



Library Board Budget Session for 2023-2024
Thursday, January 12, 2023
5:30pm – 8:00pm (5:00 dinner served)
Novi Public Library – Board Room, 2nd floor

FINAL DRAFT

AGENDA

1. Call to Order- Kathy Crawford, President
2. Roll Call – Brian Bartlett, Secretary

Library Board – 7 Board members were recorded present

Kathy Crawford, President
Kat Dooley, Vice- President
Brian Bartlett, Secretary
Tara Michener, Board Member
Mark Sturing, Board Member
Sreeny Cherukuri, Treasurer
Priya Gurusurthy, Board Member

Library Staff

Julie Farkas, Director

3. Pledge of Allegiance
4. Approval and Overview of Agenda

Motion: To approve the Agenda as presented

First – Trustee Sturing
Second- Trustee Gurusurthy
Motion passes – 7-0

5. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

No Public Comment

6. 2023-2024 Budget Narrative, Proposed 268 and 269 Library Budgets– Julie Farkas, Library Director A.
2023-2024 Budget Narrative – 1st Draft as of January 12, 2023
B. 268 Library Fund Budget Document – 1st Draft as of January 12, 2023
C. 269 Library Contributed Fund Budget Document – 1st Draft as of January 12, 2023

Director Farkas: Reviewed the budget documentation with the board. She has received updated information from the city regarding year end revenues and numbers. They are the latest available.

-City information as to various revenue accounts and City investments are listed in the packet.

-In the next year the budget includes significant capital improvement expenditures for IT equipment replacement. The Library works with firms that offer significant discounts for education and government to obtain the best possible prices. Capital improvements are listed on pages 3 and 4 of the document.

-There are ongoing improvement projects for the Youth areas and Teen Stop. They are on hold awaiting decisions on other design options. One of those may be a renaming/rebranding of Teen Stop and removing the Stop Sign logo. The Stop Sign can be misinterpreted as not being an open area for teens.

-Several chairs have been reupholstered and the library actively looks for opportunities to reuse existing furniture since it is often more cost effective.

-The library has been looking to expand into a vinyl record collection featuring first a classic rock selection followed possibly Motown. It is believed that focusing on one music genre at a time is the best way to promote such a collection. Currently the source for sponsorship and funding has notified the library that they will not participate due to economic pressures. A new sponsor is required to go forward.

-New proposed areas for STEAM kits (Science, Technology, Engineering, Arts, and Mathematics), Backpacks and a Podcast area were reviewed.

-Discussed the estimate for the entry way. The entry way opens directly to the elements in the cold weather and cools the entire lobby and café area during cold wintery days. It is both raising energy costs and causes discomfort in the area. No architectural work has been done at this point.

-Discussed initiative for Comic's Plus. This is a selection of modern comics that is subscription based, takes minimum shelf space and includes DEI publishers. Should increase library usage by reaching out to citizens who currently don't use the library.

-Reviewed the Wage competitive changes to help recruit and retain employees. Personnel in the lower pay grades, primarily non-salary employees, will receive increases in January. Salary and upper levels will be in July. Some of these individuals because of these changes will be ineligible for a July increase.

-Parking lot maintenance is scheduled rather than replacement to extend life of the surface.

-Proposing a community outreach librarian targeting businesses and 55+ patrons needs. This individual would be key into seeking out business contributions and scholarships along with reaching out to older patrons that may wish to contribute to library efforts.

-Added cost approved for the Strategic Planning firm Rethinking Libraries has been included.

-Additional AT&T increases were highlighted.

-Periodical use is declining. Most periodicals are reducing their print versions and putting most of their efforts into digital / on line offerings.

7. Public Comment (see language above)

No Public Comment

8. Board Members Individual Reflections

Board Member discussions include:

- Discussion of City depreciation schedule. The city doesn't handle a full depreciation schedule on the building and all its components. Expense and cost of replacement are not handled in year-to-year budgets. Hence key items such as elevators, HVAC, and other building items become annual expenses with no sinking fund. This is a problem that will effect budgets now that the building is approaching 20 years old.

-Discussion of the fine-free plan for FY 2023. The board agreed to the fine-free policy based on loss of materials. At this point, it is anticipated that the library is seeing a decrease in lost materials. Discussion focused on the fine free plan vs. the ability to raise any revenue. Currently the budget is short and will be decreasing fund balance. Outside of this area, the board has no means to increase funding, but can only cut spending.

-Employment has increased with fewer vacancies. So in recent years savings due to vacant positions are not likely to have the same impact in FY 23-24.

-Board discussed means of obtaining investments and contributions from larger long term sources. These could include sponsorships from business and contribution from retirement funds from older patrons. (Patrons taking RMDs-required minimum distributions and looking to reduce tax burdens.) Currently there is no one pursuing such opportunities.

-For those employees not receiving an increase in 18 months due to the salary adjustment, the board asked staff to calculate what it would take to provide a 1.5% prorated increase during that time frame, rather than a full increase. The purpose is to not to create bad feelings among employees.

-Board members cut the community director position that was proposed. Until Budgets get under control, it was not recommended to hire a new position.

-The Library is in the middle of a strategic planning initiative. With the budget situation the library is in it is anticipated that this program may uncover new opportunities. Unfortunately this may mean selecting some items to add, others to cut.

-The number one expense in the budget is employee expense. The Library may find itself in the position where hours have to be cut and employees hours adjusted to meet the new time requirements with say a 6 day a week schedule. The ramifications of this were briefly discussed.

9. Consider approval of 2022-2023 Year End, 2023-2024 268 and 269 Proposed Budgets, and 268 2024- 2025 & 2025-2026 Projected budgets

10. Director Updates:

- March is Reading Month: Library Board & Director book discussion for the title: OVERDUE by Amanda Oliver (copies of the book provided to the Library Board members for reading, planned 15-20 minute discussion during President's section agenda at the February 16, 2023 Board Meeting.
- Library Director's mid-year review on January 26, 2023. Director has requested a closed session. See 2022-2023 Goals Update.
- Strategic Planning survey was launched on Monday, January 9th and will be available through mid-February. See website, social media, welcome desk for paper copies.

11. Library Board Meeting: 1/26/2023 at 7pm, City of Novi Council Chambers – this meeting will include the adoption of the proposed budgets.

12. Adjourn

Motion: To approve the Adjourn as presented

First – Trustee Bartlett

Second- Trustee Sturing

Motion passes 6-0 (Trustee Michener had to leave early)



Brian Bartlett, Secretary

February 16, 2023

Date