

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, October 17, 2012 at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 48375

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

- 1. Call to Order and Roll Call
- 2. Pledge of Allegiance
- 3. Approval and Overview of Agenda
- 4. Consent Agenda
- 5. Correspondence
 - A. Email from Kevin Poncher, Novi Resident regarding car charger stations.....24
- 6. Presentation
 - A. April Stevenson – Information Services Department Head
 - B. Evan Smale – Electronic Services Librarian
- 7. Public Comment
- 8. President's Report
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- 13. Historical Commission Report. August 2012..... 66
- 14. Committee Reports
 - A. Policy Committee (Margolis, Teasdale, Kilgore – chair)
 - B. HR Committee (Kilgore, Verma – chair)
 - C. Finance Committee (Czekaj, Teasdale, Margolis – chair)
 - D. Fundraising Committee (Sturing, Mena – chair)

- E. Strategic Planning Committee (Kilgore, Sturing, Mena- chair)
Board Meeting to discuss Strategic Planning report – Saturday, November 3rd
(10:00am –12:00pm)
- F. Landscape Committee (Kilgore, Margolis, Czekaj – chair)
- 15. Public Comment
- 16. Matters for Board Action
- A. Public Relations Policy – 1st draft 53
- 17. Adjourn

Consent Agenda:

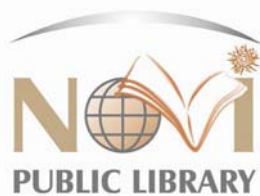
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Future Events:

- Artwork Reception for Davio Family – Saturday, October 27th at 10:00am
- 2012 MLA Annual Conference – November 7-9th, 2012
- Friends Library Regular Meeting – Wednesday, November 14th at 2:00pm, Novi Public Library
- Community Ready Author Event – Wednesday, November 14th at 7:00pm, Novi Public Library
- Historical Commission Regular Meeting – Wednesday, November 28th at 2:00pm, Novi Public Library
- Library Board Regular Meeting – Wednesday, November 28th at 7:00pm, Novi Civic Center
- Light up the Night – Friday, November 30th (6-9pm), Novi Public Library & Novi Civic Center
- Friends Holiday Gala – Friday, December 7th (7-9pm), Novi Public Library
- Book It Fundraising Event – Friday, April 26, 2013 (7-10pm), Novi Public Library



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

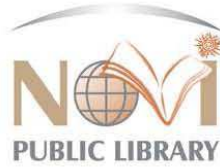
<http://www.novilibrary.org>

| Warrant 498 | | September 2012 | |
|--|-------------------------------|-----------------------|----------------------|
| Payable to | Invoice # | Account number | Account total |
| Staples | | 268-000.00-727.000 | \$ 170.13 |
| United States Postal Service | PI-Permit #97 yearly cost | 268-000.00-728.000 | \$ 190.00 |
| Municipal Web Services | | 268-000.00-734.000 | \$ 397.50 |
| CDW-G | | 268-000.00-734.500 | \$ 229.08 |
| Suntel | | 268-000.00-734.500 | \$ 89.10 |
| Tech Logic Corp. | | 268-000.00-734.500 | \$ 1,884.80 |
| The Library Network | | 268-000.00-734.500 | \$ 107.00 |
| Conney Safety | | 268-000.00-740.000 | \$ 75.54 |
| Global Office Solutions | | 268-000.00-740.000 | \$ 189.99 |
| Sentry Supply | | 268-000.00-740.000 | \$ 258.84 |
| Specialty Store Services | | 268-000.00-740.000 | \$ 542.75 |
| LL Bean | | 268-000.00-741.000 | \$ (73.40) |
| Amazon.com | | 268-000.00-742.000 | \$ 728.28 |
| Brodart | | 268-000.00-742.000 | \$17,140.95 |
| Center Point Large Print | | 268-000.00-742.000 | \$ 384.66 |
| Davio, Mark | | 268-000.00-742.000 | \$ 44.97 |
| Ebsco | | 268-000.00-742.000 | \$ 226.80 |
| Gale | | 268-000.00-742.000 | \$ 931.69 |
| Genealogical.com | | 268-000.00-742.000 | \$ 25.00 |
| Thomson West | | 268-000.00-742.000 | \$ 19.50 |
| Tsai Fong Books, Inc. | | 268-000.00-742.000 | \$ 252.58 |
| Allen Park Public Library | | 268-000.00-742.100 | \$ 3.25 |
| Brighton District Library | | 268-000.00-742.100 | \$ (13.00) |
| Commerce Township Community Library | | 268-000.00-742.100 | \$ 33.94 |
| Livonia Public Library | | 268-000.00-742.100 | \$ 24.95 |
| Observer & Eccentric | 9/1/12-8/31/13 | 268-000.00-743.000 | \$ 42.99 |
| Teddy, James | FP/DN 9/3-9/29/12 | 268-000.00-743.000 | \$ 40.00 |
| Midwest Tape | | 268-000.00-744.000 | \$ 997.68 |
| Amazon. Com | | 268-000.00-745.200 | \$ 12.78 |
| Midwest Tape | | 268-000.00-745.200 | \$ 4,554.63 |
| Cengage Learning | | 268-000.00-745.300 | \$ 2,406.34 |
| Hyland Software | Jul-12 | 268-000.00-745.300 | \$ 100.00 |
| The Library Network | TumbleBook 8/31/12-8/30/13 | 268-000.00-745.300 | \$ 319.20 |
| Bright House | | 268-000.00-801.925 | \$ 83.27 |
| Providence Occupational Health Partners | | 268-000.00-804.000 | \$ 161.70 |
| Michigan Library Association | | 268-000.00-809.000 | \$ 525.00 |
| Public Library Trustee Association | | 268-000.00-809.000 | \$ 35.00 |
| DuAll Cleaning, Inc. | Jul-12 | 268-000.00-817.000 | \$ 2,899.50 |
| AT&T | 8/22-9/21/12 | 268-000.00-851.000 | \$ 142.97 |
| Telnet Worldwide | 8/15-9/14/12 | 268-000.00-851.000 | \$ 671.79 |
| Verizon Wireless | 7/29-8/28/12 | 268-000.00-851.000 | \$ 447.02 |
| The Library Network | | 268-000.00-855.000 | \$13,762.34 |
| Patch | | 268-000.00-880.000 | \$ 75.00 |
| Sam's Club | | 268-000.00-880.000 | \$ 70.98 |
| YP | | 268-000.00-880.000 | \$ 56.32 |
| Burton Historical Collection, Detroit Public Library | 10/4/12; Sel Det & MI Gen Res | 268-000.00-880.268 | \$ 100.00 |

| | | | |
|--|--|-----------------------|----------------------|
| Carpenter, Suzanne | | 268-000.00-880.268 | \$ 280.14 |
| Warrant 498 | | September 2012 | |
| Payable to | Invoice # | Account number | Account total |
| Farkas, Julie | | 268-000.00-880.268 | \$ 40.00 |
| Cottone, Cathy | Beg Genealogy-Fol Paper Trail 9/13/12 | 268-000.00-880.268 | \$ 50.00 |
| Preston, Jennifer | | 268-000.00-880.268 | \$ 125.29 |
| Buccellato, Mary | On the Road; 9/11/12 | 268-000.00-880.271 | \$ 73.00 |
| Carr's Motorcoach Tours | On the Road; 9/11/12 | 268-000.00-880.271 | \$ 600.00 |
| Gransee, Pat | On the Road; 9/11/12 | 268-000.00-880.271 | \$ 73.00 |
| Holly Management, Inc. | On the Road; 9/11/12 | 268-000.00-880.271 | \$ (250.00) |
| Jordan, Ann | On the Road; 10/4/12 | 268-000.00-880.271 | \$ 71.00 |
| Miank, Doris | On the Road; 9/11/12 | 268-000.00-880.271 | \$ 73.00 |
| Niesyto, Shirley | On the Road; 9/11/12 | 268-000.00-880.271 | \$ 73.00 |
| Shobe, Barbara | On the Road; 9/11/12 | 268-000.00-880.271 | \$ 73.00 |
| Wainwright, Theresa | On the Road; 9/11/12 | 268-000.00-880.271 | \$ 146.00 |
| Zook, Doris | On the Road; 9/11/12 | 268-000.00-880.271 | \$ 73.00 |
| Konica Minolta | | 268-000.00-900.000 | \$ 1,024.72 |
| Consumers Energy | 7/14-8/13/12 | 268-000.00-921.000 | \$ 131.13 |
| AT&T | 8/13-9/12/12 | 268-000.00-922.000 | \$ 43.27 |
| DTE Energy | 6/22-7/24/12 | 268-000.00-922.000 | \$ 9,965.32 |
| Allied Waste | | 268-000.00-934.000 | \$ 157.92 |
| American Fireplace & Barbeque Dist. | | 268-000.00-934.000 | \$ 190.00 |
| Cintas | | 268-000.00-934.000 | \$ 504.19 |
| Dalton Commercial Cleaning Corp | | 268-000.00-934.000 | \$ 375.00 |
| Grainger | | 268-000.00-934.000 | \$ 324.04 |
| Home Depot | | 268-000.00-934.000 | \$ 32.97 |
| Lighting Supply Co. | | 268-000.00-934.000 | \$ 273.63 |
| Sam's Club | | 268-000.00-934.000 | \$ 45.92 |
| Siemens | | 268-000.00-934.000 | \$ 678.00 |
| Slades Plumbing & Sewer Service | | 268-000.00-934.000 | \$ 522.50 |
| State of Michigan | Dept of Lic - Elevators | 268-000.00-934.000 | \$ 360.00 |
| Touch of Tropics, Inc. | | 268-000.00-934.000 | \$ 50.00 |
| Brien's Services, Inc. | | 268-000.00-941.000 | \$ 906.31 |
| C&J Parking Lot Sweeping, Inc. | | 268-000.00-941.000 | \$ 55.00 |
| Great Oaks Landscape | | 268-000.00-941.000 | \$20,374.00 |
| Home Depot | | 268-000.00-941.000 | \$ 4.02 |
| Michigan Automatic Sprinkler Inc. | | 268-000.00-941.000 | \$ 248.38 |
| Weingartz | | 268-000.00-941.000 | \$ 122.87 |
| Konica Minolta Premier Finance | | 268-000.00-942.000 | \$ 1,208.29 |
| Corrigan Record Storage | | 268-000.00-942.100 | \$ 15.50 |
| Dinan, Barbara | | 268-000.00-956.000 | \$ 70.49 |
| Farkas, Julie | | 268-000.00-956.000 | \$ 80.60 |
| Library Journal, LLC | | 268-000.00-956.000 | \$ 80.00 |
| Michigan Library Association | | 268-000.00-956.000 | \$ 1,567.00 |
| Public Library Trustee Assoc of Oakland Cty | | 268-000.00-956.000 | \$ 280.00 |
| Robinson, Mary | | 268-000.00-956.000 | \$ 71.85 |
| Petty Cash | | | \$ 220.42 |
| TOTAL | | | \$93,328.19 |

| Warrant 499 | | October 2012 | |
|--|-----------------------|-----------------------|----------------------|
| Payable to | Invoice # | Account number | Account total |
| Global Office Solutions | | 268-000.00-727.000 | \$ 1,146.81 |
| Postmaster | | 268-000.00-728.000 | \$ 135.00 |
| Evanced Solutions, LLC | | 268-000.00-734.000 | \$ 3,955.00 |
| Municipal Web Services | July | 268-000.00-734.000 | \$ 480.00 |
| Amazon.com | | 268-000.00-734.500 | \$ 29.22 |
| Demco | | 268-000.00-740.000 | \$ 110.76 |
| Sam's Club | | 268-000.00-740.000 | \$ 19.62 |
| Sentry Supply | | 268-000.00-740.000 | \$ 667.34 |
| Amazon.com | | 268-000.00-742.000 | \$ 340.56 |
| Audiocraft Publishing, Inc. | | 268-000.00-742.000 | \$ 20.03 |
| Brodart | | 268-000.00-742.000 | \$10,509.78 |
| Center Point Large Print | | 268-000.00-742.000 | \$ 255.84 |
| Ebsco | | 268-000.00-742.000 | \$ (12.00) |
| Gale | | 268-000.00-742.000 | \$ 883.68 |
| Tsai Fong Books, Inc. | | 268-000.00-742.000 | \$ 602.15 |
| Allen Park Public Library | | 268-000.00-742.100 | \$ 6.75 |
| Dexter District Library | | 268-000.00-742.100 | \$ 14.99 |
| Huntington Woods Public Library | | 268-000.00-742.100 | \$ 8.00 |
| Teddy, James | October DN/FP | 268-000.00-743.000 | \$ 40.00 |
| Midwest Tape | | 268-000.00-744.000 | \$ 2,369.96 |
| OverDrive | | 268-000.00-744.000 | \$ 1,589.30 |
| Amazon.com | | 268-000.00-745.200 | \$ 33.91 |
| Great Courses | | 268-000.00-745.200 | \$ 454.55 |
| Midwest Tape | | 268-000.00-745.200 | \$ 3,889.51 |
| Cengage Learning | | 268-000.00-745.300 | \$ 2,494.99 |
| Midwest Collaborative for Library Services | | 268-000.00-745.300 | \$ 1,474.75 |
| American Library Association | Farkas; 1 yr memb. | 268-000.00-809.000 | \$ 240.00 |
| Kristel Cleaning, Inc. | | 268-000.00-817.000 | \$ 2,160.00 |
| Verizon Wireless | 8/29-9/28/12 | 268-000.00-851.000 | \$ 447.02 |
| Gordon Food Service | Bus Res Center | 268-000.00-880.000 | \$ 12.98 |
| Patch | Lib Aware; Sept 2012 | 268-000.00-880.000 | \$ 75.00 |
| Penn Station East Coast Sub | Focus Group 9/8/12 | 268-000.00-880.000 | \$ 54.57 |
| Sam's Club | Bus Res Center | 268-000.00-880.268 | \$ 280.16 |
| Three Days Gourmet Café | Focus Group 8/28/12 | 268-000.00-880.000 | \$ 94.60 |
| Yellow Pages | | 268-000.00-880.000 | \$ 56.00 |
| Carpenter, Suzanne | Youth pgm | 268-000.00-880.268 | \$ 56.28 |
| Druschel, Pauline | Sr Bk Disc; October | 268-000.00-880.268 | \$ 40.00 |
| Esseltine, Megan | Ad Comp Class; Oct | 268-000.00-880.268 | \$ 80.00 |
| Gordon Food Service | Youth | 268-000.00-880.268 | \$ 25.53 |
| Marshall, Susan | ESL Book Disc Oct/Nov | 268-000.00-880.268 | \$ 350.00 |
| Mutch, Kathleen | October | 268-000.00-880.268 | \$ 100.00 |
| Novelty, Inc. (Kipp Toys) | | 268-000.00-880.268 | \$ 98.28 |
| Preston, Jennifer | | 268-000.00-880.268 | \$ 66.13 |
| Weeks, Phyllis | Youth pgm | 268-000.00-880.268 | \$ 42.69 |
| Konica Minolta | | 268-000.00-900.000 | \$ 882.81 |
| University Lithoprinters | 53091;15.5 pgs Engage | 268-000.00-900.000 | \$ 6,924.72 |

| | | | |
|-----------------------------------|----------------------------|-----------------------|----------------------|
| Consumers Energy | 8/14-9/12/12 | 268-000.00-921.000 | \$ 257.27 |
| Warrant 499 | | October 2012 | |
| Payable to | Invoice # | Account number | Account total |
| AT&T | 9/13-10/12/12 | 268-000.00-922.000 | \$ 42.07 |
| DTE Energy | 7/25-8/23/12A | 268-000.00-922.000 | \$ 8,571.17 |
| Allied Waste | | 268-000.00-934.000 | \$ 157.92 |
| Boynton Fire Safety Service | Ann Alarm and Ext Insp | 268-000.00-934.000 | \$ 370.00 |
| Cintas | | 268-000.00-934.000 | \$ 742.61 |
| Dalton Commercial Cleaning Corp | 9/7/12 carpets | 268-000.00-934.000 | \$ 375.00 |
| Home Depot | | 268-000.00-934.000 | \$ 163.76 |
| Orkin | | 268-000.00-934.000 | \$ 106.00 |
| Schindler | | 268-000.00-934.000 | \$ 347.11 |
| Touch of Tropics | August | 268-000.00-934.000 | \$ 50.00 |
| DuAll Cleaning | ref for dam to fixtures | 268-000.00-934.000 | \$ (522.50) |
| Brien's Services, Inc. | September | 268-000.00-941.000 | \$ 790.20 |
| C&J Parking Lot Sweeping, Inc. | September | 268-000.00-941.000 | \$ 55.00 |
| Great Oaks Landscape | | 268-000.00-941.000 | \$ 9,240.00 |
| Home Depot | 9/10/2012 | 268-000.00-941.000 | \$ 170.21 |
| J.C. Goss Company | | 268-000.00-941.000 | \$ 165.00 |
| Konica Minolta Premier Finance | | 268-000.00-942.000 | \$ 1,049.96 |
| Corrigan Record Storage | | 268-000.00-942.100 | \$ 15.50 |
| Center for Competitive Management | Farkas/Dominick; Oct 22 | 268-000.00-956.000 | \$ 199.00 |
| Farkas, Julie | Met Det Bk&Auth Oct 15 | 268-000.00-956.000 | \$ 60.00 |
| The Library Network | | 268-000.00-956.000 | \$ 40.00 |
| Petty Cash | | | \$ 78.37 |
| TOTAL | | | \$66,130.92 |



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
August 15, 2012**

DRAFT

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Willy Mena, Vice President
David Margolis, Treasurer
Scott Teasdale, Secretary
Larry Kilgore, Board Member (Left at 7:55 p.m.)
Ramesh Verma, Board Member

Absent and Excused

Larry Czekaj

Student Representatives

Torry Yu (Left at 8:36 p.m.)

Absent and Excused

Jessica Matthew

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A motion was made to approve the August 15, 2012 Agenda as presented.

1st – Ramesh Verma

2nd – Larry Kilgore

A request was made to change the order under #9, Treasurer's Report. In order to close out last year before talking about the changes to the current fiscal year, move items C and D up to the A and B position, and drop items A and B down to the C and D position. The change was accepted by the mover of the motion and the second.

The revised Agenda was passed unanimously.

4. Consent Agenda

It was noted on page 8, under item #9b, Treasurer's Report, the word "now" in the last sentence should read as "not". Also noted, on page 10, under item #10, Director's Report, the fifth title topic One the Road, should read as On the Road.

A motion was made to approve the August 15, 2012 Consent Agenda with the changes discussed on pages 8 and 10.

1st – Scott Teasdale

2nd - David Margolis

The motion was passed unanimously.

5. Correspondence

a. Email received on 8/7/2012 by Library patrons – Sabina and Shiva Seshadri

A thank you Email was sent, praising the Library and the Summer Reading Program for the impact it made on their young son, Neel. Julie has shared this letter with Library staff, and has gotten permission from Mrs. Seshadri to share it with the Novi Community in the August Newsletter.

A motion for a resolution was made, acknowledging the efforts of Neel for embracing the opportunity that was presented to him and becoming a good reader, and to his parents for encouraging him.

1st – David Margolis

2nd – Scott Teasdale

The resolution was passed unanimously.

6. Presentation

a. Recognition of STAR Employees for 2011-2012

Employees who were nominated by the Management Team and by their direct supervisors were recognized for their work this year and presented with a certificate of appreciation. Attending and receiving their certificate were:

Mary Storch – Information Services Librarian
Dominic Doot – Technology Assistant
Bill Bembeneck – Facilities Department
Suzanne Carpenter – Information Services Librarian, Youth
Diana Gertsen – Administration
Jolanta Borek – Support Services, Clerk II, Supervisor
Mary Ann Zurmuehlin – Support Services, Clerk II, Supervisor

b. Recognition of Kelly Kolchuk, Head of Information Services – 10 years of service at NPL

Kelly recently left Novi Public Library to take a new position with Catholic Central High School. Kelly is being recognized for her talents and ten (10) years of service at Novi Public Library. Kelly Kolchuk was unable to attend to receive her certificate.

7. Public Comment

There was no public comment.

8. President's Report

a. Goals Document 2012-2013

Staff is currently working on goals. The new Goals Document will be brought to the September Library Board meeting.

9. Treasurer's Report

c. Library Financials and Walker Fund, End of Year June 30, 2012

Observations regarding Monthly Financials for the Month of June 2012 provided by David Margolis, Treasurer.

SUMMARY:

June 2012's final numbers are somewhat deceiving, due to a new GASB (Governmental Accounting Standards Board) pronouncement recognizing market fluctuations of

Investments. Rather than carry our Library Fund Reserve Investments at their Book Value (former methodology), we will now flow gains (or losses) in their current Fair Market Values as Revenue Adjustments. As a result of this procedural change, we recognized Unrealized Investment Gains of **+\$51,093** in the fiscal year ended June 30, 2012. These gains were NOT contemplated (nor incorporated) into our annual Budget for the year, so we are fortunate beneficiaries of temporary holding increases.

It's all a matter of perspective....

What further convolutes interpretation of our fiscal success for the fiscal year is the City's adoption of Budget Amendment # 2012-5 on June 18, 2012, which accepted a reduction in Budgeted Property Tax Revenue of **(-\$58,600)** for the year 2011-2012 (see the 2nd and 3rd columns on Page 19. This is contrary to what we had approved as Budget Expectations for the year, as reflected in the 2nd and 3rd columns of the 2012-2013 Budget Statement (on Page 15) – [**\$2,234,000** vs. **\$2,175,400**] – which would have also necessitated Board approval for Fund Balance Reserve allocations in excess of \$300,000 for the year to cover our budgetary deficit. The result of this distinction is that final Tax Revenues for the year (**\$2,192,800**) **exceeded Budget** by **+\$16,304** (the claim made near the bottom of page 17), rather than falling short of **our** Original Budget expectation by **(-\$42,296)**.

The "*bottom line*" is that even though we kept Actual Expenditures under Budget and generated over **+\$100,000** in additional Revenues, we still had to "*tap*" Fund Balance Reserves to operate for the year.

Financial activity for the month of June:

LIBRARY FUND (Fund #268)

BALANCE SHEET (pg #18)

Cash was decreased by **(-\$100,217)** during the month

Current Taxes Receivable were eliminated by **(-\$28,788)** from the last estimate.

Prepaid Expenditures (the New Account) of \$2,500 established for a future Speakers' series had no change.

TOTAL ASSETS = **\$2,576,086** (**-\$129,005** or **-4.77%** lower than last month)

LIABILITIES – Changes for the month were in **Accounts Payable**, which were increased by **+\$57,440**; inclusion of both **\$3,917** in **Unemployment Insurance Liability** and **\$39,043** in **Accrued Wages Payable**; and a reduction in **Accrued Tax Liabilities** of **(-\$18,436)** for a

net increase in **Total Liabilities** of +45.05% for the month, with an ending balance = **\$263,920**.

FUND BALANCE – As a result, **NET Revenues and Expenses** (for the current fiscal year) were lowered another (-\$210,969) or (-8.37%), leaving an Ending *Fund Balance at 06-30-2012* of **\$2,312,166**.

REVENUES AND EXPENDITURES (pgs. 19 + 20)

REVENUES – We did receive another portion of State Aid (**\$12,378**) (A/C# 567.000) for a year-to-date total of **\$22,267** (better than the \$20K budgeted). This, along with another strong month collecting **Library Book Fines** (A/C# 657.000) of **\$6,371** (for a Y-T-D total of nearly \$68K), **Meeting Room Rentals** (A/C# 665.300) of \$1,785 and Miscellaneous Income (A/C# 665.000) of **\$1,292**, helped to off-set the Tax Revenue decline. **Total Revenues** for the month of June, 2012 (including \$76,657 of Investment Interest/Market Gains) thus increased by **+\$61,956** or **+2.57%**. **Total Revenues** for the fiscal year ended June 30, 2012 were **\$2,514,001** – which is **+\$100,551** or **+4.17%** greater than what we originally budgeted for.

EXPENDITURES – with the current fiscal year concluded on June 30th, we're going to measure actual Expenditures utilization against the **100.00%** of the Budget authorized.

Personal Services – The total amount spent in this category during the month (**\$170,959**) was well above the average monthly allocations (of \$147K), with the highest amount spent (in any one month) on Temporary Services (A/C# 705.000) of **\$65,526** and recognition of **\$3,917** for Unemployment Insurance (A/C# 719.000). On a Twelve-Month Year-to-Date basis, we've used **99.17%** of this category's budget. At the end of June, Personal Services expended **\$1,749,790** represent **69.60%** of Revenues (compared to the **73.11%** budgeted).

Materials and Supplies – The only major categories spent in June which significantly exceeded prior month levels were **Computer Equipment** (A/C# 734.500) at **\$7,306** and **Electronic Resources** (A/C# 745.300) at **\$8,938**. We spent a total of **\$54,198** for the month (in this **Materials/Supplies** category), the 2nd highest monthly total, which represents a **18.30%** of Revenues (compared to **20.87%** budgeted). For the Twelve-months thru 6-30-2012, we spent **\$460,029** (vs. the **\$503,700** originally budgeted – a savings of **+8.67%**).

Services and Charges – for the month, we spent **\$47,767** (which is the 2nd highest monthly total this year); consuming 11.50% of this Category's Budget - with several line-items higher than normal (see below). The cumulative Twelve-month Y-T-D total of **\$415,448** represents **100.03%** of the Budget allocations (vs. the expected 100.00% level previously mentioned – we're only off by \$111 – not a bad crystal ball) or **16.53%** of Revenues (vs. the **17.21%** budgeted).

Some of the items worth citing for the month are:

| | | | |
|----------|--------------------|-----------|-------------------------|
| #817.000 | Custodial Services | +\$ 6,385 | |
| #922.000 | Electricity | +\$16,067 | (2 months bills) |
| #941.000 | Grounds Maint. | +\$12,239 | (landscaping) |

Capital Outlays or Contingencies – nothing spent this month. For the Fiscal Year, we spent a total of **\$8,246** (or **0.33%** of Revenues).

Also included for the Fiscal Year, was the **Transfer Out** to the **Walker Fund** (Fund #269) for the “Book-It” event of **\$10,258** (or **0.41%** of Revenues).

TOTAL EXPENDITURES – for the month of June, we spent **\$272,925** (or **10.12%** of the budget), *again*, the second highest monthly amount (and well above the equal monthly gauge of \$223,624) for a year-to-date total of **\$2,643,772**, which is **98.52%** of the Total Budget for an over-all savings of **+\$39,715** or **+1.48%**. This amount is **105.16%** of Revenues, but is still **(-6.03%)** lower than fiscal year budget expectations of 111.19%. As a result, we had to absorb **\$129,771** of Fund Balance to “*balance the books for the year*”. This is only **48.06%** of the amount originally authorized or an annual savings (combination of Revenue increases and Expenditure decreases) of **+\$140,266** for the fiscal year – buoyed by the Investment Gains previously described.

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

REVENUES – increased significantly by **+\$38,336** during the month of June or **+53.05%**, with **\$10,666** coming from **Investment Interest** (#269-000.000-664.000); **\$25,640** in **Unrealized Investment Gains** (New A/C# 269-000.00-664.500); and **+\$2,030** from various **Donations**.

Breakdown of Donation Revenues for June:

| | | |
|----------|-----------------------------|--------|
| #665.271 | General – Youth Collections | \$ 75 |
| #665.274 | Brick Pavers | \$ 625 |
| #665.276 | Library Trees | \$ 450 |
| #665.285 | Community Read | \$ 750 |
| #665.401 | Crawford (Display Case) | \$ 30 |
| #665.402 | Specific Collections | \$ 100 |

EXPENDITURES – For the month of June 2012, **\$325** or +2.93% was expended, **from** the Friends of the Novi Library’s generous \$10,000 gift was spent.

CAPITAL OUTLAY – N/A

NET REVENUES OVER EXPENDITURES – increased by **+\$38,011** (or **+67.68%**) during the month of June, for a Twelve-month year-to-date total of **+\$94,174**.

WALKER FUND (Fund #269) (pg. XX) (continued)

BALANCE SHEET – as a result of June activity, **Cash** in the Fund was increased by **+\$37,861** or **+2.53%**; while **Accounts Payable** was decreased by **(-\$150)** from last month's balance; thus **Unrestricted Current Year Fund Balance** increased **+\$38,011** for the month and **+\$94,174** or **+6.54%** for the fiscal year.

TOTAL WALKER ASSETS = **\$1,535,340**

=====

TOTAL LIABILITIES = **\$ 324**

TOTAL FUND BALANCE = **\$1,535,016**

=====

Restricted Fund Balance = **\$ 47,580**

Un-Restricted Fund Balance = **\$1,487,436**

COMBINED LIBRARY INVESTMENTS (pg. XX)

LIBRARY FUND (#268) @ FMV

TOTAL FUND #268 **\$2,573,085.70**

WALKER FUND (#269) @ FMV

TOTAL FUND #269 **\$1,535,340.31**

COMBINED LIBRARY INVESTMENT = \$4,108,426.01

=====

Total Combined Library Investments are **(-\$62,354.99)** or **(-1.50%)** lower than last month, but only **(-\$55,250)** or **(-1.33%)** less than this same time a year ago.

d. Library Financials and Walker Fund, July 31, 2012

Observations regarding Monthly Financials for the Month of July 2012 provided by David Margolis, Treasurer.

SUMMARY:

July 2012's Budget numbers do not tie into the City-generated report (reflected on Pages 23 and 24) as there was a **(-\$20,000)** reduction in Budgeted Property Tax Revenue (A/C# 268-000.00-403.000) that we (the Library Board) have NOT yet authorized and amended into our 2012-2013 Budget. In addition, their Appropriation of Fund Balance (A/C# 268-000.00-680.000) doesn't reflect the **\$15,000** Landscaping Reserve we approved at our June meeting.

In other words, we should amend our potential Fund Balance Allocation for this current year to reflect a maximum transfer of **\$305,120**, if we want to be consistent.

With the arrival of the new fiscal year (beginning July 1st), our July 2012 Financials reflect the assessment (and recognition) of Summer Property Taxes (in the amount of **\$2,250,880.15**). We also include recognition of an additional **+\$9,892.00** in Investment Gains (A/C# 268-000.00-664.500) for the month of July (even though we haven't budgeted any anticipated gains for this fiscal year). We expect this account to vary greatly over the course of the year as the marketplace valuations fluctuate.

As is my philosophy (*for monitoring purposes*), I've taken the entire year's expected Expenditures of **\$2,738,900** and divided them equally over the course of twelve months to create an Average Monthly Budget consumption of **\$228,241.67** (or **8.33%** per month) to use as a benchmark for comparing actual spending against.

Financial activity for the month of July:

LIBRARY FUND (Fund #268)

BALANCE SHEET (pg #22)

Cash was decreased by **(-\$139,715.10)** or **(-5.43%)** during the month

Current Taxes Receivable was created in the amount of \$2,152,842.52; as well as another **Account Receivable BSA** (A/C# 268-000.00-040.050) (*which relates to Novi Township's share of Library Services*) for \$5,681.00 that didn't exist last month.

Prepaid Expenditures (A/C# 268-000.00-040-400) of \$2,500 established for a future Speakers' series had no change.

TOTAL ASSETS = **\$4,594,894.12**, which are **+\$2,018,808.42** or **+78.37%** greater than last month)

LIABILITIES – Changes for the month were in **Accounts Payable**, which were decreased by **(-\$38,468.33)**; elimination of **(-\$39,043.24)** in **Accrued Wages Payable**; and a

reduction in **Monthly Pension Payable** of **(-\$2,120)** for a net decrease in **Total Liabilities** of **(-\$79,631.57)** or **(-30.18%)** for the month, with an ending balance = **\$184,288.03**.

FUND BALANCE – As a result, **NET Revenues and Expenses** (for the current month) were nearly doubled by **+\$2,098,439.99** or **+90.76%**, leaving an Ending Fund Balance at 07-31-2012 of **\$4,410,606.09**.

REVENUES AND EXPENDITURES (pgs. 23 + 24)

REVENUES – As previously mentioned, Summer Tax Revenues dominate July's Total Revenues, but another strong month of **Library Book Fines** (A/C# 657.000) of **\$7,237.35** and **Meeting Room Rentals** (A/C# 665.300) of **\$2,110.00** help the cause. We've added a new Account for this fiscal year, **Adult Program Revenues** (A/C# 665.289), which generated **\$1,473.00** in July. **Total Revenues** for the month of July were **\$2,281,633.64**, which is **94.54%** of the total annual Budget (before the anticipated **-\$20,000** reduction to be adopted).

EXPENDITURES – with the current fiscal year commencing on July 1st, we're going to measure actual Expenditures utilization against the **8.33%** monthly pro-ration of the Budget estimated.

Personal Services – The total amount spent in this category during the month **(\$92,162.31)** is well below the average monthly allocations (of \$152K), which I suspect may be related to cut-off issues for payroll processing (*as there were NO months last year below \$100K*). In fact, the spending for **Temporary Salaries** (A/C# 705.000) in any given month is less than \$20,000 for the first time in over three years. On a One-Month Year-to-Date basis, we've used **5.06%** of this category's budget. At the end of July, Personal Services expended represent **4.04%** of Revenues (compared to the **6.19%** budgeted).

Materials and Supplies – The only major categories spent in July which significantly exceeded projected monthly levels were **Audiovisual Materials** (A/C# 744.000) at **\$12,158.24 (22.77% of Budget)** and **Electronic Resources** (A/C# 745.300) at **\$25,817.18 (57.63% of Budget)**. We spent a total of **\$53,429.54** for the month (in this **Materials/Supplies** category) that is **11.01%** of Budget (vs. the 8.33% benchmark); **+\$12,018** or **+29.03%** more than last July; and which represents **2.34%** of Revenues (compared to **1.65%** budgeted).

Services and Charges – for the month, we spent **\$37,601.80**, consuming **9.02%** of this Category's Budget - with several line-items higher than normal (*see below*) - and adding one new one, **Adult Programs** (A/C# 880.271). The July 2012 spending represents **1.65%** of Revenues (vs. the **1.42%** budgeted).

Some of the items worth citing for the month are:

| | | |
|----------|----------------------------|-------------------------------|
| #809.000 | Membership & Dues | +\$ 2,398.00 |
| #855.000 | TLN Automation Svcs. | +\$10,178.09 |
| #880.268 | Library Programming | +\$ 2,532.64 |
| #880.271 | Adult Programs | +\$ 1,246.00 |
| #900.000 | Design/Printing/Publishing | -\$ (96.82) |
| #910.000 | Insurance (Prop / Liab) | +\$12,684.00 (Annual Premium) |
| #922.000 | Electricity | +\$ 39.19 |

Capital Outlays or Contingencies – nothing spent this month. At our last Board Meeting we did approve spending up to \$15,000 for Landscape Improvements this year.

TOTAL EXPENDITURES – for the month of July, we only spent **\$183,193.65** (or **6.69%** of the budget vs. 8.33%), the lowest monthly amount since last July (and well below the equal monthly gauge of \$228,241.67). This amount is **8.03%** of Revenues, and lower than fiscal year budget expectations of 9.30%.

WALKER FUND (Fund #269) (pg. 26)

REVENUES –With the start of a new fiscal year, we re-set our Cumulative Revenues and Expenditures to zero and begin anew with NO budgetary expectations. There will be some Interest earned on Investments and we'll track Market Value fluctuations over the course of the year. However, we've set NO formal expectations for Donations or Event Transfers (*i.e.* next year's *Book it!*), so anything generated will all be positive.

For July, Total Revenues were **+\$4,735.97** during the month, with **\$30.97** coming from **Investment Interest** (#269-000.000-664.000); **\$3,975.00** in **Unrealized Investment Gains** (New A/C# 269-000.00-664.500); and **+\$730** from various **Donations**.

Breakdown of Donation Revenues for July:

| | | |
|----------|-----------------------------|--------|
| #665.271 | General – Youth Collections | \$ 30 |
| #665.286 | Light Up the Night | \$ 200 |
| #665.287 | Crop for a Cause | \$ 500 |

EXPENDITURES – For the month of July 2012, **nothing** was expended.

NET REVENUES OVER EXPENDITURES – increased by **+\$4,735.97** during the month of July, ALL restricted with respect to purpose.

WALKER FUND (Fund #269) (pg. 25) (continued)

BALANCE SHEET – as a result of July activity, **Cash** in the Fund was increased by **+\$4,412** or +0.29%; while **Accounts Payable** was eliminated in full by **(-\$324)** from last month's balance; thus **Restricted Current Year Fund Balance** increased **+\$4,735.97** for the month.

| | |
|-----------------------|----------------|
| TOTAL WALKER ASSETS = | \$1,539,751.28 |
| | ===== |
| TOTAL LIABILITIES = | \$ 0.00 |
| TOTAL FUND BALANCE = | \$1,539,751.28 |
| | ===== |

| | |
|------------------------------|----------------|
| Restricted Fund Balance = | \$ 52,315.13 |
| Un-Restricted Fund Balance = | \$1,487,436.15 |

COMBINED LIBRARY INVESTMENTS (ESTIMATED)

| | |
|---------------------------|----------------|
| LIBRARY FUND (#268) @ FMV | |
| TOTAL FUND #268 | \$4,410,606.09 |
| WALKER FUND (#269) @ FMV | |
| TOTAL FUND #269 | \$1,539,751.28 |

COMBINED LIBRARY INVESTMENT = \$5,950,357.37

=====

Total Combined Library Investments are **+\$1,841,931.36** or **+44.84%** greater than last month (due to new Property Tax assessments), and will only decline steadily over the course of the fiscal year as we spend down.

A motion was made to amend the 2012-2013 budget to reduce account #403.000, Property Tax Revenue by \$20,000.

- 1st – David Margolis
- 2nd – Scott Teasdale

The motion was passed unanimously.

a. Presentation: Marina Neumaier Interim Finance Director – City of Novi regarding reports for library finances and investments

An informal "Meet and Greet" with the opportunity for the Board to ask questions was presented. Marina was also interested in getting feedback from the Board as to the level of information the Board is looking for regarding investments.

b. Library Budget 2012-2013

The 2012-2013 Budget dated February 15, 2012 is included in the Library Board Packet on pages 15-16.

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

There was no Café Revenue Report provided.

10. Director's Report

A detailed report for Director, Julie Farkas, is provided on pages 27-30 of the August 15, 2012 Library Board Packet. Highlights of the report:

- Several staff member recognized for 2011-2012 accomplishments.
- Macy's fundraiser, Shop for a Cause, continues to move forward.
- The process of filling the position vacated by Kelly Kolchuk is moving forward. Applications have been received and interviews have been setup.
- Director, Julie Farkas and store manager of Wal-mart working on projects together. Wal-Mart receptive to sponsor "Book-It" fundraiser and partner with Library in a "Food for Fines" initiative in February.
- Fundraising Committee meet on Tuesday, August 14, 2012. Add Rochelle Smith to committee member list. Save the date information will go out early October to current donors and Library supporters. Event will be included in the City calendar for 2013.
- Thank you to Paradise Park and the Friends of NPL for sponsoring Summer Reading Program. Over 1,500 took part in program, with 300 being adults. This was highest number of participation to date, with 50% increase in adult group. Partnership with Novi Public Schools helped promote the Summer Reading Program. Will reach out to Charter and Private Schools next year for continued growth.
- Evan Smale is new full time Information Services Librarian with specialty in Electronic Services. Duties include: social media through face book and twitter, overseeing website, managing databases, and co-coordinating computer programs and classes for public with IT Department.

- Numbers for Annual Report are coming in. Will be presented to Board for review at September meeting. Report will go out in E-Newsletter and on website.
- Geek the Library Campaign is highlighting the Historical Commission this month. Photos in Library lobby are of historical people that public is asked to identify. Campaign will be at "Fall for Novi" in September to push the Geek Program.

Julie received an invitation to attend the Oakland County Library Group meeting on Wednesday, September 19, 2012. Julie and several Board members have attended this meeting in the past, however this year the meeting is scheduled for the same date as the Regular September Novi Library Board meeting. Julie asked the Board for suggestions on what they would like to do to resolve the conflict of schedules; change the date of the September Board meeting, take the Board on the road, or send a Board representative to the meeting. Board members who had attended the Oakland County Library meeting in the past thought that the meeting was worth attending.

A motion was made to cancel the Regular Scheduled September 19, 2012 Library Board meeting to allow for all the Board Members to attend the Oakland County Library Association Meeting.

1st – Ramesh Verma

2nd – Scott Teasdale

The motion was passed unanimously.

a. Public Services Report

Report is provided on page 29 of the August 15, 2012 Library Board Packet.

- Summer Reading Program ended on August 4, 2012.

b. Building Operations Report

Report is provided on page 30 of the August 15, 2012 Library Board Packet.

- Landscaping is complete.
- Drainage is still an issue.

- After meeting with City and Great Oaks, plans are being made on how to address drainage issue.

c. Library Usage Statistics – July 2012

The July statistics are located on pages 31-33 of the August 15, 2012 Library Board Packet.

- 466 Library cards issued
- 83,350 items checked out
- Number of items borrowed from TLN – 5,053
- Number of item borrowed from MEL – 142
- Number of items loaned through TLN – 5,585
- Number of items loaned through MEL – 259
- 60.03% of all items checked out were completed on self check stations.
- Daily average of people using the Library was 1,495

11. Friends of Novi Library Report

There was no report provided.

- Bringing their Memorandum of Understanding to the October meeting.

12. Student Representatives' Report

Report is provided on page 41 of the August 15, 2012 Library Board Packet.

Highlights of goals for 2012-2013 include:

- Continue to send out bi-monthly e-newsletter and power point slides to Novi High and Walled Lake Western High.
- Branch out to include the middle schools with the e-newsletter and power point slides.
- Increase general Teen Advisory Board (TAB) membership with PR.
- Educate teens on proper library etiquette.

July program highlights:

- Approximately 50 teens attended the "Glow in the Dark" party.
- The Summer Reading Finale Party at Paradise Park was well attended, with 91 teens, 20 siblings, and 60 parents participating in the fun.

13. Historical Commission Report

The Historical Commission provided their July 2, 2012 Meeting Minutes.

- Looking for a new Commissioner; applications available at the City Clerk's Office.

14. Committee Reports

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

There was no report provided.

b. HR Committee (Kilgore, Verma – chair)

There was no report provided.

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

There was no report provided.

d. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

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

There was no report provided.

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

There was no report provided.

15. Public Comment

There was no public comment.

16. Matters for Board Action

a. Policy P11: Rules of Conduct

- In item #2 second sentence, the word "the" was changed to the word "any". The sentence now reads: Patrons may not harass, threaten, or disturb Library staff or patrons while in the Library so that it interferes with any library patrons use of the Library or the ability of the staff person to do his/her job.
- In item #7, the word "illegal" was added. The sentence now reads: Patrons cannot use, sell, distribute or be under the influence of alcohol or illegal drugs.
- In item #12, the word "not" was added. The sentence now reads: Patrons are not permitted in any areas designated as "staff only" without prior authorization.
- In item #25, the word "in" was changed to the word "inside". The sentence now reads: Campaigning, petitioning, leafleting, survey-taking, soliciting, or sales by the public is prohibited in the Library.
- In item #26, in the first sentence, the word "property" was changed to the word "grounds". The sentence now reads: Use of Library grounds by petitioners does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the

petition, and the Library will not assist the petitioners in the solicitation of signatures.

- In item #27, the word "require" was changed to "requires. The sentence now reads: Sales, solicitations and/or solicitations of monetary donations of any kind by outside organizations are prohibited and unless incidental to library programming and requires advanced approval by the Library Director.
- Inconsistencies for the upper and lower case L/l in the word Library/library were noted. Julie will go through the document and make the appropriate changes.

A motion was made to adopt the Policy Committee's recommendations for the changes of Policy P11: **Rules of Conduct**, as supplemental with the changes at the table tonight.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

b. Policy P1: Library Card Issuance

A motion was made to accept the Policy P1: **Library Card issuance**, with the change, "dated within four weeks or letter of employment, dated within four weeks".

1st – Scott Teasdale

2nd – Willy Mena

The motion was passed unanimously.

c. Policy P4: Miscellaneous Provisions

In item # 1, **Borrowing Materials**, in the first sentence, the words, "and fully processed" were added after the words "checked out". The sentence now reads: Any materials borrowed from the Library must be checked out and fully processed on a valid Library card. In the second sentence, the words, "who loan their," were removed and replaced with the word, "whose". The sentence now reads: Patrons whose Library cars or access codes are used by others are responsible for all charges, fines and fees that may result from that use.

A motion was made to adopt Policy P4: **Miscellaneous Provisions**, with the changes discussed.

1st – Ramesh Verma

2nd – Willy Mena

The motion was passed unanimously.

d. **Policy P2: Charges for Overdue Materials, Damaged, or Lost Materials and Consumable Supplies**

A motion was made to adopt Policy P2; Charges **for Overdue Materials, Damaged, of Lost Materials and Consumable Supplies** as presented.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

17. Adjourn

A motion was made to adjourn the meeting at 9:03 p.m.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

Scott Teasdale, Secretary

Date

Email: October 2, 2012

Good day,

I have been driving an electric vehicle for a few years, experience with them going back to the mid 90's and a founding member of the Michigan Electric Vehicle Association. Today I attempted to charge at the park/police station and the library and was shocked to find the \$3 charge fee! I have used many chargers and have never seen such an outrageous fee, ever, in fact they are almost always free to entice people to stay longer... a parking fee (all vehicles included) if anything at all.

The cost of power transferred is low, probably at a cost less than \$0.10 kWh, I pay \$0.03 kWh to charge at home. Most would only charge for less than 2 hours but not for \$3. The GM Volt capacity is only 16 kWh and charges at 3.8kW per hour.

These charges in Novi I now see are spoken negatively on many internet forums and with good reason. I highly encourage that this be addressed before Novi misses the opportunity to do something positive for the community, especially since these are from grant funds. At the moment Novi is discussed as a place to avoid and I do hope that isn't permanent, speaking as a fan of stop #6.

Kind regards and have a wonderful day,
Keith V. Poncher

Email: October 4, 2012

Below is the response to Mr. Poncher regarding his recent email about the \$3.00 charge for users of the City's two electric vehicle charging stations.

Regards,

Victor

Good Afternoon Mr. Poncher,

Thank you for your comments regarding the City's two electric vehicle charging stations.

The \$3.00 fee as adopted by City Council and as recommended by Chargepoint includes the following:

- \$0.50 for the Session authorization fee – retained by Chargepoint
- \$0.23 for the Session Processing Fee – retained by Chargepoint
- \$2.27 retained by the City of Novi for energy cost and maintenance and upkeep of the charging unit.

The City received a grant by the Department of Energy for the (2) charger stations themselves, however, the City paid approximately \$14,000 for installation and electrical service upgrades to accommodate the stations. These costs were not covered by the grant. The City has also assumed maintenance costs and repair/replacement risk for these stations in the event of equipment failure or damage.

That said, the stations are still new and we will continue to evaluate the price structure. The City does not intend to use these stations as a source revenue however, we also do not intend to subsidize them.

Thank again for your interest.

Regards,

Charles Boulard

NOVI PUBLIC LIBRARY – 2012/2013 GOALS

Marketing/Relationship Building/Outreach—Goal #1:

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

| | | | |
|---|---|--|-----------------|
| Strategy: | Increase resident usage of Library services. | | |
| Tactic | Owner | Status | Due Date |
| Promote Library services through social media, including Facebook, Pinterest, Twitter, and blogging | Info Services | | Ongoing |
| Tactic | Owner | Status | Due Date |
| Promote Library services through newspapers, radio, television, and electronic media | Admin | | Ongoing |
| Tactic | Owner | Status | Due Date |
| Geek the Library national campaign—one year commitment | Admin | | 5/13 |
| Tactic | Owner | Status | Due Date |
| Promote specialized patron services, such as online holds, online renewals, self-checkout, self-service holds, after hours holds, lending laptops, etc. | Support Services; Admin | Two-sided bookmarks being created to promote two services each month | Ongoing |
| Review current brochures; revise and/or create new as needed | Admin; Managers | Welcome brochure updated; Circulation brochure to be reviewed; considering separate brochures for meeting room rentals, notary service | 10/12 |
| Strategy: | Determine appropriate hours and levels of service. | | |
| Tactic | Owner | Status | Due Date |
| | Admin | | |
| Strategy: | Increase usage of services and facility with community partners. | | |
| Tactic | Owner | Status | Due Date |
| Investigate possibility of providing City services at Library, e.g., dog licenses, park permits, etc. | Admin | Currently offering notary public service | 10/12 |
| Encourage use by homeowners associations | Admin | Invited to hold meetings here at no cost | Ongoing |

| | | | |
|---|---|---|-----------------|
| Strategy: | Improve reporting of statistics for library/building/technology usage. | | |
| Tactic | Owner | Status | Due Date |
| Report on NPL website hits | Admin | Reports to be provided 2/year: July & Jan; new website vendor will be able to provide more info, including Google analytics | Ongoing |
| Provide statistics as requested about borrower registration, library card usage, etc. | Support Services | | Ongoing |

| | | | |
|--|---|--|-----------------|
| Services/Collections/Programs/Technology—Goal #2: | | | |
| Provide quality services, collections, programs and technology that meet the changing needs of our community. | | | |
| Strategy: | Market and promote the Local Author/Artist Collection. | | |
| Tactic | Owner | Status | Due Date |
| Partner with local groups, i.e., writer's groups, Novi schools, to promote this collection | Info Services | Begin with the introduction of the collection to the community | |
| Strategy: | Adapt to changing needs of the community. | | |
| Tactic | Owner | Status | Due Date |
| Adjust procedures as required to adapt to changes in services and collections as determined by Admin. | Support Services | | Ongoing |
| Strategy: | Improve services through use of new technology. | | |
| Tactic | Owner | Status | Due Date |
| Investigate "Get in Line" holds service | IT/Facilities | | 5/31/13 |
| Investigate RSS feeds or other tools for notification of new materials | IT/Facilities; Info Services | | 3/31/13 |
| Investigate a library app, possibly partnering with City | IT/Facilities | | 3/31/13 |
| Investigate possibility of scanning patron barcodes from phones or other devices | IT/Facilities; Support Services | | 4/30/13 |
| Increase use of self-checkout by 2% (from 58% to 60%) | Support Services | Promote through bookmarks and staff interaction with patrons | 6/30/13 |
| Consider how to increase use of drive-up services | Support Services | | 6/30/13 |
| Maintain strong customer focus | Managers | Consider how to go from NO to YES | 6/30/13 |

| | | | |
|---|---------------------------------|---|-----------------|
| Strategy: | | Improve workflows for increased efficiency. | |
| Tactic | Owner | Status | Due Date |
| Review processes for check-in and sorting of materials in AST room and elsewhere | Support Services; IT/Facilities | Check with TechLogic for enhancements; review products from other companies | 6/30/13 |
| Strategy: | | Partner with the community for programming. | |
| Tactic | Owner | Status | Due Date |
| Coordinate with the Neighborhood Library Association for the annual Community Read Events | Admin; Info Services | Self-Defense for Women (10/6); Meet the Co-Author (11/14); book discussions | 11/12 |

| | | | |
|---|---------------|--|-----------------|
| Staff Development—Goal #3: | | | |
| Provide a well-trained, appropriately compensated staff that is engaged in the Novi community and within the library profession. | | | |
| Strategy: | | Increase staff involvement in community activities. | |
| Tactic | Owner | Status | Due Date |
| Strengthen the relationship between the Library and local Novi senior facilities | Info Services | Provide data and evaluation on a monthly basis | Ongoing |
| Strategy: | | Establish a staff enrichment committee. | |
| Tactic | Owner | Status | Due Date |
| Acknowledge new and departing staff, employment anniversary dates, birthdays, etc. | Admin | Birthday cards with gift cards; e-mail announce to all staff; recognition at Board meetings | 6/30/13 |
| Enhance team-building and camaraderie | Admin | Plan more staff celebrations, e.g., National Library Workers Day in April | 6/30/13 |
| Strategy: | | Ensure NPL staff is recognized within profession: conferences, workshops, speaking engagements. | |
| Tactic | Owner | Status | Due Date |
| Provide opportunities for participation with MLA and other organizations | Admin | Several staff to attend MLA annual conference in Nov. | 11/12 |
| Maintain staff participation with TLN committees | Admin | AS is Chair of Youth Services Comm.; AP is Chair-elect of Technology Comm.; WT attends SASUG | 10/12 |

| | | | |
|---|--|--|-----------------|
| Strategy: | Ensure adequate training and development for staff. | | |
| Tactic | Owner | Status | Due Date |
| Provide training to supervisory and other staff | Admin; Managers | | Ongoing |
| Provide annual Staff Development Day | Admin | Safety & Security in the Library, 11/16/12 | 11/12 |
| Institute quarterly technology training for staff | IT/Facilities | | 12/31/12 |

Financial for Operations—Goal #4:

Balance the needs of the community with fiscal responsibility.

| | | | |
|---|--|---------------|-----------------|
| Strategy: | Partner with City of Novi when possible for efficiency and cost effectiveness. | | |
| Tactic | Owner | Status | Due Date |
| Streamline accounting and HR procedures through BS&A / OnBase | IT/Facilities; Admin | | 6/30/13 |
| Strategy: | Implement a three year technology plan. | | |
| Tactic | Owner | Status | Due Date |
| | IT | | |
| Strategy: | Work with City of Novi Finance Department to forecast future revenues and expenditures. | | |
| Tactic | Owner | Status | Due Date |
| | Admin | | Ongoing |
| Strategy: | Maintain process of one year budget and two year projection. | | |
| Tactic | Owner | Status | Due Date |
| Budget process continues yearly | Admin; Board | | 3/13 |
| Strategy: | Target to break even and meet library budgetary needs without deficit spending. | | |
| Tactic | Owner | Status | Due Date |
| Budget process continues yearly | Admin; Board | | |
| Keep to budget, actively seek sponsorship/donations/grants | Info Services | | Ongoing |

Fundraising—Goal #5:

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

| | | | |
|--|---|---|-----------------|
| Strategy: | Pursue grant opportunities. | | |
| Tactic | Owner | Status | Due Date |
| | | | |
| Strategy: | Optimize room rental opportunities. | | |
| Tactic | Owner | Status | Due Date |
| Support room rentals, including set-ups, credit card payment, etc. | IT/Facilities | Investigating low or no cost options to ease credit card acceptance in Admin Office | Ongoing; 10/12 |
| Strategy: | Plan at least one significant fundraising event a year for operational purposes/offset general fund. | | |
| Tactic | Owner | Status | Due Date |
| Book It! annual event | Admin | Diamonds & Denim 4/26/13; planning committee is active; sponsorships secured | 4/13 |
| Reach out to local businesses for fundraising / sponsorship support | Admin | | Ongoing |
| Strategy: | Seek other fundraising opportunities/activities/events throughout the year. | | |
| Tactic | Owner | Status | Due Date |
| Assist with fundraising initiatives such as Shop for a Cause, Food for Fines, etc. | Support Services | Shop for a Cause (8/12); Food for Fines (2/13) | Ongoing |
| Consider implementing "Adopt-a-Planter" for patio | IT/Facilities | | 3/31/13 |
| Strategy: | Actively recognize sponsors/partners for fundraising initiatives. | | |
| Tactic | Owner | Status | Due Date |
| Plan event to thank business donors | Admin | Donor/Sponsor breakfast planned for 10/26/12 | 10/12 |
| Send letter for annual donation drive | Admin | | |
| Strategy: | Execute "Gift for Tomorrow" campaign. | | |
| Tactic | Owner | Status | Due Date |
| Fundraising Committee to work on this | Admin; Board | | |
| Strategy: | Maintain and promote existing donation opportunities (brick pavers, trees, books, etc.) | | |
| Tactic | Owner | Status | Due Date |
| Fundraising Committee to work with staff | Admin; Board | Ongoing | |

Board Engagement—Goal #6

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

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

| Policies and Planning—Goal #7: | | | |
|---|--|--|-----------------|
| Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff. | | | |
| Strategy: | Increase effective staff communication. | | |
| Tactic | Owner | Status | Due Date |
| Provide monthly staff meetings/ planning sessions | Info Services | First meeting planned for October | Ongoing |
| Strategy: | Achieve QSAC (Quality Services Audit Checklist) certification. | | |
| Tactic | Owner | Status | Due Date |
| Implement changes as needed to meet QSAC requirements and submit request for certification | Admin | | |
| Strategy: | Implement new technology plan. | | |
| Tactic | Owner | Status | Due Date |
| | | | |
| Strategy: | Develop and implement strategic plan for services/collections/programs/technology. | | |
| Tactic | Owner | Status | Due Date |
| Include Board, staff, community | Admin; Board | Committee has been meeting since 1/12; focus groups held throughout summer; draft plan in Oct. | 12/12 |
| | | | |
| Strategy: | Work towards creating a ten year financial plan (2012-2022). | | |
| Tactic | Owner | Status | Due Date |
| | Admin; Board | | |
| Strategy: | Support efforts of Historical Commission and Friends of the Library; include members in planning. | | |
| Tactic | Owner | Status | Due Date |
| Work with Historical Commission and Friends Board | Admin; Board | | |
| | | | |
| Strategy: | Review Public Policy Manual. | | |
| Tactic | Owner | Status | Due Date |
| | Admin; Board | | |
| Strategy: | Review Human Resources Policy Manual. | | |
| Tactic | Owner | Status | Due Date |
| | | | |

| Materials | | | | | |
|---------------------------------------|--------------------------------|-----------------------------------|---------------------------|---------------------------------------|---------------------------|
| 742.000 | Books | 180,593.00 | 200,000.00 | 200,000.00 | 190,000.00 |
| 742.100? | Book Fines | | | | 500.00 |
| 742.666 | Books - Misc. Grants | 0.00 | 0.00 | 0.00 | 0.00 |
| 743.000 | Periodicals | 12,764.00 | 16,000.00 | 16,000.00 | 17,000.00 |
| 744.000 | Audiovisual materials | 47,671.00 | 52,100.00 | 52,100.00 | 53,400.00 |
| 745.200 | Electronic media | 42,991.00 | 38,200.00 | 38,200.00 | 43,200.00 |
| 745.300 | Online Resources | 41,427.00 | 43,500.00 | 41,700.00 | 44,800.00 |
| Total Supplies & Materials | | 445,878.00 | 503,700.00 | 492,300.00 | 485,500.00 |
| Services & Charges | | 2010/2011 Audited (9/2011) | 2011/2012 Approved | 2011/2012 Est Yr End (2/11/12) | 2012-2013 Approved |
| Account | Description | | | | |
| 801.925 | Public Information (cable) | 0.00 | | 900.00 | 950.00 |
| 802.000 | Data processing | 0.00 | | 0.00 | 0.00 |
| 802.100 | Bank Services | 2,047.00 | 1000.00 | 2,500.00 | 2,500.00 |
| 803.000 | Independent Audit | 670.00 | 900.00 | 670.00 | 700.00 |
| 804.000 | Medical Service | 1,205.00 | 500.00 | 500.00 | 500.00 |
| 806.000 | Legal Expenses | 5,489.00 | 2,000.00 | 1,500.00 | 2,000.00 |
| 809.000 | Memberships & Dues | 4,483.00 | 6,300.00 | 5,000.00 | 5,000.00 |
| 816.000 | Professional services | 3,970.00 | 5,000.00 | 2,500.00 | 5,000.00 |
| 817.000 | Custodial Services | 33,000.00 | 45,000.00 | 45,000.00 | 36,000.00 |
| 818.000 | TLN Central Services | 3,000.00 | 16,000.00 | 4,750.00 | 6,000.00 |
| 851.000 | Telephone | 14,764.00 | 16,500.00 | 16,000.00 | 16,800.00 |
| 855.000 | TLN Automation Services | 53,556.00 | 56,900.00 | 58,100.00 | 64,400.00 |
| 862.000 | Mileage | 619.00 | 800.00 | 500.00 | 1,000.00 |
| 880.000 | Community Promotion | 9,047.00 | 8,000.00 | 5,000.00 | 5,000.00 |
| 880.267 | Library Prog - Book It | 2,405.00 | | 0.00 | 0.00 |
| 880.268 | Programming | 13,246.00 | 23,000.00 | 20,000.00 | 20,000.00 |
| 900.000 | Design, Printing, Publishing | 28,750.00 | 13,500.00 | 28,750.00 | 28,750.00 |
| 910.000 | Property & Liability Insurance | 18,000.00 | 18,000.00 | 13,005.00 | 13,300.00 |
| 921.000 | Heat | 15,190.00 | 16,000.00 | 14,000.00 | 16,000.00 |
| 922.000 | Electricity | 87,181.00 | 80,000.00 | 82,000.00 | 86,000.00 |
| 923.000 | Water and Sewer | 6,119.00 | 10,000.00 | 4,500.00 | 5,500.00 |
| 932.000 | Office Equipment Maint. | 0.00 | 0.00 | 0.00 | 0.00 |
| 934.000 | Building Maint. | 39,184.00 | 41,000.00 | 36,000.00 | 48,500.00 |
| 935.000 | Vehicle Maint. | 1,753.00 | 3,000.00 | 1,700.00 | 2,000.00 |
| 941.000 | Grounds Maint. | 30,011.00 | 25,000.00 | 29,500.00 | 25,000.00 |
| 942.000 | Office Equipment Lease | 13,356.00 | 16,375.00 | 13,500.00 | 13,500.00 |
| 942.100 | Records storage | 62.00 | 62.00 | 200.00 | 200.00 |
| 956.000 | Conferences & Workshops | 8,707.00 | 10,500.00 | 17,500.00 | 12,500.00 |
| Total Services & Charges | | 395,814.00 | 415,337.00 | 403,575.00 | 417,100.00 |
| 976.000 | Building Improvements | 0.00 | 0.00 | 0.00 | 0.00 |
| 990.000 | Furniture | 0.00 | 0.00 | 0.00 | 0.00 |
| 962.000 | Contingency | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Capital Outlay | | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenditures | | 2,696,300.00 | 2,683,487.00 | 2,621,049.00 | 2,723,900.00 |
| 680.00 | Fund Balance | -83,127.00 | -270,037.00 | -150,032.00 | -290,120.00 |
| | 1 time staff pymt (11/12) | | | -22,500.00 | |
| | Landscape Improvements | | | -10,000.00 | -15,000.00 |
| | TOTAL Fund Balance | | | -180,532.00 | -305,120.00 |

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

09/12/2012

CITY OF NOVI - 268 LIBRARY FUND Balance Sheet - August 31, 2012

| PERIOD ENDED | GL Number | Description | 8/31/2012 |
|-----------------------------|-----------|--|------------------------|
| *** Assets *** | | | |
| 268-000.00-003.000 | | Cash and cash equivalents | \$ 2,811,913.12 |
| 268-000.00-018.000 | | Cash on hand | 500.00 |
| 268-000.00-020.000 | | Current taxes receivable | 1,566,225.54 |
| 268-000.00-040.400 | | Prepaid expenditures | 2,500.00 |
| | | Total Assets | <u>\$ 4,381,138.66</u> |
| *** Liabilities *** | | | |
| 268-000.00-202.000 | | Accounts payable | \$ 44,705.11 |
| 268-000.00-259.702 | | Accrued liabilities-tax | 133,995.00 |
| 268-000.00-276.400 | | Deposit for Cafe | 1,000.00 |
| | | Total Liabilities | <u>179,700.11</u> |
| *** Fund Balance *** | | | |
| 268-000.00-390.000 | | Beginning Fund Balance - 11-12 | 2,441,937.45 |
| | | Net of Revenues VS Expenditures - FY11-12 | (129,771.35) |
| | | Net of Revenues VS Expenditures - Current Year | 1,889,272.45 |
| | | Ending Fund Balance | <u>4,201,438.55</u> |
| | | Total Liabilities And Fund Balance | <u>\$ 4,381,138.66</u> |

9/18/12

1 of 5

**CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING AUGUST 31, 2012**

| GL NUMBER | DESCRIPTION | 2012-13 AMENDED BUDGET | END BALANCE 08/31/2012 | AVAILABLE BALANCE | % BDGT USED |
|--------------------------------------|---------------------------------------|------------------------------|------------------------------|----------------------|----------------|
| Revenues | | | | | |
| PROPERTY TAX REVENUE | | | | | |
| 268-000.00-403.000 | Property tax revenue | \$ 2,219,000.00 | \$ 2,239,182.93 | \$ (20,182.93) | 100.91 |
| STATE SOURCES | | | | | |
| 268-000.00-567.000 | State aid | 17,500.00 | 12,421.38 | 5,078.62 | 70.98 |
| FINES AND FORFEITURES | | | | | |
| 268-000.00-657.000 | Library book fines | 57,000.00 | 14,462.74 | 42,537.26 | 25.37 |
| 268-000.00-658.000 | State penal fines | 65,500.00 | 74,540.59 | (9,040.59) | 113.80 |
| FINES AND FORFEITURES | | 122,500.00 | 89,003.33 | 33,496.67 | 72.66 |
| INTEREST INCOME | | | | | |
| 268-000.00-664.000 | Interest on investments | 25,000.00 | 1,961.19 | 23,038.81 | 7.84 |
| 268-000.00-664.500 | Unrealized gain (loss) on investments | - | 9,919.00 | (9,919.00) | 100.00 |
| INTEREST INCOME | | 25,000.00 | 11,880.19 | 13,119.81 | 47.52 |
| OTHER REVENUE | | | | | |
| 268-000.00-665.000 | Miscellaneous income | 14,500.00 | 3,442.43 | 11,057.57 | 23.74 |
| 268-000.00-665.100 | Copier | 2,500.00 | 485.08 | 2,014.92 | 19.40 |
| 268-000.00-665.200 | Electronic media (previously VHS) | 3,500.00 | 151.00 | 3,349.00 | 4.31 |
| 268-000.00-665.266 | Summer reading t-shirt sales | 150.00 | - | 150.00 | 0.00 |
| 268-000.00-665.290 | Library fund raising revenue | 1,000.00 | 360.00 | 640.00 | 36.00 |
| 268-000.00-665.300 | Meeting room | 12,000.00 | 3,375.00 | 8,625.00 | 28.13 |
| 268-000.00-665.404 | Novi Township assessment | 6,130.00 | 5,681.00 | 449.00 | 92.68 |
| 268-000.00-665.650 | Library Cafe | 5,000.00 | 740.10 | 4,259.90 | 14.80 |
| OTHER REVENUE | | 44,780.00 | 14,234.61 | 30,545.39 | 31.79 |
| DONATIONS | | | | | |
| 268-000.00-665.289 | Adult programs | - | 3,783.00 | (3,783.00) | 100.00 |
| 268-000.00-665.400 | Gifts and donations | 5,000.00 | 109.55 | 4,890.45 | 2.19 |
| DONATIONS | | 5,000.00 | 3,892.55 | 1,107.45 | 77.85 |
| APPROPRIATION OF FUND BALANCE | | | | | |
| 268-000.00-680.000 | Appropriation of fund balance | 290,120.00 | - | 290,120.00 | 0.00 |
| TOTAL Revenues | | \$ 2,723,900.00 | \$ 2,370,614.99 | \$ 353,285.01 | 87.03 |
| Expenditures | | | | | |
| PERSONNEL SERVICES | | | | | |
| 268-000.00-704.000 | Permanent salaries | \$ 898,000.00 | \$ 153,929.12 | \$ 744,070.88 | 17.14 |
| 268-000.00-705.000 | Temporary salaries | 561,000.00 | 84,723.09 | 476,276.91 | 15.10 |
| 268-000.00-715.000 | Social security | 111,000.00 | 20,777.48 | 90,222.52 | 18.72 |
| 268-000.00-716.000 | Insurance | 212,000.00 | 23,468.92 | 188,531.08 | 11.07 |
| 268-000.00-716.200 | HSA - employer contribution | 10,800.00 | 1,050.00 | 9,750.00 | 9.72 |
| 268-000.00-718.200 | Pension - defined contribution | 24,000.00 | 4,462.69 | 19,537.31 | 18.59 |
| 268-000.00-719.000 | Unemployment insurance | 2,000.00 | - | 2,000.00 | 0.00 |
| 268-000.00-720.000 | Workers compensation | 2,500.00 | 1,005.07 | 1,494.93 | 40.20 |
| PERSONNEL SERVICES | | 1,821,300.00 | 289,416.37 | 1,531,883.63 | 15.89 |