

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, April 20, 2011 at 7:00 p.m.
Novi Public Library Meeting Room
45255 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
6. Presentation
7. Public Comment
8. President's Report
 - A. Election of Officers
 - B. Library Goals 2010-2011 12
(Updates are provided in the packet; full document available on the Board's website page)
9. Treasurer's Report
 - A. Library Budget 2010-2011 16
 - B. Library Investments/Revenues and Expenditures/Walker Fund – March 31, 2011 18
 - C. City Budget 2011-2012, Library related information 23
 - D. Library cafe revenue report 2010-2011 N/A
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 4. TLN Update – Jim Pletz, TLN Director 44
 5. Library Usage Statistics – March 2011 46
 6. Policy Change: P2 – Charges for Overdue Materials, Damaged, Destroyed or Lost Materials and Consumable Supplies 48
11. Friends of Novi Library Report 50
12. Historical Commission Report..... N/A
13. Student Representatives Report
14. Committee Reports
 1. Policy Committee (Margolis, Casey, Kilgore)
 - a. Car Chargers
 2. HR Committee (Casey, Verma, Kilgore)
 1. Meeting scheduled for: Wednesday, April 27, 2011
 - a. Employee Manual Updates
 - b. Health Care Insurance
 3. Finance Committee (Margolis, Czekaj, Sturing, Kilgore)

- a. Capital Replacement Schedule
- b. Fund Balance requirements
- 4. Fundraising Committee (Mena, Sturing, Casey, Kilgore)
 - 1. Update on Library Fundraiser event

- 15. Public Comment
- 16. Adjourn

Consent Agenda:

- 1. Approval of Claims and Warrants L4813
- 2. Approval of Regular Meeting Minutes – March 16, 2011 6

Matters for Board Action

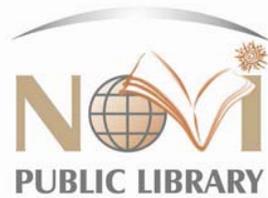
- 1. Approval of the Library Board meeting changing its date from June 15th to June 22nd for the June 2011 meeting.
- 2. Approval to Policy Change: P2 - Charges for Overdue Materials, Damaged, Destroyed or Lost Materials and Consumable Supplies.

Supplemental Information

- 1. Library Board Calendar51
- 2. Board and Administrator – March 2011 52

Future Events:

- Friends of the Novi Library Regular Meeting – May 11th at 7:00pm, Novi Public Library
- Library Board Regular Meeting – May 18th at 7:00pm, Novi Public Library
- Historical Commission Regular Meeting – May 25th at 6:30pm, Novi Public Library
- Memorial Day Parade – May 30th at 9:45am, Meeting on Karim Boulevard

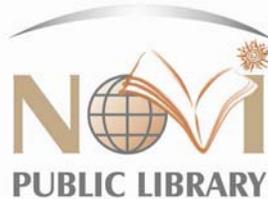


45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720
<http://www.novilibrary.org>

Warrant 481		April 2011	
Payable to	Invoice #	Account number	Account total
Global Office Supplies		268-000.00-727.000	\$ 425.50
Hewlett Packard		268-000.00-727.000	\$ 449.66
Image One		268-000.00-727.000	\$ 340.00
Farkas, Julie	Book It! postcards	268-000.00-728.000	\$ 53.76
CDW-G		268-000.00-734.000	\$ 1,931.30
Comprise		268-000.00-734.000	\$ 3,665.75
Five Sparrows	Mar-11	268-000.00-734.000	\$ 128.29
The Library Network	42843 MS Off Pro Lic	268-000.00-734.000	\$ 1,271.81
Quantum		268-000.00-734.000	\$ 1,235.00
Tech Logic Corp.		268-000.00-734.000	\$ 11,350.00
Gaylord Bros.		268-000.00-740.000	\$ 1,641.12
Demco		268-000.00-740.000	\$ 432.83
ECOM Data Products, Inc.		268-000.00-740.000	\$ 720.98
Hanover Technical Sales, Inc.		268-000.00-740.000	\$ 254.50
Sentry Supply		268-000.00-740.000	\$ 636.87
Showcases	DVD Poly258894	268-000.00-740.000	\$ 22.90
Specialty Store Services		268-000.00-740.000	\$ 54.00
Albion College	Lost MelCat Item	268-000.00-742.000	\$ 70.00
Amazon.com		268-000.00-742.000	\$ 666.75
American Library Association		268-000.00-742.000	\$ 268.80
Brodart		268-000.00-742.000	\$ 15,351.26
CCH		268-000.00-742.000	\$ 96.50
Center Point Large Print		268-000.00-742.000	\$ 530.22
Ebsco		268-000.00-742.000	\$ (178.01)
Gale		268-000.00-742.000	\$ 1,553.41
Milford Public Library	lost item	268-000.00-742.000	\$ 52.90
Multicultural Books & Videos		268-000.00-742.000	\$ 366.20
Thompson West		268-000.00-742.000	\$ 130.50
Ypsilanti District Library	item found and returned	268-000.00-742.000	\$ -
Ebsco		268-000.00-743.000	\$ 87.95
Carl Sandburg Library	lost item	268-000.00-744.000	\$ 18.98
Midwest Tape		268-000.00-744.000	\$ 3,098.18
Midwest Tape		268-000.00-745.200	\$ 2,195.55
Hyland Software		268-000.00-745.300	\$ 385.93
Providence Occupational Health Partners		268-000.00-804.000	\$ 323.40
Secrest Wardle		268-000.00-806.000	\$ 510.00
Michigan Library Association	J Preston	268-000.00-809.000	\$ 70.00
Netech		268-000.00-816.000	\$ 786.25
DuAll Cleaning, Inc.	890300 February 2011	268-000.00-817.000	\$ 2,750.00
AT&T		268-000.00-851.000	\$ 249.04
TelNet Worldwide		268-000.00-851.000	\$ 1,393.64
Verizon Wireless	1/29-2/28/11	268-000.00-851.000	\$ 459.60
The Library Network	42764/pass thru tele 1/1-3/31/11	258-000.00-855.000	\$ 3,912.12
Gertsen, Diana	class	268-000.00-862.000	\$ 87.72
Liddicoat, Laura	mileage	268-000.00-862.000	\$ 40.80

Warrant 481		April 2011	
Payable to	Invoice #	Account number	Account total
Preston, Jennifer	mileage	268-000.00-862.000	\$ 18.87
AT&T	advertising	268-000.00-880.000	\$ 48.62
Lands' End		268-000.00-880.000	\$ 80.85
Observer & Eccentric Newspapers	Monitor/2/10-17/11	268-000.00-880.000	\$ 52.50
Sam's Club		268-000.00-880.000	\$ 83.64
Upstart		268-000.00-880.000	\$ 464.25
Victory Corps	3 sign frames	268-000.00-880.000	\$ 309.68
Winecompliments.com	Book It! Paper wine tags	268-000.00-880.000	\$ 48.00
Wixom Public Library		268-000.00-880.000	\$ 7.50
2 Stones Events	Book It! Fundraising	268-000.00-880.267	\$ 2,200.00
Bauss, Kathryn	Youth pgm	268-000.00-880.268	\$ 20.94
Borders		268-000.00-880.268	\$ 305.91
Oriental Trading Co, Inc.		268-000.00-880.268	\$ 40.64
Preston, Jennifer	Youth pgm	268-000.00-880.268	\$ 100.03
Sam's Club	Battle of Books	268-000.00-880.268	\$ 97.84
Stanton, Tom	adt pgm/4/11/11	268-000.00-880.268	\$ 250.00
Upstart		268-000.00-880.268	\$ 496.40
Wayne, SPEBSQSA, Inc.	Harmony Town Bbsp Ch 8/22/11;11-12fy	268-000.00-880.268	\$ 125.00
Weeks, Phyllis	Battle of Books/Youth Pgms	268-000.00-880.268	\$ 134.66
Konica Minolta		268-000.00-900.000	\$ 732.90
Novi Public Library	fax transmission	268-000.00-900.000	\$ 6.00
Consumers Energy	2/15-3/15/11	268-000.00-921.000	\$ 1,949.21
AT&T		268-000.00-922.000	\$ 68.54
DTE Energy	1/25-2/21/11	268-000.00-922.000	\$ 6,723.01
Cintas		268-000.00-934.000	\$ 785.22
Detroit Sponge & Chamois Co, Inc.		268-000.00-934.000	\$ 30.00
Grainger		268-000.00-934.000	\$ 87.40
Home Depot		268-000.00-934.000	\$ 39.69
Library Design		268-000.00-934.000	\$ 1,535.20
Lighting Supply Co.		268-000.00-934.000	\$ 92.70
Orkin		268-000.00-934.000	\$ 50.00
R.W. Mead & Sons		268-000.00-934.000	\$ 847.63
Sam's Club		268-000.00-934.000	\$ 65.88
Schindler Elevator Corp.		268-000.00-934.000	\$ 486.90
Sherwin-Williams		268-000.00-934.000	\$ 26.82
Touch of Tropics	6503/February	268-000.00-934.000	\$ 77.00
Speedway	van	268-000.00-935.000	\$ 52.00
Allied Waste		268-000.00-941.000	\$ 75.51
Michigan Automatic Sprinkler	2011	268-000.00-941.000	\$ 495.00
Northwest Lawn	February salting	268-000.00-941.000	\$ 2,264.00
Konica Minolta		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
Lang, Elizabeth	Hist Soc of Mi	268-000.00-956.000	\$ 75.00
Michigan Library Association		268-000.00-956.000	\$ 85.00
Mulcrone, Mary Ellen	MIOSHA miles	268-000.00-956.000	\$ 81.40

Warrant 481		April 2011	
Payable to	Invoice #	Account number	Account total
Oakland County Dept of EC Dev	JFarkas/ann conf	268-000.00-956.000	\$ 40.00
Sam's Club	TLN SASUG mtg	268-000.00-956.000	\$ 40.05
Teagan, Wendy	SASUG mtg	268-000.00-956.000	\$ 25.50
Petty Cash			\$ 82.43
TOTAL			\$ 82,762.74



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

1. Call to Order and Roll Call

DRAFT

Library Board

Larry Kilgore, President
Laura Casey, Vice President
Willy Mena, Secretary
David Margolis, Board Member

Absent and Excused

Mark Sturing, Treasurer
Larry Czekaj, Board Member
Ramesh Verma, Board Member

Student Representatives

Kirsten West

Absent and Excused

Nishant Kakar

Library Staff

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

Guest

Lisa McGuckin, Former Employee, Retirement Recognition

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 7:02 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A request to switch Agenda Item 9, Section B, Approval of Library Budget 2011-2012, and Section C, Library Investments/Revenues and Expenditures/Walker Fund.

A request to add Item 15, Section a, Post Construction Review Information from BEI Associates.

A motion was made to approve the March 16, 2011 Regular Library Board agenda as amended.

1st – David Margolis

2nd – Laura M. Casey

The motion was passed unanimously.

4. Consent Agenda

Request for correction of the Special Meeting Minutes of February 12, 2011, page 9, Fund Balance, 2010-2011 Year-end Budget should state, \$188,363; page 12, Capital Outlay, Fund Balance Allocation Proposed should state \$365,837.

A motion was made to approve the March 16, 2011 Consent Agenda as amended.

1st – David Margolis

2nd – Laura M. Casey

The motion was passed unanimously.

5. Correspondence

a. Letter from Helen Fealk, Library Patron.

Ms. Helen Fealk and Mr. George T. Moy admired the Life Tiles located in the Library and acknowledged our treasure provided by Connie Lunski.

b. Email from Padma Nair, Library Patron.

The Youth Department was acknowledged for their efforts and hard work for the Mini Battle of the Books, in preparation for this year's Battle of the Books, to be held on Saturday, March 26 at the Civic Center. This year's Battle of the Books will have 12 teams each battling for the honor of the 2011 Battle Champs.

6. Presentation

a. Certificate of Appreciation – Lisa McGuckin, 18 Years of Service

Lisa McGuckin was presented with a certificate of appreciation honoring her, upon her retirement, with 18 years of service to the Novi Public Library.

7. Public Comment

There was no public comment.

8. President's Report

a. Library Goals 2010-2011

- Hosted The Library Network meeting and provided a tour of the Library.
- Keep Michigan Beautiful held a meeting at the Library with attendees coming from all over the State of Michigan.
- Partnering with Providence Park Hospital – programming this fall
- Working with Ara Topouzian, City of Novi, to reach out to the business community with demonstrations on the Ref USA database and other library websites.
- Held two budget study sessions in February.
- BEI annual review of building issues; list of issues to be resolved included in board packet.
- Book It! Fundraiser to be held on Friday, April 16 at the Library. Tickets are \$10 each. A large email blast was completed, along with postcards to previous donors.

9. 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 period ending February 28, 2011 indicates a Total Liabilities and Fund Balance of \$3,579,933.

The Library's Net of Revenues and Expenditures for the period ending February 28, 2011 shows a balance of \$944,688. With 8 months into the budget year, the Library has utilized 57.25% of the budget, 6% ahead of schedule.

The Walker Fund Balance Sheet for the period ending February 28, 2011 shows the Total Liabilities and Fund Balance of \$1,420,334, and a Net of Revenues and Expenditures of \$16,338.

The Library 's Investment Sheet for the period ending February 28, 2011 shows the Total Investment amount for the 268 Library Fund at \$3,474,775.

The Library's Investment Sheet for the period ending February 28, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,420,334.

The Library's Investment Sheet for the period ending February 28, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at 4,895,109.

It was requested to indicate the Fund Balance Allocation – 268-000.00-680.000, by the use of brackets if a negative balance.

The 2009-2010 fiscal year had a positive ending balance of \$130,924 not a negative as indicated on the March 17, 2011, 2011-2012 Budget Proposal, Final Draft budget. (Page 34). Also, for the 2010/2011 fiscal year-end, the \$61,121.68 fund balance allocation may not be as high as stated. The Book line item (268-000.00-742.000) was budgeted for \$215,000 for the 2010-2011 fiscal year, but as of the February 28, 2011 statement, only \$97,218 has been spent; and the Computer Supplies line item (268-000.00-734.000) was budgeted for \$101,500, but only \$19,222 has been spent.

At the final budget study session of February 26, 2011, a motion was made stating 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. Account 704 will be reduced, with a corresponding reduction in the overall Personnel Services section by \$20,000 plus \$2,000 for account #268-000.00-715.000, Social Security.

c. Approval of Library Budget 2011-2012

A motion to approve the move of \$12,500 Capital Outlay from next year's budget and accelerating it to this year's budget so that next year's shows shortfall will be less than \$300,000.

1st – David Margolis

Discussion:

Amend the budget by \$12,500 for 2011-2012 fiscal year. Suggesting to increase the Capital Outlay by \$2,500 for building items.

David Margolis rescinded his motion.

A motion was made to approved the 2011-2012 budget as amended.

1st – Laura Casey

2nd – Willy Mena

The motion was approved unanimously.

d. Library Café revenue report 2010-2011

The sales report from Read a Latte Café for the month of February, 2011 was \$396.72. The Library was closed for two days due to weather issues, and the Novi Schools were closed for winter break causing a reduction in sales.

10. Director's Report

- BEI submitted the Novi Public Library building project for the 37th Annual Construction and Design Award through the Engineering Society of Detroit.

- Book It! a fundraising event will be held at the Novi Public Library on Friday, April 16, 2011, from 6-9 p.m. Tickets are \$10 each and persons attending must be 21 years of age. Sponsors for the event are: Global Office Supplies, Carrabba's, Twelve Oaks Mall, Providence Hospital, and Steve & Rocky's. Proceeds will benefit the Children's Collection at the Library.
 - As a means of reducing printing costs, the Library will be converting to Century Gothic font for email and printing. The public computers will retain their original font.
 - The Novi Public Library will host the May 20th DSLRT meeting with Senator Kowall and Representative Crawford scheduled to speak. Topic of the meeting will be state funding for Michigan and how it impacts libraries.
 - Library Building Operations Update:
 - The Library has hired new staff vacated by those who have either left or retired.
 - BEI toured the Library to discuss post construction concerns and conducted a one-year walkthrough of the warrant inspection.
 - Cost saving efforts being completed by staff.
 - Ten laptop computers, including software, have been ordered from the \$8,000 grant received through the Broadband Technology Opportunities Program. The laptops will be used for a laptop lending program planned at the Library.
 - At the present time, there are approximately \$18,000 in accrued fines due the Library and approximately \$2,000 in materials lost. There was a discussion of providing an amnesty period or contacting a collection agency, but both suggestions were declined.
 - Cards issued in February – 371; Items checked out – 58,197; borrowed - 3,415; loaned – 4,070; self-check – 31,418.
- a. TLN Director's Report, Jim Pletz – February 2011**
Included in the March 16, 2011 Library Board packet (page 44).
- b. Bits & Pieces, Jim Pletz – March 2011**
Included in the March 16, 2011 Library Board packet (page 45).
- c. MLA Legislative Update – March 6, 2011**
Included in the March 16, 2011 Library Board packet (page 46).
- d. Media Release: Charge Up Your Vehicle and Go! - City of Novi, March 8, 2011**
Included in the March 16, 2011 Library Board packet (page 48).

11. Friends of Novi Library Report

- The Friends have determined that their fiscal year will be from June 1-May 31.
- The Library will be hosting a program entitled, "A Journey through Detroit Tigers' History" with author and journalist, Tom Stanton, on Monday, April 11 from 7-9 p.m. The Friends will be selling his books at the program.
- The Friends will hold another bag sale on Saturday, March 26 from 12 – 4 p.m. in the Book Nook.
- Upcoming programs:
 - From a Woman: A Woman's Workshop Illustrated – Sunday, March 20, 3 p.m.
 - Antique Appraisals – Saturday, April 9, 10 a.m. – 1:30 p.m. at the Old Novi Township Hall. This program was provided in cooperation with the Novi Historical Commission.

12. Historical Commission Report

No report was provided.

13. Student Representatives Report

- Kirsten West reported that there are volunteer opportunities with the Novi Schools and that Mrs. Cliff is your contact.
- Library activities are scrolling in the Cats Eye News.
- TAB activities and information in general is being reported in the Novi Schools newspaper.

Margi Karp-Opperer informed the Board of the events scheduled for National Library Week, April 11-16, 2011. "Create Your Own Story" is the topic for this year's National Library Week. Patrons are asked to complete a book front about their favorite short story, poem, artwork, or something about their favorite library memory. These will be on display the month of April.

- Author and journalist, Tom Stanton, will be at the Library to discuss "A Journey through Detroit Tigers' History" with a book signing following the program.
- There will be a discussion held on Tuesday, April 12, "Savvy Social Security Planning for Boomers, and 2011 Healthcare Updates, 1 p.m. at the Library.
- Book It! Fundraiser will be held at the Library on Friday, April 16, from 6-9 p.m.
- Microsoft Excel class will be held on Saturday, April 16, 1 p.m. at the Library.

14. Committee Reports

a. Policy Committee

- Car Chargers is to be discussed at an upcoming committee meeting.

b. HR Committee

- Employee Manual Update, Health Insurance are to be discussed at an upcoming committee meeting.

c. Finance Committee

- Capital Replacement Schedule, Fund Balance Requirements are to be discussed at an upcoming meeting.

d. Fundraising Committee

- Staff financial reports due late spring or after 2010-2011 fiscal year.

15. Public Comment

There was no public comment.

Julie Farkas informed the Board that she is applying for a liquor license for the Book It! Fundraising event and will require signatures of President, Larry Kilgore, and Secretary, Willy Mena.

A motion was made to approve a resolution that the Novi Public Library Board of Trustees through its duly authorized officers, make application to the MLCC for a Special License for the sale of either Beer and Wine, for consumption on the Library premises to be in effect on the following days Friday, April 15, 2011, 45255 West 10 Mile Road, Novi, MI 48375, County of Oakland, Type of Event: Fundraiser.

1st – Laura Casey

2nd – David Margolis

The motion was approved unanimously.

a. Post Construction Review Information from BEI Associates

BEI Associates, Inc. Post Construction Warranty Inspection Report dated March 8, 2011.

BEI inspected a list of issues provided by a walkthrough. At this time there are no resolutions, but should be coming in the next couple of weeks. These issues are being addressed as we are coming to the end of our one-year warranty. Other issues with the plumbing have been addressed with the installer. The building is in great shape.

Laura Casey reported that the white strips on the crosswalks need to be addressed.

There is no resolution on the wands and the metal shelving, and that we are just waiting for our technology advisor.

16. Adjourn

A motion was made to adjourn the meeting at 8:02 p.m.

1st – Laura Casey
2nd – Willy Mena

The motion passed unanimously.

Willy Mena, Secretary

Date

NOVI PUBLIC LIBRARY – 2010/2011 GOALS

Marketing/Relationship Building/Outreach

Goal #1: Promote the Library in Novi's residential and business communities; consider new avenues for promoting library services to non-library users; leverage existing resources whenever possible.

Strategy:			
Ensure that NPL is viewed as a community jewel/destination.			
Tactic	Owner	Status	Due Date
Maintain a clean, safe, and welcoming environment by upholding the integrity of the building and grounds as designed.	Facilities / Administration	Implementing building maintenance and cleanliness quarterly inspections: 9/10, 12/10, 3/11, 6/11; scheduled periodic carpet cleaning, window washing, and bathroom sanitizing	Ongoing; 4/11
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); hosted TLN sponsored program about Barnes & Noble nook e-readers	2/11; 3/11
Strategy:			
Use current technology to promote library events, programs, resources, and services.			
Tactic	Owner	Status	Due Date
Promote programs and services via Facebook.	Information Services	Using Facebook to post book reviews for teens in addition to programming information	Ongoing
Stay abreast of new social media tools to promote library events, programs, resources, and services.	Information Services	Investigate adding Freegal to library services in next budget year	Ongoing; 3/11
Strategy:			
Partner with Novi Schools to promote services to parents, students, and teachers.			
Tactic	Owner	Status	Due Date
Develop a SMART table brochure and e-mail to educators; invite them to bring their classes to NPL to use the SMART tables.	Information Services	Use of SMART tables has been discontinued based on poor performance	6/30/11; 3/11
Strategy:			
Promote adult collections and services in-house.			
Tactic	Owner	Status	Due Date
Engage adult patrons with interactive displays.	Information Services	Using endcaps to display books surrounding a particular theme	Ongoing
Strategy:			
Promote adult collections and services to community and area organizations.			
Tactic	Owner	Status	Due Date
Utilize social media to promote adult collections and services.	Information Services	Announce programs on Facebook	Ongoing

Collections/Services/Programs/Technology

Goal #2: Provide and maximize technology, programs, services and collections that meet the changing needs of our community.

Strategy:			
Make new collections and high demand items available to patrons as soon as possible.			
Tactic	Owner	Status	Due Date
Order, receive, process, and catalog all incoming materials to make them available to patrons as quickly as possible.	Support Services	Support Services staff attended TLN Acquisitions training; improving workflow/processes	Ongoing; 4/11
Monitor public use of requests/holds services to determine if changes are needed to increase efficiency; investigate options for handling holds that are not picked up by patrons.	Support Services	Library Assistants being trained to assist with handling requests/holds, allowing Clerks to spend more time on processing new materials	6/30/11; 4/11
Strategy:			
Evaluate optimal use of collections and services.			
Tactic	Owner	Status	Due Date
Implement automated inventory process to review collections twice/year.	Support Services/IT	Reviewing procedures with Tech Logic wands; additional training required and planned; wands deemed to be ineffective for this purpose	3/31/11; 3/11
Evaluate usage of drive-up window service and after hours lockers for holds.	Support Services	Statistics being gathered show usage increasing; plan to market these services more for future	6/30/11; 3/11
Encourage timely return of materials for optimal use by all patrons.	Support Services	Surveyed other libraries regarding fines for late return of materials; reviewing local procedures; overdue fines scheduled to increase in July	12/31/10; 4/11
Strategy:			
Provide a balance of digital and print resources.			
Tactic	Owner	Status	Due Date
Investigate ways to monitor use of databases; review usage statistics of online resources.	Information Services	Usage statistics reviewed in order to prepare for next FY	Ongoing; 3/11
Strategy:			
Partner with local and other organizations for programming opportunities.			
Tactic	Owner	Status	Due Date
Partner with organizations to offer programs at low cost to the library; coordinate with City, Friends, and local organizations to avoid duplication of programs.	Information Services	Partnered with Novi Youth Assistance, in conjunction with Novi Community Schools, Novi Police and Fire departments, and Brighton Hospital to provide "What Parents Don't Know: Young Adults Speak Out About Alcohol and Drug Addiction" at NPL; for City's Light up the Night event on 12/3, partnered with Rotary, sharing costs for magician and crafts; partner with Community Financial and WOMC to offer Local Author Night at Library	Ongoing; 10/14/10; 12/3/10; 3/11

Strategy:		Provide a large variety of high quality public programs.	
Tactic	Owner	Status	Due Date
Continue book discussion programs.	Information Services	Offering Monday evening, "Booked for Lunch" (Wednesday), Senior (Thursday), and Outreach; supporting Tuesday evening; began ESL book group	Ongoing; 3/11
Strategy:		Provide new and expanded collections, services, and programs.	
Tactic	Owner	Status	Due Date
Librarians will maintain and share knowledge of trends in information provision by reading professional journals and blogs and attending workshops and webinars.	Information Services	JP attended MLA, EL attended Genealogy workshop	Ongoing; 3/11
Strategy:		Provide and promote the latest technology to bring patrons to the library.	
Tactic	Owner	Status	Due Date
Distribute information on Brainfuse and LearningExpress Library to Novi Public Schools and area educational organizations; provide on-site demos.	Information Services	Information provided to high school media specialist on a continuing basis	Ongoing ; 3/11
Offer information about databases whenever possible in reference exchanges; provide verbal and written instruction on how to access electronic resources.	Information Services	New documentation available on how to download Ebooks to Ereaders	Ongoing; 3/11
Promote technology resources, such as scanning, transfer of VHS to DVD, Edius video editing software, databases, and downloadable services.	Information Services	Documentation is available to instruct users on how to use EDIUS	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:		Analyze departmental staffing needs in terms of library usage.	
Tactic	Owner	Status	Due Date
Facilitate at least one library science master degree student internship.	Information Services	Work with Adam Goodman to allow him to shadow reference desk activities	6/30/11

Financial for Operations

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

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; continuing to resolve punch list issues	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.

**CITY OF NOVI - LIBRARY FUND
BALANCE SHEET - MARCH 31, 2011**

GL Number	Description	Balance
Assets		
268-000.00-003.000	Cash and cash equivalents	\$ 3,326,701
268-000.00-018.000	Cash on hand	500
268-000.00-020.000	Current taxes receivable	91,656
Total Assets		<u>\$ 3,418,857</u>
Liabilities		
268-000.00-202.000	Accounts payable	\$ 41,601
268-000.00-232.000	Employees pension payable	5,138
268-000.00-259.702	Accrued liabilities-tax	80,089
268-000.00-276.400	Deposit for Cafe	2,000
Total Liabilities		<u>128,828</u>
Fund Balance		
268-000.00-390.000	Fund balance	2,525,067
Net of Revenues VS Expenditures - 2010-2011		764,961
Total Fund Equity		<u>3,290,028</u>
Total Liabilities And Fund Balance		<u>\$ 3,418,857</u>

CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING MARCH 31, 2011

GL NUMBER	DESCRIPTION	2010-11 AMENDED BUDGET	YTD BALANCE 03/31/2011	AVAILABLE BALANCE	% BDGT USED
Revenues					
PROPERTY TAX REVENUE					
268-000.00-403.000	Property tax revenue	\$ 2,390,000	\$ 2,466,249	\$ (76,249)	103.19
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	40,697	(10,697)	135.66
268-000.00-658.000	State penal fines	70,000	66,908	3,092	95.58
	FINES AND FORFEITURES	<u>100,000</u>	<u>107,605</u>	<u>(7,605)</u>	<u>107.61</u>
INTEREST INCOME					
268-000.00-664.000	Interest on investments	10,100	24,197	(14,097)	239.57
OTHER REVENUE					
268-000.00-665.000	Miscellaneous income	3,000	10,102	(7,102)	336.72
268-000.00-665.100	Copier	4,000	1,848	2,152	46.21
268-000.00-665.200	Electronic media	12,000	4,326	7,674	36.05
268-000.00-665.267	Library Programming - Book It	-	2,750	(2,750)	100.00
268-000.00-665.290	Library fund raising revenue	-	1,035	(1,035)	100.00
268-000.00-665.300	Meeting room	6,500	7,940	(1,440)	122.15
268-000.00-665.404	Novi Township assessment	6,900	6,822	78	99.00
268-000.00-665.650	Library Cafe	4,500	4,888	(388)	108.62
	OTHER REVENUE	<u>36,900</u>	<u>39,711</u>	<u>(2,811)</u>	<u>132.37</u>
DONATIONS					
268-000.00-665.400	Gifts and donations	500	15,565	(15,065)	3,112.98
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>\$ 2,668,882</u>	<u>\$ 295,043</u>	<u>90.05</u>
Expenditures					
PERSONAL SERVICES					
268-000.00-704.000	Permanent salaries	\$ 958,000	\$ 618,520	\$ 339,480	64.56
268-000.00-705.000	Temporary salaries	492,500	357,826	134,674	72.65
268-000.00-715.000	Social security	114,000	75,557	38,443	66.28
268-000.00-716.000	Insurance	197,000	115,989	81,011	58.88
268-000.00-716.200	HSA - employer contribution	-	1,800	(1,800)	100.00
268-000.00-718.000	Pension	34,600	23,121	11,479	66.82
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	11,314	2,086	84.44
268-000.00-720.000	Workers compensation	2,250	1,312	938	58.33
	PERSONAL SERVICES	<u>1,961,750</u>	<u>1,355,440</u>	<u>606,310</u>	<u>69.09</u>

CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING MARCH 31, 2011

GL NUMBER	DESCRIPTION	2010-11 AMENDED BUDGET	YTD BALANCE 03/31/2011	AVAILABLE BALANCE	% BDGT USED
SUPPLIES					
268-000.00-727.000	Office supplies	31,500	9,581	21,919	30.41
268-000.00-728.000	Postage	4,500	883	3,617	19.62
268-000.00-734.000	Computer supplies, software & licensing	101,500	35,510	65,990	34.99
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	17,822	5,178	77.49
268-000.00-741.000	Uniforms	-	521	(521)	100.00
268-000.00-742.000	Library books	215,000	114,512	100,488	53.26
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	26,200	15,900	62.23
268-000.00-745.200	Electronic media	34,650	25,680	8,970	74.11
268-000.00-745.300	Electronic resources (CD rom materials)	50,500	35,184	15,316	69.67
SUPPLIES		<u>524,250</u>	<u>282,175</u>	<u>242,075</u>	<u>53.82</u>
OTHER SERVICES AND CHARGES					
268-000.00-802.100	Bank services	750	1,500	(750)	200.06
268-000.00-803.000	Independent audit	1,500	670	830	44.67
268-000.00-804.000	Medical service	500	881	(381)	176.26
268-000.00-806.000	Legal fees	2,000	5,405	(3,405)	270.27
268-000.00-809.000	Memberships and dues	5,500	4,279	1,221	77.80
268-000.00-816.000	Professional services	5,000	3,820	1,180	76.40
268-000.00-817.000	Custodial services	35,000	20,030	14,970	57.23
268-000.00-818.000	TLN Central Services	2,500	3,000	(500)	120.00
268-000.00-851.000	Telephone	15,500	10,833	4,667	69.89
268-000.00-855.000	TLN Automation Services	50,000	37,969	12,031	75.94
268-000.00-862.000	Mileage	800	482	318	60.30
268-000.00-880.000	Community promotion	15,000	4,928	10,072	32.85
268-000.00-880.267	Library Programming-Book It	-	2,200	(2,200)	100.00
268-000.00-880.268	Library programming	23,000	10,859	12,141	47.21
268-000.00-900.000	Printing, graphic design and publishing	24,000	9,166	14,834	38.19
268-000.00-910.000	Property & liability insurance	19,000	18,000	1,000	94.74
268-000.00-921.000	Heat	32,000	12,142	19,858	37.94
268-000.00-922.000	Electricity	122,000	57,703	64,297	47.30
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	19,632	26,368	42.68
268-000.00-935.000	Vehicle maintenance	3,000	1,054	1,946	35.12
268-000.00-941.000	Grounds maintenance	26,000	20,680	5,320	79.54
268-000.00-942.000	Office equipment lease	16,375	10,165	6,210	62.08
268-000.00-942.100	Records storage	-	31	(31)	100.00
268-000.00-956.000	Conferences and workshops	10,500	6,947	3,553	66.16
OTHER SERVICES AND CHARGES		<u>467,925</u>	<u>266,307</u>	<u>201,618</u>	<u>56.91</u>
CONTINGENCIES					
268-000.00-962.000	Contingencies	10,000	-	10,000	0.00
TOTAL Expenditures		<u>2,963,925</u>	<u>1,903,922</u>	<u>1,060,003</u>	<u>64.24</u>
NET OF REVENUES & EXPENDITURES		<u>\$ -</u>	<u>\$ 764,961</u>	<u>\$ (764,961)</u>	

**CITY OF NOVI - WALKER FUND
BALANCE SHEET - MARCH 31, 2011**

GL Number	Description	Balance
Assets		
Cash and cash equivalents		
269-000.00-003.000	Cash and cash equivalents	\$ 1,432,478
Fund Equity		
269-000.00-390.000	Fund balance	1,371,885
269-000.00-390.273	Restricted - Friends of Novi Library	1,588
269-000.00-390.275	Restricted for specific collections	25
269-000.00-390.279	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		28,482
Total Fund Equity		<u>1,432,478</u>
Total Liabilities And Fund Balance		<u>\$ 1,432,478</u>

REVENUE AND EXPENDITURE REPORT - PERIOD ENDING MARCH 31, 2011

GL NUMBER	DESCRIPTION	YTD BALANCE 03/31/2011
Revenues		
INTEREST INCOME		
269-000.00-664.000	Interest on investments	\$ 10,737
DONATIONS		
269-000.00-665.268	Donation-Druschel collections	830
269-000.00-665.271	Donation-general-youth collections	515
269-000.00-665.273	Donation-restricted-Friends Novi Library	5,575
269-000.00-665.274	Donations-restricted-brick pavers	1,385
269-000.00-665.276	Donations-restricted-library trees	1,650
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>25,155</u>
TOTAL Revenues		<u>\$ 35,892</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		
269-000.00-742.268	Druschel collection expenditures	-
269-000.00-956.269	Conferences & Workshops-Friends-Library	2,161
OTHER SERVICES AND CHARGES		<u>2,161</u>
TOTAL Expenditures		<u>7,410</u>
NET OF REVENUES & EXPENDITURES		<u>\$ 28,482</u>

**CITY OF NOVI
LIBRARY INVESTMENTS
March 31, 2011**

Investment Date	Description	Maturity Date	Interest Rate	Investment Amount
268 Library Fund				
03/31/11	Ambassador Funds		0.06%	\$ 10,677
03/31/11	Chase Bank High Yield Savings		0.45%	\$ 712,231
03/31/11	Citizens Republic NOW Account		0.15%	\$ 80,800
03/31/11	Fifth Third Bank Short Term Investment		0.20%	\$ 21,640
03/31/11	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
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
03/31/11	Total 268 Library Fund			\$ 3,326,701
269 Walker Library Fund				
03/31/11	Ambassador Funds		0.06%	\$ 31,130
03/31/11	Fifth Third Bank Short Term Investment		0.20%	\$ 51,348
07/28/10	Government Agency (PNC/Nat City) FNMA**	04/28/14	1.50%	\$ 500,000
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
10/21/10	Government Agency (Morgan Stanley/Smith Barney) FNMA*****	10/21/15	2.03%	\$ 450,000
03/31/11	Total 269 Walker Library Fund			\$ 1,432,478
03/31/11	Total Library (268) and Walker (269)			\$ 4,759,179

**First semi-annual interest payment due 04/28/11 = \$3,750			
***2nd semi-annual interest payment due 09/27/11 = \$4,250			
****2nd semi-annual interest payment due 09/30/11 = \$9,500			
*****2nd semi-annual interest payment due 09/13/11 = 268 Fund \$1,500, 269 Fund \$4,500			
*****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.			

CITY OF NOVI
TAXABLE VALUE, MILLAGE RATE AND PROPERTY TAX REVENUE SCENARIO -- For Illustration Only

Property Tax Year Fiscal Year	PROJECTED				FORECAST	
	2012 FY 2012-13		2013 FY 2013-14		2014 FY 2014-15	
Taxable Value	\$ 2,861,200,000		\$ 2,844,200,000		\$ 2,844,200,000	
Less various allowances	(80,000,000)		(75,000,000)		(50,000,000)	
Adjusted Taxable Value*	\$ 2,781,200,000		\$ 2,769,200,000		\$ 2,794,200,000	
	Base	Rebalanced	Base	Rebalanced	Base	Rebalanced
Millage Rate						
General Fund	5.0182	5.1000	5.0182	5.2000	5.0182	5.2081
Municipal Street Fund	0.7719	1.0000	0.7719	1.0000	0.7719	1.0000
Police and Fire Fund	1.4282	1.6000	1.4282	1.7968	1.4282	1.8000
Parks and Recreation Fund	0.3857	0.5000	0.3857	0.5000	0.3857	0.5000
Drain Revenue Fund	0.6352	0.0000	1.1209	0.0000	1.1322	0.0000
Library Fund	0.7719	0.8111	0.7719	1.0000	0.7719	1.0000
Total Operating Millage	9.0111	9.0111	9.4968	9.4968	9.5081	9.5081
Library Construction Debt Fund	0.3392	0.3392	0.4065	0.4065	0.3966	0.3966
2010 Refunding Debt Fund	0.3822	0.3822	0.3677	0.3677	0.3682	0.3682
2003 Refunding Debt Fund	0.3606	0.3606	0.0000	0.0000	0.0000	0.0000
2002 Street & Refunding Debt Fund	0.4485	0.4485	0.2706	0.2706	0.2687	0.2687
Total Debt Millage	1.5305	1.5305	1.0448	1.0448	1.0335	1.0335
Total City Millage Rate	10.5416	10.5416	10.5416	10.5416	10.5416	10.5416 Constant

Taxes							Debt Expiration Date
General Fund	\$ 13,957,000	\$ 14,184,000	\$ 13,896,000	\$ 14,400,000	\$ 14,022,000	\$ 14,552,000	
Municipal Street Fund	2,147,000	2,781,000	2,138,000	2,769,000	2,157,000	2,794,000	
Police and Fire Fund	3,972,000	4,450,000	3,955,000	4,976,000	3,991,000	5,030,000	
Parks and Recreation Fund	1,073,000	1,391,000	1,068,000	1,385,000	1,078,000	1,397,000	
Drain Revenue Fund	1,767,000	0	3,104,000	0	3,164,000	0	
Library Fund	2,147,000	2,256,000	2,138,000	2,769,000	2,157,000	2,794,000	
Library Construction Debt Fund	943,250	943,250	1,125,650	1,125,650	1,108,150	1,108,150	2027-28
2010 Refunding Debt Fund	1,063,040	1,063,040	1,018,290	1,018,290	1,028,940	1,028,940	2015-16
2003 Refunding Debt Fund	1,002,810	1,002,810	-	-	-	-	2012-13
2002 Street & Refunding Debt Fund	1,247,390	1,247,390	749,365	749,365	750,710	750,710	2017-18
	\$ 29,319,490	\$ 29,318,490	\$ 29,192,305	\$ 29,192,305	\$ 29,456,800	\$ 29,454,800	

% Change from the prior year 3.2% -0.6% 0.9%

Revenue generated by 1.0 mil \$ 2,781,000 \$ 2,769,000 \$ 2,794,000

Operating Millages	City Charter	2011 Headlee Max	Available for Headlee Override
General Fund	6.5000	5.0182	1.4818
Library	1.0000	0.7719	0.2281
Municipal Street Fund	1.0000	0.7719	0.2281
Parks, Recreation & Cultural St	0.5000	0.3857	0.1143
Police & Fire Fund	1.8000	1.4282	0.3718

*Assumes no Headlee Reduction Factor. Includes reduction of Personal Property Tax (and write-off of old A/R for PPT) & Tax Tribunals Adjustments.

NOTE: The projected taxable values have been revised per the Assessor's 11/27/10 memo/data and February 2011 update.

Millage realignments are not the only choice, and they are not in lieu of the need for further cost cutting, consolidations, and contracting. The overall size of City of Novi government has shrunk as our property tax revenues have fallen. Even with future planned growth, we are planning to be about \$27 million in ordinary General Fund expenditures for the foreseeable future. The other

completely through sponsorships and donations and will be rotated with new pieces annually. In August 2010, two large gardens were planted using funds provided by the Novi Parks Foundation. The gardens mimic the size and location where historic barns once stood on the property and have space set aside for future art installations.

In February 2011, additional lighting was installed along the Ten Mile frontage of the park, matching lighting throughout the Civic Center Campus. Phase 2 construction includes interior lighting, additional irrigation, benches, trash receptacles, arbors and tables will be completed in summer 2011.



The recreational programs, entertainment, art installations, and gardens have made Fuerst Park a destination on the Civic Center Campus. Hundreds gather for movie nights, puppet shows, and more. Because of the popularity of the park and the potential for even greater usage, Phase 3 ideas/recommendations will be presented to City Council for consideration.

The Novi Public Library: A Bestseller for the community...

On June 1, 2010, the City of Novi Public Library formally opened the doors of its new facility to the community and has been receiving amazing accolades ever since. On average, 1,200 patrons visit the library each day, up 50% compared to 800 people in the former building. Patrons are enjoying the new array of services that were implemented to provide convenience – self



check-out stations, drive-up returns and pick up of materials, and after-hours lockers. Unique areas of the library are considered destination places – teen stop area, group study rooms, meeting room rentals, outdoor patio, full service cafe, and youth activity rooms – have been very popular. Collections were improved and expanded to include the addition of Blu-rays and video games. Not only can patrons access the internet at one of the 123 public computers in the building, but the library is also has Wi-Fi throughout the building and is accessible on the patio. A library card has never been as important as it is today, giving patrons the opportunity to access the Internet, use valuable online resources, register for classes and download books and music.

As the result of a partnership between the City of Novi Public Library and four other local area libraries (Northville District Library, Salem-South Lyon District Library, Lyon Township Library and Wixom Public Library) an eight-week Community Reads initiative was kicked off successfully in fall 2010. Residents of these communities read the book "Annie's Ghosts" and had the opportunity to

attend various programs and a finale event showcasing author Steve Luxenberg. In addition, the Library celebrated its 50th Anniversary with its longtime partners and founders, the Friends of the Novi Public Library.

The City of Novi Public Library has also become a cultural destination for those with a taste for the arts. The library provides a wealth of artwork displayed throughout the building for visitors to enjoy, including an audio tour of the various displays. Visitors can hear detailed descriptions of the Life Tiles artwork, Glass Apples, Jumping on the Books mosaic, and more.

As the library looks to celebrate its first anniversary at its new location, it looks to enhance the focus on community partnerships, engaging the Novi Community Schools to connect with students, and market business resources as an economic development tool. The library prides itself on being an information hub for residents and businesses, both in person and virtually through electronic media, and provides the resources and programs to support the educational, cultural, and recreational needs of the diverse Novi community.

Library

Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community. The library supports intellectual freedom and access to information resources for all, while maintaining the privacy of its patrons and providing a safe and secure environment.

2010-2011 Significant Accomplishments

- The Library launched a new downloadable service called OverDrive. This service offers residents of Novi the opportunity to download audio books, eBooks and music to a number of personal portable devices – including MP3, iPod,
- In cooperation with four local area libraries and their Friends groups (Northville District, Salem-South Lyon District, Lyon Township and Wixom), a Community Read event was introduced to residents. The event encouraged residents to read the book, *Annie's Ghosts*. A total of 183 copies of the book were purchased and over 765 check-outs were logged. Programs such as book discussions, genealogy events and guest speakers were held during an 8-week period leading up to the finale event, a presentation by the author, Steve Luxenberg. In addition, the author spoke to over 400 students at Novi High School. The reading event received rave reviews and will become an annual event hosted by the libraries each fall.
- The Library, in cooperation with the Friends of the Novi Library, celebrated its 50th anniversary this year. Many programs and events were presented in honor of the golden year.
- In October, the new Library was awarded the President's award by Keep Michigan Beautiful, Incorporated for its beautiful new grounds and energy efficient components.
- In January, visitors of the Library were provided the opportunity to take an audio tour of the Library's amazing and one-of-a kind artwork. The tour requires a personal cell phone and guides a listener through the various areas of the Library describing the Life Tiles, Glass Apples, Mosaic and Mural.
- In February, the new Library was one of twelve Michigan buildings to receive recognition as an outstanding construction project by the Construction Association of Michigan.
- The Library welcomes over 1200 patrons into the building each day, which is quite a significant increase from 800 in the old building.

Library (continued)

- New convenience services such as self check-outs have proven to be popular in the new building as close to 60% of materials are patron initiated, thus saving patron time when waiting in long lines. The drive-up return of materials offers patrons the convenience of having their materials checked-in instantly, providing a more accurate response for patrons records.

DESCRIPTION	REVENUE				
	2009-2010 Actual	2010-2011 Amended	2010-2011 Thru 02/28/11	2010-2011 Estimated	2011-12 Recommended
Property Taxes	\$ 2,674,686	\$ 2,390,000	\$ 2,467,311	\$ 2,438,775	\$ 2,212,000
State Sources	26,148	15,000	15,556	10,385	20,000
Fines	106,520	100,000	102,673	108,908	107,600
Interest Income	7,069	10,100	8,584	12,000	14,000
Other Revenue	171,386	37,400	48,318	50,322	37,850
	<u>\$ 2,985,809</u>	<u>2,552,500</u>	<u>\$ 2,642,442</u>	<u>\$ 2,620,390</u>	<u>2,391,450</u>
Appropriation of Fund Balance		411,425			304,537
		<u>\$ 2,963,925</u>			<u>\$ 2,695,987</u>

DESCRIPTION	APPROPRIATIONS				
	2009-2010 Actual	2010-2011 Amended	2010-2011 Thru 02/28/11	2010-2011 Estimated	2011-12 Recommended
Personal Services	\$ 1,814,084	\$ 1,961,750	\$ 1,222,327	\$ 1,836,238	\$ 1,764,450
Supplies	437,438	524,250	238,587	478,550	503,700
Other Services and Charges	324,777	467,925	236,841	371,978	415,337
Capital Outlay	-	-	-	-	12,500
Contingencies	-	10,000	-	-	-
	<u>\$ 2,576,299</u>	<u>\$ 2,953,925</u>	<u>\$ 1,697,755</u>	<u>\$ 2,686,766</u>	<u>\$ 2,695,987</u>

FUND BALANCE	
Fund Balance July 1, 2010	\$ 2,525,068
Estimated 2010-11:	
Revenue	\$ 2,620,390
Expenditures	(2,686,766)
Projected Balance June 30, 2011	<u>2,458,692</u>
2011-12 Budget:	
Revenue	\$ 2,391,450
Expenditures	(2,695,987)
Appropriate 2011-12	<u>(304,537)</u>
Projected Balance June 30, 2012	<u>\$ 2,154,155</u>

Walker Library Fund

In May 2004, the City of Novi's Library received a generous gift of \$1,000,000 from Charles and Myrtle Walker for use in the replacement or expansion of the existing Library building. The Library Board also entered into a Library Building Fund Gift Agreement with the Walker family to encourage additional donations. The library continues to receive donations. This fund will be used to support library operations into the future.

DESCRIPTION	REVENUE				
	2009-2010	2010-2011			2011-12
	Actual	Amended	Thru 02/28/11	Estimated	Recommended
Interest Income	\$ 24,068	\$ 23,100	\$ 6,228	\$ 15,700	\$ 16,300
Donations	62,921	-	17,520	17,520	-
	<u>\$ 86,989</u>	<u>23,100</u>	<u>\$ 23,748</u>	<u>\$ 33,220</u>	<u>16,300</u>
Appropriation of Fund Balance		23,100			-
		<u>\$ 46,200</u>			<u>\$ 16,300</u>

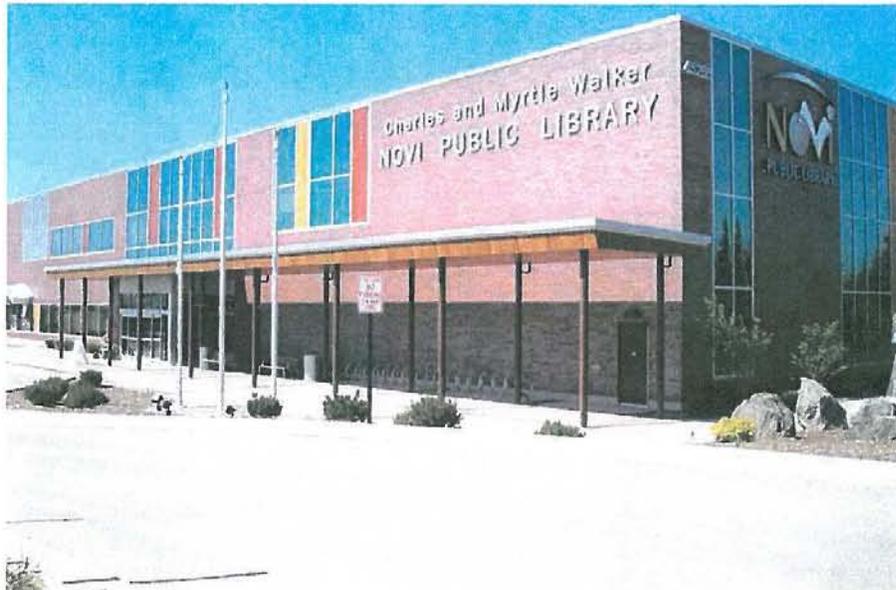
DESCRIPTION	APPROPRIATIONS				
	2009-2010	2010-2011			2011-12
	Actual	Amended	Thru 02/28/11	Estimated	Recommended
Expenditures for Specific Donations	\$ 136,741	\$ -	\$ 7,409	\$ 7,409	\$ -

FUND BALANCE		
Fund Balance July 1, 2010		\$ 1,403,996
Estimated 2010-11:		
Revenue	\$ 33,220	
Expenditures	(7,409)	25,811
Projected Balance June 30, 2011		<u>1,429,807</u>
2011-12 Budget:		
Revenue	\$ 16,300	
Expenditures	-	16,300
Appropriate 2011-12		<u>-</u>
Projected Balance June 30, 2012		<u>\$ 1,446,107</u>

Budget Summaries - Capital Project Fund

In November 2007 the voters of the City of Novi approved a millage for repayment of bonds to construct a new 55,000 square foot library. The new library has been constructed on the same site as the existing library. Construction was completed in November 2010. The remaining bond proceeds and interest will be transferred to the related debt service fund, with the closing of this capital project fund in 2010-11.

	2009-10	2010-11	2011-12
	Actual	Estimated	Budget
REVENUE			
Interest Income	\$ 13,923	\$ 1,310	\$ -
Appropriation of Fund Balance	-	11,180,000	-
	<u>\$ 13,923</u>	<u>\$ 11,181,310</u>	<u>\$ -</u>
EXPENDITURES			
Construction	\$ 11,026,219	\$ 622,672	\$ -
Transfer to debt service	300,000	1,000,000	-
Other Costs	3,842	3,399	-
	<u>\$ 11,330,061</u>	<u>\$ 1,626,071</u>	<u>\$ -</u>



Director's Report
April 20, 20110

Public Services – Margi Karp-Opperer

It is a pleasure for me to share some of the outstanding programs and events that have been offered to our Novi Community this past month.

Our monthly Adult Book Discussions and Writer's Groups, English Conversation Groups, and Computer Classes (Power Point, E-mail Instruction and Internet Instruction) were well received and well attended by our patrons. We were also happy to offer an AARP Tax Day for those in the community who needed assistance with their tax preparation.

A fantastic highlight of the season is the Library's Annual Battle of the Books. This fun competition is designed to promote the sport of reading! Students read from a list of six books and then participate in a contest where each team answers questions about those books as a team. Prizes are awarded to first, second, and third place teams. All 5th and 6th grade students who live or attend school in Novi are eligible to participate by organizing teams of 3-6 students, plus an adult coach. We are already looking forward to next year's competition. By the way, this is our 8th year of offering the Battle of the Books (See news article provided in packet).

Every March the Novi Library is also thrilled to celebrate "March is Reading Month." This year we highlighted our local authors and they presented a special story time for our youth, not only reading their books but answering questions about being an author and the challenges of getting published. In addition, we collaborated with the Novi Meadows Girl Scout Troop. The scouts volunteered their time to read to our young users in a program called "Book Buddies," helped clean some of our picture books and also created beautiful book marks in honor of March is Reading Month.

We are so proud of what we offer here at NPL that each month we enjoy highlighting collections so that our users can become more familiar with our materials. The second floor's featured collection this month was poetry in honor of National Poetry Month. The first floor showcased Women's History Month and our special database was Value Line.

Building Operations Report – Mary Ellen Mulcrone

Facilities staff has been actively engaged in follow-up for the post construction warranty inspection report. Many issues have been resolved, while others are still pending. Doug Meyers, project Manager from The Dailey Company, has been assisting in this process.

Along with the rest of Oakland County, we recognized Severe Weather Awareness Week, conducting two tornado drills: one for staff review, followed by one with the public involved.

As of April 1st, we began offering bike locks for use while visiting the Library. These may be checked out with a Library card, and must be returned inside the building before closing at the end of the day.

After working with the automated sorting technologies (AST) system for many months, Support Services staff have developed ideas for more effective sorting of materials as they are returned through the drive-up slot. Changes have been made to the sorting order of the bins allowing more efficient workflow in the AST room.

Changes are also being made to workflow in other Support Services areas, including handling of holds/requested materials, and ordering, receiving, and processing of new materials. Some staff have attended Acquisitions training from The Library Network to improve efficiency, and other staff are learning new tasks to be accomplished within the department.

We are preparing for the increase of fines for overdue materials by beginning to publicize the change. Also, Wendy Teagan is working closely with TLN staff on the complicated changes to the online circulation map that are required for implementation.

We have recently welcomed several new staff members. John D'Amico is the new Library Monitor, and Andrea Polsgrove is the new Systems Administrator. We also have three new Library Assistants: Paola Howarth, Kimberly Long, and Nancy Wallace.

SWOCC UPDATE – by Barb Rutkowski

I am pleased to report the project to push our videostream to the SWOCC communication closet at the civic center in order to forward it to BrightHouse was completed yesterday, 04-15-2011. We are able to send our videostream to BrightHouse by accessing the auto-switch's web portal and changing the priority videostream to our feed.

MOTOR CITY COMIC CON

The Motor City Comic Con has been an overwhelming success for the last 21 years. This spring's event will take place at the Suburban Collection Showplace in Novi from May 13-15.

Check out
motorcitycomiccon.com
for more information

Motor City Comic Con KIDS DAY!

Sunday, May 15

All kids 12 and under
admitted free!!

Special events for kids all day
(children 12 and under must
be accompanied by an adult)

3/31/11

TeenPosium 2011: Countdown to Comic Con

focuses on current teen fascinations with the paranormal, superheroes, Japanese cartooning, dystopian fiction, and more. This genre has a lighter touch, often combined with humor or romance, as opposed to the straightforward horror genre which often portrays graphic violence and gore.

Presented by the
Neighborhood Library Association



COME VISIT US TODAY!

Lyon Township Public Library

27005 S. Milford Road, South Lyon, MI 48178
248-437-8800
www.lyon.lib.mi.us

Northville District Library

212 West Cady Street, Northville, MI 48167
248-349-3020
www.northvillelibrary.org

Novi Public Library

45255 W. Ten Mile Road, Novi, MI 48375
248-349-0720
www.novilibrary.org

Salem-South Lyon District Library

9800 Pontiac Trail, South Lyon, MI 48178
248-437-6431
www.ssdli.info

Wixom Public Library

49015 Pontiac Trail, Wixom, MI 48393
248-624-2512
www.wixomlibrary.org

We would like to thank the Friends groups from each library for their contributions and continued support of this and all library activities.

teen POS!UM



2011 COUNTDOWN TO COMIC CON

Five communities united
by one event!
Neighboring libraries
bringing the teen
community (grades 6-12)
together to prepare for
the 2011 Motor City Comic
Con through a variety of
programs and events.

COUNTDOWN EVENTS AT THE NEIGHBORHOOD LIBRARIES

Events are for teens in grades 6-12. Register by contacting the host library.

Steampunk Jewelry

Saturday, April 16, 1-2:30pm
Lyon Township Public Library

Book Discussion of *Epitaph Road* by David Patneaude

Monday, April 18, 6-7:00pm
Wixom Public Library

Book Discussion of *Uglies Trilogy* by Scott Westerfeld

Monday, April 18, 6:30-7:30pm
Lyon Township Public Library

Book Discussion of *Walking Dead Series* by Robert Kirkman

Monday, April 18, 7-8:00pm
Salem-South Lyon District Library

Movie Night: *Scott Pilgrim vs. the World*

Tuesday, April 19, 6:30-8:30pm
Novi Public Library

Superheroes Through the Ages

Thursday, April 21, 7-8:00pm
Salem-South Lyon District Library

Japanese Craft Night

Monday, April 25, 6-7:00pm
Wixom Public Library

Movie Night: *Iron Man 2*

Tuesday, April 26, 6:30-8:30pm
Salem-South Lyon District Library

Book Discussion of *The Forest of Hands and Teeth* by Carrie Ryan

Tuesday, April 26, 7-8:00pm
Northville District Library

Book Discussion of *The Hunger Games* by Suzanne Collins

Wednesday, April 27, 7-8:00pm
Novi Public Library

Comics Creators Workshop: Writing with Images

A Kids Read Comics! Program

Friday, April 29, 6-7:30pm
Northville District Library

Movie Matinee: *Hellboy*

Saturday, April 30, 1:30-3:30pm
Wixom Public Library

Make-n-Take Candy Sushi

Monday, May 2, 6-7:00pm
Wixom Public Library

How to be a Zombie 101/Thriller Dance Class

Tuesday, May 3, 7-8:00pm
Northville District Library

Manga Mania

Wednesday, May 4, 7-8:00pm
Novi Public Library

Thriller Dance Class

Wednesday, May 4, 6-7:00pm
Wixom Public Library

Finale: ZombProm Zombie Ball Friday, May 6, 7-10:00pm Novi Public Library

Come made up and dressed in your Zombie best! (or worst!) This event features "Thriller" dancing, live DJ, food, creepy vendors, zombie and Jell-O brain eating contests, great prizes—including free Comic Con admission and an extra role in a horror movie! **Registration and permission slip for after-hours event required.**



More information @
teenposium.org

teen POSIUM

Novi Library Post Construction Services

Post construction Services Meeting Held:

Location: Small meeting room second floor @ the library

Time: 9am ~ 2 pm

Date: 2-28-11

Warranty Period:

The Maintenance and Guarantee Bond for the Novi Public Library was deemed to be effective for the building proper on March 31, 2010 and will expire on March 31st 2011.

The Maintenance and Guarantee Bond for the Novi Public Library was deemed to effective for the site work and parking on November 18, 2010 and will expire on July 27, 2015.

The Maintenance and Guarantee Bond for the Novi Public Library was deemed to effective for the landscaping on November 18, 2010 and will expire on November 18, 2012.

The following is a list of issues presented by the Library staff and their representatives or additional items noted during walk through of facility and the recommendations for remediation:

1. *Liebert Units in first and second floor data closets sending a low temperature alarm signal*

Installed drip pan and pattern of diffusers on bottom of unit causing cold air to bounce back to unit thus causing alarm. Suggest using magnetic register diffusers to direct the air flow to the side away from pan. Mechanical contractor might have a diffuser with a different pattern to achieve same result.

Alarms still occurring. Awaiting further action from Long Mechanical.

2. *Liebert unit filter location in IT room is in a difficult location for replacement.*

Location of data drop cable tray interfere with access to filter. Coordination between IT contractor and mechanical engineer insufficient. Possible solution would be to remove light to allow easier access to filter location.

Awaiting further action from Long Mechanical.

3. *AHU-1 error code 10-12 low voltage alarm is being reported on the units control panel on a consistent basis.*

Mechanical contractor should be notified to correct problem. Contractor pointed out that dirty filters were responsible for the alarms. Alarm still sounding after filter replacement. AHU-2 is not experiencing the same condition.

AHU-2 continues to trip off—at least four times last week. Awaiting further action from Long Mechanical.

4. Armstrong Pump gauge is reading 30 psi (consistently) on heat pump in 2nd floor mechanical room.

Mechanical contractor should be notified to correct problem. Faulty gauge, needs replacement or repair or possibly a gauge with a higher psi range.

Long Mechanical reports that this is normal and gauges are operating properly.

5. Second floor public restrooms ~ no hot water in both fixtures women's, one fixture men's

The individual temperature actuated mixing valves under the sinks can bleed over from the domestic cold water system to the domestic hot water system which may prevent the warm water from getting to the faucet. Install check valves and unions on the hot- and cold- water supply inlets upstream of the temperature actuated mixing valves to prevent unnecessary mixing as specified in 15425 Plumbing Specialties "Thermostatic Water Mixing Valves".

The domestic hot water supply temperature at the hot water heater was reading 120 F. The domestic hot water temperature upstream of the hot water re-circulating pump was reading 130 F. Verify that the hot water re-circulating pump and check valve are installed correctly. The pump on the domestic hot water return should be pulling from the domestic hot water return system and not from the domestic hot water heater.

Install calibrated balancing valves in each hot-water circulation return branch and discharge side of each pump and circulator per specification Section 15140 Domestic Water Piping "Valve Installation". Set calibrated balancing valves partly open to restrict but not stop flow.

Install a balancing valve on the discharge of the circulator. Two balancing valves are located on the hot-water circulation return branches in the boiler room. Install a ball valve to adjust the flow and a check valve on the discharge side of the balancing valve.

Install a balancing valve with check valve in the hot water re-circulation return branch serving first floor Public WC 107, 108 in the 2nd floor ceiling.

Water temperature on both floors is now normal. After reports of water on first floor being too hot, temperature was lowered. This resulted in water on second floor getting hotter. Water flow is backwards. Waiting for correction from USA Plumbing.

6. Strong odor in Men's restrooms

Nothing unusual detected during site visit. Continue to monitor.

Nothing new to report.

7. Ballast in front lobby pendulum lights (have replaced 2 times since the building became operational)

Fixture is working now. Continue to monitor.

Nothing new to report.

8. Panic bar second floor (north) stair malfunctioning.

Contactors need to replace device. Has been replaced several times over the last year. Faulty unit.

Rochester Hills Contract Glazing has been out to verify problem and will correct when new part is available.

9. Vibration in ductwork ~ noticeable from first floor access to electrical room.

Sheet Metal Vibrating in Storage Room

Sheet metal is panning/vibrating in the storage room. Sheet metal is also panning/vibrating at the unit in the mechanical equipment room and in the electrical transformer room. The door in the door frame of the storage room below the duct is vibrating in the door frame. The vibration is being transmitted down through the wall from the duct sitting on the wall.

Flexible Connectors:

Equipment is to be isolated from sheet metal with flexible connectors per specification Section 15815 Metal Ducts "Connections". AHU-1 is not isolated from the sheet metal with a flexible connector. Sheet metal has been rigidly connected to AHU-1. This section of sheet metal and elbow with turning vanes is vibrating at the unit. There is isolation fabric at the floor penetration where the sheet metal goes through the floor. A section of sheet metal has been attached to the vibrating unit section and the sheet metal below the mechanical equipment room floor. While some of the unit/sheet metal is isolated from the sheet metal below the floor there is a section of sheet metal that attaches the unit to the sheet metal below the floor. Any vibration at the unit will transmit down to the sheet metal below.

Provide a flexible connector at the unit to separate the sheet metal from the unit and tie the sheet metal together from the MER through the floor.

Test & Balance:

The return fan in AHU-1 may be out of balance. We were unable to access the fan since there is a special tool required to open the fan sections.

Contractor is to provide a test and balance report on AHU-1 per specification section 15950 Testing, Adjusting, and Balancing.

Duct Construction:

Per SMACNA guidelines the sheet metal is 18 gauge which is an acceptable gauge for an 84" wide duct at 1 inch w.g. static pressure. The sheet metal was able to be pushed in at the unit and up in the storage room.

SMACNA 2005 guidelines require that rectangular ducts have joints every 4 ft. Ducts that are 84" wide are to be provided with reinforcement in the form of a Joint Tie Rod or (2) external reinforcements of class (H). Where 4 foot joints with 2 ft reinforcement spacing is used internal reinforcement of Mid Panel Tie Rods (MPT) or G reinforcement is required. The distance currently between reinforcements is between 5'-0" to 7'-0". Verify that sheet metal was fabricated according to SMACNA's "HVAC Duct Construction Standards – Metal and Flexible" per specification Section 15815 Metal Ducts "Rectangular Duct Fabrication".

Duct Installation:

The duct is supported by unistrut off of the walls at intervals of 5'-0" and 7'-0". Install and support ductwork routed through building structural members so that structural members are not touched by ductwork or its insulation per specification Section 15815 Metal Ducts "Hanging

and Supporting". Install rigid rectangular metal duct with support systems indicated in SMACNA's "HVAC Duct Construction Standards-Metal and Flexible".

Transmittance to the door frame is occurring because the duct is sitting directly on top of the wall that the door frame is in. Install and support ductwork routed through building structural members so that structural members are not touched by ductwork or its insulation per specification Section 15815 Metal Ducts "Hanging and Supporting".

Verify a fire damper is installed at the floor in this location (not sure based on field survey).

Long Mechanical added supports that stopped the vibration in some areas but caused the vibration to move further along the ceiling. Awaiting further action from Long Mechanical.

10. Site irrigation overflow valve discharging on floor on loading dock

In season check of valve required, problem may have been corrected already.

This will be re-checked in spring.

11. Light switch not accessible from doorway on loading dock because of tool crib gate .

Several possible solutions:

Remove tool crib gate and move portable shelving unit to give access to light switch

Have an electrician rewire the loading dock lights to operate from just a single switch located outside of the tool crib area.

Move portable rack over and to gain access to light switch and keep light off unless needed.

No response from CEI Electric. Dailey to request rewiring for single switch operation of all lights in receiving area.

12. The front lobby area is cold in heating season.

Restricting the opening travel of the automatic doors has been tried per manufacturer recommendation. This solution did not work due to disruption of pedestrian traffic into the library. Vestibule heater was working correctly. Possible solution to a cold lobby area is to replace inner doors with a revolving type to insulate against heat loss. Portable heaters for staff located here is also a possibility. Temperature controls for the lobby area can also be turned up in order to obtain desired comfort zone.

No action taken.

13. Window shade not working in I.T. office area.

Call contractor for repair.

Shade was stuck and repaired by Ernest on 3/29.

14. Excessive pavement cracking in loading dock areas

Call contractor for surface repair.

Repairs cannot be completed until warmer weather.

15. Slab heave outside of North exit/entrance door to the patio area

Frost slabs in place outside of the patio doors functioning as designed Portions of patio outside of north patio door heaved in winter months. The area under the slab may still contain some moisture thus causing the slab to heave. Area has been sealed and moisture under patio area should dry up completely after another summer season. Monitor caulk integrity around frost slab to keep any additional water from entering.

Repairs cannot be completed until warmer weather.

16. Slab sink northwest exit door from main meeting rooms.

Per drawing Sf1.01 a typical stoop plan was designated for this area. It does not appear that a grade wall was poured. Fix per detail F on sheet SF4.01

Repairs cannot be completed until warmer weather.

17. Doors do not lock in main meeting rooms.

Call door lock contractor for repair

Conquest reviewed on 3/30 and determined problem. Core needs to be adjusted or replaced.

18. Doors do not lock on a consistent basis ~ entrance to Activities Room.

Call door lock contractor for repair.

Conquest repaired on 3/30.

19. Cracks in joints in drywall in several areas of library

Drywall contractor needs to be notified for repair.

20. Stained/Dented fabric panels located throughout facility.

Dented panels caused by operational use. See Cleaning instructions from contractor.

Library staff to make arrangements for cleaning panels.

21. Pooling of water in several areas in parking lot

After inspection the water ponding that was occurring in the parking lot seemed typical. At the end of summer season recommend another review by City of Novi Engineering department. The parking lot is under a special 5 year warranty.

Dailey will review again as season progresses.

22. Gate to patio area no longer locks, needs adjustment.

Contractor needs to adjust gate.

Gate was adjusted.

23. Weather seals at exterior doors (Patio, Mechanical Room/Chiller area, Main meeting room)

Exterior door contractor need to repair weather seals.

Rochester Hills Contract Glazing will repair weather seals for Patio doors. Conquest and Dailey determined that weather seals on meeting room doors are tight. Light shows due to type of seal used.

24. Bike tire skid marks on sidewalks

TRIM® SkidRid™ is a highly concentrated cleaner built for multiple uses including floor cleaning and general degreasing. In addition to automatic floor scrubbers, it does a great job in general purpose cleaning, mop bucket cleaning, and parts washing in room temperature wash tanks. TRIM SkidRid is completely free of 2-butoxyethanol (Butyl) and is not reportable under SARA Section 313. Specially formulated to lift off stubborn tire marks - pre-application from a spray bottle followed by power floor scrubbing can often deal with the most difficult areas

So far, efforts to clean have been unsuccessful.

25. Possible water damage in ceiling at front vestibule area.

There are no penetrations in metal standing seam roof. Roofing contractor should inspect for defects. Stain may have been caused by water entering canopy before construction completion.

CEI Roofing investigated this and other leaks (above main staircase, in meter room, in electrical room) that developed later. Water damage in vestibule actually was due to a roof leak. Temporary repairs were made to all of these areas on 3/23 and "permanent" repairs were made on 3/24. However, the leak above the main staircase reappeared and another developed nearby on 4/6. Again, temporary repairs were made. Permanent repairs and possibly additional preventive measures to occur when rain stops.

26. Handrail at north stairwell landing is coming apart

Contractor needs to repair handrail.

Doors and Drawers repaired on 3/28.

27. Leak from ice/snow buildup behind louvers in mechanical room

Mechanical contractor was alerted of problem and added additional sheet metal to slope melted snow runoff away from building to designed drainage areas.

No further action required (hopefully).

28. Seal on pump #2 is leaking in the boiler room.

Mechanical contractor needs to be notified for repair.

Long Mechanical repaired.

29. Staff entrance door sticks in warm/ hot weather

Exterior door contractor needs to adjust door.

No action taken yet.



Via email: JFarkas@novilibrary.org
March 29, 2011

Julie Farkas
Novi Public Library
45173 Ten Mile Road
Novi MI 48375

Re: Technology Design Services
Novi Public Library
Novi, MI
Project No. 208041.00

Dear Julie:

I have had an opportunity to review the options of using a third party wand to replace the Techlogic inventory wand unit. Although the Techlogic system would support the use of a third party wand, there would be a substantial amount of reconfiguration to both the self checks as well as the sorting system in order to allow a third party wand to be used. The tags in the collection would have to be reprogrammed and the addition of a second tag bit to be read from the third party system. I have confirmed this with Techlogic and they agreed that the existing system would have to be changed in order to allow both systems to work together.

After looking into using a third party wand unit, I would not recommend looking at this option. The reasons I would not suggest this option are as follows:

1. Additional cost to reprogram tags, self checks, and sorting system.
2. When using two solutions there are compatibility and reliability concerns.
3. When a problem occurs, which vendor is responsible (finger pointing).
4. The communication link between the ILS third party, Techlogic sorting, and Self Check systems.
5. Retraining and troubleshooting time for support staff.

After reviewing the letter sent by Techlogic two options are being offered; a full refund or credit. Since Techlogic has not been successful resolving the issue with the wands, we would recommend that the library evaluate both options and take advantage of the option best for the library.

Sincerely,

FANNING/HOWEY ASSOCIATES, INC.

A handwritten signature in cursive script that reads 'Dwayne A. Henderson'.

Dwayne A. Henderson, RCDD
Project Manager / Senior Associate

dah/slk

ARCHITECTURE | ENGINEERING

28001 Cabot Drive | Suite 110 | Novi, MI 48377
248.848.0123 | fax 248.848.0133 | www.fhai.com



March 25, 2011

Ms. Julie Farkas
Novi Public Library
45175 Ten Mile Road
Novi, MI 48375

Julie,

I had the opportunity to speak with Dwayne Henderson this morning about your request for a response to the inventory wands that were purchased from Tech Logic. Dwayne noted in that conversation that the library would like to know what options are available for the return of the wands in a letter format.

Tech Logic acknowledges that the CircTRAK inventory wand(s) did not meet the intended specifications as described in the sales process for the Novi Public Library. The library worked graciously with us during our onsite in December to work through the issues with the environmental factor of the metal shelving. Tag reading was not optimized unless patron materials were pulled out approximately three inches from the edge of the metal shelving units which would be an unacceptable method for a scanning process for library staff since the premise of our CircTRAK inventory wand is to provide quick and accurate information with little to no maneuvering of materials. The library also encountered difficulty in the complexity required to provide an imported list from their ILS to the CircTRAK inventory wand mini pc. The required .txt file that is required for the CircTRAK was labor intensive for the library to provide as an export from their ILS and would have required staff to utilize too much time for set up to run the scans. Both of these factors weighed against the directive of the wand to provide the library with a quick and reliable way to scan items so that they could reduce the hours necessary for staff to perform certain workflow activities.

Due to these factors, Tech Logic would like to offer to the library the following options for the return of the inventory wand(s). Please see below.

- 1.) The wands can be returned for a credit of the purchase price after we have confirmed the wand(s) conditions after inspection and testing. This credit could then be used to purchase additional software licenses, self-checkout equipment, apply to annual software license renewals, extended equipment warranty renewals or a service program for the automated sorting unit. **Current warranty expiration on the sorting unit is April 1, 2011
- 2.) The wands can be returned for a reimbursement of the purchase price to be issued after the wands have been inspected and retested.

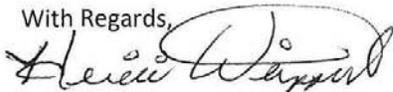
I also wanted to supply to you the list of current inventory wand customers and the ILS that they are using with the wand(s) successfully. If you would like to receive a contact name and method for reach out, I would be happy to supply that to you. As you can see, we work with a variety of ILS providers and the wand has been implemented in workflows for both public libraries and academic libraries. Please see the libraries below:

Library	ILS
Arlington Public Library	Innovative- Millennium
Baxter County Library	TLC LS Solution
Bentonville Public Library	TLC LS Solution
Braswell Public Library	TLC LS Solution
California State University Monterey Bay	Ex Libris
Chesapeake Public Library	Sirsi/Symphony
Chickasaw Public Library	TLC LS Solution
Clarksville Montgomery Public Library	TLC LS Solution
Cumberland County Public Library	Virtua
Daviess County Library	Polaris
Georgia Gwinnett College	Voyager
Los Angeles Public Library- Silver Lake	TLC CARL
Neuse Public Library	TLC LS Solution
North Vancouver City Library	Sirsi/Horizon
Perry County Library	AmLib
Round Rock Public Library	Sirsi/Horizon
Santa Monica Public Library	Sirsi/Symphony
Snow College	Sirsi/Horizon
Tom Green Public Library	TLC LS Solution
Town of Southern Pines Library	TLC LS Solution
Wasatch Public Library	Sirsi/Horizon
West Vancouver Public Library	Innovative- Millennium

Again, Tech Logic's goal is to make sure that the Novi Public Library is satisfied with our products and that our working relationship can continue to move forward. Your account is important to us.

Should you have any additional questions or would like to discuss the next steps for this resolution, please don't hesitate to contact me via any of the methods below. I will be happy to assist.

With Regards,



Heidi Weippert
Customer Care Manager
Tech Logic Corporation
hweippert@tech-logic.com
651-389-4920 Direct
1-866-880-9981 Toll Free

April 14, 2011

Fellow Directors:

Some directors recently expressed concern regarding what they felt was a lack of communication from me, and TLN's role regarding recent developments in the working relationship between the Dearborn and Dearborn Heights libraries, and the financial challenges facing the Romulus Libraries. I have thought deeply about these concerns and taken them to heart. And, I agree that in hindsight, I could and those directors involved should have done a better job of communicating with each of you. Please accept my apology. To clarify these decisions and support your local policy-making authority, based upon the tight fiscal constraints we each face, here are the actions which have been undertaken:

Dearborn and Dearborn Heights Shared Services – March 1, 2011

TLN supports the effort to develop a more inclusive and shared relationship which encourages Dearborn to become a more participating member of the TLN family of libraries. This one year pilot project and agreement allows:

- Dearborn Heights residents to use all services of the Dearborn library, including collection access via a special Dearborn non resident card
- Dearborn residents may access all Dearborn Heights services, including collection access and inter library loan access limited to four items outside the Dearborn Heights collection – Dearborn patrons are issued a Dearborn Heights non resident card with a hole punched in it. This indicates service **shall only be provided**, with the noted exception of 4 holds, **from Dearborn Heights**.
- TLN director actively monitors use weekly, reports any abuse and may cancel the agreement if abuses cannot be corrected.
- First four weeks of pilot project reveal 97% of materials borrowed by Dearborn patrons were loaned from the Dearborn Heights North facility.

Romulus Library Closure Possibility

Starting with a help desk file opened by Shelly DeLano, Romulus Librarian, on the 24th of February, TLN began a dialogue with Romulus and Wayne County Librarian, Maria McCarville, on potential actions which might be implemented should the City of Romulus close the library.

- March 31, Shelly DeLano informs TLN help desk that all county staff assigned to the Romulus Library have been given displacement notice to leave Romulus effective April 30, 2011
- TLN staff actively engaged Wayne County Library Director, Maria McCarville, in discussions to determine what if any steps TLN should implement. All of us were working with limited and fluctuating available information regarding what Romulus might or might not do. Ultimately, we concluded that the interests of all parties would best be served by adopting an action plan intended to minimize the potential loss of materials, and potential economic loss for Romulus patrons and other libraries in TLN. The plan to shadow the Romulus collection was selected by Wayne County and Romulus Library. This effectively eliminated Romulus as a circulating library as of April 4.
- Contrary to available information, The Romulus City Council did not act on establishing a PL164 library on either April 4 or 11.
- As far as we are able to determine, as of Saturday, April 30 at 5 PM Wayne County staff will no longer be in place at the Romulus City Library. We have also been informed, Romulus City Librarian, Shelly DeLano has informed Wayne County of her intent to retire, as of April 30, 2011.

It must be noted, there has been no official written communication from the City of Romulus respecting its intentions respecting the library, not even the reported intention to close the library as of April 30.

TLN has been given no plan of what the City of Romulus plans to do, on May 2 to ensure the proper discharge and return of library materials. I remain concerned about the interests of all libraries in TLN in this matter. I am

also concerned for the interests of the patrons of the Romulus Public Library. Hopefully, in the long run, the interests of both groups will not become irreconcilable.

TLN libraries are free to honor Romulus patron cards until April 30, as Romulus Library is officially still a Wayne County Library until that time. Should you and your library board wish to suspend Romulus non-resident use of your library, that is a local decision and TLN will support that decision.

Sincerely,

Jim Pletz
Director
The Library Network

Self-Check Totals-From Grand Opening -06/01/2010

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth	Adult North	Adult South
June, 2010	67,407	63.63%	42,890	12,479	9,729	5,238	11,075	1,632	2,737
July	67,135	62.47%	41,939	11,521	9,144	6,170	11,627	1,372	2,105
August	73,797	58.57%	43,226	11,663	9,755	6,416	11,869	1,213	2,310
September	59,171	54.11%	32,017	*3464	10,713	6,314	9,229	777	1,520
**October	60,983	53.89%	32,863	10,239	8,111	3,159	9,254	604	1,496
November	59,712	48.98%	29,244	9,396	8,305	2,887	6,679	487	1,490
December	55,584	54.32%	30,194	7,092	7,184	4,624	9,184	667	1,443
January	62,057	45.63%	28,315	9,446	7,896	4,748	9,427	639	1,586
February	58,197	53.99%	31,418	8,844	7,393	4,764	8,331	741	1,345
March	68,913	55.70%	38,387	11,271	8,972	6,071	9,908	616	1,549
April									
May									
June									
FYTD	565,549	54.39%	307,603	79,472	77,473	45,153	85,508	7,116	14,844

* (3,464) - Self-Check #1 was not operational for 14 days due to electrical equipment malfunction.

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

2010-2011 Fiscal Year Library Usage

	Monthly Total	Daily Average
June	42,867	1,649
July	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	16,115	520
April		
May		
June		
FYTD Total	265,628	1,060

Drive-up Window Service & After Hours Lockers:

To gauge the popularity of two new services, added for our patrons since June, we have begun to keep some informal statistics.

- Holds picked up at the drive up window:

February, 2011= 72 items

March, 2011= 86 items

158 items

- Holds picked up from the vestibule lockers since August:

15 patrons used After Hours Hold Lockers; only one was a no show!

- Patrons using these options are very pleased with the convenience.
- We plan increased advertising of these two services and expect to see an increase in their use.

TeenPosium: 2011 Countdown to Comic Con

Another great collaborative effort is underway with our Neighborhood Library Association. During the months of April and May, the 5 libraries are hosting a number of teen events planned around various "comic" themes. There are 17 programs being offered for teens in grades 6-12, all leading up to the finale – a ZombProm Zombie Ball that will be held at the Novi Public Library on May 6th from 7-10pm. A partnership with Motor City Conventions was initiated which will allow teens the opportunity to win upcoming tickets to the largest comic event in Michigan, being held the weekend of May 13th at the Suburban Collection Showplace. (See brochure for more details).

Policy P2: Charges for Overdue Materials, Damaged, Destroyed, or Lost Materials and Consumable Supplies

1. Due dates and overdue charges are intended materials within reasonable periods of time. Fines for overdue materials will be charged at the rates stated in a Schedule of Loans and Fines established by the Library Director. The current Schedule of Loans, Fines and will be posted on the web site. The Library Director has the authority to change the Schedule of Loans, Fines and Fees.

2. A charge will be levied for any damage incurred to library materials.

3. In the case of destroyed or lost materials, the amount charged will be the original cost of the item or the standard amount for the type of article as stated in the Schedule of Loans, Fines and Fees.

4. Abuse of library materials, policies and procedures may result in revocation or suspension of a patron's borrowing privileges. Revocation or suspension of borrowing privileges may result from repeated late return of materials, damage to or loss of materials by result of neglect or deliberate misuse, nonpayment of overdue fines or loss charges, and/or deliberate disregard of library policies and regulations.

5. ~~Refunds for the return of lost items previously paid for by the patron will be granted up to one year from payment date. The original receipt must be presented with the item when returned. An overdue fee will be deducted from the refund amount.~~

5. Overdue materials are considered lost and will be billed to the patron 28 days after the due date. Payments for lost materials are not refundable.

Approved: June 19, 2003; Amended:
Signed:
Lawrence A. Kilgore
President
Novi Public Library Board of Trustees

April 14, 2011

The Friends of Novi Library met on April 13, 2011

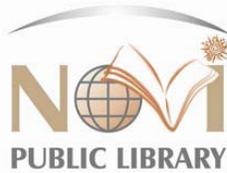
The Annual Meeting of the Friends of Novi Library will be on May 11, 2011 at 6:30 p.m.

The proposed slate for the 2011/2012 term is:

Pat Brunett.....President
Vicky McLean....Vice President
Marilyn Amberger....Secretary
Robert Cutler.....Treasurer

Trustees:
Carol Bauer
Barb Brunett
Carol Hoffman
Jim McLean
Claire Ronk

Library Board President Larry Kilgore will be asked to make a presentation.



Library Board Calendar

2011

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

March 2011 Vol. 27, No. 7

Editor: Jeff Stratton

Positive attitude towards fundraising vital to success

At the 2010 BoardSource Leadership Forum late last year, Chuck Loring, CFRE, senior partner, Loring, Sternberg & Associates, emphasized that board members need to maintain a positive outlook on their fundraising responsibility.

Loring said that given the current economic and political climates, nonprofit organizations and their boards "...can't 'kind of' fundraise. If that's the board's attitude, you won't do well," he said.

Due to the recession, fundraising has been down the past two years, and that's expected to continue this year, Loring said.

Why?

- Increased competition for fundraising dollars.

The charitable sector has seen tremendous growth, Loring said. "If your board doesn't understand it's in a competitive environment, you have trouble," he said.

- Baby Boomers. Among boomers, 85% do not have defined benefit pension plans, Loring said.

"Boomers won't be getting that monthly check in the mail until they die," he said. So they won't be able to donate? That's not good news for your organization's annual fund. "At a time when you face overwhelming demand for your services and little to no government support, you will be hurting without a bequest program," Loring said.

Fundraising takes patience and commitment, Loring said. And social media are not going to be your salvation. "Twitter and Facebook are not fundraising strategies," Loring said. "They are communication strategies."

Tip from the American Red Cross to boost board fundraising performance: At your regular meetings, have one board member at a time, in front of their board peers, give an account of their fundraising activity for the past month, Loring said. "That board has a fundraising culture!" he said. ■

Board member fundraising activities: What you can do

Consultant Chuck Loring recommends board members actively support their organization's fundraising efforts with activities such as these:

1. Contact 10 prospects personally by telephone
2. Send a letter to prospects in your community
3. Call donors to thank them for their gifts
4. Drop a personal note to lapsed donors
5. Identify prospects for cultivation events
6. Donate to the best of your ability
7. Identify and recruit future board members

8. Speak frequently about your organization and its programs and purposes

9. Accompany staff on solicitation/cultivation visits

10. Provide names and addresses for direct mail campaigns

11. Identify potential corporate donors

Source: Chuck Loring, CFRE, senior partner, Loring, Sternberg & Associates, Fort Lauderdale, Fla. Used with permission. ■

Interview prospective board members to ensure proper "fit"

When your board or the committee on the board responsible for recruiting new members sits down with a prospective board member during the recruitment process, do you have a plan?

It's important when meeting with a candidate for board service to learn whether or not the individual has the qualifications you are looking for. You certainly want to find out if your

prospect has enthusiasm for the mission, position, and the special skills, knowledge and expertise you seek.

There are specific questions a board should ask of potential new members that can ensure that the individual is a good fit with your organization.

Use the following Board Candidate Interview Form to obtain the necessary information.

Board Candidate Interview Form

Name of prospect: _____

Employer/occupation: _____

Home address: _____

Business address: _____

Home telephone: _____ Business telephone: _____ Cell phone: _____

E-mail: _____

Spouse: _____

Children's name(s) and ages: _____

1. List present/past involvement with this organization. _____

2. What knowledge do you have about this organization, its history, mission and programs? _____

3. What experience have you had on other boards?

(This question helps you find out whether the individual can make a quick transition to board service or will need extra orientation to the job. The answer can also provide you with references to check.)

4. Are you willing to commit time and financial support to this organization?

(Another good question: be sure to be honest about time commitments and the organization's expectation that the board expects financial support from its members. The answers to these questions get to the heart of commitment.)

5. How would you describe the organization's mission? _____

6. What is your belief in community service? _____

7. What do you believe is the role of a nonprofit board?

(This is a question that must be asked. The answer will tell you a great deal about the individual's experience and understanding of boards, and whether you will have a good team player.)

8. Would you accept a nomination to serve on the board of directors?

(Always ask this question. Don't assume an individual will accept an invitation to serve without being asked.)

Interviewed by: _____ Date: _____