

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, March 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
 - A. Letter from Helen Fealk, Library Patron25
 - B. Email from Padma Nair, Library Patron26
6. Presentation
 - A. Certificate of Appreciation – Lisa McGuckin, 18 years of service
7. Public Comment
8. President's Report
 - A. Library Goals 2010-201127
(Updates are provided in the packet; full document available on the Board's website page)
9. Treasurer's Report
 - A. Library Budget 2010-201131
 - B. Approval of Library Budget 2011-201233
 - C. Library Investments/Revenues and Expenditures/Walker Fund35
 - D. Library cafe revenue report 2010-2011N/A
10. Director's Report.....40
 - A. TLN Director's Report, Jim Pletz – February 201144
 - B. Bits & Pieces, Jim Pletz – March 201145
 - C. MLA Legislative Update – March 6, 201146
 - D. Media Release: Charge up your vehicle and go! – City of Novi, March 8, 201148
11. Friends of Novi Library Report49
12. Historical Commission Report.....N/A
13. Student Representatives Report
14. Committee Reports
 - A. Policy Committee (Margolis, Casey, Kilgore)
 - B. HR Committee (Casey, Verma, Kilgore)
 - C. Finance Committee (Margolis, Czekaj, Sturing, Kilgore)
 - D. Fundraising Committee (Mena, Sturing, Casey, Kilgore)
15. Public Comment

16. Adjourn

Consent Agenda:

- 1. Approval of Claims and Warrants L480.....3
- 2. Approval of Special Meeting Minutes – February 12, 20115
- 3. Approval of Regular Meeting Minutes – February 16, 2011 15
- 4. Approval of Special Meeting Minutes – February 26, 201121

Matters for Board Action

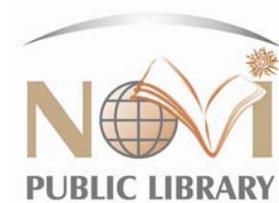
- 1. Approval of Library Budget 2011-2012

Supplemental Information

- 1. Library Board Calendar50
- 2. Board and Administrator – February 201151
- 3. Detroit PL Facing Major Budget Crisis, Library Hotline – February 14, 201153

Future Events:

- Historical Commission Regular Meeting – Wednesday, March 23rd at 6:30pm, Novi Public Library
- Battle of the Books – Saturday, March 26th at 1:00pm, City of Novi
- Friends of Novi Library Regular Meeting – Wednesday, April 13th at 7:00pm, Novi Public Library
- Board of Trustees Regular Meeting – Wednesday, April 20th at 7:00pm, Novi Public Library
- National Library Week – April 10th – 16th, 2011
- Historical Commission Regular Meeting – Wednesday, April 27th at 7:00pm, Novi Public Library

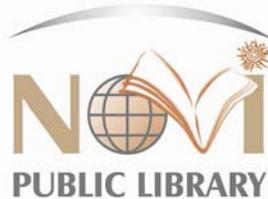


45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 480		March 2011	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 652.31
Farkas, Julie	Postage	268-000.00-728.000	\$ 13.25
Library Design Associates, Inc.		268-000.00-740.000	\$ 516.27
Research Technology Int.		268-000.00-740.000	\$ 234.95
Sentry Supply		268-000.00-740.000	\$ 206.00
Specialty Store Services		268-000.00-740.000	\$ 522.50
Amazon.com		268-000.00-742.000	\$ 275.81
American Library Association		268-000.00-742.000	\$ 204.80
BiFolkal Productions, Inc.		268-000.00-742.000	\$ 934.00
Brodart		268-000.00-742.000	\$ 9,374.14
Center Point Large Print		268-000.00-742.000	\$ 600.33
Gale		268-000.00-742.000	\$ 863.67
Hammacher Schlemmer		268-000.00-742.000	\$ 182.85
Highland Township Public Library	Lost book39082093343260	268-000.00-742.000	\$ 26.95
Michigan Chamber Services		268-000.00-742.000	\$ 210.00
Multicultural Books and Videos		268-000.00-742.000	\$ 1,161.00
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 550.03
Ebsco		268-000.00-743.000	\$ 121.55
Lothamer, Tim	FP/Det News 1/2-2/15/11	268-000.00-743.000	\$ 59.80
Midwest Tape		268-000.00-744.000	\$ 1,226.07
Diverse Media, Inc.		268-000.00-745.200	\$ 34.32
Midwest Tape		268-000.00-745.200	\$ 2,094.22
Milford Public Library	39058001380732/lost item	268-000.00-745.200	\$ 24.95
RR. Bowker, LLC		268-000.00-745.300	\$ 2,931.01
Novi Rotary	Jan-Mar 2011	268-000.00-809.000	\$ 154.00
VisiCom Services, Inc.		268-000.00-816.000	\$ 300.00
DuAll Cleaning, Inc.	Jan-11	268-000.00-817.000	\$ 2,750.00
The Library Network	Oct, 2011-Sept 2012	268-000.00-818.000	\$ 3,000.00
Verizon Wireless	1/29-2/28/11	268-000.00-851.000	\$ 455.14
The Library Network	42334/e-mails	268-000.00-855.000	\$ 50.00
Alex Delvecchio Ent, LLC	8 emp badges	268-000.00-880.000	\$ 77.45
AT&T	advertising	268-000.00-880.000	\$ 48.82
Farkas, Julie	bud sess/staff apprec bkft	268-000.00-880.000	\$ 58.95
Meadowbrook Art Center	frame/bldg a best seller	268-000.00-880.000	\$ 183.70
Sam's Club		268-000.00-880.000	\$ 77.37
Amazon.com		268-000.00-880.268	\$ 49.54
Brode, Adam	adt pgm/2/10/11	268-000.00-880.268	\$ 200.00
Carpenter, Suzanne		268-000.00-880.268	\$ 36.50
Druschel, Pauline	adt pgm/4/14/11	268-000.00-880.268	\$ 37.00
Esseltine, Megan	adt pgm/4/16/11	268-000.00-880.268	\$ 40.00
Madcap Productions	yth pgm/SRP8/3/11/11-12fy	268-000.00-880.268	\$ 310.00
Marshall, Susan	esl pgm 1/11-25&2/1-22/11	268-000.00-880.268	\$ 250.00
Mutch, Kathleen	adt pgm/4/14+30/11	268-000.00-880.268	\$ 75.00
Oriental Trading Co., Inc		268-000.00-880.268	\$ 116.33
Plunkard, Thomas	yth pgm/3/21/11	268-000.00-880.268	\$ 300.00
U.S. Toy Company		268-000.00-880.268	\$ 530.26
Konica Minolta		268-000.00-900.000	\$ 739.44
Consumers Energy	1/19-2/14/11	268-000.00-921.000	\$ 2,895.67

DTE Energy	12/21-1/24/11	268-000.00-922.000	\$ 6,511.61
Cintas		268-000.00-934.000	\$ 243.99
Home Depot		268-000.00-934.000	\$ 58.63
LaForce		268-000.00-934.000	\$ 8.20
Long Mechanical		268-000.00-934.000	\$ 160.00
Orkin		268-000.00-934.000	\$ 50.00
Sam's Club		268-000.00-934.000	\$ 35.94
Stanley Access Tech, LLC		268-000.00-934.000	\$ 396.00
Touch of Tropics	January	268-000.00-934.000	\$ 77.00
Allied Waste		268-000.00-941.000	\$ 75.51
Northwest Lawn	January 2011 salting	268-000.00-941.000	\$ 4,021.00
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage	1/31-2/28/11	268-000.00-942.100	\$ 31.00
Executive Web Training	3/3/11 -Take Control	268-000.00-956.000	\$ 199.00
Farkas, Julie		268-000.00-956.000	\$ 354.81
Fred Pryor Seminars	Blackberry 2/9/11	268-000.00-956.000	\$ 199.00
Preston, Jennifer	NLA Teen Comm Rd mtgs	268-000.00-956.000	\$ 52.53
Michigan Library Association	J.Preston Sp Inst3/24/11	268-000.00-956.000	\$ 135.00
Petty Cash			\$ 43.10
			\$ 49,458.23



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
FEBRUARY 12, 2011**

DRAFT

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 (departs at 11:37 a.m.)
David Margolis, Board Member

Absent and Excused

Ramesh Verma, Board Member
Nishant Kakar, Student Representative
Kirsten West, Student Representative

Library Staff

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

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan 48375, and was called to order by Larry Kilgore, President, at 8:10 a.m.

1. Review of Current 2010/2011 Budget and Year End Projections – Julie Farkas

Revenues

- Property Tax Revenues – 268-000.00-403.000 – Approved \$2,390,000; Year-end Budget \$2,390,000.
- Township Taxes – 268-000.00-404.000 – Approved \$6,900; Year-end Budget \$6,822.
- State Aid – 268-000.00-567.000 – Approved \$15,000; Year-end Budget \$10,385 – only one check has been received, but expect to receive an additional check in the Spring of 2011 based on past practice.
- Library Book Fines – 268-000.00-657.000 – Approved \$30,000; Year-end Budget \$42,000. Additional income is due to the use of the debit/credit payments made on the self check-outs and at the drive-up window for fines and lost items.
- State Penal Fines – 268-000.00-658.000 – Approved \$70,000; Year-end Budget \$66,908.
- Interest on Investments – 268-000.00-664.000 – Approved \$10,100; Year-end Budget \$12,000. Figure provided by the City of Novi Finance Department.
- Miscellaneous Income – 268-000.00-665.000 – Approved \$3,000; Year-end Budget \$9,500. Income for this account comes from patron purchase of ear buds, library cards, guest passes (\$1), and printing.
- Copier – 268-000.00-665.100 – Approved \$4,000; Year-end Budget \$2,000. There is less printing, with more being produced from computers. The Library has reduced the number of public copiers to one on each floor, providing for less in leasing charges.

- Electronic Media – 268-000.00-665.200 – Approved \$12,000; Year-end Budget \$6,000.
- Meeting Room- 268-000.00-665.300 – Approved \$6,500; Year-end Budget \$6,500. The meeting room rentals have been successful. The present policy is being reviewed.
- Gifts and Donations – 268-000.00-665.400 – Approved \$500 - Year-end Budget \$15,000. This figure is based on non-restricted and general donations.
- Book Rental – 268-000.00-665.500 – Approved \$0.00 - Discontinued in the 2009/2010 fiscal year budget.
- Library Café – 268-000.00-276.400 – Approved \$4,500; Year-end Budget \$4,500. Effective January 1, 2011, harsher restrictions have been placed on where food can be consumed.
- Other revenue (Grants) – 268-000.00-666.000 – Approved \$0.00. A \$4,000 grant is still pending.

Total Revenues

2010-2011 Approved Budget: \$2,552,500

2010-2011 Year End Projections: \$2,567,403

Increase \$14,903

Expenditures

Personnel Services

- Permanent Salaries – 268-000.00-704.000 – Approved \$958,000; Year-end Budget \$890,000. Two full time employee positions were eliminated reducing the number to 18.
- Temporary Salaries – 268-000.00-705.000 – Approved \$492,500; Year-end Budget \$492,500.
- Sick Bank Payout – 268-000.00-709.100 – Eliminated this option.
- Social Security – 268-000.00-715.000 – Approved \$114,000; Year-end Budget \$108,000. 7.65% based on employee salary.
- Insurance – 268-000.00-716.000 – Approved \$197,000; Year-end Budget \$194,200. A new health care option, Priority Health, has been introduced this year.
 - Health Savings Account (HSA) – 268-000.00-716.200 – new option for those who elected Priority Health Insurance. Other healthcare options are Health Alliance Plan (HAP), Blue Cross/Blue Shield (BC/BS), and Priority Health. BC/BS increased by 57% this year.
- Pension – 268-000.00-718.000 – This account was divided with Defined Contribution Plan (48,000) – Approved \$34,600; Year-end Budget \$32,000.
- Pension (Additional contributions Defined Benefit Plan) – 268-000.00-718.050 - Approved \$0.00; Year-end Budget \$150,000.
- Pension – Defined Contribution Plan – 268-000.00-718.200 – Approved \$13,400; Year-end Budget \$16,000. Was split with the Defined Benefit line (\$48,000).
- Unemployment Insurance – 268-000.00-719.000 – Approved \$0.00; Year-end Budget \$13,338. Due to the reduction of a staff member who was eligible to receive.
- Workers' Comp – 268-000.00-720.000 - Approved \$2,250; Year-end Budget \$1,800.

Total Personnel Services

2010 – 2011 Approved \$1,811,750

2010-2011 Year-end Budget \$1,897,838

Deficit \$86,088

There was a deficit in the Personnel Services account due to the allocation of \$150,000 in the Defined Benefit Plan. Actually, had this not occurred, would have had a savings of \$64,000. The Board discussed the possibility of placing an additional \$25,000 in the Defined Benefit Plan.

Supplies

- Office Supplies – 268-000.00-727.000 – Approved \$31,500; Year-end Budget \$18,000.
- Postage – 268-000.00-728.000 – Approved \$4,500; Year-end Budget \$1,800.

- Computer Supplies – 268-000.00-734.000 – Approved \$101,500; Year-end Budget \$95,500. Software licensing is purchased from this line item. Licensing could not be purchased from the Building Fund. BSA was not budgeted for in the 2010/2011 budget, but is planned for in the 2011/2012 budget year.
- Computer Equipment – 268-000.00-734.500 – Approved \$7,000; Year-end Budget \$6,000. Didn't purchase a lot due to the new building purchases that were covered in the Building Fund.
- Operating Supplies – 268-000.00-740.000 – Approved \$23,000; Year-end Budget \$23,000.
- Uniforms – 268-000.00-741.000 (new account) – Approved \$0.00; Year-end Budget \$500.

Materials

- Books – 268-000.00-742.000 – Approved \$215,000; Year-end Budget \$200,000. The Opening Day Collection purchases were made through early September.
- Books – Misc. Grants – 268-000.00-742.666 – Approved \$0.00; Year-end Budget \$0.00.
- Periodicals – 268-000.00-743.000 – Approved \$14,500; Year-end Budget \$14,500.
- Audio/Visual Materials – 268-000.00-744.000 – Approved \$42,100; Year-end Budget \$42,100.
- Electronic Media – 268-000.00-745.200 – Approved \$34,650; Year-end Budget \$34,650.
- Online Resources – 268-000.00-745.300 – Approved \$50,500; Year-end Budget \$42,500. Reduction or changes to collection due to patron usage.

Total Supplies & Materials

2010-2011 Approved \$524,250

2010-2011 Year-end Budget \$478,550

Savings \$45,700

Collections that are in high demand are the Youth and Fiction collections. The Library is finding that patrons are moving towards audio materials, i.e. DVDs, books on CD, etc.

The City is looking to the Library to provide small and large businesses with a source of business resources.

The Novi Public Library is a member of the Shared Catalog System with over 4 million items available to borrow or for us to share. The Novi Public Library holds approximately 160,000 items in its collection.

State Aid is a huge cost factor and if it goes away, our delivery service is going to triple in cost.

The Library Board gave kudos to the staff for a fine job keeping on top of the collection.

Services and Charges

- Bank Services – 268-000.00-802.100 – Approved \$750; Year-end Budget \$900. This is based on the number of credit card charges are run through the system.
- Independent Audit – 268-000.00-803.000 – Approved \$1,500; Year-end Budget \$603. Audit was completed this year; prorated from City costs.
- Medical Service – 268-000.00-804.000 – Approved \$500; Year-end Budget \$500.
- Legal Expenses – 268-000.00-806.000 – Approved \$2,000; Year-end Budget \$5,000. Human Resource matters were addressed and Human Resource manual reviewed.
- Memberships and Dues – 268-000.00-809.000 – Approved \$5,500; Year-end Budget \$5,500. Provide Michigan Library Association memberships for Librarians; Chamber of Commerce and Rotary memberships for Director.
- Professional Services – 268-000.00-816.000 – Approved 5,000; Year-end Budget \$3,000. IT support; Customer Service Model presenter.
- Custodial Services – 268-000.00-817.000 – Approved \$35,000; Year-end Budget \$35,000.

- TLN Central Services – 268-000.00-818.00 – Approved \$2,500; Year-end Budget \$3,000. TLN increased their delivery costs by \$500.
- Telephone – 268-000.00-851.000 – Approved \$15,500; Year-end Budget \$15,500.
- TLN Automation Services – 268-000.00-855.000 – Approved \$50,000; Year-end Budget \$42,000. Catalog costs; internet; user costs of Shared Catalog System.
- Mileage – 268-000.00-862.000 – Approved \$800; Year-end Budget \$500.
- Community Promotion – 268-000.00-880.000 – Approved \$15,000; Year-end Budget \$8,000.
- Programming – 268-000.00-880.268 – Approved \$23,000; Year-end Budget \$18,000. Planned programming ahead; Community Reads Program was partially financed by other means.
- Design, Printing, Publishing – 268-000.00-900.000 – Approved \$24,000; Year-end Budget \$13,500. The Annual Report, Endowment and Donation brochures are printed in-house; Engage.
- Insurance – 268-000.00-910.000 – Approved \$19,000; Year-end Budget \$18,000. Figure provided by the City.
- Heat – 268-000.00-921.000 – Approved \$32,000; Year-end Budget 18,000. Figures received to date have been actual readings. Issues with heat loss: vestibule heating system failure – has been resolved; East facing doors (designers and door company both state that this is the best exposure for entrance doors); cold winter and a great deal of library usage.
- Electricity – 268-000.00-922.000 – Approved \$122,000; Year-end Budget \$80,000. Mark Sturing stated that the Heat and Electricity costs are the same as what was paid in the old Library building.
- Water and Sewer – 268-000.00-923.000 – Approved \$12,000; Year-end Budget \$10,000.
- Office Equipment Lease – 268-000.00-932.000 – Approved \$0.00; Year-end Budget \$0.00.
- Building Maintenance – 268-000.00-934.000 – Approved \$46,000; Year-end Budget \$40,000. A number of items are still under warranty.
- Vehicle Maintenance – 268-000.00-935.000 – Approved \$3,000; Year-end Budget \$2,000. The Library van is a 2002. Basic maintenance is performed; very low miles.
- Grounds Maintenance – 268-000.00-941.000 – Approved \$26,000; Year-end Budget \$26,000.
- Office Equipment Lease – 268-000.00-942.000 – Approved \$16,375; Year-end Budget \$16,375.
- Conferences and Workshops – 268-000.00-956.000 – Approved \$10,500; Year-end Budget \$10,500. The Friends provided \$4,000, which the Library expended a majority of the funds until they were reallocated.

Total Services and Charges

2010-2011 Approved \$467,925

2010-2011 Year-end Budget \$371,878

Savings \$96,047

Capital Outlay

- Building Improvements – 268-000.00-976.000– Approved \$0.00; Year-end Budget \$0.00.
- Furniture – 268-000.00-990.000 – Approved \$0.00; Year-end Budget \$0.00
- Contingency – 268-000.00-962.000 – Approved \$10,000; Year-end Budget \$0.00.

Total Capital Outlay

2010 -2011 Approved \$10,000

2010-2011 Year-end Budget \$0.00

Savings \$10,000

Total Expenditures:

2010-2011 Approved Budget: \$2,813,925

2010-2011 Year End Projection: \$2,748,266

Projected Savings \$65,659

Fund Balance

- Fund Balance – 268-000.00-680.000 – Approved \$261,425; Year-end Budget \$173,363.

Total Fund Balance

2010-2011 Approved \$261,425

2010-2011 Year-end Budget \$173,363

Savings \$80,562

The Year-end Budget figures are as of February 5, 2011.

The Board commented that with all the unknowns, a great job was done with savings.

Tax tribunals for 2008-2010 are coming to trial this spring.

2. Fund Balance Discussion – Larry Kilgore

Larry Kilgore provided two charts for the appropriation of funds based on a fund balance of \$3,600,000. One indicated the appropriation of 7.2% and the other a 15% reduction over 15 years.

Discussion:

- Are we planning on making repairs/replacements using the fund balance?
- Are we planning on running the fund balance to zero or have a floor?
- When we have the extra funds, do we replenish the fund balance?
- Spend down to cover the deficits or look at reducing the amount we are using?
- Do we task the Administration to have fundraising activities?
- Would like to see budget for operations then have the staff come back and ask for additional purchases.
- Work with the reserve we have and not spend the fund balance.
- Hard to project, but the economy is still hurting and is expected to be for at least the next three years. A Board member was comfortable using the fund balance in the down turn, but not when the economy comes back.
- Use the funds balance for capital purchases.
- It was a good use of the fund balance for the Defined Benefit Plan; in a few years, may have to use the funds for new computers, etc.
- A Board member was not comfortable using a percentage, but using a dollar figure, i.e. \$1m, \$1.5 m.
- Take a long-term restriction. Restrict a portion each year, example, \$100,000, in committed funds for long-term needs (roof, etc.).

A resolution was proposed, per the discussion, and will be brought to a future meeting for approval.

A recess was called at 9:52 a.m.

The Board reconvened at 10:04 a.m.

3. Introduction of 2011/2012 Budget, 1st Draft – Julie Farkas

Revenues

- Property Tax Revenue – 268-000.00-403.000 – Proposed \$2,212,000 – Information is based on the Fiscal Analysis Mid-Year Update dated January 6, 2011 from the City of Novi, Finance Director/Treasurer.
- State Aid – 268-000.00-567.000 – Proposed \$20,000 – typically receive two checks (spring/fall), but with State budget cuts, it is unknown if funds will be disbursed.
- Library Book Fines – 268-000.00-657.000 – Proposed \$44,100 – provided a 5% increase in this account due to fine payment options (self checkouts; drive-up window; debit/credit cards).

- State Penal Fines – 268-000.00-658.000 – Proposed \$63,500 – There has been a downturn in State highway violations of recent years.
- Interest on Investments – 268-000.00-664.000 – Proposed \$14,000 – figure provided by the City of Novi Finance Director.
- Miscellaneous Income – 268-000.00-665.000 – Proposed \$9,000 – Library card replacements, guest passes, headphone, flash drives, printing.
- Copier – 268-000.00-665.100 – Proposed \$2,000 – Less photocopying; removed two public copiers allowing for less leasing costs.
- Electronic Media – 268-000.00-665.200 – Proposed \$7,500 – DVDs, CDs, Video Games replacements and fines.
- Meeting Room – 268-000.00-665.300 – Proposed \$6,500 – Usage is unknown, but additional marketing of the room rentals is anticipated.
- Gifts and Donations – 268-000.00-665.400 – Proposed \$2,000 – Not restricting donations; “Gifts for Today”; Endowment. The Friends did approve a \$10,000 donation to the Library Endowment Fund.
- Novi Township Assessment – 268-000.00-665.404 – Proposed \$6,350 – Figure provided by the City of Novi Finance Director.
- Book Rental – 268-000.00-665.500 – Proposed \$0.00. No longer offered as of 2009.
- Library Café – 268-000.00-665.650 – Proposed \$4,500 – the Café income is consistent.
- Miscellaneous Paper Revenue – 268-000.00-665.800 – Proposed \$0.00.
- Other Revenue – Grants – 268-000.00-666.000 – Proposed \$0.00. Unknown at this time.
- Transfer from Walker Fund – 268-000.00-676.269 – Proposed \$0.00.

Total 2011-2012 Proposed Revenue \$2,391,450.

Expenditures

Personnel Services

- Permanent Salaries – 268-000.00-704.000 – Proposed \$890,000. Reduction of full time staff from 20- 18; went from 37.5 – 40 hour work week; elimination of two department heads, now combined responsibly; see Organization Chart (included) – yellow indicates positions currently being filled.
- Temporary Salaries – 268-000.00-705.000 – Proposed \$539,000. Increased part-time staff due to decreased full time staffing; one additional Librarian position.
- Sick Bank Payout – 268-000.00-709.100 – Proposed \$0.00. No longer used.
- Social Security – 268-000.00-715.000 – Proposed \$110,000. 7.65% of salaries.
- Insurance – 268-000.00-716.000 – Proposed \$214,000. 10% increase; figure provided by the City of Novi Finance Director.
- Pension Defined Benefit – 268-000.00-718.000 – Proposed \$16,000. Based on salary – 2.89% of cost.
- Pension – Additional Defined Benefit – 268-000.00-718.050 – Proposed \$0.00.
- Pension – Defined Contribution – 268-000.00-718.200 – Proposed \$21,000. Based on salary – 6% cost. May consider prepaying additional funds to account #268-000.00-718.000.
- Unemployment Insurance – 268-000.00-719.000 – Proposed \$0.00.
- Workers' Compensation – 268-000.00-720.000 – Proposed \$2,250.

Total 2011-2012 Proposed Personnel Services \$1,792,250

Supplies and Materials

- Office Supplies – 268-000.00-727.000 – Proposed \$33,000. 5% increase was proposed.
- Postage – 268-000.00-728.000 – Proposed \$2,100 – includes cost to mail annual review.

- Computer Supplies – 268-000.00-734.000 – Proposed \$87,000 – includes costs to upgrade to Office 2010.
- Computer Supplies Equipment – 268-000.00-734.500 – Proposed \$15,000 – Early Learning equipment; I Pad; Nook purchases; licenses. Anticipating putting a technology plan in place this year. Create an inventory of all equipment for replacement with life expectancy. The Board is considering creating a safety fund for computer equipment replacements.
- Operating Supplies – 268-000.00-740.000 – Proposed \$24,500 – 6.5% increase.
- Uniforms – 268-000.00-741.000 – Proposed \$300. Line added in 2010/11 fiscal year for facilities staff.
- Books – 268-000.00-742.000 – Proposed \$200,000 – 7% increase.
- Books – Misc. Grants – 268-000.00-742.666 – Proposed \$0.00. Unknown.
- Periodicals – 268-000.00-743.000 – Proposed \$16,000. Additional International language magazines are being considered.
- Audiovisual Materials – 268-000.00-744.000 – Proposed \$52,100 – Fregal Music is being considered and is included in the proposed budget.
- Electronic Media – 268-000.00-745.200 – Proposed \$38,200 – 10% increase. A huge demand is made on this collection by patrons.
- Online Resources – 268-000.00-745.300 – Proposed \$43,500 – Due to a reduction in usage, some products are being eliminated or reduced.

Total 2011-2012 Proposed Supplies and Materials \$511,700.

Services and Charges

- Bank Services – 268-000.00-802.100 – Proposed \$1,000 – credit card fees based on transactions.
- Independent Audit – 268-000.00-803.000 – Proposed \$900 – City is expecting this rate to increase but cost will not be determined until mid-March.
- Medical Services – 268-000.00-804.000 – Proposed \$500 – new employee physical/drug screening.
- Legal Expenses – 268-000.00-806.000 – Proposed \$2,000
- Memberships and Dues – 268-00.00-809.000 – Proposed \$6,300
- Professional Services – 268-000.00-816.000 – Proposed \$25,000 – Costs for Strategic Planning and Technology Planning Process are included.
- Custodial Services – 268-000.00-817.000 – Proposed \$45,000. Under contract. Anticipating service to provide a part-time employee – facilities assistant.
- TLN Central Services – 268-000.00-818.000 – Proposed \$16,000 – proposed cost is based on the loss of State Aid for delivery of materials.
- Telephone – 268-000.00-851.000 – Proposed \$16,500
- TLN Automation Services – 268-000.00-855.000 – Proposed \$56,900 – increase in Internet usage has required the increase in megabytes from 20 to 50.
- Mileage – 268-000.00-862.000 – Proposed \$800
- Community Promotion – 268-00.00-880.000 – Proposed \$8,000 – Community Read; Teenposium; Summer Reading.
- Programming – 268-000.00-880.268 – Proposed \$23,000 – Proposed a Program Wish list for Friends to support.
- Design, Printing, Publishing – 268-000.00-900.000 – Proposed \$17,000
- Property & Liability Insurance – 268-000.00-910.000 – Proposed \$18,000 – City reported no change.
- Heat – 268-000.00-921.000 – Proposed \$16,000

- Electricity – 268-000.00-922.000 – Proposed \$80,000 – The Vehicle Charging Station costs are not included in the proposed budget. Are aware of concerns for times lighting is on in building when not open and looking into alternatives.
- Water and Sewer – 268-000.00-923.000 – Proposed \$10,000. Cost provided by City.
- Office Equipment Maintenance – 268-000.00-932.000 – Proposed \$0.00
- Building Maintenance – 268-000.00-934.000 – Proposed \$41,000.
- Vehicle Maintenance – 268-000.00-935.000 – Proposed \$3,000.
- Grounds Maintenance – 268-000.00-941.000 – Proposed \$25,000
- Records Storage – 268-000.00-942.100 – Proposed \$62 – Storage of original microfilm, IT tapes, etc. off site.
- Office Equipment Lease – 268-000.00-942.000 – Proposed \$16,375
- Conferences and Workshops – 268-000.00-956.000 – Proposed \$12,500 – anticipating sending select staff members to PLA conference; on Wish list to Friends.

Total 2011-2012 Proposed Services and Charges \$440,837

Capital Outlay

- Building Improvements – 268-000.00-976.000 – Proposed \$7,500 – Wall coverings for group study rooms
- Furniture – 268-000.00-990.000 – Proposed \$5,000 – Copy center counters; Early Literacy stations.
- Contingency – 268-000.00-962.000 – Proposed \$0.00

Total 2011-2012 Proposed Capital Outlay \$12,500

Total 2011-2012 Proposed Expenditures \$ 2,757,287

Fund Balance Allocation Proposed \$359,837

Expected discussion at the February 16, 2011 Regular Board Meeting will be the revised Food Policy, Fund Balance usage, and Vehicle Charging Station based on the first Budget Study Session.

4. Fiscal Analysis from January 6, 2011, City of Novi – Julie Farkas

Kathy Smith-Roy, City of Novi Director of Finance, provided a Fiscal Analysis Mid-Year Update where it notes:

- The 2010-11 amended budget to date.
- City changes in Personal Services.

Also included in the memo is the 2011, 2012, and 2013 projected Millage Rate for the Library, along with the property tax revenue projections for the Library Fund.

5. Library Book Fines – Julie Farkas

a. Discussion on increasing amount due for overdue print materials

The cost of fines in this area has not increased in approximately twenty (20) years. At present, the cost of a late return fine is \$.10 per day. The purpose of the proposed increase in fines is not to provide additional revenue, but to have materials returned in a timely fashion.

A motion was made to raise the fine for print materials from \$.10 to \$.20 a day.

1st - David Margolis
2nd - Mark Sturing

A vote by raise of hands was called.

A motion was passed unanimously.

The increase of fines will take effect July 1, 2011.

6. Organizational Chart

At present time, the Library has 18 full time employees and 48 part-time employees. The boxes highlighted in yellow are the positions that are currently being filled.

7. Retirement Healthcare Savings – Mark Sturing

Information regarding Retirement Health Savings Accounts for Library's full time staff was presented for consideration by Mark Sturing.

The City's administrative staff hired after May 1, 2006 receives \$50 per pay (or \$1,300 annually) towards their RSH account which is held by a third-party administrator, ICMA. (Section 17, Retirement – City of Novi). These funds would be available post retirement and would be used for medical health care.

Discussion:

- This is an additional form of compensation.
- May have some administrative costs associated with this account.
- Recommend to the HR Committee to consider?
- Impacts the budget.
- Funding for 2012-2013 to be considered.
- Look at as a full package of compensation.
- Not just for full time employees, but part-time staff too, as we have all worked hard.

It was recommended to refer this matter to the HR Committee for discussion for possibly the 2012-2013 fiscal year.

8. Fregal Music – Downloadable Music for Library Patrons – Julie Farkas

Fregal Music contains the entire Sony catalog of classical, folk, jazz and popular music, which can be downloaded. The cost to the Novi Public Library would be \$10,000, which would allow every library cardholder to download 3 pieces of music per week. The Library Board was in favor of offering this new technology to patrons.

9. Building Improvements and Furniture – Julie Farkas

A proposal was provided from Library Design Associates, Inc. listing the following requests:

- Counters in copy areas for first and second floor public areas.
- Café tables (2) and chairs (4).
- Addressing problem areas in the group study rooms and tutorial rooms – two options were provided.

10. Electric Car Charger Station at the Novi Library

The Library was offered an opportunity to have an electric vehicle charging station located on the grounds of the Library. The cost for installing the station would be \$9,250 and would be located on the southwest end of the parking lot. The charging station would allow for two vehicles to charge at one time. The Novi Police Department will house a charging station on its grounds and will be installed this spring. The Library might make a small revenue from the cost of charging a vehicle. Further discussion is expected at the February 16, 2011 Regular Library Board meeting.

11. Food Policy, 1st Draft – Julie Farkas

The first draft of the revised Food Policy has been provided to the Board. The Food Policy will be reviewed and brought to the February 16, 2011 Regular Board Meeting for discussion and possible vote.

12. Adjourn

A motion was made to adjourn the meeting at 12:07 p.m.

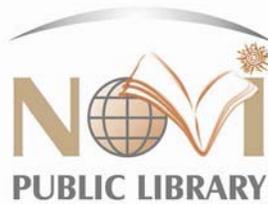
1st – David Margolis

2nd – Mark Sturing

The motion was passed unanimously.

Willy Mena, Secretary

Date



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

DRAFT

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Ramesh Verma, Board Member

Student Representatives

Kirsten West

Absent and Excused

Nishant Kakar

Library Staff

Julie Farkas, Director
Barbara Rutkowski, IT/Facilities Department Head
Diana Gertsen, Office Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan 48375 and was called to order by Larry Kilgore, President, at 7:01 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A revised agenda was presented by Director, Julie Farkas with a request for matters for the Board action on items #9C, #9D, and #9E to include **#1. Discussion on Fund Balance Allocation, #2. Adoption of Food Policy, #3. Approve a Not to Exceed for the Car Charger Station.**

A motion was made to approve the February 17, 2011 Regular Library Board revised agenda as presented.

1st – Laura Casey
2nd – Willy Mena

The motion was passed unanimously.

4. Consent Agenda

A request was made to aggregate vendor invoices on future warrants and to record the number of invoices that are consolidated by each vendor.

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

1st – Larry Czekaj
2nd – Laura Casey

5. Correspondence

There was no Correspondence.

6. Public Comment

There was no Public Comment.

7. President's Report

A. Library Goals 2010-2011

- Audio tours for Library artwork are available and being publicized in E-Newsletter and Engage.
- Working in co-operation with Novi Public Schools Pilot program to promote OverDrive digital media through their I-pads.
- Students from Walled Lake Western Visual Arts Department are displaying their artwork on the 2nd floor in the display case for the month of February.
- Collaborating with neighboring libraries (Northville, Salem, South Lyon, and Wixom) for zombie themed TeenPosium programs and events. A ZomProm finale will be hosted by Novi Public Library the first Friday in May.
- Friends pledged \$10,000 for startup endowment at their last Board Meeting.

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 January 31, 2011 indicates a Total Liabilities and Fund Balance of \$3,776,692.

The Library's Net of Revenues and Expenditures for the period ending January 31, 2011 shows a balance of \$1,117,255. With 7 months into the budget year, the Library has utilized 50.94% of their budget.

The Walker Fund Balance Sheet for the period ending January 31, 2011 indicates a Total Liabilities and Fund Balance of \$1,419,515, and a Net of Revenues and Expenditures of \$15,272.

The Library's Investment Sheet for the period ending January 31, 2011 shows the Total Investment amount for the 268 Library Fund at \$3,667,030.

The Library's Investment Sheet for the period ending January 31, 2011 shows the Total Investment amount for the 269 walker Library Fund at \$1,419,515.

The Library's Investment Sheet for the period ending January 31, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$5,086,545.

c. Library Cafe' Revenue Report 2010-2011

The revenue received for January, 2011 from Read a Latte Cafe' is \$590.48.

9. Director's Report

On Saturday, February 12, 2011 at the Special Library Board Budget Meeting, a motion was made to make changes to the Overdue Policy and raise the fines from .10 to .20 on printed materials. The motion failed to include books on electronic format, and a request was made by Library Director, Julie Farkas to redo the motion to clarify the Policy to state, raise material fines from .10 to .20, so that it would relate to any fine that is currently .10. Trustee David Margolis accepted the friendly amendment to his original motion.

A motion was made to amend the Policy to raise all current .10 fines to .20 fines as of the beginning of the next fiscal year.

1st – David Margolis

2nd – Laura Casey

The motion passed unanimously.

The Information Services Report by Margi Karp-Opperer is included on page 27 of the Board Packet. The report highlights the free OverDrive product and how it is used. It was also noted that the large meeting room was made available to teens for study during exam week.

The Building Operations Report by Mary Ellen Mulcrone is included on page 27 of the Board Packet. It was noted that the phone system is now fully operational, and a plan is in place for every three months to review how the phone is working. Now that the Library is hooked up with the City, calls can be transferred between the two buildings.

The Support Services Report is included on pages 29 and 30 of the Board Packet. There was a decline in self checkout usage during the month of January, but that may be due in part to the Library being closed for two days.

Novi Public Library will be promoting and selling tickets for the Book and Author Luncheon sponsored by the Friends of the Plymouth, Canton, Northville and Novi Libraries. Jeffrey Zaslow, Author of **The Girl from Ames**, is the featured speaker this year. The event will be held at the Fox Hills Country Club on May 23, 2011 and books will be available for purchase and signing by the Author.

The Historical Commission continues to work on the Baseline historical marker project. They hope to have the ceremony and the unveiling of the Obelisk at the end of June. Plans are also being finalized for the Heritage Festival that will be held on Saturday, June 18th at Toll Gate, located at 12 Mile Road and Meadowbrook in Novi.

A. Recognition of the CAM (Construction Association of Michigan) Award Presented to the Novi Library on Wednesday, February 2, 2011

No discussion on this topic.

B. City of Novi and Novi Community Education Partnership Memo

The memo is included on pages 34-36 in the Board Packet.

C. Fund Balance allocation for 2011-2012

1. Discussion of Fund Balance Allocation

It was decided that not enough information was provided at this time for the Board to make a decision as to how much the Board is willing to allocate from the Fund Balance for future budget planning. Julie will provide a 2nd draft of numbers for the next budget meeting to be held on Saturday, February 26th, 2011.

D. Food Policy

2. Adoption of Food Policy

Due to misuse of food that resulted in damage to some area of the building, Julie Farkas, Director of Novi Public Library, presented a Food Policy drafted February 11, 2011 to the Novi Library Board. The additions to the existing Policy would no longer allow food on the second floor of the Library, and no food or uncovered drink would be allowed around the computers or in the study rooms. This proposal is more restrictive than the current existing Policy. Discussion followed as to what disciplinary action could be taken, however it is not known who the offenders are.

A motion was made to adopt the proposed changes to the Food Policy.

1st – David Margolis
2nd – Laura Casey

The motion passed unanimously.

E. Electric Car Charging Stations

3. Approve a Not to Exceed for Car Charger Stations

The City is moving forward to install the charging stations and has offered to pay for the cost of installing one car charging station on Library property. The only thing the Library would need to consider is the electrical cost, which is still unknown. The City needs to know if the Library would like to move forward with the installation. After a lengthy discussion on the pros and cons of having a charging station on the Library parking lot, Board Chair, Trustee Kilgore, offered three options for a motion.

- Accept the installation of the charging station as proposed by the City.
- Reject the installation of the charging station.
- Table the City's proposal to the next Board meeting.

A motion was made to table the City's proposal until we have more information to the next Meeting.

1st – Larry Czekaj
2nd – Willy Mena

The motion failed to pass.

A motion was made to approve the City installing a car charger in the general area that they (the City) have indicated in their previous information on Library property, with us (the Library Board) establishing a committee to deal with any other issues and guidelines that we need to establish for the use of the chargers, with a suggestion that the Policy Committee would be the appropriate place for that.

1st – Mark Sturing
2nd – Laura Casey

The motion passed unanimously.

10. Friends of Novi Library Report

The Friends group did not have a representative present to give a report. A written report was inserted in the Board Packet.

Highlights:

- Donated \$10,000.00 for the Community Endowment Fund.
- Received two bids from local CPA firms to provide assistance to Friends treasurer in filing tax forms that are required.

- Offering annual scholarship to a deserving Novi /Northville graduating student.

Library Board President, Larry Kilgore acknowledged the \$10,000.00 donation from the Friends for the Community Endowment Fund, and will send A Thank You letter of appreciation to the Friends for their significant contribution. An honorable mention of the Friends donation will be made in the Novi News and the Engage.

Julie wanted to mention another Fundraising event that will be specific for the Youth Collections called "Book It". The event will be by invitation, and will have a \$10.00 donation fee. The event will be held on Friday evening of April 15, and will have live entertainment and a silent auction.

11. **Historical Commission Report**

The Report is provided on page 31 of the February 16, 2011 Library Board Packet.

12. **Student Representatives Report**

Highlights:

- Contacted Cat's Eye News to televise Library events.
- Displaying Library events on LCD slide show.
- Working on obtaining students to volunteer for a computer teaching program for Senior Citizens this summer.

13. **Public Comment**

There was no public comment.

14. **Committee Reports**

A. Policy Committee (Margolis, Casey, Kilgore)

No report was provided.

B. HR Committee (Casey, Verma, Kilgore)

No report was provided.

C. Finance Committee (Margolis, Czeka, Sturing, Kilgore)

No report was provided.

D. Bylaws Committee (Mena, Casey, Kilgore)

The Bylaws Committee is no longer required.

E. Fundraising Committee

Next meeting will be on Thursday, February 23rd at 7:00pm, at Novi Public Library.

15. **Public Comment**

There was no public comment

Comments before Adjournment:

In March, Trustee Kilgore will be on the Library's cable cast called "Beyond Books", to speak about what the Library Board is doing, and to invite the public to come to the Board Meetings.

Based on securing the generous \$10,000.00 contribution from the Friends, the Fundraising Committee will be recommending that this Library Board adopt a resolution to join the Community Fund.

16. Adjourn

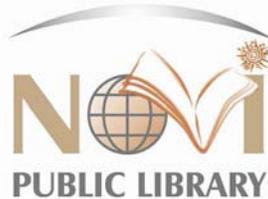
A motion was made to adjourn the meeting at 8:36 p.m.

1st – Willy Mena
2nd – Laura Casey

The motion passed unanimously.

Willy Mena, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
FEBRUARY 26, 2011**

DRAFT

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 (arrived at 8:10 a.m.)
David Margolis, Board Member
Ramesh Verma, Board Member

Absent and Excused

Nishant Kakar, Student Representative
Kirsten West, Student Representative

Library Staff

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

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 8:05 a.m.

Pledge of Allegiance

The Pledge of Allegiance was recited.

1. Update on Bighthouse Cablecast for the Library – Barb Rutkowski/Mary Ellen Mulcrone

Fiber has been installed between the Library and the Civic Center; testing is scheduled to be done next week. Thalner has provided quotes on equipment for three different options “to allow for the AV signal of a board meeting to be injected in the CATV feed at the City Chamber.” Two of the options would require physical access to the control room in Council Chambers; the third option includes an auto switcher. Alternatives were discussed, including the three options proposed, as well as the ideas of not broadcasting live on Bighthouse or returning to council Chambers for future meetings. It was determined that the best alternative would be to proceed with the third option that includes the auto switcher. Although this option is the most expensive up front, it eliminates the recurring personnel costs associated with someone to physically switch the priority channel routing each time a meeting or other Library event would be broadcast on Bighthouse. Library staff will proceed with arrangements for this.

2. Review of Current 2010/2011 Budget and Year End Projections, 2nd Draft – Julie Farkas

Revenues

There were few changes to the Revenues section. For the basis of comparison, it is suggested that the one-time approval of \$150,000 for the pension line be ignored, thus indicating a surplus of approximately \$89,000 rather than a deficit.

The future of State Aid to libraries was questioned. It is expected that this source of revenue will continue to be reduced but not eliminated.

Property Tax Revenues – 268-000.00-403.000 – Approved \$2,390,000; Year-end Budget \$2,438,775; increased \$48,775 per City update 2/15.

State Aid – 268-000.00-567.000 – Approved \$15,000; Year-end Budget \$15,555.32; received supplemental check for \$5,170.32 on 2/24.

Total Revenues

2010-2011 Approved Budget: \$2,552,500

2010-2011 Year End Projections: \$2,625,560.32

Increase \$73,060.32

Expenditures

There were no changes noted to expenditures toward year end projections.

Board members noted preferences for some changes in reporting. Prefer to use “full time” and “part time” versus “permanent” and “temporary” as reported by City. Also prefer to use the more accurate term “unemployment reimbursement” instead of “unemployment insurance”. The Treasurer will address these issues with the Finance Department. It is also noted that fund balance used will be reported in the Revenues section.

The Board is advised of the 2010/2011 year end expenditures projection and suggests using this, rather than the approved 2010/2011 budget as a benchmark for future budgeting.

3. 2011/2012 Budget, 2nd Draft – Julie Farkas

a. Responses to questions posed to Finance Dept., City of Novi

Correspondence from Kathy Smith-Roy explained the tax liability and how claims are processed and recorded. The title for account 734.000 has been changed to Computer supplies, software & licensing as requested. Account 910.000 includes insurance coverage for the Library’s van. It is suggested that the Library Board might wait for later information before proceeding with any additional lump sum contributions to the DB pension.

b. Outstanding Fines \$18,403.45

Potential recoverable library fines outstanding were determined to be approximately \$18,000. The advisability of using a collection agency was questioned. Kudos go to the staff for communicating well and collecting fines from patrons using the facility. Other issues to consider would be an amnesty program and pursuing online payment of fines.

c. Library Health Plan Information and 2011 Calculations

Information about health plans available to Library staff was distributed and discussed. There were questions regarding why the Library offers three plans to employees when one of those plans costs much less than the others. The HR Committee will investigate possibilities for what health insurance options should be offered in the future.

d. Monthly Energy Program Data Report (FY 10/11 & FY 11/12)

The Library’s Monthly Energy Program Data Report was distributed.

e. 934.000 Building Maintenance Costs

A chart showing components of the 934.000 Building Maintenance account was distributed.

Expenditures

Personnel Services

Proposed personnel costs of \$30,000 over the year end projection were questioned. This is due to some open positions, a newly proposed part time librarian position, and a proposal to adjust pay for the additional 2.5 hours per week for full time staff. There was much discussion about whether this was a closed issue or whether it was to be addressed during budget discussions and whether or not there had been a conscious decision to not increase pay for increased hours. The increase in hours was instituted for public service coverage. Some members feel that the percentage of budget spent on personnel should be decreasing rather than increasing and that ways to decrease the personnel budget are to reduce salaries or reduce staff. Reducing staff would require reduced hours and services. Some would prefer to cut other areas, such as the book budget.

A motion was made that the \$890,000 in account 704 be reduced by the amount that was added to compensate full time employees for the increase from 37.5 to 40 hours per week.

1st – Larry Czekaj

2nd - Mark Sturing

A vote by raise of hands was called.

Aye: Czekaj, Sturing, Verma, Mena.

No: Kilgore, Casey, Margolis.

The motion carried.

Account 704 will be reduced, with a corresponding reduction in the overall Personnel Services section.

Supplies and Materials

The main change from the first draft is an increase in office supplies for toner.

Total 2011-2012 Proposed Supplies and Materials \$503,700.

Services and Charges

Account 816 (Professional Services) was reduced as requested by eliminating expenses for consultants to work on strategic and technology plans.

Account 880 (Community Promotion) was reduced based on less need for brochures that were created in conjunction with the grand opening.

Account 880.268 (Programming) was increased but may be offset by money from the Friends.

Account 900 (Design, Printing, Publishing) was also reduced based on less need after the grand opening.

Regarding electricity, staff is still addressing lighting issues, specifically related to hours for cleaning the building. It was requested that staff also investigate parking lot lights and the possibility of having those turn off earlier.

Total 2011-2012 Proposed Services and Charges \$417,337.

4. Building Improvements & Furniture – Julie Farkas

The possibility of purchasing assets from liquidating libraries, such as Troy, was questioned. There was also a request that for any building improvements, the library would obtain bids rather than just one quote. It was suggested that additional café tables and chairs be purchased from the current budget rather than in the next fiscal year.

5. Electric Car Charger Station at the Novi Library, Additional Information Provided by Charles Boulard

The City will provide signage and will incur costs for installation. This new service will be net neutral to the Library.

A motion was made to approve the installation of two charging stations in the Library parking lot as proposed by the City.

1st – David Margolis
2nd – Laura Casey

The motion carried unanimously.

The Policy Committee will address policies and procedures that will be needed for this service.

6. OverDrive Usage Stats as of 12/2010

OverDrive statistics were distributed and discussed. The group of TLN libraries sharing Download Destination is looking at changing policies to make titles more available. They are considering allowing fewer holds and shorter loan periods.

7. DSLRT Stats for Costs on Nonprint Materials

A chart showing overdue fines for nonprint materials in area libraries was distributed.

8. BTOP Grant Update: Funding for Lending Laptops – Mary Ellen Mulcrone

The original request for \$4,000 with a cash match of \$1,000 to purchase four laptops was granted. Additional funds were made available through special request, so the Library has now been awarded \$8,000. With the additional funding, the Library will be able to purchase ten laptops at a cost of just under \$1,200 (which includes the required \$1,000 cash match). This will allow start-up of the in house lending laptop program at full force. It is anticipated that the program will begin in spring or summer.

9. How Libraries Stack Up: 2010

An article describing services used at public libraries was distributed.

The Board expressed kudos to Julie and staff on preparation of the budget. It was determined that there was no need for an additional budget meeting. Requested changes are to be incorporated in the next draft and included in the Board packet for the regular March meeting.

Adjourn

A motion was made to adjourn the meeting at 11:07 p.m.

1st – Laura Casey

2nd – Mark Sturing

The motion was passed unanimously.

Willy Mena, Secretary

Date

41150 Fox Run #217
Novi, MI 48377
March 3, 2011

Ms. Laura Liddicoat
45255 West 10 Mi. Rd.
Novi, MI 48375

Re.: Life Tiles by Connie Lunski

Dear Laura,

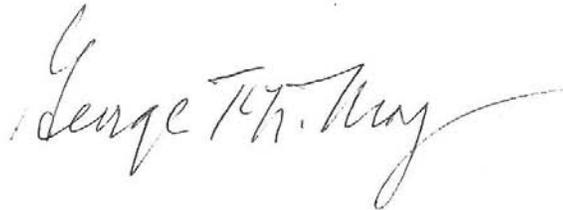
The new Novi Library is a cultural treasure, not only because of its architectural design, book collections, a/v, study rooms, helpful staff – but especially the unbelievable Life Tiles along the walls depicting in beautiful bas-relief the history of the world's cultures.

Connie Lunski has presented to us at Novi such a wonderful treasure that we and generations yet to come will marvel at her artistic talents and cultural knowledge.

Thankfully yours,



Helen Fealk



Julie Farkas

From: Padma Nair [padma_nair@hotmail.com]
Sent: Wednesday, February 23, 2011 9:44 AM
To: Julie Farkas; Kelly Kolchuk
Subject: Thank You!!

Hello Julie, Kelly

I wanted to let you know that Novi Public Library is our family favorite place to visit each week. I also wanted to specially mentioned the Mini Battle of the Books that was held yesterday Tuesday Feb. 22nd. Thank you for all the hard work that Ms. Phyllis and the staff of Novi Library who helped make this event possible. We truly appreciate all your efforts.

My daughter enjoyed this battle last year as well, and she was very, very excited to do it again this year – i.e. Reading all the books, preparing questions/details for it, and doing the actual battle - so basically everything! Though she likes reading, this added so much more fun for her and for her friends too! We all enjoyed reading these books in 2010 and in 2011. The selection of the books was very good, and open for all kinds of background/interests. And I think it's wonderful to learn about these books and authors which we normally may not think about picking these books. **Kids are already searching for the next books of these authors (Such as Return of Homework Machine, or Year of the Rat) or the other books written by these authors, which I think is a very important, positive and a long-lasting experience for them.**

Also few other compliments or suggestions are:

- It was a good idea to have a choice to make the teams this year.
- It was also a good idea to keep a parent volunteer as a judge at each desk.
- It might help if there is a registration too perhaps just a week or two before the battle so library and participants will get an idea about how many kids are participating (like the other Battle of the books for 5th and 6th graders). Since some kids were nervous if there were too many kids come and they may not able to get in or in case if there are too less kids also then they may have to compete individually.
- Perhaps putting flyers at the library counter will attract more kids to join - it was more fun to have so many kids participate this year!!

PS: Could you please forward this email to Ms Phyllis as well, as I do not have her email address. Thank you.

Regards,
Padma Nair

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:			
Ensure that NPL is viewed as a community jewel/destination.			
Tactic	Owner	Status	Due Date
Host tours and provide other programs to highlight the building and grounds.	Administration; Managers	Hosted meetings and tours for TLN libraries: Adult Services (2/7) and Shared Technology Services (3/9); SWOCC program with Library Director and Assistant City Manager, Victor Cardenas (2/22)	2/11; 3/11
Increase awareness of “green” features and landscaping beauty.	Facilities; Administration	Submitted proposal for Keep Michigan Beautiful Awards; President’s Plaque (highest honor) awarded; award receipt recognized by City Council; hosted the Keep Michigan Beautiful Committee meeting with members from all over Michigan coming to see the building that received the award	10/10; 11/22/10; 2/11
Strategy:			
Continue Partnership with Providence Hospital.			
Tactic	Owner	Status	Due Date
Seek other ways to partner with Providence for the benefit of the Novi community.	Administration	Met with Lou Martin to explore ideas, such as holding monthly educational programs with Providence staff at NPL	3/11
Strategy:			
Communicate with area businesses and clubs.			
Tactic	Owner	Status	Due Date
Coordinate with Novi’s Economic Development Director, Ara Topouzian, to provide resources for the Novi business community.	Administration	Met with Ara on 2/25 to see how NPL can be a resource.	2/11
Strategy:			
Promote NPL / TAB (Teen Advisory Board) to Novi High School.			
Tactic	Owner	Status	Due Date
Encourage TAB members to wear their TAB t-shirts to school on the day of a TAB meeting.	Information Services; Student Reps.	March 25 is the next meeting	11/30/10; 3/11
Have TAB flyers available for members to distribute.	Information Services; Student Reps.	Will be distributed the week of March 21	11/30/10; 3/11

Inform Barbara Clift (NHS volunteer coordinator) that TAB membership=volunteer credit.	Information Services	Working with Ms. Clift to increase TAB awareness and membership	11/30/10; 3/11
Make connections to utilize HS newspaper to advertise NPL events for teens.	Student Reps.	In progress; have contacted students in newspaper classes; Kathy Donovan is including NPL teen programs in NHS school paper	1/11; 2/11; 3/11
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; announcements being broadcast on Cat's Eye	1/11; 2/11; 3/11
Create slide presentation to use on HS LCD display.	Student Reps.	Process for putting up announcements on LCD display has been established; provided information for display	1/11; 2/11; 3/11
Request inclusion of event info in announcements posted on High School website	Student Reps.	Link has been created from website to daily announcements	2/11; 3/11
Strategy: Partner with Novi Schools to promote services to parents, students, and teachers.			
Tactic	Owner	Status	Due Date
Request names of students for computer education programs.	Student Reps.	Request sent to HS computer teacher; Ms. Clift has been contacted to provide suggestions	1/11; 3/11
Strategy: Promote adult collections and services in-house.			
Tactic	Owner	Status	Due Date
Prepare featured collection theme displays; maximize shelving with face-out and end-cap displays.	Information Services	Displays have included: book to movie, all things Austen, poetry	Ongoing; 3/11

Staff Development

Goal #3: Provide a well-trained, appropriately compensated staff who are engaged in the Novi community and within the library profession.

Strategy:	Ensure that the staff has optimal training to provide the patrons with continued excellent service.		
Tactic	Owner	Status	Due Date
Explore options to provide staff with first aid, blood borne pathogens, MSDS, and other trainings.	Facilities	Novi Eyes & Ears training provided for NPL vehicle users; BR attended Facilities Management training; MEM attended MIOSHA training	6/30/11; 8/10; 2/11; 3/11

Strategy:	Ensure staff confidence with all resources and services.		
Tactic	Owner	Status	Due Date
Provide frequent training opportunities.	Managers	11 staff participated in web conference for more efficient use of Outlook; Managers and Supervisors attended several webinars on HR and management topics	Ongoing; 12/6/10; 2/11; 3/11
Strategy:	Ensure Human Resource practices that meet public service needs of the community.		
Tactic	Owner	Status	Due Date
Be a Great Boss: One Year to Success program.	Managers	Management Team began year-long program with weekly sessions	3/11

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
Review current budget in preparing future budgets.	Administration; Board	FY 2011/2012 budget sessions held 2/12 & 2/26; year-end projections reviewed; budget proposed	2/11
Strategy:	Pursue grant opportunities to provide special programs and services.		
Tactic	Owner	Status	Due Date
Administer ARRA BTOP Public Computer Center grant.	IT	Notification of grant award; awaiting details of next steps; attended webinar regarding further details; purchase plans being developed; order submitted	6/30/11; 9/10; 11/4/10; 3/11
Strategy:	Maintain building integrity and user friendly environment in cost effective manner.		
Tactic	Owner	Status	Due Date
Prepare for post warranty transitioning to contracted services, employing municipal resources when feasible and negotiating extended proprietary service contracts.	Facilities	Annual building review with BEI Associates for post construction services; discussed known items of concern and conducted warranty inspection	2/11
Strategy:	Consider fines and fees structures.		
Tactic	Owner	Status	Due Date
Investigate fine structures at other area libraries to	Support Services	Requested information from other TLN	6/30/11; 9/10;

determine if current NPL fines are still appropriate.		libraries; reviewing NPL fine structure for overdue materials, most of which has been in place for 20+ years; Board approved increase in fines from 10 to 20 cents per day on most items, effective 7-1-11	2/11
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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; “Book It!” event to be held at NPL, 4-15-11	12/10; 2/11; 4/11

**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
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		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.

2011-2012 Budget Proposal, Final draft March 16, 2011				
		2009/2010 Audited	2010/2011 Yr. End	2011/2012 Approved
Revenues				
Account	Description			
403.000	Property Tax Revenue	2,674,686.00	2,438,775.00	2,212,000.00
567.000	State Aid	26,148.00	15,555.32	20,000.00
657.000	Library book fines	36,417.00	42,000.00	44,100.00
658.000	State penal fines	70,103.00	66,908.00	63,500.00
664.000	Interest on Investments	7,069.00	12,000.00	14,000.00
665.000	Miscellaneous income	19,791.00	9,500.00	9,000.00
665.100	Copier	2,234.00	2,000.00	2,000.00
665.200	Electronic media	5,389.00	6,000.00	7,500.00
665.300	Meeting Room	4,450.00	6,500.00	6,500.00
665.400	Gifts and donations	846.00	15,000.00	2,000.00
665.404	Novi Township Assessment	7,693.00	6,822.00	6,350.00
665.500	Book rental	23.00	0.00	0.00
665.650	Library Café	N/A	4,500.00	4,500.00
665.800	Miscellaneous Paper Revenue	36.00	0.00	0.00
666.000	Other revenue - grants	0.00	0.00	0.00
676.269	Transfer from Walker Fund	130,924.00		0.00
Total Revenue		2,985,809.00	2,625,560.32	2,391,450.00
		2009/2010 Audited	2010/2011 Yr. End	2011/2012 Approved
Expenditures				
Account	Description			
704.000	Permanent Salaries	972,331.00	860,000.00	870,000.00
705.000	Temporary Salaries	494,002.00	492,500.00	539,000.00
709.100	Sick Bank Payout	12,634.00	0.00	0.00
715.000	Social Security	111,523.00	104,000.00	108,000.00
716.000	Insurance	173,270.00	163,000.00	184,000.00
716.200	HSA		3,600.00	7,200.00
718.000	Pension DB	45,098.00	32,000.00	26,000.00
718.050	Pension - add'l DB		150,000.00	0.00
718.200	Pension - Defined Contribution		16,000.00	18,000.00
719.000	Unemployment Ins	2,448.00	13,338.00	10,000.00
720.000	Workers' Comp	2,778.00	1,800.00	2,250.00
Total Personnel Services		1,814,084.00	1,836,238.00	1,764,450.00
Supplies				
727.000	Office supplies	37,651.00	18,000.00	25,000.00
728.000	Postage	4,588.00	1,800.00	2,100.00
734.000	Computer software & licensing	37,528.00	95,500.00	87,000.00

734.500	Computer supplies equip	25,515.00	7,000.00	15,000.00
740.000	Operating supplies	15,515.00	23,000.00	24,500.00
741.000	Uniforms	0.00	500.00	300.00
Materials				
742.000	Books	182,109.00	200,000.00	200,000.00
742.666	Books - Misc. Grants	1,939.00	0.00	0.00
743.000	Periodicals	14,525.00	14,500.00	16,000.00
744.000	Audiovisual materials	34,399.00	42,100.00	52,100.00
745.200	Electronic media	29,450.00	34,650.00	38,200.00
745.300	Online Resources	57,219.00	42,500.00	43,500.00
Total Supplies & Materials		440,438.00	479,550.00	503,700.00
Services & Charges		2009/2010 Audited	2010/2011 Yr. End	2011/2012 Approved
Account	Description			
802.100	Bank Services	1,100.00	900.00	1000.00
803.000	Independent Audit	810.00	603.00	900.00
804.000	Medical Service	376.00	500.00	500.00
806.000	Legal Expenses	3,677.00	5,000.00	2,000.00
809.000	Memberships & Dues	5,432.00	5,500.00	6,300.00
816.000	Professional services	7,155.00	3,000.00	5,000.00
817.000	Custodial Services	20,520.00	35,000.00	45,000.00
818.000	TLN Central Services	3,500.00	3,000.00	16,000.00
851.000	Telephone	11,016.00	15,500.00	16,500.00
855.000	TLN Automation Services	47,855.00	42,000.00	56,900.00
862.000	Mileage	596.00	500.00	800.00
880.000	Community Promotion	20,381.00	8,000.00	8,000.00
880.268	Programming	10,501.00	18,000.00	23,000.00
900.000	Design, Printing, Publishing	34,094.00	13,500.00	13,500.00
910.000	Property & Liability Insurance	5,423.00	18,000.00	18,000.00
921.000	Heat	9,417.00	18,000.00	16,000.00
922.000	Electricity	78,809.00	80,000.00	80,000.00
923.000	Water and Sewer	3,113.00	10,000.00	10,000.00
932.000	Office Equipment Maint.	0.00	0.00	0.00
934.000	Building Maint.	17,074.00	40,000.00	41,000.00
935.000	Vehicle Maint.	5,041.00	2,000.00	3,000.00
941.000	Grounds Maint.	11,874.00	25,000.00	25,000.00
942.100	Records storage	93.00	16.00	62.00
942.000	Office Equipment Lease	9,893.00	16,375.00	16,375.00
956.000	Conferences & Workshops	17,027.00	10,500.00	10,500.00
Total Services & Charges		324,777.00	370,894.00	415,337.00
976.000	Building Improvements	0.00	0.00	7,500.00
990.000	Furniture	0.00	0.00	5,000.00
962.000	Contingency		0.00	0.00
Total Capital Outlay		0.00	0.00	12,500.00
Total Expenditures		2,579,299.00	2,686,682.00	2,695,987.00
680.000	Fund Balance Allocation	130,924.00	61,121.68	304,537.00

**CITY OF NOVI - LIBRARY FUND
BALANCE SHEET - FEBRUARY 28, 2011**

GL Number	Description	Balance
Assets		
268-000.00-003.000	Cash and cash equivalents	\$ 3,474,775
268-000.00-018.000	Cash on hand	500
268-000.00-020.000	Current taxes receivable	104,658
Total Assets		<u>\$ 3,579,933</u>
Liabilities		
268-000.00-202.000	Accounts payable	\$ 25,519
268-000.00-232.000	Employees pension payable	2,569
268-000.00-259.702	Accrued liabilities-tax	80,089
268-000.00-276.400	Deposit for Cafe	2,000
Total Liabilities		<u>110,177</u>
Fund Balance		
268-000.00-390.000	Fund balance	2,525,067
Net of Revenues VS Expenditures - 2010-2011		944,688
Total Fund Equity		<u>3,469,756</u>
Total Liabilities And Fund Balance		<u>\$ 3,579,933</u>

CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING FEBRUARY 28, 2011

GL NUMBER	DESCRIPTION	2010-11 AMENDED BUDGET	YTD BALANCE 02/28/2011	AVAILABLE BALANCE	% BDGT USED
Revenues					
PROPERTY TAX REVENUE					
268-000.00-403.000	Property tax revenue	\$ 2,390,000	\$ 2,467,311	\$ (77,311)	103.23
STATE SOURCES					
268-000.00-567.000	State aid	15,000	15,556	(556)	103.70
FINES AND FORFEITURES					
268-000.00-657.000	Library book fines	30,000	35,765	(5,765)	119.22
268-000.00-658.000	State penal fines	70,000	66,908	3,092	95.58
	FINES AND FORFEITURES	<u>100,000</u>	<u>102,673</u>	<u>(2,673)</u>	<u>102.67</u>
INTEREST INCOME					
268-000.00-664.000	Interest on investments	10,100	8,584	1,516	81.77
OTHER REVENUE					
268-000.00-665.000	Miscellaneous income	3,000	8,650	(5,650)	288.34
268-000.00-665.100	Copier	4,000	1,647	2,353	41.17
268-000.00-665.200	Electronic media	12,000	4,065	7,935	33.88
268-000.00-665.290	Library fund raising revenue	-	835	(835)	100.00
268-000.00-665.300	Meeting room	6,500	6,600	(100)	101.54
268-000.00-665.404	Novi Township assessment	6,900	6,822	78	99.00
268-000.00-665.650	Library Cafe	4,500	4,491	9	99.81
	OTHER REVENUE	<u>36,900</u>	<u>33,111</u>	<u>3,789</u>	<u>110.37</u>
DONATIONS					
268-000.00-665.400	Gifts and donations	500	15,208	(14,708)	3,041.53
APPROPRIATION OF FUND BALANCE					
268-000.00-680.000	Appropriation of fund balance	411,425	-	411,425	0.00
TOTAL Revenues		<u>\$ 2,963,925</u>	<u>\$ 2,642,442</u>	<u>\$ 321,483</u>	<u>89.14</u>
Expenditures					
PERSONAL SERVICES					
268-000.00-704.000	Permanent salaries	958,000	551,283	406,717	57.55
268-000.00-705.000	Temporary salaries	492,500	316,819	175,681	64.33
268-000.00-715.000	Social security	114,000	67,445	46,555	59.16
268-000.00-716.000	Insurance	197,000	103,787	93,213	52.68
268-000.00-716.200	HSA - employer contribution	-	1,200	(1,200)	100.00
268-000.00-718.000	Pension	34,600	20,552	14,048	59.40
268-000.00-718.050	Pension - additional contributions DB	150,000	150,000	-	100.00
268-000.00-718.200	Pension - defined contribution	13,400	10,070	3,330	75.15
268-000.00-720.000	Workers compensation	2,250	1,171	1,079	52.04
	PERSONAL SERVICES	<u>1,961,750</u>	<u>1,222,326</u>	<u>739,424</u>	<u>62.31</u>

CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING FEBRUARY 28, 2011

GL NUMBER	DESCRIPTION	2010-11 AMENDED BUDGET	YTD BALANCE 02/28/2011	AVAILABLE BALANCE	% BDGT USED
SUPPLIES					
268-000.00-727.000	Office supplies	31,500	8,497	23,003	26.98
268-000.00-728.000	Postage	4,500	829	3,671	18.42
268-000.00-734.000	Computer supplies, software & licensing	101,500	19,222	82,278	18.94
268-000.00-734.500	Computer supplies/equipment	7,000	3,602	3,398	51.46
268-000.00-740.000	Operating supplies	23,000	14,266	8,734	62.03
268-000.00-741.000	Uniforms	-	278	(278)	100.00
268-000.00-742.000	Library books	215,000	97,218	117,782	45.22
268-000.00-743.000	Library periodicals	14,500	12,681	1,819	87.45
268-000.00-744.000	Audio visual materials	42,100	24,025	18,075	57.07
268-000.00-745.200	Electronic media	34,650	23,171	11,479	66.87
268-000.00-745.300	Electronic resources (CD rom materials)	50,500	34,798	15,702	68.91
SUPPLIES		524,250	238,588	285,662	45.51
OTHER SERVICES AND CHARGES					
268-000.00-802.100	Bank services	750	1,368	(618)	182.45
268-000.00-803.000	Independent audit	1,500	670	830	44.67
268-000.00-804.000	Medical service	500	558	(58)	111.58
268-000.00-806.000	Legal fees	2,000	5,021	(3,021)	251.07
268-000.00-809.000	Memberships and dues	5,500	4,209	1,291	76.53
268-000.00-816.000	Professional services	5,000	3,820	1,180	76.40
268-000.00-817.000	Custodial services	35,000	17,280	17,720	49.37
268-000.00-818.000	TLN Central Services	2,500	3,000	(500)	120.00
268-000.00-851.000	Telephone	15,500	9,714	5,786	61.86
268-000.00-855.000	TLN Automation Services	50,000	34,057	15,943	68.11
268-000.00-862.000	Mileage	800	370	430	46.21
268-000.00-880.000	Community promotion	15,000	4,327	10,673	28.84
268-000.00-880.268	Library programming	23,000	9,610	13,390	41.78
268-000.00-900.000	Printing, graphic design and publishing	24,000	7,948	16,052	33.10
268-000.00-910.000	Property & liability insurance	19,000	18,000	1,000	94.74
268-000.00-921.000	Heat	32,000	10,193	21,807	31.85
268-000.00-922.000	Electricity	122,000	50,947	71,053	41.76
268-000.00-923.000	Water and sewer	12,000	3,929	8,071	32.75
268-000.00-934.000	Building maintenance	46,000	17,205	28,795	36.30
268-000.00-935.000	Vehicle maintenance	3,000	1,013	1,987	33.75
268-000.00-941.000	Grounds maintenance	26,000	17,763	8,237	68.32
268-000.00-942.000	Office equipment lease	16,375	9,100	7,275	55.57
268-000.00-942.100	Records storage	-	31	(31)	100.00
268-000.00-956.000	Conferences and workshops	10,500	6,708	4,190	60.09
OTHER SERVICES AND CHARGES		467,925	236,840	231,483	50.39
CONTINGENCIES					
268-000.00-962.000	Contingencies	10,000	-	10,000	0.00
TOTAL Expenditures		2,963,925	1,697,754	1,266,569	57.25
NET OF REVENUES & EXPENDITURES		<u>\$ -</u>	<u>\$ 944,688</u>	<u>\$ (945,086)</u>	<u>100.00</u>

**CITY OF NOVI - WALKER FUND
BALANCE SHEET - FEBRUARY 28, 2011**

GL Number	Description	Balance
Assets		
Cash and cash equivalents		
269-000.00-003.000	Cash and cash equivalents	\$ 1,420,334
Fund Equity		
269-000.00-390.000	Fund balance	1,369,635
269-000.00-390.273	Restricted - Friends of Novi Library	1,588
269-000.00-390.275	Restricted for specific collections	25
269-000.00-390.277	Restricted for flagpoles	2,250
269-000.00-390.279	Restricted for youth activity room	25,000
269-000.00-390.280	Restricted for parenting-youth&teen serv	5,498
Net of Revenues VS Expenditures; 2010-2011		16,338
Total Fund Equity		<u>1,420,334</u>
Total Liabilities And Fund Balance		<u>\$ 1,420,334</u>

REVENUE AND EXPENDITURE REPORT - PERIOD ENDING FEBRUARY 28, 2011

GL NUMBER	DESCRIPTION	YTD BALANCE 02/28/11
Revenues		
INTEREST INCOME		
269-000.00-664.000	Interest on investments	\$ 6,228
DONATIONS		
269-000.00-665.271	Donation-general-youth collections	470
269-000.00-665.273	Donation-restricted-Friends Novi Library	-
269-000.00-665.274	Donations-restricted-brick pavers	1,100
269-000.00-665.276	Donations-restricted-library trees	750
269-000.00-665.279	Donations-youth activity room (Berman)	15,000
269-000.00-665.281	Donation-chair for story room	-
269-000.00-666.550	Walker fund general donations	200
269-000.00-666.742	Promoting financial literacy donations	-
DONATIONS		<u>17,520</u>
TOTAL Revenues		<u>\$ 23,748</u>
Expenditures		
SUPPLIES		
269-000.00-741.000	Uniforms, clothing, etc.	\$ 856
269-000.00-742.267	Books - parenting	247
269-000.00-742.279	Library youth activity room expenditures	3,948
269-000.00-742.800	Engraving, name plates, etc.-donations	197
269-000.00-742.900	Books - financial literacy	-
SUPPLIES		<u>5,249</u>
OTHER SERVICES AND CHARGES		
269-000.00-956.269	Conferences & Workshops-Friends-Library	2,161
TOTAL Expenditures		<u>7,410</u>
NET OF REVENUES & EXPENDITURES		<u>\$ 16,338</u>

CITY OF NOVI
LIBRARY INVESTMENTS
February 28, 2011

Investment Date	Description	Maturity Date	Interest Rate	Investment Amount	Interest Due
268 Library Fund					
02/28/11	Ambassador Funds		0.07%	\$ 10,676	
02/28/11	Chase Bank High Yield Savings		0.45%	\$ 836,888	
02/28/11	Citizens Republic NOW Account		0.15%	\$ 80,789	
02/28/11	Fifth Third Bank Short Term Investment		0.20%	\$ 45,069	
02/28/11	Flagstar Bank Public Funds Liquid Assets		0.25%	\$ 1,353	
07/28/10	Government Agency (PNC/Nat City) FNMA**	04/28/14	1.50%	\$ 500,000	\$ 3,750
09/30/10	Government Agency (UBS Financial) FHLB***	03/27/15	1.70%	\$ 500,000	
09/30/10	Government Agency (Morgan Stanley/Smith Barney) FHLB****	09/30/15	1.90%	\$ 1,000,000	
09/13/10	Government Agency (PNC/Nat City) FHLB*****	03/13/20	3.00%	\$ 100,000	
10/21/10	Government Agency (Morgan Stanley/Smith Barney) FNMA*****	10/21/15	2.03%	\$ 400,000	
02/28/11	Total 268 Library Fund			\$ 3,474,775	\$ 3,750
269 Walker Library Fund					
02/28/11	Ambassador Funds		0.07%	\$ 31,128	
02/28/11	Fifth Third Bank Short Term Investment		0.20%	\$ 39,206	
07/28/10	Government Agency (PNC/Nat City) FNMA**	04/28/14	1.50%	\$ 500,000	\$ 3,750
08/24/10	Government Agency (PNC/Nat City) FNMA*****	08/24/18	3.06%	\$ 100,000	
09/13/10	Government Agency (PNC/Nat City) FHLB*****	03/13/20	3.00%	\$ 300,000	
10/31/10	Government Agency (Morgan Stanley/Smith Barney) FNMA*****	10/21/15	2.03%	\$ 450,000	
02/28/11	Total 269 Walker Library Fund			\$ 1,420,334	\$ 3,750
02/28/11	Total Library (268) and Walker (269)			\$ 4,895,109	\$ 7,500

**First semi-annual interest payment due 04/28/11 = \$3,750

***First semi-annual interest payment due 03/27/11 = \$8,438

****First semi-annual interest payment due 03/30/11 = \$9,500

*****First semi-annual interest payment due 03/13/11 = 268 Fund \$1,500, 269 Fund \$3,750

*****Step instrument - yield-to-maturity 3.06%, second semi-annual interest payment due 08/24/11 = \$1,000

*****Step instrument - yield-to-maturity 2.03%, first semi-annual interest payment due 04/21/11 = 268 Fund \$3,000, 269 Fund 3,375.

Director's Report
March 16, 20110

Novi Public Library is Up for Another Award

I was contacted by BEI Associates in late February, sharing that the architecture firm was submitting the Novi Public Library building project for the 37th Annual Construction and Design Awards. The Award is sponsored by the Engineering Society of Detroit. No word yet as to the winner – let's keep our fingers crossed!

Awards that were presented to the Library this past year (Keep Michigan Beautiful and Construction Association of Michigan) have been hung on the 2nd floor near the Administration offices.

Fundraising Committee

A sub-committee of the Fundraising has been working very hard planning for the Library's first fundraiser event which will take place on Friday, April 15th from 6-9pm at the Novi Library. Email blasts, E-newsletter blasts and invitations have been going out. The event will consist of entertainment, desserts and drinks, a live and silent auction, and golf putting contest. Sponsors of the event include: Global Office Solutions, Carraba's, Twelve Oaks Mall and Providence Park Hospital (see brochure included). Adults 21 and up are welcome to attend the event. There is a \$10.00 charge per person.

The Fundraising Committee has been working with the Community Foundation of Southeast Michigan to firm up the language for the contract between the Library and the Foundation. The Committee had hoped to have the contract for the Library Board to consider, but those documents have not been received.

Cost Savings Opportunity

As a way to reduce costs for printing, ink, and paper, the Library is following suit with the City of Novi to implement a new font – Century Gothic for email and printing purposes. For the City, the savings has proven to be close a 30% reduction over the past year. The Library will be implementing the new font this spring.

Dignitaries Coming to Novi Public Library

Senator Kowall and Representative Crawford have accepted invitations to speak at the May 20th DSLRT meeting being hosted at the Novi Public Library. Both guests will present their thoughts on state funding for Michigan and how it will impact libraries in the upcoming months. Library Board members are welcome to join the meeting. The presentation will begin at 10:00am.

Information Services Report by Margi Karp-Opperer, March 2011

N/A

Building Operations Report by Mary Ellen Mulcrone, March 2011

As part of their post construction services, staff from BEI Associates met with City of Novi and Library staff for discussion of known items of concern and conducted a one-year walkthrough of the building for warranty inspection. BEI and Library lists from this meeting will be compared and investigated as needed, and BEI will provide notice of defects or deficiencies to contractors before expiration of warranties. While many issues requiring attention were noted, none were considered to be major issues.

Based on a series of staffing changes and all of us having worked in the new building for about one year, it was determined that workflow could be improved by making some changes to staff work areas. Some of the librarians who previously had workspace on the first floor have moved to the second floor office area, while some of the new librarians will be working in areas previously occupied by Support Services staff. Some of the Support Services staff, primarily those dealing with acquisition of new materials, are now situated in an area nearer to the delivery entrance that allows more room for receiving boxes and moving materials on carts. This move required a great deal of cooperation and toil from all departments.

The staff continues to look for ways to save money. A good example is finding a new vendor to supply labeling tapes at a cost of \$7 less per roll. This will be an important savings, as these tapes are used to label all library materials added to the collection.

While saying farewell to Lisa McGuckin on the occasion of her retirement from NPL, Support Services welcomes Maryann Zurmuehlen to fill the vacancy.

I have completed the MIOSHA (Michigan Occupational Safety and Health Administration) General Industry 10-Hour+ (Fundamentals of Safety and Health) course offered through the MIOSHA Training Institute, which is an alliance between the MIOSHA Consultation Education and Training (CET) Division and Macomb Community College. The information provided through this course will be useful to the Library in maintaining a safe and healthy environment.

Update on Broadband Technology Opportunities Program (BTOP) grant:

Our original request from the BTOP grant proposal was for four laptop computers, anticipating that we would receive \$4,000 and would provide a cash match of \$1,000. Last fall we learned that the grant was awarded to the Library of Michigan and Michigan State University, on behalf of libraries throughout the state of Michigan, and that we would receive the anticipated funds. Later, through a series of conversations, requests, and other learning opportunities, it was determined that we would actually be granted \$8,000, with no increase in our cash match. This award will allow us to purchase ten laptop computers, including the necessary software and licenses, at a cost of just under \$1,200, including the \$1,000 cash match that was already committed. In other words, for just \$200 more than we originally planned to spend, we can now purchase six more laptops and can begin our in house laptop lending program at full speed with ten computers. We have recently ordered the equipment and hope to receive it within about six to eight weeks. We are also considering the policies and procedures that will need to be put in place to begin this new service.

Uncollected Fines for Novi Library

At the last board budget session, February 26th, 2011, the Board inquired about how the amount of fine money that had not been collected by Novi residents and how far back the money was owed from. Below is a breakdown of the when the fines were accrued.

Checkout Library	Due Date	Estimated Accrued Fines
NOVI	2001	\$ 15.00
NOVI	2002	\$ 36.20
NOVI	2003	\$ 31.10
NOVI	2004	\$ 467.60
NOVI	2005	\$ 1,778.70
NOVI	2006	\$ 1,840.10
NOVI	2007	\$ 2,613.30
NOVI	2008	\$ 2,231.00
NOVI	2009	\$ 1,905.40
NOVI	2010	\$ 3,038.80
NOVI	2011	\$ 1,414.45
Total		\$ 15,371.65

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 2011	62,057	45.63%	28,315	9,446	7,896	4,748	9,427	639	1,586
February	58,197	53.99%	31,418	8,844	7,393	4,764	8,331	741	1,345
March									
April									
May									
June									
FYTD	564,043	55.33%	312,106	80,680	78,230	44,320	86,675	8,132	16,032

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

2010-2011 Fiscal Year Library Usage		
	Monthly Total	Daily Average
June	42,867	1,649
*July	36,372	1,399
August	35,497	1,365
*September	32,651	1,209
October	35,368	1,141
*November	33,516	1,117
*December	29,117	1,078
*January	25,484	879
*February	21,508	827
March		
April		
May		
June		
FYTD Total (*) closures	292,380	1,185

**DIRECTOR'S REPORT, JIM PLETZ - TLN
FEBRUARY 2011**

SUPPLEMENTAL STATE AID AND STATE AID FOR FY 2011FY

TLN received a payment of \$138,220.51 the first week of February. This covers the TLN share of the supplemental state appropriation. Member libraries reported their supplemental state aid payments were arriving the second week of February. Nancy Robertson, Director of the Library of Michigan, reported to the TLN membership meeting, on January 28, that she was prioritizing release of FY 2011 state aid first payments to cooperatives and then to public libraries. Final (second) payments will be released once annual reports are reviewed and verified. Payments will once again come first to the cooperatives and then to public libraries in the order annual reports were received by the Library of Michigan. While no TLN libraries failed to submit the required annual report, 3 libraries submitted the report in the last week of January. Their second state aid payment will be the last released by the Library of Michigan.

STATE AID FOR FY 2012 FORECAST

The news from Lansing is not good for Fiscal Year 2012 State Aid to libraries. Cooperative Directors participated in a conference call with MLA Executive Director, Gretchen Couraud, and MLA President, Christine Berro. The blunt news is twofold. First, it is highly likely that state aid to libraries and funding for the Library of Michigan will be cut by 50% or eliminated entirely. Second, expect any funding to utilize a zero based budget approach, with aid to cooperatives, public libraries AND the Library of Michigan consolidated as one line item. Funding will be provided for programs that set measurable goals for growth and contribute to the governor's vision of creating new jobs for Michigan. The key here is "measurable" and "new." MLA is seeking member and institution input on what the MLA voice should champion as it mounts a battle to preserve the integrity of library services provided to Michigan residents, statewide. From the initial response of the cooperative directors, many feel consolidation of cooperatives from the current 11 to 6 or 4 is an inevitable result. Others suggested a weaker Library of Michigan and moving to develop/consolidate smaller libraries into district or county library services.

The elimination or reduction in state funding currently impacts one TLN department – Delivery. If there is no state aid, and, if everyone retains current delivery services, libraries with five day per week delivery will pay \$12,932 for the service, starting October 1 compared with the current charge of \$3,000. For those libraries scheduled for two day per week delivery, the fee would move from \$1,200 to \$5,173. This range of cost recovery was presented, in detail, at the January 28 membership meeting. This is the extreme range of cost and does not account for the potential loss of member libraries selecting alternative delivery services, or, the potential concessions in labor expenses currently under negotiation with TLN bargaining units. Mediation assisted negotiations with AFSCME will commence at 10:00 AM on March 17. Talks with the Supervisor Association are on hold, pending receipt and analysis of new insurance program quotes.

Bits and Pieces, by Jim Pletz – TLN Director

Vol. 2, Number 3
March 2011

Author, Author & Illustrator – TLN Style

Congratulations to Rochester Hills Public Library Director, **Christine Lind Hage**, for her encouragement and nurturing of new author, **Karen C. Knox**. Knox, the Associate Director and Information Technology Manager at Rochester Hills Public Library has just released a significant work on library technology entitled **Implementing Technology Solutions in Libraries: Techniques, Tools and Tips from the Trenches**. With more than ten years of library technology experience, including five years with the Novi Public Library, Knox provides a pragmatic guide to implementing technology solutions, matching size and scale to available resources. Many successful, and some less than successful projects are explored. Knox asserts, "Very few libraries can afford to purchase and implement all the latest technology whenever it becomes available ... in reality, no library actually needs to." For more information visit www.karencknox.com/itsil.

Down River residents are thankful for the support Allen Park Public Library Director, **Sandi Blakney**, has given to two new members of the world of children's book publishing. Part of the Wayne County Library, Allen Park is noted for its high quality level of service to children and teens. From that rich heritage of youth service comes new author, **Karen McKibben-Smith**, and illustrator, **Melissa Oakley**. Karen, a Teen Librarian, and Melissa, a Library Student Assistant have just released their first collaborative work titled, **Mrs. Smith's Creative Kindergarten Class Celebrates Halloween**. Patrons of the library can celebrate and purchase the new release at a book signing party on March 12 at the Allen Park Library.

Warm and Friendly Guest Services

A new home can be warm and friendly or cool and aloof. The tone and feel is established as we enter and is reinforced as we encounter staff throughout our visit. **Julie Farkas** and the **Novi Public Library staff** celebrate guest arrivals with a warm "hello" to each person as they arrive, the information service staff provide directional services without making you feel silly for asking (Novi directional signage is excellent if you look) and the staff that greets you also says, "thanks for visiting us and please come again." These simple steps of hospitality make the new Novi Public Library even better – they celebrate your arrival and use as if you are a very special member of their family. Congratulations to **Julie** and the entire **Novi Public Library staff** for welcoming TLN to their neighborhood and making this TLN director a happy member of their library.



MLA Legislative Update, March 6, 2011:

- MLA Testimony Before the House Appropriations Education Subcommittee
- Protect Michigan Libraries Website and Campaign
- Budget Reality, Real Threats to the Entire Library Community
- Call to Action
- Key Legislative District Meetings
- Renew Your MLA Membership

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- MLA Testimony Before the House Education Appropriations Education Subcommittee

MLA President Christine Berro testified before the House Appropriations Education Subcommittee March 1 regarding the 'perfect storm' of budget cuts eroding every funding stream for public libraries. Although the presentation concentrated on the cuts to public libraries, President Berro made clear that it is public library funding that the library community leverages to sustain the Michigan eLibrary that benefits universities, K-12, community colleges and public libraries. She stressed that the statewide and regional systems are truly at risk of implosion with the 40% funding cuts proposed to state aid this year - or a 76% cut since 2000. MLA is scheduled to testify in the Senate on March 23.

- Protect Michigan Libraries Website and Campaign

MLA is launching our campaign to Protect Michigan Libraries with our updated website - and you all can play a role. Visit the website at: <http://www.milibrariesforthefuture.org/>. You can link to this website on your home page. There are a number of tools for you to use and more will be added. Because nearly 2/3 of the legislature is brand new, MLA created a powerpoint to educate legislators about state statute, the cumulative funding cuts and the value of libraries tied to the Governor's new benchmarks. We encourage you to review this powerpoint and the notes section so you become an expert and can articulate these messages to your legislators. Share this powerpoint with your trustees and friends groups so they too can advocate for libraries. It is also important that you know your own library's data and tell your story of local value and the impact of cuts.

- Budget Reality, Real Threats to the Entire Library Community

As introduced, the Governor's budget is balanced. However, it also calls for a \$400 per pupil cut to k-12, elimination of local revenue sharing, elimination of a number of tax credits, significant concessions from labor unions and a pension tax. None of these are guaranteed. In fact, the pension tax is deemed dead at the moment in the Senate. If that does not pass, the deficit will grow by an additional \$900 million. All these factors together mean that library funding isn't guaranteed even at \$3.4 million level as introduced.

The Michigan eLibrary is threatened in two ways. First, we are not meeting our maintenance of effort requirement to receive the federal funds. We have received two waivers but a third is not guaranteed. But a new threat looms that everyone should be aware of. Because of the 'perfect storm' of cuts to public libraries, libraries may choose, or be forced to pull out of MeLCat. If enough libraries do, the system could implode.

Furthermore, at these funding levels, all 11 library cooperatives will close in approximately two years if there is no revenue increase, reform or consolidation. MLA has initiated conversations with the library cooperatives about reinvention and libraries in cooperatives should prepare themselves for discussions about change.

Finally, elimination of the personal property tax has strong support and is likely to move in some fashion. It is therefore time to gear up and fight to defend library funding at all levels.

- Call to Action
 - Visit the Protect Michigan Libraries website at: <http://www.milibrariesforthefuture.org/>.
 - View the powerpoint regarding the cumulative cuts to library funding and share the information with your boards and friends.
 - Know your own data about budget cuts and be able to articulate the impact of cuts to your patrons.
 - Read the materials on the website and key talking points. Contact your legislator directly - phone or in person is best. If you can't reach them speak with their Chief of Staff or Legislative Director. Contact information is available at: <http://www.mla.lib.mi.us/node/1343>.
 - Ask them to: hold state aid to libraries harmless at last year's level; reimburse libraries for renaissance zone tax credits at \$ 3 million; do not eliminate the personal property tax without a revenue neutral replacement.
- **Key Legislative District Meetings**

If your state Senator or Representative is a Legislative Target - either in a leadership position or on our appropriations subcommittees - you have a pivotal role. Communicate now, but we will also be organizing select district meetings so stay tuned.

Leadership

Senator Richardville, Senate Majority Leader – District 17
Senator Whitmer, Senate Minority Leader – District 23
Representative Bolger, House Majority Leader – District 63
Representative Hammel, House Minority Leader – District 48
Senator Kahn, Senate Appropriations Committee Chair – District 32
Representative Moss, House Appropriations Committee Chair – District 40

Senate Appropriations K-12, School Aid and Education Subcommittee

Senator Walker, Traverse City, Chair – District 37
Senator Caswell, Hillsdale – District 16
Senator Pappageorge, Troy – District 13
Senator Hopgood, Wayne County – Romulus, Taylor – District 8

House Appropriations Education Subcommittee

Representative Rogers, Howell – District 66
Representative Poleski, Jackson – District 64
Representative Potvin, Cadillac – District 102
Representative Bauer, Lansing – District 68
Representative Dillon, Grand Rapids, Kent County - District 75

- Renew Your MLA Membership

There is a great deal at stake for the future of libraries in Michigan right now. Today is a good day to renew your membership and support MLA as we fight for you. To renew your individual or institutional membership visit the MLA Membership Service Center at: <https://members.mla.lib.mi.us>



MEDIA RELEASE

FOR IMMEDIATE RELEASE

Tracie Ringle, (248) 735-5613

Charge up your vehicle and go!

Novi to install two public electric car charging stations.

Novi, Michigan, March 8, 2011 – In response to the growing availability of electric and plug-in hybrid vehicles, the City of Novi has secured a grant for the installation of two charging stations to be located at Novi Police Headquarters and the City of Novi Public Library. The charging stations will be ready for use by July 1, 2011 and will accommodate all electric vehicle makes and models. Like most gas stations, users will pay via credit card or ChargePoint card. Fees for the charging stations have not been determined.

The grant was awarded by the ChargePoint America Program, which is funded in part by the United States Department of Energy, as part of the American Reinvestment and Recovery Act. This is the second grant the City of Novi has received from the Department of Energy; the other being a 2010 Energy Efficiency and Conservation Block Grant which was used in part to fund the development of Novi's 2011 Non-Motorized Transportation Plan.

The City of Novi has long been a proponent of sustainability and eco-friendly initiatives. Sustainable measures in mechanical and electrical systems, architecture, and landscaping were used when building the new City of Novi Public Library (opened in June, 2010) to limit impact on the natural environment. In 2009, Novi launched "green pages" on cityofnovi.org. These pages highlight eco-conscious tips for homes and businesses as well as ways for citizens to engage in environmentally friendly practices. In 2010, Novi updated the City ordinance to address solar panels and wind turbines. Additionally, Novi hosts Arbor Day, Earth Day, and River Day community events each year to highlight the importance of the environment.

Oakland County recognized Novi with a 2010 Oak Green - Green Community Excellence Award for being a leader in green initiatives. The award was designed to honor communities who exemplify natural resources stewardship, energy efficiency, green building, watershed management and recycling.

To learn more about the Novi's dedication to environmental stewardship and "green" initiatives, visit cityofnovi.org and click on the Novi Goes Green icon.

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March 10, 2011

Novi Public Library Board of Directors

Report from Friends of Novi Public Library

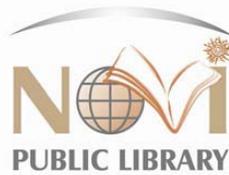
At the Friends Board Meeting on March 9 the Friends passed an amendment making our fiscal year from June 1 to May 31.

The Friends have several events coming up in the next few weeks. The first is entitled "From a Woman: A Woman's Workshop Illustrated" to be held on Sunday March 20, 2011 at 3:00p.m. Second is the Battle of the Books held at the Novi Civic Center on Saturday, March 26 from 1-2p.m. The battle is comprised of twelve teams of Novi fifth and sixth graders who will compete by answering questions on six previously selected books. Also, Friends of the Novi Library and the Novi Historical Commission will have representatives from the Dumouchelle Galleries of Detroit at the Novi Township Hall on Saturday, April 9 from 10:00a.m. until 1:30p.m. to perform appraisals.

Friends will be helping the Novi Library with selling books by author and journalist, Tom Stanton at the library event on April 11 entitled "A Journey through Detroit Tigers' History" from 7:00-9:00p.m.

The Friends Book Nook continues to do well in sales and will be having another bag sale on March 26 from noon to 4:00p.m.

Submitted: Carol Hoffman, Board Member



LIBRARY BOARD CALENDAR

2011

March 13	Daylight Saving Time Begins
March 16	Library Board Regular Meeting
April	Budget presented to Council, TBD
April 10-16	National Library Week
April 15	Book It! Novi Public Library Fundraising Event
April 20	Library Board Regular Meeting
April 22	Holiday – Good Friday, Library Closed
April 24	Holiday – Easter, Library Closed
May	Library Board – Goal Setting Session, TBD
May 8	Holiday – Mother's Day, Library Closed
May 18	Library Board Regular Meeting
May 30	Holiday – Memorial Day, Library Closed
June 15	Library Board Regular Meeting
June 15	Library Director Annual Review
June 19	Holiday – Father's Day, Library Closed
July 4	Holiday – Independence Day, Library Closed
July 20	Library Board Regular Meeting
August – October	Community Reads Program
August 17	Library Board Regular Meeting
September 5	Holiday – Labor Day, Library Closed
September 21	Library Board Regular Meeting
October 19	Library Board Regular Meeting
November 6	Daylight Saving Time Ends
November 8	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November 16	Library Board Regular Meeting
November 18	Library Staff In-Service, Library Closed
November 23	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
December 21	Library Board Regular Meeting
December 21	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 26	Holiday – Christmas, (observed), Library Closed
December 31	Holiday – New Year's Eve, Library Closed

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.

Board & Administrator

FOR BOARD MEMBERS

February 2011 Vol. 27, No. 6

NOVI PUBLIC LIBRARY

Editor: Jeff Stratton

Financial squeeze continues for nonprofits: Boards face a "sea change"

As the challenges facing nonprofit organizations mount, board members must put their organization in a position to compete.

President Obama's deficit commission recently offered a proposal to eliminate the charitable deduction and replace it with a 12-percent tax credit. If that were to ever come to fruition, Jimmie Alford, founder and chair, The Alford Group, Evanston, Ill., called it a potential "sea change" for the nonprofit sector as philanthropic gifts could become scarcer.

Alford, an executive-in-residence at North Park University in Chicago, said that nonprofits have three primary income streams: tax-based contracts or grants, philanthropy and fees for service. "We're in a cash-strapped environment," he said. "Philanthropy is under pressure, tax-based work is under pressure and really, how much price elasticity is there in fee-for-service work?"

"In a competitive environment, there is a need

for the governing board to play a role in assuring the health of the organization," Alford said. "That's the board's most important strategic function—to help the organization figure out what its future should be."

Another aspect of assuming governance responsibility as a board member is to serve as a bridge to your broader community on behalf of the organization, Alford said. This is moving beyond the board's basic responsibilities of the duties of loyalty, care and obedience, he said.

Board members can use their spheres of influence to advance the mission of the organization through advocacy and promotion efforts, Alford said.

"One key function board members can perform is to enlist the support of other key leaders," Alford said. "If a board member is well-respected, out of respect for that board member, others will think about the organization and consider becoming involved." ■

Three tips for the perfect board/staff relationship

Your executive director has the authority to hire, fire, supervise, evaluate and discipline employees. That does not mean the board shouldn't have any interaction with nonprofit employees. Here are three ways board members and employees can work together effectively.

- **Via committee service.** Staff can offer important background information and expertise on certain board committees. The board should remember, however, that employees work on committee issues as a resource to the board. They are not there to discuss personnel matters.

- **At meetings.** Many executive directors invite staff to

make presentations at board meetings. This is an excellent method to keep the board updated about projects and programs, while giving board members insight into the high quality of the organization's employees. At the same time, it gives board and staff members the opportunity for quality interaction.

- **Through employee recognition efforts.** In the board's relationship with employees, don't neglect the power of board recognition for the staff's work. Many boards express appreciation for this hard work through various individual award programs, as well as congratulations and board resolutions for special accomplishment. ■

Role of the Board of Directors

Use the following checklist to compare how well your board meets its responsibilities and adheres to best governance practices:

Key Points of Agreement between Board and Administrator:

- The Board does not manage the organization. The Executive Director must manage the organization in accordance with Board policy.
- The Board hires only one employee—the Executive Director. The Executive Director is responsible for all other personnel hiring decisions. The Executive Director is responsible for the organization's personnel management function. The Board must approve any salary/compensation increase for the Executive Director and any changes in employee salary/wage scales.
- The Board sets the organization's priorities. These include long-term strategic goals, the budget and the organization's mission and vision.

Responsibilities of the Board

- Establish the organization's vision, values, mission and goals.
- Establish the organization's strategy and direction.
- Set policies and establish a method for ensuring compliance with the strategy and direction.
- Establish policies that govern the relationship between the Board and Executive Director.
- Maintain an effective connection to the community and the organization's stakeholders.
- Evaluate its performance and the performance of individual board members.
- Raise money on behalf of the organization (if applicable) and encourage others to give.
- Advocate on behalf of the organization.
- Ensure the organization's finances are audited annually.
- Evaluate the Executive Director annually.
- Ensure board members are educated on the function of governance and on developments in the organization's industry. ■

Define the board's meeting priorities

Does your board spend too much meeting time on trivial items, or matters that really are your executive director's responsibility? Board members are generally busy people with busy lives, who shouldn't be put through time-wasting board meetings.

The best way to put your meetings on track—and keep them there—is to create a list of the board's top priorities for the organization. Ideally, the board's priorities should flow from the organization's strategic plan.

Use the following Analysis of Meeting Priorities form along with a review of your organization's strategic plan to ensure your board makes the most of its meeting time. Once your priorities are in place, monitor how well the board adheres to them. For several meetings after the board has identified its top priorities, appoint a board member whose job will be to evaluate how effectively the board spent its time.

Analysis of Meeting Priorities

The Board's top priorities are (give consider-

ation to the organization's strategic plan, finances, business opportunities and challenges, and other items that belong to the board, such as the administrator's performance and evaluation):

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

An analysis of our priorities and the time spent on them:

1. Are the board's priorities emphasized at our meetings? If not, why?
2. Do we allocate more meeting time to these priorities than to less important matters?
3. How much meeting time is spent on each of our priorities?
4. In reviewing this meeting, which agenda items would have been better handled by the executive director and staff?

- A. _____
- B. _____
- C. _____ ■

Detroit PL Facing Major Budget Crisis

In anticipation of a projected \$17 million budget deficit for FY11/12, which starts July 1, Detroit Public Library (DPL) is working on a budget reduction plan that will go into effect March 31. Particulars are still being worked out, DPL spokesperson Atiim Funchess told *Library Hotline*, but "everything is on the table." DPL is facing the possibility of layoffs, branch closures, reduced hours, and furloughs.

Something "proactive and aggressive" has to be done, said Funchess, who explained that the budget shortfall is caused by the usual reasons—rising benefits costs and diminished property tax revenues. DPL's current annual budget is \$50 million.

The *Detroit News* reported that DPL could lay off up to 20 percent of its staff, or 83 FTE; DPL currently employs 416 staffers over 23 locations. Salaries potentially could be cut by ten percent, the newspaper reported.

Funchess wouldn't corroborate any information included in the story. He did confirm that DPL hasn't laid off any staff since 1984–85.

DPL has a "rainy day fund" that has been built up over years of budget surpluses. Funchess was unprepared to cite a number, as the amount fluctuates according to the City of Detroit's accounting cycle. It may be used partially to offset budget gaps, he said.

The *News* reported that union officials are questioning how finances have gotten dire so quickly, saying officials gave most union employees six percent raises last year.

"The union is totally baffled on how in such a hole we are all of the sudden," Todd Kelly, president of American Federation of State, County and Municipal Employees Local 1259, which represents 125 workers including clerks, janitors, and security staffers, told the *News*.

Pierce County Library Fights To Keep Services

At first glance, the news for the Pierce County Library system, Tacoma, looks all good: an operating budget for FY11 (which began January 1) that is essentially flat compared to last year and three new branches opening.

LJ Is Looking for the 2011 Library of the Year

All libraries are good, some are great. *Library Journal* is looking for role-model libraries to vie for the honor of being the 2011 *Library Journal*/Gale Cengage Library of the Year. The \$10,000 prize, announced in a cover story in the June 15 issue of *LJ*, celebrates the library that most profoundly demonstrates service to the community; creativity and innovation in developing specific community programs or a dramatic increase in library usage; and leadership in developing programs that can be emulated by other libraries. Postmark deadline: April 4, 2011. Guidelines available at www.libraryjournal.com/loy

Rate Your Satisfaction with Your ILS

Library Journal is conducting a snap survey to determine library and patron satisfaction with integrated library systems (ILS) in both public and academic libraries. Are you in charge of technology, collections, or reference at your library? We are eager to hear your thoughts about the systems that you and your patrons use every day.

Please take a very brief survey (which will only take a minute or so to answer) at bit.ly/eJNW9w.

Results of this study will appear in an upcoming *LJ* article in spring 2011. Thanks for supporting our research efforts!

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