements and Automation Development Fund scheduled in the computer/software replacement plan.

The budget reflects a decline of revenue over last fiscal year in the amount of \$522,356.00. Property tax revenue, the Library's main source of revenue, is projected to decline by 10%. The Personnel services, supplies, professional/contractual, community promotion, utilities, rentals and capital outlay (funds for collection materials) line items have all been reduced to make up for the decline in revenue.

There being no public questions regarding the budget, it will be submitted for adoption at the March 2, 2011 Library Board meeting.

The public hearing was adjourned at 5:45 p.m.

Carol Kravetz, Secretary

Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
March 2, 2011

Present: Bordman, Holtz, Kravetz, Macon, Meyer, Osthaus, Bohrer

Absent: None

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 MARCH 2, 2011 MEETING.

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

MOTION CARRIED.

Correspondence

- A letter was received from State Representative Lisa Brown congratulating our Library on receiving the National Medal.
- A letter was received from Ellen Hill Zeringue, Vice-President of Marketing for the Detroit Tigers, thanking our Library for hosting a stop on the 2011 Winter Caravan.

- A letter was received from Yasuhiko Kado, Mayor of Awaji City, Japan, congratulating our Library on receiving the National Medal and requesting he be received, along with his delegation, at our Library on April 27, 2011 during his visit to the United States.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE FEBRUARY 9, 2011 MEETING.

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

MOTION CARRIED.

Director's Report

Director Bohrer reported on the following:

- Best-selling author Michael Connelly, the Everyone's Reading choice for 2011, will appear at the Berman Theatre at the Jewish Community Center on April 14, 2011 at 7:30 p.m. There will be a dinner with the author preceding his presentation for Library Board members, Everyone's Reading committee members, and Friends of the Library Board members at Uptown Grille. Attendees are responsible to pay for their meals.
- StoryCorps is scheduled at the Main Library from April 15, 2011 through April 17, 2011.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$139,733.17 AND RATIFY EXPENSES INCURRED SINCE FEBRUARY 9, 2011 IN THE AMOUNT OF \$71,681.12.

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

Reports—National Medal Celebration Committee

The Committee reported:

- Set-up for the event will begin at 6 p.m. on Saturday, March 5
- The Library has received 140 RSVP's for the partners' reception to be held just prior to the public event.
- Display boards have been prepared that detail the Library's partnership/collaboration activities with each of the 19 partners listed in the National Medal brochure
- Remarks for the partners' reception and public event are currently being developed
- National Medal brochures will be distributed

The Board reviewed the timeline for the event and asked that a timeline flyer be developed and distributed as people enter the facility.

Approval of the 2011-2012 Fiscal Year Budget

The Board reviewed the draft of the 2010-2011 budget in the amount of \$4,860,773 submitted by the Budget Committee for which a public hearing was held at 5:30 p.m. on March 2, 2011. Revenue is projected to be down by \$522,345, which is a significant amount that requires further reduction in operational expenditures. A portion of the revenue decline (\$31,480.00) will be covered by fund balance, although the Director will try to further reduce expenditures during the year in order to keep the fund balance intact. It was noted that revenue has declined by 26% over the last three years. Operational expenditure reductions fall into the personnel services, supplies, professional/contractual, community promotion, utilities, rentals and capital outlay (materials collection) categories. The scheduled transfer for the computer/technology replacement plan cannot be made.

MOTION:

**MOVE TO APPROVE THE FISCAL YEAR 2010-2011 BUDGET IN THE
AMOUNT OF \$4,860,773.00.**

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

The meeting was adjourned at 6:55 p.m.

Carol Kravetz, Secretary