

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, July 16, 2014
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.

- Call to Order and Roll Call
- Pledge of Allegiance
- Approval and Overview of Agenda
- Consent Agenda
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- Correspondence
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- 6. Presentation
 - A. Recognition for Read Box project: Gary Kelber - Rotarian (\$1500 Rotary donation), Caleb Foerg – Novi High School Student, and Jaclyn DeCarolis – Art Institute of Novi student (Artists)
 - B. Historical Commission Year in Review – Betty Lang, Liaison
- 7. Public Comment
- 8. President’s Report
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13. Committee Reports	
A. Policy Committee (Margolis, Messerknecht, Margolis- chair)	
B. HR Committee (Lesko, Verma – chair)	
1. Meeting on July 15 th to look at personnel budgets (increased minimum wage, retirement incentive package option)	
C. Finance Committee (Czekaj, Sturing, Margolis – chair)	
D. Fundraising Committee (Lesko, Mena – chair)	
E. Strategic Planning Committee (Messerknecht, Sturing, Mena- chair)	
F. Building/Landscape Committee (Messerknecht, Margolis, Czekaj – chair)	
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15. Matters for Board Discussion	
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16. Matters for Board Action	
A. Approve 2014-2015 Goals.....	16
B. Approve 269 Library Contributed Funds budget 2014-2015.....	20
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Supplemental Information:

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Future Events:

- Novi Historical Commission Regular Meeting – Wednesday, July 23rd at 2:00pm, Novi Public Library
- Friends of the Novi Library Regular Meeting – Wednesday, August 13th – **CANCELLED**
- Library Board of Trustees Regular Meeting – Wednesday, August 20th at 7:00pm, Civic Center
- Novi Historical Commission Regular Meeting – Wednesday, August 27th at 2:00pm, Novi Public Library
- **LIBRARY CLOSED – August 30, 31 and September 1 – LABOR DAY WEEKEND**
- Fall for Novi – Saturday, September 20th at 11:00am, Civic Center
- Library and Friends Gala – Friday, October 24th at 7:00pm, Novi Public Library



Inform. Inspire. Include.

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

<http://www.novilibrary.org>

Warrant 520		July 2014	
Payable to	Invoice #	Account number	Account total
Apple Store	iOS Dev Pgm; 1 yr memb	268-000.00-734.000	\$ 99.00
Municipal Web Services	May-14	268-000.00-734.000	\$ 533.75
The Library Network		268-000.00-734.500	\$ 319.37
Global Office Solutions		268-000.00-740.000	\$ 742.42
Sam's Club		268-000.00-740.000	\$ 88.04
Library Design Associates, Inc.	ch rail fl 1&2 Study Rms	268-000.00-740.200	\$ 2,898.00
Amazon.com		268-000.00-742.000	\$ 156.75
Brodart		268-000.00-742.000	\$ 4,506.60
Center Point Large Print		268-000.00-742.000	\$ 194.13
Ebsco		268-000.00-742.000	\$ 222.55
Gale Cengage Learning		268-000.00-742.000	\$ 520.62
Home Depot	Read Boxes	268-000.00-742.000	\$ 231.25
Multicultural Books & Videos		268-000.00-742.000	\$ 67.85
Commerce Township Comm Library		268-000.00-742.100	\$ 27.00
Livonia Civic Center Library		268-000.00-742.100	\$ 27.00
Royal Oak Public Library		268-000.00-742.100	\$ 6.50
Wyandotte Bacon Memorial Dist Library		268-000.00-742.100	\$ 16.99
Ebsco		268-000.00-743.000	\$ (74.50)
The Library Network	Zinio (16 titles)	268-000.00-743.000	\$ 33.82
Midwest Tape		268-000.00-744.000	\$ 1,047.04
Midwest Tape		268-000.00-745.200	\$ 1,541.18
Sam's Club		268-000.00-745.200	\$ 774.22
Target		268-000.00-745.200	\$ 463.79
Gale/Cengage	Learn4Life; 7/1/14-6/30/14	268-000.00-745.300	\$ 4,995.00
Midwest Collaborative for Library Ser	RefUSA; 7/1/14-6/30/15	268-000.00-745.300	\$ 10,080.00
Tutor.com	14-15 fy	268-000.00-745.300	\$ 13,900.00
Bright House Network Business Solutions	Jun-14	268-000.00-801.925	\$ 82.03
Providence Occ Health Partners		268-000.00-804.000	\$ 107.80
Michigan Library Association	Organ Ann 7/1/14-6/30/15	268-000.00-809.000	\$ 1,469.00
Midwest Collaborative for Library Ser	ann dues 2014-15	268-000.00-809.000	\$ 250.00
Novi Chamber of Commerce	8/1/14-7/31/15 ann dues	268-000.00-809.000	\$ 330.00
AT&T	May 22-June 21, 2014	268-000.00-851.000	\$ 152.22
TelNet Worldwide		268-000.00-851.000	\$ 664.44
Verizon Wireless	4/29-5/28/14	268-000.00-851.000	\$ 386.02
Farkas, Julie	Mileage; May - June 2014	268-000.00-862.000	\$ 21.88
Observer & Eccentric Media		268-000.00-880.000	\$ 86.40
Petty Cash (Community Promotion)		268-000.00-880.000	\$ 3.95
Sam's Club		268-000.00-880.000	\$ 116.94
YP		268-000.00-880.000	\$ 60.00
Dharma Trading Co.	youth tie dye	268-000.00-880.268	\$ 60.02
Durrett, Erin	SRP	268-000.00-880.268	\$ 55.91
Mutch, Kathleen	June 2014 Ad Wrtg Pgm	268-000.00-880.268	\$ 100.00
Oriental Trading Co, Inc.	yth pgm	268-000.00-880.268	\$ 80.25
Panera Bread	SRP Ad gift cards	268-000.00-880.268	\$ 800.00
Sam's Club	Yth Pgm; Tie Dye	268-000.00-880.268	\$ 24.39
Starbucks Coffee Company	SRP Ad gift cards	268-000.00-880.268	\$ 375.00
Konica Minolta Business Solutions	Jun-14	268-000.00-900.000	\$ 569.12

Consumers Energy	5/10-6/10/14	268-000.00-921.000	\$ 358.55
AT&T		268-000.00-922.000	\$ 20.88
DTE Energy	4/24-5/21/14	268-000.00-922.000	\$ 9,731.42
Allied Waste Services		268-000.00-934.000	\$ 159.25
Boynton Fire Safety Service		268-000.00-934.000	\$ 747.50
Cintas		268-000.00-934.000	\$ 405.12
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 425.00
Grainger		268-000.00-934.000	\$ 154.42
Home Depot		268-000.00-934.000	\$ 56.06
Laforce		268-000.00-934.000	\$ 42.40
Library Design Associates, Inc.	Battle Books 2014	268-000.00-934.000	\$ 420.00
Lyon Mechanical, Inc.		268-000.00-934.000	\$ 1,112.33
Touch of Tropics, Inc.	May-14	268-000.00-934.000	\$ 55.00
AD Wixom Auto Svc	Oil Chg Van; 5/31/14	268-000.00-935.000	\$ 29.99
Brien's Services, Inc.	Mulch; 5/23/14	268-000.00-941.000	\$ 4,336.42
C&J Parking Lot Sweeping, Inc.	May 2014	268-000.00-941.000	\$ 195.00
Home Depot		268-000.00-941.000	\$ 30.38
Michigan Automatic Sprinkler, Inc.	monthly testing +	268-000.00-941.000	\$ 231.75
Konica Minolta Premier Finance		268-000.00-942.000	\$ 999.00
Corrigan Record Storage	June	268-000.00-942.100	\$ 49.92
American Library Association	Webinar; Mktg Plans	268-000.00-956.000	\$ 28.00
Farkas, Julie	mileage; May - June 2014	268-000.00-956.000	\$ 62.24
Shih, Tsuei-Mei	Mileage; Int Library Rd; 5/29/14	268-000.00-956.000	\$ 31.47
Smale, Evan	mileage; OCHR wksp	268-000.00-956.000	\$ 40.32
Teagan, Wendy	mileage; Sasug 6/26/14	268-000.00-956.000	\$ 41.44
TOTAL			\$ 68,977.60



CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
June 18, 2014

DRAFT

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

Library Board

Willy Mena, President
David Margolis, Vice President
Ramesh Verma, Secretary
John Lesko, Board Member
Craig Messerknecht, Board Member
Mark Sturing, Board Member

Absent and Excused

Larry Czekaj, Treasurer

Student Representatives

Ziyang Huang

Student Representative Absent and Excused

Ruchira Ankireddygari

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

Guests

Sue Johnson, President, Friends of Novi Public Library
Pat Brunett, former President, Friends of Novi Public Library

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 Willy Mena, President at 7:00 p.m.

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

3. **Approval and Overview of Agenda**

It was noted that **Section 15. Matters for Board Discussion, Item B. Renaming of 269 Walker Fund to 269 Library Contributed Funds** was also listed under **Section 16. Matters for Board Action, Item A.** 15B. should be eliminated.

A motion was made to approve the June 18, 2014 Agenda as amended.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

4. **Consent Agenda**

A motion was made to approve the June 18, 2014 Consent Agenda as presented.

1st – Mark Sturing

2nd – John Lesko

The motion was passed unanimously.

5. **Correspondence**

A thank you letter was presented to Julie Farkas from Maryanne Cornelius, City Clerk for the City of Novi, for allowing our facility to play host as a voting Precinct.

A thank you letter was presented to Julie Farkas from the Flint Public Library staff who visited the Novi Public Library in their appreciation for the tour of our facility.

6. **Presentation**

A. **Sue Johnson, President – Friends of Novi Library, Check Presentation to Library for \$25,000**

Friends newly elected President, Sue Johnson, and former Friends President Pat Brunett presented to the Library and Library Board of Trustees a check in the amount of \$25,000 for the 2014-2015 Wish List requests and for on-going programs for the year.

Director Julie Farkas thanked the Friends for their continued support of the Library for the past 50+ years. The partnership that we have is invaluable. A special thank you was given to Pat Brunett for his amazing leadership over the last few years.

Library Trustees welcomed Sue Johnson and thanked Pat Brunett for all his service to the Friends and the Library. Trustee Verma commended Mr. Brunett for bringing diverse members to the Friends membership.

7. **Public Comment**

There was no public comment.

8. **President's Report**

A. **Goals Document July 2013-June 2014**

The 2013-2014 completed Goals document is located on pages 14-24 the June 18, 2014 Library Board Packet. Highlights include:

- A Summer Reading Program reach-out to the Thorton Creek and Village Oaks Schools was completed addressing close to 500 students.
- On Monday, June 16, the Summer Reading Program kicked off with hundreds of sign-ups.
- A thank you to the Novi Community Schools for partnering with the Library for the Summer Reading Program; the Media Specialists were very instrumental in getting the word out to the students.

- On Thursday, June 19 at 7 p.m., the Earth Angels will be performing on the patio. If inclement weather, the performance will be relocated to the meeting room.
- The On the Road fundraising event raised \$800. A thank you to Margi Karp-Opperer and Kathy Crawford for hosting the event.
- The Library is participating in the City's bid process for the janitorial services.
- Policies were revised and approved, providing a good guideline for the Library.

9. Treasurer's Report

A. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the June 18, 2014 Library Board Packet on pages 25-26.

B. Quarterly Investment Report (through March 31, 2014)

The Quarterly Investment Report was provided by the City of Novi and can be found on pages 27-31 of the June 18, 2014 Library Board Packet.

C. Library Financials and Walker Fund – May, 2014

The Financials and Walker Fund Reports ending May 31, 2014 are located on pages 32-37 of the June 18, 2014 Library Board Packet.

It is anticipated that the Library will not draw as much from the fund balance as authorized.

D. Library Café Revenue Report – due 15th of the month – May 2014

There was no report provided as the funds were not received by the time of this meeting.

10. Director's Report

The Director's Report is provided on pages 38-39 of the June 18, 2014 Library Board Packet. Highlights of the report are:

- There is no need to move forward on the proposed Driver's License Verification Policy as we do not have any CDL drivers.
- Two Read Boxes were installed in the following Novi Parks – ITC and Lakeshore, with another to be installed in Rotary Park on June 26, 2014. The Novi Rotary will be holding their meeting at Rotary Park to unveil the Read Box. Three Novi High School students created the artwork for the Read Box located in the ITC Park, and an art student from The Art Institute of Michigan located in Novi created the artwork for the Read Box located in Rotary Park.
- With the acceptance of the \$25,000 Friends donation, a formal thank you will be in the June 19, 2014 edition of the Novi News.
- A thank you goes to the Novi Community Schools Superintendent, Dr. Matthews; Assistant Superintendent of Academic Services, Mr. R.J. Webber; and all the Media Specialists for their support and collaboration in working with the Library on this year's Summer Reading Program.

11. Additional Reports

A. Public Services Report

The Public Services Report is provided on pages 39-40 of the June 18, 2014 Library Board Packet.

Highlights include:

- The Library hosted a table at the Memorial Day Parade.
- The Summer Reading Program is off to a huge start which draws youth, teens, and adults to participate.
- The first annual Growing Together partnership with MSU Tollgate and the Friends was held.
- Hosted the first International Language Committee Meeting.
- A great number of programs for youth, teens, and adults were held during the month.

B. Building Operations Report

The Building Operations Report is provided on page 41 of the June 18, 2014 Library Board Packet. Highlights include:

- The plumbing situation that plagued the Library has been resolved.
- After a harsh winter, some shrubs and trees were lost. An inventory was taken and shared with the Building/Landscape Committee.
- A power outage burned out software equipment which controls the Library HVAC system. The part was replaced and the cost was submitted to the insurance company.
- We are waiting to hear from the supplier a location to tour a facility that uses an air curtain. The air curtain is mounted in the ceiling between the double doors at the entrance to the Library. Cold air triggers the sensors to allow warm air to flow.

A memo from Mary Ellen Mulcrone dated May 21, 2014 sent to the Library Building & Grounds Committee is located on page 42 of the June 18, 2014 Library Board Packet. This memo outlines the new landscaping company the Library contracted with, B&B Landscaping; the plumbing issues with the second floor public bathroom; the proposal to install a 53-gallon expansion tank; and the demonstration of an air curtain.

Mary Ellen Mulcrone also provided a memo on June 10, 2014 to the Library Building and Grounds Committee highlighting the trees, shrubs, and plants that were lost during the past winter months.

C. Library Usage Statistics – May 2014

The May 2014 statistics are located on pages 44-51 of the June 18, 2014 Library Board Packet. Highlights include:

- 322 Library cards issued
- 60,090 items checked out
- Number of items borrowed from TLN – 3,566
- Number of items borrowed from MEL – 79
- Number of items loaned through TLN – 4,652
- Number of items loaned through MEL – 59
- 56.13% of all items checked out were completed on self – checkout stations
- Total circulation – 60,090
- Daily average people using the Library was 1,167
- Early Literacy workstation usage 734
- Daily average computer logins – 1,346
- Technology Sessions – 16 with 28 participants
- Check-outs Freegal – 1,756; Overdrive – 4,053; Zinio – 797
- Charging Station Usage – 4
- Meeting Room Rentals – 35
- Library App Visits – 19,778

D. Friends of Novi Library

There was no report provided by the Friends of the Novi Public Library.

E. Historical Commission Report

The Historical Commission held meetings on March 26, 2014 and April 16, 2014 and the minutes from these meetings are located on pages 52-55 of the June 18, 2014 Library Board Packet.

The eight (8) MotorCities marker boards were received and are being reviewed for installation throughout the community within the next month or two.

12. Student Representatives Report

The Student Representatives Report is provided on page 56 of the June 18, 2014 Library Board Packet. Highlights include:

- Programs:
 - Teen Advisory Board (TAB) Meeting was held with 9 teens in attendance
 - Teen Book Club was held on May 17 with 7 attendees
 - Spring Craftiness Program – 6 teens in attendance
 - Teen Space held 20 sessions this month with 657 in attendance
 - WOW Writing Workshop saw 14 teens in attendance
- Upcoming Programs:
 - Summer Reading Program
 - Volunteer Orientation, June 2 and June 4
 - Tie-Dye Day, June 17

New Officers:

President – Ziyang Huang

Vice President – Yong Huang

Secretary – Cindy Huang

13. Committee Reports

A. Policy Committee (Lesko, Messerknecht, Margolis – chair)

There was no report provided.

B. HR Committee (Lesko, Verma – chair)

There was no report provided.

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

1. Meeting held on Friday, June 6, 2014 at 9:00 a.m.

Discussed the 269 Walker Fund in preparation for Board Action.

“There was discussion by the committee to recommend a change in title for the 269 Walker Library Fund to 269 Library Contributed Funds.

The 269 account will be restructured to have only 5 accounts. The recommended titles for the accounts are: Collections/Materials, Programming, Building/Grounds/Furniture, Technology and Undesignated (Miscellaneous). This information has been shared with the City of Novi’s Finance Department. They are currently reviewing the requests. At this time a budget for 2014-2015 269 Library Contributed Funds account has not been completed for approval.”

D. Fundraising Committee (Lesko, Sturing, Mena – chair)

There was no report provided.

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

There was no report provided.

F. Building/Landscape Committee (Margolis, Messerknecht, Czekaj – chair)

a. Email Updates by Mary Ellen Mulcrone.

The emails are located on pages 42-43 of the June 18, 2014 Library Board Packet.

14. Public Comment

There was no public comment.

15. Matters for Board Discussion

A. **Driver's License Verification Policy – update**

There is no need to move forward on the proposed Driver's License Verification Policy as we do not have any CDL drivers.

16. **Matters for Board Action**

A. **Renaming of 269 Walker Library Fund to 269 Library Contributed Funds**

After Finance Committee discussion, it was suggested to rename the former 269 Library Walker Fund to the 269 Library Contributed Funds. The City informed the Director that they will continue to have the Walker Fund name on documents as a history of the account. The reason for eliminating the Walker Fund name from the account is due to the contract has expired. The Contributed Funds account will not be used for operations, but will be used for Capital expenditures, i.e. roof, parking lot, etc., or will be funds that are donated to the Library and used according to the wishes of the donor unless the donor chooses the funds be left undesignated. The Trustees do not want to comingle the 268 (tax revenue funds) and the 269 (contributed) funds into one large Library fund. The categorization of the 269 funds will be simplified into five accounts. The 269 Contributed Funds account will have a separate budget, but the 2014-15 fiscal year budget for 269 Contributed Funds will be created after the end of the 2013-14 fiscal year ends June 30, 2014.

A motion was made to rename the 269 Library Walker Fund to the 269 Library Contributed Funds.

1st – Ramesh Verma
2nd – David Margolis

The motion was approved unanimously.

B. **2015 Calendar – Library Closure on July 4th (Saturday) and July 5th (Sunday); October 2015 (one evening 5-9 p.m. to host the Michigan Library Association All Conference Event (October 16-17)**

- o A request to have the Library closed on Sunday, July 5 allowing for a long weekend.
- o Closing the Library an evening from 5-9 p.m. in October 2015 to host a reception for the Michigan Library Association attendees. Typically there are 300-400 attendees at the conference, which will be held at the Suburban Collection. Library Board Trustees will be invited to attend.

A motion was made to approve the closing of Sunday, July 5, 2015 and either the evening of October 16 or October 17, 2015 at 5 p.m.

1st – Craig Messerknecht
2nd – Mark Sturing

The motion was passed unanimously.

17. **Executive Session – Director's Annual Evaluation**

A motion was made to continue to Executive Session for the Director's Annual Evaluation.

1st – Mark Sturing
2nd – John Lesko

The motion was approved unanimously.

The Library Trustees held Director, Julie Farkas' Annual Evaluation in closed session.

A motion was made to continue Executive Session at the July 16, 2014 Board Meeting for purposes of Director Evaluation.

1st – Mark Sturing

2nd – John Lesko

The motion was approved unanimously.

18. Adjourn

A motion was made to adjourn the meeting at 9:05 p.m.

1st – Craig Messerknecht

2nd – David Margolis

The motion was passed unanimously.

Ramesh Verma, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
GOAL SETTING SESSION
June 25, 2014**

DRAFT

1. Call to Order and Roll Call

Library Board

Willy Mena, President
David Margolis, Vice President
Larry Czekaj, Treasurer
John Lesko, Board Member
Craig Messerknecht, Board Member
Mark Sturing, Board Member

Absent and Excused

Ramesh Verma, Secretary

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Public Library Board Room, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Willy Mena, President at 7:00 p.m.

Distributed Documents:

- Novi Public Library 6 Strategic Objectives 2013-2018
- Strategic Planning Goals July 2013-June 2018 Goal Tracking and Updates
- Novi Public Library 2014-2015 Goals
- Novi Public Library 2015-2016 Goals
- City of Novi City Council Objectives/Goals Resolution for FY 2014-15

The present Goals chart is formatted with the Strategic Objective in green, Goals in blue, Strategy in yellow, and the Tactic/Status in gray. As updates occur, they're provided in red with the dates the goals are accomplished.

The Novi Public Library six (6) Strategic Objectives for 2013-2018 are listed as follows:

1. Fuel Novi community's passion for reading, personal growth and learning (General Information, Lifelong Learning, Current Topics and Titles)
2. Increase the Novi community's knowledge of and access to the library's collections, services, building (Commons, Basic Literacy, Lifelong Learning, Cultural Awareness)
3. Encourage the Novi community to embrace and participate in the library's programming, cultural learning and service opportunities (Cultural Awareness, Commons, Current Topics and Titles, Lifelong Learning)

4. Foster an organizational culture of innovation (Current Topics and Titles, Lifelong Learning)
5. Empower the Novi community to be effective consumers and producers of information (Basic Literacy, Lifelong Learning, Current Topics and Titles, Cultural Awareness, General Information)
6. Match the needs of the community with the facility(ies) and library's logistical resources (Ex: existing building, outreach, collections, storage space, future expansion)

The Trustees have chosen to adjust the order for which the six (6) Strategic Objectives for 2013-2018 will occur to the following:

1. Match the needs of the community with the facility(ies) and library's logistical resources (Ex: existing building, outreach, collections, storage space, future expansion)
2. Fuel Novi community's passion for reading, personal growth and learning (General Information, Lifelong Learning, Current Topics and Titles)
3. Increase the Novi community's knowledge of and access to the library's collections, services, building (Commons, Basic Literacy, Lifelong Learning, Cultural Awareness)
4. Encourage the Novi community to embrace and participate in the library's programming, cultural learning and service opportunities (Cultural Awareness, Commons, Current Topics and Titles, Lifelong Learning)
5. Foster an organizational culture of innovation (Current Topics and Titles, Lifelong Learning)
6. Empower the Novi community to be effective consumers and producers of information (Basic Literacy, Lifelong Learning, Current Topics and Titles, Cultural Awareness, General Information)

The Trustees stated that they would like to see efforts made by the staff and director to reduce budgets; to be more cost effective. The Trustees discussed developing a budget plan to reduce the drawdown of funds. They are looking to set a goal for an adoptable plan and discussed developing a means to cut the budget by \$75,000-\$85,000 for the next fiscal year.

Library Goals for 2014-2015

1. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
2. Develop a fiscal plan for 2015-2016 to reduce the fund balance usage by 20%.
3. Create a higher level of awareness for Library Board member representation, ambassadors and employment.
4. Provide quality services, collections, programs and technology with an emphasis on the aging population.
5. The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.
6. Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.
7. Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.
8. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

7. Adjourn

A motion was made to adjourn the meeting at 9:30 p.m. The motion was passed unanimously.

Willy Mena, President

Date

CONSULATE GENERAL OF JAPAN

400 RENAISSANCE CENTER, SUITE 1600

DETROIT, MICHIGAN 48243

PHONE: (313) 567-0120

FAX: (313) 567-0274

June 19, 2014

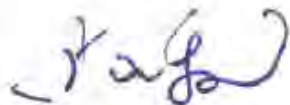
Julie E. Farkas
Director, Novi Public Library
45255 W. Ten Mile Road
Novi, MI 48375

Dear Ms. Farkas:

I would like to extend my humble gratitude to you for graciously taking the time to give me a tour of the Novi Public Library this morning. I truly enjoyed learning about the history of the library, and was very impressed to see the wonderful collection of Japanese resources available to the public. As you may know, there are about 3,000 Japanese currently residing in the Novi area. I am very pleased to see the support the Japanese community receives from the Novi Public Library, and look forward to continuing to strengthen the bilateral ties between Japan and the city of Novi.

If you are available sometime in the near future, please consider joining me for a dinner at my residence in Bloomfield Hills. I very much look forward to hearing from you in the future.

Sincere regards,



Kazuyuki Katayama, Ph.D.
Consul General of Japan



Inform. Inspire. Include.

6 Strategic Objectives
2013-2018

1. Match the needs of the community with the facility (ies) and library's logistical resources (Ex: existing building, outreach, collections, storage space, future expansion)
2. Fuel Novi community's passion for reading, personal growth and learning (General Information, Lifelong Learning, Current Topics and Titles)
3. Increase the Novi community's knowledge of and access to the library's collections, services and building (Commons, Basic Literacy, Lifelong Learning, Cultural Awareness)
4. Encourage the Novi community to embrace and participate in the library's programming, cultural learning and service opportunities (Cultural Awareness, Commons, Current Topics and Titles, Lifelong Learning)
5. Foster an organizational culture of innovation (Current Topics and Titles, Lifelong Learning)
6. Empower the Novi community to be effective consumers and producers of information (Basic Literacy, Lifelong Learning, Current Topics and Titles, Cultural Awareness, General Information)

Library Goals
2014-2015

1. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
2. Develop a fiscal plan for 2015-2016 to reduce the fund balance usage by 20%.
3. Create a higher level of awareness for Library Board member representation, ambassadors and employment.
4. Provide quality services, collections, programs and technology with an emphasis on the aging population.
5. The Library Board shall be active & engaged and represent the Library in Novi and the greater library community.
6. Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.
7. Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.
8. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

Proposed: July 16, 2014

2014-2015 Budget					
Final Draft: 3/19/2014		2013-2014	2013-2014	2014-2015	2015-2016
Revenues		Budget	Forecast	Approved	Projected
Account	Description				
403.000	Property Tax Revenue	2,254,000.00	2,254,000.00	2,309,000.00	2,366,725.00
567.000	State Aid	20,000.00	20,000.00	20,000.00	20,000.00
657.000	Library book fines	68,500.00	73,000.00	74,000.00	75,000.00
658.000	State penal fines	76,000.00	73,539.99	73,000.00	73,000.00
664.000	Interest on Investments	25,000.00	25,000.00	25,700.00	26,000.00
664.500	Unrealized gain(loss) invest	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	15,000.00	16,500.00	17,000.00	17,000.00
665.100	Copier	2,500.00	2,800.00	2,500.00	2,500.00
665.200	Electronic media	800.00	200.00	300.00	300.00
665.266	SRP - T-shirt sales	0.00	200.00	2,800.00	0.00
665.289	Adult Programming	0.00	0.00	0.00	0.00
665.290	Library Fundraising	1,000.00	1,000.00	3,000.00	3,000.00
665.300	Meeting Room	15,000.00	20,000.00	23,000.00	23,000.00
665.400	Gifts and donations	5,000.00	3,500.00	5,000.00	5,000.00
665.404	Novi Township Assessment	5,800.00	5,787.00	5,900.00	6,000.00
665.650	Library Café	5,000.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,493,600.00	2,500,526.99	2,566,200.00	2,622,525.00
Expenditures					
Personnel Svcs.					
Account	Description				
704.000	Permanent Salaries	943,600.00	943,600.00	952,200.00	952,200.00
704.200	Wages (non-pensionable)	0.00	0.00	47,700.00	0.00
705.000	Temporary Salaries	631,000.00	611,000.00	636,800.00	642,800.00
715.000	Social Security	120,000.00	120,000.00	122,000.00	122,000.00
716.000	Insurance	175,000.00	168,000.00	173,000.00	175,000.00
716.200	HSA - Health Savings Acct.	8,000.00	4,000.00	4,000.00	4,000.00
718.000	Pension DB	2,200.00	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	26,200.00	26,200.00	27,700.00	28,300.00
719.000	Unemployment Ins	2,000.00	0.00	0.00	0.00
720.000	Workers' Comp	5,300.00	2,500.00	2,500.00	2,500.00
Total Personnel Services		1,913,300.00	1,875,300.00	1,965,900.00	1,926,800.00
Supplies					
Account	Description				
727.000	Office supplies	16,000.00	16,000.00	15,000.00	16,000.00
728.000	Postage	1,800.00	700.00	700.00	700.00
734.000	Computer software/licensing	88,000.00	88,000.00	96,900.00	90,600.00
734.500	Computer supplies equip	13,000.00	13,000.00	21,000.00	16,000.00
740.000	Operating supplies	33,200.00	33,600.00	32,800.00	33,600.00
740.200	Desk, chairs, cabinets, etc.	13,200.00	13,200.00	0.00	0.00

741.000	Uniforms	300.00	300.00	300.00	300.00
Materials					
742.000	Books	220,500.00	220,500.00	210,000.00	211,000.00
742.100	Book Fines	700.00	1,200.00	1,500.00	1,500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,000.00	20,000.00	21,200.00	21,200.00
744.000	Audio visual materials	56,500.00	61,500.00	67,700.00	70,000.00
745.200	Electronic media	55,700.00	55,700.00	58,500.00	66,000.00
745.300	Online (Electronic) Resources	60,000.00	55,000.00	60,000.00	60,000.00
Total Supplies & Materials		578,900.00	578,700.00	585,600.00	586,900.00
Expenditures					
Services & Charges					
Account	Description				
801.925	Public Information (cable)	1,000.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,500.00	3,500.00	3,500.00	3,500.00
803.000	Independent Audit	700.00	590.00	700.00	700.00
804.000	Medical Service	500.00	1,000.00	1,000.00	1,000.00
806.000	Legal Fees	1,500.00	0.00	1,000.00	1,000.00
809.000	Memberships & Dues	5,500.00	5,500.00	4,500.00	4,500.00
816.000	Professional services	3,000.00	2,500.00	3,000.00	8,000.00
817.000	Custodial Services	37,200.00	37,200.00	37,800.00	37,800.00
818.000	TLN Central Services	5,000.00	4,750.00	4,750.00	5,500.00
851.000	Telephone	17,000.00	15,000.00	16,500.00	17,000.00
855.000	TLN Automation Services	63,900.00	63,900.00	66,500.00	69,100.00
862.000	Mileage	500.00	150.00	1,250.00	1,250.00
880.000	Community Promotion	5,000.00	6,000.00	5,000.00	5,000.00
880.267	Library Programming - Book It	1,000.00	0.00	1,000.00	1,000.00
880.268	Library Programming	26,000.00	22,000.00	20,000.00	20,000.00
880.271	Adult Programming	0.00	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	30,000.00	28,000.00	28,800.00	29,500.00
910.000	Property & Liability Insurance	12,800.00	13,668.00	13,000.00	13,400.00
921.000	Heat	17,500.00	17,500.00	17,500.00	18,000.00
922.000	Electricity	90,500.00	90,500.00	93,200.00	96,400.00
923.000	Water and Sewer	6,000.00	6,000.00	6,500.00	6,500.00
934.000	Building Maintenance	55,500.00	76,300.00	73,900.00	73,900.00
935.000	Vehicle Maintenance	1,500.00	1,500.00	1,500.00	1,500.00
941.000	Grounds Maint.	25,000.00	47,100.00	26,000.00	27,300.00
942.000	Office Equipment Lease	13,000.00	13,000.00	12,000.00	12,000.00
942.100	Records storage	100.00	250.00	250.00	250.00
956.000	Conferences & Workshops	15,500.00	17,000.00	11,000.00	15,500.00
Total Services & Charges		438,700.00	473,908.00	451,150.00	470,600.00
Expenditures					
Capital Outlay					
Account	Description				
962.000	Contingency	0.00	0.00	0.00	0.00
934.000	Building Maint. - Plumbing/Main Ent			24,550.00	

976.000	Building Improvements	0.00	0.00	0.00	0.00
986.000	Data Processing - Computers/Equip	35,000.00	35,000.00	14,000.00	106,800.00
986.000	Data Processing - Phone Upgrade			15,000.00	
990.000	Furniture	8,800.00	8,800.00	0.00	0.00
Total Capital Outlay		43,800.00	43,800.00	53,550.00	106,800.00
965.269	Walker Transfer				
Total Expenditures		0	2,974,700.0	3,056,200.00	3,091,100.00
680.000	Fund Balance				
934.000	Building Maintenance Add'l expenses		20,731.62		
941.000	Grounds Maintenance Add'l expenses		22,086.45		
	TOTAL Fundbalance	481,100.00	471,181.01	490,000.00	468,575.00

269 - Library Contributed Funds

2014-2015 Budget

Collections/Materials	xxx.230		2014-2015 Budget	Total per Category
		Beginning Balance 6/30/2014	33,603.99	
		Unsolicited donations	1,500.00	
Milker Donation		Large Print collection	(1,005.00)	
Margolis Donation		Youth collections	(1,000.00)	
		Druschel library collection	(400.00)	
Berman Donation		Parenting library collection	(1,300.00)	
		Total Collections/Materials		\$ <u>31,398.99</u>
Buildings/Ground/Furniture	xxx.231			
		Beginning Balance 6/30/2014	54,244.67	
		Unsolicited donations	1,500.00	
Berman Donation/Naming		Reallocate to Undesignated	(46,051.84)	
		Brick Pavers	(1,400.00)	
		Teen Stop frames for artwork	(1,000.00)	
Friends Donation		HD Camcorder	(300.00)	
Friends Donation		4 Educational learning stations	(4,000.00)	
		Total Buildings/Ground/Furniture		\$ <u>2,992.83</u>
Programming	xxx.232			
		Beginning Balance 6/30/2014	10,572.94	
		Unsolicited donations	1,500.00	
Friends Donation		Community Read	2,000.00	
NLA Funds		Community Read	650.00	
Berenguer Donation		Light up the Night	(265.05)	
		Community Read expenses	(2,000.00)	
		Total Programming		\$ <u>12,457.89</u>
Technology	xxx.233			
		Beginning Balance 6/30/2014	6,100.00	
		Unsolicited donations	1,500.00	
		Book-it Technology	(3,600.00)	
		Total Technology		\$ <u>4,000.00</u>
Undesignated (Misc)	xxx.???			
269-000.00-390.000		Fund balance 6/30/2014	1,436,396.08	
269-000.00-664.000		Interest on investments	31,582.59	
269-000.00-664.500		Unrealized gain (loss) on investments	17,260.50	
Berman Donation/Naming		Reallocated from Buildings/Ground/Furniture	46,051.84	
		Total Undesignated (Misc)		\$ <u>1,531,291.01</u>

(date: 7/11/2014)

07/11/2014		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI				
		PERIOD ENDING 06/30/2014				
		% Fiscal Year Completed: 100.00				
		2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED	06/30/2014	MONTH 06/30/2014	BALANCE	% BDGT
		BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 268 - LIBRARY FUND 268						
Dept 000.00-treasury						
Property tax revenue						
268-000.00-403.000	Property Tax Revenue - Current Levy	2,281,542.00	2,285,842.67	0.00	(4,300.67)	100.19
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(22,000.00)	(20,118.00)	(363.51)	(1,882.00)	91.45
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	0.00	16,154.00	0.00	(16,154.00)	100.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(184.00)	(183.71)	0.00	(0.29)	99.84
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(5,358.00)	(5,358.22)	0.00	0.22	100.00
Property tax revenue		2,254,000.00	2,276,336.74	(363.51)	(22,336.74)	100.99
State sources						
268-000.00-567.000	State aid	20,000.00	30,103.08	0.00	(10,103.08)	150.52
State sources		20,000.00	30,103.08	0.00	(10,103.08)	150.52
Fines and forfeitures						
268-000.00-657.000	Library book fines	73,000.00	74,638.77	7,812.02	(1,638.77)	102.24
268-000.00-658.000	State penal fines	73,540.00	73,539.99	0.00	0.01	100.00
Fines and forfeitures		146,540.00	148,178.76	7,812.02	(1,638.76)	101.12
Interest income						
268-000.00-664.000	Interest on investments	25,000.00	40,076.17	14,298.54	(15,076.17)	160.30
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	17,240.00	(4,490.00)	(17,240.00)	100.00
Interest income		25,000.00	57,316.17	9,808.54	(32,316.17)	229.26
Other revenue						
268-000.00-665.000	Miscellaneous income	16,500.00	16,175.47	1,087.20	324.53	98.03
268-000.00-665.100	Copier	2,800.00	2,981.78	208.43	(181.78)	106.49
268-000.00-665.200	Electronic media (previously VHS)	200.00	239.80	29.00	(39.80)	119.90
268-000.00-665.266	Summer reading t-shirt sales	200.00	0.00	0.00	200.00	0.00
268-000.00-665.290	Library fund raising revenue	1,000.00	180.00	0.00	820.00	18.00
268-000.00-665.300	Meeting room	20,000.00	30,559.14	5,336.86	(10,559.14)	152.80
268-000.00-665.404	Novi Township assessment	5,787.00	5,787.00	0.00	0.00	100.00
268-000.00-665.650	Library Cafe	5,000.00	4,105.44	0.00	894.56	82.11
Other revenue		51,487.00	60,028.63	6,661.49	(8,541.63)	116.59
Donations						
268-000.00-665.289	Adult programs	0.00	4,688.39	0.00	(4,688.39)	100.00
268-000.00-665.400	Gifts and donations	3,500.00	5,043.81	60.00	(1,543.81)	144.11
Donations		3,500.00	9,732.20	60.00	(6,232.20)	278.06

Appropriation of fund balance						
268-000.00-680.000	Appropriation of fund balance	471,181.00	0.00	0.00	471,181.00	0.00
Appropriation of fund balance		471,181.00	0.00	0.00	471,181.00	0.00
Personnel services						
268-000.00-704.000	Permanent salaries	943,600.00	940,355.54	92,019.62	3,244.46	99.66
268-000.00-705.000	Temporary salaries	611,000.00	594,374.58	67,716.11	16,625.42	97.28
268-000.00-715.000	Social security	120,000.00	113,783.62	8,507.71	6,216.38	94.82
268-000.00-716.000	Insurance	168,000.00	169,574.81	14,407.97	(1,574.81)	100.94
268-000.00-716.200	HSA - employer contribution	4,000.00	2,890.76	0.00	1,109.24	72.27
268-000.00-718.200	Pension - defined contribution	26,200.00	25,952.43	1,845.74	247.57	99.06
268-000.00-720.000	Workers compensation	2,500.00	4,777.42	302.86	(2,277.42)	191.10
Personnel services		1,875,300.00	1,851,709.16	184,800.01	23,590.84	98.74
Supplies						
268-000.00-727.000	Office supplies	16,000.00	16,019.58	0.00	(19.58)	100.12
268-000.00-728.000	Postage	700.00	516.03	0.00	183.97	73.72
268-000.00-734.000	Computer supplies, software & licensing	88,000.00	62,174.13	638.69	25,825.87	70.65
268-000.00-734.500	Computer supplies/equipment	13,000.00	12,941.56	219.37	58.44	99.55
268-000.00-740.000	Operating supplies	33,600.00	26,928.78	830.46	6,671.22	80.15
268-000.00-740.200	Desks, chairs, file cabinets, etc	13,200.00	14,017.44	2,898.00	(817.44)	106.19
268-000.00-741.000	Uniforms	300.00	246.85	0.00	53.15	82.28
268-000.00-742.000	Library books	220,500.00	191,396.85	2,001.06	29,103.15	86.80
268-000.00-742.100	Library Book - Fines	1,200.00	1,284.69	119.42	(84.69)	107.06
268-000.00-743.000	Library periodicals	20,000.00	20,425.94	189.82	(425.94)	102.13
268-000.00-744.000	Audio visual materials	61,500.00	58,515.49	611.84	2,984.51	95.15
268-000.00-745.200	Electronic media	55,700.00	47,459.63	1,758.57	8,240.37	85.21
268-000.00-745.300	Electronic resources (CD rom materials)	55,000.00	52,922.29	0.00	2,077.71	96.22
Supplies		578,700.00	504,849.26	9,267.23	73,850.74	87.24
Other services and charges						
268-000.00-801.925	Public information (cable, etc)	1,000.00	902.22	0.00	97.78	90.22
268-000.00-802.100	Bank services	3,500.00	3,028.78	221.10	471.22	86.54
268-000.00-803.000	Independent audit	590.00	590.00	0.00	0.00	100.00
268-000.00-804.000	Medical service	1,000.00	1,078.00	107.80	(78.00)	107.80
268-000.00-809.000	Memberships and dues	5,500.00	5,000.08	206.00	499.92	90.91
268-000.00-816.000	Professional services	2,500.00	1,980.00	0.00	520.00	79.20
268-000.00-817.000	Custodial services	37,200.00	31,721.42	3,150.00	5,478.58	85.27
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	0.00	0.00	100.00
268-000.00-851.000	Telephone	15,000.00	12,938.96	795.30	2,061.04	86.26
268-000.00-855.000	TLN Automation Services	63,900.00	54,965.02	0.00	8,934.98	86.02
268-000.00-861.000	Gasoline and oil	0.00	151.96	54.38	(151.96)	100.00
268-000.00-862.000	Mileage	150.00	201.05	21.88	(51.05)	134.09
268-000.00-880.000	Community promotion	5,000.00	6,973.05	(1,133.51)	(973.05)	116.22
268-000.00-880.268	Library programming	22,000.00	19,861.15	2,331.70	2,138.85	90.28
268-000.00-880.271	Adult programs	0.00	3,987.91	0.00	(3,987.91)	100.00
268-000.00-900.000	Printing, graphic design and publishing	28,000.00	21,579.90	499.54	6,420.10	77.07
268-000.00-910.000	Property & liability insurance	13,668.00	13,668.00	0.00	0.00	100.00
268-000.00-910.001	Uninsured expenditures	0.00	5,913.00	5,913.00	(5,913.00)	100.00

268-000.00-921.000	Heat	17,500.00	12,347.52	358.55	5,152.48	70.56
268-000.00-922.000	Electricity	90,500.00	94,926.35	0.00	(4,426.35)	104.89
268-000.00-923.000	Water and sewer	6,000.00	3,762.12	0.00	2,237.88	62.70
268-000.00-934.000	Building maintenance	76,300.00	61,038.54	4,580.23	15,261.46	80.00
268-000.00-935.000	Vehicle maintenance	1,500.00	948.75	0.00	551.25	63.25
268-000.00-941.000	Grounds maintenance	47,100.00	35,347.04	317.13	11,752.96	75.05
268-000.00-942.000	Office equipment lease	13,000.00	13,855.74	999.00	(855.74)	106.58
268-000.00-942.100	Records storage	250.00	261.56	49.92	(11.56)	104.62
268-000.00-956.000	Conferences and workshops	17,000.00	18,502.28	172.00	(1,502.28)	108.84
Other services and charges		473,908.00	430,280.40	19,564.02	43,627.60	90.79
Capital outlay						
268-000.00-986.000	Data processing-capital outlay	35,000.00	25,112.75	0.00	9,887.25	71.75
268-000.00-990.000	Furniture	8,800.00	8,801.51	0.00	(1.51)	100.02
Capital outlay		43,800.00	33,914.26	0.00	9,885.74	77.43
Net - Dept 000.00-treasury		0.00	(239,057.50)	(189,652.72)	239,057.50	
Fund 268 - LIBRARY FUND 268:						
TOTAL REVENUES		2,971,708.00	2,581,695.58	23,978.54	390,012.42	86.88
TOTAL EXPENDITURES		2,971,708.00	2,820,753.08	213,631.26	150,954.92	94.92
NET OF REVENUES & EXPENDITURES		0.00	(239,057.50)	(189,652.72)	239,057.50	100.00
BEG. FUND BALANCE		2,113,292.16	2,113,292.16			100.00
END FUND BALANCE		2,113,292.16	1,874,234.66			100.00
Fund 269 - LIBRARY CONTRIBUTED FUND 269						
Dept 000.00-treasury						
Interest income						
269-000.00-664.000	Interest on investments	19,365.00	31,582.59	12,011.34	(12,217.59)	163.09
269-000.00-664.500	Unrealized gain (loss) on investments	0.00	17,260.50	(5,081.25)	(17,260.50)	100.00
Interest income		19,365.00	48,843.09	6,930.09	(29,678.09)	252.22
Donations						
269-000.00-665.267	Library Programming - Book It	4,840.00	5,803.77	750.00	(963.77)	119.91
269-000.00-665.271	Donation-general-youth collections	145.00	1,361.02	1,214.55	(1,216.02)	938.63
269-000.00-665.273	Donation-Friends Novi Library -Other	11,765.00	0.00	0.00	11,765.00	0.00
269-000.00-665.274	Donations-brick pavers	490.00	1,137.18	606.71	(647.18)	232.08
269-000.00-665.285	Donations - Community Read	800.00	2,600.00	1,800.00	(1,800.00)	325.00
269-000.00-665.286	Donations - Light Up the Night	200.00	200.00	0.00	0.00	100.00
269-000.00-665.287	Donations-Crop for a Cause	470.00	472.07	0.00	(2.07)	100.44
269-000.00-665.402	Donations - specific collections	1,925.00	1,926.50	0.00	(1.50)	100.08
Donations		20,635.00	13,500.54	4,371.26	7,134.46	65.43

Supplies						
269-000.00-742.262	Booklit costs & childrens collections	16,000.00	13,005.19	0.00	2,994.81	81.28
269-000.00-742.267	Books - parenting	2,000.00	992.99	0.00	1,007.01	49.65
269-000.00-742.273	Friends of the Novi Library - Other Exp	10,000.00	7,207.94	0.00	2,792.06	72.08
269-000.00-742.283	Novi Newbies expenditures	500.00	4.20	0.00	495.80	0.84
269-000.00-742.285	Community Read expenditures	5,000.00	1,188.13	0.00	3,811.87	23.76
269-000.00-742.286	Light Up the Night expenditures	500.00	200.00	0.00	300.00	40.00
269-000.00-742.291	Friends of Novi Library - Principal Exps	5,000.00	2,272.69	0.00	2,727.31	45.45
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,000.00	0.00	0.00	1,000.00	0.00
Supplies		40,000.00	24,871.14	0.00	15,128.86	62.18
Net - Dept 000.00-treasury		0.00	37,472.49	11,301.35	(37,472.49)	
Fund 269 - LIBRARY CONTRIBUTED FUND 269:						
TOTAL REVENUES		40,000.00	62,343.63	11,301.35	(22,343.63)	155.86
TOTAL EXPENDITURES		40,000.00	24,871.14	0.00	15,128.86	62.18
NET OF REVENUES & EXPENDITURES		0.00	37,472.49	11,301.35	(37,472.49)	100.00
BEG. FUND BALANCE		1,552,288.28	1,552,288.28			100.00
END FUND BALANCE		1,552,288.28	1,589,760.77			100.00
TOTAL REVENUES - ALL FUNDS		3,011,708.00	2,644,039.21	35,279.89	367,668.79	87.79
TOTAL EXPENDITURES - ALL FUNDS		3,011,708.00	2,845,624.22	213,631.26	166,083.78	94.49
NET OF REVENUES & EXPENDITURES		0.00	(201,585.01)	(178,351.37)	201,585.01	100.00
BEG. FUND BALANCE - ALL FUNDS		3,665,580.44	3,665,580.44			100.00
END FUND BALANCE - ALL FUNDS		3,665,580.44	3,463,995.43			100.00

07/11/2014

BALANCE SHEET FOR CITY OF NOVI

Period Ending 06/30/2014

GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	176,697.98
268-000.00-017.002	Investment - Chase	98,900.04
268-000.00-017.008	Investment - Oakland County Investment	673,460.50
268-000.00-017.009	Investment - UBS	1,050,260.00
268-000.00-018.000	Cash on hand	500.00
268-000.00-026.024	DEL. TAXES RECEIVABLE (2003)	0.00
268-000.00-026.025	DEL. TAXES RECEIVABLE (2004)	0.00
268-000.00-026.027	DEL. TAXES RECEIVABLE (2006)	0.00
	Total Assets	1,999,818.52
*** Liabilities ***		
268-000.00-202.000	Accounts payable	34,860.88
268-000.00-215.200	Unemployment insurance liability	966.00
268-000.00-257.000	Accrued wages payable	45,836.98
268-000.00-259.702	Accrued liabilities-tax	43,420.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	125,583.86
*** Fund Balance ***		
268-000.00-390.000	Fund balance	2,113,292.16
	Total Fund Balance	2,113,292.16
	Beginning Fund Balance	2,113,292.16
	Net of Revenues VS Expenditures	(239,057.50)
	Ending Fund Balance	1,874,234.66
	Total Liabilities And Fund Balance	1,999,818.52

Fund 269 - LIBRARY CONTRIBUTED FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	89,492.28
269-000.00-017.008	Investment - Oakland County Investment	509,423.99
269-000.00-017.009	Investment - UBS	990,844.50
	Total Assets	1,589,760.77
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
269-000.00-390.000	Fund balance	1,436,396.08
269-000.00-390.262	Restricted-Book It-childrens collections	33,432.10
269-000.00-390.267	Restricted for Druschel collections	1,000.38
269-000.00-390.271	Restricted for youth collection area	1,478.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	19,118.88
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	4,658.30
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	401.05
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,719.28
269-000.00-390.286	Restricted for Light Up the Night	65.05
269-000.00-390.287	Restricted-youth dept programming (Crop)	725.50
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	1,005.00
	Total Fund Balance	1,552,288.28
	Beginning Fund Balance	1,552,288.28
	Net of Revenues VS Expenditures	37,472.49
	Ending Fund Balance	1,589,760.77
	Total Liabilities And Fund Balance	1,589,760.77

Director's Report – Julie Farkas



Novi Rotary rallies for readers...

A HUGE thank you again, to the Novi Rotary for their generous gift of \$1500 to build and decorate 2 additional Read Boxes for the Novi Community. Included in the packet is the article that appeared in the July 10th edition of the Novi News. There are still funds left and will be put towards a possible 4th box which location has yet to be determined. The project could not have been successful without the help of the City of Novi's Department of Public Services (Rob Haye's team) and Parks, Recreation & Cultural Services (Jeff Muck's team).

(Pictured Left: Novi Rotarians at Rotary park for the June 26th unveiling)



Artists

This year's Read Boxes were decorated by artists Caleb Foerg, Josh Dilworth (pictured on the left at ITC park) and Adam Van Wiemeersch - Novi High School students, and Jaclyn DeCarolis - Art Institute of Novi student.

Artists were awarded stipends for their Read box creations.

Comments Received by Novi residents:

"I noticed the "Read Box" while driving by and thought it was a very nice concept. Please give our thanks to the Library for coming up with an innovative idea and bringing the books closer to us."

"Read Box is a brilliant idea. It brings Novi Library a step closer to the community. I sincerely appreciate the effort."

"Curiosity had gotten the better of me, and I discovered what exactly was in that "birdhouse" in the park, and helped myself to my first book! I love this idea, and I love the library. Thanks for letting everyone else know."

Listen @ the Library will celebrate a 4th season at Novi Public Library

Thanks to generous donations from the Friends of the Novi Library (\$3,000), Walmart (\$1,500) and Community Financial Credit Union (\$1,500) the listen series will host 6 music events for the 2014/2015 season. This program has been a wonderful success at Novi Library and continues to draw over 100 attendees at each performance. We are so fortunate to have the Chamber Music Society of Detroit working with us to bring internationally known artists into our community.

Coupon Fundraiser

The Library has raised \$3,600 so far to date with the selling of discount coupon booklets. This money is being earmarked for the IT Department to incorporate new equipment and/or technology programming into the Library.

Dealing with Difficult Patrons (Customers)

The Library is currently working with Dr. Lee Meadows, Professor at Walsh College, to understand the best ways for the library staff to deal with difficult patrons. Dr. Meadows is giving of his time to meet with library staff to understand the types of negative interactions that frequent the Novi Library and how best to address them. Dr. Meadows is gathering information from the staff in July and will be setting up a 1 hour presentation at the November in-service to provide feedback.

Year End Performance Evaluations and New Goals

The managers have completed the annual performance evaluation process for 2013-2014. The next step is for managers to begin planning department and individual goals for their employees. This process will occur in late July and early August based on the final approval of the Library Board goals.

Library Café

As of 7/13/2014 the Library has not received both the May 2014 and June 2014 cafe payments. Gary Bernstein was asked via email and in person to submit payments in order to close out the 2013-2014 fiscal year.

Out and About in the Community:

- 6/20: Meeting with Dr. Lee Meadows to discuss staff project
- 6/26: Rotary park READ BOX unveiling
- 6/27: Rotary Annual Dinner
- 6/28: Teen Stop Art Show
- 7/1: Youth Assistance Board mtg.
- 7/8: Motorcities Project mtg.
- 7/9: Facilitated the Booked for Lunch book discussion
- 7/10: Beyond Books taping
- 7/10: TLN Ex-Comm mtg.

NOVI PUBLIC LIBRARY

ART EXHIBIT POLICY

Purpose: This policy establishes the criteria for evaluating and approving the display of public art in the Novi Public Library, in connection with signing of an Art Exhibit Agreement between the Novi Public Library and an artist.

Original Works: All works of art on temporary display in the Novi Public Library shall be original works of art, and not a reproductive print or copy of another artist's work.

Frequency and Limitation on Duration: The Library Director, Assistant Director of Public Services, Information Services Department Head (Library staff) or their designees, shall be responsible for planning art exhibitions at the Novi Public Library. Library displays shall be hosted as often as is desirable and practical.

Artwork may be on display for a maximum of four months and a minimum of one month. Exceptions may be made at the discretion of the Library staff, or their designees, on the basis of availability, appropriateness to current display themes, and any other relevant considerations.

Types of Display: Art exhibits hosted or coordinated by the Library may include competitions sponsored by the Library, art displays featuring individual artists, or themes and art displays featuring groups of artists.

Location: Artwork shall be displayed in the Teen Stop (2nd floor), Quiet Study Room (2nd floor), and Display Case (2nd floor elevator area) or in any other location the Library staff or their designees deems appropriate. Artwork shall be displayed in a manner that does not unreasonably impede traffic or interfere with safety. Artwork may be physically separated from the main exhibit when, in the opinion of the Library staff, or their designees, it is warranted by theme, appropriateness to other exhibits, or other considerations, including community standards.

Availability: Displayed Artwork shall be available for public viewing during regular Library hours and whenever the Library is open to the public; provided, however, that the Library may temporarily remove the artwork as required for Library events or for other reasons related to the Library's use of the designated areas or other public facilities.

Identification of Artwork: Artist will prepare identification materials for the artwork. If the Artwork is for sale, the price shall be displayed.

Pick-up and Deliver/Abandonment: Artist shall be responsible for delivering all pieces to be displayed to the Library at a date and time to be coordinated by the Library staff or their designees, and the artist. Furthermore, artists shall be responsible for picking up their artwork once an exhibit is over. The Library shall set a deadline for pick-up of Artwork once an exhibit is over and shall provide notification of the deadline to the artist prior to set-up. Any piece that is not picked-up by the deadline shall be treated as abandoned property and shall be subject to disposal or retained by the Library, in its discretion, as provided in the Art Exhibit Agreement.

Set-up/take down: It shall be the responsibility of the artist to coordinate a time with the Library staff or their designees to set-up and take down the Artwork.

Two-Dimensional Works of Art: The Library shall provide the means for display of two-dimensional works of art (an art hanging system is provided in both the Teen Stop and Quiet Study Rooms).

Three-Dimensional Works of Art: The Artist may be required to provide the means for display of three-dimensional works of art. Coordination of the Display Case (2nd floor) is an option based on availability.

Exhibit Details: Artwork size must be approved by the Library staff or their designees and must work within the parameters of the space in which it is designated. Artwork must be delivered ready to be installed.

Display Rules and Complaint Resolution:

Artwork may be displayed at the Library, depending on availability of space and subject to the provisions set forth above, unless deemed obscene by the Library or otherwise found to be in violation of state or federal laws. The Library reserves the right to reject or remove any works or items that advocate discrimination on the basis of sex, age, race, religion, and works advocating a political campaign. Works or items will be deemed obscene and not displayed or removed if all three of the following standards are met with regard to such works or items:

1. The "average person, applying contemporary community standards," finds that it appeals to the prurient interest.
2. The work portrays sexual conduct "in a patently offensive way".
3. The work "lacks serious literary, artistic, political, or scientific value.

If an individual has a complaint about any Artwork on display, the individual will be asked to write a letter to the Library Director. The request shall be processed as follows:

1. Receipt of the letter should be dated and then immediately submitted to the Library Director.
2. The request will be reviewed by the Library Director or designees, within seven business days of receipt of letter to ensure that Artwork complies with this policy.
3. If the Artwork is deemed to be obscene, then the specific piece or performance will be removed, relocated, relabeled, or otherwise modified giving due regard and consideration to the artist's freedom of expression and due process under the First and Fourteenth Amendments in accordance with the forum in which that artwork is displayed.
4. The citizen filing the letter will be notified in writing within fourteen business days of the outcome of the request.
5. An appeal of this decision may be made to the Library Board of Trustees.

Approved:

NOVI PUBLIC LIBRARY TEEN SPACE FINAL REPORT 2013-2014 by Jennifer Preston, Information Services Librarian

NPL Teen Space at the Novi Public Library went on for a second year in 2013-2014, more than doubling attendance from its inaugural year in 2012-2013. When it wrapped up at the end of May, the program had seen 6,725 participants – up from 3,148 attendees the year before.

The same partners were gracious enough to team up with us again this year. The Novi Public Library provided a monitor on Monday, Parks, Recreation & Cultural Services gave us our Tuesday monitor, Wednesdays it was up to the Novi Community Schools, and Thursday was Novi Youth Assistance's day. Fridays were added this year and the responsibility fell on the Novi Library's building monitor to keep an eye on the room.

We had 156 sessions of Teen Space over the course of the school year. This meant on an average day, Teen Space was visited by just over 43 kids – almost doubling last year's number of 25. We hit our peak numbers in October, when Teen Space was visited by more than 61 kids a day – and we hit our record the day of the homecoming football game, when we had 96 kids in the space.

With those high numbers came some behavioral issues. The Novi Public Library worked with its partners, particularly the Novi Schools, (specifically Principal Nicole Carter and Liaison Officer Jon Zabick) on devising a plan to combat these issues. At the beginning of December, we began requiring each student to show the room monitor a student ID before he or she was allowed to enter the room, and also took the room capacity for this program down to 80. This helped curb issues we were having with the teens, but also brought our average attendance numbers down slightly.

Still, teens continued to come to the space day in and day out, to play Ping-Pong, Xbox and other games, or just to chat and do homework with friends. The Novi Schools were generous in helping us to purchase a Ping-Pong table for the program, which saw heavy use. We also bought a few Xbox games as requested by the students. Throughout the year, the partners hosted movie days, a video game tournament, and a Ping-Pong tournament, all enjoyed by the teen participants.

There are plans to offer the Teen Space program for the 2014-2015 school year beginning Tuesday, September 2nd. All partners have agreed to commit to providing a monitor weekly for the program.

Public Services Report by Margi Karp-Opperer

Summer Reading, 2014 officially began on Monday, June 16 and we are breaking last year's totals. ☺



April and Margi held assemblies at all Novi Elementary Schools about summer reading

Susanne Carpenter did assemblies at Thornton Creek about summer reading

We applaud the Media Specialists in our Novi Community Schools and the Instructional Coaches for our fantastic partnership, as we work together to make Summer Reading 2014 a huge success. Also a big thank you to Dr. Steve Matthews and his team for helping us to make this happen!

Distributed summer reading brochures to all Novi Schools plus Northville's Thornton Creek and Walled Lake's Hickory Woods and Meadowbrook schools

Significant updates to Freegal have been made (new look & easier to search)

Christina presented a Prezi talk at Woods of Novi Homeowners

Please take a look at the outstanding art work on exhibit in the 2nd floor Teen Stop. It is a partnership with the Novi High School art students and was unveiled this month.

Featured Adult Programs:

- Get Inspired with Pinterest
- Rosey Makes Sense (Local author & her student showcase new picture book)
- Poodle Skirts & 50's Music with the Earth Angels
- Zinio Digital Magazines
- Authentic West Indian cooking Demonstration

Special Business/Financial Programs:

- a. Four SCORE Business Mentoring
- b. Loan Workshop for Small Businesses

Monthly Adult Programs:

- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Four Knit 2gether Knitting Circles
- Three Adult Book Discussion Groups
- Monthly delivery of Novi Newbies to St. John Providence Park Hospital
- Two 1-on-1 internet classes and two 1-on-1 email instruction classes

- Italian, German, French, & Spanish Language Conversation Groups
- Two Open Office Hours in the Local History Room by Historical Commission
- Novi Writer Groups
- Computer instruction class (PowerPoint Basics 2010)
- Two English Conversation Groups
- Two ESL Book Discussion Groups
- Two Information Services Department Meetings

Featured Youth Programs:

Summer Reading, 2014 began on Monday, June 16 (Awesome)

- Special Education story time for Novi School District
- Musical Movement for Young Children
- Zippity 2 Dads for Tremendous Tuesdays
- Magician Tom Plunkard for Tremendous Tuesdays
- Drummunity
- Two programs for Science Saturdays
- Let's Play Chess
- Two Fun with Pipe Cleaners programs

Monthly Youth Programs:

- Kiddie Crafts
- Four 12-23 Month Story times
- Three 2-3 year old Story times
- Two 4 year old Story times
- Three Playgroups for Preschoolers
- Super Summer Story time
- Snack Tales
- Lego Club

Tween and Teen Program:

- ❖ Two Teen Volunteer Orientation Meetings
- ❖ Teen Book Club
- ❖ between the Pages – Tween Book Club
- ❖ Amazing Annual Tie Dye Day
- ❖ R.E.P.T.I.L.E.S

Featured Collections:

Adult: Literary Elements in conjunction with the Summer Reading Program

Adult DVD Display: LGBTG Pride Month

Youth: Fizz, Boom Read which is the youth Summer Reading Program

Youth DVD Display: Learning and Discovering Science, Engineering, Invention, Earth, Space

Building Operations Report by Mary Ellen Mulcrone

It's been another busy month at NPL. Here is a sampling of somewhat routine things that were accomplished. The quarterly preventive maintenance for our HVAC system was performed. The small air filters have been replaced in both of our HVAC's air handlers. Printers were repaired, keyboards and mice were replaced, and new employee accounts/virtual machines were created. Laptops were configured and placed in the public area for our Summer Reading Program teen volunteers. The key to the holds lockers was repaired. The main staircase railing was repaired. All building carpet, the Youth Activity Room rug, and the youth upholstery were cleaned. The "Librarian" statue received its annual cleaning. Adjustments were made to the weather stripping on the Information Services door to prevent sticking. Additional weather stripping was installed on the doors to the patio from the Story Time Room and AV Area. The outsides of the Read-a-Latte Café's cabinets were cleaned by the Facilities staff. The Café's cabinet doors were checked for loose hinges and proper alignment. The hinges of the overhead bins at staff desks were tightened. The handles for the sink in the 1st floor staff area were adjusted and tightened. The fire strobes/horns/panel, overhead fire suppressant sprinkler system, and fire extinguishers were inspected/tested/certified.

Some less routine things were also accomplished. The flow sensor/switch on the fire suppression system was replaced. The gapping laminate around the Magazine Room and Quiet Study Room was repaired. A section of the irrigation line in the parking lot was replaced due to a leak in the line. One of the circulating pumps from the boiler room has been repaired, returned and re-installed. Our landscape maintenance vendor applied a treatment to eradicate the horsetail weeds in our landscaping. A plan to remove/replace a number of plants that did not make it through last winter is being implemented. A dozen vendors toured our building in response to the City's RFP for janitorial services. Bids were received from most of the vendors and are being reviewed. As a cost savings measure, the sign-up stations for the public workstations have been removed from both floors, since they had become unnecessary. Replacement of the motor for one of the rooftop exhaust fans was done by our Facilities Assistant, Keith Perfect, saving several hundred dollars compared to the quote received from our vendor.

A multitude of computer classes for the public was held, including a VHS to DVD Introduction, three VHS to DVD workshops, two Using your iPad sessions, a Zinio Digital Magazine session, and seven Tech Times. Dominic Doot also created a Zinio Digital Magazine video tutorial that has been added to our website.

We welcomed Scott Rakestraw as our new Systems Administrator.

In order to better assist with and oversee building operations, Mary Ellen Mulcrone has moved her office from Administration to the IT Department in order to work more closely with the facilities and IT staff. Because demands on the building are growing more frequent, one goal this year is to better assess the needs of this department. In addition, Mary Ellen has been asked to attend monthly library board meetings in order to provide updates pertaining to building operations.

Support Services Statistics 2013-2014

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	TOTAL
*Cards Issued	477	437	491	409	335	263	305	268	355	312	322	470	4,444
Items checked out	83,150	73,040	64,664	66,952	63,631	56,774	61,451	59,205	69,472	64,252	60,090	76,794	799,475
Items borrowed	5,007	4,440	3,976	4,082	3,689	3,616	4,476	3,910	3,967	3,930	3,645	4,049	48,787
Items loaned	5,545	5,006	4,724	4,855	4,204	3,969	5,272	4,580	5,091	4,453	4,711	5,053	57,463

*cards issued includes replacement cards

Support Services Statistics

	June 2014	June 2013		June 2014	June 2013	
No. of lib. cards issued	470	469	READ Box 2014 (3 boxes: Lakeshore, ITC and Rotary parks) capacity approx. 30 bks.	Adult	86	24
Total no. of checkouts	76,794	73,046		Youth	<u>203</u>	<u>31</u>
			TOTAL:		289	51
No. of items borrowed	TLN 3,970 MeL <u>79</u> 4,049	4,203 <u>100</u> 4,303				
No. of items loaned	TLN 4,972 MeL <u>81</u> 5,053	4,975 <u>217</u> 5,192				

Self-Check Totals 2013-14 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	83,150	63.67%	52,942	11,452	9,610	5,395	13,565	10,448	2,472
August	73,040	61.95%	45,246	10,214	7,740	4,967	12,194	8,136	1,995
September	64,664	58.94%	38,115	8,726	6,874	3,954	10,491	6,561	1,509
October	66,952	56.04%	37,519	8,455	6,230	3,714	10,449	7,141	1,530
November	63,631	59.46%	37,832	8,836	6,426	4,279	10,217	6,997	1,077
December	56,774	56.90%	32,304	7,910	5,172	2,922	8,814	6,234	1,252
January	61,451	56.76%	34,882	8,009	5,894	3,559	10,004	6,160	1,256
February	59,205	55.56%	32,892	8,006	5,807	3,439	9,016	5,368	1,256
March	69,472	57.64%	40,042	8,977	6,666	3,955	11,240	7,454	1,750
April	64,252	56.70%	36,428	8,243	5,943	3,397	10,790	6,575	1,480
May	60,090	56.13%	33,729	8,029	5,807	3,086	8,814	6,483	1,510
June	76,794	62.24%	47,793	10,338	8,561	5,380	12,773	8,759	1,982
FYTD	799,675	58.38%	466,820	106,233	80,540	48,231	128,285	84,574	18,957

Library Usage

2012-2013 Fiscal Year					2013-2014 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	38,858	1,495	254	26	July	37,620	1,447	254	26
August	33,175	1,229	261	27	August	32,464	1,249	250	26
September	31,011	1,108	244	28	September	30,079	1,074	264	28
October	32,303	1,042	281	31	October	31,249	1,008	297	31
November	32,454	1,119	244	29	November	30,109	1,075	257	28
December	26,501	1,019	229	26	December	27,986	1,000	259	28
January	30,017	1,001	270	30	January	37,006	1,234	283	30
February	31,795	1,136	248	28	February	28,760	1,027	264	28
March	32,587	1,124	255	29	March	32,829	1,059	289	31
April	35,701	1,190	270	30	April	41,665	1,488	272	28
May	31,290	1,118	258	28	May	32,683	1,167	268	28
June	33,528	1,341	239	25	June	39,534	1,412	267	28
FYTD Total	389,220	1,248	3,053	337	FYTD Total	401,984	1,182	3,224	340

2012-2013 Fiscal Year						2013-2014 Fiscal Year					
Computer Logins						Computer Logins					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	8,302	15,104	0	23,406	900	July	5,549	24,600	6	30,155	1,160
August	7,926	14,352	0	22,278	825	August	5,075	22,623	1	27,699	1,065
September	7,090	12,680	0	19,770	706	September	4,915	30,828	3	35,746	1,277
October	7,539	13,578	0	21,117	681	October	5,806	35,096	0	40,902	1,319
November	7,895	14,263	3	22,161	791	November	5,240	32,155	3	37,398	1,336
December	4,295	18,833	2	23,130	857	December	4,279	32,168	4	36,451	1,302
January	4,924	24,172	6	29,102	1,004	January	4,327	30,792	5	35,124	1,171
February	4,203	23,780	3	27,986	965	February	4,583	36,568	0	41,151	1,470
March	4,441	25,096	0	29,537	953	March	5,092	39,344	2	44,438	1,433
April	4,858	22,838	4	27,700	989	April	4,603	35,152	5	39,760	1,420
May	4,407	22,196	1	26,604	950	May	4,653	33,037	2	37,692	1,346
June	5,206	22,924	10	28,140	1,082	June	5,322	45,753	3	51,078	1,824
FYTD Total	71,086	229,816	29	300,931	890	FYTD Total	59,444	398,116	35	457,595	1,346

Early Literacy Workstation Usage							
2012-2013 Fiscal Year				2013-2014 Fiscal Year			
	Sessions	Time (In Minutes)	Average Session (In Minutes)		Sessions	Time (In Minutes)	Average Session (In Minutes)
July	927	24,950	26	July	1,309	32,845	25
August	1,006	25,947	25	August	1,324	34,520	26
September	749	17,162	22	September	987	22,767	23
October	829	19,488	23	October	1,067	24,139	22
November	834	20,451	24	November	816	19,935	24
December	683	15,603	22	December	658	15,590	23
January	838	20,713	24	January	720	16,998	23
February	855	18,745	21	February	718	16,702	23
March	865	18,503	21	March	834	21,063	25
April	890	20,933	23	April	844	20,061	23
May	754	15,805	20	May	734	15,847	21
June	912	21,374	23	June	968	23,181	23
FYTD Total	10,142	239,674	24	FYTD Total	10,979	263,648	24

Technology Training Sessions 2012-2013 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Skype	Paint.NET	Drop-In Lab	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1	1	0	0	1	2	9	5	23	
<i>patrons</i>	3	2	11	0	0	4	6	9	5		40
Aug	4	1	1	0	1	1	2	2	4	16	
<i>patrons</i>	2	2	6	0	5	5	2	2	4		28
Sep	4	1	5	0	0	1	0	1	9	21	
<i>patrons</i>	2	6	12	0	0	5	0	3	9		37
Oct	4	0	5	0	1	1	0	0	3	14	
<i>patrons</i>	3	0	6	0	4	5	0	0	3		21
Nov	4	1	5	0	0	1	0	0	5	16	
<i>patrons</i>	2	4	10	0	0	4	0	0	5		25
Dec	4	0	4	0	1	1	0	0	1	11	
<i>patrons</i>	2	0	6	0	2	1	0	0	1		12
Jan	4	1	4	1	0	1	1	0	5	17	
<i>patrons</i>	4	2	1	8	0	3	4	0	5		27
Feb	4	0	1	1	1	1	0	1	19	28	
<i>patrons</i>	2	0	1	7	3	3	0	1	19		36
Mar	4	1	4	1	0	1	1	14	2	28	
<i>patrons</i>	2	5	6	9	0	4	2	14	2		44
Apr	4	0	3	1	1	1	0	1	6	17	
<i>patrons</i>	4	0	4	9	7	2	0	1	6		33
May	4	1	4	2	0	1	0	0	4	16	
<i>patrons</i>	4	4	7	7	0	2	0	0	4		28
Jun	4	0	4	1	0	0	1	0	4	14	
<i>patrons</i>	1	0	5	10	0	0	3	0	4		23

Sessions	48	7	41	7	5	11	7	28	67	221	
Patrons	31	25	75	50	21	38	17	30	67		354

2013-2014 Fiscal Year								
	Freegal		OverDrive				Zinio	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*
July	1,696	280	1,825	583	2,408	126	450	4,984
August	1,495	250	2,721	799	3,520	87	563	6,580
September	1,424	223	2,469	691	3,160	86	402	5,685
October	1,422	230	2,282	634	2,916	89	578	5,950
November	1,374	238	2,465	694	3,159	100	517	5,840
December	1,240	203	2,799	931	3,730	126	723	7,364
January	1,309	230	3,182	1,013	4,195	127	749	7,767
February	1,190	212	2,782	936	3,718	100	551	8,806
March	1,783	247	3,179	1,263	4,442	99	599	8,262
April	1,929	206	2,887	1,085	3,972	91	646	7,193
May	1,756	189	3,011	1,042	4,053	74	797	10,336
June	1,913	207	3,165	1,074	4,239	79	699	10,853
FYTD Total	18,531	2,715	32,767	10,745	43,512	1,184	7,274	89,620

*Includes: Bloomfield Township, Howell, Rochester Hills, Orion Township, Saline, Canton, Auburn Hills, Waterford Township, Novi, Salem-South Lyon, Commerce Township

Charging Stations Usage			
	2011-12	2012-13	2013-14
July		3	3
August		2	8
September	3	8	2
October	1	3	4
November	7	3	4
December	1	3	0
January	8	4	1
February	7	3	1
March	11	4	0
April	5	3	3
May	8	1	4
June	4	1	5
Total	55	38	35

Meeting Room Rentals 2013-14FY		
	Rentals	Attendees
July	29	696
August	41	1,172
September	49	1,274
October	35	1,077
November	32	1,485
December	21	447
January	42	981
February	51	1,505
March	47	1,344
April	32	1,031
May	35	1,726
June	21	946
Total	435	13,684

Library App - 2012-13 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
July	989	1. Novi Main Menu	January	16,171	1. Novi Main Menu
		2. Artwork in the Library			2. My Account Novi Summary
		3. Novi Social Menu			3. Novi Holdings
		4. Novi Holdings			4. My Account Novi Request
		5. Twitter from the New NPL			5. Novi eMedia Menu
August	1,029	1. Novi Main Menu	February	14,236	1. Novi Main Menu
		2. Novi Holdings			2. My Account Novi Summary
		3. Novi Locator			3. Novi Holdings
		4. Novi eMedia Menu			4. My Account Novi Items
		5. Artwork in the Library			5. My Account Novi Request
September	6,202	1. Novi Main Menu	March	21,674	1. Novi Main Menu
		2. Novi Holdings			2. Novi Holdings
		3. My Account Novi Summary			3. My Account Novi Summary
		4. Novi eMedia Menu			4. My Account Novi Request
		5. Novi Booklook			5. My Account Novi Items
October	6,072	1. Novi Main Menu	April	22,503	1. Novi Main Menu
		2. My Account Novi Summary			2. My Account Novi Summary
		3. Novi Holdings			3. Novi Holdings
		4. Novi eMedia Menu			4. My Account Novi Items
		5. My Account Novi Items			5. My Account Novi Request
November	13,098	1. Novi Main Menu	May	19,778	1. Novi Main Menu
		2. Novi Holdings			2. My Account Novi Summary
		3. My Account Novi Summary			3. Novi Holdings
		4. My Account Novi Items			4. My Account Novi Items
		5. My Account Novi Request			5. My Account Novi Request
December	15,045	1. Novi Main Menu	June	22,604	1. Novi Main Menu
		2. My Account Novi Summary			2. Novi Holdings
		3. Novi Holdings			3. My Account Novi Summary
		4. My Account Novi Items			4. My Account Novi Items
		5. My Account Novi Request			5. My Account Novi Request
			Total	159,740	

Wish List 2014/2015

July 9, 2014

Title	Description	Estimated Cost	Approved
HD Camcorder	Opportunity for staff to create video demos of services, programs, resources to promote on the library's website, youtube, facebook, etc	\$300	\$300.00
Youth Educational Learning Stations (4)	Creating an additional learning environment with Pad technology and various educational apps	\$4,000	\$4,000.00
Kamishibal Traditional Story Cards	Language and educational cards to use for story time programming: ESL programming	\$200	\$200.00
Rhythmix Plastic Animal Shakers	Musical instruments to use for story time	\$100	\$100.00
Puppets and Story Flannels	Props used for story time programming	\$300	\$300.00
Portable sound system	This was suggested in 13/14 and is being brought back; this would be used for programming both in and outside the library. This would be an upgrade to our current system which is about 8 years old.	2500	\$2,500.00
Staff Jackets	For the colder temperatures	\$3,000	\$3,000.00
Kwik Boost Charging Station/Signage	Allows patrons to charge their smartphone and digital tablet devices in the library	2000	\$0.00
3D Printer, including supplies	Maker space programming; patron usage	\$1,500	\$1,500.00
Unallocated			\$2,000.00
Board Book Display	From 2013-14 Wish List - paid in 6/26/2014		\$4,263.00
	TOTAL	\$13,900	\$18,163.00

Annual Library Contributions — 2014/2015

As requested

Approved for Friend's 2014/2015 Budget

Summer Reading Program (Adult/Youth) \$2500 .	\$2,500.00
Battle of the Books \$500	\$500.00
Community Read \$2000	\$2,000.00
Novi Newbies \$800	\$0.00
Morning Arts Series \$1600	\$1,600.00
Book It \$500	\$500.00
Engage \$450	\$600.00
Listen @ the Library (+\$850 Hoops donation -add'l programming) \$3,850	\$3,850.00
Staff In-Service \$500	\$500.00
Book Page \$450	\$500.00
TOTAL \$13,150	\$12,550.00

***Checks will be provided by the Friends of the Novi Library for payment

Revised 5/15/2014

**Friends of Novi Library
2014 - 2015 Budget**

	Adopted 2013-2014 Budget	Actual 2013-2014	Adopted 2014-2015 Budget
INCOME			
Membership	5,000	6,065	5,000
Book Sales	15,000	21,556	16,000
Special Book Sales	1,000	1,339	1,000
Author Luncheon	4,000	5,310	4,000 (1)
Interest	50	16	20
Donations	250	4,438	500
TOTAL INCOME	25,300	38,724	26,520
Fund Balance Transfer	15,750	0	16,943
Income + Transfer	41,050	38,724	43,463
EXPENSES			
Author's Luncheon	3,700	5,174	3,700
Annual Library Contributions	12,300	11,279	12,550 (2)
Director's Wish Lists	13,000	3,342	18,163 (3)
Kaleidoscope Programs	1,200	800	1,200
Membership	500	266	500
Promotion	1,000	0	500
Fees/Dues/Registrations	250	110	250
Supplies/Postage	2,500	373	500
Taxes	1,000	1,346	1,000
Cards/Gifts	100	166	100
Scholarships	2,000	1,000	2000(4)
Gala/Patio Party	2,000	978	1,500
Book Nook	500	1,749	500
Gift of Reading	500	0	500
Special Program	500	353	500
TOTAL EXPENSES	41,050	26,936	43,463

1. Novi Friends serve as treasurer for four libraries' Book and Author Luncheon.

2. Programs and items funded: Adult and Youth Summer Reading (\$2,500), Community Reads (\$2,000), Battle of the Books (\$500), Morning Art Series (\$1,600), Listen@ the Library (\$3,850), Book It (\$500), Staff In-Service (\$500), Engage (\$600), and Book Page Subscription (\$500).

3. Purchases to be determined jointly with Director. Includes \$4263 carryover from 2013-14 Wish List.

4. \$1,000 for Novi student, \$1,000 for library interns.

Submitted for Approval July 9, 2014

City of Novi Historical Commission
May 27th, 2014, 2:00 p.m.
Novi Library Local History Room
Minutes

Call to Order: 2:08 PM

Attendance & Introduction:

Membership: Kathy Crawford, John MacInnis, Toni Bonner, absent Tammy K , she did not get the message about the changed date for the meeting , Note Kelly sexton was not able to attend, she is intended to join this commission, once the city Council and City Clerk approves
absent Students Namratha Atluri, & Meena Seetharaman,

Present Visitors: Kathy Bilger, visitor from Livonia Hist. Preservation Comm, cemeteries and the rest. Noted some points for us, eg, Simmons family of Novi are buried at Briggs cemetery on Six mile & west of I-275. Zebina Simmons died in 1846, Sept 21 Livonia cemetery walk at the Union/Briggs Cemetery. Kathy phone is 248 345-4985 personal, Greenmead (Linda) 248-477-7375, Historical Comm works on Greenmead only. Questor is a advocate group. For raising money

Approval of Agenda: Moved Toni B, second JRM all approved

Communication: there being none brought to the meeting

Approval of Minutes: moved Toni B, second JRM for both March and April

Finance Report: no report, no change

Liaison Report: Betty Lang Document donation Day May 4th, Kathy Crawford only attendance, officially Oct 26th 2 till 5 Sunday “Growing up in Tollgate”, Kathy C is asking folks to donate pictures and memorabilia
Request for permission, moved John, second Toni B, it grants Permission to use the scanner for making copies of David Barr documents, all approved. Arts commission.

“Growing together at Tollgate”, May 17th, - no report

Farm exhibit in the cabinet now,

Jess Hesselgrave and Kathy Crawford have had a hard time connecting due to conflicting Schedules, Lee Begole is coming up, and Kathy Crawford has suggestions persons to interview, one lady Caroline Giese 100 Years old married 45 yrs to current Husband. She is going to be interviewed.

Question about persons who would have been involved in City founding in 1969
Betty said that she is willing to give instruction for computer training (on computer) on Genealogy Ancestry Searches and Heritage Quest. Tutorials are available first, then the training.

Future Commission programs: Toni will go on Library Website look for upcoming calendar

Dates, “Novi, from the farm to the digital age”

After meeting, Betty met with Toni and confirmed available date for Fall Program.

Title: Novi: From the Farming Age to the Digital Age

Date: Thursday, October 2, 2014

Time: 7 - 9 PM

Suggestions: How about a bus tour of the city, showing off the city historical sites.

Visit City Cemetery Novi June 16 , 1 PM, inviting Commission members to attend along with the City parks folks to see how the Cemetery is being cared for etc.

Esp repairing Tombstones,. Kathie Glynn is an tombstone expert. Wrote book on this topic according to Visitor Bilger from Hist. Pres comm. Livonia

speaker about Civil War, regarding

Updates and Discussion

Presentation of the Walled Lake Power Point was given to the Library Board and Tom Laszlo give a talk along with one of his friends Mark Adams

Speaker Series,

Betty Lang had some suggestions for 3 speakers:

Ford Piquette ave plant, Dick Rubens

Shawn Doerr Arch on Bldg of Detroit, Arch and history

Sears kit house in Novi Andrew & Wendy Mutch

Would like to have a power point show for the school and civic groups, about the Novi History, Mutch & Prentice and other presentations

Holocaust Center: “Righteous among the Nations”

New Business: Dick Baryl, photographer, to take before and after pictures Sri Venkateswara Celebration/Rathayaytra temple program on the history of Novi, Asian and Eastern culture, Hindu

- **Other items, new business**
- **Adjourn**

Next Meeting

Wednesday, June 25st, 2014, 2:00pm, Novi Library

Adjournment

Bits and Pieces

Vol. 5, Number 4

JUNE 2014

ANNUAL FOOD DRIVE SETS NEW RECORDS

Michael Auerbach, Food and Fund Drive Coordinator for Gleaners Community Food Bank, reports the 2014 library food drive produced **8,828** pounds of food was donated, which will provide an estimated 7,327 meals for residents in need. That's **1,306 MORE** pounds of food than the 7,522 pounds donated in 2013. **GREAT JOB – MANY THANKS!** Westland, William P. Faust Public Library, was the top library in 2014, surpassing their 2013 top level of 1059 pounds with 1439 pounds in 2014. Rounding out the top five libraries, are the following in 2013 and 2014:

2013

Warren (all units)	531
St. Clair Shores	466
Plymouth	464
Belleville Area	434

2014

Warren (all units)	797
Troy	766
Waterford	750
Livonia (all units)	724

LibraryBiz Connect – The Power of Branding

An idea launched from a discussion at a soccer match, **LibraryBiz Connect** is rapidly engaging libraries with the concept – partner up with your business community. Matching library resources to the information needs and outreach goals of the business community is a natural partnership ripe with symbiotic value. Libraries benefit from an increased use of business specific electronic resources, use of library space for expert programs undertaken by the business community and a warm market for monetary support of special library events, such as summer reading or outreach to seniors. The business community draws value from increased community exposure, venue use with free parking and better use of library resources designed to assist their market retention, expansion or enhancement. Explore **LibraryBiz Connect** as a proven method to add value to your existing business services, or, to launch a new effort. Aside from the value of participating in a cooperative wide branding effort, library staff can benefit from monthly conference calls and peer support. Corporations expend vast resources to brand their service or product. **LibraryBiz Connect** is your cooperative supported service “making data powerful for Business.” Attendees at the Rural and Small Library Conference warmed up in their praise for **LibraryBiz Connect** with evaluation comments such as; “my favorite session,” “Loved it! So excited!” “One great idea after another,” “This was a WOW presentation – very well done,” and “great ideas to use at an upcoming Chamber event we are having at the library. For more information, call Donna Olson, Information Specialist, Howell Carnegie District Library at 517-546-0720x131.

**TLN DIRECTOR'S REPORT
JUNE 2014**

FIVE YEARS IN REVIEW – 2009 TO 2014

In June 2009, I was entrusted with the leadership role of The Library Network, beginning my service as TLN Director. Much has changed, much has remained constant. Our vision for cooperative library service in Michigan has become refined, responding to turbulent economic times, leadership turn over and a gradual ascent into fiscal stability. Our TLN Team, from the Board of Directors to the newest staff additions in Delivery and Shared Technology Services, mark this report and review as evidence of positioning our cooperative as a healthy leader and innovator of cost effective cooperative library services for our member libraries, the public they serve and the wider audience of Michigan residents who have benefited from TLN initiated services.

Fiscal Stewardship

\$1,536,505 returned to member libraries from E rate reimbursement filings for FY 2009 to 2013, including \$72,204 in internet reimbursement requested for the first time in FY 2013, a unique service of TLN

\$370,000 state aid FY 2010 budget cut balanced by member library agreement to suspend OCLC interlibrary loan services, elimination of Saturday deliveries, initiating member payment for scheduled delivered stops on quantity tiered schedule, early retirement staff reduction of 3 and creation of new department (technical services) producing a reduction in force (RIF) of one manager

\$407,259 secured to purchase computers for 25 Oakland County libraries from a 2010 round one federal stimulus grant

\$558,800 received for computer purchases in four TLN counties with 20 participating libraries from Round Two BTOP federal grants in 2011

\$517,992 generated in earned income from services provided libraries by Shared Technology Services staff, including cost recovery for SAM public access computer service, for FY 2010 to FY 2013, and average income generation of \$129,498 annually

\$197,000 in computer and monitor donations from Toyota Motor Engineering added to 22 member libraries and upgrading the TLN computer lab in 2011

\$344,000 net savings appreciated from abandoning Southgate lease and moving TLN operations to Novi by December 2010

\$40,000 in grant support from Macy's and the Library of Michigan to administer the Museum Adventure Pass and Michigan Activity Pass from 2010 to 2014

Page two – Five Years in Review; 2009 to 2014

\$15,455 credit memo secured from ILS vendor, Sirsi/Dynix, for failed or not up to promise services from FY 2008-2009

\$56,000 in four year savings for catalog service gained when services switched from OCLC to Sky River, an annual average saving of \$14,000 for FY 2011 to 2014

\$96,000 four year savings (FY2011-2014) from elimination of Saturday delivery sorting service

\$187,515 reduction in cost negotiated with Sirsi/Dynix for 60 month ILS maintenance agreement, FY 2011 to FY 2015 – includes 33% discount for custom services or software

\$40,000 discount in payment for Sirsi/Dynix addition of Enterprise Discovery layer and eResource software upgrade in FY 2013, part of long term maintenance agreement

\$18,000 rent free savings initiated in 2011-2012, part of 10 year lease incentive

\$60,000 savings produced in reduction of annual premium for worker's compensation insurance from move to driver friendly Novi building for FY 2014 – 2015

\$76,000 recovered from annual health insurance premiums through mandated 20% cost recovery in 2013 and 2014

\$91,000 contributed by staff in salary reduction in 2012-2013, part of union ratified bargaining agreement reached in June 2012

\$16,000 saving on gas expenditure for truck fleet in FY 2013 with assignment of more efficient and less mileage routes in Novi location, cutting 4,000 miles in annual route coverage – NOTE lower annual mileage translates into reduced vehicle wear and tear, lower maintenance costs and provides greater flexibility for replacement schedule

Continuing Education and Professional Development

Reader Advisory Services Featuring Novelist with Duncan Smith November 18, 2009 at Royal Oak Public Library and Canton Public Library

Building Partnerships and Forging New Alliances during Turbulent Fiscal Times Conference, featuring Valerie Gross, in collaboration with the Mideastern Michigan Library Cooperative and Suburban Library Cooperative, at the Oakland County ISD on June 8, 2010

MeL Job and Career Accelerator with Learning Express, May 2011 workshops at Southfield Public Library, St. Clair County Library and Ypsilanti District Library

Plinkit Website Design and Development in June 2011 in the TLN Novi learning lab

Project Management with Annette Haley and Bill Harmer at the Redford District Library on August 21 and September 12, 2012

Budget Preparation and Management with Michael Tyler and Rick Rosekrans at the Waterford Township Public Library on September 11, 2012

Technology Forum 2012 created by the Shared Technology Services Department and TLN Technology Committee at the Novi Public Library on September 28, 2012

Interviewing Skills for Professional Advancement with Christine Hage on March 7, 2013 at the Rochester Hills Public Library

Michigan Management Institute Managing in Hard Times Conference, the first collaborative effort with partners MCLS (Midwest Collaborative for Library Services), Library of Michigan and MCDA (Michigan Cooperative Directors Association), on March 7 and 8, 2013 in Flint

Genreflecting – Presenting Graphic Novels, Mysteries and Thrillers with Maria McCarville, Colleen Stringer, and Jim Pletz on March 12, 2013 at the Hamburg Township Public Library, April 23 at the Northville District Library and the St. Clair County Library on May 15, 2013

Customer Service Basics 101 with Julie Farkas and Marilyn Suttle on March 20, 2013 at the Novi Public Library and May 29, 2013 at the Flat Rock Public Library

Supervisor Basics for New Managers with Rebecca Davies on April 16, 2013 at the Wayne Public Library, May 23, 2013 hosted by the Ypsilanti District Library and concluding June 5, 2013 at the Berkley Public Library

Working with Boards: The Good, Bad and Ugly featuring TLN Treasurer Stephen Harper hosted by the Plymouth District Library on June 5, 2013 and concluding on September 21, 2013 at the St. Clair County Library

Michigan Management Institute – Disaster Planning a collaborative program with MCLS, Library of Michigan and MCDA hosted by the DeWitt District Library on September 10, 2013 with Part One and repeated in November 2013 with library team disaster plan report back, review of potential concerns and preparation of final plan including all emergency contacts and telephone numbers, for vendors and first responders by type of disaster

Advanced Reader Advisory Services with the return of Novelist creator, Duncan Smith, on October 8, 2013 hosted at the Southfield Public Library and Canton Public Library

Leaders Book Club – A Series for TLN Managers facilitated by Dr. Lee Meadows of Walsh College on October 30, 2013 at the Southfield Public Library, January 22, 2014 at the Berkley Public Library, March 26, 2014 at the Romulus Public Library with participation by the Mayor of Romulus and his executive staff, May 28, 2014 at the Salem-South Lyon District Library and scheduled for July 23 at the Novi Public Library and September 24 at the Melvindale Public Library with a return to the Southfield Public Library on October 22, 2014

Michigan Management Institute Spring 2014 Workshop – Securing Your Library in Troubling Times the continued collaborative program series with MCLS, Library of Michigan and MCDA goes statewide via live podcast of Lansing host program on April 10, 2014

Buildings 101 with Harvey DeWitt of the Redford Township District Library launches TLN Spring 2014 Continuing Education series on May 6 at the Redford Township District Library and repeats at the Belleville Area District Library on May 20

Common Core Standards, presented by Kristen Remenar of the Orion Township Public Library, hosted by the Howell Carnegie District Library on May 8, 2014 and Orion Township Public Library on May 22, 2014

Ask an Attorney, provides staff a second view of the law and public libraries with Rebecca Davies returning to lead a lively discussion on June 12, 2014 at the St. Clair County Library and on June 17, 2014 at the Wixom Public Library

National, State and Cooperative Speaking Engagements by TLN Director

June 2010 Michigan Library Association **Ask the Professional** keynote speaker, Lansing

Summer 2010 served as keynote speaker for the Annual Livingston County Library Trustee meeting hosted by the Howell Carnegie District Library

Fall 2010 served as convener for Michigan Library Association Annual Conference programs **Alternative Funding Sources for Libraries** and **Understanding the Property Assessment Process**

April 21, 2012 Friends of Michigan Libraries Trustee Workshop presenter “Successful Advocacy”

May 3, 2012 TLN Circulation Committee presentation, “**TLN – Future View 2017**”

June 24, 2012 presenter at American Library Association Annual Conference **“Storytelling – Time Tested Methods to Personalize Legislative Appeal”** for the Committee on Library Advocacy

October 25, 2012 Friends of Michigan Libraries Trustees Group presenter with topic, **“Past, Current and Future of Cooperatives”**

September 11, 2013 co-presenter with JS Clark Insurance Brokers at TLN hosted workshop titled, **“The Affordable Care Act – 40 Steps and What to Expect October 1”**

Performance Measures and Milestone Markers

	State Aid	Fund Balance
FY 2009	\$880,360	\$ 932,121
FY 2010	\$552,882	\$ 704,065
FY 2011	\$667,497	\$ 522,625
FY 2012	\$638,211	\$ 560,508
FY 2013	\$710,478	\$ 580,120

Historical Markers

HIGH	\$1,644,312 FY 2004	\$945,720 FY 2008
LOW	\$552,882 FY 2010	(\$687,143) FY 1998

Circulation of Materials

	“All – no ebook”	“Book ID”	Overdrive – Ebooks
2009	9,652,529	6,306,782	9,530
2010	9,456,633	6,165,733	29,878
2011	9,104,116	5,901,956	106,136
2012	8,783,851	5,728,045	288,481
2013	8,315,022	5,417,402	418,425
2014	3,195,086	2,076,892	351,230

Overdrive – Ebook Participants, New Titles and Expenditure

	Participants	NewTitles	Expenditure
2009	9	1,728	\$ 52,000
2010	12	1,492	\$ 64,000
2011	22	3,006	\$137,000
2012	38	4,813	\$201,000
2013	43	2,782	\$245,000
2014	46	1,233	\$262,000

Bits and Pieces

Vol. 5, Number 5

JULY 2014

ANNUAL MEMBERSHIP MEETING AND PICNIC – JULY 18

Farmington Community Library once again hosts the Annual Membership Meeting and Picnic on Friday, July 18 starting at 10:00 AM. Don't miss this cooperative wide day of fun and networking. Congratulate and salute your brave colleagues who are completing the final three year terms on the Steering Committee – Allison Arnold, St. Clair County Library, and Joan Rogers, Waterford Township Public Library. Also stepping down as members of the Steering Committee, closing out a two year term are Jaema Berman, Addison Township Public Library, and, Deb Green, Belleville Area District Library. The FY 2015 to FY 2016 Steering Committee welcomes new members Teresa Natzke the Class I-III representative from Franklin Public Library, and Zaley Nelson the At Large representative from Northfield Township Area Library. Kirk Borger, Riverview Public Library, will serve as Steering Committee Chair, starting October 1. Kirk will need someone to serve as Secretary since Jaema Berman is leaving the committee after her admirable two terms in that office.

It pays and rewards you to attend the 2014 Membership Meeting. TLN will cover, for the three year pilot project experiment, the setup and population shared costs for the first ten libraries to sign up for the EBook ownership program featured by Odilo. These ten charter members will only pay for circulation (18 cents per) and the cost of acquiring titles. The next ten libraries to sign on to our Odilo project will have initial setup fees and 2nd/3rd year costs discounted by 75%. If more than 20 sign up initially, TLN will review the cost subsidy, but, will insure at least a 50% discount for these libraries. We're bringing the Odilo top officers from Madrid, Spain and Colorado to detail how an EBook ownership circulation model works. Odilo services will *complement* our current OverDrive subscription EBook service. Odilo is modeled after the Douglass County, Colorado program, without the expense of adding programming staff. Join us July 18 to learn more about this exciting project. To reserve your picnic selection and seat, call Diane Serresseque at the Farmington Community Library at 248-848-4303.

TLN Delivery Team Dramatically Reduces Costs

Thanks to the efforts of TLN Delivery Service manager, **Vince Nash**, and Controller, **Rick Rosekrans**, the new TLN Delivery routes reduced gasoline consumption by 4,000 gallons last year. The TLN participation in the City of Novi gas purchase also saved an average of \$1.00 per gallon over previous bulk purchases. Reduced route mileage also affords TLN the option of extending fleet life, adding one additional year of life at a minimum. Come to our Membership Meeting and Picnic and hear how these reductions will impact your bottom line!

TLN DIRECTOR'S REPORT

JULY 2014

Activities of Statewide or National Focus

Convened and presided over Michigan Cooperative Library Directors Association on June 20 at the Library of Michigan, where new Library of Michigan State Librarian Randy Riley presented an overview of his focus in year one.

Attended 2014 Annual Conference of the American Library Association in Las Vegas, June 26 to July 1; discussion focus included talks with ILS vendors (Sirsi/Dynex, Autographics, The Library Company, plus Innovative and Polaris the new ILL subsidiary), Educational vendors (Apple Government Team, brainfuse, San Jose State Distance Learning and Tutor.com), and engaged representatives of long term book, serial management and database services to update on TLN statewide purchase focus.

Print and time management service contract, currently held by Comprise, discussed as a scheduled service bid in 2015, with Comprise and Envisionware representatives.

3M and Bibiliotheca informed of TLN intent to bid RFID tags in 2014 or 2015.

Convened and conducted, to a standing room only attendance, the Physical Delivery Interest Group meeting of ASCLA, including plans for RFP pre-conference in 2015 and delivery pre-conference program in 2016.

Activities in Support of Member Libraries

Discussed FY 2015 Budget with TLN department managers at the Manager's meeting on June 9.

Concluded TLN Spring continuing education series with attendance at the June 12 St. Clair County Library class, in Port Huron, and the June 17 class hosted by the Wixom Public Library.

Arranged keynote presentation for the July 18 TLN Annual membership meeting and picnic, securing an EBook ownership model project proposal from Rodrigo Rodriguez and Monique Sendze of Odilo.

Scheduled Director meetings with James Miller, Manchester District Library, on July 22, Denise Bearre, Inkster Public Library, on July 24, Jerri Gannod, Blair Memorial Library in Clawson, and, Devan Green, Pontiac Public Library, on July 25.

Projected impact of reducing per stop fees for delivery services, with a suggested phased implementation over thirty six months, starting with Fiscal Year 2015 billing, concluding in Fiscal Year 2017, in discussions with TLN Controller, Rick Rosekrans. Discussed fall marketing workshop with Library of Michigan, Cooperative Directors and MCLS.

Student Representative Report:

By: Ziyang Huang and Ruchira Ankireddgari

In June we had two Teen Volunteer orientations. 38 teens attended the first orientation on June 2, followed by 45 teens on June 4.

Next, on June 7th, 8 people came to the teen book club meeting.

Then, on June 16, 15 attendees showed up to discuss the very wonderful book, *The One and Only Ivan*.

Summer reading began on June 17th and there were 85 enthusiastic 5th-12th graders who took part in our annual summer reading kick-off, tie dye event.

This year's teen interns are: Jiaying Li and Tanya Madhani. We are very excited to have them with us for the summer reading program.

NEWS FLASH: Currently, we have 687 tween/teen participants in the Spark a Reaction Program, which is surpassing last year's final numbers by 81 students...and registration is open for three more weeks.

One week later, on June 24th, we had 65 teens and 20 adults attend our R.E.P.T.I.L.E.s program with Michael Brophy.

We've used 117 Teen Volunteers through the month, between our Summer Reading Program volunteers and others we have used for programs.

Upcoming Programs:

July 8: Summer Book-Making Craft

July 15: Ann Arbor Hands-On Museum Science Festival

July 22: Teen Uno Tournament

July 29: Zombies Among Us!

More than just Friends: Novi Library gets boost from boosters



Willy Mena (from left), Julie Farkas and Sue Johnson with the Friends of the Novi Library's \$25,000 donation.

At the annual Friends of Novi Library membership meeting June 11, Julie Farkas, library director, addressed the audience by thanking members for their continued support.

"Members of the group are not just volunteers, they are partners who help make the Novi Library a huge success," she said.

Partnering this year meant helping the Novi Library with its fundraising initiative, expanding programming opportunities in the Novi community, growing awareness

of the library's services, resources and events and celebrating library successes.

The Friends hosted a number of programs with the library this year that welcomed more than 9,000 attendees. Sales from their used book store, located in the library, generated more than \$20,000 in revenue.

Incoming president of the Friends, Sue Johnson, commented on the group's dedication to serving the community and the strong relationship between members to "work hard for the

greater good of the library."

Johnson presented a check in the amount of \$25,000 to Farkas and Novi Library Board President Willy Mena to be used for wish list items supporting programs, furniture and technology for the upcoming fiscal year.

"The Friends have been longtime supporters (more than 50 years) and advocates of the Novi Library," Mena said, "and on behalf of the Novi Library Board, I thank them for their continued support."

Providence and Providence Park Hospitals



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tos, including two of
Whitehead's son. Howev-
er, this merited a com-
plaint about poor cov-
erage, while other sports
simply got their scores
listed in the sports
roundup when I never
received additional up-
dates. This also isn't my
full-time job, but I've
been doing it for the past
five years.

This doesn't include
the multiple press clip-
pings the family had us
publish about collegiate
commitments and
changes of commit-
ments. All in all, her son
was the most publicized
spring sport male stu-
dent-athlete at Novi
High this season and I'm
sure he'll do great pitch-
ing at the collegiate lev-
el. Granted all of this, I
found her June 12 writ-
ten tirade very disap-
pointing that she would
spark an outcry about
unfair coverage of her
son and his team.

Chris Jackett
Novi

Kudos from library

Dear Novi Educators:
I just wanted to thank
you again for an amazing
school year.

The Library Board of
Trustees and I am so
grateful for the beautiful
partnership that the
Novi Library and Novi
Community School Dis-
trict has formed. We are
doing great things for
our families. Thank you
for the opportunity to
collaborate together. So
many wonderful pro-
grams have occurred
this past year due to
your willingness to work
with the Novi Public
Library: Teen Space,
Summer Reading, Asian

Fusion exhibit, Social
Justice initiatives, Pro-
ject Palooza, monthly
Parent Book Discus-
sions, MLK Celebration,
tours/school visits, au-
thor events, media spe-
cialist meetings, middle
and high school student
advisory committees,
Coffee with the Superin-
tendent and, yes, many,
many more!

I hope you all have a
fantastic summer. The
library staff and I look
forward to seeing you all
again in fall 2014.

Julie Farkas
Novi Public Library
director

Raising fuel taxes just wrong

As the Legislature is
still working on in-
creased funding for our
roads before they and
schoolkids are off to play
for the summer, some
are acting as though they
deserve praise for doing
their job. It was the be-
ginning of the year last
year when Gov. Snyder
called for increased
funding for roads, about
the time this Legislature
started. And as we have
all seen since then, our
roads are in far worse
condition. Snyder said
we are not spending
enough on Michigan
roads to maintain them
as they should be. Appar-
ently he did not think
that when he cut the
road budget 12 percent
in 2011, making Michigan
dead last for spending on
roads.

Now some are calling
for raising fuel taxes.
"They haven't been
raised since whatever
year." It's the same case
that was made when
John Engler let the roads

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Board & Administrator

FOR BOARD MEMBERS

July 2014 Vol. 30, No. 11

Editor: Jeff Stratton

Staff member wants board member to write letter of recommendation

Question: The executive director fires a non-performing staff member for cause. A few months later, the terminated staff member approaches a board member for a letter of recommendation while seeking new employment. What is the board member's proper response here?

Answer: Giving references is a day-to-day man-

agement issue, so it belongs to the administrator and his staff. The business of references for all departing and terminated employees is an issue that should be clarified in the organization's personnel policies and procedures, which the board approves. That is where the board has input on this matter. ■

Most boards evaluate themselves – eventually

Nonprofit executives report that 61% of boards evaluate their performance. While this represents a fairly high number of boards that commit to this important governance task, drill down deeper and you find that only 43% of boards evaluate their

performance annually.

The data come from *Board & Administrator's Annual Survey of Nonprofit Executive Compensation*, conducted late last year. How does your board compare? ■

Generate “buzz” for your nonprofit

In their website article “The Ten Things Board Members Should Do to Help Their Nonprofits,” Toscano Advisors points out that board members represent their organization in the community, and one way they can help in this area is to communicate positive news about the nonprofit's activities.

“Boards need to lead community opinion about

the agency and counter criticism in positive ways. Board members are also in an excellent place to represent the community to the nonprofit. Board members need to be the thought leaders and advocates in the community, which all nonprofits need,” the article said.

For more information, go to <http://goo.gl/77WyNH>. ■

Raise money for your organization without fundraising

Most board members do not enjoy fundraising on behalf of their organization. It's just a fact, yet resource development remains a key board obligation.

In her website article "9 Ways Board Members Can Raise Money Without Fundraising," consultant Nell Edgington suggests a board member help create or evaluate a business plan for an earned income venture.

"If you have business leaders or entrepreneurs on your board this would be a great use of their time and add tremendous value to your organi-

zation," Edgington writes. "If they can help you create a more profitable business, they are directly contributing to your organization's bottom-line."

Another tip for the board member who dislikes fundraising: work as an advocate for government money, said Edgington. If a board member is well connected to government sources, she can open the doors for the nonprofit to contracts, grants and fee-for-service monies, she said.

For more information, go to <http://goo.gl/b4Rae>. ■

Self-evaluation zeros in on board engagement issues

If board meeting attendance is spotty and board members lack engagement, the board has a commitment problem.

Unfortunately, there is no simple cure for a disengaged board. To address the problem head on, the board's leadership needs to step up. If the board chair is committed to solving a disengagement problem, she can work with the administrator to fix it.

A board self-appraisal is an effective starting point for identifying any issues causing board dysfunction. Based on the results of the evaluation, the board chair can lead a frank discussion with the board and administrator team to focus on problems identified in the appraisal and begin resolving them.

This discussion should include areas such as improved board recruitment and the need for term limits if the board has too many long-term inactive board members.

Only 43% of boards who read *Board & Administrator* conduct an annual self-appraisal. If board is serious about improving its commitment, it must first be serious about conducting a rigorous self-appraisal. Use these steps to conduct a board evaluation:

- **Gain commitment from the board chair and executive director.** The process must be im-

portant to and supported by the board's top officer.

- **Discuss the purpose and goals of the self-evaluation with the full board.** If board inactivity is the problem you are trying to resolve, the board must know this. Both the executive director and the board chair must communicate that the board needs to improve its commitment, and that the purpose of the self-evaluation is to provide the team an opportunity to hold an honest conversation about this issue.

- **Insist on full board participation.** For the process to work, each member must commit to independently and thoughtfully completing the evaluation and participating in board discussions during the process.

- **Choose an evaluation tool.** Find an evaluation rubric that addresses key board obligations: meeting attendance and participation, support for nonprofit events and activities, support for fundraising, and understanding of the board's policymaking role. Each section of the appraisal form should contain space for narrative comments, and someone (often the board chair) should compile these comments.

- **Discuss the results.** Make this a board and executive director activity.

- **Develop action plans to address the weak areas identified in the self-evaluation.** ■



Library Board Calendar

2014

July 16	Library Board Regular Meeting
August – October	Community Reads Program
August 20	Library Board Regular Meeting
August 30	Library Closed
August 31	Library Closed
September 1	Holiday – Labor Day, Library Closed
September 17	Library Board Regular Meeting
October 15	Library Board Regular Meeting
November 4	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November 18	A Community Reads, Library, 7 p.m.
November 19	Library Board Regular Meeting
November 21	Library Staff In-Service, Library Closed
November 26	Holiday – Library Closes at 5 p.m.
November 27	Holiday – Thanksgiving, Library Closed
December 17	Library Board Regular Meeting
December 17	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

2015

January 1	Holiday – New Year’s Day, Library Closed
January 21	Library Board Regular Meeting
February	Budget Planning Session, TBD
February 18	Library Board Regular Meeting
March	Budget Planning Session, TBD
March 18	Library Board Regular Meeting
April	Budget presented to Council, TBD
April 12-18	National Library Week
April 4	Library Closed
April 5	Holiday – Easter, Library Closed
April 15	Library Board Regular Meeting
May	Library Board – Goal Setting Session, TBD
May 10	Holiday – Mother’s Day, Library Closed
May 20	Library Board Regular Meeting
May 24	Library Closed
May 25	Holiday – Memorial Day, Library Closed

- Friends Board Meeting meets the second Wednesday of the month, 7 p.m.
 - Historical Commission meets the fourth Wednesday of the month, 2 p.m.
- The Friends Board Meetings and Historical Commission Meetings are held at the Novi Public Library.