



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
May 22, 2013**

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Kilgore, Board Member

Student Representatives

Torry Yu

Absent and Excused

Jessica Mathew (7:01 p.m. arrival)

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

Guests

Nevrus Nazarko, Finance Director, City of Novi

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 Mark Sturing, President at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A motion was made to approve the May 22, 2013 Agenda as presented.

1st – Ramesh Verma

2nd – Willy Mena

The motion passed unanimously.

4. Consent Agenda

A motion was made to approve the May 22, 2013 Consent Agenda as presented.

1st – Larry Czekaj

2nd – Scott Teasdale

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

A. Nevrus Nazarko – Director of Finance, City of Novi

Mr. Nazarko announced that the City of Novi's 2013-14 fiscal year budget was completed and approved.

Based on the figures as of the end of April, 2013, it is anticipated that the Library will stay within budget for the 2012-2013 fiscal year. At this time, he doesn't anticipate to have to complete a budget amendment.

At the end of December 2013, the Walker Funds will no longer be restricted and Mr. Nazarko suggested combining the Walker Funds with the Library's operating funds, not to keep them separate.

Mr. Nazarko informed the Board that the Oakland County Government Pool offers a higher interest rate on investments than banks and the funds are not locked in; the funds can be withdrawn at any time they need to be utilized.

Mr. Nazarko stated that he will frequently attend Library Board meetings when changes or updates occur.

Board members complimented Mr. Nazarko on regulating investments; that the investments are doing quite well and for listening to the Board regarding the request for changes to investments.

A Board member questioned the additional property tax revenue that is shown in the Library's revenue account. Mr. Nazarko commented that the trend is fewer tax payers are fighting their taxes, and Mr. Nazarko is standing by the figures

provided. He commented that he expects to receive additional taxes as of June 30, 2013. He also stated that each year he expects the tax revenue to increase.

A Board member questioned if the Library has reached their maximum investment in the Oakland County Government Pool? Mr. Nazarko stated no, but felt that he put the maximum in, but would monitor it month by month.

At this time, the Board has determined that they will not make a motion to combine the two accounts together, but will wait until closer to the end of the restriction, December 31, 2013; it will merge automatically on January 1, 2014. The Board determined that the Finance Committee will discuss a game plan for the funds and provide a guide for future Boards.

Mr. Nazarko and his staff were thanked for their fine job.

7. Public Comment

There was no public comment.

8. President's Report

A. Goals Document 2012-2013

- Partnering with the Novi Community Schools for the Summer Reading Program.
- Met with the Novi Middle School Media Specialist and English Teacher to discuss the possibility of partnering on the creation of a Middle School Advisory Board.
- Superintendent of Novi Schools, Media Specialists and Novi Public Library librarians teamed up to create a summer reading program skit to be presented to the schools – *Dig into Reading*.
- Moving forward with Boopsie– Novi Public Library app. There is a slight delay in launching.
- Yard signs for youth who finish the summer reading program will be available– “*A Library Champion Lives Here! – Novi Public Library*”
- Testing is being completed of a scanner at the check-out desk to scan barcodes on phones.
- Beginning June 1, 2013, the Library is informing patrons of the library card requirements.
- Special events were held in the Teen Space, i.e. movie day, ping pong tournaments, etc. The Teen Space program has been committed to continue for the 2013-14 school year.
- This year, the Book It! Fundraiser raised over \$12,000 – a very successful fundraising effort! This year's funds will be used for the Fiction and Electronic Book collections.
- Received QSAC Essential Level and working towards the next certification level.

9. Treasurer's Report

A. Library Budget 2012-2013

The 2012-2013 Budget dated February 15, 2012 is included in the May 22, 2013 Library Board Packet on pages 22-23.

B. Library Financials and Walker Fund – April 2013

The Financials and Walker Fund reports ending April 30, 2013 are provided on pages 24-29 of the May 22, 2013 Library Board Packet.

David Margolis was thanked for his fine work for the past two years as Treasurer on the Library Board.

Trustee Czekaj indicated that the Library will see higher revenues than first expected by approximately \$40,000 so our revenue will be about \$80,000-\$100,000 more from what was initially budgeted.

On expenditures for the past ten months, we are operating ahead of plan and we are spending less money than what was budgeted for.

For the yearend, the Library is looking at \$75,000 of less expense than what had initially been planned. To summarize, thus far we are projecting through our fiscal year that we will be about \$96,000 ahead of plan on the revenue side and we'll be about \$75,000 ahead of plan on the expense side without consideration for the appropriation of the fund balance, just revenues and expenses.

At the start of the year at the budget process, we budgeted for a need of approximately \$305,000 to be appropriated from the fund balance to cover our year's expenses. At this point in time it looks like we will fall short by \$135,000 instead of the \$305,000 anticipated, or about 56% than what was anticipated.

Cash needs for the balance of the year; we'll take in approximately \$100,000 more income in the last two months from tax revenues. Our cash needs on the expense side will be about \$427,000 so we'll probably have a net cash need of about \$350,000 by the end of the year, which was anticipated.

Trustee Margolis commented that included in the extra revenue, what we did not budget going into the year was the change in policy that the City had with respect with investments and the fact that they are going market-to-market so we can track monthly fluctuations up and down. On the year-to-date basis we are \$9,800 to the good. With the market being fairly stable now we anticipate we will finish the year on a positive note. A recommendation to move forward to not budget anything, just track the activity up and down.

C. Library Café Revenue Report – due 15th of the month –April 2013

The Café reported a \$420 profit for the Library for April 2013.

The 2nd Draft of the Café Lease will be presented to the Board for approval. The new lease will be effective as of June 1, 2013 for a three year period.

On a different subject, a Board member commented that the cash needed for the end of the year is expected to be approximately \$100,000.

The Car Charging Station was used at the Library and the funds received from the revenue will be placed in the Miscellaneous Line.

10. Directors Report

A detailed report from the Director, Julie Farkas, is provided on pages 30-31 of the May 22, 2013 Library Board Packet.

Highlights of the report are:

- This year, the Library staff and volunteers will not be walking in the Memorial Day Parade, but will be hosting a table at the end of the parade. Brochures about the Summer Reading Program and the Geek Campaign will be made available.
- The American Profile magazine dated March 17-23, 2013 (hand-out) shared an article about the "*Little Free Library – Sharing Book, building community*". The Novi Library has created a free standing box, with the assistance of the City of Novi's Department of Public Services, a "Read Box" will be located at Lakeshore Park – this is a pilot project. The Read Box is to encourage reading by sharing the books taken from the box with family and friends. There is no cost associated with taking the books, just to read and enjoy. The books placed in the box are donated books and each will have a book plate that reads that this book is courtesy of the Novi Public Library. The park staff will monitor when the books need to be filled or if there is an issue with the box and will let Library staff know. Books will be filled by the Library's Outreach staff. Board members commended Julie and the staff for thinking outside the box. The box will have its unveiling on June 6, 2013.

1. Book It Fundraiser Budget Statement

This year's Book It! Fundraiser netted over \$12,000. Julie thanked the committee who worked on the project – Kathy Mutch, Carol Hoffman, Marion Marten, and the Administration Staff -Christina Salvatore, Diana Gertsen, Margi Karp-Opperer, Mary Ellen Mulcrone and Marcia Dominick. She also thanked the Management Team and Facilities Department for their assistance and working the night of the event.

2. Library Café Lease – 2nd Draft

The 2nd Draft of the Café Lease is included in the May 22, 2013 Library Board Packet on pages 31- 38 for review and approval.

3. PEW RESEARCH CENTER: Parents, Children, Libraries and Reading – Released: May 1, 2013

The PEW Research Center report, found on pages 39-47 of the May 22, 2013 Library Board Packet, stated that 71% of the population believe that libraries are a safe place for children. The Novi Public Library is a public building and the staff does a great job in monitoring to keep it safe.

11. Additional Reports

A. Public Services Report

The Public Services Report is provided on pages 48-49 of the May 22, 2013 Library Board Packet.

B. Building Operations Report

The Building Operations Report is provided on page 50 of the May 22, 2013 Library Board Packet.

C. Library Usage Statistics –April 2013

The April statistics are located on pages 51-55 of the May 22, 2013 Library Board Packet with a revised page 52 handed out at the meeting.

Highlights include:

- 410 Library cards issued
- 70,302 items checked out
- Number of items borrowed from TLN – 4,222
- Numbers of items borrowed from MEL – 61
- Number of items loaned through TLN – 4,741
- Number of items loaned through MEL – 163
- 58.98% of all items checked out were completed on self –checkout stations
- Total circulation 70,302
- Daily average people using the Library was 1,190
- Early Literacy workstation usage 890
- Daily average Computer Logins 989
- Technology Sessions 19 with 28 participants

In July, 2013, we will be able to track the number of downloadable materials that are electronically checked out.

12. Friends of Novi Library Report

A. 2013-2014 With List and Annual Contributions

The Friends of Novi Library April 24, 2013 Minutes are included in the May 22, 2013 Library Board Packet on pages 56-57.

A \$20,000 gift was provided in December 2012 and wish list items have been earmarked by the Library for the use of these funds (the Friends 2013-2014 Wish List Items can be found on pages 58-59 of the May 22, 2013 Library Board Packet). At the Friends June 12, 2013 Board meeting, the Friends Board is to discuss an Annual Library Contribution. The established amount of the expected gift for the 2013-14 fiscal year is \$12,300. Wish list items for the 2013-14 fiscal year are:

- Summer Reading Program (youth/adult) \$2500

- Battle of the Books \$ 500
- Community Read \$2000
- Novi Newbies \$ 800
- Morning Arts Series \$1600
- Book It \$ 500
- Engage \$ 900
- Listen @ the Library \$3000
- Carryover 12/13 (technology/toys) \$ 500

13. Student Representatives' Report

The Student Representative's Report is provided on page 59 of the May 22, 2013 Library Board Packet. Highlights of the report include:

- Teen Space held 10 sessions with 392 students.
- An Animanga Club meeting was held in April.
- The third annual Women's National Book Association Young Adult Authors' Panel was held at the Library, with four award-winning authors. 75 teens and adults were in attendance.
- Volunteer applications for the summer reading program are due to the Library by Saturday, June 1, 2013. Applications can be found on the Library's website and at the Library.
- TAB meeting was held on May 10.
- WOW Writing Workshop College Essays Myths and Facts to be held on May 22
- Teen Volunteer Orientation to be held on June 3 & 5 at 4:30 p.m.
- This is Student Representative Torry Yu's last day as he is graduating and will be off to college. Whoever is Torry's replacement will have big shoes to fill.

14. Historical Commission Report

The Historical Commission approved minutes for March 27, 2013 is provided on pages 60-61 in the May 22, 2013 Library Board Packet.

The Library's Historical Display Cabinet is showcasing Landmarks of the Area presented by the Detroit Historical Museum.

The Local History Room's glass etchings project is almost completed. When the etchings are finalized and the room back in order, an open house unveiling the artwork will be held.

15. Committee Reports

The negative news announced today regarding the corruption of the Detroit Public Library was distasteful and the members who took part in the fraud chose greed over the patrons as commented by a Novi Board Member. This behavior is not acceptable and should not be tolerated.

A. Policy Committee (Margolis, Teasdale, Kilgore – chair)

There was no report provided.

B. HR Committee (Kilgore, Verma – chair)

There was no report provided.

C. Finance Committee (Czekaj, Teasdale, Margolis – chair)

There was no report provided.

D. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

E. Strategic Planning Committee (Kilgore, Sturing, Mena – chair)

There was no report provided.

F. Landscape Committee (Kilgore, Margolis, Czekaj – chair)

There was no report provided.

16. Public Comment

There was no public comment.

17. Matters for Board Action

A. Café Lease Agreement – 2nd Draft

The 2nd Draft of the Library Café Lease Agreement is provided on pages 31-38 of the May 22, 2013 Library Board Packet. Trustee Czekaj and Trustee Mena have reviewed the proposed changes and have met with the café owners to discuss.

The café owners have adopted the Library's new hours of operation effective September 2013.

Proceeds from the Café have not fallen below 10% since opening.

A motion was made to approve the Café Lease Agreement as presented.

1st – Larry Czekaj

2nd – David Margolis

The motion was passed unanimously.

The 2nd Draft of the Café Lease Agreement will be signed by Mark Sturing, President of the Library Board, and Café Owner, Gary Bernstein.

B. Moving the October 16th Board Meeting to October 23rd due to MLA Conference Conflict.

The meeting will be held at 7:00 p.m., but a location will need to be coordinated with the City.

A motion was made to approve the change of the October Board Meeting from October 16 to October 23, 2013.

1st – Ramesh Verma

2nd – Larry Czekaj

The motion was passed unanimously.

Note: The Director's Review will be held at the June 2013 Library Board Meeting.

18. Adjourn

A motion was made to adjourn the meeting at 8:11 p.m.

1st – Willy Mena

2nd – Larry Czekaj

The motion was passed unanimously.



June 19, 2013

Scott Teasdale, Secretary

Date