

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, March 20, 2013
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
6. Presentation
7. Public Comment
8. President's Report
 - A. Goals Document 2012-2013 28
9. Treasurer's Report
 - A. Library Budget 2012-2013 31
 - B. Library Financials and Walker Fund – February 28, 2013..... 33
 - C. Financial Review – February, 2013, David Margolis – Treasurer 39
 - D. Library cafe revenue report – due 15th of the month – January 2013..... N/A
 - E. Proposed Library Budget 2013-2014..... 43
 - F. City of Novi – Library Budget Report as of 3/13/2013 45
10. Director's Report 48
 - A. Public Services Report 55
 - B. Building Operations Report..... 56
 1. Technology Play June 2013 – July 2016 57
 - C. Library Usage Statistics – February 2013 63
11. Friends of Novi Library Report
 - A. No meeting scheduled for February 2013 N/A
12. Student Representatives' Report 68
13. Historical Commission Report
 - A. February 27, 2013 Meeting Minutes – DRAFT 69
 - B. January 23, 2013 Meeting Minutes – APPROVED..... 71
14. Committee Reports
 - A. Policy Committee (Margolis, Teasdale, Kilgore – chair)
 - B. HR Committee (Kilgore, Verma – chair)
 - C. Finance Committee (Czekaj, Teasdale, Margolis – chair)
 - D. Fundraising Committee (Sturing, Mena – chair)
 - E. Strategic Planning Committee (Kilgore, Sturing, Mena- chair)
 - F. Landscape Committee (Kilgore, Margolis, Czekaj – chair)

15. Public Comment

16. Matters for Board Action

- A. Approval of the 2013-2014 Library Budget 43
- B. Resolution for Library Board to obtain a one-time liquor license for event on April 26, 2013 48
- C. Family and Medical Leave Act (FMLA) revisions 49

17. Adjourn

Consent Agenda:

- 1. Approval of Claims and Warrants L504..... 3
- 2. Approval of Special Meeting Minutes – February 9, 2013 6
- 3. Approval of Regular Meeting Minutes – February 20, 2013 14
- 4. Approval of Special Meeting Minutes – February 23, 2013 24

Supplemental Information

- Novi News: March 7, 2013: Novi Library to require cards beginning Sept. 1st..... 73
- Board and Administration, March 2013 74
- Library Board Calendar 76

Future Events:

- Battle of the Books – Saturday, March 23rd at 1:00pm at City of Novi
- Novi Historical Commission Regular Meeting – Wednesday, March 27th at 2:00pm at Novi Library
- Library Board of Trustees Regular Meeting – Wednesday, April 17, 2013 at 7:00pm Novi Civic Center
- Friends of Novi Library Regular Meeting – Wednesday, April 24th at 7:00pm, Novi Public Library
- Book It Fundraising Event – Friday, April 26, 2013 (7-10pm), Novi Public Library
- Friendraiser on the Patio by Novi Friends – Friday, June 7th at 7:00pm, Novi Public Library
- Friends of Novi Library Annual Meeting – Wednesday, June 12th at 7:00pm, Novi Public Library
- Memorial Day Parade – Monday, May 27th at 10:00am on Karim Boulevard



Inform. Inspire. Include.

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

<http://www.novilibrary.org>

Warrant 504		March 2013	
Payable to	Invoice #	Account number	Account total
Ann Arbor Plastics		268-000.00-727.000	\$ 99.46
Global Office Solutions		268-000.00-727.000	\$ 1,375.50
Petty Cash (Postage)		268-000.00-728.000	\$ 15.75
AWE Digital Learning Solutions	ann lic.	268-000.00-734.000	\$ 2,100.00
Boopsie, Inc.		268-000.00-734.000	\$ 2,680.00
CDW-G		268-000.00-734.000	\$ 1,913.80
Comodo Security Services	Intranet SSL Certificate	268-000.00-734.000	\$ 155.00
Municipal Web Services	December 2012	268-000.00-734.000	\$ 392.50
Suntel Services		268-000.00-734.000	\$ 325.03
Tech Logic Corp	4/1/13-3/31/14	268-000.00-734.000	\$ 5,600.00
The Library Network		268-000.00-734.000	\$ 9,210.00
Aramedia	voided ck	268-000.00-734.500	\$ (78.15)
The Library Network	scanner/stand	268-000.00-734.500	\$ 169.00
Tracfone Wireless, Inc.	(2)	268-000.00-734.500	\$ 59.98
Demco	kick step (5)	268-000.00-740.000	\$ 259.16
Displays2go	acrylic holders	268-000.00-740.000	\$ 216.77
Sentry Supply		268-000.00-740.000	\$ 676.61
Specialty Store Services		268-000.00-740.000	\$ 546.35
Staples	Card Swipe Cleaner	268-000.00-740.000	\$ 8.49
Amazon. Com		268-000.00-742.000	\$ 756.16
Brodart		268-000.00-742.000	\$ 14,366.79
CCH		268-000.00-742.000	\$ 270.24
Center Point Large Print	1076404	268-000.00-742.000	\$ 215.10
Ebsco		268-000.00-742.000	\$ 85.61
Gale		268-000.00-742.000	\$ 1,048.40
Genealogical.com		268-000.00-742.000	\$ 25.00
Michigan Chamber Services	em law hdbk/posters	268-000.00-742.000	\$ 210.00
Penworthy Co.		268-000.00-742.000	\$ 111.68
Thomson West		268-000.00-742.000	\$ 350.00
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 162.98
World Book, Inc.		268-000.00-742.000	\$ 613.00
Allen Park Public Library		268000.00-742.100	\$ 31.95
Brighton District Library		268000.00-742.100	\$ 23.99
Central Michigan University		268000.00-742.100	\$ 105.75
Chelsea District Library	item returned	268000.00-742.100	\$ (24.95)
Hazel Park Memorial Library		268000.00-742.100	\$ 16.95
Huntington Woods Public Library		268000.00-742.100	\$ 6.99
Livonia Public Library		268000.00-742.100	\$ 34.98
Royal Oak Public Library		268000.00-742.100	\$ 2.04
Walled Lake City Library		268000.00-742.100	\$ 35.00
Ebsco		268-000.00-743.000	\$ (11.30)
Hartman, Laura	FP/DN 3/4-6/1/13	268-000.00-743.000	\$ 119.50
Midwest Tape		268-000.00-744.000	\$ 6,054.46
OverDrive		268-000.00-744.000	\$ 120.97
Amazon. Com		268-000.00-745.200	\$ 619.54
Diverse Media, Inc.		268-000.00-745.200	\$ 83.14
Midwest Tape		268-000.00-745.200	\$ 3,655.20

Warrant 504		March 2013	
Payable to	Invoice #	Account number	Account total
The Library Network	TumbleBooks	268-000.00-745.300	\$ 357.55
Bright House Networks	2/1-28/13	268-000.00-801.925	\$ 83.27
Providence Occupational		268-000.00-804.000	\$ 107.80
American Library Association	NPL; exp3/31/13	268-000.00-809.000	\$ 498.00
VisiCom Services, Inc.	IT Ser 1/28&30/13	268-000.00-816.000	\$ 500.00
Kristel Cleaning, Inc.	January 2013	268-000.00-817.000	\$ 2,480.00
AT&T	1/22-2/21/13	268-000.00-851.000	\$ 142.89
TelNet Worldwide	1/15-2/14/13	268-000.00-851.000	\$ 661.63
Verizon Wireless	1/29-2/28/13	268-000.00-851.000	\$ 237.38
The Library Network	1/1-3/31/13 sh fiber opt	268-000.00-855.000	\$ (4,820.66)
Storch, Mary		268-000.00-862.000	\$ 8.88
American Library Association		268-000.00-880.000	\$ 47.70
City of Novi	Ice	268-000.00-880.000	\$ 12.50
Patch		268-000.00-880.000	\$ 68.88
YP	Feb-13	268-000.00-880.000	\$ 56.00
Absolutely Baffling Magic	SRP 8/1/13 dep;yth pgm	268-000.00-880.268	\$ 100.00
Amazon.com	Teen Sp	268-000.00-880.268	\$ 208.82
Druschel, Pauline	March 2013 book disc.	268-000.00-880.268	\$ 40.00
Mutch, Kathleen	Apr-13	268-000.00-880.268	\$ 100.00
Petty Cash (Programming-a)		268-000.00-880.268	\$ 11.13
Preston, Jennifer	youth 2/18/13 Japan fd	268-000.00-880.268	\$ 50.60
Sam's Club	youth program	268-000.00-880.268	\$ (73.92)
Stevenson, April	prog.	268-000.00-880.268	\$ 50.00
Konica Minolta		268-000.00-900.000	\$ 942.33
VistaPrint	business cards	268-000.00-900.000	\$ 161.83
Consumers Energy	1/15-2/12/13	268-000.00-921.000	\$ 2,555.41
DTE Energy	01/01-1/23/13	268-000.00-922.000	\$ 7,529.34
Allied Waste		268-000.00-934.000	\$ 157.92
Amazon.com		268-000.00-934.000	\$ 238.64
BatteriesPlus		268-000.00-934.000	\$ 24.48
CEI	leak in rec area	268-000.00-934.000	\$ 584.00
Cintas		268-000.00-934.000	\$ 591.88
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 375.00
Grainger		268-000.00-934.000	\$ 362.80
Home Depot	electrical	268-000.00-934.000	\$ 560.24
Lighting Supply co.		268-000.00-934.000	\$ 453.49
Long Mechanical	2/14/13	268-000.00-934.000	\$ 653.96
Master Craft Carpets		268-000.00-934.000	\$ 382.00
Orkin	2/20/13	268-000.00-934.000	\$ 53.00
Roberts Installation & Repair, Inc.		268-000.00-934.000	\$ 325.00
Touch of Tropics	January	268-000.00-934.000	\$ 50.00
West-Metro Door	rolling grille repair	268-000.00-934.000	\$ 202.50
Brien's Services, Inc.	1/28-2/08/13 snow+	268-000.00-941.000	\$ 2,170.35
Home Depot		268-000.00-941.000	\$ 202.80
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,078.63
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
Benito's Pizza	staff	268-000.00-956.000	\$ 220.59
HSMichigan	Lang; 3/13 Local His Conf	268-000.00-956.000	\$ 83.00

Warrant 504		March 2013	
Payable to	Invoice #	Account number	Account total
Michigan Library Assoc.	Robinson	268-000.00-956.000	\$ 85.00
Midwest Collaborative for Library Ser.	Robinson; 3/21/13	268-000.00-956.000	\$ 119.00
OverDrive	Robinson; 8/1-4/13 Digipalooz	268-000.00-956.000	\$ 199.00
Petty Cash (Conf & Wksp)		268-000.00-956.000	\$ 60.98
Sam's Club		268-000.00-956.000	\$ 55.64
Smale, Evan	mileage seminars	268-000.00-956.000	\$ 41.25
Storch, Mary	mileage seminars	268-000.00-956.000	\$ 87.69
TOTAL			\$ 76,366.12



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
February 9, 2013**

DRAFT

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 (departed at 10:35 a.m.)
Ramesh Verma, Board Member

Absent and Excused

Larry Czekaj, Board Member

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director
Barbara Rutkowski, IT/Facilities Department Head
Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Public Library, Board Room, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President, at 8 a.m.

2. Budget Narrative 2013-2014

1. Personnel: Salary Considerations for Library Employees / Accounts: 704.000/705.000

a. One-time pay-out for Library Employees

Discussed following B. Hours of Operation.

2. Hours of Operation: Consideration for an Increase

With the creation of the Fund Balance Policy, it has given the Library Board direction as to its uses. It is the Trustees obligation to not waste assets and use them in the best interest of the patrons and residents.

Julie has brought to the Trustees five options for increasing the Library's hours of operation and the costs associated with each. After the Trustees reviewed each of the options, they were most interested in Option E: Adding one hour of service on Fridays/Saturdays and Sunday hours 12-6 p.m. year round. A total of four (4) hours per week, plus an additional twelve (12) Sundays per year. Implementation July 2013. Cost: \$57,517.00. This was also the most popular among the Focus Groups.

The Trustees stated that now that the building has been opened, it is now a good time to increase the number of hours of operation and give back to the patrons. They commented that it is more

essential to be open later on Fridays, but not so much on Saturdays, and open year round on Sundays.

The Focus Groups were more interested in longer hours, but not so much interested in opening earlier in the day. Staff arrives at an appropriate time in the morning to set-up and prepares for opening to the public.

A Trustee inquired about opening early and allowing the patrons to use a self-serve mode, but Julie remarked that the Library staff gives 100% quality service, and this would not allow us to do so.

The Trustees also discussed Option E, but with a slight change to the hours on Friday – by increasing the closing time to 7 p.m., and not increasing the hours of operation on Saturday. Continue to be open on Sundays from 12-6 p.m. year round. Julie stated that with the increase in hours on Fridays, she'd have to look at the personnel issues due to it not being an 8-hour day. She will look at staggering the staff start/end times on Fridays as an option.

A Trustee stated to aggressively look at all the options presented; salaries; hours of operation and decide which is the most important. The Library still has a fund balance to use. It was stated that the Trustees would contact Mr. Nazarko, Director of Finance for the City of Novi, to see how long the funds will last based on usage.

The Trustees would like to add an Option F: Add two hours of service on Fridays – 10 a.m. – 7 p.m.; no additional time on Saturdays – 10 a.m. – 5 p.m.; Sundays – 12 p.m. – 6 p.m. year round. Julie is to provide costs associated with this Option.

1. Personnel: Salary Considerations for Library Employees / Accounts: 704,000/705,000

a. One-time pay-out for Library Employees

The City of Novi provided to their full-time Administrative staff a one-time incentive of \$500 and 1.25% of their salary in January, 2013. Julie is asking the Library Board to consider the same accommodations for the Library's full time staff and \$200 for the part-time staff along with 1.25% of their salaries. The total cost based on the number of eligible employees would be \$43,080. Employees eligible for this incentive must have been employed by the Library as of July 1, 2012.

Julie stated that it looks like the Library will not be using all of the fund balance allocated for the 2012-13 fiscal year as projected, but is expected to use approximately \$144,000 instead of the budgeted amount of \$305,000.

A Trustee offered the option of providing the staff with a one-time stipend at the end of the 2012-13 fiscal year and then budget for a staff stipend for the 2013-14 fiscal year instead of an increase in salary. Stipends would then be budgeted for moving forward. Another suggestion was offered to earmark \$50,000 or \$100,000 from the fund balance instead of pulling from the operating budget.

A motion was made to allocate \$50,000 of the fund balance reserves for the specific purpose of the Director creating a stipend pool for the current fiscal year and to be given to the staff prior to June 30, 2013.

1st – David Margolis

2nd – Larry Kilgore

The motion was passed with a 5-yes, 1-no vote.

Trustee Margolis mentioned that the Library, in the past 6 months, is trending \$100,000 below expenditures for the 2012-13 fiscal year; fund balance allocations was at \$305,000. Another

Trustee commented that the budgets are very predictable based on past treasurer's experience; at this time of the year, you can tell what the surplus is expected to be at the end of the year. It was suggested to not do a formal salary commitment, but use the fund balance reserves for another stipend at the 2014-15 fiscal year budget session.

b. 2013-2014 Salary Considerations for Library Employees

The salary consideration for Library employees is based on the present Library hours of operation. The proposed 1.5% increase in salaries is an annual increase, not a one-time.

The Trustees discussed the proposed salary increase and commented on not doing a commitment for any percent, but have a fund balance reserve giving the Board the capability to provide a stipend if they are able to again and not use of the entire deficit allocation and discuss it at next year's budget session.

It was discussed to have Julie put the proposed increase in the budget so the Board can see what impact it would have and then prioritize after. The staff has not had an increase in three (3) years and one Trustee commented that he would like to see the staff receive an increase, and to keep pace with what the City of Novi is doing. The City of Novi has not determined a salary increase at this time. The Trustee would also like to see what a one-time \$50,000 stipend, to be given in the spring of 2014, would look like in the budget and then make a decision at the next budget study session.

The 2013-14 Proposed Budget (green section) does not take into consideration any increase in hours of operation and the additional staff to cover those hours; it does not include any of the proposed narratives.

Expenditures for line item Temporary Salaries (705.000) the approved 2012-2013 fiscal year, this line was approved at \$561,000, and the proposed 2013-14 is at an increase of \$3,000 to \$564,000. The increase is due to the projected after-hour meeting room usage. It is lower due to the turnover of the part-time staff. There are part-time employees who do not receive benefits, so if they don't work, they don't get paid. In line item Permanent Salaries (704.000) takes into consideration the .3 hour Communication Coordinator's salary; the City carries this employee as a full time employee.

If the staff were to receive a 1.5% increase in salary, this would increase the budget by \$25,000; a \$50,000 stipend was proposed; and an additional \$50,000 for the increase in hours of operation salaries, the total would be \$125,000.

Trustees were asked of their philosophy of the proposed salary increases and the following were stated:

- Mimic the City of Novi's salary increase; it makes sense to stay consistent.
- If we set aside \$125,000, then we would be hovering around the 78% mark, which is not out of line and there are reserves to cover these funds.
- Like the idea of not doing it as a salary increase but as a stipend at the end of the fiscal year. This is due to doing deficit budgeting.
- Based on the property tax revenue, the 2013-14 shows a proposed increase of 2.2% over the 2012-13 fiscal year; a proposed 2.3% increase for fiscal year 2014-15; and a proposed 2.3% increase for 2015-16.
- There is a 5-year history of not going beyond the fund balance allocations. If we were not in a deficit because of declining revenues, but at a breakeven point, would your philosophy of how you spend change? What are we carrying the reserves for if we aren't going to invest it, and one of the ways that we can invest it would be with our people?

- Salary increases or stipends should come from the fund balance and not out of the operating budget because we have the reserves. If we didn't have those funds, then we wouldn't be in a position to advocate for a salary increase.
- The Library is offering a level of service because of the reserves, but in the long-run, the reserve is not a forever. The reserves will disappear when we are operating at a breakeven or better, when tax revenues have risen. We should plan to spend down the reserves over the coming years, but how fast? We should look how long the reserves should last based on the funds in the reserve.

Fund Balance Usage:

2010-2011	\$83,000 was spent
2011-2012	\$130,000 was spent
2012-2013	\$150,000 approximately will be spent from the fund balance (final figures will not be available until after the closing of the fiscal year, June 30, 2013).

Julie is to bring to the February 23, 2013 Budget Study Session the following scenarios:

1. Add a line item 706.000 (internal line item – not official)
 - a. Take 704 and 705 and increase them by 1.5% as a permanent raise.
2. Add line item 707.000 (internal line item – not official)
 - a. A 1.5% stipend allocation
 - i. Include the extended hours of operation and how it impacts the numbers

This would be two separate proposals for the Board to see the figures and how it impacts the budget.

c. Consideration for a Full-time Communications Coordinator for the Novi Public Library.
Additional cost of the Library: \$45,800 (salary and benefits)

At present time, the Library is sharing a full time Communications Coordinator with the City of Novi. We have usage of this employee for 15 hours per week; City has this staff person for 25 hours per week. The Communications Coordinator was hired as a full time contract employee with no benefits, but due to the changes in the Labor Laws of 2013, the Library will have to contribute to some healthcare costs for 2014. On the 2013-2018 Strategic Plan, 50 of the 98 items listed are marketing related. The increase to the salary would be an additional cost on the budget of \$31,800 (the Library already pays \$14,000 toward this employee).

We want to more with social media, an app, e-newsletters, Engage, website, and programming coordination, and more cable spots, but we don't have all the capabilities. The Trustees would like to offer this persons assistance to the Friends. We would like to see this person also coordinate our volunteers. Another suggestion would be to do more outreach to obtain diverse volunteerism.

Julie is to place these figures in the proposed budget to be brought back at the next Budget Study Session.

If approved, this staff person will not be hired until after July 1, 2013 in the 2013-14 fiscal year budget.

The \$50,000 One-time stipend will be reflected at the bottom of the General Ledger, but the funds will be deducted from 704.000/705.000.

3. Staff Training: Consideration for an Additional Staff In-Service Day

The Library staff always benefits from the staff in-service day, which is the third Friday in November. This is a day that we close to the public allowing our staff to come together and review/train on new products, emergencies, customer service, etc. Because we have so much coming up and with the new strategic plan closing one more day during the year, a spring session, would be beneficial. Julie is proposing the third Friday of May, but a Trustee would prefer it be the second Friday in June. We don't wait for the staff in-service day to complete trainings that come up during the year, but this would be one additional training day for staff to come together for a mass training instead of individual training during the year.

Discussion:

- Consider a ½ day training then open to the public
- Not comfortable for closing one additional day
- Consider a Sunday morning for training

A trustee suggested considering a reinforcement of policies as a training option (communicate with patrons on changes to policies). Give consideration to the patrons who follow the protocol and what we could do, a perk that doesn't cost us money, to reward those patrons that are low maintenance.

This is a one-time additional staff in-service day to be held on the second Friday in June 2014. Based on the outcome of the June 2014 in-service, then it will be determined if it will continue in future years.

4. Friends 2013-2014 Wish List items

The Friends gave a \$20,000 gift to the Library and the following items are being considered.

- Laminating Machine & supplies
- Featured Collection Signage
- Board Book Display (custom built)
- Tabletop Book Displays
- Paper Roll Cutter Rack/Paper
- Clear Play Tunnel
- Professional Mother Goose Costume
- Art hanging System for Teen Area/Quiet Study
- Additional CD Music Display Shelving
- Teen Space Additional Shelving

The total of the above costs was calculated at \$24,004.00 and would be discussed as to their priority or purchase.

5. Historical Commission 2013-2014 Budget

The Historical Commission is requesting a 2013-2014 Budget totaling \$12,000. The Historical Commission will not be planning their annual Heritage Festival, but included funding for historical markers to be installed throughout the community.

The new computer has been placed in the Local History room.

6. Fundraising Efforts as of July 1, 2012

The Library's Fundraising efforts from July 2012- January 2013 brought in \$5,203.07. Efforts include: Macy's Shop for a Cause, On the Road series, Varsity Lincoln auto testing campaign; and Scrapbook for a Cause.

The Fundraising budget line still shows \$5,000, which is the same amount as last year's budgeted amount, even though the Library raised five (5) times the budgeted amount.

Ideas brought forward for future fundraising opportunities:

- Bingo
- Volunteer time to collect money for poker/black jack tournaments

The Book It! Fundraiser is very similar to other community fundraising events. The Green Gala and Toast of the Town are both the same types of fundraising events.

7. Library Awning for Staff Entrance

The Library investigated the purchase of an awning for the staff entrance at the rear of the Library, which is to be installed in the spring 2013. A mock-up of the awning is attached for review. The purchase of the awning will be paid from the \$10,000 donated by the Friends. The cost of the awning is \$2,750.00. The Planning Commission still has to provide final approval of the sketch and prints.

The Board would like to see the Library's motto placed on the awning.

A Trustee suggested the same type of awning be placed at the front entrance to hinder the cold winds of winter to enter the Library when the doors open.

Julie will be bringing to the February 23, 2013 Budget Study Session a comparison of other five (5) star Libraries and the Novi Library.

A 10-minute break was taken at 10:35 a.m.
The Budget Study Session resumed at 10:45 a.m.

Treasurer David Margolis took us to a year ago to compare what was approved and what our estimated year-end will be for the 2012-2013 fiscal year budgets. Last year the Board budgeted:

	Budgeted 2012-2013 fiscal year	Estimated Year End 2012-13
Personnel Services	\$1,821,300	\$1,792,000
Supplies and Materials	\$ 490,200	\$ 559,900
Services and Charges	\$ 441,100	\$ 426,600
Total	\$2,752,600	\$2,778,500
Expected Shortage	\$ 198,200	\$ 295,000

The proposed budget was not that out of line based on projections.

Other revenues were received to offset the decline in tax revenues; State Penal fines were increased; Library Book fines increased; Meeting Room rentals; and State Aid brought in additional funds.

Supplies and Materials – Computer Software/Licensing, account #734.000, has increased from \$73,000 to \$88,000 due to the Library purchasing a Library app (new to NPL and costs associated), Muniweb hosting costs, and maintenance support for Dell San; and Computer Supplies Equipment, account #734.500 (highlighted) has increased from \$12,000 to \$48,000 due to nine (9) staff members receiving new computers (still using computers from old building); going to Smartphone readers, iPad's for reference department, and AST support.

Treasurer, David Margolis, suggested that since computer equipment has a 3-5 year life span, that these funds should be deducted from Capital Outlay as a current year expense and not come from the Computer Supplies Equipment account. Trustee Margolis suggested that all one-time costs be moved to Capital Outlay. Julie will leave \$12,000 in Computer Supplies Equipment and move the \$36,000 to Capital Outlay indicating that the funds are for computer equipment supplies.

The Finance Department at the City of Novi advised Julie to add \$2,200 to cover MERS actuarial assumptions for account 718.000 Pension DB.

Materials: A Trustee questioned why additional funding was not put in Electronic Media as previously discussed. Julie informed the Board that the cost to purchase Blu-Ray's has gone down in price and Play-aways are no longer going to be available. Trustee Margolis suggested that an additional \$50,000 be added to purchase more movies and electronic media. Increase funding in accounts 745.200 and 744.000.

Julie commented that she feels she has provided sufficient funding in the utilities and maintenance costs. Funding for weeding and mulch has been included in the budget for 2013-2014.

When we increase the hours of operation, utilities will increase. Julie incorporated utility costs when figuring the proposed budget. The utilities will be factored in when completing the budget to accommodate the increase in operating hours.

Unrealized Gain (loss) invest 268-000.00-664.500. This line was added in 2012-2013 by the City.
Recap:

- Stipend \$50,000
- Salary Increase 1.5% = \$25,000
- Extra Hours of Operation \$50,000
- Communications Coordinator = \$32,000
- Movies; Audiovisual = \$50,000
- No Revenue Changes

Fund Balance allocations \$500,000

Strategic Plan Review

No changes to programming

Reward staff for outstanding performances

Increase hours of operation

Emphasis on Electronic Media

*Footnote disclosure- \$24,000 of Walker Fund will be expended in 2013-2014 on the bottom of the Budget. (Friends gift of \$20,000 provided in the 2012-2013 fy)

Advise Mr. Nazarko that the Library needs no more than \$500,000 usage of the fund balance, and the remainder can be invested.

Trustee Mena and Trustee Verma will not be at the February 23, 2013 Budget Study Session.

8. Reports

- 2013-2018 Strategic Planning Goals – Goal Tracking and Updates
- Public Library Marketing: Methods and Best Practices – November 2012

- Public Libraries in the United States Survey- January 2013
- Benchmark of Libraries (Comparing NPL to five (5) Star Libraries based on the Library Journal report – 2011) – available February 23, 2013.

The next Library Budget Study Session will take place on Saturday, February 23, 2013, 8 a.m. at the Library.

When presenting the revised 2013-2014 Proposed Budget, drop the 2011-2012 fy column and keep the 2013-2014; 2014-2015; and 2015-2016 fiscal years.

Note in the 734.500 Computer Supplies Equipment in the 2014-2015 fy, there will be a large purchase of 60 computers.

9. Adjourn

A motion was made to adjourn the meeting at 11:35 a.m.

1st – Willy Mena
2nd – Scott Teasdale

The motion was passed unanimously.

Scott Teasdale, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
February 20, 2013**

DRAFT

**1. Call to Order and Roll Call
Library Board**

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

Absent and Excused

Larry Kilgore, Board Member
Scott Teasdale, Secretary

Student Representatives

Jessica Mathew
Torry Yu

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant

The meeting was held at the Novi Civic Center Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

Library Board Treasurer, David Margolis announced that last minute financials for the month of January were received, and a Treasurer's Report will be given. Therefore, Items **#9B** and **#9C** under **Treasurer's Report** need to be amended.

A motion was made to approve the February 20, 2013 Agenda as modified.

1st – Mark Sturing
2nd – Ramesh Verma

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the February 20, 2013 Consent Agenda as presented.

1st – David Margolis
2nd – Willy Mena

The motion was passed unanimously.

5. Correspondence

There was no Correspondence.

6. Presentation

There was no Presentation.

7. Public Comment

There was no public comment.

8. President's Report

A. Goals Document 2012-2013

- The Library received a \$500.00 gift card to Amazon for winning the "Old Meets New" photo contest put on by the American Library Association. Electronic Service Librarian, Evan Smale submitted a historical photo that was superimposed and put on Pinterest to signify the new type of social media being used with old photos.
- The Library hosted "Food for Fines" on February 14, 15, and 16. Patrons who had overdue fines were given the opportunity to bring in donated can goods and dry goods for three days and receive up to \$10.00 off their accounts. The Library donated approximately twenty (20) boxes of food to the two (2) food banks in Novi.
- The Library was open on Martin Luther King Day, and provided a number of new programs which included, an inter-active exhibit, youth programming during the day, and a discussion panel in the evening. There was a good turnout for all the programs.
- Configuration of the work stations purchased on behalf of the Historical Commission for the Local History Room has been completed.

9. Treasurer's Report

A. Library Budget 2012-2013

The 2012-2013 Budget dated February 15, 2012 is included in the February 20, 2013 Library Board Packet on pages 20-21. There are no changes since the last meeting.

B. Library Financials and Walker Fund – January 2013

The Financials were not included in the February 20, 2013 Library Board Packet. They were distributed as a separate hand-out at the February 20, 2013 Library Board meeting.

C. Financial Review – January, 2013, David Margolis - Treasurer

It was not a good month for Library Revenues.

First there was another reduction in recognized Property Tax Revenues for the month. Then, there was a rather large loss in market-value fluctuations recognized in the month of January.

As a result, January 2013 was the second highest costliest month of this fiscal year (only superceded by the month of October 2012) and there were only two pay-periods.

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

Financial activity for the month of January:
(details continued on next page)

LIBRARY FUND (Fund #268)

BALANCE SHEET (page #XX)

Cash was decreased by **(-\$190,615.53)** or **(-5.42%)** during the month, and it could've been worse if all the vouchers were paid.

Current Taxes Receivable were reduced again, this time in the amount of **(-\$11,981.63)** or by another **(-17.25%)**.

TOTAL ASSETS = **\$3,387,715.29**, which are **(-\$202,597.16)** or **(-5.65%)** lower than last month)

LIABILITIES = Changes for the month were only in **Accounts Payable**, which increased by **+\$37,655.57** or **+151.92%** for a net increase in **Total Liabilities** of **+\$37,655.57** or by **+23.57%** for the month, with an ending balance up to = **\$197,438.46**

FUND BALANCE = As a result, **NET Revenues and Expenses** (for the current month) were decreased by **(-\$240,252.73)** or **(-21.49%)** leaving an Ending Fund Balance at 1-31-2013 of **\$3,190,276.83** (down **-5.98%** from last month).

REVENUES AND EXPENDITURES (pgs. XX+ XX)

REVENUES – As previously mentioned, there was a reduction in **Current Property Tax Revenues** **(-\$4,494.66** or **-0.21%)**; **Investment Earnings** (A/C# 268-000.00-664.000) of **\$1,194.26** collected; but there was monthly **Investment Losses** (A/C# 664.500) of **(-\$6,950)** recognized. For the Seven-Months Year-to-Date, the Library Fund Portfolio has sustained Net Valuation Losses of **(-\$2,103)**. **Total Revenues** for the month of January were only **\$1,700.18** for a Year-to-Date total of **\$2,388,435.15**, which is **98.14%** of the total annual Budget.

EXPENDITURES – with the current fiscal year commencing on July 1st and with seven (7) months now under our belt, we're going to measure actual Expenditures utilization against the **58.33%** monthly pro-ration of the Budget estimated.

Personal Services – The total amount spent in this category during the month, **\$128,664.95** or **7.06%** of the annual Budget, is well below the average monthly allocations (of \$152K), and the second lowest month this fiscal year. On a Seven-Month Year-to-Date basis, we've used **52.40%** of this category's budget. At the end of January, Personal Services expended represent **39.95%** of Revenues (compared to the **43.65%** budgeted).

Materials and Supplies – After a brief spending “Holiday” last month, we spent the most (in this category) of any month this fiscal year. Library Materials alone were a combined \$49,733.41 for **Books, Periodicals, AudioVisual and Electronic Media**) during the month of January. As a result, we spent a total of \$60,505.77 for the month (in this **Materials/Supplies** category) which is 12.46% of Budget for a Year-to-Date total of 58.27% (vs. the 58.33% benchmark); and which represents 11.84% of Revenues (compared to 11.64% budgeted).

Services and Charges – For the month, we spent \$53,479.63 or 12.82% of this Category’s Budget (and 62.06% Year-to-Date) - with several line-items out of the norm (*see below*). The combined Seven-month Year-to-Date 2013 spending represents 10.84% of Revenues (greater than the 10.00% budgeted).

Some of the items worth citing for the month are:

#818.000	TLN Central Svcs.	-\$ (689.22)
#855.000	TLN Automation Svcs.	+ 15,945.33
#880.000	Community Promotion	+\$ 1,170.39
#921.000	Heat	+\$ 3,970.59
#923.000	Water and Sewer	+\$ 1,194.80
#934.000	Building Maintenance	+\$ 7,344.44
#941.000	Grounds Maintenance	+\$ 4,993.60

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

TOTAL EXPENDITURES – for the month of January, we spent a total of \$242,650.35 (or 8.86% of the budget vs. 8.33% norm), (and above the equal monthly gauge of \$228,241.67). For the Seven-months so far this fiscal year, we’ve spent 55.17% of the Budget (vs. normalized 58.33%). This amount is 63.26% of Revenues, and is slightly less than fiscal year budget expectations of 65.60%.

WALKER FUND (Fund #269) (*pg. XX + XX*)

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

For January, **Total Revenues** were down **(-\$1,022.09)** or **(-3.03%)** during the month, for a Year-to-Date total of **\$32,781.57**; with **\$2,555.50** or **(+11.09%)** from **Donations**, but **(-\$3,577.59)** or **(-33.26%)** from **Investment Earnings** since last month. Of the **Interest Income Revenues** recognized, **\$106.41** was from direct **Interest** (A/C# 664,000) and **(-\$3,684.00)** in **Unrealized Market Valuation Losses** (A/C# 664,500).

Breakdown of January Donation Revenues:

#665.271	General – Youth Collections	\$ 45
#665.267	Programming – Book It!	\$ 1,500
#665.283	Novi Newbies	\$ 300
#665.287	Crop for a Cause	\$ 336
#665.274	Brick Pavers	\$ 375

EXPENDITURES – there were expenditures for the month of January from the Walker Fund of **\$1,375.00** spent from the Friends’ designated donation.

NET REVENUES OVER EXPENDITURES – As a result, they were decreased by **(-\$2,397.09)** (or **-9.25%**) during the month of January, for a NET Year-to-Date balance of **\$23,515.91**

BALANCE SHEET – as a result of January activity, **Cash** in the Fund was decreased by **(-\$1,067.09)** or **(-0.07%)** along with an **Accounts Receivable** (due from the General Fund) of **+\$45** and an **Accounts Payable** liability increase of **+\$1,375.00**; thus **Un-Restricted Current Year Fund Balance** decreased by **(-\$2,397.09)** for the month or **(-9.25%)**

TOTAL WALKER ASSETS =	\$1,559,906.22
	<hr/>
TOTAL LIABILITIES =	\$ 1,375.00
TOTAL FUND BALANCE =	\$1,558,531.22
	<hr/>
Restricted Fund Balance =	\$ 90,251.09
Un-Restricted Fund Balance =	\$1,468,280.13

COMBINED LIBRARY INVESTMENTS *(see separate Report)*

LIBRARY FUND (#268) @ 1-31-2013 FMV

TOTAL FUND #268 **\$ 3,329,702**

WALKER FUND (#269) @ 1-31-2013 FMV

TOTAL FUND #269 **\$ 1,559,861**

COMBINED LIBRARY INVESTMENTS = **\$ 4,889,563**

During the month of January 2013, Library Fund (#268) Investments were decreased by **(-\$190,935)** or **(-5.43%)**; while Walker Funds (#269) went down in value **(-\$1,067)** or **(-0.07%)**.

If we combine the Balance Sheets of both Funds (#268 and #269), we would show Total Combined Fund Balances = \$3,329,702.22 + \$1,559,861.22 = **\$4,889,563.44**

This reflects a net decrease in Combined Fund Balances of **(-\$192,002)** or **(-3.78%)** during the month of January.

D. Library Café Revenue Report – due the 15th of the month – December 2012

The Library Café Revenue Report for the month of December, 2012 is included in the February 20, 2013 Library Board Packet on page 22.

10. Director's Report

A detailed report from Director, Julie Farkas, is provided on pages 23-24 of the February 20, 2013 Library board Packet. Highlights of the report are:

- The second Annual Budget Session is scheduled for Saturday, February 23, 2013 at 8:00 a.m. in the small meeting room on the 2nd floor of the Library.
- "Food for Fines" was a success. This opportunity will be offered again in the future.
- The Novi News gave recognition to the Novi Youth Assistance for their \$200.00 donation to the Library Teen Space. The donation was used to purchase additional games and furniture. The Teen Space has become very popular, and averages forty-fifty teens per day. The article from the Novi News is included on page 46 of the February 20, 2013 Library Board Packet.
- Steve & Rocky's has agreed to be a platinum sponsor for the "Book-It" Fundraiser. They will provide the appetizers and desserts for the event. The Committee has met, and has started soliciting Novi businesses for raffle and live auction items.
- Kudos to Evan Smale, Electronic Services Librarian for submitting the winning entry in the "Old Meets New' Library Photo Contest.

A. Letter of Intent for Lease Extension – Gary & Lola Bernstein

A letter from Gary and Lola Bernstein regarding a three year lease renewal for the Read-a-Latte Café is included on page 25 of the February 20, 2013 Library Board Packet. Trustees Larry Czekaj and Willy Mena will review the current lease for any changes or options, and will meet with Gary and Lola by June 2013.

B. Library Café: Food Service Establishment Inspection Report, Oakland County

The Food Service Establishment Inspection Report is provided on pages 26-29 of the February 20, 2013 Library Board Packet.

C. Policy P10: Computer Use Policy

Policy P10: Computer User Policy is provided on pages 30-33 of the February 20, 2013 Library Board Packet.

D. Public Services Report

The Public services Report is provided on pages 34-35 of the February 20, 2013 Library Board Packet.

E. Building Operations Report

The Building Operations Report is provided on page 35 of the February 20, 2013 Library Board Packet.

F. Library Usage Statistics – December 2012

The January statics are provided on pages 36-40 of the February 20, 2013 Library board Packet. Highlights include:

- 363 Library cards issued
- 66,428 items checked out
- Number of items borrowed from TLN – 4,672
- Number of items borrowed from MEL – 106
- Number of items loaned through TLN – 5,853
- Number of items loaned through MEL – 123
- 57.95% of all items checked out were completed on self – checkout stations
- Total Circulation 66,428

11. Friends of Novi Library Report

A. No Meeting Scheduled for February 2013

There was no report.

12. Student Representatives' Report

The Student representatives' Report is provided on page 41 of the February 20, 2013 Library Board Packet. Highlights of the report are:

- Teens are enjoying the new games and furniture purchased from the \$200.00 donation from the Novi Youth Assistance and matched by the Novi Public Library.
- The Teen Space currently averages 35 teens per session.
- Several teens volunteered to help with crafts and story time on Martin Luther King Day.
- Teen forum in the evening had a good discussion.
- Student Reps Jessica and Torry are meeting with Miss Margi on a monthly basis to discuss goals and upcoming projects.
- Teen writing contest entries are due at 5:00 p.m. on Friday, March 8th.
- The Coloring Page De-stresser is scheduled for Wednesday, March 21, 2013 at 3:00 p.m.
- The ACT/SAT test prep program is Wednesday, March 27, 2013 at 7:00 p.m.
- Teen Tech week begins March 10, 2013. Teens that check in at the Library via Face Book are eligible to receive a prize that can be picked up at the 1st floor information desk.
- There is an active search for a new Student Rep to replace Torry as his term ends in a few months.

13. Historical Commission

There was no report provided.

14. Committee Reports

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

There was no report provided.

B. HR Committee (Kilgore, Verma – chair)

There was no report provided.

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

There was no report provided.

D. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

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

There was no report provided.

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

There was no report provided.

15. Public Comment

There was no public comment.

16. Matters for Board Action

A. Revision to policy P10: Computer Use Policy

New language from the Children's Internet Protection Act was received from The Library Network. The current Policy with the added changes in red is located on pages 30-33 of the February 20, 2013 Library Board Packet.

Director, Julie Farkas, asked the Library Board to accept the new language added to the Children's Internet Protection Act. By accepting the new language, Novi Public Library would remain in compliance with The Library Network, and continue to receive its Annual E-rate from the Federal

Government, which is approximately \$8,000 per year. If accepted, the Computer Use Policy with the new language would be in effect as of February 20, 2013.

The Board Members were receptive to the new language that was added to the existing policy without any further discussion.

A motion was made to accept the Computer Use Policy changes that are recommended.

1st – David Margolis

2nd – Larry Czekaj

The motion passed unanimously.

17. Adjourn

A motion was made to adjourn the meeting at 7:35 p.m.

1st – Willy Mena

2nd – Larry Czekaj

The motion was passed unanimously.

Scott Teasdale, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
February 23, 2013**

DRAFT

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
David Margolis, Treasurer
Larry Czekaj, Board Member
Larry Kilgore, Board Member

Absent and Excused

Willy Mena, Vice President
Scott Teasdale, Secretary
Ramesh Verma, Board Member

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Public Library, Second Floor Meeting Room, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President, at 8 a.m.

2. Budget Proposal Comparisons 2013-2014

David Margolis, Treasurer, provided a 2013-2014 Budget Proposal Comparison based on the initial Library Board's Budget Study Session held on February 9, 2013. The comparison provides a 3-year historical view starting with the 2009-2010 fiscal year to the current budget of 2012-2013, along with a forecasted comparison of the original budgeted figures. He also provided the proposed 2013-2014 fiscal year's budget and the forecasted 2014-2015 fiscal year's budget and how the figures compare.

3. Proposed 2013-2014 Proposed Budget Draft 2: February 23, 2013

Julie Farkas, Director, stated that there were no changes in the revenue provided initially at the February 9, 2013 Budget Session. She has highlighted the discussed changes in expenditures (listed in the green section) from the 2013-2014 Proposed budget to the 2013-2014 Revised budget figures.

Expenditures

Personnel Services

Permanent Salaries – 268-000.00-704.000:

- Proposed \$907,000.00
- Revised \$928,600.00; 20 full time employees including the full time Communications Coordinator position (new hire).

Salary Stipend 2012-2013: Estimated Year-end figure \$50,000.00 for Permanent and Temporary employees. This figure includes the base dollar figure of \$500 for Permanent and \$200 for Temporary employees, plus 1.25% of their salary. With the offering of this stipend, the fund balance is not to exceed

the approved fund balance figure. At this time, the proposed fund balance usage is expected to be approximately \$194,634.41.

Salary Increase 2013-2014 fiscal year: Revised Budget of \$25,500.00 – 1.5% for Permanent and Temporary employees. This figure is a salary increase for this time period. The Library Board also considered a one-time stipend of \$50,000.00, but this figure is not reflected in the proposed budget. There was much discussion on this topic; stipend vs. wage increase. The Library Board was divided as to a dollar figure for a stipend to be provided from the fund balance at year's end. The Library Board was also divided as to where the figures should be shown; from fund balance or figured in the budget. Also discussed should the salary increases be based on merit or flat rate.

- It was determined that for the 2012-13 fiscal year that the staff will share a \$50,000 stipend.
- For the 2013-14 fiscal year, the staff will not receive a stipend, but will receive a 1.5% salary increase. Three of the four Library Board members were in favor of this decision.

It was suggested that the stipend figures be shown in the Contingency section of the Fund Balance line and should be carried across to the projected columns.

Additional Hours Salaries: Revised Budget \$55,700.00 – This cost is for the additional hours of operation Fridays until 7 p.m.; Sundays year round 12-6 p.m.

The Library Board discussed the proposed Friday closing times and based on other libraries in the area and their close time, it was suggested that Option E - Friday closing at 6 p.m.; Saturday closing at 6 p.m.; and Sundays year-round hours of operation of 12-6 p.m. is the best option for the Library. This change would be implemented September 2013.

Health Savings Account – 268-000.00-716.200 - \$8,000.00 – Proposed/Revised 2013-14 budgets. This figure was provided and carried through to future years for the coverage of the full time Communications Coordinator position.

Workers' Compensation – 268-000.00-720.000 - \$5,300.00 – Proposed/Revised 2013-14 budgets. This figure was provided by the City of Novi Finance Department and will carry through to future years.

Supplies & Materials

Supplies

Computer Supplies Equipment – 268-000.00-734.500 - \$35,000 has been moved to the Capital Outlay section of the 2013-14 fy budget and will receive a new line item number. The budgeted amount will cover the purchase of computers for nine (9) staff members; Smartphone readers; iPad for the reference department.

Materials

Books – 268-000.00-742.000 – The Proposed/Revised budget for 2013-14 fy is \$220,500.

Periodicals – 268-000.00-743.000 - The Proposed/Revised budget for 2013-14 fy is \$20,000.

Audiovisual Materials – 268-000.00-744.000 - The Proposed/Revised budget for 2013-14 fy is \$56,500.

Electronic Media – 268-000.00-745.200 - The Proposed/Revised budget for 2013-14 fy is \$55,700.

Online Resources – 268-000.00-745.300 - The Proposed/Revised budget for 2013-14 fy is \$60,000.

Services & Charges

Custodial Services – 268-000.00-817.000 – This line was increased by \$1,200 to cover the additional hours of operation.

Programming – 268-000.00-880.268 – The Proposed/Revised budget for 2013-14 fy is \$26,000. This is an increase of \$6,000 over the previous fiscal year; additional funds to cover programming also come from generous donations by the Friends of the Library.

Water and Sewer – 268-000.00-923.000 – This line was increased by \$3,400 to cover the additional hours of operation.

Ground Maintenance – 268-000.00-941.000 – The figure provided, \$25,000, already includes weeding and mulching so this is a good figure to use for the 2013-14 fy budget.

Capital Outlay

Furniture – 268-000.00-976.000 - The Proposed/Revised budget for 2013-14 fy is \$8,800 and is to cover the furniture expansion for the CD music collection.

A Library Board member stated his concern that the Library is not using the fund balance fast enough.

A majority, if not all of the Friends of the Library donation of \$20,000, is to be spent in the 2012-13 fiscal year as that is when the funds were received.

A canopy at the front entrance is being investigated.

It was suggested that for the 2014-15 fiscal year budget that the Library's landscape should be revisited.

Julie provided a Budget Narrative 2013-2014 which was revised based on the February 9, 2013 Budget Study Session. Major changes were highlighted and have been provided under each category.

1. Personnel: Salary Considerations for Library Employees / Accounts: 704.000/705.000

A. One-time pay-out for Library Employees

*Costs include Social Security (7.65%)

B. 2013-2014 Salary Considerations for Library Employees

No changes in this category from the February 9, 2013 Budget Study Session.

C. Consideration for a Full-time Communications Coordinator for the Novi Public Library.

Additional cost to the Library: \$31,300 (salary and benefits)

\$31,300 salary and benefits were changed from the original proposal of February 9, 2013.

Additional tasks assigned to this position: Library volunteer program, Marketing/PR for the Friends of the Novi Library, Programming opportunities.

2. Hours of Operation: Consideration for an Increase

Option E: Adding 1 hour of service on Fridays/Saturdays and Sunday hours 12-6 p.m. year round. A total of 4 hours per week, plus an additional 12 Sundays. Implementation September 2013. Cost: \$57,517.00 (Includes Social Security costs).
Avg. Utility Costs: \$3,400.

Option F: Adding 2 hours of service on Fridays and Sunday hours 12-6 p.m. year round. A total of 4 hours per week, plus an additional 12 Sundays. Implementation September 2013. Cost: \$55,710.00 (Includes Social Security costs)
Additional Cleaning Cost for Sundays in the summer: \$1,200.00
Avg. Utility Costs: \$3,400

3. Staff Training: Consideration for an Additional Staff In-Service Day

Board considered one-time – June 2014.

4. Friends of the Library: 2013-2014 Wish List for \$20,000

No changes in this category from the February 9, 2013 Budget Study Session.

5. Historical Commission 2013-2014 Budget

No changes in this category from the February 9, 2013 Budget Study Session.

6. Fundraising efforts as of July 1, 2012

No changes in this category from the February 9, 2013 Budget Study Session.

7. Library Awning for Staff Entrance

Cost of the awning \$3,400.00 (based on permits/drawings)

8. Reports

No changes in this category from the February 9, 2013 Budget Study Session.

4. Adjourn

A motion was made to adjourn the meeting at 9:35 a.m.

1st – Larry Czekaj
2nd – David Margolis

The motion was passed unanimously.

Mark Sturing, President

Date

NOVI PUBLIC LIBRARY – 2012/2013 GOALS

Marketing/Relationship Building/Outreach—Goal #1:

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

Strategy:			
Increase resident usage of Library services.			
Tactic	Owner	Status	Due Date
Promote Library services through newspapers, radio, television, and electronic media	Admin	Teen Space articles appeared in Patch and Novi News; Food for Fines promoted in Novi News and Patch; SWOCC taping for Book It event	Ongoing; 11/12; 2/13; 3/13
Strategy:			
Determine appropriate hours and levels of service.			
Tactic	Owner	Status	Due Date
Investigate options and compare to area libraries	Admin	Reviewed hours at DSLRT libraries; proposed plan for expanding hours in next FY	2/13
Strategy:			
Increase usage of services and facility with community partners.			
Tactic	Owner	Status	Due Date
Encourage use by homeowners associations	Admin	Invited to hold meetings here at no cost when including Library tour or talk; presented to Crosswinds and Taft homeowners groups; tours given to Royal Crown and North Haven homeowners associations; tour for Lexington Green Homeowners Association; tour for Cheltingham Estates; tour for Churchill Crossing	Ongoing; 11/12; 12/12; 1/13; 2/13
Outreach to community partners to strengthen presence of library as valued resource	Admin	Attended Novi Youth Assistance Annual Breakfast and Walsh College Breakfast; delivered welcome brochures (English and Japanese) to Novi School District (NSD); met with NSD media specialists to begin discussing 2013 summer reading program; attended NSD Community Assessment Meeting; provided 4 preschool story times at Novi Meadows; met with Novi Schools Instructional Coaches to prepare for Summer Reading Program (SRP); meeting with Novi Schools Media Specialists for SRP preparation; hosted TLN Youth Committee Performer’s Showcase; provided a “Cottage Reading List” and book samples for display at Suburban Collection; tour and resource discussion with 2nd gd. Class from Wixom Christian School	11/12; 12/12; 1/13; 2/13; 2/13

Services/Collections/Programs/Technology—Goal #2:

Provide quality services, collections, programs and technology that meet the changing needs of our community.

Strategy: Adapt to changing needs of the community.			
Tactic	Owner	Status	Due Date
Adjust procedures as required to adapt to changes in services and collections as determined by Admin.	Support Services; IT/Facilities	Removed time limits from computers when no wait list; will consider renewals for movies; determined no change necessary at this time; limiting shelf life of holds to move items more quickly based on faster notification	Ongoing; 11/12; 12/12; 3/13
Partner with Walmart on Food for Fines program	Support Services; Admin	Food for Fines program in February allows patrons to cancel some overdue fines and provides food for local food banks; 51 patrons participated, donating approximately 20 boxes of food	2/13
Strategy: Improve services through use of new technology.			
Tactic	Owner	Status	Due Date
Investigate “Get in Line” holds service	IT/Facilities	Researching methods used at other libraries	5/31/13; 2/13
Investigate a library app, possibly partnering with City	IT/Facilities; Info Services	Reviewed Boopsie for Libraries and plan to implement; City pursuing other options; working with TLN to begin implementation	3/31/13; 11/12; 3/13
Increase use of self-checkout by 2% (from 58% to 60%)	Support Services	Promote through bookmarks and staff interaction with patrons; promoting policy change to require presenting library card for service to begin Sept. 1	6/30/13; 3/13
Maintain strong customer focus	Managers	Consider how to go from NO to YES; added more scanning capabilities for public; removed time limits from specialized computer stations; at patron suggestion, added automatic door closer to family restroom	6/30/13; 12/12; 2/13

Fundraising—Goal #5:

Create fundraising opportunities for our community to continue to support the growth of the Library’s services, collections, programs and technology.

Strategy: Pursue grant opportunities.			
Tactic	Owner	Status	Due Date
Actively seek sponsorships/donations/grants	Info Services	Currently applying for two YALSA grants due 1/13;	Ongoing; 11/12; 2/13

		\$1,000 grant from Dollar General (20 nationwide) awarded to NPL for SRP!	
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	Diamonds & Denim 4/26/13; planning committee is active; sponsorships secured; donations for auction and raffle being sought; promotion ongoing; tickets being sold	4/13; 2/13; 3/13

Policies and Planning—Goal #7:			
Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Strategy:	Increase effective staff communication.		
Tactic	Owner	Status	Due Date
Provide monthly staff meetings/ planning sessions	Info Services	Provided two meetings for IS staff with a 98% attendance; providing email planning/discussions monthly; IS meeting regularly; IS staff met in February with monthly reports required	Ongoing; 10/12; 11/12; 12/12; 2/13
Provide monthly staff meetings for IT and Facilities	IT/Facilities	Provided meetings and encouraged Help Desk documentation to increase staff communication and efficiency; meetings resulting in improved internal customer service from Facilities	1/13; 2/13
Strategy:	Achieve QSAC (Quality Services Audit Checklist) certification.		
Tactic	Owner	Status	Due Date
Implement changes as needed to meet QSAC requirements and submit request for certification	Admin	Application for Essential level submitted to Library of Michigan	3/13
Strategy:	Implement new three-year technology plan.		
Tactic	Owner	Status	Due Date
Develop new technology plan	IT/Facilities; Admin	New technology plan written to complement first two years of strategic plan (2013-2015)	3/13

2012-2013 Budget 2/15/12		2010/2011 Audited (9/2011)	2011/2012 Approved (Rev 9/2011)	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Revenues					
Account	Description				
403.000	Property Tax Revenue	2,358,422.00	2,234,000.00	2,234,000.00	2,219,000.00
567.000	State Aid	25,466.00	20,000.00	19,500.00	17,500.00
657.000	Library book fines	54,889.00	44,100.00	55,000.00	57,000.00
658.000	State penal fines	66,908.00	63,500.00	64,306.00	65,500.00
664.000	Interest on Investments	31,724.00	14,000.00	16,393.00	25,000.00
665.000	Miscellaneous income	13,823.00	9,000.00	14,000.00	14,500.00
665.100	Copier	2,463.00	2,000.00	2,600.00	2,500.00
665.200	Electronic media	5,035.00	7,500.00	3,000.00	3,500.00
665.266	SRP T-shirt sales	145.00		0.00	150.00
665.267	Library Program - Book It	12,664.00		0.00	0.00
665.290	Library Fundraising Revenue	835.00		590.00	1,000.00
665.300	Meeting Room	11,770.00	6,500.00	10,500.00	12,000.00
665.400	Gifts and donations	16,283.00	2,000.00	9,500.00	5,000.00
665.404	Novi Township Assessment	6,822.00	6,350.00	6,128.00	6,130.00
665.500	Book rental	0.00	0.00	0.00	0.00
665.650	Library Café	5,924.00	4,500.00	5,000.00	5,000.00
665.800	Miscellaneous Paper Revenue	0.00	0.00	0.00	0.00
666.000	Other revenue - grants	0.00	0.00	0.00	0.00
676.269	Transfer from Walker Fund		0.00	0.00	0.00
Total Revenue		2,613,173.00	2,413,450.00	2,440,517.00	2,433,780.00
		2010/2011 Audited (9/2011)	2011/2012 Approved	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Expenditures					
Account	Description				
704.000	Permanent Salaries	860,006.00	870,000.00	838,030.00	898,000.00
705.000	Temporary Salaries	520,388.00	539,000.00	541,500.00	561,000.00
709.100	Sick Bank Payout	0.00	0.00	0.00	0.00
715.000	Social Security	103,577.00	108,000.00	105,000.00	111,000.00
716.000	Insurance	154,169.00	184,000.00	180,000.00	212,000.00
716.200	HSA	3,750.00	7,200.00	7,200.00	10,800.00
718.000	Pension DB	30,828.00	26,000.00	25,444.00	0.00
718.050	Pension - add'l DB	150,000.00	0.00	0.00	0.00
718.200	Pension - DC	16,561.00	18,000.00	20,000.00	24,000.00
719.000	Unemployment Ins	13,338.00	10,000.00	4,000.00	2,000.00
720.000	Workers' Comp	1,991.00	2,250.00	4,000.00	2,500.00
Total Personnel Services		1,854,608.00	1,764,450.00	1,725,174.00	1,821,300.00
Supplies					
726.400	Cash over/short	0.00		0.00	0.00
727.000	Office supplies	15,791.00	25,000.00	15,500.00	17,500.00
728.000	Postage	1,150.00	2,100.00	2,000.00	2,100.00
734.000	Computer sftwr & licensing	66,059.00	87,000.00	87,000.00	73,000.00
734.500	Computer supplies equip	9,544.00	15,000.00	15,000.00	12,000.00
740.000	Operating supplies	23,204.00	24,500.00	24,500.00	31,700.00
741.000	Uniforms	521.00	300.00	300.00	300.00
740.200	Desks, chairs, cabinets, etc.	4,163.00		0.00	0.00

Materials					
742.000	Books	180,593.00	200,000.00	200,000.00	190,000.00
742.100?	Book Fines				500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Periodicals	12,764.00	16,000.00	16,000.00	17,000.00
744.000	Audiovisual materials	47,671.00	52,100.00	52,100.00	53,400.00
745.200	Electronic media	42,991.00	38,200.00	38,200.00	43,200.00
745.300	Online Resources	41,427.00	43,500.00	41,700.00	44,800.00
Total Supplies & Materials		445,878.00	503,700.00	492,300.00	485,500.00
Services & Charges		2010/2011 Audited (9/2011)	2011/2012 Approved	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Account	Description				
801.925	Public Information (cable)	0.00		900.00	950.00
802.000	Data processing	0.00		0.00	0.00
802.100	Bank Services	2,047.00	1000.00	2,500.00	2,500.00
803.000	Independent Audit	670.00	900.00	670.00	700.00
804.000	Medical Service	1,205.00	500.00	500.00	500.00
806.000	Legal Expenses	5,489.00	2,000.00	1,500.00	2,000.00
809.000	Memberships & Dues	4,483.00	6,300.00	5,000.00	5,000.00
816.000	Professional services	3,970.00	5,000.00	2,500.00	5,000.00
817.000	Custodial Services	33,000.00	45,000.00	45,000.00	36,000.00
818.000	TLN Central Services	3,000.00	16,000.00	4,750.00	6,000.00
851.000	Telephone	14,764.00	16,500.00	16,000.00	16,800.00
855.000	TLN Automation Services	53,556.00	56,900.00	58,100.00	64,400.00
862.000	Mileage	619.00	800.00	500.00	1,000.00
880.000	Community Promotion	9,047.00	8,000.00	5,000.00	5,000.00
880.267	Library Prog - Book It	2,405.00		0.00	0.00
880.268	Programming	13,246.00	23,000.00	20,000.00	20,000.00
900.000	Design, Printing, Publishing	28,750.00	13,500.00	28,750.00	28,750.00
910.000	Property & Liability Insurance	18,000.00	18,000.00	13,005.00	13,300.00
921.000	Heat	15,190.00	16,000.00	14,000.00	16,000.00
922.000	Electricity	87,181.00	80,000.00	82,000.00	86,000.00
923.000	Water and Sewer	6,119.00	10,000.00	4,500.00	5,500.00
932.000	Office Equipment Maint.	0.00	0.00	0.00	0.00
934.000	Building Maint.	39,184.00	41,000.00	36,000.00	48,500.00
935.000	Vehicle Maint.	1,753.00	3,000.00	1,700.00	2,000.00
941.000	Grounds Maint.	30,011.00	25,000.00	29,500.00	25,000.00
942.000	Office Equipment Lease	13,356.00	16,375.00	13,500.00	13,500.00
942.100	Records storage	62.00	62.00	200.00	200.00
956.000	Conferences & Workshops	8,707.00	10,500.00	17,500.00	12,500.00
Total Services & Charges		395,814.00	415,337.00	403,575.00	417,100.00
976.000	Building Improvements	0.00	0.00	0.00	0.00
990.000	Furniture	0.00	0.00	0.00	0.00
962.000	Contingency	0.00	0.00	0.00	0.00
Total Capital Outlay		0.00	0.00	0.00	0.00
Total Expenditures		2,696,300.00	2,683,487.00	2,621,049.00	2,723,900.00
680.00	Fund Balance	-83,127.00	-270,037.00	-150,032.00	-290,120.00
	1 time staff pymt (11/12)			-22,500.00	
	Landscape Improvements			-10,000.00	-15,000.00
	TOTAL Fund Balance			-180,532.00	-305,120.00

*Budget amendment made on 8/15/12 by Library Board; decrease in property taxes by \$20,000.

BALANCE SHEET FOR CITY OF NOVI
 Period Ending 02/28/2013

GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash and cash equivalents	3,146,378.91
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	55,058.63
	Total Assets	<u>3,201,937.54</u>
*** Liabilities ***		
268-000.00-202.000	Accounts payable	46,669.16
268-000.00-259.702	Accrued liabilities-tax	133,995.00
268-000.00-276.400	Deposit for Cafe	1,000.00
	Total Liabilities	<u>181,664.16</u>
*** Fund Balance ***		
268-000.00-390.000	Fund balance	2,312,166.10
	Beginning Fund Balance	2,312,166.10
	Net of Revenues VS Expenditures	708,107.28
	Ending Fund Balance	<u>3,020,273.38</u>
	Total Liabilities And Fund Balance	<u>3,201,937.54</u>

Fund 269 - WALKER LIBRARY FUND 269

*** Assets ***

269-000.00-003.000	Cash and cash equivalents	1,562,972.83
	Total Assets	<u>1,562,972.83</u>

*** Liabilities ***

269-000.00-202.000	Accounts payable	400.00
	Total Liabilities	<u>400.00</u>

*** Fund Balance ***

269-000.00-390.000	Fund balance	1,444,764.22
269-000.00-390.262	Restricted-Book It-childrens collections	21,659.44
269-000.00-390.267	Restricted for Druschel collections	1,180.00
269-000.00-390.271	Restricted for youth collection area	1,043.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	4,264.75
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	4,947.71
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	80.29
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,082.24
269-000.00-390.287	Restricted-youth dept programming (Crop)	340.00
269-000.00-390.288	Restricted in memory of Carol Davio	2,785.00
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	580.00
	Total Fund Balance	1,535,015.31
	Beginning Fund Balance	1,535,015.31
	Net of Revenues VS Expenditures	27,557.52
	Ending Fund Balance	<u>1,562,572.83</u>
	Total Liabilities And Fund Balance	<u>1,562,972.83</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 02/28/2013 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 268 - LIBRARY FUND 268					
Dept 000.00-treasury					
Revenues					
Property tax revenue					
268-000.00-403.000	Property tax revenue	2,219,000.00	2,189,614.18	29,385.82	98.68
	Property tax revenue	2,219,000.00	2,189,614.18	29,385.82	98.68
State sources					
268-000.00-567.000	State aid	17,500.00	26,409.02	(8,909.02)	150.91
	State sources	17,500.00	26,409.02	(8,909.02)	150.91
Fines and forfeitures					
268-000.00-657.000	Library book fines	57,000.00	50,922.26	6,077.74	89.34
268-000.00-658.000	State penal fines	65,500.00	74,540.59	(9,040.59)	113.80
	Fines and forfeitures	122,500.00	125,462.85	(2,962.85)	102.42
Interest income					
268-000.00-664.000	Interest on investments	25,000.00	25,848.30	(848.30)	103.39
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	4,007.00	(4,007.00)	100.00
	Interest income	25,000.00	29,855.30	(4,855.30)	119.42
Other revenue					
268-000.00-665.000	Miscellaneous income	14,500.00	10,645.44	3,854.56	73.42
268-000.00-665.100	Copier	2,500.00	1,620.64	879.36	64.83
268-000.00-665.200	Electronic media (previously VHS)	3,500.00	236.00	3,264.00	6.74
268-000.00-665.266	Summer reading t-shirt sales	150.00	0.00	150.00	0.00
268-000.00-665.290	Library fund raising revenue	1,000.00	360.00	640.00	36.00
268-000.00-665.300	Meeting room	12,000.00	11,950.00	50.00	99.58
268-000.00-665.404	Novi Township assessment	6,130.00	5,681.00	449.00	92.68
268-000.00-665.650	Library Cafe	5,000.00	3,424.37	1,575.63	68.49
268-000.00-665.800	Paper/supplies/public computers	0.00	43.35	(43.35)	100.00
	Other revenue	44,780.00	33,960.80	10,819.20	75.84
Donations					
268-000.00-665.289	Adult programs	0.00	6,906.00	(6,906.00)	100.00
268-000.00-665.400	Gifts and donations	5,000.00	6,633.05	(1,633.05)	132.66
	Donations	5,000.00	13,539.05	(8,539.05)	270.78
Appropriation of fund balance					
268-000.00-680.000	Appropriation of fund balance	305,120.00	0.00	305,120.00	0.00
	Appropriation of fund balance	305,120.00	0.00	305,120.00	0.00
TOTAL Revenues		<u>2,738,900.00</u>	<u>2,418,841.20</u>	<u>320,058.80</u>	<u>88.31</u>
Expenditures					
Personnel services					
268-000.00-704.000	Permanent salaries	898,000.00	564,162.69	333,837.31	62.82
268-000.00-705.000	Temporary salaries	561,000.00	337,937.30	223,062.70	60.24
268-000.00-715.000	Social security	111,000.00	70,293.24	40,706.76	63.33
268-000.00-716.000	Insurance	212,000.00	98,014.66	113,985.34	46.23
268-000.00-716.200	HSA - employer contribution	10,800.00	3,775.02	7,024.98	34.95
268-000.00-718.200	Pension - defined contribution	24,000.00	15,326.83	8,673.17	63.86
268-000.00-719.000	Unemployment insurance	2,000.00	0.00	2,000.00	0.00

268-000.00-720.000	Workers compensation	2,500.00	3,411.85	(911.85)	136.47
Personnel services		1,821,300.00	1,092,921.59	728,378.41	60.01
Supplies					
268-000.00-727.000	Office supplies	17,500.00	11,485.17	6,014.83	65.63
268-000.00-728.000	Postage	2,100.00	581.20	1,518.80	27.68
268-000.00-734.000	Computer supplies, software & licensing	73,000.00	28,291.19	44,708.81	38.76
268-000.00-734.500	Computer supplies/equipment	12,000.00	3,435.07	8,564.93	28.63
268-000.00-740.000	Operating supplies	31,700.00	20,332.94	11,367.06	64.14
268-000.00-740.200	Desks, chairs, file cabinets, etc	300.00	0.00	300.00	0.00
268-000.00-741.000	Uniforms	0.00	271.73	(271.73)	100.00
268-000.00-742.000	Library books	190,000.00	129,785.94	60,214.06	68.31
268-000.00-742.100	Library Book - Fines	0.00	727.83	(727.83)	100.00
268-000.00-742.666	Books - miscellaneous grants	500.00	0.00	500.00	0.00
268-000.00-743.000	Library periodicals	17,000.00	13,221.70	3,778.30	77.77
268-000.00-744.000	Audio visual materials	53,400.00	43,398.41	10,001.59	81.27
268-000.00-745.200	Electronic media	43,200.00	29,703.62	13,496.38	68.76
268-000.00-745.300	Electronic resources (CD rom materials)	44,800.00	43,092.00	1,708.00	96.19
Supplies		485,500.00	324,326.80	161,173.20	66.80
Other services and charges					
268-000.00-801.925	Public information (cable, etc)	950.00	566.39	383.61	59.62
268-000.00-802.100	Bank services	2,500.00	2,376.83	123.17	95.07
268-000.00-803.000	Independent audit	700.00	590.00	110.00	84.29
268-000.00-804.000	Medical service	500.00	710.70	(210.70)	142.14
268-000.00-806.000	Legal fees	2,000.00	589.00	1,411.00	29.45
268-000.00-809.000	Memberships and dues	5,000.00	4,085.00	915.00	81.70
268-000.00-816.000	Professional services	5,000.00	700.00	4,300.00	14.00
268-000.00-817.000	Custodial services	36,000.00	17,459.50	18,540.50	48.50
268-000.00-818.000	TLN Central Services	6,000.00	5,401.98	598.02	90.03
268-000.00-851.000	Telephone	16,800.00	8,969.24	7,830.76	53.39
268-000.00-855.000	TLN Automation Services	64,400.00	40,691.24	23,708.76	63.19
268-000.00-862.000	Mileage	1,000.00	198.96	801.04	19.90
268-000.00-880.000	Community promotion	5,000.00	4,030.15	969.85	80.60
268-000.00-880.268	Library programming	20,000.00	11,854.57	8,145.43	59.27
268-000.00-880.271	Adult programs	0.00	4,701.15	(4,701.15)	100.00
268-000.00-900.000	Printing, graphic design and publishing	28,750.00	15,053.89	13,696.11	52.36
268-000.00-910.000	Property & liability insurance	13,300.00	12,684.00	616.00	95.37
268-000.00-921.000	Heat	16,000.00	8,824.71	7,175.29	55.15
268-000.00-922.000	Electricity	86,000.00	55,802.34	30,197.66	64.89
268-000.00-923.000	Water and sewer	5,500.00	2,449.12	3,050.88	44.53
268-000.00-934.000	Building maintenance	48,500.00	33,041.76	15,458.24	68.13
268-000.00-935.000	Vehicle maintenance	2,000.00	801.31	1,198.69	40.07
268-000.00-941.000	Grounds maintenance	40,000.00	46,792.66	(6,792.66)	116.98
268-000.00-942.000	Office equipment lease	200.00	8,617.83	(8,417.83)	4,308.92
268-000.00-942.100	Records storage	13,500.00	93.00	13,407.00	0.69
268-000.00-956.000	Conferences and workshops	12,500.00	6,400.20	6,099.80	51.20
Other services and charges		432,100.00	293,485.53	138,614.47	67.92
TOTAL Expenditures		2,738,900.00	1,710,733.92	1,028,166.08	62.46
TOTAL REVENUES					
		2,738,900.00	2,418,841.20	320,058.80	88.31
TOTAL EXPENDITURES					
		2,738,900.00	1,710,733.92	1,028,166.08	62.46
NET OF REVENUES & EXPENDITURES					
		0.00	708,107.28	(708,107.28)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	END BALANCE 02/28/2013
Fund 269 - WALKER LIBRARY FUND 269		
Dept 000.00-treasury		
Revenues		
Interest income		
269-000.00-664.000	Interest on investments	9,457.68
269-000.00-664.500	Unrealized gain (loss) on investments	541.50
Interest income		<u>9,999.18</u>
Donations		
269-000.00-665.267	Library Programming - Book It	1,781.00
269-000.00-665.271	Donation-general-youth collections	300.00
269-000.00-665.273	Donation--Friends Novi Library -Other	20,000.00
269-000.00-665.274	Donations-brick pavers	500.00
269-000.00-665.283	Donations-Novu Newbies	450.00
269-000.00-665.285	Donations - Community Read	3,301.74
269-000.00-665.286	Donations - Light Up the Night	200.00
269-000.00-665.287	Donations-Crop for a Cause	385.50
269-000.00-665.402	Donations - specific collections	310.00
Donations		<u>27,228.24</u>
TOTAL Revenues		<u>37,227.42</u>
Expenditures		
Supplies		
269-000.00-742.262	BookIt costs & childrens collections	906.00
269-000.00-742.267	Books - parenting	289.41
269-000.00-742.268	Druschel collection expenditures	179.62
269-000.00-742.273	Friends of the Novi Library - Other Exp	1,375.00
269-000.00-742.283	Novu Newbies expenditures	4.24
269-000.00-742.285	Community Read expenditures	2,664.70
269-000.00-742.286	Light Up the Night expenditures	134.95
269-000.00-742.288	Artwork in memory of Carol Davio	2,643.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,472.98
Supplies		<u>9,669.90</u>
TOTAL Expenditures		9,669.90
TOTAL REVENUES		37,227.42
TOTAL EXPENDITURES		<u>9,669.90</u>
NET OF REVENUES & EXPENDITURES		<u>27,557.52</u>

Tracker
City of Novi
Portfolio Holdings
Investment Portfolio - by Portfolio (Fund)
Report Format: By Transaction
Group By: Portfolio Name
Average By: Face Amount / Shares
Portfolio / Report Group: Report Group: Library Funds
As of 2/28/2013

Description	CUSIP/Ticker	YTM @ Cost	Settlement Date	Face Amount/Shares	Cost Value	Accrued Interest	Market Value	Maturity Date	Days To Maturity	% of Portfolio
268 Library Fund										
Chase Bank MM	MM4212	0.2	6/30/2011	98,742.12	98,742.12		98,742.12	N/A	1	2.13
Citizens Bank MM	MM8155	0.15	6/30/2011	25,906.16	25,906.16		25,906.16	N/A	1	0.56
Fifth Third MM	MM8678	0.25	6/30/2011	308,039.75	308,039.75		308,039.75	N/A	1	6.66
Michigan State GO Bond 2.85 12/1/2018	5946107K7	2.9	10/19/2011	1,000,000.00	996,780.00	6,887.50	1,055,100.00	12/1/2018	2102	21.61
Oakland County LGIP	LGIP7258	0.372	6/1/2012	1,658,590.88	1,658,590.88		1,658,590.88	N/A	1	35.84
Sub Total / Average		1.17		3,091,278.91	3,088,058.91	6,887.50	3,146,378.91		681	66.79
269 Walker Library Building Fund										
Fifth Third MM	MM8678	0.25	6/30/2011	61,583.88	61,583.88		61,583.88	N/A	1	1.33
FNMA Step 6/7/2017-13	3136G0JL6	1.257	6/7/2012	525,000.00	525,000.00	1,181.25	526,386.00	6/7/2017	1560	11.34
Michigan State GO Bond 2.85 12/1/2018	5946107K7	2.9	10/19/2011	450,000.00	448,551.00	3,099.38	474,795.00	12/1/2018	2102	9.72
Oakland County LGIP	LGIP7261	0.372	1/23/2013	500,207.95	500,207.95		500,207.95	N/A	1	10.81
Sub Total / Average		1.41		1,536,791.83	1,535,342.83	4,280.63	1,562,972.83		1149	33.21
Total / Average		1.25		4,628,070.74	4,623,401.74	11,168.13	4,709,351.74		836	100

NOVI PUBLIC LIBRARY
Observations regarding Monthly Financials
for the Month of February 2013
David Margolis, Treasurer

It was a better month for Library Revenues.

Despite another small reduction in recognized Property Tax Revenues for the month, we were able to collect the second portion of State Aid, have a strong month of Room Rentals, and recover a significant amount of market-value fluctuation gains that were recognized in the month of February.

As a result, February 2013 was the third best month of this fiscal year (ignoring the month of July 2012 when Tax Assessments skew results) with the second lowest depletion rate.

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

Financial activity for the month of February:
LIBRARY FUND (Fund #268)

BALANCE SHEET

Cash was decreased by **(-\$183,325.00)** or **(-5.51%)** during the month.

Current Taxes Receivable were reduced again, this time in the amount of **(-\$2,452.75)** or by another **(-4.27%)**.

TOTAL ASSETS = **\$3,201,937.54**, which are **(-\$185,777.75)** or **(-5.49%)** lower than last month)

LIABILITIES = Changes for the month were only in **Accounts Payable**, which decreased by **(-\$15,774.30)** or **(-25.27%)** for a net decrease in **Total Liabilities** of **(-\$15,774.30)** or by **(-7.99%)** for the month, with an ending balance down to **\$181,664.16**

FUND BALANCE = As a result, **NET Revenues and Expenses** (for the current month) were decreased by **(-\$170,003.45)** or **(-19.36%)** leaving an Ending Fund Balance at 2-28-2013 of **\$3,020,273.38** (down **-5.33%** from last month).

REVENUES AND EXPENDITURES

REVENUES – As previously mentioned, there was a small reduction in **Current Property Tax Revenues** **(-\$274.86** or **-0.02%)**; the Second Portion of **State Aid** (A/C# 268-000.00-567.000) of **\$13,799.64** was collected; **Meeting Room Rentals** (A/C# 268-000.00-665.300) were **\$2,350** (the highest monthly amount this fiscal year); and there was monthly **Investment Gains** (A/C# 664.500) of **+\$6,110.00** recognized. For the Eight-Months Year-to-Date, the Library Fund Portfolio has recovered

its Net Valuation **Losses** and now shows a Positive Balance of **\$4,007.00**. **Total Revenues** for the month of February were **\$30,406.05** for a Year-to-Date total of **\$2,418,841.20**, which is **99.39%** of the total annual Budget.

EXPENDITURES – with the current fiscal year commencing on July 1st and with eight (8) months now under our belt, we’re going to measure actual Expenditures utilization against the **66.67%** monthly pro-ration of the Budget estimated.

Personal Services – The total amount spent in this category during the month, **\$138,647.95** or **7.61%** of the annual Budget, is well below the average monthly allocations (of \$152K). On a Eight-Month Year-to-Date basis, we’ve used **60.01%** of this category’s budget. At the end of February, Personal Services expended represent **45.18%** of Revenues (compared to the **49.89%** budgeted).

REVENUES AND EXPENDITURES

Materials and Supplies – Despite spending **\$13,941.33** (or **19.10%** of line-item #268-000.00-734.000 Computer Supplies + Software + Licensing) budget, we spent a total of **\$41,431.67** for the month (in this category) which is **8.53%** of Budget for a Year-to-Date total of **66.80%** (vs. the 66.67% benchmark); and which represents **13.41%** of Revenues (compared to **13.30%** budgeted).

Services and Charges – For the month, we only spent **\$19,632.44** or **4.71%** of this Category’s Budget (the second lowest monthly amount in this category) and **66.77%** Year-to-Date) - with several line-items out of the norm (*see below*). The combined Eight-month Year-to-Date 2013 spending represents **11.51%** of Revenues (slightly more than the **11.43%** budgeted).

Some of the items worth citing for the month are:

#816.000 Professional Services	+\$ 500.00
#855.000 TLN Automation Svcs.	(-\$4,820.66)
#921.000 Heat	+\$ 2,555.41
#941.000 Grounds Maintenance	+\$ 3,613.35

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

TOTAL EXPENDITURES – for the month of February, we spent a total of **\$199,712.06** (or **7.29%** of the budget vs. **8.33%** norm), (and below the equal monthly gauge of \$228,241.67). For the Eight-months so far this fiscal year, we’ve spent **62.46%** of the Budget (vs. normalized 66.67%). This amount is **70.73%** of Revenues, and is less than fiscal year budget expectations of **75.02%**.

WALKER FUND (Fund #269)

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

For February, **Total Revenues** were up +\$4,445.85 or +13.57% during the month, for a Year-to-Date total of \$37,227.42; with \$1,627.74 or +6.36% from **Donations**, and with +\$2,818.11 or +39.25% from **Investment Earnings** since last month. Of the **Interest Income Revenues** recognized, \$131.61 was from direct **Interest** (A/C# 664.000) and +\$2,686.50 in **Unrealized Market Valuation Gains** (A/C# 664.500), for a Positive Year-to-Date increase of +\$541.50.

Breakdown of February Donation Revenues:

#665.271 General – Youth Collections	\$ 45
#665.267 Programming – Book It!	\$ 281
#665.285 Community Read	\$ 1,302

EXPENDITURES – there were expenditures for the month of February from the Walker Fund of \$404.24 spent, with \$400 for *Book It!* Costs and \$4.24 for **Novi Newbies**.

NET REVENUES OVER EXPENDITURES – As a result, they were increased by +\$4,041.61 or +17.19% during the month of February, for a NET Year-to-Date balance of \$27,557.52

BALANCE SHEET – as a result of February activity, **Cash** in the Fund was increased by +\$3,111.61 or +0.20% along with settlement of the **Accounts Receivable** (due from the General Fund) of (-\$45) and an **Accounts Payable** liability decrease of (-\$975.00); thus **Un-Restricted Current Year Fund Balance** increased by +\$4,041.61 for the month or +17.19%

TOTAL WALKER ASSETS =

\$1,562,972.83

=====

TOTAL LIABILITIES =

\$ 400.00

TOTAL FUND BALANCE =

\$1,562,572.83

=====

Restricted Fund Balance =

\$ 90,251.09

Un-Restricted Fund Balance =

\$1,472,321.74

COMBINED LIBRARY INVESTMENTS *(see separate Report)*

LIBRARY FUND (#268) @ 2-28-2013 FMV

TOTAL FUND #268 **\$ 3,146,379**

WALKER FUND (#269) @ 2-28-2013 FMV

TOTAL FUND #269 **\$ 1,562,973**

COMBINED LIBRARY INVESTMENTS = **\$ 4,709,352**

During the month of February 2013, Library Fund (#268) Investments were decreased by **(-\$183,323)** or **(-5.51%)**; while Walker Funds (#269) went up in value **+3,111.61** or **+0.20%**.

If we combine the Balance Sheets of both Funds (#268 and #269), we would show Total Combined Fund Balances = \$3,020,273.38 + \$1,562,572.83 = **\$4,582,846.21**

This reflects a net decrease in Combined Fund Balances of **(-\$165,961.84)** or **(-3.50%)** during the month of February.

745.300	Electronic Resources	44,800.00	44,800.00	60,000.00	60,000.00	60,000.00
Total Supplies & Materials		485,500.00	482,400.00	578,900.00	579,800.00	583,500.00
Services & Charges						
		2012-2013 Approved	2012-2013 Year End	2013-2014 Proposed	2014-2015 Projected	2015-2016 Projected
Account	Description					
801.925	Public Information (cable)	950.00	800.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	2,500.00	3,600.00	3,500.00	3,500.00	3,500.00
803.000	Independent Audit	700.00	590.00	700.00	700.00	700.00
804.000	Medical Service	500.00	600.00	500.00	500.00	500.00
806.000	Legal Expenses	2,000.00	589.00	1,500.00	1,500.00	1,500.00
809.000	Memberships & Dues	5,000.00	5,000.00	5,500.00	5,500.00	5,500.00
816.000	Professional services	5,000.00	200.00	3,000.00	5,000.00	5,000.00
817.000	Custodial Services	36,000.00	30,000.00	37,200.00	36,000.00	36,000.00
818.000	TLN Central Services	6,000.00	5,000.00	5,000.00	5,500.00	6,000.00
851.000	Telephone	16,800.00	16,800.00	17,000.00	17,900.00	18,800.00
855.000	TLN Automation Services	64,400.00	62,000.00	63,900.00	66,500.00	68,100.00
862.000	Mileage	1,000.00	300.00	500.00	500.00	500.00
880.000	Community Promotion	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
880.267	Library Programming - Book It	0.00	1,000.00	1,000.00	1,000.00	1,000.00
880.268	Programming	20,000.00	20,000.00	26,000.00	26,000.00	26,000.00
900.000	Design, Printing, Publishing	28,750.00	27,500.00	30,000.00	31,500.00	33,000.00
910.000	Property & Liability Insurance	13,300.00	12,684.00	12,800.00	13,000.00	13,200.00
921.000	Heat	16,000.00	16,000.00	17,500.00	17,500.00	17,500.00
922.000	Electricity	86,000.00	86,000.00	90,500.00	91,100.00	93,800.00
923.000	Water and Sewer	5,500.00	4,000.00	6,000.00	6,000.00	6,500.00
934.000	Building Maint.	48,500.00	48,500.00	55,500.00	55,500.00	57,000.00
935.000	Vehicle Maint.	2,000.00	1,000.00	1,500.00	1,500.00	1,500.00
941.000	Grounds Maint.	25,000.00	35,000.00	25,000.00	26,500.00	27,000.00
942.000	Office Equipment Lease	13,500.00	13,000.00	13,000.00	13,000.00	13,000.00
942.100	Records storage	200.00	100.00	100.00	100.00	100.00
956.000	Conferences & Workshops	12,500.00	11,500.00	15,500.00	15,500.00	15,500.00
Total Services & Charges		417,100.00	406,763.00	438,700.00	447,300.00	457,200.00
986.00	13/14: 9 replacements; ipads			35,000.00		
986.00	14/15: 60 replacements				73,600.00	73,600.00
976.000	Building Improvements	0.00	0.00	0.00	0.00	0.00
990.000	Furniture	0.00	0.00	8,800.00	0.00	0.00
962.000	Contingency	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay		0.00	0.00	43,800.00	73,600.00	73,600.00
Total Expenditures		2,723,900.00	2,664,163.00	2,974,700.00	3,041,400.00	3,081,900.00
680.00	Fund Balance	-290,120.00	-135,334.41	-481,100.00	-471,500.00	-439,100.00
704.000/705.000	2012-2013 Salary Stipend		-50,000.00			
	2013-014 1.5% incr. (7/13)			-25,500.00		
742.000 - 745.300	Incr. in Material expenditures			-50,000.00		
941.00	Landscape Improvements	-15,000.00	-15,000.00			
	TOTAL Fund Balance	-305,120.00	-135,334.41	-481,100.00	-471,500.00	-439,100.00

03/13/2013		BUDGET REPORT FOR CITY OF NOVI	
Calculations as of '02/28/2013			
		12-13	13-14
		PROJECTED	BASE BUDGET
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET
Fund 268 - LIBRARY FUND 268			
ESTIMATED REVENUES			
Dept 000.00-treasury			
APPROPRIATION OF FUND BALANCE			
268-000.00-680.000	Appropriation of fund balance		481,100
APPROPRIATION OF FUND BALANCE			481,100
DONATIONS			
268-000.00-665.289	Adult programs		
268-000.00-665.400	Gifts and donations	6,000	5,000
DONATIONS		6,000	5,000
FINES AND FORFEITURES			
268-000.00-657.000	Library book fines	67,000	68,500
268-000.00-658.000	State penal fines	74,541	76,000
FINES AND FORFEITURES		141,541	144,500
INTEREST INCOME			
268-000.00-664.000	Interest on investments	25,000	25,000
268-000.00-664.500	Unrealized gain (loss) on investments	13,247	
INTEREST INCOME		38,247	25,000
OTHER REVENUE			
268-000.00-665.000	Miscellaneous income	15,000	15,000
268-000.00-665.100	Copier	2,500	2,500
268-000.00-665.200	Electronic media (previously VHS)	500	800
268-000.00-665.266	Summer reading t-shirt sales		
268-000.00-665.290	Library fund raising revenue	360	1,000
268-000.00-665.300	Meeting room	15,000	15,000
268-000.00-665.404	Novi Township assessment	5,681	5,800
268-000.00-665.650	Library Cafe	5,000	5,000
268-000.00-665.800	Paper/supplies/public computers		
OTHER REVENUE		44,041	45,100
PROPERTY TAX REVENUE			
268-000.00-403.000	Property tax revenue	2,279,000	2,254,000
PROPERTY TAX REVENUE		2,279,000	2,254,000

		12-13	13-14
		PROJECTED	BASE BUDGET
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET
STATE SOURCES			
268-000.00-567.000	State aid	20,000	20,000
STATE SOURCES		20,000	20,000
Totals for dept 000.00-treasury		2,528,829	2,974,700
TOTAL ESTIMATED REVENUES		2,528,829	2,974,700
APPROPRIATIONS			
Dept 000.00-treasury			
CAPITAL OUTLAY			
268-000.00-976.000	Building improvements		
268-000.00-986.000	Data processing		35,000
268-000.00-990.000	Furniture		8,800
CAPITAL OUTLAY			43,800
OTHER SERVICES AND CHARGES			
268-000.00-801.925	Public information (cable, etc)	800	1,000
268-000.00-802.100	Bank services	3,600	3,500
268-000.00-803.000	Independent audit	590	700
268-000.00-804.000	Medical service	600	500
268-000.00-806.000	Legal fees	589	1,500
268-000.00-809.000	Memberships and dues	5,000	5,500
268-000.00-816.000	Professional services	200	3,000
268-000.00-817.000	Custodial services	30,000	37,200
268-000.00-818.000	TLN Central Services	5,000	5,000
268-000.00-851.000	Telephone	16,800	17,000
268-000.00-855.000	TLN Automation Services	62,000	63,900
268-000.00-862.000	Mileage	300	500
268-000.00-880.000	Community promotion	5,000	5,000
268-000.00-880.267	Library Programming-Book It	1,000	1,000
268-000.00-880.268	Library programming	20,000	26,000
268-000.00-880.271	Adult programs		
268-000.00-900.000	Printing, graphic design and publishing	27,500	30,000
268-000.00-910.000	Property & liability insurance	12,684	12,800
268-000.00-921.000	Heat	16,000	17,500
268-000.00-922.000	Electricity	86,000	90,500
268-000.00-923.000	Water and sewer	4,000	6,000
268-000.00-934.000	Building maintenance	48,500	55,500
268-000.00-935.000	Vehicle maintenance	1,000	1,500
268-000.00-941.000	Grounds maintenance	35,000	25,000

		12-13	13-14
		PROJECTED	BASE BUDGET
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET
268-000.00-942.000	Office equipment lease	13,000	13,000
268-000.00-942.100	Records storage	100	100
268-000.00-956.000	Conferences and workshops	11,500	15,500
OTHER SERVICES AND CHARGES		406,763	438,700
PERSONNEL SERVICES			
268-000.00-704.000	Permanent salaries	877,348	943,600
268-000.00-704.200	Wages (non-pensionable)	20,652	
268-000.00-705.000	Temporary salaries	566,000	631,000
268-000.00-715.000	Social security	112,000	120,000
268-000.00-716.000	Insurance	165,000	175,000
268-000.00-716.200	HSA - employer contribution	7,000	8,000
268-000.00-718.000	Pension-DB (closed plans)		2,200
268-000.00-718.200	Pension - defined contribution	24,000	26,200
268-000.00-719.000	Unemployment insurance		2,000
268-000.00-720.000	Workers compensation	3,000	5,300
PERSONNEL SERVICES		1,775,000	1,913,300
SUPPLIES			
268-000.00-727.000	Office supplies	15,000	16,000
268-000.00-728.000	Postage	1,500	1,800
268-000.00-734.000	Computer supplies, software & licensing	73,000	88,000
268-000.00-734.500	Computer supplies/equipment	12,000	13,000
268-000.00-740.000	Operating supplies	29,000	33,200
268-000.00-740.200	Desks, chairs, file cabinets, etc		13,200
268-000.00-741.000	Uniforms	300	300
268-000.00-742.000	Library books	190,000	220,500
268-000.00-742.100	Library Book - Fines	700	700
268-000.00-742.666	Books - miscellaneous grants		
268-000.00-743.000	Library periodicals	19,500	20,000
268-000.00-744.000	Audio visual materials	53,400	56,500
268-000.00-745.200	Electronic media	43,200	55,700
268-000.00-745.300	Electronic resources (CD rom materials)	44,800	60,000
SUPPLIES		482,400	578,900
TRANSFERS OUT			
268-000.00-965.269	Transfer to Walker Fund		
TRANSFERS OUT			
Totals for dept 000.00-treasury		2,664,163	2,974,700
TOTAL APPROPRIATIONS		2,664,163	2,974,700

		12-13	13-14
		PROJECTED	BASE BUDGET
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET
	NET OF REVENUES/APPROPRIATIONS - FUND 268	(135,334)	
	BEGINNING FUND BALANCE	2,312,166	2,176,832
	ENDING FUND BALANCE	2,176,832	2,176,832

Director's Report – Julie Farkas

Budget 2013-2014

Attached is the proposed budget for the 2013-2014 fiscal. Changes that occurred following the February 28th meeting was an increase in property tax revenue for 2012-2013 year end, reported by the City of Novi in the amount of \$2,279,000, which is an increase of \$60,000.00, as well as increase in tax revenue for the 2013-2014 fiscal in the amount of \$2,254,000.00 which is an increase of \$10,000.00. These figures have been reflected on the attached budget to be approved by the Library Board. Also, attached is a report by the City of Novi (dated March 13, 2013) that verifies all figures proposed by the Library.

Fundraising Update

The planning of the Library's Book It event is going well. We received a total of \$3,800.00 in sponsorship from the following companies: Walmart, Twelve Oaks, Novi Town Center, Global Office Solutions and Chasing Fotos. The committee is working hard to get lots of great donations from our Novi businesses, including new and exciting donations. This year's Book It event will benefit the Library's Fiction and Electronic Books collections. Attached is the flyer that is promoting the event. Postcards will be sent out to all Library donors living in Novi as well as a joint postcard that will be sent out to the entire community in late March advertising the Book It event and upcoming Emergency Run. Mayor Bob Gatt has accepted my invitation to be Emcee for the event. The musical group Sundowners Duo will be performing at the event.

Below is a resolution that the Library Board needs to approve for the liquor license that needs to be obtained by the State of Michigan.

Resolution: That the application from Novi Public Library for a special license to serve alcohol on April 26, 2012 to be located at 45255 W. Ten Mile Rd., Novi, MI 48375 be considered for approval.

Moved by:
and supported by:

RESOLVED: That Novi Public Library, through its duly authorized officers, make application to the Michigan Liquor Control Commission (MLCC) for a special license for the sale of beer and wine for consumption on the premises to be in effect for its annual fundraising event on Friday, April 26, 2012, at 45255 W. Ten Mile Rd., Novi, MI, 48375, in Oakland County.

Motion:

- 1st
- 2nd

3rd Annual
Book It!

**DIAMONDS
&
DENIM**

Friday, April 26th, 2013
7:00 pm - 10:00 pm
At the Novi Public Library

Tickets Now Available at (248) 869-7204 - \$20/Individual and \$35/Couple
Cash, Checks, Credit Cards Accepted
www.nowilibrary.org

Entertainment!
Live Auction and Raffle!
Food by: **steve ROCKY'S**

Proceeds to Benefit
the Library's Fiction and
Electronic Books Collections

Thank You Sponsors:
**Walmart
Twelve Oaks
Novi Town Center
Global Office Solutions
Chasing Fotos**

Café Subcommittee (Willy Mena and Larry Czekaj)

A draft of the Library's café lease with additions/edits was submitted to Trustees Mena and Czekaj. Comments were received. A draft for the Board to review will be available in the April Board Packet.

Library Card Requirement – Effective: September 1st

To date, the following communications have been made with Library patrons regarding the new policy for requiring a library card for service beginning September 1st:

Information posted at the Support Services desks and Self Check-out computers, Novi News article which ran on March 7, 2013, as Library cards are being issued and as patrons come to the Library without their cards – staff is diligently sharing the requirement information, Library website has information posting under “What’s New” section on front of the site, Information has been posted in Engage for summer 2013, In-house Library screens have information about the policy, and the Library’s E-newsletter for March had information pertaining to the change. We are in the process of updating the Library’s welcome brochure and signage is being looked at for the lobby.

Family and Medical Leave Act Policy – Revision

Below are minor changes to the Family Medical Leave Act Policy to recognize the newest language that was adopted in March 2013. This information was sent to Trustee Kilgore for review.

FAMILY AND MEDICAL LEAVE ACT (FMLA) Policy

The Novi Public Library (NPL) has adopted this policy to implement the terms of the Family and Medical Leave Act of 1993 (FMLA) **and any subsequent changes that are enacted.** Eligible employees are entitled to family and medical leave on the terms and conditions stated in this policy, the regulations issued by the Department of Labor under the FMLA and in NPL'S other applicable leave policies.

Definitions:

For purposes of this policy, the following definitions apply:

1. "Eligible Employee" means an individual who has been employed by the NPL for at least 12 months, has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave.

2. "FMLA Leave" means leave that qualifies under the Family and Medical Leave Act of 1993 and any subsequent changes that are enacted, as amended by the National Defense Authorization Act of 2008, Pub. L. 110-181. and the Department of Labor's regulations and is designated by NPL as so qualifying.
3. "Leave Year" means the 12-month period measured backward from the date each employee's leave commenced.
4. "Serious Health Condition" means an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.
5. "Inpatient Care" means an overnight stay in a hospital, hospice or residential medical care facility, including a period of incapacity or any subsequent treatment in connection with the inpatient care.
6. "Continuing Treatment" includes anyone or more of the following:
 - a. A period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - i. Treatment by a health care provider two (2) or more times within 30 days of the first day of incapacity; or
 - ii. Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of a health care provider;
 - b. A period of incapacity due to pregnancy or prenatal care;
 - c. A period of incapacity or treatment for such incapacity due to a chronic serious health condition;
 - d. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
 - e. Any period of absence to receive multiple treatments by a health care provider.
7. "Covered Service Member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
8. "Covered Military Member" means the employee's spouse, son, daughter or parent on active duty or call to active duty status.
9. "Active duty or call to active duty" means duty under a call or order to active duty (01' notification of an impending call or order to active duty) in support of a contingency operation as either a member of the reserve components, or a retired member of the Armed Forces or Reserve.
10. "Serious Injury or Illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
11. "Qualifying Exigency" means one or more of the following circumstances:

- a. Short-notice deployment to address any issues that may arise due to the fact that Covered Military Member received notice of the deployment seven (7) or less calendar days prior to the date of deployment;
- b. Military events and related activities - to attend any official ceremony, program, or event sponsored by the military that is related to the Covered Military Member's active duty; or to attend family support or assistance programs and informational briefings sponsored by the military;
- c. Child care and school activities to arrange for alternative childcare; to provide childcare on an urgent or immediate basis; to enroll or transfer a child to a new school; and to attend meetings with school staff that are made necessary by the Covered Military Member's active duty or call to active duty;
- d. Financial and legal arrangements - to make or update financial or legal arrangements related the Covered Military Member's absence while on active duty; and to act as the Covered Military Member's representative with regard to obtaining, arranging or appealing military benefits;
- e. Counseling to attend counseling sessions related to the Covered Military Member's deployment or active duty status;
- f. Rest and recuperation - to spend up to five (5) days with a Covered Military Member who is on short-term, temporary rest and recuperation leave;
- g. Post-deployment activities - to attend ceremonies and reintegration briefings for a period of 90 days following the termination of the Covered Military Member's active duty status; and to address issues arising from the death of a Covered Military Member; and/or
- h. Other activities that the NPL and employee agree qualify as an exigency.

Reasons for FMLA Leave

An Eligible Employee is entitled to a total of 12-weeks of unpaid leave during each Leave Year in the event of one or more of the following:

- 1. The birth, adoption or placement for foster care of a son or daughter of the employee and to care for such child. (Leave must be taken during the 12-month period following the birth or placement, and must be taken in a single consecutive period and may not be taken intermittently or on a reduced schedule.)
- 2. A serious health condition of a qualifying family member, *i.e.* spouse, son, daughter or parent of the employee, if the employee is needed to care for such family member.
- 3. A serious health condition of the employee that makes the employee unable to perform anyone or more of the essential functions of his or her job.
- 4. Any "qualifying exigency" arising out of the fact that an employee's spouse, parent, son or daughter is on active duty or has been called to active duty in the Armed Forces in support of a contingency operation.

An Eligible Employee is entitled to a total of 26-weeks of unpaid leave during a single 12-month period to care for a parent, son, daughter, spouse or next of kin who is a Covered Service member, regardless of whether the employee has taken leave for another FMLA qualifying reason in the past 12-months.

Any leave taken under one or more of these circumstances will be counted against the employee's total entitlement to FMLA leave for that Leave Year.

Paid Leave Benefit Coordination with FMLA Leave

FMLA leave under this policy is generally unpaid leave. If, however, the employee is eligible for any paid leave under any other benefit programs such as accrued vacation, unused sick or personal days, the employee will be required to exhaust the paid leave upon the commencement of, and concurrently with, FMLA leave (unless the employee's own serious health condition has caused the leave and the employee is receiving workers' compensation benefits). Paid leave will run concurrently with and be counted toward the employee's total 12-week or 26-week period of FMLA leave. Employees on leave that qualifies both as workers' compensation and FMLA leave who are offered a light duty position will have the option of remaining on FMLA leave without pay (and foregoing the light duty position and additional workers' compensation benefits) or accepting the light duty position. If the employee accepts the light duty position, then the employee's right to job restoration (as described below) runs through the end of the applicable Leave Year. If the employee accepts light duty, then he/she retains the right to be restored to the same position the employee held at the time his or her FMLA leave commenced or to an equivalent position.

Intermittent or Reduced Scheduled Leave

FMLA leave may be taken intermittently or on a reduced work schedule basis. If FMLA leave is taken intermittently or on a reduced schedule basis, then NPL may require the employee to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave due to foreseeable medical treatment. Every employee is obligated to make a reasonable effort to schedule medical treatment so as not to unduly interrupt NPL operations. Any employee who needs an intermittent or reduced schedule leave shall submit an application for such leave on a form supplied by NPL at the time described above. The employee shall also, within the time limits set forth, furnish NPL with the proper medical certification on Form WH-380-E, which will be supplied by NPL, regarding the need for such intermittent or reduced schedule leave. As in the case for other FMLA leaves, NPL may require a second or third medical certification. Prior to the commencement of any intermittent or reduced schedule leave, the employee requesting intermittent or reduced scheduled leave must advise the NPL of the reasons why the intermittent or reduced scheduled leave is necessary and of the schedule for treatment, if applicable. The employee and NPL shall attempt to work out a schedule for such leave that meets the employee's needs without disrupting NPL operations.

Employee Notice Requirement

Employees are required to provide NPL with sufficient information to make it aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave. Sufficient information may include the following: that the employee is unable to perform his or her job functions; that the employee's family member is unable to perform his or her daily activities; that the employee or his or her family member must be hospitalized or undergo continuing treatment; or the circumstances supporting the need for military family leave. When an employee seeks leave due to a FMLA-qualifying reason for which NPL has previously provided FMLA-protected leave, the employee must specifically reference the qualifying reason for the leave and the need for "FMLA" leave.

If the need for leave is foreseeable, the employee is required to provide such notice to their Department Head at least 30 days before the commencement of the leave, unless impracticable to do so under the circumstances, in which case notice must be given as soon as possible, generally the same or the next business day. The employee also must follow any NPL policy requiring advance notice, reasons for leave and anticipated start and duration of the leave. Failure to provide advance notice or follow NPL policy when the need for leave is foreseeable may result in delay or denial of FMLA leave. If the leave is not foreseeable, the employee must provide notice to the NPL of need for leave as soon as practicable, and must follow NPL'S normal call-in procedures. Failure to follow NPL'S call-in procedures, absent, unusual circumstances, will result in delay or denial of the leave. In the case of planned medical treatment for a serious health condition, the employee is required to make a reasonable effort to schedule the treatment so as not to disrupt the operations of NPL.

Employees are required to give additional notice as soon as practicable whenever there is a change in the dates of scheduled leave. NPL requires that the employee's health care provider complete a fitness-for-duty certification that specifically addresses whether the employee is able to perform the essential functions of his or her job before the employee can return to work. If the NPL has a "reasonable safety concern," it may also require periodic fitness-for-duty certifications prior to the employee's return from intermittent FMLA leave, up to

once every 30 days. A "reasonable safety concern" means a reasonable belief of significant risk of harm to the individual employee or others.

Upon receiving sufficient notice of an employee's need for FMLA-qualifying leave, NPL will notify the employee of his or her eligibility to take FMLA leave within five (5) business days of the request, absent extenuating circumstances. At this time, the NPL will also provide the employee written notice of the employee's rights and obligations with respect to the leave (as well as providing copies of the required certification form).

Application and Medical Certification

A leave to care for the employee's own serious health condition, or the serious health condition of a covered family member, must be supported by a medical certification completed by the health care provider for the employee or the covered family member. A qualifying exigency leave or a leave to care for a Covered Service member with a serious injury or illness must also be supported by a certification. NPL will provide the proper certification to the employee for his or her respective leave within five (5) business days of the employee's request for leave. The employee must return a complete and sufficient copy of the appropriate certification to NPL within 15 calendar days of receiving the certification, unless it is not practicable. If the employee returns an incomplete or insufficient certification, then NPL shall advise the employee in writing what additional information is necessary to make the certification complete and sufficient. In order to cure the deficiency, the employee must then return a complete and sufficient certification to NPL within seven (7) calendar days. If the employee fails to cure a deficiency in a certification, or fails to return a certification, within the prescribed time period, NPL may deny the taking of the leave.

A NPL representative (other than the employee's direct supervisor) may contact the employee's health care provider to clarify or authenticate the medical certification submitted for leave for the employee's own serious health condition or the serious health condition of a family member. If NPL has reason to doubt the validity of a medical certification, the employee will be required to obtain a second or third opinion at NPL'S expense. Failure to comply with these certification requirements will result in the delay, denial or termination of leave. An employee who will be on a FMLA leave for more than one (1) week is required to call their Department Head weekly to report when and if the employee expects to return to work. NPL may request recertification at any time during the course of the leave for the employee's own serious health condition, if: (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described in the previous certification have changed significantly, or (3) if NPL has reason to suspect that an employee on FMLA leave has fraudulently obtained the FMLA leave. If desired by NPL, a second or third certification in the manner provided above may be required. If the employee's leave to care for his or her own serious health condition or that of a family member is expected to last more than 30 days, NPL will require a new certification from the employee's health care provider when leave is scheduled to expire, or every 6 months, whichever occurs earlier.

When NPL learns of a FMLA reason for leave after a leave has commenced under another of NPL policies, NPL will designate the leave as FMLA-qualifying from the commencement of the leave. Employees are required to cooperate in providing NPL with information needed to make this determination.

Continuation of Group Health Benefits

NPL will maintain the employee's coverage under a group health plan during the period of FMLA leave under the same terms and conditions as though the employee were actively working. During the leave, the employee will be required to continue to make all premium payments that he/she otherwise would have had to make if actively employed. Where feasible, NPL will advise the employee concerning the necessary arrangements for such payments prior to the commencement of the leave. If the employee fails to return to work following the expiration of FMLA leave for a reason other than a serious health condition or circumstances beyond the employee's control, NPL will be entitled to the repayment by the employee of any premiums paid by NPL during the leave. Failure to make timely premium payments may result in the termination of coverage. An employee on FMLA leave should deliver payment of the employee's portion of such premium to their Department Head prior to the first work day of each month. Failure to make prompt payment of the employee's portion of such premium may result in the loss of medical insurance coverage for the duration of the FMLA leave, but upon the employee's return to work, the medical insurance will be restored as of the date that the employee returns. If the employee does not return from FMLA leave or returns to work, but does not

remain an active employee for at least 30 days, the NPL may seek to recover the amount paid for such insurance premiums from the employee.

An employee on FMLA leave shall be responsible for the payment of the full premium for all other insurance, pensions and other benefits. Failure of the employee to pay the entire premium for such items shall result in their lapse for the duration of the FMLA leave. When the employee returns from FMLA leave, all such insurance, pension and other benefits shall be restored without any break in service.

An employee shall not accrue any credit toward vacation or other benefits based upon time worked for the time that he or she is on FMLA leave.

Return to Work / Fitness-For-Duty Certification

Before returning to work following a medical leave due to the employee's serious health condition, the employee will be required to present a fitness-for-duty certification from his/her health care provider that the employee is medically able to resume work and to perform the essential functions of his or her job. If the date on which an employee is scheduled to return to work from a FMLA leave changes, the employee is required to give notice of the change, if foreseeable, to NPL within two (2) business days of the change. Subject to the limitations below, an employee returning from FMLA leave will be restored to the position of employment held when the leave commenced or to an equivalent position. Job restoration may be denied if conditions unrelated to the FMLA leave have resulted in the elimination of the employee's position, or if the employee qualifies as a "key employee" (generally the highest paid 10% of the workforce). Key employees may be denied job restoration if it would cause substantial and grievous economic injury to NPL, in which case the key employee will be notified of this decision.

In summary, upon expiration of a FMLA leave, an employee who returns to work shall be restored to the same or an equivalent job, if the employee shall have:

1. Called their Department Head in accordance with terms above;
2. Furnished their Department Head with proper certifications and recertifications in accordance with terms above;
3. Submitted to any second or third examination by a health care provider upon request of NPL;
4. Furnished their Department Head with a medical certification of the employee's ability to return to work and to perform the essential functions of the job; and
5. Returned to work immediately upon expiration of the FMLA leave.

Failure to call your Department Head weekly, to provide the required medical recertification or to return to work immediately upon expiration of a FMLA leave may result in termination of the employee. Failure to furnish a fitness-for-duty certification of the employee's ability to return to work and to perform the essential functions of the job may result in the delay of job restoration or the termination of the employee.

NPL Employee Handbook, Approved September 21, 2011; revised March 20, 2013

Signed:

Mark Sturing
President
Novi Public Library Board of Trustees

Public Services Report – Margi Karp-Opperer

Featured Adult Programs:

Listen @ the Library performance with Aeolus String Quartet
Hands-On Beginning Genealogy
What Do the Presidential Election Results Mean to your Investments?" presented by Rick Bloom
Be a Shutterbug with Picasa
AARP Tax Days
Journey of Art Through the Eyes of David Barr
Transferring VHS to DVD
Discover Foreign Films
Special business/financial programs for the month included:
a. Business Research: Feasibility to Expansion
b. 4 SCORE Business Mentoring
c. Assets, Liabilities and Goals: Oh My!
d. Job Seekers Toolbox

Monthly Adult Programs:

- The Local History Room open the 1st and 3rd Mondays of the month, staffed by the Historical Commission
- OLHSA (Oakland Livingston Human Service Agency)
- Four Daytime ESL Book Discussions
- Four Evening ESL Book Discussions
- Three English Conversation Groups
- Four Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- Monthly delivery of Novi Newbies' backpacks to St. John Providence Park
- 2 Coffee with Novi Schools Superintendent, Steve Matthews
- Welcome brochures in English and Japanese delivered to NSD for our new residents
- Homeowner tour was given
- One 1-on-1 internet class and one email instruction class
- German, Mandarin & Spanish Language Conversation Groups
- Novi Writers Groups
- Computer instruction classes (PowerPoint Basics 2010 and Intermediate Word 2010)

Featured Youth Programs:

More Than One Language? Let's Talk"

Two Great Parents Great Start Playgroups

Clean Out the Cupboards Craft
Fabulous Friday Flick
Chinese Story Time
Spanish Story Time
Hindi Story Time
Japanese Story Time
Tamil Story Time

Monthly Youth Programs:

- 2 Baby Times
- 6 Tot Times
- 4 Two of Us

- 5 Three's Company
- 2 On My Own
- 2 Playgroup
- Kiddie Crafts
- Starlight Story Time
- Lego Club

Tween and Teen Programs:

- Teen Space open Monday - Thursday, 2-5 PM
- TAB meeting
- Bento Japanese Food Craft

Featured collections:

Adult: Celebrating Dr. Martin Luther King Jr. and African American History

Youth: Honoring African Americans in Literature

Database: Value Line

Building Operations Report - Mary Ellen Mulcrone

Below is the long-awaited Technology Plan for June 2013 – July 2015. This two year plan was designed to serve as a working document in conjunction with the Library's Strategic Plan to investigate and implement new technology opportunities for the Novi Public Library. In addition to goals that are set out in the plan, there is a lengthy description of system the Library operates for technology. This was the final piece needed to submit the QSAC (Quality Audit Services Checklist) required by the Library of Michigan for Essential standards.

The IT and Facilities Teams will now begin working on the 2nd tier of this standards process.

The report was submitted on Wednesday, March 13, 2013.

*More information will be provided on Building Operations at the Board Meeting 3/20/2013

Novi Public Library Technology Plan July 2013 – June 2015

Contents

- ✓ Mission
- ✓ Technology Goals:
 - Goals for Public Service
 - Goals for Collection Development
 - Goals for Staff Development and Training
 - Goals for Community Relations
 - Goals for Facilities and Equipment
- ✓ Current Status

Mission

The goal of this plan is to detail how technology can help the Library fulfill its stated mission.

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

Increasingly, new technology offers the means to meet these varied needs. As technology continues to play a vital role in providing access to information, our Library users' expectations continue to demand increased access to technology. An integral part of fulfilling our mission includes providing materials and resources in electronic formats. Successful integration of technology into our Library environment requires ongoing training for all staff. We provide our users with access to information, regardless of the means or the format.

Technology Goals

Goals for Public Service

Objective 1: Enhance and improve methods for accessing electronic resources.

- ◆ Provide a mobile version of the Library's website to optimize usage on a mobile device.
- ◆ Follow developments by vendors for apps, widgets and other tools that make access to electronic resources easier on mobile devices or the web as a whole.
- ◆ Explore services available to cell phone users, such as Guide by Cell.
- ◆ Continue to provide dedicated time and add more classes to assist patrons with downloadable resources and e-reader/devices.
- ◆ Improve streaming of newsworthy/current events/ sports info to Library LCD screens.

Objective 2: Maintain and upgrade computer equipment and supplies to provide consistent and efficient access to electronic products and services.

- ◆ Implement technology capable of reading a smart phone Library card image.
- ◆ Maintain software to manage public computers and printing.
- ◆ Investigate additional software applications for public computers and reference service.

Objective 3: Improve access to Library services for customers who do not visit the Library on a regular basis

- ◆ Continue to evaluate the user interface and make changes as necessary to provide easier access to Internet resources.
- ◆ Provide effective training for the public to increase their skills with and awareness of electronic products and services.

- ◆ With help from Information Services Staff continue to offer Internet/computer/technology training sessions to the public.
- ◆ Expand the use of wireless laptops as a mobile training lab for hands-on Internet classes to be offered outside of the Library.
- ◆ Investigate texting service for “ask a librarian” and other useful technologies to improve reference service.

Objective 4: Continually improve web site functionality and user interface.

- ◆ Assist in evaluating the user interface and making changes as necessary to provide easier access to Internet resources.
- ◆ Investigate offering an online application for library cards.
- ◆ Engage TLN in discussions to offer mobile services for library card application and renewal of library card and materials.

Objective 5: Continue to improve methods for accessing information about the Library's materials and customer accounts online.

- ◆ Investigate adding foreign languages to our self-check machines.
- ◆ Investigate virtual birthday cards to remind patrons to renew their Library cards.
- ◆ Re-evaluate use of perpetual logins for online catalog.
- ◆ Engage TLN in improving the catalog for mobile users.

Goals for Collection Development

Objective 1: Provide and maximize technology, programs, services and collections that meet the changing needs of our community.

- ◆ Investigate offering online magazines to our community.
- ◆ With TLN, investigate use of location maps and QR codes in the catalog.

Objective 2: Expand and enhance the Library's multimedia computer offerings.

- ◆ Investigate possibility of providing online gaming.

Objective 3: Collect statistics on usage of the Library's electronic and other resources.

- ◆ Monitor web site usage in order to analyze log reports.
- ◆ Monitor statistics provided by electronic database vendors to analyze product use.
- ◆ Provide statistical reports to the Library Board and others, as needed.
- ◆ Investigate use of reporting tools such as Collection HQ.

Goals for Staff Development and Training

Objective 1: Provide a well-trained staff that is engaged in the Novi community and within the Library profession.

- ◆ Create tutorials on commonly used software to provide staff a self-paced option.
- ◆ Offer quarterly training sessions to keep staff's skills up-to-date.
- ◆ Provide specialized training for individuals or groups, as needed.

Objective 2: Implement technology solutions that improve staff efficiency and productivity.

- ◆ Maintain most current version of Microsoft Office suite software.
- ◆ Maintain most current version of Microsoft operating system.

Objective 3: Increase staff competencies in using all appropriate computer resources.

- ◆ Create documentation for staff in use of Library technology for basic troubleshooting.
- ◆ Investigate options for offering staff training, both in-house and by outside groups.
- ◆ Expand upon the Help Desk FAQ by creating a knowledge base for common requests.

Objective 4: Implement a formalized Internet Volunteer program to help alleviate staffing concerns at the Information Desk.

- ◆ Recruit and train teen or other volunteers to assist with basic technology and Internet troubleshooting questions, as well as assisting with computer classes.

Goals for Community Relations

Objective 1: In conjunction with Information Services and Public Relations, increase the promotion of our electronic resources.

- ◆ Highlight electronic resources both on our web site and in Library publications.
- ◆ Investigate providing remote Library programs at schools, community club houses and City buildings/parks.
- ◆ Increase publicity for services such as Skype and videoconferencing.

Objective 2: Use current technology to promote Library events and services.

- ◆ Investigate new technology that can be used to help promote the Library (social media, Pinterest, texting, RSS feeds, digital video clips, etc.).
- ◆ Investigate the use of videoconferencing to offer programs that bring authors, experts, and other celebrities into the Library.
- ◆ Investigate using a one-time e-mail message to the entire patron database to encourage sign-ups for the Library e-newsletter.
- ◆ Create info videos about the Library, such as tours, "Live at the Library" or podcasts.

Objective 3: Seek opportunities for partnering in the community.

- ◆ Engage City of Novi IT and Novi Community Schools IT in quarterly meetings to review opportunities for resource sharing, technology best practices and technology education.

Goals for Facilities and Equipment

Objective 1: Maintain and upgrade the Library's network technology to provide optimal performance and service for staff and public.

- ◆ Monitor the Library's WAN/Internet connection bandwidth to determine if upgrades are necessary.
- ◆ Investigate use of application metering.
- ◆ Expand data center capabilities as necessary to support optimal performance.

Objective 2: Expand Library's network back-up capabilities and investigate other methods of data protection.

- ◆ Implement formalized disaster recovery plan.
- ◆ Investigate options to allow taking a single backup of the network.

Objective 3: Improve facility infrastructure for cost savings and programming efficiency.

- ◆ Investigate adding software to elevators to reduce power consumption by turning off the interior lights when not needed.
- ◆ Investigate including the Board Room in already established paging zones.
- ◆ Investigate adding sound system to Story Time Room and Youth Activity Room.
- ◆ Investigate sound system equipment for portable use – patio, lobby, parking lot, etc.

Current Status – 2013

Server Environment

One physical server manages the virtual servers listed below:

- Microsoft Exchange Server - email
- Microsoft Exchange Edge Server - checks email for viruses and spam before sending it through the firewall to the Exchange Server
- EZ Proxy Server – allows authentication for NPL website users to reach NPL databases
- File Server – StaffShare, user profiles, user personal files such as “My Documents”
- Microsoft Office Communication Server – instant messaging for staff within the Library
- PC over IP Management Console Servers – management of the software on thin clients
 - Staff
 - Public
- vmWare vCenter Server – management of 186 virtual workstations
- vmWare View Connection Servers – manage the connections between virtual machines and the thin clients
 - Staff
 - Public
- Domain Controller Servers – Computer Accounts, User Accounts, DNS, DHCP
 - 2 Staff (plus one physical server, for a total of 3)
 - 2 Public
- Web Server – hosts the Help Desk
- SQL Server – runs databases with information for the virtual environment and self-check software
- Security Server – management of the 31 security cameras

The virtual environment also uses:

- 2 Dell EqualLogic servers for a Storage Area Network (SAN) array
- 8 Dell PowerEdge servers loaded with ESXi 5 to host the virtual machines (3 for servers and 5 for workstations)
- 13 designated VLANs:
 - Servers
 - Public
 - Staff
 - Staff Wireless
 - Voice
 - Call Pilot Server
 - Video
 - HVAC/Lighting
 - Security Cameras
 - Wireless Controller and Access Points
 - vMotion
 - Firewall
 - Cisco Network Devices
- Some standard applications are installed in the VM image, but most are virtualized with ThinApps and streamed to clients over the LAN.
- Users have roaming profiles with their “Application Data”, “My Documents” and “Desktop” folders redirected to a location on the LAN.

The Library's lighting can be scheduled, via IP address, to power on or off by zone:

- 1st Floor Staff
- 1st Floor Public
- 2nd Floor Staff
- 2nd Floor Public
- Outdoors

One server and two players run the Scala system, which manages the video slideshows that are distributed to the five monitors throughout the Library – video only, no audio.

Three servers and 12 devices run the vBrick system, which provides the ability to create/store a video-on-demand Library and easy access to the NPL channel from the cable television provider, Bright House, for display on any or all of the five Library monitors – video and audio. The broadcast cart has a video camera and two video encoders which allow broadcasting to the Library channel on U-verse.

For backup there is a Tape Storage device which can hold six 800GB tapes and automatically loads them during backups. There is also a 2TB external drive for backup data, and in case of power failure there are five Uninterruptible Power Supplies - battery backup.

RFID is used for material security and check-out – six self-check stations. Security gates are installed at the front door and conduit has been installed at the patio door if gates are needed in the future. There are a total of 14 RFID antennas in the building:

- 6 self-check stations – 5 first floor and 1 second floor
- 2 at the Circulation Desk
- 2 at the Holds Desk
- 1 at the Drive-up Window
- 3 in the Support Services Department

The Library has an Avaya/Nortel Voice over IP server, managing all Library phones which are Nortel 1140e IP phones. There is a paging system with ten zones for use within the Library.

- 1st Floor Public
- 2nd Floor Public
- 1st Floor Staff
- 2nd Floor Staff
- Story Time and Activity Rooms
- Youth and Adult Reference Offices
- Support Services and Sorting Room
- Entire Building
- All Public Areas
- All Staff Areas

There is fiber running between the Library and Civic Center which allows Library VoiceMail and Auto Attendants to reside on the Call Pilot server located in the second floor server room at the Civic Center. The Library is able to use a three-digit dial to reach the City offices and the City offices use a four-digit dial to reach the Library.

The Call Pilot server also provides the ability to fax from the desktop.

Five staff members (Director, 2 Assistant Directors, IS Manager and IT Manager) have use of Library-owned smartphones with the "Find Me/Follow Me" feature enabled. This feature forwards calls made to their desk phones to their smartphones and email accounts.

A 40" NEC 24/7 commercial touch LCD and a FireSign player device, which is a web-based platform for managing digital signage and touchscreen kiosks, are mounted in the lobby. The interactive map programming is hosted by Anode for a fee and the events list is automatically populated from the Library's E'vanced calendar. The floor plan highlights meeting rooms or specific items of interest and when touched, expands to display photos and a description of the space.

Remote access to desktops is provided via IPsec VPN (Cisco).

Networking Environment

The network ports throughout the 1st floor connect to Intermediate Distribution Frame 1 in data closet 118A via CAT-6 cable. IDF1 is comprised of eight Cisco 3750 Switches.

The network ports throughout the 2nd floor connect to Intermediate Distribution Frame 2 in data closet 223 via CAT-6 cable. IDF2 is comprised of nine Cisco 3750 Switches.

Both IDF1 and IDF2 connect to the Main Distribution Frame in the File Server room (218). The MDF has five Cisco 3750 Switches. The MDF connects to all the above listed servers and the following devices in the server room.

- An 8e6 Internet Filter for content filtering via SAM.
- A Cisco ASA 5500 for firewall, router and VPN access.
- Fiber for Internet access and direct connections to both The Library Network (TLN) and the Civic Center.
- A Cisco 4400 Wireless Controller which manages 22 Wireless Access Points -- 11 on the 1st Floor, 10 on the 2nd Floor and 1 on the patio to cover Fuerst Park.
- A Primex wireless transmitter which keeps the network clocks throughout the building synchronized.

TLN Services

The Novi Public Library participates in the shared catalog, automation services and circulation services provided by TLN. The AT&T telecommunications contract for the 50MB circuit is serviced by TLN and Merit.

Domain Environment

The Novi Public Library uses two separate domains.

Staff – npl.local – three Domain controllers manage:

- 9 Member Servers
- 72 Virtual Workstations
- 21 PCs
 - 11 PCs for circulation of materials and patron management
 - 6 PCs in the Technology Department
 - 4 PCs in the Technical Services department
- 9 Laptop computers
- 2 Netbook computers
- 4 Tablet/e-Reader devices
- 3 Bizhub copy/print/scan machines
- 24 HP LaserJet printers
- 113 User accounts
- 61 Security and/or Distribution Groups

Public – nplpub.local – two Domain Controllers manage:

- 3 Member Servers
- 116 Virtual Workstations
- 3 PCs
 - 2 Rosetta Stone computers
 - 1 Creation Station
- 10 Laptops
- 2 Bizhub copy/print/scan machines
- 5 HP LaserJet printers
- 9 Security and/or Distribution Groups

Self-Check Totals 2011-12 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	73,419	62.81%	46,117	12,081	10,643	7,580	11,256	2,410	2,147
August	79,848	60.86%	48,592	11,736	10,318	6,634	10,461	6,412	3,031
September	63,313	57.57%	36,449	9,878	7,536	4,156	7,910	5,055	1,914
October	63,393	56.01%	35,508	9,629	6,624	3,893	7,998	5,306	2,058
November	62,518	57.02%	35,646	9,119	6,990	4,039	8,548	5,170	1,780
December	59,286	58.09%	34,439	8,481	6,857	3,538	8,617	5,049	1,897
January	66,403	57.21%	37,987	9,022	7,653	4,044	9,320	5,862	2,086
February	66,133	56.84%	37,590	8,850	7,343	4,124	9,243	6,004	2,026
March	69,785	56.62%	39,511	10,005	7,602	3,916	9,979	6,130	1,879
April	64,478	57.63%	37,160	9,356	7,164	3,614	9,185	5,843	1,998
May	61,930	57.77%	35,774	9,256	7,092	3,915	9,067	4,716	1,728
June	73,046	61.68%	45,057	10,110	8,223	4,880	11,716	7,527	2,601
FYTD	803,552	58.47%	469,830	117,523	94,045	54,333	113,300	65,484	25,145

Self-Check Totals 2012-13 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	83,350	60.03%	50,038	10,490	9,420	5,579	13,483	8,706	2,360
August	76,559	60.05%	45,970	10,285	8,233	4,976	12,253	7,783	2,440
September	62,773	57.80%	36,285	8,313	6,853	3,609	9,698	6,197	1,615
October	65,353	56.96%	37,226	8,339	7,067	3,692	9,745	6,677	1,706
November	62,449	57.92%	36,168	8,234	6,049	3,663	10,414	6,230	1,578
December	54,805	56.14%	30,768	7,795	5,514	2,577	8,201	5,233	1,448
January	66,428	57.95%	38,495	9,046	7,124	3,662	9,560	7,270	1,833
February	61,916	56.21%	34,802	8,019	6,167	3,272	9,883	5,884	1,577
March									
April									
May									
June									
FYTD	533,633	58.05%	309,752	70,521	56,427	31,030	83,237	53,980	14,557

*Information will be provided at the Board Meeting on 3/20/2013

Library Usage

2011-2012 Fiscal Year					2012-2013 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	34,449	1,325	246	26	July	38,858	1,495	254	26
August	34,388	1,274	254	27	August	33,175	1,229	261	27
September	30,118	1,076	248	28	September	31,011	1,108	244	28
October	31,108	1,003	266	31	October	32,303	1,042	281	31
November	30,550	1,091	248	28	November	32,454	1,119	244	29
December	28,028	1,038	252	27	December	26,501	1,019	229	26
January	25,847	891	252	29	January	30,017	1,001	270	30
February	32,234	1,112	226	29	February	31,795	1,136	248	28
March	34,536	1,114	281	31	March		0	255	29
April	32,318	1,154	251	28	April		0	270	30
May	30,763	1,099	255	28	May		0	258	28
June	34,232	1,317	254	26	June		0	239	25
FYTD Total	378,571	1,120	3,033	338	FYTD Total	256,114	1,138	3,053	337

Early Literacy Workstation Usage

2011-2012 Fiscal Year				2012-2013 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	20	200	10	July	991	25,766	26
August	659	16,475	25	August	1,006	25,150	25
September	538	11,298	21	September	749	16,478	22
October	112	2,352	21	October	829	19,067	23
November	413	9,912	24	November	834	20,016	24
December	743	18,575	25	December	683	15,026	22
January	751	17,273	23	January	838	20,112	24
February	800	20,000	25	February	855	17,955	21
March	931	21,413	23	March			
April	828	18,216	22	April			
May	814	18,722	23	May			
June	877	21,925	25	June			
FYTD Total	7,486	180,473	24	FYTD Total	6,785	159,570	24

Technology Sessions 2012-2013 Fiscal Year

	Tech Time	eReader	VHS to DVD	Skype	Paint.NET	Drop-In Lab	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1						3	8	
<i>patrons</i>	3	7						3		13
Aug	4	1					7	3	15	
<i>patrons</i>	3	2					15	3		23
Sep	4	1	1			1		8	15	
<i>patrons</i>	3	5	9			4		8		29
Oct	5	1	1				1	7	15	
<i>patrons</i>	3	3	10				1	7		24
Nov	4	2	1	1		1		2	11	
<i>patrons</i>	1	8	5	4		3		2		23
Dec	4	1	1				6	2	14	
<i>patrons</i>	1	1	2				14	2		20
Jan	5	1	1				1	5	13	
<i>patrons</i>	3	9	9				1	5		27
Feb	4	1	1	1				14	21	
<i>patrons</i>	2	1	5	2				14		24
Mar									0	
<i>patrons</i>										0
Apr									0	
<i>patrons</i>										0
May									0	
<i>patrons</i>										0
Jun									0	
<i>patrons</i>										0

Sessions	34	9	6	2	0	2	15	44	112	
<i>Patrons</i>	19	36	40	6	0	7	31	44		183

Number of Computer Logins					
2012-2013 Fiscal Year					
	Workstations	Wireless	Lending Laptops*	Total	Daily Average
July	8,302	15,104	0	23,406	900
August	7,926	14,352	0	22,278	825
September	7,090	12,680	0	19,770	706
October	7,539	13,578	0	21,117	681
November	7,895	14,263	3	22,161	791
December	4,295	18,833	2	23,130	857
January	4,924	24,172	6	29,102	1,004
February	4,203	23,780	3	27,986	965
March					0
April					0
May					0
June					0
FYTD Total	52,174	136,762	14	188,950	840

*Launched 10-01-2012

**Novi Public Library
Student Representatives' Report
Prepared by: Jessica Mathew & Torry Yu
February 2013**

ACTs are over, mid-winter break ended, and we had a couple more snow days for the year. The school year is quickly approaching its end for the year. Spring break is on the horizon and soon it will be summer once again.

TAB Meeting Recap

A Teen Advisory Board meeting was held on Friday, February 8. Meeting attendance was exceptionally low due to the snow day. On the meeting agenda for those who attended was getting an idea of what Summer Reading 2013 had in store. The theme this year is *Beneath the Surface*. We also began planning for programs for the fall.

The first group of teen volunteers also began their regular volunteer sessions. The first big project was assisting a librarian with a DVD sorting project.

Teen Space Extravaganza



On Tuesday, February 12, the Novi Parks & Recreation department held a Teen Space Extravaganza as an open house event. Games, relays, and team building activities were provided for those who were in attendance.

Overall, teen space attendance is up with more students learning about the resource and the word getting around school.



Programs

Program attendance remains strong for the most part with some getting higher numbers than others. The Bento Japanese Craft program saw lower numbers due to the snow day. This event will more than likely come back in hopes of more attendees in the Library. The Animanga Club continues strong in attendance at their meetings.



Looking Ahead

- Coloring Page De-Stresser on Thursday, March 21 at 3:00 PM
- ACT/SAT Test Prep on Wednesday, March 27 at 7:00 PM
- Animanga Club on Wednesday, April 10 at 7:00 PM

All programs require registration to attend!

City of Novi Historical Commission Minutes

February 27, 2013, 2:00 PM

(DRAFT)

Call to Order: The Novi Historical Commission was called to order at 2:05 pm, Local History Room, Novi Public Library.

Attendees: Members: Roy Prentice, John MacInnis, Lynne Boyle, Kathy Crawford, Liaison: Betty Lang. Missing: Student Rep. Namratha Atluri. We had an extensive list of visitors from the library Mary Storch and Julie Farkas, also from the public were Pam Superfisky, Kathy Mutch, and Sue Grifor. We were notified that a new Commission Member has been appointed, Cynthia Gronacho. This will bring the compliment of the commission up to the City proscribed maximum of five.

Agenda: Lynne Boyle moved to approve the Agenda, second by Kathy Crawford, all approved.

Approval of Minutes: Kathy Crawford moved to approve the Minutes of November 28th, 2012, second by Lynne Boyle - all approved.

Finance: Total budget for the 2012/13 budget year is \$13,500. Expenditures to date are \$2322 plus a new computer station for the local history room, cost: \$1300. The cost for the Local History room computer was less than anticipated. This leaves the historical commission with \$9800 remaining for the current budget year. Discussion will follow on possible project expenditures for the remainder of the 2012/13 fiscal year.

Liaison Report: Mary Storch requested that the Commission schedule some of its educational seminars during the daytime. It is her opinion and experience that we will get good attendance for seminars held during the daytime. She suggested that the best time slot for daytime talks is 11am till noon. We expect that there will be additional attendance from the senior center for daytime programs. We should be able to get double the attendance of some of the evening programs.

Betty Lang commented that the Local History conference will be held on March 22, 23 in Livonia. It is a worthwhile conference to attend. The commission encourages all members to attend this conference.

Kathy Mutch seminar on Heritage Novi Cemeteries will be held on March 19th. Other upcoming events: Henry Ford 150th Birthday Celebration July 30, 2013. Program will focus on the Cottage industries that developed to support the Ford Motor Company. Event will be held at the Henry Ford July 17th, 7 PM.

The library will be hosting a series of bicycling related programs in the near future. It was suggested that the Historical Commission identify Novi historical sites that could be incorporated into the bicycle roadmap being developed by the library.

Friends of the library speaker organizer, Kathy Mutch, asked whether the Historical Commission would be interested in cooperating financially with the Friends on future speaker programs as it has done in the past. It was moved by Kathy Crawford to spend up to \$250 to support the Friend's seminars, second Lynne Boyle, approved all in favor.

Updates & Discussion:

History Commission upcoming expenditures: there was considerable discussion about the Motor cities Marker project, (Wayside Marker project). A subcommittee of the commission met with the Motorcities marker designer, Joe Hines. We are very interested in using this process to get several markers placed in the City of Novi. Suggestions for markers included: the Novi Special factory, Four Corners, Train Station/wool house, Grand River Road, Dodge park, Fruit Growing and Marketing in Novi, the arrival of I-96 and the maturation of the city, Tollgate Farm, etc. It was moved by Kathy Crawford to spend no more than \$3400 for up to 9 signs, sec. John MacInnis, all in favor, approved.

Display Discussion: it was discussed that our current Historical Commission display is difficult to carry and is clumsy to assemble. We would like to have a Commission display that is easier and more mobile. The proposed display would be similar to the one in use by the Library. Julie Farkas indicated the cost for the library's unit was not too high. The commission is also interested in developing a unique logo. The display would help us if we speak to schools, appear at public events or otherwise wish to make Novi citizens aware of their history. Cathy Crawford also described a quilt that she uses in programs to show off the major historical sites in the city. Moved by Kathy Crawford that we have two displays made at a cost not to exceed \$800, sec. Lynne Boyle, all in favor, approved

Speaker series: Commission members agreed that it was a good idea to hold one or more speaker presentations during the day to accommodate individuals not able to attend evening sessions. Several suggestions were made for future speakers including: Ron Campbell, who is available to speak on several topics (Lighthouses, House History, building redevelopment), Steve Stier could speak on Michigan Traditional Barns, Kathy Crawford could continue with her history of the city, Margaret Schmidt could speak about Farming techniques. Kathy Crawford agreed to develop a list a possible talks and speakers for fall, 2013 and winter, 2014 and present the list to the Commission at its March meeting.

Commission members were reminded that the local history room was to be staffed by commission volunteers the 1st and 3rd Mondays of each month, except for the summer months. Time that a Commission member would be available is from noon until 2 PM.

We want to thank our visitors for attending and contributing to this meeting. We encourage all interest from the public.

New business: None

Adjournment: 4 PM

Next meeting: Mar. 27th, 2013, 2 PM Novi Library LH Room

Respectfully submitted, John R. MacInnis, Member

City of Novi Historical Commission Minutes

January 23, 2013, 2:00 PM

APPROVED

Call to Order: The Novi Historical Commission was called to order at 2:05 pm, Local History Room, Novi Public Library.

Attendees: Members Roy Prentice, John MacInnis, Lynne Boyle, new member Kathy Crawford, Liaison Betty Lang. Missing was Student Rep. Namratha Atluri.

Agenda: Kathy Crawford moved to approve the Agenda, second by Lynne Boyle, all approved.

Approval of Minutes: Lynne Boyle moved to approve the Minutes of November 28th, 2012, second by John MacInnis - all approved.

Finance: City Finance will summarize Quarterly, total avail \$13,500. We have spent 1688. for Storage, and we are committed to purchase computer, \$2500. For the Novi Library Local History Room and \$400 for Wayside Marker sign commemorating the Novi Special. This leaves approx. \$8900. for the remainder of the 2012/13 fiscal year.

Liaison Report: Betty Lang made the following comments: Local History conference to be held on March 22, 23 in Livonia. It is a worthwhile conference to attend. There was an agreement among commission members that the Commission would pay the registration fees for any member who would like to attend this meeting. Betty also mentioned that there is going to be a Genealogy session on Feb. 2, 2013.

Updates & Discussion:

Discussion on History Commission expenditures: it was decided to cancel the Heritage festival after a short discussion. We may resume it in the future. It was suggested that the Commission continue to request \$13,500 for 2013/14 budget year. The Novi Library's history display cabinet needs to be revised on a regular basis. Kathy Crawford had some good ideas on projects we should be considering: City of Novi 50th Anniversary is nearing, we should be interviewing and recording the persons who were involved. Maybe we can get SWOCC to record some interesting persons. The Historical Commission needs to strive to get greater recognition for its efforts.

Set Staffing for the local History Room at the Library: 1st and 3rd Mondays of each month, except for the summer months. Time that a Commission member would be available is from noon until 2 PM.

Display Discussion: images needed and images need to be revised on a regular basis.

Review Speaker Series: Ron Campbell spoke on Oakland County and Novi Architecture on Jan 16th. All who attended the talk agreed that he was an excellent & interesting speaker. Kathy Mutch will be speaking on early families in Novi on March 19th Discussion on Pavilion Shores park.

Planning for the Heritage festival: the commission decided not to hold the Heritage Festival this year.

The Commission decided to increase our efforts on creating and installing Markers and Memorials within the city, marking Novi history.

New business: None

Adjournment: 3: 41 PM

Next meeting: Feb. 27th, 2013, 2 PM Novi Library LH Room

Respectfully submitted, John R. MacInnis, Member

Novi News – March 7, 2013

Novi Public Library to require cards beginning Sept. 1

Novi Public Library will require all patrons to present a library card to check out materials, place items on hold, access online resources, and more.

Library cards are free of charge and are available in key tag and wallet options to make having your library card readily accessible when needed. Having the card in hand will provide patrons with not only a fast and easy check out service, but it will also eliminate the possibility of checking out an item to the wrong patron. Also, it will help to drive more self-check usage and fewer guest passes will be needed which helps reduce the library's paper costs.

Cards are already a requirement for the self-check stations and drive-up window, so by having this policy become effective on Sept. 1 it will provide a more consistent environment for patrons.

“We want patrons to understand the importance of their library card and all of the great opportunities available when having the card in hand,” said Julie Farkas, library director. “We feel a library card is the smartest card on your key chain or in your wallet. The smartest card concept is a national campaign by the American Library Association that helps libraries promote the importance of using a library card to enjoy the many programs, services and resources that are available to library patrons.”

The library will be actively promoting this policy change over the next six months in order to give patrons plenty of time to prepare for needing a library card for service beginning on Sept. 1.

Board & Administrator

FOR BOARD MEMBERS

March 2013 Vol. 29, No. 7

Editor: Jeff Stratton

Board members have many relationships

As a member of a board, you have relationships with several entities in your organization. Here are some descriptions of these relationships that can better help you understand your role as a board member.

The board member has a relationship to policy: Your status is that of an individual acting in a legislative capacity. You have the right to exert your influence with the board for approval of board actions and board policies, but your authority does not go beyond your vote.

The board member has a relationship to the community: You are an official representative of the organization. You are also an unofficial representative of the entire community. You should defend the organization against criticism and bring instances of justified criticism to the administrator's attention.

The board member has a relationship to the staff: Your relationship to staff is limited to that of an advisor. You are welcome to come and visit the office, with the understanding that operations management is the duty of the chief executive officer. The executive director is responsible for the

hiring and functioning of staff.

The board member has a relationship to committees and task forces: You have a responsibility to keep informed about the activities of all committees because you must eventually study and act on their recommendations. You also have a responsibility to see that all committees and task forces operate within established structure.

The board member has a relationship to the board: You are a co-partner in the important work of the board to improve the lives of the people the organization serves. You have assumed a position of public trust. You should disassociate your personal interests from your organizational activities.

The board member has a relationship to the program of work: You must understand the relationship between the board and the organization's program of work to reach established objectives. Remember that a program of work charts a future course of action, furnishes measurements for performance and serves as a challenge to meet responsibilities to the community through the organization. ■

Fundraising board gets right down to business at meetings

In his presentation during the BoardSource Leadership Forum, Chuck Loring, CFRE, said that for a board to be truly effective at fundraising it needs a money-raising culture that is sustainable.

"The board needs to understand that it is in a very competitive marketplace (asking for money) and that they will either be at the top of their game or they won't win," said Loring, Senior Partner, Loring, Sternberg and Associates and a Senior BoardSource Governance Consultant.

In his session, Loring cited the best fundraising board he has ever served on as an example of a sustained fundraising culture. The board met three times annually, he said, and its board meetings started at 8 a.m. The chair kicked off the meeting by announcing who was missing, Loring said and then jumped into the next item on the agenda: Asking each board member in turn to describe all of their fundraising activities on behalf of the organization since the board's last meeting. ■

Board chair liable for unpaid payroll taxes

In a recent tax court decision, a nonprofit board chair was held liable for the organization's unpaid payroll taxes. The amount the chair was liable for was near \$200,000, said Mercadieu Group Managing Director Sherise D. Ritter, CPA.

Poor governance by the board was to blame in this case. The chair involved himself in the organization's day-to-day operations, such as financial decision-making functions including writing checks, Ritter said. While the chair was managing the organization's finances, at some point, no payment was made to the IRS for current or back taxes, she said.

"This decision sends a message that as a board member you must recognize and understand your fiduciary role to the organization," Ritter said. "To the extent you go beyond that fiduciary role and take on the functions of management, you can be held responsible."

What is the cause of a mistake like this? Ritter said it can be attributed to lack of education on the part of the board. "As a director, this individual thought he wouldn't be held liable and in reality overstepped the bounds," she said.

To avoid this kind of tax mess, take a hard look at board structure and the development of board members. This starts with recruitment of new members, Ritter said.

"Before a person gets to sit on a board, she should

understand what is involved in saying 'yes' to a board seat," Ritter said. Too often, an individual is simply asked to sit on a board, she said. The better approach is for both parties to engage in due diligence.

At either the board or management level, it's important that the person responsible for the nominations process understands roles and responsibilities in order to pass them onto the new board member, Ritter said.

Take three steps to teach, reinforce role

1. Invest in nominations. "The organization should have a robust nominating process," Ritter said. Look at the number of seats you have available, your board composition and what kind of talents and constituencies you need represented on the board.

2. Orient members to board service. Ritter calls orientation "onboarding." Acclimate a new member to the organization and board policies and procedures, she said.

3. Teach board responsibilities. The organization should offer regular training to board members in a number of areas, including fiduciary responsibility, Ritter said. This can occur at a board training session or board retreat, she said. It's a time to discuss the organization's strategic initiatives, and improve the board's understanding of its fiduciary responsibilities.

For information, sritter@mercadieu.com. ■

Understand the board's authority

The board is primarily a policy-making body as distinguished from the managerial function of the organization, which is charged with implementing and executing policy (e.g., the executive director). The board observes, questions and evaluates operational functions, but refrains from direct participation in those functions.

In its policy-making role the board is responsible for such activities as:

1. Identifying the needs of the community the organization serves.
2. Establishing the long- and short-term goals of the organization.
3. Formulating strategic plans.
4. Approving overall program plans and priorities.
5. Determining major personnel, fiscal and program policies.

6. Approving proposals for financing the organization's services.

7. Assuring compliance with legal matters.

8. Hiring, evaluating and terminating the executive director.

The board's authority results from its group action. No individual board member has any authority over the agency. For example, no individual board member has the authority to issue instructions to the professional staff requiring changes in programs or services. Such action can only be taken by the board acting in its official capacity.

Editor's note: How does this description of the board's job fit with your own board's understanding of it? Discuss this topic as a board team with your executive director for a quick role refresher. ■



Library Board Calendar

2013

March 20
 March 30
 March 31

Library Board Regular Meeting
 Holiday – Easter Eve, Library Closed
 Holiday – Easter, Library Closed

April
 April 14-20
April 17
 April 26

Budget presented to Council, TBD
 National Library Week
Library Board Regular Meeting
 Book It! Fundraiser, 7-10 p.m. at the Library

May
 May 12
May 15
 May 27

Library Board – Goal Setting Session, TBD
 Holiday – Mother’s Day, Library Closed
Library Board Regular Meeting
 Holiday – Memorial Day, Library Closed

June 16
June 19
June 19

Holiday – Father’s Day, Library Closed
Library Board Regular Meeting
Library Director Annual Review

July 4
July 17

Holiday – Independence Day, Library Closed
Library Board Regular Meeting

August – October
August 21
 August 31

Community Reads Program
Library Board Regular Meeting
 Holiday – Labor Day Saturday, Library Closed

September 2
September 18

Holiday – Labor Day, Library Closed
Library Board Regular Meeting

October 16

Library Board Regular Meeting

November 5
November
 November 15
November 20
 November 27
 November 28

General Election Day
Annual Library Report – City Council Meeting, TBD
 Library Staff In-Service, Library Closed
Library Board Regular Meeting
 Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
 Holiday – Thanksgiving, Library Closed

December 18
December 18
 December 24
 December 25
 December 31

Library Board Regular Meeting
Library Director – Mid-year Review
 Holiday – Christmas Eve, Library Closed
 Holiday – Christmas, Library Closed
 Holiday – New Year’s Eve, Library Closed

Friends Board Meeting meets the second Wednesday of the month, 7 p.m. at the Library

Historical Commission meets the fourth Wednesday of the month, 1 p.m. at the Library