

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, May 16, 2012 at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
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 - B. HR Committee (Vacant, Verma, Kilgore)
 - C. Finance Committee (Margolis, Czekaj, Sturing)
 - D. Fundraising Committee (Mena, Sturing, Vacant)
 - E. Strategic Planning Committee (Kilgore, Sturing, Mena)
 - F. Landscape Committee (Kilgore, Czekaj, Margolis)

15. Public Comment

16. Matters for Board Action

17. Adjourn

Consent Agenda:

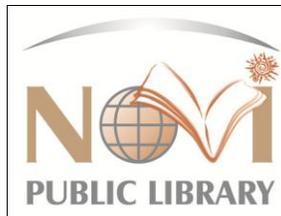
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Supplemental Information

- May 10, 2012 - Novi News: Students Organize Clothing Drive to Benefit Holy Family.....48
- May 10, 2012 – Novi News: Letter to the Editor: Kudos for Book It!.....49
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Future Events:

- Historical Commission Regular Meeting – Wednesday, May 23rd at 1:00pm, Novi Public Library
- Memorial Day Parade – Monday, May 28th 10:00am – Noon, 10 Mile Road
- Friends Annual Meeting – Wednesday, May 30th at 7:00pm, Novi Public Library
- Friends of Novi Library Friendraiser – Friday, June 8th at 7:00pm, Novi Public Library
- Friends of Novi Library Regular Meeting – Wednesday, June 13th at 7:00pm, Novi Public Library
- Heritage Festival – Saturday, June 16th (10am – 3pm), Tollgate Farms
- Library Board Regular Meeting – Wednesday, June 20th at 7:00pm, Council Chambers – City of Novi
- Historical Commission Regular Meeting – Wednesday, June 27th at 1:00pm, Novi Public Library

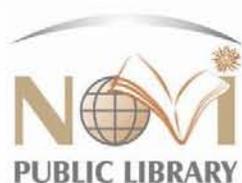


45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 494		May 2012	
Payable to	Invoice #	Account number	Account total
Ann Arbor Plastics		268-000.00-727.000	\$ 285.85
Global Office Solutions		268-000.00-727.000	\$ 922.27
TotalChoice Hosting	May-12	268-000.00-734.000	\$ 4.00
VidCom Solutions, Inc.		268-000.00-734.000	\$ 164.85
Amazon.com		268-000.00-734.500	\$ 20.98
CDW-G		268-000.00-734.500	\$ 91.21
The Library Network	earbuds	268-000.00-734.500	\$ 107.00
Hanover Technical Sales, Inc.		268-000.00-740.000	\$ 1,521.14
The Library Store, Inc.		268-000.00-740.000	\$ 60.50
Sentry Supply		268-000.00-740.000	\$ 343.48
Amazon.com		268-000.00-742.000	\$ 2,167.01
Brighton District Library		268-000.00-742.000	\$ 19.95
Brodart		268-000.00-742.000	\$ 12,107.54
CCH		268-000.00-742.000	\$ 98.04
Center Point Large Print		268-000.00-742.000	\$ 319.95
DK Agencies, Ltd		268-000.00-742.000	\$ 349.90
Ebsco		268-000.00-742.000	\$ 226.80
Encyclopaedia Britannica, Inc.		268-000.00-742.000	\$ 399.00
Gale		268-000.00-742.000	\$ 842.09
Infobase Learning		268-000.00-742.000	\$ 300.94
Multicultural Books & Videos		268-000.00-742.000	\$ 613.99
Ebsco		268-000.00-743.000	\$ 17.16
Midwest Tape		268-000.00-744.000	\$ 1,727.57
OverDrive		268-000.00-744.000	\$ 1,939.65
Diverse Media, Inc.		268-000.00-745.200	\$ 59.81
Midwest Tape		268-000.00-745.200	\$ 1,056.86
Hyland Software	microfilm scan	268-000.00-745.300	\$ 1,067.92
Historical Society of Michigan	353/1yr memb	268-000.00-809.000	\$ 40.00
Midwest Collaborative for Library Services	12-13 memb/12-13 fy	268-000.00-809.000	\$ 250.00
DuAll Cleaning, Inc.	Mar-12	268-000.00-817.000	\$ 3,911.50
The Library Network	46034/mail/1/1-3/31/12	268-000.00-818.000	\$ 651.32
TelNet Worldwide	3/20-4/14/12	268-000.00-851.000	\$ 653.72
Verizon Wireless	Feb 29-Mar 28, 2012	268-000.00-851.000	\$ 460.07
The Library Network	46186/telecomm 4/12-6/12	268-000.00-855.000	\$ 14,325.98
Preston, Jennifer		268-000.00-862.000	\$ 44.40
AT&T		268-000.00-880.000	\$ 48.50
Dominick, Marcia	App bkft	268-000.00-880.000	\$ 26.17
JanWay Company USA, Inc.	pencils 2000	268-000.00-880.000	\$ 288.71
Maria's Italian Bakery	App bkft	268-000.00-880.000	\$ 209.70
Meijers	App bkft	268-000.00-880.000	\$ 102.00
Oriental Trading Company, Inc.	Heritage Festival	268-000.00-880.000	\$ 167.75
Sam's Club	App bkft	268-000.00-880.000	\$ 82.84
Underground Printing	100 t's	268-000.00-880.000	\$ 736.00
Upstart		268-000.00-880.000	\$ 415.05
Bauss, Kathryn	youth pgm	268-000.00-880.268	\$ 32.02
Carpenter, Suzanne	youth pgm	268-000.00-880.268	\$ 35.82

Druschel, Pauline	14-Jun-12	268-000.00-880.268	\$ 40.00
Esseltine, Megan	9-Jun-12	268-000.00-880.268	\$ 80.00
Gordon Food Service	youth pgm	268-000.00-880.268	\$ 25.32
Guildcraft Arts & Crafts		268-000.00-880.268	\$ 103.89
Kolchuk, Kelly	youth pgm	268-000.00-880.268	\$ 37.10
Music In Motion		268-000.00-880.268	\$ 51.85
Mutch, Kathleen	Jun-12	268-000.00-880.268	\$ 100.00
Novi Parks	June 19+26, 2012	268-000.00-880.268	\$ 250.00
Sam's Club	youth pgm	268-000.00-880.268	\$ 82.72
Konica Minolta		268-000.00-900.000	\$ 910.37
Consumers Energy	3/15-4/17/12	268-000.00-921.000	\$ 826.87
AT&T	4/13-5/12/12	268-000.00-922.000	\$ 78.40
DTE Energy	Feb 23-Mar 25, 2012	268-000.00-922.000	\$ 7,472.45
City of Novi	12/16/11-3/13/12	268-000.00-923.000	\$ 1,157.03
24/7/365 Inc.		268-000.00-934.000	\$ 1,195.00
Allied Waste		268-000.00-934.000	\$ 157.92
Cintas		268-000.00-934.000	\$ 666.02
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 6,118.00
Grainger		268-000.00-934.000	\$ 273.80
Great Lakes Power & Lighting, Inc.		268-000.00-934.000	\$ 108.00
Home Depot		268-000.00-934.000	\$ 296.25
JH Corporation		268-000.00-934.000	\$ 287.03
Library Design Associates, Inc.		268-000.00-934.000	\$ 2,310.00
Lowe's Home Centers, Inc.		268-000.00-934.000	\$ 188.38
Orkin		268-000.00-934.000	\$ 50.00
Schindler Elevator Corp.		268-000.00-934.000	\$ 1,443.22
Touch of Tropics		268-000.00-934.000	\$ 50.00
Tri-county Back-Flow Specialists, Inc.		268-000.00-934.000	\$ 701.25
VidCom Solutions, Inc.		268-000.00-934.000	\$ 6,246.44
Grainger		268-000.00-935.000	\$ 25.24
Speedway		268-000.00-935.000	\$ 58.00
Brien's Services, Inc.		268-000.00-941.000	\$ 699.76
C&J Parking Lot Sweeping, Inc.		268-000.00-941.000	\$ 195.00
Konica Minolta		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
American Library Association	12 Ess Safe Lib	268-000.00-956.000	\$ 110.00
Lang, Elizabeth	Hist workshop miles	268-000.00-956.000	\$ 61.05
Michigan Library Association	J. Farkas/Dir Summ	268-000.00-956.000	\$ 85.00
Robinson, Mary		268-000.00-956.000	\$ 35.24
Petty Cash			\$ 101.97
TOTAL			\$ 83,061.04



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
April 18, 2012**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Czekaj, Board Member (7:09 arrival)

Student Representatives

Nishant Kakar
Torry Yu

Library Staff

Mary Ellen Mulcrone, Assistant Director
Diana Gertsen, Office Assistant

Absent and Excused

Julie Farkas, Director

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

A motion was made to approve the April 18, 2012 Agenda as presented.

1st – Scott Teasdale

2nd – David Margolis

The motion was passed unanimously.

4. Consent Agenda

It was noted by Trustee David Margolis that the significant amount of \$23,629.32 for item CDW-G in the Warrant, is actually four (4) invoices from the same vendor that are related to four (4) different software and licensing.

A motion was made to approve the April 18, 2012 Consent Agenda as presented.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

5. Correspondence

a. Trish Rabinowitz and Beth Johnson, Co-Chairs, Novi Woods PTO

A thank you letter was received by Assistant Director, Margi Karp- Opperer for being a guest story reader at Novi Woods Elementary School.

6. Presentation

There was no presentation.

7. Public Comment

There was no public comment.

8. President's Report

a. Election of Officers

The nominating Committee, chaired by Trustee Verma, presented the slate of names running for Library Board Office for the coming year.

- President – Mark Sturing was nominated and accepted the position.
- Vice President – Willy Mena was nominated and accepted the position.
- Treasurer – David Margolis was nominated and accepted the position.
- Secretary – Scott Teasdale was nominated and accepted the position.

President Larry Kilgore accepted the report from the Nominee Committee. There were no other nominations brought forward from the floor. Library Board President, Larry Kilgore presented the slate as one vote and called for the election of officers.

The vote was unanimous in favor of the officers for the coming year.

b. Library Goals 2011-2012

Report is provided on pages 15-18 of the April 18, 2012 Library Board Packet.

- Strategic Planning Committee is working with the City's GIS Department to determine where our registered patrons live. This will be helpful in moving forward with planning.
- IT and Information Services are offering new technology training for the public with classes on how to use E-readers, and classes on how to convert VHS to DVD using the Library's Creation Station.
- Neighborhood Library Community, which co-ordinates the annual Community Read event, has been meeting regularly, and is in the process of selecting the book and author for this year.
- A number of staff members attended Conferences and Workshops.
- Worked with Sam's Club to sponsor the Annual Appreciation Breakfast for volunteers and staff during National Library Week.

9. Treasurer's Report

a. Library Budget 2011-2012

The 2011-2012 Budget dated March 16, 2011 and revised September 30, 2011 is included in the Library Board Packet on pages 19-20.

b. Library Financials and Walker Fund

Observation regarding Monthly Financials for the Month of March 2012 provided by David Margolis, Treasurer.

SUMMARY:

We experienced the worst month (from a financial perspective only – not from the delivery of library services) of this current fiscal year during March 2012, with another significant reduction in Tax Revenues recognized and the largest outlay of expenditures over the past nine months. This isn't meant to imply that the "sky is falling" as we're still well within budgetary constraints, however it does reverse the positive trends experienced over the first eight months of the fiscal year.

The Walker Fund had a little better activity during the month, earning nearly 24% of its year-to-date Investment Income, while continuing to receive some donations.

Financial activity for the month of March:

LIBRARY FUND (Fund #268)

BALANCE SHEET (pg #21)

Cash was decreased by (-\$247,114) during the month, while **Current Taxes Receivable** were decreased by (-\$10,365).

TOTAL ASSETS = \$3,147,069 (-\$257,479 or -7.57% lower than last month)

LIABILITIES – Changes for the month were only in **Accounts Payable**, which were increased by **+\$29,158** for a net increase in Liabilities of +15.79% for the month, with an ending balance = **\$213,828**.

FUND BALANCE – As a result, **NET Revenues and Expenses** (for the current fiscal year) were lowered another (-\$286,637) or (-36.85%), leaving an Ending Fund Balance at 03-31-2012 of **\$2,933,241**.

REVENUES AND EXPENDITURES (pgs. 22 + 23)

REVENUES – As we suspected from last month (when we were cautioned by Kathy Smith-Roy that there was most likely to be a further decline in Tax Revenues before the end of the fiscal year), we just didn't think it would hit all at once. Cumulative **Current Year Property Tax Revenues** are now actually **below** the budget amount for the first time @ **\$2,233,574** (with no way of telling if further reductions are imminent). **Total Revenues** for the month of March 2012 only decreased (-\$1,782) or (-0.08%), because of another strong month of Meeting Room rentals (**\$2,584**) – **which surpassed last month as the highest monthly rental revenue generated since we opened this facility** - and Miscellaneous Income (#665.000) (**\$1,705**). Also of note, was the Café Rental Income (collected in March), which on a year-to-date basis through nine-months exceeds our annual budget expectation of **\$4,500** (with three months left to go).

EXPENDITURES – with Nine (9) months under our belts, the current fiscal year is now 3/4ths over, so our expectation is that expenditures utilization should be no more than **75.00%** of the budget (if we were to assume equal monthly spending).

Personal Services – The total amount spent in this category during the month (**\$193,662**) is the highest level of this fiscal year (**10.98%** of the annual budget), primarily due to the timing of pay periods. However, there were jumps in several categories – Temporary Salaries (#705.000) (**\$64,854**) and Social Security Taxes (#715.000) (**\$12,187**) – both of which hit single month highs for the year. Also, there was a spike in monthly Pension Expense (**\$2,299**) which is 50% greater than the previous monthly accruals of \$1,533. On a Nine-Month Year-to-Date basis, we've used **73.20%** of this category's budget. At the end of March, Personal Services expended (**\$1,291,651**) represent **53.22%** of Revenues (compared to the **54.83%** budgeted).

Capital Outlays or Contingencies – N/A

TOTAL EXPENDITURES – for the month of March, we spent a whopping **\$284,855** (or **10.57%** of the budget), the single highest monthly amount and (well above the monthly average of \$223,624) for a year-to-date total of **\$1,935,817**, which is **72.14%** of the Total Budget – bringing us much closer to our predicted year-end short-fall - than previously experienced. This is **79.76%** of Revenues and is only **(-4.23%)** lower than Y-T-D budget expectations of **83.99%**.

WALKER FUND (Fund #269) (pg. 24)

REVENUES – increased by **+\$6,678** during the month of March or +11.82%, with **\$3,263** coming from **Investment Interest** (#269-000.000-664.000); another **\$785** from Sponsorships to the **Book It** program (#269-000.00-665.267) – bringing the pre-event total up to \$4,285; and **+\$2,630** from various **Donations**.

Breakdown of Donation Revenues for March:

#665.271	General – Youth Collections	\$ 45
#665.288	NEW – In Memory of Carol Davio	\$ 2,585

NET REVENUES OVER EXPENDITURES – increased by **+\$5,898** (or +12.36%) during the month of March, for a Nine-month year-to-date total of **+\$53,617**.

EXPENDITURES – for the month of march 2012, **\$780** was expended, of which (**\$654**) was for the *Book It!* Fund-raiser.

NET REVENUES OVER EXPENDITURES – increased by **+\$5,898** (or +12.36%) during the month of March, for a Nin-month year-to-date total of **+\$53,617**.

WALKER FUND (Fund #269) (pg. 24) (continued)

BALANCE SHEET – as a result of March activity, **Cash** in the Fund was increased by **+6,678** or (+0.45%), while Accounts Payable increased +\$780 (from last month's zero balance), thus **Unrestricted Current Year Fund Balance** increased **+\$5,898** or (+0.02%) for the fiscal year.

TOTAL WALKER ASSETS =	\$1,495,089
	=====
TOTAL LIABILITIES =	\$ 780
TOTAL FUND BALANCE =	\$1,494,309
	=====
Restricted Fund Balance =	\$ 47,430
Un-Restricted Fund Balance =	\$1,446,879

COMBINED LIBRARY INVESTMENTS (pg. 25)

LIBRARY FUND (#268)

Current Maturities (less than one year) [1]	\$1,778,991
Long-term Maturities [2]	\$1,300,000

TOTAL FUND #268	\$3,078,991

WALKER FUND (#269)

Current Maturities	\$ 545,089
Long-term Maturities	\$ 950,000

TOTAL FUND #269	\$1,495,089

COMBINED LIBRARY INVESTMENT = \$4,574,080

Total Combined Library Investments are (-\$240,436) or (-5.00%) lower than last month

- [1] As described in her 3-19-2012 Memorandum, Kathy Smith-Roy is striving to find ways to increase investment yields, but is powerless to prevent "profitable" instruments being called
- [2] Long-term defined as a maturity greater than one-year from Balance Sheet date

c. Library Café Revenue Report – due 15th of the Month

There was no Café Revenue Report provided.

10. Director's Report

A detailed report from Director, Julie Farkas is provided on pages 26-27 of the April 18, 2012 Library Board Packet. Highlights of the report were presented by Assistant Director, Mary Ellen Mulcrone.

- The Book It event, to be held on Friday, April 27th, 2012, will be advertized to the public this coming Thursday in the Novi News. Tickets can be purchased, Monday through Friday from 10:00 a.m. to 5:00 p.m. by coming to the Administration Office, or by phone, with a credit card payment. Tickets are not sold online.
- The Director is requesting Library Board consensus on the language of a proposed letter that will be sent to the Novi Public Schools, on the safety of underage, unattended children in the Library.
 - Board members were concerned about the perception the letter would send to the parents; the Library is a dangerous and unsafe place.
 - Board is referring the current policy on underage, unattended children to the Policy Committee for review and recommendation on the appropriate age of unattended children and proper methods of enforcing the Policy.

a. Circuit Agreement with City of Novi

A draft of the **Intergovernmental Agreement For Shared Internet Fiber Circuit** is provided on pages 28-31 of the April 18, 2012 Library Board Packet for the Library Board to review.

b. Public Services Report

Report is provided on pages 32-34 of the April 18, 2012 Library Board Packet.

c. Building Operations Report

Report is provided on page 34 of the April 18, 2012 Library Board Packet.

- A report of the Car Charging Station is provided on pages 35-36 of the April 18, 2012 Library Board Packet.
- Two thirds of the usage has been at the Library location versus one third at the Police Station.

d. Library Usage Statistics – March 2012

The March statistics are located on pages 37-39 of the April 18, 2012 Library Board Packet.

- 346 Library cards issued
- 69,785 items checked out
- Number of items borrowed from TLN – 4,295
- Number of items borrowed from MEL – 117
- Number of items loaned through TLN – 4,676
- Number of items loaned through MEL – 270
- 56.62% of all items checked out were completed on self check stations.
- Daily average of people using the Library was 1,114

11. Friends of Novi Library Report

There was no report provided, as the Friends were having their first meeting of the year the same evening as the Library Board meeting. Information on upcoming events was presented by Assistant Director, Mary Ellen Mulcrone.

- The 26th Annual Book and Author Lunch will be held on May 29th, featuring Kevin Boyle, a historian and author of ***Arc of Justice***. Tickets can be purchased at the Library in the Administration Office.
- A new event that the Friends are planning is the 1st Annual New Friend Fundraiser. At this event, Friends tickets will be complimentary when you bring a new friend.

12. Student Representative Report

Report is provided on pages 40-41 of the April 18, 2012 Library Board Packet.

- Community Clothing Drive is one month away. It runs from Monday, May 14th to Saturday, May 19th.
- Currently working on PR to get the word out to the public.
- Teen writing contest ended March 9th, with Kristin West taking 1st prize.
- The last TAB (Teen Advisory Board) meeting was held on March 9th.
- Topics for discussion included:
 - Memorial Day Parade involvement
 - Creating Japanese Crafts and Haiku event
 - Handwriting Analysis classes

- College Planning events
- Helped make door hangers during National Library Week
- Election of Officers at next meeting in May

13. Historical Commission Report

There was no report provided.

14. Committee Reports

a. Policy Committee (Margolis, Vacant, Kilgore)

There was no report provided.

b. HR Committee (Vacant, Verna, Kilgore)

There was no report provided.

c. Finance Committee (Margolis, Czekaj, Sturing)

There was no report provided.

d. Fundraising Committee (Mena, Sturing, Vacant)

There was no report provided.

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

There was no report provided.

f. Landscape Committee (Kilgore, Czekaj, Margolis)

There was no report provided.

15. Public Comment

There was no public comment.

16. Matters of Board Action

a. Circuit Agreement - 1st Draft Reading

No action required at this meeting.

17. Adjourn

A motion was made to adjourn the meeting at 8:29 p.m.

1st – Mark Sturing

2nd – Larry Czekaj

The motion was passed unanimously.

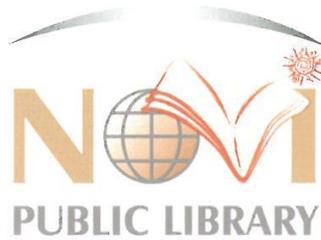
Mark Sturing, Secretary

Date

23 April 2012

Dear Margi:

On behalf of Andy Farmer and me,
I'd like to thank you, your staff,
and the library for partnering with
us last week to offer a public
education program on the
Affordable Care Act. The facilities
were beautiful, everyone was
very helpful ... and we reached
90 people! I greatly appreciate
the chance to work with you on
this project. Barbara Spretzer-Berent



May 4, 2012

Library Board Trustees
45255 West 10 Mile Road
Novi, MI 48375

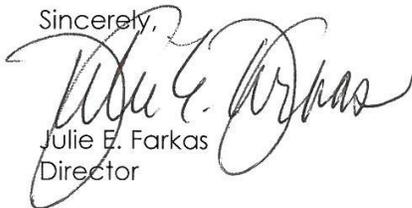
Dear Library Board Trustees:

I want to thank you all for the generous monetary donations made to the Library to purchase a Kindle Fire for the Novi Public Library's fundraising event which was held on Friday, April 27, 2012. The second annual **Book It** event was a HUGE success! Close to 150 people attended the evening festivities to raise funds for the Library's Multimedia Collections (DVDs, Blu-Ray and Video games). A total of \$11,100.00 was raised from the sale of tickets, silent and live auction items and sale of beverages. It truly was an amazing night to remember!

This event would not have been triumphant without your support and the dedication you made to the Novi Public Library as a destination place for residents in our Novi community. As you know, libraries are much more than books these days. As we strive to stay relevant in our community, movie collections, instructional videos and gaming titles bring a much desired and unique opportunity to our digital users.

Because the event was such a success, the Library staff is already beginning to plan for next year. Be sure to mark your calendar for April 26, 2013, as I hope you will want to participate again and show your support for the Novi Public Library.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie E. Farkas".

Julie E. Farkas
Director

Tax ID number: 38-6032551

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:		Increase resident usage of Library services.	
Tactic	Owner	Status	Due Date
Promote Library services through radio and television	Admin; Info Services	JF on WAAM, 1/7/12; MEKO on Michigan Literary Network, 11/30/11, NPL on Fox 2 Money Matters	5/12
Promote Library services through newspapers and electronic media	Admin	MEKO in Novi News, Novi Patch & Metro Parent	5/12
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; Info Services	Welcome brochures sent monthly in English and Japanese to be included in new school packets; Schools informed of additional database (TumbleReadables)); informed schools of the availability of an app for TumbleBooks	1/12; 2/12;3/12; 4/12
Partner with Novi School District to host “Coffee with the Superintendent”	Admin	Twice a month during school year	3/12; 4/12; 5/12

Collections/Services/Programs/Technology

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

Strategy:				Consider implementing different types of technology (I-pad, e-readers) to meet patron needs.			
Tactic		Owner		Status		Due Date	
Offer new technology training for public		IT/Facilities; Info Services		E-reader sampler session held in November; four more sessions being offered May-August; convert from VHS to DVD classes offered to public; increased scheduled Tech Times to 4 per month with many additional impromptu sessions		2/12; 4/12	
Strategy:				Partner with the community for programming.			
Tactic		Owner		Status		Due Date	
Partner with United States' Office of Congress		Administration		Helped facilitate the 30 th Annual Congressional Art Competition with Thaddeus McCotter's office.		4/12	

Staff Development

Goal #3: Provide a well-trained, appropriately compensated staff who are engaged in the Novi community and within the library profession.

Strategy:				Ensure adequate training and development for staff.			
Tactic		Owner		Status		Due Date	
Provide training to supervisory and other staff		Admin; Managers		4 Clerk IIs attended "How to Supervise People"; JD attended Black Belt Librarian workshop; BB attended OSHA training; ; AP attended VMware training; DD attended Evanced training; 15 staff attended CPR/AED training at Fire Dept.; Info Services attend Brainfuse & Entrepreneurship webinar; KK attend "Integrating iPads into Library Services;" MJR attend "Keeping up with the Techno Geeks;" JP/SC attend "Collaborating with teens to build better library programs;" JP attend "BER YA		8/11; 9/20/11; 10/11; 11/11; 2/12; 1/12; 3/12; 4/12; 5/12	

		Lit” workshop; MJR/BD attend “Books, Bytes, and Beyond;” KB attend “Connecting Entrepreneurs with Michigan Libraries;” EL attend genealogy workshop; BR, WT, MZ attended training for videoconferencing	
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Financial for Operations

Goal #4: Balance the needs of the community with fiscal responsibility.

Strategy: Undergo building inventory and future needs assessment.

Tactic	Owner	Status	Due Date
Take inventories of building infrastructure, furniture, and miscellaneous items such as Library van	IT/Facilities	Infrastructure inventory completed 11/11; furniture in public spaces due 2/12, nearing completion; furniture in staff spaces and miscellaneous due 5/12, in process; inventories completed and being documented	11/11; 3/12; 4/12

Fundraising

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

Strategy: Plan at least one significant fundraising event a year for operational purposes/offset general fund.

Tactic	Owner	Status	Due Date
Book It! annual event	Admin	Committee of staff and volunteers working on 2012 event: Hollywood Nights, 10/11; sponsors and volunteers getting on board; committee meetings 1/25, 3/8, 3/20, 3/27, 4/10, 4/24; successful event held 4/27, raising \$11,000	4/12
Plan other fundraising programs / events at NPL	Admin	Scrapbooking for a Cause held 1/28/12; next scrapbooking event scheduled for Aug. 4	5/12

Strategy: Actively recognize sponsors/partners for fundraising initiatives.

Tactic	Owner	Status	Due Date
Seek opportunities for internal and external programs with a fundraising or donation element	Admin	Staff raised \$590 through Macy's Shop for a Cause program in July/August; donation of 8 presentation easels by school board member Dennis O'Connor; Crawford party fundraising for historical display case raised \$5,000; display case to be ordered; historical display in lobby changes every 4 months	Ongoing; 12/11; 5/12

Planning

Goal #7: Develop a new five-year strategic plan.

Strategy: Actively engage in Novi community organizations, boards, and commissions to promote the library.

Tactic	Owner	Status	Due Date
Promote library to School Board in October and May	Admin	MEKO presented at October and May school board meetings	10/11; 5/12

Tactic	Owner	Status	Due Date
Policy Committee to work on this	Admin; Board	Management team began reviewing policies to present to Board for review/revision	5/12

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 Audited	2010/2011 Audited (9/2011)	2011/2012 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).

Julie Farkas

From: Smith-Roy, Kathy [ksroy@cityofnovi.org]
Sent: Tuesday, April 03, 2012 7:14 AM
To: Julie Farkas
Cc: Marina Neumaier
Subject: budget info
Attachments: LIBRARY ACCOUNT DETAIL 2012-13.pdf; Library - Fiscal Analysis 2012-13 for final.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning Julie,

Attached are the pages relating to the budget for the Library. Please note the changes to your submission include: property tax revenue, interest earnings and moving the Book-It program to the Walker Fund.

If you have any questions, changes, etc. please let me know.

Thanks,

Kathy



Kathy Smith-Roy | Finance Director/Treasurer
City of Novi | 45175 W. Ten Mile Road | Novi, MI 48375 USA
t: 248.347.0470 c: 248.921.2691 f: 248.735.5682

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CITY OF NOVI
2012-13 BUDGET

LIBRARY FUND
REVENUE

ACCOUNT NUMBER	DESCRIPTION	2010-11		2011-12		2012-13		NOTES
		Actual	Amended	Thru 02/27/12	Estimated	Budget	Budget	
268-000.00-403.000	Property Taxes	\$ 2,358,422	\$ 2,234,000	\$ 2,246,940	\$ 2,234,000	\$ 2,234,000	\$ 2,219,000	
268-000.00-567.000	State Sources	25,466	20,000	9,889	19,500	19,500	17,500	
268-000.00-657.000	Library Book Fines	54,889	44,100	42,332	55,000	55,000	57,000	
268-000.00-658.000	State Penal Fines	66,908	63,500	64,306	64,310	64,310	66,500	
268-000.00-664.000	Interest	31,724	14,000	18,582	34,000	34,000	25,000	
268-000.00-665.000	Miscellaneous Income	13,823	9,000	13,983	14,000	14,000	14,500	
268-000.00-665.100	Copier	2,463	2,000	1,782	2,600	2,600	2,500	
268-000.00-665.200	Electronic Media	5,035	7,500	1,924	3,000	3,000	3,500	
268-000.00-665.266	Summer reading t-shirt sales	145	-	130	-	-	150	
268-000.00-665.267	Library Programming - Book It	12,664	-	-	-	-	-	Moved to Walker Fund 2011-12
268-000.00-665.290	Library fund raising revenue	835	-	590	590	590	1,000	
268-000.00-665.300	Meeting Room	11,770	6,500	10,585	10,500	10,500	12,000	
268-000.00-665.400	Gifts and Donations	16,283	2,000	8,204	9,500	9,500	5,000	
268-000.00-665.404	Novi Township assessment	6,822	6,350	6,128	6,130	6,130	6,130	
268-000.00-665.650	Library Caf�	5,924	4,500	3,528	5,000	5,000	5,000	previously included with property taxes
		\$ 2,613,173	2,413,450	2,428,903	2,458,130	2,433,780	2,433,780	
			282,537				290,120	
			\$ 2,695,987				\$ 2,723,900	

APPROPRIATION SUMMARY

ACCOUNT NUMBER	DESCRIPTION	2010-11		2011-12		2012-13		NOTES
		Actual	Amended	Thru 02/27/12	Estimated	Budget	Budget	
PERSONAL SERVICES		\$ 1,854,608	\$ 1,764,450	\$ 1,097,989	\$ 1,725,180	\$ 1,821,300	\$ 1,821,300	
SUPPLIES		445,878	503,700	280,978	492,300	485,500	485,500	
OTHER SERVICES AND CHARGES		395,814	415,337	261,740	403,570	417,100	417,100	
CAPITAL OUTLAY		-	12,500	-	-	-	-	
TRANSFERS		-	-	10,258	10,260	-	-	
		\$ 2,696,300	\$ 2,695,987	\$ 1,650,965	\$ 2,631,310	\$ 2,631,310	\$ 2,723,900	

CITY OF NOVI
2012-13 BUDGET
LIBRARY FUND
APPROPRIATIONS

ACCOUNT NUMBER	DESCRIPTION	2010-11		2011-12		2012-13	NOTES
		Actual	Amended	Thru 02/27/12	Estimated		
PERSONAL SERVICES							
268-000.00-704.000	Permanent Salaries	\$ 860,006	\$ 870,000	\$ 546,107	\$ 838,030	\$ 898,000	
268-000.00-705.000	Temporary Salaries	520,388	539,000	340,180	541,500	561,000	
268-000.00-715.000	Social Security	103,577	108,000	68,318	105,000	111,000	
268-000.00-716.000	Insurance	154,169	184,000	105,994	180,000	212,000	
268-000.00-716.200	HSA - employer contribution	3,750	7,200	5,100	7,200	10,800	
268-000.00-718.000	Pension-DB (closed plans)	30,828	26,000	16,960	25,450	-	
268-000.00-718.050	Pension - additional contributions DB	150,000	-	-	-	-	
268-000.00-718.200	Pension - defined contribution	16,561	18,000	13,028	20,000	24,000	
268-000.00-719.000	Unemployment Insurance	13,338	10,000	-	4,000	2,000	
268-000.00-720.000	Workers Compensation	1,991	2,250	2,302	4,000	2,500	
		\$ 1,854,608	\$ 1,784,450	\$ 1,097,989	\$ 1,725,180	\$ 1,821,300	
SUPPLIES							
268-000.00-727.000	Office Supplies	\$ 15,791	\$ 25,000	\$ 10,175	\$ 15,500	\$ 17,500	
268-000.00-728.000	Postage	1,150	2,100	980	2,000	2,100	
268-000.00-734.000	Computer Supplies	66,059	87,000	17,602	87,000	73,000	
268-000.00-734.500	Computer Supplies/Equipment	9,544	15,000	3,776	15,000	12,000	
268-000.00-740.000	Operating Supplies	23,204	24,500	14,904	24,500	31,700	
268-000.00-740.200	Desks, chairs, file cabinets, etc	4,163	-	-	-	300	
268-000.00-741.000	Uniforms	521	300	45	300	-	
268-000.00-742.000	Books	180,593	200,000	127,472	200,000	190,000	
268-000.00-742.666	Books - miscellaneous grants	-	-	-	-	500	
268-000.00-743.000	Periodicals	12,784	16,000	12,585	16,000	17,000	
268-000.00-744.000	Audio Visual Materials	47,671	52,100	41,171	52,100	53,400	
268-000.00-745.200	Electronic Media	42,991	38,200	23,566	38,200	43,200	
268-000.00-745.300	Online Resources	41,427	43,500	28,702	41,700	44,800	
		\$ 445,878	\$ 503,700	\$ 280,978	\$ 492,300	\$ 485,500	

CITY OF NOVI
2012-13 BUDGET
LIBRARY FUND
APPROPRIATIONS

ACCOUNT NUMBER	DESCRIPTION	2011-12		2012-13		NOTES
		Actual	Amended	Thru 02/27/12	Estimated	
	OTHER SERVICES AND CHARGES					
268-000.00-801.925	Public information (cable, etc)	\$ -	\$ -	\$ 484	\$ 900	\$ 950
268-000.00-802.100	Bank Services	2,047	1,000	1,873	2,500	2,500
268-000.00-803.000	Independent Audit	670	900	670	700	700
268-000.00-804.000	Medical Service	1,205	500	431	500	500
268-000.00-806.000	Legal Fees	5,489	2,000	677	1,500	2,000
268-000.00-809.000	Memberships and Dues	4,483	6,300	5,146	5,000	5,000
268-000.00-816.000	Professional Services	3,970	5,000	1,660	2,500	5,000
268-000.00-817.000	Custodial Services	33,000	45,000	25,420	45,000	36,000
268-000.00-818.000	Central Services	3,000	16,000	4,750	4,750	6,000
268-000.00-851.000	Telephone	14,764	14,500	10,181	16,000	14,800
268-000.00-855.000	TLN Automation Services	53,556	56,900	39,454	58,100	64,400
268-000.00-862.000	Mileage	619	800	268	500	1,000
268-000.00-880.000	Community Promotion	9,047	8,000	2,914	5,000	5,000
268-000.00-880.267	Library Programming-Book It	2,405	-	-	-	-
268-000.00-880.268	Library Programming	13,246	23,000	9,266	20,000	20,000
268-000.00-900.000	Printing & Graphic Design	28,750	13,500	15,549	28,750	28,750
268-000.00-910.000	Insurance	18,000	18,000	13,005	13,000	13,300
268-000.00-921.000	Heat	15,190	16,000	6,973	14,000	14,000
268-000.00-922.000	Electricity	87,181	80,000	55,286	82,000	86,000
268-000.00-923.000	Water and Sewer	6,119	10,000	2,420	4,500	5,500
268-000.00-934.000	Building Maintenance	39,184	41,000	24,263	34,000	48,500
268-000.00-935.000	Vehicle Maintenance	1,753	3,000	909	1,700	2,000
268-000.00-941.000	Grounds Maintenance	30,011	25,000	14,936	29,500	25,000
268-000.00-942.000	Office Equipment Lease	13,356	16,375	8,742	200	200
268-000.00-942.100	Records Storage	62	62	93	13,500	13,500
268-000.00-956.000	Conferences and Workshops	8,707	10,500	16,170	17,500	12,500
		\$ 395,814	\$ 415,337	\$ 261,740	\$ 403,570	\$ 417,100
	CAPITAL OUTLAY					
268-000.00-976.000	Building Improvements	\$ -	\$ 7,500	\$ -	\$ -	\$ -
268-000.00-990.000	Furniture	-	5,000	-	-	-
		\$ -	\$ 12,500	\$ -	\$ -	\$ -
268-000.00-945.269	Transfer to Walker Fund	\$ 2,696,300	\$ -	\$ 10,258	\$ 10,240	\$ -
		\$ 2,696,300	\$ 2,695,987	\$ 1,650,865	\$ 2,631,310	\$ 2,723,900

Moved to Walker fund 2011-12

CITY OF NOVI
2012-13 BUDGET
WALKER LIBRARY FUND
REVENUE

ACCOUNT NUMBER	DESCRIPTION	2010-11		2011-12		2012-13		NOTES
		Actual	Amended	Thru 02/27/12	Estimated	Budget		
269-000.00-644.000	Interest on Investments	\$ 17,911	\$ 16,300	\$ 10,583	\$ 15,000	\$ 16,000		
269-000.00-666.550	Donations	27,172	-	35,690	38,880	-		
269-000.00-676.268	Transfer from Library Fund (Booklet)	-	-	10,258	10,260	-		
269-000.00-680.000	Appropriation - Fund Balance	\$ 45,083	\$ (16,300)	\$ 46,273	\$ 53,880	\$ (14,000)		
		\$ -	\$ -	\$ -	\$ -	\$ -		

APPROPRIATIONS

ACCOUNT NUMBER	DESCRIPTION	2010-11		2011-12		2012-13		NOTES
		Actual	Amended	Thru 02/27/12	Estimated	Budget		
	Donation expenditures	\$ 8,386	\$ -	\$ 8,812	\$ 8,860	\$ -		
	Transfers out	-	-	-	-	-		
		\$ 8,386	\$ -	\$ 8,812	\$ 8,860	\$ -		

CITY OF NOVI
Fiscal Analysis 2012-15
LIBRARY FUND
REVENUE

DESCRIPTION	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Property Taxes	\$ 2,358,422	\$ 2,234,000	\$ 2,219,000	\$ 2,283,000	\$ 2,368,000
State Sources	25,466	19,500	17,500	15,700	15,700
Library Book Fines	54,889	55,000	57,000	59,000	60,000
State Penal Fines	66,909	64,310	65,500	66,800	68,100
Interest	31,724	34,000	25,000	25,000	25,750
Miscellaneous Income	13,823	14,000	14,500	15,000	15,500
Copier	2,463	2,600	2,500	2,500	2,500
Electronic Media	5,035	3,000	3,500	3,500	3,500
Summer reading t-shirts sales	145	-	150	150	150
Library Programming - Book II	12,664	-	-	-	-
Library fund raising revenue	835	590	1,000	1,000	1,000
Meeting Room	11,770	10,500	12,000	12,500	13,000
Gifts and Donations	16,283	9,500	5,000	5,000	5,000
Novi Township assessment	6,822	6,130	6,130	6,250	6,375
Library Café	5,921	5,000	5,000	5,000	5,000
	<u>\$ 2,613,171</u>	<u>\$ 2,458,130</u>	<u>\$ 2,433,780</u>	<u>\$ 2,500,400</u>	<u>\$ 2,589,575</u>

LIBRARY FUND
APPROPRIATIONS

DESCRIPTION	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Personal Services	\$ 1,854,608	\$ 1,725,180	\$ 1,821,300	\$ 1,821,300	\$ 1,821,300
Supplies	445,878	492,300	485,500	490,200	528,600
Other Services & Charges	395,816	403,570	417,100	440,100	435,950
Transfer to Walker Fund	-	10,260	-	-	-
	<u>\$ 2,696,302</u>	<u>\$ 2,631,310</u>	<u>\$ 2,723,900</u>	<u>\$ 2,751,600</u>	<u>\$ 2,785,850</u>
Fund Balance Beginning	\$ 2,525,068	\$ 2,441,937	\$ 2,268,757	\$ 1,978,637	\$ 1,727,437
Revenue less Expenditures	(83,131)	(173,180)	(290,120)	(251,200)	(196,275)
Ending Fund Balance	<u>\$ 2,441,937</u>	<u>\$ 2,268,757</u>	<u>\$ 1,978,637</u>	<u>\$ 1,727,437</u>	<u>\$ 1,531,162</u>
Total Fund balance as a percentage of total annual expenditures			72.64%	62.78%	54.96%

Julie Farkas

From: Pearson, Clay [cpearson@cityofnovi.org]
Sent: Friday, May 04, 2012 5:22 PM
To: Council Members
Cc: Leadership Group
Subject: Updated "final" multi-year budget
Attachments: Multi-year Budget - Fiscal Analysis 2012-15 for final.pdf; FW Budget question

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon,

Attached is an updated and current Multi-year budget that we will use for the final budget document. The attached reflects changes for funds in the Multi-Year Budget through your deliberations. A summary of changes is in the attached e-mail from Kathy.

First time we have had a specific resolution to point out the Multi-Year Budget, seems it would be appropriate to have the attached referenced in the City Council's resolution recognizing the Multi-Year Budget.

Have a great weekend,
Clay

MULTI-YEAR BUDGET 2012-15
(Previously referred to as Fiscal Analysis)

The City of Novi has long recognized the need for planning to provide quality services to its residents. This is evident in the work performed by the elected officials, City staff and various committees and boards. The City has conducted many studies and has developed plans, policies and procedures that have guided the City in making sound decisions regarding infrastructure and services.

The City of Novi continues its strong financial position as a result of long-term financial planning, maintaining responsible fund balances in conformance with GFOA recommended practices and low debt obligations.

Under Michigan law, the maximum debt Novi can issue is \$307,164,000. The City's current debt applicable to this limit is \$47,420,000 or 15.4% of the amount allowed. The City had 12 debt issues in 1999 and currently has five debt issues (excluding the debt for the Ice Arena and Senior Housing facilities). The reduction relates to both retirements of debt and refundings (refinancing). The City has taken advantage of both the decline in interest rates and its excellent credit rating (AA+ and Aa2) to obtain more favorable rates – lowering interest expenditures. The outstanding debt is related to long-term assets - infrastructure and facilities: roads, library facility, fire station, purchase of parkland, etc.

The City has focused on long-term financial planning since the 1990's. Since 2004 the City has prepared a multi-year line item budget, going beyond the requirement for adoption of an annual budget.

Throughout the document, and in particular in the City Manager's message, the reader will find the key financial indicators for Novi and used in preparation of the multi-year budget.

Total property tax revenue, which is the primary revenue source, reflects a decline for 2012-13 of approximately 1%, and then moving forward the estimate is for moderate increases of 3-4%. For the General Fund the property tax revenue is estimated at \$14.425 million, \$14.82 million, and \$15.373 million for fiscal years 2012-13, 2013-14 and 2014-15, respectively. The General Fund property tax revenue peaked in 2009-10 at \$17.429 million.

The City of Novi budgets for full employment, maintaining a strong staff position control and budgeting system. Any additional cost savings as a result of vacancies, or positions filled at lower than budgeted amounts increases the fund balance, and is used in planning for the subsequent year's budget. The current multi-year budget assumes the increases/decreases in wages and benefits pursuant to the collective bargaining agreements. In addition the 2013-14 and 2014-15 fiscal years include a 1% increase in total personnel cost factor for potential increases retiree health care and pension as a result of closed plans, health care, and workers compensation. The City continues to fund 100% of its annual required contributions (ARC) for retirement benefits.

The multi-year budget allowed the City to be proactive in addressing the declining property tax revenue. The personnel costs represent 81% and 79% of the estimate for fiscal year 2011-12 and budget for 2012-13. The City-wide full-time staff reductions from 2009-2012 (number of positions from 2009-2012 - 284, 272, 255, 238) resulted in annual savings of total personnel costs of \$904,000; \$1,751,000 and \$1,596,000 when compared to the 2009 high of \$28.874 million.

The following pages include the three-year budget used in preparation for the annual 2012-13 budget to be adopted in May. The City prepares the multi-year projection based on the best data available at the time. The research includes obtaining data from the County and the State of Michigan. This future outlook allows the City to plan rather than react to anticipated financial conditions. Major assumptions can be found at the end of this section. The following pages provide the multi-year budget for key governmental Funds as well as the property tax revenue and taxable value assumptions.

MULTI-YEAR BUDGET (previously Fiscal Analysis) 2012-15

LIBRARY FUND

REVENUE

DESCRIPTION	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Property Taxes	\$ 2,358,422	\$ 2,234,000	\$ 2,219,000	\$ 2,280,000	\$ 2,365,000
State Sources	25,466	19,500	17,500	15,700	15,700
Library Book Fines	54,889	55,000	57,000	59,000	60,000
State Penal Fines	66,909	64,310	65,500	66,800	68,100
Interest	31,724	34,000	25,000	25,000	25,750
Miscellaneous Income	13,823	14,000	14,500	15,000	15,500
Copier	2,463	2,600	2,500	2,500	2,500
Electronic Media	5,035	3,000	3,500	3,500	3,500
Summer reading t-shirts sales	145	-	150	150	150
Library Programming - Book It	12,664	-	-	-	-
Library fund raising revenue	835	590	1,000	1,000	1,000
Meeting Room	11,770	10,500	12,000	12,500	13,000
Gifts and Donations	16,283	9,500	5,000	5,000	5,000
Novi Township assessment	6,822	6,130	6,130	6,250	6,375
Library Café	5,921	5,000	5,000	5,000	5,000
	<u>\$ 2,613,171</u>	<u>\$ 2,458,130</u>	<u>\$ 2,433,780</u>	<u>\$ 2,497,400</u>	<u>\$ 2,586,575</u>

APPROPRIATIONS

DESCRIPTION	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Personnel Services	\$ 1,854,608	\$ 1,725,180	\$ 1,821,300	\$ 1,821,300	\$ 1,821,300
Supplies	445,878	492,300	485,500	490,200	528,600
Other Services & Charges	395,816	403,570	417,100	440,100	435,950
Transfer to Walker Fund	-	10,260	-	-	-
Capital Outlay	-	-	-	-	-
	<u>\$ 2,696,302</u>	<u>\$ 2,631,310</u>	<u>\$ 2,723,900</u>	<u>\$ 2,751,600</u>	<u>\$ 2,785,850</u>
Fund Balance Beginning	\$ 2,525,068	\$ 2,441,937	\$ 2,268,757	\$ 1,978,637	\$ 1,724,437
Revenue less Expenditures	(83,131)	(173,180)	(290,120)	(254,200)	(199,275)
Ending Fund Balance	<u>\$ 2,441,937</u>	<u>\$ 2,268,757</u>	<u>\$ 1,978,637</u>	<u>\$ 1,724,437</u>	<u>\$ 1,525,162</u>
Total Fund balance as a percentage of total annual expenditures			72.64%	62.67%	54.75%

WALKER LIBRARY FUND*

REVENUE

DESCRIPTION	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Interest on Investments	\$ 17,911	\$ 15,000	\$ 16,000	\$ 16,200	\$ 16,700
Walker Fund General Donations	200	-	-	-	-
Library Donations (restricted for specific purpose)	26,972	49,140	-	-	-
	<u>\$ 45,083</u>	<u>\$ 64,140</u>	<u>\$ 16,000</u>	<u>\$ 16,200</u>	<u>\$ 16,700</u>

APPROPRIATIONS

DESCRIPTION	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Supplies	\$ 6,019	\$ 8,860	\$ -	\$ -	\$ -
Other Services & Charges	2,367	-	-	-	-
	<u>\$ 8,386</u>	<u>\$ 8,860</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

*The Novi Library Board authorizes expenditures from this fund. These donations are restricted for library purposes.

Fund Balance Beginning	\$ 1,403,995	\$ 1,440,692	\$ 1,495,972	\$ 1,511,972	\$ 1,528,172
Revenue less Expenditures	36,697	55,280	16,000	16,200	16,700
Ending Fund Balance	<u>\$ 1,440,692</u>	<u>\$ 1,495,972</u>	<u>\$ 1,511,972</u>	<u>\$ 1,528,172</u>	<u>\$ 1,544,872</u>

MULTI-YEAR BUDGET (previously Fiscal Analysis) 2012-15

LIBRARY CONSTRUCTION DEBT FUND

DESCRIPTION	REVENUE				
	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Current property taxes	\$ 614,933	\$ 558,700	\$ 943,250	\$ 1,125,650	\$ 1,108,150
Interest on investments	486	800	1,000	1,100	1,100
Transfer from construction func	1,012,738	-	-	-	-
Appropriation - fund balance	-	-	200,000	-	-
	<u>\$ 1,628,157</u>	<u>\$ 559,500</u>	<u>\$ 1,144,250</u>	<u>\$ 1,126,750</u>	<u>\$ 1,109,250</u>
DESCRIPTION	APPROPRIATIONS				
	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Principal	\$ 250,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Interest expense	672,535	659,500	644,250	626,750	609,250
	<u>\$ 922,535</u>	<u>\$ 1,159,500</u>	<u>\$ 1,144,250</u>	<u>\$ 1,126,750</u>	<u>\$ 1,109,250</u>

2002 GENERAL OBLIGATION LIMITED TAX BONDS

DESCRIPTION	REVENUE				
	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Transfer from General Fund	\$ 232,525	\$ 295,900	\$ 282,500	\$ -	\$ -
	<u>\$ 232,525</u>	<u>\$ 295,900</u>	<u>\$ 282,500</u>	<u>\$ -</u>	<u>\$ -</u>
DESCRIPTION	APPROPRIATIONS				
	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Principal	200,000	275,000	\$ 275,000	\$ -	\$ -
Interest expense	32,525	20,900	7,500	-	-
	<u>\$ 232,525</u>	<u>\$ 295,900</u>	<u>\$ 282,500</u>	<u>\$ -</u>	<u>\$ -</u>

2010 REFUNDING DEBT FUND

DESCRIPTION	REVENUE				
	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Current property taxes	\$ 193,069	\$ 1,112,520	\$ 1,063,040	\$ 1,018,290	\$ 1,028,940
Interest on investments	77	800	1,000	1,100	1,100
	<u>\$ 193,146</u>	<u>\$ 1,113,320</u>	<u>\$ 1,064,040</u>	<u>\$ 1,019,390</u>	<u>\$ 1,030,040</u>
DESCRIPTION	APPROPRIATIONS				
	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Principal	\$ 15,000	\$ 935,000	\$ 940,000	\$ 940,000	\$ 990,000
Interest expense	175,203	153,320	124,040	79,390	40,040
	<u>\$ 190,203</u>	<u>\$ 1,088,320</u>	<u>\$ 1,064,040</u>	<u>\$ 1,019,390</u>	<u>\$ 1,030,040</u>

2003 REFUNDING DEBT FUND

DESCRIPTION	REVENUE				
	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Current property taxes	\$ 891,741	\$ 1,001,250	\$ 1,002,810	\$ -	\$ -
Interest on investments	195	200	150	-	-
	<u>\$ 891,936</u>	<u>\$ 1,001,450</u>	<u>\$ 1,002,960</u>	<u>\$ -</u>	<u>\$ -</u>
DESCRIPTION	APPROPRIATIONS				
	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Principal	\$ 915,000	\$ 1,000,000	\$ 985,000	\$ -	\$ -
Interest expense	81,335	51,450	17,960	-	-
	<u>\$ 996,335</u>	<u>\$ 1,051,450</u>	<u>\$ 1,002,960</u>	<u>\$ -</u>	<u>\$ -</u>

2002 STREET & REFUNDING DEBT FUND

DESCRIPTION	REVENUE				
	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Current property taxes	\$ 3,940,826	\$ 2,831,940	\$ 1,247,390	\$ 749,365	\$ 750,710
Interest on investments	3,106	1,000	900	650	650
Transfer from closed debt fund	1,378	-	-	-	-
	<u>\$ 3,945,310</u>	<u>\$ 2,832,940</u>	<u>\$ 1,248,290</u>	<u>\$ 750,015</u>	<u>\$ 751,360</u>
DESCRIPTION	APPROPRIATIONS				
	Actual	Estimated	Budget	Projected	
	2010-11	2011-12	2012-13	2013-14	2014-15
Principal	\$ 3,740,000	\$ 2,745,000	\$ 1,055,000	\$ 595,000	\$ 625,000
Interest expense	449,973	287,940	193,290	155,015	126,360
	<u>\$ 4,189,973</u>	<u>\$ 3,032,940</u>	<u>\$ 1,248,290</u>	<u>\$ 750,015</u>	<u>\$ 751,360</u>

Julie Farkas

From: Smith-Roy, Kathy [ksroy@cityofnovi.org]
Sent: Friday, May 11, 2012 9:13 AM
To: Julie Farkas
Cc: Marcia Dominick; Moreno, Suzanne; Marina Neumaier
Subject: Monthly financial reports & memo on fund balance
Attachments: Library Financials April 2012.pdf; io 2527 Fund Balance Reporting - Library.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning Julie,

Please find enclosed the monthly reports. Please note the reclassification of the Vidcom Solutions expenditure to capital outlay because the cost is in excess of \$5,000 and has a useful life of greater than 1 year.

Also, the library committee had requested additional information regarding fund balance, and attached is a memo in response to the inquiry.

Thanks,

Kathy



Kathy Smith-Roy | Finance Director/Treasurer
City of Novi | 45175 W. Ten Mile Road | Novi, MI 48375 USA
t: 248.347.0470 c: 248.921.2691 f: 248.735.5682

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**CITY OF NOVI - LIBRARY FUND
BALANCE SHEET - APRIL 30, 2012**

GL Number	Description	Balance
Assets		
268-000.00-003.000	Cash and cash equivalents	\$ 2,842,838
268-000.00-018.000	Cash on hand	500
268-000.00-020.000	Current taxes receivable	67,578
Total Assets		<u>\$ 2,910,916</u>
Liabilities		
268-000.00-202.000	Accounts payable	\$ 56,521
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>212,572</u>
Fund Balance		
268-000.00-390.000	Fund balance	2,441,937
Net of Revenues VS Expenditures - Current Year		256,407
Ending Fund Balance		<u>2,698,344</u>
Total Liabilities And Fund Balance		<u>\$ 2,910,916</u>

**CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING APRIL 30, 2012**

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	END BALANCE 04/30/2012	AVAILABLE BALANCE	% BDGT USED
PROPERTY TAX REVENUE					
268-000.00-403.000	Property tax revenue	\$ 2,234,000	\$ 2,231,215	\$ 2,785	99.88
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	54,420	(10,320)	123.40
268-000.00-658.000	State penal fines	63,500	64,306	(806)	101.27
	FINES AND FORFEITURES	107,600	118,726	(11,126)	110.34
INTEREST INCOME					
268-000.00-664.000	Interest on investments	14,000	21,554	(7,554)	153.96
OTHER REVENUE					
268-000.00-665.000	Miscellaneous income *	9,000	18,252	(9,252)	202.80
268-000.00-665.100	Copier	2,000	2,313	(313)	115.63
268-000.00-665.200	Electronic media (previously VHS)	7,500	2,136	5,364	28.48
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	15,289	(8,789)	235.22
268-000.00-665.404	Novi Township assessment	6,350	6,128	222	96.50
268-000.00-665.650	Library Cafe	4,500	4,961	(461)	110.24
	OTHER REVENUE	35,850	49,799	(13,949)	138.91
DONATIONS					
268-000.00-665.400	Gifts and donations ****	2,000	10,280	(8,280)	513.98
APPROPRIATION OF FUND BALANCE					
268-000.00-680.000	Appropriation of fund balance	282,537	-	282,537	0.00
	TOTAL Revenues	\$ 2,695,987	\$ 2,441,463	\$ 254,524	90.56
Expenditures					
PERSONNEL SERVICES					
268-000.00-704.000	Permanent salaries	\$ 870,000	\$ 719,597	\$ 150,403	82.71
268-000.00-705.000	Temporary salaries	539,000	458,104	80,896	84.99
268-000.00-715.000	Social security	108,000	90,009	17,991	83.34
268-000.00-716.000	Insurance	184,000	131,070	52,930	71.23
268-000.00-716.200	HSA - employer contribution	7,200	6,150	1,050	85.42
268-000.00-718.000	Pension-DB (closed plans)	26,000	21,200	4,800	81.54
268-000.00-718.200	Pension - defined contribution	18,000	17,069	931	94.83
268-000.00-719.000	Unemployment insurance	10,000	-	10,000	0.00
268-000.00-720.000	Workers compensation	2,250	3,034	(784)	134.85
	PERSONNEL SERVICES	1,764,450	1,446,233	318,217	81.97
SUPPLIES					
268-000.00-727.000	Office supplies	25,000	13,594	11,406	54.38
268-000.00-728.000	Postage	2,100	1,295	805	61.66
268-000.00-734.000	Computer supplies, software & licensing	87,000	53,210	33,790	61.16
268-000.00-734.500	Computer supplies/equipment	15,000	4,016	10,985	26.77
268-000.00-740.000	Operating supplies	24,500	17,821	6,679	72.74
268-000.00-741.000	Uniforms	300	45	255	14.97
268-000.00-742.000	Library books	200,000	158,586	41,414	79.29
268-000.00-743.000	Library periodicals	16,000	12,602	3,398	78.76
268-000.00-744.000	Audio visual materials	52,100	48,390	3,710	92.88
268-000.00-745.200	Electronic media	38,200	29,324	8,876	76.76
268-000.00-745.300	Electronic resources (CD rom materials)	43,500	30,192	13,308	69.41
	SUPPLIES	503,700	369,075	134,625	73.27

**CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING APRIL 30, 2012**

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	END BALANCE 04/30/2012	AVAILABLE BALANCE	% BDGT USED
OTHER SERVICES AND CHARGES					
268-000.00-801.925	Public information (cable, etc)	-	836	(836)	100.00
268-000.00-802.100	Bank services	1,000	2,273	(1,273)	227.25
268-000.00-803.000	Independent audit	900	670	230	74.44
268-000.00-804.000	Medical service	500	539	(39)	107.80
268-000.00-806.000	Legal fees	2,000	677	1,323	33.85
268-000.00-809.000	Memberships and dues	6,300	5,436	864	86.29
268-000.00-816.000	Professional services	5,000	1,660	3,340	33.20
268-000.00-817.000	Custodial services	45,000	33,197	11,803	73.77
268-000.00-818.000	TLN Central Services	16,000	5,401	10,599	33.76
268-000.00-851.000	Telephone	16,500	12,668	3,832	76.77
268-000.00-855.000	TLN Automation Services	56,900	53,780	3,120	94.52
268-000.00-862.000	Mileage	800	362	438	45.21
268-000.00-880.000	Community promotion	8,000	5,083	2,917	63.54
268-000.00-880.268	Library programming	23,000	10,961	12,039	47.66
268-000.00-900.000	Printing, graphic design and publishing **	13,500	31,282	(17,782)	231.72
268-000.00-910.000	Property & liability insurance	18,000	13,005	4,995	72.25
268-000.00-921.000	Heat	16,000	9,230	6,770	57.69
268-000.00-922.000	Electricity	80,000	69,337	10,663	86.67
268-000.00-923.000	Water and sewer	10,000	3,577	6,423	35.77
268-000.00-934.000	Building maintenance ***	41,000	42,922	(1,922)	104.69
268-000.00-935.000	Vehicle maintenance	3,000	1,344	1,656	44.78
268-000.00-941.000	Grounds maintenance	25,000	19,338	5,662	77.35
268-000.00-942.000	Office equipment lease	16,375	10,749	5,626	65.64
268-000.00-942.100	Records storage	62	124	(62)	200.00
268-000.00-956.000	Conferences and workshops	10,500	16,793	(6,293)	159.93
OTHER SERVICES AND CHARGES		415,337	351,244	64,093	84.57
TRANSFERS OUT					
268-000.00-965.269	Transfer to Walker Fund	-	10,258	(10,258)	100.00
CAPITAL OUTLAY					
268-000.00-976.000	Building improvements ****	7,500	8,246	(746)	109.95
268-000.00-990.000	Furniture	5,000	-	5,000	0.00
CAPITAL OUTLAY		12,500	8,246	4,254	65.97
TOTAL Expenditures		\$ 2,695,987	\$ 2,185,056	\$ 510,931	81.05
NET OF REVENUES & EXPENDITURES			<u>\$ 256,407</u>		

Notes:

* Additional sales of surplus equipment during the month of April reflected in balance.

** Includes reclassification to this line item for the cost sharing for printing and publishing of the Engage for this quarter.

*** Includes costs for carpet cleaning with new programs beginning.

**** Expense for Vid Com Security System and is offset by a \$2,000 donation from the Friends of the Novi Library.

**CITY OF NOVI - WALKER FUND
BALANCE SHEET - APRIL 30, 2012**

GL Number	Description	Balance
Assets		
269-000.00-003.000	Cash and cash equivalents	\$ 1,498,163
Total Assets		<u>\$ 1,498,163</u>
Liabilities		
269-000.00-202.000	Accounts payable	\$ 1,213
Fund balance		
269-000.00-390.000	Fund balance	1,393,262
269-000.00-390.267	Restricted for Druschel collections	1,280
269-000.00-390.273	Restricted - Friends of Novi Library	4,728
269-000.00-390.275	Restricted for specific collections	25
269-000.00-390.279	Restricted for youth activity room	36,052
269-000.00-390.280	Restricted for parenting-youth&teen serv	5,251
269-000.00-390.282	Restricted-artwork in memory of M Locke	110
269-000.00-390.283	Restricted for Novi Newbies	(131)
269-000.00-390.284	Restricted for Local History Room	115
Net of Revenues VS Expenditures - Current Year		<u>56,258</u>
Ending Fund Balance		<u>1,496,950</u>
Total Liabilities And Fund Balance		<u>\$ 1,498,163</u>

REVENUE AND EXPENDITURE REPORT - PERIOD ENDING APRIL 30, 2012

GL NUMBER	DESCRIPTION	END BALANCE 04/30/2012
Revenues		
INTEREST INCOME		
269-000.00-664.000	Interest on investments	\$ 14,224
DONATIONS		
269-000.00-665.267	Library Programming - Book It	12,465
269-000.00-665.271	Donation-general-youth collections	1,020
269-000.00-665.273	Donation-restricted-Friends Novi Library	10,000
269-000.00-665.274	Donations-brick pavers	875
269-000.00-665.276	Donations-library trees	450
269-000.00-665.279	Donations-youth activity room (Berman)	10,000
269-000.00-665.282	Donations-Myrtle Locke-artwork	30
269-000.00-665.283	Donations-Novi Newbies	750
269-000.00-665.285	Donations - Community Read	3,215
269-000.00-665.286	Donations - Light Up the Night	325
269-000.00-665.287	Donations-Crop for a Cause	340
269-000.00-665.288	Donation in memory of Carol Davio	2,635
269-000.00-665.401	Donations - Crawford (display case)	5,000
269-000.00-665.402	Donations - specific collections	520
	DONATIONS	<u>47,625</u>
TRANSFERS IN		
269-000.00-676.268	Transfer from Library Fund (BookIt)	10,258
TOTAL Revenues		<u>72,107</u>
Expenditures		
SUPPLIES		
269-000.00-742.262	Bookit costs & childrens collections	1,079
269-000.00-742.268	Druschel collection expenditures	352
269-000.00-742.273	Friends of the Novi Library expenditures	4,097
269-000.00-742.282	Artwork in memory of M Locke	105
269-000.00-742.283	Novi Newbies expenditures	538
269-000.00-742.285	Community Read expenditures	2,883
269-000.00-742.286	Light Up the Night expenditures	325
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,490
	SUPPLIES	<u>10,869</u>
CAPITAL OUTLAY		
269-000.00-990.100	Furniture-display case-Crawford donation	4,980
TOTAL Expenditures		<u>15,849</u>
NET OF REVENUES & EXPENDITURES		<u>\$ 56,258</u>

Upon completion of the audit, the prior year revenue and expenditures are closed to fund balance. For the "Novi Newbies" account, the balance was negative, however through the year-to-date activity the account would be positive.

CITY OF NOVI
LIBRARY INVESTMENTS
April 30, 2012

Investment Date	Description	Maturity Date	Interest Rate	Investment Amount
	268 Library Fund			
04/30/12	Ambassador Funds		0.02%	\$ 10,682
04/30/12	Chase Bank High Yield Savings		0.20%	\$ 98,584
04/30/12	Citizens Republic NOW Account		0.10%	\$ 25,876
04/30/12	Fifth Third Bank Short Term Investment		0.25%	\$ 686,215
04/30/12	Flagstar Bank Public Funds Liquid Assets		0.25%	\$ 21,481
10/03/11	Commercial Paper (UBS Financial Services) UBS Finance **	06/29/12	0.53%	\$ 500,000
10/19/11	State of Michigan Bonds (UBS Financial Services) *	12/01/18	2.90%	\$ 1,000,000
02/29/12	CD (TCF Bank)	05/22/12	0.80%	\$ 200,000
03/05/12	Government Agency (UBS Financial) FHLB ****	03/05/27	3.51%	\$ 300,000
04/30/12	Total 268 Library Fund			\$ 2,842,838
	269 Walker Library Fund			
04/30/12	Ambassador Funds		0.02%	\$ 1,144
04/30/12	Fifth Third Bank Short Term Investment		0.25%	\$ 547,019
09/16/11	Government Agency (Huntington Investment) FHLMC***	09/16/16	1.45%	\$ 500,000
10/19/11	State of Michigan Bonds (UBS Financial Services) *	12/01/18	2.90%	\$ 450,000
04/30/12	Total 269 Walker Library Fund			\$ 1,498,163
04/30/12	Total Library (268) and Walker (269)			\$ 4,341,001

*State of Michigan General Obligation Bonds (purchased at discount); yield-to-maturity 2.90%
**Commercial Paper - UBS Financial (rated A1-P1 Standard & Poors/Moody's) yield-to-maturity .53%
***Step instrument - yield-to-maturity 1.45%; 1% coupon to 09/13
****Step instrument - yield-to-maturity 3.51%; 3% coupon to 3/17

MEMORANDUM



TO: JULIE FARKAS
CC: MARINA NEUMAIER
FROM: KATHY SMITH-ROY
SUBJECT: FUND BALANCE REPORTING INFORMATION (GASB 54)
DATE: MAY 11, 2012

The purpose of this memorandum is to provide fund balance reporting information. Members of the Library Board have inquired as to the ability of the Board to "reserve" fund balance. In March 2009, the Governmental Accounting Standards Board (GASB) issued a new pronouncement, **GASB Statement No. 54, Fund Balance Reporting and Governmental Fund-type Definitions**. GASB 54 no longer allows governmental units to use the term "reserved" for financial reporting purposes. Instead, fund balances are now classified as nonspendable, restricted, committed, assigned and unassigned. The Library Fund Balance is classified as restricted because the millage is a legally enforceable requirement that those resources be used only for the specific purpose as stipulated in the City Charter. The Board can further "reserve" fund balance for a specific purpose and for internal reporting. However, the Library Board can change/modify those reserves with majority vote. The following and attached are being provided regarding the change in reporting in fund balance types effective with Novi's June 30, 2011 Comprehensive Annual Financial Report.

In March 2009, the Governmental Accounting Standards Board issued Statement No. 54 *Fund Balance Reporting and Governmental Fund-type Definitions*. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Under this standard, the fund balance classifications of *reserved*, *designated* and *unreserved* will be replaced with five new classifications: *nonspendable*, *restricted*, *committed*, *assigned* and *unassigned*. The City implemented Statement 54 with the comprehensive annual financial report for the year ended June 30, 2011. For purposes of the City's budget, generally "fund balance" refers to the total fund balance inclusive of all of the five new classifications.

Following this memo the following items are enclosed for information purposes:

- Uniform Budgeting and Accounting Act (excerpt)
- GASB Fact Sheet about Fund Balance Reporting and Governmental Fund Type Definitions
- GASB Summary of Statement No. 54
- "Fund Balance New & Improved" Article by Stephen J Authier, Director of GFOA's Technical Services Center.

Director's Report – Julie Farkas

National Library Week/Volunteer Breakfast

We had a very successful Library Week celebration and recognition of our library volunteers during the week of April 8th – 14th. Many programs were provided. At the volunteer recognition breakfast on April 10th, the library unveiled the new Historical Display case that was generously donated by Hugh and Kathy Crawford. Since the unveiling, more artifacts have been added. In addition, we have received inquiries from community members about the collections they have in their possession and our Library Historian, Kathy Mutch, is busy connecting with those people to see if they would make good additions to our case. The Battle of the Books event was our finale program for the week and it was another HUGE success (see Miss Margi's report).

Book It Event – April 27, 2012

This event was quite a success this year bringing in over \$11,300.00 (see financial report) for the library's multimedia collections. I cannot be more pleased for how the event was orchestrated by the fundraising subcommittee of: Jennifer Pearson, Kathy Mutch and Kathy Crawford and my amazing Administrative, Management and Facilities teams: Mary Ellen Mulcrone, Margi Karp-Opperer, Marcia Dominick, Laura Liddicoat, Diana Gertsen, Barb Rutkowski, Kelly Kolchuk, Bill Bembeneck and Keith Perfect. Close to 150 people were in attendance. Many thanks have been recorded through the library's website, e-newsletter, Novi News and personal letters to the many businesses and individuals who donated to the event. Our committee is already excited to bring another successful event to our community next April – Friday, April 26th. Mark your calendars!

Jessica Mathew, Student Representative

Welcome to Jessica Mathew – student representative that was appointed to the Library Board and will carry a term until June 1, 2014. Jessica will join the board at the June meeting. Margi and I will be meeting with Jessica in May to talk about her role as a student representative.

Bio:

My name is Jessica Mathew and I am a sophomore at Novi High School. I am a member of the High School Track Team. I am an avid reader, I read whenever I have the time, and I am very open to new things.

Strategic Planning Committee

The committee will meet on Wednesday, June 6th to begin identifying a community vision and needs and select preliminary library service priorities. It is my hope that once this is complete from the committee we will plan to reach out to the community for focus group sessions.

Finding Your Roots – Novi Library credited

I am pleased to report that the Novi Library was instrumental in providing photos to support the episode of *Finding Their Roots* on PBS (WTVS - 56) featuring Dr. Sanjay Gupta which aired at 8:00P.M. Sunday, May 6th. The library is planning to purchase 2 copies of the broadcast for the Library's collection. This is an excellent example of how historical documents are relevant to the library and our community and a great use of such information. You can watch a little bit of Sanjay Gupta's portion of the program at the following website: <http://www.pbs.org/wnet/finding-your-roots/>

Intergovernmental Agreement for Shared Internet Fiber Circuit with the City of Novi

We are continuing to work with the city on this agreement. There have been a few small changes to the agreement, however, I have not received the final copy to date. Therefore, I will be bringing it to the Board at the June meeting for final approval.

Date	Donor	Amount		
29-Jan-12	TelCom Credit Union	\$ 1,500.00		
16-Feb-12	Twelve Oaks Mall	\$ 500.00		
22-Feb-12	St. John Providence Health System	\$ 1,500.00		
1-Mar-12	Global Office Solutions	\$ 500.00		
			\$	4,000.00
TICKET SALES	269-000.00-665.267			
6-Mar-12		\$ 35.00		
19-Mar-12		\$ 35.00		
26-Mar-12		\$ 70.00		
28-Mar-12		\$ 20.00		
29-Mar-12		\$ 125.00		
30-Mar-12		\$ 130.00		
2-Apr-12		\$ 70.00		
3-Apr-12		\$ 210.99		
4-Apr-12		\$ 35.00		
9-Apr-12		\$ 55.00		
10-Apr-12		\$ 55.00		
11-Apr-12		\$ 110.00		
12-Apr-12		\$ 35.00		
13-Apr-12		\$ 90.00		
16-Apr-12		\$ 35.00		
17-Apr-12		\$ 70.00		
19-Apr-12		\$ 235.00		
20-Apr-12		\$ 20.00		
23-Apr-12		\$ 75.00		
24-Apr-12		\$ 270.00		
25-Apr-12		\$ 35.00		
26-Apr-12		\$ 105.00		
27-Apr-12		\$ 80.00		
28-Apr-12		\$ 125.00		
			\$	2,125.99
DAY OF EVENT				
BAR		\$ 789.00		
LIVE AUCTION		\$ 2,300.00		
TICKET SALES		\$ 300.00		
RAFFLE TICKETS		\$ 2,950.00	\$	6,339.00
Bottle Return		\$ 3.20		
Beverages		\$ 45.45	\$	48.65
	TOTAL REVENUE		\$	12,513.64
EXPENDITURES	269-000.00-742.262			
Mar-12	Detroit Popcorn Factory - fax	\$ 1.50	fax	
Mar-12	Tin Fish Restaurant -fax	\$ 1.50	fax	
Apr-12	Book It! Fundraiser	\$ 80.11	Postcard postage	
Apr-12	Farkas, Julie	\$ 48.00	Wine Compliments - glass rings	
Apr-12	Gordon Food Service	\$ 4.79	popcorn bags	
Apr-12	IMR Productions	\$ 225.00	Photo booth	
Apr-12	Max Printing and Copy	\$ 50.00	postcard	
Apr-12	Michigan Dept of Licensing and Regulatory Affairs	\$ 25.00	Liquor License	
Apr-12	Seven Graphics	\$ 100.00	856631	
Apr-12	West Bend Mutual Insurance Co.	\$ 50.00	bond- liq lic	
May-12	CDW-G	\$ 195.99	Kindle Fire (purchased by Board)	
May-12	Michigan Department of Lic & Reg. Affairs	\$ 25.00	liquor license	
May-12	Party City	\$ 62.89	Book It (decorations)	
May-12	IMR Productions	\$ (225.00)	void check	
May-12	Party City	\$ 39.71	Book It - balloons	
May-12	Farkas, Julie	\$ 252.00	Book It - beverages	
May-12	Party City	\$ 3.99	Book It- popcorn bags	
May-12	Dominick, Marcia	\$ 52.17		
May-12	Bagozzi, Brian	\$ 200.00	Entertainment	
May-12	Party City	\$ 19.99	Donor screen	
	TOTAL EXPENDITURES		\$	1,212.64
	BOOK IT! FUNDRAISER PROFIT			\$11,301.00

Public Services Report – Margi Karp-Opperer

We celebrated National Library Week during the month of April with activities and a display in the lobby where patrons could pick up a door hanger and decorate it with their favorite title that is @ NPL. We exhibited the hangers for the month so our patrons could gaze at the titles, art work and see what our community is reading and what their favorite books are.

Battle of the Books:

Another annual event that is extremely popular is the Battle of the Books. Nine years “young,” we had 80 fifth and sixth grade Novi children participate. There were fifteen teams who read the same six books and who came together in a competition (battle) to answer questions about those books. What a huge success. Thanks go to the Youth and Teen Services Librarians for coordinating this wonderful program, the Friends of the Novi Public Library for their generosity in supporting the program, the parents, the coaches and, of course, every single one of the young persons who participated. Each and every one of them was winners.

Here are some other features from the month:

1. Working with AARP, we offered a very well-received program called: AARP Listens to Michigan: The new healthcare law and the future of reform with Andy Farmer, Associate State Director for Health & Supportive Services.
2. Oakland County Clerk's Mobile Office returned to the Library to provide assistance and access to our community in obtaining documents.
3. Two business related programs were presented: Your Money: How to Invest in a complex and agenda-driven world and Reference USA Training session/webinar.
4. In collaboration with Novi Schools, the “7 Habits of Highly Effective People Book Discussion” met.
5. Each Tuesday morning, OLHSA (Oakland Livingston Human Service Agency) staff assisted our residents with any special needs they might of haven.
6. Novi Community School Superintendent, Dr. Steve Matthews, hosted “Coffee with the Superintendent.”

In addition to the these great April programs, the Adult Services' Dept offered 2 computer instruction classes, (Intermediate Word and Power Point Basics) as well as: 4 book discussion groups, 2 Internet and Email for seniors, 3 Novi Writer's Groups, 3 English Conversation Groups, 3 ESL Book Discussions, 4 ESL Joy of Reading, and 4 Knit2gether Knitting Circles.

During April, story times for babies, tots, three and four year olds continued to bring loads of families into the Library. The youth department held 22 of these programs. The monthly programs of Kiddie Crafts, Starlight Story Time, Snack Tales, 2 preschool playgroups and Lego Club were well-received, in their typical tradition. Some special programs for the month were: Pin it-Crafty Clothespin-Concoction, Spring Break Creature Feature, Animanga Club, the Spring Break Carnival and Let's Talk (about books).

The youth area's featured collection was “Youth Staff Top Picks” to honor National Library Week and the adult area exhibited “Hoorah for Hollywood” resources. Reference USA was the database we were highlighting in April.

Building Operations Report -- Mary Ellen Mulcrone

In conjunction with the State of Michigan and Oakland County's Severe Weather Awareness Week, we held our annual tornado drill on April 18th. There were many patrons in the building at the time, so it was a very good exercise for the staff, and it will help us to be prepared in case of an actual emergency. Based on this practice, we have made some minor changes to improve our procedures. Several patrons thanked us for holding the tornado drill.

Spring start-up of the irrigation system took place on April 19th. Also, the first inspection done in preparation for the annual fire inspection in August was performed. We passed the backflow tests, which enabled us to be tagged and certified.

The source of the AST room's air compressor problem was identified and resolved. This allowed the equipment to receive a thorough cleaning, which will be done on a bi-weekly basis. Kick-down door stops have been added to several doors in the building.

Detailed instructions with helpful diagrams have been prepared for the audio/visual equipment in the various meeting rooms. These are available at the Information Desks and in the appropriate meeting rooms. The Library is presented as an alternate bidding option in the City's recent Request for Proposal for Janitorial Services. Thus, we held a mandatory building walk-through on May 3rd for vendors wishing to submit proposals for a new janitorial contract. Seventeen companies were represented at the Library.

End of year ordering of library materials is keeping staff in Acquisitions and Technical Services busy with paperwork, processing, cataloging and special requests.

We are moving forward to fill all the vacancies that have recently occurred in Support Services. However, with several of the positions being filled by excellent internal candidates, we still have several openings in the department. Staff continue to pitch in and work hard to keep things flowing smoothly and provide great customer service.

We welcomed David McCown as our newest Clerk II in Support Services.

Update on Technology Instruction – Mary Ellen Mulcrone

A little over a year ago, we created the new part-time position of Technology Assistant to help with the increased demands of teaching staff and Library users about new technologies. Although our Technology Assistant, Dominic Doot, works only 16 hours per week, his time is well used and highly valued. Dominic is able to spend some of his time assisting with projects in the IT/Facilities department, such as creating diagrams to be used for meeting room reservations, and writing instructions for use of equipment, and he also assists with technology set-ups required for meeting room rentals. However, most of Dominic's time is spent on directly helping the public with technology troubleshooting and instruction. In a typical month Dominic schedules two or three classes for the public such as An E-reader Sampler or Transferring VHS to DVD. Depending on the subject and availability of equipment, these may or may not be hands-on classes. Each month Dominic also schedules four Tech Time sessions where individual patrons can ask for personal assistance on a wide range of topics, such as how to download a book, how to use features of a digital camera or a cell phone, how to solve a particular problem with a Microsoft program, e-mail, etc. In addition to the scheduled Tech Times, Dominic also handles one or two impromptu help sessions of this nature, averaging 30-60 minutes at a time, as well as countless quick help or troubleshooting sessions throughout each week. Having a very competent Technology Assistant on board not only frees up some time for the other IT/Facilities staff, but it also allows our Librarians to focus on assisting patrons with other informational needs.

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	63,393	56.01%	35,508	9,629	6,624	3,893	7,998	5,306	2,058
November	62,518	57.02%	35,646	9,119	6,990	4,039	8,548	5,170	1,780
December	59,286	58.09%	34,439	8,481	6,857	3,538	8,617	5,049	1,897
January	66,403	57.21%	37,987	9,022	7,653	4,044	9,320	5,862	2,086
February	66,133	56.84%	37,590	8,850	7,343	4,124	9,243	6,004	2,026
March	69,785	56.62%	39,511	10,005	7,602	3,916	9,979	6,130	1,879
April	64,478	57.63%	37,160	9,356	7,164	3,614	9,185	5,843	1,998
May									
June									
FYTD	668,576	58.18%	388,999	98,157	78,730	45,538	92,517	53,241	20,816

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	31,108	1,003	270
November	33,516	1,197	248	November	30,550	1,091	248
December	29,117	1,078	252	December	28,028	1,038	244
January	25,484	879	252	January	25,847	891	259
February	21,508	827	226	February	32,234	1,112	259
*March	32,284	1,041	281	March	34,536	1,114	273
*April	28,077	1,003	251	April	32,318	1,154	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	313,576	1,108	3,072
* Revised							

**Novi Public Library
Student Representatives' Report – May 2012
Submitted by: Torry Yu**

Clothing Drive Now Underway

The 1st annual community clothing drive is now underway. We wanted to remind everyone that you have until Saturday, May 19 by 5:00 PM to drop off clothing at the Library. The following Monday and Tuesday, May 21 & 22, will be reserved to our Interact members from Novi High and Walled Lake Western to help sort and bag the clothing.

Planning the Drive

When planning the clothing drive about three months ago, there were several factors that made us choose to have a clothing drive. We looked around to see what was being offered in the community and in our schools. So our hope was to move away from the canned food drives, toy drives, and book drives that are frequently held. We also wanted to involve the teen community in this drive as well and that is how we got our high school students involved, being that NHS & WLW both have rather large Interact groups.

Update on Goals

Our May issue of the teen newsletter was emailed to parents at Novi and Western High Schools and we have PowerPoint slides that were sent to the two schools to display on their television screens. Those programs we highlighted included AP Open Study Sessions, Animanga Club, Clothing Drive, TAB Meeting, and the Write Your Way to College Admissions program.

Students organize clothing drive to benefit Holy Family

Gently used items can be dropped off at Novi library May 14-19

By **Nathan Mueller**
Staff Writer

The main role of the teen representatives on the Novi Public Library Board of Trustees is to educate their fellow classmates about the benefits of the library.

But Novi High School junior Nishant Kakar and Walled Lake Western junior Torry Yu wanted to take it a step further by encouraging their classmates, and the community, to clean their closets and bring in gently used clothes to donate to the Church of the Holy Family's Clothes Closet.

"We wanted to do something bigger and give back to the community

at the same time," Kakar said. "It's a pretty easy thing to do."

The clothing drive takes place May 14-19 at the Novi Public Library. People who wish to donate should make sure the clothes and shoes are clean and in good condition, and put them in a drop box in the library's outer lobby during library hours.

Clothing of all ages and sizes will be accepted, and people also can request a tax donation sheet. Members of the Interact Clubs at both schools will be organizing and sorting the clothes when the drive is complete.

Margi Kamp-Oppere,

assistant director at the library, said Holy Family representatives told her they have 50 appointments every Friday for people needing clothes.

"It's one of those silent problems people don't speak about," she said. Yu said he understands the need is "pretty high" and is excited about the opportunity to help.

"I have six bags sitting in my room right now ready to bring in," he said.

The library is open 10 a.m.-9 p.m. Monday-Thursday and 10 a.m.-5 p.m. Friday-Saturday.

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



Novi High School student Nishant Kakar, right, and Walled Lake Western student and fellow representative to the Novi Library Board Torry Yu are organizing a clothing drive from May 14-19 in the lobby at the library on 10 Mile Road.

JOHN HEIDER | STAFF PHOTOGRAPHER



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Kudos for Book It!

The Novi Public Library sincerely thanks all the second annual Book It! Fundraiser sponsors, participants, planning committee members, and supporters for making the April 27 event a success and raising over \$11,000 to benefit the library's multimedia collections. Special thanks to the Book It! Sponsors: Steve & Rocky's Restaurant, Telcom Credit Union, Providence Park Hospital, Global Office Solutions, and Twelve Oaks.

The fundraising event featured live music by Brian Bagozzi, food by Steve & Rocky's, live and silent auctions, and a photo booth from IMR Productions – all to fit the theme of Hollywood Nights. The live auction, emceed by Oakland County Commissioner Kathy Crawford, offered a wine dinner for six; iPad 2; weekend Grand Traverse Resort stay; weekend spin in a 2013 Lincoln MKS; and Casino Hotel stay and dinner -- donated by Carrabba's Italian Grill, Gale Cengage Learning, Mark Sturing, Varsity Lincoln, and Greektown Casino, respectively.

The event also highlighted a fantastic variety of silent auction items donated by local businesses and library supporters including: David Amamoto, Bagger Dave's, Baronette Hotel, Bhakti Yoga - MJ LaDuke, Bi Bim Bab, Big Boy's, Biggby Coffee, Bonefish Grill, Buffalo Wild Wings, Brian & Lori Burke, Busch's Market, Cassell & Associates, Chamber Music Society of Detroit, China Café, City of Novi, Rep. Hugh Crawford, Lynette Curtiss, Diamond Jim Brady's, Display Group, Aggie Dorchy, Elle Studio, Friends of the Novi Public Library, Gale Cengage Learning, Mary Gantt, Gina Agosta Salon, Glenda's, Goldfish Swim School, Golf Tech, Hattie's Hallmark, Margi Karp-Opperer, Larson Jewelry Design, Library Board Trustees, Margolis Family, Meadowbrook Art Center, Rep. Thaddeus McCotter, MGM Grand, Michigan Film Office, Wendy Woltjer Mutch, Novi Chamber of Commerce, Novi

published in our print edition. However, all letters will be published online each week at www.hometownlife.com.

Family Dental, Novi Fine Wines, Novi Northville Camera Club, Novi Sports Club, Oishi Restaurant, Pampered Paws Pet Care, Paradise Park, Pearson Family, Read-A-Latte Café, Rod Arroyo Photography, Salon Head West, Shiro's, Stanesa Glass, Starbucks, Stuart's Ice Cream & Yogurt, Suburban Collection Showplace, Three Days Gourmet, Tony Sacco's Pizza, Twelve Oaks.

Again, the Novi Public Library thanks all who helped the Book It! event meet its fundraising goals and welcomes everyone to the library to enjoy the resulting enhancements to the DVD, Blu-ray, and video game collections over the next few months.

The Novi Public Library is located at 45255 W. 10 Mile Road. For more information on the Novi Public Library or Book It! event, visit www.novilibrary.org.

Julie Farkas

Novi Public Library librarian

Laura Liddicoat

Novi Public Library communications specialist

Republicans against women

The Violence Against Women Act (VAWA) designed to combat domestic abuse was enacted in 1994, and this past week came to a reauthorization vote in the Senate with 68 in favor 31 opposed. The act was expanded to include greater protections for LGBT victims, immigrant women facing abuse, and Native American women which have been traditionally underserved.

In the past 12 years, this act has been unanimously reauthorized by Congress twice. However, in this session of Congress, 31 Republican male Senators voted against reauthorization, becoming the first Senators ever to cast a vote against VAWA.

House Republicans are pushing their own version of VAWA without the new provisions aid-



Novi Library Recognizes Influential Novi Mothers

May 10, 2012

Several Novi mothers were recognized for being "influential women" at a ceremony Tuesday night.

Just in time for Mother's Day, 23 moms were honored for making a difference in Novi in the First Annual Influential Woman Essay Contest.

Veronica Murff, State Farm Agent, celebrated 20 years of doing business in Novi by sponsoring the contest.

Nearly two dozen women entered the contest, all who happened to write essays about their mothers and how they have made a difference.

The winner was Mackenzie Betts, who wrote an essay about her mother, Wendy Betts. The first runner-up was Josiah Snowden, who wrote an essay about his mother, Judy Allen. The second runner up was Amelia Ritter, who wrote an essay about her mother, Laura Ritter.

All of the nominees were recognized at the [Novi Public Library](#) Tuesday night.

In partnership with the Novi Public Library, the Murff agency gave the winner \$500 and a plaque.

[Novi Patch.com](#)

Board & Administrator

FOR BOARD MEMBERS

April 2012 Vol. 28, No. 8

Editor: Jeff Stratton

What can a nonprofit board learn from the Penn State fiasco?

Nonprofit boards should learn from the mistakes of other boards and consider them low-cost learning opportunities. Take the case of the Penn State University board and its lack of engagement in the Jerry Sandusky affair that blew up in their faces.

David O. Renz, Ph.D., Midwest Center for Nonprofit Leadership and Department of Public Affairs, Bloch School of Management, University of Missouri—Kansas City said what happened at Penn State University regarding the board and accountability is not especially uncommon in large institutional boards — but that it is a concern for all types of organizations.

“Law enforcement officials, attorney generals and the IRS are starting to demand that boards in all cases act like true governing boards with the kind of accountability that goes along with being a true governing board,” Renz said.

Noninstitutional boards should heed the warning of the Penn State board and be aware of certain red flags that indicate the board is not accountable. Plus, the board needs certain mechanisms in place to maintain its accountability, Renz said.

“If the board doesn’t have sensing mechanisms in place to weigh potential problems, the board will inevitably be startled by problems and wonder where they came from,” Renz said. Even if the board is surprised by a problem, the board is still accountable, Renz said.

What accountability mechanisms should the

board have in place? Renz recommends at least three:

1. Have the organization’s financial statements validated and documented by an auditor who provides a management letter. “That management letter is a source of intelligence that should be the subject of some discussion between the board and the executive leadership of the organization,” Renz said.

2. Use a similar assessment tool for the nonfinancial operations of the organization. A dashboard type performance tool is becoming an increasingly popular tool for monitoring organizational performance, Renz said. A dashboard is a management and governance tool that is used by an organization to assess performance and progress toward goals. Dashboards generally report on several areas of the organization, including operations, programs and finances.

3. Have an annual meeting between the board and the organization’s executive leadership. “If the board is not engaged on a regular basis in a substantive meeting where the groups actively discuss the organization’s key issues, the board is not assuring itself it is regularly engaging in oversight,” Renz said.

See page 2, *Ex-Penn State board member blasts board*, for more on the Penn State situation from the perspective of a former Penn State trustee who is frustrated by the lack of participation by all board members. ■

Ex-Penn State board member blasts board

In *Reflections of a Former Penn State Trustee, How the Penn State University Board Really Works*, Ben Novak takes the board to task for how it operates.

Novak points out flaws such as:

- **Lack of full board engagement.** Most of the board power is concentrated in the hands of a few board members. Novak calls this group the Power

Group — a few board members who are selected for their wealth and political connections.

- **Too many “Sheep” board members.** This group receives the meeting agenda right before board meetings and is expected to approve whatever is on the agenda, no questions asked, according to Novak.

For information, www.bennovak.net/reflections/. ■

Mission-critical program needs board support

In difficult financial times, boards have to make hard decisions about important nonprofit programs.

Consultant Carol Weisman said when an organization has a program that is mission critical, the board needs to find the money to keep it viable — even when the organization faces stern financial challenges.

Weisman, *BoardBuilders.com*, St. Louis, Mo., experienced this scenario as board chair of a child abuse agency some years ago. “We couldn’t get the boys’ sexual abuse program funded — this was before all the sexual abuse scandals,” she said.

The problem was no corporation wants to be linked with the sexual abuse of boys, so the program couldn’t find corporate support, Weisman said.

The organization’s development director was spending 80 percent of her time trying to fund one program, Weisman. The board wasn’t stepping up either, she said.

An in-person demonstration of the program’s

importance forced board members to act, Weisman said. At a board meeting, a ten-year-old female client of the organization spoke of her own sexual abuse at the hands of her uncle and the help the organization provided her. The child then asked the board where the boy’s group was as she was in an all-girls group. “She was told there was only one meeting a week. She then pointed out that was ridiculous, saying ‘If my uncle would have had a group, he would not have hurt me,’” she said.

After this meeting, three board members stepped up and said they would find the money to fund the program, Weisman said. “If a program is mission-critical, saving it is a major board issue,” she said.

“If the board believes in the organization’s mission, then the board is responsible for the program,” Weisman said. “They have a moral, legal and fiscal responsibility to put their money where their mouth is.” ■

Is a board review of staff salary decisions necessary?

Question: “One of our board members thinks it would be good practice for a member of the board to review the salary increases the executive director makes to her professional staff,” said a Nebraska board member. “Is this good practice?”

Answer: This is an unnecessary intrusion into the administrator’s personnel management responsibilities for the following reasons:

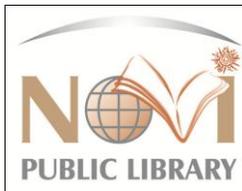
1. **The board has already approved all staff raises for the year when it approved the annual budget.** By providing funds for staff wage increases in the budget, the board has made its policy decision: a pay increase for employees who have earned them.

Because the decision about who receives raises and at what amount affects individual employees, it is a management decision and one that belongs to the executive director.

Boards make decisions that affect all employees (that’s policy), while your administrator makes decisions that affect individual staff members.

2. **Board members should not manage the nonprofit’s personnel issues.** The nonprofit’s executive should have management responsibility over all personnel issues at the organization.

Determining the amount of individual staff pay increases is clearly a personnel management issue. ■



Library Board Calendar

2012

May 16

May 28

June 8

June 17

June 20

June 20

July 4

July 18

August –November

August 7

August 15

September 3

September 19

October 17

November 6

November

November 16

November 21

November 21

November 22

December 14

December 19

December 19

December 23

December 24

December 25

December 30

December 31

Library Board Regular Meeting

Holiday – Memorial Day, Library Closed

Friendraiser, Novi Public Library Patio, 6 p.m.

Holiday – Father’s Day, Library Closed

Library Board Regular Meeting

Library Director Annual Review

Holiday – Independence Day, Library Closed

Library Board Regular Meeting

Community Reads Program

Primary Election

Library Board Regular Meeting

Holiday – Labor Day, Library Closed

Library Board Regular Meeting

Library Board Regular Meeting

General Election Day

Annual Library Report – City Council Meeting, TBD

Library Staff In-Service, Library Closed

Library Board Regular Meeting

Holiday – Thanksgiving Eve, Library Closes at 5 p.m.

Holiday – Thanksgiving, Library Closed

Friends Annual Gala

Library Board Regular Meeting

Library Director – Mid-year Review

Holiday – Library Closed

Holiday – Christmas Eve, Library Closed

Holiday – Christmas, Library Closed

Holiday – Library Closed

Holiday – New Year’s Eve, Library Closed

2013

January 1

January 16

February – March

February 20

March

March 20

Holiday – New Year’s Day, Library Closed

Library Board Regular Meeting

Budget Study Sessions, TBD

Library Board Regular Meeting

Budget – approved to be provided in April to Council, TBD

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, 1 p.m.