

Minutes of the Bismarck Public Library Board of Directors

Date: July 12, 2017 (Special Board Meeting)

Present: Library Board Members: Joyce Hinman, President; Pat Grantier, Vice-President; and Bob Bartosh

Not Present: Library Board Members: Mike Fladeland and Mike Schaff.

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

This meeting was called for the purpose of reviewing the proposed 2018 Library budgets. The meeting was called to order by J. Hinman, President, at 12:03 PM.

J. Hinman and B. Bartosh both confirmed they will attend, along with C. Kujawa, the City's Budget Committee meeting scheduled for Tuesday, July 12, 2017 at 4:30 p.m.

Library Budget:

The 2018 base property tax revenue is \$2,133,408, which is a requested increase of 6%, to compensate for the loss in state funding. In 2017, the Library requested a 4% increase, and it was decreased to 2%. The state aid to public library distribution will decrease 13% in 2018.

- Full-time and part-time wages: A wage increase of 2%, with up to 1.5% depending on performance, was requested. .5% will be used to increase two of the full-time positions that are below salary survey averages.
- Part-time regular: A wage increase of 3% was requested. This is mainly for the Bismarck Library Foundation employees. Their wage increases will be determined later in the year by the Foundation's Personnel Committee. 3% is being requested to insure that we have budgeted enough to cover what they decide to approve. They reimburse the Library for these expenses.
- A new line item (4250-500) is being introduced for Tuition Reimbursement with the amount of \$3,000.
- C. Kujawa reported that there has been a significant increase in the Library's electricity expenses, which is reflected in the 2018 based budget, due to MDU's additional charge for their green energy initiative.
- C. Kujawa reported that we made our last payment in 2017 for special assessments from past street repairs and there is not a budget amount set aside for 2018.
- C. Kujawa reported there is not a budget amount set aside for the Machinery/Equipment line because generally it is for one time requests, and we will not be requesting one time funding for 2018.

Capital Improvement Projects:

Discussion was held regarding the capital improvement projects that the facilities maintenance department is planning to submit on the Library's behalf, including the HVAC system upgrade and the replacing of the siding, windows, and exterior doors. Revised copies were handed out for information/records.

Bookmobile Budget:

C. Kujawa stated that the bookmobile's County appropriation request will increase by 4%, which is \$314,018. However, the levied funds would only be increased by 1.5%. The remainder is accounted from state funding. The 2018 Property tax funds would be at \$262,300. A minimum of \$261,000 must be levied to qualify for state aid to public libraries. The proposed levied funds accounts for only 1% of the overall County budget. The current rural Burleigh County population is 22,070, which calculates to \$11.88 /resident for bookmobile services. The average ND county library service funding/resident is \$31.39. \$10,000 will be earmarked for transfer from the Library general fund into the Bookmobile replacement savings account. C. Kujawa reported the only increases requested are to cover wages and benefits.

Memorial Budget:

\$134,500 is budgeted for the Memorial budget. If we receive donated funding for the Library in 2018, it must be budgeted for in 2018 in order to spend those funds. Expenses for Teen HQ are being budgeted through this account, utilizing revenue from the Foundation's Teen Center fundraising project.

B. Bartosh moved to accept the proposed Library budgets with proposed amendments. Seconded by P. Grantier. Motion carried.

Next meeting: July 27, 2017 at Library's administration conference area

The meeting adjourned at 12:51 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director