

**Minutes  
For the West Bloomfield Township Public Library  
Board of Trustees Meeting on  
August 14, 2019**

**Present:** Eickemeyer, Foster, Kravetz, Macon, Meyer, Bohrer

**Absent &  
Excused:** Holtz

**Call to Order**

Vice-President Kravetz called the meeting to order at 7:03 p.m.

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA WITH AN ADDITION OF RECOGNITION  
FOR EILEEN EVANS UNDER OLD BUSINESS.**

Moved: Macon  
Second: Foster  
Ayes: Macon, Foster, Eickemeyer, Kravetz, Meyer  
Nays: None  
**MOTION CARRIED.**

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE JULY 10, 2019 MEETING.**

Moved: Foster  
Second: Macon  
Ayes: Foster, Macon, Eickemeyer, Kravetz, Meyer  
Nays: None

**MOTION CARRIED.**

**Financial Reports**

The July 2019 financial statements were received.

**Director's Report**

Director Bohrer reported on the following:

- Outreach plans for the year, developed by adult, young adult and youth services, include activities that reach out and engage with all ages within our community.
- The new business sales model recently developed for newly published e-books by Macmillan Publishers will hamper our Library's ability to provide our users with timely access to e-books. There is concern other publishers may follow suit. The American Library Association and the Public Library Association are forming a coalition to engage with Macmillan and other publishers to try to achieve an e-book business model that is equitable for all, including library users.
- Our Library will participate in the state-wide *Great Michigan Read* program which features Dr. Mona Hanna-Attisha's *What the Eyes Don't See* this year. We are co-sponsoring a program to be held on October 22, 2019 at the Oakland Community College-Orchard Ridge Campus.
- *Hour Detroit* magazine recognized our Library as a great place to relax and study in the culture section of their annual *City Guide*.
- The Library newsletter will be distributed to all residents just before the Labor Day holiday.

The Director's Report was received.

**Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$184,284.37 AND RATIFY EXPENSES INCURRED SINCE JULY 10, 2019 IN THE AMOUNT OF \$154,512.80.**

Moved: Macon  
Second: Foster  
Ayes: Macon, Foster, Eickemeyer, Kravetz, Meyer  
Nays: None

**MOTION CARRIED.**

**Recognition for Eileen Evans**

The Board discussed memorial recognition for long-time Friends of the Library member Eileen Evans at the request of the President of the Friends of the Library. The Board was open to a plaque placed on the outdoor sculpture as long as it matched the existing plaque recognizing the sculptor, since Eileen Evans was instrumental in obtaining the sculpture. Director Bohrer was provided with recognition parameters to share with the Friends of the Library at their upcoming meeting.

**Approval of Mid-Year Budget Adjustments**

Director Bohrer presented the mid-year budget adjustments. Overall, the anticipated revenue increased by \$192,946 primarily due to property tax, interest income and state aid. The endowment donation revenue of \$5,646 was transferred into the endowment funds. In addition, \$77,049 was transferred into the Capital Improvement and Automation Development Fund. The remaining revenue increase was used to offset a much needed information technology position, additional seating in the information commons area at the Main Library and the replacement of an HVAC unit at the Westacres Branch.

**MOTION:**

**MOVE TO APPROVE THE MID-YEAR ADJUSTMENTS TO THE 2019-2020 FISCAL YEAR BUDGET.**

Moved: Eickemeyer  
Second: Macon  
Ayes: Eickemeyer, Macon, Foster, Kravetz, Meyer  
Nays: None  
**MOTION CARRIED.**

**Set Millage Levy**

**MOTION:**

**MOVE TO APPROVE THE TAX LEVY RESOLUTION AS PRESENTED, WHICH SETS THE COLLECTION OF THE 2019 TAXES AT 1.7 MIL SUBJECT TO THE HEADLEE ROLLBACK.**

Moved: Foster  
Second: Eickemeyer  
Ayes: Foster, Eickemeyer, Kravetz, Macon, Meyer

Nays: None  
**MOTION CARRIED.**

The Board directed Bohrer to deliver the resolution to the Township Supervisor and inquire whether this resolution is still needed now that the Board approves the L-4029 provided by the Township for the same levy.

**Approval of Bid Specifications for Computers/Scanners for Public Workstations at the Main Library**

Bohrer reported that the replacement of the computers and scanners used by the public at the Main Library is part of the Board-approved Information Technology Replacement Plan. The specifications were prepared by the Coordinator of Information Technology.

**MOTION:**

**MOVE TO APPROVE AND ADVERTISE THE BID FOR COMPUTERS AND SCANNERS FOR THE PUBLIC WORKSTATIONS AT THE MAIN LIBRARY.**

Moved: Eickemeyer  
Second: Foster  
Ayes: Eickemeyer, Foster, Kravetz, Macon, Meyer  
Nays: None  
**MOTION CARRIED.**

**Approval of Revision to the Use of Computer Workstations Policy**

Director Bohrer pointed out that the revision requires that a library card be used to sign-in on any computer with access to the Internet, productivity software and online resources at both facilities. People are currently signing-in with a library card at the Westacres Branch but not at the Main Library. The change would allow users to more easily print documents and secure a work session on a computer, which was requested in the customer satisfaction survey. The change would allow the Library to have accurate statistics to provide to the Library of Michigan. During Board discussion on the revision, it was pointed out that the change would also assist in making operational decisions, which was added to the draft policy. Director Bohrer further reported that staff will post an information sheet on the revised policy at all public computer workstations and encourage individuals to obtain a library card well in advance of the policy's start date.

**MOTION:**

**MOVE TO APPROVE THE REVISION TO THE USE OF COMPUTER WORKSTATIONS POLICY AS AMENDED DURING DISCUSSION.**

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Moved: Eickemeyer  
Foster: Foster  
Ayes: Eickemeyer, Foster, Kravetz, Macon, Meyer  
Nays: None  
**MOTION CARRIED.**

The meeting was adjourned at 7:43 p.m.

  
\_\_\_\_\_  
Carol Foster, Secretary

**West Bloomfield Township Public Library  
Fiscal Year 2019-2020 Budget  
Approved January 9, 2019; Amended August 14, 2019**

<b>REVENUE</b>	<b>2015-2016 FY Actual</b>	<b>2016-2017 FY Actual</b>	<b>2017-2018 FY Actual</b>	<b>2018-2019 FY Actual</b>	<b>2019-2020 FY Approved</b>	<b>2019-2020 FY Amended</b>	<b>Difference</b>	<b>Budget Percent</b>
Property Tax	\$ 4,617,814	\$ 4,706,795	\$ 4,770,177	\$ 4,893,064	\$ 4,875,000	\$ 5,050,000	\$ 175,000	90.70%
State Aid	\$ 44,633	\$ 46,922	\$ 49,747	\$ 69,462	\$ 50,000	\$ 60,000	\$ 10,000	1.08%
Contract for Services	\$ 142,861	\$ 144,833	\$ 138,780	\$ 141,229	\$ 135,000	\$ 137,500	\$ 2,500	2.47%
Fines and Fees	\$ 186,916	\$ 157,056	\$ 110,320	\$ 112,748	\$ 104,700	\$ 89,500	\$ (15,200)	1.61%
Penal Fines	\$ 144,989	\$ 151,771	\$ 145,316	\$ 150,050	\$ 145,000	\$ 145,000	-	2.60%
Interest	\$ 40,696	\$ 45,202	\$ 73,078	\$ 124,463	\$ 60,000	\$ 75,000	\$ 15,000	1.35%
Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.00%
Contributions	\$ 57,126	\$ 34,945	\$ 242,113	\$ 249,751	\$ 5,300	\$ 10,946	\$ 5,646	0.20%
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.00%
<b>Revenue Grand Total</b>	<b>\$ 5,235,035</b>	<b>\$ 5,287,524</b>	<b>\$ 5,529,531</b>	<b>\$ 5,740,767</b>	<b>\$ 5,375,000</b>	<b>\$ 5,567,946</b>	<b>\$ 192,946</b>	<b>100.00%</b>

14-Aug-19

**EXPENDITURES**

	2015-2016 FY Actual	2016-2017 FY Actual	2017-2018 FY Actual	2018-2019 FY Actual	2019-2020 FY Approved	2019-2020 FY Amended	Difference	Budget Percent	Operating Budget Percent
Personnel Services	\$ 2,128,937	\$ 2,166,489	\$ 2,223,679	\$ 2,282,382	\$ 2,436,671	\$ 2,474,997	\$ 38,326	44.45%	46.39%
Supplies	\$ 76,936	\$ 82,645	\$ 81,261	\$ 83,878	\$ 98,410	\$ 98,410	\$ -	1.77%	1.84%
Professional/Contractual	\$ 440,373	\$ 418,433	\$ 440,477	\$ 467,749	\$ 530,006	\$ 538,006	\$ 8,000	9.66%	10.08%
Communications	\$ 13,291	\$ 14,837	\$ 16,202	\$ 15,299	\$ 17,500	\$ 17,500	\$ -	0.31%	0.33%
Staff Development/Transportati	\$ 37,464	\$ 31,347	\$ 33,382	\$ 26,623	\$ 42,800	\$ 42,800	\$ -	0.77%	0.80%
Community Promotion	\$ 46,707	\$ 50,337	\$ 42,695	\$ 65,836	\$ 55,000	\$ 55,000	\$ -	0.99%	1.03%
Insurance/Bonds	\$ 45,285	\$ 45,666	\$ 45,610	\$ 45,927	\$ 50,485	\$ 50,485	\$ -	0.91%	0.95%
Utilities	\$ 169,757	\$ 178,841	\$ 181,223	\$ 199,484	\$ 206,500	\$ 213,500	\$ 7,000	3.83%	4.00%
Repairs/Maintenance	\$ 267,878	\$ 306,381	\$ 325,114	\$ 339,524	\$ 407,065	\$ 415,065	\$ 8,000	7.45%	7.78%
Rentals	\$ 5,678	\$ 7,020	\$ 7,020	\$ 8,370	\$ 7,375	\$ 9,300	\$ 1,925	0.17%	0.17%
Online Cataloging Services	\$ 7,013	\$ 8,431	\$ 16,289	\$ 9,668	\$ 9,700	\$ 9,700	\$ -	0.17%	0.18%
Capital Outlay	\$ 1,274,777	\$ 1,330,088	\$ 1,254,337	\$ 1,295,508	\$ 1,363,626	\$ 1,410,626	\$ 47,000	25.33%	26.44%
Expenditures Subtotal	\$ 4,514,096	\$ 4,640,515	\$ 4,667,289	\$ 4,840,248	\$ 5,225,138	\$ 5,335,389	\$ 110,251	95.82%	100.00%
Transfer to AB Fund	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Transfer to CIAD Fund	\$ 487,351	\$ 564,403	\$ 583,168	\$ 590,246	\$ 149,862	\$ 226,911	\$ 77,049	4.08%	4.08%
Transfer to Endowment Fund	\$ 25,678	\$ 9,494	\$ 214,190	\$ 222,266	\$ -	\$ 5,646	\$ 5,646	0.10%	0.10%
Transfer to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
<b>Expenditures Grand Total</b>	<b>\$ 5,177,125</b>	<b>\$ 5,214,412</b>	<b>\$ 5,464,647</b>	<b>\$ 5,652,760</b>	<b>\$ 5,375,000</b>	<b>\$ 5,567,946</b>	<b>\$ 192,946</b>	<b>100.00%</b>	<b>100.00%</b>

**WEST BLOOMFIELD TOWNSHIP  
PUBLIC LIBRARY BOARD  
CERTIFICATION OF TAX LEVY**

**RESOLUTION**

Excerpt from minutes of the regular meeting of the Board of the West Bloomfield Township Public Library Board held on the 14th day of August 2019 at West Bloomfield Township Main Library, 4600 Walnut Lake Road, West Bloomfield Township, Michigan 48323.

Present: Eickemeyer, Foster, Kravetz, Macon, Meyer

Absent: Holtz

Moved: Foster

Second: Eickemeyer

Ayes: Foster, Eickemeyer, Kravetz, Macon, Meyer

Nays: None

**WEST BLOOMFIELD TOWNSHIP  
RESOLUTION CERTIFYING RATE FOR TAX LEVY**

WHEREAS, the West Bloomfield Township Public Library Board did on January 9, 2019 conduct a public hearing on its proposed budget for Fiscal Year ending March 31, 2020 and,

WHEREAS, after the conclusion of said hearing, the West Bloomfield Township Public Library Board did, on January 9, 2019 adopt a budget for the Fiscal Year ending March 31, 2020, in the total amount of \$5,375,000 a copy of which budget is attached hereto; and,

WHEREAS, the West Bloomfield Township Public Library Board did at its regular meeting on August 14, 2019, 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, 2020 in the total amount of \$5,567,946, a copy of said revised budget being attached hereto; and

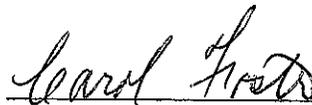
WHEREAS, taxes for the said Fiscal Year will be collected in December, 2019 and,

WHEREAS, the West Bloomfield Township Public Library is in need of \$5,050,000 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, 2020 as revised, and of this resolution, be transmitted to the Township Supervisor of West Bloomfield Township no later than September 1, 2019 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 14, 2019, at which 5 members were present and 5 members voted to adopt such a revised budget;

It is further certified that the sum of \$5,050,000 is the amount of tax funds required to support said library for the Fiscal Year April 1, 2019 to March 31, 2020, and that 1.7 mill (1 mill and an additional .7 mill), as reduced by law, is the rate necessary to be levied to produce said amount required by the library.



Carol Foster, Secretary

West Bloomfield Township Public Library Board of Trustees

Date: August 14, 2019

## **Library Policy No. 34**

**Subject: Use of Computer Workstations**

**Adopted by the Library Board of Trustees on June 16, 2010**

**Revised August 14, 2019—Effective October 1, 2019**

In order to streamline the ability of users to easily print documents and secure a work session on a computer workstation and provide the Library with the ability to gather necessary statistical usage data for annual state reporting and to make operational decisions, a valid library card in our system is required to sign-on to any computer workstation with Internet, productivity software and online resources at both the Main Library and the Westacres Branch.

Since there is a large number of computer workstations available at the Main Library, usage is not restricted in any way. Due to the limited number of computer workstations at the Westacres Branch, usage is restricted to residents of West Bloomfield and contract communities.

## **IMPORTANT INFORMATION ON THE USE OF COMPUTER WORKSTATIONS THROUGHOUT BOTH WBTPL FACILITIES**

**Beginning Tuesday, October 1, 2019, all users will be required to sign-in to computer workstations with their library card at the Main Library. This is already a requirement at the Westacres Branch.**

By signing in to the computer workstation, **users will no longer have to type their card numbers in each time they send a print job which has been a common complaint.** Signing in to the computer workstation offers other benefits too.

- Users will now have the ability to briefly lock their computer session. This allows a user to step away from a computer for a short period of time and prevents someone else from taking over the session. This feature will keep the session locked for up to fifteen minutes before it will automatically sign-out.
- When users sign-out of a computer session, the workstation will automatically restart and all files and usage history will be erased.
- The Library will now have accurate computer usage statistics to report annually to the Library of Michigan, which is required in order for the Library to receive state aid. Statistics being collected include number of users, length of use time and user residency.

This change is in response to a customer satisfaction survey conducted during the week of April 1, 2019 and comments received from computer users over the past few years, as well as the Library of Michigan's recent directive to submit actual computer usage statistics instead of estimates.

Library card sign-in is already required at the Westacres Branch. Unlike the Branch, sign-in at the Main Library will not have residency restrictions. **A current, valid, library card in our system is all that will be required.** The residency requirement will continue at the Westacres Branch.

**Library cards are issued at the Reception Desk of both facilities. Questions about library cards and eligibility can be answered at the Reception Desk as well.** While the Library recommends that children be attended by their parents or a supervising adult while using computer workstations, a "computer use only" card may be a good option for parents who would like to grant their children access to Library computers but not borrowing privileges.

Questions, call (248) 232-2290 or ask a librarian at the Information Desk.