

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, March 21, 2012 at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
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14. Committee Reports
 - A. Policy Committee (Margolis, Vacant, Kilgore)
 - B. HR Committee (Vacant, Verma, Kilgore)
 - C. Finance Committee (Margolis, Czekaj, Sturing)
 - D. Fundraising Committee (Mena, Sturing, Vacant)
 - E. Strategic Planning Committee (Kilgore, Sturing, Mena)
 - F. Landscape Committee (Kilgore, Czekaj, Margolis)
 - a. Meeting scheduled for March 14, 2012 at 7:00pm at the Library
15. Public Comment

16. Matters for Board Action

A. 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 Library's premises to be in effect for its annual fundraising event on Friday, April 27, 2012, at 45255 W. Ten Mile Rd., Novi, MI, 48375, in Oakland County.

17. Adjourn

Consent Agenda:

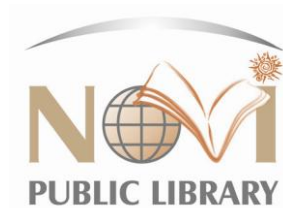
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Supplemental Information

- Novi News, Thursday, March 8th 2012 – Concert series drawing large crowds to library.....33
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Future Events:

- Library Proclamation for National Library Week received at Council Meeting – Monday, March 26, 2012 at 7:00pm
- Historical Commission Regular Meeting – March 28, 2012 at 6:30pm, Novi Public Library
- National Library Week, April 8 – 14, 2012
- Library Volunteer Breakfast (by invitation only) – Tuesday, April 10, 2012 at 8:30am, Novi Public Library
- Battle of the Books event – Saturday, April 14, 2012 at 1:00pm, City of Novi
- Library Board Regular Meeting – Wednesday, April 18, 2012 at 7:00pm, Council Chambers – City of Novi
- Friends Board Meeting – Wednesday, April 18, 2012 at 7:00pm, Novi Public Library
- Historical Commission Regular Meeting – April 25, 2012 at 6:30pm, Novi Public Library
- Book It Fundraising Event – Friday, April 27, 2012 at 7:00-10:00pm, Novi Public Library



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

<http://www.novilibrary.org>

Warrant 492		March 2012	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 215.17
Farkas, Julie		268-000.00-728.000	\$ 5.95
CDW-G		268-000.00-734.000	\$ 53.70
Total Choice Hosting		268-000.00-734.000	\$ 4.00
VidCom Solutions		268-000.00-734.000	\$ 164.85
Amazon.com		268-000.00-734.500	\$ 68.49
CDW-G		268-000.00-734.500	\$ 200.38
Aventric Technologies		268-000.00-740.000	\$ 80.00
Global Office Solutions		268-000.00-740.000	\$ 168.35
Sentry Supply		268-000.00-740.000	\$ 365.13
Specialty Store Services		268-000.00-740.000	\$ 26.13
Tech Logic Corp		268-000.00-740.000	\$ 6,260.00
Amazon.com		268-000.00-742.000	\$ 1,602.56
American Library Association		268-000.00-742.000	\$ 282.00
Brodart		268-000.00-742.000	\$13,631.74
CCH		268-000.00-742.000	\$ 98.04
Center Point Large Print		268-000.00-742.000	\$ 360.09
Commerce Twp. Community Library		268-000.00-742.000	\$ 9.95
DK Agencies, Ltd		268-000.00-742.000	\$ 399.90
Ebsco		268-000.00-742.000	\$ 24.06
Gale		268-000.00-742.000	\$ 1,242.49
Genealogical.com		268-000.00-742.000	\$ 145.36
Michigan Chamber Services		268-000.00-742.000	\$ 210.00
Weeks, Phyllis		268-000.00-742.000	\$ 19.06
Teddy, James	2/27-3/31/12	268-000.00-743.000	\$ 50.00
Midwest Tape		268-000.00-744.000	\$ 2,912.54
OverDrive		268-000.00-744.000	\$ 1,182.67
Amazon.com		268-000.00-745.200	\$ 57.65
Midwest Tape		268-000.00-745.200	\$ 3,952.15
The Library Network	45825/Tumble 1/24/12-1/23/13	268-000.00-745.300	\$ 224.55
Providence Occupational Health Partners		268-000.00-804.000	\$ 53.90
American Library Association		268-000.00-809.000	\$ 553.00
Michigan Library Association		268-000.00-809.000	\$ 85.00
The Computer Guys, Inc.		268-000.00-816.000	\$ 1,160.00
DuAll Cleaning, Inc.		268-000.00-817.000	\$ 3,900.00
TelNet Worldwide	2/15-3/14/12	268-000.00-851.000	\$ 691.04
Verizon Wireless		268-000.00-851.000	\$ 454.12
The Library Network	45781/telecomm 1/1-3/31/12	268-000.00-855.000	\$ 4,109.72
AT&T		268-000.00-880.000	\$ 48.78
Bead Unique		268-000.00-880.000	\$ 45.00
Positive Promotions, Inc.		268-000.00-880.000	\$ 63.45
Sam's Club		268-000.00-880.000	\$ 95.48
Absolutely Baffling Magic	dep yth 7/19/12;12-13fy	268-000.00-880.268	\$ 100.00
Carpenter, Suzanne		268-000.00-880.268	\$ 44.21

Warrant 492		March 2012	
Payable to	Invoice #	Account number	Account total
Druschel, Pauline	4/12/12 Sr Bk Disc	268-000.00-880.268	\$ 40.00
Esseltine, Megan	4/14/12 Ad comp cl	268-000.00-880.268	\$ 80.00
The Little Creatures	4/3/12 youth	268-000.00-880.268	\$ 250.00
Mutch, Kathleen	Apr writing pgms	268-000.00-880.268	\$ 100.00
Vornhagen, Paul	4/10/12-vol bkft	268-000.00-880.268	\$ 250.00
Weeks, Phyllis		268-000.00-880.268	\$ 30.61
Konica Minolta		268-000.00-900.000	\$ 1,383.98
Consumers Energy	1/17-2/14/12	268-000.00-921.000	\$ 1,795.66
DTE Energy	Dec 21, 11-Jan 24, 12	268-000.00-922.000	\$ 7,150.18
Allied Waste		268-000.00-934.000	\$ 157.92
Cintas		268-000.00-934.000	\$ 358.83
Grainger		268-000.00-934.000	\$ 246.52
Home Depot		268-000.00-934.000	\$ 120.61
Michigan Commercial Door Group, LLC	5552/ovhd door	268-000.00-934.000	\$ 329.90
Orkin		268-000.00-934.000	\$ 50.00
Touch of Tropics		268-000.00-934.000	\$ 50.00
Uline		268-000.00-934.000	\$ 409.90
Home Depot		268-000.00-935.000	\$ 7.88
Speedway		268-000.00-935.000	\$ 50.00
Home Depot		268-000.00-941.000	\$ 54.88
Northwest Lawn		268-000.00-941.000	\$ 3,905.66
Konica Minolta Premier Finance		268-000.00-942.000	\$ 973.63
Corrigan Record Storage	Jan/Feb 2012	268-000.00-942.100	\$ 48.75
Farkas, Julie	Met Det B&A Soc 5/21/12	268-000.00-956.000	\$ 193.84
Four Seasons Limousine	PLA Conf March 2012	268-000.00-956.000	\$ 210.00
Novi Chamber of Commerce	Toast of Town JF 1/27/12	268-000.00-956.000	\$ 50.00
Petty Cash (Conference & Workshops)		268-000.00-956.000	\$ 99.66
TOTAL			\$63,819.07



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
February 15, 2012**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Ramesh Verma, Board Member

Student Representatives

Nishant Kakar
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 Larry Kilgore, President, at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A motion was made to approve the February 15, 2012 Regular Library Board agenda as presented.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

4. Consent Agenda

Trustee Mark Sturing inquired about the charges on the February 2012 Warrant 491, for Northwest Lawn and Library Design Associates, Inc. Director, Julie Farkas clarified that the charges for Library Design and Associates, Inc. was payment for the permanent sign that the Friends of Novi Public Library are sponsoring for the “Battle of the Books” program. Money from the Friends will be transferred back into the Library account. The charge for Northwest Lawn was for salt purchases and snow removal for the winter.

Trustee Willy Mena made a clarification to the February 11, 2012 Special Board Budget Session minutes. Under item **#11 Microfilm Project Update**, the request to contact the Northville District Library for missing copies of the Novi News was to fill in the years that were missing with copies from the Northville Record editions.

A correction was made to the February 11, 2012 Special Board Budget Session minutes under item **#16 2nd Draft of the Library Budget**. The motion to increase the interest on investments from \$25,000 to \$90,000 failed with a 1-yes and a 5-no vote. The correction was made to Trustee Scott Teasdale's vote.

A motion was made to approve the January 18, 2012 Consent Agenda, the January 29, 2012 Consent Agenda, and the February 11, 2012 Consent Agenda as amended.

1st – Larry Kilgore

2nd – David Margolis

The motion was passed unanimously.

5. Correspondence

The Novi Library received a letter from Sweet Dreamzzz, Inc., thanking the Library for supporting their outreach programs in the Detroit area with donated books.

6. Presentation

There was no presentation.

7. Public Comment

There was no public comment.

8. President's Report

a. Library Goals 2011-2012

- Implemented Strategic Planning Committee; 1st meeting held on January 25, 2012.
- Additional security cameras have been ordered.
- Waiting for parts from the Company before installation can be scheduled.

b. Engage Publication Delivery Concerns

Following several discussions with Trustee Mena and City of Novi Business Relations Director, Sheryl Walsh concerning the timely delivery of the Engage Magazine to Homeowners and Businesses, no progress was made at the Post Office. Library Board President, Larry Kilgore suggested that the matter be brought to the attention of the City Manager, Clay Pearson, as to how the City would like to proceed.

9. Treasurer's Report

a. Library Board Budget 2011-2012

The 2011-2012 Budget dated March 16, 2011 and revised September 30, 2011 is included in the Library Board Packet on pages 35 and 36.

b. Proposed Library Budget 2012-2013

The 2012-2013 Proposed Library Budget dated February 15, 2012 is included in the Library Board Packet on pages 37 and 38.

The extrapolation of where we expect to finish the fiscal year, found on pages 37 and 38, have been slightly modified from prior versions. The results of the action taken at the last two Budget Session meetings, held on January 29, 2012, and February 11, 2012, shows account 704,000, Permanent Salaries, adjusted upward, account 880,267, the program for Library "Book It" removed from the Budget, and an increase in account 941,000, Grounds Maintenance. With these changes, it is anticipated that the Library will have a total Fund Balance deficit of **-180,532.00**.

c. Library Financials and Walker Fund, January 31, 2012

Financial Statements were not available from the City in time to be placed on the Agenda. A five page supplement hand out was provided at the Board Meeting, and was referred to in conjunction with the following report submitted by Trustee David Margolis, Library Board Treasurer.

SUMMARY:

Once again, Property Tax Revenues declined (for the fifth month), this time by **(-\$25,430)**. Absent this negative adjustment, we'd be generating positive Revenues.

The Walker Fund had significant activity during the month (*described below*).

Financial activity for the month of January:

LIBRARY FUND (Fund #268)

BALANCE SHEET (also found on page #1 of 5 in handout)

Cash was decreased by **(-190,392)** during the month, while **Current Taxes Receivable** were decreased by **(-\$16,125)**.

TOTAL ASSETS = **\$3,602,241** (**-\$206,517** or **-5.42%** lower than last month)

LIABILITIES – Changes for the month were only in **Accounts Payable**, which was increased by (+\$4,990) for a net increase in Liabilities of +2.55% for the month, with an ending balance = **\$200,913**.

FUND BALANCE – As a result, **NET Revenues and Expenses** (for the current fiscal year) were lowered another **(-\$211,507)** or **(-5.85%)**, leaving an n Ending Fund Balance at 01-31-2012 of **\$3,401,328**.

REVENUES AND EXPENDITURES (also found on pages 2+3 of 5 in the handout)

REVENUES - Due to the decline in Tax Revenues (*as previously mentioned*), **Total Revenues** for the month of January 2012 decreased **(-\$10,846)** or **(-0.45%)**, despite a strong month of Meeting Room rentals **(\$1,335)** and Miscellaneous Income (#665.000) **(\$3,317)**. Also of note, there were more year-end gifts or donations credited to the Library Fund **(\$1,451)** during the month.

EXPENDITURES – with the current fiscal year 7/12ths over, our expectation is the expenditures utilization should be no more than **58.33%** of the budget (if we were to assume equal monthly spending).

PERSONAL SERVICES - once again, no unusual occurrences in January (very similar to the prior Quarter) except for a reduction in Monthly Health Insurance (#716.000) below \$10,000 (due to the policy change adoption); so far Year-to -Date, we've used **54.28%** of this category's budget. At the end of January, Personal Services expended **(\$957,727)** represent **39.62%** of Revenues (compared to the **42.65%** budgeted).

MATERIALS AND SUPPLIES – No major category of items spent in January exceeded prior month levels. The total of **\$29,110** spent for the month (in this category) was the 2nd smallest monthly total since the start of the fiscal and represents a combined seven-month

usage (**\$251,884**) of **50.01%** of the Budget or **10.42%** of Revenues (compared to **12.17%** budgeted).

SERVICES AND CHARGES – for the month, we spent **\$43,723** (which is the highest monthly total this year and greater than the monthly average of \$34,611) – with several line-items higher than normal. The cumulative Y-T-D total of **\$237,908** represents **57.28%** of the Budget allocations or **9.84%** of Revenues.

Some of the items worth citing for the month are:

#802.100	Bank Services	+ 563 (more C.C. fees)
#855.000	TLN Automation Svc.	+\$10,974 (vs last mo's Rebate)
#921.000	Heat	+\$1,708 (winter is here)
#923.000	Water & Sewer	+\$1,185 (timing issue)
#934.000	Bld. Maintenance	+\$4,993
#941.000	Ground Maintenance	+\$7,163

Capital outlays or Contingencies – N/A

TOTAL EXPENDITURES - for the month of January, we spent **\$200,662** (well below the monthly average of \$223,624) for a year-to -date total of **\$1,45,777**, which is **54.32%** of the Total Budget – continuing the positive trend so far. This is **60.31%** of Revenues and **(-4.55%)** lower than Y-T-D budget expectations of **64.86%**.

WALKER FUND (Fund #269) (also found on page 4 of 5 in the handout)

REVENUES – increased by **+\$12,530** during the month of January or +30.17%, with a whopping \$5 coming from **Investment Interest** (#269-000.00-664.000); \$1,500 from Sponsorships to the **Book it** program (#269-000.00-665.267); and **+\$11,025** from various **Donations**.

Breakdown of Donation Revenues for January:

#665.271	General – Youth Collections	\$ 545
#665.274	Brick Pavers	\$ 125
#665.279	Youth Activity Room (Berman)	\$10,000
#665.285	Community Read	\$ 15
#665.287	Crop fir a Cause (Scrapbooking)	\$ 340

EXPENDITURES – were up **\$3,441** in January expended from the generous contribution of Funds from our *Friends of the Novi Library*

BALANCE SHEET - as a result of January activity, **Cash** in the Fund went up **+\$12,450** or **+0.85%** while **Account Payable** was increased

by **+\$3,361**, thus **Unrestricted Current Year Fund Balance** increased **+\$9,089** or **+25.14%** to **\$45,252** for the fiscal year.

TOTAL WALKER ASSETS =	\$1,489,305
	=====
TOTAL LIABILITIES =	\$ 3,361
TOTAL FUND BALANCE =	\$1, 485,944
	=====
Restricted Fund Balance=	\$ 47,430
Un-Restricted Fund Balance =	\$ 1,438,514

COMBINED LIBRARY INVESTMENTS (also found on page 5 of 5 in the handout).

LIBRARY FUND (#268)

Current Maturities (less than one year)	\$1,528,968
Long -term Maturities **	\$2,000,000

TOTAL Fund #268	\$3,528,968

WALKER FUND (#269)

Current Maturities	\$ 239,305
Long-term Maturities	\$1,250,000

TOTAL FUND #269	\$1,489,305

COMBINED LIBRARY INVESTMENT =	\$5,018,273
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Total combined Library Investments are **(-177,942)** or **(-3.43%)** lower than last month.

**** Long -term defined as a maturity greater than one-year from Balance Sheet date.**

The Library Board Finance Committee received an invitation to meet with the City Manager and the City Treasurer next week to talk about Library Investments. Trustee Mark Sturing asked if this Board could propose a resolution to direct the Library Finance Committee to accept the City's invitation to meet, since a number of the Library's investments are coming due on the lower scale. After a short discussion, it was determined that a resolution would be appropriate.

A motion, or resolution, was proposed that this Board direct the Library Finance Committee to meet with the City Manager and the City Treasurer to explore what options are available within the parameters that we have, to see if there is a way to increase the yield on some of these investments, in light of the fact that some of the things we have could be invested for longer terms.

1st – Willy Mena
2nd – Mark Sturing

The motion was passed unanimously.

1. Budget 2012-2013

The proposed budget for FY 2012-2013 found on pages 37&38 in the Board Packet, has been a work in progress for a full year. Even though the Total Revenues over the Total Expenditures shows a potential Fund Balance deficit of **-270,120.00**, it still reflects a positive trend.

A motion was made to approve the proposed budget for FY 2012-2013.

1st – Larry Czekaj
2nd – David Margolis

The motion was passed unanimously.

d. Library Café Revenue Report

There was no Café Revenue Report provided.

10. Director's Report

The report is provided on pages 39 and 40 of the February 15, 2012 Library Board Packet. Highlights include:

- A Listen at the Library concert was held on Sunday, February 5th. More than 150 people were in attendance to hear the Chamber Music Society of Detroit perform. The next concert will be held on Sunday, March 4th, and will feature pianist, Steve Wogaman, who is the Director of the Chamber Music Society of Detroit.
- Fundraising is doing well with sponsorships for the "Book It" event coming up at the end of April. The Scrapbooking event raised \$340.00.
- Getting on board with ALA's Geek the Library Campaign. Kick off for Geek the Library will be the Novi Memorial Day Parade on May 28, 2012. The public will have an opportunity to express their

passions, interest and hobbies, and see how they can connect them to the Library.

- Strategic Planning Committee held their 1st meeting on Wednesday, January 31st. The scope and timeline for committee will begin to develop with approval from the Library board.

a. Public Services Report – Margi Karp-Opperer

The report is provided on page 45 of the February 15, 2012 Library Board Packet.

The variety of programs offered in January included speakers like Joe Gagnon, the Appliance Doctor, Mark Rothman, co-writer of TV sitcoms, and a Yoga instruction class from St. John Providence Park Hospital.

The Library will send condolences to the Family of Author Jeff Zaslow, who was scheduled to appear at Novi Public Library during National Library Week to promote his new book, *The Magic Room*. In honor of Mr. Zaslow, the Library will not schedule anyone in his place.

b. Building Operations Report – Mary Ellen Mulcrone

The report is provided on page 45 of the February 15, 2012 Library Board Packet.

A survey with the Staff that relates to Building Operations and the IT Department is included on pages 47-50 in the February 15, 2012 Library Board Packet.

c. Library Usage Statistics – January 2012

The January statistics are located on pages 51-53 of the February 15, 2012 Library Board Packet.

- 384 Library card issued
- 66,403 items checked out
- Number of items borrowed from TLN – 4,728
- Number of items borrowed from MEL – 149
- Number of items loaned through TLN – 5,373
- Number of items loaned through MEL – 190
- 57.21% of all items checked out were completed on self check stations.
- Daily average of people using the Library was 957

11. Friends of Novi Library Report

There was no report provided.

12. Historical Commission Report

The report is provided on page 54 of the February 15, 2012 Library Board Packet.

13. Student Representatives Report

The report is provided on pages 54 and 55 of the February 15, 2012 Library Board Packet. Highlights include:

- The large meeting room was packed with students studying for mid-term exams.
- Open study sessions will be offered in May for students studying for AP exams.
- A teen writing contest began on January 9th for teens in grades 9-12. Teens can enter a poem, or a short story. All entries are due March 9th.
- The date of the Teen Community Clothing Drive has been extended, and will now run from Monday, May 14th to Saturday May 19th.
- Students from Novi Public School and Walled Lake Western will sort and bay the clothing.
- The Teens are lining up media to publicize this event.

14. Committee Reports

a. Policy Committee (Margolis, Vacant, Kilgore)

There was no report provided.

b. HR Committee (Vacant, Verma, Kilgore)

There was no report provided.

c. Finance Committee (Margolis, Czekaj, Sturing)

There was no report provided.

d. Fundraising Committee

There was no report provided.

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

There was no report provided.

f. Nominating Committee(Verma, Sturing, Teasdale)

There was no report provided.

15. Public Comment

There was no Public Comment.

16. Matters for Board Action

1. Budget 2012-2013

Included under item **#9 Treasurer's Report.**

2. Strategic Planning Scope and Timeline

An outline of the scope and timeline for the Strategic Planning Committee was included in the February 15, 2012 Library Board Packet for the Library Board members to review. Library Director, Julie Farkas was requesting that the Library Board approve the direction in which the Committee would proceed. It was determined that Library Board approval was not necessary because it is for the Committee to decide the scope and manner in which they go about the task. It was therefore suggested that the Library Board would offer a resolution of support.

A motion was made to offer a resolution of support for the outline of the Strategic Planning Committee as presented in this Packet.

1st – Mark Sturing
2nd – David Margolis

The motion was passed unanimously.

17. Adjourn

A motion was made to adjourn the meeting at 7:51 p.m.

1^s – Larry Czekaj
2nd – Willy Mena

The motion was passed unanimously.

Mark Sturing, Secretary

Date

NOVI PUBLIC LIBRARY – 2011/2012 GOALS

Marketing/Relationship Building/Outreach

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

Strategy:		Increase resident usage of Library services.	
Tactic	Owner	Status	Due Date
Promote Library services through radio spots	Admin	JF on WAAM, 1/7/12; MEKO on Michigan Literary Network, 11/30/11	
Strategy:		Increase usage of services and facility with community partners.	
Tactic	Owner	Status	Due Date
Send brochure of library services to Novi School Admin.	Admin	Will send Welcome brochure to be included in new school packets; Schools informed of additional database (TumbleReadables)	1/12; 3/12

Collections/Services/Programs/Technology

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

Strategy:		Report on types of materials checked out to determine if funds can/should be reallocated.	
Tactic	Owner	Status	Due Date
Improve sharing of materials through TLN	Support Services	Local hold item types eliminated/changed	3/12

Staff Development			
Goal #3: Provide a well-trained, appropriately compensated staff who are engaged in the Novi community and within the library profession.			
Strategy:		Ensure NPL staff is recognized within profession: conferences, workshops, speaking engagements.	
Tactic	Owner	Status	Due Date
Provide opportunities for participation with MLA and other organizations	Admin	7 staff attended annual MLA conference; Director is chair for 2012 MLA conference; PW attended annual MAME conference; WT & MEM attended MeLCat Users Day; WT attended annual meeting of Michigan Users Group for Sirsi Dynix; MP on MLA programming committee; BD on MLA Print to Digital Committee; JF, KK, SC attending PLA conference	10/11; 11/11; 3/12
Strategy:		Ensure adequate training and development for staff.	
Tactic	Owner	Status	Due Date
Provide training to supervisory and other staff	Admin; Managers	4 Clerk IIs attended "How to Supervise People"; JD attended Black Belt Librarian workshop; BB attended OSHA training; ; AP attended VMware training; DD attended Evanced training	9/20/11; 10/11; 1/12; 3/12

Financial for Operations			
Goal #4: Balance the needs of the community with fiscal responsibility.			
Strategy:		Undergo building inventory and future needs assessment.	
Tactic	Owner	Status	Due Date
Take inventories of building infrastructure, furniture, and miscellaneous items such as Library van	IT/Facilities	Infrastructure inventory completed 11/11; furniture in public spaces due 2/12, nearing completion ; furniture in staff spaces and miscellaneous due 5/12, in process	11/11; 3/12
Strategy:		Work with City of Novi Finance Department to forecast future revenues and expenditures.	
Tactic	Owner	Status	Due Date
Receive/review monthly reports and calendars from City regarding various contracts to pursue shared cost savings	Admin; IT/Facilities	Ongoing; exploring opportunity for City to share Library's circuit/Internet through TLN to save costs	10/11; 3/12

Fundraising

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

Strategy: Plan at least one significant fundraising event a year for operational purposes/offset general fund.			
Tactic	Owner	Status	Due Date
Book It! annual event	Admin	Committee of staff and volunteers working on 2012 event: Hollywood Nights, 10/11; sponsors and volunteers getting on board; committee meetings 1/25, 3/8, 3/20	4/12
Reach out to local businesses for fundraising / sponsorship support	Admin	Met with Sam's Club / WalMart 2/12; Paradise Park to sponsor 2 SRP events	3/12

Planning

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

Strategy: Actively engage in Novi community organizations, boards, and commissions to promote the library.			
Tactic	Owner	Status	Due Date
Provide library tour for all school teachers/staff	Admin; Info Services	Library staff presented to approx 500 school staff on 8/30; tour of building given to all K and 1 st grade Village Oaks students	8/11; 3/12
Strategy: Review building and grounds security with Novi Police Department.			
Tactic	Owner	Status	Due Date
Review building/grounds security with Novi Police	Admin; IT/Facilities	BR met with Det. Boody; also met with Vidcom; received priority recommendations for 3 possible phases from Novi Police; obtained pricing from Vidcom; seeking additional quotes; scheduling installation; new cameras installed	11/11; 12/11; 2/12; 3/12

2011-2012 Budget 3/16/2011 (Revised 9/2011)		2009/2010 Audited	2010/2011 Audited (9/2011)	2011/2012 Approved (Revised 9/2011)
Revenues				
Account	Description			
403.000	Property Tax Revenue	2,674,686.00	2,358,422.00	2,234,000.00
567.000	State Aid	26,148.00	25,466.00	20,000.00
657.000	Library book fines	36,417.00	54,889.00	44,100.00
658.000	State penal fines	70,103.00	66,908.00	63,500.00
664.000	Interest on Investments	7,069.00	31,724.00	14,000.00
665.000	Miscellaneous income	19,791.00	13,823.00	9,000.00
665.100	Copier	2,234.00	2,463.00	2,000.00
665.200	Electronic media	5,389.00	5,035.00	7,500.00
665.266	SRP T-shirt sales		145.00	
665.267	Library Program - Book It		12,664.00	
665.290	Library Fundraising Revenue		835.00	
665.300	Meeting Room	4,450.00	11,770.00	6,500.00
665.400	Gifts and donations	846.00	16,283.00	2,000.00
665.404	Novi Township Assessment	7,693.00	6,822.00	6,350.00
665.500	Book rental	23.00	0.00	0.00
665.650	Library Café	N/A	5,924.00	4,500.00
665.800	Miscellaneous Paper Revenue	36.00	0.00	0.00
666.000	Other revenue - grants	0.00	0.00	0.00
676.269	Transfer from Walker Fund	130,924.00		0.00
Total Revenue		2,985,809.00	2,613,173.00	2,413,450.00
				*incr. account 403 \$22,000.00
		2009/2010 Audited	2010/2011 Audited (9/2011)	2011/2012 Approved
Expenditures				
Account	Description			
704.000	Permanent Salaries	972,331.00	860,006.00	870,000.00
705.000	Temporary Salaries	494,002.00	520,388.00	539,000.00
709.100	Sick Bank Payout	12,634.00	0.00	0.00
715.000	Social Security	111,523.00	103,577.00	108,000.00
716.000	Insurance	173,270.00	154,169.00	184,000.00
716.200	HSA		3,750.00	7,200.00
718.000	Pension DB	45,098.00	30,828.00	26,000.00
718.050	Pension - add'l DB		150,000.00	0.00
718.200	Pension - Defined Contribution		16,561.00	18,000.00
719.000	Unemployment Ins	2,448.00	13,338.00	10,000.00
720.000	Workers' Comp	2,778.00	1,991.00	2,250.00
Total Personnel Services		1,814,084.00	1,854,608.00	1,764,450.00
Supplies				
726.400	Cash over/short		0.00	
727.000	Office supplies	37,651.00	15,791.00	25,000.00
728.000	Postage	4,588.00	1,150.00	2,100.00
734.000	Computer software & licensing	37,528.00	66,059.00	87,000.00
734.500	Computer supplies equip	25,515.00	9,544.00	15,000.00
740.000	Operating supplies	15,515.00	23,204.00	24,500.00
741.000	Uniforms	0.00	521.00	300.00

740.200	Desks, chairs, cabinets, etc.		4,163.00	
Materials				
742.000	Books	182,109.00	180,593.00	200,000.00
742.666	Books - Misc. Grants	1,939.00	0.00	0.00
743.000	Periodicals	14,525.00	12,764.00	16,000.00
744.000	Audiovisual materials	34,399.00	47,671.00	52,100.00
745.200	Electronic media	29,450.00	42,991.00	38,200.00
745.300	Online Resources	57,219.00	41,427.00	43,500.00
Total Supplies & Materials		440,438.00	445,878.00	503,700.00
Services & Charges		2009/2010 Audited	2010/2011 Audited (9/2011)	2011/2012 Approved
Account	Description			
801.925	Public Information (cable)		0.00	
802.000	Data processing		0.00	
802.100	Bank Services	1,100.00	2,047.00	1000.00
803.000	Independent Audit	810.00	670.00	900.00
804.000	Medical Service	376.00	1,205.00	500.00
806.000	Legal Expenses	3,677.00	5,489.00	2,000.00
809.000	Memberships & Dues	5,432.00	4,483.00	6,300.00
816.000	Professional services	7,155.00	3,970.00	5,000.00
817.000	Custodial Services	20,520.00	33,000.00	45,000.00
818.000	TLN Central Services	3,500.00	3,000.00	16,000.00
851.000	Telephone	11,016.00	14,764.00	16,500.00
855.000	TLN Automation Services	47,855.00	53,556.00	56,900.00
862.000	Mileage	596.00	619.00	800.00
880.000	Community Promotion	20,381.00	9,047.00	8,000.00
880.267	Library Programming - Book It		2,405.00	
880.268	Programming	10,501.00	13,246.00	23,000.00
900.000	Design, Printing, Publishing	34,094.00	28,750.00	13,500.00
910.000	Property & Liability Insurance	5,423.00	18,000.00	18,000.00
921.000	Heat	9,417.00	15,190.00	16,000.00
922.000	Electricity	78,809.00	87,181.00	80,000.00
923.000	Water and Sewer	3,113.00	6,119.00	10,000.00
932.000	Office Equipment Maint.	0.00	0.00	0.00
934.000	Building Maint.	17,074.00	39,184.00	41,000.00
935.000	Vehicle Maint.	5,041.00	1,753.00	3,000.00
941.000	Grounds Maint.	11,874.00	30,011.00	25,000.00
942.100	Records storage	93.00	62.00	62.00
942.000	Office Equipment Lease	9,893.00	13,356.00	16,375.00
956.000	Conferences & Workshops	17,027.00	8,707.00	10,500.00
Total Services & Charges		324,777.00	395,814.00	415,337.00
976.000	Building Improvements	0.00	0.00	0.00
990.000	Furniture	0.00	0.00	0.00
962.000	Contingency		0.00	0.00
Total Capital Outlay		0.00	0.00	0.00
Total Expenditures		2,579,299.00	2,696,300.00	2,683,487.00
680.00	Fund Balance Change	409,509	-83,127.00	-270,037.00

City of Novi reports -83,130.00 for Fund Balance Change for 2010/2011 (audited 9/2011).

Director's Report – Julie Farkas

Book It Fundraiser – April 27, 2012

The Library will need to obtain a one day liquor license from the State of Michigan for the upcoming fundraising event. Below is a resolution that the Board will need to approve in order to obtain the license.

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 Library's premises to be in effect for its annual fundraising event on Friday, April 27, 2012, at 45255 W. Ten Mile Rd., Novi, MI, 48375, in Oakland County.

A total of \$4000 was received for sponsorship of the 2nd Annual Book It fundraiser. A special thank you is extended to: Steve & Rocky's (Food for event), Telcom Credit Union (\$1500), Providence Park Hospital (\$1500), Twelve Oaks (\$500) and Global Office Solutions (\$500). The committee has been working on soliciting Novi businesses and surrounding areas for donations for the upcoming event. This event is sure to be a success with the generous donations received! Tickets are currently on sale for the event and going fast. **See flyer attached for details.**

Geocoding for Library Information

Wendy Teagan, Mary Ellen Mulcrone and I met with Kathleen Stack, GIS Support Technician, for the City of Novi to have reports and maps run indicating where library patrons are located in our city. The report (not yet completed) will tell the library based on library card addresses where in the community our patrons reside (which areas of Novi and which subdivisions). This will be beneficial information to us as we develop the Library's strategic plan.

Finance Committee

The Finance Committee met with City Manager, Clay Pearson and City Finance Director, Kathy Smith-Roy on Wednesday, February 22nd, to learn more about how the city invests the Library's funds. Library Board members had raised questions during the annual budget sessions in January/February 2012 to see if there were better investment options in order to gain greater returns. The City reports that based on many factors, the City is investing the Library's funds in the most appropriate options. Unfortunately, low interest rates are common in this economic climate.



National Library Week

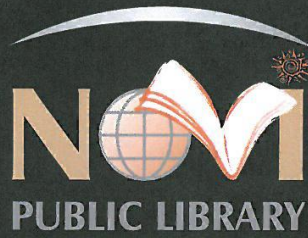
The Library will celebrate National Library Week (April 8th – 14th). This year's theme is "You Belong @ Your Library". The Library has planned events for the week and is asking patrons to stop by and decorate a door hanger that shares a favorite title that belongs at the Library. To end the week, the Library will host its annual Battle of the Books event.

The Library will be presented with a proclamation during the City Council meeting on Monday, March 26th at 7:00pm.

Influential Woman Essay Contest

The Library is partnering with State Farm agent, Veronica Murff, to host the 1st annual Influential Woman Essay Contest. The Library will host the event on May 8, 2012. JoAnne Purtan, News Anchor for WXYZ-TV will serve as emcee of the event. **See flyer attached for details.**

Lights! Camera! Action!



Presents

2nd Annual
**BOOK IT!
HOLLYWOOD
NIGHTS**

Friday, April 27th, 2012

7:00 pm - 10:00 pm

At the Novi Public Library

Tickets Now Available at (248) 869-7204

\$20/Individual and \$35/Couple

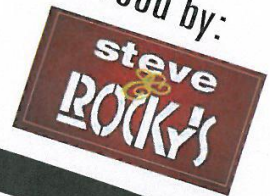
Cash, Checks, Credit Cards Accepted

www.novilibrary.org

Entertainment!

Silent &
Live Auctions!

Food by:



Proceeds to Benefit
the Library's DVD,
Blu-Ray, and
Video Game Collections

Thank You Sponsors:

- ★ Telcom Credit Union
- ★ Providence Park Hospital
- ★ Twelve Oaks
- ★ Global Office Solutions

Influential Woman Essay Contest

Veronica Murff, State Farm Agent, is celebrating 20 years of doing business in Novi by hosting the First Annual Influential Woman Essay Contest.

In partnership with the Novi Public Library, the Murff agency will award a female resident of Novi \$500 based on how she has been influential in her life and to others.

Criteria:

Essays should explain why the woman being nominated is influential and how she has made a positive impact in her life and perhaps the lives of others. A woman can nominate herself or be nominated by another individual. The woman being nominated must be 18 years or older and be a current resident of Novi, MI.

Submission Guidelines:

Submit a double spaced typed document, no more than 250 words in length. On a separate sheet, include contact information for the person being nominated (name, address, phone number, age) and contact information for person submitting the nomination (name, address, phone number, relation to the person being nominated).

Contest Judges: Veronica Murff – State Farm, Julie Farkas – Novi Public Library, Linda Daly – Novi Chamber of Commerce and Susie Gatt.

Submission Deadline: Monday, April 30, 2012 by 5:00 p.m.

Submit via email at veronica@veronicamurff.net

Or:

Essay Contest

C/O State Farm Insurance

24360 Novi Road, Suite C

Novi, Michigan 48375

Winner Announced:

The winner will be announced at a reception honoring all nominees on Tuesday, May 8th at 7:00 p.m. at the Novi Public Library (45255 W. 10 Mile). JoAnne Purtan, special guest and Emcee, from WXYZ-TV Detroit will recognize the winner and the nominees. Refreshments will be served.

The Murff agency has spent the last 20 years serving the insurance needs of many with State Farm traditional products. Veronica however has a special place in her heart for helping women plan for the future after the sudden passing of her husband in 2010. Although, Veronica will not tell the winner how to spend her winnings, she hopes that it would be used for retirement, education or added to a rainy day fund.



Public Services Report – Margi Karp-Opperer

February brought great programs to the Novi Library:

1. A business program called "Simple Steps for Managing your Investments" started the month.
2. Another successful American Red Cross Blood Drive was conducted.
3. The Annual AARP Tax Days was greatly appreciated by the community.
4. In our fifth Better You Series with St. John Providence Park Hospital, we offered "Love Your Heart by Taking Care of It," with a light supper to accompany the lecture and free heart assessment tests by the Providence Park Hospital professionals.
5. In conjunction with the Novi Schools, the "7 Habits of Highly Effective People Book Discussion" continued.
6. Partnering with the Oakland County Community Mental Health Authority, we provided an engaging, very personal dialogue with "Former Lions Quarterback, Eric Hipple." SWOCC was on hand to tape the presentation.
7. We sponsored the OLHSA (Oakland Livingston Human Service Agency) staff so they could assist our community residents with any unusual needs they might have.
8. A special tour of the Library was given to a group of residents from Whitehall of Novi.
9. The Youth Department reached out to local preschool, A Growing Place.
10. Homeschoolers met for their Chess Challenge on two separate occasions.

In addition to the above wonderful February programs, the Adult Services' Department offered two computer instruction classes, as well as their regularly scheduled programs: book discussion groups, Internet and Email for seniors, Novi Writers' Groups, English Conversation Groups, and Knit2gether Knitting Circles.

During February, story times for babies, tots, and three and four year olds continued to bring loads of families into the library. The youth department held 22 of these programs, in addition to story times in: Chinese, Spanish, Hindi, Marathi, German, Japanese and Tamil. A "Valentine's Day Scavenger Hunt," Kiddie Craft, Starlight Story Time, "Baby It's Cold Outside Story Time," Snack Tales, Lego Club, two preschool playgroups, "Dance 'Til You Drop," "Leap Day Fun," and a fabulous Friday Flick were also on the calendar. Animanga Club and a Teen Handwriting Analysis were programs presented to our tween/teen audience.

The featured collections brought smiles to our visitors: The youth area displayed "Love to Laugh" materials and the adult area exhibited "Legends of Laughter" resources. Value Line was the database we were highlighting in February.

We are very proud of the outstanding and diverse programs we coordinate each month for our patrons of all ages as well as the wealth of educational resources that are provided for them.

Building Operations Report, Mary Ellen Mulcrone

Effective July 1, 2012, full payment of all fines and fees will be required prior to renewal of library cards. This new procedure is currently being publicized in a variety of ways (due date receipts, self-checkout screens, etc.) to give patrons plenty of time to prepare for the change.

Many catalog changes and re-mapping of the AST were required to prepare for the March 1st deadline to broaden borrowing and loaning privileges in the TLN shared system. The Support Services department handled the required changes, and the transition has gone smoothly.

Additional changes to catalog records and item labels are being done as some new sub-collections of television shows and other series are being created within the DVD and Blu-ray collections.

Facilities staff were able to repair the broken bottom of an AST bin instead of having it serviced, saving hundreds of dollars for the Library.

We experienced some problems with the automatic doors at the main entrance. A motor was replaced, so they are now operating properly.

Our video conferencing technology was put to good use recently, allowing several members of the TLN Technology Committee to virtually attend a meeting that was held at our Library.

Our Systems Administrator has received special training on a new version of VMware, in preparation for our upgrade that will occur in the coming months.

The Fireplace Lounge / Magazine Room received some early "spring cleaning" to present well in a taping with JoAnne Purtan of WXYZ-TV.

We welcomed Amy Waldeck, a new Library Assistant / Shelver in Support Services.

Look for the 2012 Park & Read program from the State of Michigan to begin April 1st.

2010-2011 Fiscal Year Self-Check Totals

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth	Adult North	Adult South
July	67,135	62.47%	41,939	11,521	9,144	6,170	11,627	1,372	2,105
August	73,797	58.57%	43,226	11,663	9,755	6,416	11,869	1,213	2,310
September	59,171	54.11%	32,017	*3,464	10,713	6,314	9,229	777	1,520
**October	60,983	53.89%	32,863	10,239	8,111	3,159	9,254	604	1,496
November	59,712	48.98%	29,244	9,396	8,305	2,887	6,679	487	1,490
December	55,584	54.32%	30,194	7,092	7,184	4,624	9,184	667	1,443
January	62,057	45.63%	28,315	9,446	7,896	4,748	9,427	639	1,586
February	58,197	53.99%	31,418	8,844	7,393	4,764	8,331	741	1,345
March	68,913	55.70%	38,387	11,271	8,972	6,071	9,908	616	1,549
April	62,646	55.07%	34,497	10,393	8,041	4,948	8,825	641	1,649
May	61,299	51.66%	31,670	10,383	7,723	4,624	7,099	586	1,255
June	69,527	56.64%	39,382	11,277	9,838	6,220	9,109	1,043	1,895
FYTD	759,021	54.43%	413,152	111,525	103,075	60,945	110,541	9,386	19,643

* (3,464)-Self-Check #1 was not operational for 14 days due to electrical equipment malfunction. ** Began debit/credit service 10/05/2010.

Self-Check Totals 2011-12 Fiscal Year

	Total Circulation	Self-check % of Total	Total Self-Checks	Self-Check #1	Self-Check #2	Self-Check#3	Youth #1	Youth #2	Adult South
July	73,419	62.81%	46,117	12,081	10,643	7,580	11,256	2,410	2,147
August	79,848	60.86%	48,592	11,736	10,318	6,634	10,461	6,412	3,031
September	63,313	57.57%	36,449	9,878	7,536	4,156	7,910	5,055	1,914
October	63,393	56.01%	35,508	9,629	6,624	3,893	7,998	5,306	2,058
November	62,518	57.02%	35,646	9,119	6,990	4,039	8,548	5,170	1,780
December	59,286	58.09%	34,439	8,481	6,857	3,538	8,617	5,049	1,897
January	66,403	57.21%	37,987	9,022	7,653	4,044	9,320	5,862	2,086
February	66,133	56.84%	37,590	8,850	7,343	4,124	9,243	6,004	2,026
March									
April									
May									
June									
FYTD	534,313	58.45%	312,328	78,796	63,964	38,008	73,353	41,268	16,939

2010-2011 Fiscal Year				2011-2012 Fiscal Year			
	Monthly Total	Daily Average	Total Open Hours		Monthly Total	Daily Average	Total Open Hours
July	36,372	1,399	246	July	34,449	1,325	239
August	35,497	1,365	254	August	34,388	1,274	265
September	32,651	1,209	248	September	30,118	1,076	251
October	35,368	1,141	266	October	31,108	1,003	270
November	33,516	1,197	248	November	30,550	1,091	248
December	29,117	1,078	252	December	28,028	1,038	244
January	25,484	879	252	January	25,847	891	259
February	21,508	827	226	February	32,234	1,112	259
*March	32,284	1,041	281	March		0	273
*April	28,077	1,003	251	April		0	252
May	28,472	1,017	255	May		0	266
June	32,928	1,266	254	June		0	246
FYTD Total	371,274	1,119	3,033	FYTD Total	246,722	1,101	3,072
* Revised							

Novi Public Library
Student Representatives' Report – March 2012

Prepared by: Nishant Kakar and Torry Yu

TAB Meeting Recap

We held our last Teen Advisory Board meeting on February 10. At that meeting, we had to seek volunteers for our big events that were coming up in the upcoming months. We also discussed and finalized our programs for May and into summer. We have four Open Study events for AP testing and for final exams planned this spring. And back by popular demand, we will also feature the Writing Your Way to College Admission course again.

For the summer, we have several fun events planned. Some of the key highlights that TABbers were told about, including a Glow Party and we're also welcoming a local entertainer, Joel Tacey, who will talk about nightmares and the myths around them. Our big event is the finale event, which will be held at Paradise Park.

On top of that, we began brainstorming programs for fall. We are currently planning a few college planning events and a Battle of the Bands type event, or some form of talent show.

After the meeting, we had a good crowd attend our Handwriting Analysis program. It was moderated by local expert, Karen Elly, who gave us a group discussion on how we write and what it means. Then we had a one-on-one session to have our own writing analyzed. In case you were wondering, Torry got his handwriting analyzed and the report came back that he was interested in theatre, avoiding resistance, was adaptive and efficient, and can be emotionally distant at times. Overall, it was a good program and teens left happy with their results.

Clothing Drive Update

Our next step for the clothing drive is promoting it to the public. We are currently working on getting a Beyond Books segment taped in the next few weeks. On top of that, we are also setting up interviews with the Novi News and Novi Patch for articles about our event.

The official flyer has been finalized and began going around the community. A press release has been made and will be distributed to the local news media newspapers for their distributions. We are also working with getting the word out to the schools.

News from Teen Services

The Teen Services Department has been busy lately with all the programs going on and helping juniors, student representatives included, with ACT preparation. First off, we held our first Animanga Club meeting in February which was well attended. There was also a meeting of the Tween/Teen Book Club where the teens discussed the Newberry Award book, Everything on a Waffle. We are closing our Teen Writing Contest on March 9 for 2012 and winners will be announced at the end of March. And our big program coming up is the Hunger Games Pre-Party on March 22 at 7:00 PM, just before the movie premiers on the big screen. There is still space available to anyone interested in attending.

Our March-April issue of the Tween/Teen Newsletter has also been distributed to Novi and WL Western High Schools. Lastly, we are currently working on sprucing up our Teen Advisory Board Facebook page and getting more teens to "LIKE" that page which is being updated on a regular basis.

**Novi Historical Commission
February 24, 2012 - 10 AM
Draft Minutes**

Call to Order: The Novi Historical Commission was called to order at 10:06AM, Local History Room, Novi Public Library.

Attendees: Members Roy Prentice, John MacInnis, Sandy McCarthy, and Julie Farkas, Library Liaison.

Guest: none

Agenda: Sandy McCarthy moved to approve the Agenda, second by John MacInnis , all approved.

Approval of Minutes: Minutes were read and there were some additions and corrections of the minutes. Sandy McCarthy moved to approve the Jan 25th Minutes, second by John MacInnis. Motion passed. Approved corrections to minutes will be typed by Roy Prentice and will be circulated to the Commission and the library when completed.

Financial Report: Roy provided a Novi Historical Commission Financial Report to the group. There is approx. \$9220 remaining balance for the rest of the Fiscal year. \$6500. is committed to spend. There were ideas on some projects like Etching historical scenes on the LH room windows. Julie Farkas was very supportive of this idea. She indicated that there was a Novi City employee that did this work. She agreed to find his name and contact information for the Commission. Julie indicated that the concept should be presented to the Library Board.

Liaison Report: Hugh Crawford requested that in lieu of presents, he was interested in making a donation to the library in celebration of his birthday. The result is a very nice display case for showing off Novi Historical Documents and pictures. Julie Farkas brought an attachment about the display case. Julie reported that Kathy Mutch was appointed as a volunteer Library Historian to manage the collections for the display case. It is planned that the case would be changed three times per year. Julie submitted some additional requirements for this position. There will be a Volunteer breakfast April 10th where the case will be unveiled and the concept for its use announced. Julie indicated that Kathy would attend appropriate Historical Commission meetings to discuss what she was planning for installation in the case.

UPDATES AND DISCUSSION

Walled Lake Park, currently known as the Landing's Park Project

The Novi Parks and Recreation Department requested that the Historical meet to provide input for historical themes for the Novi Park currently called Landings Park. The Historical Commission Landings Park meeting met on Feb. 6th to dig and research for information about historic themes to be recommended for the park. The commissioners also discussed various historic based names for the park. After the meeting, several names were submitted to the Parks and Recreation Department. There will be a naming committee meeting on Feb. 29th called by Jason Magnum of the Parks and Recreation Department to discuss all submitted names. The recommendations of this committee will be given to the City council for final approval.

Update on the City Online Historic Map project:

Roy is moving along on the Historic Places list for inclusion in the City's on-line map. This list will be sent to Chris Blough in Novi's GIS Department. Additional historical materials will be sent to the library for inclusion on the historical web page that is maintained by the library. The library's web page is more extensive than the information available on the City's Historical map.

Review Speaker Series: Talk on surveying History was held on Jan. 19th, Civil War Participants from Northville and Novi will be conducted in March and Al Smitley will speak in May on Erie Canal. The Historical Commission will co-host a talk in Feb on the Underground RR with the Friends of the Novi Library. Sandy McCarthy moved to commit up to \$100. toward the support of the Friends of Library Underground Railroad program, Second John MacInnis, All approved
Discussion was held about other speakers for the Fall. Kathy Crawford and Ed Kriewall are both possibilities.

Planning for the Heritage Festival in June:

Amounts needed \$1750. for various performers, Moved Sandy McCarthy to commit \$1750 for the Heritage Festival, Second John MacInnis, All approved.

Other Business: Local History Conference Macomb Comm. College, March 30 and April 1st. Historical Comm. Members are encouraged to attend. There was a general support for the Commission paying the registration fees for key Local History room volunteers to attend as well.

Old Township Hall images: Jason Magnum from Parks and Rec would like larger historical pictures for displaying in the Township hall. The Commission has been asked, through Julie Farkas, whether the Commission would be interested in helping to identify appropriate images.

Adjournment: 11:20 AM

Next Meeting March 28th, 6:30 PM LH Room, Novi Library

Submitted by John MacInnis, Member

Historical Commission Budget Request for 2012-2013

This request covers Historical Commission programming and project costs.

EXHIBITS/PROJECTS		\$ 3,000
Acquisitions (documents, books, artifacts, images)	2,000	
Storage	700	
Oral History program	300	
SPECIAL EVENTS		\$ 5,000
"Novi Heritage" Lecture Series	500	
Novi's Rural Heritage Festival	4,500	
CONTINUING PROJECTS		\$ 5,500
Historical Marker Program	3,000	
Research/printing/publishing	500	
Local History Room Improvements	2,000	
TOTAL REQUESTED		\$ 13,500

The amount requested is the same as the amount approved for the 2012/13 fiscal year.

January 26, 2012

PLANS for LOCAL HISTORY ROOM presented by Betty Lang, Collections Specialist

Continue to work closely with the Novi Historical Commission

*Keeping the LH Room open twice monthly with Commission members volunteering

Members also provide help with projects in the LH Room during this time

*Library liaison to monthly meetings

*Attend annual Heritage Festival / Provide craft project for children

Arrange for consultant to visit LH Room

*Inform us of strengths and weakness of the Room

*Suggestions for viable plans to continue making the Room workable for the public

Have "tours" of the LH Room for librarians as needed

Continue to microfilm/scan current year of the Novi News (all other issues completed)

Upload the Novi News to our website through Oakland County Historical Resources

Catalog and shelve Novi High School Yearbooks in LH Room

Have IT lock down scanned materials which are on the hard drive

Historical materials of Novi Public Library returned to the LH Room

*Decide which materials could be scanned

* Check all photos so that names are included

*Recruit volunteers to help with this project

Historical materials of the Friends of Novi Library to be kept in the LH Room

*Work with the Friends to decide which materials they want scanned

*Check photos so that names of individuals are included

*Ask members of the Friends to volunteer their help with this project

By its very nature, the Local History Room is an ongoing project. These projects will take time to complete, and there will always be something that needs to be done.

Concert series drawing large crowds to library

Two shows remain in April, May

The Listen @ The Library concert series has gotten off to frenzied start as people have packed the Novi Public Library for the first two performances.

The Shanghai Quartet kicked off the series Feb. 5 — sponsored by PNC Bank, the Chamber Music Society of Detroit and Novi Public Library — and their show was deemed a big success by an enthusiastic audience of over 200 adult and youth concertgoers.

The concert was an informal and engaging introduction to chamber music which also included the opportunity to interact with the artists.

"I left ... feeling so happy from the music, I just wanted to smile," said Daniel Vela, a student at Novi Middle School. "And then one of the violinist said bye to me and I felt so special."

The second and most recent Listen @ The Library free concert featuring Chamber Music Society of Detroit pres-

ident, innovative educator, and celebrated pianist Steve Wogaman on March 4 was also highly acclaimed by a full and engaged audience.

The next free Listen @ the Library concert will be at 3 p.m. on April 1, showcasing Juilliard's acclaimed flutist, Carol Wincenc, teaming with principle New York Philharmonic harpist, Nancy Allen.

The series culminates at 3 p.m. on May 20 with an inter-generational family concert at Novi High School featuring Windscape, one of the nation's foremost wind quintets. The concert titled "A Floating World: Japan and the Impressionists" showcases the atmospheric music of Debussy, Takemitsu, and others, accompanied by slides of Japanese and French visual art.

Tickets for the are \$10 for adults, \$5 for children, and \$25 for families. Tickets may be purchased by contacting the Chamber Music Society



Members of the Shanghai Quartet entertained the crowd of more than 200 people on Feb. 5 at the Novi Public Library during the first ever Listen @ The Library concert series.

of Detroit at (248) 855-6070 or www.comehearcmsd.org/family.

Prior to the family concert, a free Instru-

ment Petting Zoo will be offered at the Novi Public Library from 1:30 p.m.-2:30 p.m. The Petting Zoo will give people the oppor-

tunity to touch, learn and try out a variety of musical instruments before the family concert.

The Novi Public Library

is located at 45255 W. 10 Mile Road, Novi. For more information on the concert series, visit www.novilibrary.org.

continues to be involved in the facility and support The Manor's many events. A coffee maker, donated by Cindy in memory of her mother, is in the lobby and is used daily by residents, families and staff. The C wing unit was dedicated in memory of Mrs. Webber.

ing, and the U.S. Sigma America Corporation. ThyssenKrupp Bilstein of America, Toyoda Gosei N.A., Toyota Motor Engineering & Manufacturing and Yazaki North America, Inc. Call (248) 844-4100 for more information and registration details.



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Business owner looks to highlight accomplishments of women

Winner to receive \$500 award, recognition at reception

By Nathan Mueller
Staff Writer

Veronica Murff has always been focused on making a difference in the lives of others.

But when it comes to doing that in Novi, where she has owned a State Farm Insurance agency for the last 20 years, she believes her impact is lacking.

She aims to change that by making Novi community service her focus, starting with an essay contest to recognize an influential Novi woman.

"I am blessed and I believe God wants me to help make a difference outside of my job," she said. "I just want to help women, raise them up, and recognize them."

Murff lost her husband to a heart attack in late 2010, and the experience gave her a new perspective on life. On top of the essay contest, Murff also is organizing a series of programs to help people

ESSAY CONTEST DETAILS

Submit a double spaced typed document, no more than 250 words in length. On a separate sheet, include contact information for the person being nominated (name, address, phone number, age) and contact information for person submitting the nomination (name, address, phone number, relation to the person being nominated).

Deadline for submissions is 5 p.m. April 30.

Submit via e-mail at veronica@veronicamurff.net or mail to:
Essay Contest
c/o State Farm Insurance
24360 Novi Road, Suite C
Novi, MI 48375

plan for the unexpected in life and she is searching for a local charity to support for the next 10 years.

"This is the fun stuff, and I'd rather do it in the community I work," she said.

The focus of the essay contest, which started March 1, is to highlight Novi women who made a positive impact in a person's life or the lives of others. A woman can nominate herself or others in the 250 word piece, and a panel of judges will select the winner.

The winner, selected by judges Julie Farkas, Linda Daly, Susie Gatt and Murff, will receive \$500 and be announced at a reception honoring all nominees at 7 p.m. May 8 at the Novi Public Library. JoAnne Purtan will emcee the event.

"I'm hoping women will take the opportunity to recognize other women who have helped them out or helped others," Murff said. "I want other people to feel good."

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

OAKLAND COUNTY BUSINESS WORKSHOPS

Business owners and entrepreneurs

Board & Administrator

FOR BOARD MEMBERS

February 2012 Vol. 28, No. 6

Editor: Jeff Stratton

Who manages when things get tough? A lesson in crisis thinking

Sooner or later your nonprofit will probably find itself in the middle of a crisis. Maybe you will lose important government funding, the organization's building will be damaged by fire, or you will lose key employees — all at once.

This is when the temptation for board members to step in and take immediate action will be strong.

But a crisis should never change the way the board operates and it's not the time to make new policies. A crisis is the time to fall back on the policies you already have and let them work.

That includes leaving the management of a crisis to your administrator.

The executive director was hired to manage your organization at all times, not just when things are going well. It doesn't make sense for a board to pull that responsibility away suddenly.

Let's add another factor into the mix: What if the executive director is the one responsible for the current crisis due to a mistake?

The board's response should remain the same. All nonprofits will face a crisis at some point. Executive directors sometimes make a mistake that causes a crisis and board members often contribute to these mistakes by making a poor decision for the organization. No executive director or board is 100 percent perfect in their decision-making.

A mistake is really just another problem or issue for the board to work through. If the board caused the problem, the board should fix it. If the executive director caused the problem, the board has a responsibility to tell him about it.

The full board should ask its executive to correct the mistake or even offer to help him fix it. But the board won't solve much by taking management of the crisis out of the executive director's hands.

For more on boards and crisis thinking, see "Bad financial news increases board worry," on page 2. ■

How to state results of vote to board

The board chair serves as the presiding officer for board meetings. After the vote has been taken, it's the chair's responsibility to state the results of the vote. Here's how to do this for a voice vote, according to Parliamentarian Jim Slaughter in

"Preside Like a Pro!":

"The ayes have it and the motion is adopted [or 'carried']." Or, "The noes have it and the motion is lost."

For information, www.jimslaughter.com. ■

Bad financial news increases board worry

When the combination of organizational funding cuts and poor financial performance in a program hits an organization, the board can start to wonder what's going on. That's natural. Here's a story about how one Iowa board worked through the issue using good communication with its executive director.

When it became apparent their organization would have to make program cutbacks, the information needs of board members increased. In addition, the board wanted input on how and where the cuts were being made.

The administrator heard a concern from his board, validated it, and provided consolidated financials for them to review. The reports included: detailed information about one program suffering a substantial monthly loss; an updated and

also projected cash flow statement; and the trend analysis for each program that included revenue, expense and profit/loss for each program going back five years.

Then, he reminded the board of what action the organization had already taken to address the issues.

By scheduling an additional board meeting to focus on the organization's finances, the board and administrator were able to discuss detailed information about the nonprofit's financial status.

The board's responsibility is to monitor the organization's finances. Through increased communication and an extra board meeting, the board was able to see that its staff had the financial problems under control, and a plan to work through them. ■

Lessons to learn if transitioning to a fundraising board

If your board decides it wants to become an active fundraising board, or improve its fundraising abilities, prepare to make changes such as the following:

- **All board members must make a personal contribution to the organization.** There should be no exceptions to this rule. Ask that all board members make what is a meaningful contribution for them and that your organization be among their top three charitable gifts.

- **Target board recruitment.** The board will need to find members with robust personal networks of friends, acquaintances and business associates that can bring in money.

- **Train board members in fundraising.** Plan for this investment in training when the board

approves the annual budget. This is necessary, because the switch to a fundraising board generally results in some board members leaving. Expect that the board will have more of a challenge recruiting new members once it clearly states its fundraising expectations.

- **Commit to fundraising activities.** For instance, if the organization conducts a direct mail fundraising campaign, board members can help by sharing names for the mailing.

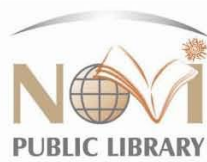
- **Assign different roles for board members.** Not all board members will be "askers." If a board member doesn't have a well-developed network, help her find other ways to help. Maybe her area of fundraising expertise is contact with a potential foundation. ■

Recruiting key to effective fundraising

If your organization is a well-kept secret, you won't raise much money. Recruit board members with backgrounds in public relations, marketing and advertising. They can awaken your

community to the importance of your work and get you on the front page.

From "Boards that Love Fundraising," *www.josseybass.com*. ■



Library Board Calendar

2012

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

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