

Agenda

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

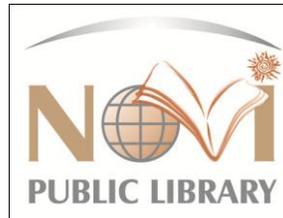
1. Call to Order and Roll Call
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 3. Approval and Overview of Agenda
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 6. Presentation
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 1. Health care update
 - C. Finance Committee (Margolis, Czekaj, Sturing)
 - D. Fundraising Committee (Mena, Sturing, Casey)
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 - 16. Matters for Board Action**
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Supplemental Information

- Business & AdministrationN/A
- Library Board Calendar 43

Future Events:

- Community Farewell for Mayor Landry – October 24, 2011 at 6:00pm, City of Novi Atrium
- Historical Commission Regular Meeting – October 26, 2011 at 6:30pm, Novi Public Library
- Friends of the Novi Library Regular Meeting – November 9, 2011 at 7:00pm, Novi Public Library
- Community Reads Author Event – November 10th at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – November 16, 2011 at 7:00pm, City of Novi Council Chambers
- All Staff In-Service – LIBRARY CLOSED, November 18th
- Thanksgiving Holiday – LIBRARY CLOSED, November 24th
- Light up the Night – December 2nd (6-9pm), City of Novi Campus and Library
- Friends Annual Gala – December 9th (6:00-9:00pm), Novi Public Library

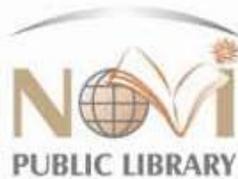


45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 487		October 2011	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 557.97
Farkas, Julie		268-000.00-728.000	\$ 32.85
Amazon.com		268-000.00-734.000	\$ 38.54
CDW-G		268-000.00-734.000	\$ 43.95
Evanced Solutions		268-000.00-734.000	\$ 4,455.00
The Library Network		268-000.00-734.000	\$ 716.50
VidCom Solutions, Inc.		268-000.00-734.000	\$ 571.10
Affordable Alternatives, Inc.com		268-000.00-740.000	\$ 103.90
Sam's Club		268-000.00-740.000	\$ 12.67
Sentry Supply		268-000.00-740.000	\$ 79.50
Amazon.com		268-000.00-742.000	\$ 1,155.17
American Library Assoc.		268-000.00-742.000	\$ 121.00
Brodart		268-000.00-742.000	\$ 16,863.93
C2ER		268-000.00-742.000	\$ 165.00
Center Point Large Print		268-000.00-742.000	\$ 292.98
Gale		268-000.00-742.000	\$ 2,596.71
Thompson West		268-000.00-742.000	\$ 157.00
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 818.78
Teddy, James	10/3-10/29/11	268-000.00-743.000	\$ 40.00
Midwest Tape		268-000.00-744.000	\$ 2,523.46
OverDrive		268-000.00-744.000	\$ 1,166.09
Midwest Tape		268-000.00-745.200	\$ 1,752.43
Gale		268-000.00-745.300	\$ 2,654.52
Bright House	Sep-11	268-000.00-801.925	\$ 154.98
Providence Occupational Health Partners		268-000.00-804.000	\$ 161.70
VisiCom Services, Inc.	11814/IT 5 hrs	268-000.00-816.000	\$ 500.00
DuAll Cleaning, Inc.	Aug-11	268-000.00-817.000	\$ 3,359.50
AT&T	9/22-10/21/11	268-000.00-851.000	\$ 141.72
Verizon Wireless	7/29-8/28/11	268-000.00-851.000	\$ 449.27
Karp-Opperer, M.		268-000.00-862.000	\$ 14.43
Kolchuk, Kelly		268-000.00-862.000	\$ 14.43
Mulcrone, Mary Ellen		268-000.00-862.000	\$ 13.21
Teagan, W.		268-000.00-862.000	\$ 14.43
Alex Delvecchio Ent Llc		268-000.00-880.000	\$ 93.92
AT&T		268-000.00-880.000	\$ 48.50
Bauss, Kathryn	youth pgm	268-000.00-880.268	\$ 32.67
Druschel, Pauline	10/13/11 - a	268-000.00-880.268	\$ 40.00
Esseltine, Megan	10/15/11-a	268-000.00-880.268	\$ 80.00
Gordon Food Service	youth pgm	268-000.00-880.268	\$ 18.99
Lewis, Susan	11/2/11-a	268-000.00-880.268	\$ 170.00
Marshall, Susan	ESL Oct/Nov 11	268-000.00-880.268	\$ 250.00
Mutch, Kathleen	10/11+13+24/11	268-000.00-880.268	\$ 100.00
Oriental Trading Co, Inc.		268-000.00-880.268	\$ 25.24
Preston, Jennifer	youth pgm	268-000.00-880.268	\$ 38.02
U.S. Toy Co.		268-000.00-880.268	\$ 326.78
Weeks, Phyllis	youth pgm	268-000.00-880.268	\$ 106.61
Accuform Printing & Graphics	I-11-05543/Sept-Dec 11	268-000.00-900.000	\$ 6,767.23
Fax Transmission		268-000.00-900.000	\$ 2.50
Konica Minolta		268-000.00-900.000	\$ 1,112.61
Max Printing & Copy	45187/2000 env	268-000.00-900.000	\$ 512.30

Consumers Energy	8/12-9/10/11	268-000.00-921.000	\$ 229.89
AT&T	9/13-10-12/11	268-000.00-922.000	\$ 35.57
DTE Energy	7/25-8/23/11	268-000.00-922.000	\$ 7,362.25
24/7/365 Inc.	8/23/11 windows	268-000.00-934.000	\$ 570.00
CEI		268-000.00-934.000	\$ 490.00
Cintas		268-000.00-934.000	\$ 500.37
Doors & Drawers	two locks/infordisks	268-000.00-934.000	\$ 147.50
Home Depot		268-000.00-934.000	\$ 116.32
Library Design Associates, Inc.		268-000.00-934.000	\$ 420.00
Lighting Supply Co.		268-000.00-934.000	\$ 83.71
Long Mechanical		268-000.00-934.000	\$ 959.96
Master Craft Carpets		268-000.00-934.000	\$ 92.61
Orkin	68277544/Sept	268-000.00-934.000	\$ 50.00
R.E. Leggette Company		268-000.00-934.000	\$ 48.00
Sam's Club		268-000.00-934.000	\$ 59.88
TotalChoice Hosting	Oct-11	268-000.00-934.000	\$ 4.00
Touch of Tropics		268-000.00-934.000	\$ 50.00
Signs by Tomorrow		268-000.00-935.000	\$ 352.75
Allied Waste		268-000.00-941.000	\$ 76.13
Brien's Services, Inc.		268-000.00-941.000	\$ 832.50
Home Depot		268-000.00-941.000	\$ 17.73
John Deere Landscapes		268-000.00-941.000	\$ 19.69
TruGreen	3 pallets	268-000.00-941.000	\$ 1,494.51
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
Borek, J.		268-000.00-956.000	\$ 51.40
Breakfast Club		268-000.00-956.000	\$ 55.00
Carbott, Debra		268-000.00-956.000	\$ 9.77
City of Novi		268-000.00-956.000	\$ 154.00
Clancy, Linda		268-000.00-956.000	\$ 9.77
Farkas, J.		268-000.00-956.000	\$ 272.63
Fred Pryor Seminars		268-000.00-956.000	\$ 396.00
Hurley, Judy		268-000.00-956.000	\$ 9.77
MAME 38		268-000.00-956.000	\$ 190.00
Mulcrone, Mary Ellen		268-000.00-956.000	\$ 22.20
Shoreline Inn	D'Amico 10/20-21/11	268-000.00-956.000	\$ 82.95
Weeks, Phyllis		269-000.00-665-273	\$ 30.86
Staples		269-000.00-742.283	\$ 50.81
Petty Cash			\$ 84.55
TOTAL			\$ 67,966.63



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
September 21, 2011**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Laura Casey, Vice President (7:13 p.m. arrival)
David Margolis, Treasurer
Larry Czekaj, Board Member

Student Representatives

Nishant Kakar

Absent and Excused

Torry Yu

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant

Guests

Patrick Brunett, Friends of Novi Public Library

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

It was noted that a change was made to correct the date on the agenda from September 19, 2011 to September 21, 2011.

Library Board President, Larry Kilgore recommended that the Friends report, to be given by Patrick Brunett, President of the Friends of Novi Library, be moved up on the agenda between item #6 Presentation and item #7 Public Comment.

A motion was made to approve the September 21, 2011 Regular Board agenda as amended.

1st – Willy Mena

2nd – Ramesh Verma

The motion was passed unanimously.

4. Consent Agenda

It was noted by Director, Julie Farkas, that there was a mistake on the date under Consent Agenda, and that it should read as August 17, 2011, and not September 21, 2011.

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

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

5. Correspondence

A. Letter from Lori Gilbo, Novi Teacher

Lori Gilbo sent a handwritten thank you letter for the tour that was given on August 30, 2011 to the 457 teachers, administrators, and employees of the Novi School District.

B. Email from Andy Copeland, Acting Fire Marshal

An Email was received from Andy Copeland, Acting Fire Marshal, informing the Library that the fire drill procedure that was held in August during open hours was successful.

6. Presentation

There was no presentation provided.

11. Friends of the Novi Library Report

Members of the Friends Board approved \$7,450.00 for the items on the wish list found on pages 36 and 37 in the Board Packet. The Friends were given to understand that the Endowment Fund would not be going forward this year and they wanted the money to be used by the Library as quickly as possible. The items that were approved on the wish list are;

- #1 Café tables and chairs
- #2 Winter Tree (at least 9' tall) for the Holiday Season
- #4 Early Learning sensory/interactive play tables for the Youth Dept.
- #7 Long sleeve polo NPL shirts for staff
- #8 Kindle- for instructional purposes for library staff and patrons

Director, Julie Farkas, thanked the Friends on behalf of the Library and staff, and expressed her appreciation to the Friends for selecting items that would include and benefit both patrons and staff.

The Friends presented the "Gone With The Wind" program on Tuesday, September 20th at the Novi Public Library. The presenter was a specialist in both the movie and the book. There were 40 people in attendance. The next program will be held on Tuesday, October 18th at 7:00pm at the Library. It is called "Who Do You Trust; the Media, Citizens, and Public Affairs". It will be presented by Novi resident, Ron Dzwonkowski, Associate Editor of the Free Press. Everyone is invited to attend.

A date has been set for the Friends Annual Gala during the Holiday season. It will be held at the Novi Public Library this year on December 9, 2011.

The re-ratified Memorandum of Understanding between the Library Board, the Friends Board and the Library Director was presented to Library Board President, Larry Kilgore.

7. Public Comment

Derek Schlax, a student from Novi High School asked why the Friends choose to purchase a Kindle for the Library and not an I-Pod.

Director, Julie Farkas explained that the Library just purchased an I-Pod and a Sony Reader. The Library is trying a number of different technologies, and the Kindle was one of the last that was not put on the list, and it was hoped that the Friends would pick that one up.

8. President's Report

A. Library Goals 2011-2012

The new format for the Goals Document will be in statement form. The Department Heads have the new form and are now working with their departments. The Library will be sharing this document with the City.

9. Treasurer's Report

A. Library Budget 2011-2012 (revised 9/2011)

The Budget Report was submitted by Trustee David Margolis, Treasurer, and was presented by Trustee Mark Sturing, Secretary, in the absence of Trustee Margolis.

We were forced to revisit the fiscal year that just ended (June 30, 2011) with some additional negative results. The City has boosted the liability for Accrued Taxes by + \$72,343 with the corresponding charge off to Property Tax Revenues. As a result of this additional deficit, the excess of Expenditures over Revenues is also deepened by (- \$72,343) to a new but still unaudited amount of a negative (- \$83,130). That number increased from last month, however it is still worth noting that this is still less than the authorized amount under the original budget, but significantly more than what we thought it was at the last couple of meetings.

The Budget for the current fiscal year was amended to reflect the additional anticipated tax revenues of + \$22,000, but no charge for Furniture and Improvements which was a negative (-\$12,500) are recorded, thus the new deficit expectation for this year would be (-\$270,037).

Included in the Board Packet is the 2011-2012 FY Budget dated March 16, 2011 (Revised 9/20/11).

B. Library Financials and Walker Fund, August 31, 2011

In regard to the Balance Sheet found on page 19 in the Board Packet, Cash was increased during the month by +\$326,624, while Current Tax Receivables were decreased by (-512,7980) as tax collections were due without penalty by 8/31/11. Total assets now are \$4,652,869 or (-186,174) lower than last month.

Liabilities as mentioned above, the Accrued Taxes were a plus +\$72,343, while Accounts Payable were lowered by (-\$73,257) for a net reduction in Liabilities of (-\$915) for the month to an ending balance of \$185,138.

Regarding the Fund Balance, the deficit from last year was increased to a minus (-\$83,130) while the current fiscal year netting of Revenues and Expenses was lowered another (-\$112,917) for a combined reduction of minus (-185,259) leaving a balance at 8/31/11 of \$4,467,731.

Revenues and Expenditures are found on pages 20 + 21 in the Board Packet.

In connection with Revenues and Expenditures, the most significant changes in the month were receipt of \$64,306 in State Penal Fines, Collection of \$10,800 in Investment Interest and an additional \$85 from Summer Reading T-shirt sales.

The most significant note in Expenditures with two (2) months into the current fiscal year is that our expectation of expenditures should be near 16.67% of the budget. We are less than that.

In Personal Services, there are no unusual occurrences. So far we've used 13.26% of this category's budget.

In Materials and Supplies, again no unusual category spending in August, with a total of \$35,421 for the month, for a combined two (2) month usage of 15.25% of the Budget.

In Services and Charges for the month, we spent \$27,413 with a few line – items higher than normal, mostly due to timing issues, but representing only 14.73% of the Budget.

The Total Expenditures for the month of August was \$196,344, which is well below the monthly average of \$224,665 for a year to date total of \$371,914, which is 13.80% of the Total Budget.

In the Walker Fund (#269), the Revenues increased by +\$2,595 during the month with \$2,260 coming from Investment Interest and \$335 from Donations, including \$275 for the "Light Up the Night" program.

Expenditures were +\$615 for August, with \$487 expended for Newbies and \$128 spent on Engraving, Trees, and Brick Pavers, etc.

As a result of August activity, the Balance Sheet shows that cash in the Fund went up by +\$1,797, while accounts payable were reduced by (-\$184) and unrestricted current year Fund Balance increased +\$1,980 to \$2,803.

Total Assets in the Walker Fund (269) equal \$1, 44,111, total Liabilities equal \$616, and The Total Fund Balance equals \$1,443,495.

In the Library Fund (#268), Current Maturities that are less than one (1) year totals \$2,462,803. Long term Maturities total \$500,000. The total for the Library Fund (#268) is \$2,962,803.

In the Walker Fund (#269), Current Maturities total \$694,111. Long term Maturities total \$750,000. The total for the Walker Fund (269) is \$1,444,111.

The Total for the Combined Library Investment Library Fund (#268) and Walker Fund (#269) is \$4,406,914.

C. Trial Balance Report for City of Novi, 6/30/2011 (unaudited)

Included in the Board Packet after page 23 and before page 27.

D. Memo: Library & Walker Fund-Fund Balance Policy, September 8, 2011

City Council has adopted a policy regarding the Library Fund. Trustee Kilgore gave a brief explanation of the Council's reasons for adopting the policy, and asked that the Library Finance Committee support the policy and provide the Council with recommendations and exact language.

E. Library Café Revenue Report

There was no report provided.

10. Director's Report

- Shop for a cause, a fundraiser that took place in August raised \$590.00. This involved selling coupons for people to have a specific shopping day at Macy's. The money will go to youth programming that will be coming up in the future.
- Took part in the Ringo Kai Japanese School ribbon cutting and opening day of school at the end of August. Had our Welcome Brochure translated into Japanese and will also be able to use the brochures with our English as a second language class.
- Had a successful Blood Drive and plan to take part in it on an annual basis and become a location for the Novi Community.
- Hosted the Novi School District on Tuesday, August 30, 2011.
- Management team went on a retreat with City Employee Leadership Group, and took part in some goal setting, which turns into some ideas for Council to consider in the winter when they go through their budget session at the end of August.
- Currently our Library café is up for being voted the best café in Detroit. There is a link on the Library's website where everyone can vote.
- Sunday hours have resumed, and the response is very good. Meeting rooms are being utilized, and there is a heavy amount of traffic in the four hours that the Library is open.
- The Library received a generous donation of eight (8) presentation easels from School Board Trustee, Dennis O'Connor. The easels will be used by staff as well as by people who rent out our meeting rooms.
- There are two fundraising events coming up. Two weeks ago over 4,000 flyers went out to the schools for Crop for a Cause, which is scheduled for October 7-9. A meeting is scheduled at the end of September for our Spring Book It event to start thinking about our committee. This year we plan to do most of the work ourselves, utilizing our volunteer resources, and not contract the work out. This would be a savings for the Library of close to \$2,000.

A. Public Service Report – Submitted by Margi Karp-Opperer

- Sizzling Summer Art Series was a huge success. This was a partnership with the Parks and Recreation Department. Many of the programs were attended by large numbers. The Library meeting rooms served as backup for the programs on rainy days, which brought large numbers of people into the building.
- Summer Reading was also a huge success. We had 1,223 patrons from birth to high school participate in the program. That is a 9% increase from last year. There were 161 participants in the Adult program, which was the highest number ever in an adult summer reading program.
- Hosted the AR testing for the 2nd year this summer. Student were able to come in and use the Library computers to test on books that are required reading from their teachers for the summer.
- Tween/Teen Interest Survey, that is included in the Board Packet on page 39, was put together by Margi and the Library Board Student Representative. We received sixty eight (68) surveys back, and the results of what the Tween/Teens like and want from the Library are found on pages 40-45.

B. Building Operations Report – Submitted by Mary Ellen Mulcrone

- Held annual fire drill in August.
- Maintenance crew busy all summer with cleaning and painting and keeping the Building looking good.
- Added two (2) AWE stations in Youth area for a total of six (6). These are touch screen Pre-K educational computers, and they are loaded with over fifty (50) games. These are the computers that replaced the Smart Tables. We have received huge rave reviews from parents and children.

C. Library Usage Statistics-September 2011

The August statistics are located on pages 47-49 in the Board Packet.

- 461 Library cards issued
- 79,848 items checked out
- Number of items borrowed from TLN – 4,409
- Number of items borrowed from MEL – 120
- Number of items loaned through TLN – 4,472
- Number of items loaned through MEL – 254
- 61.79% of all items checked out were done on the self check stations
- Daily average of people using the Library was 1,365

Regarding the Library entrance way, Library Board President, Larry Kilgore, asked Director, Julie Farkas, if there were any further adjustments or tweaks planned for the HVAC system at the entrance way before the cold weather starts. Director Farkas replied that the changes that were implemented had been tested, but we haven't turned the system on yet. Once the system is

turned on it can be evaluated to see if the changes that were made last winter are actually working properly.

In regard to Sunday Hours, Trustee Mark Sturing was interested in knowing what type of patron is utilizing the Library on Sunday; Students, because school is open, or patrons who would normally come every Sunday if the Library was open. Director, Julie Farkas will ask the Managers working on Sunday to make this observation.

In regard to the Tween/Teen Survey, Trustee Ramesh Verma noticed that the survey indicated that 45% of the Teens wanted to see more entertainment programming at the Library, and questioned what type of entertainment the Library would provide. Director, Julie Farkas will ask the Student Representatives to see what type of entertainment programs the Tweens and Teens are interested in and to provide that information.

Trustee Ramesh Verma questioned the value of the statistics for use of the self check out stations. Director, Julie Farkas explained that it was a good indicator of where the patrons are gravitating in the Building, and is also helpful when it comes to staffing; if 61% of the patrons are comfortable using the self check out, than staff can be utilized in other areas.

D. Bits & Pieces TLN Newsletter, Jim Peltz – August 2011

Included in the Board Packet on page 50.

E. TLN Director's Report, Jim Peltz – July/August 2011

Included in the Board Packet on page 51.

F. MLA Update: PPT Replacement Funds Must Go to Local Services and Schools, September 8, 2011

Included in the Board Packet on pages 52-55.

G. Article: Michigan Court of Appeals Holds That State Aid Rules for Libraries are Unlawful, August 17, 2011.

Included in the Board Packet on page 56.

11. Friends of Novi Library Report

See report between items #6 Presentation and item #7 Public Comment in the Minutes for September 21, 2011.

12. Historical Commission Report

The dedication of the Obelisk at the ITC Sports Park held on Tuesday, September 20, 2011, was a fabulous event. David Barr, the Novi artist who created the idea, and the Historical Commission, have worked long and hard for eight (8) years to see this project through to completion. The Library has created a brochure to explain what the Baseline Historical Marker is about, and will also be putting information about the Monument on the Library website and in the October Newsletter.

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13. Student Representatives Report

A. Novi News article – Teens tout the perks of using the Library, August 25, 2011

- September and October are critical months in getting the message out to new students about the Library.
- News article published August 25, 2011, Student Representatives talked about the services and resources available to students who have library cards.
- Working on developing Face book and YouTube pages, and Twitter options to communicate and inform teens of future events.
- Continue to display programs and resources on TV announcement slides at Novi and Walled Lake Western High Schools.
- Discussed winter programming at last Teen Advisory Board (TAB) meeting.
- Volunteer book reviews to be posted in Teen Newsletter, Blog and/or Face book.
- Promote TAB by getting volunteer coordinators to offer volunteer credits for attending TAB meetings.
- News articles in high school newspapers on resources available in library to cardholders.

14. Committee Reports

A. Policy Committee (Margolis, Casey, Kilgore)

There was no report provided.

B. HR Committee (Casey, Verma, Kilgore)

1. Approval of revisions for the HR Manual.

Before a motion is made to approve the revisions for the HR Manual, Director Julie Farkas requested that the Part time Benefit time be the only policy that will be dated January 1st, 2012. It would allow the calculations to begin at the beginning of the calendar year, and would also allow time to prepare the staff for the new way of calculating their benefit time.

C. Finance Committee (Margolis, Czekaj, Sturing)

No report was provided.

D. Fundraising Committee (Mena, Sturing, Casey)

No report was provided.

15. Public Comment

Mark Schlax, a student at Novi High School, stated in response to Trustee Verma's question, that the students are here tonight as part of a huge assigned project to become more involved in the Community, and attending a public meeting is part of the project.

16. Matters for Board Action

A. Approve Revisions to HR Manual

A motion was made for adoption of the new HR Policy as presented last time with the amendments by Trustee Sturing.

1st – Ramesh Verma
2nd – Mark Sturing

The motion was passed unanimously.

Before adjourning the meeting, Director, Julie Farkas was excited to announce that Novi Public Library will be partnering with the Chamber Music Society of Detroit. We will become a location for the group for Sunday afternoon concerts that will begin sometime in the spring.

17. Adjourn

A motion was made to adjourn the meeting at 7:53 p.m.

1st – Willy Mena
2nd – Laura Casey

The motion was passed unanimously.

Mark Sturing, Secretary

Date

NOVI PUBLIC LIBRARY – 2011/2012 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:	Promote the use of Convenient Services (drive-up window, after-hours lockers, self-service holds, self-checkout).		
Tactic	Owner	Status	Due Date
Develop list of when to promote which services; work with Laura to develop publications or bookmarks	Support Services; Marketing		11/11
Create monthly PSAs with staff promoting services	Support Services; Marketing; IT/Facilities		
Strategy:	Offer surveys to see how Convenient Services work for users, what services are/are not used, why.		
Tactic	Owner	Status	Due Date
Consider a give-away for patrons taking part in surveys	Admin		
Strategy:	Set benchmarks to measure success of Convenient Services.		
Tactic	Owner	Status	Due Date
Survey other libraries using automatic sorting technology and self-checkouts re: % of checkout; prepare documentation on services and what other libraries do	Admin		
Strategy:	Determine if/why people from community are not coming to the Library.		
Tactic	Owner	Status	Due Date
Strategy:	Increase resident usage of Library services.		
Tactic	Owner	Status	Due Date
Strategy:	Determine appropriate hours and levels of service.		
Tactic	Owner	Status	Due Date
Report on other libraries hours and services; during budget discussions, consider costs for adding hours	Admin; Board		
Evaluate 4-hour time frame for moving holds to drive-up window; determine if this can be shortened	Support Services; Info Services	Staff discussed and sent recommendations to Administration	10/11

Strategy:	Increase usage of services and facility with community partners.		
Tactic	Owner	Status	Due Date
Send brochure of library services to Novi School Admin.	Admin		10/11
Provide special library cards for Novi schools	Admin; Support Services	Cards provided to Admin.	10/11 completed 10/4/11
Provide special library cards for business community	Admin;		1/12
Strategy:	Engage staff in informal patron surveys at service desks.		
Tactic	Owner	Status	Due Date
Develop "did you know..." questions to promote services	Info Services; Support Services		
Strategy:	Improve reporting of statistics for library/building/technology usage.		
Tactic	Owner	Status	Due Date
Report on material usage	Support Services	Report provided to Admin	10/11 completed 8/30/11
Report on NPL website hits	IT/Facilities		
Report on monthly door counts (library visitors)	IT/Facilities		

Collections/Services/Programs/Technology			
Goal #2: Provide and maximize technology, programs, services and collections that meet the changing needs of our community.			
Strategy:	Report on types of materials checked out to determine if funds can/should be reallocated.		
Tactic	Owner	Status	Due Date
Report on material usage	Support Services	Report provided to Admin	10/11 complete 8/30/11
Strategy:	Consider collection development and its trend toward multimedia.		
Tactic	Owner	Status	Due Date
Research and report on shift from books to multimedia	Info Services		
Strategy:	Consider implementing different types of technology (l-pad, e-readers) to meet patron needs.		
Tactic	Owner	Status	Due Date
Acquire new equipment	IT/Facilities	Purchased Barnes & Noble nook; Friends donating money to purchase Kindle	10/11

Provide training for staff to be able to use new equipment with patrons	IT/Facilities; Info Services		
Strategy:	Determine what patrons want more of.		
Tactic	Owner	Status	Due Date
Report on material usage, including info re: books vs. multimedia	Support Services	Report provided to Admin	10/11 complete 8/30/11

Staff Development			
Goal #3: Provide a well-trained, appropriately compensated staff who are engaged in the Novi community and within the library profession.			
Strategy:	Investigate what soft perks would be of interest to staff in lieu of monetary compensation.		
Tactic	Owner	Status	Due Date
Survey staff re: desirable soft perks	Admin		11/11
Strategy:	Determine if our benefit packages are beneficial and relevant.		
Tactic	Owner	Status	Due Date
HR Committee and Finance Committee to review	Admin; Board	Review in process	
Strategy:	Ensure NPL staff is recognized within profession: conferences, workshops, speaking engagements.		
Tactic	Owner	Status	Due Date
Provide training to supervisory staff	Support Services	4 Clerk IIs attend "How to Supervise People", a Fred Pryor Seminar	9/20/11

Financial for Operations			
Goal #4: Balance the needs of the community with fiscal responsibility.			
Strategy:		Create a capital expenditure plan.	
Tactic	Owner	Status	Due Date
Strategy:		Undergo building inventory and future needs assessment.	
Tactic	Owner	Status	Due Date
Strategy:		Undergo technology inventory and future needs assessment.	
Tactic	Owner	Status	Due Date
Strategy:		Implement a three year technology plan.	
Tactic	Owner	Status	Due Date
Strategy:		Work with City of Novi Finance Department to forecast future revenues and expenditures.	
Tactic	Owner	Status	Due Date
Strategy:		Maintain process of one year budget and two year projection.	
Tactic	Owner	Status	Due Date
Strategy:		Target to break even and meet library budgetary needs without deficit spending.	
Tactic	Owner	Status	Due Date
Strategy:		Consider investment strategy option for long term planning of library reserves.	
Tactic	Owner	Status	Due Date

Fundraising

Goal #5: Create fundraising opportunities for our community to continue to grow the library's collections, services, and programs.

Strategy:	Pursue grant opportunities.		
Tactic	Owner	Status	Due Date
Strategy:	Plan at least one significant fundraising event a year for operational purposes/offset general fund.		
Tactic	Owner	Status	Due Date
Strategy:	Create a calendar of events for fundraising.		
Tactic	Owner	Status	Due Date
Strategy:	Actively recognize sponsors/partners for fundraising initiatives.		
Tactic	Owner	Status	Due Date
Strategy:	Execute "Gift for Tomorrow" campaign.		
Tactic	Owner	Status	Due Date
Strategy:	Maintain and promote existing donation opportunities (brick pavers, trees, books, etc.)		
Tactic	Owner	Status	Due Date

Board Structure/Development

Goal #6: Ensure that the Library has an engaged and active Library Board that represents the Library in Novi and the larger library community.

Strategy:	Engage Trustees in actively promoting/soliciting for the "Gift for Tomorrow" campaign.		
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

Planning			
Goal #7: Develop a new five-year strategic plan.			
Strategy:	Review long term endowment thinking and plan for investment strategies/guidelines.		
Tactic	Owner	Status	Due Date
Strategy:	Achieve QSAC (Quality Services Audit Checklist) "essential certification.		
Tactic	Owner	Status	Due Date
Strategy:	Actively engage in Novi community organizations, boards, and commissions to promote the library.		
Tactic	Owner	Status	Due Date
Strategy:	Establish strategic planning committee; develop strategic plan for services, resources, materials.		
Tactic	Owner	Status	Due Date
Strategy:	Work towards creating a ten year financial plan (2012-2022).		
Tactic	Owner	Status	Due Date
Strategy:	Support efforts of Historical Commission and Friends of the Library; include members in planning.		
Tactic	Owner	Status	Due Date
Strategy:	Review Public Policy Manual.		
Tactic	Owner	Status	Due Date
Strategy:	Review Human Resources Policy Manual.		
Tactic	Owner	Status	Due Date
Strategy:	Review building and grounds security with Novi Police Department.		
Tactic	Owner	Status	Due Date

2011-2012 Budget 3/16/2011 (Revised 9/2011)				
		2009/2010 Audited	2010/2011 Audited (9/2011)	2011/2012 Approved (Revised 9/2011)
Revenues				
Account	Description			
403.000	Property Tax Revenue	2,674,686.00	2,358,422.00	2,234,000.00
567.000	State Aid	26,148.00	25,466.00	20,000.00
657.000	Library book fines	36,417.00	54,889.00	44,100.00
658.000	State penal fines	70,103.00	66,908.00	63,500.00
664.000	Interest on Investments	7,069.00	31,724.00	14,000.00
665.000	Miscellaneous income	19,791.00	13,823.00	9,000.00
665.100	Copier	2,234.00	2,463.00	2,000.00
665.200	Electronic media	5,389.00	5,035.00	7,500.00
665.266	SRP T-shirt sales		145.00	
665.267	Library Program - Book It		12,664.00	
665.290	Library Fundraising Revenue		835.00	
665.300	Meeting Room	4,450.00	11,770.00	6,500.00
665.400	Gifts and donations	846.00	16,283.00	2,000.00
665.404	Novi Township Assessment	7,693.00	6,822.00	6,350.00
665.500	Book rental	23.00	0.00	0.00
665.650	Library Café	N/A	5,924.00	4,500.00
665.800	Miscellaneous Paper Revenue	36.00	0.00	0.00
666.000	Other revenue - grants	0.00	0.00	0.00
676.269	Transfer from Walker Fund	130,924.00		0.00
Total Revenue		2,985,809.00	2,613,173.00	2,413,450.00
				*incr. account 403 \$22,000.00
		2009/2010 Audited	2010/2011 Audited (9/2011)	2011/2012 Approved
Expenditures				
Account	Description			
704.000	Permanent Salaries	972,331.00	860,006.00	870,000.00
705.000	Temporary Salaries	494,002.00	520,388.00	539,000.00
709.100	Sick Bank Payout	12,634.00	0.00	0.00
715.000	Social Security	111,523.00	103,577.00	108,000.00
716.000	Insurance	173,270.00	154,169.00	184,000.00
716.200	HSA		3,750.00	7,200.00
718.000	Pension DB	45,098.00	30,828.00	26,000.00
718.050	Pension - add'l DB		150,000.00	0.00
718.200	Pension - Defined Contribution		16,561.00	18,000.00
719.000	Unemployment Ins	2,448.00	13,338.00	10,000.00
720.000	Workers' Comp	2,778.00	1,991.00	2,250.00
Total Personnel Services		1,814,084.00	1,854,608.00	1,764,450.00
Supplies				
726.400	Cash over/short		0.00	
727.000	Office supplies	37,651.00	15,791.00	25,000.00

728.000	Postage	4,588.00	1,150.00	2,100.00
734.000	Computer software & licensing	37,528.00	66,059.00	87,000.00
734.500	Computer supplies equip	25,515.00	9,544.00	15,000.00
740.000	Operating supplies	15,515.00	23,204.00	24,500.00
741.000	Uniforms	0.00	521.00	300.00
740.200	Desks, chairs, cabinets, etc.		4,163.00	
Materials				
742.000	Books	182,109.00	180,593.00	200,000.00
742.666	Books - Misc. Grants	1,939.00	0.00	0.00
743.000	Periodicals	14,525.00	12,764.00	16,000.00
744.000	Audiovisual materials	34,399.00	47,671.00	52,100.00
745.200	Electronic media	29,450.00	42,991.00	38,200.00
745.300	Online Resources	57,219.00	41,427.00	43,500.00
Total Supplies & Materials		440,438.00	445,878.00	503,700.00
Services & Charges				
		2009/2010	2010/2011	2011/2012
		Audited	Audited (9/2011)	Approved
Account	Description			
801.925	Public Information (cable)		0.00	
802.000	Data processing		0.00	
802.100	Bank Services	1,100.00	2,047.00	1000.00
803.000	Independent Audit	810.00	670.00	900.00
804.000	Medical Service	376.00	1,205.00	500.00
806.000	Legal Expenses	3,677.00	5,489.00	2,000.00
809.000	Memberships & Dues	5,432.00	4,483.00	6,300.00
816.000	Professional services	7,155.00	3,970.00	5,000.00
817.000	Custodial Services	20,520.00	33,000.00	45,000.00
818.000	TLN Central Services	3,500.00	3,000.00	16,000.00
851.000	Telephone	11,016.00	14,764.00	16,500.00
855.000	TLN Automation Services	47,855.00	53,556.00	56,900.00
862.000	Mileage	596.00	619.00	800.00
880.000	Community Promotion	20,381.00	9,047.00	8,000.00
880.267	Library Programming - Book It		2,405.00	
880.268	Programming	10,501.00	13,246.00	23,000.00
900.000	Design, Printing, Publishing	34,094.00	28,750.00	13,500.00
910.000	Property & Liability Insurance	5,423.00	18,000.00	18,000.00
921.000	Heat	9,417.00	15,190.00	16,000.00
922.000	Electricity	78,809.00	87,181.00	80,000.00
923.000	Water and Sewer	3,113.00	6,119.00	10,000.00
932.000	Office Equipment Maint.	0.00	0.00	0.00
934.000	Building Maint.	17,074.00	39,184.00	41,000.00
935.000	Vehicle Maint.	5,041.00	1,753.00	3,000.00
941.000	Grounds Maint.	11,874.00	30,011.00	25,000.00
942.100	Records storage	93.00	62.00	62.00
942.000	Office Equipment Lease	9,893.00	13,356.00	16,375.00
956.000	Conferences & Workshops	17,027.00	8,707.00	10,500.00
Total Services & Charges		324,777.00	395,814.00	415,337.00
976.000	Building Improvements	0.00	0.00	0.00
990.000	Furniture	0.00	0.00	0.00
962.000	Contingency		0.00	0.00
Total Capital Outlay		0.00	0.00	0.00

Total Expenditures		2,579,299.00	2,696,300.00	2,683,487.00
680.00	Fund Balance Change	409,509	-83,127.00	-270,037.00
City of Novi reports -83,130.00 for Fund Balance Change for 2010/2011 (audited 9/2011).				

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

GL Number	Description	Balance
Assets		
268-000.00-003.000	Cash and cash equivalents	\$ 4,304,527
268-000.00-018.000	Cash on hand	500
268-000.00-020.000	Current taxes receivable	117,215
Total Assets		<u>\$ 4,422,242</u>
Liabilities		
268-000.00-202.000	Accounts payable	\$ 39,128
268-000.00-232.000	Employees pension payable	2,120
268-000.00-259.702	Accrued liabilities-tax	152,431
268-000.00-276.400	Deposit for Cafe	1,500
Total Liabilities		<u>195,179</u>
Fund Balance		
268-000.00-390.000	Fund balance	2,525,067
Net of Revenues VS Expenditures - 2010-2011 - (Unaudited)		(83,130)
Net of Revenues VS Expenditures - Current Year		1,785,126
Ending Fund Balance		<u>4,227,063</u>
Total Liabilities And Fund Balance		<u>\$ 4,422,242</u>

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

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	YTD BALANCE 09/30/2011	AVAILABLE BALANCE	% BDGT USED
Revenues					
PROPERTY TAX REVENUE					
268-000.00-403.000	Property tax revenue	\$ 2,234,000	\$ 2,297,915	\$ (63,915)	102.86
STATE SOURCES					
268-000.00-567.000	State aid	20,000	9,889	10,111	49.45
FINES AND FORFEITURES					
268-000.00-657.000	Library book fines	44,100	15,900	28,200	36.06
268-000.00-658.000	State penal fines	63,500	64,306	(806)	101.27
	FINES AND FORFEITURES	107,600	80,206	27,394	74.54
INTEREST INCOME					
268-000.00-664.000	Interest on investments	14,000	12,880	1,120	91.93
OTHER REVENUE					
268-000.00-665.000	Miscellaneous income	9,000	3,944	5,056	43.82
268-000.00-665.100	Copier	2,000	795	1,205	39.76
268-000.00-665.200	Electronic media	7,500	999	6,501	13.32
268-000.00-665.266	Summer reading t-shirt sales	-	130	(130)	100.00
268-000.00-665.290	Library fund raising revenue	-	590	(590)	100.00
268-000.00-665.300	Meeting room	6,500	2,290	4,210	35.23
268-000.00-665.404	Novi Township assessment	6,350	6,128	222	96.50
268-000.00-665.650	Library Cafe	4,500	1,487	3,013	33.06
	OTHER REVENUE	35,850	16,363	19,487	45.64
DONATIONS					
268-000.00-665.400	Gifts and donations	2,000	476	1,524	23.79
APPROPRIATION OF FUND BALANCE					
268-000.00-680.000	Appropriation of fund balance	282,537	-	282,537	0.00
TOTAL Revenues		\$ 2,695,987	\$ 2,417,730	\$ 278,257	89.68
Expenditures					
PERSONAL SERVICES					
268-000.00-704.000	Permanent salaries	\$ 870,000	\$ 217,127	\$ 652,873	24.96
268-000.00-705.000	Temporary salaries	539,000	121,195	417,805	22.49
268-000.00-715.000	Social security	108,000	27,609	80,391	25.56
268-000.00-716.000	Insurance	184,000	41,362	142,638	22.48
268-000.00-716.200	HSA - employer contribution	7,200	2,025	5,175	28.13
268-000.00-718.000	Pension	26,000	6,360	19,640	24.46
268-000.00-718.200	Pension - defined contribution	18,000	5,364	12,636	29.80
268-000.00-719.000	Unemployment insurance	10,000	-	10,000	0.00
268-000.00-720.000	Workers compensation	2,250	927	1,323	41.19
	PERSONAL SERVICES	1,764,450	421,968	1,342,482	23.92

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

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	YTD BALANCE 09/30/2011	AVAILABLE BALANCE	% BDGT USED
SUPPLIES					
268-000.00-727.000	Office supplies	25,000	3,340	21,660	13.36
268-000.00-728.000	Postage	2,100	1,406	694	66.94
268-000.00-734.000	Computer supplies, software & licensing	87,000	6,730	80,270	7.74
268-000.00-734.500	Computer supplies/equipment	15,000	-	15,000	0.00
268-000.00-740.000	Operating supplies	24,500	2,634	21,866	10.75
268-000.00-741.000	Uniforms	300	-	300	0.00
268-000.00-742.000	Library books	200,000	51,409	148,592	25.70
268-000.00-743.000	Library periodicals	16,000	262	15,738	1.64
268-000.00-744.000	Audio visual materials	52,100	16,704	35,396	32.06
268-000.00-745.200	Electronic media	38,200	7,170	31,030	18.77
268-000.00-745.300	Electronic resources (CD rom materials)	43,500	21,632	21,868	49.73
SUPPLIES		503,700	111,286	392,414	22.09
OTHER SERVICES AND CHARGES					
268-000.00-801.925	Public information (cable, etc)	-	379	(379)	100.00
268-000.00-802.100	Bank services	1,000	453	547	45.34
268-000.00-803.000	Independent audit	900	-	900	0.00
268-000.00-804.000	Medical service	500	216	284	43.12
268-000.00-806.000	Legal fees	2,000	169	1,831	8.45
268-000.00-809.000	Memberships and dues	6,300	2,940	3,360	46.67
268-000.00-816.000	Professional services	5,000	500	4,500	10.00
268-000.00-817.000	Custodial services	45,000	6,696	38,304	14.88
268-000.00-818.000	TLN Central Services	16,000	-	16,000	0.00
268-000.00-851.000	Telephone	16,500	3,008	13,492	18.23
268-000.00-855.000	TLN Automation Services	56,900	13,837	43,063	24.32
268-000.00-862.000	Mileage	800	182	618	22.70
268-000.00-880.000	Community promotion	8,000	981	7,019	12.26
268-000.00-880.268	Library programming	23,000	5,664	17,336	24.63
268-000.00-900.000	Printing, graphic design and publishing	13,500	9,802	3,698	72.60
268-000.00-910.000	Property & liability insurance	18,000	13,005	4,995	72.25
268-000.00-921.000	Heat	16,000	309	15,691	1.93
268-000.00-922.000	Electricity	80,000	23,797	56,203	29.75
268-000.00-923.000	Water and sewer	10,000	-	10,000	0.00
268-000.00-934.000	Building maintenance	41,000	6,471	34,529	15.78
268-000.00-935.000	Vehicle maintenance	3,000	76	2,924	2.53
268-000.00-941.000	Grounds maintenance	25,000	2,854	22,146	11.42
268-000.00-942.000	Office equipment lease	16,375	3,824	12,551	23.35
268-000.00-942.100	Records storage	62	31	31	50.00
268-000.00-956.000	Conferences and workshops	10,500	4,157	6,343	39.59
OTHER SERVICES AND CHARGES		415,337	99,350	315,987	23.92
CAPITAL OUTLAY					
268-000.00-976.000	Building improvements	7,500	-	7,500	0.00
268-000.00-990.000	Furniture	5,000	-	5,000	0.00
CAPITAL OUTLAY		12,500	-	12,500	0.00
TOTAL Expenditures		\$ 2,695,987	\$ 632,604	\$ 2,063,383	23.46
NET OF REVENUES & EXPENDITURES			\$ 1,785,126		

Note:

Electronic resources - (268-000.00-745.300) Majority of expenditures occur (Midwest Collaborative for Library, The Library Network and Brainfuse) within the first six months of the fiscal year.

Memberships and dues (268-000.00-809.000) - at 46.67% of budget - July incurs costs to the Michigan Library Association.

Property and Liability Insurance (268-000.00-910.000) - at 72.25% - annual premium is paid in July for the fiscal year.

Property tax revenue recorded at 100%, billed on July 1, 2011.

Printing, graphic design and publishing includes the Sept - Dec 2011 Share of Engage publication.

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

GL Number	Description	Balance
Assets		
Cash and cash equivalents		
269-000.00-003.000	Cash and cash equivalents	\$ 1,448,235
Total Assets		<u>\$ 1,448,235</u>
Liabilities		
269-000.00-202.000	Accounts payable	\$ 1,413
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 services	5,498
Net of Revenues VS Expenditures - 2010-2011 - (Unaudited)		36,695
Net of Revenues VS Expenditures - Current Year		<u>6,130</u>
TOTAL Fund Balance		<u>1,446,822</u>
Total Liabilities And Fund Balance		<u>\$ 1,448,235</u>

REVENUE AND EXPENDITURE REPORT - PERIOD ENDING SEPTEMBER 30, 2011

GL NUMBER	DESCRIPTION	YTD BALANCE 09/30/2011
Revenues		
INTEREST INCOME		
269-000.00-664.000	Interest on investments	\$ 6,882
DONATIONS		
269-000.00-665.271	Donation-general-youth collections	120
269-000.00-665.273	Donation-restricted-Friends Novi Library	(31)
269-000.00-665.274	Donations-brick pavers	125
269-000.00-665.283	Donations-Novi Newbies	750
269-000.00-665.286	Donations - Light Up the Night	325
DONATIONS		<u>1,289</u>
TOTAL Revenues		<u>8,171</u>
Expenditures		
SUPPLIES		
269-000.00-742.283	Novi Newbies expenditures	538
269-000.00-742.285	Community Read expenditures	13
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,490
SUPPLIES		<u>2,041</u>
TOTAL Expenditures		<u>2,041</u>
NET OF REVENUES & EXPENDITURES		<u>\$ 6,130</u>

CITY OF NOVI
LIBRARY INVESTMENTS
September 30, 2011

Investment Date	Description	Maturity Date	Interest Rate	Investment Amount
	268 Library Fund			
09/30/11	Ambassador Funds		0.07%	\$ 10,679
09/30/11	Chase Bank High Yield Savings		0.34%	\$ 488,359
09/30/11	Citizens Republic NOW Account		0.15%	\$ 55,851
09/30/11	Fifth Third Bank Short Term Investment		0.25%	\$ 3,278,188
09/30/11	Flagstar Bank Public Funds Liquid Assets		0.55%	\$ 21,450
09/13/10	Government Agency (PNC/Nat City) FHLB*	03/13/20	3.00%	\$ 50,000
10/21/10	Government Agency (Morgan Stanley/Smith Barney) FNMA**	10/21/15	2.03%	\$ 400,000
09/30/11	Total 268 Library Fund			\$ 4,304,527
	269 Walker Library Fund			
09/30/11	Ambassador Funds		0.07%	\$ 31,136
09/30/11	Fifth Third Bank Short Term Investment		0.25%	\$ 17,099
09/13/10	Government Agency (PNC/Nat City) FHLB*	03/13/20	3.00%	\$ 150,000
10/21/10	Government Agency (Morgan Stanley/Smith Barney) FNMA**	10/21/15	2.03%	\$ 450,000
09/16/11	Government Agency (Huntington Investment) FHLMC***	09/16/16	1.45%	\$ 500,000
09/30/11	Government Agency (Morgan Stanley/Smith Barney) FNMA****	09/29/14	1.02%	\$ 300,000
09/30/11	Total 269 Walker Library Fund			\$ 1,448,235
09/30/11	Total Library (268) and Walker (269)			\$ 5,752,762

*Yield-to-maturity 3.0% (partial call 09/19/11; remaining principal 268 fund \$50,000, 269 fund \$150,000)

**Step instrument - yield-to-maturity 2.03%; 1.5% coupon to 10/12

***Step instrument - yield-to-maturity 1.45%; 1% coupon to 09/13

****Step instrument - yield-to-maturity 1.02%; 0.5% coupon to 9/12

NOTE: The City had a number of issues called in the last several weeks. Certain investments have been committed but did not settle until October, which will reduce the Fifth Third account shown in the Library Fund above. Due to the fluctuation in the market we are continuing to look at other investment options, and will continue to look at callable securities, for purposes of earnings even in the short term.

Director's Report – Julie Farkas

Finance Committee Report

The Committee met on Saturday, October 1st to discuss the City's fund balance policy. President Kilgore will be working on language to propose to the Library Board for a revised fund balance policy. In addition, the committee discussed the options for creating a Financial Policy for the Library Board. The Library staff will be providing information pertaining to capital costs in November for the Library Board to consider for the policy.

HR Committee Report

The Committee met on Thursday, October 6th with City of Novi HR Dept. Head, Tia Gronlund-Fox to discuss the various healthcare options being offered by the City. The City has adopted the 80/20 healthcare policy signed by Governor Snyder. The City will offer 3 health plans: Community Blue 4 (change from Community Blue 2 – which has a higher deductible), HAP and Priority Health. The Community Blue plan costs are increasing approximately 6%, while the HAP and Priority Health plans will increase 8%. The City will be offering an open enrollment period from November 21st – December 2nd. The City will provide opportunities for the Library staff to attend meetings to gain additional information on the healthcare options.

Fundraising Committee Meeting Report

The Committee met on October 7th to begin discussions pertaining to the creation of a "Giving for Tomorrow" brochure for legacy gift giving. The Library Director shared a draft of the annual donation letter that will be sent out to library patrons at the end of October. Information pertaining to tax credits that will expire at the end of December 2011 will be discussed. General details for the upcoming Book It! fundraising event was shared. The event will be held on Friday, April 27th from 7-10pm. The 2012 theme is Hollywood Nights. A sub-committee has been formed to organize the event details and will meet on Monday, October 10th at 8:00am. Information pertaining to a donation opportunity was shared with the committee. Funds are being raised for the Library to have a display case installed to showcase Novi/Oakland County historical documents.

Fundraising Subcommittee Meeting Report

The committee met on Monday, October 10th to begin the planning of the 2012 Book It! Fundraising event. This year's committee has incorporated more of the Library's staff in order to keep costs related to the event at a minimal. The theme for this year is Hollywood Nights. The event will be held on Friday, April 27, 2012 from 7-10pm. Ticket prices were discussed, assignments for the different tasks that need to be accomplished leading up to the event were assigned and a graphic designer was engaged to begin the work on the event's logo.

New Partnership with Novi Library

I am pleased to announce that the Library has signed a multi-year contract with the Chamber Music Society of Detroit to host Sunday afternoon concerts at the Library beginning in February 2012. The performances will bring amazing musical talents to the Novi community while giving families a unique musical and educational experience. 3 concerts are planned for February, March and April at the Library. In May a larger performance will be held at the Novi High School auditorium. An instrument petting zoo at the Library will precede the May performance.

Advanced Director's Workshop – September 20, 2011

I had the pleasure of attending the Advanced Directors workshop in Lansing. With almost 4 years under my belt I still have so much to learn and don't feel so "Advanced" yet, but I brought back a lot of great information and ideas. First, there was a lively discussion on Tax captures (money that is being taken away from the Economic Development segments of our cities). I will be following up on this to see how Novi (and in particular the Library) is affected. Then, I received some great information on putting together a financial plan for fiscally responsible usage of the Library's fund balance and putting a savings plan in place for future building maintenance issues (roof, parking lot, HVAC) it better not happen any time soon, but we have to plan/prepare. The final presentation that was of interest to me was the discussion on fundraising and endowments. The finance committee at the library at one time was planning to establish one and the Friends had graciously pledged some money. The Fundraising Committee has since slowed this process down and with good reason since many of the tax credits will cease this year.

Telling the Library's story

President Kilgore and I met with Novi News editor Nathan Mueller to discuss a news article that would reach out to potential library non-users. The article (attached) to attract residents of Novi who may not be using the Library and explaining what the Library has to offer to its community. The article also encourages community members to contact the Library Director to share why they are not using the new Library. It is hoped by reaching out and continuing to market the library's valuable resources, programs and services more residents will become aware of what the Library has to offer.

On October 12th, the Library Director made a presentation to the Novi Rotary to share the Library's accomplishments for 2010-2012 and to discuss the many new resources, programs and services being offered. In addition, the Library Director was asked to be a special guest on Oakland County Commissioner, Kathy Crawford's cable show to discuss the many opportunities available to the Novi community. The program will air on Brighthouse channel 13 in November and December.

Public Services – Margi Karp-Opperer

Fantastic fall is definitely here and the color changes always motivate new opportunities. The students are back to school, the parents are settling into routines and others are enjoying reading, sports, cooking and everything that makes them happy.

I am excited to tell you about our new partnership with the Oakland Livingston Human Service Agency (OLHSA). Representatives from OLHSA are at NPL every Tuesday for 2 hours (11-1PM) helping our patrons with transportation, food, health, support services, child care, education, finances or housing issues. Residents can drop-in or make an appointment so that an OLHSA staff member can individually and privately offer assistance and guidance. This wonderful service will be obtainable through Tuesday, December 27, 2011 at the Library.

This month marks the beginning of another great partnership with St. John Providence Health System. We are calling it "A BETTER YOU" Series and our first program was on Skin Care and Cosmetic Advances. Terrific turnout with delighted patrons describes the evening. There are 6 presentations scheduled for the 2011-12 calendar year, so please get ready to hear more about this.

Suzanne Carpenter and Jennifer Preston, Information Specialists who oversee many teen programs, partnered with the City of Novi's Parks, Recreation and Cultural Services Department for the Fire-Up Fest. They spent a Friday night with our teen population, after a football game and before the clock struck midnight. That was quite a happening!

On September 10th, 2011, Mary Ellen Mulcrone welcomed more than 65 Japanese parents to the Library with a wonderful tour of our facility (this opportunity was scheduled in cooperation with the Japanese School).

I did a workshop with the Girl Scouts and they made a YouTube video. Please disregard the sections I am in... (thanks) <http://youtu.be/la0SpHAMUr8>

The Adult Services' Dept has added an additional computer class to their monthly line-up. This month we taught Word Basics and Excel Basics to a full computer lab of patrons. We continue to make available the regularly scheduled programs of: 4 book discussion groups, Tech Times, 2 Internet for Seniors, 2 E-Mail for Seniors, 3 Novi Writers' Groups, 3 English Conversation Groups, and 4 Knit2gether Knitting Circles.

Inspire Yourself with Cooking and Crafts was the featured display on the 2nd floor and the 1st floor highlighted Back to School resources. We spotlighted the database HelpNow by Brainfuse so our students and their families would become familiar with this wonderful product (at the beginning of the school year). It is available with a Novi Library card.

Building Operations Report – Mary Ellen Mulcrone

The Library van has been updated with our current address and logo, and crosswalks in the parking lot have been refreshed with new paint. We've also added some fall color to the landscaping with beautiful mums near the front driveway.

Additional work is being done by contractors in the parking lot: improving the bioswales and temporarily patching a sink hole. Dailey's staff is confident that the repairs being completed will solve the drainage problems. Additional work to improve some areas of the parking lot will follow.

Facilities staff is adding on/off switches for lights in display cases throughout the building to save energy and reduce light bulb replacement. Previously these lights had to remain on all day and night.

There is a lovely new piece of art displayed behind the checkout desk. This "Tree of Life" was purchased with donations made in memory of Myrtle Locke, a former Library Board member. Portraits of the former Library Directors that were on display in the old library are now on display near the Administration office.

The Young Adult collection is undergoing some changes. YA graphic novels are being re-labeled, and YA non-fiction materials are being re-cataloged and re-labeled to be shelved within the adult collections. YA fiction and magazines will continue to be shelved in the NPL Teen Stop.

Receipts printed from the self-checkout stations have been upgraded to include all of the information on receipts printed from the desk. The weekly calendar of events taking place in our meeting rooms is now online at the Welcome Desk, saving paper and printing costs. A number of workflow changes have been made in the AST room to increase efficiency.

Library cards have been prepared for each of the Novi schools. This will enable Novi educators to better serve our students.

The Museum Adventure Pass and Park & Read programs have ended for this year. They will resume for the summer season of 2012. Beyond that, the future of these programs is uncertain.

We welcomed a new staff member, Rachel Loria, as a Support Services Clerk 1.

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.

Self-Check Totals 2011-12 Fiscal Year

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	73,419	62.81%	46,117	12,081	10,643	7,580	11,256	2,410	2,147
August	79,848	60.86%	48,592	11,736	10,318	6,634	10,461	6,412	3,031
September	63,313	57.57%	36,449	9,878	7,536	4,156	7,910	5,055	1,914
October									
November									
December									
January									
February									
March									
April									
May									
June									
FYTD	216,580	60.56%	131,158	33,695	28,497	18,370	29,627	13,877	7,092

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	34,388	1,274	265
September	32,651	1,209	248	September	30,118	1,076	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	98,955	1,225	3,072
* Revised							

STUDENT REPRESENTATIVE REPORT BY NISHANT KAKAR and TORRY YU

Updates

- The first teen newsletter has been sent out to Novi and Walled Lake Western High Schools in September. Our next issue will be published in November.
- In the works right now are getting PowerPoint slides for the televisions at the two schools. We are also diligently working with the school newspapers to get an article published about the services available at the Library for teens.
- TAB flyers have been sent to the high schools. A promotional video has been made about this group. It is now available for viewing on the Library's YouTube page (www.youtube.com/novilibrary) and linked to the NPL Facebook page.

TAB Meeting Recap

At the first TAB Meeting for the 2011-2012 school year held on September 23, we welcomed a large crowd of new and returning members. Over 40 teens attended this meeting. These new members were welcomed and introduced to what this group is all about.

We had a discussion to wrap up the summer at the Library and some of the programs that had the teens talking – our Harry Potter program was well mentioned! Teens also voiced that they are excited for the programs that we have planned this year like the Breaking Dawn program in November.

Our volunteers expressed how much they enjoyed seeing so many kids at the building doing the summer reading program and attending our various other programs.

With more teens asking for volunteer opportunities, TAB members have put in an interest to making TAB a more service-oriented group as well. Some suggestions they had would be reading to elementary aged kids in the afternoon or on the weekend. Along with reading to the kids, we would teach them how to use some of the Library services, like checking out a book.

TAB members expressed interest in having three days of open study for finals which is being held in the meeting room, but due to issues last year, we will not be serving refreshments. When finals are over, teens will be treated to some Mario-Kart. Also planned are Handwriting Analysis, Hunger Games pre-party, and a Prom Expo. Based on popular demand, we are also going to bring back the Teen Writing Contest which will begin in January. We are currently looking at an open study for AP exams as well.

Other suggestions from members are that we hold more programs over school breaks. To guarantee more turn-out, maybe holding them during shorter breaks or holding them on the first day of break.

Along with this fun and rousing discussion, the teens were made aware about the new rules that we are implementing on the second floor and they were all very understanding. They also discussed how we could handle the big mass of kids.

Members also suggested ideas for new books for the young adult collection. The next meeting is on October 21 with our next activity being a Fall Fun Party.

Pizza Taste Off!

On September 23, tweens and teens were welcomed to the Library for a Pizza Taste Off. Samples came from Benito's, Jet's, Novi Pizza Company, and Pizza Marvelous.

Here is what the participants voted for:

- Best Overall Pizza: Benito's Pizza
- Best Crust: Jet's Pizza
- Best Sauce: Benito's Pizza
- Best Cheese: Benito's and Pizza Marvelous (two-way tie)

The youth & teen services department thanks all those who participated for a job well done in this hard decision!

To: Members of the Novi Library Board
From: Pat Brunett, President, Friends of the Novi Library
Re: Monthly Report
Date: October 14, 2011

At its October 12, 2011 meeting the Friends Board:

- Decided to use its fund balance to donate approximately \$30,000 in gifts to the Library in the next several months,
- Decided to host a "friend-raiser" at the Library (on the patio if weather permits) Friday, June 8, 2012,
- Announced the next program in the Kaleidoscope series entitled "Using Military Records for Genealogical Research", Nov. 15, 7 pm,
- Announced the Fall Book Sale November 19, 2011,
- Scheduled our next meeting for November 9, 2011.

Bits and Pieces, by Jim Pletz – TLN Director

Vol. 2, Number 9
SEPTEMBER 2011

NEW DELIVERY SCHEDULES

Effective Monday, October 3 TLN will implement a new schedule for deliveries with potential route alteration for your library. If your library is impacted in a major manner by the change, **such as new day and/or morning versus afternoon delivery time**, TLN delivery staff will call your library to notify you of a major routing change. Effective October 1, the following TLN member libraries have elected to utilize RIDES for their delivery service:

Fowlerville District Library
Hamburg Township Library
Pinckney Community Public Library
Rochester Hills Public Library
West Bloomfield Public Library

As a courtesy to libraries remaining with TLN delivery, TLN sorting services will place materials from the above libraries in RIDES bins and forward the materials to the Royal Oak hub of RIDES, for the first quarter of FY 2012. This will produce a delay in the transit time and processing times required to move materials from or to the above libraries. For inter library loans of materials to libraries above, **after October 1**, please treat all transactions using the standard RIDES procedures. TLN delivery trucks **will not** make stops at these libraries after September 30.

TAKE TLN ACQUISITION SERVICES FOR A FREE TEST DRIVE

Selecting books and related materials that appeal to our public is a treasured activity for most librarians. It is also very time consuming. TLN has a special offer for any member library not currently using TLN Acquisition services. At no risk or cost to your library, you may "test drive" TLN acquisition services for six months. That's free access to all TLN selection lists, updates and alerts on forthcoming releases with special appeal to Michigan readers and full processing of your orders. Take this unique offer for a free ride, kick our tires, play with our navigation service, see the broad reaching scope of service and how it can assist you with "limited hands on" acquisition of library materials. For information call Jim Flury at 248 – 536 – 3100 ext. 133.

DIRECTOR'S REPORT by Jim Pletz
SEPTEMBER 2011

Delivery Services – True Cost and Real Value

Frequently, member libraries ask why delivery costs escalated at such a radical pace for Fiscal Year 2012. Some factors we utilized to develop a fair member share for delivery services include:

- Increased use – Volume is up 3.8% in the past two years and 26% over three years
- Increased fuel cost – Price per gallon increased by \$0.98 from start of fiscal year and is \$1.12 more per gallon than level three years ago
- Increase in worker's compensation insurance – Ergonomically unfriendly Southgate location produced increase in number of claims assessed against future premiums
- Loss of anticipated labor savings – Projected savings in direct labor expenses for drivers and sorters delayed by protracted negotiation process with earliest savings now estimated to take effect in the first quarter of Fiscal Year 2012, with real savings projected by the close of the second quarter of FY 2012
- Replacement of aging fleet – Two new trucks were added in FY 2011 and two more are budgeted for replacement during FY 2012
- Increased overhead allocation – Doubling the assigned square footage of useable space increased costs despite much lower per square foot lease rate
- Increased benefit costs – Change in status for staff assigned to delivery services reflects number of family members covered by insurance
- Increased contractual fee for RIDES – Fees paid to the statewide delivery service, RIDES, increased for the new fiscal year

The value in delivery services comes from our ability to reduce or modify expenses including:

- Eliminated Saturday sorting shift
- Decreased number of sorters scheduled for the Monday, Wednesday and Friday shift from five to four
- Minimized overtime and extra shift assignments for sorting with use of temporary employment agency services
- Eliminated part time manager position required for move and transition to new team of supervisors
- Selection of new truck style, with increased load capacity and flex fuel option, reduced purchase cost of vehicles over previous models



MEDIA RELEASE

For more information, contact

Sheryl Walsh, Director of Communications
(248) 534-9512

FOR IMMEDIATE RELEASE

City of Novi receives national distinction for Code Enforcement and Library Services

NOVI, Michigan, October 4, 2011 – The City of Novi was recently awarded two prestigious recognitions for excellence in code enforcement and library services based on citizen perceptions in a national survey. The International City/County Management Association (ICMA), the premier local government leadership and management organization and the National Research Center, Inc. (NRC), the nation's leading survey research firm for local government, recently recognized ten communities for their use of citizen surveys to influence service quality at ICMA's 97th Annual Conference in Milwaukee, Wisconsin. All of the communities recognized participate in The National Citizen Survey (NCS) which enables local governments to gather high-value citizen data on budgeting, goal setting, performance measurement, and program planning at a low cost.

Two sets of awards – one for service excellence and one for significant improvement in service – were awarded. Communities receiving these awards showed the biggest improvement in service ratings and/or had the highest rated services according to a representative sample of their own residents.

The City of Novi won two **2011 Voice of the People Awards for Excellence**; one for **Code Enforcement Services** and another for **Public Library Services**. Code Enforcement is responsible for compliance of the requirements for how private property is used and maintained throughout the city. Items such as debris and storage make a big difference in how people feel and value properties. Code Compliance also includes zoning and signage regulation, as well as soil erosion and woodlands/wetlands environmental regulations – all important factors when determining a communities' quality of life.

To win for excellence, the rating for service quality must be one of the top three among all eligible jurisdictions in 2010 and must reside in the top 10% among over 500 jurisdictions in the National Research Center database of citizen surveys. **Novi's Code Enforcement services positive response rating increased from the 2008 survey by almost 10%.**

- more -

The new Novi Public Library opened in June 2011, with NO additional City property tax increase for construction or operation. The facility includes a café, fireplace reading room, drive-up full service window, a teen stop, an outdoor patio, a variety of art medium, and numerous international collections. Additionally, Novi won the 2011 Voice of the People Award for Transformation in public library services. To win the Transformation Award, the improvement in service quality rating must be significantly higher than the rating from the most recent prior survey conducted in that jurisdiction and larger than improvement shown in all other eligible jurisdictions in 2010. The Novi Public Library received a 94% positive response rating from Novi residents for its perception of public library services in a 2010 National Citizen Survey, up 10% from the 2008 survey before the new library opened.

“Response to the new library has been overwhelming,” commented Julie Farkas, Library Director. “The results from the National Citizen Survey verify what we hear every day at the new facility – that it is valued, serves as a great resource, and is a wonderful community gathering place.”

The City of Novi has conducted three National Citizen Surveys, every two years, since 2006 and has previously been recognized with Voice of the People Awards for Code Enforcement in 2007 and Police Services in 2009.

“Novi takes pride in being an open and responsive government and the National Citizens Survey provides the opportunity to connect with and hear the voice of residents,” noted Novi’s Assistant City Manager Victor Cardenas. “We are fortunate to live and work in a community in which resident participation truly makes a difference. Participating in the National Citizen Survey provides us valuable feedback on how responsive we are to the needs of the community.”

For more information, visit cityofnovi.org.

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verse



...s from Earth that required up to 22 hours
...nding images of more familiar heavenly
...s photographs required countless hours of
...from his Milford home and observatory
...mera in demanding conditions. He said he
...cold winter nights and predawn morn-
...ed from 8 a.m.-4 p.m. Mondays through
...art Gallery. An artist reception will be
...ncy A. Fox Art Gallery located on the main
...Providence Park Hospital campus (south-
...Avenue, Novi).

Library not content with success

Director, board searching for ways to reach non-users

By Nathan Mueller
Staff Writer

It would be easy for Novi Public Library Director Julie Farkas and the library board to pat themselves on the back for a job well done.

The 59,000-square-foot facility is serving 1,300 visitors a day, up from 800 in the old building; circulation has increased 36 percent; program participation is up 42 percent; 400 new library cards are being issued per month; and new collections and services are being added regularly.

Still, something — or more like some people — are missing.

Farkas said while young children, teens and older adults are regular users of the library both in person and online, patrons between the ages of 20-40 are not using it as much.

“We did super in our first year, but one of our goals was to find those people who aren’t using the library and find out why,” she said. “We need to see how we can reach

out to more non-users.”

Farkas believes some of the reasons that age group is not using the library are because they don’t have the time, don’t know about what the library has to offer and a reliance on technology.

“We are often too busy for what should be recreational, relaxing and fun,” she said.

And while many people associate a library with just the bricks and mortar structure, Novi’s is much more than that. The library’s online offerings continue to expand with downloadable books and music, databases and more.

“They don’t even have to walk in the building,” Farkas said.

For those who do want to use the building, they will have access to more than 140,000 books, use of 100 computers — two that feature language learning software — Blu-Ray and DVD collections, educated staff, group study rooms, a cafe and an outdoor patio among other state-of-the-art amenities.

Farkas also believes the library can be a place for people to try new technology and books before purchasing them.

Larry Kilgore, library board president, said the “cool thing” about the facility is that it’s all new, and the hope is to get people reconnected with reading.

“The first step is just getting people to visit and the second is to revitalize their interest in reading,” he said. “We have need-driven users and more recreational and cultural-minded kind, and that’s the group we need to reach.”

Farkas said she wants to hear from the non-users and encourages them to contact her via e-mail at jfarkas@novilibrary.org.

The library is open from 10 a.m. to 9 p.m. Monday-Thursday, 10 a.m. to 5 p.m. Friday and Saturday and from 1 p.m. to 5 p.m. on Sunday.

Visit the library online at www.novilibrary.org.

nmueller@gannett.com
(248) 437-2011, ext. 255

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www.NorthvilleDowns.com

BET ON EVERYTHING



Library Board Calendar

2011

November 6	Daylight Saving Time Ends
November 8	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November 16	Library Board Regular Meeting
November 18	Library Staff In-Service, Library Closed
November 23	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
December 21	Library Board Regular Meeting
December 21	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 26	Holiday – Christmas, (observed), Library Closed
December 31	Holiday – New Year's Eve, Library Closed

2012

January 1	Holiday – New Year's Day, Library Closed
January 2	Holiday – New Year's Observance, Library Closed
January 16	Holiday – Martin Luther King, Jr. Day, Library Closed
January 18	Library Board Regular Meeting
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 8-14	National Library Week
April 18	Library Board Regular Meeting
April 27	Book It! Fundraising Event, Novi Public Library
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
August 15	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.