

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, June 20, 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
6. Presentation
 - A. Rick Tuttle – Great Oaks Landscaping
7. Public Comment
8. President's Report
 - A. Library Goals 2011-2012..... 17
 - B. Library Director's review
9. Treasurer's Report
 - A. Library Budget 2011-2012..... 23
 - B. Library Financials and Walker Fund, May 31, 2012 25
 - C. Library cafe revenue report – due 15th of the month..... N/A
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12. Student Representatives' Report 53
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 - A. Policy Committee (Margolis, Teasdale, Kilgore - chair) – Met on May 21st
 - B. HR Committee (Kilgore, Verma - chair)
 - C. Finance Committee (Czekaj, Teasdale, Margolis - chair)
 - D. Fundraising Committee (Sturing, Mena - chair)
 - E. Strategic Planning Committee (Kilgore, Sturing, Mena - chair) – Met on June 6th
 - F. Landscape Committee (Kilgore, Margolis, Czekaj - chair) – Met on June 12th
15. Public Comment
16. Matters for Board Action
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 - B. Unattended Children Policy – Revision..... 42

17. Executive Session – Library Director’s Annual Performance Review

18. Adjourn

Consent Agenda:

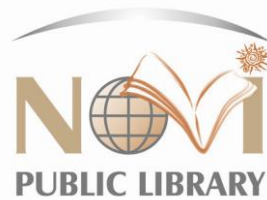
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Future Events:

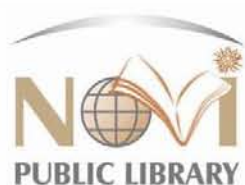
- Historical Commission Regular Meeting – Wednesday, June 27th at 1:00pm, Novi Public Library
- Library Board Goal Setting Session – Wednesday, June 27th at 6:30pm, Novi Public Library
- Strategic Planning Focus Groups: Monday, June 25th (Noon and 7:00pm), Saturday, June 30th at 10am – Novi Public Library
- Friends of the Novi Library Regular Meeting – Wednesday, July 11th at 7:00pm, Novi Public Library
- Library Board Regular Meeting – Wednesday, July 18th at 7:00pm, Novi Public Library
- Historical Commission Regular Meeting – Wednesday, July 25th at 1:00pm, Novi Public Library



45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720
<http://www.novilibrary.org>

Warrant 495		June 2012	
Payable to	Invoice #	Account number	Account total
Brodart		268-000.00-727.000	\$ 55.33
Global Office Solutions		268-000.00-727.000	\$ 475.69
Suntel Services		268-000.00-734.000	\$ 1,113.76
TechSoup Global		268-000.00-734.000	\$ 29.00
Thalner Electronic Laboratories		268-000.00-734.000	\$ 320.00
TotalChoice Hosting	Jun-12	268-000.00-734.000	\$ 4.00
Suntel Services		268-000.00-734.500	\$ 409.35
Discount Paper Products, Inc.		268-000.00-740.000	\$ 406.30
Home Depot		268-000.00-740.000	\$ 6.35
Midwest Tape		268-000.00-740.000	\$ 269.99
Sentry Supply		268-000.00-740.000	\$ 252.18
Amazon.com		268-000.00-742.000	\$ 3,381.70
AudioCraft Publishing, Inc.		268-000.00-742.000	\$ 20.03
Brodart		268-000.00-742.000	\$ 11,063.89
Center Point Large Print		268-000.00-742.000	\$ 127.02
Ebsco		268-000.00-742.000	\$ 197.40
Gale		268-000.00-742.000	\$ 1,485.37
Garden City Public Library		268-000.00-742.000	\$ 13.39
John Wiley & Sons Inc.		268-000.00-742.000	\$ 166.50
Multicultural Books & Videos		268-000.00-742.000	\$ 327.95
Penworthy		268-000.00-742.000	\$ 847.79
Scholastic Book Fairs	Book Chat	268-000.00-742.000	\$ 18.00
The Library Network		268-000.00-742.000	\$ 37.05
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 233.36
Teddy, James	4/2-6/30/12	268-000.00-743.000	\$ 130.00
Midwest Tape		268-000.00-744.000	\$ 1,733.45
OverDrive		268-000.00-744.000	\$ 914.17
Amazon.com		268-000.00-745.200	\$ 64.96
Midwest Tape		268-000.00-745.200	\$ 3,292.92
Midwest Collaborative for Library Services		268-000.00-745.300	\$ 10,080.00
ProQuest LLC		268-000.00-745.300	\$ 2,580.00
Bright House Networks		268-000.00-801.925	\$ 155.54
Michigan Library Association	Farkas/12-13 fy	268-000.00-809.000	\$ 1,469.00
Novi Rotary	Farkas/4/1-6/30/12	268-000.00-809.000	\$ 154.00
DuAll Cleaning, Inc.	4/1/2012	268-000.00-817.000	\$ 3,934.50
AT&T	5/22-6/21/12	268-000.00-851.000	\$ 285.62
Verizon Wireless	4/29-5/28/12	268-000.00-851.000	\$ 508.46
Carpenter, Suzanne		268-000.00-862.000	\$ 24.42
Accuform	SRP broc I-4th gr	268-000.00-880.000	\$ 2,238.00
AT&T		268-000.00-880.000	\$ 59.00
Gordon Food Service	Mem Parade	268-000.00-880.000	\$ 101.89
Home Depot	24-May-12	268-000.00-880.000	\$ 18.63
J.L. Geisler Corp	Mathew	268-000.00-880.000	\$ 25.45
Sam's Club		268-000.00-880.000	\$ 31.15
Amazon.com		268-000.00-880.268	\$ 64.86
Carpenter, Suzanne	yth pgm	268-000.00-880.268	\$ 34.96
Druschel, Pauline	July 2012/12-13 fy	268-000.00-880.268	\$ 40.00

Warrant 495		June 2012	
Payable to	Invoice #	Account number	Account total
Esseltine, Megan	July 2012/12-13 fy	268-000.00-880.268	\$ 80.00
Gordon Office Solutions	yth pgm	268-000.00-880.268	\$ 15.07
Guildcraft Arts & Crafts		268-000.00-880.268	\$ 151.87
Keppler Speakers	12-13fy/Comm. Read	268-000.00-880.268	\$ 2,500.00
Motion Picture Licensing Corp	12-13 fy	268-000.00-880.268	\$ 217.56
Mutch, Kathleen	July 2012/12-13 fy	268-000.00-880.268	\$ 100.00
Novi Parks	July 2012/12-13 fy	268-000.00-880.268	\$ 750.00
Oriental Trading Company, Inc.		268-000.00-880.268	\$ 159.38
Rhode Island Novelty		268-000.00-880.268	\$ 81.18
Scholastic Book Fair		268-000.00-880.268	\$ 508.49
Spencer, Mary	July 16, 2012/12-13 fy	268-000.00-880.268	\$ 180.00
Konica Minolta		268-000.00-900.000	\$ 993.05
University Lithoprinters	Engage	268-000.00-900.000	\$ 13,990.65
Consumers Energy	4/18-5/14/12	268-000.00-921.000	\$ 457.74
DTE Energy	4/24-5/23/12	268-000.00-922.000	\$ 14,027.93
Allied Waste		268-000.00-934.000	\$ 157.92
Cintas		268-000.00-934.000	\$ 702.81
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 375.00
Home Depot		268-000.00-934.000	\$ 47.01
Lighting Supply Co.		268-000.00-934.000	\$ 115.10
Oakland Plumbing		268-000.00-934.000	\$ 768.75
Orkin		268-000.00-934.000	\$ 50.00
Sam's Club		268-000.00-934.000	\$ 35.07
Schindler Elevator Corp		268-000.00-934.000	\$ 347.11
Sherwin- Williams, Co.		268-000.00-934.000	\$ 189.94
Touch of Tropics		268-000.00-934.000	\$ 50.00
Tri-county Back-Flow Specialists, Inc.		268-000.00-934.000	\$ 275.71
Sam's Club		268-000.00-935.000	\$ 10.92
Southgate Ford		268-000.00-935.000	\$ (18.00)
Speedway		268-000.00-935.000	\$ 45.02
Airgas		268-000.00-941.000	\$ 76.75
Brien's Services, Inc.		268-000.00-941.000	\$ 429.30
Home Depot		268-000.00-941.000	\$ 48.92
Sherwin- Williams, Co.		268-000.00-941.000	\$ 276.95
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
Bitterle, Karen		268-000.00-956.000	\$ 77.00
Shih, Tsuei-Mei		268-000.00-956.000	\$ 32.75
Petty Cash (Book It)		269-000.00-742.262	\$ 63.66
TOTAL			\$ 88,638.45



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
May 16, 2012**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Czekaj, Board Member (7:01 arrival)

Student Representatives

Nishant Kakar
Torry Yu

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant
Laura Liddicoat, Communications Specialist

Guest

Patrick Brunett, Friends of Novi Public Library President

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A motion was made to approve the May 16, 2012 Agenda as presented.

1st – Willy Mena

2nd – David Margolis

President Mark Sturing requested the following items be added to the May 16, 2012 agenda: Item #8C, President's Report, Committee Appointments; Item #16, Matters for Board Action - Consideration to change the November meeting date from November 21 to November 28, 2012.

Original motion was withdrawn.

A motion was made to approve the May 16, 2012 Agenda as amended.

1st – Scott Teasdale

2nd – David Margolis

The motion was passed unanimously.

4. Consent Agenda

It was noted that Trustee Scott Teasdale's name was omitted from the Call to Order and Roll Call on the minutes of the April 18, 2012 Library Board meeting and should be included.

A motion was made to approve the May 16, 2012 Consent Agenda as amended.

1st – Willy Mena

2nd – David Margolis

The motion was passed unanimously.

5. Correspondence

a. Thank you letter from Barbara Spreitzer-Berent

Assistant Director Margi Karp-Opperer received a letter of thanks for providing a program on the Affordable Care Act.

b. Thank you letter from Julie Farkas

Director Julie Farkas sent a letter of thanks to the Library Board of Trustees for their purchase and donation of a Kindle Fire for the Book It! Fundraising event, which was held on Friday, April 27, 2012. The fundraising event raised over \$11,000 and was a huge success.

6. Presentation

a. Laura Liddicoat – Library Geek Campaign and Website Enhancements

Communications Specialist, Laura Liddicoat, introduced the Library's involvement in the Geek Campaign, which is a year-long national public awareness campaign. Stop by the Library and tell us "What you Geek" and receive a gift. This is a new way to attract new users and promote the Library in a non-traditional setting. Funding for this national campaign came from the Gates Foundation.

Laura introduced the Novi Public Library's enhanced website to the Library Board, which is to go live on Friday, June 1 to the public. Laura worked with the City's website provider, MuniWeb, using the City's templates, redesigned the Library's website to make it more user friendly. The Library Board suggested that the Library provide mini videos highlighting programming held at the Library, or various locations, i.e. drive-up window, meeting rooms, etc.

7. Public Comment

Patrick Brunett, Friends of the Library President, addressed the Library Board and invited them to attend the Friends Summer Friendraiser on Friday, June 8 on the patio of the Library from 7-9 p.m. Great music, refreshments and friends will be on-hand. The Summer Friendraiser is being held to grow the Friends membership, which at this time, does not represent the size of the community. If you are not a member, the cost for a single entrance is \$10, family \$15, which will then entitle you to become a member.

Pat Brunett offered to be on the Library's Strategic Planning Committee, which was welcomed by Director, Julie Farkas.

8. President's Report

a. Recognition of Nishant Kakar, Student Representative, 2 years of service

Nishant Kakar was presented with a Certificate of Appreciation honoring him with his two years of service to the Novi Public Library Board of Trustees. Nishant accepted the certificate thanking the Board for the experience and knowledge he gathered while a student representative.

b. Library Goals 2011-2012

Report is provided on pages 16-19 of the May 16, 2012 Library Board Packet.

- The Library was highlighted on Fox 2 Money Matters.
- Tech Times are now being offered four times per month with many additional impromptu sessions being held.
- The second annual Book It! Fundraiser was a success with over \$11,300 raised. Plans are already in place for next year's event, which is to be held on April 26, 2013.
- With monetary gifts donated from Hugh Crawford's birthday party, the Library was able to purchase a Historical Display Case. The historical display will be changed every 4 months highlighting the people, events, and areas of Novi.
- The Management Team has begun reviewing policies that will be brought before the Board for review and approval.

c. Committee Appointments

Mark Sturing has appointed Board members to the following committees:

- Policy Committee – Margolis, Teasdale, Kilgore (chair)
- HR Committee – Kilgore, Verma (chair)
- Finance Committee – Czekaj, Teasdale, Margolis (chair)
- Fundraising Committee – Sturing, Mena (chair)
- Strategic Planning Committee – Kilgore, Sturing, Mena (chair)
- Landscape Committee – Kilgore, Margolis, Czekaj (chair)

If a Board member would like to be reassigned to a different committee, please contact Mark Sturing.

9. Treasurer's Report

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 on pages 20-21.

b. April 3, 2012: Budget Information for 2012-2013 by Kathy Smith-Roy

Information provided on pages 22-27 of the May 16, 2012 Library Board packet.

c. May 4, 2012: Multi-year Budget – Fiscal Analysis 2012-2015 by Clay Pearson

Information provided on pages 28-32 of the May 16, 2012 Library Board packet.

d. Library Financials and Walker Fund, April 30, 2012

Observation regarding Monthly Financials for the Month of April 2012 provided by David Margolis, Treasurer.

SUMMARY:

As we get closer to our current fiscal year-end, we're also getting closer to the time where we'll need to draw from Fund Reserves to cover our budgetary deficit. We continue to hemorrhage declining Tax Revenues (now taking us below the Current Year Approved Budgeted Amount of \$2,234,000 for the first time)

To further exacerbate the situation, the Multi-Year Budget projections (provided to us from the City – found on pages 28 thru 32) indicate a potential **(-\$744,000)** Library Fund deficit over the next three years, assuming NO increase in Personnel Services from what was budgeted for next year.

Financial activity for the month of April:

LIBRARY FUND (Fund #268)

BALANCE SHEET (pg #34)

Cash was decreased by **(-\$236,153)** during the month, with no other Asset changes

TOTAL ASSETS = \$2,910,916 **(-\$236,153** or **-7.51%** lower than last month)

LIABILITIES – Changes for the month were only in **Accounts Payable**, which were decreased by **(-\$1,256)** for a net reduction in Liabilities of **-0.59%** for the month, with an ending balance = **\$212,572**.

FUND BALANCE – As a result, **NET Revenues and Expenses** (for the current fiscal year) were lowered another **(-\$234,897)** or **(-8.01%)**, leaving an Ending Fund Balance at 04-30-2012 of **\$2,698,344**.

REVENUES AND EXPENDITURES (pgs. 35 + 36)

REVENUES – We knew that the month of February was an anomaly when we failed to have a monthly decline in Tax Revenues, but we made up for it the last two months. Cumulative **Current Year Property Tax Revenues** are now actually **below** the budget amount for the first time @ **\$2,233,574** (with April's decline of **(-\$2,359)**) posted. **Total Revenues** for the month of April 2012 actually increased **+\$14,342** or **+0.59%**, because of Staff efforts to mitigate areas of Revenue loss outside of their control. Miscellaneous Income (#665.000) was up **+\$2,565**; Meeting Room rentals stayed strong @ **\$2,120**; and Gifts and Donations (#665.400) were **\$2,051** for April.

EXPENDITURES – with Ten (10) months under our belts, the current fiscal year is now 5/6ths over, so our expectation is that expenditures utilization should be no

more than **83.33%** of the budget (if we were to assume equal monthly spending).

Personal Services – The total amount spent in this category during the month (**\$154,582**) is more in line with average monthly allocations. Temporary Salaries (#705.000) (**\$53,070**) continues to trend higher than average (\$45K per month). On a Ten-Month Year-to-Date basis, we've used **81.97%** of this category's budget. At the end of March, Personal Services expended (**\$1,446,233**) represent **59.24%** of Revenues (compared to the **60.92%** budgeted).

Materials and Supplies – No major categories of items spent in April exceeded prior month levels. The total of **\$23,668** spent for the month (in this category) was by far the lowest total since the start of the fiscal year (4.70% of Budget) and represents a combined Ten-month usage of (**\$369,075**) or **73.27%** of the Budget and **15.12%** of Revenues (compared to **17.39%** budgeted).

Services and Charges – for the month, we spent **\$62,743** (which is the highest monthly total this year), consuming 15.11% of this Category's Budget - with several line-items higher than normal. The cumulative Y-T-D total of **\$351,244** represents **84.57%** of the Budget allocations (vs. the expected 83.33% level previously mentioned) or **14.39%** of Revenues (vs. the **14.34%** budgeted). With April's (#900.000) posting, we've far exceeded the line-item originally budgeted.

Some of the items worth citing for the month are:

#855.000	TLN Automation Svcs	+\$14,326	
#880.000	Community Promotion	+\$ 1,959	
#900.000	Design, Printing, Publishing	+\$14,987	<i>(Engage Magazine)</i>
#923.000	Water and Sewage	+\$ 1,157	<i>(Quarterly billing)</i>
#934.000	Bldg. Maintenance	+\$13,385	<i>(Carpet Cleaning ?)</i>

Capital Outlays or Contingencies – Following the City's Capitalization policy, it was deemed that the Surveillance Equipment bought through Vidcom Solutions should be reclassified into Category #976.000, so we've recorded the **\$8,246** spent in April, here (where we had NO budget provision in this current fiscal year).

TOTAL EXPENDITURES – for the month of April, we spent **\$249,239** (or **9.24%** of the budget), the third highest monthly amount and (well above the monthly average of \$223,624) for a year-to-date total of **\$2,185,056**, which is **81.43%** of the Total Budget – bringing us much closer to our predicted year-end short-fall -

than previously experienced. This is **89.50%** of Revenues and is only **(-3.16%)** lower than Y-T-D budget expectations of **92.66%**.

WALKER FUND (Fund #269) (pg. 37)

REVENUES – increased by **+\$8,897** during the month of April or +14.08%, with only **\$377** coming from **Investment Interest** (#269-000.000-664.000); another **\$8,180** from the **Book It** event (#269-000.00-665.267) – bringing our major annual Fund-Raiser project total up to **\$12,465**; and **+\$340** from various **Donations**.

Breakdown of Donation Revenues for April:

#665.271	General – Youth Collections	\$ 145
#665.274	Brick Pavers	\$ 125
#665.402	Specific Collections	\$ 70

EXPENDITURES – For the month of April 2012, **\$1,276** or +13.31% was expended, of which **\$425** was for the *Book It!* Fund-raiser; **\$252** went towards the Druschel Collection; and another **\$599** of the Friends of the Novi Library’s generous \$10,000 gift was spent.

CAPITAL OUTLAY – Shown as a separate expenditure, the beautiful display case provided by Hugh and Kathy Crawford was recorded **(\$4,980)**.

NET REVENUES OVER EXPENDITURES – increased by **+\$2,641** (or +4.93%) during the month of April, for a Ten-month year-to-date total of **+\$56,258**.

WALKER FUND (Fund #269) (pg. 37) (continued)

BALANCE SHEET – as a result of April activity, **Cash** in the Fund was increased by **+3,074** or (+0.21%), while Accounts Payable increased another **+\$433** (from last month’s balance), thus **Unrestricted Current Year Fund Balance** increased **+\$2,641** or (+0.18%) for the fiscal year.

TOTAL WALKER ASSETS =	\$1,498,163
	=====
TOTAL LIABILITIES =	\$ 1,213
TOTAL FUND BALANCE =	\$1,496,950
	=====
Restricted Fund Balance =	\$ 47,430

Un-Restricted Fund Balance = \$1,449,520

COMBINED LIBRARY INVESTMENTS (pg. 38)

LIBRARY FUND (#268)

Current Maturities (less than one year) [1] \$1,542,838

Long-term Maturities [2] \$1,300,000

TOTAL FUND #268 \$2,842,838

WALKER FUND (#269)

Current Maturities \$ 548,163

Long-term Maturities \$ 950,000

TOTAL FUND #269 \$1,498,163

COMBINED LIBRARY INVESTMENT = \$4,341,001

Total Combined Library Investments are (-\$233,079) or (-5.10%) 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.

Trustee Czekaj questioned if the Library needed to keep \$850,000 in liquid funds and could a portion of these funds be placed in a Certificate of Deposit or means of obtaining higher interest? He was advised that the Library's funds are a piece of larger funds with the City. The Finance Committee will take this into review.

e. Memorandum by Kathy Smith-Roy, Fund Balance Reporting Information (GASB 54)

A memo provided by Kathy Smith-Roy dated May 11, 2012 was provided regarding GASB Statement #54, Fund Balance Reporting and Governmental

Fund-type Definitions. GASB 54 no longer allows governmental units to use the term "reserved" for financial reporting purposes. There are now five (5) classifications that affect the Library; nonspendable, restricted, committed, assigned and unassigned. Treasurer Margolis recommends the Library use restricted or unrestricted for our fund balance.

f. Library Café Revenue Report – due 15th of the Month

There was no Café Revenue Report provided.

10. Director's Report

A detailed report from Director, Julie Farkas is provided on pages 40-43 of the May 16, 2012 Library Board Packet. Highlights of the report:

- National Library Week was held April 8-14, 2012 with many programs provided. There was a Volunteer Appreciation breakfast held on Tuesday, April 10, 2012 recognizing all those who help us at the Library during the year. A highlight of the day was the unveiling of the Historical Display Case located on the first floor near the Youth area. The display case was provided through the generosity of the Crawford family in honor of Hugh's birthday. Kathleen Mutch, the Library's Historian, will take charge in changing out the displays on a quarterly basis.
- Battle of the Books is in its 9th season with another successful Battle. There were 80- fifth and sixth grade students who participated.
- The Strategic Planning Committee will be meeting on June 6th to discuss service and priorities for the Library's 5-year plan. This meeting will be used to set goals and objectives.
- On Sunday, May 6, PBS presented Finding Your Roots featuring Dr. Sanjay Gupta. Novi Public Library was credited with providing materials for this report.

a. 2012 Book It! Financial Statement

A detailed report is provided on page 41 of the May 16, 2012 Library Board Packet.

The Book It! Fundraising Event was quite successful with over \$11,300 raised for our Multimedia Collection. Many thanks go out to the committee who worked on the event this year: Jennifer Pearson, Kathy Mutch, Kathy Crawford and Whitney McClellan Stone; and staff members – Mary Ellen Mulcrone, Margi Karp-Opperer, Barbara Rutkowski, Laura Liddicoat, Diana Gertsen, Kelly Kolchuk, Bill

Bembeneck, Marcia Dominick and Keith Perfect. There were close to 150 people in attendance.

b. Public Services Report

Report is provided on page 42 of the May 16, 2012 Library Board Packet.

c. Building Operations Report

Report is provided on page 43 of the May 16, 2012 Library Board Packet.

- A tornado drill was performed during open Library hours to include the public. Fire drills will be performed in August.

d. Library Usage Statistics – April 2012

The April statistics are located on pages 44-46 of the May 16, 2012 Library Board Packet.

- 367 Library cards issued
- 64,478 items checked out
- Number of items borrowed from TLN – 3,922
- Number of items borrowed from MEL – 86
- Number of items loaned through TLN – 4,456
- Number of items loaned through MEL – 260
- 57.63% of all items checked out were completed on self check stations.
- Daily average of people using the Library was 1,154

11. Friends of Novi Library Report

- The Friends report was provided during the Public Comment portion of this meeting.

12. Student Representative Report

Report is provided on pages 47-48 of the May 16, 2012 Library Board Packet.

- The Community Clothing Drive is underway and so far there have been many donations dropped off at the Library. At the conclusion of the drive, students from Novi High School and Walled Lake Western High School, along with the help from both Interact Clubs, will gather the clothes and divide them into types of clothing and sizes. Clothes collected will be taken to Holy Family Church for their Clothes Bank.

13. Historical Commission Report

There was no report provided.

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)

There was no report provided.

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)

The committee met to explore options on seeding, laying sod, or hydro-seeding the area in front of the Library's parking lot along Ten Mile Road; awaiting feedback from the City professionals. Mary Ellen Mulcrone reached out to various landscaping companies and is waiting on bids.

15. Public Comment

There was no public comment.

16. Matters of Board Action

Consideration to change the November meeting date from November 21 to November 28, 2012.

A motion was made to change the November 21, 2012 Regular Library Board meeting to November 28, 2012 allowing for location.

1st – David Margolis

2nd – Larry Czekaj

A friendly amendment was made to cancel the December 19, 2012 Regular Board Meeting.

Due to this being a separate issue, it will be brought before the Board as a separate motion.

The motion was passed unanimously.

A motion was made to cancel the December 19, 2012 Regular Board meeting due to scheduling.

1st – Larry Czekaj

2nd – Willy Mena

The motion was tabled.

Larry Czekaj withdrew his motion to cancel the December 19, 2012 Regular Board meeting. Willy Mena withdrew his second.

17. Adjourn

A motion was made to adjourn the meeting at 8:29 p.m.

1st – Willy Mena

2nd – Larry Czekaj

The motion was passed unanimously.

Scott Teasdale, Secretary

Date

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:				Promote the use of Convenient Services (drive-up window, after-hours lockers, self-service holds, self-checkout).			
Tactic		Owner		Status		Due Date	
Develop list of when to promote which services; work with Laura to develop publications or bookmarks		Support Services; Marketing		Supervisors will develop topics to promote from each area; ideas developed for promotion; developing bookmarks for distribution at desk		1/12; 6/12	
Create monthly PSAs with staff promoting services		Marketing; Support Services; IT/Facilities		Providing info in monthly e-newsletter		Ongoing	
Strategy:				Set benchmarks to measure success of Convenient Services.			
Tactic		Owner		Status		Due Date	
Survey other libraries using automatic sorting technology and self-checkouts re: % of checkout; prepare documentation on services and what other libraries do		Admin		Info requested via statewide discussion list, MichLib-L		5/12	
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; three sessions scheduled in June		6/12	
Strategy:				Determine appropriate hours and levels of service.			
Tactic		Owner		Status		Due Date	
Report on other libraries' hours and services; during budget discussions, consider costs for adding hours		Admin; Board		DSLRT report completed; stats provided in Jan.; part of Strategic Planning process		12/11; 6/12	
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; Info Services		Welcome brochures sent monthly in English and Japanese to be included in new school packets;		1/12; 2/12; 3/12; 4/12; 5/12	

		Schools informed of additional database (TumbleReadables)); informed schools of the availability of an app for TumbleBooks; SRP brochures being distributed	
Partner with community organizations to find methods to attract new users to Library	Admin	NPL designated as voting precinct beginning 8/12; annual blood drive held at NPL; Most Influential Woman contest; TAB used clothing drive in May	6/12
Strategy:	Engage staff in informal patron surveys at service desks.		
Tactic	Owner	Status	Due Date
Inform patrons of changes in policies/procedures	Support Services	Fines must be paid in full to renew library card	7/12
Geek the Library national campaign—one year commitment	Admin; Support Services	Program launched Memorial Day 2012; displays in Library, staff wearing Geek shirts; collecting Geek info from patrons at Welcome Desk	5/12
Strategy:	Improve reporting of statistics for library/building/technology usage.		
Tactic	Owner	Status	Due Date
Report on material usage	Support Services	Report provided to Admin; info provided at budget session, 1/12	completed 8/30/11
Report on NPL website hits	IT/Facilities	Reports to be provided 2/year: July & Jan., next FY; new website vendor (as of 6/1/12) will be able to provide more info, including Google analytics	7/12; 6/12

Collections/Services/Programs/Technology			
Goal #2: Provide and maximize technology, programs, services and collections that meet the changing needs of our community.			
Strategy:		Consider collection development and its trend toward multimedia.	
Tactic	Owner	Status	Due Date
Research and report on shift from books to multimedia	Info Services	MJR and JF evaluating Freading and hoopla; NPL aware of current trends but encountering issues with availability of multimedia due to publishing concerns	5/12
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; increased scheduled Tech Times to 4 per month with many additional impromptu sessions; Digital Bookmobile from OverDrive making selected stops in Michigan, including NPL on 6/20/12	2/12; 4/12; 6/12
Review NPL website	Admin	Working with Municipal Web Services to host NPL site; new site launched 6/1/12	6/12

Staff Development			
Goal #3: Provide a well-trained, appropriately compensated staff who are engaged in the Novi community and within the library profession.			
Strategy:		Investigate what soft perks would be of interest to staff in lieu of monetary compensation.	
Tactic	Owner	Status	Due Date
Survey staff re: desirable soft perks	Admin	Request to staff went out	5/12
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.; Info Services attend Brainfuse & Entrepreneurship webinar; KK attend "Integrating iPads into Library Services;" MJR attend "Keeping up with the Techno Geeks;" JP/SC attend "Collaborating with teens to build better library programs;" JP attend "BER YA Lit" workshop; MJR/BD attend "Books, Bytes, and Beyond;" KB attend "Connecting Entrepreneurs with Michigan Libraries;" EL attend genealogy workshop; BR, WT, MZ attended training for videoconferencing; Admin, Information Services staff and John attended a webinar on library safety; AP attended a webinar on Solving Server CPU Bottlenecks in VMware View	8/11; 9/20/11; 10/11; 11/11; 2/12; 1/12; 3/12; 4/12; 5/12; 5/12 6/12

Fundraising

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

Strategy: Pursue grant opportunities.			
Tactic	Owner	Status	Due Date
Metro Detroit Book & Author Society award	Admin; Info Services	KB applied for Business Collection resources; MJR applied for Dance grant for supporting the Chamber Music Society of Detroit program	10/11; 5/12
Strategy: Plan at least one significant fundraising event a year for operational purposes/offset general fund.			
Tactic	Owner	Status	Due Date
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; SRP sponsors include: Paradise Park, Subway, Bonaventure Skating Center, Riverside Arena, Benihana, and Auntie Anne's	3/12; 4/12; 5/12

Board Structure/Development

Goal #6: Ensure that the Library has an engaged and active Library Board that represents the Library in Novi and the larger library community.

Strategy: Engage Trustees in Library programs and services.			
Tactic	Owner	Status	Due Date
Landscape Committee composed of Trustees and staff	Board; Admin	Landscape Committee has met several times to make recommendations on improvements and enhancements to Library grounds; worked with City staff to receive more expert advice; sod installed along Ten Mile frontage	6/12

Planning			
Goal #7: Develop a new five-year strategic plan.			
Strategy:		Review long term endowment thinking and plan for investment strategies/guidelines.	
Tactic	Owner	Status	Due Date
Finance Committee to work on this	Admin; Board	Met with City to discuss investment options	2/12
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; 6/6/12, vision and needs development	1/12; 4/12; 6/12
Strategy:		Support efforts of Historical Commission and Friends of the Library; include members in planning.	
Tactic	Owner	Status	Due Date
Work with Historical Commission and Friends Board	Admin; Board	Coasting the Baseline marker dedicated 9/20/11; Friends series of programs continuing; NPL staff to assist with Heritage Festival at Tollgate Farm on 6/16/12	11/11; 6/12
Strategy:		Review Public Policy Manual.	
Tactic	Owner	Status	Due Date
Policy Committee to work on this	Admin; Board	Management team began reviewing policies to present to Board for review/revision; Policy Committee met 5/21/12	5/12

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).

Email sent on Friday, June 15, 2012 at 3:59pm

Good afternoon,

Please find attached the financial reports for May 31, 2012. I wanted to take the opportunity to point out that we have set-up a new account for investments for the Library with Oakland County Local Government Investment Pool (LGIP). Bev brought this investment idea forward, and we believe it will be beneficial for investing library funds as it is earning higher rates of return than any of our other accounts. The City Council approved the agreement and change to the City's investment policy.

I also wanted to let you know that we have completed the property tax revenue analysis. The Library's property tax revenue for 2011-12 is estimated to be \$2,175,400 after all adjustments. The budget amendment on Monday, June 18th for City Council consideration includes a budget amendment to reduce the property tax revenue by \$58,600. This will be reflected in the Library's June financial reports.

If you have any questions, or need any additional information, please do not hesitate to call.

Thank you,

Kathy



Kathy Smith-Roy | Finance Director/Treasurer

City of Novi | 45175 W. Ten Mile Road | Novi, MI 48375 USA

t: 248.347.0470 c: 248.921.2691 f: 248.735.5682

cityofnovi.org | InvestNovi.org

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

GL Number	Description	Balance
Assets		
268-000.00-003.000	Cash and cash equivalents	\$ 2,673,303
268-000.00-018.000	Cash on hand	500
268-000.00-020.000	Current taxes receivable	28,788
268-000.00-040.400	Prepaid expenditures *	2,500
Total Assets		\$ 2,705,091
Liabilities		
268-000.00-202.000	Accounts payable	\$ 26,405
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	1,000
Total Liabilities		181,956
Fund Balance		
268-000.00-390.000	Fund balance	2,441,937
Net of Revenues VS Expenditures - Current Year		81,198
Ending Fund Balance		2,523,135
Total Liabilities And Fund Balance		\$ 2,705,091

* Keppler Speakers will be providing services to the Library in November 2012 (FY12/13) and have requested a deposit be paid on or before June 22, 2012.

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

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	END BALANCE 05/31/2012	AVAILABLE BALANCE	% BDGT USED
Revenues					
PROPERTY TAX REVENUE					
268-000.00-403.000	Property tax revenue	\$ 2,234,000	\$ 2,228,922	\$ 5,078	99.77
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	61,535	(17,435)	139.54
268-000.00-658.000	State penal fines	63,500	64,306	(806)	101.27
	FINES AND FORFEITURES	107,600	125,841	(18,241)	116.95
INTEREST INCOME					
268-000.00-664.000	Interest on investments	14,000	22,057	(8,057)	157.31
OTHER REVENUE					
268-000.00-665.000	Miscellaneous income *	9,000	21,330	(12,330)	237.00
268-000.00-665.100	Copier	2,000	2,516	(516)	125.80
268-000.00-665.200	Electronic media (previously VHS)	7,500	2,262	5,238	30.16
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	16,729	(10,229)	257.37
268-000.00-665.404	Novi Township assessment	6,350	6,128	222	96.50
268-000.00-665.650	Library Cafe	4,500	5,346	(846)	118.81
	OTHER REVENUE	35,850	55,031	(19,181)	153.50
DONATIONS					
268-000.00-665.400	Gifts and donations	2,000	10,305	(8,305)	515.23
APPROPRIATION OF FUND BALANCE					
268-000.00-680.000	Appropriation of fund balance	282,537	-	282,537	0.00
	TOTAL Revenues	\$ 2,695,987	\$ 2,452,045	\$ 243,942	90.95
Expenditures					
PERSONNEL SERVICES					
268-000.00-704.000	Permanent salaries	\$ 870,000	\$ 785,280	\$ 84,720	90.26
268-000.00-705.000	Temporary salaries	539,000	500,182	38,819	92.80
268-000.00-715.000	Social security	108,000	98,018	9,982	90.76
268-000.00-716.000	Insurance	184,000	143,449	40,551	77.96
268-000.00-716.200	HSA - employer contribution	7,200	6,675	525	92.71
268-000.00-718.000	Pension-DB (closed plans)	26,000	23,320	2,680	89.69
268-000.00-718.200	Pension - defined contribution	18,000	18,602	(602)	103.34
268-000.00-719.000	Unemployment insurance	10,000	-	10,000	0.00
268-000.00-720.000	Workers compensation	2,250	3,305	(1,055)	146.91
	PERSONNEL SERVICES	1,764,450	1,578,831	185,619	89.48
SUPPLIES					
268-000.00-727.000	Office supplies	25,000	14,125	10,875	56.50
268-000.00-728.000	Postage	2,100	1,316	784	62.64
268-000.00-734.000	Computer supplies, software & licensing	87,000	55,283	31,717	63.54
268-000.00-734.500	Computer supplies/equipment	15,000	5,180	9,820	34.53
268-000.00-740.000	Operating supplies	24,500	18,664	5,836	76.18
268-000.00-741.000	Uniforms	300	45	255	14.97
268-000.00-742.000	Library books	200,000	182,739	17,261	91.37
268-000.00-743.000	Library periodicals	16,000	12,732	3,268	79.58
268-000.00-744.000	Audio visual materials	52,100	51,653	447	99.14
268-000.00-745.200	Electronic media	38,200	33,902	4,298	88.75
268-000.00-745.300	Electronic resources (CD rom materials)	43,500	30,192	13,308	69.41
	SUPPLIES	503,700	405,831	97,869	80.57

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

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	END BALANCE 05/31/2012	AVAILABLE BALANCE	% BDGT USED
OTHER SERVICES AND CHARGES					
268-000.00-801.925	Public information (cable, etc)	-	914	(914)	100.00
268-000.00-802.100	Bank services	1,000	2,682	(1,682)	268.22
268-000.00-803.000	Independent audit	900	670	230	74.44
268-000.00-804.000	Medical service	500	539	(39)	107.80
268-000.00-806.000	Legal fees	2,000	677	1,323	33.85
268-000.00-809.000	Memberships and dues	6,300	5,590	710	88.73
268-000.00-816.000	Professional services	5,000	1,660	3,340	33.20
268-000.00-817.000	Custodial services	45,000	38,074	6,926	84.61
268-000.00-818.000	TLN Central Services	16,000	5,401	10,599	33.76
268-000.00-851.000	Telephone	16,500	13,947	2,553	84.53
268-000.00-855.000	TLN Automation Services	56,900	53,780	3,120	94.52
268-000.00-862.000	Mileage	800	396	404	49.52
268-000.00-880.000	Community promotion	8,000	7,673	327	95.91
268-000.00-880.268	Library programming	23,000	12,377	10,623	53.81
268-000.00-900.000	Printing, graphic design and publishing	13,500	32,232	(18,732)	238.75
268-000.00-910.000	Property & liability insurance	18,000	13,005	4,995	72.25
268-000.00-921.000	Heat	16,000	9,688	6,312	60.55
268-000.00-922.000	Electricity	80,000	69,337	10,663	86.67
268-000.00-923.000	Water and sewer	10,000	3,578	6,422	35.77
268-000.00-934.000	Building maintenance	41,000	44,978	(3,978)	109.70
268-000.00-935.000	Vehicle maintenance	3,000	1,337	1,663	44.55
268-000.00-941.000	Grounds maintenance	25,000	20,409	4,591	81.64
268-000.00-942.000	Office equipment lease	16,375	11,783	4,592	71.96
268-000.00-942.100	Records storage	62	155	(93)	250.00
268-000.00-956.000	Conferences and workshops	10,500	16,799	(6,299)	159.99
OTHER SERVICES AND CHARGES		415,337	367,681	47,656	88.53
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	8,246	(746)	109.95
268-000.00-990.000	Furniture	5,000	-	5,000	0.00
CAPITAL OUTLAY		12,500	8,246	4,254	65.97
TOTAL Expenditures		\$ 2,695,987	\$ 2,370,847	\$ 325,140	87.94
NET OF REVENUES & EXPENDITURES			<u>\$ 81,198</u>		

Notes:

* Additional sales of surplus equipment during the month of May reflected in balance.

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

GL Number	Description	Balance
Assets		
269-000.00-003.000	Cash and cash equivalents	\$ 1,497,478
Total Assets		\$ 1,497,478
Liabilities		
269-000.00-202.000	Accounts payable	\$ 474
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 services	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
269-000.00-390.288	Restricted in memory of Carol Davio	150
Net of Revenues VS Expenditures		56,163
Ending Fund Balance		1,497,004
Total Liabilities And Fund Balance		\$ 1,497,478

REVENUE AND EXPENDITURE REPORT - PERIOD ENDING MAY 31, 2012

GL NUMBER	DESCRIPTION	END BALANCE 05/31/2012
Revenues		
INTEREST INCOME		
269-000.00-664.000	Interest on investments	\$ 14,286
DONATIONS		
269-000.00-665.267	Library Programming - Book It	12,514
269-000.00-665.271	Donation-general-youth collections	1,065
269-000.00-665.273	Donation-restricted-Friends Novi Library	10,000
269-000.00-665.274	Donations-brick pavers	875
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-Novu 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	520
DONATIONS		47,719
TRANSFERS IN		
269-000.00-676.268	Transfer from Library Fund (BookIt)	10,258
TOTAL Revenues		72,263
Expenditures		
SUPPLIES		
269-000.00-742.262	BookIt costs & childrens collections	1,113
269-000.00-742.267	Books - parenting	303
269-000.00-742.268	Druschel collection expenditures	100
269-000.00-742.271 *	General youth collections	97
269-000.00-742.273	Friends of the Novi Library expenditures	4,097
269-000.00-742.282	Artwork in memory of M Locke	104
269-000.00-742.283	Novu Newbies expenditures	538
269-000.00-742.285	Community Read expenditures	2,883
269-000.00-742.286	Light Up the Night expenditures	325
269-000.00-742.402	Collections - donar specific	70
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,490
SUPPLIES		11,120
CAPITAL OUTLAY		
269-000.00-990.100	Furniture-display case-Crawford donation	4,980
TOTAL Expenditures		16,100
NET OF REVENUES & EXPENDITURES		\$ 56,163

Notes:

* New account set up for Youth Collection purchases

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

CITY OF NOVI
LIBRARY INVESTMENTS
May 31, 2012

Investment Date	Description	Maturity Date	Interest Rate	Investment Amount
268 Library Fund				
05/31/12	Ambassador Funds (Account Closed)			\$ -
05/31/12	Chase Bank High Yield Savings		0.20%	\$ 98,601
05/31/12	Citizens Republic NOW Account		0.10%	\$ 25,877
05/31/12	Fifth Third Bank Short Term Investment		0.25%	\$ 27,307
05/31/12	Flagstar Bank Public Funds Liquid Assets		0.25%	\$ 21,485
05/31/12	Oakland County Local Government Investment Pool (LGIP)		0.60%	\$ 700,033
10/03/11	Commercial Paper (UBS Financial Services) UBS Finance **	06/29/12	0.53%	\$ 500,000
10/19/11	State of Michigan Bonds (UBS Financial Services) *	12/01/18	2.90%	\$ 1,000,000
03/05/12	Government Agency (UBS Financial) FHLB ****	03/05/27	3.51%	\$ 300,000
05/31/12	Total 268 Library Fund			\$ 2,673,303
269 Walker Library Fund				
05/31/12	Ambassador Funds (Closed Account)			
05/31/12	Fifth Third Bank Short Term Investment (See settlement information below)		0.25%	\$ 547,478
09/16/11	Government Agency (Huntington Investment) FHLMC***	09/16/16	1.45%	\$ 500,000
10/19/11	State of Michigan Bonds (UBS Financial Services) *	12/01/18	2.90%	\$ 450,000
05/31/12	Total 269 Walker Library Fund			\$ 1,497,478
05/31/12	Total Library (268) and Walker (269)			\$ 4,170,781

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

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

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

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

Settlement 06/07/12 - GA (UBS Financial Services) FNMA Step Bond 1.26% YTM = \$525,000

Director's Report – Julie Farkas

Strategic Planning Committee Meeting

June 6, 2012 (additional documents attached)

Overview:

The committee met on June 6, 2012 from 7-9pm to brainstorm community visions and library needs. Below are the rough results from the session. At this time, more information still needs to be clarified and massaged, but a plethora of ideas were received. As you will see, a number of groups in the Novi community were identified in which the City of Novi and Library could be serving. The brainstorming session was attended by 16 members of the committee.

Attendance: Marilyn Suttle, Madeleine Bauss, Pat Brunett, Donna Skelcy, Rachel Zagaroli, Mike Postula, Nishant Kakar, Mark Sturing, Margi Karp-Opperer, Torry Yu, Laura Casey, Linda Clancy, Willy Mena, Jeff Wainwright, Mary Ellen Mulcrone, Joe Peddiboyina

The group facilitator was Library Director, Julie Farkas

The committee members were separated into 4 groups for the brainstorming exercises

Group 1: Mark Sturing, Nishant Kakar, Marilyn Suttle, Linda Clancy

Group 2: Willy Mena, Madeleine Bauss, Donna Skelcy, Jeff Wainwright

Group 3: Mary Ellen Mulcrone, Torry Yu, Rachel Zagaroli, Laura Casey

Group 4: Margi Karp-Opperer, Pat Brunett, Mike Postula, Joe Peddiboyina

Following the 2 brainstorming sessions, the committee was asked to fulfill 3 homework assignments:

1. **(Due June 18, 2012):** Review the recorded notes below from the 2 brainstorming sessions (community visions/need of the library) and report back to the facilitator any missed information/corrections/additions; when reviewing the needs section, look for needs that are currently already being done either by the library/city of Novi in order to eliminate duplication of efforts.
2. **(Due August 11, 2012):** Review the 13 Library Service Responses (provided at the meeting/via email) and determine no more than 6 responses that best describes the library for the future 5 years (2013-2018)
3. Each strategic planning committee member is asked to invite 10 Novi residents to an upcoming Community Focus group:

Monday, June 25th – Noon, Novi Public Library

Monday, June 25th – 7:00pm, Novi Public Library

Saturday, June 30th – 10:00am, Novi Public Library

Next meeting: Saturday, August 25th (9:00am – 1:00pm) at Novi Public Library

IMAGINE STAGE = Community Needs

NPL's Mission Statement:

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

NPL's Current Vision Statement:

Novi Public Library is a center of community activity and a source of local pride. It is a library that fulfills the needs of the community in a comfortable, user-friendly, well-staffed facility that is capable of adapting to change.

Examine your mission statement: A mission statement answers the question, "Why do we exist?" for an organization.

Visioning Process:

- A. To describe a destination; the rest of the plan provides a road map for reaching that destination.
- B. Keep the focus on the community and not the Library.
- C. Is supposed to help us look at how library services can be redefined to meet the new and changing community needs.
- D. The strongest vision statements will identify a target population in the ideal future, consider specific constituent groups.
- E. Consider a Target Population, What is the desired condition/circumstance/benefit? What is the result?

We will use form C to help brainstorm ideas

(20 minutes brainstorming)

(10 minutes to share information) recording all information; eliminate any duplication of statements and discuss any that seem unclear.

Needs of the Community:

Identify a list of needs to be addressed if the community is to achieve their visions for its future; which needs might be addressed by the Library; it is important to define community needs as explicitly as possible.

(20 minutes brainstorming)

(10 minutes to share information) recording all information; eliminate any duplication of statements and discuss any that seem unclear.

Use figure 8 -Needs Decision Tree to determine if the need is acceptable.

(20 minutes)

The whole point of the planning effort is to look for ways the library can be more relevant and responsive to the people in the community, which, in turn, clearly implies that the library will be possibly serving new client groups and addressing new needs.

DESIGN STAGE = Library Service Responses

Description of the 13 Library Service Responses

A library service response is defined as: what a library does for, or offers to, the public in an effort to meet specific community needs.

- The responses provide a common vocabulary and frame of reference for planning committee members and staff.
- Service responses **MUST** link to community needs

All committee members review the 13 service priorities, based on vision statements completed and needs determined, each member will chose no more than 6. Each member will state their priorities. The priorities receiving at least 2 or more votes are included on the list from which the committee then determines the 5 or 6 top priorities for the preliminary list.

**(10 minutes for members to determine their list of no more than 6)
(10 minutes to vote/determine the preliminary list)**

Public Focus Groups: located at the Novi Public Library

Monday, June 25th at 12:00pm
Monday, June 25th at 7:00pm
Saturday, June 30th at 10:00am

We will ask 2 questions:

1. How can the Novi Public Library improve services, resources, and programs to support the educational, cultural, informational and recreational needs of its diverse community?
2. Based on the 13 Library Service Responses, chose 6 that would best describe how you would define the Novi Public Library.

Library Service Responses (Choose no more than 6)

A library service response is defined as: what a library does for, or offers to, the public in an effort to meet specific community needs.

Basic Literacy – A library that offers Basic Literacy service addresses the need to read and to perform other essential tasks. **(Examples: ESL programs, Family literacy programs, Tutoring or tutoring materials/exam prep guides, small meeting spaces for tutors/learners).**

Business & Career Information – A library that offers Business & Career information service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment. **(Examples: Career guidance counseling, job placement service, public use computers for preparing resumes, copy or business services center, programs on investing, entrepreneurship, writing resumes, job interview skills classes).**

Commons – A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues. **(Examples: large/medium/small meeting spaces, community events bulletin board/kiosk, e-mail accounts for the public, coffee shop/restaurant in the library, videoconferencing facilities, automated room scheduling).**

Community Referral – A library that offers Community Referral addresses the need for information related to services provided by community agencies and organizations. **(Examples: Community information database, 24 hour info and referral line, electronic access to community resource files, counseling and follow-up tracking service, 3 way telephone capabilities to link users with service agencies or translation between library staff and customers).**

Consumer Information – A library that provides Consumer Information service helps to satisfy the need for information to make informed consumer decisions and to help residents become more self-efficient. **(Examples: special programs on health/legal/consumer topics, library web page/electronic resources on consumer issues, library produced publications/flyers on consumer topics, consumer complaint hotline, consumer affairs bulletin board).**

Cultural Awareness – A library that offers Cultural Awareness service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others. **(Examples: Ethnic resource centers, library catalog/publication in several languages, lectures/book discussion groups, performance/exhibit space, cultural fairs/exhibits, dramatic/musical/dance performances, diversity and cultural sensitivity forums).**

Current Topics and Titles – A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular culture and societal trends and their desire for satisfying recreational experiences. **(Examples: book talks, author book signings, reader's advisory services, preview stations for video/recordings, display shelving, drive-through check-out or return).**

Formal Learning Support – A library that offers Formal Learning Support helps students who are enrolled in a formal program of education or who are pursuing their education through a program of homeschooling to attain their educational goals. **(Examples: specialized curriculum based collections, homework help center, computer laboratory, tutoring, group study facilities, online resources to curriculum and other educational sites).**

General Information – A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life. **(Examples: Basic reference resources available on library website, 24 hour online reference service, dedicated reference service via online/telephone, ready reference answers via email/fax/phone to home or office, videoconferencing, bibliographic instruction programs).**

Government Information – A library that offers Government Information service helps satisfy the need for information about elected officials and government agencies that enables people to participate in the democratic process. **(Examples: online access to government information, federal/state/local documents/records depository, public hearings and access to broadcasted public meetings, government contract and procurement center, town meetings with government officials, patent/trademark depository library).**

Information Literacy – A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively. **(Examples: classroom space, special programs on literacy, computer laboratory, listening/viewing of multimedia stations for critical evaluation of resources, instructional technology).**

Lifelong Learning – A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities. **(Examples: electronic/printed pathfinders, how-to programs on topics of general public interest, special topical displays of materials and resources, artist-in residence programs, demonstrations/exhibits, history/biography resources).**

Local History and Genealogy – A library that offers Local History and Genealogy service addresses the desire of community residents to know and better understand personal or community heritage. **(Examples: Instruction in genealogical/historical research methods, programs on local history, digitization of historic photos/documents, temperature/humidity controlled room/vault, indexing of local newspapers, oral histories, on-line links to history/genealogy sites).**

WORKFORM C
Community Vision Statement

Instructions: Picture your community ten years from now. Imagine that the community and its people have been successful beyond belief. It is a place everyone is proud to call home. Now describe the community. What makes it so attractive? Next think about the people. Consider the business community, professional people, parents, people with disabilities, people in the workforce, retirees, children, and teenagers and people in various income groups, various racial and ethnic groups, and various religious groups. Why would they want to live in your community? Using this information, write six to eight sentences articulating elements of your community's vision in the table below. An example has been provided.

Who Will Benefit?	Benefit and Result
All children	will receive the education they need to secure employment that provides a living wage.

(continued)

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WORKFORM C **Community Vision Statement** (continued)

Who Will Benefit?	Benefit and Result

Completed by _____ Date completed _____

Source of data _____ Library _____

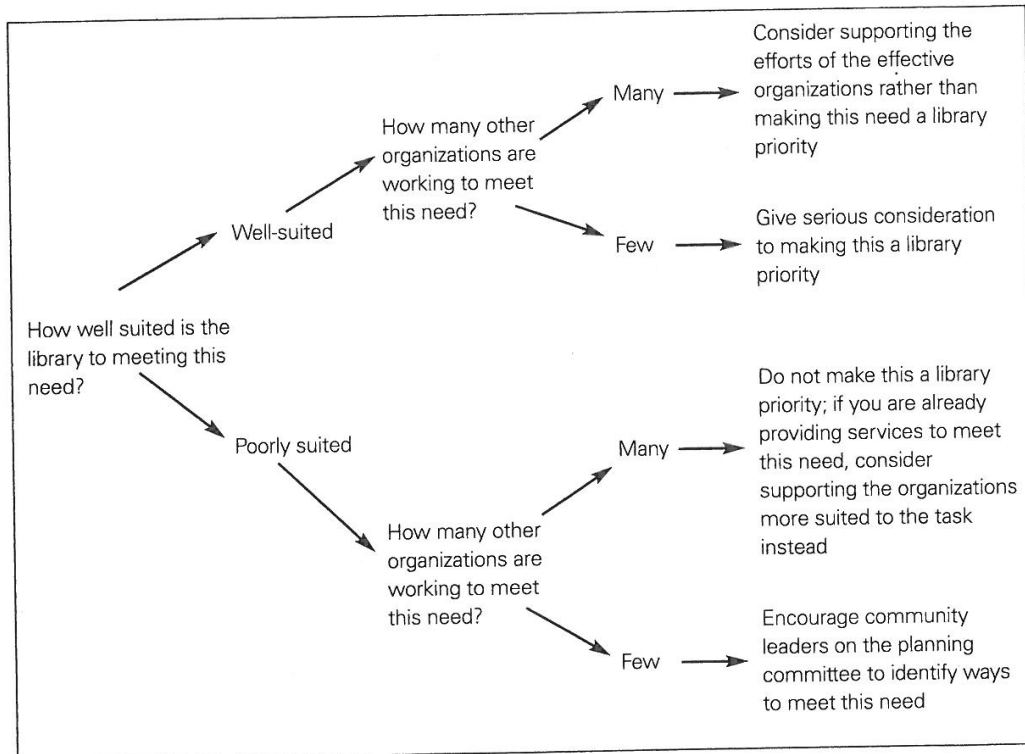
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sented on the preliminary needs list. Any additional needs the committee members identify should be added to the list of needs to be considered by committee members as they continue their deliberations.

Select the Needs the Library Can Address

The final activity in this task is for the members of the committee to review the list of needs they have identified in their first meeting and select from among those needs the ones that might be effectively met using current or potential library resources and staff skills. The committee members will have to consider two basic questions as they make their selections. The first question concerns how well suited the library is to meet a given need, and the second concerns how many other organizations are working on the need under review. These questions are presented in the form of a decision tree as shown in figure 8.

FIGURE 8
Needs Decision Tree



Advocacy Meeting with Friends Board – June 7, 2012

I met with Friends Board members on June 7th to talk about the various ways in which the Friends can be advocates for our library. Many of the bullet points mentioned below are currently being done in some capacity, but it was a great way for the Board and I to discuss the Library's budget situation, future funding, upcoming marketing events that the Library is undertaking, etc.

Webster's dictionary defines Advocacy as... "The act or process of supporting a cause or proposal"

Advocacy has become quite the buzz word in the library world over the last few years and libraries are taking this term to heart. We want people to know what the public library is and what it can do for its community. Therefore, having a group like the Friends (Life Partners and Ambassadors) telling the library's story is very important.

How the Friends can be Advocates for the Novi Public Library:

- Volunteer at the library in some capacity (book nook, welcome desk, a library department). This will allow you the opportunity to see how the library really works first hand.
- Attend library programs (seeing is believing what the library does).
- Be a human megaphone – tell people what the library is doing, invite people from the community to library events/programs, inform the community about new resources/services.
- Be a part of library committees: Strategic planning, Fundraising and focus groups.
- Be a part of library marketing campaigns and programming: Geek the Library, National Library Week, Community Reads, Light up the Night, Fall for Novi, Homeowner's Association Breakfast, Memorial Day parade, Book It.
- Be aware of library funding issues and needs.
- Tell your "Friends" stories to the community, state of Michigan and across the country.
- Get involved in MLA associated workshops and groups.
- If you don't know...ASK! Library Administration wants you to be well informed about the library. No question is silly – if you are asking it, someone else is thinking it☺
- As Board members, follow the VOICE publication to keep yourselves up to date on what is happening across the country with Friends groups.
- As a Board, create a 1 minute library "parking lot" speech that you can give to anyone on the street. Ask yourself "What do you love about the Novi Public Library?"
- Know the Library's mission
- National Friends of Libraries Week: October 21-27, 2012

Annual Review – Read a Latte Café – June 3, 2012

I met with Gary Bernstein to review the 2011-2012 fiscal year with him regarding the Library café and how it is progressing. Gary's report is below. Gary was given a check for \$500.00, based on the terms of the lease agreement for the security deposit. The 3 year lease will expire June 2013. There is an option one renewal term (3) years. Lessee may notify Lessor of its intention to renew the Lease Agreement not less than 120 days prior to the expiration of the initial term.

ANNUAL REPORT

JUNE 1,2011-JUNE 1, 2012

THE CAFE HAS CONTINUED THIS YEAR TO NOT ONLY OFFER ITS USUAL FARE BUT WE ALSO ADDED MANY NEW THINGS TO BOTH OUR FOOD AND DRINK MENU. SOME OF THOSE INCLUDE SUMMER TREATS LIKE ICE CREAM FLOATS AND FOOD ITEMS LIKE GRILLED PANINIS, OUR HOMEMADE CHICKEN AND EGG SALAD AND OUR TUNA PASTA SALAD. WE HAVE INCLUDED SOME ETHNIC DISHES LIKE SAMOSAS AND SHIN SOUPS. WE HAVE MOVED TO GRILLED HOTDOGS AND TURKEY BURGERS. WE HAVE ALSO ADDED NEW DESSETRS LIKE HOME BAKED CHOCOLATE CHIP COOKIES AND 5 LAYER CHOCLATE CAKE. WE WILL CONTINUE TO SEEK OUT NEW FOOD ITEMS TO ACCOMODATE THE LIBRARY'S DIVERSE POPULATION.

THIS YEAR WE WERE NOMINATED BY CHANNEL 4 WDIV AS, "AS ONE OF THE BEST". WE DID NOT WIN FIRST PLACE BUT DID RECEIVE MANY VOTES FROM OUR LOYAL FRIENDS AND PATRONS. WE ALSO CONTINUED TO HAVE A CLOSE TO PERFECT RECORD ON OUR VISITS FROM THE HEALTH DEPARTMENT.

ECONOMICALLY THE CAFÉ HAS NOT DONE AS WELL AS THE OPENING YEAR. PERHAPS IT WAS JUST THAT EVERYTHING WAS SO NEW LAST YEAR. WE ALSO STILL FEEL THAT TO SOME DEGREE THE POOR ECONOMY PLAYS INTO THAT. WE HAVE TRIED TO BOOST BUSINESS BY OFFERING NEW PRODUCTS AND FINDING WAYS TO PURCHASE PRODUCTS AT REDUCED RATES OR TAKING ADVANTAGE OF SPECIALS IN ORDER TO REDUCE OUR COSTS. UNFORTUNATELY COST OF SOME PRODUCTS LIKE CONTAINERS, COFFEE, OR BOTTLED AND CN DRINKS HAVE SEEN SOME INCREASE. OVERALL THE CAFÉ IS DOWN AN AVERAGE OF 12% FOR THE FISCAL YEAR. WE WILL TRY TO CLOSE THAT GAP LOOKING FOR NEW REVENUE STREAMS LIKE MORE CATERING TO EVENTS AND MEETINGS. THIS HAS NOT BEEN EASY BECAUSE MOST PEOPLE SEE THAT AS LONG AS THEY ARE WILLING TO DO

THE WORK IT'S LESS COSTLY TO BRING PRODUCTS IN THEN HAVE THEM PROVIDED. WE WILL ONLY LOOK TO PRICE INCREASE IF THERE IS NO OTHER ALTERNATIVE. WW HAVE ALSO REDUCED COST BY CUTTING DOWN ON LABOR WITH LOLA AND I COVERING MORE TIME. WE ALSO REDUCED THE TIME WE CLOSE DURING THE WEEK FROM 8:30 P.M. TO 8:00 P.M., AND WE CLOSE AN HOUR EARLIER ON SAT.AND SUNDAY AT 4:00 INSTEAD OF 5:00. LASTLY WE ALSO FEEL THAT SOME REVENUE MAY HAVE BEEN LOST WHEN THE LIBRARY DECIDED TO NO ALLOW FOOD ON THE UPPER LEVEL. THE CAFÉ IS NOT IN ANY JEOPARDY REGARDING ITS ON GOING OPERATION. WE ARE JUST LOOKING TO INCREASE BUSINESS AND THE PROFIT MARGIN.

THIS FALL WE WILL TRY NEW METHODS TO REACH OUT TO THE COMMUNITY AND SCHOOLS. WE FEEL MANY PEOPLE ARE STILL NOT AWARE OF OUR PRESENCE IN THE LIBRARY. WE MAY LOOK TO GET SOMETHING PRINTED ABOUT US IN THE NOVI NEWSPAPERS.

WE ARE ALSO CONSIDERING USING MORE ECO FRIENDLY PRODUCTS BUT KNOW THIS WILL CASE US TO HAVE A SMALL INCREASE IN OUR PRICES TO COVER MORE COSTLY PAPER PRODUCTS. WE MAY AGAIN SURVEY THE PATRRONS FOR THEIR SUPPORT IN THIS PROCESS. WE ARE ALSO WONDERING IF THE LIBRARY MIGHT ONCE AGAIN ALLOW FOOD UPSTAIRS, OR AT LEAST DO SO FOR THE SUMMER AS THE STUDENTS FREQUENT THE LIBRARY LESS IN THE SUMMER AND THAT SEEMED TO BE THE BULK OF THE PROBLEM. WE STILL FIND THAT FOR THE MOST PART THOSE STUDENTS WE SEE ARE RESPECTFUL. WE HAVE ALSO STARTED TO CHARGE FOR CUPS AND SILVERWARE OFTEN REQUESTED BY PEOPLE NOT MAKING ANY PURCHASE.

WE WOULD AGAIN LIKE TO THANK THE LIBRARY STAFF WHO CONTINUE TO SUPPORT US AND WE WELCOME ALL SUGGESTIONS ON HOW TO KEEP OUR CAFÉ THE BEST AND A PLACE THAT MAKES US ALL PROUD.

THANK YOU.

GARY AND LOLA

Policy Committee

Policy Committee met on Monday, May 21st to discuss the a new policy for a Novi author/artist collection and revisions to the Unattended Children and Rules of Conduct policies based on some negative behavior that has been experienced at the Library with young patrons. Below is a recommendation of language for the new collection policy and revisions for the Unattended Children policy. I do not have a final draft for the Rules of Conduct as of yet, due to the Management Team and Library Attorney reviewing the various changes. I plan to bring the Rules of Conduct to the Board in July for review.

Novi Author/Artist Collection Policy

In order to recognize and highlight Novi authors/artists currently living in or originally from Novi, the Novi Public Library has created a Novi Author/Artist Collection. This collection will begin with 2011 publication dates. Because these materials are not typically reviewed in sources usually used by selectors for our Library, the Novi Public Library is not applying the same collection development policy for these materials. Furthermore, the Library will not accept responsibility for the content of the materials appearing in this collection. This collection will be evaluated and maintained on a regular basis (See Policy C6: Collection Evaluation and Maintenance). Materials that have not circulated for a period of two years will be considered for removal from the collection.

- Materials must be donated to the Library and submitted to the Director.
- Materials should be written or spoken in English so that they can be enjoyed by the entire community.
- International materials (not written/spoken in English) will be considered for the collection if proper cataloging criteria can be established (i.e. MARC record validation).
- All genres of materials will be considered.
- Both youth and adult materials will be considered.

Policy P13: Unattended Children

The purpose of this policy is to provide for the safety and well being of children on Novi Public Library premises.

- A. Children are the responsibility of parents or caregivers (ages 18 and older). Children must comply with the Library's Rules of Conduct policy (P11) at all times.
- B. The Library will not function as a babysitting service or day care facility. Library staff will not be expected to monitor or supervise children.
- C. Children under 4 years of age must be within visual contact of a parent or caregiver at all times while using the library. They must be accompanied by a parent or other adult caregiver to all library programs. Parents or caregivers of children under the age of 7 years must be responsible for and in the presence of their child at all times except when the child is attending library programs as designated; parents or caregivers of children 8 – 11 years must remain on the library's premises but not necessarily in visual contact. Children 12 and older may be left on their own to attend library programs or use the Library unless Library staff determines the child needs supervision, assistance or the child has demonstrated that he/she can not comply with the Library's Rules of Conduct Policy.
- D. Children under 4 years of age must be accompanied to the restroom by a parent or adult caregiver.
- E. Parents or caregivers of children under the age of 10-12 years must be responsible for and in the presence of their child at all times except when the child is attending library programs.
- F. Children 10-12 and older may be left on their own to attend library programs or use the library providing they are not disruptive unless library staff determines the child needs supervision or assistance.

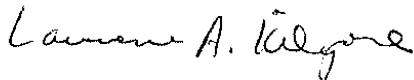
G. Staff will not be responsible if unattended children leave the Library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of Library policy.

H. Unattended children ~~should~~ cannot be left at the library for more than 2 hours.

I. Unattended youth must be picked up at least 10 minutes before closing time. If a child (under the age of 18) has not been picked up at closing time, staff will contact the Novi Police Department Non-Emergency number to request assistance.

Approved: January 16, 2008; Amended: May 15, 2010

Signed:



Lawrence A. Kilgore
President
Novi Public Library Board of Trustees

Early Bird Registration for MLA Conference in Dearborn, Michigan (November 7-9, 2012)

I would like to encourage members from the Library Board to attend a day at the MLA Conference this year. There are a variety of events that will take place throughout the week including a Tuesday night dinner/tour of the Arab American Museum, Opening/Closing keynotes on Wednesday/Friday as well as many general sessions to take part in. I will need to know what day/events you can attend by July 15th. Please check out the MLA website: mla.lib.mi.us to see more details.

Memorial Day Parade – Geek kickoff

We kicked off our Geek campaign on Monday, May 28th at the Memorial Day parade. We had a fantastic group of walkers, who showed off our Geek t-shirts and passed out candy with info sheets on the Geek program which encouraged our Novi community to stop in and tell us what they geek. We have received a number of responses from this effort and the permanent display in the library lobby. Laura Liddicoat will be connecting with various people in the community to get photos and testimonials to further the outreach of this marketing effort.

Special Birthday Celebration for Novi Library – Friday, June 1st

Special thanks to the Youth Department (Kathryn Bauss) for holding a very special birthday storytime for many young people on Friday, June 1st to celebrate the library's 2nd birthday! Great songs and stories were shared.

Donation in Memory of Carol Davio

The Library received many generous monetary gifts in memory of Carol Davio, long time library patron and avid reader. I am currently working with the family to have a piece of artwork created for the library's lobby area (across from the café).

12 Essentials for a safe and secure library

Many of the Information Services staff attended a webinar focused on library safety/security in June. Many helpful tips were learned as well as the idea to create a safety manual for staff reference. This will be charged to the Building Department team for creating and regular review.

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

May brought us beautiful weather, flowers blooming and a month of fantastic events at the Library.

Here are some features from the month:

1. Three business related programs were presented: Investing Fundamentals: It's as Easy as 1-2-3, Savvy Social Security Planning for 2012, and a Job Seekers Toolbox.
2. Each Tuesday morning, OLHSA (Oakland Livingston Human Service Agency) staff assisted residents with their special needs.
3. The Library was the proud recipient of 50 books, created by Novi students, through the Read and Be Well Program. Four other organizations also received books: Bridgepointe, Children's Hospital of Detroit, Project Night Night and Providence Park Hospital.
4. In partnership with the Novi Community School Superintendent, Dr. Steve Matthews, hosted "Coffee with the Superintendent."
5. An outstanding collaboration with the City of Novi for the "Novi in Bloom" celebration was held. The Library created and taught Japanese poetry called Haiku, a cherry blossom craft was on hand and we presented one-on-one instruction in origami folding by our volunteer friends, many whom came dressed in kimonos.
6. An outstanding program called "Scent-Sational Herb Container Gardens" was truly enjoyed by our patrons and everyone learned valuable information.
7. The Adult Services Department began a brand new program called "Chinese Language Conversation Group." It was a wonderful happening!
8. We participated in the annual City of Novi Parade where we honored our veterans.
9. Margi assisted Village Oaks Fourth Grade Junior Girl Scout Troop 42308 as they worked on their Books Badge.
10. The Clothing Drive, coordinated by our Teen Representatives, was a HUGE success. Please see the Teen's report.

We continued with our monthly scheduled programs from the Adult Services' Dept: 2 computer instruction classes, (Word and Excel Basics) as well as 4 book discussion groups, 2 Internet and Email for seniors, 3 Novi Writer's Groups, 2 English Conversation Groups, 5 ESL Book Discussions, 2 ESL Joy of Reading, and 5 Knit2gether Knitting Circles.

During May, story times for babies, tots, three and four year olds were offered to our community. The youth department held 28 of these programs. The monthly programs of Kiddie Crafts, Starlight Story Time, Snack Tales, 3 preschool playgroups and Lego Club were greeted by very happy participants. Special programs for the month were: "Write Your Way to College Admissions," 3 Great Parent, Great Start Playgroups, Science 101 for Preschoolers and Story Times in other Languages (Chinese, Spanish, Hindi, Marathi, German and Japanese).

The youth area's featured collection was "Sports and Sport Hero Books" in honor of National Physical Fitness month and the adult area exhibited "Livin' La Vida Locavore" resources. Learning Express was the database highlighted in May.

Building Operations Report -- Mary Ellen Mulcrone

Landscaping Committee

The white fir trees that had died have been removed and replaced with a hardier variety of evergreen. The prairie grass on the berm has been replaced with sod to create a lawn that more closely matches the look on the rest of the civic center campus. Additional work is being done to improve the look of the other lawn areas in front of the berm and on the east side of the parking lot. The Landscaping Committee is looking at more ideas to enhance the landscaping, such as adding trees and perennials.

A number of maintenance projects have been completed. The walls in the meeting room received some needed repair and the entire room was painted. Our "Librarian" statue near the driveway received her yearly cleaning. The benches under the canopy outside the front door were given a fresh coat of stain, and the canopy columns were given a fresh coat of paint. Repairs to the irrigation system were completed in time for the hot summer months.

Our phone system auto-attendant, automatic paging announcements, and lighting and HVAC schedules have been modified for our summer hours.

We have been reviewing proposals received in response to the City's RFP for janitorial services. A decision is expected soon for awarding a contract.

New signage has been put up in the A/V areas and at the self check-out stations encouraging patrons using multi-part items to verify the correct number of parts per item before check-out.

A PIN reminder feature has been added to the eLibrary catalog. The "Forgot your PIN" link will allow patrons to retrieve the information by email. This link has been used over 1,500 times since being put in place on March 1st.

The 33 libraries (including NPL) using PayPal** online have seen steadily increasing payments for fines and bills. In January the members collected \$672.00 and in March, \$ 3,525.39. **Reminder--allow 3-5 minutes for the PayPal transaction to update to Symphony.

All workstations received the WorkFlows upgrade to version 3.4.1.

Acquisitions and Technical Services have been very busy trying to keep up with last minute, end of the year orders—placing, receiving, processing, cataloging and loading them.

We welcomed Barbara Jackson and Nicole Mitts to the Clerk I positions in Support Services.

Support Services Statistics 2011-2012

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	468	461	395	390	315	265	384	325	346	367	295		4,011
Items checked out	73,419	79,848	63,313	63,393	62,518	59,286	66,403	66,133	69,785	64,478	61,930		730,506
Items borrowed	4,330	4,529	4,111	3,681	3,528	3,461	4,877	4,463	4,412	1,008	3,787		45,984
Items loaned	4,726	5,797	4,843	4,588	4,677	4,086	5,563	4,894	4,946	4,716	4,959		53,795

Support Services
Statistics

May, 2012

2012	2011
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No. of lib. cards issued	295	349
Total no. of checkouts	61,930	61,299

No. of items borrowed	TLN	3,654	3,526
	MeL	<u>133</u>	<u>101</u>
		3,787	3,627

No. of items loaned	TLN	4,688	4,523
	MeL	<u>271</u>	<u>243</u>
		4,959	4,766

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	64,478	57.63%	37,160	9,356	7,164	3,614	9,185	5,843	1,998
May	61,930	57.77%	35,774	9,256	7,092	3,915	9,067	4,716	1,728
June									
FYTD	730,506	58.15%	424,773	107,413	85,822	49,453	101,584	57,957	22,544

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	32,318	1,154	252
May	28,472	1,017	255	May	30,763	1,099	266
June	32,928	1,266	254	June			246
FYTD Total	371,274	1,119	3,033	FYTD Total	344,339	1,107	3,072
* Revised							

CASSIS

Continued from page A1

ter said he requested that Schuette investigate the signature duplication and inconsistencies, an investigation that is continuing.

On May 29, McCotter announced he was going to run as a write-in, but June 2, McCotter decided to end his write-in candidacy and his five terms in Congress, which left Kerry Bentivolio of Milford as the only Republican candidate on the ballot.

GOP backing

Oakland County Executive L. Brooks Patterson, one of those Republicans involved in the interviews with Cassis, said he never met Bentivolio, but added that he did not agree with Bentivolio's views outlined on his campaign website.

GOP leaders interviewed Cassis last Thursday, along with four other prominent Republicans. Cassis emerged as the unanimous choice of the group that day to be supported as a write-in candidate.

For Cassis, the campaign represents a move back into politics, which ended in December 2010 after eight years in the state Senate, six years in the state House of Representatives and nine years on the Novi City Council. She also worked as a school neurologist

that time."

As a fiscal conservative, Cassis accepted the write-in candidacy to continue to serve the Republican Party. She called the unanimous support of GOP leaders "very, very gratifying" for her.

Challenging process

She knows she has a challenge ahead of her. Not only do voters need to support her, they need to check a box and write her name in on the ballot.

"It's a two-step process, and we'll be educating people to do that," she said.

Cassis said she and her campaign will be checking with the Secretary of State's office on whether voters can use stickers on the ballot.

Cassis believes her 14 years as a state lawmaker give her strong name recognition in one-third of the district. The 11th District covers her hometown of Novi and communities of her former district of Highland, Milford, White Lake, South Lyon and others, extending eastward to Birmingham, Bloomfield Hills and Troy, and south into the city of Farmington and the western Wayne County communities of Canton Township, Livonia, Northville and Northville Township, Plymouth and Plymouth Township.

Cassis and her husband, Vic, have decided to spend up to \$200,000 of

al Committee, Cassis said the campaign will be looking at fundraising "at all levels." On Monday, she had not yet set up a campaign website.

"The last 72 hours have really been a whirlwind," she said. "The good part of all this is I've been a seasoned campaigner at a grass-roots level."

Why her?

Cassis said she is up to the challenge of a write-in campaign.

"Over the years I've been known as a fiscal hawk, tax-cutter and principled conservative," she said. That experience gives her a platform and a record to send her to Washington.

The election isn't about her, but families, children and grandchildren, and "restoring economic prosperity, ensuring a strong military defense, reducing government intervention in our lives, supporting private enterprise and small business," she said.

Cassis said her experience in education and in Lansing qualifies her to serve. She points to her lead in opposing the Michigan film credits and supporting more transparency in government.

"I've taken a strong stance against these giveaways," Cassis said of the film credits. "I respect our governor (Rick Snyder) for taking a strong

Party on the patio



The Friends of the Novi Library inaugurated the use of the library patio on June 8.

A large group of current Friends and new Friends enjoyed music, food and dancing on the spacious patio in beautiful weather. The evening featured the Detroit-based Marion Hayden Legacy Jazz Trio who provided a delightful Latin beat while folks enjoyed this lovely, versatile gathering space and a spectacular sunset. Julie Farkas, library director, said that this event demonstrated the potential for a variety of outdoor gatherings such as wedding receptions, graduation parties and family reunions. It is currently used as a relaxing spot for reading a good book, eating lunch from the library cafe and library programs. The Friends Spring Fundraiser attracted more than 30 new members to the organization which supports the library with funding, volunteer service and advocacy.

**Minutes of the Friends of the Novi Public Library
Annual Meeting May 30, 2012**

Present: Julie Abrams, Marilyn Amberger, Carol Bauer, Sue Bebb, Barb Brunett, Patrick Brunett, Robert Cutler, Carol Hoffman, Margi Karp-Opperer, Jim McLean, Vicky McLean, Marion Marten, Robert Marten, Pat Noworyta, Mark Sturing, Evelyn Young, Norm Young

Call to order: Board President, Pat Brunett called the meeting to order at 7 PM.

May 11, 2011 Meeting Minutes: Carol Hoffman moved to approve the minutes. Seconded by Bob Cutler. Motion passed unanimously.

Annual Scholarship Award Presentation: Evelyn Young, a member of the Scholarship Committee, presented Emily Bielski with the Friends Annual Scholarship in the amount of \$2,000.00. Emily will study education and psychology at MSU.

Treasurer's Financial Report as of May 22, 2012: Bob Cutler reported: Checking Account \$35,391.93, Savings Account \$5,424.44, C.D. Account \$10,133.36.

Total \$50,949.73. Income: \$8,050. Membership, \$18,722. Book Nook. Marilyn Amberger moved to accept report. Seconded by Carol Hoffman. Motion passed unanimously.

2012-2013 Fiscal Year Budget Proposal: Copies reviewed. Bob Cutler moved to adopt column III of proposal. Seconded by Julie Abrams. Motion passed unanimously by entire membership present.

By-Law Amendments: Copies reviewed. Julie Abrams moved to adopt the May 9, 2012 Draft of the By-Laws. Seconded by Barb Brunett. Mark Sturing proposed a change to Section 4, Article VII: "A majority of members **present** at any meeting..." The amended by-laws were approved unanimously by entire membership present.

Mailing List: Pat Brunett moved to share the Friends' e-mail list with the library for the purpose of e-letter distribution and special library events. Marilyn Amberger moved to approve sharing Friends' e-mail addresses with the library. Seconded by Jim McLean. Motion passed.

Annual Report to Membership: Pat Brunett reviewed the Friends' "Accomplishments 2011-2012"; including \$46,000 in cash & gifts to the library, record sales in Book Nook, six Kaleidoscope programs...

Election of Officers: Patrick Brunett, President; Carol Bauer, Vice President; Marilyn Amberger, Treasurer; Julie Abrams, Secretary; Trustees; Barb Brunett, Carol Hoffman, Sue Johnson, Jim & Vicky McLean, Evelyn Young. Jim McLean motioned to accept slate of officers as presented. Seconded by Carol Bauer. Motioned passed unanimously.

Library Board President: Mark Sturing expressed his appreciation to the Friends' for all their support which added to the library's success, including the millage passage, NPL Library of the Year, Book It... Future challenges are compromised by declining revenues although expenditures have remained the same.

Library Assistant Director: Margi Karp-Opperer thanked the Friends' for all their assistance over the last year. Margi discussed the next three Kaleidoscope programs scheduled for September (Detroit Symphony Orchestra), October (A Cartoonist's View), and November (Auctions 101).

Gift cards were presented to Margi and Marcia Dominick as an expression of thanks from the Friends' Board.

Comments: Norm Young suggested we post the number of books sold in the Book Nook in 2012.

Julie Abrams motioned to adjourn the meeting at 8:10pm. Seconded by Carol Hoffman. Motion passed unanimously.

Respectfully submitted:
Marilyn Amberger, Secretary

2012-2013 Wish List Items

Awning for the staff entrance (\$2500)

Install an awning that will shield staff/visitors from inclement weather when entering the staff entrance at the south end of the library. Awning would be a rounded "half barrel" design in a dark brown color. Library logo and address would be visible for delivery purposes. Photo shown is a side opening, but there is a preference for a front opening for ease of deliveries.



Summer Reading 2012 - Youth and Adult (\$2500)

Another great summer reading season is upon us. This year's themes are:

- "Read to Me" for children under Kindergarten age
- "Dream Big" for children going into grades K-4
- "Own the Night" for tweens and teens going into grades 5-12
- "Between the Covers" for Adults

Battle of the Books – spring 2013 (\$500)

This is an annual event that celebrates reading. This program welcomes 5th and 6th graders to team up and read. A competition is held to see what team knows the most about the books they read. This is a wonderfully competitive approach to knowing about books and has been a popular contest for over 8 years. Last year, the Friends of the Library purchased a beautiful sign that hangs in the youth department to acknowledge the winners.

Community Reads – Fall 2012 (\$2000)

This event is in its 3rd year and has been very popular with our community! Last year over 1,000 readers took part in the program and read the book "The Art of Racing in the Rain" by Garth Stein. This event allows us to partner with local neighborhood libraries to encourage our communities to read together and enjoy a good book.

Technology (\$300)

This would go towards the purchase of the next, new e-reader/tablet device to come on the market in order for us to remain current.

Replacement Toys (\$200)

To be used for open playgroups and toys on the floor for young patrons to interact with (train table, etc.)

Marketing of Youth Programs and Resources (\$500)

To be used for the printing of bookmarks/flyers for advertising in-house resources – AWE stations, databases, etc.

Early Learning Resource (\$1500)

Design and printing of brochure advertising books to read before you enter kindergarten and another brochure detailing great, grade-level reads.

Local History Room Computer (\$1560)

A few of the uses for the new computer will be:

1. Storing scanned documents on the hard drive, example: genealogies of early settlers, tax assessment roles, historical photographs.
2. Searching and reading microfilm, scanned historical materials and internet materials on a larger screen for easier visibility
3. Listening and viewing oral histories
4. Repairing old photographs as necessary using a good software package

The large storage capability of the new computer will enable storage of types of materials which take up a lot of space. A larger screen will aid in viewing old documents and other materials which are sometimes very hard to read.

Novi Newbie Bags and Bibs (\$700)

Cost includes purchase of 300 bibs (new logo set-up and shipping). This is our 3rd year for providing this wonderful gift to new babies. Approximately 250 bibs were distributed in 2011-2012.

Morning Arts Program (\$1600)

To provide educational and entertaining arts programs to Novi residents four times a year. The programs, consisting of primarily musical offerings, but possibly lectures, presentations, and storytellers, will provide an alternative to traditional evening and weekend Library programs for patrons who might not be able to attend at those times due to lack of transportation, child care, night vision problems, etc. The target audience will primarily be seniors living in Novi, including those who reside in the senior residences, but open to anyone who might enjoy morning arts programming. Programs will be held September, October, April and May, Thursday mornings at 11:00 a.m. We will advertise the series to senior residences, the Novi Senior Center, area churches, the NPL Friends, place flyers in the Large Print collection, as well as all usual modes of advertising.

Staff In-Service – November 16, 2012 (\$500)

Last year's staff in-service was a huge success as we met with Providence Hospital to hear about stress in the workplace, then we took a bus trip to the Clinton Macomb Public Library to see another class 6 library and how we compare with resources, services and collections. This is a great day for the staff to interact with each other and learn. Typically the costs are for speakers for the one-day event.

Novi Public Library
Student Representatives' Report – June 2012
Submitted by: Nishant Kakar and Torry Yu

Clothing Drive is a Success

The clothing drive took about five months to plan and brainstorm. All that hard work paid off as we received an overwhelming response to the drive. Patrons in the building would see piles of clothing as they entered the building during the week of May 14. When that was all set and done, we had Interact students from Novi and Walled Lake Western High Schools help bag and sort the clothing the following week. From those two days of sorting and bagging, we were able to send over 225 large bags of clothing to Holy Family Church. We must also give a big thank you to our community for making this clothing drive such a success!

Thank You!

We would also like to thank our community for helping us spread the word about our clothing drive. Our schools were a big help by allowing us space on their websites, newsletters, and social media programs to publicize this great event.

We would like to recognize the following high school Interact members for helping us out:

Novi High School:

Mathew George	Adithya D.	Stephen Zeng
Anhitha Thipparthi	Namratha Atluri	Hye Jin Kim
Tresa Jacob	Sahithi Chinnam	Claire Raymundo
Sneha Rajen	Nithin Adapa	
Vincent Jammalamadaka	Ashi Arora	

Walled Lake Western High School:

Brittany Pool	Ed Bledsoe	Elliot Blatt
Morgan Kramer	Adriana Walker	Amelina Syifa
Nicole Harris	Sharon Glenn	Rebecca Joseph (teacher sponsor)
Amber Czygan	Estefany Velazquez	

Our TABbers and NPL staff were a huge help in this project, as well, so thank you to them.

TAB Meeting Recap

The last Teen Advisory Board (TAB) meeting was held on May 18 at the Library. Main agenda topics were changing our by-laws in regards to terms officers will serve. We discussed new programs that we are planning for the summer and the fall, summer teen volunteer opportunities, and Miss Margi discussed the Memorial Day Parade.

New officers for the 2012-2013 school year were elected.

President: Christa Schafer

Vice-President: Carmen Huang

Secretary: Torry Yu

Novi Historical Commission

April 25, 2012 - 1:00 PM

Minutes

Call to Order: The Novi Historical Commission was called to order at 1:05 PM, Local History Room, Novi Public Library.

Attendees: Members Lynne Boyle, Roy Prentice, Sandy McCarthy, John MacInnis, Kimberly Holdaway, and Betty Lang, Library Liaison.

Guest: None

Agenda: Lynne Boyle moved to approve the Agenda, second by Sandy McCarthy, all approved.

Approval of Minutes: it was noted to correct two small errors (Roy's comments on the Park belonged in the general discussion and the date for the next meeting). With these corrections it was moved by Sandy McCarthy, sec by Kimberly Holdaway to approve the March Minutes. All Approved.

Financial Report: same as the previous month - with approximately \$9110. remaining balance.

Liaison Report: Betty Lang reported that Mark Bowden visited the LH Room and gave a good review, the room is very well organized. The 2011 Novi News is digitized. The digitized Novi News still needs to be put on line. Betty also reported that there are some computer changes/updates coming to the LH Room.

Review Speaker Series: Cathy Crawford is lined up for October 8th, 7PM, Ed Kriewall is to be lined up in late November or early December, dates need to be firmed up on both ends.

Planning for the Heritage Festival: Various demonstrations, services and displays have been arranged by Sandy McCarthy, printing is being organized by Kimberly Holdaway. Discussion was held about the cost of a puppeteer. Charges for the puppeteer used in past years appears to be too high. Roy is going to check on cost of hiring Mike Deren, Moved by Sandy McCarthy, sec. By Lynne Boyle to allow spending up to \$550 to hire Mike Deren at the one half day rate. Lynne Boyle will check on DIA people. Sandy is working on making beaded bracelets as a kid activity. Moved by Lynne B, sec by John M to approve \$50. max for the materials for the cost of beads. All in favor, motion was approved. It was suggested that someone talk to the Teen Librarian, Jen Preston and the Novi Youth Council for assistance with the festival. Other items discussed were face painting, hot dogs, buns, cold water and other items provided by the city of Novi. John MacInnis will ask Guernsey for a cart for the ice cream. Moved Sandy M and sec John M to approve \$1010. in Festival related expenses: MSU \$600. (site use and labor charges), \$175. farrier, \$160. portajohns, \$75. straw bale purchase, all approved. Also discussed: brass Section Novi Concert Band \$150., moved John M, sec. Sandy McCarthy, all approved

Next meeting May 23rd, at 1pm Local History Room Novi library

Meeting adjourned 2:15 PM

GEEK THE LIBRARY CAMPAIGN 2012

Thirty-two libraries, serving 39 communities, have joined with TLN to promote library services as part of a national Geek the Library campaign to raise awareness for the value of public library services. Following the strong lead of the Salem South Lyon District Library, Lyon Township District Library and the Wayne Public Library, libraries in four of the five counties of the TLN service area are now asking their patrons and public, "What do you Geek?" All Livingston County libraries launched their campaign the week of April 2. Members of the Wayne County Library (7 community libraries) initiated a soft launch two weeks later and produced a photo and story for the Allen Park Public Library effort featuring staff attired in the black Geek the Library tee shirts. Melvindale Public Library staff created a black tee shirt cutout patrons use to create their personalized Geek tee shirt, reproduced in photo format. Wayne Public Library patrons filled three boards with what they geek. Novi Public Library plans a major Geek the Library campaign, marching in black Geek the Library tee shirts during the annual Memorial Day parade. TLN drivers will add to the cooperative wide efforts, sporting Geek the Library tee shirts which will complement the new rolling bill board decals on TLN delivery trucks.

OVERDRIVE VISITS MICHIGAN IN PRESIDENTIAL STYLE BOOKMOBILE

It seems fitting, during this year of presidential campaign tours in colorful buses, that Michigan will host the rolling campaign bookmobile of OverDrive, the major Ebook service for public libraries. Thanks to Jim Flury, the OverDrive high tech bookmobile will visit the Taylor Public Library and Novi Public Library on June 17 and 20. Equipped with broadband internet-connected PCs, high definition monitors and a state of the art sound system the digital bookmobile provides instant access to downloadable E content, quick and easy ways to use OverDrive on a wide range of mobile devices and a peak into what the future looks like for E content. Patrons will be taught how to download and engage in the enjoyment of utilizing their mobile device to access Ebooks, audiobooks, music and videos. The OverDrive Michigan tour begins June 15 at the Bloomfield Township Public Library, moves to Jackson on June 16, and returns to Oakland County with stops at Rochester Hills Public Library on June 18 and Troy Public Library June 19. We encourage everyone to support this tour by promoting it to your local schools and your general patron pool. This is an exciting opportunity to let the OverDrive experts load their service on your patron's mobile device without direct support from library staff.

MAY 2012

State Appointments and Speaking Engagements

MCLS has appointed me to serve as a member of the statewide delivery task force. Our first meeting in Lansing revealed a wide range of concern with current delivery services, schedules and quality assurance. The current statewide contract for delivery services with RIDES expires in June 2013. All avenues are open to improve the quality of delivery services, including issuing an RFP for statewide delivery to test the marketplace for potential new parties interested in providing this essential service.

The Friends of Michigan Libraries (FOML) invited me to speak to their Trustee work shop on April 21 in Okemos. My topic, "Successful Advocacy – The Sweet Smell of Success," focused upon localizing legislative advocacy using support from a statewide position focus fostered by the Michigan Library Association. As an illustration of learning the legislative focus of our state legislators, I "deconstructed" State Representative Hugh Crawford who represents the greater Novi area. From documentation readily available I was able to pinpoint the personal, business and civic components that are a foundation for Representative Crawford's legislative record. Of special importance to libraries, Representative Crawford sponsors an annual summer reading program and took time to read stories in 80 area classrooms during March.

MCLS and the Michigan Cooperative Directors Association have teamed up to investigate and report on models of regional and statewide library services. Jim Seidl appointed me as one of four cooperative directors to serve on this statewide committee.

National Speaking Engagement

The American Library Association, Office for Library Advocacy, has requested me to present the Michigan Library Association storytelling model as part of a series of advocacy models at the 2012 Annual Conference. I will stress the importance of outcome based models of success in place of utilizing traditional output measures. This use of positive patron stories, with real outcomes such as securing a new job or becoming functionally literate, after using library services has a proven track record of legislative support in Michigan.

Member and Staff Outreach

We celebrated the birthdays of staff members (all male) who had birthdays during the first quarter of this year. The quarterly luncheon and cake presentation gives each of us a chance to reflect and share another year of life with our work colleagues. Addison and Orion Township Libraries hosted a visit by me to discuss TLN services for their new directors. Ypsilanti District Library producing an enlightening evening with the arts at the annual gala fundraiser I attended on April 27. Circulation staff proved an inquisitive audience for my presentation on the future of TLN and public libraries on May 3 at the Redford Township Library.

FELLOWSHIP PRESBYTERIAN CHURCH
Services held at:

Livonia

Methodist Church
1700 Main Street, Livonia, MI 48150
Sunday Worship at 9:30 a.m.
Open for Children, Youth and Adults
248-664-2798

431-7801U • 400-4334
Grand Rd. at 10 Mile
Worship: 10 a.m., Sunday School: 10 a.m.;
Adult Bible Study: 9 a.m.

Education Hour 10:30 a.m.
Rev. Earl Miller, Pastor
www.stephenswaysouthdion.org

online at hometownlife.com

LOCAL NEWS

Hometown Weeklies | Thursday, June 14, 2012

A10 (NN)

Summer reading a way to stimulate the mind

Library hosting programs for kids of all ages, adults

By **Nathan Mueller**
Staff Writer

Summer is here and it's easy for students to take a break from everything school related — including reading.

But Julie Farkas, director of the Novi Public Library, said summer is one of the best times to read new books, and also can help keep a student's mind sharp as they head into the next school year.

"This is an opportunity to keep the cobwebs from growing," Farkas said, channeling her inner youth librarian. "Kids can continue to stimulate their minds by continuing to read." The library's annual sum-

mer reading program kicks off Monday, and is packed with a plethora of activities for kids of all ages, as well as adults.

"Read to Me" is for children from birth to those entering kindergarten, "Dream Big" is for students going into kindergarten through fourth grade and "Own the Night" is for those entering fifth grade and through high school.

Readers are encouraged to keep track of how much they are reading and log them online or in a book. When they reach certain milestones they are eligible for a prize. Students have the opportunity to win up to

five prizes and also have five entries into the grand prize drawing.

Suzanne Carpenter, youth and teen collection specialist, said the idea behind the program is to give kids the incentive to spend time reading, and she enjoys seeing a library filled with kids throughout the summer months.

"It's really great because kids get to try new books they haven't before, and it's nice to see them branch out and try something different," she said.

Carpenter said some of the hot books this summer are "Divergent" for teens and "Big Nate" for the younger kids.

All participants who complete their summer reading game are invited to a free party at Paradise Park in Novi.

For more information about the summer reading program or to sign up, visit www.novillibrary.org.

Books on wheels

The Novi Public Library boasts The Library Network's largest circulation of downloadable materials.

So it's no surprise that the DIGITALBookmobile — featuring hands-on learning stations to search digital media, download eBooks, use supported mobile devices and more — will make a stop in Novi from

10 a.m. to 4 p.m. on June 20. The 18-wheel tractor trailer will be making stops at various libraries throughout the summer, and through the program roughly 75,000 patrons and hundreds of library staff members have been trained to use a wide variety of modern library services.

Julie Farkas, director of the Novi Public Library, said anyone can step on the truck and download materials, or speak with representatives who will help them learn how to use their digital device.

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Big Dance

Thomas & Doris are the greatest things we provide

Board & Administrator

FOR BOARD MEMBERS

May 2012 Vol. 28, No. 9

Editor: Jeff Stratton

Define purpose for advisory bodies

When an advisory committee starts to think it is the board, it's trampling all over your turf. The solution is for the board to act in such a way that the advisory committee better understands its role, said Consultant Carter McNamara (*authenticityconsulting.com*).

That can be accomplished through a statement that defines the assigned job for the advisory committee, and lays down the narrow parameters of its authority, McNamara said.

More tips from practitioners and experts to ensure advisory committees do the job they are assigned include:

- **Review the language used in the advisory committee's job description.** "It should say 'makes recommendations to the board,' and clearly state the advisory committee has no power itself," said Melanie Raymond, Chair, Opportu-

nities for Carlton Urban Renewal Project, Melbourne Area, Australia.

"I've found that advisory committees tend to have expectations of decision-making powers," Raymond said. The chair may need to revisit the committee's role with the chair of the advisory committee, she said.

- **Consider a name change.** Consultant Terrie Temkin (*www.corestrategies4nonprofits.com*) said using the term "advisory" indicates that the group is there to give advice. The problem is that people who sign on to give advice are never very happy when their advice is not taken, she said. "If the name can reflect the group's assignment, it might help," Temkin said. For instance, if the advisory committee is for fund raising, it could be the Resource Development Committee, she said. ■

A board member wants to know...

Question: "A couple of our board members insist on dominating board meetings with domineering behavior. They won't let other members of the board get a word in edgewise. How can we resolve this?"

Answer: Why does your board put up with this shoddy treatment of its members by board colleagues? Board problems are the full board's responsibility. Disciplining board members is a board responsibility.

I wonder what the board chair is doing while two board members run roughshod over other board members? It's a leadership issue that if not addressed will ultimately lead to board problems

like a lack of quorum at meetings—because no one wants to come to a board meeting and have abuse heaped on them. If that happens, the board cannot legally act. It's not easy for a board to discipline itself. But there is absolutely no reason for a board to tolerate a board minority who flagrantly disrespect other board members. The board chair should discuss their behavior with the offending board members.

Editor's note: See page 2 for my list of 14 board meeting norms which if agreed to and upheld by the full board can lead to effective board meetings. ■

Use these 5 rules for advisory groups

Uncontrolled advisory committees can become “phantom boards” and make decisions that belong to the executive director or the full board. Consultant Carter McNamara (*authenticityconsulting.com*) said he recently worked with a board whose advisory committee announced in the press that the organization was changing its programs—as you might expect, the board was first surprised and then not pleased.

So control your advisory groups using these five rules:

1. Define very carefully the exact purpose and objectives of the committee. If committees set their own direction, they will start exploring “closets” all over the nonprofit. Look at advisory committees the same way you look at new board members: they need an orientation to the task they are undertaking.

2. Make the executive director or one of her

staff a designee member of all committees. The executive director is the board’s expert resource. The executive director is in the best position to keep wayward advisory committees on track.

3. Give the committee a specific task and a specific timeframe in which to complete the task. Set a deadline.

4. The board chair or executive director should appoint the committee’s chair. The advisory committee needs no other officers.

5. Determine who the committee reports to: the board or the executive director. If it’s the board, do not give the committee administrative functions that belong to the executive director. Personnel functions, for example, are not board responsibilities.

Best advice: Have all advisory committees report to the executive director or a staff person appointed by the executive director based on the advisory committee’s purpose. ■

Can the board vote by email?

If board members can’t make your meetings, there is a temptation to use electronic tools to let them still vote on issues. The board can use email to vote, said Attorney Emily Chan, NEO Law Group, but it should not be your board’s standard practice because of the potential it has for voting before issues are thoroughly vetted by the board.

“Don’t do this for the organization’s really important decisions,” Chan said.

Chan’s advice for using email votes includes these cautions:

Check your state laws. Most states have provisions that authorize boards to take action without a meeting by written consent, Chan said. Board members, prior to a meeting, should sign hard-copy written consent forms that are filed with the corporate minutes.

Establish guidelines for voting by email. For instance it is unclear whether a “yes” or “no” email reply provides a valid form of written consent, Chan said. “Many state laws do not expressly authorize this practice or fail to address email voting,” she said. ■

Board meeting norms

These 14 “norms” will serve any board well as board members interact in the board room. Use them to address meeting problems like lack of respect for other members of the board team.

1. When action is required, make a motion.
2. Respect others’ opinions.
3. Make no personal attacks.
4. Participate at meetings.
5. Disagree when necessary.
6. Self-monitor discussion length and repetitiveness of comments/ideas.
7. Publicly support board actions/decisions.
8. Limit side conversations and use “time outs” as needed.
9. Don’t interrupt others.
10. Be recognized by the board chair before speaking.
11. Don’t serve the board with hidden agendas.
12. Remember, there are NO dumb questions. But don’t ask questions simply to make another board member or the executive director look bad. That’s unprofessional.
13. Encourage diversity of opinions and views.
14. Stay informed. ■

Board & Administrator

FOR BOARD MEMBERS

June 2012 Vol. 28, No. 10

Editor: Jeff Stratton

Board members should respect limits on their authority

At his first board meeting, a new New Mexico board member made a motion to give himself hiring and firing power at the organization. He followed that up the next week by issuing a directive to nonprofit staff to provide him with salary data about the executive director.

The situation became such a mess that the executive director quickly resigned. What was once a smooth-running organization became a disaster with a power-mad board member running amok looking to hire his friends for jobs at the organization. In the end, the organization suffered damage.

No one can really solve a board problem like this except the board itself. The best way to prevent this type of board problem is through professional board behavior by all board members, backed up by sound governance practices.

Boards need clear policies to limit the individual board member's authority. Then, the board needs to support its own policies. The board also needs to work diligently at board recruiting, developing its own skills and supporting its administrator.

Boards that practice these governance techniques have a solid foundation from which to work

when an individual board member begins to act inappropriately. You'll find some techniques for limiting board member's requests for staff to perform work for them below.

Limit board requests for staff work

Board members who give staff members a "directive" to perform work exceed the limits of their authority. Here is a process to use when board members want staff to perform a board-related assignment:

- Run all requests for staff work past your executive director.
- Ask that every board member's request for staff work be related to a key, strategic goal or issue the organization is facing.
- Require that the request not consume more than one hour of the employee's work time.
- Require the board member making the request to bring the matter to the full board and ask approval of the majority.

It's unfair of board members to ask staff to do work for them. It makes employees uncomfortable.

With the proper policies in place, and board commitment to supporting those policies, it's easier for the board leadership to counsel board members who attempt to exceed their authority. ■

Make *B&A* part of your board meetings!

If your board is too busy for getaway board development activities, consider putting *Board & Administrator* on your meeting agenda.

Take 15 minutes at the monthly board meeting to read and discuss an article from the Board Report section of *B&A*. It's a quick, proven way to ensure your board

works at improving its governance regularly at board meetings.

Be sure to let every board member share a take on the selected article. This type of board discussion can be fruitful in defining roles, making meetings more effective, or working on the administrator's evaluation. ■

Who manages nonprofit personnel?

Question: “Do staff have a right to appeal grievances to the board?”

Answer: Yes, at many organizations employees appeal their grievances to the board because that is how the organization’s grievance procedure is written.

But that’s really not the question that should be asked. A better question is this: Should nonprofit staff have a right to appeal grievances to the board?

Personnel management is the executive director’s job. Unless there is a policy to the contrary, staff grievances should not go to the board. When the board develops the habit of solving staff grievances, it may actually be settling one problem and

creating 20 future problems.

That’s because staff will receive mixed signals from the board about who is in charge. If employees know they can appeal any administrative decision to the board, the administrator’s authority with staff will be greatly weakened.

In addition, when the administrator makes a decision on a staff grievance that the board subsequently reverses, the relationship between the executive director and the board is frayed. When it comes to the issue of who manages staff, the board should answer firmly that the executive director handles personnel issues. ■

Create an effective job description

To hold board members accountable and help them honor the commitments they make, members (and potential new board members) need to understand what standards they will be held to. Board members need to be clear on what is expected of them.

That’s where a Board Member Job Description fits in. To create an effective Board Member Job Description, make sure it has these elements:

Give a clear statement of who board members report to. This should always be the board’s chairperson.

Provide a clear purpose of service statement. This should convey a message such as: “To serve the board as a voting member, to assist in the development of and then approve policies to govern the organization, to monitor finances, programs and the performance of the organization.”

State the board’s responsibilities:

- These should minimally include establishing policy, hire, support and evaluate the executive director, secure adequate funding for the nonprofit, monitor finances and plan to give the organization a secure future.

Give expected attendance requirements:

- How many regularly scheduled board meetings does your board have?
- How many committee meetings can board members expect to attend?
- How often does the board take a retreat or participate in educational activities?
- What expectations does the board have for members attending special events and functions at the organization?

Describe specific duties for board members:

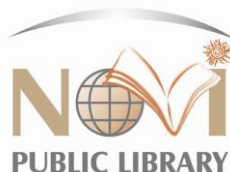
- Attend meetings, come prepared and participate in discussion.
- Contribute skills, knowledge and experience when appropriate.
- Listen respectfully to other viewpoints.
- Assume a leadership role in fundraising to include making an annual gift (if applicable) commensurate with the board member’s financial circumstances.
- Represent the nonprofit to the public, local businesses and the community.
- Respect all conflict of interest and confidentiality policies. ■

Improve leadership skills

In *100+ Tips for the Incoming President*, Carolyn Gardner and Bob Harris offer these strategies:

- Contact a new member to serve on an important project, program or committee. You’ll be surprised years later when they recall that you were first person to ask them to take a leadership role.
- Volunteers want to make meaningful contributions — consider yourself a conduit or facilitator.

For information, www.txnp.org. ■



Library Board Calendar

2012

June 20 June 20	Library Board Regular Meeting Library Director Annual Review
July 4 July 18	Holiday – Independence Day, Library Closed Library Board Regular Meeting
August – October August 7 August 15	Community Reads Program Primary Election 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	General Election Day Annual Library Report – City Council Meeting, TBD
November 14	Community Reads Event, Novi Public Library
November 16	Library Staff In-Service, Library Closed
November 21	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 22	Holiday – Thanksgiving, Library Closed
November 28	Library Board Regular Meeting (date changed due to Thanksgiving holiday)
December 14 December 19 December 19	Friends Annual Gala Library Board Regular Meeting Library Director – Mid-year Review
December 23	Holiday – Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 30	Holiday – Library Closed
December 31	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, 1 p.m.