



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

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Czekaj, Board Member (7:08 p.m. arrival)

Student Representatives

Nishant Kakar
Torry Yu

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

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.

The Library Board welcomed Scott Teasdale to the Library Board.

3. Approval and Overview of Agenda

A request was made to add under **Section #14 Committee Reports, F. Nominating Committee.**

A motion was made to approve the January 18, 2012 Agenda as amended.

1st – Mark Sturing
2nd – David Margolis

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the November 16, 2011 Consent Agenda as presented.

1st – Mark Sturing
2nd – David Margolis

The motion was passed unanimously.

5. Correspondence

a. Certificate of Appreciation, Novi Rotary

A letter of appreciation was received from the Novi Rotary for Julie Farkas' participation in the Senior Holiday party. The Library provides a token gift in each of the gift bags presented. This year, there were over two hundred (200) guests in attendance. Novi Middle School students performed and lunch was served.

6. Presentation

There was no presentation.

7. Public Comment

There was no public comment.

8. President's Report

a. Library Goals 2011-2012

- A survey was completed by Library patrons regarding services provided by the Library. Survey ended in December, 2011.
- After an evaluation of the 4-hour timeframe for moving holds to the drive-up window and the lockers, it was determined that the timeframe could be reduced to 2-hours.
- Library cards for the Novi business community is being worked on. Marketing materials are being created.
- Julie holds one-on-ones with the Library staff annually and the latest was held in December, 2011. Sessions usually last 15-20 minutes and this year five (5) questions were asked of each participant. Feedback was shared with the Management Team, anonymously.

- The IT Department acquired new equipment -the Kindle, Nook, and Sony e-readers for staff to provide training to patrons. A program was instituted to train patrons on how to use the various devices. Freegal downloads were heavily used during the first week of January.
- The Library received the \$2000 award for being chosen "Library of the Year" for customer service. The Library Board offered the award be shared amongst the staff. The staff chose to receive \$25 each in their paycheck with the remainder to be used for staff events.
- The Library applied for the Business Award for Customer Service sponsored by City of Novi, Novi Rotary, and Chamber of Commerce. We are waiting to hear if awarded.

Mark Sturing requested the DSLRT (Detroit Suburban Libraries Roundtable) be provided in CD format.

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.

b. Library Financials and Walker Fund, December 31, 2011

Observations regarding Monthly Financials for the Month of December 2011 provided by David Margolis, Treasurer.

For whatever reason, we transferred the Net Proceeds [**\$10,258**] from last fiscal year's Community Program (**Book It!**) into the Walker Fund (Fund #269) in December. If you recall, we generated **\$12,664** in Revenues and expended (**-\$2,406**) for this event, which were recognized in last year's Library Fund (#268) activity. As a result, it looks like we incurred additional expense in the current period – potentially increasing this year's operating deficit, when in fact we just moved previously recognized funds from one pocket to another. *Oh well!*

And surprise, Property Tax Revenues declined again, this time by (**-\$15,091**)

Financial activity for the month of December:

LIBRARY FUND (Fund #268)

BALANCE SHEET (pg. 26)

Cash was decreased by (**-\$222,871**) during the month, while **Current Taxes Receivable** were decreased by (**-\$6,109**).

TOTAL ASSETS = \$3,808,758 (**-\$228,980** or **-5.67%** lower than last month)

LIABILITIES – The only change for the month was in **Accounts Payable**, which was decreased by **(-\$24,942)** for a net decrease in Liabilities of **-11.30%** for the month, with an ending balance = **\$195,923**

FUND BALANCE – NET Revenues and Expenses (for the current fiscal year) were lowered another **(-\$204,038)** or **(-14.84%)**, leaving an Ending Fund Balance at 12-31-11 of **\$3,612,835**.

REVENUES AND EXPENDITURES (pgs. 27 and 28)

REVENUES – Despite the decline in Tax Revenues (as previously mentioned), **Total Revenues** for the month of December 2011 increased **+\$1,052** or **+0.05%**, led by another strong month collecting Library fines and the highest Meeting Room rental month of the year **(\$2,040)**. Also of note, there were significant year-end gifts or donations credited to the Library Fund **(\$6,150)** during the month. (for which the Staff deserves credit for communicating the change in Michigan Tax Credits which expired 12-31-2011).

EXPENDITURES – with the current fiscal year now half over, our expectation is that expenditures utilization should be no more than **50.00%** of the budget (if we assume equal monthly spending).

Personal Services – no unusual occurrences in December (very similar to October and November); so far Year-to-Date, we've used **47.03%** of this category's budget. At the mid-year point, Personal Services expended **(\$829,898)** represent **34.18%** of Revenues (compared to the **36.55%** budgeted).

Materials and Supplies – Only one major category of items spent in December exceeded prior month levels #727,000 **Office Supplies (\$2,360)**. The total of **\$28,628** spent for the month (in this category) was the smallest monthly total since the start of the fiscal and represents a combined six-month usage **(\$222,774)** of **44.23%** of the Budget or **9.18%** of Revenues (compared to **10.44%** budgeted).

Services and Charges – for the month, we only spent **\$29,483** (which is well below the monthly average of \$34,611 - with several line-items higher than normal.), but the cumulative total of **\$194,185** representing only **46.75%** of the Budget allocations or **8.00%** of Revenues.

Some of the items worth citing for the month are:

#802.100	Bank Services	+\$421
#851.000	Telephone	+ \$2,095
#855.000	TLN Automation Svcs	(-\$4,671) ???
#900.000	Design, Printing, Publish	+\$1,880
#921.000	Heat	+\$1,894 (Winter is coming)
#922.000	Electricity	+\$11,564 (two-month's bills)
#956.000	Conf & Workshops	+\$4,426

Capital Outlays or Contingencies – N/A

TOTAL EXPENDITURES – for the month of December, we spent **\$205,090** – including the **\$10,258** Walker Fund transfer (yet still well below the monthly average of \$224,665) for a year-to-date total of **\$1,257,115**, which is **46.63%** of the Total Budget – continuing the positive trend so far. This is **51.78%** of Revenues and **(-7.29%)** lower than Y-T-D budget expectations of 55.85%.

WALKER FUND (Fund #269) (pg. 29)

REVENUES – increased by **+\$8,630** during the month of December or +26.23%, artificially boosted by the **Book III** Transfer (previously discussed), with \$8 coming from **Investment Interest** (#269-000.000-664.000) and **+\$1,080** from **Donations** (including **\$500** from Brick Pavers; **\$450** from Tree Dedications; and **\$130** from specific collection designations). There was also a change of **(-\$2,716)** in General Donations (#269-000.00-666.550) ???

EXPENDITURES – were up **\$666** in December expended for the **Community Read** program (**\$341**) and Light Up the Night (**\$325**) participation.

BALANCE SHEET – as a result of December activity, **Cash** in the Fund went up **+\$7,934** or +0.54%, while **Accounts Payable** was eliminated by **(-\$30)** and **Unrestricted Current Year Fund Balance** increased **+\$7,964** to **\$36,163** for the fiscal year.

TOTAL ASSETS =	\$1,476,855
TOTAL LIABILITIES =	\$ 0
TOTAL FUND BALANCE =	\$1,476,855
Restricted Fund Balance =	\$ 47,430
Un-Restricted Fund Balance =	\$1,429,425

COMBINED LIBRARY INVESTMENTS Investment Report, for period ending December 31, 2011, was provided after the Treasurer's report was filed.

LIBRARY FUND (#268)

TOTAL FUND #268	\$3,719,360
WALKER FUND (#269)	
TOTAL FUND #269	\$1,476,855
COMBINED LIBRARY INVESTMENT	\$5,196,215

c. Library Café Revenue Report

There was no Café Revenue Report provided.

- Julie Farkas informed the Board that account #268-000.00-900.000 has been exhausted. The Engage publication has been sent out for bid.
- When The Library Network initially provided the cost for deliveries, they were not able to provide a good figure. The \$4,550 is the actual figure and this line item will come under budget.
- The Board thanked David Margolis for an excellent job. The Library is halfway through the year and 46% of the budget has been used; on track so far.
- State bonds are coming in at 2.85% for investments.

10. Director's Report

a. Public Services Report

i. Library Annual Survey Results – December 2011

Report is provided on pages 33-40 of the January 18, 2012 Library Board Packet.

- Most of the comments provided were positive. If a patron left their contact information, they were contacted regarding their comment.
- Library cards are renewed on an annual basis and patrons must come in to renew. Patrons must provide proof that they still reside at the address where the library card is issued.
- During the Strategic Plan, the driveway entrance/exit was discussed, but the Board wants to reassure patrons that they will continue to explore possibilities.
- Based on patron comments, they would like to see the Library provide additional scanners.

b. Building Operations Report

Report is provided on page 41 of the January 18, 2012 Library Board Packet.

- Julie presented the Library's Annual Report to City Council at their December 17, 2011 Council Meeting.
- The documentation that led to the Novi Public Library being awarded Library of the Year was provided to City Council.
- Larry Kilgore and Julie Farkas attended the City of Novi's Goal Setting Session on January 7, 2012.
- Julie has met with staff and the Management Team to gather budget information.
- Library Board Budget Setting Sessions are scheduled for Sunday, January 29, and Saturday, February 11, 2012 at 8 a.m.
- The Book It! Fundraising event has been scheduled for Friday, April 27, 2012 with TelCom Credit Union and Providence Hospital as major sponsors. Steve & Rocky's has graciously offered to provide food for the event.
- The Novi Homeowners Association breakfast will be held at the Novi Civic Center on Saturday, January 21 from 9-11 a.m. Homeowners

Associations have been offered free meeting room space for their homeowners meetings if staff can provide a tour of the Library or make a presentation of what the Library has to offer. The Library of the Year banner and awards will be on display.

- The Chamber Music Society of Detroit will kick-off their Novi concert series at the Library on Sunday, February 5, 2012 at 3 p.m.
- Strategic Planning Sessions have begun with eighteen (18) Board, Library staff, City staff and community members on-board.
- The Novi Newbies is up from last year.
- There hasn't been any usage at the car charging stations.

a. Library Usage Statistics – December 2011

The December statistics are located on pages 42-44 of the Board Packet.

- 265 Library cards issued
- 59,286 items checked out
- Number of items borrowed from TLN – 3,393
- Number of items borrowed from MEL – 68
- Number of items loaned through TLN – 4,012
- Number of items loaned through MEL – 74
- 58.09% of all items checked out were completed on self check stations.
- Daily average of people using the Library was 1,038

From the collection of books and materials donated daily, the Library has placed in their collection \$14,000-\$15,000 worth of materials on an annual basis. Of those not placed in the Library's collection, the Friends are able to select what they would like to sell at the Friends' Book Nook. The Friends collect on average \$1,000 - \$1,200 a month in sales. No donations are thrown away.

The main entrance doors have been calibrated to open slower allowing the outer doors to start closing as patrons enter the inner doors not allowing the cold air to enter as quickly. The heating elements have been inspected and are working properly.

11. Friends of Novi Library Report

There was no report provided, however, they did approve their By-Laws. The Friends voted not to meet during the months of February and March and will reconvene in April.

12. Historical Commission Report

The Historical Commission provided their November 23, 2011 report.

- The Commission discussed improving the Library's Local History Room's collection of photos, documents and other items. Betty Lang discussed engaging a consultant to oversee the Library's collection.

- The Commission participated in the Fall for Novi with a display and highlights of Novi' past.
- The Commission will be attending the Homeowners Association breakfast.
- The Historical Commission is holding lecture series. Roy Prentice presented a talk on the Bassett Family Farm in November. The January program is being presented by Joe Kapelczak on early surveying, and Tillie Van Sickle will discuss Novi's involvement in the Civil War in March, 2012.

13. Students Representative Report

Report is provided on page 45 of the January 18, 2012 Library Board Packet.

Highlights:

- The Teen Advisory Board met December 2, 2011. Agenda items included the Library being awarded Library of the Year; and the Friends generous donation to the Library.
- 2012 Summer Reading Program – Own the Night @ Our Library. Plans are being completed with fun activities such as a “glow party”, video game tournaments, and “Minute to Win It”, and more.
- TAB By-Laws are being revised.
- “Light Up the Night” was well attended with 10 teen volunteers assisting.
- “Teens Give Back” is a joint effort between students of Novi and Walled Lake High Schools coordinating a clothing drive scheduled for May, where all donations will be provided to a local church. The Library will be a collection point with a box in the lobby on May 20, and open drop-off on May 22.
- Additional projects are being discussed for 2012.

14. Committee Reports

a. Policy Committee (Margolis, Vacant, Kilgore)

There was no report provided.

b. HR Committee (Vacant, Verma, Kilgore)

There was no report provided.

c. Finance Committee (Margolis, Czekaj, Sturing)

The Finance Committee met to discuss creating a policy for the use of the Library's Fund Balance. They discussed designating and identifying the fund balance as a means for planning for tomorrow for such items as technology and key systems that will have to be replaced over time.

d. Fundraising Committee (Mena, Sturing, Vacant)

There was no report provided.

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

There was no report provided.

f. Nominating Committee

The Nominating Committee will select officers to be voted on at the April Library Board Meeting. All officers are elected for one year with a two (2) year term limit. Ramesh Verma, Mark Sturing and Scott Teasdale have volunteered to be on this committee.

15. Public Comment

There was no Public Comment.

16. Matters for Board Action

a. Approve the changes to the Meal Policy

A motion was made to approve the Meal Policy as presented:

1st – Mark Sturing

2nd – Larry Czekaj

The motion was passed unanimously.

Meal Policy:

Full-time employees working 37.5-40 hours per week are required to take a ½ hour (30 minute) unpaid lunch. Part-time employees working fewer than 29.5 hours per week have the option to take a ½ hour (30 minute) unpaid lunch. Employees are required to work with their Supervisor to accommodate their lunch.

The NPL does not have a formal break policy. Staff needing a break should work out their timing with their Supervisor and co-workers so that service positions are continuously covered.

Neither meals nor other breaks can be used at the beginning or end of the work period to shorten the work day.

Staff leaving the Library premises during a meal period is not eligible for Worker's Compensation if they are injured while off the premises.

The NPL does not permit "comp time".

b. Adopt the Emergency Closing Policy

The Library at present time does not have an Emergency Closing Policy. If a closing is required, the closing will be posted on the Library's website and as a phone message.

After Board discussion, the Emergency Closing Policy reads:

Staff scheduled to work on a day that has been designated as an emergency closure due to severe weather, building issues or "acts of God", will be paid for the hours the staff is scheduled to work. This is based on a day-to-day determination up to two (2) consecutive days of such a closure. Unless notified of a closure, employees must assume the Library is open. Benefit time that was scheduled prior to the closing will be documented accordingly.

A motion was made to approve the Emergency Closing Policy.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

17. Adjourn

A motion was made to adjourn the meeting at 8:36 p.m.

1st – Larry Czekaj

2nd – Willy Mena

The motion was passed unanimously.



February 15, 2012

Mark Sturing, Secretary

Date