

## Agenda

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

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
  - A. Letter from Denise Cook - Michigan Library Association, June 10, 2011..... 12
  - B. Letter from Barbara Balsler - Fox Run Genealogy Group, July 8, 2011 ..... 13
6. Presentation
  - A. Gary Bernstein, Café Owner – Annual Report ..... 27
7. Public Comment
8. President's Report
  - A. Library Goals 2011-2012 ..... N/A
  - B. Library Board Goal Setting Session – Thursday, July 28 at 6:00pm, Novi Public Library
  - C. Director's Evaluation
9. Treasurer's Report
  - A. Library Budget 2011-2012..... 14
  - B. Approved City of Novi 2011-2012 Budget – Library Fund, Walker Library Fund, 2088 Construction Fund ..... 20
  - C. Memo from Kathy Smith Roy – MERS Annual Valuation Defined Benefit Plan, July 5, 2011..... 21
  - D. Library Investments/Revenues and Expenditures/Walker Fund – June 30, 2011 ..... 16
  - E. Library cafe revenue report – June 2011 ..... N/A
10. Director's Report
  - A. Public Services and Building Operations reports..... 22
  - B. Library Usage Statistics – June 2011 ..... 23
  - C. Café Health Inspection Report, July 6, 2011 ..... 28
  - D. TLN Library Reports – Jim Pletz, Library Director, June 2011, July 2011 ..... 33
  - E. Email from Nancy Robertson, State Librarian – State Budget Information ..... 37
11. Friends of Novi Library Report
  - A. 2011-2012 Budget ..... 38
12. Historical Commission Report
  - A. Meeting minutes, June 22, 2011 ..... 39
13. Student Representatives Report

- 14. Committee Reports
  - A. Policy Committee (Margolis, Casey, Kilgore)
  - B. HR Committee (Casey, Verma, Kilgore)
    - 1. Employee Handbook revisions – 3<sup>rd</sup> draft
    - 2. Health Care Insurance – No Report
    - 3. Library Director Annual Review, July 2011
  - C. Finance Committee (Margolis, Czekaj, Sturing)
  - D. Capital Replacement Schedule – No Report
  - E. Fund Balance Requirements – No Report
  - F. Fundraising Committee (Mena, Sturing, Casey)

15. Public Comment

**16. Matters for Board Action**

- A. Approval of Employee Handbook revisions as presented, based on effective dates noted (Chart for Part-time benefit hours – January 1, 2012, Omission of Break Policy – August 1, 2011, FMLA Policy – July 20, 2011)

17. Adjourn

18. Executive Session – Library Director Annual Performance Review

Consent Agenda:

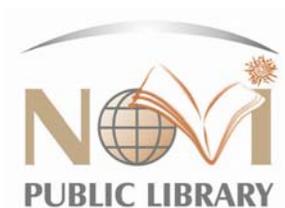
- 1. Approval of Claims and Warrants L484 ..... 3
- 2. Approval of Regular Meeting Minutes – June 15, 2011 ..... 5

Supplemental Information

- 1. Board and Administrator- June 2011, July 2011 ..... 41
- 2. Oakland Press Article – July 7, 2011 ..... 45
- 3. Novi News Article – July 6, 2011 ..... 46
- 4. Shop for a Cause flyer ..... 47
- 5. Crop for a Cause flyer ..... 48
- 6. Library Board Calendar ..... 49

Future Events:

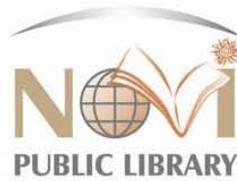
- Historical Commission Regular Meeting – July 27<sup>th</sup> at 6:30pm, Novi Public Library
- Library Board Goal Setting Session – July 28<sup>th</sup> at 6:00pm, Novi Public Library
- Friends of the Novi Library Regular Meeting – August Meeting CANCELLED
- Library Board of Trustees Regular Meeting – August 17<sup>th</sup> at 7:00pm, Novi Public Library
- Historical Commission Regular Meeting – August 24<sup>th</sup> at 6:30pm, Novi Public Library
- Shop for a Cause – August 27<sup>th</sup> (Macy’s store hours), Macy’s Department Stores
- Fall for Novi – September 24<sup>th</sup> at 11:00am, Civic Center



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

Warrant 484		July 2011	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 2,396.30
Farkas, Julie	stamps	268-000.00-728.000	\$ 39.73
CDW-G		268-000.00-734.000	\$ 1,039.53
Freedom Scientific BLV		268-000.00-734.000	\$ 811.27
Tech Logic Corp.	RMA Wand Rtn.	268-000.00-734.000	\$ 2,209.00
TechSoup Global	50 licenses Off Pro+2010	268-000.00-734.000	\$ 2,750.00
The Library Network	43206/off lic 10	268-000.00-734.000	\$ 521.40
TotalChoice Hosting		268-000.00-734.500	\$ 4.00
Amazon. Com	basket carts -2	268-000.00-740.000	\$ 44.91
Demco	4220587/stools	268-000.00-740.000	\$ 820.75
Displays2go		268-000.00-740.000	\$ 244.11
JL Geisler		268-000.00-740.000	\$ 43.45
Midwest Tape		268-000.00-740.000	\$ 35.88
Sentry Supply		268-000.00-740.000	\$ 520.28
Library Design Associates, Inc.		268-000.00-740.200	\$ 4,163.00
Amazon		268-000.00-742.000	\$ 1,014.21
Borders		268-000.00-742.000	\$ 389.30
Brodart		268-000.00-742.000	\$ 9,027.37
Center Point Large Print		268-000.00-742.000	\$ 297.78
Gale		268-000.00-742.000	\$ 1,237.99
Scholastic		268-000.00-742.000	\$ 781.00
West		268-000.00-742.000	\$ 1,282.50
Ebsco		268-000.00-743.000	\$ (41.95)
Teddy, James	5/30-7/2/11News/FP	268-000.00-743.000	\$ 50.00
Library Ideas		268-000.00-744.000	\$ 10,150.00
Midwest Tape		268-000.00-744.000	\$ 1,757.38
OverDrive		268-000.00-744.000	\$ 979.03
Midwest Tape		268-000.00-745.200	\$ 3,950.01
Gale		268-000.00-745.300	\$ 1,500.00
ProQuest		268-000.00-745.300	\$ 1,812.00
Providence Occupational Health Partners	Reedy/169711	268-000.00-804.000	\$ 53.90
Michigan Library Association		268-000.00-809.000	\$ 510.00
Midwest Collaborative for Library Services	7/1/11-6/30/12	268-000.00-809.000	\$ 250.00
Public Library Trustee Assoc. of Oak Cty		268-000.00-809.000	\$ 35.00
DuAll Cleaning, Inc.	May 2011/305511	268-000.00-817.000	\$ 2,750.00
AT&T	4/23-5/22/11	268-000.00-851.000	\$ 124.32
TelNet Worldwide	6/15-7/14/11	268-000.00-851.000	\$ 692.32
Verizon Wireless	4/29-5/28/11	268-000.00-851.000	\$ 451.92
The Library Network	43161/shtechpass thr	268-000.00-855.000	\$ 4,095.92
Farkas, Julie	mileage	268-000.00-862.000	\$ 62.48
AT&T	Advertising	268-000.00-880.000	\$ 48.50
Bright House Networks	6/1-30/11	268-000.00-880.000	\$ 63.22
Farkas, Julie		268-000.00-880.000	\$ 44.37
Highsmith	4225526/bookmarks	268-000.00-880.000	\$ 129.75

<b>Warrant 484</b>		<b>July 2011</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Moe's on Ten Seafood	app bkft 4/14/11	268-000.00-880.000	\$ 750.00
Sam's Club	NPL B-day Cake	268-000.00-880.000	\$ 20.48
Victory Corps		268-000.00-880.000	\$ 189.74
Bauss, Kathryn	Youth	268-000.00-880.268	\$ 46.60
Brandt, Gary		268-000.00-880.268	\$ 225.00
Dharma Trading Co.		268-000.00-880.268	\$ 109.69
Druschel, Pauline	7/14/2011	268-000.00-880.268	\$ 40.00
Esseltine, Megan	7/9/2011	268-000.00-880.268	\$ 40.00
Farkas, Julie		268-000.00-880.268	\$ 250.00
Mad Science of Detroit	y/7/27/11	268-000.00-880.268	\$ 530.00
Motion Picture Licensing Corp (MPLC)	503725842/10-11fy	268-000.00-880.268	\$ 210.00
Mutch, Kathleen	7/14 & 23/11	268-000.00-880.268	\$ 75.00
Novi Parks & Recreation/City	7/12 ,19, 26/11	268-000.00-880.268	\$ 500.00
Oriental Trading Company, Inc.		268-000.00-880.268	\$ 37.95
Sam's Club	youth	268-000.00-880.268	\$ 26.96
Accuform Printing & Graphics, Inc.	srp youth broch	268-000.00-900.000	\$ 2,156.02
Konica Minolta Business Solutions		268-000.00-900.000	\$ 896.01
Consumers Energy	5/12-6/10/11	268-000.00-921.000	\$ 389.31
AT&T	6/13-7/12/11	268-000.00-922.000	\$ 33.84
DTE Energy	4/25-5/23/11	268-00.000-922.000	\$ 7,311.31
Allied Waste		268-000.00-934.000	\$ 76.13
Cintas		268-000.00-934.000	\$ 842.35
DuAll Cleaning, Inc.	305519/May 2011	268-000.00-934.000	\$ 621.00
Gallagher Fire Equipment		268-000.00-934.000	\$ 195.50
Grainger		268-000.00-934.000	\$ 87.40
Library Design Associates Inc.		268-000.00-934.000	\$ 8,436.01
Orkin		268-000.00-934.000	\$ 50.00
Touch of Tropics		268-000.00-934.000	\$ 50.00
USA Plumbing & Sewer Service, Inc.		268-000.00-934.000	\$ 114.50
Brien's Services, Inc.		268-000.00-941.000	\$ 1,035.00
C&J Parking Lot Sweeping, Inc.	5/29/11/lots	268-000.00-941.000	\$ 195.00
Great Oaks Landscape		268-000.00-941.000	\$ 4,980.00
Home Depot		268-000.00-941.000	\$ 11.94
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
Mulcrone, Mary Ellen	mileage/conf	268-000.00-956.000	\$ 30.36
Robinson, Mary	mileage/conf	268-000.00-956.000	\$ 62.73
Petty Cash			\$ 51.21
<b>TOTAL</b>			<b>\$ 90,833.22</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
June 15, 2011**

**DRAFT**

**1. Call to Order and Roll Call**

**Library Board**

Larry Kilgore, President  
Laura Casey, Vice President  
David Margolis, Treasurer  
Willy Mena, Board Member  
Ramesh Verma, Board Member

**Absent and Excused**

Mark Sturing, Secretary (7 p.m. arrival)  
Larry Czekaj, Board Member

**Student Representatives**

Tory Yu

**Absent and Excused**

Nishant Kakar

**Library Staff**

Mary Ellen Mulcrone, Assistant Director, Building Operations  
Margi Karp-Opperer, Assistant Director, Public Services  
Barbara Rutkowski, IT/Facilities Department Head  
Marcia Dominick, Administrative Assistant

**Absent and Excused**

Julie Farkas, Director

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 6:58 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A motion was made to approve the June 15, 2011 Regular Library Board agenda as presented.

1<sup>st</sup> – Ramesh Verma  
2<sup>nd</sup> – Willy Mena

The motion was passed unanimously.

**4. Consent Agenda**

A motion was made to approve the June 15, 2011 Consent Agenda as presented.

1<sup>st</sup> – Mark Sturing  
2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

**5. Correspondence**

**a. Letter from Novi Meadows regarding a donation for the Novi Meadows Fun Fest**

A letter was received from Novi Meadows, Novi Community School District, thanking the Library for a Novi Public Library Gift Bag and a Friends of the Library Gift Certificate, which were donated as raffle prizes at this year's Novi Meadows Fun Fest.

**6. Presentation**

**a. Summer Reading 2011: Margi Karp-Opperer, Assistant Director of Public Services**

The Summer Reading program is for all ages as it stimulates, educates and enhances reading skills.

Youth: One World, Many Stories (4<sup>th</sup> grade and below) can read independently, be read to, or read to others.

Teens: You Are Here

Adults: Novel Destinations: read or listen to three books.

- You can register either at the Library or on-line.
- Incentives and programs offered for all age groups.

The Library, in conjunction with Novi Parks & Rec Department, is offering Sizzling Summers on Tuesday mornings throughout the summer. Events will be held at the Fuerst Park (if inclement weather, events will be held at the Library).

**7. Public Comment**

There was no public comment.

**8. President's Report**

**a. Library Goals 2010-2011**

- The Library celebrated its first birthday, June 1, 2011.
- Promotion of convenience services:
  - Book Drop
  - Drive-up
  - After-hour lockers
- Museum Adventure Pass (all year) and Park & Read (summer)
  - Day pass for State Parks
  - No overnight stays allowed
- The Library is offering tote bags (lime green) for sale at the cost of \$2.

- The Library is also offering Summer Reading T-shirts for sale at the cost of \$5 each. They are sold at the Sizzling Summers Tuesdays at the Library.

Laura Casey questioned if the Board was going to revisit their goals and if a brain-storming session will be scheduled? This will be addressed with the Director upon her return.

**b. Post Construction Update:** Mary Ellen Mulcrone, Assistant Director of Building Operations.

Most items that were listed are under control. A few items still being worked on:

- Doors
- Pavement and concrete: Dailey Company working to move forward
- Parking lot repair is being discussed
- Subcontractor to place holes in the bio-swale allowing for better drainage.
- Ditch to be graded and hydro-seeded in front of Library.

Trustee Verma questioned if the bond had been returned to the general contractor. Response: The engineer was part of the walkthrough and created the list. They have also attended the Building Authority meetings. Trustee Verma stated the need for the engineers to come back to have them approve the repairs made to the building. Mary Ellen Mulcrone will contact the contractors to have them return to sign off on the repairs. Trustee Kilgore questioned if the final punch list sign off is a Building Authority jurisdiction or the Library's? The Building Authority is ultimately responsible.

Item #11: Do we need to hire an electrician to relocate the light switch? The cost would be on the Library, but worth investigating the cost. Julie Farkas is to investigate and come back to the Board, if needed, for approval.

**c. Letter from Elizabeth M. Kudla, Secrest Wardle: Post Construction Services Issues – Front Lobby Heating Issue**

An issue that is still outstanding is the heating of the lobby. It is believed to be fixed, but it cannot be tested until the weather gets colder. A letter from Secrest Wardle indicating that the warranty be extended until it can be certain repairs have been made was sent to BEI Associates, Inc, The Dailey Company and Long Mechanical. There was a verbal agreement, but waiting for a written confirmation to the extension of the warranty.

**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 – May 31, 2011**

The Balance Sheet for period ending May 31, 2011 indicates a Total Liabilities and Fund Balance of \$2,967,392.

The Library's Net of Revenues and Expenditures for the period ending May 31, 2011 shows a balance of \$285,633. With 11 months into the budget year, the Library has utilized 73.59% of the budget.

The Walker Fund Balance Sheet for the period ending May 31, 2011 shows the Total Liabilities and Fund Balance of \$1,440,527, and a Net of Revenues and Expenditures of \$36,476.

The Library's Investment Sheet for the period ending May 31, 2011 shows the Total Investment amount for the 268 Library Fund at \$2,947,251.

The Library's Investment Sheet for the period ending May 31, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,440,527.

The Library's Investment Sheet for the period ending May 31, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$4,387,778.

May was the largest expenditure with 13% of the budget used.

The month found a high building maintenance expenditure (\$8,100) due to carpet cleaning, window washing, and various mechanical service fees.

The Board authorized funds for tables in the copier areas, but has not seen the payment. The funds should be expensed prior to the end of the fiscal year.

The Finance Committee is to investigate the investment of Library funds with the City Finance Director. Look at investment guidelines; short-term and long-term investing, investment policy, etc.

With 11 months past, and if spending stays the way it has, the Library is not expected to utilize the fund balance. Kudos to Julie and the staff if they don't use the fund balance allocation.

**c. Library Café revenue report 2010-2011**

The May revenue check from the café was not received. The Café has exceeded the minimum expectations and has lived up to their agreement.

**10. Director's Report**

**a. Public Services and Building Operations Reports**

**i. Public Service Report**

- Girl Scout Leader's Meeting – appreciated resources provided by the Library for leaders and scouts
- 58- 6<sup>th</sup> graders – pilot program; Breakfast and a tour of the Library were provided; informed of Homework Help – only accessible to Novi Residents with Library cards.
- College Planning – 7<sup>th</sup> graders and older; provided an avenue to pursue college admissions
- College Planning – The Hantz Group discussed funding college.
- Great Parents/Great Starts

**ii. Building Operations Reports**

- Met with Great Oaks Landscaping, City landscaper, BEI, and the contractor for Dailey and discussed the plants that need to be replaced and the watering schedule.
- Group Study Rooms have had heavy-duty wallpaper installed.
- Car Charging Stations – page 42 of June Library Board packet. Installation is scheduled for the second week of July, 2011. The reimbursement of funds to the Library for unit usage are still being finalized.

- Detroit Institute of Arts' Inside/Out Program will be at the Library again this year with artwork located on the patio. Other area locations this year to hold the artwork project are the Civic Center and Fuerst Park with 80 throughout metropolitan Detroit.
- This is the second year for the Novi Newbies project. Joining the sponsors are the Novi Rotary and Providence Hospital. On average, 20 new Novi residents are born at Providence Hospital who receives this special gift.
- Novi Library is #1 in OverDrive statistics in The Library Network.
- Performance Reviews are being completed with goals for 2011-12 being worked on next month.

Accomplishments for 2010-11:

- OverDrive
- Community Read
- 50<sup>th</sup> Anniversary of Novi Public Library, along with the Friends 50<sup>th</sup> Anniversary
- Book It! Fundraising which raised over \$10,000
- Self-checkouts increased by 50%
  - The March and April entry to NPL (gate) numbers were incorrect with actual numbers at:
    - March - 1041
    - April - 1003
  - June 2010 numbers are still on the record as a comparison of when the Library opened its doors.

A request to have the numbers of entries to the Library for 2010-11 and 2011-12 fiscal years run side-by-side to show the overall growth of the Library.

A suggestion to move the second floor self checkout station that is not receiving high usage to another location where it will be used more frequently. Mary Ellen Mulcrone said that relocating it to the first floor has been discussed.

#### **11. Friends of Novi Library Report**

At the Friends Annual Meeting, a new Board was approved:

Patrick Brunett – President  
 Vicky McLean – Vice President  
 Marilyn Amberger – Secretary  
 Robert Cutler – Treasurer  
 Carol Bauer – Member at Large  
 Barbara Brunett – Member at Large  
 Carol Hoffman – Member at Large  
 Jim McLean – Member at Large  
 Claire Ronk – Member at Large

This year's Friends scholarship winner is Travis Vincent, who was awarded \$2,000 for future studies.

The Friends held their annual Book Author Luncheon at Fox Hills Country Club on May 23, with guest speaker, Jeffrey Zaslow, to a sold out crowd.

The Friends again this year sponsored the Summer Reading Program and the Novi Newbies. At their annual meeting, they approved the Library's Wish List. Trustee

Margolis stated that the Board was very much appreciative of the funds that the Friends provide to supplement the Library's requests.

**12. Historical Commission Report**

Meeting report located in the June 2011 Library Board Packet, page 50.

- The Obelisk was placed in its spot on Eight Mile this month. Brick pavers are to be installed and a bench is to be placed at the site.
- The Heritage Festival is to be held on June 18, from 10 a.m. – 3 p.m. with lots of activities provided for families to enjoy. The Friends and Library staff are to be in attendance.

**13. Student Representatives Report**

Torry Yu has been selected as the Library's newest Student Representative. Nishant Kakar will continue his role as a Student Representative for the Library.

**14. Committee Reports**

**a. Policy Committee**

**i. Car Chargers – Introduction of policy language adopted by City Council**

The City has imposed a \$3 charge fee for the car charger stations located at the Novi Public Library and at the Novi Police Department. Electricity is to be supplied by the Library. Of the \$3 charge, \$2.27 will be deposited to the City's account. It is still being discussed as to the amount that will be provided the Library for the electrical usage.

A motion was made to adopt the resolution endorsing the City's adoption of their \$3 initial fee for the charging station.

1<sup>st</sup> – David Margolis

2<sup>nd</sup> – Laura Casey

The motion passed unanimously.

**b. HR Committee**

- i. The second draft of the Employee Handbook was provided to the Library Board for review and approval. Trustee Sturing questioned why there were still full time employees working 7.5 hours per day. He was under the impression that all full time employees were on an 8 hour per day schedule. The Trustees were informed that we do have non-exempt full time employees who are on a 7.5 per hour a day schedule. The Employee Handbook will go back to Committee and will be brought back at a future Board meeting for discussion and approval.

**ii. Health Care Insurance – No report**

**iii. Library Director Annual Review – July 2011**

The Director's annual review will be held following the July Regular Board Meeting. It will be at the Director's discretion if she would like it to be a public meeting or in executive session.

**c. Finance Committee**

**i. Capital Replacement Schedule**

Coming out of the budgetary process, two years of budgets are created; first year is official, the second year is unofficial – a game plan to look ahead.

A meeting was held asking for staff input as to what future costs for items that might require replacement, that are no longer under warranty, but have not received the information to share with the committee. This is a work in progress.

**ii. Fund Balance Requirements**

Preliminary conversations with the City regarding whether the Library would like to use the sinking fund concept – fund balance would be restricted vs. non-restricted. Restricted would be for those capital expenditures, i.e. a new roof, HVAC, etc. Determine the needs before the restriction of funds.

Trustee Kilgore questioned how low would the Board would be willing to take the Fund Balance to?

**d. Fundraising Committee**

There has not been a meeting of the Fundraising Committee.

**15. Public Comment**

There was no public comment.

Due to technical difficulties with the sound quality of the Board meetings, past meetings have not been placed on the Library's website for viewing.

Trustee Sturing commented on how much the Board appreciates the Novi Public Library. Throughout the country there is a similar message of libraries lessening services due to budget issues. The Board can make good decisions based on the comprehensive and accurate information provided by the staff - the staff makes the Board look good with the decisions that the Board makes.

**16. Adjourn**

A motion was made to adjourn the meeting at 8:34 p.m.

1<sup>st</sup> – Willy Mena  
2<sup>nd</sup> – Laura Casey

The motion passed unanimously.

\_\_\_\_\_  
Mark Sturing, Secretary

\_\_\_\_\_  
Date



Michigan Library Association

MICHIGAN LIBRARY ASSOCIATION • 1407 RENSEN STREET • SUITE 2 • LANSING, MI 48910

PH. (517) 394-2774 • FAX: (517) 394-2675 • [www.mla.lib.mi.us](http://www.mla.lib.mi.us)

Friday, June 10, 2011

Novi Public Library  
Julie Farkas  
45255 W. 10 Mile Road  
Novi, Michigan 48375

Dear Julie,

Michigan Library Association would like to share our gratitude with you! Thank you very much for allowing MLA to use your space at Novi Public Library this spring for Financial Fitness. Your venue allowed us to host a meeting/conference for our members, giving us the ability to raise revenue to support your association, provide members with valuable professional development, and have meaningful networking opportunities.

Again, thank you!

Sincerely,

A handwritten signature in black ink that reads 'Denise Cook'. The signature is written in a cursive style with a large initial 'D'.

Denise Cook, CMP

Director of Professional Development and Meeting Planning

**Sent:** Friday, July 08, 2011 8:28 PM

**To:** Betty Lang

**Subject:** Library Visit

The Fox Run Genealogy Group wishes to thank you for the lovely and very helpful presentation on Ancestry Library Edition. Getting us started really helped us to understand the program and Andrew was a big help when we got "lost"! Some of the group found some relatives and all thought the mystery was taken out of using Ancestry Library Edition. We all want to return again. Thank you.

Barbara Balsler , Sec.

2011-2012 Budget Proposal, Final draft 3/16/01				
		2009/2010 Audited	2010/2011 Yr. End	2011/2012 Approved
<b>Revenues</b>				
<b>Account</b>	<b>Description</b>			
403.000	Property Tax Revenue	2,674,686.00	2,438,775.00	2,212,000.00
567.000	State Aid	26,148.00	15,555.32	20,000.00
657.000	Library book fines	36,417.00	42,000.00	44,100.00
658.000	State penal fines	70,103.00	66,908.00	63,500.00
664.000	Interest on Investments	7,069.00	12,000.00	14,000.00
665.000	Miscellaneous income	19,791.00	9,500.00	9,000.00
665.100	Copier	2,234.00	2,000.00	2,000.00
665.200	Electronic media	5,389.00	6,000.00	7,500.00
665.300	Meeting Room	4,450.00	6,500.00	6,500.00
665.400	Gifts and donations	846.00	15,000.00	2,000.00
665.404	Novi Township Assessment	7,693.00	6,822.00	6,350.00
665.500	Book rental	23.00	0.00	0.00
665.650	Library Café	N/A	4,500.00	4,500.00
665.800	Miscellaneous Paper Revenue	36.00	0.00	0.00
666.000	Other revenue - grants	0.00	0.00	0.00
676.269	Transfer from Walker Fund	130,924.00		0.00
<b>Total Revenue</b>		<b>2,985,809.00</b>	<b>2,625,560.32</b>	<b>2,391,450.00</b>
		2009/2010 Audited	2010/2011 Yr. End	2011/2012 Approved
<b>Expenditures</b>				
<b>Account</b>	<b>Description</b>			
704.000	Permanent Salaries	972,331.00	860,000.00	870,000.00
705.000	Temporary Salaries	494,002.00	492,500.00	539,000.00
709.100	Sick Bank Payout	12,634.00	0.00	0.00
715.000	Social Security	111,523.00	104,000.00	108,000.00
716.000	Insurance	173,270.00	163,000.00	184,000.00
716.200	HSA		3,600.00	7,200.00
718.000	Pension DB	45,098.00	32,000.00	26,000.00
718.050	Pension - add'l DB		150,000.00	0.00
718.200	Pension - Defined Contribution		16,000.00	18,000.00
719.000	Unemployment Ins	2,448.00	13,338.00	10,000.00
720.000	Workers' Comp	2,778.00	1,800.00	2,250.00
<b>Total Personnel Services</b>		<b>1,814,084.00</b>	<b>1,836,238.00</b>	<b>1,764,450.00</b>
<b>Supplies</b>				
727.000	Office supplies	37,651.00	18,000.00	25,000.00
728.000	Postage	4,588.00	1,800.00	2,100.00
734.000	Computer software & licensing	37,528.00	95,500.00	87,000.00
734.500	Computer supplies equip	25,515.00	7,000.00	15,000.00
740.000	Operating supplies	15,515.00	23,000.00	24,500.00

741.000	Uniforms	0.00	500.00	300.00
<b>Materials</b>				
742.000	Books	182,109.00	200,000.00	200,000.00
742.666	Books - Misc. Grants	1,939.00	0.00	0.00
743.000	Periodicals	14,525.00	14,500.00	16,000.00
744.000	Audiovisual materials	34,399.00	42,100.00	52,100.00
745.200	Electronic media	29,450.00	34,650.00	38,200.00
745.300	Online Resources	57,219.00	42,500.00	43,500.00
<b>Total Supplies &amp; Materials</b>				
		<b>440,438.00</b>	<b>479,550.00</b>	<b>503,700.00</b>
<b>Services &amp; Charges</b>				
		<b>2009/2010</b>	<b>2010/2011</b>	<b>2011/2012</b>
		<b>Audited</b>	<b>Yr. End</b>	<b>Approved</b>
<b>Account</b>	<b>Description</b>			
802.100	Bank Services	1,100.00	900.00	1000.00
803.000	Independent Audit	810.00	603.00	900.00
804.000	Medical Service	376.00	500.00	500.00
806.000	Legal Expenses	3,677.00	5,000.00	2,000.00
809.000	Memberships & Dues	5,432.00	5,500.00	6,300.00
816.000	Professional services	7,155.00	3,000.00	5,000.00
817.000	Custodial Services	20,520.00	35,000.00	45,000.00
818.000	TLN Central Services	3,500.00	3,000.00	16,000.00
851.000	Telephone	11,016.00	15,500.00	16,500.00
855.000	TLN Automation Services	47,855.00	42,000.00	56,900.00
862.000	Mileage	596.00	500.00	800.00
880.000	Community Promotion	20,381.00	8,000.00	8,000.00
880.268	Programming	10,501.00	18,000.00	23,000.00
900.000	Design, Printing, Publishing	34,094.00	13,500.00	13,500.00
910.000	Property & Liability Insurance	5,423.00	18,000.00	18,000.00
921.000	Heat	9,417.00	18,000.00	16,000.00
922.000	Electricity	78,809.00	80,000.00	80,000.00
923.000	Water and Sewer	3,113.00	10,000.00	10,000.00
932.000	Office Equipment Maint.	0.00	0.00	0.00
934.000	Building Maint.	17,074.00	40,000.00	41,000.00
935.000	Vehicle Maint.	5,041.00	2,000.00	3,000.00
941.000	Grounds Maint.	11,874.00	25,000.00	25,000.00
942.100	Records storage	93.00	16.00	62.00
942.000	Office Equipment Lease	9,893.00	16,375.00	16,375.00
956.000	Conferences & Workshops	17,027.00	10,500.00	10,500.00
<b>Total Services &amp; Charges</b>				
		<b>324,777.00</b>	<b>370,894.00</b>	<b>415,337.00</b>
976.000	Building Improvements	0.00	7,500.00	0.00
990.000	Furniture	0.00	5,000.00	0.00
962.000	Contingency		0.00	0.00
<b>Total Capital Outlay</b>				
		<b>0.00</b>	<b>12,500.00</b>	<b>0.00</b>
<b>Total Expenditures</b>				
		<b>2,579,299.00</b>	<b>2,699,182.00</b>	<b>2,683,487.00</b>
680.00	Fund Balance Change	409,509	-73,621.68	-292,037.00

CITY OF NOVI  
2011-12 BUDGET

ACCOUNT NUMBER	DESCRIPTION	2009-10		2010-11		2011-12		NOTES
		Actual	Amended	Thru 02/28/11	Estimated	Budget		
268-000.00-403.000	Property Taxes	\$ 7,693	\$ 6,900	\$ -	\$ -	\$ -	\$ -	
268-000.00-404.000	Township Taxes	26,148	15,000	15,556	10,385	20,000	20,000	
268-000.00-567.000	State Sources	36,417	30,000	35,765	42,000	44,100	44,100	
268-000.00-657.000	Library Book Fines	70,103	70,000	66,908	66,908	63,500	63,500	
268-000.00-658.000	State Penal Fines	7,069	10,100	8,584	12,000	14,000	14,000	
268-000.00-664.000	Interest	19,791	3,000	8,650	9,500	9,000	9,000	
268-000.00-665.000	Miscellaneous Income	2,234	4,000	1,647	2,000	2,000	2,000	
268-000.00-665.100	Copier	5,389	12,000	4,065	6,000	7,500	7,500	
268-000.00-665.200	Electronic Media	-	-	835	-	-	-	
268-000.00-665.290	Library fund raising revenue	4,450	6,500	6,600	6,500	6,500	6,500	
268-000.00-665.300	Mesling Room	846	500	15,208	15,000	2,000	2,000	
268-000.00-665.400	Gifts and Donations	-	-	6,822	6,822	6,350	6,350	
268-000.00-665.404	Novi Township assessment	23	-	-	-	-	-	previously included with property taxes
268-000.00-665.500	Book Rental	-	4,500	4,491	4,500	4,500	4,500	
268-000.00-665.650	Library Café	-	-	-	-	-	-	
268-000.00-666.000	Contributions from Others; Grants	130,924	-	-	-	-	-	
268-000.00-676.269	Transfer from Walker Fund	\$ 2,985,809	\$ 2,552,500	\$ 2,642,442	\$ 2,620,390	\$ 2,413,450	\$ 2,413,450	
268-000.00-680.000	Appropriation - Fund Balance		411,425			282,535	282,535	
			\$ 2,963,925			\$ 2,695,985	\$ 2,695,985	

APPROPRIATION SUMMARY

ACCOUNT NUMBER	DESCRIPTION	2009-10		2010-11		2011-12		NOTES
		Actual	Amended	Thru 02/28/11	Estimated	Budget		
PERSONAL SERVICES		\$ 1,814,084	\$ 1,961,750	\$ 1,222,327	\$ 1,836,238	\$ 1,744,450	\$ 1,744,450	
SUPPLIES		437,438	524,250	238,587	478,550	503,700	503,700	
OTHER SERVICES AND CHARGES		324,777	467,925	236,841	371,978	415,335	415,335	
CAPITAL OUTLAY		-	-	-	-	12,500	12,500	
CONTINGENCIES		-	10,000	-	-	-	-	
		\$ 2,576,299	\$ 2,963,925	\$ 1,697,755	\$ 2,686,766	\$ 2,695,985	\$ 2,695,985	

CITY OF NOVI  
2011-12 BUDGET

LIBRARY FUND  
APPROPRIATIONS

ACCOUNT NUMBER	DESCRIPTION	2009-10		2010-11		2011-12		NOTES
		Actual	Amended	Thru 02/28/11	Estimated	Budget		
<b>PERSONAL SERVICES</b>								
268-000.00-704.000	Permanent Salaries	\$ 972,331	\$ 958,000	\$ 551,283	\$ 860,000	\$ 870,000		
268-000.00-705.000	Temporary Salaries	494,002	492,500	316,819	492,500	539,000		
268-000.00-709.100	Sick Bank Payout	12,634	-	-	-	-		
268-000.00-715.000	Social Security	111,523	114,000	67,445	104,000	108,000		
268-000.00-716.000	Insurance	173,270	197,000	103,787	163,000	184,000		
268-000.00-716.200	HSA - employer contribution	-	-	1,200	3,600	7,200		
268-000.00-718.000	Pension	45,098	34,600	20,552	32,000	26,000		
268-000.00-718.050	Pension - additional contributions DB	-	150,000	150,000	150,000	-		
268-000.00-718.200	Pension - defined contribution	-	13,400	10,070	16,000	18,000		
268-000.00-719.000	Unemployment insurance	2,448	-	-	13,338	10,000		
268-000.00-720.000	Workers Compensation	2,778	2,250	1,171	1,800	2,250		
		\$ 1,814,084	\$ 1,961,750	\$ 1,222,327	\$ 1,836,238	\$ 1,744,450		
<b>SUPPLIES</b>								
268-000.00-727.000	Office Supplies	\$ 37,651	\$ 31,500	\$ 8,497	\$ 18,000	\$ 25,000		
268-000.00-728.000	Postage	4,588	4,500	829	1,800	2,100		
268-000.00-734.000	Computer Supplies	37,528	101,500	19,222	95,500	87,000		
268-000.00-734.500	Computer Supplies/Equipment	22,515	7,000	3,602	6,000	15,000		
268-000.00-740.000	Operating Supplies	15,515	23,000	14,266	23,000	24,500		
268-000.00-741.000	Uniforms	-	-	278	500	300		
268-000.00-742.000	Books	182,109	215,000	97,218	200,000	200,000		
268-000.00-742.666	Books - miscellaneous grants	1,939	-	-	-	-		
268-000.00-743.000	Periodicals	14,525	14,500	12,681	14,500	16,000		
268-000.00-744.000	Audio Visual Materials	34,399	42,100	24,025	42,100	52,100		
268-000.00-745.200	Electronic Media	29,450	34,650	23,171	34,650	38,200		
268-000.00-745.300	Online Resources	57,219	50,500	34,798	42,500	43,500		
		\$ 437,438	\$ 524,250	\$ 238,587	\$ 478,550	\$ 503,700		

CITY OF NOVI  
2011-12 BUDGET  
LIBRARY FUND  
APPROPRIATIONS

ACCOUNT NUMBER	DESCRIPTION	2009-10		2010-11		2011-12	NOTES
		Actual	Amended	Thru 02/28/11	Estimated		
	<b>OTHER SERVICES AND CHARGES</b>						
268-000.00-802.100	Bank Services	\$ 1,100	\$ 750	\$ 1,368	\$ 900	\$ 1,000	
268-000.00-803.000	Independent Audit	810	1,500	670	603	900	
268-000.00-804.000	Medical Service	376	500	558	500	500	
268-000.00-806.000	Legal Fees	3,677	2,000	5,021	5,000	2,000	
268-000.00-809.000	Memberships and Dues	5,432	5,500	4,209	5,500	6,300	
268-000.00-816.000	Professional Services	7,155	5,000	3,820	3,000	5,000	
268-000.00-817.000	Custodial Services	20,520	35,000	17,280	35,000	45,000	
268-000.00-818.000	Central Services	3,500	2,500	3,000	3,000	16,000	
268-000.00-851.000	Telephone	11,016	15,500	9,714	15,500	16,500	
268-000.00-855.000	TLN Automation Services	47,855	50,000	34,057	42,000	56,900	
268-000.00-862.000	Mileage	596	800	370	500	800	
268-000.00-880.000	Community Promotion	20,381	15,000	4,327	8,000	8,000	
268-000.00-880.268	Library Programming	10,501	23,000	9,610	18,000	23,000	
268-000.00-900.000	Printing & Graphic Design	34,094	24,000	7,948	13,500	13,500	
268-000.00-910.000	Insurance	5,423	19,000	18,000	18,000	18,000	
268-000.00-921.000	Heat	9,417	32,000	10,193	18,000	16,000	
268-000.00-922.000	Electricity	78,809	122,000	50,947	80,000	80,000	
268-000.00-923.000	Water and Sewer	3,113	12,000	3,929	10,000	10,000	
268-000.00-934.000	Building Maintenance	17,074	46,000	17,205	40,000	41,000	
268-000.00-935.000	Vehicle Maintenance	5,041	3,000	1,013	2,000	3,000	
268-000.00-941.000	Grounds Maintenance	11,874	26,000	17,763	26,000	25,000	
268-000.00-942.000	Office Equipment Lease	9,893	16,375	9,100	16,375	60	
268-000.00-942.100	Records Storage	93	-	31	100	16,375	
268-000.00-956.000	Conferences and Workshops	17,027	10,500	6,708	10,500	10,500	
		\$ 324,777	\$ 487,925	\$ 236,841	\$ 371,978	\$ 415,335	
	<b>CAPITAL OUTLAY</b>						
268-000.00-976.000	Building Improvements	\$ -	\$ -	\$ -	\$ -	\$ 7,500	
268-000.00-990.000	Furniture	-	-	-	-	5,000	
		\$ -	\$ -	\$ -	\$ -	\$ 12,500	
268-000.00-962.000	CONTINGENCIES	\$ 2,576,299	\$ 2,963,925	\$ 1,697,755	\$ 2,686,766	\$ 2,695,985	

CITY OF NOVI  
 2011-12 BUDGET  
 WALKER LIBRARY FUND  
 REVENUE

ACCOUNT NUMBER	DESCRIPTION	2009-10		2010-11		2011-12		NOTES
		Actual	Amended	Thru 02/28/11	Estimated	Budget		
269-000.00-664.000	Interest on Investments	\$ 24,068	\$ 23,100	\$ 6,228	\$ 15,700	\$ 16,300		
269-000.00-666.550	Donations	62,921	-	17,520	17,520	-		
		\$ 86,989	\$ 23,100	\$ 23,748	\$ 33,220	\$ 16,300		
269-000.00-680.000	Appropriation - Fund Balance		\$ (23,100)			\$ (16,300)		
			\$ -			\$ -		
APPROPRIATIONS								
ACCOUNT NUMBER	DESCRIPTION	2009-10		2010-11		2011-12		NOTES
		Actual	Amended	Thru 02/28/11	Estimated	Budget		
	Donation expenditures	\$ 2,617	\$ -	\$ 7,409	\$ 7,409	\$ -		
	Transfers out	134,124	-	-	-	-		
		\$ 136,741	\$ -	\$ 7,409	\$ 7,409	\$ -		

CITY OF NOVI  
2011-12 BUDGET  
2008 Library Construction Fund  
REVENUE

FUND TO BE CLOSED 6/30/10

ACCOUNT NUMBER	DESCRIPTION	2009-10		2010-11		2011-12		NOTES
		Actual	Amended	Thru 02/28/11	Estimated	Budget		
417-000.00-865.000	Miscellaneous Income	\$ 100	\$ -	\$ -	\$ -	\$ -		
417-000.00-676.269	Transfer from Walker Fund	3,200	-	-	-	-		
417-000.00-664.000	Interest on Investments	13,923	-	-	-	-		
		\$ 17,223	\$ -	\$ 1,282	\$ 1,310	\$ -		
	Appropriation - Fund Balance		\$ 1,300,000					
			\$ 1,300,000					
APPROPRIATIONS								
ACCOUNT NUMBER	DESCRIPTION	2009-10		2010-11		2011-12		NOTES
		Actual	Amended	Thru 02/28/11	Estimated	Budget		
417-000.00-803.000	Independent Audit	\$ 1,530	\$ 1,210	\$ 1,210	\$ 1,210	\$ -		
417-000.00-865.000	Construction	7,974,674	1,000,000	407,635	407,635	-		
417-000.00-865.200	Architectural Services	144,566	-	25,446	73,708	-		
417-000.00-865.300	Other Costs	124,639	-	42,632	42,632	-		
417-000.00-865.428	Furniture, Fixtures & Equipment	1,135,917	-	45,434	42,345	-		
417-000.00-865.429	Technology	1,335,067	-	1,978	41,978	-		
417-000.00-865.430	Library Opening Day Collections	311,336	-	14,374	14,374	-		
417-000.00-806.000	Legal Fees	2,312	-	1,556	2,189	-		
417-000.00-965.317	Transfer to 2008 library debt fund		300,000	300,000	1,000,000	-		
		\$ 11,030,061	\$ 1,300,000	\$ 840,265	\$ 1,626,071	\$ -		

## MEMORANDUM



**TO:** JULIE FARKAS  
**CC:** CLAY PEARSON  
 MARINA NEUMAIER  
**FROM:** KATHY SMITH-ROY  
**SUBJECT:** MERS ANNUAL VALUATION DEFINED BENEFIT PLAN 12.31.10  
**DATE:** JULY 5, 2011

The City has received the MERS annual actuarial valuation for its defined benefit plan. Per the report the library will not have to make any further contributions to the defined benefit plan for the near foreseeable future. The following is an excerpt from the report which indicates the status of the library division as being 108.5% funded as of December 31, 2010.

Division	Actuarial Accrued Liabilities	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
<b>Library Employees</b>				
Active Members	\$673,225	\$834,931	124.00%	\$ (161,706)
Vested Former Members	22,639	22,639	100	\$ -
Retirees and Beneficiaries	799,550	799,550	100	\$ -
Total Reserve for Employee Contributio	\$1,495,414	\$1,657,120	110.80%	\$ (161,706)
Active Members	\$335,237	\$335,237		
Vested Former Members	8,976	8,976		
Pending Refunds	69,349	69,349		
Total	\$413,562	\$413,562	100.00%	\$ -
Division Total	\$1,908,976	\$2,070,682	108.50%	\$ (161,706)

*Source: City of Novi Annual Actuarial Valuation Report for December 31, 2010*

Enclosed, please find additional library division information from the annual actuarial report for the City of Novi's defined benefit pension plan dated December 31, 2010.

**Director's Report**  
**July 20, 20110**

**Public Services – Margi Karp-Opperer**

Summer Reading is thriving and it is great to see the Library filled with our Novi families. The programs are extremely well attended and patrons of all ages are recording their reading hours and visiting the Library regularly. We are thrilled with the response and wonderful comments. To date 1,074 children/teens and 126 adults have signed up for the summer program.

We presented three book discussion groups, e-mail and internet instruction for Seniors, Novi Writer's, and our computer class focusing on PowerPoint Basics this month. The Local History Room continues to be open the first and third Mondays of each month and is staffed by Historical Commission Members.

A fantastic program this month entitled "A Travelogue in Jazz: Around the World in Sixty Minutes," was hosted by the Library. It was presented by Stuart Johnson and all of the attendees appreciated the event so much that they asked when Mr. Johnson would be back to do another talk.

The Youth & Teen Department offered their Kiddie Crafts and a Marathi and German Story Time before the Summer Reading Program started. We then put on our yellow t-shirts, took a deep breath and opened the doors for Tie-Dye, Friends Around the World program, a special Get Crafty Celebrating Summer Event, Great Parents, Great Starts Playgroup and our wonderful, well-attended Story times.

To add even more excitement, we continued our partnership with Novi Parks, Recreation and Cultural Services Dept for the Sizzling Summer Terrific Tuesdays with Amazing Clark's Puppet Show, Cirque Amongus and the Ann Arbor Hands on Museum attractions.

The adult featured collection this month was "Hope Springs Eternal" (baseball) and the youth were featuring "Read Around the World" resources to highlight the summer theme of "One World, Many Stories." The featured database was Career Transitions. It was an outstanding month.

**Building Operations Report – Mary Ellen Mulcrone**

Overdue fines for most Library materials were raised at the beginning of this month. All items that formerly had fines of 10 cents per day now have fines of 20 cents per day. The remaining items (movies, games, book club kits and bike locks) continue to have fines of \$1.00 per day.

We now have tote bags available on both floors for use while browsing in the Library. These black NPL bags (similar to the green bags that are for sale) make it easier for patrons to carry the items that they wish to check out.

The AWE stations for early literacy learning (replacing the SMART tables) have been received. They will be rolled out as soon as staff has a chance to become familiar with them.

IT staff have been involved in additional troubleshooting to improve the quality for broadcasting and recording Library Board meetings. One piece of this puzzle is to move the meetings to the Library Board Room. Additional work is being completed in the AV room at the Civic Center.

Installation of the car charging stations is expected to begin on Monday, July 18<sup>th</sup>. Landscaping warranty work, maintenance, and additional plantings will also be done on July 18<sup>th</sup>.

Although we had to bid farewell to some staff, we have welcomed five new Library Assistants: Ranjita Bose, Lauren Clifford, Tina Makim, Anu Reddy, and Jennifer Zielinski. Their assistance is greatly appreciated as so many books and other materials are being returned to the shelves during our busy Summer Reading Program.

**Support Services Statistics 2010-2011**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
<b>Cards Issued</b>	660	635	464	488	447	256	430	371	468	306	349	464	<b>5,338</b>
<b>Items checked out</b>	67,135	73,797	59,171	60,983	59,712	55,584	62,057	58,197	68,913	62,646	61,299	69,527	<b>759,021</b>
<b>Items borrowed</b>	3,948	4,421	3,764	3,554	3,702	3,172	3,743	3,415	5,235	3,416	3,627	3,927	<b>45,924</b>
<b>Items loaned</b>	4,124	4,836	4,486	4,300	4,831	3,843	5,408	4,070	4,271	4,805	4,766	4,678	<b>54,418</b>

		<b><u>2011</u></b>	<b><u>2010</u></b>	
<b>No. of lib. cards issued</b>		464	1,107	
<b>Total no. of checkouts</b>		69,527	70,269	
				<b>2010/2011</b>
<b>No. of items borrowed</b>	TLN	3,812	3,077	44,381
	MeL	<u>115</u>	<u>112</u>	<u>1,243</u>
		3,927	3,189	45,624
<b>No. of items loaned</b>	TLN	4,437	4,207	52,610
	MeL	<u>241</u>	<u>0*</u>	<u>1,808</u>
		4,678	4,207	54,418

(\*MeL suspended for move)

**Total Cardholders FY10/11= 28,731**

Donation Collection Report 2010-2011

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
A.Bk. nonfic	0 \$0.00	1 \$17.00	2 \$62.95	10 \$179.82	10 \$241.79	0 \$0.00	4 \$81.98	0 \$0.00	7 \$187.85	1 \$19.99	11 \$255.82	1 \$10.39	47 \$1,057.59
A.Bk. fic	37 \$496.45	134 \$1,674.03	57 \$1,203.31	51 \$809.89	30 \$681.05	5 \$65.83	4 \$69.88	0 \$0.00	21 \$407.43	5 \$83.89	5 \$72.83	0 \$0.00	349 \$5,564.59
Y.Bk nonfic	0 \$0.00	0 \$0.00	0 \$0.00	7 \$87.82	6 \$95.79	0 \$0.00	1 \$14.95	1 \$9.95	11 \$156.68	7 \$47.91	14 \$163.55	2 \$28.95	49 \$605.60
Y.Bk. fic	0 \$0.00	1 \$29.99	21 \$113.75	81 \$558.57	75 \$560.40	2 \$35.94	42 \$290.22	1 \$3.95	37 \$277.31	9 \$93.75	95 \$781.90	15 \$133.62	379 \$2,879.40
CD Bk.	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	4 \$225.20	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	4 \$225.20
CD (music)	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	1 \$10.92	0 \$0.00	0 \$0.00	1 \$10.92
DVD	1 \$15.99	0 0	0 0	12 151.29	35 741.78	0 \$0.00	14 130.31	2 33.28	63 678.31	77 964.33	122 1145.05	8 83.55	334 \$3,943.89
MP3	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	1 \$59.99	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	1 \$59.99
<b>Total</b>	<b>38</b> \$512.44	<b>136</b> \$1,721.02	<b>80</b> \$1,380.01	<b>161</b> \$1,787.39	<b>157</b> \$2,380.80	<b>7</b> \$101.77	<b>65</b> \$587.34	<b>8</b> \$272.38	<b>139</b> \$1,707.58	<b>100</b> \$1,220.79	<b>247</b> \$2,419.15	<b>26</b> \$256.51	<b>1164</b> \$14,347.18
												avg. / item	\$12.33

**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	62,646	55.07%	34,497	10,393	8,041	4,948	8,825	641	1,649
May	61,299	51.66%	31,670	10,383	7,723	4,624	7,099	586	1,255
June	69,527	56.64%	39,382	11,277	9,838	6,220	9,109	1,043	1,895
<b>FYTD</b>	<b>759,021</b>	<b>54.43%</b>	<b>413,152</b>	<b>111,525</b>	<b>103,075</b>	<b>60,945</b>	<b>110,541</b>	<b>9,386</b>	<b>19,643</b>

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

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

<b>2010-2011 Fiscal Year Library Usage</b>			
	Monthly Total	Daily Average	Total Open Hours
June	42,867	1,649	254
July	36,372	1,399	246
August	35,497	1,365	254
September	32,651	1,209	248
October	35,368	1,141	266
November	33,516	1,197	248
December	29,117	1,078	252
January	25,484	879	252
February	21,508	827	226
*March	32,284	1,041	281
*April	28,077	1,003	251
May	28,472	1,017	255
June	32,928	1,266	254
<b>FYTD Total</b>	<b>371,274</b>	<b>1,370</b>	<b>3,033</b>

\* Revised

## Café Summary 2010-2011

I was pleased to see the Library café had performed as well as it did in its first year of operation. Revenues provided to the Library were regularly received in the \$400 - \$500 range for most months of the year (which was a sizable contribution to the Library). From a patron perspective, patrons/customers seemed to enjoy the food and just a handful of negative comments were received by Administration throughout the year: 1 complaint pertaining to prices being too high, dress of the employees (wearing jeans), a question relating to the use of gloves being worn by employees when preparing food, setting off the Library security alarm and accessing the building on off hours, and Gary and café related distributors parking in the "no parking/no standing" zone at the main entrance of the Library. All of these were communicated to Gary. The concern for smells travelling throughout the Library was monitored regularly (based on Board member concern). Aromas such as fresh brewed coffee and the buttery smell of a grilled cheese sandwich are common (they cause rumbles in tummies more than offensive rumbles by patrons). The café is definitely a gathering spot for our teen patrons.

A copy of the Library's dress code was supplied to Gary to encourage compliance with staff policy. Gary chose to purchase a NPL shirt and Summer Reading shirt to promote his connection with the Library. Recently, a price quote for the cleaning of the tile floors in the café areas was submitted to Gary for his consideration for 2011-2012.

9 out of 12 revenue checks were received on time (due 15<sup>th</sup> of the month). 1 check was flagged for insufficient funds, which Gary took care of the penalty fee and supplied the Library with a new check within a week. The Library did issue Gary his \$500.00 reimbursement check on time in June, unfortunately, the address on record caused the check to come back to the City of Novi and a 2<sup>nd</sup> check had to be processed.

The Library has offered much opportunity for promotion of the café in the Engage publication, E-newsletter and on internal plasma screens and website. Gary submits information to the Communications Specialist.

Recently, Gary provided Administration with the most recent health inspection report for the café (see attached). The report suggested the Library purchase signage in the 1<sup>st</sup> floor restrooms stating "Employees Must Wash Hands". This is being ordered at this time.

Gary and Lola have been very generous to the Library staff – offering them samples of new foods to try and even making potato pancakes. They have been available for various catering events when needed and they are very customer service oriented. In addition, they have partnered with the Library on a few occasions to offer free café items to our patrons during large events (Opening Day, Light Up the Night). Management of café issues is minimal and much appreciated! Gary's staff is very pleasant and easy to work with.

**CAFÉ ANNUAL REPORT**  
**JUNE 1 2010-JUNE 1 2011**  
**Submitted by: Gary & Lola**

TO BEGIN I WOULD LIKE TO THANK THE LIBRARY BOARD, THE ADMINISTRATIVE STAFF AND THE LIBRARY STAFF FOR THEIR WARMTH, FRIENDSHIP AND SUPPORT DURING OUR FIRST YEAR. ALSO, A SPECIAL THANKS TO WILLY MENA FOR HIS GOOD LUCK TEN SPOT AND TO JULIE FARKAS FOR HER ONGOING SUPPORT AND PROMOTION OF THE CAFÉ. THE STAFF AND PATRONS OF THE LIBRARY HAVE MADE THE CAFÉ A FUN PLACE TO COME TO WORK EACH DAY. THE MUSIC AND DANCING IS A BONUS!!

**CAFÉ MISSION:**

OUR GOAL IS TO PROVIDE ALL THAT VISIT THE LIBRARY WITH A PLACE THAT OFFERS THE BEST OF FRESH PRODUCTS, EXCELLENT SERVICE AND A FRIENDLY ENVIRONMENT. WE PREPARE ITEMS FRESH DAILY AND BRING IN SOME PRODUCTS FROM LOCAL BUSINESS TO HELP SUPPORT THE COMMUNITY. WE ALSO PARTICIPATE IN LIBRARY AND COMMUNITY FUNCTIONS AT THE LIBRARY AND HAVE DONATED TO LOCAL SCHOOLS. WE HAVE RUN SEVERAL FOOD SPECIALS AND INVENTIVE DRINKS TO RECOGNIZE STUDENTS FROM THE HIGH SCHOOL. WE BEGAN THE YEAR WITH HIGHSCHOOL CLASS SPECIALS RANGING FROM BOLOGNA SANDWICHES FOR FRESHMAN, UP TO CORN BEEF FOR SENIORS! WE HAVE ALSO RUN CONTESTS FOR STUDENTS AND TRY TO RECOGNIZE EACH HOLIDAY WITH FOOD SPECIALS AND DECORATIONS. THIS HAS INCLUDED SUCH DRINKS SPECIALS AS "WILDCAT LEMONADE", AND OUR NEWEST SUMMER DRINK, FANTA OF THE OPERA! FOR THE SUMMER WE ARE MAKING MILKSHAKES AND MALTS. WE HAVE ALSO MADE EFFORTS TO SERVE FOOD TO THE DIVERSE POPULATION OF THE LIBRARY, INCLUDING DISHES FROM VEGETARIAN KOREAN, INDIAN, MEXICAN, ITALIAN AND CHINESE.

**SO HOW ARE WE DOING;**

THE YEAR STARTED WITH A BANG AS THE COMMUNITY CAME IN DROVES ON OPENING DAY JUNE FIRST. EACH DAY AND EACH MONTH HAS TAUGHT US MORE ABOUT PRODUCT, PRICES, AND THE SPECIAL IMPACT ON BUSINESS THAT IS AFFECTED BY EVERYTHING FROM LIBRARY PROGRAMING, THE ECONOMY, THE WEATHER, AND OTHER FACTORS. THE LAST 6 MONTHS HAVE ALSO SEEN INCREASED PRODUCT PRICING FROM ITEMS LIKE SERVING CONTAINERS, COFFEE, CANDY AND BEVERAGES FROM SUPPLIERS LIKE COKE.

WE SERVICED OVER 30,000 CUSTOMERS. OUR CATERING SERVICES HAVE BEEN INCIDENTAL AND WE LOOK TO PROMOTE THAT MORE THIS YEAR. ALTHOUGH WE PUT ALL FOOD IN CLOSED CONTAINERS AND LIDS ON ALL DRINKS, THERE WAS SOME PROBLEM WITH FOOD UPSTAIRS THAT LED TO THE FOOD DOWNSTAIRS ONLY RULE. WE DID EXPERIENCE SOME DECLINE IN BUSINESS DUE TO THIS POLICY. WE ARE HOPING THIS POLICY MIGHT GET REVIEWED AND GIVEN ANOTHER TRY THIS YEAR. WE FIND THAT FOR THE MOST PART THAT STUDENTS AND PATRONS ARE RESPECTFUL OF THE LIBRARY.

THE CAFÉ HAS RECEIVED ALMOST PERFECT GRADES FOR EACH VISIT BY THE HEALTH DEPT AND WE HAVE RECENTLY TAKEN COMMENTS FROM PATRONS, SOME OF WHICH WE HAVE INCLUDED FOR YOU. WE WILL CONTINUE TO CANVASE THE PATRONS ON OUR FOOD AND SERVICE AS WELL AS SUGGESTIONS FOR NEW ITEMS.

**ON THE HORIZON:**

AFTER A 3 WEEK SURVEY OF CUSTOMERS OVER 90% HAVE STATED THEY WOULD PREFER THAT WE USE TAX INCLUDED PRICES. ALTHOUGH IT IS NOT MY CHOICE WE WERE PLANING TO COVERT TO THAT POLICY AS OF JULY 5, BUT DECIDED TO POSTPONE IT UNTIL AUGUST 5 OF THIS YEAR. THIS POLICY IS ALREADY BEING USED IN SEVERAL OTHER CONCESSIONS. ON SEVERAL OCCASSIONS THE FEW TABLES WE HAVE ARE FILLED AND MORE SIT DOWN AREA IS NEEDED. AGAIN, SOME OF THIS MAY BE DUE TO THE NO FOOD UPSTAIRS RULE. WE WOULD LIKE TO SEE 2-3 NEW TABLES WITH CHAIRS ADDED.

WE ARE ALSO LOOKING TO GET SOME COVERAGE FOR THE CAFÉ IN THE PAPER THIS FALL AND PARTICIPATE IN EVEN MORE SCHOOL AND COMMUNITY EVENTS. WE ALSO PLAN MORE LOCAL PROMOTION OF THE CAFÉ. WE ARE SURPRISED BY THE NUMBER OF PEOPLE WHO ARE STILL UNAWARE OF THE GREAT CAFÉ LOCATED IN YOUR LIBRARY. WE ARE LOOKING TO GET IN A CATEGORY FOR "VOTE FOR THE BEST", AT WDIV CHANNEL 4 THIS YEAR. AGAIN, WE THANK YOU FOR YOUR SUPPORT AND WELCOME ANY AND ALL IDEAS TO MAKE OUR CAFÉ THE BEST. WE WILL CONTINUE TO ADD NEW DRINKS AND PRODUCTS AND GIVE THE LEVEL OF SERVICE YOU HAVE COME TO EXPECT.



Department of Health & Human Services

L. BROOKS PATTERSON, OAKLAND COUNTY EXECUTIVE  
 Kathleen Forzley, R.S., M.P.A., Manager  
 HEALTH DIVISION

## FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

<b>Establishment Name:</b> SPECIALTY BUSINESS SERVICES	<b>Establishment ID:</b> 830
<b>Establishment Address:</b> 45255 10 MILE RD	<b>Establishment Type:</b> FIXED ESTABLISHMENT
<b>City, State, Zip:</b> NOVI MI 48374	<b>License Number:</b> SFE5363066921
<b>Establishment Phone:</b> (248)869-7249	<b>Owner Name:</b> GARY BERNSTEIN
<b>Establishment Fax:</b>	<b>CVT:</b> 246

### INSPECTION INFORMATION:

<b>Inspection Date:</b>	07/06/2011	<b>NSDI:</b>	01/06/2012
<b>Follow-up Date:</b>		<b>Inspection Type:</b>	Routine
<b>Consumer Advisory Required:</b>	No	<b>Consumer Advisory Correct:</b>	N/A
<b>Consumer Advisory Handout Provided:</b>	N/A		
<b>Critical Violations Cited:</b>	Yes	<b>All Critical Violation(s) Corrected:</b>	Yes
<b>Repeat Violations Cited:</b>	No		
<b>Critical Violation(s) Not Corrected:</b>			
<b>Inspection ID:</b>	228824	<b>Water:</b>	
<b>License Limitations:</b>	No	<b>Sewage:</b>	
<b>Variance:</b>	No	<b>Seating Capacity:</b>	6
<b>License Posted:</b>	No	<b>Non-Smoking Area:</b>	Yes
<b>Anti-Choking Techniques Posted:</b>	No		

Based on this inspection, the following items marked are violations of the Michigan Food Law of 2000, P.A. 92 of 2000, as amended. Violations cited in this report shall be corrected within the time frames specified, but within a period not to exceed 10 calendar days for critical items (8-405.11) or 90 days for noncritical items (8-406.11). Failure to comply with this notice may result in action against your food service license. You have the right to appeal any violations listed.

**Received By:** Gary  
 (Person in Charge)

**Inspected By:** Celeste Baker  
 Public Health Sanitarian

**Date:** 07/06/2011

Page 1 of 3

NORTH OAKLAND HEALTH CENTER  
 1200 N. TELEGRAPH RD.  
 PONTIAC, MI 48341-0432  
 General Information 248-858-1280

SOUTH OAKLAND HEALTH CENTER  
 27725 GREENFIELD RD.  
 SOUTHFIELD, MI 48076-3663  
 General Information 248-424-7000

WEST OAKLAND HEALTH CENTER  
 1010 E. WEST MAPLE RD  
 WALLED LAKE, MI 48390-3571  
 General Information 248-926-3300

**OAKLAND COUNTY HEALTH DIVISION  
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

<b>Establishment Name:</b> SPECIALTY BUSINESS SERVICES	<b>Establishment ID:</b> 830
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<b>Establishment Fax:</b>	<b>CVT:</b> 246

**CERTIFIED MANAGER INFORMATION:**

<u>Manager Name</u>	<u>Certificate Number</u>	<u>Certificate Type</u>	<u>Issue Date</u>	<u>Exp. Date</u>	<u>Verified</u>
DEBORAH SWYKERT	6435123	ServSafe	04/29/2009	04/29/2014	Yes
GARY BERNSTEIN	123451903	National Registry	04/16/2007	04/16/2012	Yes

A certified foodservice manager is a requirement of the Oakland County Sanitary Code, Article IV.

**CURRENT OBSERVATIONS:**

<u>Source</u>	<u>Violation Number</u>	<u>Violation Type</u>	<u>Correct By Date</u>	<u>Corrected</u>	<u>Repeat</u>
Food Code	2-401.11	Critical	07/06/2011	Yes	No
<b>Observation:</b> Employee food stored with customer food in 2 door reach-in cooler.					
<b>Code Requirements:</b> An employee shall eat, drink, or use any form of tobacco only in a designated area where the contamination of exposed food, clean equipment, utensils, linens, and single-use items cannot result.					
<b>Method of Correction:</b> Store the employee food in a designated area that is below and separate from customer food.					
<b>Correction Detail:</b> Employee moved employee food to the bottom shelf of the 1 door upright cooler where no other food was stored.					
Food Code	4-501.114	Critical	07/06/2011	Yes	No
<b>Observation:</b> Sanitizer solution of chlorine in 3 compartment sink was above 200 parts per million (ppm).					
<b>Code Requirements:</b> A chemical sanitizer used in a sanitizing solution for a manual or mechanical operation at exposure times specified under ¶ 4-703.11(C) shall meet the criteria specified under § 7-204.11 Sanitizers, Criteria, shall be used in accordance with the EPA-approved manufacturer's label use instructions, and shall be used as follows: A chlorine solution shall have a concentration of 50-100 ppm.					
<b>Method of Correction:</b> Provide a sanitizing solution concentration of 50-100 ppm for chlorine sanitizer at 3 compartment sink.					
<b>Correction Detail:</b> Person in charge provided concentration of chlorine at 50 ppm.					
Food Code	4-602.11	Critical	07/06/2011	Yes	No
<b>Observation:</b> Interior top of microwave soiled.					
<b>Code Requirements:</b> Food contact surfaces shall be cleaned and sanitized routinely to prevent accumulation of soil buildup.					
<b>Method of Correction:</b> Clean and sanitize the interior top of microwave.					
<b>Correction Detail:</b> Person in charge cleaned and sanitized the interior top of microwave.					
Food Code	6-301.14	Non Critical	10/04/2011	No	No
<b>Observation:</b> No handwashing sign posted in men's and women's restroom used by employees.					
<b>Code Requirements:</b> A sign or poster that notifies food employees to wash their hands shall be provided at all handwashing sinks used					

Received By: Gary  
(Person in Charge)

Inspected By: Celeste Baker  
Public Health Sanitarian

Date: 07/06/2011

**OAKLAND COUNTY HEALTH DIVISION  
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

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<b>Establishment Fax:</b>	<b>CVT:</b> 246

**CURRENT OBSERVATIONS:**

Source	Violation Number	Violation Type	Correct By Date	Corrected	Repeat
by food employees and shall be clearly visible to food employees.					
<b>Method of Correction:</b> Provide handwashing sign in men's and women's restroom used by employees.					

**COMMENTS:**

Routine inspection conducted by Celeste Baker on 7/6/11. If you have any questions please call (248) 830-9366.  
\*Risk based assessment form completed at today's inspection.

\_\_\_\_\_  
**Received By:** Gary  
(Person in Charge)

**Inspected By:** Celeste Baker  
Public Health Sanitarian

**Date:** 07/06/2011

### **Performance Evaluations for 2010-2011**

The performance evaluation process is almost complete. All employees have met with their Supervisors or Managers for their annual review. All evaluations were submitted to the Library Director on time, however, an error in communicating one of the terms for grading performance was noticed in one particular department's reviews and some of the reviews must be redone. This will take an additional 2 weeks to complete based on employee work schedules. I anticipate a completion date of August 1, 2011. With the error being identified, the Management Team will be taking a look at the form to see if changes/updates can be included in the new year's form. We have also had a discussion about changing the time frame in which reviews will be completed. Goals will be set soon for employees and departments for the 2011-2012 year.

### **FREEGAL Music Statistics – First 2 weeks of Usage, submitted by Mary Robinson**

July 1-3 > 218 songs downloaded by 83 users  
July 4-10> 368 songs downloaded by 137 users  
July 11-12> 91 songs downloaded by 37 users

That's 677 songs downloaded by 257 users in less than 2 weeks! ☺

### **Community Reads 2011**

I am pleased to announce that the Neighborhood Library Association has chosen their Community Reads title for 2011. The title will be unveiled to the public on Thursday, August 11<sup>th</sup>. I am confident all types of readers will enjoy this fiction story. The Novi Public Library will once again host the author of the book on Thursday, November 10<sup>th</sup> at 7:00pm with a prior morning engagement with the Novi High School at 9:15am for an estimated 600 students (Novi High has given us the opportunity to invite 50 students from each of the NLA communities to take part). More details to come!

### **Fundraisers Currently Underway**

The Library is currently soliciting donations for the Macy's Shop for a Cause event which will take place on Saturday, August 27<sup>th</sup>. Patrons can purchase a \$5.00 coupon for 25% off merchandise at Macy's. The proceeds from the sale of the coupons goes to the Novi Library. The Library set a goal to sell 100 coupons. If Board members would like to purchase a coupon or sell any, see Julie Farkas for more details. The coupons can be purchased at the Check-out desk at the main entrance of the Library.

Another fundraiser will take place October 7<sup>th</sup> – 9<sup>th</sup> at the Library. This event called, Crop for a Cause, will attract scrapbook and card-making hobbyists. For a \$100.00 donation, an attendee will get a 3 foot workspace, 6 meals, snacks, door prizes and an opportunity to consult with a Creative Memories representative. Creative Memories supplies will be for sale, with 25% of the sales going back to the Novi Library. The Library's goal is to attract 50 scrapbook enthusiasts for the event, with an estimated return on investment of \$4,500.00.

(See flyers attached for more information)

### **OnBase Invoice Approval / Electronic Time Card Approval**

We are moving forward with streamlining the invoice approval and time card approval processes in the Library. This opportunity is in conjunction with the City of Novi and will improve the how the Library moves invoices through the building and to the City for proper payment to our vendors. Moving to this electronic approval process will also cut down on paper/ink in the Library. We expect to purchase the equipment in late July/early August and begin training with the City Finance Department in mid fall (October/November).

In early winter, we hope to go electronic with our time card approval and submittal process in conjunction with the City to improve timecard accuracy, submittals and a decrease in paper as well.

### **Maintenance and Watering of the Library Landscaping**

The final stages of the landscape punch list will be complete the week of July 18<sup>th</sup>. Additional mulch, landscape clean-up, replacement of trees that were lost in the warranty year and summer flowers will be planted.

We have been given a different watering schedule from the City of Novi in order to bring back some grass areas that did not cultivate as well as expected. The City's Development and Engineering departments have been very helpful to the Library staff in helping them determine the needs of the landscape, based on final recommendations from the Landscape Architect. To ease some concerns of residents in Novi, please note that the watering system for the Library is from a well system, therefore, city water is not being utilized.

There have been some concerns for the type of grass that was planted at 10 Mile and on the East side of the Library. This type of grass is considered similar to "meadow" grass therefore it is supposed to grow higher and flow differently than the Kentucky Bluegrass that is planted on other areas of the Library's landscape. We have spoken with our lawn maintenance crew and they will begin a regular mowing schedule for these areas once a substantial amount of water has been eliminated from these areas.

### **Partnerships with Novi Library**

Several partnerships have been made over the last few months and as a result many new programs for the fall will be offered:

Providence Park Hospital – A Health Series (3 programs: September, October and November) titled *A Better You* which will focus on skin care, label reading, how food can make you sick and screening for meaning.

Novi School District – A book discussion pertaining to the book title "The Seven Habits of Highly Effective People". The School District is currently integrating the habits in the classrooms with students. This discussion will give parents and Library patrons an opportunity to bring such concepts into their school, business, family and daily routines.

The 2<sup>nd</sup> round of Novi Newbies will launch in late August with new Sponsorships by The Novi Rotary, Novi Chamber of Commerce, Providence Park Hospital, and Friends of the Novi Library. New bags will be ordered to promote the new sponsors and new information contained inside. Over 200 babies were given the Novi Newbie bag since January 2010.

**Bits and Pieces, by Jim Pletz – TLN Director**

Vol. 2, Number 6

JUNE 2011

**REVISED DELIVERY FEE SCHEDULE EFFECTIVE OCTOBER 1, 2011**

The news from Lansing on state aid is encouraging. Pending final resolution and distribution formulas announced by the Library of Michigan we can project a new delivery schedule for libraries to use in preparation of FY 2012 Budgets – **PLEASE NOTE**, the figures account for current personnel expenses which are still subject to change pending resolution of ongoing labor negotiations:

Per Stop Range:	LOW \$855	HIGH \$1250
2 Stops	\$1,710	\$2,500
3 Stops	\$2,565	\$3,750
4 Stops	\$3,420	\$5,000
5 Stops	\$4,275	\$6,250

The difference between application of the LOW fee versus the HIGH fee is how much of the current level for state aid is applied to the 2012 formula; loss of any state aid from census adjustments; and, the accounting for the FY 2011 bonus funding.

**RECIPROCAL BORROWING – SERVING NEIGHBORS**

A recent review and analysis of reciprocal borrowing trends, between May 1, 2010 and April 30, 2011 reveals some interesting patterns. As the only Shared Automation System (SAS) library in Livingston County, Brighton District Library circulated 518,541 items of which 350,603 was circulated to card holders with a Brighton, Brighton Township, Genoa Township and Green Oak Township residency. Hamburg Township residents checked out 47,826 items, Howell residents 37,691 items, Northfield residents 33,531, Pinckney residents 14,383 and Hartland Cromaine residents 9,715. Bloomfield Township Library residents visited 23 SAS libraries checking out 3,377 items including 1,643 from Auburn Hills and 1,092 from Franklin. Farmington residents were also mobile, checking out 23,297 items from 36 SAS libraries with Livonia proving most popular with a circulation of 11,404 items to Farmington patrons. Rochester patrons visited Auburn Hills the most, with a circulation of 19,500 items out of the overall total of 22,387 items loaned from 28 SAS collections. Auburn Hills was a popular destination for Southfield residents who checked out 3,218 items, with Livonia also serving as a destination with 1,613 items loaned. Westland residents visited 44 SAS libraries borrowing a total of 42,271 items of which Livonia provided 17,395 and Wayne 13,083.

**TLN DIRECTOR'S REPORT, Submitted by Jim Pletz**  
**A YEAR IN REVIEW**  
**JUNE 1, 2010 TO MAY 31, 2011**

**FISCAL STEWARDSHIP**

- Completed review of four properties for TLN headquarters use; presented final findings for Board Real Estate committee evaluation and approval; initiated final lease terms with selected property under attorney advice; presented final lease for board approval and signature – **NET SAVINGS of \$344,000** in anticipated expenses or an annual savings of \$34,000
- Reduced delivery expenses by eliminating Saturday sorting shift after move to Novi – **NET SAVINGS of \$24,000** in budgeted expenses
- Promoted switch of cataloging support from OCLC to SkyRiver – **NET SAVINGS of \$14,000** in year one budgeted expenses
- Increased revenue for delivery services by slight elevation of fees by \$50 per stop **Produced \$16,300 in new revenue** to cover increased expenses
- Reduced number of delivery routes and eliminated Saturday delivery – **NET SAVINGS OF \$1,979** over Fiscal Year 2005 when gas prices started at \$1.32 per gallon (savings include the direct reduction of 9,249 gallons of gas purchased for FY 2010 compared to FY 2005 purchases of 32,152 gallons)

**GENERAL SUPPORT FOR MEMBER LIBRARIES**

- Supported staff efforts to encourage member library application for and participation in Round Two BTOP Public Computer Center awards, coordinated by Michigan State University and the Library of Michigan - **\$558,800 in total award value; 20 TLN member libraries serving four counties received grants**
- Encouraged and endorsed efforts to promote greater participation in the cooperative by Dearborn Public Library patrons and access for Dearborn Heights patrons to Dearborn library services via intergovernmental agreement one year pilot project – **240 Dearborn residents issued non-resident Dearborn Heights cards, checked out 1411 items between March and June, with 181 items loaned by Shared Automation System libraries**
- Attended Bloomfield Township Library Board meeting, clarified authority of local boards to establish reciprocal borrowing arrangements and the cooperative position to encourage member library to engage in reciprocal borrowing with TLN member libraries – **Issue of defining “Reciprocal Borrowing” under discussion and review by the TLN Steering Committee**
- In consultation with Wayne County Library officials, froze access to the Romulus City Library collection, pending closure status resolution – **Romulus Municipal Library organized as PA164 library**
- Attended convening meetings of the Romulus Municipal Library Board of Directors, May 2 and 8 – **Assisted in establishing new staff qualifications, initial hours of operation and identification of funding stream with commitment to full service hours starting July 11**
- Attended Garden City Board of Director meeting May 24 and explained procedures TLN would implement to insure a smooth closure of services – **Garden City Public Library will close June 30 as announced by Library Director James Lenze to TLN membership**
- Promoted staff actions undertaken to distribute donation of computers and monitors, referred by Ron Andrews at the Chelsea District Library – **250 computers and 80 monitors donated by Toyota Motor Engineering to 22 member libraries; TLN computer lab upgraded with donated units**

**National and State Leadership**

- Selected as Co-Chairman for the American Library Association Physical Delivery Discussion Group
- Appointed as Chairman for the 2011 – 2012 Director's Summit Work Group for the Michigan Library Association
- Appointed to serve as a member of the 2011 Membership Committee for the Michigan Library Association

- Designed and hosted *Alternative Funding Sources for Libraries: The Interlochen Model* and *Understanding the Property Assessment Process* programs for the 2010 Annual Conference of the Michigan Library Association
- Continue service as Secretary for the Michigan Cooperative Director's Association; liaison to Library of Michigan Plinkit Advisory Committee; and member of the Association Survey Committee

### Staff Development and Labor Relations

- Resolved only AFSCME grievance filed at level one
- Initiated and directed negotiations, starting in August, with AFSCME and Supervisors union representatives: AFSCME talks moved to mediation in January and are currently in fact finding process after no resolution in mediation stage; Supervisors Association talks progressed but await AFSCME contract resolution
- Promoted AFSCME staff member to supervisory association position in the Shared Technology Service department
- Recognized staff milestones and significant activities at quarterly staff luncheons

### Media Relations

- October interviewed by **Michigan Radio** on forthcoming millage election support
- November interviewed by the **Oakland Times** on millage election library victories and defeats
- April interviewed by **Michigan Radio** on proposed State Aid cuts and Romulus Library closing

### Page three – Jim Pletz Year in Review

- May interviewed by **Detroit News** and **Garden City Observer** on the proposed closing of the Garden City Public Library
- May interviewed by **WDET** on the impact of library closures and current trends in library services including rapid popularity of Ebooks

### State and Regional Programs and Continuing Education

- Attended Library of Michigan New Director workshop in September
- Secured funding support for TLN assumption of MAP (Museum Adventure Pass) website support and maintenance
- Promoted launch of MAP year four fall kick off by attending six of nine launch events in the nine counties served, including new locations in Genesee and Lapeer
- Hosted MeL Job and Career Accelerator workshops, with Learning Express trainers, part of a Library of Michigan statewide training opportunity, at the Southfield, St. Clair County and Ypsilanti libraries in May
- Hosted Library of Michigan Plinkit website design workshop training at TLN with two TLN member libraries participating
- Attended May IMLS (Institute of Museum and Library Services) workshop, hosted by the Detroit Zoo, with MAP library and cultural alliance partners featuring newly appointed IMLS Director Susan Hildreth with a focus on Museums, Libraries and 21<sup>st</sup> Century Skills

### General Member Library Support and Communication

- Released nine issues of **Bits and Pieces**, the Director's newsletter for member libraries, staff and board members
- Attended and participated in member dialogue at two meetings of SASUG (Shared Automation User Group)
- Attended and provided input at six meetings of ExCom (Executive Committee of SASUG)
- Provided support and presented at four TLN membership meetings, including annual picnic
- Attended and presented update of TLN concerns at nine Steering Committee meetings
- Served as host and oversaw all components of TLN Grand Opening ribbon cutting ceremony with Novi Mayor David Landry officiating on April 29

**Bits and Pieces, by Jim Pletz – TLN Director**

**Vol. 2, Number 7**

**JULY 2011**

#### **TLN ANNUAL PICNIC AND MEMBERSHIP MEETING – JULY 22**

Thanks to Tina Theeke and her Farmington Community Library staff, the annual TLN Membership Meeting and Picnic will be held on Friday, July 22 at **Heritage Park, 25099 Farmington Road**. Please call Diane **(248) 848-4303** to reserve your space and order your sandwich selection. Payment can be rendered day of the picnic or by requesting billing for payment at a later date. The picnic and membership meeting starts at 11:00 AM and is preceded by a 10:00 AM Steering Committee meeting. Join your colleagues and enjoy this chance to share a meal and good conversation.

#### **SPECIAL VOLUME DISCOUNTS FROM BARNES AND NOBLE**

Angie Micheline has once again arranged with Barnes and Noble for a volume discount on their Nook E Reader line of products. The deal will expire the end of July and includes a progressive discount for the more units purchased. This special promotion will be offered statewide to any library cooperative and their membership to ensure maximum potential for volume discounts. Call Angie at (248) 536-3100 x 144 for information.

#### **A FUTURIST IN OUR MIDST**

Congratulations to Christine Lind Hage, Director of the Rochester Hills Public Library, for chairing a wonderful American Library Association Annual Conference program in New Orleans. Hage chairs the highly prestigious American Libraries for the 21<sup>st</sup> Century Subcommittee for the ALA Office for Information Technology Policy. The New Orleans program titled, ***Confronting the Future: Strategic Visions for the 21<sup>st</sup> Century Public Library***, featured OITP Fellow Roger Levien, author of the report by the same title. Provocative in nature and scope, both the report and program narrative by Levin, challenge public librarians to engage in a strategic vision process which accounts for the rapid technological transformation we've each experienced in the last thirty years and shape a vision of library service, based upon that rapid technological pace, for the next thirty years. Levin concludes his report with the following warning to public librarians, *"The choices described in this policy brief respond to the possible outcomes of the economic, social, and technological forces and trends that will affect libraries. Yet they all assume that public libraries will continue to exist. Unfortunately, it is not impossible to imagine a future without libraries. If that is to be avoided so that libraries can continue to fulfill their role as guarantors of free and unbiased access to information, they must play an active role in shaping their future."* Go to <http://www.ala.org/oitp> for access to the full report.

Hi all,

Governor Snyder has signed into law the budget(s) that include the appropriations for FY12 for the Library of Michigan operations, state aid to public libraries, and funding for MeL.

Included are the following:

State aid to public libraries has \$5,445,700 (GF) from MDE budget and \$1,304,300 (GF) from School Aid budget. Together these funds total \$6,750,000 for state aid to public libraries in FY12. The payout to libraries and cooperatives is estimated at \$0.2219 per capita. This compares favorably to the current year's state aid to public libraries budget that totals \$5,750,000 and is paid out at \$0.1890 per capita.

LM Operations \$3,808,500 (GF) for FY12 compares to this year's operations number of 3,710,000 once the current year reductions to operations were factored in for retirees and laid off staff. So, there is good news for the Library of Michigan as well.

LSTA for FY12 is appropriated at \$5,561,800 which should be workable compared to the anticipated federal grants to states.

And \$950,000 (GF) has been appropriated to the Library of Michigan for sustaining the Michigan eLibrary, which is a great new addition to the annual appropriation for all Michigan libraries and residents.

Whatever the numbers, it's good to know this early in the year what we will be working with.

Nancy

Nancy R. Robertson  
State Librarian

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## Friends 2011-2012 Proposed Budget

	Proposed 2010-11 Budget	Actual 2010-11 (thru April)	Proposed 2011-12 Budget
<b>Income</b>			
Membership	7,000	7,632	7,000
Book Sales/Gift Shop	10,825	16,238	13,000
Half.com Book Sales	1,000	76	200
Special Book Sales	2,500	1,197	1,500
Author's Luncheon	250	300	300
Interest	200	65	100
Fund Raiser/ Jubilee	675	1,775	675
Donations	0	850.8	200
Penny Jar	100	0	0
Gift Shop	400	0	0
Misc			
Reserve Funds	20,825	21,455(1)	17,526(2)
<b>Total Income</b>	<b>43,775</b>	<b>49,587.8</b>	<b>40,501</b>
<b>Expenses</b>			
Author's Luncheon	100	100	100
Library Contributions	7,000	732	2,000
Wish List	20,000	18,349	6,651(3)
Endowment			10,000
Friends Programs	3,000	550	1,200
Membership	2,000	141	1,000
Public Relations	1,000	220	500
<b>Administration</b>			
Fees/Dues/Registrations	250	175	250
Supplies/Postage	2,250	2,681	3,000
50 <sup>th</sup> Anniversary Jubilee	2,000	1,455	0
Taxes	1,000	908	1,000
Cards & Gifts	400	25	100
Scholarship	2,000	4,000	2,000
Half.com Postage	500	90	100
Gala	750	436	750
Gift Shop	300	200	50
Gift of Reading	500	483	500
Liability Insurance		900	1,000
Accountant			300
Reserve Funds	725		10,000
<b>Total Expenses</b>	<b>43,775</b>	<b>31,445</b>	<b>40,501</b>
(1) Includes \$20,000 transferred from savings to cover 2010-2011 Wish List expenses (2) Includes \$10,000 to be transferred from savings to cover Endowment fund, and \$1,651 unspent from 2010-2011 Wish List (3) Represents \$5,000 budgeted for 2011-2012, and \$1,651 unspent from 2010-2011 Wish List			

## **Novi Historical Commission Minutes**

**June 22, 2011, 6:30PM**

**Submitted by: John MacInnis**

**Call to Order:** The Novi Historical Commission was called to order at 6:35 pm.

**Attendees:** Roy Prentice, chair, members: John MacInnis, Lynne Boyle, Kimberly Holdaway , and library liaison Betty Lang absent Sandy McCarthy & the 2 HS Students. We had no visitors. A new Student has been appointed to the commission named Adithya Balasubramanian. Her appointment began June 1, 2011, we were given a phone number and an email address. We hope that this new person will be able to attend on a regular basis.

**Agenda:** John MacInnis moved to approve the agenda, sec. Lynne Boyle., all approved, Motion passed.

**Approval of Minutes:** Moved by Kimberly, sec by Lynne B. to approve the Minutes of June 1st, 2011 meeting, all in favor and the Motion passed.

**Financial Report:** a summary report from the City's Finance Dept. was passed around, showing a balance of \$2397.48 and pending expenses of approx \$1201.65. There are additional expenses which will be spent before the end of the fiscal Year, June 30<sup>th</sup>. Some additions came from the Heritage Fest. Held on Saturday 6/18/11.

**Liaison Report:** Betty Lang reported a new library Calendar format. The on-line format for the Commission will be more visible on-line with an orange box around it. Mary Robinson, of the Novi Library's collections, wants the CD's from the Michigan Fifth Band for the Library collection. The library is getting more requests for Local History information. This is increasing every month (with 3 this week). Betty gave examples of Engr. Companies seeking information and she spoke about Sanborn Fire Insurance Maps (1867-1960's) to trace individual Houses and lots over the decades. Betty stated that this yields different information than a title search.

Betty is looking for Novi High School yearbooks to complete the Library's set. They will be stored in the LH room. The Novi American Legion is closing and merging with the Northville Legion. They are offering to donate meeting notes and pictures going back to the 1940's. A Deed of Donation to the Novi Library will be written. It was indicated that the pictures include names and dates. There will be more digitizing of the Novi News next year. Betty indicated that the library will have sufficient funds in its budget to cover this expense and will not require the support of the Historical commission. Once the digitizing is complete, the Novi News will be posted on the library's website.

### **UPDATES AND DISCUSSION**

**Local History room Improvements:** We discussed improving the LH room's collection of locally historic photos, documents and other items. The Commission discussed soliciting Photos from old families in Novi such as Cathy and Hugh Crawford, and Lee Begole. Betty expressed the opinion that the LH room is in need of improved quality and quantity of materials and a better means to store and safeguard the materials in the collection. Requests for information from the LH room need to be documented. There is a form to record requests and its result if we do find data for that person.

**Coasting the Baseline:** The Obelisk is in place, we discussed setting a date for the Grand Opening (unveiling). We would like to have a nice ceremony and set a date to get City dignitaries, such as the mayor, council and city manager to attend. Prior to the unveiling of the monument, the brick work, which will be an Eagle Scout project by Cameron Holdaway, must be completed. Cameron has agreed to set the bricks, the excavation and aggregate preparation will be done by others. One phase of the Eagle project approval is nearly complete. There is a second step which is close to acceptance. It appears that the brick work will be done in either July or after the scout camp in early August.

**Heritage Festival:** summary of the Heritage Festival was discussed. We were generally satisfied with the turnout and the festival activities. The weather turned out very well. We estimate the attendees were approx 1250 or more based on the hayride numbers. We had printed 8000 flyers printed and they were primarily

distributed to nearby schools. The commission discussed ways to reach the older citizens in Novi? For next year, we discussed the hotdog (600 grilled this year) situation and the water (3 Jugs) and the popcorn, all very popular. We need to speed up the rate at which they can be distributed. It was recommended that each water station have two jugs (rather than one) and that 800 to 1000 hot dogs be ordered next year. It was also suggested that two serving lines be used instead of one and that each serving line had its own condiment table that could be used from either side.

Comments overall: Face painting was missed, more Restroom signs, there was a discussion of Body art painting - using removable paint applied by airbrush.

Additional expenses were incurred; Motion was passed to approve these expenditures

Sandy McCarthy spent \$99.64 for additional hotdogs and buns, move John M, sec Lynne Boyle all approved

Porta-John Expenditure \$160. move JRM, sec. LB all approved

Five of the Michigan Fifth Band CD 's were purchased by John MacInnis for donation to the Novi Library, Move Lynne B, second Kimberly reimburse John MacInnis \$60. - all approved

The historical Commission's storage space maintained at extra Space Storage is up for renewal, Moved by JRM, sec Lynne B to spend up to \$850. for the storage locker renewal for one year, all approved.

**Speakers for the LH room:** There was a general discussion of speakers for the Local History room speaker series for winter/spring of 2012.

#### **Other items**

Betty noted there will be a seminar on Ancestry/Genealogy Talk July 8th 10A till 11A in the Library. There being no other business for this meeting, the meeting was adjourned at 8:20PM

Next Meeting will be July 27, 2011 at 6:30 PM Local History Room Library

# Board & Administrator

FOR BOARD MEMBERS

June 2011 Vol. 27, No. 10

Editor: Jeff Stratton

## Have a policy in place for the job-seeking board member

If it hasn't happened yet, it probably will at some point. Do your board, and future boards at your nonprofit, a favor by adopting a written policy on the issue of board members who want to apply for an open staff position.

The issue affected a Maine organization recently when a management position opened up, and a board member put herself forth as the ideal candidate to fill the job.

There are inherent conflicts in place when a board member wants to fill a staff job. When board members take employment at the organization, there is a perception, both within the organization and in the community, that they are using the organization for personal gain. Those perceptions have the potential to damage your nonprofit.

In addition, a board member who transitions to a staff position puts the administrator in an awkward position. Will the new staff member be able

to keep his role straight, or will he run to a friend on the board whenever a problem comes up?

The bottom line is that board members shouldn't use their board position for personal gain. That is why boards have conflict of interest policies and codes of conduct. To avoid the mess the job-seeking board member can create, adopt these rules:

- Have the board member resign from the board.
- Have the board member serve a one-year "cooling off" period before she can apply for employment at your organization.
- When/if the former board member applies for a job, it's with the understanding that the best candidate will fill the position.

Yes, this makes it difficult for a board member to land a current open position, but the practice ensures your board handles its business the correct way. ■

## Assess board relationship on CEO's evaluation

Consultant Richard Male ([richardmale.com](http://richardmale.com)) suggests board members ask questions like these about the administrator's relationship with the board during her evaluation:

- Does the CEO communicate in a timely manner?
- Does s/he establish good working relation-

ships not only with the chair and executive committee but with all board members?

- Does s/he understand the role of the board and staff?
- Is s/he accountable to the board?
- Has s/he set up a climate of growth and development? ■

## Help donors get the max from their gift

Fundraising consultant Chuck Loring, CFRE, said board members can help their organizations most by working to keep the donors you already have.

"You bring in a fundraising consultant and the first thing they will tell you is you need to retain your current donors," Loring, Fort Lauderdale, Fla., said. "The last thing they'll do for you is find new donors."

Providing great "customer service" is the best way for board members to help retain donors, Loring said. Board members should:

**1. Provide acknowledgment of gift.** Provide donors with a prompt personal acknowledgment within 48 hours of receipt of a gift, Loring said. "Follow that up with a handwritten note within 30 days of getting that gift," he said. The thank you

note should be specific, Loring said, reading, for example, "Your gift will let 10 kids attend summer camp."

**2. Give donors follow-up information in the form of confirmation that their gifts have been set to work as intended.** Again, be specific, Loring said. A board member can write a note that says, "Those 10 kids your gift allowed to attend summer camp all earned better grades in school with no bad behavior following their camp experience."

As a board member, understand that your role in fundraising will become more important as non-profit organizations move from the era of quantity (\$100 gifts) to the era of quality (\$1,000 gifts), Loring said. "Your organization can't afford to lose the quality donor," he said. ■

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## Board question: Who speaks for the organization?

**Question:** "Our board has no set policy for who speaks to the media when an inquiry comes to the board. Sometimes it's the executive director, but if he's not available, the caller will be forwarded to a board member. What do you recommend?"

**Answer:** I recommend consistency in the form of board policy in how media questions are ad-

ressed. It's important for the organization and board to deliver a consistent message about the organization and its programs. Your board can accomplish this by:

- Making the executive director the spokesperson for the organization.
- Making the board chair the spokesperson for the board. ■

---

## Meeting management tips for chair

**1. Wait to offer your input on issues.** To foster teamwork and increase participation in meeting discussions, make sure you are not the one to offer the first opinion. That can stifle discussion if other members look to you as the leader. Instead, go around the meeting table and ask each board member for their view on the issue. Listen, and then offer your views.

**2. Allocate time for agenda items.** When you

meet with the executive director to set the agenda, try this strategy: Starting with the last item of the agenda, set a time frame for discussing and completing the item, and then back out from that point to assign a time limit to each agenda item until you reach the time the meeting begins. When board members want to talk a minor agenda item to death, you'll have a handy reminder to keep the meeting moving along. ■

# Board & Administrator

## FOR BOARD MEMBERS

July 2011 Vol. 27, No. 11

Editor: Jeff Stratton

## Board member/big donor creates problems

A board member who makes a substantial financial gift to the organization, but doesn't work well with anyone on either the board or staff presents a problem. Do you take his money and put up with the headaches, or do you cut bait and let him find another board to serve?

At the end of the day, you have to live with (and work with) the board members who you bring onto the board. It's not easy to fix a board recruiting mistake, but here's some advice from Terrie Temkin, principal, CoreStrategies for Nonprofits in Miami, Fla.

- **Get to the bottom of the negative behavior.** "Don't assume he's trying to be a pain, but try to find out why the behavior is what it is," said Temkin. During meetings, when the board member "goes off" he should be asked why he feels this way, Temkin said.

- **Arrange for a counseling session with the board chair.** The chair can ask questions about how the member's board service is going, if he's getting what he wants from it, and what the board member thinks he brings to the board, Temkin said.

- **Stress the board's norms.** Point out that the norms of the organization are partnership, trust and respect. Then emphasize that some members of the organization are not feeling these things when interacting with him, Temkin said.

- **Suggest resignation if member won't change negative behaviors.** "If the individual isn't interested in changing his ways, the chair should say the organization has too many sensitive issues to be working on to deal with board personalities," Temkin said. "Point out the board doesn't have time to cater to each individual board member's needs."

But don't live with a problematic board member just because of the donation he brings to the organization, Temkin said. "That's blackmail," she said.

To prevent this problem, Temkin said, try out board candidates on committee service before extending an invitation to join the board. This way, you can determine if they are a good "fit" for your board and nonprofit. ■

## Be practical, analytical about board recruiting

There are really two steps to finding a solid, contributing board member:

1. **Look at prior practical experience with your organization.** View your board committees as a training ground for future board members. Include people from outside your organization on committees and you'll have a chance to see if they are the kind of person who keeps their

commitments and has value to offer to your board.

2. **Scrutinize names submitted for possible nomination.** Analyze their level of expertise, their occupation, their connections, experience and leadership skills.

To make good choices, you need to be systematic and careful. ■

## Parliamentary strategy limits unfocused discussion

Let's say a board member is spending valuable meeting time telling the executive director how to do his job. Whenever an individual member takes a meeting discussion in a direction that is not the intent of the board, try this cure: Call the question.

Using this process, the board majority is asked to curtail the debate (or the longwinded speech), and vote on a motion to continue with it.

If the majority wants to hear more from the

board member, that's fine, because the board has made this decision. But if the majority votes to move on, that's a clear signal to the individual member that the board doesn't want to do whatever he wants the board to do.

Respecting and using the board majority is one tool a board can use to keep itself from micromanaging and bring the full board back to acting the way they've agreed to. ■

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## Put committees to use to minimize board bickering

Boards can bicker and divide when board members delve into the details of how to get things done (the administrator's job).

That's because some board members love the details, while other board members understand their job is to set policy and let the executive director handle the details of administering policy.

When boards conduct much of their business at the committee level, they have a better chance

to work on the details of an issue under consideration. And, if there's detail work to be done, it's done at the committee level so it doesn't bog down the full board meeting by board members who enjoy it. When the issue comes to the board, it should be for a vote.

**Tip:** Place detail-oriented board members on committees that suit their interests and where they can put their passion to use. ■

---

## Cure the board member who puts organization in a bad light

**Question:** "We have a board officer who speaks in public on behalf of the organization from time to time. He is a really bad speaker, tells inappropriate jokes and goofs around. The positive is that he's a hard worker and cares deeply about our mission. But the word has gotten around and he's making us look bad. What can we do about this?"

**Answer:** You need to be frank with this individual and show him how he is damaging the organization's public reputation. There are a couple ways to tackle this problem.

**1. The chair can discuss the issue with the board officer.** Begin the conversation by stressing the good the board officer brings to the organization and his passion for the mission. The chair can then suggest that the behavior is damaging to the organization.

**2. Do so by getting his board peers to show him that his behavior is detrimental to the organization.** At a meeting with the full board, other members should talk to him and discuss how his behavior is hurting the organization using specific examples. ■

**AUBURN HILLS  
'Creative Minds' art  
show visits county**

*Oakland Press*  
7-7-11

The juried "Creative Minds, Changing Minds" Traveling Art Show is coming to Oakland County for the public to view. The Art Show opened at the Novi Public Library and Novi Civic Center, on July 1.

The Show will be at the Novi Public buildings,

45255 W. 10 Mile Road, until Monday, July 18, when it will move to Crittenton Hospital, 1101 West University Drive, Rochester for exhibition until July 29.

Two paintings, "The Party," by Jennifer Leonard, from Holly and "Lovin the Happiness," by Sean Turner; also from Oakland County will be featured.

The 36 artists whose work is represented in this statewide juried traveling art show are individuals of all ages who are living with a mental illness or a developmental disability. Each receives supports and services from their local Community Mental Health Agency in the state of Michigan.

This venue in Oakland County is sponsored by the Oakland County Community Mental Health Authority and the Michigan Association of Community Mental Health Boards.

The goals of this two-year exhibition are to help destigmatize mental illness, developmental disabilities and substance use issues by showcasing the multidimensionality of people who have disabilities and to highlight the recovery potential of the arts. It is estimated that there are 206,000 individuals with disabilities living in Oakland County or 17 percent of the population.

Oakland Coordinator for the exhibit, Jacqueline Castine says, "We know that not only does the

creative process promote healing and recovery for people with brain diseases, we also know that the arts can help break through the stigma surrounding mental illness and developmental disabilities.

The Oakland County Community Mental Health Authority is the public mental health system that provides services and supports to over 16,000 Oakland County residents who are adults and children with developmental disabilities, adults with serious mental illness and children with serious emotional disturbance. For more information, call Castine at 248-975-9684 or visit [www.occmha.org](http://www.occmha.org).

## HOMETOWNlife.com

### Novi art show showcases talents of people with disabilities

Written by

Nathan Mueller

12:32 PM, Jul. 6, 2011

The artistic talents of disabled people across Michigan are displayed in Novi as part of the "Creative Minds, Changing Minds" traveling art show.

Two of the 36 artists are Oakland County residents, and all of them are living with a mental or developmental disability.

The purpose of the juried exhibit, which is on display at the Novi Civic Center and Novi Public Library until July 18, is to help change the public's perception of people with disabilities and showcase the creative energy they have to offer their .

"Our goal is to provide a higher quality of life and equity for people with disabilities, and we want people with disabilities to be less stigmatized and more included in the community and appreciated for the things they have to offer," said Jacqueline Castine, specialist at the Oakland County Community Mental Health Authority. "It's a wonderful show with a huge variety of different kinds of creative works."

According to the organization, it is estimated there are 206,000 people in Oakland County living with disabilities. That is one of the reasons why Margi Karp-Opperer, assistant director at the library, wanted to bring the exhibit to the city.

"I just think there are so many resources and so many of us are faced with unusual situations. And if there is some way we can inform our residents of what is available to them, we want to do that," she said. "It's also an awareness too that even though people might have mental issues, they can be artistically accomplished and maybe it will open someone's eyes to see that there is more to someone with a mental illness than just that."

Castine also encourages people who view the art to use the response to pick their favorite piece, and said at the end of the year the art will be available for purchase at an auction.

For more information about the art show, visit [www.occmha.org](http://www.occmha.org), and to learn about

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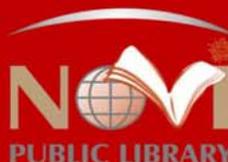


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# Crop for a Cause Weekend

## October 7<sup>th</sup> – 9<sup>th</sup> 2011

Need a place to work on your scrapbooking or card-making projects? Get your friends, cardstock, stickers and scissors ready! The Library is hosting 30 hours of scrapbooking fun to benefit the Library's Youth Department Programming Initiatives.

**Friday, October 7<sup>th</sup>: 4pm – 12am**  
**Saturday, October 8<sup>th</sup>: 9 am -12am**  
**Sunday, October 9<sup>th</sup>: 10am – 5pm**

A donation of \$100.00 per person entitles a cropper to a 3ft. workspace, 6 meals, snacks & refreshments, door prizes, use of an Accu-Cut machine (letters & shapes), and loads of CREATIVITY! Creative Memories Consultant, Mary Gantt, will be on site to sell products and demonstrate new techniques!

Registration Required - beginning July 1<sup>st</sup>.

Contact: Administration Office at 248-869-7204 (Monday – Friday, 10am – 5pm)

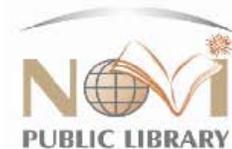
Age: 18+

Space Limited to: 40 participants

Location: Large Meeting Room, Novi Public Library

45255 W. 10 Mile Novi, MI 48375

**CREATIVE**  
**MEMORIES™**





## Library Board Calendar

### 2011

August – October <b>August 17</b>	Community Reads Program <b>Library Board Regular Meeting</b>
September 5 <b>September 21</b>	Holiday – Labor Day, Library Closed <b>Library Board Regular Meeting</b>
<b>October 19</b>	<b>Library Board Regular Meeting</b>
November 6 November 8 <b>November 16</b> <b>November 16</b>	Daylight Saving Time Ends General Election Day <b>Annual Library Report – City Council Meeting, TBD</b> <b>Library Board Regular Meeting</b>
November 18 November 23 November 24	Library Staff In-Service, Library Closed Holiday – Thanksgiving Eve, Library Closes at 5 p.m. Holiday – Thanksgiving, Library Closed
<b>December 21</b> <b>December 21</b>	<b>Library Board Regular Meeting</b> <b>Library Director – Mid-year Review</b>
December 24 December 25 December 26 December 31	Holiday – Christmas Eve, Library Closed Holiday – Christmas, Library Closed Holiday – Christmas, (observed), Library Closed Holiday – New Year's Eve, Library Closed

### 2012

January 1 January 2 January 16 <b>January 18</b>	Holiday – New Year's Day, Library Closed Holiday – New Year's Observance, Library Closed Holiday – Martin Luther King, Jr. Day, Library Closed <b>Library Board Regular Meeting</b>
<b>February – March</b> <b>February 15</b>	<b>Budget Study Sessions, typically a Saturday morning, TBD</b> <b>Library Board Regular Meeting</b>
<b>March</b> <b>March 21</b>	<b>Budget – approved to be provided in April to Council, TBD</b> <b>Library Board Regular Meeting</b>
April 6 April 8 <b>April 18</b>	Holiday – Good Friday, Library Closed Holiday – Easter, Library Closed <b>Library Board Regular Meeting</b>
May 13 <b>May 16</b> May 28	Holiday – Mother's Day, Library Closed <b>Library Board Regular Meeting</b> Holiday – Memorial Day, 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.