

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, May 22, 2013  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, Michigan 48375

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

- 1. Call to Order and Roll Call
- 2. Pledge of Allegiance
- 3. Approval and Overview of Agenda
- 4. Consent Agenda
- 5. Correspondence
- 6. Presentation
  - A. Nevrus Nazarko – Director of Finance, City of Novi
- 7. Public Comment
- 8. President's Report
  - A. Goals Document 2012-2013..... 11
- 9. Treasurer's Report
  - A. Library Budget 2012-2013 ..... 22
  - B. Library Financials and Walker Fund – April 30, 2013 ..... 24
  - C. Library cafe revenue report – due 15<sup>th</sup> of the month – April 2013..... N/A
- 10. Director's Report .....30
  - 1. Book It Fundraiser budget statement.....30
  - 2. Library Café Lease – 2<sup>nd</sup> Draft.....31
  - 3. PEW RESEARCH CENTER: Parents, Children, Libraries and Reading – Released: May 1, 2013....39
- 11. Additional Reports
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  - B. Building Operations Report ..... 50
  - C. Library Usage Statistics – March 2013..... 51
- 12. Friends of Novi Library Report ..... 56
  - A. 2013-2014 Wish List and Annual Contributions.....58
- 12. Student Representatives' Report ..... 59
- 13. Historical Commission Report ..... 60
- 14. Committee Reports
  - A. Policy Committee (Margolis, Teasdale, Kilgore – chair)
  - B. HR Committee (Kilgore, Verma – chair)
  - C. Finance Committee (Czekaj, Teasdale, Margolis – chair)
  - D. Fundraising Committee (Sturing, Mena – chair)

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

15. Public Comment

16. Matters for Board Action

- A. Café Lease Agreement – 2<sup>nd</sup> Draft ..... 31
- B. Moving the October 16<sup>th</sup> Board meeting to October 23<sup>rd</sup> due to MLA Conference conflict

17. Adjourn

Consent Agenda:

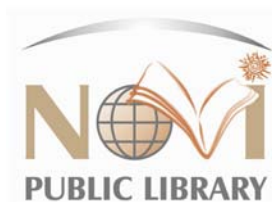
- 1. Approval of Claims and Warrants L506..... 3
- 2. Approval of Regular Meeting Minutes – April 17, 2013 ..... 5

Supplemental Information

- Diamonds, Denim Digital Detox – It's a busy week at Novi's Library – Novi News, April 25, 2013.....62
- Novi Public Library Thanks all those involved in the 3<sup>rd</sup> Annual Book It Fundraiser – Novi News, May 3, 2013.....64
- Novi Public Library Now offering downloadable magazines – Patch.com, May 7, 2013....65
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Future Events:

- Memorial Day Parade – Monday, May 27<sup>th</sup> at 11:00am at Novi Civic Center
- Friendraiser on the Patio by Novi Friends – Friday, June 7<sup>th</sup> at 7:00pm, Novi Public Library
- Friends of Novi Library Annual Meeting – Wednesday, June 12<sup>th</sup> at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – Wednesday, June 19<sup>th</sup> at 7:00pm, Novi Civic Center
- Novi Historical Commission Regular Meeting – Wednesday, June 26<sup>th</sup> at 2:00pm, Novi Public Library
- Summer Reading Officially Begins – Monday, June 17<sup>th</sup>

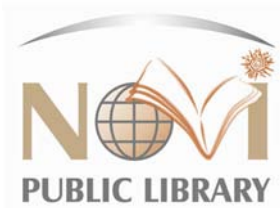


45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

<b>Warrant 506</b>		<b>May 2013</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Global Office Solutions		268-000.00-727.000	\$ 846.61
K-Log, Inc.		268-000.00-727.000	\$ 1,687.66
Petty Cash (Office Supplies)		268-000.00-727.000	\$ 12.71
Staples		268-000.00-727.000	\$ 78.97
Postmaster		268-000.00-728.000	\$ 135.00
Municipal Web Services	Jan-Mar 2013	268-000.00-734.000	\$ 1,040.00
Staples		268-000.00-734.000	\$ 1.98
Tech Soup Global	50 licenses	268-000.00-734.000	\$ 600.00
The Library Network	DNS Sub 4/13-9/14	268-000.00-734.000	\$ 217.50
VidCom Solutions, Inc.		268-000.00-734.000	\$ 164.85
Amazon.com		268-000.00-734.500	\$ 66.40
CDW-G		268-000.00-734.500	\$ 536.84
Tech Logic Corp		268-000.00-734.500	\$ 643.30
Telsystems		268-000.00-734.500	\$ 200.00
Amazon.com		268-000.00-740.000	\$ 21.46
Demco		268-000.00-740.000	\$ 166.05
Petty Cash (Operating Supplies)		268-000.00-740.000	\$ 1.74
Sam's Club		268-000.00-740.000	\$ 39.24
Sentry Supply		268-000.00-740.000	\$ 530.03
Specialty Store Services		268-000.00-740.000	\$ 230.88
The Library Network		268-000.00-740.000	\$ 135.00
Amazon.com		268-000.00-742.000	\$ 1,270.48
Bernan		268-000.00-742.000	\$ 176.55
Brodart		268-000.00-742.000	\$ 11,936.38
Center Point Large Print		268-000.00-742.000	\$ 411.70
Ebsco		268-000.00-742.000	\$ 55.44
Encyclopedia Britannica, Inc.		268-000.00-742.000	\$ 958.00
Gale		268-000.00-742.000	\$ 1,083.64
Home Depot		268-000.00-742.000	\$ 98.95
The Library Network		268-000.00-742.000	\$ 15.00
Livonia Public Library		268-000.00-742.100	\$ 51.94
Lyon Township Public Library		268-000.00-742.100	\$ 5.00
Oak Park Public Library		268-000.00-742.100	\$ 14.95
Royal Oak Township Library		268-000.00-742.100	\$ 3.00
Trenton Veterans Memorial Library		268-000.00-742.100	\$ 18.50
Waterford Township Public Library		268-000.00-742.100	\$ 24.95
Ebsco		268-000.00-743.000	\$ (33.59)
Midwest Tape		268-000.00-744.000	\$ 2,147.81
Amazon.com		268-000.00-745.200	\$ 725.60
Midwest Tape		268-000.00-745.200	\$ 1,482.14
Mango Languages		268-000.00-745.300	\$ 3,307.00
Bright House Networks	4/1-30/13	268-000.00-801.935	\$ 77.77
Providence Occupational		268-000.00-804.000	\$ 107.80
Kristel Group, Inc.	Mar-13	268-000.00-817.000	\$ 4,960.00
AT&T	4/22-5/21/13	268-000.00-851.000	\$ 285.62
TelNet Worldwide	3/15-5/14/13	268-000.00-851.000	\$ 1,314.98
Verizon Wireless	3/29-4/28/13	268-000.00-851.000	\$ 381.86
The Library Network		268-000.00-855.000	\$ 10,943.07
Alex Delvecchio Ent LLC	name badges	268-000.00-880.000	\$ 34.75
Party City		268-000.00-880.000	\$ 1.94

<b>Warrant 506</b>		<b>May 2013</b>	
Patch	Lib Aware; June 2013	268-000.00-880.000	\$ 75.00
Petty Cash (Community Promotion)		268-000.00-880.000	\$ 35.59
Sam's Club	4/22/2013	268-000.00-880.000	\$ 188.24
Upstart	SRP t'shirts	268-000.00-880.000	\$ 332.33
YP		268-000.00-880.000	\$ 56.23
Austin, Dan	5/20/13 adt pgm	268-000.00-880.268	\$ 250.00
Carpenter, Suzanne		268-000.00-880.268	\$ 104.25
Druschel, Pauline	5/9/13 Sr. Book Disc	268-000.00-880.268	\$ 40.00
Ferrell, Kerrie	adult pgm; 5/6/13	268-000.00-880.268	\$ 200.00
Golf Tech, Inc.		268-000.00-880.268	\$ 50.00
Lyon Township	Kite Fest; 5/4/13	268-000.00-880.268	\$ 180.00
Marshall, Susan	ESL Bk Disc; 4/9-6/6/13	268-000.00-880.268	\$ 350.00
Panera Bread	SRP 2013 adult	268-000.00-880.268	\$ 400.00
Party City	SRP 2013	268-000.00-880.268	\$ 34.83
Petty Cash (Programming)		268-000.00-880.268	\$ 39.62
Raymond Geddes & Co, Inc.		268-000.00-880.268	\$ 184.55
Rhode Island Novelty		268-000.00-880.268	\$ 191.89
Sheckel, Michael	Huge Head;5/7/13	268-000.00-880.268	\$ 75.00
Upstart		268-000.00-880.268	\$ 79.92
Konica Minolta		268-000.00-900.000	\$ 927.35
Consumers Energy	3/14-4/15/13	268-000.00-921.000	\$ 1,931.98
DTE Energy	2/22-3/21/13	268-000.00-922.000	\$ 6,715.61
Allied Waste		268-000.00-934.000	\$ 137.07
Cintas		268-000.00-934.000	\$ 421.59
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 3,674.00
HV Burton Company		268-000.00-934.000	\$ 500.00
JH Corporation		268-000.00-934.000	\$ 50.33
Orkin		268-000.00-934.000	\$ 53.00
Signs by Tomorrow		268-000.00-934.000	\$ 44.00
Stanley Access Tech, LLC		268-000.00-934.000	\$ 192.00
Touch of Tropics	March	268-000.00-934.000	\$ 50.00
Voss Lighting		268-000.00-934.000	\$ 74.42
Brien's Services, Inc.	1of3 shrub/bed main	268-000.00-941.000	\$ 1,301.18
Michigan Automatic Sprinkler Inc.		268-000.00-941.000	\$ 72.00
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
Benito's Pizza	4/17/2013	268-000.00-956.000	\$ 191.96
Farkas, Julie	Author luncheon 5/9/13	268-000.00-956.000	\$ 50.00
Michigan Library Association	Lib as Place; 5/31/13 Farkas	268-000.00-956.000	\$ 85.00
New Horizons		268-000.00-956.000	\$ 600.00
Novi Chamber of Commerce	4/9/13; Farkas; luncheon	268-000.00-956.000	\$ 25.00
Petty Cash (Conference & Workshops)		268-000.00-956.000	\$ 17.40
Robinson, Mary		268-000.00-956.000	\$ 70.34
TOTAL			\$ 70,334.59



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
April 17, 2013**

**DRAFT**

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

**Library Board**

Mark Sturing, President  
Scott Teasdale, Secretary  
Larry Kilgore, Board Member  
Ramesh Verma, Board Member

**Absent and Excused**

Willy Mena, Vice President  
David Margolis, Treasurer  
Larry Czekaj, Board Member

**Student Representatives**

Jessica Mathew  
Torry Yu

**Library Staff**

Julie Farkas, Director  
Diana Gertsen, Office Assistant  
Marjorie Karp-Opperer, Assistant Director of Public Services  
Jennifer Preston, Youth Librarian

**Guests**

Christa Schafer, Teen Advisory Board (TAB) President  
Ziyang Huang, Novi High School Student

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

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A motion was made to approve the April 17, 2013 Agenda as presented.

1<sup>st</sup> – Larry Kilgore  
2<sup>nd</sup> – Ramesh Verma

The motion passed unanimously.

#### **4. Consent Agenda**

A motion was made to approve the April 17, 2013 Consent Agenda as presented.

1<sup>st</sup> – Scott Teasdale

2<sup>nd</sup> – Larry Kilgore

The motion was passed unanimously.

#### **5. Correspondence**

##### **A. Thank you – Girl Scout Junior Troop 41926**

A thank you note was received for providing the troop with a behind the scenes tour of the Library.

#### **6. Presentation**

##### **A. Torry Yu and Jessica Mathew, Library Board Student Representatives – A Year in Review**

Student Representatives Torry Yu and Jessica Mathew gave a slide presentation on the goals and accomplishments of the Teen Advisory Board (TAB) for the 2012-2013 year.

The main goal of the Teen Advisory Board (TAB) was to promote teen programs and services at the Novi Public Library through Novi High School and Walled Lake Western. This was accomplished by providing visual representation of teen involvement at Novi Public Library to the Library Board and the Novi Community. Under the direction of Assistant Director, Margi Karp-Opperer and Youth Librarians, Suzanne Carpenter and Jennifer Preston, teens have helped this past year with a community clothing drive, summer reading programs, strategic planning, general library programs, school partnerships, and the Teen Space and the Teen Stop.

##### **B. Recognition of Torry Yu, Library Board Student Representative, Years of Service**

Outgoing Student Representative, Torry Yu, was presented with a Certificate of Appreciation by Library Board President, Mark Sturing, for his two (2) years of valuable contributions as a Student Representative to the Novi Public Library Board of Trustees.

Torry was also given special recognition by Assistant Director of Public Services, Margi Karp-Opperer, who has worked with Torry since he was in the 7<sup>th</sup> grade. In addition to his tribute, Margi presented Torry with a farewell gift from all his fans at the Novi Public Library.

Director, Julie Farkas thanked Torry for all his hard work in completely transforming what a Novi Public Library Student Representative "is and does" on the Novi Library Board. Julie talked about how Torry took the Board's direction in goals and vision, and brought it to the students at Novi High School and Walled Lake Western.

#### **7. Public Comment**

Council woman, and former Library Board Trustee, Laura Casey, wanted to address Torry directly to thank him, for the energy and passion, and everything that he brought to the Novi Public Library, from the moment he stepped in as a volunteer, to the moment he leaves his position as Student Representative next month. Council woman Casey congratulated Torry for going on to Eastern Michigan University, and concluded that because of his contributions, the Novi Public Library is a better place.

#### **8. President's Report**

Library Board President, Mark Sturing announced that he and Assistant Director of Operations, Mary Ellen Mulcrone, were pleased to receive the Proclamation, celebrating National Library Week, April 14-20, 2013, from the Mayor, earlier this week.

**A. Appointment of Library Board Officers**

The temporary Nominating Committee of Trustees Kilgore and Verma presented a slate of four names for Library Board Offices for the coming year.

- President – Mark Sturing was nominated and accepted the position
- Vice President – Willy Mena was nominated and accepted the position
- Treasurer – Larry Czekaj was nominated and accepted the position
- Secretary – Scott Teasdale was nominated and accepted the position

No other nominations were brought forward, and there were no objections to accepting the nominations as one slate. President Mark Sturing moved for a vote on the slate as presented. The vote was unanimous in favor of the four names nominated for the coming year.

**B. Goals Document 2012-2013**

- Materials are being reviewed to update the change of Library hours that will begin in September.
- Word of expanded Library hours is starting to get out to the public. The Nov News ran an article this week on the additional Library hours starting in September.
- TLN approved the proposal for the Library Apps created by Boopsie, which is expected to be launched by June 30, 2013.
- Planning process has begun for the November 2013 and June 2014 staff days.
- Confirmation was received from QSAC for Certification for the Essential Level status for Novi Public Library.

**9. Treasurer's Report**

**A. Library Budget 2012-2013**

The 2012-2013 Budget dated February 15, 2012 is included in the April 17, 2013 Library Board Packet on pages 19-20.

**B. Library Financials and Walker Fund – March 2013**

The Financials and walker Fund report ending March 31, 2013 were brought to the meeting as a hand –out.

Julie wanted to make the Board aware that the line item 268-000.00-941.000, Grounds maintenance is a little over what was in the budget. This is due to the fact the invoice was not available when the numbers were being done for the end of the year. The result will be \$60,000, rather than \$50,000 for Ground maintenance.

Julie also noted that the line item 268-000.00704.200 is a new account number created by the City for the stipend that the full time employees received last month. The part time employees received their stipend from the Temporary salaries account.

**C. Financial Review – March 31, 2013, David Margolis – Treasurer**

No report was provided.

**D. Library Café Revenue Report – due 15<sup>th</sup> of the month –March 2013**

No report was provided.

**10. Directors Report**

A detailed report from the Director, Julie Farkas is provided on pages 21-24 of the April 17, 2013 Library Board Packet. Highlights of the report are:

- Reading Ops 2.0 was the winning team for the Annual Battle of the Books, held on March 23, 2013.
- Fundraising for the Book-It event, which will be held on Friday, April 26, 2013, received \$4,700 in sponsorships and \$8,000 in donated prizes this year. The highest amount ever received since its beginning two (2) years ago.

- Novi Public Library is celebrating National Library Week with youth programming, music events and a staff luncheon.
- Significant Accomplishments for 2012-2013 is provided in detail on pages 21-22 of the April 17, 2013 Library Board Packet.
- Artwork from the Detroit Art Institute (DIA) is on display on the front of the Building, and will remain until June.
- A bike and walk event, that features artwork from the Detroit Art Institute (DIA) throughout the City of Novi, will be incorporated in the Digital Detox Library program.
- The Digital Detox program schedule is provided on page 36 of the April 17, 2013 Library Board Packet. Digital Detox Week begins April 23, 2013.

**1. Proclamation – National Library Week 2013**

The Proclamation is provided on page 23 of the April 17, 2013 Library Board Packet.

**2. QSAC Achievement fro State of Michigan**

The letter and Certificate is provided on pages 25-26 of the April 17, 2013 Library Board Packet.

**3. Library Café Lease – Draft**

The Library Café Lease Draft is provided on pages 27-35 of the April 17, 2013 Library Board Packet.

**11. Additional Reports**

**A. Public Services Report**

The Public Services Report is provided on Pages 38-39 of the April 17, 2013 Library Board Packet.

**B. Building Operations Report**

The Building Operations Report is provided on page 39 of the April 17, 2013 Library Board Packet.

**C. Library Usage Statistics –March 2013**

The March statistics are located on pages 40-44 of the April 17, 2013 Library Board Packet. Highlights include:

- 359 Library cards issued
- 67,919 items checked out
- Number of items borrowed from TLN – 3,832
- Numbers of items borrowed from MEL – 93
- Number of items loaned through TLN – 4,888
- Number of items loaned through MEL – 101
- 57.54% of all items checked out were completed on self –checkout stations
- Total circulation 67,919
- Daily average people using the Library was 1,124
- Workstation usage 865
- Daily average Computer Logins 953

On page 43 of the April 17, 2013 Library Board Packet is a list of all the Technology Sessions provided to our patrons. This month there were 12 classes offered with 24 participants. Some of the classes offered are one-on-one sessions allowing for special training and questions answered. To date, there have been 124 sessions offered with 207 participants.

**D. 2013-2014 City of Novi Budget (Materials separate from packet)**

Budget Message from the City of Novi hand out.

**12. Friends of Novi Library Report – No April 2013 Meeting**

There was no report provided.



### **13. Student Representatives' Report**

The Student Representatives' Report is provided on page 45 of the April 17, 2013 Library Board Packet. Highlights of the report include:

- There were 482 teens in 15 sessions in the Teen space.
- Held the ACT/SAT prep program.
- Had Teen Tech Week with a total of 14 "check in's".
- Ended the Teen Writing Contest on March 8<sup>th</sup>; winners are listed on page 45 of the April 17, 2013 Library Board Packet.
- Had 12 teens volunteer for the Battle of the Books.
- Teen Volunteer Program is meeting regularly and helping with adult media.
- Applications for teen volunteers for the Annual Summer Reading Program begin Wednesday, May 1<sup>st</sup>.

### **14. Historical Commission Report**

The Historical Commission approved minutes for February 27, 2013 is provided on pages 46-47 in the April 17, 2013 Library Board Packet.

Director, Julie Farkas noted that our Local History room will be closed to the public May 1<sup>st</sup> through the beginning of July to allow the Historical Commission to work on the glass etching project and the cleaning of the room. The unveiling of the new artwork will be held in July at an open house.

### **15. Committee Reports**

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

There was no report provided.

#### **B. HR Committee (Kilgore, Verma – chair)**

There was no report provided.

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

There was no report provided.

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

There was no report provided.

- **Strategic Planning Committee (Kilgore, Sturing, Mena – chair)** Currently looking for volunteers for the Memorial Day Parade.

#### **E.**

There was no report provided.

#### **F. Landscape Committee (Kilgore, Margolis, Czekaj – chair)**

There was no report provided.

### **16. Public Comment**

There was no public comment.

### **17. Matters for Board Action**

#### **A. Approval of the 2014 Library Closings**

A motion was made to approve the 2014 Library closings as presented on page 37 of the April 17, 2013 Library Board Packet.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Scott Teasdale

The motion passed unanimously.

#### **B. Library Café Lease – 1<sup>st</sup> Reading**

The Library Café Lease is provided on pages 27-35 of the April 17, 2013 Library Board Packet. The portions highlighted in yellow represent the proposed changes. Trustee Czekaj and Trustee Mena

are reviewing the changes and will meet with the café owners. The Lease will be brought to the May meeting for Board approval.

**18. Adjourn**

A motion was made to the meeting at 7:51 p.m.

1<sup>st</sup> – Larry Kilgore

2<sup>nd</sup> – Ramesh Verma

The motion passed unanimously.

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

\_\_\_\_\_  
Date

**NOVI PUBLIC LIBRARY – 2012/2013 GOALS**

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

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

<b>Strategy:</b>			
<b>Increase resident usage of Library services.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Promote Library services through social media, including Facebook, Pinterest, Twitter, and blogging	Info Services	Won "Old Meets New" photo contest showing Local History poster juxtaposed with Pinterest page	Ongoing; 2/13
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Promote Library services through newspapers, radio, television, and electronic media	Admin	Teen Space articles appeared in Patch and Novi News; Food for Fines promoted in Novi News and Patch; SWOCC taping for Book It event; continuing to provide press releases and connecting for coverage of events	Ongoing; 11/12; 2/13; 3/13; 4/13
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Geek the Library national campaign—one year commitment	Admin	Promoted at various events, including Trick or Trucks and Community Reads, and in Library	5/13; 11/12
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Promote specialized patron services, such as online holds, online renewals, self-checkout, self-service holds, after hours holds, lending laptops, etc.	Support Services; Admin	Two-sided bookmarks being created to promote two services each month; promoting lending laptops with signs and slides; also promoting library card as "smartest card"	Ongoing; 10/12; 3/13
Review current brochures; revise and/or create new as needed	Admin; Managers	Welcome brochure updated; Circulation brochure to be reviewed; considering separate brochures for meeting room rentals, notary service; Gift for Today brochure updated reflecting new tax laws; reviewing all materials for updates based on change of hours to begin in Sept.	10/12; 11/12; 4/13
<b>Strategy:</b>			
<b>Determine appropriate hours and levels of service.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate options and compare to area libraries	Admin	Reviewed hours at DSLRT libraries; proposed plan for expanding hours in next FY; approval of expanded weekend hours to begin in September	2/13; 3/13

Strategy: Increase usage of services and facility with community partners.			
Tactic	Owner	Status	Due Date
Investigate possibility of providing City services at Library, e.g., dog licenses, park permits, etc.	Admin	Currently offering notary public service	10/12
Participate in City wide events	Admin	Offered programs during Light Up the Night	11/12
Encourage use by homeowners associations	Admin	Invited to hold meetings here at no cost when including Library tour or talk; presented to Crosswinds and Taft homeowners groups; tours given to Royal Crown and North Haven homeowners associations; tour for Lexington Green Homeowners Association; tour for Cheltingham Estates; tour for Churchill Crossing; Briarwood Village talk; Saratoga Homeowners talk; <b>presented to Churchill Crossing</b>	Ongoing; 11/12; 12/12; 1/13; 2/13; 3/13; <b>4/13</b>
Provide space in the library for community group use to draw in non-library users	Admin; Info Services	Partnered with Novi Girl Scout Troop 4108 so they could display posters on bullying for a project; provided space for Middle School's winning posters detailing Red Ribbon Week; Orchard Hills Elementary art on display	10/12; 11/12; 4/13
Outreach to community partners to strengthen presence of library as valued resource	Admin	Attended Novi Youth Assistance Annual Breakfast and Walsh College Breakfast; delivered welcome brochures (English and Japanese) to Novi School District (NSD); met with NSD media specialists to begin discussing 2013 summer reading program; attended NSD Community Assessment Meeting; provided 4 preschool story times at Novi Meadows; met with Novi Schools Instructional Coaches to prepare for Summer Reading Program (SRP); meeting with Novi Schools Media Specialists for SRP preparation; hosted TLN Youth Committee Performer's Showcase; provided a "Cottage Reading List" and book samples for display at Suburban Collection; tour and resource discussion with 2 <sup>nd</sup> gd. Class from Wixom Christian School;	11/12; 12/12; 1/13; 2/13; 2/13; <b>4/13; 5/13</b>



		meeting with Novi Schools Media Specialists for SRP preparation; story time and tour to 100 Village Oaks Kindergarteners; met with NSD Instructional coaches for summer reading discussion; met with Novi Middle School Media Specialist and English Teacher to discuss possibility of partnering on the creation of a Middle School Advisory Board; met with NSD Media Specialists to begin filming summer reading program skit for viewing at schools	
Provide library tours/ presentations to local community groups to promote services to non-library users	Admin	Provided tour to Crosspoint Church	10/12
<b>Strategy:</b>	<b>Improve reporting of statistics for library/building/technology usage.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Report on NPL website hits	Admin	Reports to be provided 2/year: July & Jan; new website vendor will be able to provide more info, including Google analytics	Ongoing
Provide statistics as requested about borrower registration, library card usage, etc.	Support Services		Ongoing
Provide statistics as requested on the usage of the library, self-checks, early literacy stations, wireless, lending laptops, workstations, technology training and wireless	IT/Facilities		Ongoing

<b>Services/Collections/Programs/Technology—Goal #2:</b>			
<b>Provide quality services, collections, programs and technology that meet the changing needs of our community.</b>			
<b>Strategy:</b>	<b>Market and promote the Local Author/Artist Collection.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Partner with local groups, i.e., writer's groups, Novi schools, to promote this collection	Info Services	Begin with the introduction of the collection to the community; adding "Collections" page to Resources tab on library website that will include the Local Author/Artist collection	11/12

Strategy:		Adapt to changing needs of the community.	
Tactic	Owner	Status	Due Date
Library Open for Martin Luther King, Jr. Day	Admin	Provided interactive exhibit; programs for youth; partnered with Novi schools for panel discussion	1/13
Adjust procedures as required to adapt to changes in services and collections as determined by Admin.	Support Services; IT/Facilities	Removed time limits from computers when no wait list; will consider renewals for movies; determined no change necessary at this time; limiting shelf life of holds to move items more quickly based on faster notification	Ongoing; 11/12; 12/12; 3/13
Partner with Walmart on Food for Fines program	Support Services; Admin	Food for Fines program in February allows patrons to cancel some overdue fines and provides food for local food banks; 51 patrons participated, donating approximately 20 boxes of food	2/13
Strategy:		Improve services through use of new technology.	
Tactic	Owner	Status	Due Date
Investigate "Get in Line" holds service	IT/Facilities	Researching methods used at other libraries	5/31/13; 2/13
Investigate RSS feeds or other tools for notification of new materials	IT/Facilities; Info Services		3/31/13
Investigate a library app, possibly partnering with City	IT/Facilities; Info Services	Reviewed Boopsie for Libraries and plan to implement; City pursuing other options; working with TLN to begin implementation; proposal provided to TLN and meeting scheduled; <b>moving forward with Boopsie to begin by June 30</b>	3/31/13; 11/12; 3/13; 4/13; <b>5/13</b>
Investigate possibility of scanning patron barcodes from phones or other devices	IT/Facilities; Support Services	Testing with new CCH barcode scanner; <b>further testing with one scanner installed at checkout desk, plans to purchase more in next FY</b>	4/30/13; 2/13; <b>5/13</b>
Increase use of self-checkout by 2% (from 58% to 60%)	Support Services	Promote through bookmarks and staff interaction with patrons; promoting policy change to require presenting library card for service to begin Sept. 1	6/30/13; 3/13
Consider how to increase use of drive-up services	Support Services		6/30/13
Investigate tools to increase communication with patrons outside of the library	Info Services	AS attended webinar on Mosio's Text-a-Librarian service	11/12
Maintain strong customer focus	Managers	Consider how to go from NO to YES; added more scanning capabilities for public; removed time	6/30/13; 12/12; 2/13

		limits from special computer stations; added automatic door closer to family restroom	
<b>Strategy:</b>	<b>Improve workflows for increased efficiency.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Review processes for check-in and sorting of materials in AST room and elsewhere	Support Services; IT/Facilities	Check with TechLogic for enhancements; review products from other companies; Intelletto device reviewed but found to be unnecessary	6/30/13; 10/12
<b>Strategy:</b>	<b>Partner with the community for programming.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Coordinate with the Neighborhood Library Association for the annual Community Read Events	Admin; Info Services	Self-Defense for Women (10/6); Meet the Co-Author (11/14); book discussions; capacity crowd attended presentation by Jennifer Thompson, author of <u>Picking Cotton</u> ; begin planning for 2013 programs; <b>have met several times to narrow down book choices</b>	11/12; 1/13; <b>5/13</b>
Create after-school Teen Space by partnering with Novi Youth Assistance, Novi Community School District, and Novi Parks & Recreation	Info Services	Started in October; recently premiered new items for teens through grant received from Novi Youth Assistance and matched by Library; <b>held special events such as movie day, ping pong tournament, watching basketball tournaments</b>	10/12; 1/13; <b>3/13; 4/13</b>
Strengthen the relationship between the Library and local Novi senior facilities	Info Services	Provide data and evaluation on a monthly basis; as part of the Morning Arts series: provided two programs primarily attended by local senior facilities; <b>assisted Grand Court with starting new book discussion group (run by Grand Court)</b>	Ongoing; 11/12; <b>3/13</b>



<b>Staff Development—Goal #3:</b>			
<b>Provide a well-trained, appropriately compensated staff that is engaged in the Novi community and within the library profession.</b>			
<b>Strategy:</b>	<b>Increase staff involvement in community activities.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Director and staff participate as appropriate with Novi Rotary and Novi Chamber of Commerce	Admin	NPL wins Novi Business Recognition Award for Customer Service Excellence in the large business category!	1/13
<b>Strategy:</b>	<b>Establish a staff enrichment committee.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Acknowledge new and departing staff, employment anniversary dates, birthdays, etc.	Admin	Birthday cards with gift cards; e-mail announce to all staff; recognition at Board meetings	6/30/13
Enhance team-building and camaraderie	Admin	Plan more staff celebrations, e.g., National Library Workers Day in April; We Love Our Staff luncheon	6/30/13; 2/13
<b>Strategy:</b>	<b>Ensure NPL staff is recognized within profession: conferences, workshops, speaking engagements.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Provide opportunities for participation with MLA and other organizations	Admin	Several staff attended MLA annual conference events: JF, MEM, MEKO, AS, DD, BD, MJR, MS, ME, BB, JB, MZ, MES, SC; <b>AP representing NPL &amp; TLN at Merit Member Conference</b>	11/12; <b>5/13</b>
Maintain staff participation with TLN committees	Admin	AS is Chair of Youth Services Comm.; AP is Chair-elect of Technology Comm.; WT attends SASUG	10/12
<b>Strategy:</b>	<b>Ensure adequate training and development for staff.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Provide training to supervisory and other staff	Admin; Managers	Several staff attended Indian cultural training at City; planning for training on new AED equipment; first group trained on new AED equipment; second group trained in March; several staff attended programs: "Surviving Active Intruder/Shooter Incidents", "Keep Calm and Carry On"	Ongoing; 12/12; 1/13; 2/13
Provide annual Staff Development Day	Admin	Safety & Security in the Library, 11/16/12; included presentations by Library staff, City staff, Novi Fire and Police; planning in process for 2013 staff day <b>and June 2014 staff day</b>	11/12; 4/13; <b>5/13</b>



Institute quarterly technology training for staff	IT/Facilities	Providing training for Microsoft Office 2010, Library equipment, including laptops, microphones, etc.; training on Exchange 2010 web interface scheduled for March	12/31/12; 11/12; 2/13
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<b>Financial for Operations—Goal #4:</b>			
<b>Balance the needs of the community with fiscal responsibility.</b>			
<b>Strategy:</b>		<b>Partner with City of Novi when possible for efficiency and cost effectiveness.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Streamline accounting and HR procedures through BS&A / OnBase	IT/Facilities; Admin	Connections, licenses, etc. ready; training to be done in Nov./Dec.; authorized users have been trained to use OnBase for approval and reporting; OnBase now part of regular workflow process; <i>JF &amp; MD received training for BS&amp;A</i>	6/30/13; 11/12; 12/12; 2/13; <i>4/13</i>
<b>Strategy:</b>		<b>Work with City of Novi Finance Department to forecast future revenues and expenditures.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
	Admin		Ongoing
<b>Strategy:</b>		<b>Maintain process of one year budget and two year projection.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Budget process continues yearly	Admin; Board	Budget study sessions scheduled: Feb. 9 & 23; new budget approved	3/13; 11/12
<b>Strategy:</b>		<b>Target to break even and meet library budgetary needs without deficit spending.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Budget process continues yearly	Admin; Board	Budget planning for 2013/14 in process	12/12
Keep to budget	Info Services		Ongoing

## Fundraising—Goal #5:

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

Strategy: Pursue grant opportunities.			
Tactic	Owner	Status	Due Date
Actively seek sponsorships/donations/grants	Info Services	Currently applying for two YALSA grants due 1/13; \$1,000 grant from Dollar General (20 nationwide) awarded to NPL for SRP!	Ongoing; 11/12; 2/13
Strategy: Optimize room rental opportunities.			
Tactic	Owner	Status	Due Date
Support room rentals, including set-ups, credit card payment, etc.	IT/Facilities	Investigating low or no cost options to ease credit card acceptance in Admin Office; considering new option for full building rental ; purchased risers to use for NPL programs and for rental use	Ongoing; 10/12; 11/12; 4/13
Strategy: Plan at least one significant fundraising event a year for operational purposes/offset general fund.			
Tactic	Owner	Status	Due Date
Book It! annual event	Admin	Diamonds & Denim 4/26/13; planning committee is active; sponsorships secured; donations for auction and raffle being sought; promotion ongoing; tickets being sold; successful event raised \$11,600	4/13; 2/13; 3/13; 4/13
Reach out to local businesses for fundraising / sponsorship support	Admin	Partnering with Friends of NPL for Varsity Lincoln test drive fundraiser; raised \$2,680	Ongoing; 11/12
Strategy: Seek other fundraising opportunities/activities/events throughout the year.			
Tactic	Owner	Status	Due Date
Assist with fundraising initiatives such as Shop for a Cause, etc.	Support Services;	Shop for a Cause (8/12);	Ongoing
Consider implementing "Adopt-a-Planter" for patio	IT/Facilities		3/31/13
Continue with successful events and look for new ideas	Admin	Scrapbook for a Cause planned for 1/19/13; raised \$425.50	1/13
Strategy: Actively recognize sponsors/partners for fundraising initiatives.			
Tactic	Owner	Status	Due Date
Plan event to thank business donors	Admin	Donor/Sponsor breakfast planned for 10/26/12	10/12
Send letter for annual donation drive	Admin	Annual letter sent	12/12

<b>Strategy:</b>	<b>Execute "Gift for Tomorrow" campaign.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Fundraising Committee to work on this	Admin; Board		
<b>Strategy:</b>	<b>Maintain and promote existing donation opportunities (brick pavers, trees, books, etc.)</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Fundraising Committee to work with staff	Admin; Board	Ongoing	

<b>Board Engagement—Goal #6</b>			
<b>The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.</b>			
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Assign a Trustee to actively participate with Novi Historical Commission.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Engage Trustees in State Library initiatives.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Invite Trustees to participate in MLA	Admin/Board	Teasdale and Verma attended MLA annual conference	11/12
<b>Strategy:</b>	<b>Engage Trustees with Friends of Library.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>	<b>Engage Trustees in Library programs and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Trustees to volunteer as ambassadors at Welcome Desk	Board; Admin	Trustees cover Monday night (7:00-9:00) desk shift on a rotating schedule	Ongoing



## Policies and Planning—Goal #7:

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

Strategy: Increase effective staff communication.			
Tactic	Owner	Status	Due Date
Provide monthly staff meetings/ planning sessions	Info Services	Provided two meetings for IS staff with a 98% attendance; providing email planning/discussions monthly; IS meeting regularly; IS staff met in February with monthly reports required; <b>IS meetings held in March</b>	Ongoing; 10/12; 11/12; 12/12; 2/13; <b>3/13</b>
Provide monthly staff meetings for IT and Facilities	IT/Facilities	Provided meetings and encouraged Help Desk documentation to increase staff communication and efficiency; meetings resulting in improved internal customer service from Facilities	1/13; 2/13
Strategy: Achieve QSAC (Quality Services Audit Checklist) certification.			
Tactic	Owner	Status	Due Date
Implement changes as needed to meet QSAC requirements and submit request for certification	Admin	Application for Essential level submitted to Library of Michigan; certification confirmed	3/13; 4/13
<b>Begin work to achieve next two levels of certification</b>	<b>Admin</b>	<b>Reviewing April 2013 revisions for all three levels</b>	<b>5/13</b>
Strategy: Implement new three-year technology plan.			
Tactic	Owner	Status	Due Date
Develop new technology plan	IT/Facilities; Admin	New technology plan written to complement first three years of strategic plan (2013/14-2015/16)	3/13
Strategy: Develop and implement strategic plan for services/collections/programs/technology.			
Tactic	Owner	Status	Due Date
Include Board, staff, community	Admin; Board	Committee has been meeting since 1/12; focus groups held throughout summer; draft plan in Oct.; strategic plan for 2013-2018 approved	11/12
Strategy: Work towards creating a ten year financial plan (2012-2022).			
Tactic	Owner	Status	Due Date
	Admin; Board	Financial plan approved	11/12

<b>Strategy:</b>	<b>Support efforts of Historical Commission and Friends of the Library; include members in planning.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Work with Historical Commission and Friends Board	Admin; Board; IT/Facilities	Configured workstation purchased on behalf of the Historical Commission for the Local History Room; <i>work in process for etching historical Novi scenes on windows in Local History Room</i>	1/13; <i>5/13</i>
<b>Strategy:</b>	<b>Review Public Policy Manual.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
	Admin; Board		
<b>Strategy:</b>	<b>Review Human Resources Policy Manual.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>

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

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

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

**REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI  
PERIOD ENDING 04/30/2013**

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 04/30/2013	AVAILABLE BALANCE	% BDGT USED
Fund 268 - LIBRARY FUND 268					
Revenues					
Property tax revenue					
268-000.00-403.000	Property tax revenue	2,219,000.00	2,177,102.31	41,897.69	98.11
	Property tax revenue	2,219,000.00	2,177,102.31	41,897.69	98.11
State sources					
268-000.00-567.000	State aid	17,500.00	26,409.02	(8,909.02)	150.91
	State sources	17,500.00	26,409.02	(8,909.02)	150.91
Fines and forfeitures					
268-000.00-657.000	Library book fines	57,000.00	63,770.25	(6,770.25)	111.88
268-000.00-658.000	State penal fines	65,500.00	74,701.05	(9,201.05)	114.05
	Fines and forfeitures	122,500.00	138,471.30	(15,971.30)	113.04
Interest income					
268-000.00-664.000	Interest on investments	25,000.00	29,340.62	(4,340.62)	117.36
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	9,807.00	(9,807.00)	100.00
	Interest income	25,000.00	39,147.62	(14,147.62)	156.59
Other revenue					
268-000.00-665.000	Miscellaneous income	14,500.00	13,174.80	1,325.20	90.86
268-000.00-665.100	Copier	2,500.00	2,101.54	398.46	84.06
268-000.00-665.200	Electronic media (previously VHS)	3,500.00	474.00	3,026.00	13.54
268-000.00-665.266	Summer reading t-shirt sales	150.00	0.00	150.00	0.00
268-000.00-665.290	Library fund raising revenue	1,000.00	360.00	640.00	36.00
268-000.00-665.300	Meeting room	12,000.00	15,060.00	(3,060.00)	125.50
268-000.00-665.404	Novi Township assessment	6,130.00	5,681.00	449.00	92.68
268-000.00-665.650	Library Cafe	5,000.00	4,348.20	651.80	86.96
268-000.00-665.800	Paper/supplies/public computers	0.00	43.35	(43.35)	100.00
	Other revenue	44,780.00	41,242.89	3,537.11	92.10
Donations					
268-000.00-665.289	Adult programs	0.00	6,906.00	(6,906.00)	100.00
268-000.00-665.400	Gifts and donations	5,000.00	6,703.35	(1,703.35)	134.07
	Donations	5,000.00	13,609.35	(8,609.35)	272.19
Appropriation of fund balance					
268-000.00-680.000	Appropriation of fund balance	305,120.00	0.00	305,120.00	0.00
	Appropriation of fund balance	305,120.00	0.00	305,120.00	0.00
TOTAL Revenues		2,738,900.00	2,435,982.49	302,917.51	88.94
Expenditures					
Personnel services					
268-000.00-704.000	Permanent salaries	898,000.00	735,413.89	162,586.11	81.89
268-000.00-704.200	Wages (non-pensionable)	0.00	20,638.00	(20,638.00)	100.00
268-000.00-705.000	Temporary salaries	561,000.00	459,722.41	101,277.59	81.95
268-000.00-715.000	Social security	111,000.00	93,871.84	17,128.16	84.57



268-000.00-716.000	Insurance	212,000.00	124,705.98	87,294.02	58.82
268-000.00-716.200	HSA - employer contribution	10,800.00	4,400.04	6,399.96	40.74
268-000.00-718.200	Pension - defined contribution	24,000.00	19,872.79	4,127.21	82.80
268-000.00-719.000	Unemployment insurance	2,000.00	0.00	2,000.00	0.00
268-000.00-720.000	Workers compensation	2,500.00	4,547.86	(2,047.86)	181.91
Personnel services		1,821,300.00	1,463,172.81	358,127.19	80.34
Supplies					
268-000.00-727.000	Office supplies	17,500.00	16,002.53	1,497.47	91.44
268-000.00-728.000	Postage	2,100.00	723.15	1,376.85	34.44
268-000.00-734.000	Computer supplies, software & licensing	73,000.00	56,649.53	16,350.47	77.60
268-000.00-734.500	Computer supplies/equipment	12,000.00	5,017.86	6,982.14	41.82
268-000.00-740.000	Operating supplies	31,700.00	23,354.40	8,345.60	73.67
268-000.00-741.000	Uniforms	300.00	262.10	37.90	87.37
268-000.00-742.000	Library books	190,000.00	160,680.56	29,319.44	84.57
268-000.00-742.100	Library Book - Fines	500.00	902.07	(402.07)	180.41
268-000.00-743.000	Library periodicals	17,000.00	13,267.61	3,732.39	78.04
268-000.00-744.000	Audio visual materials	53,400.00	48,573.07	4,826.93	90.96
268-000.00-745.200	Electronic media	43,200.00	35,704.69	7,495.31	82.65
268-000.00-745.300	Electronic resources (CD rom materials)	44,800.00	44,411.58	388.42	99.13
Supplies		485,500.00	405,549.15	79,950.85	83.53
Other services and charges					
268-000.00-801.925	Public information (cable, etc)	950.00	721.93	228.07	75.99
268-000.00-802.100	Bank services	2,500.00	2,719.75	(219.75)	108.79
268-000.00-803.000	Independent audit	700.00	590.00	110.00	84.29
268-000.00-804.000	Medical service	500.00	872.40	(372.40)	174.48
268-000.00-806.000	Legal fees	2,000.00	589.00	1,411.00	29.45
268-000.00-809.000	Memberships and dues	5,000.00	4,495.00	505.00	89.90
268-000.00-816.000	Professional services	5,000.00	700.00	4,300.00	14.00
268-000.00-817.000	Custodial services	36,000.00	22,419.50	13,580.50	62.28
268-000.00-818.000	TLN Central Services	6,000.00	5,401.98	598.02	90.03
268-000.00-851.000	Telephone	16,800.00	11,863.26	4,936.74	70.61
268-000.00-855.000	TLN Automation Services	64,400.00	51,634.31	12,765.69	80.18
268-000.00-862.000	Mileage	1,000.00	198.96	801.04	19.90
268-000.00-880.000	Community promotion	5,000.00	5,239.81	(239.81)	104.80
268-000.00-880.268	Library programming	20,000.00	15,597.99	4,402.01	77.99
268-000.00-880.271	Adult programs	0.00	4,701.15	(4,701.15)	100.00
268-000.00-900.000	Printing, graphic design and publishing	28,750.00	16,960.56	11,789.44	58.99
268-000.00-910.000	Property & liability insurance	13,300.00	12,684.00	616.00	95.37
268-000.00-921.000	Heat	16,000.00	13,049.67	2,950.33	81.56
268-000.00-922.000	Electricity	86,000.00	69,902.83	16,097.17	81.28
268-000.00-923.000	Water and sewer	5,500.00	2,449.12	3,050.88	44.53
268-000.00-934.000	Building maintenance	48,500.00	42,055.13	6,444.87	86.71
268-000.00-935.000	Vehicle maintenance	2,000.00	897.19	1,102.81	44.86
268-000.00-941.000	Grounds maintenance	40,000.00	51,679.52	(11,679.52)	129.20
268-000.00-942.000	Office equipment lease	13,500.00	10,717.75	2,782.25	79.39
268-000.00-942.100	Records storage	200.00	108.50	91.50	54.25
268-000.00-956.000	Conferences and workshops	12,500.00	7,816.29	4,683.71	62.53
Other services and charges		432,100.00	356,065.60	76,034.40	82.40
TOTAL Expenditures		2,738,900.00	2,224,787.56	514,112.44	81.23
TOTAL REVENUES		2,738,900.00	2,435,982.49	302,917.51	88.94
TOTAL EXPENDITURES		2,738,900.00	2,224,787.56	514,112.44	81.23
NET OF REVENUES & EXPENDITURES		0.00	211,194.93	(211,194.93)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI  
PERIOD ENDING 04/30/2013

GL NUMBER	DESCRIPTION	END BALANCE 04/30/2013
Fund 269 - WALKER LIBRARY FUND 269		
Dept 000.00-treasury		
Revenues		
Interest income		
269-000.00-664.000	Interest on investments	10,708.83
269-000.00-664.500	Unrealized gain (loss) on investments	1,954.50
Interest income		12,663.33
Donations		
269-000.00-665.267	Library Programming - Book It	13,691.50
269-000.00-665.271	Donation-general-youth collections	345.00
269-000.00-665.273	Donation--Friends Novi Library -Other	20,000.00
269-000.00-665.274	Donations-brick pavers	600.00
269-000.00-665.283	Donations-Novi Newbies	450.00
269-000.00-665.285	Donations - Community Read	3,301.74
269-000.00-665.286	Donations - Light Up the Night	200.00
269-000.00-665.287	Donations-Crop for a Cause	385.50
269-000.00-665.402	Donations - specific collections	350.00
Donations		39,323.74
TOTAL Revenues		51,987.07
Expenditures		
Supplies		
269-000.00-742.262	BookIt costs & childrens collections	2,361.62
269-000.00-742.267	Books - parenting	289.41
269-000.00-742.268	Druschel collection expenditures	179.62
269-000.00-742.273	Friends of the Novi Library - Other Exp	3,685.00
269-000.00-742.283	Novi Newbies expenditures	129.24
269-000.00-742.285	Community Read expenditures	2,664.70
269-000.00-742.286	Light Up the Night expenditures	134.95
269-000.00-742.288	Artwork in memory of Carol Davio	2,643.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,472.98
Supplies		13,560.52
TOTAL Expenditures		13,560.52
Net - Dept 000.00-treasury		38,426.55

BALANCE SHEET FOR CITY OF NOVI  
 Period Ending 04/30/2013

GL Number	Description	Balance
<b>Fund 268 - LIBRARY FUND 268</b>		
*** Assets ***		
268-000.00-003.000	Cash and cash equivalents	2,669,184.44
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	47,584.32
	Total Assets	2,717,268.76
*** Liabilities ***		
268-000.00-202.000	Accounts payable	58,912.73
268-000.00-259.702	Accrued liabilities-tax	133,995.00
268-000.00-276.400	Deposit for Cafe	1,000.00
	Total Liabilities	193,907.73
*** Fund Balance ***		
268-000.00-390.000	Fund balance	2,312,166.10
	Total Fund Balance	2,312,166.10
	Beginning Fund Balance	2,312,166.10
	Net of Revenues VS Expenditures	211,194.93
	Ending Fund Balance	2,523,361.03
	Total Liabilities And Fund Balance	2,717,268.76



**Fund 269 - WALKER LIBRARY FUND 269**

\*\*\* Assets \*\*\*

269-000.00-003.000	Cash and cash equivalents	1,574,405.98
269-000.00-067.101	Due from General Fund	45.00
	Total Assets	<hr/> 1,574,450.98

\*\*\* Liabilities \*\*\*

269-000.00-202.000	Accounts payable	1,009.12
	Total Liabilities	<hr/> 1,009.12

\*\*\* Fund Balance \*\*\*

269-000.00-390.000	Fund balance	1,444,764.22
269-000.00-390.262	Restricted-Book It-childrens collections	21,659.44
269-000.00-390.267	Restricted for Druschel collections	1,180.00
269-000.00-390.271	Restricted for youth collection area	1,043.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	4,264.75
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	4,947.71
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	80.29
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,082.24
269-000.00-390.287	Restricted-youth dept programming (Crop)	340.00
269-000.00-390.288	Restricted in memory of Carol Davio	2,785.00
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	580.00
	Total Fund Balance	<hr/> 1,535,015.31
	Beginning Fund Balance	1,535,015.31
	Net of Revenues VS Expenditures	38,426.55
	Ending Fund Balance	<hr/> 1,573,441.86
	Total Liabilities And Fund Balance	<hr/> 1,574,450.98

City of Novi  
Investment Portfolio - by Portfolio ( Fund )  
Report Format: By Transaction  
Group By: Portfolio Name  
Portfolio/Report Group: Report Group: Library Funds  
As of 4/30/2013

Description /	CUSIP/Ticker	YTM @ Cost	Settlement Date	Face Amount/Shares	Cost Value	Cost Accrued Interest	Accrued Interest	Market Value	Maturity Date	Days To Maturity	% of Portfolio
<b>268 Library Fund</b>											
Chase Bank MM	MM4212	0.200	6/30/2011	98,769.07	98,769.07	N/A	N/A	98,769.07	N/A	1	2.38
Fifth Third MM	MM8678	0.200	6/30/2011	347,028.02	347,028.02	N/A	N/A	347,028.02	N/A	1	8.36
Oakland County LGIP	LGIP7258	2.008	6/1/2012	1,162,006.09	1,162,006.09	N/A	N/A	1,162,006.09	N/A	1	28.00
Michigan State GO Bond 2.85 12/1/2018	5946107K7	2.900	10/19/2011	1,000,000.00	996,780.00	0.00	11,795.83	1,060,900.00	12/1/2018	2041	24.10
<b>Sub Total / Average</b>		<b>2.041</b>		<b>2,607,803.18</b>	<b>2,604,583.18</b>	<b>0.00</b>	<b>11,795.83</b>	<b>2,668,703.18</b>		<b>783</b>	<b>62.84</b>
<b>269 Walker Library Building Fund</b>											
Oakland County LGIP	LGIP7261	2.008	1/23/2013	501,449.73	501,449.73	N/A	N/A	501,449.73	N/A	1	12.08
Fifth Third MM	MM8678	0.200	6/30/2011	65,832.75	65,832.75	N/A	N/A	65,832.75	N/A	1	1.59
FNMA Step 6/7/2017-13	3136G0JL6	1.257	6/7/2012	525,000.00	525,000.00	0.00	2,085.42	525,189.00	6/7/2017	1499	12.65
Michigan State GO Bond 2.85 12/1/2018	5946107K7	2.900	10/19/2011	450,000.00	448,551.00	0.00	5,308.12	477,405.00	12/1/2018	2041	10.84
<b>Sub Total / Average</b>		<b>1.935</b>		<b>1,542,282.48</b>	<b>1,540,833.48</b>	<b>0.00</b>	<b>7,393.54</b>	<b>1,569,876.48</b>		<b>1106</b>	<b>37.16</b>
<b>Total / Average</b>		<b>2.002</b>		<b>4,150,085.66</b>	<b>4,145,416.66</b>	<b>0.00</b>	<b>19,189.37</b>	<b>4,238,579.66</b>		<b>903</b>	<b>100</b>

**Director's Report – Julie Farkas**

**Book IT Library Fundraiser**

2013 Book It Fundraiser - April 26, 2013				
Date	Donor	Amount		
Jan-13	Steve & Rocky's	donation in kind		food for the event
1-Feb-13	Twelve Oaks Mall	\$ 1,000.00		
6-Mar-13	Global Office Solutions	\$ 500.00		
19-Mar-13	Walmart	\$ 1,500.00		
26-Mar-13	Town Center	\$ 750.00		
1-Apr-13	Chasing Fotos	\$ 50.00		prints valued at \$225 ea; \$50 donation
12-Apr-13	Menchie's Frozen Yogurt	\$ 400.00		sponsor for the band
	St. John Providence Hospital	\$ 500.00		
1-Feb-13	Friends	\$500		iPad Mini donation
			\$	<b>5,200.00</b>
<b>TICKET SALES</b>	269-000.00-665.267			<b>2,346.00</b>
<b>DAY OF EVENT</b>				
DIAMOND or DENIM GAME		\$ 220.00		
BAR		\$ 880.00		
LIVE AUCTION		\$ 2,000.00		
TICKET SALES		\$ 265.00		
RAFFLE TICKETS		\$ 2,975.00		
Bottle Return		\$ 4.30		
Beverages		\$ 35.50		
	<b>TOTAL REVENUE</b>		\$	<b>6,379.80</b>
			\$	<b>13,925.80</b>
<b>EXPENDITURES</b>				
	269-000.00-742.262			
\$ 400.00	2 Stones Events, Inc.	Book It! 2013	269-000.00-742.262	
\$ 50.00	Max Printing and Copy	Book It! 2013	269-000.00-742.262	
\$ 137.50	Seven Graphics	Book It! 2013	269-000.00-742.262	
\$ 106.99	Postmaster (funds from account)	Book It! 2013	269-000.00-742.262	
\$ 100.00	Oriental Trading	656620278-01; gift bags	269-000.00-742.262	
\$ 168.50	Oriental Trading Company, Inc.	653180976-01;Book It! bandanas	269-000.00-742.262	
\$ 109.00	Brown, Steven	Book It! 2013;Bartender	269-000.00-742.262	
\$ 50.00	West Bend Insurance Co.	Liquor License	269-000.00-742.262	
\$ 50.00	Liquor Control Commission	Liquor License	269-000.00-742.262	
\$ 214.85	Accuform Printing	postcards	269-000.00-742.262	
\$ 12.75	Busch's Market	lemonade	269-000.00-742.262	
\$ 500.00	CDW-G	BR59579	269-000.00-742.262	
\$ 11.97	Party City		269-000.00-742.262	
\$ 31.80	Party City		269-000.00-742.262	
\$ 27.52	Sam's Club	4/25/13 flowers	269-000.00-742.262	
\$ 198.00	Farkas, Julie	beverages	269-000.00-742.262	
\$ 68.75	Seven Graphics	postcards w/City	269-000.00-742.262	
	<b>TOTAL EXPENDITURES</b>		\$	<b>2,237.63</b>
	<b>BOOK IT! FUNDRAISER PROFIT</b>		\$	<b>11,688.17</b>

### Memorial Day Parade

The Library will host a table this year at the end of the Memorial Day parade outside the Novi Civic Center for residents of Novi to learn about the Summer Reading program and the Geek campaign. The staff and I felt this was a better use of our time as it will allow us to talk and interact more with all the attendees at the parade. Any Trustees wanting to help out at the table, please contact Julie.

### Café Lease – 2<sup>nd</sup> Draft

#### **Library Café Lease**

This Lease Agreement is made and executed this 1st day of June, 2013, by and between the Novi Public Library ("Lessor"), whose address is 45255 W. Ten Mile Road, Novi, Michigan 48375, and Read A Latte Cafe whose address is 32592 Eleven Mile Road, City of Farmington Hills, Michigan, 48336 ("Lessee"), as follows:

WHEREAS, Lessor desires to lease space to the Lessee in the Novi Public Library (the "Library"), located at 45255 W. Ten Mile Road, Novi, Michigan 48375, for use as a coffee and juice concession (the "Café"); and

WHEREAS, the parties desire to memorialize the terms of their Agreement in writing.

NOW THEREFORE, in consideration of the rights and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

#### **Section I**

##### **Description of Lease Space**

The area to be leased consists of and is described as follows: space containing approximately 425 square feet including all finishes for the area to complement the rest of the Library, and including the following amenities; five (5) tables with ten (10) chairs; two (2) service cabinets/counters; locked storage space adjacent to the Café; a source of water, a floor drain, necessary plumbing and electrical service; a telephone jack for a dedicated phone line; and security gates for when the Café is not in use; all in compliance with the requirements of the International Building Code (The "Leased Premises"). Any additional equipment needed for the operation of the Café shall be provided by, and remain the property of the Lessee. The Leased Premises shall be located on the first floor of the Library. The location of the Leased Premises in the Library shall not be subject to change without the prior written consent of Lessor.

Deliveries from Lessee and outside vendors for café must use the staff entrance/loading dock and not the main entrance area. Vehicles are not to be permanently parked in the staff entrance/loading dock area.

#### **Section II**

##### **Use**

The Leased Premises are to be used as a Café only, and for no other purpose. Lessee agrees to restrict the use of the Leased Premises for that purpose, and to limit the business conducted therein to retail sales of consumable goods. Lessee shall manage, operate and maintain the Leased Premises in a first class manner, offering high quality products and service. Baking and cooking of food on the Leased Premises shall not be permitted; however, re-warming of baked products and other appropriate café foods shall be permitted.

Lessee will not change the name of the Café without the prior consent of the Lessor which shall not be unreasonably withheld.

### **Section III**

#### **Term of Lease**

This initial term of this Lease shall be three (3) years, beginning on June 1, 2013 ("Commencement Date"), with an option for one renewal term of three (3) years. Lessee may notify Lessor of its intention to renew this Lease Agreement not less than 120 days prior the expiration of the initial term.

Lessee shall have the option to terminate this Lease upon not less than 30 days prior written notice to Lessor in the event that Lessor opens the Library to the public for less than 40 hours per week for 4 consecutive weeks.

### **Section IV**

#### **Rent**

The monthly rent payable to Lessor shall be \$125.00, or Ten Percent (10%) of monthly gross sales, whichever is greater. Rent shall be payable in arrears on or before the 15th day of each month (for example, the rent for June is payable on or before July 15). Any payment not made within five (5) days of when first due shall be subject to a late payment charge in the amount of \$100.00.

"Gross Sales" shall include the entire amount of the actual sales price of all sales of merchandise, less sales tax, and all other receipts of business conducted by Lessee at or from the Leased Premises or within the Library. Lessee shall prepare and maintain full, complete and proper books and records. Lessee shall furnish to Lessor, with each rent payment, a complete statement certified by Lessee, of the amount of Gross Sales for the immediately preceding calendar month. Lessor may, at any time, upon ten (10) days prior written notice, arrange for an auditor selected by Lessor, to conduct an audit of the financial records of Lessee, for any period covered by any statement issued by Lessee during the term of this Lease. Lessee shall make available to Lessor's auditor at the Library, or at such other place as Lessor may direct, all books and records the auditor may reasonably deem necessary to conduct an audit.

### **Section V**

#### **Deposit**

A security deposit in the amount of Five Hundred Dollars (\$500) shall be retained by the Lessor until the termination of this Lease.

Lessee hereby grants to Lessor a lien and security interest as security for payment of all rent, or any other charges now or hereafter payable to Lessor hereunder, upon all equipment, fixtures, and inventory (and the proceeds hereof) within the Leased Premises, including all improvements, equipment, fixtures, inventory, merchandise and other personal property now or hereafter placed on or in the Leased Premises, to the full extent of Lessee's interest therein, and such lien shall include the right to prevent removal of said property from the Leased Premises and may be enforced, upon nonpayment of rent or other charges, or any other default by Lessee hereunder, without notice to Lessee. Lessor shall also have all other rights and remedies for default provided by law, including those set forth in the Uniform Commercial Code, as adopted in the State of Michigan.

### **Section VI**

#### **Access**

Lessee and Lessor agree to maintain access without obstruction of any kind at all times through and from the Leased Premises to surrounding aisles so as not to unreasonably inhibit ingress and egress.



## **Section VII**

### **Stock and Manner of Sales**

Lessee agrees to carry in stock the merchandise that it advertises as being for sale at all times during the business hours of the Library. Lessee further agrees that it will clearly mark all goods for sale and will maintain prices consistent with industry standards. Lessee agrees to operate the Leased Premises in a professional manner, and in accordance with the laws and regulations of the State of Michigan, the Oakland County Health Department, and the City of Novi.

## **Section VIII**

### **Utilities**

Lessor agrees to furnish Lessee all utilities adequate and reasonable for the Leased Premises, as determined by Lessor in its sole discretion. The parties acknowledge that the Leased Premises are merely a portion of the Library, and are not equipped with separate HVAC. Lessee shall be responsible for all telephone charges for its dedicated line, and any other separately metered services. Lessor will furnish a password to Lessee for access to the internet via Lessor's Wi-Fi system.

## **Section IX**

### **Advertising**

All advertising materials shall be subject to Lessor's prior approval. Lessee shall not use Lessor's name or logo, or any variation thereof, in its advertising without Lessor's prior written approval. Use of the Library's photo copier machine is restricted to café related business and marketing only.

## **Section X**

### **Compliance with Library Rules**

Lessee and its employees will at all times during the term of this Lease Agreement or any renewal term(s) be governed by all rules prescribed by Lessor for the management of its Library, and Lessee will operate its Café with due regard to the requirements of Lessor.

Based on the Library's Rules of Conduct (Policy P11), café employees are required to enforce the following rules with library patrons and alert the Management Team to any patron issues/concerns. Library staff will enforce Library rules in café area as needed.

1. Patrons shall be engaged in activities associated with the use of the public library. Patrons not reading, studying, attending a program or using Library materials or facilities as intended may be required to leave the premises.
2. Patrons shall respect the rights of other patrons. Patrons may not harass, threaten, or disturb Library staff or patrons while in the Library so that it interferes with any patron's use of the Library or the ability of the staff person to do his/her job.
3. Patrons are expected to speak in a tone of voice appropriate for the area in which they are speaking. Producing or allowing any loud, unreasonable, or disturbing noises that interferes with other persons, including

those from electronic, entertainment, and communication devices is prohibited. The use of headphones to listen to audio equipment is required.

4. The café seating area is reserved for café customers.

5. Food and drink are allowed in designated areas of the Library. Patrons are expected to use care when eating and drinking. Closed containers for liquids and food are required.

6. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited (Policy P7).

7. Climbing on tables, shelving or other Library furnishings is prohibited.

## **Section XI**

### **Insurance**

Lessee agrees to maintain, at its own expense and through a company licensed to do business in the State of Michigan and reasonably acceptable to Lessor, liability insurance in an amount not less than \$1,000,000, workers' compensation insurance for all of Lessee's employees, in strict accordance with all applicable state laws, and fire protection insurance for the Leased Premises in the amount of \$1,000,000. The Novi Public Library shall be named as an additional insured on Lessee's liability and fire insurance policies. Lessee's insurance policies shall provide for thirty (30) day advance written notice to Lessor in case of a cancellation, termination, amendment or other modification.

## **Section XII**

### **Management and Hours**

Lessee agrees that it will open the Café for business to the public no less than the hours indicated: Monday – Thursday 10:00a.m – 7:30p.m., Friday and Saturday 11:00a.m. – 4:30p.m., Sundays 12:00p.m. – 5:00p.m. Lessee shall be responsible for the maintenance and cleaning of the Premises, its equipment and the bussing of the Library's main area of any refuse resulting from operation of the Premises. Lessee shall continuously use and occupy the Premises during the term of this Lease. In the event Lessee discontinues operation for a period in excess of seven (7) business days, Lessor may immediately terminate this Lease by written notice to Lessee. Lola Bernstein shall, at all times during the term of this Lease and any renewal term(s), be primarily responsible for the management and operation of the Café on the Leased Premises.

## **Section XIII**

### **Employees**

Lessee shall be responsible for the hiring and termination of its own employees and for withholding taxes on employees' wages. Both parties shall indemnify and hold the other harmless from any employment-related claims and expenses. Lessee shall provide its employees with work space, appropriate uniforms and equipment at Lessee's expense and in its sole discretion. Lessee and employees are required to wash hands prior to leaving the restroom and prior to preparing food.

## **Section XIV**

### **Licenses and Permits**

Lessee shall be responsible for obtaining all appropriate licenses and permits necessary to operate at the Leased Premises in compliance with all federal, state, and local laws and regulations, and to provide proof of the same upon written request of Lessor.

## **Section XV**

### **Taxes**

Lessee shall be responsible for payment of all taxes incurred in the operation of the Leased Premises, including but not limited to, income, sales, unemployment and personal property taxes imposed by any governmental authority.

## **Section XVII**

### **Assignment and Sublease**

Lessee agrees that it will not assign or sublet the Leased Premises, or any portion of the Leased Premises, without Lessor's written consent, which may be withheld for any reason. A change in ownership of Lessee shall be deemed to be an assignment requiring Lessor's prior written consent for purposes of this section.

## **Section XVIII**

### **Signs**

Lessee agrees that it will not put up any signs on the inside or outside of the Leased Premises without the prior written consent of Lessor. All proposed signage and displays are subject to Lessor's prior approval.

## **Section XIX**

### **Entrance**

All customers of the Leased Premises shall enter through the Library's main entrance. Employees of the café premises shall enter the Leased Premises through either the Library's public entrance and/or the staff entrance based on need. Lessor will determine staff entrance privileges. The Leased Premises will not have any separate street entrances, unless required by governmental agency. Such entrance shall then be provided at the sole expense of Lessor.

## **Section XX**

### **Protection of Person and Property**

Lessee shall be responsible for and will initiate, maintain and provide supervision of safety precautions and programs in connection with the performance of food and beverage services on the Leased Premises. Lessee

shall refrain from loading the floors, electrical system, plumbing systems, or heating, ventilating and air conditioning systems beyond the point considered safe or appropriate by a competent engineer or architect selected by the Lessor, and shall refrain from using electrical, water, sewer, HVAC and plumbing systems in any improper way. Tenant shall use grease traps and other drain protection devices as may be deemed necessary in order to protect the drainage, sewer and plumbing systems. Lessor will arrange for annual cleaning of such systems to comply with health and safety regulations.

## **Section XXI**

### **Trademark**

Lessee shall retain rights to any trademark and any service marks held by it and any logos used to identify the services.

## **Section XXII**

### **Independent Contractor**

It is agreed by the parties that, at all times and for all purposes within the scope of this Lease Agreement, the relationship of the Lessor and the Lessee is that of independent contractor and not that of agent or employee. No statement contained in this Lease Agreement shall be construed so as to find the Lessee to be an agent or employee of the Lessor, and the Lessee shall be entitled to none of the rights, privileges or benefits of Lessor's employees.

Furthermore, Lessee is not authorized to enter into or sign any agreements on behalf of the Lessor or to make any representations to third parties that are binding upon the Lessor.

## **Section XXIII**

### **Return of Leased Premises at Termination**

Lessee agrees to deliver the Leased Premises to Lessor or its successors and assigns at the end of the initial term of this Lease Agreement, or of any renewal term(s), without further demand or notice, and in as good order and repair as it is on the Commencement Date, allowing for reasonable wear and tear.

## **Section XXIV**

### **Lessor's Right to Terminate on Lessee's Breach**

In case Lessee fails to carry out any of the terms or conditions of this Lease Agreement, Lessee shall be deemed in default. Lessor shall provide written notice of any default to Lessee. Lessee shall then have five (5) business days to cure said default. Upon failure by Lessee to cure any default within the aforesaid period of time, Lessor may terminate this Lease Agreement immediately. Upon termination, all rights of Lessee to occupy or use the Leased Premises will cease, and Lessee and all of its officers, agents and employees shall vacate the Premises. Termination of this Lease Agreement by Lessor will not prevent or interfere with Lessor's recovery from Lessee of any rent or other payments due under the provisions of this Lease Agreement, or from proceeding to collect damages for breach of this Lease Agreement by Lessee.

## **Section XXV**

### **Binding Effect on Successors and Assigns**

This Lease Agreement will be binding on the heirs, executors, successors and assigns of the parties.

## **Section XXVI**

### **Notices**

Notices shall be served at the parties' respective addresses given at the beginning of this Lease Agreement, either by (a) delivering or causing to be delivered a written copy thereof; or (b) by sending a written copy thereof by United States certified or registered mail, postage prepaid. Said notice shall be deemed to have been served upon receipt.

## **Section XXVII**

### **Catering/Food Service**

The Lessee shall have the right to offer the food service/catering/beverage service available to patrons of the library as well as users of the meeting room areas. Information pertaining to catering will be supplied by the Lessee for marketing and promotional purposes.

## **Section XXVIII**

### **Miscellaneous**

- (a) All covenants, promises, representations and agreements herein contained shall be binding upon, apply and insure to the benefit of Lessor and Lessee and their respective heirs, legal representatives, successors and assigns.
- (b) The rights and remedies hereby created are cumulative and the use of one remedy shall not be taken to exclude or waive the right to the use of another.
- (c) The words "Lessor" and "Lessee" wherever used in this lease shall be construed to mean Lessor and Lessees in all cases where there is more than one Lessor or Lessee, and to apply to individuals, male or female, or to firms or corporations, as the same may be described as Lessor or Lessee herein, and the necessary grammatical changes shall be assumed in each case as though fully expressed.
- (d) The parties agree that this agreement is the complete and exclusive statement of the agreement between the parties and supersedes all prior written or oral communications, representations and agreements.
- (e) Lessee shall not make, construct, or install any improvements or other physical alterations to the Premises without the express prior written consent of the Lessor.
- (f) Tenant shall not cause or permit any Hazardous Materials to be brought upon, kept or used on or about the Leased Premises by Lessee or its agents, employees, contractors or invitees.

## **Section XXIX**

### **Severability**

If any clause, phrase, provision or portion of this lease or the application thereof to any person or circumstance shall be invalid, or unenforceable under applicable law, such event shall not affect, impair or

render invalid or unenforceable the remainder of this Lease Agreement nor any other clause, phrase, provision or portion hereof, nor shall it affect the application of any clause, phrase, provision or portion hereof to other persons or circumstances.

**Section XXX**

**Waiver**

The Lessor, its officers, trustees, employees and agents shall not be liable for any injury to the goods, stock or other property of the Lessee or to any person in or upon the Premises resulting from fire or collapse of the building in which the Premises are located or any portion thereof or resulting from any other cause, including but not limited to damage by water, fire, gas or steam, or by reason of any electrical apparatus, unless caused by the gross negligence of Lessor, its agents, employees and unless insurance to cover such loss to Lessee's property was not obtainable at the time of the loss.

**Section XXXI**

**Indemnification**

Lessee shall indemnify and hold Lessor, its officers, trustees, employees and agents harmless from and against any loss, liability, damage, cost or expense (including, without limitation, legal or other costs or expenses in connection with any action, suit or proceeding brought by or against Lessor or relating to the enforcement of this indemnification) paid, incurred, or suffered by Lessor, its officers, trustees, employees and/or agents as a result of any act, omission or neglect of Lessee, or of its agents or employees, in connection with its conduct of any activity, work or endeavor undertaken in connection with this Agreement. Lessee shall be responsible for, and shall pay, all of Lessor's costs, charges and expenses, including reasonable attorneys' fees and those of others retained by Lessor, incurred in enforcing any of the obligations under this Lease or in any litigation, negotiation or transaction in which Lessor becomes involved through, or on account of, this Lease.

**Section XXXI**

**Choice of Law**

This Lease shall be governed by the laws of the State of Michigan.

WITNESS the hands and seals of the parties hereto, as of the date of date below.

Dated June 1, 2013

# PEW RESEARCH CENTER

Released: May 1, 2013

## Parents, Children, Libraries, and Reading

by Carolyn Miller, Kathryn Zickuhr, Lee Rainie and Kristen Purcell

### • Summary of Findings

The vast majority of parents of minor children — children younger than 18 — feel libraries are very important for their children. That attachment carries over into parents' own higher-than-average use of a wide range of library services.<sup>1</sup>

The ties between parents and libraries start with the importance parents attach to the role of reading in their children's lives. Half of parents of children under age 12 (50%) read to their child every day and an additional 26% do so a few times a week. Those with children under age 6 are especially keen on daily reading with their child: 58% of these parents read with their child every day and another 26% read multiple times a week with their children.

The importance parents assign to reading and access to knowledge shapes their enthusiasm for libraries and their programs:

- 94% of parents say libraries are important for their children and 79% describe libraries as "very important." That is especially true of parents of young children (those under 6), some 84% of whom describe libraries as very important.
- 84% of these parents who say libraries are important say a major reason they want their children to have access to libraries is that libraries help inculcate their children's love of reading and books.
- 81% say a major reason libraries are important is that libraries provide their children with information and resources not available at home.
- 71% also say a major reason libraries are important is that libraries are a safe place for children.

Almost every parent (97%) says it is important for libraries to offer programs and classes for children and teens.

### • Library visits by children

Some 70% of parents report their child visited a public library in the past 12 months and 55% say their child has his/her own library card. Those children who are library visitors did the following:

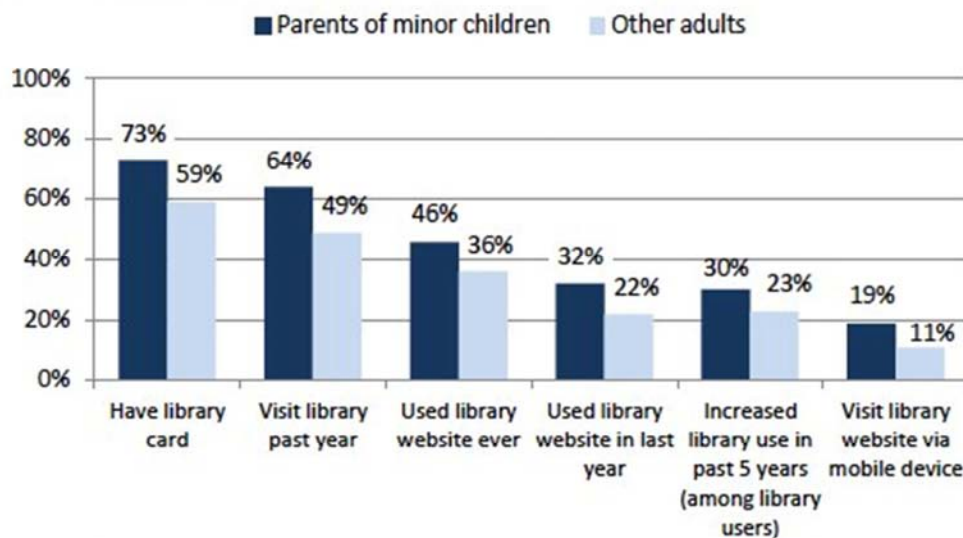
- 87% visited the library to borrow books.
- 55% went to do school work — and 77% of the children ages 12-17 went to the library for this reason.
- 46% went to borrow DVDs or CDs.

- 46% went to attend a library event — and 53% of the children under age 12 went to the library for this reason.
- 37% went to use the internet — and 43% of the children ages 12-17 went to the library for this reason.
- 37% went to socialize with their friends.
- 32% went to a library-sponsored book club or program.
- **Parents themselves are considerably more likely than other adults to use library services**

These parental feelings about the importance of libraries for their children are associated with higher levels of library use by the parents themselves. Indeed, the presence of a child or a grandchild in a family is the primary reason cited by the 30% of parents who say their patronage of libraries has increased in the past five years. Compared with other adults who do not have minor children, these parents are more likely to have visited a library in the past 12 months, have a library card, to have visited a library website in the past year, and use a mobile device to connect to a library website.

### Parents are more likely than other adults to use libraries

*The percentage of parents and other adults who do these library activities*



Source: Pew Research Center Internet & American Life Project Library Services Survey. October 15-November 10, 2012. N=2,252 Americans ages 16 and older. Total N for parents=584; other adults=1668. Interviews were conducted in English and Spanish and on landline and cell phones.

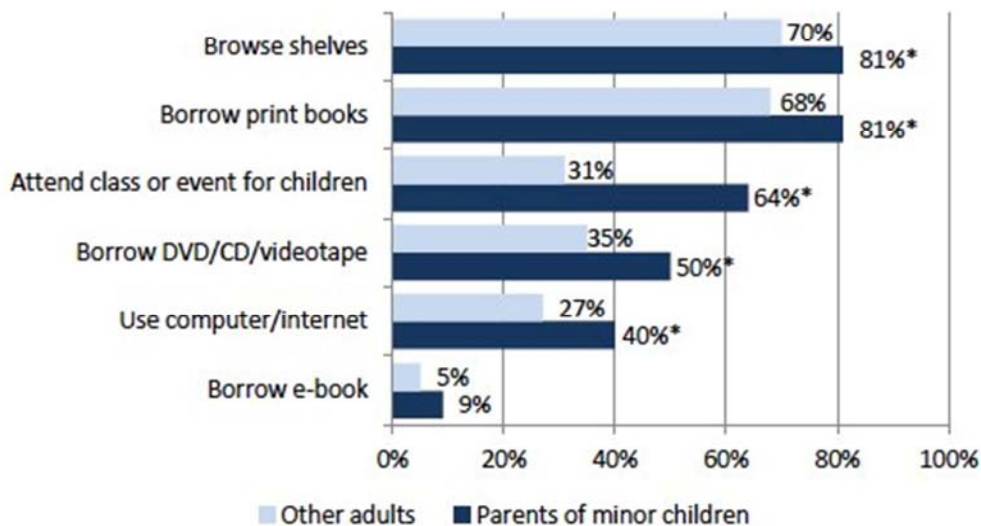
Note: All differences are statistically significant

Once at the library or on the library website, parents are more likely than other adults to do a notable number of activities, including browse shelves, borrow printed books, attend classes and events for children, borrow DVDs and CDs, use computers and the internet, and borrow e-books.



## Among library users, parents are more likely than other adults to do library activities

The percentage of parents and other adults who used the library in the past 12 months who have done these library activities



Source: Pew Research Center Internet & American Life Project Library Services Survey. October 15-November 10, 2012. N=2,252 Americans ages 16 and older. Total N for parents=584; parents ever visited library =501; parents visited library past 12 months =375, Form A=201, Form B=174. Total N for other adults=1668; ever visited library=1419; visited library past year=863, Form A=415, Form B=448. Interviews were conducted in English and Spanish and on landline and cell phones.  
\*denotes places where the differences are statistically different

Parents' ties to libraries are all the more striking because parents are more likely than other adults to have computers, internet access, smartphones, and tablet computers — tools that might make them less reliant on libraries because they have access to information and media through other convenient platforms.

- **Parents are more likely to be interested in expanding library services and adding future tech-related services**

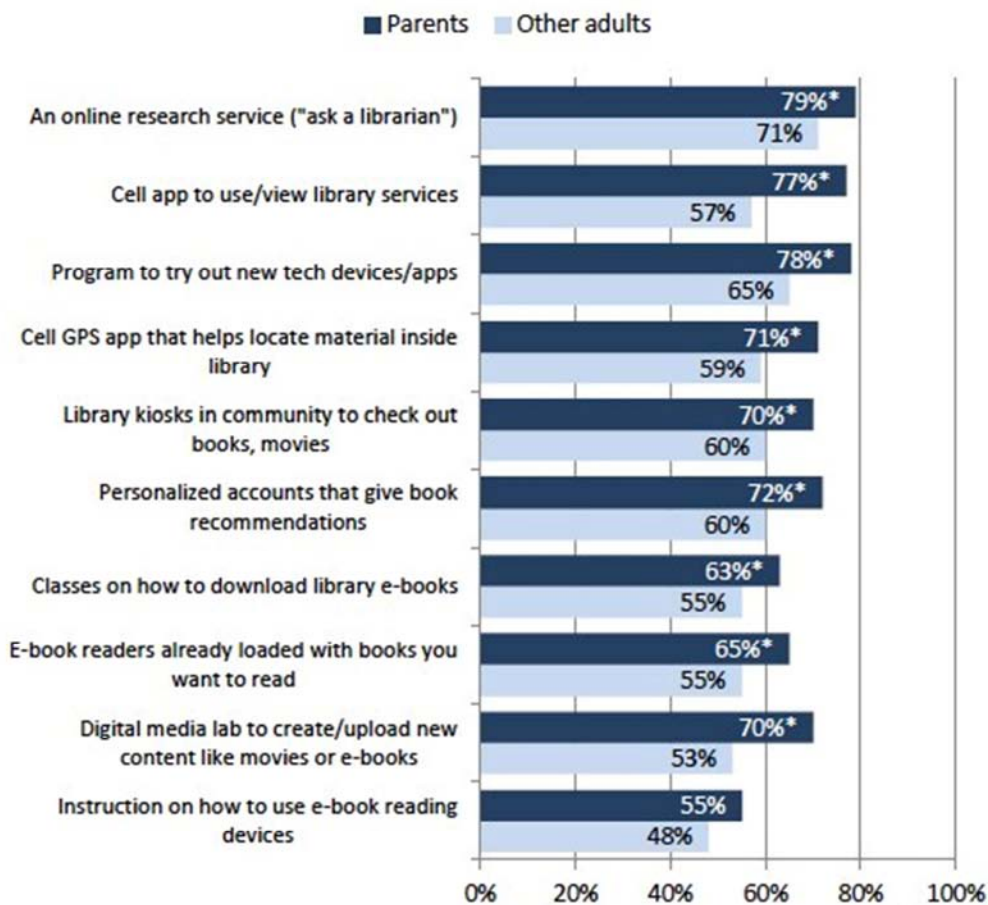
Parents' tighter connections to libraries likely accounts for the fact that they are more aware than other adults about the array of programs and services their local libraries offer. Some 74% of parents say they know about "all" or "most" of the services and programs their library offers, compared with 65% of other adults who feel that way.

And parents are more likely to want libraries to expand their offerings. Compared with other adults, parents are more likely to say that libraries should definitely offer more comfortable spaces (65% vs. 56%). This attitude might stem from the fact that parents visit the library more. Parents are also more likely than other adults to think libraries should definitely offer a broader selection of e-books (62% vs. 49%) and definitely offer more interactive learning experiences (54% vs. 43%). Interestingly, other adults are just as supportive as parents of library services for school children and these activities are supported by eight in 10 or more of both groups.

Parents express more interest than other adults in an array of tech-oriented services that are being discussed and implemented among some American libraries, including online reference services, cell phone apps to connect to library materials, tech “petting zoos” that would allow people to try out new gadgets, and library kiosks or “Redbox”-type offerings in the community to check out books and movies.

### Parents are more likely than other adults to say they would use new library offerings

The percentage of parents and other adults who say they would be “very likely” or “somewhat likely” to use each service



Source: Pew Research Center Internet & American Life Project Library Services Survey. October 15-November 10, 2012. N=2,252 Americans ages 16 and older. Total N for parents=584; other adults=1668. N for Form A: parents=302; other adults=817. N for Form B: parents=282; other adults=851. Interviews were conducted in English and Spanish and on landline and cell phones. \*denotes places where differences are statistically different

- **Mothers stand out when it comes to reading and libraries**

More than fathers, mothers in many respects are attached to their libraries, feel they are important for their children and their communities, and are eager to see libraries expand and add new tech-related services.

- Reading habits: Mothers are more likely than fathers to read to their children every day (55% vs. 45%).

Overall, mothers read books somewhat more often than fathers. In the past 12 months, mothers read an average of 14 books (mean), compared with 10 for fathers. Book-reading mothers are more likely than fathers to have read a printed book in the past year (90% vs. 82%).

Mothers are also more likely than fathers to feel it is very important for their children to read printed books in addition to digital content (86% vs. 74%).

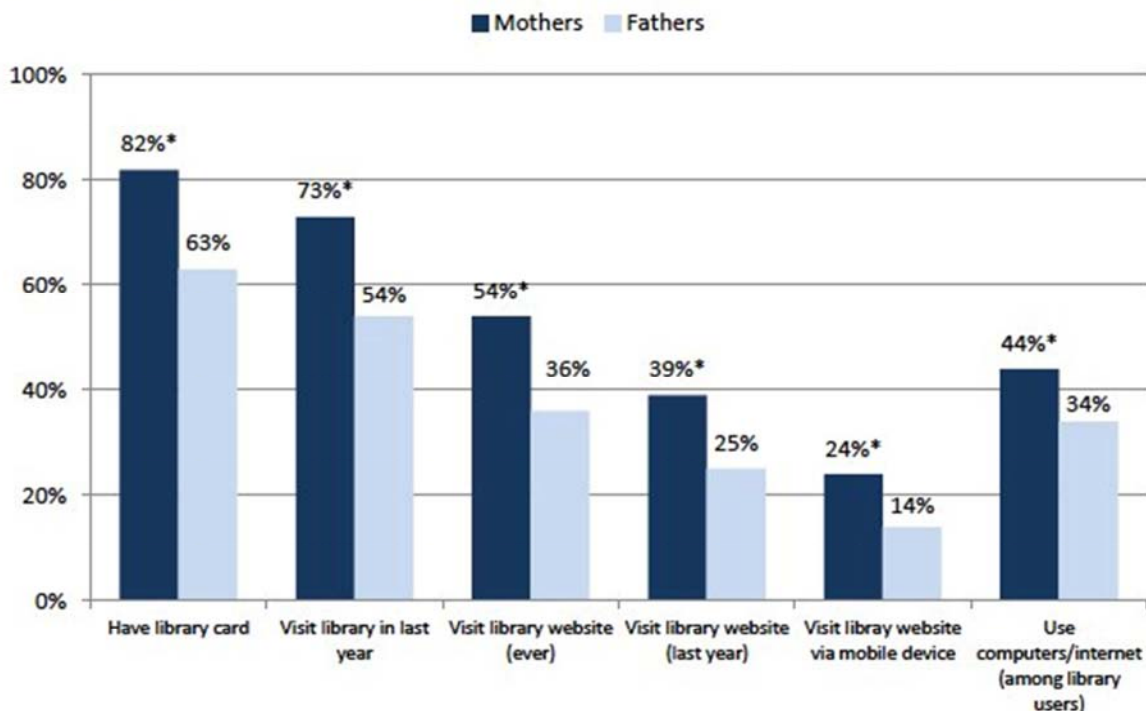
- Family use of library services and activities: Mothers are more likely than fathers to report that their children have visited the library in the past year (74% vs. 64%).

When it comes to parents' use of libraries, mothers are notably more engaged than fathers. They are more likely than fathers to have a library card, to have visited a library in the last 12 months, to have visited a library website in the past year, and to have visited a library website via mobile device.

At the library, mothers are more likely than fathers to have used the computers and internet access at the library and to use those computers to take an online class or certification course (26% vs. 7%). Mothers are also more likely than fathers to have gotten help from librarians in using computers and the internet at the library (46% vs. 30%).

## Mothers are more likely than fathers to engage with libraries

*The percentage of parents who do these activities*



Source: Pew Research Center Internet & American Life Project Library Services Survey. October 15–November 10, 2012. N=2,252 Americans ages 16 and older. Total N for mothers of minors=321; for fathers of minors=263. Interviews were conducted in English and Spanish and on landline and cell phones.

\*denotes places where the differences are statistically different

Among library users, mothers visit more frequently than fathers: 21% of library-using mothers visit the library weekly, compared with 10% of library-using fathers who visit that frequently.

- Importance of libraries: Mothers are more likely than fathers to say libraries are important to their communities (94% vs. 87%). And they are more likely than fathers to say libraries are important to them and their families (87% vs. 80%).

When it comes to their own children, mothers are more likely than fathers to say a major reason why libraries are important is because libraries help children develop a love of reading and books (90% vs. 77%). Mothers also are more likely to believe libraries offer their children access to information and resources they can't get at home or school (86% vs. 75%).

- Importance of library services: Mothers are more likely than fathers to say it is very important for libraries to offer quiet spaces for adults and children (85% vs. 69%). They are also more likely to say it is very important for libraries to offer job, employment, and career resources (74% vs. 61%), for libraries to offer free cultural events and classes (74% vs. 60%) and libraries to offer free public meeting spaces (55% vs. 36%).

Mothers say they are better informed than fathers about what their local library offers: 32% of mothers say they are know all or most of the services and programs the library offers, compared with 21% of fathers.

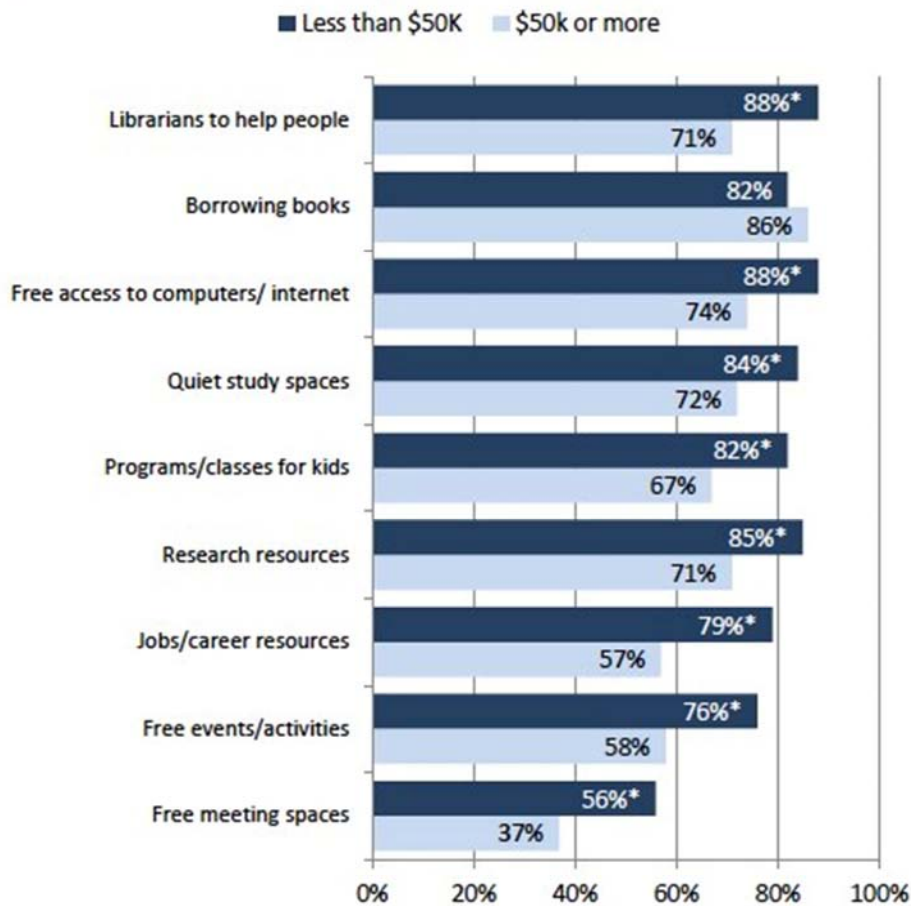
- **Lower income parents are more likely to view library services as very important**

When it comes to newer services that libraries might create, parents living in households earning less than \$50,000 are more likely than parents in higher income households to say they would be "very likely" to take advantage of:

- classes on how to download library e-books (44% vs. 29%)
- e-readers already loaded with library content (40% vs. 22%)
- digital media lab (40% vs. 28%)
- classes on how to use e-readers (34% vs. 16%)

## Lower income parents are more likely to view various library services as “very important”

Among all parents, the percentage of those living in households with income less than \$50,000 and those with \$50,000 or more who say it is “very important” for libraries to offer these services



Source: Pew Research Center Internet & American Life Project Library Services Survey. October 15–November 10, 2012. Total N for parents = 584. Total N for parents with income under \$50,000 = 273; total N for parents with income of \$50,000 or more = 266. Form A parents total n = 302; parents with income under \$50,000 = 140; parents with income \$50,000+ = 136. Total Form B parents = 282; Form B under \$50,000 = 133; Form B \$50,000+ = 130. Interviews were conducted in English and Spanish and on landline and cell phones. \*denotes places where the differences are statistically different

### • About this Research

This report explores the relationship that parents of minor children have with public libraries. In some ways, parents of minor children are similar to other Americans who do not currently have minor children (“other adults” as we refer to them throughout this report) in how they view and use the library. But there are key differences that will be highlighted and explored in this report.

This report is part of a broader effort by the Pew Research Center’s Internet & American Life Project that is exploring the role libraries play in people’s lives and in their communities. The research is underwritten by the Bill & Melinda Gates Foundation.



This report contains findings from a survey of 2,252 Americans ages 16 and above between October 15 and November 10, 2012. The surveys were administered half on landline phones and half on cellphones and were conducted in English and Spanish. The margin of error for the full survey is plus or minus 2.3 percentage points. The survey includes 584 interviews with parents of children under 18 years of age. The margin of error for the sample of parents is plus or minus 4.5 percentage points.

There were several long lists of activities and services in the phone survey. To minimize the burden on those taking the survey, we asked half the respondents about one set of activities and the other half of the respondents were asked about a different set of activities. These findings are representative of the population ages 16 and above, but it is important to note that the margin of error is larger when only a portion of respondents is asked a question.

There are also findings in this report that come from a survey of a non-scientific sample of librarians who volunteered to participate in Pew Internet surveys. Some 2,067 library staff members participated in the online survey between December 17 and December 27, 2012. No statistical results from that canvassing are reported here because it is based on non-probability samples of patrons and librarians intended to provide open-ended comments and other qualitative information. We highlight librarians' written answers to open-ended questions that illustrate how they are thinking about and implementing new library services.

In addition, we quote librarians and library patrons who participated in focus groups in-person and online that were devoted to discussions about library services and the future of libraries. One set of in-person focus groups was conducted in Chicago on September 19-20. Other focus groups were conducted in Denver on October 3-4 and in Charlotte, N.C. on December 11-12.

- **Acknowledgements**
- **About Pew Internet**

**The Pew Research Center's Internet & American Life Project** is an initiative of the Pew Research Center, a nonprofit "fact tank" that provides information on the issues, attitudes, and trends shaping America and the world. The Pew Internet Project explores the impact of the internet on children, families, communities, the work place, schools, health care and civic/political life. The Project is nonpartisan and takes no position on policy issues. Support for the Project is provided by The Pew Charitable Trusts. More information is available at <http://libraries.pewinternet.org/>.

- **Advisors for this research**

A number of experts have helped Pew Internet in this research effort:

Daphna Blatt, Office of Strategic Planning, The New York Public Library

Richard Chabran, Adjunct Professor, University of Arizona, e-learning consultant

Larra Clark, American Library Association, Office for Information Technology Policy

Mike Crandall, Professor, Information School, University of Washington

Allison Davis, Senior Vice President, GMMB

Catherine De Rosa, Vice President, OCLC

LaToya Devezin, American Library Association Spectrum Scholar and librarian, Louisiana

Amy Eshelman, Program Leader for Education, Urban Libraries Council

Sarah Houghton, Director, San Rafael Public Library, California

Mimi Ito, Research Director of Digital Media and Learning Hub, University of California Humanities Research Institute

Patrick Losinski, Chief Executive Officer, Columbus Library, Ohio

Jo McGill, Director, Northern Territory Library, Australia

Michael Kelley, Editor-in-Chief, Library Journal

Dwight McInvaill, Director, Georgetown County Library, South Carolina

Bobbi Newman, Blogger, Librarian By Day

Carlos Manjarrez, Director, Office of Planning, Research and Evaluation, Institute of Museum and Library Services

Johana Orellana-Cabrera, American Library Association Spectrum Scholar and librarian in TX.

Mayur Patel, Vice President for Strategy and Assessment, John S. and James L. Knight Foundation

Karen Archer Perry, Senior Program Officer, Global Libraries, Bill & Melinda Gates Foundation

Gail Sheldon, Director, Oneonta Public Library (Alabama)

Sharman Smith, Executive Director, Mississippi Library Commission

- **Disclaimer from the Bill & Melinda Gates Foundation**

This report is based on research funded in part by the Bill & Melinda Gates Foundation. The findings and conclusions contained within are those of the author and do not necessarily reflect positions or policies of the Bill & Melinda Gates Foundation.

1. Throughout this report, the word "parents" refers exclusively to those who currently have a child under age 18. We use the term "other adults" to refer to those who do not currently have a minor child – even if they do have children 18 or older. For some questions, a small share of those "other adults" are ages 16 and 17. ↩

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

Public Services Report – APRIL, 2013 by Margi Karp-Opperer

What a glorious month we had with one fantastic event rolling after another. We began with an outstanding Listen @ the Library with the Gryphon Trio and the next week we celebrated National Library Week with the theme of "Communities Matter @ Your Library." We came together with music provided by Ara Topouzian. The truly enjoyable fundraising Book It! Event with diamond and denim galore, followed and the month ended with the celebration of Digital Detox Week. (In partnership with the Novi Rotary and Novi Parks, Recreation & Cultural Services, the Library encouraged the community to turn off screens and "turn on life." Community Financial Credit Union awarded a \$1,000 grant to help with the week-long family friendly activities we planned.)

### Featured Adult Programs:

AARP Tax Days  
Swing into Spring with the Novi Choralaires  
Journey of Art through the Eyes of David Barr  
Family Game Night

### Special business/financial programs for the month included:

- a. Investing: C'mon and Roll Up your Sleeves
- b. 4 SCORE Business Mentoring
- c. Job Seekers Toolbox

### Monthly Adult Programs:

- Local History Room open the 1st & 3rd Mondays of the month, staffed by Historical Commission
- Five help for Families by OLHSA (Oakland Livingston Human Service Agency), every Tues 10-2
- Three English Conversation Groups
- Seven ESL Book Discussions
- Four Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- Monthly delivery of Novi Newbies' backpacks to St. John Providence Park
- Two Coffee with Novi Schools Superintendent, Dr. Steve Matthews
- Welcome brochures in English and Japanese delivered to NSD for our new residents
- One 1-on-1 internet class and one email instruction class
- German, Mandarin & Spanish Language Conversation Groups
- Novi Writers Groups
- Computer instruction classes (PowerPoint 2010 and Intermediate Excel 2010)

### Featured Youth Programs:

- Four Wee One Yoga Classes
- Mario Kart Tournament
- Peep-a-palooza
- Bubbleman
- Great Parents Great Start Playgroup

### Monthly Youth Programs:

- Three Baby Time Storytimes
- Eight Tot Times Storytimes
- Four Two of Us Storytimes
- Seven Three's Company Storytimes
- Three On My Own Storytimes



- Two Playgroups
- One Kiddie Crafts
- One Snack Tales
- One Starlight Story Time
- One Lego Club

Tween and Teen Program:

- Animango Club

Featured collections:

Adult: Read the Book, See the Movie

Youth: Curl up with a Good Mystery

Database: Ancestry

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

Thanks to special programming during spring break, circulation remained high, and many new library cards were issued. The Bubbleman program was especially instrumental in bringing in new patrons.

We continue efforts to promote the policy change of requiring that library cards be presented for service, and we are adding new methods of promotion as we move closer to the implementation date of September 1st. Brochures and handouts are being updated to include this important information. We are doing the same to promote our expanded hours of service that will also begin in September.

The Shelving staff recently completed a long-term project shifting the entire Adult Nonfiction collection. This is a major improvement for public and staff. Several smaller collections were also shifted as needed. We have filled three Shelver positions, welcoming Yogita Chhetri, Leslie Michalzuk, and Robin Dircks.

Technical Services staff are participating in several training opportunities on the topics of MeLCat for interlibrary loan and RDA (Resource Description and Access) for cataloging. Most sessions are online.

The AST (automated sorting technology) recently received an overall tune up and a few minor repairs. That equipment sees a lot of action 24/7 as people return materials any time of day or night.

The ever popular "Museum Adventure Pass" and "Park and Read" programs have been revamped and will return soon in slightly different forms. MAP is now "Michigan Activity Pass" and will begin on May 24th. MAP will provide reduced cost or complimentary access to about 60 arts and cultural organizations throughout the state of Michigan. You will need your library card to take advantage of this great online service. "MI Big Green Gym" is the improved recreation program being offered from June 1st to October 1st. It encourages people to get healthier by providing free one-day passes into any Michigan state park or state forest. The program also includes opportunities for family-friendly destinations at select community recreation facilities. Passes may be checked out at the Library starting in June.

The test of the Oakland County outdoor sirens that was planned for April 10th had to be cancelled due to severe weather (during Severe Weather Awareness Week). Since the test was not rescheduled by Oakland County, we held our own tornado drill for staff and public on May 8th. The drill was successful, but, as usual, we learned a few things, and minor revisions are being made to improve our procedures.

We have been able to resell our surplus "Kwik Cases" and related supplies to other TLN libraries. We have also sold a number of other surplus items on auction through the City's participation in BidNet.

The final piece of filtering software required for complete compliance with CIPA (Children's Internet Protection Act) has been installed. The very frustrating issue of failing hard drives has finally been resolved. VMware workstation upgrades have been successfully completed.

All materials were removed from the Local History room and placed in the storage room for the duration of the project to etch historic scenes of Novi on the windows. The Local History room is closed until July.

The irrigation/sprinkler system has been started up for the season. Minor repairs were made. There was a small fire in the landscaping near the flagpoles. Wendy Teagan courageously kept things under control until the Fire Department arrived to completely extinguish the fire. Only minor damage to the property was sustained. The exact cause of the fire is unknown.

A pothole near the Library entrance was temporarily repaired by our staff until warranty repair can be completed.



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

Self-Check Totals 2012-13 Fiscal Year									
	Total Circulation	Self-check % of Total	Total	Self-Check	Self-Check	Self-Check	Youth #1	Youth #2	Adult
			Self-checks	#1	#2	#3			South
July	83,350	60.03%	50,038	10,490	9,420	5,579	13,483	8,706	2,360
August	76,559	60.05%	45,970	10,285	8,233	4,976	12,253	7,783	2,440
September	62,773	57.80%	36,285	8,313	6,853	3,609	9,698	6,197	1,615
October	65,353	56.96%	37,226	8,339	7,067	3,692	9,745	6,677	1,706
November	62,449	57.92%	36,168	8,234	6,049	3,663	10,414	6,230	1,578
December	54,805	56.14%	30,768	7,795	5,514	2,577	8,201	5,233	1,448
January	66,428	57.95%	38,495	9,046	7,124	3,662	9,560	7,270	1,833
February	61,916	56.21%	34,802	8,019	6,167	3,272	9,883	5,884	1,577
March	67,919	57.54%	39,080	8,861	7,001	3,820	10,397	7,126	1,875
April	70,302	58.98%	41,463	9,872	7,382	3,997	10,386	7,919	1,907
May									
June									
FYTD	533,633	65.37%	348,832	89,254	70,810	38,847	104,020	69,025	18,339

Library Usage									
2011-2012 Fiscal Year					2012-2013 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	34,449	1,325	246	26	July	38,858	1,495	254	26
August	34,388	1,274	254	27	August	33,175	1,229	261	27
September	30,118	1,076	248	28	September	31,011	1,108	244	28
October	31,108	1,003	266	31	October	32,303	1,042	281	31
November	30,550	1,091	248	28	November	32,454	1,119	244	29
December	28,028	1,038	252	27	December	26,501	1,019	229	26
January	25,847	891	252	29	January	30,017	1,001	270	30
February	32,234	1,112	226	29	February	31,795	1,136	248	28
March	34,536	1,114	281	31	March	32,587	1,124	255	29
April	32,318	1,154	251	28	April	35,701	1,190	270	30
May	30,763	1,099	255	28	May		0	258	28
June	34,232	1,317	254	26	June		0	239	25
<b>FYTD Total</b>	<b>378,571</b>	<b>1,120</b>	<b>3,033</b>	<b>338</b>	<b>FYTD Total</b>	<b>324,402</b>	<b>1,142</b>	<b>3,053</b>	<b>337</b>

Early Literacy Workstation Usage							
2011-2012 Fiscal Year				2012-2013 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	20	200	10	July	991	25,766	26
August	659	16,475	25	August	1,006	25,150	25
September	538	11,298	21	September	749	16,478	22
October	112	2,352	21	October	829	19,067	23
November	413	9,912	24	November	834	20,016	24
December	743	18,575	25	December	683	15,026	22
January	751	17,273	23	January	838	20,112	24
February	800	20,000	25	February	855	17,955	21
March	931	21,413	23	March	865	18,165	21
April	828	18,216	22	April	890	20,470	23
May	814	18,722	23	May			
June	877	21,925	25	June			
<b>FYTD Total</b>	<b>7,486</b>	<b>180,473</b>	<b>24</b>	<b>FYTD Total</b>	<b>8,540</b>	<b>198,205</b>	<b>23</b>

**Technology Sessions 2012-2013 Fiscal Year**

	Tech Time	eReader	VHS to DVD	Skype	Paint.NET	Drop-In Lab	Staff Training	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	4	1						3	8	
<i>patrons</i>	<b>3</b>	<b>7</b>						<b>3</b>		<b>13</b>
<b>Aug</b>	4	1					7	3	15	
<i>patrons</i>	<b>3</b>	<b>2</b>				<b>15</b>		<b>3</b>		<b>23</b>
<b>Sep</b>	4	1	1			1		8	15	
<i>patrons</i>	<b>3</b>	<b>5</b>	<b>9</b>			<b>4</b>		<b>8</b>		<b>29</b>
<b>Oct</b>	5	1	1				1	7	15	
<i>patrons</i>	<b>3</b>	<b>3</b>	<b>10</b>				<b>1</b>	<b>7</b>		<b>24</b>
<b>Nov</b>	4	2	1	1		1		2	11	
<i>patrons</i>	<b>1</b>	<b>8</b>	<b>5</b>	<b>4</b>		<b>3</b>		<b>2</b>		<b>23</b>
<b>Dec</b>	4	1	1				6	2	14	
<i>patrons</i>	<b>1</b>	<b>1</b>	<b>2</b>				<b>14</b>	<b>2</b>		<b>20</b>
<b>Jan</b>	5	1	1				1	5	13	
<i>patrons</i>	<b>3</b>	<b>9</b>	<b>9</b>				<b>1</b>	<b>5</b>		<b>27</b>
<b>Feb</b>	4	1	1	1				14	21	
<i>patrons</i>	<b>2</b>	<b>1</b>	<b>5</b>	<b>2</b>				<b>14</b>		<b>24</b>
<b>Mar</b>	4	1	1					6	12	
<i>patrons</i>	<b>4</b>	<b>6</b>	<b>8</b>					<b>6</b>		<b>24</b>
<b>Apr</b>	4	1	1	1			6	6	19	
<i>patrons</i>	<b>2</b>	<b>1</b>	<b>5</b>	<b>6</b>			<b>8</b>	<b>6</b>		<b>28</b>
<b>May</b>									0	
<i>patrons</i>										<b>0</b>
<b>Jun</b>									0	
<i>patrons</i>										<b>0</b>

Sessions	42	11	8	3	0	2	21	56	143	
<i>Patrons</i>	<b>25</b>	<b>43</b>	<b>53</b>	<b>12</b>	<b>0</b>	<b>7</b>	<b>39</b>	<b>56</b>		<b>235</b>

<b>Number of Computer Logins</b>					
<b>2012-2013 Fiscal Year</b>					
	<b>Workstations</b>	<b>Wireless</b>	<b>Lending Laptops*</b>	<b>Total</b>	<b>Daily Average</b>
July	8,302	15,104	0	23,406	900
August	7,926	14,352	0	22,278	825
September	7,090	12,680	0	19,770	706
October	7,539	13,578	0	21,117	681
November	7,895	14,263	3	22,161	791
December	4,295	18,833	2	23,130	857
January	4,924	24,172	6	29,102	1,004
February	4,203	23,780	3	27,986	965
March	4,441	25,096	0	29,537	953
April	4,858	22,838	4	27,700	989
May					0
June					0
<b>FYTD Total</b>	<b>61,473</b>	<b>184,696</b>	<b>18</b>	<b>246,187</b>	<b>867</b>

\*Launched 10-01-2012

Friends of the Novi Library Board Meeting  
April 24, 2013

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

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

Absent:

Guests: Larry Kilgore

II. Minutes of January 8, 2013 Meeting

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

III. Treasurer's Report--Marilyn Amberger

Checking account	\$12,601.48
Savings account	5,425.22
CD account	<u>10,149.83</u>
Total	\$28,176.53

Income Total \$ 2,148.08

Expense Total \$ 1,345.50

Credit Union name change to VIBE. Finance committee needs to meet to discuss next year's budget.

Motion to approve report--Julie Abrams, second--Carol Hoffman. Motion passed 10-0.

IV. Reports/Discussion

A. Library Board--Larry Kilgore

- Library Board budget was adopted.
- Revenues were similar to last year.
- The general library fund was reduced to allow for expenses due to the extended library hours.
- Board officers elected are:  
President--Mark Sturing  
Vice-President--Willie Mena  
Secretary--Scott Teasdale  
Treasurer--Larry Czekaj

B. Assistant Library Director--Margi Karp-Opperer

- The Book-It event will be Friday, April 26, 7-10 p.m.
- Digital Detox Week: April 28-May 4. "Turn on life; turn off screens" is the theme.
- The 2013-14 programs are set.

C. Book Nook--Jim McLean

- The Book Nook is consistently making a profit.
- The Book Nook will have a new manager, Carol Hoffman. Jim McLean will be Assistant Manager.
- Guidelines are needed for antique books, holds, etc.

D. Membership--Carol Hoffman/Sue Johnson

- 339 invitations were sent out for the Patio Party.
- The acknowledgement letter was revised.



E. Friendraiser on the Patio--Barb Brunett

- The committee will meet on April 29 at 10:00 a.m.
- Table covers have arrived and the bill has been paid.

F. President--Pat Brunett

Ideas for the newsletters can be submitted to Pat.

V. Discussion

A. Annual meeting

B. 2013 budget

C. Election--Nine members have requested to remain on the Board. One member is undecided as of this date.

VI. Announcements--none

VII. Next Friends Board Meeting--Wed., May 8, 2013 7:00 p.m.

VIII. Adjournment--8:30 p.m.

Submitted by Julia Abrams, Secretary

**2013-2014 Wish List Items  
Friends of the Novi Public Library  
\$20,000 Gift (December 2012)**

Laminating Machine & supplies	\$2350.00
Featured Collection Signage	\$650.00
Board Book Display(custom built)	\$4500.00
Tabletop Book Displays	\$1,000.00
Paper Roll Cutter Rack/Paper	\$900.00
Clear Play Tunnel	\$50.00
Professional Mother Goose Costume	\$500.00
Art Hanging System for Teen Area/Quiet Study	\$1 650.00
Teen Space Additional Shelving	\$3601.00
Additional Library App Implementation costs	\$2500.00
Portable sound system	\$2500.00
<b>TOTAL</b>	<b>\$20,201.00</b>

**\*\*\* Annual Library Contributions – 2013/2014**  
(Pending approval at June 12, 2013 annual meeting)

Summer Reading Program (Adult/Youth)	\$2500
Battle of the Books	\$500
Community Read	\$2000
Novi Newbies	\$800
Morning Arts Series	\$1 600
Book It	\$500
Engage	\$900
Listen @ the Library	\$3,000
Carryover 12/13 (technology/toys)	\$500
<b>TOTAL</b>	<b>\$12,300</b>

\*\*\*Checks will be provided by the Friends of the Novi Library for payment

## **Student Representatives Report – April 2013**

**Prepared By: Jessica Mathew and Torry Yu**

### **April Recap:**

There were many successful Teen programs in April. Teen Space continues to thrive with 392 kids over 10 sessions during the month. There was also an Animanga Club meeting, with very enthusiastic teens attending.

The Women's National Book Association (WNBA) had its third annual Young Adult authors' panel at NPL, which included four award-winning Michigan authors. This authors' panel was a huge hit with 75 teens and adults in attendance.

### **Volunteers:**

Teen volunteers continue to regularly help out with the many needs of the Library. We are currently seeking volunteers for our Summer Reading Program. Applications can be found on the NPL website or can be obtained within the Library.

### **Upcoming Events:**

TAB Meeting – May 10 @ 3:15

WOW Writing Workshop College Essays Myths and Facts – May 22 @ 7:00

Teen Volunteer Orientation – June 3 & 5 @ 4:30

## **City of Novi Historical Commission Minutes**

**March 27, 2013 - Approved**

**Call to Order:** The Novi Historical Commission was called to order at 2:05 pm, Local History Room, Novi Public Library.

**Attendees:** Members: Roy Prentice, John MacInnis, Lynne Boyle, Kathy Crawford, Liaison: Betty Lang. Student Rep. Namratha Atluri & visitor, Sue Grifor.

**Agenda:** Lynne Boyle moved to approve the Agenda, second by Kathy Crawford, all approved.

**Approval of Minutes:** moved by Lynne Boyle to approve the Minutes of January 23, 2013, second by Kathy Crawford - all approved.

**Finance:** Roy Prentice reported a deposit of \$1600 (\$200/ea) has been sent to the Motor City Marker project for 8 exhibits which will be designed and developed for the City. No other changes to the finance report.

**Liaison Report:** Betty Lang reported that the Genealogy Society will be meeting in Ohio & 1 other item, two matters, 1) City Clerk raised a concern about the time of the meeting of the Historical Commission. The City Clerk still had an evening meeting time on record. The current meeting time of the 4<sup>th</sup> Wednesday of the month at 2:00pm is now recorded as the meeting time for the commission in the clerk's office. The day meeting time caused a problem with a new Commissioner appointed by the City Council. She is not able to meet in the daytime. 2) Betty outlined a new procedure for library speakers & volunteers. The new policy requires a background check & W9 forms be submitted. No background check is required if the speaker is paid a stipend.

### **Updates & Discussion:**

**Historical Commission upcoming expenditures:** There was a follow up discussion about the Motor cities Marker project, \$200 per sign deposit has been sent to the organization, additional expense of \$175. Per sign will be required upon completion of the signs.

**Speaker series:** Kathy Crawford had a large list of potential speakers and topics, Out House design for example. The potential speaker topics caused considerable discussion and meeting attendees contributed several additional ideas. Sue Grifor suggested that we have a speaker on Native Americans, esp since they were living in the Walled Lake area.

**Library Display cabinet:** Julie Farkas has asked the history Commission to assist in getting the History Cabinet refreshed on a regular schedule, in May and June there will be a new display from the Detroit Historical Museum about landmark from the area. Discussion was held about using and paying for additional travelling exhibits.

**Glass etching** will be done in the local History Room showing the new History Commission Logo and scenes from around Novi. Etching will be done by Ryan Trainor.

### **Doors on the local history room:**

Betty has requested that the Commission consider funding the installation of lockable doors on some of the display cabinets in the Local History room for Security. At the request of the Commission, Julie Farkas

obtained three quotes for this work. The costs were discussed, namely \$495 for Oak Doors, other quotes were higher, \$847 and \$1097. Motion was made by Lynne Boyle, seconded by Kathy Crawford to approve no more than \$500 to be spent to provide Lockable doors on one cabinet in the local history room: All approved.

#### **Novi Historic Places Brochure**

Chair, Roy Prentice presented a Historic Places in Novi brochure that he and Novi library intern, Jarell Rashid developed. Two samples were presented, one in 11"x17" format and the other in 8.5"x14" format. The Commission agreed that the 8.5x14" format was the more usable of the two. Roy Prentice will pursue consulting with Sheryl Walsh of the City of Novi to see how to proceed with the approval and publication of the brochure.

Novi Appreciation Dinner is going to be held on April 9<sup>th</sup>, dinner at 5:30 PM, RSVP to the City if you are going to attend.

#### **Ornaments for Sale**

Roy Prentice presented information about a company that custom makes Christmas ornaments. This information was brought to the attention of the commission originally by Julie Farkas. Julie suggested that the commission might want to consider having some of the ornaments made as a fund-raiser for the commission.

There was discussion about preparing a PowerPoint presentation and using other venues, such as SWOCC studios to prepare Novi Historical productions that could be used for presentations about Novi history by Commissioners and other community members.

Meeting ended at 4:10 PM

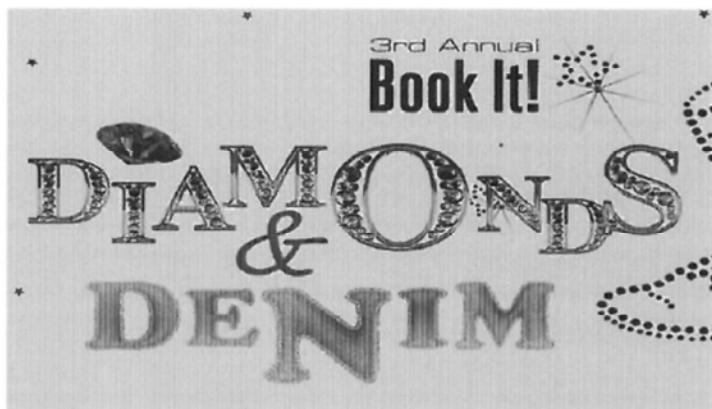
Next meeting April 24<sup>th</sup>, 2 PM, Novi Library

Respectfully submitted, John R. MacInnis, Member

## Diamonds, Denim Digital Detox -- It's a busy week at Novi's library

Written by Cal Stone Staff Writer

hometownlife.com



For information on these programs or to register, visit [novilibrary.org](http://novilibrary.org) or call (248) 349-0720. The Novi Public Library is located at 45255 W. 10 Mile Road.

The Novi Public Library is kicking it into high gear with a pair of events — one that's become a yearly tradition and a new one that takes a step back in time.

The third annual Book It! event, 7-10 p.m. Friday, will include an evening of shopping, sipping and fun under the theme Diamonds and Denim (western wear is encouraged).

Proceeds will benefit the library's Fiction & Electronic Book Collection.

"I cannot think of a more fun way to celebrate a Friday night than with the Novi library — eating great food, enjoying a beverage, listening to great music and shopping," said Julie Farkas, library director. "We will have it all in one place and it benefits an amazing cause!"

The evening will consist of a silent raffle, live auction, music by The Sundowners Duo and food by local eatery Steve and Rocky's restaurant.

Other sponsors include Menchie's Frozen Yogurt, Global Office Solutions, Twelve Oaks, Chasing Fotos, Walmart, Providence Park Hospital and Novi Town Center.

The cost of admission is \$20 for an individual ticket and \$35 for a couple. To purchase, call the library's administrative office at (248) 869-7204. Limited tickets will be available at the door.

### Digital Detox Week

Put down the iPad, turn off your Blackberry and pause the Xbox game — it's time for Digital Detox Week at the Novi Public Library, April 28 through May 4, a fun-filled week celebrating events that encourage everyone to turn off screens and "turn on life."

"I love the concept of Digital Detox because I think it reminds us all that we can sometimes be distracted by our digital devices and lose connections with friends and family," Farkas said. "This week encourages reconnecting and having fun without technology."

<http://www.hometownlife.com/apps/pbcs.dll/article?AID=/201304250650/NEWS13/3042...> 4/28/2013



In partnership with the Novi Rotary and Novi Parks, Recreation and Cultural services, families and friends can participate in a variety of programs throughout the week.

**Family Bike Event:** 10 a.m. to 2 p.m. Sunday, April 28. Meet in the library's main lobby. All ages can enjoy a bike ride using the city of Novi's new paths and explore the wonderful artwork on display by the Detroit Institute of Art's Inside | Outside program. Also, take part in a bike drive by donating used bikes to Detroit-area children. Maps will be provided; registration required.

**Family Game Night:** 7-8 p.m. Monday, April 29. In the library's Whole Meeting Room. See how your skills stack up against other families in the first-ever Pictionary Draw-off. Other games are also available. For all ages; registration required.

**Family Book Discussion:** 7-8 p.m. Wednesday, May 1. In the library's Whole Meeting Room. There is nothing quite as sweet as reading a book together. Join in a discussion and activities related to *The Miraculous Journey of Edward Tulane* by Kate DiCamillo. Upon registration, each family will receive a copy of the book. For ages 7 and older; registration required.

**Family Story Time:** 7-7:45 p.m. Thursday, May 2. In the library's Whole Meeting Room. Enjoy stories, read by local Rotary members, along with music and a craft. For all ages; registration required.

**Decorate Your Own Kite:** 1-2 p.m. Saturday, May 4. In the library's Whole Meeting Room. Prepare for the fifth annual Kite Festival in Lyon Township on June 2 by decorating your own kite and learn about kite safety. For kindergartners and older; registration required.

Community Financial Credit Union awarded Novi Public Library and Novi Rotary a \$1,000 grant which helped fund these fun-filled, family-friendly activities for the community.

# Novi Public Library Thanks all those Involved in the 3rd Annual Book It! Fundraiser!

Posted by [Christina Salvatore](#)

May 3, 2013



Novi Public Library would like to send a big thanks to the community, sponsors, donors, event committee, and all who contributed and participated in the 3<sup>rd</sup> Annual Book It! Fundraiser on April 26. Raising a total of \$11,600 to benefit the Fiction and Electronic Book Collections this “Diamonds and Denim” 3 hour themed night filled the Library with over 150 guests. Immense amount of time and dedication went into planning this event and the Library genuinely appreciates everyone

involved including the 8 sponsors: Steve & Rocky’s Restaurant, Chasing Fotos, Walmart, Twelve Oaks Mall, Novi Town Center, Global Office Solutions, Menchie’s Frozen Yogurt and Providence Park Hospital.

When the doors opened at 7pm, guests were entertained with live music by the talented Sundowners Duo, enjoyed delicious cuisine from Steve & Rocky’s Restaurant, and got the chance to participate in a live and silent auction led by Novi Mayor Bob Gatt. This western event featured an assortment of outstanding prizes from over 70 local businesses and individuals including:

350 Car Wash, Aggie Dorchy, Bagger Dave’s, Buffalo Wild Wings, Black Rock Bar & Grill, Border Cantina, Brian & Lori Burke, Busch’s Market, Carrabba’s Italian Grill, Cassell & Associates, Chamber Music Society of Detroit, China Café, Coca-Cola, Dairy Queen, Diamond Jim Brady’s, Doc Fletcher, Elle Studio, Famous Dave’s, Fanatic U, Friends of Novi Library, Genji Japanese Steakhouse, Gina Agosta Hair Salon, Global Office Solutions, Goldfish, Golf Tech, Harmony Town Barbershoppers, Hattie’s Hallmark, Heavner Canoe Rental, Home Depot, Representative Hugh D. Crawford, The Baronette Renaissance Hotel, Kim’s Garden, Knit 2gether Club, Larson Jewelry Design, Links of Novi Golf Course, Lynette Curtiss, Maisano’s Italian Restaurant, Mark & Elizabeth Sturing, Mary Gantt, Meadowbrook Art, Menchie’s Frozen Yogurt, MGM Hotel/Casino, Millennium Limousines Inc., MJ Laduke, Moe’s on Ten, MSU Tollgate Education Center, Northville Camera Club-Ruth Miller & Ann Wallace, Novi Bowl, Novi Dental, Novi Jewelers, Novi Sports Club, Novi Town Center, One Training, Paradise Park, Pei Wei Asian Diner, Penn Theatre, Perfect Desserts, Pottery Barn, Providence Park Hospital, Rod Arroyo, Shiro Restaurant and Sushi Bar, Steve & Rocky’s, Stuarts Ice Cream, Suburban Collection Showplace, Terry Vogelsong, The Family Puppy, Three Days Gourmet Café, Toasted Oak, Tom Holzer Ford, Tony Sacco’s Coal Oven Pizza, Twelve Oaks, Ulta, Vera Bradley, Vibe Credit Union, Walmart, Wayne Wrobel, Wild Birds Unlimited.

The Novi Library thanks all those involved in this wonderful event and appreciates all the ongoing support the community gives to help fund their collections for their visiting patrons. The hard work and dedication to make this night possible does not go unnoticed!

For more information on Novi Public Library check out [novilibrary.org](http://novilibrary.org) or stop by and visit at 45255 W. Ten Mile Road.

**May 7, 2013 – The Patch.com by Christina Salvatore**



**Novi Public Library now offering downloadable magazines!**

**Novi-** If you own a Novi Public Library card, have a working e-mail account, have access to a computer, smartphone or tablet device and have a love for magazines, then checking out the brand new Zinio digital magazine service is a must.

Zinio is an easy to use magazine service that allows you to select from over 200 popular publications. Us Weekly, Forbes, Family Circle and Good Housekeeping are only a few of the most popular issues that are available. With no due date, multiple users have the opportunity to view the same title at the same time. Ranging from a variety of subjects such as fashion, sports, nature and interior design this newsstand gives individuals a wide selection of magazines of their choice.

Known as the world's largest newsstand, Zinio is available on the Library's website and is accessible through Apple and Android App stores. All users must first visit [novilibrary.org](http://novilibrary.org) to create an account for access to the magazines in the app store and at the Library's website. By following the easy steps you will have the ability to view an unlimited selection of digital magazines right at your fingertips.

For more information about Zinio or The Novi Public Library visit [novilibrary.org](http://novilibrary.org) or stop by at 45255 W. Ten Mile Rd.

# Board & Administrator

FOR BOARD MEMBERS

April 2013 Vol. 29, No. 8

Editor: Jeff Stratton

## Board needs to understand fundraising consultant's purpose

A national study, *Underdeveloped: A National Study of Challenges Facing Nonprofit Fundraising* (<http://www.compasspoint.org/underdeveloped>), reported three out of four executive directors call their board's engagement with the nonprofit's fundraising "insufficient." The study reported that 17% of executive directors surveyed said their board had no involvement with fundraising at all.

Some boards think that if the organization hires a fundraising consultant, their work is done. In reality, it's just beginning. Don't let your board fall into the trap that allows you to pass the buck on fundraising to your overworked executive director.

Consultant Carol Weisman ([www.boardbuilders.com](http://www.boardbuilders.com)) said that she always tells boards that if they hire

a fundraising consultant, they will be working more efficiently, but the board will not be working less.

Boards should understand that financial problems are "We" problems, Weisman said. Unless "We" come up with a solution, "We" won't be able to serve clients should be the board's bottom line, Weisman said.

An outside expert can help the board and staff work together to find solutions to financial issues. Solutions might include selling property, providing fewer services, having more events or creating a secondary source of income, she said.

"The list goes on and on," Weisman said. "Whatever the solution, the board and staff both need to own it." ■

## Try these principles of governance "excellence"

The state of Iowa puts into writing *Principles and Practices for Charitable Nonprofit Excellence*. Here are some tips from the Iowa principles that offer up a good general reminder to boards everywhere about their primary responsibilities:

- **Know the board's primary job.** A board of directors' primary responsibilities are to determine the organization's mission and its policies, to set the organization's overall program for the year and engage in long-range planning, establish the fiscal policy, provide adequate resources for the activities of the organization, select, evaluate and if necessary, terminate the appointment of the chief executive, and develop and maintain communication links to its constituencies and

the community.

- **Avoid micromanaging the executive.** The board should avoid involvement in day-to-day operations of the charitable nonprofit.

- **Stay focused on policy and compliance.** The board sets organizational policies and monitors compliance with them. In making policies for a charitable nonprofit, a board is setting objectives against which to measure the organization. Setting and monitoring policy protects directors from liability where they act in good faith and with due care.

For information, Iowa Nonprofit Resource Center, <http://inrc.continuetolearn.uiowa.edu/topics/governance.asp>. ■



## So, how much does that gallon of paint cost?

My father-in-law just loves big box retailers like Home Depot and Menards. He can spend many happy hours there and knows exactly what everything costs. My father-in-law also enjoys serving on the board of an organization he believes in.

What do these two passions have in common?

Recently the administrator at this organization mentioned to the board that he was planning on repainting the offices, and my father-in-law was curious about how much the administrator was

planning to spend on paint. On and on he went at a meeting, while the administrator sat there getting grilled and realizing his mistake of bringing up a minor management issue at a meeting. My father-in-law thought this was a great board meeting.

Point: Boards need to let the CEO handle day-to-day issues like painting the offices. It's a waste of the other members of the board team's time and talent to grill the CEO on a matter she is perfectly capable of managing, just because you know the price of a gallon of paint. ■

## Guidelines help boards stay free of conflict of interest

The Council of Nonprofits offers these guidelines for boards on remaining free from conflicts of interest:

**1. Have a policy.** The Council of Nonprofits calls this perhaps the "most important" policy a board can put in place. To have the most impact, the policy should be in writing and the board (and staff) should review the policy regularly.

**2. Review conflict situations at meetings.** Annually, at a board meeting, discuss situations that can create board conflicts of interest, the Council of Nonprofits recommends.

**3. Remember the IRS is watching.** The revised IRS Form 990 asks not only about whether the nonprofit has a written conflict of interest policy, but also about the process that a nonprofit uses to manage conflicts and how the nonprofit

determines whether board members have a conflict of interest.

**4. Note conflicts in meeting minutes.** The Council of Nonprofits recommends that minutes of board meetings reflect when a board member discloses that s/he has a conflict of interest and how the conflict was managed.

**5. Ask board members for disclosure.** One process many nonprofits use to determine whether any board member (or staff member) has a conflict of interest is to circulate an annual "conflict disclosure questionnaire" in which board members can put into writing any existing conflicts. This is a good reminder to board members to disclose any potential future conflicts as well.

For information, [www.councilofnonprofits.org](http://www.councilofnonprofits.org). ■

## IRS identifies four best governance practices

In its recently released *Exempt Organizations 2012 Annual Report* and *2013 Workplan*, the Internal Revenue Service identified four best practices for U.S. public charities, according to Venable LLP. They are:

1. Having a written mission statement.
2. Using comparability data when making

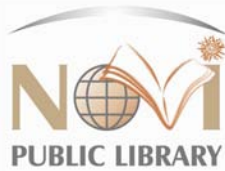
compensation decisions for your executive.

3. Having controls in place to ensure proper use of charitable assets, and

4. Having the full board review the Form 990 before filing.

How does your board stack up on these four areas?

For information, [www.venable.com](http://www.venable.com). ■



## Library Board Calendar

### 2013

<p><b>May 22</b> May 27</p> <p>June 7 June 16 <b>June 19</b> <b>June 19</b></p> <p>July 4 <b>July 17</b></p> <p>August – October <b>August 21</b> August 31</p> <p>September 1 September 2 <b>September 18</b></p> <p><b>October 16</b></p> <p>November 5 <b>November</b> November 15 <b>November 20</b> November 27 November 28</p> <p><b>December 18</b> <b>December 18</b> December 24 December 25 December 31</p>	<p><b>Library Board Regular Meeting, rescheduled</b> Holiday – Memorial Day, Library Closed</p> <p>Friends of the Novi Public Library Friendraiser on the Patio Holiday – Father’s Day, Library Closed <b>Library Board Regular Meeting</b> <b>Library Director Annual Review</b></p> <p>Holiday – Independence Day, Library Closed <b>Library Board Regular Meeting</b></p> <p>Community Reads Program <b>Library Board Regular Meeting</b> Library Closed</p> <p>Library Closed Holiday – Labor Day, Library Closed <b>Library Board Regular Meeting</b></p> <p><b>Library Board Regular Meeting</b></p> <p>General Election Day <b>Annual Library Report – City Council Meeting, TBD</b> Library Staff In-Service, Library Closed <b>Library Board Regular Meeting</b> Holiday – Thanksgiving, Library Closes at 5 p.m. Holiday – Thanksgiving, Library Closed</p> <p><b>Library Board Regular Meeting</b> <b>Library Director – Mid-year Review</b> Holiday – Christmas Eve, Library Closed Holiday – Christmas, Library Closed Holiday – New Year’s Eve, Library Closed</p>
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### 2014

<p>January 1 <b>January 15</b></p> <p><b>February – March</b> <b>February 19</b></p> <p><b>March</b> <b>March 19</b></p>	<p>Holiday – New Year’s Day, Library Closed <b>Library Board Regular Meeting</b></p> <p><b>Budget Study Sessions, TBD</b> <b>Library Board Regular Meeting</b></p> <p><b>Budget – approved to be provided in April to Council, TBD</b> <b>Library Board Regular Meeting</b></p>
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Friends Board Meeting meets the second Wednesday of the month, 7 p.m. at the Library  
 Historical Commission meets the fourth Wednesday of the month, 2 p.m. at the Library