

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, January 18, 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
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
 - A. Certificate of Appreciation, Novi Rotary 14
6. Presentation
7. Public Comment
8. President's Report
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9. Treasurer's Report
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 - C. Library Usage Statistics – December 2011 42
11. Friends of Novi Library Report 31
12. Historical Commission Report..... N/A
13. Student Representatives Report 45
14. Committee Reports
 - A. Policy Committee (Margolis, Vacant, Kilgore)
 - 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)
15. Public Comment
- 16. Matters for Board Action**
 1. Approve the changes to the Meal Policy..... 46
 2. Adopt the Emergency Closing Policy 46

17. Adjourn

Consent Agenda:

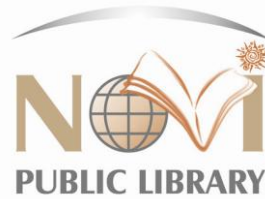
- 1. Approval of Claims and Warrants L489 and L490 3
- 2. Approval of Regular Meeting Minutes – November 16, 2011 5

Supplemental Information

- Board & Administrator – January 2012 48
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Future Events:

- City of Novi Homeowner's Breakfast – January 21, 2012 (9:00am – 11:00am), City of Novi
- Library Board Budget Sessions – Saturday, January 21st 2012 (12:00 – 5:00pm) and Saturday, February 4th, 2012 (8:00am – 12:00pm), Novi Public Library
- Historical Commission Regular Meeting – January 25, 2012 at 6:30pm, Novi Public Library
- Friends of the Library Regular Meeting – February 8, 2012 CANCELLED
- PNC presents Listen @ the Library – Sunday, February 5, 2012 at 3:00pm, Novi Public Library
- Library Board Regular Meeting – Wednesday, February 15, 2012 at 7:00pm, City of Novi
- Historical Commission Regular Meeting – February 22, 2012 at 6:30pm, Novi Public Library

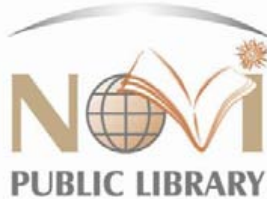


45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 490		January 2012	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 2,360.08
Tech Logic Corp		268-000.00-734.000	\$ 32.39
CDW-G		268-000.00-734.500	\$ 512.30
Gaylord Bros, Inc.		268-000.00-740.000	\$ 50.10
Novi Cleaners		268-000.00-740.000	\$ 120.00
Sentry Supply		268-000.00-740.000	\$ 141.60
Amazon.com		268-000.00-742.000	\$ 369.66
Audiocraft Publishing, Inc.		268-000.00-742.000	\$ 36.60
Brighton Library		268-000.00-742.000	\$ (36.99)
Brodart		268-000.00-742.000	\$10,375.99
Center Pointe Large Print		268-000.00-742.000	\$ 316.35
Ebsco		268-000.00-742.000	\$ 2,398.74
Gale		268-000.00-742.000	\$ 1,756.32
Multicultural Books & Videos		268-000.00-742.000	\$ 1,785.57
Risk Management Assn.		268-000.00-742.000	\$ 337.00
Royal Oak Library		268-000.00-742.000	\$ 22.00
Springfield Twp. Library		268-000.00-742.000	\$ 5.35
White Lake Twp. Library		268-000.00-742.000	\$ 16.99
Wixom Public Library		268-000.00-742.000	\$ 12.95
World Book, Inc.		268-000.00-742.000	\$ 1,798.00
Ebsco		268-000.00-743.000	\$ 32.83
Midwest Tape		268-000.00-744.000	\$ 3,332.34
Northville District Library		268-000.00-744.000	\$ 18.95
Midwest Tape		268-000.00-745.200	\$ 2,597.18
Bright House Networks	Dec-11	268-000.00-801.925	\$ 74.74
DuAll Cleaning, Inc.		268-000.00-817.000	\$ 3,779.25
AT&T	11/22-12/21/11	268-000.00-851.000	\$ 142.04
Verizon Wireless	10/29-11/28/11	268-000.00-851.000	\$ 462.98
AT&T		268-000.00-880.000	\$ 48.70
Highsmith		268-000.00-880.000	\$ 98.88
JL Geisler Corp		268-000.00-880.000	\$ 25.45
Sam' Club		268-000.00-880.000	\$ (38.96)
Amazon.com	youth pgm	268-000.00-880.268	\$ 167.76
Barnes & Noble	youth pgm	268-000.00-880.268	\$ 27.25
Carpenter, Suzanne	youth pgm	268-000.00-880.268	\$ 57.73
City of Novi		268-000.00-880.268	\$ 33.12
Druschel, Pauline	1/12/2012	268-000.00-880.268	\$ 40.00
Esseltine, Megan	1/21/2012	268-000.00-880.268	\$ 80.00
Farkas, Julie		268-000.00-880.268	\$ 32.00
Movie Licensing USA		268-000.00-880.268	\$ 480.00
Mutch, Kathleen	Jan-12	268-000.00-880.268	\$ 100.00
Konica Minolta		268-000.00-900.000	\$ 868.27
Seven Graphics		268-000.00-900.000	\$ 435.00
Consumers Energy	11/10-12/13/11	268-000.00-921.000	\$ 1,894.40
AT&T	12/13/2011-1/12/2012	268-000.00-922.000	\$ 40.29
DTE Energy	10/25-11/21/11	268-000.00-922.000	\$ 5,642.73

American Fireplace & Barbeque Dist		268-000.00-934.000	\$ 190.00
Cintas		268-000.00-934.000	\$ 498.44
Home Depot		268-000.00-934.000	\$ 175.63
Long Mechanical Service		268-000.00-934.000	\$ 180.00
Michigan Commercial Door Group, LLC		268-000.00-934.000	\$ 309.90
Orkin		268-000.00-934.000	\$ 50.00
R.W. Mead & Sons		268-000.00-934.000	\$ 276.00
TotalChoice Hosting	Dec-11	268-000.00-934.000	\$ 4.00
Uline		268-000.00-934.000	\$ 750.56
Gresham Driving Aids		268-000.00-935.000	\$ 143.12
Speedway		268-000.00-935.000	\$ 38.00
Allied Waste		268-000.00-941.000	\$ 88.15
Brien's Services, Inc.		268-000.00-941.000	\$ 427.50
Northwest Lawn	1 of 3 snow remvl	268-000.00-941.000	\$ 1,566.67
TruGreen	icemelt	268-000.00-941.000	\$ 1,697.19
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
City of Novi	State of City address 1/19/12	268-000.00-956.000	\$ 60.00
Farkas, Julie		268-000.00-956.000	\$ 169.95
New Horizons		268-000.00-956.000	\$ 4,000.00
Petty Cash			\$ 65.97
TOTAL			\$54,640.47



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
November 16, 2011**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Czekaj, Board Member (7:15 p.m. arrival)

Student Representatives

Nishant Kakar
Torry Yu

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant

Guests

Patrick Brunett, Friends President
Robert Cuttler, Friends Treasurer
Marilyn Amberger, Friends Secretary
Barbara Brunett, Friends Trustee
Carol Bauer, Friends Trustee
Carol Hoffman, Friends Trustee
Jim McLean, Friends Trustee

The meeting was held at the Novi Civic Center, Council Chambers, and 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 request was made to correct the date in item # 14C, **Finance Committee** under # 1. **Work Session**, to read Saturday, December 17, 2011 (1-5pm).

A request was made to make two additions to the agenda; the appointment of members to the **Strategic Planning Committee**, and to fill the vacancy to the office of Vice President.

A motion was made to approve the November 16, 2011 Regular Board Agenda with the correction and the additions.

1st – Mark Sturing

2nd – Ramesh Verma

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. Thank you letter from David Ascher, Principal – Novi Woods Elementary School.

b. Thank you letter from Jennifer Michos, Principal – Parkview Elementary School.

Letters were received from Principals and Media Specialist from the Novi School District thanking the Library for hosting the meeting on the use of library cards and access to the many data bases and resources found in the Library.

c. Thank you letter from Ruth Johnson, Secretary of State – State of Michigan

A letter thanking the library for hosting the Secretary of State's Press Conference on the unveiling of their new SOSExpress web site for on line renewals was received.

d. Resignation letter from Laura Casey

The letter is included in the Board Packet on page 19.

e. Thank you email from K. Balai

An email thanking the Library for hosting Garth Stein, Author of this year's Community Read book, "The Art of Racing in the Rain", was received.

6. Presentation

Pat Brunett, President – Friends of the Novi Public Library

Pat Brunett, current President of the Friends of Novi Public Library, along with members of the Friends Board, were in attendance as Julie Farkas, Director of Novi Public Library, and Library Board President , Larry Kilgore, accepted a \$30,000.00 check from Jim

McLean on behalf of the Friends membership. It was under the direction and leadership of past President, Vicki McLean that the Friends accumulated a large income from book sales and membership fees, which allowed the Friends to be in a position to make this generous gift to the Library. Director Julie Farkas expressed how much the donation is appreciated and that part of the money will be used for signage in the "Battle of the Books" program. A sincere thank you was extended to the Friends membership by Director Julie Farkas and Library Board President Larry Kilgore.

A brief report was given by Friends President, Pat Brunett.

- Genealogy program on searching family members in the military was successful, with 50-55 people in attendance.
- Fall used book sale will be held on Saturday, November 19th in the Book Nook from 10am-4pm.
- Annual Gala will be held on Friday, December 9th in the Library. There is no charge for members, but everyone is asked to bring a book for a child that will be given to the Free Press "Gift of Reading" program.
- December Friends meeting has been cancelled.

7. Public Comment

Newly elected Council Woman, Laura Casey came to witness the phenomenal generosity of the Friends gift to the Library, and to express her thanks to all the Friends members. She also wanted to publically thank all the Library Board members with whom she has had the honor and privilege to serve with for the last six (6) years.

8. President's Report

a. Library Goals 2011-2012

- At the end of October, several staff members attended the Michigan Library Association (MLA) conference in Kalamazoo, Michigan.
- A Librarian attended MAME, which is usually for school Librarians, but is beneficial for NPL's youth Librarians.
- Staff is working on the building infrastructure inventory. Will have information available for the Finance Committee in December.
- IT inventory has been completed.
- Raised close to \$3,500 from the Crawford birthday event. All gifts and donations from the Crawford birthday party were given to the Library.
- Hope to move forward with a historical display case with money from donations.

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, October 31, 2011

Observations regarding Monthly Financials for the Month of October 2011

David Margolis, Treasurer

For the second month in a row, we've seen another decline in Booked Tax Revenues, this time a decrease of **(-\$7,265)**, along with another reduction in Current Taxes Receivable.

Financial activity for the month of October:

LIBRARY FUND (Fund #268)
BALANCE SHEET (pg 28)

Cash was decreased by **(-\$177,455)** during the month, while **Current Taxes Receivable** were decreased by **(-\$17,206)**.

TOTAL ASSETS = \$4,227,581 (**-\$194,661** or **-4.41%** lower than last month)

LIABILITIES – The only change for the month was in **Accounts Payable**, which were increased by +\$5,782 for a net increase in Liabilities of +2.97% for the month, with an ending balance = **\$200,961**

FUND BALANCE – NET Revenues and Expenses (for the current fiscal year) were lowered another **(-\$200,443)** or **(-11.23%)**, leaving a Ending Fund Balance at 10-31-11 of **\$4,026,620**

REVENUES AND EXPENDITURES (pg 29 and 30)

REVENUES – Despite the decline in Tax Revenues (*previously mentioned*), **Total Revenues** for the month of October 2011 increased **+\$5,067** or +0.21%, led by a second consecutive month of increased **Meeting Room Rentals (\$1,815)** and **Investment Interest (\$3,369)**

EXPENDITURES – with four months into the current fiscal year (or 1/3 of the Total), our expectation is that expenditures utilization should be near **33.333%** of the budget.

Personal Services – no unusual occurrences in October; so far Year-to-Date we've used **31.61%** of this category's budget

Materials and Supplies – no major category items spent in October (except for #734.500 **Computer Equipment (\$1,740)** and #743.000 **Periodicals (-\$59)** which I assume to be a subscription cancellation), otherwise the total of **\$36,397** spent for the month represents a combined four-month usage of **29.32%** of the Budget
Services and Charges – for the month we spent **\$33,343** (which is near the monthly average of \$34,611 - with a few line-items higher than normal.), but the cumulative total of **\$132,693** representing **31.95%** of the Budget allocations.

Some of the items worth citing for the month are:

#801.925 Public Information	(-\$75)
#803.000Independent Audit	+\$465
#806.000Legal Expenses	+\$304
#818.000TLN Central Services	+4,750
#935.000Vehicle Maintenance	+471
#956.000Conferences/Workshops	+5,625

Capital Outlays or Contingencies – N/A

TOTAL EXPENDITURES – for the month of October, we spent **\$205,510** (well below the monthly average of \$224,665) for a year-to-date total of **\$838,114**, which is **31.09%** of the Total Budget – still a positive trend so far.

WALKER FUND (Fund #269) (pg 31)

REVENUES – increased by **+\$10,255** during the month, with \$3,650 coming from **Investment Interest** (#269-000.000-664.000) and +\$6,606 from **Donations** (including \$3,200 for the “Community Read” program and \$3,225 from the Crawford’s towards the Display Case)

EXPENDITURES – were **(-\$2,635)** for October, with \$2,500 expended for the **Community Read** program and \$104 spent on **Artwork in memory of M. Locke**.

BALANCE SHEET – as a result of October activity, **Cash** in the Fund went up **+\$8,706**, while **Accounts Payable** was increased +1,087 and **Unrestricted Current Year Fund Balance** increased +\$7,620 to **\$13,750** for the fiscal year

TOTAL ASSETS = \$1,456,941

TOTAL LIABILITIES = \$2,500

TOTAL FUND BALANCE = \$1,454,441

Restricted Fund Balance = \$ 32,111

Un-Restricted Fund Balance = \$1,422,330

COMBINED LIBRARY INVESTMENTS (pg 32)

LIBRARY FUND (#268)

Current Maturities (less than one year) \$2,127,072

Long-term Maturities \$2,000,000

TOTAL FUND #268 \$4,127,072

WALKER FUND (#269)

Current Maturities \$ 206,941

Long-term Maturities \$1,250,000

TOTAL FUND #269

COMBINED LIBRARY INVESTMENT

\$1,456,941

\$5,584,013

Total Combined Library Investments are **(-\$168,749)** or **(-2.94%)** lower than last month

The printing, graphic design and publishing line item percentage is high due to a higher quote that was expected for the "Engage," and will go over budget this year. However, the TLN Central Services final bill was lower than budgeted for, and will compensate for the overage in printing.

The Conferences and Workshops line item is at 93% due to costs for Conferences, travel, and hotel that have already been included for staff attending programs at (MLA) Michigan Library Conferences and the Public Library Association.

c. Library Café Revenue Report

There was no report provided.

10. Director's Report

- Two hundred (200) guests were in attendance at the Novi Public Library on Thursday evening, November 10th, to hear Garth Stein, Author of the "Community Reads" book, "The Art of racing in the Rain". Earlier that day, the Library hosted a student program with Garth Stein at Novi High School, with two hundred fifty (250) students present to hear the Author speak.
- The HR Committee met and adopted the 80/20 health care guidelines for the full time staff. City of Novi HR director, Tia Gronlund-Fox will be available to answer questions at the Library on November 21, 2011. Open enrollment begins on November 21, 2011, and ends on December 2, 2011.
- Novi Public Library received the "Library of the Year Award for Excellence for Exceptional Customer and Innovative Services". Complimentary comments have been received from patrons, the Novi News, and the Patch. A 'Library of the Year' banner is on display in the lobby. There was a large turnout for the "Library of the Year" celebration held on Sunday, November 13, 2011.
- The Library will be closed on Friday, November 18th, 2011 for the annual staff in service day. Staff will be going to Providence Hospital in the morning to meet with the Head of the Occupational Health Department to learn about health and exercise in the workplace. Staff will meet back at the Library to go over the changes in the HR Manual, have department meeting and go over the exercise on "What We Can Stop Doing" to save money. The Board will see the results of the exercise next month. In the afternoon, the staff will be transported to the

Clinton-Macomb Library to tour and observe how some of the things we do, are done at another library.

- A report from the City of Novi Administrative and Management Staff Team Strategic Planning Session that was attended by the Director and the Library Management Team on August 31, 2011 was provided to the Library Board for review.

a. Public Services and Building Operations Report

Public Services Report – Margi Karp-Opperer

Report from Margi Karp-Opperer was presented by Director, Julie Farkas.

- Novi Public Library took part in the Novi Woods walk.
- Provided two (2) tours to the English as a Second Language adult learners group.
- Sent a number of staff members to the MLA Conference.

Building Operations Report – Mary Ellen Mulcrone

Report is provided on page 34 of the November 16, 2011 Library Board Packet.

b. Library Usage Statistics – October 2011

The October statistics are located on pages 35-37 in the Board Packet.

- 390 Library cards issued
- 63,393 items checked out
- Number of items borrowed from TLN – 3,612
- Number of items borrowed from MEL – 69
- Number of items loaned through TLN – 4,463
- Number of items loaned through MEL – 125
- 56.01% of all items checked out were done on self check out stations.
- Daily average of people using the Library was 1,003

11. Friends of Novi Library Report

There was no report provided.

12. Historical Commission Report

There was no report provided.

13. Students Representative Report

Report is provided on page 38 of the November 16, 2011 Library Board Packet.

14. Committee Reports

a. Policy Committee (Margolis, Vacant, Kilgore)

There was no report provided.

b. HR Committee (Vacant, Verma, Kilgore)

1. Health Care Update – Special Meeting Held

There was no report provided.

c. Finance Committee (Margolis, Czekaj, Sturing)

1. Work Session – Saturday, December 17, 2011 (1-5)

There was no report provided.

d. Fundraising Committee (Mena, Sturing, Vacant)

There was no report provided.

e. Strategic Planning Committee TBD)

The Library Board members who were recommended for appointment to serve on the new Strategic Planning Committee are: Trustee Larry Kilgore, Trustee Willy Mena, and Trustee Mark Sturing. Library Board President, Larry Kilgore asked the members of the Library Board for advise and consent of the three appointees for the new Strategic Planning Committee. The appointees were approved unanimously.

f. Friends of the Novi Library Board Liaison (Vacant)

There was no report provided.

15. Public Comment

There was no Public Comment.

16. Matters for Board Action

a. Consideration for the December Board Meeting to be moved to the 2nd Wednesday (December 14, 2011) due to its proximity to the Holiday or Cancel Meeting and Resume Meetings on Wednesday, January 18, 2012.

A motion was made to cancel the December Library Board meeting and to receive the Director's Report and the Financials as usual.

1st – Larry Kilgore

2nd – Ramesh Verma

The motion was passed 5-1.

Trustee David Margolis requested that he have access to the November Financials in order to make his observations and have that transmitted concurrent with the Director's Report.

Director, Julie Farkas will send the November Financial information to Trustee David Margolis as soon as she receives them.

b. Election to Fill the Vacancy of the Office of the Vice President

Trustee Willy Mena was nominated for the Office Library Board Vice President, and accepted with pleasure.

A motion was made to approve the nomination.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was approved unanimously.

17. Adjourn

A motion was made to adjourn the meeting at 8:13 p.m.

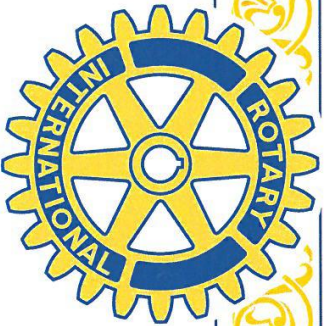
1st – Larry Kilgore

2nd – Mark Sturing

The motion was passed unanimously.

Mark Sturing, Secretary

Date



Certificate of Appreciation

This is to certify that

NOVI PUBLIC LIBRARY

*has been presented this award of appreciation
for outstanding service and achievement in*

ASSISTING WITH THE NOVI ROTARY SENIOR HOLIDAY PARTY

By the Rotary Club of Novi

This day January 5, 2012

Angie Barone
Chairperson

Sharon Jick
President

NOVI PUBLIC LIBRARY – 2011/2012 GOALS

Marketing/Relationship Building/Outreach

Goal #1: Promote the Library in Novi's residential and business communities; consider new avenues for promoting library services to non-library users; leverage existing resources whenever possible.

Strategy: Promote the use of Convenient Services (drive-up window, after-hours lockers, self-service holds, self-checkout).

Tactic	Owner	Status	Due Date
Develop list of when to promote which services; work with Laura to develop publications or bookmarks	Support Services; Marketing	Supervisors will develop topics to promote from each area; ideas developed for promotion to begin in Feb.	1/12
Create monthly PSAs with staff promoting services	Support Services; Marketing; IT/Facilities		
Strategy:	Offer surveys to see how Convenient Services work for users, what services are/are not used, why.		
Tactic	Owner	Status	Due Date
Consider a give-away for patrons taking part in surveys	Admin	Public survey underway during Nov. & Dec.	12/11
Strategy:	Set benchmarks to measure success of Convenient Services.		
Tactic	Owner	Status	Due Date
Survey other libraries using automatic sorting technology and self-checkouts re: % of checkout; prepare documentation on services and what other libraries do	Admin		
Strategy:	Determine if/why people from community are not coming to the Library.		
Tactic	Owner	Status	Due Date
Strategy:	Increase resident usage of Library services.		
Tactic	Owner	Status	Due Date
Strategy:	Determine appropriate hours and levels of service.		
Tactic	Owner	Status	Due Date
Report on other libraries' hours and services; during budget discussions, consider costs for adding hours	Admin; Board	DSLRT report completed; stats to be provided in Jan.	12/11

Evaluate 4-hour time frame for moving holds to drive-up window; determine if this can be shortened	Support Services; Info Services	Staff discussed and sent recommendations to Administration; changed to 2-hour time frame	10/11; 12/11
Strategy:	Increase usage of services and facility with community partners.		
Tactic	Owner	Status	Due Date
Send brochure of library services to Novi School Admin.	Admin	Will send Welcome brochure to be included in new school packets	1/12
Provide special library cards for Novi schools	Admin; Support Services	Cards provided to Admin.	10/11; completed 10/4/11
Provide special library cards for business community	Admin; Support Services	Will begin in January; guidelines reviewed; finalizing plans for implementation	1/12
Strategy:	Engage staff in informal patron surveys at service desks.		
Tactic	Owner	Status	Due Date
Develop "did you know..." questions to promote services	Info Services; Support Services		
Strategy:	Improve reporting of statistics for library/building/technology usage.		
Tactic	Owner	Status	Due Date
Report on material usage	Support Services	Report provided to Admin	10/11; completed 8/30/11
Report on NPL website hits	IT/Facilities	Reports to be provided twice/year: Jan. & July	1/12
Report on monthly door counts (library visitors)	IT/Facilities	Reports are provided monthly	10/11

Collections/Services/Programs/Technology

Goal #2: Provide and maximize technology, programs, services and collections that meet the changing needs of our community.			
Strategy:	Report on types of materials checked out to determine if funds can/should be reallocated.		
Tactic	Owner	Status	Due Date
Report on material usage	Support Services	Report provided to Admin	10/11; completed 8/30/11
Strategy:	Consider collection development and its trend toward multimedia.		
Tactic	Owner	Status	Due Date
Research and report on shift from books to multimedia	Info Services		

Engage staff in providing feedback about services and procedures.			
Strategy:	Owner	Status	Due Date
Tactic Survey staff re: what we can stop	Admin	Asked staff for ideas about what processes, services, etc. could be eliminated to be more efficient and cost effective; suggestions were reviewed by Management and implemented if possible; results of survey provided to staff	11/11
Survey staff re: IT/Facilities in new building	Admin	Asked staff for feedback on these areas; implemented some changes based on observations; reviewing other suggestions for feasibility; results of survey presented to staff	11/11
Provide opportunities for staff to meet with Director	Admin	Director/staff "one-on-ones" held in Dec. & Jan.; Director shared with Management ideas for improvement to investigate	12/11; 1/12
Strategy: Determine if our benefit packages are beneficial and relevant.			
Tactic HR Committee and Finance Committee to review	Owner Admin; Board	Status Review in process; adopted 80/20 healthcare payment plan	Due Date 10/11
Strategy: Ensure NPL staff is recognized within profession: conferences, workshops, speaking engagements.			
Tactic Provide opportunities for participation with MLA and other organizations	Owner Admin	Status 7 staff attended annual MLA conference; Director is chair for 2012 MLA conference; PW attended annual MAME conference; WT & MEM attended MeLCat Users Day; WT attended annual meeting of Michigan Users Group for Sirsi Dynix	Due Date 10/11; 11/11
Maintain staff participation with TLN committees	Admin	WT attends SASUG and Technical Services committees; BR attends TechComm; AS is Chair-elect of Youth Services committee; KK attends Adult Services committee meetings	11/11
Strategy: Ensure adequate training and development for staff.			
Tactic Provide training to supervisory and other staff	Owner Admin; Managers	Status 4 Clerk IIs attended "How to Supervise People", a Fred Pryor Seminar; JD attended Black Belt Librarian workshop; BB attended OSHA training	Due Date 9/20/11; 10/11; 1/12

Strategy:	Consider implementing different types of technology (l-pad, e-readers) to meet patron needs.		
Tactic	Owner	Status	Due Date
Acquire new equipment	IT/Facilities	Purchased Barnes & Noble nook; Friends donating money to purchase Kindle; have Kindle, Nook, and Sony e-readers	10/11; 1/12
Provide training for staff to be able to use new equipment with patrons	IT/Facilities; Info Services	Info staff has received training on the Nook and converting from VHS to DVD using Edius software	11/11
Strategy:	Determine what patrons want more of.		
Tactic	Owner	Status	Due Date
Report on material usage, including info re: books vs. multimedia	Support Services	Report provided to Admin	10/11; completed 8/30/11
Strategy:	Partner with the community for programming.		
Tactic	Owner	Status	Due Date
Schedule six programs on health topics with St. John Health System/Providence Park	Info Services	Fall programs: Skin Care and Cosmetic Advances, 9/11; Food Labels & Lies, 10/11; Screening for Meaning, 11/11	6/12
Coordinate with the Neighborhood Library Association for the annual Community Read Events	Info Services	Author visit with Garth Stein was the culmination of the Community Read Events	11/11

Staff Development

Goal #3:	Provide a well-trained, appropriately compensated staff who are engaged in the Novi community and within the library profession.		
Strategy:	Investigate what soft perks would be of interest to staff in lieu of monetary compensation.		
Tactic	Owner	Status	Due Date
Survey staff re: desirable soft perks	Admin		11/11
Survey staff re: how to spend \$2,000 from Library of the Year award (for customer service) as a reward for staff	Admin	Staff had opportunity to suggest ways to spend the \$\$, then to narrow down to best options, then to vote on final choice: \$25 to each staff + luncheon	12/11

Provide annual Staff Development Day	Admin	Staff Day on Nov. 18 included workshop on stress in the workplace and breakfast provided by St. John Providence, review of new HR manual, departmental meetings, tour of Clinton Macomb Library	11/11

Financial for Operations			
Goal #4: Balance the needs of the community with fiscal responsibility.			
Strategy: Create a capital expenditure plan.			
Tactic	Owner	Status	Due Date
Finance Committee to develop	Admin; Board		12/11
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; furniture in staff spaces and miscellaneous due 5/12	11/11
Strategy: Undergo technology inventory and future needs assessment.			
Tactic	Owner	Status	Due Date
Take inventory of technology in public spaces	IT/Facilities	Inventory completed 11/11	11/11
Take inventory of technology in staff spaces	IT/Facilities	Inventory due 1/12; completed	1/12
Strategy: Implement a three year technology plan.			
Tactic	Owner	Status	Due Date
Revise technology plan	IT/Facilities	In process	1/12
Strategy: Work with City of Novi Finance Department to forecast future revenues and expenditures.			
Tactic	Owner	Status	Due Date
Receive/review monthly reports and calendars from City regarding various contracts to pursue shared cost savings	Admin; IT/Facilities	Ongoing	10/11

Strategy:	Maintain process of one year budget and two year projection.		
Tactic	Owner	Status	Due Date
Budget process continues yearly	Admin; Board	Ongoing; budget review sessions scheduled: Jan 21 & Feb 4 with approval planned for Feb 18	3/12
Strategy:	Target to break even and meet library budgetary needs without deficit spending.		
Tactic	Owner	Status	Due Date
Budget process continues yearly	Admin; Board	Ongoing	10/11
Strategy:	Consider investment strategy option for long term planning of library reserves.		
Tactic	Owner	Status	Due Date
Finance Committee to review	Admin; Board	Committee met on 12/17	

Fundraising

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

Strategy:	Pursue grant opportunities.		
Tactic	Owner	Status	Due Date
Metro Detroit Book & Author Society award	Admin; Info Services	KB applied for Business Collection resources	10/11
2011 State Librarian's Excellence Award (Library of the Year)	Admin	JF applied for award 9/11; WE WON!! Received trophy and \$2,000 for superior customer service	10/11
Applied for Business Award for Customer Service sponsored by City of Novi, Novi Rotary and Chamber of Commerce	Admin	Application submitted 1/9/12	
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 meeting 1/25	4/12; 1/12

Strategy:	Create a calendar of events for fundraising.			Due Date
Tactic	Owner	Status		
	Admin			
Strategy:	Actively recognize sponsors/partners for fundraising initiatives.			Due Date
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	Ongoing; 12/11	
Send letter for annual donation drive	Admin	592 letters sent to previous donors reminding them of tax credit opportunity for 2011; \$6,021 donated (to date) in response to letter	12/11	
Strategy:	Execute "Gift for Tomorrow" campaign.			
Tactic	Owner	Status	Due Date	
Fundraising Committee to work on this	Admin; board			
Strategy:	Maintain and promote existing donation opportunities (brick pavers, trees, books, etc.)			Due Date
Tactic	Owner	Status	Due Date	
Fundraising Committee to work with staff	Admin; Board	Ongoing		

Board Structure/Development

Goal #6:	Ensure that the Library has an engaged and active Library Board that represents the Library in Novi and the larger library community.		
Strategy:	Engage Trustees in actively promoting/soliciting for the "Gift for Tomorrow" campaign.		
Tactic	Owner	Status	Due Date
Fundraising Committee to work on this	Admin; Board		
Strategy:	Assign a Trustee to actively participate with Novi Historical Commission.		
Tactic	Owner	Status	Due Date
Engage Trustees in State Library initiatives.			
Strategy:	Engage Trustees in State Library initiatives.		
Tactic	Owner	Status	Due Date

Strategy:	Engage Trustees with Friends of Library.		
Tactic	Owner	Status	Due Date
	Assign a liaison from Library Board to Friends Board	Board	L. Kilgore to be liaison for 2012 12/11
Strategy:	Engage Trustees in Library programs and services.		
Tactic	Owner	Status	Due Date
	Trustees to volunteer as ambassadors at Welcome Desk	Board; Admin	Trustees cover Monday night (7:00-9:00) desk shift on a rotating schedule 12/11

Planning

Goal #7: Develop a new five-year strategic plan.			
Strategy:	Review long term endowment thinking and plan for investment strategies/guidelines.		
Tactic	Owner	Status	Due Date
	Finance Committee to work on this	Admin; Board	
Strategy:	Achieve QSAC (Quality Services Audit Checklist) "essential certification.		
Tactic	Owner	Status	Due Date
	Implement changes as needed to meet QSAC requirements and submit request for certification	Admin	MEM working through checklist 3/12
Strategy:	Actively engage in Novi community organizations, boards, and commissions to promote the library.		
Tactic	Owner	Status	Due Date
	Provide library tour for all school teachers/staff	Admin; Info Services	Library staff presented to approx 500 school staff on 8/30 8/11
	Promote library to School Board in October and May	Admin	MEKO presented at October school board meeting 10/11
	Connect with other community organizations	Admin; Info Services	MEKO & TMS attended open house at Japanese School; MEKO & MS conducted tours for the English as a Second Language adult students 11/11
Strategy:	Establish strategic planning committee; develop strategic plan for services, resources, materials.		
Tactic	Owner	Status	Due Date

Include Board, staff, community	Admin; Board	Trustees Kilgore, Mena, and Sturing to represent Board; other committee members to be added; meetings will begin in January	1/12
Strategy:	Work towards creating a ten year financial plan (2012-2022).		
Tactic	Owner	Status	Due Date
Finance Committee to work on this	Admin; Board		
Strategy:	Support efforts of Historical Commission and Friends of the Library; include members in planning.		
Tactic	Owner	Status	Due Date
Work with Historical Commission and Friends Board	Admin; Board	Coasting the Baseline marker dedicated 9/20; Friends series of programs continuing	11/11
Strategy:	Review Public Policy Manual.		
Tactic	Owner	Status	Due Date
Policy Committee to work on this	Admin; Board		
Strategy:	Review Human Resources Policy Manual.		
Tactic	Owner	Status	Due Date
HR Committee to work on this	Admin; Board	Review/revision completed; policies approved 9/21; new manual presented to staff 11/18	12/11
Strategy:	Review building and grounds security with Novi Police Department.		
Tactic	Owner	Status	Due Date
Review building/grounds security with Novi Police	Admin; IT/Facilities	BR met with Det. Boody; also met with Vidcom; received priority recommendations for 3 possible phases from Novi Police; obtained pricing from Vidcom; seeking additional quotes	11/11; 12/11

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).

**CITY OF NOVI - LIBRARY FUND
BALANCE SHEET - DECEMBER 31, 2011**

GL Number	Description	Balance
Assets		
268-000.00-003.000	Cash and cash equivalents	\$ 3,719,360
268-000.00-018.000	Cash on hand	500
268-000.00-020.000	Current taxes receivable	88,898
Total Assets		<u>\$ 3,808,758</u>
Liabilities		
268-000.00-202.000	Accounts payable	\$ 39,872
268-000.00-232.000	Employees pension payable	2,120
268-000.00-259.702	Accrued liabilities-tax	152,431
268-000.00-276.400	Deposit for Cafe	1,500
Total Liabilities		<u>195,923</u>
Fund Balance		
268-000.00-390.000	Fund balance	2,441,937
Net of Revenues VS Expenditures - Current Year		1,170,897
Ending Fund Balance		<u>3,612,835</u>
Total Liabilities And Fund Balance		<u>\$ 3,808,758</u>

CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING DECEMBER 31, 2011

GL NUMBER	DESCRIPTION	2011-12	YTD	AVAILABLE	% BDGT
		AMENDED BUDGET	BALANCE 12/31/2011	BALANCE	USED
Revenues					
PROPERTY TAX REVENUE					
268-000.00-403.000	Property tax revenue	\$ 2,234,000	\$ 2,272,370	\$ (38,370)	101.72
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	31,593	12,507	71.64
268-000.00-658.000	State penal fines	63,500	64,306	(806)	101.27
	FINES AND FORFEITURES	107,600	95,899	11,701	89.13
INTEREST INCOME					
268-000.00-664.000	Interest on investments	14,000	16,393	(2,393)	117.09
OTHER REVENUE					
268-000.00-665.000	Miscellaneous income	9,000	7,800	1,200	86.66
268-000.00-665.100	Copier	2,000	1,332	668	66.61
268-000.00-665.200	Electronic media (previously VHS)	7,500	1,493	6,007	19.91
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	6,705	(205)	103.15
268-000.00-665.404	Novi Township assessment	6,350	6,128	222	96.50
268-000.00-665.650	Library Cafe	4,500	2,531	1,969	56.24
	OTHER REVENUE	35,850	26,709	9,141	74.50
DONATIONS					
268-000.00-665.400	Gifts and donations	2,000	6,752	(4,752)	337.60
APPROPRIATION OF FUND BALANCE					
268-000.00-680.000	Appropriation of fund balance	282,537	-	282,537	0.00
TOTAL Revenues		\$ 2,695,987	\$ 2,428,012	\$ 267,975	90.06
Expenditures					
PERSONNEL SERVICES					
268-000.00-704.000	Permanent salaries	\$ 870,000	\$ 414,515	\$ 455,485	47.65
268-000.00-705.000	Temporary salaries	539,000	255,018	283,982	47.31
268-000.00-715.000	Social security	108,000	52,420	55,580	48.54
268-000.00-716.000	Insurance	184,000	79,453	104,547	43.18
268-000.00-716.200	HSA - employer contribution	7,200	4,050	3,150	56.25
268-000.00-718.000	Pension-DB (closed plans)	26,000	12,720	13,280	48.92
268-000.00-718.200	Pension - defined contribution	18,000	9,962	8,038	55.35
268-000.00-719.000	Unemployment insurance	10,000	-	10,000	0.00
268-000.00-720.000	Workers compensation	2,250	1,760	490	78.22
	PERSONNEL SERVICES	1,764,450	829,898	934,552	47.03
SUPPLIES					
268-000.00-727.000	Office supplies	25,000	7,712	17,288	30.85
268-000.00-728.000	Postage	2,100	955	1,145	45.46
268-000.00-734.000	Computer supplies, software & licensing	87,000	16,767	70,233	19.27
268-000.00-734.500	Computer supplies/equipment	15,000	3,100	11,900	20.67
268-000.00-740.000	Operating supplies	24,500	6,522	17,978	26.62
268-000.00-741.000	Uniforms	300	45	255	14.97
268-000.00-742.000	Library books	200,000	99,254	100,746	49.63
268-000.00-743.000	Library periodicals	16,000	12,394	3,606	77.46
268-000.00-744.000	Audio visual materials	52,100	35,534	16,566	68.20
268-000.00-745.200	Electronic media	38,200	16,424	21,776	43.00
268-000.00-745.300	Electronic resources (CD rom materials)	43,500	24,067	19,433	55.33
	SUPPLIES	503,700	222,774	280,926	44.23

**CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING DECEMBER 31, 2011**

OTHER SERVICES AND CHARGES					
268-000.00-801.925	Public information (cable, etc)	-	454	(454)	100.00
268-000.00-802.100	Bank services	1,000	1,153	(153)	115.33
268-000.00-803.000	Independent audit	900	670	230	74.44
268-000.00-804.000	Medical service	500	377	123	75.46
268-000.00-806.000	Legal fees	2,000	473	1,527	23.65
268-000.00-809.000	Memberships and dues	6,300	4,284	2,016	68.00
268-000.00-816.000	Professional services	5,000	500	4,500	10.00
268-000.00-817.000	Custodial services	45,000	17,672	27,329	39.27
268-000.00-818.000	TLN Central Services	16,000	4,750	11,250	29.69
268-000.00-851.000	Telephone	16,500	7,522	8,978	45.59
268-000.00-855.000	TLN Automation Services	56,900	24,370	32,530	42.83
268-000.00-862.000	Mileage	800	216	584	26.97
268-000.00-880.000	Community promotion	8,000	2,579	5,421	32.23
268-000.00-880.268	Library programming	23,000	8,035	14,966	34.93
268-000.00-900.000	Printing, graphic design and publishing	13,500	13,637	(137)	101.02
268-000.00-910.000	Property & liability insurance	18,000	13,005	4,995	72.25
268-000.00-921.000	Heat	16,000	3,469	12,531	21.68
268-000.00-922.000	Electricity	80,000	41,494	38,506	51.87
268-000.00-923.000	Water and sewer	10,000	1,235	8,765	12.35
268-000.00-934.000	Building maintenance	41,000	17,745	23,255	43.28
268-000.00-935.000	Vehicle maintenance	3,000	846	2,154	28.19
268-000.00-941.000	Grounds maintenance	25,000	7,718	17,282	30.87
268-000.00-942.000	Office equipment lease	16,375	6,493	9,882	39.65
268-000.00-942.100	Records storage	62	62	-	100.00
268-000.00-956.000	Conferences and workshops	10,500	15,426	(4,926)	146.91
OTHER SERVICES AND CHARGES		<u>415,337</u>	<u>194,184</u>	<u>221,153</u>	46.75
TRANSFERS OUT					
268-000.00-965.269	Transfer to Walker Fund (Book It)	-	10,258	(10,258)	100.00
CAPITAL OUTLAY					
268-000.00-976.000	Building improvements	7,500	-	7,500	0.00
268-000.00-990.000	Furniture	5,000	-	5,000	0.00
CAPITAL OUTLAY		<u>12,500</u>	<u>-</u>	<u>12,500</u>	0.00
TOTAL Expenditures		<u>\$ 2,695,987</u>	<u>\$ 1,257,115</u>	<u>\$ 1,438,873</u>	45.87
NET OF REVENUES & EXPENDITURES			<u>\$ 1,170,897</u>		

Notes:

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

Memberships and dues (268-000.00-809.000) - July incurs costs to the Michigan Library Association.

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

Property tax revenue (268-000.00-403.000) - recorded at 100%, billed on July 1, 2011

Printing, graphic design and publishing (268-000.00-900.000) - includes the Sept - Dec 2011 Share of Engage publication.

The Book It program included a specific use of funds, and therefore has been transferred to the Walker Fund.

**CITY OF NOVI - WALKER FUND
BALANCE SHEET - DECEMBER 31, 2011**

GL Number	Description	Balance
Assets		
Cash and cash equivalents		
269-000.00-003.000	Cash and cash equivalents	\$ 1,476,855
Total Assets		<u>\$ 1,476,855</u>
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		36,163
Total Fund Balance		<u>1,476,855</u>
Total Liabilities And Fund Balance		<u>\$ 1,476,855</u>

REVENUE AND EXPENDITURE REPORT - PERIOD ENDING DECEMBER 31, 2011

GL NUMBER	DESCRIPTION	YTD BALANCE 12/31/2011
Revenues		
INTEREST INCOME		
269-000.00-664.000	Interest on investments	\$ 10,571
DONATIONS		
269-000.00-665.271	Donation-general-youth collections	225
269-000.00-665.273	Donation-restricted-Friends Novi Library	10,000
269-000.00-665.274	Donations-brick pavers	625
269-000.00-665.276	Donations-library trees	450
269-000.00-665.282	Donations-Myrtle Locke-artwork	30
269-000.00-665.283	Donations-Novis Newbies	750
269-000.00-665.285	Donations - Community Read	3,200
269-000.00-665.286	Donations - Light Up the Night	325
269-000.00-665.401	Donations - Crawford (display case)	5,000
269-000.00-665.402	Donations - specific collections	100
DONATIONS		<u>20,705</u>
TRANSFERS IN		
269-000.00-676.268	Transfer from Library Fund (BookIt)	10,258
TOTAL Revenues		<u>41,535</u>
Expenditures		
269-000.00-742.273	Friends of the Novi Library expenditures	31
269-000.00-742.282	Artwork in memory of M Locke	104
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
TOTAL Expenditures		<u>5,372</u>
NET OF REVENUES & EXPENDITURES		<u>\$ 36,163</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.

December includes a transfer from the Library Fund to the Walker Fund for the "Book It" program which states that proceeds must be used for childrens collections. Since this activity occurred in the prior fiscal year a transfer was necessary. New accounts have been set-up in the Walker Fund to record the activity from this program.

Director's Report – Julie Farkas

Library Presentation to City Council

On Monday, December 17, 2011, I made a 30 minute presentation to the City Council members on the library progress over the past year. The annual report was shared as well as the documentation that led to our Library of the Year win. I shared with the Council the need for a new strategic plan and that the Library will begin such processes in January 2012. The council was pleased with the information presented and very little questions were asked.

City Council Goal Setting Session

President Kilgore and I attended the annual goal setting session for the City Council on Saturday, January 7, 2012. The council reviewed their current strategic themes and approved as stated below.

- Ensure public safety services meet the needs of the community (Police, Fire, Public Services)
- Improve Infrastructure (Roads, Water and Sewer)
- Encourage economic development to maximize City revenue and job growth
- Develop government structure and staff skills for effective delivery of customer services and communication with the community
- Be a community that values natural areas, natural features and community character
- Maintain a fiscally responsible government
- Enhance park, recreation and cultural services

Budget Sessions with Department Heads

The past week has been spent meeting with the Department Heads to discuss budgetary needs for the Library for the 2012-2013 fiscal year. Reports we submitted by January 13th. Information is still being gathered by the City in order to have a solid picture for the revenue and expenditures that will be initiated during the upcoming budget season.

Book It Fundraiser Update

So far to date, the Library has received two sponsorships for the upcoming Book It event scheduled for Friday, April 27th (7-10pm). Telcom Credit Union and Providence Park has graciously come on board to support the event with monetary donations. In addition, Steve & Rocky's restaurant has accepted our invitation to provide the culinary delights for the event. The next committee meeting is scheduled for Wednesday, January 25th at 9:30am at the Library.

Homeowners Breakfast – Saturday, January 21st 9am – 11am

The Library will once again take part in the Homeowners Breakfast by promoting the upcoming events for the Library, sharing its Library of the Year banner with attendees and making a specific marketing push to the Homeowners associations an invitation for their quarterly/annual meetings to be held at the Library. If a homeowners association holds a meeting at the Library and includes library staff in their event with either a tour of the Library or 15-20 minute presentation, the association receives the room rental for free.

Strategic Planning Committee

The first strategic planning meeting will take place on Wednesday, January 25th at 7:00pm at the Library. The committee has been made up of library board members, community members, library staff, City staff, teen representatives and Friends. All age groups have been represented on the committee in order to bring a balance of community needs to the planning sessions. Approximately 18 people are expected for the first meeting.

Freegal (Downloadable Music) Report by Mary Robinson, Information Services Librarian

On July 1st, 2011 Novi Public Library launched its Freegal Music service.

Freegal Music is an online database that lets Novi patrons download songs from the entire Sony Music Entertainment catalog, offering hundreds of thousands of songs, over 100 genres of music, and more than 50 record labels. It also recently added IOTA Music Alliance to its roster, which gives patrons access to over 2 million titles from artists around the world. The music files are DRM (Digital Rights Management)-free and do not expire – they are for keeps!

Freegal Music contains music from current top artists like Adele, Beyoncé, Foster the People, Mumford and Sons, Kings of Leon, as well as timeless artists like Michael Jackson, Bruce Springsteen, Elvis Presley, Barbra Streisand and so much more. New music is added to the collection daily. Sample clips of every song are available to preview before the user actually downloads the title.

Each Novi Public Library resident cardholder is eligible for three MP3 downloads per week. However, they must be downloaded each week, they do not accumulate.

Now, 6 months later, we can see that Novi cardholders have embraced this service. As of January 6, 2012 there have been **10,527 downloads** by **730 users**.

Freegal has way over exceeded my goals and expectations!

Friends of Novi Library

No report was received by the President for the January meeting. They did approve their bylaws. The Board has approved to not hold meetings in February and March due to many of the members travelling south for the winter months. They will reconvene in April with their annual meeting and to join us for the Book It event.

Public Services Report – Margi Karp-Opperer

The holiday season was upon us and we were all very happy with the mild temperatures outside. The Library continued to partner with the Novi School District to offer the "7 Habits of Highly Effective People" discussions as well as the weekly assistance by the Oakland Livingston Human Services Agency's Help for Families.

We partnered with the City to be part of the Light-Up the Night in Novi. 2 magic shows, crafts, face painting and a lot of fun was our agenda and we were pleased with the outcome.

A library tour was given to Willow Brook Farms Home Association, after their meeting.

I participated in the Michigan Literary Network's radio show which allowed me to publicize and brag about everything the Novi Library is currently offering to the community. Hopefully, I will be invited again to share more of our highlights and accomplishments.

Attached you will find the survey questions, results and comments from the recent questionnaire posed to the library users.

The Adult Services' Dept offered 2 computer instruction classes, as well as their regularly scheduled programs of: book discussion groups, Tech Times, Internet and Email for Seniors, Novi Writers' Groups, English Conversation Groups, and Knit2gether Knitting Circles. A webinar on Entrepreneurship Database Training was also given. In addition to the adult programs, December was filled with story times for babies, tots, and three and four year olds. The youth department held 23 of these programs as well as Kiddie Crafts, Starlight story time, a special Thomas story time, Snack Tales, Clean out the Cupboards Craft, winter holiday movie, Baby Gym, Get Your Wiggles Out and a Beginning Builders program. An amazing amount of programming was presented and I am pleased to tell you they were well attended and appreciated.

Novi Newbies Program January 2011 – December 2011

It was a very successful year for the Novi Newbies program. We took on additional sponsorship with the Friends of the Novi Library, the Novi Chamber of Commerce, Novi Rotary and our lead sponsor – Providence Park Hospital. The program has provided back packs full of library information and advertisements from the partners as well as a board book and bib.

Babies born at Providence Park living in NOVI

	2011-01	2011-02	2011-03	2011-04	2011-05	2011-06	2011-07	2011-08	2011-09	2011-10	2011-11	2011-12	Total
NOVI	18.00	18.00	26.00	26.00	21.00	23.00	23.00	24.00	27.00	20.00	23.00	20.00	269.00

Novi Public Library
Fall 2011 Survey

We want to hear from you!

Please fill out this questionnaire and place it in the box in our lobby. Thank you!

1. Were you satisfied with your visit today?

Yes No

2. Did the Library have what you needed?

Yes No

3. How often do you visit the Library?

Daily Weekly Monthly

**4. Which convenient service do you use?
(Check all that apply.)**

Drive up window After-hours lockers
 Self check-out Self holds
 Freegal Overdrive

6. Which E-reader do you own?

Kindle Nook iPad Other None

**7. Why do you visit the Library?
(Check all that apply.)**

Internet Programs Materials Study

8. How did you hear about our programs?

Website Engage Lobby display
 Library flyers e-newsletter

9. What is your age?

Under 12 13-18 19-35
 36-55 56-70 Over 70

**10. To receive the Library's e-newsletter, please
PRINT your email address.**

Please put additional
comments on back.

Novi Public Library
Fall 2011 Survey

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9. What is your age?

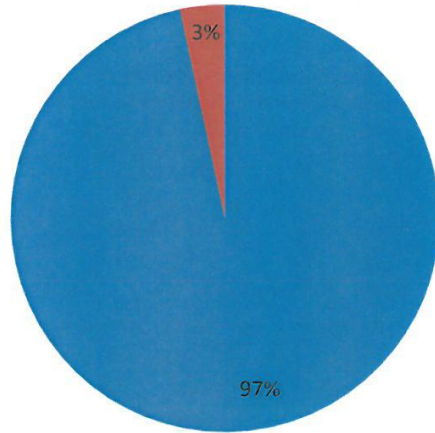
Under 12 13-18 19-35
 36-55 56-70 Over 70

**10. To receive the Library's e-newsletter, please
PRINT your email address.**

Please put additional
comments on back.

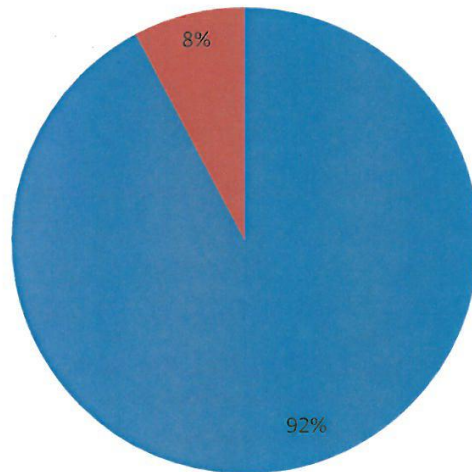
Were you satisfied with your visit today?

■ Yes ■ No



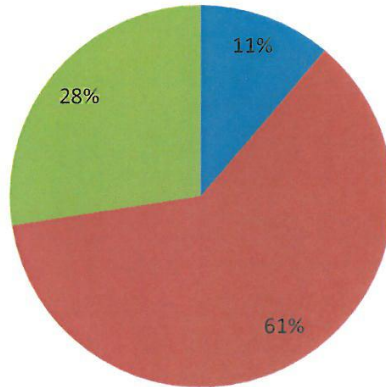
Did the Library have what you needed?

■ Yes ■ No



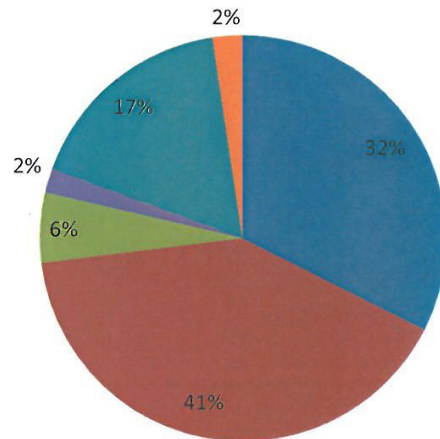
How often do you visit the Library?

■ Daily ■ Weekly ■ Monthly



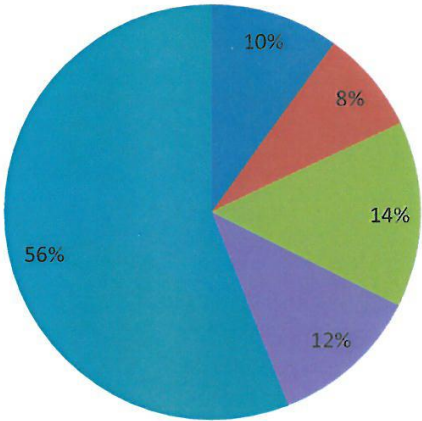
Which Convenient service do you use?

■ Drive up window ■ Self check-out ■ Freegal ■ After-hours lockers ■ Self holds ■ Overdrive



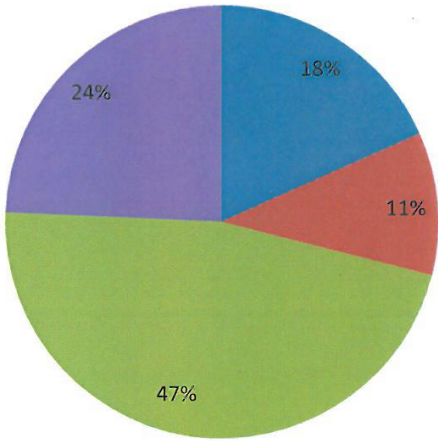
Which E-reader do you own?

Kindle Nook Ipad Other None



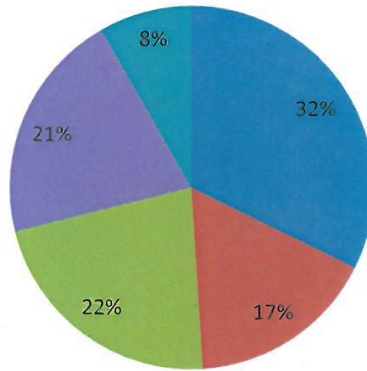
Why do you visit the Library?

Internet Programs Materials Study



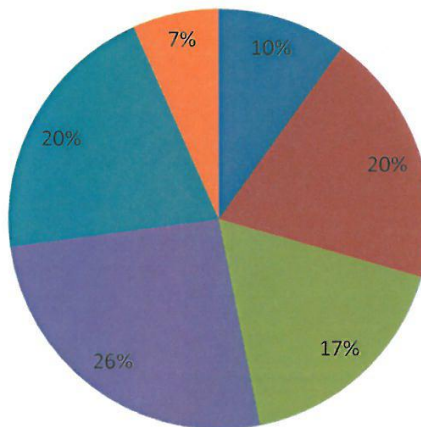
How did you hear about our programs?

■ Website ■ Engage ■ Lobby display ■ Library flyers ■ e-newsletter



What is your age?

■ Under 12 ■ 13-18 ■ 19-35 ■ 36-55 ■ 56-70 ■ Over 70



Survey Comments from Fall, 2011

1. Need more programs for kids with ADHD/Disabilities.
2. Great Library.
3. I love it here.
4. This is a very fine library.
5. You guys make it impossible to get a library card.
6. Allow eating in study rooms!
7. The staff is a true joy. They make the library a beautiful place to visit.
8. Better way to exit on Ten Mile going westbound. Very difficult.
Maybe 2 lanes? Maybe a light? Maybe back access to high school exit?
9. I am a happy customer!
10. Wonderful place. Excellent staff! Keep up the great work!
11. I appreciate the books set out in the children's picture book section. It is nice to be able to grab and go, particularly when I have whiny children in tow.
12. Since the remodel, this library is FANTASTIC!
13. I've lived in Novi for 30 years and have always enjoyed coming here – and the women who work here are wonderful just very helpful. I really can't ever complain.
14. Should more strictly enforce cell phone usage.
15. It needs to have more stuff in the game room or whatever it's called upstairs
16. Please let DVDs be renewed if they are more than 4 or 6 hours long. The A&E, PBS, and some other types are too long for just one week.
17. I love the new, larger building!
18. My family plans to purchase an e-reader in the next year, so we are interested in the library's offerings in that area. My family has one disabled child and one gifted child, and we visit the library at least once a week. We love all of the materials and activities in the children's department, and we check out lots of books about education and disabilities. I am a writer in the field of disabilities, and I do my research at the Library.
19. Problems with Friends of Library – specifically one woman – rude, condescending, believe she is organizer, don't know name but is usually here every other Thursday. Also have come in for materials often not re-shelved and difficult to find on carts. CDs (music) on several occasions filed without CD in them. Have also offered to volunteer Re: shelving never called yet still see requests needing volunteers. Maybe I'm not Novi enough. Best Library Honors Great. How much did the banner cost when the money could be used to purchase materials?
20. We have the best library & librarians! Thank you for all you do!
21. Thank you for all the story times!
22. Thank you for all your services.
23. Have difficulty getting available private study rooms on weekdays between 3-6pm for tutoring my students. Allow several of these rooms reserved for tutors?
24. I love the library because they have so many great books and movies!!!
25. You don't have a real collection of CDs. I look at empty shelves every visit.
26. I am an avid library patron, but I usually go to other libraries. Since the new Novi Library opened, I prefer coming to Novi, where I live! Thank you for all the programs mentioned on this survey. I especially love the foreign Language options like Rosetta stone. I would encourage the library to offer Levels 2-4 as well for Chinese. Thanks!

27. Prefer kids 2-years programs to be more frequent and longer duration.
28. Sometimes the DVDs are scratched but otherwise it's a huge and wonderful collection.
29. Excellent library. Very helpful staff. I would support a mileage to increase funding (or to make up budget shortfall).
30. Katherine, the Wednesday 10:15-10:45 story time librarian, does an absolutely wonderful job every week. We've been attending this story time for several months now and are always pleased. Katherine carefully selects books, song, activities and sign language around a central theme each week. The best thing though is that she has a wonderful connection with the children. Katherine obviously enjoys what she does. As a result, the children (and the adults) also enjoy every moment of the story times. Thank you Ms. Katherine!
31. Is it possible to get more Japanese Books through Japanese organizations in Michigan?
32. You need to get into the 21st century – books in digital format on 1 MP3 disc instead of books and 10+ CDs.
33. Help on first floor was great. Staff was nice and helpful.
34. The library good but is way too expensive and librarians should be nicer.
35. I enjoy this place.
36. Study/tutor room available today but they are hard to get.
37. Never heard of your programs.
38. I love:
 - Adult book groups
 - Children's programs especially design-a-plate
 - Author's visits
 - Used book store
 - All librarians
39. Please separate music by genre.
40. I'm very disappointed and don't know why the library closes at 5 on a Friday night. I'd understand if it was empty or not being used but there is at least 50 people here at 4:45. Closing at 5 doesn't allow anyone who works during the day to use it at all on Fridays.
41. They could have more programs for ages 9 and up but not teen.
42. We watch your DVDs, but find some are pornographic and believe they should not be in a library. Especially when accessible to young adults and children. We return those when we find scenes that are extremely offensive without watching the rest.
43. Additional proper functional scanners to be brought in. As of now 12/20, only one scanner is in proper working condition. Also, workshops related to "child care" should be hosted, as is being done in Farmington Hills (on 12 Mile Road). This facilitates Novi and surrounding areas' residents.
44. Love the new library, but it is very noisy. Maybe good to have some more signs around asking people to be a little quieter.
45. Great Library! Best in Michigan ☺.
46. Please extend magazine borrow time to two weeks.
47. Love the library and helpful staff. We're proud to be members!
48. Love this library.
49. Need to properly shelve movies.
50. I wasn't aware that you had programs.
51. Your library is a great place to study and find books. I really enjoy your library.
52. We need more scanners for computers.
53. I love the library!

54. This is truly a wonderful place!!
55. I think that they shouldn't be following us.
56. Charging too much for everything: Overdue books \$.20 is too much money, we live in busy world. I think this library only thinks of ways to make money.
57. Computer system here is terrible. The limit on the computer is outrageous. Thank you.
58. Having separate turn lanes for the 10 mile road exit painted on the road surface would be nice so that people turning left don't block those turning right. Also the old exit to the high school area was convenient but is now blocked to exiting traffic. These changes could improve accessibility, improve safety and could be done at minimal cost.
59. Great place.
60. This is a great place for all types of readers. Thanks.
61. Need more books and CDs with more recent titles
62. I love the artwork around the library – it makes the library very special.

Building Operations Report, Mary Ellen Mulcrone

Facilities and Support Services staff took advantage of the slower time between holidays to begin a big project of adjusting shelving in the adult non-fiction area on the second floor. The adjustments will allow many more large books to stand upright on the shelves. At the same time, the Oversize collection is being standardized, and some of the books that still will not fit on the regular shelves are being moved to the Oversize area. Work to change item types from local request status continues, in order to comply with new sharing standards within The Library Network.

TLN is also beginning to allow online payment of fines and fees through the shared catalog. We will be testing this new feature soon.

Training sessions for librarians on transferring VHS to DVD have been completed, and sessions are being offered for the public. Tech Time sessions for the public continue to be popular, and the number of sessions offered will be increasing soon.

The metal awning over the drive-through window was damaged by a vehicle, and it has been repaired.

A number of other repairs and improvements have been made. All of the broken or frayed brake cables on the book bins have been replaced. First and second floor display cases have had switches installed to turn the lights off and on, saving energy and light bulbs. The keyboards, mice, screens, scanners and printers in all public areas have been washed and sanitized. This cleaning is now scheduled to occur on a regular basis.

IT/Facilities staff is continuing work on various inventories.

While we may have had some slower than usual business days during the holiday season, we are now back to business as usual—and then some. New library cards have been flying out the doors since the first of the year!

Support Services Statistics 2011-2012

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	468	461	395	390	315	265							2,029
Items checked out	73,419	79,848	63,313	63,393	62,518	59,286							342,491
Items borrowed	4,330	4,529	4,111	3,681	3,528	3,461							20,179
Items loaned	4,726	5,797	4,843	4,588	4,677	4,086							24,631

**Support Services
Statistics**

December, 2011

2011 2010

No. of lib. cards issued		265	256
Total no. of checkouts		59,286	55,584
No. of items borrowed	TLN	3,393	3,094
	MeL	<u>68</u>	<u>78</u>
		3,461	3,172
No. of items loaned	TLN	4,012	3,685
	MeL	<u>74</u>	<u>158</u>
		4,086	3,843

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									
February									
March									
April									
May									
June									
FYTD	401,777	59.07%	236,751	60,924	48,968	29,840	54,790	29,402	12,827

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	1,053	248
December	29,117	1,078	252	December	28,028	1,038	244
January	25,484	879	252	January		0	259
February	21,508	827	226	February		0	259
*March	32,284	1,041	281	March		0	273
*April	28,077	1,003	251	April		0	252
May	28,472	1,017	255	May		0	266
June	32,928	1,266	254	June		0	246
FYTD Total	371,274	1,119	3,033	FYTD Total	188,641	1,128	3,072
* Revised							

JANUARY 2012 STUDENT REPRESENTATIVES REPORT

Prepared by Nishant Kakar and Torry Yu

December Activities – TAB & Light Up the Night

December was quite a busy month for everyone, including the Library. We had a Teen Advisory Board meeting on December 2, 2011. On our agenda, we informed our teens about our Library of the Year award and the generous donation from the Friends at the November NLB meeting.

We are continuing to plan for the 2012 Summer Reading Program and the theme this year is "Own the Night @ your Library." Some of the fun ideas that we came up with included a "glow party," video game tournaments, Minute to Win It, dream analysis, spooky "campfire" stories, and laser tag, which would all revolve under the "Entertainment" type programs that our teens told us this summer they would be interested in.

Other matters we had to accomplish included a revision to our bylaws in regards to when meetings are held. This revision will allow us to be more flexible with our meeting schedules. The members also asked us to look into allowing the Meeting Room to be used a quiet study area when not rented out to the public, in a supervised setting. The teens were reminded about the rule enforcement in the building citing several evictions in the past weeks.

Light Up the Night at the Library this year was another success. We had over 10 teen volunteers to assist us with face painting, winter crafts, and the magic show.

Projects in the Work

Before 2011 ended, we met with Ms. Margi to discuss some of the projects we would like to accomplish in the New Year. The first includes doing a Beyond Books segment this spring to discuss our roles as Student Representatives and tell the public what we are doing at the Library in 2012.

We have a few big projects that are currently in the brainstorming phase. Currently, we are planning a clothing drive is being planned for May where we would have the teen community donate their gently used clothing that they can no longer wear. We would like to have the clothes donated in mid-May where we would have a box in the main lobby to collect the donations and one open drop off night in the meeting room. Our plans also include involving the two high schools' Rotary Interact clubs so they can help collect at their respective school and bring it to the Library. After all set and done, we would like to donate the items to a local church or Novi Youth Assistance where they would pass it on to a local family in need.

Approval for policy changes

The first policy is a slight revision of the meal policy that we adopted in September. The change is differentiating between the Full time and Part time employees and how a lunch break is given. Full time employees are required to take a ½ hour unpaid lunch. Part time employees have the option to take a ½ hour unpaid lunch. The reason for the option for part time staff is give them a little more flexibility with their schedule. See new language below:

Meal Policy

Full-time employees working 37.5 – 40 hours per week are required to take a ½ hour (30 minutes) unpaid lunch. Part-time employees working fewer than 29.5 hours per week have the option to take a ½ hour (30 minutes) 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 the 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".

Effective January 18, 2012

The second policy is a new policy that pertains to how the Library will handle emergency closings and staff compensation.

Emergency Closing

Staff scheduled to work on a day that has been designated as an emergency closing 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 up to three consecutive days of such a closure. Benefit time that was scheduled prior to the closing will be documented accordingly.

Effective January 18, 2011

Welcome Desk Schedule (January – March 2012)

January 9th - Larry Kilgore
January 16th – LIBRARY CLOSED (Observance of Martin Luther King Jr.)
January 23rd – Ramesh Verma
January 30th – Mark Sturing
February 6th – David Margolis
February 13th – Willy Mena
February 20th – Scott Teasdale (staff will provide a quick training)
February 27th – Larry Kilgore
March 5th – Mark Sturing
March 12th – Ramesh Verma
March 19th – Willy Mena
March 26th – David Margolis

Board & Administrator

FOR BOARD MEMBERS

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Editor: Jeff Stratton

Friend-raising can result in funds raised

A board member once told me he didn't want to ask his friends and colleagues for money. That's why he would not raise money for the organization where he served on the board.

I thought to myself, "Really, what are you doing on a board in the first place?"

A board member who isn't committed enough to the organization to develop resources to meet the mission really needs to rethink his reasons for serving. Fortunately, fundraising doesn't always mean asking for money.

The cultivation of donors, friends and business acquaintances is really more effective than a straight up ask for money out of the blue. Every

board member can — and should — friend-raise.

To venture down this path, the organization's staff should provide board members with support. Provide board members with a list of 20 fantastic things the nonprofit does to meet its mission to share with friends and colleagues. Pair this list of accomplishments with a wish list where friends have options to purchase items for the organization. When a board member makes this kind of effort, he's developing a friendship and a relationship that can be maintained to the organization's benefit over time.

As a board member, show your friends and colleagues what you do and that will hit them in the heart. ■

What can be done about the problem of inactive board members?

Board members who don't attend meetings are not being fair to their colleagues and place an unfair burden on active board members. Here are some ideas to help ensure that all board members pull their fair share of the weight:

- **Orient new members well.** Tell new members before their service begins what your attendance policy is and why their service is important.

- **Enforce attendance policy/bylaw.** Make dismissal automatic when attendance lapses severely. Dead weight on a volunteer board is unfair to active members.

- **Determine "real value" of inactive board members before you take action.** In other words, don't dump a big dollar contributor from

the board just because he misses meetings. The chair and the executive director should consult on this matter.

- **Seek improvement.** Find different, creative ways to involve inactive board members. It may be possible they find their current assignment boring.

- **Be tolerant but firm.** Board members are busy people and have lives outside the organization. Be understanding if they miss meetings here and there, but take action if the problem is chronic.

- **Give them an "out."** Visit your inactives. They might want to leave the board but are not sure how to go about it. ■

Measure board quality by meeting attendance

Whether or not your board has and enforces a meeting attendance policy speaks volumes about your board's attention to governance. Here's why:

Regular meeting attendance by board members can save them from serious legal risk. For example, did you know that when you are absent from a board meeting, you can still be held responsible for actions taken by the board at that meeting?

Even more important, your board needs your meeting attendance and input to help make the decisions that govern the organization and ensure its future stability.

That's why a board should have tools in place like a strict meeting attendance policy and a monthly attendance report that details each member's attendance record. See below for an example of a meeting attendance policy. ■

Meeting Attendance Policy

Objective: To establish consistent parameters of attendance for members of the Board.

Excessive amounts of absenteeism prevent the Board from being effective and may risk the success of the organization. Tardiness and early departure is a type of absenteeism.

Scope: Applies to all members of the Board of Directors.

Policy: The Board shall require a Director to contact a designated staff person when he/she is unable to attend a meeting (regularly scheduled or special meeting) and request to be excused.

Any Director absent for more than 50% of scheduled meetings or for more than two consecutive meetings is considered delinquent in attendance and participation in Board responsibilities.

Under special circumstances, determined by

the Chair in consultation with the Executive Director, an alternate electronic communication method (e.g., teleconference, videoconference, etc.) may be an option for participation. Participation in a meeting in this manner constitutes in-person presence at the meeting.

1. Attendance will be tracked and reviewed regularly, at least annually.

2. A list of Board of Directors members in violation of these meeting attendance expectations will be provided to the Chair for appropriate action which may include: a) Clarification of Board member role and responsibility; and b) Evaluation of ability to fulfill responsibility of total term.

3. If a Director is absent and unexcused from three consecutive Board meetings, the Director will deemed to have resigned. ■

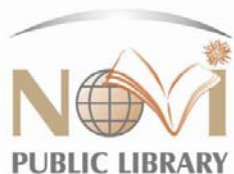
Be clear about who speaks for the organization

The board should understand who serves as the voice of the organization when an official statement needs to be made. In "Improving Governance and Board Meetings," Bob Harris offers these suggestions:

• **Before you speak know your authority.** Don't assume authority unless it has been specifically delegated to you; the chief elected officer speaks for the organization.

• **Start slowly.** When asked your opinion, start out with, "I can't speak for the board but I can give you my personal opinion."

• **Ask first.** When you contact someone via e-mail, don't assume you can add an email signature indicating you are a director on the board. The board should approve that type of email signature. When you contact someone on behalf of the board, the board must approve that type of communication. ■



Library Board Calendar

2012

January 1	Holiday – New Year’s Day, Library Closed
January 2	Holiday – New Year’s Day Observance, Library Closed
January 16	Holiday – Martin Luther King, Jr. Day, Library Closed
January 18	Library Board Regular Meeting
January 21	Budget Study Session, Library Board Room, 12 p.m.
February 4	Budget Study Session, Library East Meeting Room, 8 a.m.
February 15	Library Board Regular Meeting
March 21	Library Board Regular Meeting
April 6	Holiday – Good Friday, Library Closed
April 8	Holiday – Easter, Library Closed
April 8-14	National Library Week
April 18	Library Board Regular Meeting
May	Library Board – Goal Setting Session, TBD
May 13	Holiday – Mother’s Day, Library Closed
May 16	Library Board Regular Meeting
May 28	Holiday – Memorial Day, Library Closed
June 8	Friends Friendsraiser, Library Patio, 7 p.m.
June 17	Holiday – Father’s Day, Library Closed
June 20	Library Board Regular Meeting
June 20	Library Director Annual Review
July 4	Holiday – Independence Day, Library Closed
July 18	Library Board Regular Meeting
August – October	Community Reads Program
August 15	Library Board Regular Meeting
September 3	Holiday – Labor Day, Library Closed
September 19	Library Board Regular Meeting
October 17	Library Board Regular Meeting
November 6	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November 16	Library Staff In-Service, Library Closed
November 21	Library Board Regular Meeting
November 21	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 22	Holiday – Thanksgiving, Library Closed
December 14	Friends Annual Gala
December 19	Library Board Regular Meeting
December 19	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

Friends Board Meeting meets the second Wednesday of the month, 7 p.m.
 Historical Commission meets the fourth Wednesday of the month, 6:30 p.m.