

## Agenda

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, January 16, 2013  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
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  - B. Thank you letter from Rebekah Craft, Rochester Hills Public Library ..... 17
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  - A. Library Budget 2012-2013 ..... 22
  - B. Library Financials and Walker Fund – December 31, 2012 ..... 24
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  - D. Library cafe revenue report – due 15<sup>th</sup> of the month..... N/A
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14. Committee Reports
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  - B. HR Committee (Kilgore, Verma – chair)
  - C. Finance Committee (Czekaj, Teasdale, Margolis – chair)
  - D. Fundraising Committee (Sturing, Mena – chair)

- E. Strategic Planning Committee (Kilgore, Sturing, Mena- chair)
- F. Landscape Committee (Kilgore, Margolis, Czekaj – chair)

15. Public Comment

16. Matters for Board Action

A. **Instituting a Policy that requires a patron to present a library card for library related services and resources effective September 1, 2013**

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17. Adjourn

Consent Agenda:

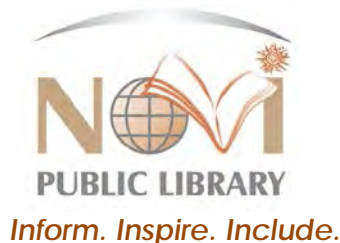
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Supplemental Information

- The Paw Print: Two Decades of Supporting the Library, by Ronit Tiwary – January 9, 2013..43
- Novi News – Jan. 10, 2013: Six Novi businesses lauded at Toast of the Town on Jan. 25<sup>th</sup> ...53
- Board and Administrator – January 2013..... 54
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**Future Events:**

- Homeowner Association Leaders Appreciation Reception & State of the City Address – Thursday, January 17<sup>th</sup> at 6:00pm, Civic Center Atrium
- Martin Luther King, Jr. Day – Monday, January 21<sup>st</sup> – LIBRARY OPEN, see flyer for event information
- Listen @ the Library featuring the Aeolus String Quartet: Sunday, February 3<sup>rd</sup> at 3:00pm
- Friends of the Novi Public Library Regular Meeting – February 13<sup>th</sup> CANCELLED
- Library Board of Trustees Budget Sessions – Saturday, February 9<sup>th</sup> (8am – Noon) and Saturday, February 23<sup>rd</sup> (8am – Noon)
- Library Board of Trustees Regular Meeting – Wednesday, February 20<sup>th</sup> at 7:00pm at City of Novi
- Novi Historical Commission Regular Meeting – Wednesday, February 27<sup>th</sup> at 2:00pm at Novi Library
- Battle of the Books – Saturday, March 23<sup>rd</sup> at 1:00pm at City of Novi
- Book It Fundraising Event – Friday, April 26, 2013 (7-10pm), Novi Public Library



45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720  
<http://www.novilibrary.org>

Warrant 502		January 2013	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 224.98
Farkas, Julie	Annual Letter	268-000.00-728.000	\$ 140.00
Municipal Web Services	Nov-12	268-000.00-734.000	\$ 390.00
Amazon.com		268-000.00-734.500	\$ 221.97
Aramedia		268-000.00-734.500	\$ 78.15
CDW-G		268-000.00-734.500	\$ 514.62
Compass Micro Inc.		268-000.00-734.500	\$ 57.94
The Library Network	ear/flash dr	268-000.00-734.500	\$ 475.75
Hanover Technical Sales, Inc.		268-000.00-740.000	\$ 1,513.17
Library Design Associates, Inc.	signage	268-000.00-740.000	\$ 429.57
North Star Medical Equipment		268-000.00-740.000	\$ 1,520.73
Research Technology International	Disc Repair	268-000.00-740.000	\$ 154.95
Sentry Supply		268-000.00-740.000	\$ 459.62
Tech Logic Corp		268-000.00-740.000	\$ 6,865.00
Amazon.com		268-000.00-742.000	\$ 64.57
American Library Association		268-000.00-742.000	\$ 48.00
Brodart		268-000.00-742.000	\$ 4,921.76
Center Point Large Print		268-000.00-742.000	\$ 64.11
Ebsco		268-000.00-742.000	\$ (43.47)
Gale		268-000.00-742.000	\$ 308.68
Multicultural Books & Videos		268-000.00-742.000	\$ 785.80
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 41.08
Belleville Area District Library		268-000.00-742.100	\$ 14.95
Springfield Township Library		268-000.00-742.100	\$ 13.00
Northville District Library		268-000.00-742.100	\$ 59.95
Ferndale Public Library		268-000.00-742.100	\$ 20.00
Midwest Tape		268-000.00-744.000	\$ 1,599.43
OverDrive		268-000.00-744.000	\$ 749.58
Amazon.com		268-000.00-745.200	\$ 76.91
Diverse Media		268-000.00-745.200	\$ 226.88
Midwest Tape		268-000.00-745.200	\$ 2,318.33
Kristel Cleaning, Inc.	Nov-12	268-000.00-817.000	\$ 2,480.00
The Library Network	10/1-12/31/12 telecomm	268-000.00-855.000	\$ 4,254.94
May, Julie	staff photo	268-000.00-880.000	\$ 229.50
Patch	Lib Awareness	268-000.00-880.000	\$ 73.80
Sam's Club		268-000.00-880.000	\$ 20.98
YP	Dec-12	268-000.00-880.000	\$ 56.23
American Library Association	Adult Pgm	268-000.00-880.268	\$ 124.85
Carpenter, Suzanne	Youth Pgm	268-000.00-880.268	\$ 26.93
Gordon Food Service	Youth Pgm	268-000.00-880.268	\$ 85.12
Movie Licensing USA		268-000.00-880.268	\$ 480.00
Saffold Enterprises, LLC	MLK pgm 1/21/13	268-000.00-880.268	\$ 600.00
Weeks, Phyllis	Youth Pgm	268-000.00-880.268	\$ 22.06
Detroit Institute of Arts	On the Road; Nov 2	268-000.00-880.271	\$ 60.00
Konica Minolta		268-000.00-900.000	\$ 1,101.14
Max Printing & Copy	ltrhd/env 2000	268-000.00-900.000	\$ 745.36

<b>Warrant 502</b>		<b>January 2013</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Consumers Energy	11/9-12/10/12	268-000.00-921.000	\$ 1,593.30
AT&T	10/23-11/22/12	268-000.00-922.000	\$ 143.28
DTE Energy	10/24-11/19/12	268-000.00-922.000	\$ 6,552.80
Allied Waste		268-000.00-934.000	\$ 157.92
Bosworth Instruments		268-000.00-934.000	\$ 79.19
Building Accessories Corp.	screws	268-000.00-934.000	\$ 65.00
Cintas		268-000.00-934.000	\$ 278.34
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 375.00
Lighting Supply Co		268-000.00-934.000	\$ 416.08
Long Mechanical		268-000.00-934.000	\$ 160.00
Tennsco		268-000.00-934.000	\$ 28.11
Touch of Tropics	November	268-000.00-934.000	\$ 50.00
Novi-Motive, Inc.	4-tires	268-000.00-935.000	\$ 381.24
Brien's Services, Inc.	tree pruning	268-000.00-941.000	\$ 598.43
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
Farkas, Julie	MLA	268-000.00-956.000	\$ 66.93
Novi Chamber of Commerce	State of the City Address 1/17/13	268-000.00-956.000	\$ 150.00
Robinson, Mary	MLA; workshop 11/28/12	268-000.00-956.000	\$ 53.83
Petty Cash		268-000.00-941.000	\$ 60.80
<b>TOTAL</b>			<b>\$ 46,952.63</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
December 19, 2012**

**DRAFT**

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

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

**Student Representatives**

Jessica Mathew  
Torry Yu

**Library Staff**

Julie Farkas, Director  
Diana Gertsen, Office Assistant

**Guest**

Jennifer McCloskey, Varsity Lincoln Representative  
Patrick Brunett, Friends of Novi Public Library President

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

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A motion was made to approve the December 19, 2012 Agenda as presented.

1<sup>st</sup> – David Margolis  
2<sup>nd</sup> – Larry Kilgore

The motion passed unanimously.

**4. Consent Agenda**

A typo was noted on page#8 in the 6<sup>th</sup> paragraph, 4<sup>th</sup> line down. The words "touch" times, should read "tough" times.

A motion was made to approve the December 19, 2012 Consent Agenda as modified.

1<sup>st</sup> – Willy Mena  
2<sup>nd</sup> – Larry Kilgore

The motion passed unanimously.

5. **Correspondence**

a. **Thank You Letter by Christina Struwe and Marcia Green, Novi Oaks Charter Chapter – American Business Women’s Association**

A thank you letter was received from Christina Struwe and Marcia Green for supporting the Novi Oaks Charter Chapter’s Annual Autumn Brunch With Auction by donating a basket of gently used or new books for their auction.

6. **Presentation**

a. **Check Presentation – Varsity Lincoln Presents to the Friends of the Novi Public Library \$2,680.00 for the Drive Smart Fundraiser**

Jennifer McCloskey, from Varsity Lincoln presented a check for \$2,680.00 to Patrick Brunett, President of Novi Public Library Friends, which was to be donated to the Novi Public Library.

b. **Check Presentation – Friends of the Novi Public Library Board Presents \$22,700 to the Novi Library**

President of the Friends, Patrick Brunett, introduced the members of the Friends’ Board who were present for the presentation of the check to the Novi Public Library. In attendance were: Marilyn Amburger, Treasurer, Jim McClean, Barbara Brunett, and Bob Cuttler.

Friends President, Patrick Brunett, gave an update on the recent activities of the Friends.

Highlight of the report include:

- Friends Gala held on December 7<sup>th</sup> had approximately 100 people in attendance.
- Friends membership has increased with approximately 300 families and 500 individual members.
- Two new promotion pieces are expected to be completed by the end of the year.
- Winter issue of Friends Newsletter will be sent out by end of the year.
- With the help of Mr. Mena, Friends are close to activating their pay pal account.
  - Easier for people to join the Friends and pay their dues on line.
  - Easier for Friends bookkeeping.
- Passed motion at Friends Board Meeting to present the Library with a check of \$20,000.00 for a one time wish list.
  - Purchase of a laminating machine.
  - Portable sound system
  - Application that connects to patrons electronic device and allows communication with Library.
  - Staff bonuses depending on the Library Boards deliberations on the Budget.

7. **Public Comment**

There was no public comment.

8. **President’s Report**

a. **Goals Document 2012-2013**

- Updated the Gift for Today brochure reflecting the new tax laws.
- Offered free meeting room space to Homeowners Associations who toured the Library; Crosswinds, Royal Crown, and North Haven.
- Added more scanning capabilities for the public.
- Several staff attended the Indian Cultural Training session at the City.
- Authorized users trained to use OnBase for approval and reporting.
- Budget planning is in process.

- Varsity Lincoln test drive fundraiser raised \$2,680.00.
- Annual letter sent out, and generous donations are coming in.
- Strategic Plan was approved and presented at the City Council meeting.

9. **Treasurer's Report**

a. **Library Budget 2012-2013**

The 2012-2013 Budget dated February 15, 2012 is included in the December 19, 2012 Library Board Packet on pages 29-30. There are no changes since the last meeting.

b. **Library Financials and walker Fund – November 30, 2012**

The Financials and Walker Fund ending November 30, 2012 are included in the December 19, 2012 Library Board Packet on pages 31-35.

c. **Financial Review – November, 2012 – by David Margolis, Treasurer**

**NOVI PUBLIC LIBRARY**  
**Observations regarding Monthly Financials**  
*for the Month of November 2012*

David Margolis, Treasurer

Nothing much exciting (or unusual) occurred that is reflected in these November 2012 Financials.

Talk about stable investments...there was NO gain (or loss) in market fluctuations recognized in the month of November. Yet we still experienced another small decline in Property Tax Revenues.

For the month of November, we fell below normalized expenditures, spending under eight percent of the annual budget.

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

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



## LIBRARY FUND (Fund #268)

### BALANCE SHEET (page #31)

**Cash** was decreased by **(-\$269,933.98)** or **(-6.91%)** during the month, a reasonably expected result.

**Current Taxes Receivable** were reduced in the amount of **(-\$2,956.99)** or by another **(-3.82%)**.

**Prepaid Expenditures** (A/C# 268-000.00-040-400) of \$2,500 established for a future Speakers' series, was finally recognized in full (*i.e.* **-100.00%** reduction).

**TOTAL ASSETS = \$3,707,762.38**, which are **(-\$275,390.97)** or **(-6.91%)** lower than last month)

**LIABILITIES** = Changes for the month were only in **Accounts Payable**, which decreased by **(-\$71,094.82)** or **(-69.39%)** for a net decrease in **Total Liabilities** of **(-\$71,094.82)** or by **(-29.94%)** for the month, with an ending balance down to = **\$166,354.37**

**FUND BALANCE** = As a result, **NET Revenues and Expenses** (for the current month) were decreased by **(-\$204,296.15)** or **(-14.25%)** leaving an Ending Fund Balance at 11-30-2012 of **\$3,541,408.01** (down **-5.45%** from last month).

### REVENUES AND EXPENDITURES (pgs. 32 + 33)

**REVENUES** – As previously mentioned, there was a small reduction in Current Property Tax Revenues (A/C# 268-000.00-403.000) of **(-\$3,251.73)** or **(-0.14%)**, but there was NO monthly Investment Gain/Loss (A/C# 664.500) recognized. Nothing else stands out other than recognition of **Library Book Fines** (A/C# 657.000) which generated **\$6,872.98** in November. **Total Revenues** for the month of November were **\$7,636.67** for a Year-to-Date total of **\$2,356,042.55**, which is **96.80%** of the total annual Budget.

**EXPENDITURES** – with the current fiscal year commencing on July 1<sup>st</sup> and with five (5) months under our belt, we're going to measure actual Expenditures utilization against the **41.67%** monthly pro-ration of the Budget estimated.

**Personal Services** – The total amount spent in this category during the month, **\$136,106.73** or **7.47%** of the annual Budget, is well below the average monthly allocations (of \$152K), reflecting another normal two pay-period month. On a Five-Month Year-to-Date basis, we've used **37.90%** of this category's budget. At the end of November, Personal Services expended represent **29.30%** of Revenues (compared to the **31.18%** budgeted).

**Materials and Supplies** – A few categories spent in November which significantly deviated from projected monthly levels were **Computer Supplies** (A/C# 734.500) at **(-\$1,743.62)**; **Operating Supplies** (A/C# 740.000) at **\$8,292.29**; and **Periodicals** (A/C# 743.000) at **\$12,791.01**. We spent a total of **\$45,091.38** for the month (in this **Materials/Supplies** category) that is **9.29%** of Budget for a Year-to-Date total of **45.08%** (vs. the 41.67% benchmark); and which represents **9.29%** of Revenues (compared to **8.31%** budgeted).

**Services and Charges** – for the month, we spent **\$30,734.71** (the 2<sup>nd</sup> lowest monthly total so far this year) or **7.37%** of this Category's Budget (and **48.56%** Year-to-Date) - with several line-items out of the norm (*see below*). The combined Five-month Year-to-Date 2012 spending represents **8.60%** of Revenues (vs. the **7.14%** budgeted).

*Some of the items worth citing for the month are:*

#816.000	Professional Services	+\$ 200.00
#818.000	TLN Central Services	+\$ 4,750.00
#855.000	TLN Automation Svcs.	+\$ 0.00
#880.271	Adult Programs	+\$ 964.31
#921.000	Heat	+\$ 1,047.23

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

**TOTAL EXPENDITURES** – for the month of November, we spent a total of **\$211,932.82** (or **7.74%** of the budget vs. **8.33%** norm), (yet below the equal monthly gauge of \$228,241.67). For the Five-months so far this fiscal year, we've spent **41.14%** of the Budget (vs. normalized 41.67%). This amount is **47.83%** of Revenues, and is more than fiscal year budget expectations of **46.89%**.



**COMBINED LIBRARY INVESTMENTS** *(page 35)*

**LIBRARY FUND (#268) @ FMV**

**TOTAL FUND #268** **\$3,632,985**

**WALKER FUND (#269) @ FMV**

**TOTAL FUND #269** **\$1,531,120**

**COMBINED LIBRARY INVESTMENTS =** **\$5,164,105**

During the month of November, Library Fund (#268) Investments decreased **(-\$269,933)** or **(-6.91%)** while Walker Funds (#269) went down in value **(-\$3,272)** or **(-0.21%)**.

If we combine the Balance Sheets of both Funds (#268 and #269), we would show Total Combined Fund Balances = \$3,541,408.01 + \$1,531,110.60 = **\$5,072,518.61**

This reflects a net reduction in Combined Fund Balances of **(-\$204,452.08)** or **(-3.87%)** during the month of November.



It was noted by Director, Julie Farkas, that the City is in error on two different accounts found on page 33 in the Library Board Packet, which is also page 3 of 5. On account #740.200, Desk, chairs, file cabinets, etc., and account # 741.000, Uniforms, the numbers are transposed. The numbers on account #742.100, Library Book- Fines, and account # 742.666, Books - miscellaneous grants, also are transposed. It was also noted that a previous error on account # 942.000, Office equipment lease, and account # 942.100, Records storage, has not yet been corrected by the City.

**d. Library Café Revenue Report – due the 15<sup>th</sup> of the month**

In December, the Café Revenue reported \$479.64.

A request was made by Trustee Verma that staff be given 1<sup>st</sup> priority when the Finance Committee meets to decide how the money from the donations received tonight is to be used.

**10. Director's Report**

A detailed report from Director, Julie Farkas, is provided on pages 36-37 of the December 19, 2012 Library Board Packet. Highlights of the report are:

- A professional photo of staff in their new fleece vests, that were given as a gift from the Friends of Novi Public Library, was used in the December Newsletter.
- There were two fundraising events this past fall, On the Road raised \$1,737.57, and Varsity Lincoln raised \$2,680.00. A huge thank you goes to Margi Karp-Opperer who was the spearhead for the On the Road event, along with Kathy Crawford and the Administration Team.
- Julie thanked the Library Board for the support they gave over the past year while she worked with the Michigan Library Association at the State level.
- Julie met with the Philanthropy Director for Fox Run to discuss plans for an Author Series with Fox Run and the Library. This is part of the strategic plan to reach out to older adults in the Novi community.
- The State Aid report has been sent to the Library of Michigan. Work on the 2013-2014 Budget has begun with Nevrus Nazarko, who is the new Finance Director at the City. Julie will invite Mr. Nazarko to attend the January Library Board meeting so that the Library Board members have an opportunity to meet him.

**a. Public Services Report**

The Public Services Report is located on page 38-39 of the December 19, 2012 Library board Packet.

**b. Building Operations Report**

The building Operations Report is provided on page 39 of the December 19, 2012 Library Board Packet.

Director, Julie Farkas, asked the Library Board for their support to begin a six (6) month campaign that would promote the requirement of a library card, for Library usage. After six (6) months, the requirement of a library card for library services would be strictly enforced. The Board was receptive to the request, but would like more specifics on how the campaign will be implemented before any action is taken. Julie will have more detailed information for the Board at the January meeting.

**c. Library Usage Statistics – November 2012**

The November statistics are located on pages 40-43 of the December 19, 2012 Library Board Packet. Highlights include:

- 338 Library cards issued
- 62,499 items checked out
- Number of items borrowed from TLN – 3,801
- Number of items borrowed from MEL – 75
- Number of items loaned through TLN – 4,662

- Number of items loaned through MEL – 177
- 57.92% of all items checked out were completed on self – checkout stations
- Total Circulation 62,449
- Daily average people using the Library was 1,119
- Workstation usage 834
- Daily average Computer Logins 791

**11. Friends of Novi Public Library Report – November 14, 2012**

Reported in Agenda Item #6B, Check Presentation – Friends of the Novi Public Library Board presents \$22,700 to the Novi Library.

Minutes of the November 14, 2012 Friends Board Meeting are included in the December 19, 2012 Library Board Packet on pages 44-45.

**12. Student Representatives’ Report – November 2012**

Report is provided on page 46 of the December 19, 2012 Library Board Packet. Highlights of the report are:

- Teen Space averages twenty-three (23) students per day.
- Novi Youth Assistance donated \$200.00 to purchase furniture and games for Teen Space.
- Eight (8) students participated in the Super Smash Brothers Video Tournament.
- Fifteen (15) students attended the WOW college scholarship essay writing workshop.
- Twenty-one (21) Teens volunteered in November to help with various Library programs.

**13. Historical Commission Report – November 2012**

The Historical Commission provided their October 24, 2012 Meeting Minutes. They are located on page 47 of the December 19, 2012 Library Board Packet. Highlights of the report are:

- Commission continues to give guidance to Jason Mangum, Director of Novi Parks and Cultural Services, on the display signs for the new Pavilion Shores Park, on the south side of Walled Lake.
- Gave approval for an upgraded computer in the Local History Room.

**14. Committee Reports**

- Policy Committee ( Margolis, Teasdale, Kilgore – chair)**  
There was no report provided.
- HR Committee ( Kilgore, Verma – chair)**  
There was no report provided.
- Finance Committee ( Czekaj, Teasdale, Margolis – chair)**  
There was no report provided.
- Fundraising Committee (Sturing, Mena – chair)**  
There was no report provided.
- Strategic Planning Committee (Kilgore, Sturing, Mena – chair)**  
There was no report provided.
- Landscape Committee (Kilgore, Margolis, Czekaj – chair)**  
There was no report provided.

**15. Public Comment**

There was no public comment.

**16. Matters for Board Action**

- Instituting a Policy that requires a patron to present a library card for library related services and resources effective July 1, 2013**  
This was discussed in Item #10, **Director’s Report**, with no action taken. This will be brought back at the January Meeting for action.

17. **Adjourn**

A motion was made to adjourn the meeting at 8:02 p.m.

1<sup>st</sup> – Larry Kilgore

2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

\_\_\_\_\_  
Scott Teasdale, Secretary

\_\_\_\_\_  
Date



Ms. Mary Ellen Crone  
Novi Public Library  
45255 W. Ten Mile Road  
Novi, MI 48375

December 12, 2012

Dear Ms. Crone,

International Visitors Council of Metropolitan Detroit (IVC Detroit) appreciates your participation in the US Library of Congress-sponsored Open World Leadership Program by sharing your expertise and insights with the visitors from Kazakhstan who were in Metro Detroit exploring the theme of Accountable Governance. Thank you for taking time out of your busy schedule to meet the delegation. We are grateful for your involvement and support. During our program evaluation, the delegates rated their afternoon in Novi as their favorite! Delegate Inna Yevseyevna asked me to forward you the enclosed English-Russian/Russian English Dictionary and pamphlet *Right to Play* as donations to the library.

IVC Detroit depends upon the generosity of individuals like you who make the Detroit experience a memorable one for visiting international delegations. For the past 40 years, IVC has welcomed more than 15,000 visitors from more than 120 countries, arranging professional, cultural and educational exchanges and coordinating meetings with their Detroit-area counterparts. The purpose of these international exchange programs is to foster mutual understanding and respect between individuals from different countries and cultures. IVC volunteers like you who host the visitors in their workplace for professional meetings or in their homes for dinner hospitality promote citizen diplomacy "one hand shake at a time."

Your participation helped the visitors have a better understanding of the US and specifically Detroit – seeing our challenges, opportunities, and successes. Many thanks for your involvement in the work of citizen diplomacy. We hope you found the experience rewarding and look forward to working with you again.

Kind regards,

Marian Reich  
IVC Detroit  
248-375-7300  
[marian@ivcdetroit.org](mailto:marian@ivcdetroit.org)





**Rochester Hills  
Public Library**

500 Olde Towne Road  
Rochester, Michigan  
48307-2043

248-656-2900  
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A community library  
for Rochester,  
Rochester Hills and  
Oakland Township

Mary Ellen Mulcrone  
Assistant Director  
Novi Public Library  
45255 W. Ten Mile  
Novi, MI 48375

18 December 2012

Ms. Mulcrone,

Thank you for taking the time to give librarians from our library such an informative and behind-the-scenes tour of your library on October 24. We all really appreciated visiting your beautiful library and examining the procedures, layout, content and programming you provide to your community.

While this note is severely overdue, please know that we are extremely grateful for the time that you devoted to our group as it helped us to bring fresh eyes and ideas to our library.

Thank you for taking time out of your busy schedule to attend to our group.

Sincerely,

Rebekah Craft  
Adult Services Manager



Date: 12/19/12  
To: Novi Public Library  
From: Greg Morris, Recreation Supervisor  
Novi Parks, Recreation and Cultural Services  
RE: Thank you!

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**CITY COUNCIL**

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Cultural Services Director**  
Jason S. Mangum

Dear Julie,

On behalf of the City of Novi, I would like to thank you for participating in the 2012 Light Up the Night program. We had over five thousand people attend the program over the course of the night, and it was a great way to highlight the holiday spirit in our community! Without the partnership with the Novi Public Library, an event of this magnitude would not be possible. We hope you will be a part of this event next year as well as we will take it to the next level! Also, if you have comments on how the event can benefit the Novi Public Library more, feel free to call me at 248-735-5646. Thank you and we will see you again soon.

Sincerely,

Greg Morris  
Recreation Supervisor  
Novi Parks, Recreation, and Cultural Services

**City of Novi**  
45175 W. Ten Mile Road  
Novi, Michigan 48375  
248.347.0400  
248.347.3286 fax

cityofnovi.org



# Light Up the Night

On Friday, November 30, Light Up The Night took place at the Novi Civic Center and the Novi Public Library, with an estimated 5,000 people enjoying the holiday festivities. Beginning with our annual tree lighting hosted by Mayor Gatt, residents enjoyed a variety of activities including photos with Santa, a 48 vendor Craft Show, ice carving demonstration, kids craft area, mini train rides, s'mores, face painting, magic shows, reindeer, tattoos, an ITC Float, kettle corn, sports activities, and a flash mob by the Family Self Defense Center. Stage performances by the Metropolitan DanCentre, Novi Choralaires, the Novi High School Choir, One Training, and the Neu Wixom Dance Academy also highlighted the night.

This annual community event was made possible by almost \$9,000 in sponsorships from ITC, Community Financial, Best Buy, DTE, Twelve Oaks, Bright House Networks, Walmart, Tyler/Dumas/Reyes, Paradise Park, and Novi Youth Assistance. Local restaurants - Bagger Dave's Burger Tavern, Buffalo Wild Wings, BD's Mongolian Barbeque, Max and Erma's, Olga's Kitchen, and the Read A Latte Café generously provided yummy food bites. This event keeps growing every year, and 2013 promises to be even better. It benefits the community by bringing everyone together and providing a night to celebrate the holiday season together. Special thanks to all the City Departments, and the facility crew who helped to facilitate the event. Enjoy the photos below.



In addition to the Holiday Tree, 12 other trees were decorated around the campus of the Novi Civic Center making it a destination for families to come and visit.



Mayor Gatt welcomed two very special guests to the stage. The tree lighting was used as the signal for Santa and Mrs. Clause to arrive. They arrived on a Novi Fire Truck.



This year featured a 48 vendor craft show. This was double the size of 2011, and provided a great way for the citizens of Novi to begin their holiday shopping.



The Seelenbinder family won the first Holiday Decorating Contest. Their house is located on Elizabeth Lane in Novi.



Frozen Images provided an ice sculpture for families to see. This year it was a holiday tree. This was placed close to the reindeer as well.



The Novi Public Library provided activities throughout the course of the night. One activity was Dan Dan the Choo Choo Man. They also had a magic show, face painting, and free refreshments.



## NOVI PUBLIC LIBRARY – 2012/2013 GOALS

### Marketing/Relationship Building/Outreach—Goal #1:

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

<b>Strategy:</b>		<b>Increase usage of services and facility with community partners.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Outreach to community partners to strengthen presence of library as valued resource	Admin	Attended Novi Youth Assistance Annual Breakfast and Walsh College Breakfast; delivered welcome brochures (English and Japanese) to Novi School District (NSD); met with NSD media specialists to begin discussing 2013 summer reading program; attended NSD Community Assessment Meeting	11/12; 12/12

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

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

<b>Strategy:</b>		<b>Adapt to changing needs of the community.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Adjust procedures as required to adapt to changes in services and collections as determined by Admin.	Support Services; IT/Facilities	Removed time limits from computers when no wait list; will consider renewals for movies; determined no change necessary at this time	Ongoing; 11/12; 12/12
<b>Strategy:</b>		<b>Partner with the community for programming.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Coordinate with the Neighborhood Library Association for the annual Community Read Events	Admin; Info Services	Self-Defense for Women (10/6); Meet the Co-Author (11/14); book discussions; capacity crowd attended presentation by Jennifer Thompson, author of <u>Picking Cotton</u> ; begin planning for 2013 programs	11/12; 1/13

**Staff Development—Goal #3:**

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

<b>Strategy:</b>		<b>Increase staff involvement in community activities.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Director and staff participate as appropriate with Novi Rotary and Novi Chamber of Commerce	Admin	NPL wins Novi Business Recognition Award for Customer Service Excellence in the large business category!	1/13
<b>Strategy:</b>		<b>Ensure adequate training and development for staff.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Provide training to supervisory and other staff	Admin; Managers	Several staff attended Indian cultural training at City; planning for training on new AED equipment	Ongoing; 12/12; 1/13

**Fundraising—Goal #5:**

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

<b>Strategy:</b>		<b>Seek other fundraising opportunities/activities/events throughout the year.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Continue with successful events and look for new ideas	Admin	Scrapbook for a Cause planned for 1/19/13	1/13

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

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

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

**BALANCE SHEET FOR CITY OF NOVI LIBRARY FUND**  
**Period Ending 12/31/2012**

GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash and cash equivalents	3,528,719.44
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	69,493.01
	Total Assets	<u><u>3,598,712.45</u></u>
*** Liabilities ***		
268-000.00-202.000	Accounts payable	24,755.33
268-000.00-259.702	Accrued liabilities-tax	133,995.00
268-000.00-276.400	Deposit for Cafe	<u>1,000.00</u>
	Total Liabilities	<u><u>159,750.33</u></u>
*** Fund Balance ***		
268-000.00-390.000	Beginning Fund Balance	2,312,166.10
	Net of Revenues VS Expenditures	<u>1,126,796.02</u>
	Ending Fund Balance	<u>3,438,962.12</u>
	Total Liabilities And Fund Balance	<u><u>3,598,712.45</u></u>



REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI LIBRARY  
PERIOD ENDING 12/31/2012

GL NUMBER	DESCRIPTION	2012-13		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	END BALANCE 12/31/2012		
Fund 268 - LIBRARY FUND 268					
Dept 000.00					
<b>Revenues</b>					
Property tax revenue					
268-000.00-403.000	Property tax revenue	2,219,000.00	2,194,383.70	24,616.30	98.89
	Property tax revenue	2,219,000.00	2,194,383.70	24,616.30	98.89
State sources					
268-000.00-567.000	State aid	17,500.00	12,609.38	4,890.62	72.05
	State sources	17,500.00	12,609.38	4,890.62	72.05
Fines and forfeitures					
268-000.00-657.000	Library book fines	57,000.00	37,564.78	19,435.22	65.90
268-000.00-658.000	State penal fines	65,500.00	74,540.59	(9,040.59)	113.80
	Fines and forfeitures	122,500.00	112,105.37	10,394.63	91.51
Interest income					
268-000.00-664.000	Interest on investments	25,000.00	24,169.04	830.96	96.68
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	13,247.00	(13,247.00)	100.00
	Interest income	25,000.00	37,416.04	(12,416.04)	149.66
Other revenue					
268-000.00-665.000	Miscellaneous income	14,500.00	8,203.25	6,296.75	56.57
268-000.00-665.100	Copier	2,500.00	1,264.34	1,235.66	50.57
268-000.00-665.200	Electronic media (previously VHS)	3,500.00	223.00	3,277.00	6.37
268-000.00-665.266	Summer reading t-shirt sales	150.00	0.00	150.00	0.00
268-000.00-665.290	Library fund raising revenue	1,000.00	360.00	640.00	36.00
268-000.00-665.300	Meeting room	12,000.00	8,290.00	3,710.00	69.08
268-000.00-665.404	Novi Township assessment	6,130.00	5,681.00	449.00	92.68
268-000.00-665.650	Library Cafe	5,000.00	2,556.24	2,443.76	51.12
	Other revenue	44,780.00	26,577.83	18,202.17	59.35
Donations					
268-000.00-665.289	Adult programs	0.00	6,906.00	(6,906.00)	100.00
268-000.00-665.400	Gifts and donations	5,000.00	5,136.65	(136.65)	102.73
	Donations	5,000.00	12,042.65	(7,042.65)	240.85
Appropriation of fund balance					
268-000.00-680.000	Appropriation of fund balance	305,120.00	0.00	305,120.00	0.00
	Appropriation of fund balance	305,120.00	0.00	305,120.00	0.00
TOTAL Revenues		2,738,900.00	2,395,134.97	343,765.03	87.45
<b>Expenditures</b>					
Personnel services					
268-000.00-704.000	Permanent salaries	898,000.00	427,161.75	470,838.25	47.57
268-000.00-705.000	Temporary salaries	561,000.00	257,349.81	303,650.19	45.87
268-000.00-715.000	Social security	111,000.00	54,043.60	56,956.40	48.69
268-000.00-716.000	Insurance	212,000.00	69,592.44	142,407.56	32.83
268-000.00-716.200	HSA - employer contribution	10,800.00	3,150.00	7,650.00	29.17
268-000.00-718.200	Pension - defined contribution	24,000.00	11,690.07	12,309.93	48.71
268-000.00-719.000	Unemployment insurance	2,000.00	0.00	2,000.00	0.00

268-000.00-720.000	Workers compensation	2,500.00	2,621.02	(121.02)	104.84
	Personnel services	1,821,300.00	825,608.69	995,691.31	45.33
Supplies					
268-000.00-727.000	Office supplies	17,500.00	6,342.09	11,157.91	36.24
268-000.00-728.000	Postage	2,100.00	550.55	1,549.45	26.22
268-000.00-734.000	Computer supplies, software & licensing	73,000.00	12,998.51	60,001.49	17.81
268-000.00-734.500	Computer supplies/equipment	12,000.00	2,044.50	9,955.50	17.04
268-000.00-740.000	Operating supplies	31,700.00	14,076.84	17,623.16	44.41
268-000.00-740.200	Desks, chairs, file cabinets, etc	300.00	0.00	300.00	0.00
268-000.00-741.000	Uniforms	0.00	101.45	(101.45)	100.00
268-000.00-742.000	Library books	190,000.00	77,677.47	112,322.53	40.88
268-000.00-742.100	Library Book - Fines	0.00	343.32	(343.32)	100.00
268-000.00-742.666	Books - miscellaneous grants	500.00	0.00	500.00	0.00
268-000.00-743.000	Library periodicals	17,000.00	12,954.00	4,046.00	76.20
268-000.00-744.000	Audio visual materials	53,400.00	32,940.93	20,459.07	61.69
268-000.00-745.200	Electronic media	43,200.00	19,625.25	23,574.75	45.43
268-000.00-745.300	Electronic resources (CD rom materials)	44,800.00	42,734.45	2,065.55	95.39
	Supplies	485,500.00	222,389.36	263,110.64	45.81
Other services and charges					
268-000.00-801.925	Public information (cable, etc)	950.00	399.85	550.15	42.09
268-000.00-802.100	Bank services	2,500.00	1,762.64	737.36	70.51
268-000.00-803.000	Independent audit	700.00	590.00	110.00	84.29
268-000.00-804.000	Medical service	500.00	495.10	4.90	99.02
268-000.00-806.000	Legal fees	2,000.00	589.00	1,411.00	29.45
268-000.00-809.000	Memberships and dues	5,000.00	3,243.00	1,757.00	64.86
268-000.00-816.000	Professional services	5,000.00	200.00	4,800.00	4.00
268-000.00-817.000	Custodial services	36,000.00	12,499.50	23,500.50	34.72
268-000.00-818.000	TLN Central Services	6,000.00	6,091.20	(91.20)	101.52
268-000.00-851.000	Telephone	16,800.00	5,740.31	11,059.69	34.17
268-000.00-855.000	TLN Automation Services	64,400.00	29,566.57	34,833.43	45.91
268-000.00-862.000	Mileage	1,000.00	165.04	834.96	16.50
268-000.00-880.000	Community promotion	5,000.00	2,681.49	2,318.51	53.63
268-000.00-880.268	Library programming	20,000.00	9,417.68	10,582.32	47.09
268-000.00-880.271	Adult programs	0.00	4,701.15	(4,701.15)	100.00
268-000.00-900.000	Printing, graphic design and publishing	28,750.00	12,705.59	16,044.41	44.19
268-000.00-910.000	Property & liability insurance	13,300.00	12,684.00	616.00	95.37
268-000.00-921.000	Heat	16,000.00	2,298.71	13,701.29	14.37
268-000.00-922.000	Electricity	86,000.00	41,192.01	44,807.99	47.90
268-000.00-923.000	Water and sewer	5,500.00	1,254.32	4,245.68	22.81
268-000.00-934.000	Building maintenance	48,500.00	22,475.00	26,025.00	46.34
268-000.00-935.000	Vehicle maintenance	2,000.00	650.29	1,349.71	32.51
268-000.00-941.000	Grounds maintenance	40,000.00	38,185.71	1,814.29	95.46
268-000.00-942.000	Office equipment lease	200.00	6,171.43	(5,971.43)	n/a
268-000.00-942.100	Records storage	13,500.00	46.50	13,453.50	0.34
268-000.00-956.000	Conferences and workshops	12,500.00	4,534.81	7,965.19	36.28
	Other services and charges	432,100.00	220,340.90	211,759.10	50.99
TOTAL Expenditures		<u>2,738,900.00</u>	<u>1,268,338.95</u>	<u>1,470,561.05</u>	<u>46.31</u>
TOTAL REVENUES		2,738,900.00	2,395,134.97	343,765.03	87.45
TOTAL EXPENDITURES		<u>2,738,900.00</u>	<u>1,268,338.95</u>	<u>1,470,561.05</u>	<u>46.31</u>
NET OF REVENUES & EXPENDITURES		0.00	1,126,796.02	(1,126,796.02)	100.00

**CITY OF NOVI- LIBRARY WALKER FUND  
BALANCE SHEET - DECEMBER 31, 2012**

GL Number	Description	Balance
*** Assets ***		
269-000.00-003.000	Cash and cash equivalents	1,565,070.56
	Total Assets	<u>1,565,070.56</u>
*** Fund Balance ***		
269-000.00-390.000	Fund balance	1,444,764.22
269-000.00-390.262	Restricted-Book It-childrens collections	21,659.44
269-000.00-390.267	Restricted for Druschel collections	1,180.00
269-000.00-390.271	Restricted for youth collection area	1,043.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	4,264.75
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	4,947.71
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	80.29
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,082.24
269-000.00-390.287	Restricted-youth dept programming (Crop)	340.00
269-000.00-390.288	Restricted in memory of Carol Davio	2,785.00
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	580.00
	Net of Revenues VS Expenditures	<u>30,055.25</u>
	Ending Fund Balance	<u>1,565,070.56</u>
	Total Liabilities And Fund Balance	<u><u>1,565,070.56</u></u>

**REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI LIBRARY WALKER FUND  
PERIOD ENDING DECEMBER 31, 2012**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2012
Revenues		
Interest income		
269-000.00-664.000	Interest on investments	9,219.66
269-000.00-664.500	Unrealized gain (loss) on investments	5,681.25
	Interest income	14,900.91
Donations		
269-000.00-665.271	Donation-general-youth collections	210.00
269-000.00-665.273	Donation--Friends Novi Library -Other	20,000.00
269-000.00-665.274	Donations-brick pavers	125.00
269-000.00-665.283	Donations-Novi Newbies	150.00
269-000.00-665.285	Donations - Community Read	2,000.00
269-000.00-665.286	Donations - Light Up the Night	200.00
269-000.00-665.287	Donations-Crop for a Cause	50.00
269-000.00-665.402	Donations - specific collections	310.00
	Donations	<u>23,045.00</u>
TOTAL Revenues		<u>37,945.91</u>
Expenditures		
Supplies		
269-000.00-742.262	Booklt costs & childrens collections	506.00
269-000.00-742.267	Books - parenting	289.41
269-000.00-742.268	Druschel collection expenditures	179.62
269-000.00-742.285	Community Read expenditures	2,664.70
269-000.00-742.286	Light Up the Night expenditures	134.95
269-000.00-742.288	Artwork in memory of Carol Davio	2,643.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,472.98
	Supplies	<u>7,890.66</u>
TOTAL Expenditures		<u>7,890.66</u>
TOTAL REVENUES		37,945.91
TOTAL EXPENDITURES		<u>7,890.66</u>
NET OF REVENUES & EXPENDITURES		<u><u>30,055.25</u></u>

INVESTMENTS – N/A

## Director's Report – Julie Farkas

### **Library Wins Customer Service Award**

In today's Novi News (January 10, 2013), it was announced that Novi Public Library will receive an award by the Novi Chamber of Commerce and Novi Rotary for Customer Service Excellence. This award will be received on January 25th at a recognition dinner.

I am so proud of this recognition as it was received by our local business community. I want to thank all of the staff - my AWESOME library staff for making this honor happen for us! It is because of your amazing dedication, talents and love of our community that we receive this recognition! Thank you so much! We will celebrate this success! I will get a party in the works!

See new article in board packet by Novi News.

### **City of Novi Goal Setting Session – January 4, 2013**

President Sturing and I attending the annual goal setting session hosted by City Council on Saturday, January 4, 2013. The meeting was very informative as it presented the city council's goals for 2013-2014 and the various ways in which to reach those goals. Many wonderful ideas were presented by the council members, including the need to increase library hours. This topic was initiated during the goal conversations for long-term service improvements for Parks, Recreation and Cultural Services, which the library falls under. (see report identifying the library attached).

### **One on One Meetings with Library Staff**

During the months of December and January, I have made myself available to any staff members wishing to meet to discuss their role at NPL. These are great meetings for me as I find out more about the staff members and what their expectations are at our Library. I get great insight into what is working and what may need improvement. These are confidential meetings. I take the information received and share with the Management Team to make improvements and recommendations for change in our organization.

### **Chamber B2B Breakfast and ABWA Presentation – January 9, 2013**

I had the opportunity to attend two events in January that helped tell the Novi Library story. Both events were held on January 9<sup>th</sup>. In the AM, I attended the B2B Chamber breakfast at One Training. I shared the library's win of the Customer Service award from the Chamber, talked about the newly completed Strategic Plan and introduced Christina Salvatore. At the ABWA (American Business Women Association) dinner, I was their guest speaker. Most of the members were Novi residents. I had the opportunity to speak about the various ways Novi Library can be of service to them, I shared information about the new Strategic Plan, challenged attendees to reach out and connect me to their Homeowner's Associations (which I have already received one connection) and shared our need for quality volunteers to give back to the Novi community. Both events were well received.

### **Hello and Goodbye**

We said "goodbye" to longtime (10 years) Youth Librarian, Phyllis Weeks in December. Phyllis retired on December 28<sup>th</sup> to spend more time with her family and travel. Phyllis was a shining star in the Youth department as she was in charge of ordering for a variety of collections and hosting weekly story time events, as well as being the lead for the annual "Battle of the Books" event hosted by the library. She promises to keep in touch and be available for subbing when needed.

We said "hello" to Christina Salvatore on January 7, 2013. Christina is the new Communications Coordinator for the City of Novi and Library. Christina is a full-time contract employee working 25 hours with the City of Novi and 15 hours with the library. Christina will assist the Library with a variety of promotional tasks including: Engage, monthly E-newsletter, plasma slides, website updates, etc. We are excited to have her on our Administrative team.

## **Requiring a Library Card at Check Out**

In December, I proposed reasons for wanting to require a library card by patrons for library service. The Board asked that I come back with a policy that would include such language. Attached are two policies (P1 and P4) which I have added language to current policies.

### Reasons for requiring Library Cards

1. Accountability- no more “I never checked that out disputes”; you used your card or gave it to someone else to use.
2. Already required at self-check stations and drive-up window – making it uniform everywhere.
3. Cards are required for on-line use/downloads/software/Databases.
4. Reduces risk of error when typing info rather than scanning.
5. Avoids difficulty in determining correct patron when names are similar or even the same.
6. Eliminates the possibility of checking an item out to the wrong patron.
7. Will help to drive more self-check usage.
8. Help reference in placing and checking on patron holds.
9. Fewer Guest Passes will be needed. (Paper cost savings for the Library)
10. Avoids waiting in line for those who do come prepared.
11. Fairness to others who always have the card with them.
12. Will help to eliminate long lines of people patrons who do have their card, while waiting for patrons who don't have their cards to be validated in the database.
13. Will eliminate the “frequent offenders”- the patrons who routinely say “look me up”.
14. Doesn't penalize minors who have no other ID to use in place of their card.
15. Building responsibility in children for carrying their own card – some parents aim for this.
16. To have a library card in hand – is to show that it is the “most important card in your wallet”.
17. Faster service by Library Staff can be provided to patrons when the library card is in hand.

### How to implement this new policy...

1. Begin a campaign March 2013 – August 2013 (6 months) to let patrons know of the change for requiring a Library card for checkout. This campaign will lead into September which is Library Card Sign-up Month.
2. Printed and electronic reminders of the Change: Engage summer/fall issues, Monthly E-newsletter reminders (March – August), Website (March – August)
3. Plasma screen reminder (March – August)
4. Staff will look into signage at the main entrance posting the effective date change.
5. The print receipts and self check-out screens will have information pertaining to the change.
6. Book marks will be given out to patrons with the reminder from the Check-out desk.
7. Reminders will be announced at programs throughout the spring/summer.
9. Novi News and Novi Patch articles.
8. Once the campaign goes into effect – September 1<sup>st</sup>. The library will offer a one-time reminder/check-out. A note will be added to the patron's record if reminded.





## City of Novi Special City Council Meeting

Saturday, January 5, 2013

CENTER FOR  
**Thinking &  
Collaboration**



*Transforming the way people think and interact to achieve success*



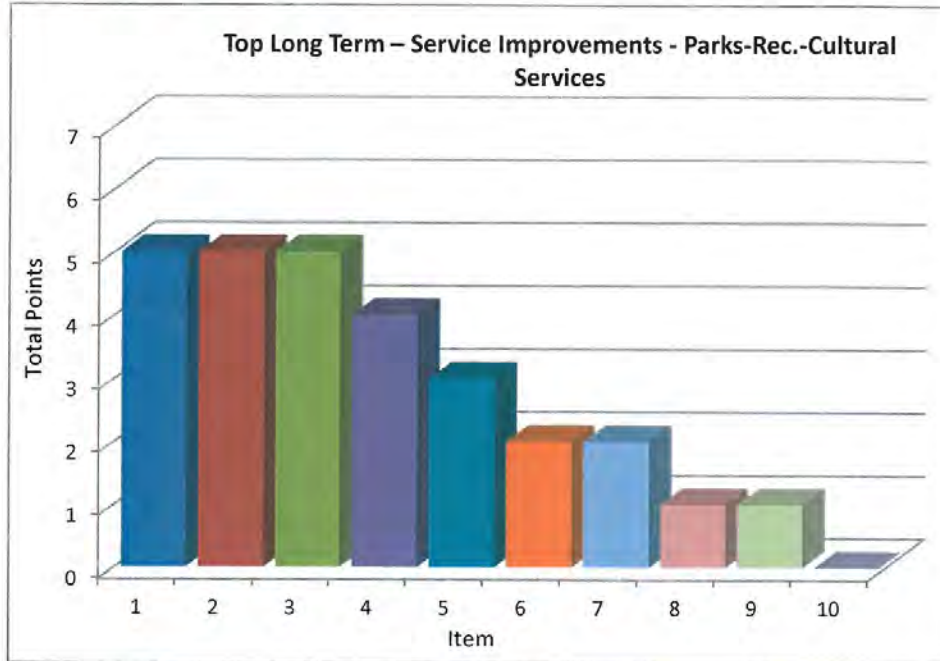
**Confirmed Major Strategic Theme Categories**

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

Early Budget Input was provided for the FY 2013/14 Budget and Multi-Year Financial Plan beginning July 1, 2013.

Goals were identified for short-term (next 18 months) and long-term (18 months and beyond and on-going).

**Selected top LONG TERM service improvements  
Theme 7 - Parks, Rec. & Cultural**



Top Long Term – Theme 7 Parks-Rec.-Cultural	Total Points
1. Acquire more parkland	5
2. Increase number of local neighborhood parks	5
3. Long-term plan for grant funding opportunities - identify projects and funding sources and prioritize	5
4. Work with state for connections to regional trail networks	4
5. Develop master plan for Barr Art Park to guide future development/funding	3
6. Develop prioritization plan for facility upgrades at parks	2
7. Add a splash pad to one of the current parks	2
8. Increase hours that library is open year-round	1
9. Amend ordinances to require new residential developments to provide neighborhood parks	1
10. New senior housing complex to meet need of growing senior population	0

## Summary of Tax Changes Affecting 2013 Payrolls (1/2/2013)

### Legislative Updates

#### Tax Changes Affecting 2013 Payrolls – What You Need to Know

The House and Senate have passed H.R. 8, the American Taxpayer Relief Act of 2012 (ATRA), which includes several changes to tax laws affecting payroll and employment tax administration in 2013. President Obama is expected to sign the bill into law within 24 hours.

### Income Tax Withholding Rates

The American Taxpayer Relief Act effectively maintains the reduced income tax rates adopted in 2001 and 2003 for individuals earning up to \$400,000 and families earning less than \$450,000. Income above those levels will be taxed at 39.6%, up from 35%. The expanded 15% bracket for joint filers, commonly referred to as the marriage penalty relief, has also been extended.

These tax rates have been extended permanently for wages paid after December 31, 2012.

### Employee Social Security Tax Rate Returns to 6.2%

The reduced 4.2% rate for employee Social Security taxes that was in effect for 2011 and 2012 has expired. The employee Social Security tax rate will return to 6.2% for 2013 wages up to the taxable wage limit of \$113,700. Consequently, employees' net pay under the taxable wage limit will decrease accordingly. The maximum Social Security tax that an employee would pay will be \$7,049.40 for 2013.

	Employee Social Security Tax Rate	Employer Social Security Tax Rate	Social Security Taxable Wage Base Rate	Maximum Employee Social Security Tax Paid
2012	4.2%	6.2%	\$110,100	\$4,624.20
2013	6.2%	6.2%	\$113,700	\$7,049.40
Difference	2%	0	\$3,600	\$2,425.20

**Please Note:** As the City of Novi payroll dated 1/04/2013 had already been processed at the time of this action, employees deduction for the mandatory Social Security tax was 4.2% instead of 6.2% as noted above. On the payroll of 1/18/2013, employees will pay 6.2% of taxable earnings for the required Social Security tax plus the additional 2% which was not deducted on the 1/04/2013 payroll. On all payrolls going forward employees will pay 6.2% of taxable earnings, or unless additional changes are mandated by way of additional legislation.

## Additional Medicare Tax for Earnings over \$200,000

Although not affected by the ATRA, the Patient Protection and Affordable Care Act established a new "Additional Medicare Tax" of 0.9% which also goes into effect in 2013. The new Additional Medicare Tax applies to single individuals earning over \$200,000 and married couples filing jointly who earn over \$250,000. However, employers must withhold the Additional Medicare Tax from all workers, regardless of marital status, on wages exceeding \$200,000. Thus, the employee Medicare tax rate, normally 1.45%, will rise to 2.35% on earnings over \$200,000, regardless of filing status. The employer Medicare tax rate remains 1.45%. There is no taxable wage limit for Medicare taxes.

Thank you,



**Tia Gronlund-Fox**

**Director of Human Resources**

City of Novi | 45175 W. Ten Mile Road | Novi, MI 48375 USA

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[cityofnovi.org](http://cityofnovi.org) | [InvestNovi.org](http://InvestNovi.org)

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# Policy Manual

## PUBLIC POLICIES

### Policy P1: Library Card Issuance

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

#### **Residents of Novi and Novi Business Owners:**

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

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

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

#### **Non-Residents who work in Novi:**

Non-residents who work in Novi are eligible to obtain a library card. Proof of employment in Novi and a picture ID are required. Acceptable proof of employment is one of the following: current paycheck stub, dated within 2 weeks or letter of employment, dated within 4 weeks, on company letterhead and signed by HR Department or Company Representative. Proof of continued employment will be required at each renewal.

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

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

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

#### **General:**

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

Approved: October 1, 2008; Amended: May 1, 2010; Amended: August 15, 2012; Amended: January 16, 2013

Signed:

A handwritten signature in cursive script, appearing to read "Mark A. Sturing".

Mark A. Sturing  
President  
Novi Public Library Board of Trustees



# Policy Manual

## PUBLIC POLICIES

### **1. Policy P4: Miscellaneous Provisions**

All materials must be checked out with a valid library card and in accordance with the Library Policies and Procedures. **A library is card must be presented at checkout.**

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

Approved: June 19, 2003; Amended: May 1, 2010; Amended: August 15, 2012; Amended: January 16, 2013

Signed:

Mark A. Sturing  
President  
Novi Public Library Board of Trustees





## COMMUNICATION DEVICE PURCHASE AND USAGE

### Policy

The purpose of this Policy is to define the standards, procedures, and restrictions for the procurement and ongoing use of wireless data communication devices intended for use with the Novi Public Library's communication network infrastructure. (Examples: ~~BlackBerry~~, ~~Smartphone~~, ~~iPad~~, cell phone and wireless PC cards). This Policy addresses the components that make up communication device support:

- All branded and/or licensed handhelds.
- ~~BlackBerry Enterprise Server (BES) software.~~
- Desktop Communication Management software.
- Wireless voice service(s) associated with devices.
- Any related components of network infrastructure or software used to provide connectivity to the device.
- Any third-party hardware, software, processes, or services used to provide connectivity to Library issued communication devices.

The Policy applies to any Library purchased communication device. Non-Library owned assets are not permitted access to the Library's network, however, the Library has made an allowance for connectivity to the Library's email system through non-Library owned smartphones and tablets/iPads. The goal of this Policy is to manage the use of the Library's resources in a secure and cost effective manner while protecting Library systems and data from unauthorized use or exposure. This will provide for both improved communications and efficiencies in operations.

The Policy intends to provide compliance with all Federal, State and Internal Revenue Service regulations.

The Novi Public Library seeks to provide a safe work environment for its employees and to the extent reasonably possible, to prevent injury to employees and third parties while employees are performing their work activities. The use of a communication device while operating any motorized vehicle or other mechanical equipment is prohibited.

### Scope

This policy applies to all Novi Public Library staff that ~~is~~ are currently using, or in the future wish to use communication devices to access the Library's data and network via wireless means. All ~~BlackBerry cellular phone equipment, Smartphone/iPad/Tablet~~ hardware, software, and /or related components that provide related connectivity and services for the Novi Public Library's employees will be managed by the Information Technology Department (IT). The installation and/or use of related hardware and/or software components not approved by the IT Department are not allowed. In order to provide reliable and secure email redirection services, the IT Department will support and provide access to email via the ~~BES server for BlackBerry ActiveSync option within the Microsoft Exchange server for device~~ clients only. Any other form of redirection is not supported or allowed. The usage of the device is to be for work related communications. This policy is designed to complement existing network, internet and email policies in place.



### Eligible Users

All Novi Public Library staff requesting a wireless data communication device must go through an application process as approved by the Director/Department Head. The Director/Department Head requesting a device must submit a memorandum outlining the job related need and what level of service is required. It is the responsibility of the Department Head to be attentive to and responsible for the proliferation of these devices. A form and the completed memorandum are to be forwarded to the Head of Information Technology.

Below is a list of guidelines that should be met and/or addressed in the memo:

- Management Team members, where necessary to improve productivity, allow for 24/7 accessibility, and ensure they are accessible for Emergency Operations activities.
- Cost savings achieved by the elimination of multiple communication devices. (Cell phone, pager, etc.)
- Does existing budget address the cost expenditure? Purchase and ongoing service?
- Positions and type of service should be reviewed annually.

### Personal Usage

All authorized users are reminded that even though the equipment is not intended for personal use, the Library recognizes there may be instances for personal use. The Library recognizes the cost/benefit relationship in allowing personal use of the communication equipment as well as requiring staff to itemize all calls. The Internal Revenue Service regulations require that personal use be considered a taxable benefit. As such, cellular phone and **BlackBerry smartphone** users will be charged monthly (at rates to be by the Director from time to time) for their equipment through a taxable payroll deduction if the phone is to be used for **any** personal use. If an employee agrees to **never** use the Library provided communication device for personal use, they may opt-out of the payroll deduction. However, if personal use appears on the monthly statement, the employee will be charged for the device six months in arrears and moving forward.

### Damages

Normal wear and tear of this type of equipment is expected. The cost of repair or replacement of the equipment due to negligence will be responsibility of the user.

NPL Employee Handbook. Approved: April 16, 2008; Amended: October 21, 2009; Amended: January 13, 2013

Signed:

Mark Sturing  
President  
Novi Public Library Board of Trustees

## **Public Services Report – Margi Karp-Opperer**

The calendar has turned to December and the Novi Library is gearing up for the holiday season. Light up the Night on November 30, helped us confirm the season was close and, of course, all of the Novi kids were counting down for their schools to close for winter break.

Programs to highlight this month:

- The Local History Room is open the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month, staffed by the Historical Commission.
- Tuesday mornings, the staff of OLHSA (Oakland Livingston Human Service Agency) assisted residents with their special needs. Starting in January, OLHSA will be offering two extra hours of service from 10am – 2pm.
- The monthly delivery of Novi Newbies’ backpacks to St. John Providence Park was done.
- Coffee with Novi Schools Superintendent, Steve Matthews, continues to be offered.
- Welcome brochures in English and Japanese were delivered to NSD for our new residents.
- April Stevenson, Head of Information Services, and I attended the Novi School District’s Media Specialists’ Meeting to plan for ways to continue and enhance our partnership for 2013.
- I attended an evaluation gathering that was assessing the Novi School District.
- Two homeowner tours were given by April Stevenson.
- Continuing with our partnership with Pottery Barn and Williams-Sonoma, a fantastic program called “Winter Entertaining” was offered.
- Business/financial programs: Job Seekers Toolbox, SCORE Business Counseling, SCORE Business Mentoring, Reference USA Database Training
- Listen @ the Library series, our partnership with Chamber Music Society of Detroit, PNC Foundation, Nordstrom, and the Friends of the Novi Library presented their free family concert with internationally acclaimed artists gifted on the piano.
- Monthly scheduled programs from the Adult Services’ Department ran smoothly with: Computer instruction classes (Intermediate Word 2010 and PowerPoint Basics 2010), 3 Adult Book Discussion Groups, German, Mandarin & Spanish Language Conversation Groups, 1-on-1 internet and email instruction, 3 English Conversation Groups, Novi Writer’s Groups, and the 4 weekly Knit2gether Knitting Circles.
- The Youth Department offered their tremendous selection of classes with weekly Story times for babies, tots, two, three and four year olds. The monthly programs of Kiddie Crafts, Starlight Story Time, 2 preschool playgroups, Lego Club, Snack Tales were also offered. Special for the month was “Get Crafty for Christmas,” Vacation Movie Break,” “Edible Architecture,” “Baby Gym,” and “Get Your Wiggles Out.”
- Tween and Teen News:
  - a. It is the time to form teams for our ever-popular spring Battle of the Books. The coaches kick off meeting was held.
  - b. TAB (Teen Advisory Board) Meeting convened and a holiday get together was provided.
  - c. The NPL Teen Space continued to be a good attraction to our students who want to socialize before they began their homework. It is a wonderful partnership with Novi Youth Assistance, Novi Schools and Novi Parks, Rec and Cultural Services.
  - d. Two extra programs for the 7-12 graders were: “Winter Craftiness” and “Teen Animanga Club.”

The youth area’s featured collection was [Let’s Celebrate...\(Holidays and Celebrations Around the World\)](#), the Adult’s was [Pathway to Wellness](#) and the Database of the Month for December, 2012 was [Ancestry Library Edition](#).

## Two decades of supporting the Novi Public Library

By: Ronit Tiwary

Being a librarian is an interesting job, and the person who takes it on in our community is Mrs. Margi Karp-Opperer. Mrs. Margi has been a librarian for almost two decades! She loves to read, play sports, and hang out with her grandkids. This year she is into historical fiction books, but also likes mystery-fiction as well.

When asked why she chose to be a librarian, she said that she had originally had a degree in education and taught elementary for a while. She stopped to be with her kids and then decided she wanted to do something different, and a librarian was perfect because she was still with kids and was around books.

Mrs. Margi said that she becomes motivated when she helps another kid learn, and when children are happy, so is she. She says, "I become happy when my kids are happy, and when I know I helped a kid learn, I become motivated"

She explained that she loves Kindles and Nooks because some people like holding a Kindle in their hand better than a book. She is also a fan of playaways because someone is reading a book *to you* and if you wanted to go for a jog, instead of listening to music, you could be reading *and* jogging at the same time.

She was asked about how to encourage kids to read, and she replied that she likes to talk and recommend books to children. Mrs. Margi says, "I think the best way is to talk to kids, so I can recommend books that they might like."

She also said that she thinks reading is good for kids because it lets you imagine, makes you curious, and helps you learn. She says, "The more you read, the more you know."

When asked how the library has supported schools, she immediately said, "Oh my goodness yes!" She said every newsletter that goes home to the parents has something to do with the library, and when the school librarians have a

---

meeting, she joins them. Back in 5<sup>th</sup> and 6<sup>th</sup> grade, we had something called AR tests. The license that goes to the schools also comes to the public library so that you can take an AR test during the summer.

Lastly, The Paw Print asked her about any upcoming events at the library. She explained the Martin Luther King Jr. event. The Novi Public Library has been open for 50 years, but this is the first year that they are open for Martin Luther King Jr. Day. Before, if you wanted to learn about Martin Luther King Jr., the library was closed. This year the library is open and has tons of activities going on.

From 1:00 pm to 2:00 pm, there is an arts and crafts room where you can show off your artistic skills. From 4:00 pm to 8:00 pm, there is going to be a mobile African American museum set up in the lobby which shows famous African American from the Civil War to the present. They also have artifacts and items which belonged to these great leaders. And last but not least, from 7:00 pm to 8:00 pm, there is going to be a group discussion for 7<sup>th</sup> grade and up about Martin Luther King and how we can relate to him and make our community stronger than it already is.

During the summer, there is also going to be an opportunity for people from 7<sup>th</sup> grade and up to volunteer at the public library called "teen volunteer." You have to commit at least two hours a week and there is usually 80-100 kids who help. Mrs. Margi says, "It's a great introduction to working with others and getting organized."

Mrs. Margi Karp-Opperer does a great job of helping and supporting our community, and it must be an exciting job to be a librarian.



## **Building Operations Report - Mary Ellen Mulcrone**

December statistics showed that even with being closed several days for holidays, we still circulated a high number of items and handled many incoming and outgoing holds. Many thanks go to the supervisors (Deb Carbott, Elizabeth Kopko, David McCown, and Maryann Zurmuehlen) who came to work during the holidays to clear items from the sorting room and make sure that all was well with the system.

Support Services and IT staff are coordinating to improve printing of hold and transit slips. This will allow us to save a great deal of both paper and time.

Several staff from all departments attended a training session on cultural diversity offered by the City. Midyear performance reviews are being done, and budget planning for 2013/2014 is in process.

IT staff completed many updates to public computers and VMware, including an update of our mail security software to reduce junk mail and spam messages. Background updates and configurations were performed to insure our computers and servers stay up-to-date and are able to reach optimum performance. IT staff are also discussing plans for upcoming upgrades to the network.

Slide holders and film holders that can be used at the Creation Station or Rosetta Stone computers are now available for patrons who would like to scan slides and negatives.

In addition to routine duties and maintenance, both boiler room pumps had new seals installed, the van received four new tires, all meeting room chairs were washed and sanitized, all soft furniture and carpets were cleaned, and a large donation of surplus books was picked up by the Vietnam Veterans of America organization.

We are working with the City on an RFP for electrical services.



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

Self-Check Totals 2012-13 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	83,350	60.03%	50,038	10,490	9,420	5,579	13,483	8,706	2,360
August	76,559	60.05%	45,970	10,285	8,233	4,976	12,253	7,783	2,440
September	62,773	57.80%	36,285	8,313	6,853	3,609	9,698	6,197	1,615
October	65,353	56.96%	37,226	8,339	7,067	3,692	9,745	6,677	1,706
November	62,449	57.92%	36,168	8,234	6,049	3,663	10,414	6,230	1,578
December	54,805	56.14%	30,768	7,795	5,514	2,577	8,201	5,233	1,448
January									
February									
March									
April									
May									
June									
FYTD	405,289	58.34%	236,455	53,456	43,136	24,096	63,794	40,826	11,147



**Library Usage**

2011-2012 Fiscal Year					2012-2013 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	34,449	1,325	246	26	July	38,858	1,495	254	26
August	34,388	1,274	254	27	August	33,175	1,229	261	27
September	30,118	1,076	248	28	September	31,011	1,108	244	28
October	31,108	1,003	266	31	October	32,303	1,042	281	31
November	30,550	1,091	248	28	November	32,454	1,119	244	29
December	28,028	1,038	252	27	December	26,501	1,019	229	26
January	25,847	891	252	29	January	0	0	270	30
February	32,234	1,112	226	29	February	0	0	248	28
March	34,536	1,114	281	31	March	0	0	255	29
April	32,318	1,154	251	28	April	0	0	270	30
May	30,763	1,099	255	28	May	0	0	258	28
June	34,232	1,317	254	26	June	0	0	239	25
<b>FYTD Total</b>	<b>378,571</b>	<b>1,120</b>	<b>3,033</b>	<b>338</b>	<b>FYTD Total</b>	<b>194,302</b>	<b>1,163</b>	<b>3,053</b>	<b>337</b>

**Early Literacy Workstation Usage**

2011-2012 Fiscal Year				2012-2013 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	20	204	10.20	July	991	26,315	26.55
August	659	16,686	25.32	August	1,006	25,947	25.79
September	538	11,793	21.92	September	749	17,162	22.91
October	112	2,353	21.01	October	829	19,488	23.51
November	413	10,070	24.38	November	834	20,451	24.52
December	743	18,730	25.21	December	675	15,346	22.73
January	751	17,880	23.81	January			
February	800	20,397	25.50	February			
March	931	22,219	23.87	March			
April	828	18,790	22.69	April			
May	814	19,290	23.70	May			
June	877	22,061	25.16	June			
<b>FYTD Total</b>	<b>7,486</b>	<b>180,473</b>	<b>24.11</b>	<b>FYTD Total</b>	<b>5,084</b>	<b>124,709</b>	<b>24.53</b>

Number of Computer Logins					
2012-2013 Fiscal Year					
	Workstations	Wireless	Lending Laptops*	Total	Daily Average
July	8,302	15,104	0	23,406	900
August	7,926	14,352	0	22,278	825
September	7,090	12,680	0	19,770	706
October	7,539	13,578	0	21,117	681
November	7,895	14,263	3	22,161	791
December	4,295	18,833	2	23,130	857
January					0
February					0
March					0
April					0
May					0
June					0
<b>FYTD Total</b>	<b>43,047</b>	<b>88,810</b>	<b>5</b>	<b>131,862</b>	<b>942</b>

\*Launched 10-01-2012

Minutes of the Friends of the Novi Library Board Meeting  
December 12, 2012  
7:00 pm

Present: Carol Hoffman, Bob Cutler, Pat and Barb Brunett, Carol Bauer, Marilyn Amberger, Sue Johnson, Evelyn Young, Julie Abrams, Jim McLean  
Guests: Julie Farkas, Mark Sturing

I. Call to Order—President Pat Brunett 7:00 p.m.

II. Minutes of November 14, 2012 meeting. Motion to approve Minutes with corrections, Julie Abrams; seconded by Marilyn Amberger. Motion passed 10-0.

III. Treasurer's Report--Marilyn Amberger

Checking account	\$30,139.53
Savings account	5,424.93
CD account	<u>10,142.49</u>
Total	\$45,706.95

Motion to approve--Julie Abrams; seconded by Barb Brunett. Motion passed 10-0.

IV. Reports/Discussion

A. Library Board--Mark Sturing

Memorandum of Understanding document is complete. Positive staff interaction between Friends, Staff and Library Board noted. Library Board has completed its 5-year Strategic Plan. Mark thanked Friends Board for a good partnership, for example: Chamber Music Society and Varsity Lincoln Fundraiser that raised \$2,680.

B. Library Director—Julie Farkas

Julie thanked the Board for the vests and shared the library's new mission statement, "Inform, Inspire, Include". She noted that the Strategic Plan is complete and explained the library app which is being developed as a marketing tool.

C. Author Luncheon--Carol Hoffman

The next Author Luncheon will be May 9 at Fox Hills Country Club, featuring D.E. Johnson who writes about Detroit. The Fox Hills luncheon venue has a capacity of 256 persons. Presently four libraries work together on this event; consideration to include additional libraries was discussed.

D. Book Nook---Jim McLean

Record sales were reported for the Used Book Sale. Jim is seeing increased sales in the past month.

E. Membership--Carol Hoffman, Sue Johnson

Carol will report in depth at the January meeting. Revision of the renewal request letter is being studied.

F. Gift of Reading/Gala--Barb Brunett

Gala was a success with 90+ guests. Costs for the Gala were at or under budget; report

pending. 165 books were purchased/donated for the Free Press Gift of Reading for distribution to the children of Detroit.

G. Promotion/Tri-fold/Book Mark--Marilyn Amberger  
All expected to be completed by the new year.

H. President--Pat Brunett

Pat presented figures for discussion of funds available for a gift to the library.

Surplus calculations: Projected surplus	\$33,350.00
Suggested reserve	-10,000.00
Available for cash gift	\$23,350.00

Motion made by Julie Abrams to give a cash gift of \$20,000 to the library. Seconded by Jim McLean. Motion passes 10-0.

V. Pay Pal--Pat Brunett

Will Mena is volunteering to help with a site that would link to our Friends website.

Membership dues can be paid through Pay Pal. Payment is required when a transaction is made. More details at a future meeting.

VI. Advisory Committee

Motion made by Barb Brunett to produce a list of people that would assist the Friends promote the library when called upon. Seconded by Julie Abrams. 8 ayes; 2 abstentions; motion passes.

VII. Announcements

Homeowners Associations will meet in the Civic Center Thursday, January 17, 6-7 p.m. Carol Bauer will attend and staff a table for the Friends.

Newsletter: suggestions requested for membership, Gala, new format to advertise our events.

Vacations: several members will be out of town for February and March meetings.

VIII. Next Meeting

January 9, 2013 7:00 p.m.

No meeting in February and March.

Friends are requested to attend the Library Board meeting at City Hall on December 19 for presentation to the Friends of the \$2,680 check from Varsity Lincoln and the \$20,000 donation from the Friends to the Library Board.

IX. Adjournment

Motion made by Julie Abrams, seconded by Carol Bauer. Motion passed 10-0. The meeting adjourned at 8:45 pm.

Submitted by Julia Abrams, Secretary



Friends of the Novi Library Board Meeting  
January 8, 2013

I. Call to Order--Pat Brunett 7:00 PM

Present: Carol Hoffman, Carol Bauer, Sue Johnson, Barb Brunett, Evelyn Young, Marilyn Amberger, Julie Abrams, Pat Brunett

Absent: Bob cutler, Jim McLean

Guests: Sue Bebb, Rachel Garfield and Emily Goetz (students), Cindy Hoops

II. Minutes of December Meeting

Motion to approve--Marilyn Amberger; second--Evelyn Young. Motion passed 8-0.

III. Treasurer's Report--Marilyn Amberger

Checking account	\$11,294.32
Savings account	5,425.00
CD account	<u>10,146.20</u>
Total	\$26,865.52

Income Total \$ 4,757.12

Expense Total \$ 23,498.40

Motion to approve--Julie Abrams; second--Barb Brunett. Motion passed 8-0.

IV. Reports/Discussion

A. Library Board--Larry Kilgore

- Spoke of "awesome cash gift to library from Friends".
- Library budget process is starting.
- Deficit of approximately \$250,000 was taken from fund equity.
- The library's financial policy was approved.
- Landscape replacement has been completed.

B. Library Director--absent

C. Book Nook--Sue Bebb is stepping down as co-chair.

D. Membership--Carol Hoffman/Sue Johnson

90 newsletters were sent by mail; 200 were e-mailed. There are 47 new members; 53 did not renew.

E. Friendraiser on the Patio--Barb Brunett

- Musician for the Friendraiser will be keyboardist Pat Cronley.
- Budget for table cloths is \$750. Purchase will be made from catalog; if cost exceeds budget, library will pick up the rest.

F. Promotion--Marilyn Amberger

Designs for tri-folds and bookmarks are nearly completed. They will be printed and ready for distribution by Carol Bauer at the homeowners' association meeting.

G. President--Pat Brunett

- A gift of \$23,800 was presented to the the library at the December 19 meeting of the Executive Committee of the Novi Library Board. A portion of the gift will go to fund a portable sound system, a laminating machine and a library app.
- There was discussion regarding incentives to encourage citizens in the northern section

of Novi to apply for library cards.

- Our donation to the Book-It is \$500. It will be used to purchase for auction one or more electronic devices.
- Event Representative--Julie Abrams will address guests re: the Friends and upcoming programs at the Listen@Library programs in February, March and April.

#### V. Announcements

- The Book-It is on May 27; the Patio Friendraiser is on June 7.
- The Annual Meeting of the Friends will be on Wednesday, June 12 at 7:00 PM.

#### VI. Next Friends Board Meeting--Wed., April 24, 2013 7:00

#### VII. Adjournment--8:45 PM

Motion to adjourn--Julie Abrams; second--Marilyn Amberger. Motion passed 8-0.

Submitted by Julia Abrams, Secretary

#### Student Representatives

Prepared by: Jessica Mathew & Torry Yu

#### Teen Space

The teen space at the Library has finished its second month with popularity gaining. The teens have really started responded to this program. In November, we had 296 students visit the Teen Space in the 13 times it was offered, which averaged out to 23 kids each day. There were fewer teen space offerings due to Election Day and the Thanksgiving holiday.

On Wednesday, November 28, the Novi Youth Assistance, one of our partners, generously donated \$200 to purchase new furniture and games for the teen space. We will match the donation and the new materials will be purchased in time for students in the new semester – after midterms!

#### November Happenings

In November, we held a SuperSmash Brothers video game tournament which had 8 participants, a WOW college scholarship essay writing workshop seeing 15 attendees.

We also wanted to thank 21 teen volunteers for helping us with various programs and projects at the Library, including assisting with our many activities at Light Up the Night and at the Drive Smart for a Cause Fundraiser.

*What a great month for teens at the Novi Public Library!  
HAPPY HOLIDAYS...from your NPL Student Representatives!! ☺*





www.hometownlife.com

Six Novi businesses lauded at Toast of the Town on Jan. 25

The City of Novi, The Novi Chamber of Commerce and the Rotary Club announce the winners of the Novi Business Recognition

Awards.

The large business winners are: Community Builder - Bright House Networks; Best Place to Work - Suburban Collection; Customer Service Excellence - Novi Public Library.

The small business winners are: Community Builder -Cherry Blossom; Best Place to Work - Preh, Inc.; Customer Service Excellence - Howard I. Bleiwas and Associates, CPA.

“The city of Novi’s business community continues to grow and flourish,” said Sheryl Romzek, interim executive director of the Novi Chamber of Commerce. “There are so many wonderful businesses that make up our fantastic community and deserving of these awards.”

Join and celebrate the winners at the “Toast of the Town” gala on Friday, Jan. 25 at the Suburban Collection Showplace in Novi, where each of the recipients will receive their award presented by Mayor Bob Gatt.

The evening will feature a live band, dinner and dancing, and a live auction. Among the items to be auctioned are a stay at the Grand Hotel on Mackinac Island; Carrabba’s Italian Grill Wine Dinner for six; Family fun package at Kalahari Resort; Tiger Tickets donated by Michigan CAT with transportation provided by Millennium Limousines; a stunning piece of jewelry donated by Larson Jewelers; and a gift card donated by Tapper’s.

A unique item that will be auctioned at the event is the opportunity to host a party at the beautiful Island Lake Boathouse within the Toll Brothers community with hors d’oeuvres provided by Steve Rocky’s.

There will also be raffle prizes to win. The proceeds from the live auction and raffle will benefit the American Red Cross Southeastern Michigan Region.

This event is sponsored by Lotus Bank and Varsity Automotive Group and is open to the public. Visit The Novi Chamber of Commerce website ([www.novichamber.com](http://www.novichamber.com)) for more information and to purchase tickets.

# Board & Administrator

FOR BOARD MEMBERS

January 2013 Vol. 29, No. 5

Editor: Jeff Stratton

## Embrace the truth to fix board problems

During her BoardSource *Leadership Forum 2012* presentation, *From Trouble to Triumph: The Journey to a Meaningful Board Partnership*, former nonprofit CEO Deirdre Maloney, *makemomentum.com*, shared a personal horror story about a board relationship that went bad on her from her first day of work.

"We had no policies around 'Who does what?;' nothing on the role of the board or even a board member job description," Maloney said.

Maloney said she and the board spent too much time early on drawing lines in the sand over "Is this yours or mine?"

Both parties quickly wore themselves out in

the turf wars, leading to a frustrated board and staff. "We had apathy, tedious meetings and struggled to get quorums," Maloney said. "It took us 10 minutes at meetings to approve the meeting agenda."

The board and administrator mess dragged on for a year, Maloney said.

The board holds ultimate decision-making power, while the executive director's true role, Maloney learned, is to bring solutions to the organization's problems to the board. "The board brings perspective, but they don't know the day-to-day workings of a cash flow crunch, for example," she said. ■

## Tips from funders to improve strategic governance

The *Good Governance Guide* suggests that boards looking to improve their governance standards through strategic planning should ask themselves these questions:

• **Has a strategic plan been developed?** The plan should be developed and approved by the board — or the board should currently be involved in developing a strategic plan — that supports the organization's mission and vision.

• **What was the extent of the board's involvement in the development of the strategic plan?** Ideally, the full board — guided by a board strategic planning committee and with the participation of staff — was involved in the development of the plan including a review of the mission statement, objectives and priorities. The plan was

developed for a three- to five-year period.

• **How does the board monitor progress on the plan?** Management should provide updates to the board at regular intervals as appropriate for the organization's needs: at each board meeting, quarterly, semiannually or annually.

• **How does the board use its plan to respond to changing circumstances?** The board can respond by making the strategic plan a working document that is updated periodically to adjust for progress in achieving goals and objectives, changes in the internal and external environments and critical issues and opportunities that arise.

For information, *Good Governance Guide*, [www.governancematters.org](http://www.governancematters.org). ■



## Tie annual budgeting to board's strategic concerns

The board needs to put the nonprofit's money where its vision for the organization lies. Here are some tips to help the board and administrator team use the annual budgeting process to do this. The example below works for an organization whose fiscal year ends in July; adapt the concepts below to work within your organization's fiscal calendar.

Have the board finance committee take the lead. The finance committee should ensure that the annual budget process gets started on time and the budget is reviewed and approved by the board at appropriate times during the budget process. The board should approve the budget in July.

- Have the board approve the organization's strategic priorities in March.
- Distribute the strategic priorities to the finance committee and other appropriate committees. Each committee should then develop goals

and action steps aligned with the strategic priorities during April.

- In May, each committee should review a proposed budget with management that aligns with the committee's goals and action steps.
- The CEO should present a draft budget to the finance committee in June that contains comparisons to the past fiscal year, along with actual revenue and expense figures for the first half of the current year. This document should contain budget assumptions for board review.
- After reviewing the draft budget, the finance committee should present it to the board at the June board meeting and link the budget to the board's strategic priorities.
- The finance committee should take into account the input received from the board in its next review of the proposed budget. The final budget should be approved by the board in July at its meeting. ■

## Case study: Resolve role problems

Try the exercise below as a board team to come to agreement on how best to handle this board role question:

**Situation:** At the board meeting, the executive director announces in her report that she bid out a job to replace several sidewalks around the nonprofit's building. She spoke with three companies and hired one to do the job. The job will cost \$6,500. The bill will be paid from the buildings and ground fund in the budget. The board had not been made aware that the sidewalks needed replacing.

**The board:**

A. Considers the announcement as information and moves onto the next item of business on the

agenda. Maintenance of facilities is the executive director's job. The expenditure was within the limits of the board-approved budget.

B. Cancels the project to have the sidewalks repaired. Because the dollar amount is significant, the administrator should have sought board approval for the expenditure.

C. Listens to Board Member Jenkins' suggestion that he can get the organization a better deal for sidewalk repair through his buddy who freelances this kind of work as a side job.

How would your board handle this scenario? Discuss the case study with your executive director. ■

## Use tact when asking the tough questions

New board members should resist the temptation to think they know everything at the first meeting they attend. But, at some point, it is appropriate for new members to ask tough questions.

You just need to be fair about it. For instance, if revenues are low and there is a deficit, it's okay

to ask in a fair and balanced way why that has happened and what the executive director is doing about it.

Just remember to be tactful when asking difficult questions. There's no need to be a mad bull in a china shop. That's not the way to begin your board service. ■

# Celebrate Martin Luther King, Jr. Day



Together, the Novi Public Library and the Novi Community School District are proud to honor Martin Luther King Jr. on Monday, January 21, 2013. Our vision for the day is to open the eyes of our Novi Community to the inspirational words of Dr. King and apply his message to our everyday lives. We want to make his dream a part of our community.

## **The day will feature three unique events presented at the Novi Public Library:**

**1-2PM:** We will offer stories, conversation, fun and crafts for Grades 4 and under.

**4-8PM:** For all ages. On exhibit in the Library's lobby will be The Saffold Collection which is a black history mobile museum. The unique artifacts and original documents span the time from slavery to our 1<sup>st</sup> African American President.

**7-8PM:** 7<sup>th</sup> Grade and Older. The Library will offer an open dialogue and discuss how we can integrate Martin Luther King's vision and words into our Novi Community. Please be a part of this conversation! Your neighbors, library staff, school staff, students, and many more will be sharing their thoughts and hope you will too!





# Library Board Calendar

## 2013

January 1	Holiday – New Year’s Day, Library Closed
<b>January 16</b>	<b>Library Board Regular Meeting</b>
<b>February 9</b>	<b>Budget Study Sessions, 8a.m. – 12 p.m.</b>
<b>February 20</b>	<b>Library Board Regular Meeting</b>
<b>February 23</b>	<b>Budget Study Sessions, 8 a.m. – 12 p.m.</b>
<b>March</b>	<b>Budget – approved to be provided in April to Council, TBD</b>
<b>March 20</b>	<b>Library Board Regular Meeting</b>
March 30	Holiday – Easter Eve, Library Closed
March 31	Holiday – Easter, Library Closed
<b>April</b>	<b>Budget presented to Council, TBD</b>
April 14-20	National Library Week
<b>April 17</b>	<b>Library Board Regular Meeting</b>
<b>May</b>	<b>Library Board – Goal Setting Session, TBD</b>
May 12	Holiday – Mother’s Day, Library Closed
<b>May 15</b>	<b>Library Board Regular Meeting</b>
May 27	Holiday – Memorial Day, Library Closed
June 16	Holiday – Father’s Day, Library Closed
<b>June 19</b>	<b>Library Board Regular Meeting</b>
<b>June 19</b>	<b>Library Director Annual Review</b>
July 4	Holiday – Independence Day, Library Closed
<b>July 17</b>	<b>Library Board Regular Meeting</b>
August – October	Community Reads Program
<b>August 21</b>	<b>Library Board Regular Meeting</b>
August 31	Holiday – Labor Day Saturday, Library Closed
September 2	Holiday – Labor Day, Library Closed
<b>September 18</b>	<b>Library Board Regular Meeting</b>
<b>October 16</b>	<b>Library Board Regular Meeting</b>
November 5	General Election Day
<b>November</b>	<b>Annual Library Report – City Council Meeting, TBD</b>
November 15	Library Staff In-Service, Library Closed
<b>November 20</b>	<b>Library Board Regular Meeting</b>
November 27	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
<b>December 18</b>	<b>Library Board Regular Meeting</b>
<b>December 18</b>	<b>Library Director – Mid-year Review</b>
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

Friends Board Meeting meets the second Wednesday of the month, 7 p.m.  
 Historical Commission meets the fourth Wednesday of the month, 1 p.m.  
 The Friends Board Meetings and Historical Commission meetings are held at the Novi Public Library.