

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, March 25, 2015  
at 7:00 p.m.  
Novi Public Library  
45255 West Ten Mile Road, Novi, MI 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. Introduction of new Library Board Members
  - A. Paul Funk
  - B. Bill Lawler
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
  - A. Approval of Claims and Warrants L528..... 3-4
  - B. Approval of Regular Meeting Minutes – February 18, 2015..... 5-12
  - C. Approval of Budget Session Minutes – February 21, 2015.....13-20
- 6. Correspondence – N/A
- 7. Presentation – N/A
- 8. Public Comment
- 9. Student Representatives Report..... 21-22
- 10. President's Report
  - A. Letter from President David Margolis to Gary & Lola Bernstein, Library Café proprietors.....23
  - B. Goals Full Document July 2014 – March 2015 .....24-33
  - C. Goals Update – March 2015.....34-37
  - D. Welcome Desk Schedule**
    - March 30th: Paul Funk
    - April 6th: Tara Michener
    - April 13th: Craig Messerknecht
    - April 20th: John Lesko
    - April 27th: Ramesh Verma
    - May 4th: Mark Sturing
    - May 11th: Bill Lawler
    - May 18th: Paul Funk
    - May 25th Library Closed
    - June 1st: Tara Michener
    - June 8th: Craig Messerknecht
    - June 15th: John Lesko
    - June 22nd: Ramesh Verma
    - June 29th: Mark Sturing
  - E. Election of Officers – April 15, 2015 (May 20, 2015 new officers take effect)
- 10. Treasurer's Report
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A. Policy Committee (Lesko, Messerknecht– Chair)	
B. HR Committee (Lesko, Verma – Chair)	
C. Finance Committee (Czekaj - Chair, Sturing, Margolis)	
D. Fundraising Committee (Lesko, Sturing – Chair)	
E. Strategic Planning Committee (Messerknecht, Sturing- Chair)	
F. Building/Landscape Committee (Messerknecht, Margolis, Czekaj – Chair)	
13. Public Comment	
14. Matters for Board Discussion	
A. Approval of 2015-2016 Library Budget	

16. Adjourn

**Supplemental Information:**

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**Future Events:**

- Historical Commission Regular Meeting – Wednesday, March 25<sup>th</sup> at 7:00pm, Novi Public Library
- **Library CLOSED Saturday, April 4<sup>th</sup> and Sunday, April 5<sup>th</sup>**
- Friends of the Novi Library Regular Meeting – Wednesday, April 8, 2015 at 7:00pm, Novi Public Library
- **National Library Week (April 12 – 18)**
- Library Board of Trustees Regular Meeting – Wednesday, April 15, 2015 at 7:00pm, Novi Public Library
- Historical Commission Regular Meeting – Wednesday, April 22, 2015 at 7:00pm, Novi Public Library



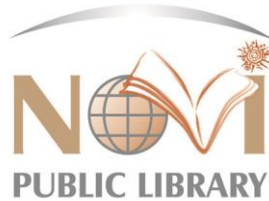
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45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

<b>Warrant 528</b>		<b>March 2015</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Global Office Solutions	CM104055	268-000.00-727.000	\$ 2,248.86
Staples	foam bd; st prot(cc)	268-000.00-727.000	\$ 37.58
CDW-G	Antispam/MS 7.5 Win (100)	268-000.00-734.000	\$ 15,966.00
Comodo Group, Inc.	cc; Intranet SSL Cert (3)	268-000.00-734.000	\$ 149.97
Muniweb	January 2015	268-000.00-734.000	\$ 357.50
SunTel Services	2/1-6/30/15 service contract	268-000.00-734.000	\$ 1,987.00
Tech Logic Corp	CirclT Soft 4/1/15-3/31/16	268-000.00-734.000	\$ 5,824.00
<b>Telsystems</b>	<b>vbrick broadcast</b>	<b>268-000.00-734.000</b>	\$ 230.00
Amazon.com	TV wall mount	268-000.00-734.500	\$ 14.99
CDW-G	Epson Photo Scanner	268-000.00-734.500	\$ 723.98
Telsystems	Crestron Battery	268-000.00-734.500	\$ 177.50
Gordon Food Service		268-000.00-740.000	\$ 62.45
Global Office Solutions		268-000.00-740.000	\$ 590.05
Home Depot	2/10/15; microwave	268-000.00-740.000	\$ 272.64
Sam's Club	2/25/2015	268-000.00-740.000	\$ 61.78
Staples	(paid through TLN dir)	268-000.00-740.000	\$ -
<b>Amazon.com</b>		<b>268-000.00-742.000</b>	\$ 1,215.67
Amazon.com		268-000.00-742.000	\$ 515.61
<b>Barnes &amp; Noble Booksellers</b>	<b>ParenttoParent 21st Cent Skills(35)</b>	<b>268-000.00-742.000</b>	\$ 868.90
Barnes & Noble Booksellers	Joy, Inc. (4)	268-000.00-742.000	\$ 49.92
<b>Brodart</b>		<b>268-000.00-742.000</b>	\$ 2,481.69
Brodart		268-000.00-742.000	\$ 6,134.05
Center Point Large Print		268-000.00-742.000	\$ 300.78
DK Agencies, Ltd.		268-000.00-742.000	\$ 224.90
Ebsco	Phys Desk Ref	268-000.00-742.000	\$ (136.45)
<b>Gale/Cengage</b>		<b>268-000.00-742.000</b>	\$ 710.77
Gale/Cengage		268-000.00-742.000	\$ 758.13
Hachette Book Group	Spark (100); JJ. Ratey (cc)	268-000.00-742.000	\$ 832.80
Multicultural Books & Videos		268-000.00-742.000	\$ 306.45
Thomson Reuters - West	Mi SCAO APPR/cd+pamph	268-000.00-742.000	\$ 200.50
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 501.99
Northville District Library		268-000.00-742.100	\$ 27.00
Ebsco	Harvard Bus Rev.	268-000.00-743.000	\$ 73.74
Michigan.com	Northville Rec;1/30/15-2/29/16	268-000.00-743.000	\$ 61.27
<b>Midwest Tape</b>		<b>268-000.00-744.000</b>	\$ 1,776.53
Midwest Tape		268-000.00-744.000	\$ 504.85
OverDrive		268-000.00-744.000	\$ 1,590.90
<b>Midwest Tape</b>		<b>268-000.00-745.200</b>	\$ 2,111.67
Midwest Tape		268-000.00-745.200	\$ 1,079.84
Bright House Networks Business Solutions	3/1/2015(pcard)	268-000.00-801.925	\$ 167.23
Merchant Billing Statement	Jan-15	268-000.00-802.100	\$ 174.88
Merchant Billing Statement	Feb-15	268-000.00-802.100	\$ 20.80
Konica Minolta	Jamex/Copier Consult	268-000.00-816.000	\$ 200.00
Netech	Serv-CW	268-000.00-816.000	\$ 155.00
Tech Logic Corp	Remote Software Support/AST	268-000.00-816.000	\$ 225.00
<b>H&amp;K Janitorial Service, Inc.</b>	<b>January 2015</b>	<b>268-000.00-817.000</b>	\$ 3,900.00
AT&T	December 23, 14-January 22, 15	268-000.00-851.000	\$ 153.98

TelNet Worldwide		268-000.00-851.000	\$ 523.10
Verizon Wireless	1/29-2/28/15	268-000.00-851.000	\$ 421.36
City of Novi	January fuel charges	268-000.00-861.000	\$ 19.73
Global Office Solutions	HP Poster Paper	268-000.00-880.000	\$ 110.19
Sam's Club		268-000.00-880.000	\$ 31.64
YP	2/1/2015(cc)	268-000.00-880.000	\$ 63.00
Amazon.com	teensp;early lit	268-000.00-880.268	\$ 42.97
Friends of White Lake Township Library	Void ck - Late, Locked In Cancelled	268-000.00-880.268	\$ (400.00)
Janeczek, Shannon	Adt Pgm; I Wrote A Book; 3/25/15	268-000.00-880.268	\$ 50.00
Kroger	yth pgm; Pokemon 2/21/15(cc)	268-000.00-880.268	\$ 32.74
Lagerstrom, Christopher	Late, Locked; 2/27/15 void ck	268-000.00-880.268	\$ -
Marshall, Susan	ESL; 3/3-4/30/15	268-000.00-880.268	\$ 350.00
Alex Delvecchio Ent, LLC	(2name badges)	268-000.00-900.000	\$ 27.04
Engraving Connection	Czekaj/Margolis	268-000.00-900.000	\$ 166.36
Konica Minolta	January 2015	268-000.00-900.000	\$ 303.88
Konica Minolta	February 2015	268-000.00-900.000	\$ 137.41
Consumers Energy	1/10-2/9/15(a)	268-000.00-921.000	\$ 1,962.70
AT&T	2/13-3/12/15	268-000.00-922.000	\$ 24.74
DTE Energy	1/26-2/22/15(a)	268-000.00-922.000	\$ 7,347.46
Cintas		268-000.00-934.000	\$ 211.50
Cintas		268-000.00-934.000	\$ 461.67
Dalton Commercial Cleaning Corp	monthly February	268-000.00-934.000	\$ 425.00
Lighting Supply Company	refund	268-000.00-934.000	\$ (18.36)
Republic Services	February 2015	268-000.00-934.000	\$ 182.66
Signs by Tomorrow	38 signage	268-000.00-934.000	\$ 210.00
Signs by Tomorrow	1sign Art in the Lib	268-000.00-934.000	\$ 30.00
Brien's Services, Inc.	2/1-2/12/15	268-000.00-941.000	\$ 5,655.44
Trugreen	Ice Melt (40 bags)	268-000.00-941.000	\$ 364.80
Konica Minolta Premier Finance		268-000.00-942.000	\$ 999.00
Corrigan Record Storage	February	268-000.00-942.100	\$ 19.24
City of Novi	State of City Add; Czekaj xld	268-000.00-956.000	\$ (20.00)
Delta Airlines	Comp in Lib Conf; 4/26-29/15; Rutkowski(cc)	268-000.00-956.000	\$ 197.20
Farkas, Julie	Budget Study Session 2/21/15	268-000.00-956.000	\$ 34.38
Friendsmich	4/24/15; FOML Farkas + 3 Trustees(cc)	268-000.00-956.000	\$ 80.00
Information Today, Inc.	Comps In Lib 4/25-29/15	268-000.00-956.000	\$ 499.00
Meeting & Travel Consultants, Inc.	Comp in Lib-Wash Hil; 4/26-29/15; Rutkowski(cc)	268-000.00-956.000	\$ 1,027.07
Michigan Library Association	Carpenter; Spring Inst (1day)	268-000.00-956.000	\$ 150.00
Novi Chamber of Commerce	Netwkg Lunch/Auth; Karp-Opperer(cc)	268-000.00-956.000	\$ 140.00
Sam's Club	2/25/2015	268-000.00-956.000	\$ 36.50
Petty Cash			\$ 82.35
<b>TOTAL</b>			<b>\$ 77,874.47</b>
Accounts indicated in red deducted in Period	Ending January 31, 2015	Revenue and Expenditure	Report



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
February 18, 2015**

**DRAFT**

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

**Library Board**

David Margolis, President  
Larry Czekaj, Treasurer  
Ramesh Verma, Secretary  
Craig Messerknecht, Board Member  
Tara Michener, Board Member  
Mark Sturing, Board Member

**Library Board Absent/Excused**

John Lesko, Vice President

**Student Representatives**

Ziyang Huang (departed at 7:13 p.m.)

**Student Representatives Absent**

Ruchira Ankireddygari

**Library Staff**

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

**Guests**

City of Novi Councilmember, Laura M. Casey

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

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A request was made to move Item **9C, Library Café Update by Gary Bernstein** to Item **11F**, under the **Director's Report** on the agenda.

A motion was made to approve the Approval and Overview of the Agenda as amended.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Mark Sturing

The motion was approved unanimously.

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

##### **A. Approval of Claims and Warrants L527**

A motion was made to approve the Claims and Warrants L527 as presented.

1<sup>st</sup> – Mark Sturing

2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

##### **B. Approval of Regular Meeting Minutes – January 21, 2015**

A motion was made to approve the Regular Meeting Minutes of January 21, 2015 as presented.

1<sup>st</sup> – Mark Sturing

2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

#### **5. Correspondence**

A letter of thanks was sent to Information Services Librarian, Maureen Simari, and Mona, a Michigan Works program presenter, for their informative presentation – Job-Seekers Toolbox. The Novi Public Library and Michigan Works partnered to bring this worthwhile workshop to the public.

Emily, a student at Wayne State University, thanked the staff for allowing her to observe the Information Services staff for a class assignment. She plans on returning again in March to continue the observation.

#### **6. Presentation**

##### **A. Recognition of Treasurer, Larry Czekaj, for 9 years of dedicated service to the Novi Public Library Board**

Trustee, Larry Czekaj, has served on the Library Board for nine (9) years as Trustee and held a term of office as Treasurer during this time. He also served on the Building Authority and was instrumental in the construction of the new Novi Public Library building. The Library Board and staff thank him for his dedication to the Novi Public Library.

##### **B. Recognition of President, David Margolis, for 6 years of dedicated service to the Novi Public Library Board.**

Trustee, David Margolis, has served on the Library Board for six (6) years as Trustee and held the office of Treasurer, Vice President and President. The financial contributions he's made to the organization have been valuable. He and his wife, Terry, have also made contributions to the Library in support of youth and older adults. The Library Board and staff thank him for his dedication to the Novi Public Library.

As a former colleague to each of the out-going Library Trustees, City of Novi Councilwoman, Laura M. Casey, thanked each of them for serving on the Library Board and for the tremendous contributions they both provided.

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

There was no public comment.

#### **8. Student Representatives Report**

The Student Representatives Report is provided on pages 13-14 of the February 18, 2015 Library Board packet. Highlights include:

- Programs:
  - Teen Knitting – 3 attended

- Minecraft – 25 attended
- Teen volunteers – 18 attended
- Teen Space - 594 attended
- Teen Advisory Board (TAB) – 17 attended

Upcoming Programs/Events for TAB:

- Manga Club – February 5
- Teen Advisory Board, Chinese New Year Cooking – February 20
- Sit N' Stitch Teen Knitting Group – February 21
- Late, Locked In, and Loud – February 27

The Library is hosting a program on Solomon Northrup's life story (12 Years a Slave) and the TAB has informed the students of Catholic Central, Detroit Country Day and Novi High School of the upcoming program.

## 9. **President's Report**

### A. **Goals Update – February 2015**

The Novi Public Library 2014/2015 Goals for reporting February 2015 can be found on pages 15-19 of the February 18, 2015 Library Board packet.

Highlights for the monthly goals are:

- Goal #1: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
  - Strategy – Consider adding new collections and services.
    - Tactic – Investigate adding new and more interactive play components for youth.
      - Inquiring with Burgeon Group to look into new play components.
  - Strategy – Partner with City of Novi and Novi School District.
    - Tactic – Engage IT departments in g quarterly meetings to review opportunities for resource sharing, technology best practices and education.
      - City and Schools to participate in meeting and demo of visual tour from LunaTech3D.
    - Tactic – Maintain open communication between Library and City Facilities departments through regular meetings.
      - Established quarterly meeting schedule and held first meeting on January 27, 2015.
- Goal#2: Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.
  - Strategy – Investigate and implement changes that save money.
    - Tactic - Work with managers for budget planning
      - Held budget sessions with all managers.
  - Strategy – Seek funding through grants.
    - Tactic – Investigate opportunity for 3-D printer grant funding.
      - Grand not awarded to Library.
    - Tactic – Investigate opportunity for a Teen materials grant.
      - Potential grant would be \$5000 from YALSA/ALA for Young Adult collection growth in all formats.
    - Tactic – City Council Early Budget Input Session, January 10, 2015
      - Trustee Margolis and Director Farkas attended.





- Attending the MLK Day celebration at Brightmoor Church with other members of the City and community.
  - Tactic – Increase activities with Novi and other area school districts.
    - Met with Novi Meadows Media Specialist and Novi School District Instructional Coaches to begin planning 2015 Summer Reading Program school visits.
  - Tactic – Investigate and add new collections/pathfinders based on interests and needs of patrons.
    - Updated youth DVD “Classic Movies” list.
    - Created new youth DVD list “Once Upon a Time and other Fantastical Tales” for binder and website.
    - Medical/health section added to Homework Resource Center.
- Goal#6: Promote the Library in Novi’s residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.
  - Strategy – Increase awareness of services, collections, programs and technology.
    - Tactic – Promote NPL through participate in community groups.
      - NPL and other Neighborhood Library Associate members now sharing event info in each other’s newsletters.
- Goal#7: Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library’s services, collections, programs and technology.
  - Strategy – Review past fundraising and plan future fundraising.
    - Tactic – Continue “On the Road” series.
      - Fall trip is being planned
    - Tactic – Scrapbook for a Cause
      - Scheduled for Saturday, February 28, 2015. This event is sold out with over 20 attendees; two vendors will be in attendance; Tony Sacco’s Coal Oven Pizza and Penn Station are providing the food for the attendees.
- Goal#8: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
  - Strategy: Maintain best practices and policies.
    - Tactic – State Aid Report
      - Report submitted to Library of Michigan January 28, 2015.
    - Tactic – Determine how to better serve special needs groups.
      - Julie Farkas and Wendy Teagan met with Rehab Managers at New Horizons.

Trustees inquired about the status of the QSAC standards. Mary Ellen Mulcrone stated that the Library has acquired Level 1 of the three levels of standards, which needs to be resubmitted every three years. The Library is still committed to the process of being granted all three levels.

**B. Consideration for adding a new Committee – Events/Marketing**

After Board discussion, it was determined to change the Fundraising Committee to Events/Marketing Committee. The Trustees were opposed to having a Board member involved on a regular basis in the daily planning of events. The role of the Board members would be to push out information and make the public aware of upcoming events and introduce programs.

**10. Treasurer’s Report**

**A. Library Budget 2014-2015**

The 2014-2015 Budget dated March 19, 2014 with updates dated December 17, 2014 and January 31, 2015 is included in the February 18, 2015 Library Board packet on pages 20-22.

## **B. Library Financials and Contributed Fund**

The Library Financials and Contributed Funds for period ending January 31, 2015 are located on pages 23 -27 of the February 18, 2015 Library Board Packet.

Trustee Margolis provided a hand-out of the Library's 2014-2015 Budget Comparisons dated February 18, 2015 to be used as reference for the Budget Study Session scheduled for Saturday, February 21, 2015. The document includes the fiscal year periods of 2011/12; 2012/13; 2013/14; the current fiscal year's budget; and the forecasted 2015/16, which will be discussed at the Study.

The Treasurer indicated that based on the usage of the 2014/15 budget, they don't anticipate using all of the projected fund balance that was allocated. It is anticipated that there will be approximately \$150,000 less of the fund balance used, so instead of the approved \$490,000, it is anticipated only \$350,000 will be utilized. The Director and staff have done a wonderful job with keeping on the right side of spending.

The Balance Sheet shows a Total Liabilities and Fund Balance for the 268 account at \$2,909,882.20. The Balance Sheet shows a Total Liabilities and Fund Balance for the 269 Contributed Fund at \$1,608,161.98.

President Margolis thanked Treasurer, Larry Czekaj, for his service to the Library Board.

## **11. Director's Report**

The Director's Report is provided on pages 44-48 of the February 18, 2015 Library Board packet.

- As a fundraiser for the Library, Julie Farkas is working with Michael Korson from myCouponGenie to save Novi residents hundreds of dollars from local merchants with the use of the myCouponGenie app, which can be downloaded on their iPhone or Android device.
- On Tuesday, April 28, 2015, 7 p.m. at the Novi Middle School, the Novi Public Library and the Novi Community Schools have teamed up to talk about Students for Success – A School District Reading Together. There will also be a meet the author event with Dr. John Ratey, who wrote the book "SPARK, The Revolutionary New Science of Exercise and the Brain." The book is available for check out at the Novi Public Library, at your Novi School library, or can be purchased at Barnes & Noble in Northville.
- On Wednesday, March 18, 2015, the Novi Public Library, City of Novi, and Novi Chamber of Commerce are co-hosting an Author Presentation & Networking Lunch with Richard Sheridan, CEO of Menlo Innovations. The event will take place at the Novi Civic Center starting at 11 a.m. Sponsors for the event are Interior Environments and Eberspacher with lunch being provided by Carrabba's Italian Grill of Novi.
- A fun event for your Grades K-12 will be held at Paradise Park on Friday, April 17, 2015. Students will enjoy laser tag, miniature golf, climbing walls and many other activities. Please see the Library's website for times and costs.

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

The Public Service Report, provided by Assistant Director Margi Karp-Opperer, can be found on pages 31-32 of the February 18, 2015 Library Board Packet.

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

The Building Operations Report is provided by Assistant Director Mary Ellen Mulcrone, can be found on the page 33 of the February 18, 2015 Library Board Packet. Highlight includes:

- Transitioning of the telephone system took place in January 2015 separating service from the City's system to a standalone. The menus are slightly different, but no major issues. There was a cost savings with the transition which came in at half the anticipated cost.

A Trustee inquired if the Library was on a maintenance schedule for items such as filters, light bulbs, painting, etc. The filters and painting are on a schedule, but the light bulbs are not, but replaced when necessary.

The Trustees thanked our Facilities Department – Keith Perfect, Bill Bembeneck and Matt Vuich for their hard work with the upkeep of the Library's building and grounds.

**C. Library Usage Statistics**

The January 2015 statistics are located on pages 34-42 of the February 18, 2015 Library Board Packet.

**D. Friends of the Novi Library**

The Friends of the Novi Library didn't hold a meeting in January 2015.

The Friends provide a monthly newsletter which is sent out electronically to their membership informing them of upcoming programs and events happening during the month. There are very few newsletters that are mailed now as most members receive them through emails.

The Friends announced this year's featured author for the Friends Author Luncheon to be held at Fox Hills Golf & Banquet Center on Tuesday, May 12. This year's author is Chris Zimmerman, author of six (6) Michigan-based mysteries, and Michigan resident.

**E. Novi Historical Commission - October**

There was no report provided.

**F. Library Café Update by Gary Bernstein**

There was no report provided.

On January 23, 2015, Director Julie Farkas, and Trustee Tara Michener, met with Café owner Gary Bernstein to discuss his intentions with the Café and the delay in providing the back payments that were promised to be made, and had not at the time of this meeting.

Gary Bernstein was asked to attend the February 18, 2015 Library Board meeting, but declined due to prior commitments.

There was a great deal of discussion regarding the Café and its future at the Novi Public Library. Comments included:

- Is the owner committed to operating the space?
  - Not 100% committed to business and growing of business; not marketing business and taking advantage of opportunities.
  - Expectations have not been met – no follow through.
- How to fill the space if vacated?
  - Offer to another vendor
  - Vending machines
  - Close down completely
- Café is very good for Library. Have had no complaints or negativity from patrons.
- Equipment is owned by the Café, not the Library.
- Would like another vendor, not vending machines.
- Recently renewed contract for three years to continue relationship.
- Asking staff to provide superior customer service and the Café represents the Library, but find that they provide a mediocre service. Like to give another vendor the opportunity to house this space.

## **12. Committee Reports**

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

There was no report provided.

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

There was no report provided.

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

There was no report provided.

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

There was no report provided.

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

There was no report provided.

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

There was no report provided.

The Fundraising Committee will now be known as the Events and Marketing Committee.

## **13. Public Comment**

There was no public comment.

## **14. Matters for Board Discussion**

There are no items for Board Discussion.

Trustee Lesko will now assume the President's position for the March and April 2015 Library Board meetings. At the April 2015 Board meeting, elections will be held for open positions.

A motion was made to have Craig Messerknecht as Treasurer to complete the term until a new Treasurer is chosen.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Mark Sturing

The motion was passed unanimously.

David Margolis offered his services to Trustee Messerknecht if needed for the March 2015 Board Meeting.

Trustee Margolis thanked his fellow Trustees, Director Julie Farkas, and the staff, and considered it a privilege and honor to be associated with them.

## **15. Adjourn**

A motion was made to adjourn the meeting at 8:36 p.m.

1<sup>st</sup> – Craig Messerknecht

2<sup>nd</sup> – Ramesh Verma

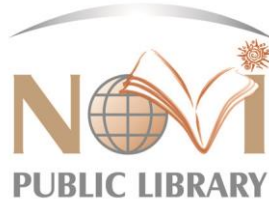
The motion was passed unanimously.

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Ramesh Verma, Secretary

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Date



**CITY OF NOVI LIBRARY BOARD  
MINUTES, SPECIAL MEETING  
BUDGET STUDY SESSION  
February 21, 2015**

**DRAFT**

**Call to Order and Roll Call**

**Library Board**

David Margolis, President  
Ramesh Verma, Secretary  
Craig Messerknecht, Board Member  
Tara Michener, Board Member  
Mark Sturing, Board Member

**Library Board Absent/Excused**

Larry Czekaj, Treasurer (8:10 a.m. arrival)  
John Lesko, Vice President

**Library Staff**

Julie Farkas, Director  
Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by David Margolis, President, at 8:02 a.m.

Documents provided at meeting:

- 2014 – 2015 Budget Comparisons with New Budget Proposal 2015/2016 and Projection 2016/2017 (Provided by Trustee Margolis)
- How Novi Public Library Compares With Other Communities
- City of Novi Fiscal Fitness, November 2010
- Budget Narrative 2015-2016
- 2015-2016 Proposed Budget (Draft 1: 2/21/2015)

**2014-2015 Budget Comparisons with New Budget Proposal 2015/2016 and Projection 2016/2017 (Provided by Trustee Margolis)**

Disregard the document provided at the February 18, 2015 Library Board meeting as this document has been updated with figures provided following the Library Board meeting.

Account 268: The document shows the F/Y/E 2011/2012; F/Y/E 2012/2013; F/Y/E 2013/2014; 2014/2015 Adopted Current Budget; Extrapolated F/Y/E dated June 30, 2015; Second Year Forecast for 2015/2016 from March 19, 2014 compared to the Initial Proposal for the New Budget 2015/2016; and the Initial Projected 2<sup>nd</sup> Year 2016/2017 Budget.

The usage of the Contributed Fund 269 is used for expenses that typically exceed six (6) figures, and the Library's Operating Fund 268 expenses will typically fall below \$100,000. This also falls suit with the Investment

Policy – 269 Long-term to obtain better returns; there are still reserves in the 268 account for technology, furniture, etc.

The 2015/2016 Budget for the Contributed Funds 269 will be provided prior to the end of the 2014/2015 fiscal year for approval.

### **How Novi Public Library Compares With Other Communities**

Director Farkas provided a comparison of other libraries throughout the United States showing their population and how the Novi Public Library compares with those with populations both higher and lower than ours. On average, the Novi Public Library meets or exceeds others with higher populations. The comparisons include: circulation, attendance, holdings, computer user sessions, number of computer terminals, and revenue as a percentage of expenditures, registered users, programs, and hours of operation.

Another part of this document is the National Citizen Survey findings for the City of Novi dated November 2014. The last study was taken in 2006 and the findings show that the City of Novi's overall rating has increased. There were only a few areas that need to be addressed – community engagement is weak and street repair ratings have declined, otherwise the City of Novi provides an exceptional quality of life and our residents feel safe.

### **City of Novi Fiscal Fitness, November 2010**

The Novi Public Library has a great relationship with the City of Novi departments. We primarily use the services of Human Resources and the Finance Department to assist with our operations. This document shows that the Library saves approximately \$109,000 by not having to replicate services. The Library is funded by a dedicated millage.

### **Budget Narrative 2015-2016**

#### **1. 2014-2015 Unexpected Costs (as of January 31, 2015)**

Account: Computer Equipment - 268-000.00-734.500 – Estimated cost of \$1,400 to replace a server (pending further investigation).

Account: Building Maintenance - 268-000.00-934.000 – unexpected costs that have already been paid - \$16,941.67 (already included in year-end)

Water Leak on February 15, 2015 - \$1,586.95 (have not received invoice to pay as of this date)

Account: Grounds Maintenance – 268-000.00-941.000 – costs that have already been paid - \$4,172.87; anticipate an approximate additional expense of \$10,000 to cover the increase in the cost for salting. Mary Ellen Mulcrone and facilities staff have done a great job with the regular maintenance of the building and grounds.

#### **2. Capital Improvements for Novi Public Library**

##### **a. Grounds Repairs**

- \$15,000 estimated concrete repair of walkways and patio.
- \$1,500 estimated bed improvements and plant replacement in spring

Plan to have both projects completed in the 2014/2015 fiscal year. Neither has been sent out for bid, just received quotes.

The asphalt is still under warranty from the building construction. Rob Hayes, from the City of Novi, is assisting the Library with working with the contractor to have the work completed. The repairs should be finished by the end of June 2015.

##### **b. New Van/for Outreach Services (information compiled by Julie Farkas, Mary Ellen Mulcrone and Wendy Teagan)**

The present Library van is a 2002 Ford Econoline E150 which was purchased on 2/6/2002 at a cost of \$20,434.65. The vans current miles show 26,081.

The Library has investigated coordinating efforts with the Novi Senior facility to use their vehicle to make deliveries to the various senior communities. We provide service to approximately 190 patrons each month. Fox Run is not included in the service area as they already have in-house services.

With the shared usage, the Library would:

- Pay mileage
- No CDL is required
- Move the lift from the present van to the City's van for the lifting/lowering of book carts.
- The Library would sign-out for the usage of the City's van
- Sell the Library's van
- Library not have the vehicle expense it presently has with owning its own vehicle

The Library doesn't want to end the Outreach services.

**c. Traffic Study and Option for Library Parking Lot/Entrance**

Memo dated January 9, 2015 indicates options provided by the study. The options listed below are the two best, which is at an estimated cost of \$115,000.

1. The existing Library access drive on 10 Mile Road should be widened to provide two exiting lanes, one marked and signed for left turns and one marked and signed for right turns.
2. A secondary access route should be created by providing a two-way local driving connection between the Library and Novi Way. This route would provide a much-needed signalized egress for Library patrons desiring to go west, and it would also provide for convenient local traffic circulation (not involving the use of 10 Mile Road) between the Library, High School, and City Hall. Creating this route would require High School agreement. City staff investigated further and determined that approximate costs would be \$53,000 for improvement #1 and \$62,000 for improvement#2. Estimated cost: \$115,000.

Per conversation with Rob Hayes on 2/19/2015 this would be the preferred option for the City to propose during a future City goal setting session (date not determined yet for next meeting). His team would work closely with the Library to expedite the process working with planners and contractors to complete the project. The City would also continue conversations with the Novi School District. Ideally, the project could be shared by 3 partners.

The shared expenses would be with the City of Novi, Novi Public Library and the Novi Schools each sharing one third of the costs. These funds have been included in the budget.

A trustee stated that he would advocate using the Library's fund balance to solve the problem with expanding the entranceway. They'd like to encourage either a two-way or three-way cost share to fix the traffic flow.

New signage is being created first to see if it helps with traffic flow prior to expending funds.

Trustees offered to commit to spending \$40,000 to take the lead with the project.

The City of Novi will create the plans.

**d. Bioswales**

The bioswales on the Library's property have not been maintained properly and are not appealing. The parking lot's location is in the worst condition; the one located between the High School and the Library is a little better with 50% in good condition; and the one located directly behind the Library the best with 75% of the plants in good condition. Bioswales should be attracting and encouraging insects, butterflies and bees to the plants. Bioswales should be self-maintaining once established. The estimated cost to bring them back would be approximately \$16,800 (included in the budget). Once brought back to proper order, signage would be placed to educate the patrons. A trustee suggested having a sponsorship for the garden project, or seeing if there was an opportunity for a Michigan State University student/intern to take on the project of restoring the gardens.

**e. Refinish Corian countertops in the Library (\$1,500)**

The costs are included in the budget, but would have to request a quote.

**f. Replace/Reupholster some of the furniture in the Youth Area (\$9,000)**

The Library's furniture gets a lot of usage. The cost to replace/reupholster is included in the budget.

It was suggested preparing a list of maintenance projects and have a study done by a company to assess a maintenance plan – average cost \$5,000.

**3. Personnel**

**a. Minimum wage increase**

As of September 1, 2014, the minimum wage increased to \$8.15 per hour. On January 1, 2016, the rate will increase to \$8.50; January 1, 2017, \$8.90; and January 1, 2018, \$9.25 per hour. This rate increases, but does not for the other staff.

**b. Employee Compensation for 2015-2016**

Director Farkas didn't request a salary increase or stipend for the staff so as not to use as much of the fund balance. Salaries are 70% of the budget and the Director was directed to bring this percentage down to 60% of the budget.

The Library is adapting a new Performance Management tool starting in April 2015, which mirrors the City of Novi's. (Performance Management Appraisal Report provided in Narrative)

It was suggested that the Director reconsider a one-time stipend or percentage increase and build it in the budget - \$20,000 - \$25,000. The Library Assistant/Shelver staff would not be included in this increase. The Director is to bring back to the Library Board the dollar amount based on a 1% - 1.5% salary increase. It would be the Director's responsibility as to how to distribute the funds.

**c. Consideration for a Part-Time Teen Space Monitor**

The Teen Space has done well since its inception.

The cost to the Library to have a consistent monitor on-site is \$1,800.00 per year. This person would be on-duty from 2-5 p.m. daily (when school is in session), 15 hours per week. This person must be able to work well with students, build a relationship with the teens, follow rules of conduct, and monitor the space. With this arrangement, it would free up Library staff from monitoring the room. This monitor would be considered an employee of the Library.

**4. Technology (Budget 734.000/734.500)**

The Library has earmarked 68 computers (first and second floor reference, public kids and public adults) to be replaced in 2015/2016 fiscal year at a cost of \$64,800. The old computers would be recycled, placed in auction, or donated.

In the 2016/2017 fiscal year, 59 computers (Express, catalogs, lab, Rosetta Stone, Universal Access, SAM monitors, IT facility, Creation Station) are to be replaced at a cost of approximately \$56,200.

In the 2017/2018 fiscal year, 27 computers (staff – Administration, Information Services – first and second floor, circulation desk, and Welcome desk) are to be replaced at a cost of approximately \$25,700.

In the 2018/2019 fiscal year, 30 computers (self-checks, AST room, Holds desk, circulation staff, tech services) are to be replaced at a cost of approximately \$28,588.

There would be a two-year break and then begin the cycle again in 2021/2022.

**5. What has been the fund balance overage/usage over the past few years?**

- Fiscal year 2008-2009 \$427,650.55
- Fiscal year 2009-2010 \$409,509.00
- Fiscal year 2010-2011 (\$83,127.00)
- Fiscal Year 2011-2012 (\$129,771.35)
- Fiscal Year 2012-2013 (\$198,873.94)



- Fiscal Year 2013-2014 (\$267,316.17)

**6. What is currently under warranty with the Library building?**

Most of the new building warranties were for one or two years. One contractor, Nagle Paving, had an extended warranty for five years. A list of vendors is provided in the narrative with the number of years each of the products will be under warranty.

**7. What fines are currently outstanding for our NPL (Novi Residents) patrons?**

- Unpaid overdue fines for 2012-2013 for Novi card holders = \$14,283.80
- Unpaid overdue fines for 2013-2014 for Novi card holders = \$12,979.80

Patrons can pay fines online or at the Library by using cash, check or credit card. A suggestion to have fines paid at the self-check stations be provided a discount or be abated.

**8. Café**

The Trustees stated that the café doesn't provide a good reflection on the Library and they feel that the Library is being taken advantage of. Once the lease was renewed, there has been a noticeable downslide. The Trustees have asked Director Farkas to put together a letter indicating that the owner is in default of his lease agreement.

**9. What has been the usage of the building for the additional hours added since September 2013 vs. 2014?**

There has been a sizeable increase in patron usage from September 2013 vs. September 2014 with the change in hours. A contributing factor is also the increase in the meeting room usage.

**10. What is the benefit to being a part of the TLN shared automation system and cooperative?**

The patrons of Novi are benefitting considerably with the Library being in the Shared System by sharing the costs. See chart of services provided and the savings incurred which is included in the Narrative.

**11. Overdrive Statistics for Downloadables in the TLN Cooperative**

OverDrive reports an overall increase of 33% in checkouts for 2014 vs. 2013; an increase of 32% in eBook checkouts for 2014 vs. 2013; and an increase of 38% in Audiobook checkouts for 2014 vs. 2013.

**12. Friends Wish List 2015-2016**

Each year, the Friends request a list of items that the staff/departments would like to have the Friends provide for the Library that would be over-and-above what could be expensed from the budget. A Trustee noted that the tool cart and tools for facility department at a cost of \$600 might be donated by an area home improvement store, i.e. Home Depot, Lowe's, or the new Menards being built in the area.

A break was taken at 9:48 a.m.

The Budget Study Session resumed at 10:02 a.m.

**2015-2016 Proposed Budget (Draft 1: 2/21/2015)**

Looking at the 2015-2016 Draft Proposed Budget dated February 21, 2015, the chart shows the 2013-2014 Audited and Budgeted amounts; 2014-2015 Approved and the Estimated Year-end figures; 2015-2016 Projected and Proposed budget; and the 2016-2017 Projected amounts. There is not a lot of change between the 2015-2016 Proposed budget and the 2016-2017 Projected budgets. The Property Tax revenue numbers have been verified by the City with a proposed 4% increase for the 2017-2018 fiscal year.

The Board approved an appropriation from the fund balance of \$490,000, but expects to have a fund balance usage of approximately \$313,000 (\$177,000 less) barring any unforeseen major expenses. Director Farkas has already included the unexpected costs listed in the February 21, 2015 narrative.

The air curtain, plumbing and phone system have all come in at a lower figure than was budgeted for. The plumbing was expensed from the previous fiscal year so this year wasn't impacted. The air curtain was

budgeted for \$24,000, but the Library only paid \$7,600. The phone system update was budgeted for \$15,000, but only \$9,000 was spent.

A Trustee stated that the funds required to bring the Bioswale back to fruition might be spent from the Contributed Funds 269 instead of from the Operating Funds 268.

### **2015-2016 Proposed Budget - Revenue**

- Property Tax Revenue 403.000 – budgeted \$2,449,491 This figure provided by the City of Novi. Anticipate a 4% increase in 2016-2017 fy and 2017-2018 fy.
  - State Aid 567.000 – budgeted \$27,000 State of Michigan allocates funds two times per year. Should receive the second installment for the 2014-2015 fy by the end of June 2015.
  - Library Book Fines 657.000 – \$70,000 Fines collected for print/audio materials
  - Interest on Investments 664.000 - \$24,000 Unknown figure
  - Unrealized gain (loss) investment 664.500 - \$0.00. Unknown figure
  - Miscellaneous Income 665.000 - \$16,500 Flashdrives, earbuds, print outs, library cards
  - Copier 665.100 - \$2,200 Public usage
  - Electronic Media 665.200 - \$200 Fines for DVDs
  - Adult Programming 665.289 - \$0.00
  - Library Fundraising 665.290 - \$3,000 On the Road; misc.
  - Meeting Room 665.300 - \$28,000
  - Gifts and Donations 665.400 - \$6,000 Annual letter; myCouponGenie
  - Novi Township Assessment 665.404 - \$6,000
  - Library Café 665.650 - \$5,000 10% of sales; 3 year lease expires June 2016
- Total Revenue: \$2,714,391** (Increase of \$90,000 from what was previously projected)

### **2015-2016 Proposed Budget – Expenditure**

#### **Personnel Services**

- Permanent Salaries 704.000 - \$914,000 Full Time Employees (19)
  - Wages (non-pensionable) 704.200 - \$0.00
  - Temporary Salaries 705.000 - \$609,000 Part-time Employees (51)
  - Social Security 715.000 - \$122,300 7.65% of salaries
  - Insurance 716.000 - \$235,147 Anticipated 12% increase annually per City
  - Insurance Employee Reimbursement 706.999 – (\$43,202) Employee contribution co-pay
  - Pension DB 718.000 - \$0.00 Fully funded
  - Pension Defined Contribution 718.200 - \$26,400 City provided figure
  - Unemployment Insurance 719.000 - \$0.00
  - Workers' Comp 720.000 - \$4,300 Policy the Library pays into
- Total Personnel Services \$1,870,945.00**

A Trustee asked the Director to provide the Board with a comparable number of full time employees (19) and part-time employees (51) with other libraries of our size.

In regards to the Wages (non-pensionable) 704.200 account, Director Farkas was prepared to bring back to the Board the cost for 1%, 1.5% and 2% increase for the staff, but the figures are up for discussion. Trustees gave Director Farkas a \$25,000 figure to work with, which equals a 1.5% increase.

**Total Personnel Services \$1,895,945.00 (revised showing the funds added to account 704.200)**

#### **Supplies**

- Office supplies 727.000 - \$23,000 Toner cartridge cost increase; investigating other options for printing
- Postage 728.000 - \$700 Mailings
- Computer Software/Licensing 734.000 – \$86,400 Phone maintenance plan; Dell, VMware This figure has decreased from the previous budget year
- Computer Supplies Equipment 734.500 - \$28,000

- Operating Supplies 740.000 - \$30,000 Toiletries; book supplies
- Desk, Chairs, Cabinets, etc. 740.200 - \$800.00 Local History Room table repair
- Uniforms 741.000 - \$300

### **Materials**

- Books 742.000 - \$195,000 Reduced based on need; HQ software usage
- Book Fines 742.100 - \$1,000 Fees to other libraries for patron loss
- Library Periodicals 743.000 - \$23,800 Increase based on cost/need; print and downloadables (example: Zinio)
- Audio Visual Materials 744.000 - \$71,000 Downloadable books (ex. OverDrive)
- Electronic Media 745.200 - \$51,000
- Online (Electronic) Resources 745.300 - \$55,000 Lower based on usage/need; Gale Resources Courses

**Total Supplies & Materials \$566,000**

### **Services & Charges**

- Public Information (cable) 801.925 - \$1,000 Cable fees
- Bank Services 802.100 - \$2,000 Credit card transactions
- Independent Audit 803.000 - \$700 Completed through City of Novi (October)
- Medical Services 804.000 - \$300 New employee physicals (ft/pt)
- Legal Fees 806.000 - \$1,000
- Memberships & Dues 809.000 - \$4,500 MLA (ft only), PLA, ALA(institution only), Rotary, OCHR, ABWA
- Professional Services 816.000 - \$4,000 IT consulting fees, In-service
- Custodial Services 817.000 - \$46,800 Increase based on bid from 8/20/14
- TLN Central Services 818.000 - \$4,500 Delivery 5 days a week
- Telephone 851.000 - \$11,500
- TLN Automation Services 855.000 - \$56,000 Online catalog, datamailers, TLN services
- Gasoline and oil 861.000 - \$500 Van usage/Outreach changes
- Mileage 862.000 - \$300
- Community Promotion 880.000 - \$11,800 Promotional items; Muniweb services
- Library Programming – Book It 880.267 - \$0.00 Seeking other fundraising options
- Library Programming 880.268 - \$22,500 Increase due to SRP changes; prizes
- Adult Programming 880.271 - \$0.00 On the Road costs
- Printing, Graphic Design, Publishing 900.000 - \$29,500 Engage
- Property & Liability Insurance 910.000 - \$13,200 Provided by City
- Insurance deduct/Uninsured claims 910.001 - \$0.00
- Heat 921.000 - \$11,000
- Electricity 922.000 - \$103,000 Open longer/after hour events
- Water and Sewer 923.000 - \$5,500
- Building Maintenance 934.000 - \$80,000 Unexpected costs for 2014-2015  
\*The Library Board has chosen to increase the budget for this line to \$90,000
- Vehicle Maintenance 935.000 - \$1,500 Brake repair and ignition repair in fall 2014
- Grounds Maintenance 941.000 - \$28,600
- Office Equipment Lease 942.000 - \$12,000 Copier lease
- Records Storage 942.100 - \$300
- Conferences & Workshops 956.000 - \$14,500 PLA this next fiscal year

**Total Services & Charges \$476,500 (includes the additional \$10,000 for Building Maintenance)**

A Trustee suggested that DTE be contacted to do an energy audit of the building. Also suggested was the timing of the parking lot lighting be reviewed.

## **Capital Outlay**

- Grounds Maintenance 941.000 - \$71,400 one-third of the traffic study; sidewalks; three (3) Bioswales
- Data Processing – Computers/Equipment 976.000 - \$64,800 Workstations for public (68); workstations for 2016-2017 (59)  
The Trustees asked if we need all 68 public workstations.
- Furniture 990.000 - \$10,000 Reupholster youth chairs/couches

### **Total Capital Outlay \$146,200**

**Total Expenditures \$3,084,645 (includes \$25,000 salary stipend/increase; \$10,000 Building Maintenance)**

**Total Fund Balance usage \$370,254 (includes \$25,000 salary stipend/increase; \$10,000 Building Maintenance)**

The parking lot is scheduled to be sealed in 2017. A Trustee suggested that the parking lot be sealed after this winter in the 2015-2016 fiscal year after it is recoated. Suggested using funds from the Contributed Funds 269 account for this project.

Installation of the sidewalks 2015-16 fy, but pay for in 2014-2015 fiscal year.

It is believed that in the 2017-2018 fiscal year the Library will reach the breakeven point or better for the fund balance.

Trustee Margolis offered to meet with the newly appointed trustees with Director, Julie Farkas, when the meetings are scheduled.

A motion was made to cancel the March 14, 2015 Budget Study Session.

1<sup>st</sup> – Mark Sturing  
2<sup>nd</sup> – Larry Czekaj

The motion was approved unanimously.

## **Adjourn**

A motion was made to adjourn the meeting at 11:18 a.m.

1<sup>st</sup> – Craig Messerknecht  
2<sup>nd</sup> – Tara Michener

The motion was passed unanimously.

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

\_\_\_\_\_  
Date

## Student Representative's Report

February 2015

By: Ziyang Huang and Ruchira Ankireddygari

### Attendance:

Manga Club – 2

Teen Book Club – 5

Knitting Group – 0

Teen Volunteers – 7

Teen Space (12) – 396, averaging 33 students per session

### Upcoming Programs:

Teen Advisory Board Mar 20

Writing Contest Deadline Mar 20

Teen Empowerment Program Mar 28

# Novi Public Library

Teen Newsletter - March/April 2015



## CELEBRATE TEEN TECH WEEK MARCH 8-14: "LIBRARIES ARE FOR MAKING"

Teen Tech Week is from March 8-14. This year's theme is "Libraries are for Making." Visit the 1st Floor Information Desk to pick up a make-and-take craft to work on yourself, at the Library or at home!



## TEEN WRITING CONTEST

High-schoolers: Let your creativity flow by entering a poem or short story into the Novi Public Library's Teen Writing Contest. The contest entries are due to the 2nd Floor Information Desk by 6pm on March 20. Please visit the 2nd Floor Information Desk or the Teen Page on the Library website for a copy of the official contest rules and guidelines. Winners will be announced after April 1.

## GENES IN DISEASES AND SYMPTONS (GIDAS): High School Club connects scientists and the public

Do you want to learn more about diseases and what you can do to prevent them? On March 20, from 4:30-5:30pm, Dr. Inhan Lee, President of the non-profit research organization miRcore, will be at the Library to discuss the role of genetics in health and personalized medicine, and what we can do to help scientists conduct genetic research so that we can reduce the effect of diseases in our community.



## Upcoming Teen Programs

®=Registration Required. Call 248-349-0720 or visit [www.novilibrary.org](http://www.novilibrary.org).



### TAB Meeting

Friday, March 20, 2015

3:30-4:30pm

Friday, April 17, 2015

3:30-4:30pm

Grades 9-12



### ®Manga Club

Thursday, April 2, 2015

4-5pm

Grades: 6-12



### ® Super Smash Bros. Tournament

Monday, April 6, 2015

3-4:30 pm

Grades: 5-12

Calling all high school students to join the **Teen Advisory Board (TAB)**. TAB is a group devoted to planning future programming at the Library, discussing new resources and ideas for the Library, and chatting about books and other materials.

**New members are welcome at any time.**

### Novi Public Library

45255 W. Ten Mile Road, Novi, MI 48375  
248-349-0720 | [www.novilibrary.org](http://www.novilibrary.org)

### Questions?

Suzanne Carpenter, Youth & Teen Librarian  
([SCarpenter@novilibrary.org](mailto:SCarpenter@novilibrary.org))

Ziyang Huang, Student Representative  
([ZHuang@novilibrary.org](mailto:ZHuang@novilibrary.org))

Ruchira Ankireddygari, Student Representative  
([RAnkireddygari@novilibrary.org](mailto:RAnkireddygari@novilibrary.org))

February 25, 2015

Mr. Gary and Mrs. Lola Bernstein  
32592 Eleven Mile Road  
Farmington Hills, MI 48336

Dear Mr. & Mrs. Bernstein:

This letter is to inform you that your lease agreement for the Read A Latte Café (June 1, 2013 – June 1, 2016) with the Novi Public Library is currently in default. Rental obligations in the amount of \$559.79 for July 2014 and August 2014 based on ten percent (10%) of sales have not been received.

The Library Board is requesting that delinquent payments be made within the next 60 days (based on date of notification) in order for the Read A Latte Café contract to remain in good standing. In addition, current monthly rental obligations must be met based on the terms of the lease (due on or before the 15<sup>th</sup> day of each month). See Library Café Lease attached.

Failure to comply with the terms of the lease can lead to termination.

Sincerely,



David Margolis  
President, Novi Library Board of Trustees

## NOVI PUBLIC LIBRARY – 2014/2015 GOALS

AD= Administration Fac=Facilities IS=Information Services IT=Information Technology SS=Support Services

### Goal #1:

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

<b>Strategy:</b>			
<b>Consider adding new collections and services.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate adding new and more interactive play components for youth	IS	Inquiring with Burgeon Group to look into new play components; <b>submitted quote for additional play components</b>	Annually; 1/15; <b>2/15</b>
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>			
<b>Partner with City of Novi and Novi School District.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT	Continuing discussions with City regarding phone services; City and Schools participated in meeting & demo of visual tour from LunaTech3D	Annually; 8/14; 2/15
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise City services	AD	City programs/events/services advertised at NPL	Annually; ongoing
Maintain open communication between Library and City Facilities departments through regular meetings	Fac	Established quarterly meeting schedule and held first meeting on 1/27	1/15
<b>Strategy:</b>			
<b>Maintain communication with Read a Latte Café.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate with owner to offer lower prices and different cultural food options	AD		Annually
Meet with owner as needed regarding patron comments, suggestions, etc.	AD	Met with owner in August & October about rent and cleanliness; café painted; met with owner on 12/5 and will meet monthly on first Fridays; met 1/23	Annually; ongoing; 10/14; 12/14; 1/15
<b>Strategy:</b>			
<b>Provide appropriate staffing for best customer service.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate staff shortages on the Information Desk that causes long lines	IS; AD		2014/2015
Investigate opportunities for volunteerism that use education and business skills	AD		2014/2015
Implement recognition for volunteers with City of Novi	AD	Currently participating with City program	4/13; 2014/2015
Provide opportunities for staff training	AD	Staff in-service day held November 21	11/14



<b>Goal #2:</b>			
<b>Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.</b>			
<b>Strategy:</b>		<b>Investigate and implement changes that save money.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate options for print/time management software	IT; IS	Reviewed Envisionware as possible option in August; implemented in September to realize cost savings for new budget year with TLN; IS staff trained	9/14
Look for cost-cutting measures in everyday processes	SS; IT	Made changes at self-checkout stations to shorten receipts, using less paper; also added more helpful info to screens and receipts; <b>investigating options to cut supply costs by using copiers as printers</b>	12/14; <b>3/15</b>
Work with managers for budget planning	AD	Held budget sessions with all managers	1/15
<b>Strategy:</b>		<b>Consider staffing reductions.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Evaluate staffing levels for possible reductions	SS; AD; IS; Fac	47 hours per week (21 hrs. Shelves, 26 hrs. Circulation) left vacant due to staff resignations; 16 hour Facilities position not being filled; Administration Office Assistant reduced from 40 hours to 18 hours; 18 hour IS position not being filled from a resignation and change from one 18 hour Librarian to Intern	9/14; 10/14
<b>Strategy:</b>		<b>Seek funding through grants.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate opportunity for 3-D printer grant funding	IT; IS	IT & IS departments partnered with Catholic Central High School and submitted grant proposal; grant not awarded to NPL	11/14; 1/15
Investigate opportunity for a Teen Materials grant	IS	Applied for the Margaret Edwards Teen Collection Development Grant for Teen Materials; potential grant would be \$5000 from YALSA/ALA for Young Adult collection growth in all formats; <b>grant not awarded to NPL</b>	12/14; 1/15; <b>2/15</b>

<b>Goal #3:</b>			
<b>Create a higher level of awareness for Library Board member representation, ambassadors and employment.</b>			
<b>Strategy:</b>		<b>Library Board Trustees participate in City events.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Motorcities Markers unveiling, September 5 <sup>th</sup>	AD; Board	Trustee Lesko attended	9/14
Fall for Novi, September 20 <sup>th</sup>	AD; Board	Trustees Lesko & Verma attended	9/14
Annual City Evening of Appreciation, December 12 <sup>th</sup>	AD; Board	Trustees Margolis, Messerknecht & Verma attended	12/14
City Council Early Budget Input Session, January 10 <sup>th</sup>	AD; Board	Trustee Margolis and Director Farkas attended	1/15
<b>State of the City Address</b>	<b>AD; Board</b>	<b>Trustees Messerknecht, Michener, Verma attended with Library Director and staff</b>	<b>2/15</b>

<b>Strategy:</b>	<b>Library staff participate in community events.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Maintain ties with government officials	AD	Director and other staff attended swearing in of State Representative Kathy Crawford on 1/2	1/15

<b>Goal #4:</b>			
<b>Provide quality services, collections, programs and technology with an emphasis on the aging population.</b>			
<b>Strategy:</b>	<b>Engage the Older Adult community in Library programs and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Identified and photographed limitations to accessibility within the building using the Sitewise guidelines as developed by Henry Ford Hospital and created an excel file to record findings and notes; report to be completed by December 1; photos of various areas and light measurements taken; report is finished and being reviewed by Admin	Annually; 9/14; 10/14; 11/14
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	Updated Flickr slides on plasma screens at Meadowbrook Activity Center	Annually; 11/14; 12/14; 1/15; 2/15
Promote Library programs at Older Adult programs	IS	Promoted the Morning Music program held at the Library on December 4 <sup>th</sup> ; email sent to Activities Directors with list of upcoming programs geared toward Older Adults; meeting held with City Council member Poupard on 12/12 at Fox Run to discuss building relationships with NPL; planning March event	Annually; ongoing; 11/14; 12/14
Survey Meadowbrook Commons residents	AD		Annually
Engage local Older Adult talent for displays, arts, crafts, collections, etc.	IS; AD	Currently have an older adult volunteering to lead a chess program (Sept-Oct/Jan-April)	Annually; 11/14; ongoing
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	City Council approved complimentary transportation for Older Adults to Library/City facilities and programs; in discussions to provide quarterly book discussion beginning after the first of the year; met with OAS to discuss AARP Tax Days, Gale Courses, and the possibility of holding programs at the Library; Older Adult Services to hold a Dementia program and two memoir writing classes at the Library next quarter; visited Meadowbrook Commons on 11/19 for an informal meeting with potential book club members and Sarah Douglass from the City; 7 seniors attended and seemed very excited about the book group; now have 4 book discussions scheduled for 2015; attended "Boomer University" meetings at	Annually; 9/14; 11/14; 11/14; 1/15; 2/15

		Oakpointe Church to plan April 18 <sup>th</sup> event with area libraries and Novi Office of Older Adults; Novi Older Adult Services Board member hosted program on Dementia on 1/30 at the Library; staff have been active on the City of Novi Older Adult Advisory Board attending monthly meetings; <b>hosted first book discussion group at MAC with 8 attendees and favorable responses; hosted Drummunity for the Morning Music Program on February 12 aimed at older adults</b>	
Make a greater number of materials more easily accessible to patrons	SS	Book Club Kits now requestable/holdable to facilitate more book discussion group usage	9/14
<b>Strategy: Increase/implement programming opportunities for each patron group.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Host worldwide celebrations, festivals, events, etc.	IS; AD	Participated in City's Ethnic Taste & Tune Fest; met with MSU Tollgate to discuss potential program partnership for fall of 2015	Annually; 9/14; 11/14; 1/15
Host music/dance programs by different cultural groups	IS	Met with volunteer to create a program on the history of Mexican folk dancing styles and costumes	Annually; 9/14
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult)	IS; IT		Annually
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Investigating and planning art classes for elementary age taught by Novi High School Art Club students; held first of three planned art classes taught by Novi High School Art Club students with 26 attendees; <b>held second of three planned art classes taught by Novi High School Art club students with 20 attendees</b>	Annually; 9/14; 1/15; <b>2/15</b>
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT		Annually
Survey patrons to solicit technology needs for hardware, software, programming and training	IS; IT	<b>Survey conducted in January; reviewing options for implementing suggestions</b>	Annually; <b>3/15</b>
Implement a Patio program series of five programs, May-October, weather permitting	IS	Held Music on the Patio program; <b>booked Earth Angels music group for June patio program</b>	Annually; 9/14; <b>2/15</b>
Investigate holding more after-hours events for all age groups	IS; AD	Investigating after-hours Minecraft programs for January and March; Digital Detox planned for February, partnering with City and Youth Council; held after-hours Minecraft program with 25 attendees in the computer lab on 1/30; another is planned for March	2014/2015; 9/14; 10/14; 1/15
Provide cultural programs (music, authors, poetry, festivals) from around the world	IS; AD	Held an Indian Cooking demonstration; held a Japanese cooking demonstration; chose dates for International Fair and confirmed participation with Korean, Japanese, and Indian volunteer presenters; partnering with local Japanese volunteer to investigate a program on early literacy for Japanese	2014/2015; 10/14; 11/14; 11/14; 12/14; 1/15

		parents; a Cultural Celebration was hosted by some of our Novi Teens; International Games Day was also offered and included both board and video games; planned and created flyers for a program on history of Mexican folk dancing; held an Indian cooking demonstration; Light Up the Night held on Civic Center campus on 12/5; Mexican Cultural program with 41 patrons attending included videos, PowerPoint and costumes representing the country, culture, & people	
Institute a cultural advisory board to gain program, resource, services and technology feedback	IS; AD	Established and met with international language committee for program ideas; attended September meeting; attended October meeting; spoke with WSU LIS professor Joan Beaudoin about securing a practicum student during spring/summer semester to assist with the David Barr oeuvre digital preservation project as part of the Cultural Advisory Board; attended Nov. and Dec. meetings of Cultural Advisory Board; attended January Cultural Advisory Board	5/14; 2014/2015; 9/14; 10/14; 11/14; 12/14; 1/15
Showcase cultures, religious experiences; teaching different languages by community members	IS	Hold monthly language conversation groups for French, German, Italian and Spanish speakers; on track to add Japanese group; had successful first meeting of Japanese group; planning a program with local Japanese Mothers to address "semi-lingual" issues	2014/2015; ongoing; 10/14; 12/14; 1/15
<b>Strategy: Provide up to date technology and resources.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Upgrade NPL computers from XP to Windows 2010	IT	Upgraded from XP to Windows 7 and from Microsoft Office 2007 to 2010—completed in 2012	2014/2015
Consider using location map/QR codes in catalog and stacks	IS; IT		2014/2015
Investigate technology more in depth; online resources, loaning of tech tools, hands-on experiences (technology "petting zoo")	IT; IS	Laptops available for in-library loan since 2012; periodically offer "petting zoos" for tablets and e-readers; attended webinar: Every Kid Ready to Read: Tech Tools for Early Literacy; gave presentation on Demographics Now at Dec. IS staff meetings; working on locked down iPads to replace Pod A computers in Youth area (visited Salem-South Lyon Library to look at how they configure their iPads); introduced two story time apps in Baby Time and Tot Time to analyze the effectiveness of technology in story times	2014/2015; 11/14; 12/14; 1/15
Improve online public catalog	SS	Enterprise online public catalog implemented, with a more familiar type of interface, providing better searching options, faster placing of holds; TLN Shared Automation System Users reviewing options for	9/14; 1/15

		upgrade or change of vendor; staff attended demos held at NPL from SirsiDynix, Polaris/III, & TLC/CARL	
<b>Strategy:</b>	<b>Partner with the Novi School District.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	Assisting PAASN (Parents of African American Students in Novi) with planning space, library info; attended the MLK Day celebration at Brightmoor Church with other members of the City and community	Annually; 10/14; 1/15
Increase activities with Novi and other area school districts	IS; AD	Provided tour and database instruction to 63 Novi Meadows students; met with Novi Schools Instructional Coach to review SRP stats and plan for School Board presentation; hosted 84 5 <sup>th</sup> graders after hours on September 19 <sup>th</sup> for tour and scavenger hunt; took part in the Novi Woods Walk to School day; met with Novi Schools Instructional Coach to review SRP stats and plan for School Board presentation; attended October School Board meeting to present Summer Reading info; hosting Novi Meadows Red Ribbon Week posters; hosted breakfast for NCS D Media Specialists and Principals; met with Novi High School Media Specialist to discuss information sharing and potential program ideas; met with Novi Meadows Media Specialist and Novi School District Instructional Coaches to begin planning 2015 Summer Reading Program school visits; <b>provided tour, story time and scavenger hunt to group of special education students from Novi School District; met with Media Specialists to plan for Summer Reading 2015; met with Novi High School Media Specialist to plan for partnerships in the coming year; outreach concert at Meadowbrook Elementary (Walled Lake Consolidated Schools) for 270 students on 3/12 in partnership with Friends of NPL and Chamber Music Society of Detroit</b>	Annually; 9/14; 10/14; 12/14; 1/15; <b>2/15; 3/15</b>
Provide a parent community read project	AD; Friends	Elaine R. Irvin Friends Award won by NPL provides \$1,000 to implement the program where parents read a book related to education and meet author; planned for spring 2015; <b>Students for Success event with Dr. John Ratey, author of Spark, will be on 4/28</b>	10/14; <b>3/15</b>
<b>Strategy:</b>	<b>Maintain current collections and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Developing a baby/toddler page with literacy info for webpage; working on "CPU Science / Coding" section for the Homework Resource Center; draft of	Annually; 9/14; 10/14; 11/14; 12/14; 1/15; <b>2/15</b>

		baby/toddler literacy page for website submitted and being reviewed by web team; created new youth DVD subject list "Under the Sea"; CPU Science/coding section added to Homework Resource Center; developing "World Fiction" list for youth subject binder and website; developed "classics" list of audiobooks for adults; updated youth DVD "Classic Movies" list; created new youth DVD list "Once Upon a Time and other Fantastical Tales" for binder and website; medical/health section added to Homework Resource Center; rough draft of audiobook pathfinder on classics created showing their availability in various formats	
Add more classes for downloadable resource use	IS; IT	Considering adding or changing classes offered based on patron requests; added Sunday Tech Times	2014/2015; ongoing; 9/14

**Goal #5:**

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

<b>Strategy:</b>	<b>Library Board Trustees participate in NPL events.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	10/14
Crawford 50 <sup>th</sup> anniversary fundraiser, September 26	Board	Trustee Sturing attended	9/14
"Cornucopia of Thanks" event with Friends, October 24	AD; Board	Trustees Messerknecht, Sturing, Verma attended	10/14
Michigan Library Association Annual Conference to be held in Novi, October 2015	AD; Board	Julie attended planning meeting on 12/8; NPL committee formed	12/14
<b>Strategy:</b>			

Tactic	Owner	Status	Due Date
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**Goal #6**

Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.

**Strategy:** Increase awareness of services, collections, programs and technology.

Tactic	Owner	Status	Due Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: facebook, twitter, videos, podcasts	IS; AD; IT	2014 Community Read presentation available on website via YouTube; <b>posting to Tumblr more than once a month</b>	Annually; 11/14; <b>3/15</b>
Create one video/podcast per year for website about Library services	AD; IS	Possible ideas for various subjects were discussed including: Zinio Nook & E-ink Kindle, Genealogy resources – advanced search features, EBSCOhost EBooks, Reference USA, Tutor.com, and Gale Virtual Reference Library	Annually; 10/14
Increase publicity of meeting rooms and patio	AD	New flyer created for changes implemented July 1 <sup>st</sup>	Annually; 7/14
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library	AD	Providing tours/talks as requested by groups, including info about programs and services; presentations to Lennox Park and Orchard Hills West; presentation to Crosswinds West; Vista Hills	Annually; ongoing; 9/14; 10/14; 11/14
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD		Annually
Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS		Annually
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD		Annually
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Motorcities Historical Markers event held at NPL, highlighting Novi Special; began learning the Past Perfect software and started cataloging photos; document donation day held	Annually; 9/14; 10/14
Provide regular columns in Novi News and Patch.com	AD		Annually
Investigate opportunity for NPL to be a welcome center for new residents offering periodic "get to know" events; provide information on website for new residents to connect with Library/City/Novi community	AD	Director met with Northville Newcomers and Neighbors group to combine efforts; staff regularly participate with Northville Newcomers and Neighbors group	6/14; 2014/2015
Develop and promote information on OverDrive and downloadable resources	IS	Added OverDrive media station; promoting new OverDrive app; updated Overdrive handout, eliminating Adobe authorization; new flyers about Overdrive streaming movies reviewed; presented info at Friends Gala; met with TLN Overdrive Policy Committee to plan the Nov. 14th meeting (hosted by NPL) with special guest Monique Sanchez who	5/14; 2014/2015; 9/14; 10/14; 11/14; <b>2/15</b>

		addressed questions about the new Odilo service; created a new Overdrive streaming video handout for the Downloadable Media Center and for the website; updated Freegal Top Download poster for public area, Teen Space and Teen Stop for October and November; met to discuss new OverDrive Periodicals service; Updated Freegal handout for the web site; <b>new Freegal promotions have been created; an IS staff member has become a selector for Youth ebooks for the Odilo group (an e-book platform) and has submitted carts for opening collection with launch date TBD</b>	
Promote NPL through participation in community groups	AD	Admin staff attend Rotary and Chamber of Commerce meetings; submitted Chamber Business Recognition application for Community Builder; NPL & other Neighborhood Library Association members now sharing event info in each other's newsletters	12/14; 1/15
Investigate the possibility of e-mailing all NPL library card holders for a one time e-newsletter sign-up	AD; IT; SS		2014/2015
Improve advertising of MeLCat database/resources	IS; SS; IT	<b>Currently have the MeL widget on our Online tools page and added the anniversary icon to that page</b>	2014/2015; <b>2/15</b>
Create info videos/podcasts about NPL, e.g., tour of the Library, "Live at the Library"	AD; IT; SS	Friends donation allowed purchase of new camcorder; currently developing tutorial for staff to use in creating info videos; "how to" tutorial now available on eWeb; tutorial for scanning to the copier also available; SS staff (along with IT & AD) creating several videos to highlight various services	2014/2015; 8/14; 10/14; 11/14; 12/14

<b>Goal #7:</b>			
<b>Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.</b>			
<b>Strategy:</b>		<b>Review past fundraising and plan future fundraising.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Implement digital coupon campaign	AD	Planning for January; launched to community 12/5	1/15; 12/14
Continue "On the Road" series	AD	Trip #4 (Day in Detroit) Oct 14 <sup>th</sup> raised \$1900; fall trip being planned	10/14; 1/15
Scrapbook for a Cause	AD	Scheduled for 2/28; <b>raised \$887 with 27 attendees</b>	1/15; <b>2/15</b>
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>



<b>Goal #8:</b>			
<b>Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.</b>			
<b>Strategy:</b>		<b>Maintain best practices and policies.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Review Library policies regularly, updating and adding as needed	AD; Board	New Art Exhibit policy approved; new Selection and Separation policy under discussion; Library Closings for 2015 under discussion; approved 10/14	Ongoing; 8/14; 10/14
Review QSAC measures for certification	AD	In process	2014/2015
Consider policy changes to encourage on-time return of Library materials	AD; SS	A/V materials are now renewable, allowing longer loan and better chance of on-time return	2014/2015; 3/14
Consider capping overdue fines to not exceed original cost of material	AD; SS	Fine caps were reviewed and now default to revised replacement costs	2014/2015; 1/14
State Aid process	AD	Report submitted to Library of Michigan 1/28	1/15
<b>Strategy:</b>		<b>Provide convenient access to collections, programs and services.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate an online library application for library users/attracting non-users	IT; SS; AD	TLN libraries testing capability for online patron registration (library card application)	2014/2015
Investigate shortening the 10-day holds	AD; SS	Holds shortened to 7-day in 2012	2014/2015
Extend Library hours, e.g., Fridays & Sundays	AD; Board	Weekend hours extended in 2013	2014/2015
Determine how to better serve special needs groups	AD; SS; IS	JF & WT met with Rehab Managers at New Horizons	1/15
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>

## NOVI PUBLIC LIBRARY – March 2015 Update

AD= Administration Fac=Facilities IS=Information Services IT=Information Technology SS=Support Services

### Goal #1:

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

<b>Strategy:</b>		<b>Consider adding new collections and services.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate adding new and more interactive play components for youth	IS	Inquiring with Burgeon Group to look into new play components; submitted quote for additional play components	Annually; 1/15; 2/15

### Goal #2:

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

<b>Strategy:</b>		<b>Investigate and implement changes that save money.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Look for cost-cutting measures in everyday processes	SS; IT	Made changes at self-checkout stations to shorten receipts, using less paper; also added more helpful info to screens and receipts; investigating options to cut supply costs by using copiers as printers	12/14; 3/15
<b>Strategy:</b>		<b>Seek funding through grants.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate opportunity for a Teen Materials grant	IS	Applied for the Margaret Edwards Teen Collection Development Grant for Teen Materials; potential grant would be \$5000 from YALSA/ALA for Young Adult collection growth in all formats; grant not awarded to NPL	12/14; 1/15; 2/15

### Goal #3:

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

<b>Strategy:</b>		<b>Library Board Trustees participate in City events.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
State of the City Address	AD; Board	Trustees Messerknecht, Michener, Verma attended with Library Director and staff	2/15

### Goal #4:

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

<b>Strategy:</b>		<b>Engage the Older Adult community in Library programs and services.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>

Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	City Council approved complimentary transportation for Older Adults to Library/City facilities and programs; in discussions to provide quarterly book discussion beginning after the first of the year; met with OAS to discuss AARP Tax Days, Gale Courses, and the possibility of holding programs at the Library; Older Adult Services to hold a Dementia program and two memoir writing classes at the Library next quarter; visited Meadowbrook Commons on 11/19 for an informal meeting with potential book club members and Sarah Douglass from the City; 7 seniors attended and seemed very excited about the book group; now have 4 book discussions scheduled for 2015; attended "Boomer University" meetings at Oakpointe Church to plan April 18 <sup>th</sup> event with area libraries and Novi Office of Older Adults; Novi Older Adult Services Board member hosted program on Dementia on 1/30 at the Library; staff have been active on the City of Novi Older Adult Advisory Board attending monthly meetings; <b>hosted first book discussion group at MAC with 8 attendees and favorable responses; hosted Drummunity for the Morning Music Program on February 12 aimed at older adults</b>	Annually; 9/14; 11/14; 11/14; 1/15; <b>2/15</b>
<b>Strategy: Increase/implement programming opportunities for each patron group.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Investigating and planning art classes for elementary age taught by Novi High School Art Club students; held first of three planned art classes taught by Novi High School Art Club students with 26 attendees; <b>held second of three planned art classes taught by Novi High School Art club students with 20 attendees</b>	Annually; 9/14; 1/15; <b>2/15</b>
Survey patrons to solicit technology needs for hardware, software, programming and training	IS; IT	<b>Survey conducted in January; reviewing options for implementing suggestions</b>	Annually; <b>3/15</b>
Implement a Patio program series of five programs, May-October, weather permitting	IS	Held Music on the Patio program; <b>booked Earth Angels music group for June patio program</b>	Annually; 9/14; <b>2/15</b>
<b>Strategy: Partner with the Novi School District.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Increase activities with Novi and other area school districts	IS; AD	Provided tour and database instruction to 63 Novi Meadows students; met with Novi Schools Instructional Coach to review SRP stats and plan for School Board presentation; hosted 84 5 <sup>th</sup> graders after hours on September 19 <sup>th</sup> for tour and scavenger hunt; took part in the Novi Woods Walk to School day; met with Novi Schools Instructional Coach to	Annually; 9/14; 10/14; 12/14; 1/15; <b>2/15; 3/15</b>

		review SRP stats and plan for School Board presentation; attended October School Board meeting to present Summer Reading info; hosting Novi Meadows Red Ribbon Week posters; hosted breakfast for NCSD Media Specialists and Principals; met with Novi High School Media Specialist to discuss information sharing and potential program ideas; met with Novi Meadows Media Specialist and Novi School District Instructional Coaches to begin planning 2015 Summer Reading Program school visits; <b>provided tour, story time and scavenger hunt to group of special education students from Novi School District; met with Media Specialists to plan for Summer Reading 2015; met with Novi High School Media Specialist to plan for partnerships in the coming year; outreach concert at Meadowbrook Elementary (Walled Lake Consolidated Schools) for 270 students on 3/12 in partnership with Friends of NPL and Chamber Music Society of Detroit</b>	
Provide a parent community read project	AD; Friends	Elaine R. Irvin Friends Award won by NPL provides \$1,000 to implement the program where parents read a book related to education and meet author; planned for spring 2015; <b>Students for Success event with Dr. John Ratey, author of Spark, will be on 4/28</b>	10/14; <b>3/15</b>
<b>Strategy:</b>	<b>Maintain current collections and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Developing a baby/toddler page with literacy info for webpage; working on "CPU Science / Coding" section for the Homework Resource Center; draft of baby/toddler literacy page for website submitted and being reviewed by web team; created new youth DVD subject list "Under the Sea"; CPU Science/coding section added to Homework Resource Center; developing "World Fiction" list for youth subject binder and website; developed "classics" list of audiobooks for adults; updated youth DVD "Classic Movies" list; created new youth DVD list "Once Upon a Time and other Fantastical Tales" for binder and website; medical/health section added to Homework Resource Center; <b>rough draft of audiobook pathfinder on classics created showing their availability in various formats</b>	Annually; 9/14; 10/14; 11/14; 12/14; 1/15; <b>2/15</b>

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

**Goal #6**

Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.

<b>Strategy:</b>			
<b>Increase awareness of services, collections, programs and technology.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: facebook, twitter, videos, podcasts	IS; AD; IT	2014 Community Read presentation available on website via YouTube; <b>posting to Tumblr more than once a month</b>	Annually; 11/14; <b>3/15</b>
Develop and promote information on OverDrive and downloadable resources	IS	Added OverDrive media station; promoting new OverDrive app; updated Overdrive handout, eliminating Adobe authorization; new flyers about Overdrive streaming movies reviewed; presented info at Friends Gala; met with TLN Overdrive Policy Committee to plan the Nov. 14th meeting (hosted by NPL) with special guest Monique Sanchez who addressed questions about the new Odilo service; created a new Overdrive streaming video handout for the Downloadable Media Center and for the website; updated Freegal Top Download poster for public area, Teen Space and Teen Stop for October and November; met to discuss new OverDrive Periodicals service; Updated Freegal handout for the web site; <b>new Freegal promotions have been created; an IS staff member has become a selector for Youth ebooks for the Odilo group (an e-book platform) and has submitted carts for opening collection with launch date TBD</b>	5/14; 2014/2015; 9/14; 10/14; 11/14; <b>2/15</b>

**Goal #7:**

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

<b>Strategy:</b>			
<b>Review past fundraising and plan future fundraising.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Scrapbook for a Cause	AD	Scheduled for 2/28; <b>raised \$887 with 27 attendees</b>	1/15; <b>2/15</b>

**Goal #8:**

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

2014-2015 Budget					
Final Draft: 3/19/2014		2013-2014	2013-2014	2014-2015	2015-2016
Updated: 12/17/2014; 1/31/2015		Audited	Budget	Approved	Projected
Revenues					
Account	Description				
403.000	Property Tax Revenue	2,276,336.74	2,254,000.00	2,309,000.00	2,366,725.00
567.000	State Aid	30,103.08	20,000.00	20,000.00	20,000.00
657.000	Library book fines	74,642.97	68,500.00	74,000.00	75,000.00
658.000	State penal fines	73,539.99	76,000.00	73,000.00	73,000.00
664.000	Interest on Investments	42,597.69	25,000.00	25,700.00	26,000.00
664.500	Unrealized gain(loss) invest	17,240.00	0.00	0.00	0.00
665.000	Miscellaneous income	16,175.47	15,000.00	17,000.00	17,000.00
665.100	Copier	2,981.78	2,500.00	2,500.00	2,500.00
665.200	Electronic media	239.80	800.00	300.00	300.00
665.266	SRP - T-shirt sales	0.00	0.00	2,800.00	0.00
665.289	Adult Programming	4,688.39	0.00	0.00	0.00
665.290	Library Fundraising	180.00	1,000.00	3,000.00	3,000.00
665.300	Meeting Room	30,559.14	15,000.00	23,000.00	23,000.00
665.400	Gifts and donations	5,043.81	5,000.00	5,000.00	5,000.00
665.404	Novi Township Assessment	5,787.00	5,800.00	5,900.00	6,000.00
665.650	Library Café	4,105.44	5,000.00	5,000.00	5,000.00
<b>Total Revenues</b>		<b>2,584,221.30</b>	<b>2,493,600.00</b>	<b>2,566,200.00</b>	<b>2,622,525.00</b>
Expenditures					
Personnel Svcs.					
Account	Description				
704.000	Permanent Salaries	940,355.54	943,600.00	952,200.00	952,200.00
704.200	Wages (non-pensionable)	0.00	0.00	47,700.00	0.00
705.000	Temporary Salaries	603,046.15	631,000.00	636,800.00	642,800.00
715.000	Social Security	113,783.62	120,000.00	122,000.00	122,000.00
716.000	Insurance	169,574.81	175,000.00	173,000.00	175,000.00
716.200	HSA - Health Savings Acct.	2,890.76	8,000.00	4,000.00	4,000.00
718.000	Pension DB	0.00	2,200.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	25,952.43	26,200.00	27,700.00	28,300.00
719.000	Unemployment Ins	0.00	2,000.00	0.00	0.00
720.000	Workers' Comp	4,808.96	5,300.00	2,500.00	2,500.00
<b>Total Personnel Services</b>		<b>1,860,412.27</b>	<b>1,913,300.00</b>	<b>1,965,900.00</b>	<b>1,926,800.00</b>
Supplies					
Account	Description				
727.000	Office supplies	16,019.58	16,000.00	15,000.00	16,000.00
728.000	Postage	516.03	1,800.00	700.00	700.00
734.000	Computer software/licensing	62,751.63	88,000.00	96,900.00	90,600.00
734.500	Computer supplies equip	12,941.56	13,000.00	21,000.00	16,000.00
740.000	Operating supplies	26,928.78	33,200.00	32,800.00	33,600.00

740.200	Desk, chairs, cabinets, etc.	14,017.44	13,200.00	0.00	0.00
741.000	Uniforms	246.85	300.00	300.00	300.00
<b>Materials</b>					
742.000	Books	197,431.08	220,500.00	210,000.00	211,000.00
742.100	Book Fines	1,317.64	700.00	1,500.00	1,500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,425.94	20,000.00	21,200.00	21,200.00
744.000	Audio visual materials	58,515.49	56,500.00	67,700.00	70,000.00
745.200	Electronic media	47,459.63	55,700.00	58,500.00	66,000.00
745.300	Online (Electronic) Resources	52,922.29	60,000.00	60,000.00	60,000.00
<b>Total Supplies &amp; Materials</b>		<b>511,493.94</b>	<b>578,900.00</b>	<b>585,600.00</b>	<b>586,900.00</b>
<b>Expenditures</b>					
<b>Services &amp; Charges</b>					
<b>Account</b>	<b>Description</b>				
801.925	Public Information (cable)	984.25	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,048.82	3,500.00	3,500.00	3,500.00
803.000	Independent Audit	590.00	700.00	700.00	700.00
804.000	Medical Service	1,131.90	500.00	1,000.00	1,000.00
806.000	Legal Fees	0.00	1,500.00	1,000.00	1,000.00
809.000	Memberships & Dues	5,000.08	5,500.00	4,500.00	4,500.00
816.000	Professional services	1,980.00	3,000.00	3,000.00	8,000.00
817.000	Custodial Services	31,721.42	37,200.00	37,800.00	37,800.00
818.000	TLN Central Services	4,750.00	5,000.00	4,750.00	5,500.00
851.000	Telephone	13,091.18	17,000.00	16,500.00	17,000.00
855.000	TLN Automation Services	55,469.91	63,900.00	66,500.00	69,100.00
861.000	Gasoline and oil	151.96	0.00		
862.000	Mileage	201.05	500.00	1,250.00	1,250.00
880.000	Community Promotion	6,973.05	5,000.00	5,000.00	5,000.00
880.267	Library Programming - Book It	0.00	1,000.00	1,000.00	1,000.00
880.268	Library Programming	19,778.29	26,000.00	20,000.00	20,000.00
880.271	Adult Programming	3,987.91	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	21,579.90	30,000.00	28,800.00	29,500.00
910.000	Property & Liability Insurance	13,668.00	12,800.00	13,000.00	13,400.00
910.001	Insurance deductibles/Uninsured claims	5,913.00	0.00		
921.000	Heat	12,546.45	17,500.00	17,500.00	18,000.00
922.000	Electricity	106,199.86	90,500.00	93,200.00	96,400.00
923.000	Water and Sewer	5,097.26	6,000.00	6,500.00	6,500.00
934.000	Building Maintenance	61,724.63	55,500.00	73,900.00	73,900.00
935.000	Vehicle Maintenance	948.75	1,500.00	1,500.00	1,500.00
941.000	Grounds Maint.	36,702.04	25,000.00	26,000.00	27,300.00
942.000	Office Equipment Lease	13,855.74	13,000.00	12,000.00	12,000.00
942.100	Records storage	261.56	100.00	250.00	250.00
956.000	Conferences & Workshops	18,359.99	15,500.00	11,000.00	15,500.00
<b>Total Services &amp; Charges</b>		<b>445,717.00</b>	<b>438,700.00</b>	<b>451,150.00</b>	<b>470,600.00</b>
<b>Capital Outlay</b>					

Account	Description				
962.000	Building Maint. - Plumbing/Main Ent			24,550.00	
934.000	Building Improvements	0.00	0.00	0.00	0.00
976.000	Data Processing - Computers/Equip	25,112.75	35,000.00	14,000.00	106,800.00
986.000	Data Processing - Phone Upgrade			15,000.00	
990.000	Furniture	8,801.51	8,800.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>33,914.26</b>	<b>43,800.00</b>	<b>53,550.00</b>	<b>106,800.00</b>
965.269	Walker Transfer				
<b>Total Expenditures</b>		<b>2,851,537.47</b>	<b>2,974,700.00</b>	<b>3,056,200.00</b>	<b>3,091,100.00</b>
<b>680.000</b>	<b>Fund Balance</b>				
934.000	Building Maintenance Add'l expenses	0.00			
941.000	Grounds Maintenance Add'l expenses	0.00			
	<b>TOTAL Fundbalance</b>	<b>267,316.17</b>	<b>481,100.00</b>	<b>490,000.00</b>	<b>468,575.00</b>



03/14/2015 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 02/28/2015									
		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	DECEMBER 2014	JANUARY 2015	FEBRUARY 2015	02/28/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	FORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	FORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268									
Revenues									
Dept 000.00-treasury									
268-000.00-403.000	Property Tax Revenue - Curre	2,285,842.67	2,309,000.00	0.00	0.00	0.00	2,368,947.16	(0.16)	100.00
268-000.00-403.001	Property Tax Revenue- Couni	(20,118.00)	0.00	239.93	(705.41)	0.00	(4,599.88)	(30,396.12)	13.14
268-000.00-403.002	Property Tax Revenue - Tx Tri	16,154.00	0.00	0.00	0.00	0.00	0.00	(15,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Browi	(183.71)	0.00	0.00	0.00	0.00	(199.00)	0.00	100.00
268-000.00-420.000	Property Tax Revenue - C/Y D	(5,358.22)	0.00	0.00	0.00	0.00	(9,751.69)	(0.31)	100.00
268-000.00-567.000	State aid	30,103.08	20,000.00	0.00	0.00	0.00	16,694.05	3,305.95	83.47
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	913.00	(913.00)	100.00
268-000.00-657.000	Library book fines	74,642.97	74,000.00	5,077.47	6,573.53	3,556.43	42,838.17	31,161.83	57.89
268-000.00-658.000	State penal fines	73,539.99	73,000.00	0.00	0.00	0.00	83,205.14	(10,205.14)	113.98
268-000.00-664.000	Interest on investments	42,597.69	25,700.00	11,408.13	1,141.60	398.70	13,877.54	11,822.46	54.00
268-000.00-664.500	Unrealized gain (loss) on in	17,240.00	0.00	(1,214.87)	9,633.97	0.00	13,724.95	(13,724.95)	100.00
268-000.00-665.000	Miscellaneous income	16,175.47	17,000.00	1,273.67	1,211.73	990.66	10,462.67	6,537.33	61.55
268-000.00-665.100	Copier	2,981.78	2,500.00	221.00	196.50	148.74	1,487.58	1,012.42	59.50
268-000.00-665.200	Electronic media (previousl	239.80	300.00	49.00	64.00	1.00	155.00	145.00	51.67
268-000.00-665.266	Summer reading t-shirt sale	0.00	2,800.00	0.00	0.00	0.00	0.00	2,800.00	0.00
268-000.00-665.289	Adult programs	4,688.39	0.00	0.00	0.00	0.00	6,981.72	(6,981.72)	100.00
268-000.00-665.290	Library fund raising revenue	180.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	30,559.14	23,000.00	1,222.57	2,496.39	1,312.54	17,677.76	5,322.24	76.86
268-000.00-665.400	Gifts and donations	5,043.81	5,000.00	2,070.00	2,170.20	2,738.85	11,384.20	(6,384.20)	227.68
268-000.00-665.404	Novi Township assessment	5,787.00	5,900.00	0.00	0.00	0.00	5,933.00	(33.00)	100.56
268-000.00-665.650	Library Cafe	4,105.44	5,000.00	0.00	468.08	817.74	2,896.95	2,103.05	57.94
Total Dept 000.00-treasury		2,584,221.30	2,566,200.00	20,346.90	23,250.59	9,964.66	2,582,628.32	(16,428.32)	
TOTAL Revenues		2,584,221.30	2,566,200.00	20,346.90	23,250.59	9,964.66	2,582,628.32	(16,428.32)	

		END BALANCE	2014-15 MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	DECEMBER 2014	JANUARY 2015	FEBRUARY 2015	02/28/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	FORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	FORM (ABNORM)	NORM (ABNORM)	USED
Expenditures									
Dept 000.00-treasury									
268-000.00-704.000	Permanent salaries	940,355.54	952,200.00	70,160.23	70,160.24	70,160.27	574,404.19	377,795.81	60.32
268-000.00-704.200	Wages - Stipend	0.00	47,700.00	0.00	0.00	0.00	24,743.89	0.11	100.00
268-000.00-705.000	Temporary salaries	603,046.15	636,800.00	43,958.49	41,709.84	44,397.56	388,627.56	248,172.44	61.03
268-000.00-715.000	Social security	113,783.62	122,000.00	8,537.36	8,380.13	8,585.70	78,116.30	43,883.70	64.03
268-000.00-716.000	Insurance	169,574.81	173,000.00	20,502.48	15,443.26	1,545.86	118,242.53	87,132.47	57.57
268-000.00-716.200	HSA - employer contribution	2,890.76	4,000.00	78.13	487.50	0.00	1,190.67	2,809.33	29.77
268-000.00-716.999	Insurance - Employee Reimbt	0.00	0.00	(3,019.38)	(3,176.80)	(3,176.80)	(23,661.65)	(8,713.35)	73.09
268-000.00-718.000	Pension - DB Normal Cost	0.00	0.00	1,247.00	1,247.00	1,247.00	9,976.00	4,988.00	66.67
268-000.00-718.010	Pension - DB Unfunded Accr	0.00	0.00	(1,510.00)	(656.76)	(656.76)	(10,373.52)	(7,746.48)	57.25
268-000.00-718.200	Pension - defined contributi	25,952.43	27,700.00	2,023.34	2,023.34	2,023.34	17,109.59	10,590.41	61.77
268-000.00-719.000	Unemployment insurance	0.00	0.00	(362.00)	0.00	0.00	(362.00)	362.00	100.00
268-000.00-720.000	Workers compensation	4,808.96	2,500.00	(41.55)	309.42	316.61	1,792.01	707.99	71.68
268-000.00-727.000	Office supplies	16,019.58	15,000.00	1,290.29	1,320.69	2,273.97	14,088.40	911.60	93.92
268-000.00-728.000	Supplies - Postage	516.03	700.00	121.89	0.00	2.59	526.46	173.54	75.21
268-000.00-734.000	Computer supplies, softwar	62,751.63	96,900.00	791.84	4,389.85	18,310.50	45,756.31	51,143.69	47.22
268-000.00-734.500	Computer supplies/equipm	12,941.56	21,000.00	582.02	129.78	916.47	3,951.68	17,048.32	18.82
268-000.00-740.000	Operating supplies	26,928.78	32,800.00	811.89	2,577.81	816.24	13,843.16	18,956.84	42.20
268-000.00-740.200	Supplies - Desk chairs and f	14,017.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Supplies - Uniforms	246.85	300.00	0.00	0.00	0.00	0.00	300.00	0.00

		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	DECEMBER 2014	JANUARY 2015	FEBRUARY 2015	02/28/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	FORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	FORM (ABNORM)	FORM (ABNORM)	USED
268-000.00-742.000	Library books	197,431.08	210,000.00	14,791.72	16,764.49	13,150.25	124,557.54	85,442.46	59.31
268-000.00-742.100	Library Book - Fines	1,317.64	1,500.00	37.99	133.00	27.00	374.87	1,125.13	24.99
268-000.00-743.000	Library periodicals	20,425.94	21,200.00	89.00	(739.23)	46.01	13,531.43	7,668.57	63.83
268-000.00-744.000	Audio visual materials	58,515.49	67,700.00	3,583.25	2,054.44	2,682.76	44,354.86	23,345.14	65.52
268-000.00-745.200	Electronic media	47,459.63	58,500.00	3,193.52	3,178.79	2,501.22	27,176.38	31,323.62	46.46
268-000.00-745.300	Electronic resources (CD rom	52,922.29	60,000.00	9,025.00	399.20	0.00	51,750.80	8,249.20	86.25
268-000.00-801.925	Public information (cable, e	984.25	1,000.00	90.53	33.67	0.00	559.72	440.28	55.97
268-000.00-802.100	Bank Service Charges	3,048.82	3,500.00	158.55	189.37	196.13	1,683.17	1,816.83	48.09
268-000.00-803.000	Independent audit	590.00	700.00	700.00	0.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	1,131.90	1,000.00	0.00	0.00	0.00	107.80	892.20	10.78
268-000.00-806.000	Legal fees	0.00	1,000.00	0.00	0.00	0.00	190.00	810.00	19.00
268-000.00-809.000	Memberships and dues	5,000.08	4,500.00	0.00	154.00	0.00	3,906.00	594.00	86.80
268-000.00-816.000	Professional services	1,980.00	3,000.00	542.50	0.00	580.00	1,122.50	1,877.50	37.42
268-000.00-817.000	Custodial services	31,721.42	37,800.00	3,900.00	3,900.00	0.00	26,550.00	11,250.00	70.24
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	0.00	0.00	0.00	4,495.00	255.00	94.63
268-000.00-851.000	Telephone	13,091.18	16,500.00	987.13	1,001.72	433.10	7,399.97	9,100.03	44.85
268-000.00-855.000	TLN Automation Services	55,469.91	66,500.00	(6,249.95)	15,959.88	0.00	40,626.70	25,873.30	61.09

GL NUMBER	DESCRIPTION	06/30/2014 ORM (ABNORM)	ORIGINAL BUDGET	DECEMBER 2014 INCR (DECR)	JANUARY 2015 INCR (DECR)	FEBRUARY 2015 INCR (DECR)	02/28/2015 IORM (ABNORM)	BALANCE NORM (ABNORM)	% BDGT USED
268-000.00-861.000	Gasoline and oil	151.96	0.00	19.45	19.73	0.00	202.28	447.72	31.12
268-000.00-862.000	Mileage	201.05	1,250.00	113.18	0.00	0.00	126.51	1,123.49	10.12
268-000.00-880.000	Community promotion	6,973.05	5,000.00	82.06	63.00	130.19	721.98	4,278.02	14.44
268-000.00-880.267	Library Programming-Book It	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	19,778.29	20,000.00	918.82	712.14	402.11	5,821.99	14,178.01	29.11
268-000.00-880.271	Adult programs	3,987.91	0.00	0.00	0.00	0.00	4,563.52	(4,563.52)	100.00
268-000.00-900.000	Printing, graphic design and	21,579.90	28,800.00	6,807.47	468.33	249.77	19,356.84	9,443.16	67.21
268-000.00-910.000	Property & liability insuranc	13,668.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Unir	5,913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	12,546.45	17,500.00	1,510.18	1,923.11	1,962.70	7,113.06	10,386.94	40.65
268-000.00-922.000	Electricity	106,199.86	93,200.00	22.21	15,640.71	7,347.46	68,482.12	24,717.88	73.48
268-000.00-923.000	Water and sewer	5,097.26	6,500.00	0.00	0.00	0.00	1,400.97	5,099.03	21.55
268-000.00-934.000	Building maintenance	61,724.63	73,900.00	8,241.80	2,939.86	648.14	38,963.47	34,936.53	52.72
268-000.00-935.000	Vehicle maintenance	948.75	1,500.00	0.00	0.00	0.00	1,604.70	(754.70)	188.79
268-000.00-941.000	Grounds maintenance	36,702.04	26,000.00	1,478.16	8,074.44	2,836.69	24,499.45	1,500.55	94.23
268-000.00-942.000	Office equipment lease	13,855.74	12,000.00	2,244.32	1,098.90	0.00	8,301.08	3,698.92	69.18
268-000.00-942.100	Records storage	261.56	250.00	19.24	19.24	19.24	153.92	96.08	61.57
268-000.00-956.000	Conferences and workshops	18,359.99	11,000.00	(375.93)	289.03	755.72	4,996.33	6,003.67	45.42
268-000.00-986.000	Internal Technology - Capita	25,112.75	53,550.00	0.00	7,020.40	0.00	7,020.40	6,979.60	50.15
268-000.00-990.000	Furniture	8,801.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		2,851,537.47	3,056,200.00	197,102.23	225,643.52	180,731.04	1,813,386.94	1,177,151.06	
TOTAL Expenditures		2,851,537.47	3,056,200.00	197,102.23	225,643.52	180,731.04	1,813,386.94	1,177,151.06	
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES		2,584,221.30	2,566,200.00	20,346.90	23,250.59	9,964.66	2,582,628.32	(16,428.32)	
TOTAL EXPENDITURES		2,851,537.47	3,056,200.00	197,102.23	225,643.52	180,731.04	1,813,386.94	1,177,151.06	
NET OF REVENUES & EXPENDITURES		(267,316.17)	(490,000.00)	(176,755.33)	(202,392.93)	(170,766.38)	769,241.38	(1,193,579.38)	

		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	DECEMBER 2014	JANUARY 2015	FEBRUARY 2015	02/28/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	FORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	FORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269									
Revenues									
Dept 000.00-treasury									
269-000.00-664.000	Interest on investments	33,850.35	0.00	10,438.85	779.56	300.92	11,333.72	(11,333.72)	100.00
269-000.00-664.500	Unrealized gain (loss) on in	17,260.50	0.00	(1,146.14)	9,088.96	0.00	12,948.50	(12,948.50)	100.00
269-000.00-665.230	Collections/Materials Reven	0.00	0.00	200.00	425.00	0.00	1,425.00	575.00	71.25
269-000.00-665.231	Buildings/Ground/ Furniture	0.00	0.00	2,200.00	1,000.00	0.00	13,155.02	844.98	93.96
269-000.00-665.232	Programming Revenue	0.00	0.00	138.50	501.14	206.55	2,763.81	1,886.19	59.44
269-000.00-665.233	Technology Library Revenue	0.00	0.00	0.00	0.00	0.00	90.00	8,010.00	1.11
269-000.00-665.234	Undesignated Misc	0.00	0.00	1,525.00	1,000.00	0.00	2,525.00	31,058.00	7.52
269-000.00-665.267	Library Programming - Book	5,833.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.271	Donation-general-youth col	1,361.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.274	Donations-brick pavers	1,137.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.276	Donations-library trees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.285	Donations - Community Rea	2,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.286	Donations - Light Up the Nig	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.287	Donations-Crop for a Cause	472.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.402	Donations - specific collecti	1,926.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		64,641.39	0.00	13,356.21	12,794.66	507.47	44,241.05	18,091.95	
TOTAL Revenues		64,641.39	0.00	13,356.21	12,794.66	507.47	44,241.05	18,091.95	

		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	DECEMBER 2014	JANUARY 2015	FEBRUARY 2015	02/28/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	FORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	FORM (ABNORM)	FORM (ABNORM)	USED
Expenditures									
Dept 000.00-treasury									
269-000.00-742.230	Collections/Materials Exper	0.00	0.00	0.00	0.00	0.00	853.56	2,851.44	23.04
269-000.00-742.231	Buildings/Ground/ Furniture	0.00	0.00	5,740.85	0.00	0.00	12,020.06	6,679.94	64.28
269-000.00-742.232	Programming Expense	0.00	0.00	0.00	0.00	31.64	2,974.30	(708.30)	131.26
269-000.00-742.233	Technology Library Expense	0.00	0.00	0.00	0.00	0.00	104.95	3,495.05	2.92
269-000.00-742.234	Undesignated Misc	0.00	0.00	1,500.00	0.00	0.00	1,833.16	166.84	91.66
269-000.00-742.262	BookIt costs & childrens col	12,955.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.267	Books - parenting	992.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.273	Friends of the Novi Library -	7,207.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.283	Novi Newbies expenditures	4.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.285	Community Read expenditu	1,188.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.286	Light Up the Night expendit	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.291	Friends of Novi Library - Prin	2,272.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.402	Collections - donor specific	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.800	Engraving, trees, brick paver	1,348.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-802.100	Bank Service Charges	0.00	0.00	0.00	15.73	15.74	31.47	(31.47)	100.00
Total Dept 000.00-treasury		26,169.14	0.00	7,240.85	15.73	47.38	17,817.50	12,453.50	
TOTAL Expenditures									
		26,169.14	0.00	7,240.85	15.73	47.38	17,817.50	12,453.50	
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:									
TOTAL REVENUES		64,641.39	0.00	13,356.21	12,794.66	507.47	44,241.05	18,091.95	
TOTAL EXPENDITURES		26,169.14	0.00	7,240.85	15.73	47.38	17,817.50	12,453.50	
NET OF REVENUES & EXPENDITURES		38,472.25	0.00	6,115.36	12,778.93	460.09	26,423.55	5,638.45	
TOTAL REVENUES - ALL FUNDS									
		2,648,862.69	2,566,200.00	33,703.11	36,045.25	10,472.13	2,626,869.37	1,663.63	
TOTAL EXPENDITURES - ALL FUNDS									
		2,877,706.61	3,056,200.00	204,343.08	225,659.25	180,778.42	1,831,204.44	1,189,604.56	
NET OF REVENUES & EXPENDITURES		(228,843.92)	(490,000.00)	(170,639.97)	(189,614.00)	(170,306.29)	795,664.93	(1,187,940.93)	

03/14/2015 MONTHLY BALANCES FOR CITY OF NOVI				
From 12/31/2014 to 02/28/2015				
Funds: 268 269				
Acct Category: Assets				
From Account: 002.000 to 196.000				
GL #	DESCRIPTION	BALANCE 12/31/2014	BALANCE 01/31/2015	BALANCE 02/28/2015
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	1,240,195.47	1,041,798.10	962,452.57
268-000.00-017.002	Investment - Chase	98,914.96	98,917.39	
268-000.00-017.008	Investment - Oakland County Investment	675,935.56	676,389.16	676,766.17
268-000.00-017.009	Investment - UBS	1,054,350.98	1,063,984.95	1,063,984.95
268-000.00-018.000	Cash on hand	500.00	500.00	500.00
268-000.00-020.000	Current taxes receivable	36,257.43	30,430.33	22,403.62
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	104,650.00	101,291.71	101,498.26
269-000.00-017.008	Investment - Oakland County Investment	511,296.17	511,639.28	511,924.46
269-000.00-017.009	Investment - UBS	994,704.04	1,003,793.00	1,003,793.00
	TOTAL - ALL FUNDS	4,716,804.61	4,528,743.92	4,343,323.03
	DESCRIPTION	BALANCE	BALANCE	BALANCE
		12/31/2014	01/31/2015	02/28/2015
268-000.00-202.000	Accounts payable	(74,219.72)	(82,478.18)	(67,331.94)
268-000.00-215.200	Unemployment insurance liability	362.00	362.00	362.00
268-000.00-259.702	Accrued liabilities-tax	(43,420.00)	(43,420.00)	(43,420.00)
268-000.00-276.400	Deposit for Cafe	(500.00)	(500.00)	(500.00)
269-000.00-202.000	Accounts payable	(6,705.15)		(31.64)
	TOTAL - ALL FUNDS	(124,482.87)	(126,036.18)	(110,921.58)
	DESCRIPTION	BALANCE	BALANCE	BALANCE
		12/31/2014	01/31/2015	02/28/2015
268-000.00-390.000	Fund balance	(1,845,975.99)	(1,845,975.99)	(1,845,975.99)
269-000.00-390.000	Fund balance - Unrestricted	(1,487,506.93)	(1,487,506.93)	(1,487,506.93)
269-000.00-390.230	Fund Balance Collections/Materials	(33,683.99)	(33,683.99)	(33,683.99)
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	(52,896.67)	(52,896.67)	(52,896.67)
269-000.00-390.232	Fund Balance Programming	(10,572.94)	(10,572.94)	(10,572.94)
269-000.00-390.233	Fund Balance Technology Library	(6,100.00)	(6,100.00)	(6,100.00)
	TOTAL - ALL FUNDS	(3,436,736.52)	(3,436,736.52)	(3,436,736.52)

2015-2016 Budget						
2nd Draft March 25, 2015		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Proposed	2016-2017 Projected	Notes
<b>Revenues</b>						
Account	Description					
403.000	Property Tax Revenue	2,309,000.00	2,368,947.00	2,449,491.00	2,532,774.00	4% incr.(\$2,618,888 for 17/18)
567.000	State Aid	20,000.00	24,000.00	27,000.00	27,000.00	State of MI allocation 2 times per year
657.000	Library book fines	74,000.00	65,000.00	70,000.00	70,000.00	Fines for print/audio materials
658.000	State penal fines	73,000.00	83,205.00	77,000.00	77,000.00	% of traffic violations in Oakland cnty
664.000	Interest on Investments	25,700.00	24,000.00	24,000.00	24,000.00	
664.500	Unrealized gain(loss) invest	0.00	4,090.00	0.00	0.00	
665.000	Miscellaneous income	17,000.00	16,400.00	16,500.00	16,500.00	flashdrives, earbuds, print outs, lib cards
665.100	Copier	2,500.00	2,200.00	2,200.00	2,200.00	public usage
665.200	Electronic media	300.00	200.00	200.00	200.00	fines for DVDs
665.266	SRP - T-shirt sales	2,800.00	0.00	0.00	0.00	
665.289	Adult Programming	0.00	6,981.72	0.00	0.00	
665.290	Library Fundraising	3,000.00	0.00	3,000.00	3,000.00	
665.300	Meeting Room	23,000.00	26,000.00	28,000.00	30,000.00	
665.400	Gifts and donations	5,000.00	6,000.00	6,000.00	6,000.00	Annual letter/My Coupon Genie
665.404	Novi Tow nship Assessment	5,900.00	5,933.00	6,000.00	6,000.00	
665.650	Library Café	5,000.00	4,500.00	5,000.00	5,000.00	10% of sales;3 yr. lease til June 2016
<b>Total Revenues</b>		<b>2,566,200.00</b>	<b>2,637,456.72</b>	<b>2,714,391.00</b>	<b>2,799,674.00</b>	
2015-2016 Budget		2014-2015	2014-2015	2015-2016	2016-2017	Notes
2nd Draft March 25, 2015		Approved	Est Yr. End	Proposed	Projected	
<b>Expenditures</b>						
<b>Personnel Svcs.</b>						
Account	Description					
704.000	Permanent Salaries	952,200.00	914,000.00	929,000.00	929,000.00	1.5% incr. in salary for employees (19)
704.200	Wages (non-pensionable)	47,700.00	25,000.00	0.00	0.00	
705.000	Temporary Salaries	636,800.00	617,000.00	619,000.00	619,000.00	1.5% incr. in salary for employees (51)
715.000	Social Security	122,000.00	122,300.00	124,300.00	124,300.00	7.65% of salaries
716.000	Insurance	173,000.00	205,000.00	235,147.00	215,000.00	anticipated 12% incr. annually per city
716.200	HSA - Health Savings Acct.	4,000.00	3,000.00	3,000.00	3,000.00	
706.999	Ins. Employee Reimbursement		-33,000.00	-43,202.00	0.00	
718.000	Pension DB	0.00	0.00	0.00	0.00	Currently full funded per 2015/2016 info
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00	
718.200	Pension - Defined Contribution	27,700.00	26,500.00	26,400.00	26,400.00	
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	
720.000	Workers' Comp	2,500.00	2,700.00	4,300.00	4,300.00	
<b>Total Personnel Services</b>		<b>1,965,900.00</b>	<b>1,882,500.00</b>	<b>1,897,945.00</b>	<b>1,921,000.00</b>	
<b>Supplies</b>						
Account	Description					
727.000	Office supplies	15,000.00	23,000.00	23,000.00	23,000.00	
728.000	Postage	700.00	700.00	700.00	700.00	mailings
734.000	Computer softw are/licensing	96,900.00	96,900.00	86,400.00	80,000.00	Phone maint. Plan, Dell, Vmw are
734.500	Computer supplies equip	21,000.00	22,400.00	28,000.00	28,000.00	
740.000	Operating supplies	32,800.00	28,000.00	30,000.00	30,000.00	toiletries, book supplies
740.200	Desk,chairs, cabinets, etc.	0.00	0.00	800.00	0.00	Local History table repair est.
741.000	Uniforms	300.00	300.00	300.00	300.00	



<b>Materials</b>						
742.000	Books	210,000.00	200,000.00	195,000.00	195,000.00	Reduced based on need
742.100	Book Fines	1,500.00	700.00	1,000.00	1,000.00	Fees to other libraries for patron loss
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	
743.000	Library Periodicals	21,200.00	21,200.00	23,800.00	23,800.00	Increase based on cost/need
744.000	Audio visual materials	67,700.00	67,700.00	71,000.00	71,000.00	Downloadable bks
745.200	Electronic media	58,500.00	58,500.00	51,000.00	51,000.00	
745.300	Online (Electronic) Resources	60,000.00	57,200.00	55,000.00	55,000.00	Lower based on usage/need
<b>Total Supplies &amp; Materials</b>		<b>585,600.00</b>	<b>576,600.00</b>	<b>566,000.00</b>	<b>558,800.00</b>	
<b>2015-2016 Budget</b>		<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>Notes</b>
<b>2nd Draft March 25, 2015</b>		<b>Approved</b>	<b>Est Yr. End</b>	<b>Proposed</b>	<b>Projected</b>	
<b>Expenditures</b>						
<b>Services &amp; Charges</b>						
<b>Account</b>	<b>Description</b>					
801.925	Public Information (cable)	1,000.00	1,100.00	1,000.00	1,000.00	Cable fees
802.100	Bank Services	3,500.00	1,500.00	2,000.00	2,000.00	credit card transactions
803.000	Independent Audit	700.00	700.00	700.00	700.00	Completed thru City of Novi
804.000	Medical Service	1,000.00	300.00	300.00	300.00	new employee physicals (FT/PT)
806.000	Legal Fees	1,000.00	200.00	1,000.00	1,000.00	
809.000	Memberships & Dues	4,500.00	4,500.00	4,500.00	4,500.00	MLA, PLA, ALA, Rotary, OCHR, ABWA
816.000	Professional services	3,000.00	1,500.00	4,000.00	4,000.00	IT Consulting fees, In-Service
817.000	Custodial Services	37,800.00	46,800.00	48,800.00	48,800.00	Increase based on bid from 8/2014
818.000	TLN Central Services	4,750.00	4,495.00	4,500.00	4,500.00	Delivery 5 days a week
851.000	Telephone	16,500.00	11,500.00	11,500.00	11,800.00	
855.000	TLN Automation Services	66,500.00	56,000.00	56,000.00	57,600.00	Online catalog, datamailers, TLN services
861.000	Gasoline and oil	0.00	500.00	500.00	1,500.00	For van usage/Outreach changes
862.000	Mileage	1,250.00	500.00	300.00	300.00	
880.000	Community Promotion	5,000.00	2,500.00	11,800.00	11,800.00	Promotional items; Muniweb services
880.267	Library Programming - Book It	1,000.00	0.00	0.00	0.00	Seeking other fundraising options
880.268	Library Programming	20,000.00	20,000.00	22,500.00	22,500.00	Increase due to SRP changes
880.271	Adult Programming	0.00	4,258.42	0.00	0.00	On the Road costs
900.000	Printing, Graphic Design, Publishing	28,800.00	28,800.00	29,500.00	29,500.00	
910.000	Property & Liability Insurance	13,000.00	13,000.00	13,200.00	13,200.00	
910.001	Insurance deduct/Uninsured claims	0.00	0.00	0.00	0.00	
921.000	Heat	17,500.00	9,000.00	11,000.00	11,500.00	
922.000	Electricity	93,200.00	103,000.00	103,000.00	106,000.00	
923.000	Water and Sewer	6,500.00	5,200.00	5,500.00	5,500.00	
934.000	Building Maintenance	73,900.00	92,000.00	90,000.00	90,000.00	Increased due to unexpected costs
935.000	Vehicle Maintenance	1,500.00	2,000.00	1,500.00	0.00	
941.000	Grounds Maint.	26,000.00	30,200.00	28,600.00	28,600.00	
942.000	Office Equipment Lease	12,000.00	12,000.00	12,000.00	12,000.00	
942.100	Records storage	250.00	300.00	300.00	300.00	
956.000	Conferences & Workshops	11,000.00	9,000.00	14,500.00	13,500.00	MLA, PLA, local wkshps
<b>Total Services &amp; Charges</b>		<b>451,150.00</b>	<b>460,853.42</b>	<b>478,500.00</b>	<b>482,400.00</b>	

2015-2016 Budget 2nd Draft March 25, 2015		2014-2015 Approved	2014-2015 Est. Yr. End	2015-2016 Proposed	2016-2017 Projected	Notes
<b>Capital Outlay</b>						
<b>Account</b>	<b>Description</b>					
962.000	Building Maint. - Plumbing/Main Ent	24,550.00	7,600.00			
934.000	Building Improvements	0.00	0.00			
941.000	Grounds Maint.			124,800.00	53,400.00	3 Bioswales/sidewalk/1/3 traffic/pkg lot
976.000	Data Processing - Computers/Equip	14,000.00	14,000.00	64,800.00	56,000.00	68 terminals 15/16/ 59 in 16/17
986.000	Data Processing - Phone Upgrade	15,000.00	9,000.00			
990.000	Furniture	0.00	0.00	10,000.00		Reupholster Youth chairs/couches
<b>Total Capital Outlay</b>		<b>53,550.00</b>	<b>30,600.00</b>	<b>199,600.00</b>	<b>109,400.00</b>	
965.269	Walker Transfer					
<b>Total Expenditures</b>		<b>3,056,200.00</b>	<b>2,950,553.42</b>	<b>3,142,045.00</b>	<b>3,071,600.00</b>	
<b>680.000</b>	<b>Fund Balance</b>					
	<b>TOTAL Fundbalance</b>	<b>490,000.00</b>	<b>313,096.70</b>	<b>427,654.00</b>	<b>271,926.00</b>	

## Budget Narrative – Update

### 704.000 and 705.000 - Permanent and Temporary Salaries

\$25,000 was added between the Permanent and Temporary Salaries budget lines to allow for a 1.5% increase for employees working in all position categories except Library Assistant. Increases will go into effect on July 1, 2015. Library Assistant increases will go into effect on January 1, 2016 based on the minimum wage increase set by the State of Michigan (salary will increase from \$8.15 per hour to \$8.50 per hour).

### 934.000 – Building Maintenance

The budget line was increased by \$10,000 due the significant amount of unexpected costs for building repairs, etc.

### 941.000 - Additional Parking Lot costs, provided by Mary Ellen Mulcrone

In February 2014, DPS provided a report about the status of City-owned parking lots, including the Library's parking lot. I have not attached the full report, but only the sections that are pertinent to the Library. At the time of the report, NPL's parking lot was rated at condition 8 on a PASER rating scale of 0 (poor condition) to 10 (just constructed).

Recommendations reported for the Library are as follows.

- Routine maintenance of overband crack sealing in the near term of 1-2 years, which translates to the 2015/16 FY. Estimated cost would be \$3,200. This is the work that will be done under warranty by Nagle Paving Co. this year by June 1st. There is a possibility that some additional work beyond what is covered by warranty could be needed, but this is not really expected. We will have Nagle and DPS out to review conditions once we see spring weather.
- Capital improvements of patching and seal coat in the intermediate term of 3-4 years, which translates to the 2017/18 FY. **Estimated cost would be \$53,400.** The Library Board inquired about having this work done in the 2015/16 FY, but indications are that the work could be delayed for another year or two.

Whenever the seal coat work is to be done, it would be best coordinated to occur in early August when the Summer Reading Program has concluded but schools are still out for the summer. We should also be sure to coordinate with Novi Schools so that both NPL and high school parking lots are not torn up at the same time. I will contact Steve Barr, Assistant Superintendent of Business and Operations, at Novi Schools to inquire about plans for parking lot improvements at the high school.

**Director's Report – Julie Farkas**

2/28/2015	Counter	Divide by 2 for In/Out
10 - 11 AM	344	172
11 AM - 12 PM	466	233
12 - 1 PM	692	346
1 - 2 PM	717	359
2 - 3 PM	276	138
3 - 4 PM	339	170
4 - 5 PM	268	134
5 - 6 PM	302	151
6 - 7 PM	107	54
7 - 8 PM	15	8
8 - 9 PM	30	15
9 - 10 PM	70	35
10 - 11 PM	17	9
Total	3,643	<b>1,822</b>

**Busy day for Novi Library**

On Saturday, February 28<sup>th</sup> we had an exceptionally busy day. Every meeting room was booked, every tutor/study room was being used and every chair was filled. What made this day even busier was the fact that at about 10:30am, the High School had reported a gas leak in their building. Both competitive swim and cheer competitions were scheduled that day. Thank goodness for the Novi Library because we became the "go to" location for all of these students while the problem was being fixed. As you can see hundreds of people were in the building, which drove our numbers up. All the teams (from many surrounding cities) were very appreciative of the space. The Library was able to open our Youth Activity room for students to sit and eat. The café reported being the busiest they had been in months due to the lunch crowd. Novi Library was the place to be that day!



**Smart Money Week – April 18<sup>th</sup> – 25<sup>th</sup>**

Novi Library was hub for book distribution to over 100 libraries in Michigan on March 5<sup>th</sup> and 6<sup>th</sup> when over 6,000 books came into the building to be sorted and sent out through TLN delivery. Special thanks to Community Financial Credit Union for sending volunteers to sort the books and get them packed for delivery. The Library will host an event on Saturday, April 25<sup>th</sup> for young readers featuring the book Dollars and Sense.



**Meadowbrook Elementary Concert Event – March 12, 2015**

Thanks to the generous support of our Friends of the Novi Library, the Library was able to reach out to our north end students at Meadowbrook Elementary (part of the Walled Lake Consolidated School District) to bring a free concert to the students in 3<sup>rd</sup> – 5<sup>th</sup> grades. The concert featured Quintet Attacca, which was on tour with the Chamber Music Society of Detroit. The students had the opportunity to hear beautiful music, interact with the musicians and learn about the various instruments.



**Fox Run Library Day – March 16, 2015**

The Library took its show on the road to Fox Run to reach out to the residents to provide information about downloadables, Gale courses, MyCouponGenie, upcoming programming information, to offer computer assistance and to sign up library cards. 30 new cards were given out to residents and many new friends were made.

**Library Director - Out and About in Novi and Library Profession**

- MyCouponGenie meetings with Novi Businesses – Feb 20<sup>th</sup>, 26<sup>th</sup>, March 4<sup>th</sup>
- Leader in Me at Orchard Hills Elementary – March 3<sup>rd</sup>
- Rotary Meeting – March 5<sup>th</sup>
- Youth Assistance Bowl A-Thon – March 7<sup>th</sup>
- Boomer University Meeting at Oakpointe Church – March 11<sup>th</sup>
- DSLRT meeting at Berkly Public Library – March 13<sup>th</sup>

**Trustee Orientation**

On Friday, March 13<sup>th</sup> I had the opportunity to meet with newly appointed Board Trustees Paul Funk and Bill Lawler. We reviewed the board handbook, discussed the preliminary budget documents for 2015-2016 and discussed the role of board members and ways in which members can get involved in the Library.



# Jen Preston: Novi Library champion of teens passes away

Cal Stone, [cstone@gannett.com](mailto:cstone@gannett.com) 11:47 a.m. EDT March 10, 2015

The Novi Public Library lost a key member of its team, Jennifer Preston, who passed away Sunday after battling heart and lung complications that led to a blood infection.

The 35-year-old had been off work since October, according to Julie Farkas, library director. But before she took leave, Preston definitely left her mark on the Novi community. She was the teen librarian and had been with the Novi library since November 2008.

“She contributed so much to the library, reaching out to teenagers,” said Farkas. “She was very impactful with our teens. She built wonderful connections with our high school, the librarian there and those students. It’s going to be a huge loss for us.”

Preston was a full-time librarian specifically for teen services, and was instrumental in getting the library’s teen space up and running three years ago.

“That’s been a very successful program,” said Farkas. “She made wonderful connections with teens.”

Preston helped with the library’s teen reading program and teen advisory board as well as Teen Space, which offers students a place to hang out and socialize from 2-5 p.m. Monday-Friday.

“That’s a very positive opportunity for students – and it’s all because Jennifer saw there was a need for that for them,” said Farkas.

A graduate of Michigan State University and Wayne State University, Preston loved being a part of sports events, watching and attending MSU and Detroit Tigers games regularly, said Farkas.

Preston is survived by her parents, Norma and Patrick Preston, of Sterling Heights; a sister; a niece; and her boyfriend, Alan Wigodski.

Funeral arrangements at Temrowski Funeral Home (30009 Hoover Road, Warren) include visitations from 5-9 p.m. Wednesday and 2-9 p.m. Thursday with a memorial service at 1 p.m. Friday.



# BOOMER UNIVERSITY

*Dream Again*

Born between 1946 and 1964, there are 76-million baby boomers in America. On average about 10,000 retire each day. Join us in learning how to make the **"second half the best half"** at the upcoming Boomer University Conference! Don't miss out on these opportunities included with the conference:

- Special Guest speakers including Chuck Gaidica, Pastor and TV personality plus Rhonda Kehlbeck, Director of Global Engagements at the Halftime Institute.
- Live music with The Boomer Band.
- Resource tables with information on topics from finance, to fitness, to learning how to fly a plane.
- Health Fair with free health screenings.
- Each participant will receive a copy of the book "Half Time, Moving from Success to Significance".
- Classic cars and motorcycles on display.
- Free coffee and snacks.



**Date:**

**Saturday  
April 18, 2015**

**Time:**

**9AM to 1PM**

**Tickets:**

**\$10 Per Person**

available online at  
[www.oakpointe.org](http://www.oakpointe.org)  
Or at the Novi Civic Center

**Location:**

**Oak Pointe Church**

50200 W. 10 Mile Rd

Novi, MI 48374

248.912.0043

For more information go to [www.oakpointe.org](http://www.oakpointe.org)



**BROUGHT TO YOU BY:**



# Paradise Park Party!

**Friday, April 17**  
**5-8pm-Grades K-6**  
**9pm-12am-Grades 7-12**



**Come join the Library for  
a night of fun at  
Paradise Park!**

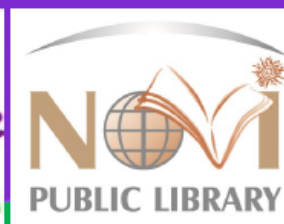


**Enjoy 3 hours of unlimited access to Laser Tag,  
Miniature Golf, Trampoline, Climbing wall, and  
a Go-Kart ride for only \$28.**

**Pizza dinner and 20 arcade tokens will also  
be provided.**

**\*Dress up as your favorite book character and be  
entered in our costume contest!**

To register contact the Administration Office at (248) 869-7204  
(Monday-Thursday 10am-5pm, Friday & Saturday 10am-6pm)



**Paradise Park, 45799 Grand River, Novi 48374**

## Just for the Girls!

Explore your personal style, refresh your soul,  
uncover your passion, have fun – SHOP!!

# Michigan International Women's Show

April 30 – May 3, 2015

Suburban Collection Showplace  
Novi, MI

Thursday: 10a-8p    Friday: 10a-9p    Saturday: 10a-8p    Sunday: 11a-6p

The Michigan International Women's Show, where women can shop for beautiful jewelry & the latest trends in handbags, watch fabulous fashion shows, attend cooking demonstrations & sample gourmet foods, treat themselves to makeovers, & meet celebrity guests!

- ✦ Nationally acclaimed **Taste of Home Cooking Schools** – Thurs & Fri at 11am. Premium ticket includes a swag bag valued at \$50 – seating is limited.
- ✦ **Randy Fenoli** - Designer, Fashion & Beauty Expert, & Star of and Author of "It's All About the Dress" appears Fri at the show.
- ✦ **Pink Friday**, our take on Black Friday – Exhibits with pink balloons will be offering discounts & show specials on Fri only.
- ✦ It's our **20<sup>th</sup> Birthday** & you're invited to the party with drink specials, prizes, cupcakes & more!
- ✦ "**Gone Cupcaking**" Cupcake tour!
- ✦ Matchmaking expert & relationship, **Julie Wadley** schools singles on the ABC's & 123's of dating & love in the year 2015!
- ✦ Celebrity stylist **Michael O'Rourke** & creator of *Rock Your Hair* will be demonstrating his *Angles in Motion* cutting system with FREE haircuts!
- ✦ **Girls' Night Out** on Fri night & **Mother-Daughter Day** on Sun with numerous prizes.
- ✦ \$20 in **Show Bucks** given away every 20 minutes
- ✦ The **first 100 attendees** each day receive special gifts plus a **Scavenger Hunt** with gifts hidden throughout the show
- ✦ Enjoy **Shopping Happy Hours** with a complimentary glass of wine after 5pm on Thursday and Friday (limited quantities, one per person with coupon & valid ID).
- ✦ Shopping, cooking classes & so much more!



Novi Public Library:

Go online to [www.MichiganInternationalWomensShow.com/](http://www.MichiganInternationalWomensShow.com/) & click on the *Online Tickets* field at the top right side of the screen; then enter **NPLWDE15** in the *Promotional Code* box on the left side of the screen to purchase/print tickets for \$6.00 each.

Enjoy the Show!!





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

It was a bitter, cold month but we still offered amazing programs:

### **Featured Adult Programs:**

Listen @ the Library  
Lifelong Learning: Get Going with Gale Courses & Learning Express Library  
Fantastic Music with Expressions Music Academy  
AARP Tax Preparation  
Drumcommunity  
Get Inspired with Pinterest  
Parent to Parent Book Discussion  
Solomon Northrup's America  
Scrapbook for a Cause

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

- a. Five Threats to your Retirement
- b. Four SCORE Business Mentoring

### **Monthly Adult Programs:**

- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Four Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- Two 1-on-1 internet basics, one 1-on-1 email basics and two 1-on-1 Facebook basics
- French, German, Italian, Japanese & Spanish Language Conversation Groups
- Two Information Services Department Meetings
- Three English Conversation Groups
- Two Chess Times
- Novi Writers' Group
- Two Coffees with the Superintendent

### **Featured Youth Programs:**

- Two Baby Times Story Times
- Four Tot Time Story Times
- Six Two of Us Story Times
- Four Three's Company Story Times
- Two On My Own Story Times
- Chinese Story Time
- Spanish Story Time
- Hindi Story Time
- Marathi Story Time
- Japanese Story Time
- Czech Story Time
- Korean Story Time
- Tamil Story Time
- Stay in your PJ's Movie Day
- Pokemon
- April Stevenson and Margi Karp-Opperer hosted a story time, tour and scavenger hunt for the Special Education Class from the Novi Middle School

**Monthly Youth Programs:**

- Kiddie Craft
- Snack Tales
- Lego Club
- Family Story time

**Tween and Teen Program:**

- ❖ Teen Book Club
- ❖ Manga Club
- ❖ Sit n Stich Teen Knitting Group
- ❖ StART: Art Classes for Beginners

**Featured Collections:**

**Adult:** Honoring African Americans in Literature and Tools to Land your Dream Job in 2015

**Youth:** Honoring African Americans in Literature

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

On Sunday, February 15, we arrived in the Library to find water leaking through the ceiling in the AST (Automatic Sorting Technology) room. At the time, the leak was small, but it grew rather quickly. Facilities staff determined that the water was coming from one of the air handlers in the mechanical room on the second floor. Staff on hand cooperated to move and cover things so that nothing would be damaged. The sorting room had to be closed for the day, but drive-up returns were still available for patrons. Our mechanical contractor responded quickly and had the leak repaired in a few hours. While the situation was very unfortunate, the timing was not as bad as it could have been, and staff did a great job of keeping everything under control. Special thanks go to Keith Perfect, Matt Vuich, Dominic Doot, David McCown and the rest of the Support Services staff, as well as everyone else who helped that day. Many others (especially Bill Bembeneck, Jolanta Borek, and Barb Rutkowski) are also thanked for their extra work the next day bringing everything back to normal.

Other than that, most operations were fairly typical. In addition to snow/ice removal and meeting room set-ups, Facilities staff accomplished a number of things, including: repaired the train table from the Youth play area; repaired a faucet in one of the bathrooms; repaired a lock in the Friends' Book Nook; had a new battery installed in the van; installed automatic soap dispensers and introduced a new type of paper towels in an effort to reduce waste and save money; etc.

The Facilities, IT, and Support Services departments have been coordinating on a project to improve workspace in the AST room. The project first began based on work that had to be done due to a hardware failure. In the process, it was determined that other improvements could be made with a reasonably small amount of effort. This included moving components of one workstation to free up space on the counter, adjusting shelving, managing wires/cords, etc.

IT staff were kept busy with the usual things, including: routine maintenance and problem solving; helping patrons with computer issues; setting up laptops for Library programs and rentals; etc. They also replaced the scanner for the Creation Station; worked with a vendor to replace memory in the SAN (storage area network); worked with TLN to set up Google Analytics for our Enterprise online public catalog, which will provide statistics on the number of new and return users, their level of engagement, and type of browser and mobile device being used to access our site; assisted IS Staff with converting Novi Oral Histories from VHS to digital output in order to eventually make these available on our website.

Computer training for the public included: one eReader Instruction, one Basic Photo Editing with Paint.NET, one Improve Your Typing Skills, two iPad Tips & Tricks, and seven Tech Time sessions.

**Support Services Statistics 2014-2015**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	457	364	409	339	348	261	321	275					<b>2,774</b>
<b>Items checked out</b>	81,433	73,600	67,803	67,091	64,700	63,696	66,792	62,073					<b>547,188</b>
<b>Items borrowed</b>	4,719	4,078	3,840	4,201	3,213	4,124	4,553	3,850					<b>32,578</b>
<b>Items loaned</b>	5,305	4,733	4,619	4,688	4,153	4,232	5,220	4,544					<b>37,494</b>
<b>Read Boxes</b>	380	217	153	59	0	0	0	0					<b>809</b>

	February 2015	February 2014		October 2014	October 2013
Library cards issued	275	268			
Total checkouts	62,073	59,205	READ Boxes	Adult 9	0
				Youth <u>50</u>	<u>0</u>
Items borrowed	TLN 3,759	3,832		total 59	0
	MeL <u>91</u>	<u>78</u>			
	3,850	3,910			

Items loaned	TLN 4,473	4,481
	MeL <u>71</u>	<u>99</u>
	4,544	4,580

May through October 8 of 2014 was our second season of Read Box service in Novi. Lakeshore Park is the original location with Rotary and ITC Parks added this year. ITC Park proved to be the box most used, with Lakeshore coming in a close 2nd.

Read Box totals May through October 8, 2014:

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

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

	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
<b>July</b>	81,433	63.09%	51,379	10,899	9,645	5,006	13,934	9,913	1,982
<b>August</b>	73,600	58.02%	42,705	9,394	5,695	5,629	7,397	11,492	3,098
<b>September</b>	67,803	55.41%	37,571	9,120	6,723	3,846	6,845	9,712	1,325
<b>October</b>	67,091	54.90%	36,834	9,154	6,310	3,761	5,137	11,222	1,250
<b>November</b>	64,700	56.33%	36,443	8,253	6,897	4,551	3,669	11,981	1,092
<b>December</b>	63,696	53.17%	33,869	7,997	6,371	3,076	5,709	9,476	1,240
<b>January</b>	66,792	52.45%	35,031	8,155	6,775	3,965	5,533	9,292	1,311
<b>February</b>	62,073	53.96%	33,493	7,668	6,033	3,595	5,894	9,096	1,207
<b>March</b>									
<b>April</b>									
<b>May</b>									
<b>June</b>									
<b>FYTD</b>	<b>547,188</b>	<b>55.92%</b>	<b>307,325</b>	<b>70,640</b>	<b>54,449</b>	<b>33,429</b>	<b>54,118</b>	<b>82,184</b>	<b>12,505</b>

Library Usage									
2013-2014 Fiscal Year					2014-2015 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	37,620	1,447	254	26	July	41,988	1,400	289	30
August	32,464	1,249	250	26	August	37,590	1,296	272	29
September	30,079	1,074	264	28	September	31,986	1,103	275	29
October	31,249	1,008	297	31	October	36,332	1,172	294	31
November	30,109	1,075	257	28	November	30,030	1,073	259	28
December	27,986	1,000	259	28	December	28,625	1,022	264	28
January	37,006	1,234	283	30	January	30,566	1,019	280	30
February	28,760	1,027	264	28	February	28,186	1,044	264	27
March	32,829	1,059	289	31	March			292	31
April	41,665	1,488	272	28	April			272	28
May	32,683	1,167	268	28	May			263	28
June	39,534	1,412	267	28	June			280	29
<b>FYTD Total</b>	<b>401,984</b>	<b>1,182</b>	<b>3,224</b>	<b>340</b>	<b>FYTD Total</b>	<b>265,303</b>	<b>1,144</b>	<b>3,304</b>	<b>348</b>

<b>Computer Logins</b>											
<b>2013-2014 Fiscal Year</b>						<b>2014-2015 Fiscal Year</b>					
	<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops*</b>	<b>Total</b>	<b>Daily Average</b>		<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>
<b>July</b>	5,549	24,600	6	30,155	1,160	<b>July</b>	5,620	46,177	3	51,800	1,727
<b>August</b>	5,075	22,623	1	27,699	1,065	<b>August</b>	4,816	48,923	7	53,746	1,853
<b>September</b>	4,915	30,828	3	35,746	1,277	<b>September</b>	4,866	49,382	1	54,249	1,871
<b>October</b>	5,806	35,096	0	40,902	1,319	<b>October</b>	4,167	54,461	2	58,630	1,891
<b>November</b>	5,240	32,155	3	37,398	1,336	<b>November</b>	4,463	54,338	2	58,803	2,100
<b>December</b>	4,279	32,168	4	36,451	1,302	<b>December</b>	4,228	47,196	1	51,425	1,837
<b>January</b>	4,327	30,792	5	35,124	1,171	<b>January</b>	3,395	51,759	2	55,156	1,839
<b>February</b>	4,583	36,568	0	41,151	1,470	<b>February</b>	2,918	66,156	2	69,076	2,467
<b>March</b>	5,092	39,344	2	44,438	1,433	<b>March</b>				0	0
<b>April</b>	4,603	35,152	5	39,760	1,420	<b>April</b>				0	0
<b>May</b>	4,653	33,037	2	37,692	1,346	<b>May</b>				0	0
<b>June</b>	5,322	45,753	3	51,078	1,824	<b>June</b>				0	0
<b>FYTD Total</b>	<b>59,444</b>	<b>398,116</b>	<b>35</b>	<b>457,595</b>	<b>1,346</b>	<b>FYTD Total</b>	<b>34,473</b>	<b>418,392</b>	<b>20</b>	<b>452,885</b>	<b>1,944</b>

Early Literacy Workstation Usage							
2013-2014 Fiscal Year				2014-2015 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,309	32,845	25	July	1,460	38,035	26
August	1,324	34,520	26	August	1,297	33,735	26
September	987	22,767	23	September	1,039	23,683	22
October	1,067	24,139	22	October	1,005	22,557	22
November	816	19,935	24	November	995	24,158	24
December	658	15,590	23	December	953	21,756	22
January	720	16,998	23	January	971	22,936	23
February	718	16,702	23	February	962	22,029	22
March	834	21,063	25	March			
April	844	20,061	23	April			
May	734	15,847	21	May			
June	968	23,181	23	June			
<b>FYTD Total</b>	<b>10,979</b>	<b>263,648</b>	<b>24</b>	<b>FYTD Total</b>	<b>8,682</b>	<b>208,889</b>	<b>23</b>



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

	Tech Time	eReader	VHS to DVD	iPad	Keyboarding	Paint.NET	Freegal	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	4	1	4	2	0	1	0	0	0	7	19	
<i>patrons</i>	<b>2</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>		<b>30</b>
<b>Aug</b>	4	0	1	2	0	1	0	1	0	7	16	
<i>patrons</i>	<b>1</b>	<b>0</b>	<b>1</b>	<b>15</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>7</b>		<b>33</b>
<b>Sep</b>	5	1	3	1	1	1	0	0	0	2	14	
<i>patrons</i>	<b>3</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>		<b>25</b>
<b>Oct</b>	5	0	4	1	1	1	1	1	0	7	21	
<i>patrons</i>	<b>4</b>	<b>0</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>7</b>		<b>37</b>
<b>Nov</b>	4	1	4	1	1	1	0	0	0	1	13	
<i>patrons</i>	<b>3</b>	<b>2</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>		<b>28</b>
<b>Dec</b>	4	1	4	1	1	1	1	1	0	2	16	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>		<b>27</b>
<b>Jan</b>	5	1	2	2	0	0	0	0	2	11	23	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>11</b>		<b>37</b>
<b>Feb</b>	4	1	2	2	1	1	0	0	1	3	15	
<i>patrons</i>	<b>2</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>		<b>29</b>
<b>Mar</b>												
<i>patrons</i>												
<b>Apr</b>												
<i>patrons</i>												
<b>May</b>												
<i>patrons</i>												
<b>Jun</b>												
<i>patrons</i>												
Sessions	35	6	24	12	5	7	2	3	3	40	137	
<i>Patrons</i>	<b>23</b>	<b>22</b>	<b>33</b>	<b>65</b>	<b>20</b>	<b>27</b>	<b>6</b>	<b>7</b>	<b>3</b>	<b>40</b>		<b>246</b>

**2014-2015 Fiscal Year**

	Freegal		OverDrive				Zinio		Indieflix	Gale Courses	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*	Videos Viewed	Active Learners	Completed Classes
<b>July</b>	2,070	205	3,185	1,209	4,394	112	752	9,968			
<b>August</b>	1,884	198	3,477	816	4,293	147	704	8,981			
<b>September</b>	2,089	201	3,176	1,140	4,316	369	700	8,701	32	107	16
<b>October</b>	2,237	235	3,272	1,085	4,357	644	632	8,594	33	73	16
<b>November</b>	2,244	235	3,376	681	4,057	785	874	10,932	21	85	2
<b>December</b>	2,148	210	2,148	609	2,757	369	822	11,525	7	69	19
<b>January</b>	2,171	205	2,932	782	3,714	507	918	14,421	43	140	3
<b>February</b>	2,198	224	2,833	790	3,623	414	957	13,237	23	95	2
<b>March</b>											
<b>April</b>											
<b>May</b>											
<b>June</b>											
<b>FYTD Total</b>	<b>17,041</b>	<b>1,713</b>	<b>24,399</b>	<b>7,112</b>	<b>31,511</b>	<b>3,347</b>	<b>6,359</b>	<b>86,359</b>	<b>159</b>	<b>**</b>	<b>58</b>

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

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

<b>Charging Stations Usage</b>				
	<b>2011-12FY</b>	<b>2012-13FY</b>	<b>2013-14FY</b>	<b>2014-15FY</b>
<b>July</b>		3	3	10
<b>August</b>		2	8	11
<b>September</b>	3	8	2	4
<b>October</b>	1	3	4	3
<b>November</b>	7	3	4	3
<b>December</b>	1	3	0	4
<b>January</b>	8	4	1	3
<b>February</b>	7	3	1	2
<b>March</b>	11	4	0	
<b>April</b>	5	3	3	
<b>May</b>	8	1	4	
<b>June</b>	4	1	5	
<b>Total</b>	<b>55</b>	<b>38</b>	<b>35</b>	<b>40</b>

<b>Meeting Room Rentals</b>					
<b>2013-14 Fiscal Year</b>			<b>2014-15 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>		<b>Rentals</b>	<b>Attendees</b>
<b>July</b>	29	696	<b>July</b>	44	1,234
<b>August</b>	41	1,172	<b>August</b>	54	1,810
<b>September</b>	49	1,274	<b>September</b>	29	760
<b>October</b>	35	1,077	<b>October</b>	36	964
<b>November</b>	32	1,485	<b>November</b>	33	890
<b>December</b>	21	447	<b>December</b>	19	470
<b>January</b>	42	981	<b>January</b>	22	910
<b>February</b>	51	1,505	<b>February</b>	23	656
<b>March</b>	47	1,344	<b>March</b>		
<b>April</b>	32	1,031	<b>April</b>		
<b>May</b>	35	1,726	<b>May</b>		
<b>June</b>	21	946	<b>June</b>		
<b>Total</b>	<b>435</b>	<b>13,684</b>	<b>Total</b>	<b>260</b>	<b>7,694</b>

Library App - 2014-15 Fiscal Year					
	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
<b>July</b>	29,227	1. Novi Main Menu	<b>January</b>	20,489	1. Catalog
		2. My Account Novi Summary			2. My Account
		3. Novi Holdings			3. OverDrive
		4. My Account Novi Items			4. Artwork at the Library
		5. My Account Novi Request			5. Book/DVD lists
<b>August</b>	20,658	1. Catalog	<b>February</b>	31661	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Book/DVD Lists			4. Artwork at the Library
		5. Artwork at the Library			5. Events
<b>September</b>	22,031	1. Catalog	<b>March</b>		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Book/DVD lists			
<b>October</b>	23,811	1. Catalog	<b>April</b>		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Book/DVD lists			
<b>November</b>	22,496	1. Catalog	<b>May</b>		
		2. My Account			
		3. OverDrive			
		4. Book/DVD lists			
		5. Events			
<b>December</b>	25,095	1. Catalog	<b>June</b>		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Events			
			<b>Total</b>	<b>195,468</b>	

## NOVI HISTORICAL COMMISSION MEETING

Wednesday, Feb. 25, 2015, 7pm

November Minutes approved (no December meeting)

No January minutes - no meeting because there was no quorum

**Local History Room** open 12-2pm – 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month except during June, July, August.

Appointments are available

March 2 – Kathy Crawford (will be late)

March 16 – John MacInnes

April 6 – Kelly

April 20 – Kathy Crawford

May to be determined at next meeting

### **2015/2016 Budget Approval**

<b>Displays, Exhibits</b>	<b>\$800</b>
<b>Equipment</b>	<b>\$500</b>
<b>Marketing (Engage, tokens, brochures)</b>	<b>\$800</b>
<b>Programs/Speaker Fees</b>	<b>\$1000</b>
<b>Special projects...<b>buttons on headstones/Villa Barr</b></b>	<b><b>\$7600</b></b>
<b>Storage Unit</b>	<b>\$1800</b>
<b>Acquisitions (books, documents, artifacts, images)</b>	<b>\$300</b>
<b>Office Supplies</b>	<b>\$200</b>
<b>Conference/continuing Ed</b>	<b>\$1000</b>
<b>Total</b>	<b>\$14,000</b>

Budget approved by Commission

There is approximately \$4,000.00 still to spend in this current year's budget

**Election of Officers:** Chairperson: Kathy Crawford

Secretary: John MacInnes

**Cemeteries:** Kathy Crawford would like to see signs recognizing veterans, will check with Wendy DuVall about cleanup of cemeteries, and locating any more patriots – Kathy would like to see more park like settings in the historical cemeteries – make long range plans for this project

**2014 Accomplishments** - Kathy has asked each commissioner to think about accomplishments during 2014 so that a list can be assembled and presented to the City Council

**Vacancys on Commission:** One member has resigned – Kathy has asked the City Clerk to add an additional member to the Commission which would be a total of 6 members

**Commission Website:** Commission has decided on updates for their website. When the list of updates is sent to me, I will forward it to the Webteam

**Programs:** A member of the commission will meet with Margi regarding fall programing – 2 programs have been suggested – possibly co-sponsoring these programs with the Friends

**Michigan State Fair Senior Day:** Kathy is working on this aspect of the State Fair which will be held at the Suburban Collection Showcase over Labor Day weekend (Sept. 4-7). She has asked for volunteers to help

**Next meeting :** Wednesday, March 25, 2015 7pm

## **Bits and Pieces**

**Vol.6, Number 3  
MARCH 2015**

### **TLN Membership Meeting – Switched to March 20**

The first TLN membership meeting for the new calendar year will be Friday, March 20 at 11:00 AM, hosted by the Royal Oak Public Library. Join us as we welcome new, or recently new, directors including Rebecca Higgerson of Brandon Township, Rachel Lee from Flat Rock and Brandon Bowman who joined the Oak Park Library. We also congratulate recent Wayne County Library branches, now city libraries including Sandi Blakney in Allen Park, Nicole Kessler from Lincoln Park, Theresa Kieltyka in Melvindale, Gurpreet Samra serving River Rouge and Francene Sanak at the Trenton Veterans Memorial Library. Special thanks and congratulations to Wayne County Librarian, Maria McCarville, for graciously paving the way for an easy transition. On the business side of our membership meeting, we will ask member libraries to identify current cooperative services which are important, services which lack value in the 21st Century and expansion of services for the future. Expanded access to member collections via MLibraryCard will also be discussed. A special guest speaker, Robert Bruner, Chief Executive Officer/Michigan Municipal Services Authority, will be present.

### **Leadership – How Do You Build Your Tool Box of Skills?**

Our next Leaders Book Club discussion will be convened on Wednesday, March 25 at 1:00 PM. Hosted by the Wixom Public Library this lively discussion of contemporary management issues each of us face is an excellent opportunity for Directors and Directors to be engaged in “management therapy” as facilitated by our leader, Dr. Lee Meadows. The title for March is Sway: The Irresistible Pull of Irrational Behavior. Copies of the May 27 discussion title, Procrastinate on Purpose: 5 Permissions To Multiply Your Time, have just arrived. The second work featuring author Rory Vaden will be hosted by the Salem-South Lyon District Library.

### **Odilo Project Update**

Acquisition of 500+ titles for the TLN core base collection was just completed. Arrangements are underway to host a soft opening before the close of March. Jim Flury will update all participants once Odilo staff have reviewed FAQ's and access procedures with TLN staff. As we roll out this new service, be patient since we are attempting a migration of multiple Integrated Library System platforms, each of which requires a careful orchestration with the host ILS vendor, some of whom are more cooperative than others. Procedures for ordering individual member library collection purchases are under development. Full billing for circulation and library specific holdings are under review.

**DIRECTOR'S REPORT- Jim Pletz, The Library Network  
MARCH 2015**

Activities of Statewide or National Focus

Reviewed FY2014 Audit Report with TLN Finance Committee and TLN Controller as presented by retained auditors on February 9.

Participated in conference call with sales representatives from Gale Cengage promoting new online continuing education series on February 11.

Attended February 20 meeting of the Michigan Cooperative Directors Association held at the Library of Michigan.

Engaged in discussion of state legislative issues during monthly MLA Legislation Committee conference call on March 2.

Secured TLN platform of MAP service with staff on March 4.

Promoted TLN MAP range of services during bi-weekly conference call with new partners from Department of Natural Resources (DNR) and Blue Cross Blue Shield on March 5.

Discussed role of cooperatives in statewide library service during lunch with Randy Riley, Library of Michigan Director.

Continued discussions for the fall 2015 collaborative program with partners from MAME (Michigan Association for Media Educators), MCLS (Midwest Collaborative for Library Services) Library of Michigan and (MCDA) Michigan Cooperative Directors Association on March 13.

Activities in Support of Member Libraries

Attended ExCom meeting on February 12 and participated in discussion of current review of Integrated Library Systems (ILS) recently presented by three vendors.

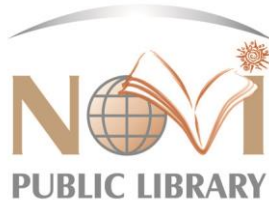
Supported Royal Oak Township Public Library Board of Director presentation of financial payment process concerns with township Clerk and Treasurer on February 12.

Explored advantages of joining the Shared Automation Services of TLN with staff of the Northfield Township Public Library on February 17 and Hartland Cromaine District Library on March 10.

Celebrated fourth quarter TLN birthdays at pizza luncheon on February 17.

Interacted with TLN board members during February 19 board meeting.





## Library Board Calendar 2015

<b>March 25</b>	<b>Library Board Regular Meeting – held at Library</b>
April 4	Library Closed
April 5	Holiday – Easter, Library Closed
April 12-18	National Library Week
<b>April 15</b>	<b>Library Board Regular Meeting – held at Library</b>
April 18-25	Money Smart Week @ Library
May 10	Mother's Day, Library Closed
<b>May 20</b>	<b>Library Board Regular Meeting</b>
May 24	Library Closed
May 25	Holiday – Memorial Day, Library Closed
<b>June 17</b>	<b>Library Board Regular Meeting</b>
<b>June 17</b>	<b>Library Director Annual Review</b>
June 21	Father's Day, Library Closed
July 4	Holiday – Independence Day, Library Closed
July 5	Library Closed
<b>July 15</b>	<b>Library Board Regular Meeting</b>
August – October	Community Reads Program
<b>August 19</b>	<b>Library Board Regular Meeting</b>
August 21	Staff In-Service, Library Closed
September 5	Library Closed
September 6	Library Closed
September 7	Holiday – Labor Day, Library Closed
<b>September 16</b>	<b>Library Board Regular Meeting</b>
<b>October 21</b>	<b>Library Board Regular Meeting</b>
October 29	Library hosts Michigan Library Assn. Conf., Library closes at 5 p.m.
November 3	General Election Day
<b>November</b>	<b>Annual Library Report – City Council Meeting, TBD</b>
November	Community Read, Library, TBD
November 11	Holiday – Veteran's Day – Library Open
<b>November 18</b>	<b>Library Board Regular Meeting</b>
November 25	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 26	Holiday – Thanksgiving, Library Closed
<b>December 16</b>	<b>Library Board Regular Meeting</b>
<b>December 16</b>	<b>Library Director – Mid-year Review</b>
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year's Eve, Library Closed

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

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