



**CITY OF NOVI LIBRARY BOARD  
MINUTES, SPECIAL MEETING  
FEBRUARY 26, 2011**

**Call to Order and Roll Call**

**Library Board**

Larry Kilgore, President  
Laura M. Casey, Vice President  
Willy Mena, Secretary  
Mark Sturing, Treasurer  
Larry Czekaj, Board Member (arrived at 8:10 a.m.)  
David Margolis, Board Member  
Ramesh Verma, Board Member

**Absent and Excused**

Nishant Kakar, Student Representative  
Kirsten West, Student Representative

**Library Staff**

Julie Farkas, Director  
Mary Ellen Mulcrone, Assistant Director  
Barbara Rutkowski, IT/Facilities Department Head

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan 48375, and was called to order by Larry Kilgore, President, at 8:05 a.m.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**1. Update on Brighthouse Cablecast for the Library – Barb Rutkowski/Mary Ellen Mulcrone**

Fiber has been installed between the Library and the Civic Center; testing is scheduled to be done next week. Thalner has provided quotes on equipment for three different options “to allow for the AV signal of a board meeting to be injected in the CATV feed at the City Chamber.” Two of the options would require physical access to the control room in Council Chambers; the third option includes an auto switcher. Alternatives were discussed, including the three options proposed, as well as the ideas of not broadcasting live on Brighthouse or returning to council Chambers for future meetings. It was determined that the best alternative would be to proceed

with the third option that includes the auto switcher. Although this option is the most expensive up front, it eliminates the recurring personnel costs associated with someone to physically switch the priority channel routing each time a meeting or other Library event would be broadcast on Brighthouse. Library staff will proceed with arrangements for this.

## **2. Review of Current 2010/2011 Budget and Year End Projections, 2<sup>nd</sup> Draft – Julie Farkas**

### **Revenues**

There were few changes to the Revenues section. For the basis of comparison, it is suggested that the one-time approval of \$150,000 for the pension line be ignored, thus indicating a surplus of approximately \$89,000 rather than a deficit.

The future of State Aid to libraries was questioned. It is expected that this source of revenue will continue to be reduced but not eliminated.

Property Tax Revenues – 268-000.00-403.000 – Approved \$2,390,000; Year-end Budget \$2,438,775; increased \$48,775 per City update 2/15.

State Aid – 268-000.00-567.000 – Approved \$15,000; Year-end Budget \$15,555.32; received supplemental check for \$5,170.32 on 2/24.

### **Total Revenues**

**2010-2011 Approved Budget: \$2,552,500**

**2010-2011 Year End Projections: \$2,625,560.32**

**Increase \$73,060.32**

### **Expenditures**

There were no changes noted to expenditures toward year end projections.

Board members noted preferences for some changes in reporting. Prefer to use “full time” and “part time” versus “permanent” and “temporary” as reported by City. Also prefer to use the more accurate term “unemployment reimbursement” instead of “unemployment insurance”. The Treasurer will address these issues with the Finance Department. It is also noted that fund balance used will be reported in the Revenues section.

The Board is advised of the 2010/2011 year end expenditures projection and suggests using this, rather than the approved 2010/2011 budget as a benchmark for future budgeting.

## **3. 2011/2012 Budget, 2<sup>nd</sup> Draft – Julie Farkas**

### **a. Responses to questions posed to Finance Dept., City of Novi**

Correspondence from Kathy Smith-Roy explained the tax liability and how claims are processed and recorded. The title for account 734.000 has been changed to Computer supplies, software & licensing as requested. Account 910.000 includes insurance coverage for the Library’s van. It is suggested that the Library Board might wait for later information before proceeding with any additional lump sum contributions to the DB pension.

**b. Outstanding Fines \$18,403.45**

Potential recoverable library fines outstanding were determined to be approximately \$18,000. The advisability of using a collection agency was questioned. Kudos go to the staff for communicating well and collecting fines from patrons using the facility. Other issues to consider would be an amnesty program and pursuing online payment of fines.

**c. Library Health Plan Information and 2011 Calculations**

Information about health plans available to Library staff was distributed and discussed. There were questions regarding why the Library offers three plans to employees when one of those plans costs much less than the others. The HR Committee will investigate possibilities for what health insurance options should be offered in the future.

**d. Monthly Energy Program Data Report (FY 10/11 & FY 11/12)**

The Library's Monthly Energy Program Data Report was distributed.

**e. 934.000 Building Maintenance Costs**

A chart showing components of the 934.000 Building Maintenance account was distributed.

**Expenditures**

**Personnel Services**

Proposed personnel costs of \$30,000 over the year end projection were questioned. This is due to some open positions, a newly proposed part time librarian position, and a proposal to adjust pay for the additional 2.5 hours per week for full time staff. There was much discussion about whether this was a closed issue or whether it was to be addressed during budget discussions and whether or not there had been a conscious decision to not increase pay for increased hours. The increase in hours was instituted for public service coverage. Some members feel that the percentage of budget spent on personnel should be decreasing rather than increasing and that ways to decrease the personnel budget are to reduce salaries or reduce staff. Reducing staff would require reduced hours and services. Some would prefer to cut other areas, such as the book budget.

A motion was made that the \$890,000 in account 704 be reduced by the amount that was added to compensate full time employees for the increase from 37.5 to 40 hours per week.

1<sup>st</sup> – Larry Czekaj  
2<sup>nd</sup> - Mark Sturing

A vote by raise of hands was called.

Aye: Czekaj, Sturing, Verma, Mena.  
No: Kilgore, Casey, Margolis.

The motion carried.

Account 704 will be reduced, with a corresponding reduction in the overall Personnel Services section.

### **Supplies and Materials**

The main change from the first draft is an increase in office supplies for toner.

**Total 2011-2012 Proposed Supplies and Materials \$503,700.**

### **Services and Charges**

Account 816 (Professional Services) was reduced as requested by eliminating expenses for consultants to work on strategic and technology plans.

Account 880 (Community Promotion) was reduced based on less need for brochures that were created in conjunction with the grand opening.

Account 880.268 (Programming) was increased but may be offset by money from the Friends.

Account 900 (Design, Printing, Publishing) was also reduced based on less need after the grand opening.

Regarding electricity, staff is still addressing lighting issues, specifically related to hours for cleaning the building. It was requested that staff also investigate parking lot lights and the possibility of having those turn off earlier.

**Total 2011-2012 Proposed Services and Charges \$417,337.**

### **4. Building Improvements & Furniture – Julie Farkas**

The possibility of purchasing assets from liquidating libraries, such as Troy, was questioned.

There was also a request that for any building improvements, the library would obtain bids rather than just one quote. It was suggested that additional café tables and chairs be purchased from the current budget rather than in the next fiscal year.

### **5. Electric Car Charger Station at the Novi Library, Additional Information Provided by Charles Boulard**

The City will provide signage and will incur costs for installation. This new service will be net neutral to the Library.

A motion was made to approve the installation of two charging stations in the Library parking lot as proposed by the City.

1<sup>st</sup> – David Margolis

2<sup>nd</sup> – Laura Casey

The motion carried unanimously.

The Policy Committee will address policies and procedures that will be needed for this service.

### **6. OverDrive Usage Stats as of 12/2010**

OverDrive statistics were distributed and discussed. The group of TLN libraries sharing Download Destination is looking at changing policies to make titles more available. They are considering allowing fewer holds and shorter loan periods.

### **7. DSLRT Stats for Costs on Nonprint Materials**

A chart showing overdue fines for nonprint materials in area libraries was distributed.

**8. BTOP Grant Update: Funding for Lending Laptops – Mary Ellen Mulcrone**

The original request for \$4,000 with a cash match of \$1,000 to purchase four laptops was granted. Additional funds were made available through special request, so the Library has now been awarded \$8,000. With the additional funding, the Library will be able to purchase ten laptops at a cost of just under \$1,200 (which includes the required \$1,000 cash match). This will allow start-up of the in house lending laptop program at full force. It is anticipated that the program will begin in spring or summer.

**9. How Libraries Stack Up: 2010**

An article describing services used at public libraries was distributed.

The Board expressed kudos to Julie and staff on preparation of the budget. It was determined that there was no need for an additional budget meeting. Requested changes are to be incorporated in the next draft and included in the Board packet for the regular March meeting.

**Adjourn**

A motion was made to adjourn the meeting at 11:07 p.m.

1<sup>st</sup> – Laura Casey

2<sup>nd</sup> – Mark Sturing

The motion was passed unanimously.



March 16, 2011

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Willy Mena, Secretary

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Date