

## Agenda

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, June 18, 2014  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, Michigan 48375

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

- Call to Order and Roll Call
- Pledge of Allegiance
- Approval and Overview of Agenda
- Consent Agenda
  - 1. Approval of Claims and Warrants L519 ..... 3
  - 2. Approval of Regular Meeting Minutes – May 21, 2014 ..... 5
- Correspondence
  - A. May 15, 2014: Thank you from Maryanne Cornelius, City Clerk, for voting precinct location...12
  - B. May 15, 2014: Thank you from Kay Schwartz, Director – Flint Public Library, for tour.....13
- 6. Presentation
  - A. Sue Johnson, President – Friends of Novi Library, Check presentation to Library for \$25,000
- 7. Public Comment
- 8. President’s Report
  - A. Library Goals final document July 2013-June 2014 ..... 14
- 9. Treasurer’s Report
  - A. Library Budget 2013-2014..... 25
  - B. Quarterly Investment Report (through March 31, 2014).....27
  - C. Library Financials and Walker Fund – April 30, 2014 ..... 32
  - D. Library cafe revenue report – due 15<sup>th</sup> of the month – May 2014 ..... N/A
- 10. Director’s Report ..... 38
- 11. Additional Reports
  - A. Public Services Report ..... 39
  - B. Building Operations Report ..... 41
  - C. Library Usage Statistics – April 2014 ..... 44
  - D. Friends of Novi Library.....N/A
  - E. Historical Commission Report..... 52
- 12. Student Representatives Report ..... 56
- 13. Committee Reports
  - A. Policy Committee (Margolis, Messerknecht, Margolis– chair)
  - B. HR Committee (Lesko, Verma – chair)
  - C. Finance Committee (Czekaj, Sturing, Margolis – chair)
    - 1. Meeting held on Friday, June 6, 2014 at 9:00am
  - D. Fundraising Committee (Lesko, Mena – chair)
  - E. Strategic Planning Committee (Messerknecht, Sturing, Mena- chair)

F. Building/Landscape Committee (Messerknecht, Margolis, Czekaj – chair)	
1. Email Updates by Mary Ellen Mulcrone.....	42

14. Public Comment

15. Matters for Board Discussion

- A. Driver’s License Verification Policy – update
- B. Renaming of 269 Walker Fund to 269 Library Contributed Funds

16. Matters for Board Action

- A. Renaming of 269 Walker Library Fund to 269 Library Contributed Funds
- B. 2015 Calendar – Library Closures on July 4<sup>th</sup> (Saturday) and July 5<sup>th</sup> (Sunday); October 2015 (1 evening 5-9pm to host the Michigan Library Association All Conference Event (October 16-17).

17. Executive Session – Director’s Annual Evaluation

18. Adjourn

**Supplemental Information:**

• Board and Administrator, June 2014 issue.....	57
• School’s Out But Don’t Let Reading Stop by Steve Matthews, Superintendent of Novi Community Schools – Novi News, June 12, 2014.....	59
• Palooza Celebrates Learning – Novi News, June 12, 2014.....	60
• Library Board Calendar.....	61

**Future Events:**

- Summer Reading begins – Monday, June 16, 2014 at Novi Public Library
- Novi Historical Commission Regular Meeting – Wednesday, June 25<sup>th</sup> at 2:00pm, Novi Public Library
- Library Board of Trustees 2014-2015 Goal Setting Session – Wednesday, June 25<sup>th</sup> at 7:00pm, Novi Public Library
- LIBRARY CLOSED – Friday, July 4<sup>th</sup>
- Friends of the Novi Library Regular Meeting – Wednesday, July 9<sup>th</sup> at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – Wednesday, July 16<sup>th</sup> at 7:00pm, City of Novi
- Novi Historical Commission Regular Meeting – Wednesday, July 23<sup>rd</sup> at 2:00pm, Novi Public Library
- Friends and Library Gala – Friday, October 24<sup>th</sup>, Novi Public Library



**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>

Warrant 519		June 2014	
Payable to	Invoice #	Account number	Account total
Alex Delvecchio Ent, LLC		268-000.00-727.000	\$ 52.21
Global Office Solutions		268-000.00-727.000	\$ 1,536.70
J.L. Geisler Corp		268-000.00-727.000	\$ 28.90
Municipal Web Services		268-000.00-734.000	\$ 885.00
Amazon.com		268-000.00-734.500	\$ 51.10
CDW-G		268-000.00-734.500	\$ 34.64
Discount Paper Products, Inc.		268-000.00-740.000	\$ 60.72
Global Office Solutions		268-000.00-740.000	\$ 1,059.48
Hanover Technical Sales, Inc.		268-000.00-740.000	\$ 470.87
Home Depot		268-000.00-740.000	\$ 85.34
Amazon.com		268-000.00-742.000	\$ 1,045.53
Bernan		268-000.00-742.000	\$ 76.00
Brodart		268-000.00-742.000	\$ 13,646.99
Center Point Large Print		268-000.00-742.000	\$ 128.22
Ebsco		268-000.00-742.000	\$ (179.00)
Gale/Cengage		268-000.00-742.000	\$ 1,581.58
Multicultural Books & Videos		268-000.00-742.000	\$ 150.69
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 138.88
Belleville Area District Library		268-000.00-742.100	\$ 107.95
Hazel Park Memorial Library		268-000.00-742.100	\$ 27.00
Milford Public Library		268-000.00-742.100	\$ 31.99
Salem-South Lyon District Library		268-000.00-742.100	\$ 16.98
Springfield Township Library		268-000.00-742.100	\$ 13.00
Troy Public Library		268-000.00-742.100	\$ 14.50
Ebsco		268-000.00-743.000	\$ 11.80
Hartman, Laura	DN/FP 6/1-8/30/14	268-000.00-743.000	\$ 156.00
Midwest Tape		268-000.00-744.000	\$ 1,888.15
Midwest Tape		268-000.00-745.200	\$ 5,942.39
Bright House Networks	May-14	268-000.00-801.925	\$ 82.03
Providence Occupational Health Part		268-000.00-804.000	\$ 107.80
American Library Association		268-000.00-809.000	\$ 206.00
City of Novi	Friends reimbursement memb.	268-000.00-809.000	\$ (50.00)
H&K Janitorial Service, Inc.		268-000.00-817.000	\$ 6,300.00
Verizon Wireless	April 29-May 28, 2014	268-000.00-851.000	\$ 382.87
Preston, Jennifer		268-000.00-862.000	\$ 31.36
Accuform Printing & Graphics, Inc.	SRP	268-000.00-880.000	\$ 1,332.54
Karp-Opperer, Margi		268-000.00-880.000	\$ 31.73
Sam's Club		268-000.00-880.000	\$ 5.88
YP	Advertising - June 2014	268-000.00-880.000	\$ 56.34
Carpenter, Suzanne		268-000.00-880.268	\$ 46.79
City of Novi	Sizzling Summer Events	268-000.00-880.268	\$ 1,600.00
Earth Angels	Poodle Skirts/50s June 19, 2014	268-000.00-880.268	\$ 300.00
Fithian, Lori	Drumcommunity; June 19, 2014	268-000.00-880.268	\$ 400.00
Global Office Solutions		268-000.00-880.268	\$ 30.78

Hirvela, Stacey	Edib Pots&Spots; 5/15/14	268-000.00-880.268	\$ 150.00
Kroger	TAB Mtg; 5/16/14	268-000.00-880.268	\$ 7.99
Marshall, Susan	ESL; April and May 2014 (8)	268-000.00-880.268	\$ 350.00
Mutch, Kathleen	Adt Writing; May	268-000.00-880.268	\$ 100.00
R.E.P.T.I.L.E., Inc.	SRP June 24, 2014	268-000.00-880.268	\$ 300.00
Sam's Club		268-000.00-880.268	\$ 9.18
Sam's Club		268-000.00-880.268	\$ 45.34
Scholastic Book Fair	SRP books	268-000.00-880.268	\$ 488.01
Upstart	SRP	268-000.00-880.268	\$ 174.27
Konica Minolta Business Solutions		268-000.00-900.000	\$ 594.70
VistaPrint	Business Cards; JF; MEKO; JP	268-000.00-900.000	\$ 94.99
Consumers Energy	4/10-5/09/14	268-000.00-921.000	\$ 766.80
AT&T		268-000.00-922.000	\$ 20.88
DTE Energy	3/25-4/23/14	268-000.00-922.000	\$ 9,364.75
24/7/365 Inc.	window cleaning	268-000.00-934.000	\$ 1,195.00
Allied Waste Services	May-14	268-000.00-934.000	\$ 159.25
Cintas		268-000.00-934.000	\$ 407.89
Clear Fortress Window Film LLC		268-000.00-934.000	\$ 425.00
Dalton Commercial Cleaning Corp.		268-000.00-934.000	\$ 425.00
Home Depot		268-000.00-934.000	\$ 487.21
Horton Plumbing and Remodeling		268-000.00-934.000	\$ 270.00
JK Locksmith Co., LLC		268-000.00-934.000	\$ 95.00
Library Design Associates, Inc.	Comp Lab sign	268-000.00-934.000	\$ 182.00
Lyon Mechanical, Inc.		268-000.00-934.000	\$ 1,128.75
Signs by Tomorrow	caution door op sl	268-000.00-934.000	\$ 32.00
Touch of Tropics	Apr-14	268-000.00-934.000	\$ 55.00
Voss Lighting		268-000.00-934.000	\$ 126.20
Tuffy Auto Service Center	van	268-000.00-935.000	\$ 145.00
Home Depot	plants outside	268-000.00-941.000	\$ 222.66
Michigan Automatic Sprinkler, Inc.	start up	268-000.00-941.000	\$ 111.15
Konica Minolta Business Solutions		268-000.00-942.000	\$ 1,869.90
Corrigan Record Storage	May	268-000.00-942.100	\$ 19.24
Carpenter, Suzanne		268-000.00-956.000	\$ 70.56
Preston, Jennifer		268-000.00-956.000	\$ 113.12
Petty Cash (Programming)		268-000.00-880.268	\$ 38.51
<b>TOTAL</b>			<b>\$ 59,973.08</b>



CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
May 21, 2014

**DRAFT**

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

**Library Board**

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

**Student Representatives**

Jessica Mathew  
Ziyang Huang

**Library Staff**

Julie Farkas, Director  
Marcia Dominick, Administrative Assistant

**Guests**

Diana Gertsen, Novi Public Library Office Assistant  
Margi Karp-Opperer, Novi Public Library Assistant Director  
Elizabeth Lang, Novi Public Library Information Services Librarian  
Tom Laszlo, City of Novi resident  
Mark Adams, City of Novi resident

The meeting was held at the Novi Civic Center Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Willy Mena, President at 7:01 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 May 21, 2014 Agenda as presented.

1<sup>st</sup> – Mark Sturing  
2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

4. **Consent Agenda**

A motion was made to approve the May 21, 2014 Consent Agenda as presented.

1<sup>st</sup> – Mark Sturing

2<sup>nd</sup> – David Margolis

The motion was passed unanimously.

5. **Correspondence**

There was no correspondence.

6. **Presentation**

A. **Historical Findings in Pavilion Shore Park – Historical Commission – Chair, Kathy Crawford and Guest, Tom Laszlo**

Tom Laszlo, Novi resident, presented to the Novi Historical Commission a shadowbox containing his findings from the Pavilion Shore Park site for days gone past of the Walled Lake Amusement Park time. Some of the items contained in the box are sun bathers' locker tags, pieces of bath tiles, lipstick cases, coins, and more. A slide presentation of the former Amusement Park was presented. Library Board President, Willy Mena, presented Mr. Laszlo with a certificate of recognition and thanked him for his donation.

Mark Adams, Novi resident, also commented on his findings from this time period that he will also be donating to the Novi Historical Commission.

Kathy Crawford was not able to be present.

B. **A Year In Review – Student Representatives, Jessica Mathew and Ziang Huang**

Jessica Mathew and Ziang Huang presented a slideshow of their accomplishments during their tenure as Library Board Student Representatives for 2013-14. Some items that were highlighted were the Outreach Goals; TAB (Teen Advisory Board); What Did We Do; Summer Reading Program Internships; Teen Space, and more.

C. **Recognition of Student Representative Jessica Mathew, 2 years of service on Library Board**

Jessica Mathew spent the last two years on the Library Board as Student Representative. Jessica was thanked for her many contributions to the Board and the Library. She was presented with a certificate of recognition and parting gifts.

D. **Recognition of Diana Gertsen, 25 years of service at Novi Public Library**

Diana Gertsen was recognized for her 25 years with the Novi Public Library and thanked for her service.

7. **Public Comment**

Mark Adams, long-time Novi resident, announced that he, too, will be donating items collected over the years from the Walled Lake Amusement Park site to the Novi Historical Commission.

8. **President's Report**

A. **Goals Document 2013-2014**

The 2013-2014 Goals document is located on pages 17-26 the May 21, 2014 Library Board Packet. Highlights include:

- Karen Kapchonick, Older Adult Services Manager for the City of Novi, met with Library staff to discuss engaging the older adult population in attending book discussions which are planned to be held at the Meadowbrook Activity Center.
- A program was held at the Library introducing the culture and religion of Arab Christians, Arab Jews, and Arab Muslims.
- The cost for renting meeting room space at the Library will change effective July 1, 2014.
- The Library Network introduced *Enterprise*, a new online catalog.
- Two additional Read Boxes were created by the City DPS Department and are to be painted by local artists and placed in the ITC Park and Rotary Park. Novi Rotary provided funds to create and paint each of the boxes. Lakeshore Park holds the first Read Box.

**B. Director's Annual Evaluation – June 18, 2014**

The Library Board will be completing Director Julie Farkas' annual evaluation at the June 18, 2014 Library Board Meeting. Julie has requested the evaluation be completed in executive session.

**9. Treasurer's Report**

**A. Library Budget 2013-2014**

The 2013-2014 Budget dated March 20, 2013 is included in the May 21, 2014 Library Board Packet on pages 27-28.

**B. Email from Jessica Dorey, Deputy Finance Director – May 15, 2014**

Memo dated May 15, 2014 from Jessica Dorey, Deputy Finance Director, is provided on page 29 of the May 21, 2014 Library Board Packet. The email addresses the incorrect amounts in the Available Balance column on the GL Activity Report. The corrections should be completed by June 1, 2014.

**C. Library Financials and Walker Fund – April 30, 2014**

The Financials and Walker Fund Reports ending April 30, 2014 are located on pages 30-35 of the May 21, 2014 Library Board Packet.

**D. 2013-14 Budget for 269 Walker Library Fund**

The 2013-14 Budget for the 269 Walker Library Fund for period ending May 31, 2014 is located on page 36 of the May 21, 2014 Library Board Packet. The Board discussed keeping the Library Account 268 and the Walker Fund 269 as separate accounts.

**E. Library Café Revenue Report – due 15<sup>th</sup> of the month – April 2014**

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

**10. Director's Report**

The Director's Report is provided on pages 37-38 of the May 21, 2014 Library Board Packet. Highlights of the report are:

- On May 6, 2014, the Novi Schools went for a bond and were successful.
- The Friends held their 28<sup>th</sup> Annual Book and Author Luncheon at Fox Hills Golf and Banquet Center and it was a huge success. They host this event in partnership with the Friends of the Plymouth, Canton, and Northville Libraries. This year the author was Mardi Jo Link, a Michigan author.
- The City's DPS Department completed construction of the two additional Read Boxes. One will be painted by a local artist and the other artist is to be determined. Boxes are planned to be placed in the ITC and Rotary Parks by early June.

- A t-shirt fundraiser is being worked on with hopes it will be available by the time of the summer reading program.
- With the retirement of Diana Gertsen, interviews are being completed for an Office Assistant. The position will be changed from a 40-hour full time position to an 18-hour position.
- Julie Farkas has been out in the community attending various meetings and connecting with local business owners.
- The Finance Committee and Julie met with Director of Finance for the City of Novi, Carl Johnson, and discussed possible changes to the Library's finances. The agenda for this meeting is located on page 38 of the May 21, 2014 Library Board Packet.

## **11. Additional Reports**

### **A. Public Services Report**

The Public Services Report is provided on pages 39-40 of the May 21, 2014 Library Board Packet.

### **B. Building Operations Report**

The Building Operations Report is provided on pages 40-41 of the May 21, 2014 Library Board Packet.

There are now five ways for patrons to keep track of items they have borrowed from the Library.

Julie Farkas is now a published author in the May 2014 issue of the Journal of Library Administration with "Look at the Leader". The article was written in coordination with former City Manager, Clay Pearson, and highlights the partnership between the City of Novi and the Library.

Nice comments were made by a patron regarding the Library and its staff to Trustee Messerknecht while he was manning the Welcome Desk. The patron even provided a donation.

### **C. Library Usage Statistics – April 2014**

The April statistics are located on pages 42-49 of the May 21, 2014 Library Board Packet. Highlights include:

- 312 Library cards issued
- 64,252 items checked out
- Number of items borrowed from TLN – 3,844
- Number of items borrowed from MEL – 86
- Number of items loaned through TLN – 4,372
- Number of items loaned through MEL – 81
- 56.70% of all items checked out were completed on self – checkout stations
- Total circulation – 64,252
- Daily average people using the Library was 1,488
- Early Literacy workstation usage 844
- Daily average computer logins – 1,420
- Technology Sessions – 17 with 33 participants
- Check-outs Freegal – 1,929; Overdrive – 3,972; Zinio – 646
- Charging Station Usage – 3
- Meeting Room Rentals – 32
- Library App Visits – 22,503

A touchscreen demonstration display screen was obtained from OverDrive by Librarian Mary Robinson and is available near the first floor information desk.



**D. Friends of Novi Library DRAFT Meeting Minutes – April 23, 2014**

On Saturday, May 17, the Friends joined forces with the Novi Public Library and MSU Tollgate to bring to the community "Growing Together". The event was held at MSU Tollgate Farm from 1-3 p.m. bringing a variety of activities for the family. There were over 300 in attendance for this special event. At this event, Julie brought with her a map of Novi and asked each family to use a pushpin to indicate where they resided. Once the event was completed, the map showed that there were families in attendance from all parts of Novi. It was determined that the marketing being completed at the Library is reaching all corners of the City. The map will be brought back for Fall for Novi and other large events.

The Friends will be holding their annual meeting and will be electing officers for the 2014-15 year. Up for election are:

- President – Sue Johnson
- Vice President – Carol Bauer
- Treasurer – Marilyn Amberger
- Secretary – Julie Abrahms

Julie Farkas stated that exiting President Patrick Brunet did a fabulous job during his term in office and was thanked for all he provided the Friends and the Library.

The Friends and the Library are planning a fall event to thank their Friends and Supporters. It is scheduled for Friday, October 24 from 7-9 p.m.

**E. Historical Commission Report**

There was no Historical Commission Report available at the time of this meeting.

**12. Student Representatives Report**

The Student Representatives Report is provided on page 52 of the May 21, 2014 Library Board Packet. Highlights include:

- Programs:
  - Teen Advisory Board (TAB) Meeting with 8 teens discussed the Summer Reading Program
  - Teen Book Club – 8 in attendance
  - Spring Craftiness Program – 6 teens in attendance
  - Teen Space held 15 sessions this month with 558 in attendance
  - Teen Writing Contest – From January – March, the teens held a writing contest for a chance to win Barnes & Noble gift cards with 14 participants. The winners are:
    - 1<sup>st</sup> Place – Alina Haque, 11<sup>th</sup> grader at Northville High School for a short story titled "The Election Party"
    - 2<sup>nd</sup> Place – Lauren Matson, 12<sup>th</sup> grader at Novi High School for a poem titled "Morning"
    - 3<sup>rd</sup> Place – Vaishnavi Parankusham, 9<sup>th</sup> grader at Novi High School for a poem titled "The End"
- Upcoming Programs:
  - Summer Teen Volunteer Orientation – June 2 & 4 at 4:30 p.m.
  - Tie Dye Day! – June 17 at 3 p.m.

**13. Committee Reports**

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

There was no report provided.

**B. HR Committee(Lesko, Verma - chair)**

There was no report provided.

The HR Committee will meet to discuss the Director's Evaluation.

**C. Finance Committee (Czekaj, Sturing, Margolis - chair)**

**1. Meeting Agenda - May 7, 2014**

The May 7, 2014 Finance Committee Meeting agenda is located on page 28 of the May 21, 2014 Library Board Packet.

**2. Adoption of 2013-2014 Budget for Walker Fund 269**

To set the 2013-2014 Budget for the Walker Fund 269 Total Revenue at \$40,000, and the Total Appropriations at \$40,000 providing for a Net Fund Balance of zero.

It is the recommendation of the Finance Committee to adopt the Walker Fund budget for the 2013-2014 fiscal year for period ending 6/30/14.

A motion was made to adopt the 269 Walker Library Fund.

1<sup>st</sup> - Mark Sturing

2<sup>nd</sup> - Larry Czekaj

The motion was passed unanimously.

**3. Transfer Funds - Walker Library Fund 269 to Library Fund 268**

The Finance Committee suggested not to transfer the funds.

**D. Fundraising Committee (Lesko, Sturing, Mena - chair)**

There was no report provided.

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

There was no report provided.

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

There was no report provided.

**14. Public Comment**

There was no public comment.

**15. Matters for Board Discussion**

**A. Driver's License Verification Policy - additional changes/edits pending for 6/18/14 meeting**

It was suggested to bring the Driver's License Verification Policy to the June 18, 2014 Library Board Meeting.

**B. Transfer funds - Walker Library Fund 269 to Library Fund 268**

The retitling of the Walker Library Fund 269 for the 2014-25 fiscal year is to be brought to the June 18, 2014 Library Board Meeting for discussion.

**16. Matters for Board Action**

**A. Adoption of 2013-2014 Fund 269 Walker Library Fund**

The adoption of the 2013-14 Fund 269 Walker Library Fund was addressed in **Section #13, Committee Reports, Item C. Finance Committee.**

**17. Adjourn**

A motion was made to adjourn the meeting at 8:38 p.m.

1<sup>st</sup> – Jessica Mathew

2<sup>nd</sup> – Ziyang Huang

The motion was passed unanimously.

\_\_\_\_\_  
Ramesh Verma, Secretary

\_\_\_\_\_  
Date



**CITY COUNCIL**

**Mayor**  
Bob Gatt

**Mayor Pro Tem**  
Dave Staudt

Andrew Mutch

Justin Fischer

Wayne M. Wrobel

Laura Marie Casey

Gwen Markham

**Interim City Manager**  
Victor Cardenas

**City Clerk**  
Maryanne Cornelius

May 15, 2014

Greetings:

*Julie:*

Thank you for allowing the use of your facility as a voting Precinct. We really appreciated the hard work and cooperative spirit you provide to make election day a success.

The City of Novi very much appreciates the partnership we enjoy with each Precinct location and the many ways you and your staff go the extra mile to make our election day successful.

Sincerely,

*Maryanne Cornelius*

Maryanne Cornelius, MMC  
City Clerk

City of Novi  
45175 Ten Mile Road  
Novi, Michigan 48375  
248.347.0460  
248.347.0577 fax

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



May 15, 2014

Ms. Julie Farkas  
Director  
Novi Public Library  
45255 West Ten Mile Road  
Novi, Michigan 48375

Dear Ms. Farkas:

A handwritten signature in blue ink that reads "Julie".

Thanks a million for hosting our staff tour of the Novi Public Library last Thursday. You and your staff were welcoming and extremely helpful. We especially appreciate your squeezing us in before your busy meeting day!

Many of our staff members, especially the circulation staff, had not visited a new, modern library the size of Novi. The contrast with our building, designed in 1958 for a totally different type of library use, is arresting. The staff generated several hundred ideas and dozens of photos that they've submitted as input to our strategic planning process!

Again, many thanks...

A handwritten signature in blue ink that reads "Kay".

Kay Schwartz  
Director of Library Services

1026 E. KEARSLEY STREET / FLINT, MI 48502 / 810.232.7111 / 810.249.2633 fax / www.fpl.info

**NOVI PUBLIC LIBRARY – 2013/2014 GOALS**

**Strategic Objective #1—Fuel the Novi community’s passion for reading, personal growth and learning.**

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

<b>Strategy:</b>		<b>Engage the Older Adult community in Library programs and services.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Received display with pamphlets and information from Oakland County service for visually impaired	Annually; 9/13
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	Met with Tom Gordon, Community Manager of the Meadowbrook Commons, the Library will supply 2 large lucite holders for flyers and display them in two places and will also promote through sending electronic versions of flyers for their plasma screens	Annually; 5/14
Promote Library programs at Older Adult programs	IS	Programs promoted at Authors Live event and Senior Book Discussion	Annually; 10/13
Survey Meadowbrook Commons residents	AD	Residents were surveyed as to whether they were interested in a book discussion group	Annually; 5/14
Engage local Older Adult talent for displays, arts, crafts, collections, etc.	IS; AD	Investigating art hanging system for meeting room; reviewing procedures for accepting art at other locations to consider for NPL	Annually; 12/13
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources, and technology; consider no fee transportation to Library	IS; AD	Looking at transportation cost sharing; in discussion with City’s Older Adults Committee and Rose Tutay from MAC to begin book discussion group at MAC; article written and submitted to Enhance publication to gauge interest by the public for a book discussion group at MAC; NPL liaison attends City’s Older Adults Committee meetings	Annually; 12/13; 4/14; 6/14
Establish an Older Adult advisory board for ideas on programming, resources and services	IS; AD	Scheduled first meeting and a calendar of regular meetings; attended initial meeting (will be held monthly); attended October meeting; attended November meeting; attended December meeting; attended January meeting; attended March meeting; new City employee taking the lead due to a retirement; attended April meeting; attended May meeting	2013/2014; 9/13; 10/13; 11/13; 12/13; 1/14; 3/14; 4/14; 5/14
Investigate current Outreach services to meet the projected increase (10% over 3 years) in the Older Adult population	AD; SS; IS	Established staff committee concerning Outreach matters; held meeting in Feb., retooled the Outreach Mission Statement, reviewed definitions of BPH cards; created list of proposed Library material for outreach purposes; held meeting in May	1/14; 2/14; 3/14; 5/14
<b>Strategy:</b>		<b>Increase/implement programming opportunities for each patron group.</b>	

Tactic	Owner	Status	Date
Consider worldwide celebrations, festivals, events, etc.	IS; AD	Participated in City's Ethnic Taste & Tune Fest and Fall for Novi, providing information regarding NPL and language conversation groups; partnered with NCSO for Fire Up Fest; provided a Hanukkah story time and craft; partnered with local DAR chapter for display of Constitution Week; met with staff of MSU Tollgate to plan for "Project Grow" to take place in May; partnered with the City and Walmart, Menchie's, Read a Latte Café, and the Berenguer Family for Light Up the Night program; added a Czech story time to the International Story Times; had a program that introduced the culture and religions of Arab Christians, Arab Jews, and Arab Muslims	Annually 9/13; 10/13; 11/13; 12/13; 1/14; 4/14
Host music/dance programs by different cultural groups	IS		Annually
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each program	IS; IT/F	Tween Movie (51), Teen Juggling program (58), Sizzling Summer Juggler (350), Sizzling Summer Fisherman (200), Birds of Prey program (75), Story Time for 2-3 year olds (54), Pirate Party (61), Sizzling Summer Animal Adaptations (200), Henry Ford: The Rouge and his Village Industries (69); Baffling Bill (350), Kiddie Crafts (54), Teen Finale (223), Preschool finale (75), K-4 Finale (320), Hands-on Museum (200), Back-to-school crafts (96), Jr. Spelling bee (101), 5 <sup>th</sup> & 6 <sup>th</sup> gd. Spelling bee (77); Sesame Street Fair (120), Baby Time (51), Listen @ the Library (80); Sanders Confectionary program (65); Baby Time (51), Kiddie Crafts (54), Design-a-Plate (192), Novi Woods Story times (50), Novi Meadows Tour & Program (60), Halloween Tales (150); Tot Time (59), Listen @ the Library (90), Antarctica (88), Community Reads (181); Light Up the Night (682), Motown Hits (100); Get Your Wiggles Out (70); Kiddie Crafts (61); American Girl Tea (63); Listen @ the Library Jasper Quartet (100); stuffed animal sleepover (62); Outreach to Village Oaks for 3 <sup>rd</sup> grade Project-Based Learning (100); Outreach Story Time to Thornton Creek Elementary (94) (78); Tot Time (55); Battle of the Books (140); Village Oaks Project-Based Learning presentation in-house (180); Kyodai Brass Quintet (110); Duo Sonidos (120); Swinging into Spring with the Novi Choralaires (51); Your Fork will Determine your Fate (54); Early Novi History (50); American Songbook (100); Wonderful World of Parrots (140); On the Road (56);	Annually; 7/13; 8/13, 9/13; 10/13; 11/13; 12/13; 1/14; 2/14; 3/14; 4/14; 5/14

		Preschool Math (58); Kiddie Craft (51); Creature Feature (150); Angry Birds Party (85); MSU Tollgate program (337); Friends of the Novi Public Library Book & Author Luncheon (196); Kiddie Crafts (60); Tot Time (51); Preschool visit (72); Preschool visit (72); Japanese story time (70); Thornton Creek school visit (300); Village Oaks visit NPL for story time, craft, and tour(100); Thornton Creek school visit (177)	
Increase use of the Youth Activity Room by 5% with more crafts/hands-on events, etc.	IS	Craft projects added to Starlight Story Time and Tot time Story Times each month using the Activity Room; weekly knitting group meets here due to increased numbers; Teen Space craft project	Annually; 7/13; 5/14
Investigate a GEEK programming series based on patron suggestions from GEEK the Library campaign	IS; AD; IT/F	Held hockey related event with two authors	Annually; 12/13
Develop a survey component to solicit technology needs of patrons to meet hardware, software, programming, and training needs	IT/F; AD, IS	IS dept. developed questions for survey; IT/F & IS working together to develop, distribute, and analyze survey results; survey developed and being reviewed by management; technology survey available on website and in paper form at library for month of November; survey complete and results being analyzed; several suggestions implemented or considered for future, including MacBook Pro laptop available for patron use, Mac workstations being investigated for 2015/16, several workstations have ability to upload photos from digital cameras, new wireless printing software, Printer-On, to be deployed in 2014/15	Annually; 7/13; 9/13; 11/13; 12/13; 3/14
Implement a series of five Patio programs, May-October, weather permitting	IS	Earth Angels 50's music dance performance planned for patio on June 19	Annually; 6/19
<b>Strategy:</b>	<b>Maintain current collections and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Created QR code table tents for Homework Resource Center website page and for Boopsie Mobile App; created youth realistic fiction genre pathfinder for website and youth binder, started bibliography on "crisis topics" for preschoolers; updated three current youth subject lists to better reflect diverse patron base; initial bibliography started on "Crisis Topics" for preschoolers; entrepreneur resources being researched; Top-downloaded Freegal song display added to New For	Annually; 7/13; 8/13; 9/13; 10/13; 12/13; 2/14; 3/14; 4/14; 5/14



		You kiosk; entrepreneur resources completed, Books and Baby-Toddler music created, printed, added to website; AP Exams pathfinder in Career section added; "Crisis Topics" bibliography added to Picture Book printed and will be added to website; pathfinder for Baby Subject Guide binder; list of story time and program resources created for staff use; Math for Preschoolers Program Kit created to meet the demand for more educational programming	
Investigate free apps for iOS and Android phones that patrons can use that promote learning and literacy; develop and promote in-house pathfinders, on website, and through social media	IS	Collecting data; created "Fun and Free Educational Apps" pathfinder to be premiered shortly; this list is complete and available on the website under the Youth Tab and Online Youth Resources	9/13; 11/13; 12/13; 5/14
Investigate texting/chat/e-mail services to contact librarians for information assistance	IS; IT/F	E-mail service (Ask Novi) currently available through website; investigating other options	2013/2014; 6/14
Have staff wear friendly "Ask Me" buttons	IS	Investigated use of "button-making" machine through Novi Schools	2013/2014; 7/13
Provide dedicated time for individuals and groups to receive assistance with e-readers and other devices; add more classes for downloadable resource use	IS; IT/F	Several Tech Time sessions offered each month; e-reader instruction for groups provided periodically; increased One-on-One Internet and Email classes, created survey for follow-up, followed-up with 2 patrons, reviewed teaching methods and guidelines for future classes; regularly scheduled sessions include: Tech Time, eReader, VHS to DVD, Skype, Paint.NET, Drop-in Lab; staff training and impromptu public sessions also occur frequently; Using Your iPad class being developed to start in January; new iPad and other technology classes held in January and February; multiple classes and Tech Times held in March, April, May; 2 hours spent assisting library patrons with downloadable material (each month several hours are spent assisting patrons with downloadable material); additional Tech Time sessions being added on Sundays	2013/2014; 9/13; 10/13; 1/14; 2/14; 3/14; 4/14; 5/14; 6/14
Use roving reference to assist patrons	IS	On-going with IS staff	2013/2014
Investigate useful technology to improve reference service	IS; IT/F	Netbooks updated to Surface tablets for roving reference	2013/2014; 3/14
Improve streaming of news, current events, sports info on LCD screens throughout building; teen programs in teen area; create calendar for what to view	IS; IT/F	Community Read author event; Olympics on two display screens	2013/2014; 11/13; 2/14
Investigate/implement a Homework Resource Center (collections, resources, tutoring opportunities)	IS	Page on website started; submitted links for history, math, science, and writing portion of Homework Resource	8/13; 9/13; 10/13;

		Center; reviewed history links for accuracy; all subject links are up on website, as well as list of upcoming programs; reviewed links on History guide; updated science, history, and math guides; updated writing guide	11/13; 12/13
Establish an International Language committee to provide recommendations for collections and programming	IS	Contacted potential volunteers from the community; held meeting with 5 community members, program ideas were shared and will be planned for winter session	2013/2014; 12/13; 5/14
<b>Strategy:</b>		<b>Partner with the Novi Community School District.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	MEKO & AS attended Social Justice workshop through NCSD; JF and JP attended Social Justice workshop through NCSD; JF attended Social Justice Advisory Board meeting; AS attended Social Justice Advisory Board meeting; AS & MEKO attended 2 meetings to plan potential program promoting social justice to teens who frequent the library; AS & MEKO met with school officials to further discuss potential program; AS attended March Social Justice Steering Committee meeting; hosted the FYFT Program (From Yesterday For Tomorrow) social justice group from Scotland for the Novi School District	Annually; 8/13; 10/13; 11/13; 12/13; 2/14; 3/14; 5/14
Increase activities with Novi and other area school districts	IS; AD	Partnered with NCSD on presenting and hosting the Book Chat programs; provided 3 library tours to Novi Meadows students (over 50 students in each tour); met with Novi Instructional Coaches to review 2013 SRP and begin discussion on 2014 SRP collaboration; JF & AS participated in Novi Woods' Walk to School Day; provided 2 Kindergarten story time sessions at Novi Woods; implemented first meeting of Novi Middle School Advisory Board at Novi Middle School; library tour for 50 students from the Novi Schools ESL class; provided tour and program for 60 students from Novi Meadows; hosted Novi High School student book drive that went to Teach 4 Detroit (over 400 books were collected); met with Instructional Coach and Media Specialist regarding SRP 2013 info for school board meeting; MEKO & AS attended Novi School Board Meeting; displayed Novi Youth Assistance & Meadows school anti-drug posters; MEKO attended Novi Youth Assistance/Novi Youth Forum meeting; MEM attended Walsh College holiday breakfast; AS and MEKO met with Novi Meadows Media	Annually; 7/13; 9/13; 10/13; 11/13; 12/13; 1/14; 2/14; 3/14; 4/14; 5/14

		Specialist and Instructional Coach for Summer Reading planning; Youth Librarians helped judge the Thornton Creek (Northville school) writing contest; met with Novi school teacher and student regarding a summer program on a book they published; sent out Jan/Feb Teen Newsletter to Novi and Walled Lake School Districts; AS & MEKO met with Village Oaks Third Grade Teachers to assist them with their Project Based Learning idea; AS & MEKO visited Village Oaks to provide presentation on authors and books for Project Based Learning idea; met with Instructional Coaches for Summer Reading planning; went to Novi Middle School for 2 <sup>nd</sup> meeting of NMS Advisory Board; Village Oaks' Project Based Learning presentation occurred with over 180 attending in person and via video feed; visited the Novi Preschool for Money Smart Week story time, reached 123 kids; National Library Week author event featuring Lori Taylor; Summer Reading Program school visit skit planning meeting with Novi Schools Instructional Coaches; 2 visits to Novi Preschool; 2 visits to Thornton Creek school in Northville; 100 Kindergarteners from Novi Village Oaks Elementary came to the library for a story time, craft and tour	
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**Goal: The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.**

<b>Strategy:</b>	<b>Encourage Library Board participation outside the Library.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Library Board members attend local and library oriented events	Board	Michigan Library Association annual conference; Light up the Night; State of the City Address	10/13; 12/13; 1/14

**Strategic Objective #2—Increase the Novi community's knowledge of and access to the Library's collections, services and building.**

**Goal: 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 awareness of services, collections, programs and technology.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs, including Facebook, Twitter, videos, podcasts	IS; AD; IT/F	Created Library's Vine account and 3 Vine videos; CS started Tumblr blog; regular use of Twitter, Pinterest, and Facebook	Annually; 9/13; 6/14
Explore the use of social media to enhance book	IS	Twitter and Facebook were used for live feeds during the	11/13

discussions		Community Reads event	
Create one video/podcast per year for website about Library services	AD	Doing monthly Beyond Books taping; staff training on Camtasia for library services tutorials	Annually; 8/13; 9/13; 10/13; 12/13
Increase publicity for rental of meeting rooms and patio	AD	New flyer created for meeting room rental info; added option for staff discount; flyer being updated with new prices effective July 1	Annually; 10/13; 5/14; 6/14
Reach out to homeowners groups by letter to President, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library (one time rental free)	AD	Managers provide tours and other info for many different homeowners groups; presented to Vista Hills homeowners and provided info for them to send out electronically to their residents; presented to Churchill Crossing, Roma Ridge, Cheltenham Estates	Annually; 1/14; 2/14
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD	No action taken in 2013/14	Annually
Investigate/recruit for Library liaisons from homeowners groups to help market Library programs and info	AD	No action taken in 2013/14	2013/2014
Increase number of library card holders in each Novi subdivision by 10% over five years; use geo-mapping data	AD; SS	SS & IS staff attended Novi Middle School open house and Fall for Novi to issue Library cards; Tollgate event: issued Library cards, surveyed visitors for home locations	Annually; 9/13; 5/14
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD	No action taken in 2013/14 due to budgetary concerns	Annually
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Created flyer to put at 2 <sup>nd</sup> floor ref desk to indicate when the local history room is open; on LCD screens; five candidates to help with the Oral History project of the Commission have been identified for potential interviews; Commission hired an individual and project will begin soon; Photo Call scheduled to take place on Sunday, May 5 <sup>th</sup> asking residents to share photos and other info of Novi history to add to the Local History room; separated the Local History Room page on the website from the Historical Commission page giving each their own pages with more room for information; Motor Cities Project	Annually; 9/13; 11/13; 1/14; 3/14; 5/14; 6/14
Implement regular (weekly/monthly) Library columns in Novi News and Patch.com	AD	Press releases to Novi News and Novi Patch; providing Get to Know Novi Staff blog posts	Annually; 8/13; 9/13; 1/14
Promote OverDrive and downloadable resources	IS; IT/F	Added OverDrive media station; participating in and actively promoting OverDrive during the month of June for the OverDrive Challenge (could win \$1500.00 if we have 10% more checkouts than our highest month)	5/14; 6/14

**Goal: Balance the needs of the community with fiscal responsibility.**

**Strategy:** Consider adding new collections and services.

Tactic	Owner	Status	Date
Investigate adding more interactive play components for youth	IS	Researched examples at PLA conference and gathered literature	Annually; 3/14
Review options for perpetual log-ins for library catalog	IT/F; SS	Perpetual log-ins with 7-minute time-out implemented for public catalog and MeLCat, allows user to place multiple holds without re-entering library card info	2013/2014; 10/13
Implement service to alert patrons when specific requests have been purchased	IS	Form was created and is being used that offers patrons to be contacted when a request is purchased	2013/2014
Consider room reservations for use of group study rooms	IS; AD	Group Study Room Committee formed and met to discuss issues and is researching possibilities; survey created for website and in-house; survey completed on 9/30/13, results to be analyzed; results analyzed and will be discussed at staff in-service; finalizing procedures after input from staff in-service meeting	2013/2014; 7/13; 8/13; 9/13; 10/13; 12/13
Commit to offering Teen Space program annually	AD; IS	All four partners (NPL, NCSD, City Parks & Rec, Novi Youth Assistance) continuing for 2013/14; Teen Space is increasingly popular with up to 100 teens visiting some days; provided Xbox Madden tournament; provided tour and information about Teen Space to Farmington Community Library and Redford Township District Library; had wrap-up meeting with community partners, and all are on-board for next school year; scheduling start-up meeting for August	2013/2014; 11/13; 12/13; 2/14; 5/14
Investigate adding furniture to Teen Space	AD	Ping pong table added; Schools liaison monitor sponsored ping pong tournament; Parks & Rec monitor offered Mother's Day craft program	2013/2014; 9/13; 12/13; 5/14
Investigate opportunity for NPL to be a welcome center for new residents; provide information on website	AD	Director met with Northville Newcomers and Neighbors group to combine efforts	6/14

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

**Strategy:** Encourage donations and support fundraising.

Tactic	Owner	Status	Date
Keep donors informed of Library activities	AD	Annual donor letter sent, including "A Year in Review"	11/13
Continue successful fundraising events	AD	Scrapbooking event held Feb. 8; raised \$450; On the Road program to be held April 30 (sold out in March); On the Road trip successfully raised \$800	2/14; 3/14; 4/14

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

**Strategy:**

Tactic	Owner	Status	Date

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

**Strategy: Provide convenient access to collections, programs and services.**

Tactic	Owner	Status	Date
Work with TLN to improve catalog quality and access for mobile users	IT/F; SS	TLN providing daily catalog extracts for Boopsie mobile app; mobile app now available for Android and Apple; patrons may now opt to receive hold pick-up notices via text messages; NPL staff on committee to introduce new Enterprise online catalog; Enterprise now available along with eLibrary (to be phased out); TLN and shared system libraries currently investigating ILS options	2013/2014; 9/13; 1/14; 2/14; 5/14; 6/14
Engage TLN in discussions to offer mobile services for library card application/renewal and renewal of materials	IT/F; SS	TLN libraries testing capability for online patron registration (library card application); renewal of library materials already available through Library Anywhere app and Boopsie app; online patron registration to be implemented after system is improved for duplicate checking	2013/2014; 12/13; 4/14
Provide Administration Office availability for assistance with meeting room rentals and other services	AD	Administration Office will add Saturday hours (10:00-6:00) beginning July 12	4/14

**Strategic Objective #3—Encourage the Novi community to embrace and participate in the Library’s programming, cultural learning and service opportunities.**

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

**Strategy: Support fundraising initiatives.**

Tactic	Owner	Status	Date
Investigate new fundraising initiatives	AD; Board	Board’s fundraising committee met to review ideas; Administration is further developing programs and contacting sponsors; coupon book being printed and will be offered for sale soon; coupon books being sold at NPL; investigated working at Detroit Tigers concessions but cannot provide enough volunteers	11/13; 12/13; 1/14

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

**Strategy:**

Tactic	Owner	Status	Date

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**Strategic Objective #4—Foster an organizational culture of innovation.**

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

**Strategy: Provide appropriate training and compensation for staff.**

Tactic	Owner	Status	Date
Provide opportunities for staff training and development	AD	Approved staff to attend conferences: Michigan Library Association, Public Library Association, Computers in Libraries	6/14
Provide staff in-service days in November and June	AD	Staff committee planning November event; Nov. 15 event focused on getting to know Novi, with guest speakers to tell about Novi history and current status, with bus tour of historic Novi sites, including MSU Tollgate farm; staff committee planning for June event; unable to provide June event but plans moving forward to Nov.	Annually; 10/13; 11/13; 1/14; 3/14
Address staff compensation	AD; Board	Stipend approved for 2014/15 based on payroll calendar changes	3/14

**Strategic Objective #5—Empower the Novi community to be effective consumers and producers of information.**

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

**Strategy:**

Tactic	Owner	Status	Date

**Strategic Objective #6—Match the needs of the community with the facilities and Library's logistical resources.**

**Goal: Balance the needs of the community with fiscal responsibility.**

<b>Strategy:</b>		<b>Partner with City of Novi and Novi Community School District.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT/F	Met with City IT regarding their upcoming phone system upgrade and effects on Library; invited Schools and City to meet and share ideas; met again with City regarding possible changes to phone system, planning for options	Annually; 8/13; 1/14; 2/14
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise new City services	AD	NPL serves as voting precinct	Annually; 11/13; 5/14
Work with City staff when possible to provide advice and make use of available services	AD; IT/F; SS	DPS has provided assistance with READ box, pavement marking and other parking lot issues; meeting with City IT staff regarding telephone system upgrades; obtaining proposals through City's bid process for lawn maintenance; meeting with Community Development to help resolve outstanding plumbing issues; participating in City's bid process for janitorial services	Annually; 9/13; 10/13; 1/14; 2/14; 3/14; 6/14

<b>Strategy:</b>		<b>Maintain communication with Read a Latte Café.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Investigate with owner to offer lower prices and different cultural food options	AD	Café participated in Light up the Night event; held two meetings with Gary Bernstein re: options	Annually; 12/13; 6/14

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

<b>Strategy:</b>		<b>Maintain effective and relevant policies.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Review, revise, and develop policies as needed	AD; Board	Board approved policies in 2013/14: P12 Smoking In/On Library Property, P11 Rules of Conduct, B3 Hours of Operation—all revised July 2013; B8 Social Media Policy, Memorandum of Shared Understanding with the Friends of Novi Library—both adopted September 2013; P6 Information and Reference Services—revised October 2013	6/14



2013-2014 Budget 3/20/13		2012-2013 Approved	2013-2014 Approved	2014-2015 Projected	2015-2016 Projected
<b>Revenues</b>					
<b>Account</b>	<b>Description</b>				
403.000	Property Tax Revenue	2,219,000.00	2,254,000.00	2,328,000.00	2,398,000.00
567.000	State Aid	17,500.00	20,000.00	20,000.00	20,000.00
657.000	Library book fines	57,000.00	68,500.00	68,500.00	68,500.00
658.000	State penal fines	65,500.00	76,000.00	77,500.00	79,000.00
664.000	Interest on Investments	25,000.00	25,000.00	25,700.00	26,500.00
664.500	Unrealized gain(loss) invest	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	14,500.00	15,000.00	15,000.00	15,500.00
665.100	Copier	2,500.00	2,500.00	2,500.00	2,500.00
665.200	Electronic media	3,500.00	800.00	800.00	800.00
665.266	SRP T-shirt sales	150.00	0.00	0.00	0.00
665.267	Library Program - Book It	0.00	0.00	0.00	0.00
665.290	Library Fundraising Revenue	1,000.00	1,000.00	1,000.00	1,000.00
665.300	Meeting Room	12,000.00	15,000.00	15,000.00	15,000.00
665.400	Gifts and donations	5,000.00	5,000.00	5,000.00	5,000.00
665.404	Novi Township Assessment	6,130.00	5,800.00	5,900.00	6,000.00
665.650	Library Café	5,000.00	5,000.00	5,000.00	5,000.00
<b>Total Revenue</b>		<b>2,433,780.00</b>	<b>2,493,600.00</b>	<b>2,569,900.00</b>	<b>2,642,800.00</b>
		<b>2012-2013 Approved</b>	<b>2013-2014 Approved</b>	<b>2014-2015 Projected</b>	<b>2015-2016 Projected</b>
<b>Expenditures</b>					
<b>Account</b>	<b>Description</b>				
704.000	Permanent Salaries	898,000.00	943,600.00	958,600.00	973,600.00
705.000	Temporary Salaries	561,000.00	631,000.00	641,000.00	651,000.00
715.000	Social Security	111,000.00	120,000.00	122,400.00	124,300.00
716.000	Insurance	212,000.00	175,000.00	175,000.00	175,000.00
716.200	HSA	10,800.00	8,000.00	8,000.00	8,000.00
718.000	Pension DB	0.00	2,200.00	2,200.00	2,200.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	24,000.00	26,200.00	26,200.00	26,200.00
719.000	Unemployment Ins	2,000.00	2,000.00	2,000.00	2,000.00
720.000	Workers' Comp	2,500.00	5,300.00	5,300.00	5,300.00
<b>Total Personnel Services</b>		<b>1,821,300.00</b>	<b>1,913,300.00</b>	<b>1,940,700.00</b>	<b>1,967,600.00</b>
<b>Supplies</b>					
727.000	Office supplies	17,500.00	16,000.00	17,000.00	18,000.00
728.000	Postage	2,100.00	1,800.00	1,800.00	1,800.00
734.000	Computer software & licensing	73,000.00	88,000.00	88,000.00	88,000.00
734.500	Computer supplies equip	12,000.00	13,000.00	13,000.00	13,000.00
740.000	Operating supplies	31,700.00	33,200.00	34,800.00	36,500.00
740.200	Desks, chairs, cabinets, etc.	0.00	13,200.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00
<b>Materials</b>					
742.000	Books	190,000.00	220,500.00	220,500.00	220,500.00
742.100	Book Fines	500.00	700.00	700.00	700.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Periodicals	17,000.00	20,000.00	20,400.00	21,400.00
744.000	Audiovisual Materials	53,400.00	56,500.00	62,100.00	62,100.00

745.200	Electronic Media	43,200.00	55,700.00	61,200.00	61,200.00
745.300	Electronic Resources	44,800.00	60,000.00	60,000.00	60,000.00
<b>Total Supplies &amp; Materials</b>		<b>485,500.00</b>	<b>578,900.00</b>	<b>579,800.00</b>	<b>583,500.00</b>
<b>Services &amp; Charges</b>					
		<b>2012-2013 Approved</b>	<b>2013-2014 Approved</b>	<b>2014-2015 Projected</b>	<b>2015-2016 Projected</b>
<b>Account</b>	<b>Description</b>				
801.925	Public Information (cable)	950.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	2,500.00	3,500.00	3,500.00	3,500.00
803.000	Independent Audit	700.00	700.00	700.00	700.00
804.000	Medical Service	500.00	500.00	500.00	500.00
806.000	Legal Expenses	2,000.00	1,500.00	1,500.00	1,500.00
809.000	Memberships & Dues	5,000.00	5,500.00	5,500.00	5,500.00
816.000	Professional services	5,000.00	3,000.00	5,000.00	5,000.00
817.000	Custodial Services	36,000.00	37,200.00	36,000.00	36,000.00
818.000	TLN Central Services	6,000.00	5,000.00	5,500.00	6,000.00
851.000	Telephone	16,800.00	17,000.00	17,900.00	18,800.00
855.000	TLN Automation Services	64,400.00	63,900.00	66,500.00	68,100.00
862.000	Mileage	1,000.00	500.00	500.00	500.00
880.000	Community Promotion	5,000.00	5,000.00	5,000.00	5,000.00
880.267	Library Programming - Book It	0.00	1,000.00	1,000.00	1,000.00
880.268	Programming	20,000.00	26,000.00	26,000.00	26,000.00
900.000	Design, Printing, Publishing	28,750.00	30,000.00	31,500.00	33,000.00
910.000	Property & Liability Insurance	13,300.00	12,800.00	13,000.00	13,200.00
921.000	Heat	16,000.00	17,500.00	17,500.00	17,500.00
922.000	Electricity	86,000.00	90,500.00	91,100.00	93,800.00
923.000	Water and Sewer	5,500.00	6,000.00	6,000.00	6,500.00
934.000	Building Maint.	48,500.00	55,500.00	55,500.00	57,000.00
935.000	Vehicle Maint.	2,000.00	1,500.00	1,500.00	1,500.00
941.000	Grounds Maint.	25,000.00	25,000.00	26,500.00	27,000.00
942.000	Office Equipment Lease	13,500.00	13,000.00	13,000.00	13,000.00
942.100	Records storage	200.00	100.00	100.00	100.00
956.000	Conferences & Workshops	12,500.00	15,500.00	15,500.00	15,500.00
<b>Total Services &amp; Charges</b>		<b>417,100.00</b>	<b>438,700.00</b>	<b>447,300.00</b>	<b>457,200.00</b>
986.00	13/14: 9 replacements; ipads		35,000.00		
986.00	14/15: 60 replacements			73,600.00	73,600.00
976.000	Building Improvements	0.00	0.00	0.00	0.00
990.000	Furniture	0.00	8,800.00	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>43,800.00</b>	<b>73,600.00</b>	<b>73,600.00</b>
<b>Total Expenditures</b>		<b>2,723,900.00</b>	<b>2,974,700.00</b>	<b>3,041,400.00</b>	<b>3,081,900.00</b>
680.00	Fund Balance	-290,120.00	-481,100.00	-471,500.00	-439,100.00
704.000/705.000	2012-2013 Salary Stipend				
	2013-014 1.5% incr. (7/13)		-25,500.00		
742.000 - 745.300	Incr. in Material expenditures		-50,000.00		
941.00	Landscape Improvements	-15,000.00			
	<b>TOTAL Fund Balance</b>	<b>-305,120.00</b>	<b>-481,100.00</b>	<b>-471,500.00</b>	<b>-439,100.00</b>

\* 2013-2014 perm/temp salaries include 1.5% salary incr. and add'l library hours

CITY OF NOVI - Library Funds  
 Quarterly Investment Report  
 March 31, 2014



	Beginning 12/31/2013	Ending 03/31/2014
<b>Local Government Investment Pools / Money Market</b>		
Market Value	2,824,290	2,066,830
WAM (1) in Days	1	1
Weighted Average Yield to Maturity	0.36%	0.53%
<b>Fixed Income Assets</b>		
Book Value	1,975,000	1,975,000
Market Value	1,979,046	2,013,737
Change in Market Value	-21,952	34,691
Unrealized Gain / Loss	-21,953	34,691
Realized Gain / Loss	0	0
WAM (1) in Days	1,991	1,901
WAM / Callable (1) in Days	1,991	1,901
Yield to Maturity @ Cost	2.69%	2.69%
<b>Annualized, Total Rate of Return - Market Value</b>	<b>-1.72%</b>	<b>10.00%</b>
<b>BENCHMARK</b>		
1 Year Treasury	0.13%	0.13%
6 Month Treasury	0.10%	0.08%
<b>Total Portfolio Value</b>		
Book Value	4,799,290	4,041,830
Market Value	4,803,336	4,080,567
Change in Market Value	-21,952	34,691
Unrealized Gain / Loss	-21,952	34,691
Realized Gain / Loss	0	0
WAM (1) in Days	820	929
WAM / Callable (1) in Days	820	929
Yield to Maturity @ Cost	1.32%	1.59%
<b>Annualized, Total Rate of Return - Market Value</b>	<b>-0.46%</b>	<b>4.49%</b>
<b>BENCHMARK</b>		
1 Year Treasury	0.13%	0.13%
6 Month Treasury	0.10%	0.08%

  
 Carl A. Johnson, Jr.  
 Finance Director / Treasurer, Chief Financial Officer

  
 Date

CITY OF NOVI - Library Funds

Quarterly Investment Report - Investment Listing, by Security Type

March 31, 2014

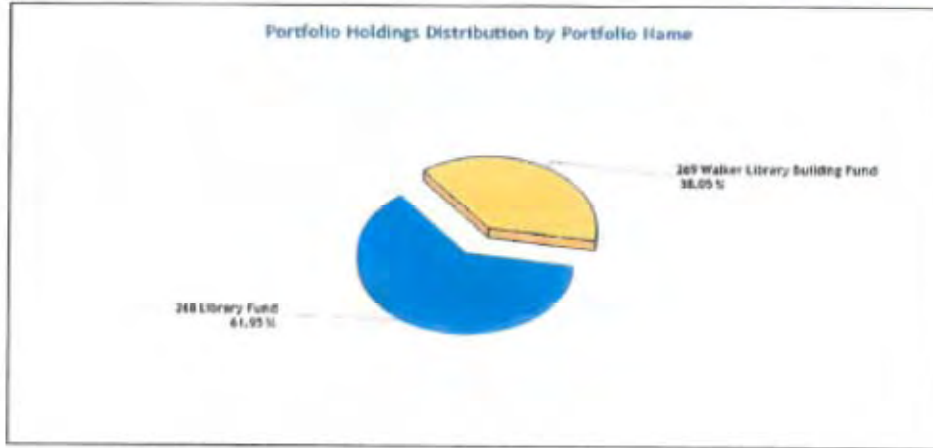


Description	YTM @ Cost	Amount	Cost Value	Book Value	Market Value	Days To Maturity	% of Portfolio
<b>Fixed Income Assets</b>							
FFCB	2.125	525,000	525,000	525,000	509,014	2440	26.58%
Michigan State GO Bond	2.900	1,450,000	1,445,331	1,450,000	1,504,723	1706	73.42%
Weighted Average Yield		2.694					
<b>Local Government Investment Pools / Money Market</b>							
Chase Bank	0.050	98,892	98,892	98,892	98,892	1	4.78%
Fifth Third	0.200	795,946	795,946	795,946	795,946	1	38.51%
Oakland County	0.791	1,171,992	1,171,992	1,171,992	1,171,992	1	56.70%
Weighted Average Yield		0.528					
<b>Total / Average</b>		<b>4,041,830</b>	<b>4,037,161</b>	<b>4,041,830</b>	<b>4,080,567</b>	<b>929</b>	<b>100.00%</b>

CITY OF NOVI - Library Funds

Investment Portfolio - Diversification, by Portfolio ( Fund )

March 31, 2014

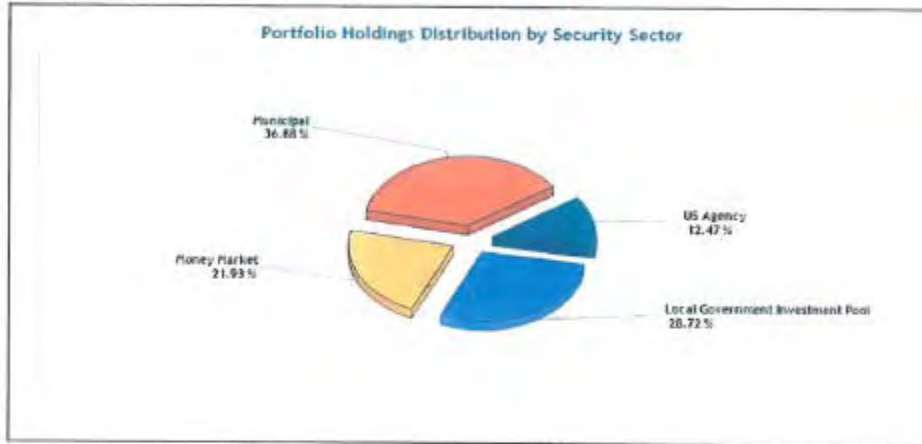


Description	YTM @ Cost	03/31/2014 Market Value	Investment Income - Market Value	% of Portfolio
<b>268 Library Fund</b>				
LGIP	0.791	667,259	951	26.40%
Money Market	0.182	822,970	669	32.55%
Municipal Bonds	2.900	1,037,740	25,155	41.05%
	1.459	2,527,969	26,775	100.00%
<b>269 Walker Library Building Fund</b>				
LGIP	0.791	504,733	720	32.51%
Money Market	0.200	71,869	45	4.63%
Municipal Bonds	2.900	466,983	11,320	30.08%
US Agency	2.125	509,014	11,336	32.78%
	1.835	1,552,598	23,420	100.00%
<b>Total / Average</b>	<b>1.602</b>	<b>4,080,567</b>	<b>50,196</b>	

CITY OF NOVI - Library Funds

Investment Portfolio - Diversification, by Sector

March 31, 2014

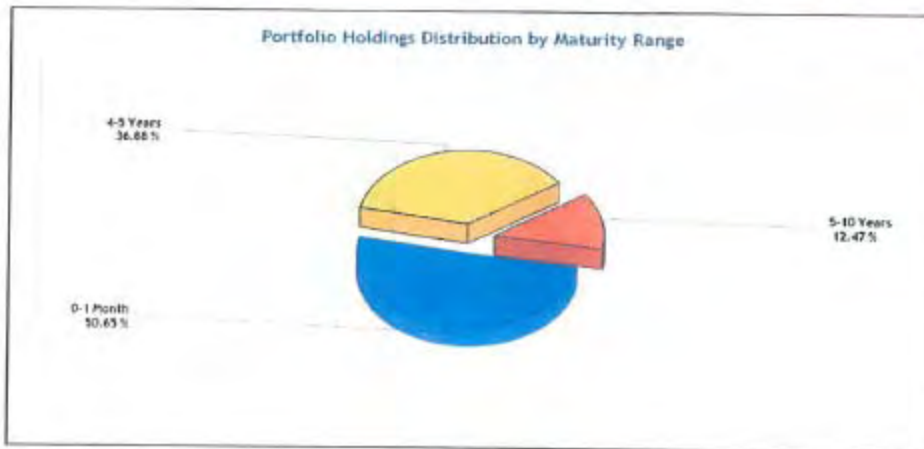


Description	YTM @ Cost	03/31/2014 Market Value	Investment Income - Market Value	% of Portfolio
LGIP	0.791	1,171,992	1,671	28.72%
Money Market	0.183	894,839	714	21.93%
Municipal Bonds	2.900	1,504,723	36,475	36.88%
US Agency	2.125	509,014	11,336	12.47%
<b>Total / Average</b>	<b>1.602</b>	<b>4,080,567</b>	<b>50,196</b>	<b>100.00%</b>

CITY OF NOVI - Library Funds

Investment Portfolio - Diversification, by Maturity Range

March 31, 2014



Description	YTM @ Cost	03/31/2014 Market Value	Days to Maturity	% of Portfolio
* 0-1 Month	0.528	2,066,830	1	50.65%
4-5 Years	2.900	1,504,723	1706	36.88%
5-10 Years	2.125	509,014	2440	12.47%
<b>Total / Average</b>	<b>1.602</b>	<b>4,080,567</b>	<b>934</b>	<b>100.00%</b>

\* Includes Cash, Money Market & Local Government Investment Pools



06/13/2014		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI				
PERIOD ENDING 05/31/2014						
% Fiscal Year Completed: 91.78						
		2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		AMENDED	05/31/2014	MONTH 05/31/2014	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 268 - LIBRARY FUND 268						
Dept 000.00-treasury						
Property tax revenue						
268-000.00-403.000	Property Tax Revenue - Current Levy	2,281,542.00	2,285,842.67	16,859.77	(4,300.67)	100.19
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(22,000.00)	(19,754.49)	(19,754.49)	(2,245.51)	89.79
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	0.00	16,154.00	16,154.00	(16,154.00)	100.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(184.00)	(183.71)	(183.71)	(0.29)	99.84
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(5,358.00)	(5,358.22)	(5,358.22)	0.22	100.00
Property tax revenue		2,254,000.00	2,276,700.25	7,717.35	(22,700.25)	101.01
State sources						
268-000.00-567.000	State aid	20,000.00	30,103.08	0.00	(10,103.08)	150.52
State sources		20,000.00	30,103.08	0.00	(10,103.08)	150.52
Fines and forfeitures						
268-000.00-657.000	Library book fines	73,000.00	66,826.75	4,953.45	6,173.25	91.54
268-000.00-658.000	State penal fines	73,540.00	73,539.99	0.00	0.01	100.00
Fines and forfeitures		146,540.00	140,366.74	4,953.45	6,173.26	95.79
Interest income						
268-000.00-664.000	Interest on investments	25,000.00	25,439.97	2.43	(439.97)	101.76
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	21,730.00	11,670.00	(21,730.00)	100.00
Interest income		25,000.00	47,169.97	11,672.43	(22,169.97)	188.68
Other revenue						
268-000.00-665.000	Miscellaneous income	16,500.00	15,088.27	1,232.99	1,411.73	91.44
268-000.00-665.100	Copier	2,800.00	2,773.35	323.31	26.65	99.05
268-000.00-665.200	Electronic media (previously VHS)	200.00	210.80	16.00	(10.80)	105.40
268-000.00-665.266	Summer reading t-shirt sales	200.00	0.00	0.00	200.00	0.00
268-000.00-665.290	Library fund raising revenue	1,000.00	180.00	0.00	820.00	18.00
268-000.00-665.300	Meeting room	20,000.00	25,222.28	2,456.02	(5,222.28)	126.11
268-000.00-665.404	Novi Township assessment	5,787.00	5,787.00	0.00	0.00	100.00
268-000.00-665.650	Library Cafe	5,000.00	4,105.44	490.80	894.56	82.11
Other revenue		51,487.00	53,367.14	4,519.12	(1,880.14)	103.65
Donations						
268-000.00-665.289	Adult programs	0.00	4,688.39	0.00	(4,688.39)	100.00
268-000.00-665.400	Gifts and donations	3,500.00	4,983.81	251.40	(1,483.81)	142.39
Donations		3,500.00	9,672.20	251.40	(6,172.20)	276.35



Appropriation of fund balance						
268-000.00-680.000	Appropriation of fund balance	471,181.00	0.00	0.00	471,181.00	0.00
Appropriation of fund balance		471,181.00	0.00	0.00	471,181.00	0.00
Personnel services						
268-000.00-704.000	Permanent salaries	943,600.00	848,335.92	71,751.49	95,264.08	89.90
268-000.00-705.000	Temporary salaries	611,000.00	526,658.47	44,762.02	84,341.53	86.20
268-000.00-715.000	Social security	120,000.00	105,275.91	8,687.63	14,724.09	87.73
268-000.00-716.000	Insurance	168,000.00	155,166.84	14,234.22	12,833.16	92.36
268-000.00-716.200	HSA - employer contribution	4,000.00	2,890.76	0.00	1,109.24	72.27
268-000.00-718.200	Pension - defined contribution	26,200.00	24,106.69	1,970.08	2,093.31	92.01
268-000.00-720.000	Workers compensation	2,500.00	4,474.56	763.46	(1,974.56)	178.98
Personnel services		1,875,300.00	1,666,909.15	142,168.90	208,390.85	88.89
Supplies						
268-000.00-727.000	Office supplies	16,000.00	16,019.58	1,617.81	(19.58)	100.12
268-000.00-728.000	Postage	700.00	516.03	20.00	183.97	73.72
268-000.00-734.000	Computer supplies, software & licensing	88,000.00	61,535.44	367.50	26,464.56	69.93
268-000.00-734.500	Computer supplies/equipment	13,000.00	12,722.19	51.10	277.81	97.86
268-000.00-740.000	Operating supplies	33,600.00	26,012.98	1,191.59	7,587.02	77.42
268-000.00-740.200	Desks, chairs, file cabinets, etc	13,200.00	11,119.44	0.00	2,080.56	84.24
268-000.00-741.000	Uniforms	300.00	246.85	0.00	53.15	82.28
268-000.00-742.000	Library books	220,500.00	186,131.98	11,533.21	34,368.02	84.41
268-000.00-742.100	Library Book - Fines	1,200.00	1,165.27	152.94	34.73	97.11
268-000.00-743.000	Library periodicals	20,000.00	20,224.32	0.00	(224.32)	101.12
268-000.00-744.000	Audio visual materials	61,500.00	57,502.43	1,654.19	3,997.57	93.50
268-000.00-745.200	Electronic media	55,700.00	45,071.41	3,200.21	10,628.59	80.92
268-000.00-745.300	Electronic resources (CD rom materials)	55,000.00	52,922.29	0.00	2,077.71	96.22
Supplies		578,700.00	491,190.21	19,788.55	87,509.79	84.88
Other services and charges						
268-000.00-801.925	Public information (cable, etc)	1,000.00	902.22	82.03	97.78	90.22
268-000.00-802.100	Bank services	3,500.00	2,807.68	192.29	692.32	80.22
268-000.00-803.000	Independent audit	590.00	590.00	0.00	0.00	100.00
268-000.00-804.000	Medical service	1,000.00	970.20	53.90	29.80	97.02
268-000.00-809.000	Memberships and dues	5,500.00	4,794.08	0.00	705.92	87.17
268-000.00-816.000	Professional services	2,500.00	1,980.00	0.00	520.00	79.20
268-000.00-817.000	Custodial services	37,200.00	28,571.42	3,150.00	8,628.58	76.80
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	0.00	0.00	100.00
268-000.00-851.000	Telephone	15,000.00	11,595.63	84.18	3,404.37	77.30
268-000.00-855.000	TLN Automation Services	63,900.00	54,965.02	0.00	8,934.98	86.02
268-000.00-861.000	Gasoline and oil	0.00	97.58	52.36	(97.58)	100.00
268-000.00-862.000	Mileage	150.00	147.81	12.71	2.19	98.54
268-000.00-880.000	Community promotion	6,000.00	7,186.56	1,370.15	(1,186.56)	119.78
268-000.00-880.268	Library programming	22,000.00	17,469.43	2,794.77	4,530.57	79.41
268-000.00-880.271	Adult programs	0.00	3,987.91	10.35	(3,987.91)	100.00

268-000.00-900.000	Printing, graphic design and publishing	28,000.00	20,648.65	137.41	7,351.35	73.75
268-000.00-910.000	Property & liability insurance	13,668.00	13,668.00	0.00	0.00	100.00
268-000.00-921.000	Heat	17,500.00	11,988.97	766.80	5,511.03	68.51
268-000.00-922.000	Electricity	90,500.00	94,926.35	9,752.30	(4,426.35)	104.89
268-000.00-923.000	Water and sewer	6,000.00	3,762.12	0.00	2,237.88	62.70
268-000.00-934.000	Building maintenance	76,300.00	56,003.88	3,809.53	20,296.12	73.40
268-000.00-935.000	Vehicle maintenance	1,500.00	918.76	145.00	581.24	61.25
268-000.00-941.000	Grounds maintenance	47,100.00	34,834.91	4,670.23	12,265.09	73.96
268-000.00-942.000	Office equipment lease	13,000.00	12,856.74	1,869.90	143.26	98.90
268-000.00-942.100	Records storage	250.00	211.64	19.24	38.36	84.66
268-000.00-956.000	Conferences and workshops	17,000.00	18,185.69	70.56	(1,185.69)	106.97
Other services and charges		473,908.00	408,821.25	29,043.71	65,086.75	86.27
Capital outlay						
268-000.00-986.000	Data processing-capital outlay	35,000.00	25,112.75	0.00	9,887.25	71.75
268-000.00-990.000	Furniture	8,800.00	8,801.51	0.00	(1.51)	100.02
Capital outlay		43,800.00	33,914.26	0.00	9,885.74	77.43
Net - Dept 000.00-treasury		0.00	(43,455.49)	(161,887.41)	43,455.49	
Fund 268 - LIBRARY FUND 268:						
TOTAL REVENUES		2,971,708.00	2,557,379.38	29,113.75	414,328.62	86.06
TOTAL EXPENDITURES		2,971,708.00	2,600,834.87	191,001.16	370,873.13	87.52
NET OF REVENUES & EXPENDITURES		0.00	(43,455.49)	(161,887.41)	43,455.49	100.00
BEG. FUND BALANCE		2,113,292.16	2,113,292.16			100.00
END FUND BALANCE		2,113,292.16	2,069,836.67			100.00



Fund 269 - WALKER LIBRARY FUND 269						
Dept 000.00-treasury						
Interest income						
269-000.00-664.000	Interest on investments	0.00	19,369.37	0.00	(19,369.37)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	0.00	22,341.75	7,913.25	(22,341.75)	100.00
Interest income		0.00	41,711.12	7,913.25	(41,711.12)	100.00
Donations						
269-000.00-665.267	Library Programming - Book It	0.00	5,053.77	570.00	(5,053.77)	100.00
269-000.00-665.271	Donation-general-youth collections	0.00	146.47	0.00	(146.47)	100.00
269-000.00-665.274	Donations-brick pavers	0.00	530.47	160.00	(530.47)	100.00
269-000.00-665.285	Donations - Community Read	0.00	800.00	0.00	(800.00)	100.00
269-000.00-665.286	Donations - Light Up the Night	0.00	200.00	0.00	(200.00)	100.00
269-000.00-665.287	Donations-Crop for a Cause	0.00	472.07	0.00	(472.07)	100.00
269-000.00-665.402	Donations - specific collections	0.00	1,926.50	0.00	(1,926.50)	100.00
Donations		0.00	9,129.28	730.00	(9,129.28)	100.00
Supplies						
269-000.00-742.262	BookIt costs & childrens collections	0.00	13,005.19	0.00	(13,005.19)	100.00
269-000.00-742.267	Books - parenting	0.00	992.99	0.00	(992.99)	100.00
269-000.00-742.273	Friends of the Novi Library - Other Exp	0.00	7,207.94	0.00	(7,207.94)	100.00
269-000.00-742.283	Novi Newbies expenditures	0.00	4.20	0.00	(4.20)	100.00
269-000.00-742.285	Community Read expenditures	0.00	1,188.13	0.00	(1,188.13)	100.00
269-000.00-742.286	Light Up the Night expenditures	0.00	200.00	0.00	(200.00)	100.00
269-000.00-742.291	Friends of Novi Library - Principal Exps	0.00	2,272.69	0.00	(2,272.69)	100.00
Supplies		0.00	24,871.14	0.00	(24,871.14)	100.00
Net - Dept 000.00-treasury		0.00	25,969.26	8,643.25	(25,969.26)	
Fund 269 - WALKER LIBRARY FUND 269:						
TOTAL REVENUES		0.00	50,840.40	8,643.25	(50,840.40)	100.00
TOTAL EXPENDITURES		0.00	24,871.14	0.00	(24,871.14)	100.00
NET OF REVENUES & EXPENDITURES		0.00	25,969.26	8,643.25	(25,969.26)	100.00
BEG. FUND BALANCE		1,552,288.28	1,552,288.28			100.00
END FUND BALANCE		1,552,288.28	1,578,257.54			100.00
TOTAL REVENUES - ALL FUNDS						
		2,971,708.00	2,608,219.78	37,757.00	363,488.22	87.77
TOTAL EXPENDITURES - ALL FUNDS						
		2,971,708.00	2,625,706.01	191,001.16	346,001.99	88.36
NET OF REVENUES & EXPENDITURES						
		0.00	(17,486.23)	(153,244.16)	17,486.23	100.00
BEG. FUND BALANCE - ALL FUNDS						
		3,665,580.44	3,665,580.44			100.00
END FUND BALANCE - ALL FUNDS						
		3,665,580.44	3,648,094.21			100.00

06/13/2014

## BALANCE SHEET FOR CITY OF NOVI

Period Ending 05/31/2014

GL Number	Description	Balance
<b>Fund 268 - LIBRARY FUND 268</b>		
<b>*** Assets ***</b>		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	344,663.29
268-000.00-017.002	Investment - Chase	98,897.53
268-000.00-017.008	Investment - Oakland County Investment	673,213.78
268-000.00-017.009	Investment - UBS	1,054,750.00
268-000.00-018.000	Cash on hand	500.00
	<b>Total Assets</b>	<b>2,172,024.60</b>
<b>*** Liabilities ***</b>		
268-000.00-202.000	Accounts payable	57,301.93
268-000.00-215.200	Unemployment insurance liability	966.00
268-000.00-259.702	Accrued liabilities-tax	43,420.00
268-000.00-276.400	Deposit for Cafe	500.00
	<b>Total Liabilities</b>	<b>102,187.93</b>
<b>*** Fund Balance ***</b>		
268-000.00-390.000	Fund balance	2,113,292.16
	<b>Total Fund Balance</b>	<b>2,113,292.16</b>
	Beginning Fund Balance	2,113,292.16
	Net of Revenues VS Expenditures	(43,455.49)
	Ending Fund Balance	2,069,836.67
	<b>Total Liabilities And Fund Balance</b>	<b>2,172,024.60</b>

Fund 269 - WALKER LIBRARY FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	73,094.43
269-000.00-017.008	Investment - Oakland County Investment	509,237.36
269-000.00-017.009	Investment - UBS	995,925.75
	Total Assets	1,578,257.54
*** Fund Balance ***		
269-000.00-390.000	Fund balance	1,436,396.08
269-000.00-390.262	Restricted-Book It-childrens collections	33,432.10
269-000.00-390.267	Restricted for Druschel collections	1,000.38
269-000.00-390.271	Restricted for youth collection area	1,478.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	19,118.88
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	4,658.30
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	401.05
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,719.28
269-000.00-390.286	Restricted for Light Up the Night	65.05
269-000.00-390.287	Restricted-youth dept programming (Crop)	725.50
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	1,005.00
	Total Fund Balance	1,552,288.28
	Beginning Fund Balance	1,552,288.28
	Net of Revenues VS Expenditures	25,969.26
	Fund Balance Adjustments	0.00
	Ending Fund Balance	1,578,257.54
	Total Liabilities And Fund Balance	1,578,257.54



## Director's Report – Julie Farkas

### Driver's License Verification Policy

No further action is needed by the Library Board on this policy. It will not be pursued as the policy is specific to CDL drivers. State of Michigan does not require a CDL for staff driving the library van.

### Finance Committee Meeting – Friday, June 6, 2014 at 9:00am

Finance Committee Agenda:

1. Retitling of the 269 Walker Library Fund
2. 2014-2015 budget for 269 Fund – which will include suggestions for changes to budget category titles
3. Financial reporting considerations for 2014-2015

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

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



### 3 Read Boxes in Novi Parks

Read boxes were installed at Lakeshore Park (June 4<sup>th</sup>) and ITC Park (June 11<sup>th</sup>), and both are already seeing good use. A third box is due to be installed at Rotary Park (June 26<sup>th</sup>), and a fourth box is now being planned. The boxes are replenished weekly, from June to October, by our Outreach team. Special thanks to the Novi Rotary for supporting this literacy initiative by donating \$1500 for building the read boxes and artist costs, DPS for building and installing the boxes and Parks, Recreation and Cultural Services for access to our Novi parks. A HUGE thank you to the artists: Caleb Foerg, Josh Dilworth, and Adam Van Wiemeersch - Novi High School students, and Jaclyn DeCarolis - Art Institute of Novi student.

### More Than Just Friends...Partners!

At the annual Friends of Novi Library membership meeting on June 11, 2014, Library Director, Julie Farkas, addressed the audience by thanking the Friends members for their continued support. "Members of the group are not just volunteers, but they are partners who help make the Novi Library a huge success." Partnering this year meant helping the Novi Library with its fundraising initiative, expanding programming opportunities in the Novi community, growing awareness of the library's services, resources and events, and celebrating library successes! The Friends hosted a number of programs with the library this year that welcomed over 9,000 attendees. Sales from their used book store, located in the library, generated over \$20,000 in revenue. Incoming President of the Friends, Sue Johnson, commented on the group's dedication to serving the community and the strong relationship between members to "work hard for the greater good of the Library". Johnson presented a check in the amount of \$25,000 to Director, Julie Farkas and Library Board President, Willy Mena to be used for wish list items supporting programs, furniture and technology for the upcoming fiscal year. Willy Mena said, "The Friends have been longtime supporters (over 50 years) and advocates of the Novi Library and on behalf of the Novi Library Board I thank them for their continued support".

### Thank you to Novi Educators

A HUGE thank you to our Novi educators for an amazing school year! The Library Board of Trustees and I are so grateful for the beautiful partnership that the Novi Library and Novi Community School District has formed. We are doing great things for our families!! Thank you for the opportunity to collaborate together. So many

wonderful programs have occurred this past year due to your willingness to work with the Novi Public Library: Teen Space, Summer Reading, Asian Fusion exhibit, Social Justice initiatives, Project Palooza, monthly Parent Book Discussions, MLK Celebration, tours/school visits, Author events, Media Specialist meetings, Middle and High School student advisory committees, Coffee with the Superintendent and YES, many, many more!!

#### **Out and About in the Community and Meetings**

- Friends/Library planning meeting for Fall Gala – scheduled for October 24<sup>th</sup>
- Author coordination for Authors LIVE Luncheon (partners with Fox Run)
- Air curtain meeting (review of potential unit)
- TLN Director's Book Discussion
- Chamber Music Society of Detroit 2014-2015 concert planning meeting
- Northville Newcomers and Neighbors meeting
- TLN EX-COMM meeting

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

##### **Keeping You Informed:**

1<sup>st</sup> Annual "Growing Together" partnership with MSU Tollgate and the Friends of NPL was terrific

Beyond Books Cable Show was taped

Attended the Novi Youth Forum Meeting

Information Services hosted first International Language Committee Meeting

Our own April Stevenson, Head of Information Services, was appointed to the 2014-15 MLA's Mitten Award Group

New downloadable media computer on the 1<sup>st</sup> floor was installed

Friends of NPL Book & Author Luncheon was a wonderful success

Informational Talk with the Carleton Homeowners

Staffed a table at the Memorial Day Parade festivities

##### **Featured Adult Programs:**

Authentic Indian Cooking

Document Donation Day

Financial and Practical Advice on the Ramifications of Divorce

Edible Pots and Spots Gardening

Make your Resume Work for You

Special business/financial programs for the month included:

- a. Four SCORE Business Mentoring

##### **Monthly Adult Programs:**

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

- Italian, German, French, & Spanish Language Conversation Groups
- Two Open Office Hours in the Local History Room by Historical Commission
- Two Coffees with Superintendent, Dr. Steve Matthews
- Novi Writer Groups
- Computer instruction class ( Excel Basics 2010)
- Two English Conversation Groups
- Seven ESL Book Discussion Groups
- Two Information Services Department Meetings

**Featured Youth Programs:**

- Tutu Making Workshop
- Chinese Story Time
- Spanish Story Time
- Hindi Story Time
- Marathi Story Time
- Japanese Story Time
- Czech Story Time
- Korean Story Time
- Tamil Story Time

**Monthly Youth Programs:**

- Kiddie Crafts
- Starlight Story Time
- Two Baby Time story times
- Seven Tot Time story times
- Five Two of Us story times
- Seven Three's Company story times
- Two On My Own story times
- Snack Tales
- Lego Club

**Tween and Teen Program:**

- ❖ WOW Writing Workshop (Write your Way to College Admissions)
- ❖ TAB (Teen Advisory Board) Meeting
- ❖ Teen Book Club

**Featured Collections:**

Adult: How Does Your Garden Grow?

Youth: Dig Them Dinos

**Featured databases:**

Zinio

Biography in Context



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

Over the harsh winter, we lost quite a few trees and shrubs. We have taken inventory and researched replacement costs, should we be able to do that. Detailed information has been shared with the Building & Grounds Committee.

On June 2, we experienced two brief power outages within a few minutes of each other. This caused the controller for the building management software to burn out and malfunction. This small but costly piece of equipment had to be replaced immediately to keep our HVAC system running. We have submitted the invoices to our insurance company.

As always, a number of routine tasks, repairs, and such have been accomplished. The van had a front end alignment and some other minor repairs. The blinds in the meeting room were repaired, and some light fixtures had ballasts replaced. Window cleaning and carpet cleaning were done. Mulching of the grounds was completed, and the patio was spruced up for the season, with power washing and flowers planted. The parking lot has been re-stripped, and signs on the front doors have been refreshed. These are just a few examples of the daily work that goes on with the Facilities team.

With a new sign in place, the Computer Lab has been converted to a quiet space. The rules for the Lab now mirror the Quiet Study Room. The change to disallow cell phones in the Lab was in response to some recent complaints about noise in the room.

The usual battery of computer training for the public this month included: Using Your iPad, a VHS to DVD Workshop, eReader Instruction, Basic Photo Editing with Paint.NET, and several Tech Time sessions.

The Michigan Activity Pass (MAP) program has renewed for another year with over 100 participating cultural organizations. The MAP program is handled entirely online, and patrons need a library card to participate and take advantage of all that MAP has to offer. The 2014 season of MI Big Green Gym (formerly Park and Read) is now underway. Passes may be checked out from the Library.

We welcomed Eleanor Rice as a new Shelver in Support Services.

## Building Operations Report by Mary Ellen Mulcrone

**Email From:** Mary Ellen Mulcrone

**Date:** May 21, 2014 at 6:09:49 PM ED

**Subject:** Library Building & Grounds committee

Hello—

I want to give you a bit of an update on building and grounds issues.

This year we are working with a new landscaping company, B&B Landscaping. This company was selected by the City of Novi and had the City's landscaping contract some years ago, as well. Routine maintenance is going fine, but the quote that B&B provided for mulching the property was quite high. We obtained two additional proposals for mulching and opted to have the work done by Brien's Landscaping, with whom we had worked previously. Mulching of the property is being done as I type this message. We have a number of small shrubs that may not have survived the horrible winter that we experienced. We will be checking on that to see what might be needed in terms of removal and/or replacement.

As you know, we have been working for quite some time to diagnose and fix the plumbing problems that have been plaguing us. The moaning and grinding noises coming from the bathrooms have remained a mystery, but they seem to have disappeared since we fixed the more recent problem of no hot water in the second floor public bathrooms. (A chart detailing the costs of \$2,716.25 was provided to the committee).

We had received a proposal to install a 53-gallon expansion tank, at a cost of \$14,401 that was to solve the issue of the water lines banging and making noise. However, when we attempted to obtain additional quotes to get best pricing for such a project, the other companies that we approached declined to quote, since they did not believe this proposed solution would actually work. In the meantime, the problem with the lack of hot water became evident, so we began trying to solve that problem, as well. More plumbers were called in to diagnose this problem. Two of the companies indicated that the recirculation line needed to be extended, bringing it closer to the bathrooms. Proposal costs were \$1,970 and \$3,026.97. A third company indicated that the line extension was not necessary but that instead we needed to replace mixing valves at a cost of \$1,215. This company's solution seemed more plausible, and we could actually have our own Facilities staff make this repair at a much lower cost. The mixing valves were replaced, and the hot water is working again. Since then, we have not heard the noises that were so frequent in the past. Though it is difficult to say for sure that the two problems were related, we hope this is the case and that the fix was much simpler than anticipated. Throughout the process, it was amazing to see how many plumbers were stymied by the problems and how many differing solutions were proposed. We had advice from City staff and even brought back our building project manager and the original plumbing company again this year. That plumber made a proposal but would not guarantee that it would solve our problems. In the end, our own Library staff made the fix at a much lower cost than originally anticipated. We hope that both plumbing problems are now solved.

You are also familiar with our efforts to improve the situation of extremely cold temperatures in the lobby during the winter. We have obtained three quotes to install a heated air curtain in the vestibule, and we are reviewing the possibilities. One of the vendors will bring a display model air curtain to the Library for a demonstration. It can be plugged in so that we can see it and in hear it run. This will take place next Wednesday, May 28, at 11:00a.m. Please feel free to join us for the demonstration.

I hope this brings you up to date on some of the issues that we have been facing.

Mary Ellen

**Email From:** Mary Ellen Mulcrone  
**Sent:** Tuesday, June 10, 2014 8:03 PM  
**Subject:** Library Building & Grounds

Hello—

You may have noticed that we lost a number of trees, shrubs, and plants due to the extremely harsh winter that we experienced. Facilities staff have taken inventory of the dead plants (listed below), and they are currently investigating pricing to replace these. We will provide that information for you as soon as possible.

Mary Ellen

20 Boxwood  
15 Liatris Gray Feather Rose  
9 Umbrella Bamboo  
8 Andorra Juniper  
5 White Fir  
1 Old Gold Pfitzer Juniper  
1 Golden Sword  
1 Mugo

**Support Services Statistics 2013-2014**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	477	437	491	409	335	263	305	268	355	312	322		<b>3,974</b>
<b>Items checked out</b>	83,150	73,040	64,664	66,952	63,631	56,774	61,451	59,205	69,472	64,252	60,090		<b>722,681</b>
<b>Items borrowed</b>	5,007	4,440	3,976	4,082	3,689	3,616	4,476	3,910	3,967	3,930	3,645		<b>44,738</b>
<b>Items loaned</b>	5,545	5,006	4,724	4,855	4,204	3,969	5,272	4,580	5,091	4,453	4,711		<b>52,410</b>

Support Services  
Statistics

May, 2014

	2014	2013		2013	2012
No. of lib. cards issued	322	283	READ Box		
Total no. of checkouts	60,090	59,303	(unveiled June 6, 2013)	Adult 90	0
			capacity approx. 30 bks.	Youth <u>192</u>	<u>0</u>
			<b>Annual Total (year end- Oct. 2, 2013)</b>	282	0
No. of items borrowed					
	TLN 3,566	3,971			
	MeL <u>79</u>	<u>89</u>			
	3,645	4,060			
No. of items loaned					
	TLN 4,652	4,351			
	MeL <u>59</u>	<u>117</u>			
	4,711	4,468			

**Self-Check Totals 2013-14 Fiscal Year**

	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
July	83,150	63.67%	52,942	11,452	9,610	5,395	13,565	10,448	2,472
August	73,040	61.95%	45,246	10,214	7,740	4,967	12,194	8,136	1,995
September	64,664	58.94%	38,115	8,726	6,874	3,954	10,491	6,561	1,509
October	66,952	56.04%	37,519	8,455	6,230	3,714	10,449	7,141	1,530
November	63,631	59.46%	37,832	8,836	6,426	4,279	10,217	6,997	1,077
December	56,774	56.90%	32,304	7,910	5,172	2,922	8,814	6,234	1,252
January	61,451	56.76%	34,882	8,009	5,894	3,559	10,004	6,160	1,256
February	59,205	55.56%	32,892	8,006	5,807	3,439	9,016	5,368	1,256
March	69,472	57.64%	40,042	8,977	6,666	3,955	11,240	7,454	1,750
April	64,252	56.70%	36,428	8,243	5,943	3,397	10,790	6,575	1,480
May	60,090	56.13%	33,729	8,029	5,807	3,086	8,814	6,483	1,510
June									
<b>FYTD</b>	<b>722,881</b>	<b>57.97%</b>	<b>419,027</b>	<b>95,895</b>	<b>71,979</b>	<b>42,851</b>	<b>115,512</b>	<b>75,815</b>	<b>16,975</b>

**Library Usage**

<b>2012-2013 Fiscal Year</b>					<b>2013-2014 Fiscal Year</b>				
	<b>Monthly Total</b>	<b>Daily Average</b>	<b>Hours Open</b>	<b>Days Open</b>		<b>Monthly Total</b>	<b>Daily Average</b>	<b>Hours Open</b>	<b>Days Open</b>
July	38,858	1,495	254	26	July	37,620	1,447	254	26
August	33,175	1,229	261	27	August	32,464	1,249	250	26
September	31,011	1,108	244	28	September	30,079	1,074	264	28
October	32,303	1,042	281	31	October	31,249	1,008	297	31
November	32,454	1,119	244	29	November	30,109	1,075	257	28
December	26,501	1,019	229	26	December	27,986	1,000	259	28
January	30,017	1,001	270	30	January	37,006	1,234	283	30
February	31,795	1,136	248	28	February	28,760	1,027	264	28
March	32,587	1,124	255	29	March	32,829	1,059	289	31
April	35,701	1,190	270	30	April	41,665	1,488	272	28
May	31,290	1,118	258	28	May	32,683	1,167	268	28
June	33,528	1,341	239	25	June			267	28
<b>FYTD Total</b>	<b>389,220</b>	<b>1,248</b>	<b>3,053</b>	<b>337</b>	<b>FYTD Total</b>	<b>362,450</b>	<b>1,162</b>	<b>3,224</b>	<b>340</b>

2012-2013 Fiscal Year						2013-2014 Fiscal Year					
Computer Logins						Computer Logins					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	8,302	15,104	0	23,406	900	July	5,549	24,600	6	30,155	1,160
August	7,926	14,352	0	22,278	825	August	5,075	22,623	1	27,699	1,065
September	7,090	12,680	0	19,770	706	September	4,915	30,828	3	35,746	1,277
October	7,539	13,578	0	21,117	681	October	5,806	35,096	0	40,902	1,319
November	7,895	14,263	3	22,161	791	November	5,240	32,155	3	37,398	1,336
December	4,295	18,833	2	23,130	857	December	4,279	32,168	4	36,451	1,302
January	4,924	24,172	6	29,102	1,004	January	4,327	30,792	5	35,124	1,171
February	4,203	23,780	3	27,986	965	February	4,583	36,568	0	41,151	1,470
March	4,441	25,096	0	29,537	953	March	5,092	39,344	2	44,438	1,433
April	4,858	22,838	4	27,700	989	April	4,603	35,152	5	39,760	1,420
May	4,407	22,196	1	26,604	950	May	4,653	33,037	2	37,692	1,346
June	5,206	22,924	10	28,140	1,082	June					
<b>FYTD Total</b>	<b>71,086</b>	<b>229,816</b>	<b>29</b>	<b>300,931</b>	<b>890</b>	<b>FYTD Total</b>	<b>54,122</b>	<b>352,363</b>	<b>32</b>	<b>406,517</b>	<b>1,303</b>

Early Literacy Workstation Usage							
2012-2013 Fiscal Year				2013-2014 Fiscal Year			
	Sessions	Time (In Minutes)	Average Session (In Minutes)		Sessions	Time (In Minutes)	Average Session (In Minutes)
July	927	24,950	26	July	1,309	32,845	25
August	1,006	25,947	25	August	1,324	34,520	26
September	749	17,162	22	September	987	22,767	23
October	829	19,488	23	October	1,067	24,139	22
November	834	20,451	24	November	816	19,935	24
December	683	15,603	22	December	658	15,590	23
January	838	20,713	24	January	720	16,998	23
February	855	18,745	21	February	718	16,702	23
March	865	18,503	21	March	834	21,063	25
April	890	20,933	23	April	844	20,061	23
May	754	15,805	20	May	734	15,847	21
June	912	21,374	23	June			
<b>FYTD Total</b>	<b>10,142</b>	<b>239,674</b>	<b>24</b>	<b>FYTD Total</b>	<b>10,011</b>	<b>240,467</b>	<b>24</b>

## Technology Training Sessions 2012-2013 Fiscal Year

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

<b>Sessions</b>	44	7	37	6	5	11	6	28	63	207	
<i>Patrons</i>	<b>30</b>	<b>25</b>	<b>70</b>	<b>40</b>	<b>21</b>	<b>38</b>	<b>14</b>	<b>30</b>	<b>63</b>		<b>331</b>



2013-2014 Fiscal Year								
	Freegal		OverDrive				Zinio	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*
July	1,696	280	1,825	583	2,408	126	450	4,984
August	1,495	250	2,721	799	3,520	87	563	6,580
September	1,424	223	2,469	691	3,160	86	402	5,685
October	1,422	230	2,282	634	2,916	89	578	5,950
November	1,374	238	2,465	694	3,159	100	517	5,840
December	1,240	203	2,799	931	3,730	126	723	7,364
January	1,309	230	3,182	1,013	4,195	127	749	7,767
February	1,190	212	2,782	936	3,718	100	551	8,806
March	1,783	247	3,179	1,263	4,442	99	599	8,262
April	1,929	206	2,887	1,085	3,972	91	646	7,193
May	1,756	189	3,011	4,042	4,053	74	797	10,336
June								
<b>FYTD Total</b>	16,618	2,508	29,602	12,671	39,273	1,105	6,575	78,767

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

<b>Charging Stations Usage</b>			
	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
<b>July</b>		3	3
<b>August</b>		2	8
<b>September</b>	3	8	2
<b>October</b>	1	3	4
<b>November</b>	7	3	4
<b>December</b>	1	3	0
<b>January</b>	8	4	1
<b>February</b>	7	3	1
<b>March</b>	11	4	0
<b>April</b>	5	3	3
<b>May</b>	8	1	4
<b>June</b>	4	1	
<b>Total</b>	<b>55</b>	<b>38</b>	<b>30</b>

<b>Meeting Room Rentals 2013-14FY</b>		
	<b>Rentals</b>	<b>Attendees</b>
<b>July</b>	29	696
<b>August</b>	41	1,172
<b>September</b>	49	1,274
<b>October</b>	35	1,077
<b>November</b>	32	1,485
<b>December</b>	21	447
<b>January</b>	42	981
<b>February</b>	51	1,505
<b>March</b>	47	1,344
<b>April</b>	32	1,031
<b>May</b>	35	1,726
<b>June</b>		
<b>Total</b>	<b>414</b>	<b>12,738</b>

**Library App - 2012-13 Fiscal Year**

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
July	989	1. Novi Main Menu	January	16,171	1. Novi Main Menu
		2. Artwork in the Library			2. My Account Novi Summary
		3. Novi Social Menu			3. Novi Holdings
		4. Novi Holdings			4. My Account Novi Request
		5. Twitter from the New NPL			5. Novi eMedia Menu
August	1,029	1. Novi Main Menu	February	14,236	1. Novi Main Menu
		2. Novi Holdings			2. My Account Novi Summary
		3. Novi Locator			3. Novi Holdings
		4. Novi eMedia Menu			4. My Account Novi Items
		5. Artwork in the Library			5. My Account Novi Request
September	6,202	1. Novi Main Menu	March	21,674	1. Novi Main Menu
		2. Novi Holdings			2. Novi Holdings
		3. My Account Novi Summary			3. My Account Novi Summary
		4. Novi eMedia Menu			4. My Account Novi Request
		5. Novi Booklook			5. My Account Novi Items
October	6,072	1. Novi Main Menu	April	22,503	1. Novi Main Menu
		2. My Account Novi Summary			2. My Account Novi Summary
		3. Novi Holdings			3. Novi Holdings
		4. Novi eMedia Menu			4. My Account Novi Items
		5. My Account Novi Items			5. My Account Novi Request
November	13,098	1. Novi Main Menu	May	19,778	1. Novi Main Menu
		2. Novi Holdings			2. My Account Novi Summary
		3. My Account Novi Summary			3. Novi Holdings
		4. My Account Novi Items			4. My Account Novi Items
		5. My Account Novi Request			5. My Account Novi Request
December	15,045	1. Novi Main Menu	June		1.
		2. My Account Novi Summary			2.
		3. Novi Holdings			3.
		4. My Account Novi Items			4.
		5. My Account Novi Request			5.
			<b>Total</b>	<b>137,136</b>	

**City of Novi Historical Commission**  
**March 26<sup>th</sup>, 2014, 2:00 p.m.**  
**Novi Library Local History Room**  
**Agenda**

**Call to Order:** 2:05 PM

**Attendance & Introduction:**

**Membership:** Kathy Crawford, John MacInnis, Toni Bonner, Tammy Knopp, & Betty Lang, Library Liason

**Absent: students** Namratha Atluri, & Meena Seetharaman,

**Visitors Present:** Kelly Sexton is making application for membership  
History Cabinet manager, Roy Prentice, & Sue Grifor

**Approval of Agenda:** approved moved by Toni B, sec Tammy K, all approved

**Approval of Minutes:** moved by Tammy, Toni B sec, all approved

**Communication:** Betty has 1 Letter from Oakland County Hist. Resources (Consort of Libraries) 25 dollar fee, to continue membership. Kathy will pass this Invoice and information to Marcia for payment. OCHR membership puts the Novi News on line & saves the Novi Library cost. dues 25, fee \$600, Moved to pay, Tammy K sec. Toni B, all in favor - yes

**Finance Report:** No Report this month

**Introduction of all members, and visitors:** each gave their names and a short history of involvement in this Commission

**Liaison Report:** Betty Lang, author "Stovepipe" book, by Bonnie Virag, a Novi auth or one of the best books of 2012, she will be at the library April 15<sup>th</sup>

18 people registered APRIL 3<sup>rd</sup> speaker, there have been several requests for information from the LH room, including one from Alaska and another one for the DVD about Walled Lake history

May Document Donation day, Sunday May 4<sup>th</sup> from 2-5pm. Ask people to bring photos, documents, etc to either scan or donate their historical material relating to the city. Scan, copy and sign off on the documents. Needs publicity Novi News etc Betty needs two volunteers from the Commission to assist in this project.

Motor City Markers need to be circulated among city officials for final pass thru and approval  
Appreciation dinner April 14 at the Sheraton

Julie and Kathy Bloomfield twsp Library workshop about old photographs and make video's Saving Family Photos for Archiving, (and Video, archiving), This seminar will be summarized from Julie F's notes by Betty. the workshop indicated the proper methods for keeping archive photos and videos for the long term.

**Updates and Discussion**

Dr. Lynne Boyle OBIT, Chairman Kathy discussed her Obit. She commented on what an interesting life she led. Memorial Service, Saturday, 11 am April 5<sup>th</sup> Presbyterian Church in Northville. Commission is encouraged to attend.

**Oral History Review:** Jessica Hesselgrave OH with KC, and Lee Begole, former police chief. Kathy and Jessica are learning about the process as they move thru the interviews

Thank You to Tom Lazslo from the city proper, the library staff have taken pictures of the collection items. what are the items meaning? May 12<sup>th</sup>, ceremony at City Hall to thank him.

**Early Novi History:** April 3<sup>rd</sup>, 7 till 8 30 1900's era, Kathy C asked for Commissioners to come to help with the program. Beverages, apple juice and Sugar cookies from the Baptist Ladies cookbooks, an old book Kathy Crawford has in her collection.

**Future programs:**

**Speakers per year:** approx. 5, combining with Friends, avoid the stormy winter season as winter storms can mess up the schedules

Reduce the number of programs to 3 or 4. Toni B is going to work on Odd facts and Rumors about Novi

Roy Prentice is prepared to speak about farms in Novi. Featuring the early phase, the 1800's of the Bassett family.

All programs Needs to be submitted ASAP, but no later than June 1<sup>st</sup>, for Engage in order to get on the fall schedule. All needs to coordinated with Margi who manages the Library rooms schedules. Rooms are busy

Move to reimburse lamination for Roy Prentice up to \$30 Toni Moved and Tammy sec. Approved by all

**Speaker Series: coming up soon:**

4/3 Novi History,

**Library Display Cabinet:** Discuss future exhibits, Roy Prentice is able to make quarterly changes

**Motorcities Update:** Roy Prentice gave a short summary for the new people on the commission, the boards need to read and critiqued for accuracy, so we can get approval for final production

**Scanning training April 7<sup>th</sup>:** to learn how to properly use the LH Scanner.

**History Room Security**

History Room Volunteers, first and third Monday Noon till 2 PM

**Novi Cemetery Update:** could be done by Kathy Mutch

- **Other items& new business:** None, two people had to get to other meetings at 4 PM

**Next Meeting**

**Wednesday, changed next month, after discussion, to April 16<sup>th</sup>, 2014 2:00pm,**

**Novi Library LH room**

**Adjournment: 4:05PM**

**City of Novi Historical Commission (NHC)  
Minutes of Wednesday, April 16, 2014  
Novi Library History Room**

**Call to Order: 2:10 pm**

**Attendees:** Members- Kathy Crawford, Tammy Knopp, Toni Bonner

Library Liaison: Betty Lang

**Approval of March:** TBD, May Meeting

**Approval of Agenda:** Moved by Tammy; 2<sup>nd</sup> by Toni, all approved.

**Liaison Report:** Betty discussed

1) **Document Donation Day**, Sunday May 4<sup>th</sup>, 2-4pm

Library initiated internal and external PR sources; Kathy will send letter with copy of flyer to Novi News Editor; suggestion to send flyer to area churches for posting on their Bulletin Boards and email to NHC members for ongoing distribution; goal: annual Spring & Fall events.

2) 2015 Novi Historical Commission Calendar requires Kathy's review

**Note:** If Kathy is elected to State House, meeting date/time may require change.

**March Historical Conference:** Tammy reported that program selection was conflicting because of the excellent quality of their content; it was a good source for future NHC program speakers; "Detroit Elders Project" represented ancestors who have passed; NHC members discussed Library's list of locally published authors whose books, tapes, etc. are retained by the library as possible future speakers; Betty told members, library retention of these items is only 2 years, if *not* circulating.

**NHC Early Novi History Program of April 3rd:** Kathy Crawford, Roy Prentice and Kathy Mutch were presenters; John MacInnis and Kelly Sexton helped with refreshments which were part of the theme; good attendance; Betty reported on written evaluation comments which included continuation of localized programs, retain all of this programs speakers/good; responses to "How did you hear about program?" can vary. Betty also suggested NHC should identify someone for program planning.

**Volunteer Appreciation Dinner:** NHC reported excellent meal and entertainment; Comments on the Veteran recognition were most favorable.

**Motor Cities Markers:** Presentation to City Council is scheduled for April 22, 2014; Kathy will not be able to attend and requested NHC members to attend.

**Note:** Discussion on book, *A Purse of Her Own*, author as future speaker; author is involved in Michigan state-wide dedication of historical markers.

**Novi History Cabinet:** Roy Prentice, absent

**Novi Historical Commission**

**April 16, 2014 Minutes continued**

**Oral History Project:** completion of 1 taped interview; ongoing process; Lee Begole has been contacted, interview date TBD; Kathy suggested interview with Caroline Giese, Novi volunteer, who will be 100 this year.

**Note:** Betty reminded members that all gifts, interviews, photos, scanning, voice or likeness legally require completion of *Deed of Gift form. This form will only be given out by Betty Lang.*

**City Council Thank You to Tom Lazlo:** Kathy asked NHC members to attend May 12th; Kathy and Betty will identify photos to copy and place in a gift presentation album.

**Future NHC Programs:** Kathy stated attendees' expectation, an established format – themed refreshments, door prizes, program evaluations - are all part of an attendee's experience; consistency and quality speakers add value; discussion on the focus of future programs – history of Novi; Kathy provided a handout with a list of potential topics; Toni will email to all members a listings received from Roy; Toni will present Fall program on Novi Commerce with 50 years or more; Kathy will send copies of ads from old cookbook; date and catchy title/TBD pending review of Calendar.

**Note:** Kathy said that an obituary on Frank Stevens was in April 13<sup>th</sup> Sunday Detroit News; Mr. Stevens owned the Novi water tower and related property.

**Novi Cable Spots:** Kathy asked all members to provide a catchy/memorable word or phrase for a "Little Know Fact" segment that will be presented on Novi Cable TV; i.e. nugget, snippet

**Note:** After review of *Engage*, Toni found the word "nugget" printed and used; i.e. Fiscal Nugget.

**Novi Power Point Presentation:** Goal to build awareness of Novi's history with Novi school children; use Roy and Kathy Mutch's power points and future presentation for these road trips.

**Upcoming Library Programs:** Betty provided copies of program flyers.

**History Room Volunteers:** May schedule is complete; June, July, August – History room is closed; availability to resident upon request and handled by library staff.

**Scanning Training:** feedback/good; Betty reminded members of tutorials available on computers; Kathy requested training; April 24<sup>th</sup> at 1:30pm scheduled for 2<sup>nd</sup> session.

**New/Other Business:** Donna & Larry's Flower shop is actually in Northville, not Novi.

**Adjournment:** 3:45 PM

**Student Representative Report:**

By: Ziyang Huang and Ruchira Ankireddgari

Teen Space was held 20 times with 657 total attendees, averaging 33 attendees per session. Nine board members attended the TAB meeting, and we had 4 volunteers who helped with various programs and projects at the Library this month.

New officers were elected:

President: Ziyang Huang

Vice President: Yong Huang

Secretary: Cindy Huang

The Teen Book Club had 7 attend their meeting on May 17.

14 teens attended the ever-helpful WOW Writing Workshop.

Upcoming Events:

Summer Reading Program!

Volunteer orientation, June 2 and 4

Tie-Dye Day: June 17



# Board & Administrator

FOR BOARD MEMBERS

June 2014 Vol. 30, No. 10

Editor: Jeff Stratton

## Board clout doesn't give trustee authority to direct staff hiring

It's never good governance behavior for a board member to twist the executive director's arm so that he will do a favor for his friends or family. Here's an example:

The head of the Lackawanna County Housing Authority said former board Chairman Patrick "Nibs" Loughney ordered him to hire his son two years ago despite an attorney's advice that it would be a conflict of interest, *thetimes-tribune.com* reported.

Executive Director James Dartt said Loughney, the mayor of Dunmore who was board vice chairman at the time, also directed him not to tell other authority board members about the hire, *thetimes-tribune.com* reported.

"In hindsight, I should not have succumbed to the pressure, and I should have informed the board," Dartt said.

An audit report hammered the authority over the hiring of Loughney's son and other areas of

noncompliance with U.S. Department of Housing and Urban Development requirements, *thetimes-tribune.com* reported.

Somebody you know will always need a job. But using your board position to pressure nonprofit staff is a potential minefield for board members. Does any board member really want to put agency funding at risk because Uncle Ed's son needs work?

Here's what the board needs to do to prevent this from occurring: First, understand that the board's authority comes from its collective action and put policy language in place that clearly states no individual board member has the authority to direct the administrator to do anything. Then, have a sound board member conflict of interest policy. Annually, have the board's chair lead a review of the policy and ask board members to sign the policy again. This way, the board's stand against conflicts of interest will remain fresh in the minds of board members. ■

## Try this easy fundraising strategy for board members

In the *Insightnews.com* article "FUNdraising Good Times: Six Things You Can Do as a Board Member," authors Mel and Pearl Shaw recommend reaching out to your supporters and inviting them on a personal tour of the organization with a board member.

According to the article, board members should do the following: "Invite a potential supporter to

visit the organization's facilities and observe its programs. Agree on a date and time to meet at the nonprofit and tour together. Request that a staff member join you—one who can share information and answer questions."

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



## Define “functions” of the executive director to clarify responsibilities

The executive director runs the daily operations of the nonprofit. These daily operations typically include management of programs, maintenance, supervision, fundraising and personnel.

Always, the executive director is subject to the board's policies and direction.

These are nice “big picture” explanations of what the administrator does, but it's not uncommon for board members to have specific questions about the actual decisions the executive director makes while running the organization.

A board can help itself and strengthen its relationship with the executive director if it defines the administrator's functions more precisely. Here is an example:

1. The executive has the authority to carry out the board's policies.

2. The executive has the authority to establish administrative procedures necessary to direct the nonprofit's daily affairs.

3. The executive hires, supervises, evaluates and, if required, terminates all staff positions.

4. The executive approves contracts for \$20,000 or less. (The dollar figure in this example is one the board and administrator should come to agreement on.)

5. The executive establishes program fees within the policies established by the board.

6. The executive approves staff goals and objectives consistent with the organization's goals and objectives as approved by the board.

7. The executive recommends the membership of advisory committees and committee membership of the board. ■

### Successful board self-evaluation begins with strong leadership

Not many boards (only 43% of *Board & Administrator* subscribers) evaluate their performance annually. For an annual board self-evaluation to take place, support for the activity must be strong from the board's chairman.

The board chairman must act as the board's advocate in order for a self-evaluation to pay off. The chair must buy into the need and reasons for conducting a board self-evaluation and communicate this to other members. ■

## Boards have questions about staff, find answers on the Hotline

Board members have reached out to me lately via the Hotline (515.963.7972) with several questions about their relationship to the organization's staff. Here's a quick question-and-answer recap of issues other boards are wrestling with.

**Question:** “How can board members know what's going on with staff if we don't interact with employees?”

**Answer:** You do work with the organization's staff through your executive director. Ask your administrator to have staff members attend each board meeting to explain their programs and answer board questions about accomplishments.

**Question:** “Shouldn't employees be surveyed about the administrator as part of the board's per-

formance evaluation of the executive director? This would help the board gather a fuller picture of the executive director's performance.”

**Answer:** No. The board hires the executive director and has full responsibility for the evaluation. It is incredibly difficult for staffers to remain objective when evaluating their boss.

**Question:** “What part should the board play in hiring staff?”

**Answer:** The board hires the best person possible to manage the day-to-day affairs of the organization. Then, the board delegates the management function—including hiring employees—to the executive director. The board should not interview staff members or evaluate them. Those jobs belong to the executive director. ■

## School's out but don't let reading stop

**S**chool's out! We started last September and now - 179 school days, five snow days and several memories later - it is over, June 12 - the last day of the 2013-14 school year.

When I was a child, I looked forward to summer. It was a chance to experience things that I could not experience during the school year. My family toured the West, pulling a small camping trailer one year. We rode a train through Mexico to visit the beaches on the Gulf of Mexico. We went to Disneyland. We saw the Houston Astros play in the Astrodome in Houston.

But more importantly,

my mother took my sister and me to the library every week. We would go for the weekly library program. Then we would get to check out books. I loved visiting the library every week during the summer.

Summer is a time that can take a toll on academic achievement. Many researchers have studied the "summer slump." Richard Allington, a reading researcher, suggests that young readers, unless they continue to practice their skills can actually lose ability in the summer. By the end of sixth grade, this accumulated loss during the summer can actually create a reader who is up to 18 months behind where they should be.

Why? Some young readers never get the chance to practice in the summer. Young children are so busy that we forget to encourage them to read.

The Kaiser Family

Foundation says that on any given day, 30 percent of all children will play a video game, spending just over an hour engaged with the game. While video games may have a purpose, they are not meant to help develop readers and writers.

Jim Trelease, an advocate of reading aloud to children, advocates getting books into the hands of students during the summer. This is especially important for students from preschool through eighth grade.

If we value education, then it is important for us to help our children continue to learn during the summer. While summer is meant to be relaxing and enjoyable, it is also important for us to encourage the students we know to read.

I would ask that you check out the Novi Public Library this summer. The Novi Public Library and

### Walled Lake summer food program

The Walled Lake Consolidated School District announces the sponsorship of the Summer Food Service Program for Children. Free meals will be made available to children 18 years and under or persons up to age 26 who are enrolled in an educational program for the mentally or physically disabled that is recognized by a state or local public educational agency. The meals will be provided without regard to race, color, national origin, age, sex or disability and there will be no discrimination in the course of the meal service.

Meals will be provided at Walled Lake Community Education Center, 615 N. Pontiac Trail. Breakfast will be served 8:30-9 a.m. and lunch from 11 a.m. to 1:15 p.m. Monday through Friday from June 23 through Aug. 22.

Contact the food service office at 248-956-3082 for more information.

### Novi Northville Montessori Center enrollment

Novi Northville Montessori Center is accepting applications for 2014-15 enrollment. Classroom Tours will be 9:30-10:30 a.m. Wednesday, June 18 and 25 and July 9 and 23.

Children must be 2 1/2 years old / 30



Steve  
Matthews  
SUPER  
TALK



# Palooza celebrates learning

By **Lonnie Huhman**  
Staff Writer

Novi Community Schools held its first Project Palooza to showcase 16 project-based learning units from first to seventh grade to celebrate this new district initiative.

Held at the Novi Public Library, the event was well-attended by parents, families, school staff and friends.

Project-based learning specialist Myla Lee introduced the students and teachers who spent the school year developing, creating and presenting a variety of projects.

"We celebrate their learning and teaching," Lee said.

The projects were truly diverse.

Parkview Elementary second-graders talked about their social studies class project, "Diggin' Digital Citizenship," which had a goal of making them better users of computers and the Internet.

Seventh-graders had a project presented by student Mitch Galecka called "Tech It Out," which



Novi Middle School seventh-grader Mitch Galecka stands in front of the group project he worked on as part of the school district's project-based learning initiative. **LONNIE HUHMAN**

explored the different technologies that could be used to promote learning in the classroom.

For Galecka, PBL was a resounding success this year.

"I think it's a really cool idea," he said. "It really gave us a chance to explore ideas, do research and create a group project ourselves. I definitely learned from it."

With help from the Novi Education Foundation, project-based

learning was introduced to the district with the help of a cohort of teachers. Lee said PBL is a meaningful methodology and framework that addresses all areas of the district's mission, specifically social justice, career and college readiness and writing across the curriculum.

Students gained knowledge and skills by working for an extended period of time to investigate and respond to a complex question or challenge. Teams of students formed to tackle a project and answer their driving question.

A big part of PBL, which was on full display at the Palooza, is public speaking. All the students presented their work to a big group of adults inside the library meeting room.

Their parents were impressed. "It's done so much for my daughter," Novi parent Julie Ma-day said of PBL. "She really wants to learn and is excited about doing it this way."

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## Mission Six.

Under the eye of director Marilee Dechart, the chorus is preparing to hit the stage as a group for the first time in its show "Music! Music! Music!," a collection of songs and dances from the 1950s. Beyond Belief rehearses at 1:30 p.m. each Tuesday and Friday at the Novi United Methodist Church.

In partnership with the Novi Community School District and Novi Community Education, the show will be brought to the Novi Middle School Auditorium at 1:30 p.m. Aug. 18-19.

Tickets will be available beginning June 16, for \$10 in advance and \$13 at the door. Tickets will also be available by calling 248-991-0175. For more information, visit Mission Six's website at [www.mission6.org](http://www.mission6.org).

A new chorus of older adults is working to bring music and entertainment to senior communities across metro Detroit.

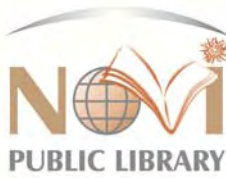
The Beyond Belief Senior Chorus is composed of 40 close-knit members from Oakland and Wayne counties ranging in age from 55 to 100 years old.

The chorus was established under the Mission Six Foundation in 2014 to bring music to older adults and senior communities which otherwise might have limited interaction with music and the performing arts. Since its inception, the group has traveled to independent living facilities and nursing homes.

"What this chorus proves on a daily basis is that no one is too old, too feeble or too disabled to share in the joy of music," said Aaron Martinez, executive director of

## Goodbye gift

## Livonia Public Schools



Library Board Calendar

2014

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

2015

January 1	Holiday – New Year’s Day, Library Closed
January 21	Library Board Regular Meeting
February	Budget Planning Session, TBD
February 18	Library Board Regular Meeting
March	Budget Planning Session, TBD
March 18	Library Board Regular Meeting

Friends Board Meeting meets the second Wednesday of the month, 7 p.m.  
Historical Commission meets the fourth Wednesday of the month, 2 p.m.

The Friends Board Meetings and Historical Commission Meetings are held at the Novi Public Library.