



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
October 17, 2012**

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Kilgore, Board Member

Student Representatives

Jessica Mathew
Torry Yu

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant
Evan Smale, Electronic Services Librarian
April Stevenson, Information Services Department Head

Guest

Patrick Brunett, Friends of Novi Public Library President

The meeting was held at the Novi Civic Center, Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President at 7:08 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda.

Library Board President, Mark Sturing , stated that the discussion on the materials in Item #9B, **Library Financials and Walker Fund, August 31, 2012,** could be eliminated from discussion since the materials in Item #9D, **Library Financials and Walker Fund, September 30, 2012** will super cede Item #9B with more current materials.

A motion was made to approve the October 17, 2012 Agenda as amended.

1st – Ramesh Verma

2nd – Larry Czekaj

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the October 17, 2012 Consent Agenda as presented.

1st – David Margolis

2nd – Ramesh Verma

The motion was passed unanimously.

5. Correspondence

a. Email received from Kevin Poncher, Novi Resident regarding car charger stations.

A copy of the e-mail and the response is located on page 24 of the October 17, 2012 Library Board Packet.

6. Presentation

Director, Julie Farkas, introduced two new full time library employees for the Library Board.

a. April Stevenson – Information Services Department Head

As Head of Information Services, April is responsible for the programs and resources of both the Adult and Youth Services staff. April was formerly employed at the Commerce Public Library before joining Novi Public Library as a part time employee. Her wealth of managerial experience

acquired at the Commerce Public Library provided her with the opportunity to apply for the recently vacated position of Information Services Head at Novi Public Library. April is a Wayne State and Michigan State University graduate, April is married and has two sons.

April gave a brief presentation to the Library Board describing her goals as Head of Information Services, and how she plans to accomplish them.

b. Evan Smale – Electronic Services Librarian

Evan was a former part time employee at Novi Public Library before becoming full time in the newly created position of Electronic Services Librarian. Evan is a Wayne State and a Michigan State University graduate; he is married and has a young son. He and his wife are expecting a new baby in the spring.

Evan's presentation included a brief description of his duties as Electronic Services Librarian for expanding the social media. This encompasses face book, twitter, pinterest, and blogging.

Both April and Evan were acknowledged by the Library Board with warm welcomes and approval.

7. Public Comment

There was no public comment.

8. President's Report

a. Goals Document 2012-2013

The Library Goals for the 2012-2013 fiscal year are included in the October 17, 2012 Library Board Packet on pages 25-31 for the Library Board to review. These are the things that the staff is striving to achieve and complete this year.

The goal of providing dog licenses and park permits as a library service was questioned by Trustee Larry Czekaj, since it is already provided by the City. Director, Julie Farkas, explained that this goal came from the goal setting session with the City, as a way for the Library to provide additional services to the Community when the City Offices are not open.

9. Treasurer's Report

a. Library Budget 2012-2013

The 2012-2013 Budget dated February 15, 2012 is included in the October 17, 2012 Library Board Packet on pages 32-33. There are no changes since the last meeting.

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

The Financials and Walker Fund ending August 31, 2012 are included in the October 17, 2012 Library Board Packet on pages 34-38.

c. Financial Overview, August 31, 2012 – by David Margolis, Treasurer

The Observations and Summary for the month of August, 2012 is included in the October 17, 2012 Library Board Packet on pages 39-42.

d. Library Financials and Walker Fund, September 30, 2012

The Financials and Walker Fund for September 30, 2012 were provided separately as a hand out.

Director, Julie Farkas, noted that the amounts entered on the amended Budget for 2012-2013 for accounts # 942.000 and 942.100 were in error due to the reverse order of account numbers.

Trustee David Margolis also noted that the \$15,000 allocated to the newly created account, #990.000, Landscape Improvements is being reflected in account #941.000, Grounds Maintenance.

A motion was made to approve the September 30, 2012 amended 2012-2013 Budget to reflect the accurate amounts for accounts #942.000 and #942.100, as well as for the 990.000 Landscape Improvement account.

1st – Willy Mena

2nd – Scott Teasdale

The motion was passed unanimously.

Observations and Summary regarding the Monthly Financials for the month of September, 2012 are provided by David Margolis, Treasurer.

SUMMARY:

It figures, the first month where we have NO reduction in Tax Revenues, we also experience our first negative fluctuation in Investment values.

For the month of September, we returned to normalized expenditures, spending less than seven percent of the annual budget.

Please note (when reviewing the Walker Fund #269 activity) that last fiscal year's Net Revenues over Expenditures of **\$94,323.85** was re-allocated into the various current year Un-Restricted and Designated Restricted Fund balances – so there are several line-items changes from last month.

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

Financial activity for the month of September:

(details continued on next page)

LIBRARY FUND (Fund #268)

BALANCE SHEET (*page #1 of 5*)

Cash was increased by +\$1,279,823.77 or +45.52% during the month, as Tax Receivable collections were strong.

Current Taxes Receivable were reduced in the amount of **(-\$1,471,090.46)** or by **(-93.93%)**, the bulk of the Summer Taxes.

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

TOTAL ASSETS = **\$4,189,871.97**, which are **(-\$191,266.69)** or **(-4.37%)** lower than last month)

LIABILITIES = Changes for the month were only in **Accounts Payable**, which were decreased by **(-\$16,483.35)** or **(-36.88%)** for a net decrease in **Total Liabilities** of **(-\$16,483.35)** or by **(-9.18%)** for the month, with an ending balance = **\$163,216.76**

FUND BALANCE = As a result, **NET Revenues and Expenses** (for the current month) were decreased by **(-\$174,783.34)** or **(-4.16%)** leaving an Ending Fund Balance at 09-30-2012 of **\$4,026,655.21**

REVENUES AND EXPENDITURES (*pgs. 2+3 of 5*)

REVENUES – As previously mentioned, there was no reduction in Current Property Tax Revenues (A/C# 268-000.00-403.000), but there was a first-time Investment Loss (A/C# 664.500) recognized of **(-\$1,578.00)**. Nothing else stands out other than more **Adult Program Revenues** (A/C# 665.289) which generated **\$2,081.00**

in September. **Total Revenues** for the month of September were **\$9,344.14**, for a Year-to-Date total of **\$2,379,959.13** which is **97.78%** of the total annual Budget.

EXPENDITURES – with the current fiscal year commencing on July 1st and with three (3) months under our belt, we're going to measure actual Expenditures utilization against the **25.00%** monthly pro-ration of the Budget estimated.

Personal Services – The total amount spent in this category during the month, **\$129,981.73** or **7.14%** of the annual Budget, is well below the average monthly allocations (of \$152K), reflecting a normal two pay-period month. On a Three-Month Year-to-Date basis, we've used **23.03%** of this category's budget. At the end of September, Personal Services expended represent **17.62%** of Revenues (compared to the **18.71%** budgeted).

Materials and Supplies – The only major category spent in September which significantly exceeded projected monthly levels was **Computer Equipment / Supplies** (A/C# 734.500) at **\$1,976.51** (*16.47% of Budget*). We only spent a total of **\$34,026.36** for the month (in this **Materials/Supplies** category) that is **7.01%** of Budget for a Year-to-Date total of **24.56%** (vs. the 25.00% benchmark); and which represents **5.01%** of Revenues (compared to **4.99%** budgeted).

Services and Charges – for the month, we only spent **\$20,119.39**, just consuming **4.82%** of this Category's Budget (and **26.81%** Year-to-Date) - with several line-items out of the norm (*see below*) including the new one, **Adult Programs** (A/C# 880.271). The combined Three-month Year-to-Date 2012 spending represents **4.70%** of Revenues (vs. the **4.28%** budgeted).

Some of the items worth citing for the month are:

#855.000	TLN Automation Svcs.	- (\$ 147.50)
#880.271	Adult Programs	- (\$ 104.00)
#922.000	Electricity	+\$ 43.27
#941.000	Grounds Maintenance	+\$ 10,766.24

Capital Outlays or Contingencies – There were NO expenditures in this category during the month of September.

TOTAL EXPENDITURES – for the month of September, we only spent **\$184,127.48** (or **6.72%** of the budget vs. **8.33%** norm), (and well below the equal monthly gauge of \$228,241.67). For the Three-months so far this fiscal year, we've spent **24.29%** of the Budget (vs. normalized 25.00%). This amount is **27.96%** of Revenues, and is less than fiscal year budget expectations of 28.13%.

WALKER FUND (Fund #269) (pg. 4 of 5)

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

For September, **Total Revenues** were down **(-\$572.46)** or **(-11.12%)** during the month, for a Year-to-Date total of **\$4,575.52**, with **\$42.29** coming from **Investment Interest** (#269-000.000-664.000); **(-\$819.75)** in **Unrealized Investment Losses** (New A/C# 269-000.00-664.500); and **+\$205.00** from various **Donations**.

Breakdown of September Donation Revenues:

#665.271	General – Youth Collections	\$ 30
#665.274	Brick Pavers	\$ 125
#665.402	Specific Collections	\$ 50

EXPENDITURES – For the month of September 2012, **\$1,571.70** was expended, of which **\$164.70** was for Community Read (A/C# 742.285) and **\$1,407.00** for Engraving/Trees/Brick Pavers etc. (A/C# 742.800)

NET REVENUES OVER EXPENDITURES – decreased by **(-\$2,144.16)** or **(-41.65%)** during the month of September, for a NET Year-to-Date total of **\$3,003.82**.

BALANCE SHEET – as a result of September activity, **Cash** in the Fund was decreased by **(-\$1,979.46)** or **(-0.13%)**; along with a small **Accounts Payable** liability increase of **+\$164.70**; thus **Un-Restricted Current Year Fund Balance** decreased by the combined **(-\$2,144.16)** for the month.

Changes in the Walker Fund Balance Accounts (**\$94,323.85** allocations) were:

#390.000	Un-Restricted Prior Fund Balance	+\$51,501.92
#390.26	Restricted – Book It!	+\$21,659.44
#390.267	Restricted – Druschel Collections	-\$ 100.00
#390.271	Restricted – Youth Area	+\$ 1,043.25
#390.273	Restricted – Friends (Other)	+\$ 5,577.78
#390.279	Restricted – Youth Activity Room	+\$10,000.00
#390.280	Restricted – Parenting-Youth & Teen	(-\$ 303.08)
#390.282	Restricted – M. Locke Artwork	(-\$ 74.40)

#390.283	Restricted – Novi Newbies	+\$ 211.70
#390.285	Restricted – Community Read	+\$ 1,082.24
#390.287	Restricted – Youth (CROP)	+\$ 340.00
#390.288	Restricted – Memory of Carol Davio	+\$ 2,785.00
#390.401	Restricted – Crawford Donation	+\$ 20.00
#390.402	Restricted – Specific Collections	+\$ 580.00

TOTAL WALKER ASSETS = \$1,538,183.83

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TOTAL LIABILITIES = \$ 164.70

TOTAL FUND BALANCE = \$1,538,019.13

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Restricted Fund Balance = \$ 90,251.09

Un-Restricted Fund Balance = \$1,447,768.04

COMBINED LIBRARY INVESTMENTS *(page 5 of 5)*

LIBRARY FUND (#268) @ FMV

TOTAL FUND #268 \$4,091,736.89

WALKER FUND (#269) @ FMV

TOTAL FUND #269 \$1,538,183.83

COMBINED LIBRARY INVESTMENTS = \$5,629,920.72

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Total Combined Library Investments now reflect collection of most of the Property Tax Receivables.

During the month of September, Library Fund (**#268**) Investments increased **+\$1,279,824** or +45.52%; while Walker Funds (**#269**) went down in value **(-\$1,979)** or **(-0.13%)**.

If we combine the Balance Sheets of both Funds (#268 and #269), we would show Total Combined Fund Balances = \$4,026,655.21 + \$1,538,019.13 = **\$5,564,674.34**

This reflects a net reduction in Combined Fund Balances of **(-\$176,927.50)** or **(-3.09%)** during the month of September.

e. Library Café Revenue Report – Due 15th of the Month, July 2012

Provided on page 43 of the October 17, 2012 Library Board Packet.

f. Library Café Revenue Report – Due 15th of the Month, August 2012

Provided on page 44 of the October 17, 2012 Library Board Packet.

g. Library Café Health Inspection Report, Oakland County – August 14, 2012

Provided on page 45 of the October 17, 2012 Library Board Packet.

10. Director's Report

A detailed report from Director, Julie Farkas is provided on pages 48-50 of the October 17, 2012 Library Board Packet. Highlights of the report are:

- Shop for a Cause received \$360.00 from donations.
- Library was awarded a grant for \$1000.00 from the Community Financial Credit Union to support Digital Detox week in April.
- Varsity Lincoln Fundraiser will be held on November 19, 2012. Eight cars will be available at the Library for patrons to test drive. Varsity Lincoln will donate \$20.00 to the Library for each patron who test drives a car. Donated money will go to purchase apps and technology for the Library. The Library's goal is 200 drivers for \$4,000.
- Teen Space, a pilot program that gives teens a place to "hang out" and socialize after school began on October 1, 2012. The West Meeting Room will be available to teens Monday-Thursday, from 2pm-5pm until school ends in June. The Library partnered with the City of Novi, Parks and Recreation Department, Novi Youth Assistant and the Community School District to provide room monitors.
- Library Board Members received the Strategic Planning Document for review. Board Members are invited to attend the Saturday, November 3rd meeting from 10am-12pm at the Library to talk about

the document in greater detail. Committee Members are listed on page 49 of the October 17, 2012 Library Board Packet. Special thanks are extended to all on the Committee.

- The New Business resource Center at Novi Public Library was unveiled to the community on Tuesday, September 26, 2012, at 8:30am. The Center is specifically for small businesses, or people who want to start a business. Over sixty (60) people attended the opening. Thanks to Karen Bitterle, Novi Public Library Librarian for organizing and co-coordinating the Resource Center. A special thank you to Mayor Gatt for cutting the ribbon at the event.
- Upcoming Outreach Events for Novi Public Library include:
 - A recognition breakfast for Businesses, who have been donors or sponsors of the Library over the last five (5) years, is scheduled for Friday, October 26th at 7:30am at Novi Public Library. Library Board Members are invited to attend.
 - Novi Public Library will be hosting the 2nd annual meeting with Novi School District Principals, Media Specialists and Instructional Coaches on Monday, October 29th at 7:30am.
- Director, Julie Farkas attended several meetings to represent Novi Public Library for being Library of the Year. Michigan Library Association (MLA) will not be at the Hyatt as originally planned. The Conference will be held as scheduled. Updates on the new location will be forthcoming.
- Artwork purchased with monies from the Davio donations will be unveiled on Saturday, October 27th, in the lobby of the Novi Public Library, at a private gathering for the Davio family and friends. Library Board Members are invited to attend.
- Book-It Fundraiser will be held on April 26, 2013 from 7pm. To 10pm. at the Novi Public Library. Artwork for the "Diamonds and Denim" 3rd Annual Book-It Fundraiser is pictured on page 50 of the October 17, 2012 Library Board Packet. The committee has met and plans are moving along. Businesses in Novi have been approached to see if they want to be part of this fundraising event.
- The Finance Committee met on Wednesday, September 26, 2012 to begin discussion on a Financial Policy for the Library. They will be drafting a policy for the Library Board to review.

a. 2011-2012 Annual Report

The Annual Report is located on pages 51-52 of the October 17, 2012 Library Board Packet. It is also available on the Library website.

b. Public Relations Policy

The Public Relations Policy is located on page 53 of the October 17, 2012 Library Board Packet.

c. Public Service Report

Report is provided on pages 54-55 of the October 17, 2012 Library Board Packet.

d. Building Operations Report

The report is provided on page 55 of the October 17, 2012 Library Board Packet.

e. Library Usage Statistics – August 2012

The August and September statistics are located on pages 56-58 of the October 17, 2012 Library Board Packet. Statistics for September:

- 399 Library cards issued.
- 62,733 items checked out
- Number of items borrowed from TLN – 3,556
- Number of items borrowed from MEL – 112
- Number of items loaned through TLN – 4,638
- Number of items loaned through MEL – 289
- 57.57% of all items checked out were completed on self-check out stations.
- Daily average of people using the Library was 1,076

11. Friends of Novi Public Library Report

a. Memorandum of Shared Understanding

Pending Library Board approval, the Friends have tentatively approved the Memorandum of Understanding for another year. The Friends feel that the intent of the agreement has been met, but they are open to any changes the Library Board may wish to make. In regard to the Memorandum of Understanding, the Friends asked that this Library Board encourage its Trustees to join the Friends as individual members.

The Friends have a new banner that they will occasionally display in the Library, on the benefits of being a Friend, and the relationship that the Friends have in supporting the Library.

The Friends are currently reaching out to the Community through various media to attract new members. The kinds of events they do to support the Library are posted on the Library monitor, television, the local newspaper, through the Newsletter, and on line blasts.

The Friends are starting to collect names of people who are planning to come to the Friends Holiday Gala that will be held on December 7, 2012 at the Novi Public Library, between 7pm. and 9pm.

The once a year Annual Book Sale will be held on November 7, 2012 from 10am. to 4pm. at the Library Book Nook. This is a great opportunity to purchase hard cover books in mint condition for \$1.00 or \$0.50 if there are several copies of the same book. There are also many soft cover books, CD's, and DVD's for sale.

The "on-going" book sale brought in \$2,500.00 in August, which is the largest amount of money for any month up to date.

The Friends have become co-sponsors of the "Listen at the Library" concert series. The free concerts will be held on Sunday afternoons at 3pm. in the Library. The first concert will be on Sunday, October 28, 2012.

Patrick Burnett, President of the Friends thanked the Library Board for the opportunity to present the Friends' report.

Library Board President, Mark Sturing asked the Board members if they were prepared to renew the Memorandum of Understanding, or if they preferred to send it to a Committee for study for a month.

A motion was made to ratify the existing Memorandum of Understanding that we (the Library Board) share with our good friends, the Friends of the Novi Library, the Novi staff, and ourselves.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

Director, Julie Farkas thanked both the Friends and the Library Board for renewing the Memorandum of Understanding, and the Friends, for moving the Newsletter to electronic to save on cost and time. Julie also thanked the Friends for moving their Regular November 14, 2012 Friends meeting from 7pm. to 2pm. in the afternoon to accommodate for the Community Read Author event that will be held on November 14, 2012 at 7pm. in the Library.

12. Student Representatives' Report, October 2012

Report is provided on page 64 of the October 17, 2012 Library Board Packet.

Highlight of the report are:

- Broke records with the number of teen participation in summer programs.
- Had 485 teen readers logging 12,000 hrs.
- Monday is the busiest day for the Teen Space in the Library.
- Informal August meeting to introduce new members to the purpose of the Teen Advisory Board (TAB), the programs the Library has to offer.
- More members attended the September meeting to discuss fall and winter programs.
- Discussed having a separate Volunteer Program during the school year to give more students opportunity to volunteer at the Library.

13. Historical Commission Report, August 2012

The Historical Commission provided their August 22, 2012 Meeting Minutes. They are located on page 65 of the October 17, 2012 Library Board Packet.

14. Committee Reports

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

There was no report provided.

b. HR Committee (Kilgore, Verma –chair)

There was no report provided.

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

There was no report provided. Director, Julie Farkas, gave an update in the Director's Report.

d. Fundraising Committee (Sturing, Mena – chair)

There was no report provided. Director, Julie Farkas, mentioned that the Committee had met.

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

There was no report provided. Board Meeting to discuss Strategic Planning report- Saturday, November 3rd (10:00am-12:00pm).

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

The modification of the landscape on the North, East, and West side of the building has been completed. The drainage issue that was uncovered or exasperated between the berm and the sidewalk on 10mile road is still on going. Over the last sixty (60) days, staff has been working with the City, the DPW, and landscape companies and contractors to evaluate and identify the responsible party, in order to remedy the problem. A proposed recommended solution with cost estimates is anticipated to be ready to go back to the Committee by next week.

15. Public Comment

There was no public comment.

16. Matters for Board Action

a. Public Relations Policy – 1st draft

The Public Relations Policy is located on page 53 of the October 17, 2012 Library Board Packet. The Board will review the policy and bring it back for Board approval at the November 28th Board Meeting.

17. Adjourn

A motion was made to adjourn the meeting at 8:35 p.m.

1st – Larry Czekaj

2nd – Scott Teasdale

The motion was passed unanimously.



November 28, 2012

Scott Teasdale, Secretary

Date