

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, August 17, 2011 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
6. Presentation
 - A. QSAC (Quality Services Audit Checklist) – Mary Ellen Mulcrone, Assistant Director – Building Services
 - B. New Library Partnerships – Margi Karp-Opperer, Assistant Director – Public Services
7. Public Comment
8. President's Report
 - A. Library Goals 2011-2012 (Draft) 17
9. Treasurer's Report
 - A. Library Budget 2011-2012 19
 - B. Library Financials and Walker Fund – June 30, 2011 (Draft, Work-in-Progress, Unaudited).....21
 - C. Library cafe revenue report – July 2011N/A
10. Director's Report.....28
 - A. Public Services and Building Operations reportsN/A
 - B. Library Usage Statistics – July 2011 30
11. Friends of Novi Library Report
 - A. No meeting scheduled for August 2011N/A
12. Historical Commission Report
 - A.33
13. Student Representatives Report
14. Committee Reports
 - A. Policy Committee (Margolis, Casey, Kilgore)
 - B. HR Committee (Casey, Verma, Kilgore)
 1. Employee Handbook revisions – 3rd draft
 2. Health Care Insurance – No Report
 - C. Finance Committee (Margolis, Czekaj, Sturing)
 1. Capital Replacement Schedule – No Report
 2. Fund Balance Requirements – No Report
 - D. Fundraising Committee (Mena, Sturing, Casey)
15. Public Comment

16. Matters for Board Action

- A. Approval of Library Goals for 2011-2012
- B. Approval of revisions to the Employee Handbook

17. Adjourn

Consent Agenda:

- 1. Approval of Claims and Warrants L485.....3
- 2. Approval of Regular Meeting Minutes – July 20, 20115
- 3. Approval of Library Board Goals Setting Session Minutes – July 28, 2011.....13

Supplemental Information

- 1. On-line news article on Patch.com: Art of Racing in the Rain' Author to Visit Novi Library, August 11, 2011.....35
- 2. Community Reads brochure.....36
- 3. Library Board Calendar.....38

Future Events:

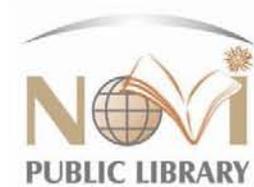
- Historical Commission Regular Meeting – August 24th at 6:30pm, Novi Public Library
- Ringo Kai Ribbon Cutting – August 26th at 9:00am, Novi Meadows School
- Shop for a Cause – August 27th (Macy's store hours), Macy's Department Stores
- Labor Day, Library CLOSED – September 5th
- Friends of the Novi Public Library Regular Meeting – September 14th at 7:00pm, Novi Public Library
- Library Board Regular Meeting – September 21st at 7:00pm, City of Novi – Events Room
- Fall for Novi – September 24th at 11:00am, Civic Center
- Historical Commission Regular Meeting – September 28th at 6:30pm, Novi Public Library
- Crop for a Cause Fundraiser – October 7-9th, Novi Public Library
- Community Reads Author Event – November 10th at 7:00pm, Novi Public Library



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

| Warrant 485 | | August 2011 | |
|--|----------------------------------|-----------------------|----------------------|
| Payable to | Invoice # | Account number | Account total |
| Global Office Solutions | | 268-000.00-727.000 | \$ 379.37 |
| 1 & 1 Internet, Inc. | 3-1 yr sub/11-12 fy | 268-000.00-734.000 | \$ 29.97 |
| Michigan State University | AWE/24MS offi Lic | 268-000.00-734.000 | \$ 3,470.90 |
| Roscor Corp. | | 268-000.00-734.000 | \$ 440.00 |
| Thawte/Verisign, Inc. | 2yr SSL Cert/11-12 fy | 268-000.00-734.000 | \$ 259.00 |
| VMWare | 10-11fy | 268-000.00-734.000 | \$ 13,982.44 |
| Amazon.com | cart liners 10-11fy | 268-000.00-740.000 | \$ 23.94 |
| Demco | | 268-000.00-740.000 | \$ 98.94 |
| IDVille | 11-12fy | 268-000.00-740.000 | \$ 346.30 |
| Sam's Club | shredder/10-11 fy | 268-000.00-740.000 | \$ 259.64 |
| Sentry Supply | 11-12 fy | 268-000.00-740.000 | \$ 510.75 |
| The Library Network | 10-11 fy | 268-000.00-740.000 | \$ 175.00 |
| Victory Corps | MI flag | 268-000.00-740.000 | \$ 31.62 |
| Amazon.com | | 268-000.00-742.000 | \$ 39.85 |
| Audiocraft Publishing, Inc. | | 268-000.00-742.000 | \$ 10.56 |
| Borders | | 268-000.00-742.000 | \$ 51.16 |
| Brodart | | 268-000.00-742.000 | \$ 7506.02 |
| Cengage Learning (Gale) | | 268-000.00-742.000 | \$ 2,529.60 |
| Center Point Large Print | | 268-000.00-742.000 | \$ 212.70 |
| Ebsco | | 268-000.00-742.000 | \$ 121.22 |
| Gale | | 268-000.00-742.000 | \$ 642.92 |
| Weeks, Phyllis | Youth/11-12fy | 268-000.00-742.000 | \$ 24.78 |
| JanWay Company USA, Inc. | 10-11 fy | 268-000.00-742.283 | \$ 581.41 |
| Ebsco | | 268-000.00-743.000 | \$ (13.16) |
| Teddy, James | Free P/News July/Aug 2011 | 268-000.00-743.000 | \$ 80.00 |
| OverDrive | | 268-000.00-744.000 | \$ 1,693.28 |
| Amazon.com | | 268-000.00-745.200 | \$ 73.27 |
| Midwest Tapes | | 268-000.00-745.200 | \$ 1,596.42 |
| Midwest Collaborative for Library Services | 307810/RefUSA 11-12 fy | 268-000.00-745.300 | \$ 10,080.00 |
| The Library Network | 43239/bio/lit 11-12fy | 268-000.00-745.300 | \$ 3,751.00 |
| Bright House | 11-12 fy | 268-000.00-801.925 | \$ 74.74 |
| Providence Occupational Health Partners | Makin/10-11 fy | 268-000.00-804.000 | \$ 161.70 |
| Michigan Library Association | Kolchuk/11-12fy | 268-000.00-809.000 | \$ 255.00 |
| Michigan Notary Service | Dominick/10-11 fy | 268-000.00-809.000 | \$ 102.10 |
| Novi Chamber of Commerce | Farkas/Annual 2011-12 | 268-000.00-809.000 | \$ 95.00 |
| Novi Rotary | Farkas/Jul-Sep11 | 268-000.00-809.000 | \$ 154.00 |
| Sam's Club | Ann. Memb 11-12 fy | 268-000.00-809.000 | \$ 15.00 |
| DuAll Cleaning, Inc. | June/ 10-11 fy | 268-000.00-817.000 | \$ 2,750.00 |
| AT&T | Fire/Security Lines 6/22-7/21/11 | 268-000.00-851.000 | \$ 156.49 |
| TelNet Worldwide | 11-12 fy | 268-000.00-851.000 | \$ 703.97 |
| Verizon Wireless | 10-11 fy | 268-000.00-851.000 | \$ 510.58 |
| The Library Network | sh tech ser 11-12fy | 268-000.00-855.000 | \$ 10,640.35 |
| Dominick, Marcia | Notary Public License | 268-000.00-862.000 | \$ 38.18 |
| AT&T | Advertising 11-12 fy | 268-000.00-880.000 | \$ 48.70 |
| Decra-Scape | brick pavers 11-12 fy | 268-000.00-880.000 | \$ 1,362.00 |

| Warrant 485 | | August 2011 | |
|-------------------------------------|-----------------------------|-----------------------|----------------------|
| Payable to | Invoice # | Account number | Account total |
| Highsmith | 10/11fy | 268-000.00-880.000 | \$ 129.75 |
| Sam's Club | | 268-000.00-880.000 | \$ 267.80 |
| Victory Crops | 6 café tables w/cloths | 268-000.00-880.000 | \$ 1,128.86 |
| Border's | Youth | 268-000.00-880.268 | \$ 336.96 |
| Druschel, Pauline | Sr Bk Disc/8/11/11 | 268-000.00-880.268 | \$ 40.00 |
| Esseltine, Megan | inter word/8/6/11 | 268-000.00-880.268 | \$ 40.00 |
| Gordon Food Service | yth pgm | 268-000.00-880.268 | \$ 42.38 |
| MadCap Puppets | Jack... 8/3/11 youth pgm | 268-000.00-880.268 | \$ 310.00 |
| Mutch, Kathleen | Ad Wr 8/9 & 27/11 | 268-000.00-880.268 | \$ 75.00 |
| Preston, Jennifer | Youth/10-11 fy | 268-000.00-880.268 | \$ 83.61 |
| Sam's Club | yth pgm | 268-000.00-880.268 | \$ 172.75 |
| Stevenson, April | youth program | 268-000.00-880.268 | \$ 107.64 |
| Terra Communications Book Marketing | Community Read/11/10/11 | 268-000.00-880.268 | \$ 980.00 |
| Konica Minolta | | 268-000.00-900.000 | \$ 760.14 |
| Consumers Energy | 6/11-7/14/11; 10-11 fy | 268-000.00-921.000 | \$ 216.66 |
| AT&T | | 268-000.00-922.000 | \$ 36.61 |
| DTE Energy | May 24-Jun 22, 2011/10-11fy | 268-000.00-922.000 | \$ 7,422.54 |
| City of Novi | Water/Sewer 10-11fy | 268-000.00-923.000 | \$ 1,166.38 |
| Allied Waste | July 1-31/11 | 268-000.00-934.000 | \$ 76.13 |
| Cintas | | 268-000.00-934.000 | \$ 469.88 |
| Detroit Temperature Engineers, Inc. | 10-11 fy | 268-000.00-934.000 | \$ 385.38 |
| DuAll Cleaning, Inc. | June/ 10-11 fy | 268-000.00-934.000 | \$ 1,226.50 |
| Gallagher Fire Equipment Co. | 10-11 fy | 268-000.00-934.000 | \$ 31.50 |
| Home Depot | 10-11 fy | 268-000.00-934.000 | \$ 191.03 |
| Oakland Plumbing/USA Plumbing | 10-11 fy | 268-000.00-934.000 | \$ 281.35 |
| Orkin | | 268-000.00-934.000 | \$ 50.00 |
| S.A. Comunale Co, Inc. | 10-11 fy | 268-000.00-934.000 | \$ 300.00 |
| Sam's Club | 11-12 fy | 268-000.00-934.000 | \$ 95.04 |
| Novi-Motive Inc. | Shocks/10-11 fy | 268-000.00-935.000 | \$ 488.58 |
| Speedway | 10-11 fy | 268-000.00-935.000 | \$ 53.37 |
| Brien's Services, Inc. | | 268-000.00-941.000 | \$ 202.50 |
| Great Oaks Landscape | 11-12fy | 268-000.00-941.000 | \$ 700.00 |
| Konica Minolta Premier Finance | | 268-000.00-942.000 | \$ 1,049.96 |
| Corrigan Record Storage | | 268-000.00-942.100 | \$ 15.50 |
| Maria's Italian Bakery | Bd Mtg 7/28/11 | 268-000.00-956.000 | \$ 162.82 |
| Wall Décor & Home Accents | don mem M. Locke/10-11fy | 269-000.00-742.282 | \$ 189.95 |
| Terra Communications Book Marketing | Community Read/11/10/11 | 269-000.00-742.285 | \$ 2,000.00 |
| Petty Cash | | | \$ 196.22 |
| | | | |
| TOTAL | | | \$ 87,539.50 |



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

DRAFT

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Mark Sturing, Secretary
Larry Czekaj, Board Member

Student Representative

Torry Yu

Absent and Excused

Nishant Kakar

Library Staff

Julie Farkas, Director
Barbara Rutkowski, IT/Facilities Department Head
Andrea Polsgrove, Information Technology
Diana Gertsen, Office 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 7:01 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 July 20, 2011 Regular Board agenda as presented.

1st – David Margolis
2nd – Willy Mena

The motion was passed unanimously.

4. Consent Agenda

A request for correction of the June 15, 2011 Regular Board Minutes President's Report, Library Goals 2010-2011, to add the word Building, so that it reads, the Library Building celebrated its first birthday, June 1, 2011.

A motion was made to approve the June 15, 2011 Consent Agenda as amended.

1st – Willy Mena
2nd – Laura Casey

The motion was passed unanimously.

5. Correspondence

A. Letter from Denise Cook – Michigan Library Association, June 10, 2011

A letter was received from Denise Cook thanking the Novi Public Library for allowing the Michigan Library Association to use our building to host their Financial Fitness meeting /conference.

B. Letter from Barbara Balsler – Fox Run Genealogy Group, July 8, 2011

A thank you letter was received from Barbara Balsler, Secretary of the Fox Run Genealogy Group, for the presentation that was given on how to use Ancestry Library Edition.

6. Presentation

A. Gary Bernstein, Café Owner – Annual Report

Included in the Board Packet on page 27, is a letter submitted by Gary and Lola Bernstein which gives a detailed analysis of the Café's first year at Novi Public Library. Director, Julie Farkas and the Café owners are in agreement that the partnership is going well. Revenues from the Café have been good, and comments from patrons and staff have all been positive.

Lack of seating in the Café area is a concern that is being addressed, and will be resolved before fall. It was originally thought that some of the smells coming from the Café and filtering into the Library would be offensive, but the good smells coming from the Café have actually been good for revenue.

The Café owners provided the Board Packet with a copy of their Food Service Inspection Report. The Read-A-Latte Café passed with one suggestion that the Library post signage in the restrooms stating the "Employees Must Wash Hands".

Director, Julie Farkas has already addressed this and is working with the Facilities Department to get the signs posted in the first floor restroom.

7. Public Comment

There was no public comment.

8. President's Report

A. Library Goals 2010-2012

There were no goals to report at this time.

B. Library Board Goal Setting Session – Thursday, July 28 at 6:00pm, Novi Public Library

C. Director's Evaluation

Library Board President, Larry Kilgore asked Director, Julie Farkas if it was her wish to have her evaluation done in Executive Session. Director, Julie Farkas responded that it is, and President Kilgore stated that it would be done at the end of the Regular Board Meeting.

9. Treasurer's Report

A. Library Budget 2011-2012

The City did not provide updated financials for this month.

To recap the year, the Library finished strong and did not have to tap into the reserve, even though it was authorized if need be. Kudos was given to Director Julie Farkas and the staff for managing to the budget.

The Library budget, found on pages 14&15 in the Board Packet, which was adopted in the spring, is no longer in sync with the updated budget from the City, found on pages 16&18 of the Board Packet. The two items that show increases are line item 403, Property Taxes, on page 16 in the Board Packet, and line items 976 and 990, Capital Outlay. Line item 403 shows an increase of \$22,000 in Property Taxes, and line items 976 and 990 show an increase of \$7,500 and \$5,000 respectively for a Capital Outlay total of \$12,500. The result is a net difference of \$9,500 increase, or a decrease for what was authorized for Fund Balance potential 2010. In order to be in sync with the approved City budget, line items 403, 976, and 990 will need to be amended.

A motion was made to amend in the approved Library Budget 2011-2012, line item 403, for an increase of \$22,000, Capital Outlay line item 976, for an increase of \$7,500, and line item 990, for an increase of \$5,000, for a total of \$12,500 for Capital Outlay. The impact will lower the line item 680, the appropriation of the Fund Balance by \$9,500.

1st – David Margolis

2nd – Ramesh Verma

B. Approved City of Novi 2011-2012 Budget-Library Fund, Walker Library Fund, 2088 Construction Fund

The Library did not budget anything for the Walker Library Fund, but the City is estimating an investment income of \$16,300 and a corresponding increase in Fund Balance. The Board is deferring to the City's judgment, and will also create a budget estimate for the Walker Fund of \$16,300.

C. Memo from Kathy Smith Roy – MERS Annual Valuation Defined Benefit Plan, July 5, 2011

In a letter received from Kathy Smith-Roy, found on page 21 in the Board Packet, the annual actuarial valuation for the defined benefit plan from MERS shows that the Library is currently 108% funded, and no additional defined benefit contribution needs to be made this year. The Board did not include this in the budget this year, however there will continue to be a pension expense related to the defined contribution plan, and that is budgeted.

D. Library Investments/Revenues and Expenditures/Walker Fund – June 30, 2011

No financials were provided for the month of June.

E. Library Café Revenue Report – June 2011

A deposit of \$545.16 was received for the month of June, exceeding the minimum requirements.

10. Director's Report

A. Public Services and Building Operations Reports

The summer reading program is thriving with 1,074 children and teens participating to date. There are 126 adults registered in the adult reading program, which is the most the Library has ever had in an adult summer reading program. A program titled "A Travelogue in Jazz" had over 30 people in attendance.

The increase in overdue fines for items that were formerly 10 cents per day to 20 cents per day is in place. This was not a huge increase, and most patrons are willing to pay without any negative feedback. The installation of the car charging stations will begin on Thursday, July 21, 2011.

B. Library Usage Statistics – June 2011

The overall statistics for the year are on pages 23, 24, and 25 of the Board Packet.

- 5,000 new card holders
- 759,000 items checked out
- Items borrowed and loaned doing well with sharing with our co-operatives
- Over the 50% goal for the year with self checkout at 54%
- Average 1,300 people per day using the Library.

a. Performance Evaluations

Performance evaluations are almost complete. A glitch was noticed in one of the departments, and they are in the process of redoing their evaluations. They should be all done by August 1st, 2011. Everyone is moving forward with their department goals for the next year.

b. Freegal Music Statistics – First 2 Weeks of Usage, submitted by Mary Robinson

Statistics for the two (2) week period are included in the Board Packet on page 31. Freegal gives a library card holder the opportunity to download three (3) songs a week. This gives families an incentive to get library cards for every member in the family, because if you have five (5) people in your family, and they all have cards, you can download fifteen (15) songs per week.

c. Community Read

The title of the fiction novel will be unveiled to the public on Thursday, August 1st. The Novi Public Library will again host the Author of the book on Thursday, November 10th at 7:00pm.

d. Fundraisers Currently Underway

We have a couple of fundraisers going on right now. **Shop for a Cause** gives patrons the opportunity to purchase a \$5.00 coupon at the Library check out desk, which allows the patron to shop at Macy's on August 27th and get 25% off on all merchandise. All proceeds from the coupon sales go to Novi Public Library. Another fundraiser is called **Crop for a Cause**. This involves a weekend of scrapbooking, and will be held October 7th through the 9th of 2011. It is for people who are interested in card-making or putting photo albums together. For \$100.00 the attendee will get a work space for thirty (30) hours of scrapbooking, meals, and a consultant will be on site for help and ideas.

e. OnBase Invoice Approval/Electronic Time Card Approval

Once the software is purchased the Library will begin processing invoices and time cards electronically in conjunction with the City. The OnBase invoice training is scheduled for August and September, and the Time Card Approval will probably be in January. Processing invoices and time cards electronically will decrease the use of paper and in the Library.

f. Maintenance and Watering of the Library Landscaping

There have been some concerns expressed by patrons about the Library's watering schedule being different from the City's watering schedule. The Library has gotten approval from the City to water at different times. The Library is on a well system that is shared with Fuerst Park, and is not paying the City water cost. Early on in the spring, the lawn around the Library had some quick burn. In an effort to revitalize the lawn, the Library is doing more watering. The unique grass that was planted at 10 mile and on the East and South side of the building is called a "meadow " grass, and has been a challenge. The Library is working with both Great Oaks and Brien's to get the grass under control.

g. Partnerships with Novi Library

- Providence Park will be offering a Better for You series this fall with a number of different programs.

- Novi School District is incorporating "The Seven Habits of Highly Effective People" into their curriculum and the Library will be providing book discussions with parents and people in the Community who want to get involved and understand what this concept is all about.
- Novi Newbies in the 2nd round with new sponsorships to help offset the cost of the bags and other costs accrued the 1st time around.

C. Café Health Inspection Report, July 6, 2011

The Food Service Establishment Inspection Report is included in the Board Packet on pages 28, 29, and 30.

D. TLN Library Reports – Jim Pletz, Library Director, June 2011, July 2011

The report is included in the Board Packet on pages 33, 34, 35, and 36.

E. Email from Nancy Robertson, State Librarian – State Budget Information

This is included in the Board Packet on page 37.

11. Friends of Novi Library Report

A. 2011-2012 Budget

The Friends proposed budget for 2011-2012 is included in the Board Packet on page 38.

The Friends have recently sent out their newsletter to two hundred and fifty (250) addresses. They have six programs planned through March and are calling their series "kaleidoscope Lecture Series". The first three programs starting this fall include:

- Gone With the Wind Answer Lady which is specifically about the Book and Margaret Mitchell
- Ron Dzwonkowski, associate Editor of the Detroit Free Press and "Who Do You Trust; The Media and Citizen Participation in the Community". This is scheduled for October.
- James N. Jackson, award winning Genealogical Researcher, who will talk about researching military records. This is scheduled for November.

They have been working on their Bylaws, and greatly appreciate the information they obtained from looking at the Library Board's new Bylaws. A special thank you goes to Trustee Laura Casey for helping the Friends with this project. The Friends will not be meeting in August, but will be back in September.

12. Historical Commission Report

A. Meeting Minutes , June 22, 2011

The Historical Commission meeting minutes are included in the Board Packet on pages 39 and 40.

The historical marker Obelisk has been installed, and now they are working on the landscaping. They will be unveiling the Obelisk on Tuesday evening, September 20th.

during a ceremony. The time is yet to be announced. Novi Public Library and the Parks and Recreation Department will be joining in on the event.

The Heritage Festival was a huge success with great numbers of people in attendance. The Commission plans to continue this event in the future since it get bigger and bigger each year. With the start of the new budget year, they are moving forward with some new programming that they are planning for the fall.

13. Student Representatives Report

At the last Teen Advisory Board (TAB) meeting, held in May, new officers were elected for the 2011-2012 school year. The meeting was basically a brainstorming session on program ideas and how to increase usage from high school students. Meeting times have been reduced to run for one half (1/2) hour, which changes the meeting times to 3:15-3:45, with program events to follow. The first program in September will be a Pizza Taste Off. Some other program ideas were: handwriting analysis, Iron Chef, and poetry slams. The next TAB meeting will be Friday, August 12th at 3:30pm with pizza.

TAB members are conducting a survey for the tween and teen population of Novi. They are interested in finding out what they like about the Library. Some of the questions being asked on the survey are:

- How often do you visit the Novi Library?
- Do you use the Library's resources?
- What type of programs would you like to see more of at the Novi Library?

There are also a few personal questions as to age and gender. The survey will be going on until August 6th, 2011, and the results will be tabulated for the next Library Board meeting.

14. Committee Reports

A. Policy Committee (Margolis, Casey, Kilgore)

There was no report provided.

B. HR Committee (Casey, Verma, Kilgore)

1. Employee Handbook revisions – 3rd draft
 2. Health Care Insurance – No Report
 3. Library Director Annual Review, July 2011
- Committee did not meet; therefore there was nothing to report.

C. Finance Committee (Margolis, Czekaj, Sturing)

There was no report provided.

D. Capital Replacement Schedule – No Report

E. Fund Balance Requirements – No Report

F. Fundraising Committee (Mena, Sturing, Casey)

There was no report provided.

15. Public Comment

There was no public comment.

16. Matter for Board Action

A. Approval of Employee Handbook Revisions as Presented , Based on Effective Dates Noted (Chart for Part-Time Benefit Hours – January 1, 2010, Omission of Break Policy - August 1, 2011, FMLA Policy – July 20, 2011)

No action was taken, tabled until next month.

17. Adjourn

A motion was made to adjourn into Executive Session at 8:08 p.m., for the purpose of the Library Director's annual evaluation, understanding that we will be adjourning the Executive Session and not returning to this meeting.

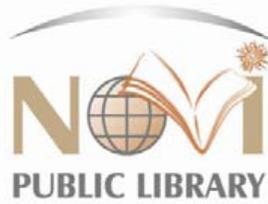
1st – Laura Casey

2nd – David Margolis

The motion was passed unanimously.

Mark Sturing, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
GOAL SETTING SESSION
July 28, 2011**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Laura Casey, Vice President (6:25 p.m. arrival)
Larry Czekaj, Board Member

Student Representatives

Torry Yu

Absent and Excused

Nishant Kakar

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
Margi Karp-Opperer, Assistant Director, Public Services
Barbara Rutkowski, IT/Facilities Department Head
Marcia Dominick, Administrative Assistant

Guests

Patrick Brunett, President, Friends of Novi Public Library
Barbara Brunett, Friends of Novi Public Library

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 6:08 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Discussion pertaining to Library Board meetings being held at the Novi Public Library – Julie Farkas, Director

Due to the poor sound quality and connectivity of the Library Board meetings held at the Novi Public Library, it was determined to relocate the meetings to the City of Novi Civic Center in Council Chambers. Many hours have been spent trying to troubleshoot the issues and tackle the problem, but to no avail. The staff had hopes to provide a quality product and has worked very hard to try to achieve this.

When the Library was still under construction, a consultant recommended that the Library purchase another sound system, but no additional funds were authorized.

A motion was made to permanently revert to holding Library Board meetings in Council Chambers.

1st – David Margolis

2nd – Ramesh Verma

Discussion:

This move is to best serve our public allowing for more participation. The Board is in favor of the move, but disappointed in not showcasing the new Library facility. We have a lack of audience participation; people look in, but don't come in. We would be better served and if our goal is to showcase to the patrons that we are doing our job and we want them to participate, we need to make it conducive to them and it would be best served moving to Council Chambers.

Friendly amendment:

A motion was made to permanently revert to holding Library Board meetings in Council Chambers, as first preference, through the tenure of the Board.

1st – David Margolis

2nd – Ramesh Verma

The motion was passed unanimously.

The Library Board, as a point of action, asked that the Memorandum of Understanding be ratified, from the Board's perspective, to continue on an annual basis between the Library Board and the Friends. The Board believes in all the good that the Friends provide the Library. Pat Brunett agreed.

4. Goal Setting – President Kilgore, Vice President Casey

Goal #1: Marketing/Relationship Building/Outreach

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.

- Promote the use of Convenient Services (Drive-up window, Afterhours lockers, self-service holds, self check-out)
- Offer a patron surveys to see how Convenient Services are working for our library users, what services do/don't patrons use and why?
- How can the library measure success for Convenient Services? Setting benchmarks for Convenient services for 2011-2012
- How do we increase resident usage of Library Services?
- Investigate if the Library is open the right hours/days with the right level of service
- Increase usage of our services and facility with our community partners (businesses, school district, clubs, churches, etc.)
- Engaging the staff in informal patron surveys (Info Desk and Check-out desk question/answer)
- Improve reporting of statistics for library/building/technology usage
- Consider a give-away for patrons taking part in surveys

- If people from the community are not coming to the Library – why?

Goal #2: Collections/Services/Programs/Technology

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

- Report on the types of materials that are checked out from the Library to determine how funds can be re-allocated if needed
- Consider collection development and its trends towards multimedia
- Consider the different types of technology that could be implemented to meet patron needs (I-Pad, E-Readers)
- What do patrons want more of?

Goal #3: Staff Development

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

- When budgets cannot allow for monetary compensation, what kinds of soft perks would be of interest to the staff?
- Are our benefit packages “beneficial and relevant”
- How is the NPL staff recognized within the Library profession? Conferences/Workshops, Speaking engagements

Goal #4: Financial for Operations

Balance the needs of the community with fiscal responsibility.

- Create a Capital Expenditure plan
- Undergo a technology inventory and future needs assessment
- Undergo a building inventory and future needs assessment
- Implement a 3 year Technology Plan
- Work with City of Novi Finance Department to determine forecast for future revenues and expenditures
- Maintain process of 1 year budget and 2 year projection
- Target to “break even” or engage in as little deficit spending as possible to meet library budgetary needs
- Consider an Investment Strategy option for long term planning of library reserves

Goal #5: Fundraising

Create fundraising opportunities for our community to continue to grow the library’s collections, services, and programs.

- Pursue grant opportunities
- Plan at least one significant fundraising event each year for operational purposes (to off-set general funds spending)
- Create a calendar of events for fundraising
- Actively recognize sponsors/partners for fundraising initiatives
- Execute “Gift for Tomorrow” campaign
- Maintain and promote the existing donation opportunities (brick pavers, trees, books, etc.) knowing tax deduction for libraries ends 2011 for State of MI

Goal #6: Board Structure/Development

Ensure that the Library has an engaged and active Library Board that represents the Library in Novi and the larger library community.

- Engage the Library Board in actively promoting/soliciting the “Gift for Tomorrow” campaign
- Assign a member from the Library Board to actively participate with the Novi Historical Commission

- Engage Library Board members in State Library initiatives

Goal #7: Planning

Develop a new five-year strategic plan.

- Review long-term endowment thinking and plan for investment strategies/guidelines
- Achieve QSAC "essential" certification
- Actively engage in Novi community organizations, boards and commissions to promote the Library
- Establish a Strategic Planning Committee; develop a Strategic Plan for services, resources and materials (2012-2017)
- Work towards creating a 10 year financial plan (2012-2022)
- Engage in and Support the efforts of the Friends of the Novi Public Library and Novi Historical Commission; actively include members from the groups in Library planning and implementation
- Public Policy Manual review – December 2011
- HR Policy Manual review – September 2011
- Building/grounds security review with Novi Police Dept – September 2011

5. Adjourn

A motion was made to adjourn the meeting at 8:20 p.m.

1st – Willy Mena

2nd – Mark Sturing

The motion passed unanimously.

Mark Sturing, Secretary

Date

Library Goals 2011-2012

Goal #1: Marketing/Relationship Building/Outreach

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-

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- **Public Policy Manual review – December 2011**
- **HR Policy Manual review – September 2011**
- **Building/grounds security review with Novi Police Dept – September 2011**

| | | | | |
|---------------------------------------|--------------------------------|------------------------------|------------------------------|-------------------------------|
| 741.000 | Uniforms | 0.00 | 500.00 | 300.00 |
| Materials | | | | |
| 742.000 | Books | 182,109.00 | 200,000.00 | 200,000.00 |
| 742.666 | Books - Misc. Grants | 1,939.00 | 0.00 | 0.00 |
| 743.000 | Periodicals | 14,525.00 | 14,500.00 | 16,000.00 |
| 744.000 | Audiovisual materials | 34,399.00 | 42,100.00 | 52,100.00 |
| 745.200 | Electronic media | 29,450.00 | 34,650.00 | 38,200.00 |
| 745.300 | Online Resources | 57,219.00 | 42,500.00 | 43,500.00 |
| Total Supplies & Materials | | | | |
| | | 440,438.00 | 479,550.00 | 503,700.00 |
| Services & Charges | | | | |
| | | 2009/2010 Audited | 2010/2011 Yr. End | 2011/2012 Approved |
| Account | Description | | | |
| 802.100 | Bank Services | 1,100.00 | 900.00 | 1000.00 |
| 803.000 | Independent Audit | 810.00 | 603.00 | 900.00 |
| 804.000 | Medical Service | 376.00 | 500.00 | 500.00 |
| 806.000 | Legal Expenses | 3,677.00 | 5,000.00 | 2,000.00 |
| 809.000 | Memberships & Dues | 5,432.00 | 5,500.00 | 6,300.00 |
| 816.000 | Professional services | 7,155.00 | 3,000.00 | 5,000.00 |
| 817.000 | Custodial Services | 20,520.00 | 35,000.00 | 45,000.00 |
| 818.000 | TLN Central Services | 3,500.00 | 3,000.00 | 16,000.00 |
| 851.000 | Telephone | 11,016.00 | 15,500.00 | 16,500.00 |
| 855.000 | TLN Automation Services | 47,855.00 | 42,000.00 | 56,900.00 |
| 862.000 | Mileage | 596.00 | 500.00 | 800.00 |
| 880.000 | Community Promotion | 20,381.00 | 8,000.00 | 8,000.00 |
| 880.268 | Programming | 10,501.00 | 18,000.00 | 23,000.00 |
| 900.000 | Design, Printing, Publishing | 34,094.00 | 13,500.00 | 13,500.00 |
| 910.000 | Property & Liability Insurance | 5,423.00 | 18,000.00 | 18,000.00 |
| 921.000 | Heat | 9,417.00 | 18,000.00 | 16,000.00 |
| 922.000 | Electricity | 78,809.00 | 80,000.00 | 80,000.00 |
| 923.000 | Water and Sewer | 3,113.00 | 10,000.00 | 10,000.00 |
| 932.000 | Office Equipment Maint. | 0.00 | 0.00 | 0.00 |
| 934.000 | Building Maint. | 17,074.00 | 40,000.00 | 41,000.00 |
| 935.000 | Vehicle Maint. | 5,041.00 | 2,000.00 | 3,000.00 |
| 941.000 | Grounds Maint. | 11,874.00 | 25,000.00 | 25,000.00 |
| 942.100 | Records storage | 93.00 | 16.00 | 62.00 |
| 942.000 | Office Equipment Lease | 9,893.00 | 16,375.00 | 16,375.00 |
| 956.000 | Conferences & Workshops | 17,027.00 | 10,500.00 | 10,500.00 |
| Total Services & Charges | | | | |
| | | 324,777.00 | 370,894.00 | 415,337.00 |
| 976.000 | Building Improvements | 0.00 | 7,500.00 | 0.00 |
| 990.000 | Furniture | 0.00 | 5,000.00 | 0.00 |
| 962.000 | Contingency | | 0.00 | 0.00 |
| Total Capital Outlay | | | | |
| | | 0.00 | 12,500.00 | 0.00 |
| Total Expenditures | | | | |
| | | 2,579,299.00 | 2,699,182.00 | 2,683,487.00 |
| 680.00 | Fund Balance Change | 409,509 | -73,621.68 | -292,037.00 |

CITY OF NOVI - LIBRARY FUND
BALANCE SHEET - JUNE 30, 2011 (DRAFT, WORK-IN-PROGRESS, UNAUDITED)

As of August 5, 2011

| GL Number | Description | Balance |
|-----------------------------|------------------------------------|---------------------|
| *** Assets *** | | |
| Cash and cash equivalents | | |
| 268-000.00-003.000 | Cash and cash equivalents | \$ 2,722,007 |
| 268-000.00-018.000 | Cash on hand | 500 |
| | Total Assets | <u>\$ 2,722,507</u> |
| *** Liabilities *** | | |
| 268-000.00-202.000 | Accounts payable | \$ 91,308 |
| 268-000.00-232.000 | Employees pension payable | 5,138 |
| 268-000.00-257.000 | Accrued wages payable | 30,192 |
| 268-000.00-259.702 | Accrued liabilities-tax | 80,089 |
| 268-000.00-276.400 | Deposit for Cafe | 1,500 |
| | Total Liabilities | <u>208,227</u> |
| *** Fund Balance *** | | |
| | Beginning Fund Balance | 2,525,067 |
| | Net of Revenues VS Expenditures | <u>(10,788)</u> |
| | Ending Fund Balance | <u>2,514,279</u> |
| | Total Liabilities And Fund Balance | <u>\$ 2,722,507</u> |

*The information above does not reflect the final June 30th figures. Based on the modified accrual basis (60-day rule) of financial reporting, additional entries will be required for utilities, property taxes, etc. All accounts (and receipts transactions) are currently being reviewed and any activity for which the Finance Department does not have actual information by August 31, 2011 will be estimated and included in the final June 30 financial statements.

CITY OF NOVI - WALKER FUND
BALANCE SHEET - JUNE 30, 2011 (DRAFT, WORK-IN-PROGRESS, UNAUDITED)
As of August 5, 2011

| GL Number | Description | Balance |
|---------------------------|--|--------------|
| *** Assets *** | | |
| Cash and cash equivalents | | |
| 269-000.00-003.000 | Cash and cash equivalents | \$ 1,441,669 |
| *** Liabilities *** | | |
| 269-000.00-202.000 | Accounts payable | \$ 977 |
| *** Fund Balance *** | | |
| 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 |
| | Beginning Fund Balance | 1,403,996 |
| | Net of Revenues VS Expenditures | 36,695 |
| | Ending Fund Balance | 1,440,691 |
| | Total Liabilities And Fund Balance | \$ 1,441,669 |

08/06/2011

DRAFT - WORK-IN-PROGRESS - UNAUDITED - REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
 PERIOD ENDING 06/30/2011

NOTE: Interim report - Finance Dept continues to process payables as submitted, review encumbrances, and work on year-end adjustments (i.e. property tax revenue adjustments, other liabilities, etc.)

FUNDS CLOSED AS OF 6.30.11 AS FOLLOWS: 260, 307, 324, 398, 417, 809, 812, 820, 822, 839, 849, 850, 858, 883, 892

| GL NUMBER | DESCRIPTION | 2010-11 | | | | % BDGT USED |
|------------------------------------|---------------------------------------|---------------------------|---------------------------|-------------------|---------------------------|-------------|
| | | YTD BALANCE 06/30/2010 | END BALANCE 06/30/2010 | AMENDED BUDGET | YTD BALANCE 06/30/2011 | |
| Fund 268 - LIBRARY FUND 268 | | | | | | |
| Revenues | | | | | | |
| PROPERTY TAX REVENUE | | | | | | |
| 268-000.00-403.000 | Property tax revenue | \$ 2,674,686 | \$ 2,674,686 | \$ 2,390,000 | \$ 2,430,764 | 101.71 |
| 268-000.00-404.000 | Novi Township fees per contract | 7,693 | 7,693 | 6,900 | - | 0.00 |
| | PROPERTY TAX REVENUE | 2,682,379 | 2,682,379 | 2,396,900 | 2,430,764 | 101.41 |
| STATE SOURCES | | | | | | |
| 268-000.00-567.000 | State aid | 26,148 | 26,148 | 15,000 | 25,466 | 169.77 |
| OTHER REVENUE | | | | | | |
| 268-000.00-665.000 | Miscellaneous income | 19,791 | 19,791 | 3,000 | 13,823 | 460.75 |
| 268-000.00-665.100 | Copier | 2,234 | 2,234 | 4,000 | 2,463 | 61.57 |
| 268-000.00-665.200 | Electronic media | 5,389 | 5,389 | 12,000 | 5,035 | 41.95 |
| 268-000.00-665.266 | Summer reading t-shirt sales | - | - | - | 145 | 100.00 |
| 268-000.00-665.267 | Library Programming - Book It | - | - | - | 12,664 | 100.00 |
| 268-000.00-665.290 | Library fund raising revenue | - | - | - | 835 | 100.00 |
| 268-000.00-665.300 | Meeting room | 4,450 | 4,450 | 6,500 | 11,770 | 181.08 |
| 268-000.00-665.404 | Novi Township assessment | - | - | - | 6,822 | 100.00 |
| 268-000.00-665.500 | Book rental | 23 | 23 | - | - | 0.00 |
| 268-000.00-665.650 | Library Cafe | - | - | 4,500 | 5,924 | 131.64 |
| 268-000.00-665.800 | Misc. revenue - paper, supplies, etc. | 36 | 36 | - | - | 0.00 |
| | OTHER REVENUE | 31,922 | 31,922 | 30,000 | 59,479 | 198.26 |
| FINES AND FORFEITURES | | | | | | |
| 268-000.00-657.000 | Library book fines | 36,417 | 36,417 | 30,000 | 54,889 | 182.96 |
| 268-000.00-658.000 | State penal fines | 70,103 | 70,103 | 70,000 | 66,908 | 95.58 |
| | FINES AND FORFEITURES | 106,520 | 106,520 | 100,000 | 121,798 | 121.80 |
| INTEREST INCOME | | | | | | |
| 268-000.00-664.000 | Interest on investments | 7,069 | 7,069 | 10,100 | 31,724 | 314.09 |
| TRANSFERS IN | | | | | | |
| 268-000.00-676.269 | Transfer from Walker Fund | 130,924 | 130,924 | - | - | 0.00 |
| APPROPRIATION OF FUND BALANCE | | | | | | |
| 268-000.00-680.000 | Appropriation of fund balance | - | - | 411,425 | - | 0.00 |
| DONATIONS | | | | | | |
| 268-000.00-665.400 | Gifts and donations | 846 | 846 | 500 | 16,283 | 3,256.55 |
| | TOTAL Revenues | \$ 2,985,809 | \$ 2,985,809 | \$ 2,963,925 | \$ 2,685,514 | 105.21 |

08/06/2011

DRAFT - WORK-IN-PROGRESS - UNAUDITED - REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
 PERIOD ENDING 06/30/2011

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| GL NUMBER | DESCRIPTION | YTD BALANCE 06/30/2010 | END BALANCE 06/30/2010 | 2010-11 | | % BDGT USED |
|----------------------------|---|---------------------------|---------------------------|-------------------|---------------------------|----------------|
| | | | | AMENDED BUDGET | YTD BALANCE 06/30/2011 | |
| Expenditures | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 268-000.00-704.000 | Permanent salaries | 972,331 | 972,331 | 958,000 | 860,006 | 89.77 |
| 268-000.00-705.000 | Temporary salaries | 494,002 | 494,002 | 492,500 | 520,388 | 105.66 |
| 268-000.00-709.100 | Sick bank payout | 12,634 | 12,634 | - | - | 0.00 |
| 268-000.00-715.000 | Social security | 111,523 | 111,523 | 114,000 | 103,577 | 90.86 |
| 268-000.00-716.000 | Insurance | 173,270 | 173,270 | 197,000 | 154,169 | 78.26 |
| 268-000.00-716.200 | HSA - employer contribution | - | - | - | 3,750 | 100.00 |
| 268-000.00-718.000 | Pension | 45,098 | 45,098 | 34,600 | 30,828 | 89.10 |
| 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 | 16,561 | 123.59 |
| 268-000.00-719.000 | Unemployment insurance | 2,448 | 2,448 | - | 13,338 | 100.00 |
| 268-000.00-720.000 | Workers compensation | 2,778 | 2,778 | 2,250 | 1,991 | 88.48 |
| PERSONAL SERVICES | | 1,814,083 | 1,814,083 | 1,961,750 | 1,854,608 | 94.54 |
| OTHER SERVICES AND CHARGES | | | | | | |
| 268-000.00-802.100 | Bank services | 1,100 | 1,100 | 750 | 2,047 | 272.90 |
| 268-000.00-803.000 | Independent audit | 810 | 810 | 1,500 | 670 | 44.67 |
| 268-000.00-804.000 | Medical service | 376 | 376 | 500 | 1,205 | 240.94 |
| 268-000.00-806.000 | Legal fees | 3,677 | 3,677 | 2,000 | 5,489 | 274.47 |
| 268-000.00-809.000 | Memberships and dues | 5,432 | 5,432 | 5,500 | 4,483 | 81.51 |
| 268-000.00-816.000 | Professional services | 7,155 | 7,155 | 5,000 | 3,970 | 79.40 |
| 268-000.00-817.000 | Custodial services | 20,520 | 20,520 | 35,000 | 33,780 | 96.51 |
| 268-000.00-818.000 | TLN Central Services | 3,500 | 3,500 | 2,500 | 3,000 | 120.00 |
| 268-000.00-851.000 | Telephone | 11,016 | 11,016 | 15,500 | 14,764 | 95.25 |
| 268-000.00-855.000 | TLN Automation Services | 47,855 | 47,855 | 50,000 | 53,556 | 107.11 |
| 268-000.00-862.000 | Mileage | 596 | 596 | 800 | 619 | 77.35 |
| 268-000.00-880.000 | Community promotion | 20,381 | 20,381 | 15,000 | 9,047 | 60.32 |
| 268-000.00-880.267 | Library Programming-Book It | - | - | - | 2,405 | 100.00 |
| 268-000.00-880.268 | Library programming | 10,501 | 10,501 | 23,000 | 13,246 | 57.59 |
| 268-000.00-900.000 | Printing, graphic design and publishing | 34,094 | 34,094 | 24,000 | 28,750 | 119.79 |
| 268-000.00-910.000 | Property & liability insurance | 5,423 | 5,423 | 19,000 | 18,000 | 94.74 |
| 268-000.00-921.000 | Heat | 9,417 | 9,417 | 32,000 | 15,190 | 47.47 |
| 268-000.00-922.000 | Electricity | 78,809 | 78,809 | 122,000 | 87,181 | 71.46 |
| 268-000.00-923.000 | Water and sewer | 3,113 | 3,113 | 12,000 | 6,119 | 50.99 |
| 268-000.00-934.000 | Building maintenance | 17,074 | 17,074 | 46,000 | 38,404 | 83.49 |
| 268-000.00-935.000 | Vehicle maintenance | 5,041 | 5,041 | 3,000 | 1,753 | 58.43 |
| 268-000.00-941.000 | Grounds maintenance | 11,874 | 11,874 | 26,000 | 30,011 | 115.43 |
| 268-000.00-942.000 | Office equipment lease | 9,893 | 9,893 | 16,375 | 13,356 | 81.56 |
| 268-000.00-942.100 | Records storage | 93 | 93 | - | 62 | 100.00 |
| 268-000.00-956.000 | Conferences and workshops | 17,027 | 17,027 | 10,500 | 8,707 | 82.93 |
| OTHER SERVICES AND CHARGES | | 324,778 | 324,778 | 467,925 | 395,815 | 84.59 |

08/06/2011

DRAFT - WORK-IN-PROGRESS - UNAUDITED - REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
 PERIOD ENDING 06/30/2011

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| GL NUMBER | DESCRIPTION | YTD BALANCE | END BALANCE | 2010-11 | | % BDGT USED |
|-----------------------------------|---|-------------|-------------|----------------|------------------------|-------------|
| | | 06/30/2010 | 06/30/2010 | AMENDED BUDGET | YTD BALANCE 06/30/2011 | |
| SUPPLIES | | | | | | |
| 268-000.00-727.000 | Office supplies | 37,651 | 37,651 | 31,500 | 15,791 | 50.13 |
| 268-000.00-728.000 | Postage | 4,588 | 4,588 | 4,500 | 1,150 | 25.56 |
| 268-000.00-734.000 | Computer supplies, software & licensing | 37,528 | 37,528 | 101,500 | 66,059 | 65.08 |
| 268-000.00-734.500 | Computer supplies/equipment | 22,515 | 22,515 | 7,000 | 9,544 | 136.35 |
| 268-000.00-740.000 | Operating supplies | 15,515 | 15,515 | 23,000 | 23,204 | 100.89 |
| 268-000.00-740.200 | Desks, chairs, file cabinets, etc | - | - | - | 4,163 | 100.00 |
| 268-000.00-741.000 | Uniforms | - | - | - | 521 | 100.00 |
| 268-000.00-742.000 | Library books | 182,109 | 182,109 | 215,000 | 180,593 | 84.00 |
| 268-000.00-742.666 | Books - miscellaneous grants | 1,939 | 1,939 | - | - | 0.00 |
| 268-000.00-743.000 | Library periodicals | 14,525 | 14,525 | 14,500 | 12,764 | 88.03 |
| 268-000.00-744.000 | Audio visual materials | 34,399 | 34,399 | 42,100 | 47,671 | 113.23 |
| 268-000.00-745.200 | Electronic media | 29,450 | 29,450 | 34,650 | 42,991 | 124.07 |
| 268-000.00-745.300 | Electronic resources (CD rom materials) | 57,219 | 57,219 | 50,500 | 41,427 | 82.03 |
| SUPPLIES | | 437,438 | 437,438 | 524,250 | 445,878 | 85.05 |
| CONTINGENCIES | | | | | | |
| 268-000.00-962.000 | Contingencies | - | - | 10,000 | - | 0.00 |
| TOTAL Expenditures | | 2,576,299 | 2,576,299 | 2,963,925 | 2,696,302 | 90.97 |
| Revenue over (under) expenditures | | \$ 409,509 | \$ 409,509 | \$ - | \$ (10,788) | |

08/06/2011

DRAFT - WORK-IN-PROGRESS - UNAUDITED - REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
 PERIOD ENDING 06/30/2011

NOTE: Interim report - Finance Dept continues to process payables as submitted, review encumbrances, and work on year-end adjustments (i.e. property tax revenue adjustments, other liabilities, etc.)

FUNDS CLOSED AS OF 6.30.11 AS FOLLOWS: 260, 307, 324, 398, 417, 809, 812, 820, 822, 839, 849, 850, 858, 883, 892

| GL NUMBER | DESCRIPTION | 2010-11 | | AMENDED BUDGET | YTD BALANCE 06/30/2011 | % BDGT USED |
|---|--|------------------------|------------------------|----------------|------------------------|-------------|
| | | YTD BALANCE 06/30/2010 | END BALANCE 06/30/2010 | | | |
| Fund 269 - WALKER LIBRARY FUND 269 | | | | | | |
| Revenues | | | | | | |
| INTEREST INCOME | | | | | | |
| 269-000.00-664.000 | Interest on investments | \$ 24,068 | \$ 24,068 | \$ 17,900 | \$ 17,911 | 100.06 |
| APPROPRIATION OF FUND BALANCE | | | | | | |
| 269-000.00-680.000 | Appropriation of fund balance | - | - | (28,120) | - | 0.00 |
| DONATIONS | | | | | | |
| 269-000.00-665.268 | Donation-Druschel collections | - | - | - | 1,280 | 100.00 |
| 269-000.00-665.271 | Donation-general-youth collections | 3,175 | 3,175 | 470 | 635 | 135.11 |
| 269-000.00-665.273 | Donation-restricted-Friends Novi Library | 1,550 | 1,550 | - | 5,507 | 100.00 |
| 269-000.00-665.274 | Donations-restricted-brick pavers | 18,375 | 18,375 | 1,100 | 2,010 | 182.73 |
| 269-000.00-665.276 | Donations-restricted-library trees | 7,625 | 7,625 | 750 | 1,675 | 223.33 |
| 269-000.00-665.279 | Donations-youth activity room (Berman) | 15,000 | 15,000 | 15,000 | 15,000 | 100.00 |
| 269-000.00-665.281 | Donation-chair for story room | 200 | 200 | - | - | 0.00 |
| 269-000.00-665.282 | Donations-Myrtle Locke-artwork | - | - | - | 300 | 100.00 |
| 269-000.00-665.283 | Donations-Novl Newbies | - | - | - | 450 | 100.00 |
| 269-000.00-665.284 | Donations-Local History Room | - | - | - | 115 | 100.00 |
| 269-000.00-666.550 | Walker fund general donations | 14,975 | 14,975 | 200 | 200 | 100.00 |
| 269-000.00-666.742 | Promoting financial literacy donations | 2,021 | 2,021 | - | - | 0.00 |
| DONATIONS | | 62,921 | 62,921 | 17,520 | 27,172 | 155.09 |
| TOTAL Revenues | | \$ 86,990 | \$ 86,990 | \$ 7,300 | \$ 45,083 | 617.57 |
| Expenditures | | | | | | |
| OTHER SERVICES AND CHARGES | | | | | | |
| 269-000.00-956.269 | Conferences & Workshops-Friends-Library | 358 | 358 | 2,100 | 2,367 | 112.71 |
| SUPPLIES | | | | | | |
| 269-000.00-741.000 | Uniforms, clothing, etc. | - | - | 850 | 856 | 100.76 |
| 269-000.00-742.267 | Books - parenting | 236 | 236 | 250 | 247 | 98.83 |
| 269-000.00-742.279 | Library youth activity room expenditures | - | - | 3,900 | 3,948 | 101.23 |
| 269-000.00-742.282 | Artwork in memory of M Locke | - | - | - | 190 | 100.00 |
| 269-000.00-742.283 | Novi Newbies expenditures | - | - | - | 581 | 100.00 |
| 269-000.00-742.800 | Engraving, name plates, etc.-donations | - | - | 200 | 197 | 98.68 |
| 269-000.00-742.900 | Books - financial literacy | 2,023 | 2,023 | - | - | 0.00 |
| SUPPLIES | | 2,259 | 2,259 | 5,200 | 6,020 | 115.78 |
| TRANSFERS OUT | | | | | | |
| 269-000.00-965.268 | Transfer to Library Fund | 130,924 | 130,924 | - | - | 0.00 |
| 269-000.00-965.417 | Transfer to library construction fund | 3,200 | 3,200 | - | - | 0.00 |
| TRANSFERS OUT | | 134,124 | 134,124 | - | - | 0.00 |
| TOTAL Expenditures | | 136,741 | 136,741 | 7,300 | 8,387 | 114.90 |
| Revenue over (under) expenditures | | \$ (49,751) | \$ (49,751) | \$ - | \$ 36,695 | |

**CITY OF NOVI
LIBRARY & WALKER FUND INVESTMENTS
JUNE 30, 2011 (DRAFT-UNAUDITED)**

| Investment Date | Description | Maturity Date | Interest Rate | Investment Amount |
|--------------------------------|---|---------------|---------------|---------------------|
| 268 Library Fund | | | | |
| 05/31/11 | Ambassador Funds | | 0.03% | \$ 10,678 |
| 05/31/11 | Chase Bank High Yield Savings | | 0.45% | \$ 517,894 |
| 05/31/11 | Citizens Republic NOW Account | | 0.15% | \$ 80,830 |
| 05/31/11 | Fifth Third Bank Short Term Investment | | 0.20% | \$ 21,203 |
| 05/31/11 | Flagstar Bank Public Funds Liquid Assets | | 0.55% | \$ 91,402 |
| 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 |
| | Total 268 Library Fund | | | \$ 2,722,007 |
| 269 Walker Library Fund | | | | |
| 05/31/11 | Ambassador Funds | | 0.03% | \$ 31,132 |
| 05/31/11 | Fifth Third Bank Short Term Investment | | 0.20% | \$ 60,537 |
| 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 |
| 05/26/11 | Government Agency (Huntington Investment) FHLB* | 05/26/16 | 3.14% | \$ 500,000 |
| | Total 269 Walker Library Fund | | | \$ 1,441,669 |
| | Total Library (268) and Walker (269) | | | \$ 4,163,676 |

| | | | |
|---|--|--|--|
| *Step instrument - yield-to-maturity 3.14%, 1st quarterly interest payment due 08/26/11 = \$1,250 | | | |
| ***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. | | | |

Director's Report
August 17, 20110

2nd Annual Community Reads 2011: The Art of Racing in the Rain by Garth Stein

On Thursday, August 11th, the 5 communities of Novi, Northville, Lyon Township, Salem-South Lyon and Wixom kicked off the 2nd annual community reads event. Novi has purchased 50 copies of the book ***The Art of Racing in the Rain*** by Garth Stein for readers to check-out and enjoy over the next 13 weeks. 15 additional copies were ordered for students from Novi High School to read. Many wonderful programs have been planned September – November at all the libraries, leading up to the grand finale where Garth Stein will appear at the Novi Library on Thursday, November 10th at 7:00pm. In addition to the Library appearance, Garth is also scheduled to speak to students at Novi High School. We could not be pursuing this amazing event without the collaborative efforts between our neighboring libraries and the generous donation of \$2,000.00 by the Friends of the Novi Library (as well as the other Library friends groups) to support this event.

Novi Library welcoming 500 Novi School District Employees on August 30th

For me personally, this has to be one of the biggest highlights of August. I am so pleased to report that the Novi Library will host 500 teachers and administrators from the Novi School District on Tuesday, August 30th from 8-9:30am. The morning will be set up in a fair style, where our school guests will be asked to visit 7 different stations in 90 minutes learning about the various programs, services and resources that are offered by their public library. Each participant will receive a bag full of library information that they can use personally and hopefully take back to their students and share. I am so appreciative of the Administrators from the Novi School District for working with us to make this happen.

Mayor's City Exchange

On Monday, August 15th the Library will participate in a Mayor's Exchange event, welcoming the Mayor and Leaders from the Village of Tinley Park, IL. The Library will kick-off the morning by hosting a tour followed by various events scheduled by the City of Novi staff throughout the day, see itinerary of morning event below:

8 a.m. City of Novi Public Library Tour
8:45 a.m. Breakfast
9 a.m. Novi Overview – Clay Pearson, City Manager
National Citizen Survey – Clay Pearson
9:15 a.m. Public Safety Administration/
CERT – David Molloy, Director of Public Safety/Chief of Police
9:30 a.m. GIS Mapping – Chris Blough, GIS Manager
9:40 a.m. Non-motorized transportation plan – Andrew Mutch, Council Member
10 a.m. Board Charter Bus to City of Novi Civic Center
Tour City Civic Center
Group Photo

AWE Stations Arrive at Novi Library, report by Kelly Kolchuk – Head, Information Services

On August 1, 2011 the Novi Public Library introduced AWE's Early Learning Stations to our community, replacing the SMART tables. The Early Learning Stations are dynamic all-in-one digital learning solutions for children ages 2-10. Each station features 50 educational software programs spanning the following seven curriculum areas: math, science, geography, reading, writing, music, and a reference category. The educational titles are pre-loaded onto the computer and displayed using engaging graphics and intuitive menus. All instructional content is aligned to national education standards and has received top ratings in professional journals. The Early Learning Stations feature a 20" touch screen and colorful, child-friendly keyboard and mouse.

The Early Learning Stations have been met with much excitement from the community from both children and adults. The 4 stations we currently have, with 2 more becoming available in September, have been extremely popular as kids quickly navigate the easy-to-use interface to locate a game they want to play and adults have expressed their appreciation; grateful that the Library is offering such a fun, wonderful, and educational product.

Summer Reading 2011

This week final programs were executed for the Summer Reading program. I expect to have a full report for the September meeting detailing the events and participant numbers. I understand the Information Services department is very pleased with this year's turnout. This annual program brings in a huge volume of readers and the staff does an excellent job encouraging, supporting and administering information and programs for this event. In addition, a HUGE thank you goes to our Friends of the Novi Public Library for generously donating money to support the program. In addition, a Teen survey was just completed and results will be provided to the board in September.

Shop for a Cause

This is your last week to purchase a Shop for a Cause coupon at the Library. Cost of the coupon is \$5.00 and all proceeds go to the Novi Library. The coupon is good for 25% off purchases at Macy's on Saturday, August 27th. Show your support and Shop for a Cause! Coupons can be purchased at the Check-out counter.

Ringo Kai Moves to Novi

On Saturday, August 27th, the Japanese school, Ringo Kai, will officially open its doors for a new school season. The school has recently relocated from the City of Birmingham to Novi and is located at Novi Meadows. Students in grades K-12 meet on a weekly basis for Japanese instruction and activities. Library staff plan to attend both the Ribbon Cutting ceremony scheduled for Friday, August 26th at 9:00am at Novi Meadows and the official first day of classes on Saturday, August 27th. In addition, the Library has recently been working with a local translation firm to have the Library's Welcome Brochure translated into Japanese for the families who plan to visit the Library.

Library Director asked to join Committees

I have been asked and have accepted 2 leadership positions for the Library community. First is for board member for TLN's EX-COMM (Executive Committee). I will be representing the Class VI Libraries on behalf of the Consortium. I am currently filling a vacancy due to retirement. An election will occur in September and I hope to be an active member for the next 2 years. Second, I was asked by MLA to serve as the Chair for the 2012 Annual Conference Committee which will be held in Dearborn, Michigan in November 2012. The theme that year will be "Loud Librarian" (a theme I am very excited about!). Both committees require me to attend one meeting per month.

Public Services – Margi Karp-Opperer

Will be attending the meeting and giving report in person.

Building Operations Report – Mary Ellen Mulcrone

Will be attending the meeting and giving report in person.

| 2010-2011 Fiscal Year Self-Check Totals | | | | | | | | | |
|---|-------------------|-----------------------|-------------------|---------------|---------------|---------------|---------|-------------|-------------|
| | Total Circulation | Self-check % of Total | Total Self-checks | Self-Check #1 | Self-Check #2 | Self-Check #3 | Youth | Adult North | Adult South |
| 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 | *3,464 | 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 | 61,299 | 51.66% | 31,670 | 10,383 | 7,723 | 4,624 | 7,099 | 586 | 1,255 |
| June | 69,527 | 56.64% | 39,382 | 11,277 | 9,838 | 6,220 | 9,109 | 1,043 | 1,895 |
| FYTD | 759,021 | 54.43% | 413,152 | 111,525 | 103,075 | 60,945 | 110,541 | 9,386 | 19,643 |

* (3,464)-Self-Check #1 was not operational for 14 days due to electrical equipment malfunction. ** Began debit/credit service 10/05/2010.

| 2011-2012 Fiscal Year Self-Check Totals | | | | | | | | | |
|---|-------------------|-----------------------|-------------------|---------------|---------------|---------------|----------|----------|-------------|
| | Total Circulation | Self-check % of Total | Total Self-checks | Self-Check #1 | Self-Check #2 | Self-Check #3 | Youth #1 | Youth #2 | Adult South |
| July | 73,419 | 62.81% | 46,117 | 12,081 | 10,643 | 7,580 | 11,256 | 2,410 | 2,147 |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| January | | | | | | | | | |
| February | | | | | | | | | |
| March | | | | | | | | | |
| April | | | | | | | | | |
| May | | | | | | | | | |
| June | | | | | | | | | |
| FYTD | 73,419 | 62.81% | 46,117 | 12,081 | 10,643 | 7,580 | 11,256 | 2,410 | 2,147 |

| Library Usage | | | | | | | |
|-----------------------|----------------|---------------|------------------|-----------------------|---------------|---------------|------------------|
| 2010-2011 Fiscal Year | | | | 2011-2012 Fiscal Year | | | |
| | Monthly Total | Daily Average | Total Open Hours | | Monthly Total | Daily Average | Total Open Hours |
| July | 36,372 | 1,399 | 246 | July | 34,449 | 1,325 | 239 |
| August | 35,497 | 1,365 | 254 | August | | 0 | 265 |
| September | 32,651 | 1,209 | 248 | September | | 0 | 251 |
| October | 35,368 | 1,141 | 266 | October | | 0 | 270 |
| November | 33,516 | 1,197 | 248 | November | | 0 | 248 |
| December | 29,117 | 1,078 | 252 | December | | 0 | 244 |
| January | 25,484 | 879 | 252 | January | | 0 | 259 |
| February | 21,508 | 827 | 226 | February | | 0 | 259 |
| *March | 32,284 | 1,041 | 281 | March | | 0 | 273 |
| *April | 28,077 | 1,003 | 251 | April | | 0 | 252 |
| May | 28,472 | 1,017 | 255 | May | | 0 | 266 |
| June | 32,928 | 1,266 | 254 | June | | 0 | 246 |
| FYTD Total | 371,274 | 1,119 | 3,033 | FYTD Total | 34,449 | 1,325 | 3,072 |
| * Revised | | | | | | | |

Novi Historical Commission
July 27, 2011, 6:30PM
Novi Library, Local History Room

Minutes

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

Attendees: Roy Prentice, chair, members: John MacInnis, Lynne Boyle, Kimberly Holdaway, Sandy McCarthy, and library liaison Betty Lang plus HS student Adithya Balasubramanian. We had one visitor Cameron Holdaway, Eagle Scout. We welcomed the HS student attending his first meeting. We hope that he will continue to attend.

Agenda:

Sandy M moved to approve the agenda, sec. Lynne Boyle. All approved, Motion passed.

Approval of Minutes: Moved by Kimberly, sec by Lynne B. to approve the Minutes of June 22nd, 2011 meeting, all in favor and the Motion passed.

Financial Report: a formal report from the City's Finance Dept. was not available for this meeting for the new fiscal year. Roy mentioned that we had approx. \$1000 left over in the previous fiscal year. He tried to put the storage locker (exp. \$768) in the 2010/11 budget, but since it was an expense for 2011/12 services, it is believed that the expense will be placed in the New Year.

Liaison Report: Betty Lang reported that the minutes will be placed on the Library website, so she requested that the June approved minutes be sent to her. Betty stated that only the most recent minutes will be posted on the library's website. Ancestry.com is available in the library which is a very powerful genealogy program, and we the Members need to be familiar with using it. Betty is willing to do some training which takes about 45 minutes. This training will allow us to show others how to use that program. This training needs to be accomplished before 9/19/11. Also there is a timing process on all computers for use up to one hour. There is a work-around to bypass the one hour time limit for use in the local History room. See Betty for that workaround process. We have two speaker seminars coming up in the LH room, Oct. 6th (7-8 PM) and Nov. 10th (7-8 PM). We should have some flyers to advertize to interested persons, especially for the Nov. seminar as there will be another talk in the library that night. The other speaker is author, Garth Stein. We considered changing the historical seminar date, but it is on the printed schedule and very hard to change.

UPDATES AND DISCUSSION

Coasting the Baseline: Dedication of the Baseline Obelisk is set for Sept 20th, at 5-8pm. A meeting will be held at the library on August 2nd to work on the details of the ceremony. We hope to have local celebrities in attendance, esp the Mayor and the Designer, David Barr. This program should have a ribbon cutting and publicity with SWOCC and local newspaper and some speakers, maybe some music.

The Sculptor did not ask for a fee, but he requested a donation and he sent a form for that donation. Moved by Sandy M, second by Kimberly that we donate \$1000 dollars to the Michigan Legacy Art Park, all in favor - motion passed.

Visitor Cameron Holdaway spoke about his Eagle project to place the Bricks at the Obelisk. He and Roy coordinated a schedule to accomplish the construction on August 26 and 27th. Note Roy has recommended that the area be built at 20' by 20' as this is approximately 1/100 of an Acre, the normal unit of area measurement for property in the new surveying method all based

on the Baseline and Prime Meridian. Cameron H., as part of his project, has asked for funds from Home Depot and using these funds (\$60) he has built a wooden tamper for the Brick placement. The work of the Obelisk needs to be reasonably finished before the September 20th dedication so Roy P made us aware of expenses in this regard.

Moved by Sandy M, seconded by Lynne that the following expenses need to be approved:

2 wooden benches @ \$700. ea = \$1,400
Sand and gravel for the base and bricks = \$1,700
Engraved bricks = \$800
Bricks for the edging placed vertical for the edges = \$300
Landscape plantings for the outside = \$500

All five items were voted and approved by the commission unanimously.

Other items

Betty passed out a flyer on "Pathways to Heartland" put on by the Illinois Genealogy Society in Springfield, IL on Sept. 7-10, 2011.

There being no other business for this meeting the meeting was adjourned at 8:20PM
Next Meeting will be August 24th, 2011 at 6:30 PM Local History Room Library

Respectfully Submitted by:
John MacInnis, Member

Art of Racing in the Rain' Author to Visit Novi Library

Garth Stein will be at the Novi Public Library on Nov. 10 as part of this year's Community Reads program.



Once every few years, a novel comes along that touches readers so deeply that it changes the way they look at their own lives. This year's Community Reads book selection from The Neighborhood Library Association (NLA)—*The Art of Racing in the Rain* by award-winning author and documentary film maker Garth Stein—is one such novel. Copies of the book are now available for checkout at each participating library, according to a press release from the Novi Public Library.

Stein will be at the [Novi Public Library](#) Nov. 10 at 7 p.m. for a "Meet the Author" event. Registration is recommended for the event, and you can do so by calling 248-349-0720.

The goal of the NLA's Community Reads is to bring community members together to read and discuss the same book and attend related events and presentations. The NLA comprises Novi Public Library, Lyon Township Public Library, Northville District Library, Salem-South Lyon District Library and Wixom Public Library.

The Art of Racing in the Rain is a heart-wrenching love story and moving tale of redemption, narrated in the opinionated and insightful voice of an extraordinary dog, Enzo. He provides a captivating look at the wonders and absurdities of human life as he tells his tale about his friendship with his best friend and owner, Denny, an aspiring race car driver.

Book discussions are scheduled at each library in September and October. A list of the dates and times for all events, including book discussions for adults and children, will be listed on [mynla.info](#). Contact the individual library to register.

Community Reads events include the following:

Pet Psychic on Sept. 22, session 1 at 5 p.m. and session 2 at 6:15 pm at Wixom Public Library

Are Pets Like People: Animal Behavior on Oct. 19 at 7 p.m. at Northville District Library

Pet First Aid and Healthcare on Oct. 20 at 6:30 p.m. at Lyon Township Public Library

Pet Adoption Expo: Pet Adoption 101 from noon-1 p.m. and

Pet Adoption Drive from 1-5 p.m. on Oct. 22 at Salem-South Lyon District Library

Pedal to the Medal: The World of Drag Racing on Nov. 3 at 7 p.m. at Novi Public Library

Read-A-Likes

If you liked *The Art of Racing in the Rain*, you're sure to enjoy these other great reads!

The Story of Edgar Sawtelle
by David Wroblewski

Water for Elephants by Sara Gruen

You Had Me at Woof: How Dogs Taught Me the Secrets of Happiness
by Julie Klam

From Baghdad with Love: A Marine, the War, and a Dog Named Lava
by Jay Kopelman

Life of Pi by Yann Martel

Marley & Me: Life and Love with the World's Worst Dog by John Grogan

Oogy: The Dog Only a Family Could Love by Larry Levin



THE MISSION OF THE NEIGHBORHOOD LIBRARY ASSOCIATION

is to bring people from neighboring libraries together to discuss and participate in programs selected to strengthen community ties and promote literacy among a diverse population.

Our Thanks to the NLA's Friends Groups for their generous support!

COME VISIT US TODAY!

Lyon Township Public Library
27005 S. Milford Road, South Lyon, MI 48178
248-437-8800
www.lyon.lib.mi.us

Northville District Library
212 West Cady Street, Northville, MI 48167
248-349-3020
www.northvillelibrary.org

Novi Public Library
45255 W. Ten Mile Road, Novi, MI 48375
248-349-0730
www.novilibrary.org

Salem-South Lyon District Library
9800 Pontiac Trail, South Lyon, MI 48178
248-437-6431
www.ssdli.info

Wixom Public Library
49015 Pontiac Trail, Wixom, MI 48393
248-624-2512
www.wixomlibrary.org



<http://mynla.info>

The Neighborhood Library Association

Proudly Presents

A Community Reads

THE ART OF RACING IN THE RAIN

A NOVEL

GARTH STEIN



Five Communities United
by One Book!



Book Discussions

Adult:

Sep 12, 7pm, Novi Public Library
Oct 4, 6:30pm, Wixom Public Library
Oct 11, 7pm, Lyon Township Public Library
Oct 18, 7pm, Novi Public Library
Oct 24, 7pm, Northville District Library
Oct 27, 7pm, Salem-South Lyon District Library

Teens:

Racing in the Rain: My Life as a Dog
Oct 5, 7pm, Novi Public Library
Oct 10, 6pm, Wixom Public Library

Youth (Grades 4-6):

Racing in the Rain: My Life as a Dog
Oct 17, 6:30pm, Lyon Township Public Library
Oct 18, 7pm, Salem-South Lyon District Library
Nov 8, 4:15pm, Northville District Library

Discussion Questions

Do you find yourself looking at your own dog differently after reading this novel?

Why does it matter so much to Enzo that in the next life he return as a man?

Would dogs really be able to take over the world if they had opposable thumbs?

For more discussion questions, see <http://mynla.info>

Community Programs

Pet Psychic (2 Sessions)

Sep 22, 5-6pm, Wixom Public Library
Sep 22, 6:15-7:15pm, Wixom Public Library

Dog Story Times

Sep 27, 7pm, Salem-South Lyon District Library
Oct 3, 6:30pm, Lyon Township Public Library
Oct 5, 10:30am, Lyon Township Public Library
Oct 6, 10:30am, Lyon Township Public Library

Are Pets Like People? Animal Behavior
Oct 19, 7-8:30pm, Northville District Library

Pet First Aid & Healthcare

Oct 20, 6:30-7:30pm, Lyon Township Public Library

Furry Friends Pet Adoption Expo

Oct 22, 12-5pm, Salem-South Lyon District Library
Pet Adoption 101: 12-1pm
Adoption Drive: 1-5pm

Pedal to the Metal: The World of Drag Racing
Nov 3, 7-8pm, Novi Public Library

Meet the Author: Garth Stein
Nov 10, 7-8pm, Novi Public Library



Everyone is welcome to attend programs at all NLA libraries. Registration for programs may be required. Please contact individual library for details.

About the Book

Enzo knows he is different from other dogs: a philosopher with a nearly human soul, he has educated himself by watching television extensively, and by listening very closely to the words of his master, Denny Swift, an up-and-coming race car driver. Through Denny, Enzo has gained tremendous insight into the human condition, and he sees that life, like racing, isn't simply about going fast. Using the techniques needed on the race track, one can successfully navigate all of life's ordeals.

The Art of Racing in the Rain is a beautifully crafted and captivating look at the wonders and absurdities of human life...as only a dog could tell it.

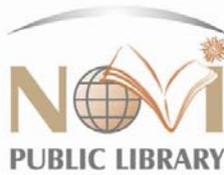
About the Author

Garth Stein is the author of *The Art of Racing in the Rain*, *Racing in the Rain: My Life as a Dog*, *How Evan Broke His Head and Other Secrets*, and *Raven Stole the Moon*.



Garth received his B.A. from Columbia College, and his M.F.A. from Columbia University. Garth also worked as a documentary film maker, and directed, produced or co-produced several award winning films.

Garth currently lives in Seattle with his family and dog, Comet.



Library Board Calendar

2011

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| 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

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| 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 |
| February – March | Budget Study Sessions, typically a Saturday morning, TBD |
| February 15 | Library Board Regular Meeting |
| March | Budget – approved to be provided in April to Council, TBD |
| March 21 | Library Board Regular Meeting |
| April 6 | Holiday – Good Friday, Library Closed |
| April 8 | Holiday – Easter, Library Closed |
| April 18 | Library Board Regular Meeting |
| May 13 | Holiday – Mother's Day, Library Closed |
| May 16 | Library Board Regular Meeting |
| May 28 | Holiday – Memorial Day, Library Closed |
| June 20 | Library Board Regular Meeting |
| July 4 | Holiday – Independence Day, Library Closed |
| July 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.