

## Agenda

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, November 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
  - A. Approval of Claims and Warrants L524 ..... 3-5
  - B. Approval of Regular Meeting Minutes – October 15, 2014..... 6-15
5. Correspondence
  - A. Thank you from Superintendent, Novi Community School District – Steve Matthews.....16
  - B. Thank you from Tricia Hughes, Great Start – Oakland County.....17
  - C. Thank you from Maryanne Cornelius, City Clerk.....18
6. Presentation
7. Public Comment
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9. President’s Report
  - A. 2014-2015 Achievement of Goals update..... 20-23
  - B. Gary Bernstein, Read a Latte Café – September revenue rec’d, October lapsed payment not rec’d
10. Treasurer’s Report
  - A. Library Budget 2014-2015..... 24-26
  - B. Final Audited Financial Report ending 6/30/2014 ..... 27-29
  - C. Library Financials and Contributed Fund – October 31, 2014 ..... 30-36
  - D. City of Novi – Library Funds, Quarterly Investment Report thru March 31, 2014.....36-41
  - E. City of Novi – Library Funds, Quarterly Investment Report thru June 30, 2014.....42-46
  - F. Email from Sabrina Lila, Senior Financial Analyst - Elimination of Department 299 in General Fund.....47
11. Director’s Report ..... 48-49
  - A. Public Services Report and Calendar of Events ..... 50-52
  - B. Building Operations Report ..... 53
  - C. Library Usage Statistics – October 31, 2014..... 54-62
  - D. Friends of the Novi Library ..... N/A
  - E. Novi Historical Commission – September/October..... 63-67
  - F. Bits & Pieces – TLN Director Report, October 2014.....68
12. Committee Reports
  - A. Policy Committee (Lesko, Messerknecht– Chair)
  - B. HR Committee (Lesko, Verma – Chair)
  - C. Finance Committee (Czekaj - Chair, Sturing, Margolis)

- D. Fundraising Committee (Lesko, Sturing – Chair)
- E. Strategic Planning Committee (Messerknecht, Sturing- Chair)
- F. Building/Landscape Committee (Messerknecht, Margolis, Czekaj – Chair)
  - 1. Meeting scheduled for 11-19-2014 following Board of Trustees meeting

13. Public Comment

14. Matters for Board Discussion

A. Selection and Separation policy will not be brought forth to the Library Board as it was suggested by legal council to pursue as a procedure. Library Administration will implement with staff in January 2015.

15. Matters for Board Action

16. Adjourn

**Supplemental Information:**

- Library Board Calendar ..... 69

**Future Events:**

- Staff In-Service **LIBRARY CLOSED** – Friday, November 21<sup>st</sup>
- Historical Commission Regular Meeting – Wednesday, November 26<sup>th</sup> at 2:00pm, Novi Public Library
- Wednesday, November 26<sup>th</sup> – **LIBRARY CLOSED** at 5:00pm
- Thanksgiving Holiday **LIBRARY CLOSED** – Thursday, November 27<sup>th</sup>
- Light up the Night – Friday, December 5<sup>th</sup> at 6:00pm – 9:00, Civic Campus, City of Novi & Library
- Friends of the Novi Library Regular Meeting – Wednesday, December 10<sup>th</sup> at 7:00pm, Novi Library
- Library Board of Trustees Regular Meeting – Wednesday, December 17<sup>th</sup> at 7:00pm, City of Novi
- Christmas Eve, Wednesday, December 24<sup>th</sup> – **LIBRARY CLOSED**
- Christmas Day, Thursday, December 25<sup>th</sup> – **LIBRARY CLOSED**
- New Year’s Eve – Wednesday, December 31<sup>st</sup> – **LIBRARY CLOSED**
- New Year’s Day – Thursday, January 1<sup>st</sup> – **LIBRARY CLOSED**
- Library Board Budget Planning Session – Saturday, February 21<sup>st</sup> at 8:00am, Novi Public Library
- Library Board Budget Planning Session – Saturday, March 14<sup>th</sup> at 8:00am, Novi Public Library



**Inform. Inspire. Include.**

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

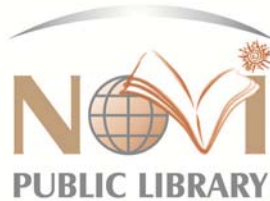
<http://www.novilibrary.org>

Warrant 524		November 2014	
Payable to	Invoice #	Account number	Account total
Alex Delvecchio Ent. LLC	name bdg; Rutkowski	268-000.00-727.000	\$ 18.18
Global Office Solutions		268-000.00-727.000	\$ 397.73
Global Office Solutions		268-000.00-727.000	\$ 964.54
Postmaster	stamps (3 rolls)	268-000.00-728.000	\$ 147.00
Bitstream	font Castle TS	268-000.00-734.000	\$ 37.20
Muniweb	September	268-000.00-734.000	\$ 442.50
Telsystems	Vbrick streaming Sys	268-000.00-734.000	\$ 230.00
The Library Network	Envisionware	268-000.00-734.000	\$ 4,740.00
The Library Network	Ann Lic Tech Ser 14-15	268-000.00-734.000	\$ 370.00
VidCom Solutions, Inc.	monitoring	268-000.00-734.000	\$ 164.85
Amazon.com		268-000.00-734.500	\$ 1.47
Amazon.com	iPhone acc.	268-000.00-734.500	\$ 124.70
Tech Logic Corp.		268-000.00-734.500	\$ 1,161.43
Demco		268-000.00-740.000	\$ 134.20
Global Office Solutions		268-000.00-740.000	\$212.37
Grainger		268-000.00-740.000	\$ 95.00
The Library Network	labels	268-000.00-740.000	\$ 284.00
Amazon.com		268-000.00-742.000	\$ 119.60
AudioCraft Publishing, Inc.		268-000.00-742.000	\$ 20.53
Barnes & Noble	Parent-Parent Hap Adv:The Sev	268-000.00-742.000	\$549.77
Barnes & Noble	Parent-Parent Motivation Bkth	268-000.00-742.000	\$ (198.75)
Brodart		268-000.00-742.000	\$1,780.59
Brodart		268-000.00-742.000	\$9,628.43
Center Point Large Print		268-000.00-742.000	\$ 87.48
Center Point Large Print		268-000.00-742.000	\$ 217.50
Ebsco	Performa/renewal	268-000.00-742.000	\$2,862.51
Gale Cengage		268-000.00-742.000	\$536.25
Gale Cengage		268-000.00-742.000	\$940.49
Multicultural Books & Videos		268-000.00-742.000	\$ 31.90
The Library Network	bk & Subscp(2) What thkg	268-000.00-742.000	\$ 42.00
Thomson Reuters - West	Mi SCAO APPR	268-000.00-742.000	\$ 179.00
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 151.78
Belleville Area District Library		268-000.00-742.100	\$ 8.99
Ebsco		268-000.00-743.000	\$ 13,896.17
Midwest Tape		268-000.00-744.000	\$472.73
Midwest Tape		268-000.00-744.000	\$1,943.35
OverDrive		268-000.00-744.000	\$ 1,215.58
Midwest Tape		268-000.00-745.200	\$1,677.51
Midwest Tape		268-000.00-745.200	\$2,794.09
The Library Network	Cons Rpt;10/1/14-9/30/15	268-000.00-745.300	\$ 1,930.00
Bright House Business Solutions	October 2014	268-000.00-801.925	\$ 82.03
Merchant Billing Statement		268-000.00-802.100	\$ 161.31
Foster, Swift, Collins & Smith, P.C.	policy review	268-000.00-806.000	\$ 190.00
Sam's Club	annual membership	268-000.00-809.000	\$ 15.00
The Library Network	Del; 10/1/14-9/30/15	268-000.00-818.000	\$ 4,495.00
AT&T	security lines	268-000.00-851.000	\$ 153.62

TelNet Worldwide		268-000.00-851.000	\$ 511.86
Verizon Wireless	8/29-9/28/14	268-000.00-851.000	\$ 387.93
The Library Network	7/1-9/30/14; datamailers	268-000.00-855.000	\$ 523.36
The Library Network	10/1-12/31/14; telecomm	268-000.00-855.000	\$ 15,360.65
City of Novi Gas and Oil		268-000.00-861.000	\$ 55.60
Party City	Gala; 10/24/14	268-000.00-880.000	\$ 33.96
Sam's Club	Gala; 10/24/14	268-000.00-880.000	\$ 75.82
Absolutely Baffling Magic	Light Up Night; 12/5/14	268-000.00-880.268	\$ 675.00
Amazon.com	pingpong balls/soup	268-000.00-880.268	\$ 36.17
Barnes & Noble Booksellers	Star Wars; 10/11/14	268-000.00-880.268	\$ 28.76
Carpenter, Suzanne	Snack Tales;10/13/14; yth pgm	268-000.00-880.268	\$ 26.88
Dan Dan the Choo Choo Man	Light Up Night; 12/5/14;bal rem	268-000.00-880.268	\$ 195.00
Gordon Food Service	youth pgm supplies	268-000.00-880.268	\$ 52.01
Hatcher, Emily	Light Up Night; 12/5/14	268-000.00-880.268	\$ 75.00
Krasnow, Sheryl	Dollars for College; 11/17/14	268-000.00-880.268	\$ 120.00
Kroger	Creepy Cupcks; 10/24/14; yth	268-000.00-880.268	\$ 15.99
Marshall, Susan	ESL9/26-11/6/14	268-000.00-880.268	\$ 350.00
Mutch, Kathleen	Adt Wrtg Pgm; November	268-000.00-880.268	\$ 100.00
Storch, Mary	Home Ec Pgm; 10/1/14; adt pg	268-000.00-880.268	\$ 43.87
TeacherGaming, LLC	Minecraft software	268-000.00-880.268	\$ 131.00
Cliff Bells	On the Road balance lunch	268-000.00-880.271	\$ 1,177.20
Erickson -Fox Run	Author Live 10/27/14 (51 meals)	268-000.00-880.271	\$ 918.00
Roscoe, Ginny	On the Road refund(cancelled)	268-000.00-880.271	\$ 178.00
The Players Club	On the Road	268-000.00-880.271	\$ 75.00
Accuform	Engage - 21 pages @ \$399.64	268-000.00-900.000	\$ 8,592.26
Friends of NPL	Engage - 1/2 page rec'd pyt	268-000.00-900.000	\$ (199.82)
Konica Minolta	September	268-000.00-900.000	\$ 403.67
Konica Minolta	9October	268-000.00-900.000	\$ 137.41
Consumers Energy	9/9-10/7/14	268-000.00-921.000	\$ 491.50
AT&T	10/13-11/12/14	268-000.00-922.000	\$ 22.22
DTE	9/24-10/23/14	268-000.00-922.000	\$ 8,223.44
City of Novi	w/s; 6/18/14-9/22/14	268-000.00-923.000	\$ 1,400.97
Aero Filter, Inc.		268-000.00-934.000	\$ 115.15
Cintas		268-000.00-934.000	\$ 314.39
Clear Fortress Window Film, LLC	3 control modules (materials only)	268-000.00-934.000	\$ 750.00
Dalton Commercial Cleaning Corp	quarterly cpt;yth;furn semi	268-000.00-934.000	\$ 3,674.00
Great Lakes Power & Lighting, Inc.		268-000.00-934.000	\$ 506.98
Home Depot	10/20/2014	268-000.00-934.000	\$ 131.73
JK Locksmith Co.	admin cab lock	268-000.00-934.000	\$ 85.95
Republic Services		268-000.00-934.000	\$ 182.66
Voss Lighting		268-000.00-934.000	\$ 201.56
B&B Landscaping	8/21-10/2/14 mowing	268-000.00-941.000	\$ 1,085.00
C&J Parking Lot Sweeping, Inc.	October 12, 2014	268-000.00-941.000	\$ 55.00
Great Lakes Power & Lighting, Inc.		268-000.00-941.000	\$ 3,907.28
Konica Minolta Premier Finance	November 19, 2014	268-000.00-942.000	\$ 1,098.00
Corrigan Record Storage	October	268-000.00-942.100	\$ 19.24
Abate, Kristin	MelCat Training 10/14/14	268-000.00-956.000	\$ 58.24
Erickson - Fox Run	Author Live 10/27/14 (6 meals)	268-000.00-956.000	\$ 108.00

Farkas, Julie	mileage; July -September 2014	268-000.00-956.000	\$ 133.75
Knox, Karen	Staff In-Ser; 11/21/14	268-000.00-956.000	\$ 100.00
Midwest Collaborative for Library Services	Zurmuehlen; workshop	268-000.00-956.000	\$ 99.00
Moe's on Ten	Novi Media Sp bkft; 10/30/14	268-000.00-956.000	\$ 181.68
Rutkowski, Barbara	10/29/14; Mi Broadband conf	268-000.00-956.000	\$ 82.80
Zurmuehlen, Maryann	SASAUG mtgs; 8/28+10/23/14	268-000.00-956.000	\$ 28.11
Petty Cash			\$ 33.80
<b>TOTAL 268 ACCOUNT</b>			<b>\$108,680.66</b>
	Accounts indicated in <b>red</b> deducted in Period Ending		
	September 30, 2014 Revenue and Expenditure Report		
	Accounts indicated in <b>black</b> are current		

<b>Warrant 524</b>		<b>November 2014</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Max Printing and Copy	Crawford invites	269-000.00-742.231	\$ 291.83
Randolph Rose Collection, Inc.	dep (one of four):I Love My Cty statue	269-000.00-742.231	\$ 2,600.00
Dan Dan the Choo Choo Man	Light Up the Night; 12/5/14	269-000.00-742.232	\$ 200.00
<b>TOTAL 269 ACCOUNT</b>			<b>\$ 3,091.83</b>
	Accounts indicated in <b>red</b> deducted in Period Ending		
	September 30, 2014 Revenue and Expenditure Report		
	Accounts indicated in <b>black</b> are current		



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
October 15, 2014**

**DRAFT**

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

**Library Board**

David Margolis, President  
Larry Czekaj, Treasurer  
Ramesh Verma, Secretary  
John Lesko, Board Member  
Mark Sturing, Board Member

**Absent and Excused**

Craig Messerknecht, Board Member

**Student Representatives**

Ziyang Huang (departed at 7:22 p.m.)

**Student Representative Absent and Excused**

Ruchira Ankireddygari

**Library Staff**

Julie Farkas, Director  
Mary Ellen Mulcrone, Assistant Director, Building Operations  
Marcia Dominick, Administrative Assistant

**Guests**

Blair Bowman, Suburban Collection Showplace, and representative of the Michigan State Fair  
Kathy Crawford, Oakland County Commissioner  
Hugh Crawford, State Representative

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 David Margolis, President at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

- Item 15, Matters for Board Action, Section A, Election of Vice President for 2014-2015 is to be removed.
- The Student Representatives Report has been relocated toward the beginning of the Agenda allowing them the option of staying for the meeting or departing early.
- President Margolis requested full page numbers be provided on the Agenda page.
  - Consent Agenda

- Claims and Warrants, pages 3 and 4
- Regular Meeting Minutes pages 5 – 9
- President’s Report
  - A. Goals- two sets – quarterly report, pages 13-18 and full set, pages 19-20
  - B. Café Report now falls under the President’s Report and is located on Page 32
- Treasurer’s Report
  - A. Budget 2014-2015 pages 21-23
  - C. Library Financials and Contributed Fund – 268 accounts on pages 25-27 and page 29; 269 accounts on page 28 and page 30.
- Director’s Report, pages 31-32
- Building Operations, pages 36-39
- Usage Report, pages 41-49
- Friends, pages 50-51

A motion was made to approve the October 15, 2014 Agenda as amended.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Mark Sturing

The motion was passed unanimously.

A question as to why there were two Public Comments was raised. Reason provided was this allows the public an opportunity to provide comments two times during a meeting, once in the first half and then again in the second half depending on when the topic for discussion fell on the agenda.

#### 4. Consent Agenda

##### A. Approval of Claims and Warrants L523

A motion was made to approve the Claims and Warrants L523 as presented.

1<sup>st</sup> – Mark Sturing

2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

##### B. Approval of Regular Meeting Minutes – September 17, 2014.

A motion was made to approve the Regular Meeting Minutes for September 17, 2014.

1<sup>st</sup> – Mark Sturing

2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

#### 5. Correspondence

##### A. Letter by Nancy Maxwell, Executive Director of Sweet Dreamzzz, Inc. thanking the Novi Library for the generous donation of 4 Dr. Seuss Books.

Nancy Maxwell thanked the Novi Public Library for providing four (4) Dr. Seuss Books for their *A Night to R.E.M.ember* fundraising auction event to be held on Friday, October 24, 2014.

##### B. Thank you email from Brian Yopp to Roy Prentice, former chair of Historical Commission, regarding the MotorCities Marker project.

Brian Yopp, Director of Operation & Community Liaison for the MotorCities National Heritage Area thanked Roy Prentice and the Novi Historical Commission for their partnership, installation and dedication to the MotorCities Marker project. He also commended the City on the design of the MotorCities Marker brochure.

## 6. Presentation

### A. Check ceremony by Blair Bowman, Suburban Collection Showplace - \$3,000 donation in honor of Hugh and Kathy Crawford's 50<sup>th</sup> Wedding Anniversary to go towards the purchase of the "I Love My Country" bronze statue (see photo included in Director's Report).

In celebration of Hugh and Kathy Crawford's 50<sup>th</sup> Wedding Anniversary, Blair Bowman presented the Crawford's with a donation of \$3,000 from the Michigan State Fair proceeds to be used to assist in the purchase of the "I Love My Country" statue, which is to be installed on the Novi Public Library's patio in late spring 2015. The Library is still accepting donations as \$7,000 of the \$12,000 needed has been raised for its purchase. Mr. Bowman said that he would continue to help even next year as this is a great project.

## 7. Public Comment

Rochelle Smith, Novi resident and business owner, stated that she appreciated the Novi Public Library and that it is truly making a difference for the community. She stated that she speaks for many residents who use the Library and thanked us for all that we do for the community. The Novi Public Library provides a commitment of excellence.

A Trustee suggested making contact with the Novi homeowners associations to ask that they participate in the statue fundraising. Julie stated that she would include this in her annual letter.

## 8. Student Representatives Report

The Student Representatives Report is provided on page 12 of the October 15, 2014 Library Board Packet. Highlights include:

- There was a dramatic increase in teen usage of the Library this period.
- Duct Tape Notebooks program had 18 in attendance.
- Teen Space had 967 attendees in 22 sessions for an average of 44 per day. The highest attendance count was on September 11 with 67 students. Thursdays are found to be the highest usage day due to sports and clubs meeting.

Two Teen Advisory Board (TAB) members joined us today, Cindy who is a sophomore at the Novi High School and Secretary of the TAB, and Yong who is a junior at Novi High School and Vice President of TAB. They commented on upcoming events scheduled for TAB:

- The first TAB meeting was held in September with an increase in numbers in attendance.
- Cultural Fest in November with the purpose to show the diversity in Novi - one day to learn about dance, food and clothes of the culture.

The next TAB meeting will be held on Friday, October 17, 2014.

Upcoming events/programs:

- October 11 and 18 – Kaplan ACT Test-Taking Seminar
- October 14 – College Planning and Strategies
- October 16 - Manga Club
- October 17 – Pizza Taste-off and TAB meeting
- October 25 – Creepy Cupcakes 101

## 9. President's Report

### A. 2014-2015 Achievement of Goals Update

The Novi Public Library 2014/2015 Goals Quarterly Full Document Update is included in the October 15, 2014 Library Board Packet on pages 13-18. The Goals Monthly Update can be found on pages 19-20.

The Library Trustees convene once a year to strategize and go over the goals and objectives they'd like the director and staff to develop and concentrate on over the year. There are eight (8) goals. The director and staff then take the goals and develop tactics that are opportunities to achieve.



The burden of tracking the achievements fall on the Board. The President asked the Board to review the document and ask questions they don't understand.

Under Owner, there are five (5) different acronyms that need to be explained:

- IS – Information Services – reference questions, material selections, programming and instruction.
- SS – Support Services – ordering and processing materials, checking in/out of materials and the delivery of materials.
- AD – Administration – HR, finance, rentals, volunteers, fundraising, marketing.
- IT – Information Technology/Building.
- Board - The Board has the oversight and responsibility.

Included in the Library Board Packet is a full set of Goals which is provided quarterly, and also a monthly update that includes what has been accomplished during that time period. All accomplishments are highlighted in red.

Highlights for the monthly goals are:

- Goal #1: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
  - Tactic – Evaluate staffing levels for possible reductions.
    - SS – 47 hours per week (21 hrs. Shelves, 26 hrs. Circulation) left vacant due to staff resignations.
- Goal # 4: Provide quality services, collections, programs and technology with an emphasis on the aging population.
  - Tactic – Publicize and engage the Older Adult community with info about Oakland County service for visually impaired.
    - IS; SS – Identified and photographed limitation to accessibility within the building using the Sitewise guidelines as developed by Henry Ford Hospital and created an excel file to record findings and notes.
    - IS; AD – Quarterly book discussions; AARP Tax Days; Gale Courses.
  - Make a greater number of materials more easily accessible to patrons.
    - SS – Book Club Kits now requestable/holdable to facilitate more book discussion groups.
  - Host music/dance programs by different cultural groups.
    - IS – creating a program on history of Mexican folk dancing styles and costumes.
  - Increase usage of Youth Activity Room for crafts, hands-on event, etc.
    - IS - Investigating and planning art classes for elementary age taught by Novi High School Art Club students.
  - Investigating holding more after-hours events for all age groups.
    - IS; AD – Investigating after-hours Minecraft program for January and March.
  - Upgrade NPL computers from XP to Windows 2010.
    - IT – Upgraded from XP to Windows 7 and from Microsoft Office 2007 to 2010 – completed in 2012. (The tactic was included in the strategic planning document which was to be completed in 2014-15, but was completed ahead of schedule in 2012).
  - Improve online public catalog.
    - SS – Working through The Library Network; adopted in late September 2014; new look.
  - Increase activities with Novi and other area school districts.
    - IS; AD – Provided tour and database instruction to 63 Novi Meadows Students; met with Novi Schools Instructional Coach to review SRP ( Summer Reading Program) stats and plan for School Board presentation.

- Investigate and add new collections/pathfinders based on interests and needs of patrons.
  - IS; SS – Developing a baby/toddler page with literacy info for webpage.

A Trustee questioned if there will be other cultures highlighted other than the Mexican culture. Other cultures will be highlighted, but the Mexican culture was made available first. The Library has hosted and will continue to host Chinese and Indian cooking programs just to name a few.

**B. Gary Bernstein, Read-a-Latte Café – providing Café updates and concerns**

An invitation was made for the Café owner to come to tonight's Board meeting.

Julie Farkas met with Gary Bernstein, owner of Read-A-Latte Café on October 7, 2014 where he outlined some of the difficulties he and his wife have experienced this past summer. The Library has not received either of the July or August revenue due to their hardships. After speaking with Julie, it was decided that Mr. Bernstein will make the following payments to catch-up on revenue due.

- Three installments of \$186.60 each will be paid in October, November and December totaling \$559.79, which is the July (\$308.79) and August (\$251.00) payments due.
- Mr. Bernstein assured Julie Farkas that he will be on time with the regular monthly revenues.

Ms. Farkas also spoke with Mr. Bernstein regarding improving the customer service and the cleanliness in relation to café employees and the facility which Mr. Bernstein has agreed to improve.

Trustees questioned when the final audit numbers will be provided? Finance staff will be out of the office until October 20, 2014, but typically November is when the final numbers are provided.

**10. Treasurer's Report**

**A. Library Budget 2014-2015**

The 2014-2015 Budget dated March 19, 2014 is included in the October 15, 2014 Library Board Packet on pages 21-23.

No quarterly investment report was provided.

Revenue:

The Library is one-fourth of the way in the fiscal year. The revenue is front loaded provided in-house with 97% of budgeted revenue received to date primarily from tax revenues.

Expenses:

On a quarterly basis, each quarter would allow for \$764,000 in quarterly expenses. That being said, our first quarter expensed \$667,000 so we are ahead of plan by approximately \$92,000, which could be attributed to timing issues or the efficiencies of the Library staff and administration or both.

President Margolis stated that implied in the figures provided are retroactive adjustments not disclosed. There are approximately \$10,000 in revenues not recognized and also an additional \$23,000 of added expenses not recognized for a net decrease of \$12,782. After adjustments are made historically it adjusts itself out in the end.

The 268 Library account is an operating account and can be found on pages 25-27 of the October 15, 2014 Library Board Packet.

**B. 269 Library Contributed Funds 2014-2015 budget**

The 269 account is a contributed fund account with some funds restricted and some not. The Treasurer shows our starting fund at \$1,592,028, but the City shows \$1,590,760 for a difference of \$1,268, which he states will probably work itself out. Without having the quarterly investment report, the error could be a first quarter retroactive adjustment.

Some of the categories are designated, but a majority of the categories are considered undesignated. Of the categories which are deemed restricted (designated), the funds are used based on the donor's instructions and will not be used without consulting with the benefactors.

A revised 269-Library Contributed Funds 2014-2015 Budget was provided to the Library Board with the revision dated October 15, 2014.

It is anticipated that there will be at fiscal year end June 30, 2015 Revenues of \$56,000; Expenditures of \$30,000, anticipating adding \$26,000 to the fund barring any unexpected gains or losses.

**C. Library Financials and Walker Fund**

The Financials and Contributed (Walker) Fund Reports ending September 30, 2014 are located on pages 24-30 of the October 15, 2014 Library Board Packet.

**11. Director's Report**

The Director's Report is provided on pages 31-32 of the October 15, 2014 Library Board Packet.

Highlights of the report are:

- The Novi Public Library is on the front cover the 2014-2015 Novi Chamber Business Directory.
- Kathy and Hugh Crawford celebrated their 50<sup>th</sup> wedding anniversary and in lieu of gifts, they asked that donations be made to the Library to purchase an "I Love My Country" statue which will be placed in the patio gardens at the Library.
- On Saturday, September 20, the City held the Homeowners Association Leadership Breakfast where the Library was represented by staff and Trustee Lesko. The Gale Courses were highlighted. Gale Courses are a free 6-week online course study in various topics.
- Three Novi Meadows 5<sup>th</sup> grade classes visited the Library for after hour's activities where they learned about various online resources available to them, along with events including pizza and a movie. This is Mr. Cozman's third year chaperoning (84) students, along with the assistance of parents.
- The Café report has already been discussed.
- The Human Resources report will be discussed later in the meeting.

**A. Public Services Report and Calendar of Events**

The Public Services Report and Calendar of Events are provided by Assistant Director Margi Karp-Opperer and are located on pages 36-39 of the October 15, 2014 Library Board Packet.

**B. Building Operations Report**

The Building Operations Report is provided by Assistant Director Mary Ellen Mulcrone and is located on page 40 of the October 15, 2014 Library Board Packet.

The Library purchased an air curtain which is to be installed in the vestibule of the Library between the two sets of double doors. The air curtain is to assist with preventing cold air entering the lobby of the Library. The total cost is to be under \$8,000; the budgeted amount was \$14,000. The air curtain is to be installed by Ostermann with a sub-contractor to finish. This will take place by the end of October.

A meeting will be held with Rob Hayes from the City of Novi Department of Public Service and Nagle Paving on October 16, 2014 to hopefully resolve the Library parking lot issue. The Library holds a 5-year warranty, but Nagle Paving states that the issues are not covered under the warranty. The City engineers will investigate and see if they are truly covered under warranty.

The three (3) Read Boxes circulated over 1,039 items so far this year. The Read Boxes are located in Lakeshore Park, ITC Park and Rotary Park.

**C. Library Usage Statistics – September 30, 2014**

The September 2014 statistics are located on pages 41-49 of the October 15, 2014 Library Board Packet. Highlights include:

- There are 107 active learners enrolled in the Gale Courses; three participants completed classes to date.

**D. Friends of the Novi Library**

The Friends of the Novi Library September 10, 2014 Minutes are located on page 50 of the October 15, 2014 Library Board Packet.

Upcoming Events:

- Vintage Book Sale, Monday, October 20, 2014.
- Cornucopia of Thanks, Friday, October 24, 2014. This gala is to thank those who have supported our Friends and Library, and those who are current members of the Friends.
  - A wine tasting and light refreshments will be served, along with a musical trio. There will be stations throughout the Library highlighting Gale Courses, Local History Room/Historical Commission, Friends membership, and Downloadables.

Trustees commented on the Friends "What We Do" flyer and how nicely it was created. It was suggested that it should be on the Library's website if not already there.

**E. Novi Historical Commission**

There was no Historical Commission report.

**12. Committee Reports**

President Margolis relinquished his Chairmanship from all committees he serves on.

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

There was no report provided.

Trustee Lesko volunteered to be a member of the Policy Committee; Trustee Messerknecht was nominated to be Chair of the Policy Committee by President Margolis.

Trustee Lesko inquired if the Financial Plan Policy needed to be reviewed based on current financial practices.

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

The HR Committee met on October 1, 2014 to discuss the Closure Policy (page 33) and the Employee Benefits Holiday Policy (page 34). A recommendation was made for a couple of changes and better wordsmithing to explain the Closure Policy providing better details.

Holiday Policy – Wordsmithing for a better understanding of the dates– remove Thanksgiving Eve – it is a closure only. A request to remove the wording: *Whenever Christmas Day, New Year's Day or Independence Day falls on a Sunday, the Library will be closed on the Monday after*, was made. These are not paid holidays.

There are no recommendations to omit any of the days, but provide a better understanding of the Policies.

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

There was no report provided.

Trustee Czekaj volunteered to Chair the Finance Committee, which was accepted by President Margolis.

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

There was no report provided.

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

There was no report provided.

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

There was no report provided.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Discussion**

**A. Separation and Selection Policy - still pending conversations with HR attorney**

There are no Matters for Board Discussion.

**15. Matters for Board Action**

**A. Election of Vice President for 2014-2015**

This Item was removed from the agenda.

**B. Approval of Employee Benefits – Holidays Policy**

After discussion and wordsmithing by the Human Resources Committee regarding the Holiday and Closure Policy on October 1, 2014, a motion was made to discuss reports found on pages 33 and 34 (of the October 15, 2014 Library Board Packet).

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – John Lesko

A better understanding of the Employee Benefits Holiday Policy, and the B2: Closure Policy with better wordsmithing of the Policies was discussed.

The Chair entertained a motion to treat each of these policies separately.

A motion to amend the Holiday Policy by deletion of the same paragraph from this policy and ratification of the change of the dates listed. The paragraph in question is the one stating “Whenever Christmas Day, New Year’s Day or Independence Day falls on a Sunday, the Library will be closed on the Monday after.”

A motion was made to eliminate the paragraph “Whenever Christmas, etc., etc. from the Employee Benefits Holiday Policy and accept the rest as presented.

1<sup>st</sup> – John Lesko

2<sup>nd</sup> – Mark Sturing

The administration agrees that the statement “Whenever Christmas Day, New Year’s Day or Independence Day falls on a Sunday, the Library will be closed the Monday after” be removed from the Holiday Policy. This statement is to remain on the Closure Policy. The employees do not work on the Monday (Library closed), but are only paid for the Holiday listed.

A request to change the Easter Eve Day/Saturday before Easter to Easter Sunday as a paid holiday; change Labor Day Eve/Saturday of Labor Day weekend to Veteran's Day (not closed, but considered a floating holiday) as a paid holiday.

The following approved Employee Benefits Holiday Policy is stated below:

The following days shall be called "Library Holidays" and the Library shall not be open for service:

New Year's Day  
Easter Sunday  
Memorial Day  
Independence Day  
Veteran's Day (not closed, but considered a floating holiday)  
Labor Day  
Thanksgiving Day  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day

An amended motion to approve the revised initial motion to retain ten (10) holidays and delete the first paragraph regarding the subsequent Monday closures as it applies to the Closure Policy.

1<sup>st</sup> – John Lesko  
2<sup>nd</sup> – Mark Sturing

The motion was approved unanimously.

**C. Approval of B2: Closure Policy**

The B2: Closure Policy was amended as stated:

The Library will be closed on the following days:

New Year's Day  
Saturday before Easter  
Easter Sunday  
Mother's Day  
Sunday of Memorial Day weekend  
Memorial Day  
Father's Day  
Independence Day  
Saturday of Labor Day weekend  
Sunday of Labor Day weekend  
Labor Day  
Thanksgiving Eve (Library closes at 5 p.m.)  
Thanksgiving Day  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
Staff Development Day

\*Any other day as may be approved by the Library Board from time to time.

Staff Development Day is usually scheduled for the 3<sup>rd</sup> Friday in August but is subject to change at the discretion of the Library Director.

Whenever Christmas Day, New Year's Day or Independence Day falls on a Sunday, the Library will be closed on the Monday after.

Notice of all closures will be posted in the Library and on the web site.

A motion was made to accept the B2: Closure Policy as amended.

1<sup>st</sup> – John Lesko

2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

**16. Adjourn**

A motion was made to adjourn the meeting at 8:26 p.m.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Larry Czekaj

The motion was passed unanimously.

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Ramesh Verma, Secretary

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Date

Miss Margi,

Thank you for coming to our Board meeting last night to talk about summer reading. The partnership between the Novi Public Library and our school district is so important to me. And your efforts are greatly appreciated.

Thanks so much.

Steve



Suzanne

I wanted to thank you and the Wai  
Library for hosting me and the help  
me grow activity group. We had an  
amazing turnout and truly hope to be  
back in the near future. Thank you for  
your partnership with the Great Start  
team!

~ Trichal Hughes

Great Start - Oakland



**CITY COUNCIL**

**Mayor**  
Bob Gatt

**Mayor Pro Tem**  
Dave Staudt

Andrew Mutch

Wayne M. Wrobel

Laura Marie Casey

Gwen Markham

**City Manager**  
Peter E. Auger

**City Clerk**  
Maryanne Cornelius

November 12, 2014

Greetings:

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

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

Sincerely,

Maryanne Cornelius, MMC  
City Clerk

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

cityofnovi.org

**Student Representative's Report**  
**By: Ziyang Huang and Ruchira Ankireddy**  
**November, 2014**

Programs and Attendance

This month, there were a variety of programs that gathered many teen attendees:

10-4 Teen book Club – 4  
10-11 Kaplan Practice ACT – 20  
10-14 College Planning – 14  
10-16 Manga Club – 0  
10-17 TAB Meeting – 12  
10-17 Pizza Taste Off – 15  
10-18 Kaplan Results ACT – 12  
10-25 Creepy Cupcakes – 17

Teen Space – 20 sessions – total 1072

**Upcoming Programs:**

11-1 Teen Advisory Board Multicultural Festival  
11-12 WOW Essay Writing Workshop  
11-14 Catch Up With Catching Fire  
11-17 Dollars for College and Filling Out the FAFSA

Once again, the Teen Advisory Board Representatives are here to update us on their pursuits.

## NOVI PUBLIC LIBRARY – 2014/2015 GOALS (November 2014)

### Goal #1:

Balance the needs of the community with fiscal responsibility and reduce the deficit spending.

<b>Strategy:</b>	<b>Maintain communication with Read a Latte Café.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Meet with owner as needed regarding patron comments, suggestions, etc.	AD	Met with owner in August & October about rent and cleanliness; café painted	Annually; ongoing; 10/14

### Goal #2:

Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.

<b>Strategy:</b>	<b>Investigate and implement changes that save money.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate options for print/time management software	IT; IS	Reviewed Envisionware as possible option in August; implemented in September to realize cost savings for new budget year with TLN; IS staff trained	9/14
<b>Strategy:</b>	<b>Consider staffing reductions.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Evaluate staffing levels for possible reductions	SS; AD; IS; Fac	47 hours per week (21 hrs. Shelves, 26 hrs. Circulation) left vacant due to staff resignations; 16 hour Facilities position not being filled; Administration Office Assistant reduced from 40 hours to 18 hours; 18 hour IS position not being filled from a resignation and change from one 18 hour Librarian to Intern	9/14; 10/14

### Goal #3:

Create a higher level of awareness for Library Board member representation, ambassadors and employment.

<b>Strategy:</b>	<b>Library Board Trustees participate in City events.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Motorcities Markers unveiling, September 5 <sup>th</sup>	AD; Board	Trustee Lesko attended	9/14
Fall for Novi, September 20 <sup>th</sup>	AD; Board	Trustees Lesko & Verma attended	9/14

**Goal #4:**

Provide quality services, collections, programs and technology with an emphasis on the aging population.

<b>Strategy: Engage the Older Adult community in Library programs and services.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Identified and photographed limitations to accessibility within the building using the Sitewise guidelines as developed by Henry Ford Hospital and created an excel file to record findings and notes; <b>report to be completed by December 1; photos of various areas and light measurements taken</b>	Annually; 9/14; <b>10/14</b>
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	City Council approved complimentary transportation for Older Adults to Library/City facilities and programs; in discussions to provide quarterly book discussion beginning after the first of the year; met with OAS to discuss AARP Tax Days, Gale Courses, and the possibility of holding programs here at the Library; <b>Older Adult Services to hold a Dementia program and two memoir writing classes at the Library next quarter</b>	Annually; 9/14; <b>11/14</b>
<b>Strategy: Increase/implement programming opportunities for each patron group.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Implement a Patio program series of five programs, May-October, weather permitting	IS	<b>Held Music on the Patio program</b>	Annually; 9/14
Investigate holding more after-hours events for all age groups	IS; AD	Investigating after-hours Minecraft programs for January and March; <b>Digital Detox planned for February, partnering with City of Novi &amp; Youth Council</b>	2014/2015; 9/14; <b>10/14</b>
Provide cultural programs (music, authors, poetry, festivals) from around the world	IS; AD	<b>Held an Indian Cooking demonstration; held a Japanese cooking demonstration</b>	2014/2015; <b>10/14; 11/14</b>
Institute a cultural advisory board to gain program, resource, services and technology feedback	IS; AD	Established and met with international language committee for program ideas; attended September meeting; <b>attended October meeting</b>	5/14; 2014/2015; 9/14; <b>10/14</b>
Showcase cultures, religious experiences; teaching different languages by community members	IS	Hold monthly language conversation groups for French, German, Italian and Spanish speakers; <b>on track to add Japanese group</b>	2014/2015; ongoing; <b>10/14</b>
<b>Strategy: Partner with the Novi School District.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	<b>Assisting PAASN (Parents of African American Students in Novi) with planning space, library info</b>	Annually; <b>10/14</b>
Increase activities with Novi and other area school districts	IS; AD	Provided tour and database instruction to 63 Novi	Annually; <b>9/14;</b>

		Meadows students; met with Novi Schools Instructional Coach to review SRP stats and plan for School Board presentation; hosted 84 5 <sup>th</sup> graders after hours on September 19 <sup>th</sup> for tour and scavenger hunt; took part in the Novi Woods Walk to School day; met with Novi Schools Instructional Coach to review SRP stats and plan for School Board presentation; attended October School Board meeting to present Summer Reading info; hosting Novi Meadows Red Ribbon Week posters; hosted breakfast for NCSD Media Specialists and Principals	10/14
Provide a parent community read project	AD; Friends	Elaine R. Irvin Friends Award won by NPL provides \$1,000 to implement the program where parents read a book related to education and meet author; planned for spring 2015	10/14
<b>Strategy:</b>	<b>Maintain current collections and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Developing a baby/toddler page with literacy info for webpage; working on "CPU Science / Coding" section for the Homework Resource Center	Annually; 9/14; 10/14

<b>Goal #5:</b>			
<b>Goal #6</b>			
Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.			
<b>Strategy:</b>	<b>Increase awareness of services, collections, programs and technology.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Create one video/podcast per year for website about Crawford 50 <sup>th</sup> anniversary fundraiser, September 28	AD; IS Board	Possible ideas for various subjects were discussed including Zinio, Nook & iLink Kindle, Genealogy resources – advanced search features, EBSCOhost EBooks, Reference USA, Tutor.com, and Gale Virtual Reference Library	Annually; 10/14
Conduct a "Cup of Thanks" event with Friends, October 24	AD; Board	Trustees Messerkecht, Stumpf, Verma attended	10/14
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library	AD	Providing tours/talks as requested by groups, including info about programs and services; presentations to Lennox Park and Orchard Hills West; presentation to Crosswinds West	Annually; ongoing; 9/14; 10/14
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Motorcities Historical Markers event held at NPL, highlighting Novi Special; began learning the Past Perfect software and started cataloging photos; document donation day held	Annually; 9/14; 10/14
Develop and promote information on OverDrive and downloadable resources	IS	Added OverDrive media station; promoting new OverDrive app; updated Overdrive handout,	5/14; 2014/2015; 9/14; 10/14

		eliminating Adobe authorization; <b>new flyers about Overdrive streaming movies reviewed; presented info at Friends Gala</b>	
Create info videos/podcasts about NPL, e.g., tour of the Library, "Live at the Library"	AD; IT	Friends donation allowed purchase of new camcorder; currently developing tutorial for staff to use in creating info videos; <b>"how to" tutorial now available on eWeb</b>	2014/2015; 8/14; <b>10/14</b>

### Goal #7:

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

<b>Strategy:</b>	<b>Review past fundraising and plan future fundraising.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Implement digital coupon campaign	AD	Planning for January	1/15
Continue "On the Road" series	AD	Trip #4 (Day in Detroit) Oct 14 <sup>th</sup> raised \$1900	10/14

### Goal #8:

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

<b>Strategy:</b>	<b>Maintain best practices and policies.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Review Library policies regularly, updating and adding as needed	AD; Board	New Art Exhibit policy approved; new Selection and Separation policy under discussion; Library Closings for 2015 under discussion; <b>approved 10/14</b>	Ongoing; 8/14; <b>10/14</b>

014-2015 Budget					
Final Draft: 3/19/2014		2013-2014	2013-2014	2014-2015	2015-2016
Revenues		Budget	Forecast	Approved	Projected
Account	Description				
403.000	Property Tax Revenue	2,254,000.00	2,254,000.00	2,309,000.00	2,366,725.00
567.000	State Aid	20,000.00	20,000.00	20,000.00	20,000.00
657.000	Library book fines	68,500.00	73,000.00	74,000.00	75,000.00
658.000	State penal fines	76,000.00	73,539.99	73,000.00	73,000.00
664.000	Interest on Investments	25,000.00	25,000.00	25,700.00	26,000.00
664.500	Unrealized gain(loss) invest	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	15,000.00	16,500.00	17,000.00	17,000.00
665.100	Copier	2,500.00	2,800.00	2,500.00	2,500.00
665.200	Electronic media	800.00	200.00	300.00	300.00
665.266	SRP - T-shirt sales	0.00	200.00	2,800.00	0.00
665.289	Adult Programming	0.00	0.00	0.00	0.00
665.290	Library Fundraising	1,000.00	1,000.00	3,000.00	3,000.00
665.300	Meeting Room	15,000.00	20,000.00	23,000.00	23,000.00
665.400	Gifts and donations	5,000.00	3,500.00	5,000.00	5,000.00
665.404	Novi Township Assessment	5,800.00	5,787.00	5,900.00	6,000.00
665.650	Library Café	5,000.00	5,000.00	5,000.00	5,000.00
<b>Total Revenues</b>		<b>2,493,600.00</b>	<b>2,500,526.99</b>	<b>2,566,200.00</b>	<b>2,622,525.00</b>
<b>Expenditures</b>					
<b>Personnel Svcs.</b>					
Account	Description				
704.000	Permanent Salaries	943,600.00	943,600.00	952,200.00	952,200.00
704.200	Wages (non-pensionable)	0.00	0.00	47,700.00	0.00
705.000	Temporary Salaries	631,000.00	611,000.00	636,800.00	642,800.00
715.000	Social Security	120,000.00	120,000.00	122,000.00	122,000.00
716.000	Insurance	175,000.00	168,000.00	173,000.00	175,000.00
716.200	HSA - Health Savings Acct.	8,000.00	4,000.00	4,000.00	4,000.00
718.000	Pension DB	2,200.00	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	26,200.00	26,200.00	27,700.00	28,300.00
719.000	Unemployment Ins	2,000.00	0.00	0.00	0.00
720.000	Workers' Comp	5,300.00	2,500.00	2,500.00	2,500.00
<b>Total Personnel Services</b>		<b>1,913,300.00</b>	<b>1,875,300.00</b>	<b>1,965,900.00</b>	<b>1,926,800.00</b>
<b>Supplies</b>					
Account	Description				
727.000	Office supplies	16,000.00	16,000.00	15,000.00	16,000.00
728.000	Postage	1,800.00	700.00	700.00	700.00
734.000	Computer software/licensing	88,000.00	88,000.00	96,900.00	90,600.00
734.500	Computer supplies equip	13,000.00	13,000.00	21,000.00	16,000.00
740.000	Operating supplies	33,200.00	33,600.00	32,800.00	33,600.00



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

934.000	Building Maint. - Plumbing/Main Ent			24,550.00	
976.000	Building Improvements	0.00	0.00	0.00	0.00
986.000	Data Processing - Computers/Equip	35,000.00	35,000.00	14,000.00	106,800.00
986.000	Data Processing - Phone Upgrade			15,000.00	
990.000	Furniture	8,800.00	8,800.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>43,800.00</b>	<b>43,800.00</b>	<b>53,550.00</b>	<b>106,800.00</b>
965.269	Walker Transfer				
<b>Total Expenditures</b>		<b>2,974,700.00</b>	<b>2,971,708.00</b>	<b>3,056,200.00</b>	<b>3,091,100.00</b>
<b>680.000</b>	<b>Fund Balance</b>				
934.000	Building Maintenance Add'l expenses		20,731.62		
941.000	Grounds Maintenance Add'l expenses		22,086.45		
	<b>TOTAL Fundbalance</b>	<b>481,100.00</b>	<b>471,181.01</b>	<b>490,000.00</b>	<b>468,575.00</b>

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI

PERIOD ENDING 06/30/2014

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2013 NORM (ABNORM)	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 06/30/2014 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
<b>Fund 268 - LIBRARY FUND 268</b>							
<b>Revenues</b>							
<b>Dept 000.00-treasury</b>							
268-000.00-403.000	Property Tax Revenue - Current Levy	2,226,167.59	2,254,000.00	2,281,542.00	2,285,842.67	(4,300.67)	100.19
268-000.00-403.001	Property Tax Revenue- County Chargeb	0.00	0.00	(22,000.00)	(20,118.00)	(1,882.00)	91.45
268-000.00-403.002	Property Tax Revenue - Tx Tribunal A	0.00	0.00	0.00	16,154.00	(16,154.00)	100.00
268-000.00-403.003	Property Tax Revenue -Brownfield Cap	0.00	0.00	(184.00)	(183.71)	(0.29)	99.84
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	0.00	0.00	(5,358.00)	(5,358.22)	0.22	100.00
268-000.00-567.000	State aid	26,409.02	20,000.00	20,000.00	30,103.08	(10,103.08)	150.52
268-000.00-657.000	Library book fines	76,718.03	68,500.00	73,000.00	74,642.97	(1,642.97)	102.25
268-000.00-658.000	State penal fines	74,701.05	76,000.00	73,840.00	73,839.99	0.01	100.00
268-000.00-664.000	Interest on investments	44,878.93	25,000.00	25,000.00	42,597.69	(17,597.69)	170.39
268-000.00-664.500	Unrealized gain (loss) on investment	(18,073.00)	0.00	0.00	17,240.00	(17,240.00)	100.00
268-000.00-665.000	Miscellaneous income	16,933.28	15,000.00	16,500.00	16,175.47	324.53	98.03
268-000.00-665.100	Copier	2,482.29	2,500.00	2,800.00	2,981.78	(181.78)	106.49
268-000.00-665.200	Electronic media (previously VHS)	530.00	800.00	200.00	239.80	(39.80)	119.90
268-000.00-665.266	Summer reading t-shirt sales	0.00	0.00	200.00	0.00	200.00	0.00
268-000.00-665.289	Adult programs	6,906.00	0.00	0.00	4,688.39	(4,688.39)	100.00
268-000.00-665.290	Library fund raising revenue	360.00	1,000.00	1,000.00	180.00	820.00	18.00
268-000.00-665.300	Meeting room	21,180.00	15,000.00	20,000.00	30,559.14	(10,559.14)	152.80
268-000.00-665.400	Gifts and donations	6,705.50	5,000.00	3,500.00	5,043.81	(1,543.81)	144.11
268-000.00-665.404	Novi Township assessment	5,681.00	5,800.00	5,787.00	5,787.00	0.00	100.00
268-000.00-665.650	Library Cafe	5,198.36	5,000.00	5,000.00	4,105.44	894.56	82.11
268-000.00-665.800	Paper/supplies/public computers	43.35	0.00	0.00	0.00	0.00	0.00
268-000.00-680.000	Appropriation of fund balance	0.00	481,100.00	0.00	0.00	0.00	0.00
<b>Total Dept 000.00-treasury</b>		<b>2,496,821.40</b>	<b>2,974,700.00</b>	<b>2,500,527.00</b>	<b>2,584,221.30</b>	<b>(83,694.30)</b>	<b>103.35</b>
<b>TOTAL Revenues</b>		<b>2,496,821.40</b>	<b>2,974,700.00</b>	<b>2,500,527.00</b>	<b>2,584,221.30</b>	<b>(83,694.30)</b>	<b>103.35</b>
<b>Expenditures</b>							
<b>Dept 000.00-treasury</b>							
268-000.00-704.000	Permanent salaries	897,681.69	943,600.00	943,600.00	940,355.54	3,244.46	99.66
268-000.00-704.200	Wages - Stipend	20,797.26	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	556,025.44	631,000.00	611,000.00	603,046.15	7,953.85	98.70
268-000.00-715.000	Social security	110,824.16	120,000.00	120,000.00	113,783.62	6,216.38	94.82
268-000.00-716.000	Insurance	149,186.95	175,000.00	168,000.00	169,574.81	(1,574.81)	100.94
268-000.00-716.200	HSA - employer contribution	5,025.06	8,000.00	4,000.00	2,890.76	1,109.24	72.27
268-000.00-718.000	Pension - DB Normal Cost	0.00	2,200.00	0.00	0.00	0.00	0.00
268-000.00-718.200	Pension - defined contribution	23,821.55	26,200.00	26,200.00	25,952.43	247.57	99.06
268-000.00-719.000	Unemployment insurance	6,314.70	2,000.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	5,384.80	5,300.00	2,500.00	4,808.96	(2,308.96)	192.36
268-000.00-727.000	Office supplies	17,679.70	16,000.00	16,000.00	16,019.58	(19.58)	100.12
268-000.00-728.000	Postage	846.15	1,800.00	700.00	516.03	183.97	73.72
268-000.00-734.000	Computer supplies, software & licens	69,770.18	88,000.00	88,000.00	62,751.63	25,248.37	71.31
268-000.00-734.800	Computer supplies/equipment	12,253.86	13,000.00	13,000.00	12,941.56	58.44	99.55
268-000.00-740.000	Operating supplies	26,441.90	33,200.00	33,600.00	26,928.78	6,671.22	80.15
268-000.00-740.200	Desks, chairs, file cabinets, etc	0.00	13,200.00	13,200.00	14,017.44	(817.44)	106.19
268-000.00-741.000	Uniforms	262.10	300.00	300.00	246.85	53.15	82.28
268-000.00-742.000	Library books	190,563.79	220,500.00	220,500.00	197,431.08	23,068.92	89.54
268-000.00-742.100	Library Book - Fines	1,306.67	700.00	1,200.00	1,317.64	(117.64)	109.80
268-000.00-743.000	Library periodicals	17,806.94	20,000.00	20,000.00	20,425.94	(425.94)	102.13
268-000.00-744.000	Audio visual materials	59,740.57	56,500.00	61,500.00	58,515.49	2,984.51	95.15
268-000.00-745.200	Electronic media	43,623.44	55,700.00	55,700.00	47,459.63	8,240.37	85.21
268-000.00-745.300	Electronic resources (CD rom materia	44,507.73	60,000.00	55,000.00	52,922.29	2,077.71	96.22
268-000.00-801.925	Public information (cable, etc)	885.97	1,000.00	1,000.00	984.25	15.75	98.43

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI

PERIOD ENDING 06/30/2014

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2013 NORM (ABNORM)	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 06/30/2014 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
<b>Fund 268 - LIBRARY FUND 268</b>							
<b>Expenditures</b>							
268-000.00-802.100	Bank services	3,531.92	3,500.00	3,500.00	3,048.82	451.18	87.11
268-000.00-803.000	Independent audit	590.00	700.00	590.00	590.00	0.00	100.00
268-000.00-804.000	Medical service	1,034.10	500.00	1,000.00	1,121.90	(121.90)	113.19
268-000.00-806.000	Legal fees	589.00	1,500.00	0.00	0.00	0.00	0.00
268-000.00-809.000	Memberships and dues	5,191.00	5,500.00	5,500.00	5,000.08	499.92	90.91
268-000.00-816.000	Professional services	700.00	3,000.00	2,500.00	1,980.00	520.00	79.20
268-000.00-817.000	Custodial services	29,859.50	37,200.00	37,200.00	31,721.42	5,478.58	85.27
268-000.00-818.000	TLN Central Services	5,401.98	5,000.00	4,750.00	4,750.00	0.00	100.00
268-000.00-851.000	Telephone	14,498.77	17,000.00	15,000.00	13,091.18	1,908.82	87.27
268-000.00-855.000	TLN Automation Services	56,641.14	63,900.00	63,900.00	55,469.91	8,430.09	86.81
268-000.00-861.000	Gasoline and oil	0.00	0.00	0.00	151.96	(151.96)	100.00
268-000.00-862.000	Mileage	319.57	500.00	150.00	201.05	(51.05)	134.03
268-000.00-880.000	Community promotion	8,414.06	5,000.00	6,000.00	6,973.05	(973.05)	116.22
268-000.00-880.267	Library Programming-Book It	0.00	1,000.00	0.00	0.00	0.00	0.00
268-000.00-880.268	Library programming	19,515.24	26,000.00	22,000.00	19,778.29	2,221.71	89.90
268-000.00-880.271	Adult programs	4,701.15	0.00	0.00	3,987.91	(3,987.91)	100.00
268-000.00-900.000	Printing, graphic design and publish	25,385.57	30,000.00	28,000.00	21,579.90	6,420.10	77.07
268-000.00-910.000	Property & liability insurance	12,684.00	12,800.00	13,668.00	13,668.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured clai	0.00	0.00	0.00	5,913.00	(5,913.00)	100.00
268-000.00-921.000	Heat	14,235.04	17,500.00	17,500.00	12,546.45	4,953.55	71.69
268-000.00-922.000	Electricity	94,095.78	90,500.00	90,500.00	106,199.86	(15,699.86)	117.35
268-000.00-923.000	Water and sewer	4,898.24	6,000.00	6,000.00	5,097.26	902.74	84.95
268-000.00-934.000	Building maintenance	49,727.24	55,500.00	76,300.00	61,724.63	14,575.37	80.90
268-000.00-935.000	Vehicle maintenance	1,362.22	1,500.00	1,500.00	948.75	551.25	63.25
268-000.00-941.000	Grounds maintenance	58,988.57	25,000.00	47,100.00	36,702.04	10,397.96	77.92
268-000.00-942.000	Office equipment lease	12,817.67	13,000.00	13,000.00	13,855.74	(855.74)	106.58
268-000.00-942.100	Records storage	143.08	100.00	250.00	261.56	(11.56)	104.62
268-000.00-956.000	Conferences and workshops	9,619.89	15,500.00	17,000.00	18,359.99	(1,359.99)	108.00
268-000.00-986.000	Data processing-capital outlay	0.00	35,000.00	35,000.00	25,112.75	9,887.25	71.75
268-000.00-990.000	Furniture	0.00	8,800.00	8,800.00	8,801.51	(1.51)	100.02
<b>Total Dept 000.00-treasury</b>		<b>2,695,695.34</b>	<b>2,974,700.00</b>	<b>2,971,708.00</b>	<b>2,851,537.47</b>	<b>120,170.53</b>	<b>95.96</b>
<b>TOTAL Expenditures</b>		<b>2,695,695.34</b>	<b>2,974,700.00</b>	<b>2,971,708.00</b>	<b>2,851,537.47</b>	<b>120,170.53</b>	<b>95.96</b>
<b>Fund 268 - LIBRARY FUND 268:</b>							
<b>TOTAL REVENUES</b>		<b>2,496,821.40</b>	<b>2,974,700.00</b>	<b>2,500,527.00</b>	<b>2,584,221.30</b>	<b>(83,694.30)</b>	<b>103.35</b>
<b>TOTAL EXPENDITURES</b>		<b>2,695,695.34</b>	<b>2,974,700.00</b>	<b>2,971,708.00</b>	<b>2,851,537.47</b>	<b>120,170.53</b>	<b>95.96</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(198,873.94)</b>	<b>0.00</b>	<b>(471,181.00)</b>	<b>(267,316.17)</b>	<b>(203,864.83)</b>	<b>56.73</b>
<b>Fund 269 - WALKER LIBRARY FUND 269</b>							
<b>Revenues</b>							
<b>Dept 000.00-treasury</b>							
269-000.00-664.000	Interest on investments	20,105.34	0.00	19,365.00	33,850.35	(14,485.35)	174.80
269-000.00-664.500	Unrealized gain (loss) on investment	(27,055.50)	0.00	0.00	17,260.50	(17,260.50)	100.00
269-000.00-665.267	Library Programming - Book It	14,265.80	0.00	4,840.00	5,833.77	(933.77)	120.53
269-000.00-665.271	Donation-general-youth collections	435.00	0.00	145.00	1,361.02	(1,216.02)	938.63
269-000.00-665.273	Donation--Friends Novi Library -Othe	20,000.00	0.00	11,765.00	0.00	11,765.00	0.00
269-000.00-665.274	Donations-brick pavers	1,225.00	0.00	490.00	1,137.18	(647.18)	232.08
269-000.00-665.283	Donations-Novu Newbies	450.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.285	Donations - Community Read	3,301.74	0.00	800.00	2,600.00	(1,800.00)	325.00
269-000.00-665.286	Donations - Light Up the Night	200.00	0.00	200.00	200.00	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI  
 PERIOD ENDING 06/30/2014

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2013 NORM (ABNORM)	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 06/30/2014 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 269 - WALKER LIBRARY FUND 269							
Revenues							
269-000.00-665.287	Donations-Crop for a Cause	385.50	0.00	470.00	472.07	(2.07)	100.44
269-000.00-665.402	Donations - specific collections	425.00	0.00	1,925.00	1,926.50	(1.50)	100.08
Total Dept 000.00-treasury		33,737.88	0.00	40,000.00	64,641.39	(24,641.39)	161.60
TOTAL Revenues		33,737.88	0.00	40,000.00	64,641.39	(24,641.39)	161.60
Expenditures							
Dept 000.00-treasury							
269-000.00-742.262	BookIt costs & childrens collections	2,493.14	0.00	16,000.00	12,955.19	3,044.81	80.97
269-000.00-742.267	Books - parenting	289.41	0.00	2,000.00	992.99	1,007.01	49.65
269-000.00-742.268	Druschel collection expenditures	179.62	0.00	0.00	0.00	0.00	0.00
269-000.00-742.273	Friends of the Novi Library - Other	5,145.87	0.00	10,000.00	7,207.94	2,792.06	72.08
269-000.00-742.283	Novi Newbies expenditures	129.24	0.00	500.00	4.20	495.80	0.84
269-000.00-742.285	Community Read expenditures	2,664.70	0.00	5,000.00	1,188.13	3,811.87	23.76
269-000.00-742.286	Light Up the Night expenditures	134.95	0.00	500.00	200.00	300.00	40.00
269-000.00-742.288	Artwork in memory of Carol Davio	2,785.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.291	Friends of Novi Library - Principal	0.00	0.00	5,000.00	2,272.69	2,727.31	45.45
269-000.00-742.800	Engraving, trees, brick pavers, etc.	2,642.98	0.00	1,000.00	1,348.00	(348.00)	134.80
Total Dept 000.00-treasury		16,464.91	0.00	40,000.00	26,169.14	13,830.86	65.42
TOTAL Expenditures		16,464.91	0.00	40,000.00	26,169.14	13,830.86	65.42
Fund 269 - WALKER LIBRARY FUND 269:							
TOTAL REVENUES		33,737.88	0.00	40,000.00	64,641.39	(24,641.39)	161.60
TOTAL EXPENDITURES		16,464.91	0.00	40,000.00	26,169.14	13,830.86	65.42
NET OF REVENUES & EXPENDITURES		17,272.97	0.00	0.00	38,472.25	(38,472.25)	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		2,530,559.28	2,974,700.00	2,540,527.00	2,648,862.69	(108,335.69)	104.26
TOTAL EXPENDITURES - ALL FUNDS		2,712,160.25	2,974,700.00	3,011,708.00	2,877,706.61	134,001.39	95.55
NET OF REVENUES & EXPENDITURES		(181,600.97)	0.00	(471,181.00)	(228,843.92)	(242,337.08)	48.57

11/12/2014 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI						
PERIOD ENDING 10/31/2014						
% Fiscal Year Completed: 33.70						
		2014-15	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		AMENDED	10/31/2014	MONTH 10/31/2014	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 268 - LIBRARY FUND 268						
Dept 000.00-treasury						
Property tax revenue						
268-000.00-403.000	Property Tax Revenue - Current Levy	2,368,947.00	2,368,947.16	0.00	(0.16)	100.00
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(34,996.00)	(2,334.16)	0.00	(32,661.84)	6.67
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	(15,000.00)	0.00	0.00	(15,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(199.00)	(199.00)	0.00	0.00	100.00
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(9,752.00)	(9,751.69)	0.00	(0.31)	100.00
Property tax revenue		2,309,000.00	2,356,662.31	0.00	(47,662.31)	102.06
State sources						
268-000.00-567.000	State aid	20,000.00	16,694.05	0.00	3,305.95	83.47
State sources		20,000.00	16,694.05	0.00	3,305.95	83.47
Other revenue						
268-000.00-633.100	Insurance Reimbursement	0.00	913.00	0.00	(913.00)	100.00
268-000.00-665.000	Miscellaneous income	17,000.00	5,743.33	1,630.93	11,256.67	33.78
268-000.00-665.100	Copier	2,500.00	717.63	147.20	1,782.37	28.71
268-000.00-665.200	Electronic media (previously VHS)	300.00	37.00	13.00	263.00	12.33
268-000.00-665.266	Summer reading t-shirt sales	2,800.00	0.00	0.00	2,800.00	0.00
268-000.00-665.290	Library fund raising revenue	3,000.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	23,000.00	10,546.22	2,258.23	12,453.78	45.85
268-000.00-665.404	Novi Township assessment	5,900.00	5,933.00	0.00	(33.00)	100.56
268-000.00-665.650	Library Cafe	5,000.00	1,201.76	393.61	3,798.24	24.04
Other revenue		59,500.00	25,091.94	4,442.97	34,408.06	42.17
Fines and forfeitures						
268-000.00-657.000	Library book fines	74,000.00	23,506.56	6,050.63	50,493.44	31.77
268-000.00-658.000	State penal fines	73,000.00	83,205.14	0.00	(10,205.14)	113.98
Fines and forfeitures		147,000.00	106,711.70	6,050.63	40,288.30	72.59
Interest income						
268-000.00-664.000	Interest on investments	25,700.00	(755.26)	677.92	26,455.26	(2.94)
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	5,103.79	8,419.46	(5,103.79)	100.00
Interest income		25,700.00	4,348.53	9,097.38	21,351.47	16.92

GL NUMBER	DESCRIPTION	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Donations						
268-000.00-665.289	Adult programs	0.00	6,981.72	1,768.67	(6,981.72)	100.00
268-000.00-665.400	Gifts and donations	5,000.00	1,955.15	1,955.00	3,044.85	39.10
Donations						
		5,000.00	8,936.87	3,723.67	(3,936.87)	178.74
Personnel services						
268-000.00-704.000	Permanent salaries	952,200.00	293,763.22	105,260.22	658,436.78	30.85
268-000.00-704.200	Wages - Stipend	24,744.00	24,743.89	0.00	0.11	100.00
268-000.00-705.000	Temporary salaries	636,800.00	209,239.79	67,839.09	427,560.21	32.86
268-000.00-715.000	Social security	122,000.00	43,676.34	13,006.64	78,323.66	35.80
268-000.00-716.000	Insurance	205,375.00	62,827.26	17,297.20	142,547.74	30.59
268-000.00-716.200	HSA - employer contribution	4,000.00	468.78	156.26	3,531.22	11.72
268-000.00-716.999	Insurance - Employee Reimbursement	(32,375.00)	(11,217.04)	(3,123.88)	(21,157.96)	34.65
268-000.00-718.000	Pension - DB Normal Cost	14,964.00	4,988.00	1,247.00	9,976.00	33.33
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(18,120.00)	(6,040.00)	(1,510.00)	(12,080.00)	33.33
268-000.00-718.200	Pension - defined contribution	27,700.00	9,016.23	3,035.01	18,683.77	32.55
268-000.00-720.000	Workers compensation	2,500.00	877.99	476.29	1,622.01	35.12
Personnel services						
		1,939,788.00	632,344.46	203,683.83	1,307,443.54	32.60
Supplies						
268-000.00-727.000	Office supplies	15,000.00	7,914.12	964.54	7,085.88	52.76
268-000.00-728.000	Postage	700.00	400.58	147.00	299.42	57.23
268-000.00-734.000	Computer supplies, software & licensing	96,900.00	16,703.27	1,207.35	80,196.73	17.24
268-000.00-734.500	Computer supplies/equipment	21,000.00	1,819.82	1,286.13	19,180.18	8.67
268-000.00-740.000	Operating supplies	32,800.00	5,648.23	441.57	27,151.77	17.22
268-000.00-741.000	Uniforms	300.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	210,000.00	66,620.46	13,839.14	143,379.54	31.72
268-000.00-742.100	Library Book - Fines	1,500.00	140.95	46.99	1,359.05	9.40
268-000.00-743.000	Library periodicals	21,200.00	13,977.67	13,896.17	7,222.33	65.93
268-000.00-744.000	Audio visual materials	67,700.00	32,480.77	2,488.20	35,219.23	47.98
268-000.00-745.200	Electronic media	58,500.00	13,551.97	3,154.66	44,948.03	23.17
268-000.00-745.300	Electronic resources (CD rom materials)	60,000.00	35,101.87	1,930.00	24,898.13	58.50
Supplies						
		585,600.00	194,359.71	39,401.75	391,240.29	33.19
Other services and charges						
268-000.00-801.925	Public information (cable, etc)	1,000.00	328.12	82.03	671.88	32.81
268-000.00-802.100	Bank services	3,500.00	943.11	203.65	2,556.89	26.95
268-000.00-803.000	Independent audit	700.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-806.000	Legal fees	1,000.00	190.00	190.00	810.00	19.00
268-000.00-809.000	Memberships and dues	4,500.00	3,662.00	178.00	838.00	81.38
268-000.00-816.000	Professional services	3,000.00	0.00	0.00	3,000.00	0.00
268-000.00-817.000	Custodial services	37,800.00	10,950.00	0.00	26,850.00	28.97
268-000.00-818.000	TLN Central Services	4,750.00	4,495.00	4,495.00	255.00	94.63
268-000.00-851.000	Telephone	16,500.00	3,045.50	63.39	13,454.50	18.46

GL NUMBER	DESCRIPTION	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
268-000.00-855.000	TLN Automation Services	66,500.00	30,916.77	15,360.65	35,583.23	46.49
268-000.00-861.000	Gasoline and oil	650.00	163.10	26.30	486.90	25.09
268-000.00-862.000	Mileage	1,250.00	4.28	0.00	1,245.72	0.34
268-000.00-880.000	Community promotion	5,000.00	340.49	75.82	4,659.51	6.81
268-000.00-880.267	Library Programming-Book It	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	20,000.00	2,651.23	1,481.52	17,348.77	13.26
268-000.00-880.271	Adult programs	0.00	3,069.80	1,544.80	(3,069.80)	100.00
268-000.00-900.000	Printing, graphic design and publishing	28,800.00	10,148.09	(157.49)	18,651.91	35.24
268-000.00-910.000	Property & liability insurance	13,000.00	13,000.00	0.00	0.00	100.00
268-000.00-921.000	Heat	17,500.00	871.40	491.50	16,628.60	4.98
268-000.00-922.000	Electricity	93,200.00	37,563.76	8,245.63	55,636.24	40.30
268-000.00-923.000	Water and sewer	6,500.00	1,400.97	0.00	5,099.03	21.55
268-000.00-934.000	Building maintenance	73,900.00	22,091.39	5,779.76	51,808.61	29.89
268-000.00-935.000	Vehicle maintenance	850.00	1,557.95	0.00	(707.95)	183.29
268-000.00-941.000	Grounds maintenance	26,000.00	6,432.18	5,047.28	19,567.82	24.74
268-000.00-942.000	Office equipment lease	12,000.00	4,957.86	1,098.90	7,042.14	41.32
268-000.00-942.100	Records storage	250.00	76.96	0.00	173.04	30.78
268-000.00-956.000	Conferences and workshops	11,000.00	2,868.47	627.10	8,131.53	26.08
Other services and charges		451,150.00	161,728.43	44,833.84	289,421.57	35.85
Capital outlay						
268-000.00-986.000	Data processing-capital outlay	14,000.00	0.00	0.00	14,000.00	0.00
Capital outlay		14,000.00	0.00	0.00	14,000.00	0.00
Net - Dept 000.00-treasury		(424,338.00)	1,530,012.80	(264,604.77)	(1,954,350.80)	
Fund 268 - LIBRARY FUND 268:						
TOTAL REVENUES		2,566,200.00	2,518,445.40	23,314.65	47,754.60	98.14
TOTAL EXPENDITURES		2,990,538.00	988,432.60	287,919.42	2,002,105.40	33.05
NET OF REVENUES & EXPENDITURES		(424,338.00)	1,530,012.80	(264,604.77)	(1,954,350.80)	360.56
BEG. FUND BALANCE		1,845,975.99	1,845,975.99			(360.56)
END FUND BALANCE		1,421,637.99	3,375,988.79			(360.56)



GL NUMBER	DESCRIPTION	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 269 - LIBRARY CONTRIBUTED FUND 269						
Dept 000.00-treasury						
Other revenue						
269-000.00-665.230	Collections/Materials Revenue	2,000.00	50.00	50.00	1,950.00	2.50
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	14,000.00	8,852.92	8,852.92	5,147.08	63.24
269-000.00-665.232	Programming Revenue	4,650.00	0.00	0.00	4,650.00	0.00
269-000.00-665.233	Technology Library Revenue	8,100.00	60.00	60.00	8,040.00	0.74
269-000.00-665.234	Donations - Brick Pavers	33,583.00	0.00	0.00	33,583.00	0.00
Other revenue		62,333.00	8,962.92	8,962.92	53,370.08	14.38
Interest income						
269-000.00-664.000	Interest on investments	0.00	(1,012.09)	510.90	1,012.09	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	0.00	4,815.05	7,943.15	(4,815.05)	100.00
Interest income		0.00	3,802.96	8,454.05	(3,802.96)	100.00
Donations						
269-000.00-665.267	Library Programming - Book It	0.00	750.00	30.00	(750.00)	100.00
269-000.00-665.276	Donations-library trees	0.00	1,102.10	0.00	(1,102.10)	100.00
269-000.00-665.285	Donations - Community Read	0.00	1,400.00	750.00	(1,400.00)	100.00
269-000.00-665.286	Donations - Light Up the Night	0.00	200.00	0.00	(200.00)	100.00
269-000.00-665.287	Donations-Crop for a Cause	0.00	317.62	17.62	(317.62)	100.00
Donations		0.00	3,769.72	797.62	(3,769.72)	100.00
Supplies						
269-000.00-742.230	Collections/Materials Expense	3,705.00	0.00	0.00	3,705.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	18,700.00	2,891.83	2,600.00	15,808.17	15.46
269-000.00-742.232	Programming Expense	2,266.00	0.00	0.00	2,266.00	0.00
269-000.00-742.233	Technology Library Expense	3,600.00	0.00	0.00	3,600.00	0.00
269-000.00-742.234	Community Read Expenditures	2,000.00	0.00	0.00	2,000.00	0.00
269-000.00-742.273	Friends of the Novi Library - Other Exp	0.00	228.63	0.00	(228.63)	100.00
269-000.00-742.285	Community Read expenditures	0.00	2,500.00	0.00	(2,500.00)	100.00
269-000.00-742.291	Friends of Novi Library - Principal Exps	0.00	959.03	0.00	(959.03)	100.00
269-000.00-742.402	Collections - donor specific	0.00	(30.00)	0.00	30.00	100.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	0.00	37.83	0.00	(37.83)	100.00
Supplies		30,271.00	6,587.32	2,600.00	23,683.68	21.76
Net - Dept 000.00-treasury		32,062.00	9,948.28	15,614.59	22,113.72	
Fund 269 - LIBRARY CONTRIBUTED FUND 269:						
TOTAL REVENUES		62,333.00	16,535.60	18,214.59	45,797.40	26.53
TOTAL EXPENDITURES		30,271.00	6,587.32	2,600.00	23,683.68	21.76
NET OF REVENUES & EXPENDITURES		32,062.00	9,948.28	15,614.59	22,113.72	31.03
BEG. FUND BALANCE		1,590,760.53	1,590,760.53			31.03
END FUND BALANCE		1,622,822.53	1,600,708.81			31.03

GL NUMBER	DESCRIPTION	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
TOTAL REVENUES - ALL FUNDS		2,628,533.00	2,534,981.00	41,529.24	93,552.00	96.44
TOTAL EXPENDITURES - ALL FUNDS		3,020,809.00	995,019.92	290,519.42	2,025,789.08	32.94
NET OF REVENUES & EXPENDITURES		(392,276.00)	1,539,961.08	(248,990.18)	(1,932,237.08)	392.57
BEG. FUND BALANCE - ALL FUNDS		3,436,736.52	3,436,736.52			31.03
END FUND BALANCE - ALL FUNDS		3,044,460.52	4,976,697.60			31.03

11/12/2014		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 10/31/2014	
GL Number	Description	Balance	
-----			
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	1,636,561.88	
268-000.00-017.002	Investment - Chase	98,910.01	
268-000.00-017.008	Investment - Oakland County Investment	675,078.94	
268-000.00-017.009	Investment - UBS	1,055,363.79	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	47,388.65	
	Total Assets	----- 3,513,803.27	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	92,928.48	
268-000.00-215.200	Unemployment insurance liability	966.00	
268-000.00-259.702	Accrued liabilities-tax	43,420.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	----- 137,814.48	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,845,975.99	
	Total Fund Balance	----- 1,845,975.99	
	Beginning Fund Balance	1,845,975.99	
	Net of Revenues VS Expenditures	1,530,012.80	
	Ending Fund Balance	----- 3,375,988.79	
	Total Liabilities And Fund Balance	----- 3,513,803.27	

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTED FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	97,292.88
269-000.00-017.008	Investment - Oakland County Investment	510,648.21
269-000.00-017.009	Investment - UBS	995,659.55
	<b>Total Assets</b>	<b>1,603,600.64</b>
*** Liabilities ***		
269-000.00-202.000	Accounts payable	2,891.83
	<b>Total Liabilities</b>	<b>2,891.83</b>
*** Fund Balance ***		
269-000.00-390.000	Fund balance	1,487,296.11
269-000.00-390.262	Restricted-Book It-childrens collections	26,310.68
269-000.00-390.267	Restricted for Druschel collections	1,000.38
269-000.00-390.271	Restricted for youth collection area	2,839.27
269-000.00-390.273	Restricted-Friends of Novi Library Other	11,910.94
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	3,665.31
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	396.85
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	3,131.15
269-000.00-390.286	Restricted for Light Up the Night	65.05
269-000.00-390.287	Restricted-youth dept programming (Crop)	1,197.57
269-000.00-390.291	Restricted-Friends of Library -Principal	3,768.23
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	2,931.50
	<b>Total Fund Balance</b>	<b>1,590,760.53</b>
	Beginning Fund Balance	1,590,760.53
	Net of Revenues VS Expenditures	9,948.28
	Ending Fund Balance	1,600,708.81
	<b>Total Liabilities And Fund Balance</b>	<b>1,603,600.64</b>

CITY OF NOVI - Library Funds

Quarterly Investment Report

March 31, 2014



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

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

5/28/14  
 Date

CITY OF NOVI - Library Funds

Quarterly Investment Report - Investment Listing, by Security Type

March 31, 2014

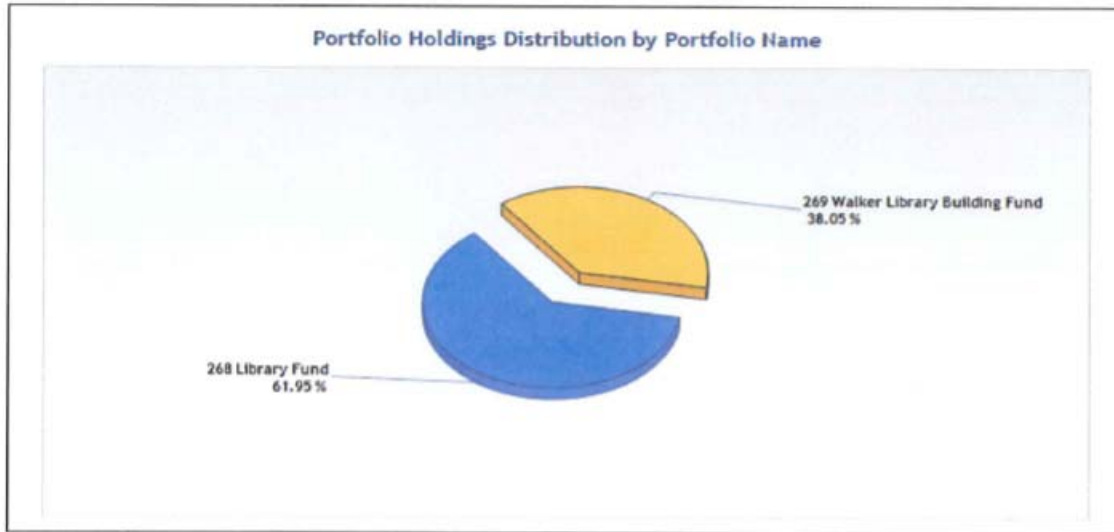


Description	YTM @ Cost	Amount	Cost Value	Book Value	Market Value	Days To Maturity	% of Portfolio
<b>Fixed Income Assets</b>							
FFCB	2.125	525,000	525,000	525,000	509,014	2440	26.58%
Michigan State GO Bond	2.900	1,450,000	1,445,331	1,450,000	1,504,723	1706	73.42%
Weighted Average Yield	2.694						
<b>Local Government Investment Pools / Money Market</b>							
Chase Bank	0.050	98,892	98,892	98,892	98,892	1	4.78%
Fifth Third	0.200	795,946	795,946	795,946	795,946	1	38.51%
Oakland County	0.791	1,171,992	1,171,992	1,171,992	1,171,992	1	56.70%
Weighted Average Yield	0.528						
<b>Total / Average</b>	<b>1.586</b>	<b>4,041,830</b>	<b>4,037,161</b>	<b>4,041,830</b>	<b>4,080,567</b>	<b>929</b>	<b>100.00%</b>

CITY OF NOVI - Library Funds

Investment Portfolio - Diversification, by Portfolio ( Fund )

March 31, 2014

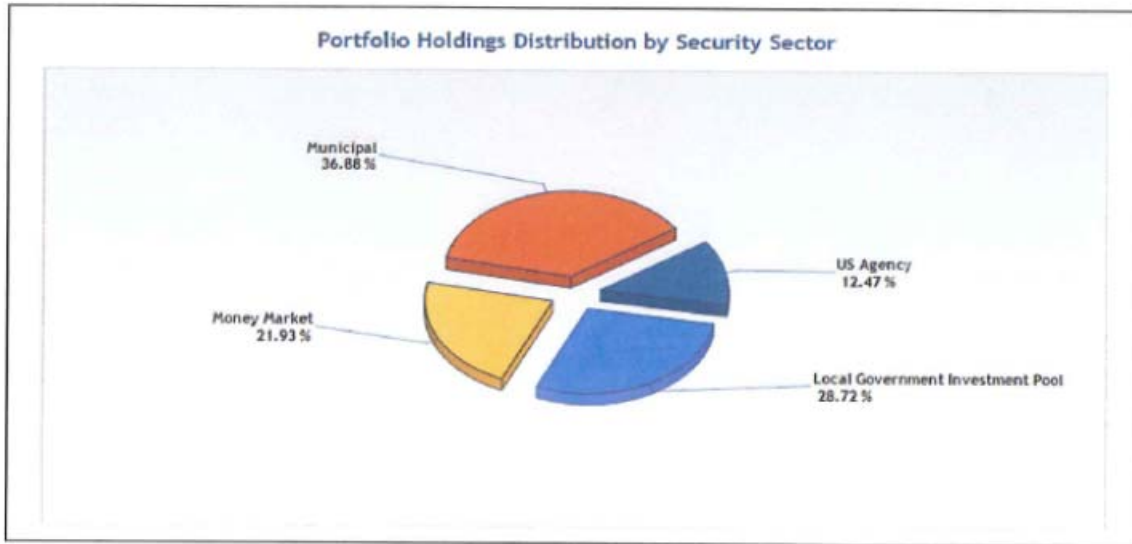


Description	YTM @ Cost	03/31/2014 Market Value	Investment Income - Market Value	% of Portfolio
<b>268 Library Fund</b>				
LGIP	0.791	667,259	951	26.40%
Money Market	0.182	822,970	669	32.55%
Municipal Bonds	2.900	1,037,740	25,155	41.05%
	1.459	2,527,969	26,775	100.00%
<b>269 Walker Library Building Fund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

CITY OF NOVI - Library Funds

Investment Portfolio - Diversification, by Sector

March 31, 2014



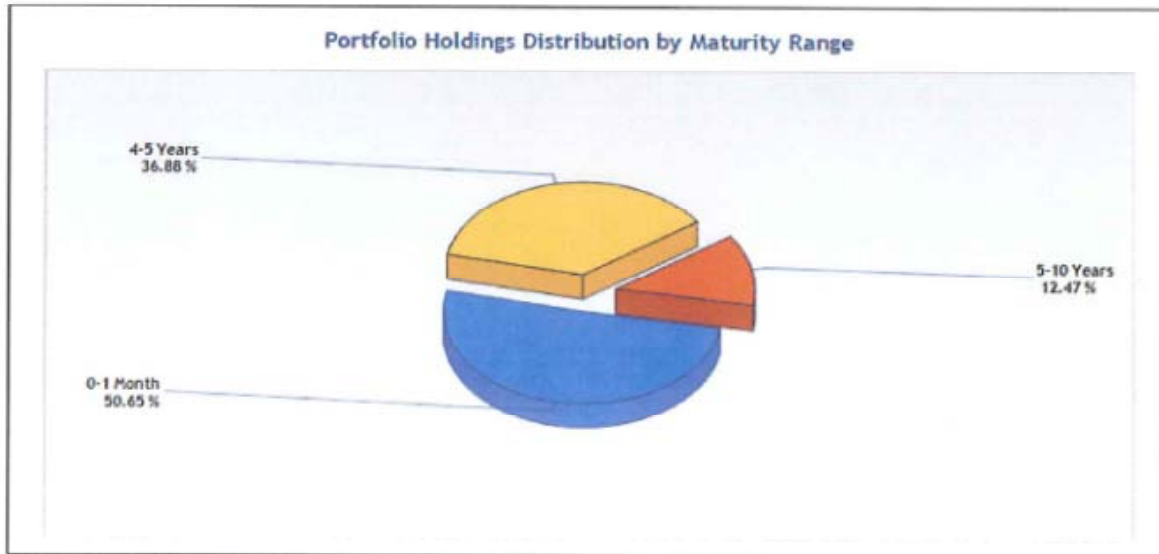
Description	YTM @ Cost	03/31/2014 Market Value	Investment Income - Market Value	% of Portfolio
LGIP	0.791	1,171,992	1,671	28.72%
Money Market	0.183	894,839	714	21.93%
Municipal Bonds	2.900	1,504,723	36,475	36.88%
US Agency	2.125	509,014	11,336	12.47%
<b>Total / Average</b>	<b>1.602</b>	<b>4,080,567</b>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



# CITY OF NOVI - Library Funds

## Investment Portfolio - Diversification, by Maturity Range

March 31, 2014



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

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

CITY OF NOVI - Library Funds

Quarterly Investment Report

June 30, 2014



	Beginning 03/31/2013	Ending 06/30/2014
<b>Local Government Investment Pools / Money Market</b>		
Market Value	2,066,830	1,548,869
WAM (1) in Days	1	1
Weighted Average Yield to Maturity	0.53%	0.49%
<b>Fixed Income Assets</b>		
Book Value	1,975,000	1,975,000
Market Value	2,013,737	2,041,105
Change in Market Value	34,691	27,368
Unrealized Gain / Loss	34,691	27,368
Realized Gain / Loss	0	0
WAM (1) in Days	1,901	1,810
WAM / Callable (1) in Days	1,901	1,810
Yield to Maturity @ Cost	2.69%	2.69%
<b>Annualized, Total Rate of Return - Market Value</b>	<b>10.00%</b>	<b>8.22%</b>
<b>BENCHMARK</b>		
1 Year Treasury	0.13%	0.10%
6 Month Treasury	0.08%	0.06%
<b>Total Portfolio Value</b>		
Book Value	4,041,830	3,523,869
Market Value	4,080,567	3,589,974
Change in Market Value	34,691	27,368
Unrealized Gain / Loss	34,691	27,368
Realized Gain / Loss	0	0
WAM (1) in Days	929	1,015
WAM / Callable (1) in Days	929	1,015
Yield to Maturity @ Cost	1.59%	1.73%
<b>Annualized, Total Rate of Return - Market Value</b>	<b>4.49%</b>	<b>5.47%</b>
<b>BENCHMARK</b>		
1 Year Treasury	0.13%	0.10%
6 Month Treasury	0.08%	0.06%

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

  
 Date

CITY OF NOVI - Library Funds

Quarterly Investment Report - Investment Listing, by Security Type

June 30, 2014

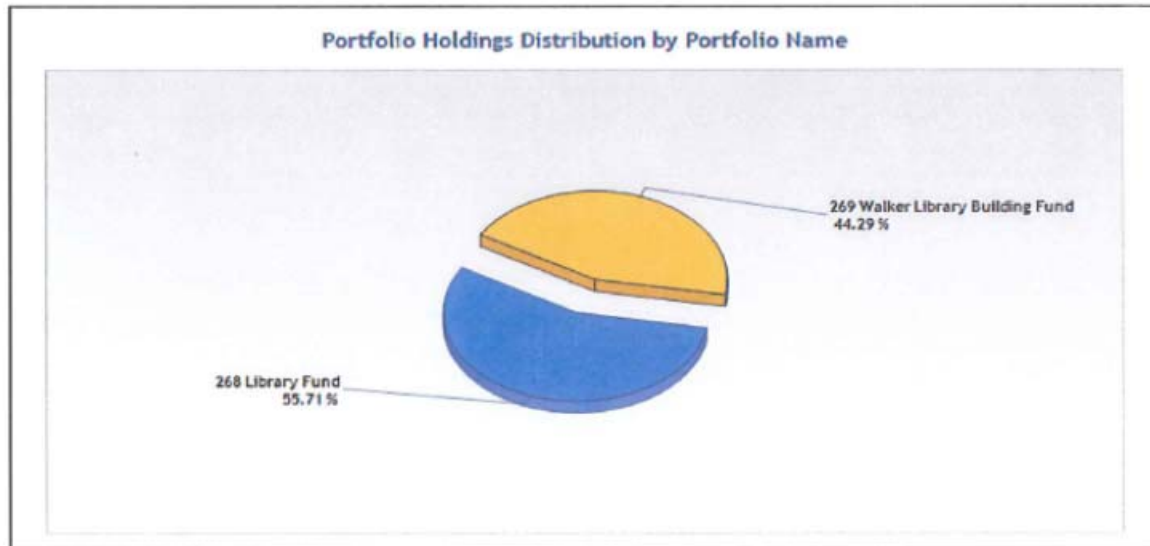


Description	YTM @ Cost	Amount	Cost Value	Book Value	Market Value	Days To Maturity	% of Portfolio
<b>Fixed Income Assets</b>							
FFCB	2.125	525,000	525,000	525,000	518,228	2349	26.58%
Michigan State GO Bond	2.900	1,450,000	1,445,331	1,450,000	1,522,877	1615	73.42%
<b>Weighted Average Yield</b>	<b>2.654</b>	<b>1,975,000</b>	<b>1,970,331</b>	<b>1,975,000</b>	<b>2,041,105</b>	<b>1,810</b>	<b>100.00%</b>
<b>Local Government Investment Pools / Money Market</b>							
Chase Bank	0.030	98,900	98,900	98,900	98,900	1	6.39%
Fifth Third	0.200	266,539	266,539	266,539	266,539	1	17.21%
Oakland County	0.597	1,183,430	1,183,430	1,183,430	1,183,430	1	76.40%
<b>Weighted Average Yield</b>	<b>0.452</b>	<b>1,548,869</b>	<b>1,548,869</b>	<b>1,548,869</b>	<b>1,548,869</b>	<b>1</b>	<b>100.00%</b>
<b>Total / Average</b>	<b>1.726</b>	<b>3,523,869</b>	<b>3,519,200</b>	<b>3,523,869</b>	<b>3,589,974</b>	<b>1015</b>	<b>100.00%</b>

# CITY OF NOVI - Library Funds

## Investment Portfolio - Diversification, by Portfolio ( Fund )

June 30, 2014

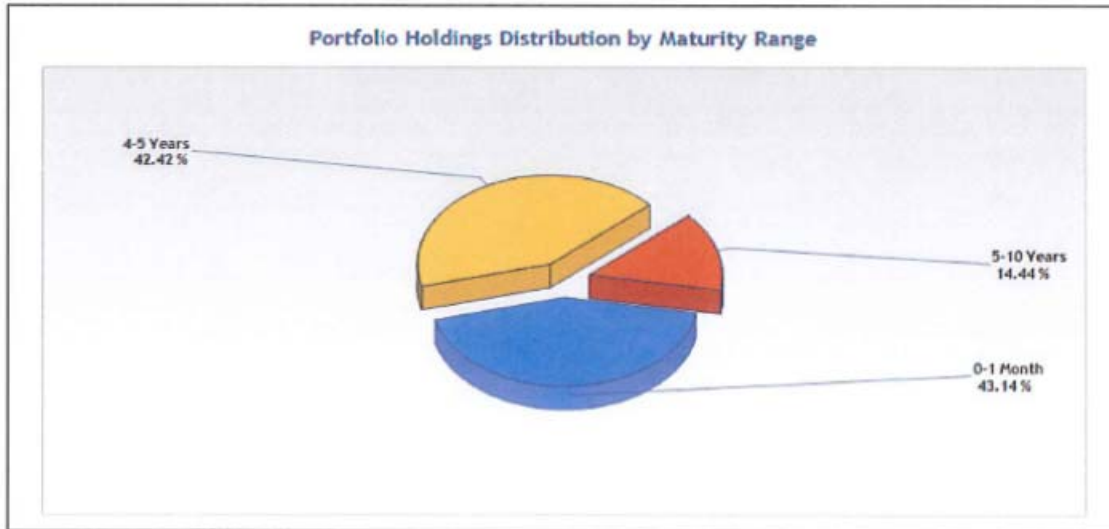


Description	YTM @ Cost	06/30/2014 Market Value	Investment Income - Market Value	% of Portfolio
<b>268 Library Fund</b>				
LGIP	0.597	673,771	6,512	33.69%
Money Market	0.139	275,850	276	13.79%
Municipal Bonds	2.900	1,050,260	19,566	52.52%
	1.743	1,999,881	26,354	100.00%
<b>269 Walker Library Building Fund</b>				
LGIP	0.597	509,659	4,926	32.05%
Money Market	0.200	89,589	46	5.63%
Municipal Bonds	2.900	472,617	8,805	29.72%
US Agency	2.125	518,228	11,972	32.60%
	1.757	1,590,093	25,749	100.00%
<b>Total / Average</b>	<b>1.749</b>	<b>3,589,974</b>	<b>52,103</b>	

CITY OF NOVI - Library Funds

Investment Portfolio - Diversification, by Maturity Range

June 30, 2014



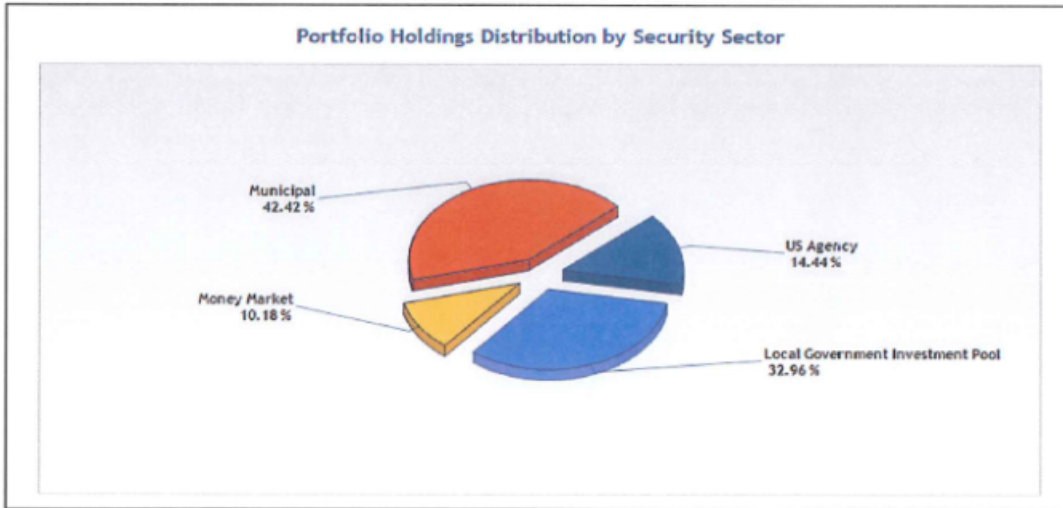
Description	YTM @ Cost	06/30/2014 Market Value	Days to Maturity	% of Portfolio
* 0-1 Month	0.492	1,548,869	1	43.14%
4-5 Years	2.900	1,522,877	1615	42.42%
5-10 Years	2.125	518,228	2349	14.44%
<b>Total / Average</b>	<b>1.726</b>	<b>3,589,974</b>	<b>1015</b>	<b>100.00%</b>

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

CITY OF NOVI - Library Funds

Investment Portfolio - Diversification, by Sector

June 30, 2014



Description	YTM @ Cost	06/30/2014 Market Value	Investment Income - Market Value	% of Portfolio
LGIP	0.597	1,183,430	11,438	32.96%
Money Market	0.154	365,439	322	10.18%
Municipal Bonds	2.900	1,522,877	28,371	42.42%
US Agency	2.125	518,228	11,972	14.44%
<b>Total / Average</b>	<b>1.726</b>	<b>3,589,974</b>	<b>52,103</b>	<b>100.00%</b>

**From:** Lilla, Sabrina [<mailto:slilla@cityofnovi.org>]  
**Sent:** Friday, November 14, 2014 8:06 AM  
**To:** Farkas, Julie  
**Subject:** 46

City Council, Monday night, approved the elimination of the General Fund's Department 299 or the "General Administration" Department. This department was typically used to capture expenditures that were considered "city wide" costs. The State of Michigan does not recognize a general administration department and therefore, we have broken out the city wide costs based on where we thought they fit best per the State Chart of Accounts and based on who was the primary approver of the related expenditures.

I will highlight the most significant changes:

City wide membership and dues, conferences and workshops, and trainings have been moved to the City Manager's office. Victor will approve all trainings charged for the city wide purposes.

Property and liability insurance and uninsured claims has been moved to the City Attorney/Insurance department (101.210.00.971.000 and 101.210.00.971.001)

Postage and Records storage has been moved to the Clerks department (101.215.00.728.000 and 101.215.00.942.100)

We have created a new department for the Historical Commission and charges should go to 101.803.00.880.400

Beautification commission costs should now be charged to 101-807.00.880.500

If you have any questions or concerns regarding where to charge expenditures that you previously would have charged to 101-299.00.xxx.xxx please do not hesitate to contact me.



**Sabrina Lilla** | Senior Financial Analyst

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

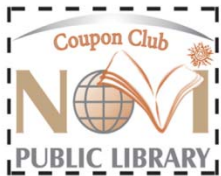
t: 248.735.5692 f: 248.735.5682

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

To receive monthly e-news from Novi or follow us on Facebook, [click here](#).

## Director's Report – Julie Farkas

**MyCouponGenie** – The last 5 weeks, I have been focusing most of my attention on the improved coupon fundraiser campaign for the Library. I have met with over 50 Novi businesses and the response to the partnership with the Library has been overwhelmingly successful! Businesses are excited about the exposure the Library will bring to their products and services. Attached is the add that will be in the winter Engage magazine expected to hit homes in mid-December. The goal is to reach out to 200 businesses for support of the fundraiser and reach 200,000 consumers. Fundraising goal: \$20,000.



Looking for a discount when shopping in Novi? The Library has partnered with **MyCouponGenie** to save Novi residents hundreds of dollars daily with local businesses. Join the Library's **FREE** coupon club! To sign up visit [MyCouponGenie.com/users/register](http://MyCouponGenie.com/users/register) and download from the App store, Google play, or a desktop. The goal is for you to connect with 200 businesses and save!

### **Authors LIVE Luncheon at Fox Run – Monday, October 20, 2014**

For a second year running, the Library had a very successful author event in partnership with Fox Run of Novi. Over 100 guests were in attendance and had the opportunity to hear from 4 authors. Authors were: Steve Amick, Doc Finley, Bob Duff and Sandra Novacek (wife of Charles Novacek). The food was amazing and the stories delightful. Attendees were very pleased with the event and the opportunity to speak to the writers.

### **National Friends of Libraries Week Gala – Friday, October 24, 2014**

We had a wonderful evening in partnership with the Friends of the Library on October 24<sup>th</sup> that allowed us to thank close to 200 guests. The Cornucopia of Thanks event celebrated the supporters of the Novi Library. Guests were encouraged to learn about new services and features of the Library: GALE Courses, the Historical Commission Motorcities Marker project, Downloadable services, membership by the Friends and a silent auction for rare tomes. Special thanks to Paradise Park for donated food, Cantorro's of Northville for wine-tasting, Glenda's garden center for floral arrangements, Dr. Kirk Eye Center for sponsoring the music. In addition, guests had the opportunity to hear more about the I Love My County fundraiser for the new statue.

### **Friends of the Library wins \$1,000 grant for Parent Read program – Monday, October 27, 2014**

On October 27<sup>th</sup>, Pat Brunett, Friends Board Member, accompanied me to the Metro Detroit Book and Author Society luncheon in Livonia, MI. In front of a crowd of 1,100 guests, Pat accepted a \$1,000 check for a grant. The grant money will go towards a program in partnership with the Novi Community School District to encourage parents/caregivers to read one book pertaining to improving the success of their child in school. The program is scheduled to kick-off in early January. The Library will provide the books for loan and/or purchase and then host the author of the book in the spring of 2014.

### **Novi Ambassador Academy – November 10, 2014**

President Margolis and I welcomed 21 students from the Novi Ambassador Academy to the Library on November 10, 2014. The Academy is a new program being offered to Novi residents to learn more about city government. We had the opportunity to speak to the students about library operations, finances, governances, resources and services, as well as give an in-depth tour of the building.



## **NPL Staff In-Service Schedule**

**(In-service Team: Mary Storch, Mary Robinson, Michael Postula, Kristin Abate, Mei Shih and Christina Pilarz)**

November 21, 2014

8:30 - 8:45 Coffee and Welcome

8:45 - 9:45 "Righteous Anger" with Dr. Lee Meadows, Professor of Management at Walsh College and Higher Education Consultant. Whole Meeting Room

10:00 - 11:00 "Active Shooter Preparation" with Ray Garbarino, Emergency Management Coordinator, and Sergeant Adam Elsen, City of Novi, Michigan. Whole Meeting Room

11:10 – Noon Library Tours with Facilities Staff

Noon - 1:15 Lunch and My Trivia Live. Whole Meeting Room

1:30 - 2:00 Mini Sessions:

- A. "Technology That Attracts Attention," Karen Knox, Director of Orion Township Public Library. Whole Meeting Room
- B. "5 Habits for an Organized Office," Carolyn Anderson-Fermann, founder of Simply Organized Life. Board Room

2:15 - 2:45 Mini Sessions:

- A. "Technology That Attracts Attention," Karen Knox, Director of Orion Township Public Library. Whole Meeting Room
- B. "5 Habits for an Organized Office," Carolyn Anderson-Fermann, founder of Simply Organized Life. Board Room
- C. "Cloud Computing Basics," David Silberman, Adult Services Librarian and Punster. Computer Lab

3:00 - 4:00 Departmental Meetings

4:15 - 4:30 A few words from Peter Auger, new Novi City Manager. Whole Meeting Room

4:30 Dismissal

## **Out and About in Novi/Library Profession**

- Submitted DSLRT report – Sunday, October 19<sup>th</sup>
- TLN Board Meeting – Thursday, October 23<sup>rd</sup>
- Presented at the PAASN (Parents of African American Students of Novi) meeting – Saturday, October 25<sup>th</sup>
- Hosted annual Media Specialist/Principal breakfast for Novi, Northville, Walled Lake and Catholic Central – Thursday, October 30<sup>th</sup>
- Library Tour and lunch with Mrs. Yukari Katayama (General Counsel of Japan) – Thursday, October 30<sup>th</sup>
- Attended Novi Woods Halloween parade – Friday, October 31<sup>st</sup>
- Kathy and Hugh Crawford's election party – Tuesday, November 4<sup>th</sup>
- Money Smart Week meeting – Thursday, November 6<sup>th</sup>
- Boomer University meeting with Oakpoint Church and Older Adult Services – Thursday, November 6<sup>th</sup>
- Novi Ministers group – Library program update – Monday, November 10<sup>th</sup>
- Booked for Lunch, Community Read discussion – Wednesday, November 12<sup>th</sup>
- Novi Youth Assistance Breakfast – Thursday, November 13<sup>th</sup>
- DSLRT quarterly mtg. – Friday, November 14<sup>th</sup>

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

Hosted the Women's National Book Association Author Event

Julie and Margi participated in the Novi Woods Walk to School Day

Listen @ the Library's 2<sup>nd</sup> performance of the season with the Donald Sinta Saxophone Quartet

Partnered with Dr. Steve Matthews and the Novi Community School District for the 2nd Parent to Parent Book Discussion Group

Partnered with the Novi Historical Commission to offer the Motorcities Markers Tour

On the Road trip hosted by Kathy Crawford and Margi Karp-Opperer

April Stevenson and Margi Karp-Opperer presented "Summer Reading Program Reflections" at the Novi Community School District's Board Meeting

Partnered with Fox Run YOU to offer the Authors LIVE Luncheon @ Fox Run Belmont club

Document Donation Day was orchestrated by Elizabeth Lang

Michigan Library Association's Annual Conference was attended by many librarians

Novi Northville Camera Club photographs are in the 2<sup>nd</sup> floor display case

### **Featured Adult Programs:**

- Savvy Social Security Planning
- This Ain't Your Momma's Home Ec: Make your own baking and spice mixes
- Lifelong Learning: Get Going with Gale Courses
- East Indian Cooking Demonstration
- Homework Challenges Transformed
- Could it Be Parkinson's?
- Tools to Keep Your Loved Ones in their Homes
- Motor City Troubadours
- Be Healthy Empowerment Series
- Brainstorming your Brick Walls
- Special Needs Planning Workshop

### **Special Business/Financial Programs:**

- a. Four SCORE Business Mentoring Sessions

### **Monthly Adult Programs:**

- Five Chess Times
- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Five Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- Monthly delivery of Novi Newbies to St. John Providence Park Hospital
- Two 1-on-1 internet basics, one 1-on-1 email basics and two 1-on-1 Facebook basics
- 1 on 1 Facebook Basics
- French, German, Italian & Spanish Language Conversation Groups
- Novi Writer Groups
- Computer instruction class ( Power Point Basics 2010)
- Two Information Services Department Meetings

- Three ESL Conversation Groups
- Eight ESL Book Discussions
- Two Coffee with the Superintendent

**Featured Youth Programs:**

- Two Baby Times Story Times
- Seven Tot Time Story Times
- Six Two of Us Story Times
- Two On My Own Story Times
- Eight Three's Company Story Times
- Mini Masters Art Series
- Star Wars Reads Day! BINGO
- Star Wars Reads Day! Paper Crafts
- Pokemon
- Dog Days at the Library
- Hindi, Japanese, Czech, Korean, Tamil Story Times

**Monthly Youth Programs:**

- Kiddie Craft
- Snack Tales
- Lego Club
- Halloween Tales

**Tween and Teen Program:**

- ❖ KAPLAN Practice ACT Test-Taking Seminar
- ❖ KAPLAN Practice ACT Test-Results Seminar
- ❖ College Planning & Strategies
- ❖ Manga Club
- ❖ TAB (Teen Advisory Board) Meeting
- ❖ Pizza Taste Off
- ❖ Creepy Cupcakes 101

**Featured Collections:**

**Adult:** Band Books

**Adult DVD Display:** Great Courses

**Youth:** A Book a Day Keeps the Monsters Away

**Youth DVD Display:** Spooky Movies and TV Shows

## On the Road, October 14, 2014 – Final Report



On Tuesday, October 14, 2014, Kathy Crawford and I held our fourth “On the Road” trip. Our goal was to offer a day of culture and entertainment that also informed and educated our attendees of the outstanding, new programs and resources the Novi Library has to offer.

On a chartered bus with fifty four eager participants, we began our day in Detroit at the Player’s Club. The Players Club of Detroit was founded in 1910 by a group of local Detroit businessmen as an institution to encourage amateur theater. In 1925, Players Club member William E. Kapp designed a building and, in 1985, it was named a Michigan Historic Building and placed on the National Register of Historic Places in Michigan. Two of the prominent members, dressed in tuxedos, gave us an unbelievable, behind the scenes tour pointing out the architectural and historic highlights such as the ten sculpted gargoyles created by Corrado Parudcci for the facade, and the art deco murals painted by Paul Honore.

Joining us on the trip was Marion Christenson, Past President of Preservation Detroit, who provided the background and expert knowledge of all the treasures we viewed during the day.

Cliff Bells, historic supper club was our second stop. The building that houses Cliff Bell’s was built by the Campeau Family and designed by Albert Kahn. It was originally intended to be 10 stories tall but when the depression hit, it was capped at just two. Noted architect Charles Agree, who also designed the Wittier Hotel on the river, The Belcrest Apartments on Cass Avenue, and Lee Plaza on West Grand Boulevard designed the club. In 1985, the famous club closed and remained empty until late 2005, when renovation began with its current owners. Cliff Bell’s is once again alive with spirit and song and we experienced that with a fantastic lunch, followed by a music concert.

Have you heard of Nicole Curtis, creator and host of the DIY Network and HGTV’s “Rehap Addict?” Nicole is saving historic houses in Detroit, one broken-down fireplace at a time. She is a self-taught home rehabber and a master of salvage picking and a spirited advocate for saving old houses and rebuilding communities. We arranged to meet with Nicole’s project manager, Jose, and go inside one of the houses and see the finished projects. We were all very impressed and thrilled to see her accomplishments and, of course, how she is helping to reinvent Detroit.

After a very full day in Detroit, we headed back to Novi with contented and fulfilled smiles on our faces and lots of ideas for another NPL Road trip. Stay tuned for trip #5.

**We raised \$1,900 and the proceeds will be used for upcoming programming.**

## Building Operations Report by Mary Ellen Mulcrone

After much consideration and investigation as to how to improve temperatures in the lobby during the winter months, a heated air curtain has been installed in the vestibule. While the vestibule itself is heated separately, the cold air coming into the lobby each time the doors open has been a major problem. The new air curtain will block some of the cold air from getting into the vestibule and the lobby, as well. Currently the air curtain is able to run on a thermostat, and it will soon be able to run in conjunction with the doors opening. Another module to accomplish this is still on order and will be installed as soon as possible. We anticipate that this will have a major impact on temperatures in the lobby, pleasing staff and patrons alike.

We have a new contract with Lyon Mechanical for our HVAC preventive maintenance, including various tests required by the state. Our quarterly HVAC pre-filter change has been completed, and extended surface air filters have been checked for wear.

Fall clean-up of the grounds, including trimming of all the bamboo and tall grasses is in progress. Many exterior building and parking lights have been repaired so all of our site lights are working properly once again. A few other ballasts and lights have also been replaced.

The café was cleaned and painted. The vestibule was also painted, and the drain underneath the carpeted grates in the vestibule was cleared so it will drain properly in preparation for winter.

We had our annual fire inspection by the Novi Fire Department and passed with zero violations. A large load of hazardous materials (batteries, electronics, chemicals) and several boxes of paper to be shredded and recycled were taken to the City Of Novi Hazardous Materials Day.

A project to shift and add more shelving for audio/visual materials is in process. A number of minor repairs have been completed, including replacement of control modules for the shades in the Youth Activity Room and several repairs and replacements of parts and controls in the smart bins that work in conjunction with the automatic sorting technology.

Computer training was provided for the public: one VHS to DVD Introduction, four VHS to DVD Workshops, two Using Your iPad classes, two Basic Photo Editing with Paint.NET, one Improve Your Typing Skills and four Tech Time sessions. "On call" computer training and assistance occurs on a daily basis.

The Friends of the Library provided funding to purchase a new HD camcorder. This is being used to develop presentations for the public and tutorials for both staff and public. The first tutorial was created by Dominic, showing staff how to use the new camcorder, and this is available for staff to view from the eWeb. More tutorials will be added, and other presentations, as they are developed, will be added to the web page.

Barb completed the State of Michigan Digital Inclusion Survey which will be used to raise awareness regarding the impacts that public libraries have in creating digitally inclusive communities.

The IT team accomplished a number of other things including: investigated and repaired "touch" function on self-checks and OverDrive Media Station, upgraded Creation Station software and JetPack device used for Outreach deliveries, repaired 2<sup>nd</sup> Floor Meeting Room audio/visual connections, solved printer and hardware problems, set up laptops for rentals, reset voicemail/network passwords, assisted patrons with WiFi access, and performed routine server maintenance.

**Support Services Statistics 2014-2015**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	457	364	409	339									<b>1,569</b>
<b>Items checked out</b>	81,433	73,600	67,803	67,091									<b>289,927</b>
<b>Items borrowed</b>	4,719	4,078	3,840	4,201									<b>16,838</b>
<b>Items loaned</b>	5,305	4,733	4,619	4,688									<b>19,345</b>
<b>Read Boxes</b>	380	217	153	59									<b>809</b>

		Sept 2014	Sept 2013
Library cards issued		339	409
Total checkouts		67,091	66,952
Items borrowed	TLN	4,126	4,022
	MeL	<u>75</u>	<u>60</u>
		4,201	4,082
Items loaned	TLN	4,583	4,737
	MeL	<u>105</u>	<u>118</u>
		4,688	4,855

READ Boxes	Adult	Sept 2014	Sept 2013
		9	0
	Youth	<u>50</u>	<u>0</u>
	total	59	0

May through October of 2014 was our second season of Read Box service in Novi. Lakeshore Park is the original location with Rotary and ITC Parks added this year.

ITC Park proved to be the box most used, with Lakeshore coming in a close 2<sup>nd</sup>.

**Read Box totals May through October 8, 2014:**

	2014	2013
Adult	212	90
Youth	<u>886</u>	<u>192</u>
total	1,098	282

**Self-Check Totals 2014-15 Fiscal Year**

	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
<b>July</b>	81,433	63.09%	51,379	10,899	9,645	5,006	13,934	9,913	1,982
<b>August</b>	73,600	58.02%	42,705	9,394	5,695	5,629	7,397	11,492	3,098
<b>September</b>	67,803	55.41%	37,571	9,120	6,723	3,846	6,845	9,712	1,325
<b>October</b>	67,091	54.90%	36,834	9,154	6,310	3,761	5,137	11,222	1,250
<b>November</b>									
<b>December</b>									
<b>January</b>									
<b>February</b>									
<b>March</b>									
<b>April</b>									
<b>May</b>									
<b>June</b>									
<b>FYTD</b>	<b>289,927</b>	<b>58.11%</b>	<b>168,489</b>	<b>38,567</b>	<b>28,373</b>	<b>18,242</b>	<b>33,313</b>	<b>42,339</b>	<b>7,655</b>

**Library Usage**

2013-2014 Fiscal Year					2014-2015 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	37,620	1,447	254	26	July	41,988	1,400	289	30
August	32,464	1,249	250	26	August	37,590	1,296	272	29
September	30,079	1,074	264	28	September	31,986	1,103	275	29
October	31,249	1,008	297	31	October	36,332	1,172	294	31
November	30,109	1,075	257	28	November			259	28
December	27,986	1,000	259	28	December			264	28
January	37,006	1,234	283	30	January			280	30
February	28,760	1,027	264	28	February			264	28
March	32,829	1,059	289	31	March			292	31
April	41,665	1,488	272	28	April			272	28
May	32,683	1,167	268	28	May			263	28
June	39,534	1,412	267	28	June			280	29
<b>FYTD Total</b>	<b>401,984</b>	<b>1,182</b>	<b>3,224</b>	<b>340</b>	<b>FYTD Total</b>	<b>147,896</b>	<b>1,243</b>	<b>3,304</b>	<b>349</b>



**Computer Logins**

2013-2014 Fiscal Year						2014-2015 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	5,549	24,600	6	30,155	1,160	July	5,620	46,177	3	51,800	1,727
August	5,075	22,623	1	27,699	1,065	August	4,816	48,923	7	53,746	1,853
September	4,915	30,828	3	35,746	1,277	September	4,866	49,382	1	54,249	1,871
October	5,806	35,096	0	40,902	1,319	October	4,167	54,461	2	58,630	1,891
November	5,240	32,155	3	37,398	1,336	November					
December	4,279	32,168	4	36,451	1,302	December					
January	4,327	30,792	5	35,124	1,171	January					
February	4,583	36,568	0	41,151	1,470	February					
March	5,092	39,344	2	44,438	1,433	March					
April	4,603	35,152	5	39,760	1,420	April					
May	4,653	33,037	2	37,692	1,346	May					
June	5,322	45,753	3	51,078	1,824	June					
<b>FYTD Total</b>	<b>59,444</b>	<b>398,116</b>	<b>35</b>	<b>457,595</b>	<b>1,346</b>	<b>FYTD Total</b>	<b>19,469</b>	<b>198,943</b>	<b>13</b>	<b>218,425</b>	<b>2,482</b>

Early Literacy Workstation Usage							
2013-2014 Fiscal Year				2014-2015 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,309	32,845	25	July	1,132	30,068	27
August	1,324	34,520	26	August	1,015	26,723	26
September	987	22,767	23	September	746	17,111	22
October	1,067	24,139	22	October	765	17,162	22
November	816	19,935	24	November			
December	658	15,590	23	December			
January	720	16,998	23	January			
February	718	16,702	23	February			
March	834	21,063	25	March			
April	844	20,061	23	April			
May	734	15,847	21	May			
June	968	23,181	23	June			
<b>FYTD Total</b>	<b>10,979</b>	<b>263,648</b>	<b>24</b>	<b>FYTD Total</b>	<b>4,263</b>	<b>105,913</b>	<b>24</b>

**Technology Training Sessions 2014-2015 Fiscal Year**

	Tech Time	eReader	VHS to DVD	iPad	Keyboarding	Paint.NET	Freegal	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	4	1	4	2	0	1	0	0	0	7	19	
<i>patrons</i>	<b>2</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>		<b>30</b>
<b>Aug</b>	4	0	1	2	0	1	0	1	0	7	16	
<i>patrons</i>	<b>1</b>	<b>0</b>	<b>1</b>	<b>15</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>7</b>		<b>33</b>
<b>Sep</b>	5	1	3	1	1	1	0	0	0	2	14	
<i>patrons</i>	<b>3</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>		<b>25</b>
<b>Oct</b>	5	0	4	1	1	1	1	1	0	7	21	
<i>patrons</i>	<b>4</b>	<b>0</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>7</b>		<b>37</b>
<b>Nov</b>												
<i>patrons</i>												
<b>Dec</b>												
<i>patrons</i>												
<b>Jan</b>												
<i>patrons</i>												
<b>Feb</b>												
<i>patrons</i>												
<b>Mar</b>												
<i>patrons</i>												
<b>Apr</b>												
<i>patrons</i>												
<b>May</b>												
<i>patrons</i>												
<b>Jun</b>												
<i>patrons</i>												
Sessions	18	2	12	6	2	4		2	0	23	70	
<i>Patrons</i>	<b>10</b>	<b>10</b>	<b>17</b>	<b>32</b>	<b>6</b>	<b>17</b>		<b>6</b>	<b>0</b>	<b>23</b>		<b>125</b>

**2014-2015 Fiscal Year**

	Freegal		OverDrive				Zinio		Indieflix	Gale Courses	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*	Videos Viewed	Active Learners	Completed Classes
July	2,070	205	3,185	1,209	4,394	112	752	9,968			
August	1,884	198	3,477	816	4,293	147	704	8,981			
September	2,089	201	3,176	1,140	4,316	369	700	8,701	32	107	3
October	2,237	235	3,272	1,085	4,357	644	632	8,594	33	73	10
November											
December											
January											
February											
March											
April											
May											
June											
<b>FYTD Total</b>	<b>8,280</b>	<b>839</b>	<b>13,110</b>	<b>4,250</b>	<b>17,360</b>	<b>1,272</b>	<b>2,788</b>	<b>36,244</b>	<b>65</b>	<b>**</b>	<b>13</b>

\*Includes: Allen Park, Auburn Hills, Belleville, Bloomfield Township, Canton, Chelsea, Commerce Township, Dearborn, Dearborn Heights, Garden City, Grosse Pointe, Farmington, Howell, Northville, Novi, Orion Township, Rochester Hills, Romulus, Salem-South Lyon, Saline, St. Clair County, Waterford Township, Westland, White Lake Township

\*\*No FYTD due to the rollover of students in six-week classes.

Charging Stations Usage				
	2011-12FY	2012-13FY	2013-14FY	2014-15FY
July		3	3	10
August		2	8	11
September	3	8	2	4
October	1	3	4	3
November	7	3	4	
December	1	3	0	
January	8	4	1	
February	7	3	1	
March	11	4	0	
April	5	3	3	
May	8	1	4	
June	4	1	5	
<b>Total</b>	<b>55</b>	<b>38</b>	<b>35</b>	<b>28</b>

Meeting Room Rentals					
2013-14 Fiscal Year			2014-15 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	29	696	July	44	1,234
August	41	1,172	August	54	1,810
September	49	1,274	September	29	760
October	35	1,077	October	36	964
November	32	1,485	November		
December	21	447	December		
January	42	981	January		
February	51	1,505	February		
March	47	1,344	March		
April	32	1,031	April		
May	35	1,726	May		
June	21	946	June		
<b>Total</b>	<b>435</b>	<b>13,684</b>	<b>Total</b>	<b>163</b>	<b>4,768</b>



**City of Novi Historical Commission**  
**August 27th 2014, 2:00 p.m.**  
**Novi Library Local History Room**  
**Agenda**

**Call to Order: 2:00 Pm**

**Introduction:**

**Attendance:** future note: change meetings to evenings starting in January, Tammy will coordinate with the students, 6:30 Pm proposed time on the fourth Wednesday of each month

**Membership:** Kathy Crawford, John MacInnis, Toni Bonner, Tammy Knopp, & Kelly Sexton, Laison,: Betty Lang, & Wendy DuVal, & Students : none

**Visitors: None**

**Approval of Agenda: no changes, accepted by all**

**Communication: none this meeting**

**Approval of Minutes: last meeting July 23<sup>rd</sup>, approved**

**Finance Report: No report**

**Discussion about the Mich State fair, starting this weekend**

**Liaison Report: Betty Lang, PP presentation about History Comm accomplishments. On video, Power point program**

**Programs coming up with the library:**

Civil War remembrance

Genealogy Sept 5<sup>th</sup> at Fox Run, 11 am specialized in “Fold Three” includes Military records, Rev. War to Viet Nam war. Available online.

Motor City tour, “Growing up in the D”

Seniors Genealogy For beginners. Sept 20th

Life Long learning too Sept 12<sup>th</sup>

Day in Detroit Oct 14<sup>th</sup>, Bus Tour

**Update the Historical Comm. Website** needed next month, all need to look at the website,

**Upcoming Library programs,** history Room needs more wooden nickels

Volunteer starting Sept 2014, twice Monthly

## Updates and Discussion

### **Novi Cemetery**

DAR Ceremony Oct 5th, rededication of Hooper Bishop Gravesite from Rev. War

Marker and Medallions, clean up & Traffic flow,

Restoration, Jim Carter, he will be invited to a future meeting, he works for the city of Livonia in the daytime.

Retaining wall, referred to Rob Hayes, City Engineer

New sign Civil War commemoration, how do make sure we have all the graves noted?

Cemetery planning for the future activity

**Fall for Novi** Schedule and volunteers Sept 20<sup>th</sup> civic Center Homeowners breakfast 9:30 AM followed by Fall for Novi 11 to 2 PM, Tammy and Kelly from Breakfast and

JRM to Get the display panel on Friday PM, it is stored at Tollgate Farm, contact Roy Prentice to confirm

Other Novi Cemeteries, ceremony

Novi Road Cemetery DAR ceremony Sunday Oct. 5 PM, 1 PM, Deb Davis, DAR, we should arrive at 12:30, parking on the East side of Novi, Wendy will contact Amer. Legion, persons will be shuttled across the street by the city Bus

Would like Dave Carter to attend the next meeting. how can we make the Cemetery more welcoming, benches etc, to make it a park like atmosphere

Motor City Markers, Installation dedication Sept 5<sup>th</sup> 6 PM Pavilion shores

Tammy, Kelly, Toni, JRM and Kathy will attend.

**Guided tour of city History** sites Sept 13 and Oct 11 11 AM

Kelly and Tammy will help with the tours

Historical Commission Youth Rep, Tammy - no Report this time

Toni Report for the "Farm to Digital Age", difficult to meet with the Chamber of Commerce, its been difficult to schedule with Chamber the person is alone in that office, apparently is very busy.

Oral History Interview Jesse heseelgrave wants to finish the project

Novi city Council Presentation for future Power point presentation

Before and After Pictures: Novi Dick Bayerl, nothing to report

Document days, Sunday Oct 26<sup>th</sup>



Novi History Power Point presentation for Schools and Community  
Groups

Topic needs to be available for Various grades in Elementary School and  
High School.

Other business

New business,:

Invite members to 50<sup>th</sup> anniversary, for Kathy and Hugh Crawford

Adjourn,

Next Meeting Sept 24<sup>th</sup>, 2 PM

John MacInnis, Member

## Novi Historical Commission (NHC)

### Minutes of Wednesday, September 24, 2014

#### Call to Order: 2:05 pm

**Attendees:** Members - Kathy Crawford, Tammy Lee Knopp, Toni Bonner; Library Liaison - Betty Lang; Absent – Kelly Sexton, John MacInnis

**Guests** – Deb Davis and Karen Eckardt, DAR Stoney Creek Chapter, Sue Grifor **Students** – Roshini Ankireddygari and Meenaki

#### August Minutes Approved Unanimously

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

#### Liaison Report: Betty discussed

- 1) Civil War Program (9/11/14) – Jon Reed re; Curtis Z. Pratt  
29 attendees; 5 evaluations  
Comments: Why wasn't audience larger?
  - Wrong RSVP # (Betty's Direct #) was on the flyer
  - Name Change of Program different than printed in *Engage*
- 2) Librarian, Mary Storch has received requests for daytime
- 3) Historical Commission Webpage needs updating and more photos  
Note: Review and discussion of webpage will be **placed on October Agenda**.
- 4) Volunteer Schedule for Local History Room:
  - Oct. 6 – Tammy Lee
  - Oct. 20 - Kathy
  - Nov. 3 – Tammy Lee
  - Nov. 17 - Toni
- 5) Dr. Hyde has donated photos.
- 6) Antique desk of Superintendent of Schools offered by Novi resident which Betty reminded NHC that there is "no" room for bulk/furniture donations; Betty will contact Roy at Tollgate to determine if he can use this donation.
- 7) NHC 2015 Programs; Betty needs Titles and brief write-up **by Oct. 1, 2014** for inclusion in next *Engage*.

**DAR Ceremony October 5<sup>th</sup> – Deb Davis** discussed program details which included: sample invitation shown to members; length – ½ hour to 45 minutes; location – on the knoll; parking in lot across from the cemetery with senior shuttle to/from; program sample reviewed; filming of ceremony/yes; wheelchair access/ramp; chairs and refreshments.

#### September Activities/Recaps and Reminders

- 1) Fall for Novi: Original Novi fire truck is owned by NHC currently in pieces and needs restoration; Beryl will take photos for events for NHC.

- 2) Motor Cities Markers: Rescheduled Ribbon Cutting ceremony on Sept. 7<sup>th</sup> had good participation.
- 3) Guided Tours/Senior Transportation: Good overall; needs improvement – driver was not from Novi and was directional challenged; Oct. 11<sup>th</sup> tour limited to 13 signees and Kathy and Tammy Lee.
- 4) September 11<sup>th</sup> Program (re: See Library Liaison's report) Future Needs
- 5) Library NHC Display Case

#### **Scheduled Historical Commission Program**

Oct. 2, 7 – 9 pm, Toni Novi: From the Farming Age to the Digital Age  
Currently, 11 signees; John will assist Toni; Betty will not be attending  
Guernsey Farms Dairy will provide refreshments

#### **Youth Group/Tammy Lee directed:**

- Future meeting with Novi City council member, Casey, to discuss creation of more structure for student volunteers and job descriptions
- Encourage students to participate as adjuncts in support of NHC member programs
- Requested students to provide a "What do you need from us (NHC) list?"
- Meena offered to develop an Instagram and bring NHC into tech/digital age.

#### **Heritage Conference/State History Conference on September 12<sup>th</sup>**

- Held at historic Buhl estate
- NHC should consider for 2015 because a "free" vendor table is available

#### **Oral History Interviews/TBD**

#### **Library Document Day scheduled for Oct. 26 from 2-5 pm**

Toni and Tammy Lee will assist Betty.

#### **Meeting Date Issues**

- Wednesday, November 26 changed to Tuesday, November 25<sup>th</sup>
- 2015 meetings continue on 4<sup>th</sup> Wednesday; however, **starting time is 7:00PM.**

#### **New Business/Other Business**

NHC Webpage (See above under Betty's Report.)

**Adjournment:** 3:25 PM

# Bits and Pieces

Vol. 5, Number 8

OCTOBER 2014

## Leader's Book Discussion

The TLN Leader's Book Discussion Group has set the calendar for Fiscal Year 2015. This is your opportunity to review contemporary works of management, addressing issues we all face. It's high level, focused therapy for the development of common approaches to public sector management. Facilitated by Dr. Lee Meadows, Walsh College, the group meets on the fourth Wednesday of the month, with the November discussion taking place one week earlier to avoid conflict with Thanksgiving week. Copies of selected titles will be available from TLN (248-536-3100ext. 107) for the following dates:

November 19 Southfield

Daniel H. Pink

**A Whole New Mind**

January 28 Novi

Carol S. Dweck

**Mindset**

March 25 Wixom

May 27 Salem-South Lyon

July 29 Romulus

September 23 TLN

## Hartland Cromaine District Library Wins Citation of Excellence

CeCe Marlow and her staff deserve special recognition for their award winning efforts to reach out to the community they serve. Randy Riley, newly appointed State Librarian, used his platform of the State Librarian's Awards Luncheon, to celebrate the innovative public programs and community engagement Cromaine District Library is recognized for. The luncheon, held at the 2014 Annual Conference of the Michigan Library Association, attracted a large crowd who cheered Marlow as she accepted the Citation of Excellence, one of only two so recognized.

## Surveys and More Surveys

October 1 marked the start of annual survey requests. The Library of Michigan State Aid report takes on a new, user friendly format. Once again, those libraries who complete and return the report early will be the first in line to receive state aid payments for Fiscal Year 2015. Larry Neal is coordinating the data collection for the DSLRT annual survey. The DSLRT report is a practical source of contemporary information on director salaries, fringe benefit programs and a range of staff data.

## Reciprocal Borrowing

The Suburban Library Cooperative is interested in establishing cooperative wide reciprocal borrowing for print materials between SLC and TLN. **What do you think?** We will conduct a non-binding survey of all members in November.



# Library Board Calendar

## 2014

<b>November</b>	<b>Annual Library Report – City Council Meeting, TBD</b>
<b>November 19</b>	<b>Library Board Regular Meeting</b>
November 21	Library Staff In-Service, Library Closed
November 26	Thanksgiving Eve, Library Closes at 5 p.m.
November 27	Holiday – Thanksgiving, Library Closed
<b>December 17</b>	<b>Library Board Regular Meeting</b>
<b>December 17</b>	<b>Library Director – Mid-year Review</b>
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

## 2015

January 1	Holiday – New Year’s Day, Library Closed
<b>January 21</b>	<b>Library Board Regular Meeting</b>
<b>February 18</b>	<b>Library Board Regular Meeting</b>
<b>February 21</b>	<b>Budget Planning Session, East Meeting Room, Library, 8a.m.</b>
<b>March 14</b>	<b>Budget Planning Session, East Meeting Room, Library, 8a.m.</b>
<b>March 25</b>	<b>Library Board Regular Meeting, held at the Library</b>
<b>April</b>	<b>Budget presented to Council, TBD</b>
April 12-18	National Library Week
April 4	Library Closed
April 5	Holiday – Easter, Library Closed
<b>April 15</b>	<b>Library Board Regular Meeting</b>
<b>May</b>	<b>Library Board – Goal Setting Session, TBD</b>
May 10	Mother’s Day, Library Closed
<b>May 20</b>	<b>Library Board Regular Meeting</b>
May 24	Library Closed
May 25	Holiday – Memorial Day, Library Closed
<b>June 17</b>	<b>Library Board Regular Meeting</b>
June 21	Father’s Day, Library Closed
July 4	Holiday - Independence Day, Library Closed
July 5	Library Closed
<b>July 15</b>	<b>Library Board Regular Meeting</b>

- 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.