



Auburn Hills Public Library

APPROVED AUBURN HILLS PUBLIC LIBRARY MINUTES FOR 06/26/07

Location: Large Meeting Room, Auburn Hills Public Library
3400 E. Seyburn Drive
Auburn Hills, Michigan 48326

1. **Call to Order:** President D. Rohe called the meeting to order at 3:57 p.m.
2. **Roll Call:** Present: Deanna Rohe, David McBroom, Bruce Sanders, Nelson Phillips and Leonard Hendricks. Absent: Paul Landsberg. Also present: M. Lesinski, CPA, Plante & Moran, Mo Ceesay, CPA, Plante & Moran, Karrie Waarala, Director, and Karen Messer, Administrative Assistant.
3. **Approval of minutes from previous meetings:**

Motion by D. McBroom to approve the Library Board meeting minutes of April 24, 2007 and May 22, 2007

Supported by B. Sanders

Vote: Yes: Rohe, McBroom, Sanders, Phillips, Hendricks

No: None

Motion carried (5-0)

4. **Financial Report:**

(a) **Audit - Plante & Moran**

K. Waarala introduced M. Lesinski from Plante & Moran. M. Lesinski introduced Mo Ceesay who assisted in the audit. M. Lesinski presented the Library's financial report of December 31, 2006. Board members received a copy of this report. The Library received an unqualified opinion, the highest level of assurance a library can receive. Due to a new auditing standard this year, M. Lesinski noted an additional area of analysis to the report called Management's Discussion and Analysis. Library Director K. Waarala compiled this area of the audit. M. Lesinski reported total assets as of December 31, 2006 were approximately \$2.1 million, most of which relates to property taxes receivable. Liabilities year-end were approximately \$1.5 million, the majority coming from deferred revenue that equates to property tax revenue for financing 2007 operations. Total fund balance year-end was approximately \$730,000. Total liabilities and fund balance was \$2,183,760. Total expenditures

were approximately \$1.3 million, which was only an increase of 1 percent from the previous year. Expenditures continued to be consistent with an overall increase to fund balance of approximately \$203,000. Total revenue was greater than the budget by approximately \$143,000 while expenditures were under budget by approximately \$60,000. M. Lesinski commended the Library for a job well done and answered several questions from the Board. M. Lesinski assured the Library Board that the fund balance is stable and the Library is financially healthy. M. Lesinski and Mo Ceesay left the meeting at 4:15 p.m.

(b) Financial Officer's Report

Financial Officer D. McBroom reported that as of May 31, 2007 an additional \$300,000 in property taxes was allocated to the Library. Total liabilities and fund balance was \$1,541,836. Total revenues YTD are \$1,344,919. Total expenditures YTD are \$553,180. Fund balance YTD is \$1,480,393.

5. **Public Comments:** None
6. **Library Director's Report:** D. Rohe commended K. Waarala and the Youth Services Department for holding a training session for the Recreation Department's day camp counselors. D. Rohe commented on the effort to further enhance relations between the Library and the City. K. Waarala informed the Board of the City team building retreat in Troy. Department Heads spent two workdays focusing on working toward common goals across the City. As of July 1st patrons will be able to call an 800 number to renew library materials. The Library has purchased a new public copy machine that will be installed by the end of the week. TLN's quarterly membership meeting will be July 20th. Library Design Associates will be meeting with K. Waarala June 28th at the Library. LDA will present a plan for space reallocation at the July board meeting. Youth Services has hired Lisa Haubert, a substitute library assistant. Karen Messer has submitted her notice and July 20th will be her last day at the Library. Notice of the Administrative Assistant position went out to TLN as well as the Oakland Press.
7. **Committee Reports:**
 - a. Personnel Committee: None
8. **New Business:**
 - (a) Changes to material borrowing policy

The Board discussed the existing material borrowing policy and suggested melding the material borrowing policy with the borrowing limits for TLN stand-alone libraries for clarity purposes. The welcome packets will be corrected to reflect the new loan period limits. The complete material borrowing policy will be added to the July board packets.

**Motion by B. Sanders to accept the proposed material borrowing policy
Supported by L. Hendricks**

**Vote: Yes: Rohe, McBroom, Sanders, Phillips, Hendricks
No: None**

Motion carried (5-0)

The July meeting date has been changed from July 24th to July 17th. K. Messer will inform absent board member P. Landsberg of the meeting date change.

Motion by D. McBroom to change the July 2007 Library Board meeting date from July 24th, to July 17th
Supported by L. Hendricks

Vote: Yes: McBroom, Rohe, Sanders, Phillips, Hendricks
No: None

Motion carried (5-0)

9. **Ongoing Business:** None
10. **Adjournment:**

Moved by L. Hendricks to adjourn the meeting
Supported by D. McBroom

There being no objections, the meeting was adjourned at 4:45 p.m.

Submitted by
K. Messer, Admin. Assistant
For P. Landsberg, Secretary