



**Library Board of Trustees – Budget Session for 2025-2026
Final Draft – MINUTES
February 6, 2025, 6:00 PM
Novi Public Library, Board Room**

Final Draft

Call to Order by Vice President Kathy Crawford

Novi Public Library – Board Room

Called to order by Vice President Kathy Crawford at 6:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary Dooley

Library Board – 6 board members were recorded as present

Mark Sturing, President – absent, excused

Kathy Crawford, Vice-President

Brian Bartlett, Treasurer

Kat Dooley, Secretary

Ajeeta Gawalapu, Board Member

Lori Burke, Board Member

Karla Halvangis, Board Member

Library Staff

Julie Farkas, Director

Amy Crockett, Recording Secretary

Trustee Crawford: Congratulated Trustees Sturing and Bartlett for being reappointed to the Library Board for another term.

Approval of Agenda

Motion: To approve the Agenda as presented

Motion for approval 1st – Trustee Bartlett

2nd – Trustee Halvangis

Motion passes – 6-0

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

2025-2026 Budget Narrative, Proposed 271 and 272 Library Budgets – Julie Farkas, Library Director

A. 2024-2025 Year End

Director Farkas: In budget 272, we increased the amount for Unknown Capital Improvements because a few things have come up recently and we want to make sure we have enough to cover them.

B. 2025-2026 Budget Narrative – 2nd Draft as of February 6, 2025

Director Farkas: Went through items that were updated since the first budget meeting:

- Got a response from the Novi City Manager regarding the Library's DB Pension fund. He does not recommend paying it down.
- Budget for Technology Capital Improvements has been moved from budget 271 to budget 272 based on feedback from the Library Board Finance Committee.
- A meeting for the Library's reserve study has been scheduled for June 2025. They will provide a review looking ahead 15-20 years.
- Feedback from the single user booth survey is positive. Librarians reported that it is in use regularly every day. Recommends keeping the one we have and moving forward with the two in next year's budget.

Discussion about the single user booths. There was some concern about if the number of people who are able to use them justifies the cost we would pay for them. Discussion about how it is good to have different options for patrons, and how having more single user booths may allow study rooms to be designated for groups of 2+. Director Farkas also mentioned they would be asking the Friends of the Novi Library to pay for one of the additional booths in next year's Wish List, so the Library may only be purchasing one.

Director Farkas: Went through more items that were updated since the first budget meeting:

- The City of Novi's personnel costs accounted for 75% of their 2024-2025 budget, while the Library's was 64%.
- Proposed salary structure updated to have shelvers' wages to line up with the new minimum wage, while increasing all other staff salaries by 3%.
- Found out that the City has an umbrella insurance policy for all City buildings, including the Library, which is somewhere around \$120 million.
- Recommends not adjusting the Library's operating hours at this time. We might have to look at cutting hours if we do not get additional funding in the future.
- Shared Library Café's budget, which shows them operating at a slight loss. However, they provide a great service to staff, students and other patrons and it does not cost the Library anything.
- Shared the Library's 2025-2026 Proposed Wish List for the Friends of the Library, which has been updated to include more money for the hugely popular Summer Songfest events, as well as money for promotional items in conjunction with the Library's 65th anniversary.

Discussion about additional promotional item ideas for the Library and the 65th anniversary.

C. 2025-2026 271 Library Fund Budget Document – 2nd Draft as of February 6, 2025 (including projections for 2027-2030)

Director Farkas: Went through line items that were updated since the first budget meeting. Increased 567.000 State Aid and 665.000 Interest on Investments based on Trustee Sturing's recommendations. Kept 669.500 Unrealized Gain (Loss) Invest at the number the City gave. 704.000 Permanent Salaries and 705.000 Temporary Salaries were updated to reflect a 3% increase based on the Board's recommendation. 715.000 Social Security was updated because it is based on salary amounts. Moved money from 986.000 Technology to budget 272 based on Finance Committee recommendation.

Trustee Bartlett: The Finance Committee had a lengthy discussion about 402.000 Tax Revenue, but didn't want to change it much because we don't know what the economy will do in the next 12 months.

D. 2025-2026 272 Library Contributed Fund Budget Document – 2nd Draft as of February 6, 2025 (including projections for 2027-2030)

Director Farkas: Went through line items that were updated since the first budget meeting. Moved the Technology money from 271 to 742.233 Technology. Also decreased the amount in Unknown Capital Improvements because we don't know what is coming and will have a better idea after the reserve study is completed.

Trustee Bartlett: Discussed the Fund Balance sheet for budgets 271 and 272. It shows a trend toward the Library needing some type of additional funding.

Matters for Board Action

1. Approval of the 2025-2026 Salary Structure including a 3% for employees hired before 1/1/25 and Minimum wage of \$13.29 as of July 1, 2025

Motion: to approve the 2025-2026 Salary Structure
Motion to Approve – 1st – Trustee Burke
2nd – Trustee Halvangis

Motion Passes – 6-0

2. Approval of the Tuition Reimbursement Policy to go into effect July 1, 2025

Motion: to approve the Tuition Reimbursement Policy
Motion to Approve – 1st – Trustee Burke
2nd – Trustee Gawalapu

Trustee Bartlett: Mentioned that even though the Board decided on 3% raises instead of 4%, this is another good benefit for employees that we can promote. It will help improve the employee's skillset and the Library's skillset.

Director Farkas: Reminded Board Members of the budget for the tuition reimbursement program, which is item 957.000 on budget 271, and is set at \$7,000 for the first year, as well as the policy regarding the program, which states how much a staff member may receive in a year.

Motion Passes – 6-0

3. Approval of the 2024 – 2025 Year End Budgets for 271 and 272

Trustee Bartlett: Would prefer to wait to approve the budgets until next week at the regular board meeting, which will take place at Council Chambers and on camera, for greater transparency.

Motion: to table Matters for Board Action 3 and 4 until the February 13 board meeting

Motion to Table – 1st – Trustee Bartlett

2nd – Trustee Halvangis

Motion Passes – 6-0

4. Approval of the 2025 – 2026 Proposed Budgets for 271 and 272

Tabled until the February 13 board meeting. See Matter for Board Action 3 above.

Further Board Discussion pertaining to seeking additional operations monies from the Novi community in the future. Library's current building bond will end in 2026/2027.

Discussion about who ultimately gets to decide what type of funding the Library goes out for. The Board will bring their proposal to the City, but they have to approve anything going on the ballot.

Discussion about the Headlee override funding option and if that is something the Library can go out for on its own, or if that would have to be City-wide. Director Farkas will get more clarification.

Discussion about how to spread information about all the good things the Library is doing. Will have two key events in fall 2025 to help celebrate and share the Library's resources and achievements, an Open House in September and the 65th anniversary in October. Discussed different giveaway options for those events that could help promote the Library.

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Board Members' Individual Reflections

Trustee Crawford: The Historical Commission had a full house for their Abraham Lincoln program this week. Heard from someone who called the Library to sign up for a program, she and the staff member had a hard time understanding each other and she ended up getting registered for the wrong program. This might be something to discuss with staff.

Trustee Burke: Spoke to a friend who enjoys attending Summer Songfest events at Paradise Park and she recommended the Friends of the Library have a donation jar at these events. The Friends of the Library do have a donation jar, but it needs to be more visible so people who want to contribute are able to.

Upcoming Dates:

- Regular Board Meeting – Thursday, February 13, 2025 at 7pm at Novi Civic Center

Adjournment

Motion: To adjourn the meeting at 7:23 PM

Motion to Adjourn – 1st – Trustee Halvangis

2nd – Trustee Burke

Motion passes – 6-0



Kat Dooley, Secretary

February 13, 2025

Date