

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, October 23, 2013
at 7:00 p.m.
Novi Public Library
45255 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
 - A. Fire up Fest Thank You from Greg Morris, Recreation Supervisor – September 17, 2013 12
 - B. Thank you from National Women’s Book Association – October 10, 2013.....14
6. Presentation
7. Public Comment
8. President’s Report
 - A. Library Goals document 2013-2014 15
9. Treasurer’s Report
 - A. Library Budget 2013-2014 18
 - B. Library Financials and Walker Fund N/A
 - C. Library cafe revenue report – due 15th of the month – September 2013..... N/A
10. Director’s Report.....20
 - A. Policy P6: Information and Reference Services (revision).....22
11. Additional Reports
 - A. Public Services Report23
 - B. Building Operations Report.....25
 - C. Library Usage Statistics – September 2013.....26
12. Friends of Novi Library Report
 - A. Minutes – September 11, 2013, DRAFT.....33
12. Student Representatives’ Report 35
13. Historical Commission Report..... 36
14. Committee Reports
 - A. Policy Committee (Margolis, Teasdale, Kilgore – chair)
 - B. HR Committee (Kilgore, Verma – chair)
 - C. Finance Committee (Czekaj, Teasdale, Margolis – chair)
 - D. Fundraising Committee (Sturing, Mena – chair)
 - E. Strategic Planning Committee (Kilgore, Sturing, Mena- chair)
 - F. Building/Landscape Committee (Kilgore, Margolis, Czekaj – chair)

15. Public Comment

16. Matters for Board Action

 A. Policy 6: Information and Reference Services (revised).....22

17. Adjourn

 Consent Agenda:

 1. Approval of Claims and Warrants L511.....3

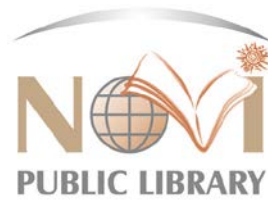
 2. Approval of Regular Meeting Minutes – September 18, 2013 5

 Supplemental Information

- Bits and Pieces, October 201338
- Novi News: Authors Celebrate Reading at Novi Library Oct. 9, October 3, 2013.....39
- Board and Administration, October 2013.....40
- Library Board Calendar 42

 Future Events:

- Authors LIVE Luncheon in partnership with Fox Run of Novi, Sponsored by Friends of the Novi Public Library – Tuesday, October 22, 2013 at 12:00pm at Fox Run
- Community Reads Author Event featuring Mark Binelli – Thursday, November 14th at 7:00pm at Novi Library



Inform. Inspire. Include.

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

<http://www.novilibrary.org>

Warrant 511		October 2013	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 362.03
U.S. Postal Service	Postage permit yrly fee	268-000.00-728.000	\$ 200.00
CDW-G		268-000.00-734.000	\$ 849.88
Evanced Solutions, LLC	11/1/13-10/31/14	268-000.00-734.000	\$ 4,677.75
Municipal Web Services	August, 2013	268-000.00-734.000	\$ 487.50
Amazon.com		268-000.00-734.500	\$ 187.96
Demco		268-000.00-740.000	\$ 111.89
Global Office Solutions		268-000.00-740.000	\$ 341.44
Hanover Technical Sales, Inc.		268-000.00-740.000	\$ 1,512.80
Library Design Associates, Inc.	book trucks(6)	268-000.00-740.000	\$ 2,002.40
Midwest Tape		268-000.00-740.000	\$ 5.98
Sam's Club		268-000.00-740.000	\$ 56.30
Lands' End		268-000.00-741.000	\$ 60.95
Amazon.com		268-000.00-742.000	\$ 191.20
American Library Association		268-000.00-742.000	\$ 53.96
Brodart Co.		268-000.00-742.000	\$ 5,705.43
Center Point Large Print		268-000.00-742.000	\$ 300.78
collection HQ	ann sub	268-000.00-742.000	\$ 9,775.00
DK Agencies, Ltd.		268-000.00-742.000	\$ 367.50
Gale/Cengage		268-000.00-742.000	\$ 988.43
Michigan Chamber Services		268-000.00-742.000	\$ 107.50
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 563.82
Berkley Public Library		268-000.00-742.100	\$ 25.00
Capital Area District Library		268-000.00-742.100	\$ 20.99
Livonia Civic Center Library		268-000.00-742.100	\$ 16.00
Melvindale Public Library		268-000.00-742.100	\$ 25.00
Milford Public Library		268-000.00-742.100	\$ 14.95
Northville District Library		268-000.00-742.100	\$ 27.00
Oak Park Public Library		268-000.00-742.100	\$ 14.99
Trenton Veterans Memorial Library		268-000.00-742.100	\$ 8.99
Midwest Tape		268-000.00-744.000	\$ 708.02
OverDrive		268-000.00-744.000	\$ 1,862.12
Amazon.com		268-000.00-745.200	\$ 99.04
Midwest Tape		268-000.00-745.200	\$ 3,236.74
Bright House	September	268-000.00-801.925	\$ 82.02
Providence Occupational Health Partners		268-000.00-804.000	\$ 107.80
Experts Exchange, LLC	1yr membership	268-000.00-809.000	\$ 99.95
Michigan Library Association	Hathaway	268-000.00-809.000	\$ 85.00
Novi Rotary	Farkas; Fall 2013	268-000.00-809.000	\$ 190.00
Kristel Group, Inc.	August	268-000.00-817.000	\$ 2,480.00
TelNet Worldwide		268-000.00-851.000	\$ 1,322.31
Verizon Wireless	7/29-8/28/13	268-000.00-851.000	\$ 381.69
Alex Delvecchio Ent, LLC		268-000.00-880.000	\$ 242.29
Engraving Connection		268-000.00-880.000	\$ 110.04
Global Office Solutions		268-000.00-880.000	\$ 248.73

Warrant 511		October 2013	
Payable to	Invoice #	Account number	Account total
Patch		268-000.00-880.000	\$ 78.36
YP		268-000.00-880.000	\$ 60.48
Carpenter, Suzanne	Snack Tales	268-000.00-880.268	\$ 62.92
City of Novi	Fire Up Fest 2013	268-000.00-880.268	\$ 250.00
Mutch, Kathleen	October Ad Writing	268-000.00-880.268	\$ 100.00
Oriental Trading Company, Inc.		268-000.00-880.268	\$ 29.49
Accuform	Engage 15 pgs@418.40	268-000.00-900.000	\$ 6,276.00
Konica Minolta		268-000.00-900.000	\$ 1,179.08
Consumers Energy	8/9-9/10/13	268-000.00-921.000	\$ 160.41
DTE Energy	7/25-8/25/13	268-000.00-922.000	\$ 9,338.96
Allied Waste	Jul-13	268-000.00-934.000	\$ 178.16
Aero Filter, Inc.		268-000.00-934.000	\$ 2,236.14
Champion America	crosswalk signs	268-000.00-934.000	\$ 201.67
Cintas		268-000.00-934.000	\$ 607.45
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 425.00
Grainger		268-000.00-934.000	\$ 95.00
Home Depot		268-000.00-934.000	\$ 222.69
Signs by Tomorrow		268-000.00-934.000	\$ 25.00
Touch of Tropics, Inc.	August	268-000.00-934.000	\$ 55.00
Voss Lighting		268-000.00-934.000	\$ 285.20
Brien's Services, Inc.		268-000.00-941.000	\$ 2,170.00
C&J Parking Lot Sweeping, Inc.	September 15, 2013	268-000.00-941.000	\$ 55.00
Michigan Automatic Sprinkler, Inc.		268-000.00-941.000	\$ 20.70
Konica Minolta Premier Finance		268-000.00-942.000	\$ 286.66
Corrigan Record Storage		268-000.00-942.100	\$ 19.24
Chamber	Farkas;9/26/13	268-000.00-956.000	\$ 25.00
Farkas, Julie		268-000.00-956.000	\$ 46.19
Michiganass	MAME Conf;LaBenne	268-000.00-956.000	\$ 175.00
Mulcrone, Mary Ellen		268-000.00-956.000	\$ 86.25
Mutch, Kathleen	staff in-serv	268-000.00-956.000	\$ 100.00
National Seminars Training	Teagan	268-000.00-956.000	\$ 129.00
Radisson Hotel Lansing	MLA Conf 10/15-18/13	268-000.00-956.000	\$ (131.25)
Steve & Rocky's	Staff Star Recog	268-000.00-956.000	\$ 356.25
Storch, Mary		268-000.00-956.000	\$ 76.28
The Library Network	Director's Book Cl;Farkas	268-000.00-956.000	\$ 20.00
US Airways	Author Live; 10/22/13	268-000.00-956.000	\$ 476.60
Petty Cash (Postage)		268-000.00-728.000	\$ 5.67
Petty Cash (Mileage)		268-000.00-862.000	\$ 18.08
Petty Cash (Programming)		268-000.00-880.268	\$ 23.18
Petty Cash (Building Maintenance)		268-000.00-934.000	\$ 12.00
TOTAL			\$ 66,156.03



CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
Sept. 18, 2013

DRAFT

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

Library Board

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

Absent and Excused

Larry Kilgore, Board Member
David Margolis, Board Member

Student Representatives

Jessica Mathew

Absent and Excused

Ziyang Huang

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant

Guest

Victor Cardenas, Assistant City Manager

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

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

3. **Approval and Overview of Agenda**

A motion was made to approve the September 18, 2013 Agenda as presented.

1st – Ramesh Verma

2nd – Larry Czekaj

The motion passed unanimously.

4. **Consent Agenda**

It was noted that Trustee Ramesh Verma was present at the August 21, 2013 Library Board meeting, but was not listed on the roll call. It was also noted that Trustee Larry Czekaj, who was absent at the August 21, 2013 Library Board meeting, was listed as being both present and absent.

Trustee Larry Czekaj requested Director, Julie Farkas to expand upon the two charges to Brodart and Brainfuse listed in Warrant 510.

Director, Julie Farkas explained that Brainfuse is the homework help data base that the Library provides for school tutoring and writing lab, and is an annual cost. Brodart is also a onetime charge, and that the Library is on a cycle to pay for data bases early on in the fiscal year.

A motion was made to approve the September 18, 2013 Consent Agenda with the changes noted on the Minutes of the August 21, 2013 Library Board meeting.

1st – Willy Mena

2nd – Scott Teasdale

The motion was passed unanimously.

5. **Correspondence**

There was no correspondence.

6. **Presentation**

A. **Victor Cardenas, Assistant City Manager – Library Financials**

Assistant City Manager, Victor Cardenas, who is currently serving as Interim Financial Director for the City of Novi, was asked by Library Director, Julie Farkas, to speak to the Library Board on the status of the Library's Financials.

Assistant City Manager, Victor Cardenas, reported that, with the recent resignation of the previous Finance Director, and the retirement of a thirty year employee in the Finance Department, the City has been working diligently with the assistance of Plante Moran to get the preparation done for the City wide audit, which includes the Library. Therefore, the financial numbers presented in the September 18, 2013 Library Board Packet are unaudited numbers. The Auditors from AHP will begin their annual review at the end of September, and should complete their report by December 2013. The Library has a healthy Fund Balance, due to the tax money that came in early in the budget year, so the Library is still in good shape. The City hopes to have more firm numbers at the end of the month, and to have an Investment Report for the Library by October.

Library Board Treasurer, Larry Czekaj, stated that with the changes occurring in the Finance Department at the City, he would like to move forward, with the Boards indulgence, and do a more extensive quarterly report on Library finances, rather than the monthly reports that don't show much change. Trustee Czekaj would like to continue receiving the monthly statement from the City, but thinks that a quarterly report would be more meaningful. The hope is that by the October meeting, the Library will have the audited numbers from the City.

Director, Julie Farkas requested that Assistant City Manager, Victor Cardenas, give her some direction as to when the Library could send out an Annual Report on the Library's financials and accomplishments to the public. Director, Julie Farkas, stated that typically a letter that includes the financial report is sent out in October to give the patrons, supporters, and sponsors an opportunity to make a donation before December. Assistant City Manager, Victor Cardenas will talk with the Auditors to see how quickly they can get the numbers back to Julie. Director Farkas' alternate plan would be to give the Report a new look that would just highlight Library Programs and wait for the audited numbers before sending them out to the public.

7. Public Comment

There was no public comment.

8. President's Report

A. Library Goals Document 2013-2014

The 2013-2014 Goals document is located on pages 13-17 of the September 18, 2013 Library Board Packet. Highlights include:

- Received a display with pamphlets and information from Oakland County Service for visually impaired to put out to the public. The Library is trying to make a better connection with the visually impaired.
- Scheduled first meeting, and a calendar for regular meetings, for Older Adults Advisory Board. Two liaisons from the Library will work with Older Adult Services to find out what older adults are looking for from the Novi Community and the Library.
- Two staff members attended a Social Justice Workshop through the Novi School district. The Library continues to partner with the Novi School District by being an information spot for Social Justice materials.
- Created a library Link Account and created three link videos for social media. Continuing to make a marketing presence in the Community.
- Created group a Group Study Survey for study room issues. The survey researches how the room is used, the amount of time needed in a room and the possibilities for designated hours and reservations.
- Library app has gone live, with a special section on library artwork.

9. Treasurer's Report

A. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the September 18, 2013 Library Board Packet on pages 18-19.

B. Library Financial Statements – as of August 31, 2013

The Library Financials and the Walker Fund Reports ending August 31, 2013 are included in the September 18, 2013 Library Board Packet on pages 20-27.

Treasurer, Larry Czekaj reported that thus far the spending through August was what anticipated vis-à-vis the budget. Revenues are way down because a significant portion of our revenues is the real estate tax revenues. Most of that is generated through the summer tax bill, and the numbers are still filtering through.

10. Director's Report

A Year in Review/Annual Report 2012-2013

Director, Julie Farkas will move forward in October with a Year in Review report for Library supporters, and hold off on the Annual Report until the City of Novi financial audit is completed. The Annual Report will be posted on the Library's website after the numbers are confirmed.

Affordable Care Act and Novi Library

The opportunity to apply for medical care begins October 1, 2013 and runs through March. The Library will provide computers for patrons who want to fill out the forms and register. Julie and several Librarians attended a three hour course to learn about the Act, and what would be expected from the Library and the Librarians.

City of Novi's Annual Leadership in- Service – September 13, 2013

Director, Julie Farkas, and members of the Management Team were invited by the City of Novi to take part in the City of Novi's Annual Leadership retreat. This was a great way for the Library to connect with

the City employees and share programs and services. Director Farkas thanked the City for the opportunity.

A. Teen Space Final Report 2012-2013

The final report on Novi Public Library Teen Space is included in the September 18, 2013 Library Board Packet on pages 29-30.

With the start of the new school year, Teen Space has been an amazing success. The Space is attracting more student this year than it did last year.

B. Geek Campaign Final Report 2012-2013

The final report on the Geek Campaign is included in the September 18, 2013 Library Board Packet on pages 31-35.

Over four hundred people participated in the Campaign, by sharing their interests and hobbies. This information will help to bring some unique library programming to the community.

C. Social Media Policy – 2nd Draft Reading

The Social Media Policy -2nd Draft Reading is included in the September 18, 2013 Library Board Packet on pages 49-50.

The Policy will be discussed in detail under **item #17A, Matters for Board Action.**

D. Memorandum of Shared Understanding with the Friends of the Novi Library

The Memorandum of Shared Understanding is included in the September 18, 2013 Library Board Packet on page 51.

There were no changes to the actual contract that was presented to the Library Board last year. The Friends are bringing it back for the 2013-2014 year for Library Board approval and signatures. The Memorandum of Shared Understanding will be brought up for discussion under **item #17A, Matter for Board Action.**

11. Additional Reports

A. Public Services Report

The Public Services Report is included on pages 36-37 of the September 18, 2013 Library Board Packet.

B. Building Operations Report

The Building Operations Report is included on page 38 of the September 18, 2013 Library Board Packet.

Portions of the Building Operations Report will be discussed under **Committee Reports, item #15F Building/Landscape Committee.**

C. Library Usage Statics – August 2013

The August statistics are included on pages 42-48 of the September 18, 2013 Library Board Packet. Highlights include:

- 437 Library cards Issued
- 73,040 items checked out
- Number of items borrowed from TLN – 4,387
- Number of items borrowed from MEL – 53
- Number of items loaned through TLN – 4,892
- Number of items loaned through MEL – 114
- Read Box – Adult 23; Youth 65
- 61.95% of all items checked out were completed on self-checkout stations
- Total circulation 73,040
- Daily average people using the Library was 1,249
- Early Literacy workstation usage 1,051
- Daily average Computer Logins 1,065
- Technology Sessions 16 with 28 participants
- Check-outs Freegal 1,495; Overdrive 3,520; Zinio 563

- Charging Station Usage 8
- Meeting Room Rentals 41

12. Friends of Novi Library Report

- A. No Meeting in August.**
There was no report provided.

13. Student Representatives' Report

The Student Representatives' Report is included on page 52 of the September 18, 2013 Library Board Packet. Highlights of the report include:

- Summer Reading Program Finale was held at Paradise Park on August 6th with 150 tweens and teens in attendance.
- There was a total of 606 5th through 12th graders registered for the Summer Reading Program.
- There were a total of 110 Volunteers helping with the Summer Reading Program.
- Thank you to the Library for the Intern opportunity.
- Teen Space is Monday through Friday from 2:00pm to 5:00pm.
- College Planning and strategies will be held on Tuesday, September 24th from 7:00 pm to 9:00 pm.

14. Historical Commission

A. Novi Historical Commission Accomplishments 2012-2013

The Novi Historical Commissions' Accomplishments for 2012-2013 is included in the September 18, 2013 Library Board Packet on page 53.

In order to give the Historical Commission more recognition in the Community for their programming, the Library, with the help of the City, is working on a promotional brochure for the Commission. The brochure will feature the purpose of the Commission, its value in the Community, and their accomplishments.

15. Committee Reports

A. Policy Committee (Margolis, Teasdale, Kilgore – chair)

There was no report provided.

B. HR Committee (Kilgore, Verma – chair)

There was no report provided.

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

There was no report provided.

D. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

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

There was no report provided.

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

1. September 4, 2013: Committee Meeting – See Minutes Included

The minutes of the September 4, 2013 Building/Landscape Committee are included in the September 18, 2013 Library Board Packet on pages 39-41.

Bids are in place for HVAC filters and an ongoing maintenance program. Because of the range of differences in the maintenance contracts, there is still an issue as to what is really needed. The Committee is looking to finalize the bids and then expand on what services are offered. The process is still ongoing in flushing out what is needed and what is not.

In our Annual inspection with the Fire Marshall, there were some irregularities with the operation of some of the lighting systems. The Fire Marshall passed our inspection with the understanding that the problems would be isolated and remedied. The Committee has contacted the Dailey Company, who was the original contractor for the building, to see if

they had experienced the same type of problem with the exact type of unit in any of their other buildings. The Committee is waiting for feedback from the Dailey Company before moving forward. The Committee has several other bids pending.

An indigenous species was found growing among the landscaping, and if left unchecked, would become serious. Two treatments were scheduled with the landscaping company to eradicate the weed, but the weed came back, and an additional treatment was applied at no extra cost to the Library. This was something that was not budgeted for, so it will be an additional cost somewhere in the future.

To alleviate the confusion and congestion for patrons entering and leaving the Library parking lot, a letter was sent to the City requesting additional signage directing the public to the entrance on Wildcat Drive. The City proposed putting yellow striping on the drive with in and out arrows on the pavement. It is hoped that the in and out arrows will eliminate the third lane that is being created by the public.

16. Public Comment

There was no public comment.

17. Matters for Board Action

A. Social Media Policy – 2nd Draft Reading

The Social Media Policy is included in the September 18, 2013 Library Board Packet on pages 49-50.

This Policy was looked at last month, and the Board was generally pleased with it at that time. Since there were no changes from last month's reading, Library Board President, Mark Sturing asked for a motion to adopt the Policy.

A motion was made to adopt the Policy as proposed.

1st – Willy Mena

2nd – Scott Teasdale

Before voting to adopt this Policy as presented, Trustee Larry Czekaj wanted to know who was expected to read this Policy.

Director, Julie Farkas said it would be posted for staff and the patrons of all ages, so if we have a situation, this Policy would be in place to use as a guideline.

Trustee Mena was not sure how this Policy would apply to Patrons.

Director, Julie Farkas said if a Patron made comments on the Library Facebook that was abusive or off topic, the Library could remove the comment.

Trustee Larry Czekaj said that younger people may not understand what "act professionally" means and would like to change the word "professionally" to "responsibly".

President, Mark Sturing asked Trustee Czekaj if he would like to propose changing the word "professionally" to the word "responsibly" in an amendment to the Policy.

Trustee Larry Czekaj proposed changing the word, in the third paragraph down, from "professionally" to "responsibly".

The mover of the Policy was asked by Library Board President, Mark Sturing, if the amendment to the Policy is accepted.

The amendment to the Policy was accepted by the mover, and President, Mark Sturing called for a vote on the amendment to the Policy.

The amendment to the proposed Policy passed unanimously.
President, Mark Sturing called for a vote to adopt the Policy with the amendment as stated previously.

The Policy as amended passed unanimously.

B. Approval of the Memorandum of Shared Understanding with the Friends of the Novi Library

The Memorandum of Shared Understanding with the Friends of the Novi Library is included in the September 18, 2013 Library Board Packet on page 51.

No changes were made to the document from the previous year.

A motion was made to adopt the Memorandum of Shared Understanding with the Friends of the Novi Library as presented.

1st – Larry Czekaj
2nd – Ramesh Verma

The motion passed unanimously.

18. Adjourn

A motion was made to adjourn the meeting at 8:05 p.m.

1st – Larry Czekaj
2nd – Willy Mena

The motion passed unanimously.

Scott Teasdale, Secretary

Date



Date: 9/17/13
To: Novi Public Library
From: Greg Morris, Recreation Supervisor
Novi Parks, Recreation and Cultural Services
RE: Thank you!

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Terry K. Margolis

Andrew Mutch

Justin Fischer

Wayne Wrobel

Laura Marie Casey

City Manager
Clay J. Pearson

**Parks, Recreation &
Cultural Services Director**
Jason S. Mangum

Dear April,

On behalf of the City of Novi, I would like to thank you and your staff for contributing to the 2013 Fireup Fest program. Your contributions helped to make it a very successful event! Weather was a factor as it was cold, but the event still had 782 students attend. By giving us \$250 towards inflatables, it really enhanced the event. The students were really excited about the fact they got to sign up for prizes at your table, and the flashlights were great too! We hope you will be a part of this event next year as well as we will take it to the next level! Also, if you have comments on how the event can benefit Novi Public Library better, feel free to call me at 248-735-5646. We have also included a certificate of appreciation as well. Thank you and we will see you again soon.

Sincerely,

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

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

cityofnovi.org




City of Novi Parks, Recreation
and Cultural Services

honors

Novi Public Library

Thank you for your
participation in our 7th annual
Fireup Fest event





Greg Morris



9/13/13

Fireup Fest

Date

Event



October 10, 2013:

Julie:

It was a pleasure-filled event and Novi really pulled out the stops to make it so!

A couple of photos are attached for your PR...next year at Novi (if ok) we will need to pull together on the advance marketing to make it even bigger!

The coffee in the meeting room was a lovely touch! Thank you for driving the two guys back, too...I had absolutely no adrenaline left!

Tell Gary in the Café that his egg salad was a HUGE hit. Everything was good, tasty, fresh and nicely laid out. Your staff for room setup and the info desk staff were especially helpful for the evening, and it was a pleasure to meet so many of your professional staff--you are certainly lucky in that arena!

Annette and Charli Osborne, NRGM co-chairs

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.

Strategy:		Engage the Older Adult community in Library programs and services.	
Tactic	Owner	Status	Date
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)	2013/2014; 9/13
Strategy:		Increase/implement programming opportunities for each patron group.	
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 the Library and our language conversation groups; partnered with NCS D for Fire Up Fest.	Annually 9/13
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 th & 6 th gd. Spelling bee (77); Sesame Street Fair (120), Baby Time (51), Listen @ the Library (80), Sanders Confectionary program (65)	Annually; 7/13; 8/13, 9/13
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	Annually; 7/13; 9/13
Strategy:		Maintain current collections and services.	
Tactic	Owner	Status	Date
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	Annually; 7/13; 8/13; 9/13

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	9/13
Provide dedicated time for individuals and groups to receive assistance with e-readers and other devices	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	2013/2014; 9/13; 10/13
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 Center; reviewed history links for accuracy; all subject links are up on website, as well as list of upcoming programs	8/13; 9/13
Strategy:	Partner with the Novi Community School District.		
Tactic	Owner	Status	Date
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	Annually; 7/13; 9/13
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.			
Strategy:	Increase awareness of services, collections, programs and technology.		
Tactic	Owner	Status	Date
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 Link account, created 3 Link videos; CS started Tumblr blog	Annually; 9/13
Create one video/podcast per year for website about Library services	AD	Doing monthly Beyond Books taping	Annually; 8/13; 9/13
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	Annually; 9/13

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 nd floor ref desk to indicate when the local history room is open; on LCD screens	Annually; 9/13
Implement regular (weekly/monthly) Library columns in Novi News and Patch.com	AD	Press releases to Novi News and Novi Patch	Annually; 8/13; 9/13
Goal: Balance the needs of the community with fiscal responsibility.			
Strategy:		Consider adding new collections and services.	
Tactic	Owner	Status	Date
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
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	2013/2014; 7/13; 8/13; 9/13
Commit to offering Teen Space program annually	AD; IS	All four partners (NPL, NCSD, City Parks & Rec, Novi Youth Assistance) continuing for 2013/14	2013/2014
Investigate adding furniture to Teen Space	AD	Ping pong table added	2013/2014; 9/13
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:			
Tactic	Owner	Status	Date
Provide staff in-service days in November and June	AD	Staff committee planning November event	Annually; 10/13
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.			
Strategy:		Partner with City of Novi and Novi Community School District.	
Tactic	Owner	Status	Date
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	Annually; 9/13; 10/13

2013-2014 Budget 3/20/13		2012-2013 Approved	2012-2013 Year End	2013-2014 Approved	2014-2015 Projected	2015-2016 Projected
Revenues						
Account	Description					
403.000	Property Tax Revenue	2,219,000.00	2,279,000.00	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	20,000.00
657.000	Library book fines	57,000.00	67,000.00	68,500.00	68,500.00	68,500.00
658.000	State penal fines	65,500.00	74,540.59	76,000.00	77,500.00	79,000.00
664.000	Interest on Investments	25,000.00	25,000.00	25,000.00	25,700.00	26,500.00
664.500	Unrealized gain(loss) invest	0.00	13,247.00	0.00	0.00	0.00
665.000	Miscellaneous income	14,500.00	15,000.00	15,000.00	15,000.00	15,500.00
665.100	Copier	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
665.200	Electronic media	3,500.00	500.00	800.00	800.00	800.00
665.266	SRP T-shirt sales	150.00	0.00	0.00	0.00	0.00
665.267	Library Program - Book It	0.00	0.00	0.00	0.00	0.00
665.290	Library Fundraising Revenue	1,000.00	360.00	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	15,000.00
665.400	Gifts and donations	5,000.00	6,000.00	5,000.00	5,000.00	5,000.00
665.404	Novi Township Assessment	6,130.00	5,681.00	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	5,000.00
Total Revenue		2,433,780.00	2,528,828.59	2,493,600.00	2,569,900.00	2,642,800.00
		2012-2013 Approved	2012-2013 Year End	2013-2014 Approved	2014-2015 Projected	2015-2016 Projected
Expenditures						
Account	Description					
704.000	Permanent Salaries	898,000.00	898,000.00	943,600.00	958,600.00	973,600.00
705.000	Temporary Salaries	561,000.00	566,000.00	631,000.00	641,000.00	651,000.00
715.000	Social Security	111,000.00	112,000.00	120,000.00	122,400.00	124,300.00
716.000	Insurance	212,000.00	165,000.00	175,000.00	175,000.00	175,000.00
716.200	HSA	10,800.00	7,000.00	8,000.00	8,000.00	8,000.00
718.000	Pension DB	0.00	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	0.00
718.200	Pension - Defined Contribution	24,000.00	24,000.00	26,200.00	26,200.00	26,200.00
719.000	Unemployment Ins	2,000.00	0.00	2,000.00	2,000.00	2,000.00
720.000	Workers' Comp	2,500.00	3,000.00	5,300.00	5,300.00	5,300.00
Total Personnel Services		1,821,300.00	1,775,000.00	1,913,300.00	1,940,700.00	1,967,600.00
Supplies						
727.000	Office supplies	17,500.00	15,000.00	16,000.00	17,000.00	18,000.00
728.000	Postage	2,100.00	1,500.00	1,800.00	1,800.00	1,800.00
734.000	Computer software & licensing	73,000.00	73,000.00	88,000.00	88,000.00	88,000.00
734.500	Computer supplies equip	12,000.00	12,000.00	13,000.00	13,000.00	13,000.00
740.000	Operating supplies	31,700.00	29,000.00	33,200.00	34,800.00	36,500.00
740.200	Desks, chairs, cabinets, etc.	0.00	0.00	13,200.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00	300.00
Materials						
742.000	Books	190,000.00	190,000.00	220,500.00	220,500.00	220,500.00
742.100	Book Fines	500.00	700.00	700.00	700.00	700.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Periodicals	17,000.00	19,500.00	20,000.00	20,400.00	21,400.00
744.000	Audiovisual Materials	53,400.00	53,400.00	56,500.00	62,100.00	62,100.00

745.200	Electronic Media	43,200.00	43,200.00	55,700.00	61,200.00	61,200.00
745.300	Electronic Resources	44,800.00	44,800.00	60,000.00	60,000.00	60,000.00
Total Supplies & Materials		485,500.00	482,400.00	578,900.00	579,800.00	583,500.00
Services & Charges		2012-2013 Approved	2012-2013 Year End	2013-2014 Approved	2014-2015 Projected	2015-2016 Projected
Account	Description					
801.925	Public Information (cable)	950.00	800.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	2,500.00	3,600.00	3,500.00	3,500.00	3,500.00
803.000	Independent Audit	700.00	590.00	700.00	700.00	700.00
804.000	Medical Service	500.00	600.00	500.00	500.00	500.00
806.000	Legal Expenses	2,000.00	589.00	1,500.00	1,500.00	1,500.00
809.000	Memberships & Dues	5,000.00	5,000.00	5,500.00	5,500.00	5,500.00
816.000	Professional services	5,000.00	200.00	3,000.00	5,000.00	5,000.00
817.000	Custodial Services	36,000.00	30,000.00	37,200.00	36,000.00	36,000.00
818.000	TLN Central Services	6,000.00	5,000.00	5,000.00	5,500.00	6,000.00
851.000	Telephone	16,800.00	16,800.00	17,000.00	17,900.00	18,800.00
855.000	TLN Automation Services	64,400.00	62,000.00	63,900.00	66,500.00	68,100.00
862.000	Mileage	1,000.00	300.00	500.00	500.00	500.00
880.000	Community Promotion	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
880.267	Library Program - Book It	0.00	1,000.00	1,000.00	1,000.00	1,000.00
880.268	Programming	20,000.00	20,000.00	26,000.00	26,000.00	26,000.00
900.000	Design, Printing, Publishing	28,750.00	27,500.00	30,000.00	31,500.00	33,000.00
910.000	Property & Liability Insurance	13,300.00	12,684.00	12,800.00	13,000.00	13,200.00
921.000	Heat	16,000.00	16,000.00	17,500.00	17,500.00	17,500.00
922.000	Electricity	86,000.00	86,000.00	90,500.00	91,100.00	93,800.00
923.000	Water and Sewer	5,500.00	4,000.00	6,000.00	6,000.00	6,500.00
934.000	Building Maint.	48,500.00	48,500.00	55,500.00	55,500.00	57,000.00
935.000	Vehicle Maint.	2,000.00	1,000.00	1,500.00	1,500.00	1,500.00
941.000	Grounds Maint.	25,000.00	35,000.00	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	13,000.00
942.100	Records storage	200.00	100.00	100.00	100.00	100.00
956.000	Conferences & Workshops	12,500.00	11,500.00	15,500.00	15,500.00	15,500.00
Total Services & Charges		417,100.00	406,763.00	438,700.00	447,300.00	457,200.00
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	0.00
990.000	Furniture	0.00	0.00	8,800.00	0.00	0.00
962.000	Contingency	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay		0.00	0.00	43,800.00	73,600.00	73,600.00
Total Expenditures		2,723,900.00	2,664,163.00	2,974,700.00	3,041,400.00	3,081,900.00
680.00	Fund Balance	-290,120.00	-135,334.41	-481,100.00	-471,500.00	-439,100.00
704.000/705.000	2012-2013 Salary Stipend		-50,000.00			
	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	-15,000.00			
	TOTAL Fund Balance	-305,120.00	-135,334.41	-481,100.00	-471,500.00	-439,100.00

* Add'l property tax revenue for 2012-2013 in the amount of \$60,000 rec'd as of 3/13/2013.

* Library Board approved a not to exceed \$50,000 employee salary stipend on 2/9/2013 for fiscal year 2012-2013.

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

Director's Report – Julie Farkas

2013 MLA Conference – Lansing, MI

A number of staff and Trustee Verma will attend the Michigan Library Association annual conference October 15-18th. Julie Farkas and City Manager, Clay Pearson, were asked to present two workshops on Library/City cooperation at the conference. Attending this conference allows for staff to learn new library ideas/services/techniques as well as network with various people in the library field. A huge thank you goes to the Library Board for supporting the staff to attend this conference annually. A report of what was learned by the employees will be shared in the November packet.

Author Events at Novi Public Library

October and November will prove to be quite exciting for those wishing to meet authors. The Library is hosting 3 author events (October 9th, October 22nd and November 14th). In total, 8 authors will be available for community members to enjoy. This type of programming was instituted based on feedback from community members during strategic planning to increase author opportunities at the Library.

October 9th: Larry Watson (Let Him Go), Marjorie Celona (Y) Ray Robertson (David) and Michael Harvey (The Innocence Game). This event was in partnership with the Women's National Book Association to celebrate October as National Reading Group Month. This was a free event for attendees.

October 22nd: Allison Leotta (Speak of the Devil), Teresa Irish (A Thousand Letters Home), and Monica Wood (When We Were the Kennedys). This event was in partnership with Fox Run of Novi and provided a lunch and learn concept for \$18.00 per person.

November 14th: Community Reads: Detroit a Good Place to Be by Mark Binelli. This event is in partnership with Northville District Library, Salem-South Lyon District Library, Lyon Township Library and Wixom Public Library. This is the 4th event that the collaborating libraries have provided to its communities. At this time, book discussions and programs leading up to the author presentation are being facilitated.

Management Team and Leadership Training – October 24, 2013

This month the management team will take part in "Leading from Within: Leading Together" Behavioral Style Assessment and Senior Management Team Workshop

This interactive team session will give attendees an opportunity to increase self awareness, and its implications as both a leader and team player. Prior to the session, attendees will complete a valid, online assessment. The tool and learning activities in the class will provide attendees with insights and strategies to help develop strengths as a leader – and as a leadership team.

New Hours of the Library

With just six weeks under our belts for the new hours being in effect, we are seeing patrons taking full advantage of the later times on Friday and Saturday and early/late for Sunday. The response from the public has been positive.

Policy revision for Policy P6

With the onset of the Affordable Care Act and libraries providing basic services to its community for ACA access, the Information Services team reviewed its current policy on Information and Reference Services for the public. Below is the current policy and the suggested revisions. The revised policy goes into greater detail as to the types of information and reference service the library is capable of providing to its patrons.



Policy Manual

PUBLIC POLICIES

Policy P6: Information and Reference Services

- A. A Librarian may assist a patron by suggesting titles and approaches to research.
- B. A Librarian may assist a patron by locating the requested material, but will not interpret any information.
- C. A Librarian may not offer medical, tax, accounting or legal advice or opinions.

Approved: January 15, 1979: Amended: May 1, 2010

Signed:

A handwritten signature in cursive script that reads "Lawrence A. Kilgore".

Lawrence A. Kilgore
President
Novi Public Library Board of Trustees

Policy P6: Information and Reference Services (REVISED)

Forms of Inquiry

Inquiries are accepted in person, by telephone, by electronic means and through the mail. Priority is given to in-person requests. Staff will, however, complete a telephone conversation in process before attending to in-person requests.

Responses to Requests for Assistance

Reference service is provided by trained staff during all hours the Library is open. When working at a service desk, response to patron service needs, including reference inquiries, takes precedence over other staff duties.

Requests will generally be handled in the order in which they are received. Requests submitted by patrons in the Library are given priority over telephone requests that are received at the same time. Reference staff members will attempt to answer questions at the time the request is made and to work within the patron's time requirements. If necessary, staff will inform the patron that a longer response time is needed or that assistance should be sought from another library or agency.

Staff will offer their best professional opinion when providing reader's advisory or recommending the best source to answer a question. Staff will not give opinions, advice, or interpretation beyond the scope of their expertise and training in library reference work. When answering a patron's reference question, reference staff will cite the resource (s) from which the information is obtained. The producers of that resource, not the Library itself, are responsible for that resource's accuracy. The librarian will decide when all reasonable resource options have been exhausted at the Library and when it is time to cease working on a question and refer the patron elsewhere.

If it proves to be both possible and practical to do so, staff will attempt to guide and instruct patrons in the use of library resources when responding to reference inquiries.

Staff will assist as they are able in helping patrons with computer applications or electronic reading/listening devices and may refer patrons to appropriate books, online tutorials, or classes for further assistance. When assisting patrons with computer resources, staff will not enter personal information for patrons. Staff will not provide the following kinds of assistance, which are deemed to be beyond the scope of the Library's service responsibilities:

- Interpretation, advice, or personal recommendations in any area other than the use of Library resources. This includes, but is not limited to, legal, medical, or tax advice.
- Critiquing or editing patron documents, including resumes for job seekers.
- Completing forms (including online forms) for patrons, or assisting patrons in completing such forms.
- Solving or troubleshooting problems with patron's personal computers or other electronic devices. (In such instances, staff is permitted to assist by attempting to locate relevant instructions and similar kinds of information for patrons).

Group Study Rooms

A committee was formed in late summer to look at the procedures currently in place for the Library's usage of the 9 group study rooms. During Strategic Planning a year ago there were many comments about offering reservations for the rooms. In September, staff provided a survey to library patrons and users of the rooms to gain additional feedback on how the rooms were currently being used. 82 people participated in the survey. The committee is now reviewing the statistics from the report and will be meeting with the Information Services team to discuss options for possible change. The rooms are used by a variety of patrons (students, tutors, businesses) therefore the Library wants to be sure it provides new changes that will be useful to the various types of patrons.

Public Services Report – Margi Karp-Opperer

September is a beautiful month with the leaves changing color, the stimulation in the air of a fresh school year beginning, and many new residents connecting with the Novi Library and getting library cards. We are sad to see summer, 2013 over but energized to take on all the excitement that await us.

Outstanding Partnerships:

- We participated in the Ethnic Fest, Fire- up Fest, and fall for Novi with the City.
- We joined Novi Woods Elementary School in their annual Walk to School Day.
- We shared our resources and had library card sign-up availability at the Novi Middle School.
- Listen @ the Library returned for their third season with featured artist, Steve Wogaman, pianist.

Featured Adult Programs:

Identity Theft Protection
P.L.A.Y. Project for Autism Intervention
Gram and Gramps Were from Canada, eh?
Art of Nylon Flower Making
Basic Gluten Free Living Series: Part 1: Getting Started
Special business/financial programs for the month included:
a. Job Seekers Toolbox
b. Four SCORE Business Mentoring

Monthly Adult Programs:

- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Four Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- Monthly delivery of Novi Newbies' backpacks to St. John Providence Park
- Two 1-on-1 internet classes and two 1-on-1 email instruction classes
- Italian, German, Chinese & Spanish Language Conversation Groups
- Open Office Hours in the Local History Room
- Two Coffee with the Superintendent
- Novi Writer Groups
- Computer instruction classes (Basic Word 2010 and PowerPoint Basics 2010)
- Three English Conversation Groups
- Two meetings for the Information Services Department

Featured Youth Programs:

- Back-to-School Story Time Special
- Four Great Parents Great Start Playgroups
- Sesame Street Fair
- Armor: Bully and predator Prevention

Monthly Youth Programs:

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

Tween and Teen Program:

- ❖ TAB (Teen Advisory Board) Meeting
- ❖ Pizza Taste-Off
- ❖ College Planning and Strategies

Featured Collections:

Adult: Night of the Living Read

Youth: ABC -- 123

Featured database:

Help Now by Brainfuse

Building Operations Report - Mary Ellen Mulcrone

We have added and improved some of the equipment available for use in meeting rooms: four lapel microphones have been replaced with newer/better models; adapters that allow an iPad Mini/iPad4 to connect to our overhead projectors have been placed in the meeting rooms that have projectors. We are also providing two laptops for students to use in Teen Space.

The Creation Station has been reconfigured to print to the shared color or black & white printers on the second floor. Removing the dedicated printer allows more working space on the desk for that station.

A half-day training session was provided for several staff who work with Scala, the software that we use to display slides on the monitors throughout the building.

Dominic Doot held a number of TechTime sessions, as well as other computer training sessions. He will be adding a new class to the schedule starting in January about iPads, teaching about using apps, music, tips and tricks, etc.

As usual, a number of routine or not so routine tasks have been accomplished, such as repairing the damaged data ports in furniture on the second floor, having a new exhaust system added to the van, cleaning upholstery and carpet. We have also added two new signs reminding drivers to stop for pedestrians at the crosswalk and in another area that is often used by patrons as if it were a crosswalk. We anticipate adding the double yellow lines and arrows to the driveway area soon. This project is being coordinated with another City project, so scheduling is not entirely in our control.

We received three proposals for snow removal for the coming season. We are able to continue with our current contractor for a three year term.

The Outreach Team made the last trip of the season to the READ Box at Lakeshore Park. This program was a great success and will be expanded to other areas in the next season. DPS will be working with us to produce more boxes that will be placed in additional locations still to be determined.

The Technical Services Team has been ordering, receiving, processing, and cataloging like crazy, providing a steady stream of new materials for the public.

Support Services team members have been assisting Information Services staff at off-site locations, providing the opportunity for people to obtain library cards at various community functions.

We welcomed Cassandra Clifton as a Shelver in Support Services.

Support Services Statistics 2013-2014

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	477	437	491										1,405
Items checked out	83,150	73,040	64,664										220,854
Items borrowed	5,007	4,440	3,976										13,423
Items loaned	5,545	5,006	4,724										15,275

Support Services
Statistics

September, 2013

	2013	2012		2013	2012
No. of lib. cards issued	491	399	READ Box	Adult 13	0
Total no. of checkouts	64,664	62,773	(unveiled June 6, 2013)	Youth <u>42</u>	<u>0</u>
			capacity approx. 30	55	0
			bks.		
No. of items borrowed	TLN 3,912	3,556			
	MeL <u>64</u>	<u>112</u>			
	3,976	3,668			
No. of items loaned	TLN 4,618	4,638			
	MeL <u>106</u>	<u>289</u>			
	4,724	4,927			

Self-Check Totals 2013-14 Fiscal Year

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	83,150	63.67%	52,942	11,452	9,610	5,395	13,565	10,448	2,472
August	73,040	61.95%	45,246	10,214	7,740	4,967	12,194	8,136	1,995
September	64,664	58.94%	38,115	8,726	6,874	3,954	10,491	6,561	1,509
October									
November									
December									
January									
February									
March									
April									
May									
June									
FYTD	221,054	60.35%	133,399	29,430	24,034	14,500	36,168	23,403	5,864

Library Usage

2012-2013 Fiscal Year					2013-2014 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	38,858	1,495	254	26	July	37,620	1,447	254	26
August	33,175	1,229	261	27	August	32,464	1,249	250	26
September	31,011	1,108	244	28	September	30,079	1,074	264	28
October	32,303	1,042	281	31	October			297	31
November	32,454	1,119	244	29	November			257	28
December	26,501	1,019	229	26	December			259	28
January	30,017	1,001	270	30	January			283	30
February	31,795	1,136	248	28	February			264	28
March	32,587	1,124	255	29	March			289	31
April	35,701	1,190	270	30	April			272	28
May	31,290	1,118	258	28	May			268	28
June	33,528	1,341	239	25	June			267	28
FYTD Total	389,220	1,248	3,053	337	FYTD Total	100,163	1,252	3,224	340

2012-2013 Fiscal Year						2013-2014 Fiscal Year					
Computer Logins						Computer Logins					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	8,302	15,104	0	23,406	900	July	5,549	24,600	6	30,155	1,160
August	7,926	14,352	0	22,278	825	August	5,075	22,623	1	27,699	1,065
September	7,090	12,680	0	19,770	706	September	4,915	30,828	3	35,746	1,277
October	7,539	13,578	0	21,117	681	October					
November	7,895	14,263	3	22,161	791	November					
December	4,295	18,833	2	23,130	857	December					
January	4,924	24,172	6	29,102	1,004	January					
February	4,203	23,780	3	27,986	965	February					
March	4,441	25,096	0	29,537	953	March					
April	4,858	22,838	4	27,700	989	April					
May	4,407	22,196	1	26,604	950	May					
June	5,206	22,924	10	28,140	1,082	June					
FYTD Total	71,086	229,816	29	300,931	890	FYTD Total	15,539	75,051	10	93,600	1,170

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	980	24,485	24
August	1,006	25,947	25	August	1,056	27,332	25
September	749	17,162	22	September	777	18,249	23
October	829	19,488	23	October			
November	834	20,451	24	November			
December	683	15,603	22	December			
January	838	20,713	24	January			
February	855	18,745	21	February			
March	865	18,503	21	March			
April	890	20,933	23	April			
May	754	15,805	20	May			
June	912	21,374	23	June			
FYTD Total	10,142	239,674	24	FYTD Total	2,813	70,066	25

Technology Sessions 2013-2014 Fiscal Year

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

Sessions	12	3	7	1	3	4	12	18	60	
Patrons	7	10	29	5	14	8	14	18		105

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								
November								
December								
January								
February								
March								
April								
May								
June								
FYTD Total	4,615	753	7,015	2,073	9,088	299	1,415	17,249

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

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

Meeting Room Rentals 2013-14FY		
	Rentals	Attendees
July	29	696
August	41	1,172
September	49	1,274
October		
November		
December		
January		
February		
March		
April		
May		
June		
Total	119	3,142

Friends of the Novi Library
Meeting Minutes of Sept. 11, 2013

- I. Call to Order—Pat Brunett Called the meeting to order at 7:05 PM.
Present: Pat Brunett, Barb Brunett, Julie Abrams, Sue Johnson, Evelyn Young, Carol Bauer, Gale Ford, Jim McLean, Evelyn Cadicamo, Carol Hoffman, Bob Cutler, Marilyn Amberger
- II. Minutes of July 10, 2013—Julie Abrams
Motion to accept—Jim McLean, second—Barb Brunett. Passed 12-0.
- III. Treasurer’s Report—Marilyn Amberger
- | | |
|------------------|------------------|
| Checking Account | \$17,656.48 |
| Savings Account | 5,425.69 |
| CD Account | <u>10,153.50</u> |
| Total | \$33,235.67 |
- Motion to accept—Evelyn Young, second—Carol Hoffman. Passed 12-0.
- IV. Committee Reports
- A. Assistant Library Director—Margi Karp-Opperer
- Margi wrote a grant to Metro Detroit Book and Author Society for funds to be used for outreach in the community.
 - The following programs will be presented:
 1. Dr. Rick Solomon, “Autism Intervention” September 17
 2. Gluten Free Living September 25
 3. History of Sanders September 26
 4. The Music of Harold Arlen October 17
 5. Motown Hits December 19
- There are plans for next year, perhaps in March, to celebrate the 50th anniversary of the Ford Mustang.
- B. Book Nook—Carol Hoffman
- Month of August saw record sales---\$1,900.
 - Carol Bauer will be assistant manager of the Book Nook.
 - New shelves for the back room are to be installed.
 - Gale Ford will manage “Thrift Books”. Two boxes of books are to be sold online. The Library will share in the profits from the sales.
- C. Membership—Sue Johnson
- 24 new members
 - 29 members not renewed
 - 140 individual renewals
 - Year-to-date as of 1/1/13: 127 members renewed
 - Purchase of our own software for Pay Pal will be considered.

D. President—Pat Brunett

- Memorandum of Understanding—Motion to accept the Memorandum of Understanding for fiscal year 2013-14. Motion—Julie Abrams, second—Jim McLean. Passed 12-0.
- North End Project: May date to be determined (probably 5/11 or 5/17). There will be the unveiling of a new Readbox in the North End. Committee to discuss plans.
- October 3--There will be a meeting of the Michigan Library Association.
- A new library app is available.
- Marilyn and Barb will be selling books at the Library's author luncheon at Fox Run on Tuesday, October 22.

E. Fundraising Opportunities

Plastic bags a possibility, more information is needed. Calendars and Kroger tabled for the time being.

V. Next Meeting: To be held on October 9, 2013.

VI. Adjournment: 8:45 pm. Motion: Julie Abrams, second-- Jim McLean. Passed—12-0.

Submitted by:
Julie Abrams, Secretary

Student Representatives Report

Written by: Ziyang Huang and Jessica Mathew

September Programs:

September has been a banner month for attendance! We have seen over 1,000 teens and tweens at the library over the past month. We had our first TAB meeting of the year on September 13. During this meeting, we were able to introduce and create new programs for the fall. We saw 13 teens at this meeting. Following the TAB Meeting, we had our Pizza Taste Off which had a total of 36 students in attendance.

We also had our College Planning program that saw a total of 11 teens. We had a total of 16 volunteers at the Library this month to help out with our various needs. At Fire-Up Fest, we saw a total of 100 teens. This month, we have been giving Library tours to the students of Novi Meadows. Altogether, we have seen 110 tweens with these tours.

Teen Space:

With the new school year kicking off, we have seen more and more students come in and use the Teen Space. Over the 20 sessions we have had this month we have seen 838 students visiting/using the teen space.

Upcoming Programs:

TAB Meeting – Friday, November 1 @ 3:30pm

“Ender’s Game” Book Discussion – Friday, November 1 @ 4:30pm

Taiko Drumming – Saturday, November 9 – 3:00pm

City of Novi Historical Commission
September 25th, 2013, 2:00 p.m.
Minutes - Draft

Call to Order: 2:05 PM

Attendance: Prentice, Crawford, Boyle, JRM, liaison Betty Lang, student Namrantha Atluri visitors: Don O'Rourke, former member of the old Novi Historical Society, Sue Grifor, and Kathy Mutch

Approval of Agenda: Moved by Boyle, sec by JRM, all approved

Approval of Minutes: Moved by Boyle, sec by JRM, all approved

Finance Report: we have not spent much so far, Extras space storage bill is coming \$1400+/-, \$25 for the OC historical comm. Annual dues

Liaison Report: Betty Lang reported the following

Appointments needed to use the local history, Novi HS year books will be available only at the reference desk. There has been damage to the books. The books will be digitized after we get permission.

Updates and Discussion

- Appearance at City Events: Fall for Novi (9/21), Boyle and JRM hosted the table and display, there was considerable Interest from the visitors in the work of the history comm., it was hosted from 9 AM till 2 p.m. there was some discussion about the location of the table and the display.
- Current Project updates
 1. Library Display Cabinet – Discuss future exhibits
 - War of 1812 exhibit installed 9/4
 - The very nice display and is a free cost to the library, two months, to be removed at the beginning of Nov.
 - Next display: Novi Elections Kathy Crawford has some items to display

Novi Historical Brochure was shown to the group. This brochure is very nice, and was printed by the city

2. Motor Cities update: Joe Hines is still on board, need to get moving. Pictures are coming. Need better images from Business center and the casino/pavilion area
3. Novi Historic Places Brochure is done
4. Discussion of Oral History Project: we are coordinating with Wayne State Univ.
 - Two people has submitted resume, do we want to interview them?

One seems to be very legal and one is an experienced Archivist. There was discussion about interviewing Lee Begole, and the Crawfords, Hugh and Kathy. They were born in Novi and have a lot of history in their heads. Lee Begole has been interviewed before, so to start you need to know what has been recorded previously. We had discussion about the process and the problems and needs of the Oral history Process. The process needs to be organized for the interview and person being interviewed. We need to set Goals, Duties, stipend, etc. It was suggested that we start slow. Maybe we can propose to one or two persons and see how it works for the product and the person. Sample from Oakland county Historical Resources Consortium suggested that we make a list of potential Candidates, such Ed Kriewall. & Lee Begole. Betty Lang asked for where are we in this process. We feel that we need to move along in this process. It was suggested that we ask the oral history candidates what they can do for \$1000 in six months; Roy P is going to summarize the process for a future meeting.

- Other items, new business Roy received three pictures from the Taylor family of Novi

First speaker coming Meredith Henry, need authorized amount

Moved JRM to pay up to \$300 for this estimated speaker's stipend, second by Lynne Boyle, all in favor yes.

Next Meeting

Wednesday, October 23rd, 2013, 2:00pm, Novi Library

Adjournment

Bits and Pieces

Vol. 4, Number 7

October 2013

TLN Celebrates Start of FY 2014

TLN and the organizations representing staff reached and agreed to terms for new contracts. The agreements start October 1, 2013 and end September 30, 2016.

With the exception of Delivery Services, which will be provided, TLN will **close office services** on Veteran's Day (November 11th), Martin Luther King Jr. Birthday (3rd Monday in January) and President's Day (3rd Monday in February) for common scheduling of agreed upon furlough day use.

For the third consecutive year, TLN holds annual delivery fee to \$950 per stop, The range is \$1,900 for libraries with 2 weekly stops to \$4,750 for libraries with five day service.

Fall Membership Meeting – 10:00 A.M. October 11

Join us at the River Rouge Public Library as we salute the Steering Committee services of Paula Gauthier (Brandon Township), Julie Herrin (Northville District) and Maryanne Bartles (Dearborn Public). Welcome Nancy Johnson (Brighton District), Stephanie McCoy (Auburn Hills Public) and Kirk Borger (Riverview Public) as they join the Steering Committee. Special program notes for the membership meeting include:

- Reporting the results of the one library, one vote TLN Plan of Service ballot
- Tammy Turgeon reports on Michicard replacement service, MLibraryCard
- *Embracing the Past/Teaching the Future* - Riverview Public Library's Senior Outreach Programs to Veterans and Senior Residence Centers, a special interactive program focus
- After "Geek the Library" – what next?
- PLA – should we sponsor a bus?

Last Chance for Fall Continuing Education Programs

Registration has been extended to October 7, 2013 for the Advanced Reader Advisory Services workshop featuring the return of Duncan Smith to Michigan. With current registration levels, participants will be treated to a personal tour of reader advisory services and use of database services. Registration for either the morning or afternoon workshops is available at <http://www.tln.lib.mi.us/cetraining/>

Directors and managers planning to become a director will enjoy the first of four Director's Book Club discussions. Southfield Public Library will be the host site with Dr. Lee Meadows, Walsh College Management Department, serving as facilitator. Register at <http://www.tln.lib.mi.us/cetraining/>

Four authors celebrate reading at Novi library Oct. 9

The Detroit Chapter of the Women's National Book Association will present four authors for an evening of National Reading Group Month Celebration at 6:30 p.m. Wednesday, Oct. 9.

The panel will participate in a Q&A moderated by Willetta Heising, local author and current president of the Detroit chapter of WNBAA. Audience

members will be able to purchase all authors' works from Book Beat bookstore, which will be set up at the library for the evening. Signing will take place from 8-8:45 pm.

Marjorie Celona earned her MFA at the Iowa Writer's Workshop,

where she was an Iowa Arts Fellow. Her first novel, about a baby left at the doors of a YMCA, is titled *Y: A Novel* (Free Press). A native of Victoria, British Columbia, Celona currently lives in Cincinnati, Ohio.

Michael Harvey is the co-creator, writer and executive producer of the Prime Time Emmy-nominated television

series *Cold Case Files* and a former investigative producer for CBS in Chicago. He has won many national and international awards, including multiple Emmys and an Academy Award nomination for the Holocaust documentary *Eye Witness: The Innocence Game* (Knopf) is his fifth book.

Ray Robertson has

written two books of essays and six novels, including his most recent, *David* (Biblioasis), a moving portrait of a little-known piece of Canadian history, set amidst racial tensions of life after the Underground Railroad. Robertson lives and writes in Toronto, where he is a contributing book reviewer for *The Globe and Mail*.

Larry Watson is the author of 10 novels, including *Montana 1948*, as well as collections of poetry and short stories. His latest is *Let Him Go* (Milkweed Editions), set in the Northern Plains in 1951. Born and raised in North Dakota, Watson has taught writing and literature for many years, currently at Marquette University.

Board & Administrator

FOR BOARD MEMBERS

October 2013 Vol. 30, No. 2

Editor: Jeff Stratton

Who is responsible? The board or administrator?

Who takes charge of specific decisions at the nonprofit: the board or the administrator? Plenty of boards wrestle with the question.

A board and administrator team needs guidelines to help them determine who does what. Here's what I recommend to determine if an issue is a board policy decision:

1. First, determine if a concern is really a board issue or something the executive director should handle. Remember, boards handle issues that:

- Affect the entire organization. The administrator handles matters that affect individuals.

• Dictate what the nonprofit will do through policies. The executive director determines how policies are implemented.

- Are dictated by law.

- Are requested by the administrator.

2. If the issue is a policy matter, ask the executive director to research it and provide recommendations.

3. Make a decision, as a full board, after weighing the information.

Editor's note: Try out these guidelines on the *Take the quiz: Who is responsible? The board or administrator?* form I've included below. ■

Take the quiz: Who is responsible? The board or administrator?

Take the following quiz to determine your board's responsibilities for personnel issues. Use the following key: J = Joint responsibility, A = Administrator's responsibility, and B = Board's responsibility.

Personnel Responsibilities

	Board Responsibility	Administrator Responsibility	Joint
1. Change staff benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fire a staff member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Approve a staff member's raise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Establish a new staff position with budgeted funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Create a job description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Re-assign staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Approve Executive Director's contract extension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Key

1. J, 2. A, 3. A, 4. A, 5. A, 6. A, 7. B ■

Board's reaction to crisis is critical to resolution

Let's imagine that a financial disaster in the form of a grant that isn't renewed or a personnel problem hits the organization. What's the board to do?

Here's a good approach:

1. Recognize that personnel and financial issues belong to the executive director.

Personnel and financial management are day-to-day management issues.

2. Expect your administrator to inform you of any financial or personnel problems that can affect the organization. It's the executive director's job to keep her board

informed. Informing the board and identifying possible solutions are the executive director's responsibility.

3. Offer your guidance and advice if asked by the executive director. Once the board knows the administrator's possible courses of action, board members can offer input if asked. The last thing the board should do in crisis mode is make demands that the executive director handle an issue one way or another. The executive director is closest to the problem, so she should be making the calls during any crisis event. ■

Meeting tips to boost attendance

If you have a 10-member board and only three board members show up for a meeting, you have a problem. Try some of these tips to boost meeting attendance:

1. Ask board members to RSVP when they receive the agenda packet. Ask the RSVP to come in the form of a telephone call. This gives your chair a chance to talk through any agenda items with each board member.

2. Set the next meeting date as your last agenda item. Board members can plug the next meeting date and time into their phone or calendar. This should keep the meeting date fresh in their minds.

3. Remind board members of the next

meeting date when you send out the meeting minutes. If you run the unofficial meeting minutes past board members, include the next meeting date at the end of the minutes.

Editor's note: Sometimes it is the agenda itself that causes attendance to lag. Is the board actually doing any interesting work at its meetings or simply approving recommendations?

Build an agenda that contains "generative thinking" topics and you will find more engaged board members. Here's a topic for a board meeting: Identify the three most pressing problems your organization faces.

Now, brainstorm possible solutions to the challenges. ■

How well does your organization support fundraising?

In her nifty quiz, *Does Your Organization Really Support Fundraising?* Consultant Gail Perry makes a very good point:

"Your board, your executive director, and your program staff can undercut fundraising efforts easily," Perry said.

The key to developing organizational support

for fundraising is to start with the organization's leadership — the board and executive director — through educational activities, Perry said.

Start off with easy fundraising tasks and above all, make it fun if you want to support the organization's fundraising program, Perry said.

For information, <http://goo.gl/CfQqsH>. ■



Library Board Calendar

2013

October 23	Rescheduled Library Board Meeting; Novi Public Library
November 5	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November 15	Library Staff In-Service, Library Closed
November 20	Library Board Regular Meeting
November 27	Holiday – Thanksgiving Holiday, Library Closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
December 18	Library Board Regular Meeting
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

2014

January 1	Holiday – New Year’s Day, Library Closed
January 15	Library Board Regular Meeting
February – March	Budget Study Sessions, TBD
February 19	Library Board Regular Meeting
March	Budget – approved to be provided in April to Council, TBD
March 19	Library Board Regular Meeting
April	Budget presented to Council, TBD
April 16	Library Board Regular Meeting
April 19	Library Closed
April 20	Holiday – Easter, Library Closed
May 11	Holiday – Mother’s Day, Library Closed
May 21	Library Board Regular Meeting
May 25	Library Closed
May 26	Holiday – Memorial Day Observed, Library Closed
June 13	Library Staff In-Service, Library Closed
June 15	Holiday – Father’s Day, Library Closed
June 18	Library Board Regular Meeting
June 18	Library Director Annual Review
July 4	Holiday – Independence Day, Library Closed
July 16	Library Board Regular Meeting

Friends Board Meeting meets the second Wednesday of the month, 7 p.m. at the Library

Historical Commission meets the fourth Wednesday of the month, 2 p.m. at the Library