

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, February 15, 2012 at 7:00 p.m.
City of Novi, Council Chambers
45175 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.

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2. Pledge of Allegiance	
3. Approval and Overview of Agenda	
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F. Landscape Committee (Kilgore, Czekaj, Margolis)	
15. Public Comment	

16. Matters for Board Action

- 1. Budget 2012-2013
- 2. Strategic Planning scope and timeline

17. Adjourn

Consent Agenda:

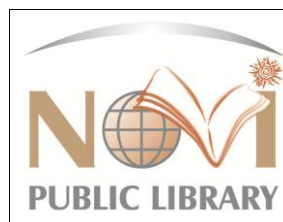
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Future Events:

- Historical Commission Regular Meeting – February 24, 2012 at 10:00am, Novi Public Library
- March is National Ready Month
- Listen @ the Library – Sunday, March 4, 2012 at 3:00pm, Novi Public Library
- Friends of the Novi Public Library Regular Meeting – March 14, 2012 – CANCELLED
- Library Board Regular Meeting – March 21, 2012 at 7:00pm, City of Novi
- Historical Commission Regular Meeting – March 28, 2012 at 6:30pm, Novi Public Library
- National Library Week, April 8 – 14, 2012
- Book It Fundraising Event – Friday, April 27, 2012 at 7:00-10:00pm, Novi Public Library

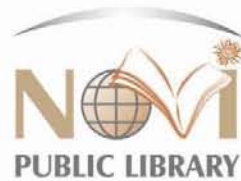


45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 491		February 2012	
Payable to	Invoice #	Account number	Account total
Ann Arbor Plastics		268-000.00-727.000	\$78.46
Global Office Solutions		268-000.00-727.000	\$2339.55
Tech Logic Corp		268-000.00-734.000	\$600.00
TotalChoice Hosting		268-000.00-734.000	\$8.00
CDW-G		268-000.00-734.500	\$555.57
Demco		268-000.00-740.000	\$100.77
Global Office Solutions		268-000.00-727.000	\$213.75
Sentry Supply		268-000.00-740.000	\$661.11
Specialty Store Services		268-000.00-740.000	\$114.06
The Library Network		268-000.00-740.000	\$216.00
Amazon.com		268-000.00-742.000	\$143.52
American Library Association		268-000.00-742.000	\$20.30
Belleville Area District Library		268-000.00-742.000	\$7.99
Bishop, Bethany		268-000.00-742.000	\$16.99
Brodart		268-000.00-742.000	\$9291.69
Center Point Large Print		268-000.00-742.000	\$275.01
Ebsco		268-000.00-742.000	\$120.76
Flat Rock Public Library		268-000.00-742.000	\$10.00
Gale		268-000.00-742.000	\$1064.81
Karp-Opperer, Margi		268-000.00-742.000	\$85.00
Multicultural Books & Videos		268-000.00-742.000	\$385.52
Northville District Library		268-000.00-742.000	\$7.99
Royal Oak Public Library		268-000.00-742.000	\$29.95
Salem South Lyon District Library		268-000.00-742.000	\$11.94
Waterford Twp Public Library		268-000.00-742.000	\$7.99
White Lake Twp. Library		268-000.00-742.000	\$19.00
Ebsco		268-000.00-743.000	\$11.00
Teddy, James		268-000.00-743.000	\$130.00
Midwest Tape		268-000.00-744.000	\$1339.78
OverDrive		268-000.00-744.000	\$505.43
Amazon.com		268-000.00-745.200	\$171.45
Midwest Tape		268-000.00-745.200	\$2663.06
Gale		268-000.00-745.300	\$860.00
Midwest Collaborative For Library Services		268-000.00-745.300	\$4410.00
Bright House Networks		268-000.00-801.925	\$155.00
Secrest Wardle		268-000.00-806.000	\$204.00
Michigan Library Association		268-000.00-809.000	\$85.00
Novi Rotary	Jan-March 2012	268-000.00-809.000	\$139.00
Orion Township Public Library	OCHR memb 2012	268-000.00-809.000	\$600.00
DuAll Cleaning, Inc.		268-000.00-817.000	\$3,848.25
AT&T	Jan 22-Feb 21, 2012	268-000.00-851.000	\$285.47
TelNet Worldwide	Jan 15-Feb 14, 2012	268-000.00-851.000	\$1416.05
Verizon Wireless		268-000.00-851.000	\$462.98
The Library Network		268-000.00-855.000	\$10973.92
Alex Delvecchio Ent. LLC		268-000.00-880.000	\$17.11

Warrant 491		February 2012	
Payable to	Invoice #	Account number	Account total
AT&T		268-000.00-880.000	\$48.70
JL Geisler Corp		268-000.00-880.000	\$25.45
Sam's Club		268-000.00-880.000	\$12.88
Barnes & Noble Booksellers		268-000.00-880.268	\$27.25
Belliveau, Steve	youth pgm 6/28/12	268-000.00-880.268	\$50.00
Carpenter, Suzanne	Youth pgm	268-000.00-880.268	\$73.68
Druschel, Pauline		268-000.00-880.268	\$80.00
Elly, Karen	Youth Pgm February 2012	268-000.00-880.268	\$100.00
Esseltine, Megan		268-000.00-880.268	\$160.00
Kolchuk, Kelly	gift card - Youth pgm	268-000.00-880.268	\$50.00
Marshall, Susan	ESL Bk Disc Jan&Feb 2012	268-000.00-880.268	\$250.00
Mutch, Kathleen		268-000.00-880.268	\$200.00
Sam's Club	Youth pgm	268-000.00-880.268	\$29.14
Konica Minolta Business Solutions		268-000.00-900.000	\$590.45
Consumers Energy	12/14/11-1/16/12	268-000.00-921.000	\$1707.67
AT&T	1/13-2/12/12	268-000.00-922.000	\$39.28
DTE Energy	Nov 22-Dec 20, 2011	268-000.00-922.000	\$5,880.53
City of Novi - Utility	9/20-12/16/11 water/sewer	268-000.00-923.000	\$1185.39
Allied Waste		268-000.00-934.000	\$88.15
Cintas		268-000.00-934.000	\$789.66
DuAll Cleaning, Inc.	Carpet Cleaning	268-000.00-934.000	\$1774
Home Depot		268-000.00-934.000	\$218.53
InPro Corp.		268-000.00-934.000	\$134.01
Michigan Environmental Controls, Inc.		268-000.00-934.000	\$425.98
Orkin		268-000.00-934.000	\$50.00
R.W. Mead & Sons		268-000.00-934.000	\$834.55
Sam's Club		268-000.00-934.000	\$54.82
Touch of Tropics		268-000.00-934.000	\$50.00
Speedway		268-000.00-935.000	\$71.24
Home Depot		268-000.00-941.000	\$14.98
Lowe's	Blower	268-000.00-941.000	\$180.45
Northwest Lawn		268-000.00-941.000	\$3656.67
Konica Minolta Premier Finance		268-000.00-942.000	\$1259.42
Corrigan Record Storage		268-000.00-942.100	\$15.50
City of Novi	St of City/1/19/12/MKO/JF	268-000.00-956.000	\$60.00
Maisano's Italian Restaurant	Staff 1/4/12	268-000.00-956.000	\$ 440.00
Petty Cash (Programming)		268-000.00-880.268	\$85.53
Home Depot	microwave	269-000.00-665.273	\$79.99
Library Design Associates, Inc.	Battle of the Books Signage	269-000.00-742.273	\$3360.88
TOTAL			\$68,818.01



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 18, 2012**

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Czekaj, Board Member (7:08 p.m. arrival)

Student Representatives

Nishant Kakar
Torry Yu

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Civic Center, Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Larry Kilgore, President, at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

The Library Board welcomed Scott Teasdale to the Library Board.

3. Approval and Overview of Agenda

A request was made to add under **Section #14 Committee Reports, F. Nominating Committee.**

A motion was made to approve the January 18, 2012 Agenda as amended.

1st – Mark Sturing
2nd – David Margolis

The motion was passed unanimously.

4. Consent Agenda

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

1st – Mark Sturing
2nd – David Margolis

The motion was passed unanimously.

5. Correspondence

a. Certificate of Appreciation, Novi Rotary

A letter of appreciation was received from the Novi Rotary for Julie Farkas' participation in the Senior Holiday party. The Library provides a token gift in each of the gift bags presented. This year, there were over two hundred (200) guests in attendance. Novi Middle School students performed and lunch was served.

6. Presentation

There was no presentation.

7. Public Comment

There was no public comment.

8. President's Report

a. Library Goals 2011-2012

- A survey was completed by Library patrons regarding services provided by the Library. Survey ended in December, 2011.
- After an evaluation of the 4-hour timeframe for moving holds to the drive-up window and the lockers, it was determined that the timeframe could be reduced to 2-hours.
- Library cards for the Novi business community is being worked on. Marketing materials are being created.
- Julie holds one-on-ones with the Library staff annually and the latest was held in December, 2011. Sessions usually last 15-20 minutes and this year five (5) questions were asked of each participant. Feedback was shared with the Management Team, anonymously.

- The IT Department acquired new equipment -the Kindle, Nook, and Sony e-readers for staff to provide training to patrons. A program was instituted to train patrons on how to use the various devices. Freegal downloads were heavily used during the first week of January.
- The Library received the \$2000 award for being chosen "Library of the Year" for customer service. The Library Board offered the award be shared amongst the staff. The staff chose to receive \$25 each in their paycheck with the remainder to be used for staff events.
- The Library applied for the Business Award for Customer Service sponsored by City of Novi, Novi Rotary, and Chamber of Commerce. We are waiting to hear if awarded.

Mark Sturing requested the DSLRT (Detroit Suburban Libraries Roundtable) be provided in CD format.

9. Treasurer's Report

a. Library Budget 2011-2012

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

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

Observations regarding Monthly Financials for the Month of December 2011 provided by David Margolis, Treasurer.

For whatever reason, we transferred the Net Proceeds [**\$10,258**] from last fiscal year's Community Program (**Book It!**) into the Walker Fund (Fund #269) in December. If you recall, we generated **\$12,664** in Revenues and expended (**-\$2,406**) for this event, which were recognized in last year's Library Fund (#268) activity. As a result, it looks like we incurred additional expense in the current period – potentially increasing this year's operating deficit, when in fact we just moved previously recognized funds from one pocket to another. *Oh well!*

And surprise, Property Tax Revenues declined again, this time by (**-\$15,091**)

Financial activity for the month of December:

LIBRARY FUND (Fund #268)

BALANCE SHEET (pg. 26)

Cash was decreased by (**-\$222,871**) during the month, while **Current Taxes Receivable** were decreased by (**-\$6,109**).

TOTAL ASSETS = \$3,808,758 (**-\$228,980** or **-5.67%** lower than last month)

LIABILITIES – The only change for the month was in **Accounts Payable**, which was decreased by **(-\$24,942)** for a net decrease in Liabilities of **-11.30%** for the month, with an ending balance = **\$195,923**

FUND BALANCE – NET Revenues and Expenses (for the current fiscal year) were lowered another **(-\$204,038)** or **(-14.84%)**, leaving an Ending Fund Balance at 12-31-11 of **\$3,612,835**.

REVENUES AND EXPENDITURES (pgs. 27 and 28)

REVENUES – Despite the decline in Tax Revenues (as previously mentioned), **Total Revenues** for the month of December 2011 increased **+\$1,052** or **+0.05%**, led by another strong month collecting Library fines and the highest Meeting Room rental month of the year **(\$2,040)**. Also of note, there were significant year-end gifts or donations credited to the Library Fund **(\$6,150)** during the month. (for which the Staff deserves credit for communicating the change in Michigan Tax Credits which expired 12-31-2011).

EXPENDITURES – with the current fiscal year now half over, our expectation is that expenditures utilization should be no more than **50.00%** of the budget (if we assume equal monthly spending).

Personal Services – no unusual occurrences in December (very similar to October and November); so far Year-to-Date, we've used **47.03%** of this category's budget. At the mid-year point, Personal Services expended **(\$829,898)** represent **34.18%** of Revenues (compared to the **36.55%** budgeted).

Materials and Supplies – Only one major category of items spent in December exceeded prior month levels #727.000 **Office Supplies (\$2,360)**. The total of **\$28,628** spent for the month (in this category) was the smallest monthly total since the start of the fiscal and represents a combined six-month usage **(\$222,774)** of **44.23%** of the Budget or **9.18%** of Revenues (compared to **10.44%** budgeted).

Services and Charges – for the month, we only spent **\$29,483** (which is well below the monthly average of \$34,611 - with several line-items higher than normal.), but the cumulative total of **\$194,185** representing only **46.75%** of the Budget allocations or **8.00%** of Revenues.

Some of the items worth citing for the month are:

#802.100	Bank Services	+\$421
#851.000	Telephone	+\$2,095
#855.000	TLN Automation Svcs	(-\$4,671) ???
#900.000	Design, Printing, Publish	+\$1,880
#921.000	Heat	+\$1,894 (Winter is coming)
#922.000	Electricity	+\$11,564 (two-month's bills)
#956.000	Conf & Workshops	+\$4,426

Capital Outlays or Contingencies – N/A

TOTAL EXPENDITURES – for the month of December, we spent **\$205,090** – including the **\$10,258** Walker Fund transfer (yet still well below the monthly average of \$224,665) for a year-to-date total of **\$1,257,115**, which is **46.63%** of the Total Budget – continuing the positive trend so far. This is **51.78%** of Revenues and **(-7.29%)** lower than Y-T-D budget expectations of 55.85%.

WALKER FUND (Fund #269) (pg. 29)

REVENUES – increased by **+\$8,630** during the month of December or +26.23%, artificially boosted by the **Book It!** Transfer (previously discussed), with \$8 coming from **Investment Interest** (#269-000.000-664.000) and **+\$1,080** from **Donations** (including **\$500** from Brick Pavers; **\$450** from Tree Dedications; and **\$130** from specific collection designations). There was also a change of **(-\$2,716)** in General Donations (#269-000.00-666.550) ???

EXPENDITURES – were up **\$666** in December expended for the **Community Read** program (**\$341**) and Light Up the Night (**\$325**) participation.

BALANCE SHEET – as a result of December activity, **Cash** in the Fund went up **+\$7,934** or +0.54%, while **Accounts Payable** was eliminated by **(-\$30)** and **Unrestricted Current Year Fund Balance** increased +\$7,964 to **\$36,163** for the fiscal year.

TOTAL ASSETS =	\$1,476,855
TOTAL LIABILITIES =	\$ 0
TOTAL FUND BALANCE =	\$1,476,855
Restricted Fund Balance =	\$ 47,430
Un-Restricted Fund Balance =	\$1,429,425

COMBINED LIBRARY INVESTMENTS Investment Report, for period ending December 31, 2011, was provided after the Treasurer's report was filed.

LIBRARY FUND (#268)

TOTAL FUND #268	\$3,719,360
WALKER FUND (#269)	
TOTAL FUND #269	\$1,476,855
COMBINED LIBRARY INVESTMENT	\$5,196,215

c. Library Café Revenue Report

There was no Café Revenue Report provided.

- Julie Farkas informed the Board that account #268-000.00-900.000 has been exhausted. The Engage publication has been sent out for bid.
- When The Library Network initially provided the cost for deliveries, they were not able to provide a good figure. The \$4,550 is the actual figure and this line item will come under budget.
- The Board thanked David Margolis for an excellent job. The Library is halfway through the year and 46% of the budget has been used; on track so far.
- State bonds are coming in at 2.85% for investments.

10. Director's Report

a. Public Services Report

i. Library Annual Survey Results – December 2011

Report is provided on pages 33-40 of the January 18, 2012 Library Board Packet.

- Most of the comments provided were positive. If a patron left their contact information, they were contacted regarding their comment.
- Library cards are renewed on an annual basis and patrons must come in to renew. Patrons must provide proof that they still reside at the address where the library card is issued.
- During the Strategic Plan, the driveway entrance/exit was discussed, but the Board wants to reassure patrons that they will continue to explore possibilities.
- Based on patron comments, they would like to see the Library provide additional scanners.

b. Building Operations Report

Report is provided on page 41 of the January 18, 2012 Library Board Packet.

- Julie presented the Library's Annual Report to City Council at their December 17, 2011 Council Meeting.
- The documentation that led to the Novi Public Library being awarded Library of the Year was provided to City Council.
- Larry Kilgore and Julie Farkas attended the City of Novi's Goal Setting Session on January 7, 2012.
- Julie has met with staff and the Management Team to gather budget information.
- Library Board Budget Setting Sessions are scheduled for Sunday, January 29, and Saturday, February 11, 2012 at 8 a.m.
- The Book It! Fundraising event has been scheduled for Friday, April 27, 2012 with TelCom Credit Union and Providence Hospital as major sponsors. Steve & Rocky's has graciously offered to provide food for the event.
- The Novi Homeowners Association breakfast will be held at the Novi Civic Center on Saturday, January 21 from 9-11 a.m. Homeowners

Associations have been offered free meeting room space for their homeowners meetings if staff can provide a tour of the Library or make a presentation of what the Library has to offer. The Library of the Year banner and awards will be on display.

- The Chamber Music Society of Detroit will kick-off their Novi concert series at the Library on Sunday, February 5, 2012 at 3 p.m.
- Strategic Planning Sessions have begun with eighteen (18) Board, Library staff, City staff and community members on-board.
- The Novi Newbies is up from last year.
- There hasn't been any usage at the car charging stations.

a. Library Usage Statistics – December 2011

The December statistics are located on pages 42-44 of the Board Packet.

- 265 Library cards issued
- 59,286 items checked out
- Number of items borrowed from TLN – 3,393
- Number of items borrowed from MEL – 68
- Number of items loaned through TLN – 4,012
- Number of items loaned through MEL – 74
- 58.09% of all items checked out were completed on self check stations.
- Daily average of people using the Library was 1,038

From the collection of books and materials donated daily, the Library has placed in their collection \$14,000-\$15,000 worth of materials on an annual basis. Of those not placed in the Library's collection, the Friends are able to select what they would like to sell at the Friends' Book Nook. The Friends collect on average \$1,000 - \$1,200 a month in sales. No donations are thrown away.

The main entrance doors have been calibrated to open slower allowing the outer doors to start closing as patrons enter the inner doors not allowing the cold air to enter as quickly. The heating elements have been inspected and are working properly.

11. Friends of Novi Library Report

There was no report provided, however, they did approve their By-Laws. The Friends voted not to meet during the months of February and March and will reconvene in April.

12. Historical Commission Report

The Historical Commission provided their November 23, 2011 report.

- The Commission discussed improving the Library's Local History Room's collection of photos, documents and other items. Betty Lang discussed engaging a consultant to oversee the Library's collection.

- The Commission participated in the Fall for Novi with a display and highlights of Novi' past.
- The Commission will be attending the Homeowners Association breakfast.
- The Historical Commission is holding lecture series. Roy Prentice presented a talk on the Bassett Family Farm in November. The January program is being presented by Joe Kapelczak on early surveying, and Tillie Van Sickle will discuss Novi's involvement in the Civil War in March, 2012.

13. Students Representative Report

Report is provided on page 45 of the January 18, 2012 Library Board Packet.

Highlights:

- The Teen Advisory Board met December 2, 2011. Agenda items included the Library being awarded Library of the Year; and the Friends generous donation to the Library.
- 2012 Summer Reading Program – Own the Night @ Our Library. Plans are being completed with fun activities such as a "glow party", video game tournaments, and "Minute to Win It", and more.
- TAB By-Laws are being revised.
- "Light Up the Night" was well attended with 10 teen volunteers assisting.
- "Teens Give Back" is a joint effort between students of Novi and Walled Lake High Schools coordinating a clothing drive scheduled for May, where all donations will be provided to a local church. The Library will be a collection point with a box in the lobby on May 20, and open drop-off on May 22.
- Additional projects are being discussed for 2012.

14. Committee Reports

a. Policy Committee (Margolis, Vacant, Kilgore)

There was no report provided.

b. HR Committee (Vacant, Verma, Kilgore)

There was no report provided.

c. Finance Committee (Margolis, Czekaj, Sturing)

The Finance Committee met to discuss creating a policy for the use of the Library's Fund Balance. They discussed designating and identifying the fund balance as a means for planning for tomorrow for such items as technology and key systems that will have to be replaced over time.

d. Fundraising Committee (Mena, Sturing, Vacant)

There was no report provided.

e. Strategic Planning Committee (Kilgore, Sturing, Mena)

There was no report provided.

f. Nominating Committee

The Nominating Committee will select officers to be voted on at the April Library Board Meeting. All officers are elected for one year with a two (2) year term limit. Ramesh Verma, Mark Sturing and Scott Teasdale have volunteered to be on this committee.

15. Public Comment

There was no Public Comment.

16. Matters for Board Action

a. Approve the changes to the Meal Policy

A motion was made to approve the Meal Policy as presented:

1st – Mark Sturing

2nd – Larry Czekaj

The motion was passed unanimously.

Meal Policy:

Full-time employees working 37.5-40 hours per week are required to take a ½ hour (30 minute) unpaid lunch. Part-time employees working fewer than 29.5 hours per week have the option to take a ½ hour (30 minute) unpaid lunch. Employees are required to work with their Supervisor to accommodate their lunch.

The NPL does not have a formal break policy. Staff needing a break should work out their timing with their Supervisor and co-workers so that service positions are continuously covered.

Neither meals nor other breaks can be used at the beginning or end of the work period to shorten the work day.

Staff leaving the Library premises during a meal period is not eligible for Worker's Compensation if they are injured while off the premises.

The NPL does not permit "comp time".

b. Adopt the Emergency Closing Policy

The Library at present time does not have an Emergency Closing Policy. If a closing is required, the closing will be posted on the Library's website and as a phone message.

After Board discussion, the Emergency Closing Policy reads:

Staff scheduled to work on a day that has been designated as an emergency closure due to severe weather, building issues or "acts of God", will be paid for the hours the staff is scheduled to work. This is based on a day-to-day determination up to two (2) consecutive days of such a closure. Unless notified of a closure, employees must assume the Library is open. Benefit time that was scheduled prior to the closing will be documented accordingly.

A motion was made to approve the Emergency Closing Policy.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

17. Adjourn

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

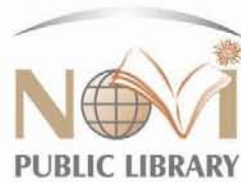
1st – Larry Czekaj

2nd – Willy Mena

The motion was passed unanimously.

Mark Sturing, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
January 29, 2012**

1. Call to Order and Roll Call

Library Board

Larry Kilgore, President
Mark Sturing, Secretary
Scott Teasdale, Board Member
Ramesh Verma, Board Member

Absent and Excused

Willy Mena, Vice President (9 a.m. arrival)
David Margolis, Treasurer
Larry Czekaj, Board Member

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director
Marcia Dominick, Administrative Assistant

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

2. Introduction of Budget Proposal

a. Year-End Projections

The 2011-2012 Extrapolated Year End was reviewed with highlights listed.

Revenues

- 268-000.00-403.000 – Property Tax Revenue – \$2,234,000 - no change
- 268-000.00-567.000 – State Aid - \$19,500. Receive two checks annually.
- 268-000.00-657.000 – Library book fines - \$55,000 – 20% increase; self checks, drive-up pay options; credit/debit card usage; increase in fines.
- 268-000.00-658.000 – State penal fines – \$64,306 – based on State Highway violations.
- 268-000.00-664.000 – Interest on Investments – \$16,393 – provided by City of Novi Finance Department.

- 268-000.00-665.000 – Miscellaneous Income – \$14,000 – Library card replacements; headphones; guest passes, etc.
- 268-000.00-665.100 – Copier – \$2,600 - less photocopying being completed; more scanning.
- 268-000.00-665.200 – Electronic Media -\$3,000 – DVDs, CDs, Video Games (replacements and fines); extended usage to one week for all media.
- 268-000.00-665.266 – SRP T-shirt sales \$150 – based on a year-to-year basis
- 268-000.00-267.000 – Library Program, Book It! - \$0.00 – Walker Fund estimated gross \$10,000.
- 268-000.00-665.290 – Library Fundraising Revenue - \$590 – i.e. Shop for a Cause and other fundraising opportunities.
- 268-000.00-665.300 – Meeting Room - \$10,500 – seven (7) rental opportunities
- 268-000.00-665.400 – Gifts and Donations - \$9,500 – Unrestricted gifts/donations; annual donation drive.
- 268-000.00-665.404 – Novi Township Assessment - \$6,128 – provided by City of Novi Finance Department.
- 268-000.00-665.500 – Book Rental \$0.00 – no longer offered as of 2009.
- 268-000.00-665.650 – Library Café – \$5,000 – Library receives 10% of sales

Total Revenues

2011-2012 Approved Budget: \$2,413,450
2011-2012 Year End Projections: \$2,440,667
Increase \$27,217

Expenditures

Personnel Services

- 268-000.00-716.000 – Insurance – \$180,000 - 20% increase 11/12; 2 new full time employees - projected increase.
- 268-000.00-718.000 – Pension DB - \$25,444 – City reports that account is fully funded as of January 2012
- 268-000.00-718.200 – Pension DC - \$20,000 – Based on salary (6.0% cost)
- 268-000.00-720.000 – Worker's Comp - \$4,000

Total Personnel Services

2011 – 2012 Approved \$1,764,450
2011-2012 Year-end Budget \$1,753,644
Savings \$10,806

Supplies & Materials

- 268-000.00-727.000 – Office Supplies - \$15,500 – paper, print cartridges, etc.

The remainder of the line items in this category remain relatively the same.

Total Supplies & Materials

2011-2012 Approved \$503,700
2011-2012 Year-end Budget \$492,300
Savings \$11,400

Services & Charges

- 268-000.00-801.925 – Public Information (cable) - \$900 – Bright House Cable monthly fees
- 268-000.00-802.100 – Bank Services - \$2,500 – based on credit card transactions
- 268-000.00-803.000 – Independent Audit - \$670 – less than last year
- 268-000.00-806.000 – Legal Expenses - \$1,500 – not foreseeing an increase
- 268-000.00-809.000 – Membership & Dues - \$5,000 – ALA, MLA, OCHR, Chamber, Rotary
- 268-000.00-816.000 – Professional Services - \$2,500 – lower than budgeted
- 268-000.00-817.000 – Custodial Services - \$45,000 – Will be hiring a full time employee at new budget. There are greater demands on the building. There will not be the need for a contract employee after the 2011-12 budget year.
- 268-000.00-851.000- Telephones - \$16,000 – TelNet, Verizon, Mobile/Outreach, AT&T, SunTel
- 268-000.00-855.000 – TLN Automation Services - \$58,100 – Increase in internet connection; adding catalog user account.
- 268-000.00-800.267 – Library Programming – Book It! – \$1,000 - Expenses for fundraising event.
- 268-000.00-800.268 – Programming - \$20,000 – Youth/Adult pgms; Community Read; authors, performers
- 268-000.00-900.000 – Design, Printing, Publishing – \$28,750 – higher than budgeted; Engage publication – typically \$4,500-\$6,000 x 3 publications a year.
- 268-000.00-910.000 – Property & Liability Insurance - \$13,005 – City reports 2% increase for the next two years
- 268-000.00-921.000- Heat - \$14,000 – lower than budgeted
- 268-000.00-922.000 – Electricity - \$82,000 – higher than expected; after-hour events
- 268-000.00-923.000 – Water/Sewer - \$4,500 – lower than budgeted; well used for watering grounds
- 268-000.00-934.000 – Building Maintenance - \$36,000 – elevator inspections; windows; carpets; mats.
- 268-000.00-941.000 – Grounds Maintenance - \$19,500 – a quote will be gathered for the replacement of the Prairie grass/Red Fescue that edges Ten Mile Road.
- 268-000.00-942.100 – Records Storage - \$200 – Corrigan charged monthly.
- 268-000.00-942.000 – Office Equipment Lease - \$13,500 – going out for lease bids in 2013
- 268-000.00-956.000 – Conference & Workshops - \$17,500 – PLA (3 attending); IT staff person attending VMware Training.

Total Services & Charges

2011 – 2012 Approved \$415,337

2011-2012 Year-end Budget \$394,575

Savings \$20,762

Total Expenditures - \$2,640,519

Projected Savings \$42,968

Budgeted Fund Balance Usage: \$270,037

Anticipated Fund Balance Usage: \$199,852

Projected Savings: \$70,185

b. 1st Draft 2012-2013 Budget

Julie is anticipating a 10%-15% usage of the fund balance, but would like to stay near the 10% mark.

It is anticipated that the Library will lose \$400,000 in tax revenue the 2012-2013 fiscal year.

Funds were saved in the good years to be used for future usage, thus creating a fund balance. The Library is very conservative in its approach to spending. The Library Board will be discussing a policy for the usage of the fund balance. With the Library having a fund balance, the Board felt it unwise to go for the Headlee increase.

The Library plans on increasing services without spending more funds.

Revenues

- 268-000.00-403.000 – Property Tax Revenue - \$2,239,000 – provided by the City of Novi Finance Department; \$5,000 increase in tax revenue projected.
- 268-000.00-567.000 – State Aid – \$17,500 - two checks annually
- 268-000.00-657.000 – Library Book Fines - \$57,000 – 20% increase; self check-outs, drive-up pay options; increase in debit/credit usage for fine payments
- 268-000.00-658.000 – State Penal Fines - \$65,500 – based on highway ticket fines
- 268-000.00-664.000 – Interest on Investments - \$25,000 – provided by the City of Novi Finance Department; same for the Walker Fund Account (269)
- 268-000.00-665.000 – Miscellaneous Income - \$14,500 – Library card replacement; guest passes, etc.
- 268-000.00-665.100 – Copier - \$2,500 – less photocopying
- 268-000.00-665.200 – Electronic Media - \$3,500 – replacement; loss; usage
- 268-000.00-665.267 – Library Program – Book It! – \$0.00 - Walker Fund \$10,000 estimated gross
- 268-000.00-665.290 – Library Fundraising Revenue - \$1,000 – fundraising opportunities
- 268-000.00-665.300 – Meeting Room - \$12,000 – increase in usage
- 268-000.00-665.400 – Gifts and Donations - \$5,000 – annual donation drive; unrestricted.
- 268-000.00-665.404 – Novi Township Assessment - \$6,130 – Provided by the City of Novi Finance Department

Total Revenue

2012-2013 Fiscal Year - \$2,453,780

Expenditures

Julie is anticipating hiring two full time employees, Information Services and Facilities. With this change in personnel, there will be an increase in the insurance, social security, etc. line items to reflect the additional staffing.

The Library Board requested Julie investigate the use of a City facilities person or someone from Novi Schools instead of hiring a full time facilities person.

- 268-000.00-704.000 – Permanent Salaries - \$889,000 – adding back two full time employees, facilities and information services
- 268-000.00-705.000 – Temporary Salaries - \$561,000 – increase building monitor hours; sub usage increase
- 268-000.00-715.000 – Social Security - \$111,000 – provided by the City of Novi Finance Department
- 268-000.00-716.000 – Insurance - \$212,000 – provided by the City of Novi Finance Department
- 268-000.00-718.000 – Pension DB - \$0.00 - City reported that account is fully funded as of January 2012. Board is questioning if accurate.

Total Personnel Services

2012-2013 Fiscal Year - \$1,812,300

Supplies & Materials

- 268-000.00-727.000 – Office Supplies - \$17,500 – paper; print cartridges – slight increase.
- 268-000.00-728.000 – Postage - \$2,100 – slight increase due to anticipated increase in postage costs.
- 268-000.00-734.500 – Computer Supplies Equipment - \$12,000 – 60 terminals; computer lab – replacement completed in sections- on a 7 year plan. Fund Balance Plan may include replacement for computer terminals.
- 268-000.00-740.000 – Operating Supplies - \$31,700 – anticipating RFID tagging.
- 268-000.00-741.000 – Uniforms - \$300 – anticipating a new facilities employee
- 268-000.00-742.000 – Books - \$190,000 – 5% decrease, but increase in media/electronic resources.
- 268-000.00-742.100 – Book Fines - \$500 – new category for paying fines to other libraries collected in 657.000 for lost items.
- 268-000.00-743.000 – Periodicals - \$17,000 – one week checkout; adding more subscriptions.
- 268-000.00-744.000 – Audiovisual Materials - \$53,400 – Freegal downloadable music, etc.
- 268-000.00-745.300 – Online Resources - \$44,800 – Brainfuse, Homework Help; Help Now – cost is based on usage; adding Morning Star resources.

Total Supplies & Materials

2012-2013 Fiscal Year - \$485,500

Services & Charges

- 268-000.00-801.925 – Public Information (Cable) - \$950 - \$75 monthly charge
- 268-000.00-802.100 – Bank Services - \$2,500 – remains same as last year.
- 268-000.00-803.000 – Independent Audit - \$700 – provided by the City of Novi Finance Department
- 268-000.00-806.000 – Legal Expenses - \$2,000 – Nothing foreseen.
- 268-000.00-816.000 – Professional Services - \$5,000 – no consultant is being used for Strategic Plan.
- 268-000.00-817.000 – Custodial Services - \$36,000 – reduction in cleaning contractual service person. Board requested Julie investigate the use of a contract service that

uses the team approach. Julie informed the Board that a person would be required for after-hour events, monitoring, etc.

- 268-000.00-855.000 – TLN Automation Services – \$64,400 – Increase in internet costs; user accounts for staff.
- 268-000.00-880.000 – Community Promotion - \$5,000 – Community Read; Summer Reading promotions.
- 268-000.00-880.267 – Library Programming – Book It! - \$1,000 – Expenses for event, entertainment, decorations.
- 268-000.00-880.268 – Programming - \$20,000 – Friends help fund this account
- 268-000.00-900.000 – Design, Printing, Publishing - \$28,750 – Engage costs included
- 268-000.00-910.000 – Property & Liability Insurance - \$13,300 – Provided by the City of Novi Finance Department – 2% increase
- 268-000.00-921.000 – Heat – \$16,000 – slight increase
- 268-000.00-922.000 – Electricity - \$86,000 – After-hours usage; cleaning crew starting one hour earlier so lights not on as long
- 268-000.00-923.000 – Water & Sewer – \$5,500 – provided by the City of Novi Finance Department; 2% reduction from City of Detroit; use of well for watering landscape
- 268-000.00-934.000 – Building Maintenance - \$48,500 – cleaning of furniture/building/windows/carpets; security/fire alarm; elevators.
- 268-000.00-935.000 – Vehicle Maintenance - \$2,000 – nothing foreseen
- 268-000.00-941.000 – Grounds Maintenance - \$25,000 – landscape, snow (unknown), parking lot sweeps, salt
- 268-000.00-942.100 – Records Storage - \$200 – Corrigan - monthly charges
- 268-000.00-942.000 – Office Equipment Lease - \$13,500 – new lease agreements in spring 2013
- 268-000.00-956.000 – Conferences & Workshops - \$12,500 – reduced; MLA, Staff In-service.

Total Services & Charges

2012-2012 Fiscal Year - \$418,100

Anticipated Fund Balance Usage \$262,120

c. 2013-2014 Budget Forecast

Provided in the 2012-2013 Proposed Budget, Draft 1, Revised: 1/29/2012.

3. 2012-2013 Budget Proposal Comparisons – by David Margolis, Treasurer

David Margolis, Treasurer, provided a 2012-2013 Budget Proposal Comparison, Initial Draft, dated January 26, 2012.

4. 3. Usage Statistics and Annual Information

a. Library Usage Comparisons from 2004-2011

Included in the packet of information provided at the Budget Study Session.

b. Self Check-out Statistics 2010-2011 in Comparison to Current Fiscal Year

Included in the packet of information provided at the Budget Study Session.

c. Support Services Statistics 2010-2011 in Comparison to Current Fiscal Year

Included in the packet of information provided at the Budget Study Session.

d. Check-outs by Collection Types, Media Types, Adult and Youth Materials

Included in the packet of information provided at the Budget Study Session.

e. **Help Now – Online Tutoring Resource Statistics**

Included in the packet of information provided at the Budget Study Session.

5. **Policy Recommendations**

a. **Travel and Other Expense Reimbursement**

i. **Expense Reimbursement – change in language due to IRS regulations (see attached).**

The Library Board has taken this recommendation into review.

Present: Travel and Other Expense Reimbursement Policy:

The Library reimburses staff for out of pocket expenses incurred in the course of Library business provided that the expense was approved in advance by a Department Head, or if you are a Department Head, if the expense is within your budget and is otherwise reasonable. Travel expenses, including transportation, lodging and meals should be budgeted in advance by your Department Head or the Director. The meal allowance for out of town travel is up to \$50.00 per day and does not include alcoholic beverages. The expense report form is on the Library intranet.

Proposed revision to highlighted section: The meal allowance for out of town travel is determined by the IRS regulations pertaining to per diem which indicates a flat rate per day allowed for meals and incidentals for out-of-town travel.

b. **Policy B7: Drive-up Window Service Policy**

The Library Board has taken this recommendation into review.

Present: Drive-Up Window Service Policy:

The purpose of the drive-up window is to provide fast and convenient service to patrons who don't have time for a full library visit. The services provided at the window will be limited to pick up of holds and paying of fines. Transactions should be completed in less than 2 minutes as to minimize the wait of other drive up window patrons. Any patron requiring more staff interaction will be asked to pull into a parking space and come into the building. Holds must be pre-arranged by phoning the library at least 4 hours in advance.

Patrons must have a valid library card to complete window service transactions.

Approved: May 1, 2010

Proposed revision to highlighted section:

Holds must be pre-arranged by phoning the library at least 2 hours in advance.

Both policies will be discussed at the Regular Library Board meeting of February 15, 2012.

6. **Staff Compensation**

Julie Farkas recommended that the Library staff receive a one-time bonus to be given to each regularly scheduled staff member in the amount of \$250. This would be at a cost of approximately \$18,000.

The staff has not had an increase in salary for three (3) years and full time staff realized a 10% increase in healthcare.

The Library Board determined that if they approve this request, the funds would be deducted from this year's budget. Board members stated that they supported this concept, but would like the full time employees, as of a certain employment date, receive \$500, and part-time employees receive \$250. The Board requested that Julie inquire with the City Manager if this will cause a conflict with City employees.

This proposal will be brought forward at the February 15, 2012 Regular Board Meeting.

7. Renewal of Library Card

Library cards need to be renewed on a yearly basis to verify residency and changes to their information. At this time, if a patron has a fine, they can continue to check out materials as long as it has not met the \$25 maximum fine limit. The Library is proposing that when a patron renews their library card, that they pay all fines prior to having their card renewed. Currently, five (5) libraries follow this procedure.

The Library Board had mixed reviews of this policy. No determination was made.

8. Change in Days Open/ Days Closed

Julie is proposing the following changes to Library Closing Dates;

- Currently closed Martin Luther King, Jr. Day (January).
- Proposed closing the Saturday of Labor Day weekend (September) instead.
- Currently closed Good Friday.
- Proposed closing the Saturday between Good Friday and Easter Sunday instead.

In the HR Manual, we have designated Martin Luther King, Jr. Day and Good Friday as paid holidays for the staff. Julie is not recommending a change in this policy except to change the days in which the paid holiday occurs, nor is she looking to take away such a benefit to the staff.

9. Strategic Planning Committee Information

Provided information at the Budget Study Session of materials distributed at the Strategic Planning Committee session. Julie is seeking the Board's approval on the scope of the strategic planning process, and the recommended timeline. The Strategic Plan is expected to take approximately 9 months.

10. Other Supplemental Information

The Library Board received CDs of the most recent DSLRT (Detroit Suburban Libraries Roundtable) report.

The next Library Budget Study Session will take place on Saturday, February 11, 2012, 8 a.m. at the Library.

11. Adjourn

A motion was made to adjourn the meeting at 12:15 p.m.

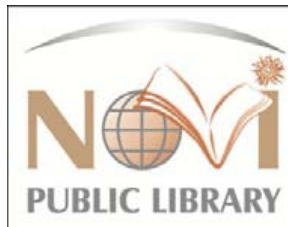
1st – Mark Sturing

2nd – Willy Mena

The motion was passed unanimously.

Mark Sturing, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
February 11, 2012**

1. Call to Order and Roll Call

Library Board

Larry Kilgore, President
Willy Mena, Vice President
Mark Sturing, Secretary
David Margolis, Treasurer
Scott Teasdale, Board Member

Absent and Excused

Larry Czekaj, Board Member (8:17 a.m. arrival)
Ramesh Verma, Board Member

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director
Marcia Dominick, Administrative Assistant

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

2. Usage Statistics and Annual Information

a. Library Usage Comparisons from 2001-2011

Provided at the January 29, 2012 Budget Study Session.

b. Self Checkout Statistics 2010-2011 in comparison to current fiscal year

Provided at the January 29, 2012 Budget Study Session.

c. Support Services Statistics 2010-2011 in comparison to current fiscal year

Provided at the January 29, 2012 Budget Study Session.

d. Check outs by collection types, media types, adult and youth materials

Provided at the January 29, 2012 Budget Study Session.

e. Help Now – Online tutoring resource statistics

Provided at the January 29, 2012 Budget Study Session.

3. Policy Recommendations (Seeking approval on both policies 2/11/12)

a. Travel and Other Expense Reimbursement

A motion was made to approve the Travel and Other Expense Reimbursement Policy as suggested.

1st – Willy Mena

2nd – Scott Teasdale

The motion was approved unanimously.

Travel and Other Expense Reimbursement Policy as amended:

The Library reimburses staff for out of pocket expenses incurred in the course of Library business provided that the expense was approved in advance by a Department Head, or if you are a Department Head, if the expense is within your budget and is otherwise reasonable. Travel expenses, including transportation, lodging and meals should be budgeted in advance by your Department Head or the Director. The meal allowance for out of town travel is determined by the IRS regulations pertaining to per diem which indicates a flat rate per day allowed for meals and incidentals for out-of-town travel.

Mileage portion of the Policy did not change.

b. Policy B-7 Drive-up Window Service Policy

There was a great deal of discussion regarding the change to the time allowed to provide materials be available at the Drive-up window from a 4-hour timeframe reducing it to 2-hours and the logistics involved. The staff has determined that they can adequately provide the materials within the two-hour timeframe.

A motion was made to approve the change to the B-7 Drive-up Window Service Policy as suggested.

1st – Willy Mena

2nd – Mark Sturing

The motion was passed unanimously.

Policy B-7: Drive-Up Window Service Policy as amended:

The purpose of the drive-up window is to provide fast and convenient service to patrons who don't have time for a full library visit. The services provided at the window will be limited to pick up of holds and paying of fines. Transactions should be completed in less than 2 minutes as to minimize the wait of other drive-up window patrons. Any patron requiring more staff interaction will be asked to pull into a parking space and come into the building. Holds must be pre-arranged by phoning the library at least 2 hours in advance.

A. Miscellaneous

Patrons must have a valid library card to complete window service transactions.

4. Engage Magazine to Novi Homeowners and Businesses

Sheryl Walsh, City of Novi Neighborhood and Business Relations Director, asked that if the Board is not receiving their copy of the Engage Magazine, to inform Sheryl, not contact the Novi Post Office. She is aware of certain sections of the City not receiving their publication. The Library Board asked that this item be placed on the February 15, 2012 Board Meeting agenda.

5. Defined Benefit Pension Plan

Based on the most recent actuarial valuation, the Library DB Plan is 108% funded. Since the plan is closed, and no new employees will be entering the plan, it is unlikely that the Library will have additional contributions. The City will continue to receive annual valuations, which include the Library employee DB Pension Plan.

6. Worker's Compensation and Unemployment Insurance

The Library has Worker's Compensation Insurance, and the City of Novi chose to fund unemployment on a pay-as-you-go basis through an opt-out provision.

7. Proposed Full Time Facilities Assistant

To be discussed during the budget discussion.

8. Staff Compensation

Julie Farkas recommended that the Library staff receive a one-time bonus to be given to each regularly scheduled staff member in the amount of \$250. This would be at a cost of approximately \$18,000.

At the January 29, 2012 Budget Study Session, a member of the Board suggested that the full time staff receive \$500 and the part-time staff receive \$250. This suggested compensation was addressed with the City Manager and Director of Finance for the City of Novi, where both commented that they were not opposed to the plan.

After a lengthy discussion, the Board felt that the staff deserved the compensation, but like to plan ahead for such expenditures. The funds would be expensed from the salaries budget lines as there is a surplus of funds this budget year. It was suggested that a special budget line be created for such expenditures.

A motion was made that the Board offer full time employees \$500, part-time \$250 as one –time payment as of March 31, 2012.

1st – Mark Sturing

Friendly Amendment: Include quality of work.

2nd – David Margolis

Discussion: A Board member voiced that he supports the motion, however, would eliminate the verbiage that includes the quality of work. Doesn't agree to tie it to good work as it creates expectations.

Motion was withdrawn.

A motion was made to move that the Board offer full time employees \$500, part-time \$250 as a one-time discretionary payment as of March 31, 2012.

Roll call vote:

Larry Czekaj – yes

Larry Kilgore – yes

David Margolis – yes

Willy Mena – yes

Mark Sturing – yes

Scott Teasdale – yes

The roll call vote was 6-yes, 0 – no; the motion was passed unanimously.

9. Additional Landscaping on Library Grounds

The Facilities Department was asked to investigate the cost of reseeding the area in front of the Library parking lot along 10 Mile Road to improve its curb appeal. Three quotes were received including the cost to reseed with a Kentucky Blue grass mixture and fix a flooded portion of the lawn. The area in question is fully sprinkled with well water. The area now has red fescue/prairie grass and in the summer, doesn't look like it is maintained. The reason for this type of grass was to deter geese from the landscape.

A Board member requested that additional landscape materials be added to the grounds to enhance its appeal. He requested that a Landscape AdHoc Committee be created to provide a more

permanent landscape plan. Larry Czekaj, David Margolis and Larry Kilgore have volunteered to be on this committee. The Landscape Committee will be placed on the Library Boards Regular Agenda. It was suggested not to delay in moving forward with the replacement of the grass along 10 Mile Road. Other suggestions were to get input from outside sources such as Michigan State, City Beautification Committee or professional sources.

10. What does it cost the Library for a Library Board Trustee to be a Michigan Library Association member?

The cost is \$50 per trustee annually. The Board has agreed to obtain a membership.

11. Microfilm Project Update

The master copy of the Novi News microfilm is stored offsite with copies located in the Library. The Library is missing copies of the Novi News for years 1959, 1970, 1973-1977, as well as other sections. As of March 2012, all original copies of the Novi News will have been duplicated. Willy Mena requested that the Northville District Library be contacted to see if they have copies of the missing issues. The process to move from scanned to online access is being investigated through the Oakland County Historical Resource. Willy requested to receive a sample of what the items will look like.

12. Sealing the Library Parking Lot

The recommended normal sealing process is usually completed every 5 years. Julie has placed the cost for sealing in the 2013-14 budget year. A Board member requested that any expenditure in excess of \$5000 not be included in the regular budget, but placed in the Contingency Budget line and earmark the funds for this purpose.

13. Renewal of Library Card

The renewal of Library cards is completed on a yearly basis allowing staff to update patron information, such as address, email address, etc. In July 2012, the Library would like to require patrons to pay their outstanding balance in full before a library card can be renewed. The Library Board is in full support of this renewal procedure.

The Library Network will be contacted to see if verbiage can be included on the patron notice of library card renewal notices.

14. Change in Days Open/Days Closed

In the HR Manual, we have designated Martin Luther King, Jr. Day and Good Friday as paid holidays for the staff. Julie is not recommending a change in this policy except to change the days in which the paid holiday occurs, nor is she looking to take away such a benefit to the staff.

- Currently closed Martin Luther King, Jr. Day (January).
- Proposed closing the Saturday of Labor Day weekend (September) instead.
- Currently closed Good Friday.
- Proposed closing the Saturday between Good Friday and Easter Sunday instead.

A motion was made to exchange Good Friday with the Saturday prior to Easter Sunday and Martin Luther King, Jr. Day with the Saturday of Labor Day weekend.

1st – Mark Sturing

2nd – Willy Mena

The motion was passed unanimously

A consideration of the Board to close Sunday, December 23rd and Sunday, December 30th due to the lack of patron usage these days, was requested. These would not be paid holidays for the Library staff, but general closures. This consideration would be for the year 2012 only.

A motion was made to close December 23 and December 30 for 2012 and consider them unpaid closures.

1st - Willy Mena
2nd – Scott Teasdale

The motion was withdrawn.

A motion was made for the year 2012 to close December 23rd and December 30th due to the lack of expected patron traffic.

1st – Mark Sturing
2nd – Scott Teasdale

The motion was passed unanimously.

15. Strategic Planning Committee Information

Due to not all Board members receiving this information, the recommended timeline vote for the Strategic Planning Committee will be brought to the February 15, 2012 Regular Board Meeting.

There was a recess called of the meeting at 10:28 a.m.
The meeting reconvened at 10:38 a.m.

16. 2nd Draft of the Library Budget

Julie provided more accurate figures for the Permanent Salaries (268-000.00-704.000) and Temporary Salaries (268-000.00-705.000) budget lines. Julie anticipates hiring two full time employees, one in the Facilities Department, and another in the Information Services Department. These positions were eliminated through staff leaving and not being replaced.

A Board member proposed for the 2012-2013 budget, that the Interest on Investments could be increased with taking reserved funds and placing them in accounts that receive a higher interest rate, thus earning a higher percent on the Library's funds. This would be for long-term investments, not funds that will be required within the next couple of years. Board members agreed with his sentiment, but stated that we don't own the assets. Other members stated that there are State guidelines that must be followed. The Library Board discussed having a discussion with the City regarding the investment of Library funds. A member of the Board stated that he would not support making a change to the Budget, if proposed. Discussion on the long and short-term investments, exactly what can be invested in, and other ways to invest funds that don't have restrictions. The City tolerance is a zero percentage risk. The Finance Committee will meet with Tom Schultz, City Attorney, and staff members from the City to discuss investment guidelines.

A motion was made to increase line item 268-000.00-664.000, Interest on Investments from \$25,000 to \$90,000.

1st – Mark Sturing
2nd – Larry Czekaj

A roll call vote was requested:

Larry Czekaj – no
Larry Kilgore – no
David Margolis – no
Willy Mena – no
Mark Sturing – yes
Scott Teasdale – yes

The motion failed with a 2- yes, 4- no vote.

2012-2013 Proposed 2nd Draft

Revenues

- 268-000.00-403.000 – Property Tax Revenue - \$2,239,000 – provided by the City of Novi Finance Department
- 268-000.00-567.000 – State Aid - \$17,500 – two checks annually
- 268-000.00-657.000 – Library Book Fines - \$57,000 – self checks; drive-up pay options; credit/debit card usage; increase in fines
- 268-000.00-658.000 – State Penal Fines - \$65,500 – State Highway Violations
- 268-000.00-664.000 – Interest on Investments - \$25,000 – provided by the City of Novi Finance Department (voted against increasing to \$90,000)
- 268-000.00-665.000 – Miscellaneous Income - \$14,500 – Library card replacement; printing
- 268-000.00-665.100 – Copier - \$2,500 – more scanning instead of printing being completed
- 268-000.00-665.200 – Electronic Media - \$3,500 – DVDs, CDs, Video Games (replacement; fines)
- 268-000.00-665.266 – SRP – T-shirt sales - \$150 – year-to-year determination
- 268-000.00-665.267 – Library Program – Book It! - \$0.00 – Walker Fund \$10,000 estimated gross
- 268-000.00-665.290 – Library Fundraising Revenue - \$1,000 – Shop for a Cause; general fundraising
- 268-000.00-665.300 – Meeting room - \$12,000 – 7 rental options
- 268-000.00-665.400 – Gifts and Donations - \$5,000 – Unrestricted gifts; annual donation drive
- 268-000.00-665.404 – Novi Township Assessment - \$6,130 – Provided by the City of Novi Finance Department
- 268-000.00-665.500 – Book Rental - \$0.00 – No longer offered
- 268-000.00-665.650 – Library Café - \$5,000 – 10% of sales

TOTAL REVENUES

2012-2013 Proposed: \$2,453,780

Expenditures

Personnel Services

- 268-000.00-704.000 – Permanent Salaries - \$898,000 – added two full time staff – Facilities, Information Services
- 268-000.00-705.000 – Temporary Salaries - \$561,000 – increase building monitor hours; sub usage increase
- 268-000.00-709.100 – Sick Bank Payout - \$0.00 – no longer offered
- 268-000.00-715.000 – Social Security - \$111,000 – two new full time employees projected increase; 7.65% of salaries
- 268-000.00-716.000 – Insurance - \$212,000 – two new full time employees projected increase
- 268-000.00-716.200 – HAS – Health Savings Account - \$10,800
- 268-000.00-718.000 – Pension DB - \$0.00 – City reports fully funded
- 268-000.00-718.050 – Pension – Additional DB – \$0.00
- 268-000.00-718.200 – Pension Defined Contribution - \$24,000 – Based on Salary (6% cost)
- 268-000.00-719.000 – Unemployment Insurance - \$2,000 – Report received as of February 7, 2012
- 268-000.00-720.000 – Worker's Compensation - \$2,500

Total Personnel Services

2012-2013 Proposed: \$1,821,300

Based on figures, the percentage is trending down in the Permanent and Temporary Salaries.

Based on projected figures for the Permanent and Temporary budget lines, there are no wage increases proposed through the 2014-15 fiscal years.

In the Strategic Plan, the Board would like to address the increase in hours of operation. The additional funds required to operate during these hours would have to come from Library reserves. The library is currently open on average 60 hours per week; 58 summer, 62 winter.

The Library will have someone from the City's facilities department sit on the interviews, as suggested.

Supplies and Materials

- 268-000.00-727.000 – Office Supplies - \$17,500 – paper; print cartridges
- 268-000.00-728.000 – Postage - \$2,100 – donor letters; annual report
- 268-000.00-734.000 – Computer Software/Licensing - \$73,000 – licenses; software; maintenance agreements
- 268-000.00-734.500 – Computer Supplies Equipment - \$12,000 – Equipment; hardware; supplies (replacement on 5 year plan – Capital Outlay)
- 268-000.00-740.000 – Operating Supplies - \$31,700 – Library cards, building supplies; processing supplies
- 268-000.00-741.000 – Uniforms - \$300
- 268-000.00-740.200 – Desk, Chairs, Cabinets, etc. - \$0.00

David Margolis suggested that all expected purchases that are on a one-time basis, come from Capital Outlay and are to be funded accordingly.

- 268-000.00-742.000 – Books - \$190,000
- 268-000.00-742.100 – Book Fines - \$500 – new account to pay for lost items to other libraries
- 268-000.00-743.000 – Periodicals - \$17,000 – additional magazines based on patron usage
- 268-000.00-744.000 – Audiovisual Materials - \$53,400 – Freegal...
- 268-000.00-745.200 – Electronic Media - \$43,200 – 10% increase DVDs, Blu-Ray, Video Games
 - The 744 and 745.200 accounts are remaining the same and expect to receive additional funds from fundraising efforts and donations
- 268-000.00-745.300 – Online Resources - \$44,800 – Brainfuse; Homework Help, etc.

Total Supplies and Materials 2012-2013 Proposed: 485,500

Services and Charges

- 268-000.00-801.925 – Public Information - \$950 – Bright House Cable, monthly fee
- 268-000.00-802.100 – Bank Services - \$2,500 – credit card fees for fines/fees
- 268-000.00-803.000 – Independent Audit - \$700
- 268-000.00-804.000 – Medical Service - \$500 – Personnel physicals/drug screening
- 268-000.00-806.000 – Legal Expenses - \$2,000
- 268-000.00-809.000 – Memberships & Dues - \$5,000 – ALA; MLA; OCHR; Chamber; Rotary
- 268-000.00-816.000 – Professional Services - \$5,000 – for building assessment
- 268-000.00-817.000 – Custodial Services - \$36,000 – daily cleaning of building
- 268-000.00-818.000 – TLN Central Services - \$6,000 – daily delivery service (Monday – Friday)
- 268-000.00-851.000 – Telephone - \$16,800 – TelNet, Verizon, AT&T
- 268-000.00-855.000 – TLN Automation Services - \$64,400 – Increase in internet connection; catalog users
- 268-000.00-862.000 – Mileage - \$1,000
- 268-000.00-880.000 – Community Promotion - \$5,000 – Community Read; Summer Reading
- 268-000.00-880.267 – Library Programming – Book It! – \$0.00 – funds should be expensed from 269-Walker Fund to offset the revenue.
- 268-000.00-880.268 – Programming - \$20,000 – Youth/adult events
- 268-000.00-900.000 – Design, Printing, Publishing - \$28,750 – Engage publication, Community Read; annual report

- 268-000.00-910.000 – Property & Liability Insurance - \$13,300 – Provided by the City Finance Department
- 268-000.00-921.000 – Heat - \$16,000
- 268-000.00-922.000 – Electricity - \$86,000
- 268-000.00-923.000 – Water and Sewer - \$5,500 – Provided by the City Finance Department
- 268-000.00-932.000 – Office Equipment Maintenance - \$0.00
- 268-000.00-934.000 – Building Maintenance – \$48,500
- 268-000.00-935.000 – Vehicle Maintenance - \$2,000
- 268-000.00-941.000 – Grounds Maintenance - \$25,000 with an expected \$10,000 to be moved to Capital Outlay for Landscaping
- 268-000.00-942.100 – Records Storage - \$200 – Corrigan – off-site storage
- 268-000.00-942.000 – Office Equipment Lease - \$13,500 – new lease agreement in spring 2013
- 268-000.00-956.000 – Conferences and Workshops - \$12,500 – MLA, Staff in-service, etc.

Total Services & Charges

2012-2013 Proposed: \$418,100

This does not take into account the changes made to budget lines: 268-000.00-880.267 and 268-000.00-941.000 where changes were made to these account budget figures.

Total Expenditures

2012-2013 Proposed: \$2,724,900

Anticipated Fund Balance Allocation for 2012-2013: \$271,120

Notes:

- One-time items are to be moved to Capital Outlay
- It was remarked that the Personnel costs are of concern.
- Members of the Board voiced their support of the 2012-2013 Budget, but to continuously evaluate services provided.

The 2012-2013 Fiscal Year Budget will be brought to the February 15, 2012 Library Board Regular Meeting for approval.

17. Adjourn

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

1st – Larry Czekaj
2nd – Mark Sturing

The motion was passed unanimously.

Mark Sturing, Secretary

Date



Board of Directors

Sharon Beetham, CPA
VP, HIROTEC AMERICA

Amanda Boshertz, Acct. Executive
SE Michigan Media Specialist
American Cancer Society

Bill Fisher, President
Torrent Services, Inc.

Debra Kuptz, Retired Partner
AlixPartners, LLC

Dee Lenard, Account Executive
CBS/CW50 Television

Eileen McCarthy, VP
McCarthy & Smith, Inc.

Scott McCurdy,
Financial Consultant

Robert Roman, MD, FAAP
Watch Me Grow Pediatrics

Cindy Warner, Managing Director
PricewaterhouseCoopers

Lori Wathens, HR Advisor
Lori Wathen LLC

Advisory Council

Mary Barden, J.D.
Development Officer
U of D Jesuit High School

John Bebes, CPA
Partner, Plante & Moran

Maria Borri, RN, BSN
William Beaumont Hospital

Ronald Chervin, MD, MS
Director, Sleep Disorders Center
University of Michigan

Michael Fezzey, President,
SE Region, Huntington Bank

Walt Koziol
CPA

Dr. Monica W. Tracey
Instructional Technology
Wayne State University

Staff

Nancy Maxwell
Executive Director

Louise Derry
Grant Writer

Diane Dittmar-Seitz
Program Coordinator

Genevieve Houston
Community Relations Manager

Susan Orlikowski
Director of Operations

Ann Raftery
Director of Sleep Programs

Founder Emeritus
Kathleen Donnelly, RN

January 18, 2012

Ms. Margi Karp-Opperer
Novi Public Library
45245 W. Ten Mile
Novi, MI 48375

Dear Margi and Novi Library,

“Do not follow where the path may lead. Go instead where there is no path and leave a trail.” –Ralph Waldo Emerson. We thank you for supporting Sweet Dreamzzz as we make a trail to impact the lives of thousands of young children and their families. With your support, Sweet Dreamzzz has served over 33,000 children in our ten years of serving in Southeastern Michigan.

In 2011 alone, through our Elementary and Early Childhood Sleep Programs, over 4200 children received our sleep education program and sleep kit containing a sleeping bag, night-shirt, socks, toothbrush, toothpaste and other sleep essentials. Our Enrichment Sleep Education Program educated over 900 children and we rolled out our new Parent Workshops that served over 350 parents. As a member of our Advisory Council and Director of the U of M Sleep Disorders Center, Dr. Ronald Chervin, wrote “...sleep health is every bit as important as nutrition and exercise to the health and well-being of young Americans. Glaring sleep needs of American youngsters in challenging urban environments have long been ignored. This is one area where a little effort can still make a huge difference.”

We are blessed with your involvement with Sweet Dreamzzz, Inc. Your support enables us to make a difference in the lives of children at a very early age so that they can be successful in the classroom and life.

Gratefully yours,

Nancy Maxwell
Executive Director

Official Tax Receipt

Donation Date: December 5, 2011
Donation: Books

As a 501(c)3 nonprofit, donations made to Sweet Dreamzzz, Inc. are tax-deductible under the provisions of the Internal Revenue Service (Tax I.D. 38-3585813)

★ P.O. Box 608 ★ Farmington, MI 48332 ★ Phone (248) 478-3242 ★ Fax (248) 478-3244 ★ www.sweetdreamzzz.org ★
sweetdreamzzzdet@ameritech.net ★

★ Comfort and Rest for a Better Tomorrow ★

NOVI PUBLIC LIBRARY – 2011/2012 GOALS

Marketing/Relationship Building/Outreach

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

Strategy:	Determine if/why people from community are not coming to the Library.		
Tactic	Owner	Status	Due Date
Hold focus groups in community	Admin	Strategic Planning Committee to implement	
Strategy:	Increase resident usage of Library services.		
Tactic	Owner	Status	Due Date
Promote Library services through radio spots	Admin	JF on WAAM, 1/7/12	
Strategy:	Improve reporting of statistics for library/building/technology usage.		
Tactic	Owner	Status	Due Date
Report on NPL website hits	IT/Facilities	Reports to be provided 2x/year: July & Jan., next FY	7/12

Collections/Services/Programs/Technology

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

Strategy:	Consider implementing different types of technology (l-pad, e-readers) to meet patron needs.		
Tactic	Owner	Status	Due Date
Acquire new equipment	IT/Facilities	Purchased Barnes & Noble Nook Color, Samsung Galaxy Tablet, Apple iPad2, Kindle Fire 7 Touch; Friends donated money to purchase Kindle; AWE early literacy stations were added earlier this FY	10/11; 1/12; 2/12
Provide training for staff to be able to use new equipment with patrons	IT/Facilities; Info Services	Info staff has received training on all our e-reader and tablet devices and converting from VHS to DVD using Edius software	11/11; 1/12; 2/12
Offer new technology training for public	IT/Facilities; Info Services	E-reader sampler session held in November; four more sessions being offered May-August	2/12

Staff Development			
Goal #3: Provide a well-trained, appropriately compensated staff who are engaged in the Novi community and within the library profession.			
Strategy:		Ensure NPL staff is recognized within profession: conferences, workshops, speaking engagements.	
Tactic	Owner	Status	Due Date
Maintain staff participation with TLN committees	Admin	WT attends SASUG and Technical Services committees; BR attends TechComm; AS is Chair-elect of Youth Services committee; KK attends Adult Services committee meetings; MJR attended Overdrive committee meeting	11/11; 1/12

Fundraising			
Goal #5: Create fundraising opportunities for our community to continue to grow the library's collections, services, and programs.			
Apply for Business Recognition Award for Customer Service sponsored by City of Novi, Novi Rotary, and Chamber of Commerce	Admin	Application submitted 1/9/12	
Strategy:		Plan at least one significant fundraising event a year for operational purposes/offset general fund.	
Tactic	Owner	Status	Due Date
Reach out to local businesses for fundraising / sponsorship support	Admin	Met with Sam's Club / WalMart 2/12	
Plan other fundraising programs / events at NPL	Admin	Scrapbooking for a Cause held 1/28/12	

Planning			
Goal #7: Develop a new five-year strategic plan.			
Strategy:		Establish strategic planning committee; develop strategic plan for services, resources, materials.	
Tactic	Owner	Status	Due Date
Include Board, staff, community	Admin; Board	Trustees Kilgore, Mena, and Sturing to represent Board; other committee members to be added; meetings will begin in January; met 1/25/12	1/12
Strategy:		Review building and grounds security with Novi Police Department.	
Tactic	Owner	Status	Due Date
Review building/grounds security with Novi Police	Admin; IT/Facilities	BR met with Det. Boody; also met with Vidcom; received priority recommendations for 3 possible phases from Novi Police; obtained pricing from Vidcom; seeking additional quotes; scheduling installation	11/11; 12/11; 2/12

2011-2012 Budget 3/16/2011 (Revised 9/2011)		2009/2010 Audited	2010/2011 Audited (9/2011)	2011/2012 Approved (Revised 9/2011)
Revenues				
Account	Description			
403.000	Property Tax Revenue	2,674,686.00	2,358,422.00	2,234,000.00
567.000	State Aid	26,148.00	25,466.00	20,000.00
657.000	Library book fines	36,417.00	54,889.00	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	31,724.00	14,000.00
665.000	Miscellaneous income	19,791.00	13,823.00	9,000.00
665.100	Copier	2,234.00	2,463.00	2,000.00
665.200	Electronic media	5,389.00	5,035.00	7,500.00
665.266	SRP T-shirt sales		145.00	
665.267	Library Program - Book It		12,664.00	
665.290	Library Fundraising Revenue		835.00	
665.300	Meeting Room	4,450.00	11,770.00	6,500.00
665.400	Gifts and donations	846.00	16,283.00	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	5,924.00	4,500.00
665.800	Miscellaneous Paper Revenue	36.00	0.00	0.00
666.000	Other revenue - grants	0.00	0.00	0.00
676.269	Transfer from Walker Fund	130,924.00		0.00
Total Revenue		2,985,809.00	2,613,173.00	2,413,450.00

*incr. account 403 \$22,000.00

		2009/2010 Audited	2010/2011 Audited (9/2011)	2011/2012 Approved
Expenditures				
Account	Description			
704.000	Permanent Salaries	972,331.00	860,006.00	870,000.00
705.000	Temporary Salaries	494,002.00	520,388.00	539,000.00
709.100	Sick Bank Payout	12,634.00	0.00	0.00
715.000	Social Security	111,523.00	103,577.00	108,000.00
716.000	Insurance	173,270.00	154,169.00	184,000.00
716.200	HSA		3,750.00	7,200.00
718.000	Pension DB	45,098.00	30,828.00	26,000.00
718.050	Pension - add'l DB		150,000.00	0.00
718.200	Pension - Defined Contribution		16,561.00	18,000.00
719.000	Unemployment Ins	2,448.00	13,338.00	10,000.00
720.000	Workers' Comp	2,778.00	1,991.00	2,250.00
Total Personnel Services		1,814,084.00	1,854,608.00	1,764,450.00
Supplies				
726.400	Cash over/short		0.00	
727.000	Office supplies	37,651.00	15,791.00	25,000.00
728.000	Postage	4,588.00	1,150.00	2,100.00
734.000	Computer software & licensing	37,528.00	66,059.00	87,000.00
734.500	Computer supplies equip	25,515.00	9,544.00	15,000.00
740.000	Operating supplies	15,515.00	23,204.00	24,500.00
741.000	Uniforms	0.00	521.00	300.00

740.200	Desks, chairs, cabinets, etc.		4,163.00	
Materials				
742.000	Books	182,109.00	180,593.00	200,000.00
742.666	Books - Misc. Grants	1,939.00	0.00	0.00
743.000	Periodicals	14,525.00	12,764.00	16,000.00
744.000	Audiovisual materials	34,399.00	47,671.00	52,100.00
745.200	Electronic media	29,450.00	42,991.00	38,200.00
745.300	Online Resources	57,219.00	41,427.00	43,500.00
Total Supplies & Materials		440,438.00	445,878.00	503,700.00
Services & Charges		2009/2010 Audited	2010/2011 Audited (9/2011)	2011/2012 Approved
Account	Description			
801.925	Public Information (cable)		0.00	
802.000	Data processing		0.00	
802.100	Bank Services	1,100.00	2,047.00	1000.00
803.000	Independent Audit	810.00	670.00	900.00
804.000	Medical Service	376.00	1,205.00	500.00
806.000	Legal Expenses	3,677.00	5,489.00	2,000.00
809.000	Memberships & Dues	5,432.00	4,483.00	6,300.00
816.000	Professional services	7,155.00	3,970.00	5,000.00
817.000	Custodial Services	20,520.00	33,000.00	45,000.00
818.000	TLN Central Services	3,500.00	3,000.00	16,000.00
851.000	Telephone	11,016.00	14,764.00	16,500.00
855.000	TLN Automation Services	47,855.00	53,556.00	56,900.00
862.000	Mileage	596.00	619.00	800.00
880.000	Community Promotion	20,381.00	9,047.00	8,000.00
880.267	Library Programming - Book It		2,405.00	
880.268	Programming	10,501.00	13,246.00	23,000.00
900.000	Design, Printing, Publishing	34,094.00	28,750.00	13,500.00
910.000	Property & Liability Insurance	5,423.00	18,000.00	18,000.00
921.000	Heat	9,417.00	15,190.00	16,000.00
922.000	Electricity	78,809.00	87,181.00	80,000.00
923.000	Water and Sewer	3,113.00	6,119.00	10,000.00
932.000	Office Equipment Maint.	0.00	0.00	0.00
934.000	Building Maint.	17,074.00	39,184.00	41,000.00
935.000	Vehicle Maint.	5,041.00	1,753.00	3,000.00
941.000	Grounds Maint.	11,874.00	30,011.00	25,000.00
942.100	Records storage	93.00	62.00	62.00
942.000	Office Equipment Lease	9,893.00	13,356.00	16,375.00
956.000	Conferences & Workshops	17,027.00	8,707.00	10,500.00
Total Services & Charges		324,777.00	395,814.00	415,337.00
976.000	Building Improvements	0.00	0.00	0.00
990.000	Furniture	0.00	0.00	0.00
962.000	Contingency		0.00	0.00
Total Capital Outlay		0.00	0.00	0.00
Total Expenditures		2,579,299.00	2,696,300.00	2,683,487.00
680.00	Fund Balance Change	409,509	-83,127.00	-270,037.00

City of Novi reports -83,130.00 for Fund Balance Change for 2010/2011 (audited 9/2011).

2012-2013 Budget 2/15/12		2010/2011 Audited (9/2011)	2011/2012 Approved (Rev 9/2011)	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Revenues					
Account	Description				
403.000	Property Tax Revenue	2,358,422.00	2,234,000.00	2,234,000.00	2,239,000.00
567.000	State Aid	25,466.00	20,000.00	19,500.00	17,500.00
657.000	Library book fines	54,889.00	44,100.00	55,000.00	57,000.00
658.000	State penal fines	66,908.00	63,500.00	64,306.00	65,500.00
664.000	Interest on Investments	31,724.00	14,000.00	16,393.00	25,000.00
665.000	Miscellaneous income	13,823.00	9,000.00	14,000.00	14,500.00
665.100	Copier	2,463.00	2,000.00	2,600.00	2,500.00
665.200	Electronic media	5,035.00	7,500.00	3,000.00	3,500.00
665.266	SRP T-shirt sales	145.00		0.00	150.00
665.267	Library Program - Book It	12,664.00		0.00	0.00
665.290	Library Fundraising Revenue	835.00		590.00	1,000.00
665.300	Meeting Room	11,770.00	6,500.00	10,500.00	12,000.00
665.400	Gifts and donations	16,283.00	2,000.00	9,500.00	5,000.00
665.404	Novi Township Assessment	6,822.00	6,350.00	6,128.00	6,130.00
665.500	Book rental	0.00	0.00	0.00	0.00
665.650	Library Café	5,924.00	4,500.00	5,000.00	5,000.00
665.800	Miscellaneous Paper Revenue	0.00	0.00	0.00	0.00
666.000	Other revenue - grants	0.00	0.00	0.00	0.00
676.269	Transfer from Walker Fund		0.00	0.00	0.00
Total Revenue		2,613,173.00	2,413,450.00	2,440,517.00	2,453,780.00
		2010/2011 Audited (9/2011)	2011/2012 Approved	2011/2012 EstYr End (2/11/12)	2012-2013 Approved
Expenditures					
Account	Description				
704.000	Permanent Salaries	860,006.00	870,000.00	838,030.00	898,000.00
705.000	Temporary Salaries	520,388.00	539,000.00	541,500.00	561,000.00
709.100	Sick Bank Payout	0.00	0.00	0.00	0.00
715.000	Social Security	103,577.00	108,000.00	105,000.00	111,000.00
716.000	Insurance	154,169.00	184,000.00	180,000.00	212,000.00
716.200	HSA	3,750.00	7,200.00	7,200.00	10,800.00
718.000	Pension DB	30,828.00	26,000.00	25,444.00	0.00
718.050	Pension - add'l DB	150,000.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	16,561.00	18,000.00	20,000.00	24,000.00
719.000	Unemployment Ins	13,338.00	10,000.00	4,000.00	2,000.00
720.000	Workers' Comp	1,991.00	2,250.00	4,000.00	2,500.00
Total Personnel Services		1,854,608.00	1,764,450.00	1,725,174.00	1,821,300.00
Supplies					
726.400	Cash over/short	0.00		0.00	0.00
727.000	Office supplies	15,791.00	25,000.00	15,500.00	17,500.00
728.000	Postage	1,150.00	2,100.00	2,000.00	2,100.00
734.000	Computer software & licensing	66,059.00	87,000.00	87,000.00	73,000.00
734.500	Computer supplies equip	9,544.00	15,000.00	15,000.00	12,000.00
740.000	Operating supplies	23,204.00	24,500.00	24,500.00	31,700.00
741.000	Uniforms	521.00	300.00	300.00	300.00
740.200	Desks, chairs, cabinets, etc.	4,163.00		0.00	0.00

Materials					
742.000	Books	180,593.00	200,000.00	200,000.00	190,000.00
742.100?	Book Fines				500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Periodicals	12,764.00	16,000.00	16,000.00	17,000.00
744.000	Audiovisual materials	47,671.00	52,100.00	52,100.00	53,400.00
745.200	Electronic media	42,991.00	38,200.00	38,200.00	43,200.00
745.300	Online Resources	41,427.00	43,500.00	41,700.00	44,800.00
Total Supplies & Materials		445,878.00	503,700.00	492,300.00	485,500.00
Services & Charges		2010/2011 Audited (9/2011)	2011/2012 Approved	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Account	Description				
801.925	Public Information (cable)	0.00		900.00	950.00
802.000	Data processing	0.00		0.00	0.00
802.100	Bank Services	2,047.00	1000.00	2,500.00	2,500.00
803.000	Independent Audit	670.00	900.00	670.00	700.00
804.000	Medical Service	1,205.00	500.00	500.00	500.00
806.000	Legal Expenses	5,489.00	2,000.00	1,500.00	2,000.00
809.000	Memberships & Dues	4,483.00	6,300.00	5,000.00	5,000.00
816.000	Professional services	3,970.00	5,000.00	2,500.00	5,000.00
817.000	Custodial Services	33,000.00	45,000.00	45,000.00	36,000.00
818.000	TLN Central Services	3,000.00	16,000.00	4,750.00	6,000.00
851.000	Telephone	14,764.00	16,500.00	16,000.00	16,800.00
855.000	TLN Automation Services	53,556.00	56,900.00	58,100.00	64,400.00
862.000	Mileage	619.00	800.00	500.00	1,000.00
880.000	Community Promotion	9,047.00	8,000.00	5,000.00	5,000.00
880.267	Library Programming - Book It	2,405.00		0.00	0.00
880.268	Programming	13,246.00	23,000.00	20,000.00	20,000.00
900.000	Design, Printing, Publishing	28,750.00	13,500.00	28,750.00	28,750.00
910.000	Property & Liability Insurance	18,000.00	18,000.00	13,005.00	13,300.00
921.000	Heat	15,190.00	16,000.00	14,000.00	16,000.00
922.000	Electricity	87,181.00	80,000.00	82,000.00	86,000.00
923.000	Water and Sewer	6,119.00	10,000.00	4,500.00	5,500.00
932.000	Office Equipment Maint.	0.00	0.00	0.00	0.00
934.000	Building Maint.	39,184.00	41,000.00	36,000.00	48,500.00
935.000	Vehicle Maint.	1,753.00	3,000.00	1,700.00	2,000.00
941.000	Grounds Maint.	30,011.00	25,000.00	29,500.00	25,000.00
942.100	Records storage	62.00	62.00	200.00	200.00
942.000	Office Equipment Lease	13,356.00	16,375.00	13,500.00	13,500.00
956.000	Conferences & Workshops	8,707.00	10,500.00	17,500.00	12,500.00
Total Services & Charges		395,814.00	415,337.00	403,575.00	417,100.00
976.000	Building Improvements	0.00	0.00	0.00	0.00
990.000	Furniture	0.00	0.00	0.00	0.00
962.000	Contingency	0.00	0.00	0.00	0.00
Total Capital Outlay		0.00	0.00	0.00	0.00
Total Expenditures		2,696,300.00	2,683,487.00	2,621,049.00	2,723,900.00
680.00	Fund Balance	-83,127.00	-270,037.00	-150,032.00	-270,120.00
	1 time staff pymt (11/12)			-22,500.00	
	Landscape Improvements			-10,000.00	
	TOTAL Fund Balance			-180,532.00	

Director's Report – Julie Farkas

Budget Preparation

Most of January and early February was spent planning and preparing for the two budget sessions to discuss the upcoming 2012-2013 fiscal year. Budget sessions were held on January 29th and February 11th. Included in this month's packet is the proposed budget which I will look for the Board to approve at this meeting. I want to thank my Management Team for helping me prepare for this annual project and the Board for always a thoughtful, well-prepared and productive discussion on the needs and operations of our library.

State of the City Address/Homeowners Breakfast

These two events brought much opportunity for the Library to share its successes! Mayor Gatt delivered a wonderful speech to the businesses and community members of Novi about the health of our great city. Many positive comments were shared about the Library. The new Library of the Year banner was displayed prominently at the Homeowner's Breakfast. A flyer was distributed to many homeowner board members to solicit the library's meeting room space and opportunity for a tour/library presentation.

Listen @ the Library – Concert Kick-off

We had over 150 people attend our first in a series of 3 concerts hosted by the Library, the Chamber Music Society of Detroit and our very generous sponsor PNC Bank. The Shanghai Quartet gave an entertaining and educational performance to an audience of all ages. The next performance is scheduled for Sunday, March 4, 2012 at 3:00pm featuring Steve Wogaman, Director of the Chamber Music Society of Detroit and pianist.

Fundraising Updates

At this time, \$3,500 has been raised in sponsorships for the Book It event. The sponsorships received to date are from: Telcom Credit Union, Providence Park Hospital and Twelve Oaks. The committee continues to work on the details leading up to the event.

The Scrapbooking event held on Saturday, January 28, 2012 raised \$340. A huge thank you is extended to Maria's Bakery and Penn Station for donating the food for the event and Mary Gantt, Creative Memories consultant, for selling her products to the attendees and donating her time and talents.

Paradise Park has come on board as our premiere sponsor for the 2012 Summer Reading program.

Geek the Library Marketing Plan by Communications Specialist, Laura Liddicoat

Overview: Spread awareness of the value of the Novi Public Library and attract new users by promoting the Library in non-traditional settings through a modern, catchy communication style. The key to the campaign is to engage the community to share what inspires them and promoting how the Library supports and empowers their interests.

Dates: 5/28/12 – 4/28/13

Kick-Off: Novi Memorial Day Parade: May 28, 2012. Staff, Library Board Members, Friends Board Members, and TAB Representatives will be asked to walk in the parade wearing "Whatdoyougeek?" T-shirts and carrying a "Whatdoyougeek?" banner, while passing out promotional stickers, flyers, and bookmarks to create preliminary public interest.

Next Steps:

- Place a "geek" teaser in the May-Aug edition of Engage.
- Create internal Library display with posters describing what the Library staff "geeks". Gather patron feedback and create additional posters of patrons and what they "geek" for internal library promotion. Goal to collect 300 "geek" profiles from public each month.
- Collect the public's "geek" information and promote the value of the library by participating in community events including:
 - Novi Heritage Festival
 - Tremendous Tuesdays at Fuerst Park
 - Summer Reading Program events

- Fire Up Fest
- Fall For Novi
- Light Up the Night
- Homeowners Association Breakfast
- Use Library and City lobby displays, cable TV, eNewsletter, flyers, Engage, social media, local newspaper/blogs to reinforce the “geek” message
- Work with community, business, and government leaders and organizations to create personalized “geek” posters to be displayed throughout the community.
- Look into leveraging opportunities with other libraries to share the cost of billboard, lawn signs, and alternative modes of advertising to further promote the “geek” message.
- Develop and promote Adult, Teen, and Youth programs based on “geek” feedback.

Budget Considerations:

- Received a start-up packet of promotion supplies, but will need to purchase/create additional flyers, stickers, and T-shirts.
- Cost to create and print personalized “geek” posters.
- Cost of external advertising, offset by leveraging opportunities with other libraries.
- May need additional staff hours to manage the library display and community events.
- Cost to participate in community events.

Strategic Planning Committee

The committee met for its first meeting on Wednesday, January 31st. The committee currently consists of 20 members. A scope and timeline were presented to the group. This information is included below as I am looking for the Board members to review and approve the direction in which the committee will go in. The next meeting has not been determined as of yet. A meeting is being set up with Chris Blough, City of Novi, to determine if the City’s geo-coding system can determine where library card holders live in the community.

Strategic Planning Committee Meeting
Wednesday, January 25, 2012
Agenda

1. Welcome and Introductions

Committee members

- Larry Kilgore – Library Board President
- Mark Sturing – Library Board Secretary
- Willy Mena – Library Board Vice President
- Julie Farkas – Library Director
- Margi Karp-Opperer – Assistant Director, Public Services
- Mary Ellen Mulcrone – Assistant Director, Building Operations
- Michael Postula – Library Staff, Information Services
- Maureen Simari – Library Staff, Information Services
- Linda Clancy – Library Staff, Support Services
- Laura Casey – Community Member, Council Member
- Victor Cardenas – Community Member, City of Novi - Assistant City Manager
- Rachel Zagaroli – City of Novi - Senior Services Division
- Steve Matthews/RJ Webber – Novi Community Schools
- Marilyn Suttle – Community Member
- Donna Skelcy – Community Member
- Torry Yu – Student, Walled Lake Western High School
- Nishant Kakar – Student, Novi High School
- Madeleine Bauss – Student, Novi High School

Looking for 2 people to serve as Co-Chairs to this committee to work with the Library Director to meet deadlines, gather and disseminate information

2. Why we are here...

- Library is in need of a new 5 year Strategic Plan, last plan was in place from 2004-2009. Library Board is in support of establishing a new strategic plan for the Library.
- Funds to support this endeavor have not been earmarked at this time and questions have arisen as to the need for a professional consultant to take charge of such a project, thus a more grass roots approach has been discussed.
- Library Board does set annual goals (see attached – 2011/2012); Library staff set strategies for achieving the goals. The progression for meeting the goals is reviewed monthly at Library Board meetings.
- Last plan was focused on facility needs (possible new building), building collections, improving technology, attracting and retaining library staff for supporting community needs, a funding program to meet community needs (Walker fund), leadership and advocacy roles for the library board to ensure quality programs, services, resources, staff and facilities for the community.

3. Themes that have been discussed with Library Board members and staff in the last 2 years to investigate in the Strategic Planning Process...

- Funding guidelines for how the Library should operate (Fund balance, Walker gift)

- Library hours
- Access to the Library (Entering/Exiting the Library at 10 Mile)
- Library Usage for Seniors
- Library Usage for Teens
- Programs/Services/Resources
- Just over 30,000 community members hold library cards; there are over 55,000 residents in Novi
How do we attract new members to the Library?
- Use of the Library by residents in the north end of Novi
- Reaching out to our culturally diverse populations (Japanese, Indian, Hispanic)

4. What can you do for us...

- When is a good time to meet for committee meetings?
- How often would the committee be available to meet to reach planning task deadlines?
- How long can a committee member commit to the project (9 months?)

Public Library Planning Statements:

WHY: The City of Novi is growing and changing, and library services, programs and resources need to continue to grow and change with it. Library staff and board went through the long-range planning process eight years ago, and we have worked hard to accomplish the goals and objectives in the 2004-2009 plan. It is time to look again to be sure that we are using our resources effectively to meet the changing needs of the residents (taxpayers) of Novi.

WHAT: We intend to use the standard public library planning process, The New Planning for Results framework for developing the library plan. This process is a collaborative effort between community residents and staff. First, a strategic planning committee, made up of community members representing various stakeholders and constituencies, will help the library identify the community needs. The library staff will use their skills to develop new programs and services to address the needs identified by the committee.

Are there other constituents to include at this time?

WHEN: The whole process will take **X** months. The emphasis will be on preparing for implementation and not on planning as an end in itself. The process is beginning in January 2012 and we expect to have a completed plan in time to incorporate the new service priorities into next year's budget (November 2012).

A timeline will need to be created based on the involvement of the committee.

WHO: Julie Farkas, the Director of the Library, took recommendations from the Library Board and engaged a diverse group of community members to take part in the planning process.

Are there other constituents to include at this time? Consider residents of Novi from the Japanese and Indian communities.

Members of the library staff have been identified to be involved in the strategic planning process. Library staff has been informed of a strategic planning process kicking off in January 2012. Use of a professional facilitator has not been determined.

WHERE: Strategic planning meetings will be held monthly at the Novi Public Library (generally weekday evenings, possibly some weekends).

Timeline for Implementation (January 2012 – November 2012)

Task	Approval Point	Action	Date
Task 1	Approval Point	<p>Introduction Meeting of Committee - January 25, 2012</p> <p>Design Your Planning Process</p> <ul style="list-style-type: none"> Decide on why, what, when, where and who Develop a marketing strategy <p>Present information to the Library Board at January 29, 2012 meeting</p>	January
Task 2		<p>Present information to Library staff</p> <p>First Committee Meeting: Present fact sheets about the community and the library to the committee</p>	February & March
Tasks 3, 4, 5	Approval Point	<p>Second Committee Meeting: Identify a community vision and needs and select preliminary library service priorities</p> <p>Consider community focus groups to gain input on services</p> <p>Before Third Committee Meeting</p> <ul style="list-style-type: none"> Send committee members, staff and board notes from the first/second meeting as well as preliminary service responses Ask Library Board to review the committee work and approve or recommend changes Meet the staff to identify current library strengths and weaknesses in relation to the draft priorities and to identify threats and opportunities if drafts become the library priorities. 	<p>April & May</p> <p>June</p>
Tasks 6, 7		<p>Third Committee Meeting</p> <ul style="list-style-type: none"> Plan a 5 hour block of time (weekend day) to review the library board's response to the vision, needs, and draft service priorities, and take any action necessary Give a presentation of the staff review of the preliminary service responses Select final service responses and identify target audiences for each <p>Before Meetings with Staff Teams</p> <ul style="list-style-type: none"> Develop goals and objectives based on the services responses and target audiences identified by the planning committee Appoint staff committees to develop a preliminary list of activities for each goal 	July & August
Tasks 7, 8		<p>Meetings with Staff Teams</p> <ul style="list-style-type: none"> Develop a composite list of activities to include in the plan Based on this list, determine what resources will be 	

		<ul style="list-style-type: none"> required Develop preliminary plans to obtain those resources 	
Task 9	Approval Point	<p>Before the Fourth Committee Meeting</p> <ul style="list-style-type: none"> Prepare a final draft of the library plan Distribute it to the planning committee at least one week prior to its meeting <p>Fourth Committee Meeting (2 hours or less)</p> <ul style="list-style-type: none"> Review final draft Recommend any needed changes <p>Before Presenting the Plan to the Board</p> <ul style="list-style-type: none"> Revise the plan as needed Send it to the Board Members two weeks prior to their meeting <p>BOARD MEETING</p> <ul style="list-style-type: none"> Present the plan as a 1st reading, asking for approval at the November meeting <p>BOARD MEETING</p> <ul style="list-style-type: none"> 2nd reading, seek approval of the plan 	<p>September</p> <p>October</p> <p>November</p>
Task 10		<p>Communicate the Plan</p> <ul style="list-style-type: none"> Distribute the final plan to the committee members and staff Continue to implement the marketing strategy for the plan 	<p>November & December</p>
Task 11, 12		<p>Implement the Plan</p> <ul style="list-style-type: none"> Reallocate resources (2013-2014 budget planning in January/February 2013) Monitor implementation 	<p>January & February</p> <p>Ongoing</p>

Public Services Report – Margi Karp-Opperer

We started 2012 year off well with loads of unique and interesting programs:

1. Mark Rothman, co-writer, of the TV sitcoms, Laverne & Shirley, Happy Days and the Odd Couple shared his stories.
2. Joe Gagnon, the Appliance Doctor, revealed his words and wisdom.
3. An explanation on the numerous e-readers that are on the market was presented as well as a how to session on using your device to download free library eBooks and audio books using the Library's database called Over Drive.
4. Two business related programs: Investing Fundamentals: It is as easy as 1, 2, 3 provided insight and common-sense concepts to investing today, and the second was a Job Seekers Toolbox which we co-hosted with Michigan Works. Many of the Library's databases that we offer for potential employers were demonstrated and the career center described all of their services that can assist job seekers with career exploration.
5. Professor of Film from Oakland Community College discussed Hollywood legends of the past and present, including clips from award-winning films throughout the years... just in time for this year's Oscar nominations.
6. In our fourth Better You Series with St. John Providence Park Hospital, we offered a yoga instruction class, light supper and an informal lecture on Getting Fit and Healthy in the New Year.
7. Partnering with the Oakland County Community Mental Health Authority, we provided an outstanding, interactive talk on the Impact of Bipolar Disorder on the Family with author and educator, Jacqueline Castine.
8. Awesome, educational, entertaining, well-received and well attended are the adjectives that described the month of January.

In addition to the special January programs, the Adult Services' Dept offered 2 computer instruction classes, as well as their regularly scheduled programs of: book discussion groups, Tech Times, Internet and Email for Seniors, Novi Writers' Groups, English Conversation Groups, and Knit2gether Knitting Circles.

The younger group was very visible in the library during January with story times for babies, tots, and three and four year olds. The youth department held 41 of these programs as well as Kiddie Crafts, Starlight Story Time, Snack Tales, 3 preschool playgroups and 2 Mario Kart tournaments. Three High School Open Study sessions were offered so that our high school patrons had a place to study and work together with other students.

Building Operations Report, Mary Ellen Mulcrone

The shelving project in the adult non-fiction collection has been completed by a team of staff from Facilities and Support Services, so we can now accommodate larger books in the main collection. We will be moving some of the books that were previously classified as Oversize to be incorporated with the main collection, and we will also clean up that main collection by moving some of the largest books that are better suited to the Oversize collection. Staff from the Technical Services team will make the necessary changes to labels and the catalog.

Wall guards have been installed in the staff hallway on the first floor. We needed to protect the walls from deliveries and book carts.

In response to increased requests from patrons, we now provide the capability to scan documents on the public copiers and send them to an email address. This service has been well received.

Currently we schedule two formal Tech Time sessions per month. Due to their popularity, Tech Time sessions will increase to one per week beginning in May. IT staff also assist daily with informal patron instruction.

The new Battle of the Books plaque, honoring winners from each year, has been installed near the Youth Activity Room. It is a great way to recognize the participants in this very popular program.

To improve work space at the desks, small rolling shelf units, matching the existing units, were purchased for each Information Desk.

We now offer additional public space for one-on-one tutoring. Whenever the Youth Activity Room is not being used for Library programs/events, it is available for up to six pairs of tutors/students at a time.

Online bill payment is a new option for our patrons. They can now pay fines, fees, and bills by accessing the "My Account" feature in our eLibrary catalog.

Arrangements are being made for installation of additional security cameras throughout the building.

We have met with landscapers to investigate the possibility of replacing the lawn in front of the parking lot to bring it in line with the rest of the Library and Civic Center campus.

**STAFF SURVEY
FACILITY/GROUNDS/EQUIPMENT**

QUESTIONS POSED	STAFF COMMENTS	ACTIONS TAKEN
<p>Please indicate any concerns you have about building access in the following areas: staff entrance, main entrance, other outer doors, areas inside building, use of fobs or card swipes, availability of keys.</p>	<p>1. Would like an awning or portico to shelter from rain, etc. 2. Occasionally staff entrance sticks but know how to jiggle door so it will open. 3. Adult services staff room door difficult to open. 4. Concerned about theft of materials, especially AV. 5. Should be more security camera coverage. 6. Administration office locked sends a negative message. 7. Inconvenient to not have access with cards and fobs to supply room and AV closet in meeting room. 8. Wish we had combo name tag/security swipe. ~Really like the ease of the fobs.</p>	<p>1. Investigating cost of awning to include in budget for next FY. 2. Door sometimes sticks due to heat/sun; staff informed on how to adjust for this. 3. Adult services door opens differently than most others in building; staff informed about best way to open. 4. Theft of materials controlled as much as possible by RFID tags and gates. 5. Received recommendations from Novi Police regarding additional cameras and plan to install six more. 6. Administration office must be kept locked due to money handling and confidential records; Admin staff don't mind opening door for others. 7. Storage/supply room and AV closet do not have card/fob readers; access available through Management and Facilities. 8. Not currently considering replacement of our cards/fobs and name tags.</p>
<p>Are there areas of the building or grounds where you find physical obstacles that make it difficult for you to work?</p>	<p>1. Heat issue in lobby area--too cold in winter, made it difficult to concentrate on patrons; would like ability to use zones with HVAC. 2. Would be helpful to have a door on 1st floor that opened with push of a button to make it easier when pushing book carts. 3. Aoustics problematic in some areas, e.g., foyer and stairs, elevator lobbies, 2nd floor corridor; wish something could be done about sound on stairs. 4. Cell phone area doesn't seem to be used for that purpose. 5. Library van has terrible sight lines for backing up in driveway and is difficult to maneuver with other vehicles in receiving area. 6. Book rack with Cliff's Notes blocks view down aisles in Teen room. ~Green chairs on 1st floor block walking area by windows but are easy to move.</p>	<p>1. There are different zones in our HVAC system that are controlled separately; we believe the heat issue from last winter was fixed through equipment replacements and other adjustments, and the warranty was extended to be sure the system works this season. 2. Push button door was investigated during building design but did not fit into budget. 3. Acoustic issues are due to design features that we must work with; will reconsider where we direct people to use phones. 4. Designated cell phone area is used, though not as much as hoped, and it too presents acoustic issues. 5. It is necessary for other vehicles to use the receiving area, but they should not remain there for extended periods; ask Facilities staff for assistance in parking van, if needed. 6. Book rack in Teen room has been moved.</p>
<p>Do you think your work area is designed in a way that enhances or detracts from your ability to do good work?</p>	<p>1. Floor mats behind front desk can be hazardous. 2. Info desks could use more shelves rather than drawers. 3. Third chair at Info desks not needed. 4. Would like printer for quick access computers on 1st floor. 5. Consider moving 2nd floor public printers and reallocating space from catalogs near stairs. 6. Consider angling shelves in Teen room for better visibility. 7. It is sometimes distracting to have people go through Youth services work area on way to public area but understand if they are going to Youth area.</p>	<p>1. Have switched to thicker mats with flatter edges that cling better to the floor. 2. Have ordered another shelving unit to each desk. 3. Extra chairs have been removed. 4. Quick access computers print to 1st floor public printers. 5. Not enough network drops to move printers to that area; also not as centrally located for printing from all computers. 6. Will investigate different layout for shelves but don't think another design will work with ADA requirements. 7. Many 1st floor work areas are throughways, so all staff should be considerate of others when passing through.</p>

**STAFF SURVEY
FACILITY/GROUNDS/EQUIPMENT**

<p>Is your work flow satisfactory, or is the flow impeded by the set-up either within your work area or in connection with another area?</p>	<p>1. It's inconvenient for patrons when holds are flagged on items at self-checkout. 2. Night mode seems to be a misuse of the AST, causing unnecessary backdating on Mondays.</p>	<p>1. This is unavoidable if a patron selects an item from the shelf between the time a hold for it is placed and the time the daily holds list is processed. 2. Using night mode when the library will be closed on weekends and holidays is recommended and a normal part of the AST system usage, allowing all bins to fill up so the system can keep running; items are still checked in during this process.</p>
<p>Do you have suggestions to improve work flow for your department?</p>	<p>1. Cut costs by printing less info on hold wrappers. 2. Suggest saving AST machine by not using it for materials from other libraries; dedicate an inside return for these.</p>	<p>1. This change implemented. 2. This would make drive-up return unavailable for many patrons; also don't believe patrons would follow this procedure, requiring more staff time for sorting materials.</p>
<p>What concerns or suggestions do you have about signage inside and outside the building?</p>	<p>1. Signage has gotten better but still difficult to find 1st floor copier, new adult non-fiction, adult non-fiction; using sandwich boards for special occasions, e.g., tax forms, is very helpful. 2. Explore options for DVD signage, such as magnetic. 3. Need signs at adult workstations if we expect people to be quiet. 4. Consider a sign outside AST for one item at a time. 5. Dewey numbers on shelf ends need to be updated.</p>	<p>1. Can consider additional signage for these areas but not sure if this will improve. 2. Reviewing this. 3. 2nd floor is posted as a quiet zone. 4. AST voice message already says this. 5. Changes to Dewey signs handled on as needed basis by librarians overseeing the collections.</p>
<p>What concerns do you have about the parking lot?</p>	<p>1. Concerns about disallowing left turns from lot. 2. Entrance/exit still very narrow and busy. 3. Bottleneck where pedestrians and drive-up window traffic intersect; is it possible to route vehicles around rather than through walkways? 4. Many patrons walk through landscaping; try to highlight crosswalk, especially on snowy days. 5. People don't adhere to no standing/parking rules; parents picking up kids after school and people double parking in front of doors. 6. Could use more security camera coverage.</p>	<p>1. Novi Police and Traffic Safety Committee do not recommend limiting left turns from lot. 2. Any changes would be very costly; that's why they were not included in design. 3. Architects and traffic safety experts addressed this during design for best possible layout within limited space available. 4. Crosswalk recently re-painted for better visibility; crosswalk is cleared of snow and marked with cones if needed. 5. We do the best we can with signage, but people ignore it; staff, especially Monitor and Managers, address and enforce rules whenever possible. 6. Addressed with Police and security vendor.</p>
<p>What are your thoughts about the patio and grounds surrounding the building?</p>	<p>1. There were a lot of weeds, but it looks better now. 2. Patio could be more inviting with more shade, plants, benches, and would enhance view from Youth area. 3. Suggest a sign to prohibit walking on retaining wall. 4. Grassy area between fence and Fuestl park looks like a great spot to have a small play structure and picnic tables. ~People make great use of patio, and grounds look great; patio/grounds very attractive; beautiful and well maintained; very nice.</p>	<p>1. Facilities team did a lot of weeding; also hired landscapers as needed; plan to include as regular service in next budget. 2. Will investigate possibility of adding more plants and seating; however, open design is desired for programs. 3. It would be difficult to locate such a sign in a place that people would read it. 4. This would be more in line with the mission of the park than the library.</p>

**STAFF SURVEY
FACILITY/GROUNDS/EQUIPMENT**

<p>Are you satisfied with the cleanliness of the building, or do you have concerns about certain areas?</p>	<p>1. Public bathrooms messy in afternoons, often paper towels on floors. 2. Café is dirty looking; clutter and dust. 3. Can volunteers dust shelves? 4. Furniture looking grimy and dirty, carpeting has perpetual spots and spills, study rooms especially bad; major concerns about lack of cleanliness in building; upholstered furniture has spots and stains, and carpet is a mess; carpets will soon be ruined, because patrons are careless with food and drink. 5. Removal of food from 2nd floor is a big improvement; need to be strict about food in 1st floor computer area too. 6. Occasionally looks like a room gets skipped; dust on stairway next to glass. 7. Dust in AST room is terrible, and Circ staff has to clean/vacuum.</p>	<p>1. Facilities team addressing this with additional trash cans and more frequent checks of bathrooms. 2. Have addressed this issue with café vendor. 3. Dusting is to be done on a regular basis by cleaning crew; also supplemented by volunteers. 4. Difficult to stay on top of this, but upholstery is cleaned periodically, and carpet is cleaned more frequently than in past; cleaning crew and Facilities team also do spot cleaning as needed. 5. Staff roaming can help with this issue. 6. Notify Facilities so we can address when things are missed in cleaning. 7. Facilities team has hooked up the compressor and now cleans this area on a regular basis.</p>
<p>Do you lack any computer software that you feel would be helpful to you in doing your work?</p>	<p>1. Would like to use Camtasia. 2. Looking forward to Windows 7 with Office 2010.</p>	<p>1. Have limited licensing available but will try to purchase additional in next budget year. 2. Plan to upgrade in the not too distant future.</p>
<p>What kinds of technology problems or issues do you face on a regular basis?</p>	<p>1. Would like printing from creation station and computer lab. 2. Provide an additional scanner for public. 3. Need training for VHS to DVD converter. 4. Self-checkout stations need to be reset frequently, because items beep at exit. 5. SAM is inconsistent, still has bugs, malfunctions, doesn't work as it should; Sisi is very slow; new wireless print interface works much better than previous. 6. Would be useful to see PINs in SAM rather than using Workflows. 7. Public color printer doesn't print well. 8. Outlook constantly goes down; system very slow; computers at Ref desks never work properly and are slow when they do work; frustration of losing network connection, especially while helping patrons; computers slow or freezing; most frustrating aspect of job during past year; some problems get fixed but return, some recur so often that they no longer get reported and staff try to work around them; IT department overworked and frustrated; IT issues affecting patrons should be top priority; vendors should be contacted and held accountable. ~No problems other than a few icons not working sometimes.</p>	<p>1. Added printer to creation station; printing from computer lab goes to public printers; printer in computer lab is only for training purposes; SAM will not allow printing to both locations. 2. Investigating option to scan from copiers. 3. Librarians all received this training. 4. Difficult to control, because this tends to be user error rather than machines malfunctioning; note that same software does not malfunction at desk; take every opportunity to educate patrons and report when problems do occur. 5. New version of SAM was problematic but mostly working well now; IT department works with TLN when there are SAM or Sisi problems. 6. Use of PINs in SAM not under our control. 7. Printer was replaced and better toner cartridges are being purchased to improve printing. 8. Have had many problems with new technology in building and have experienced a great deal of difficulty with network stability for a number of reasons: problematic upgrade of VMware, hardware failures, licensing issues; staff stretched to max; added memory and space; working with consultants to help maximize our system and getting additional training for IT staff; patron issues are always top priority; vendors are being held accountable, e.g., SMART Tables, failed hard drives, TechLogic.</p>

**STAFF SURVEY
FACILITY/GROUNDS/EQUIPMENT**

<p>How well and how quickly are your technology issues being addressed by the IT team?</p>	<p>1. Who is responsible to make sure AST bins are working properly? 2. Problems not fixed and not going away; something wrong with system. 3. Might be nice to have another part time person to help with computer issues; they really do their best; need more "man" power. ~Issues usually answered within reasonable time; staff not unresponsive, just not able to handle all IT problems along with facilities issues. ~Depends on issue; doing a great job in light of all our tech issues. ~Issues not being addressed permanently. ~They are clearly doing the very best they can; technology is very complex and difficult to maintain. ~IT team addresses problems quickly but many issues can't be resolved easily. ~IT team has been very prompt, responsive, and helpful. ~Satisfactory; very well and very fast.</p>	<p>1. Depends on what kind of problems; some issues would be Support Services; most would be handled by IT/Facilities, who would depend on info from Support Services. 2. Network being reviewed by our staff and consultants with VMware expertise. 3. Additional staff hours not currently in budget.</p>
<p>How well and how quickly are your building issues being addressed by the Facilities team?</p>	<p>1. Other than cleanliness issues, addressed pretty well. ~Very well and very fast; very promptly; fairly quickly; usually answered in reasonable time; very quickly; quickly and effectively; they are amazing!</p>	<p>1. Cleaning issues are addressed with cleaning contractor as they arise.</p>
<p>Is there any information you think you need about the building or grounds?</p>	<p>~No.</p>	
<p>What other comments or suggestions can you offer?</p>	<p>1. Problems with leaving messages or "phantom" messages on main phone. 2. Residents deserve a building that's as functional as it is attractive; issues we face are small in comparison to issues that affect public; should be addressed as quickly as possible. ~Would like rules more concrete so as to effectively enforce them. ~Wish patrons would take better care of library. ~Beautiful facility; grateful to have opportunity to work here.</p>	<p>1. Phone issues addressed with vendor and solved. 2. Public issues are always top priority.</p>

Support Services Statistics 2011-2012

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	468	461	395	390	315	265	384						2,678
Items checked out	73,419	79,848	63,313	63,393	62,518	59,286	66,403						468,180
Items borrowed	4,330	4,529	4,111	3,681	3,528	3,461	4,877						28,517
Items loaned	4,726	5,797	4,843	4,588	4,677	4,086	5,563						34,280

**Support Services
Statistics**

January, 2012

		2012	2011
No. of lib. cards issued		384	430
Total no. of checkouts		66,403	62,057
No. of items borrowed	TLN	4,728	3,656
	MeL	<u>149</u>	<u>87</u>
		4,877	3,743
No. of items loaned	TLN	5,373	5,147
	MeL	<u>190</u>	<u>255</u>
		5,563	5,402

2010-2011 Fiscal Year Self-Check Totals

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth	Adult North	Adult South
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	*3,464	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
FYTD	759,021	54.43%	413,152	111,525	103,075	60,945	110,541	9,386	19,643

* (3,464)-Self-Check #1 was not operational for 14 days due to electrical equipment malfunction. ** Began debit/credit service 10/05/2010.

Self-Check Totals 2011-12 Fiscal Year

	Total Circulation	Self-check % of Total	Total Self-Checks	Self-Check #1	Self-Check #2	Self-Check#3	Youth #1	Youth #2	Adult South
July	73,419	62.81%	46,117	12,081	10,643	7,580	11,256	2,410	2,147
August	79,848	60.86%	48,592	11,736	10,318	6,634	10,461	6,412	3,031
September	63,313	57.57%	36,449	9,878	7,536	4,156	7,910	5,055	1,914
October	63,393	56.01%	35,508	9,629	6,624	3,893	7,998	5,306	2,058
November	62,518	57.02%	35,646	9,119	6,990	4,039	8,548	5,170	1,780
December	59,286	58.09%	34,439	8,481	6,857	3,538	8,617	5,049	1,897
January	66,403	57.21%	37,987	9,022	7,653	4,044	9,320	5,862	2,086
February									
March									
April									
May									
June									
FYTD	468,180	58.68%	274,738	69,946	56,621	33,884	64,110	35,264	14,913

2010-2011 Fiscal Year				2011-2012 Fiscal Year			
	Monthly Total	Daily Average	Total Open Hours		Monthly Total	Daily Average	Total Open Hours
July	36,372	1,399	246	July	34,449	1,325	239
August	35,497	1,365	254	August	34,388	1,274	265
September	32,651	1,209	248	September	30,118	1,076	251
October	35,368	1,141	266	October	31,108	1,003	270
November	33,516	1,197	248	November	30,550	1,053	248
December	29,117	1,078	252	December	28,028	1,038	244
January	25,484	879	252	January	25,847	957	259
February	21,508	827	226	February		0	259
*March	32,284	1,041	281	March		0	273
*April	28,077	1,003	251	April		0	252
May	28,472	1,017	255	May		0	266
June	32,928	1,266	254	June		0	246
FYTD Total	371,274	1,119	3,033	FYTD Total	214,488	1,104	3,072
* Revised							

Novi Historical Commission
January 25 2012, 6:30PM
Novi Library, Local History Room

Landings Park discussion: Jason Mangum, of Novi's Park, Recreation and Cultural Services Department visited the Commission to discuss the plans for the City's new park on walled lake currently called the Landings. Jason indicated that the site of the Park has experienced many uses over the years. He is interested in soliciting input from the commission on potential historical displays and other interpretive elements that could be installed in the park. Including historic elements in the park would allow visitors to appreciate some of Novi's rich heritage that occurred at this location. The Commission will conduct an separate meeting that will focus on this topic. Jason also indicated that the City is planning on changing the name of the park and solicited involvement from the Commission to serve on the park naming committee. Roy Prentice and John MacInnis will both serve in this capacity.

Local History room Improvements: The Commission discussed improving the LH room's collection of historic photos, documents and other items. It was decided that the Commission would authorize expenditures to acquire photos, documents, etc that are available on-line and via other commercial sources. The Commission also organized the staffing of the Local History Room for the spring and summer of 2012. Ensuring that the Local History room is staffed and is an available resource for Novi residents is a high priority for the Commission.

Heritage Festival: The Commission continued to plan our annual Heritage Festival. The festival will be held at the MSU Tollgate Education Center this year on Saturday, June 16th from 10am to 3pm. The Commission discussed activities and events that it anticipated including in this year's fair. Many exhibitors have already been contacted. More were discussed at the meeting.

Speaker Series: The Commission continues its speaker series with talks by Tillie Van Sickle on Novi's involvement in the Civil War in March 22, 2012 and Al Smitley speaking on the Erie Canal and its influence on the settlement of SE Michigan on May 1st. No speakers are engaged for the summer months. The Commission has begun planning for the series resumption in the fall of 2012. Kathy Crawford has agreed to discuss her memories of growing up in Novi as it transformed from a farm community to the City that it has become today.

The next meeting of the Commission will be held on Friday, February 24th at 10:00am

STUDENT REPRESENTATIVES REPORT

Prepared by Nishant Kakar and Torry Yu

Success at Open Study Sessions

To help our teens prepare for their upcoming exams, we opened up our large meeting room on January 23rd to the 25th as a quiet place to study. For those three days, we were just filled with Novi and Northville High School students (WL Western exams were earlier in January) in our meeting room and in every other space available in the building.

We are currently planning study sessions for AP courses in May to help with those exams as well.

After exams, we invited our teens back to the Library on Friday, January 27 for a Teen MarioKart Tournament. There were a lot of attendees and all had a lot of fun playing in our tournament.

Teen Writing Contest

The Novi Public Library's first Teen Writing Contest in the new building officially began on January 9 in hopes of getting our high school students to have their creativity flow. Teens in grades 9-12 can enter a poem or a short story to the contest. All entries will be due to the Library at 5PM on March 9 to the 2nd Floor Information Desk. Official rules and guidelines were/are available on the NPL website and in the building. We distributed the information about the contest to the local high schools.

Community Clothing Drive – Where are we now?

Our 1st community clothing drive has undergone some changes. We originally planned on having an open drop off on May 22 but have taken this day out. Instead, we have chosen to only have a drop box in the vestibule area during the week of May 14 from Monday to Saturday, May 19. The box will be emptied at several times each day, and only out during library hours.

We have setup to have our Novi High School Interact students to help us sort and bag clothing on Monday, May 21. Walled Lake Western Interact students will assist us on Tuesday, May 22. We are going to have two shifts on each day (2:30-4:30 and 4:30-6:30) with six volunteers at each session.

For this project, we are going to accept only gently-used clothing that has been cleaned. We are going to accept male and female clothing, and clothing from birth to seniors.

Our next step is seeing how we can get the word out for this project. We are going to contact the Novi News and Novi Patch for articles and a segment on Beyond Books to promote this. We are also looking into contact with The Oakland Press and Detroit News/Free Press, and possibly the television news media.

We are working with the schools to publicize our event. The next issue of Engage will have a blurb about our efforts, and will read like this:

Help the Library's teen representatives and local teen Interact members to give back to the community. Simply clean out your closets and donate any gently used, laundered articles of clothing from Monday, May 14 - Saturday, May 19. There will be a box in the Library's outer lobby for your drop offs during the Library's regular business hours. The Church of the Holy Family will help distribute the clothing. Clothing of all ages will be accepted.

Bits and Pieces by TLN Director, Jim Pletz

Vol. 3, Number 1
JANUARY 2012

DELIVERY SERVICE FOR TLN RIDES ONLY LBRARIES

In September 2011 TLN announced (**Bits and Pieces Vol. 2, #9**) that five libraries had selected to use RIDES for their delivery service, effective October 1, 2011. The five libraries are Fowlerville District Library, Hamburg Township Library, Pinckney Community Library, Rochester Hills Public Library and West Bloomfield Public Library. As a courtesy to our member libraries that chose to remain with TLN delivery, we continued to pick up materials, transport them to TLN, sort, label and then send them to the five libraries via RIDES. We have reviewed this courtesy process and have found no hardship presented to the TLN delivery services. Therefore, please follow standard procedures for shipment of materials, for the five cited library members, until notice of change is given by TLN.

NEW TLN WEBSITE UNDER CONSTRUCTION

As promised to the TLN membership, at the November Membership Meeting, the long awaited launch of the new TLN website will be ready by Tuesday, January 31, 2012. Key features of our new website will include:

- Up to date Committee listings including committee purpose, meeting schedule and approved minutes of previous meetings
- Current electronic newsletter with two year historical archive
- TLN training schedule and electronic registration service
- Shared Automation Service (SAS) Daily and Monthly Statistics
- GeekTheLibrary, MAP, OverDrive and MelCat logos and access on home page
- 2012 TLN Calendar

- Photos of member libraries currently in TLN possession
- TLN Board of Directors by name, representation type and term with Board Committee assignment
- TLN Department and Staff Directory
- Welcome to the eLibrary Catalog at The Library Network

MICHIGAN LIBRARY COOPERATIVE DIRECTORS SURVEY

Results from the survey of Michigan public library director views of library cooperative services and value are currently under review. A first public presentation to key Michigan library leaders and stakeholders will be held on February 6. After that date, the Steering Committee will be copied with the results and will decide how to present these results to the TLN member libraries.

DIRECTORS REPORT by Jim Pletz, TLN Director JANUARY 2012

Steering Committee Actively Engaged In Continuing Education

Under the leadership of **Bill Harmer**, Chelsea District Library Director, and **Annette Haley**, TLN Board Member, the 2012 Steering Committee is reviewing potential topics, content and instructors to launch a member supported TLN wide series of continuing education programs for directors, professional and technical service staff, customer service support staff and trustees. Once topic and content areas are finalized, instructors will be secured and a class schedule will be developed which utilizes host library sites in all five counties served by TLN. This identification process will be discussed at the February 13 Steering Committee meeting scheduled for 1:30 PM on February 13 at the Rochester Hills Public Library. Results will be reviewed at the February 24 Membership Meeting scheduled for 10:00 AM at the Bloomfield Township Public Library. There is still time to forward topic ideas or volunteer your library as a class venue by emailing bharmer@chelseadistrictlibrary.org or annettehaley@att.net. Topics suggested and under consideration include: Library Budgeting 101 for Dummies; Project Management for Library and Community Focused Services; Fundraising – Developing a Capital Campaign and Improving Millage Requests; Outreach and Community Lead Service Models; Facility Management – From Lawn Care to Renovation Plans; Library Trustees –How to Effectively Energize and Engage Trustees; Genreflecting – The Study of Fiction by Topic Area (Romance, Mystery, Thrillers, Historical Fiction, Westerns); All Inclusive Reader Services – It Starts and Ends at the Circulation Desk; Customer Service 101 – Taking the best from a retail sales model; I'm Stuck Where I Am – Identifying a Mindset and Skill Acquisition Model to advance a library career; How to Adjust to Difficult Work Colleagues – Making Lemonade from Sour Lemons; and Advocacy – Building Successful Stories to Encourage key stakeholder support.

Statewide Survey – MLA Director's Summit – Personal Property Tax

The Michigan Cooperative Directors Association independent survey of public library director perception of cooperative services and value was completed in late November. Bill Schroer, survey consultant, reported initial findings, via webcast, at the December 16 meeting of the cooperative directors. After discussion and requested refinement to the report, the Cooperative Directors requested that the final report be released first to representative staff and key stakeholders at the Department of Education, Library of Michigan and Michigan Library Association. That release, via an in person presentation by Bill Schroer, is scheduled for February 6. The MLA Director's Summit will be hosted by the Bloomfield Township Public Library on April 9. The one day event will focus on building successful collaborative partnerships, reaching out to the business community as a partner in economic development, improved customer service techniques and how libraries can partner with significant components of the Governor's dashboard measures for program success. Visit the MLA website for more information. The Personal Property Tax elimination legislative action has been delayed but not cancelled. We will monitor this for the FY 2012 legislative session.

IDEA: DETROIT CONFERENCE **Detroit: The Next Big Thing** BROUGHT TO YOU BY **CRAIN'S DETROIT BUSINESS**
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Originally Published: February 01, 2012 1:43 PM Modified: February 01, 2012 2:18 PM

Another classical music organization expands programming with nontraditional approach that includes 'musical instrument petting zoo'

Yet another local classical musical organization is expanding its community programming in an attempt to attract new patrons.

The Chamber Music Society of Detroit plans to launch a new, free series dubbed "Listen at the Library" on Sunday.

Three of the series' presentations will take place at the Novi Public Library and feature shorter, informal and interactive programs that include things like taking a piano apart.

A fourth, longer presentation, scheduled for late May will take place at Novi High School across from the library.

Prior to its last presentation in the series, the Chamber Music Society plans to set up a musical instrument "petting zoo," at the library to introduce children—and anyone else who is interested—to a variety of classical instruments.

You can find more information on those concerts [here](#).

The series aims to introduce a new, multi-generational audience to classical and chamber music, said Steve Wogaman, president of the Farmington Hills-based Chamber Music Society.

It builds on the two-week residencies the Chamber Music Society has done for the past 17 years at area schools (most in Detroit), senior living communities and select nonprofits such as Focus: Hope and DMC Children's Hospital of Michigan. During the residencies, the society gives lecture demonstrations and coaches advanced students.

The original idea for the "Listen at the Library" series, which is informal and interactive like the school residencies, came from a symphony orchestra, but not one here in Detroit, Wogaman said.

During his past tenure as president and CEO of the Canton Symphony Orchestra, the Ohio organization launched a similar series.

The Detroit Symphony Orchestra's community concerts, by contrast, feature full-length, more formal programs. The DSO greatly expanded its community programming with the new musicians' contract put in place last spring, following its six-month musicians' strike.

Its community approach is modeled after similar programs at the St. Paul Chamber Orchestra in Minnesota.

Paul Hogle who is executive vice president at the DSO, is a close colleague of Jon Limbacher, vice president and COO at the

St. Paul Chamber Orchestra.

And Limbacher, who has been a major force in moving orchestras out into the community, was a consultant to the Canton Symphony Orchestra during Wogaman's tenure.

But Wogaman spent a large part of his career taking music out into the community even before his work with Linbacher.

Before his four-year stint in Canton, Wogaman said he worked in rural Kentucky, taking live music programs—sometimes from the back of a U-haul -- to schools and communities all over the rural parts of the state.

Over a 12-year period, Wogaman said he reached 1.5 million kids in their schools and added \$2 million to the Kentucky arts economy through a mixture of contributed funds and fees paid by the schools.

"I have a history of some pretty ambitious music outreach work," he said.

"After spending just a few months here, I realize there is great potential to do that kind of work in Southeast Michigan."

Many area schools can go a year without any exposure to live professional music making, and there are neighborhoods that also don't typically see live classical music programs, he said.

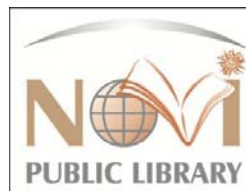
Though its approach is less formal than the DSO's community programming, the Detroit Chamber Winds does share the DSO's desire to foster more patrons, Wogaman said.

The Chamber Music Society has performed almost exclusively at the Seligman Performing Arts Center on the campus of Detroit Country Day School in Beverly Hills.

The audience that comes to the Detroit Chamber Music Society's concerts is not getting any younger, he said.

"They are incredibly passionate and committed, but we have to look...to the next generation of listeners."

The society, which operates on an annual budget of about \$750,000, isn't "mining for donors in Novi," but it is looking to attract new listeners to its concerts from that area, Wogaman said.



Library Board Calendar

2012

February 11 February 15	Budget Study Session, Library East Meeting Room, 8 a.m. Library Board Regular Meeting; Budget Approval
March 21	Library Board Regular Meeting
April 6	Holiday – Good Friday, Library Closed
April 8	Holiday – Easter, Library Closed
April 8-14	National Library Week
April 18	Library Board Regular Meeting
May	Library Board – Goal Setting Session, TBD
May 13	Holiday – Mother’s Day, Library Closed
May 16	Library Board Regular Meeting
May 28	Holiday – Memorial Day, Library Closed
June 8	Friend’s Friendraiser, Novi Public Library Patio, 6 p.m.
June 17	Holiday – Father’s Day, Library Closed
June 20	Library Board Regular Meeting
June 20	Library Director Annual Review
July 4	Holiday – Independence Day, Library Closed
July 18	Library Board Regular Meeting
August – October	Community Reads Program
August 15	Library Board Regular Meeting
September 3	Holiday – Labor Day, Library Closed
September 19	Library Board Regular Meeting
October 17	Library Board Regular Meeting
November 6	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November 16	Library Staff In-Service, Library Closed
November 21	Library Board Regular Meeting
November 21	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 22	Holiday – Thanksgiving, Library Closed
December 14	Friends Annual Gala
December 19	Library Board Regular Meeting
December 19	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

Friends Board Meeting meets the second Wednesday of the month, 7 p.m.
Historical Commission meets the fourth Wednesday of the month, 6:30 p.m.