

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, February 19, 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.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
6. Presentation
 1. Roy Prentice – Recognition for 9 years of service to the Novi Historical Commission
 2. Jim Clear – Novi Town Center, check presentation to the Novi Public Library
7. Public Comment
8. President's Report
 - A. Library Goals document 2013-2014 13
9. Treasurer's Report
 - A. Introduction of Carl Johnson, Finance Director – City of Novi
 - B. Library Budget 2013-2014 17
 - C. Library Financials and Walker Fund – January 31, 2014 19
 - D. Library cafe revenue report – due 15th of the month – January 2014 N/A
10. Director's Report 24
11. Additional Reports
 - A. Public Services Report N/A
 - B. Building Operations Report 27
 - C. Library Usage Statistics – December 2013 28
12. Friends of Novi Library Report
12. Student Representatives' Report 36
13. Historical Commission Report- 37
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

17. Adjourn

Consent Agenda:

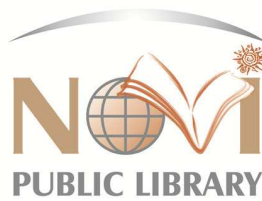
- 1. Approval of Claims and Warrants L515.....3
- 2. Approval of Regular Meeting Minutes – January 22, 2013.....6

Supplemental Information

- Bits and Pieces,39
- Board and Administration, January 201440
- Novi News, February 8, 2014 – Fun at the Library.....42
- Library Board Calendar43

Future Events:

- February 26TH – HISTORICAL COMMISSION, Regular Meeting at 2:00pm, Novi Library
- **LIBRARY BOARD BUDGET SESSIONS:** Saturday, March 1st (8:00am – Noon) at Novi Public Library, East Meeting Room
- March 12th - FRIENDS OF THE LIBRARY, Regular Meeting at 7:00pm, Novi Library
- March 15th – BATTLE OF THE BOOKS event at 1:00pm, City of Novi – Large Meeting Room/Atrium
- March 19th – LIBRARY BOARD OF TRUSTEES, Regular Meeting at 7:00pm, City of Novi – Council Chambers
- March 26th – HISTORICAL COMMISSION, Regular Meeting at 2:00pm, Novi Library



Inform. Inspire. Include.

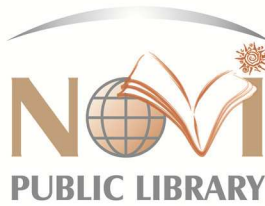
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 515		January 2014	
Payable to	Invoice Number	Account Number	Account Total
Amazon.com		268-000.00-727.000	\$ 14.65
Global Office Solutions		268-000.00-727.000	\$ 1,956.31
Sam's Club		268-000.00-727.000	\$ 85.60
AWE Digital Learning Solutions		268-000.00-734.000	\$ 2,100.00
CDW-G		268-000.00-734.000	\$ 10,525.00
Farkas, Julie	Tracfone(2)-staff fund	268-000.00-734.000	\$ 42.38
Municipal Web Services	Dec-13	268-000.00-734.000	\$ 791.25
Suntel Services		268-000.00-734.000	\$ 258.21
Global Office Solutions		268-000.00-740.000	\$ 662.85
Home Depot		268-000.00-740.000	\$ 9.12
Research Technology International		268-000.00-740.000	\$ 44.95
Doors & Drawers		268-000.00-740.200	\$ 3,944.00
Library Design Associates, Inc.	stack chair; first part inv	268-000.00-740.200	\$ 1,272.60
Lands' End		268-000.00-741.000	\$ 109.95
Amazon.com		268-000.00-742.000	\$ 1,184.74
Barnes & Noble	Det Red Wings	268-000.00-742.000	\$ 252.98
Biblioasis	Det Red Wgs	268-000.00-742.000	\$ 239.60
Brodart		268-000.00-742.000	\$ 13,201.72
CCH		268-000.00-742.000	\$ 225.68
Center Point Large Print		268-000.00-742.000	\$ 109.65
DK Agencies, Ltd.		268-000.00-742.000	\$ 493.10
Ebsco		268-000.00-742.000	\$ 108.05
Gale/Cengage		268-000.00-742.000	\$ 749.33
World Book, Inc.		268-000.00-742.000	\$ 1,234.55
Brighton District Library	voided check	268-000.00-742.100	\$ (19.99)
Commerce Twp. Community Library		268-000.00-742.100	\$ 18.99
Livonia Public Library - Sandburg Branch		268-000.00-742.100	\$ 47.95
Lyon Township Public Library		268-000.00-742.100	\$ 49.94
Oxford Public Library		268-000.00-742.100	\$ 8.99
Salem-South Lyon District Library		268-000.00-742.100	\$ 2.00
Taylor Community Library		268-000.00-742.100	\$ 1.95
Waterford Township Public Library		268-000.00-742.100	\$ 16.99
Wayne Public Library		268-000.00-742.100	\$ 17.98
Ebsco		268-000.00-743.000	\$ 199.50
Michigan Scrapbooker		268-000.00-743.000	\$ 22.00
Observer & Eccentric		268-000.00-743.000	\$ 63.12
Amazon.com		268-000.00-744.000	\$ 57.56
Midwest Tape		268-000.00-744.000	\$ 2,046.46
OverDrive		268-000.00-744.000	\$ 1,481.27
Midwest Tape		268-000.00-745.200	\$ 3,747.97
Ebsco	Hist & Gen Archives	268-000.00-745.300	\$ 4,000.00
Bright House Networks	Dec-13	268-000.00-801.925	\$ 82.02
Providence Occupational Health Partners		268-000.00-804.000	\$ 53.90
American Library Association		268-000.00-809.000	\$ 60.00
Gaynor, Martin	12/2-12/20/13; bldg mon	268-000.00-816.000	\$ 720.00
Kristel Group, Inc.	December 2013	268-000.00-817.000	\$ 2,480.00

Warrant 515		January 2014	
Payable to	Invoice Number	Account Number	Account Total
AT&T	11/23-12/22/13	268-000.00-851.000	\$ 151.50
TelNet Worldwide		268-000.00-851.000	\$ 687.83
Verizon Wireless	11/29-12/28/13	268-000.00-851.000	\$ 381.83
The Library Network	circuit; 50M Internet sp	268-000.00-855.000	\$ 15,295.07
Alex Delvecchio Ent. LLC	15 badges	268-000.00-880.000	\$ 146.00
American Library Association	NLW	268-000.00-880.000	\$ 45.90
Identity Links	flashlight pens1020 qty	268-000.00-880.000	\$ 660.36
J.L. Geisler	Messerknecht name pl	268-000.00-880.000	\$ 43.45
YP		268-000.00-880.000	\$ 60.24
Carpenter, Suzanne	Snack Tales; yth pgm	268-000.00-880.268	\$ 25.75
Griffin, Carolyn	2/27/14; Trac Fem Lines	268-000.00-880.268	\$ 60.00
JoAnn Fabrics	Am Girl Tea; Yth pgm	268-000.00-880.268	\$ 33.29
LaBenne, Andrea	Am Girl Tea; Yth pgm	268-000.00-880.268	\$ 82.86
Lorio-Ross Sterling Entertainment, Inc.	vol app dinner; 4/14/14	268-000.00-880.268	\$ 1,000.00
Mobi Boot Camp Corp		268-000.00-880.268	\$ 200.00
Mutch, Kathleen	Jan Adt Writing Pgm	268-000.00-880.268	\$ 100.00
Paradise Park	SRP 2013 finale	268-000.00-880.268	\$ 400.00
Sam's Club	1/13/2014; adt con gp	268-000.00-880.268	\$ 10.58
Farkas, Julie	B. Pruet; graphic cb	268-000.00-900.000	\$ 250.00
Konica Minolta		268-000.00-900.000	\$ 497.30
Seven Graphics	"Inspire" t-shirt design	268-000.00-900.000	\$ 85.00
Consumers Energy	12/12/13-1/13/14	268-000.00-921.000	\$ 2,345.00
AT&T		268-000.00-922.000	\$ 37.00
DTE Energy	11/21-12/19/13	268-000.00-922.000	\$ 8,134.19
City of Novi	9/16-12/16/13 w/s	268-000.00-923.000	\$ 1,262.15
Aero Filter, Inc.		268-000.00-934.000	\$ 131.70
Allied Waste		268-000.00-934.000	\$ 159.25
Batteries & Bulbs		268-000.00-934.000	\$ 108.00
Bembeneck, Bill		268-000.00-934.000	\$ 70.70
Cintas		268-000.00-934.000	\$ 526.12
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 3,674.00
Great Lakes Power & Lighting, Inc.		268-000.00-934.000	\$ 162.00
Home Depot		268-000.00-934.000	\$ 303.77
Lyon Mechanical		268-000.00-934.000	\$ 255.33
S.A. Comunale Co. Inc.		268-000.00-934.000	\$ 622.00
Sam's Club		268-000.00-934.000	\$ 207.60
Schindler		268-000.00-934.000	\$ 1,235.00
Siemens Industry, Inc.		268-000.00-934.000	\$ 404.00
Touch of Tropics	December	268-000.00-934.000	\$ 55.00
Brien's Services, Inc.		268-000.00-941.000	\$ 5,113.00
Home Depot		268-000.00-941.000	\$ 91.85
Mark's Outdoor Power Equipment		268-000.00-941.000	\$ 144.92
Trugreen		268-000.00-941.000	\$ 368.48
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,212.46
Corrigan Record Storage	January	268-000.00-942.100	\$ 19.24
City of Novi	State of City Add	268-000.00-956.000	\$ 23.00
Delta Airlines	4/6-10/14; Comp in Lib; Rutkowski	268-000.00-956.000	\$ 301.00
JW Marriott Indianapolis	PLA Conf - 2 rms;4 nts	268-000.00-956.000	\$ 1,568.00
Michigan Library Association	Preston Sp Inst 2014	268-000.00-956.000	\$ 260.00

Warrant 515		January 2014	
Payable to	Invoice Number	Account Number	Account Total
Novi Chamber of Commerce	Silberman; 2/7/14; McCarty lunch	268-000.00-956.000	\$ 40.00
Washington Hilton Hotel	4/6-10/14; Comp in Lib; Rutkowski	268-000.00-956.000	\$ 1,323.64
Petty Cash			\$ 96.48
TOTAL			\$ 105,246.71



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 22, 2013**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Czekaj, Treasurer
Scott Teasdale, Secretary

Student Representatives

Absent and Excused

Ziyang Huang
Jessica Mathew

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Civic Center Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President at 7:00 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 January 22, 2014 Agenda as presented.

1st – Willy Mena

2nd – David Margolis

The motion passed unanimously.

Julie Farkas indicated that the Library Goals Document 2013-14 was available and distributed at the meeting.

4. Consent Agenda

A motion was made to approve the January 22, 2014 Consent Agenda as presented.

1st – Willy Mena

2nd – David Margolis

The motion was passed unanimously.

5. Correspondence

Trustee Sturing received a letter from Cathy Russ, Director of the Troy Public Library, regarding Novi Public Library Director, Julie Farkas, which he read. Letter is provided below.

“Dear Mr. Sturing and Novi Public Library Board of Trustees,

Earlier this year, a few of my staff members attended a TLN (The Library Network) workshop on Customer Service, presented by Julie Farkas, and came back with rave reviews. Based on the many comments on the theme, “you should get her to put on a workshop for us,” I contacted Julie and asked her if she would consider it. As you may expect, Julie responded positively, enthusiastically, and professionally.

Julie and her associate, Marilyn Suttle, presented the workshop “Customer Service Basics,” to the staff of the Troy Public Library on Friday, December 6. I am still receiving feedback from staff about how much they enjoyed the presentation, and how much they learned from it.

One aspect that set Julie’s presentation apart is that she approaches the topic from a very relatable perspective. Julie understands public libraries – the people who use them and the people who work in them, and she helped my staff to see how they can work better together with each other, and also with the Library’s patrons, in order to ensure even better customer service.

Julie also shared with the staff some of the challenges her staff faced when the new Library was opened, and how she and her staff managed those challenges. It is so helpful for staff to hear from someone who understands what it is like “on the front lines,” and if you will pardon another cliché, someone who “walks the walk” as well as “talking the talk.”

In her conversations with me about my goals for the workshop, Julie was focused, organized, and asked great questions, which helped me understand what I wanted to achieve from this process. Julie’s presentation was dynamic, upbeat, engaging and professional – just like she is! This in-service day provided the staff with exactly the motivation and information that I’d been hoping for, and the positive effects continue to this day. I can see the effect on the service my staff provides to our Troy community.

Julie is a true professional, sharing her time and talents for the improvement of all. I appreciate her efforts on behalf of the Troy Library very much.”

Sincerely,
Cathy Russ
Library Director

Trustee Sturing requested that the letter be placed in Julie’s personal file.

6. Presentation

There was no presentation provided.

7. Public Comment

There was no public comment.

8. President's Report

A. Goals Document 2013-2014

The 2013-2014 Goals documents were distributed at the Library Board meeting. Highlights include:

- Technology survey was completed and the results are being analyzed and will be brought to the February 1, 2014 Budget Study Session.
- Volunteers are being contacted to join an International Language Committee to provide recommendations for collections and programming.
- A ping pong table has been included in the Teen Space.
- Patrons may now opt to receive hold pick-up notices via text messaging.
- Online patron registration for a library card is now available. Allows for two holds, but still must come in to verify residency.

Trustee Mena inquired about the Teen Space and what adjustments have been made:

- Student ID is required to enter or must be able to show online identification with photo.
- An interim Building Monitor has been hired as a contract service provider until a person can be hired. We are in the process of interviewing and should have someone in place soon.

The Library Trustees welcomed new Trustee Craig Messerknecht to the Board of Trustees.

9. Treasurer's Report

A. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the January 22, 2014 Library Board Packet on pages 12-13.

B. Library Financials and Walker Fund – December 31, 2013

The Financials and Walker Fund Reports ending December 31, 2013 were distributed at the January 22, 2014 Library Board Meeting.

In the absence of Treasurer, Larry Czekaj, Trustee Margolis presented the Financial reports. Trustee Margolis thanked the City of Novi Finance Department for their continued service they provide the Library in providing the financial reports. The Library Board continues to oversee its financials.

Trustee Margolis stated that the financial information that is provided changes meeting to meeting. It's difficult to track our progress when the reports change month to month. He stated that there was \$38,000 in expenses that were not disclosed.

Library Financials – 268 account.

The fund balance declined in the month of December by \$194,000; \$156,000 was collected in revenue so there must have been a retroactive prior period adjustment of \$38,000 buried in the numbers. There were 19 categories impacted.

Our cash was depleted in the month of December; we happen to collect all the tax revenue that we were credited with in July. If we have budgeted properly, we should have spent what was authorized without having to go to the surplus funds. The Board has authorized the use of, in case there is a shortfall in the current fiscal year, of \$480,000.

Highlights include:

Revenues:

- Largest portion came from investment earnings of \$14,612
- Gifts and donations - \$1,550

\$23,000 in revenue was received for the month of December 2013.

Expenditures:

- Personal Services - \$145,000 = 7.6%
- Supplies - \$23,000 = 4.1% (lowest month spent this year)
- Services and Charges - \$11,000 = 1.5%
 - This category was offset by a The Library Network credit of \$6,300 (e-rate refund).

Just under \$180,000 or 6% of the budget was expensed for the month of December. For the month of December, we had a deficit of \$156,000, which is one of the lowest monthly deficits this budget year.

On a combined year-to-date basis, our revenue stands at \$2,447,000 versus the budget of \$2,493,000, so we are at 98% of budget. Our expenditures for the six months put us at a \$1,366,000 or 46% of revenues putting the Library at \$120,000 ahead of the six months spent. When you compare the two that leaves a residual equity balance of \$1,081,000 for the last six months.

Walker Fund - 269

- There was \$12,247 in Interest on Investments
- No was no unrealized gain or loss on investments
- There were only \$832 in expenditures

The Walker Fund went up \$11,440 in the month of December 2013.

The accounts payable in the Walker Fund shows an expenditure of \$2,100, but it doesn't show what it was spent on. The funds were paid for the Community Read program and to pay for author events held in the fall.

The Quarterly Investment Report dated December 31, 2013 was provided to the Library Board. Trustee Margolis stated that the document is a little misleading as you look at the market change from September 30 to December 31 it looks like we lost \$630,000 in investments, when in fact that was the normal amount spent of the Library fund operating in the months of October, November and December. In the true unrealized gains and losses, we're down about \$22,000 through December 31, 2013, but we still have \$4,800,000 in combined Library and Walker Fund accounts. Trustee Margolis asked that funds refunded be placed and shown as additional revenue instead of putting it back in the budget accounts.

C. Library Café Revenue Report – due 15th of the month – December , 2013

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

10. Director's Report

A. City Council Agenda/Goal Setting – January 11, 2014

A detailed report from Director, Julie Farkas, is provided on pages 15-18 of the January 22, 2014 Library Board Packet.

Highlights of the report are:

- President Mark Sturing and Director Julie Farkas attended the City of Novi's Goal Setting Session held on January 11, 2014. The Library received many accolades from Mayor Gatt and City Council. During the session, the Teen Space was discussed, but didn't reach the immediate action status. The City put out a Teen Survey that will be shared with Julie Farkas.
- The State of the City address was held on January 16, 2014 and was attended by Trustees Sturing, Verma, Messerknecht and some of the Administration staff.
- The Book It! Fundraiser will launch on Friday, January 24, 2014. The design of the booklets was completed by Bryan Pruett, an intern from the Art Institute of Novi, created in-house and at no charge to the Library. The Friends donated funds to off-set the cost of the printing of the booklets. Instead of the annual Book It! Event, it was decided to try the Book It! Booklets. Booklets are sold at the Library and some of the businesses highlighted in the booklet.
- The annual State Aid report was finalized and submitted.

- The first Library Budget Session will be held at the Library on Saturday, February 1, 2014 starting at 8 a.m.
- Julie joined the Youth Assistance Board. Meetings will be held the first Tuesday of each month.
- Staff anniversaries:
 - Betty Lang – 25 years
 - Margi Karp-Opperer – 20 years
 - Christina Pilarz – 5 years
 - Jennifer Preston – 5 years
 - Samuel Gillman – 5 years

Trustee Sturing requested if Julie could provide the Budget documents prior to the February 1st Budget Study Session.

Trustee Margolis stated that the framework is already there so only the changes need to be provided. Julie informed the Board that she anticipates there will be building changes next year and the following year that will impact the budget.

The next Budget Study Session is scheduled for Saturday, March 1, 2014.

11. Additional Reports

A. Public Services Report

The Public Services Report is provided on pages 19-20 of the January 22, 2014 Library Board Packet.

B. Building Operations Report

The Building Operations Report is provided on page 20 of the January 22, 2014 Library Board Packet. Highlights include:

“A huge thank you goes to Barb Rutkowski, Head of IT/Facilities, for responding so quickly to a sprinkler break on Friday, January 10, 2014 at 12:00 a.m. The break was due to frigid temperatures and was located in the vestibule (main door area) of the library. The City response team is also to be thanked for their very speedy response to have shut the suppression system off within minutes. Minimal issues occurred from the incident: sprinkler head replacement, electrical issue with security gate, drying out of afterhours lockers and drying out of carpets. I (Mary Ellen Mulcrone) am happy to report all issues were resolved and service to patrons on Friday 1/11 was not compromised.”

Serv-Pro was contacted to investigate if there was water damage in the walls and the ceiling area near the sprinkler, but they discovered only a small area near the light fixture was affected. It was determined that it would dry with the heat from the light fixture. No blowers were used to dry the vestibule. That morning, a couple of the Trustees stopped in to see what had transpired, but all was operational.

A patron contacted the Director and also a Trustee commenting on the cold conditions at the entrance area to the Library, especially the Welcome and Support Services desks. With the exceptionally cold days this winter and the operations of the doors, the entrance is very cold. The staff has been provided space heaters behind the desks. The administration is investigating a solution to the problem. The Trustees requested that this topic be placed on the Budget Study agenda for February 1, 2014 as a capital expenditure.

C. Library Usage Statistics –December 2013

The December statistics are located on pages 21-28 of the January 22, 2014 Library Board Packet. Highlights include:

- 263 Library cards issued
- 56,774 items checked out

- Number of items borrowed from TLN – 3,525
- Numbers of items borrowed from MEL – 91
- Number of items loaned through TLN – 3,897
- Number of items loaned through MEL – 72
- 56.90% of all items checked out were completed on self –checkout stations
- Total circulation - 56,774
- Daily average people using the Library was 1,000
- Early Literacy workstation usage 657
- Daily average Computer Logins- 1,302
- Technology Sessions - 11 with 12 participants
- Check-outs Freegal-1,240; Overdrive - 3,730; Zinio- 723
- Charging Station Usage - 0
- Meeting Room Rentals - 21

12. Friends of Novi Library Report

A. Meeting Minutes – January 8, 2014, DRAFT

The Friends of Novi Library January 8, 2014 Draft minutes are included in the January 22, 2014 Library Board Packet on pages 29-30.

The Friends cancelled their February 2014 meeting.

Each of the Friends Board stated that they would sell five (5) Book It! Fundraising books.

Other Library Fundraising opportunities at the Library are:

- Scrapbooking for a Cause – February 8, 2014 @ the Library
- Tiger Baseball Game Day Volunteers – Concession workers

13. Student Representatives' Report

The Student Representative's Report is provided on page 31 of the January 22, 2014 Library Board Packet. Highlights of the report include:

- Programs:
 - Teen Advisory Board (TAB) Meeting held on December 13, 2013 with 12 in attendance.
 - Winter Craftiness program – 15 in attendance
 - Teen assistance to Library staff – 7 who assisted
- Upcoming Programs:
 - Mix It Up Munchies and a Movie – January 24 @ 2 p.m.
 - Teen Advisory Board (TAB) Meeting – January 31 @ 3:30 p.m.
 - Chinese New Year Cooking! – January 31 @ 4:30 p.m.
- Teen Space saw 536 students in over 15 sessions for the month averaging 35 teens per session. At one of the sessions, the teens held a Madden Video Game Tournament on the Xbox 360 – 15 participants competed.

14. Historical Commission Report – December 4, 2013 Meeting Minutes, DRAFT

The December 4, 2013 Historical Commission Report is located on pages 32-33 of the January 22, 2014 Library Board Packet. The Historical Commission is working on some upcoming speaker programs and on an Oral History Project.

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

There was no report provided.

16. Public Comment

There was no public comment.

17. Matters for Board Action

There were no Matters for Board Action.

18. Adjourn

A motion was made to adjourn the meeting at 8:04 p.m.

1st – Willy Mena

2nd – Ramesh Verma

The motion was passed unanimously.

Mark Sturing, President

Date

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); attended October meeting; attended November meeting; attended December meeting; established staff committee concerning Outreach matters; attended January meeting		2013/2014; 9/13; 10/13; 11/13; 12/13; 1/14	

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 NPL and language conversation groups; partnered with NCSD for Fire Up Fest; 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		Annually; 9/13; 10/13; 11/13; 12/13; 1/14	
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); 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 @		Annually; 7/13; 8/13, 9/13; 10/13; 11/13; 12/13; 1/14	

		the Library Jasper Quartet (100)	
Strategy:	Maintain current collections and services.		
Tactic	Owner	Status	Date
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; new iPad and other technology classes held in January and February	2013/2014; 9/13; 10/13; 1/14; 2/14
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	Olympics on two display screens	2013/2014; 2/14
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; 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 Specialist and Instructional Coach for Summer Reading planning; Youth Librarians helped judge the Thornton	Annually; 7/13; 9/13; 10/13; 11/13; 12/13; 1/14

		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	
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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
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	Annually; 1/14
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; 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	Annually; 9/13; 11/13; 1/14
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

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

Strategy:			
Tactic	Owner	Status	Date
Continue successful fundraising events	AD	Scrapbooking event held Feb. 8	2/14

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	2013/2014; 9/13; 1/14; 2/14

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:			
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

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
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	Annually; 8/13; 1/14
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	Annually; 9/13; 10/13; 1/14; 2/14

2013-2014 Budget 3/20/13		2012-2013 Approved	2013-2014 Approved	2014-2015 Projected	2015-2016 Projected
Revenues					
Account	Description				
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
Total Revenue		2,433,780.00	2,493,600.00	2,569,900.00	2,642,800.00
		2012-2013 Approved	2013-2014 Approved	2014-2015 Projected	2015-2016 Projected
Expenditures					
Account	Description				
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
Total Personnel Services		1,821,300.00	1,913,300.00	1,940,700.00	1,967,600.00
Supplies					
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
Materials					
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
Total Supplies & Materials		485,500.00	578,900.00	579,800.00	583,500.00
Services & Charges		2012-2013 Approved	2013-2014 Approved	2014-2015 Projected	2015-2016 Projected
Account	Description				
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
Total Services & Charges		417,100.00	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
990.000	Furniture	0.00	8,800.00	0.00	0.00
962.000	Contingency	0.00	0.00	0.00	0.00
Total Capital Outlay		0.00	43,800.00	73,600.00	73,600.00
Total Expenditures		2,723,900.00	2,974,700.00	3,041,400.00	3,081,900.00
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			
	TOTAL Fund Balance	-305,120.00	-481,100.00	-471,500.00	-439,100.00

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

FINANCIALS

02/11/2014	REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI						
	PERIOD ENDING 01/31/2014						
	% Fiscal Year Completed: 58.90						

		2013-14	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL	AMENDED	01/31/2014	MONTH 01/31/2014	BALANCE	% BDGT
		BUDGET	BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED

Fund 268 - LIBRARY FUND 268							
Revenues							
Dept 000.00-treasury							
268-000.00-403.000	Property tax revenue	2,254,000.00	2,254,000.00	2,276,418.12	0.00	(22,418.12)	100.99
268-000.00-567.000	State aid	20,000.00	20,000.00	13,932.76	0.00	6,067.24	69.66
268-000.00-657.000	Library book fines	68,500.00	68,500.00	43,036.45	7,840.66	25,463.55	62.83
268-000.00-658.000	State penal fines	76,000.00	76,000.00	73,539.99	0.00	2,460.01	96.76
268-000.00-664.000	Interest on investments	25,000.00	25,000.00	17,495.62	0.00	7,504.38	69.98
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	0.00	(990.00)	0.00	990.00	100.00
268-000.00-665.000	Miscellaneous income	15,000.00	15,000.00	9,838.04	1,275.97	5,161.96	65.59
268-000.00-665.100	Copier	2,500.00	2,500.00	1,700.74	234.90	799.26	68.03
268-000.00-665.200	Electronic media (previously VHS)	800.00	800.00	146.80	46.00	653.20	18.35
268-000.00-665.266	Summer reading t-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.289	Adult programs	0.00	0.00	431.80	170.80	(431.80)	100.00
268-000.00-665.290	Library fund raising revenue	1,000.00	1,000.00	180.00	0.00	820.00	18.00
268-000.00-665.295	Library Network Charges	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.300	Meeting room	15,000.00	15,000.00	14,576.33	3,682.90	423.67	97.18
268-000.00-665.400	Gifts and donations	5,000.00	5,000.00	3,356.01	963.02	1,643.99	67.12
268-000.00-665.404	Novi Township assessment	5,800.00	5,800.00	5,787.00	0.00	13.00	99.78
268-000.00-665.500	Book rental	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.650	Library Cafe	5,000.00	5,000.00	2,425.41	471.30	2,574.59	48.51
268-000.00-665.800	Paper/supplies/public computers	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-676.269	Transfer from Walker Fund	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-680.000	Appropriation of fund balance	481,100.00	481,100.00	0.00	0.00	481,100.00	0.00
Total Dept 000.00-treasury		2,974,700.00	2,974,700.00	2,461,875.07	14,685.55	512,824.93	82.76
TOTAL Revenues		2,974,700.00	2,974,700.00	2,461,875.07	14,685.55	512,824.93	82.76

02/11/2014	REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI						
	PERIOD ENDING 01/31/2014						
	% Fiscal Year Completed: 58.90						

GL NUMBER	DESCRIPTION	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 01/31/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/2014 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGDGT USED
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Expenditures							
Dept 000.00-treasury							
268-000.00-704.000	Permanent salaries	943,600.00	943,600.00	559,239.87	108,742.68	384,360.13	59.27
268-000.00-704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	631,000.00	631,000.00	341,547.96	66,193.83	289,452.04	54.13
268-000.00-715.000	Social security	120,000.00	120,000.00	69,856.08	13,144.86	50,143.92	58.21
268-000.00-716.000	Insurance	175,000.00	175,000.00	97,513.73	14,625.11	77,486.27	55.72
268-000.00-716.200	HSA - employer contribution	8,000.00	8,000.00	2,890.76	1,093.82	5,109.24	36.13
268-000.00-718.000	Pension-DB (closed plans)	2,200.00	2,200.00	0.00	0.00	2,200.00	0.00
268-000.00-718.200	Pension - defined contribution	26,200.00	26,200.00	16,100.96	3,022.05	10,099.04	61.45
268-000.00-719.000	Unemployment insurance	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
268-000.00-720.000	Workers compensation	5,300.00	5,300.00	2,759.38	464.29	2,540.62	52.06
268-000.00-726.400	Cash over/short	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-727.000	Office supplies	16,000.00	16,000.00	9,743.07	251.65	6,256.93	60.89
268-000.00-728.000	Postage	1,800.00	1,800.00	406.51	0.00	1,393.49	22.58
268-000.00-734.000	Computer supplies, software & licensing	88,000.00	88,000.00	43,543.64	11,108.63	44,456.36	49.48
268-000.00-734.500	Computer supplies/equipment	13,000.00	13,000.00	7,380.68	269.00	5,619.32	56.77
268-000.00-740.000	Operating supplies	33,200.00	33,200.00	20,538.33	1,142.92	12,661.67	61.86
268-000.00-740.200	Desks, chairs, file cabinets, etc	13,200.00	13,200.00	6,180.92	5,216.60	7,019.08	46.83
268-000.00-741.000	Uniforms	300.00	300.00	170.90	109.95	129.10	56.97
268-000.00-742.000	Library books	220,500.00	220,500.00	121,950.12	13,653.45	98,549.88	55.31
268-000.00-742.100	Library Book - Fines	700.00	700.00	825.99	112.85	(125.99)	118.00
268-000.00-742.666	Books - miscellaneous grants	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-743.000	Library periodicals	20,000.00	20,000.00	13,955.12	311.82	6,044.88	69.78
268-000.00-744.000	Audio visual materials	56,500.00	56,500.00	33,549.08	128.12	22,950.92	59.38
268-000.00-745.200	Electronic media	55,700.00	55,700.00	23,558.88	(175.00)	32,141.12	42.30
268-000.00-745.300	Electronic resources (CD rom materials)	60,000.00	60,000.00	61,723.42	639.20	(1,723.42)	102.87
268-000.00-801.925	Public information (cable, etc)	1,000.00	1,000.00	574.13	82.02	425.87	57.41
268-000.00-802.100	Bank services	3,500.00	3,500.00	1,964.91	204.19	1,535.09	56.14
268-000.00-803.000	Independent audit	700.00	700.00	590.00	0.00	110.00	84.29
268-000.00-804.000	Medical service	500.00	500.00	646.80	0.00	(146.80)	129.36
268-000.00-806.000	Legal fees	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
268-000.00-809.000	Memberships and dues	5,500.00	5,500.00	4,191.95	60.00	1,308.05	76.22
268-000.00-816.000	Professional services	3,000.00	3,000.00	720.00	720.00	2,280.00	24.00

02/11/2014 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
 PERIOD ENDING 01/31/2014
 % Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 01/31/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/2014 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
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268-000.00-817.000	Custodial services	37,200.00	37,200.00	14,430.00	2,480.00	22,770.00	38.79
268-000.00-818.000	TLN Central Services	5,000.00	5,000.00	4,750.00	0.00	250.00	95.00
268-000.00-851.000	Telephone	17,000.00	17,000.00	7,382.37	61.50	9,617.63	43.43
268-000.00-855.000	TLN Automation Services	63,900.00	63,900.00	39,360.65	15,295.07	24,539.35	61.60
268-000.00-862.000	Mileage	500.00	500.00	81.06	0.00	418.94	16.21
268-000.00-880.000	Community promotion	5,000.00	5,000.00	5,258.07	149.59	(258.07)	105.16
268-000.00-880.267	Library Programming-Book It	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	26,000.00	26,000.00	9,535.82	1,779.19	16,464.18	36.68
268-000.00-880.271	Adult programs	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	30,000.00	30,000.00	11,030.59	387.41	18,969.41	36.77
268-000.00-910.000	Property & liability insurance	12,800.00	12,800.00	13,668.00	0.00	(868.00)	106.78
268-000.00-921.000	Heat	17,500.00	17,500.00	5,156.03	2,345.00	12,343.97	29.46
268-000.00-922.000	Electricity	90,500.00	90,500.00	60,761.96	8,003.79	29,738.04	67.14
268-000.00-923.000	Water and sewer	6,000.00	6,000.00	2,540.52	0.00	3,459.48	42.34
268-000.00-934.000	Building maintenance	55,500.00	55,500.00	34,670.47	2,092.52	20,829.53	62.47
268-000.00-935.000	Vehicle maintenance	1,500.00	1,500.00	741.85	77.59	758.15	49.46
268-000.00-941.000	Grounds maintenance	25,000.00	25,000.00	21,555.71	1,709.27	3,444.29	86.22
268-000.00-942.000	Office equipment lease	13,000.00	13,000.00	7,989.84	216.26	5,010.16	61.46
268-000.00-942.100	Records storage	100.00	100.00	134.68	19.24	(34.68)	134.68
268-000.00-956.000	Conferences and workshops	15,500.00	15,500.00	12,527.54	1,993.00	2,972.46	80.82
268-000.00-965.269	Transfer to Walker Fund	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-976.000	Building improvements	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-986.000	Data processing-capital outlay	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
268-000.00-990.000	Furniture	8,800.00	8,800.00	0.00	0.00	8,800.00	0.00
Total Dept 000.00-treasury		2,974,700.00	2,974,700.00	1,693,698.35	277,731.47	1,281,001.65	56.94
TOTAL Expenditures		2,974,700.00	2,974,700.00	1,693,698.35	277,731.47	1,281,001.65	56.94

Fund 268 - LIBRARY FUND 268:							
TOTAL REVENUES		2,974,700.00	2,974,700.00	2,461,875.07	14,685.55	512,824.93	82.76
TOTAL EXPENDITURES		2,974,700.00	2,974,700.00	1,693,698.35	277,731.47	1,281,001.65	56.94
NET OF REVENUES & EXPENDITURES		0.00	0.00	768,176.72	(263,045.92)	(768,176.72)	100.00
BEG. FUND BALANCE		2,113,292.16	2,113,292.16	2,113,292.16			100.00
END FUND BALANCE		2,113,292.16	2,113,292.16	2,881,468.88			100.00

02/11/2014 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
 PERIOD ENDING 01/31/2014
 % Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 01/31/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/2014 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
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Fund 269 - WALKER LIBRARY FUND 269

Revenues							
Dept 000.00-treasury							
269-000.00-664.000	Interest on investments	0.00	0.00	14,075.38	0.00	(14,075.38)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	0.00	0.00	1,911.75	0.00	(1,911.75)	100.00
269-000.00-665.267	Library Programming - Book It	0.00	0.00	1,844.60	1,844.60	(1,844.60)	100.00
269-000.00-665.268	Donation-Druschel collections	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.271	Donation-general-youth collections	0.00	0.00	146.47	0.00	(146.47)	100.00
269-000.00-665.273	Donation--Friends Novi Library -Other	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.274	Donations-brick pavers	0.00	0.00	250.00	0.00	(250.00)	100.00
269-000.00-665.276	Donations-library trees	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.279	Donations-youth activity room (Berman)	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.282	Donations-Myrtle Locke-artwork	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.283	Donations-Novı Newbies	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.284	Donations-Local History Room	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.285	Donations - Community Read	0.00	0.00	800.00	0.00	(800.00)	100.00
269-000.00-665.286	Donations - Light Up the Night	0.00	0.00	200.00	0.00	(200.00)	100.00
269-000.00-665.287	Donations-Crop for a Cause	0.00	0.00	263.32	263.32	(263.32)	100.00
269-000.00-665.288	Donation in memory of Carol Davio	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.291	Donation-Friends of Library - Principal	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.401	Donations - Crawford (display case)	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.402	Donations - specific collections	0.00	0.00	1,430.00	0.00	(1,430.00)	100.00
269-000.00-676.268	Transfer from Library Fund (BookIt)	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-680.000	Appropriation of fund balance	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		0.00	0.00	20,921.52	2,107.92	(20,921.52)	100.00
TOTAL Revenues		0.00	0.00	20,921.52	2,107.92	(20,921.52)	100.00

02/11/2014	REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI						
	PERIOD ENDING 01/31/2014						
	% Fiscal Year Completed: 58.90						

GL NUMBER	DESCRIPTION	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 01/31/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/2014 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
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Expenditures							
Dept 000.00-treasury							
269-000.00-742.262	Booklt costs & childrens collections	0.00	0.00	12,865.24	1,030.38	(12,865.24)	100.00
269-000.00-742.267	Books - parenting	0.00	0.00	868.14	0.00	(868.14)	100.00
269-000.00-742.268	Druschel collection expenditures	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.271	General youth collections	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.273	Friends of the Novi Library - Other Exp	0.00	0.00	4,503.34	0.00	(4,503.34)	100.00
269-000.00-742.279	Library youth activity room expenditures	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.282	Artwork in memory of M Locke	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.283	Novi Newbies expenditures	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.284	Local History Room expenditures	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.285	Community Read expenditures	0.00	0.00	1,188.13	0.00	(1,188.13)	100.00
269-000.00-742.286	Light Up the Night expenditures	0.00	0.00	200.00	0.00	(200.00)	100.00
269-000.00-742.287	Youth programming & Crop-Cause supplies	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.288	Artwork in memory of Carol Davio	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.291	Friends of Novi Library - Principal Exps	0.00	0.00	2,205.64	0.00	(2,205.64)	100.00
269-000.00-742.402	Collections - donor specific	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.900	Books - financial literacy	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-956.269	Conferences & Workshops-Friends-Library	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-965.268	Transfer to Library Fund	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-990.100	Furniture-display case-Crawford donation	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		0.00	0.00	21,830.49	1,030.38	(21,830.49)	100.00
TOTAL Expenditures		0.00	0.00	21,830.49	1,030.38	(21,830.49)	100.00
Fund 269 - WALKER LIBRARY FUND 269:							
TOTAL REVENUES		0.00	0.00	20,921.52	2,107.92	(20,921.52)	100.00
TOTAL EXPENDITURES		0.00	0.00	21,830.49	1,030.38	(21,830.49)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(908.97)	1,077.54	908.97	100.00
BEG. FUND BALANCE		1,552,288.28	1,552,288.28	1,552,288.28			100.00
END FUND BALANCE		1,552,288.28	1,552,288.28	1,551,379.31			100.00

Director's Report – Julie Farkas

This month I have been primarily focusing on the budget process and working to get answers to various questions asked at the first meeting on February 1, 2014. More numbers have come in from the City to help finalize my reports. Our next meeting is scheduled for Saturday, March 1, 2014 at 8:00am in the East Meeting Room.

Paradise Park – Premiere sponsor for the 2014 Summer Reading Program

I am happy to report that Jeffrey Wainwright, owner of Paradise Park, has graciously offered to be our premier sponsor for our annual summer reading finale parties. This will be the third year that Paradise Park has offered its location for games and fun for our young readers who finish the summer reading program. Jeffrey's establishment provides a great location for our kids to celebrate their reading accomplishments. They have a wonderful staff and they are very easy to work with! Thank you Paradise Park!

Journal of Library Administration

I have been asked to write an article for the Journal of Library Administration highlighting the great relationship we share with our local city government. This is an opportunity to write about the many wonderful programs, resources and services that we collaborate on and share. It also allows me to provide some guidance to public libraries that may be struggling with obtaining cooperative relationships. I will be happy to share the article if published.

Mid-Year Reviews

The staff is currently going through the mid-year evaluation process. Department Heads and Supervisors are working with staff to review goals and discuss completion. The goals document provided each month gives the Board an update as to how goals are being accomplished by staff and departments throughout the year.

Fundraiser Updates

The coupon book has been on sale for close to a month now. Sales are going well! Kudos goes to our Support Services department for soliciting the booklet at the check-out desk when patrons come into the building. We are doing a lot of press and push on the booklet to get the word out. Below is the flyer with examples of the coupons attached. We unfortunately did not get our needed amount of volunteers to participate in the Tiger Baseball volunteer program at Comerica Park. We needed to have at least 36 volunteers to participate and we only received interest from 30 people. I will continue to look at new ways for the Library to fundraise for the Library.

Discount Coupon Books Now For Sale!

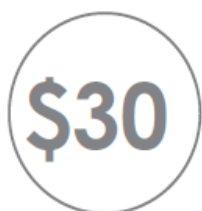
Buy yours today at the Library Check-Out Desk for \$30 and receive over \$500 worth of savings!

Cash, Check and Credit Card is accepted!

Book It!

The Novi Public Library

Fundraiser



Coupon Savings



novilibrary.org

45255 W. Ten Mile Road Novi, Michigan 48375

248-349-0720

Special thanks to our sponsors...

Steve & Rocky's
Buffalo Wild Wings
Bd's Mongolian Grill
Wild Birds Unlimited

GOLF TECH

Perfect Desserts

Pizza Marvelous

Paradise Park

One Training

Friends of Novi Public Library

Novi Fine Wine & Liquor

Bagger Dave's

Novi Coney Island

Vibe Credit Union





Lunch Entrée \$10.00 OFF

Valid on main courses of lesser or equal value
(Not valid in conjunction with any other offer)

43150 Grand River Avenue, Novi, MI 48375
248.374.0688 dbrady@steveandrockys.com Offer expires: 12/31/2014

"Ranked #1 restaurant in Novi according to TripAdvisor"



www.bdmongo.com
43155 Main Street
Novi, Michigan 48375
(248) 735-1900
@Novimongo

\$5 off

with a purchase of \$25 or more

Cannot be used towards alcohol, tax or tip.

Offer ends: 12/31/2014

Novi Coney Island



20% off Lunch or Dinner

(not to be used with other promotional discounts or on gratuity)

25875 Novi Rd
Novi, MI 48375

(248) 380-3400
noviconey.com

Offer expires:
12/31/2014

GOLF TECH

Custom Clubs & Repair Center

50% off re-gripping installation
(\$21.00 savings on a set of clubs)

41300 10 Mile Road, Suite A • Novi, MI 48375
(248) 426-2266 • golftechinc@gmail.com
www.golftechnovi.com

Offer valid: January 1, 2014 – December 31, 2014



fitness.nutrition.wellness

40400 Grand River - Novi
(248) 888-309-531
www.onetrainingstudio.com

10 Class Pass Of Nutrition Consult \$49
\$50 savings - new clients only
Good for regular adult classes

Offer valid: January 1, 2014 – December 31, 2014

Public Services Report by Margi Karp-Opperer (No Report this month)

Building Operations Report by Mary Ellen Mulcrone

The winter weather continues to be a huge challenge. Support Services staff face the frigid temperatures each day at the front desk, and still they smile. Space heaters have helped, but we look forward to a more permanent solution to this problem. The Outreach Team braves the cold and slush, delivering materials to senior facilities and homebound patrons. Thanks to all!

Facilities staff have done a tremendous job of keeping walkways and driveways clear and safe. In addition to shoveling snow, spreading ice melt, and keeping the snow blowers in working order, they had to clear paths to the storm drains in the parking lot to keep the water from the melting snow draining properly instead of puddling and re-freezing. Thanks Barb, Bill, Keith, and Matt!

As usual, many routine tasks and repairs have been done—such as carpet and upholstery cleaning, patching and painting of walls throughout the building, replacement of the UV flame sensor on the secondary boiler, and repair of the street light in the parking lot near the main entrance. Some less routine things have also occurred. The Internet filter for the public computers has been upgraded to a newer model. As an energy saving measure, both elevators had the “Energy Saver 2” installed, enabling the lights in the cars to turn off when not in use.

Computer classes for the public were held on e-Reader Instruction, Using your iPad, Basic Photo Editing with Paint.net, four (4) Tech Times and three (3) VHS to DVD workshops. Due to weather conditions and lack of attendance, two DVD Introduction classes were cancelled.

We are participating in the City's lawn maintenance bid process with proposals expected before the end of February. We are also in the process of negotiating a new janitorial contract.

A team from Google Maps was on site this month mapping out our building to create an enhanced indoor map for both mobile and desktop users.

Staff are testing the new Enterprise catalog and providing feedback for improvements before the catalog is ready for the public to use.

We welcomed Tia Marie Sanders as our new Building Monitor.

Support Services Statistics 2013-2014

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	477	437	491	409	335	263	305						2,717
Items checked out	83,150	73,040	64,664	66,952	63,631	56,774	61,451						469,662
Items borrowed	5,007	4,440	3,976	4,082	3,689	3,616	4,476						29,286
Items loaned	5,545	5,006	4,724	4,855	4,204	3,969	5,272						33,575

Support Services
Statistics

January, 2014

	2014	2013		2013	2012
No. of lib. cards issued	305	363	READ Box		
Total no. of checkouts	61,451	66,428	(unveiled June 6, 2013)	Adult 90	0
			capacity approx. 30 bks.	Youth <u>192</u>	<u>0</u>
			Annual Total (year end- Oct. 2, 2013)	282	0
No. of items borrowed	TLN 4,363	4,672			
	MeL <u>113</u>	<u>106</u>			
	4,476	4,778			
No. of items loaned	TLN 5,159	5,853			
	MeL <u>113</u>	<u>123</u>			
	5,272	5,976			

Self-Check Totals 2013-14 Fiscal Year

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	83,150	63.67%	52,942	11,452	9,610	5,395	13,565	10,448	2,472
August	73,040	61.95%	45,246	10,214	7,740	4,967	12,194	8,136	1,995
September	64,664	58.94%	38,115	8,726	6,874	3,954	10,491	6,561	1,509
October	66,952	56.04%	37,519	8,455	6,230	3,714	10,449	7,141	1,530
November	63,631	59.46%	37,832	8,836	6,426	4,279	10,217	6,997	1,077
December	56,774	56.90%	32,304	7,910	5,172	2,922	8,814	6,234	1,252
January	61,451	56.76%	34,882	8,009	5,894	3,559	10,004	6,160	1,256
February									
March									
April									
May									
June									
FYTD	469,862	58.73%	275,936	62,640	47,756	28,974	75,652	49,935	10,979

Library Usage

2012-2013 Fiscal Year					2013-2014 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	38,858	1,495	254	26	July	37,620	1,447	254	26
August	33,175	1,229	261	27	August	32,464	1,249	250	26
September	31,011	1,108	244	28	September	30,079	1,074	264	28
October	32,303	1,042	281	31	October	31,249	1,008	297	31
November	32,454	1,119	244	29	November	30,109	1,075	257	28
December	26,501	1,019	229	26	December	27,986	1,000	259	28
January	30,017	1,001	270	30	January	37,006	1,234	283	30
February	31,795	1,136	248	28	February			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	226,513	1,150	3,224	340

2012-2013 Fiscal Year						2013-2014 Fiscal Year					
Computer Logins						Computer Logins					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	8,302	15,104	0	23,406	900	July	5,549	24,600	6	30,155	1,160
August	7,926	14,352	0	22,278	825	August	5,075	22,623	1	27,699	1,065
September	7,090	12,680	0	19,770	706	September	4,915	30,828	3	35,746	1,277
October	7,539	13,578	0	21,117	681	October	5,806	35,096	0	40,902	1,319
November	7,895	14,263	3	22,161	791	November	5,240	32,155	3	37,398	1,336
December	4,295	18,833	2	23,130	857	December	4,279	32,168	4	36,451	1,302
January	4,924	24,172	6	29,102	1,004	January	4,327	30,792	5	35,124	1,171
February	4,203	23,780	3	27,986	965	February					
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	35,191	208,262	22	243,475	1,236

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	920	20,882	22
November	834	20,451	24	November	816	19,935	24
December	683	15,603	22	December	657	15,575	23
January	838	20,713	24	January	720	16,998	24
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	6,881	166,794	24

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	4	0	5	1	1	0	0	3	14	
<i>patrons</i>	3	0	6	4	5	0	0	3		21
Nov	4	1	5	0	1	0	0	5	16	
<i>patrons</i>	2	4	10	0	4	0	0	5		25
Dec	4	0	4	1	1	0	0	1	11	
<i>patrons</i>	2	0	6	2	1	0	0	1		12
Jan	4	1	4	0	1	1	0	5	16	
<i>patrons</i>	4	2	1	0	3	4	0	5		19
Feb									0	
<i>patrons</i>										0
Mar									0	
<i>patrons</i>										0
Apr									0	
<i>patrons</i>										0
May									0	
<i>patrons</i>										0
Jun									0	
<i>patrons</i>										0

Sessions	28	5	25	3	7	5	12	32	117	
Patrons	18	16	52	11	27	12	14	32		182

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								
March								
April								
May								
June								
FYTD Total	9,960	1,654	17,743	5,345	23,088	741	3,982	44,170

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

Charging Stations Usage			
	2011-12	2012-13	2013-14
July		3	3
August		2	8
September	3	8	2
October	1	3	4
November	7	3	4
December	1	3	0
January	8	4	1
February	7	3	
March	11	4	
April	5	3	
May	8	1	
June	4	1	
Total	55	38	22

Meeting Room Rentals 2013-14FY		
	Rentals	Attendees
July	29	696
August	41	1,172
September	49	1,274
October	35	1,077
November	32	1,485
December	21	447
January	42	981
February		
March		
April		
May		
June		
Total	249	7,132

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		1.
		2. Novi Holdings			2.
		3. Novi Locator			3.
		4. Novi eMedia Menu			4.
		5. Artwork in the Library			5.
September	6,202	1. Novi Main Menu	March		1.
		2. Novi Holdings			2.
		3. My Account Novi Summary			3.
		4. Novi eMedia Menu			4.
		5. Novi Booklook			5.
October	6,072	1. Novi Main Menu	April		1.
		2. My Account Novi Summary			2.
		3. Novi Holdings			3.
		4. Novi eMedia Menu			4.
		5. My Account Novi Items			5.
November	13,098	1. Novi Main Menu	May		1.
		2. Novi Holdings			2.
		3. My Account Novi Summary			3.
		4. My Account Novi Items			4.
		5. My Account Novi Request			5.
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.
			Total	58,606	

Student Representative's Report – January 2014

Written by: Ziyang Huang and Jessica Mathew

Programs:

To kick off the year, we started off with a Mix it Up Munchies and a Movie program where we watched *Sea of Monsters*. This program was lots of fun and was a success. Also, we had our TAB meeting where we talked about spring and summer teen programs. This meeting was very informative and had a great attendance of 14 teens. Following this, we had a Chinese New Year Cooking program with 16 participants. During this program, we learned how to make traditional Chinese dishes; this was a big hit with all the students.

Z and I volunteered for the Library's Martin Luther King Celebration. After an educational and entertaining story time, it was wonderful helping our younger patrons as they made dream catchers, designed bookmarks, played games and shared their dreams with "Mother Goose." Over a hundred people attended.

Teen Space:

Since we started requiring Student ID's to enter the Teen Space, we have seen a slight decrease in attendance. But, the teen space remains strong with 535 teens in 14 sessions. This averages out to around 39 students per session.

Upcoming Programs:

Teen Book Club - March 1 @ 1:00pm

TAB Meeting – March 14 @ 3:30pm

Handwriting Analysis – March 14 @ 4:30 pm

City of Novi Historical Commission
December 4th, 2013, 2:00 p.m.
Novi Library Local History Room
Minutes for November 2013, postponed till Dec. 4, due to TG

Call to Order:

Attendance: Boyle, Crawford, JRM, and Roy Prentice, plus liaison Betty Lang
Guests: Toni Bonner, Sue Grifor
Approval of Agenda: Crawford, sec. Boyle accepted by all
Approval of Minutes: Move to accept Boyle, sec Crawford, approved by all
Finance Report: \$11,685.80 remaining after minor expenses so far this fiscal year out of total budget of \$13,500

Liaison Report: Betty Lang gave a handout, Local History Room rules for using the LH room for staff and Commission members, the LH room must be staffed at all times

Updates and Discussion

- Current Project updates

1. Library Display Cabinet – Discuss future exhibits

Roy put a display in the cabinet this week, next display will be about the Walled Lake casino. Some day will have Mayors display or electors collection,

2. Speaker series. Upcoming programs

April 3rd, Novi Early history next talk, corr. by Crawford

Ford Mustang topic upcoming some day middle April, Kathy Crawford has lined up speakers

3. Motorcities Update: the display panels are all lined up except Novi Special, needs pictures of the factory, much of the car was built in California, we are looking for Novi pictures, esp something from the factory.

8 displays are in all for display 200 per each has been paid as a down-payment, remaining amount is 175 once the displays are finished.

discussion about the Dodge parks, which became State parks

4. Discussion of Oral History Project: Roy attempted to call each of the people who submitted resumes. Three have declined due to time problems, one person sounded some interest. Roy went thru the background of the search process for our new visitor, Toni. (She is a potential new member of the commission)

Discussion focused on can we do it ourselves or hire it out? How did we obtain these candidates? They were obtained thru Information sent to Wayne St

University History Dept. Toni suggested that we Post it on www.Indeed.com for pro bono or paid work, suggested by visitor Toni B.

5. Purchase of 1877 Durant book for Library Collection

Discussion about this book, can we consider purchasing a new copy by Durant? cost of the book is in the range \$500 to \$900 - source Kings Rare books - Detroit. It was moved by Kathy Crawford that we purchase one copy of the Durant Book at a price not to exceed \$530, second by Lynne Boyle, the motion was approved unanimously by the commission.

- Other items, new business, Roy brought in some files and Materials that belong to the Commission plus a flash drive with accumulated items esp computer images. Roy Prentice our current Chairman has informed the Commission and the city, that he is going to resign from the Commission after 9 yrs. The Commission thanks him for his excellent service to the city and the commission. New Chairperson needs to be chosen.

Betty Lang asked us to consider spending some money to install more wooden doors on the cabinets for security and Reduction in Light to the sensitive books and documents. Motion to spend up to \$500 for additional wooden doors, moved by Crawford, sec. By Boyle, all approved

Next Meeting:

Wednesday, January 22nd, 2014, 2:00pm, Novi Library, there will be no December meeting due to the Christmas and New Year holidays in late December.

Adjournment 3:15 PM

Bits and Pieces

Vol. 5, Number 1

FEBRUARY 2014

TLN GLEANERS SPRING FOOD DRIVE

Last year, Year One of the TLN food drive, 48 libraries participated in a four week long campaign. With input from Gleaners staff, the TLN Board in August approved an expansion of the drive from four to six weeks. This year's food drive will launch on **Monday, March 24 and run to Friday, May 9**. Gleaner's staff will be in touch with all TLN member libraries by February 21. If your library is in a service area outside the one served by Gleaners, you may still participate as Gleaners will coordinate with the food distribution services in your county. Please remember, if you wish to donate to a specific food distribution program in your area, indicate that preference when you are contacted by Gleaners staff. Last year, the TLN food drive collected 7,397 pounds of food which helped provide 6,140 meals for Southeast Michigan residents. Can your library match or exceed the record setting pace of the **Westland Public Library** which raised **1,059 pounds in donations**? Help us reach this year's goal of 10,000 pounds of donated food. As in Year One, your library may select the Food for Fines or Food for Thought option.

March 26 Manager's Book Club Attracts Mayor and Executive Staff

Congratulations to Patty Braden, Romulus City Librarian, for her selection of **Traction: Get a Grip on Your Business**, as the selected discussion title. Newly elected Romulus Mayor, LeRoy Burcroff uses the book as a framework for his management team to effectively run city government. Our bonus – Mayor Burcroff and many of his department heads will attend the 1:00 PM Manager's Book Club at the Romulus Public Library on Wednesday, March 26. Don't miss out on this discussion which promises to deliver real life examples of management theory applied in the incubator of city government.

Spring Summer TLN Continuing Education Series 2014

It's back to the basic **ABC's** of Continuing Education class offerings for 2014. "**A**" stands for **Ask and Attorney**, a lively dialogue in a give and take session with an area attorney. "**B**" is for **Buildings 101** a close exploration of the building we call home for our public library including the care and maintenance of mechanicals, life cycles for all the moving and stationary parts, plus a review of how to attract contractors to service your building, from exterior lawn service to the secret workings of the HVAC system. "**C**" is a virtual trip through the world of collection development as **Common Core State Standards** are reviewed by Orion Township Public Library Youth Services Librarian, Kristen Remenar for practical application in public libraries, big or small. Dates, times and venues for each series will be released in March, with easy registration featured on the TLN website under the Continuing Education banner.

Board & Administrator

FOR BOARD MEMBERS

February 2014 Vol. 30, No. 6

Editor: Jeff Stratton

Board should avoid meeting without its executive

Either the board and administrator are a team or they are not.

That is why it is a bad practice for the board to exclude its executive director from a meeting, except for four very specific reasons:

1. When discussing the CEO's annual performance evaluation and compensation adjustments.
2. When discussing a corporate compliance issue where allegations have been made against the CEO.
3. At the end of the audit review so the board can ask questions of the auditor without employees present.
4. If there is an allegation of sexual harassment against the CEO.

There's a real cost to board and executive teamwork when a board shuts its executive out of a

meeting. "My board just met without me, and it's made me a little jumpy," said a South Dakota executive director. "We're supposed to be a team."

The administrator didn't sit back and simply take the board's action. "I met with the board chair and told him I felt excluded from the team. I said I should have been there just to correct misinformation if for no other reason," he said.

The administrator should have the opportunity to participate in all board discussions in order to be an effective member of the team. The insights the administrator brings to board discussions will help ensure that board ideas are workable. After all, the executive director is the board's most valuable resource, and to exclude her from a meeting means the board might make decisions that won't even work. ■

Five promises each board member should make

To facilitate teamwork and a healthy relationship with the administrator and within the board, each board member should make the following commitments.

As a member of the board, I will not:

1. Criticize fellow board members or their opinions, in or out of the board room.
2. Use the nonprofit for my personal advantage

or that of my friends or relatives.

3. Discuss the confidential proceedings of the board outside the board room.

4. Promise before a meeting how I will vote on any issue.

5. Interfere with the duties of the administrator or undermine the administrator's authority with staff members. ■

Two tips to improve board meetings

A Canadian board member said life is too short to waste time during board meetings.

That's why he makes sure he is always prepared prior to the meeting. Here are two tips to help a board that struggles and lacks focus during meetings.

1. Count how much money you are spending. "Well-run board meetings are cost-effective financially," he said. "I sit in a meeting that's dragging sometimes and calculate the salaries of the board members in attendance. That's a very expensive proposition for our board."

2. "Read" your board. If the chair has a good handle on the board and its personalities, she

should be able to deal with board-member dissatisfaction effectively. "That's important, because if something is bothering a board member, they won't be productive at the meeting until their issue is addressed," said the Canadian board member.

Sometimes, this requires the chair to perform some groundwork prior to the meeting. The chair can look into the board member's issue, talk to him, figure out what is bothering him and determine if the issue is a board issue. "Often those types of issues can be dealt with by the chair and executive director so they don't bog down the meeting," he said. ■

Take stock of board meetings with this checklist

From time to time, the board should assess the effectiveness of its meetings. If there are areas that need improvement, such as lagging meeting attendance or poor participation in discussions, the board should act quickly to address them.

Meeting Evaluation Checklist

As a board member, I want to do my part to make meetings productive and mission-focused. At our most recent meeting, I ...

- Arrived on time and stayed until the meeting ended.
- Prepared for the meeting by reading the agenda and support materials in advance.

- Took part in all discussion.
- Kept my comments focused on the issue under consideration.
- Observed parliamentary procedure.
- Practiced the art of compromise.
- Listened respectfully to other board members' opinions.
- Worked toward consensus on every issue.
- Focused on the nonprofit's mission, rather than my special interests or those of any other board members.
- Kept discussion focused on board issues like policy, resource development and planning, and out of day-to-day management issues that belong to the executive director. ■

Put thought into who does the board's "hard work"

If the board faces a tough task like persuading the board to conduct a self-appraisal on a board that doesn't think this responsibility is all that important, give thought to who will lead the group through the process. The chair could lead the process, but a leadership opportunity like this is also a way to groom future board officers.

To be successful in a hard job, look for a go-

getter with these two qualities:

1. Strong leadership. You need a strong leader in place, because work on a job the board isn't motivated to do can be frustrating and lead to conflict and tension.
2. Experience in the topic at hand. Using the board self-evaluation example, you would ideally find a board member with experience in evaluation to facilitate the process. ■

spective, which I appreciated.

The world my father grew up in and the world I grew up in were different. He started his life in the small towns of northeast Oklahoma, the son of sharecropper parents. For many years, he rode a horse to school and worked in the fields to help make ends meet. He talked wistfully about

while born in Oklahoma, was raised in Albuquerque. I lived in a suburban house, walked to school, played Little League, was first chair baritone in the band, worked at McDonald's in high school, had 700 in my graduating class and enjoyed my pleasant life.

Even though our lives had different beginnings, my Dad has been able to

places that he could not have imagined as a child. My father believed that education made a difference and made it clear to me that doing well in school was important.

Here in Novi, we are working to create a school system of which everyone can be proud. We have developed four district goals. Our dis-

trict goal is to ensure that every student in our district – parents, students and teachers. Our students cannot succeed if we don't work together.

I can remember times in school when it took everyone to help me turn the corner. In high school, my Algebra 2 teacher was enthusiastic, helpful and more than

became involved. They did not threaten me or ground me or take away my bike (I didn't have a car). They just talked with me about doing better. They helped me see that school was important and deserved my best effort. They asked me about homework. They followed up with the teacher. And eventu-

ally, they gave me a ride home. Thankfully, none of them gave up on me. If we are to reach our goals, it will take everyone's best effort. I think my dad would agree with me on that.

Steve Matthews is a superintendent of Novi Community School. He can be reached at 248-449-1204 or smathews@novi.k12.mi.us

WALLED LAKE SCHOOL BRIEFS

Two musicals

The Walled Lake Consolidated School District presents and invites the community to two upcoming high school performing arts productions, *Wizard – the Musical* at Walled Lake Northern High School and *Almost, Always* at Walled Lake Western High School.

Walled Lake Northern performing arts presents *Wizard – The Musical*, Feb. 6-9 at Northern High School (6000 Bogle Lake Road). This production is made possible by Music Theatre International.

Evening shows start at 7:30 p.m. Feb. 6-8 and matinee shows start at 2 p.m. Feb. 8-9. Tickets are on sale now at www.wlcschools.com or by calling the box office at 248-956-5465. Premium seating tickets are \$17 for adults and \$14 for students/senior citizens. Reserved seating tickets are \$15 for adults and \$12 for students/senior citizens.

Walled Lake Western performing arts presents *Almost, Always*, Feb. 6-8 at Western High School, 600 Beck. The show starts at 7:30 p.m. each night and tickets are \$10 for adults, \$8 for students and senior citizens. Tickets are on sale now at www.wlcschools.com; tickets will also be sold at the door before each show.

For more information on these productions, visit www.wlcschools.com.

International Baccalaureate

Fun at the library



Daniel Yu (left) and Amal Ivatur engage in a spirited game of table tennis Jan. 31 at the Novi Public Library. The teens were in the library's Teen Room, which opens after school each Monday through Friday and features video games on a big screen, lots of card games and, of course, table tennis. dnh.hsbc.com PHOTOGRAPH BY

SCHOOLCRAFT COLLEGE UPDATES

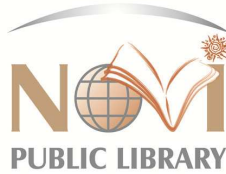
Learn more about Wayne State

Wayne State University, one of the Schoolcraft to U partner universities, will host an open house at Schoolcraft 4:30-7:30 p.m. Thursday, March 18, to

creative techniques in their classroom teaching. The award is given to one biology educator teaching at the community college level each year. McVirt began teaching part time at several colleges before joining the

ON CAMPUS Michigan Technological University

The Deans' List for the 2013 fall semester includes three students from Novi: Kristin Courtnay, civil



Library Board Calendar

2014

February 19	Library Board Regular Meeting
March 1	Budget Planning Session, East Meeting Room, NPL
March 19	Library Board Regular Meeting
April	Budget presented to Council, TBD
April 13-19	National Library Week
April 19	Library Closed
April 20	Holiday – Easter, Library Closed
April 24	Library Board Regular Meeting-revised date
May	Library Board – Goal Setting Session, TBD
May 11	Holiday – Mother’s Day, Library Closed
May 21	Library Board Regular Meeting
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
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 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

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.