



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING (rescheduled)
November 28, 2012**

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Czekaj, Board Member

Student Representatives

Jessica Mathew
Torry Yu

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

Guest

Patrick Brunett, Friends of Novi Public Library President

The meeting was held at the Novi Civic Center, Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President at 7:00 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 November 28, 2012 Agenda as presented.

1st – David Margolis
2nd – Scott Teasdale

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the November 28, 2012 Consent Agenda as presented.

1st – Willy Mena
2nd – David Margolis

The motion was passed unanimously.

5. Correspondence

a. Curt Anderson, Municipal Web Services – November 14, 2012

Curt Anderson, former owner of Municipal Web Services, the provider of the Library's and City of Novi's website, has informed us of his retirement and introduced the new owner, Jay Sheth.

b. Maryanne Cornelius, City Clerk – City of Novi, November 9, 2012

A letter was received from Maryanne Cornelius, City of Novi's City Clerk, thanking the Library for being a precinct site and for the partnership we have with the City.

c. Greg Morris, Recreation Supervisor – Novi Parks & Recreation, October 31, 2012

A letter was received thanking the Library for their contribution to the 2012 Trick or Trucks program; another successful partnership.

d. Michele Duprey – Comment Card

Patron, Michele Duprey, commented on the use of the meeting room being strictly for the Teen Space after the students from Novi High School are dismissed and what a wonderful idea this was.

6. Presentation

No presentation was provided.

7. Public Comment

Patrick Brunett, Friends of the Novi Public Library President, announced that it has been a busy time for the Library and Friends. The Friends assisted in sponsoring many of the programs held this month and felt much pride and joy to be able to be a part of them.

- Big Band Memories, October 25, was held at the Library with a great crowd in attendance.

- Listen @ the Library with the Detroit Chamber Music Society event – a classical jam session held on Sunday, October 28, which the Friends co-sponsored.
- Members of the Friends Board attended the Friends of Michigan Libraries meeting.
- Listen @ the Library with the Detroit Chamber Music Society event - Strings musical held on November 11, co-sponsored by the Friends.
- Kaleidoscope Series, Auction 101: What You Need to Know to Enjoy Live Auctions, held November 13, which was a well-attended program.
- Friends held their November Board meeting on Wednesday, November 14 at 2 p.m. so it wouldn't interfere with the Community Reads Program held that evening. The Friends was one of the sponsors for this event.
- Held their Fantastic Fall Book Sale at the Book Nook on Saturday, November 17 and raised \$1,300-\$1,400; the best sale ever!
- A fundraiser with Varsity Lincoln to benefit the Friends was held on Monday, November 19 and raised approximately \$2,700.
- The Friends purchased \$500 worth of books at Barnes & Noble to be given to the Detroit Free Press Gift of Reading Program. This is a yearly event to provide books to children age birth to 12 years. A sticker is placed in each book indicating the donation was made by the Friends of Novi Public Library.
- Friday, December 7 at 7 p.m., the Friends will hold their 9th Annual Gala at the Library. Please bring a book for the Gift of Reading Program. At this time, 70-100 Friends have indicated that they would be attending.
- December 12, Friends Board Meeting, 7 p.m. at the Library.
- December 16, Listen @ the Library with the Detroit Chamber Music Society event – a piano concert will be held.
- The Friends are working on the PayPal idea brought to them by Board Member, Willy Mena.

The Friends who volunteer specialize in their tasks and enjoy doing their projects. It gives them great pleasure to assist the Friends and the Library.

The Friends generously purchased vests for all the Library staff, Library Board and Friends Board – a huge thank you for the Friends support!

A new banner was purchased and is on display in the lobby of the Library announcing that the Friends are advocates and supporters of the Library.

The Library Board commented on how Pat Brunett is doing a great job and is wonderful to work with. He reaches out to the people and talks to them, and the Board commends him.

8. President's Report

a. Goals Document 2012-2013

Mark Sturing wanted to give thanks for a lot of things. He has known the Board members for at least two years. He wanted to give thanks to his fellow Board members who come from a lot of different backgrounds, a lot of different political affiliations, and a lot of different goals and aspirations, but they come together as a Board in a united way to promote this Library. The Library Board does a fantastic job.

Mark Sturing also gave thanks to the Student Representatives. Our Student Representatives continue to amaze us in terms of ideas and thoughts he said he would never thought of and he really thinks that we are so much better off because of what our Student Representatives have contributed to this Board and to this Library.

He wanted to give thanks for our Director, Julie Farkas, as she continues to inspire us and brings new ideas to us and inspires us all.

Mark gave thanks to all of our staff. They really come to work in a very dedicated way. They inspire us, they work hard, they bring new ideas, and because of them, we have a Library we are all very proud about.

He gave thanks to our friends at the City, the Administration, the Mayor, and Councilmembers. He thinks they are very supportive of this Library. They have pulled us together, and helped us in ways that we can't describe, but they are very supportive.

He gave thanks to the Friends of the Novi Public Library. The Board talked a little bit earlier about what Pat, and what he and the Friends have done. By financial assistance, and some of the ways they continue to provide assistance to the staff. We wouldn't be where we are today without the Friends doing what the Friends do.

He really wanted to give thanks to our patrons who are our customers. And to our taxpayers, because our taxpayers contribute generously to keep the Library supported. We have customers and patrons who are very respectful of our building. They are very respectful of our books, our DVDs, and the other materials. Without them we wouldn't be where we are.

Mark gave thanks to Board members who preceded all of the present Board, and he wanted to give thanks to staff and Library Directors that preceded us who had thought in advance to allow us to be where we are today. But for them thinking in advance of perhaps saving money in

reserves, we have a little tough times right now economically, they thought in advance. They created things that we can enjoy now, that he really want to give thanks now for.

President Sturing apologized if he missed anybody in the process of giving thanks as it was unintended. Considering what we are seeing in other libraries and other governments, we really have a lot to be thankful for and he wanted to thank all those people around us who have helped contribute to that. He stated at least for himself, and for the other Board Members, it makes it very easy to be a Board member here and he is very proud to work with them all.

Goals:

- Teen Space articles appeared in the Patch and Novi News. In a two-month time period, the Library housed approximately 800 teens in the meeting room after school. After the first meeting with the partners on the Teen Space, they agreed to continue with the pilot program. The Novi Youth Assistance donated \$200 to the Teen Space for the purchase of games and supplies.
- Promoted Trick or Trucks in conjunction with the City of Novi.
- Instituted the laptop Lending Program.
- Removed the time limits of computer usage.
- Staff Development Day was a great day for all who attended with information provided on safety and security in the work place with Fire and Police personnel in attendance providing talks and demonstrations.
- Applying for two YALSA grants.
- There were over 100 drivers for the Varsity Lincoln donation program.

9. Treasurer's Report

a. Library Budget 2012-2013

The 2012-2013 Budget dated February 15, 2012 is included in the November 28, 2012 Library Board Packet on pages 27-28. There are no changes since the last meeting.

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

The Financials and Walker Fund ending October 31, 2012 are included in the November 28, 2012 Library Board Packet on pages 29-33.

c. Financial Review- October 31, 2012 – by David Margolis, Treasurer

The Observations and Summary for the month of October, 2012 is included in the November 28, 2012 Library Board Packet on pages 35-38.

d. Library Café Revenue Report – due the 15th of the month

The Read-A-Latte Café checks are included in the November 28, 2012 Library Board Packet on page 39.

Treasurer David Margolis provided an overview of the October 2012 Library financials providing highlights to selected accounts. Some of the accounts he cited for the month are:

#817.000 Custodial Services	+\$ 4,960.00
#855.000 TLN Automation Services	+\$10,379.19
#880.271 Adult Programs	+\$ 1,485.84
#900.000 Design/Printing/Publishing	+\$ 8,014.48
#922.000 Electricity (2 months)	+\$15,795.15
#923.000 Water and Sewer	+\$ 1,254.32
#934.000 Building Maintenance	+\$ 8,941.22

For the month of October, expenditures were slightly over the benchmarked percentage.

10. Director's Report

A detailed report from Director, Julie Farkas, is provided on pages 40-44 of the November 28, 2012 Library Board Packet. Highlights of the report are:

- The Strategic Planning document for 2013-2018 was reviewed by Board Members and has been brought to this meeting with minor changes for discussion and possible approval.
- The Community Read program was a success with over 700 patrons reading the book, Picking Cotton, and over 200 in attendance to listen to the author. At this time, the partnering libraries are looking for next year's title. Plymouth District Library has asked to join the group.
- Held the All Staff Day on Friday, November 16.
- The Michigan Library Association Conference was a great success. Two Board Members were able to attend and thanked Julie for their invitation. They were most impressed by the great number of Trustees from other libraries in attendance.
- The Novi Public Library won a one-year membership to the Oakland County Historical Resources, valued at \$500.
- Working on the Geek Campaign and on meeting all the goals set.

a. Public Relations Policy – 2nd reading

The 2nd draft of the Public Relations Policy is located on page 47 of the November 28, 2012 Library Board Packet.

b. Public Services Report

The Public Services Report is located on page 51-52 of the November 28, 2012 Library Board Packet.

c. Building Operations Report

The Building Operations Report is provided on page 52 of the November 28, 2012 Library Board Packet.

d. Library Usage Statistics – October 2012

The October statistics are located on pages 53-55 of the November 28, 2012 Library Board Packet. Highlights include:

- 404 Library cards issued.
- 65,353 items checked out
- Number of items borrowed from TLN – 3,998
- Number of items borrowed from MEL – 110
- Number of items loaned through TLN – 4,922
- Number of items loaned through MEL – 286
- 56.96% of all items checked out were completed on self-checkout stations.
- Daily average of people using the Library was 1,042.

11. Friends of Novi Public Library Report – October 10, 2012

As reported in Agenda Item#7, Public Comment.

Minutes of the October 10, 2012 Friends Board Meeting are included in the November 28, 2012 Library Board Packet on pages 56-57.

12. Student Representatives' Report, October 2012

Report is provided on page 58 of the November 28, 2012 Library Board Packet.

Highlights of the report are:

- The Teen Space is very popular with the teens as a place to go after school. The Teen Space is available to student's grades 7-12 from 2-5 p.m. in the Library's meeting room. It is a cooperative effort between the Library, Novi Parks & Recreation, Novi Community Schools, and Novi Youth Assistance.
- An Animanga Club Meeting was held at the Library.
- Other teen programs include:
 - Crocheting 101
 - Teen Study skills Workshop
 - Food and A Flick Program
 - Teen Read Week – theme: "It came from the Library."

13. Historical Commission Report, September 24, 2012

The Historical Commission provided their September 24, 2012 Meeting Minutes. They are located on paged 58-59 of the November 28, 2012 Library Board Packet.

14. Committee Reports

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

There was no report provided.

Two draft policies are included in the November 28, 2012 Library Board Packet, Public Relations Policy, page 47, and Financial Plan Policy, pages 48-49, for discussion and possible vote.

b. HR Committee (Kilgore, Verma –chair)

There was no report provided.

Trustee Verma commented that the staff has not seen an increase in pay in the last few years and he would like to propose that they see an increase in the next fiscal year. It was determined that it will be brought up during the upcoming budget sessions.

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

There was no report provided.

A draft of the Financial Plan Policy is included in the November 28, 2012 Library Board Packet on pages 48-49 for discussion and possible vote.

A Financial Plan Policy was taken under consideration as suggested by the City of Novi. It is a framework identifying the fiduciary plans providing the appropriate service levels and utilizing resources for the Library. During discussion, Trustee Sturing indicated that there was no mention of the use of reserves. After reviewing the proposed policy, it was determined that the language of "to reserves" be included in the policy in the second paragraph under *Financial Assumptions* be included as indicated below.

Financial Plan Policy - Proposed

NPL Mission

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

Purpose, Scope and Objectives

The purpose of the Financial Plan is to help the Library conduct library operations in a fiscally responsible way, document the Library's fiscal strategies, and focus its efforts toward future financial goals as outlined in the Library's Strategic Plan. It is the policy of the Library to depend on the City of Novi to invest library funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Library and comply with all state statutes governing the investment of public funds. This policy applies to all financial assets of the Library.

Financial Assumptions

While the Library's general goals and objectives are concerned with programs, services, technology, and staff development, its financial goals and objectives are concerned with the funding to provide these library services.

It is assumed that financial stability is a function of adequate and dependable revenues from diverse sources. As a public service organization, most of these revenues should provide benefits and services to the citizens; however, some fund balances are allocated to reserves to

cover unexpected expenses, such as automation upgrades, revenue shortfalls or unbudgeted expenses. It is assumed that no sudden major changes will take place that will substantially change the revenue sources or governing structure of the Library.

The Novi Public Library Board of Trustees is committed to evaluating the various areas of expenses in advance of the needs arising:

- Major facility expenses (replacement carpet, roof, HVAC, parking lot, etc.)
- Automation system in association with The Library Network
- Automated Check-in System
- Patron self-checkout equipment
- Updating patron and office technology
- Appropriate staffing levels

Each year, as part of the budgeting process with the Library Director, various areas of expenses are evaluated. The Library Board of Trustees serves as fiduciary managers, therefore, giving library administration direction and determining the right balance between expenditures and service levels.

Sources of Funding

The primary source of operating funds for the Library is a 1 mil, Headlee-reduced property tax collected in Novi. The Board recognizes that property tax funding fluctuates with changes in the economy, variations in taxable valuations and development within the library service area.

Additional revenue sources come from:

- Penal fines
- Annual direct mail appeal to current donors within the library service area
- Friends of the Novi Public Library
- Bequests, gifts
- Grants
- Fines and fees
- State Aid
- Fundraising efforts
- Facility space rentals (Meeting Rooms and Café)

Financial Principles

The Library primarily operates on a cash accounting system with the exceptions of unrealized gain or loss on investments, accrued interest and deferred tax revenues. The Library recognizes and records transactions when cash is received or disbursed. Bills are paid on original invoices only and are paid as close to the invoice due date as possible while taking into consideration the Library's business cycles and the City of Novi's council meeting schedule.

Donated or contributed funds may be restricted for specific designated library service-related purposes by the Donor, for which the Library (and Board) will honor and ensure proper fund expenditure.

Strategy for increased financial stability would include:

- Have at least 8% of Library revenue in all funds come from non-tax related sources
- Continue to pursue grants to augment library programs and services
- Seek corporate partnerships and/or sponsorships

Conservation of resources can be achieved through cost containment measures such as:

- Monitoring staffing patterns to ensure that work is getting done in the most cost-effective ways possible
- Seeking new technologies to increase staff output, carefully monitoring budget performance reports to ensure accuracy and timeliness
- Periodic reviews of internal controls

Financial statements will be prepared on a timely, recurring bases by the City of Novi, and will be reviewed by the Library Director and Board of Trustees on an on-going basis to ensure budgetary compliance.

A motion was made to approve the Financial Plan Policy with the addition of "to reserves" in the second paragraph of Financial Assumptions as amended.

1st – David Margolis

2nd – Larry Kilgore

The motion was passed unanimously.

d. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

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

1. Strategic Plan 2013-2018 – 2nd Reading (supplement)

The Trustees had determined in the onset of the Strategic Planning process that they did not want to bring in an outside consultant to facilitate the process. Director, Julie Farkas, gathered a committee consisting of staff, patrons, community leaders, and teens to bring forth ideas and a 5-year plan of what they would like to see the direction the Library go in. A comprehensive document was brought forth. Trustee Verma asked that in the chart on page 2 of the Plan the word "Black" be changed to Africa American. Julie explained that the use of the term "Black" came from charts used by SEMCOG.

A motion was made to approve the 2013-2018 Strategic Planning document as amended.

1st – Larry Kilgore

2nd – Scott Teasdale

The motion was passed unanimously.

A thank you was given to Julie Farkas and the committee for an outstanding job. It is a great working document and a set of goals for the Board and staff each year.

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

There was no report provided.

2. Public Comment

There was no public comment.

3. Matters for Board Action

a. Public Relations Policy – 2nd Reading

It was determined there was a need for Public Relations Policy allowing for an outline to meet the Mission of the Library as stated:

General Policy

To ensure the public is informed about the Novi Public Library's mission and receives consistent and accurate information about library policies, procedures, programs, and services to foster a positive public image and maximize effective use, community satisfaction, and support.

Objectives

1. To promote awareness and understanding of the Library and its role and activities in the community.
2. To stimulate interest and facilitate use of the Library.
3. To encourage community participation in planning Library resources and services.
4. To build advocacy for the Library's needs and the activities of the Friends of the Novi Public Library organization.

Process

1. Specify goals and activities to be developed annually and evaluated periodically.
2. Maintain relationship and communication with government officials, library community, and local

organizations by Library leadership, staff, and board members.

3. Utilize local media to keep public aware and informed about the Libraries resources and services.
4. Create and distribute a variety electronic and print communications to share library information within the community.
5. Sponsor programs and other library-centered activities and cooperate with other libraries and organizations to support the educational, cultural, informational, and recreational needs of the community.
6. The Library Director or designated staff member will have responsibility for coordinating the public relations and communication activities, including acting as the media contact for the Library.
7. Funds will be allocated annually for public relations and a regular report of public relations activities will be shared with the Library Board.

A motion was made to approve the Public Relations Policy as presented.

1st – David Margolis

2nd – Ramesh Verma

The motion was passed unanimously.

b. Strategic Plan 2013-2018

Approved under Item# 14 Committee Reports, Section E., Strategic Planning Committee.

Announcements of upcoming events:

- November 30 – Light Up the Night
- December 7 – Friends Gala
- December 19 – Library Board Meeting

4. Adjourn

A motion was made to adjourn the meeting at 8:40 p.m.

1st – Larry Kilgore

2nd – Willy Mena

The motion was passed unanimously.



December 19, 2012

Scott Teasdale, Secretary

Date