

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, February 16, 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
6. Public Comment
7. President's Report
 - A. Library Goals 2010-2011..... 21
8. Treasurer's Report
 - A. Library Budget 2010-2011 25
 - B. Library Investments/Revenues and Expenditures/Walker FundN/A
 - C. Library cafe revenue report 2010-2011N/A
9. Director's Report..... 27
 - A. City of Novi and Novi Community Education partnership memo 34
10. Friends of Novi Library Report
11. Historical Commission Report..... 31
12. Student Representatives Report
13. Public Comment
14. Committee Reports
 - A. Policy Committee (Margolis, Casey, Kilgore)
 - B. HR Committee (Casey, Verma, Kilgore)
 - C. Finance Committee (Margolis, Czekaj, Sturing, Kilgore)
 - D. Bylaw Committee (Mena, Casey, Kilgore)
 - E. Fundraising Committee (Mena, Sturing, Casey, Kilgore)
 1. Next meeting: February 23rd at 7:00pm, Novi Public Library

15. Public Comment

16. Adjourn

Consent Agenda:

- 1. Approval of Claims and Warrants L479 3
- 2. Approval of Regular Meeting Minutes – January 19, 2011 14

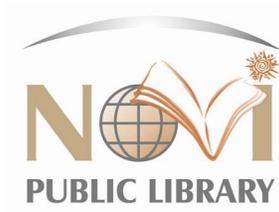
Matters for Board Action

Supplemental Information

- 1. Library Board Calendar 38

Future Events:

- Historical Commission regular meeting – February 23rd at 7:00pm, Novi Public Library
- Library Board Budget Session – Saturday - February 26th at 8:00am, Novi Public Library
- Friends of the Novi Library – Wednesday, March 9th at 7:00pm, Novi Public Library
- Library Board Regular Meeting – Wednesday, March 16th at 7:00pm, Novi Public Library
- Historical Commission Regular Meeting – Wednesday, March 23rd at 6:30pm, Novi Public Library



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

	Warrant 479		February 2011	
Invoice Amount	Payable to	Invoice #	Account number	Account Total
\$ 247.08	Borders	16042934	265-000.00-268.000	
				\$ 247.08
\$ 753.55	Global Office Solutions	213458	268-000.00-727.000	
\$ (56.37)	Global Office Solutions	216862	268-000.00-727.000	
\$ 216.71	Global Office Solutions	214383	268-000.00-727.000	
\$ (48.20)	Global Office Solutions	214613	268-000.00-727.000	
\$ 406.34	Library Design Associates, Inc.	10-373-01	268-000.00-727.000	
				\$ 1,272.03
\$ 176.00	Postmaster	stamps	268-000.00-728.000	
				\$ 176.00
\$ 120.00	Five Sparrows	112052/Feb 2011	268-000.00-734.000	
\$ (50.00)	The Library Network	42103	268-000.00-734.000	
\$ 50.00	The Library Network	42334/tech ser cont ch	268-000.00-734.000	
				\$ 120.00
\$ 17.69	Amazon.com	PS3Wired Controller	268-000.00-734.500	
				\$ 17.69
\$ 645.02	Demco	4080310	268-000.00-740.000	
\$ 406.30	Discount Paper Products, Inc.	112465/50 rolls	268-000.00-740.000	
\$ 5.99	Home Depot		268-000.00-740.000	
\$ 615.98	Sentry Supply	1870	268-000.00-740.000	
				\$ 1,673.29
\$ 24.50	Lands' End	9797339	268-000.00-741.000	
				\$ 24.50
\$ 25.89	Amazon.com	X0003R824H	268-000.00-742.000	
\$ 257.56	Amazon.com	B00306FV8S	268-000.00-742.000	
\$ 200.55	Amazon.com	B0026IZI5Y	268-000.00-742.000	
\$ 34.99	Amazon.com	B00434FED2	268-000.00-742.000	
\$ 38.00	Amazon.com	X0003P3ROJ	268-000.00-742.000	
\$ 19.82	Amazon.com	B003E6VJZC	268-000.00-742.000	
\$ 15.14	Amazon.com	X0003Q1ZT	268-000.00-742.000	
\$ 39.99	Amazon.com	B002BSA2R	268-000.00-742.000	
\$ 118.27	Amazon.com	047055438X	268-000.00-742.000	
\$ 379.70	Amazon.com	B003KZJA9Y	268-000.00-742.000	
\$ 60.17	Amazon.com	X000231GK9	268-000.00-742.000	
\$ 18.98	Amazon.com	B000WS97QI	268-000.00-742.000	
\$ 105.32	Amazon.com	230238297	268-000.00-742.000	
\$ 28.99	Amazon.com	B003ZHQH02	268-000.00-742.000	
\$ 361.53	Amazon.com	B000ERVLZM	268-000.00-742.000	
\$ 135.00	Amazon.com	002-0641305-0417866	268-000.00-742.000	
\$ 14.00	Auburn Hills Public Library	lost outreach book	268-000.00-742.000	
\$ (14.27)	Baker & Taylor	2075390	268-000.00-742.000	
\$ 333.68	Baker & Taylor	2025403048	268-000.00-742.000	
\$ 57.63	Baker & Taylor	2025432013	268-000.00-742.000	
\$ 58.16	Baker & Taylor	2025460495	268-000.00-742.000	
\$ 10.00	Brighton District Library	Sr. Disc lost book referral	268-000.00-742.000	
\$ 129.95	Brodart	1593837	268-000.00-742.000	
\$ 4.80	Brodart	1593838	268-000.00-742.000	
\$ 14.92	Brodart	1597596	268-000.00-742.000	
\$ 23.38	Brodart	1597597	268-000.00-742.000	

	Warrant 479		February 2011	
Invoice Amount	Payable to	Invoice #	Account number	Account Total
\$ 24.19	Brodart	1597598	268-000.00-742.000	
\$ 9.57	Brodart	1597599	268-000.00-742.000	
\$ 185.20	Brodart	1597600	268-000.00-742.000	
\$ 167.53	Brodart	1597601	268-000.00-742.000	
\$ 25.50	Brodart	1597602	268-000.00-742.000	
\$ 24.60	Brodart	1597603	268-000.00-742.000	
\$ 0.60	Brodart	1597604	268-000.00-742.000	
\$ 1.20	Brodart	1597605	268-000.00-742.000	
\$ 1.20	Brodart	1597606	268-000.00-742.000	
\$ 5.40	Brodart	1597607	268-000.00-742.000	
\$ 7.20	Brodart	1597608	268-000.00-742.000	
\$ 13.75	Brodart	1597716	268-000.00-742.000	
\$ 38.93	Brodart	1597717	268-000.00-742.000	
\$ 7.14	Brodart	1597718	268-000.00-742.000	
\$ 89.54	Brodart	1597719	268-000.00-742.000	
\$ 57.11	Brodart	1597720	268-000.00-742.000	
\$ 143.73	Brodart	1597721	268-000.00-742.000	
\$ 98.11	Brodart	1597722	268-000.00-742.000	
\$ 70.28	Brodart	1597723	268-000.00-742.000	
\$ 43.31	Brodart	1597724	268-000.00-742.000	
\$ 80.54	Brodart	1597725	268-000.00-742.000	
\$ 0.60	Brodart	1597726	268-000.00-742.000	
\$ 1.20	Brodart	1597727	268-000.00-742.000	
\$ 2.40	Brodart	1597728	268-000.00-742.000	
\$ 6.60	Brodart	1597729	268-000.00-742.000	
\$ 1.80	Brodart	1597730	268-000.00-742.000	
\$ 1.20	Brodart	1597731	268-000.00-742.000	
\$ 0.60	Brodart	1597732	268-000.00-742.000	
\$ 11.43	Brodart	1599423	268-000.00-742.000	
\$ 50.08	Brodart	1599424	268-000.00-742.000	
\$ 24.25	Brodart	1599425	268-000.00-742.000	
\$ 8.79	Brodart	1599426	268-000.00-742.000	
\$ 29.32	Brodart	1599427	268-000.00-742.000	
\$ 22.00	Brodart	1599428	268-000.00-742.000	
\$ 43.68	Brodart	1599429	268-000.00-742.000	
\$ 14.30	Brodart	1599430	268-000.00-742.000	
\$ 1.20	Brodart	1599431	268-000.00-742.000	
\$ 0.60	Brodart	1599432	268-000.00-742.000	
\$ 0.60	Brodart	1599433	268-000.00-742.000	
\$ 0.60	Brodart	1599434	268-000.00-742.000	
\$ 1.20	Brodart	1599435	268-000.00-742.000	
\$ 0.60	Brodart	1599436	268-000.00-742.000	
\$ 11.69	Brodart	1603226	268-000.00-742.000	
\$ 42.33	Brodart	1603227	268-000.00-742.000	
\$ 46.72	Brodart	1603228	268-000.00-742.000	
\$ 67.16	Brodart	1603229	268-000.00-742.000	
\$ 37.45	Brodart	1603230	268-000.00-742.000	
\$ 118.71	Brodart	1603231	268-000.00-742.000	
\$ 14.30	Brodart	1603232	268-000.00-742.000	
\$ 34.86	Brodart	1603233	268-000.00-742.000	

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Invoice Amount	Payable to	Invoice #	Account number	Account Total
\$ 11.40	Brodart	1603234	268-000.00-742.000	
\$ 24.83	Brodart	1603235	268-000.00-742.000	
\$ 46.60	Brodart	1603236	268-000.00-742.000	
\$ 32.52	Brodart	1603237	268-000.00-742.000	
\$ 196.00	Brodart	1603238	268-000.00-742.000	
\$ 77.95	Brodart	1603239	268-000.00-742.000	
\$ 68.52	Brodart	1603240	268-000.00-742.000	
\$ 8.76	Brodart	1603241	268-000.00-742.000	
\$ 13.16	Brodart	1603242	268-000.00-742.000	
\$ 171.30	Brodart	1603243	268-000.00-742.000	
\$ 172.05	Brodart	1603244	268-000.00-742.000	
\$ 32.87	Brodart	1603245	268-000.00-742.000	
\$ 46.07	Brodart	1603246	268-000.00-742.000	
\$ 78.81	Brodart	1603247	268-000.00-742.000	
\$ 0.60	Brodart	1603248	268-000.00-742.000	
\$ 1.80	Brodart	1603249	268-000.00-742.000	
\$ 1.80	Brodart	1603250	268-000.00-742.000	
\$ 2.40	Brodart	1603251	268-000.00-742.000	
\$ 1.80	Brodart	1603252	268-000.00-742.000	
\$ 0.60	Brodart	1603253	268-000.00-742.000	
\$ 1.20	Brodart	1603254	268-000.00-742.000	
\$ 1.20	Brodart	1603255	268-000.00-742.000	
\$ 1.20	Brodart	1603256	268-000.00-742.000	
\$ 2.40	Brodart	1603257	268-000.00-742.000	
\$ 1.20	Brodart	1603258	268-000.00-742.000	
\$ 1.80	Brodart	1603259	268-000.00-742.000	
\$ 7.20	Brodart	1603260	268-000.00-742.000	
\$ 9.00	Brodart	1603261	268-000.00-742.000	
\$ 1.20	Brodart	1603262	268-000.00-742.000	
\$ 3.00	Brodart	1603263	268-000.00-742.000	
\$ 21.99	Brodart	1604526	268-000.00-742.000	
\$ 17.60	Brodart	1604527	268-000.00-742.000	
\$ 19.24	Brodart	1604528	268-000.00-742.000	
\$ 10.19	Brodart	1604529	268-000.00-742.000	
\$ 68.72	Brodart	1604530	268-000.00-742.000	
\$ 19.34	Brodart	1604531	268-000.00-742.000	
\$ 21.03	Brodart	1604532	268-000.00-742.000	
\$ 49.20	Brodart	1604533	268-000.00-742.000	
\$ 17.56	Brodart	1604534	268-000.00-742.000	
\$ 50.30	Brodart	1604535	268-000.00-742.000	
\$ 87.73	Brodart	1604616	268-000.00-742.000	
\$ 9.57	Brodart	1604617	268-000.00-742.000	
\$ 26.89	Brodart	1604618	268-000.00-742.000	
\$ 95.10	Brodart	1604619	268-000.00-742.000	
\$ 44.46	Brodart	1604620	268-000.00-742.000	
\$ 36.16	Brodart	1604621	268-000.00-742.000	
\$ 0.60	Brodart	1604622	268-000.00-742.000	
\$ 0.60	Brodart	1604623	268-000.00-742.000	
\$ 0.60	Brodart	1604624	268-000.00-742.000	
\$ 3.60	Brodart	1604625	268-000.00-742.000	

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Invoice Amount	Payable to	Invoice #	Account number	Account Total
\$ 1.20	Brodart	1604626	268-000.00-742.000	
\$ 1.20	Brodart	1604627	268-000.00-742.000	
\$ 0.60	Brodart	1604628	268-000.00-742.000	
\$ 1.80	Brodart	1604629	268-000.00-742.000	
\$ 0.60	Brodart	1604630	268-000.00-742.000	
\$ 2.40	Brodart	1604631	268-000.00-742.000	
\$ 1.80	Brodart	1604632	268-000.00-742.000	
\$ 56.96	Brodart	1608256	268-000.00-742.000	
\$ 39.24	Brodart	1608257	268-000.00-742.000	
\$ 19.32	Brodart	1608258	268-000.00-742.000	
\$ 14.04	Brodart	1608259	268-000.00-742.000	
\$ 10.80	Brodart	1608260	268-000.00-742.000	
\$ 8.76	Brodart	1608261	268-000.00-742.000	
\$ 13.16	Brodart	1608262	268-000.00-742.000	
\$ 14.08	Brodart	1608263	268-000.00-742.000	
\$ 15.42	Brodart	1608264	268-000.00-742.000	
\$ 14.90	Brodart	1613038	268-000.00-742.000	
\$ 39.64	Brodart	1613039	268-000.00-742.000	
\$ 73.80	Brodart	1613040	268-000.00-742.000	
\$ 11.40	Brodart	1613041	268-000.00-742.000	
\$ 13.16	Brodart	1613042	268-000.00-742.000	
\$ 23.44	Brodart	1613043	268-000.00-742.000	
\$ 49.12	Brodart	1613044	268-000.00-742.000	
\$ 13.22	Brodart	1613045	268-000.00-742.000	
\$ 43.59	Brodart	1613046	268-000.00-742.000	
\$ 23.28	Brodart	1615877	268-000.00-742.000	
\$ 15.55	Brodart	1615878	268-000.00-742.000	
\$ 13.19	Brodart	1615879	268-000.00-742.000	
\$ 13.19	Brodart	1616416	268-000.00-742.000	
\$ 10.99	Brodart	1616417	268-000.00-742.000	
\$ 36.91	Brodart	1623176	268-000.00-742.000	
\$ 26.96	Brodart	1623177	268-000.00-742.000	
\$ 12.57	Brodart	1623178	268-000.00-742.000	
\$ 14.35	Brodart	1623179	268-000.00-742.000	
\$ 15.97	Brodart	1623180	268-000.00-742.000	
\$ 73.83	Brodart	1623181	268-000.00-742.000	
\$ 48.64	Brodart	1623182	268-000.00-742.000	
\$ 29.84	Brodart	1623183	268-000.00-742.000	
\$ 41.88	Brodart	1623184	268-000.00-742.000	
\$ 100.06	Brodart	1623185	268-000.00-742.000	
\$ 14.87	Brodart	1623186	268-000.00-742.000	
\$ 75.92	Brodart	1623187	268-000.00-742.000	
\$ 82.66	Brodart	1623188	268-000.00-742.000	
\$ 26.08	Brodart	1623189	268-000.00-742.000	
\$ 49.14	Brodart	1623190	268-000.00-742.000	
\$ 126.56	Brodart	1623191	268-000.00-742.000	
\$ 76.78	Brodart	1623192	268-000.00-742.000	
\$ 105.26	Brodart	1623193	268-000.00-742.000	
\$ 29.76	Brodart	1623194	268-000.00-742.000	
\$ 37.48	Brodart	1623195	268-000.00-742.000	

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Invoice Amount	Payable to	Invoice #	Account number	Account Total
\$ 39.27	Brodart	1623196	268-000.00-742.000	
\$ 45.18	Brodart	1623197	268-000.00-742.000	
\$ 57.48	Brodart	1623198	268-000.00-742.000	
\$ 103.81	Brodart	1623199	268-000.00-742.000	
\$ 31.77	Brodart	1623200	268-000.00-742.000	
\$ 2.99	Brodart	1623201	268-000.00-742.000	
\$ 14.34	Brodart	1623761	268-000.00-742.000	
\$ 23.48	Brodart	1623762	268-000.00-742.000	
\$ 109.34	Brodart	1623763	268-000.00-742.000	
\$ 87.97	Brodart	1623764	268-000.00-742.000	
\$ 32.70	Brodart	1623765	268-000.00-742.000	
\$ 22.59	Brodart	1629123	268-000.00-742.000	
\$ 68.12	Brodart	1629124	268-000.00-742.000	
\$ 52.36	Brodart	1629125	268-000.00-742.000	
\$ 22.84	Brodart	1629126	268-000.00-742.000	
\$ 12.28	Brodart	1629127	268-000.00-742.000	
\$ 91.52	Brodart	1629128	268-000.00-742.000	
\$ 38.69	Brodart	1629129	268-000.00-742.000	
\$ 7.03	Brodart	1629130	268-000.00-742.000	
\$ 38.83	Brodart	1629131	268-000.00-742.000	
\$ 73.40	Brodart	1629132	268-000.00-742.000	
\$ 14.34	Brodart	1629133	268-000.00-742.000	
\$ 14.34	Brodart	1629134	268-000.00-742.000	
\$ 57.39	Brodart	1629135	268-000.00-742.000	
\$ 37.78	Brodart	1629136	268-000.00-742.000	
\$ 11.53	Brodart	1629137	268-000.00-742.000	
\$ 69.17	Brodart	1629138	268-000.00-742.000	
\$ 62.13	Brodart	1629139	268-000.00-742.000	
\$ -	Brodart	1629140	268-000.00-742.000	
\$ 13.80	Brodart	1631920	268-000.00-742.000	
\$ 28.15	Brodart	1631921	268-000.00-742.000	
\$ 13.18	Brodart	1631922	268-000.00-742.000	
\$ 15.59	Brodart	1631923	268-000.00-742.000	
\$ 45.19	Brodart	1631924	268-000.00-742.000	
\$ 28.70	Brodart	1631925	268-000.00-742.000	
\$ 13.19	Brodart	1631926	268-000.00-742.000	
\$ 107.66	Brodart	1631927	268-000.00-742.000	
\$ 35.61	Brodart	1631928	268-000.00-742.000	
\$ 45.20	Brodart	1635463	268-000.00-742.000	
\$ 26.96	Brodart	1635464	268-000.00-742.000	
\$ 29.79	Brodart	1635465	268-000.00-742.000	
\$ 6.15	Brodart	1635466	268-000.00-742.000	
\$ 14.00	Brodart	1635467	268-000.00-742.000	
\$ 30.07	Brodart	1635468	268-000.00-742.000	
\$ 39.52	Brodart	1635469	268-000.00-742.000	
\$ 47.80	Brodart	1635470	268-000.00-742.000	
\$ 22.56	Brodart	1635471	268-000.00-742.000	
\$ 21.72	Brodart	1635472	268-000.00-742.000	
\$ 13.64	Brodart	1635473	268-000.00-742.000	
\$ 26.37	Brodart	1635474	268-000.00-742.000	

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Invoice Amount	Payable to	Invoice #	Account number	Account Total
\$ 23.47	Brodart	1635475	268-000.00-742.000	
\$ 45.97	Brodart	1635476	268-000.00-742.000	
\$ 53.18	Brodart	1635477	268-000.00-742.000	
\$ 60.81	Brodart	1635478	268-000.00-742.000	
\$ 31.34	Brodart	1635479	268-000.00-742.000	
\$ 247.56	Brodart	1635480	268-000.00-742.000	
\$ 166.86	Brodart	1635481	268-000.00-742.000	
\$ 63.34	Brodart	1635482	268-000.00-742.000	
\$ 74.98	Brodart	1635483	268-000.00-742.000	
\$ 89.09	Brodart	1635484	268-000.00-742.000	
\$ 45.60	Brodart	1635485	268-000.00-742.000	
\$ 15.72	Brodart	1635486	268-000.00-742.000	
\$ 32.87	Brodart	1635965	268-000.00-742.000	
\$ 31.36	Brodart	1635966	268-000.00-742.000	
\$ 27.59	Brodart	1635967	268-000.00-742.000	
\$ 17.58	Brodart	1635968	268-000.00-742.000	
\$ 13.16	Brodart	1635969	268-000.00-742.000	
\$ 136.44	Brodart	1635970	268-000.00-742.000	
\$ 137.73	Brodart	1635971	268-000.00-742.000	
\$ 95.50	CCH	426555	268-000.00-742.000	
\$ 22.17	Center Point Large Print	899430	268-000.00-742.000	
\$ 62.91	Center Point Large Print	899482	268-000.00-742.000	
\$ 233.67	Center Point Large Print	901012	268-000.00-742.000	
\$ 2,424.96	Ebsco	39303	268-000.00-742.000	
\$ 140.74	Gale	17037595	268-000.00-742.000	
\$ 51.98	Gale	17046133	268-000.00-742.000	
\$ 79.97	Gale	17046188	268-000.00-742.000	
\$ 81.57	Gale	17046412	268-000.00-742.000	
\$ 51.18	Gale	17048745	268-000.00-742.000	
\$ 25.59	Gale	17053328	268-000.00-742.000	
\$ 21.59	Gale	17056832	268-000.00-742.000	
\$ 25.59	Gale	17057010	268-000.00-742.000	
\$ 26.39	Gale	17060428	268-000.00-742.000	
\$ 24.79	Gale	17062395	268-000.00-742.000	
\$ 308.68	Gale	17069125	268-000.00-742.000	
\$ 300.00	Multi-Cultural Books & Videos	10-0095	268-000.00-742.000	
\$ 299.35	Multi-Cultural Books & Videos	3495A	268-000.00-742.000	
\$ 299.30	Multi-Cultural Books & Videos	3496A	268-000.00-742.000	
\$ 399.25	Multi-Cultural Books & Videos	3497A	268-000.00-742.000	
\$ 168.52	Omnigraphics	10338794-0452	268-000.00-742.000	
\$ 10.99	Troy Public Library	5995721	268-000.00-742.000	
\$ 107.97	Tsai Fong Books, Inc.	27728	268-000.00-742.000	
\$ 205.18	Tsai Fong Books, Inc.	28249	268-000.00-742.000	
\$ 204.40	Tsai Fong Books, Inc.	27728	268-000.00-742.000	
				\$ 16,222.55
\$ (35.00)	Ebsco	20110	268-000.00-743.000	
				\$ (35.00)
\$ 11.19	Midwest Tape	2336062	268-000.00-744.000	
\$ 26.78	Midwest Tape	2340990	268-000.00-744.000	
\$ 185.05	Midwest Tape	2347161	268-000.00-744.000	

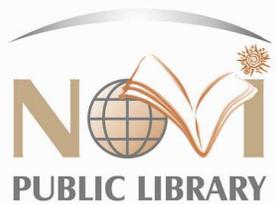
	Warrant 479		February 2011	
Invoice Amount	Payable to	Invoice #	Account number	Account Total
\$ 228.42	Midwest Tape	2347162	268-000.00-744.000	
\$ 117.72	Midwest Tape	2347163	268-000.00-744.000	
\$ 69.98	Midwest Tape	2347164	268-000.00-744.000	
\$ 13.99	Midwest Tape	2348040	268-000.00-744.000	
\$ 104.97	Midwest Tape	2348041	268-000.00-744.000	
\$ 169.95	Midwest Tape	2348042	268-000.00-744.000	
\$ 31.99	Midwest Tape	2348043	268-000.00-744.000	
\$ 14.99	Midwest Tape	2354728	268-000.00-744.000	
\$ 14.99	Midwest Tape	2354729	268-000.00-744.000	
\$ 389.92	Midwest Tape	2354730	268-000.00-744.000	
\$ 74.98	Midwest Tape	2354731	268-000.00-744.000	
\$ 29.99	Midwest Tape	2354732	268-000.00-744.000	
\$ 34.99	Midwest Tape	2354733	268-000.00-744.000	
\$ 223.96	Midwest Tape	2354734	268-000.00-744.000	
\$ 11.99	Midwest Tape	2361794	268-000.00-744.000	
\$ 201.94	Midwest Tape	2361795	268-000.00-744.000	
\$ 64.98	Midwest Tape	2361796	268-000.00-744.000	
\$ 156.96	Midwest Tape	2361797	268-000.00-744.000	
\$ 39.99	Midwest Tape	2365674	268-000.00-744.000	
\$ 29.99	Midwest Tape	2365675	268-000.00-744.000	
\$ 43.99	Midwest Tape	2365676	268-000.00-744.000	
\$ 79.98	Midwest Tape	2375326	268-000.00-744.000	
\$ 74.98	Midwest Tape	2375327	268-000.00-744.000	
\$ 343.93	Midwest Tape	2375329	268-000.00-744.000	
\$ 395.91	Midwest Tape	2375330	268-000.00-744.000	
\$ 129.97	Midwest Tape	2377389	268-000.00-744.000	
\$ 544.86	Midwest Tape	2380666	268-000.00-744.000	
\$ 231.95	Midwest Tape	2380667	268-000.00-744.000	
\$ 183.26	Midwest Tape	2386857	268-000.00-744.000	
\$ 139.90	Midwest Tape	2386858	268-000.00-744.000	
\$ 106.33	Midwest Tape	2386859	268-000.00-744.000	
\$ 27.98	Midwest Tape	2388218	268-000.00-744.000	
\$ 20.38	Midwest Tape	2388219	268-000.00-744.000	
\$ 79.98	Midwest Tape	2388220	268-000.00-744.000	
\$ 23.18	Midwest Tape	2393487	268-000.00-744.000	
\$ 27.98	Midwest Tape	2393488	268-000.00-744.000	
\$ 42.57	Midwest Tape	2393489	268-000.00-744.000	
\$ 42.37	Midwest Tape	2393490	268-000.00-744.000	
\$ 62.15	Midwest Tape	2393491	268-000.00-744.000	
\$ 36.99	Midwest Tape	2393492	268-000.00-744.000	
\$ 99.97	Midwest Tape	2393493	268-000.00-744.000	
\$ 47.99	Midwest Tape	2393494	268-000.00-744.000	
\$ 244.93	Midwest Tape	2395333	268-000.00-744.000	
\$ 13.59	Midwest Tape	2399766	268-000.00-744.000	
\$ 20.78	Midwest Tape	2399767	268-000.00-744.000	
\$ 29.99	Midwest Tape	2399768	268-000.00-744.000	
\$ 71.98	Midwest Tape	2399769	268-000.00-744.000	
\$ 836.50	Random House, Inc.	1080765515	268-000.00-744.000	
\$ 28.00	Random House, Inc.	1080800009	268-000.00-744.000	
				\$ 6,282.08

	Warrant 479		February 2011	
Invoice Amount	Payable to	Invoice #	Account number	Account Total
\$ 23.99	Midwest Tape	2336053	268-000.00-745.200	
\$ 47.99	Midwest Tape	2336061	268-000.00-745.200	
\$ 23.98	Midwest Tape	2340980	268-000.00-745.200	
\$ 42.36	Midwest Tape	2340981	268-000.00-745.200	
\$ 89.57	Midwest Tape	2340982	268-000.00-745.200	
\$ 72.74	Midwest Tape	2340983	268-000.00-745.200	
\$ 99.94	Midwest Tape	2340984	268-000.00-745.200	
\$ 127.96	Midwest Tape	2347149	268-000.00-745.200	
\$ 158.29	Midwest Tape	2347152	268-000.00-745.200	
\$ 127.90	Midwest Tape	2347154	268-000.00-745.200	
\$ 149.51	Midwest Tape	2347155	268-000.00-745.200	
\$ 111.92	Midwest Tape	2347156	268-000.00-745.200	
\$ 112.75	Midwest Tape	2347157	268-000.00-745.200	
\$ 105.95	Midwest Tape	2347159	268-000.00-745.200	
\$ 55.96	Midwest Tape	2348034	268-000.00-745.200	
\$ 51.96	Midwest Tape	2348035	268-000.00-745.200	
\$ 22.38	Midwest Tape	2348036	268-000.00-745.200	
\$ 83.94	Midwest Tape	2348037	268-000.00-745.200	
\$ 67.94	Midwest Tape	2348038	268-000.00-745.200	
\$ 127.99	Midwest Tape	2354712	268-000.00-745.200	
\$ 10.39	Midwest Tape	2354713	268-000.00-745.200	
\$ 15.99	Midwest Tape	2354714	268-000.00-745.200	
\$ 31.98	Midwest Tape	2354715	268-000.00-745.200	
\$ 20.78	Midwest Tape	2354716	268-000.00-745.200	
\$ 98.36	Midwest Tape	2354717	268-000.00-745.200	
\$ 33.58	Midwest Tape	2354718	268-000.00-745.200	
\$ 27.97	Midwest Tape	2354719	268-000.00-745.200	
\$ 71.96	Midwest Tape	2354720	268-000.00-745.200	
\$ 67.96	Midwest Tape	2354721	268-000.00-745.200	
\$ 158.93	Midwest Tape	2354722	268-000.00-745.200	
\$ 131.96	Midwest Tape	2354723	268-000.00-745.200	
\$ 89.97	Midwest Tape	2354724	268-000.00-745.200	
\$ 6.39	Midwest Tape	2354725	268-000.00-745.200	
\$ 23.99	Midwest Tape	2354726	268-000.00-745.200	
\$ 31.99	Midwest Tape	2354727	268-000.00-745.200	
\$ 47.99	Midwest Tape	2361783	268-000.00-745.200	
\$ 11.99	Midwest Tape	2361784	268-000.00-745.200	
\$ 21.99	Midwest Tape	2361785	268-000.00-745.200	
\$ 22.39	Midwest Tape	2361786	268-000.00-745.200	
\$ 149.11	Midwest Tape	2361787	268-000.00-745.200	
\$ 129.33	Midwest Tape	2361788	268-000.00-745.200	
\$ 55.97	Midwest Tape	2361789	268-000.00-745.200	
\$ 67.57	Midwest Tape	2361790	268-000.00-745.200	
\$ 161.92	Midwest Tape	2361791	268-000.00-745.200	
\$ 151.94	Midwest Tape	2361792	268-000.00-745.200	
\$ 144.94	Midwest Tape	2361793	268-000.00-745.200	
\$ 31.99	Midwest Tape	2365665	268-000.00-745.200	
\$ 19.99	Midwest Tape	2365666	268-000.00-745.200	
\$ 23.99	Midwest Tape	2365667	268-000.00-745.200	
\$ 70.97	Midwest Tape	2365668	268-000.00-745.200	

	Warrant 479		February 2011	
Invoice Amount	Payable to	Invoice #	Account number	Account Total
\$ 22.38	Midwest Tape	2365669	268-000.00-745.200	
\$ 32.78	Midwest Tape	2365670	268-000.00-745.200	
\$ 18.39	Midwest Tape	2365671	268-000.00-745.200	
\$ 65.97	Midwest Tape	2365672	268-000.00-745.200	
\$ 15.99	Midwest Tape	2365673	268-000.00-745.200	
\$ 121.96	Midwest Tape	2375306	268-000.00-745.200	
\$ 39.98	Midwest Tape	2375307	268-000.00-745.200	
\$ 31.99	Midwest Tape	2375308	268-000.00-745.200	
\$ 15.99	Midwest Tape	2375309	268-000.00-745.200	
\$ 31.98	Midwest Tape	2375310	268-000.00-745.200	
\$ 10.39	Midwest Tape	2375311	268-000.00-745.200	
\$ 68.97	Midwest Tape	2375312	268-000.00-745.200	
\$ 43.98	Midwest Tape	2375313	268-000.00-745.200	
\$ 139.10	Midwest Tape	2375314	268-000.00-745.200	
\$ 114.32	Midwest Tape	2375315	268-000.00-745.200	
\$ 185.91	Midwest Tape	2375320	268-000.00-745.200	
\$ 55.96	Midwest Tape	2375321	268-000.00-745.200	
\$ 64.77	Midwest Tape	2375322	268-000.00-745.200	
\$ 152.73	Midwest Tape	2375323	268-000.00-745.200	
\$ 154.54	Midwest Tape	2375324	268-000.00-745.200	
\$ 19.99	Midwest Tape	2377388	268-000.00-745.200	
\$ 63.97	Midwest Tape	2380654	268-000.00-745.200	
\$ 43.98	Midwest Tape	2380655	268-000.00-745.200	
\$ 10.39	Midwest Tape	2380656	268-000.00-745.200	
\$ 52.97	Midwest Tape	2380657	268-000.00-745.200	
\$ 80.97	Midwest Tape	2380663	268-000.00-745.200	
\$ 15.99	Midwest Tape	2386845	268-000.00-745.200	
\$ 65.97	Midwest Tape	2386846	268-000.00-745.200	
\$ 63.97	Midwest Tape	2386847	268-000.00-745.200	
\$ 11.99	Midwest Tape	2386851	268-000.00-745.200	
\$ 23.98	Midwest Tape	2386852	268-000.00-745.200	
\$ 29.99	Midwest Tape	2386853	268-000.00-745.200	
\$ 11.99	Midwest Tape	2386855	268-000.00-745.200	
\$ 38.38	Midwest Tape	2388215	268-000.00-745.200	
\$ 7.99	Midwest Tape	2388216	268-000.00-745.200	
\$ 21.59	Midwest Tape	2388217	268-000.00-745.200	
\$ 36.79	Midwest Tape	2393480	268-000.00-745.200	
\$ 94.96	Midwest Tape	2393481	268-000.00-745.200	
\$ 22.99	Midwest Tape	2393482	268-000.00-745.200	
\$ 39.98	Midwest Tape	2393483	268-000.00-745.200	
\$ 55.97	Midwest Tape	2393485	268-000.00-745.200	
\$ 75.14	Midwest Tape	2393486	268-000.00-745.200	
\$ 19.99	Midwest Tape	2399761	268-000.00-745.200	
\$ 75.96	Midwest Tape	2399763	268-000.00-745.200	
\$ 35.98	Midwest Tape	2399764	268-000.00-745.200	
\$ 78.35	Midwest Tape	2399765	268-000.00-745.200	
				\$6,127.60
\$ 234.50	Providence Occupational Health Partners	Greig/Hoover/Yanke/Nelson	268-000.00-804.000	
				\$234.50

	Warrant 479		February 2011	
Invoice Amount	Payable to	Invoice #	Account number	Account Total
\$ 351.00	Butzel Long	8488358/Empl Gen	268-000.00-806.000	
\$ 1,306.50	Butzel Long	8490728	268-000.00-806.000	
				\$1,657.50
\$ 538.00	American Library Association	Mulcrone ann. Memb	268-000.00-809.000	
				\$538.00
\$ 462.50	Netech	40453	268-000.00-816.000	
\$ 92.50	Netech	41730	268-000.00-816.000	
\$ 1,150.00	Visicom Services, Inc.	11000	268-000.00-816.000	
\$ 150.00	Visicom Services, Inc.	10880	268-000.00-816.000	
				\$ 4,050.50
\$ 2,750.00	Duall Cleaning, Inc.	12/1/2010/834013	268-000.00-817.000	
				\$ 2,750.00
\$ 124.94	AT&T	Dec 22,10-Jan21,11	268-000.00-851.000	
\$ 125.02	AT&T	1/22-2/21/11 El/Alm	268-000.00-851.000	
\$ 706.21	TelNet Worldwide	1/15-2/14/11	268-000.00-851.000	
\$ 458.30	Verizon Wireless	12/29/10-1/28/11	268-000.00-851.000	
				\$ 1,414.47
\$ 961.69	The Library Network	42409/datamail10/1-12/31/10	268-000.00-855.000	
\$ 9,742.64	The Library Network	42364/for sh auto	268-000.00-855.000	
\$ 3,921.39	The Library Network	42496/pass thr tele	268-000.00-855.000	
				\$ 14,625.72
\$ 376.45	Aibl Advertising, Inc.	5478/tablecloths	268-000.00-880.000	
\$ 58.50	American Library Association	NLW bookmarks	268-000.00-880.000	
\$ 48.62	AT&T	2007276850-00800/1/5/11	268-000.00-880.000	
				\$ 483.57
\$ (54.78)	Amazon.com	105-4189006-3295431	268-000.00-880.268	
\$ 56.62	Amazon.com	103-4365967-5537800	268-000.00-880.268	
\$ 47.59	Carpenter, Suzanne	youth pgm	268-000.00-880.268	
\$ 37.00	Druschel, Pauline	10-Feb-11	268-000.00-880.268	
\$ 37.00	Druschel, Pauline	10-Mar-11	268-000.00-880.268	
\$ 40.00	Esseltine, Megan	adt pgm/3/19/11	268-000.00-880.268	
\$ 75.00	Mutch, Kathleen	adt pgm/3/10+26/11	268-200.00-880.268	
\$ 76.89	Oriental Trading	642324925-01	268-200.00-880.268	
\$ 58.20	Preston, Jennifer	yth pgm	268-200.00-880.268	
\$ 153.77	Sam's Club	NHS Open Study Pgm	268-200.00-880.268	
				\$527.29
\$ 4.81	Konica Minolta	C220/216557956	268-000.00-900.000	
\$ 36.81	Konica Minolta	C360/216593659	268-000.00-900.000	
\$ 247.42	Konica Minolta	C452/216593721	268-000.00-900.000	
\$ 429.51	Konica Minolta	C452/216691187	268-000.00-900.000	
\$ 8.32	Konica Minolta	C220/216726287	268-000.00-900.000	
\$ 12.33	Konica Minolta	C220/216827337	268-000.00-900.000	
				\$739.20
\$ 2,733.71	Consumers Energy	12/17/10-1/18/11	268-000.00-921.000	
				\$2,733.71
\$ 31.93	AT&T	2.48596E+11	268-000.00-922.000	
\$ 6,762.57	DTE Energy	0002-5905-1/11/22-12/20/10	268-000.00-922.000	
				\$ 6,794.50
\$ 1,089.12	City of Novi	9/16-12/22/10	268-000.00-923.000	
				\$ 1,089.12

	Warrant 479		February 2011	
Invoice Amount	Payable to	Invoice #	Account number	Account Total
\$ 118.12	Cintas	31712473	268-000.00-934.000	
\$ 118.12	Cintas	31709666	268-000.00-934.000	
\$ 118.12	Cintas	31715306	268-000.00-934.000	
\$ 118.12	Cintas	31718124	268-000.00-934.000	
\$ 118.12	Cintas	31720948	268-000.00-934.000	
\$ 118.12	Cintas	31723804	268-000.00-934.000	
\$ 2,375.00	DuAll Cleaning, Inc.	Full Carp Clean/834013	268-000.00-934.000	
\$ (44.25)	Home Depot	credit	268-000.00-934.000	
\$ 186.00	Library Design Associates, Inc.	signage10-276-02	268-000.00-934.000	
\$ 50.00	Orkin	61982351/1/12/11	268-000.00-934.000	
\$ 52.00	Redford Lock Company, Inc. of Novi	29208	268-000.00-934.000	
\$ 241.50	RW Mead and Sons	79310	268-000.00-934.000	
\$ 77.00	Touch of Tropics	Nov-10	268-000.00-934.000	
\$ 77.00	Touch of Tropics	Dec-10	268-000.00-934.000	
				\$ 3,722.97
\$ 44.00	Speedway		268-000.00-935.000	
\$ 75.02	Speedway	van	268-000.00-935.000	
				\$ 119.02
\$ 75.51	Allied Waste	0241-002140862	268-000.00-941.000	
\$ 1,566.66	Northwest Lawn	2/18/11;3of3	268-000.00-941.000	
\$ 2,499.00	Northwest Lawn	Salt Dec.2010	268-000.00-941.000	
\$ 7.02	Speedway	gas snowthrower	268-000.00-941.000	
\$ 996.34	Trugreen	2 pallets Monster Melt	268-000.00-941.000	
				\$ 5,144.53
\$ 763.30	Konica Minolta	167183227/C220x2;C452;C360	268-000.00-942.000	
\$ 286.66	Konica Minolta	167477454/C452	268-000.00-942.000	
\$ 763.30	Konica Minolta	168437507/C220x2;C360;C452	268-000.00-942.000	
\$ 286.66	Konica Minolta	168437366/C452	268-000.00-942.000	
				\$2,099.92
\$ 15.50	Corrigan Record Storage		268-000.00-942.100	
				\$ 15.50
\$ 135.00	Amazon.com	Be a Great Boss/Mgmt	268-000.00-956.000	
\$ 27.00	City of Novi	M. Sturing/Stof City Add	268-000.00-956.000	
\$ 299.00	Fred Pryor Seminars	D.Gertsen/Excel 2/14-15/11	268-000.00-956.000	
\$ 27.64	Mulcrone, Mary Ellen	mileage/TLN Mtg	268-000.00-956.000	
\$ 3,595.00	New Horizons	B. Rutkowski/Vmware	268-000.00-956.000	
\$ 199.00	Progressive Business Audio Conf.	Disney Man Meth/2/15/11	268-000.00-956.000	
\$ 225.00	Washtenaw Community College	MIOSHA 10hr class/MEM	268-000.00-956.000	
				\$ 4,507.64
\$ 856.45	Friends of Novi Public Library	Lands' End reimbursement	269-000.00-665.273	
				\$ 856.45
\$ 8.42	Petty Cash (Office Supplies)		268-000.00-727.000	
\$ 32.85	Petty Cash (Postage)		268-000.00-728.000	
\$ 11.22	Petty Cash (Mileage)		268-000.00-862.000	
\$ 3.18	Petty Cash (Community Promotion)		268-000.00-880.000	
\$ 23.92	Petty Cash (Programming)	19.93/y;3.99/a	268-000.00-880.268	
				\$ 79.59
\$ 84,116.02	TOTAL			\$ 84,116.02



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 19, 2011**

DRAFT

1. Call to Order and Roll Call

Library Board

Larry Kilgore, President
Laura M. Casey, Vice President
Willy Mena, Secretary
Mark Sturing, Treasurer
Larry Czekaj, Board Member
David Margolis, Board Member
Ramesh Verma, Board Member

Student Representatives

Kirsten West

Absent and Excused

Nishant Kakar

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director
Barbara Rutkowski, IT/Facilities Department Head
Marcia Dominick, Administrative Assistant

Guest

Marilyn Amberger, Friends of the Novi Public Library

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 7 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 January 19, 2011 Regular Library Board meeting agenda as presented.

1st – Larry Czekaj
2nd – David Margolis

The motion was approved unanimously.

4. Consent Agenda

A request was made to change Item 5Z to 5c, Presentation – Barbara Rutkowski – Library Board Meetings at Novi Public Library, of the December 15, 2010 Regular Library Board meeting.

A motion was made to approve the January 19, 2011 Consent Agenda as amended.

1st – Mark Sturing

2nd – Larry Czekaj

The motion was approved unanimously.

5. Correspondence

- a. A letter was received from Michelle Hause, of the Detroit Institute of Arts, thanking the Novi Public Library for participating in the first exhibition of the Inside/Out Project. A replica of the artwork, “The Recitation”, was placed on the patio of the Library for two months this past fall. As a means of thanking the Library, the DIA has provided two VIP tickets to their new special exhibition, Fakes, Forgeries, and Mysteries. The tickets are being raffled to the staff of the Library.

A special thank you was provided to Barbara Rutkowski, IT/Facilities Department Head, for making it possible to broadcast the Library Board Meetings from the Library. AT&T U-verse will be available on-line starting later in January, 2011. The Board meetings are being held in the Meeting Room as the Board Room is not conducive with live broadcasts – no room for additional seating for guests. The availability of broadcasting the meetings on BrightHouse is also being worked through.

6. Public Comment

There was no public comment.

7. President’s Report

a. Library Goals 2010-2011

Library Goals were not provided for the January Board packet.

The Library Board requested that the Goals be presented with just the updates each month and also available on the Library’s website.

8. 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 the period ending December 31, 2010 indicates a Total Liabilities and Fund Balance of \$3,951,254.

The Library’s Net of Revenues and Expenditures for period ending December 31, 2010 shows a balance of \$1,304,342. With 6 months into the budget year, the Library has utilized 44.37% of their budget.

The Walker Fund Balance Sheet for period ending December 31, 2010 indicates a Total Liabilities and Fund Balance of \$1,420,179, and a Net of Revenues and Expenditures of \$16,183.

The Library's Investment Sheet for the period ending December 31, 2010 shows the Total Investment amount for the 268 Library Fund at \$3,823,548.

The Library's Investment Sheet for the period ending December 31, 2010 shows the Total Investment amount for the 269 Walker Library Fund at \$1,420,179.

The Library's Investment Sheet for the period ending December 31, 2010 shows the Total Investment amount for the Total Library (268) and Total Walker Fund (269) at \$5,243,726.

c. Tax Deduction article by Lance Werner, Library of Michigan

An article, Tax Deductions, by Lance Werner, was provided (page 22 of the January 19, 2011 Library Board packet). The article discusses tax deductions that are available to taxpayers making charitable donations to public libraries and friends groups. "A tax deduction enables the taxpayer to claim a percentage of the donation made from their adjusted gross income." This article was provided due to donations that are made to the Library, and the involvement in the Community Foundation of Southeast Michigan.

d. Library café revenue report 2010-2011

The revenue received for December, 2010, from Read a Latte Café is \$431.11.

e. Building Authority Budget Update – November 18, 2010

The Library Construction Budget and Actual Expenditures through 12/18/10 with Budget Amendments through 11/18/10, were provided. (page 23 of the January 19, 2011 Library Board packet).

The Library Board questioned the reduction in the number of patrons utilizing the Library of late. Julie indicated that June was not a good comparative number as it was our grand opening, and you need a full year to make a valid comparison. Also, with the drive-up book drop, patrons are not counted as they don't physically enter the Library.

9. Director's Report

a. Patron Survey Results – November 2010

The results of the Library's Fall 2010 survey were provided in the January 2011 Board packet. Some highlights of the survey are:

- Total number of surveys received:
 - 1,108
 - Paper – 1,073
 - Online – 35
- What is your impression of the new features of the Novi Public Library, such as the drive-up return and the drive-up window?
 - 59% were very satisfied; 1% very dissatisfied.
 - Online response: 48% gave it 10 out of 10.
- How would you rate the level of service you receive at the Library?
 - 61% very satisfied; 1% very dissatisfied.
 - Online response: 60% gave it 10 out of 10.
- How would you rate the politeness of the staff?
 - 66% very satisfied; 1% very dissatisfied.
 - Online response: 68% gave it 10 out of 10.

- How often do you find the materials and information you need at the Novi Public Library?
 - 36% very satisfied; 1% very dissatisfied.
 - Online response: 37% gave it 10 out of 10.
- Are the databases, such as HelpNow, Reference USA and Valueline, useful to you?
 - 29% yes; 3% no; 64% don't use them; 4% no response.
 - Online response: 68% don't use them; 29% yes; 3% no response.
- How often do you visit the Novi Public Library?
 - 6% a few times per year; 11% once a month; 29% a few times per month; 30% once a week; 23% a few times per week; 1% no response.
 - Online response: 6% a few times per year; 20% once a month; 26% a few times per month; 29% once a week; 8%, a few times per week; 11% no response.
- How likely are you to recommend the Novi Public Library to friends and family?
 - 2% not likely; 3% somewhat likely; 35% very likely; 59% absolutely; 1% no response.
 - Online response: 52% absolutely; 35% very likely; 11% somewhat likely; 3% not likely; 3% no response.
- What is your age?
 - Patrons who responded were from under 12 years to over 70 years of age.
 - Online response: Majority of those who responded were between the ages of 36-55 years of age.
- What is your zip code?
 - Responses were received from all 4 Novi zip codes, with 14% from other zip codes.
 - Online response: A majority live in the 4 Novi zip codes; with 9% residing outside the community.

Those who gave individual comments indicated that they were overall pleased with the new Library, with very few providing negative comments.

Julie provided a list of common themes for the Library to continue to look into based on the patron feedbacks.

1. Entrance to the building.
2. Drive-up window.
3. Youth programs – want more and programs be more creative and interactive.
4. Advertising what we offer.
5. Collections – DVDs, CDs, Book Club Kits.
6. Noise by teenage patrons.
7. Draft in the main lobby/cold entranceway.

After inspection, it was discovered that the heating elements at the entrance to the Library we not working properly and were repaired.

The Friends were thanked for the fleeces they purchased for the staff.

After many hours of downloading equipment and testing the wands/equipment, it was discovered that the wands are not compatible with metal shelving. The equipment was purchased at a cost of \$15,000, so the return of the equipment or replacement of the equipment, is being investigated. The Fanning Howey representative will be at the Library this week to discuss options.

There have not been issues with the placing of stones on the conveyor belt of the sorting system since the signage was installed indicating that the area is videotaped.

10. Friends of Novi Library Report

Marilyn Amberger, a Friends representative, reported that:

- The Community Foundation donation is being voted on.
- Programs:
 - Rally Round the Flags
 - January 22, 7 p.m., at the Library
 - From a Woman: A Woman's Work Illustrated
 - March 20, 3 p.m., at the Library
 - Antiques Road Show - Antique Appraisal
 - April 11, 9 a.m. – 1 p.m., Old Township Hall. Dumouchelle Galleries of Detroit will be on-hand to perform the appraisals.
- Sales at the Friends Book Nook were down slightly in the last month.
 - Staffing of the Book Nook is not available on Mondays and Wednesdays until 6 p.m.
- Volunteers are needed for the Friends Book Nook.
- Bag sales are being offered on the last Saturday of January from 12-4 p.m. with another big sale in the spring.

It was suggested to see if residents from the Senior Community Center might be available to volunteer if transportation is provided.

11. Historical Commission Report

Report provided on Page 53 of the January 19, 2011 Library Board packet.

Highlights:

- Working on the development of an online interactive map of Novi historical places.
- Baseline Marker Project.
- Co-sponsor with the Friends of the Novi Public Library the Antiques Road Show, April 11, 2011, 9 a.m. – 1 p.m. at the Old Township Hall.
- Staffing the Library's Local History Room on the first and third Mondays each month from noon – 2 p.m.
- Posters for a portable display are being created highlighting Novi's history.

The Historical Commission meets at the Library on the 4th Wednesday of each month, 6:30 p.m.

12. Student Representatives Report

Kirsten West announced that the Teen Advisory Board (TAB) will be working on multi-cultural programs this summer.

- International music dance classes.
- Provide "guest passes" for Library computers in the Cat's Eye, Novi High Schools newspaper.
- Study sessions are being held at the Library during exam week.

13. Public Comment

There was no public comment.

The Library Board chose to remove the Public Comment section located in the middle of the Board meetings as they are not being utilized by the public.

14. Committee Reports

a. Policy Committee (Margolis, Casey, Kilgore)

No report was provided.

b. HR Committee (Casey, Verma, Kilgore)

Under discussion:

- Employee Handbook revisions
- Closure Policy

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

No report was provided.

Budget Study Sessions:

Saturday, February 12 and 26, 2011, 8 a.m., at the Library.

A concern of running the fund balance to zero was discussed. A policy may have to be created indicating that the fund balance cannot go below a certain dollar amount could be a matter for discussion.

d. Bylaw Committee (Mena, Casey, Kilgore)

No report was provided. Due to the completion of the Bylaws, it was determined that the Bylaw Committee is no longer required.

e. Fundraising Committee (Mena, Sturing, Casey, Kilgore)

The Friends of the Novi Public Library are considering donating \$10,000 to the Library as the initial donor to the Community Foundation, but a vote must be called, which is to take place in February, 2011.

The Fundraising Committee are working on donation brochures:

- Gifts for Today
- Gifts for Tomorrow (Foundation)

Fundraising Committee will meet on Wednesday, February 23, 2011, 7 p.m., at the Library.

There will be a City of Novi Homeowners Breakfast held at the Novi Civic Center on Saturday, January 22, 2011, 8:30-11:30 a.m. and the newly created donation brochure will be available.

15. Public Comment

There was no public comment.

Feedback on the Library Board meeting set-up was provided with the following comments:

- Use of the entire Meeting Room.
- Feedback on the microphone – possibility of different equipment.
- Student Representatives to sit with Board Members.
- Coat racks available.
- Like the table arrangements and the coverings.
- Entrance doors open during meetings.
- Better signage at entrance to the room – Public Welcome.
- More publicizing that the meetings are now being held at the Library.

Thank you to Barbara Rutkowski and Julie Farkas for bringing the Board meetings to the Library.

The Building Authority did a wonderful job on the building and the staff makes it a comfortable place to visit.

The cones located in the parking lot were placed at the edges of the sidewalks after the first large snow so patrons wouldn't park in the walkways. A recommendation to use orange stakes instead was voiced.

Patron survey – concern of the main entrance/exit to the Library. This was discussed during the engineering stages of the Library plan, but with the proximity to Taft Road, Glenda, Wildcat Drive, there wasn't enough depth, allowing one vehicle to exit, but not multiples.

The State Aid payments are still suspended, yet the reporting is still being completed and is to be filed.

16. Adjourn

A motion was made to adjourn the meeting at 8:16 p.m.

1st – Ramesh Verma

2nd – Mark Sturing

The motion was passed unanimously.

Willy Mena, Secretary

Date

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		1/11	
Invite patrons to vote for CAM project of the year.		Administration		New NPL selected as one of top 12 construction projects of the year by CAM Magazine; provided website access for patrons to vote for top project; NPL placed second in voting; JF accepted award 2/2		2/11	
Strategy:				Promote NPL / TAB (Teen Advisory Board) to Novi High School.			
Tactic		Owner		Status		Due Date	
Make connections to utilize HS newspaper to advertise NPL events for teens.		Student Reps.		In progress; have contacted students in newspaper classes		1/11; 2/11	
Strategy:				Use current technology to promote library events, programs, resources, and services.			
Tactic		Owner		Status		Due Date	
Request Cat's Eye station to announce NPL events for teens.		Student Reps.		In progress; contact attempts have been made to Mrs. McKaig regarding Cat's Eye		1/11; 2/11	
Create slide presentation to use on HS LCD display.		Student Reps.		Process for putting up announcements on LCD display has been established; completed		1/11; 2/11	
Request inclusion of event info in announcements posted on High School website		Student Reps.				2/11	
Strategy:				Partner with Novi Schools to promote services to parents, students, and teachers.			
Tactic		Owner		Status		Due Date	
Work with schools to promote downloadable resources.		Information Services; Administration		Pilot program for 6 th grade students to use OverDrive digital media through NPL's Download Destination is in place; will follow up in February		1/11	
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 department displaying student artwork		2/11	

Collections/Services/Programs/Technology			
Goal #2: Provide and maximize technology, programs, services and collections that meet the changing needs of our community.			
Strategy:		Make new collections and high demand items available to patrons as soon as possible.	
Tactic	Owner	Status	Due Date
Distribute all incoming materials, new and returned, to shelves as soon as possible.	Support Services	Additional hours allotted for more timely shelving of returned materials	Ongoing; 2/11
Strategy:		Ensure that collections meet the needs of the community.	
Tactic	Owner	Status	Due Date
Consider feedback from patrons regarding loan periods.	Administration	Decision to increase loan period for new A/V	2/11
Strategy:		Partner with local and other organizations for programming opportunities.	
Tactic	Owner	Status	Due Date
Continue partnership with Neighborhood Library Association (NLA); investigate, plan, implement programs, services, and resources to be shared by five communities.	Administration; Information Services	Community Read programs held August to October, culminating in author visit to NPL; TeenPosium programs and events with zombie theme planned for spring at NLA locations: movie (4/19); book discussion: Hunger Games (4/27); Manga Mania (5/4); ZombProm at NPL (5/7)	10/21/10; 5/11
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	10/22/10; 1/11
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	Ongoing; 1/11
Strategy:		Increase community awareness and use of Local History collections.	
Tactic	Owner	Status	Due Date
Maintain connection with Novi Historical Commission through NPL librarian liaison, including attendance at monthly meetings and development of “office hours” by Historical Commission.	Information Services	Will hold regular office hours beginning in January or will meet by appointment; office hours held in January	Ongoing; 1/11

Financial for Operations

Goal #4: Balance the needs of the community with fiscal responsibility.

Strategy:	Ensure we are forecasting appropriately for the new building and the future state of revenues.		
Tactic	Owner	Status	Due Date
Report traffic patterns, seasonal changes in patronage, service peaks, etc. to Administration.	Managers	Managers assisting with budget projections for next FY	Ongoing; 2/11

Fundraising

Goal #5: Create fundraising opportunities for our community to continue to grow the library's collections, services, and programs.

Strategy:	Develop and implement a plan to secure additional donations.		
Tactic	Owner	Status	Due Date
Fundraising Committee.	Administration	Investigating options for Library endowment; financial goal of \$1 million; Friends pledged \$10,000 for start up of endowment; planning for April 15 th event to include silent auction and other giving opportunities	12/10; 2/11
Strategy:	Ensure staff are knowledgeable about fundraising opportunities and share information with public.		
Tactic	Owner	Status	Due Date
Maintain accurate and consistent communication regarding fundraising and/or donation opportunities.	Administration; Managers	Providing online and print versions of brochures and other info; new Giving for Today brochure available throughout NPL	Ongoing; 1/11

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:	Review NPL policies in order to provide superior service to the community.		
Tactic	Owner	Status	Due Date
	Board; Administration	HR committee completed 1 st year review of policies	1/11

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	1/11

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.

Information Services Report by Margi Karp-Opperer

The New Year has brought some wonderful highlights to share with you. Each month we offer many Book Discussions and Writer's Groups, English Conversation Groups, and Computer Classes, but we also present a variety of other outstanding programs on current topics relevant to our Novi Community. This month we presented "Be a Shutterbug with Picassa." It focused on Google's free photo software, and taught our patrons how to take the headache out of managing their photos. A second program was "Going Mobile with Overdrive" which demonstrated how to use a new eReader or MP3 player to download audiobooks and eBooks with our free OverDrive product. The third program, partnering with the City of Novi, Novi Police, Community Education, and St. John Providence Park Hospital, was entitled "Stop, Think, Go!" Focusing on a problem addressing all of us, these two anti-bullying sessions were made available to Novi parents and their children. Wonderful attendance and feedback was witnessed at all of these programs.

For an entire week, the Library opened their large meeting rooms to students for our annual "Teen Open Study Program." Tables and chairs were set up and snacks were provided, so the students could study with others to prepare for exams. It was also well attended.

The second floor's highlighted collection this month was All Things Austen which displayed Jane Austen's novels and other materials on her life and work. The first floor showcased cooking books to help us stay warm with some home cooked meal ideas.

Building Operations Report by Mary Ellen Mulcrone

After many months of tweaking and partnering with City staff, our phone system is now fully operational. We believe that we have a very effective call routing plan in place to best serve the public when they call. The plan will be reviewed periodically in case there is still need for improvement.

The NPL channel is up and running on ATT U-verse. Currently we are broadcasting our "at a glance" slideshow with programming and other information. We will also broadcast Library Board meetings and some programs and plan to develop additional content in the future.

We continue to review lighting procedures in an attempt to determine the most efficient use of energy, and we are working with our cleaning company to maintain schedules that will optimize use of lights.

In response to popular demand, we have increased the loan period on new movies and games. All movies and games can now be checked out for one week at no cost. This change should eliminate any confusion and frustration about overdue fines associated with varied loan periods, especially on movies.

After the heavy snow, we experienced leaks in the mechanical room from the back side of the air intake louvers. The contractor who had installed the equipment investigated and remedied the

situation by extending the slanted sheet metal so that snow and ice will not be able to accumulate behind the louvers.

After 6-8 months in the new building, a staff committee has done further review of policies and provided a draft for revision of the Food Policy. Suggestions for revisions to some other policies will be forthcoming.

We will continue to update the goals document on a monthly basis and will begin providing the entire document (with updates in red) on the NPL website. Additionally, we will provide a list of only the updates in the monthly Board packet.

Support Services Statistics 2010-2011

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	660	635	464	488	447	256	430						3,380
Items checked out	67,135	73,797	59,171	60,983	59,712	55,584	62,057						438,439
Items borrowed	3,948	4,421	3,764	3,554	3,702	3,172	3,743						26,304
Items loaned	4,124	4,836	4,486	4,300	4,831	3,843	5,408						31,828

Support Services Statistics
January, 2011

	2011	2010
Number of library cards issued	430	316
Total number of checkouts	62,057	
Number of items borrowed	TLN 3,656 MeL <u>87</u> 3,743	3,852 (includes MeL)
Number of items loaned	TLN 5,153 MeL <u>255</u> 5,408	3,768 (includes MeL)

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									
March									
April									
May									
June									
FYTD	505,846	55.49%	280,688	71,836	70,837	39,556	78,344	7,391	14,687

* (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
June	42,867	1,649
*July Closed 1 day	36,372	1,399
August	35,497	1,365
*September Closed 4 days	32,651	1,209
October	35,368	1,141
*November Closed 1 day	33,516	1,117
December closed 4 days	29,117	1,078
*January Closed 2 days	25,848	879
February		
March		
April		
May		
June		
FYTD Total	270,872	1,230

Author Event – May 23, 2011

One of the big events of the library year is the Book and Author Luncheon sponsored by the Plymouth, Canton, Novi and Northville Friends. This year the luncheon, being held at Fox Hills Country Club on Monday, May 23, features Wall Street columnist Jeffrey Zaslow, the author The Girls from Ames and the world-wide best seller The Last Lecture.

Jeffrey is an award-winning author whose inspiration for The Last Lecture came after he attended the final lecture of Carnegie Mellon Professor Randy Pausch. As a journalist, Zaslow has been recognized as the best general interest writer by the National Society of Newspaper Journalists and received the Distinguished Column Writing Award from the New York Newspaper Publishers Association. His book, The Girls from Ames, has been on The New York Times list for 24 weeks and was voted by People magazine one of the “Ten Best Books of the Year”. He has appeared on such popular programs as *The Tonight Show*, *Oprah*, *Larry King Live* and *60 Minutes*.

The distinguished writer, who grew up in Philadelphia and now lives in West Bloomfield, is a Carnegie Mellon graduate married to Detroit’s TV news anchor Sherry Margolis. His books will be available for purchase and signing at the luncheon.

This is the 25th year that the Author Luncheon has brought distinguished Michigan authors into our area. This year’s program promises to be very exciting. Tickets may be purchased between April 15 and May 15 for \$25 at the new Novi Public Library. Please join us. The proceeds go to support our libraries’ programs and activities.

City of Novi Historical Commission Meeting

Submitted by: Roy Prentice - Chair, Historical Commission

January 26, 2011

Curator of the State of Michigan’s historic flag collection, Matt VanAcker’s recent presentation, ‘Rally Round the Flag’ was a great success. This talk was co-sponsored by the Novi Historical Commission and the Friends of the Novi Library. The talk was very well attended and was a wonderful description of the State’s Civil War battle flag collection. Matt added to his discussion with stories that surrounded each of the flags discussed.

Novi librarian, Betty Lang, indicated that the digitization of the Novi News is proceeding. Digitization of the News will allow users to search the all issues of the paper for key words. This is a multi-year project that the Commission is funding in support of the Library.

The Historical Commission continued work on the development of an online interactive map of Novi historic places. The map is being developed by the City of Novi GIS department and Novi library staff with information provided by the Historical Commission. The Commission has identified an initial selection of historic places in Novi. Commission members have begun collecting information and images of each site.

The Novi Historical Commission continued work on the Baseline marker project. The Commission determined the engraving design for the monument and discussed the design of the brick paver area to be placed around the marker. The Commission decided that it, with the help of city employees, will prepare the base for the paver area. The pavers themselves will be installed by Boy

Scout Eagle candidate, Cameron Holdaway and a crew that he recruits under the supervision of Commission personnel.

The commission finalized the list of exhibitors to be invited to the 2011 Novi Heritage Festival on June 18th. One of the highlights of this year's festival will be the 5th Michigan Regimental Band. This band re-enacts a Civil War era band. With 2011 being the 150th anniversary of the Civil War, the Historical Commission is working to include elements in the festival that will spotlight Michigan and Novi's role in the war..

The Commission continues to investigate ways that it can support the Library's Local History Room. The Commission will work with library staff to organize the room and help make it the focus of historical research for the City. The Commission will also be hosting regular Local History room hours on the first and third Monday of each month from 12 to 2pm.

Email from: Nancy Robertson, State Librarian

Re: Review process for disbursement of FY11 State Aid to Public

Date: January 20, 2010

Dear colleagues,

As you know, the circuit court has ruled in the case of Herrick v. Library of Michigan to invalidate the State Aid Rules. In early November we told you that we were advised by our attorneys to delay review and disbursement of state aid payments to public libraries and cooperatives pending the decisions from the circuit court and the appeals court regarding our attorney's request for a stay that would keep the rules in play throughout the appeal process. At that time, we also told you that once the determination about the stay request was made, we would process state aid payments under the rules (if the stay was granted) or we would process state aid payments using a different process to be determined (if a stay was not granted). The motion for a stay was denied in both the circuit court and the Court of Appeals, so the rules remain invalidated.

We understand that it is important for you to know what criteria we are using as we review state aid applications for this current year's (FY11) state aid while the case is still pending in the courts. Therefore, we have defined FY11 Standards for determining disbursement of the state aid to public libraries appropriated for this current year FY11. The standards can be found at this link:

http://michigan.gov/documents/mde/lm_FY11StateAidStandardsFinal_343394_7.pdf

We will get the FY12 Standards out to you as soon as we can. They will be in large part based upon the FY11 Standards. Also remember that the Court of Appeals has not ruled on the underlying merits of the case. While the rules are currently invalidated, they could be reinstated.

On another note, please keep in mind that the Library of Michigan has undergone a significant reduction in staffing, so processes for reviewing state aid applications and accomplishing the bureaucratic steps of cutting checks are slower than they had been in years past. So, even though we will now be able to make state aid disbursements to libraries as their applications are reviewed, the completion of the review process will still take some time. We will get your checks out to you as soon as we are able to do so.

FOOD POLICY

No food is allowed on the second floor of the Library.

No food or drink is allowed in the Local History Room.

No food or uncovered drink is allowed around the computers or in the study rooms.

Drinks, where allowed, are limited to those in closed containers such as covered cups, pop cans, or water bottles.

Food, where allowed, is limited to snack or wrapped items that are consumed individually.

No group meals, open plates of food, or delivery of food to the Library is allowed, except for scheduled group events in the meeting rooms.

Patrons are expected to clean up after themselves, discarding trash in appropriate containers and notifying staff immediately of any spills.



TO: CLAY PEARSON, CITY MANAGER
FROM: NANCY COWAN, ACTING MANAGER OF PARKS, RECREATION AND CULTURAL SERVICES
SUBJECT: NOVI COMMUNITY EDUCATION PARTNERSHIP UPDATE
DATE: FEBRUARY 7, 2011

2/10/11
To: Mayor and City Council members
The work noted below marks a major cooperative step forward between the Novi Community School District and the City of Novi. Not only combining publications from our public bodies, also defining our respective areas of expertise and focus ahead.
Thanks and congrats to Nancy, Bob and all involved in this betterment of public services.

Our City of Novi Parks, Recreation and Cultural Services (PRCS) department delivers hundreds of programs each year to the community in an efficient and fiscally responsible manner. Since fall of 2010, the City staff has been working to cultivate an even stronger collaborative relationship with one of our long-time partners, Novi Community Education (NCE).

Bob Steeh, Community Education Director, and I recently met regarding strengthening the tie between PRCS and NCE. Overall the goal is to share resources for the benefit of our organizations and the community while providing the best continuum of service possible to our citizens. As a result, we now have a plan to consolidate the **NCE Brochure** in the city's **Engage!** publication. The consolidation is planned for the September-December 2011 issue of **Engage!**, representing a major step forward in coordination of public resources. The combined publication will allow for citizens to receive one comprehensive guide with programs in the community to serve their parks/recreational and educational needs. The City has an established cost sharing arrangement with the City's Novi Public Library which we foresee using with the Novi School Community Education. That per page basis (including design, printing, and postage) will save the Novi Public Schools at least \$10,000 and provide them greater exposure/distribution. The newest collaboration will be cost effective for all involved and provide a broad reach in the community.

As a part of the consolidation into one publication we discussed the long-time question of who programs what activities in the community. For years there has been a great deal of overlap within PRCS and NCE programming, often causing confusion from our citizens of where they should go to register for their activity of choice, PRCS or NCE. Great strides are now complete in determining focus areas for each organization to provide a program guideline moving forward.

Generally, the **focus areas for PRCS** are: athletic leagues / clinics, fitness/wellness / dance, community theatre / creative arts and older adult services.

The **focus areas for NCE** are; adult education, adult / youth enrichment, pre-school programs, childcare, aquatics and computers.

With the above focuses as our guide, Bob and I began to discuss which programs each organization should focus on as of fall 2011. Several contractors / programs will remain

with NCE and others will be shifted to PRCS. Therefore, PRCS will continue to run programs in our focus areas and absorb the contracts of NCE for those programs that fit within our newly defined areas, including all of the revenue, expenditures and facility space, either at the Civic Center or within the school facilities. The same will be true of NCE. To complete this process there will be several meetings amongst team members in the coming months to share information and move forward.

The registration software systems will still remain separate for each organization for now, even though all programs will be in one guide. Where to register will be made clear within the guide to direct citizens to the proper place for registration. Attached is a more detailed listing of the focus areas moving forward and topics discussed at our February 3, 2011 meeting.

Our City Community Relations team will play a large role in managing this consolidation to make it a smooth transition for all involved. Community Relations will serve as the main contact for NCE moving forward in this endeavor. A meeting will be scheduled between PRCS, NCE and the Community Relations team all parties in March to develop a clear plan of action for the fall edition of **Engage!**.

Furthermore, the PRCS and NCE teams will meet one month prior to programming deadlines of each guide in order to discuss new programs and possible overlaps. The meeting will provide a forum for our teams to work together in providing the best possible service and high quality programs to our community.

I thank Bob and the Novi Community Education team for their engagement to begin this exciting and productive new era of partnership and delineation of services.

c: Victor Cardenas
Sheryl Walsh
Tracie Ringle
Kathy Smith-Roy
Wendy Duvall
Matt Ostermeyer

**Novi PRCS and Novi CE Programming Focus / Areas (2-3-2011)
As of Fall 2011 Brochure - Merged Engage! Publication**

Novi Parks, Recreation & Cultural Services (PRCS)

Main Focus Areas:

Athletic Leagues / Clinics (Youth and Adult)
Fitness / Wellness / Dance
Community Theatre / Creative Arts
Seniors
Ice Arena / Hockey
Community Events

Programs / Contracts to move from NCE to PRCS

*Includes all revenues, expenditures and space
All Karate / Martial Arts
Leisure Unlimited - Youth sports / basketball
Indoor Rockers Soccer
Hoop Stars Basketball / all instruction b-ball
Friday Night Lights
Tennis (currently in school gyms)
Golf (currently in school gyms)
4th-8th Boys Travel B-ball League
Fitness Fun (Age 6+)
Ballroom Dance / Dance

Novi Community Education (NCE)

Main Focus Areas:

Adult Education
Adult / Youth Enrichment (for thos 5 and under)
Childcare
Pre-school Programs
Aquatics (3+)
Computers

Items to stay with NCE

*Includes all revenues, expenditures and space
Self Defense and Little Ninjas (age 6 and under)
Leisure Unlimited - Pre-K Kiddie Sports and Games
Chess
Music Lessons (piano and guitar)
Babysitter and CPR Classes (minus Novi FD programs)
Girl Power
ACT Prep
All language classes, adult enrichment
All Pre-K Music and Parent/Tot Classes
Aquatics - 3+ (swimming and water aerobics)

Areas to be determined / discussion continued

Art - how to split classes (by age or medium?)

Cheer / Pom Programs - both organizations currently run them, can be seen as sport of education

Camp Programs show much overlap but are set for both organization for 2011. Discussion will continue here on how to move forward in 2012, including work with Curt Ellis on athletic camps if possible.

Team meetings to occur 1 month prior to brochure deadlines to discuss new programs / possible overlaps

Areas of Overlap to continue

Fitness - overlap of Zumba and Yoga but will work to organize classes at different times

Bridge - PRCS to do day classes and NCE to do evening classes (current situation)

Computers - PRCS to do Age 50+ Classes and NCE to do all other computer classes

Other Notable Topic Discussions

*NCE currently spends about \$25,000 in brochure costs, another \$10,000 in mailing total - 4 editions (\$35,000 total)

*NCE and PRCS agree to shore up priority use guidelines of facility use reservation process and enforce them

*Discussion regarding gyms: PRCS still able to use 5th/6th Grade Houses 2011-12 for weekday practices. Weekends unable to due to Japanese School rental. Discussion regarding use of Middle School gym on Saturday for games, current winter use consists of Winter Guard, Poms and 5th-8th Boys Basketball. Bob to look at other options for Winter Guard / Poms to begin looking a possible solutions for Novi PRCS to play Saturday games so not all elementary schools have to be used (no viewing areas and multiple sites.)

MEMORANDUM



TO: NANCY COWAN, ACTING DIRECTOR OF PARKS, RECREATION & CULTURAL SERVICES

FROM: SHERYL WALSH, DIRECTOR OF COMMUNICATIONS

SUBJECT: NOVI COMMUNITY SCHOOLS COMMUNITY EDUCATION CHARGE BACK FOR ENGAGE!

DATE: FEBRUARY 9, 2011

Engage! is mailed three times annually (April, August, and December) to more than 27,000 homes and businesses in Novi at a cost of \$1.04 per piece (includes design, print, and postage). Engage! is available at local restaurants, various City facilities, and online at cityofnovi.org, where it is consistently one of the top-visited links.

The City of Novi has an established cost sharing arrangement with the Novi Public Library for their partnership with the Engage! publication whereby the Library reimburses the City per page for their participation. For example, the total cost for design, printing, and mailing the January to April 2011 edition was \$29,770, with the Library reimbursing the City \$4,736.20 for 14 pages. (See calculation below)

January to April 2011 Engage!
Total Cost (Design, Print, Postage) = \$29,770
88 pages total
14 page for Library section

$\$29,770 / 88 \text{ pages} = \338.30 per page
 $\$338.30 \times 14 \text{ pages} = \$4,736.20 \text{ Library cost}$

This will be the charge back method used to calculate reimbursement by Community Education to the City of Novi for each edition of Engage!.

We look forward to coordinating the expanded Engage! publication and creating a premier marketing piece for Novi's recreational and educational offerings.

If you have any questions, please let me know.



Library Board Calendar

2011

February 12
February 16
February 26

Budget Study Session, Novi Public Library, 8 a.m.
Library Board Regular Meeting
Budget Study Session, Novi Public Library, 8 a.m.

March
 March 13
March 16

Budget – approved to be provided in April to Council, TBD
 Daylight Saving Time Begins
Library Board Regular Meeting

April
 April 10-16
April 20
 April 22
 April 24

Budget presented to Council, TBD
 National Library Week
Library Board Regular Meeting
 Holiday – Good Friday, Library Closed
 Holiday – Easter, Library Closed

May
 May 8
May 18
 May 30

Library Board – Goal Setting Session, TBD
 Holiday – Mother’s Day, Library Closed
Library Board Regular Meeting
 Holiday – Memorial Day, Library Closed

June 15
June 15
 June 19

Library Board Regular Meeting
Library Director Annual Review
 Holiday – Father’s Day, Library Closed

July 4
July 20

Holiday – Independence Day, Library Closed
Library Board Regular Meeting

August – October
August 17

Community Reads Program
Library Board Regular Meeting

September 5
September 21

Holiday – Labor Day, Library Closed
Library Board Regular Meeting

October 19

Library Board Regular Meeting

November 6
 November 8
November
November 16
 November 18
 November 23
 November 24

Daylight Saving Time Ends
 General Election Day
Annual Library Report – City Council Meeting, TBD
Library Board Regular Meeting
 Library Staff In-Service , Library Closed
 Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
 Holiday – Thanksgiving, Library Closed

December 21
December 21
 December 24
 December 25
 December 26
 December 31

Library Board Regular Meeting
Library Director – Mid-year Review
 Holiday – Christmas Eve, Library Closed
 Holiday – Christmas, Library Closed
 Holiday – Christmas, (observed), Library Closed
 Holiday – New Year’s Eve, Library Closed

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.