

## Agenda

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, September 21, 2011 at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, Michigan 48375

***Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.***

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
  - A. Letter from Lori Gilbo, Novi Teacher.....12
  - B. Email from Andy Copeland, Acting Fire Marshal.....13
6. Presentation
7. Public Comment
8. President's Report
  - A. Library Goals 2011-2012..... 14
9. Treasurer's Report
  - A. Library Budget 2011-2012 (revised 9/2011) ..... 17
  - B. Library Financials and Walker Fund, August 31, 2011 ..... 19
  - C. Trial Balance Report for City of Novi, 6/30/2011 (unaudited).....24
  - D. Memo: Library & Walker Fund – Fund Balance Policy, September 8, 2011.....27
  - E. Library cafe revenue report .....N/A
10. Director's Report.....36
  - A. Public Services Report.....37
  - B. Building Operations reports .....46
  - C. Library Usage Statistics – September 2011 .....47
  - D. Bits & Pieces TLN Newsletter, Jim Pletz - August 2011.....50
  - E. TLN Director's Report, Jim Pletz – July/August 2011.....51
  - F. MLA Update: PPT Replacement Funds Must Go to Local Services and Schools, September 8, 2011.....52
  - G. Article: Michigan Court of Appeals Holds That State Aid Rules for Libraries are Unlawful, August 17, 2011.....56
11. Friends of Novi Library Report.....N/A
12. Historical Commission Report.....57
13. Student Representatives Report.....57
  - A. Novi News article – Teens tout the perks of using the Library, August 25, 2011.....58
14. Committee Reports
  - A. Policy Committee (Margolis, Casey, Kilgore)
  - B. HR Committee (Casey, Verma, Kilgore)
    1. Approval of revisions for the HR Manual

- C. Finance Committee (Margolis, Czekaj, Sturing)
- D. Fundraising Committee (Mena, Sturing, Casey)

15. Public Comment

**16. Matters for Board Action**

- A. Approve revisions to HR Manual

17. Adjourn

Consent Agenda:

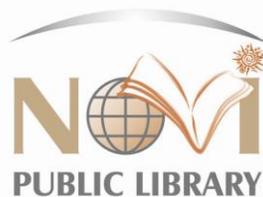
- 1. Approval of Claims and Warrants L487 .....3
- 2. Approval of Regular Meeting Minutes – September 21, 2011 ..... 5

Supplemental Information

- Business & Administration, August 2011 .....59
- Library Board Calendar ..... 61

**Future Events:**

- Fall for Novi – September 24<sup>th</sup> (11 am – 2pm), City of Novi Atrium
- Historical Commission Regular Meeting – September 28<sup>th</sup> at 6:30pm, Novi Public Library
- Crop for a Cause Fundraiser (October 7-9)
- Friends of Novi Library Regular Meeting – October 12<sup>th</sup> at 7:00pm, Novi Public Library
- Library Board Regular Meeting – October 19, 2011 at 7:00pm, City of Novi – Council Chambers
- Community Farewell for Mayor Landry – October 24, 2011 at 6:00pm – City of Novi Atrium
- Historical Commission Regular Meeting – October 26, 2011 at 6:30pm, Novi Public Library
- Community Reads Author Event – November 10<sup>th</sup> at 7:00pm, Novi Public Library
- All Staff In-Service – LIBRARY CLOSED, November 18<sup>th</sup>
- Thanksgiving Holiday – LIBRARY CLOSED, November 24<sup>th</sup>
- Light up the Night – December 2<sup>nd</sup> (6-9pm), City of Novi Campus and Library
- Friends Annual Gala – December 9<sup>th</sup> (6:30-9:30pm), Novi Public Library

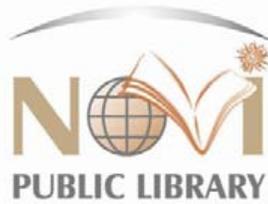


45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

<b>Warrant 486</b>		<b>September 2011</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Casey, Laura M		268-000.00-665.300	\$ 60.00
Global Office Solutions		268-000.00-727.000	\$ 1,892.41
Image One		268-000.00-727.000	\$ 510.00
Postmaster	Permit fee 1yr	268-000.00-728.000	\$ 366.00
CDW-G		268-000.00-734.000	\$ 164.32
Municipal Web Services		268-000.00-734.000	\$ 5,200.00
TotalChoice Hosting		268-000.00-734.000	\$ 8.00
Ann Arbor Plastics		268-000.00-740.000	\$ 141.36
Demco		268-000.00-740.000	\$ 280.47
Sentry Supply		268-000.00-740.000	\$ 581.60
Showcases		268-000.00-740.000	\$ 32.54
Specialty Store Services		268-000.00-740.000	\$ 416.16
Amazon.com		268-000.00-742.000	\$ 748.87
Barnes & Noble		268-000.00-742.000	\$ 58.45
Brodart		268-000.00-742.000	\$ 12,826.34
Center Point Large Print		268-000.00-742.000	\$ 426.00
D&B Inc.		268-000.00-742.000	\$ 220.00
Gale		268-000.00-742.000	\$ 623.77
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 385.14
Waterford Library		268-000.00-742.000	\$ 4.75
West		268-000.00-742.000	\$ 157.00
Observer & Eccentric	8/4/11-8/31/12	268-000.00-743.000	\$ 42.06
State Bar of Michigan	8/31 - one yr sub.	268-000.00-743.000	\$ 60.00
Teddy, James	8/29-10/1/11	268-000.00-743.000	\$ 50.00
Midwest Tape		268-000.00-744.000	\$ 709.43
OverDrive		268-000.00-744.000	\$ 461.29
Diverse Media, Inc.		268-000.00-745.200	\$ 137.63
Midwest Tape		268-000.00-745.200	\$ 3,571.31
Brainfuse, Inc.		268-000.00-745.300	\$ 6,500.00
The Library Network		268-000.00-745.300	\$ 319.20
Bright House Networks	Aug-11	268-000.00-801.925	\$ 74.74
Providence Occupational Health Partners		268-000.00-804.000	\$ 53.90
Michigan Library Association		268-000.00-809.000	\$ 85.00
DuAll Cleaning, Inc.		268-000.00-817.000	\$ 3,336.50
AT&T	fire/security8/22-9/21/11	268-000.00-851.000	\$ 283.39
TelNet Worldwide		268-000.00-851.000	\$ 692.83
Verizon Wireless	2608543612/6/29/7/28/11	268-000.00-851.000	\$ 455.71
The Library Network		268-000.00-855.000	\$ 4,105.67
Liddicoat, Laura		268-000.00-862.000	\$ 59.94
AT&T	Jul-11	268-000.00-880.000	\$ 48.70
City of Novi Parks & Red	Fire Up Fest 9/16/11	268-000.00-880.000	\$ 250.00
Gordon Food Service	Novi Teach. Welcome	268-000.00-880.000	\$ 94.33
JanWay Company USA, Inc.		268-000.00-880.000	\$ 179.25
Kolchuk, Kelly	Fire Up Fest 9/16/11	268-000.00-880.000	\$ 27.98
Sam' Club		268-000.00-880.000	\$ 59.24
Carpenter, Suzanne		268-000.00-880.268	\$ 30.94
Druschel, Pauline	9/8/11 a	268-000.00-880.268	\$ 40.00
Esseltine, Megan	9/17/2011 a	268-000.00-880.268	\$ 80.00
Gordon Food Service		268-000.00-880.268	\$ 56.92
Karp-Opperer, Margi	adult program	268-000.00-880.268	\$ 16.00

Kolchuk, Kelly	youth program	268-000.00-880.268	\$ 61.76
Kolchuk, Kelly	SRP	268-000.00-880.268	\$ 100.00
Mutch, Kathleen	Sept 8, 13, 24/2011	268-000.00-880.268	\$ 100.00
Preston, Jennifer	youth program	268-000.00-880.268	\$ 147.23
Scholastic		268-000.00-880.268	\$ 197.40
Storch, Mary	ESL/New Readers Press	268-000.00-880.268	\$ 43.72
Konica Minolta		268-000.00-900.000	\$ 684.50
Suzuki Myers & Associates, Ltd.		268-000.00-900.000	\$ 143.78
Consumers Energy	7/15-8/11/11	268-000.00-921.000	\$ 101.76
AT&T	8/13-9/12/11	268-000.00-922.000	\$ 36.01
DTE Energy	6/23-7/24/11	268-000.00-922.000	\$ 8,332.46
Allied Waste		268-000.00-934.000	\$ 76.13
Cintas		268-000.00-934.000	\$ 484.07
Grainger		268-000.00-934.000	\$ 207.63
Home Depot		268-000.00-934.000	\$ 59.96
Lighting Supply Co.		268-000.00-934.000	\$ 110.19
McSweeney Electric		268-000.00-934.000	\$ 350.00
Orkin	67442297/August	268-000.00-934.000	\$ 50.00
R.E. Legette Company		268-000.00-934.000	\$ 48.00
Signs by Tomorrow		268-000.00-934.000	\$ 20.00
Touch of Tropics, Inc.	July	268-000.00-934.000	\$ 50.00
Speedway	van	268-000.00-935.000	\$ 119.00
Brien's Services, Inc.		268-000.00-941.000	\$ 832.50
Home Depot		268-000.00-941.000	\$ 17.80
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,243.55
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
American Library Association	Integrating iPads.. 4 staff	268-000.00-956.000	\$ 306.00
Gordon Food Service		268-000.00-956.000	\$ 26.98
Michigan Library Association	Ann Conf 10/26/11	268-000.00-956.000	\$ 1,256.00
Planned Giving Roundtable of SE Michigan	J. Farkas 9/14/11	268-000.00-956.000	\$ 25.00
Radisson Plaza Hotel at Kalamazoo Center	10/26-28/11	268-000.00-956.000	\$ 785.00
Rockhurst Uni Cont Ed Cen, Inc.	Man Empl St Max 9/20/11	268-000.00-956.000	\$ 129.00
Sam's Club		268-000.00-956.000	\$ 152.44
JanWay Company USA, Inc.	101419/Novi Newbies	269-000.00-742.283	\$ 487.49
Wixom Public Library	Comm Read Buttons	269-000.00-742.285	\$ 12.50
JustPersonalized LLC		269-000.00-742.800	\$ 128.25
Petty Cash			\$ 90.67
<b>TOTAL</b>			<b>\$ 64,017.42</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
August 17, 2011**

**DRAFT**

**1. Call to Order and Roll Call**

**Library Board**

Larry Kilgore, President  
Laura Casey, Vice President  
David Margolis, Treasurer  
Mark Sturing, Secretary  
Willy Mena, Board Member  
Ramesh Verma, Board Member

**Absent and Excused**

Larry Czekaj, Board Member

**Student Representative**

Nishant Kakar (8:15 p.m. departure)  
Torry Yu (8:15 p.m. departure)

**Library Staff**

Julie Farkas, Director  
Margi Karp-Opperer, Assistant Director  
Mary Ellen Mulcrone, Assistant Director  
Marcia Dominick, Administrative Assistant

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**

A request was made to replace Item 9C. Library Café Revenue Report – July 2011 with Library Financials and Walker Fund – July 31, 2011.

A motion was made to approve the August 17, 2011 Regular Board agenda as amended.

1<sup>st</sup> – Laura Casey

2<sup>nd</sup> – Mark Sturing

The motion was passed unanimously.

**4. Consent Agenda**

A clarification as to why Decra-Scape brick pavers were expensed from Community Promotion was made. Should the funds be expensed from budgeting restrictions instead of general allocations?

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

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Laura Casey

The motion was passed unanimously.

**5. Correspondence**

There was no correspondence.

**6. Presentation**

**A. QSAC (Quality Services Audit Checklist) – Mary Ellen Mulcrone, Assistant Director – Building Services**

QSAC is a voluntary management standards program that assists Michigan public libraries by setting benchmarks for operations and services. The Library of Michigan recognizes public libraries as they achieve each level. Libraries can be certified at the Essential, Enhanced, and Excellent levels. To achieve certification at any level, a library must meet the requirements for state aid to public libraries, as well as the measures at that level and the measures at all levels below that level. There are seven categories that are covered in the core quality measures; most also included in the Elective quality measures.

- Human Resources
- Governance
- Services
- Collection Development
- Technology
- Facilities and Equipment
- Public Relations

Registration is submitted to the Library of Michigan answering each of the measures and indicating the date the measures were met. Most of the goals have been met at this time and our current goals are not in conflict with those required by QSAC.

**B. New Library Partnerships – Margi Karp-Opperer, Assistant Director – Public Services**

The Novi Public Library is now partnering with the following groups:

- Novi Newbies – we are in the second year of the project with the Novi Chamber of Commerce, and Novi Rotary joining forces with St. John Providence Hospital and the Friends of Novi Library.
- Providence Park Hospital is providing three programs this fall, and three in the spring (to be advised).  
Fall Topics - "A Better You" at Novi Public Library, 7 p.m.
  - September 15 – Skin Care and Cosmetic Advancements
  - October 25 – Food Labels and Misconceptions
  - November 9 – Screening for Meaning – Recommendations for screening essentials.
- Novi Schools
  - 7 Habits for Highly Effective People – Facilitated by Kathryn Bauss (Novi Library staff member); Marilyn Suttle (Life Coach) and Krista Chrenowski (Novi resident).
    - One session a month discussing different chapters of the book.
    - These meetings are to be recorded and broadcast.

**7. Public Comment**

There was no public comment.

## **8. President's Report**

### **A. Library Goals 2011-2012 (Draft)**

A brainstorming session took place on Thursday, July 28 with Library Board members, Friends board and Library managers in attendance. A draft of the 2011-2012 Goals has been provided. As accomplishments are completed, they will be advised.

A motion was made to endorse the basic concept of the goals as discussed as presented on pages 17 and 18 allowing the staff to tweak some of the verbiage to make the questions more statements without major conceptual changes.

1<sup>ST</sup> - David Margolis

2<sup>nd</sup> – Willy Mena

The motion was passed unanimously.

A request was made to provide the original template in the monthly Library Board packets and then as changes are made to only provide those updates. All updates will be provided on the Library's website and then again provided on paper, either on a quarterly or semi-annually basis.

## **9. Treasurer's Report**

### **A. Library Budget 2011-2012**

At the July 2011 Library Board meeting, an amendment to the 2011-2012 fiscal year budget was passed increasing the projected property taxes by \$22,000, Line item 403; Capital Outlay Line item 976 for an increase of \$7,500, and Line item 990 for an increase of \$5,000, for a total of \$12,500 for Capital Outlay. The impact will lower the appropriation of the Fund Balance by \$9,500. The approved changes will be reflected in the September Library Board report.

### **B. Library Financials and Walker Fund – June 30, 2011 (Draft, Work-in-Progress, Unaudited)**

The Balance Sheet for period ending June 30, 2011 indicates a Total Liabilities and Fund Balance of \$2,722,507. (The information provided does not reflect the final June 30<sup>th</sup> figures. Based on the modified accrual basis (60-day rule) of financial reporting, additional entries will be required for utilities, property taxes, etc. All accounts and receipt transactions are currently being reviewed and any activity for which the Finance Department does not have actual information by August 31, 2011 will be estimated and included in the final June 30 financial statements.)

This is the fourth month in a row that we had a decline in tax revenue, which wasn't anticipated, in the amount of \$29,000. Book fines rose by 83%. Overall the Library saw an increase in projected revenue of \$133,000.

The Library's Net of Revenues and Expenditures for the period ending June 30, 2011 shows a balance of (\$10,788). The fund balance was used to offset the shortage.

The Walker Fund Balance Sheet for the period ending June 30, 2011 shows the Total Liabilities and Fund Balance of \$1,441,669, and a Net of Revenues and Expenditures of \$36,695.

The Library's Investment Sheet for the period ending June 30, 2011 shows the Total Investment amount for the 268 Library Fund at \$2,722,007.

The Library's Investment Sheet for the period ending June 30, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,441,669.

The Library's Investment Sheet for the period ending June 30, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$4,163,676.

### **C. Library Financials and Walker Fund – July 31, 2011**

The Balance Sheet for period ending July 31, 2011 indicates a Total Liabilities and Fund Balance of \$4,839,043.

The Library's Net of Revenues and Expenditures for the period ending July 31, 2011 shows a balance of \$2,138,711.

The Walker Fund Balance Sheet for the period ending July 31, 2011 shows the Total Liabilities and Fund Balance of \$1,442,314, and a Net of Revenues and Expenditures of \$823.

The Library's Investment Sheet for the period ending July 31, 2011 shows the Total Investment amount for the 268 Library Fund at \$2,636,179.

The Library's Investment Sheet for the period ending July 31, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,442,314.

The Library's Investment Sheet for the period ending July 31, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$4,078,494.

It was determined that once a budget has been adopted, it can be amended (such as the increase in tax revenue), but to then leave it static going forward, providing a benchmark of performance.

### **10. Director's Report**

This summer has been nothing but busy. Statistics for the Summer Reading Program and the Teen survey will be provided in the September Board Report. The Annual Report numbers are also being calculated.

This year's Community Read is *The Art of Racing in the Rain* by Garth Stein. The Library initially purchased 50 copies of the book. They were processed and put on the shelves on Thursday and by Saturday they were gone. There are 138 opportunities to download the book, too. Additional copies were then purchased to meet the demand for the book.

The Novi Public Library will be hosting the author of the book, Garth Stein, on Thursday, November 10, 2011, at 7 p.m. Reservations are now being accepted. The author will also be meeting with students at Novi High School during his visit. The Friends of the Novi Library generously donated \$2,000 towards the Community Reads program.

On Tuesday, August 30, 2011, the Library will be hosting 500 of Novi's teachers and administrators and providing them with information that will benefit them that the Novi Library has to offer as educators. This will take place from 8 – 9:30 a.m.

The Novi Public Library also hosted the City of Novi's Mayor Exchange with Tinley Park, Ill on Monday, August 15. A tour was provided for all guests of Tinley Park and the City's administration. Ramesh Verma and Torry Yu were in attendance.

AWE Stations have replaced the Smart Tables in the Youth Department. There are six stations in total and are welcomed by the patrons and children who use them. The Smart Tables were returned for a full refund allowing for the purchase of the AWE stations.

Macy's Shop for a Cause is a fundraising opportunity that is going on now at the Library. All proceeds from the sale of the tickets (\$5 each) benefit the Youth Department. Sale of the tickets run through August 27, 2011, the day of the sale.

A new Japanese school is opening in Novi, Ringo Kai, and will be housed in the Novi Meadows School. Sessions will be held on Saturdays for students in K-12<sup>th</sup> grade. The Library's Welcome brochure was translated into Japanese for families who plan to visit the Library. There will be a ribbon cutting ceremony on Friday, August 26, with the first day of session on Saturday, August 27.

Julie has joined two committees, The Library Network Executive Committee, and as the Chair of the 2012 Annual Conference with the Michigan Library Association.

The Library will begin offering Notary service to the public.

#### **A. Public Services and Building Operations Reports**

##### **Public Services – Margi Karp-Opperer**

- Three book discussion groups were held this month, along with e-mail and internet instructions for Seniors,
- Novi Writers Group
- PowerPoint Basics – computer class
- A Travelogue in Jazz: Around the World in Sixty Minutes was well attended.
- The Youth and Teen Department were extremely busy with just some of the programs provided during Summer Reading:
  - International Story Times
  - Kiddie Crafts
  - Sale of the youth yellow t-shirts
  - Tie-Dye
  - Friends Around the World
  - Get Crafty Celebrating Summer Event
  - Great Parents, Great Starts Playgroup
  - In connection with the City of Novi Parks, Recreation and Cultural Services, the Library held the Sizzling Summer Terrific Tuesdays with puppet shows, cirque, museum attractions and more at Fuerst Park, and during inclement weather, at the Library.

##### **Building Operations – Mary Ellen Mulcrone**

- Car Charging Stations have been installed in the Library parking lot.
- Security camera locations on the grounds and within the Library are being reviewed by Novi Police to ensure the best placement for coverage.
- A master gardener has volunteered his services to guide the facilities staff on how to keep the Library grounds looking beautiful.
- New options for maintaining our Library website are being investigated.
- The re-cataloging and re-labeling of international language DVDs are being developed into a new collection.
- Punch list items should be completed, with Kathy Smith-Roy, Director of Finance, receiving a final report. New warranties have been received.

#### **B. Library Usage Statistics – July 2011**

The July statistics are located on pages 30-32 of the Board Packet.

- 468 Library cards issued
- 73,419 items checked out
- Number of items borrowed from TLN – 4,212
- Number of items borrowed from MeL – 118
- Number of items loaned through TLN - 4,472
- Number of items loaned through MeL - 254
- 62.81% of all items checked out were done on the self check stations
- Daily average of people using the Library was 1,325.

#### **11. Friends of Novi Library Report**

No meeting was scheduled for August 2011.

## **12. Historical Commission Report**

The Dedication for the Baseline Obelisk is scheduled for Tuesday, September 20, 2011, in ITC Park.

Minutes of the July 27, 2011 Novi Historical Commission are located on page 33 and 34 of the August Library Board packet.

## **13. Student Representatives Report**

The Teen Board has begun to develop a set of monthly tactics to meet the 2011-2012 Library Goals, mainly focusing efforts on Marketing, Relationship Building and Outreach to their high school peers. They plan on promoting TAB (Teen Advisory Board) to the Novi High School and Walled Lake High School where the student representatives attend.

The Student Representatives plan on promoting Library resources such as Homework Help, Freegal Music, and E-Books.

The Student Representatives were interviewed by the Novi News, which was a step forward with their goals.

By September, the Student Representatives plan on launching a Teen/Tween E-Newsletter highlighting programs and resources similar to the Engage publication.

## **14. Committee Reports**

### **A. Policy Committee (Margolis, Casey, Kilgore)**

There was no report provided.

### **B. HR Committee (Casey, Verma, Kilgore)**

#### **1. Employee Handbook revisions – 3<sup>rd</sup> draft**

Will be placed on the September 21, 2011 Library Board agenda for discussion and approval.

Recent changes:

- FMLA - updated
- Organization Chart and Employee list removed
- Employment of Relatives – new
- Work Schedule
  - Eligibility of Benefit calculations
- Solicitation and Distribution – revised
- Rules of Conduct – updated
- Agreements Regarding Statute of Limitation and Arbitration – new
- Confidentiality Agreement - new

#### **2. Health Care Insurance – No Report**

Committee did not meet; therefore there was nothing to report.

Trustee Sturing brought to the attention of the Library Board the topic of Health Care Insurance for the staff and the decision to opt in or out with the City of Novi. It was requested that the Policy and Finance Committees need to meet.

### **C. Finance Committee (Margolis, Czekaj, Sturing)**

1. Capital Replacement Schedule – No report.

2. Fund Balance Requirements – No report.

### **D. Fundraising Committee (Mena, Sturing, Casey)**

There was no report provided.

## **15. Public Comment**

There was no public comment.

**16. Matter for Board Action**

**A. Approval of Library Goals for 2011-2012**

The 2011-2012 Library Goals were approved in Item 8.A. of the August 17, 2011 Library Board meeting.

**B. Approval of Revisions to the Employee Handbook**

No action was taken; tabled until next month.

Future Events:

- Ringo Kai Ribbon Cutting – August 26, 9 a.m., at Novi Meadows
- Fall for Novi – September 24, 11 a.m., at the Novi Civic Center
- Crop for a Cause Fundraiser - October 7-9, Novi Public Library

**17. Adjourn**

A motion was made to adjourn at 8:34 p.m.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Laura Casey

The motion was passed unanimously.

---

Mark Sturing, Secretary

---

Date

Dear Novi Public Library,

Thank you for hosting  
the back to school get  
together for the Novi teachers.  
The library is a beautiful  
setting.

Lori Gilbo  
V.O.

**From:** Copeland, Andy [<mailto:acopeland@cityofnovi.org>]

**Sent:** Thursday, August 25, 2011 8:11 AM

**To:** Mary Ellen Mulcrone

**Cc:** Evans, Mike; Jeff Johnson; Dave Molloy

**Subject:** RE: Novi Public Library

Mary Ellen,

It was a pleasure working with you and your staff yesterday at the drill. Everyone was very professional and handled all procedures very well. It was nice to see the 100+ citizens/customers that we had in the building, without any prior knowledge of the drill, take part and evacuate with out incident.

I look forward to seeing the changes that were recommended and implemented into your safety plans. I will forward everything onto Fire Marshal Evans on his return and to EMS/Fire Director Johnson.

Please let me know if there is anything else we can do for you.

Acting Fire Marshal - Andy Copeland

City of Novi - Fire Dept.

42975 Grand River

Novi, Mi. 48375

(248) 349-2162 (Station #1)

(248) 735-5674 (Fire Marshal's Office)

**NOVI PUBLIC LIBRARY – 2011/2012 GOALS**

**Marketing/Relationship Building/Outreach**

**Goal #1: Promote the Library in Novi's residential and business communities; consider new avenues for promoting library services to non-library users; leverage existing resources whenever possible.**

<b>Strategy:</b>	<b>Promote the use of Convenient Services (drive-up window, after-hours lockers, self-service holds, self-checkout).</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Offer surveys to see how Convenient Services work for users, what services are/are not used, why.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Consider a give-away for patrons taking part in surveys	Admin.		
<b>Strategy:</b>	<b>Set benchmarks to measure success of Convenient Services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Determine if/why people from community are not coming to the Library.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Increase resident usage of Library services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Determine appropriate hours and levels of service.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Increase usage of services and facility with community partners.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Engage staff in informal patron surveys at service desks.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Improve reporting of statistics for library/building/technology usage.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>

**Collections/Services/Programs/Technology**

**Goal #2: Provide and maximize technology, programs, services and collections that meet the changing needs of our community.**

<b>Strategy:</b>	<b>Report on types of materials checked out to determine if funds can/should be reallocated.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Consider collection development and its trend toward multimedia.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Consider implementing different types of technology (I-pad, e-readers) to meet patron needs.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Determine what patrons want more of.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>

<b>Staff Development</b>			
<b>Goal #3: Provide a well-trained, appropriately compensated staff who are engaged in the Novi community and within the library profession.</b>			
<b>Strategy:</b>	<b>Investigate what soft perks would be of interest to staff in lieu of monetary compensation.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Determine if our benefit packages are beneficial and relevant.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Ensure NPL staff is recognized within profession: conferences, workshops, speaking engagements.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>

<b>Financial for Operations</b>			
<b>Goal #4: Balance the needs of the community with fiscal responsibility.</b>			
<b>Strategy:</b>	<b>Create a capital expenditure plan.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Undergo building inventory and future needs assessment.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Undergo technology inventory and future needs assessment.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Implement a three year technology plan.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Work with City of Novi Finance Department to forecast future revenues and expenditures.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Maintain process of one year budget and two year projection.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Target to break even and meet library budgetary needs without deficit spending.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Consider investment strategy option for long term planning of library reserves.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>

## Fundraising

**Goal #5: Create fundraising opportunities for our community to continue to grow the library's collections, services, and programs.**

<b>Strategy:</b>				<b>Pursue grant opportunities.</b>			
<b>Tactic</b>		<b>Owner</b>		<b>Status</b>		<b>Due Date</b>	
<b>Strategy:</b>				<b>Plan at least one significant fundraising event a year for operational purposes/offset general fund.</b>			
<b>Tactic</b>		<b>Owner</b>		<b>Status</b>		<b>Due Date</b>	
<b>Strategy:</b>				<b>Create a calendar of events for fundraising.</b>			
<b>Tactic</b>		<b>Owner</b>		<b>Status</b>		<b>Due Date</b>	
<b>Strategy:</b>				<b>Actively recognize sponsors/partners for fundraising initiatives.</b>			
<b>Tactic</b>		<b>Owner</b>		<b>Status</b>		<b>Due Date</b>	
<b>Strategy:</b>				<b>Execute "Gift for Tomorrow" campaign.</b>			
<b>Tactic</b>		<b>Owner</b>		<b>Status</b>		<b>Due Date</b>	
<b>Strategy:</b>				<b>Maintain and promote existing donation opportunities (brick pavers, trees, books, etc.)</b>			
<b>Tactic</b>		<b>Owner</b>		<b>Status</b>		<b>Due Date</b>	

2011-2012 Budget				
3/16/2011 (Revised 9/2011)				
		2009/2010 Audited	2010/2011 Yr. End	2011/2012 Approved (Revised 9/2011)
<b>Revenues</b>				
<b>Account</b>	<b>Description</b>			
403.000	Property Tax Revenue	2,674,686.00	2,438,775.00	2,234,000.00
567.000	State Aid	26,148.00	15,555.32	20,000.00
657.000	Library book fines	36,417.00	42,000.00	44,100.00
658.000	State penal fines	70,103.00	66,908.00	63,500.00
664.000	Interest on Investments	7,069.00	12,000.00	14,000.00
665.000	Miscellaneous income	19,791.00	9,500.00	9,000.00
665.100	Copier	2,234.00	2,000.00	2,000.00
665.200	Electronic media	5,389.00	6,000.00	7,500.00
665.300	Meeting Room	4,450.00	6,500.00	6,500.00
665.400	Gifts and donations	846.00	15,000.00	2,000.00
665.404	Novi Township Assessment	7,693.00	6,822.00	6,350.00
665.500	Book rental	23.00	0.00	0.00
665.650	Library Café	N/A	4,500.00	4,500.00
665.800	Miscellaneous Paper Revenue	36.00	0.00	0.00
666.000	Other revenue - grants	0.00	0.00	0.00
676.269	Transfer from Walker Fund	130,924.00		0.00
<b>Total Revenue</b>		<b>2,985,809.00</b>	<b>2,625,560.32</b>	<b>2,413,450.00</b>
				*incr. account 403 \$22,000.00
		2009/2010 Audited	2010/2011 Yr. End	2011/2012 Approved
<b>Expenditures</b>				
<b>Account</b>	<b>Description</b>			
704.000	Permanent Salaries	972,331.00	860,000.00	870,000.00
705.000	Temporary Salaries	494,002.00	492,500.00	539,000.00
709.100	Sick Bank Payout	12,634.00	0.00	0.00
715.000	Social Security	111,523.00	104,000.00	108,000.00
716.000	Insurance	173,270.00	163,000.00	184,000.00
716.200	HSA		3,600.00	7,200.00
718.000	Pension DB	45,098.00	32,000.00	26,000.00
718.050	Pension - add'l DB		150,000.00	0.00
718.200	Pension - Defined Contribution		16,000.00	18,000.00
719.000	Unemployment Ins	2,448.00	13,338.00	10,000.00
720.000	Workers' Comp	2,778.00	1,800.00	2,250.00
<b>Total Personnel Services</b>		<b>1,814,084.00</b>	<b>1,836,238.00</b>	<b>1,764,450.00</b>
<b>Supplies</b>				
727.000	Office supplies	37,651.00	18,000.00	25,000.00
728.000	Postage	4,588.00	1,800.00	2,100.00

734.000	Computer software & licensing	37,528.00	95,500.00	87,000.00
734.500	Computer supplies equip	25,515.00	7,000.00	15,000.00
740.000	Operating supplies	15,515.00	23,000.00	24,500.00
741.000	Uniforms	0.00	500.00	300.00
<b>Materials</b>				
742.000	Books	182,109.00	200,000.00	200,000.00
742.666	Books - Misc. Grants	1,939.00	0.00	0.00
743.000	Periodicals	14,525.00	14,500.00	16,000.00
744.000	Audiovisual materials	34,399.00	42,100.00	52,100.00
745.200	Electronic media	29,450.00	34,650.00	38,200.00
745.300	Online Resources	57,219.00	42,500.00	43,500.00
<b>Total Supplies &amp; Materials</b>		<b>440,438.00</b>	<b>479,550.00</b>	<b>503,700.00</b>
<b>Services &amp; Charges</b>		<b>2009/2010 Audited</b>	<b>2010/2011 Yr. End</b>	<b>2011/2012 Approved</b>
<b>Account</b>	<b>Description</b>			
802.100	Bank Services	1,100.00	900.00	1000.00
803.000	Independent Audit	810.00	603.00	900.00
804.000	Medical Service	376.00	500.00	500.00
806.000	Legal Expenses	3,677.00	5,000.00	2,000.00
809.000	Memberships & Dues	5,432.00	5,500.00	6,300.00
816.000	Professional services	7,155.00	3,000.00	5,000.00
817.000	Custodial Services	20,520.00	35,000.00	45,000.00
818.000	TLN Central Services	3,500.00	3,000.00	16,000.00
851.000	Telephone	11,016.00	15,500.00	16,500.00
855.000	TLN Automation Services	47,855.00	42,000.00	56,900.00
862.000	Mileage	596.00	500.00	800.00
880.000	Community Promotion	20,381.00	8,000.00	8,000.00
880.268	Programming	10,501.00	18,000.00	23,000.00
900.000	Design, Printing, Publishing	34,094.00	13,500.00	13,500.00
910.000	Property & Liability Insurance	5,423.00	18,000.00	18,000.00
921.000	Heat	9,417.00	18,000.00	16,000.00
922.000	Electricity	78,809.00	80,000.00	80,000.00
923.000	Water and Sewer	3,113.00	10,000.00	10,000.00
932.000	Office Equipment Maint.	0.00	0.00	0.00
934.000	Building Maint.	17,074.00	40,000.00	41,000.00
935.000	Vehicle Maint.	5,041.00	2,000.00	3,000.00
941.000	Grounds Maint.	11,874.00	25,000.00	25,000.00
942.100	Records storage	93.00	16.00	62.00
942.000	Office Equipment Lease	9,893.00	16,375.00	16,375.00
956.000	Conferences & Workshops	17,027.00	10,500.00	10,500.00
<b>Total Services &amp; Charges</b>		<b>324,777.00</b>	<b>370,894.00</b>	<b>415,337.00</b>
976.000	Building Improvements	0.00	7,500.00	0.00
990.000	Furniture	0.00	5,000.00	0.00
962.000	Contingency		0.00	0.00
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>12,500.00</b>	<b>0.00</b>
<b>Total Expenditures</b>		<b>2,579,299.00</b>	<b>2,699,182.00</b>	<b>2,683,487.00</b>
680.00	Fund Balance Change	409,509	-73,621.68	-270,037.00

**CITY OF NOVI - LIBRARY FUND  
BALANCE SHEET - AUGUST 31, 2011**

GL Number	Description	Balance
Assets		
268-000.00-003.000	Cash and cash equivalents	\$ 2,962,803
268-000.00-018.000	Cash on hand	500
268-000.00-020.000	Current taxes receivable	1,683,438
268-000.00-040.050	Accounts Receivable BSA	6,128
Total Assets		<u>\$ 4,652,869</u>
Liabilities		
268-000.00-202.000	Accounts payable	\$ 29,087
268-000.00-232.000	Employees pension payable	2,120
268-000.00-259.702	Accrued liabilities-tax	152,431
268-000.00-276.400	Deposit for Cafe	1,500
Total Liabilities		<u>185,138</u>
Fund Balance		
268-000.00-390.000	Fund balance - beginning of year	2,525,067
	Net of Revenues VS Expenditures - 2010-2011 <b>(Unaudited)</b>	(83,130)
	Net of Revenues VS Expenditures - Current Year	2,025,794
	Ending Fund Balance	<u>4,467,731</u>
Total Liabilities And Fund Balance		<u>\$ 4,652,869</u>

**CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT  
PERIOD ENDING AUGUST 31, 2011**

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	YTD BALANCE 08/31/2011	AVAILABLE BALANCE	% BDGT USED
Revenues					
PROPERTY TAX REVENUE					
268-000.00-403.000	Property tax revenue	\$ 2,234,000	\$ 2,300,054	\$ (66,054)	102.96
STATE SOURCES					
268-000.00-567.000	State aid	20,000	-	20,000	0.00
FINES AND FORFEITURES					
268-000.00-657.000	Library book fines	44,100	9,599	34,501	21.77
268-000.00-658.000	State penal fines	63,500	64,306	(806)	101.27
	FINES AND FORFEITURES	107,600	73,905	33,695	68.68
INTEREST INCOME					
268-000.00-664.000	Interest on investments	14,000	10,977	3,023	78.41
OTHER REVENUE					
268-000.00-665.000	Miscellaneous income	9,000	2,338	6,662	25.97
268-000.00-665.100	Copier	2,000	545	1,455	27.26
268-000.00-665.200	Electronic media	7,500	647	6,854	8.62
268-000.00-665.266	Summer reading t-shirt sales	-	130	(130)	100.00
268-000.00-665.290	Library fund raising revenue	-	550	(550)	100.00
268-000.00-665.300	Meeting room	6,500	1,090	5,410	16.77
268-000.00-665.404	Novi Township assessment	6,350	6,128	222	96.50
268-000.00-665.650	Library Cafe	4,500	1,070	3,430	23.77
	OTHER REVENUE	35,850	12,497	23,353	34.86
DONATIONS					
268-000.00-665.400	Gifts and donations	2,000	275	1,725	13.77
APPROPRIATION OF FUND BALANCE					
268-000.00-680.000	Appropriation of fund balance	282,537	-	282,537	0.00
	TOTAL Revenues	\$ 2,695,987	\$ 2,397,708	\$ 298,279	88.94

Expenditures					
PERSONAL SERVICES					
268-000.00-704.000	Permanent salaries	\$ 870,000	\$ 118,433	\$ 751,567	13.61
268-000.00-705.000	Temporary salaries	539,000	63,721	475,279	11.82
268-000.00-715.000	Social security	108,000	15,892	92,108	14.71
268-000.00-716.000	Insurance	184,000	26,647	157,353	14.48
268-000.00-716.200	HSA - employer contribution	7,200	1,350	5,850	18.75
268-000.00-718.000	Pension	26,000	4,240	21,760	16.31
268-000.00-718.200	Pension - defined contribution	18,000	3,065	14,935	17.03
268-000.00-719.000	Unemployment insurance	10,000	-	10,000	0.00
268-000.00-720.000	Workers compensation	2,250	535	1,715	23.76
	PERSONAL SERVICES	1,764,450	233,883	1,530,567	13.26
SUPPLIES					
268-000.00-727.000	Office supplies	25,000	2,827	22,173	11.31
268-000.00-728.000	Postage	2,100	425	1,675	20.25
268-000.00-734.000	Computer supplies, software & licensing	87,000	897	86,103	1.03
268-000.00-734.500	Computer supplies/equipment	15,000	-	15,000	0.00
268-000.00-740.000	Operating supplies	24,500	2,371	22,129	9.68
268-000.00-741.000	Uniforms	300	-	300	0.00
268-000.00-742.000	Library books	200,000	30,200	169,800	15.10
268-000.00-743.000	Library periodicals	16,000	222	15,778	1.39

**CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT**  
**PERIOD ENDING AUGUST 31, 2011**

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	YTD BALANCE 08/31/2011	AVAILABLE BALANCE	% BDGT USED
268-000.00-744.000	Audio visual materials	52,100	13,014	39,086	24.98
268-000.00-745.200	Electronic media	38,200	5,459	32,741	14.29
268-000.00-745.300	Electronic resources (CD rom materials)	43,500	21,417	22,083	49.24
SUPPLIES		503,700	76,832	426,868	15.25
OTHER SERVICES AND CHARGES					
268-000.00-801.925	Public information (cable, etc)	-	149	(149)	100.00
268-000.00-802.100	Bank services	1,000	330	670	33.03
268-000.00-803.000	Independent audit	900	-	900	0.00
268-000.00-804.000	Medical service	500	54	446	10.78
268-000.00-806.000	Legal fees	2,000	-	2,000	0.00
268-000.00-809.000	Memberships and dues	6,300	2,940	3,360	46.67
268-000.00-816.000	Professional services	5,000	-	5,000	0.00
268-000.00-817.000	Custodial services	45,000	3,337	41,664	7.41
268-000.00-818.000	TLN Central Services	16,000	-	16,000	0.00
268-000.00-851.000	Telephone	16,500	2,457	14,043	14.89
268-000.00-855.000	TLN Automation Services	56,900	13,837	43,063	24.32
268-000.00-862.000	Mileage	800	122	678	15.26
268-000.00-880.000	Community promotion	8,000	832	7,168	10.40
268-000.00-880.268	Library programming	23,000	4,458	18,542	19.38
268-000.00-900.000	Printing, graphic design and publishing	13,500	1,501	11,999	11.12
268-000.00-910.000	Property & liability insurance	18,000	13,005	4,995	72.25
268-000.00-921.000	Heat	16,000	79	15,921	0.49
268-000.00-922.000	Electricity	80,000	8,416	71,584	10.52
268-000.00-923.000	Water and sewer	10,000	-	10,000	0.00
268-000.00-934.000	Building maintenance	41,000	2,164	38,836	5.28
268-000.00-935.000	Vehicle maintenance	3,000	-	3,000	0.00
268-000.00-941.000	Grounds maintenance	25,000	1,550	23,450	6.20
268-000.00-942.000	Office equipment lease	16,375	3,057	13,318	18.67
268-000.00-942.100	Records storage	62	31	31	50.00
268-000.00-956.000	Conferences and workshops	10,500	2,879	7,621	27.42
OTHER SERVICES AND CHARGES		415,337	61,200	354,137	14.73
CAPITAL OUTLAY					
268-000.00-976.000	Building improvements	7,500	-	7,500	0.00
268-000.00-990.000	Furniture	5,000	-	5,000	0.00
CAPITAL OUTLAY		12,500	-	12,500	0.00
TOTAL Expenditures		\$ 2,695,987	\$ 371,914	\$ 2,324,073	13.80
NET OF REVENUES & EXPENDITURES		\$ 2,025,794			

Electronic resources - (268-000.00-745.300) Majority of expenditures occur (Midwest Collaborative for Library, The Library Network and Brainfuse) within the first six months of the fiscal year.

Memberships and dues (268-000.00-809.000) - at 46.67% of budget - July incurs costs to the Michigan Library Association.

Property and Liability Insurance (268-000.00-910.000) - at 72.25% - annual premium is paid in July for the fiscal year.

Property tax revenue recorded at 100%, billed on July 1, 2011; large distribution from Tax Fund in September for collections thru 8.31.11

**CITY OF NOVI - WALKER FUND  
BALANCE SHEET - AUGUST 31, 2011**

GL Number	Description	Balance
Assets		
269-000.00-003.000	Cash and cash equivalents	\$ 1,444,111
Total Assets		<u>\$ 1,444,111</u>
Liabilities		
269-000.00-202.000	Accounts payable	616
Fund balance		
269-000.00-390.000	Fund balance	1,371,885
269-000.00-390.273	Restricted - Friends of Novi Library	1,588
269-000.00-390.275	Restricted for specific collections	25
269-000.00-390.279	Restricted for youth activity room	25,000
269-000.00-390.280	Restricted for parenting-youth&teen service	5,498
Net of Revenues VS Expenditures - 2010-2011 <b>(Unaudited)</b>		36,695
Net of Revenues VS Expenditures - Current Year		2,803
TOTAL Fund Balance <b>(Unaudited)</b>		<u>1,443,495</u>
Total Liabilities And Fund Balance		<u>\$ 1,444,111</u>

**REVENUE AND EXPENDITURE REPORT - PERIOD ENDING AUGUST 31, 2011**

GL NUMBER	DESCRIPTION	YTD BALANCE 08/31/2011
Revenues		
INTEREST INCOME		
269-000.00-664.000	Interest on investments	\$ 2,267
DONATIONS		
269-000.00-665.271	Donation-general-youth collections	90
269-000.00-665.283	Donations-Novis Newbies	750
269-000.00-665.286	Donations - Light Up the Night	325
DONATIONS		<u>1,165</u>
TOTAL Revenues		<u>3,432</u>
Expenditures		
SUPPLIES		
269-000.00-742.283	Novi Newbies expenditures	487
269-000.00-742.285	Community Read expenditures	13
269-000.00-742.800	Engraving, trees, brick pavers, etc.	128
SUPPLIES		<u>628</u>
TOTAL Expenditures		<u>628</u>
NET OF REVENUES & EXPENDITURES		<u>\$ 2,803</u>

CITY OF NOVI  
LIBRARY INVESTMENTS  
August 31, 2011

Investment Date	Description	Maturity Date	Interest Rate	Investment Amount
<b>268 Library Fund</b>				
08/31/11	Ambassador Funds		0.07%	\$ 10,679
08/31/11	Chase Bank High Yield Savings		0.40%	\$ 488,222
08/31/11	Citizens Republic NOW Account		0.15%	\$ 55,846
08/31/11	Fifth Third Bank Short Term Investment		0.25%	\$ 1,886,610
08/31/11	Flagstar Bank Public Funds Liquid Assets		0.55%	\$ 21,445
09/13/10	Government Agency (PNC/Nat City) FHLB*	03/13/20	3.00%	\$ 100,000
10/21/10	Government Agency (Morgan Stanley/Smith Barney) FNMA**	10/21/15	2.03%	\$ 400,000
08/31/11	<b>Total 268 Library Fund</b>			<b>\$ 2,962,803</b>
<b>269 Walker Library Fund</b>				
08/31/11	Ambassador Funds		0.07%	\$ 31,134
08/31/11	Fifth Third Bank Short Term Investment		0.25%	\$ 662,977
09/13/10	Government Agency (PNC/Nat City) FHLB*	03/13/20	3.00%	\$ 300,000
10/21/10	Government Agency (Morgan Stanley/Smith Barney) FNMA**	10/21/15	2.03%	\$ 450,000
08/31/11	<b>Total 269 Walker Library Fund</b>			<b>\$ 1,444,111</b>
08/31/11	<b>Total Library (268) and Walker (269)</b>			<b>\$ 4,406,914</b>

\*2nd semi-annual interest payment due 09/13/11 = 268 Fund \$1,500, 269 Fund \$4,500

\*\*Step instrument - yield-to-maturity 2.03%, 2nd semi-annual interest payment due 10/21/11 = 268 Fund \$3,000, 269 Fund \$3,375.

investment options. We will continue to look at callable securities, for purposes of earnings even in the short term.

09/14/2011

TRIAL BALANCE REPORT FOR CITY OF NOVI  
 PERIOD ENDING 06/30/2011 - (Unaudited)

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2011	2010-11 AMENDED BUDGET
<b>CASH AND CASH EQUIVALENTS</b>			
268-000.00-003.000	Cash and cash equivalents	\$ 2,722,007	
268-000.00-018.000	Cash on hand	500	
	<b>CASH AND CASH EQUIVALENTS</b>	<u>2,722,507</u>	
<b>LIABILITIES - CURRENT</b>			
268-000.00-202.000	Accounts payable	\$ 91,308	
268-000.00-232.000	Employees pension payable	5,138	
268-000.00-257.000	Accrued wages payable	30,192	
268-000.00-259.702	Accrued liabilities-tax	152,431	
268-000.00-276.400	Deposit for Cafe	1,500	
		<u>280,569</u>	
<b>FUND EQUITY</b>			
268-000.00-390.000	Fund balance	\$ 2,525,067	
<b>PROPERTY TAX REVENUE</b>			
268-000.00-403.000	Property tax revenue	\$ 2,358,422	\$ 2,390,000
<b>STATE SOURCES</b>			
268-000.00-567.000	State aid	25,466	15,000
<b>FINES AND FORFEITURES</b>			
268-000.00-657.000	Library book fines	54,889	30,000
268-000.00-658.000	State penal fines	66,908	70,000
	<b>FINES AND FORFEITURES</b>	<u>121,798</u>	<u>100,000</u>
<b>INTEREST INCOME</b>			
268-000.00-664.000	Interest on investments	31,724	10,100
<b>OTHER REVENUE</b>			
268-000.00-665.000	Miscellaneous income	13,823	3,000
268-000.00-665.100	Copier	2,463	4,000
268-000.00-665.200	Electronic media	5,035	12,000
268-000.00-665.266	Summer reading t-shirt sales	145	-
268-000.00-665.267	Library Programming - Book It	12,664	-
268-000.00-665.290	Library fund raising revenue	835	-
268-000.00-665.300	Meeting room	11,770	6,500
268-000.00-665.404	Novi Township assessment	6,822	6,900
268-000.00-665.500	Book rental	-	-
268-000.00-665.650	Library Cafe	5,924	4,500
268-000.00-665.800	Misc. revenue - paper, supplies, etc.	-	-
	<b>OTHER REVENUE</b>	<u>59,479</u>	<u>36,900</u>
<b>DONATIONS</b>			
268-000.00-665.400	Gifts and donations	16,283	500
<b>APPROPRIATION OF FUND BALANCE</b>			
268-000.00-680.000	Appropriation of fund balance	-	411,425
	<b>TOTAL Revenues</b>	<u>\$ 2,613,172</u>	<u>\$ 2,963,925</u>

TRIAL BALANCE REPORT FOR CITY OF NOVI  
PERIOD ENDING 06/30/2011 - (Unaudited)

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2011	2010-11 AMENDED BUDGET
PERSONAL SERVICES			
268-000.00-704.000	Permanent salaries	860,006	958,000
268-000.00-705.000	Temporary salaries	520,388	492,500
268-000.00-709.100	Sick bank payout	-	-
268-000.00-715.000	Social security	103,577	114,000
268-000.00-716.000	Insurance	154,169	197,000
268-000.00-716.200	HSA - employer contribution	3,750	-
268-000.00-718.000	Pension	30,828	34,600
268-000.00-718.050	Pension - additional contributions DB	150,000	150,000
268-000.00-718.200	Pension - defined contribution	16,561	13,400
268-000.00-719.000	Unemployment insurance	13,338	-
268-000.00-720.000	Workers compensation	1,991	2,250
PERSONAL SERVICES		1,854,608	1,961,750
SUPPLIES			
268-000.00-726.400	Cash over/short	-	-
268-000.00-727.000	Office supplies	15,791	31,500
268-000.00-728.000	Postage	1,150	4,500
268-000.00-734.000	Computer supplies, software & licensing	66,059	101,500
268-000.00-734.500	Computer supplies/equipment	9,544	7,000
268-000.00-740.000	Operating supplies	23,204	23,000
268-000.00-740.200	Desks, chairs, file cabinets, etc	4,163	-
268-000.00-741.000	Uniforms	521	-
268-000.00-742.000	Library books	180,593	215,000
268-000.00-743.000	Library periodicals	12,764	14,500
268-000.00-744.000	Audio visual materials	47,671	42,100
268-000.00-745.200	Electronic media	42,991	34,650
268-000.00-745.300	Electronic resources (CD rom materials)	41,427	50,500
SUPPLIES		445,878	524,250
OTHER SERVICES AND CHARGES			
268-000.00-801.925	Public information (cable, etc)	-	-
268-000.00-802.000	Data processing	-	-
268-000.00-802.100	Bank services	2,047	750
268-000.00-803.000	Independent audit	670	1,500
268-000.00-804.000	Medical service	1,205	500
268-000.00-806.000	Legal fees	5,489	2,000
268-000.00-809.000	Memberships and dues	4,483	5,500
268-000.00-816.000	Professional services	3,970	5,000
268-000.00-817.000	Custodial services	33,000	35,000
268-000.00-818.000	TLN Central Services	3,000	2,500
268-000.00-851.000	Telephone	14,764	15,500
268-000.00-855.000	TLN Automation Services	53,556	50,000
268-000.00-862.000	Mileage	619	800
268-000.00-880.000	Community promotion	9,047	15,000
268-000.00-880.267	Library Programming-Book It	2,405	-
268-000.00-880.268	Library programming	13,246	23,000
268-000.00-900.000	Printing, graphic design and publishing	28,750	24,000
268-000.00-910.000	Property & liability insurance	18,000	19,000
268-000.00-921.000	Heat	15,190	32,000
268-000.00-922.000	Electricity	87,181	122,000
268-000.00-923.000	Water and sewer	6,119	12,000
268-000.00-934.000	Building maintenance	39,184	46,000
268-000.00-935.000	Vehicle maintenance	1,753	3,000

09/14/2011

TRIAL BALANCE REPORT FOR CITY OF NOVI  
 PERIOD ENDING 06/30/2011 - (Unaudited)

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2011	2010-11 AMENDED BUDGET
268-000.00-941.000	Grounds maintenance	30,011	26,000
268-000.00-942.000	Office equipment lease	13,356	16,375
268-000.00-942.100	Records storage	62	-
268-000.00-956.000	Conferences and workshops	8,707	10,500
	OTHER SERVICES AND CHARGES	<u>395,815</u>	<u>467,925</u>
CONTINGENCIES			
268-000.00-962.000	Contingencies	-	10,000
TOTAL Expenditures		\$ 2,696,302	\$ 2,963,925
Total Fund 268 - LIBRARY FUND 268			
TOTAL ASSETS		\$ 2,722,507	
BEG. FUND BALANCE		\$ 2,525,067	
+ NET OF REVENUES & EXPENDITURES		(83,130)	
= ENDING FUND BALANCE		2,441,937	
+ LIABILITIES		280,569	
= TOTAL LIABILITIES AND FUND BALANCE		\$ 2,722,507	

## MEMORANDUM



**TO:** JULIE FARKAS

**CC:** CLAY PEARSON  
VICTOR CARDENAS

**FROM:** KATHY SMITH-ROY

**SUBJECT:** LIBRARY & WALKER FUND – FUND BALANCE POLICY

**DATE:** SEPTEMBER 8, 2011

---

The City Council is considering a policy amendment to the Fund Balance/Reserve policy on the September 12, 2011 agenda to include Special Revenue Funds (the Library and Walker Funds are Special Revenue Funds). Pursuant to the City Charter, the City Council levy's the primary source of revenue, property taxes. The Library Board "controls" expenditures (see Charter excerpt at end of this memo). Since Fund Balance is in part a function of the difference between revenue and expenditures, the City administration request the Library Board consider the following Fund Balance policy and provide a recommendation for Fund Balance/Reserve policy for the Library and Walker Funds to City Council.

### **Library & Walker Library Funds**

The fund balance for the Library Fund will be established within a minimum range of 12-22% of fund annual budgeted expenditures, since this fund is similar to the General Fund in terms of covering operations. A new library facility was completed in 2010, more than doubling the square footage of the space of the former building. The City did not propose any additional operating millage, and therefore the Library Fund has carried a much higher fund balance than the minimum range to provide for future operating costs. The Library Fund is intended to report the special voted property tax millage for the library and general operating expenditures. The Walker Fund was created in 2004 to record donation revenue, and was established with the receipt of the generous initial gift of \$1,000,000 from Charles and Myrtle Walker for use in the replacement or expansion of the existing Library building. The Walker Family also matched donations of other donors over a one-year period. The Library Board also entered into a Library Building Fund Gift Agreement with the Walker family to encourage additional donations. This fund balance from this fund will be used to support library operations into the future.

If you have any questions, or need any additional information, please let me know.



### Section 19.3 Library Fund

The council may levy a tax not to exceed one (1) mill on the dollar annually on all taxable property in the city, such tax to be levied and collected in like manner with other general taxes of the city, to be known as the "library fund."

### Sec. 19-21 Appointment of members

The mayor shall, with the approval of the council, appoint a **library** board of seven (7) directors, chosen from the citizens at large, with reference to their fitness for such office. Not more than one (1) member of the council shall be at any one time a member of the board of directors.

### Sec. 19-21 Appointment of members

The **library** board of directors shall:

- (1) Immediately after appointment as the first board of directors and annually thereafter, meet, organize and elect from their numbers a president, a secretary and a treasurer and such other officers as they deem necessary;
- (2) Make and adopt such bylaws, rules and regulations for their own guidance and for the government of the **library** and reading room as they may deem expedient, not inconsistent with the statute, charter or this chapter;
- (3) Have the exclusive control of the expenditure of all moneys collected to the credit of the **library** fund, and of the construction of any **library** building, and of the supervision, care, and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose; provided, that all moneys received for such **library** shall be deposited in the treasury of the city to the credit of the **library** fund and shall be kept separate and apart from other moneys of the city, and drawn upon by the proper officers of the city, upon the properly authenticated vouchers of the **library** board of directors;
- (4) Have the authority to retain funds in a special bank account for the purpose of maintaining a petty cash account to be managed by the **library** administrator, and may requisition the city treasurer for funds accordingly. The petty cash account shall not exceed an amount set by resolution of the council, and may only be used for the payment of small charges and expenses as authorized or ratified by the majority action of the **library** board of directors. The **library** administrator shall provide the board with a monthly report of expenditures or disbursements from the petty cash account;
- (5) Have exclusive care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose;
- (6) Have power to appoint suitable personnel and fix their compensation, and shall have power to remove such appointees;
- (7) Maintain a public **library** and reading room for the inhabitants of the city;
- (8) In general, carry out the spirit and intent of the statute and City Charter provisions under which the public **library** and reading room is established;
- (9) At the end of each and every year from and after the organization of the **library**, make a written report to the council stating the condition of their trust at the date of such report, the various sums of money received from the **library** fund and other sources, and how such moneys have been expended and for what purposes, and all other details and information as required by statute. *(Ord. No. 83-109, § 9.01, 5-2-83)*





## CITY of NOVI CITY COUNCIL

**Agenda Item 2  
September 12, 2011**

**SUBJECT:** Approval to amend the City's Fund Balance/Reserve policy to include certain Special Revenue Funds and the Capital Replacement Reserve policy for the Enterprise Funds (in addition to the General Fund-Fund Balance policy).

**SUBMITTING DEPARTMENT:** Managers/Finance

**CITY MANAGER APPROVAL:**

**BACKGROUND INFORMATION:**

Special Revenue Funds are restricted by the nature of the funds. However, the timing of the use of the funds, and the minimum balance in certain funds (i.e. minimum for contingencies for road funds) has been determined through the budget process, including discussions and input from the Leadership Team, as well as computations and projections by the Finance Department.

The Capital Replacement Reserve policy for the City's Enterprise Funds mirrors policies in the private sector which are approved by the governing body (i.e. Association Board, Board of Directors, etc.).

The Finance staff uses the enclosed procedures during the budget preparation process, and pursuant to your request, have prepared the attached information for purposes of consideration by City Council for a formal resolution for funds other than the General Fund.

Separately, in March 2009, the Governmental Accounting Standards Board issued Statement No. 54 Fund Balance Reporting and Governmental Fund-type Definitions. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Under this standard, the fund balance classifications of reserved, designated and unreserved will be replaced with five new classifications: non-spendable, restricted, committed, assigned and unassigned. The City will be implementing Statement 54 with the comprehensive annual financial report (CAFR) for the year ended June 30, 2011. For purposes of the City's budget, generally "fund balance" refers to the total fund balance inclusive of all of the five new classifications.

Pursuant to GASB 54, the formal policy adopted by City Council for minimum fund balance will be included in the notes to the financial statements in the City's Comprehensive Annual Report.

The Library and Walker Fund – Fund Balance policy will be presented based on a recommendation by the Library Board. Attached is the memorandum requesting policy direction and recommendation from the Library Board.

Attached is the amended Fund Balance/Reserve policy for City Council's consideration.

**RECOMMENDED ACTION:**

Approval to amend the City's Fund Balance/Reserve policy to include certain Special Revenue Funds and the Capital Replacement Reserve policy for the Enterprise Funds (in addition to the General Fund-Fund Balance policy).

	1	2	Y	N
<b>Mayor Landry</b>				
<b>Mayor Pro Tem Gatt</b>				
<b>Council Member Fischer</b>				
<b>Council Member Margolis</b>				

	1	2	Y	N
<b>Council Member Mutch</b>				
<b>Council Member Staudt</b>				
<b>Council Member Wrobel</b>				

## **Fund Balance/Reserve Policies**

---

- The City will establish a reserve to pay for expenditures as a result of unforeseen emergencies or for shortfalls caused by revenue declines. The City will seek to maintain a diversified and stable revenue system to shelter itself from short-run fluctuations in any one revenue source. The City will attempt to obtain additional revenue sources to insure a balanced budget.
- The City will follow an aggressive policy of collecting revenue.
- The City will establish all user charges and fees at a level considering the cost (operating, direct, indirect and capital) of providing the service.
- The City will establish reserves to comply with the terms and conditions of the debt instruments used to finance capital improvement projects.
- The City will review fund balance/reserves annually during the budget process.
- In the event the level of expenditures exceeds the estimated appropriations, the City will create a plan to replenish fund balance/reserves within three years by controlling operating expenditures, adjusting operations and/or dedicating excess or specific revenue sources.

### General Fund

For the General Fund, the reserve will be maintained at an amount that represents approximately 18-22 percent of the budgeted expenditures as adopted by City Council Resolution, January 24, 2011. Additional reserves can be designated for a specific purpose as identified by City Council during the budget process. Fund balance will be established to:

- Provide a fund or reserve to meet emergency expenditures;
- Provide cash to finance expenditures from the beginning of the budget year until general property taxes or other revenues are collected;
- Demonstrate financial stability and therefore preserve or enhance its bond rating, thereby lowering debt issuance costs;
- Accumulate sufficient assets to make designated purchases;
- Avoid short-term borrowing and associated interest costs.

As part of the budget process excess fund balance may be used to reduce liabilities or fund expenditures of the next fiscal period.

### Special Revenue Funds

Resources in a fund other than the general fund are either (1) required to be used for the purpose of the fund or (2) intended by the government to be used for that purpose. Special revenue funds report specific revenue sources that are limited to being used for a particular purpose.

### **Road Funds (Major, Local and Municipal Street)**

The City's fund balance for the road funds will be established within a minimum range of 10-20%, individually and collectively amongst the three funds, to cover extraordinary maintenance events (i.e. unusual winter maintenance events, emergency reconstruction, etc.), and contingencies for budgeted construction projects. In addition, the City **may**

establish a designation for capital projects in excess of \$1.5 million, to be completed in future years based on the capital improvement program.

### **Police and Fire Fund**

The fund balance for the Police and Fire Fund will vary, based on future major fire equipment capital needs and operational costs for the Police and Fire departments. The City will look at both major fire equipment needs and operational expenditures for a 3-10 year period in the future. The revenue from the special voted property tax millage for this fund is transferred to the General Fund to support police and fire department expenditures based on the future outlook.

### **Drain Funds (Drain Revenue and Drain Perpetual Maintenance)**

The Drain Revenue Fund reports the City's special property tax millage for the drain system. The Drain Perpetual Maintenance Fund revenue resources are from connection tap fees. The City's has a combination drain system, regional and site, resulting in the two types of revenue sources. The revenue from these funds is intended to cover the maintenance, construction and repairs of the drain system. The system includes basins and structures with other entities administered by Oakland County, with two of the larger systems being Caddell and Randolph.

The City's fund balance for the drain funds will vary as these funds are intended to be sufficient to cover current and future costs of the system given the limitation on the tap fee revenue source. In addition to annual maintenance, significant expenditures include construction and repair of large basins, lake dredging and shared systems. The City monitors and reviews future projects annually during the budget process, and reports the next six years projects in the Capital Improvement Program.

### **Parks, Recreation and Cultural Services Fund**

The fund balance for the Parks, Recreation and Cultural Services Fund will be established within a minimum range of 12-22% of fund annual budgeted expenditures, since this fund is similar to the General Fund in terms of covering operations. This fund reports two major sources of revenue: special voted property tax millage and program revenue. The City **may** establish a designation for capital projects in excess of \$300,000; to be completed in future years based on the capital improvement program.

### **Special Assessment Revolving Fund**

The fund balance for the Special Assessment Revolving Fund will be used for future reconstruction and maintenance of City roads. The fund's resources are primarily from interest from special assessment construction and debt service funds. The fund balance is recommended to be at least \$1,000,000 until special assessment funds created prior to 2000 are closed, and at least \$500,000 until the 2003 Special Assessment District Limited Tax Bonds are paid in full, or collections are sufficient to cover the repayment of the bonds.

### **Other Special Revenue Funds**

The fund balance for other special revenue funds (Forfeiture Funds, Tree Fund, Contributions and Donations Fund) will be used for appropriations based on the specific purpose of those funds.

### **Capital Replacement Reserve Policy – Enterprise Funds**

---

The City has established Capital Replacement Reserve accounts in each of its three Enterprise Funds.

The key Capital Replacement Funding principle is that the money is collected and segregated, over a period of time, to cover the repair or replacement cost of existing

The key Capital Replacement Funding principle is that the money is collected and segregated, over a period of time, to cover the repair or replacement cost of existing

common elements; that is, capital assets already in existence (for example, the replacement of an existing HVAC system, roof, parking area, etc.). Capital Replacement Funds are part of a long-term financial plan, which helps:

- Strengthen the community's fiscal health
- Increase the market value of units
- Provides stability to avoid large future assessments or rate increases

User charges and fees will be computed based on current year operating expenses, debt service requirements and annual contribution/replenishment of the capital replacement reserve.

The City will conduct a Capital Needs Assessment and Replacement Reserve Analysis for the Ice Arena and Meadowbrook Commons facilities every 5-7 years. The user charges and fees will include annual contribution/replenishment of the capital replacement reserve. Cash and investments for operations will be computed based on a minimum of two months expenditures.

The Capital Replacement Reserve for the Water & Sewer Fund is targeted at 10-25% of the current fair market value of water and sewer infrastructure assets. The City uses the overall national CPI to compute the fair market value of these assets. Cash and investment balances for operations will be computed based on a minimum of two months expenditures plus planned capital improvement projects of \$10 million or less for the year.

## **Director's Report – Julie Farkas**

### **Shop for a Cause**

A total of \$590 was collected for selling 118 tickets for the Shop for a Cause event that took place on August 27, 2011. Money received for this fundraiser will be used to purchase new preschool "play" equipment for the youth area and for youth programming.

### **Ringo Kai – Japanese School**

Library staff was available for the ribbon cutting event and first day of classes to meet students and parents attending the school. In an effort to be more accessible to the Japanese community, the Library has had its Welcome Brochure translated in Japanese. Approximately 30% of the students will travel from communities other than Novi (including Windsor, Ontario; Lansing and Rochester Hills). I expect that our Saturdays may be busier with families looking for place to connect while students are in school from 9-3pm. I am looking into some cooperative programming at the school as well.

### **Blood Drive at NPL**

Novi hosted a blood drive on Monday, August 29, 2011. The event was a success for the American Red Cross and we are looking to make this an annual event.

### **NPL hosts Novi School District**

On Tuesday, August 30, 2011, a team of very enthusiastic Library staff (Julie Farkas, Margi Karp-Opperer, Mary Ellen Mulcrone, Marcia Dominick, Suzanne Carpenter, Kelly Kolchuk, April Stevenson, Kathryn Bauss and Laura Liddicoat) welcomed 457 staff members from the Novi School District for a 90 minute tour of the Library. The guests were moved throughout the building by attending 7 different stations on various topics pertaining to services, programs and resources. Each station was hosted by a Library staff person who could discuss the various elements of the Library. The tour was a HUGE success and many wonderful compliments were received. This program could not have been made possible without the welcoming support of the Novi School District administration. Their team has been remarkable to work with and they are all true library supporters.

### **Management Team Retreat**

On Wednesday, August 31, 2011, the Library's Management Team was invited to attend the Administrative Retreat sponsored by the City of Novi. The team took part in a goal setting session and enjoyed a presentation on Emotional Intelligence. There was a ropes exercise following which two of us took part in.

### **Vote 4 the Best**

Our Library Café – The Read a Latte Café, is up for the best café in Detroit. Patrons and staff can vote for the café on the Library's website until November 24<sup>th</sup>.

### **Sunday Hours resume at the Library**

The Library opened its doors for Sunday hours on September 11, 2011. The day was quite eventful with many meeting rooms being rented by local groups. A wonderful 9/11 event took place at the Fuerst Park to commemorate the 10 yr. anniversary of. As patrons walked in the door they were eager to share their excitement for the Sunday hours being back. We welcomed our Sunday Librarians back for another season (Dorothy Manty, Yvonne Lopetrone and Rebecca Powell).

### **Friends Wish List (additional items to consider)**

With the Finance Committee not recommending to move forward with the idea of an endowment for the Library at this time, the Friends wanted to put some of the money they pledged initially for the endeavor to good Library use. Therefore they asked for a list of items to purchase for the Library. Below is a list that was shared with President Brunett in late August. The Friends have not made any decisions as of yet. All would be a welcome addition to the Library.

1. Café tables (2) and chairs (4) - \$2350.00 (price quote rec'd by Library Design)
2. Winter Tree (at least 9ft. pre-lit) \$900.00

\*we would encourage the tree to be decorated with winter items such as snowflakes, mittens, etc. from the library patrons.

3. Poinsettias (large) for the Welcome, Info, Admin and Check-out desks (5) \$500.00
4. Early Learning sensory/interactive play tables for the Youth Department (various designs) \$2,000.00  
\*we have had a request by a number of our mom's to have more play activities for young children in our youth department. We have three areas in the library that have been identified for possible spaces. In addition, toys will be purchased for the Youth Activity Room for an "open play" area (featuring large blocks, movable toys, puzzles, etc.)
5. Rose Sculpture options (sent you their online catalog)
6. Artwork in the Staff Lounge \$750.00
7. Long sleeve polo NPL shirts for the staff (would like to present them at the All-Staff meeting in November if possible). The staff loved the fleece sweatshirts that were purchased last year and the staff does enjoy wearing logo wear (better identification to our patrons).  
\$2,000.00 (there are deals all the time, so this number could be much less depending on the rebates we get).
8. Kindle – for instructional purposes for library staff and patrons. Knowing that downloadable formats are the trend these days, the Library wants to invest in more of this equipment to have available to demo to library patrons and train staff. Cost of 1 Kindle device: \$200.00.
9. Historical Display Case – Based on a possible donation from a Novi resident, a large glass/oak finished display case is being planned next to the elevators on the 1<sup>st</sup> floor. This would be very large in size (double size of the case at the bottom of the stairs) would have glass shelves and pre-lit for highlighting items in the case. The purpose of the case is to introduce historical documents and artifacts of Novi and Oakland County history. The cost to build and install the case is \$5,000.00. The donor is hoping to fundraise to purchase the case, but I thought maybe the Friends would like to put some money towards this as well. \$500.00 is suggested.

#### **Donation to Novi Library**

A HUGE thank you goes to Dennis O'Connor, School Board Trustee, for donating eight (8) presentation easels to the Library. Dennis attended the tour sponsored by the Library for the Novi School District and noticed we could have used some additional presentation equipment. These easels will be available for both patron (meeting room rentals) and staff use.

#### **Fundraising Events**

The Library will host a Crop for a Cause event (October 7-9<sup>th</sup>) for scrapbooking and card-making hobbyists. The event will help fund youth programming initiatives. There is room still available. Contact the Administration office to register.

I will be meeting with my co-chair, Jennifer Pearson, in late September to begin planning the spring Book It event for 2012. Our plan is to discuss committee involvement and dates to meet with the committee and potential sponsors.

#### **Public Services – Margi Karp-Opperer**

The last month has been fantastic but much too fast for me. I truly derive a lot of pleasure from seeing so many Novi friends and family visit on a regular basis, when school is not in session.

The summer reading program surpassed our wildest goals this year. 1,223 patrons (birth to high school) enrolled in the program which is an increase of about 9% from 2010. I am also pleased to tell you that 161 patrons participated in the adult reading program.

This summer featured a partnership with the Novi Schools that involved the Library as a host site for students to complete accelerated reader tests. A few schools in the past have partnered with us for the summer but this time, all of the Novi Schools were involved. This is a wonderful accomplishment and one we are proud to tell you about.

We also partnered with the City of Novi Parks and Recreation Department for the Sizzling Summer Art Series with 6 programs on Tuesday mornings at Fuerst Park. Due to inclement weather, 2 of the programs were brought into our meeting rooms. Whatever the weather brought us, our patrons were able to enjoy outdoor shows and utilize the resources within the Library. It was a winning combination.

Partnering with community businesses to make this summer reading program even more special for our patrons was also important to us. Partners included the Friends of the Novi Public Library, Auntie Anne's, Community Financial, Bonaventure, Baskin Robbins and Riverside Arena. These partners enabled us to provide additional enticements for reading achievement.

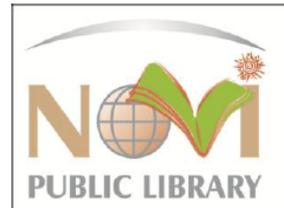
A survey directed at our tween/teen population was conducted during the summer reading program. The questions asked and results are within this report.

An extremely educational presentation on Bullying: Step Up So Others Don't Get Stepped On geared to students and their parents started the month. Keeping up with our patron's requests, we provided a second session on "Transfer from VHS to DVD as well as a Level 2 class on Ref USA." An incredible, well-received and well-attended event was the Harmony Town Barbershop Chorus who delighted close to 100 patrons. Back to School with Healthy Lunches culminated the month.

The adult services department also offered their regularly scheduled programs this month: Intermediate Word Class, 3 book discussions, Tech Times, and 3 Novi Writers Groups.

A special photography collection on the 2<sup>nd</sup> floor called "The World through a Lens" was featured for a second month and the 1<sup>st</sup> floor highlighted "Read around the World" which was a connection to the summer reading program's theme.

# Tween/Teen Interest Survey - 2011



Please circle your answers below.

1) How often do you visit the Novi Library?

Daily	Once a week	Once a month	Not very often
-------	-------------	--------------	----------------

2) What do you check out from the Library? Please circle all that apply.

Books	Books on CD/ or Playaways	Downloadables
DVDs	Music	Video Games

3) Do you use the Library's online products? **YES** or **NO**

If so, which ones?

\_\_\_\_\_

4) What do you like about the Novi Library?

Collections & Resources	Programming Offered	Atmosphere	Staff	Other
-------------------------	---------------------	------------	-------	-------

Please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5) What type of programs would you like to see more of at the Novi Library?

Entertainment	Educational	College/Job Planning	"How-to" Courses	Other
---------------	-------------	----------------------	------------------	-------

Please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6) How old are you? \_\_\_\_\_

7) What is your gender? **Male** or **Female**

8) Do you know about TAB (Teen Advisory Board)? **YES** or **NO**

a. Would you be interested in becoming a member? **YES** or **NO**

b. Did you know that you get volunteer hours for attending TAB meetings?  
**YES** or **NO**

c. Can we have your email address so we can send you upcoming information?

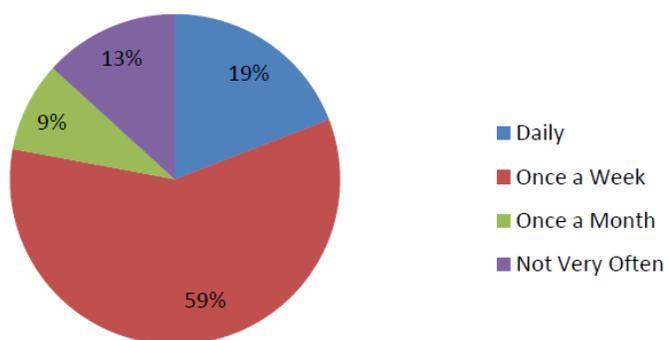
\_\_\_\_\_

9) Please add any other comments to the back.

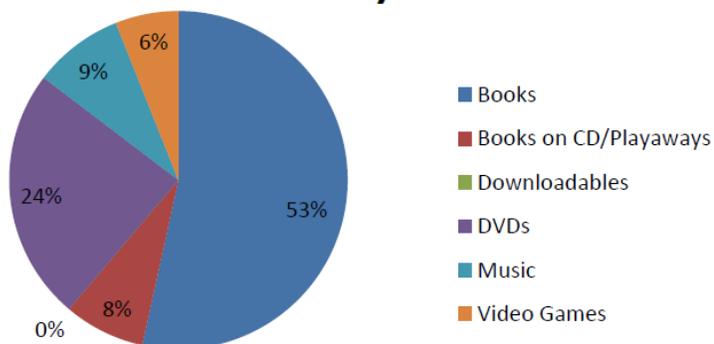
**Thank You for taking this survey!**

**Novi Public Library Tween/Teen Survey**  
**June 20-August 6, 2011**  
**Number of Surveys Received: 68**

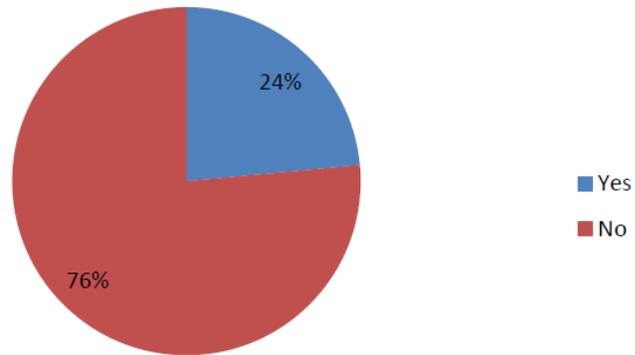
**1) How often do you visit the Novi Library?**



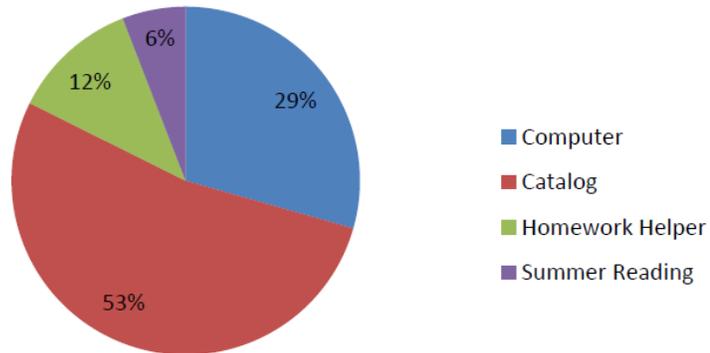
**2) What do you check out from the Library?**



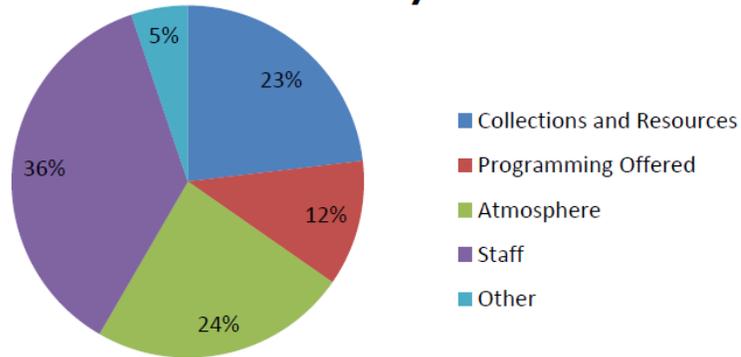
### 3) Do you use the Library's online resources?



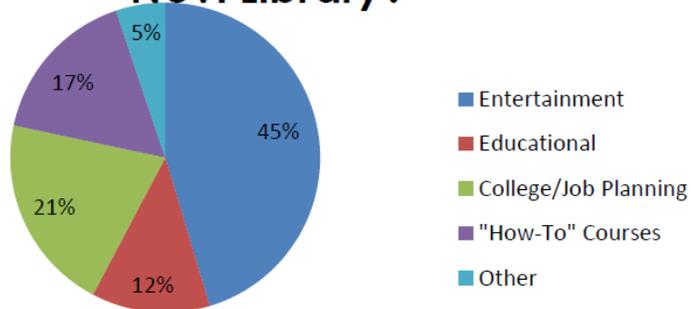
### What kind of online resources do you use?



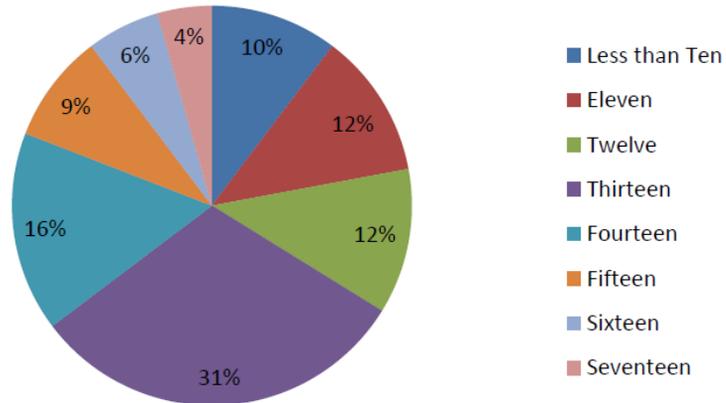
#### 4) What do you like about the Novi Library?



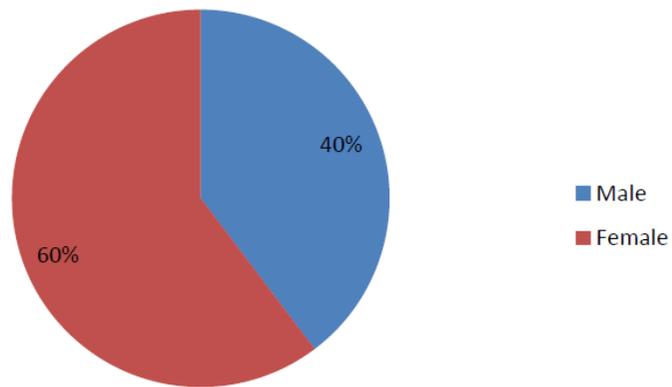
#### 5) What type of program would you like to see more of at the Novi Library?



### 6) How old are you?

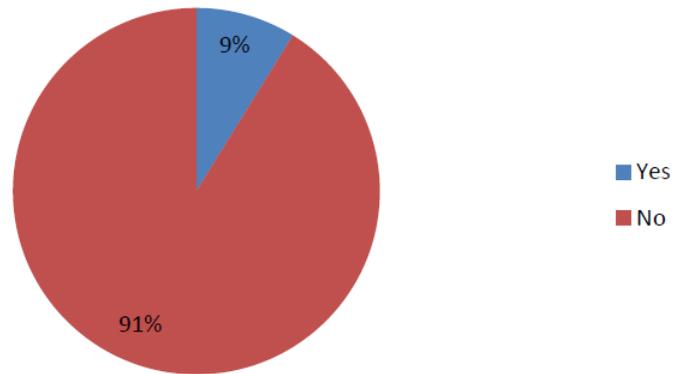


### 7) What is your gender?

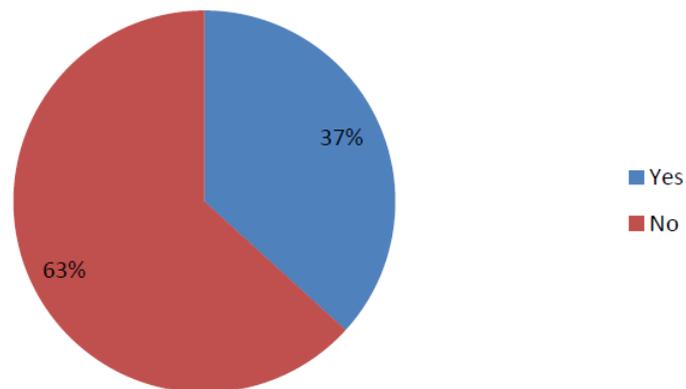




**8a) Do you know about the Teen Advisory Board (TAB)?**



**8b) Would you be interested in becoming a TAB member?**



### **Building Operations Report – Mary Ellen Mulcrone**

In August we held our annual fire drill. Andrew Copeland, who was the acting Fire Marshal at the time, was on hand with other Fire Department officers to observe the drill and offer advice. Everyone in the building mid-afternoon cooperated with the plan, and all were pleased with the speed and efficiency of the practice.

During the past month, we've handled a number of routine maintenance details, including window washing, carpet cleaning, coil cleaning, and painting the stairway.

Two additional AWE early learning stations have been installed in the Youth area, for a total of six stations. These are proving to be quite popular.

Meeting room rentals continue to be very steady, and we have also hosted a number of meetings for our good neighbor, The Library Network.

Parents from the new Ringo Kai Japanese school in Novi toured the library on Saturday, September 10, 2010. Along with information about all that the library has to offer, we were able to give them copies of our welcome brochure that has been translated into Japanese.

Barb Rutkowski taught another of the highly sought after classes showing how to transfer materials from VHS to DVD format. This is something that can be done at our Creation Station. More classes are scheduled in the coming months.

We welcomed new staff members, Dominic Doot as Technology Assistant, and Suzanne Quenon as a Support Services Clerk 1.



2010-2011 Fiscal Year Self-Check Totals									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth	Adult North	Adult South
July	67,135	62.47%	41,939	11,521	9,144	6,170	11,627	1,372	2,105
August	73,797	58.57%	43,226	11,663	9,755	6,416	11,869	1,213	2,310
September	59,171	54.11%	32,017	*3,464	10,713	6,314	9,229	777	1,520
**October	60,983	53.89%	32,863	10,239	8,111	3,159	9,254	604	1,496
November	59,712	48.98%	29,244	9,396	8,305	2,887	6,679	487	1,490
December	55,584	54.32%	30,194	7,092	7,184	4,624	9,184	667	1,443
January	62,057	45.63%	28,315	9,446	7,896	4,748	9,427	639	1,586
February	58,197	53.99%	31,418	8,844	7,393	4,764	8,331	741	1,345
March	68,913	55.70%	38,387	11,271	8,972	6,071	9,908	616	1,549
April	62,646	55.07%	34,497	10,393	8,041	4,948	8,825	641	1,649
May	61,299	51.66%	31,670	10,383	7,723	4,624	7,099	586	1,255
June	69,527	56.64%	39,382	11,277	9,838	6,220	9,109	1,043	1,895
FYTD	759,021	54.43%	413,152	111,525	103,075	60,945	110,541	9,386	19,643

\* (3,464)-Self-Check #1 was not operational for 14 days due to electrical equipment malfunction. \*\* Began debit/credit service 10/05/2010.

2011-2012 Fiscal Year Self-Check Totals									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	73,419	62.81%	46,117	12,081	10,643	7,580	11,256	2,410	2,147
August	79,848	60.86%	48,592	11,736	10,318	6,634	10,461	6,412	3,031
September									
October									
November									
December									
January									
February									
March									
April									
May									
June									
FYTD	153,267	61.79%	94,709	23,817	20,961	14,214	21,717	8,822	5,178

**Library Usage**

2010-2011 Fiscal Year				2011-2012 Fiscal Year			
	Monthly Total	Daily Average	Total Open Hours		Monthly Total	Daily Average	Total Open Hours
July	36,372	1,399	246	July	34,449	1,325	239
August	35,497	1,365	254	August	34,388	1,274	265
September	32,651	1,209	248	September		0	251
October	35,368	1,141	266	October		0	270
November	33,516	1,197	248	November		0	248
December	29,117	1,078	252	December		0	244
January	25,484	879	252	January		0	259
February	21,508	827	226	February		0	259
*March	32,284	1,041	281	March		0	273
*April	28,077	1,003	251	April		0	252
May	28,472	1,017	255	May		0	266
June	32,928	1,266	254	June		0	246
<b>FYTD Total</b>	<b>371,274</b>	<b>1,119</b>	<b>3,033</b>	<b>FYTD Total</b>	<b>68,837</b>	<b>1,299</b>	<b>3,072</b>
* Revised							

**Bits and Pieces**  
**By Jim Pletz, Director - TLN**

Vol. 2, Number 8  
AUGUST 2011

**NEW AND IMPROVED BUSINESS OFFICE SERVICES**

Watch for a new image and an updated style for TLN business office invoices and correspondence. **Rick Rosekrans**, TLN Controller, is introducing a complete makeover of business office software, phased in during the last quarter of our current fiscal year. The phase in comes at the same time the annual budget is being prepared. In addition, TLN is converting from a semi-annual to annual billing cycle for subscription services with W. Cox. While the business office staff is busy during this transition, they remain ready to answer your inquiries ... just be patient please! During the subscription cycle change, "forensic billing specialist" **Dana Szanti** has identified numerous double billings and payment questions which may result in credits to TLN libraries. The new business office software will permit staff to access data more expeditiously and with greater accuracy. Accounts Payable specialist, **Linda Bell**, developed and maintains a daily, weekly, monthly, and quarterly record system for delivery services. These records are used to plan delivery routes, identify schedule inconsistencies, track performance and budget for fuel expenditures. A **Special THANKS** to each member of the business office for their skill and adaptability to the new routines required by these transitions.

**TELECOMMUNICATIONS RFP COMMITTEE**

Network Services Manager, **Angie Michelini**, has established an ambitious timeline for the bidding procedures required to identify and secure a vendor(s) for a new, three year telecommunication service contract. The first seven of the eighteen timeline activities have been met in an on time manner. This includes the August 2 RFP vendor meeting, hosted by the Novi Public Library, which attracted 30+ attendees representing 14 different vendors of telecommunication services. **Andy Halicki** assisted with the presentation which was attended by all members of the RFP review committee. Committee members include **Melanie Bell** (Brighton), **Frank Ferguson** (Plymouth), **Tina Hatch** (Milford), **Michael McCaffery** (Dearborn Heights) and **Martin Smith** (Redford). RFP deadline for submission is September 16. Committee member review RFP's and submit by September 30. Finalist selection will be done by committee on October 4 with presentations scheduled the week of October 10. November 1 is the target date for provider selection. A TLN meeting for interested parties will be held November 3, with TLN finalizing costs by November 15. On or before the close of January 2012, contracts with selected vendors will be signed. New three year contract set to commence on July 1, 2012.

**EBOOK UPDATE**

Watch for a full report on the status of Ebooks and TLN participation, coming in September. Baker and Taylor and 3M are set to launch product lines this fall. Overdrive promises major changes in access, promising a Kindle service by fall.

**THE POWER OF PERSONAL CONTACT**

Meeting strategic partners (library vendors) and fellow librarians, face to face, is the real value of attending state and national library association conferences. The recently concluded American Library Association Annual Conference in New Orleans produced the following results from my attendance:

- Overdrive President Steve Potash agreed to provide the TLN EBook group a \$2,500 special content credit (to purchase Ebooks) and to review selection criteria for broader inclusion of works by African-American and Hispanic authors
- Representatives from A to Z Databases agreed to discount their database service to a level 40% lower than their current competitor, Reference USA
- John Hill, Movie Licensing USA, provided a major price break if all TLN libraries agreed to participate, doubling use for only \$1,970 in the first year with additional discounts ranging from 10 to 20% annually if renewed for years two, three and four on an initial contract costing \$32,240
- Baker and Taylor, to promote the forthcoming EBook line, agreed to discount initial subscription fees by 40%, a sign up fee matched by 3M, both new entries in the world of EBook marketing to libraries
- Chris Harris, SirsiDynix Eastern Sales Director, agreed to the language changes requested by Executive Committee (ExCom), capped annual price cap at 3% and honored the price quote requested by ExCom for Library Name Change, an initial service savings of \$7,000, with a 33% discount offered for consulting services to correct records older than two years and a 50% discount on the subscription cost for the SirsiDynix Enterprise product
- Served as co-chair with Greg Pronevitz, Executive Director of the Massachusetts Library System, for the physical delivery discussion group, which discussed the implementation of a statewide delivery program managed by Optima, set to start service on July 1, utilizing light wand readers for all sorting of library materials, moving 12,000,000 items annually in Massachusetts
- Attended first reading of *Confronting the Future: Strategic Visions for the 21<sup>st</sup> Century Public Library* featuring report author Roger Levin and chaired by TLN Rochester Hills Public Library Director, Christine Hage

**Museum Adventure Pass (MAP)**

The Museum Adventure Pass program will “phase out” of the current format at the close of September. Macy's, the funder for the program, has requested TLN, the program administrator, and, the Cultural Alliance of Southeast Michigan, our museum partner coordinator, to plan a special close out celebration to complete the program during the summer of 2012. Current plans include efforts to tie the MAP program into the summer reading program for 2012, with a focus on 3<sup>rd</sup> grade reading readiness.



**Personal Property Tax Elimination:  
MLA Joins "[Replace, Don't Erase](#)" Personal Property  
Tax Coalition**



Richard Cochran  
coalition.

This morning, MLA participated in a press conference with coalition partners fighting to fully replace the personal property tax (PPT) if it is eliminated. Christine Berro, Director, Portage District Library, spoke about the devastating impact these cuts would have on local library services throughout Michigan. Read the [press release](#) issued this morning from the

**While Demand Soars - Libraries to Close Branches, Reduce Hours and Cut Services if PPT is Eliminated**

Based on the survey data members provided MLA, libraries are slated to close, cut branches, reduce hours, or eliminate programming entirely if the PPT isn't replaced. Library demand is also soaring throughout Michigan while library funding is being eroded across the board.

Read MLA's [fact sheet](#) about the impact of these cuts.

Read [library director quotes](#) about what these cuts mean for library services throughout Michigan.

**Libraries Respond to MLA Survey**

Over 80 libraries responded to MLA's survey about the impact of the potential elimination of the personal property tax. Thank you to everyone who took the time to respond. The survey remains open and you can still reply. The more information MLA has about the impact on library service throughout Michigan, the more effectively we can lobby on your behalf.

[Complete the survey](#) here.

**What Should You Expect Next?**

**MLA Annual  
Conference**



**"Common Goals, Uncommon Good,"**  
Michigan Library Association's 2011 Annual Conference will be held at the **Radisson Hotel in Kalamazoo** on **October 26-28**.

**Quick Links**

[Contact MLA](#)

[MLA Jobline](#)

[Register for an Event](#)



Be prepared. The media will now be calling for stories about the local impact. You may receive a phone call to tell your story. Have your data available about the size of anticipated cuts to PPT. Be ready to tell them what services or hours you will reduce and the direct impact on your library patrons. Read the [MLA Fact Sheet](#) for sample talking points.

This campaign is just beginning. MLA will be testifying at the Capitol with library leaders from throughout the state. MLA will continue to develop tools for your use and keep you posted through these updates. If you have questions, stories, or receive a response from your legislator, please contact Gretchen Couraud at: [couraudg@mlcnet.org](mailto:couraudg@mlcnet.org).

FOR IMMEDIATE RELEASE: Sept. 8, 2011

## **Personal Property Tax Replacement Funds Must Go to Local Services and Schools**

**LANSING, Mich.** — Scrapping the Personal Property Tax (PPT) without guaranteeing replacement funds for local services and schools would harm public school students, counties, libraries and police and fire protection across the state, a coalition of mayors and county and school officials warned today.

In addition, eliminating the PPT without guaranteeing replacement funds for local purposes would severely limit the ability of local governments and school districts to issue bonds for future capital projects and jeopardize their payments on existing debt, the Replace Don't Erase coalition cautioned at a news conference today. Because PPT revenues go to local governments and schools and may not be touched by the legislature and governor, the revenues are viewed as stable funding sources by banks that finance large municipal projects.

“Bottom line: the Personal Property Tax is one of the only stable sources of revenues left for local governments and our public schools, and if the Legislature and Gov. Snyder are going to eliminate it, they must replace it with revenues that are guaranteed to go to local public and school services and protected from raids by governors and legislatures,” said Dan Gilmartin, executive director and CEO of the Michigan Municipal League.

Gilmartin continued: “We cannot create the types of communities where people want to live, work and play and create a prosperous future for the state if Lansing continues to raid funds that local citizens expect to fund essential local services. We need the replacement funds to be a stable source that goes to local services and schools only, not to Lansing.”

The PPT is paid only by Michigan businesses and not by households or individual taxpayers. All PPT revenues go to Michigan local governments and public schools to

pay for local police and fire protection, drinking water systems, roads and bridges, parks and libraries, classroom instruction, and other essential local services.

## **MORE**

### **PPT Replacement Funds Must Go To Local Services, Schools**

Page 2 of 3

The PPT is now one of the most stable sources of funding for local governments and makes up more than 50 percent of the taxable value of some Michigan communities. The PPT makes up about 11 percent of the taxable value of the average Michigan community.

In the past decade, local governments in Michigan have already seen revenue sharing cut by more than \$4 billion by the governor and legislature. Eliminating the PPT without replacing the revenues would “send some cities over the financial cliff,” Gilmartin said. “The state's annual process of cutting revenue sharing is compromising core services and quality life in cities across the state. As a result, cities are more reliant on the Personal Property Tax now more than ever before,” said Sterling Heights Mayor Richard Notte. “Continued cuts will leave us with no way to pay for the local services citizens and businesses expect. We need the funds replaced with a guaranteed source for local services.”

Mark Docherty, president of the Michigan Professional Fire Fighters Union, said fire departments have been cut to the point where public safety is threatened by additional major reductions.

“Losing the revenue associated with the potential disappearance of Michigan’s Personal Property Tax would be devastating to local municipalities across our state – entities that have already been cut to the bone,” Docherty said. “Elimination of this tax means a massive loss of resources for cities, counties, and townships and their fire departments, which puts public safety at enormous risk. While we understand the need to revisit our state’s tax code, lawmakers must always work to ensure that dollars for critical services are maintained.”

Howell Police Chief George Basar, past president of the Michigan Association of Chiefs of Police, said police protection across Michigan has already been weakened by revenue sharing cuts of the past decade. Eliminating the PPT without replacing the funds for local services would do more harm.

“Police protection across Michigan has already been drastically impacted and seriously weakened by the repeated revenue sharing cuts of the past decade. Eliminating the PPT without a guaranteed method of replacing those funds for local services would be devastating to the ability of police departments across the state to provide for the safety of Michigan’s citizens and its local communities. Providing for the safety of its citizens is, and should be, the number one function of government,” Basar said.

Ingham County Intermediate School Board Superintendent Stan Kogut said Michigan schools cannot absorb additional cuts without drastic repercussions to the state’s children and future.

## MORE

### PPT Replacement Funds Must Go To Local Services, Schools Page 3 of 3

“In addition to more than \$300 million in cuts to local schools, our most vulnerable students receiving special education services would lose an additional \$60 million. This will lead to drastic cuts in programs that are vital to the student population,” Kogut said. Kogut said the impact would reach further than school programs and will result in tax increases on homeowners.

“Because of the design of school building millages, the elimination of the Personal Property Tax will result in a direct tax increase of at least \$95 million on homeowners in this state,” he said. “The public will not sit by and see their taxes raised again for the sake of another business tax cut.”

Alpena County Commissioner Tom Mullaney, who is also president of the Michigan Association of Counties, said the state must stop breaking promises on funding to counties.

“Before the Governor and Legislature talk about eliminating the personal property tax, we need to have a conversation about guaranteed revenue replacement. Counties have partnered with the state to provide vital services to Michigan residents, but the state continues to break their funding promises. They have not kept their word on revenue sharing payments, have consistently failed to provide adequate funding for public health, Medicaid, jail reimbursement and the courts. We are willing to accept a tax policy change, but counties need to be held harmless in the process. We look forward to working with the Governor and the Legislature on finding a solution that works for everyone,” he said.

At a time when need is higher than ever, many libraries would certainly close if the funds are not replaced and guaranteed for local services, said Gretchen Couraud, executive director of the Michigan Library Association.

“In a down economy, citizens are relying on their libraries more than ever for internet access, job hunting, resume writing, information, DVDs and community programming,” she said. “Every source of library funding has been cut in the last decade while citizen demand soars. Without the complete replacement of the personal property tax, these and other services are at serious risk of being eliminated.”

Christine Berro, director of the Portage District Library and past president of the Michigan Library Association, said full replacement is essential.

“Without guaranteed replacement of the personal property tax, local libraries will be forced to close, eliminate branches, reduce hours, or severely cut computer access and programming for children, teens, adults, senior citizens and business entrepreneurs. The personal property tax must be full replaced,” Berro said.

For more information visit [www.replacedonterase.com](http://www.replacedonterase.com) or [www.mml.org](http://www.mml.org).

# Michigan Court of Appeals Holds That State Aid Rules for Libraries are Unlawful

Michael D. Homier, Anne M. Seuryneck & Laura J. Garlinghouse  
*Foster Swift Library Law News*

## August 17, 2011

In a published opinion issued on August 16, 2011, the Michigan Court of Appeals held that the Michigan Department of Education lacks authority to promulgate the State Aid Rules, which sought to impose new conditions on public libraries' eligibility to receive critical state funding. The Court also concluded that the State Aid Rules' requirement that libraries provide identical services to contract service areas is contrary to the Michigan Constitution.

Herrick District Library ("Herrick") filed suit against the Michigan Department of Education ("MDE") and the Library of Michigan in 2009, seeking a declaration that MDE's now-defunct predecessor, the Department of History, Arts and Libraries ("HAL"), lacked authority to adopt the State Aid Rules and that the State Aid Rules are contrary to Michigan law. The Ottawa County Circuit Court agreed with Herrick and concluded that HAL lacked the authority to promulgate the State Aid Rules. MDE and the Library of Michigan appealed, arguing that their authority to adopt the rules could be inferred from various statutes. The Michigan Court of Appeals affirmed the circuit court's decision in favor of Herrick. First, the Court held that administrative agencies like HAL and MDE can only infer rulemaking authority that is implied by an enabling statute – but here, no statute gives HAL or MDE any express or implied rulemaking authority. Consequently, MDE does not have the authority to adopt rules to govern distribution of state aid to public libraries.

The Court further held that the State Aid Rules conflict with the Michigan Constitution, which was intended to promote local control of libraries. The Court concluded that because the Constitution promotes local library control, "any act by the Legislature requiring that libraries provide equal services to all individuals, regardless of where they live and their financial contribution, would be of dubious constitutionality" – and if the Legislature's ability to adopt such a requirement is in doubt, then "an administrative agency certainly cannot claim an implied ability to do so." (Opinion at 13.)

As a result of this decision, the State Aid Rules remain invalid and unenforceable. It is unknown whether MDE will seek leave to appeal this decision to the Michigan Supreme Court or whether MDE will attempt to enforce its "minimum standards" for state aid, which are substantively identical to the constitutionally deficient State Aid Rules.

Herrick was represented in both the circuit court and the Court of Appeals by Foster, Swift, Collins & Smith, P.C.

**Novi Historical Commission  
August 24th, 2011, 6:30PM  
Novi Library, Local History Room**

**Coasting the Baseline:**

The baseline monument is now in place at the City of Novi's ITC Sports Park. The paver area around the monument has been placed thanks to a volunteer effort by commission members, Eagle candidate Cameron Holdaway and the staff at the Michigan State University Tollgate Education Center. The area looks great and only lacks installation of landscaping to be complete. The paver area will include bricks engraved with many important dates and events from Novi's history. There will also be benches to provide seating in the area. The date for the official City dedication is set for September 20<sup>th</sup>. There will be a reception at the house of the project artist, David Barr at 5:00pm followed by the dedication ceremony at the ITC sports park on the corner of Eight Mile and Napier Roads.

**Local History room Improvements:**

The Commission discussed improving the LH room's collection of locally historic photos, documents and other items.

**Fall for Novi:**

The Commission is looking forward to being a part of the City's "Fall for Novi" program again this year. The commission always looks for ways to support the City's programs for its residents. The commission plans to provide a display that will highlight Novi's past and help Novi residents appreciate the City's rich heritage.

**Student Representatives Report: September 2011**

By: Nishant Kakar and Torry Yu

With the new school year getting underway and a new set of freshman, September and October are the crucial months for us as Student Representatives to get our message about the Library across to these fresh minds along with reinforcing it in previous high school students.

As Student Representatives, we were able to have a news article, written about the services and resources available at NPL, published in the August 25<sup>th</sup> issue of the Novi News.

As for our social media, we are working on developing Facebook and Youtube pages and currently discussing Twitter options for teens.

Just as last school year, we are planning to continue displaying programs and resources on TV announcement slides at Novi and Walled Lake Western High Schools.

At the last TAB meeting (August 12<sup>th</sup>), we discussed winter programming along with getting volunteers to do book reviews. We planned these book reviews to be occasionally posted in the Teen Newsletter, Blog and/or Facebook.

Possible plans in the works:

- 1) Notifying volunteer coordinators about TAB so we can promote TAB meetings as volunteer credits.
- 2) Attempting to get a small news article in the high school newspaper written on the various resources available to library cardholders, specifically high school students.

# Teens tout the perks of using the library

## September is National Library Card Signup Month

By **Nathan Mueller**  
Staff Writer

The Novi Public Library's vast resources and central location make it an ideal spot for area students.

And with the school year starting in less than two weeks, a pair of local students are trying to get the message out to their peers that the library is the place to be for after-school work.

Torry Yu, who attends Walled Lake Western, and Nishant Kakar, who goes to Novi High School, are ramping up their efforts to get their classmates interested in using the library and seeing it as a social hangout rather than a boring place.

"We want to show people what is going on here," said Kakar, who is the teen representative on the library board. "Compared to the old

library there is so much more available, and we want people to see how valuable their library card is."

The old library was limited mainly in terms of space, and the new facility, which is now over a year old, has plenty of places for students to congregate. There are several private study rooms on the first and second floors, as well as a large open area on the second floor complete with couches, tables and chairs.

Homework resources are also another big draw for students. Free databases — available at the library or remotely with a Novi library card — including Learning Express (which offers several practice exams and courses and job search skills), HelpNow! (where students can get live, one-on-one assis-

### GRAB A CARD

The month of September is National Library Card Signup Month, and Novi is looking to add on to the 29,141 residents who currently hold cards.

Novi library cardholders are entitled to many advantages, specific to just Novi, including several databases and programs.

A library card is free to all residents. Those over 18 years old can sign up at the library using their driver's license or photo ID and proof of Novi residency, while those under 18 need to have a parent or guardian present.

tance from 2 p.m. to midnight and take advantage of a 24-hour writing center) and PowerSpeak (which provides on-line language learning) among others give students extra help they may not get at school or home.

Kakar said coming to the library keeps him focused.

"If I go home, I get into relax mode. But when I'm here I see tables and chairs and a perfect study area, and it keeps

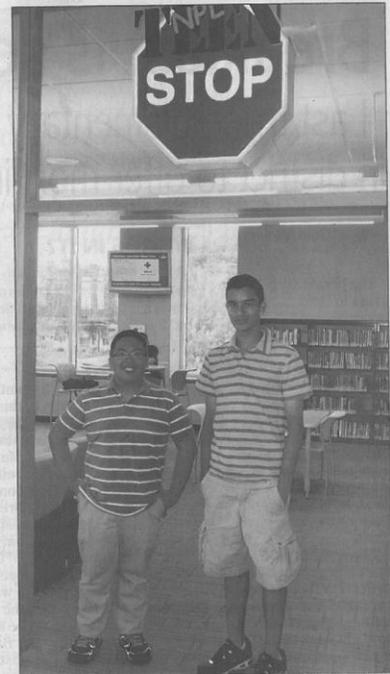
me in study mode," he said.

There also are plenty of entertainment options for students as well. The Teen Stop on the second floor features two video game systems, card holders can download books to their e-reader and music through Freegal to their mp3 player and the library also has a growing collection of video games, DVDs and Blu-rays to check-out.

Yu, who is in the process of creating a Facebook page for teens and tweens, said the previous facility was not as inviting, but the new building has changed that mindset.

"Now when I bring people here they say 'wow,'" he said.

Assistant Director Margi Karp-Opperer said it's important that the library has something for everyone, and she is encouraged by the number of



NATHAN MUELLER

Torry Yu, left, and Nishant Kakar are reaching out to their classmates to get them to come to the Novi Public Library and see all it has to offer.

teens and tweens she sees on a regular basis.

"We want to create that relationship with people who will be life-long learners," she said.

For more information about the library, visit [www.novilibrary.org](http://www.novilibrary.org).

[nmueller@gannett.com](mailto:nmueller@gannett.com)  
(248) 437-2011, ext. 255

## Passages

Obituaries, Memories & Remembrances

View Online  
[www.hometownlife.com](http://www.hometownlife.com)

1-800-579-7355 • fax 313-496-4968 • [htwobits@hometownlife.com](mailto:htwobits@hometownlife.com)  
Deadline: Tuesday 9:45 a.m. for Thursday

**CONRAD, JEFFREY**  
THOMAS H. C.

**KERR,**  
THE REVEREND DEBORAH

**SHEPPARD,**  
CALVIN E. SR.

# Board & Administrator

FOR BOARD MEMBERS

August 2011 Vol. 27, No. 12

Editor: Jeff Stratton

## Sound governance practices solve board problems

The board member who orders the executive director around, telling her which staff persons to bring to meetings and which employees deserve a promotion or raise, has a problem with her role.

But the board itself has a bigger problem on its hands — by letting a single board member run amok in that fashion.

When a board member doesn't serve properly or effectively, that's a board issue. Proven governance mechanisms are the cure for poor board member performance. Here are some ideas:

- **Annual board evaluations fix board problems.** Each year, the board should assess each

board member's performance and contributions, and make recommendations for improvement.

- **Term limits can fix board effectiveness problems.** A board that elects members for a single two-year term and then stops to evaluate that member's performance and fit with the organization can make good decisions before deciding to offer that member another term.

- **Proven, capable board officers can help fix board problems.** The board should seriously weigh who it elects to its leadership positions, particularly the board chairperson. This individual is first in line for correcting poor board member behavior. ■

## Effective board members share these characteristics

In your board service, strive to do things the right way. An effective board member:

- Approaches board responsibilities with an eye toward serving the organization's clients, stakeholders and the broader community.
- Welcomes the administrator's information and recommendations, but makes his own decisions in the best interests of the organization.
- Honors commitments.
- Supports board decisions, even when in the minority.
- Respects others' opinions, while giving his in a respectful fashion.
- Avoids the appearance of conflicts of interest.

- Respects the organization's confidentiality.
- Focuses on issues and problems, not personalities.
- Understands the difference between the board role and the staff role.
- Serves on at least one committee.
- Comes to meetings on time, prepared, and able to contribute to board discussion of the organization's issues and challenges.
- Contributes money to the organization (see *Do your board members make an annual gift to the organization?* on page 2.)
- Acts as an advocate for the organization at the local and state levels. ■

## Build board teamwork with these four tips

The board chair's job is varied and interesting. In addition to serving as the board's leader, the chair is the member who works most closely with the administrator on matters like creating the meeting agenda. It's a position that requires a great deal of time and good communication skills.

As the board's chair, use these tips to build board teamwork:

**1. Telephone board members who miss meetings.** By updating the board member on what took place, he won't be lost when the next meeting arrives.

**2. Gather input when facing difficult issues.** When you know the board will be facing a controversial issue, contact each board member one-on-one to gather their thoughts. Doing this will prepare you to handle discussion at meetings. You

will know what direction a discussion is likely to take. It will also make you a better facilitator.

**3. Include items in the meeting agenda the board wants to discuss.** By discussing matters with board members in advance, you and the executive director will be able to set up a meeting agenda that covers board members' issues.

**4. Consider a board memo.** This communiqué would allow you to give your perspective on what is taking place in the organization. Your administrator likely provides some type of written communication to the board on his thoughts and observations. But if you've met with a local politician, or heard some praise for the board or organization, brief your board colleagues on that. Be sure to coordinate with the executive director and copy her in on this memo. ■

## Practice "no surprises" on your board

Board members shouldn't spring surprises on their executive director or fellow board members. Here are four areas of boardsmanship where surprises are most likely to occur, so be extra sensitive to avoiding these common problems.

**1. Meetings. Do not surprise the board or the administrator at a board meeting.** Ask to place an item on the agenda in advance instead of bringing it up unexpectedly at the meeting.

**2. Roles. Remember that individual board members do not have authority.** Only the board as a whole has authority. An individual board

member should not take unilateral action, which can surprise your board and the executive director.

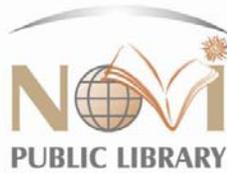
**3. Behavior. Conduct yourself professionally at meetings.** When you have a point to make, or disagree with something a colleague is saying, do so with tact and professionalism.

**4. Support. Follow board policies, procedures, rules and regulations.** One example: the chain of command. Responding to staff or stakeholder concerns without invoking the chain of command is a surefire way to surprise your executive director and the rest of the board team. ■

## Do your board members make an annual gift to the organization?

Only 32% of *Board & Administrator* readers indicate their board members make an annual gift to the organization, according to *B&A's 2010 Survey on Nonprofit Executive Compensation*. See chart below for more data. ■

Make Annual Gift	Percentage	Average Budget	Avg. # Board Members	Avg. # Board Committees
Yes	32%	\$7,357,414	17	5
No	62%	\$10,294,640	16	4
Not applicable	6%	\$8,666,667	15	4



## Library Board Calendar

### 2011

**October 19**

**Library Board Regular Meeting**

November 6

Daylight Saving Time Ends

November 8

General Election Day

**November**

**Annual Library Report – City Council Meeting, TBD**

**November 16**

**Library Board Regular Meeting**

November 18

Library Staff In-Service, Library Closed

November 23

Holiday – Thanksgiving Eve, Library Closes at 5 p.m.

November 24

Holiday – Thanksgiving, Library Closed

**December 21**

**Library Board Regular Meeting**

**December 21**

**Library Director – Mid-year Review**

December 24

Holiday – Christmas Eve, Library Closed

December 25

Holiday – Christmas, Library Closed

December 26

Holiday – Christmas, (observed), Library Closed

December 31

Holiday – New Year's Eve, Library Closed

### 2012

January 1

Holiday – New Year's Day, Library Closed

January 2

Holiday – New Year's Observance, Library Closed

January 16

Holiday – Martin Luther King, Jr. Day, Library Closed

**January 18**

**Library Board Regular Meeting**

**February – March**

**Budget Study Sessions, typically a Saturday morning, TBD**

**February 15**

**Library Board Regular Meeting**

**March**

**Budget – approved to be provided in April to Council, TBD**

**March 21**

**Library Board Regular Meeting**

April 6

Holiday – Good Friday, Library Closed

April 8

Holiday – Easter, Library Closed

**April 18**

**Library Board Regular Meeting**

May 13

Holiday – Mother's Day, Library Closed

**May 16**

**Library Board Regular Meeting**

May 28

Holiday – Memorial Day, Library Closed

**June 20**

**Library Board Regular Meeting**

July 4

Holiday – Independence Day, Library Closed

**July 18**

**Library Board Regular Meeting**

Friends Board Meeting meets the second Wednesday of the month, 7 p.m.

Historical Commission meets the fourth Wednesday of the month, 6:30 p.m.