



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
September 21, 2011**

1. Call to Order and Roll Call

Library Board

Larry Kilgore, President
Mark Sturing, Secretary
Willy Mena, Board Member
Ramesh Verma, Board Member

Absent and Excused

Laura Casey, Vice President (7:13 p.m. arrival)
David Margolis, Treasurer
Larry Czekaj, Board Member

Student Representatives

Nishant Kakar

Absent and Excused

Torry Yu

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant

Guests

Patrick Brunett, Friends of Novi Public Library

The meeting was held at the Novi Civic Center, Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan 48375 and was called to order by Larry Kilgore, President, at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

It was noted that a change was made to correct the date on the agenda from September 19, 2011 to September 21, 2011.

Library Board President, Larry Kilgore recommended that the Friends report, to be given by Patrick Brunett, President of the Friends of Novi Library, be moved up on the agenda between item #6 Presentation and item #7 Public Comment.

A motion was made to approve the September 21, 2011 Regular Board agenda as amended.

1st – Willy Mena

2nd – Ramesh Verma

The motion was passed unanimously.

4. Consent Agenda

It was noted by Director, Julie Farkas, that there was a mistake on the date under Consent Agenda, and that it should read as August 17, 2011, and not September 21, 2011.

A motion was made to approve the August 17, 2011 Consent Agenda as presented.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

5. Correspondence

A. Letter from Lori Gilbo, Novi Teacher

Lori Gilbo sent a handwritten thank you letter for the tour that was given on August 30, 2011 to the 457 teachers, administrators, and employees of the Novi School District.

B. Email from Andy Copeland, Acting Fire Marshal

An Email was received from Andy Copeland, Acting Fire Marshal, informing the Library that the fire drill procedure that was held in August during open hours was successful.

6. Presentation

There was no presentation provided.

11. Friends of the Novi Library Report

Members of the Friends Board approved \$7,450.00 for the items on the wish list found on pages 36 and 37 in the Board Packet. The Friends were given to understand that the Endowment Fund would not be going forward this year and they wanted the money to be used by the Library as quickly as possible. The items that were approved on the wish list are;

- #1 Café tables and chairs
- #2 Winter Tree (at least 9' tall) for the Holiday Season
- #4 Early Learning sensory/interactive play tables for the Youth Dept.
- #7 Long sleeve polo NPL shirts for staff
- #8 Kindle- for instructional purposes for library staff and patrons

Director, Julie Farkas, thanked the Friends on behalf of the Library and staff, and expressed her appreciation to the Friends for selecting items that would include and benefit both patrons and staff.

The Friends presented the "Gone With The Wind" program on Tuesday, September 20th at the Novi Public Library. The presenter was a specialist in both the movie and the book. There were 40 people in attendance. The next program will be held on Tuesday, October 18th at 7:00pm at the Library. It is called "Who Do You Trust; the Media, Citizens, and Public Affairs". It will be presented by Novi resident, Ron Dzwonkowski, Associate Editor of the Free Press. Everyone is invited to attend.

A date has been set for the Friends Annual Gala during the Holiday season. It will be held at the Novi Public Library this year on December 9, 2011.

The re-ratified Memorandum of Understanding between the Library Board, the Friends Board and the Library Director was presented to Library Board President, Larry Kilgore.

7. Public Comment

Derek Schlax, a student from Novi High School asked why the Friends choose to purchase a Kindle for the Library and not an I-Pod.

Director, Julie Farkas explained that the Library just purchased an I-Pod and a Sony Reader. The Library is trying a number of different technologies, and the Kindle was one of the last that was not put on the list, and It was hoped that the Friends would pick that one up.

8. President's Report

A. Library Goals 2011-2012

The new format for the Goals Document will be in statement form. The Department Heads have the new form and are now working with their departments. The Library will be sharing this document with the City.

9. Treasurer's Report

A. Library Budget 2011-2012 (revised 9/2011)

The Budget Report was submitted by Trustee David Margolis, Treasurer, and was presented by Trustee Mark Sturing, Secretary, in the absence of Trustee Margolis.

We were forced to revisit the fiscal year that just ended (June 30, 2011) with some additional negative results. The City has boosted the liability for Accrued Taxes by + \$72,343 with the corresponding charge off to Property Tax Revenues. As a result of this additional deficit, the excess of Expenditures over Revenues is also deepened by (- \$72,343) to a new but still unaudited amount of a negative (- \$83,130). That number increased from last month, however it is still worth noting that this is still less than the authorized amount under the original budget, but significantly more than what we thought it was at the last couple of meetings.

The Budget for the current fiscal year was amended to reflect the additional anticipated tax revenues of + \$22,000, but no charge for Furniture and Improvements which was a negative (-\$12,500) are recorded, thus the new deficit expectation for this year would be (-\$270,037).

Included in the Board Packet is the 2011-2012 FY Budget dated March 16, 2011 (Revised 9/20/11).

B. Library Financials and Walker Fund, August 31, 2011

In regard to the Balance Sheet found on page 19 in the Board Packet, Cash was increased during the month by +\$326,624, while Current Tax Receivables were decreased by (-512,7980) as tax collections were due without penalty by 8/31/11. Total assets now are \$4,652,869 or (-186,174) lower than last month.

Liabilities as mentioned above, the Accrued Taxes were a plus +\$72,343, while Accounts Payable were lowered by (-\$73,257) for a net reduction in Liabilities of (-\$915) for the month to an ending balance of \$185,138.

Regarding the Fund Balance, the deficit from last year was increased to a minus (-\$83,130) while the current fiscal year netting of Revenues and Expenses was lowered another (-\$112,917) for a combined reduction of minus (-185,259) leaving a balance at 8/31/11 of \$4,467,731.

Revenues and Expenditures are found on pages 20 + 21 in the Board Packet.

In connection with Revenues and Expenditures, the most significant changes in the month were receipt of \$64,306 in State Penal Fines, Collection of \$10,800 in Investment Interest and an additional \$85 from Summer Reading T-shirt sales.

The most significant note in Expenditures with two (2) months into the current fiscal year is that our expectation of expenditures should be near 16.67% of the budget. We are less than that.

In Personal Services, there are no unusual occurrences. So far we've used 13.26% of this category's budget.

In Materials and Supplies, again no unusual category spending in August, with a total of \$35,421 for the month, for a combined two (2) month usage of 15.25% of the Budget.

In Services and Charges for the month, we spent \$27,413 with a few line – items higher than normal, mostly due to timing issues, but representing only 14.73% of the Budget.

The Total Expenditures for the month of August was \$196,344, which is well below the monthly average of \$224,665 for a year to date total of \$371,914, which is 13.80% of the Total Budget.

In the Walker Fund (#269), the Revenues increased by +\$2,595 during the month with \$2,260 coming from Investment Interest and \$335 from Donations, including \$275 for the "Light Up the Night" program.

Expenditures were +\$615 for August, with \$487 expended for Newbies and \$128 spent on Engraving, Trees, and Brick Pavers, etc.

As a result of August activity, the Balance Sheet shows that cash in the Fund went up by +\$1,797, while accounts payable were reduced by (-\$184) and unrestricted current year Fund Balance increased +\$1,980 to \$2,803.

Total Assets in the Walker Fund (269) equal \$1, 44,111, total Liabilities equal \$616, and The Total Fund Balance equals \$1,443,495.

In the Library Fund (#268), Current Maturities that are less than one (1) year totals \$2,462,803. Long term Maturities total \$500,000. The total for the Library Fund (#268) is \$2,962,803.

In the Walker Fund (#269), Current Maturities total \$694,111. Long term Maturities total \$750,000. The total for the Walker Fund (269) is \$1,444,111.

The Total for the Combined Library Investment Library Fund (#268) and Walker Fund (#269) is \$4,406,914.

C. Trial Balance Report for City of Novi, 6/30/2011 (unaudited)

Included in the Board Packet after page 23 and before page 27.

D. Memo: Library & Walker Fund-Fund Balance Policy, September 8, 2011

City Council has adopted a policy regarding the Library Fund. Trustee Kilgore gave a brief explanation of the Council's reasons for adopting the policy, and asked that the Library Finance Committee support the policy and provide the Council with recommendations and exact language.

E. Library Café Revenue Report

There was no report provided.

10. Director's Report

- Shop for a cause, a fundraiser that took place in August raised \$590.00. This involved selling coupons for people to have a specific shopping day at Macy's. The money will go to youth programming that will be coming up in the future.
- Took part in the Ringo Kai Japanese School ribbon cutting and opening day of school at the end of August. Had our Welcome Brochure translated into Japanese and will also be able to use the brochures with our English as a second language class.
- Had a successful Blood Drive and plan to take part in it on an annual basis and become a location for the Novi Community.
- Hosted the Novi School District on Tuesday, August 30, 2011.
- Management team went on a retreat with City Employee Leadership Group, and took part in some goal setting, which turns into some ideas for Council to consider in the winter when they go through their budget session at the end of August.
- Currently our Library café is up for being voted the best café in Detroit. There is a link on the Library's website where everyone can vote.
- Sunday hours have resumed, and the response is very good. Meeting rooms are being utilized, and there is a heavy amount of traffic in the four hours that the Library is open.
- The Library received a generous donation of eight (8) presentation easels from School Board Trustee, Dennis O'Connor. The easels will be used by staff as well as by people who rent out our meeting rooms.
- There are two fundraising events coming up. Two weeks ago over 4,000 flyers went out to the schools for Crop for a Cause, which is scheduled for October 7-9. A meeting is scheduled at the end of September for our Spring Book It event to start thinking about our committee. This year we plan to do most of the work ourselves, utilizing our volunteer resources, and not contract the work out. This would be a savings for the Library of close to \$2,000.

A. Public Service Report – Submitted by Margi Karp-Opperer

- Sizzling Summer Art Series was a huge success. This was a partnership with the Parks and Recreation Department. Many of the programs were attended by large numbers. The Library meeting rooms served as backup for the programs on rainy days, which brought large numbers of people into the building.
- Summer Reading was also a huge success. We had 1,223 patrons from birth to high school participate in the program. That is a 9% increase from last year. There were 161 participants in the Adult program, which was the highest number ever in an adult summer reading program.
- Hosted the AR testing for the 2nd year this summer. Student were able to come in and use the Library computers to test on books that are required reading from their teachers for the summer.
- Tween/Teen Interest Survey, that is included in the Board Packet on page 39, was put together by Margi and the Library Board Student Representative. We received sixty eight (68) surveys back, and the results of what the Tween/Teens like and want from the Library are found on pages 40-45.

B. Building Operations Report – Submitted by Mary Ellen Mulcrone

- Held annual fire drill in August.
- Maintenance crew busy all summer with cleaning and painting and keeping the Building looking good.
- Added two (2) AWE stations in Youth area for a total of six (6). These are touch screen Pre-K educational computers, and they are loaded with over fifty (50) games. These are the computers that replaced the Smart Tables. We have received huge rave reviews from parents and children.

C. Library Usage Statistics-September 2011

The August statistics are located on pages 47-49 in the Board Packet.

- 461 Library cards issued
- 79,848 items checked out
- Number of items borrowed from TLN – 4,409
- Number of items borrowed from MEL – 120
- Number of items loaned through TLN – 4,472
- Number of items loaned through MEL – 254
- 61.79% of all items checked out were done on the self check stations
- Daily average of people using the Library was 1,365

Regarding the Library entrance way, Library Board President, Larry Kilgore, asked Director, Julie Farkas, if there were any further adjustments or tweaks planned for the HVAC system at the entrance way before the cold weather starts. Director Farkas replied that the changes that were implemented had been tested, but we haven't turned the system on yet. Once the system is

turned on it can be evaluated to see if the changes that were made last winter are actually working properly.

In regard to Sunday Hours, Trustee Mark Sturing was interested in knowing what type of patron is utilizing the Library on Sunday; Students, because school is open, or patrons who would normally come every Sunday if the Library was open. Director, Julie Farkas will ask the Managers working on Sunday to make this observation.

In regard to the Tween/Teen Survey, Trustee Ramesh Verma noticed that the survey indicated that 45% of the Teens wanted to see more entertainment programming at the Library, and questioned what type of entertainment the Library would provide. Director, Julie Farkas will ask the Student Representatives to see what type of entertainment programs the Tweens and Teens are interested in and to provide that information.

Trustee Ramesh Verma questioned the value of the statistics for use of the self check out stations. Director, Julie Farkas explained that it was a good indicator of where the patrons are gravitating in the Building, and is also helpful when it comes to staffing; if 61% of the patrons are comfortable using the self check out, than staff can be utilized in other areas.

D. Bits & Pieces TLN Newsletter, Jim Peltz – August 2011

Included in the Board Packet on page 50.

E. TLN Director's Report, Jim Pletz – July/August 2011

Included in the Board Packet on page 51.

F. MLA Update: PPT Replacement Funds Must Go to Local Services and Schools, September 8, 2011

Included in the Board Packet on pages 52-55.

G. Article: Michigan Court of Appeals Holds That State Aid Rules for Libraries are Unlawful, August 17, 2011.

Included in the Board Packet on page 56.

11. Friends of Novi Library Report

See report between items #6 Presentation and item #7 Public Comment in the Minutes for September 21, 2011.

12. Historical Commission Report

The dedication of the Obelisk at the ITC Sports Park held on Tuesday, September 20, 2011, was a fabulous event. David Barr, the Novi artist who created the idea, and the Historical Commission, have worked long and hard for eight (8) years to see this project through to completion. The Library has created a brochure to explain what the Baseline Historical Marker is about, and will also be putting information about the Monument on the Library website and in the October Newsletter.

13. Student Representatives Report

A. Novi News article – Teens tout the perks of using the Library, August 25, 2011

- September and October are critical months in getting the message out to new students about the Library.
- News article published August 25, 2011, Student Representatives talked about the services and resources available to students who have library cards.
- Working on developing Face book and YouTube pages, and Twitter options to communicate and inform teens of future events.
- Continue to display programs and resources on TV announcement slides at Novi and Walled Lake Western High Schools.
- Discussed winter programming at last Teen Advisory Board (TAB) meeting.
- Volunteer book reviews to be posted in Teen Newsletter, Blog and/or Face book.
- Promote TAB by getting volunteer coordinators to offer volunteer credits for attending TAB meetings.
- News articles in high school newspapers on resources available in library to cardholders.

14. Committee Reports

A. Policy Committee (Margolis, Casey, Kilgore)

There was no report provided.

B. HR Committee (Casey, Verma, Kilgore)

1. Approval of revisions for the HR Manual.

Before a motion is made to approve the revisions for the HR Manual, Director Julie Farkas requested that the Part time Benefit time be the only policy that will be dated January 1st, 2012. It would allow the calculations to begin at the beginning of the calendar year, and would also allow time to prepare the staff for the new way of calculating their benefit time.

C. Finance Committee (Margolis, Czekaj, Sturing)

No report was provided.

D. Fundraising Committee (Mena, Sturing, Casey)

No report was provided.

15. Public Comment

Mark Schlax, a student at Novi High School, stated in response to Trustee Verma's question, that the students are here tonight as part of a huge assigned project to become more involved in the Community, and attending a public meeting is part of the project.

16. Matters for Board Action

A. Approve Revisions to HR Manual

A motion was made for adoption of the new HR Policy as presented last time with the amendments by Trustee Sturing.

1st – Ramesh Verma
2nd – Mark Sturing

The motion was passed unanimously.

Before adjourning the meeting, Director, Julie Farkas was excited to announce that Novi Public Library will be partnering with the Chamber Music Society of Detroit. We will become a location for the group for Sunday afternoon concerts that will begin sometime in the spring.

17. Adjourn

A motion was made to adjourn the meeting at 7:53 p.m.

1st – Willy Mena
2nd – Laura Casey

The motion was passed unanimously.



October 19, 2011

Mark Sturing, Secretary

Date