

## Agenda

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, October 15, 2014  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
  - A. Approval of Claims and Warrants L523..... 3
  - B. Approval of Regular Meeting Minutes – September 17, 2014 ..... 5
5. Correspondence
  - A. Letter by Nancy Maxwell, Executive Director of Sweet Dreamzzz, Inc. thanking the Novi Library for the generous donation of 4 Dr. Seuss Books.....10
  - B. Thank you email from Brian Yopp to Roy Prentice, former chair of Historical Commission, regarding the Motorcities Marker project.....11
6. Presentation
  - A. Check ceremony by Blair Bowman, Suburban Collection Showplace - \$3,000 donation in honor of Hugh and Kathy Crawford’s 50<sup>th</sup> Wedding Anniversary to go towards the purchase of the I Love My Country bronze statue (see photo included in Director’s report).
7. Public Comment
8. Student Representatives Report..... 12
9. President’s Report
  - A. 2014-2015 Achievement of Goals update ..... 13
  - B. Gary Bernstein, Read a Latte Café – providing café updates and concerns..... 32
10. Treasurer’s Report
  - A. Library Budget 2014-2015 .....21
  - B. 269 Library Contributed Funds 2014-2015 budget.....24
  - C. Library Financials and Walker Fund ..... 25
11. Director’s Report ..... 31
  - A. Public Services Report and Calendar of Events..... 36
  - B. Building Operations Report..... 40
  - C. Library Usage Statistics – September 30, 2014 ..... 41
  - D. Friends of the Novi Library..... 50
  - E. Novi Historical Commission..... N/A
12. Committee Reports
  - A. Policy Committee (Margolis, Messerknecht, OPEN– chair)
  - B. HR Committee (Lesko, Verma – chair)
    1. Meeting was held on Wednesday, October 1, 2014
  - C. Finance Committee (Czekaj, Sturing, OPEN – chair)

- D. Fundraising Committee (Lesko, OPEN – chair)
- E. Strategic Planning Committee (Messerknecht, Sturing, OPEN - chair)
- F. Building/Landscape Committee (Messerknecht, Margolis, Czekaj – chair)

13. Public Comment

14. Matters for Board Discussion

- A. Separation and Selection Policy – still pending conversations with HR attorney.....N/A

15. Matters for Board Action

- A. Election of Vice President for 2014-2015
- B. Approval of Employee Benefits – Holidays Policy.....33
- C. Approval of B2: Closure Policy .....34

16. Adjourn

**Supplemental Information:**

- Author Events for October and November 2014.....52
- Library Board Calendar.....53

**Future Events:**

- Historical Commission Regular Meeting – Wednesday, October 22<sup>nd</sup> at 2:00pm, Novi Public Library
- Library and Friends Cornucopia of Thanks event – Friday, October 24<sup>th</sup> at 7:00pm, Novi Public Library
- Friends of the Novi Library Regular Meeting – Wednesday, November 12<sup>th</sup> at 7:00pm, Novi Public Library
- Community Reads Author Event – Tuesday, November 18<sup>th</sup> at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – Wednesday, November 19<sup>th</sup> at 7:00pm, City of Novi
- Staff In-Service **LIBRARY CLOSED** – Friday, November 21<sup>st</sup>
- Historical Commission Regular Meeting – Wednesday, November 26<sup>th</sup>, Novi Public Library
- Thanksgiving Holiday **LIBRARY CLOSED** – Thursday, November 27<sup>th</sup>
- Light up the Night – Friday, December 5<sup>th</sup> at 6:00pm – 9:00, Civic Campus, City of Novi & Library
- Library Board Budget Planning Session – Saturday, February 21<sup>st</sup> at 8:00am, Novi Public Library
- Library Board Budget Planning Session – Saturday, March 14<sup>th</sup> at 8:00am, Novi Public Library



**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>

Warrant 523		October 2014	
Payable to	Invoice #	Account number	Account total
Alex Delvecchio Ent, LLC	Teen Space Name Bad	268-000.00-727.000	\$ 43.71
Global Office Solutions	ink cart(1)+clips	268-000.00-727.000	\$ 3,620.92
Stevenson, April	foam bd; Staples	268-000.00-727.000	\$ 16.51
Farkas, Julie	Postage reimbursement	268-000.00-728.000	\$ 30.00
U.S. Postal Service/Postmaster	PI permit #97 exp11/2/14	268-000.00-728.000	\$ 220.00
AWE Digital Learning Solutions		268-000.00-734.000	\$ 2,100.00
CDW Government	1 yr Live Sec	268-000.00-734.000	\$ 590.17
Evanced Solutions, LLC	1yr Events software	268-000.00-734.000	\$ 4,677.75
Muniweb	August	268-000.00-734.000	\$ 616.25
Solution Control Services, LLC	HVAC; 8/11/14 and 9/10/14	268-000.00-734.000	\$ 408.00
Amazon.com		268-000.00-734.500	\$ 27.00
Global Office Solutions		268-000.00-740.000	\$ 953.95
Home Depot	sanitizer	268-000.00-740.000	\$ 170.68
Midwest Tape	(dvd cases)	268-000.00-740.000	\$ 275.99
POSPaper.com	Cash Reg rolls (5)	268-000.00-740.000	\$ 27.60
Sam's Club	9/3/2014	268-000.00-740.000	\$ 9.56
Specialty Store Services		268-000.00-740.000	\$ 458.96
Amazon.com		268-000.00-742.000	\$ 473.02
Brodart		268-000.00-742.000	\$ 2,481.08
Brodart		268-000.00-742.000	\$ 8,422.98
Ebsco	Michigan Family Law	268-000.00-742.000	\$ 151.73
Gale Cengage		268-000.00-742.000	\$ 22.39
Gale Cengage		268-000.00-742.000	\$ 3,822.49
Multicultural Books & Videos		268-000.00-742.000	\$ 439.54
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 155.31
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 395.31
Commerce Twp. Community Library		268-000.00-742.100	\$ 25.99
Grace A. Dow Memorial Library		268-000.00-742.100	\$ 13.99
Madison Hts. Public Library		268-000.00-742.100	\$ 8.00
Amazon.com		268-000.00-744.000	\$ 18.38
Midwest Tape		268-000.00-744.000	\$ 1,071.89
Overdrive		268-000.00-744.000	\$ 1,130.28
Midwest Tape		268-000.00-745.200	\$ 2,889.57
Bright House Networks Business Solutions	September	268-000.00-801.925	\$ 82.03
American Library Association	Organ mem; 12/1/14-11/30/15	268-000.00-809.000	\$ 440.00
Novi Rotary	10/1-12/31/14	268-000.00-809.000	\$ 178.00
H&K Janitorial Services, Inc.	August and September	268-000.00-817.000	\$ 7,800.00
AT&T	Security Lines; 9/22-10/21/14	268-000.00-851.000	\$ 306.19
TelNet Worldwide		268-000.00-851.000	\$ 1,026.89
Verizon Wireless	8/29-9/28/14	268-000.00-851.000	\$ 516.01
The Library Network	telecomm; 7/1-9/30/14	268-000.00-855.000	\$ 4,300.03
Engraving Connection	Mena	268-000.00-880.000	\$ 83.24
Oakland Schools	Neighborhood Bookmarks	268-000.00-880.000	\$ 42.17
Amazon.com	Kindle SRP	268-000.00-880.268	\$ 98.00
Home Depot	Ping-Pong table repair	268-000.00-880.268	\$ 79.35

Last, Linda	Brick Walls; 10/23/14;Ad Pgm	268-000.00-880.268	\$ 75.00
Mutch, Kathleen	October Adt Pgm	268-000.00-880.268	\$ 100.00
Oriental Trading Company, Inc.	youth Halloween Tales	268-000.00-880.268	\$ 138.50
Sam's Club	Robinson meeting	268-000.00-880.268	\$ 8.38
Stevenson, April	cardstock; Staples	268-000.00-880.268	\$ 36.02
Brewer, Alan	Carr's Motorcoach driver	268-000.00-880.271	\$ 50.00
Carr's Motorcoach Tours	trans- On the Road 10/14/14	268-000.00-880.271	\$ 600.00
Christenson, Marion	On the Road; 10/23/14	268-000.00-880.271	\$ 175.00
Carpenter, Suzanne	youth pgm-SnackTales	268-000.00-880.268	\$ 38.01
Global Office Solutions	construction paper	268-000.00-880.268	\$ 27.54
Walmart	9/2/14; youth pgm	268-000.00-880.268	\$ 46.50
Max Printing and Copy	Gala Invite 10/24/14	268-000.00-900.000	\$ 190.16
Consumers Energy	8/12-9/11/14	268-000.00-921.000	\$ 161.33
AT&T	Sept-Oct 2014	268-000.00-922.000	\$ 22.19
DTE Energy	8/25-9/23/14	268-000.00-922.000	\$ 8,339.03
Cintas		268-000.00-934.000	\$ 217.39
Cintas		268-000.00-934.000	\$ 257.50
Dalton Commercial Cleaning Corp.	9/5/14; mtg rm carpet	268-000.00-934.000	\$ 425.00
Home Depot	round knob; 9/17/14	268-000.00-934.000	\$ 2.87
Library Design Associates, Inc.	int room signs	268-000.00-934.000	\$ 1,508.00
Lyon Mechanical	7/17/14; chiller sensor repl	268-000.00-934.000	\$ 860.00
Orkin		268-000.00-934.000	\$ 58.30
Republic Services	September	268-000.00-934.000	\$ 182.66
Rochester Hills Contract Glazing	glass panel 2nd floor	268-000.00-934.000	\$ 2,990.00
Stanley Access Tech LLC	gear box/btm assy	268-000.00-934.000	\$ 1,650.62
B&B Landscaping	mowing July 3-August 14	268-000.00-941.000	\$ 1,085.00
C&J Parking Lot Sweeping, Inc.	14-Sep-14	268-000.00-941.000	\$ 55.00
Michigan Automatic Sprinkler Inc.	mothly insp 8/14/14	268-000.00-941.000	\$ 134.90
Konica Minolta Premier Finance	10/19/2014	268-000.00-942.000	\$ 2,197.80
Corrigan Record Storage	September	268-000.00-942.100	\$ 19.24
Eventbrite	Robinson; Digipalooza; 8/2015	268-000.00-956.000	\$ 199.00
Karp-Opperer, Marjorie	mileage workshop 9/19/14	268-000.00-956.000	\$ 71.68
Long, Eric C.	Staff In-Ser; 11/21/14	268-000.00-956.000	\$ 100.00
Meadows, Dr. Lee	Staff In-Ser; 11/21/14	268-000.00-956.000	\$ 150.00
Midwest Collaborative for Library Ser	Zurmuehlen; 8/26/14 wksp	268-000.00-956.000	\$ 99.00
Rakestraw, Scott	Tech Comm Mtg; 8/12+9/16/14	268-000.00-956.000	\$ 64.40
Robinson, Mary	August	268-000.00-956.000	\$ 79.52
Petty Cash			\$ 33.69
<b>TOTAL</b>			<b>\$ 73,170.14</b>
	Accounts indicated in red deducted in Period Ending		
	August 31, 2014 Revenue and Expenditure Report		
	Accounts indicated in black are current		



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
September 17, 2014**

**DRAFT**

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

**Library Board**

Willy Mena, President  
David Margolis, Vice President  
Larry Czekaj, Treasurer  
Ramesh Verma, Secretary  
John Lesko, Board Member  
Craig Messerknecht, Board Member  
Mark Sturing, Board Member

**Student Representatives**

Ziyang Huang  
Ruchira Ankireddygar

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant

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

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited

**3. Approval and Overview of Agenda**

A motion was made to **add Item C. Michigan Council for Arts and Cultural Affairs Assurances to Section 15. Matters of Board Action.**

1<sup>st</sup> Ramesh Verma

2<sup>nd</sup> Larry Czekaj

The motion was approved unanimously.

**4. Consent Agenda**

Trustee Margolis requested **Section 9. Treasurer's Report, Item B. Library Financials and Walker Fund** to read, The fiscal year financial statement for the fiscal year ending June 30, 2014 is still being finalized and until the final audit is completed, our final figures are not available. There may be more expenditures to come from this budget year.

A motion was made to approve the Consent Agenda as amended to the August 20, 2014 meeting minutes.

1<sup>st</sup> Larry Czekaj

2<sup>nd</sup> John Lesko

The motion was approved unanimously.

5. **Correspondence**

**A. Thank you card for hosting the Link Crew Event at Novi Library**

A thank you letter was received by Director Julie Farkas from the Link Crew at Novi High School thanking the Novi Public Library for hosting their event and accommodating their needs.

**B. Thank you letter from Rochelle Vallance, Recreation Supervisor-City of Novi**

A thank you letter was also received by Director Julie Farkas from Rochelle Vallance, Recreation Supervisor, from Novi Parks, Recreation, and Cultural Services. Rochelle thanked the library staff for partnering with them for the Sizzling Summer Art Series. She especially thanked Margi Karp-Opperer and Christina Salvatore for all the wonderful work they did.

6. **Presentation**

**A. Recognition of the Friends of the Novi Public Library by United for Libraries for their successful Listen @ the Library concert events**

Director Julie Farkas presented the Friends of the Novi Library President Sue Johnson with a plaque to recognize the grant they received for the program "Listen @ the Library". The Friends of the Novi Library was granted Honorable Mention from United for Libraries Association of Library Trustees, Advocates, Friends and Foundations at the National Baker and Taylor Awards.

**B. Recognition of Willy Mena for his 6 years of service to the Library Board**

Director Julie Farkas presented out-going President Willy Mena with a plaque recognizing his 6 years of service to the Library Board.

7. **Public Comment**

There was no public comment.

8. **President's Report**

**A. 2014-15 Library Goals**

The goals will be discussed at the October Board Meeting.

**B. Effective October 15, 2014, David Margolis will take over as President of the Library Board**

David Margolis will be in this position until May 2015 when a new election will be held. With Willy Mena's departure, both the Fundraising Committee and Strategic Planning Committee will have an open seat which President Margolis can choose to fill or leave open.

A motion was made to appoint Trustee John Lesko as the Vice President of the Library Board until May 2015. A roll call vote was taken.

Larry Czekaj – Yes  
David Margolis – Yes  
Willy Mena – Yes  
Craig Messerknecht – Yes  
Mark Sturing – Yes  
Ramesh Verma – Yes

The motion was approved unanimously.

**C. 1-2 volunteers needed to help with Fall for Novi**

Director Farkas asked for Trustee volunteers to help with the Fall for Novi event on September 20, 2014 from 11am-2 pm.

9. **Treasurer's Report**

**A. Library Budget 2014-15**

The 2014-2015 Budget dated March 19, 2014 is included in the September 17, 2014 Library Board Packet on pages 15-17.

The library staff, under Director Farkas' guidance, has tracked the budget extremely well. Unexpected items have been brought to attention well in advance. It is anticipated that the 2014-15 expenditures will be under budget as well.

**B. Library Financials and Walker Fund**

The Financials and Contributed (Walker) Fund Reports ending August 31, 2014 are located on pages 18-24 of the September 17, 2014 Library Board Packet.

Based on the tax revenues and state aid received, and if the expenses track to the budgeted numbers, then the library should be in a favorable financial position which would mean less of the fund balance would be used to cover our day-to-day operations.

In regards to ongoing benefit and pension issues, the Treasures office has informed the library that their pension funds are not fully funded. Director Julie Farkas has requested a memo from the Treasurer's Office explaining the situation. It will be discussed at the October Board Meeting.

**C. 269 Library Contributed Funds 2014-15 budget**

Finance Committee met on September 10, 2014 to discuss the 269 Contributed Funds account for the 2014-15.

The Fund is collapsing into five individual funds: Collections/Materials, Buildings/Grounds/Furniture, Programming, Technology, and Undesignated (Misc.).

Trustee Margolis questioned unrealized gain (loss) on investments of \$17,260.50 as unrealistic and recommends it be changed to zero dollars (\$0.00). Director Julie Farkas will add a \$2,000 expenditure to that line item.

A motion was made to approve the 269 Library Contributed Funds budget based on changing 269-000.00-664.500 from \$17,260.50 to zero dollars (\$0.00) and adding an expenditure of \$2,000 to that line item.

1<sup>st</sup> Mark Sturing  
2<sup>nd</sup> David Margolis

The motion was approved unanimously.

**D. Library café revenue report**

There was no report provided as the funds were not received by the time of this meeting. Payments for June, July and August 2014 have not been received. A meeting will be scheduled between the Finance Committee, the Director and the Bernstein's (café owners). The outcome will be discussed at the October Board Meeting.

**10. Director's Reports**

The Director's Report is provided on pages 25-48 of the September 17, 2014 Library Board Packet.

- Fundraising Committee met on September 3, 2014 to discuss taking the coupon book digital. Working with Coupon Genie Founder Michael Korson. There will be no cost to the Novi Public Library. More information will follow.
- Other fundraising events discussed were a Library cookbook and bringing back the annual Book It event for fall 2015.
- Motorcities Marker project unveiling on September 7, 2014 revealed the permanent marker at the Novi Public Library representing the Novi Special.
- 2015-16 Library Board Budget Planning Sessions have been set for Saturday, February 21, 2015 from 8am-noon in the East Meeting Room and on Saturday, March 14, 2015 from 8am-noon in the East Meeting Room.

- The March 18, 2015 Board meeting has been changed to Wednesday, March 25, 2015.
- Director Julie Farkas highlighted the Authors, Authors, Authors events for the month of October at the Novi Public Library as well as the 5<sup>th</sup> Annual Community Reads at Novi Public Library.

**A. Public Services Report**

The Public Services Report is provided by Assistant Director, Margi-Karp-Opperer and is located on pages 30-31 of the September 17, 2014 Library Board Packet. Highlights included:

- Final Summer Reading Program had 2,673 registered readers
- Jeffrey and Theresa Wainwrights, owners of Paradise Park, were thanked for hosting the end of summer celebration at Paradise Park.

**B. Building Operations Report**

The Building Operations Report provided by Mary Ellen Mulcrone is located on page 34 of the Library Board Packet.

- The second floor glass window repair was scheduled for Friday, September 19, 2014.
- Trustee Verma made a tour of a location in Royal Oak to observe an air curtain. The Library is awaiting final quotes from four installers and plans to have the air curtain in place by the end of October.
- Julie Farkas reported that the meeting between the City, the Novi School District and the Library about the Traffic Access for Novi Public Library went well and the parties continue to discuss options.
- Trustee Czekaj requested a copy of the traffic consultant report, which was conducted when the Library was built, for the Board members.

**C. Library Usage Statistics – August 2014**

The August 2014 statistics are located on pages 35-43 of the Library Board Packet. The Read Box numbers for July and August doubled from the amount in 2013.

**D. Friends of the Novi Library**

Looking into having a rare book sale and working with the Library for the Gala Event on October 24, 2014.

**E. Historical Commission**

On October 5, 2014 the Historical Commission will be hosting an event with the Daughters of the American Revolution where they will recognize soldier Hooper Bishop.

**11. Student Representatives Report**

The Student Representatives Report is provided on page 49 of the September 17, 2014 Library Board Packet. Highlights include:

- The summer reading program concluded in August with the highest participation numbers ever of over 2,600
- 194 kids and parents attended the Tween and Teen Summer Reading Finale at Paradise Park on August 4<sup>th</sup>
- 5 teens attended the Teen Book Club in August
- 88 fifth and sixth graders participated in the Spelling Bee held on August 28, 2014
- 210 attendees to the five young-adult programs in August

Trustee Verma requested that the Student Representative Report be moved up in the Agenda for future meetings so that the students could be excused earlier.

**12. Committee Reports Already discussed**

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

There was no report provided.

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

There was no report provided.

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



Discussed earlier in the Agenda.

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

Discussed earlier in the Agenda.

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

There was no report provided.

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

There was no report provided.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Discussion**

**A. Selection and Separation Policy**

Director Julie Farkas informed the Board that she is still getting feedback from the attorney.

**15. Matters for Board Action**

**A. 269 Library Contributed Funds 2014-15 proposed budget**

Discussed in the Treasurer's Report.

**B. 2015 Library Closings – 2<sup>nd</sup> draft**

A motion was made to keep the 2015 Library Closings the same as the 2014 Library Closings schedule with the exception of changing the Staff In-Service from November 20, 2015 to August 21, 2015.

1<sup>st</sup> Mark Sturing  
2<sup>nd</sup> David Margolis

The motion passed unanimously.

Trustee Czekaj requested that the Library Board revisit the policy of Holiday closings.

**C. Michigan Council for Arts and Cultural Affairs Assurances**

Director Farkas requested approval of the Board to apply for the grant from the Michigan Council for Arts and Cultural Affairs.

A motion was made to approve the grant in conjunction with what Trustee Margolis said – with Trustee Mena being the outgoing President; he should have the pleasure of signing the document.

1<sup>st</sup> Mark Sturing  
2<sup>nd</sup> David Margolis

The motion was passed unanimously.

**16. Adjourn**

A motion was made to adjourn the meeting at 8:53 p.m.

1<sup>st</sup> Larry Czekaj  
2<sup>nd</sup> John Lesko

The motion passed unanimously.

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

\_\_\_\_\_  
Date



**Board of Directors**

Sharon Beetham, CPA  
VP, HIROTEC AMERICA

Vickie B. Hall,  
HR Executive

Mark Harper, Ph.D., Principal  
Member, Gifford Krass  
Sprinkle Anderson & Citcowski

Debra Kaptz, Retired Partner  
AlixPartners, LLC

Lee K. MacKenzie, Instructional  
Specialist, Department of Early  
Childhood, Detroit Public Schools

Eileen McCarthy, VP  
McCarthy & Smith, Inc.

Jeffrey D. Robinson, Ph.D.  
Principal, Detroit Public Schools

Lori Wathen, HR Advisor  
Lori Wathen LLC

**Advisory Council**

Mary Barden, J.D., Director of  
Major Gifts, Wayne State Univ.

John Bebes, CPA  
Partner, Plante & Moran

Mana Borri, RN, BSN  
William Beaumont Hospital

Ronald Chervin, MD, MS  
Director, Sleep Disorders Center  
University of Michigan

Michael Fezzey, President,  
SE Region, Huntington Bank

Walt Koziol  
CPA

Scott McCurdy, First VP,  
Hantz Bank

Monica W. Tracey, PhD  
Instructional Technology  
Wayne State University

**Staff**

Nancy Maxwell  
Executive Director

Ann Raftery, MA  
Director of Sleep Programs

Diane Seits, M&A  
Program Manager

Karleigh Creighton  
PR/Marketing Coordinator

Louise Derry, MPH  
Grant Writer

Susan Orlikowski  
Office Manager

**Founder Emeritus**

Kathleen Donnelly, RN

September 18, 2014

Novi Public Library  
Attn: Margi Karp-Opperer  
45245 W. Ten Mile  
Novi, MI 48375

Dear Margi,

Sweet Dreamzzz is making a difference in the lives of children with the support of people like you. We thank you for your support with your donation for the auction at our A Night to R.E.M.ember fundraising event on October 24, 2014. Our sleep programs are providing important information and bedtime essentials to help children and their families get the sleep they need so that they can be at their best, physically, mentally, and emotionally!

Research now shows that our Early Childhood Sleep Education Program™ "produced a 30-minute increase in sleep duration at 1 month follow up... an increase in sleep duration of this magnitude has been associated with improvements in daytime functioning in children."

It also states, "Studies such as the current one now provide critical demonstrations that minimal, relatively inexpensive interventions can be effective, even at early ages when lifelong effect may be the greatest. Family sleep education during early childhood years, when sleep habits are being established, could prove to be a most cost-effective strategy to improve children's sleep and overall health."

We are blessed with your involvement with Sweet Dreamzzz, Inc. We now have the feedback that shows with your help we are making a difference!

Gratefully,

Nancy Maxwell  
Executive Director

*Thanks for continued support Margi!*

**Official Tax Receipt**

**Donation Date:** September 11, 2014

**Donated Item:** 4 Dr. Seuss Books

*As a 501(c)3 nonprofit, donations made to Sweet Dreamzzz™, Inc. are tax-deductible under the provisions of the Internal Revenue Service. No goods or services were provided in exchange for this donation. (Tax I.D. 38-3585813)*

★ P.O. Box 608 ★ Farmington, MI 48332 ★ Phone (248) 478-3242 ★ Fax (248) 478-3244 ★ Info@SweetDreamzzz.org ★

★ www.SweetDreamzzz.org ★ Get A's and B's by getting more ZzZ's ★

Email received from Brian Yopp  
Date: Thu 10/2/2014 12:58 PM  
RE: Motorcities Marker Unveiling Rescheduled

Roy,

We could not be more excited about the way that the markers turned out. This week we received copies of the materials which were handed out at the dedication. We were blown away by the beautiful brochure and the buttons were a great touch. You should be proud of your efforts as this is a true service to your community.

As I had indicated, now that all 254 signs are installed and we have location information, we are exploring the options of launching them on a digital platform so that users can have an interactive experience in locating all of the signs and taking advantage of their informational value. This process involves some additional fundraising and planning. I will keep you updated on that progress, but it will likely be closer to the beginning of 2015 before we begin.

Regards,

**Brian Yopp**  
Director of Operations &  
Community Liaison  
MotorCities National Heritage Area  
200 Renaissance Center Suite 3148  
Detroit, MI 48243  
Office: 313.259.3425 ext. 307  
Cell: 734.320.4406  
Fax: 313.259.5254



[www.MotorCities.org](http://www.MotorCities.org)



## **Student Representative Report**

By: Ziyang Huang and Ruchira Ankireddy

This month, school resumed and we saw a dramatic increase in teen usage of the library. Duct tape notebooks had 18 attendees, while the Teen Advisory Board started off strong with 25 members present. Teen Space had 967 attendees over the course of 22 sessions, averaging 44 attendees per day. The highest attendee count was on September 11, when 67 students were in attendance. There is a general increase in attendance on Thursdays, due to the JV football games, as well as many clubs having their meetings on that day of the week. This month, we also have members of the Teen Advisory Board joining us, here to talk about our upcoming efforts to engage teens at the library.

### **Upcoming Programs:**

Oct 11, Oct 18 - Kaplan ACT Test-Taking Seminar  
Oct 14 - College Planning and Strategies  
Oct 16 - Manga Club  
Oct 17 - Pizza Taste-Off  
Oct 25 - Creepy Cupcakes 101

## NOVI PUBLIC LIBRARY – 2014/2015 GOALS (Quarterly Full Document Update)

### 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		Annually
<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	Annually; 8/14
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
<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		Annually; ongoing
<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
Evaluate staffing levels for possible reductions	SS	47 hours per week (21 hrs. Shelves, 26 hrs. Circulation) left vacant due to staff resignations	9/2014

**Goal #2:**

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

Strategy:			
Tactic	Owner	Status	Due Date
Strategy:			
Tactic	Owner	Status	Due Date
Strategy:			
Tactic	Owner	Status	Due Date

**Goal #3:**

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

Strategy:			
Tactic	Owner	Status	Due Date
Strategy:			
Tactic	Owner	Status	Due Date
Strategy:			
Tactic	Owner	Status	Due Date

**Goal #4:**

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

Strategy: Engage the Older Adult community in Library programs and services.			
Tactic	Owner	Status	Due Date
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	Annually; 9/14
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS		Annually
Promote Library programs at Older Adult programs	IS		Annually; ongoing

Survey Meadowbrook Commons residents	AD		Annually
Engage local Older Adult talent for displays, arts, crafts, collections, etc.	IS; AD		Annually
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	City Council approved complimentary transportation for Older Adults to Library/City facilities and programs; in discussions to provide quarterly book discussion beginning after the first of the year; met with OAS to discuss AARP Tax Days, Gale Courses, and the possibility of holding programs here at the Library	Annually; 9/14
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:</b>	<b>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	Annually; 9/14
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	Annually; 9/14
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		Annually
Implement a Patio program series of five programs, May-October, weather permitting	IS		Annually
Investigate holding more after-hours events for all age groups	IS; AD	Investigating after-hours Minecraft program for January and March	2014/2015; 9/14
Provide cultural programs (music, authors, poetry, festivals) from around the world	IS; AD		2014/2015
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	5/14; 2014/2015; 9/14
Showcase cultures, religious experiences; teaching different languages by community members	IS	Hold monthly language conversation groups for French, German, Italian and Spanish speakers	2014/2015; ongoing
<b>Strategy:</b>	<b>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
Investigate use of a location map/QR codes in online catalog and book 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	2014/2015

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	9/14
<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		Annually
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	Annually; 9/14
<b>Strategy:</b>	<b>Maintain current collections and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Developing a baby/toddler page with literacy info for webpage	Annually; 9/14
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

<b>Goal #5:</b>			
The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.			
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>

<b>Goal #6</b>			
Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.			
<b>Strategy:</b>	<b>Increase awareness of services, collections, programs and technology.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs, including facebook, twitter, videos,	IS; AD; IT		Annually



podcasts			
Create one video/podcast per year for website about Library services	AD		Annually
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	Annually; ongoing; 9/14
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	Annually; 9/14
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	5/14; 2014/2015; 9/14
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		2014/2015
Create info videos/podcasts about NPL, e.g., tour of the Library, "Live at the Library"	AD; IT	Friends donation allowed purchase of new camcorder; currently developing tutorial for staff to use in creating info videos	2014/2015; 8/14
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</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>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>

**Goal #8:**

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

<b>Strategy:</b>			
<b>Maintain best practices and policies.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Review Library policies regularly, updating and adding as needed	AD; Board	New Art Exhibit policy approved; new Selection and Separation policy under discussion; Library Closings for 2015 under discussion	Ongoing; 8/14
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 below average replacement costs	2014/2015; 1/14
<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
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>

## NOVI PUBLIC LIBRARY – 2014/2015 GOALS (Monthly Update)

### Goal #1:

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

<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>
Evaluate staffing levels for possible reductions	SS	47 hours per week (21 hrs. Shelves, 26 hrs. Circulation) left vacant due to staff resignations	9/2014

### 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>
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	Annually; 9/14
Promote Library programs at Older Adult programs	IS		Annually; 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 here at the Library	Annually; 9/14
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:</b>	<b>Increase/implement programming opportunities for each patron group.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
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
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	Annually; 9/14
Investigate holding more after-hours events for all age groups	IS; AD	Investigating after-hours Minecraft program for January and March	2014/2015; 9/14
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	5/14; 2014/2015; 9/14
<b>Strategy:</b>	<b>Provide up to date technology and resources.</b>		

Tactic	Owner	Status	Due Date
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<b>Strategy:</b>	<b>Partner with the Novi School District.</b>		
Tactic	Owner	Status	Due Date
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<b>Strategy:</b>	<b>Maintain current collections and services.</b>		
Tactic	Owner	Status	Due Date
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	Annually; 9/14

## 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>		
Tactic	Owner	Status	Due Date
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library	AD	Providing tours/talks as requested by groups, including info about programs and services; presentations to Lennox Park and Orchard Hills West	Annually; ongoing; 9/14
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Motorcities Historical Markers event held at NPL, highlighting Novi Special; began learning the Past Perfect software and started cataloging photos	Annually; 9/14
Develop and promote information on OverDrive and downloadable resources	IS	Added OverDrive media station; promoting new OverDrive app; updated Overdrive handout, eliminating Adobe authorization	5/14; 2014/2015; 9/14

## Goal #8:

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

<b>Strategy:</b>	<b>Maintain best practices and policies.</b>		
Tactic	Owner	Status	Due Date
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

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

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

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

269 - Library Contributed Funds				
2014-2015 Budget				
			2014-2015 Budget	Total per Category
<b>Collections/Materials</b>	<b>665.230</b>	<b>Revenues</b>		
		Beginning Balance 6/30/2014	33,603.99	
		Unsolicited donations	2,000.00	35,603.99
<b>Collections/Materials</b>	<b>742.230</b>	<b>Expenditures</b>		
Milker Donation		Large Print collection	(1,005.00)	
Margolis Donation		Youth collections	(1,000.00)	
		Druschel library collection	(400.00)	
Berman Donation		Parenting library collection	(1,300.00)	(3,705.00)
		<b>Total Collections/Materials</b>		<u>\$ 31,898.99</u>
<b>Buildings/Ground/Furniture</b>	<b>665.231</b>	<b>Revenues</b>		
		Beginning Balance 6/30/2014	54,244.67	
		Unsolicited donations	2,000.00	
Crawford Donation		Patriotic statue	12,000.00	68,244.67
<b>Buildings/Ground/Furniture</b>	<b>742.231</b>	<b>Expenditures</b>		
Berman Donation/Naming		Reallocate to Undesignated	(46,051.84)	
Crawford Donation		Patriotic statue	(12,000.00)	
		Brick Pavers	(1,400.00)	
		Teen Stop frames for artwork	(1,000.00)	
Friends Donation		HD Camcorder	(300.00)	
Friends Donation		4 Educational learning stations	(4,000.00)	(64,751.84)
		<b>Total Buildings/Ground/Furniture</b>		<u>\$ 3,492.83</u>
<b>Programming</b>	<b>665.232</b>	<b>Revenues</b>		
		Beginning Balance 6/30/2014	10,572.94	
		Unsolicited donations	2,000.00	
Friends Donation		Community Read	2,000.00	
NLA Funds		Community Read	650.00	15,222.94
<b>Programming</b>	<b>742.232</b>	<b>Expenditures</b>		
Berenguer Donation		Light up the Night	(265.05)	
		Community Read expenses	(2,000.00)	(2,265.05)
		<b>Total Programming</b>		<u>\$ 12,957.89</u>
<b>Technology</b>	<b>665.233</b>	<b>Revenues</b>		
		Beginning Balance 6/30/2014	6,100.00	
		Unsolicited donations	2,000.00	8,100.00
<b>Technology</b>	<b>742.233</b>	<b>Expenditures</b>		
		Book-it Technology	(3,600.00)	(3,600.00)
		<b>Total Technology</b>		<u>\$ 4,500.00</u>
<b>Undesignated (Misc.)</b>	<b>665.234</b>	<b>Revenues</b>		
269-000.00-390.000		Fund balance 6/30/2014	1,487,507.00	
		Unsolicited donations	2,000.00	
269-000.00-664.000		Interest on investments	31,582.59	
269-000.00-664.500		Unrealized gain (loss) on investments	0.00	
Berman Donation/Naming		Reallocated from Buildings/Ground/Furniture	46,051.84	1,567,141.43
<b>Undesignated (Misc.)</b>	<b>742.234</b>	<b>Expenditures</b>		
		Miscellaneous expenses	(2,000.00)	(2,000.00)
		<b>Total Undesignated (Misc)</b>		<u>\$ 1,565,141.43</u>
		<b>Total Revenues</b>		<u>1,694,313.03</u>
		<b>Total Expenditures</b>		<u>(74,056.84)</u>
		<b>269 Total Balance</b>		<u>\$ 1,620,256.19</u>

Approved 9/17/2014



10/08/2014 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI						
PERIOD ENDING 09/30/2014						
% Fiscal Year Completed: 25.21						
		2014-15	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		AMENDED	09/30/2014	MONTH 09/30/2014	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 268 - LIBRARY FUND 268						
Dept 000.00-treasury						
Property tax revenue						
268-000.00-403.000	Property Tax Revenue - Current Levy	2,368,947.00	2,368,947.16	(1,201.02)	(0.36)	100.00
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(34,996.00)	(2,334.16)	(1,574.46)	(32,661.84)	6.67
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	(15,000.00)	0.00	0.00	(15,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(199.00)	(199.00)	0.00	0.00	100.00
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(9,752.00)	(9,751.69)	(9,751.69)	(0.31)	100.00
Property tax revenue		2,309,000.00	2,356,662.31	(12,527.17)	(47,662.33)	102.06
State sources						
268-000.00-567.000	State aid	20,000.00	16,694.05	227.71	3,305.95	83.47
State sources		20,000.00	16,694.05	227.71	3,305.95	83.47
Licenses, permits & charges for services						
268-000.00-633.100	Insurance Reimbursement	0.00	913.00	0.00	(913.00)	100.00
Licenses, permits & charges for services		0.00	913.00	0.00	(913.00)	100.00
Fines and forfeitures						
268-000.00-657.000	Library book fines	74,000.00	17,455.93	5,149.99	56,544.07	23.59
268-000.00-658.000	State penal fines	73,000.00	83,205.14	0.00	(10,205.14)	113.98
Fines and forfeitures		147,000.00	100,661.07	5,149.99	46,338.93	68.48
Interest income						
268-000.00-664.000	Interest on investments	25,700.00	640.04	270.68	25,059.96	2.49
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	(3,315.67)	(2,432.66)	3,315.67	100.00
Interest income		25,700.00	(2,675.63)	(2,161.98)	28,375.63	(10.41)
Other revenue						
268-000.00-665.000	Miscellaneous income	17,000.00	4,112.40	1,469.71	12,887.60	24.19
268-000.00-665.100	Copier	2,500.00	570.43	185.65	1,929.57	22.82
268-000.00-665.200	Electronic media (previously VHS)	300.00	24.00	4.00	276.00	8.00
268-000.00-665.266	Summer reading t-shirt sales	2,800.00	0.00	0.00	2,800.00	0.00
268-000.00-665.290	Library fund raising revenue	3,000.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	23,000.00	8,287.99	3,613.85	14,712.01	36.03
268-000.00-665.404	Novi Township assessment	5,900.00	5,933.00	5,933.00	(33.00)	100.56
268-000.00-665.650	Library Cafe	5,000.00	808.15	0.00	4,191.85	16.16
Other revenue		59,500.00	19,735.97	11,206.21	39,764.03	33.17

Donations						
268-000.00-665.289	Adult programs	0.00	5,213.05	2,168.46	(5,213.05)	100.00
268-000.00-665.400	Gifts and donations	5,000.00	0.15	0.00	4,999.85	0.00
Donations		5,000.00	5,213.20	2,168.46	(213.20)	104.26
Personnel services						
268-000.00-704.000	Permanent salaries	952,200.00	188,503.00	70,239.63	763,697.00	19.80
268-000.00-704.200	Wages - Stipend	47,700.00	24,743.89	0.00	22,956.11	51.87
268-000.00-705.000	Temporary salaries	636,800.00	141,400.70	44,923.01	495,399.30	22.20
268-000.00-715.000	Social security	122,000.00	30,669.70	8,594.00	91,330.30	25.14
268-000.00-716.000	Insurance	173,000.00	37,436.90	12,975.13	135,563.10	21.64
268-000.00-716.200	HSA - employer contribution	4,000.00	312.52	156.26	3,687.48	7.81
268-000.00-718.000	Pension - DB Normal Cost	0.00	3,741.00	1,247.00	(3,741.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	0.00	(4,530.00)	(1,510.00)	4,530.00	100.00
268-000.00-718.200	Pension - defined contribution	27,700.00	5,981.22	2,023.34	21,718.78	21.59
268-000.00-720.000	Workers compensation	2,500.00	401.70	(107.29)	2,098.30	16.07
Personnel services		1,965,900.00	428,660.63	138,241.08	1,537,239.37	21.80
Supplies						
268-000.00-727.000	Office supplies	15,000.00	6,319.12	1,701.64	8,680.88	42.13
268-000.00-728.000	Postage	700.00	250.00	250.00	450.00	35.71
268-000.00-734.000	Computer supplies, software & licensing	96,900.00	10,718.72	5,294.00	86,181.28	11.06
268-000.00-734.500	Computer supplies/equipment	21,000.00	532.22	0.00	20,467.78	2.53
268-000.00-740.000	Operating supplies	32,800.00	4,895.06	1,324.84	27,904.94	14.92
268-000.00-741.000	Uniforms	300.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	210,000.00	49,509.19	10,177.92	160,490.81	23.58
268-000.00-742.100	Library Book - Fines	1,500.00	67.97	13.99	1,432.03	4.53
268-000.00-743.000	Library periodicals	21,200.00	81.50	0.00	21,118.50	0.38
268-000.00-744.000	Audio visual materials	67,700.00	28,303.96	1,033.31	39,396.04	41.81
268-000.00-745.200	Electronic media	58,500.00	8,719.80	2,889.57	49,780.20	14.91
268-000.00-745.300	Electronic resources (CD rom materials)	60,000.00	33,171.87	0.00	26,828.13	55.29
Supplies		585,600.00	142,569.41	22,685.27	443,030.59	24.35
Other services and charges						
268-000.00-801.925	Public information (cable, etc)	1,000.00	164.06	0.00	835.94	16.41
268-000.00-802.100	Bank services	3,500.00	739.46	244.26	2,760.54	21.13
268-000.00-803.000	Independent audit	700.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-806.000	Legal fees	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-809.000	Memberships and dues	4,500.00	3,029.00	0.00	1,471.00	67.31
268-000.00-816.000	Professional services	3,000.00	0.00	0.00	3,000.00	0.00
268-000.00-817.000	Custodial services	37,800.00	10,950.00	3,900.00	26,850.00	28.97
268-000.00-818.000	TLN Central Services	4,750.00	0.00	0.00	4,750.00	0.00
268-000.00-851.000	Telephone	16,500.00	2,441.38	911.89	14,058.62	14.80
268-000.00-855.000	TLN Automation Services	66,500.00	15,032.76	0.00	51,467.24	22.61

268-000.00-861.000	Gasoline and oil	650.00	136.80	55.60	513.20	21.05
268-000.00-862.000	Mileage	1,250.00	0.00	0.00	1,250.00	0.00
268-000.00-880.000	Community promotion	5,000.00	264.67	125.41	4,735.33	5.29
268-000.00-880.267	Library Programming-Book It	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	20,000.00	1,050.47	390.33	18,949.53	5.25
268-000.00-880.271	Adult programs	0.00	1,525.00	825.00	(1,525.00)	100.00
268-000.00-900.000	Printing, graphic design and publishing	28,800.00	1,309.65	327.57	27,490.35	4.55
268-000.00-910.000	Property & liability insurance	13,000.00	13,000.00	0.00	0.00	100.00
268-000.00-921.000	Heat	17,500.00	379.90	161.33	17,120.10	2.17
268-000.00-922.000	Electricity	93,200.00	20,956.91	0.00	72,243.09	22.49
268-000.00-923.000	Water and sewer	6,500.00	0.00	0.00	6,500.00	0.00
268-000.00-934.000	Building maintenance	73,900.00	15,543.47	4,286.06	58,356.53	21.03
268-000.00-935.000	Vehicle maintenance	850.00	1,557.95	0.00	(707.95)	183.29
268-000.00-941.000	Grounds maintenance	26,000.00	1,329.90	0.00	24,670.10	5.12
268-000.00-942.000	Office equipment lease	12,000.00	3,858.96	2,197.80	8,141.04	32.16
268-000.00-942.100	Records storage	250.00	76.96	38.48	173.04	30.78
268-000.00-956.000	Conferences and workshops	11,000.00	2,025.57	385.08	8,974.43	18.41
Other services and charges		451,150.00	95,372.87	13,848.81	355,777.13	21.14
Capital outlay						
268-000.00-986.000	Data processing-capital outlay	53,550.00	0.00	0.00	53,550.00	0.00
Capital outlay		53,550.00	0.00	0.00	53,550.00	0.00
Net - Dept 000.00-treasury		(490,000.00)	1,830,601.06	(170,711.94)	(2,320,501.06)	
Fund 268 - LIBRARY FUND 268:						
TOTAL REVENUES		2,566,200.00	2,497,203.97	4,063.22	68,996.03	97.31
TOTAL EXPENDITURES		3,056,200.00	666,602.91	174,775.16	2,389,597.09	21.81
NET OF REVENUES/EXPENDITURES - 2013-14			(267,316.17)		(267,316.17)	(373.59)
NET OF REVENUES & EXPENDITURES		(490,000.00)	1,830,601.06	(170,711.94)	(2,320,601.06)	373.59
BEG. FUND BALANCE		2,113,292.16	2,113,292.16			(373.59)
END FUND BALANCE		1,623,292.16	3,676,577.05			(1373.59)

Fund 269 - LIBRARY CONTRIBUTED FUND 269						
Dept 000.00-treasury						
Interest income						
269-000.00-664.000	Interest on investments	0.00	478.49	202.78	(478.49)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	0.00	(3,128.10)	(2,295.04)	3,128.10	100.00
Interest income		0.00	(2,649.61)	(2,092.26)	2,649.61	100.00
Donations						
269-000.00-665.267	Library Programming - Book It	0.00	720.00	210.00	(720.00)	100.00
269-000.00-665.276	Donations-library trees	0.00	1,102.10	0.00	(1,102.10)	100.00
269-000.00-665.285	Donations - Community Read	0.00	650.00	0.00	(650.00)	100.00
269-000.00-665.286	Donations - Light Up the Night	0.00	200.00	0.00	(200.00)	100.00
269-000.00-665.287	Donations-Crop for a Cause	0.00	300.00	0.00	(300.00)	100.00
Donations		0.00	2,972.10	210.00	(2,972.10)	100.00
Supplies						
269-000.00-742.273	Friends of the Novi Library - Other Exp	0.00	228.63	0.00	(228.63)	100.00
269-000.00-742.285	Community Read expenditures	0.00	1,250.00	0.00	(1,250.00)	100.00
269-000.00-742.291	Friends of Novi Library - Principal Exps	0.00	742.28	221.36	(742.28)	100.00
269-000.00-742.402	Collections - donor specific	0.00	(30.00)	0.00	30.00	100.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	0.00	37.83	0.00	(37.83)	100.00
Supplies		0.00	2,228.74	221.36	(2,228.74)	100.00
Net - Dept 000.00-treasury		0.00	(1,906.25)	(2,103.62)	1,906.25	
Fund 269 - LIBRARY CONTRIBUTED FUND 269:						
TOTAL REVENUES		0.00	322.49	(1,882.26)	(322.49)	100.00
TOTAL EXPENDITURES		0.00	2,228.74	221.36	(2,228.74)	100.00
NET OF REVENUES/EXPENDITURES - 2013-14			38,472.25		38,472.25	100.00
NET OF REVENUES & EXPENDITURES		0.00	(1,906.25)	(2,103.62)	1,906.25	100.00
BEG. FUND BALANCE		1,552,288.28	1,552,288.28			100.00
END FUND BALANCE		1,552,288.28	1,588,854.28			100.00
TOTAL REVENUES - ALL FUNDS		2,566,200.00	2,497,526.46	2,180.96	68,673.54	97.32
TOTAL EXPENDITURES - ALL FUNDS		3,056,200.00	668,831.65	174,996.52	2,387,368.35	21.88
NET OF REVENUES & EXPENDITURES		(490,000.00)	1,828,694.81	(172,815.56)	(2,318,694.81)	373.20
BEG. FUND BALANCE - ALL FUNDS		3,665,580.44	3,665,580.44			100.00
END FUND BALANCE - ALL FUNDS		3,175,580.44	5,265,431.33			100.00

10/08/2014		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 09/30/2014	
GL Number	Description	Balance	
<b>Fund 268 - LIBRARY FUND 268</b>			
<b>*** Assets ***</b>			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	1,885,270.53	
268-000.00-017.002	Investment - Chase	98,907.50	
268-000.00-017.008	Investment - Oakland County Investment	674,403.53	
268-000.00-017.009	Investment - UBS	1,046,944.33	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	57,963.83	
268-000.00-040.050	Accounts Receivable BSA	5,933.00	
268-000.00-056.000	Accrued interest receivable	2,136.98	
	<b>Total Assets</b>	<b>3,772,059.70</b>	
<b>*** Liabilities ***</b>			
268-000.00-202.000	Accounts payable	50,596.65	
268-000.00-215.200	Unemployment insurance liability	966.00	
268-000.00-259.702	Accrued liabilities-tax	43,420.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	<b>Total Liabilities</b>	<b>95,482.65</b>	
<b>*** Fund Balance ***</b>			
268-000.00-390.000	Fund balance	2,113,292.16	
	<b>Total Fund Balance</b>	<b>2,113,292.16</b>	
	Beginning Fund Balance - 13-14	2,113,292.16	
	Net of Revenues VS Expenditures - 13-14	(267,316.17)	
	*13-14 End FB/14-15 Beg FB	1,845,975.99	
	Net of Revenues VS Expenditures - Current Year	1,830,601.06	
	Ending Fund Balance	3,676,577.05	
	<b>Total Liabilities And Fund Balance</b>	<b>3,772,059.70</b>	
<b>* Year Not Closed</b>			

Fund 269 - LIBRARY CONTRIBUTED FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	89,726.77
269-000.00-017.008	Investment - Oakland County Investment	510,137.31
269-000.00-017.009	Investment - UBS	987,716.40
269-000.00-056.000	Accrued interest receivable	2,016.08
	<b>Total Assets</b>	<b>1,589,596.56</b>
*** Liabilities ***		
269-000.00-202.000	Accounts payable	742.28
	<b>Total Liabilities</b>	<b>742.28</b>
*** Fund Balance ***		
269-000.00-390.000	Fund balance	1,436,396.08
269-000.00-390.262	Restricted-Book It-childrens collections	33,432.10
269-000.00-390.267	Restricted for Druschel collections	1,000.38
269-000.00-390.271	Restricted for youth collection area	1,478.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	19,118.88
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	4,658.30
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	401.05
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,719.28
269-000.00-390.286	Restricted for Light Up the Night	65.05
269-000.00-390.287	Restricted-youth dept programming (Crop)	725.50
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	1,005.00
	<b>Total Fund Balance</b>	<b>1,552,288.28</b>
	Beginning Fund Balance - 13-14	1,552,288.28
	Net of Revenues VS Expenditures - 13-14	38,472.25
	*13-14 End FB/14-15 Beg FB	1,590,760.53
	Net of Revenues VS Expenditures - Current Year	(1,906.25)
	Ending Fund Balance	1,588,854.28
	<b>Total Liabilities And Fund Balance</b>	<b>1,589,596.56</b>
* Year Not Closed		

## Director's Report – Julie Farkas

### Rotary Lunch/Presentation – September 18, 2014

I had the pleasure of hosting a Rotary lunch (approximately 20 members) at the Library to introduce the group to the new services and programs that are currently underway at the Novi Library. Most of the presentation highlighted the new online learning service called Gale Courses for cardholders of Novi to enjoy FREE. Also shared was information pertaining to the Motorcities Marker project. In addition, I have been asked to assist the Rotary for the 2014/2015 year with program planning and implementation as well as assisting with the Interact (High School age) rotary club.

### 5<sup>th</sup> Grade tour/afterhours event – September 19, 2014

For the last three years, David Cozman, 5<sup>th</sup> grade teacher at Meadows, brings his students to the Library for a tour and afterhours activities. This year, 3 classrooms (totaling 84 students) attended the event. The students enjoyed a 15 minutes presentation on library online resources (Tutor.com, Zinio, Freegal and Overdrive), a scavenger hunt to help them learn more about the Library and then had pizza and a movie to end the evening. The Library provided its location and resources while the parents of students paid for pizza.

### Fall for Novi - Homeowners Association Breakfast – September 20, 2014

The Library's booth at Fall for Novi was very busy this year as we launched the Gale Courses services. The table was packed with information and we even signed up a few residents for the courses on site. Gale provided give-aways for the event.



### Crawford 50<sup>th</sup> Wedding Anniversary Celebration and Fundraiser

On September 26<sup>th</sup>, Library staff was invited to celebrate the 50<sup>th</sup> Wedding anniversary of Hugh and Kathy Crawford at the Suburban Collection Showplace. In lieu of gifts, the Crawfords arranged for donations to be made to the Novi Library for the future purchase of the "I Love My Country" bronze statue. A generous donation of \$3,000 was received by Blair Bowman in conjunction with the Michigan State Fair. To date, just over \$7,000 has been received towards the statue goal of \$12,000. The statue is planned to be purchased in early summer 2015 if fundraising is complete.

### City of Novi Leadership In-Service

I had the opportunity to attend the City of Novi's In-Service event at The Henry Ford on Friday, September 26, 2014. This learning day offered the chance to network with City department managers and administrative employees. We had a presentation about the museum and village and how the idea for development by Henry Ford came about. We were given time to tour both the museum and village. We enjoyed a keynote by Mike Moseley, Senior Manager of Guest Services at The Henry Ford which certain exhibits in The Henry Ford Museum and Greenfield Village were pointed out that fit with our theme (teamwork, collaboration, elimination of silos). Then, guest speaker, David Filipe, Director of Ford Motor Company's Global Engine Engineering organization presented. David's staff is responsible for the design and development of all of Ford's gasoline and diesel engines, including the engine for the 2015 F-150. It was a wonderful presentation that discussed Ford's new "One Team" branding and vision, and the steps the company has gone through to get to today. Finally, we had the opportunity to be addressed by our new City Manager, Peter Auger.

### Out and About in Novi and Library Profession

- Community conversations for Libraries – Ypsilanti, MI
- Library/Chamber of Commerce mtg. to discuss winter business program
- Intro mtg. w/Wenona Graham, Retail Specialist, for City of Novi to discuss winter business program
- Investor Education mtg.
- Money Smart Week planning mtgs.
- Fundraising mtgs. w/Michael Korson for digital couponing
- Quarterly Employee breakfast at City of Novi
- Digital Detox mtg.
- TLN EX-COMM mtg.

### **Café Report**

I met with café owner, Gary Bernstein, on Tuesday, October 7, 2014. Gary shared that the café is in good shape, but this past summer's revenue (July and August) was the lowest in four years. Over the last five months, Gary and his wife have experienced some personal financial hardships which unfortunately have resulted in the delay of their payments to the library (July 2014 and August 2014 have not been received as of October 7, 2014). Gary shared that the revenue due to the library for July and August is \$559.79 (July \$308.79 and August \$251.00). Gary has assured me that they are working things out and he would like the opportunity to take the next 90 days (October 1<sup>st</sup> – December 31<sup>st</sup>) to make the July and August payments to the library in three installments of \$186.60 each, in addition to being on time with the regular monthly revenues. I believe this to be an acceptable arrangement between the Novi Library and Gary. In addition to finances, I also spoke with Gary about some improvements with customer service and cleanliness in relation to café employees and the facility which Gary has agreed to improve.

### **HR Committee Report – October 1, 2014**

The HR Committee (John Lesko and Ramesh Verma) met on Wednesday, October 1, 2014 to discuss the Employee Benefits – Holiday policy. Both board members recommend keeping the 10 days that have been designated as paid holidays for library employees (eligible for full-time employees and part-time employees who are regularly scheduled to work 20+ hours per week). There was a discussion about the rephrasing of some of the days in order to better identify them to the public and staff. Those changes have been brought to the Library Board for approval. See attached. There is a recommendation to mirror the wording used in the Employee Benefits – Holiday policy with the B2 – Closure Policy. There was a discrepancy found in the listing of closures which mistakenly omitted both the Sunday of Memorial Day and Sunday of Labor Day on the list. These days have been observed as closures in the past. Changes have been made to the policy and are up for approval by the Library Board.





## B2: Closure Policy

### Policy

The Library will be closed on the following days:

New Year's Day

~~Easter Eve Day~~ Saturday before Easter

Easter Sunday

Mother's Day

Sunday of Memorial Day weekend

Memorial Day

Father's Day

Independence Day

~~Labor Day Eve Eve (Saturday of Labor Day weekend)~~

Saturday of Labor Day weekend

Sunday of Labor Day weekend

Labor Day

Thanksgiving Eve (Library closes at 5 p.m.)

Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year's Eve Day

Staff Development Day

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

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

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

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

NPL ~~Employee Handbook~~ Policy Manual, Approved December 19, 2007, Amended May 1, 2010, Amended February 11, 2012; Effective January 1, 2013; Amended October 15, 2014.

Signed:



## EMPLOYEE BENEFITS - HOLIDAYS

### Policy

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

- New Year's Day
- ~~Easter Eve Day~~ Saturday before Easter
- Memorial Day
- Independence Day
- ~~Labor Day Eve Eve~~ Saturday of Labor Day weekend
- Labor Day
- ~~Thanksgiving Eve (Library closes at 5 p.m.)~~ remove/not paid holiday for staff
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

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

NPL Employee Handbook, Approved December 19, 2007, Amended May 1, 2010, Amended February 11, 2012, Effective January 1, 2013; Amended October 15, 2014

#### Eligibility for Holiday Pay:

- A. All permanent (i.e. not seasonal or temporary) employees working at least 20 hours per week shall be entitled to holiday pay for those days designated as "Library Holidays." These shall be referred to as eligible employees.
- B. Eligible part time employees working between 20-29.5 hours per week will receive a flat rate of pay based on the number of hours they are regularly scheduled to work per week.

Hours Regularly Scheduled Per Week	Hours Received per Holiday
20-23	4
23.5-25.5	5
26-29.5	6

- C. All eligible employees shall have their regular day off in addition to the holiday itself, during the week in which the Library holiday occurs. Eligible part-time employees shall have the appropriate number of holiday hours on their time card. Part time employees will have the option to work the additional hours to make up for time based on flat rate of hours (see chart) or use available benefit time.
- D. If eligible employees waive taking their paid time off during the pay period in which the Library holiday occurs, they will be given time off at a date, schedule permitting, and with the approval of their supervisor, not later than one month from the date of the Library holiday occurring that week.
- E. To be eligible for holiday pay for the Library holidays, employees must work their usual hours the last regularly scheduled day before and the next regularly scheduled day after the Library holiday, unless otherwise approved by the Director.
- F. Holidays that occur during a staff members' planned vacation leave are not charged against their vacation leave.

NPL Employee Handbook, Approved October 9, 1995, Amended October 21, 2009, Amended January 6, 2010, Amended September 21, 2011, Effective January 1, 2012

Signed:

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

Banned Books Week is in progress

For the entire month, the Daughters of the American Revolution (DAR) had a constitution display on our first floor

On the second day of school, sixty 6<sup>th</sup> graders from Novi Meadows visited, were given a tour and information about our databases by our librarian, Jesse Schenk

We participated in the City's Ethnic Taste and Tunefest

We participated in Fall for Novi with the City

Listen @ the Library began for the season with Drake Dantzler, Tenor & Alta Dantzler, Messo Soprano

We are proud to partner with the Dr. Steve Matthews and the Novi Community School District in the first ever Parent to Parent Book Discussion led by Dr. Matthews

ARTS NOVI has a beautiful display in 2<sup>nd</sup> floor showcase

### **Featured Adult Programs:**

- Music on the Patio
- Be Healthy Empowerment Series
- Lifelong Learning: Get Going with Gale Courses & Learning Express Library
- Growing up in the "D"
- Help with Obtaining your U.S. Citizenship
- Hands on Beginning Genealogy
- Parent to Parent Book Discussion
- Sending your Child to College

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

- a. Four SCORE Business Mentoring Sessions

### **Monthly Adult Programs:**

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

**Featured Youth Programs:**

- Four Baby Times Story Times
- Eleven Tot Time Story Times
- Six Two of Us Story Times
- Four On My Own Story Times
- Ten Three's Company Story Times
- Four Help Me Grow Activity Groups
- Mini Masters Art Series
- Armor-Bully and Predator Prevention
- Dog Days at the Library
- Plate Day

**Monthly Youth Programs:**

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

**Tween and Teen Program:**

- ❖ Door to Freedom: The Anne Frank Project
- ❖ Duck Tape Notebooks
- ❖ TAB (Teen Advisory Board) Meeting

**Featured Collections:**

**Adult:** Banned or Challenged Books

**Adult DVD Display:** Great Courses

**Youth:** Back to School

**Youth DVD Display:** "Get Your Learn On"

# November 2014 Adult Programs

Novi Public Library  
45255 West 10 Mile Rd.  
Novi, Michigan 48375

248-349-0720  
www.novilibrary.org  
Registration Requested for  
underlined events



Japanese Home Cooking  
Saturday, November 1st  
11:00 am - 12:00 pm

Go beyond sushi and raw fish. Join us for a delightful demonstration and tasting of Japanese cooking. Recipes will be available.

No More Tomorrows: A Look into the Kennedy Assassination  
Wednesday, November 5th  
7:00 - 8:00 pm

Gerald K. Dodson looked into the assassination of JFK, had access to secret government documents and came up with conclusions. This talk, along with a slide presentation, will tell of his findings showing who the actual shooters were and the reliable evidence surrounding the events of Nov 22, 1963.

Leader Dogs: Helpers, Guides, and Friends

Tuesday, November 11th  
7:00 - 8:00 pm

Mary Ann Grutza, a trainer for Leader Dogs for the Blind, which is one of the most respected and innovative guide dog programs in the world, will talk about the process of a puppy becoming a trusted guide for those in need. Special guest appearance from Rockett, a leader dog in training.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<p>1 <u>Excel 2010 Basics</u> 10:30 am - 12:00 pm <u>Japanese Home Cooking</u> 11:00 am - 12:00 pm <u>Be A Shutterbug with Pt. 2</u> <u>Costa</u> 1:00 - 3:30 pm <u>Cultural Celebration</u> <u>hosted by Novi teens</u> 3:00 - 4:00 pm</p>
<p>3 Open Office Hours in Local History Room 12:00-2:00pm <u>VHS to DVD Introduction</u> 6:50 - 7:00 pm <u>Italian Language Conversation Group</u> 7:00 - 8:30 pm <u>Neighborhood Reads</u> 7:00 - 8:15 pm</p>	<p>4 Help for Families from OLHSA By appointment only 10:00 am-4:00 pm <u>VHS to DVD Workshop</u> 6:00 - 7:00 pm</p>	<p>5 <u>No More Tomorrows: A Look into the Kennedy Assassination</u> 7:00 - 8:00 pm</p>	<p>6 Knit 2gether Knitting Group 10:00 - 12:00 pm <u>VHS to DVD Workshop</u> 11:00 am - 12:00 pm <u>ESL Book Discussion</u> 1:00 - 2:30 pm <u>Tech Time</u> 1:00 - 1:30 pm <u>Business Research: Feasibility and Growth</u> 5:30 - 8:30 pm</p>	<p>7 <u>Lifelong Learning: Get Going with Gale Courses and Learning Express</u> Library 10:30 - 11:30 am</p>	<p>8 <u>SCORE Business Mentoring</u> 10:30am - 11:30 am <u>SCORE Business Mentoring</u> 11:30 pm- 12:30 pm</p>
<p>10 <u>VHS to DVD Workshop</u> 6:00 - 7:00 pm <u>German Language Conversation Group</u> 7:00 - 8:30 pm</p>	<p>11 Help for Families from OLHSA By appointment only 10:00 am-4:00 pm <u>One on One Internet Basics</u> 10:30 - 11:00 am <u>ESL Book Discussion</u> 11:00 am - 12:30 pm <u>One on One Internet Basics</u> 11:00 - 11:30 am English Conversation Group 1:00 - 2:00 pm <u>Using your iPad</u> 6:00 - 8:00 pm <u>Leader Dogs: Helpers, Guides, and Friends</u> 7:00 - 8:00 pm</p>	<p>12 <u>One on One Email Basics</u> 10:30 - 11:00 am <u>One on One Facebook Basics</u> 11:00 - 11:30 am Booked for Lunch 12:00 - 1:00 pm <u>Be Healthy: Empowerment Series: Understanding Depression</u> 7:00 - 8:30 pm Friends of the Novi Library Board Meeting 7:00 - 8:45 pm</p>	<p>13 Knit 2gether Knitting Group 10:00-12:00 pm <u>Basic Photo Editing with Paint.NET</u> 11:00 am - 12:30 pm <u>History of Detroit's Thanksgiving Day Parade</u> 7:00 - 8:30 pm</p>	<p>14</p>	<p>15 <u>Beginning Writers' Workshop</u> 2:00 - 3:30 pm</p>
<p>17 Open Office Hours in Local History Room 12:00 - 2:00 pm <u>eReader Instruction</u> 6:30 - 8:00 pm Coffee with the Superintendent 6:30 - 7:30 pm <u>French Language Conversation Group</u> 7:00 - 8:30 pm</p>	<p>18 Help for Families from OLHSA By appointment only 10:00 am-4:00 pm <u>One on One Facebook Basics</u> 10:30 - 11:00 am English Conversation Group 1:00 - 2:00 pm <u>A Community Reads</u> 7:00 - 9:00 pm <u>Tech Time</u> 7:00 - 7:30 pm</p>	<p>19 Coffee with the Superintendent 10:15 - 11:15 am <u>SCORE Business Mentoring</u> 11:30 pm- 12:30 pm <u>SCORE Business Mentoring</u> 12:30 pm- 1:30 pm <u>Easy Transitioning to a Senior Community</u> 7:00 - 8:30 pm Library Board Meeting 7:00 - 9:00 pm <u>Parent to Parent Book Discussion</u> 7:00 - 8:00 pm</p>	<p>20 Knit 2gether Knitting Group 10:00-12:00 pm <u>Tech Time</u> 1:00 - 1:30 pm</p>	<p>21 <b>Library Closed</b></p>	<p>22 Novi Writers Group 10:00 am-12:00 pm</p>
<p>24 <u>Improve Your Typing Skill</u> 6:00 - 8:00 pm <u>Spanish Language Conversation Group</u> 7:00 - 8:30 pm</p>	<p>25 Help for Families from OLHSA By appointment only 10:00 am-4:00 pm English Conversation Group 1:00 - 2:00 pm <u>Tech Time</u> 7:00 - 7:30 pm</p>	<p>26 Novi Historical Commission Meeting 2:00 - 3:30 pm <b>Library Closes at 5:00 pm</b></p>	<p>27 <b>Library Closed</b></p>	<p>28 </p>	<p>29</p>

# November 2014

## Youth & Teen Program Calendar

Novi Public Library  
45255 West 10 Mile Rd.  
Novi, Michigan 48375

248-349-0720  
www.novilibrary.org  
Registration Requested for  
underlined events



Cultural Celebration hosted by Novi teens  
Saturday, November 1st  
3:00 pm - 4:00 pm

Join us for a celebration of the cultures of Novi as hosted by our Teen Advisory Board. We hope to have food, dancing and much, much more.

Catching Up with Catching Fire  
Friday, November 14th  
3:00 - 5:45 pm  
(Grades 5 - 12)



Catch up with all your friends from Panem and enjoy some great snacks.

International Games Day -  
Tabletop/Board Games

International Games Day -  
Video Games

Saturday, November 15th  
12:00 - 5:00 pm

Celebrate International Games Day with various videogames and tabletop/board games from trivia to strategy! Fun for all ages.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					
3 <u>Baby Time</u> 10:15 - 10:45 am (Birth to 12 months) <u>Tot Time</u> 11:15 - 11:45 am (12-23 months)	4 <u>Tot Time</u> 10:15 - 10:45 am (12 - 23 months) <u>Three's Company</u> 11:15 - 11:45 am (3 years old) <u>On My Own</u> 2:00 - 2:30 (4 years old)	5 <u>Three's Company</u> 10:15 - 10:45 am (3 years old) <u>Two of us</u> 11:15 - 11:45 am (2 years old)	6 <u>Tot Time</u> 11:15 - 11:45 am (12 - 23 months)	7 <u>Two of Us</u> 10:15 - 11:45 am (2 years old) <u>Three's Company</u> 11:15 - 11:45 am (3 years old)	1 <u>Kiddie Craft</u> 10:30 - 11:00 am (18 months - 4 years) <u>Teen Book Club</u> 1:00 - 2:30 pm (Grades 9 - 12) <u>Cultural Celebration</u> <u>hosted by Novi Teens</u> 3:00 - 4:00 pm
10 <u>Baby Time</u> 10:15 - 10:45 am (Birth to 12 months) <u>Tot Time</u> 11:15 - 11:45 am (12-23 months) <u>Snack Tales</u> 7:00 - 7:45 pm (Grades K - 4)	17 <u>Tot Time</u> 10:15 - 10:45 am (12 - 23 months) <u>Three's Company</u> 11:15 - 11:45 am (3 years old) <u>On My Own</u> 2:00 - 2:30 (4 years old)	12 <u>Three's Company</u> 10:15 - 10:45 am (3 years old) <u>Two of us</u> 11:15 - 11:45 am (2 years old) <u>WOW Scholarship Essay-Writing</u> <u>Workshop</u> 7:00 - 8:30 pm	18 <u>Tot Time</u> 11:15 - 11:45 am (12 - 23 months)	14 <u>Two of Us</u> 10:15 - 11:45 am (2 years old) <u>Three's Company</u> 11:15 - 11:45 am (3 years old) <u>Catching Up with</u> <u>Catching Fire</u> 3:00 - 5:45 pm (Grades 5 - 12)	15 <u>Family Story Time</u> 11:00 - 11:40 am (Preschool aged) <u>International Games</u> <u>Day - Tabletop/Board</u> <u>Games</u> 12:00 - 5:00 pm <u>International Games</u> <u>Day - Video Games</u> 12:00 - 5:00 pm
17 <u>Baby Time</u> 10:15 - 10:45 am (Birth to 12 months) <u>Tot Time</u> 11:15 - 11:45 am (12-23 months) <u>Dollars for College &amp; Filing Out</u> <u>the FAFSA</u> 6:30 - 9:00 pm (Grades 9 - 12)	18 <u>Tot Time</u> 10:15 - 10:45 am (12 - 23 months) <u>Three's Company</u> 11:15 - 11:45 am (3 years old) <u>On My Own</u> 2:00 - 2:30 (4 years old)	19 <u>Three's Company</u> 10:15 - 10:45 am (3 years old) <u>Two of us</u> 11:15 - 11:45 am (2 years old)	20 <u>Tot Time</u> 11:15 - 11:45 am (12 - 23 months)	21 <b>Library Closed</b>	22
24 <u>Preschool Art Fun!</u> 10:30 - 11:15 am (3 - 5 years) <u>Lego Club</u> 6:00 - 6:45 pm (Grades K - 4)	25 <u>Preschool Art Fun!</u> 10:30 - 11:15 am (3 - 5 years)	26 <b>Library Closes at 5:00 pm</b>	27 <b>Library Closed</b>	28 <b>GOBBLE GOBBLE GOBBLE</b> 	

## Building Operations Report by Mary Ellen Mulcrone

"Artwork at the Library" is the newest feature on our NPL mobile app. This provides all of the same information that is available through the audio tour of the artwork that can be taken in the Library.

The IT department completed a major project to convert the public computer stations to a different time and print management system, moving from Smart Access Manager to Envisionware. The system is now managed in-house by NPL staff and provides not only a cost savings, but also some features that were not previously available to us. As with any new system, staff and patrons are learning the ins and outs with little difficulty.

IT staff assisted with and resolved a number of patron issues, including demonstrating how to download and print a PDF and how to scan a document and cut & paste into a job application. Dominic provided two VHS to DVD workshops and one Tech Time session for the public.

The second floor window that broke has been replaced. Since it was a custom window, it took quite a while for the installer to receive the new window, but they acted quickly after that to install it with no issues.

We have accepted a proposal for installation of a heated air curtain. The unit is on order, and we expect it to be installed toward the end of October. We are in the process of obtaining proposals for a new HVAC maintenance contract and expect to have that in place within the next month.

Now that summer has ended, the issues with plants that died over the past winter have been handled. Fall clean-up of the property will occur soon. The irrigation system has been winterized. We have ordered ice melt in anticipation of the flakes that will be flying all too soon, and our snow removal contract is in place for this year and next.

A number of other tasks have been accomplished by the Facilities department staff, including: the back door was painted, and a new sign was added indicating that this door is for staff and deliveries; Novi Newbies welcome packages have been delivered to Providence Park Hospital; United States, Michigan, and Novi Public Library flags have been replaced; the ping pong table used in Teen Space has been repaired and reinforced; quarterly carpet and upholstery cleaning has been done; a new bulletin board was installed in the Friends' Book Nook.

Options for traffic improvement on the Library/City/High School campus continue to be investigated by the City.



**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										<b>1,230</b>
<b>Items checked out</b>	81,433	73,600	67,803										<b>222,836</b>
<b>Items borrowed</b>	4,719	4,078	3,840										<b>12,637</b>
<b>Items loaned</b>	5,305	4,733	4,619										<b>14,657</b>
<b>Read Boxes</b>	380	217	153										<b>750</b>

	Sept 2014	Sept 2013		Sept 2014	Sept 2013
Library cards issued	409	491			
Total checkouts	67,803	64,664	READ Boxes	Adult 24 Youth 129 total 153	13 42 55
Items borrowed	TLN 3,753 MeL <u>87</u> 3,840	3,912 <u>64</u> 3,976			
Items loaned	TLN 4,520 MeL <u>99</u> 4,619	4,618 <u>106</u> 4,724			

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

ITC Park proved to be the box most used, with Lakeshore coming in a close 2<sup>nd</sup>. One more delivery will be made in October.

**Read Box totals May through September:**

	2014	2013
Adult	203	90
Youth	<u>836</u>	<u>192</u>
total	1,039	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>									
<b>November</b>									
<b>December</b>									
<b>January</b>									
<b>February</b>									
<b>March</b>									
<b>April</b>									
<b>May</b>									
<b>June</b>									
<b>FYTD</b>	<b>222,836</b>	<b>59.08%</b>	<b>131,655</b>	<b>29,413</b>	<b>22,063</b>	<b>14,481</b>	<b>28,176</b>	<b>31,117</b>	<b>6,405</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			294	31
November	30,109	1,075	257	28	November			259	28
December	27,986	1,000	259	28	December			264	28
January	37,006	1,234	283	30	January			280	30
February	28,760	1,027	264	28	February			264	28
March	32,829	1,059	289	31	March			292	31
April	41,665	1,488	272	28	April			272	28
May	32,683	1,167	268	28	May			263	28
June	39,534	1,412	267	28	June			280	29
<b>FYTD Total</b>	<b>401,984</b>	<b>1,182</b>	<b>3,224</b>	<b>340</b>	<b>FYTD Total</b>	<b>111,564</b>	<b>1,268</b>	<b>3,304</b>	<b>349</b>

**Computer Logins**

2013-2014 Fiscal Year						2014-2015 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	5,549	24,600	6	30,155	1,160	July	5,620	46,177	3	51,800	1,727
August	5,075	22,623	1	27,699	1,065	August	4,816	48,923	7	53,746	1,853
September	4,915	30,828	3	35,746	1,277	September	4,866	49,382	1	54,249	1,871
October	5,806	35,096	0	40,902	1,319	October				0	0
November	5,240	32,155	3	37,398	1,336	November				0	0
December	4,279	32,168	4	36,451	1,302	December				0	0
January	4,327	30,792	5	35,124	1,171	January				0	0
February	4,583	36,568	0	41,151	1,470	February				0	0
March	5,092	39,344	2	44,438	1,433	March				0	0
April	4,603	35,152	5	39,760	1,420	April				0	0
May	4,653	33,037	2	37,692	1,346	May				0	0
June	5,322	45,753	3	51,078	1,824	June				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>15,302</b>	<b>144,482</b>	<b>11</b>	<b>159,795</b>	<b>1,816</b>

Early Literacy Workstation Usage							
2013-2014 Fiscal Year				2014-2015 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,309	32,845	25	July	1,132	30,068	27
August	1,324	34,520	26	August	1,015	26,723	26
September	987	22,767	23	September	746	17,111	22
October	1,067	24,139	22	October			
November	816	19,935	24	November			
December	658	15,590	23	December			
January	720	16,998	23	January			
February	718	16,702	23	February			
March	834	21,063	25	March			
April	844	20,061	23	April			
May	734	15,847	21	May			
June	968	23,181	23	June			
<b>FYTD Total</b>	<b>10,979</b>	<b>263,648</b>	<b>24</b>	<b>FYTD Total</b>	<b>2,893</b>	<b>73,902</b>	<b>25</b>

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

	Tech Time	eReader	VHS to DVD	iPad	Keyboarding	Paint.NET	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	4	1	4	2	0	1	0	0	7	19	
<i>patrons</i>	2	7	6	5	0	3	0	0	7		30
<b>Aug</b>	4	0	1	2	0	1	1	0	7	16	
<i>patrons</i>	1	0	1	15	0	5	4	0	7		33
<b>Sep</b>	5	1	3	1	1	1	0	0	2	14	
<i>patrons</i>	3	3	2	6	4	5	0	0	2		25
<b>Oct</b>											
<i>patrons</i>											
<b>Nov</b>											
<i>patrons</i>											
<b>Dec</b>											
<i>patrons</i>											
<b>Jan</b>											
<i>patrons</i>											
<b>Feb</b>											
<i>patrons</i>											
<b>Mar</b>											
<i>patrons</i>											
<b>Apr</b>											
<i>patrons</i>											
<b>May</b>											
<i>patrons</i>											
<b>Jun</b>											
<i>patrons</i>											
Sessions	13	2	8	5	1	3	1	0	16	49	
<i>Patrons</i>	6	10	9	26	4	13	4	0	16		88

**2014-2015 Fiscal Year**

	Freegal		OverDrive				Zinio		Indieflix	Gale Courses	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*	Videos Viewed	Active Learners	Completed Classes
July	2,070	205	3,185	1,209	4,394	112	752	9,968			
August	1,884	198	3,477	816	4,293	147	704	8,981			
September	2,089	201	3,176	1,140	4,316	369	700	8,701	32	107	3
October											
November											
December											
January											
February											
March											
April											
May											
June											
<b>FYTD Total</b>	<b>6,043</b>	<b>604</b>	<b>9,838</b>	<b>3,165</b>	<b>13,003</b>	<b>628</b>	<b>2,156</b>	<b>27,650</b>	<b>32</b>	<b>107</b>	<b>3</b>

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

Charging Stations Usage				
	2011-12FY	2012-13FY	2013-14FY	2014-15FY
July		3	3	10
August		2	8	11
September	3	8	2	4
October	1	3	4	
November	7	3	4	
December	1	3	0	
January	8	4	1	
February	7	3	1	
March	11	4	0	
April	5	3	3	
May	8	1	4	
June	4	1	5	
<b>Total</b>	<b>55</b>	<b>38</b>	<b>35</b>	<b>25</b>

Meeting Room Rentals					
2013-14 Fiscal Year			2014-15 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	29	696	July	44	1,234
August	41	1,172	August	54	1,810
September	49	1,274	September	29	760
October	35	1,077	October		
November	32	1,485	November		
December	21	447	December		
January	42	981	January		
February	51	1,505	February		
March	47	1,344	March		
April	32	1,031	April		
May	35	1,726	May		
June	21	946	June		
<b>Total</b>	<b>435</b>	<b>13,684</b>	<b>Total</b>	<b>127</b>	<b>3,804</b>



**Library App - 2014-15 Fiscal Year**

	<b>Number of Visits</b>	<b>Most Requested Webpages</b>		<b>Number of Visits</b>	<b>Most Requested Webpages</b>
<b>July</b>	29,227	1. Novi Main Menu	<b>January</b>		
		2. My Account Novi Summary			
		3. Novi Holdings			
		4. My Account Novi Items			
		5. My Account Novi Request			
<b>August</b>	20,658	1. Catalog	<b>February</b>		
		2. My Account			
		3. OverDrive			
		4. Book/DVD Lists			
		5. Artwork at the Library			
<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>			<b>April</b>		
<b>November</b>			<b>May</b>		
<b>December</b>			<b>June</b>		
			<b>Total</b>	<b>71,916</b>	

Friends of the Novi Library  
Minutes of September 10, 2014 Board Meeting

I. Call to Order---Sue Johnson, President 7:10 p.m.

Members present: Pat Brunett, Barb Brunett, Carol Bauer, Sue Johnson, Marilyn Amberger, Evelyn Young, Gale Ford, Julie Abrams

Members absent: Bob Cutler, Carol Hoffman, Evelyn Cadicamo

Guests: Jim McLean, Margi Karp-Opperer

II. Minutes of May 14, 2014

Motion to approve—Pat Brunett; second, Julie Abrams. Motion passed 8-0.

Minutes of July 9, 2014

Motion to approve—Pat Brunett; second, Barb Brunett Motion passed 8-0.

III. Treasurer's Report—Marilyn Amberger

Checking Account \$24,869.53

Savings Account 5,426.58

CD Account 10,168.22

\$40,464.33

Motion to accept—Carol Bauer; second—Pat Brunett. Passed 8-0.

IV. Committee Reports

A. Assistant Library Director: Margi Karp-Opperer

- Number of Summer Reading Program participants has increased: 2,000+.
- Next year's theme: "Super Heroes"
- Battle of the Books--March, 2015
- Community Reads book title: We Are Completely Beside Ourselves
- Mary Robinson and Margi wrote a grant for "Listen at the Library". We received honorable mention and a plaque from United for Libraries.

B. Book Nook

- Jim M. noticed many boxes of books that will be processed. Some may be of value.
- Gale F. reported thrift book sales were worth trying, but not worthwhile.

C. Membership/Pay Pal—Sue Johnson

- 216 memberships currently
- A few people are paying by Pay Pal.
- YTD: 34 have not renewed.
- Barb B. will order envelopes.

D. Fall Gala—Barb Brunett

- Invitations going out September 13.
- RSVPs due by October 10.

E. By-Laws/Budget—Pat Brunett

- By-law changes discussed. Motion to accept—Pat; second, Gale F. Motion passes. 8-0.
- Motion to approve budget as amended—Pat; second, Carol Bauer. Motion passes, 8-0.

F. President—Sue Johnson

Update on National Friends Week:

- Sale of vintage books, Monday, October 20 (organized by category)
- Silent Auction at Friends event, October 24 in Board Room.

V. Adjournment: 8:50 p.m. Motion: Julie Abrams; second, Pat. Motion passes, 8-0.

Submitted by: Julia Abrams, Secretary



### Annual Contributions

- Children & Adult Summer Reading Program
- Battle of the Books
- Community Reads
- Kaleidoscope Programs
- Listen @ the Library
- Morning Art Series
- Book Page Publication
- Staff-in-Service Day refreshments

### What We Do

Last Year the Friends raised over \$38,000 from memberships, used book sales and donations. The Friends Board and all who work in our used books sales are volunteers keeping expenses low.

Our biggest expenses are the Michigan sales tax on the books we sell, postage and our yearly Friends Appreciation Event.



Other income goes directly to the Novi Library for ongoing programs that we support and one time purchases.

To remain viable, the modern library requires more than just "books on the shelves". We support Novi Library in its goals to embrace technology and expand beyond its walls.



### 2014 Purchases

- HD Camcorder
- 4 Youth Educational Learning Stations
- Kamishibai Traditional Story Cards
- Rhythmix Plastic Animal Shakers
- Puppets & Story Flannels
- Portable sound system
- Staff Jackets
- 3D Printer & supplies

Be a  
Friend

### Benefits of Membership

- An invitation to and voting privileges at the Annual Friends Meeting
- Subscription to the Newsletter
- Listing in the Friends' annual donor recognition publication
- 10% discount at Read-A-Latte Café
- Early notification of sales
- Exclusive access to Special Pre-Sale events
- Confidence that your membership donation goes directly back to your community

Join at [novilibrary.org/AboutUs/FriendsoftheLibrary.asp](http://novilibrary.org/AboutUs/FriendsoftheLibrary.asp)



## Authors LIVE Luncheon!

Monday, October 27, 12-2:30pm

The Novi Public Library, Fox Run Resident Life Department, and Fox Run Y.O.U. (Your Own University) have partnered to bring great literature to our community!

Enjoy a lunch experience that brings people together to talk about great books and hear from the authors who created them!

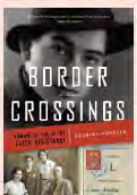
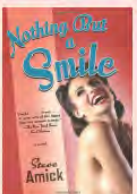
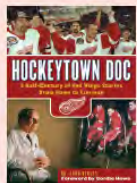
To reserve your spot for this event, contact the Novi Library Administration Office at 248-869-7204.

Special thank you to the Friends of the Novi Public Library for sponsoring the event.

Event location:

Fox Run Belmont Clubhouse  
41200 Fox Run Rd.  
Novi, Mi. 48377

**\*Carpooling is encouraged due to limited parking**



## A Community Reads

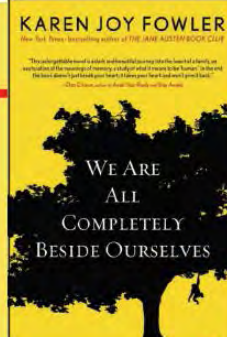
Tuesday, November 18, 7-9pm

Event Location: Novi Public Library



In it's fifth year and going strong with more than 700 readers annually, the Neighborhood Library Association (NLA) introduces Karen Joy Fowler's **We Are All Completely Beside Ourselves** as its 2014 Community Read title.

Library partners for the event include: Lyon Township, Northville District, Salem-South Lyon, and Wixom as well as the generous support by the libraries' friends groups.





## Library Board Calendar

### 2014

<b>October 15</b> October 24	<b>Library Board Regular Meeting</b> Friends and Library Gala, 7-9 p.m. @ Library
November 4	General Election Day
November 18	A Community Reads, Library, 7 p.m.
<b>November 19</b>	<b>Library Board Regular Meeting</b>
November 21	Library Staff In-Service, Library Closed
November 26	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 27	Holiday – Thanksgiving, Library Closed
<b>December 17</b>	<b>Library Board Regular Meeting</b>
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

### 2015

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

- Friends Board Meeting meets the second Wednesday of the month, 7 p.m.
  - Historical Commission meets the fourth Wednesday of the month, 2 p.m.
- The Friends Board Meetings and Historical Commission Meetings are held at the Novi Public Library.