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January 16, 2007

**Mayor and City Council
City of Novi
45175 West Ten Mile Road
Novi, MI 48375**

Re: Presentation re: Library Improvements

Honorable Mayor Landry and Members of Novi City Council,

The Novi Public Library Board of Trustees seeks permission to place a millage proposal on the November 2007 ballot for the purpose of renovating and expanding the existing library up to 60,000 sq. ft. Following are key points of our proposal:

- Proposed construction cost of the project is \$16,000,000
- Estimated average millage rate is 0.299 to 0.342 over the life of the bond (20 years)
- Impact on the average property owner is estimated to be \$29.93 to \$68.40 annually for property valued at \$175,000 to \$400,000
- Requested millage is for construction only

Following is a brief history of library facility planning. Three reports commissioned by the Library Board are enclosed for your further background: Serving a Community of Growing Minds, the Report of the Strategic Planning Task Force to the Novi Library Board, the Space Needs Assessment report by George Lawson, Library Planner, and the Novi Library Program Review, April 2006 by Plante and Moran Corporate Real Estate Advisors (CRESA). In addition, a Preliminary Campaign Action Plan for Educational Activities is also enclosed.

Background:

The Novi Library Board's request for a millage proposal culminates three years of intensive, citizen-based planning. As steward of library resources, the Library Board created the Strategic Planning Task Force (2003/04) to identify the library's most pressing needs and the Facilities Planning Committee (2004/05) to develop plans to address these needs. Both groups included citizens, Friends of the Library, Library Board members, and members of City Council.

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

Through analysis of present and projected population data, future service trends and comparisons with area libraries, the Strategic Planning Task Force concluded that Novi Library has a serious space shortage. They recommended to the Library Board that short and long term space needs should be addressed as a priority.

The Facilities Planning Committee examined physical and functional aspects of the present facility and recommended future space allocations. These are described in the enclosed Space Needs Assessment report. In addition, with architectural assistance, the committee developed cost estimates for renovation and expansion of the current 23,000 square foot building. The Novi Library Board agreed with the findings of the committee including:

- There is an immediate short-term need for a 60,000 sq. ft. library that will serve today’s population and should be sufficient for 10-15 years into the future;
- The 60,000 sq. ft. library should be constructed with the necessary infrastructure to support expansion up to 90,000 square feet in the future as our city grows to nearly 80,000 people.
- A millage election should be held to raise the public funds necessary to implement the project.

Prior to bringing our plan to Novi City Council, the Library Board consulted with Plante and Moran Corporate Real Estate Service Advisors (CRESA) to review construction cost estimates, project operating costs and develop financing options. The Library Board greatly appreciates the assistance provided by Finance Director Kathy Smith-Roy in this regard. Highlights of the Plante and Moran CRESA findings as detailed in the enclosed “Novi Public Library Program Review, April 2006” report are:

- The original construction cost estimate of \$18,699,651 may be reduced to \$16,000,000 without sacrificing square footage or building quality.
- To fund the \$16,000,000 renovation/expansion project, millage increases for property owners are estimated as follows:

Home Value	Annual Cost
\$175,000	\$29.93
\$220,000	\$37.62
\$400,000	\$68.40

- Use of the Walker Library Fund and accumulated library fund balance for future operating expenditures provides adequate funding for operating the library through 2016.

Summary:

The Library Board believes that the present building should be expanded to serve the needs of our growing community today and in the near future. When the library was constructed in 1976, our population was barely a third of what it is today. Now, 800 people on average use our library daily, but we offer only 169 public seats as we squeeze in growing collections and increasing numbers of public computer workstations. Although we believe that ultimately a public library of 90,000 sq. ft. will be needed when Novi is completely “built-out”, we are asking to fund what is needed today: renovation and expansion of the existing library up to 60,000 square feet.

As demonstrated by the Strategic Planning Task Force and the Facilities Planning Committee, we are committed to maintaining citizen involvement in the library planning process. We plan to enlist the help of many community members of all ages and backgrounds—from children to senior citizens—in designing their library. In order to reduce operating costs, we will design for staffing efficiency by expanding to 60,000 square feet on one level, with clear lines of sight. Our plan to apply donated funds to defray operating costs results in dedicating the proposed millage completely to construction. This millage is not perpetual; it will cease to be collected within 20 years when the building debt is retired.

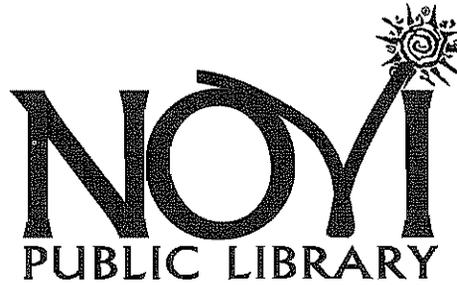
If the Novi City Council agrees that our proposal merits placement on the November 2007 ballot, we will work closely with the City Clerk, Finance Director and legal counsel to develop ballot language to meet state and county requirements. In the coming months, we will also inform our citizens about the facts behind the ballot proposal so that they can make an informed choice when they exercise their right to vote.

Sincerely,



Robert M. Cutler
President, Novi Public Library Board of Trustees

Encl.: Serving A Community of Growing Minds: Report of the Strategic Planning Task Force
Space Needs Assessment Report
Novi Library Program Review, April 2006
Preliminary Campaign Action Plan for Educational Activities



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Preliminary Campaign Action Plan for Educational Activities

Election Date: November 6, 2007

January 2007

Actions

- Meet with Council Members & key leaders to obtain support and respond to concerns
- Identify key groups for presentations (*determine which library supporter is best liaison with each group*)
 - PTAs and School Board
 - Service Clubs and other organizations
 - Homeowners Association (COHA)
 - Senior housing complexes
 - Faith community
- Create "talking points" for universal message
- Develop power point presentation on key issues
- Send letters (make follow-up phone calls) for speaking opportunities
- Seek endorsements and offer fact sheets for inclusion in organizational newsletters
 - Novi City Council
 - Homeowners Associations
 - Novi Public School Board & PTA
 - Chambers of Commerce (both Novi and Greater Novi)
 - AARP
 - Novi Economic Development Corporation
 - Novi Friends of the Library
- Develop printed campaign material, with deadlines for mail drop
- Assure that each library newsletter has focus on improvements and library expansion
- Offer press briefings and assure that regular articles appear about library needs and election
- Seek opportunities for local cable programs to discuss election issues and library needs
- Distribute educational materials at library programs (i.e., Summer Reading Club Party)
- Arrange for a "Town Meeting" in library to show plan, talk of improvements and offer a "behind the scenes" tour of the library

Late August

Ballot language must be submitted to the Michigan Secretary of State for review by Attorney General, per the Novi City Clerk.

October 6

Confirm with City Clerk the exact mailing date of 6,000 absentee ballot applications, which must be mailed at least one month in advance of the election. Applications automatically go to eligible voters aged 60+ and those on a permanent list.

November 5

Automated message reminder to library users to go vote
E-mail reminders to library users to go vote

November 6, 2007 -- Election Day:

Plan campaign workers celebration

Have "Thank You Voters" sign ready for library building

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