



## **2024-2025 Budget Narrative, Proposed 271 and 272 Library Budgets – Julie Farkas, Library Director**

### **2023-2024 Year End**

Discussed unexpected costs that have come up in 2023-2024 for building/grounds and technology needs. Have contingency funds that these costs can come out of.

### **2024-2025 Budget Narrative – 1<sup>st</sup> Draft as of January 18, 2024**

Went over yearly plans for technology and capital improvements, which are done in phases to constantly be upgrading and replacing older equipment and furniture. Discussed what in the building is currently under warranty.

Discussed building assessment planning for the next few years with preliminary quotes for things we know are coming up. Discussed making sure we have 10% of the total building/grounds budget held in reserve as contingency funds to cover unexpected costs.

Recently got a parking lot update; it is doing well and will just need another seal coat this spring, which will fall within the 2023-2024 fiscal year.

Discussed plans for the Teen Stop area. Want to change the name and the space by bringing shelving for Young Adult materials out onto the main floor and putting more seating in the teen area with a glass door. Planned to take place in two phases over the next two fiscal years. Discussed the number of teens coming to the Library after school and the benefits of the Teen Space program. NCS D is looking into other options for what teens can do after school in the future, but demand for seating is an issue now. Trustee Sturing asked if we could do the entire project in one phase next year in order to get the full benefit of the extra seating sooner. Director Farkas will make that change and bring an updated budget to the next meeting.

There is a placeholder in the budget for design work for the main entrance. However, with recent HVAC and air curtain improvements, we want to see how this winter goes before deciding if redesigning the space is necessary.

Proposing a 4% increase in employee compensation for next year (starting July 1, 2024) due to cost-of-living increases.

Discussed increasing employer contribution to employee retirement accounts from 6% (current) to 10% (what the City gives its employees). There were several questions about this benefit that Director Farkas is going to investigate for the next meeting.

NPL has achieved an Excellent level in the Quality Services Assessment Checklist from the Library of Michigan. Fewer than 10 libraries have reached Excellent level out of 400 in the state.

ReThinking Libraries strategic planning consultants provided a chart comparing NPL numbers to other similar, neighboring, regional, national, and aspirational libraries. The board discussed several statistics from this chart.

Discussed database usage numbers. Trustee Cherukuri asked if we could find out how many individual users are using each database, rather than just the numbers of total uses. That would help us determine their value for the community. Director Farkas will see if she can get those numbers.

Proposing an increased budget for digital materials because usage and number of downloads are consistently increasing.

## **271 Library Fund Budget Document – 1<sup>st</sup> Draft as of January 18, 2024 (including 24/25, 25/26 and 26/27)**

### **Revenues**

State aid continues to go down every year.

Discussion of increasing meeting room revenue projections for future years. Have been slowly increasing post-COVID, but want to see how the next year goes.

Explanation of Library Café not bringing in revenue for the Library since we lease it to NCSD at no cost, but that it is still serving as a valuable resource for the community, particularly the teens after school.

Discussed what we used to bring in for overdue fines, which was around \$50,000, that we will not bring in anymore since going permanently fine-free. We will still bring in some for lost/damaged items.

The Library is now charging people to charge their electric vehicles in the parking lot, which we had not in the past. We don't know how much to expect that will bring in annually.

### **Expenditures**

Personnel services – the board would like to see what the percentage of the total library budget would be for personnel services if we stay at our current 6% retirement contribution vs. if we move to 10%.

Supplies & Materials – a few things were not able to get done this year, so we will come in under budget, but then expect to go back up for next year. The iCube is moving to general computer supplies equipment next year.

Services & Charges – proposal includes expected increases in legal fees, City services (BS&A, OnBase), telephone services, and grounds maintenance. Added a new line item for copier property tax, which we have always paid but was put under a different line item.

Capital Outlay – reflects new technology replacements for coming years.

The year-end 2023-2024 budget is net negative, so we will use the fund balance to cover the difference, with the same proposed for 2024-2025. Director Farkas will add numbers for the current fund balance into the spreadsheet to show how much is expected to be remaining year by year.

## **272 Library Contributed Fund Budget Document – 1<sup>st</sup> Draft as of January 18, 2024 (including 24/25, 25/26 and 26/27)**

Director Farkas will add the amount to do the entire teen area project in 2024-2025. She will also make edits to capital replacement vs. contingency funds before the next meeting.

### **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

### **Board Members' Individual Reflections**

**Trustee Dooley:** the biggest thing is to figure out the salary and retirement contribution numbers. Would be in favor of getting the entire teen area renovation done at once.

