

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, May 25, 2011 at 6:30 p.m.
Novi Public Library Meeting Room
45255 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
6. Presentation
 - A. Karen Bitterle, Information Services Librarian – Novi's Business Community
7. Public Comment
8. President's Report
 - A. Library Goals 2010-2011 10
(Updates are provided in the packet; full document available on the Board's website page)
 - B. Building Authority Update – Draft minutes from April 27, 2011 12
9. Treasurer's Report
 - A. Library Budget 2010-2011 16
 - B. Library Investments/Revenues and Expenditures/Walker Fund – April 30, 2011 18
 - C. Library cafe revenue report – April 2011 22
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 - b. Policy P10: Computer Use Policy revision..... 26
 - c. Bits and Pieces by TLN Director Jim Pletz, May 2011 30
11. Friends of Novi Library Report N/A
12. Historical Commission Report 31
13. Student Representatives Report
14. Committee Reports
 1. Policy Committee (Margolis, Casey, Kilgore)
 - a. Car Chargers – No Report
 1. HR Committee (Casey, Verma, Kilgore)
 - a. Employee Handbook revisions – 1st Draft 32
 - b. Health Care Insurance – No Report
 - c. Library Director Annual Review – July 2011
 2. Finance Committee (Margolis, Czekaj, Sturing, Kilgore)
 - a. Capital Replacement schedule
 - b. Fund Balance requirements
 3. Fundraising Committee (Mena, Sturing, Casey, Kilgore)
 - a. Fundraising report by Julie Farkas 92

15. Public Comment

16. Matters for Board Action

- a. Discussion pertaining to Employee Handbook revisions – 1st draft
- b. Policy P10: Computer Use Policy

17. Adjourn

Consent Agenda:

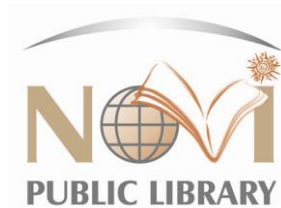
- 1. Approval of Claims and Warrants L482.....3
- 2. Approval of Regular Meeting Minutes – April 20, 20115

Supplemental Information

- 1. Board and Administrator – April 201194
- 2. Library Hotline: Troy Public Library, May 2, 201196
- 3. Library Board Calendar97

Future Events:

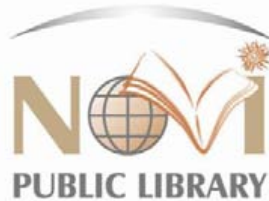
- Historical Commission Regular Meeting – May 25th at 6:30pm, Novi Public Library
- Memorial Day Parade – May 30th at 9:45am, Meeting on Karim Boulevard
- Happy 1st Birthday for New Novi Public Library – June 1st, Novi Public Library
- Friends of the Novi Public Library Regular Meeting – June 8th at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – June 15th at 7:00pm, Novi Public Library
- Heritage Days Festival hosted by the Novi Historical Commission – June 18th 10:00am – 3:00pm, Tollgate Farms
- Historical Commission Regular Meeting – June 22nd at 6:30pm, Novi Public Library



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

Warrant 482		May 2011	
Payable to	Invoice #	Account number	Account total
Blackstone Computer Supplies		268-000.00-727.000	\$ 539.94
Display2Go		268-000.00-727.000	\$ 157.03
Global Office Supplies		268-000.00-727.000	\$ 569.55
Image One		268-000.00-727.000	\$ 425.00
Office Express		268-000-00.727.000	\$ 65.98
Five Sparrows		268-000.00-734-000	\$ 128.29
The Library Network		268-000.00-734.000	\$ 104.00
VidCom Solutions, Inc.		268-000.00-734.000	\$ 317.50
Thalner Electronic Laboratories		268-000.00-734.500	\$ 5,934.00
Conney Safety		268-000.00-740.000	\$ 50.53
Farkas, Julie	Table covering cleaning	268-000.00-740.000	\$ 80.00
Library Design		268-000.00-740.000	\$ 468.40
Meadowbrook Art Center		268-000.00-740.000	\$ 112.00
Sentry Supply		268-000.00-740.000	\$ 360.95
Specialty Store Services		268-000.00-740.000	\$ 91.22
Land's End		268-000.00-741.000	\$ 242.50
Amazon.com		268-000.00-742.000	\$ 783.51
Borders		268-000.00-742.000	\$ 3,666.51
Brodart		268-000.00-742.000	\$ 19,454.91
Center Point Large Print		268-000.00-742.000	\$ 490.71
D&B Inc.		268-000.00-742.000	\$ 235.00
Ebsco		268-000.00-742.000	\$ 7.14
Gale		268-000.00-742.000	\$ 1,920.83
The Library Network		268-000.00-742.000	\$ 162.00
Ebsco		268-000.00-743.000	\$ 147.50
Midwest Tape		268-000.00-744.000	\$ 2,336.90
Overdrive		268-000.00-744.000	\$ 3,000.00
Midwest Tape		268-000.00-745.200	\$ 5,450.99
Providence Occupational Health Partners		268-000.00-804.000	\$ 107.80
Secrest Wardle		268-000.00-806.000	\$ 84.00
Novi Rotary	Membership Dues/J.Farkas	268-000.00-809.000	\$ 154.00
State of Michigan	M. Dominick/ Notary	268-000.00-809.000	\$ 10.00
VisiCom Services, Inc.		268-000.00-816.000	\$ 150.00
DuAll Cleaning Inc.	Mar-11	268-000.00-817.000	\$ 2,750.00
TelNet Worldwide		268-000.00-851.000	\$ 708.47
Verizon Wireless	3/29-4/28/11	268-000.00-851.000	\$ 448.66
The Library Network		268-000.00-855.000	\$ 10,581.77
Farkas, Julie	Mileage/ Meetings	268-000.00-862.000	\$ 91.50
Karp-Opperer, Margi	Mileage/ Library Ded	268-000.00-862.000	\$ 21.42
Lang, Betty	Mileage/ Hist Conf	268-000.00-862.000	\$ 53.04
Alex Delvecchio Enterprises, Inc.		268-000.00-880.000	\$ 188.06
AT&T	Advertising	268-000.00-880.000	\$ 77.96
GFS Marketplace		268-000.00-880.000	\$ 27.56
Jan Way Company USA, Inc.		268-000.00-880.000	\$ 189.25

Warrant 482		May 2011	
Payable to	Invoice #	Account number	Account total
Meijer	Appreciation Breakfast	268-000.00-880.000	\$ 115.90
Sam's Club	Appreciation Breakfast	268-000.00-880.000	\$ 137.08
Upstart		268-000.00-880.000	\$ 70.00
Farkas, Julie	Book-It	268-000.00-880-267	\$ 53.40
Druschel, Pauline	Adult Program	268-000.00-880.268	\$ 40.00
Esseltine, Megan	Adult Program	268-000.00-880.268	\$ 40.00
Guildcraft Arts& Crafts		268-000.00-880.268	\$ 317.35
Karp-Opperer, Margi	Youth Program	268-000.00-880.268	\$ 150.00
Marshall, Susan	ESL Pgm 4/12-5/31/2011	268-000.00-880.268	\$ 250.00
Mutch, Kathleen	Adult Program	268-000.00-880.268	\$ 75.00
Preston, Jennifer	Youth Program	268-000.00-880.268	\$ 46.49
Tara Michner Industries,LLC		268-000.00-880.268	\$ 28.98
Konica Minolta		268-000.00-900.000	\$ 823.09
Consumer Energy	3/16-4/12/11	268-000.00-921.000	\$ 1,476.37
AT&T	4/13-5/12/11	268-000.00-922.000	\$ 55.83
DTE Energy	2/22-3/23/11	268-000.00-922.000	\$ 7,113.01
City of Novi		268-000.00-923.000	\$ 1,023.55
Cintas		268-000.00-934.000	\$ 483.28
Home Depot		268-000.00-934.000	\$ 58.43
Mich. Dept.Energy/Labor/Econ.Grth	Elevator inspection	268-000-00-934.000	\$ 360.00
Orkin		268-000.00-934-000	\$ 50.00
Sam's Club		268-000.00-934-000	\$ 95.82
Sherwin- Williams		268-000.00-934.000	\$ 25.59
SunTel Services		268-000.00-934.000	\$ 378.68
Touch of Tropics Inc.	March	268-000.00-934.000	\$ 77.00
Tri-county		268-000.00-934.000	\$ 785.69
City of Novi	Van Maintenance	268-000.00-935.000	\$ 25.00
Speedway	van	268-000.00-935.000	\$ 81.00
Allied Waste		268-000.00-941.000	\$ 75.51
Northwest Lawn	March Salting	268-000.00-941.000	\$ 841.00
Konica Minolta		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
Lawrence Technological Uni/SEMLOL	JF/MEKO/SEMLOL Mtg.	268-000.00-956-000	\$ 30.00
Fred Pryor Seminars		268-000.00-956.000	\$ 398.00
Metro Net Con.	Bauss/Stevenson/Wksp	268-000.00-956.000	\$ 40.00
Romano's Macroni Grill	Dir Dinner/Endowment	268-000.00-956.000	\$ 51.00
Specialty Business Services	Staff/Gift Cert	268-000.00-956.000	\$ 15.00
The Library of Michigan	Adv Dir Wksp	268-000.00-956.000	\$ 30.00
Petty Cash			\$ 124.29
TOTAL			\$ 79,853.18



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
April 20, 2011**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Student Representatives

Nishant Kakar
Kirsten West

Library Staff

Julie Farkas, Director
Barbara Rutkowski, IT/Facilities Department Head
Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan 48375 and was called to order by Larry Kilgore, President, at 7:04 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 April 20, 2011 Regular Library Board agenda as presented.

1st – Laura Casey
2nd – Larry Czekaj

The motion was passed unanimously.

4. Consent Agenda

Request for correction of the March 16, 2011 Regular Minutes, Treasurer's Report, Item C: Amend the 2010-2011 fiscal year budget to include an additional \$2,500 in Contingencies (268-000.00-962.000) to accommodate the additional workspace construction requested by the staff, for a total not to exceed \$12,500 and removing this line item from the 2011-2012 fiscal year budget.

A motion was made to approve the April 20, 2011 Consent Agenda as amended.

1st – Larry Czekaj
2nd – Laura M. Casey

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

There was no presentation provided.

7. Public Comment

There was no public comment.

8. President's Report

a. Election of Officers

The election of officers for the Library Board were presented and nominated by Larry Kilgore as follows:

- President- Larry Kilgore was nominated and accepted the position.
- Vice President- Laura M. Casey was nominated and accepted the position.
- Treasurer- David Margolis was nominated and accepted the position.
- Secretary- Mark Sturing was nominated and accepted the position.

A motion was made to approve the election of officers as presented.

1st – Larry Czekaj

2nd – Willy Mena

The motion was approved unanimously.

Trustee Verma voiced his concern regarding the nominations being presented by the President who is running for office. He stated that it should be a member of the nominating committee who makes the nominations.

b. Library Goals 2010-2011

- Hosted a TLN sponsored program about Barnes & Noble Nook e-readers.
- Use of SMART Tables has been discontinued based on poor performance. Working with the distributor to replace Tables with other interactive products for young persons.
- Library Assistants being trained to assist with handling requests/holds, allowing Clerks to spend more time on processing new materials.
- Wands deemed to be ineffective for inventory of materials. Product is being returned and other processing equipment is being investigated.
- Statistics are being gathered showing the usage of the drive-up window and hold lockers increasing; plan to market these services more in the future.
- An ESL (English as a Second Language) Book group was started.

The Library Board staffs the Welcome Desk each Monday evening between 7-9 p.m. A trustee stated that the Support Services Department does a great job working with the public – they handle issues with grace.

A suggestion to have a program similar to the Battle of the Books for ESL be considered, as this might be a benefit for those learning English.

The building punch list is being completed under the direction of Mary Ellen Mulcrone and Barb Rutkowski. Dailey Co. has been on-site a number of times completing building issues. A meeting is being scheduled with BEI regarding concerns that should be addressed by them, specifically, the main entrance and the HVAC. The Building Authority is aware of the of the main entrance issues.

9. Treasurer's Report

a. Library Budget 2010-2011

Included in the Board Packet is the 2010-2011 FY Library Budget dated March 17, 2010.

b. Library Investments/Revenues and Expenditures/Walker Fund

The Balance Sheet for period ending March 31, 2011 indicates a Total Liabilities and Fund Balance of \$3,418,857.

The Library's Net of Revenues and Expenditures for the period ending March 31, 2011 shows a balance of \$764,961. With 9 months into the budget year, the Library has utilized 64.24% of the budget.

The Walker Fund Balance Sheet for the period ending March 31, 2011 shows the Total Liabilities and Fund Balance of \$1,432,478, and a Net of Revenues and Expenditures of \$28,482.

The Library's Investment Sheet for the period ending March 31, 2011 shows the Total Investment amount for the 268 Library Fund at \$3,326,701.

The Library's Investment Sheet for the period ending March 31, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,432,478.

The Library's Investment Sheet for the period ending March 31, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$4,759,179.

c. City Budget 2011-2012, Library related information

The City of Novi – Taxable Value, Millage Rate and Property Tax Revenue scenario was provided in the April 20, 2011 Library Board packet for Trustee review. (Pages 23-29)

d. Library Café revenue report 2010-2011

The sales report from Read a Latte Café for the month of March, 2011 was received. The gross sales were \$5,176.24, with the Library's portion at \$495.20.

Budget amendments are completed when a major category exceeds the budgeted amount, not on an individual line item. When the Board reviews the proposed budget, they take into consideration past practice with certain line items. Bank service charges have exceeded the budgeted amount, which means that more credit cards are being used to pay fines, rent rooms, and to make donations.

Regarding the Walker Fund (268 and 269), Trustee Margolis requested that there be a better clarification on investment income be properly disclosed.

10. Director's Report

- The 8th Annual Battle of the Books was held on Saturday, March 26 at the Novi Civic Center. There were 11 teams this year of 5th and 6th graders all competing for the title. Thank you to the community, coaches and the Youth Department.
- Mary Ellen Mulcrone and Barbara Rutkowski have been tackling post construction warranty inspections/reports.
- The Library recognized the Oakland County Severe Weather Awareness Week with a tornado drill. Tornado drills were completed with a staff only drill and then when the Library was open, including the public. The drills were a success with completion under 5 minutes.
- The Library is offering bike lock rentals – a new service. Patrons must use their library card to reserve one.
- Library Board Meetings are now live on SWOCC and is forwarded to BrightHouse.

- The Novi Library, along with other area libraries, is holding a Teen Posium with various events being held.
- Message from Jim Pletz, Director of The Library Network: With the close of the Romulus Library, no Romulus patrons will be able to use libraries in the TLN system.
- There was a reduction in the daily average patron usage of the Novi Public Library due to the removal of the June 2010 attendance.
- The Self Checkout usage is over 50%.
- A request for a policy change to item 5 of the Charges for Overdue Materials, Damaged, Destroyed, or Lost Materials and Consumable Supplies. At present, item #5 states: "Refunds for the return of lost items previously paid for by the patron will be granted up to one year from payment date. The original receipt must be presented with the item when returned. An overdue fee will be deducted from the refund amount." New language states: "Overdue materials are considered lost and will be billed to the patron 28 days after the due date. Payments for lost materials are not refundable." It is hoped that with the requested change it will crackdown on outstanding issues.
- Book It! Fundraiser held on Friday, April 15, collected over \$10,000. A thank you was given to the Fundraising Committee, Jennifer Pearson and Kathy Mutch. Positive comments were received of the event. Julie is planning on this being an annual event and held during National Library Week. Mayor David Landry was the auctioneer for the live auction and did a great job.

Sponsors for the event were:

- Global Office Solutions
- Carrabba's
- Twelve Oaks Mall
- Providence Park Hospital

Mr. Ritter attended the event coming from N. Carolina, and provided two glass apples to be auctioned off. He gave the Library 100% of the proceeds.

A trustee questioned if there has been any complaints for not allowing food in the study rooms and on the second floor? No there has not been.

11. Friends of Novi Library Report

The Friends of the Novi Public Library will hold their annual meeting on Wednesday, May 11, 2011 at 6: 30 p.m. at the Library. A slate of officers will be voted on.

President, Vicky McLean, had back surgery and is home recovering. The Library Trustees sent her flowers and wished her well.

12. Historical Commission Report

No report was provided.

The Historical Commission is working on the Baseline Project.

The annual Volunteer Breakfast was held on Thursday, April 14 with over 80 persons in attendance. A thank you to all our volunteers and staff was given.

13. Student Representatives Report

- Announcements are to be placed on the plasma at the Novi High School
- Cats Eye Broadcasts
- Teen Posium is to be announced
- Volunteer applications can be picked up at the counseling office with Mrs. Clift.
- Co-coached a team for Battle of the Books.

Send all information to be posted to Nishant Kakar.

Trustee Casey announced that Nishant Kakar was inducted in the Novi High Schools National Honor Society and that former Student Representative, Emily Bank, was elected to an office at Michigan State University, James Madison College.

14. Committee Reports

a. Policy Committee

i. Car Chargers

No report was provided.

b. HR Committee

i. Meeting scheduled for: Wednesday, April 27, 2011, 7:30 p.m.

1. Employee manual updates

2. Health Care Insurance

a. Not to be discussed at the scheduled meeting, but another meeting will be scheduled at a later date.

c. Finance Committee

i. Capital Replacement Schedule

ii. Fund Balance requirements

No report was provided.

d. Fundraising Committee

i. Update on Library Fundraiser event

A discussion regarding the Endowment will be scheduled.

Due to Director, Julie Farkas scheduled to be on vacation at the June 15 Regular Board meeting date, a request to change the meeting to June 22, 2011 was made. The Trustees chose to retain the June 15, 2011 date due to broadcasting of the meetings. Assistant Directors will be attending in the Director's place.

15. Public Comment

There was no public comment.

A motion was made to approve Policy P2: Charges for Overdue Materials, Damaged, Destroyed, or Lost Materials and Consumable Supplies, section #5 as presented by Julie Farkas.

1st – Larry Czekaj

2nd – David Margolis

The motion was approved unanimously.

The annual review of the Director is scheduled for the July 20, 2011 Regular Library Board meeting.

It was requested that the Matters for Board Action be indicated on the Agenda in the normal flow.

A request to receive Support Service statistics stating the number of hours the library is open and the total number of hours open per month be reported.

16. Adjourn

A motion was made to adjourn the meeting at 8:10 p.m.

1st – Mark Sturing

2nd – Larry Czekaj

The motion passed unanimously.

Willy Mena, Secretary

Date

NOVI PUBLIC LIBRARY – 2010/2011 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:		Keep the community updated on the new building status.	
Tactic	Owner	Status	Due Date
Implement audio tour for artwork in new building.	IT/Administration	Completed; audio tour available and publicized; “live” artwork tours have also been offered	1/11; 4/11
Strategy:		Promote adult collections and services to community and area organizations.	
Tactic	Owner	Status	Due Date
Partner with the Oakland County Library; promote their services and keep their staff informed of our activities.	Information Services	Attend open house of new Oakland County Library facility	Ongoing; 4/11

Collections/Services/Programs/Technology

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

Strategy:		Provide a large variety of high quality public programs.	
Tactic	Owner	Status	Due Date
Offer more passive youth and teen programs.	Information Services	Engaged teens with a raffle for National Library Card Sign-Up Month and a Banned Books program; Teen Read Week; National Letter Writing Month program	Ongoing; 9/30/10; 10/31/10; 4/11
Strategy:		Provide new and expanded collections, services, and programs.	
Tactic	Owner	Status	Due Date
Implement in-house laptop lending service.	IT/Support Services	Grant awarded for this purpose; equipment to be purchased; procedures to be developed; participated in web conference to learn more about grant processes/requirements; laptops received; developing loan procedures	6/30/11; 11/4/10; 4/11
Strategy:		Use Library survey results and routine feedback to address patron requests and suggestions.	
Tactic	Owner	Status	Due Date
Implement and/or comply with survey recommendations as directed by Administration.	Facilities / Support Services	Investigating on-site loan of bicycle locks for patrons; bicycle locks now available for loan	Ongoing; 7/10; 4/11

Strategy:		Expand and enhance electronic services for our patrons.	
Tactic	Owner	Status	Due Date
Continue Tech Time learning sessions for patrons.	IT	Ongoing; new part time Technology Assistant to assist with this; Tech Time sessions reinstated	Ongoing; 12/10; 4/11

Fundraising			
Goal #5: Create fundraising opportunities for our community to continue to grow the library's collections, services, and programs.			
Strategy:		Develop and implement a plan to secure additional donations.	
Tactic	Owner	Status	Due Date
Fundraising Committee.	Administration	Investigating options for Library endowment; financial goal of \$1 million; Friends pledged \$10,000 for start up of endowment; planning for April 15 th event to include silent auction and other giving opportunities; "Book It!" event to be held at NPL, 4-15-11; successful event attended by 200, raised over \$10,000	12/10; 2/11; 4/11



BUILDING AUTHORITY

CITY OF NOVI
Building Authority Meeting
Wednesday, April 27, 2011 | 8 A.M.
Activities Room | Novi Civic Center | 45175 W. Ten Mile Road

Meeting was called to order by Chair Larry Czekaj at 8:05 a.m.

Members Present: Charles Boulard, Larry Czekaj, Clay Pearson, Kathy Smith-Roy, Mark Sturing

Others Present: Julie Farkas, Rob Hayes, Beth Kudla, Ron McKay, Mary Ellen Mulcrone, Melissa Place, Barb Rutkowski

APPROVAL OF AGENDA

Motion by Sturing, seconded by Boulard; CARRIED UNANIMOUSLY: To approve the agenda as presented.

APPROVAL OF MINUTES

Motion by Boulard, seconded by Sturing; CARRIED UNANIMOUSLY: To approve the November 18, 2010 meeting minutes as presented.

PURPOSE OF THE MEETING

1. Tech Logic update and new items to approve (no additional funds)

Ms. Julie Farkas opened discussion by stating the item is before the Board to inform members of the non-operational wands. Specifically, two wands and related software were purchased as part of the technology package for inventory of materials but has never worked with the metal shelving. The Library received two letters; one from Tech Logic, and the other from a consultant working with Tech Logic, confirming the wands do not work nor will they ever with the existing shelving. The letters also state no compatible software has been found.

The equipment cost \$15,000 which the Library staff would like to use towards purchase of additional technology items through Tech Logic. Mr. Czekaj asked about the no additional funds reference. Ms. Farkas explained there is no additional cost since the wands and related software were a part of the original technology contract, and in fact, there may be a credit. Mr. Mark Sturing asked if the cost of the Library staff's additional list of technology items is less than \$15,000 does this change the accounting. Ms. Kathy Smith-Roy said no if done prior to June 30th. Otherwise, any remaining funds will go to the Debt Service Fund. Ms. Farkas mentioned if there is a refund it will be returned to the City not the Library.

Mr. Charles Boulard asked how this affects the operations and efficiencies. Ms. Farkas responded staff time would have been saved and better utilized if the wands had worked to inventory materials. Ms. Farkas confirmed the list provided to the Board is the items for replacement.

Mr. Sturing asked for a refresher on what a Smart Bin Brain Box is? Ms. Barb Rutkowski explained it is a bin that has a battery mounted on the outside that raises or lowers the bottom of the bin to aid in loading or unloading materials. Ms. Farkas mentioned the list includes a full-functioning bin unit and then replacement parts of a battery and brain. How many bins does the Library have, asked Mr. Sturing? Ms. Rutkowski answered 13.

Motion by Sturing, seconded by Boulard; CARRIED UNANIMOUSLY: To approve the substitution of equipment by returning the non-operational wands and software and replace with new equipment as presented.

Discussion

Mr. Czekaj is disappointed that consultants were hired for their expertise, specifically Tech Logic and Fanning-Howey, yet the equipment purchased based on their recommendations does not work with the Library metal shelving.

2. Building one-year anniversary update

Ms. Farkas has been working with The Dailey Company and BEI to complete the items on the Post Construction Warranty Inspection pending list. Mr. Sturing asked if the Library needs help from the Board for resolution? Ms. Farkas commented The Dailey Company, specifically Doug Meyers, has been very helpful in working through issues. However, one item that continues to be problematic is item no. 12 on the list which is about the front lobby area being cold in the heating season. This is a major concern because it was very cold in the vestibule area and first floor. Staff working at the circulation/welcome desk wore coats and gloves. Space heaters were used but it was not enough nor acceptable for a new building. Either the existing doors need to be adjusted or other alternatives need to be explored such as different doors. Ms. Mary Ellen Mulcrone concurs. Mr. Rob Hayes asked if rebalancing of the HVAC system was done. Ms. Farkas said yes along with adjustments to the door's timing.

Mr. Sturing commented the night he worked the welcome desk the amount of traffic that came in/out, the door literally remained open all the time. Maybe the electronic eye can be adjusted so that both sets of doors do not open simultaneously. The adjustment of the eye movement closer to the door so it does not open when a person is just walking past outside would be an improvement. Ms. Rutkowski commented Stanley Doors has been out to adjust the door openings but patrons complained that they hit the door before it opened. There is not enough distance between the two sets of doors. Cold air blasts in throughout the day. She or a staff member continually check the handler and restart if necessary.

Item no. 3, error code on the unit, and item no. 9, vibration in ductwork, has been resolved for the heating correction. The air handling unit probably was not pushing the heat to the lobby because of the vibration in the ductwork, said Mr. Ron McKay. Without the heating system working properly the heat would not be pushed into that area. This has since been corrected. Each piece is an integral part of the HVAC system. The louvers and motor were not operating properly. The design/concept work by BEI was solid. He went on to say a BEI engineer looked at the plans and came on site, and it took some time to detect the problem and to offer a solution. The issue was identified and corrected. Mr. Czekaj asked about the

balance of air pressure to push air out and not in. Mr. McKay explained the building was designed for a positive pressure and should push air out not in. There are two handling units: one for each floor to provide heat as designed.

Mr. Sturing asked when the motor and louvers were fixed? Mr. McKay said after the walkthrough. Ms. Mulcrone commented about a week ago. Ms. Farkas said this issue was brought to the attention of BEI in November. Mr. Boulard commented the number of mechanical issues is a concern. He would like to hear from Long Mechanical that it is fixed and will stand behind the changes made and to confirm extension of the warranty until the next winter season. The Library should not accept this risk on mechanical issues and would entertain The Dailey Company and Long Mechanical to extend the warranty. Mr. McKay said there are operating issues as you grow into a building. Personnel level of comfort is a big issue. Ms. Rutkowski reiterated she or another staff member would check on an hourly basis to make sure the system was up and running. Mr. McKay suggested the doors be programmed on really cold days to a partial – narrower opening. A four foot opening was previously suggested. Mr. Clay Pearson said that seems reasonable.

Mr. Czekaj asked about the doors at the mall. Ms. Farkas said those are pull doors. It comes down to the two sets of doors are too close. Ms. Rutkowski said staff can regulate the width of the opening but the timing is through a vendor. Mr. Czekaj asked Mr. McKay when he became aware of the lack of heating. Mr. McKay answered November. He became aware of the vibration in the unit in March during the walkthrough. BEI has been working on items no. 3 and no. 9. Mr. Czekaj commented it seems that BEI would have addressed the issue in November for no other reason than to limit phone calls from Library staff. What happens if this is not resolved next winter and the warranty is expired? Mr. Sturing suggested the City Attorney draft a letter and identify that the warranty period be extended through the next winter season to preserve our rights. Mr. McKay believes the issue has been resolved, but as a reminder the lobby is a "cool" design with the tile floors and countertops (instead of carpeting, etc.). (Clay Pearson left meeting.) BEI provided design services and is not sure legally who the responsible party would be for the warranty extension, Dailey or Long. (Doug Meyers arrived at meeting.)

Mr. Czekaj agrees with Mr. Sturing to direct the City Attorney's office to send a letter. Mr. McKay clarified the heater between the doors is to heat that area only. It is not designed as a wall of heat to keep that area warm. The air handling box allows the unit to cool or heat to keep balanced. It could be programmed to keep the unit to hold a temperature. Mr. Sturing believes after hearing all the comments that BEI was put on notice in November, and it was not until April that action was taken. That is unsatisfactory that it has taken so long. Mr. Czekaj agrees. It seems that at the very least a visit was warranted in November instead of waiting for a walkthrough in early April. That really is unacceptable. A fix must be carried into the next winter season. Mr. Doug Meyer will talk with Long Mechanical about a warranty extension.

Ms. Smith-Roy likes the idea of narrowing the door opening on really cold days. Ms. Farkas commented the door issue needs to be fixed. Mr. McKay stated it is not a design issue. It took the mechanical consultants a period of time to recognize the vibration issue. It came down to tightening screws to stop the fins from spinning. Ms. Mulcrone asked what is the recourse? Ms. Farkas said for Long Mechanical to extend the warranty. Mr. Meyer confirmed he will talk with Long Mechanical to see what they can provide if corrective action is necessary next

winter season. Mr. Czekaj said it could be the replacement of a motor, right? Mr. McKay said yes.

Motion by Sturing, seconded by Smith-Roy; CARRIED UNANIMOUSLY: To 1) Direct City Attorney's office to draft a letter to be sent to architect, contractor, and subcontractor identifying lobby heat issue listed on the Post Construction Warranty Inspection dated March 18, 2011 and measures to be taken next season; and 2) Direct The Dailey Company to contact Long Mechanical to extend work they performed for another year. (Pearson absent)

Discussion

Mr. Czekaj asked if all other items are complete on the post list or any warranties in question. Mr. McKay said he has identified several items still to be addressed such as cement work, landscaping, and pooling of water in several areas in the parking lot. The parking area warranty has been extended to five years. BEI's job was to identify and contact The Dailey Company. Mr. Czekaj clarified that as of March 18, 2011, issues have been addressed so there are no time sensitive items not under warranty. Ms. Mulcrone mentioned the roof leaks and occasionally there is no hot water in sections of the second floor. This issue seems to have taken care of itself by no corrective actions so it may reoccur.

3. Thalner – Smart Table update

Ms. Farkas found the Smart Tables to be a problem from the beginning. They have been going back and forth between Thalner and Fanning Howey, and Ms. Rutkowski has been working with the technicians. There are other options available to replace this equipment. Staff would like to swap out with the similar type of equipment. Mr. Czekaj said this will be done by June and paid-in-full. Ms. Farkas said yes. Ms. Smith-Roy mentioned there is no credit from Tech Logic because they have not been paid-in-full, Thalner has been paid in full so a credit or refund would be due. Mr. Sturing said this works for the bonds? Ms. Smith-Roy said yes. Mr. Sturing thanked the diligence of staff, and is overall pleased with the performance of the building.

AUDIENCE COMMENTS – None

Motion by Boulard, seconded by Smith-Roy; CARRIED UNANIMOUSLY: To adjourn the meeting at 9:24 a.m. (Pearson absent)

2010-2011 Library Budget - FINAL DRAFT 3/17/10				
		2008/2009 Yr. End	2009/2010 Approved	2010/2011 Approved Budget
Revenues				
Account	Description			
403.000	Property Tax Revenue	2,688,258.01	2,673,000.00	2,390,000.00
404.000	Township Taxes	8,107.09	7,700.00	6,900.00
567.000	State Aid	34,288.20	17,000.00	15,000.00
657.000	Library book fines	41,134.20	26,600.00	30,000.00
658.000	State penal fines	75,207.19	73,000.00	70,000.00
664.000	Interest on Investments	79,016.51	30,000.00	10,100.00
665.000	Miscellaneous income	13,441.59	5,750.00	3,000.00
665.100	Copier	2,972.56	2,500.00	4,000.00
665.200	Electronic media	8,941.31	10,000.00	12,000.00
665.300	Meeting Room	1,535.00	500.00	6,500.00
665.400	Gifts and donations	2,279.40	2,500.00	500.00
665.500	Book rental	1,623.05		0.00
Need acct. #	Library Café			4,500.00
666.000	Other revenue - grants	2,000.00		0.00
Revenues		2,958,804.11	2,848,550.00	2,552,500.00
Total Revenues				2,552,500.00
		2008/2009 Yr. End	2009/2010 Approved	2010/2011 Approved Budget
Expenditures				
Account	Description			
704.000	Permanent Salaries	979,664.04	1,008,500.00	958,000.00
705.000	Temporary Salaries	445,629.65	492,500.00	492,500.00
709.100	Sick Bank Payout	9,491.25	10,000.00	0.00
715.000	Social Security	107,720.76	108,200.00	114,000.00
716.000	Insurance	154,142.22	186,200.00	197,000.00
718.000	Pension	43,865.82	43,000.00	48,000.00
719.000	Unemployment Ins	3,264.00	0.00	0.00
720.000	Workers' Comp	2,282.36	2,750.00	2,250.00
Total Personnel Services		1,746,060.10	1,851,150.00	1,811,750.00
Supplies				
727.000	Office supplies	19,331.49	26,500.00	31,500.00
728.000	Postage	2,993.84	10,000.00	4,500.00
734.000	Computer supplies	74,294.12	47,500.00	101,500.00
734.500	Computer supplies equip	44,468.88	80,000.00	7,000.00
740.000	Operating supplies	17,067.12	23,000.00	23,000.00
Materials				
742.000	Books	203,475.41	231,000.00	215,000.00
742.666	Books - Misc. Grants			0.00
743.000	Periodicals	4,875.79	13,000.00	14,500.00
744.000	Audiovisual materials	32,145.57	40,100.00	42,100.00
745.200	Electronic media	26,738.91	33,000.00	34,650.00
745.300	Online Resources	60,816.42	67,500.00	50,500.00
Total Supplies Materials		486,207.55	571,600.00	524,250.00

		2008/2009	2009/2010	2010/2011
		Yr. End	Approved	Approved Budget
Account	Description			
802.100	Bank Services	537.36	500.00	750.00
803.000	Independent Audit	810.00	900.00	1,500.00
804.000	Medical Service	670.00	500.00	500.00
806.000	Legal Expenses	1,479.00	5,500.00	2,000.00
809.000	Memberships & Dues	4,308.00	5,500.00	5,500.00
816.000	Professional services	9,144.66	10,000.00	5,000.00
817.000	Custodial Services	20,700.00	25,000.00	35,000.00
818.000	TLN Central Services	1,838.70	4,000.00	2,500.00
851.000	Telephone	13,895.37	15,500.00	15,500.00
855.000	TLN Automation Services	46,107.99	53,000.00	50,000.00
862.000	Mileage	444.28	1,100.00	800.00
880.000	Community Promotion	14,248.43	21,000.00	15,000.00
880.268	Programming	14,496.59	27,000.00	23,000.00
900.000	Design, Printing, Publishing	21,937.50	28,500.00	24,000.00
910.000	Insurance	5,604.00	7,100.00	19,000.00
921.000	Heat	10,705.85	24,000.00	32,000.00
922.000	Electricity	53,662.95	83,900.00	122,000.00
923.000	Water and Sewer	5,730.80	11,800.00	12,000.00
932.000	Office Equipment Maint.	0.00	3,000.00	0.00
934.000	Building Maint.	21,064.03	26,000.00	46,000.00
935.000	Vehicle Maint.	1,067.08	3,000.00	3,000.00
941.000	Grounds Maint.	22,853.23	21,000.00	26,000.00
942.000	Office Equipment Lease	10,827.68	16,000.00	16,375.00
942.100	Records Storage	N/A	N/A	0.00
956.000	Conferences & Workshops	16,752.41	22,000.00	10,500.00
Total Services & Charges		298,885.91	415,800.00	467,925.00
976.000	Building Improvements	0.00	5,000.00	0.00
990.000	Furniture	0.00	5,000.00	0.00
Need acct. #	Contingency			10,000.00
Total Capital Outlay		0.00	10,000.00	10,000.00
680.000	Fund Balance			261,425.00
Total Expenditures		2,531,153.56	2,848,550.00	2,813,925.00

September 15, 2010 the Board approved a not to exceed \$ 150,000.00 for the pre-payment of accrued pension fund liability for the Defined Benefit Pension plan.

**CITY OF NOVI - LIBRARY FUND
BALANCE SHEET - APRIL 30, 2011**

GL Number	Description	Balance
Assets		
268-000.00-003.000	Cash and cash equivalents	\$ 3,110,653
268-000.00-018.000	Cash on hand	500
268-000.00-020.000	Current taxes receivable	91,656
Total Assets		<u>\$ 3,202,808</u>
Liabilities		
268-000.00-202.000	Accounts payable	\$ 81,116
268-000.00-232.000	Employees pension payable	2,569
268-000.00-259.702	Accrued liabilities-tax	80,089
268-000.00-276.400	Deposit for Cafe	2,000
Total Liabilities		<u>165,774</u>
Fund Balance		
268-000.00-390.000	Fund balance	2,525,067
Net of Revenues VS Expenditures - 2010-2011		511,967
Total Fund Equity		<u>3,037,034</u>
Total Liabilities And Fund Balance		<u>\$ 3,202,808</u>

CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING APRIL 30, 2011

GL NUMBER	DESCRIPTION	2010-11 AMENDED BUDGET	YTD BALANCE 4/30/2011	AVAILABLE BALANCE	% BDGT USED
Revenues					
PROPERTY TAX REVENUE					
268-000.00-403.000	Property tax revenue	\$ 2,390,000	\$ 2,465,444	\$ (75,444)	103.16
STATE SOURCES					
268-000.00-567.000	State aid	15,000	15,556	(556)	103.70
FINES AND FORFEITURES					
268-000.00-657.000	Library book fines	30,000	45,013	(15,013)	150.04
268-000.00-658.000	State penal fines	70,000	66,908	3,092	95.58
	FINES AND FORFEITURES	<u>100,000</u>	<u>111,921</u>	<u>(11,921)</u>	<u>111.92</u>
INTEREST INCOME					
268-000.00-664.000	Interest on investments	10,100	31,183	(21,083)	308.75
OTHER REVENUE					
268-000.00-665.000	Miscellaneous income	3,000	11,468	(8,468)	382.28
268-000.00-665.100	Copier	4,000	2,132	1,868	53.31
268-000.00-665.200	Electronic media	12,000	4,546	7,454	37.89
268-000.00-665.267	Library Programming - Book It	-	12,664	(12,664)	100.00
268-000.00-665.290	Library fund raising revenue	-	835	(835)	100.00
268-000.00-665.300	Meeting room	6,500	9,300	(2,800)	143.08
268-000.00-665.404	Novi Township assessment	6,900	6,822	78	99.00
268-000.00-665.650	Library Cafe	4,500	5,383	(883)	119.63
	OTHER REVENUE	<u>36,900</u>	<u>53,151</u>	<u>(16,251)</u>	<u>177.17</u>
DONATIONS					
268-000.00-665.400	Gifts and donations	500	15,878	(15,378)	3,175.61
APPROPRIATION OF FUND BALANCE					
268-000.00-680.000	Appropriation of fund balance	411,425	-	411,425	0.00
	TOTAL Revenues	<u>\$ 2,963,925</u>	<u>\$ 2,693,133</u>	<u>\$ 270,792</u>	<u>90.86</u>
Expenditures					
PERSONAL SERVICES					
268-000.00-704.000	Permanent salaries	\$ 958,000	\$ 715,254	\$ 242,746	74.66
268-000.00-705.000	Temporary salaries	492,500	421,753	70,747	85.64
268-000.00-715.000	Social security	114,000	87,620	26,380	76.86
268-000.00-716.000	Insurance	197,000	127,226	69,774	64.58
268-000.00-716.200	HSA - employer contribution	-	2,400	(2,400)	100.00
268-000.00-718.000	Pension	34,600	25,690	8,910	74.25
268-000.00-718.050	Pension - additional contributions DB	150,000	150,000	-	100.00
268-000.00-718.200	Pension - defined contribution	13,400	13,496	(96)	100.71
268-000.00-720.000	Workers compensation	2,250	1,522	728	67.64
	PERSONAL SERVICES	<u>1,961,750</u>	<u>1,544,961</u>	<u>416,789</u>	<u>78.75</u>

**CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING APRIL 30, 2011**

GL NUMBER	DESCRIPTION	2010-11 AMENDED BUDGET	YTD BALANCE 4/30/2011	AVAILABLE BALANCE	% BDGT USED
SUPPLIES					
268-000.00-727.000	Office supplies	31,500	11,103	20,397	35.25
268-000.00-728.000	Postage	4,500	897	3,603	19.94
268-000.00-734.000	Computer supplies, software & licensing	101,500	36,010	65,490	35.48
268-000.00-734.500	Computer supplies/equipment	7,000	9,536	(2,536)	136.23
268-000.00-740.000	Operating supplies	23,000	18,565	4,435	80.72
268-000.00-741.000	Uniforms	-	521	(521)	100.00
268-000.00-742.000	Library books	215,000	136,296	78,704	63.39
268-000.00-743.000	Library periodicals	14,500	12,868	1,632	88.75
268-000.00-744.000	Audio visual materials	42,100	31,159	10,941	74.01
268-000.00-745.200	Electronic media	34,650	30,184	4,466	87.11
268-000.00-745.300	Electronic resources (CD rom materials)	50,500	35,184	15,316	69.67
SUPPLIES		524,250	322,323	201,927	61.48
OTHER SERVICES AND CHARGES					
268-000.00-802.100	Bank services	750	1,655	(905)	220.71
268-000.00-803.000	Independent audit	1,500	670	830	44.67
268-000.00-804.000	Medical service	500	989	(489)	197.82
268-000.00-806.000	Legal fees	2,000	5,489	(3,489)	274.47
268-000.00-809.000	Memberships and dues	5,500	4,443	1,057	80.78
268-000.00-816.000	Professional services	5,000	3,970	1,030	79.40
268-000.00-817.000	Custodial services	35,000	22,780	12,220	65.09
268-000.00-818.000	TLN Central Services	2,500	3,000	(500)	120.00
268-000.00-851.000	Telephone	15,500	11,950	3,550	77.10
268-000.00-855.000	TLN Automation Services	50,000	48,551	1,449	97.10
268-000.00-862.000	Mileage	800	540	260	67.53
268-000.00-880.000	Community promotion	15,000	6,158	8,842	41.05
268-000.00-880.267	Library Programming-Book It	-	2,355	(2,355)	100.00
268-000.00-880.268	Library programming	23,000	12,014	10,986	52.23
268-000.00-900.000	Printing, graphic design and publishing	24,000	24,531	(531)	102.21
268-000.00-910.000	Property & liability insurance	19,000	18,000	1,000	94.74
268-000.00-921.000	Heat	32,000	13,619	18,381	42.56
268-000.00-922.000	Electricity	122,000	64,850	57,150	53.16
268-000.00-923.000	Water and sewer	12,000	4,953	7,047	41.28
268-000.00-934.000	Building maintenance	46,000	22,237	23,763	48.34
268-000.00-935.000	Vehicle maintenance	3,000	1,079	1,921	35.95
268-000.00-941.000	Grounds maintenance	26,000	21,599	4,401	83.07
268-000.00-942.000	Office equipment lease	16,375	11,215	5,160	68.49
268-000.00-942.100	Records storage	-	47	(47)	100.00
268-000.00-956.000	Conferences and workshops	10,500	7,188	3,312	68.45
OTHER SERVICES AND CHARGES		467,925	313,882	154,043	67.08
CONTINGENCIES					
268-000.00-962.000	Contingencies	10,000	-	10,000	0.00
TOTAL Expenditures		2,963,925	2,181,166	782,759	73.59
NET OF REVENUES & EXPENDITURES		\$ -	\$ 511,967	\$ (511,967)	

**CITY OF NOVI - WALKER FUND
BALANCE SHEET - APRIL 30, 2011**

GL Number	Description	Balance
Assets		
Cash and cash equivalents		
269-000.00-003.000	Cash and cash equivalents	\$ 1,440,418
Fund Equity		
269-000.00-390.000	Fund balance	1,371,885
269-000.00-390.273	Restricted - Friends of Novi Library	1,588
269-000.00-390.275	Restricted for specific collections	25
269-000.00-390.279	Restricted for youth activity room	25,000
269-000.00-390.280	Restricted for parenting-youth&teen serv	5,498
Net of Revenues VS Expenditures - 2010-2011		36,422
Total Fund Equity		1,440,418
Total Liabilities And Fund Balance		\$ 1,440,418

REVENUE AND EXPENDITURE REPORT - PERIOD ENDING APRIL 30, 2011

GL NUMBER	DESCRIPTION	YTD BALANCE 04/30/2011
Revenues		
INTEREST INCOME		
269-000.00-664.000	Interest on investments	\$ 17,872
DONATIONS		
269-000.00-665.268	Donation-Druschel collections	1,280
269-000.00-665.271	Donation-general-youth collections	545
269-000.00-665.273	Donation-restricted-Friends Novi Library	5,575
269-000.00-665.274	Donations-restricted-brick pavers	1,385
269-000.00-665.276	Donations-restricted-library trees	1,675
269-000.00-665.279	Donations-youth activity room (Berman)	15,000
269-000.00-665.281	Donation-chair for story room	-
269-000.00-665.282	Donations-Myrtle Locke-artwork	300
269-000.00-666.550	Walker fund general donations	200
269-000.00-666.742	Promoting financial literacy donations	-
DONATIONS		25,960
TOTAL Revenues		\$ 43,832
Expenditures		
SUPPLIES		
269-000.00-741.000	Uniforms, clothing, etc.	856
269-000.00-742.267	Books - parenting	247
269-000.00-742.268	Druschel collection expenditures	-
269-000.00-742.279	Library youth activity room expenditures	3,948
269-000.00-742.282	Artwork in memory of M Locke	-
269-000.00-742.800	Engraving, name plates, etc.-donations	197
269-000.00-742.900	Books - financial literacy	-
SUPPLIES		5,249
OTHER SERVICES AND CHARGES		
269-000.00-956.269	Conferences & Workshops-Friends-Library	2,161
TOTAL Expenditures		7,410
NET OF REVENUES & EXPENDITURES		\$ 36,422

CITY OF NOVI
LIBRARY INVESTMENTS
April 30, 2011

Investment Date	Description	Maturity Date	Interest Rate	Investment Amount
268 Library Fund				
04/30/11	Ambassador Funds		0.04%	\$ 10,677
04/30/11	Chase Bank High Yield Savings		0.45%	\$ 677,452
04/30/11	Citizens Republic NOW Account		0.15%	\$ 80,809
04/30/11	Fifth Third Bank Short Term Investment		0.20%	\$ 340,361
04/30/11	Flagstar Bank Public Funds Liquid Assets		0.25%	\$ 1,353
09/30/10	Government Agency (UBS Financial) FHLB***	03/27/15	1.70%	\$ 500,000
09/30/10	Government Agency (Morgan Stanley/Smith Barney) FHLB****	09/30/15	1.90%	\$ 1,000,000
09/13/10	Government Agency (PNC/Nat City) FHLB*****	03/13/20	3.00%	\$ 100,000
10/21/10	Government Agency (Morgan Stanley/Smith Barney) FNMA*****	10/21/15	2.03%	\$ 400,000
04/30/11	Total 268 Library Fund			\$ 3,110,653
269 Walker Library Fund				
04/30/11	Ambassador Funds		0.04%	\$ 31,130
04/30/11	Fifth Third Bank Short Term Investment		0.20%	\$ 559,287
08/24/10	Government Agency (PNC/Nat City) FNMA*****	08/24/18	3.06%	\$ 100,000
09/13/10	Government Agency (PNC/Nat City) FHLB*****	03/13/20	3.00%	\$ 300,000
10/21/10	Government Agency (Morgan Stanley/Smith Barney) FNMA*****	10/21/15	2.03%	\$ 450,000
04/30/11	Total 269 Walker Library Fund			\$ 1,440,417
04/30/11	Total Library (268) and Walker (269)			\$ 4,551,070

***2nd semi-annual interest payment due 09/27/11 = \$4,250			
****2nd semi-annual interest payment due 09/30/11 = \$9,500			
*****2nd semi-annual interest payment due 09/13/11 = 268 Fund \$1,500, 269 Fund \$4,500			
*****Step instrument - yield-to-maturity 3.06%, 2nd semi-annual interest payment due 08/24/11 = \$1,000			
*****Step instrument - yield-to-maturity 2.03%, 2nd semi-annual interest payment due 10/21/11 = 268 Fund \$3,000, 269 Fund 3,375.			

5/13/2011

5 of 5

Library Café Report – April 2011

SALES BY MONTH	GROSS SALES	TAXABLE SALES	NON-TAXABLE SALES	TAX	NET SALES	LIBRARY SHARE (10%)
APRIL	\$ 4,982.17	\$3,344.53	\$ 1,637.64	\$ 200.67	\$ 4,781.50	\$ 478.15

Director's Report
May 18, 20110

Public Services – Margi Karp-Opperer

April is always a wonderful month for the Novi Library because it is the time we honor our patrons, staff and volunteers as we celebrate National Library Week. The 2011 theme was "Create your Own Story @ Your Library." In our lobby, we displayed the book templates that our patrons filled out where they shared a library memory or two (we received a total of 168 responses). Throughout the month, the visitors to the Novi Library have been able to read and enjoy these wonderful comments from our patrons of all ages.

We presented our four regularly scheduled book discussion groups, six English conversation and book discussions, e-mail and internet instruction for Seniors, Novi Writer's, and our computer class focusing on Excel. The Youth & Teen Department hosted their regularly scheduled eight weekly Story Times, Snack Tales, Kiddie Crafts, Lego Club, Beginning Builders in addition to outstanding craft, reader's theater and science programs for our youth while they were off from school on their Spring Breaks.

This month we partnered with two groups to offer other programs. Sigma Financial of Novi presented a program on Social Security Planning and the American Cancer Society did a Healthy Living/Healthy Cooking night. Another highlight of the month was when author, Tom Stanton, shared his fascinating program called "Journey Through Detroit Tigers' History." How moving to stroll down memory lane with Mr. Stanton.

The adult featured collection this month was "Hope Springs Eternal" (baseball) and the youth were featuring "Rainy Day books." The featured database was Novelist Plus.

Building Operations Report – Mary Ellen Mulcrone

Facilities staff continued working with contractors on outstanding building issues. Nearly everything is now resolved, with a few issues still in process or being monitored. One of the major issues was related to heat in the lobby. We believe this has been corrected but will not be able to confirm this until the next heating season. The Building Authority made arrangements for pursuing the matter should the problem recur.

The Library and City IT staff have begun meeting on a monthly basis to keep open the lines of communication and take advantage of opportunities for partnering. The Library has made its computer lab available to City staff for Microsoft Office training. Three classes have been held to date.

The laptops obtained through the BTOP grant have arrived in the building, but some of the software is still on order. We are drafting procedures for in-house lending of the laptops and are proposing updates to the Computer Use Policy.

Support Services staff has been working towards year end materials ordering and processing. They have also worked on changes necessary for the creation of new Business reference and circulating collections.

Self-Check Totals-From Grand Opening -06/01/2010

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth	Adult North	Adult South
June, 2010	67,407	63.63%	42,890	12,479	9,729	5,238	11,075	1,632	2,737
July	67,135	62.47%	41,939	11,521	9,144	6,170	11,627	1,372	2,105
August	73,797	58.57%	43,226	11,663	9,755	6,416	11,869	1,213	2,310
September	59,171	54.11%	32,017	*3464	10,713	6,314	9,229	777	1,520
**October	60,983	53.89%	32,863	10,239	8,111	3,159	9,254	604	1,496
November	59,712	48.98%	29,244	9,396	8,305	2,887	6,679	487	1,490
December	55,584	54.32%	30,194	7,092	7,184	4,624	9,184	667	1,443
January	62,057	45.63%	28,315	9,446	7,896	4,748	9,427	639	1,586
February	58,197	53.99%	31,418	8,844	7,393	4,764	8,331	741	1,345
March	68,913	55.70%	38,387	11,271	8,972	6,071	9,908	616	1,549
April	62,646	55.07%	34,497	10,393	8,041	4,948	8,825	641	1,649
May									
June									
FYTD	628,195	54.46%	342,100	89,865	85,514	50,101	94,333	7,757	16,493

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

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

2010-2011 Fiscal Year Library Usage			
	Monthly Total	Daily Average	Total Open Hours
June	42,867	1,649	254
July	36,372	1,399	246
August	35,497	1,365	254
September	32,651	1,209	248
October	35,368	1,141	266
November	33,516	1,197	248
December	29,117	1,078	252
January	25,484	879	252
February	21,508	827	226
*March	16,115	520	281
*April	14,412	515	251
May			255
June			254
FYTD Total	280,040	1,013	3,033

*Have the IT Department looking into the gate system for the Library to see if there is a calculation error due to lower numbers being reported.

Policy P10: Computer Use Policy

1. General Statement

In furtherance of Novi Public Library's mission to support the educational, cultural, informational and recreational needs of its diverse community, public access to computers, electronic equipment and the Internet are provided. Library computers for public use are accessible via a valid library card or computer guest pass issued by Library staff. The internet offers global access to data, news, information and entertainment. The information available through the internet changes rapidly and unpredictably. The Library does not filter materials that are available through the Internet, with the following exceptions:

- A. The access of Minors (defined as patrons under the age of 18) is filtered to block sites that are obscene or contain sexually explicit material that is harmful to Minors in accordance with Section 6 of the Michigan Library Privacy Act (PA 212 of the Public Acts of 2000).
- B. Internet access available on the first floor, in the computer lab, via a guest pass, ~~laptop lending, wireless access~~ and all walk-up terminals will be filtered to block sites that are obscene or contain sexually explicit material that **is** harmful to minors.
- C. The Library uses software to block sites that spread viruses, malware, spyware or programs that will damage or interfere with the use of the Library's computers.

It is the responsibility of parents to supervise their children when using electronic equipment. The Library cannot always monitor the activities of **Minors** who are using the public computers.

2. Staff Assistance

Staff may assist patrons in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist patrons at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application.

3. Children and the Internet

- A. Parental supervision of Minors using electronic equipment is strongly advised. Parents and legal guardians assume responsibility for deciding what is appropriate for their children, and should discuss the responsibilities of usage with their children. The Library does not directly or remotely monitor anyone's use of the computers, including Minors. However, the Library will react to a report of inappropriate use (see **(C)** (vi), below).
- B. Minors must use their own library card or a guest pass when accessing the Library's electronic equipment or the Internet.
- C. In compliance with Section 6 of the Michigan Library Privacy Act (Act 212 of the Public Acts of 2000), the Novi Public Library provides the following system designed to prevent a **Minor** from viewing obscene matter or sexually explicit matter that is harmful to Minors:
 - i) Whenever a Minor logs on to any computer using their own library card or guest pass, the internet will be filtered to block sites that are obscene or contain sexually explicit

material that is harmful to **Minors**. However, this software cannot block inappropriate chat, blog or e-mail content.

- ii) Public internet computers are placed in high-traffic, visible areas of the library.
- iii) Non-filtered public internet computers have privacy screens.
- iv) A separate area is provided for youth public internet computers. All computers that are located in areas intended for youth use will be filtered to block sites that are deemed obscene or contain sexually explicit mater that is harmful to Minors. Public computers in the first floor Youth Area are reserved for Minors and adults accompanied by a Minor.
- v) Materials are provided for parents/guardians regarding internet safety for Minors.
- vi) Librarians will respond to reports of **patrons** viewing, printing and/or downloading matter that is considered harmful to Minors by:
 - (1) Advising the patron that a report or complaint has been received.
 - (2) Verifying age of the patron.
 - (3) Informing the patron that this matter ~~cannot~~ **may not** be accessed ~~by them~~ at the Library.
 - (4) Informing patron that failure to comply with this policy will result in a loss of library privileges.

4. Choosing and Evaluating Sources

- A. Novi Public Library does not filter access to the internet to adults **except as noted above**. Choosing access points is the responsibility of the user. However, if it is reported to ~~administration~~ **Library staff** that a patron is accessing material that is patently offensive to community standards (e.g., pornography), ~~administration~~ **Library staff** may require that patron to discontinue such access or the patron may be denied use of the computers or asked to leave the Library.
- B. Novi Public Library has no control over the internet and its resources and is not responsible for the accuracy, quality or currency of any internet resource.
- C. Novi Public Library and its trustees, officers, directors and employees shall not be liable for any damages (direct or indirect) for any information obtained or provided on the internet.
- D. Users should evaluate internet sources just as they do print materials.
- E. The internet may contain materials of a controversial nature.
- F. Internet computers may only be used for legal purposes. Examples of unacceptable use include, but are not limited to, the following: viewing of matter that is harmful to **Minors** as defined by section 4 of 1978 PA 33, MCL 722.674 by individuals under 18 years of age; harassment of other users; libeling or slandering other users; destruction or damage to equipment, software, or data belonging to the Library or other users; disruption or

unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material. Violations may result in loss of access.

5. Acceptable Use

All users of the Library's internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this policy.

- A. Lawful Use. The Library internet connection and workstations shall be used in a lawful manner. Workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, Michigan or local law, including but not limited to accessing material that can be classified as obscene or child pornography.
- B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
- C. Use Must Not Be Harmful to Minors. Internet users shall not permit any Minor to view sexually explicit material or any other material deemed harmful to Minors.
- D. Compliance with Rules of Conduct. The same rules apply to the use of the internet connection and work stations as with the use of any other Library materials. The Library has adopted Rules of Conduct (Policy P11). All patrons must comply with the Library's Rules of Conduct, which shall be posted in the Library.
- E. Privacy. Patrons must respect the privacy of others by not misrepresenting oneself as another patron; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not seeking disallowed access to any computer system via the internet.
- F. Time Limit. The Library has a limited number of terminals. Patrons must relinquish the computer terminal immediately following the expiration of any posted time limit.
- G. Reimbursement. The patron is responsible for payment of all printing charges.
- H. Personal Software Prohibited. Patrons shall refrain from use of personal software on Library systems or the modification of any Library operating system or network configuration.
- I. System Modifications. Patrons are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer or equipment. Patrons may not install software onto any Library computer.
- J. Software Security Restrictions. Patrons may not use the Library's computers to disseminate computer viruses, spyware, **and** malware or to otherwise hack, harm or interfere with the use of any other computer system.
- K. Purpose and Prohibited Uses. The Library's internet resources should be used for educational, informational, and recreational purposes only. The Library intranet is for staff use only and should not be accessed by patrons.

6. Library Laptop Computers

The Library has a limited number of filtered laptop computers that are available for use by **adult patrons, age 18 years or older**, who have a valid library card in the TLN Network **Shared System**. Laptops are available on a first come first served basis and must be used in accordance with the Computer Use Policy. As security for the return of the laptop, **patrons must check out with a valid library card (as above) and** must leave their valid driver's license or other State ID with the Library.

By checking out a laptop, the patron agrees to the responsibilities of use for the entire loan period, including the responsibility of keeping the laptop secure and undamaged. The fee for damage to or loss of a Library laptop shall be set at the current replacement cost of the equipment (which may be approximately \$1,200) and shall be listed in the Library's Schedule of Loans, Fines and Fees.

Laptops may only be used inside the Library building and on the **gated** patio. Laptops may not be ~~used in~~ **taken into** the restrooms.

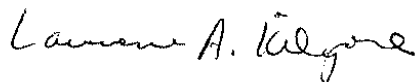
Laptops must be returned by closing time of the Library or before leaving the Library prior to closing time. Police will be notified if laptops are not returned on time.

7. Violations of Computer Use Policy

A violation of this Policy shall be deemed to be a violation of the Rules of Conduct (Policy P11) and may result in a temporary or permanent suspension of some or all of the patron's Library privileges.

Approved: December 15, 2004; Amended: May 15, 2010; **Amended June 15, 2011**

Signed:



Lawrence A. Kilgore
President
Novi Public Library Board of Trustees

Bits and Pieces, by Jim Pletz – TLN Director

Vol. 2, Number 5
May 2011

TLN ADDS COOPERATIVE WIDE VALUE

Sometimes it's the little things that really add value to life. Thanks to a referral from Ron Andrews at Chelsea District Library, 22 member libraries participated in the distribution of 250 computers and 80 monitors donated by Toyota Motor Engineering and Manufacturing, North America, Inc., with distribution facilitated by TLN. Angie Michelini coordinated the entire process. Rick Rosekrans and Mike Craft provided logistical support. A small yet significant reason for having a cooperative in place, without which, this generous donation would have found a home in another worthy place other than our libraries. Member libraries will benefit additionally from the upgrade of the TLN computer training lab with the donated equipment, at no expenditure from our budget.

STATE AID 40% REDUCTION IMPACT ON DELIVERY FEES FOR FY 2012

It's never easy to increase fees to member libraries. Unfortunately, with the proposed reduction in state aid by 40% looking more possible, TLN will be required to implement the following schedule of delivery fees, effective October 1, 2011:

# Stops Per Week	Annual Fee FY 2012
5	\$7,390
4	\$5,950
3	\$4,462
2	\$2,975

This fee structure may be reduced by a reduction in the number of libraries selecting alternative methods of delivery (RIDES), a reduction in labor costs (contracts under negotiation and at mediation level), a reduction in the quantity of material shipped and/or a change in the level of state aid support. We are also exploring a courier service for member libraries which have minimal delivery loads and require less frequent service.

ROMULUS MUNICIPAL LIBRARY SERVICES

At the April 25 meeting of the Romulus City Council, a PA 164 library was created. A board of Directors was appointed and met for the first time on May 2. Romulus patrons will have two day per week access, starting May 18. As staff is hired and funding sources secured, the days of service will be expanded to fully operational hours starting the week of July 11. HOLDS placed on the Romulus collection will be honored starting May 18, as part of the Romulus Library contract responsibility as a fully paid member of the Shared Automation Service User Group (SASUG).

City of Novi Historical Commission

April 27th, 2011 Meeting Minutes

Submitted by: John MacInnis, Member

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

Attendees: Members Roy Prentice, John MacInnis, Lynne Boyle, Sandy McCarthy, Kimberly Holdaway and library liaison Betty Lang. We had 2 visitors, Susan and Skip Marshall, residents of Novi. They were interested since the Appreciation breakfast; Susan belongs to the Friends of the Library.

Agenda: Sandy M. moved to approve the agenda, sec. Kimberly, all approved, Motion passed.

Approval of Minutes: Moved by Kimberly Holdaway, sec by Lynne Boyle to approve the Minutes of March Meeting 2011, sec. Sandy M, all in favor and the Motion passed.

Financial Report: a summary report from the City's Finance Dept. was discussed, showing a balance of \$8900. Impending large expenses were discussed, primarily for the up-coming Heritage festival. \$600 MSU Tollgate, \$175 Ferrier services, \$450 Bushwackers, \$50 wood carving. Discussion was had about food available on that day, including hot dogs, Ice cream, popcorn, ice, water etc. There will be a slight excess (\$1000 or less) available in the budget after the June 18 Festival. This excess is expected to be spent before the end of the year.

Liaison Report: Betty Lang reported that the April 14th Appreciation breakfast was well attended.

UPDATES AND DISCUSSION

Recent events: April 9th Antiques show was held at the Township hall. This was a joint event with the Friends of the Library.

Coasting the Baseline: The obelisk engraving work is moving along well. Inch Memorial will be finished soon. Discussion was held on the work to be done for the pavers and construction. Preparing the base will be the responsibility of the commission. Laying the brick will be done by Eagle Scout, Cameron Holdaway. The Eagle Scout process of approval is moving along.

Heritage Festival: Sandy submitted 32 invoices, most approved as listed in the discussion of the Financial Report above and as approved at the January, 2011 meeting. Library staff will host a craft table at the event, probably in conjunction with the Friends of the Library. Friends of the Library will have a display. Advertizing for the Festival was discussed. Kimberly H. will order and arrange for flyers as she did in 2010. Cost will be \$450-500 with 8000 copies of the flyers. 300-400 hot dogs will be available. Move by Sandy and second by Lynne to spend \$502 for the printing of the flyers, all approved. Sandy will research the cost of food and other supplies.

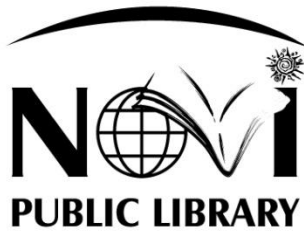
Memorial Day Parade: The Commission will partake in the parade again. Roy is planning to bring the wagon from Tollgate to carry the group. Roy wants to invite the 4H club from the Farm to participate, all agreed.

Speakers for the LH room: Roy suggested that we invite some speakers to the LH room to discuss matters of local history, we would like to start speakers in the fall, but it needs to be coordinated with the library schedule intention is to have speakers in Sept and November.

Other items: Moved by Sandy McCarthy and second by Lynne Boyle to reimburse John MacInnis \$10 for the Expense to the Northville Genealogical Society for the 2 copies of Yerkes Cemetery and Knapp Cemetery. Approved by all members

Adjourned 8:30 PM.

Next Meeting will be May 25, 2011 at 6:30 PM Local History Room Library



**EMPLOYEE
HANDBOOK**

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INTRODUCTION

WELCOME

Welcome to the Novi Public Library! We are happy to have you here as a member of our staff, and we hope that you find your employment here to be challenging, rewarding and successful. We are proud of our Library, we are proud of our employees, and we are certain that you will share this pride with us and do your part to ensure our continued success.

This Library is all about service to our patrons. We strive to give our patrons the highest quality service in a friendly and professional manner.

You will, of course, have questions about the Library and your job. This Handbook has been prepared to answer some of those questions for you, and to serve as an ongoing guide. If you have consulted this Handbook and didn't find your answer, please feel free to ask your Department Head or the Administrative Assistant.

We want to make your job as pleasant as possible, and to enable you to operate as efficiently as possible. We want to encourage a culture of teamwork and learning, so your ideas and suggestions are always welcome.

OUR MISSION STATEMENT

Novi Public Library Mission Statement:

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

Novi Public Library Values Statement:

Novi Public Library supports intellectual freedom and access to informational resources for all, while maintaining the privacy of its patrons and providing a safe and secure environment.

Novi Public Library Vision Statement:

Novi Public Library is a center of community activity and a source of local pride. It is a Library that fulfills the needs of the community in a comfortable, user-friendly, well-staffed facility that is capable of adapting to change.

ABOUT YOUR HANDBOOK (SCOPE, PURPOSE AND INTENT)

This is your Employee Handbook and we hope that it will be useful to you. It describes the various benefits for which you are eligible and discusses many of the programs and policies that affect your job. This Employee Handbook is not intended to include all of the policies that affect your job and there are other policies that are adopted and changed from time to time. This Employee Handbook applies to all Library employees and supersedes any previous verbal or written policies, statements, understandings or agreements concerning the terms and conditions of your employment with the Library.

NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

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Those sections of the Employee Handbook that are labeled as "Approved" have been adopted as official policies by the Library Board, and they can only be changed or waived by an affirmative vote of the Library Board. An official master copy of the Employee Handbook will be on file in the Administrative Office and will be available on the staff intranet. The master copy supersedes all other versions. As edits to the Handbook are made, you will be supplied with replacement pages for your Handbook. It is your responsibility to maintain the currency of your personal copy of the Employee Handbook.

The Library reserves the right at its sole discretion to amend the contents of this Handbook at any time. No amendment or exception to any Board-approved section can be made except by the affirmative vote of the Library Board. Amendments to any other part of this Handbook may only be made with the approval of the Director. No other employee, representative or agent of the Library has the authority to amend, alter or change the policies set forth in this Handbook or to enter into any agreement concerning the terms and conditions of your employment at the Library. Amendments will be posted on the staff intranet. The Director shall administer the provisions of this Handbook.

The City of Novi handles the Library payroll and administers most of our benefit plans, as well. The Employee Handbook contains highlights of some of these plans, and additional detail is available at the Administrative Office and at the City's Human Resources Department. In case of any discrepancy, the official plan documents govern. Of course, changes in the law may affect the benefit programs described in this Handbook. The Library Board reserves the right to alter, change, or cancel any benefit plan or program at any time.

CHANGES AND AMENDMENTS

The Library Board reserves the right and the discretion to amend, delete, change, or improve the benefits and policies set forth in this Handbook. Only the Library Board President, in a writing signed by the President and approved by the Library Board, may change the policies set forth in this Handbook. A section is a Board-approved policy if it is followed by a notation that reads "NPL Employee Handbook, Approved [date]". If a section of this Handbook is not an approved policy, then it may be changed at the discretion of the Director. The Handbook is in a loose-leaf format. We ask that you update your Handbook, as necessary, by placing new sheets in the Handbook and removing superseded or deleted sheets. Changes are effective as of the date that they are adopted, rather than as of the date you are notified of them.

NPL Employee Handbook, Approved October 21, 2009.

~~EQUAL OPPORTUNITY EMPLOYER – DISCRIMINATION PROHIBITED~~

~~The Novi Public Library is an equal opportunity employer. It is the Library's policy that all decisions affecting employment are made without regard to an individual's race, creed, color, religion, marital status, age, sex, national origin, or other protected classification under Federal or State Law. It is the policy of the Library, in serving the community, to place the best qualified candidate at all levels of employment.~~

~~NPL Employee Handbook, Approved October 21, 2009.~~

NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

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TERMS OF EMPLOYMENT

ORIENTATION / PROBATION PERIOD AND BENEFIT ELIGIBILITY

The purpose of our orientation / probation period is to familiarize you with the Library's way of doing business. It is also a time during which we decide if you are a good fit for the Library, and you decide if the Library is a good fit for you. New employees should review Library policies and procedures and become familiar with the Library, as well as the opportunities of being an employee at the Library. Any questions concerning policies or procedures should be discussed with your Department Head. The orientation / probation period lasts sixty (60) days.

If you are going to be eligible for benefits, benefit eligibility begins either at the end of the orientation / probation period (EOP) or at the date of hire (DOH) as shown in the chart below. However, some accruals, such as vacation time, begin on the date of hire. Employees may not use vacation time, sick time, or personal days during the orientation / probation period and will not be paid for any accruals if employment is terminated for any reason during the orientation / probation period (i.e., accruals do not "vest" until the end of the orientation / probation period).

Benefit	Eligibility Date	Accrual Begins
Paid Vacation	End of first year of employment	DOH
Paid Holidays	DOH	N/A
Sick/Personal Days	EOP	DOH
Health, Life, Dental & Optical Insurance	EOP	N/A
Pension Plan	EOP	N/A
Funeral/Bereavement Leave	DOH	N/A

NPL Employee Handbook, Approved October 21, 2009, Effective January 1, 2010.

NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

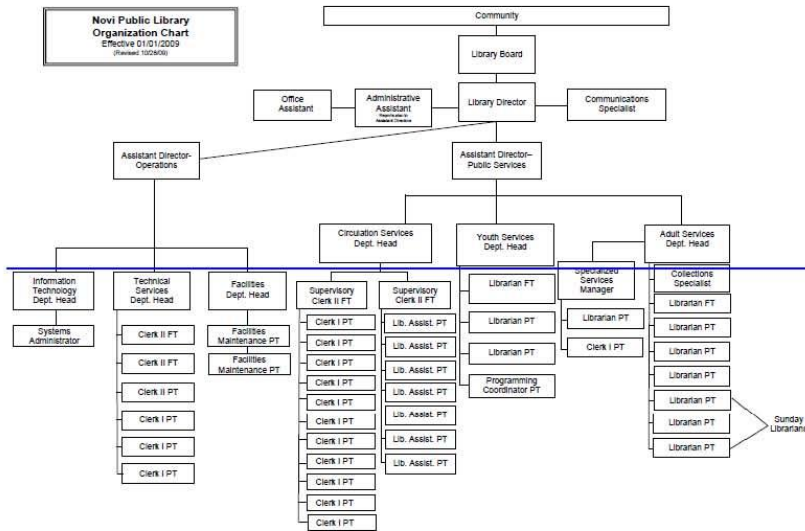
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TERMS OF EMPLOYMENT

The Novi Public Library is an at-will employer. This means that your employment relationship with the Library is for an indefinite period of time and can be terminated at any time, with or without cause and with or without prior notice notwithstanding anything contained in this Handbook to the contrary. This Handbook should be interpreted as a guide to our HR Policies, and not as a contract of employment. An employment contract between the Library and an employee can only come into existence if it is approved by the Library Board, put in writing and signed by the President of the Library Board. There are no verbal employment agreements.

NPL Employee Handbook, Approved October 21, 2009.

ORGANIZATION CHART



NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

EMPLOYMENT POSITIONS

Director	Collection Specialist
Assistant Director—Operations	Systems Administrator
Assistant Director—Public Service	Administrative Assistant
Adult Services—Department Head	Office Assistant
Youth Services—Department Head	Clerk I
Support Services—Department Head	Clerk II
Information Technology—Department Head	Communications Specialist
Facilities Manager	Programming Assistant
Librarian (full time, part time, substitute)	Facilities Assistant

VOLUNTEERS

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The Novi Public Library identifies volunteers as a person who regularly performs duties or tasks for the Library without wages or benefits. The Library shall use the services of volunteers to supplement the efforts of paid Library staff in meeting demands for quality public service and to serve as a method to encourage citizens to become familiar with their Library and the services being offered. The Novi Public Library shall make use of the services of interested volunteers to supplement and not to replace the work done by Library staff. The volunteers described in this policy are different from the Friends of the Library volunteers who are governed by their own policies and bylaws.

Categories of Volunteers

General Volunteers - An opportunity for volunteers over the age of 18 to enhance Library services based on specific tasks identified by Library staff.

Community Service Workers - Offenders referred by the courts of Oakland County to the Library for community service work in lieu of punishment.

Student Volunteers - Students required by their school to volunteer in community agency as a requirement for graduation.

Teen Summer Reading Volunteers - Students entering into 7th grade and/or 12 years of age with an interest in working with the Youth Department to assist with program registration and events during the months of June through August.

Interns / Practicum Student - A bachelor or master level student who is working to complete a practicum as part of their course of study. Scope of work will be determined by the intern / practicum student and Department Head during an interview.

NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

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- A. The Library shall designate a volunteer coordinator to oversee use of volunteers and to maintain a file of volunteers. Each department that uses volunteers shall designate a volunteer supervisor to train, supervise, and evaluate volunteers.
- B. Volunteers must complete a volunteer application form and be age 12 or older. All volunteers are subject to an acceptable background check prior to starting their volunteer commitment. Under normal circumstance, background checks will be completed in a reasonable period of time. Volunteers under 18 years of age must have written permission from a parent or guardian to volunteer for the Library.
- C. Volunteers will not be accepted if there is no suitable job match when skills, interests, locations, schedules, and transportation are considered. If there is not a job available, the volunteer will be informed that his/her application will be kept on file for one year and he/she will be contacted when there is an opening.
- D. Volunteers will not take the place of paid staff and will provide special, unusual, or supplemental services and will be recruited for specific jobs rather than on a general basis.
- E. Volunteer hours will be determined based on the needs of the Library and availability of the volunteer. On an average, a volunteer is asked to commit to work a minimum of two hours per week. In discussion with the volunteer, the Volunteer Coordinator will determine the hours of the volunteer's service. While the Library will attempt to accommodate the volunteer's schedule, we cannot guarantee it. The volunteer will be asked to sign an agreement form before beginning his/her duties so expectations are clear and concise.
- F. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work, behavior and dress code as Library employees.
- G. Volunteers are expected to arrive at the Library in time to begin work as scheduled or notify the Library if they will be absent. All volunteer work must be completed within normal Library hours. Volunteers who fail to show as scheduled may forfeit their volunteer opportunity.
- H. Volunteers will receive orientation packets and shall wear an identification badge when working for the Library. They shall have access to staff restrooms and lounge during their work hours.
- I. Volunteers shall participate in a voluntary evaluation process.
- J. At the end of the volunteer's tenure with the Library, the Volunteer Coordinator will conduct an exit interview.
- K. This policy shall not be deemed a contract between the volunteer and the Novi Public Library. Both the volunteer and the Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. The Library does not provide any employee benefits to persons serving as volunteers.

Recognition

- A. Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you". At least annually, there will be a formal recognition of general and teen volunteers from the Library.
- B. Community Service Workers – The Volunteer Coordinator will verify satisfactory performance levels and the number of hours worked to fulfill the court requirements.
- C. Students and Interns/Practicum – The Volunteer Coordinator will verify that these volunteers have satisfactorily completed the requirements for their volunteer activity.

Duties

- A. Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include, but are not limited to: shelf reading to ascertain if books are in proper order, tagging/weeding/withdrawing materials for the Library's collection, cleaning materials, outdoor maintenance, dusting, moving books, interactive opportunities with

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the public such as greeting at program events and providing support for programs, and will be expected to help enforce the Library's Rules of Behavior.

- B. Community Service Workers who refuse the assigned duties or who behave inappropriately may forfeit their volunteer opportunity.

NPL Employee Handbook, Approved August 11, 1997, Amended October 21, 2009.

EMPLOYMENT OF RELATIVES

The Novi Public Library is committed to a policy of employment and advancement based on qualifications and merit and will not discriminate in favor of or in opposition to the employment of a person merely because of familial relationship with an existing employee.

Purpose

To establish a policy for the Novi Public Library concerning the hiring of relatives of employees and Board Members in order to avoid the appearance of conflict of interest between private interests and the interests of the general public.

Policy

This policy applies to all current and future employees, whether employed on a full or part time basis. Relatives of persons currently employed may be hired only if they will not be working in the same department or in a direct reporting position. This policy also applies to relatives as defined below of employees and Board Members.

Regulations

A. Family member is defined as one the following: relationships by blood – parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin; and relationships by marriage – spouse (as defined by state law) step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couple / significant others.

B. The hiring supervisor is responsible for ensuring policy compliance. Department heads are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for reporting any changes immediately to their supervisor.

C. If any employee, after employment, enters into one of the above relationships, one individual must seek a transfer or a change in the reporting relationship. Such changes must be approved by the Library Director.

D. In cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

NPL Employee Handbook, Approved June XXX, 2011

NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

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HOURS, SCHEDULING AND PAY

PAY AND DIRECT DEPOSIT

The Library's payroll is handled by the City of Novi. Employees are paid every other Friday. Full time employees are paid through the date that timecards are submitted, while part-time employees must submit their timecard one week prior to payday, so they have a delay of one week.

Employees are provided either with a paper check or by direct deposit. If direct deposit is desired, you must complete a form with your banking information which can be received/obtained from the Administrative Assistant or accessed from the City's e-Web-web site. From there it is forwarded the City's Finance Department. An email is sent from the City's Finance Department to all employees usually on Thursday afternoon after 4 p.m. indicating funds will be available on Friday. When the email is sent, you must put a 4-digit pass code number (last four digits of your social security number) in for security reasons to obtain a copy of your check.

Benefits of Direct Deposit

- Convenient – most accounts provide access 24/7/365.
- Flexible – most accounts provide a variety of options (i.e., debit card, e-pay bills, cash withdrawals, etc...)
- Economic – most banks offer free service; may even eliminate costly check cashing fees.
- Secure – can take out incremental withdrawals, use debit card only, limiting cash on hand.
- Reduces Payroll Administration Costs – eliminates check printing costs, lost check re-issuance, stop payment fees, and check fraud costs.
- Increase in Employee Productivity – eliminates time consuming trips by employees to cash checks during normal business hours; eliminates costs to pickup / route / deliver checks.

If an actual paper check is desired, all paychecks must be picked up at the Treasury Department counter (Civic Center first floor) between 10 a.m. and 1 p.m. on payroll Friday's. Any checks not picked up by 1 p.m. will be placed in the mail that same day. Employees separated from employment will be paid for time worked (less deductions) on the next regular pay date according to the applicable Federal and State laws.

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WORK SCHEDULE / LUNCH / BREAKS

Hours of Operation

Monday – Thursday 10 a.m. – 9 p.m.
Friday and Saturday 10 a.m. – 5 p.m.
Sunday 1 p.m. – 5 p.m.*
*(from the week after Labor Day to the week
before Memorial Day)

NPL Employee Handbook, Approved December 19, 2007

Hours of Work

Full Time Employees

The normal basic workday for full time employees shall be 7.5 hours depending on the Library's schedule needs, with one (1/2) hour unpaid for lunch. The normal basic workday for exempt full time employees shall be eight (8) hours per day, with one half (1/2) hour unpaid for lunch. The basic work week shall be five (5) days, Sunday through Saturday depending on the Library's schedule needs. Salaried exempt employees (i.e. Director, Assistant Director(s), Department Heads and Supervisors) may be required to work evenings and/or weekend hours in excess of 40 hours in a week. Salaried exempt employees will not receive extra compensation for having worked in excess of 40 hours in a week.

Part Time Employees (Less than 30 hours per week)

The normal basic workday for part time employees is dependent upon the Library's schedule needs, and may not exceed 7 hours per day with one (1/2) hour unpaid for lunch. Part time employees working a minimum of twenty (20) hours per week on a regular basis are entitled to prorated vacation time benefits. In such circumstances wherein part time staff are asked to work additional hours above their regularly scheduled time, approval from their supervisor or his/her designee is required.

Breaks

- A. Normally, full time staff shall work 7.5 hours per day; exempt full time employees shall work 8 hours per day, 5 days per week. Full time staff shall receive two 15 minute breaks.
- B. Part time staff who work 4 or more hours per day will receive the equivalent paid break time prorated according to daily hours worked.

8.0 hours	30 minutes
7.5 hours	30 minutes
7.0 hours	30 minutes
6.5 hours	25 minutes
6.0 hours	25 minutes
5.5 hours	20 minutes
5.0 hours	20 minutes
4.5 hours	15 minutes
4.0 hours	15 minutes

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NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

- C. For full time staff, each four hour work period warrants a 15 minute paid break. Staff who work 7.5 hours per day are here at the Library for 8 hours; their starting time and quitting times are 8 hours apart. Therefore, they have two 15 minute breaks. For full time exempt staff, each 4.25 hour work period warrants a 15 minute paid break. Staff who work eight (8) hours per day are here at the Library for 8.5 hours; their starting time and quitting times are 8.5 hours apart.
- D. Neither meals nor other breaks can be used at the beginning or end of the work period to shorten the work day.
- E. Recognizing that any full time staff member is assigned to a public service desk in the morning (10am - 12 noon) will not have an opportunity to take a morning break, they may attach their morning break to their meal break (which is unpaid). Thus their meal break will be 45 minutes long: 15 minutes are paid, 30 minutes are unpaid. Since it is also difficult to take a 15 minute break after 5pm, those staff members working the evening shifts may attach their evening break to their unpaid meal break and take a 45 minute dinner break.
- F. Fifteen minute breaks (prorated for part time staff) and meal breaks may be taken outside of the Library building. Staff who leave the building/library premises either on a paid or unpaid work time may not be reimbursed by eligible for Worker's Compensation if they are injured since they were not on work assignment. This would depend on specific considerations and according to while off the City of Novi Personnel Office, a Workers' Compensation hearing to determine eligibility would likely be necessary premises.
- G. Staff who leave the building during their breaks must still adhere to the length of break time specified above.
- H. Paid breaks and meal breaks should be taken considering public service needs and staffing levels. When necessary, supervisors will assign time for meal breaks and paid breaks. Meal breaks and paid breaks may be postponed but not cancelled.
- I. During times of extraordinary activity and/or high levels of public demand, break times in addition to those described above may be authorized by supervisors. This does not affect the availability of the paid breaks or meal breaks.
- J. Full time staff who work eight (8) hours a day get a half hour unpaid meal time and are given credit for a 7.5 hour work day on their time card. Full time staff who work 8.5 hours a day get a half hour unpaid meal time and are given credit for an eight (8) hour work day on their time card.
- K. Part time staff who work under 7 hours may use their allotted break time to eat. Those part time staff people working 7 hours or more have two 15 minute breaks and have an unpaid half hour meal time, the same as the full time people.

NPL Employee Handbook, Approved May 31, 1991, Amended October 21, 2009, Amended January 6, 2010

TIMEKEEPING

The Library keeps track of hours worked by the use of timecards available via the Library intranet.

- Salaried exempt employees (i.e. Director, Assistant Director(s), Department Heads and Supervisors) are required to keep a timecard indicating only when using benefit time and are to indicate hours off.
- Non-exempt employees are required to keep a timecard showing starting time, and quitting time for each workday and if utilizing benefit time, it must be indicated.
- At the end of each pay period the employee must sign the timecard and return it to their Department Head.
- Timecards must not be removed from the Library premises.

NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

Please remember that you are ultimately responsible for your timecard and for its accuracy. You are responsible for submitting your timecard before the end of each pay period. Whenever possible, turn in your timecard by Thursday of the appropriate week. Keep your timecard accessible to your Department Head, in case of your absence.

The fillable timecard is located on the Intranet in Human Resources – Time Card-Fillable Form. Hard copies are located in the file cabinet located at the Reception area marked "Staff Forms." If you complete a hard copy, use black ink only.

When completing your timecard, please remember to:

- Fill in all information at the top of the card.
- Last name first, then followed by first name and middle initial or name, if applicable.
- Period Ending Date, which is always the Saturday of that timecard period.
- Department number – 800704 full time; 800705 part-time.
- Employee number.
- Sign your timecard with black ink. Electronic signatures are not acceptable.
- List all dates in time period starting with Sunday.
- Show all hours you worked and /or benefit time used on the appropriate dates (non-exempt employees).
- When working an eight-hour day, you are entitled to a half hour unpaid lunch period, allowing you to be paid for 7.5 hours. When working an 8.5 hour day, you are entitled to a half hour unpaid lunch, allowing you to be paid for eight (8) hours. The total hours for any pay period should not exceed 80 hours.

When working a Sunday, you will notice that the date and time are indicated in red, as well as the day circled in red. If you did not work a Sunday, yet the time marked shows that you did, please review for an error. Part-time staff should show actual time and actual number of hours worked; full time staff should show actual time and 7.5 hours. Exempt full time staff should show eight (8) hours per day.

As you fill in the dates and hours worked, your hours will be calculated for you. If you find that your calculation for hours worked is less/more than what is indicated, please review the dates and hours worked for errors.

Benefit time, if available, must be used for absences instead of taking time off without pay. Sick time may only be used for illness or medical issues for you, immediate family, or significant other, as defined in the sick leave policy. If you are off for benefit time, use the benefit codes listed at the bottom of the timecard. ~~If you are entitled to comp time, record your hours for the day as if you had worked those hours and place a sticky note on the timecard indicating the hours you are using as comp time. Comp time is to be used during the pay period earned. Comp time must be approved by a Supervisor prior to taking.~~

OVERTIME

While it is the Library's policy to avoid overtime, there are situations that may require overtime work. When required by the Library, overtime is mandatory. In these cases, your Department Head will attempt to give you sufficient notice concerning scheduled overtime. Overtime must be approved by the Director. Overtime, at the rate of time and one-half, is paid for all hours you work in excess of 40 hours in any work week. Not all employees are eligible for overtime. Check with your Department Head to see if you are eligible for overtime.

~~Overtime, at the rate of time and one-half, is paid for all hours you work in excess of 40 hours in any~~

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~~work week. Not all employees are eligible for overtime. Check with your Department Head to see if you are eligible for overtime.~~

PAYROLL DEDUCTIONS AND ERRORS

The Library's payroll is administered by the City of Novi Finance Department. The City will deduct from the employee's gross pay: federal and state income taxes, social security taxes, back taxes, garnishments (including child support) and any other deductions required by law. The employee must authorize, in writing, any other deductions. All deductions are itemized on the employee's pay stub.

The City takes every precaution to ensure that employees are paid properly. However, if you believe an error has been made, you should provide a written notice of the alleged error and furnish a clear copy of the pay stub with the written notice, to the Administrative Assistant immediately. If an error has been made by you, the error will be corrected on the next paycheck. If the error has been made by the City, they will attempt to adjust the error immediately. If not immediately, then no later than the next pay period.

TRAVEL AND OTHER EXPENSE REIMBURSEMENT

Expense Reimbursement

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

The expense report form is on the Library intranet.

Mileage

Novi Public Library reimburses staff for mileage, parking, and tolls when they use their own vehicle to travel to Library supported workshops or programs, or when one is on Library business. Mileage is allowed for the distance from the Library to the workshop, or Library business, and back to the Library. The Library does not reimburse staff for citations (tickets), or for accidents or other damage that may occur to a vehicle while on Library business.

Register the number of miles traveled and upon return, complete a Mileage Reimbursement Request form located on the Intranet (forms). Submit your request to the Administrative Assistant. If the mileage reimbursement amount is \$25 or less, and funds are available in the Petty Cash fund, then reimbursement will be made. If funds are not available upon submission of the Mileage Reimbursement Request form and reimbursement is \$25 or less, then the staff member has the option to have the request submitted in the Warrant or wait until the funds become available. If the reimbursement is more than \$25, the Mileage Reimbursement Request will be submitted through the Warrant and a check will be issued.

The reimbursement amount on the Mileage Reimbursement Request will be changed from time to time to match the deductible rate that is set by the Internal Revenue Service. Wear and tear or damage to a vehicle is not the responsibility of the Library.

NPL Employee Handbook, Approved October 21, 2009.

[NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010](#)

EMPLOYEE BENEFITS

HOLIDAYS

The following days shall be called "Library Holidays" and the Library shall not be open for service:

New Year's Day
Martin Luther King, Jr. Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Eve (Library closes at 5 p.m.)
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

Whenever Christmas Day, New Year's Day or Independence Day falls on a Sunday, the Library will be closed on the Monday after.

NPL Employee Handbook, Approved December 19, 2007; Amended May 1, 2010

Eligibility for Holiday Pay:

- A. All permanent (i.e. not seasonal or temporary) employees working at least 20 hours per week shall be entitled to holiday pay for those days designated as "Library Holidays." These shall be referred to as eligible employees.
- B. Eligible part time employees working between 20-29.5 hours per week will receive ~~prorated holiday~~ a flat rate of pay based on the number of hours they are regularly ~~scheduled to work~~ per week compared to the full time 37.5 hour work week. ~~If appropriate, due to fluctuation of weekly work hours, the basis for prorating part time staff work hours can be determined by taking an average weekly hours worked in the six months prior to the holiday. If employees have not been employed by the Library for at least six months, an average of hours worked per week for their period of employment thus far will be used as a basis for computation.~~

Hours Regularly Scheduled Per Week	Hours Received
20-23	4
23.5-25.5	5
26-29.5	6

- ~~C.~~ C. All eligible employees shall have their regular day off in addition to the holiday itself, during the week in which the Library holiday occurs. Eligible part-time employees shall have the appropriate number of holiday hours on their time card. Part time employees will have the option to work the additional hours to make up for time based on flat rate of hours (see chart) or use available benefit time.

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~~E. The eligible part time employee working between 20-20.5 hours per week has the option of receiving pro-rated holiday pay for holiday time in addition to their regular work hours or taking prorated holiday time off in the current pay period.~~

F.D. If eligible employees waive taking their paid time off during the pay period in which the Library holiday occurs, they will be given compensatory time off at a date, schedule permitting, and with the approval of their supervisor, not later than one month from the date of the Library holiday occurring that week.

G.E. To be eligible for holiday pay for the Library holidays, employees must work their usual hours the last regularly scheduled day before and the next regularly scheduled day after the Library holiday, unless otherwise approved by the Director.

H.F. Holidays that occur during a staff members' planned vacation leave are not charged against their vacation leave.

NPL Employee Handbook, Approved October 9, 1995, Amended October 21, 2009, Amended January 6, 2010, amended June XXX, 2011
Effective July 1, 2010

HEALTH, LIFE, DENTAL AND OPTICAL INSURANCE

~~All~~ Employees who are designated as full time employees are eligible for the following benefits:

1. Health Insurance
2. Group Life Insurance
3. Dental Program Benefits
4. Optical Program Benefits

These benefit programs are administered by the City of Novi Human Resources Department and complete descriptions of those plans are on file with the City. Summaries of those plans are available from the Library Administrative Department. These plans change from time to time and you will be notified of any changes.

NPL Employee Handbook, Approved July 1, 1978, Amended August 19, 2009.

RETIREMENT PLAN PARTICIPATION

All full time permanent employees must participate in either the MERS Uniform Defined Benefit Plan, or the MERS Uniform Defined (401A) Contribution Plan, depending upon the date of hire. Both of these plans are administered by the City of Novi Human Resources Department.

MERS Uniform Defined Benefit Plan

Full time permanent Library employees hired prior to July 1, 2007 are eligible for the Defined Benefit Plan contributions based on eligible earnings (i.e., excludes sick bonus, sick payout, etc.) as follows:

- ~~Age Normal age 60 years.~~
- Vesting – 10 years of service.
- Guaranteed monthly benefit for members' lifetime based on formula: multiplier x years of service x FAC (final average compensation).
- Benefit amount not dependent upon investment performance (Employer responsible for funding accrued benefit).
- Retirement System responsible for investment decisions.

NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

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- Employer contributions actuarially determined by plan design and experience each year.
- Disability and Death Benefits – Duty and Non-Duty.

MERS (Municipal Employment Retirement System) forms and additional information can be located at: www.mersofmich.com.

MERS Uniform Defined Contribution (401A) Plan

All full time permanent Library employees hired after July 1, 2007 are eligible for bi-weekly contributions based on eligible earnings (i.e., excludes sick bonus, sick payout, etc.) as follows:

- Employer Mandatory Pre-Tax Contribution – 6%
- Employee Mandatory Pre-Tax Contribution – 3%

The employee will be eligible to receive the amount contributed by the employer for the Defined Contribution Plan contributions based on the following vesting schedule:

- Upon completing 3 years of service – 25%
- Upon completing 5 years of service – 50%
- Upon completing 7 years of service – 100%

~~The normal age of retirement for the Defined Contribution Plan shall be age 60.~~
Loans are not permitted. Transfers from other eligible plans are allowed.

The benefits summarized in this section are intended only as general information regarding the Municipal Employees' Retirement System of Michigan. They are not a substitute for Act. No. 220 of the Public Acts of 1996, and the MERS Plan Documents as revised. If any conflict occurs between the information in this summary and Act. No. 220 of the Public Acts of 1996, as amended, or the applicable MERS Plan Document, as revised, the provisions of Act. No. 220 and the MERS Plan Document govern.

[NPL Employee Handbook, Amended June XXX, 2011](#)

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ICMA-RC RETIREMENT AND MICHIGAN EDUCATION SAVINGS PROGRAM

Library staff members are eligible to participate, through payroll deduction, in the voluntary pre-tax savings program for retirement through ICMA-RC or the Michigan Education Savings Program (MESP) for college. Forms can be obtained through the Library or the City of Novi's [eWeb site](#).

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[NPL Employee Handbook, Amended June XXX, 2011](#)

**TIME OFF
VACATION POLICY**

A. New employees shall accrue vacation time throughout the calendar year in which they are hired. However, they shall not be eligible to take vacation time until the subsequent calendar year, with the amount of such leave being prorated from the previous year, based on the below schedule. Thereafter, vacation leave will be earned on a calendar year basis and vacation leave taken in the following calendar year.

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[NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010](#)

SICK AND PERSONAL DAYS

Sick Leave

The Library may grant paid sick leave for actual cases of sickness or disability at the request of the employee for the employee, or for care of immediate family, or significant other.

- A. Full time exempt employees shall be allowed up to twelve (12) eight (8) hour sick leave days per year at the rate of one (1) day per month prorated to the number of hours worked. Benefit time allotment for the year 2010 for exempt employees only allows for six (6), 3-7.5 hour days, January 1-June 30; 3-8 hours days, July 1-December 31. Paid sick leave time accrual begins on the date of hire but may not be taken until after the expiration of the Orientation/Probation period. Full time non-exempt employees shall be allowed up to twelve (12) seven and one half hours (7.5) sick leave days per year at the rate of one (1) day per month prorated to the number of hours worked.
- B. Part time permanent employees shall be allowed up to twelve (12) equivalent sick leave days, per year at a rate of one (1) day per month, prorated to the number based on a flat rate of regularly scheduled hours worked- (see chart). The sick leave will be given upon the first day of the month for that month.

Sick

<u>Hours Regularly Scheduled Per Week</u>	<u>Hours Received</u>
<u>20-23</u>	<u>4</u>
<u>23.5-25.5</u>	<u>5</u>
<u>26-29.5</u>	<u>6</u>

- C. The allowance of sick leave may be granted at the discretion of the Library Director or ~~the his/her~~ Designee(s). Sick leave ~~usage shall be considered an entitlement to~~ be used only ~~infor~~ actual sickness, physician's appointments, ~~or for related sickness, hospitalization or disability and related to care to said disability.~~ The Library Director or Designee(s) may require a doctor's note or other evidence that the Employee was qualified for sick leave.
- D. An employee may use sick leave time for "their own illness or injury", or to care for "immediate family," or "significant other." An "employee" is defined as an individual who is either a full time employee of the Novi Public Library or an individual scheduled for the year as a part time permanent person who is an employee of the Library for at least twenty (20) hours per week.
- E. The "immediate family" shall consist of grandparents, mother, father, children, spouse, brothers, sisters, and grandchildren and in-laws, step, half or full relationships. "Significant others" shall be defined as an individual with which the employee has a meaningful relationship. This shall not be limited to the individual, but also that person's immediate family.
- F. The employee may accumulate in a sick leave bank up to a maximum of sixty-five (65) days. Employees who have more than 65 days in their sick bank as of December 31, 2009 will keep those days but may not add more days to their sick bank until they have less than 65 days in their sick bank. Unused sick days may not be cashed out, either during employment or at the termination of employment. Sick leave days that are accumulated in the current calendar year will be used first, then the days accumulated in the sick leave bank will be used when the current year days have been exhausted.

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NPL Employee Handbook Approved: January 1, 1995, Amended: October 21, 2009, Amended: December 16, 2009, Amended January 6, 2010, Amended June XXX, 2011
Effective: July 1, 2010

Personal Leave Time

- A. Full time exempt employees shall be allowed six (6), 8 hour personal leave days per calendar year, with three (3) days being awarded each January 1 and July 1. Benefit time allotment for the year 2010 for exempt employees only allows for six (6), 3-7.5 hour days, January 1 – June 30; 3-8 hour days, July 1-December 31.
Full time non-exempt employees shall be allowed six (6) 7.5 hour personal leave days per calendar year, with three (3) days being awarded each January 1 and July 1.
- B. Part time employees who work at least twenty (20) hours per week shall be allowed personal leave time ~~on a prorated basis,~~ based on a flat rate of regularly scheduled hours worked (see chart).

<u>Hours Regularly Scheduled Per Week</u>	<u>Hours Received</u>
<u>20-23</u>	<u>4</u>
<u>23.5-25.5</u>	<u>5</u>
<u>26-29.5</u>	<u>6</u>

- B.
- C. Personal leave days will be authorized only for those items which cannot be done except during normal working hours, and will be by permission only of the Department Head upon advance written request by the employee. It will be necessary, except in an emergency, that a twenty-four (24) hour notice be given the Department Head when requesting a personal leave day. If the Department Head is not available to grant an immediate request, such time may be granted by an Assistant Director.
- D. Following the close of the calendar year, any unused personal leave time up to a maximum of three (3) days shall be put into the employee's sick leave "bank."

NPL Employee Handbook, Approved May 1, 1996, Amended October 21, 2009, Amended January 6, 2010, Amended June XXX, 2011
Effective July 1, 2010.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

~~The purpose of Novi Public Library has adopted this policy is to provide a process for recognizing and documenting staff need for family medical leave time in order to comply with all implement the terms of the Family and Medical Leave Act. Subject to the specific provisions of the Family and Medical Leave Act and related regulations, of 1993 (FMLA). Eligible employees are eligible entitled to take a total of 12 weeks (84 calendar days) of family and medical leave during any 12 month period on the terms and conditions stated in this policy, the regulations issued by the Department of Labor under the FMLA and in NPL'S other applicable leave policies.~~

NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

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A. Definitions:

~~1. For purposes of Eligibility:~~ Permanent full time and permanent part time staff his policy, the following definitions apply:

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~~A. 1. "Eligible Employee" means an individual who have has been employed by the NPL for at least 12 months, has worked at least 42501,250 hours during the 12-month period immediately preceding the start commencement of the requested leave.~~

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~~Reasons for~~

~~B. 2. "FMLA Leave:~~
~~2. " means leave that qualifies under the Family and Medical Leave time may be use for the following purposes:~~

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- ~~a. the birthAct of an employee's child,1993, as amended by the National Defense Authorization Act of 2008, Pub. L. 110-181, and to care for the newborn child~~
- ~~b. the placement of a child with the employee for adoption or foster care~~
- ~~c. to care for the spouse, child, or parentDepartment of the employee if the spouse, child or parent has a serious health condition~~
- ~~d. a serious health condition that makes the employee unable to perform the functions of his/her job, whether or not such serious health conditionLabor's regulations and is work relateddesignated by NPL as so qualifying.~~

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~~An employee's entitlement to leave for the birth of a child or the placement of a child for adoption or foster care will expire at the end of the 12 month period beginning on the date of such birth or placement. A leave designated as 1 or 2 above must be taken at one continuous increment~~

~~3. "Leave Year" means the 12-month period measured backward from the date each employee's leave commenced.~~

~~2. 4. "Serious Health Condition" means,~~
~~4. For purposes of leave eligibility, a "serious health condition" is defined as an illness, injury, impairment, or physical or medical/mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility or requires or continuing treatment by a health care provider.~~

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~~C. Determination of the 12 month period: The 12 month period for taking a family and medical leave will be a rolling 12 month period measured backward from the date leave is used. All leave time covered by the FMLA may not exceed 12 weeks within any one 12 month period. Leave time is documented as of the first triggering event and is maintained on a rolling 12 month basis.~~

~~D. Notice: Employees experiencing a triggering event must request leave time for the Library Director. The completed application must state the reason for the leave, the duration of the leave, and the anticipated starting and ending dates of the leave.~~

~~E. Timing of Notice: An employee must notify the Library Director at least 30 days before the leave is to begin when the need for family and medical leave is foreseeable for the birth or placement of a child, or for planned medical treatment. (If the leave is to begin within 30 days, the employee must give notice as soon as the need for the leave arises.) If the leave is to begin within 30 days, the employee must give notice within one or two business days of the time when the need for the leave becomes known to the employee.~~

~~F. Medical Certification Requirements:~~

~~1. When family and medical leave is needed based upon the serious health condition of an employee or the employee's spouse, child or parent, a timely medical certification must be provided by the health care provider for the employee or family member, which includes the following information: date the serious health condition~~

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~~began; probable duration; appropriate medical facts regarding the condition; and if applicable, a statement that the employee is needed to care for the family member, and an estimate of the time needed for such care. The certification must be provided within 15 days of the request unless that is not practical under the circumstances.~~

~~2. In the event of the employee's own illness, the certification must state that the employee is unable to perform the essential functions of his/her position. In cases of certification for intermittent or reduced leave, the certification must include information regarding the number of treatments and intervals between treatments, the actual or estimated dates on which treatment is expected to be given, and the period for recovery, if any.~~

~~3. In any case in which the Novi Public Library has reason to doubt the validity of the certification, the Library (at its expense) may require the employee to obtain the opinion of a second health care provider, and in the event of a conflict, the opinion of a third health care provider is designated or approved by the Library and the employee and whose decision is final and binding. The Novi Public Library may also require the employee to obtain subsequent re-certifications on a reasonable basis.~~

Intermittent Leave or Leave on a Reduced Schedule:

5. "Inpatient Care" means an overnight stay in a hospital, hospice or residential medical care facility, including a period of incapacity or any subsequent treatment in connection with the inpatient care.

6. "Continuing Treatment" includes anyone or more of the following:

a. A period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

i. Treatment by a health care provider two (2) or more times within 30 days of the first day of incapacity; or

ii. Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of a health care provider.

b. A period of incapacity due to pregnancy or prenatal care;

c. A period of incapacity or treatment for such incapacity due to a chronic serious health condition;

d. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or

e. Any period of absence to receive multiple treatments by a health care provider.

7. "Covered Service Member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

8. "Covered Military Member" means the employee's spouse, son, daughter or parent on active duty or call to active duty status.

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9. "Active duty or call to active duty" means duty under a call or order to active duty (01' notification of an impending call or order to active duty) in support of a contingency operation as either a member of the reserve components, or a retired member of the Armed Forces or Reserve.

10. "Serious Injury or Illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

11. "Qualifying Exigency" means one or more of the following circumstances:

a. Short-notice deployment to address any issues that may arise due to the fact that Covered Military Member received notice of the deployment seven (7) or less calendar days prior to the date of deployment;

b. Military events and related activities - to attend any official ceremony, program, or event sponsored by the military that is related to the Covered Military Member's active duty; or to attend family support or assistance programs and informational briefings sponsored by the military;

c. Child care and school activities to arrange for alternative childcare; to provide childcare on an urgent or immediate basis; to enroll or transfer a child to a new school; and to attend meetings with school staff that are made necessary by the Covered Military Member's active duty or call to active duty;

d. Financial and legal arrangements - to make or update financial or legal arrangements related the Covered Military Member's absence while on active duty; and to act as the Covered Military Member's representative with regard to obtaining, arranging or appealing military benefits;

e. Counseling to attend counseling sessions related to the Covered Military Member's deployment or active duty status;

f. Rest and recuperation - to spend up to five (5) days with a Covered Military Member who is on short-term, temporary rest and recuperation leave;

g. Post-deployment activities - to attend ceremonies and reintegration briefings for a period of 90 days following the termination of the Covered Military Member's active duty status; and to address issues arising from the death of a Covered Military Member; and/or

h. Other activities that the NPL and employee agree qualify as an exigency.

B. Reasons for FMLA Leave:

An Eligible Employee is entitled to a total of 12-weeks of unpaid leave during each Leave Year in the event of one or more of the following:

1. The birth, adoption or placement for foster care of a son or daughter of the employee and to care for such child. (Leave must be taken during the 12-month period following

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the birth or placement, and must be taken in a single consecutive period and may not be taken intermittently or on a reduced schedule.)

2. A serious health condition of a qualifying family member, i.e. spouse, son, daughter or parent of the employee, if the employee is needed to care for such family member.
3. A serious health condition of the employee that makes the employee unable to perform anyone or more of the essential functions of his or her job.
4. Any "qualifying exigency" arising out of the fact that an employee's spouse, parent, son or daughter is on active duty or has been called to active duty in the Armed Forces in support of a contingency operation.

An Eligible Employee is entitled to a total of 26-weeks of unpaid leave during a single 12-month period to care for a parent, son, daughter, spouse or next of kin who is a Covered Servicemember, regardless of whether the employee has taken leave for another FMLA qualifying reason in the past 12-months.

Any leave taken under one or more of these circumstances will be counted against the employee's total entitlement to FMLA leave for that Leave Year.

C. Paid Leave Benefit Coordination with FMLA Leave:

FMLA leave under this policy is generally unpaid leave. If, however, the employee is eligible for any paid leave under any other benefit programs such as accrued vacation, unused sick or personal days, the employee will be required to exhaust the paid leave upon the commencement of, and concurrently with, FMLA leave (unless the employee's own serious health condition has caused the leave and the employee is receiving workers' compensation benefits). Paid leave will run concurrently with and be counted toward the employee's total 12-week or 26-week period of FMLA leave. Employees on leave that qualifies both as workers' compensation and FMLA leave who are offered a light duty position will have the option of remaining on FMLA leave without pay (and foregoing the light duty position and additional workers' compensation benefits) or accepting the light duty position. If the employee accepts the light duty position, then the employee's right to job restoration (as described below) runs through the end of the applicable Leave Year. If the employee accepts light duty, then he/she retains the right to be restored to the same position the employee held at the time his or her FMLA leave commenced or to an equivalent position.

D. Intermittent or Reduced Scheduled Leave:

G. FMLA

1. ~~In certain situations, family and medical leave may be taken intermittently or on a reduced leave schedule basis. For the birth or placement of a child, intermittent reduced work schedule basis. If FMLA leave may only be taken with prior approval from the Novi Public Library Director. Intermittent~~ intermittently or on a reduced schedule leave to care for a seriously ill spouse, child or parent or because of an employee's own serious health condition basis, then NPL may be taken when medically necessary.

2. ~~If the need for intermittent or reduced schedule leave is foreseeable based on planned medical treatment, including recovery from a serious health condition, the employee must attempt to schedule the leave so as not to unduly disrupt the operations of the Novi Public Library. The Library may also require the employee to transfer temporarily transfer to an available alternative position with an equivalent pay rate and benefits that, including a part-time~~

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position to better accommodate recurring periods of leave due to foreseeable medical treatment. Every employee is obligated to make a reasonable effort to schedule medical treatment so as not to unduly interrupt NPL operations. Any employee who needs an intermittent or reduced schedule leave shall submit an application for such leave on a form supplied by NPL at the time described above. The employee shall also, within the time limits set forth, furnish NPL with the proper medical certification on Form WH-380-E, which will be supplied by NPL, regarding the need for such intermittent or reduced schedule leave. As in the case for other FMLA leaves, NPL may require a second or third medical certification. Prior to the commencement of any intermittent or reduced schedule leave, the employee requesting intermittent or reduced scheduled leave must advise the NPL of the reasons why the intermittent or reduced scheduled leave is necessary and of the schedule for treatment, if applicable. The employee and NPL shall attempt to work out a schedule for such leave that meets the employee's needs without disrupting NPL operations.

E. Employee Notice Requirement:

Employees are required to provide NPL with sufficient information to make it aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave. Sufficient information may include the following: that the employee is unable to perform his or her job functions; that the employee's family member is unable to perform his or her daily activities; that the employee or his or her family member must be hospitalized or undergo continuing treatment, or the circumstances supporting the need for military family leave. When an employee seeks leave due to a FMLA-qualifying reason for which NPL has previously provided FMLA-protected leave, the employee must specifically reference the qualifying reason for the leave and the need for "FMLA" leave.

3.

If the need for leave is foreseeable, the employee is required to provide such notice to the [DESIGNATED LEAVE ADMINISTRATOR] at least 30 days before the commencement of the leave, unless impracticable to do so under the circumstances, in which case notice must be given as soon as possible, generally the same or the next business day. The employee also must follow any NPL policy requiring advance notice, reasons for leave and anticipated start and duration of the leave. Failure to provide advance notice or follow NPL policy when the need for leave is foreseeable may result in delay or denial of FMLA leave. If the leave is not foreseeable, the employee must provide notice to the NPL of need for leave as soon as practicable, and must follow NPL'S normal call-in procedures. Failure to follow NPL'S call-in procedures, absent unusual circumstances, will result in delay or denial of the leave. In the case of planned medical treatment for a serious health condition, the employee is required to make a reasonable effort to schedule the treatment so as not to disrupt the operations of NPL.

Employees are required to give additional notice as soon as practicable whenever there is a change in the dates of scheduled leave. NPL requires that the employee's health care provider complete a fitness-for-duty certification that specifically addresses whether the employee is able to perform the essential functions of his or her job before the employee can return to work. If the NPL has a "reasonable safety concern," it may also require periodic fitness-for-duty certifications prior to the employee's return from intermittent FMLA leave, up to once every 30 days. A "reasonable safety concern" means a reasonable belief of significant risk of harm to the individual employee or others.

Upon receiving sufficient notice of an employee's need for FMLA-qualifying leave, NPL will notify the employee of his or her eligibility to take FMLA leave within five (5) business days of the request, absent extenuating circumstances. At this time, the NPL will also provide the

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employee written notice of the employee's rights and obligations with respect to the leave (as well as providing copies of the required certification form).

F. Application and Medical Certification:

A leave to care for the employee's own serious health condition, or the serious health condition of a covered family member, must be supported by a medical certification completed by the health care provider for the employee or the covered family member. A qualifying exigency leave or a leave to care for a Covered Service member with a serious injury Of illness must also be supported by a certification. NPL will provide the proper certification to the employee for his or her respective leave within five (5) business days of the employee's request for leave. The employee must return a complete and sufficient copy of the appropriate certification to NPL within 15 calendar days of receiving the certification, unless it is not practicable. If the employee returns an incomplete or insufficient certification, then NPL shall advise the employee in writing what additional information is necessary to make the certification complete and sufficient. In order to cure the deficiency, the employee must then return a complete and sufficient certification to NPL within seven (7) calendar days. If the employee fails to cure a deficiency in a certification, or fails to return a certification, within the prescribed time period, NPL may deny the taking of the leave.

A NPL representative (other than the employee's direct supervisor) may contact the employee's health care provider to clarify or authenticate the medical certification submitted for leave for the employee's own serious health condition or the serious health condition of a family member. If NPL has reason to doubt the validity of a medical certification, the employee will be required to obtain a second or third opinion at NPL'S expense. Failure to comply with these certification requirements will result in the delay, denial or termination of leave. An employee who will be on a FMLA leave for more than one (1) week is required to call **DESIGNATED LEAVE ADMINISTRATOR** weekly to report when and if the employee expects to return to work. NPL may request recertification at any time during the course of the leave for the employee's own serious health condition, if: (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described in the previous certification have changed significantly, or (3) if NPL has reason to suspect that an employee on FMLA leave has fraudulently obtained the FMLA leave. If desired by NPL, a second or third certification in the manner provided above may be required. If the employee's leave to care for his or her own serious health condition or that of a family member is expected to last more than 30 days, NPL will require a new certification from the employee's health care provider when leave is scheduled to expire, or every 6 months, whichever occurs earlier.

When NPL learns of an FMLA reason for leave after a leave has commenced under another of NPL policies, NPL will designate the leave as FMLA-qualifying from the commencement of the leave. Employees are required to cooperate in providing NPL with information needed to make this determination.

G. Continuation of Group Health Benefits:

NPL will maintain the employee's coverage under a group health plan during the period of FMLA leave under the same terms and conditions as though the employee were actively working. During the leave, the employee will be required to continue to make all premium payments that he/she otherwise would have had to make if actively employed. Where feasible, NPL will advise the employee concerning the necessary arrangements for such payments prior to the commencement of the leave. If the employee fails to return to work following the expiration of FMLA leave for a reason other than a serious health condition or circumstances

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beyond the employee's control, NPL will be entitled to the repayment by the employee of any premiums paid by NPL during the leave. Failure to make timely premium payments may result in the termination of coverage. An employee on FMLA leave should deliver payment of the employee's portion of such premium to [DESIGNATED LEAVE ADMINISTRATOR] prior to the first work day of each month. Failure to make prompt payment of the employee's portion of such premium may result in the loss of medical insurance coverage for the duration of the FMLA leave, but upon the employee's return to work, the medical insurance will be restored as of the date that the employee returns. If the employee does not return from FMLA leave or returns to work, but does not remain an active employee for at least 30 days, the NPL may seek to recover the amount paid for such insurance premiums from the employee.

An employee on FMLA leave shall be responsible for the payment of the full premium for all other insurance, pensions and other benefits. Failure of the employee to pay the entire premium for such items shall result in their lapse for the duration of the FMLA leave. Trthe employee retu11IS from FMLA leave, all such insurance, pension and other benefits shall be restored without any break in service.

An employee shall not accrue any credit toward vacation or other benefits based upon time worked for the time that he or she is on FMLA leave.

H. Return to Work / Fitness-For-Duty Certification:

Before returning to work following a medical leave due to the employee's serious health condition, the employee will be required to present a fitness-for-duty certification from his/her health care provider that the employee is medically able to resume work and to perform the essential functions of his or her job. If the date on which an employee is scheduled to return to work from an FMLA leave changes, the employee is required to give notice of the change, if foreseeable, to NPL within two (2) business days of the change. Subject to the limitations below, an employee returning from FMLA leave will be restored to the position of employment held when the leave commenced or to an equivalent position. Job restoration may be denied if conditions unrelated to the FMLA leave have resulted in the elimination of the employee's position, or if the employee qualifies as a "key employee" (generally the highest paid 10% of the workforce). Key employees may be denied job restoration if it would cause substantial and grievous economic injury to NPL, in which case the key employee will be notified of this decision.

H.

i. ~~In Use and Designation of Leave Time: Employees may elect to substitute accrued paid leave for unpaid FMLA leave. Novi Public Library will not require employees to count paid leave toward the 84 day entitlement. Unpaid FMLA leave time must be requested using the application for Family and Medical Leave.~~

j. ~~Pay and Benefit Coverage During Leave:~~

1. ~~All leave specifically designated as FMLA time will be unpaid.~~
2. ~~For the duration of any family and medical leave granted under this policy, the Library will continue to provide eligible employees with life insurance, health insurance, dental/optical insurance, and disability insurance under the same conditions that applied before the leave commenced.~~
3. ~~If the employee fails to return to work after the expiration of the FMLA leave, he/she will be required to reimburse the Novi Public Library for any premiums paid to maintain the benefit coverage, unless the reason the employee fails to return is the continuation, recurrence, or onset of a serious health condition that would otherwise entitle the employee to FMLA leave, additional health leave, or other circumstances beyond the employee's control.~~

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~~K. Restoration to Employment:~~

- ~~1. At the end of FMLA leave, the employee will be restored to the position held when the leave commenced, or to an equivalent position with equivalent pay and benefits, except that an employee returning from leave has no greater rights to restoration than if the employee had been continuously employed during the leave period.~~
- ~~2. Taking of FMLA leave will not result in the loss of any employment benefits accrued prior to the date the leave commenced. However, upon returning to work, the restored employee will not be entitled to the accrual of any benefits during any period of unpaid family and medical leave.~~

~~L. Return from Leave:~~

- ~~1. The Novi Public Library may require, at the employee's expense, periodic reports from an employee on family and medical leave regarding the employee's status and intent to return to work. If the employee gives unequivocal notice of intent not to return to work, the Novi Public Library's obligations to provide benefits (except health care under COBRA) and to restore the employee to the same position end.~~
- ~~2. If an employee takes a family and medical leave due to his/her own serious health condition, the employee must provide medical certification that he/she is able to resume duty before returning to work.~~
- ~~3. The failure of an employee to return to work upon the expiration of a family and medical leave will subject the employee to immediate termination unless an extension is granted or unless the employee has other available leave time. In addition, when an employee exhausts his/her FMLA leave entitlement, all Novi Public Library's obligations under FMLA end. The employee may apply for an unpaid leave of absence.~~

~~M. An employee on an FMLA leave shall not engage in any outside or supplemental employment.~~

summary, upon expiration of a FMLA leave, an employee who returns to work shall be restored to the same or an equivalent job, if the employee shall have:

1. Called [DESIGNATED LEAVE ADMINISTRATOR] in accordance with terms above;
2. Furnished [DESIGNATED LEAVE ADMINISTRATOR] with proper certifications and recertifications in accordance with terms above;
3. Submitted to any second or third examination by a health care provider upon request of NPL;
4. Furnished [DESIGNATED LEAVE ADMINISTRATOR] with a medical certification of the employee's ability to return to work and to perform the essential functions of the job; and
5. Returned to work immediately upon expiration of the FMLA leave.

Failure to call [DESIGNATED LEAVE ADMINISTRATOR] weekly, to provide the required medical recertification or to return to work immediately upon expiration of a FMLA leave may result in termination of the employee. Failure to furnish a fitness-for-duty certification of the employee's ability to return to work and to perform the essential functions of the job may result in the delay of job restoration or the termination of the employee.

NPL Employee Handbook, Approved September 8, 1997. _____ June XXX, 2011

NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

PERSONAL LEAVE OF ABSENCE WITHOUT PAY (Non-FMLA)

Novi Public Library anticipates that employees will be on the job, as scheduled. Various types of paid leave time are provided for those circumstances when employees may need or want to be off the job. These include: vacation time, holiday time, personal time and sick leave time. If leave time is requested beyond the total paid leave time provided, this Personal Leave of Absence Policy applies.

The purpose of this Leave Policy is to provide a process for responding to staff requests for leave without pay longer than 5 days duration that are not related to triggering events covered by the Family Medical Leave Act.

1. Employees may not request leave without pay until all other paid leave time, except sick leave, is exhausted.
2. Employee requests for leave without pay should be made to their Department Head on the Leave Without Pay Request form. The request for leave without pay should be made 30 days in advance of the requested leave. If the leave was not predictable, the request should be made as soon as practicable.
3. The Department Head will review the request for leave without pay in regards to public service needs. The request for leave without pay will be forwarded to the Director or his/her designees for administrative review.

Granting a leave without pay is discretionary. The response to the leave without pay request will be based on the need for Library service, the impact on remaining staff, history of past leaves without pay requested, the service record of the employee and the relevancy of the request to the needs of the Library, and all pertinent State and Federal laws related to employee leave time.

4. In general, paid leave time requests take precedence over unpaid leave time requests.
5. If Leave Without Pay is granted as requested, the employee's position may be maintained up to three months for that employee until he/she returns to duty. If the leave extends beyond three months, the returning employee may not be placed in the same position, but may be placed in another position at the Library's discretion.
6. An employee on leave under this policy may request extensions, in writing, in increments of up to three months. All such extensions must be requested in at least five working days prior to the expiration of the then current leave. No leave, including any and all extensions may exceed a total of twelve (12) months.

Prior to the expiration of any approved leave, the employee must advise the Library, in writing of his/her availability and intention to return to work upon expiration of the leave. Failure to request an extension in a timely manner, or to advise the Library of his/her availability and intention to return prior to the expiration of a leave of absence, will be considered the voluntary resignation of employment. Likewise, failure to return to work upon expiration of an approved leave of absence will be considered a voluntary resignation of employment.

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7. Twelve months is the maximum leave without pay granted to any employee. The Library will terminate the employment of those employees who do not return to work after one year. Unused sick benefit time will be paid according to the sick leave policy.
8. While the taking of unpaid leave shall not result in the loss of any employment benefits that accrued before the date on which the leave commenced, ~~a restored employee is not entitled to the pool of vacation, sick days and other~~ benefits will not continue to accrue during any a period of unpaid leave taken under this policy.
9. An employee's health benefits while on leave without pay will be paid by the Library for the month in which the leave begins and for the month following. After that time period, the employee's paid health care benefits will cease. The employee may continue the coverage through COBRA laws, if desired. If the employee returns to work, the health insurance benefits will be restored according to established enrollment time frames.

~~10.~~ An employee on a leave of absence under this Policy shall not engage in 10. any outside or supplemental employment.

~~11.~~ ~~Leaves of absence may be granted when an employee is unable to work due to personal illness or disability, regardless of whether such illness or disability is work related. Leaves resulting from an employee's own serious health condition must be supported by medical certification from a health care provider stating the date on which the serious health condition commenced, the probable duration of the condition, the appropriate medical facts, and a statement that the employee is unable to perform the essential duties of his or her position.~~

~~12.~~ The Library reserves the right to require the employee to obtain the opinion of a second health care provider designated or approved by the Library concerning any information within the medical certification.

~~13.~~ During a medical leave the employee must utilize all accumulated sick time, personal leave time and vacation time.

~~14.~~ At the expiration of a medical leave or if the employee wishes to return to work before completion of the leave, there must be a physician's certification confirming his or her fitness to return to work. The Library may delay the return to work until the certification is provided. The Library may also require, at the employee's expense, periodic reports from his or her physician while he or she is on leave. The Library may also require an employee to report periodically upon his or her status and intent to return to work.

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NPL Employee Handbook, Approved February 9, 1998, amended June XXX, 2011

EMPLOYEE DONATION OF BENEFIT TIME

Participation in this program is voluntary and is intended to be anonymous.

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The donating employee must be in a position that accrues leave time and must have accrued enough leave time to cover the donation. (Leave time may not be donated prior to actual accrual.)

The receiving employee must be in a position that accrues leave time and

- must have exhausted all paid leave time;
- must be on approved leave of absence from the Library;
- must have a medically certified "serious health condition" as defined by the Federal Family and Medical Leave Act or be a caregiver for such serious health condition of a spouse, parent, child, sibling, grandparent, grandchild (or in-law or step-relative in one of these relationships) or of a member of the Library employee's household.

Administration will make requests for donations of time as needed. Donations should be in full-day (8 hours) increments. Donated time may come from sick, vacation, personal leave time. Time donated will be deducted from the donor's available leave time.

The form to be used for Employee Donation of Benefit Time can be found on the staff intranet in the Forms section. This is a "typable" form that can be filled in and then printed or can be printed and completed by hand. Submit forms to Administration as early as possible and at latest by the first day of the week in which paychecks are received.

Direct any questions about this program to the Administrative Assistant.

NPL Employee Handbook, Approved October 21, 2009, Amended January 6, 2010.

MILITARY LEAVE

Leaves for active military service or reserve training will be granted in accordance with applicable law.

NPL Employee Handbook, Approved February 9, 1998.

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JURY DUTY

Tell your Department Head when you will need to be off for jury duty at least two weeks in advance. Fill out a schedule request for the time you are out.

- Fill out your time card as if you worked during the days/time you are on jury duty.
- Make a copy of the check and information stub with the check
- Cash the check
- Keep the money they issued to you for travel expenses
- Write a check to the Library for the amount you were given for jury duty and give it to the Library so it can be deposited. Note on the check that the check is for income you received while on jury duty. With the check, turn in the information you copied from the original check.

An employee required to serve on a jury shall be excused from regular duties during that time, except that on such days the employee shall be required to work all scheduled hours during which attendance in court is not required with reasonable travel time provided. The Library will pay the employee for time actually lost from his scheduled work hours and the employee will be required to submit any jury fees received to the Library for such time.

FUNERAL / BEREAVEMENT LEAVE

- A. Immediately upon hire, paid bereavement is available to all employees who regularly work twenty (20) hours per week or more.
- B. Up to five (5) days leave time with pay will be granted to individuals having a death in the immediate family or a significant other. The "immediate family" shall consist of grandparents, mother, father, children, spouse, brothers, sisters, and grandchildren and in-laws, step, half or full relationships. "Significant others" shall be defined as an individual with which the employee has a meaningful

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[NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010](#)

- relationship. This shall not be limited to the individual, but also that person's immediate family.
- C. One day of bereavement leave will be granted to employees upon the death of other family members including: uncle, aunt, niece or nephew.
 - D. For part-time staff, bereavement leave will be pro-rated just as other leaves are pro-rated. (See: [Vacation Policy](#))
 - E. Additional unpaid leave may be available at the discretion of the Director.

NPL Employee Handbook, Approved April 14, 1987, Amended October 21, 2009, Effective January 1, 2010.

EMPLOYMENT RECORDS

PERSONNEL FILES AND RELEASE OF INFORMATION

The Library (or City, as applicable) maintains two employee files for each employee.

A personnel file is maintained for each employee of the Library. These personnel files contain confidential documents and are managed and maintained by the Administrative Assistant. Typical documents in a personnel file include the employment application, a family emergency contact form, documented disciplinary action history, drug test results, background checks, a resume, Employee Handbook signature and acceptance page, current personal information, and job references. Not all personnel files contain the same documents but each personnel file has some documents that are the same.

Payroll and benefit files are also maintained; payroll files contain a history of the employee's jobs, departments, compensation changes, payroll, deductions, time off records and so on.

An employee may view his or her personnel file by contacting the Administrative Assistant between 9 a.m. – 5 p.m. No employee may alter or remove any document in his or her personnel file which must be viewed in the presence of the Administrative Assistant.

All employees, former employees, and representatives of employees may view certain contents of their personnel file with prior notice to the Administrative Assistant. Documents that relate to the employee's qualifications for hire such as the application, promotion, disciplinary action, and transfer may be viewed. Additionally, the employee may review policy signoff forms and training records.

Documents that the employee may not review include: references or reference checks, records of any investigation undertaken by management, medical records, documents related to a judicial proceeding, any document that would violate the confidentiality of another employee, and documents used for employee planning.

An employee who wants to review the allowable contents of their personnel file should contact the Administrative Assistant with 24 hours notice. Former employees, or people unknown to the Administrative Assistant, must present identification and / or proof of permission to access the personnel file. Personnel files must be reviewed in the presence of the Administrative Assistant. No part of the personnel file may be removed from the Administrative office by the employee.

Photocopies of the file, or portions of the file, may be requested by the employee. Within reason, the Administrative Assistant will provide photocopies. For extensive copying, the employee will need to pay for the photocopies.

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If the employee is unhappy with a document in his or her personnel file, in the presence of the Administrative Assistant, the employee may write an explanation or clarification and attach it to the disputed document.

The employee may also ask to have a document removed from the personnel file. If the Director agrees, the document may be removed. If the Director disagrees, the matter may be appealed in the manner described in the Library's Open Door Policy.

The Health Insurance Portability and Accountability Act (HIPAA) establishes certain privacy rights regarding employees' personal health information. The Library will not release any information regarding employees' health insurance unless deemed required information to release to insurance providers. All information given will be released in strict confidence to only qualified sources.

REFERENCES

Any request for a reference from the Library must be made to the Library Director. The Director may refer that request to your Department Head or the Administrative Assistant. No other person may provide you with a reference. It is the Library's policy to provide only your dates of service and the title of your last position in response to requests for references. If you want other information disclosed, you must give a written request to the Library Director that specifically identifies the information to be disclosed and specifically authorizes its release.

SOCIAL SECURITY NUMBER

The Library is committed to ensuring the privacy of all its employees and any other individuals who submit their names to the Library for business reasons.

Prohibited Actions

The Library will comply with all the requirements of the Michigan Social Security Number Privacy Act (SSNPA) and prohibits any unlawful disclosure of employees or other individuals' social security numbers as described under the Act, including the following actions:

- Publicly displaying all or more than four sequential digits of an employee's, students, or other individual's social security number. "Public display" means to hold up, post, or make visible or set out for open view to members of the public or in a public manner.
- Using the social security number as a primary account number for an individual. Several exceptions to this prohibition exist. The Library may use a social security number in the ordinary course of business to (1) verify an individual's identity or perform another similar administrative purpose; (2) detect or prevent identity theft or another crime; (3) enforce a person's legal rights, including transfer of a tax, employee benefits, debt or receivable; (4) administer employee health insurance or membership benefits; (5) investigate an individual's claim, credit, criminal or driving history, or child or spousal support obligations or tax liability; or (6) if the use began before March 1, 2005 and the use is ongoing, continuous, and in the ordinary course of business.
- Visibly printing the social security number on any identification badge, membership card, time cards or employee rosters designed for public display.

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- Requiring an individual to transmit the social security number over the internet or a computer system or network unless the connection is secure or the transmission encrypted.
- Requiring an individual to use or transmit a social security number to gain access to an Internet website or computer system or network unless a password was first required to gain access to the website.
- Using all or more than four sequential digits of the social security number in or on any document or information mailed or otherwise sent to an individual if it is visible on or, without manipulation, from outside of the envelope packaging.
- Including all or more than four sequential digits of the social security number in a document mailed to a person, unless otherwise permitted by the SSNPA.

The SSNPA provisions do not apply to the use of all or more than four digits of a social security number when that use is authorized or required by state or federal statute, rule or regulation.

Disposal of Documents

Documents containing social security numbers must be disposed of by shredding the documents.

Limited Access

Documents containing social security numbers shall be accessed only by authorized personnel on a need-to know basis. If questions regarding the disclosure of social security numbers arise, please contact the Library Director for further guidance.

Possible Penalties

Any violation of this policy may result in discipline, up to and including termination from employment with the Library. In addition, violations may result in misdemeanor charges, civil fines or civil actions.

NPL Employee Handbook, Approved October 21, 2009.

WORK RULES OF CONDUCT

DRESS CODE

The Novi Public Library is a public service institution and each employee and volunteer represents the Library and the City of Novi. Personal appearance and dress convey a message to the public we service. As a member of the Library staff, you are expected to dress and conduct yourself in a business-like manner suitable to your position and work to be performed. All employees are required to wear NPL identification in plain sight during working hours.

[NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010](#)

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Exceptions to the policy can be made at the discretion of the Director, Assistant Directors and/or Department Heads when required by the nature of the work.

Hygiene:

Employees and volunteers are expected to practice good personal hygiene and maintain a clean, well-groomed appearance. Good grooming should reflect appropriate business standards including discretion in use of perfume/cologne, makeup, nail polish, and moderation in hairstyle.

Acceptable:

1. Business dress or business casual dress.
2. Skirts and dresses no shorter than 2 inches above knee when standing (no shorter than mid-thigh when seated).
3. Any type of business dress or business casual shoe (heels, flats, sandals, slides etc.).
4. Tennis shoes or appropriate athletic shoes, free of holes and dirt, may be worn by any staff member whose job requires her/him to stand or walk for extended period of time.
5. Denim clothing such as shirts, skirts, dresses or jackets in any color.
6. Any clothing bearing the NPL logo, City of Novi logo, school logo (Library Assistants), or summer reading apparel can be worn with proper business dress or business casual attire.
7. During the summer months (May through September) hosiery is optional.

Unacceptable:

1. Shorts, cut – offs or athletic shorts.
2. Jogging suits.
3. Strapless or spaghetti-straps unless worn with business attire.
4. Any clothing that is revealing.
5. Torn, worn or frayed clothing.
6. Soiled, stained, odorous and excessively wrinkled clothing.
7. Baseball caps, visors, hats, and headscarves, unless they are being worn for Library programs, medical or religious reasons.
8. Blue denim jeans.
9. Flip flops or casual beach shoes of any kind.

If clothing fails to meet these standards, as determined by the Director or Department Head, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

NPL Employee Handbook, Approved February 18, 2009, Amended October 21, 2009.

PATRON RELATIONS

Our patrons are very important to us. When dealing with a patron always be courteous, respectful, pleasant, and patient. Occasionally, a situation may arise that is unique. In such cases, inform the patron that you will contact your Department Head or the Library Director and get back to them promptly.

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CODE OF ETHICS AND CONFLICTS OF INTEREST

It is the policy of the Library that all Library officials, employees and consultants, act in an ethical manner in the carrying out of their respective Library responsibilities and avoid conflicts between their private interests and those of the public whom they serve. In order to maintain the public's confidence in the integrity and impartiality of Library officials, employees and consultants, the following guidelines must be adhered to by all persons having Library responsibilities.

Definitions

Officials: Officials means appointed members of the Library Board of Directors ("Board"), and the Director appointed by the Library Board.

Employees: Employees means all persons employed by the Library who receive compensation as an employee for services rendered.

Consultants: Consultants means persons engaged by the Library to provide paid professional services to the Library.

Unauthorized Compensation: Unauthorized compensation means any money, property or benefit received or conferred upon any official, employee or consultant in connection with the employee's Library responsibilities, from any person, other than compensation lawfully paid by the Library for services rendered or property provided to the Library that is not in conflict with this code of ethics and conflict of interest.

Library Responsibilities: Library responsibilities means the duties and authorities lawfully granted to any Library official, employee or consultant.

Related Person and Related Entity: A related person means the spouse or a parent, child, sibling or domestic partner of a Library official, employee or consultant or a spouse of a related person. A related entity means any business entity in which the official, employee or consultant or any related person has an ownership interest of more than four percent.

Decision-Making: Decision-making means exercising authority vested in elected or appointed officials or employees participating in the making of a decision to obtain services or property for the Library.

Ethics

Obligations of Public Officials, Employees and Consultants: Library officials, employees and consultants will faithfully adhere to any oath of office, comply with all applicable laws, carry out their respective Library responsibilities impartially and in the public interest and observe the standards of integrity expected of public officials, employees and consultants.

Prohibition Against Unauthorized Compensation: A Library official, employee or consultant will not solicit on behalf of any person or receive, directly or indirectly, any unauthorized compensation from any person in connection with the performance of their Library responsibilities. A Library official or employee who is running for public office may not accept campaign contributions from Library consultants or utilize any Library resources in connection with an election for public office.

Confidential Information:

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A Library official, employee or consultant will not disclose any confidential information, defined by Library policy, to any unauthorized person.

Conflict Of Interest

Prohibition Against Business Transactions: A Library official or employee will not engage in any business transaction for profit with the Library.

Non Use of Confidential Information: A Library official, employee or consultant will not use confidential information not available to the public to derive any financial benefit for such person or any related person or related entity.

Disclosure and Recusal: A Library official, employee or consultant who would otherwise be part of any decision-making for the Library, will make full disclosure of any related person or related entity who has expressed an interest in making or who intends to make or does make a proposal to provide a service or property to the Library. A Library official, employee or consultant will recuse himself or herself from decision making involving any matter in which a disclosure is required unless the reason for making such disclosure is eliminated prior to any decision making.

Equal Treatment with Public: A Library official, employee or consultant will not use his or her position to solicit or receive any special benefit, advantage or preferential treatment for such person or any related person or related entity beyond that available to the public.

Implementation and Enforcement

Responsibility for Implementation and Enforcement: The Library Board will retain ultimate responsibility for the implementation and enforcement of this Code but may delegate such responsibility to the Director with respect to any Library employees.

Acknowledgement of Delivery of Code: Each Library official, employee or consultant will receive a copy of this Code upon becoming a Library official, employee or consultant and will acknowledge such receipt and the obligations of such person under this Code in writing.

Recording of Disclosure under Conflict of Interest Provisions: Any disclosure of a Library official or consultant will be recorded in the minutes of a meeting of the Library Board.

Any disclosure of a Library employee will be recorded by the Library Director and reported to the Library Board.

Determination of Conflict of Interest: Any question involving the application of this Code to a Library official or consultant will be resolved by the Library Board provided that a Library Board member who is the subject of the question will not participate in that decision. Any question involving a Library employee will be resolved by the Director. An employee not satisfied with this resolution may have the resolution reviewed by the Library Board. All decisions by the Library Board will be final and binding. The Library Board may engage counsel to assist in any determination under this Code.

NPL Employee Handbook, Approved October 21, 2009.

SOLICITATION AND DISTRIBUTION

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NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

Employees are prohibited from engaging in solicitation of other employees or patrons of any kind for any reason at the Library, including benefit sales, band sales, girl scout cookies and the like. Distribution of sales literature by employees is prohibited at the Library. Employees who are selling personal items (cars, musical instruments, etc.) may post a "for sale" notice on the bulletin board in the break/meal room. Sales cannot be conducted on Library property.

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Solicitation and/or distribution of material by an employee to another employee is prohibited in working areas during working time. In addition, all solicitations and distributions shall be prohibited at all times in public areas of the Library, including meeting rooms, study rooms, rest rooms and all other areas that are open to the public.

In the interest of the Library patron's safety and well being, the distribution of materials such as handbills, pamphlets, and printed or written materials of any kind shall not be permitted in working areas at anytime. Working time is when your duties require you to be engaged in work tasks but does not include your own time such as meal periods, scheduled breaks, time before or after a shift and personal clean up time.

Selling items, either directly or indirectly, or taking orders for merchandise – including, but not limited to, Avon, Christmas Cards, Tupperware, Girl Scout Cookies, candy, or any other form of merchandise is strictly prohibited on company grounds. Associates are not permitted to use company owned equipment or technology, including company owned email accounts, cell phones, pagers, etc. to sell items or to take orders for merchandise, either directly or indirectly.

NPL bulletin boards are for Library use only. Any communication is strictly for Library purposes, and documents posted will be only done so by an authorized representatives of the NPL.

Guests and visitors are not permitted to solicit or distribute literature on the Library property at any time.

Employees are prohibited from distributing religious or political or other personal belief materials at the Library to either patrons or other employees.

NPL Employee Handbook, Approved June XXX, 2011

POLITICAL ACTIVITY AND CONFLICTS OF INTEREST

To avoid possible conflict of interest, no Library employee may accept election to any elective office in the municipal government of the City of Novi without first resigning. The Library will not grant employment to any elected official in the municipal government of the City of Novi. No Library employee may accept appointment to the Library Board without first resigning.

NPL Employee Handbook, Approved October 21, 2009.

MEDIA CONTACT

All requests for interviews, comments, or written materials from the media regarding Library business or an event at the Library should be referred to the Director.

TELEPHONE CALLS / CELL PHONES

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Personal business and personal telephone calls should be kept to an absolute minimum during the work day. Other calls, on a limited basis, will be referred to you for return during meal, break, or after the workday and taken in non-work areas of the Library. You may not use the Library phone system for toll calls that do not pertain to Library business.

COMMUNICATION DEVICE PURCHASE AND USAGE

The purpose of this Policy is to define the standards, procedures, and restrictions for the procurement and ongoing use of wireless data communication devices intended for use with the Novi Public Library's communication network infrastructure. (Examples: BlackBerry, cell phone and wireless PC cards). This Policy addresses the components that make up communication device support:

- All branded and/or licensed handhelds.
- BlackBerry Enterprise Server (BES) software.
- Desktop Communication Management software.
- Wireless voice service(s) associated with devices.
- Any related components of network infrastructure or software used to provide connectivity to the device.
- Any third-party hardware, software, processes, or services used to provide connectivity to Library issued communication devices.

The Policy applies to any Library purchased communication device. Non-Library owned assets are not permitted access to the Library's network. The goal of this Policy is to manage the use of the Library's resources in a secure and cost effective manner while protecting Library systems and data from unauthorized use or exposure. This will provide for both improved communications and efficiencies in operations.

The Policy intends to provide compliance with all Federal, State and Internal Revenue Service regulations.

The Novi Public Library seeks to provide a safe work environment for its employees and to the extent reasonably possible, to prevent injury to employees and third parties while employees are performing their work activities. The use of a communication device while operating any motorized vehicle or other mechanical equipment is prohibited.

Scope

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This policy applies to all Novi Public Library staff that is currently using, or in the future wish to use communication devices to access the Library's data and network via wireless means. All BlackBerry hardware, software, and/or related components that provide related connectivity and services for the Novi Public Library's employees will be managed by the Information Technology Department (IT). The installation and/or use of related hardware and/or software components not approved by the IT Department are not allowed. In order to provide reliable and secure email redirection services, the IT Department will support and provide access to email via the BES server for BlackBerry clients only. Any other form of redirection is not supported or allowed. The usage of the device is to be for work related communications.

Eligible Users

All Novi Public Library staff requesting a wireless data communication device must go through an application process as approved by the Director/Department Head. The Director/Department Head requesting a device must submit a memorandum outlining the job related need and what level of service is required. It is the responsibility of the Department Head to be attentive to and responsible for the proliferation of these devices. This form and the completed memorandum are to be forwarded to the Head of Information Technology.

Below is a list of guidelines that should be met and/or addressed in the memo:

- Management Team members, where necessary to improve productivity, allow for 24/7 accessibility, and ensure they are accessible for Emergency Operations activities.
- Cost savings achieved by the elimination of multiple communication devices. (Cell phone, pager, etc.).
- Does existing budget address the cost expenditure? Purchase and ongoing service?
- Positions and type of service should be reviewed annually.

Personal Usage

All authorized users are reminded that even though the equipment is not intended for personal use, the Library recognizes there may be instances for personal use. The Library recognizes the cost/benefit relationship in allowing personal use of the communication equipment as well as requiring staff to itemize all calls. The Internal Revenue Service regulations require that personal use will be considered a taxable benefit. As such, cellular phone and BlackBerry users will be charged monthly (at rates to be set by the Director from time to time) for their equipment through a taxable payroll deduction if the phone is to be used for any personal use. If an employee agrees to never use the Library provided communication device for personal use, they may opt-out of the payroll deduction. However, if personal use appears on the monthly statement, the employee will be charged for the device six months in arrears and moving forward.

Damages

Normal wear and tear of this type of equipment is expected. The cost of repair or replacement of the equipment due to negligence will be the responsibility of the user.

NPL Employee Handbook, Approved April 16, 2008, Amended October 21, 2009.

MEDICAL APPOINTMENTS

The Library may require employees to be examined by a doctor, selected and paid for by the Library, including tests to determine fitness for duty. The purpose of such employee examinations is to make sure that employees are and continue to be medically fit and able to perform job duties and help eliminate accidents and injuries. The Library will comply with all applicable laws and regulations concerning any such examination.

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NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

Employees may take time off for scheduled medical appointments and charge the time against vacation time or sick/personal leave time. Scheduling must be coordinated with your Department Head at least two weeks in advance.

SMOKING

1. Smoking is strictly prohibited inside the Library building and on the patio.
2. City ordinance, Article V, Section 22-101 extends the no smoking prohibition to 100 feet from the entrances of all buildings, except as otherwise designated.
3. The use of tobacco is prohibited in all Library owned vehicles.
4. It is unlawful for anyone under the age of 18 to use or possess tobacco. If staff suspects a youth under the age of 18 to be smoking, the Novi Police Department will be contacted at the non-emergency number to investigate.

NPL Employee Handbook, Approved January 21, 2009, Amended May 15, 2010

GENERAL POLICIES & PROCEDURES

JOB DUTIES AND RESPONSIBILITIES

Your job duties and responsibilities will be explained to you by your Department Head. The Library may, from time to time, modify, add or delete job duties and responsibilities or transfer responsibilities to other employees or transfer employees to different positions.

REVIEWS

Performance reviews are conducted at least once annually by your Department Head. If an employee is not satisfied with a review, then in keeping with our Open Door Policy, all employees are invited to schedule a further review with the Director.

The primary focus of a performance review is to identify goals, objectives and action steps that the employee can use as tools to achieve success in their current position as well as strive to improve their skills and possibly obtain a promotion or transfer within the Library.

Performance reviews allow one-on-one interaction between an employee and their Department Head. The performance review document allows for both parties to discuss past performance and for the reviewer to offer feedback and the necessary recommendations for future success. Employees are encouraged to respond to the review and to provide input on their performance. Those employees who perform at a level of above average or excellent are eligible for an increase (provided that the Director has budget authority for increases) and may be directed as to how to continually improve their performance. Individuals performing at below average or unsatisfactory will be placed on a performance improvement plan so that we can work together to increase the employee's level of performance. Since we strive to have the best work environment and the best team working together, individuals who are performing at a below average or unsatisfactory level will have thirty (30) days to improve their performance or they will be considered for disciplinary action and possible termination.

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PROMOTIONS AND TRANSFERS

- A. In the event the Library desires to fill a full-time or a part-time position vacancy, one of the following procedures (or a combination of both procedures) shall be followed. In the event of immediate need, the Library reserves the right to fill the vacancy on a temporary basis pending completion of the appointment process.
1. Internal Posting
Notice of job vacancies may be posted for a period of 10 calendar days, setting forth the minimum requirements for the position. Interested employees shall apply in writing within the 10 calendar day period.
 2. External Posting
When vacancies occur, the Library may seek candidates from other outside sources in an effort to ensure that the vacancy is filled by the best qualified person available.
 3. Employer Assignment
The Library may make work assignments, transfer employees, fill temporary or permanent, full-time or part-time positions and/or additional work hours to current staff members.
- B. The Library reserves the right to administer written and/or oral examinations as it deems appropriate.
- C. In filling a vacancy, the Library will consider, among other things, the candidates education, training and experience, the candidates qualifications for the job, the candidates ability on their present jobs, the candidates responsibility, conduct, punctuality and attendance, the candidates promise of future development and the candidates working relationships with existing staff. If, in the opinion of the Library, two or more candidates are suitable for the position and are equal considering all of the factors, then prior service may be used to determine who is selected for the position.

NPL Employee Handbook, Approved February 17, 1992.

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RULES OF CONDUCT

We at the Library are all about providing welcoming and efficient service to our patrons. Therefore, it is imperative that we all conduct ourselves professionally and respectfully at all times. It is important for us all to remember to leave our personal concerns and/or baggage outside of the Library. We know that this can be difficult at times, but it is vital to the success of our mission. Our daily attitudes and the way we approach our jobs directly affects the experience of our patrons.

Our rules of conduct listed below are founded on the principles of common sense and decency, and must be followed by all employees at all times:

- Use moral and decent language; do not use foul language at the Library.
- Conduct yourself in a moral and decent manner.
- Refrain from sharing your personal concerns and hardships with patrons and other employees.
- Maintain workplace safety.
- Keep an eye out for the patron's safety.
- Respect other people's property.
- Provide correct, unaltered information on all Library records.
- Perform your job as to the job description and requirements specified by Administration.
- Arrive only for shifts that have been approved by your supervisors. Arrive for duty no sooner than fifteen (15) minutes before your shift and leave no later than fifteen (15) minutes after your shift unless you have been instructed to do otherwise by Administration.
- Treat fellow employees and patrons with respect.
- Adhere to your work schedule.
- Avoid tardiness.
- Respect the break and meal policy.
- ~~Refrain from misappropriation~~ Misappropriation or theft of Library property or cash is prohibited.
- ~~Refrain from consuming~~ Consumption of alcoholic beverages or illegal drugs before reporting to work or while on duty is prohibited.
- Loitering at the Library when not on duty is not appropriate.
- Always maintain a neat, clean appearance and follow the uniform guidelines.
- Eat food and beverages in designated employee areas only.
- Refrain from making personal phone calls, unless in case of emergency, with the approval of Administration.
- Do not carry personal cellular phones, pagers or any other electronic item while working unless required by the Library. Do not listen to I-Pods or similar devices while on duty.
- Follow all health code and safety rules at all times.
- Do not gamble at the Library.
- Possession of weapons is strictly prohibited, including tasers, mace and pepper spray.
- ~~Unauthorized distribution~~ The secret recording of ~~written conversations~~ or ~~printed matter of any description~~ communications is strictly prohibited.
- Do not destroy or deface community property.
- Do not accept any gifts, gratuities, favors or services from patrons. Do not buy anything from patrons at the Library.

NPL Employee Handbook, Approved October 21, 2009-, amended June XXX, 2011

NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

PERSONAL USE OF OFFICE EQUIPMENT AND SUPPLIES

The purpose of this Policy is to provide for reimbursement to the Library when personal use is made of office equipment and supplies. The Director may amend reimbursement rates as needed due to equipment and supply costs changes.

1. Staff Copy Machine:
Per page copy rates are set by the Director from time to time. Copy charges may be paid at the Circulation Desk. Office use of the copier takes precedence over personal use.
2. Telephones:
Long distance calls for personal use should be paid for with a personal calling card, and shall not appear on the Library's bill.
3. Fax Machine:
Per page fax rates are set by the Director from time to time. Fax charges may be paid at the Circulation Desk. Office use of the fax machine takes precedence over personal use.
4. Library Supplies:
Library processing supplies such as book jackets, pockets, etc., should be used for Library purposes only.
5. Postage:
Stamps are available for Library postal purposes only.

NPL Employee Handbook, Approved October 13, 1997, Amended October 21, 2009.

COMPUTERS AND INTERNET

General Internet Usage Policy

The Library provides employees with access to the vast information resources of the Internet with the intention of increasing productivity. While the Internet has the potential to help you do your job faster and smarter, there is justifiable concern that it can also be misused. Such misuse can waste time and potentially violate laws, ordinances, or other Library policies. This Internet Usage Policy is designated to help you understand the expectations for the use of these resources.

The underlying philosophy of this Policy is that Internet access is for business related purposes including communicating with patrons, suppliers, colleagues, and to research relevant topics and to obtain useful business information. In addition, all existing laws and Library policies apply to your conduct on the Internet, especially those that deal with intellectual property protection, privacy, misuse of Library resources, sexual and other harassment, data security and confidentiality.

A good way to determine if use of the Internet is appropriate is to ask, "If I was doing this same activity in some other way (e.g. telephone, postal mail, in person, by hand), would this activity be considered inappropriate?"

Detailed Internet Usage Policy Provisions

- In general, you should not use the internet in ways that wastes Library time. There are plenty of fascinating sites to explore, but Library time should be spent conducting Library business.
- You should not use Library internet access resources in ways that are illegal or may be considered inappropriate. Additional examples of prohibited activities include playing

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NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

games, sending non-Library business mailings, unsolicited mass electronic mailings, running a private business, any discriminatory practices or harassment, and promoting personal, political or religious beliefs.

- The downloading or display of any kind of obscene or sexually inappropriate image or document on any Library computing resource is a violation of existing Library policy on sexual harassment. Similarly, the downloading or display of any otherwise inappropriate images or documents on any Library computing resource may be a violation of other existing Library policies and will not be tolerated. In addition, obscene or inappropriate material may not be archived, stored, distributed, edited, or recorded using Library network, printing, or computing resources.
- Intellectual ownership of the information on the internet is considered to be in the public domain or immediate direct access only. Specific requests for information and access are subject to copyright laws and site guidelines. It is against Federal law and Library policy to violate the copyrights or patents of others on or through the internet. Unless specifically acknowledged otherwise, the information accessed via the internet is assumed to be the property of the site accessed, and cannot be distributed or modified without the express permission of the appropriate granting authority.
- You may not use Library facilities to download or distribute pirated software or data. Any software or files downloaded via the internet may be used only in ways that are consistent with their licenses or copyrights.
- You may not use Library internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system network, or to circumvent any system intended to protect the privacy or security of another user, computer system, communications network or organization.
- The Library internet facilities and computing resources must not be used to knowingly violate any laws or regulations.
- When using Library internet facilities you shall identify yourself honestly, accurately, and completely when corresponding or participating in interactive activities.
- Alternate Internet Service Provider (ISP) connections to the Library internet network are not permitted unless expressly authorized and properly protected by an appropriate security device.
- You should not assume that any Library data or databases are subject to the Michigan Freedom of Information Act (FOIA). There are numerous exclusions to this law and such data or databases may not be uploaded or otherwise transferred to non-Library entities without appropriate approvals.
- The internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the internet may be at risk of detection by a third party. You must exercise caution and care when transferring such material in any form.
- You should not have any expectation of privacy as to your internet usage. The Library will monitor internet usage and the Library may inspect any and all files stored on Library resources to the extent necessary to ensure policy compliance or for any other legitimate business purpose.
- Infractions of these Policies constitute misuse of Library assets and, therefore, are considered a violation of Library employee policies.

Novi Public Library E-Mail/Voice Mail Usage Policy/Instant Messaging (IM) Usage Policy Policy Guidelines

The underlying philosophy of this policy is that electronic mail (e-mail), instant messaging and voice mail are provided by the Library for Library business related purposes including

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[NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010](#)

communicating with patrons, suppliers, and colleagues. All existing laws and Library policies apply to your use of the Library e-mail, instant messaging and voice mail systems. We recognize that occasional use of these facilities or personal communication may occur. However, misuse, as determined by the Library, is not acceptable and subject to disciplinary action.

Detailed E-Mail / Instant Messaging (IM) and Voice Mail Policy Provisions

- Throughout these provisions, the terms "e-mail", "instant messaging" and "voice mail" may be used interchangeably. Use of either term, whether applicable, assumes that the reader understands that the individual term used is in fact and purpose referring to both e-mail and voice mail systems.
- Because the Library provides e-mail and instant messaging to assist you in the performance of your job, you should use it only for official Library business. Incidental and occasional personal use of e-mail and instant messaging is permitted by the Library, but these messages will be treated the same as other messages.
- Bear in mind that your e-mail and instant messages may be read by someone other than the addressee and may be subject to disclosure to the public, outside parties or a court of law. Accordingly, take care to ensure that your messages are courteous, professional and businesslike. When you put something in an e-mail and/or instant message, you have put it in writing. If what you are putting in an e-mail and/or instant message is something that you ordinarily would not consider putting in writing, then do not put it in an e-mail or instant message.
- You are prohibited from using Library e-mail or instant messaging resources in ways that are illegal or may be considered inappropriate. Additional examples of prohibited activities are sending non-Library business mailings, unsolicited mass electronic mailings, sending obscene images or documents, distributing jokes, running a private business, and discriminatory practices or harassment, and promoting personal political or religious beliefs or other similar, non-job related solicitations.
- You may not use Library e-mail resources to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user, computer system, communications network, or organization.
- The Library e-mail and computing resources must not be used to violate any laws or regulations. Specifically, use of the e-mail system to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited.
- When using Library e-mail and instant messaging resources, you shall identify yourself honestly, accurately and completely when corresponding or participating in interactive activities.
- Although you may have an individual password to access this system, the e-mail and instant messaging system is the property of the Library and the contents of e-mail and instant messaging communications are assessable at all times by Library Administration for any business purpose. These systems are subject to periodic unannounced inspections and monitoring, and should be treated like other shared filing systems. All system passwords and encryption keys must be available to the Library Administration, and you may not use passwords that are unknown to the IT Department Head or install encryption programs or password protected files without prior approval. In addition, you are prohibited from the unauthorized use or attempted access of passwords or encryption keys of other employees or to other systems.
- You should be aware that certain Library files, including e-mail messages and attachments, could be subject to the Michigan Freedom of Information Act (FOIA).

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However, there are numerous exclusions to this law and e-mail messages and files may not be sent to non-Library entities without appropriate approvals.

- Use of the Library e-mail and instant messaging system cannot and does not guarantee the security and confidentiality of information. Sensitive material transferred over e-mail may be at risk of detection by a third party. You must exercise caution and care when transferring such material in any form. Library confidential information should never be transmitted or forwarded (in any form) to outside individuals or organizations not known to be authorized to receive that information and should not even be sent or forwarded to other Library employees who do not have a valid and approved reason to know the information. Always use care in addressing e-mail and instant messages to make sure that messages are not inadvertently sent to unintended individuals. In particular, exercise care when using distribution lists to make sure that all addresses are appropriate recipients of the information. List is not always kept current and individuals using lists should take measures to ensure that the lists are current. Do not forward messages containing confidential Library information to multiple parties unless there is a clear business need to do so.
- The Library strongly discourages the storage of large numbers of e-mail messages for a number of reasons. First, because e-mail messages frequently contain confidential information, it is desirable to limit the number, distribution and availability of such messages to protect the information. Second, retention of messages fills up large amounts of storage space on the network server and personal hard disks, and can slow down the performance of both the network and individual personal computers. Finally, in the event that the Library needs to search the network server, backup tapes, or individual hard disks for genuinely important documents, the fewer documents it has to search through, the more economical the search will be. Accordingly, you are to promptly delete any e-mail messages sent or received that no longer require action or are not necessary to an ongoing project. You should audit your stored e-mail messages to identify messages that are no longer needed and should be deleted.
- **You should not have any expectation of privacy as to your e-mail and instant message usage.** All e-mail messages are considered Library records and are subject to any Library record retention policies. The Library will monitor e-mail usage and may inspect any and all messages and files stored on Library resources to the extent necessary to ensure compliance or for any other business purpose. Since your e-mail can be accessed, copied, or deleted by Library management without prior notice, you should not use e-mail or instant messaging to transmit or store any messages you would not want read by a third party. For example: you should not use the Library's e-mail and/or instant messaging for gossip, including personal information about yourself or others, forwarding messages under circumstances likely to embarrass the sender or others, or for emotional responses to business correspondence or work situations.
- Infraction of these policies constitutes a misuse of Library assets and therefore is considered a violation of Library Employee Policies and may result in disciplinary actions.

NPL Employee Handbook, Approved October 21, 2009, Amended January 20, 2010

PARKING

At the discretion of the Director, employees may be required to park in specific areas of the parking lot, reserving the most desirable spaces for the patrons. Parking is at your own risk – the Library is not responsible for any damage or theft that may occur to your vehicle.

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DRUGS AND SUBSTANCE ABUSE

Policy Violations

The Library specifically prohibits and will discipline, up to and including discharge, any employee for any of the following activities:

1. Use, sale, transfer, manufacture or possession of illicit drugs or drug paraphernalia or unauthorized controlled substances during work time (including breaks and meal periods), on Library business, on any Library premises or work sites, including Library supplied vehicles. This prohibition includes distribution or resale of drugs for which the employee has a prescription. Library vehicles or private vehicles used while on Library business are included within this prohibition.
2. Use, sale, transfer, or possession of alcohol on any Library premises or work sites, including private vehicles while on Library business or Library supplied vehicles.
3. Being impaired by or under the influence of alcohol, drugs or controlled substances while on Library premises or away from the Library on Library business, including Library supplied vehicles or private vehicles, during working hours (including breaks and meal periods). Furthermore, employees are expected to remain drug free, the presence of illegal drugs in an employee's test shall be regarded as a violation of this Policy. Library employees who engage in the limited, appropriate and lawful social use of alcoholic beverages in the course of their recognized duties (for example, at an awards banquet) are exempt from this policy only to the extent of appropriate and lawful use.
4. Conviction under any criminal drug statute or other off-the-job conduct, which adversely impacts the employment relationship in the judgment of the Library.

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5. Failure to report to a Department Head or Administration within the Library the use of any prescribed medication, which may alter behavior, physical ability or mental functions.
6. Refusing to submit to an inspection or required test or to cooperate fully with any investigation associated with the enforcement of this Policy will result in automatic termination of employment.

7.

Testing of Applicants and Employees

Drug testing will be administered as part of the regular pre-employment screening for new hires. Employees may be required to submit to drug and/or alcohol testing at any time if the Library has a reasonable suspicion that the employee is/was under the influence of drugs or alcohol while on Library property, on Library time (including breaks and meal periods), or on Library business. Any tampering with a specimen or interference with a drug test will result in termination of employment.

Any employee involved in a workplace accident involving bodily injury (to him or herself or a third party), property damage or when, in Administration's judgment, there is reason to believe that the employee is intoxicated or impaired will be required to submit to drug and/or alcohol testing. The Library will act on the results of said tests in accordance with this Policy.

~~The Library may require random drug/alcohol tests of some or all of its employees at any time, conducted either at the Library or at the premises of a drug testing company.~~

Inspections

The Library reserves the right to conduct inspections of an employee and his/her personal belongings. Such inspections may include, for example, employee's personal effects, lockers, desks, lunch boxes, purses, briefcases, and private vehicles used for Library business. Employees refusing to cooperate with requests for inspections will be in violation of this Policy.

Contractors and Visitors

Any contractor found in violation of this Policy will be refused entry onto or removed from the Library's premises. The contracting company will be notified and asked not to have that person return.

Condition of Employment

Compliance with the Novi Library's Substance Abuse Policy is a condition of employment. Violation will result in immediate termination of employment.

NPL Employee Handbook, Approved October 21, 2009, Amended June XXX, 2011

SAFETY, INJURIES AND WORKERS COMPENSATION INSURANCE

The Library should be a safe and healthy place to work. Accidents can be serious, cause pain and result in loss of work, time and income. If you see unsafe conditions, report them immediately to your Department Head so they can be corrected.

You must report all job-related injuries and illnesses to your Department Head immediately. If the accident or injury happened at work and requires medical treatment after going home, proceed to the Library clinic or, if it is an emergency, go to the emergency room at the hospital.

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Advise your Department Head of the name of the doctor or hospital where treatment was received.

Follow this procedure if you are involved in or observe an accident on the Library property:

1. Report the accident to your Department Head immediately. If your Department Head is not available, report it to the Librarian in Charge.
2. Assist the injured person, but do not risk aggravating an injury through ill-advised attempts at treatment. Call 911 if more than first aid is needed.

All employees are covered by Workers' Compensation Insurance, which is purchased by the Library. This insurance provides an employee with compensation for illness, accidental injury or death suffered in the course of or as a result of employment with the Library in accordance with the laws of the State of Michigan.

Any employee that has been injured in the course of their job must immediately report the incident to his/her Department Head and complete the required paperwork. The Library and/or its insurer reserve the right to require an injured employee to obtain a medical examination of any injury, and to report the results of that examination to the Company. Failure to immediately be evaluated by qualified medical personnel may result in denial of present and future claims related to that injury.

DISCRIMINATION AND WORKPLACE HARASSMENT

SEXUAL HARASSMENT

Sexual harassment is prohibited. Sexual harassment is prohibited because it is intimidating and an abuse of power and is inconsistent with Library policies, practices and management philosophies. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of sexual harassment can include the following:

- Verbal harassment, including jokes, comments or threats relating to sexual activity, body parts, or other matters of a sexual nature.
- Non-verbal harassment, including staring at a person's body in a sexually suggestive manner, making sexually related gestures or motions and/or circulating sexually suggestive material.
- An employment decision (including promotion, demotion, compensation, scheduling) made by a Department Head based on the employee's submission to or rejection of sexual conduct.
- Physical conduct, including grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, unnecessary touching or other unwelcome physical conduct.
- Submission to sexual conduct as an implicit or explicit condition of getting or keeping a job.
- Conduct that denigrates or shows hostility or aversion to a person because of his/her gender and creates an intimidating, hostile or offensive work environment.
- Any other sexual conduct that unreasonable interferes with another person's work performance or creates an intimidating, hostile or offensive work environment or adversely

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affects another person's employment opportunities.

What You Should Do

~~Any employee who feels that he or she is a victim of sexual harassment at the Library is expected to bring the matter to the immediate attention of the Director or their Department Head. Anonymous tips cannot be accepted as a reported incident due to the nature of the incident. An employee who is uncomfortable, for any reason, in bringing such a matter to the attention of his or her Department Head, or is not satisfied after bringing the matter to the attention of his or her Department Head, should report the matter to the Director. Also, any questions about this Policy or potential sexual harassment should be brought to the attention of the Administrative Assistant.~~

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What the Library Will Do

~~The Library will promptly investigate all allegations of harassment in a confidential manner as soon as reasonably possible. The Library prohibits retaliation against any person who in good faith brings a complaint of sexual harassment or who takes part in investigating such a complaint. Any employee whom the Library believes to have been involved in sexual harassment in violation of this Policy will be subject to appropriate sanctions up to and including termination from employment.~~

NPL Employee Handbook, Approved October 21, 2009.

WORKPLACE HARASSMENT

The Library also prohibits harassment because of race, color, national origin, age, sex, sexual orientation, religion, disability (handicap), marital status, height, weight or any other unlawful basis. Such harassment, which includes derogatory comments, slurs, jokes, or other conduct, is prohibited. This type of behavior creates an improper work environment and will not be tolerated.

This means:

No derogatory comments, slurs or conduct relating to race, national origin, color, sex, sexual orientation, religion, age, disability (handicap), marital status, height, weight or any other prohibited basis will be permitted:

- concerning any individual employee
- concerning any member of the public
- concerning any group or segment of our society (for example any ethnic, racial or religious group such as African-Americans, Jews, Muslims, Chaldeans, females, etc.).

Such comments and conduct must not occur in the workplace at any time or during any Library activity, whether or not the targeted individual is present or receives the material. This includes, but is not limited to:

- all meetings and conversations
- computer mail, blog, or computer entries and use of the computer, e-mail and voice mail systems.

No jokes or cartoons concerning race, color, national origin, sex, sexual orientation, religion, age, disability (handicap), marital status, weight, height or any other prohibited basis.

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NPL Employee Handbook, approved October 21, 2009, revised November 30, 2009, revised July, 2010

EQUAL OPPORTUNITY EMPLOYER – DISCRIMINATION PROHIBITED

The Novi Public Library is an equal opportunity employer. It is the Library's policy that all decisions affecting employment are made without regard to an individual's race, creed, color, religion, marital status, age, sex, national origin, weight, disability or other protected classification under Federal or State Law. It is the policy of the Library, in serving the community, to place the best qualified candidates at all levels of employment.

COMPLAINT AND INVESTIGATION PROCEDURE

Any employee or applicant who believes he or she has suffered discrimination or harassment, or who has reason to believe that another employee or applicant may have suffered discrimination or harassment, shall report the incident(s), ~~in writing,~~ to the Director, Assistant Director or their department head. If, for any reason, the employee or applicant feels that he or she cannot report the incident(s) to any of the Director foregoing people, the employee or applicant ~~shall~~ may report the incident, ~~in writing,~~ to any member of the Library Board, who in consultation with the City of Novi human resources department. ~~Anonymous tips or reports cannot be accepted due to the City's labor attorney, shall take steps to ensure that an investigation is conducted possibility of abuse.~~

~~The Library guarantees that an employee will promptly investigate all allegations of discrimination or harassment as soon as reasonably possible. The Library prohibits retaliation against any person who has in good faith submitted brings a report of incident(s) complaint of discrimination or harassment will not suffer any form of reprisal.~~

~~The Library has the responsibility of or who takes part in investigating and resolving complaints of discrimination and harassment. In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the discrimination or harassment and the context in which the alleged incident(s) occurred will be investigated. The results of an investigation and any action taken thereon will be communicated to the complaining employee or applicant such a complaint.~~

~~The Library considers discrimination or harassment on the basis of religion, race, color, national origin, age, sex, height, weight, marital status or handicap/disability to be a major to be a serious offense which may result in disciplinary action against the offender, regardless of the offender's position with the Library up to and including termination of employment.~~

DISCIPLINE AND TERMINATION

OPEN DOOR POLICY

The Library's goal is to provide a pleasant working environment for all employees. This is

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achieved by developing and maintaining a cooperative working relationship among employees based on mutual respect and understanding. The Library recognizes the need for procedures that will allow employees to call attention to work-related matters that they feel need correction.

The Library endorses an "Open Door" Policy where an employee has the right to meet with the Department Head to discuss matters of concern. The Library's Open Door Policy is in effect during each working day. The Library's success has been built on the free exchange of ideas, creative management and the identification of problem areas and their quick resolution.

Because the Library believes in your right to speak for yourself and to have your own say about your employment problems, the Library encourages you to make your problems known. If you feel you have an employment problem, use the following procedure. If your problem is found to be valid, appropriate corrective action will be initiated.

Take your employment problem first to your Department Head for resolution. Your Department Head will give you a decision concerning your employment problem as promptly as possible. If you are still not satisfied, take your employment issue to the Library Director. The Director will give you a response as quickly as possible.

Employee Concern Procedure

Step 1

An employee having a concern related to the employee's employment with the Library shall first discuss the matter with the Department Head. If not resolved at that time, the employee shall advise the Director in writing of the concern within ten (10) calendar days.

Step 2

The written statement of the concern shall be discussed between the employee, the Director and the Department Head. The decision of the Director and the Department Head shall be given in writing to the employee within a reasonable time after the date of such meeting. The decision of the Director shall be final. The Library Board does not get involved in individual employment matters. If, however, the employee is requesting a change to an existing policy that has been approved by the Library Board or is requesting the adoption of a new policy, then the matter may proceed to step 3.

Step 3

A policy question may be presented to the Library Board either by the employee or the Director at the employee's option. The Director will prepare a report on the policy change or adoption that is being requested, along with any written statement of the employee, to the Library Board for its consideration. The Library Board may render a decision regarding the policy change or adoption, or it may table the matter, or in some cases a vote may not take place, one example being in cases where no Board member makes a motion. When the Library Board has rendered its decision, the Director will submit the decision to the employee. The decision of the Library Board will be final and binding.

NPL Employee Handbook, Approved October 21, 2009.

DISCIPLINARY ACTION

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Progressive discipline is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists. The process features increasingly formal efforts to provide feedback to the employee so he or she can correct the problem. The goal of progressive discipline is to improve employee performance.

The process of progressive discipline is not intended as a punishment for an employee, but to assist the employee to overcome performance problems and satisfy job expectations. Progressive discipline is most successful when it assists an individual to become an effectively performing member of the organization. Failing that, progressive discipline enables the organization to fairly, and with substantial documentation, terminate the employment of employees who are unable or unwilling to improve.

Typical steps in a progressive discipline system may include some or all of these:

1. Counsel the employee about performance and ascertain his or her understanding of requirements. Ascertain whether there are any issues contributing to the poor performance that are not immediately obvious to the supervisor. Solve these issues, if possible.
2. Verbally reprimand the employee for poor performance.
3. Provide a written report of the verbal warning in the employee's file, in an effort to improve employee performance.
4. Provide an escalating number of days in which the employee is suspended from work without pay. Start with one (1) day and escalate to five (5).
5. End the employment of an individual who is unable or unwilling to improve.

Progressive discipline will not be used in cases involving serious behavior issues, such as stealing, sexual harassment, illegal drug use, workplace violence, and the like. In those cases, the employee will be subject to immediate termination. The decision of the Director as to whether progressive discipline or termination will apply is final.

NPL Employee Handbook, Approved October 21, 2009.

TERMINATION / RESIGNATION

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As a matter of courtesy, employees who desire to leave the Library employment are expected to give at least fourteen calendar days notice in writing. An employee shall be paid earned salary to the date on which employment terminates. Employees whose employment is terminated by the Library and resigning employees will be paid for accumulated but unused vacation time, but not for unused personal/sick days.

Health insurance coverage ceases on the day of separation from employment unless the employee elects COBRA. The separated employee has 30 days within which to elect COBRA and to make the first monthly payment, in which case health insurance coverage is deemed to have continued from the date of separation of employment. The Library's contributions to other insurance plans will be made through the end of the month in which termination occurs. Note: not all insurance is on a calendar month basis.

The Library does not have a severance pay policy and does not pay severance pay.

Resignation Procedures

1. Employee should submit a written resignation, which includes the last day to be worked, which will be placed in his or her personnel file.
2. The employee must return all Library cell phones, building keys, key card, desk keys and other Library property.
3. The employee must return this Handbook.

EXIT INTERVIEWS

Employees who leave Library employment may be asked to participate in an exit interview. The exit interview is held during the last week of employment, or the first known date of the employee's last day. Exit interviews provide the Library with valuable information regarding employment practices. The Library considers this interview a great quality control measure to improve overall quality to employees and the service level and quality to our patrons.

COBRA

Under provisions of the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), insured employees and the insured dependents of active or retired employees may apply to continue group health insurance coverage if they lose normal eligibility for any of these reasons:

- Employee termination (with or without cause)
- Reduction in work hours
- Divorce or legal separation from the insured employee
- Cessation of eligibility as a "dependent child" or any situation which results in the loss of benefits eligibility.

The maximum period for continuation depends upon the qualifying event. During the extension period, the insured is required to pay the full cost of the insurance, plus an administration fee. Questions about COBRA should be directed to City of Novi Human Resources Department.

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EMPLOYEE'S SIGNATURE AND ACCEPTANCE

By signing below, I acknowledge that I have received a copy of the Novi Public Library Employee Handbook. I acknowledge that it is my responsibility to read the Handbook and to become familiar with its contents.

I acknowledge that it is my responsibility to keep my copy of the Handbook up to date whenever I am given replacement pages.

I acknowledge and agree that the Novi Public Library is an at-will employer, and that my employment may be terminated at any time with or without reason and with or without prior notice.

Date: _____
Employee _____

CODE OF ETHICS AND CONFLICTS OF INTEREST ACCEPTANCE

I acknowledge receipt of the Code of Ethics and Conflicts of Interest policy located in the Novi Public Library Employee Handbook, and I agree to abide by my obligations that are stated in that policy.

Date: _____
Employee _____

AGREEMENTS REGARDING STATUTE OF LIMITATIONS AND ARBITRATION

By signing the acknowledgment sheet to this Handbook, the Employee agrees that any The Employee and the Library agree as follows:

Any legal or other proceedings brought against the Library or any Library officials by the Employee arising out of the employment or any termination of the employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred, regardless of any statute of limitations to the contrary. The Employee expressly waives any limitations periods to the contrary.

NPL Employee Handbook, Approved October 21, 2009.

ARBITRATION

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~~By signing the acknowledgment sheet to this Handbook, the~~The Employee agrees that any and all claims relating to employment or the termination of employment will be submitted to binding arbitration in accordance with the rules of the American Arbitration Association governing commercial arbitration in Oakland County, Michigan. ~~The determination of the arbitrator(s) shall be~~ binding upon the parties, shall not be appealable, and judgment upon the award of the arbitrator(s) may be entered by any court of competent jurisdiction. Each party shall pay its own costs and expenses incurred in connection with such arbitration, including attorney's fees, regardless of the outcome of the proceedings.

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~~EMPLOYEE'S SIGNATURE AND ACCEPTANCE~~

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~~I acknowledge that it is my responsibility to read the Handbook and to become familiar with its contents.~~

~~I acknowledge that it is my responsibility to keep my copy of the Handbook up to date whenever I am given replacement pages.~~

~~Date: _____
_____ Employee~~

~~CODE OF ETHICS AND CONFLICTS OF INTEREST ACCEPTANCE~~

~~I acknowledge receipt of the Code of Ethics and Conflicts of Interest policy located in the Novi Public Library Employee Handbook, and I agree to abide by my obligations that are stated in that policy.~~

~~Date: _____
_____ Employee
_____ Novi Public Library~~

~~Date: _____ By: _____~~

CONFIDENTIALITY AGREEMENT

The undersigned Employee recognizes that he/she will have access to certain restricted areas and confidential information. Confidential information includes, but is not limited to, computer files and software, Library records and data, human resources files, library related business conversations, emails, documents, and passwords. I agree that:

- Confidential information is to be used solely for the purpose of fulfilling my official job duties.
- I will not provide or permit access to restricted areas to others, except as authorized by their job duties, or in compliance with federal and state laws.
- I shall not disclose, nor provide access to confidential information to others, except as authorized by their job duties, or in compliance with federal and state laws.

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- Nothing in this policy diminishes any rights I have under any applicable law or constitution.
- Neither curiosity nor personal relationships provide a basis for any breach of this policy.
- It is my responsibility to seek guidance from my supervisor if I am uncertain whether an area is restricted, information is confidential, or a person is authorized to access an area and/or information.
- I agree that violation of this policy may result in disciplinary action up to and including termination of employment.

The obligations contained in this agreement will continue for a period of 1 year after termination of my employment.

Date: _____
Employee

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Fundraising & Finance Committees

As a joint meeting the two committees met on April 27th at 7:00pm to discuss the final details of the Book It fundraising event. Included is a final report of the finances from the event (expenditures and revenue). The event took in close to \$10,300.00 and received rave reviews by those that attended. The sub-committee of Julie Farkas, Jennifer Pearson and Kathy Mutch met to do a follow-up from the event and discuss pros and cons. It is an event the committee felt should be attempted again and many ideas and lessons were learned. A new committee will be formed in early fall 2011 to begin the planning for the next fundraising endeavor to be held sometime in spring 2012. On a different note, the fundraising committee discussed the status of the endowment and has decided to put a hold on signing a contract with the Community Foundation of Southeast Michigan at this time due to unknown factors with state/federal regulations for gift giving. In addition, discussions about how donations will be received and the management of those donations must be further discussed.

Following the fundraising portion of the meeting, the members of the Finance committee continued discussions pertaining to establishing a capital replacement schedule in relation to technology and building operations. The Library staff will begin to compile this information for the Finance committee with a late summer (August/September) deadline.

Fundraising Committee Report – Book It Event, Final Report

Book It Fundraising Event FINAL Report May 18, 2011

Expenditures

Postage	(Beverage License)	13.25
Supplies (pens)		11.10
Refreshments, flowers		18.46
Wine Rings	(200 ct.)	48.00
Envelopes for give-aways		25.00
Postage for Postcards		53.76
Thank you cards		10.59
Liquor License fee - State of MI		25.00

Total **\$205.16**

2 Stones Event Consultant Fee 2,200.00

Total Expenses **2,405.16**

Revenues

Ticket sales (prior to event)	1,420.00
Sponsorships	
Global Office Solutions	1,500.00
Twelve Oaks Mall	750.00
Providence Hospital	500.00

April 15th Event
(At door event charge, auction items, alcoholic beverage sales, donations) 8,493.60

Total Revenues **\$12,663.60**

Grand Total - Expenses **\$10,258.44**

Total paid tickets: 182

Total Attendees at Event: 186 (Includes volunteers and sponsorship tickets that were not charged to attendees)

Board & Administrator

FOR BOARD MEMBERS

April 2011 Vol. 27, No. 8

NOVI PUBLIC LIBRARY

Editor: Jeff Stratton

Individual Board Plans boost board engagement

The Art-Reach board in Philadelphia, Pa., has used Individual Board Plans (IBP) for four years now and reports better board engagement and accountability by individual members.

The board uses IBPs to specify each member's annual commitments, clearly communicate expectations and increase the full board's engagement. The board developed the idea of IBPs as a means of giving members helpful work to perform on behalf of the nonprofit.

Think of an IBP as an annual work plan for each board member. They are similar to what an employee might create as a plan to achieve certain goals, but are relevant to what a board member should be doing. (I've included a copy of the IBP in this month's administrator's section of *Board & Administrator*. Ask your exec if you are interested in seeing an example.)

Each board member fills out the IBP form annually. The IBP provides each board member with a blueprint for what they hope to accomplish in the coming year.

Once Art-Reach's IBPs were in place, it soon became evident that the tool became a technique for as-

sessing board member commitment and engagement.

Initially, IBPs for each board member were developed through the board's Engagement Committee. Each member of the committee was assigned to work with several board members to develop their IBPs. That committee member would check in with the board members she's responsible for throughout the year to follow progress.

Board members are happy that the tool isn't designed solely to ensure that board members fundraise. The IBPs contain opportunities for board members to participate in community engagement and advocacy as well.

The board believes the IBP approach works because it is a peer-to-peer process. The IBPs let board members manage their own engagement with the organization. An engaged board is a board in a position to provide better governance to its nonprofit organization.

One tip for getting maximum benefit from IBPs is to allow time on the monthly meeting agenda for board members to update their IBP commitments and progress. ■

Avoid confusion with role analogy

Here's a simple analogy board members can use to remember the difference between a board member's role and the executive director's:

A board wants to take a vacation. The board determines its destination, what it is willing to pay, when to take the trip, and the method of travel. The board decides to take a

cruise.

Once the board has made these decisions and has boarded the cruise ship, it's time to let the ship's captain steer.

Point: the board decides where the nonprofit is headed; how it gets there is the executive director's job. ■

Eight guidelines for board operations

Board members should be professional and courteous in their interactions with the executive director and board colleagues. If your board regularly interacts in a manner that doesn't promote teamwork, consider discussing and adopting the following guidelines.

If each board member agrees to honor and practice all eight suggestions, the guidelines can cure board divisiveness problems.

1. The board will communicate and prioritize goals for the executive director annually during the administrator's performance appraisal.
2. Requests for information and action must be made by the full board.
3. Board members will receive board meeting

packets at the same time.

4. The executive director and board chair will develop the meeting agenda together. Trustee requests to place an issue on the agenda must be made in advance of meetings to the executive director and chair.

5. Copies of communication between the executive director and an individual board member will be distributed to all board members.

6. Board members will direct employee complaints to the appropriate person on the chain of command.

7. Once a vote is taken, board members will support the decision in a united fashion.

8. Board members will not be divisive at meetings. ■

Three steps to curing member's attendance problem

1. Orient. Start at the beginning with new members by defining what's expected in terms of meeting attendance.

2. Phone call. The board president should call and find out why a member isn't making it to board meetings. This can help determine if there is

any chance of resolving the problem.

3. Question. Be frank and ask the member if she really can make the commitment the organization requires. If not, suggest she depart from the board and find her a different role in the organization. ■

Apply these guidelines to advisory committees

The most important concept a board needs to grasp about its advisory committees is that they are not "advisory boards." The board is the board, but sometimes advisory committee members get confused about their role and can try to assume responsibilities that belong to the board.

If advisory committee members at your organization are over-reaching their responsibilities, use the following guidelines to make the board/committee distinction clear:

- Committees shall be appointed for a specific and well-defined purpose. Their authority shall be limited to that assigned them by the

board.

- All committees shall be fact-finding or advisory in nature. Advisory committees shall not have the power to make monetary or other decisions for the board.

- The executive director or her designee shall be a member of all committees.

- All reports of advisory committee meetings shall be made in writing only to the executive director and the board chair.

- Advisory committees shall be dissolved upon the completion of their assigned task.

- Final decision-making authority rests with the board. ■

Troy Public Library Not Closing for Now

Troy Public Library, MI, has received a reprieve.

The city council decided April 19 to keep the library, which had been slated for closure on May 1, open at least until May 16, when the city must approve a budget for FY12, the *Detroit Free Press* reported.

One factor weighing on the council's deliberations was a citywide survey of 400 residents conducted March 29–April 3 by Lansing-based polling firm Target Insyght. The poll results, announced at the council's April 18 meeting, showed that 72 percent of respondents said library operations should increase or stay the same and 32 percent said it was the most important issue facing the city, the highest response for any issue.

"Because the council will be discussing funding to keep the library open, there was consensus on council that the library should not proceed with closing on May 1," Cathy Russ, the library's director, told *Library Hotline*. "To make a long story short, at the city council meeting on Monday, [city councilwoman Robin Beltrami] proposed a plan to fund the library for \$1.6 million...for the 2011–2012 budget year, which begins July 1. The council decided to revisit the 2011–2012 budget (scheduled to be approved on May 9 or 16) and see if funds could be found to support the library," she said. Budget hearings began on April 25 and continue May 2 and May 9.

But Russ cautioned that the library may still close. The current budget, including collections, is \$2.7 million. Russ said that she took Beltrami's proposal to mean that it would be less expensive to keep the library open at a minimum funding level rather than to close it and then reopen it.

The library lost four millage pro-

posals in November 2010 that were key to its financial viability.

The *Detroit News* reported that 300 residents attended the April 18 meeting to support the library.

"I have mixed feelings. I'm happy for the postponement, but I'm waiting for the long-term solution," Susan Simonte Martin, a member of Troy Residents Unified for a Strong Troy, told the *News*. "I am not against raising millages to sustain our city."

Boopsie Rolls Out Mobile Checkout App

Self-check on smartphones, an idea that has long circulated in library-app circles, debuted last week. Boopsie announced that its new feature, BookCheck—which allows patrons to scan a barcode on a book or other item with their mobile phones and check it out from anywhere in the library—is now available at the 28-branch Cuyahoga County Public Library (CCPL) system based in Parma, OH. It's the first smartphone-based self-check system ever to be made available to library patrons.

The app feature is currently available for Android and other devices. An iPhone version of BookCheck is expected to be available within the next few weeks.

According to Robert Rua, assistant marketing director at CCPL, the library staff brought the BookCheck idea to Boopsie. "It was about the user experience for us," he told *Library Hotline*. "We wanted to meet our smartphone customers on their terms—and allow them to use our services on their terms."

The company already had built a mobile library app for CCPL last year that enables users remotely to check their accounts, search the catalog, and more.

"Based on conversations with customers, we recognized a mobile

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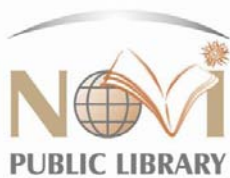
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Library Board Calendar

2011

May 8	Holiday – Mother's Day, Library Closed
May 18	Library Board Regular Meeting
May 30	Holiday – Memorial Day, Library Closed
June 15	Library Board Regular Meeting
June 15	Library Director Annual Review
June 19	Holiday – Father's Day, Library Closed
July 4	Holiday – Independence Day, Library Closed
July 20	Library Board Regular Meeting
August – October	Community Reads Program
August 17	Library Board Regular Meeting
September 5	Holiday – Labor Day, Library Closed
September 21	Library Board Regular Meeting
October 19	Library Board Regular Meeting
November 6	Daylight Saving Time Ends
November 8	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November 16	Library Board Regular Meeting
November 18	Library Staff In-Service, Library Closed
November 23	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
December 21	Library Board Regular Meeting
December 21	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 26	Holiday – Christmas, (observed), Library Closed
December 31	Holiday – New Year's Eve, Library Closed

2012

January 1	Holiday – New Year's Day, Library Closed
January 2	Holiday – New Year's Observance, Library Closed
January 16	Holiday – Martin Luther King, Jr. Day, Library Closed
January 18	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, 6:30 p.m.