



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
November 16, 2011**

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Czekaj, Board Member (7:15 p.m. arrival)

Student Representatives

Nishant Kakar
Torry Yu

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant

Guests

Patrick Brunett, Friends President
Robert Cuttler, Friends Treasurer
Marilyn Amberger, Friends Secretary
Barbara Brunett, Friends Trustee
Carol Bauer, Friends Trustee
Carol Hoffman, Friends Trustee
Jim McLean, Friends Trustee

The meeting was held at the Novi Civic Center, Council Chambers, and 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 request was made to correct the date in item # 14C, **Finance Committee** under # 1. **Work Session**, to read Saturday, December 17, 2011 (1-5pm).

A request was made to make two additions to the agenda; the appointment of members to the **Strategic Planning Committee**, and to fill the vacancy to the office of Vice President.

A motion was made to approve the November 16, 2011 Regular Board Agenda with the correction and the additions.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the November 16, 2011 Consent Agenda as presented.

1st – Mark Sturing

2nd – David Margolis

The motion was passed unanimously.

5. Correspondence

a. **Thank you letter from David Ascher, Principal – Novi Woods Elementary School.**

b. **Thank you letter from Jennifer Michos, Principal – Parkview Elementary School.**

Letters were received from Principals and Media Specialist from the Novi School District thanking the Library for hosting the meeting on the use of library cards and access to the many data bases and resources found in the Library.

c. **Thank you letter from Ruth Johnson, Secretary of State – State of Michigan**

A letter thanking the library for hosting the Secretary of State's Press Conference on the unveiling of their new SOSExpress web site for on line renewals was received.

d. Resignation letter from Laura Casey

The letter is included in the Board Packet on page 19.

e. Thank you email from K. Balai

An email thanking the Library for hosting Garth Stein, Author of this year's Community Read book, "The Art of Racing in the Rain", was received.

6. Presentation

Pat Brunett, President – Friends of the Novi Public Library

Pat Brunett, current President of the Friends of Novi Public Library, along with members of the Friends Board, were in attendance as Julie Farkas, Director of Novi Public Library, and Library Board President, Larry Kilgore, accepted a \$30,000.00 check from Jim McLean on behalf of the Friends membership. It was under the direction and leadership of past President, Vicki McLean that the Friends accumulated a large income from book sales and membership fees, which allowed the Friends to be in a position to make this generous gift to the Library. Director Julie Farkas expressed how much the donation is appreciated and that part of the money will be used for signage in the "Battle of the Books" program. A sincere thank you was extended to the Friends membership by Director Julie Farkas and Library Board President Larry Kilgore.

A brief report was given by Friends President, Pat Brunett.

- Genealogy program on searching family members in the military was successful, with 50-55 people in attendance.
- Fall used book sale will be held on Saturday, November 19th in the Book Nook from 10am-4pm.
- Annual Gala will be held on Friday, December 9th in the Library. There is no charge for members, but everyone is asked to bring a book for a child that will be given to the Free Press "Gift of Reading" program.
- December Friends meeting has been cancelled.

7. Public Comment

Newly elected Council Woman, Laura Casey came to witness the phenomenal generosity of the Friends gift to the Library, and to express her thanks to all the Friends members. She also wanted to publically thank all the Library Board members with whom she has had the honor and privilege to serve with for the last six (6) years.

8. President's Report

a. Library Goals 2011-2012

- At the end of October, several staff members attended the Michigan Library Association (MLA) conference in Kalamazoo, Michigan.
- A Librarian attended MAME, which is usually for school Librarians, but is beneficial for NPL's youth Librarians.

- Staff is working on the building infrastructure inventory. Will have information available for the Finance Committee in December.
- IT inventory has been completed.
- Raised close to \$3,500 from the Crawford birthday event. All gifts and donations from the Crawford birthday party were given to the Library.
- Hope to move forward with a historical display case with money from donations.

9. Treasurer's Report

a. Library Budget 2011-2012

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

b. Library Financials and Walker Fund, October 31, 2011

Observations regarding Monthly Financials for the Month of October 2011
David Margolis, Treasurer

For the second month in a row, we've seen another decline in Booked Tax Revenues, this time a decrease of **(-\$7,265)**, along with another reduction in Current Taxes Receivable.

Financial activity for the month of October:

LIBRARY FUND (Fund #268)

BALANCE SHEET (pg 28)

Cash was decreased by **(-\$177,455)** during the month, while **Current Taxes Receivable** were decreased by **(-\$17,206)**.

TOTAL ASSETS = \$4,227,581 (**-\$194,661** or **-4.41%** lower than last month)

LIABILITIES – The only change for the month was in **Accounts Payable**, which were increased by **+\$5,782** for a net increase in Liabilities of **+2.97%** for the month, with an ending balance = **\$200,961**

FUND BALANCE – NET Revenues and Expenses (for the current fiscal year) were lowered another **(-\$200,443)** or **(-11.23%)**, leaving a Ending Fund Balance at 10-31-11 of **\$4,026,620**

REVENUES AND EXPENDITURES (pg 29 and 30)

REVENUES – Despite the decline in Tax Revenues (*previously mentioned*),

Total Revenues for the month of October 2011 increased **+\$5,067** or **+0.21%**, led by a second consecutive month of increased **Meeting Room Rentals (\$1,815)** and **Investment Interest (\$3,369)**

EXPENDITURES – with four months into the current fiscal year (or 1/3 of the Total), our expectation is that expenditures utilization should be near **33.333%** of the budget.

Personal Services – no unusual occurrences in October; so far Year-to-Date we've used **31.61%** of this category's budget

Materials and Supplies – no major category items spent in October (except for #734.500 **Computer Equipment (\$1,740)** and #743.000 **Periodicals (-\$59)** which I assume to be a subscription cancellation), otherwise the total of **\$36,397** spent for the month represents a combined four-month usage of **29.32%** of the Budget

Services and Charges – for the month we spent **\$33,343** (which is near the monthly average of \$34,611 - with a few line-items higher than normal.), but the cumulative total of **\$132,693** representing **31.95%** of the Budget allocations.

Some of the items worth citing for the month are:

#801.925	Public Information	(-\$75)
#803.000	Independent Audit	+\$465
#806.000	Legal Expenses	+\$304
#818.000	TLN Central Services	+4,750
#935.000	Vehicle Maintenance	+471
#956.000	Conferences/Workshops	+5,625

Capital Outlays or Contingencies – N/A

TOTAL EXPENDITURES – for the month of October, we spent **\$205,510** (well below the monthly average of \$224,665) for a year-to-date total of **\$838,114**, which is **31.09%** of the Total Budget – still a positive trend so far.

WALKER FUND (Fund #269) (pg 31)

REVENUES – increased by **+\$10,255** during the month, with \$3,650 coming from **Investment Interest** (#269-000.000-664.000) and +\$6,606 from **Donations** (including \$3,200 for the “Community Read” program and \$3,225 from the Crawford’s towards the Display Case)

EXPENDITURES – were **(-\$2,635)** for October, with \$2,500 expended for the **Community Read** program and \$104 spent on **Artwork in memory of M. Locke**.

BALANCE SHEET – as a result of October activity, **Cash** in the Fund went up **+\$8,706**, while **Accounts Payable** was increased +1,087 and **Unrestricted Current Year Fund Balance** increased +\$7,620 to **\$13,750** for the fiscal year

TOTAL ASSETS = \$1,456,941

TOTAL LIABILITIES = \$2,500

TOTAL FUND BALANCE = \$1,454,441

Restricted Fund Balance = \$ 32,111

Un-Restricted Fund Balance = \$1,422,330

COMBINED LIBRARY INVESTMENTS (pg 32)

LIBRARY FUND (#268)

Current Maturities (less than one year) \$2,127,072

Long-term Maturities \$2,000,000

TOTAL FUND #268

\$4,127,072

WALKER FUND (#269)

Current Maturities	\$ 206,941
Long-term Maturities	\$1,250,000

TOTAL FUND #269 **\$1,456,941****COMBINED LIBRARY INVESTMENT** **\$5,584,013**

Total Combined Library Investments are **(-\$168,749)** or **(-2.94%)** lower than last month

The printing, graphic design and publishing line item percentage is high due to a higher quote that was expected for the "Engage," and will go over budget this year. However, the TLN Central Services final bill was lower than budgeted for, and will compensate for the overage in printing.

The Conferences and Workshops line item is at 93% due to costs for Conferences, travel, and hotel that have already been included for staff attending programs at (MLA) Michigan Library Conferences and the Public Library Association.

c. Library Café Revenue Report

There was no report provided.

10. Director's Report

- Two hundred (200) guests were in attendance at the Novi Public Library on Thursday evening, November 10th, to hear Garth Stein, Author of the "Community Reads" book, "The Art of racing in the Rain". Earlier that day, the Library hosted a student program with Garth Stein at Novi High School, with two hundred fifty (250) students present to hear the Author speak.
- The HR Committee met and adopted the 80/20 health care guidelines for the full time staff. City of Novi HR director, Tia Gronlund-Fox will be available to answer questions at the Library on November 21, 2011. Open enrollment begins on November 21, 2011, and ends on December 2, 2011.
- Novi Public Library received the "Library of the Year Award for Excellence for Exceptional Customer and Innovative Services". Complimentary comments have been received from patrons, the Novi News, and the Patch. A 'Library of the Year' banner is on display in the lobby. There was a large turnout for the "Library of the Year" celebration held on Sunday, November 13, 2011.
- The Library will be closed on Friday, November 18th, 2011 for the annual staff in service day. Staff will be going to Providence Hospital in the morning to meet with the Head of the Occupational Health Department to learn about health and exercise in the workplace. Staff will meet back at the Library to go over the changes in the HR Manual, have department meeting and go over the exercise on "What We Can Stop Doing" to save money. The Board will see the results of the exercise next month. In the

afternoon, the staff will be transported to the Clinton-Macomb Library to tour and observe how some of the things we do, are done at another library.

- A report from the City of Novi Administrative and Management Staff Team Strategic Planning Session that was attended by the Director and the Library Management Team on August 31, 2011 was provided to the Library Board for review.

a. Public Services and Building Operations Report

Public Services Report – Margi Karp-Opperer

Report from Margi Karp-Opperer was presented by Director, Julie Farkas.

- Novi Public Library took part in the Novi Woods walk.
- Provided two (2) tours to the English as a Second Language adult learners group.
- Sent a number of staff members to the MLA Conference.

Building Operations Report – Mary Ellen Mulcrone

Report is provided on page 34 of the November 16, 2011 Library Board Packet.

b. Library Usage Statistics – October 2011

The October statistics are located on pages 35-37 in the Board Packet.

- 390 Library cards issued
- 63,393 items checked out
- Number of items borrowed from TLN – 3,612
- Number of items borrowed from MEL – 69
- Number of items loaned through TLN – 4,463
- Number of items loaned through MEL – 125
- 56.01% of all items checked out were done on self check out stations.
- Daily average of people using the Library was 1,003

11. Friends of Novi Library Report

There was no report provided.

12. Historical Commission Report

There was no report provided.

13. Students Representative Report

Report is provided on page 38 of the November 16, 2011 Library Board Packet.

14. Committee Reports

a. Policy Committee (Margolis, Vacant, Kilgore)

There was no report provided.

b. HR Committee (Vacant, Verma, Kilgore)

1. Health Care Update – Special Meeting Held

There was no report provided.

c. Finance Committee (Margolis, Czekaj, Sturing)

1. Work Session – Saturday, December 17, 2011 (1-5)

There was no report provided.

d. Fundraising Committee (Mena, Sturing, Vacant)

There was no report provided.

e. Strategic Planning Committee TBD)

The Library Board members who were recommended for appointment to serve on the new Strategic Planning Committee are: Trustee Larry Kilgore, Trustee Willy Mena, and Trustee Mark Sturing. Library Board President, Larry Kilgore asked the members of the Library Board for advise and consent of the three appointees for the new Strategic Planning Committee. The appointees were approved unanimously.

f. Friends of the Novi Library Board Liaison (Vacant)

There was no report provided.

15. Public Comment

There was no Public Comment.

16. Matters for Board Action

a. Consideration for the December Board Meeting to be moved to the 2nd Wednesday (December 14, 2011) due to its proximity to the Holiday or Cancel Meeting and Resume Meetings on Wednesday, January 18, 2012.

A motion was made to cancel the December Library Board meeting and to receive the Director's Report and the Financials as usual.

1st – Larry Kilgore

2nd – Ramesh Verma

The motion was passed 5-1.

Trustee David Margolis requested that he have access to the November Financials in order to make his observations and have that transmitted concurrent with the Director's Report.

Director, Julie Farkas will send the November Financial information to Trustee David Margolis as soon as she receives them.

b. Election to Fill the Vacancy of the Office of the Vice President

Trustee Willy Mena was nominated for the Office Library Board Vice President, and accepted with pleasure.

A motion was made to approve the nomination.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was approved unanimously.

17. Adjourn

A motion was made to adjourn the meeting at 8:13 p.m.

1st – Larry Kilgore

2nd – Mark Sturing

The motion was passed unanimously.



January 18, 2012

Mark Sturing, Secretary

Date