



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
August 17, 2011**

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Czekaj, Board Member

Student Representative

Nishant Kakar (8:15 p.m. departure)
Torry Yu (8:15 p.m. departure)

Library Staff

Julie Farkas, Director
Margi Karp-Opperer, Assistant Director
Mary Ellen Mulcrone, Assistant 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

3. Approval and Overview of Agenda

A request was made to replace Item 9C. Library Café Revenue Report – July 2011 with Library Financials and Walker Fund – July 31, 2011.

A motion was made to approve the August 17, 2011 Regular Board agenda as amended.

1st – Laura Casey

2nd – Mark Sturing

The motion was passed unanimously.

4. Consent Agenda

A clarification as to why Decra-Scape brick pavers were expensed from Community Promotion was made. Should the funds be expensed from budgeting restrictions instead of general allocations?

A motion was made to approve the August 17, 2011 Consent Agenda as presented.

1st – Ramesh Verma

2nd – Laura Casey

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

A. QSAC (Quality Services Audit Checklist) – Mary Ellen Mulcrone, Assistant Director – Building Services

QSAC is a voluntary management standards program that assists Michigan public libraries by setting benchmarks for operations and services. The Library of Michigan recognizes public libraries as they achieve each level. Libraries can be certified at the Essential, Enhanced, and Excellent levels. To achieve certification at any level, a library must meet the requirements for state aid to public libraries, as well as the measures at that level and the measures at all levels below that level. There are seven categories that are covered in the core quality measures; most also included in the Elective quality measures.

- Human Resources
- Governance
- Services
- Collection Development
- Technology
- Facilities and Equipment
- Public Relations

Registration is submitted to the Library of Michigan answering each of the measures and indicating the date the measures were met. Most of the goals have been met at this time and our current goals are not in conflict with those required by QSAC.

B. New Library Partnerships – Margi Karp-Opperer, Assistant Director – Public Services

The Novi Public Library is now partnering with the following groups:

- Novi Newbies – we are in the second year of the project with the Novi Chamber of Commerce, and Novi Rotary joining forces with St. John Providence Hospital and the Friends of Novi Library.
- Providence Park Hospital is providing three programs this fall, and three in the spring (to be advised).
 - Fall Topics - "A Better You" at Novi Public Library, 7 p.m.
 - September 15 – Skin Care and Cosmetic Advancements

- October 25 – Food Labels and Misconceptions
- November 9 – Screening for Meaning – Recommendations for screening essentials.
- Novi Schools
 - 7 Habits for Highly Effective People – Facilitated by Kathryn Bauss (Novi Library staff member); Marilyn Suttle (Life Coach) and Krista Chrenowski (Novi resident).
 - One session a month discussing different chapters of the book.
 - These meetings are to be recorded and broadcast.

7. Public Comment

There was no public comment.

8. President's Report

A. Library Goals 2011-2012 (Draft)

A brainstorming session took place on Thursday, July 28 with Library Board members, Friends board and Library managers in attendance. A draft of the 2011-2012 Goals has been provided. As accomplishments are completed, they will be advised.

A motion was made to endorse the basic concept of the goals as discussed as presented on pages 17 and 18 allowing the staff to tweak some of the verbiage to make the questions more statements without major conceptual changes.

1ST - David Margolis

2nd – Willy Mena

The motion was passed unanimously.

A request was made to provide the original template in the monthly Library Board packets and then as changes are made to only provide those updates. All updates will be provided on the Library's website and then again provided on paper, either on a quarterly or semi-annually basis.

9. Treasurer's Report

A. Library Budget 2011-2012

At the July 2011 Library Board meeting, an amendment to the 2011-2012 fiscal year budget was passed increasing the projected property taxes by \$22,000, Line item 403; Capital Outlay Line item 976 for an increase of \$7,500, and Line item 990 for an increase of \$5,000, for a total of \$12,500 for Capital Outlay. The impact will lower the appropriation of the Fund Balance by \$9,500. The approved changes will be reflected in the September Library Board report.

B. Library Financials and Walker Fund – June 30, 2011 (Draft, Work-in-Progress, Unaudited)

The Balance Sheet for period ending June 30, 2011 indicates a Total Liabilities and Fund Balance of \$2,722,507. (The information provided does not reflect the final June 30th figures. Based on the modified accrual basis (60-day rule) of financial reporting, additional entries will be required for utilities, property

taxes, etc. All accounts and receipt transactions are currently being reviewed and any activity for which the Finance Department does not have actual information by August 31, 2011 will be estimated and included in the final June 30 financial statements.)

This is the fourth month in a row that we had a decline in tax revenue, which wasn't anticipated, in the amount of \$29,000. Book fines rose by 83%. Overall the Library saw an increase in projected revenue of \$133,000.

The Library's Net of Revenues and Expenditures for the period ending June 30, 2011 shows a balance of (\$10,788). The fund balance was used to offset the shortage.

The Walker Fund Balance Sheet for the period ending June 30, 2011 shows the Total Liabilities and Fund Balance of \$1,441,669, and a Net of Revenues and Expenditures of \$36,695.

The Library's Investment Sheet for the period ending June 30, 2011 shows the Total Investment amount for the 268 Library Fund at \$2,722,007.

The Library's Investment Sheet for the period ending June 30, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,441,669.

The Library's Investment Sheet for the period ending June 30, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$4,163,676.

C. Library Financials and Walker Fund – July 31, 2011

The Balance Sheet for period ending July 31, 2011 indicates a Total Liabilities and Fund Balance of \$4,839,043.

The Library's Net of Revenues and Expenditures for the period ending July 31, 2011 shows a balance of \$2,138,711.

The Walker Fund Balance Sheet for the period ending July 31, 2011 shows the Total Liabilities and Fund Balance of \$1,442,314, and a Net of Revenues and Expenditures of \$823.

The Library's Investment Sheet for the period ending July 31, 2011 shows the Total Investment amount for the 268 Library Fund at \$2,636,179.

The Library's Investment Sheet for the period ending July 31, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,442,314.

The Library's Investment Sheet for the period ending July 31, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$4,078,494.

It was determined that once a budget has been adopted, it can be amended (such as the increase in tax revenue), but to then leave it static going forward, providing a benchmark of performance.

10. Director's Report

This summer has been nothing but busy. Statistics for the Summer Reading Program and the Teen survey will be provided in the September Board Report. The Annual Report numbers are also being calculated.

This year's Community Read is *The Art of Racing in the Rain* by Garth Stein. The Library initially purchased 50 copies of the book. They were processed and put on the shelves on Thursday and by Saturday they were gone. There are 138 opportunities to download the book, too. Additional copies were then purchased to meet the demand for the book.

The Novi Public Library will be hosting the author of the book, Garth Stein, on Thursday, November 10, 2011, at 7 p.m. Reservations are now being accepted. The author will also be meeting with students at Novi High School during his visit. The Friends of the Novi Library generously donated \$2,000 towards the Community Reads program.

On Tuesday, August 30, 2011, the Library will be hosting 500 of Novi's teachers and administrators and providing them with information that will benefit them that the Novi Library has to offer as educators. This will take place from 8 – 9:30 a.m.

The Novi Public Library also hosted the City of Novi's Mayor Exchange with Tinley Park, Ill on Monday, August 15. A tour was provided for all guests of Tinley Park and the City's administration. Ramesh Verma and Torry Yu were in attendance.

AWE Stations have replaced the Smart Tables in the Youth Department. There are six stations in total and are welcomed by the patrons and children who use them. The Smart Tables were returned for a full refund allowing for the purchase of the AWE stations.

Macy's Shop for a Cause is a fundraising opportunity that is going on now at the Library. All proceeds from the sale of the tickets (\$5 each) benefit the Youth Department. Sale of the tickets run through August 27, 2011, the day of the sale.

A new Japanese school is opening in Novi, Ringo Kai, and will be housed in the Novi Meadows School. Sessions will be held on Saturdays for students in K-12th grade. The Library's Welcome brochure was translated into Japanese for families who plan to the visit the Library. There will be a ribbon cutting ceremony on Friday, August 26, with the first day of session on Saturday, August 27.

Julie has joined two committees, The Library Network Executive Committee, and as the Chair of the 2012 Annual Conference with the Michigan Library Association.

The Library will begin offering Notary service to the public.

A. Public Services and Building Operations Reports

Public Services – Margi Karp-Opperer

- Three book discussion groups were held this month, along with e-mail and internet instructions for Seniors,
- Novi Writers Group
- PowerPoint Basics – computer class
- A Travelogue in Jazz: Around the World in Sixty Minutes was well attended.
- The Youth and Teen Department were extremely busy with just some of the programs provided during Summer Reading:
 - International Story Times
 - Kiddie Crafts
 - Sale of the youth yellow t-shirts
 - Tie-Dye
 - Friends Around the World
 - Get Crafty Celebrating Summer Event
 - Great Parents, Great Starts Playgroup
 - In connection with the City of Novi Parks, Recreation and Cultural Services, the Library held the Sizzling Summer Terrific Tuesdays with puppet shows, cirque, museum attractions and more at Fuerst Park, and during inclement weather, at the Library.

Building Operations – Mary Ellen Mulcrone

- Car Charging Stations have been installed in the Library parking lot.
- Security camera locations on the grounds and within the Library are being reviewed by Novi Police to ensure the best placement for coverage.
- A master gardener has volunteered his services to guide the facilities staff on how to keep the Library grounds looking beautiful.
- New options for maintaining our Library website are being investigated.
- The re-cataloging and re-labeling of international language DVDs are being developed into a new collection.
- Punch list items should be completed, with Kathy Smith-Roy, Director of Finance, receiving a final report. New warranties have been received.

B. Library Usage Statistics – July 2011

The July statistics are located on pages 30-32 of the Board Packet.

- 468 Library cards issued
- 73,419 items checked out
- Number of items borrowed from TLN – 4,212
- Number of items borrowed from MeL – 118
- Number of items loaned through TLN - 4,472
- Number of items loaned through MeL - 254
- 62.81% of all items checked out were done on the self check stations
- Daily average of people using the Library was 1,325.

11. Friends of Novi Library Report

No meeting was scheduled for August 2011.

12. Historical Commission Report

The Dedication for the Baseline Obelisk is scheduled for Tuesday, September 20, 2011, in ITC Park.

Minutes of the July 27, 2011 Novi Historical Commission are located on page 33 and 34 of the August Library Board packet.

13. Student Representatives Report

The Teen Board has begun to develop a set of monthly tactics to meet the 2011-2012 Library Goals, mainly focusing efforts on Marketing, Relationship Building and Outreach to their high school peers. They plan on promoting TAB (Teen Advisory Board) to the Novi High School and Walled Lake High School where the student representatives attend.

The Student Representatives plan on promoting Library resources such as Homework Help, Freegal Music, and E-Books.

The Student Representatives were interviewed by the Novi News, which was a step forward with their goals.

By September, the Student Representatives plan on launching a Teen/Tween E-Newsletter highlighting programs and resources similar to the Engage publication.

14. Committee Reports

A. Policy Committee (Margolis, Casey, Kilgore)

There was no report provided.

B. HR Committee (Casey, Verma, Kilgore)

1. Employee Handbook revisions – 3rd draft

Will be placed on the September 21, 2011 Library Board agenda for discussion and approval.

Recent changes:

- FMLA - updated
- Organization Chart and Employee list removed
- Employment of Relatives – new
- Work Schedule
 - Eligibility of Benefit calculations
- Solicitation and Distribution – revised
- Rules of Conduct – updated
- Agreements Regarding Statute of Limitation and Arbitration – new
- Confidentiality Agreement - new

2. Health Care Insurance – No Report

Committee did not meet; therefore there was nothing to report.

Trustee Sturing brought to the attention of the Library Board the topic of Health Care Insurance for the staff and the decision to opt in or out with the City of Novi. It was requested that the Policy and Finance Committees need to meet.

C. Finance Committee (Margolis, Czekaj, Sturing)

1. Capital Replacement Schedule – No report.

2. Fund Balance Requirements – No report.

D. Fundraising Committee (Mena, Sturing, Casey)

There was no report provided.

15. Public Comment

There was no public comment.

16. Matter for Board Action

A. Approval of Library Goals for 2011-2012

The 2011-2012 Library Goals were approved in Item 8.A. of the August 17, 2011 Library Board meeting.

B. Approval of Revisions to the Employee Handbook

No action was taken; tabled until next month.

Future Events:

- Ringo Kai Ribbon Cutting – August 26, 9 a.m., at Novi Meadows
- Fall for Novi – September 24, 11 a.m., at the Novi Civic Center
- Crop for a Cause Fundraiser - October 7-9, Novi Public Library

17. Adjourn

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

1st – Ramesh Verma

2nd – Laura Casey

The motion was passed unanimously.



September 21, 2011

Mark Sturing, Secretary

Date