



**CITY OF NOVI LIBRARY BOARD
MINUTES, BUDGET STUDY MEETING
MARCH 6, 2010**

1. Call to Order and Roll Call

Library Board

Laura M. Casey, President
Mark Sturing, Treasurer
David Margolis, Board Member
Ramesh Verma, Vice President

Absent and Excused

Willy Mena, Secretary
Larry Czekaj, Board Member
Larry Kilgore, Board Member
Emily Bank, Student Representative
Satya Dalavayi, Student Representative

Library Staff

Julie Farkas, Director
Margi Karp-Opperer, Assistant Director
Mary Ellen Mulcrone, Assistant Director
Marcia Dominick, Administrative Assistant
Barbara Rutkowski, Information Technology Department Head

The meeting was held at the Novi Public Library, Local History Room, 45245 W. Ten Mile Road, Novi, Michigan 48375, and was called to order by Laura M. Casey, President at 8:10 a.m.

2. Public Comment

There was no public comment.

3. Year End Projection 2009-2010 Fiscal Year

Julie informed the Board that there were changes made to the year-end projected 2009-2010 FY budget:

- Sick Bank Payout – 268-000.00-709.000 – \$13,000.
- The projected fund balance for 2009-2010- \$128,805.
- Temporary salaries may reduce due to the elimination of the overtime dollars for Sunday.
- Work without the use of line item 268-000.00-680.000 – Fund Balance- work with true numbers.

4. Proposed Budget 2010-2011 – Draft #3

Proposed 2010-2011 Budget Revenues

- Property Taxes – 268-000.00-403.000 – Proposed Budget \$2,390,000. Figure provided by the City of Novi Finance.
- Township Taxes – 268-000.00-404.000 – Proposed Revenue \$6,900. Figure provided by the City of Novi Finance.
- State Aid – 268-000.00-567.000 - Proposed revenue \$15,000.
- Library Book Fines – 268-000.00-657.000 – Proposed budget \$30,000
- State Penal Fines – 268-000.00-658.000 – Proposed Budget \$70,000.
- Interest on Investments – 268-000.00-664.000 – Proposed budget \$10,100. Figure provided by the City of Novi Finance.
- Miscellaneous Income – 268-000.00-665.000 – Proposed budget \$3,000.
- Copier – 268-000.00-665.100 – Proposed budget \$4,000.
- Electronic Media 268-000.00-665.200 – Proposed budget \$12,000.
- Meeting Room – 268-000.00-665.300 – Proposed budget \$6,500.
- Gifts and Donations – 268-000.00-665.400 – Proposed budget \$500.
- Book Rental – 268-000.00-665.500 – Proposed budget \$0.00. No longer offered.
- Library Café – No line item number at this time - \$4,500.
- Other revenue – Grants (248-000.00-666.000) – Unknown figure.
- Appropriation of Fund Balance – 268-000.00-680.000 – \$261,425.

The Proposed Revenue for 2010-2011 Fiscal Year: \$2,813,925.00 with the use of fund balance dollars.

The Proposed Revenue for 2010-2011 Fiscal Year: \$2,552,500.00 without the use of fund balance dollars.

Expenditures

Personnel Services

- Permanent Salaries – 268-000.00-704.000 – \$958,000.00 – Reduction due to reorganization within the Library.
- Temporary Salaries – 268-000.00-705.000 – remains the same as the 09-10fy at \$492,500.
- Sick Bank Payout – 268-000.00-709.100 – Per policy will not be offered.
- Social Security – 268-000.00-715.000 – \$114,000. Figure provided by the City of Novi.
- Insurance – 268-000.00-716.000 – \$197,000. Figure provided by the City of Novi.
- Pension – 248-000.00-718.000 – \$48,000. Figure provided by the City of Novi.
- Unemployment Insurance – 268-000.00-719.000 - \$0.00.
- Workers' Compensation – 248-000.00-720.000 – \$2,250. Figure provided by the City of Novi.

Total Personnel Services is \$1,811,750.00.

Supplies & Materials

Supplies

- Office Supplies – 268-000.00-727.000 – \$31,500.
- Postage – 268-000.00-728.000 – \$4,500.

- Computer Supplies – 268-000.00-734.000 – \$101,500. (This figure should be for line item – 268-000.00-734.500).
- Computer Supplies Equipment – 268-000.00-734.500 – \$7,000. (This figure should be for line item – 268-000.00-734.000)
- Operating Supplies – 268-000.00-740.000 – \$23,000.
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Materials

- Books – 268-000.00-742.000 – \$215,000.
- Books – Misc. Grants - \$0.00.
- Periodicals – 268-000.00-743.000 – \$14,500.
- Audiovisual Materials – 268-000.00-744.000 – \$42,100.
- Electronic Media – 268-000.00-745.200 – \$34,650.
- Online Resources– 268-000.00-745.300 – \$50,500.

Total Supplies & Materials is \$ 524,250.00.

Services & Charges

- Bank Services – 268-000.00-802.100 – \$750.00.
- Independent Audit – 268-000.00-803.000 –\$1,500.
- Medical Service – 268-000.00-804.000 –\$500.
- Legal Expenses - 268-000.00-806.000 –\$2,000.
- Memberships & Dues – 268-000.00-809.000 –\$5,500.
- Professional Services – 268-000.00-816.000 –\$5,000.
- Custodial Services – 268-000.00-817.000 – \$35,000.
- TLN Central Services – 268-000.00-818.000 –\$2,500.
- Telephone – 268-000.00-851.000 – \$15,500.
- TLN Automation Services – 268-000.00-855.000 –\$50,000.
- Mileage – 268-000.00-862.000 –\$800.
- Community Promotion – 268-000.00-880.000 –\$15,000.
- Programming – 268-000.00-880.268 – \$23,000.
- Design, Printing, Publishing – 268-000.00-900.000 –\$24,000.
- Insurance – 268-000.00-910.000- Proposed budget - \$19,000.
- Heat – 268-000.00-921.000 –\$32,000.
- Electricity – 268-000.00-922.000 –\$122,000.
- Water and Sewer – 268-000.00-923.000 –\$12,000.
- Office Equipment Maintenance – 268-000.00-932.000 – \$0.00.
- Building Maintenance – 268-000.00-934.000 – \$46,000.
- Vehicle Maintenance – 268-000.00-935.000 –\$3,000.
- Grounds Maintenance – 268-000.00-941.000 – \$26,000.
- Office Equipment Lease – 268-000.00-942.000 – \$16,375.
- Conferences & Workshops – 268-000.00-956.000 – \$10,500.

Total Services & Charges is \$ 467,925.00.

Capital Outlay

- Building Improvements – 268-000.00-976.000 – Proposed budget - \$5,000.
- Furniture – 268-000.00-990.000 – Proposed budget - \$5,000.

Total Capital Outlay is \$ 10,000.00.

Total Expenditures: \$2,813,925.00

Discussion:

- Computer Supplies – 268-000.00-734.000 – The RFID warranty will not be purchased with maintenance on the equipment completed by Facilities and Information Technology staff.
- Computer Supplies Equipment – 268-000.00-734.500 – comfortable with the figure due to the replacement of equipment in 2014-2015 fiscal year.
- Professional Services – 268-000.00-816.000 – removal of the Strategic Plan.
- Custodial Services – 268-000.00-817.000 – contracting with City services.
- Community Promotion – 268-000.00-880.000 – reduced figure.
- Programming – 268-000.00-880.268 – reduced figure.
- Heat – 268-000.00-921.000 and Electricity – 268-000.00-922.000 – Doubled the 2009-2010 year end projected costs.
 - A main switch will shut-down computers at the end of the day to save on electricity.
 - Photo sensitive windows – dims lights; harvest the light.
 - Sensors on lighting.
 - Mechanical drapes.
- Building Maintenance – 268-000.00-934.000 – confident with the figures.
- Grounds Maintenance – 268-000.00-941.000 – projection for snow removal and types of chemicals used on parking lots.
 - Working with the City to get bids on trash removal, etc.
- Office Equipment Lease – 268-000.00-942.000 – went from 3 copiers at \$16,000 to 7 copiers at a lease cost of \$16,375.

Suggestion:

Capital Outlay - \$10,000. Call line items 268-000.00-976.000 Building Improvements and 268-000.00-990.000 Furniture, Contingency (major category) instead of Capital Outlay.

The Library Board is uncomfortable taking dollars from the fund balance to balance a budget.

As a resolution, the Library Board asked the staff to increase their work hours, but we (the Board) in reality are reducing their hourly salaries by not compensating for the additional hours worked. It was suggested that if donations come in to the Library, the staff should receive an increase in pay. Another suggestion was to provide gift certificates as recognizing service – a non-financial compensation such as extra holidays, etc. was another possibility. If possible, provide adequate compensation for all.

As a Board, fundraising needs to be a high priority.

Julie informed the Board that a new wish list was provided to the Friends; staff is very important to the Friends.

Julie is to provide figures to the Library Board comparing the number of full time employees to the part-time employees. Copies of the DSLRT are to be provided to the Board.

Bring updated programming numbers to the March 17, 2010 Regular Library Board meeting.

Operational Hours of Library – A Board member would like to see the Novi Library be consistent with other Class VI Libraries hours of operation. With the budget constraints and the changes in staff, Julie would like to wait one year until she sees how the new facility operates. Julie would not like to over promise and under deliver in service.

5. **Public Comment**

There was no public comment.

6. **Adjourn**

A motion was made to adjourn at 9:38 a.m.

1st – Mark Sturing
2nd – David Margolis

The motion was passed unanimously.



Laura M. Casey, President

March 17, 2010

Date