

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, July 18, 2012 at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
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6. Presentation
A. Recognition of International Story time Volunteers: (* In attendance)
 - *Naoko Maebayashi (Japanese)
 - *Visa Kannan (Tamil)
 - *Sapna Pandey (Hindi)
 - Junko Yoshida (Japanese)
 - Keiko Otaka (Japanese)
 - Lidia Madrigal (Spanish)
 - Mei-Ying (Beverly) Sheng (Chinese)
 - Mei-Chieh (Maggie) Chen (Chinese)
 - Priya Lyer (Hindi)
 - Sharon Lu (Chinese)
 - Shubhangi Dabak (Marathi/German)
 - Shuyuan (Sharon) Yang (Chinese)
 - Visalakshi (Visa) Kannan (Tamil)
 - Latha Ramasami (Tamil)
 - Takako Shibata (Japanese)
 - Sonia Gutierrez (Spanish)
 - Corina Otanez (Spanish)
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Future Events:

- Historical Commission Regular Meeting – Wednesday, July 25th at 1:00pm, Novi Public Library
- Library Focus Group (All Novi residents welcome) Wednesday, July 25th at 7:00pm, Novi Public Library
- Friends of the Novi Library – Wednesday, August 8th at 7:00pm, Novi Public Library
- Library Board Regular Meeting – Wednesday, August 15th at 7:00pm, Novi Civic Center – Council Chambers
- Historical Commission Regular Meeting – Wednesday, August 22nd at 1:00pm, Novi Public Library
- Strategic Planning Committee Meeting – Saturday, August 25th (9:00am – 1:00pm) – Novi Public Library
- Fall for Novi – Saturday, September 22nd (11am – 2pm), Novi Civic Center
- Community Ready Author Event – Wednesday, November 14th at 7:00pm, Novi Public Library



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

<http://www.novilibrary.org>

Warrant 496		July 2012	
Payable to	Invoice #	Account number	Account total
Belleville Area District Library		268-000.00-657.000	\$ 14.95
Commerce Township Community Library		268-000.00-657.000	\$ 24.95
Waterford Township Public Library		268-000.00-657.000	\$ 4.99
Global Office Solutions		268-000.00-727.000	\$ 2,186.46
CDW-G		268-000.00-734.000	\$ 1,064.72
Microsoft Corporation	Lync Lic 6/1/12-5/31/13	268-000.00-734.000	\$ 66.00
CDW-G		268-000.00-734.500	\$ 718.42
Tech Logic Corp		268-000.00-734.500	\$ 424.23
Sentry Supply		268-000.00-740.000	\$ 644.59
Specialty Store Services		268-000.00-740.000	\$ 114.06
Amazon.com		268-000.00-742.000	\$ 2,281.41
Brodart		268-000.00-742.000	\$10,972.75
Center Point Large Print		268-000.00-742.000	\$ 385.26
Ebsco		268-000.00-742.000	\$ 775.95
Gale		268-000.00-742.000	\$ 903.86
Multi-Cultural Books & Videos		268-000.00-742.000	\$ 166.65
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 109.57
Teddy, James		268-000.00-743.000	\$ 40.00
Midwest Tape		268-000.00-744.000	\$ 5,153.49
OverDrive		268-000.00-744.000	\$ 1,045.26
Amazon.com		268-000.00-745.200	\$ 27.99
Midwest Tape		268-000.00-745.200	\$ 4,875.71
Hyland Software		268-000.00-745.300	\$ 6,357.33
Johnson, Rosati, Schultz & Joppich, P.C.		268-000.00-806.000	\$ 200.00
Michigan Library Association		268-000.00-809.000	\$ 595.00
Sam's Club	yearly membership	268-000.00-809.000	\$ 15.00
DuAll Cleaning, Inc.	May-12	268-000.00-817.000	\$ 3,693.00
TelNet Worldwide	5/15-6/14/12	268-000.00-851.000	\$ 668.26
Verizon Wireless	5/29-6/28/12	268-000.00-851.000	\$ 446.79
Kolchuk, Kelly		268-000.00-862.000	\$ 76.26
AT&T		268-000.00-880.000	\$ 38.00
Gordon Food Service		268-000.00-880.000	\$ 83.93

Warrant 496		July 2012	
Payable to	Invoice #	Account number	Account total
Mai Kai Cleaners		268-000.00-880.000	\$ 33.00
Sam's Club		268-000.00-880.000	\$ 189.09
Wolverine Print Solutions		268-000.00-880.000	\$ 106.00
Barnes & Noble		268-000.00-880.268	\$ 116.75
Dharma Trading Co.		268-000.00-880.268	\$ 71.42
Etsy		268-000.00-880.268	\$ 91.55
The Book Farm, Inc.		268-000.00-880.268	\$ 256.16
Panera Bread	SRP gift cards	268-000.00-880.268	\$ 100.00
Upstart		268-000.00-880.268	\$ 192.89
Konica Minolta		268-000.00-900.000	\$ 784.80
Consumers Energy	5/15-6/12/12	268-000.00-921.000	\$ 352.05
AT&T	5/14-6/13/12	268-000.00-922.000	\$ 39.19
Allied Waste		268-000.00-934.000	\$ 157.92
Balfrey & Johnston, Inc.		268-000.00-934.000	\$ 10.14
Cintas		268-000.00-934.000	\$ 676.67
Contractors Pipe and Supply Corp		268-000.00-934.000	\$ 1,203.13
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 375.00
Home Depot		268-000.00-934.000	\$ 41.43
Orkin		268-000.00-934.000	\$ 53.00
Touch of Tropics		268-000.00-934.000	\$ 50.00
USA Plumbing		268-000.00-934.000	\$ 597.30
Ad Wixom Auto Svc		268-000.00-935.000	\$ 82.98
Speedway		268-000.00-935.000	\$ 76.30
Tuffy Auto Service Center		268-000.00-935.000	\$ 102.00
Varsity Lincoln, Inc.		268-000.00-935.000	\$ 95.62
Brien's Services, Inc.		268-000.00-941.000	\$ 2,516.97
C&J parking Lot Sweeping, Inc.		268-000.00-941.000	\$ 110.00
Great Oaks Landscape		268-000.00-941.000	\$ 9,335.00
Home Depot		268-000.00-941.000	\$ 94.86
Michigan Automatic Sprinkler		268-000.00-941.000	\$ 1,005.09
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
Maria's Italian Bakery	Board Goal Setting 6/27/12	268-000.00-956.000	\$ 134.38
Michigan Genealogical Council	Lang; 7/14/12	268-000.00-956.000	\$ 55.00
Michigan Library Association	Adv Dir Wksp 9/21/12;12-13 fy	268-000.00-956.000	\$ 30.00
Sam's Club		268-000.00-956.000	\$ 24.56
Stevenson, April		268-000.00-956.000	\$ 135.72

Warrant 496		July 2012	
Payable to	Invoice #	Account number	Account total
Petty Cash			\$ 178.03
TOTAL			\$64,714.30



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
June 20, 2012**

DRAFT

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
David Margolis, Treasurer
Scott Teasdale, Secretary
Larry Czekaj, Board Member
Larry Kilgore, Board Member (left at 7:45 p.m.)
Ramesh Verma, Board Member

Absent and Excused

Willy Mena, Vice President

Student Representatives

Jessica Mathew
Torry Yu

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant

Guest

Richard Tuttle RLA, ASLA, Great Oaks Landscape

The meeting was held at the Novi Civic Center, Council Chambers, 45175 W. Ten Mile roads, Novi, Michigan, 48375, and was called to order by Mark Sturing, President, at 7:04 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

Trustee David Margolis requested that Item #9C, Treasurer Report, Library Café Revenue Report-due 15th of the Month, be deferred to item #10, Director's Report, since a report regarding the Café is already included.

Director, Julie Farkas requested to add a correspondence that was recently received under item #5, Correspondence.

A motion was made to approve the June 20, 2012 Agenda as amended.

1st – Scott Teasdale
2nd – David Margolis

The motion was passed unanimously.

4. Consent Agenda

It was noted by Trustee David Margolis that the amount of \$2, 500 for Keppler Speakers, on the Warrant, was reflected in the May Financials as a pre-payment. Also, the invoice of 4/24-5/23/12 for DTE Energy in the amount of \$14,027.93 was not included in the May Financials.

Director, Julie Farkas stated that she had been informed that half of the amount had been paid, and will check into this.

A motion was made to approve the June 20, 2012 Consent Agenda with the modifications as presented.

1st – David Margolis
2nd – Ramesh Verma

The motion was passed unanimously.

5. Correspondence

a. Thank You letter from Girl Scout Troop #40173

A thank you note addressed to Miss Margi, Miss Julie, and the Novi Public Library was received from Girl Scout Troop #40173. The Troop wanted to thank the Library for helping them collect books for their girl scout Bronze project, which benefits the Oakland County Child Protective Services. It was signed by Haley, Alyssa, and Reilly.

6. Presentation

a. Rick Tuttle – Great Oaks Landscaping

A detailed proposal for up grading and enhancement to the Library landscape was presented by Richard Tuttle, Vice President of Commercial Sales at Great Oakes Landscaping, who is also a Registered Landscape Architect. The proposal offered an Option I and an Option II, with an "a la-carte" approach to add more color and plant material.

A motion was made to take the Proposal back to the Landscape Committee for recommendation.

1st – Scott Teasdale
2nd – Ramesh Verma

Board members on the Landscaping Committee pointed out that the difference between Option I and Option II was whether or not to remove the grasses, and that the cost between the two Options was less than \$15,000. The purpose of the Presentation was to have the full Board make a decision on which Option to choose.

After hearing the discussion, Trustee Scott Teasdale withdrew his motion to take the Proposal back to the Landscape Committee. Trustee Ramesh Verma withdrew his second.

A motion was made to approve the whole plan as presented using Option #1 for the 10 Mile Frontage, with the exception of Option #2.

1st – Larry Czekaj
2nd – Larry Kilgore

As a point of order, Trustee Larry Kilgore questioned where the funding would come from if the motion is approved. Trustee David Margolis, Library Board Treasurer, suggested that the billing activity be deferred to July 1st, 2012, in order for it to fall into next year's budget. With some type of restriction of the Fund Balance, so as not to revisit the Operating Budget, use it as a Capital Expenditure, which will ultimately impact next year's budget.

President, Mark Sturing called for a vote, asking Board members who are in favor of the motion as presented, to respond with a "yes".

Larry Czekaj - yes
Scott Teasdale- yes
Ramesh Verma – yes

President, Mark Sturing asked Board members who are opposed to the motion as presented, to respond with a "yes"

Mark Sturing – yes

David Margolis – yes

The motion passed 3-2, with (3) votes in favor, and (2) votes opposed. Trustee Larry Kilgore was not present for the vote.

7. Public Comment

There was no public comment.

8. President's Report

a. Library Goals 2011-2012

Report is provided on pages 17-22 of the June 20, 2012 Library board Packet.

- A Digital Book Mobile, in Library parking lot on Wednesday June 20, 2012, welcomed about 125 visitors. The patrons were assisted with different types of devices to download E-books and audio books
- The "Geek Program" has been launched since Memorial Day. This program encourages patrons to come into the Library and tell us what they are interested in. Communication Specialist, Laura Liddicoat, is putting this information on display, and is also working with some community members and Board members to get photos to use as advocates to this marketing campaign for the next year.
- Managers are meeting with Staff, and giving them their annual review.

b. Library Director's Review

Library Board President, Mark Sturing, asked Director, Julie Farkas, if it was her wish to have her annual review done in closed Executive Session. Director, Julie Farkas, responded that she would appreciate a closed session. President Sturing stated that it would be done at the end of the Regular Board Meeting, and that Trustee, Scott Teasdale, Library Board Secretary, would take the final minutes to adjournment.

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 23-24.

Correspondence from Kathy Smith-Roy, City Finance Director/Treasurer, regarding the Library property tax revenue for 2011-2012 is included on page 25 in the June 20, 2012 Library Board Packet.

b. Library Financials and Walker Fund, May 31, 2012

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

SUMMARY:

As I mentioned last month, we're getting closer to our current fiscal year-end, where it is now certain that we'll need to draw from Fund Reserves to cover our budgetary deficit. We continue to hemorrhage declining Tax Revenues (with another **-\$2,293** hitting the books in May) and based up Kathy Smith-Roy's (City Finance Director/Treasurer) June 19th email warning, another **-\$36,122** negative adjustment coming in June. The estimated final Tax Revenues for this fiscal year are now projected to only be **\$2,192,800** (or **-1.85%** and **-\$41,200** lower than our Original Budgeted amount of \$2,234,000 to start the year). I don't believe we need to make any formal Board authorized changes to the Current Year Budget (reflecting these anticipated changes) since our Fund Balance Allocation (previously approved) will NOT be exceeded.

Financial activity for the month of May:

LIBRARY FUND (Fund #268)

BALANCE SHEET (pg #26)

Cash was decreased by **(-\$169,535)** during the month

Current Taxes Receivable were lowered by **(-\$38,790)** from the last estimate.

Prepaid Expenditures (New Account) of \$2,500 are established for a future Speakers' series.

TOTAL ASSETS = **\$2,705,091** (**-\$205,825** or **-7.07%** lower than last month)

LIABILITIES – Changes for the month were in **Accounts Payable**, which were decreased by **(-\$30,116)** and the annual lease deposit credit for the Café Vendor of **-\$500**, for a net reduction in Liabilities of **-14.41%** for the month, with an ending balance = **\$181,956**.

FUND BALANCE – As a result, **NET Revenues and Expenses** (for the current fiscal year) were lowered another **(-\$175,209)** or **(-6.95%)**, leaving an Ending Fund Balance at 05-31-2012 of **\$2,523,135**.

REVENUES AND EXPENDITURES (pgs. 27 + 28)

REVENUES – Library Book Fines (A/C# 657.000) were the highest monthly amount of the year at **\$7,115**, and the Miscellaneous Income (A/C# 665.000) of **\$3,078** (from the disposal of used F/F/E), helped to off-set the Tax Revenue decline. **Total Revenues** for the month of May, 2012 thus increased by **+\$10,582** or **+0.44%**.

EXPENDITURES – with Eleven (11) months under our belts, the current fiscal year is now 11/12ths over, so our expectation is that expenditures utilization should be no more than **91.67%** of the budget (if we were to assume equal monthly spending).

Personal Services – The total amount spent in this category during the month (**\$132,598**) was below the average monthly allocations, with no line-item outside of the norm. On an Eleven-Month Year-to-Date basis, we've used **89.48%** of this category's budget. At the end of May, Personal Services expended (**\$1,578,831**) represent **64.39%** of Revenues (compared to the **67.02%** budgeted).

Materials and Supplies – The only major category spent in May which significantly exceeded prior month levels was **Books** (A/C# 742.000) at **\$24,153**. We spent a total of **\$36,756** for the month (in this **Materials/Supplies** category) which represents a 16.55% of Revenues (compared to **19.13%** budgeted).

Services and Charges – for the month, we only spent **\$16,437** (which is by far the lowest monthly total this year), consuming just 3.96% of this Category's Budget - with just one line-item higher than normal – Custodial Services (A/C# 817.000) at **\$4,877**. The cumulative Y-T-D total of **\$367,681** represents **88.53%** of the Budget allocations (vs. the expected 91.67% level previously mentioned) or **14.99%** of Revenues (vs. the **15.78%** budgeted). With another **\$950**

added to May's Design, Printing, & Publishing (A/C# 900.000) posting, we've continued to exceed that line-item's original budget.

Some of the items worth citing for the month are:

However, if we include the **\$14,028** due DTE Energy (*included in tonight's warrants*) for the period thru May 23rd (*but not posted in the month of May*), our category total jumps to **\$381,709** (or **91.91%** of Budget) – putting us slightly behind schedule.

Capital Outlays or Contingencies – nothing spent this month.

TOTAL EXPENDITURES – for the month of May, we spent **\$185,791** (or **6.89%** of the budget), (*unofficially*) the second lowest monthly amount and (well below the monthly average of \$223,624) for a year-to-date total of **\$2,370,847**, which is **88.35%** of the Total Budget – again bringing us much closer to our predicted year-end short-fall - than previously experienced. This is **96.69%** of Revenues but is (**-5.23%**) lower than Y-T-D budget expectations of 101.92%. This only leaves a balance of **\$81,198** to handle June's expenditures (which should include the deferred Electricity costs) – so the **Fund Balance Allocation** (of **\$270,037**) we authorized at the start of the year will DEFINITELY come to fruition.

WALKER FUND (Fund #269) (pg. 29)

REVENUES – increased by a whopping **+\$156** during the month of May or +0.22%, with only **\$62** coming from **Investment Interest** (#269-000.000-664.000); another **\$49** from the **Book It** event (#269-000.00-665.267); and **+\$45** from various **Donations**.

Breakdown of Donation Revenues for May:

#665.271	General – Youth Collections	\$ 45
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EXPENDITURES – For the month of May 2012, **\$251** or +2.31% was expended, of which **\$34** was for the **Book It!** Fund-raiser; **\$303** for a new category (A/C# 742.267) **Books-Parenting**; (**-\$252**) returned from the **Druschel Collection?** **\$70** for **Engraving, Trees, Brick Pavers, etc.**; and another **\$97** of the Friends of the Novi Library's generous \$10,000 gift was spent.

CAPITAL OUTLAY – N/A

NET REVENUES OVER EXPENDITURES – decreased by **(-\$95)** (or -0.17%) during the month of May, for an Eleven-month year-to-date total of **+\$56,163**.

WALKER FUND (Fund #269) (pg. 29) (continued)

BALANCE SHEET – as a result of May activity, **Cash** in the Fund was decreased by **(-\$685)** or (-0.05%); while **Accounts Payable** was decreased by **(-\$740)** from last month's balance; **Restricted Fund Balance** (A/C# 390.288) in **Memory of Carol Davio** grew by **+\$150**; thus **Unrestricted Current Year Fund Balance** decreased **(-\$95)** or (-0.01%) for the fiscal year.

TOTAL WALKER ASSETS = **\$1,497,478**

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TOTAL LIABILITIES = **\$ 474**

TOTAL FUND BALANCE = **\$1,497,004**

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Restricted Fund Balance = **\$ 47,580**

Un-Restricted Fund Balance = **\$1,449,424**

COMBINED LIBRARY INVESTMENTS (pg. 30)

LIBRARY FUND (#268)

Current Maturities (less than one year) [1] \$1,373,303

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

TOTAL FUND #268 **\$2,673,303**

WALKER FUND (#269)

Current Maturities \$ 547,478

Long-term Maturities \$ 950,000

TOTAL FUND #269

\$1,497,478

COMBINED LIBRARY INVESTMENT = \$4,170,781

Total Combined Library Investments are **(-\$170,220)** or **(-3.93%)** lower than last month

- [1] Long-term defined as a maturity greater than one-year from Balance Sheet date
- [2] We obviously have too much of our funds in "current maturities", but some of this is timing related – as we're now participating in the new LGIP investment option (Oakland County Local Government Investment Pool) for the first time, and nearly \$550K of Walker Fund monies with Fifth-Third bank was converted on 6-07-2012 (after the close of the May Statements)

Following the Treasurer's Report, Director Julie Farkas made two points of clarification in Revenues.

- Library did receive the second State Aid check of over \$12,000 that is not showing in the Financials, but will be added to the revenue for the end of the year.
- Items sold from the disposal were technology equipment and old DVD cases that were brought over from the old building and not furniture.

Trustee David Margolis pointed out that July 1st begins a new taxable year, and with only one month left in our fiscal year, a surplus of approximately \$160,000 of the \$270,000 that was allocated in the Fund Balance could be used to amend next year's budget. By adding the surplus to next year's budget, an amount of \$15,000 could be used as Capital Outlay for the landscape design that was previously approved today.

A motion was made to amend next year's budget to add \$15,000 from surplus funds as Capital Outlay for the landscape design plan previously approved today.

1st – David Margolis

2nd – Scott Teasdale

The motion was passed unanimously

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

Included in item #10 under the Director's Report.

10. Director's Report

A detailed report from Director, Julie Farkas is provided on pages 31-43 of the June 20, 2012 Library Board Packet.

Strategic Planning Committee Meeting June 6, 2012

- Productive (2) hr. meeting with (16) members brainstorming visions and Library needs.
- Focus groups with staff will begin next week.
- Open sessions for Novi residents will be held at the Library on Monday, June 25th at noon and 7pm., and on Saturday, June 30th at 10am.
- Library Service Responses will be discussed at the August 25th meeting.
- Board will receive full report after the August meeting.

Advocacy meeting with Friends Board – June 7, 2012

- Meet with new Board members.
- Discussed various ways that Friends can be advocates for the Library.

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

- Meet with Gary Bernstein, owner of the Café
- Annual report is provided on page 39 of the June 20, 2012 Library Board Packet.

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

- Director Julie Farkas is the chair this year.
- Director would like to have representation from the Novi Public Library Board.
- Opportunity to network with other Library Board members from other Libraries.
- Web site is provided for details.
- Early Bird Registration is July 15th, 2012.

Memorial Day Parade – Geek kickoff

- Details provided on page 43 of the June 20, 2012 Library Board Packet
- Program is doing well; good response.

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

- Library Building celebrated its 2nd birthday.
- Special Birthday Story time for young children.

Donation in Memory of Carol Davio

- Received a very generous donation in memory of Carol Davio.
- Long time Novi Library patron who read many books.
- Working with family members on some type of unique artwork for Library.

Essentials for a Safe and Secure Library

- Several staff members attended a Safety Webinar in June.
- A security plan for 2012-2013 FY will be put in place as a result of viewing the Webinar.

a. Public Services Report

Report is provided on page 44 of the June 20, 2012 Library board Packet.

b. Building Operations Report

Report is provided on page 45 of the June 20, 2012 Library Board Packet.

c. Library Usage Statistics – May 2012

The May statistics are located on pages 46-48 of the June 20, 2012 Library Board Packet.

- 295 Library cards issued
 - 61,930 items checked out
 - Number of items borrowed from TLN – 3,654
 - Number of items borrowed from MEL – 133
 - Number of items loaned through TLN – 4,688
 - Number of items loaned through MEL – 271
 - 57.77% of all items checked out were completed on self check stations.
 - Daily average of people using the Library was 1,099
- Monday, June 18, 2012 was the kickoff for the Summer Reading Program. The first "Tremendous Tuesday" event held on June 19, 2012 at Fuerst Park, had over 300 children and parents attend to see a Magician.

The Friends Party on the Patio held on June 8, 2012 was a huge success. They had over 70 people in attendance, and 30 new people were added to their membership at the event.

The minutes from the Friends Annual Meeting, that was held on May 30, 2012 are included on pages 50-51 of the June 20, 2012 Library Board

Packet. Also included is the 2012-2013 Friends Wish List on pages 51-52 of the June 20, 2012 Library Board Packet. The Wish List items that were approved at the June meeting include:

- Summer Reading 2012- Youth and Adult (\$2,500)
- Battle of the Books – Spring 2013 (\$500)
- Community Reads – Fall 2012 (\$2000)
- Technology (\$300)
- Replacement Toys (\$200)
- Marketing of Youth Programs and Resources (\$500)
- Early Learning Resource (\$1500)
- Novi Newbie Bags and Bibs (\$700)
- Morning Arts Program (\$1600)
- Staff in –Service – November 16, 2012 (\$500)

They did not approve the following:

- Awning for the staff entrance (\$2500)
- Local History Room Computers (\$1560)

11. Friends of Novi Library Report

No report was provided, however Director, Julie Farkas, covered most of what the Friends have been doing for the month.

12. Student Representatives' Report

Report is provided on page 53 of the June 20, 2012 Library Board Packet. The Library Board was pleased to welcome Jessica Mathew as the new Student Representative to the Board. Jessica will be a junior next year at Novi High School. Jessica was pleased to be appointed as Student Representative to the Library Board, since she is a frequent user of the Library. She sees this appointment as an opportunity to help develop leadership skills for the future.

The clothing drive that the teens sponsored during the week of May 14, 2012 at the Novi Public Library was a huge success. The teens sorted and bagged 225 large bags of clothing that was sent to Holy Family Church.

The last Teen Advisory Board (TAB) meeting was held on May 18, 2012. The main agenda for the meeting was to change the by-laws in regards to terms the officers will serve. They will now serve from May to May, instead of June to June.

The new officers elected for the 2012-2013 school year are as follows:

President: Christa Schafer

Vice-President: Carmen Huang
Secretary: Torry Yu

13. Historical Commission Report

There was no report provided.

Director, Julie Farkas made mention that the Heritage Day Festival held on June 16, 2012 at Tollgate Farms was a huge success, with over 700 people in attendance. Also that the Historical Commission will still hold their monthly meeting on the 4th Wednesday of the month, but they will now be at 1:00 in the afternoon.

14. Committee Reports

a. Policy Committee (Margolis, Teasdale, Kilgore – chair) – Met on May 21st

The Policy Committee looked at three (3) policies: Novi Author/Artist Collection Policy, Policy P13, Unattended Children, and Rules of Conduct Policy. The two (2) policies that are ready for Board action are the Novi Author/Artist Collection Policy and the P13, Unattended Children Policy. The Rules of Conduct is a huge policy with lots of major changes, and the drafts are not ready yet; they should be ready by July.

b. Hr Committee (Kilgore, Verma – chair)

There was no report provided.

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

There was no report provided.

d. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

e. Strategic Planning Committee (Kilgore, Sturing, Mena –chair) – Met on June 6th

Discussed under item #10, Director's Report.

f. Landscape Committee (Kilgore, Margolis, Czekaj –chair) – Met on June 12th

Discussed under item #6, Presentation.

15. Public Comment

There was no public comment.

16. Matter for Board Action

a. Novi Author/Artist Collection Policy – New Policy

A new proposed policy, Novi Author/Artist Collection Policy, was presented to the Board by Director, Julie Farkas. The purpose of the policy is to incorporate Novi authors and artists into the Novi Public Library collection. The materials would be donated by the author or artist, and

would be available for check out. Criteria for acceptance into the collection is stated in the proposed policy on page 42 of the June 20, 2012 Library Board Packet.

A motion was made to adopt the proposed Novi Author/Artist collection policy as presented by the Committee, and found on page 42.

1st – David Margolis
2nd – Ramesh Verma

The motion was passed unanimously.

b. Unattended Children Policy – Revision

The purpose of amending Policy P13: Unattended Children was to be more specific as to the age group that can be left in the library building unattended. The policy with the recommended changes highlighted in yellow, is on page 42 of the June 20, 2012 Library Board Packet. An additional change was made to item C, by changing the 7 for an 8. With the change, item C reads as follows:

Parent 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 of caregivers of children **7-11 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.**

A motion was made to accept the Policy P13: Unattended Children as amended and proposed by Larry Kilgore.

1st – David Margolis
2nd – Scott Teasdale

The motion was passed unanimously.

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

A motion was made to move to Executive Session at 9:07 p.m.

1st – Larry Czekaj
2nd – Scott Teasdale

The motion was passed unanimously.

18. Adjourn

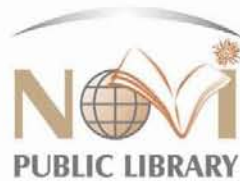
A motion was made to adjourn the meeting at 9:51 p.m.

1st – David Margolis
2nd – Ramesh Verma

The motion was passed unanimously.

Scott Teasdale, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
GOAL SETTING SESSION
June 27, 2012**

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Scott Teasdale, Secretary
Larry Kilgore, Board Member (departed at approx. 7:40 p.m.)

Absent and Excused

Willy Mena, Vice President
David Margolis, Treasurer (arrived at approx. 7:02 p.m.)
Larry Czekaj, Board Member
Ramesh Verma, Board Member (arrived at approx. 7:45 p.m.)

Student Representatives

Jessica Mathew
Torry Yu

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
Margi Karp-Opperer, Assistant Director, Public Services
Barbara Rutkowski, IT/Facilities Department Head
Marcia Dominick, Administrative Assistant

Guests

Patrick Brunett, President, Friends of Novi Public Library
Roy Prentice, Chair, Historical Commission

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan 48375 and was called to order by Mark Sturing, President, at 7 p.m.

No quorum at the start of the meeting, so no official roll call was provided.

2. Goal Setting

Once the Goals are established, then the staff provides their personal and departmental goals, then strategizes to meet these goals throughout the year.

DRAFT

Goal #1: Marketing/Relationship Building/Outreach (KEEP as written)

- 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.
 - Use of a five (5) minute presentation piece for infomercials.
 - Book talks, youth programs, artwork, services, Battle of the Books
 - Highlight students, community members, volunteers, ESL groups, Welcome Desk, and accomplishments.

Goal #2: Collections/Services/Programs/Technology

- Provide and maximize technology, programs, services and collections that meet the changing needs of our community.

Goal #2 Recommended: Services/Collections/Programs/Technology

- Provide quality services, collections, programs and technology that meet the changing needs of our community.
 - Meet the needs of the patron usage
 - Balance between demand and availability
 - Show increased library card usage biannually
 - Library card drive – precinct # vs. card holders
 - Number of active cards/% of community; active / inactive
 - Graphically show the trends of usage

Goal #3: Staff Development

- Provide a well-trained, appropriately compensated staff ~~who~~ that is engaged in the Novi community and within the library profession.

Goal #4: Financial for Operations (KEEP as written)

- Balance the needs of the community with fiscal responsibility.

Goal #5: Fundraising

- Create fundraising opportunities for our community to continue to grow the library's collections, services, and programs.

Goal #5 Recommended: Fundraising

- Create fundraising opportunities for our community to continue to grow the Library's services, collections, programs and technology.

Goal #6: Board Structure/Development

- Ensure that the Library has an engaged and active Library Board that represents the Library in Novi and the larger library community.

Goal #6 Recommended: Board Engagement

- The Library Board shall be active & engaged and represent the Library in Novi and the greater library community.
 - Board members to be more involved on State level and with the Michigan Library Association.
 - Consider Michigan Library Association/American Library Association to educate the Library Board members to the ever changing library environment.
 - Better advocacy
 - Bring newer members up to speed through training

Goal #7: Planning

- Develop a new five-year strategic plan

Goal #7 Recommended: Policies and Planning

- Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
 - Annual report
 - Policy review yearly
 - Stay focused on policies; be more proactive

3. **Adjourn**

The meeting was adjourned at 8:20 p.m.

Scott Teasdale, Secretary

Date

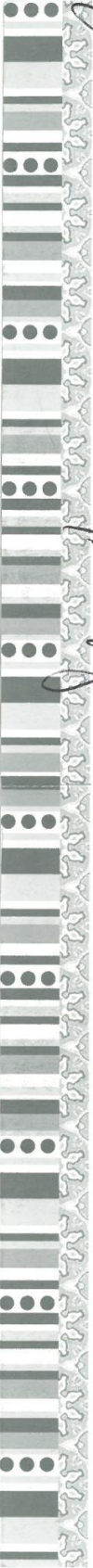


Thank you so much
 for the fantastic job
 you did at the river
 fairway. It was great
 that you were able to
 sort and bag the
 clothes - Boy-Girls... 71ans
 Women or baby. That
 helped a lot,
 we are still looking
 for volunteers,
 maybe you



Thank you
 for your kindness

Christine Donnelly
 Director of The
 Holy Family Community
 Clothes Closet



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; currently promoting Museum Adventure Pass and Park & Read	1/12; 6/12
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; multiple focus groups held for various community groups, teens, staff in June and July	6/12
Strategy:			
Increase usage of services and facility with community partners.			
Tactic	Owner	Status	Due Date
Provide special library cards for business community	Admin; Support Services	Guidelines reviewed; finalizing plans for implementation; presenting to Novi Chamber of Commerce on 7/24	1/12; 7/12
Strategy:			
Engage staff in informal patron surveys at service desks.			
Tactic	Owner	Status	Due Date
Develop "did you know..." questions to promote services	Info Services; Support Services	"Did you know" signs at 2nd floor information desks highlighting different databases	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 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; will begin offering Office 2010 training in fall	2/12; 4/12; 6/12; 7/12

Fundraising			
Goal #5: Create fundraising opportunities for our community to continue to grow the library's collections, services, and programs.			
Strategy:		Plan at least one significant fundraising event a year for operational purposes/offset general fund.	
Tactic	Owner	Status	Due Date
Plan other fundraising programs / events at NPL	Admin	Scrapbooking for a Cause held 1/28/12, raised \$320 ; next scrapbooking event scheduled for Aug. 4	6/12
Strategy:		Actively recognize sponsors/partners for fundraising initiatives.	
Tactic	Owner	Status	Due Date
Seek opportunities for internal and external programs with a fundraising or donation element	Admin	Staff raised \$590 through Macy's Shop for a Cause program in July/August; donation of 8 presentation easels by school board member Dennis O'Connor; Crawford party fundraising for historical display case raised \$5,000; display case to be ordered; historical display in lobby changes every 4 months; Macy's Shop for a Cause fundraising begins again 7/16/12	Ongoing; 12/11; 5/12; 7/12

Send letter for annual donation drive	Admin	592 letters sent to previous donors reminding them of tax credit opportunity for 2011; \$7,661 donated (to date) in response to letter	6/12
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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; additional improvements planned and approved	6/12

Planning

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

Strategy:		Establish strategic planning committee; develop strategic plan for services, resources, materials.	
Tactic	Owner	Status	Due Date
Include Board, staff, community	Admin; Board	Trustees Kilgore, Mena, and Sturing to represent Board; other committee members to be added; meetings will begin in January; met 1/25/12, 4/4/12; 6/6/12, vision and needs development; focus groups held June and July; next meeting planned for 8/25/12	1/12; 4/12; 6/12; 7/12

2012-2013 Budget 2/15/12		2010/2011 Audited (9/2011)	2011/2012 Approved (Rev 9/2011)	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Revenues					
Account	Description				
403.000	Property Tax Revenue	2,358,422.00	2,234,000.00	2,234,000.00	2,239,000.00
567.000	State Aid	25,466.00	20,000.00	19,500.00	17,500.00
657.000	Library book fines	54,889.00	44,100.00	55,000.00	57,000.00
658.000	State penal fines	66,908.00	63,500.00	64,308.00	65,500.00
664.000	Interest on Investments	31,724.00	14,000.00	16,393.00	25,000.00
665.000	Miscellaneous income	13,823.00	9,000.00	14,000.00	14,500.00
665.100	Copier	2,463.00	2,000.00	2,600.00	2,500.00
665.200	Electronic media	5,035.00	7,500.00	3,000.00	3,500.00
665.266	SRP T-shirt sales	145.00		0.00	150.00
665.267	Library Program - Book It	12,664.00		0.00	0.00
665.290	Library Fundraising Revenue	835.00		590.00	1,000.00
665.300	Meeting Room	11,770.00	6,500.00	10,500.00	12,000.00
665.400	Gifts and donations	16,283.00	2,000.00	9,500.00	5,000.00
665.404	Novi Township Assessment	6,822.00	6,350.00	6,128.00	6,130.00
665.500	Book rental	0.00	0.00	0.00	0.00
665.650	Library Café	5,924.00	4,500.00	5,000.00	5,000.00
665.800	Miscellaneous Paper Revenue	0.00	0.00	0.00	0.00
666.000	Other revenue - grants	0.00	0.00	0.00	0.00
676.269	Transfer from Walker Fund		0.00	0.00	0.00
Total Revenue		2,613,173.00	2,413,450.00	2,440,517.00	2,453,780.00
		2010/2011 Audited (9/2011)	2011/2012 Approved	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Expenditures					
Account	Description				
704.000	Permanent Salaries	860,006.00	870,000.00	838,030.00	898,000.00
705.000	Temporary Salaries	520,388.00	539,000.00	541,500.00	561,000.00
709.100	Sick Bank Payout	0.00	0.00	0.00	0.00
715.000	Social Security	103,577.00	108,000.00	105,000.00	111,000.00
716.000	Insurance	154,169.00	184,000.00	180,000.00	212,000.00
716.200	HSA	3,750.00	7,200.00	7,200.00	10,800.00
718.000	Pension DB	30,828.00	26,000.00	25,444.00	0.00
718.050	Pension - add'l DB	150,000.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	16,561.00	18,000.00	20,000.00	24,000.00
719.000	Unemployment Ins	13,338.00	10,000.00	4,000.00	2,000.00
720.000	Workers' Comp	1,991.00	2,250.00	4,000.00	2,500.00
Total Personnel Services		1,854,608.00	1,764,450.00	1,725,174.00	1,821,300.00
Supplies					
726.400	Cash over/short	0.00		0.00	0.00
727.000	Office supplies	15,791.00	25,000.00	15,500.00	17,500.00
728.000	Postage	1,150.00	2,100.00	2,000.00	2,100.00
734.000	Computer software & licensing	66,059.00	87,000.00	87,000.00	73,000.00
734.500	Computer supplies equip	9,544.00	15,000.00	15,000.00	12,000.00
740.000	Operating supplies	23,204.00	24,500.00	24,500.00	31,700.00
741.000	Uniforms	521.00	300.00	300.00	300.00
740.200	Desks, chairs, cabinets, etc.	4,163.00		0.00	0.00
Materials					
742.000	Books	180,593.00	200,000.00	200,000.00	190,000.00
742.100?	Book Fines				500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Periodicals	12,764.00	16,000.00	16,000.00	17,000.00
744.000	Audiovisual materials	47,671.00	52,100.00	52,100.00	53,400.00
745.200	Electronic media	42,991.00	38,200.00	38,200.00	43,200.00
745.300	Online Resources	41,427.00	43,500.00	41,700.00	44,800.00
Total Supplies & Materials		445,878.00	503,700.00	492,300.00	485,500.00

Services & Charges		2010/2011 Audited (9/2011)	2011/2012 Approved	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Account	Description				
801.925	Public Information (cable)	0.00		900.00	950.00
802.000	Data processing	0.00		0.00	0.00
802.100	Bank Services	2,047.00	1000.00	2,500.00	2,500.00
803.000	Independent Audit	670.00	900.00	670.00	700.00
804.000	Medical Service	1,205.00	500.00	500.00	500.00
806.000	Legal Expenses	5,489.00	2,000.00	1,500.00	2,000.00
809.000	Memberships & Dues	4,483.00	6,300.00	5,000.00	5,000.00
816.000	Professional services	3,970.00	5,000.00	2,500.00	5,000.00
817.000	Custodial Services	33,000.00	45,000.00	45,000.00	36,000.00
818.000	TLN Central Services	3,000.00	16,000.00	4,750.00	6,000.00
851.000	Telephone	14,764.00	16,500.00	16,000.00	16,800.00
855.000	TLN Automation Services	53,556.00	56,900.00	58,100.00	64,400.00
862.000	Mileage	619.00	800.00	500.00	1,000.00
880.000	Community Promotion	9,047.00	8,000.00	5,000.00	5,000.00
880.267	Library Programming - Book It	2,405.00		0.00	0.00
880.268	Programming	13,246.00	23,000.00	20,000.00	20,000.00
900.000	Design, Printing, Publishing	28,750.00	13,500.00	28,750.00	28,750.00
910.000	Property & Liability Insurance	18,000.00	18,000.00	13,005.00	13,300.00
921.000	Heat	15,190.00	16,000.00	14,000.00	16,000.00
922.000	Electricity	87,181.00	80,000.00	82,000.00	86,000.00
923.000	Water and Sewer	6,119.00	10,000.00	4,500.00	5,500.00
932.000	Office Equipment Maint.	0.00	0.00	0.00	0.00
934.000	Building Maint.	39,184.00	41,000.00	36,000.00	48,500.00
935.000	Vehicle Maint.	1,753.00	3,000.00	1,700.00	2,000.00
941.000	Grounds Maint.	30,011.00	25,000.00	29,500.00	25,000.00
942.100	Records storage	62.00	62.00	200.00	200.00
942.000	Office Equipment Lease	13,356.00	16,375.00	13,500.00	13,500.00
956.000	Conferences & Workshops	8,707.00	10,500.00	17,500.00	12,500.00
Total Services & Charges		395,814.00	415,337.00	403,575.00	417,100.00
976.000	Building Improvements	0.00	0.00	0.00	0.00
990.000	Furniture	0.00	0.00	0.00	0.00
962.000	Contingency	0.00	0.00	0.00	0.00
Total Capital Outlay		0.00	0.00	0.00	0.00
Total Expenditures		2,696,300.00	2,683,487.00	2,621,049.00	2,723,900.00
680.00	Fund Balance	-83,127.00	-270,037.00	-150,032.00	-270,120.00
	1 time staff pymt (11/12)			-22,500.00	
	Landscape Improvements			-10,000.00	-15,000.00
	TOTAL Fund Balance			-180,532.00	-285,120.00

Director's Report – Julie Farkas

End of Year Financials 2011-2012 from Suzanne Moreno, City of Novi

As you know our 2011-12 fiscal year ended on June 30th and we are working diligently to close our books.

Vendor invoices for goods received or services rendered prior to June 30, 2012 will be processed for payment and charged against the 2011-12 fiscal year. In order to close our year-end and prepare for our annual audit, all invoices charged to 2011-12 must be approved and forwarded to Finance no later than Friday, July 27th.

We will send you "unaudited" preliminary June 30, 2012 financials by Friday, August 10th. We would also like to send over July 2012 at the same time, so please make sure to get those invoices for July to us by August 6th.

Precinct 16 at Novi Public Library:

Beginning in August, the Library will be the new home for precinct 16 voters. The following elections will be held in fall 2012 at the Library:

Tuesday, August 7th 7:00am – 8:00pm (Primary Election)

Wednesday September 5th 7:00am – 8:00pm (Special Election)

Tuesday, November 6th 7:00am – 8:00pm (General Election)

Gary Bernstein, café proprietor, has agreed to open early for morning voters.

Strategic Planning Committee:

Though the committee has not met since June, I have been actively engaging the staff and community in a variety of focus group opportunities to gain feedback on what types of needs could be addressed by the library for the next 5 years. The attendance numbers have not been as high as I had hoped, but the feedback that has been received has great potential for creating a comprehensive plan. To date, I have offered 7 staff sessions, 1 session for seniors at Meadowbrook Commons, 1 session for teens co-hosted with our student representatives Torry Yu and Jessica Matthew, and 5 community sessions.

Staff Luncheon:

A special thanks to the Library Board for allocating the \$2,000 to the staff that was awarded to the Library for Library of the Year. The staff received their monetary gift in their April payroll distribution and the staff lunch was just celebrated in June.

Library Board Goal Setting for 2012-2013:

A goal setting session for the Library Board was hosted on Wednesday, June 25th. Below are the changes that were proposed by the members in attendance. Once the statements are approved, I will move forward with introducing them to the staff and then getting Management Team to work with their individual departments to create department and individual goals for the employees.

Goal #1: Marketing/Relationship Building/Outreach (KEEP as written)

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.

Goal #2: Collections/Services/Programs/Technology

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

Recommended Goal #2: Services/Collections/Programs/Technology

Provide quality services, collections, programs and technology that meet the changing needs of our community.

Goal #3: Staff Development

Provide a well-trained, appropriately compensated staff ~~who~~ **that** is engaged in the Novi community and within the library profession.

Goal #4: Financial for Operations (KEEP as written)

Balance the needs of the community with fiscal responsibility.

Goal #5: Fundraising

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

Recommended Goal #5: Fundraising

Create fundraising opportunities for our community to continue to grow the Library's services, collections, programs and technology.

Goal #6: Board Structure/Development

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

Recommended Goal #6: Board Engagement

The Library Board shall be active & engaged and represent the Library in Novi and the greater library community.

Goal #7: Planning

Develop a new five-year strategic plan

Recommended Goal #7: Policies and Planning

Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

MLA 2012 Annual Conference:

I have only heard from one board member to date on being available to attend the 2012 MLA Annual Conference in Dearborn – November 7th – 9th. Please contact Julie if you would like to get further information about the conference and how you can get involved as an NPL advocate. There is a strolling dinner event planned for Tuesday, November 6th at the Arab American Museum in Dearborn which would serve as a great networking opportunity if members are unable to commit to a daytime event during the conference.

On the Road with NPL:

Based on feedback from our patrons, we are attempting some "out of the box" programming this fall that entails the Library taking patrons on daytrips around Michigan. 3 trips are planned for adults 18+ and will consist of educational tours, lunch a lot of fun hosted by Assistant Director, Margi Karp-Opperer and Volunteer, Kathy Crawford. The trips are a new attempt at fundraising for the Library and should generate close to \$3,000 if all programs fill (50 attendees per program). The funds raised from these day trips will benefit the Information Services Department for future Adult programming initiatives.

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

It is absolutely wonderful to see so many families utilizing the resources the Novi Library provides.

Here are some features from the month:

1. Two well received programs called Savvy Social Security Planning were offered
2. Real Estate Reality: Short Sales and Foreclosures and How to Select and Evaluate Your Financial Services Provider were presented
3. Each Tuesday morning, OLHSA (Oakland Livingston Human Service Agency) staff assisted residents with their special needs
4. We staffed a table at the Novi Heritage Festival. Thanks to Betty Lang for her help and Kelly Kolchuk for coordinating the art project
5. Our "What Do You Geek" campaign continues
6. The Digital Bookmobile sponsored by OVERDRIVE was located in the Library's parking lot one day. Offering hands-on learning stations that could search our digital media collections, our patrons were able to delve into our resources and be shown how to download to their own devices. A giant thank you to Mary Robinson and Dominic Doot for their great assistance to our patrons.
7. An exceptional program, "Make Your Resume Work for You" was given.
8. The Novi Newbie program is still going strong, with deliveries made to St. John Providence Park monthly.
9. Our Teen Volunteers were trained for the upcoming summer reading program
10. 2012 Summer Reading Program began with ecstatic patrons...young and old. We have programs for birth to grade 12 and also offer an adult program. Please join us.

Our monthly scheduled programs from the Adult Services' Dept continues to be extensive: 2 computer instruction classes, (PowerPoint Basics and Intermediate Word) as well as 4 book discussion groups, Chinese Language Conversation Group, Internet and Email for seniors, 3 Novi Writer's Groups, and 4 Knit2gether Knitting Circles.

During June, story times for babies, tots, three and four year olds were offered to our community. The monthly programs of Kiddie Crafts, Starlight Story Time, 3 preschool playgroups and Lego Club were very nicely attended. Happy Birthday Story Time, Art 101 for Preschoolers, 2 Great Parents Great Start Playgroups, and Beginning Builders kept the young patrons fulfilled till we introduced our 2012 Summer Reading Program.

The summer reading program which began on June 18 is packed with 6 weeks of activities and fun for the birth to high school aged group. Please check out our beautifully designed brochures.

The youth area's featured collection was Bedtime Stories and the adult area exhibited "Livin' La Vida Locavore" resources. Entrepreneurship was the database highlighted in June.

Building Operations Report -- Mary Ellen Mulcrone

The newly installed sod in front of the parking lot is doing well. For several weeks it required a lot of extra watering to keep it growing through the extreme heat. Because the Library's irrigation system uses well water, rather than the City of Novi Water Supply System, we were able to maintain this increased watering schedule without violating the City's Mandatory Lawn Watering Ordinance. While we have tried to make the public aware of the Library's somewhat unique situation, using our web site and our Green Building Initiatives brochure, we have still been fielding questions about our watering schedule.

Based on recommendations from the Library Board's Landscape Committee, we are moving forward with additional plantings of ornamental trees and perennials along the Ten Mile frontage, including the north side of the building, near the main entry/flagpole area, on the book drop island, and along the walkway to the High School. These improvements will provide additional color and beauty at various times of the year.

The janitorial contract has been awarded to a new company. Kristel Cleaning, the same company selected by the City, will begin working with us August 1st.

Quarterly carpet cleaning and elevator inspections were done. A variety of inspections related to fire safety are in process in preparation for the Fire Marshal's annual inspection. We will also be working with the new Fire Marshal for our annual fire drill.

IT/Facilities staff were very involved with our visit from the OverDrive Digital Bookmobile. On June 20th, a very hot day, this 74-foot, 18-wheel tractor trailer was set up in the Library parking lot, offering the community an opportunity to learn more about enjoying eBooks, audiobooks, and music through our Download Destination service. Approximately 125-150 people visited this modern bookmobile.

The annual Summer Reading Program is in full swing. IT/Facilities staff provided work stations for the Teen Volunteers who are so important to the success of the program. Support Services staff are unbelievably busy at the Checkout Desk issuing and renewing library cards and checking out materials to patrons. They are also very busy behind the scenes checking in, sorting, and re-shelving materials, processing more holds, and handling the increased size of deliveries from The Library Network.

We have welcomed several new staff members: Florence Woodbridge and Catherine Finn as Library Assistants and Victoria Wheeler as Clerk I in Support Services; Keith Perfect as Facilities Assistant II in IT/Facilities. We are very fortunate to have these people with library experience who could hit the ground running during this very busy time at NPL!

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	469	4,480
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	73,046	803,552
Items borrowed	4,330	4,529	4,111	3,681	3,528	3,461	4,877	4,463	4,412	1,008	3,787	4,303	50,287
Items loaned	4,726	5,797	4,843	4,588	4,677	4,086	5,563	4,894	4,946	4,716	4,959	5,192	58,987

Support Services
Statistics

June, 2012

2012	2011
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No. of lib. cards issued	469	464
Total no. of checkouts	73,046	69,527

No. of items borrowed	TLN	4,203	3,812
	MeL	<u>100</u>	<u>115</u>
		4,303	3,927

No. of items loaned	TLN	4,975	2,437
	MeL	<u>217</u>	<u>241</u>
		5,192	2,678

Self-Check Totals 2010-11 Fiscal Year									
	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	73,046	61.68%	45,057	10,110	8,223	4,880	11,716	7,527	2,601
FYTD	803,552	58.47%	469,830	117,523	94,045	54,333	113,300	65,484	25,145

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	34,232	1,317	246
FYTD Total	371,274	1,119	3,033	FYTD Total	378,571	1,120	3,072
* Revised							

Novi Public Library

Student Representatives' Report – June 2012

Prepared by: Jessica Mathew and Torry Yu

The students were getting "antsy" about summer. To help our high school students at the end of the year, we held a final exam open study session on Monday, July 11 which was well attended. We also held an Animanga Club program which had our largest crowd yet – around 30 to be exact!

Our teens were also made aware of our summer reading program, the programs that go along with it, and the volunteer opportunities that were available. We held two volunteer orientations to help our new volunteers learn, and a refresher for our returning volunteer on how to navigate our summer reading site and help patrons with any issues they may have.

Last but not least, we also welcomed our new student representative, Jessica Mathew, to the Board. We will be working hard this summer to create new goals, outreach, relationships, and prepare for school to return in the fall. ☺ ☺ ☺

Novi Historical Commission Meeting Minutes

May 23, 2012 - 1:00 PM

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: Kathy Mutch

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

Approval of Minutes: it was moved by Sandy McCarthy, sec. by Lynne Boyle to approve the April Minutes. All Approved.

Financial Report: A copy of the most recent monthly financial expense statement was handed out by the Chairman. There is a balance of 7210 balance remaining. With 1210 new expenses about to be spent. In addition there are two amounts which will be spent amounting to 500 (270 food and 210 for ice cream for the Festival) approx, leaving approx 5000 unspent for the year.

Liaison Report: Betty Lang reported that the local history web page is not on line yet but its getting close. It will be a very handy and attractive webpage. It will be easy to change pictures and there will be access to the City GIS mapping for historical sites.

Guest comments: Kathy Mutch asked for support for the Historical Comm. To support printing of the "friends" programs up to \$500.

Review Speaker Series: Cathy Crawford is lined up for October 8th, 7PM, Ed Kriewall is to be lined for December 11th. Speakers are needed for the winter of 2013

Planning for the Heritage Festival: Gerald Gruseendorf is ready to demo wood working at the Festival. moved by Sandy McCarthy, sec by Lynne Boyle to spend on GG for his expense. All approved. The following amounts were moved by Sandy McCarthy and seconded by Lynne Boyle: Food 500, ice cream 210 from Guernsey, Printing and delivery (up to 8000 copies) 500, food for the staff, Volunteers and demonstrators 500. All these combined items for the Festival were approved by the Commission. Expenses for landscaping at the Baseline obelisk were discussed. As some of the plants were not living. The Historical Commission project needed to be brightened up. Moved by Sandy M, sec. by Lynne Boyle to allot 500 for plants at the 8 Mile Obelisk, All approved. At the Festival it was advised that there be water (and Ice) along with first Aid kits for the Festival to be supplied by the City of Novi Parks dept.

Next meeting June 27th, at 1 pm Local History Room Novi library
Meeting adjourned 2:10 PM

These minutes were approved at the June meeting which was postponed until July 2nd, Monday. The next meeting will be July 25th, unless we have another Quorum problem.

We know at least two might have to miss the July meeting. We had a student with us this past meeting. she participated very well.

John MacInnis, Rec. secretary

Bits and Pieces by Jim Pletz, TLN Director

Vol. 3, Number 4
JUNE 2012

Library of Michigan Director Nancy Robertson Scheduled for TLN Picnic

Join your friends and colleagues for the annual TLN Picnic set for 11:00 AM on Friday, July 27 at Heritage Park in Farmington Hills. The park is located between Ten and Eleven Miles Roads at 25099 Farmington Road in Farmington Hills. For \$10 (call Diane at 248-848-4303) the Steering Committee has arranged an early afternoon of fun, games, TLN updates, great box lunch and, of course, a Conversation with Nancy Robertson. Get an in person review of where the Library of Michigan is headed in the second decade of the 21st Century. Nancy requests that this event be a true conversation, with a thoughtful mutual sharing of ideas, concerns and vision for library services in Michigan. To assist in our conversation and dialogue with Nancy, please email your questions or concerns to jpletz@tln.lib.mi.us. All questions and concerns will be gathered and emailed to Nancy on Friday, July 20. Special THANKS, in advance, to Tina Theeke and Farmington Community Library staff for hosting us for another year.

Pilot Continuing Education Programs Launch in August and September

Join instructors Bill Harmer and Annette Haley on Tuesday, August 21 as we test **Project Management for Librarians** our first TLN continuing education class focused on staff at all levels. Bill and Annette will convene the class at the Redford Township District Library. Learn the four basic steps of project management. Assist in the identification and use of common measurement tools to monitor project progress. Simple project metrics will be explored to assist in project monitoring and to document the success of your project. Reduce stress, enhance success and walk away with a custom project model for your program. Registration, for a \$10 fee, starts online at the TLN website starting the week of June 25.

Is a check register a budget or a budget tool. Are budgets cast in stone, unchangeable, or flexible documents used to mark milestones on an annual basis. Budget Basics, personal and organizational, will investigate the common tools and documents required to establish a budget. The rationales for budgeting – controlling expenses, insuring proper use of funds and avoiding over expenditures – apply to personal and organization behavior. Join TLN Board Chairman Michael Tyler, and, TLN Controller Rick Rosekrans as they develop a model template for establishing and monitoring a budget – personal and corporate. Waterford Township Public Library will host this class September 11 from 1:00 PM to 4:00 PM, for a registration fee of \$10. Registration starts, on the TLN website, July 9.

TLN will issue a Request for Proposal in August to solicit instructor support for Fall/Winter continuing education programs.

DIRECTORS REPORT by Jim Pletz

JUNE 2012

First In – First Paid

The vast majority of TLN member libraries, including TLN, have received the 1st payment for state aid to libraries. Starting October 1 of each year and running to the following January 31 libraries are required to submit an annual statistical report of previous year activities. Those libraries who submit in October or November are first in line to receive state aid payments starting in February. For all TLN libraries that filed a report in January, Kathy Webb at the Library of Michigan states that all payments will be forwarded by the end of June. Second half payment checks will begin to be processed and forwarded starting the week of July 2, with payments rendered on a first in, first paid schedule.

MAP (Museum Adventure Pass) – Final Year

Jim Flury deserves a major accommodation for his herculean efforts in coordinating the final year of the MAP program. Starting with the identification of a software design specialist, communication of individual library ILS (Integrated Library System) protocols and finalization of cultural partner participants, Jim worked tirelessly to manage and keep libraries informed of how the new MAP program would work. Gone are the paper collateral passes that patrons checked out at a participating library. The new MAP features an online booking service. In alphabetical order, patrons can view what attractions have available passes for a given date. While simple in concept the process required many libraries to provide crucial data required to customize a patron authentication for their library. Most libraries responded to TLN requests for data, those who did not, or who responded with less than useful data were left out of the initial roll out of MAP year five. Monroe County, Flint Area libraries, Suburban Library Cooperative members and the Detroit Public Library all responded to requests for ILS protocols and were seamlessly added to the Shared Automation System libraries in TLN that participated in the Memorial Day launch of MAP year five. Ann Arbor District Library was inadvertently left out of the initial program rollout and steps to add them to the service took some follow up time, with an Ann Arbor MAP program roll out set to launch June 12.

TLN Contracts, Service Agreements and Member Library Audits

In an effort to standardize the process of contract and service agreement approval, TLN staff will identify all such documents, their history and projection for future application. After this process is complete, new routing forms will be developed to track the history and approval process for any agreement entered on behalf of TLN.

TLN will begin a process of collecting and maintaining a library of member library audits, starting with the most current fiscal year. This new data collection will permit TLN staff to monitor the trends in auditing, watch for concerns and suggest corrective actions in line with what other member libraries are undertaking.

ON THE ROAD WITH the NOVI PUBLIC LIBRARY
Tuesday, September 11, 2012

Patriot Day in Historic Holly

Kathy Crawford and Margi Karp-Opperer are hosting a special day of patriotic activities in Holly, Michigan

- **\$73 per person includes:**
- Guided tour of the Great Lakes National Cemetery
- Elegant Queen Anne Luncheon at Historic Holly Hotel
- Afternoon options including:
 - Hadley House Museum
 - Detroit Model Railroad Club
 - Meeting local authors/historians and crafters
 - Shopping and More!



A fee of \$73 will cover round trip deluxe transportation by Carr's Motorcoach, lunch, door prizes, shopping coupons, and admission fees. Full payment by cash, check, or credit card is due with registration. No refunds after September 1. Proceeds benefit Novi Public Library's Adult Programming.



- **September 11, 2012**
- **Depart Novi Civic Center (45175 W. Ten Mile Road) at 8:15 am**
- **Return to Novi Civic Center - approx. 5 pm**

Availability Limited
Register Now by
Calling Library
Administration at
(248) 869-7204

Monday — Friday
10 am—5 pm



(248) 349-0720
www.novilibrary.org
45255 W. Ten Mile Road
Novi, MI 48375

ON THE ROAD WITH the NOVI PUBLIC LIBRARY
Thursday, October 4, 2012

Experience Your Capitol - Lansing

Kathy Crawford and Margi Karp-Opperer are hosting a special day of activities in Lansing, Michigan

- **\$71 per person includes:**
- Guided tour of the State Capitol
- Special visit/photo opportunity with Honorable State Representative, Hugh Crawford
- Guided tour of State Supreme Court
- Charming luncheon at English Inn (Winner of Lansing's Best of the Best Award), followed by a talk on the Inn's history and a walk around their gorgeous garden



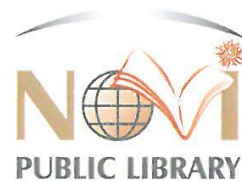
A fee of \$71 will cover round trip deluxe transportation by Carr's Motorcoach, lunch, door prizes, and admission fees. Full payment by cash, check, or credit card is due with registration. No refunds after September 24. Proceeds benefit Novi Public Library's Adult Programming.



- **October 4, 2012**
- **Depart Novi Civic Center (45175 W. Ten Mile Road) at 7:45 am**
- **Return to Novi Civic Center - approx. 5 pm**

Availability Limited
Register Now by
Calling Library
Administration at
(248) 869-7204

Monday — Friday
10 am—5 pm



(248) 349-0720
www.novilibrary.org
45255 W. Ten Mile Road
Novi, MI 48375

ON THE ROAD WITH the NOVI PUBLIC LIBRARY
Friday, November 2, 2012

A Day in Detroit

Kathy Crawford and Margi Karp-Opperer are hosting a special day of activities in Detroit, Michigan

- **\$73 per person includes:**
- Docent presentation and special exhibit tour of **Faberge: Rise & Fall** at the Detroit Institute of Arts (audio devices included)
- Delicious luncheon at Rattlesnake Club
- Motorcoach tour highlighting Detroit architecture



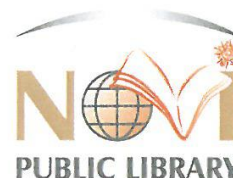
A fee of \$73 will cover round trip deluxe transportation by Carr's Motorcoach, lunch, door prizes, and admission fees. **\$10 discount for DIA members with valid membership numbers.** Full payment by cash, check, or credit card is due with registration. No refunds after October 22. Proceeds benefit Novi Public Library's Adult Programming.



- **November 2, 2012**
- **Depart Novi Civic Center (45175 W. Ten Mile Road) at 8:15 am**
- **Return to Novi Civic Center - approx. 5 pm**

Availability Limited
Register Now by
Calling Library
Administration at
(248) 869-7204

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Board & Administrator

FOR BOARD MEMBERS

July 2012 Vol. 28, No. 11

Editor: Jeff Stratton

Build your board a better self-evaluation

An effective board self-appraisal document can help the board improve its governance of the organization. The goal of the evaluation should be to focus the board on areas where it can improve its performance and to identify future priorities.

Ultimately, a board self-appraisal is most valuable when it facilitates a regular board conversation about governance. To improve communication, the administrator and the board should regularly engage in a mutual discussion of the organization's governance. A board self-evaluation is one method for having this conversation.

In this issue of *B&A*, the board has a chance to develop a self-appraisal tool that works for them. As a starting point, we will look at the first section of an effective board appraisal document: Board performance measured against key board functions.

Next month in *Board & Administrator*: Using the appraisal to determine board priorities for the organization in the near term (1–2 years).

In subsequent issues, we will add additional sections to the board self-evaluation document, leaving the board with a full self-appraisal tool. ■

Board Self-Assessment

Board Function	Poor	Average	Exceptional
Clarifying the organization's mission and vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolving key strategic and/or policy issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing the Executive Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing the financial resources necessary to support the mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing expertise to policymakers/legislators to support organizational work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building and enhancing the reputation of the organization with key stakeholders and the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overseeing the financial performance of the organization and ensuring adequate risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessing the performance of the organization against its mission and key priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improving Board performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments _____			

Handy tip for mission-focused board service

Some board members will want to nickel and dime the organization over every single expense they incur while serving the organization. They will want to be reimbursed, for example, for the mileage when they drive to and from meetings in town. Here's a way around that:

Ask board members to consider their nominal

expenses part of their "donation" to the organization. Use your Travel Reimbursement policy to reimburse board members for the significant expenses they incur.

Make sure this "gift" expectation is known to all board members at the time they join the board. ■

Board members must support board policy

A Canadian nonprofit is dealing with a strange issue right now. They have a board member who sneaks in after hours to use the organization's equipment and computers for his personal use. That violates board policy, which states that the organization's employees cannot use the equipment for their personal use.

Very few board members behave in this fashion and I don't know why board members careen off the rails. When they do, it's generally an issue that creates conflict about their role, and/or their relationship with the executive director. The type of issue described here is different in that it speaks to a fundamental point about board service: Board members set policy for the organization. That makes it crucial that board members support the policy they set.

When a board issue like this one arises, the board's chair needs to step in. The board chair's position requires that she be in charge of board behavior issues. When a board member's behavior violates board policy, the chair needs to intervene and correct the board member. It's a crucial issue: a board member should not serve on a board if he can't support board policy by upholding it personally.

The chair's discussion with the board member should focus first on his involvement with the organization's mission and the good work he does, and then transition into a message about this negative board member behavior.

The matter described in this story is best handled privately by the board chair speaking with the board member. ■

Evaluate the CEO on these factors

Consultant Richard Male offers these tips for boards to help them evaluate their executive director:

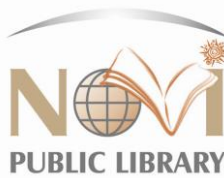
- **Assess relationship with the board of directors.** Does the CEO communicate in a timely manner? Does she or he establish good working relationships not only with the board chair and executive committee, but with all board members?
- **Consider financial management.** Does the CEO provide monthly reports to the board that include cash flow, income and expense reports and balance sheets? Do you have an annual audit?
- **Evaluate fundraising and resource devel-**

opment plans. Do you have a three-year fundraising plan? Do you have a 12-month fundraising operational plan? Are you communicating with your donors and funders?

- **Monitor planning.** Do you have short and long-range plans with road maps that can help you get where you want to go? Do you have regular planning retreats?

- **Look at professional growth and development.** Is there money allocated for staff and board members to join professional associations, chambers of commerce and statewide non-profit associations?

For information, www.richardmale.com. ■



Library Board Calendar

2012

July 4 July 18	Holiday – Independence Day, Library Closed Library Board Regular Meeting
August – October August 7 August 15 August 25	Community Reads Program Primary Election Library Board Regular Meeting Library Board Special Meeting – Strategic Planning Committee
September 3 September 19	Holiday – Labor Day, Library Closed Library Board Regular Meeting
October 17	Library Board Regular Meeting
November 6 November November 16 November 21 November 22 November 28	General Election Day Annual Library Report – City Council Meeting, TBD Library Staff In-Service, Library Closed Holiday – Thanksgiving Eve, Library Closes at 5 p.m. Holiday – Thanksgiving, Library Closed Library Board Regular Meeting (date changed due to Thanksgiving holiday)
December 14 December 19 December 19 December 23 December 24 December 25 December 30 December 31	Friends Annual Gala Library Board Regular Meeting Library Director – Mid-year Review Holiday – Library Closed Holiday – Christmas Eve, Library Closed Holiday – Christmas, Library Closed Holiday – Library Closed Holiday – New Year’s Eve, Library Closed

2013

January 1 January 16	Holiday – New Year’s Day, Library Closed Library Board Regular Meeting
February – March February 20	Budget Study Sessions, TBD Library Board Regular Meeting
March March 20 March 30 March 31	Budget – approved to be provided in April to Council, TBD Library Board Regular Meeting Holiday – Easter Eve, Library Closed Holiday – Easter, Library Closed
April 17	Library Board Regular Meeting
May 12 May 15	Holiday – Mother’s Day, Library Closed 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.