



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

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

**Library Board**

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

**Student Representatives**

Torry Yu

**Absent and Excused**

Nishant Kakar

**Library Staff**

Julie Farkas, Director  
Marcia Dominick, Administrative Assistant

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

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

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

1<sup>st</sup> – Willy Mena

2<sup>nd</sup> – Larry Czekaj

The motion was passed unanimously.

#### **4. Consent Agenda**

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

1<sup>st</sup> – Mark Sturing

2<sup>nd</sup> – Willy Mena

The motion was passed unanimously.

#### **5. Correspondence**

There was no correspondence.

#### **6. Presentation**

There was no presentation.

#### **7. Public Comment**

There was no public comment.

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

##### **a. Library Goals 2011-2012**

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

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

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

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

##### **a. Library Budget 2011-2012**

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

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

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

## SUMMARY:

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

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

## Financial activity for the month of February:

**LIBRARY FUND** (Fund #268)

### BALANCE SHEET

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

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

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

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

### REVENUES AND EXPENDITURES

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

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

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

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

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

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

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

**Capital Outlays or Contingencies – N/A**

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

**WALKER FUND** (Fund #269)

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

**Breakdown of Donation Revenues for February:**

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

**EXPENDITURES** – there were NONE for the month of February 2012

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

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

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**TOTAL LIABILITIES = \$ 0**

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

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

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

**COMBINED LIBRARY INVESTMENTS**

**LIBRARY FUND (#268)**

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

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

**WALKER FUND (#269)**

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

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

**COMBINED LIBRARY INVESTMENT = \$4,814,516**

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

[1] As described in her 3-19-2012 Memorandum, Kathy Smith-Roy is striving to find ways to increase investment yields, but is powerless to prevent “profitable” instruments being called

[2] Long-term defined as a maturity greater than one-year from Balance Sheet date

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

**c. Library Café Revenue Report**

There was no Café Revenue Report provided.

**10. Director’s Report**

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

**a. Public Services Report**

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

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

**b. Building Operations Report**

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

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

**a. Library Usage Statistics – February 2012**

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

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

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

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

**11. Friends of Novi Library Report**

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

**12. Students Representative Report**

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

Highlights:

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

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

### **13. Historical Commission Report**

The Historical Commission provided their February 24, 2012 report.

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

### **14. Committee Reports**

**a. Policy Committee (Margolis, Vacant, Kilgore)**

There was no report provided.

**b. HR Committee (Vacant, Verma, Kilgore)**

There was no report provided.

**c. Finance Committee (Margolis, Czekaj, Sturing)**

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

**d. Fundraising Committee (Mena, Sturing, Vacant)**

There was no report provided.

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

There was no report provided.

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

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

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



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

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

**15. Public Comment**

There was no Public Comment.

**16. Matters for Board Action**

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

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

A motion was made approve the Resolution as presented.

1<sup>st</sup> – Larry Czekaj

2<sup>nd</sup> – David Margolis

The motion was passed unanimously.

**17. Adjourn**

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

1<sup>st</sup> – Larry Czekaj

2<sup>nd</sup> – Mark Sturing

The motion was passed unanimously.



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Mark Sturing, Secretary

April 18, 2012

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Date