

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, September 17, 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 L522..... 3
 - B. Approval of Regular Meeting Minutes – August 20, 2014..... 5
5. Correspondence
 - A. Thank you card for hosting the Link Crew event at Novi Library..... 13
 - B. Thank you letter from Rochelle Vallance, Recreation Supervisor – City of Novi..... 14
6. Presentation
 - A. Recognition of the Friends of the Novi Public Library by United for Libraries for their successful Listen @ the Library concert events
 - B. Recognition of Willy Mena for his 6 years of service (March 2008 – September 2014) to the Novi Public Library Board of Trustees
7. Public Comment
8. President’s Report
 - A. 2014-2015 Library Board Goals..... will be submitted at the September meeting
 - B. Effective October 15, 2014, David Margolis will take over as President of the Library Board to finish out the year term (through May 2015). The V. President seat will need to be filled.
 - C. Need 1-2 trustee volunteers to help with Fall for Novi 11:00am – 2:00pm
9. Treasurer’s Report
 - A. Library Budget 2014-2015 15
 - B. Library Financials and Walker Fund 18
 - C. 269 Library Contributed Funds 2014-2015 budget..... 24
 - D. Library cafe revenue report – due 15th of the month – N/A
 1. As of 9/15/2014, café reports for June, July and August have not been received by Gary & Lola Bernstein
10. Director’s Report..... 25
 - A. Public Services Report and Calendar of Events..... 30
 - B. Building Operations Report..... 34
 - C. Library Usage Statistics – August 2014 35
 - D. Friends of the Novi Library..... 44
 - E. Novi Historical Commission..... 47
11. Student Representatives Report 49

- 12. Committee Reports
 - A. Policy Committee (Margolis, Messerknecht, Margolis- chair)
 - B. HR Committee (Lesko, Verma – chair)
 - 1. Committee will recommend a trustee to elect for V. President at the October meeting
 - C. Finance Committee (Czekaj, Sturing, Margolis – chair)
 - 1. Meeting held on Wednesday, September 10, 2014 at 7:00pm
 - D. Fundraising Committee (Lesko, Open – chair)
 - 1. Meeting held on Wednesday, September 3, 2014
 - 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. Selection and Separation Policy – 1st draft, consulting with Library attorney before further action can be taken.
- 15. Matters for Board Action
 - A. 269 Library Contributed Funds 2014-2-15 proposed budget.....24
 - B. 2015 Library Closings - 2nd draft.....28
- 16. Adjourn

Supplemental Information:

- TLN Bits & Pieces – August edition.....50
- TLN Bits & Pieces – September edition.....51
- Library Board Calendar.....52

Future Events:

- Fall of Novi – Saturday, September 20, 2014 at 11:00am – 2:00pm, City of Novi - Atrium
- Novi Historical Commission Regular Meeting – Wednesday, September 24th at 2:00pm, Novi Public Library
- Friends of the Novi Library Regular Meeting – Wednesday, October 8th at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – Wednesday, October 15th at 7:00pm, Novi Public Library
- Historical Commission Regular Meeting – Wednesday, October 22nd at 2:00pm, Novi Public Library
- Library and Friends Cornucopia of Thanks event – Friday, October 24th at 7:00pm, Novi Public Library
- Community Reads Author Event – Tuesday, November 18th at 7:00pm, Novi Public Library
- Staff In-Service LIBRARY CLOSED – Friday, November 21st
- Light up the Night – Friday, December 5th at 6:00pm – Civic Campus, City of Novi and Library
- Library Board Budget Planning Session – Saturday, February 21st at 8:00am, Novi Public Library
- Library Board Budget Planning Session – Saturday, March 14th 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 522		September 2014	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 406.98
Groupon.com	Cisco CCNA training bundle(cc)	268-000.00-734.000	\$ 99.00
Muniweb	Jul-14	268-000.00-734.000	\$ 755.00
VidCom Solutions, Inc.	Feb-Apr 2014; 14-15 fy	268-000.00-734.000	\$ 164.85
Amazon. Com	VGA Cable;14-15fy	268-000.00-734.500	\$ 101.94
Global Office Solutions		268-000.00-740.000	\$ 922.72
Specialty Store Services		268-000.00-740.000	\$ 269.78
Amazon. Com	beside our	268-000.00-742.000	\$ 813.07
Amazon.com		268-000.00-742.000	\$ 1,445.71
Barnes & Noble Booksellers	(32) Comm. Reads bks	268-000.00-742.000	\$ 399.36
Barnes & Noble Booksellers	Parent-Parent Bdisc.	268-000.00-742.000	\$ 780.15
Brodart		268-000.00-742.000	\$ 2,919.83
Brodart		268-000.00-742.000	\$ 9,725.64
Center Point Large Print		268-000.00-742.000	\$ 243.87
Center Point Large Print		268-000.00-742.000	\$ 236.67
DK Agencies Ltd.		268-000.00-742.000	\$ 1,399.70
Gale Cengage		268-000.00-742.000	\$ 367.09
Gale Cengage		268-000.00-742.000	\$ 451.44
Multicultural Books & Videos		268-000.00-742.000	\$ 133.59
Multicultural Books & Videos		268-000.00-742.000	\$ 272.50
The Library Network	budget US Govt	268-000.00-742.000	\$ 39.00
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 367.25
Flat Rock Public Library	39082110560441; 14-15 fy	268-000.00-742.100	\$ 16.99
Hartman, Laura	News/FP; Sept 1-Nov 30, 2014 (52)	268-000.00-743.000	\$ 156.00
Midwest Tape		268-000.00-744.000	\$ 599.18
Midwest Tape		268-000.00-744.000	\$ 2,562.07
OverDrive		268-000.00-744.000	\$ 578.95
The Library Network	Overdrive 8/2014-7/2015	268-000.00-744.000	\$ 8,200.00
Midwest Tape		268-000.00-745.200	\$ 1,229.67
Midwest Tape		268-000.00-745.200	\$ 2,576.71
The Great Courses	14-15 fy	268-000.00-745.200	\$ 724.50
Gale Cengage	7/1/14-6/30/15; gvr1 hst/ebooks	268-000.00-745.300	\$ 300.00
Midwest Collaborative for Library Services	Morningstar 9/1/14-8/31/14	268-000.00-745.300	\$ 2,407.00
Bright House Networks	Aug 14; 14-15 fy	268-000.00-801.925	\$ 82.03
Michigan Library Association	Postula; 10/14-9/15; ann memb	268-000.00-809.000	\$ 85.00
AT&T	7/22-8/21/14 Sec lines;14-15 fy	268-000.00-851.000	\$ 154.26
Verizon Wireless	June 29-July 28, 2014	268-000.00-851.000	\$ 382.73
YP	8/25/14; 14-15 fy	268-000.00-880.000	\$ 63.00
Busch's Market (cc)	7/19/14; youth	268-000.00-880.268	\$ 17.75
Discount School Supply	youth	268-000.00-880.268	\$ 69.65
Dollar Tree Stores (cc)	7/29/14; youth	268-000.00-880.268	\$ 22.00

Mutch, Kathleen	August/September; adt	268-000.00-880.268	\$ 200.00
Novi Parks Foundation	9/3/14; Music on the Patio	268-000.00-880.268	\$ 75.00
ToysRUs (cc)	SRP Grand Prizes-yth; 14-15 fy	268-000.00-880.268	\$ 140.00
Walmart (cc)	8/22/14; youth pgm	268-000.00-880.268	\$ 18.79
Williams, Cynthia	Adt pgm; 9/16/14; Grow up in D	268-000.00-880.268	\$ 100.00
D'Agnillo, John	music for On the Road 10/14/14	268-000.00-880.271	\$ 200.00
Konica Minolta	August 2014; 14-15 fy	268-000.00-900.000	\$ 452.74
Konica Minolta	September	268-000.00-900.000	\$ 466.35
Consumers Energy	7/12-8/11/14	268-000.00-921.000	\$ 218.57
AT&T	August - September 2014	268-000.00-922.000	\$ 22.19
DTE Energy	June 24-August 24, 2014	268-000.00-922.000	\$ 20,913.35
American Fireplace & Barbeque Dist	Annual safety check	268-000.00-934.000	\$ 237.42
Batteries + Bulbs		268-000.00-934.000	\$ 499.05
Cintas		268-000.00-934.000	\$ 190.50
Lyon Mechanical	Prev Main.; August +	268-000.00-934.000	\$ 1,706.66
Republic Services	Aug-14	268-000.00-934.000	\$ 182.66
C&J Parking Lot Sweeping, Inc.	8/10/2014	268-000.00-941.000	\$ 55.00
Corrigan Record Storage	August	268-000.00-942.100	\$ 19.24
Amway Grand Plaza Hotel	Postula; MLA Ann Conf; 10/15/14	268-000.00-956.000	\$ 150.61
Library of Michigan	9/19/14; MEKO; Adv Dir Wksp	268-000.00-956.000	\$ 30.00
Michigan Library Association	MLA Ann Conf 10/2014	268-000.00-956.000	\$ 510.00
Midwest Collaborative for Library Services	Zurmuehlen; wksp 7/23/14	268-000.00-956.000	\$ 99.00
Midwest Collaborative for Library Services	Zurmuehlen wksp	268-000.00-956.000	\$ 198.00
The Library Network	Storch; Ad Ser Comm Wksp;9/17/14	268-000.00-956.000	\$ 105.00
Petty Cash			\$ 33.72
TOTAL			\$ 69,366.48
	Accounts indicated in red deducted in Period Ending		
	July 31, 2014 Revenue and Expenditure Report		
	Accounts indicated in black are current		



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
August 20, 2014**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Czekaj, Treasurer

Student Representatives

Ziyang Huang

Student Representative Absent and Excused

Ruchira Ankireddygari (7:01 p.m. arrival)

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
Marcia Dominick, Administrative Assistant
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 approve the August 20, 2014 Agenda as presented.

1st – Craig Messerknecht

2nd – John Lesko

The motion was passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L521

Trustee Margolis requested that the Claims and Warrants indicate the month with which the invoices will be deducted.

A motion was made to approve the Claims and Warrants L521 as presented.

1st – Mark Sturing

2nd – John Lesko

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – July 16, 2014.

As a courtesy, it was requested that when providing the Treasurer's Report in the absence of the Treasurer, remarks provided should be noted.

A motion was made to approve the Regular Meeting Minutes for July 16, 2014.

1st – Mark Sturing

2nd – John Lesko

The motion was passed unanimously.

5. Correspondence

A. Email Correspondence by Lika and Sanjay Gupta, Novi Residents – Sunday, July 27, 2014

A reception was held in the Teen Stop to showcase the artwork on display provided by Novi High School students. The parents of Neal Gupta thanked the staff for displaying his artwork and provided a photo of the event. Meadowbrook Art Center created the frames for the artwork, which will be used for years to come.

6. Presentation

A. Check presentation by Community Financial and Walmart to the Chamber Music Society of Detroit in partnership with the Novi Public Library for the 2014-2015 Listen @ the Library music series.

Natalie McLaughlin, a representative of the Community Financial Credit Union, presented Steve Wogaman, President of the Chamber Music Society of Detroit with a check in the amount of \$1,500 for the 2014-2015 Listen @ the Library music series.

Walmart is another new sponsor this year and has donated to the Listen @ the Library. The Friends of the Novi Library will again this year generously sponsor the Listen @ the Library Music Series.

The library is delighted to partner with these great institutions to provide enrichment within our community.

B. Recognition of Library staff for Excellent Customer Service: Mary Robinson, Mei Shih and Margi Karp-Opperer

Each year, the Library staff recognizes their peers who they feel excel in providing the utmost in customer service at the Library. This year we are recognizing Margi Karp-Opperer, Mei Shih and Mary Robinson.

C. Recognition of Library staff for Above and Beyond Performance: Elizabeth Kopko and Tia Marie Sanders

In recognition for staff that continuously goes above and beyond in their performance, Elizabeth Kopko and Tia Marie Sanders were chosen.

Each of those recognized as Library Stars or for going Above and Beyond in their daily jobs at the Library were given a certificate and will be taken out for dinner. A plaque was created listing their names and will be displayed in the Library. We are fortunate to have them on our staff.

7. Public Comment

There was no public comment.

8. President's Report

A. 2014-2015 Library Board Goals

Information is still being compiled by the Library staff and should be available for the September 2014 Library Board meeting.

9. Treasurer's Report

A. Library Budget 2014-2015

The 2014-2015 Budget dated March 19, 2014 is included in the August 20, 2014 Library Board Packet on pages 15-17.

B. Library Financials and Walker Fund

The Financials and Contributed (Walker) Fund Reports ending July 31, 2014 are located on pages 18-23 of the August 20, 2014 Library Board Packet.

Trustee Margolis was asked to present the Treasurer's Report in the absence of Treasurer Czekaj.

This year's budget is at \$2,566,200. Also provided is the projected 2015-16 fiscal year budget. One of the goals that are being acted on is to reduce the budget deficit consumption in the 2015-2016 fiscal year projected budget.

The 2013-2014 fiscal year budget 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.

Looking ahead to this fiscal year, July 1 the property tax revenues were credited in full for the year and you only have one month's worth of expenditures. The Library was credited with Tax Revenues in the amount of \$2,371,577 and budgeted for \$2,309,000. If we can hold on for the next 11 months and not decline by over \$62,000, we will at least hit our budget amount.

In the line 658.000 – State Penal Fines, we budgeted \$73,000 but received \$83,205, so we were credited with an additional \$10,000.

Expenditures: If you take the entire annual expenditures approved at \$3,056,200 and divide that equally for the next twelve months, you would expect to expend \$255,000 a month or 8.35% of the budget each month.

Materials and Supplies: Electronic Resources 745.300 – \$33,000 or 55.29% has been spent. Database services and contracts are paid the first of the fiscal year.

Pension, Defined Benefit and Defined Contribution. Shows a \$590 monthly expenditure – an error in classifying a retiree. It is now properly categorized. The Board made an advanced premium a few years ago and is now fully funded in the Defined Benefit Contribution except for this new revelation that the Board was not aware of.

Balance Sheet: Total Liabilities and Fund Balance 268 = \$4,257,281 as of July 31, 2014.
The Library Contributed Fund 269: Ending Balance 269 = \$1,588,744 as of July 31, 2014.
The year is not closed at this time.

Retiree Health Care Benefits – 268-000.00-718.500. Julie Farkas advised this was a mistake as the Library does not have retiree health care. The City Finance Department will remove this from our records.

A memo submitted by Sabrina Lilla, Senior Financial Analyst for the City of Novi regarding the Defined Benefit Pension Plan dated August 20, 2014, was provided to the Library Board. It explains the Municipal Employees' Retirement System of Michigan (MERS), which the City of Novi/Novi Public Library's full time employees participate in. It states that Library employees fall under a Division 12 status, where a former Library employee was indicated and paid from a Division 1 category making the Library liable for the shortage as it was not budgeted for. Library Trustees stated that this arrangement was unacceptable and instructed Director Julie Farkas to investigate this arrangement further as this was a new revelation.

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

1. There was no report provided as the funds were not received by the time of this meeting. Payments for June or July 2014 have not been received so the Library cannot close out its books for the 2013-14 fiscal year.
2. Food Service Establishment Inspection Report – July 15, 2014 is located on pages 24-25 of the August 20, 2014 Library Board packet with no major issues indicated. Inspection of the Café is completed 2-3 times per year by the Oakland County Health Division – Department of the Health & Human Services.

10. Director's Report

The Director's Report is provided on pages 26-38 of the August 20, 2014 Library Board Packet. Highlights of the report are:

- On Friday, August 15, 2014, the HR Committee met with Director Farkas to discuss the upcoming increase to the minimum wage. The increase is to take effect on Monday, September 1, 2014. The employees affected by the increase have been advised. The minimum hourly wage rate will continue to increase until January 1, 2018 for a final rate of \$9.25.
- A retirement incentive package with options is being discussed and will be presented to the Board in the next few months.
- The Directors Out and About in the Community and Library Profession are listed on page 28 of the August 20, 2014 Library Board Packet.
- An inside glass panel located on the second floor broke, but didn't shatter. The area was secured and the glass was removed. Quotes are being gathered and replacement should be in the next few weeks.
- Trustee Verma and his wife, Margi Karp-Opperer and her husband, and Director Farkas were invited to attend a dinner at the home of Consul General Dr. Katayama and his wife.

A. Art Exhibit Policy (2nd draft)

The second draft of the Art Exhibit Policy is located on pages 29-30 of the August 20, 2014 Library Board Packet. This policy mirrors the City of Novi's Art Exhibit Policy. Art hangers were installed in the Teen Stop and in the Quiet Reading Room. This Policy falls under the Section 16. Matters for Board Action and will be discussed and voted on there.

B. Library Closings for 2015 (1st Draft)

This item falls under Section 15. Matters for Board Discussion.

C. Selection and Separation Policy (1st Draft)

This item falls under Section 15. Matters for Board Discussion.

D. Memo to City Council regarding 2014 Summer Reading Program

The memo is located on pages 35-38 of the August 20, 2014 Library Board Packet.

E. Public Services Report

The Public Services Report is provided by Margi Karp-Opperer and is located on pages 39-40 of the August 20, 2014 Library Board Packet.

F. Building Operations Report

The Building Operations Report is provided by Mary Ellen Mulcrone and is located on page 41 of the August 20, 2014 Library Board Packet.

On Thursday, August 21, 2014, Trustee Verma will join Keith Perfect, Facilities Assistant, and Mary Ellen Mulcrone on a visit to observe an air curtain in action to see if it would be suitable for the entrance to the Library.

Trustee Margolis commented on the umbrella bags located at the entrance for patrons to use during inclement weather. Mary Ellen stated that it was Barb Rutkowski's suggestion.

G. Library Usage Statistics – July 2014

The July 2014 statistics are located on pages 42-50 of the August 20, 2014 Library Board Packet. Highlights include:

- 457 Library cards issued
- 81,433 items checked out
- 63.09% of all items checked out were completed on self – checkout stations
- 41,988 patrons visited the Library during the month. This number is up compared to the previous year, but we are now open longer and on Sundays.
- Computer log-ins increased this month compared the same time last year.
- Early Literacy workstation usage 1,132
- Technology Sessions – 19 with 30 participants
- Check-outs Freegal – 2070; Overdrive – 4394; Zinio – 752
- Charging Station Usage – 10
- Meeting Room Rentals – 44 rentals
- Library App Visits – 29,227

H. Historical Commission Report – Motorcities Marker Unveiling, September 5, 2014

On Friday, September 5, 2014, the Historical Commission will unveil the Motorcities Marker program. There were six (6) markers placed throughout the City of Novi highlighting historical sites or items of importance. They are:

- The Shores of Walled Lake, The Walled Lake Casino, and the Walled Lake Amusement Park
- Michigan State University Tollgate Farm
- Grand River Avenue – Main Street

- Novi Corners – Grand River Avenue and Novi Road
- The Train Station and the Grand River Bridge
- The Novi Special race car (on display at the Novi Public Library)

A thank you went to the City's Department of Public Services for installing all the markers.

Trustee Margolis would like to provide some input for alternate suggestions to be shared at the traffic study. It was suggested that he send his suggestions to Julie Farkas and Mary Ellen Mulcrone to share with the committee.

I. Friends of the Novi Library – Novi News Article for Immediate Release

The Friends of the Novi Library awarded two Novi teens, Tanya Madhani and Jiaying (Kaei) Li each with a \$500 stipend for their summer internship at the Library during the Summer Reading Program. We are very grateful to the Friends for their generosity.

12. Student Representatives Report

The Student Representatives Report is provided on page 53 of the August 20, 2014 Library Board Packet. Highlights include:

- Programs:
 - The July Summer programs held approximately 50 attendees at each event.
 - On July 1st the showing of "The Sandlot" held 50 guests.
 - On July 8th, 54 children attended the Art Book Making Craft.
 - The Ann Arbor Hands-On-Museum Summer Science Festival was held on July 15 and was a hit with 65 attendees.
 - A Uno Tournament was held on July 22.
 - Zombies Among Us was a hit with 46 kids involved.
 - There were 102 teen volunteers assisting in July for the Summer Reading Program.
 - The finale of the Summer Reading Program was held at Paradise Park in Novi- thank you!!
- Upcoming Programs:
 - August 28 – Spelling Bee

13. Committee Reports

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)

There was no report provided.

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

There was no report provided.

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

There was no report provided.

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

There was no report provided.

14. Public Comment

There was no public comment.

15. Matters for Board Discussion

A. Art Exhibit Policy (2nd draft)

The Art Exhibit Policy is up for discussion and approval under Section 16. Matters for Board Action.

B. Library Closings for 2015 (1st draft)

The dates listed are being offered for consideration only, and no vote is required at this meeting.

Requested dates:

- o Saturday, May 23. The Library is already closed on Sunday, May 24 for Memorial Day. There is very low traffic on this day. The Saturday date would be an annual change.
- o Friday, August 21. A request to change the date of the annual staff in-service moving forward. August is a slower time as this is after the conclusion of the Summer Reading Program and students are not back in school at this time. The Library would no longer be closed the third Friday in November.
- o Saturday, December 26 and Sunday, December 27. The Library will already be closed December 24 and December 25 for the holiday. This is a quiet time during winter break. The New Year's weekend is not included. This is a one-time request.

Discussion regarding staff compensation was addressed as these would be considered closed dates (except for the staff in-service).

Julie Farkas is to bring Library usage for the dates mentioned to the September Board meeting.

C. Selection and Separation Policy (1st draft)

The first draft of the Selection and Separation Policy was introduced, which mirrors the City's adopted policy. This new proposed policy addresses postings and the length of time they must be posted, job descriptions, separation, the director and managers involvement, forms – a means of checks and balances.

Trustee Sturing questioned if this proposed policy is consistent with our present policy – at will? He stated that we presently have a policy that was worked on by a former Trustee and that it addresses these issues. This could be a guideline, not a policy as it is not consistent with our present policy.

Trustee Mena mentioned the upcoming Tastefest sponsored by the Novi Community Schools on Thursday, August 28, 2014.

Director Farkas stated that the financial document she is working on regarding the Library Contributed Fund 269, 2014-15 fiscal year budget is not in the packet as she is looking for feedback before bringing it back. Trustee Margolis provided helpful suggestions in preparing the Contributed Fund 269 budget. It was suggested the Finance Committee meet to discuss this budget prior to the September Board Meeting.

16. Matters for Board Action

A. Approve Art Exhibit Policy (2nd draft)

The Art Exhibit Policy provides guidelines for artists to display their artwork in the library. The Quiet Study room and the Teen Space (for teens from area high schools to display their works) are the two locations where they will be on display on the art hanging system provided by the Friends of the Library. Artists will also be able to display their works in the second floor display case for those items that cannot be hung.

A motion was made to adopt the Novi Art Exhibit Policy as presented.

1st – David Margolis

2nd – Craig Messerknecht

The motion was passed unanimously.

17. Executive Session – Continuation for Library Director’s Annual Evaluation

The Executive Session was continued at the closing of this Regular Library Board Meeting.

18. Adjourn

A motion was made to adjourn the meeting at 8:34 p.m. to enter into Executive Session.

A motion was made to adjourn the Executive Session at 8:57p.m.

1st – Ramesh Verma

2nd – Willy Mena

The motion was passed unanimously.

Ramesh Verma, Secretary

Date

Dear staff of Novi Library,

I hope that I can always be
the kind of friend
you are to me

Thank you so much for
hosting our Ink crew event
at your lovely facility.

We really appreciate your
going out of your way to
accommodate us and make
us feel welcome!

Karin Helms
Katie Jones
Alicia Fenderson
Michelle Egan



August 25, 2014

Novi Public Library
C/o Margi Karp-Opperer
45255 W 10 Mile Rd
Novi, MI 48375

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Andrew Mutch

Justin Fischer

Wayne Wrobel

Laura Marie Casey

Gwen Markham

Interim City Manager
Victor Cardenas

**Parks, Recreation &
Cultural Services**
Interim Director
Jeffrey A. Muck

Dear Novi Public Library,

THANK YOU!

Thank you so much for all your help with our Sizzling Summer Art Series. We appreciate your willingness to be a partner with Novi Parks, Recreation, and Cultural Services to offer great family oriented entertainment. Margi & Christina did a fantastic job. We received great reviews from the community about your booth. Families loved your weekly giveaways and always friendly faces! We had over 2,700 people attend our Sizzling Summer Art Series this year!

I have enclosed a colorful "thank you" flyer to post for your patrons and staff to read.

Again, thank you for helping us continue to provide this wonderful summer event series to the community and we can't wait for next year!

Sincerely,

Rochelle Vallance
Recreation Supervisor – Cultural Arts
Novi Parks, Recreation, and Cultural Services

Enclosure

City of Novi
45175 Ten Mile Road
Novi, Michigan 48375
248.347.0400
248.347.3286 fax

cityofnovi.org

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
Total Revenues		2,493,600.00	2,500,526.99	2,566,200.00	2,622,525.00
Expenditures					
Personnel Svcs.					
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
Total Personnel Services		1,913,300.00	1,875,300.00	1,965,900.00	1,926,800.00
Supplies					
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
Materials					
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
Total Supplies & Materials		578,900.00	578,700.00	585,600.00	586,900.00
Expenditures					
Services & Charges					
Account	Description				
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
Total Services & Charges		438,700.00	473,908.00	451,150.00	470,600.00
Expenditures					
Capital Outlay					
Account	Description				
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
Total Capital Outlay		43,800.00	43,800.00	53,550.00	106,800.00
965.269	Walker Transfer				
Total Expenditures		2,974,700.00	2,971,708.00	3,056,200.00	3,091,100.00
680.000	Fund Balance				
934.000	Building Maintenance Add'l expenses		20,731.62		
941.000	Grounds Maintenance Add'l expenses		22,086.45		
	TOTAL Fundbalance	481,100.00	471,181.01	490,000.00	468,575.00

09/12/2014 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 08/31/2014									
% Fiscal Year Completed: 16.99									
GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 08/31/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED			
Fund 268 - LIBRARY FUND 268									
Dept 000.00-treasury									
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,370,148.00	2,370,148.18	(1,943.29)	(0.18)	100.00			
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(39,949.00)	(759.70)	(444.93)	(39,189.30)	1.90			
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	(6,000.00)	0.00	0.00	(6,000.00)	0.00			
Property tax revenue		2,309,000.00	2,369,189.48	(2,388.22)	(60,189.48)	102.61			
State sources									
268-000.00-567.000	State aid	20,000.00	16,466.34	16,466.34	3,533.66	82.33			
State sources		20,000.00	16,466.34	16,466.34	3,533.66	82.33			
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	12,305.94	6,185.10	51,694.06	16.63			
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	95,511.08	6,185.10	51,488.92	64.97			
Interest income									
268-000.00-664.000	Interest on investments	25,700.00	4.86	2.35	25,695.14	0.02			
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	(10,459.64)	0.00	10,459.64	100.00			
Interest income		25,700.00	(10,454.78)	2.35	36,154.78	(40.68)			
Other revenue									
268-000.00-665.000	Miscellaneous income	17,000.00	2,642.69	1,124.28	14,357.31	15.55			
268-000.00-665.100	Copier	2,500.00	384.78	175.45	2,115.22	15.39			
268-000.00-665.200	Electronic media (previously VHS)	300.00	20.00	8.00	280.00	6.67			
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	4,674.14	2,565.03	18,325.86	20.32			
268-000.00-665.404	Novi Township assessment	5,900.00	0.00	0.00	5,900.00	0.00			
268-000.00-665.650	Library Cafe	5,000.00	808.15	409.61	4,191.85	16.16			
Other revenue		59,500.00	8,529.76	4,282.37	50,970.24	14.34			

268-000.00-880.000	Community promotion	5,000.00	76.26	0.00	4,923.74	1.53
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	403.35	620.91	19,596.65	2.02
268-000.00-880.271	Adult programs	0.00	700.00	450.00	(700.00)	100.00
268-000.00-900.000	Printing, graphic design and publishing	28,800.00	982.08	466.35	27,817.92	3.41
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	218.57	218.57	17,281.43	1.25
268-000.00-922.000	Electricity	93,200.00	20,934.23	32,165.98	72,265.77	22.46
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	8,431.06	2,633.63	65,468.94	11.41
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	110.00	55.00	25,890.00	0.42
268-000.00-942.000	Office equipment lease	12,000.00	1,661.16	1,661.16	10,338.84	13.84
268-000.00-942.100	Records storage	250.00	38.48	19.24	211.52	15.39
268-000.00-956.000	Conferences and workshops	11,000.00	1,560.97	993.61	9,439.03	14.19
Other services and charges		451,150.00	68,103.49	39,495.69	383,046.51	15.10
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)	2,014,031.49	(245,685.35)	(2,504,031.49)	
Fund 268 - LIBRARY FUND 268:						
TOTAL REVENUES		2,566,200.00	2,483,199.62	27,592.68	83,000.38	96.77
TOTAL EXPENDITURES		3,056,200.00	469,168.13	273,278.03	2,587,031.87	15.35
NET OF REVENUES/EXPENDITURES - 2013-14			(267,316.17)		(267,316.17)	(411.03)
NET OF REVENUES & EXPENDITURES		(490,000.00)	2,014,031.49	(245,685.35)	(2,504,031.49)	411.03
BEG. FUND BALANCE		2,113,292.16	2,113,292.16			(411.03)
END FUND BALANCE		1,623,292.16	3,860,007.48			(411.03)

Fund 269 - LIBRARY CONTRIBUTED FUND 269						
Dept 000.00-treasury						
Interest income						
269-000.00-664.500	Unrealized gain (loss) on investments	0.00	(9,867.92)	0.00	9,867.92	100.00
Interest income		0.00	(9,867.92)	0.00	9,867.92	100.00
Donations						
269-000.00-665.267	Library Programming - Book It	0.00	510.00	150.00	(510.00)	100.00
269-000.00-665.276	Donations-library trees	0.00	1,102.10	1,102.10	(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	300.00	(300.00)	100.00
Donations		0.00	2,762.10	1,552.10	(2,762.10)	100.00
Supplies						
269-000.00-742.273	Friends of the Novi Library - Other Exp	0.00	228.63	228.63	(228.63)	100.00
269-000.00-742.285	Community Read expenditures	0.00	1,250.00	0.00	(1,250.00)	100.00
269-000.00-742.402	Collections - donor specific	0.00	(30.00)	(30.00)	30.00	100.00
Supplies		0.00	1,448.63	198.63	(1,448.63)	100.00
Net - Dept 000.00-treasury		0.00	(8,554.45)	1,353.47	8,554.45	
Fund 269 - LIBRARY CONTRIBUTED FUND 269:						
TOTAL REVENUES						
TOTAL EXPENDITURES		0.00	(7,105.82)	1,552.10	7,105.82	100.00
NET OF REVENUES/EXPENDITURES - 2013-14		0.00	1,448.63	198.63	(1,448.63)	100.00
NET OF REVENUES & EXPENDITURES		0.00	38,472.25	38,472.25		100.00
BEG. FUND BALANCE		1,552,288.28	(8,554.45)	1,353.47	8,554.45	100.00
END FUND BALANCE		1,552,288.28	1,582,206.08			100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		2,566,200.00	2,476,093.80	29,144.78	90,106.20	96.49
NET OF REVENUES & EXPENDITURES		3,056,200.00	470,616.76	273,476.66	2,585,583.24	15.40
BEG. FUND BALANCE - ALL FUNDS		(490,000.00)	2,005,477.04	(244,331.88)	(2,495,477.04)	409.28
END FUND BALANCE - ALL FUNDS		3,665,580.44	3,665,580.44			100.00
END FUND BALANCE - ALL FUNDS		3,175,580.44	5,442,213.56			100.00

09/12/2014

BALANCE SHEET FOR CITY OF NOVI

Period Ending 08/31/2014

GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	454,680.15
268-000.00-017.002	Investment - Chase	98,904.90
268-000.00-017.008	Investment - Oakland County Investment	673,770.95
268-000.00-017.009	Investment - UBS	1,039,800.36
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	1,684,382.24
268-000.00-056.000	Accrued interest receivable	2,136.98
	Total Assets	3,954,175.58
*** Liabilities ***		
268-000.00-202.000	Accounts payable	49,282.10
268-000.00-215.200	Unemployment insurance liability	966.00
268-000.00-259.702	Accrued liabilities-tax	43,420.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	94,168.10
*** Fund Balance ***		
268-000.00-390.000	Fund balance	2,113,292.16
	Total Fund Balance	2,113,292.16
	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	2,014,031.49
	Ending Fund Balance	3,860,007.48
	Total Liabilities And Fund Balance	3,954,175.58
* Year Not Closed		

Fund 269 - LIBRARY CONTRIBUTED FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	89,554.60
269-000.00-017.008	Investment - Oakland County Investment	509,658.82
269-000.00-017.009	Investment - UBS	980,976.58
269-000.00-056.000	Accrued interest receivable	2,016.08
	Total Assets	1,582,206.08
*** Liabilities ***		
	Total Liabilities	0.00
*** 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
	Total Fund Balance	1,552,288.28
	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	(8,554.45)
	Ending Fund Balance	1,582,206.08
	Total Liabilities And Fund Balance	1,582,206.08
* Year Not Closed		

269 - Library Contributed Funds			
2014-2015 Budget			
Collections/Materials	xxx.230	2014-2015 Budget	Total per Category
		Beginning Balance 6/30/2014	33,603.99
		Unsolicited donations	2,000.00
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)
		Total Collections/Materials	<u>\$ 31,898.99</u>
Buildings/Ground/Furniture	xxx.231		
		Beginning Balance 6/30/2014	54,244.67
		Unsolicited donations	2,000.00
Crawford Donation		Patriotic statue	12,000.00
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)
		Total Buildings/Ground/Furniture	<u>\$ 3,492.83</u>
Programming	xxx.232		
		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
Berenguer Donation		Light up the Night	(265.05)
		Community Read expenses	(2,000.00)
		Total Programming	<u>\$ 12,957.89</u>
Technology	xxx.233		
		Beginning Balance 6/30/2014	6,100.00
		Unsolicited donations	2,000.00
		Book-it Technology	(3,600.00)
		Total Technology	<u>\$ 4,500.00</u>
Undesignated (Misc)	xxx.234		
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	17,260.50
Berman Donation/Naming		Reallocated from Buildings/Ground/Furniture	46,051.84
		Total Undesignated (Misc)	<u>\$ 1,584,401.93</u>
(date: 9/15/2014)			

Director's Report – Julie Farkas

Fundraising Committee Meeting: Wednesday, September 3, 2014

The committee met with me to discuss future fundraising projects for the 2014-2015. John Lesko and Mark Sturing (attended in place of Willy Mena) were in attendance. A presentation was made by Michael Korson, Founder/CEO of MyCouponGenie. The library will investigate the opportunity to make the coupon book fundraiser more appealing and accessible to our community by making it digital. This would create the opportunity for library businesses to support the library (as they have in the past) and as well as gain business and benefit the library. Two other fundraising initiatives that will be explored this year is 1) a library cookbook and 2) bringing back the annual Book It event for fall 2015.

Finance Committee Meeting: Wednesday, September 10, 2014

Met with David Margolis, Mark Sturing and Larry Czekaj to discuss the 269 Library Contributed Funds account and a recommendation for the 2014-2015 budget. (see attached). An update on where the library stands for reaching the goal of saving \$90,000 for 2015-2016 was discussed. Due to staff changes, there will be substantial savings in the personnel budget and the Library Director is confident she will reach the goal set by the Board.

Motorcities Marker Project Unveiling – Sunday, September 7, 2014

Due to threats of bad weather, the unveiling was moved from Friday, September 5th to Sunday, September 7th. The library hosted the event and it was a great success. Over 30 people were in attendance. This project was a HUGE success due to the talents of Roy Prentice (past chair of Historical Commission), the Historical Commission board, Betty Lang – Library Liaison, City of Novi DPS department, City of Novi Parks, Recreation and Cultural Services department, and City of Novi Communications Department. A beautiful brochure has been created for the public to locate the 8 markers in the community as well as 2 tours are planned for September and October.



2015-2016 Library Board Budget Planning Sessions

Below are the two dates that will be designated for Library Board budget planning meetings for 2015-2016.

Saturday, February 21st 8:00am – Noon in East Meeting Room

Saturday, March 14th 8:00am – Noon in East Meeting Room

Our March regular meeting has been changed from March 18th to March 25th due to a personal conflict for me. I have already contacted the city to insure we have the council chambers. That is the night we will approve the 2015-2016 budget.

Library Closings

Board members had requested additional information pertaining to closures on the Saturday of Memorial Weekend. Below are stats compiled by Barb Rutkowski.

5-28-2011: 421

5-26-2012: 446

5-25-2013: 441

5-24-2014: 408

Saturday average: 861 (2013-2014)

In addition, there was a request for the staff holidays that are granted annually.



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)
Memorial Day
Independence Day
Labor Day Weekend (Saturday of Labor Day weekend)
Labor Day
Day Before Thanksgiving - Wednesday (Library closes at 5 p.m.)
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

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:

A handwritten signature in cursive script that reads "Larry A. Kilgore".

Larry Kilgore
President
Novi Public Library Board of Trustees



**LIBRARY CLOSINGS
2015**

- THURSDAY, JANUARY 1 (New Year's Day)
- SATURDAY, APRIL 4 (Easter Weekend)
- SUNDAY, APRIL 5 (Easter Day Observed)
- SUNDAY, MAY 10 (Mother's Day)
- SATURDAY, MAY 23 (Memorial Day Weekend) permanent
- SUNDAY, MAY 24 (Memorial Day Weekend)
- MONDAY, MAY 25 (Memorial Day Observed)
- SUNDAY, JUNE 21 (Father's Day)
- SATURDAY, JULY 4 (Independence Day Observed)
- SUNDAY, JULY 5 (Independence Day Weekend)
- FRIDAY, AUGUST 21 (Staff In-Service)/3rd Friday in August annually
- SATURDAY, SEPTEMBER 5 (Labor Day Weekend)
- SUNDAY, SEPTEMBER 6 (Labor Day Weekend)
- MONDAY, SEPTEMBER 7 (Labor Day Observed)
- Eliminate FRIDAY, NOVEMBER 20 (Staff In-Service) change to August 21st (3rd Friday in August annually)
- WEDNESDAY, NOVEMBER 25 (Thanksgiving Holiday, close at 5 p.m.)
- THURSDAY, NOVEMBER 26 (Thanksgiving Day)
- THURSDAY, DECEMBER 24 (Christmas Eve Day)
- FRIDAY, DECEMBER 25 (Christmas Day)
- SATURDAY, DECEMBER 26TH (Christmas Weekend) based on day it falls on calendar for 2015
- SUNDAY, DECEMBER 27TH (Christmas Weekend) based on day it falls on calendar for 2015
- THURSDAY, DECEMBER 31 (New Year's Eve Day)

LIBRARY BOARD MEETINGS:

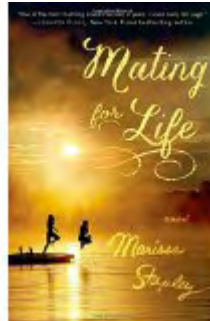
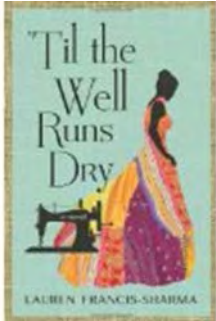
THIRD WEDNESDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @ 7:00 P.M.

Authors, Authors, Authors...sponsored by the Novi Public Library

October and November are big months for authors hosted by the Novi Library.

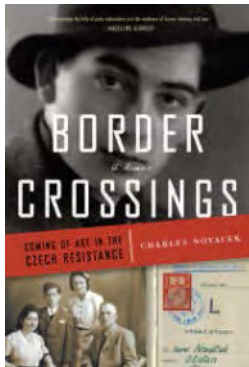
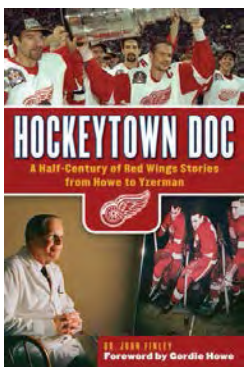
1. October 8, 2014 at Novi Library (In partnership with the Women's National Book Association)

Authors: Lauren Francis-Sharma and Marissa Stapley



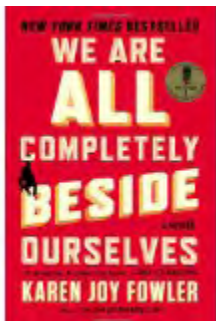
2. October 27, 2014 at Fox Run of Novi (In partnership with Fox Run and Friends of the Novi Library)

Authors: Dr. John Findley, Charles Novacek (presentation by wife Sandra Novacek), Steve Amick and Bob Duff



3. 5th Annual Community Reads at Novi Library (In partnership with Northville District Library, Salem-South Lyon District Library, Wixom Library and Lyon Township Library; Library Friends Groups)

Author: Karen Joy Fowler



Public Services Report by Margi Karp-Opperer

August Highlights

Participation in the Summer Reading Program 2014 was fantastic! (2,673 readers registered)

Huge thank you to the Wainwrights (Jeffrey and Theresa), owners of Paradise Park, for sponsoring the wonderful celebration at Paradise Park for those who finished the reading program.

Teen Stop art work has been framed and is hanging in the Teen Stop. Please stop by and take a look.

April visited Village Oaks Elementary School for a summer reading wrap-up and story time to those students who were not able to visit the Library this summer

Distributed welcome brochures (English and Japanese) to Administration Office of Novi Schools for new students

Featured Adult Programs:

- Beginning Writers Workshop 2
- From Blank Page to On Stage

Special Business/Financial Programs:

- a. Four SCORE Business Mentoring Sessions

Monthly Adult Programs:

- Four 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
- French, German, Italian & Spanish Language Conversation Groups
- Novi Writer Groups
- Two Computer instruction class (Excel Basics 2010 and Intermediate Excel 2010)
- Two Information Services Department Meetings

Featured Youth Programs:

- Summer Reading Finale for Preschoolers
- Summer Reading Finale @ Paradise Park
- Tremendous Tuesdays with Magician Jason Hudy
- Dance Around the World – American Dances
- Tremendous Tuesdays with Juggler Craig Wise
- Two Let's Play Chess sessions
- Two Dance Around the World – Cultural Dance sessions
- Musikgarten
- Help me Grow Activity Group
- Junior Spelling Bee (Grades 3-4)

Monthly Youth Programs:

- Kiddie Craft
- Super Summer Story time
- Snack Tales
- Lego Club

Tween and Teen Program:

- ❖ Tween/Teen Summer Reading Finale@ Paradise Park
- ❖ Between the Pages – Tween Book Club
- ❖ Spelling Bee (Grades 5-6)

Featured Collections:

Adult: World War One

Adult DVD Display: Dance Around the World

Youth: Back to School

Youth DVD Display: Flicks for Boy and Girl Power

October 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



East Indian Cooking Demonstration

Saturday, October 4th
1:00 - 2:30 pm

The specialty of the day will be East Indian dishes. Don't miss wonderful tips, tidbits, demonstrations and of course, samples of delicious dishes. Recipe handouts will be provided as well as an entertaining and educational time.

Listen @ The Library
Sunday, October 19th
3:00 - 4:00 pm

Our special musical performers are the Donald Sinta Saxophone Quartet. Please join us for an interactive and informative hour. Special thanks to our sponsors: Chamber Music Society of Detroit, Community Financial, Friends of the Novi Library and Walmart.

Document Donation Day
Sunday, October 26th
2:00 - 5:00 pm

Come to the Local History Room to donate photos, school yearbooks, letters or other documents pertaining to the history of Novi. If you wish to take your original documents home, we will scan them and return them to you. Local History Room tours will also be available.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>6 <u>VHS to DVD Workshop</u> 6:00 - 7:00 pm German Language Conversation Group 7:00 - 8:30 pm Neighborhood Records 7:00 - 8:15 pm</p>	<p>7 Help for Families from OurSA By appointment only 10:00 am - 4:00 pm 10:30 am - 11:30 am English Conversation Group 11:00 - 11:30 am ESL Book Discussion 11:00 am - 12:30 pm English Conversation Group 1:00 - 2:00 pm VHS to DVD Workshop 6:00 - 7:00 pm Homework Challenges Transformed 7:00 - 9:00 pm</p>	<p>8 One on One Email Basics 10:30 - 11:00 am One on One Book Discussion 11:00 - 1:30 pm Book Club Lunch 12:00 - 1:00 pm Chess Time 1:00 - 2:30 pm Friends of the Novi Library Board Meeting 6:00 - 8:45 pm Women's National Book Association Author Event 7:00 - 9:00 pm</p>	<p>9 Knit Together Knitting Group 10:00 - 12:00 pm VHS to DVD Workshop 11:00 am - 12:00 pm ESL Book Discussion 1:00 - 2:30 pm Novi Social Security Barnyard 1:00 - 2:30 pm Tech Time 1:00 - 1:30 pm Novi Social Security Barnyard 6:30 - 8:00 pm</p>	<p>10 <u>Knit Together Knitting Group</u> 10:00 - 12:00 pm <u>Knit Together Knitting Group</u> 11:00 - 12:00 pm</p>	<p>11 <u>SCOE Business Meetings</u> 10:30 am - 11:30 pm 11:00 am - 12:30 pm SCOE Business Meetings 11:30 am - 12:30 pm</p>
<p>13 <u>Basic: Photo Editing with Paint.NET</u> 6:00 - 7:30 pm Coffee with the Superintendent 6:30 - 7:30 pm German Language Conversation Group 7:00 - 8:30 pm</p>	<p>14 <u>On the Road SOLD OUT!</u> 8:45 am - 9 am Help for Families from OurSA By appointment only 10:00 am - 4:00 pm One on One Facebook Basics 10:30 - 11:00 am ESL Book Discussion 11:00 am - 12:30 pm English Conversation Group 1:00 - 2:00 pm Tech Time 7:00 - 7:30 pm</p>	<p>15 Coffee with the Superintendent 10:15 - 11:15 am Chess Time 6:00 - 8:45 pm Library Board Meeting 7:00 - 9:00 pm Books to Keep Your Loved Ones Bored 7:00 - 8:30 pm</p>	<p>16 Knit Together Knitting Group 10:00 - 12:00 pm Motor City Touristbus 11:00 am - 12:30 pm Using your iPad 11:00 am - 1:00 pm ESL Book Discussion 1:00 - 2:30 pm</p>	<p>17</p>	<p>18</p>
<p>20 <u>Vintage Book Sale</u> 10:00 am - 8:30 pm Open Office Hours in Local History Room 12:00 - 2:00 pm German Language Conversation Group 7:00 - 8:30 pm</p>	<p>21 Help for Families from OurSA By appointment only 10:00 am - 4:00 pm ESL Book Discussion 1:00 am - 12:30 pm English Conversation Group 1:00 - 2:00 pm Chess Time and Discussion 7:00 - 8:30 pm Parent to Parent Book Discussion 7:00 - 8:00 pm</p>	<p>22 <u>SCOE Business Meetings</u> 11:30 pm - 12:30 pm SCOE Business Meetings 12:30 pm - 1:30 pm Novi Social Commission Meeting 1:00 - 3:30 pm Chess Time 6:00 - 8:45 pm PowerPoint Basics 2010 6:30 - 8:00 pm Be Healthy! Empowerment Series: Managing Stress & Anxiety 7:00 - 8:30 pm</p>	<p>23 Knit Together Knitting Group 10:00 - 12:00 pm <u>Knit Together Knitting Group</u> 11:00 am - 12:00 pm Novi Social Security Barnyard 1:00 - 2:30 pm Books to Keep Your Back Warm 7:00 - 8:30 pm</p>	<p>24</p>	<p>25 <u>Novi Writers Group</u> 10:00 am - 12:00 pm</p>
<p>27 <u>Authors LIVE Luncheon</u> 12:00 - 2:30 pm <u>Improve Your Typing Skills</u> 6:00 - 8:00 pm Spanish Language Conversation Group 7:00 - 8:30 pm</p>	<p>28 Help for Families from OurSA By appointment only 10:00 am - 4:00 pm ESL Book Discussion 11:00 am - 12:30 pm Special Needs Planning Workshop 7:00 - 8:30 pm Tech Time 7:00 - 7:30 pm</p>	<p>29 Chess Time 6:00 - 8:45 pm Forensic Art: Capturing the Living Identifying the Dead 7:00 - 8:30 pm</p>	<p>29 Knit Together Knitting Group 10:00 - 12:00 pm Styple Essentials 11:00 am - 12:30 pm ESL Book Discussion 1:00 - 2:30 pm Tech Time 1:00 - 1:30 pm</p>	<p>30 <u>Knit Together Knitting Group</u> 10:00 - 12:00 pm <u>Styple Essentials</u> 11:00 am - 12:30 pm ESL Book Discussion 1:00 - 2:30 pm Tech Time 1:00 - 1:30 pm</p>	<p>31 </p>

Building Operations Report by Mary Ellen Mulcrone

There have been a few unusual occurrences in the past month, most notably a large second floor window breaking for no apparent reason. Fortunately nobody was harmed and nothing else was damaged. The situation was quickly brought under control by staff, and the immediate area has been blocked off while we await the replacement window. Because these windows are custom made, a large amount of time is required for ordering. We anticipate that the window will be replaced by the end of the month.

We also had some difficulties with the inner front doors banging as they opened. Repairs and other minor adjustments were made to both inner and outer doors, and everything is working properly again. We learned some interesting statistics: since the date of installation in 2010 until 9/5/2014, the outer doors have opened 1,923,065 times, and the inner doors have opened 1,827,198 times!

Thanks to a generous donation by Randy Balconi of Interior Environments in Novi, we have a new glass white board installed in the second floor meeting room.

Some other not so ordinary occurrences: tabletops for the second floor computer pods have been repaired, some newly engraved brick pavers were installed and sealed, repairs to the café counter were completed, pot holes at the main entrance driveway and at Wildcat Dr. were repaired by the City, backflow preventers were tested and certified, and several of the VAV boxes for the HVAC system were reset and are working properly again.

More routine occurrences included: fire alarm and horn/strobe testing, maintenance check of irrigation system, cleaning of high traffic carpet areas, battery replacements and repairs of smart bins (for return of library materials), solving printing and scanning issues for staff and patrons, routine hardware replacement, and software updates for Rosetta Stone stations, Early Literacy stations, self-checkout stations, and circulation desk stations. Also, all public work stations have the proper software to run the new Gale courses being offered. The following computer courses were provided for the public: one VHS to DVD Introduction, two Using your iPad sessions, two Basic Photo Editing with Paint.NET sessions, one Zinio Digital Magazines class, and twelve Tech Time sessions.

A meeting was held to discuss the findings and recommendations from the Traffic Access for Novi Public Library study. Julie and I attended, along with several representatives from the City and two from Novi Schools. City staff were already on board with the recommendations, and Schools staff seemed to see how changes would benefit the Library and perhaps the High School, as well. There is to be further investigation of other options. We have been in contact with a Novi resident who is knowledgeable about rain gardens and bioswales. The three bioswales that were developed when the Library was built are in need of some attention—beyond the scope of our current grounds maintenance contract.

Because there has been a significant increase in our electric bill over the past few months, we met with a representative from DTE Energy to investigate the issue. Part of the increase is due to being open more hours, and some may have been due to the recent problems with our chiller. We expect to see some relief now that the chiller is working properly, and we have made some additional adjustments to lighting and cooling schedules that may also help to cut costs.

Support Services Statistics 2014-2015

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	457	364											821
Items checked out	81,433	73,600											155,033
Items borrowed	4,719	4,078											8,797
Items loaned	5,305	4,733											10,038
Read Boxes	380	217											597

	August 2014	August 2013		August 2014	August 2013
Library cards issued	364	437			
Total checkouts	73,600	73,040	READ Boxes	Adult 31	23
				Youth <u>186</u>	<u>65</u>
Items borrowed	TLN 3,967	4,387		total 217	88
	MeL <u>111</u>	<u>144</u>			
	4,078	4,531			
Items loaned	TLN 4,650	4,892			
	MeL <u>83</u>	<u>114</u>			
	4,733	5,006			

Self-Check Totals 2014-15 Fiscal Year

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	81,433	63.09%	51,379	10,899	9,645	5,006	13,934	9,913	1,982
August	73,600	58.02%	42,705	9,394	5,695	5,629	7,397	11,492	3,098
September									
October									
November									
December									
January									
February									
March									
April									
May									
June									
FYTD	155,033	60.69%	94,084	20,293	15,340	10,635	21,331	21,405	5,080

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			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
FYTD Total	401,984	1,182	3,224	340	FYTD Total	79,578	1,349	3,304	349

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					
October	5,806	35,096	0	40,902	1,319	October					
November	5,240	32,155	3	37,398	1,336	November					
December	4,279	32,168	4	36,451	1,302	December					
January	4,327	30,792	5	35,124	1,171	January					
February	4,583	36,568	0	41,151	1,470	February					
March	5,092	39,344	2	44,438	1,433	March					
April	4,603	35,152	5	39,760	1,420	April					
May	4,653	33,037	2	37,692	1,346	May					
June	5,322	45,753	3	51,078	1,824	June					
FYTD Total	59,444	398,116	35	457,595	1,346	FYTD Total	10,436	95,100	10	105,546	1,789

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			
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			
FYTD Total	10,979	263,648	24	FYTD Total	2,147	56,791	26

Technology Training Sessions 2014-2015 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Skype	Paint.NET	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1	4	2	0	1	0	0	7	19	
<i>patrons</i>	2	7	6	5	0	3	0	0	7		30
Aug	4	0	1	2	0	1	1	0	7	16	
<i>patrons</i>	1	0	1	15	0	5	4	0	7		33
Sep											
<i>patrons</i>											
Oct											
<i>patrons</i>											
Nov											
<i>patrons</i>											
Dec											
<i>patrons</i>											
Jan											
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Apr											
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May											
<i>patrons</i>											
Jun											
<i>patrons</i>											
Sessions	8	1	5	4	0	2	1	0	14	35	
Patrons	3	7	7	20	0	8	4	0	14		63

2014-2015 Fiscal Year								
	Freegal		OverDrive				Zinio	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*
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								
October								
November								
December								
January								
February								
March								
April								
May								
June								
FYTD Total	3,954	403	6,662	2,025	8,687	259	1,456	18,949

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

Charging Stations Usage				
	2011-12FY	2012-13FY	2013-14FY	2014-15FY
July		3	3	10
August		2	8	11
September	3	8	2	
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	
Total	55	38	35	21

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		
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		
Total	435	13,684	Total	98	3,044

Library App - 2014-15 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
July	29,227	1. Novi Main Menu	January		
		2. My Account Novi Summary			
		3. Novi Holdings			
		4. My Account Novi Items			
		5. My Account Novi Request			
August	20,658	1. Catalog	February		
		2. My Account			
		3. OverDrive			
		4. Book/DVD Lists			
		5. Artwork at the Library			
September			March		
October			April		
November			May		
December			June		
			Total	49,885	

Friends of the Novi Library
Minutes of May 14, 2014 Board Meeting

I. Call to Order---Pat Brunett, President 7:00 p.m.
Members present: Jim McLean, Pat Brunett, Barb Brunett, Carol Bauer, Carol Hoffman, Bob Cutler, Sue Johnson, Marilyn Amberger, Evelyn Young, Gale Ford, Julie Abrams, Evelyn Cadicamo
Guests: Margi Karp-Opperer

II. Minutes of January 8, 2014
Motion to accept Minutes—Julie Abrams; second—Carol Hoffman. Passed 12-0.

III. Treasurer's Report for March, 2014—Marilyn Amberger

Checking Account	\$28,756.46	Cash Flow: Income	\$6,543.46
Savings Account	5,426.22		<u>Expense - 946.25</u>
CD Account	<u>10,160.92</u>	Total	\$5,597.21
Total	\$ 44,343.60		

Motion to accept—Marilyn Amberger; second—Carol Bauer. Passed 12-0.

IV. Committee Reports

A. Assistant Director: Margi Karp-Opperer

- Plans continue for "Growing Together at Tollgate, May 17
- Summer Reading brochures available
- Thank you note to the Board

B. Author Luncheon---Carol Hoffman

- Marty Jo Link, author of Boot Strapping: A Memoir was this year's speaker.
- Novi Library's profit from the luncheon was \$280.00.
- Gale Ford shadowed Carol H. to head next year's event.

C. Membership—Sue Johnson
Progressing as expected.

D. Fall Gala—Barb Brunett

- An October 24 date is set. Christina will take care of invitations. As far as cost, Library and Friends will each pay for their own expenses.
- Dr. Tim Kirk from Town and Country Eye Care is donating \$300 to be used for entertainment at the Gala.

E. President—Pat Brunett

- This year's scholarship recipient cannot attend the annual meeting. Plans for a different day will be arranged so that we can present a check and honor the young lady.
- A draft for the agenda of June 11 will be presented and explained soon.
- Adoption of Director's Wish List:
 - ___ Motion to eliminate staff jacket option: Evelyn ___, seconded by Carol Bauer.
Vote: yes—5, no—7. Motion fails. Staff jackets will not be eliminated from the Wish List.
 - ___ Amendment: Remove Kwik Boost charging station contingent upon forthcoming information. Motion: Marilyn Amberger, second, Evelyn Young.
Vote: yes—8; no—4. Amendment passed.
- 2014-15 Budget: Motion to recommend adoption of the budget with the understanding that additional information will be incorporated in the final budget. Motion—Julie Abrams, second—Carol Bauer. Passed—12-0.
- Gift to the Library: Concensus for a gift of \$25,000 representing the annual contribution and the Director's wish list.

V. Announcements:

- Memorial Day—Table at the Civic Center.
- Jim McLean volunteered with the Friends to be our in-house photographer.
- Thank you to members of the Board from Pat for a productive year as President.

VI. Board Meeting Dates: June 11, 2014 7:00 (Annual) July 9, 2014 7:00

VII. Adjournment: 9:00 p.m. Motion: Marilyn Amberger; second—Barb Brunett. Passed 12-0.

Submitted by: Julia Abrams, Secretary

Friends of the Novi Library
Minutes of July 9, 2014 Board Meeting

I. Call to Order---Sue Johnson, President 7:00 p.m.
Members present: Pat Brunett, Barb Brunett, Carol Bauer, Carol Hoffman, Bob Cutler, Sue Johnson, Marilyn Amberger, Evelyn Young, Gale Ford, Julie Abrams, Evelyn Cadicamo
Guests: Jim McLean

II. Minutes of May 14, 2014
Not Available. To be considered at next meeting

III. Treasurer's Report for June 2014—Marilyn Amberger

Checking Account	\$21,202.02
Savings Account	5,426.58
CD Account	<u>10,168.22</u>
	36,796.82

Motion to accept—Carol Hoffman, second—Gale Ford Passed 11-0.

IV. Committee Reports

A. Library Director: Julie Farkas

- Julie thanked Sue for attending the Library Board meeting.
- 1600 children and adults signed up the first two weeks of the Summer Reading program which is sponsored in part by the Friends. This was a record.
- The library board will be approving goals soon. Finances will be a challenge this year.
- Walmart and Community Finance will share sponsorship with the Friends for Listen @ the Library Concerts.
- Lakeshore, Rotary, and ITC Parks all now have reading boxes.
- 300 persons attended the Tollgate event. Tollgate invited us to have a similar event in 2015.

B. Book Nook---Carol Hoffman, Gale Ford

- Month of June sales: \$1974.95. Holiday book sale scheduled for October 1.

C. Membership—Sue Johnson

Membership renewal notices will be sent by mail.

D. Fall Gala—Barb Brunett

- Wine tasting at the October 24 event will be explored with Contoros Market.
- Pat Cronley will return to provide music.

E. President—Sue Johnson

- The 2014-15 budget was proposed to be amended by changing the wish list by removing the \$2,000 for the charging station resulting in \$2000 unallocated. \$4263 was carried over from the 2013-14 wish list and designated for the board book display. Motion to approve budget as amended: Julie Abrams, Second: Barb Brunett. Motion passed 11-0.
- Pat Brunett volunteered to draft bylaws amendments. Change in the fiscal year to July 1-June 30 and consistency with the Friends-Library Board- Director memorandum of understanding wording were discussed. Proposed amendments will be offered at the September meeting.
- Consensus by the board to cancel the August meeting.
- Sue requested volunteers for a committee to plan National Friends of Libraries Week October 19-25.

V. Announcements:

- Representatives of the Board will present intern scholarships to two recipients.

VI Adjournment: 8:25 p.m. Motion: Marilyn Amberger; second—Carol Hoffman Passed 11-0.

Submitted by: Julia Abrams, Secretary

United for Libraries

Association of Library Trustees,
Advocates, Friends and Foundations

A division of the American Library Association



August 15, 2014

Friends of the Novi Public Library
45255 W. Ten Mile Road
Novi, MI 48375

Dear Friends of the Novi Public Library,

Thank you so much for your submission for the 2014 Baker & Taylor Awards. We were astounded and very pleased by the kinds of projects Friends groups are doing to support their libraries across the country! This year we received a high number of exceptionally fine applications – in fact, we think that this was the best year ever.

So . . . that was good news and bad news for us. The good news was that Friends seem to be thriving and working creatively for their libraries. The bad news was that we were stuck with choosing only three winners. This year, for the first time, we felt we had to do something special to recognize those who in another year surely would have been winners.

To that end, we selected two additional Friends groups to receive Honorable Mention. We are pleased to name the Friends of the Novi Public Library for successfully coordinating a free family concert series, "Listen @ the Library," featuring the Chamber Music Society of Detroit.

We sincerely hope that you will apply for a Baker & Taylor Award again next year and more importantly, that you will continue your outstanding work on behalf of your library.

All the best,

Sally G. Reed
Executive Director

Sally Gardner Reed, Executive Director
109 S. 13th St., Suite 117B, Philadelphia, PA 19107
Toll Free: (800) 545-2433, ext 2161 Fax: (215) 545-3821
Web: www.ala.org/united Email: united@ala.org

Novi Historical Commission
Wednesday July 23th, 2014
LH Rm, Novi Library
Minutes

Call to Order: 2:01 PM

Introductions: Kelly Sexton, Tammy K, Toni B, JRM, Kathy C. each gave short report by each attendee, including the visitors

Guests: Sue Grifor, Deborah Davis DAR, Kathleen Leo DAR, Betty Lang, Lonnie Huhman, Novi News, Rachelle Smith, Wendy DuVal, Parks City of Novi

Agenda Approval: Moved Kelly, Second Toni approved all

Minutes: of the June meeting Kelly Moved and second Toni, all approved

Library Liaison Report:

Betty Lang comments:

Website needs to be updated, Kelly volunteered to assist, Historical Commission website from the Library. Discuss next month,

Accomplishments of the Historical Commission were presented to the Library board,

The Novi Cemetery Site is an important historical Site,

The 2014 Abrams Foundation Family History Seminar will be on July 18 and 19 in Lansing.

Volunteers are needed in the library. There have been lots of requests for information.

DAR, Report, Kathleen Leo Regent, Vice regent Deb, short explanation of the DAR, with DAR.org is their website, their purpose is to preserve and distribute Patriotic information for schools and colleges, Scholarships, nurses, and teachers, Military and Veterans, etc.

Historically includes all Veterans of historical wars, such as the revolution were paid in Land, Large tracts of Land was available at that time, Search started with SAR, (Sons of the Revolutionary War). From our Cemetery Hooper Bishop had a large Family. They DAR was able to prove his involvement. Caleb Carr is a more difficult one to authenticate due to the number of similar names. DAR Must have written proof of involvement in the Revolutionary war.

Description of the ceremony on Oct 5th. Can we have a ceremony at the township Hall or a lot next to the Area at the cemetery.

Chairs, Microphone etc

And SWOCC TV taping.

Ask Deb Davis for a list of needs, to exchange with Wendy DuVal city Parks dept.

DAR Persons left at 3:10 PM,

Discussion about Traffic flow in the Cemetery, road is very narrow. It will be important to have the traffic under control to avoid a traffic mess.

All veterans graves should be marked - for all wars

Can we get Dave Carter to come to the next meeting, he works for the city of Livonia.
Wendy to discuss

Retaining wall problems continue at the ROW along the Cemetery however we are getting support from City Hall

Who owns the Knapp Cemetery? Who is doing the maintenance on it?

Motor City Markers, unveiling on Sept 5th, at Pavilion shores 6 PM

Vehicles are lined up for all the markers, need publicity on this, and on the website. One is Oct 11th and Sept 13th at 11 AM, meet at Library, call the library to sign up for the tours.

List of names for the invitees to be handled by the library send a list by Aug. 1st, 8 locations for the MC Markers, there has been an allowance of

Maintenance cost approx. \$200 per year. Moved Tammy and second Toni, all approved

Jon Reed is speaking on Sept 11th, Thursday Oct. 2 Toni Bonner is speaking on "Farm Age to the Digital Age, historical Summation of the change in the Economy of the city from its Village township days to its current stage.

Toni had a report on meeting Jerry Frost, for the information gathering

Youth Representatives - no report yet, who are the new students coming to the Commission? on regular business give them definite projects to work on.

Tammy will be the mentor for the students.

Fall for Novi on Sept 20th, staffing by the History Commission members,

Adjourn 4:16PM

Next meeting Aug. 27th,

Post note, Kathy Crawford is looking for volunteers for the Mich. State fair over Labor Day weekend

See Michigan State Fair. LLC

Student Representative's Report
August 2014
By: Ziyang Huang and Ruchira Ankireddy

The summer reading program concluded in August, and we celebrated the highest participation numbers ever - close to 2700!

We are very happy about this achievement and are eagerly anticipating next year's program.

Additionally,

- There were 194 kids and parents at the Tween and Teen Summer Reading Finale at Paradise Park on August 4th
- 5 teens at the Teen Book Club in August,
- 88 at the Spelling Bee for 5th and 6th graders on the 28th.
- The five young-adult programs in August had 210 attendees in total.

Upcoming programs:

Duct Tape Notebooks - Sept 5

Door to Freedom: The Anne Frank Project - Sept 18

Teen Advisory Board Kickoff 2014 - Sept 19

Bits and Pieces

Vol. 5, Number 6

AUGUST 2014

ANNUAL MEMBERSHIP MEETING AND PICNIC – SIGNIFICANT ACTIONS

Farmington Community Library once again hosted the Annual Membership Meeting and Picnic on Friday, July 18. Special THANKS to the Farmington Community Library staff and Director Tina Theeke who is retiring at the end of the July. Actions of note taken during the membership meeting included:

- Cost per stop for TLN Delivery services starting October 1 reduced to \$899; 5 stops per week at \$4,495, 4 stops per week at \$3,596, 3 stops per week at \$2,697 and 2 stops per week at \$1,798 – this represents a 5.4% decrease in cost
- Odilo EBook ownership program model reduces cost per circulation by 7 cents, down from 18 cents to 11 cents per circulation
- 22 TLN member libraries (now at 28 as of August 20) took advantage of TLN Odilo pilot project offer, paying only for per patron circulation and additions to library EBook collection with TLN covering the initial platform one time setup fee and population served rate for years one to three of the test project
- TLN will establish and host a base collection of Odilo EBooks, providing access for libraries big or small; library exclusive collections (think OverDrive Advantage) will also be available or a hybrid combination as the project comes online for cooperative wide access

MORE ODILO

The TLN eContent Committee has agreed to provide technical support and acquisition input for the TLN three year Odilo test project. Join your colleagues on Thursday, September 4 at 10:00 AM at the Novi Public Library for the inaugural Odilo subcommittee meeting. Discussions, chaired by Ed Rutkowski, will include a brief review of the Odilo project, service agreements for participating libraries, materials budget and collection building responsibilities. Also, the subcommittee will establish the final deadline to join the project with reduced costs covered by TLN For more information or to book your seat, call Ed at 810-229-6571 extension 222.

TLN Return on Dollars Invested in Services

TLN is calculating the annual value added for each dollar you contribute for services – this includes all member libraries even those with no direct service agreement. Reciprocal borrowing and MAP are services we include in the calculation. Watch for your library specific figure as part of on-site visits to your library by Director Pletz, this fall. Many municipal units of government can use our dollar value figures as part of Equal Valuation \$'s reported to the State of Michigan for potential dollars back.

Bits and Pieces

Vol. 5, Number 7

SEPTEMBER 2014

A PERSONAL SALUTE – “MR. CHAIRMAN, MICHAEL P. TYLER”

On September 30 a living Michigan Library treasure will retire from his position of leadership at TLN. Representing Class I to III libraries, Michael P. Tyler joined the TLN Board of Directors in 1999. His background in municipal finance for the City of Berkley made him an ideal candidate for TLN Treasurer, a position he accepted. Less than two years later, Mike accepted the challenging position as Chairman of the TLN Board in 2001. He has been “Mr. Chairman” ever since, a span of fourteen years. Mike’s mantra, “save before you spend” has served the membership of TLN well. During good financial times, setting aside monies in a reserve fund, for rainy day expenses, was the governing policy for TLN. That rainy day fund reduced the pain for TLN that many Michigan Library Cooperatives suffered when state funding was reduced dramatically during the Great Recession. Statewide and local challenges to the role and relevance of Library Cooperatives in the 21st Century were cast aside, due in large part to the strong member services and fiscal stability at TLN through Mike’s leadership. While too numerous to list in total, many significant TLN milestones under Mike’s leadership include:

- Selection and ongoing support for an Integrated Library System (ILS) used by more than 50 of the 68 TLN member libraries
- Support for the creation and implementation of several Strategic Plans of Service
- Balancing TLN Board representation with a mix of Directors representing library professionals, municipal government officials, attorneys and community leaders
- Insisting upon responsible, restrained budgets and cost effective labor agreements
- Support for and active engagement in the process of moving TLN to a more central location in Oakland County
- Serving as a financial educator, providing budget counsel to librarians at MLA annual conferences and during the inaugural implementation of the TLN continuing education series
- Rewarding staff longevity of service with the creation of 20 – 25 & 30 year service awards
- Encouraging a philosophy of creative financial thinking and adaptation

Michael’s role as Chairman can be likened to that of a fleet admiral. No longer in charge of the daily operations, an assignment given to captains, fleet admirals determine the strategic course for multiple ships. Mike’s firm and steady hand of leadership warrants a salute from each of us in the TLN family ... this Captain calls all to attention as we salute our Fleet Admiral for the last time. We wish him well as he retires to pursue new endeavors.



Library Board Calendar

2014

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

2015

January 1	Holiday – New Year’s Day, Library Closed
January 21	Library Board Regular Meeting
February	Budget Planning Session, TBD
February 18	Library Board Regular Meeting
February 21	Library Board Budget Planning Session (8:00am – Noon)
March 14	Library Board Budget Planning Session (8:00am – Noon)
*March 25	Library Board Regular Meeting (change in date from March 18)
April	Budget presented to Council, TBD
April 12-18	National Library Week
April 4	Library Closed
April 5	Holiday – Easter, Library Closed
April 15	Library Board Regular Meeting
May	Library Board – Goal Setting Session, TBD
May 10	Holiday – Mother’s Day, Library Closed
May 20	Library Board Regular Meeting
May 24	Library Closed
May 25	Holiday – Memorial Day, Library Closed

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