

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, April 18, 2012 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. Trish Rabinowitz and Beth Johnson, Co- Chairs, Novi Woods PTO 14
6. Presentation
7. Public Comment
8. President's Report
 - A. Election of Officers
 - B. Library Goals 2011-2012..... 15
9. Treasurer's Report
 - A. Library Budget 2011-2012..... 19
 - B. Library Financials and Walker Fund, March 31, 2012..... 21
 - C. Library cafe revenue report – due 15th of the month..... N/A
10. Director's Report..... 26
 - A. Circuit Agreement with City of Novi 28
 - B. Public Services Report 33
 - C. Building Operations Report..... 34
 - D. Library Usage Statistics – March 2012 37
11. Friends of Novi Library Report N/A
12. Student Representatives' Report 40
13. Historical Commission Report..... N/A
14. Committee Reports
 - A. Policy Committee (Margolis, Vacant, Kilgore)
 - B. HR Committee (Vacant, Verma, Kilgore)
 - C. Finance Committee (Margolis, Czekaj, Sturing)
 - D. Fundraising Committee (Mena, Sturing, Vacant)
 - E. Strategic Planning Committee (Kilgore, Sturing, Mena)
 - F. Landscape Committee (Kilgore, Czekaj, Margolis)
15. Public Comment
16. Matters for Board Action
 - A. Circuit Agreement – 1st draft reading

17. Adjourn

Consent Agenda:

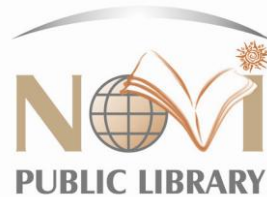
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Supplemental Information

- Board & Administrator – April 201242
- Library Board Calendar44

Future Events:

- Friends Board Meeting – Wednesday, April 18, 2012 at 7:00pm, Novi Public Library
- Historical Commission Regular Meeting – April 25, 2012 at 6:30pm, Novi Public Library
- Book It Fundraising Event – Friday, April 27, 2012 at 7:00-10:00pm, Novi Public Library
- Library Board Regular Meeting – Wednesday, May 16th at 7:00pm, City of Novi
- Historical Commission Regular Meeting – Wednesday, May 23rd at 6:30pm, Novi Public Library
- Friends Annual Meeting – Wednesday, May 30th at 7:00pm, Novi Public Library
- Friends of Novi Library Friendraiser – Friday, June 8th at 7:00pm, Novi Public Library
- Heritage Festival – Saturday, June 16th (10am – 3pm) Tollgate Farms

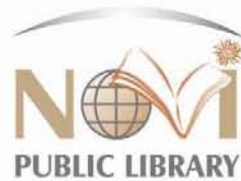


45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 493		April 2012	
Payable to	Invoice #	Account number	Account Total
Ann Arbor Plastics		268-000.00-727.000	\$ 43.53
Global Office Solutions		268-000.00-727.000	\$ 2,198.67
FedEx	PLA Conf	268-000.00-728.000	\$ 96.15
Postmaster	4rolls forever stamps	268-000.00-728.000	\$ 180.00
CDW-G		268-000.00-734.000	\$23,629.32
Comprise		268-000.00-734.000	\$ 4,215.75
Tech Logic Corp		268-000.00-734.000	\$ 6,933.33
TotalChoice Hosting	April	268-000.00-734.000	\$ 4.00
VidCom Solutions		268-000.00-734.000	\$ 625.00
Amazon.com		268-000.00-734.500	\$ 35.40
Tech Logic Corp		268-000.00-734.500	\$ 86.20
Sentry Supply		268-000.00-740.000	\$ 649.50
Showcases		268-000.00-740.000	\$ 30.44
Specialty Store Services		268-000.00-740.000	\$ 540.98
Amazon.com		268-000.00-742.000	\$ 142.91
AudioCraft Publishing, Inc.		268-000.00-742.000	\$ 20.03
Brodart		268-000.00-742.000	\$10,767.52
Center Point Large Print		268-000.00-742.000	\$ 340.32
DK Agencies Ltd.		268-000.00-742.000	\$ 264.80
Gale		268-000.00-742.000	\$ 999.62
Genealogical.com		268-000.00-742.000	\$ 147.95
Lyon Township Public Library		268-000.00-742.000	\$ 4.95
Multicultural Books & Videos		268-000.00-742.000	\$ 611.95
State of Michigan	fax charges	268-000.00-742.000	\$ 1.50
West/Thompson West		268-000.00-742.000	\$ 145.00
Midwest Tape		268-000.00-744.000	\$ 2,763.95
Amazon.com		268-000.00-745.200	\$ 110.93
Midwest Tape		268-000.00-745.200	\$ 4,652.16
Hyland Software		268-000.00-745.300	\$ 422.70
Bright House Networks		268-000.00-801.925	\$ 149.74
Providence Occupational Health Partners		268-000.00-804.000	\$ 107.80
DuAll Cleaning, Inc.	Feb-12	268-000.00-817.000	\$ 3,865.50
AT&T	Feb 23-Mar 22, 2012	268-000.00-851.000	\$ 285.95
TelNet Worldwide	3/15-4/14/12	268-000.00-851.000	\$ 714.65
Verizon Wireless	Feb 29-Mar 28, 2012	268-000.00-851.000	\$ 452.10
AT&T	Mar-12	268-000.00-880.000	\$ 48.50
Father & Son Cleaners		268-000.00-880.000	\$ 8.00
Sam's Club		268-000.00-880.000	\$ 20.98
Library Design Associates, Inc.		268-000.00-880.000	\$ 143.00
Carpenter, Suzanne	Youth Program	268-000.00-880.268	\$ 183.42
Druschel, Pauline	May-12	268-000.00-880.268	\$ 40.00
Esseltine, Megan	May-12	268-000.00-880.268	\$ 80.00
Kraus, Paula	Herb Gdn 5/23/12	268-000.00-880.268	\$ 150.00
Marshall, Susan	ESL Apr/May2012	268-000.00-880.268	\$ 250.00
Mutch, Kathleen	May-12	268-000.00-880.268	\$ 100.00
Oriental Trading		268-000.00-880.268	\$ 93.22

Warrant 493		April 2012	
Payable to	Invoice #	Account number	Account Total
Preston, Jennifer	Youth Program	268-000.00-880.268	\$ 85.00
Stevenson, April	Youth Program	268-000.00-880.268	\$ 40.91
Konica Minolta		268-000.00-900.000	\$ 810.93
Consumers Energy	Feb 15-Mar 14, 2012	268-000.00-921.000	\$ 1,430.86
DTE Energy	1/25-2/22/12	268-000.00-922.000	\$ 6,563.34
Allied Waste		268-000.00-934.000	\$ 157.92
CEI	755704/skylight repair	268-000.00-934.000	\$ 326.00
Cintas		268-000.00-934.000	\$ 658.05
Doors & Drawers		268-000.00-934.000	\$ 725.00
Grainger		268-000.00-934.000	\$ 80.02
Home Depot		268-000.00-934.000	\$ 120.71
HV Burton Co.		268-000.00-934.000	\$ 500.00
JH Corporation		268-000.00-934.000	\$ 50.33
Orkin		268-000.00-934.000	\$ 50.00
Schindler Elevator Corp		268-000.00-934.000	\$ 1,259.00
Stanley Access Tech LLC		268-000.00-934.000	\$ 535.95
Touch of Tropics		268-000.00-934.000	\$ 100.00
Grainger		268-000.00-935.000	\$ 8.85
Knight's Auto Supply, Inc.		268-000.00-935.000	\$ 31.97
Speedway		268-000.00-935.000	\$ 58.00
Southgate Ford	battery	268-000.00-935.000	\$ 110.00
Michigan Automatic Sprinkler Inc.		268-000.00-941.000	\$ 495.00
Northwest Lawn		268-000.00-941.000	\$ 1,841.00
Konica Minolta Premier Finance		268-000.00-942.000	\$ 956.89
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
12th Street Cantina	PLA Conf	268-000.00-956.000	\$ 34.18
Areas USA Earl of Sandwich	PLA Conf	268-000.00-956.000	\$ 25.22
Carpenter, Suzanne	PLA Conf	268-000.00-956.000	\$ 48.90
Farkas, Julie	PLA Conf	268-000.00-956.000	\$ 37.48
Field House	PLA Conf	268-000.00-956.000	\$ 22.80
Finn McCools	PLA Conf	268-000.00-956.000	\$ 38.00
Gordon Food Service		268-000.00-956.000	\$ 5.98
Historical Society of Michigan	Lang 4/13/12	268-000.00-956.000	\$ 79.00
Kolchuk, Kelly	PLA Conf	268-000.00-956.000	\$ 71.29
Michigan Library Association	Bitterle 4/27/12	268-000.00-956.000	\$ 24.00
The Original Turkey	PLA Conf	268-000.00-956.000	\$ 17.00
The Plough	PLA Conf	268-000.00-956.000	\$ 51.58
Profi's Creperie	PLA Conf	268-000.00-956.000	\$ 25.13
Rutkowski, Barbara		268-000.00-956.000	\$ 24.64
Sam's Club		268-000.00-956.000	\$ 119.14
Sbarro	PLA Conf	268-000.00-956.000	\$ 30.07
Tokyo Sushi	PLA Conf	268-000.00-956.000	\$ 20.23
USAirways	PLA Conf	268-000.00-956.000	\$ 150.00
Petty Cash			\$ 104.71
TOTAL			\$85,298.00



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
March 21, 2012**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Student Representatives

Torry Yu

Absent and Excused

Nishant Kakar

Library Staff

Julie Farkas, 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 motion was made to approve the March 21, 2012 Agenda as presented.

1st – Willy Mena
2nd – Larry Czekaj

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the March 21, 2012 Consent Agenda as presented.

1st – Mark Sturing

2nd – Willy Mena

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

There was no presentation.

7. Public Comment

There was no public comment.

8. President's Report

a. Library Goals 2011-2012

Report is provided on pages 15-17 of the March 21, 2012 Library Board Packet.

- Improve sharing of materials through TLN; more sharing with other libraries
- Novi Library staff are on various Michigan Library Association Committees
 - Programming Committee
 - Print to Digital Committee
- Three staff attended the PLA Annual Conference in Philadelphia
- Paradise Park to sponsor two Summer Reading Program events
- Tours were provided to Kindergarten and First graders from Village Oaks Elementary School
- March is Reading Month

9. Treasurer's Report

The Finance Committee met with Kathy Smith-Roy and she provided a summary of the discussion provided in a memorandum dated March 19, 2012.

a. Library Budget 2011-2012

The 2011-2012 Budget dated March 16, 2011 and revised September 30, 2011 is included in the Library Board Packet.

b. Library Financials and Walker Fund, February 29, 2012

Observations regarding Monthly Financials for the Month of February 2012 provided by David Margolis, Treasurer.

SUMMARY:

For the first time since August 2011, there were NO negative changes to Property Tax Revenues. However, pursuant to the recent correspondence received from Ms. Kathy Smith-Roy (Novi City Finance Director/Treasurer) dated 3-19-2012, we should anticipate current fiscal year Tax Revenues to be close to the budgeted amount of \$2,234,000. In other words, we should expect a further decline of approx. **(-\$12,000)** between now and the end of the fiscal year (6-30-2012)

The Walker Fund had little activity during the month, other than continued sponsorship for the **Book III** Project (*described below*).

Financial activity for the month of February:

LIBRARY FUND (Fund #268)

BALANCE SHEET

Cash was decreased by **(-\$202,863)** during the month, while **Current Taxes Receivable** were increased by **+\$5,170**

TOTAL ASSETS = **\$3,404,548** (**-\$197,693** or **-5.49%** lower than last month)

LIABILITIES – Changes for the month were only in **Accounts Payable**, which were decreased by **(-\$16,243)** for a net decrease in Liabilities of **-8.09%** for the month, with an ending balance = **\$184,670**.

FUND BALANCE – As a result, **NET Revenues and Expenses** (for the current fiscal year) were lowered another **(-\$181,450)** or **(-18.92%)**, leaving an Ending Fund Balance at 02-29-2012 of **\$3,219,878**.

REVENUES AND EXPENDITURES

REVENUES – With NO decline in Tax Revenues (*as previously mentioned*), **Total Revenues** for the month of February 2012 actually increased (**+\$11,737**) or **(+0.49%)**, led by another strong month of Meeting Room rentals **(\$2,545)** – **which is the highest monthly rental revenue generated since we opened this facility** - and Miscellaneous Income (#665.000) **(\$2,865)**. Also of note, was the Café Rental Income for January 2012 (collected in February), which tied for the second-highest grossing month at **\$607**.

EXPENDITURES – with Eight (8) months under our belts, the current fiscal year is now 2/3rds over, so our expectation is that expenditures utilization should be no more than **66.67%** of the budget (if we were to assume equal monthly spending).

Personal Services – The total amount spent in this category during the month of **(\$140,262)** is the highest level over the past five (5) months, with the largest charge for Monthly Health Insurance (#716.000) so far this fiscal year **(\$16,573)**. On an Eight-Month Year-to-Date basis, we've used **62.23%** of this category's budget. At the end of February, Personal Services expended **(\$1,097,989)** represent **45.21%** of Revenues (compared to the **48.74%** budgeted).

Materials and Supplies – Only one major category of items spent in February exceeded prior month levels – Operating Supplies (#740.000) @ **\$7,066**. The total of **\$29,094** spent for the month (in this category) was the 2nd smallest monthly total since the start of the fiscal and represents a combined eight-month usage of **(\$280,978)** or **55.78%** of the Budget and **11.57%** of Revenues (compared to **13.91%** budgeted).

Services and Charges – for the month, we only spent **\$23,829** (which is the lowest monthly total this year and in stark contrast to last month's total of \$43,723) - with only a few line-items higher than normal. The cumulative Y-T-D total of **\$261,737** represents **63.02%** of the Budget allocations or **10.78%** of Revenues (vs. the **11.47%** budgeted)

Some of the items worth citing for the month are:

#816.000	Professional Services	+\$1,160	<i>(The Computer Guys)</i>
#855.000	TLN Automation Svcs	+\$4,110	<i>(vs. last mo's \$11K)</i>
#921.000	Heat	+\$ 1,796	<i>(Cont'd Winter impact)</i>
#941.000	Grounds Maintenance	+\$ 55	<i>(Smallest mo. Amount)</i>
#956.000	Conf. + Workshops	+\$ 193	<i>(Smallest mo. Amount)</i>

Capital Outlays or Contingencies – N/A

TOTAL EXPENDITURES – for the month of February, we only spent **\$193,185**, the second lowest monthly amount and (well below the monthly average of \$223,624) for a year-to-date total of **\$1,650,962**, which is **61.52%** of the Total Budget – continuing the positive trend so far. This is **67.97%** of Revenues and **(-6.16%)** lower than Y-T-D budget expectations of **74.13%**.

WALKER FUND (Fund #269)

REVENUES – increased by **+\$2,467** during the month of February or +4.57%, with a whole **\$7** coming from **Investment Interest** (#269-000.000-664.000); another **\$2,000** from Sponsorships to the **Book It** program (#269-000.00-665.267) – bringing the pre-event total up to \$3,500; and **+\$460** from various **Donations**.

Breakdown of Donation Revenues for February:

#665.271	General – Youth Collections	\$	60
#665.288	NEW – In Memory of Carol Davio	\$	50
#665.402	Specific Collections	\$	350

EXPENDITURES – there were NONE for the month of February 2012

BALANCE SHEET – as a result of February activity, **Cash** in the Fund was reduced by **(-\$894)** or **-0.06%**, while **Accounts Payable** of **(-\$3,361)** was eliminated, thus **Unrestricted Current Year Fund Balance** increased **+\$2,467** or **+5.46%** to **\$47,719** for the fiscal year

TOTAL WALKER ASSETS = **\$1,488,411**

=====

TOTAL LIABILITIES = **\$ 0**

TOTAL FUND BALANCE = **\$1,488,411**

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Restricted Fund Balance = **\$ 47,430**

Un-Restricted Fund Balance = **\$1,440,981**

COMBINED LIBRARY INVESTMENTS

LIBRARY FUND (#268)

Current Maturities (less than one year) [1]	\$2,326,105
Long-term Maturities [2]	\$1,000,000

TOTAL FUND #268 **\$3,326,105**

WALKER FUND (#269)

Current Maturities	\$ 238,411
Long-term Maturities	\$1,250,000

TOTAL FUND #269 **\$1,488,411**

COMBINED LIBRARY INVESTMENT = \$4,814,516

Total Combined Library Investments are **(-\$203,757)** or **(-4.06%)** lower than last month

- [1] As described in her 3-19-2012 Memorandum, Kathy Smith-Roy is striving to find ways to increase investment yields, but is powerless to prevent "profitable" instruments being called
- [2] Long-term defined as a maturity greater than one-year from Balance Sheet date

Based on the March 19, 2012 memorandum provided by Kathy Smith-Roy, Finance Director/Treasurer, the 2012-2013 Property Tax Revenue for the Library will be reduced slightly to \$2,219,000, roughly a \$20,000 decrease from where the Board budgeted.

c. Library Café Revenue Report

There was no Café Revenue Report provided.

10. Director's Report

- Book It Fundraiser will be held on Friday, April 27, 2012, from 7-10 p.m. We've receive \$4,000 in sponsorships from Telcom Credit Union, St. John Providence Hospital, Twelve Oaks Mall, and Global Office Solutions. There will be both live and silent auctions, entertainment, with food provided by Steve & Rocky's. Tickets are on sale and are limited to the first 200 persons. This year's theme is Hollywood Nights with proceeds going to the Library's Multimedia Collection.
- The next Strategic Planning meeting will be held in April.
- The Library is working with the City of Novi's GIS Support Technician, Kathleen Stack, to provide Geocoding for the Library. This will inform the Library as to which subdivisions library users are located and where there is a need allowing the Library to develop those areas.
- The Library's Finance Committee met with City Manager, Clay Pearson and City Finance Director, Kathy Smith-Roy on February 22, 2012 to discuss Library investments and funds.
- National Library Week is April 8-14, and this year's theme is "You Belong @ Your Library". Events and programs are planned during the week with a finale of the Battle of the Books, which will be held at the City of Novi. The Friends purchased signage to showcase the winners and is hung in the youth area on the first floor of the Library.
- The City will present the Library with a proclamation during the March 26, 2012 City Council meeting.
- The Library is partnering with State Farm Insurance agent, Veronica Murff, for the first annual Influential Woman Essay Contest. On May 8, 2012, the Library will host an event honoring those women, which will be emceed by JoAnne Purtan, News Anchor for WXYZ-TV.

a. Public Services Report

Report is provided on page 23 of the March 21, 2012 Library Board Packet.

- February held many programs and events at the Library, i.e. AARP Tax days; and Simple Steps for Managing your Investments.
- The Library sponsors the OLHSA (Oakland Livingston Human Service Agency) so assistance can be provided to residents in need.

b. Building Operations Report

Report is provided on pages 23 and 24 of the March 21, 2012 Library Board Packet.

- Effective July 1, 2012, payment in full for all fines and fees will be required prior to the renewal of library cards. Messages have been placed on the self check-out stations and on other media announcing the change. If a large amount is owed, the Library will work with the patron to pay down the fine.
- The main entrance doors were experiencing some problems, so a motor was replaced and they are now working properly.

a. Library Usage Statistics – February 2012

The February statistics are located on pages 25-27 of the March 21, 2012 Library Board Packet.

- 325 Library cards issued
- 66,133 items checked out
- Number of items borrowed from TLN – 4,315
- Number of items borrowed from MEL – 148
- Number of items loaned through TLN – 4,686
- Number of items loaned through MEL – 208
- 56.84% of all items checked out were completed on self check stations.
- Daily average of people using the Library was 1,112

To date, there has been no usage of the car charging station located in the Library's parking lot.

The main entrance doors are working to their full capacity with the doors calibrated to open slower, but within allowed standards. Drafts will always occur.

11. Friends of Novi Library Report

There was no report provided. The Friends meetings will reconvene in April.

12. Students Representative Report

Report is provided on page 28 of the March 21, 2012 Library Board Packet.

Highlights:

- The last TAB (Teen Advisory Board) meeting was held on February 10, 2012.
- Summer events have been planned with:
 - Glow Party

- Local entertainer, Joel Tacey, who will talk about nightmares and their myths
- Finale to be held at Paradise Park
- Local expert, Karen Elly, provided a Handwriting Analysis program, which was well attended.
- The Clothing Drive is being promoted to the public, which will be held May 14-19 at the Library. Slightly used, clean clothes can be dropped off during this time period to the Library. Clothing will be given to Holy Family Church Community Clothes Closet.
- The ACT tests have been completed
- The Animanga Club held their first meeting
- The Tween/Teen Book Club was held
- There were over 30 entries in the Teen Writing Contest

13. Historical Commission Report

The Historical Commission provided their February 24, 2012 report.

- A new bookcase will be unveiled at the April 10, 2012 Appreciation Breakfast which will house items of local historical interest. The bookcase was made possible by Hugh Crawford, who in lieu of birthday presents, asked that donations be made to the Library to purchase the bookcase.
- The Novi Library has a new volunteer/liaison Historian, Kathy Mutch, who will provide materials for the new bookcase. These items will be changed every 4 months.
- Novi Historical Places will be included on the City's on-line map, which will include historical homes, markers, and will identify historical locations.
- Heritage Festival, which is a family event, will be held at MSU Tollgate Farm on June 16.

14. Committee Reports

a. Policy Committee (Margolis, Vacant, Kilgore)

There was no report provided.

b. HR Committee (Vacant, Verma, Kilgore)

There was no report provided.

c. Finance Committee (Margolis, Czekaj, Sturing)

The Finance Committee met with City Manager, Clay Pearson and Director of Finance/Treasurer, Kathy Smith-Roy as discussed previously in the report.

d. Fundraising Committee (Mena, Sturing, Vacant)

There was no report provided.

e. Strategic Planning Committee (Kilgore, Sturing, Mena)

There was no report provided.

f. Landscape Committee (Kilgore, Czekaj, Margolis)

i. Meeting schedule for March 14, 2012 at 7 p.m. at the Library

Library staff members Mary Ellen Mulcrone and Barb Rutkowski met with the Committee to discuss the replacement of the prairie grass and the addition of landscape materials, such as trees, bushes and

shrubs to Library property. Various methods of replacing the prairie grass were provided by area landscaping companies, but the cost varied. A request to have the City evaluate the costs was made.

The Committee was able to walk the property to see where improvements are needed. Members of the committee recommended that outdoor reading areas be considered in the future. A wish list will be brought back to the Board.

15. Public Comment

There was no Public Comment.

16. Matters for Board Action

A resolution by the Library Board approving the special license to serve beer and wine at the Library's Book It! Fundraising event is required by the State of Michigan.

Resolved: That Novi Public Library, through its duly authorized officers, make application to the Michigan Liquor Control Commission (MLCC) for a special license for the sale of beer and wine for consumption on the Library's premises to be in effect for its annual fundraising event on Friday, April 27, 2012, at 45255 W. Ten Mile Rd., Novi, MI, 48375, in Oakland County.

A motion was made approve the Resolution as presented.

1st – Larry Czekaj
2nd – David Margolis

The motion was passed unanimously.

17. Adjourn

A motion was made to adjourn the meeting at 7:47 p.m.

1st – Larry Czekaj
2nd – Mark Sturing

The motion was passed unanimously.

Mark Sturing, Secretary

Date



NCA Accredited

Novi Community School District

Novi Woods Elementary

25195 Taft Road, Novi, Michigan 48374 (248) 449-1230 • Fax (248) 449-1239

March 27, 2012

Ms. Margie Karp-Opperer
Assistant Director
Novi Public Library
45255 W. Ten Mile Rd.
Novi, Michigan 48375

Dear Ms. Margi,

On behalf of the Novi Woods PTO, we would like to thank you for being a guest reader at Milk and Cookies this year. It was an enjoyable evening for all.

Thank you for being a part of this special event.

Sincerely,

Trish Rabinowitz *Beth Johnson*

Trish Rabinowitz and Beth Johnson
Co-Chairs, Novi Woods PTO

A Nationally Recognized Exemplary School

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.

Strategy: Determine if/why people from community are not coming to the Library.			
Tactic	Owner	Status	Due Date
Hold focus groups in community	Admin	Strategic Planning Committee to implement; based on patron database records, City provided maps showing where cardholders live and density of patrons in various areas of city; shared with Strategic Planning Committee	4/12
Strategy: Increase usage of services and facility with community partners.			
Tactic	Owner	Status	Due Date
Send brochure of library services to Novi School Admin.	Admin	Welcome brochures sent monthly in English and Japanese to be included in new school packets; Schools informed of additional database (TumbleReadables)	1/12; 2/12; 3/12; 4/12
Provide incentives for students to obtain library cards	Info Services	Flyer distributed to all Hickory Woods students encouraging NPL card holders and non-cardholders to return flyer to the library for a prize	3/12
Partner with Novi School District on "Seven Habits of Highly Effective People Book Study"	Info Services	3 part series 2/21, 2/28, 3/6	3/12

Collections/Services/Programs/Technology

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

Strategy: Consider implementing different types of technology (l-pad, e-readers) to meet patron needs.			
Tactic	Owner	Status	Due Date
Offer new technology training for public	IT/Facilities; Info Services	E-reader sampler session held in November; four more sessions being offered May-August; convert from VHS to DVD classes offered to public	2/12; 4/12

Strategy:		Partner with the community for programming.	
Tactic	Owner	Status	Due Date
Schedule six programs on health topics with St. John Health System/Providence Park	Info Services	Fall programs: Skin Care and Cosmetic Advances, 9/11; Food Labels & Lies, 10/11; Screening for Meaning, 11/11 Winter programs: Getting Fit and Healthy in the New Year, 1/26; Love Your Heart, 2/21; Controlling Migraines, 3/19...series completed	4/12
Partner on three programs with Oakland County Community Health Authority	Info Services	Presented Impact of Bipolar Disorder on the Family, 1/30; Talk with Former Lions Quarterback, Eric Hipple, 2/22; Growing Old Gracefully, 3/22	4/12
Coordinate with the Neighborhood Library Association for the annual Community Read Events	Info Services	Author visit with Garth Stein was the culmination of the Community Read Events; committee meeting regularly in process of selecting next book/author	11/11; 4/12

Staff Development			
Goal #3: Provide a well-trained, appropriately compensated staff who are engaged in the Novi community and within the library profession.			
Strategy:		Ensure NPL staff is recognized within profession: conferences, workshops, speaking engagements.	
Tactic	Owner	Status	Due Date
Provide opportunities for participation with MLA and other organizations	Admin	7 staff attended annual MLA conference; Director is chair for 2012 MLA conference; PW attended annual MAME conference; WT & MEM attended MeLCat Users Day; WT attended annual meeting of Michigan Users Group for Sirsi Dynix; MP on MLA programming committee; BD on MLA Print to Digital Committee; JF, KK, SC attended PLA conference; JP attended MLA Spring Institute; NPL hosted MLA's Books, Bytes and Beyond Conference	10/11; 11/11; 3/12; 3/12
Maintain staff participation with TLN committees	Admin	WT attends SASUG and Technical Services	11/11; 1/12; 3/12

		committees; BR attends TechComm; AS is Chair-elect of Youth Services committee; KK attends Adult Services committee meetings; MJR attended Overdrive committee meeting; AP presented to TLN TechComm about VMware; NPL continues to be popular location for hosting TLN meetings	
Strategy:	Ensure adequate training and development for staff.		
Tactic	Owner	Status	Due Date
Provide training to supervisory and other staff	Admin; Managers	4 Clerk IIs attended "How to Supervise People"; JD attended Black Belt Librarian workshop; BB attended OSHA training; ; AP attended VMware training; DD attended Evanced training; 15 staff attended CPR/AED training at Fire Dept.	9/20/11; 10/11; 1/12; 3/12

Financial for Operations

Goal #4: Balance the needs of the community with fiscal responsibility.

Strategy:	Work with City of Novi Finance Department to forecast future revenues and expenditures.		
Tactic	Owner	Status	Due Date
Receive/review monthly reports and calendars from City regarding various contracts to pursue shared cost savings	Admin; IT/Facilities	Ongoing; exploring opportunity for City to share Library's circuit/Internet through TLN to save costs; contract drafted to implement sharing circuit	10/11; 3/12; 4/12

Fundraising

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

Strategy: Plan at least one significant fundraising event a year for operational purposes/offset general fund.

Tactic	Owner	Status	Due Date
Book It! annual event	Admin	Committee of staff and volunteers working on 2012 event: Hollywood Nights, 10/11; sponsors and volunteers getting on board; committee meetings 1/25, 3/8, 3/20, 3/27, 4/10	4/12
Reach out to local businesses for fundraising / sponsorship support	Admin	Met with Sam's Club / WalMart 2/12; Paradise Park to sponsor 2 SRP events; Sam's Club sponsoring annual appreciation breakfast for volunteers/staff	3/12; 4/12

Planning

Goal #7: Develop a new five-year strategic plan.

Strategy: Establish strategic planning committee; develop strategic plan for services, resources, materials.

Tactic	Owner	Status	Due Date
Include Board, staff, community	Admin; Board	Trustees Kilgore, Mena, and Sturing to represent Board; other committee members to be added; meetings will begin in January; met 1/25/12, 4/4/12	1/12; 4/12

2011-2012 Budget 3/16/2011 (Revised 9/2011)		2009/2010 Audited	2010/2011 Audited (9/2011)	2011/2012 Approved (Revised 9/2011)
Revenues				
Account	Description			
403.000	Property Tax Revenue	2,674,686.00	2,358,422.00	2,234,000.00
567.000	State Aid	26,148.00	25,466.00	20,000.00
657.000	Library book fines	36,417.00	54,889.00	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	31,724.00	14,000.00
665.000	Miscellaneous income	19,791.00	13,823.00	9,000.00
665.100	Copier	2,234.00	2,463.00	2,000.00
665.200	Electronic media	5,389.00	5,035.00	7,500.00
665.266	SRP T-shirt sales		145.00	
665.267	Library Program - Book It		12,664.00	
665.290	Library Fundraising Revenue		835.00	
665.300	Meeting Room	4,450.00	11,770.00	6,500.00
665.400	Gifts and donations	846.00	16,283.00	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	5,924.00	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
Total Revenue		2,985,809.00	2,613,173.00	2,413,450.00

*incr. account 403 \$22,000.00

		2009/2010 Audited	2010/2011 Audited (9/2011)	2011/2012 Approved
Expenditures				
Account	Description			
704.000	Permanent Salaries	972,331.00	860,006.00	870,000.00
705.000	Temporary Salaries	494,002.00	520,388.00	539,000.00
709.100	Sick Bank Payout	12,634.00	0.00	0.00
715.000	Social Security	111,523.00	103,577.00	108,000.00
716.000	Insurance	173,270.00	154,169.00	184,000.00
716.200	HSA		3,750.00	7,200.00
718.000	Pension DB	45,098.00	30,828.00	26,000.00
718.050	Pension - add'l DB		150,000.00	0.00
718.200	Pension - Defined Contribution		16,561.00	18,000.00
719.000	Unemployment Ins	2,448.00	13,338.00	10,000.00
720.000	Workers' Comp	2,778.00	1,991.00	2,250.00
Total Personnel Services		1,814,084.00	1,854,608.00	1,764,450.00
Supplies				
726.400	Cash over/short		0.00	
727.000	Office supplies	37,651.00	15,791.00	25,000.00
728.000	Postage	4,588.00	1,150.00	2,100.00
734.000	Computer software & licensing	37,528.00	66,059.00	87,000.00
734.500	Computer supplies equip	25,515.00	9,544.00	15,000.00
740.000	Operating supplies	15,515.00	23,204.00	24,500.00
741.000	Uniforms	0.00	521.00	300.00

740.200	Desks, chairs, cabinets, etc.		4,163.00	
Materials				
742.000	Books	182,109.00	180,593.00	200,000.00
742.666	Books - Misc. Grants	1,939.00	0.00	0.00
743.000	Periodicals	14,525.00	12,764.00	16,000.00
744.000	Audiovisual materials	34,399.00	47,671.00	52,100.00
745.200	Electronic media	29,450.00	42,991.00	38,200.00
745.300	Online Resources	57,219.00	41,427.00	43,500.00
Total Supplies & Materials		440,438.00	445,878.00	503,700.00
Services & Charges		2009/2010 Audited	2010/2011 Audited (9/2011)	2011/2012 Approved
Account	Description			
801.925	Public Information (cable)		0.00	
802.000	Data processing		0.00	
802.100	Bank Services	1,100.00	2,047.00	1000.00
803.000	Independent Audit	810.00	670.00	900.00
804.000	Medical Service	376.00	1,205.00	500.00
806.000	Legal Expenses	3,677.00	5,489.00	2,000.00
809.000	Memberships & Dues	5,432.00	4,483.00	6,300.00
816.000	Professional services	7,155.00	3,970.00	5,000.00
817.000	Custodial Services	20,520.00	33,000.00	45,000.00
818.000	TLN Central Services	3,500.00	3,000.00	16,000.00
851.000	Telephone	11,016.00	14,764.00	16,500.00
855.000	TLN Automation Services	47,855.00	53,556.00	56,900.00
862.000	Mileage	596.00	619.00	800.00
880.000	Community Promotion	20,381.00	9,047.00	8,000.00
880.267	Library Programming - Book It		2,405.00	
880.268	Programming	10,501.00	13,246.00	23,000.00
900.000	Design, Printing, Publishing	34,094.00	28,750.00	13,500.00
910.000	Property & Liability Insurance	5,423.00	18,000.00	18,000.00
921.000	Heat	9,417.00	15,190.00	16,000.00
922.000	Electricity	78,809.00	87,181.00	80,000.00
923.000	Water and Sewer	3,113.00	6,119.00	10,000.00
932.000	Office Equipment Maint.	0.00	0.00	0.00
934.000	Building Maint.	17,074.00	39,184.00	41,000.00
935.000	Vehicle Maint.	5,041.00	1,753.00	3,000.00
941.000	Grounds Maint.	11,874.00	30,011.00	25,000.00
942.100	Records storage	93.00	62.00	62.00
942.000	Office Equipment Lease	9,893.00	13,356.00	16,375.00
956.000	Conferences & Workshops	17,027.00	8,707.00	10,500.00
Total Services & Charges		324,777.00	395,814.00	415,337.00
976.000	Building Improvements	0.00	0.00	0.00
990.000	Furniture	0.00	0.00	0.00
962.000	Contingency		0.00	0.00
Total Capital Outlay		0.00	0.00	0.00
Total Expenditures		2,579,299.00	2,696,300.00	2,683,487.00
680.00	Fund Balance Change	409,509	-83,127.00	-270,037.00

City of Novi reports -83,130.00 for Fund Balance Change for 2010/2011 (audited 9/2011).

**CITY OF NOVI - LIBRARY FUND
BALANCE SHEET - MARCH 31, 2012**

GL Number	Description	Balance
Assets		
268-000.00-003.000	Cash and cash equivalents	\$ 3,078,991
268-000.00-018.000	Cash on hand	500
268-000.00-020.000	Current taxes receivable	67,578
Total Assets		<u>3,147,069</u>
Liabilities		
268-000.00-202.000	Accounts payable	\$ 57,777
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>213,828</u>
Fund Balance		
268-000.00-390.000	Fund balance	2,441,937
Net of Revenues VS Expenditures - Current Year		491,304
Ending Fund Balance		<u>2,933,241</u>
Total Liabilities And Fund Balance		<u>\$ 3,147,069</u>

CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING MARCH 31, 2012

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	END BALANCE 03/31/2012	AVAILABLE BALANCE	% BDGT USED
Revenues					
PROPERTY TAX REVENUE					
268-000.00-403.000	Property tax revenue	\$ 2,234,000	\$ 2,233,574	\$ 426	99.98
STATE SOURCES					
268-000.00-567.000	State aid	20,000	9,889	10,111	49.45
FINES AND FORFEITURES					
268-000.00-657.000	Library book fines	44,100	48,236	(4,136)	109.38
268-000.00-658.000	State penal fines	63,500	64,306	(806)	101.27
	FINES AND FORFEITURES	<u>107,600</u>	<u>112,542</u>	<u>(4,942)</u>	<u>104.59</u>
INTEREST INCOME					
268-000.00-664.000	Interest on investments	14,000	18,642	(4,642)	133.16
OTHER REVENUE					
268-000.00-665.000	Miscellaneous income	9,000	15,687	(6,687)	174.30
268-000.00-665.100	Copier	2,000	2,016	(16)	100.80
268-000.00-665.200	Electronic media (previously VHS)	7,500	2,019	5,481	26.92
268-000.00-665.266	Summer reading t-shirt sales	-	130	(130)	100.00
268-000.00-665.290	Library fund raising revenue	-	590	(590)	100.00
268-000.00-665.300	Meeting room	6,500	13,169	(6,669)	202.60
268-000.00-665.404	Novi Township assessment	6,350	6,128	222	96.50
268-000.00-665.650	Library Cafe	4,500	4,506	(6)	100.13
	OTHER REVENUE	<u>35,850</u>	<u>44,245</u>	<u>(8,395)</u>	<u>123.42</u>
DONATIONS					
268-000.00-665.400	Gifts and donations	2,000	8,229	(6,229)	411.45
APPROPRIATION OF FUND BALANCE					
268-000.00-680.000	Appropriation of fund balance	282,537	-	282,537	0.00
	TOTAL Revenues	<u>\$ 2,695,987</u>	<u>\$ 2,427,121</u>	<u>\$ 268,866</u>	<u>90.03</u>
Expenditures					
PERSONNEL SERVICES					
268-000.00-704.000	Permanent salaries	\$ 870,000	\$ 644,801	\$ 225,199	74.12
268-000.00-705.000	Temporary salaries	539,000	405,034	133,966	75.15
268-000.00-715.000	Social security	108,000	80,505	27,495	74.54
268-000.00-716.000	Insurance	184,000	118,567	65,433	64.44
268-000.00-716.200	HSA - employer contribution	7,200	5,625	1,575	78.13
268-000.00-718.000	Pension-DB (closed plans)	26,000	19,080	6,920	73.38
268-000.00-718.200	Pension - defined contribution	18,000	15,327	2,673	85.15
268-000.00-719.000	Unemployment insurance	10,000	-	10,000	0.00
268-000.00-720.000	Workers compensation	2,250	2,712	(462)	120.55
	PERSONNEL SERVICES	<u>1,764,450</u>	<u>1,291,651</u>	<u>472,799</u>	<u>73.20</u>
SUPPLIES					
268-000.00-727.000	Office supplies	25,000	12,376	12,624	49.50
268-000.00-728.000	Postage	2,100	1,262	838	60.10
268-000.00-734.000	Computer supplies, software & licensing	87,000	53,044	33,956	60.97
268-000.00-734.500	Computer supplies/equipment	15,000	3,796	11,204	25.31
268-000.00-740.000	Operating supplies	24,500	17,388	7,112	70.97
268-000.00-741.000	Uniforms	300	45	255	14.97
268-000.00-742.000	Library books	200,000	143,277	56,723	71.64
268-000.00-743.000	Library periodicals	16,000	12,585	3,415	78.66
268-000.00-744.000	Audio visual materials	52,100	44,374	7,726	85.17
268-000.00-745.200	Electronic media	38,200	28,136	10,064	63.65
268-000.00-745.300	Electronic resources (CD rom materials)	43,500	29,124	14,376	66.95
	SUPPLIES	<u>503,700</u>	<u>345,407</u>	<u>158,293</u>	<u>68.57</u>

CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING MARCH 31, 2012

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	END BALANCE 03/31/2012	AVAILABLE BALANCE	% BDGT USED
OTHER SERVICES AND CHARGES					
268-000.00-801.925	Public information (cable, etc)	-	759	(759)	100.00
268-000.00-802.100	Bank services	1,000	2,061	(1,061)	206.13
268-000.00-803.000	Independent audit	900	670	230	74.44
268-000.00-804.000	Medical service	500	431	69	86.24
268-000.00-806.000	Legal fees	2,000	677	1,323	33.85
268-000.00-809.000	Memberships and dues	6,300	5,146	1,154	81.68
268-000.00-816.000	Professional services	5,000	1,660	3,340	33.20
268-000.00-817.000	Custodial services	45,000	29,285	15,715	65.08
268-000.00-818.000	TLN Central Services	16,000	4,750	11,250	29.69
268-000.00-851.000	Telephone	16,500	11,911	4,589	72.19
268-000.00-855.000	TLN Automation Services	56,900	39,454	17,446	69.34
268-000.00-862.000	Mileage	800	282	518	35.26
268-000.00-880.000	Community promotion	8,000	3,124	4,876	39.05
268-000.00-880.268	Library programming	23,000	10,238	12,762	44.51
268-000.00-900.000	Printing, graphic design and publishing	13,500	16,295	(2,795)	120.70
268-000.00-910.000	Property & liability insurance	18,000	13,005	4,995	72.25
268-000.00-921.000	Heat	16,000	8,404	7,596	52.52
268-000.00-922.000	Electricity	80,000	62,797	17,203	78.50
268-000.00-923.000	Water and sewer	10,000	2,420	7,580	24.20
268-000.00-934.000	Building maintenance	41,000	29,537	11,463	72.04
268-000.00-935.000	Vehicle maintenance	3,000	1,106	1,894	36.86
268-000.00-941.000	Grounds maintenance	25,000	17,272	7,728	69.09
268-000.00-942.000	Office equipment lease	16,375	9,699	6,676	59.23
268-000.00-942.100	Records storage	62	124	(62)	200.00
268-000.00-956.000	Conferences and workshops	10,500	17,394	(6,894)	165.66
OTHER SERVICES AND CHARGES		<u>415,337</u>	<u>288,501</u>	<u>126,836</u>	<u>69.46</u>
TRANSFERS OUT					
268-000.00-965.269	Transfer to Walker Fund	-	10,258	(10,258)	100.00
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		<u>12,500</u>	<u>-</u>	<u>12,500</u>	<u>0.00</u>
TOTAL Expenditures		<u>\$ 2,695,987</u>	<u>\$ 1,935,817</u>	<u>\$ 760,170</u>	<u>71.80</u>
NET OF REVENUES & EXPENDITURES			<u>\$ 491,304</u>		

**CITY OF NOVI - WALKER FUND
BALANCE SHEET - MARCH 31, 2012**

GL Number	Description	Balance
Assets		
Cash and cash equivalents		
269-000.00-003.000	Cash and cash equivalents	\$ 1,495,089
Total Assets		<u>\$ 1,495,089</u>
Liabilities		
269-000.00-202.000	Accounts payable	\$ 780
Fund balance		
269-000.00-390.000	Fund balance	1,393,262
269-000.00-390.267	Restricted for Druschel collections	1,280
269-000.00-390.273	Restricted - Friends of Novi Library	4,728
269-000.00-390.275	Restricted for specific collections	25
269-000.00-390.279	Restricted for youth activity room	36,052
269-000.00-390.280	Restricted for parenting-youth&teen serv	5,251
269-000.00-390.282	Restricted-artwork in memory of M Locke	110
269-000.00-390.283	Restricted for Novi Newbies	(131)
269-000.00-390.284	Restricted for Local History Room	115
Net of Revenues VS Expenditures - Current Year		53,617
Ending Fund Balance		<u>1,494,309</u>
Total Liabilities And Fund Balance		<u>\$ 1,495,089</u>

REVENUE AND EXPENDITURE REPORT - PERIOD ENDING MARCH 31, 2012

GL NUMBER	DESCRIPTION	END BALANCE 03/31/2012
Revenues		
INTEREST INCOME		
269-000.00-664.000	Interest on investments	\$ 13,847
DONATIONS		
269-000.00-665.267	Library Programming - Book It	4,285
269-000.00-665.271	Donation-general-youth collections	875
269-000.00-665.273	Donation-restricted-Friends Novi Library	10,000
269-000.00-665.274	Donations-brick pavers	750
269-000.00-665.276	Donations-library trees	450
269-000.00-665.279	Donations-youth activity room (Berman)	10,000
269-000.00-665.282	Donations-Myrtle Locke-artwork	30
269-000.00-665.283	Donations-Novl Newbies	750
269-000.00-665.285	Donations - Community Read	3,215
269-000.00-665.286	Donations - Light Up the Night	325
269-000.00-665.287	Donations-Crop for a Cause	340
269-000.00-665.288	Donation in memory of Carol Davio	2,635
269-000.00-665.401	Donations - Crawford (display case)	5,000
269-000.00-665.402	Donations - specific collections	450
DONATIONS		<u>39,105</u>
TRANSFERS IN		
269-000.00-676.268	Transfer from Library Fund (BookIt)	<u>10,258</u>
TOTAL Revenues		<u>63,210</u>
Expenditures		
SUPPLIES		
269-000.00-742.262	BookIt costs & childrens collections	654
269-000.00-742.268	Druschel collection expenditures	100
269-000.00-742.273	Friends of the Novi Library expenditures	3,498
269-000.00-742.282	Artwork in memory of M. Locke	105
269-000.00-742.283	Novl Newbies expenditures	538
269-000.00-742.285	Community Read expenditures	2,883
269-000.00-742.286	Light Up the Night expenditures	325
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,490
SUPPLIES		<u>9,593</u>
TOTAL Expenditures		<u>9,593</u>
NET OF REVENUES & EXPENDITURES		<u>\$ 53,617</u>

Upon completion of the audit, the prior year revenue and expenditures are closed to fund balance. For the "Novl Newbies" account, the balance was negative, however through the year-to-date activity the account would be positive.

CITY OF NOVI
LIBRARY INVESTMENTS
March, 2012

Investment Date	Description	Maturity Date	Interest Rate	Investment Amount
268 Library Fund				
03/31/12	Ambassador Funds		0.02%	\$ 10,682
03/31/12	Chase Bank High Yield Savings		0.22%	\$ 98,567
03/31/12	Citizens Republic NOW Account		0.10%	\$ 25,874
03/31/12	Fifth Third Bank Short Term Investment		0.25%	\$ 72,391
03/31/12	Flagstar Bank Public Funds Liquid Assets		0.25%	\$ 21,477
10/03/11	Commercial Paper (UBS Financial Services) UBS Finance **	06/29/12	0.53%	\$ 500,000
10/03/11	Commercial Paper (Morgan Stanley/SB) Prudential PLC *****	04/03/12	0.61%	\$ 850,000
10/19/11	State of Michigan Bonds (UBS Financial Services) *	12/01/18	2.90%	\$ 1,000,000
02/29/12	CD (TCF Bank)	05/22/12	0.80%	\$ 200,000
03/05/12	Government Agency (UBS Financial) FHLB *****	03/05/27	3.51%	\$ 300,000
03/31/12	Total 268 Library Fund			\$ 3,078,991
269 Walker Library Fund				
03/31/12	Ambassador Funds		0.02%	\$ 1,143
03/31/12	Fifth Third Bank Short Term Investment		0.25%	\$ 393,946
09/16/11	Government Agency (Huntington Investment) FHLMC***	09/16/16	1.45%	\$ 500,000
09/30/11	Government Agency (Morgan Stanley/Smith Barney) FNMA***** (Early Call 03/29/12)	09/29/14	1.02%	\$ -
10/03/11	Commercial Paper (Morgan Stanley/SB) Prudential PLC *****	04/03/12	0.61%	\$ 150,000
10/19/11	State of Michigan Bonds (UBS Financial Services) *	12/01/18	2.90%	\$ 450,000
03/31/12	Total 269 Walker Library Fund			\$ 1,495,089
03/31/12	Total Library (268) and Walker (269)			\$ 4,574,080

*State of Michigan General Obligation Bonds (purchased at discount); yield-to-maturity 2.90%

**Commercial Paper - UBS Financial (rated A1-P1 Standard & Poors/Moody's) yield-to-maturity .53%

***Step instrument - yield-to-maturity 1.45%; 1% coupon to 09/13

****Step instrument - yield-to-maturity 1.02%; 0.5% coupon to 9/12 (Early Call 03/29/12; Principal \$300,000)

*****Commercial Paper - Prudential PLC (rated A1-P1 Standard & Poors/Moody's) yield-to-maturity .61%

*****Step instrument - yield-to-maturity 3.51%; 3% coupon to 3/17

Director's Report – Julie Farkas

Library Safety – Final Report

As you all were made aware, we had an incident at the library in July where a female, teen patron had been followed by an adult male. The incident was reported directly to the Novi police and once Library staff was made aware of the incident, the staff assisted the police in identifying the male via the library's security cameras. A week following, the male patron was identified by library staff, removed from the library and permanently banned from using the library and/or grounds. Violation of this would result in arrest. Following the incident, the library staff worked with the Novi Police department to identify additional cameras that could be placed in the library to improve visibility. Once the police recommendations were received the library staff worked to get security camera companies to provide quotes for additional equipment. In late December, information was received and the Library Board's Finance Committee was made aware of additional expenses for the cameras. Following the holiday, library staff met with the security camera company to discuss placement of cameras and when the work would be completed. The camera installation was completed in March. The Novi Police returned to the library to inspect the camera locations and give final okay to the project. The family of the teenage girl kept in contact with Trustee Mena throughout the process. On Monday, March 26, 2012, I met with the parents of the teenage girl and Detective Boody to bring the event to a close. The family was concerned that more information had not been made public about the incident. From the meeting, additional information about library safety has been shared on the library's website, April e-newsletter and on the in-house television screens in the building. In addition, I plan to share a PSA with the school district stating the following with the hopes that the district will include the information in upcoming correspondences to parents from the district:

There is an ongoing problem at the Novi Public Library of parents dropping off their young children and leaving them unattended. The Library's Unattended Children policy states "Parents or caregivers of children under the age of 10 years must be responsible for and in the presence of their child at all times except when the child is attending library programs." An incident occurred in the Novi Library around the time of closing when a man followed a girl around in the library. The girl later notified the police, the library security cameras were reviewed and library personnel were made aware of the man's picture. The man returned to the library a few days later, was identified by the library personnel who contacted the police. He was removed from the library and warned of arrest should he return. The incident resulted in a successful outcome, however, parents should be reminded that the library is a public facility (like the mall) and anyone is allowed entry. The library staff works hard to provide a safe environment for those who visit the library. In fact, additional security cameras were recently added to the inside of the building to improve visibility and to deter negative behaviors. If a visitor of the library should have a safety concern while at the library, please be sure to notify a library staff member immediately.

Additional safety measures also include: Adding 3 hours of building monitor coverage on Fridays from 2-5pm beginning in the new budget year and the managers and staff at the Information desks now have easier access to observe the camera views at their desk tops.

Fundraising Committee

The fundraising sub-committee for Book It is in the final weeks of planning and implementation for the event on April 27, 2012. A lot of great live and silent auction items were received by our very generous Novi businesses. Some of the live auction items will include: Wine dinner for 6 by Carrabba's, 2 night/3 day condo stay in Traverse City, Weekend Car Rental from Varsity Lincoln. In addition, many wonderful restaurants, products and services have also been donated for the silent auction. If you have not told your friends and neighbors about this event – tickets are going fast!

Strategic Planning Committee

The Committee met on April 4th for its second session. At that meeting a lot of community and library data was presented to the committee. One of the very unique data elements that was introduced was a patron location mapping project that was completed by Chris Blough and Kathleen Stark, Information Technology Department for the City of Novi. The information took addresses from current library card holders and plotted where they live in the City of Novi. This information was able to show where people lived in the community and the percentage of cardholders resided in sub-divisions, apartment complexes and condominiums. This will

serve to be helpful information to have when meeting with areas of the community that have a lower library card usage and will help determine areas of the community that the Library could reach out to for promoting library services. The next meeting for the committee is scheduled for Wednesday, June 6th at 7:00pm. At this meeting the committee will identify a community vision and needs and select preliminary library service priorities. Accompanying the packet will be an agenda and data that was presented at the meeting.

Circuit Sharing with the City of Novi by Mary Ellen Mulcrone

The Library Network facilitates a variety of group discounts and contracts for its member libraries. We contract with TLN to provide our circuit and Internet services with consortia pricing. The next three year (7/1/12 – 6/30/15) contract for these services will be with AT&T for fiber circuits and Merit Network for Internet services. Through TLN, we are able to share this special pricing with our City. Our IT departments investigated the options and determined that it would be mutually beneficial for the Library to share its circuit with the City. As the Library needs to increase from our current circuit size but does not require all of the bandwidth available in the next increment that TLN provides, we can allow a portion of the circuit to be used by the City. This will in turn allow the City to build in some needed redundancy for their system at a cost that is lower than they can obtain elsewhere. A contract has been drafted indicating the amount of the circuit that will be available to each party, the length of our agreement, and the manner of billing/payment. See draft of agreement.

INTERGOVERNMENTAL AGREEMENT FOR SHARED INTERNET FIBER CIRCUIT

The Novi Public Library
and
The City of Novi

The Novi Public Library (the "Library"), whose address is 45255 W. Ten Mile Road, Novi, Michigan 48375, and the City of Novi (the "City"), whose address is 45175 W. Ten Mile Road, Novi Michigan 48375 ("the Parties") hereby enter into the following agreement to share 100mb fiber circuit purchased by the Library. In this Agreement, the Library and the City will be referred to individually as "Party" or jointly as "Parties."

WHEREAS, the Library has entered into an agreement to purchase fiber circuit internet services to be provided to the Library and the City by AT & T pursuant to contract with The Library Network.

WHEREAS, the fiber circuit purchased through The Library Network will result in a substantial cost savings for the Parties as a result of the consortia pricing received by The Library Network.

WHEREAS, the Parties seek to share the cost of the internet fiber circuit to be provided for the term of the contract with The Library Network.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Terms of Agreement:

- a. The Library has entered into a three (3) year agreement, effective July 1, 2012 through June 30, 2015 with The Library Network for the purchase of 100mb fiber circuit connection through AT & T.
- b. The Parties hereby enter into an Agreement to share the 100mb fiber circuit for a term of three (3) years effective July 1, 2012 through June 30, 2015.
- c. The City shall connect to the Library fiber circuit via the existing private fiber between the Library and the Civic Center buildings; from that point, the City's feed from the circuit shall be 10mb and the Library's feed shall be 90mb of the total 100mb circuit.
- d. The Library will be billed for the connection on a quarterly basis and will in turn bill the City for its 10% proportionate share of the cost on a quarterly basis. The total annual cost for services to the Library is \$25,810, before application of the Library's eRate adjustment. The City shall be responsible for \$2581 of the total cost of services. The City agrees to pay its proportionate share within the time allotted for payment pursuant to the billing received by the Library.

- e. The Library's contract requires a one-time startup fee in the amount of \$250.00, for the Civic Center building. If the Library is billed for the startup fee, the Library will in turn bill the City; otherwise, the City shall pay the fee at the time of startup.
- f. The parties will proportionately share the costs of maintenance and repair of the fiber circuit, if any that arise over the three year contract term.

2. Entire Agreement:

This Agreement contains the entire agreement between the Library and the City relating to services to be provided by the Library. Any prior agreements, promises, negotiations, and representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be in writing and signed by both the Library and the City.

3. Severability:

Waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall be valid and binding on the Library and the City, unless the court's action or holding has the effect of frustrating the purpose of this Agreement.

4. Notices:

Written notices under this Agreement shall be given to the parties at their addresses on page one by personal or registered mail delivery to the attention of the following persons:

City: Maryanne Cornelius, Clerk

Library: Julie Farkas, Library Director

5. Construction:

This Agreement shall be construed under the laws of the State of Michigan.

6. Authority:

The parties are authorized to enter into this Agreement by virtue of the provisions of the Urban Cooperation Act, Public Act 7 of 1967, as amended, being MCL 124.501, *et seq.*

7. No Third Party Beneficiaries:

Except as provided for the benefit of the parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation and/or any other right in favor of any other person or entity.

8. Reservation of Rights:

This Agreement does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty or immunity of the parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity.

9. Agreement Modifications or Amendments:

Any modifications, amendments, recessions, waivers, or releases to this Agreement must be in writing and agreed to by the parties.

10. Approvals:

The parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each party have legal authority to sign this Agreement and bind the parties to the terms and conditions contained here.

11. Recording:

Filed with Secretary of State and Oakland County Clerk on _____, 2012.

CITY OF NOVI

NOVI PUBLIC LIBRARY

By: _____
Robert Gatt, Mayor

By: _____
Julie Farkas, Director

By: _____
Maryanne E. Cornelius, Clerk

By: _____
, President

Dated: _____

Dated: _____

PLA Conference

From Julie Farkas:

I want to thank the Library Board for giving me and two staff members the opportunity to attend the PLA Conference (March 12 – 17th). This conference is held every two years and focuses specifically on public librarianship. Back in 2010, the library opted not to attend with the new building nearing its completion. This conference brings amazing ideas, rejuvenation, vendor connections and networking opportunities. For me specifically, I was able to attend a program called *Turning the Page 2.0* which focuses on advocacy. I am currently taking a free 6 week course because of the conference and developing an advocacy goal in relation to our strategic plan which will help address the need for additional hours at the library. I check in weekly with an instructor on Thursdays from 4-5:00pm, as well as turn in weekly homework assignments that work towards the advocacy goal. In addition, I attended a book talk session which debuts new authors and titles which I felt would be helpful to determining our Community Read title annually. I connected with a company called Boopsie which creates Apps for libraries. We have a virtual meeting scheduled for Thursday, April 12th to discuss how an app could work for the Novi Library and costs in creating such a source, knowing this is the new way to connect to our virtual users. I also attended a program on using volunteers in the library – going beyond the shelving and cleaning of books and successfully using community members for their amazing talents and expertise. We have a number of people entering into retirement as the boomer age group increases and there are many opportunities to engage our older adults with the Library. I also attended a program on abolishing performance evaluations – I thought there would be a great new idea for incorporating them into the workplace. Turns out the process we have implemented is very similar to what they proposing. Another program that I attended was *Creating a Vibrant Organizational Culture*. A book that was suggested was *Change the Culture, Change the Game* and talked about skills that we need to create a vibrant culture: creativity, empowerment, flexibility, playfulness, enthusiasm, shared purpose, confidence.

Kelly Kolchuk:

It was my great honor to be invited to attend this year's Public Library Association (PLA) conference in Philadelphia, Pennsylvania. This was the first PLA conference that I had the privilege of attending and it provided me with a wealth of information and ideas. This conference afforded me the opportunity to attend sessions on a variety of different subject matters ranging in content from upcoming youth, teen, and adult book releases, library technology, library programming, improving my management skills, the concept of the "library-to-go," library safety, and how to best communicate with our teen population. The session, "Engaging customers in an online environment," provided useful information as to how to make NPL's presence known on popular social media sites and how to create a dialog between NPL and the social media user. "Teen Speak," was an interesting session on how best to communicate with teens. One of the session presenters, in addition to being a librarian, was an anthropology professor and I found her perspective on teens invaluable. I was also very impressed with the presenter Warren Graham who spoke at the session, "Black Belt Libraries." Having worked in Library security for many years he was a very knowledgeable resource. Another conference highlight was the exhibit hall. Using breaks between conference sessions I had the opportunity to explore the exhibit hall to meet with vendors regarding resources NPL owns, or may like to own one day. I received useful product demonstrations, obtained information on how to obtain free information from many government agencies, and even received free books that can be added to our collection and used as prizes for our summer reading programs. This conference benefited me in a myriad of ways. I had the opportunity to network with librarians and vendors across the country, I learned about upcoming trends, how libraries are coping with common issues, and it was rejuvenating to step away from the day-to-day operations to take part in such an amazing professional, continuing education event. There are a variety of things that I would like to implement, from the conference here at NPL. I plan on taking what I learned from the "Engaging customers in an online environment" to assist me in developing further, job duties and responsibilities for our new full-time librarian. The sessions "No fear management," "Commando Diplomacy," and "Can't, Won't, Don't" will assist me in better navigating problematic personnel situations. And, I have already started to share with the staff what I learned in the "Teen Speak" session to assist in their communications with our teen population. Thank you very much for allowing me to attend such a worthwhile conference; it truly was an honor and privilege. I sincerely appreciate your commitment to providing the staff at NPL with these opportunities and I hope I am able to attend another PLA conference in the future.

Suzanne Carpenter:

I am grateful for the opportunity to have attended the Public Library Association (PLA) conference this year. It is a wonderful opportunity to learn about a wide variety of topics affecting public librarianship. The courses that I attended were primarily geared to working with children and teenagers. One of the stand-out sessions for me was one involving early literacy interactive areas. The presentation highlighted the need to have space in the library that encourages preschool age children to be developing their early literacy skills (playing, singing, writing, talking, and reading). The presenters offered numerous methods for accomplishing this with everything from homemade options to custom-made structures. At NPL we had just begun to think through these ideas before I left for PLA. So it was very helpful to come back with some concrete ideas of how to promote early literacy. Currently, I am assessing the space (which is quite small) that we have to be sure that we get the most out of the space as possible. Another aspect of the PLA conference is the ability to network with other libraries. One of the people that I enjoyed meeting was Tammy Turgeon, the library director at Sterling Height Public Library (SHPL). SHPL has a similar issue that we have at NPL because they are located very close to a local high school. They have recently developed a program for teens that allows them some space to socialize after school with supervision from a staff member. Tammy reported that giving the teens a social space alleviated a lot of the continuous behavior problems. Since the teens were in this after school space it relieved a lot of the stress from other staff. I am working with the teen librarian at NPL to present a proposal to implement a similar program here. Overall, the experience at PLA was one that encouraged me to take a fresh look at the current offerings that we have available. There are a lot of things that we are doing well and should celebrate. We have been able to partner well with the city, local businesses, and non-profits. We offer a wide range of programs for people of all ages. Some ideas that are giving me a new perspective are using technology in kids' programming, reaching out to parents of children with special needs, connecting with teens in a tech savvy way, and creating a recognizable kids' area. New ideas are the catalyst for change, and I look forward to seeing how these ideas move NPL toward better meeting the needs of our community.

Public Services Report – March, 2012 by Margi Karp-Opperer

How wonderful to have had such a beautiful spring here in Novi and with the great weather came a fantastic month of activities for our patrons:

1. We were thrilled by the success of the 2nd PNC Listen @ the library and with our partnership with PNC Bank and the Chamber Music Society of Detroit. Accomplished pianist, Steve Wogaman, kept the audience enthralled for the entire performance.
2. The second AARP Tax Days were provided to our community this month.
3. Three business related programs were offered: Jobs Seekers Toolbox, Alpha Boomers: Boom or Bust for your Retirement and Reference USA Training Webinar.
4. In collaboration with Novi Schools, the "7 Habits of Highly Effective People Book Discussion" met.
5. Every Tuesday morning, OLHSA (Oakland Livingston Human Service Agency) staff assist our residents with any special needs they might have.
6. A special tour of the Library and story time was given to 4 kindergarten classes from Detroit's Martin Luther King Academy.
7. We hosted a truly fantastic Michigan Library Association all day workshop entitled: Books, Bytes & Beyond. 60 librarians from across the state attended and a tour of our new building was given. Our own, Barb Dinan, was one of the chairs of this event and she did an amazing job.
8. Homeschoolers met for their Chess Challenge on two separate occasions.
9. The Art Institute of Michigan has enhanced our fireplace area by loaning us 7 photographs that have book themes to highlight March is Reading Month.
10. The youth department outreached to NSD teachers for March is Reading Month and our librarians were very busy visiting schools and hosting programs here at NPL.
11. We partnered with Novi Girl Scout Troop 40173 for their Book Drive.
12. Transferring VHS to DVD program was filled to capacity.
13. The third in our series with Oakland County Community Mental Health Authority called "Growing Old Gracefully" with Leonard Rosen, MD, was very informative.
14. Music was in the air for the Novi Choralaires program which was fun and very upbeat.

In addition to the above wonderful March programs, the Adult Services' Dept offered 2 computer instruction classes, as well as: 4 book discussion groups, 4 Internet and Email for seniors, 2 Novi Writer's Groups, 3 English Conversation Groups, and 4 Knit2gether Knitting Circles.

During March, story times for babies, tots, three and four year olds continued to bring loads of families into the Library. The youth department held 46 of these programs. Kiddie Crafts, Starlight Story Time, Favorite Characters Story Time, Snack Tales, Lego Club, 5 preschool playgroups, a Mini Battle of the Books for Grades 3-4, TAB (Teen Advisory Board), and Chapter Book Swap for Grades 1-3 were also featured.

The youth area's featured collection was "Youth Staff Top Picks" to honor National Reading Month and the adult area exhibited "Legends of Laughter" resources for a second month. Reference USA was the database we were highlighting in March.

March was definitely a month of outstanding programs appealing to the diverse interests in our community. We were very proud of the favorable responses we received from our community and were privileged to promote all of our educational resources.

Building Operations Report, Mary Ellen Mulcrone

The IT/Facilities team arranged for the Novi Fire Department to provide CPR/AED training for Library staff. Fifteen staff members took advantage of these special classes. The glycol fluid in the boiler/chiller was tested in preparation for the summer season, just in time, as we have experienced warm weather very early this year. As it should, the chiller kicked in and the building temperatures have been comfortable. Once again we are having issues with leaking from around the skylight. Our project manager from the Dailey Company is helping to coordinate with the sub-contractors to determine if there were problems with the original installation. One of the requirements to achieve QSAC certification required the installation of additional phone system software. The installation was coordinated with the Civic Center, Police Department and Fire Department. In order to reduce costs for both the Library and the City, plans are underway to share our circuit/Internet connection with the Civic Center. Window, carpet, and upholstery cleaning were completed while the Library was closed for the recent holiday. Facilities staff were also able to accomplish and assist with some other tasks such as painting and plumbing repair while the building was closed. Spring clean-up and sweeping of the parking lot was done, and staff re-striped the lot the day after the cleaning. A number of improvements were made to automated workflow for Support Services. The CircIT discharge screen has been customized so the different types of check-ins are now color coded according to the actions needed to aid in quick destination identification. The slips that are generated when transits or holds are detected on check-in were modified to be used as transit slips to other libraries, which saves staff time in completing slips as well as saving paper. The Park & Read program began April 1st. Signage is up and patrons can stop by the Check-out desk to obtain a pass that is good for one admission to over 100 Michigan State Parks and eleven historical locations throughout the state. Our Systems Administrator gave a presentation to the TLN Technology Committee on VMware: Thin Clients. NPL is one of the few libraries currently making use of this new technology. Instruction provided by our Technology Assistant on transferring from VHS to DVD continues to be popular, with a recent class including 17 participants. With several positions vacant in Support Services, staff are switching hats and pitching in to make sure that things flow smoothly and services continue to be provided in a positive manner.

Car Charging Stations Usage Report - Inception through 03-24-2012

Display Name	Mac Address	Host	Start Time	Start Zone	End Time	End Zone	Transaction Date (PT)	Transaction Time Zone	Duration (Hours)	Energy (kWh)	GHG Savings (kg)	Level	Address	Fees (\$)
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	3/24/2012 15:03	EDT	3/24/2012 19:36	EDT	3/24/2012 15:36	PDT	4:32:38	12.583	17.88	Level 2	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	3/22/2012 20:32	EDT	3/22/2012 20:36	EDT	3/22/2012 16:36	PDT	0:04:04	0.319	0.453	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	3/21/2012 14:48	EDT	3/21/2012 16:45	EDT	3/21/2012 12:45	PDT	1:56:49	5.856	8.322	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	3/19/2012 20:00	EDT	3/19/2012 20:56	EDT	3/19/2012 16:56	PDT	0:55:56	5.493	7.806	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	3/19/2012 18:01	EDT	3/19/2012 19:57	EDT	3/19/2012 15:57	PDT	1:56:13	5.729	8.14	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	3/12/2012 18:01	EDT	3/12/2012 20:01	EDT	3/12/2012 16:01	PDT	1:59:59	5.898	8.381	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	3/10/2012 13:06	EST	3/10/2012 13:52	EST	3/10/2012 10:52	PST	0:46:15	4.545	6.458	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	3/10/2012 12:35	EST	3/10/2012 13:00	EST	3/10/2012 10:00	PST	0:25:19	2.39	3.396	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	3/7/2012 16:03	EST	3/7/2012 18:16	EST	3/7/2012 15:16	PST	2:12:14	6.17	8.767	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	3/5/2012 16:41	EST	3/5/2012 18:36	EST	3/5/2012 15:36	PST	1:55:22	5.725	8.135	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	3/5/2012 16:27	EST	3/5/2012 16:40	EST	3/5/2012 13:40	PST	0:12:25	0.242	0.344	Level 1	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	3/5/2012 16:10	EST	3/5/2012 16:39	EST	3/5/2012 13:39	PST	0:29:01	1.453	2.064	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	2/29/2012 16:58	EST	2/29/2012 19:09	EST	2/29/2012 16:09	PST	2:11:27	6.505	9.244	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	2/27/2012 17:47	EST	2/27/2012 19:56	EST	2/27/2012 16:56	PST	2:09:08	6.411	9.11	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	2/26/2012 17:08	EST	2/26/2012 17:35	EST	2/26/2012 14:35	PST	0:27:24	1.381	1.963	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	2/23/2012 16:10	EST	2/23/2012 17:40	EST	2/23/2012 14:41	PST	1:30:04	4.63	6.58	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	2/20/2012 16:13	EST	2/20/2012 16:32	EST	2/20/2012 13:32	PST	0:19:31	0.97	1.378	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	2/9/2012 16:51	EST	2/9/2012 18:50	EST	2/9/2012 15:50	PST	1:58:44	5.408	7.685	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	2/7/2012 18:52	EST	2/7/2012 19:15	EST	2/7/2012 16:15	PST	0:23:25	2.178	3.095	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	1/28/2012 11:38	EST	1/28/2012 12:58	EST	1/28/2012 9:58	PST	1:19:24	3.973	5.646	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	1/12/2012 18:08	EST	1/12/2012 21:49	EST	1/12/2012 18:49	PST	3:40:50	11.305	16.064	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	1/11/2012 18:07	EST	1/11/2012 21:26	EST	1/11/2012 18:26	PST	3:18:29	10.162	14.441	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	1/10/2012 20:05	EST	1/10/2012 22:16	EST	1/10/2012 19:16	PST	2:10:42	6.695	9.513	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	1/10/2012 18:52	EST	1/10/2012 19:00	EST	1/10/2012 16:00	PST	0:08:44	0.425	0.603	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	1/10/2012 11:19	EST	1/10/2012 14:06	EST	1/10/2012 11:06	PST	2:47:17	6.496	9.231	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	1/10/2012 8:29	EST	1/10/2012 10:41	EST	1/10/2012 7:41	PST	2:11:33	6.738	9.574	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	1/7/2012 9:55	EST	1/7/2012 12:26	EST	1/7/2012 9:26	PST	2:30:40	7.855	11.162	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	12/13/2011 18:55	EST	12/13/2011 19:34	EST	12/13/2011 16:35	PST	0:39:47	2.026	2.879	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	11/24/2011 16:58	EST	11/24/2011 18:48	EST	11/24/2011 16:48	PST	1:49:49	5.636	8.009	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	11/21/2011 15:13	EST	11/21/2011 15:15	EST	11/21/2011 13:15	PST	0:00:00	0	0	Level 2	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	11/21/2011 13:41	EST	11/21/2011 15:15	EST	11/21/2011 13:15	PST	1:34:19	1.995	2.835	Level 1	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	11/21/2011 13:40	EST	11/21/2011 13:40	EST	11/21/2011 11:41	PST	0:00:00	0	0	Level 1	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	11/21/2011 13:39	EST	11/21/2011 13:40	EST	11/21/2011 11:40	PST	0:00:00	0	0	Level 1	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	11/21/2011 13:39	EST	11/21/2011 13:39	EST	11/21/2011 11:39	PST	0:00:00	0	0	Level 1	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	11/21/2011 13:36	EST	11/21/2011 15:14	EST	11/21/2011 13:14	PST	1:38:31	5.366	7.626	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	11/8/2011 19:25	EST	11/8/2011 19:51	EST	11/8/2011 17:51	PST	0:25:58	1.307	1.858	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	11/6/2011 14:00	EST	11/6/2011 14:02	EST	11/6/2011 12:02	PST	0:00:00	0	0	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	11/3/2011 17:26	EDT	11/3/2011 17:37	EDT	11/3/2011 14:37	PDT	0:11:37	0.577	0.82	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	11/3/2011 16:54	EDT	11/3/2011 16:55	EDT	11/3/2011 13:55	PDT	0:00:51	0.034	0.049	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	11/3/2011 15:49	EDT	11/3/2011 16:53	EDT	11/3/2011 13:53	PDT	1:03:54	3.262	4.635	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	10/19/2011 13:08	EDT	10/19/2011 15:40	EDT	10/19/2011 12:40	PDT	2:32:27	7.743	11.003	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	9/24/2011 13:58	EDT	9/24/2011 14:00	EDT	9/24/2011 11:00	PDT	0:00:00	0	0	Level 1	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	9/24/2011 11:25	EDT	9/24/2011 13:43	EDT	9/24/2011 10:43	PDT	2:18:12	0.01	0.014	Level 2	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	9/24/2011 11:25	EDT	9/24/2011 11:25	EDT	9/24/2011 8:25	PDT	0:00:00	0	0	Level 1	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	9/24/2011 11:24	EDT	9/24/2011 11:24	EDT	9/24/2011 8:24	PDT	0:00:00	0	0	Level 2	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	9/24/2011 11:24	EDT	9/24/2011 11:24	EDT	9/24/2011 8:24	PDT	0:00:00	0	0	Level 1	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	9/24/2011 11:21	EDT	9/24/2011 11:23	EDT	9/24/2011 8:23	PDT	0:00:00	0	0	Level 1	45125 West 10 Mile Rd, Novi, MI 48375	0

Car Charging Stations Usage Report - Inception through 03-24-2012

Display Name	Mac Address	Host	Start Time	Start Time	Zone	End Time	Zone	Transaction Date (PT)	Transaction Date	Duration (Hours)	Energy (kWh)	GHG Savings (kg)	Level	Address	Fees (\$)	
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	9/24/2011 10:28	9/24/2011 10:28	EDT	9/24/2011 10:53	EDT	9/24/2011 7:53	9/24/2011 7:53	PDT	0:24:56	0.02	0.028	Level 1	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	9/24/2011 10:07	9/24/2011 10:07	EDT	9/24/2011 10:09	EDT	9/24/2011 7:09	9/24/2011 7:09	PDT	0:00:00	0	0	Level 2	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	9/13/2011 15:11	9/13/2011 15:11	EDT	9/13/2011 15:13	EDT	9/13/2011 12:13	9/13/2011 12:13	PDT	0:00:00	0	0	Level 1	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	9/13/2011 15:11	9/13/2011 15:11	EDT	9/13/2011 15:11	EDT	9/13/2011 12:11	9/13/2011 12:11	PDT	0:00:00	0	0	Level 2	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/LIBRARY	000D:6F00:009D:740A	City Of Novi	9/13/2011 15:03	9/13/2011 15:03	EDT	9/13/2011 15:05	EDT	9/13/2011 12:05	9/13/2011 12:05	PDT	0:00:00	0	0	Level 1	45255 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	9/9/2011 10:44	9/9/2011 10:44	EDT	9/9/2011 10:55	EDT	9/9/2011 7:55	9/9/2011 7:55	PDT	0:10:34	0.5	0.71	Level 2	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	9/9/2011 10:43	9/9/2011 10:43	EDT	9/9/2011 10:44	EDT	9/9/2011 7:44	9/9/2011 7:44	PDT	0:00:00	0	0	Level 1	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	9/9/2011 10:42	9/9/2011 10:42	EDT	9/9/2011 10:43	EDT	9/9/2011 7:43	9/9/2011 7:43	PDT	0:00:00	0	0	Level 1	45125 West 10 Mile Rd, Novi, MI 48375	0
CITY OF NOVI/POLICE STATION	000D:6F00:015A:9A20	City Of Novi	9/9/2011 10:41	9/9/2011 10:41	EDT	9/9/2011 10:42	EDT	9/9/2011 7:42	9/9/2011 7:42	PDT	0:00:00	0	0	Level 1	45125 West 10 Mile Rd, Novi, MI 48375	0
POLICE STATION - 18 visits since 09-09-2011 (installation)																
LIBRARY - 38 visits since 09-13-2011 (installation)																

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.

Self-Check Totals 2011-12 Fiscal Year

	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	63,313	57.57%	36,449	9,878	7,536	4,156	7,910	5,055	1,914
October	63,393	56.01%	35,508	9,629	6,624	3,893	7,998	5,306	2,058
November	62,518	57.02%	35,646	9,119	6,990	4,039	8,548	5,170	1,780
December	59,286	58.09%	34,439	8,481	6,857	3,538	8,617	5,049	1,897
January	66,403	57.21%	37,987	9,022	7,653	4,044	9,320	5,862	2,086
February	66,133	56.84%	37,590	8,850	7,343	4,124	9,243	6,004	2,026
March	69,785	56.62%	39,511	10,005	7,602	3,916	9,979	6,130	1,879
April									
May									
June									
FYTD	604,098	58.24%	351,839	88,801	71,566	41,924	83,332	47,398	18,818

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	30,118	1,076	251
October	35,368	1,141	266	October	31,108	1,003	270
November	33,516	1,197	248	November	30,550	1,091	248
December	29,117	1,078	252	December	28,028	1,038	244
January	25,484	879	252	January	25,847	891	259
February	21,508	827	226	February	32,234	1,112	259
*March	32,284	1,041	281	March	34,536	1,114	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
FYTD Total	371,274	1,119	3,033	FYTD Total	281,258	1,1031	3,072
* Revised							

Clothing Drive – 1 More Month

Times-a-tickin' for the 1st community clothing drive to be underway. We are now about a month from our clothing drive and PR work is currently trying to get the word out to the public. We are working with the individual school buildings and the districts right now to get either our event flyer or a small blurb in their publications and communication systems.

The flyer (see attached) has already began circulating around James R. Geisler Middle School and Hickory Woods Elementary School via their weekly school newsletters. In the next month, we will also be finalizing our plan of action with the Interact clubs for their assistance.

Teen Writing Contest Winners

All winter we held our first Teen Writing Contest in the new building and it brought in over 40 entries. Judging the entries were based on creativity, organization, style, substance, and overall presentation. Participants had two months to get either a short story or poem into the contest. With over 40 entries received, the teen services department had a tough time choosing which entry was the best of the best.

Our winners are as follow:

1st Prize: Kirsten West, 10th grade, short story "The Last Day"

2nd Prize: Lucia Chen, 12th grade, poem "Look Out Your Window" and "Take My Hand"

3rd Prize: Nina Li, 10th grade, short story "A Train Ride"

The top 3 winners received gift cards to Barnes & Noble for all their hard work.

March TAB Meeting

Our March TAB Meeting was held on March 9 with a good crowd of participants. At the meeting, we discussed the Memorial Day Parade and how we are going to "Geek the Library" this spring and summer. We also began seeking volunteers for our Creating Japanese Crafts and Haiku event this May. The members suggested we talk with the Japanese and Asian clubs at Novi and Walled Lake Western High Schools to get their involvement in on this program and our new, monthly Animanga Club meetings at the Library.

TAB members also discussed some new programming they would like us to do at the Library. This included regular handwriting analysis courses (possibly yearly or twice a year) due to the popularity of this program last month. Also more food programs, similar to the Pizza Taste Off, and another installment of Iron Chef since food programs seem to attract the most participants. We also discussed possible partnerships with the school counseling departments for college planning events, partnering with the media specialist to produce some sort of book discussion group, and partner with the IB talent show at Novi High School as a possible 2nd performance or a dress rehearsal show.

After this TAB meeting, members helped Miss Margi with making door hangers for National Library Week. Our next meeting will be in May and we will be electing our 2012-2013 officers at that meeting.



Clothing Drive

Calling all Community Members!

The Library's teen representatives and Interact members from NHS and WLW High Schools need your help.

Please clean your closets and donate your gently used and laundered articles of clothing.

There will be a drop box in the Library's outer lobby during Library hours from

Monday, May 14 to Saturday, May 19

Church of the Holy Family will help us distribute the clothing to those in need.

Clothing of all ages and sizes will be accepted!



www.novilibrary.org
45255 West Ten Mile
248-349-0720

Board & Administrator

FOR BOARD MEMBERS

April 2012 Vol. 28, No. 8

Editor: Jeff Stratton

What can a nonprofit board learn from the Penn State fiasco?

Nonprofit boards should learn from the mistakes of other boards and consider them low-cost learning opportunities. Take the case of the Penn State University board and its lack of engagement in the Jerry Sandusky affair that blew up in their faces.

David O. Renz, Ph.D., Midwest Center for Nonprofit Leadership and Department of Public Affairs, Bloch School of Management, University of Missouri—Kansas City said what happened at Penn State University regarding the board and accountability is not especially uncommon in large institutional boards — but that it is a concern for all types of organizations.

“Law enforcement officials, attorney generals and the IRS are starting to demand that boards in all cases act like true governing boards with the kind of accountability that goes along with being a true governing board,” Renz said.

Noninstitutional boards should heed the warning of the Penn State board and be aware of certain red flags that indicate the board is not accountable. Plus, the board needs certain mechanisms in place to maintain its accountability, Renz said.

“If the board doesn’t have sensing mechanisms in place to weigh potential problems, the board will inevitably be startled by problems and wonder where they came from,” Renz said. Even if the board is surprised by a problem, the board is still accountable, Renz said.

What accountability mechanisms should the

board have in place? Renz recommends at least three:

1. Have the organization’s financial statements validated and documented by an auditor who provides a management letter. “That management letter is a source of intelligence that should be the subject of some discussion between the board and the executive leadership of the organization,” Renz said.

2. Use a similar assessment tool for the nonfinancial operations of the organization. A dashboard type performance tool is becoming an increasingly popular tool for monitoring organizational performance, Renz said. A dashboard is a management and governance tool that is used by an organization to assess performance and progress toward goals. Dashboards generally report on several areas of the organization, including operations, programs and finances.

3. Have an annual meeting between the board and the organization’s executive leadership. “If the board is not engaged on a regular basis in a substantive meeting where the groups actively discuss the organization’s key issues, the board is not assuring itself it is regularly engaging in oversight,” Renz said.

See page 2, *Ex-Penn State board member blasts board*, for more on the Penn State situation from the perspective of a former Penn State trustee who is frustrated by the lack of participation by all board members. ■

Ex-Penn State board member blasts board

In *Reflections of a Former Penn State Trustee, How the Penn State University Board Really Works*, Ben Novak takes the board to task for how it operates.

Novak points out flaws such as:

- **Lack of full board engagement.** Most of the board power is concentrated in the hands of a few board members. Novak calls this group the Power

Group — a few board members who are selected for their wealth and political connections.

- **Too many “Sheep” board members.** This group receives the meeting agenda right before board meetings and is expected to approve whatever is on the agenda, no questions asked, according to Novak.

For information, www.bennovak.net/reflections/. ■

Mission-critical program needs board support

In difficult financial times, boards have to make hard decisions about important nonprofit programs.

Consultant Carol Weisman said when an organization has a program that is mission critical, the board needs to find the money to keep it viable — even when the organization faces stern financial challenges.

Weisman, *BoardBuilders.com*, St. Louis, Mo., experienced this scenario as board chair of a child abuse agency some years ago. “We couldn’t get the boys’ sexual abuse program funded — this was before all the sexual abuse scandals,” she said.

The problem was no corporation wants to be linked with the sexual abuse of boys, so the program couldn’t find corporate support, Weisman said.

The organization’s development director was spending 80 percent of her time trying to fund one program, Weisman. The board wasn’t stepping up either, she said.

An in-person demonstration of the program’s

importance forced board members to act, Weisman said. At a board meeting, a ten-year-old female client of the organization spoke of her own sexual abuse at the hands of her uncle and the help the organization provided her. The child then asked the board where the boy’s group was as she was in an all-girls group. “She was told there was only one meeting a week. She then pointed out that was ridiculous, saying ‘If my uncle would have had a group, he would not have hurt me,’” she said.

After this meeting, three board members stepped up and said they would find the money to fund the program, Weisman said. “If a program is mission-critical, saving it is a major board issue,” she said.

“If the board believes in the organization’s mission, then the board is responsible for the program,” Weisman said. “They have a moral, legal and fiscal responsibility to put their money where their mouth is.” ■

Is a board review of staff salary decisions necessary?

Question: “One of our board members thinks it would be good practice for a member of the board to review the salary increases the executive director makes to her professional staff,” said a Nebraska board member. “Is this good practice?”

Answer: This is an unnecessary intrusion into the administrator’s personnel management responsibilities for the following reasons:

1. The board has already approved all staff raises for the year when it approved the annual budget. By providing funds for staff wage increases in the budget, the board has made its policy decision: a pay increase for employees who have earned them.

Because the decision about who receives raises and at what amount affects individual employees, it is a management decision and one that belongs to the executive director.

Boards make decisions that affect all employees (that’s policy), while your administrator makes decisions that affect individual staff members.

2. Board members should not manage the nonprofit’s personnel issues. The nonprofit’s executive should have management responsibility over all personnel issues at the organization.

Determining the amount of individual staff pay increases is clearly a personnel management issue. ■



Library Board Calendar

2012

April 18 April 27	Library Board Regular Meeting Novi Public Library Book It! Fundraiser, 7-10 p.m. @ NPL
May May 13 May 16 May 28	Library Board – Goal Setting Session, TBD Holiday – Mother’s Day, Library Closed Library Board Regular Meeting Holiday – Memorial Day, Library Closed
June 8 June 17 June 20 June 20	Friend’s Friendraiser, Novi Public Library Patio, 6 p.m. Holiday – Father’s Day, Library Closed Library Board Regular Meeting Library Director Annual Review
July 4 July 18	Holiday – Independence Day, Library Closed Library Board Regular Meeting
August – October August 15	Community Reads Program Library Board Regular Meeting
September 3 September 19	Holiday – Labor Day, Library Closed Library Board Regular Meeting
October 17	Library Board Regular Meeting
November 6 November November 16 November 21 November 21 November 22	General Election Day Annual Library Report – City Council Meeting, TBD Library Staff In-Service, Library Closed Library Board Regular Meeting Holiday – Thanksgiving Eve, Library Closes at 5 p.m. Holiday – Thanksgiving, Library Closed
December 14 December 19 December 19 December 24 December 25 December 31	Friends Annual Gala Library Board Regular Meeting Library Director – Mid-year Review Holiday – Christmas Eve, Library Closed Holiday – Christmas, Library Closed Holiday – New Year’s Eve, Library Closed

2013

January 1 January 16	Holiday – New Year’s Day, Library Closed Library Board Regular Meeting
February – March February 20	Budget Study Sessions, TBD Library Board Regular Meeting
March March 20	Budget – approved to be provided in April to Council, TBD 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.