



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
February 9, 2019**

1. Call to Order

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Tara Michener, President, at 8:04 a.m.

2. Roll Call

Roll Call by Secretary, Bill Lawler

Library Board

Tara Michener, President

Melissa Agosta, Treasurer

Bill Lawler, Secretary

Craig Messerknecht, Board Member

Kat Dooley, Board Member

Geoff Wood, Board Member

Torry Yu, Board Member

Library Staff

Julie Farkas, Director

Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the February 9, 2019 Library Board Budget Session Agenda.

1st—Melissa Agosta

2nd—Geoff Wood

The motion passed unanimously.

Documents provided at meeting:

- 2019-2020 Budget Narrative; Updated 2/8/19
- 2018-2019 End of Yr. (Draft 2: 02/09/2019)
- 2019-2020 Proposed 268 Budget (Projected 20/21 and 21/22) (Draft 2: 02/09/2019)
- 2019-2020 Proposed 269 Budget (Draft 2: 02/09/2019)

The Trustees received a copy of the Robert's Rules of Order; these books are checked out on the individual Trustees Library Cards. President Michener refreshed the Trustees about some of the proper procedures when calling motions.

5. Public Comment

None.

6. 2019-2020 Proposed 268 and 269 Library Budgets – Julie Farkas, Library Director

A. 2019-2020 Budget Narrative

1. Unexpected Costs as of January 14, 2019

- a. Technology 734.500. No changes from January 19, 2019 Budget Study Session.
- b. Building Maintenance is amended to reflect a heating and plumbing issue occurring in the last week and a half, due to the cold temperatures. The 2018-2019 year-end for account 934.000 will be increased from \$98,000 to \$112,322.50.
- c. Director Farkas followed up with Envisionware (Lending Library Kiosk) confirming that maintenance costs will not be billed until the unit is delivered. Therefore, the \$27,720 will be expensed from account 734.000 in 2019-2020 and not year-end 2018-2019.

2. Technology (Budget 986.000) Capital Improvements

The computers are on a 5-year cycle of replacement. Security cameras are on a rotation of 5-7 years.

- As of 02/09/19, the \$17,500 cost to upgrade security cameras in specific locations throughout the Library are now expensed from 268-986.000 instead of 269-742.233.

3. New Delivery Van Capital Purchase (Budget 983.000 Vehicles)

- No changes.

4. Capital Improvement Projects

b. Upholstery Project (Budget 990.00 Furniture)

- No changes.

c. Lending Library – 2nd payment and operational costs

- Detailed operational costs were updated on page 5 to reflect Lending Library 5 year maintenance contract cost from account 268-734.000 for 2019-2020.

5. Salary Study

No Changes. However, Director Farkas updated page 6 to include a chart of the minimum wage structure increases through January 1, 2021.

6. Health Insurance

No changes. Some employees moved from Blue Cross Blue Shield to Priority Health and HAP.

7. Employee Compensation for 2018-2019

No changes.

8. Building Assessment Information for Future Planning of the 269 Contributed Funds

Account

No changes.

9. What is currently under warranty with the Library building? (Information gathered as of budget time: January 2015)

No changes.

10. What has been the fund balance overage/usage over the past few years

No changes.

11. QSAC (Quality Services Assessment Checklist) – Library of Michigan

No changes.

12. 3 Goal recommendations made by Novi resident, Michael Duchesneau (Library Board meeting on December 19, 2018)

No changes.

13. Projects Currently in the Works for 2019-2020

No changes.

14. Friends Wish List 2019-2020

Communications Area (Public Area) was added to the Wish List which now totals \$12,600.

15. Historical Commission Budget 2019-2020 (Approved 1/16/2019)

No changes.

16. Outstanding Fines at the Library

No changes.

17. Term Limit Expirations for Board Members

No changes

B. 2018-2019 End of Yr.

2018-2019 End of Year changes are also discussed under **Section 6. A 2019-2020 Budget Narrative**

2019-2020 268 Proposed Budget (Projected 20/21 and 21/22)

1. Revenue

- 665.289-Adult Programming: \$4,500 – End of Yr.
 - The 2018-2019 year-end amount for adult programming increased to \$4,500.
- 665.400-Gifts and Donations: \$6,000- End of Yr.
 - The 2018-2019 year-end amount for gifts and donations increased to \$6,000.

2. Expenditures

- 716.200-HSA- Employer Contribution: \$5,000-End of Yr.
 - The 2018-2019 year-end increased to \$5,000
- 734.000-Computer/software licensing: \$94,000-Proposed
 - Includes the \$27,720 5 year maintenance cost for the Lending Library Kiosk.
- 734.500-Computer supplies equipment: \$56,100-Proposed
 - The 2019-2020 proposed amount increased due to the West and East Meeting Rooms requiring an upgrade to the microphone system.
- 806.000-Legal Fees: \$2,500-Proposed
 - President Michener and the Board requested to increase legal fees to \$5,000.
 - Discussion of 2018-2019 year-end legal fees continued. The Trustees agreed to amend this expenditure at a future date to better reflect future expenditures.
- 934.000-Building Maintenance: \$112,322.50-End of Yr.
 - The year-end 2018-2019 includes the unexpected cost of \$4,000 for building maintenance.
- 976.000-Building Improvements/Entrance: \$10,000-Proposed
 - The 2019-2020 proposed amount includes alternative options for the main entrance due to cold winds/temperature.
- 983.000-Van: \$28,500-Proposed
 - The new vehicle for outreach moved from 269-983.000 to 268-983.000.
- 986.000-Internal Tech Capital Outlay: \$14,000-Proposed
 - No changes. Second Floor Meeting Room upgrade to digital equipment
- 986.000-Data Proc.-Camera Replacement: \$17,500-Proposed
 - Upgrade to security cameras moved from 269-742.233 to 268-986.000

2019-2020 269 Contributed Fund Proposed Budget

The 2018-2019 year-end Technology Library Expenditures account 269-742.233 decreased to \$24,000. The technology for MakerSpace is going to be lower than budgeted. The 2019-2020 proposed for Technology Library Expenditures is \$5,000 to allow for funds for MakerSpace Technology for next year.

LED Conversion 2018-2019 year-end remains at \$20,000. The 2019-2020 proposed for LED Conversion project amount is \$2,000.

The 2018-2019 MakerSpace Renovation account 269-976.046 is budgeted for \$38,700. However, the team expects the costs to be \$29,000. The 2019-2020 proposed for MakerSpace Renovation amount is \$7,000.

C. Revenue & Expenditure Report through 12/31/18

Included in the January 19, 2019 Budget Session packet

7. Board Member's Individual Reflections

President Michener offered the Board members an additional opportunity to express their thoughts on the proposed 2019-2020 Budget.

Trustee Wood revealed that the 2018-2019 269 End of Year column should reflect a Beginning Fund Balance of \$1,707,428.28 to match the audited 2017-2018 Ending Fund Balance of \$1,707,428.28

The Trustees felt that they are looking at the budget thoroughly before making decisions. The Trustees were appreciative of Director Farkas and the staff's efforts to keep the Library in the black.

Discussions took place about the budget and possibility of future expenditures for significant maintenance issues. Additional discussions were focused on the millage process and the Board requested to be educated about that process. Director Farkas will schedule a learning workshop on this procedure in the future.

8. Public Comment

None.

9. Approval of 2019-2020 268 and 269 Library Budgets (which includes 268 Budgets 18/19 Yr. End, Projected budgets for 20/21 and 21/22

Approval will be made at the February Board Meeting

10. Adjourn

A motion was made to adjourn the meeting at 9:01 a.m.

1st—Melissa Agosta

2nd—Geoff Wood

The motion passed unanimously.



William Lawler, Trustee

February 28, 2019

Date