

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, June 15, 2011 at 7:00 p.m.
Novi Public Library Meeting Room
45255 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
 - A. Letter from Novi Meadows regarding a donation for the Novi Meadows Fun Fest..... 11
6. Presentation
 - A. Summer Reading 2011: Margi Karp-Opperer, Assistant Director of Public Services
7. Public Comment
8. President's Report
 - A. Library Goals 2010-2011 12
(Updates are provided in the packet; full document available on the Board's website page)
 - B. Post Construction Update: Mary Ellen Mulcrone, Assistant Director of Building Operations 16
 - C. Letter from Elizabeth M. Kudla, Secrest Wardle: Post Construction Services Issues – Front Lobby Heating Issue 28
9. Treasurer's Report
 - A. Library Budget 2010-2011 30
 - B. Library Investments/Revenues and Expenditures/Walker Fund – May 31, 2011 NA
 - C. Library cafe revenue report – May 2011 NA
10. Director's Report
 - a. Public Services and Building Operations reports 32
 - b. Overdrive downloadable statistics – compiled by Mary Jarvis Robinson 35
 - c. Library Usage Statistics – May 2011 38
 - d. City of Novi City Council, June 6, 2011 – Agenda K: Car Charging Stations fee 40
 - e. MLA Update, May 26, 2011 43
11. Friends of Novi Library Report 45
 - A. Wish list approved for 2011-2012 46
 - B. Approved minutes from May 11, 2001 Annual meeting..... 47
12. Historical Commission Report 50
13. Student Representatives Report
14. Committee Reports
 1. Policy Committee (Margolis, Casey, Kilgore)
 - a. Car Chargers – Introduction of policy Language adopted by City Council NA
 1. HR Committee (Casey, Verma, Kilgore)
 - a. Employee Handbook revisions – 2nd Draft NA

- b. Health Care Insurance – No Report
- c. Library Director Annual Review – July 2011
- 2. Finance Committee (Margolis, Czekaj, Sturing, Kilgore)
 - a. Capital Replacement schedule
 - b. Fund Balance requirements
- 3. Fundraising Committee (Mena, Sturing, Casey, Kilgore)

15. Public Comment

16. Matters for Board Action

- a. Approval of Employee Handbook revisions as presented, effective July 1, 2011.
- b. Approval of Car Charging agreement for Novi Library instituted by the City of Novi City Council to set fees at a cost of \$3.00 for a session per charging session for the use of the Electric Vehicle Charging Stations at the Novi Public Library.

17. Adjourn

Consent Agenda:

- 1. Approval of Claims and Warrants L483 3
- 2. Approval of Regular Meeting Minutes – May 25, 2011 5

Supplemental Information

- 1. Board and Administrator – May 2011 52
- 2. Library Board Calendar 54

Future Events:

- Heritage Days Festival hosted by the Novi Historical Commission – June 18th 10:00am – 3:00pm, Tollgate Farms
- Summer Reading Kick-off – June 20th 10am – 9:00pm, Novi Public Library
- Historical Commission Regular Meeting – June 22nd at 6:30pm, Novi Public Library
- Friends of the Novi Library Regular Meeting – July 13th at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – July 20th at 7:00pm, Novi Public Library
- Historical Commission Regular Meeting – July 27th at 6:30pm, Novi Public Library



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

Warrant 483		June 2011	
Payable to	Invoice #	Account number	Account total
Friends of Novi Public Library		268-000.00-665.400	\$ 200.00
Global Office Solutions		268-000.00-727.000	\$ 260.33
Postmaster		268-000.00-728.000	\$ 176.00
Tech Logic Corp		268-000.00-734.000	\$ 64.67
TotalChoice Hosting, LLC		268-000.00-734.500	\$ 4.00
Hanover Technical Sales, Inc.		268-000.00-740.000	\$ 1,285.50
Hollinger Metal Edge		268-000.00-740.000	\$ 34.19
Midwest Tape		268-000.00-740.000	\$ 269.99
Sentry Supply		268-000.00-740.000	\$ 368.90
Showcases		268-000.00-740.000	\$ 38.40
Specialty Store Services		268-000.00-740.000	\$ 89.98
Amazon		268-000.00-742.000	\$ 2,164.36
American Library Association		268-000.00-742.000	\$ 125.50
Borders		268-000.00-742.000	\$ 280.87
Brodart		268-000.00-742.000	\$ 24,122.49
Center Point Large Print		268-000.00-742.000	\$ 486.51
Ebsco		268-000.00-742.000	\$ 24.06
Gale		268-000.00-742.000	\$ 2,949.33
Infobase Publishing		268-000.00-742.000	\$ 109.14
John Wiley & Sons, Inc.		268-000.00-742.000	\$ 166.50
Multicultural Books & Videos		268-000.00-742.000	\$ 299.35
New Reader Press		268-000.00-742.000	\$ 254.60
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 1,027.91
Ebsco		268-000.00-743.000	\$ (201.56)
Teddy, James	FreeP/Dnews 5/17-28/11	268-000.00-743.000	\$ 17.50
Midwest Tape		268-000.00-744.000	\$ 13,482.30
Midwest Tape		268-000.00-745.200	\$ 11,627.80
Michigan Library Association	Organ Mem Dues 7/1-6/30/12	268-000.00-809.000	\$ 1,469.00
DuAll Cleaning, Inc.	April	268-000.00-817.000	\$ 2,750.00
AT&T	Fire/Elevator	268-000.00-851.000	\$ 124.18
TelNet Worldwide		268-000.00-851.000	\$ 692.45
Verizon Wireless	3/29-4/28/11	268-000.00-851.000	\$ 435.28
Demco		268-000.00-880.000	\$ 103.60
Oriental Trading Company, Inc	bookmarks	268-000.00-880.000	\$ 80.86
AT&T	advertising	268-000.00-880.000	\$ 48.50
Sam's Club	Program Supplies	268-000.00-880.000	\$ 164.66
Wixom Public Library	Youth	268-000.00-880.000	\$ 13.48
State of Michigan	Book It! Liquor License	268-000.00-880.267	\$ 25.00
Xpedx	Book It!	268-000.00-880.267	\$ 25.00
Borders		268-000.00-880.268	\$ 14.36
Carpenter, Suzanne		268-000.00-880.268	\$ 51.40
Druschel, Pauline	6/9/2011	268-000.00-880.268	\$ 40.00
Esseltine, Megan	6/11/2011	268-000.00-880.268	\$ 40.00
Johnson, Stuart	Travelogue in Jazz 6/29/11	268-000.00-880.268	\$ 75.00
Mutch, Kathleen	6/9 & 25/11	268-000.00-880.268	\$ 75.00

Warrant 483		June 2011	
Payable to	Invoice #	Account number	Account total
Oriental Trading Company, Inc		268-000.00-880.268	\$ 68.91
Upstart		268-000.00-880-268	\$ 2.00
Novi Parks	6/14,21,28/11	268-000.00-880.268	\$ 500.00
Weeks, Phyllis	youth	268-000.00-880.268	\$ 6.47
Accuform Printing & Graphics, Inc.		268-000.00-900.000	\$ 14,745.78
Konica Minolta	C220/4/22-5/23/11	268-000.00-900.000	\$ 706.01
Consumers Energy	4/13-5/11/11	268-000.00-921.000	\$ 965.72
AT&T	5/13-6/12/11	268-000.00-922.000	\$ 33.84
DTE Energy	3/24-4/24/11	268-000.00-922.000	\$ 7,528.92
24/7/365 Inc.	window cleaning 4/13/11	268-000.00-934.000	\$ 1,130.00
Allied Waste		268-000.00-934.000	\$ 76.13
Cintas		268-000.00-934.000	\$ 469.88
DuAll Cleaning, Inc.		268-000.00-934.000	\$ 3,422.50
Grainger		268-000.00-934.000	\$ 162.96
HV Burton Company		268-000.00-934.000	\$ 500.00
Laforce		268-000.00-934.000	\$ 25.44
Library Design Associates, Inc.		268-000.00-934.000	\$ 95.00
Orkin		268-000.00-934.000	\$ 50.00
R.E. Leggette Company		268-000.00-934.000	\$ 12.00
RW Mead & Sons		268-000.00-934.000	\$ 1,135.38
Schindler		268-000.00-934.000	\$ 395.00
SunTel Services		268-000.00-934.000	\$ 63.12
Touch of Tropics, Inc.	April	268-000.00-934.000	\$ 50.00
Tri-County Back-Flow Specialists, Inc.		268-000.00-934.000	\$ 140.25
Speedway	Lib. Van	268-000-00-935-000	\$ 85.00
Brien's Services, Inc.		268-000.00-941.000	\$ 451.25
Home Depot	10-11FY	268-000.00-941.000	\$ 18.03
Northwest lawn	salt/4/18/11	268-000.00-941.000	\$ 169.00
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,091.33
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
Farkas, Julie	Novi School Tour 5/9/11	268-000.00-956.000	\$ 118.70
Karp-Opperer, Margi		268-000.00-956.000	\$ 18.36
Michigan Library Association	Polsgrove/Tech Esp	268-000.00-956.000	\$ 170.00
Midwest Collaborative for Library Services	308149/Robinson/ebooks	268-000.00-956.000	\$ 99.00
Preston, Jennifer	conf. mileage	268-000.00-956.000	\$ 93.64
Public Library Trustee Ass.of Oak Cty	PLTAOC Ann Sp 6/21/11	268-000.00-956.000	\$ 120.00
Rockhurst University	Teagan/Zurmuehlen 6/3/11	268-000.00-956.000	\$ 148.00
Specialty Business Services	Staff gift cert.	268-000.00-956.000	\$ 325.00
Weeks, Phyllis	Staff Break Room	269-000.00-665.273	\$ 68.02
Petty Cash (Postage)		268-000.00-728.000	\$ 37.19
Petty Cash (Operating Supplies)		268-000.00-740.000	\$ 25.00
Petty Cash (Community Promotion)		268-000.00-880.000	\$ 10.10
Petty Cash (Conference & Workshops)		268-000.00-956.000	\$ 27.80
TOTAL			\$ 101,332.62



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL BOARD MEETING
May 25, 2011**

DRAFT

1. Call to Order and Roll Call

Larry Kilgore, President
Mark Sturing, Secretary
Larry Czekaj, Board Member
Ramesh Verma, Board Member (Excused at 7:48 p.m.)

Absent and Excused

Laura Casey, Vice President
David Margolis, Treasurer
Willy Mena, Board Member

Student Representatives

Absent and Excused

Nishant Karar
Kirsten West

Library Staff

Julie Farkas, Director
Barbara Rutkowski, IT/Facilities Department Head
Karen Bitterle, Information Services Librarian
Diana Gertsen, Office Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan 48375 and was called to order by Larry Kilgore, President at 6:54 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 25, 2011 Special Library Board agenda as presented.

1st – Remesh Verma

2nd – Larry Czekaj

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the May 25, 2011 Consent Agenda as presented.

1st – Mark Sturing

2nd – Larry Czekaj

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

A. Karen Bitterle, Information Services Librarian – Novi's Business Community

A detailed outline was presented on the Collections and Programs that are now available for the Novi business community. The consolidated collection is located on the second floor in the Reference area. The Library will offer hardcopy reference books, business programs, data base training, book club discussions, and guest speakers. Dates for the discussion groups and guest speakers are tentative.

7. Public Comment

There was no public comment.

8. President's Report

a. Library Goals 2010-2011

- Staff attended the open house of the new Oakland County Library facility to become familiar with the resources that could benefit patrons at Novi Public Library.
- Live artwork tours are being offered.
- Held a National Letter Writing Month Program for teens.
- Laptop computers have been received and are moving forward with a policy for laptop computer use.
- Reinstated 15-30 minute Tech Time sessions to provide patrons with trouble shooting assistance.

b. Building Authority Update

At the last meeting, the Building Authority went through the outstanding issues with the Library Staff that were noted with BEI. The Building Authority concurred that the Library Staff was on target as to how they were addressing the issues, and deferred back to the Library to continue the work throughout the punch list.

One item that continues to be problematic is the front lobby being cold in the heating season. The Daily Company and the sub contractors worked on the doors in February and March and believe they have corrected the problem. The City Attorneys were asked by Library Director, Julie Farkas to draft a letter to the Daily Company and the sub contractors to extend the warranty on the lobby doors until next winter. The letters have gone out, but no response to extend the warranty has been received to date. If the situation with the lobby doors cannot be corrected, the automatic doors will have to be replaced with a manual system.

9. Treasurer's Report

a. Library Budget 2010-2011

Included in the Board Packet is the 2010-2011 FY Library Budget dated March 17, 2010.

b. Library Investments/Revenues and Expenditures/Walker Fund

The Balance Sheet for period ending April 30, 2011 indicates a Total Liabilities and Fund Balance of \$3,202,808.

The Library's Net of revenues and Expenditures for the period ending April 30, 2011 shows a balance of \$511,967. With 10 months into the budget year, the Library has utilized 73.59% of the budget.

The Walker Fund Balance Sheet for the period ending April 30, 2011 shows the Total Liabilities and Fund Balance of 1,440,418, and a Net of Revenues and Expenditures of \$36,422.

The Library's Investment Sheet for the period ending April 30, 2011 shows the Total Investment amount for the 268 Library Fund at \$3,110,653.

The Library's Investment Sheet for the period ending April 30, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,440,417.

The Library's Investment Sheet for the period ending April 30, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$4,551,070.

c. Library Café revenue report 2010-2011

The sales report from Read a Latte Cafe for the month of April, 2011 was received. The gross sales were \$4,982.17, with the Library's portion at \$478.15.

10. Director's Report

- The theme for National Library Week was "Create Your Own Story". Book templates were displayed in the lobby for patrons to fill out and share a library memory. We received a total of 168 responses that will be kept and recreated in the E-Newsletter to keep people engaged in what the Library means to people in this community.

- Two programs that were offered this month were, "Healthy Living/Healthy Cooking", and author Tom Stanton presented a program called "Journey Through Detroit Tigers' History".
- The library IT staff and the City IT staff have begun to meet on a monthly basis to share resources for cost savings.
- Novi Public Library hosted the Detroit Suburban Roundtable on Friday, May 20th. The topic was "Having Our Legislators". Representative Crawford and Senator Kowall spoke about the State budget and how it affects libraries.

a. Library Usage Statistics-April 2011

The monthly totals for library usage in April was down from previous months, and since March and April are the busiest months with library programs and students and the usage they have with the school, there may be a problem with the gate calculations. The IT Department will be looking into the gate system to see if there is a calculation error.

b. Policy P10: Computer Use Policy revision

Policy P10 is included in the Board Packet on pages 26-29 with the proposed revisions highlighted.

c. Bits and Pieces by TLN Director Jim Pletz, May 2011

There is a 40% reduction in State Aid, and when TLN receives a reduction it affects libraries at the local level. Novi has deliveries Monday through Friday, which is five (5) stops per week, so the annual fee for FY 2012 will be \$7,390, which is considerably less than the \$15,00-\$16,00 that Novi budgeted for. Some libraries are not able to remain open due to the reduction in State Aid. Garden City Library will close on June 30th, 2011.

11. Friends of Novi Library Report

There was no report from the Friends. Julie attended their Annual meeting in May and reported that with the change in Officers there may be a change in the way the Friends will be communicating with the Library Board.

12. Historical Commission Report

The report is included in the Board Packet. Julie reported that the Historical Commission is getting ready for the installation of their Obelisk. No date has been set for the launch, but it will be sometime in mid to late summer. They will be joining the Novi Public Library in the Memorial Day parade on Monday.

13. Student Representatives Report

There was no report from the Student Representatives.

14. Committee Reports

1. Policy Committee

a. Car Chargers

No report was provided.

2. HR Committee

a. Employee Handbook revisions – 1st Draft

The Employee Handbook is on pages 32-91 in the Board Packet for the Board to review.

b. Health Care Insurance – No Report

c. Library Director Annual Review – July 2011

3. Finance Committee

a. Capital Replacement Schedule

No report provided on the establishment of a schedule for Capital Replacement.

b. Fund Balance requirements

No report provided for Fund Balance requirements.

4. Fundraising Committee

a. Fundraising Report by Julie Farkas

There was a joint meeting of the Finance Committee and the Fundraising Committee on April 27, 2011 to discuss the final details of the Book It Event. Both Committees were very pleased with the way the event happened and the support that they got. The event took in close to \$10,300, and both Committees feel this is an event that should be done again. Planning will start in the Fall for the next event to take place in the spring of 2012. With an earlier start to the planning and getting more people involved, the Committees feels that it will not be necessary to hire a consultant for the next event.

The Fundraising Committee has decided to put a hold on the signing of the proposed agreement with the Community Foundation of Southeast Michigan Endowment Fund due to changing factors with state/federal regulations for donations to Community Funds. The Committee was also very pleased with the results of the fundraiser without the benefit of the Foundation. The Committee is also wrestling with control of the donations. If we join the Fund, we turn the money over to the Foundation. The Foundation would have control of our donations, and we would never get to dictate how the money is to be used. At this point the Committee is looking into other options.

15. Public Comment

There was no public comment.

16. Matters for Board Action

a. Discussion pertaining to Employee Handbook revisions – 1st draft

There was no discussion or action taken at this time in order to allow the Board members to read through the proposed revisions in the Employee Handbook.

b. Policy P10: Computer Policy

Unfiltered computer laptops are now available for adult patrons to use in the Library. They can be checked out with a valid library card or a computer guest pass. Policy P10 defines the guidelines for laptop computer usage in the Novi Public Library.

Policy P10 was presented to the Board for review and discussion. There was a lengthy discussion on the language in paragraph 4A, **Choosing and Evaluating Sources**, as to whether the word "may" be changed to "shall".

The motion brought forward to the Board was; that we adopt this computer use policy as presented with the one correction in 1B, which capitalizes the word minor.

1st – Mark Sturing

2nd - Larry Czekaj but with discussion for clarification on 4A to leave
The word "Administration" instead of "Library Staff".

The motion was passed unanimously as originally stated.

17. Adjourn

A motion was made to adjourn the meeting at 8:45 p.m.

1st – Larry Czekaj

2nd – Mark Sturing

The motion was passed unanimously.

Mark Sturing, Secretary

Date



NCA Accredited

Novi Community School District Novi Meadows

5th Grade House
25549 Taft Road
Novi, MI 48374
(248) 449-1250 Fax (248) 449-1259

6th Grade House
25299 Taft Road
Novi, MI 48374
(248) 449-1270 Fax (248) 449-1279



Blue Ribbon
Exemplary School

Novi Public Library
45255 W. 10 Mile Road
Novi, MI 48375

June 2, 2011

Dear Miss Margie,

On behalf of the students and staff of Novi Meadows Elementary and Novi Youth Assistance we would like to thank you for your very generous donation of a **Novi Public Library Gift Bag and Friends of Library Gift Certificate** for the raffle at this year's Novi Meadows Fun Fest.

Because of you, we were able to raise nearly \$18,000. We are extremely grateful for your support and the support of our community. All profits from the Fun Fest are used to support programs at Novi Meadows that provide classroom enrichment, resources, assemblies, speakers, authors, reading incentives and so much more to enhance the learning experience.

Additionally, \$1,800 of the profits has been donated to Novi Youth Assistance. Novi Youth Assistance (NYA) is a non-profit volunteer organization sponsored by the City of Novi, Novi Community School District and Oakland County Circuit Court - Family Division that is designed to assist families while building a community by reinforcing positive behaviors in our youth through strength-based programs and services. 100 percent of donations are returned to the community through programs and services including Family Education, Youth Recognition, Summer Recreation, Scholarships, Mentoring, and Counseling.

We appreciate your assistance in helping us make our 2011 Fun Fest a huge success, and thank you for your continued support.

Together we are making a difference!

Sincerely yours,

Lisa Fenchel
6th Grade Principal
Novi Meadows Elementary

David Asher
5th Grade Principal
Novi Meadow Elementary

Maria Mazza
PTO President
Novi Meadows Elementary



A Nationally Recognized Exemplary School District

Lisa Fenchel, Sixth Grade Principal * David Asher, Fifth Grade Principal



Novi
Strengthening Families
Through Community Involvement

NOVI PUBLIC LIBRARY – 2010/2011 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:			
Keep the community updated on the new building status.			
Tactic	Owner	Status	Due Date
Implement audio tour for artwork in new building.	IT/Administration	Completed; audio tour available and publicized; “live” artwork tours have also been offered	1/11; 4/11; 6/11
Seek opportunities to promote new building.	Administration	Celebrated 1 st birthday of new Library	6/1/11
Strategy:			
Continue Partnership with Providence Hospital.			
Tactic	Owner	Status	Due Date
Continue “Novi Newbies” program in partnership with Providence, Friends, and City.	Administration; Information Services; Friends	Providing packets as needed; investigating opportunities with additional partners; secured additional sponsorship \$\$ from Novi Rotary, Providence Park Hospital, Friends of the Novi Library for Novi Newbies program for 2011/12; new bag will be created showing new sponsor info	Ongoing; 11/10-3/11; 6/11
Strategy:			
Use current technology to promote library events, programs, resources, and services.			
Tactic	Owner	Status	Due Date
Stay abreast of new social media tools to promote library events, programs, resources, and services.	Information Services	Investigate adding Freegal to library services in next budget year; promoting “Library Anywhere” access through smart phones	Ongoing; 3/11; 5/11
Strategy:			
Implement/increase teens’ interest in NPL.			
Tactic	Owner	Status	Due Date
Encourage teen participation in displays and programs.	Information Services	Walled Lake Western Visual Arts dept. displayed student artwork; held Teen Creative Arts Fair	2/11; 5/11
Strategy:			
Promote adult collections and services in-house.			
Tactic	Owner	Status	Due Date
Prepare featured collection theme displays; maximize shelving with face-out and end-cap displays.	Information Services	Displays have included: book to movie, all things Austen, poetry, baseball	Ongoing; 3/11; 5/11
Utilize new methods of promotion, such as the screen savers on the Information Desk computers and LCD screens, to focus attention on collections	Information Services / IT	Screensavers at information desks display graphics from our different databases	Ongoing

and services.			
Strategy:	Promote adult collections and services to community and area organizations.		
Tactic	Owner	Status	Due Date
Host area organizations in the library; provide instructional tours and resource lists and encourage return visits.	Information Services	Hosted 2 ESL classes; tours from Novi senior facilities, English conversation group and ESL group from Novi Community Education	Ongoing; 11/10; 5/11
Strategy:	Increase number of library card holders.		
Tactic	Owner	Status	Due Date
Investigate methods of increasing library card ownership.	Information Services	To reduce paper waste and printing costs, there will be a charge for computer guest passes (used instead of library cards) beginning in January ; offered opportunities for residents at Fox Run to sign up for library cards	Ongoing; 1/2/11; 2/11; 3/11
Strategy:	Increase NPL / TAB connections with community.		
Tactic	Owner	Status	Due Date
Build a featured collection around "TABbers Picks".	Information Services	Talked to TAB members to get a list of their favorite titles	6/30/11; 5/11

Collections/Services/Programs/Technology

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

Strategy:	Continue to improve collection development practices.		
Tactic	Owner	Status	Due Date
Ensure most effective use of vendors for various materials.	Collections Specialists; Support Services	Reviewing approved vendor list; switched primary book vendor for better service and less \$\$ (saving \$4,000 annually); received additional training on ordering audiovisual materials	1/11; 11/10; 5/11
Strategy:	Evaluate optimal use of collections and services.		
Tactic	Owner	Status	Due Date
Organize collections for ease of accessibility and use by patrons.	Information Services; Support Services	Separate out business resources into a new business collection; new items being added and some items from existing collection being recataloged and relabeled	Ongoing; 5/11
Evaluate usage of drive-up window service and after hours lockers for holds.	Support Services	Statistics being gathered show usage increasing; plan to market these services more for future; upcoming Engage article highlighting after	6/30/11; 3/11; 6/11

		hours lockers; lockers and drive-up services to be highlighted in e-newsletter	
Strategy:	Ensure that collections meet the needs of the community.		
Tactic	Owner	Status	Due Date
Utilize the Collection Development Policy; keep tabs on what circulates; promote non-circulating items to ensure that users and non-users are aware of materials.	Information Services	Information services head received training on how to generate circulation reports for staff members	Ongoing
Strategy:	Provide a balance of digital and print resources.		
Tactic	Owner	Status	Due Date
Provide opportunities for downloading materials.	Information Services	Joined OverDrive Download Destination with other area libraries in response to requests for e-books; augmented our subscription with Overdrive “advantage” to offer more titles to our card holders	7/10; 5/11
Strategy:	Partner with local and other organizations for programming opportunities.		
Tactic	Owner	Status	Due Date
Partner with local schools to increase awareness of Library programs, services, and resources.	Information Services	400 students participated in Community Read; held HS open study sessions during exams week; distribute summer reading brochures to all the schools in our service area	10/22/10; 1/11; 5/11
Strategy:	Provide a large variety of high quality public programs.		
Tactic	Owner	Status	Due Date
Offer programs developed and presented by librarians that demonstrate NPL services.	Information Services	Picasa program taught by MJR; RefUSA database class organized by KB	Ongoing; 1/11; 5/11
Gain input from residents and Board members through use of program evaluation forms and surveys.	Information Services	Conducted a survey of our users in November	Ongoing; 11/10
Strategy:	Provide new and expanded collections, services, and programs.		
Tactic	Owner	Status	Due Date
Expand youth international collection based on feedback received from community.	Information Services	Begin to examine circulation figures for the collection to see which languages are being utilized most frequently	6/30/11
Museum Adventure Pass program provided through The Library Network in partnership with Macy’s,	Support Services/Information	This popular program continues in its fourth year; staff assisting the public in locating	Ongoing

Library of Michigan Foundation, and Cultural Alliance of Southeastern Michigan.	Services	information and obtaining free passes for various local attractions year round	
Park and Read program provided through The Library Network, sponsored by Michigan Department of Natural Resources.	Support Services/Information Services	This popular program continues in its third year; staff assisting the public in locating information and obtaining free 1-day passes for MI state parks	6/11
Strategy:	Increase community awareness and use of the International Language Collection and Services.		
Tactic	Owner	Status	Due Date
Continue to work with Information Services to offer international language story times.	Information Services; Information Services	In October, hosted a series of international language story times in five languages: Spanish, Hindi, Tamil, Japanese, Chinese; repeated program in February and May	Ongoing; 10/31/10; 2/11; 5/11
Strategy:	Implement outreach initiatives.		
Tactic	Owner	Status	Due Date
Maintain contact with senior facilities directors to fulfill their library-related needs and inform them of NPL activities.	Information Services	Email and meet with facilities directors on a regular basis	Ongoing
Staff Development			
Goal #3: Provide a well-trained, appropriately compensated staff who are engaged in the Novi community and within the library profession.			
Strategy:	Analyze departmental staffing needs in terms of library usage.		
Tactic	Owner	Status	Due Date
Determine cost benefit of Volunteer Librarian program.	Information Services	Hired a volunteer librarian to become our new business librarian	Ongoing
Fundraising			
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:	Keep abreast of City activities, planning and practices.		
Tactic	Owner	Status	Due Date
Participate in City programs and events.	Board	Board, Director, Friends, Historical Commission participated in annual homeowners leaders event; Board, staff, and volunteers partnered with Historical Commission to participate in City's Memorial Day parade	1/11; 5/30/11

Novi Library Post Construction Services

updated:

4/9/11

4/13/11

4/20/11

6/2/11

Post construction Services Meeting Held:

Location: Small meeting room second floor @ the library

Time: 9am ~ 2 pm

Date: 2-28-11

Warranty Period:

The Maintenance and Guarantee Bond for the Novi Public Library was deemed to be effective for the building proper on March 31, 2010 and will expire on March 31st 2011.

The Maintenance and Guarantee Bond for the Novi Public Library was deemed to effective for the site work and parking on November 18, 2010 and will expire on July 27, 2015.

The Maintenance and Guarantee Bond for the Novi Public Library was deemed to effective for the landscaping on November 18, 2010 and will expire on November 18, 2012.

The following is a list of issues presented by the Library staff and their representatives or additional items noted during walk through of facility and the recommendations for remediation:

1. Liebert Units in first and second floor data closets sending a low temperature alarm signal

Installed drip pan and pattern of diffusers on bottom of unit causing cold air to bounce back to unit thus causing alarm. Suggest using magnetic register diffusers to direct the air flow to the side away from pan. Mechanical contractor might have a diffuser with a different pattern to achieve same result.

Alarms still occurring. Awaiting further action from Long Mechanical.

Dailey reported this issue resolved—although we were not notified by Long. In fact, the repair resulted in the alarms occurring more frequently. Needs further attention.

It was determined that the drip pans were interfering with the proper functioning of the system. Diffusers worsened the problem, so both drip pans and diffusers have been removed from both data closets. Long Mechanical has assured us (and will follow up in writing) that there is no risk to the equipment in the room due to any possible condensation.

Long cannot guarantee that there is no risk to the equipment but assures that the unit was installed as indicated on print; also explains how high water alarm functions as safeguard.

2. *Liebert unit filter location in IT room is in a difficult location for replacement.*

Location of data drop cable tray interfere with access to filter. Coordination between IT contractor and mechanical engineer insufficient. Possible solution would be to remove light to allow easier access to filter location.

Awaiting further action from Long Mechanical.

Dailey reported this issue resolved, but we see no evidence of any change and were not notified of Long being present to repair.

Manager from Long Mechanical reviewed the situation while replacing a filter and found that it was indeed impossible to remove the filter (that was clean and otherwise still useable) without damaging it. He made some minor adjustments and sent a technician to take further action to allow better access to the filters by adjusting the ductwork in that area. The technician also advised that we use 2-inch filters instead of 4-inch filters. The situation is not ideal but is now manageable.

Nothing further to report.

3. *AHU-1 error code 10-12** low voltage alarm is being reported on the units control panel on a consistent basis.*

Mechanical contractor should be notified to correct problem. Contractor pointed out that dirty filters were responsible for the alarms. Alarm still sounding after filter replacement. AHU-2 is not experiencing the same condition.

AHU-2*** continues to trip off—at least four times last week. Awaiting further action from Long Mechanical.

Dailey reports that Long still needs to address this—expected in next few days.

Long Mechanical sent subcontractors (ThermalNetics and Michigan Environmental Controls) to review the situation. A failed motor prevented louvers from automatically opening and closing, resulting in built up air pressure moving around in a confined space in the air handling unit, thus causing the system to trip off repeatedly. This was also the cause of the extensive vibration of the system that was being felt on the first floor. A motor that controls the position of the louvers inside the air handler was replaced, resolving both problems (#3 and #9).

** Error code reported was actually 2012. *** Actually AHU-1.

Contractors feel they have addressed the main lobby heating issues that were experienced this past winter, but we will not know for sure until the system is tested again next winter when temperatures are much colder. City attorneys drafted letter

to extend warranty into 2011-2012 heating season so that resolution of the problem can be confirmed.

- 4. *Armstrong Pump gauge is reading 30 psi (consistently) on heat pump in 2nd floor mechanical room.*** Mechanical contractor should be notified to correct problem. Faulty gauge, needs replacement or repair or possibly a gauge with a higher psi range.

Long Mechanical reports that this is normal and gauges are operating properly.

Although the gauges are supposedly operating correctly, we would like this to be reviewed, as they are constantly reading at the highest level.

Manager from Long Mechanical confirmed that gauges are working correctly and indicated that the second gauge on each pump is really not needed. He also instructed us about proper range for readings on the primary gauge.

Gauges were not replaced.

- 5. *Second floor public restrooms ~ no hot water in both fixtures women's, one fixture men's***

The individual temperature actuated mixing valves under the sinks can bleed over from the domestic cold water system to the domestic hot water system which may prevent the warm water from getting to the faucet. Install check valves and unions on the hot- and cold- water supply inlets upstream of the temperature actuated mixing valves to prevent unnecessary mixing as specified in 15425 Plumbing Specialties "Thermostatic Water Mixing Valves".

The domestic hot water supply temperature at the hot water heater was reading 120 F. The domestic hot water temperature upstream of the hot water re-circulating pump was reading 130 F. Verify that the hot water re-circulating pump and check valve are installed correctly. The pump on the domestic hot water return should be pulling from the domestic hot water return system and not from the domestic hot water heater.

Install calibrated balancing valves in each hot-water circulation return branch and discharge side of each pump and circulator per specification Section 15140 Domestic Water Piping "Valve Installation". Set calibrated balancing valves partly open to restrict but not stop flow.

Install a balancing valve on the discharge of the circulator. Two balancing valves are located on the hot-water circulation return branches in the boiler room. Install a ball valve to adjust the flow and a check valve on the discharge side of the balancing valve.

Install a balancing valve with check valve in the hot water re-circulation return branch serving first floor Public WC 107, 108 in the 2nd floor ceiling.

Water temperature on both floors is now normal. After reports of water on first floor being too hot, temperature was lowered. This resulted in water on second floor getting hotter. Water flow is backwards. Waiting for correction from USA Plumbing.

Still waiting for correction.

Dailey has assisted in trying to resolve this issue, working with USA Plumbing as well as another plumber. Although the cause of the problem has not been found, everything is currently working. We will continue to monitor this situation and call on Dailey to assist if the problems recur.

Nothing further to report.

6. *Strong odor in Men's restrooms*

Nothing unusual detected during site visit. Continue to monitor.

Nothing new to report.

No further action required.

Although this situation is not considered to be problematic, odors may be attributed to use of waterless urinals. Dailey has pointed out that cold water supply is already available in the wall, should there be any consideration of replacing waterless urinals in the future.

Nothing further to report.

7. *Ballast in front lobby pendulum lights (have replaced 2 times since the building became operational)*

Fixture is working now. Continue to monitor.

Nothing new to report.

No further action required.

Lobby lights OK, but still awaiting replacement of bad ballast in Youth area. Dailey contacting CEI Electric again.

CEI replaced ballast in Youth area on 5-3-11 and left supply of ballasts for attic stock.

8. *Panic bar second floor (north) stair malfunctioning.*

Contactor needs to replace device. Has been replaced several times over the last year. Faulty unit.

Rochester Hills Contract Glazing has been out to verify problem and will correct when new part is available.

Still waiting for correction. Both Vidcom and Rochester Hills Contract Glazing have been contacted again.

Rochester Hills Contract Glazing replaced a circuit board again and determined building's electrical wiring to be unable to maintain consistent level of voltage for the alarm. Currently running on battery. Dailey will ask CEI Electric to investigate.

Problem reported as low voltage power to the door alarm. System is currently working on battery but needs to be corrected as per plan. Dailey still working with CEI, Vidcom, and Rochester Hills Contract Glazing to resolve the problem.

9. *Vibration in ductwork ~ noticeable from first floor access to electrical room.*

Sheet Metal Vibrating in Storage Room

Sheet metal is panning/vibrating in the storage room. Sheet metal is also panning/vibrating at the unit in the mechanical equipment room and in the electrical transformer room. The door in the door frame of the storage room below the duct is vibrating in the door frame. The vibration is being transmitted down through the wall from the duct sitting on the wall.

Flexible Connectors:

Equipment is to be isolated from sheet metal with flexible connectors per specification Section 15815 Metal Ducts "Connections". AHU-1 is not isolated from the sheet metal with a flexible connector. Sheet metal has been rigidly connected to AHU-1. This section of sheet metal and elbow with turning vanes is vibrating at the unit. There is isolation fabric at the floor penetration where the sheet metal goes through the floor. A section of sheet metal has been attached to the vibrating unit section and the sheet metal below the mechanical equipment room floor. While some of the unit/sheet metal is isolated from the sheet metal below the floor there is a section of sheet metal that attaches the unit to the sheet metal below the floor. Any vibration at the unit will transmit down to the sheet metal below.

Provide a flexible connector at the unit to separate the sheet metal from the unit and tie the sheet metal together from the MER through the floor.

Test & Balance:

The return fan in AHU-1 may be out of balance. We were unable to access the fan since there is a special tool required to open the fan sections.

Contractor is to provide a test and balance report on AHU-1 per specification section 15950 Testing, Adjusting, and Balancing.

Duct Construction:

Per SMACNA guidelines the sheet metal is 18 gauge which is an acceptable gauge for an 84" wide duct at 1 inch w.g. static pressure. The sheet metal was able to be pushed in at the unit and up in the storage room.

SMACNA 2005 guidelines require that rectangular ducts have joints every 4 ft. Ducts that are 84" wide are to be provided with reinforcement in the form of a Joint Tie Rod or (2) external reinforcements of class (H). Where 4 foot joints with 2 ft reinforcement spacing is used internal reinforcement of Mid Panel Tie Rods (MPT) or G reinforcement is required. The distance currently between reinforcements is between 5'-0" to 7'-0". Verify that sheet metal was fabricated according to SMACNA's "HVAC Duct

Construction Standards – Metal and Flexible” per specification Section 15815 Metal Ducts “Rectangular Duct Fabrication”.

Duct Installation:

The duct is supported by unistrut off of the walls at intervals of 5’-0” and 7’-0”. Install and support ductwork routed through building structural members so that structural members are not touched by ductwork or its insulation per specification Section 15815 Metal Ducts “Hanging and Supporting”. Install rigid rectangular metal duct with support systems indicated in SMACNA’s “HVAC Duct Construction Standards-Metal and Flexible”.

Transmittance to the door frame is occurring because the duct is sitting directly on top of the wall that the door frame is in. Install and support ductwork routed through building structural members so that structural members are not touched by ductwork or its insulation per specification Section 15815 Metal Ducts “Hanging and Supporting”.

Verify a fire damper is installed at the floor in this location (not sure based of field survey).

Long Mechanical added supports that stopped the vibration in some areas but caused the vibration to move further along the ceiling. Awaiting further action from Long Mechanical.

Dailey reports that Long still needs to address this—expected in next few days.

Resolved. See item # 3.

Nothing further to report.

10. Site irrigation overflow valve discharging on floor on loading dock

In season check of valve required, problem may have been corrected already.

This will be re-checked in spring.

System is now operational for the season. Problem was resolved in the fall; verified that it did not recur in the spring.

Nothing further to report.

11. Light switch not accessible from doorway on loading dock because of tool crib gate .

Several possible solutions:

Remove tool crib gate and move portable shelving unit to give access to light switch

.

Have an electrician rewire the loading dock lights to operate from just a single switch located outside of the tool crib area.

Move portable rack over and to gain access to light switch and keep light off unless needed.

No response from CEI Electric. Dailey to request rewiring for single switch operation of all lights in receiving area.

Have not had a response from Dailey. Will check again.

Dailey will check again with CEI Electric.

Although this appears to be an error, installation was apparently done according to plan, so nothing was changed. Light switch is virtually inaccessible and lights are being left off.

12. *The front lobby area is cold in heating season.*

Restricting the opening travel of the automatic doors has been tried per manufacturer recommendation. This solution did not work due to disruption of pedestrian traffic into the library. Vestibule heater was working correctly. Possible solution to a cold lobby area is to replace inner doors with a revolving type to insulate against heat loss. Portable heaters for staff located here is also a possibility. Temperature controls for the lobby area can also be turned up in order to obtain desired comfort zone.

No action taken.

We feel this issue is not resolved and will continue to be a problem unless addressed by BEI and/or Long.

All suggestions (except installation of revolving doors) have been tried without acceptable results. Long Mechanical indicates that the small electric heater specified in the plans is insufficient for heating this area and recommends replacing with a larger unit.

See item #3. It is believed that the problem experienced with the air handler was also the cause of the insufficient heat. This will be confirmed in the next heating season.

13. *Window shade not working in I.T. office area.*

Call contractor for repair.

Shade was stuck and repaired by Ernest on 3/29.

No further action required.

Nothing further to report.

14. *Excessive pavement cracking in loading dock areas*

Call contractor for surface repair.

Repairs cannot be completed until warmer weather.

This area still needs attention. Working with Dailey to correct.

15. Slab heave outside of North exit/entrance door to the patio area

Frost slabs in place outside of the patio doors functioning as designed Portions of patio outside of north patio door heaved in winter months. The area under the slab may still contain some moisture thus causing the slab to heave. Area has been sealed and moisture under patio area should dry up completely after another summer season. Monitor caulk integrity around frost slab to keep any additional water from entering.

Repairs cannot be completed until warmer weather.

This appears to be under control.

16. Slab sink northwest exit door from main meeting rooms.

Per drawing Sf1.01 a typical stoop plan was designated for this area. It does not appear that a grade wall was poured. Fix per detail F on sheet SF4.01

Repairs cannot be completed until warmer weather.

This area still needs attention. Working with Dailey to correct.

17. Doors do not lock in main meeting rooms.

Call door lock contractor for repair

Conquest reviewed on 3/30 and determined problem. Core needs to be adjusted or replaced.

Dailey reports that this is not an issue?? Need to clarify and determine if this was done according to specs. If so, will need to decide whether to leave as is or investigate cost to pursue change.

Dailey will re-check with Conquest on this issue. Require ability to lock Meeting room doors.

Though not what was anticipated for the meeting room, these doors/locks/hardware were apparently installed as specified (storefront). Conquest made a change so that main meeting room doors remain locked, but the push bars can be set to the unlocked position by using an allen wrench. However, two of the push bars do not function properly and still need to be fixed. Also, Dailey will investigate cost of changing the doors/locks to a classroom style so that they could be left in either a locked or unlocked position simply by using a key.

18. Doors do not lock on a consistent basis ~ entrance to Activities Room.

Call door lock contractor for repair.

Conquest repaired on 3/30.

Staff continues to report difficulty with locking doors. Needs further investigation.

Dailey will re-check with Conquest on this issue.

This appears to be under control.

19. Cracks in joints in drywall in several areas of library

Drywall contractor needs to be notified for repair.

Dailey will address these repairs once all roof leaks are resolved.

Dailey making plans for repair now that roof leaks are under control.

20. Stained/Dented fabric panels located throughout facility.

Dented panels caused by operational use. See Cleaning instructions from contractor.

Library staff to make arrangements for cleaning panels.

Fabric panels in group study rooms replaced with heavy duty wallpaper that will be easier to maintain. Other panels being maintained with regular cleaning.

21. Pooling of water in several areas in parking lot

After inspection the water ponding that was occurring in the parking lot seemed typical. At the end of summer season recommend another review by City of Novi Engineering department. The parking lot is under a special 5 year warranty.

Dailey will review again as season progresses.

Dailey, Nagle, City, and Library met on 6-1-11 to review. It is felt that part of the problem is due to poor drainage of the bioswales. Dailey will discuss further with Great Oaks. Nagle willing to make repairs but knowing that they will not last under these conditions.

22. Gate to patio area no longer locks, needs adjustment.

Contractor needs to adjust gate.

Gate was adjusted.

(No further action required at this time?)

Gate is still not locking properly. Dailey will check again.

Problem was due to heaving pavement which has corrected itself. Gate now locks—although just barely.

23. Weather seals at exterior doors (Patio, Mechanical Room/Chiller area, Main meeting room)

Exterior door contractor need to repair weather seals.

Rochester Hills Contract Glazing will repair weather seals for Patio doors. Conquest and Dailey determined that weather seals on meeting room doors are tight. Light shows due to type of seal used.

No further action required at this time.

Nothing further to report.

24. Bike tire skid marks on sidewalks

TRIM® SkidRid™ is a highly concentrated cleaner built for multiple uses including floor cleaning and general degreasing. In addition to automatic floor scrubbers, it does a great job in general purpose cleaning, mop bucket cleaning, and parts washing in room temperature wash tanks. TRIM SkidRid is completely free of 2-butoxyethanol (Butyl) and is not reportable under SARA Section 313. Specially formulated to lift off stubborn tire marks - pre-application from a spray bottle followed by power floor scrubbing can often deal with the most difficult areas

So far, efforts to clean have been unsuccessful.

Staff looking for additional cleaning solutions.

Nothing further to report.

25. Possible water damage in ceiling at front vestibule area.

There are no penetrations in metal standing seam roof. Roofing contractor should inspect for defects. Stain may have been caused by water entering canopy before construction completion.

CEI Roofing investigated this and other leaks (above main staircase, in meter room, in electrical room) that developed later. Water damage in vestibule actually was due to a roof leak. Temporary repairs were made to all of these areas on 3/23 and “permanent” repairs were made on 3/24. However, the leak above the main staircase reappeared and another developed nearby on 4/6. Again, temporary repairs were made. Permanent repairs and possibly additional preventive measures to occur when rain stops.

Awaiting report and further repairs from CEI Roofing. No further leaks at this point.

CEI Roofing did not return, and no report was received. Leak from 4/6 recurred on 4/18. CEI made additional repairs on 4/19. Dailey will contact CEI Roofing for written report of repair work done to date and further recommendations.

Water was again found in electrical room. Dailey investigated and determined that it was coming from louvers for exhaust system. Normal openings allow some water under strong rain/wind conditions. No other roof leaks have recurred or developed. Dailey preparing to make repairs to drywall and paint.

26. Handrail at north stairwell landing is coming apart

Contractor needs to repair handrail.

Doors and Drawers repaired on 3/28.

No further action required.

Nothing further to report.

27. Leak from ice/snow buildup behind louvers in mechanical room

Mechanical contractor was alerted of problem and added additional sheet metal to slope melted snow runoff away from building to designed drainage areas.

No further action required (hopefully).

Nothing further to report.

28. Seal on pump #2 is leaking in the boiler room.

Mechanical contractor needs to be notified for repair.

Long Mechanical repaired.

No further action required.

Pump leaked again. Seals on both pumps (#1 & #2) have been replaced.

29. Staff entrance door sticks in warm/ hot weather

Exterior door contractor needs to adjust door.

No action taken yet.

Need to review with Dailey.

Dailey will investigate again.

Conquest adjusted. Seems to be under control.

From: Mary Ellen Mulcrone
Sent: Monday, April 25, 2011 5:43 PM
To: 'Doug Meyers'
Cc: 'Ronald McKay'; Barb Rutkowski; Julie Farkas
Subject: Novi Library warranty inspection update

Hi, Doug—

Thanks for your visit last week. You've helped us make a lot of progress—especially with Long Mechanical. Attached is the warranty inspection report with my latest updates from 4/20/11. The updates spell out everything that has been done, and in this message I'd like to highlight the issues that are still pending.

- All of the Long Mechanical issues are now under control, except that we are waiting for written documentation from Bill Guenther confirming no risk to equipment in the data closets and under sizing of the heating unit in the vestibule.

COMPLETED (letter sent to extend warranty period)

- Plumbing problems seem to be at bay but were never really solved, so they are still on the list for monitoring. We will appreciate your intervention should the problems recur.

COMPLETED

- There are some outstanding electrical issues (ballast in Youth area (completed), second floor emergency exit (STILL PENDING), light switch in tool crib (completed), fire panel (completed)) that you are discussing with CEI Electric.

- Concrete and pavement issues, including the parking lot, are to be handled as weather improves.

STILL PENDING

- There is still a question about the lock on the patio gate and how this is affected by the pavement heaves.

COMPLETED

- There are still some issues with door locks (Facilities office (STILL PENDING), Activity room (completed), Meeting room (STILL PENDING), staff/receiving entrance (completed)) that you are discussing with Conquest and/or LaForce.

- Roof leaks are currently under control, but some permanent repairs are still required. (The vestibule ceiling has some additional staining, though it does not appear to be new as of today.) You are discussing these with CEI Roofing and will request (again) that we receive a written report of the work that has been done to date and what is still needed.

COMPLETED—BUT STILL NO REPORT

- You will deal with repairs to drywall, ceiling, and painting once you feel confident that the roof is no longer leaking.

STILL PENDING

Thanks, again, for your help with resolving these issues.

Mary Ellen



May 23, 2011

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BEI Associates, Inc.
Ron McKay
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Detroit, Michigan 48226-3106

The Daily Company
Stephen R. Daily, President
179 Northpointe Drive
Lake Orion, Michigan 48359

Long Mechanical
James R. Long
190 East Main Street
Northville, MI 48167

Re: Novi Public Library Facility
Post Construction Services Issues – Front Lobby Heating Issue
Our File No. 55142 NOV

Dear Mr. McKay, Mr. Daily, and Mr. Long:

The Building Authority for the Novi Public Library met on April 27, 2011 to discuss the resolution of the Post Construction Services Meeting Issues set forth in the enclosed March 18, 2011 report prepared by BEI Associates, Inc. Issue 12, pertaining to the lack of heat in the lobby area during heating season, was of particular concern to the Building Authority. Despite reports to BEI in November, 2010 by library staff of their inability to keep the lobby heated, there was no final resolution of the matter during the 2010-2011 heating season.

In April, 2011 Long Mechanical repaired a failed motor that prevented louvers from automatically opening and closing, causing problems in the air handling unit that in turn caused the heating system serving that area to trip off repeatedly (Item 3). Although BEI has suggested that this was “likely” the problem that prevented the lobby from being heated consistently, because the problem was occurring during extreme cold conditions and the 2010-2011 heating season has passed, the City is unable to test and verify that the problem has been solved.

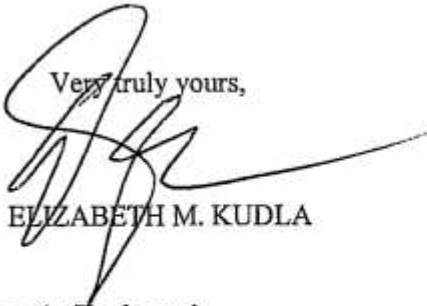
As you are aware, March 31, 2010 was agreed to by the parties as the date the building itself was “accepted” by the City, and the Maintenance and Guarantee

BEI Associates, Inc.,
The Daily Company
Long Mechanical
May 23, 2011
Page 2

Bond was therefore agreed to be good through March 31, 2011. This warranty issue covered by the bond was reported to BEI in November, 2010. Because the work that is believed to address the issue did not take place until after this past March 31, and the City cannot test and confirm that the problem has been resolved until during the upcoming 2011-2012 heating season, the City is hereby requesting that you confirm that the warranty period with respect to this issue is extended into the 2011-2012 heating season until the weather conditions during which the problem occurs may be duplicated and resolution of the problem may be confirmed.

Please contact us at your earliest convenience to confirm the City's understanding of this issue.

Very truly yours,



ELIZABETH M. KUDLA

EMK
Enclosure

cc: Clay Pearson, City Manager (w/Enclosure)
Charles Boulard, Community Development Director (w/Enclosure)
Julie Farkas, Library Director (w/Enclosure)
Kathy Smith-Roy, Finance Director (w/Enclosure)
Thomas R. Schultz, Esquire (w/Enclosure)

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2010-2011 Library Budget - FINAL DRAFT 3/17/10				
		2008/2009 Yr. End	2009/2010 Approved	2010/2011 Approved Budget
Revenues				
Account	Description			
403.000	Property Tax Revenue	2,688,258.01	2,673,000.00	2,390,000.00
404.000	Township Taxes	8,107.09	7,700.00	6,900.00
567.000	State Aid	34,288.20	17,000.00	15,000.00
657.000	Library book fines	41,134.20	26,600.00	30,000.00
658.000	State penal fines	75,207.19	73,000.00	70,000.00
664.000	Interest on Investments	79,016.51	30,000.00	10,100.00
665.000	Miscellaneous income	13,441.59	5,750.00	3,000.00
665.100	Copier	2,972.56	2,500.00	4,000.00
665.200	Electronic media	8,941.31	10,000.00	12,000.00
665.300	Meeting Room	1,535.00	500.00	6,500.00
665.400	Gifts and donations	2,279.40	2,500.00	500.00
665.500	Book rental	1,623.05		0.00
Need acct. #	Library Café			4,500.00
666.000	Other revenue - grants	2,000.00		0.00
Revenues		2,958,804.11	2,848,550.00	2,552,500.00
Total Revenues				2,552,500.00
		2008/2009 Yr. End	2009/2010 Approved	2010/2011 Approved Budget
Expenditures				
Account	Description			
704.000	Permanent Salaries	979,664.04	1,008,500.00	958,000.00
705.000	Temporary Salaries	445,629.65	492,500.00	492,500.00
709.100	Sick Bank Payout	9,491.25	10,000.00	0.00
715.000	Social Security	107,720.76	108,200.00	114,000.00
716.000	Insurance	154,142.22	186,200.00	197,000.00
718.000	Pension	43,865.82	43,000.00	48,000.00
719.000	Unemployment Ins	3,264.00	0.00	0.00
720.000	Workers' Comp	2,282.36	2,750.00	2,250.00
Total Personnel Services		1,746,060.10	1,851,150.00	1,811,750.00
Supplies				
727.000	Office supplies	19,331.49	26,500.00	31,500.00
728.000	Postage	2,993.84	10,000.00	4,500.00
734.000	Computer supplies	74,294.12	47,500.00	101,500.00
734.500	Computer supplies equip	44,468.88	80,000.00	7,000.00
740.000	Operating supplies	17,067.12	23,000.00	23,000.00
Materials				
742.000	Books	203,475.41	231,000.00	215,000.00
742.666	Books - Misc. Grants			0.00
743.000	Periodicals	4,875.79	13,000.00	14,500.00
744.000	Audiovisual materials	32,145.57	40,100.00	42,100.00
745.200	Electronic media	26,738.91	33,000.00	34,650.00
745.300	Online Resources	60,816.42	67,500.00	50,500.00
Total Supplies Materials		486,207.55	571,600.00	524,250.00

		2008/2009	2009/2010	2010/2011
		Yr. End	Approved	Approved Budget
Account	Description			
802.100	Bank Services	537.36	500.00	750.00
803.000	Independent Audit	810.00	900.00	1,500.00
804.000	Medical Service	670.00	500.00	500.00
806.000	Legal Expenses	1,479.00	5,500.00	2,000.00
809.000	Memberships & Dues	4,308.00	5,500.00	5,500.00
816.000	Professional services	9,144.66	10,000.00	5,000.00
817.000	Custodial Services	20,700.00	25,000.00	35,000.00
818.000	TLN Central Services	1,838.70	4,000.00	2,500.00
851.000	Telephone	13,895.37	15,500.00	15,500.00
855.000	TLN Automation Services	46,107.99	53,000.00	50,000.00
862.000	Mileage	444.28	1,100.00	800.00
880.000	Community Promotion	14,248.43	21,000.00	15,000.00
880.268	Programming	14,496.59	27,000.00	23,000.00
900.000	Design, Printing, Publishing	21,937.50	28,500.00	24,000.00
910.000	Insurance	5,604.00	7,100.00	19,000.00
921.000	Heat	10,705.85	24,000.00	32,000.00
922.000	Electricity	53,662.95	83,900.00	122,000.00
923.000	Water and Sewer	5,730.80	11,800.00	12,000.00
932.000	Office Equipment Maint.	0.00	3,000.00	0.00
934.000	Building Maint.	21,064.03	26,000.00	46,000.00
935.000	Vehicle Maint.	1,067.08	3,000.00	3,000.00
941.000	Grounds Maint.	22,853.23	21,000.00	26,000.00
942.000	Office Equipment Lease	10,827.68	16,000.00	16,375.00
942.100	Records Storage	N/A	N/A	0.00
956.000	Conferences & Workshops	16,752.41	22,000.00	10,500.00
Total Services & Charges		298,885.91	415,800.00	467,925.00
976.000	Building Improvements	0.00	5,000.00	0.00
990.000	Furniture	0.00	5,000.00	0.00
Need acct. #	Contingency			10,000.00
Total Capital Outlay		0.00	10,000.00	10,000.00
680.000	Fund Balance			261,425.00
Total Expenditures		2,531,153.56	2,848,550.00	2,813,925.00

September 15, 2010 the Board approved a not to exceed \$ 150,000.00 for the pre-payment of accrued pension fund liability for the Defined Benefit Pension plan.

Director's Report
June 15, 20110

Public Services – Margi Karp-Opperer

As the school year is coming to a very quick end, the Novi Library continues to connect with the community and its organizations. This month, we hosted a "Girl Scout Leader Appreciation Evening" where we shared the resources the Library has to help leaders and busy Moms. Ideas for their programs, ways to enrich responsible scouts and suggestions for how the Novi Library can be a partner was expanded upon.

We also hosted 58 sixth grade students and their teachers from Novi Meadows this month. Julie Farkas and Margi Karp-Opperer gave them a special tour of the Library, breakfast was provided and then Kelly Kolchuk provided an on-line demonstration of many of the Library's resources that are especially valuable to them as students, such as: Homework Help by BrainFuse. We have already received feedback from their teachers that the students are using the products and appreciated the time they spent here. The students were part of a pilot program that initiated the use of iPads in the classroom for learning. These students were the first to engage in the Library's Overdrive downloadable service which they have been able to check out a number of young adult ebooks.

We presented our four regularly scheduled book discussion groups, six English conversation and book discussions, e-mail and internet instruction for Seniors, Novi Writer's, and our computer class focusing on Word Basics. The Friends of the Novi Library had their Annual Meeting and the Historical Commission met as well. The Local History Room is now open the first and third Mondays of each month and staffed by Historical Commission Members.

Two unique programs offered this month were: "Write your Way to College Admissions" offered by Wow's writing coaches and co-owners Kimberly Lifton and Susan Knoppow and "Plan for College Now," which was presented by consultants from the HANTZ GROUP.

The Youth & Teen Department hosted their regularly scheduled eight weekly Story Times, Starlight Story Time and Craft, Snack Tales, Kiddie Crafts, Lego Club, Beginning Builders in addition to a wonderful hour devoted to Decorating Your Own Kite. Our Chinese, Spanish, Hindi, Tamil and Japanese Story Times were also offered this month.

Great Parents, Great Starts Playgroup met at the Novi Library for two very popular sessions. The adult featured collection this month was "Hope Springs Eternal" (baseball) and the youth were featuring Field Guides on bugs, flowers, birds, nature, etc." The featured database was Grolier Online.

Building Operations Report – Mary Ellen Mulcrone

A landscape warranty walkthrough was completed on 6/7 with representatives from BEI, Dailey, Great Oaks, the City and the Library. Great Oaks will make necessary replacements and will also make a proposal for some landscaping maintenance. We will adjust the Library watering schedules based on recommendations from the experts.

We continue to work with Dailey and other contractors on a few remaining warranty issues from the building project. The SMART tables have been returned to the manufacturer for a refund, and replacement equipment (early literacy stations) is on order from AWE. We have also received replacement equipment from Tech Logic in exchange for the wands that were returned as unacceptable.

The group study rooms have been updated for easier maintenance and better appearance. Fabric walls have been replaced with heavy duty wallpaper.

This month we began selling non-woven tote bags that are green both in color and in purpose. These NPL logo bags are available at the Check-out desk for \$2.00 each. We will still provide the gray plastic bags as needed during inclement weather.

A new feature for accessing the Library catalog, events, and e-mail access to Ask-a-Librarian is now available for smart phones. You can get "Library Anywhere" from your app store or at:

<https://www.libanywhere.com/m/376>

Where We Are in The Community

Below is a list of the committees, groups and organizations that Library staff regularly connects with. The (*) indicates new outreach initiatives that will begin in fiscal year 2011-2012.

Local & State Government – Library Director

City of Novi Leadership Team – Library Director, Assistant Directors

Chamber of Commerce – Library Director, Information Services Librarian – Karen Bitterle (Business)

Novi Rotary – Library Director

Homeowner's Associations – Library Director, Assistant Directors, Communications Specialist

(*)Novi School District PTO – Assistant Director Public Services

(*)Novi Board of Education – Library Director, Assistant Director Public Services

Girl/Boy Scout Troops – Assistant Director Public Services, Information Services Dept. Head (Youth)

Homeschooling Groups – Assistant Director Public Services, Information Services Dept. Head (Youth)

ESL/International Language Groups – Assistant Director Public Services, Information Services Librarian – Mary Storch (Outreach)

Novi Public Library Friends – Library Director, Assistant Director Public Services

Novi Historical Commission – Library Director, Collections Specialist – Betty Lang

Neighborhood Library Association (Novi, Northville, Salem-South Lyon, Lyon Township, Wixom)

TLN Shared Automation System Users Group – Assistant Director Building Operations, Support Services Dept. Head – Wendy Teagan

TLN Circ Committee – Support Services Dept. Head – Wendy Teagan, Support Services Clerk II

TLN Adult Services Committee – Information Services Dept. Head

TLN Youth/Teen Services Committee – Information Services Librarians (Youth/Teen)

Michigan PR Group – Communications Specialist

Business Services/HR Group – Marcia Dominick

Car Charging Stations – Library Parking Lot

Attached is the resolution language that City Council approved on June 6, 2011 to set a fee for charging electric vehicles in the Police and Library parking lots. It is asked that the Library Board review the information and consider adopting the language as set forth by the City. A date has not been shared with me at this time regarding installation (mid July is still the target).

I have inquired about: how the library will be notified of usage of the charging station (monthly report?), how will the money received by the Library charging station be reimbursed to the Library? What type of signage and signage language will be available for posting? These questions have not been answered as of yet.

DIA Inside/Outside Artwork Display



The Library will once again display a piece of artwork from the DIA's collection June – August. The artwork will be located on the patio for all to enjoy.

This year's artwork title: Seascape: Sunset

Artist: Martin Johnson Heade (American, 1819 – 1904)

Date 1861

Medium Oil on canvas

Novi Newbies 2011-2012

We are gearing up for another year of the Novi Newbies program. This year we have solicited sponsors for the program in order help offset the cost of the Newbie bags and to give our local businesses and organizations an opportunity to promote themselves in the Community. So far our sponsors include: Providence Park, Novi Rotary, and Friends of the Novi Library. Two sponsorship opportunities are being offered (\$300.00 or \$150.00). Over 200 bags have been distributed since January 2010.

Performance Reviews for the Library Staff

This month Supervisors will be meeting with staff to discuss the 2010-2011 performance evaluation. Evaluations are to be completed by June 27th and turned in to the Admin Office. The week of July 4th, staff will receive a copy of a Supervisor Feedback form to complete and turn in to the Admin Office by July 15th. Beginning the week of July 22nd Supervisors will initiate meetings to discuss new staff goals for 2011-2012.

Happy 1st Birthday Novi Library

It's official! The Library celebrated its 1st Birthday on June 1, 2011. The staff and I welcomed and wished patrons "happy birthday" as they came into the library that day. Bookmarks and suckers were passed out to our visitors. We have had an incredible year and here are just some of the accomplishments to date:

- Overdrive downloadable products launched in July 2010
- 1st Annual Community Read event in partnership with the NLA – hosted Steve Luxenberg author of Annie's Ghosts
- Celebrated 50th Anniversary in conjunction with the Friends of the Novi Library
- Won awards for building construction and beautification
- Began hosting the Library Board meetings at the New Library
- Held our first ever fundraiser to support the Youth Services Collections, raised over \$10,000.00

Overdrive Statistics for Novi Library – compiled by Mary Robinson, Librarian

Attached are the annual stats for the database service Overdrive that the Library launched in July 2010. Novi has had the greatest usage among the Libraries participating in the TLN Consortium project.

OverDrive Statistics for Novi Public Library

Created May 24, 2011 by MJR

Library

Website Traffic Report for all of TLN since inception 07-1-2010 – 5/23/2011

Show All | Show Mobile | Show Non-mobile

Show report with daily breakdown for: 07/2010 | 08/2010 | 09/2010 | 10/2010 | 11/2010 | 12/2010 | 01/2011 | 02/2011 | 03/2011 | 04/2011 | 05/2011

Summary

Total page requests:	3,497,249
Total patron sessions:	173,735
Total patron referrals:	114,149
Average monthly page requests:	317,932
Average monthly patron sessions:	15,794
Average monthly patron referrals:	10,377
Average patron page visits:	20
Average patron session length:	23:19

Page Request Breakdown (monthly)

07/2010:	178,870
08/2010:	218,303
09/2010:	212,646
10/2010:	227,589
11/2010:	246,644
12/2010:	325,172
01/2011:	474,270
02/2011:	422,605
03/2011:	534,613
04/2011:	459,991
05/2011:	194,546

Patron Session Breakdown (monthly)

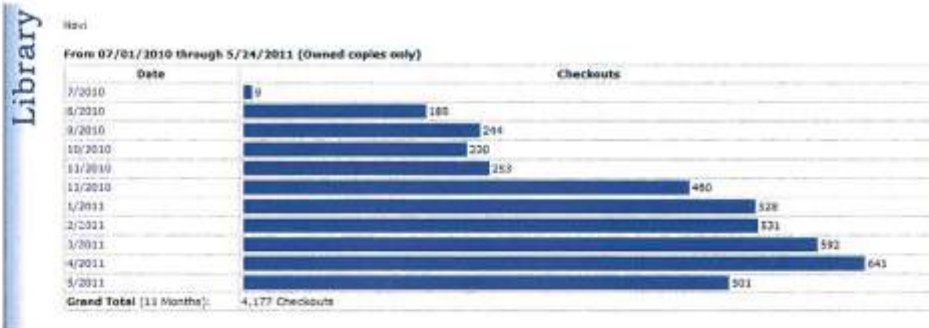
07/2010:	10,144
08/2010:	11,896
09/2010:	11,846
10/2010:	12,196
11/2010:	12,057
12/2010:	17,056
01/2011:	23,674
02/2011:	19,082
03/2011:	24,012
04/2011:	21,701
05/2011:	10,015

Patron Referral Breakdown (top 50)

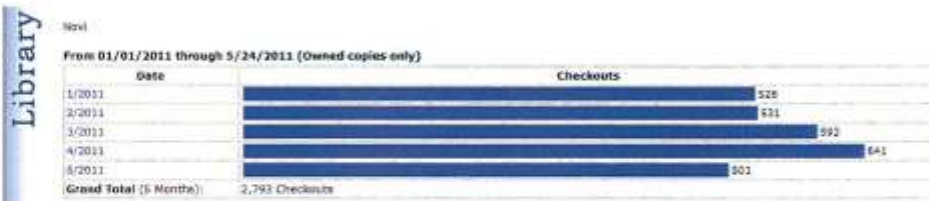
1) search.overdrive.com:	10,330
2) www.google.com:	7,132
3) www.commercelibrary.info:	6,484
4) novi.lib.mi.us:	5,925
5) www.commercelibrary.info:	3,635
6) saline.lib.mi.us:	3,629
7) www.indelib.org:	3,320
8) www.milfordlibrary.info:	3,154
9) bnghtonlibrary.info:	3,093
10) northville.lib.mi.us:	3,081
11) www.brightonlibrary.info:	2,892
12) www.taylor.lib.mi.us:	2,861
13) livonia.lib.mi.us:	2,576
14) www.redfordlibrary.org:	2,551
15) www.dexter.lib.mi.us:	2,481
16) www.ferndale.lib.mi.us:	2,437
17) www.waterford.lib.mi.us:	2,346
18) www.whitelakelibrary.org:	2,177
19) auburn-hills.lib.mi.us:	2,162
20) sonyssearch.overdrive.com:	2,094
21) www.berkeley.lib.mi.us:	1,947
22) www.chelsea.lib.mi.us:	1,945
23) www.highlandlibrary.info:	1,929
24) www.allen-park.lib.mi.us:	1,569
25) www.novibrary.org:	1,558
26) www.springfield.lib.mi.us:	1,293
27) redfordlibrary.org:	1,205
28) www.northvillelibrary.org:	1,082
29) www.oxford.lib.mi.us:	1,018
30) www.highland.lib.mi.us:	838
31) catalog.indelib.org:	785
32) www.novi.lib.mi.us:	777
33) search.yahoo.com:	696
34) www.huntington-woods.lib.mi.us:	696
35) waterford.lib.mi.us:	687
36) www.belleville.lib.mi.us:	673
37) mail.aol.com:	638
38) us.mg201.mail.yahoo.com:	623
39) us.mg2.mail.yahoo.com:	612
40) whitelakelibrary.org:	612
41) us.mg1.mail.yahoo.com:	610
42) highland.lib.mi.us:	574
43) runonce.msn.com:	559
44) novibrary.org:	557
45) us.mg4.mail.yahoo.com:	524
46) www.bing.com:	521
47) chelsea.lib.mi.us:	513
48) www.cromaine.org:	508
49) www.saline.lib.mi.us:	460
50) manchester.lib.mi.us:	410



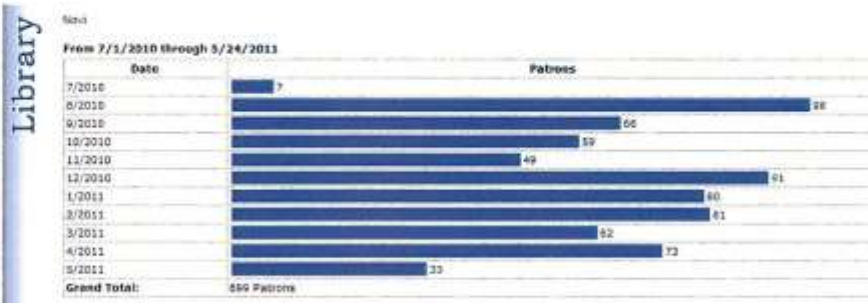
**Circulation Activity by Month for NPL since inception
07-1-2010 – 5/23/2011**



Circulation Activity by Month for NPL since Jan. 2011



**New Patrons by Month for NPL since since inception
07-1-2010 – 5/23/2011**



Digital Library Statistics for all TLN titles

Library

From inception to now | Select Date Range:

- **Purchased Titles in Collection** (counting each format of a title only once): 5,210
 - Adobe EPUB eBook: 1,843
 - Adobe PDF eBook: 430
 - OverDrive MP3 Audiobook: 592
 - OverDrive WMA Audiobook: 2,204
 - OverDrive Music: 141

Please note the Purchased Titles do not include Max Access subscription titles.

- **Purchased Copies in Collection** (counting each copy of each format of a title): 6,387
 - Adobe EPUB eBook: 2,412
 - Adobe PDF eBook: 459
 - OverDrive MP3 Audiobook: 669
 - OverDrive WMA Audiobook: 2,706
 - OverDrive Music: 141

Please note the Purchased Copies do not include Max Access subscription titles.

- **Max Access Titles in Collection:** 25
 - OverDrive WMA Audiobook: 25

- **Maximum Access Subscriptions:**
 - 25 Blackstone Titles (Year 3 Maximum Access 3) containing 25 titles in OverDrive WMA Audiobook format. *Expires 12/03/2011.*
 - 25 Blackstone Titles (Year 2 Maximum Access) in OverDrive WMA Audiobook format. *Expired 12/04/2010.*
 - 25 Blackstone Titles (destination-MAX-20081020-100903-8293 Maximum Access) in OverDrive WMA Audiobook format. *Expired 12/24/2009.*

- **Checkouts:** 92,506 (Current: 3,711)
 - Adobe EPUB eBook: 19,784 (Current: 1,729)
 - Adobe PDF eBook: 8,267 (Current: 306)
 - OverDrive MP3 Audiobook: 13,658 (Current: 451)
 - OverDrive WMA Audiobook: 49,568 (Current: 1,203)
 - OverDrive Music: 1,209 (Current: 22)

- **Holds:** 50,896 (Current: 4,282)
 - Adobe EPUB eBook: 17,880 (Current: 2,940)
 - Adobe PDF eBook: 4,018 (Current: 227)
 - OverDrive MP3 Audiobook: 7,174 (Current: 361)
 - OverDrive WMA Audiobook: 21,754 (Current: 753)
 - OverDrive Music: 70 (Current: 1)

- **Unique Library Patrons Checking Out Titles:** 8,160 (Current: 1,666)

Self-Check Totals-From Grand Opening -06/01/2010

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth	Adult North	Adult South
June, 2010	67,407	63.63%	42,890	12,479	9,729	5,238	11,075	1,632	2,737
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	*3464	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									
FYTD	689,494	54.21%	373,770	100,248	93,237	54,725	101,432	8,343	17,748

* (3,464) - Self-Check #1 was not operational for 14 days due to electrical equipment malfunction.

** Began debit/credit service October 5, 2010.

2010-2011 Fiscal Year Library Usage			
	Monthly Total	Daily Average	Total Open Hours
June	42,867	1,649	254
July	36,372	1,399	246
August	35,497	1,365	254
September	32,651	1,209	248
October	35,368	1,141	266
November	33,516	1,197	248
December	29,117	1,078	252
January	25,484	879	252
February	21,508	827	226
*March	32,284	1,041	281
*April	28,077	1,003	251
May	28,472	1,017	255
June			254
FYTD Total	338,346	1,255	3,033

* Revised 6/1/2011 based on Gate Count error



CITY of NOVI CITY COUNCIL

Agenda Item K
June 6, 2011

SUBJECT: Approval of resolution to set fees at a cost of \$3.00 for a session per charging station for the use of the Electric Vehicle Charging Stations at the Police Training Center and Novi Public Library.

SUBMITTING DEPARTMENT: Community Development

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

At the March 7, 2011 City Council meeting, the City Council approved the award of a contract for the installation of two (2) Electric Vehicle Charging Stations to be installed on the Civic Center Campus. The charging stations were awarded to the City of Novi as part of a federal grant through Coulomb Technologies. They have been physically delivered to the City and will be installed pursuant to the contracts. The City council now needs to set by resolution the fee to be charged to those who use the charging stations.

Consumers utilizing the stations will do so by using a ChargePass RFID card obtained through Chargepoint. Since the charging stations themselves were provided to the City free of charge through the grant, the only real direct cost to the City is for the electricity being used and for the services to be provided by Chargepoint to conduct or process the charging session. More specifically, Chargepoint assesses a \$0.50 session authorization fee to initiate the charging session and a 7.5% session

Working with Chargepoint and DTE, staff has determined that a fee of \$3.00 per charging session would be sufficient to cover both the cost of the electricity to the City and the Chargepoint processing charges:

Session Fee – Paid by EV Station Customer	\$3.00
Less: Session Authorization Fee – Retained by Chargepoint	(\$0.50)
Less: Session Processing Fee – Retained by Chargepoint	(\$0.23)
7.5% of Session Fee	
Amount Deposited into City Bank Account by Chargepoint	\$2.27

This fee may need to be modified in the future to meet increases in energy cost deviations, but at this time staff believes that it is the minimum amount required to guarantee the City that all costs incurred by the usage of these charging stations will be supported by the session fee charges.

RECOMMENDED ACTION: Approval of resolution to set fees at a cost of \$3.00 for one session per charging station for the use of the Electric Vehicle Charging Stations at the Police Training Center and Novi Public Library.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Fischer				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Staudt				
Council Member Wrobel				

RESOLUTION TO SET FEES FOR ELECTRONIC VEHICLE CHARGING STATIONS

WHEREAS, the City of Novi applied for a Department of Energy Grant as part of the American Reinvestment and Recovery Act for two (2) Chargepoint Networked Public Charging Stations;

WHEREAS, the City of Novi was awarded the installation of two (2) charging stations on the Civic Center Campus to be located at the Police Training Center and Novi Public Library;

WHEREAS, the City Council approved to award a contract for the installation of two (2) electric car charging stations at their March 7, 2011 meeting;

WHEREAS, the City needs to set a fee for charging sessions that is sufficient to cover the costs to the City of the electricity provided and also to include the costs assessed by Chargepoint for each charging session.

NOW, THEREFORE, BE IT RESOLVED, to charge the fee of \$3.00 a session at the Police Training Center, and to charge the fee of \$3.00 a session at the Novi Public Library.

CERTIFICATION: I hereby certify that the foregoing is a true and complete resolution adopted by City Council for the City of Novi at a regular meeting held this 6th day of June, 2011.

Maryanne Cornelius

City Clerk



- **Conference Committees Report Overall Library Funding Increase and New Line Item for MeL!!!!**
- **Recipe for Success**

- **Conference Committees Report Overall Library Funding Increase and New Line Item for MeL!!!!**
-

Senator Howard Walker opened the Education Conference Committee with the following remarks: "There isn't much good news, but one of the few highlights is library funding. The committee saw the importance of funding libraries and made it a priority. We also recognized the importance of the Michigan eLibrary as an important resource for the citizens of our state." Senator Walker is a true library champion who fought hard to restore library funding and deserves the library community's gratitude. Please email and thank him at: senhwalker@senate.mi.gov.

As introduced, the Governor's budget did include a new line item for MeL, but cut overall library funding by 39% from 2010-11 to \$4,395,000. But today, the combined results of the Education Conference Committee and the School Aid Conference Committee INCREASE overall library funding by 6.2% from last year's funding level and maintain a separate line item for MeL for the 2011-12 budget.

Specifically, the Conference Committee budgets include the following line items:

State Aid to Libraries	\$5,445,700
School Aid Fund	\$1,304,300
Michigan eLibrary	\$ 950,000
Total	\$7,700,000

State aid to libraries funds will be distributed according to PA 89. The School Aid fund monies are intended to be appropriated for State Aid to Library payments. However, we will verify this language in the final bill. The new MeL funding is intended to hold MeL harmless from declines in anticipated Federal support of MeL due to a reduction in our allotment as our maintenance of effort declines.

The conference committee did not include House language allowing local libraries to seek a waiver from mandatory hours of operation due to the funding restoration.

The General Government Conference Committee has not yet met. We will report later on any changes to renaissance zone reimbursements and the workforce development monies.

- **Recipe for Success**

In a budget year when the Legislature is cutting across the board, receiving an overall library funding increase is an enormous victory. The library community is growing in advocacy and many people were actively involved in making this success possible. The district meetings and communications with key Senators and Representatives were extremely valuable. The PAC contributions opened new doors for us and gave us access. The media MLA generated played a key role in telling the story of the value of libraries. Our Legislative Committee, Chaired by Josie Parker, deserves recognition. And finally, our lobbying team at GCSI, Nell Kuhnmuensch and Erik Hingst are excellent. Thanks to everyone who is involved in communicating with your elected officials.

Friends Wish List Approved for 2011-2012

A huge thank you goes to the Friends of the Novi Public Library Board for approving to fund the following programs and budget categories for 2011-2012. The Friends have been our biggest supporters over the last 50 years and their continued generosity is greatly appreciated. The Library is able to continue to offer amazing programs and services due to their clear vision for what a Friends group is and does.

Friends Report to the Library Board

June 15, 2011

Submitted by: Patrick J. Brunett

At their Annual Meeting on May 11, The Friends of the Novi Library:

scholarship to Novi High School student Travis Vincent. -Presented a \$2,000

- Elected the following

Officers to a one year term:

Patrick Brunett, President
Vicky McLean, Vice-president
Marilyn Amberger, Secretary
Bob Cutler, Treasurer
Carol Bauer
Barbara Brunett
Carol Hoffman
Jim McLean
Clair Ronk

The Novi Friends collaborated with the Friends of the Canton, Northville and Plymouth Libraries in presenting the 25th Annual Book and Author Luncheon on May 23rd.

Featured Speaker was West Bloomfield resident Jeffery Zaslow, nationally known Wall Street Journal columnist and award winning author.

6/8/11

**Revised Wish List for Novi Public Library
2011 – 2012**

We request your agreement with the revised Wish List,
incorporating \$1,651.00 from last year.

Community Reads Program – Fall, 2011	\$2,000.00
Summer Reading Program 2011 – Youth	\$2,000.00
Summer Reading Program 2011 – Adult	\$ 500.00
Battle of the Books – March, 2012	\$ 500.00
Staff-In-Service – November, 2011	\$ 526.00
Conferences/Workshops for Library Staff (year round)	\$ 525.00
Novi Newbies (year round)	\$ 600.00
TOTAL:	\$6,651.00

revision accepted on: June 8, 2011

6/8/11

Minutes of the Friends of the Novi Public Library

Annual Meeting May 11, 2011

Present: Marilyn Amberger, Carol Bauer, Jerry Bauer, Carol Hoffman, Kathleen Jolly, Jim McLean, Vicky McLean, Sue Bebb, Patrick Brunett, Laura Casey, Robert Cutler, Julie Farkas, Margi Karp-Opperer, Larry Kilgore, Marion Marten, Robert Marten, Claire Ronk, Pam VanHouten, Evelyn Young, Norm Young

Call to order: Board President, Vicky McLean called the meeting to order at 6:30 PM.

April Meeting Minutes: Jerry Bauer motioned to approve minutes. Seconded by Carol Hoffman. Motion passed unanimously.

April Treasurer's Financial Report: Carol Bauer presented in Donna's absence. Checking Account \$34,769.91 Savings Account \$5,422.93 C.D. Account \$10,099.78
Total \$50,292.62

Income Report: Interest & Credits \$1.51 Local Book Sales \$1,162.00 Baseball Event Book Sales \$90.00 Refunded IRS Penalty \$1,339.60 Antique Appraisal Fees \$115.00 Membership \$315.00 **Income Total** \$3,023.11

Expense Report: Administration; postage/supplies \$93.56 First Quarter Sales Tax \$282.96 Programs \$100.00 Author's Lunch \$100.00 Wish List; City of Novi "Light Up the Night" \$2,000.00 **Expense Total** \$2,576.52 Marilyn motioned to accept the Treasurer's Report. Seconded by Jim. Motion passed unanimously.

Annual Scholarship Award Presentation: Pam Van Houten, a member of the Scholarship Committee, presented Travis Vincent with the Friends Annual Scholarship in the amount of \$2,000.00. Travis met many of the criteria the committee uses in the selection process; his accomplishments and grade-point average are exceptional. Travis will continue his education at Calvin College.

Year in Review: Vicky covered highlights of accomplishments: Grand Opening of library and Book Nook June 1, 2010, eleven month total of \$16,235.00 in revenues from the Book Nook (monthly average of \$1,476.00), over 50 workers were trained to work in the store, 50th Anniversary Jubilee Celebration, hosted 100 members of the FOML Workshop, donated \$20,000.00 to library, a record number attended the Holiday Gala and collected a record number of books for Gift of Reading, awarded two \$2,000.00 scholarships, pledged \$10,000.00 to library endowment fund. Vicky expressed thanks to the current Board; all the chair people of the different committees; Jim McLean & Sue Bebb, Book Nook managers; weekly sorting groups; Carol Hoffman, volunteer coordinator; Barb Brunett & Evelyn Young, membership; Pam VanHouten, historian has

organized the Friends historical materials in a file in the Administration office; and Gift Cart Manager, Marion Marten.

2011-2012 Fiscal Year Budget Proposal: Copies were distributed. Carol Bauer availed herself for any questions. Carol Hoffman motioned to accept the budget proposal as presented. Seconded by Jim. Motion passed unanimously by entire membership group present.

Approval of By-Law Amendment: Addition to Article VI, Section IV (Treasurer) last line to read: "The fiscal year of the Friends of the Novi Public Library begins on June 1 and ends the following year on May 31." Motion to approve By-Law Amendment made by Jerry. Seconded by Marilyn. Motion passed unanimously by entire membership group present.

Election of Officers: Patrick Brunett, President; Vicky McLean, Vice President; Marilyn Amberger, Secretary; Robert Cutler, Treasurer; Trustees; Carol Bauer, Barb Brunett, Carol Hoffman, Jim McLean, Claire Ronk. Vicky motioned to accept slate of officers as presented. Seconded by Jim. Motioned passed unanimously.

Library Board President: Larry Kilgore congratulated the Friends on their first year of operation in the new library. Mr Kilgore stated the Friends are a core part of support and funding and in making programs available to the community. He wishes continued success in all the Friends endeavors.

Library Director: Julie Farkas read a letter from Betty Lang, Liaison to Historical Commission, thanking the Friends for supporting the local history room with proceeds from antique appraisal program. Julie thanked the Friends for their assistance opening the new library, celebrating 50 years together, raising funds to build the new library, for hosting & partnering the first Community Reads Program and author event, also for the support and dedication that make the library as great as it is. Julie also thanked the Friends in supporting future needs of the library with a \$10,000.00 contribution to the endowment fund. Julie described volunteers as "life partners" with the library. Julie recognized members of the 2010 Board with a token of appreciation, a pin stating "I Make a Difference".

Comments: Romulus and Troy Libraries were discussed as those having problems finding adequate funding to sustain services to the community. Library Board Liaison, Laura Casey expressed her thanks to Vicky for her leadership and partnership over the last two years.

New President Address: Patrick Brunett expressed his appreciation to the former Board and the work they have done, especially Vicky. One of the president's jobs is to appoint committees; Pat would like to continue the committees as is until further notice. The Board will comprise a new committee to review the By-Laws and make changes as needed. Congratulations to new board members: Robert Cutler, Barb Brunett, Claire Ronk. We do not have a full board; hopefully we can recruit two more board members.

Vicky thanked her Vice President, Carol Bauer for taking over in her absence February, March & April. Claire Ronk expressed her gratitude for the recognition she received at the Jubilee. Evelyn Young acknowledged remembrance of Myrtle Locke, and her 30+ years of service to the library.

Jerry motioned to adjourn the meeting at 7:15pm. Seconded by Carol Hoffman. Motion passed unanimously.

Respectfully submitted:
Marilyn Amberger, Secretary

Novi Historical Commission

June 1, 2011, 6:30PM

Submitted by: John MacInnis, Member

Call to Order: The Novi Historical Commission was called to order at 6:35 pm. Note: The meeting was changed from the previous week May 25 due to conflicts with Members of the Commission.

Attendees: Roy Prentice, chair, members: John MacInnis, Lynne Boyle, Sandy McCarthy, and library liaison Betty Lang absent Kimberly Holdaway & the 2 HS Students. We had no visitors.

Agenda: Lynne B moved to approve the agenda, sec. Sandy M., all approved, Motion passed.

Approval of Minutes: Moved by Sandy McCarthy, sec by Lynne B. to approve the Minutes of April 27th, 2011 meeting, sec. Lynne B, all in favor and the Motion passed.

Financial Report: A summary report from the City's Finance Dept. was passed around, showing a balance of \$3939. and pending expenses of approx \$2800. The majority of the Heritage Fest. Exp. have been approved in previous meetings, discussion was held on the food and misc. expenses. The following expenses were moved and approved:

Moved by Sandy McCarthy, sec by John M to approve the following: Sam's Club expenditure up to \$180, (Hot dogs, buns, condiments and napkins), expenditure of up to \$210. For ice cream products (Guernsey Ice Cream), expenditure of up to \$80. for straw for the Heritage Festival, expenditure to reimburse Roy Prentice for \$31.65 (parade Candy). All in favor, motion passed.

Also approved were expenditures of up to \$600. for a bench for the Obelisk Display and \$700. for bricks for the Obelisk area, all approved these expenses.

The final fee for placing the Obelisk by Inch Memorial was reduced to \$1500., which was well appreciated by the commission.

Liaison Report: Betty Lang reported there is some training available from the Michigan Historical Commission (History Skills Workshop Series) coming up in the next few months - the training is in Lansing. www.hsmichigan.org or call (800)692-1828

UPDATES AND DISCUSSION

Coasting the Baseline: The obelisk was placed by Inch Memorial this month. Discussion was held on the work to be done for the pavers and construction. Laying the brick will be done by Eagle Scout, Cameron Holdaway. The Eagle Scout process of approval is moving along. Roy was planning to order some of the brick materials and possibly a metal bench for the area. It is hoped that these purchases can be made during the 2010/11 fiscal year that ends June 30th.

Heritage Festival: the Heritage Festival is coming up this month, June 18th and details were discussed, Lynne Boyle wants to work the front reception desk, next to the parking lot. The flyers have been printed and circulated to the schools. Discussion was held about having First Aid kits around the Festival site in case of minor accidents, primarily to have one kit at the reception desk, near the fishing and nearby places.

Memorial Day Parade: The Commission took part in the parade again this year using the wagon & Tractor from Tollgate. Riders on the wagon included not only Historical Commission members, but also members of the Sun, Water and Seeds 4H club from the Tollgate Farm. Discussion was held about the giving out of Candy. Candy does bring attention to the Float, esp. by children. There is concern for the safety of children venturing too far into the road after thrown candy.

Speakers for the LH room: Roy announced two speakers for the LH room. Kathy Mutch will speak on the History of Grand River in October and Roy Prentice will speak on the history of the Tollgate farm in November.

Other items: Friends of the library have asked the Historical Commission to jointly sponsor the speaker on Feb. 28th. Discussion was held on this. Moved by Sandy McCarthy and second by Lynne Boyle to spend up to \$100 for a share of the Speaker's cost for the Feb. 28, 2012 seminar, All Approved.

There being no other business for this meeting
The meeting was adjourned at 7:35 PM

Next Meeting will be June 22, 2011 at 6:30 PM Local History Room Library

Board & Administrator

FOR BOARD MEMBERS

May 2011 Vol. 27, No. 9

Editor: Jeff Stratton

Increase between-meeting communications

Don't neglect your board's internal communications. It's too easy for board members to attend meetings, and then put the organization on the back burner until the next month's board meeting.

President Virginia Record (Alexandria, Va.) says stepped-up communications efforts in the form of between-meeting communiqués have paid off for her board by keeping members engaged in organizational happenings.

"We committed to increasing the number and types of board communication about a year ago," Record said. "I've had excellent feedback from the board on how valuable it is to have 'between-meeting' communications."

Record said that she works with the administrator to keep the board informed between meetings by using these techniques:

- **Quick turnaround of draft meeting minutes.** This occurs within two to three days of the just-concluded meeting, Record said.

- **Monthly president's update.** "As president, I send a monthly written report to current and former board members," Record said. The update covers matters such as what's happening in programs, services and member activities, Record said.

- **E-mail communication.** Record said the organization uses Constant Contact's e-mail marketing tools to provide one more method of reaching board members. The program is also used to keep non-board-member supporters of the organization up-to-date on organizational activities.

- **Updates on organization events.** Record said the organization uses Constant Contact to distribute information about dates, time and locations of events.

"The regular feedback I'm receiving from board members tells me that we are achieving 'good communication,'" Record said. "Plus, I'm seeing a more engaged group of board members these days."

For information, www.constantcontact.com. ■

Apply the 'personal touch' in a busy world

Donor-recognition is an easy way for board members to engage in fundraising. Here's a simple activity for board members that packs a wallop:

When your organization receives a sizeable check, ask a board member to drop by with a bouquet of flowers to deliver thanks in person.

quiet of flowers to deliver thanks in person.

Tip: Select an outgoing personality on the board to make this gesture. You want someone who is a natural at speaking to people and making them feel appreciated. ■

Examine the organization's case for giving

When dollars dry up, it's important for board members to assess the organization's fundraising strategies and suggest ways to improve. In *Fundraising When Money Is Tight*, Mal Warwick suggests analyzing why donors give to your organization and reexamining your organization's case for giving in that light.

According to Warwick, donors want the following from the organizations they support:

- They want to know that you're doing the most effective job you can with their money.

- They want to know that their gifts are reaching the people you're helping or affecting the issue you're addressing.

- They want to know you value their contribution.

- They want you to report the results of the projects and programs they've spent their money on.

All of these factors, according to Warwick, become much more important during difficult economic times.

For information, www.josseybass.com. ■

Diversity leads to better board decisions

Most boards serve organizations in communities with some range in socioeconomic status. That's why it makes sense for boards to find members with a diverse range of experiences, skills, backgrounds and interests.

A board that is representative of the entire community is one that can help the organization succeed and prosper. Achieving and maintaining diversity on a board, however, can be challenging. Here's a tip to help:

Before the board recruits a new member, review

the backgrounds of your outgoing members with the administrator.

Ask yourselves, "To retain our board's diversity, do we need to replace member X with someone who has the same skills, life experiences, or who represents the same segment of our community?"

At that point — as an activity for the full board, nominations or development committee — develop a list of potential board candidates. Rate these candidates against the background of your departing member(s). ■

Make mentoring activities practical

Many boards use a mentoring program to smooth the transition of new members to the board. A Hendersonville, N.C., board uses a set of guidelines developed by their governance committee to outline how the mentor relationship is suppose to work.

The guidelines concentrate on matters like sharing experiences, modeling behavior, characteristics of the effective mentor and protégé and regular communication. (If you'd like to see a copy of the full guidelines for this board's mentor program, ask your administrator. I've provided a copy in the

administrator's section of *Board & Administrator*.)

Practical activities for a board mentor program can include the following:

- Introductory meeting with administrator and board chair
- Documents review (bylaws, board policies, meeting agenda, etc.)
- Facilities tour
- Budget overview (with administrator)
- Adjacent seating at meetings for mentor and new member ■

Check in with new members to assess comfort level

To enhance the board's mentor program for new members, consider a three-month check-in to determine how successful the transition to board service has been.

The board's chair can meet with the board mentor and

new member at the three-month service period to enquire about any concerns the new member may have and answer any questions about the new member's role on the board. The chair can also ask whether the mentor relationship should formally continue. ■



Library Board Calendar

2011

June 19	Holiday – Father's Day, Library Closed
July 4	Holiday – Independence Day, Library Closed
July 20	Library Board Regular Meeting
August – October	Community Reads Program
August 17	Library Board Regular Meeting
September 5	Holiday – Labor Day, Library Closed
September 21	Library Board Regular Meeting
October 19	Library Board Regular Meeting
November 6	Daylight Saving Time Ends
November 8	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November 16	Library Board Regular Meeting
November 18	Library Staff In-Service, Library Closed
November 23	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
December 21	Library Board Regular Meeting
December 21	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 26	Holiday – Christmas, (observed), Library Closed
December 31	Holiday – New Year's Eve, Library Closed

2012

January 1	Holiday – New Year's Day, Library Closed
January 2	Holiday – New Year's Observance, Library Closed
January 16	Holiday – Martin Luther King, Jr. Day, Library Closed
January 18	Library Board Regular Meeting
February – March	Budget Study Sessions, typically a Saturday morning, TBD
February 15	Library Board Regular Meeting
March	Budget – approved to be provided in April to Council, TBD
March 21	Library Board Regular Meeting

Friends Board Meeting meets the second Wednesday of the month, 7 p.m.
 Historical Commission meets the fourth Wednesday of the month, 6:30 p.m.