

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, December 19
, 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.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
 - A. Thank you letter by Christina Struwe and Marcia Green, Novi Oaks Charter Chapter – American Business Women’s Association..... 17
6. Presentation
 - A. Check presentation – Varsity Lincoln presents to the Friends of the Novi Public Library \$2,680 for the Drive Smart fundraiser
 - B. Check presentation – Friends of the Novi Public Library Board presents \$22,700 to the Novi Library
7. Public Comment
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 - B. Library Financials and Walker Fund – November 30, 2012 31
 - C. Financial Review – November, 2012, David Margolis – Treasurer N/A
 - D. Library cafe revenue report – due 15th of the month..... N/A
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14. Committee Reports
 - A. Policy Committee (Margolis, Teasdale, Kilgore – chair)
 - B. HR Committee (Kilgore, Verma – chair)
 - C. Finance Committee (Czekaj, Teasdale, Margolis – chair)
 - D. Fundraising Committee (Sturing, Mena – chair)
 - E. Strategic Planning Committee (Kilgore, Sturing, Mena- chair)
 - F. Landscape Committee (Kilgore, Margolis, Czekaj – chair)

15. Public Comment

16. Matters for Board Action

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17. Adjourn

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Future Events:

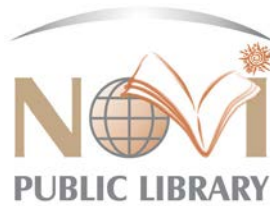
- Novi Historical Commission – No Meeting in December
- Friends of the Novi Library Regular Meeting – Wednesday, January 9th at 7:00pm, Novi Library
- Evening of Appreciation – Friday, January 11th at 7:00pm, Sheraton of Novi (RSVP to Julie Farkas)
- Library Board of Trustees Regular Meeting – Wednesday, January 16th at 7:00pm, Council Chambers
- State of the City Address – Thursday, January 17th at 11:30am, Hotel Baronette (RSVP to Julie Farkas)
- Homeowner Association Leaders Appreciation Reception & State of the City Address – Thursday, January 17th at 6:00pm, Civic Center Atrium
- Martin Luther King, Jr. Day – Monday, January 21st – LIBRARY OPEN, see Library website for event information
- Library Board of Trustees Budget Sessions – Saturday, February 9th (8am – Noon) and Saturday, February 23rd (8am – Noon)
- Book It Fundraising Event – Friday, April 26, 2013 (7-10pm), Novi Public Library



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

Warrant 501		December 2012	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 1,302.63
Anode	Firehosting 11/1/12-10/31/13	268-000.00-734.000	\$ 1,128.60
Dell		268-000.00-734.000	\$ 2,280.00
ImageSoft		268-000.00-734.000	\$ 3,927.00
Municipal Web Services		268-000.00-734.000	\$ 480.00
Amazon.com		268-000.00-734.500	\$ 315.14
CDW-G		268-000.00-734.500	\$ 91.82
Karp-Opperer, Marjorie		268-000.00-734.500	\$ 27.80
Gaylord Bros., Inc.		268-000.00-740.000	\$ 50.65
Sentry Supply		268-000.00-740.000	\$ 349.77
Showcases		268-000.00-740.000	\$ 364.23
Specialty Store Services		268-000.00-740.000	\$ 203.02
Amazon.com		268-000.00-742.000	\$ 722.79
Audio Craft Publishing, Inc.		268-000.00-742.000	\$ 20.03
Brodart		268-000.00-742.000	\$ 10,504.12
Center Point Large Print		268-000.00-742.000	\$ 171.36
Ebsco		268-000.00-742.000	\$ 2,882.29
Gale		268-000.00-742.000	\$ 893.28
Michigan eLibrary		268-000.00-742.000	\$ 65.00
Risk Management Assoc.		268-000.00-742.000	\$ 330.00
Ebsco		268-000.00-743.000	\$ 12,701.01
Teddy, James	FP/DN 12/3-12/19/12	268-000.00-743.000	\$ 40.00
Midwest Tape		268-000.00-744.000	\$ 2,177.79
Amazon.com		268-000.00-745.200	\$ 572.66
Midwest Tape		268-000.00-745.200	\$ 3,855.82
Midwest Collaborative for Library Services		268-000.00-745.300	\$ 4,545.00
Bright House Networks	12/1-31/12	268-000.00-801.925	\$ 77.77
Providence Occupational Health Partners		268-000.00-804.000	\$ 107.80
VisiCom Services, Inc.		268-000.00-816.000	\$ 200.00
Kristel Cleaning, Inc.	October	268-000.00-817.000	\$ 2,480.00
The Library Network	Del 10/1/12-9/30/13	268-000.00-818.000	\$ 4,750.00
TelNet Worldwide	11/15-12/14/12	268-000.00-851.000	\$ 1,326.08
Verizon Wireless	10/29-11/28/12	268-000.00-851.000	\$ 591.44
The Library Network	DNS Ann Ren 2012-13	268-000.00-855.000	\$ 30.00
Borek, Jolanta	MLA	268-000.00-862.000	\$ 21.20
Karp-Opperer, Marjorie		268-000.00-862.000	\$ 20.55
Mulcrone, Mary Ellen	MLA	268-000.00-862.000	\$ 32.47
Teagan, Wendy	Circ Mtg	268-000.00-862.000	\$ 34.41
Zurmuehlen, Maryann	MLA	268-000.00-862.000	\$ 33.74
Diamond Jim Brady's Bistro & Bar	14-Nov-12	268-000.00-880.000	\$ 144.31
Engraving Connection		268-000.00-880.000	\$ 103.06
Patch	1-Jan-13	268-000.00-880.000	\$ 73.80
YP		268-000.00-880.000	\$ 56.23
Amazon.com	battle of the books	268-000.00-880.268	\$ 474.85
Carpenter, Suzanne	youth program	268-000.00-880.268	\$ 66.03
Hathaway, Megan	Jan-13	268-000.00-880.268	\$ 80.00
Mutch, Kathleen	Jan-13	268-000.00-880.268	\$ 100.00
Szelap, Edmund	adult program	268-000.00-880.268	\$ 70.00
Warrant 501		December 2012	

Payable to	Invoice #	Account number	Account total
Christiansen, Marion	On the Road; Nov	268-000.00-880.271	\$ 100.00
Rattlesnake Club	On the Road; Nov	268-000.00-880.271	\$ 367.01
Konica Minolta		268-000.00-900.000	\$ 1,506.69
Consumers Energy	10/12-11/08/12	268-000.00-921.000	\$ 1,047.23
AT&T	10/22-11/21/12	268-000.00-922.000	\$ 143.91
DTE Energy	9/24-10/23/12	268-000.00-922.000	\$ 7,250.60
24/7/365	19-Nov-12	268-000.00-934.000	\$ 1,195.00
Allied Waste		268-000.00-934.000	\$ 178.37
Balfrey & Johnston, Inc.		268-000.00-934.000	\$ 300.95
Cintas		268-000.00-934.000	\$ 840.94
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 375.00
Great Lakes Power & Lighting, Inc.		268-000.00-934.000	\$ 346.50
Home Depot		268-000.00-934.000	\$ 208.76
Laforce		268-000.00-934.000	\$ 33.92
Long Plumbing Co.		268-000.00-934.000	\$ 965.00
Roberts Installation & Repair, Inc.		268-000.00-934.000	\$ 425.00
Touch of Tropics	October	268-000.00-934.000	\$ 50.00
Brien's Services, Inc.		268-000.00-941.000	\$ 2,214.12
C&J Parking Lot Sweeping, Inc.	November	268-000.00-941.000	\$ 55.00
Home Depot		268-000.00-941.000	\$ 35.20
Mark's Outdoor Power Equipment		268-000.00-941.000	\$ 134.74
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
Cobo Center	parking	268-000.00-956.000	\$ 30.00
Farkas, Julie		268-000.00-956.000	\$ 95.93
Karp-Opperer, Marjorie		268-000.00-956.000	\$ 13.86
Lang, Betty		268-000.00-956.000	\$ 72.93
Michigan Library Association	MLA dinner	268-000.00-956.000	\$ 250.00
Mulcrone, Mary Ellen	MLA	268-000.00-956.000	\$ 493.34
Sam's Club	Staff In-ser;11/16/12	268-000.00-956.000	\$ 175.54
Shih, Tsuei-Mei		268-000.00-956.000	\$ 75.81
Petty Cash			\$ 91.16
TOTAL			\$ 81,013.52



CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
November 28, 2012

DRAFT

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

Library Board

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

Absent and Excused

Larry Czekaj, Board Member

Student Representatives

Jessica Mathew
Torry Yu

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

Guest

Patrick Brunett, Friends of Novi Public Library President

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 November 28, 2012 Agenda as presented.

1st – David Margolis

2nd – Scott Teasdale

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the November 28, 2012 Consent Agenda as presented.

1st – Willy Mena

2nd – David Margolis

The motion was passed unanimously.

5. Correspondence

a. Curt Anderson, Municipal Web Services – November 14, 2012

Curt Anderson, former owner of Municipal Web Services, the provider of the Library's and City of Novi's website, has informed us of his retirement and introduced the new owner, Jay Sheth.

b. Maryanne Cornelius, City Clerk – City of Novi, November 9, 2012

A letter was received from Maryanne Cornelius, City of Novi's City Clerk, thanking the Library for being a precinct site and for the partnership we have with the City.

c. Greg Morris, Recreation Supervisor – Novi Parks & Recreation, October 31, 2012

A letter was received thanking the Library for their contribution to the 2012 Trick or Trucks program; another successful partnership.

d. Michele Duprey – Comment Card

Patron, Michele Duprey, commented on the use of the meeting room being strictly for the Teen Space after the students from Novi High School are dismissed and what a wonderful idea this was.

6. Presentation

No presentation was provided.

7. Public Comment

Patrick Brunett, Friends of the Novi Public Library President, announced that it has been a busy time for the Library and Friends. The Friends assisted in sponsoring many of the programs held this month and felt much pride and joy to be able to be a part of them.

- Big Band Memories, October 25, was held at the Library with a great crowd in attendance.
- Listen @ the Library with the Detroit Chamber Music Society event – a classical jam session held on Sunday, October 28, which the Friends co- sponsored.
- Members of the Friends Board attended the Friends of Michigan Libraries meeting.
- Listen @ the Library with the Detroit Chamber Music Society event - Strings musical held on November 11, co-sponsored by the Friends.
- Kaleidoscope Series, Auction 101: What You Need to Know to Enjoy Live Auctions, held November 13, which was a well-attended program.
- Friends held their November Board meeting on Wednesday, November 14 at 2 p.m. so it wouldn't interfere with the Community Reads Program held that evening. The Friends was one of the sponsors for this event.

- Held their Fantastic Fall Book Sale at the Book Nook on Saturday, November 17 and raised \$1,300-\$1,400; the best sale ever!
- A fundraiser with Varsity Lincoln to benefit the Friends was held on Monday, November 19 and raised approximately \$2,700.
- The Friends purchased \$500 worth of books at Barnes & Noble to be given to the Detroit Free Press Gift of Reading Program. This is a yearly event to provide books to children age birth to 12 years. A sticker is placed in each book indicating the donation was made by the Friends of Novi Public Library.
- Friday, December 7 at 7 p.m., the Friends will hold their 9th Annual Gala at the Library. Please bring a book for the Gift of Reading Program. At this time, 70-100 Friends have indicated that they would be attending.
- December 12, Friends Board Meeting, 7 p.m. at the Library.
- December 16, Listen @ the Library with the Detroit Chamber Music Society event – a piano concert will be held.
- The Friends are working on the PayPal idea brought to them by Board Member, Willy Mena.

The Friends who volunteer specialize in their tasks and enjoy doing their projects. It gives them great pleasure to assist the Friends and the Library.

The Friends generously purchased vests for all the Library staff, Library Board and Friends Board – a huge thank you for the Friends support!

A new banner was purchased and is on display in the lobby of the Library announcing that the Friends are advocates and supporters of the Library.

The Library Board commented on how Pat Brunett is doing a great job and is wonderful to work with. He reaches out to the people and talks to them, and the Board commends him.

8. President's Report

a. Goals Document 2012-2013

Mark Sturing wanted to give thanks for a lot of things. He has known the Board members for at least two years. He wanted to give thanks to his fellow Board members who come from a lot of different backgrounds, a lot of different political affiliations, and a lot of different goals and aspirations, but they come together as a Board in a united way to promote this Library. The Library Board does a fantastic job.

Mark Sturing also gave thanks to the Student Representatives. Our Student Representatives continue to amaze us in terms of ideas and thoughts he said he would never thought of and he really thinks that we are so much better off because of what our Student Representatives have contributed to this Board and to this Library.

He wanted to give thanks for our Director, Julie Farkas, as she continues to inspire us and brings new ideas to us and inspires us all.

Mark gave thanks to all of our staff. They really come to work in a very dedicated way. They inspire us, they work hard, they bring new ideas, and because of them, we have a Library we are all very proud about.

He gave thanks to our friends at the City, the Administration, the Mayor, and Councilmembers. He thinks they are very supportive of this Library. They have pulled us together, and helped us in ways that we can't describe, but they are very supportive.

He gave thanks to the Friends of the Novi Public Library. The Board talked a little bit earlier about what Pat, and what he and the Friends have done. By financial assistance, and some of the ways they continue to provide assistance to the staff. We wouldn't be where we are today without the Friends doing what the Friends do.

He really wanted to give thanks to our patrons who are our customers. And to our taxpayers, because our taxpayers contribute generously to keep the Library supported. We have customers and patrons who are very respectful of our building. They are very respectful of our books, our DVDs, and the other materials. Without them we wouldn't be where we are.

Mark gave thanks to Board members who preceded all of the present Board, and he wanted to give thanks to staff and Library Directors that preceded us who had thought in advance to allow us to be where we are today. But for them thinking in advance of perhaps saving money in reserves, we have a little touch times right now economically, they thought in advance. They created things that we can enjoy now, that he really want to give thanks now for.

President Sturing apologized if he missed anybody in the process of giving thanks as it was unintended. Considering what we are seeing in other libraries and other governments, we really have a lot to be thankful for and he wanted to thank all those people around us who have helped contribute to that. He stated at least for himself, and for the other Board Members, it makes it very easy to be a Board member here and he is very proud to work with them all.

Goals:

- Teen Space articles appeared in the Patch and Novi News. In a two-month time period, the Library housed approximately 800 teens in the meeting room after school. After the first meeting with the partners on the Teen Space, they agreed to continue with the pilot program. The Novi Youth Assistance donated \$200 to the Teen Space for the purchase of games and supplies.
- Promoted Trick or Trucks in conjunction with the City of Novi.
- Instituted the laptop Lending Program.
- Removed the time limits of computer usage.

- Staff Development Day was a great day for all who attended with information provided on safety and security in the work place with Fire and Police personnel in attendance providing talks and demonstrations.
- Applying for two YALSA grants.
- There were over 100 drivers for the Varsity Lincoln donation program.

9. Treasurer's Report

a. Library Budget 2012-2013

The 2012-2013 Budget dated February 15, 2012 is included in the November 28, 2012 Library Board Packet on pages 27-28. There are no changes since the last meeting.

b. Library Financials and Walker Fund, October 31, 2012

The Financials and Walker Fund ending October 31, 2012 are included in the November 28, 2012 Library Board Packet on pages 29-33.

c. Financial Review- October 31, 2012 – by David Margolis, Treasurer

The Observations and Summary for the month of October, 2012 is included in the November 28, 2012 Library Board Packet on pages 35-38.

d. Library Café Revenue Report – due the 15th of the month

The Read-A-Latte Café checks are included in the November 28, 2012 Library Board Packet on page 39.

Treasurer David Margolis provided an overview of the October 2012 Library financials providing highlights to selected accounts. Some of the accounts he cited for the month are:

#817.000 Custodial Services	+\$ 4,960.00
#855.000 TLN Automation Services	+\$10,379.19
#880.271 Adult Programs	+\$ 1,485.84
#900.000 Design/Printing/Publishing	+\$ 8,014.48
#922.000 Electricity (2 months)	+\$15,795.15
#923.000 Water and Sewer	+\$ 1,254.32
#934.000 Building Maintenance	+\$ 8,941.22

For the month of October, expenditures were slightly over the benchmarked percentage.

10. Director's Report

A detailed report from Director, Julie Farkas, is provided on pages 40-44 of the November 28, 2012 Library Board Packet. Highlights of the report are:

- The Strategic Planning document for 2013-2018 was reviewed by Board Members and has been brought to this meeting with minor changes for discussion and possible approval.
- The Community Read program was a success with over 700 patrons reading the book, Picking Cotton, and over 200 in attendance to listen to the author. At this time, the partnering libraries are looking for next year's title. Plymouth District Library has asked to join the group.

- Held the All Staff Day on Friday, November 16.
- The Michigan Library Association Conference was a great success. Two Board Members were able to attend and thanked Julie for their invitation. They were most impressed by the great number of Trustees from other libraries in attendance.
- The Novi Public Library won a one-year membership to the Oakland County Historical Resources, valued at \$500.
- Working on the Geek Campaign and on meeting all the goals set.

a. **Public Relations Policy – 2nd reading**

The 2nd draft of the Public Relations Policy is located on page 47 of the November 28, 2012 Library Board Packet.

b. **Public Services Report**

The Public Services Report is located on page 51-52 of the November 28, 2012 Library Board Packet.

c. **Building Operations Report**

The Building Operations Report is provided on page 52 of the November 28, 2012 Library Board Packet.

d. **Library Usage Statistics – October 2012**

The October statistics are located on pages 53-55 of the November 28, 2012 Library Board Packet. Highlights include:

- 404 Library cards issued.
- 65,353 items checked out
- Number of items borrowed from TLN – 3,998
- Number of items borrowed from MEL – 110
- Number of items loaned through TLN – 4,922
- Number of items loaned through MEL – 286
- 56.96% of all items checked out were completed on self-checkout stations.
- Daily average of people using the Library was 1,042.

11. Friends of Novi Public Library Report – October 10, 2012

As reported in Agenda Item#7, Public Comment.

Minutes of the October 10, 2012 Friends Board Meeting are included in the November 28, 2012 Library Board Packet on pages 56-57.

12. Student Representatives' Report, October 2012

Report is provided on page 58 of the November 28, 2012 Library Board Packet. Highlights of the report are:

- The Teen Space is very popular with the teens as a place to go after school. The Teen Space is available to student's grades 7-12 from 2-5 p.m. in the Library's meeting room. It is a cooperative effort between the Library, Novi Parks & Recreation, Novi Community Schools, and Novi Youth Assistance.
- An Animanga Club Meeting was held at the Library.
- Other teen programs include:
 - Crocheting 101

- o Teen Study skills Workshop
- o Food and A Flick Program
- o Teen Read Week – theme: “It came from the Library.”

13. Historical Commission Report, September 24, 2012

The Historical Commission provided their September 24, 2012 Meeting Minutes. They are located on paged 58-59 of the November 28, 2012 Library Board Packet.

14. Committee Reports

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

There was no report provided.

Two draft policies are included in the November 28, 2012 Library Board Packet, Public Relations Policy, page 47, and Financial Plan Policy, pages 48-49, for discussion and possible vote.

b. HR Committee (Kilgore, Verma –chair)

There was no report provided.

Trustee Verma commented that the staff has not seen an increase in pay in the last few years and he would like to propose that they see an increase in the next fiscal year. It was determined that it will be brought up during the upcoming budget sessions.

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

There was no report provided.

A draft of the Financial Plan Policy is included in the November 28, 2012 Library Board Packet on pages 48-49 for discussion and possible vote.

A Financial Plan Policy was taken under consideration as suggested by the City of Novi. It is a framework identifying the fiduciary plans providing the appropriate service levels and utilizing resources for the Library. During discussion, Trustee Sturing indicated that there was no mention of the use of reserves. After reviewing the proposed policy, it was determined that the language of “to reserves” be included in the policy in the second paragraph under *Financial Assumptions* be included as indicated below.

Financial Plan Policy - Proposed

NPL Mission

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

Purpose, Scope and Objectives

The purpose of the Financial Plan is to help the Library conduct library operations in a fiscally responsible way, document the Library’s fiscal strategies, and focus its efforts toward future financial goals as outlined in the Library’s Strategic Plan. It is the policy of the Library to depend on the City of Novi to invest library funds in a manner which will provide the highest investment return with the maximum security while meeting the

daily cash flow needs of the Library and comply with all state statutes governing the investment of public funds. This policy applies to all financial assets of the Library.

Financial Assumptions

While the Library's general goals and objectives are concerned with programs, services, technology, and staff development, its financial goals and objectives are concerned with the funding to provide these library services.

It is assumed that financial stability is a function of adequate and dependable revenues from diverse sources. As a public service organization, most of these revenues should provide benefits and services to the citizens; however, some fund balances are allocated to reserves to cover unexpected expenses, such as automation upgrades, revenue shortfalls or unbudgeted expenses. It is assumed that no sudden major changes will take place that will substantially change the revenue sources or governing structure of the Library.

The Novi Public Library Board of Trustees is committed to evaluating the various areas of expenses in advance of the needs arising:

- Major facility expenses (replacement carpet, roof, HVAC, parking lot, etc.)
- Automation system in association with The Library Network
- Automated Check-in System
- Patron self-checkout equipment
- Updating patron and office technology
- Appropriate staffing levels

Each year, as part of the budgeting process with the Library Director, various areas of expenses are evaluated. The Library Board of Trustees serves as fiduciary managers, therefore, giving library administration direction and determining the right balance between expenditures and service levels.

Sources of Funding

The primary source of operating funds for the Library is a 1 mil, Headlee-reduced property tax collected in Novi. The Board recognizes that property tax funding fluctuates with changes in the economy, variations in taxable valuations and development within the library service area.

Additional revenue sources come from:

- Penal fines
- Annual direct mail appeal to current donors within the library service area
- Friends of the Novi Public Library

- Bequests, gifts
- Grants
- Fines and fees
- State Aid
- Fundraising efforts
- Facility space rentals (Meeting Rooms and Café)

Financial Principles

The Library primarily operates on a cash accounting system with the exceptions of unrealized gain or loss on investments, accrued interest and deferred tax revenues. The Library recognizes and records transactions when cash is received or disbursed. Bills are paid on original invoices only and are paid as close to the invoice due date as possible while taking into consideration the Library's business cycles and the City of Novi's council meeting schedule.

Donated or contributed funds may be restricted for specific designated library service-related purposes by the Donor, for which the Library (and Board) will honor and ensure proper fund expenditure.

Strategy for increased financial stability would include:

- Have at least 8% of Library revenue in all funds come from non-tax related sources
- Continue to pursue grants to augment library programs and services
- Seek corporate partnerships and/or sponsorships

Conservation of resources can be achieved through cost containment measures such as:

- Monitoring staffing patterns to ensure that work is getting done in the most cost-effective ways possible
- Seeking new technologies to increase staff output, carefully monitoring budget performance reports to ensure accuracy and timeliness
- Periodic reviews of internal controls

Financial statements will be prepared on a timely, recurring bases by the City of Novi, and will be reviewed by the Library Director and Board of Trustees on an on-going basis to ensure budgetary compliance.

A motion was made to approve the Financial Plan Policy with the addition of "to reserves" in the second paragraph of Financial Assumptions as amended.

1st – David Margolis

2nd – Larry Kilgore

The motion was passed unanimously.

d. **Fundraising Committee (Sturing, Mena – chair)**

There was no report provided.

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

1. **Strategic Plan 2013-2018 – 2nd Reading (supplement)**

The Trustees had determined in the onset of the Strategic Planning process that they did not want to bring in an outside consultant to facilitate the process. Director, Julie Farkas, gathered a committee consisting of staff, patrons, community leaders, and teens to bring forth ideas and a 5-year plan of what they would like to see the direction the Library go in. A comprehensive document was brought forth. Trustee Verma asked that in the chart on page 2 of the Plan the word "Black" be changed to Africa American. Julie explained that the use of the term "Black" came from charts used by SEMCOG.

A motion was made to approve the 2013-2018 Strategic Planning document as amended.

1st – Larry Kilgore

2nd – Scott Teasdale

The motion was passed unanimously.

A thank you was given to Julie Farkas and the committee for an outstanding job. It is a great working document and a set of goals for the Board and staff each year.

a. **Landscape Committee (Kilgore, Margolis, Czekaj – chair)**

There was no report provided.

2. **Public Comment**

There was no public comment.

3. **Matters for Board Action**

a. **Public Relations Policy – 2nd Reading**

It was determined there was a need for Public Relations Policy allowing for an outline to meet the Mission of the Library as stated:

General Policy

To ensure the public is informed about the Novi Public Library's mission and receives consistent and accurate information about library policies,

procedures, programs, and services to foster a positive public image and maximize effective use, community satisfaction, and support.

Objectives

1. To promote awareness and understanding of the Library and its role and activities in the community.
2. To stimulate interest and facilitate use of the Library.
3. To encourage community participation in planning Library resources and services.
4. To build advocacy for the Library's needs and the activities of the Friends of the Novi Public Library organization.

Process

1. Specify goals and activities to be developed annually and evaluated periodically.
2. Maintain relationship and communication with government officials, library community, and local organizations by Library leadership, staff, and board members.
3. Utilize local media to keep public aware and informed about the Libraries resources and services.
4. Create and distribute a variety electronic and print communications to share library information within the community.
5. Sponsor programs and other library-centered activities and cooperate with other libraries and organizations to support the educational, cultural, informational, and recreational needs of the community.
6. The Library Director or designated staff member will have responsibility for coordinating the public relations and communication activities, including acting as the media contact for the Library.
7. Funds will be allocated annually for public relations and a regular report of public relations activities will be shared with the Library Board.

A motion was made to approve the Public Relations Policy as presented.

1st – David Margolis

2nd – Ramesh Verma

The motion was passed unanimously.

b. Strategic Plan 2013-2018

Approved under Item#14 Committee Reports, Section E., Strategic Planning Committee.

Announcements of upcoming events:

- November 30 – Light Up the Night
- December 7 – Friends Gala
- December 19 – Library Board Meeting

4. Adjourn

A motion was made to adjourn the meeting at 8:40 p.m.

1st – Larry Kilgore

2nd – Willy Mena

The motion was passed unanimously.

Scott Teasdale, Secretary

Date



Novi Oaks Charter Chapter

Auction Chairs:

Christina Struwe

1748 Beechmont, Keego Harbor, MI 48320
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Cell: (586) 306-1826 Work: (248) 269-2035

Marcia Green

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ABWA MISSION

To bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support and national recognition

NOVI OAKS CHARTER CHAPTER

AMERICAN BUSINESS WOMEN'S ASSOCIATION

CHAPTER FOUNDED JANUARY 29, 1990

NOVI, MICHIGAN

November 19, 2012

Novi Public Library
45255 W. Ten Mile Road
Novi, MI 48375



Dear Novi Public Library:

Happy Holidays! We are writing to thank you and to let you know the results of our 8th Annual Autumn Brunch With Auction, held on October 27, 2012. Your donation to our auction helped us raise over \$9,500 for scholarships and education.

The American Business Women's Association (ABWA) is a national non-profit business league that supports and promotes the education and business development of women through networking at local, regional, and national meetings. We provide leadership opportunities, scholarships, grants, and tuition reimbursement programs. The Novi Oaks Charter Chapter of ABWA donates each year to local colleges and to ABWA's national Stephen Bufton Memorial Education Fund.

We are proud to announce that Novi Oaks was recognized as an ABWA "Best Practices" chapter at the 2012 National Women's Leadership Conference in Memphis, Tennessee, on October 11, 2012. For more information, please visit www.ABWA-NOVI.org. For more information about ABWA, you may visit www.abwa.org or www.abwa-emc.org (Eastern Michigan Council). You may access our October 2012 newsletter, in which all of our auction donors were listed: http://www.abwa-novi.org/PDFs/October_2012_Newsletter.pdf

We hope we can count on your continued support with donated items or gift certificates for our 9th Annual Autumn Brunch With Auction, to be held on October 19, 2013. We hope you will be able to join us at that event!

Our best to you for your continued success in 2013.

Sincerely,

Christina Struwe, Auction Co-Chair

Marcia Green, Auction Co-Chair

The Novi Oaks Charter Chapter of ABWA

In Gratitude to Novi Public Library

*For your support of the 8th Annual Autumn Brunch With Auction
Raising over \$9,500 for Scholarships and Education*

Christina B. Struwe

Christina B. Struwe, Auction Co-Chair

Marcia L. Green

Marcia L. Green, Auction Co-Chair

And the entire ABWA Auction Team



NOVI PUBLIC LIBRARY – 2012/2013 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:	Increase resident usage of Library services.		
Tactic	Owner	Status	Due Date
Promote Library services through social media, including Facebook, Pinterest, Twitter, and blogging	Info Services		Ongoing
Tactic	Owner	Status	Due Date
Promote Library services through newspapers, radio, television, and electronic media	Admin	Teen Space articles appeared in Patch and Novi News	Ongoing; 11/12
Tactic	Owner	Status	Due Date
Geek the Library national campaign—one year commitment	Admin	Promoted at various events, including Trick or Trucks and Community Reads, and in Library	5/13; 11/12
Tactic	Owner	Status	Due Date
Promote specialized patron services, such as online holds, online renewals, self-checkout, self-service holds, after hours holds, lending laptops, etc.	Support Services; Admin	Two-sided bookmarks being created to promote two services each month; promoting lending laptops with signs and slides	Ongoing; 10/12
Review current brochures; revise and/or create new as needed	Admin; Managers	Welcome brochure updated; Circulation brochure to be reviewed; considering separate brochures for meeting room rentals, notary service; Gift for Today brochure updated reflecting new tax laws	10/12; 11/12
Strategy:	Determine appropriate hours and levels of service.		
Tactic	Owner	Status	Due Date
	Admin		
Strategy:	Increase usage of services and facility with community partners.		
Tactic	Owner	Status	Due Date
Investigate possibility of providing City services at Library, e.g., dog licenses, park permits, etc.	Admin	Currently offering notary public service	10/12
Participate in City wide events	Admin	Offered programs during Light Up the Night	11/12
Encourage use by homeowners associations	Admin	Invited to hold meetings here at no cost when including Library tour or talk; presented to Crosswinds and Taft homeowners groups; tours given to Royal Crown and North Haven homeowners associations	Ongoing; 11/12; 12/12
Provide space in the library for community group use to draw in non-library users	Admin; Info Services	Partnered with Novi Girl Scout Troop 4108 so they could display posters on bullying for a project;	10/12; 11/12

		provided space for Middle School's winning posters detailing Red Ribbon Week	
Outreach to community partners to strengthen presence of library as valued resource	Admin	Attended Novi Youth Assistance Annual Breakfast/Attended Walsh College Breakfast	11/12; 12/12
Provide library tours/ presentations to local community groups to promote services to non-library users	Admin	Provided tour to Crosspoint Church	10/12
Strategy:	Improve reporting of statistics for library/building/technology usage.		
Tactic	Owner	Status	Due Date
Report on NPL website hits	Admin	Reports to be provided 2/year: July & Jan; new website vendor will be able to provide more info, including Google analytics	Ongoing
Provide statistics as requested about borrower registration, library card usage, etc.	Support Services		Ongoing

Services/Collections/Programs/Technology—Goal #2:			
Provide quality services, collections, programs and technology that meet the changing needs of our community.			
Strategy:	Market and promote the Local Author/Artist Collection.		
Tactic	Owner	Status	Due Date
Partner with local groups, i.e., writer's groups, Novi schools, to promote this collection	Info Services	Begin with the introduction of the collection to the community; adding "Collections" page to Resources tab on library website that will include the Local Author/Artist collection	11/12
Strategy:	Adapt to changing needs of the community.		
Tactic	Owner	Status	Due Date
Adjust procedures as required to adapt to changes in services and collections as determined by Admin.	Support Services; IT/Facilities	Removed time limits from computers when no wait list; will consider renewals for movies	Ongoing; 11/12
Strategy:	Improve services through use of new technology.		
Tactic	Owner	Status	Due Date
Investigate "Get in Line" holds service	IT/Facilities		5/31/13
Investigate RSS feeds or other tools for notification of new materials	IT/Facilities; Info Services		3/31/13
Investigate a library app, possibly partnering with City	IT/Facilities; Info Services	Reviewed Boopsie for Libraries and plan to implement; City pursuing other options	3/31/13; 11/12
Investigate possibility of scanning patron barcodes from	IT/Facilities; Support		4/30/13

phones or other devices	Services		
Increase use of self-checkout by 2% (from 58% to 60%)	Support Services	Promote through bookmarks and staff interaction with patrons	6/30/13
Consider how to increase use of drive-up services	Support Services		6/30/13
Investigate tools to increase communication with patrons outside of the library	Info Services	AS attended webinar on Mosio's Text-a-Librarian service	11/12
Maintain strong customer focus	Managers	Consider how to go from NO to YES; added more scanning capabilities for public	6/30/13; 12/12
Strategy:	Improve workflows for increased efficiency.		
Tactic	Owner	Status	Due Date
Review processes for check-in and sorting of materials in AST room and elsewhere	Support Services; IT/Facilities	Check with TechLogic for enhancements; review products from other companies; Intelletto device reviewed but found to be unnecessary	6/30/13; 10/12
Strategy:	Partner with the community for programming.		
Tactic	Owner	Status	Due Date
Coordinate with the Neighborhood Library Association for the annual Community Read Events	Admin; Info Services	Self-Defense for Women (10/6); Meet the Co-Author (11/14); book discussions; capacity crowd attended presentation by Jennifer Thompson, author of <u>Picking Cotton</u>	11/12
Strengthen the relationship between the Library and local Novi senior facilities	Info Services	Provide data and evaluation on a monthly basis; as part of the Morning Arts series: provided two programs primarily attended by local senior facilities	Ongoing; 11/12

Staff Development—Goal #3:

Provide a well-trained, appropriately compensated staff that is engaged in the Novi community and within the library profession.

Strategy: Increase staff involvement in community activities.

Tactic	Owner	Status	Due Date

Strategy: Establish a staff enrichment committee.

Tactic	Owner	Status	Due Date
Acknowledge new and departing staff, employment anniversary dates, birthdays, etc.	Admin	Birthday cards with gift cards; e-mail announce to all staff; recognition at Board meetings	6/30/13
Enhance team-building and camaraderie	Admin	Plan more staff celebrations, e.g., National Library Workers Day in April	6/30/13
Strategy: Ensure NPL staff is recognized within profession: conferences, workshops, speaking engagements.			
Tactic	Owner	Status	Due Date
Provide opportunities for participation with MLA and other organizations	Admin	Several staff attended MLA annual conference events: JF, MEM, MEKO, AS, DD, BD, MJR, MS, ME, BB, JB, MZ, MES, SC	11/12
Maintain staff participation with TLN committees	Admin	AS is Chair of Youth Services Comm.; AP is Chair-elect of Technology Comm.; WT attends SASUG	10/12
Strategy: Ensure adequate training and development for staff.			
Tactic	Owner	Status	Due Date
Provide training to supervisory and other staff	Admin; Managers	Several staff attended Indian cultural training at City	Ongoing; 12/12
Provide annual Staff Development Day	Admin	Safety & Security in the Library, 11/16/12; included presentations by Library staff, City staff, Novi Fire and Police	11/12
Institute quarterly technology training for staff	IT/Facilities	Providing training for Microsoft Office 2010, Library equipment, including laptops, microphones, etc.	12/31/12; 11/12

Financial for Operations—Goal #4:

Balance the needs of the community with fiscal responsibility.

Strategy: Partner with City of Novi when possible for efficiency and cost effectiveness.			
Tactic	Owner	Status	Due Date
Streamline accounting and HR procedures through BS&A / OnBase	IT/Facilities; Admin	Connections, licenses, etc. ready; training to be done in Nov./Dec.; authorized users have been trained to use OnBase for approval and reporting	6/30/13; 11/12; 12/12
Strategy: Implement a three year technology plan.			
Tactic	Owner	Status	Due Date
	IT		
Strategy: Work with City of Novi Finance Department to forecast future revenues and expenditures.			
Tactic	Owner	Status	Due Date

	Admin		Ongoing
Strategy:	Maintain process of one year budget and two year projection.		
Tactic	Owner	Status	Due Date
Budget process continues yearly	Admin; Board	Budget study sessions scheduled: Feb. 9 & 23	3/13; 11/12
Strategy:	Target to break even and meet library budgetary needs without deficit spending.		
Tactic	Owner	Status	Due Date
Budget process continues yearly	Admin; Board	Budget planning for 2013/14 in process	12/12
Keep to budget	Info Services		Ongoing

Fundraising—Goal #5:			
Create fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.			
Strategy:	Pursue grant opportunities.		
Tactic	Owner	Status	Due Date
Actively seek sponsorships/donations/grants	Info Services	Currently applying for two YALSA grants due in January 2013	Ongoing; 11/12
Strategy:	Optimize room rental opportunities.		
Tactic	Owner	Status	Due Date
Support room rentals, including set-ups, credit card payment, etc.	IT/Facilities	Investigating low or no cost options to ease credit card acceptance in Admin Office; considering new option for full building rental	Ongoing; 10/12; 11/12
Strategy:	Plan at least one significant fundraising event a year for operational purposes/offset general fund.		
Tactic	Owner	Status	Due Date
Book It! annual event	Admin	Diamonds & Denim 4/26/13; planning committee is active; sponsorships secured	4/13
Reach out to local businesses for fundraising / sponsorship support	Admin	Partnering with Friends of NPL for Varsity Lincoln test drive fundraiser; raised \$2,680	Ongoing; 11/12
Strategy:	Seek other fundraising opportunities/activities/events throughout the year.		
Tactic	Owner	Status	Due Date
Assist with fundraising initiatives such as Shop for a Cause, Food for Fines, etc.	Support Services	Shop for a Cause (8/12); Food for Fines (2/13)	Ongoing
Consider implementing "Adopt-a-Planter" for patio	IT/Facilities		3/31/13
Strategy:	Actively recognize sponsors/partners for fundraising initiatives.		
Tactic	Owner	Status	Due Date

Plan event to thank business donors	Admin	Donor/Sponsor breakfast planned for 10/26/12	10/12
Send letter for annual donation drive	Admin	Annual letter sent	12/12
Strategy:	Execute "Gift for Tomorrow" campaign.		
Tactic	Owner	Status	Due Date
Fundraising Committee to work on this	Admin; Board		
Strategy:	Maintain and promote existing donation opportunities (brick pavers, trees, books, etc.)		
Tactic	Owner	Status	Due Date
Fundraising Committee to work with staff	Admin; Board	Ongoing	

Board Engagement—Goal #6

The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.

Strategy:			
Tactic	Owner	Status	Due Date
Strategy:	Assign a Trustee to actively participate with Novi Historical Commission.		
Tactic	Owner	Status	Due Date
Strategy:	Engage Trustees in State Library initiatives.		
Tactic	Owner	Status	Due Date
Invite Trustees to participate in MLA	Admin/Board	Trustees Teasdale and Verma attended MLA annual conference	11/12
Strategy:	Engage Trustees with Friends of Library.		
Tactic	Owner	Status	Due Date
Strategy:	Engage Trustees in Library programs and services.		
Tactic	Owner	Status	Due Date
Trustees to volunteer as ambassadors at Welcome Desk	Board; Admin	Trustees cover Monday night (7:00-9:00) desk shift on a rotating schedule	Ongoing

Policies and Planning—Goal #7:

Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

Strategy:				Increase effective staff communication.			
Tactic		Owner		Status		Due Date	
Provide monthly staff meetings/ planning sessions		Info Services		Provided two meetings for IS staff with a 98% attendance; providing email planning/discussions monthly; <i>IS meeting regularly</i>		Ongoing; 10/12; <i>11/12; 12/12</i>	
Strategy:				Achieve QSAC (Quality Services Audit Checklist) certification.			
Tactic		Owner		Status		Due Date	
Implement changes as needed to meet QSAC requirements and submit request for certification		Admin					
Strategy:				Implement new technology plan.			
Tactic		Owner		Status		Due Date	
Strategy:				Develop and implement strategic plan for services/collections/programs/technology.			
Tactic		Owner		Status		Due Date	
Include Board, staff, community		Admin; Board		Committee has been meeting since 1/12; focus groups held throughout summer; draft plan in Oct.; <i>strategic plan for 2013-2018 approved</i>		<i>11/12</i>	
Strategy:				Work towards creating a ten year financial plan (2012-2022).			
Tactic		Owner		Status		Due Date	
		Admin; Board		<i>Financial plan approved</i>		<i>11/12</i>	
Strategy:				Support efforts of Historical Commission and Friends of the Library; include members in planning.			
Tactic		Owner		Status		Due Date	
Work with Historical Commission and Friends Board		Admin; Board					
Strategy:				Review Public Policy Manual.			
Tactic		Owner		Status		Due Date	
		Admin; Board					
Strategy:				Review Human Resources Policy Manual.			
Tactic		Owner		Status		Due Date	

NOVI PUBLIC LIBRARY – 2012/2013 GOALS – December 2012 Update

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:	Increase resident usage of Library services.		
Review current brochures; revise and/or create new as needed	Admin; Managers	Welcome brochure updated; Circulation brochure to be reviewed; considering separate brochures for meeting room rentals, notary service; Gift for Today brochure updated reflecting new tax laws	10/12; 11/12
Strategy:	Increase usage of services and facility with community partners.		
Tactic	Owner	Status	Due Date
Participate in City wide events	Admin	Offered programs during Light Up the Night	11/12
Encourage use by homeowners associations	Admin	Invited to hold meetings here at no cost when including Library tour or talk; presented to Crosswinds and Taft homeowners groups; tours given to Royal Crown and North Haven homeowners associations	Ongoing; 11/12; 12/12
Provide space in the library for community group use to draw in non-library users	Admin; Info Services	Partnered with Novi Girl Scout Troop 4108 so they could display posters on bullying for a project; provided space for Middle School’s winning posters detailing Red Ribbon Week	10/12; 11/12
Outreach to community partners to strengthen presence of library as valued resource	Admin	Attended Novi Youth Assistance Annual Breakfast/Attended Walsh College Breakfast	11/12; 12/12

Services/Collections/Programs/Technology—Goal #2:

Provide quality services, collections, programs and technology that meet the changing needs of our community.

Strategy:	Improve services through use of new technology.		
Tactic	Owner	Status	Due Date
Investigate tools to increase communication with patrons outside of the library	Info Services	AS attended webinar on Mosio’s Text-a-Librarian service	11/12
Maintain strong customer focus	Managers	Consider how to go from NO to YES; added more scanning capabilities for public	6/30/13; 12/12

Staff Development—Goal #3:

Provide a well-trained, appropriately compensated staff that is engaged in the Novi community and within the library profession.

Strategy:	Ensure adequate training and development for staff.		
Tactic	Owner	Status	Due Date
Provide training to supervisory and other staff	Admin; Managers	Several staff attended Indian cultural training at City 12/14	Ongoing; 12/12

Financial for Operations—Goal #4:

Balance the needs of the community with fiscal responsibility.

Strategy: Partner with City of Novi when possible for efficiency and cost effectiveness.

Tactic	Owner	Status	Due Date
Streamline accounting and HR procedures through BS&A / OnBase	IT/Facilities; Admin	Connections, licenses, etc. ready; training to be done in Nov./Dec.; authorized users have been trained to use OnBase for approval and reporting	6/30/13; 11/12; 12/12

Strategy: Target to break even and meet library budgetary needs without deficit spending.

Tactic	Owner	Status	Due Date
Budget process continues yearly	Admin; Board	Budget planning for 2013/14 in process	12/12

Fundraising—Goal #5:

Create fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.

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	Partnering with Friends of NPL for Varsity Lincoln test drive fundraiser; raised \$2,680	Ongoing; 11/12

Strategy: Actively recognize sponsors/partners for fundraising initiatives.

Tactic	Owner	Status	Due Date
Send letter for annual donation drive	Admin	Annual letter sent	12/12

Policies and Planning—Goal #7:

Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

Strategy: Increase effective staff communication.

Tactic	Owner	Status	Due Date
Provide monthly staff meetings/ planning sessions	Info Services	Provided two meetings for IS staff with a 98% attendance; providing email planning/discussions monthly; IS meeting regularly	Ongoing; 10/12; 11/12; 12/12

Strategy: Develop and implement strategic plan for services/collections/programs/technology.

Tactic	Owner	Status	Due Date
Include Board, staff, community	Admin; Board	Committee has been meeting since 1/12; focus groups held throughout summer; draft plan in Oct.; strategic plan for 2013-2018 approved	11/12

Strategy: Work towards creating a ten year financial plan (2012-2022).

Tactic	Owner	Status	Due Date
	Admin; Board	Financial plan approved	11/12

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 Prog - 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
942.000	Office Equipment Lease	13,356.00	16,375.00	13,500.00	13,500.00
942.100	Records storage	62.00	62.00	200.00	200.00
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	-290,120.00
	1 time staff pymt (11/12)			-22,500.00	
	Landscape Improvements			-10,000.00	-15,000.00
	TOTAL Fund Balance			-180,532.00	-305,120.00

*Budget amendment made on 8/15/12 by Library Board; decrease in property taxes by \$20,000.

**CITY OF NOVI - LIBRARY FUND
BALANCE SHEET - NOVEMBER 30, 2012**

GL Number	Description	Balance
*** Assets ***		
268-000.00-003.000	Cash and cash equivalents	\$ 3,632,985.42
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	74,276.96
	Total Assets	<u>\$ 3,707,762.38</u>
*** Liabilities ***		
268-000.00-202.000	Accounts payable	31,359.37
268-000.00-259.702	Accrued liabilities-tax	133,995.00
268-000.00-276.400	Deposit for Cafe	1,000.00
	Total Liabilities	<u>166,354.37</u>
*** Fund Balance ***		
268-000.00-390.000	Beginning Fund Balance	2,312,166.10
	Net of Revenues VS Expenditures	1,229,241.91
	Ending Fund Balance	<u>3,541,408.01</u>
	Total Liabilities And Fund Balance	<u>\$ 3,707,762.38</u>

CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING NOVEMBER 30, 2012

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 11/30/2012	AVAILABLE BALANCE	% BDGT USED
Revenues					
Property tax revenue					
268-000.00-403.000	Property tax revenue	\$ 2,219,000.00	\$ 2,194,383.70	\$ 24,616.30	98.89
State sources					
268-000.00-567.000	State aid	17,500.00	12,609.38	4,890.62	72.05
Fines and forfeitures					
268-000.00-657.000	Library book fines	57,000.00	32,196.67	24,803.33	56.49
268-000.00-658.000	State penal fines	65,500.00	74,540.59	(9,040.59)	113.80
	Fines and forfeitures	<u>122,500.00</u>	<u>106,737.26</u>	<u>15,762.74</u>	<u>87.13</u>
Interest income					
268-000.00-664.000	Interest on investments	25,000.00	6,394.54	18,605.46	25.58
268-000.00-664.500	Unrealized gain (loss) on investments	-	3,808.00	(3,808.00)	100.00
	Interest income	<u>25,000.00</u>	<u>10,202.54</u>	<u>14,797.46</u>	<u>40.81</u>
Other revenue					
268-000.00-665.000	Miscellaneous income	14,500.00	7,287.38	7,212.62	50.26
268-000.00-665.100	Copier	2,500.00	1,106.04	1,393.96	44.24
268-000.00-665.200	Electronic media (previously VHS)	3,500.00	223.00	3,277.00	6.37
268-000.00-665.266	Summer reading t-shirt sales	150.00	-	150.00	0.00
268-000.00-665.290	Library fund raising revenue	1,000.00	360.00	640.00	36.00
268-000.00-665.300	Meeting room	12,000.00	7,395.00	4,605.00	61.63
268-000.00-665.404	Novi Township assessment	6,130.00	5,681.00	449.00	92.68
268-000.00-665.650	Library Cafe	5,000.00	2,076.60	2,923.40	41.53
	Other revenue	<u>44,780.00</u>	<u>24,129.02</u>	<u>20,650.98</u>	<u>53.88</u>
Donations					
268-000.00-665.289	Adult programs	-	6,906.00	(6,906.00)	100.00
268-000.00-665.400	Gifts and donations	5,000.00	1,074.65	3,925.35	21.49
	Donations	<u>5,000.00</u>	<u>7,980.65</u>	<u>(2,980.65)</u>	<u>159.61</u>
Appropriation of fund balance					
268-000.00-680.000	Appropriation of fund balance	305,120.00	-	305,120.00	0.00
TOTAL Revenues		<u>\$ 2,738,900.00</u>	<u>\$ 2,356,042.55</u>	<u>\$ 382,857.45</u>	<u>86.02</u>
Expenditures					
Personnel services					
268-000.00-704.000	Permanent salaries	898,000.00	358,661.31	539,338.69	39.94
268-000.00-705.000	Temporary salaries	561,000.00	214,395.73	346,604.27	38.22
268-000.00-715.000	Social security	111,000.00	45,740.37	65,259.63	41.21
268-000.00-716.000	Insurance	212,000.00	56,847.74	155,152.26	26.81
268-000.00-716.200	HSA - employer contribution	10,800.00	2,625.00	8,175.00	24.31
268-000.00-718.200	Pension - defined contribution	24,000.00	9,871.69	14,128.31	41.13
268-000.00-719.000	Unemployment insurance	2,000.00	-	2,000.00	0.00
268-000.00-720.000	Workers compensation	2,500.00	2,216.98	283.02	88.68
	Personnel services	<u>1,821,300.00</u>	<u>690,358.82</u>	<u>1,130,941.18</u>	<u>37.90</u>

CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING NOVEMBER 30, 2012

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 11/30/2012	AVAILABLE BALANCE	% BDGT USED
Supplies					
268-000.00-727.000	Office supplies	17,500.00	6,117.11	11,382.89	34.95
268-000.00-728.000	Postage	2,100.00	410.55	1,689.45	19.55
268-000.00-734.000	Computer supplies, software & licensing	73,000.00	12,085.51	60,914.49	16.56
268-000.00-734.500	Computer supplies/equipment	12,000.00	1,742.53	10,257.47	14.52
268-000.00-740.000	Operating supplies	31,700.00	13,611.92	18,088.08	42.94
268-000.00-740.200	Desks, chairs, file cabinets, etc	300.00	-	300.00	0.00
268-000.00-741.000	Uniforms	-	101.45	(101.45)	100.00
268-000.00-742.000	Library books	190,000.00	76,586.68	113,413.32	40.31
268-000.00-742.100	Library Book - Fines	-	248.42	(248.42)	100.00
268-000.00-742.666	Books - miscellaneous grants	500.00	-	500.00	0.00
268-000.00-743.000	Library periodicals	17,000.00	12,954.00	4,046.00	76.20
268-000.00-744.000	Audio visual materials	53,400.00	32,893.87	20,506.13	61.60
268-000.00-745.200	Electronic media	43,200.00	19,040.71	24,159.29	44.08
268-000.00-745.300	Electronic resources (CD rom materials)	44,800.00	43,067.45	1,732.55	96.13
Supplies		485,500.00	218,860.20	266,639.80	45.08
Other services and charges					
268-000.00-801.925	Public information (cable, etc)	950.00	399.85	550.15	42.09
268-000.00-802.100	Bank services	2,500.00	1,370.47	1,129.53	54.82
268-000.00-803.000	Independent audit	700.00	590.00	110.00	84.29
268-000.00-804.000	Medical service	500.00	495.10	4.90	99.02
268-000.00-806.000	Legal fees	2,000.00	589.00	1,411.00	29.45
268-000.00-809.000	Memberships and dues	5,000.00	3,243.00	1,757.00	64.86
268-000.00-816.000	Professional services	5,000.00	200.00	4,800.00	4.00
268-000.00-817.000	Custodial services	36,000.00	10,019.50	25,980.50	27.83
268-000.00-818.000	TLN Central Services	6,000.00	6,091.20	(91.20)	101.52
268-000.00-851.000	Telephone	16,800.00	5,780.31	11,019.69	34.41
268-000.00-855.000	TLN Automation Services	64,400.00	34,172.12	30,227.88	53.06
268-000.00-862.000	Mileage	1,000.00	165.04	834.96	16.50
268-000.00-880.000	Community promotion	5,000.00	2,681.49	2,318.51	53.63
268-000.00-880.268	Library programming	20,000.00	9,088.69	10,911.31	45.44
268-000.00-880.271	Adult programs	-	4,701.15	(4,701.15)	100.00
268-000.00-900.000	Printing, graphic design and publishing	28,750.00	11,449.99	17,300.01	39.83
268-000.00-910.000	Property & liability insurance	13,300.00	12,684.00	616.00	95.37
268-000.00-921.000	Heat	16,000.00	2,298.71	13,701.29	14.37
268-000.00-922.000	Electricity	86,000.00	41,192.01	44,807.99	47.90
268-000.00-923.000	Water and sewer	5,500.00	1,254.32	4,245.68	22.81
268-000.00-934.000	Building maintenance	48,500.00	21,336.83	27,163.17	43.99
268-000.00-935.000	Vehicle maintenance	2,000.00	269.05	1,730.95	13.45
268-000.00-941.000	Grounds maintenance	40,000.00	37,587.28	2,412.72	93.97
268-000.00-942.000	Office equipment lease	200.00	5,408.13	(5,208.13)	2,704.07
268-000.00-942.100	Records storage	13,500.00	46.50	13,453.50	0.34
268-000.00-956.000	Conferences and workshops	12,500.00	4,467.88	8,032.12	35.74
Other services and charges		432,100.00	217,581.62	214,518.38	50.35
TOTAL Expenditures		\$ 2,738,900.00	\$ 1,126,800.64	\$ 1,612,099.36	41.14
NET OF REVENUES & EXPENDITURES			<u>\$ 1,229,241.91</u>		

CITY OF NOVI - WALKER FUND
BALANCE SHEET - NOVEMBER 30, 2012

GL Number	Description	Balance
*** Assets ***		
Cash and cash equivalents		
269-000.00-003.000	Cash and cash equivalents	\$ 1,531,119.80
	Total Assets	<u>\$ 1,531,119.80</u>
*** Liabilities ***		
Liabilities - current		
269-000.00-202.000	Accounts payable	9.20
*** Fund Balance ***		
Fund balance		
269-000.00-390.000	Fund balance	1,444,764.22
269-000.00-390.262	Restricted-Book It-childrens collections	21,659.44
269-000.00-390.267	Restricted for Druschel collections	1,180.00
269-000.00-390.271	Restricted for youth collection area	1,043.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	4,264.75
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	4,947.71
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	80.29
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,082.24
269-000.00-390.287	Restricted-youth dept programming (Crop)	340.00
269-000.00-390.288	Restricted in memory of Carol Davio	2,785.00
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	580.00
	Net of Revenues VS Expenditures	(3,904.71)
	Ending Fund Balance	<u>1,531,110.60</u>
	Total Liabilities And Fund Balance	<u>\$ 1,531,119.80</u>

REVENUE AND EXPENDITURE REPORT - PERIOD ENDING NOVEMBER 30, 2012

GL NUMBER	DESCRIPTION	END BALANCE 11/30/2012
Revenues		
Interest income		
269-000.00-664.000	Interest on investments	\$ 161.45
269-000.00-664.500	Unrealized gain (loss) on investments	1,099.50
	Interest income	<u>1,260.95</u>
Donations		
269-000.00-665.271	Donation-general-youth collections	165.00
269-000.00-665.274	Donations-brick pavers	125.00
269-000.00-665.285	Donations - Community Read	2,000.00
269-000.00-665.286	Donations - Light Up the Night	200.00
269-000.00-665.402	Donations - specific collections	235.00
	Donations	<u>2,725.00</u>
TOTAL Revenues		<u>\$ 3,985.95</u>
Expenditures		
Supplies		
269-000.00-742.262	BookIt costs & childrens collections	506.00
269-000.00-742.267	Books - parenting	289.41
269-000.00-742.268	Druschel collection expenditures	179.62
269-000.00-742.285	Community Read expenditures	2,664.70
269-000.00-742.286	Light Up the Night expenditures	134.95
269-000.00-742.288	Artwork in memory of Carol Davio	2,643.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,472.98
	Supplies	<u>7,890.66</u>
TOTAL Expenditures		<u>7,890.66</u>
NET OF REVENUES & EXPENDITURES		<u>\$ (3,904.71)</u>

CITY OF NOVI
LIBRARY INVESTMENTS
November 30, 2012

Investment Date	Invest. Ref. #	Description	Maturity Date	Interest Rate	Market Value	Interest Due
		268 Library Fund				
11/30/12		Chase Bank High Yield Savings		0.20%	\$ 98,694	
11/30/12		Citizens Republic NOW Account		0.15%	\$ 25,897	
11/30/12		Fifth Third Bank Short Term Investment		0.25%	\$ 275,431	
11/30/12		Flagstar Bank Public Funds Liquid Assets		0.25%	\$ 21,512	
11/30/12		Oakland County Local Government Investment Pool (LGIP)		0.50%	\$ 1,856,551	
10/19/11		State of Michigan Bonds (UBS Financial Services)*	12/01/18	2.90%	\$ 1,054,520	
06/28/12		Government Agency (UBS Financial Services)***	06/28/27	3.53%	\$ 300,381	
		Inves				
11/30/12		Total 268 Library Fund			\$ 3,632,985	\$ -
		269 Walker Library Fund				
11/30/12		Fifth Third Bank Short Term Investment		0.25%	\$ 529,381	
10/19/11		State of Michigan Bonds (UBS Financial Services)*	12/01/18	2.90%	\$ 474,534	
06/07/12		Government Agency (UBS Financial Services) FNMA****	06/07/17	1.26%	\$ 527,205	
11/30/12		Total 269 Walker Library Fund			\$ 1,531,120	\$ -
11/30/12		Total Library (268) and Walker (269)			\$ 5,164,105	\$ -

*State of Michigan General Obligation Bonds (purchased at discount); yield-to-maturity 2.90%

***Step instrument - yield-to-maturity 3.53%; 2% coupon to 12/17

****Step instrument - yield-to-maturity 1.26%; 1% coupon to 06/15

Director's Report – Julie Farkas



From the Staff of the Novi Public Library – We wish our Novi Community a wonderful and joyous holiday season and Happy New Year! Special thanks to the Friends of the Novi Library for their generous gift of fleece vests for the staff to wear this winter season. The vests include the Library's new motto: *Inform. Inspire. Include.*

Fundraising Events at NPL

The past few months we had some remarkable fundraising events. The two On the Road events (Lansing – Capital Tour and Detroit – DIA and Detroit Architecture) were well received by the many that attended. The Library made a profit of \$1,737.57 for the two On the Road programs. In mid-November, the Library partnered with Varsity Lincoln for a Drive Smart event. This event raised \$2680. Both fundraising initiatives were managed by the amazing talents of Margi Karp-Opperer, Assistant Director of Public Services. Margi did a fantastic job with planning, promotion and execution. Her two assistants in these endeavors were Marcia Dominick and Diana Gertsen who handled most of the registrations and administrative duties. A HUGE thank you goes to this team who raised monies that will support Adult programming and the purchase of a Library App.

The Smartest Card in YOUR Wallet

The Management and Support Services Teams have met and discussed requiring library cards for use of the various components of the Library. We feel requiring a card for library services would make library usage easier for the patron in a variety of ways as well as maintain more accuracy and consistency at the Library. I would like the Library Board's support to push a 6 month campaign that would promote the requirement for the Library card for library usage (January 2013 – July 2013) with the requirement going into effect July 1, 2013. We feel the library staff could give its best service to patrons when the patron's card is readily available during library interactions. In addition, we would no longer charge patrons for lost cards in order to make the importance of the card more valid. A number of libraries in TLN have gone to requiring the library card for service in order to provide the best service possible to their patrons.

Reasons for requiring Library Cards

1. Accountability- no more “I never checked that out disputes”; you used your card or gave it to someone else to use.
2. Already required at self-check stations and drive-up window – making it uniform everywhere.
3. Cards are required for on-line use/downloads/software/Databases.
4. Reduces risk of error when typing info rather than scanning.
5. Avoids difficulty in determining correct patron when names are similar or even the same.
6. Eliminates the possibility of checking an item out to the wrong patron person.
7. Will help to drive more self-check usage.
8. Help reference in placing and checking on patron holds.
9. Fewer Guest Passes will be needed. (Paper cost savings for the Library)
10. Avoids waiting in line for those who do come prepared.
11. Fairness to others who always have the card with them.
12. Will help to eliminate long lines of people patrons who do have their card, while waiting for patrons who don't have their cards to be validated in the database.
13. Will eliminate the “frequent offenders”- the patrons who routinely say “look me up”.
14. Doesn't penalize minors who have no other ID to use in place of their card.
15. Building responsibility in children for carrying their own card – some parents aim for this.
16. To have a library card in hand – is to show that it is the “most important card in your wallet”.
17. Faster service by Library Staff can be provided to patrons when the library card is in hand.

2012 MLA Conference

I would like to take this opportunity to thank the Library Board for their support of me over the last year as I represented the Novi Public Library at the State level to be Chair of the 2012 Annual Conference. Being a part of the conference was a great experience and opportunity for me. I had my last meeting on December 6th with my committee and we received some great feedback from the conference attendees.

Reaching out to Fox Run – Author Series

I had the opportunity to meet with the Philanthropy Director for Fox Run. In our conversation we began the preliminary planning for an Author Series that we hope to bring to the residents of Fox Run and Older Adults in the Novi community in spring – fall 2013. I will meet in January with a group of residents to form a committee and establish more details of the events. The Strategic Plan has a goal to create an Older Adults advisory committee to gain ideas and feedback to foster new programming and events for the Library. It is with this connection that I hope to begin this process.

2013-2014 Budget, State Aid Report and DSLRT Update

During the months of December, January and February I will be concentrating on the formulation of budget figures and items of interest to be considered by the Board for 2013-2014. The City will be holding their annual budget input session on Saturday, January 5th from 9-3pm which I will take part in. I have a meeting scheduled with the new Finance Director, Nevrus Nazarko, to discuss the various figures that I will need for budget planning in mid-January. I will extend an invitation for Nevrus to attend the January Library Board meeting in order for board members to meet him. I am also working to meet the February deadline for the submission of the State Aid report. This is quite a process as I gather a number of figures from various departments to make this report complete. The DSLRT report was filed in early December and copies of the report were shared with the Board members via email in mid-December.

Public Services Report – Margi Karp-Opperer

Even though the leaves are gone from the trees or at least lost all of their color, no one is complaining since the weather has been fairly mild this month. We've had a busy November, and a good one. One of our highpoints of the month was the 2012 Community Reads Author Event with Jennifer Thompson-Cannino. The Novi Community was treated to a compassionate interaction and explanation by the author as she shared her experiences living her story and then writing it down. This is our 3rd Annual and we look forward to countless more Community Reads.

Another feature was the Light Up the Night @ the Library that we collaborated with the City of Novi on. Excitement filled our lobby as we offered a magic show with Tom Plunkard – sponsored by the Berenguer Family, crafts, face painting, free hot chocolate by Read-A-Latte Café, free cookies courtesy of Wal-Mart and free popcorn by us. Close to 500 people were in attendance for the library's festivities.

Other programs:

- The Local History Room is open the 1st and 3rd Mondays of the month, staffed by the Historical Commission.
- Tuesday mornings, the staff of OLHSA (Oakland Livingston Human Service Agency) assisted residents with their special needs.
- The second "On the Road with NPL" trip to Detroit's DIA was very well attended.
- The monthly delivery of Novi Newbies' backpacks to St. John Providence Park was done.
- Coffee with Novi Schools Superintendent, Steve Matthews, continues to be offered.
- Welcome brochures in English and Japanese were delivered to NSD for our new residents.
- "Michigan 529 College Planning and Saving" was presented through our partnership with Sigma Financial of Novi.
- Outstanding business/financial programs were given:
 - a. Business Research: Feasibility to Expansion
 - b. Money Manners: Manage Your Future Now
 - c. SCORE Business Counseling
 - d. SCORE Business Mentoring
 - e. Entrepreneurship Database Webinar
- Listen @ the Library series with our partnership with Chamber Music Society of Detroit, PNC Foundation, Nordstrom, and the Friends of the Novi Library presented the inspiring Linden String Quartet to a very appreciative audience.
- "Making Sense of Sensory Systems" was presented.
- We hosted "Drive Smart for the Cause" with Varsity Lincoln as our 1st fundraiser with them.
- Our partnership with St. John Providence Park offered "A Better You Series on Mediation." There was a waiting list for this exceptional program with Dr. Schubiner.
- Monthly scheduled programs from the Adult Services' Department ran smoothly with: Computer instruction classes (Excel Basics, Word Basics), 3 Adult Book Discussion Groups, German, Mandarin & Spanish Language Conversation Groups, 1-on-1 internet and email instruction, 3 ESL Book Discussions, 3 English Conversation Groups, 4 Evening ESL Book Discussions, Novi Writer's Groups, and the weekly Knit2gether Knitting Circle.
- The Youth Department offered their tremendous selection of classes with Story times for babies, tots, three and four year olds. The monthly programs of Kiddie Crafts, Starlight Story Time, 3 preschool playgroups, Lego Clubs, Snack Tales were also offered. Special for the month was Super Saturday Story Time. To prepare for the holiday season we offered a unique program on Candle Decorating.

- Two months have gone by since we unveiled the NPL Teen Space. We partner with Novi Youth Assistance, Novi Schools and Novi Parks, Rec and Cultural Services to monitor the space and provide a welcoming area for our local teens. Each day we see new faces and we are delighted in the teen's response.
- WOW Scholarship Essay Writing Workshop was offered to our 9th -12th graders.
- The youth area's featured collection was Let's Celebrate, the Adult's was Pathway to Wellness and the Database of the Month for November, 2012 was Entrepreneurship (starting a new business).

Building Operations Report - Mary Ellen Mulcrone



Bill Bembeneck and Keith Perfect have successfully graduated from the City of Novi's eight-week Community Emergency Response Team (CERT) program. Having staff with this special training is a wonderful asset to the Library.

Dominic Doot has held several training sessions both for staff (using audiovisual and other equipment for meeting rooms, etc.) and public, including Skype Essentials, e-Reader Instruction, Transferring VHS to DVD, Tech Time sessions, and a new drop-in session in the Computer Lab to help patrons with technology questions.

The winter holiday tree is on display near the door to the patio. Decorations, time, and talent were donated by Theresa Coloske.

The Firesign interactive display in the lobby is being updated to include our newest artwork: "Tree of Life" is displayed at the Checkout Desk, and "Maha Maze" is across from the café,

Our IT staff coordinated with City IT and Finance staff to allow authorized NPL staff to use the OnBase software for accounts payable. This new system will allow us easier access to more information but without the need to store everything on paper.

An additional flatbed scanner with increased capabilities for public use has been installed at one of the Rosetta Stone workstations.

The trees in our landscape were pruned to remove obstructing lower branches, permit new growth, and shape the trees for aesthetic purposes.

A plethora of routine tasks, including washing the west walls on both floors, cleaning the AST, cleaning the café drains, washing windows, and checking emergency equipment/lighting were also completed.

Budget planning for 2013/2014 has begun. At this time of year, our service traffic tends to slow a little, so we are taking advantage of this time to work on creating and updating procedural documentation.

TLN will be performing system maintenance over the holidays (12/23 - 12/25). Patrons may experience intermittent down time with the online catalog during this period.

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	66,133	56.84%	37,590	8,850	7,343	4,124	9,243	6,004	2,026
March	69,785	56.62%	39,511	10,005	7,602	3,916	9,979	6,130	1,879
April	64,478	57.63%	37,160	9,356	7,164	3,614	9,185	5,843	1,998
May	61,930	57.77%	35,774	9,256	7,092	3,915	9,067	4,716	1,728
June	73,046	61.68%	45,057	10,110	8,223	4,880	11,716	7,527	2,601
FYTD	803,552	58.47%	469,830	117,523	94,045	54,333	113,300	65,484	25,145

Self-Check Totals 2012-13 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	83,350	60.03%	50,038	10,490	9,420	5,579	13,483	8,706	2,360
August	76,559	60.05%	45,970	10,285	8,233	4,976	12,253	7,783	2,440
September	62,773	57.80%	36,285	8,313	6,853	3,609	9,698	6,197	1,615
October	65,353	56.96%	37,226	8,339	7,067	3,692	9,745	6,677	1,706
November	62,449	57.92%	36,168	8,234	6,049	3,663	10,414	6,230	1,578
December									
January									
February									
March									
April									
May									
June									
FYTD	350,484	58.69%	205,687	45,661	37,622	21,519	55,593	35,593	9,699

Library Usage									
2011-2012 Fiscal Year					2012-2013 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	34,449	1,325	246	26	July	38,858	1,495	254	26
August	34,388	1,274	254	27	August	33,175	1,229	261	27
September	30,118	1,076	248	28	September	31,011	1,108	244	28
October	31,108	1,003	266	31	October	32,303	1,042	281	31
November	30,550	1,091	248	28	November	32,454	1,119	244	29
December	28,028	1,038	252	27	December		0	229	26
January	25,847	891	252	29	January		0	270	30
February	32,234	1,112	226	29	February		0	248	28
March	34,536	1,114	281	31	March		0	255	29
April	32,318	1,154	251	28	April		0	270	30
May	30,763	1,099	255	28	May		0	258	28
June	34,232	1,317	254	26	June		0	239	25
FYTD Total	378,571	1,120	3,033	338	FYTD Total	167,801	1,190	3,053	337

Early Literacy Workstation Usage							
2011-2012 Fiscal Year				2012-2013 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	20	204	10.20	July	991	26,315	26.55
August	659	16,686	25.32	August	1,006	25,947	25.79
September	538	11,793	21.92	September	749	17,162	22.91
October	112	2,353	21.01	October	829	19,488	23.51
November	413	10,070	24.38	November	834	20,451	24.52
December	743	18,730	25.21	December			
January	751	17,880	23.81	January			
February	800	20,397	25.50	February			
March	931	22,219	23.87	March			
April	828	18,790	22.69	April			
May	814	19,290	23.70	May			
June	877	22,061	25.16	June			
FYTD Total	7,486	180,473	24.11	FYTD Total	4,409	109,363	24.80

Number of Computer Logins					
2012-2013 Fiscal Year					
	Workstations	Wireless	Lending Laptops*	Total	Daily Average
July	8,302	15,104	0	23,406	900
August	7,926	14,352	0	22,278	825
September	7,090	12,680	0	19,770	706
October	7,539	13,578	0	21,117	681
November	7,895	14,263	3	22,161	791
December					0
January					0
February					0
March					0
April					0
May					0
June					0
FYTD Total	38,752	69,977	3	108,732	777

*Launched 10-01-2012

Minutes of the Friends of the Novi Library Board Meeting
November 14, 2012
7:00 pm

Present: Carol Hoffman, Bob Cutler, Pat and Barb Brunett, Carol Bauer, Marilyn Amberger, Sue Johnson, Evelyn Young, Julie Abrams

Guest: Sue Bebb

Absent: Jim McLean

- I. Call to Order—President Pat Brunett 2:00 p.m.
- II. Minutes of October 17, 2012 meeting. Motion to approve, Carol Bauer. Seconded by Julie Abrams. Motion passed 9-0.
- III. Reports/discussion
 - A. Library Board--Mr. Kilgore absent
 - B. Assistant Library Director—Margie Kopp-Opperer
 - Library will be closed for in-service (facility rules for fire/tornado).
 - Saturday--Used Book Sale
 - Varsity Lincoln test drive will provide income.
 - Memorandum of Understanding letter to be signed.
 - Book Page bill due. Motion to pay bill and place in budget under "Library contributions" made by Carol Hoffman and seconded by Julie Abrams. Passed.
 - Community Read--Author of Picking Cotton will give presentation November 14, 2012 at the library.
 - C. Treasurer's Report---Marilyn Amberger

August Checking Acct.	\$31,458.81
Savings Acct.	5,424.72
<u>CD Account</u>	<u>10,138.78</u>
Total	\$ 47,022.31
 - D. Book Nook---Sue Bebb
 - Sorting and collecting books, working with volunteers for the Book Sale.
 - E. Membership--Carol Hoffman, Sue Johnson
 - Renewals are coming in.
 - Membership summary from Sue was distributed to Board members.
 - F. Gift of Reading/Gala--Barb Brunett
 - E-mail update for Gala was sent to Board members.
 - G. Promotion/Tri-fold--Marilyn Amberger
 - Work on tri-fold is progressing.
 - Laura Liddicoat is leaving employment at the library, but Friends will still use Laura for our needs. We will adjust compensation as needed.

H. FOML Workshop
Barb and Pat attended very worthwhile workshop. Barb offered information on a unique way of promoting the library.

I. President--Pat Brunett

- Kaliedoscope series
- Memorandum of Understanding
- Pay Pal information--Willy Mena will assist.
- Group picture will be taken at December 12 meeting.
- Advocacy--Continue to advocate for and promote the library. New ideas welcome.
- Discussion about a committee of community members that can offer ideas and expertise on matters that would benefit the Friends.

IV. Adjournment

Motion made by Julie Abrams, seconded by Bob Cutler. Motion passed 9-0. The meeting adjourned at 4:00 pm.

Next meeting: December 12, 2012 7:00 pm.

Submitted by Julia Abrams, Secretary

Student Representatives' Report – November 2012

Prepared by: Jessica Mathew & Torry Yu

Teen Space

The **Teen Space** at the Library has finished its second month with popularity gaining. The teens have really started responding to this program. In November, we had 296 students visit the Teen Space in the 13 times it was offered, which averaged out to 23 kids each day. There were fewer Teen Space offerings due to Election Day and the Thanksgiving holiday.

On Wednesday, November 28, the Novi Youth Assistance, one of our partners, generously donated \$200 to purchase new furniture and games for the teen space. We will match the donation and the new materials will be purchased in time for students in the new semester – after midterms!

November Happenings

In November, we held a Super Smash Brothers Video Game Tournament which had 8 participants, and a WOW college scholarship essay writing workshop seeing 15 attendees.

We also wanted to thank 21 teen volunteers for helping us with various programs and projects at the Library, including assisting with our many activities at Light up the Night and at the Drive Smart for a Cause Fundraiser.

***What a great month for teens at the Novi Public Library!
HAPPY HOLIDAYS...from your NPL Student Representatives!! ☺***

City of Novi Historical Commission Minutes

October 24, 2012, 2:00 PM

Call to Order: The Novi Historical Commission was called to order at 2:05 pm, Local History Room, Novi Public Library.

Attendees: Members Roy Prentice, John MacInnis, Lynne Boyle, absent Sandy McCarthy, student Rep. Namratha Atluri, plus visitors Kathy Mutch and Sue Grifor,

Agenda: Lynne Boyle moved to approve the Agenda, second by JRM, all approved.

Approval of Minutes: Lynne Boyle moved to approve the Minutes of Sept 24, 2012, second by JRM - all approved.

Finance: Financial report this month, total avail at Start of year = 13,500 with 11,800 remaining. There has been very little financial activity at this point in the fiscal year.

Liaison Report: Betty Lang was not available for this meeting

Updates & Discussion:

Speakers for Winter/ spring 2013 we had an update on Kathy Mutch's recent activity, she is working on an archeological dig for Wayne State, near the Michigan Central bldg. Kathy is going to continue working as a consultant for the commission, in that she is planning to interview historical people in the community, ex: Lee Begole, Margaret Schmidt and other historical organizations for longevity and activity

- Fall speakers are Kathy Crawford, October speaker, was entertaining and very instructive. Ed Kriewall will be speaking in December, it's necessary to register with the library for these talks.
- Speakers for the Winter/spring 2013: Kathy Mutch March 2013 will be speaking about the Knapp Cemetery and the historical people buried there. Roy expects to have Ron Campbell to speak about Novi's architectural homes for January 2013

Update on the improvements to the Local History Room:

Etching or overlay on the windows are still being discussed.

Baseline project Award: Roy reported that Oct. 19th he accepted two awards from Keep Michigan Beautiful at the award ceremony in Dearborn. One being for the Baseline Marker on 8 Mile near Napier Road at the entrance to the ITC Park. The second award was for the Children's Garden at Tollgate farm.

Pavilion Shores Park signage: Jason Mangum, Novi Parks director continues to seek the guidance of the commission concerning display signs for the new Pavilion Shores Park on South side of Walled Lake.

Update on the LH History Computer system; previously approved \$2500, actual cost exceeded the approved amount slightly. The commission Moved to increase the computer budget not to exceed \$2600. Lynne Boyle Moved, Sec. John MacInnis, all approved by the commission.

Other items: Roy asked Student Namrantha to volunteer to do some research for the commission. She agreed and will make a summary for the November Comm. Meeting.

Next meeting: Nov. 28th, 2012 at 2:00 PM Local History Room, Novi Public Library
Meeting adjourned 5:15 PM

Respectfully submitted, John R. MacInnis, Member

Board & Administrator

FOR BOARD MEMBERS

November 2012 Vol. 29, No. 3

Editor: Jeff Stratton

Recruit board members with “networks”

A lively Luncheon Plenary question-and-answer session at the *BoardSource Leadership Forum 2012* in Chicago between Reid Hoffman, co-founder and executive chairman, LinkedIn and Linda Crompton, president and CEO, BoardSource, presented new thinking about how to recruit productive members to your board.

Hoffman said in the Silicon Valley, tech entrepreneurs want to know the composition of the boards upon which they sit before they will agree to serve. They think about board members in terms of the “networks” of other talented people who could add value to the board.

Board members should ask this question when considering prospective board members: Is this person adding an impressive network and set of skills that can boost our organization?

Look for people who can help the board understand the risks and opportunities facing the

organization, Hoffman said. “They will help you be smarter about how you operate,” he said.

You want to find board members with a network of exposure, intelligence and expertise in the core thing you do, Hoffman said. And don’t neglect the “serendipity” factor when assessing potential board talent. “These are the kind of board members who bring opportunity to you because of the type of questions they ask and the insights they bring,” he said.

Key recruiting strategy: To add value to your board team, Hoffman said, recruit board members who are good at composing high-performance boards.

Hoffman, who serves on both for-profit and nonprofit boards, said both suffer from similar problems in recruitment. “They are not systematic about it and do not perform a deep analysis,” he said. “Too often, they take people ready to hand.” ■

Ask strategic questions during troubled times

In her session *Increasing Board Engagement by Redesigning the Work of Your Board* at the *BoardSource Leadership Forum 2012* in Chicago, presenter Susan Meier said the board should be performing value-added strategic work during hard economic times.

Meier, principal, Meier and Associates and a Senior Governance Consultant with BoardSource, said the board can do this by asking strategic questions such as:

- How is demand for our programs changing as a result of the troubled economy?
- What would be the benefits and drawbacks of merging (or forming a strategic partnership) with another institution vs. remaining independent? “It’s important to think about this question when you are not facing the issue,” Meier said. “Assess this in advance.”
- How can these challenging times drive innovation for our organization? ■

New year presents opportunity to emphasize board professionalism

Some boards have it and some boards don't. If your board does one thing this year to improve itself, make it a commitment to act professionally. The organization's stakeholders and community leaders expect board members to act professionally at all times.

There are many areas in which board members can demonstrate their professionalism. Here are three that are highly public, and should be points of emphasis:

1. Come prepared to meetings. Know what will be on the meeting agenda and read all supporting documentation in advance of the meeting. Contact the executive director and/or board chair with questions prior to the board meeting.

2. Conduct orderly board meetings. Board meetings are not the time to spring surprises or work on any personal pet issue. Respect other board members who have been given the floor. Respect the board chair's authority to conduct the board meeting. When staff, the executive director or a guest address the board, do not interrupt or become hostile.

3. Respect the CEO's position as leader. A mutual trust needs to exist between the board and its administrator. Give the administrator the authority to implement the board's policies and plans. Do not try to be CEO of the organization in your position as a board member by micromanaging—that is a trust-busting proposition. ■

Administrator can't do it all: The board needs to step up!

The administrator can only do so much when it comes to the organization's finances. The *Daring to Lead 2011* study of nonprofit leadership showed that the execs surveyed are burned out by the difficult financial situations their organizations face.

"The recession amplified the financial problems facing organizations, causing heightened anxiety and frustration with unsustainable financial models," said Rick Moyers, the study's co-author.

- Two-thirds of respondents to the study said they were working with the same-size or smaller-size budget over the previous year, Moyers said, and it's leading to burnout at the top of the organization.

- Boards have not really helped much in this area, according to survey respondents. Moyers

cited these issues among survey respondents:

1. A minority of boards are active in fundraising.
2. 44% of boards have not achieved 100% board gift giving.

3. Only 32% of boards are active in advocacy, a real problem in a time of less government support.

4. Many boards are active in financial oversight, but that doesn't translate into making the organization more financially sustainable. "They are compliance-based in their thinking, not business-based," Moyers said.

5. Only 45% of the survey's executive respondents indicated their boards are "supportive and guiding" in their leadership role.

For information, www.daringtolead.org. ■

Development director needs board backing to succeed

In *5 Ways to Guarantee You Lose Your Development Director in Less Than 2 Years*, Carol Weisman writes that a board can achieve this undesirable goal by giving its development director no board support.

"A client with a \$40 million budget just hired their first development director. Ninety percent

of the board said, 'I don't have any money and neither do my friends.'

"Only one current board member is actively fundraising and cultivating friends and colleagues. The new director is setting up a little shrine in her office and praying for board turnover."

For information, www.boardbuilders.com. ■

Board & Administrator

FOR BOARD MEMBERS

December 2012 Vol. 29, No. 4

Editor: Jeff Stratton

Board won't fundraise? Teach cultivation

In his presentation, *Fundraising: Why Board Members Just Don't Get It*, at the *BoardSource Leadership Forum 2012*, consultant Chuck Loring got down to brass tacks about board members who are hesitant about raising money for their nonprofit.

"If board members will not practice cultivation and stewardship, they probably shouldn't be on a fundraising board," Loring said.

Loring's big session takeaway was this: Fundraising is about much more than asking people for money. Fundraising is really about relationship building, not making the ask, he said.

Loring said that 90% of fundraising work takes place in the Cultivation and Stewardship phases of a three-part development process that also includes the Solicitation.

What are Cultivation and Stewardship? They

are simple activities, really.

When board members cultivate donors, they are making friends or friendraising, Loring said. Stewardship is telling donors thank you for their gift, what your organization did with the money and the specific impact that gift made, he said.

Loring recommends cultivation and stewardship activities like these for board members:

- Write a nice thank-you note. Make the letter specific.
- Accompany the executive director or development staff on visits.
- Host a get together at your home for groups of the previous year's donors. The board should be in attendance and the CEO should give a brief "mission moment" speech.

"None of these activities require board members to make an ask," Loring said.

For information, www.LoringSternberg.com. ■

Respect the board and administrator "Golden Rule"

Support of the executive director is the responsibility of the board. Communication is the responsibility of the executive director.

Good relationships between the board and CEO can break down when you neglect this rule. It helps board members to remember:

Board members support their executive director by letting him know what they want — they provide direction. Board members also

support the administrator by ensuring that money is available for the organization to carry out its programs.

Administrators, of course, carry out board policies and strategies — they are the person the board hires to manage the organization's day-to-day operations. For the board to know how things are going, the executive director must provide feedback and recommend new actions. ■

BLF 2012 State of the Sector discussion raises key issues for boards

During a Town Hall session at the *BoardSource Leadership Forum 2012* in Chicago, Tim Delaney, Heerad Sabeti and Richard Zeckhauser weighed in on the state of the nonprofit sector, addressing a series of issues a board should be aware of and discuss at meetings. Here are some highlights:

• **Engage because nonprofits face challenges getting heard.** Tim Delaney, president and CEO, National Council of Nonprofits, pointed out that nonprofits must understand the context in which they are operating today — a nation in crisis. “The private sector is cutting back its workforce and we are seeing a shrinking world economy,” he said. Delaney labeled the Federal Reserve’s late-summer stimulus “extraordinary before an election,” and attributed it to the need to build confidence in the U.S. economy.

“We don’t have adults in Congress who can get the job done,” Delaney said.

What does this mean for nonprofits and their boards? “Things are dire and nonprofits must engage in public policy work,” he said.

Sabeti, co-founder and convening trustee, the Fourth Sector Network, said “For-Benefit” organizations — those that have a social purpose, but generate income through market activity for funders and investors — are one emerging strategy for meeting financial challenges.

• **Work your public officials.** Delaney encouraged nonprofit organizations to work on voter turnout and voter registration during every election. “These are legal activities,” he said. The real public policy work takes place at the state and local levels, he said, and that’s where nonprofit boards need to be engaged.

• **Lobby, lobby, lobby.** “Most nonprofits never get close to the line drawn on what is lobbying,” Delaney said. “It’s mythical lore that nonprofits can’t engage in lobbying.”

Nonprofit organizations can lobby, according to the IRS and Congress, Delaney said, so stop worrying about it. “Get engaged and get the board engaged,” he said. If you don’t, you will be doing more fundraising as the government doesn’t fund programs the way it once did and changes the terms of contracts it has in place with nonprofit service providers 50 percent of the time, he said.

Zeckhauser, Frank Plumpton Ramsey professor of political economy, Kennedy School, Harvard University, said, “Get engaged with government officials, with the private sector and collaborate with organizations different from yours.”

• **Increase your organization’s impact.** Delaney said organizations need to work more effectively at advocating on behalf of their mission to public officials, for-profit entities and the media. “You can advance your mission by doing this,” he said.

Delaney suggested that nonprofits use too many “inward-looking” committees, when what they should have in place is a public policy committee. “You don’t need to establish a committee to create a pretty IRS Form 990,” he said. “Your organization was established to meet a mission, so study it and then talk to public officials so that they understand what you do. That is advocacy.”

“Speak up,” Delaney said. “Write letters to the editor about your nonprofit solving community problems.” ■

Danger alert: Employee’s spouse wants to serve on the board

Board members should be aware of the issues in play when you have the spouse of an employee on the board.

First and foremost: There is no way you will be able to keep confidential board information away from their dinner table.

Boards get themselves into trouble when they don’t step in and address an issue before it becomes a problem. Put the kibosh on the idea

of an employee’s spouse serving on the board as soon as possible. The potential for conflict is too obvious.

If it happens, the board should be prepared to act decisively if trouble develops. A strong board chair is in the best position to first correct a board member who is sharing board business with his spouse who is an employee at home. If that doesn’t work, the full board should be prepared to act. ■



Library Board Calendar

2012

December 19	Library Board Regular Meeting
December 19	Library Director – Mid-year Review
December 23	Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 30	Library Closed
December 31	Holiday – New Year's Eve, Library Closed

2013

January 1	Holiday – New Year's Day, Library Closed
January 16	Library Board Regular Meeting
February 9 & 23	Library Board Budget Sessions (8am – Noon)
February 20	Library Board Regular Meeting
March	Budget – approved to be provided in April to Council, TBD
March 20	Library Board Regular Meeting
March 30	Holiday – Easter Eve, Library Closed
March 31	Holiday – Easter, Library Closed
April 14-20	National Library Week
April 17	Library Board Regular Meeting
May 12	Holiday – Mother's Day, Library Closed
May 15	Library Board Regular Meeting
May 26	Holiday – Memorial Day, Library Closed
May 27	Holiday – Memorial Day Observed, Library Closed
June 19	Library Board Regular Meeting
July 4	Holiday – Independence Day, Library Closed
July 17	Library Board Regular Meeting
August 21	Library Board Regular Meeting
August 31	Library Closed
September 2	Holiday – Labor Day, Library Closed
September 18	Library Board Regular Meeting
October 16	Library Board Regular Meeting

Friends Board Meeting meets the second Wednesday of the month, 7 p.m.
Historical Commission meets the fourth Wednesday of the month, 1 p.m.
The Friends Board Meetings and Historical Commission Meetings are held at the Novi Public Library.