



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
December 19, 2012**

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

Mark Sturing, President  
Willy Mena, Vice President  
David Margolis, Treasurer  
Scott Teasdale, Secretary  
Larry Czekaj, Board Member  
Larry Kilgore, Board Member  
Ramesh Verma, Board Member

**Student Representatives**

Jessica Mathew  
Torry Yu

**Library Staff**

Julie Farkas, Director  
Diana Gertsen, Office Assistant

**Guest**

Jennifer McCloskey, Varsity Lincoln Representative  
Patrick Brunett, Friends of Novi Public Library President

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 Mark Sturing, President at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **3. Approval and Overview of Agenda**

A motion was made to approve the December 19, 2012 Agenda as presented.

1<sup>st</sup> – David Margolis

2<sup>nd</sup> – Larry Kilgore

The motion passed unanimously.

### **4. Consent Agenda**

A typo was noted on page#8 in the 6<sup>th</sup> paragraph, 4<sup>th</sup> line down. The words “touch” times, should read “tough” times.

A motion was made to approve the December 19, 2012 Consent Agenda as modified.

1<sup>st</sup> – Willy Mena

2<sup>nd</sup> – Larry Kilgore

The motion passed unanimously.

### **5. Correspondence**

#### **a. Thank You Letter by Christina Struwe and Marcia Green, Novi Oaks Charter Chapter – American Business Women’s Association**

A thank you letter was received from Christina Struwe and Marcia Green for supporting the Novi Oaks Charter Chapter’s Annual Autumn Brunch With Auction by donating a basket of gently used or new books for their auction.

### **6. Presentation**

#### **a. Check Presentation – Varsity Lincoln Presents to the Friends of the Novi Public Library \$2,680.00 for the Drive Smart Fundraiser**

Jennifer McCloskey, from Varsity Lincoln presented a check for \$2,680.00 to Patrick Brunett, President of Novi Public Library Friends, which was to be donated to the Novi Public Library.

#### **b. Check Presentation – Friends of the Novi Public Library Board Presents \$22,700 to the Novi Library**

President of the Friends, Patrick Brunett, introduced the members of the Friends’ Board who were present for the presentation of the check to the Novi Public Library. In attendance were: Marilyn Amburger, Treasurer, Jim McClean, Barbara Brunett, and Bob Cuttler.

Friends President, Patrick Brunett, gave an update on the recent activities of the Friends. Highlight of the report include:

- Friends Gala held on December 7<sup>th</sup> had approximately 100 people in attendance.

- Friends membership has increased with approximately 300 families and 500 individual members.
- Two new promotion pieces are expected to be completed by the end of the year.
- Winter issue of Friends Newsletter will be sent out by end of the year.
- With the help of Mr. Mena, Friends are close to activating their paypal account.
  - Easier for people to join the Friends and pay their dues on line.
  - Easier for Friends bookkeeping.
- Passed motion at Friends Board Meeting to present the Library with a check of \$20,000.00 for a one time wish list.
  - Purchase of a laminating machine.
  - Portable sound system
  - Application that connects to patrons electronic device and allows communication with Library.
  - Staff bonuses depending on the Library Boards deliberations on the Budget.

## **7. Public Comment**

There was no public comment.

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

### **a. Goals Document 2012-2013**

- Updated the Gift for Today brochure reflecting the new tax laws.
- Offered free meeting room space to Homeowners Associations who toured the Library; Crosswinds, Royal Crown, and North Haven.
- Added more scanning capabilities for the public.
- Several staff attended the Indian Cultural Training session at the City.
- Authorized users trained to use OnBase for approval and reporting.
- Budget planning is in process.
- Varsity Lincoln test drive fundraiser raised \$2,680.00.
- Annual letter sent out, and generous donations are coming in.
- Strategic Plan was approved and presented at the City Council meeting.

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

### **a. Library Budget 2012-2013**

The 2012-2013 Budget dated February 15, 2012 is included in the December 19, 2012 Library Board Packet on pages 29-30. There are no changes since the last meeting.

### **b. Library Financials and walker Fund – November 30, 2012**

The Financials and Walker Fund ending November 30, 2012 are included in the December 19, 2012 Library Board Packet on pages 31-35.

c. Financial Review – November, 2012 – by David Margolis, Treasurer

**NOVI PUBLIC LIBRARY**  
**Observations regarding Monthly Financials**  
*for the Month of November 2012*

David Margolis, Treasurer

Nothing much exciting (or unusual) occurred that is reflected in these November 2012 Financials.

Talk about stable investments...there was NO gain (or loss) in market fluctuations recognized in the month of November. Yet we still experienced another small decline in Property Tax Revenues.

For the month of November, we fell below normalized expenditures, spending under eight percent of the annual budget.

As is my philosophy (*for monitoring purposes*), I've taken the entire year's expected Expenditures of **\$2,738,900** and divided them equally over the course of twelve months to create an Average Monthly Budget consumption of **\$228,241.67** (or **8.33%** per month) to use as a benchmark for comparing actual spending against.

***Financial activity for the month of November:***  
*(details continued on next page)*

## LIBRARY FUND (Fund #268)

### BALANCE SHEET (page #31)

**Cash** was decreased by **(-\$269,933.98)** or **(-6.91%)** during the month, a reasonably expected result.

**Current Taxes Receivable** were reduced in the amount of **(-\$2,956.99)** or by another **(-3.82%)**.

**Prepaid Expenditures** (A/C# 268-000.00-040-400) of \$2,500 established for a future Speakers' series, was finally recognized in full (*i.e.* **-100.00%** reduction).

**TOTAL ASSETS = \$3,707,762.38**, which are **(-\$275,390.97)** or **(-6.91%)** lower than last month)

**LIABILITIES** = Changes for the month were only in **Accounts Payable**, which decreased by **(-\$71,094.82)** or **(-69.39%)** for a net decrease in **Total Liabilities** of **(-\$71,094.82)** or by **(-29.94%)** for the month, with an ending balance down to = **\$166,354.37**

**FUND BALANCE** = As a result, **NET Revenues and Expenses** (for the current month) were decreased by **(-\$204,296.15)** or **(-14.25%)** leaving an Ending Fund Balance at 11-30-2012 of **\$3,541,408.01** (down **-5.45%** from last month).

### REVENUES AND EXPENDITURES (pgs. 32 + 33)

**REVENUES** – As previously mentioned, there was a small reduction in Current Property Tax Revenues (A/C# 268-000.00-403.000) of **(-\$3,251.73)** or **(-0.14%)**, but there was NO monthly Investment Gain/Loss (A/C# 664.500) recognized. Nothing else stands out other than recognition of **Library Book Fines** (A/C# 657.000) which generated **\$6,872.98** in November. **Total Revenues** for the month of November were **\$7,636.67** for a Year-to-Date total of **\$2,356,042.55**, which is **96.80%** of the total annual Budget.

**EXPENDITURES** – with the current fiscal year commencing on July 1<sup>st</sup> and with five (5) months under our belt, we're going to measure actual Expenditures utilization against the **41.67%** monthly pro-ration of the Budget estimated.

**Personal Services** – The total amount spent in this category during the month, **\$136,106.73** or **7.47%** of the annual Budget, is well below the average monthly allocations (of \$152K), reflecting another normal two pay-period month. On a Five-Month Year-to-Date basis, we've used **37.90%** of this category's budget. At the end of November, Personal Services expended represent **29.30%** of Revenues (compared to the **31.18%** budgeted).

**Materials and Supplies** – A few categories spent in November which significantly deviated from projected monthly levels were **Computer Supplies** (A/C# 734.500) at **(-\$1,743.62)**; **Operating Supplies** (A/C# 740.000) at **\$8,292.29**; and **Periodicals** (A/C# 743.000) at **\$12,791.01**. We spent a total of **\$45,091.38** for the month (in this **Materials/Supplies** category) that is **9.29%** of Budget for a Year-to-Date total of **45.08%** (vs. the 41.67% benchmark); and which represents **9.29%** of Revenues (compared to **8.31%** budgeted).

**Services and Charges** – for the month, we spent **\$30,734.71** (the 2<sup>nd</sup> lowest monthly total so far this year) or **7.37%** of this Category's Budget (and **48.56%** Year-to-Date) - with several line-items out of the norm (*see below*). The combined Five-month Year-to-Date 2012 spending represents **8.60%** of Revenues (vs. the **7.14%** budgeted).

*Some of the items worth citing for the month are:*

#816.000	Professional Services	+\$ 200.00
#818.000	TLN Central Services	+\$ 4,750.00
#855.000	TLN Automation Svcs.	+\$ 0.00
#880.271	Adult Programs	+\$ 964.31
#921.000	Heat	+\$ 1,047.23

**Capital Outlays or Contingencies** – There were NO expenditures in this category during the month of November.

**TOTAL EXPENDITURES** – for the month of November, we spent a total of **\$211,932.82** (or **7.74%** of the budget vs. **8.33%** norm), (yet below the equal monthly gauge of \$228,241.67). For the Five-months so far this fiscal year, we've spent **41.14%** of the Budget (vs. normalized 41.67%). This amount is **47.83%** of Revenues, and is more than fiscal year budget expectations of **46.89%**.

**WALKER FUND** (Fund #269) (pg. 34)

**REVENUES** –To reiterate from earlier meetings, with the start of a new fiscal year, we re-set our Cumulative Revenues and Expenditures to zero and begin anew with NO budgetary expectations. There will be some Interest earned on Investments and we'll track Market Value fluctuations over the course of the year. However, we've set NO formal expectations for Donations or Event Transfers (*i.e.* next year's *Book It!*), so anything generated will all be positive.

For November, **Total Revenues** were up +\$ 45.00 or (+13.87%) during the month, for a Year-to-Date total of **\$3,985.95**, with the **\$45.00** from **Donations**.

**Breakdown of November Donation Revenues:**

#665.271	General – Youth Collections	\$ 45
----------	-----------------------------	-------

**EXPENDITURES** – For the month of November, **\$200.93** or (+2.61%) was expended in:

#742.286	Light Up the Night	\$ 134.95
#742.800	Engraving, Trees, Brick Pavers (etc)	\$ 65.98

**NET REVENUES OVER EXPENDITURES** – decreased by **(-\$155.93)** or by **(-3.84%)** during the month of November, for a NET Year-to-Date (*Deficit*) balance of **(-\$3,904.71)**.

**BALANCE SHEET** – as a result of November activity, **Cash** in the Fund was decreased by **(-\$1,096.26)** or **(-0.07%)**; along with an **Accounts Payable** liability decrease of **(-\$940.33)**; thus **Un-Restricted Current Year Fund Balance** decreased by the combined **(-\$155.93)** for the month or **(-0.01%)**.

**TOTAL WALKER ASSETS =** \$1,531,119.80

**TOTAL LIABILITIES =** \$ 9.20

**TOTAL FUND BALANCE =** \$1,531,110.60

**Restricted Fund Balance =** \$ 90,251.09

**Un-Restricted Fund Balance =** \$1,440,859.51

**COMBINED LIBRARY INVESTMENTS** (page 35)

**LIBRARY FUND (#268) @ FMV**

**TOTAL FUND #268** **\$3,632,985**

**WALKER FUND (#269) @ FMV**

**TOTAL FUND #269** **\$1,531,120**

**COMBINED LIBRARY INVESTMENTS = \$5,164,105**

During the month of November, Library Fund (#268) Investments decreased **(-\$269,933)** or **(-6.91%)** while Walker Funds (#269) went down in value **(-\$3,272)** or **(-0.21%)**.

If we combine the Balance Sheets of both Funds (#268 and #269), we would show Total Combined Fund Balances = \$3,541,408.01 + \$1,531,110.60 = **\$5,072,518.61**

This reflects a net reduction in Combined Fund Balances of **(-\$204,452.08)** or **(-3.87%)** during the month of November.

It was noted by Director, Julie Farkas, that the City is in error on two different accounts found on page 33 in the Library Board Packet, which is also page 3 of 5. On account #740.200, Desk, chairs, file cabinets, etc., and account # 741.000, Uniforms, the numbers are transposed. The numbers on account #742.100, Library Book- Fines, and account #



742.666, Books - miscellaneous grants, also are transposed. It was also noted that a previous error on account # 942.000, Office equipment lease, and account # 942.100, Records storage, has not yet been corrected by the City.

**d. Library Café Revenue Report – due the 15<sup>th</sup> of the month**

In December, the Café Revenue reported \$479.64.

A request was made by Trustee Verma that staff be given 1<sup>st</sup> priority when the Finance Committee meets to decide how the money from the donations received tonight is to be used.

**10. Director's Report**

A detailed report from Director, Julie Farkas, is provided on pages 36-37 of the December 19, 2012 Library Board Packet. Highlights of the report are:

- A professional photo of staff in their new fleece vests, that were given as a gift from the Friends of Novi Public Library, was used in the December Newsletter.
- There were two fundraising events this past fall, On the Road raised \$1,737.57, and Varsity Lincoln raised \$2,680.00. A huge thank you goes to Margi Karp-Opperer who was the spearhead for the On the Road event, along with Kathy Crawford and the Administration Team.
- Julie thanked the Library Board for the support they gave over the past year while she worked with the Michigan Library Association at the State level.
- Julie met with the Philanthropy Director for Fox Run to discuss plans for an Author Series with Fox Run and the Library. This is part of the strategic plan to reach out to older adults in the Novi community.
- The State Aid report has been sent to the Library of Michigan. Work on the 2013-2014 Budget has begun with Nevrus Nazarko, who is the new Finance Director at the City. Julie will invite Mr. Nazarko to attend the January Library Board meeting so that the Library Board members have an opportunity to meet him.

**a. Public Services Report**

The Public Services Report is located on page 38-39 of the December 19, 2012 Library board Packet.

**b. Building Operations Report**

The building Operations Report is provided on page 39 of the December 19, 2012 Library Board Packet.

Director, Julie Farkas, asked the Library Board for their support to begin a six (6) month campaign that would promote the requirement of a library card, for Library usage. After six (6) months, the requirement of a library card for library services would be strictly enforced. The Board was

receptive to the request, but would like more specifics on how the campaign will be implemented before any action is taken. Julie will have more detailed information for the Board at the January meeting.

**c. Library Usage Statistics – November 2012**

The November statistics are located on pages 40-43 of the December 19, 2012 Library Board Packet. Highlights include:

- 338 Library cards issued
- 62,499 items checked out
- Number of items borrowed from TLN – 3,801
- Number of items borrowed from MEL – 75
- Number of items loaned through TLN – 4,662
- Number of items loaned through MEL – 177
- 57.92% of all items checked out were completed on self – checkout stations
- Total Circulation 62,449
- Daily average people using the Library was 1,119
- Workstation usage 834
- Daily average Computer Logins 791

**11. Friends of Novi Public Library Report – November 14, 2012**

Reported in Agenda Item #6B, Check Presentation – Friends of the Novi Public Library Board presents \$22,700 to the Novi Library.

Minutes of the November 14, 2012 Friends Board Meeting are included in the December 19, 2012 Library Board Packet on pages 44-45.

**12. Student Representatives' Report – November 2012**

Report is provided on page 46 of the December 19, 2012 Library Board Packet. Highlights of the report are:

- Teen Space averages twenty-three (23) students per day.
- Novi Youth Assistance donated \$200.00 to purchase furniture and games for Teen Space.
- Eight (8) students participated in the Super Smash Brothers Video Tournament.
- Fifteen (15) students attended the WOW college scholarship essay writing workshop.
- Twenty-one (21) Teens volunteered in November to help with various Library programs.

**13. Historical Commission Report – November 2012**

The Historical Commission provided their October 24, 2012 Meeting Minutes. They are located on page 47 of the December 19, 2012 Library Board Packet. Highlights of the report are:

- Commission continues to give guidance to Jason Mangum, Director of Novi Parks and Cultural Services, on the display signs for the new Pavilion Shores Park, on the south side of Walled Lake.
- Gave approval for an upgraded computer in the Local History Room.

**14. Committee Reports**

**a. Policy Committee ( Margolis, Teasdale, Kilgore – chair)**

There was no report provided.

**b. HR Committee ( Kilgore, Verma – chair)**

There was no report provided.

**c. Finance Committee ( Czekaj, Teasdale, Margolis – chair)**

There was no report provided.

**d. Fundraising Committee (Sturing, Mena – chair)**

There was no report provided.

**e. Strategic Planning Committee (Kilgore, Sturing, Mena – chair)**

There was no report provided.

**f. Landscape Committee (Kilgore, Margolis, Czekaj – chair)**

There was no report provided.

**15. Public Comment**

There was no public comment.

**16. Matters for Board Action**

**a. Instituting a Policy that requires a patron to present a library card for library related services and resources effective July 1, 2013**

This was discussed in Item #10, Director's Report, with no action taken. This will be brought back at the January Meeting for action.

**17. Adjourn**

A motion was made to adjourn the meeting at 8:02 p.m.

1<sup>st</sup> – Larry Kilgore

2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.



January 16, 2013

---

Scott Teasdale, Secretary

---

Date