

Minutes of the Bismarck Public Library Board of Directors

Date: July 13, 2016 (Special Board Meeting)

Present: Library Board Members: Pat Grantier, Vice-President; Mike Fladeland, Bob Bartosh; and Mike Schaff

Not Present: Library Board Member: Joyce Hinman, President

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Charlotte Strong, Administrative Assistant.

This meeting was called for the purpose of reviewing the proposed 2017 Library budgets. The meeting was called to order by P. Grantier, Vice-President, at 11:40 AM.

Memorial Budget:

C. Kujawa is recommending a significant increase from \$99,000 to \$126,000 in order to enable use of pledged funding for the Teen Center project, thanks to the fundraising efforts of the Bismarck Library Foundation. This revenue will assist in covering the loss in the Library's state aid revenue. M. Schaff moved to accept the proposed Memorial budget. Seconded by M. Fladeland. Motion carried.

Bookmobile Budget:

C. Kujawa stated that the bookmobile's County appropriation request will decrease from \$322,530 to \$303,225, a 6% decrease. The 2016 Property tax levied at \$268,428 will be decreasing by 5% (\$12,428), with a requested 2017 Property tax levy of \$256,000. Current County population is 20,036, which calculates to \$12.78/resident for bookmobile services. \$10,000 will be earmarked for transfer from Library general fund into the Bookmobile savings account. M. Fladeland moved to accept the proposed bookmobile budget. Seconded by B. Bartosh. Motion carried.

Library Budget:

The 2016 property tax revenue is at \$1,968,913, with a requested increase of 4%, to make the 2017 property tax fund revenue at \$2,044,567. The state aid distribution will decrease from \$226,552 for 2016 to \$167,000 for 2017. To make up for this loss, several expense categories are decreasing. State aid distribution to public libraries should not be cut. The ND State Library stated estimated revenue for us will be \$79,590. A wage increase of 2.5%-3%, depending on performance, with a 1% equity increase, was requested.

The facilities service contract expenses have increased, accounted for by the inclusion of part-time patrol service. It is proving to be very beneficial, according to our statistics, and has resulted in a decrease of both our calls to the Police Department and number of people trespassed.

The stop/loss insurance expense has significantly decreased due to the insurance company moving away from paper records to digital. We also discontinued insurance coverage for off-site CDLN hardware, because we don't have off-site hardware storage. Library Board members are

covered for liability insurance through the City's North Dakota Insurance Reserve Fund liability insurance policy.

The advertising/promotions account has been decreased. The Friends of the Bismarck Public Library will generously assist us with covering this lost revenue in 2017.

The subscription/publications expenses have increased because database costs are increasing significantly. The Overdrive platform and collection fees are paid via this account.

M. Fladeland moved to accept the proposed Library budget with proposed amendments. Seconded by M. Schaff. Motion carried.

Special Projects:

C. Kujawa explained the importance of utilizing the Library's general fund versus the City's general fund, whenever fiscally possible. One-time priority projects were discussed and include: replacing ejector pump #2, purchasing a snow sweeper, and replacing the brush mat/carpet in the Library's lobby. All proposed projects would be paid for via the Library's general fund; not the City's general fund. M. Schaff moved to accept the proposed one-time priority projects. Seconded by M. Fladeland. Motion carried.

C. Kujawa requested that the part-time Community Relations Coordinator move into a full-time position in 2017 with full funding provided by the Library's general fund. She reminded the board that we had requested full-time funding in 2016, but it was denied by the City Budget Committee, and we compromised to start with part-time funding for the first year. The job duties of this position were discussed. M. Schaff moved to accept the proposed priority initiative. Seconded by B. Bartosh. Motion carried.

Capital Improvement Projects:

Discussion was held regarding the capital improvement projects that the facilities maintenance department is planning to submit, including the roof/clerestory window project, the HVAC system upgrade, and the main stack lighting updates. Revised copies were handed out for information/records.

Next meeting: July 28, 2016 at Library's administration conference area

At 12:50 PM, M. Fladeland made a motion to adjourn. B. Bartosh seconded. Motion carried.

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director