

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, August 15, 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
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6. Presentation
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 - B. Recognition of Kelly Kolchuk, Head of Information Services – 10 years of service at NPL
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 - 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

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17. Adjourn

Consent Agenda:

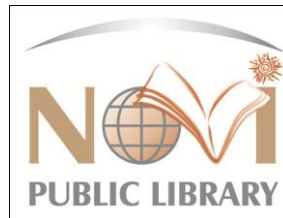
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Supplemental Information

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Future Events:

- Historical Commission Regular Meeting – Wednesday, August 22nd at 1:00pm, Novi Public Library
- Strategic Planning Committee Meeting – Saturday, August 25th (9:00am – 2:00pm), Novi Public Library
- Friends of Novi Library Regular Meeting – Wednesday, September 12th at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – Wednesday, September 19th at 7:00pm, Novi Civic Center
- Fall for Novi – Saturday, September 22nd (11am – 2pm), Novi Civic Center
- Historical Commission Regular Meeting – September 26th at 2:00pm, Novi Public Library
- Community Ready Author Event – Wednesday, November 14th at 7:00pm, Novi Public Library
- Light up the Night – Friday, November 30th (6-9pm), Novi Public Library & Novi Civic Center
- Friends Holiday Gala – Friday, December 7th (7-9pm), Novi Public Library
- Book It Fundraising Event – Friday, April 26, 2013 (7-10pm), Novi Public Library



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

<http://www.novilibrary.org>

| Warrant 497 | | August 2012 | |
|--|------------------------------|-----------------------|----------------------|
| Payable to | Invoice # | Account number | Account total |
| Global Office Solutions | 12-13 fy | 268-000.00-727.000 | \$ 715.05 |
| 1&1 Internet, Inc. | 12-13 fy | 268-000.00-734.000 | \$ 29.97 |
| CDW-G | | 268-000.00-734.000 | \$ 1,123.13 |
| Merit Network | 11-12 fy | 268-000.00-734.000 | \$ 9,030.55 |
| Thalner Electronic Laboratories | 11-12 fy | 268-000.00-734.000 | \$ 540.00 |
| VidCom Solutions, Inc. | 12-13 fy | 268-000.00-734.000 | \$ 164.85 |
| Amazon.com | | 268-000.00-734.500 | \$ 64.04 |
| CDW-G | | 268-000.00-734.500 | \$ 3,111.13 |
| Computype | | 268-000.00-734.500 | \$ 2,006.24 |
| Suntel Services | | 268-000.00-734.500 | \$ 1,075.01 |
| Gordon Food Service | | 268-000.00-740.000 | \$ 1.39 |
| Rainbow Printing | 12-13 fy | 268-000.00-740.000 | \$ 1,280.00 |
| Sentry Supply | | 268-000.00-740.000 | \$ 576.57 |
| Showcases | | 268-000.00-740.000 | \$ 80.35 |
| LL Bean | | 268-000.00-741.000 | \$ 79.90 |
| Lands' End | | 268-000.00-741.000 | \$ 94.95 |
| Amazon.com | | 268-000.00-742.000 | \$ 437.95 |
| Barnes & Noble | | 268-000.00-742.000 | \$ 7,587.37 |
| Brodart | | 268-000.00-742.000 | \$ 7,763.70 |
| Cengage Learning | | 268-000.00-742.000 | \$ 252.00 |
| Center Point Large Print | | 268-000.00-742.000 | \$ 148.59 |
| Gale | | 268-000.00-742.000 | \$ 822.08 |
| Tsai Fong Books, Inc. | | 268-000.00-742.000 | \$ 405.82 |
| Berkley Public Library | | 268-000.00-742.666 | \$ 16.95 |
| Brighton District Library | | 268-000.00-742.666 | \$ 19.00 |
| Genesee District Library | | 268-000.00-742.666 | \$ 30.00 |
| Livonia Public Library | | 268-000.00-742.666 | \$ 35.90 |
| Northville District Library | | 268-000.00-742.666 | \$ 48.00 |
| Salem-South Lyon District Library | | 268-000.00-742.666 | \$ 14.94 |
| Walled Lake City Library | | 268-000.00-742.666 | \$ 13.75 |
| Barnes & Noble | | 268-000.00-744.000 | \$ 876.61 |
| Library Ideas, LLC | 12-13 fy | 268-000.00-744.000 | \$ 10,500.00 |
| OverDrive | 12-13 fy | 268-000.00-744.000 | \$ 1,658.24 |
| Amazon.com | | 268-000.00-745.200 | \$ 89.26 |
| Barnes & Noble | | 268-000.00-745.200 | \$ 503.84 |
| Midwest Tape | | 268-000.00-745.200 | \$ 1,456.33 |
| Brainfuse, Inc. | 8/1/12-7/31/13 | 268-000.00-745.300 | \$ 12,500.00 |
| Gale | | 268-000.00-745.300 | \$ 300.00 |
| The Library Network | 7/1/12-6/30/13 | 268-000.00-745.300 | \$ 2,937.18 |
| Bright House Networks | | 268-000.00-801.925 | \$ 166.54 |
| Foster Swift Collins & Smith | 11-12 fy | 268-000.00-806.000 | \$ 589.00 |
| Johnson, Rosati, Schultz & Joppich, P.C. | 11-12 fy | 268-000.00-806.000 | \$ 100.00 |
| Michigan Library Association | Preston; 1 yr mem; 11-12fy | 268-000.00-809.000 | \$ 170.00 |
| Novi Chamber of Commerce | Farkas; 1 yr 12-13 fy | 268-000.00-809.000 | \$ 95.00 |
| Novi Rotary | Farkas; 7/1-9/30/12; 12-13fy | 268-000.00-809.000 | \$ 154.00 |

| Warrant 497 | | August 2012 | |
|---|----------------------------|-----------------------|----------------------|
| Payable to | Invoice # | Account number | Account total |
| DuAll Cleaning, Inc. | 11-12 fy | 268-000.00-817.000 | \$ 3,635.00 |
| The Library Network | mailer;11-12fy | 268-000.00-818.000 | \$ 685.23 |
| AT&T | 7/22-8/21/12; 12-13 fy | 268-000.00-851.000 | \$ 285.39 |
| TelNet Worldwide | 7/15-8/14/12 | 268-000.00-851.000 | \$ 1,338.64 |
| Verizon Wireless | 11-12 fy | 268-000.00-851.000 | \$ 447.58 |
| The Library Network | sh auto;7/1-9/30/12 | 268-000.00-855.000 | \$ 10,178.09 |
| Alex Delvecchio Ent, LLC | | 268-000.00-880.000 | \$ 213.93 |
| AT&T | July 2012; 12-13 fy | 268-000.00-880.000 | \$ 56.22 |
| NovoPrint USA | 76624;12-13fy | 268-000.00-880.000 | \$ 895.00 |
| Patch | Lib Awareness; Sept 2012 | 268-000.00-880.000 | \$ 75.00 |
| Sam's Club | | 268-000.00-880.000 | \$ 35.10 |
| Suzuki Myers & Associates, Ltd. | Eng-Jap Pol P13 | 268-000.00-880.000 | \$ 86.32 |
| Amazon.com | | 268-000.00-880.268 | \$ 63.62 |
| Carpenter, Suzanne | | 268-000.00-880.268 | \$ 113.47 |
| College Scholarship Organizational Services | yth pgm; 9/19/12 | 268-000.00-880.268 | \$ 50.00 |
| Crilley, Mark | youth pgm; 8/15/12 | 268-000.00-880.268 | \$ 150.00 |
| Druschel, Pauline | | 268-000.00-880.268 | \$ 80.00 |
| Esseltine, Megan | | 268-000.00-880.268 | \$ 160.00 |
| Gordon Food Service | | 268-000.00-880.268 | \$ 30.93 |
| Landis, Sheila | Adt pgm 8/1/12 | 268-000.00-880.268 | \$ 300.00 |
| Mutch, Kathleen | | 268-000.00-880.268 | \$ 200.00 |
| Panera Bread Café | Summer Reading prizes | 268-000.00-880.268 | \$ 275.00 |
| Sam's Club | | 268-000.00-880.268 | \$ 80.86 |
| Starbucks Store | Summer Reading prizes | 268-000.00-880.268 | \$ 200.00 |
| The Book Farm | | 268-000.00-880.268 | \$ 27.67 |
| Weeks, Phyllis | | 268-000.00-880.268 | \$ 23.54 |
| Carr's Motorcoach Tours | On the Road;Sep/Oct/Nov | 268-000.00-880.271 | \$ 300.00 |
| Detroit Institute of Arts | On the Road; 11/2/12 | 268-000.00-880.271 | \$ 125.00 |
| English Inn | On the Road; 10/4/12 | 268-000.00-880.271 | \$ 200.00 |
| Holly Management, Inc. | On the Road; 9/11/12 | 268-000.00-880.271 | \$ 250.00 |
| Laocoon, LLC. | On the Road; 11/2/12 | 268-000.00-880.271 | \$ 300.00 |
| Milley, Patricia | On the Road refund 10/4/12 | 268-000.00-880.271 | \$ 71.00 |
| Konica Minolta | | 268-000.00-900.000 | \$ 997.37 |
| Consumers Energy | 6/13-7/12/12;11-12 fy | 268-000.00-921.000 | \$ 134.38 |
| AT&T | 7/13-8/12/12; 12-13 fy | 268-000.00-922.000 | \$ 39.00 |
| DTE Energy | 5/24-6/21/12 | 268-000.00-922.000 | \$ 8,500.43 |
| City of Novi | 3/14-6/14/12;11-12fy | 268-000.00-923.000 | \$ 1,263.38 |
| Allied Waste | | 268-000.00-934.000 | \$ 157.92 |
| Balfrey & Johnston, Inc. | 11-12 fy | 268-000.00-934.000 | \$ 538.99 |
| Cintas | | 268-000.00-934.000 | \$ 861.82 |
| Dalton Commercial Cleaning Corp | 12-13 fy | 268-000.00-934.000 | \$ 1,720.00 |
| Home Depot | | 268-000.00-934.000 | \$ 101.57 |
| Orkin | 12-13 fy | 268-000.00-934.000 | \$ 53.00 |
| S. A. Comunale, Co, Inc. | 11-12 fy | 268-000.00-934.000 | \$ 300.00 |

| Warrant 497 | | August 2012 | |
|-----------------------------------|-------------------------------------|-----------------------|----------------------|
| Payable to | Invoice # | Account number | Account total |
| Schindler | 12-13 fy | 268-000.00-934.000 | \$ 1,027.92 |
| Touch of Tropics, Inc. | June; 11-12 fy | 268-000.00-934.000 | \$ 50.00 |
| Brien's Services, Inc. | | 268-000.00-941.000 | \$ 772.10 |
| C & J Parking Lot Sweeping, Inc. | July | 268-000.00-941.000 | \$ 55.00 |
| Home Depot | | 268-000.00-941.000 | \$ 47.97 |
| Michigan Automatic Sprinkler Inc. | 12-13 fy | 268-000.00-941.000 | \$ 315.66 |
| Konica Minolta Premier Finance | | 268-000.00-942.000 | \$ 1,049.96 |
| Corrigan Record Storage | | 268-000.00-942.100 | \$ 15.50 |
| Farmington Community Library | MEM Steer Comm 7/27/12 | 268-000.00-956.000 | \$ 10.00 |
| Lakeland Library Cooperative | Bauss; 9/7/12; cancelled 7/30/12 | 268-000.00-956.000 | \$ - |
| Lang, Elizabeth | Genealogy Sem;12-13 fy | 268-000.00-956.000 | \$ 69.38 |
| Skillpath Seminars | Rutkowski 9/17/12 | 268-000.00-956.000 | \$ 199.00 |
| Petty Cash | | | \$ 79.24 |
| | | | |
| TOTAL | | | \$108,957.36 |



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

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

Scott Teasdale, Secretary
Larry Kilgore, Board Member

Student Representatives

Jessica Mathew
Torry Yu

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Civic Center, Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President, at 7:02 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A request to add under Item #16, Matters for Board Action, a. December 19, 2012 Regular Board Meeting.

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

1st – Larry Czekaj
2nd – David Margolis

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the July 18, 2012 Consent Agenda as presented.

1st – David Margolis
2nd – Larry Czekaj

The motion was passed unanimously.

5. Correspondence

a. Thank You letter from Carol Ann Donnelly

A thank you note was received recognizing the Novi Public Library in the collection of donated clothing that was brought in by the community to the Library, sorted, and then provided to the Holy Family Community Clothes Closet. This was a huge effort completed by the TAB team, volunteers, and staff.

6. Presentation

Recognition of International Story Time Volunteers

The Library is thankful to have 16 devoted International Story Time volunteers who provide stories to our youth in 8 languages. The Library Board thanked those who attended with a certificate of appreciation. Attending and receiving their certificate were:

Naoko Maebayashi (Japanese)
Visa Kannan (Tamil)
Sapna Pandey (Hindi)
Latha Ramasami (Tamil)

Not in attendance:

Junko Yoshida (Japanese)
Keiko Otaka (Japanese)
Lidia Madrigal (Spanish)
Mei-Ying (Beverly) Sheng (Chinese)
Mei-Chieh (Maggie) Chen (Chinese)
Priya Iyer (Hindi)
Sharon Lu (Chinese)
Shubhangi Dabak (Marathi/German)
Shuyuan (Sharon) Yang (Chinese)
Takako Shibata (Japanese)

Sonia Gutierrez (Spanish)
Cornia Otanez (Spanish)

7. Public Comment

There was no public comment.

8. President's Report

a. Library Goals 2012-2013

The Library Goals 2011-2012 report is provided on pages 25-27 of the July 18, 2012 Library Board Packet.

- To promote the Museum Adventure Pass (MAP) and the Park & Read Pass. The Museum Adventure Pass can be reserved on-line, where the Park & Read is still obtained only in the Library.
- Multiple Focus Groups were held for various community groups, teens, and staff in June and July. Julie Farkas is still looking for more participation from the community. The next Focus Group meeting will be held on Wednesday, July 25, 7 p.m. at the Library.
- A presentation of the business resources available at the Library will be presented to the Novi Chamber of Commerce on July 24, 2012.
- The Library staff will be offered Microsoft Office 2010 training in the fall.

9. Treasurer's Report

a. Library Budget 2011-2012

The 2012-2013 Budget dated February 15, 2012 is included in the Library Board Packet on pages 28-29.

b. Library Financials and Walker Fund, June 30, 2012

There were no financials provided for this Library Board Meeting, but are expected to be received by August 10 for the August 15, 2012 Regular Board Meeting. The figures that will be provided will be the "unaudited" preliminary June 30, 2012 financials.

Note: \$15,000 was added to the 2012-2013 fiscal year budget for landscape improvements.

Due to the decline in tax revenue, the Library did have to utilize funds from its fund balance in the 2011-2012 fiscal year, but until the final figures are provided, the actual amount is now known.

c. Library Café Revenue Report – due 15th of the Month

In June, the Café revenue reported \$393.45, the lowest amount received to date. June is typically the slowest month for purchases.

10. Director's Report

A detailed report from Director, Julie Farkas, is provided on pages 30-31 of the July 18, 2012 Library Board Packet.

Library Board Goal Setting 2012-2013

The Library Board Goals for 2012-2013, that were discussed at the Goal Setting Session on June 25, 2012, were read by President Mark Sturing as a review for the Board.

Goal #1: Marketing/Relationship Building/Outreach

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.

Goal #2: Services, Collections/Programs/Technology

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

Goal #3: Staff Development

Provide a well-trained, appropriately compensated staff that is engaged in the Novi community and within the library profession.

Goal #4: Financial for Operations

Balance the needs of the community with fiscal responsibility.

Goal #5: Fundraising

Create fundraising opportunities for our community to continue to grow the Library's services, collections, programs, and technology.

Goal #6: Board Engagement

The Library Board shall be active & engaged and represent the Library in Novi and the greater library community.

Goal #7: Policies and Planning

Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

Board member Larry Czekaj recommended Goal #5 read: Create fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.

A motion was made to adopt all the recommended goals with Goal #5 to read: Create fundraising opportunities for our community to support the growth of the Library's services, collections, programs and technology.

1st – Larry Czekaj
2nd – David Margolis

The motion was passed unanimously.

The seven (7) goals for 2012-2013 have been adopted.

Precinct #16 at Novi Public Library

The Novi Public Library will now host Precinct#16 starting with the August 7, 2012 Primary Election. A Special Election is slated to be held on Wednesday, September 5, and the General Election on Tuesday, November 6.

Strategic Planning Committee

There have been seven (7) meetings held to date with the next one scheduled for July 25, 2012 at the Library.

Staff Luncheon

A thank you to the Board for their generosity in providing the staff with the \$2,000 Library of the Year award, with a majority of the funds shared amongst the Library staff, and the remainder of the funds to be used for a staff luncheon. The luncheon was celebrated in June.

MLA 2012 Annual Conference

The 2012 MLA Annual Conference will be held in Dearborn this year at the Hyatt Regency Dearborn, November 7-9. If any Board members are interested in attending, please contact Julie.

One the Road with NPL

Three (3) education based programs have been created and provided to the community starting in September and running through November. The trips are for those age 18 years or older and will be hosted by Margi Karp-Opperer and Kathy Crawford.

- Patriot Day in Historic Holly, Tuesday, September 11, 2012
- Experience Your Capitol – Lansing, October 4, 2012
- A Day in Detroit, November 2, 2012

Each attendee must complete an application and sign a waiver. Each trip, if filled, will raise approximately \$1,000 for Adult Programming.

There were over 1,500 participants enrolled in this year's Summer Reading Program and 100 very helpful teen volunteers.

On July 20, 2012, the completion of the landscape project, as recommended by the Library's Landscape Committee, will be realized with the addition of mulch to the beds. The property in front of the parking lot saw new sod

added; additional plantings were added to the beds, and replacement of trees on the berm.

a. Public Services Report

Report is provided on page 32 of the July 18, 2012 Library Board Packet.

b. Building Operations Report

Report is provided on page 33 of the July 18, 2012 Library Board Packet.

c. Library Usage Statistics – May 2012

The June statistics are located on pages 34-36 of the July 18, 2012 Library Board Packet.

- 469 Library cards issued (largest number issued)
- 73,046 items checked out
- Number of items borrowed from TLN – 4,203
- Number of items borrowed from MEL – 100
- Number of items loaned through TLN – 4,975
- Number of items loaned through MEL – 217
- 61.68% of all items checked out were completed on self check stations.
- Daily average of people using the Library was 1,317

The full time facilities assistant is the only new staff person hired; all the others are replacement staff.

The Library Board would like to recognize departing employees at their Board meetings or in the Board minutes.

11. Friends of Novi Library Report

No report was provided as no meeting was held in July.

12. Student Representatives' Report

Report is provided on page 37 of the July 18, 2012 Library Board Packet.

- An Animanga Club meeting was held with 30 in attendance; the largest group to date. The next meeting will be held on Wednesday, July 18, 2012, 7 p.m.
- An orientation was held for new and returning Summer Reading Program volunteers to assist in navigating the Library Summer Reading Program web site and help patrons with issues they may have.

13. Historical Commission Report

The Historical Commission provided their May 23, 2012 Meeting Minutes.

- The June 16, 2012 Heritage Festival was well attended.

- The Historical Commission Fall Program Series:
 - Kathy Crawford, Monday, October 8, 2012, will speak on Historical Novi.
 - Ed Kriewal, Tuesday, December 11, 2012, is a former City of Novi City Manager.

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. The handling of Library reserves and long-term financial planning will be addressed in future discussions and a more definitive policy put in place. Mark suggested that it would be beneficial to have Larry Kilgore provide his notes and information. A board member suggested that the staff develop goals for Library technology and facilities needs, as this will dictate the fund reserves. Identify the needs as to when warranties expire and timelines regarding the replacement of equipment, structural, etc.

d. Fundraising Committee (Sturing, Mena – chair)

There was no report provided. The planning for the April 2013 fundraising event will start the end of July or early August. Julie is looking for new people to be involved.

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

There was no report provided.

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

The initial plan has been completed with additional work in progress with a completion date of July 20, 2012. This concludes the first mandate.

There have been calls from the community regarding the excessive watering of the lawn. The Library has new sod which needs to be watered more than usual to establish a good root system. Great Oaks was contacted and they determined that the watering can now be reduced. The Library's sprinkler system is on a well and does not affect the City's water system. The grass is still not able to be cut.

15. Public Comment

There was no public comment.

16. Matter for Board Action

a. December 19, 2012 Regular Library Board Meeting.

After discussion, it was determined to continue to hold the December 19, 2012 Regular Library Board Meeting as scheduled especially with the Strategic Planning results and the discussion on the 2013-2014 budgets.

Reminder, the November Library Board Meeting has been rescheduled for Wednesday, November 28, 2012, 7 p.m.

The Board questioned the results of the Engage mailing and were the missed areas of the City not receiving the booklet, resolved? The City was to follow-up with the Novi Post Office. Julie has not heard of a resolution to the problem and will follow-up on it.

17. Adjourn

A motion was made to adjourn the meeting at 7:55 p.m.

1st – Larry Czekaj

2nd – Willy Mena

The motion was passed unanimously.

Mark Sturing, President

Date

Email received on 8/7/2012 by patrons: Sabina and Shiva Seshadri

Hello Ms Julie,

My name is Sabina and I am the happiest Mom in Novi today, thanks to your Summer Reading Program. My son Neel Seshadri a first grader completed 5255 minutes of Reading. Neel was a child who would not sit for ten minutes in one place. We had different names like Spiderman, Superman etc because he was always on the go. When I came to enroll my daughter who is an Avid Reader, Neel asked me to enroll him. Instantly he asked me how many hours is 5000 minutes and I told him it was about 83 hours. His reply shocked me, he said "Mom, that's my goal for this Program". I did raise my eyebrows and glance at my husband and daughter who smiled back. To all our surprise since that magical day, he has been reading books after books. I would carefully add up his hours in his Reading log. Every time I logged in he had one question quote "Could you deduct it from 5000 and tell me how many more minutes I need to read? As parents we recovered from our initial shock and realized that Neel was really serious. So we encouraged him wholeheartedly with lots of incentives like Toys for every thousand minutes. He reached his goal of 5000 minutes and we had a huge family celebration. Thrilled with this he read another 255 minutes. Today we are the happiest parents in Novi and we are eternally grateful to the Board and staff of the Novi library for changing our little busybody Spiderman into an Avid Reader. Three Cheers for the Summer Reading program!!!

Regards

Sabina and Shiva Seshadri

| 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 | 2,239,000.00 |
| 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 | 2,453,780.00 |
| | | | | | |
| | | 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 |
| 942.100 | Records storage | 62.00 | 62.00 | 200.00 | 200.00 |
| 942.000 | Office Equipment Lease | 13,356.00 | 16,375.00 | 13,500.00 | 13,500.00 |
| 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 | -270,120.00 |
| | 1 time staff pymt (11/12) | | | -22,500.00 | |
| | Landscape Improvements | | | -10,000.00 | -15,000.00 |
| | TOTAL Fund Balance | | | -180,532.00 | -285,120.00 |

Email from Marina Neumaier (8/9/2012)

Julie – as promised, attached are the financial statements and investment report for the Library Fund for the fiscal year ended June 30, 2012, **updated as of August 8th**. Included with your June 30th financial packet, you will find a new addition to our portfolio of investment reports. The **Library Fund Investment Portfolio** summarizes investments of the Library Fund by sector as well as provides additional information regarding market values including the yield to maturity for each investment as of June 30th.

A summary of the **Library Fund financial results** for the fiscal year ended June 30, 2012 are as follows:

| | <u>Original Budget</u> | <u>Amended Budget</u> | <u>Actual</u> | <u>Variance w/Amended Budget</u> | <u>% of budget used</u> |
|--|----------------------------|---------------------------|------------------|--|-----------------------------|
| Revenues | \$ 2,413,450 | \$ 2,354,850 | \$ 2,514,001 | \$ 159,151 | 106.8% |
| Expenditures | <u>2,695,985</u> | <u>2,695,985</u> | <u>2,643,772</u> | <u>52,213</u> | 98.1% |
| Net Change in Fund Balance | (282,535) | (341,135) | (129,771) | 211,364 | |
| Fund Balance - beginning | <u>2,441,937</u> | <u>2,441,937</u> | <u>2,441,937</u> | - | |
| Fund Balance - ending | \$ 2,159,402 | \$ 2,100,802 | \$ 2,312,166 | \$ 211,364 | |
| Fund balance as % of actual expenditures | | | 87% | | |

- Ending fund balance for the Library Fund as of June 30, 2012 **represents 87% of actual expenditures**.
- **Revenues:** In total, **revenues outperformed amended budget estimates for the year by \$159,151 or 6.8%**, primarily a result of the following:
 - Interest income outperformed estimates by \$84,714 driven primarily by the recognition of unrealized investment gains of \$51,093 based on the increase in the fair value of the State of Michigan bond holdings at June 30th. Primary contributing factors to their appreciation include a decrease in overall yields at June 30th causing bond prices to increase, continued strength of Michigan's balance sheet (currently rated Aa2/AA-), limited supply of Michigan bonds and continued demand for high quality investments. **GASB Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools**, requires Governmental entities to report investments at fair value. All investment income, including changes in the fair value of investments, should be reported as revenue in the operating statement.
 - Property tax revenue exceeded budget by \$16,304 reflecting the recent Tax Tribunal settlements.
- **Expenditures:** Actual expenditures as of June 30, 2012 were **under budget by \$52,213 or 1.9%**.

My Team is currently working on closing the books for July 2012. We will forward the July financial reports to you this Friday as well as the final June report for the Walker Fund. I look forward to attending the August 15th Board meeting. As always, it is a pleasure working with you!

**CITY OF NOVI - LIBRARY FUND
BALANCE SHEET - JUNE 30, 2012 (UNAUDITED)**

As of August 8, 2012

| GL Number | Description | 06/30/2012 |
|-----------------------------|------------------------------------|------------------------|
| Fund 268 - LIBRARY FUND 268 | | |
| *** Assets *** | | |
| 268-000.00-003.000 | Cash and cash equivalents | \$ 2,573,085.70 |
| 268-000.00-018.000 | Cash on hand | 500.00 |
| 268-000.00-040.400 | Prepaid expenditures | 2,500.00 |
| | Total Assets | <u>\$ 2,576,085.70</u> |
| *** Liabilities *** | | |
| 268-000.00-202.000 | Accounts payable | \$ 83,844.56 |
| 268-000.00-215.200 | Unemployment insurance liability | 3,916.80 |
| 268-000.00-232.000 | Employees pension payable | 2,120.00 |
| 268-000.00-257.000 | Accrued wages payable | 39,043.24 |
| 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>263,919.60</u> |
| *** Fund Balance *** | | |
| 268-000.00-390.000 | Beginning Fund Balance | 2,441,937.45 |
| | Net of Revenues VS Expenditures | <u>(129,771.35)</u> |
| | Ending Fund Balance | <u>2,312,166.10</u> |
| | Total Liabilities And Fund Balance | <u>\$ 2,576,085.70</u> |

*The information above reflects the June 30th amounts updated as of August 8, 2012. Based on the modified accrual basis (60-day rule) of financial reporting, additional entries may be posted for invoices received after August 8, 2012 for goods and services rendered prior to June 30th.

08/08/2012

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 06/30/2012
 % Fiscal Year Completed: 100.00

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2011 | 2011-12 ORIGINAL BUDGET | 2011-12 AMENDED BUDGET | END BALANCE 06/30/2012 | % BDGT USED |
|-----------------------------|---------------------------------------|---------------------------|-------------------------------|------------------------------|---------------------------|----------------|
| Fund 268 - LIBRARY FUND 268 | | | | | | |
| Revenues | | | | | | |
| PROPERTY TAX REVENUE | | | | | | |
| 268-000.00-403.000 | Property tax revenue | 2,358,422.49 | 2,234,000.00 | 2,175,400.00 | 2,191,703.70 | 100.75 |
| PROPERTY TAX REVENUE | | 2,358,422.49 | 2,234,000.00 | 2,175,400.00 | 2,191,703.70 | 100.75 |
| STATE SOURCES | | | | | | |
| 268-000.00-567.000 | State aid | 25,465.76 | 20,000.00 | 20,000.00 | 22,266.68 | 111.33 |
| STATE SOURCES | | 25,465.76 | 20,000.00 | 20,000.00 | 22,266.68 | 111.33 |
| FINES AND FORFEITURES | | | | | | |
| 268-000.00-657.000 | Library book fines | 54,889.38 | 44,100.00 | 44,100.00 | 67,906.15 | 153.98 |
| 268-000.00-658.000 | State penal fines | 66,908.28 | 63,500.00 | 63,500.00 | 64,306.05 | 101.27 |
| FINES AND FORFEITURES | | 121,797.66 | 107,600.00 | 107,600.00 | 132,212.20 | 122.87 |
| INTEREST INCOME | | | | | | |
| 268-000.00-664.000 | Interest on investments | 31,723.53 | 14,000.00 | 14,000.00 | 98,713.87 | 705.10 |
| INTEREST INCOME | | 31,723.53 | 14,000.00 | 14,000.00 | 98,713.87 | 705.10 |
| OTHER REVENUE | | | | | | |
| 268-000.00-665.000 | Miscellaneous income | 13,822.54 | 9,000.00 | 9,000.00 | 22,622.27 | 251.36 |
| 268-000.00-665.100 | Copier | 2,462.88 | 2,000.00 | 2,000.00 | 2,670.73 | 133.54 |
| 268-000.00-665.200 | Electronic media (previously VHS) | 5,034.58 | 7,500.00 | 7,500.00 | 2,374.71 | 31.66 |
| 268-000.00-665.266 | Summer reading t-shirt sales | 145.00 | 0.00 | 0.00 | 130.00 | 100.00 |
| 268-000.00-665.290 | Library fund raising revenue | 835.00 | 0.00 | 0.00 | 590.00 | 100.00 |
| 268-000.00-665.300 | Meeting room | 11,770.00 | 6,500.00 | 6,500.00 | 18,514.00 | 284.83 |
| 268-000.00-665.404 | Novi Township assessment | 6,822.00 | 6,350.00 | 6,350.00 | 6,128.00 | 96.50 |
| 268-000.00-665.650 | Library Cafe | 5,923.75 | 4,500.00 | 4,500.00 | 5,762.07 | 128.05 |
| OTHER REVENUE | | 46,815.75 | 35,850.00 | 35,850.00 | 58,791.78 | 163.99 |
| DONATIONS | | | | | | |
| 268-000.00-665.267 | Library Programming - Book It | 12,663.60 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-665.400 | Gifts and donations | 16,282.77 | 2,000.00 | 2,000.00 | 10,312.71 | 515.64 |
| DONATIONS | | 28,946.37 | 2,000.00 | 2,000.00 | 10,312.71 | 515.64 |
| TOTAL Revenues | | 2,613,171.56 | 2,413,450.00 | 2,354,850.00 | 2,514,000.94 | 100.68 |
| Expenditures | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 268-000.00-704.000 | Permanent salaries | 860,005.65 | 870,000.00 | 870,000.00 | 864,953.27 | 99.42 |
| 268-000.00-705.000 | Temporary salaries | 520,388.22 | 539,000.00 | 539,000.00 | 565,707.57 | 104.96 |
| 268-000.00-715.000 | Social security | 103,577.16 | 108,000.00 | 108,000.00 | 105,904.68 | 98.06 |
| 268-000.00-716.000 | Insurance | 154,168.88 | 184,000.00 | 184,000.00 | 152,960.80 | 83.13 |
| 268-000.00-716.200 | HSA - employer contribution | 3,750.00 | 7,200.00 | 7,200.00 | 7,200.00 | 100.00 |
| 268-000.00-718.000 | Pension-DB (closed plans) | 30,828.00 | 26,000.00 | 26,000.00 | 25,440.00 | 97.85 |
| 268-000.00-718.050 | Pension - additional contributions DB | 150,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-718.200 | Pension - defined contribution | 16,561.06 | 18,000.00 | 18,000.00 | 20,134.60 | 111.86 |
| 268-000.00-719.000 | Unemployment insurance | 13,338.37 | 10,000.00 | 10,000.00 | 3,916.80 | 39.17 |
| 268-000.00-720.000 | Workers compensation | 1,990.70 | 2,250.00 | 2,250.00 | 3,572.72 | 158.79 |
| PERSONNEL SERVICES | | 1,854,608.04 | 1,764,450.00 | 1,764,450.00 | 1,749,790.44 | 99.17 |

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2011 | 2011-12 ORIGINAL BUDGET | 2011-12 AMENDED BUDGET | END BALANCE 06/30/2012 | % BDGT USED |
|---|---|---------------------------|-------------------------------|------------------------------|---------------------------|----------------|
| SUPPLIES | | | | | | |
| 268-000.00-727.000 | Office supplies | 15,791.20 | 25,000.00 | 25,000.00 | 16,311.54 | 65.25 |
| 268-000.00-728.000 | Postage | 1,150.05 | 2,100.00 | 2,100.00 | 1,331.16 | 63.39 |
| 268-000.00-734.000 | Computer supplies, software & licensing | 66,058.98 | 87,000.00 | 87,000.00 | 65,230.82 | 74.98 |
| 268-000.00-734.500 | Computer supplies/equipment | 9,544.24 | 15,000.00 | 15,000.00 | 12,485.73 | 83.24 |
| 268-000.00-740.000 | Operating supplies | 23,203.69 | 24,500.00 | 24,500.00 | 20,058.07 | 81.87 |
| 268-000.00-740.200 | Desks, chairs, file cabinets, etc | 4,163.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-741.000 | Uniforms | 520.50 | 300.00 | 300.00 | 44.90 | 14.97 |
| 268-000.00-742.000 | Library books | 180,593.07 | 200,000.00 | 200,000.00 | 199,017.17 | 99.51 |
| 268-000.00-743.000 | Library periodicals | 12,764.04 | 16,000.00 | 16,000.00 | 12,732.39 | 79.58 |
| 268-000.00-744.000 | Audio visual materials | 47,671.45 | 52,100.00 | 52,100.00 | 56,460.66 | 108.37 |
| 268-000.00-745.200 | Electronic media | 42,990.91 | 38,200.00 | 38,200.00 | 37,227.41 | 97.45 |
| 268-000.00-745.300 | Electronic resources (CD rom materials) | 41,427.28 | 43,500.00 | 43,500.00 | 39,129.59 | 89.95 |
| SUPPLIES | | 445,878.41 | 503,700.00 | 503,700.00 | 460,029.44 | 91.33 |
| OTHER SERVICES AND CHARGES | | | | | | |
| 268-000.00-801.925 | Public information (cable, etc) | 0.00 | 0.00 | 0.00 | 997.49 | 100.00 |
| 268-000.00-802.100 | Bank services | 2,046.76 | 1,000.00 | 1,000.00 | 2,851.96 | 285.20 |
| 268-000.00-803.000 | Independent audit | 670.00 | 900.00 | 900.00 | 670.00 | 74.44 |
| 268-000.00-804.000 | Medical service | 1,204.70 | 500.00 | 500.00 | 539.00 | 107.80 |
| 268-000.00-806.000 | Legal fees | 5,489.46 | 2,000.00 | 2,000.00 | 977.00 | 48.85 |
| 268-000.00-809.000 | Memberships and dues | 4,483.00 | 6,300.00 | 6,300.00 | 5,690.10 | 90.32 |
| 268-000.00-816.000 | Professional services | 3,970.00 | 5,000.00 | 5,000.00 | 1,660.00 | 33.20 |
| 268-000.00-817.000 | Custodial services | 33,000.00 | 45,000.00 | 45,000.00 | 44,459.25 | 98.80 |
| 268-000.00-818.000 | TLN Central Services | 3,000.00 | 16,000.00 | 16,000.00 | 5,401.32 | 33.76 |
| 268-000.00-851.000 | Telephone | 14,763.95 | 16,500.00 | 16,500.00 | 15,615.63 | 94.64 |
| 268-000.00-855.000 | TLN Automation Services | 53,556.05 | 56,900.00 | 56,900.00 | 53,779.89 | 94.52 |
| 268-000.00-862.000 | Mileage | 618.76 | 800.00 | 800.00 | 515.05 | 64.38 |
| 268-000.00-880.000 | Community promotion | 9,047.40 | 8,000.00 | 8,000.00 | 8,166.46 | 102.08 |
| 268-000.00-880.267 | Library Programming-Book It | 2,405.16 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-880.268 | Library programming | 13,246.05 | 23,000.00 | 23,000.00 | 13,248.56 | 57.60 |
| 268-000.00-900.000 | Printing, graphic design and publishing | 28,749.88 | 13,500.00 | 13,500.00 | 33,618.71 | 249.03 |
| 268-000.00-910.000 | Property & liability insurance | 18,000.00 | 18,000.00 | 18,000.00 | 13,005.00 | 72.25 |
| 268-000.00-921.000 | Heat | 15,190.23 | 16,000.00 | 16,000.00 | 10,040.23 | 62.75 |
| 268-000.00-922.000 | Electricity | 87,180.72 | 80,000.00 | 80,000.00 | 85,403.97 | 106.75 |
| 268-000.00-923.000 | Water and sewer | 6,119.39 | 10,000.00 | 10,000.00 | 4,840.82 | 48.41 |
| 268-000.00-934.000 | Building maintenance | 39,183.63 | 41,000.00 | 41,000.00 | 49,419.26 | 120.53 |
| 268-000.00-935.000 | Vehicle maintenance | 1,753.01 | 3,000.00 | 3,000.00 | 1,743.44 | 58.11 |
| 268-000.00-941.000 | Grounds maintenance | 30,011.49 | 25,000.00 | 25,000.00 | 32,647.63 | 130.59 |
| 268-000.00-942.000 | Office equipment lease | 13,356.24 | 16,375.00 | 16,375.00 | 0.00 | 100.00 |
| 268-000.00-942.100 | Records storage | 62.00 | 60.00 | 60.00 | 0.00 | 0.00 |
| 268-000.00-956.000 | Conferences and workshops | 8,707.26 | 10,500.00 | 10,500.00 | 17,153.09 | 163.36 |
| OTHER SERVICES AND CHARGES | | 395,815.14 | 415,335.00 | 415,335.00 | 415,447.53 | 100.03 |
| TRANSFERS OUT | | | | | | |
| 268-000.00-965.269 | Transfer to Walker Fund | 0.00 | 0.00 | 0.00 | 10,258.44 | 100.00 |
| TRANSFERS OUT | | 0.00 | 0.00 | 0.00 | 10,258.44 | 100.00 |
| CAPITAL OUTLAY | | | | | | |
| 268-000.00-976.000 | Building improvements | 0.00 | 7,500.00 | 7,500.00 | 8,246.44 | 109.95 |
| 268-000.00-990.000 | Furniture | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | 0.00 | 12,500.00 | 12,500.00 | 8,246.44 | 65.97 |
| TOTAL Expenditures | | 2,696,301.59 | 2,695,985.00 | 2,695,985.00 | 2,643,772.29 | 98.06 |
| Fund 268: | | | | | | |
| TOTAL REVENUES | | 2,613,171.56 | 2,413,450.00 | 2,354,850.00 | 2,514,000.94 | 100.68 |
| TOTAL EXPENDITURES | | 2,696,301.59 | 2,695,985.00 | 2,695,987.00 | 2,643,772.29 | 98.06 |
| NET OF REVENUES & EXPENDITURES | | (83,130.03) | (282,535.00) | (341,137.00) | (129,771.35) | |

City of Novi
Investment Portfolio - by Security Sector
Report Format: By Transaction
Group By: Security Sector
Portfolio/Report Group: 268 Library Fund
As of 6/30/2012

| Description | CUSIP/Ticker | Transaction ID | Settlement Date | YTM @ Cost | Face Amount/Shares | Cost Value | Book Value | Market Value | Maturity Date | Days To Maturity | Accrued Interest | % of Portfolio |
|---|--------------|----------------|-----------------|--------------|---------------------|---------------------|---------------------|---------------------|---------------|------------------|------------------|----------------|
| Local Government Investment Pool | | | | | | | | | | | | |
| Oakland County LGIP | LGIP7258 | | 6/1/2012 | 0.756 | 700,447.08 | 700,447.08 | 700,447.08 | 700,447.08 | N/A | 1 | N/A | 27.77 |
| Sub Total / Average | | | | 0.756 | 700,447.08 | 700,447.08 | 700,447.08 | 700,447.08 | | 1 | 0.00 | 27.77 |
| Money Market | | | | | | | | | | | | |
| Chase Bank MM | MM4212 | | 6/30/2011 | 0.200 | 98,616.42 | 98,616.42 | 98,616.42 | 98,616.42 | N/A | 1 | N/A | 3.91 |
| Citizens Bank MM | MM8155 | | 6/30/2011 | 0.150 | 25,880.20 | 25,880.20 | 25,880.20 | 25,880.20 | N/A | 1 | N/A | 1.03 |
| Fifth Third MM | MM8678 | | 6/30/2011 | 0.100 | 375,559.12 | 375,559.12 | 375,559.12 | 375,559.12 | N/A | 1 | N/A | 14.89 |
| Flagstar Bank MM | MM9225 | | 6/30/2011 | 0.250 | 21,489.88 | 21,489.88 | 21,489.88 | 21,489.88 | N/A | 1 | N/A | 0.85 |
| Sub Total / Average | | | | 0.128 | 521,545.62 | 521,545.62 | 521,545.62 | 521,545.62 | | 1 | 0.00 | 20.68 |
| Municipal | | | | | | | | | | | | |
| Michigan State GO Bond 2.85 12/1/2018 | 5946107K7 | 8542 | 10/19/2011 | 2.900 | 1,000,000.00 | 996,780.00 | 1,000,000.00 | 1,053,640.00 | 12/1/2018 | 2345 | 2,295.83 | 39.65 |
| Sub Total / Average | | | | 2.900 | 1,000,000.00 | 996,780.00 | 1,000,000.00 | 1,053,640.00 | | 2345 | 2,295.83 | 39.65 |
| US Agency | | | | | | | | | | | | |
| FHLB Step 6/28/2027-12 | 313379RG6 | 8576 | 6/28/2012 | 3.534 | 300,000.00 | 300,000.00 | 300,000.00 | 297,453.00 | 6/28/2027 | 5476 | 33.33 | 11.90 |
| Sub Total / Average | | | | 3.534 | 300,000.00 | 300,000.00 | 300,000.00 | 297,453.00 | | 5476 | 33.33 | 11.90 |
| Total / Average | | | | 1.807 | 2,521,992.70 | 2,518,772.70 | 2,521,992.70 | 2,573,085.70 | | 1582 | 2,329.16 | 100 |

08/10/2012

CITY OF NOVI -LIBRARY FUND
Balance Sheet - July 31, 2012

PERIOD ENDED
07/31/2012

| GL Number | Description | | |
|-----------------------------|--|----|---------------------|
| Fund 268 - LIBRARY FUND 268 | | | |
| *** Assets *** | | | |
| 268-000.00-003.000 | Cash and cash equivalents | \$ | 2,433,370.60 |
| 268-000.00-018.000 | Cash on hand | | 500.00 |
| 268-000.00-020.000 | Current taxes receivable | | 2,152,842.52 |
| 268-000.00-040.050 | Accounts Receivable BSA | | 5,681.00 |
| 268-000.00-040.400 | Prepaid expenditures | | 2,500.00 |
| | Total Assets | \$ | <u>4,594,894.12</u> |
| *** Liabilities *** | | | |
| 268-000.00-202.000 | Accounts payable | \$ | 45,376.23 |
| 268-000.00-215.200 | Unemployment insurance liability | | 3,916.80 |
| 268-000.00-232.000 | Employees pension payable | | 0.00 |
| 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>184,288.03</u> |
| *** Fund Balance *** | | | |
| 268-000.00-390.000 | Beginning Fund Balance | | 2,441,937.45 |
| | Net of Revenues VS Expenditures - 11-12 | | (129,771.35) |
| | Net of Revenues VS Expenditures - Current Year | | 2,098,439.99 |
| | Ending Fund Balance | | <u>4,410,606.09</u> |
| | Total Liabilities And Fund Balance | \$ | <u>4,594,894.12</u> |

08/10/2012

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
 PERIOD ENDING 07/31/2012
 % Fiscal Year Completed: 8.49

| GL NUMBER | DESCRIPTION | 2012-13 AMENDED BUDGET | END BALANCE 07/31/2012 | UNENCUMBERED BALANCE | % BDGT USED |
|-------------------------------|---------------------------------------|------------------------------|---------------------------|-------------------------|----------------|
| Fund 268 - LIBRARY FUND 268 | | | | | |
| Revenues | | | | | |
| PROPERTY TAX REVENUE | | | | | |
| 268-000.00-403.000 | Property tax revenue | 2,219,000.00 | 2,250,880.15 | (31,880.15) | 101.44 |
| PROPERTY TAX REVENUE | | 2,219,000.00 | 2,250,880.15 | (31,880.15) | 101.44 |
| STATE SOURCES | | | | | |
| 268-000.00-567.000 | State aid | 17,500.00 | 0.00 | 17,500.00 | 0.00 |
| STATE SOURCES | | 17,500.00 | 0.00 | 17,500.00 | 0.00 |
| FINES AND FORFEITURES | | | | | |
| 268-000.00-657.000 | Library book fines | 57,000.00 | 7,237.35 | 49,762.65 | 12.70 |
| 268-000.00-658.000 | State penal fines | 65,500.00 | 0.00 | 65,500.00 | 0.00 |
| FINES AND FORFEITURES | | 122,500.00 | 7,237.35 | 115,262.65 | 5.91 |
| INTEREST INCOME | | | | | |
| 268-000.00-664.000 | Interest on investments | 25,000.00 | 1,130.67 | 23,869.33 | 4.52 |
| 268-000.00-664.500 | Unrealized gain (loss) on investments | 0.00 | 9,892.00 | (9,892.00) | 100.00 |
| INTEREST INCOME | | 25,000.00 | 11,022.67 | 13,977.33 | 44.09 |
| OTHER REVENUE | | | | | |
| 268-000.00-665.000 | Miscellaneous income | 14,500.00 | 2,117.97 | 12,382.03 | 14.61 |
| 268-000.00-665.100 | Copier | 2,500.00 | 270.55 | 2,229.45 | 10.82 |
| 268-000.00-665.200 | Electronic media (previously VHS) | 3,500.00 | 135.00 | 3,365.00 | 3.86 |
| 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 | 210.00 | 790.00 | 21.00 |
| 268-000.00-665.300 | Meeting room | 12,000.00 | 2,110.00 | 9,890.00 | 17.58 |
| 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 | 393.45 | 4,606.55 | 7.87 |
| OTHER REVENUE | | 44,780.00 | 10,917.97 | 33,862.03 | 24.38 |
| DONATIONS | | | | | |
| 268-000.00-665.289 | Adult programs | 0.00 | 1,473.00 | (1,473.00) | 100.00 |
| 268-000.00-665.400 | Gifts and donations | 5,000.00 | 102.50 | 4,897.50 | 2.05 |
| DONATIONS | | 5,000.00 | 1,575.50 | 3,424.50 | 31.51 |
| APPROPRIATION OF FUND BALANCE | | | | | |
| 268-000.00-680.000 | Appropriation of fund balance | 290,120.00 | 0.00 | 290,120.00 | 0.00 |
| APPROPRIATION OF FUND BALANCE | | 290,120.00 | 0.00 | 290,120.00 | 0.00 |
| TOTAL Revenues | | 2,723,900.00 | 2,281,633.64 | 442,266.36 | 83.76 |
| Expenditures | | | | | |
| PERSONNEL SERVICES | | | | | |
| 268-000.00-704.000 | Permanent salaries | 898,000.00 | 48,976.95 | 849,023.05 | 5.45 |
| 268-000.00-705.000 | Temporary salaries | 561,000.00 | 19,725.73 | 541,274.27 | 3.52 |
| 268-000.00-715.000 | Social security | 111,000.00 | 8,008.13 | 102,991.87 | 7.21 |
| 268-000.00-716.000 | Insurance | 212,000.00 | 12,932.85 | 199,067.15 | 6.10 |
| 268-000.00-716.200 | HSA - employer contribution | 10,800.00 | 525.00 | 10,275.00 | 4.86 |
| 268-000.00-718.000 | Pension-DB (closed plans) | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-718.200 | Pension - defined contribution | 24,000.00 | 1,603.04 | 22,396.96 | 6.68 |
| 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 | 390.61 | 2,109.39 | 15.62 |
| PERSONNEL SERVICES | | 1,821,300.00 | 92,162.31 | 1,729,137.69 | 5.06 |

| GL NUMBER | DESCRIPTION | 2012-13 AMENDED BUDGET | END BALANCE 07/31/2012 | UNENCUMBERED BALANCE | % BDGT USED |
|---|---------------------------------------|------------------------------|---------------------------|-------------------------|----------------|
| SUPPLIES | | | | | |
| 268-000.00-727.000 | Office supplies | 17,500.00 | 885.18 | 16,614.82 | 5.06 |
| 268-000.00-728.000 | Postage | 2,100.00 | 21.70 | 2,078.30 | 1.03 |
| 268-000.00-734.000 | Computer supplies, software & licen: | 73,000.00 | 261.41 | 72,738.59 | 0.36 |
| 268-000.00-734.500 | Computer supplies/equipment | 12,000.00 | 707.00 | 11,293.00 | 5.89 |
| 268-000.00-740.000 | Operating supplies | 31,700.00 | 1,883.11 | 29,816.89 | 5.94 |
| 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 | 101.45 | (101.45) | 100.00 |
| 268-000.00-742.000 | Library books | 190,000.00 | 9,830.14 | 180,169.86 | 5.17 |
| 268-000.00-742.100 | Library Book - Fines | 0.00 | 178.54 | (178.54) | 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 | 40.00 | 16,960.00 | 0.24 |
| 268-000.00-744.000 | Audio visual materials | 53,400.00 | 12,158.24 | 41,241.76 | 22.77 |
| 268-000.00-745.200 | Electronic media | 43,200.00 | 1,545.59 | 41,654.41 | 3.58 |
| 268-000.00-745.300 | Electronic resources (CD rom materi: | 44,800.00 | 25,817.18 | 18,982.82 | 57.63 |
| SUPPLIES | | 485,500.00 | 53,429.54 | 432,070.46 | 11.01 |
| OTHER SERVICES AND CHARGES | | | | | |
| 268-000.00-801.925 | Public information (cable, etc) | 950.00 | 83.27 | 866.73 | 8.77 |
| 268-000.00-802.100 | Bank services | 2,500.00 | 262.04 | 2,237.96 | 10.48 |
| 268-000.00-803.000 | Independent audit | 700.00 | 0.00 | 700.00 | 0.00 |
| 268-000.00-804.000 | Medical service | 500.00 | 161.70 | 338.30 | 32.34 |
| 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 | 2,398.00 | 2,602.00 | 47.96 |
| 268-000.00-816.000 | Professional services | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| 268-000.00-817.000 | Custodial services | 36,000.00 | 0.00 | 36,000.00 | 0.00 |
| 268-000.00-818.000 | TLN Central Services | 6,000.00 | 685.23 | 5,314.77 | 11.42 |
| 268-000.00-851.000 | Telephone | 16,800.00 | 769.81 | 16,030.19 | 4.58 |
| 268-000.00-855.000 | TLN Automation Services | 64,400.00 | 10,178.09 | 54,221.91 | 15.80 |
| 268-000.00-862.000 | Mileage | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 268-000.00-880.000 | Community promotion | 5,000.00 | 1,251.47 | 3,748.53 | 25.03 |
| 268-000.00-880.268 | Library programming | 20,000.00 | 2,532.64 | 17,467.36 | 12.66 |
| 268-000.00-880.271 | Adult programs | 0.00 | 1,246.00 | (1,246.00) | 100.00 |
| 268-000.00-900.000 | Printing, graphic design and publishi | 28,750.00 | (96.82) | 28,846.82 | (0.34) |
| 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 | 134.38 | 15,865.62 | 0.84 |
| 268-000.00-922.000 | Electricity | 86,000.00 | 39.19 | 85,960.81 | 0.05 |
| 268-000.00-923.000 | Water and sewer | 5,500.00 | 0.00 | 5,500.00 | 0.00 |
| 268-000.00-934.000 | Building maintenance | 48,500.00 | 2,404.74 | 46,095.26 | 4.96 |
| 268-000.00-935.000 | Vehicle maintenance | 2,000.00 | 0.00 | 2,000.00 | 0.00 |
| 268-000.00-941.000 | Grounds maintenance | 25,000.00 | 902.23 | 24,097.77 | 3.61 |
| 268-000.00-942.000 | Office equipment lease | 200.00 | 1,049.96 | (849.96) | 524.98 |
| 268-000.00-942.100 | Records storage | 13,500.00 | 0.00 | 13,500.00 | 0.00 |
| 268-000.00-956.000 | Conferences and workshops | 12,500.00 | 326.87 | 12,173.13 | 2.61 |
| OTHER SERVICES AND CHARGES | | 417,100.00 | 37,601.80 | 379,498.20 | 9.02 |
| TOTAL Expenditures | | 2,723,900.00 | 183,193.65 | 2,540,706.35 | 6.73 |
| Fund 268: | | | | | |
| TOTAL REVENUES | | 2,723,900.00 | 2,281,633.64 | 442,266.36 | 83.76 |
| TOTAL EXPENDITURES | | 2,723,900.00 | 183,193.65 | 2,540,706.35 | 6.73 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 2,098,439.99 | (2,098,439.99) | 100.00 |

08/10/2012

CITY OF NOVI - WALKER FUND
BALANCE SHEET - JULY 31, 2012

PERIOD ENDED
07/31/2012

| <u>GL Number</u> | <u>Description</u> | |
|------------------------------------|--|------------------------|
| Fund 269 - WALKER LIBRARY FUND 269 | | |
| *** Assets *** | | |
| 269-000.00-003.000 | Cash and cash equivalents | \$ 1,539,751.28 |
| | Total Assets | <u>\$ 1,539,751.28</u> |
| *** Fund Balance *** | | |
| 269-000.00-390.000 | Fund balance | \$ 1,393,262.30 |
| 269-000.00-390.267 | Restricted for Druschel collections | 1,280.00 |
| 269-000.00-390.273 | Restricted - Friends of Novi Library | 4,727.89 |
| 269-000.00-390.275 | Restricted for specific collections | 25.00 |
| 269-000.00-390.279 | Restricted for youth activity room | 36,051.84 |
| 269-000.00-390.280 | Restricted for parenting-youth&teen serv | 5,250.79 |
| 269-000.00-390.282 | Restricted-artwork in memory of M Locke | 110.05 |
| 269-000.00-390.283 | Restricted for Novi Newbies | (131.41) |
| 269-000.00-390.284 | Restricted for Local History Room | 115.00 |
| 269-000.00-390.288 | Restricted in memory of Carol Davio | 150.00 |
| | Total Fund Balance | <u>1,440,841.46</u> |
| | Beginning Fund Balance | <u>1,440,841.46</u> |
| | Net of Revenues VS Expenditures - 11-12 | 94,173.85 |
| | Net of Revenues VS Expenditures - Current Year | 4,735.97 |
| | Ending Fund Balance | <u>1,539,751.28</u> |
| | Total Liabilities And Fund Balance | <u>\$ 1,539,751.28</u> |

08/10/2012

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
 PERIOD ENDING 07/31/2012
 % Fiscal Year Completed: 8.49

| GL NUMBER | DESCRIPTION | 2012-13 AMENDED BUDGET | END BALANCE 07/31/2012 | UNENCUMBERED BALANCE | % BDGT USED |
|------------------------------------|--|------------------------------|---------------------------|-------------------------|----------------|
| Fund 269 - WALKER LIBRARY FUND 269 | | | | | |
| Revenues | | | | | |
| INTEREST INCOME | | | | | |
| 269-000.00-664.000 | Interest on investments | 16,000.00 | 30.97 | 15,969.03 | 0.19 |
| 269-000.00-664.500 | Unrealized gain (loss) on investments | 0.00 | 3,975.00 | (3,975.00) | 100.00 |
| INTEREST INCOME | | 16,000.00 | 4,005.97 | 11,994.03 | 25.04 |
| DONATIONS | | | | | |
| 269-000.00-665.267 | Library Programming - Book It | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.271 | Donation-general-youth collections | 0.00 | 30.00 | (30.00) | 100.00 |
| 269-000.00-665.273 | Donation-restricted-Friends Novi Library | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.274 | Donations-brick pavers | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.276 | Donations-library trees | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.279 | Donations-youth activity room (Berman) | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.282 | Donations-Myrtle Locke-artwork | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.283 | Donations-Novi Newbies | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.285 | Donations - Community Read | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.286 | Donations - Light Up the Night | 0.00 | 200.00 | (200.00) | 100.00 |
| 269-000.00-665.287 | Donations-Crop for a Cause | 0.00 | 500.00 | (500.00) | 100.00 |
| 269-000.00-665.288 | Donation in memory of Carol Davio | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.401 | Donations - Crawford (display case) | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.402 | Donations - specific collections | 0.00 | 0.00 | 0.00 | 0.00 |
| DONATIONS | | 0.00 | 730.00 | (730.00) | 100.00 |
| TRANSFERS IN | | | | | |
| 269-000.00-676.268 | Transfer from Library Fund (BookIt) | 0.00 | 0.00 | 0.00 | 0.00 |
| TRANSFERS IN | | 0.00 | 0.00 | 0.00 | 0.00 |
| APPROPRIATION OF FUND BALANCE | | | | | |
| 269-000.00-680.000 | Appropriation of fund balance | (16,000.00) | 0.00 | (16,000.00) | 0.00 |
| APPROPRIATION OF FUND BALANCE | | (16,000.00) | 0.00 | (16,000.00) | 0.00 |
| TOTAL Revenues | | 0.00 | 4,735.97 | (4,735.97) | 100.00 |
| Fund 269: | | | | | |
| TOTAL REVENUES | | 0.00 | 4,735.97 | (4,735.97) | 100.00 |
| TOTAL EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 4,735.97 | (4,735.97) | 100.00 |

Director's Report – Julie Farkas

Recognition of Library Employees for 2011-2012

It is with great pleasure that I recognize the following staff for their amazing efforts this past year 2011-2012. These staff members have truly gone above and beyond in their work tasks, customer service to internal and external customers and supporting the Library's mission.

Mary Storch - Mary has done a great job outreaching to the senior centers in the area to promote our programs and resources. Also, she has been coordinating our highly successful ESL conversation groups and book discussions which have been a tremendous asset to the community.

Dominic Doot - Dominic has received numerous positive comment cards this past year, but three received in the past month demonstrate how much our patrons and staff appreciate his efforts: "Dominic is so personable and knowledgeable, I can't wait for my second Tech Time lesson." ; "Dominic has been a wonderful help. He is so very patient!" and "Dominic responded to my request quickly and efficiently. He makes everything seem so easy. Thanks for all of the help!"

Bill Bembeneck - In addition to his routine responsibilities, Bill has taken the initiative to learn troubleshooting and repair of our hands-free plumbing which in most cases eliminated the need/cost of a professional plumber's visit. Also, Bill's flexibility and enthusiasm to work after-hours events has allowed the library to accept more rental reservations resulting in additional revenue.

Suzanne Carpenter - Suzanne did a tremendous job putting together our entire youth SRP program, including scheduling programs, the creation of the brochures, ordering prizes, setting up the online reading game, and assisting in the training of the teen volunteers. Additionally, Suzanne does all of this with a wonderful attitude.

Diana Gertsen - Diana has shown great customer service towards our staff and patrons when working with meeting room rentals and various HR duties from the Administration Office. She has a positive attitude and willingness to offer her help when needed.

Jolanta Borek - Jolanta is a hardworking, team player, who keeps up with many, many, weekly (and sometimes daily!) schedule changes for Library Assistants and Circulation, accurately and efficiently creates a weekly schedule- not easy in this past year of position vacancies, maintains and quickly updates Circulation and Library Assistant masters of employee hours (in both spreadsheet and chart forms) & phone numbers to enable us to see at a glance who may be available to fill an absence and the number at which to contact them, and has interviewed and trained many new Circulation and Library Assistants within the last year.

Maryann Zurmuehlen - Maryann, in addition to her assigned responsibilities & on her own initiative, she has completely updated and redesigned the Library's processing manual, designed and redesigned an excel spreadsheet to provide librarians with every budget statistic that they request, updated and redesigned a spreadsheet defining each material item and monthly schedules specific to technical Services tasks to assure that all staff are equally experienced in performing them.

These staff members have been invited to attend the August 15th Library Board meeting at 7:00pm and be recognized by the members of the Library Board for their wonderful accomplishments this year. They will be recognized at the City of Novi Employee Breakfast on October 10, 2012, and they have been invited to attend the 2012 MLA Conference Dinner Event on Tuesday, November 6th at the Arab American National Museum in Dearborn, Michigan.

Many thanks and congratulations to these staff members!

Macy's Shop for a Cause

As of Monday, July 16th the Library staff has been selling Macy's Shop for a Cause passes for \$5.00 each. The Library receives all revenue from the sale of the passes. The pass gives the purchaser 25% off merchandise at Macy's for a special shopping day scheduled for Saturday, August 25th. The proceeds from the sale of these passes will go towards programming for National Library Week. Passes can be purchased at the Check-out desk at the main entrance of the Library.

Kelly Kolchuk – Information Services Department Head leaving NPL

The Library has lost one of its finest. Kelly Kolchuk has left her position as Head of Information Services to pursue a position with Catholic Central High School as a Librarian. The hours at CC were more flexible for Kelly with having a young family. Kelly served at the Library as a Youth Librarian, Head of Youth Services and Head of Information Services for the past 10 years. The staff and I were very sad to see her go and wish her the very best in her new position!

Wal-mart

I had the opportunity to meet the Store Manager for the new Wal-Mart store that will make its grand opening in Novi on Wednesday, August 15th. A tour of the library was provided and various conversations pertaining to partnership and sponsorship were discussed along with Wal-Mart becoming our pilot business for the "Work in Novi" Library card opportunity. Two of Wal-Mart's partnership initiatives are hunger and literacy. The library is currently investigating a Food for Fines initiative for February 2013.

Fundraising Committee

The Sub-committee for Fundraising will meet on Tuesday, August 14th at 8:30am to begin discussing the future plans for the 3rd Annual Book It Fundraising event scheduled for Friday, April 26, 2013 at the Library. Members of the committee include: Jennifer Pearson, Kathy Mutch, Carol Hoffman, Laura Casey, Julie Farkas, Mary Ellen Mulcrone, Margi Karp-Opperer, Laura Liddicoat, and Diana Gertsen. The committee has invited Kristin Mauck from 7 Graphics to attend the meeting in order to get an early start on the promotional materials for the event.

Summer Reading Finale parties

A HUGE thank you goes out to Jeff and Theresa Wainwright for offering their business Paradise Park as the location for the 2012 Summer Reading finale parties. The two parties hosted by Paradise Park were generously donated at no cost to the library and close to 300 youth and teens enjoyed outdoor fun at the go-carts, miniature golf, wall-climbing and bounce area; along with pizza and pop. The weather was beautiful and the kids had a great time!

Thank you Friends of the Novi Library

Our summer reading program would not be in existence if it weren't for the generous support of our dear Library Friends. The Friends generously donate much of the funding that provides the prizes and entertainment for the summer program. This year's program drew over 1500 attendees (youth, teen and adult). The Adult department reports a record year with over 50% more participation

New Employee – Evan Smale

The Information Services Department has a new full-time employee – Evan Smale. Evan will be our Electronic Services Librarian in charge of coordinating databases, social media, website updates, computer classes and trends in new technologies. He will work closely with the IT Department and Communications Specialist, Laura Liddicoat along with the Information Services department to provide reference service and collection management. Evan brings experience from the Plymouth District Library. He has his undergrad from Michigan State University and his MLIS from Wayne State University. Evan was working as a sub at Novi prior to being hired full-time.

Annual Report update

The numbers are coming in and the plan is to have the annual report for 2011-2012 presented to the Library Board at the September meeting. Following the approval of the information, the Library will move forward with sharing the information via E-news, website and our annual letter to library supporters. In addition, we will plan to present the information at a future City Council meeting.

Geek Library Campaign

The marketing campaign has been quite successful in its first few months of launching. We have gathered many photos of library "geeks" and have held contests and drawings. We plan to take the campaign on the road for the annual Fall for Novi event scheduled for Saturday, September 22nd.

Public Services Report – June, 2012 by Margi Karp-Opperer

1. The Local History Room was open the 1st and 3rd Mondays of the month
2. Tuesday mornings, the staff of OLHSA (Oakland Livingston Human Service Agency) assisted residents with their special needs
3. What Do You Geek campaign continues
4. An exceptional program, "Make Your Resume Work for You" was offered again
5. The Novi Newbies program is still going strong, with deliveries made to St. John Providence Park monthly
6. We had a new offering this month called "Beginning Writers Workshop"
7. On a glorious summer night on the patio, we presented a hands-on "Healthy Grilling of Seasonal Vegetables" to a great crowd as we promoted our local Farmer's Market
8. Entrepreneurship Database webinar was given
9. Partnered with the City's Parks, Recreational and Cultural Services to present Tremendous Tuesdays at Fuerst Park
10. Early on Oakland presented a 3 part workshop teaching parents on how to "Help your Toddler Talk."
11. Partnered with the Novi Community School District to offer 4 Book Chats for Grades K-2, 3-5, 6-8 and 9-12.

Our monthly scheduled programs from the Adult Services' Dept continues to be extensive: 2 computer instruction classes, (Excel Basics and Word Basics) as well as 3 book discussion groups, Chinese Language Conversation Group, 3 Novi Writer's Groups, and 4 Knit2gether Knitting Circles.

During July, story times for babies, tots, three and four year olds were offered to our community plus a Super Summer Story Time. The monthly programs of Kiddie Crafts, Starlight Story Time, preschool playgroups and Lego Clubs plus craft events, movie spectaculars, a magic show, Wacky Olympics were filled to capacity.

The teen population was very pleased with the July happenings for their age group: a Hot Summer Flick, Michigan entertainer Joel Tacey shared nightmare myths and facts, Minute to Win It – NPL Edition, Animanga Club, an exceptional Glow Party and the unbelievable Reading Finale at Paradise Park. What a month for our teens!

The Summer Reading Program has been appreciated to the fullest by our community, with all ages participating. The program ends on Saturday, August 4 and I will share, with enthusiasm, more details with you next month.

The youth area's featured collection was Bedtime Stories and the adult area exhibited Bon Voyage resources. PowerSpeak was the adult database highlighted in July.

Building Operations Report -- Mary Ellen Mulcrone

Based on the 2012-2013 goals approved by the Library Board last month, staff is developing departmental and personal goals that will serve as the strategies and tactics to accomplish the broader Library goals. The new goals report will be available for the September Board meeting.

We will continue to provide technology updates as part of the monthly operations report and will be reporting out separate technology statistics of computer usage, classes, etc., on a quarterly basis beginning in October.

The Library now serves as the polling place for Novi's 16th precinct. For the August 7th primary, 493 people voted in our building. Many people took advantage of the opportunity to renew library cards, pay fines, etc., and some were even first time visitors to the Library. This is a good partnership between the Library and the City.

Another nice partnership is beginning. Soon we will be able to take the Library van to the City's Department of Public Services garage to fill up the gas tank at a much lower price than we have had to pay at a regular gas station. While there for fueling, we can also take advantage of the vehicle washing station.

On August 1st we held a fire drill for staff and public. Novi Fire Department personnel were on hand to observe the drill. They were pleased that we were able to evacuate approximately 125 people (not including staff) in about two and a half minutes. As always, we learned a few things in the process, and our fire evacuation procedure has been updated and approved by the Fire Marshal. The automatic external defibrillator (AED) was inspected, and the first aid kits were recently updated.

Landscaping enhancements approved at the June Board meeting were completed. The new trees and flowers have really improved the Library grounds. We are working with staff from the City's Department of Public Services to remedy the problem with drainage in front of the parking lot.

The Library's Internet bandwidth was upgraded from 20MB to 50MB to provide better service. The City of Novi opted not to go under contract with TLN for similar services based on increased costs, therefore, the contract was not initiated. We have added MacBook Pro for patrons who need to edit items that were created on a Mac. We now have a VHS-c to VHS adapter available for patrons to use at the Creation Station.

With the addition of a new Electronic Services Librarian to NPL, a few staff workstations and phones were reconfigured as some staff moved to new office locations for improved efficiency. IT/Facilities is also preparing for the upgrade of both staff and public workstations to Microsoft Office 2010. All staff is currently being trained on the new software before rolling this out to the public.

Support Services staff has been catching up on new materials orders for the beginning of the fiscal year, and they have been overwhelmed with checkout and return of materials during this busy time of year. At one point, there were so many returns through the AST that we ran out of bins. Support Services has also begun work on relabeling, recataloging, and reshelving materials from the 600s section of the adult nonfiction collection that are being reassigned to a new Business Collection.

We welcomed Michelle Spackman as a Library Assistant in Support Services. After so many changes this past spring and summer, finally we are back to full staff in the department. It has been quite a challenge for Support Services to keep up with hiring and training new staff while also meeting the extra public service demands during a very busy Summer Reading Program. NPL staff, in all areas, has met the challenges with graciousness and smiles.

Support Services Statistics 2012-2013

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | TOTAL |
|--------------------------|--------|-----|------|-----|-----|-----|-----|-----|-------|-------|-----|------|---------------|
| Cards Issued | 466 | | | | | | | | | | | | 466 |
| Items checked out | 83,350 | | | | | | | | | | | | 83,350 |
| Items borrowed | 5,195 | | | | | | | | | | | | 5,195 |
| Items loaned | 5,844 | | | | | | | | | | | | 5,844 |

Support Services
Statistics

JULY, 2012

2012 2011

| | | |
|--------------------------|--|--------|
| No. of lib. cards issued | 466 | 468 |
| Total no. of checkouts | 83,350 | 73,419 |

| | | | |
|-----------------------|-----|------------|------------|
| No. of items borrowed | TLN | 5,053 | 4,212 |
| | MeL | <u>142</u> | <u>118</u> |
| | | 5,195 | 4,330 |

| | | | |
|---------------------|-----|------------|------------|
| No. of items loaned | TLN | 5,585 | 4,472 |
| | MeL | <u>259</u> | <u>254</u> |
| | | 5,844 | 4,726 |

| 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 |

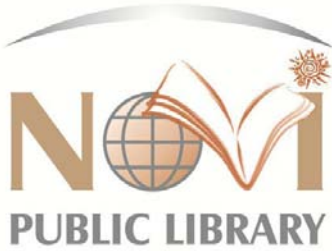
| Self-Check Totals 2012-13 Fiscal Year | | | | | | | | | |
|---------------------------------------|-------------------|-----------------------|-------------------|---------------|---------------|---------------|----------|----------|-------------|
| | Total Circulation | Self-check % of Total | Total 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 | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| January | | | | | | | | | |
| February | | | | | | | | | |
| March | | | | | | | | | |
| April | | | | | | | | | |
| May | | | | | | | | | |
| June | | | | | | | | | |
| FYTD | | | | | | | | | |

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 | | 0 | 261 | 27 |
| September | 30,118 | 1,076 | 248 | 28 | September | | 0 | 244 | 28 |
| October | 31,108 | 1,003 | 266 | 31 | October | | 0 | 281 | 31 |
| November | 30,550 | 1,091 | 248 | 28 | November | | 0 | 244 | 29 |
| December | 28,028 | 1,038 | 252 | 27 | December | | 0 | 229 | 26 |
| January | 25,847 | 891 | 252 | 29 | January | | 0 | 270 | 30 |
| February | 32,234 | 1,112 | 226 | 29 | February | | 0 | 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 | 38,858 | 1,495 | 3,053 | 337 |

| Michigan Class VI Libraries | Registered Borrowers | Population Served | % of Library Card Holders |
|---|-----------------------------|--------------------------|----------------------------------|
| Ann Arbor District Library | 107,801 | 155,611 | 69.27595093 |
| Bay County Library System | 76,449 | 109,935 | 69.54018284 |
| Canton Public Library | 90,324 | 76,366 | 118.2777676 |
| Capital Area District Library | 77,764 | 240,165 | 32.37940583 |
| Chippewa River District Library System | 39,021 | 63,723 | 61.23534674 |
| Clinton-Macomb Public Library | 102,867 | 141,535 | 72.67954923 |
| Dearborn Heights City Libraries | 20,553 | 58,264 | 35.27564191 |
| Dearborn Public Library | 39,169 | 97,775 | 40.06034262 |
| Detroit Public Library | 354,230 | 951,270 | 37.23758765 |
| Farmington Community Library | 61,381 | 92,534 | 66.33345581 |
| Flint Public Library | 56,218 | 124,943 | 44.99491768 |
| Genesee District Library | 122,202 | 329,382 | 37.100388 |
| Grace A. Dow Memorial Library | 50,714 | 75,939 | 66.78254915 |
| Grand Rapids Public Library | 133,311 | 197,800 | 67.39686552 |
| Grosse Pointe Public Library | 25,831 | 53,254 | 48.5052766 |
| Herrick District Library | 44,543 | 103,210 | 43.15763976 |
| Jackson District Library | 77,713 | 158,422 | 49.05442426 |
| Kalamazoo Public Library | 62,208 | 119,517 | 52.04949923 |
| Kent District Library | 285,108 | 365,669 | 77.96887349 |
| Lapeer District Library | 8,900 | 62,378 | 14.26785084 |
| Livonia Public Library | 45,522 | 100,545 | 45.27524989 |
| Monroe County Library System | 61,254 | 144,235 | 42.46819427 |
| Muskegon Area District Library | 28,127 | 115,715 | 24.30713391 |
| Novi Public Library | 27,025 | 52,424 | 51.55081642 |
| Pontiac Public Library | 17,599 | 67,506 | 26.07027523 |
| Public Libraries of Saginaw | 53,683 | 131,833 | 40.72045694 |
| Redford Township District Library | 31,229 | 51,622 | 60.49552516 |
| Rochester Hills Public Library | 58,986 | 92,363 | 63.86323528 |
| Royal Oak Public Library | 30,700 | 60,062 | 51.11384902 |
| Saint Clair County Library | 79,491 | 160,708 | 49.46300122 |
| Saint Clair Shores Public Library | 28,945 | 63,096 | 45.87454038 |
| Shelby Township Library | 24,527 | 65,159 | 37.6417686 |
| Southfield Public Library | 46,000 | 82,532 | 55.73595696 |
| Sterling Heights Public Library | 53,114 | 124,471 | 42.671787 |
| Traverse Area District Library | 62,016 | 86,465 | 71.72381889 |
| Troy Public Library | 56,913 | 80,959 | 70.29854618 |
| Warren Public Library | 51,507 | 138,247 | 37.257228 |
| Waterford Township Public Library | 35,726 | 72,307 | 49.40877094 |
| Wayne County Public Library | 111,914 | 373,775 | 29.94154237 |
| West Bloomfield Township Public Library | 71,322 | 71,579 | 99.64095615 |
| Willard Public Library | 59,252 | 90,804 | 65.25263204 |
| William P. Faust Public Library of Westland | 40,031 | 86,602 | 46.22410568 |
| Ypsilanti District Library | 33,078 | 79,826 | 41.43762684 |

19 of 43 libraries >50% library card holders



Policy P11: Rules of Conduct

The purpose of this policy is to protect the right of the public to orderly, peaceful, and productive access to Library facilities and services, to insure the safety of patrons and staff, and to protect Library resources and facilities. The word "Library" relates to the Novi Public Library building and grounds, interior and exterior, unless otherwise specified in this Policy. For the purpose of this policy, "patron" means any person using the Library or on Library grounds, regardless of whether they possess a library card. All patrons are expected to follow these Rules of Conduct in order to provide a safe and pleasant environment for Library patrons and staff. Failure to conform to the Rules of Conduct may result in a suspension of Library use for a specified period of time up to a permanent revocation of the right to enter and use the Library (MCL 397.206).

1. Patrons shall be engaged in activities associated with the use of the public Library. Patrons not reading, studying, attending a library program or using Library materials or facilities as intended may be required to leave the premises.
2. Patrons shall respect the rights of other patrons. Patrons may not harass, threaten, or disturb Library staff or patrons while in the Library so that it interferes with the Library patron's use of the Library or the ability of the staff person to do his/her job.
3. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
4. Library staff members may ask a patron to provide identification, name, address, phone number, and name of parent or guardian at any time.
5. Patrons are expected to speak in a tone of voice appropriate for the area in which they are speaking. Producing or allowing any loud, unreasonable, or disturbing noises that interferes with a patron's use of the Library or which can be reasonably expected to disturb other persons, including those from electronic, entertainment, and communication devices is prohibited. The use of headphones to listen to audio equipment is required.
6. Engaging in any sexual contact, activities or conduct is prohibited.
7. Patrons cannot use, sell, distribute or be under the influence of alcohol or drugs.
8. Patrons cannot engage or attempt to engage in illegal activities while at the Library or on Library premises. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation is prohibited.
9. Smoking is prohibited in the Library and on Library grounds (see Policy P12).
10. Phone usage is permitted in designated areas only (see Policy B5). Patrons are not permitted to use the Library's phone system. Staff may not make calls for patrons except in case of an accident, emergency or child needing to contact a parent/caregiver.
11. Patrons shall not block aisles with personal items or leave such items unattended on library premises at any time. Items may be removed from the library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more. Personal items may not take up seating or space if needed for use by other patrons.
12. The Library is not responsible for lost or stolen items.

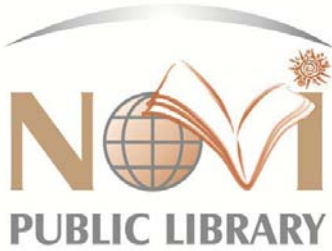
13. Patrons are permitted in any areas designated as "staff only" without prior authorization.
14. In the interest of safety, patrons are asked to abide by one person per chair and one person per computer except in designated areas. Tables are designed to accommodate a limited number of people.
- A. Parents or caregivers of children under the age of 7 years must be responsible for and in the presence of their child at all times except when the child is attending library programs; parents or caregivers of children 7 – 11 years must remain on the library's premises but not necessarily in visual contact. Children 12 and older may be left on their own to attend library programs or use the library unless library staff determines the child needs supervision, assistance or the child has demonstrated that he/she can not comply with the Library's Rules of Conduct Policy (See Policy P13).
15. The Youth area of the Library is for use by children and families. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may be asked to leave the area if they do not have an apparent and legitimate purpose for being there.
16. The Café seating area is reserved for Café customers.
17. Food and drink are allowed in designated areas of the Library. Patrons are expected to use care when eating or drinking. Closed containers for liquids are required. Visitors are expected to pick up after themselves and properly dispose of waste.
18. Patrons **cannot** bring pets or animals other than service animals or those required for Library programming. Animals may not be left unattended on Library grounds.
19. Bicycles cannot be brought into the building. They must be secured to the bike rack that is provided.
20. Strollers cannot obstruct an entrance, exit, or passageway or interfere with the normal operations of the Library.
21. Skate-boarding, rollerblading, roller-skating and the use of similar rolling footwear is not permitted.
22. Patrons shall **wear shirts and shoes at all times**. Bathing suits and similar attire is not permitted.
23. Patrons whose body **odor, due to poor personal hygiene, overpowering perfume or cologne is offensive so as to constitute a nuisance to other patrons or staff may be required to leave the Library.**
24. Weapons of any kind are prohibited on Library property unless the carrier is a law enforcement officer or has a valid permit to carry a concealed weapon.
25. Campaigning, petitioning, leafleting, survey-taking, soliciting or sales by the public is prohibited in the Library.
26. Use of the library property by petitioners does not indicate the library's opposition or endorsement of the candidate or issue that is the subject of the petition, and the library will not assist the petitioners in the solicitation of signatures. Permitted areas for campaigning or petitioning will be limited to areas 6 feet from entrances and overhangs. However, no person shall block ingress or egress from the library building. Campaign literature may not be brought into the library or left on tables.
27. Sales, solicitations and/or solicitations of monetary donations of any kind by outside organizations are prohibited unless incidental to library programming and require advance approval by the Library Director.
28. With approval of the Library Director or a designated staff person, community nonprofit organizations may place containers in the library or on library property to collect approved non-monetary donations as space allows, in areas designated by the library. The length of time for collecting donations may be limited by the library.
29. Panhandling or soliciting Library staff or patrons inside the Library or on Library property is prohibited.
30. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited (Policy P7).
31. All photography and recording of Library facilities and programs must be approved in advance by the Administration. Taking pictures of Library staff or patrons without their knowledge and consent is prohibited.
32. Patrons may be subject to photo or video surveillance.

33. Patrons shall not damage, mar, or deface Library materials or damage Library furnishings, walls, equipment/devices, or other Library property.
34. Library materials are not allowed in the public restrooms.
35. **Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing and sexual activity is prohibited.** Library materials are not allowed in the restrooms.
36. Climbing on tables, shelving or other library furnishings is prohibited.
37. Any materials borrowed from the Library must be checked out on a valid Library card ~~or through other standard Library procedures such as interlibrary loan.~~ Patrons who loan their Library cards or access codes to others are responsible for all charges, fines, and fees that may result from that use.
(REMOVE – Circulation Policy already noted)
38. Patrons shall be responsible for any fines, fees, or other charges due in accordance with the Library's standard schedules. Failure to pay these fines may result in the suspension of borrowing privileges.
(REMOVE – Circulation Policy and is already noted)
39. **Patrons** must leave the building **promptly** upon closing. Children **(under the age of 18)** who are still at the Library at closing time will be turned over to the Novi Police Department as set forth in the Unattended Children Policy **(See Policy P13)**.
40. **Any patron whose privileges have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Director, his/her designee, or the Library Board.**

Patrons who violate these Rules of Conduct may be asked to leave the Library. Repeat offenders may have their Library cards revoked, and they may be ~~barred~~ **banned** from the use of and access to the Library either temporarily or permanently at the discretion of the Library Director.

A patron whose Library privileges have been revoked or suspended may appeal the decision to the Library Board by sending a written letter of appeal. The appeal will be presented to the Library Board at their next regularly scheduled meeting, and the person (or their parent or guardian, if applicable) filing the appeal will be eligible to attend and to speak at the meeting.

Adopted: June 17, 2009; Amended: May 15, 2010; **Amended: August 15, 2012**



Policy P1: Library Card Issuance

The persons listed in this policy are eligible for the issuance of a Novi Public Library card. Only individuals are eligible for the issuance of a library card.

Residents of Novi and Novi Business Owners*:

Residents of Novi and owners of businesses that are located in Novi are eligible for library cards. The applicant must present a picture ID and proof of Novi residency and/or business ownership. Novi resident proof of residency includes a valid driver's license with a current Novi address, current tax receipts, current lease agreement, electric or gas bill. Proof of Novi Business Owner includes incorporation papers that have owner and business name or a current tax bill in owner and business name and addresses. Library cards must be renewed annually. All fines and fees must be paid in full prior to renewal.

Children under the age of 18 who are residents of Novi:

Children under the age of 18 who are residents of Novi are eligible for library cards. They must apply at the Library while accompanied by a parent or guardian with a picture ID and proof of residency within Novi. To obtain a card for the child, for which they'll be responsible, the parent or guardians library account must be in good standing with the Library (ie: all fines and fees are paid in full). Guardians will be required to present a copy of a current letter of authority or order appointing them as guardian. The parent or guardian must co-sign for the library card and they will be responsible for all debts/obligations/fines incurred by their child and for the return (or loss) of materials borrowed by their child. Under the Novi Code of Ordinances, Section 19-5(d), the parent or guardian of a minor who has borrowed property from the library shall be deemed to be the person to whom the property was lent. Both parents may (but shall not be required to) co-sign for the minor.

Non-Residents who work in Novi:

Non-residents who work in Novi are eligible to obtain a library card. Proof of employment in Novi and a picture ID are required. Acceptable proof of employment is one of the following: current paycheck stub, dated within two weeks or letter of employment, dated within 2 weeks, on company letterhead and signed by HR Department or Company Representative. Proof of continued employment will be required at each renewal.

Those who live in a different city, but would like to borrow materials from the Novi Library:

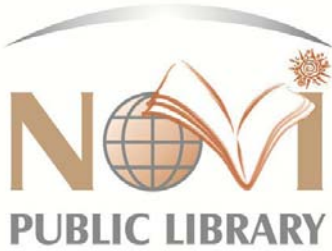
Nonresidents who have a library card from a library that is a member of the TLN network or with whom the Novi Public Library has a reciprocity agreement can use their home library card at the Novi Public Library.

Non-residents whose home libraries are not part of the TLN network may purchase a Novi Public Library card for an annual fee as stated in the Schedule of Loans, Fines and Fees.

General:

The library card of any patron may be disabled and access to the Library may be denied for failure to adhere to polices contained in this Policy Manual. The Library Director has the authority to make card revocation and restoration decisions.

Approved: October 1, 2008; Amended: May 1, 2010; Amended: August 15, 2012

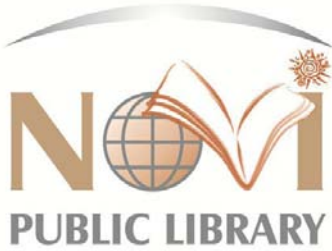


Policy P4: Miscellaneous Provisions

All materials must be checked out with a valid library card and in accordance with the Library Policies and Procedures.

1. Borrowing Materials: Any materials borrowed from the Library must be checked out on a valid Library card. Patrons who loan their Library cards or access codes to others are responsible for all charges, fine and fees that may result from that use.
2. Renewals: Patrons may renew loans of materials charged out from the Library in person, by telephone, or through the library's online catalog. Renewals are for three weeks from the date of renewal unless a shorter time is specified in the Schedule of Loans, Fines and Fees. Loans of materials that are designated as "short loan materials" may not be renewed. A loan cannot be renewed if another patron has placed a hold on the material.
3. Holds: Patrons may reserve materials (a "hold"). This may be done in person, by telephone, or through the library's online catalog. Names shall be added to the hold list in the order in which they are submitted, and patrons shall be contacted when the item is available. Items may only be held for a limited time. Patrons requesting the use of an Afterhours Holds Locker must retrieve the items from the Locker before the building opens on the next business day. Lockers will be cleared of items at the start of the next business day.
3. Materials From Other Libraries: The above policies pertain to materials owned by the Novi Public Library and not necessarily to materials obtained from other member libraries of The Library Network or other libraries that share their materials with Novi Public Library.

Approved: June 19, 2003; Amended: May 1, 2010; Amended: August 15, 2012



Policy P2: Charges for Overdue Materials, Damaged, Destroyed, or Lost Materials and Consumable Supplies

1. Due dates and overdue charges are intended to encourage patrons to bring back materials within reasonable periods of time. Fines for overdue materials will be charged at the rates stated in a Schedule of Loans and Fines established by the Library Director. The current Schedule of Loans, Fines and Fees shall be available at all circulation desks and will be posted on the web site. The Library Director has the authority to change the Schedule of Loans, Fines and Fees.
2. Patrons shall be responsible for any fines, fees or other charges due in accordance with the Library's standard schedules. Failure to pay these fines may result in the suspension of borrowing privileges.
3. A charge will be levied for any damage incurred to library materials.
4. In the case of destroyed or lost materials, the amount charged will be the original cost of the item or the standard amount for the type of article as stated in the Schedule of Loans, Fines and Fees.
5. Abuse of library materials, policies and procedures may result in revocation or suspension of a patron's borrowing privileges. Revocation or suspension of borrowing privileges may result from repeated late return of materials, damage to or loss of materials by result of neglect or deliberate misuse, nonpayment of overdue fines or loss charges, and/or deliberate disregard of library policies and regulations.
6. Overdue materials are considered lost and will be billed to the patron 28 days after the due date. Payments for lost materials are not refundable.
7. All fines and fees must be paid in full prior to Library card renewal.

Approved: June 19, 2003; Amended: May 1, 2010; April 20, 2011; Amended: August 15, 2012

Student Representatives' Report – June 2012

Prepared by: Jessica Mathew and Torry Yu

2012-2013 Goals Set

July was a busy month for the student representatives as we brainstormed and prepared our goals for the 2012-2013 school year. As a brief highlight as to what our goals will be this year, we will be continuing our efforts to send our bi-monthly e-newsletter and PowerPoint slides to Novi and Walled Lake Western High Schools once again. This year we are looking into expanding our efforts to the middle school age group as well.

Our other goals include increasing general TAB membership with more PR, partnering with different clubs in the schools to do projects and give back to the community in the process, and finding a way to educate our teens on proper library etiquette.

Programs in July

Did you know that Mountain Dew and Tide glow in the dark? This is just one of many activities that our teens took part in at our glow party on July 10. The entire meeting room was in the dark and we had dark lights to assist our glowing crafts, face paints, bowling, and experiments. It was truly a night to remember.

Paradise Park was also a big success as we wrapped up the 2012 summer reading program. In order to be eligible to enjoy the afternoon at Paradise Park, our teens had to have read 5 hours between June 18 and July 31. Some of the fun there included go-karts, laser tag, soccer, mini-golf, and trampolines. We had a great group of 91 teens participate with 20 siblings and 60 parents joining in on the fun as well. A big thank you goes to Paradise Park for allowing us this opportunity!

In July, we also had huge crowds turn up for our movie night, guest speaker Joel Tacey, and our NPL edition of Minute to Win It!

Novi Historical Commission
July 2, 2012 - 2:00 PM
Minutes

Call to Order: The Novi Historical Commission was called to order at 2:05 PM, Local History Room, Novi Public Library. The Scheduled meeting was changed to this date as the Members were unavailable on the normal date.

Attendees: Members Roy Prentice, Sandy McCarthy, John MacInnis, & student Namratha Atluri. Absent: Lynne Boyle, Kimberly Holdaway and Library Liaison, Betty Lang

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

Approval of Minutes: it was moved by Sandy McCarthy, sec. by John M to approve the May minutes with no changes, All Approved.

Financial Report: A copy of the 6/27 financial Commission statement was handed out. There is a balance of \$4500 remaining. Roy Prentice paid some expenses from the Heritage festival, Paul Cannon \$150 and Mike Deren \$410, he needs to be reimbursed for those expenses. It was moved by Sandy McCarthy, sec. By John MacInnis to reimburse Roy Prentice for those expenses, all approved.

Liaison Report: There was no liaison report this month

Heritage Festival discussion: following the successful Heritage Festival in June there was a discussion of what worked well and what could be improved for the future. Attendance was good, food was adequate, we could reduce the Hot dogs to around 800. Fox Run Folks shuttling went much smoother. Library Table with attendant craft was very busy. Bracelet making table was very busy, Sandy is going to do something different next year, it was too time consuming and tedious. Sandy indicated that she would consider being involved with the Heritage Festival next year even if she was no longer on the commission. The consensus was that more volunteers were needed. Namratha thought that she could get some HS students to assist next year.

Library historical Website: Roy recommended that each commissioner review the Website on the Library, its becoming more online each month.

Review Speaker Series: Speakers are needed for the winter of 2013.

Future Projects: Continue the Heritage Festival, discussion about its effect on Tollgate, Roy is willing to continue hosting the event. We would like to be able to place signs on Historical sites around Novi. Discussion was had about the suitability and challenges about marking public vs. private spaces. Library Function coordination, improve and expand the Speakers on Local History. We are looking to get Historical pictures donated or copied.

We will need a new commissioner; we recently found out that Kimberly and family are moving to Brazil. She will be resigning from the commission soon. At the end of her term, January 1st, Sandy McCarthy plans to resign from the commission also. She cited a busy schedule with many family obligations. We will be looking for new Commissioners.

Next meeting July 25th, at 2 pm Local History Room Novi library

Meeting adjourned 3:20 PM

Submitted by: John MacInnis

Bits and Pieces

Vol. 3, Number 5

AUGUST 2012

TLN Picnic July 27

Over 45 member library staff attended the annual picnic and membership meeting at Heritage Park in Farmington Hills. Nancy Robertson, Library of Michigan Director, was the keynote speaker and addressed issues which were forwarded to her prior to the picnic. Special Thanks to Tina Theeke and the Farmington Community Library staff for hosting the picnic, arranging for the wonderful box lunches and keeping the rain away! **Mary Ellen Mulcrone**, Novi Public Library, surged ahead of her fellow contestants winning the inaugural honor of **TLN Jeopardy Champion**.

Pilot Continuing Education Program Sells Out in August – More to Come

Instructors Bill Harmer and Annette Haley have agreed to add a second session of **Project Management** on Wednesday, September 12. There are only five (5) seats remaining for this highly popular class. **Budgeting Basics**, hosted by the Waterford Township Pubic Library, still has available seats for the September 11 class

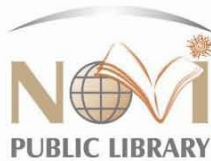
Watch for a forthcoming **Request for Proposal** the Steering Committee will release in August. TLN is seeking instructors for continuing education classes, identified by the Steering Committee, for topics which include Proactive Fundraising, Facility Management, Customer Service, Supervisor Skills for Managers New or Veteran, Interview Skills for Career Advancement, Working with Boards, Friends of the Library Cultivation and Library Law.

TLN Open House and Orientation

Meet and greet your cooperative staff at the **TLN Open House** scheduled from 11:00 AM to 2:00 PM on Monday, **September 10** in Novi. EVERYONE is encouraged to attend this event where TLN department managers will detail their role in supporting member library services. Find out the TLN vision for the future of cooperative services, learn the vital role of member committees, engage in an informal conversation with staff and explore the pathway we can walk to strengthen library services in our community, cooperative and statewide. TLN staff promise to put on their happy faces, serve up good information, good times and a great grilled picnic lunch. Registration for the TLN Open House will be available starting the week of August 6.

State Aid Payments

First payments should have been received for all qualifying member libraries. Second check payments are being processed and should be received no later than early September. Questions can be directed to Jim Pletz at 248 536 3100 extension 107.



Library Board Calendar

2012

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|---------------------|---|
| August 25 | Library Board Special Meeting – Strategic Planning Committee |
| September 3 | Holiday – Labor Day, Library Closed |
| September 5 | Special Election |
| 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 | Holiday – Thanksgiving Eve, Library Closes at 5 p.m. |
| November 22 | Holiday – Thanksgiving, Library Closed |
| November 28 | Library Board Regular Meeting (date changed due to Thanksgiving holiday) |
| December 14 | Friends Annual Gala |
| December 19 | Library Board Regular Meeting |
| December 19 | Library Director – Mid-year Review |
| December 23 | Holiday – Library Closed |
| December 24 | Holiday – Christmas Eve, Library Closed |
| December 25 | Holiday – Christmas, Library Closed |
| December 30 | Holiday – Library Closed |
| December 31 | Holiday – New Year’s Eve, Library Closed |

2013

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| January 1 | Holiday – New Year’s Day, Library Closed |
| January 16 | Library Board Regular Meeting |
| February – March | Budget Study Sessions, TBD |
| February 20 | Library Board Regular Meeting |
| March | Budget – approved to be provided in April to Council, TBD |
| March 20 | Library Board Regular Meeting |
| March 30 | Holiday – Easter Eve, Library Closed |
| March 31 | Holiday – Easter, Library Closed |
| April 17 | Library Board Regular Meeting |
| May 12 | Holiday – Mother’s Day, Library Closed |
| May 15 | Library Board Regular Meeting |

Friends Board Meeting meets the second Wednesday of the month, 7 p.m.
 Historical Commission meets the fourth Wednesday of the month, 1 p.m.