

## Agenda

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, April 15, 2015  
at 7:00 p.m.  
Novi Public Library  
45255 West Ten Mile Road, Novi, MI 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
  - A. Approval of Claims and Warrants L529 ..... 3-4
  - B. Approval of Regular Meeting Minutes – March 25, 2015 ..... 5-9
  - C. Approval of Library Board Goal Session Minutes – April 11, 2015 ..... 10-13
5. Correspondence – N/A
6. Presentation – N/A
7. Public Comment
8. Student Representatives Report ..... 14
9. President’s Report
  - A. Goals Update – April 2015 ..... 15-19
  - B. Welcome Desk Schedule  
April 13<sup>th</sup>: Mark Sturing  
April 20<sup>th</sup>: John Lesko  
April 27<sup>th</sup>: Ramesh Verma  
May 4<sup>th</sup>: Mark Sturing  
May 11<sup>th</sup>: Bill Lawler  
May 18<sup>th</sup>: Paul Funk  
May 25<sup>th</sup>: Library Closed
10. Treasurer’s Report
  - A. Library Budget 2014-2015 ..... 20-22
  - B. Library Balance Sheet – as of March 31, 2015 ..... 23-24
  - C. Library Financials and 269 Contributed Fund – as of March 31, 2015 ..... 25-29
11. Director’s Report ..... 30-33
  - A. Public Services Report ..... 34-35
  - B. Building Operations Report ..... 36
  - C. Library Usage Statistics ..... 38-46
  - D. Friends of the Novi Library – ..... N/A
  - E. Novi Historical Commission ..... N/A
  - F. TLN Director’s Report –April 2015 ..... 47
  - G. Bits & Pieces, TLN Report by Jim Pletz, April 2015 ..... 48
12. Committee Reports
  - A. Policy Committee (Lesko, Messerknecht– Chair)
  - B. HR Committee (Lesko, Verma – Chair)
  - C. Finance Committee (Sturing, Lesko - Chair)
  - D. Events/Marketing Committee (Lesko, Sturing – Chair)
  - E. Strategic Planning Committee (Messerknecht, Sturing- Chair)
  - F. Building/Landscape Committee (Messerknecht)

13. Public Comment

14. Matters for Board Discussion  
 A. Approval of the 2015-2016 Library Goals.....32

16. Adjourn

**Supplemental Information:**

• Library Board Calendar ..... 49

**Future Events:**

- Historical Commission Regular Meeting – Wednesday, April 22<sup>nd</sup> at 7:00pm, Novi Public Library
- **SPARK presentation with Dr. Jon Ratey – Tuesday, April 28<sup>th</sup> at 7:00pm, Novi Middle School**
- **Spring into Novi Event – Saturday, May 2<sup>nd</sup> at 11:00am – 2:00pm, City of Novi**
- Friends of the Novi Library Regular Meeting – Wednesday, May 13<sup>th</sup> at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – Wednesday, May 20<sup>th</sup> at 7:00pm, City of Novi
- **LIBRARY CLOSED – Sunday, May 24<sup>th</sup> and Monday, May 25<sup>th</sup> – Memorial Weekend Observance**
- **Memorial Day Parade – Monday, May 25<sup>th</sup> at 10:00am – 12:00pm, City of Novi**
- Historical Commission Regular Meeting – Wednesday, May 27<sup>th</sup> at 7:00pm, Novi Public Library



**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>

Warrant 529		April 2015	
Payable to	Invoice #	Account number	Account total
Global Office Solutions	cartridges (6)	268-000.00-727.000	\$ 726.87
Sam's Club	3/26/15; boxes of paper (4)	268-000.00-727.000	\$ 219.20
Farkas, Julie	FedEx pkg ret IT(npl funds)	268-000.00-728.000	\$ 37.23
Merit Network - 4/23/2014;3/1/15)	7/27/14-7/27/15 VMWare	268-000.00-734.000	\$ 4,456.13
Muniweb	February	268-000.00-734.000	\$ 443.75
SunTel Services	Voices Ser. 2/10+11/15	268-000.00-734.000	\$ 480.95
Amazon.com (2/26/15)	doorbell/intercom	268-000.00-734.500	\$ 89.40
ARC (2/17/15)	HP	268-000.00-734.500	\$ 623.13
CDW-G		268-000.00-734.500	\$ 3,260.85
Global Office Solutions	rubber bands	268-000.00-740.000	\$ 236.21
myCouponGenie (1/7/15)	January statement	268-000.00-740.010	\$ 4,300.00
Amazon.com (2/24/15)		268-000.00-742.000	\$ 583.57
Amazon.com		268-000.00-742.000	\$ 184.81
Brodart (2/26/15)		268-000.00-742.000	\$ 5,191.73
Brodart		268-000.00-742.000	\$ 7,040.08
Center Point Large Print		268-000.00-742.000	\$ 238.47
City of Novi (ESL Books)	ESL books	268-000.00-742.000	\$ (224.00)
Gale/Cengage (2/23/15)		268-000.00-742.000	\$ (151.28)
Gale/Cengage		268-000.00-742.000	\$ 907.71
Multicultural Books & Videos		268-000.00-742.000	\$ 36.90
Thomson Reuters - West	MI Court fed/key rules	268-000.00-742.000	\$ 221.00
Allen Park Public Library		268-000.00-742.100	\$ 31.99
Livonia Public Library - Civic Center Library		268-000.00-742.100	\$ 20.00
Oxford Public Library		268-000.00-742.100	\$ 7.50
Salem-South Lyon District Library		268-000.00-742.100	\$ 21.95
Wixom Public Library		268-000.00-742.100	\$ 13.90
Ebsco	Swati Saporivara Patrika	268-000.00-743.000	\$ 154.55
Michigan.com	Novi News; 4/1/15-3/31/16	268-000.00-743.000	\$ 155.99
Smith, April	M/T/W/Sat News/DFP 3/1-5/31/15	268-000.00-743.000	\$ 156.00
Midwest Tape (2/16/15)		268-000.00-744.000	\$ 981.00
Midwest Tape		268-000.00-744.000	\$ 1,168.62
OverDrive		268-000.00-744.000	\$ 1,730.32
Midwest Tape (2/24/15)		268-000.00-745.200	\$ 2,759.43
Midwest Tape		268-000.00-745.200	\$ 1,713.59
Graphic Sciences, Inc.	80 Images;Novi News	268-000.00-745.300	\$ 712.52
Merchant Billing Statement	3-Mar-15	268-000.00-802.100	\$ 157.52
Providence Occupational Health Partners	Ho	268-000.00-804.000	\$ 69.00
Michigan Library Association	Vandergriff/McCown; 3/1/15-2/29/16	268-000.00-809.000	\$ 170.00
Novi Rotary	Farkas; 4/1-6/30/15	268-000.00-809.000	\$ 190.00
H&K Janitorial Service, Inc.	2/28/15 sp cleaning	268-000.00-817.000	\$ 3,975.00
AT&T	1/23-2/22/15	268-000.00-851.000	\$ 153.84
AT&T	2/23-3/22/15	268-000.00-851.000	\$ 153.84
TelNet Worldwide	3/15/2015	268-000.00-851.000	\$ 517.04
Verizon Wireless - 2/28/2015	3/1-28/15	268-000.00-851.000	\$ 421.36

Farkas, Julie	January 8 - March 29, 2015	268-000.00-862.000	\$ 78.14
Sam's Club	3/26/2015	268-000.00-880.000	\$ 35.82
YP	billing date 3/25/15	268-000.00-880.000	\$ 63.00
Amazon.com (2/24/15)	story time yth pgm	268-000.00-880.268	\$ 39.18
Barnes & Noble Booksellers	Yth pgm; Teen Wr Con;BofBks; 4/1/15	268-000.00-880.268	\$ 360.00
Busch's Market	Yth pgm; Pokemon; 3/21/15	268-000.00-880.268	\$ 12.48
Chodkowski, Renee	Neighborhood Lib Assn; 5/1/15	268-000.00-880.268	\$ 80.00
Kroger	yth pgm; 3/14+28/15 bat/girls ard wld	268-000.00-880.268	\$ 65.92
Sam's Club	yth pgm; 3/14+28/15 bat/girls ard wld	268-000.00-880.268	\$ 123.94
City of Novi (Accuform) ( 1/2015)	January Engage	268-000.00-900.000	\$ 7,071.03
Alex Delvecchio Ent, LLC	name badges (3)	268-000.00-900.000	\$ 35.47
J.L. Geisler Corp	board nameplates (2)	268-000.00-900.000	\$ 102.85
Konica Minolta (2/28/15)	February	268-000.00-900.000	\$ 371.15
Konica Minolta	March 2015	268-000.00-900.000	\$ 137.41
Consumers Energy	2/10-3/10/15	268-000.00-921.000	\$ 2,139.84
AT&T		268-000.00-922.000	\$ 24.74
DTE Energy	February 23-March 24, 2015(a)	268-000.00-922.000	\$ 7,479.89
Cintas (2/02/15)		268-000.00-934.000	\$ 70.50
Cintas		268-000.00-934.000	\$ 352.50
Dalton Commercial Cleaning Corp	March	268-000.00-934.000	\$ 425.00
Lyon Mechanical, Inc. (2/27/15)	Sunday Leak; preventative main	268-000.00-934.000	\$ 2,227.95
Lyon Mechanical, Inc.	3/17/15;a/c in server rm	268-000.00-934.000	\$ 606.71
Orkin (2/28/15)	2/18/2015	268-000.00-934.000	\$ 58.30
Republic Services (2/25/15)		268-000.00-934.000	\$ 182.66
Republic Services		268-000.00-934.000	\$ 182.66
Signs by Tomorrow (9/24/14)	staff/Del Ent sign	268-000.00-934.000	\$ 26.70
Voss Lighting		268-000.00-934.000	\$ 87.50
City of Novi	vehicle maint	268-000.00-935.000	\$ 112.50
Brien's Services, Inc. (2/28/15)	2/14-2/25/15; salt/plowing	268-000.00-941.000	\$ 2,050.00
Brien's Services, Inc.	3/3/15 plowing/salting	268-000.00-941.000	\$ 512.50
Trugreen (2/13/15)	pallet ice melt	268-000.00-941.000	\$ 364.80
Konica Minolta Premier Finance	Mar-15	268-000.00-942.000	\$ 1,098.90
Corrigan Record Storage	Mar-15	268-000.00-942.100	\$ 19.24
BOCO- Suburban Collection Showplace	MI Int Women's Sh; 4/30-5/3/15	268-000.00-956.000	\$ 10.00
Farkas, Julie	mile; Jan 8-Mar 29, 2015; MetBkAuth	268-000.00-956.000	\$ 96.11
Robinson, Mary	3/5/15; Zinio Train Dbn PL	268-000.00-956.000	\$ 29.79
Petty Cash			\$ 73.33
TOTAL			\$ 71,146.18
Accounts indicated in red deducted in Period	Ending February 28, 2015	Revenue and Expenditure	Report



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
March 25, 2015**

**DRAFT**

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

**Library Board**

John Lesko, President  
Craig Messerknecht, Treasurer  
Ramesh Verma, Secretary  
Mark Sturing, Board Member  
Paul S. Funk, Board Member  
Tara Michener, Board Member  
William Lawler, Board Member

**Student Representatives**

Ziyang Huang (departed at 7:11 p.m.)  
Ruchira Ankireddygar (departed at 7:11 p.m.)

**Library Staff**

Julie Farkas, Director  
Mary Ellen Mulcrone, Assistant Director, Building Operations  
Julie Prottengeier, Office Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by President John Lesko at 7:01 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**1. Introduction of new Library Board Members**

- A. Trustee Paul Funk has been a resident of Novi for four years. He comes to Novi after over 25 years in Rochester Hills where he served on various community organizations. Mr. Funk is a graduate of The University of Michigan and has had a long career in the corporate world of management, technology, and consulting.
- B. Trustee Lawler has been a resident of Novi for nearly 30 years. He is retired from the Internal Revenue Service. Upon retirement, Mr. Lawler hoped to serve on an established board. He served on the Novi Housing and Community Development Board for several years and looks forward to being a contributing member to the Novi Library Board.

**2. Approval and Overview of Agenda**

President Lesko requested the following changes be made to the March 25, 2015 Agenda:

- On page 2 of the Library Board Packet, item 12D, Fundraising Committee, needs to be changed to reflect the new name Events/Marketing Committee.

- Item 14A, on page 2 of the Library Board Packet, needs to say "Approval of 2015-2016 Revised Library Budget".
- Trustee Messerknecht informed the Library Board that he and Trustee Sturing were switching welcome desk shifts that are listed in the President's Report. Trustee Sturing will be working April 13, 2015 and Trustee Messerknecht will be working May 4, 2015.

A motion was made to approve the March 25, 2015 Agenda as amended.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Mark Sturing

The motion was passed unanimously.

### 3. Consent Agenda

#### A. Approval of Claims and Warrants L528

#### B. Approval of Regular Meeting Minutes – February 18, 2015

#### C. Approval of Budget Session Minutes – February 21, 2015

A single motion was made to approve all three line items in the March 25, 2015 Consent Agenda.

1<sup>st</sup> – Paul Funk

2<sup>nd</sup> – Mark Sturing

The motion was passed unanimously.

### 4. Correspondence

There was no correspondence.

### 5. Presentation

There was no presentation.

### 6. Public Comment

There was no public comment.

### 7. Student Representatives Report

The Student Representatives Report is provided on pages 21-22 of the March 25, 2015 Library Board Packet. Highlights include:

- Teen Space had 396 attendees in 12 sessions for an average of 33 per session.

Upcoming events/programs:

- March 20 Teen Advisory Board: TAB celebrated Chinese New Year a month late since the event on February 20, 2015 was cancelled due to weather conditions. The Novi Youth Council is looking for a new Student Representative for the Library Board and applications were handed out to the members at the meeting.
- March 20 Writing Contest Deadline
- March 28 Teen Empowerment Program

### 8. President's Report

#### A. Letter from President David Margolis to Gary & Lola Bernstein, Library Café proprietors.

- Upon receiving the letter from President Margolis, Mr. Bernstein submitted a sizable portion of the money owed to the Novi Library. Since that initial payment, no new monies have been received that settle the past due amount.

- Trustee Lawler noted that the money that is owed to the Library is from 2014. He inquired about his payments for 2015 and Ms. Farkas informed the Board that he is mostly current on what he owes for this current year.

**B. Goals Full Document July 2014-March 2015**

The 2014/2015 Goals can be found on pages 24-33.

- Ms. Farkas made a point of adding the full list of the goals to the March 25, 2015 Board Packet so the new board members can see them in their entirety.
- President Lesko inquired about the teen collection development grant that Novi Library applied for. Unfortunately the grant, provided through the American Library Association, went to another library and Novi Library will continue applying for other grants.
- Trustee Michener mentioned the possibility for a grant from the healthcare industry that awards nonprofit businesses for doing great work in the community. Ms. Farkas will look into it.

**C. Goals Update-March 2015**

The goals for March 2015 can be found on pages 34-37.

**D. Welcome Desk Schedule**

The upcoming Welcome Desk schedule can be found on page 1 of the Agenda.

- As noted earlier, Trustee Sturing and Trustee Messerknecht will be switching the days April 13<sup>th</sup> and May 4<sup>th</sup>.
- Trustee Messerknecht explained working the welcomed desk is a good way to meet staff and see what is going on in the library. He noted that with the push toward using self-checkout, there are times when patrons' must interact with the staff at the circulation desk to resolve their issues.
- Trustee Sturing commended the staff for the patience they exhibit when dealing with library patrons.

**E. Election of Officers—April 15, 2015 (May 20, 2015 new officers take effect)**

- Any board member interested in the Library Board positions of President, Vice President, Treasurer, or Secretary should let Trustee Verma know for the April 15, 2015 Board meeting. At that meeting the positions will be voted on. Committee members will also be chosen at that time. Until that time in April, the committees shall remain as they are.

**9. Treasurer's Report**

**A. Library Budget 2014-2015**

The 2014-2015 Library Budget can be found on pages 38-40 of the Board Packet.

**B. Library Financials and Contributed Fund – as of February 28, 2015**

The library financials and contributed fund can be found on pages 41-46 of the Board Packet.

- Expenditures for February, 2015 increased \$205,000.00 and the balance for the year is \$1,813,000.00 which is 59.3% of the yearly budget. At this time the library is 67% through the fiscal year and continues to track in a positive direction.
- The increase of \$205,000.00 includes expenditures from prior months that have not been processed. Looking back on these expenditures, Trustee Messerknecht sees nothing inconsistent or considered a problem.
- Revenues increased just under \$19,000.00 for the month of February. The year to date amount in revenues is roughly \$2,580,000.00 which is \$16,000.00 more than was budgeted.
- The majority of revenue comes at the beginning of the fiscal year. From now until the end of the year most of the remaining revenue comes from book fines and meeting room rentals.

Trustee Messerknecht made a point of mentioning the following line items from the Revenue and Expenditure Report:

- **Account 268-000.00-727 Office Supplies**

- Due to the high price of toner cartridges and printing usage, this account will be over budget. Staff is working on ways to bring down the cost by utilizing the copy machines instead of desk top printers for their printing needs.
- **Account 268-000.00-734 Computer Supplies; Software**
  - This line item increased due to the annual renewal of software licenses.
- **Account 268-000.00-817 Custodial Services**
  - This account shows the amount of \$0.00 for the month of February due to invoice processing time.
- **Account 268-000.00-923 Water and Sewage**
  - Because water and sewage are not billed on a monthly basis, the amount shows \$0.00 for the month of February.
- **Account 268-000.00-941 Grounds Maintenance**
  - The sharp increase in salt prices caused this budgeted item to go up. Although we do have a contract with the company that plows and salts our parking area, they retain the right to increase our rate if the price of salt goes up.

#### **C. Library Balance Sheet –as of February 28, 2015**

The balance sheet can be found on page 47 of the Board Packet.

- The 268 account has assets at just over \$2,700,000.00 and liabilities around \$111,000.00. Account 269 showed little activity.
- Trustee Messerknecht requested that the balance sheet go back to the original format that separated the two accounts. Although fund 269 is available for use, it has been chosen to be used separately for exceptional items. Ms. Farkas agreed to go make the requested format change.

#### **D. Proposed Library Budget for 2015-2016 for 268 Account**

The revised budget for 2015/2016 can be found on pages 48-50. Ms. Farkas went over the Revised Budget for the 268 account. She discussed the budget by sections.

- **Revenue**
  - Ms. Farkas presented total revenue of \$2,673,181.00 for the 2015/2016 budget.
- **Personnel Services**
  - Trustee Sturing made a motion to add \$25,000.00 to account 704.200 Wages (non-pensionable) for 2015-2016, 2016-2017, and 2017-2018.

1<sup>st</sup>--Ramesh Verma

2<sup>nd</sup>-- Paul Funk

The motion passed unanimously.

- **Supplies and Materials**
  - A total of \$566,000.00 is budgeted for 2015/2016.
- **Services and Charges**
  - The total is \$479,600.00 which includes the changes in the property and liability insurance that was received from the city as well as an additional \$10,000.00 added to line 934, Building Maintenance.
  - Trustee Verma expressed his concern over the amount of money budgeted for electricity and heat. He encourages Ms. Farkas and Ms. Mulcrone to request an energy survey from DTE to suggest ways to lower our energy expenses.
- **Capital Outlay**
  - The 2015/2016 budget for Capital Outlay is \$146,200.00. The Board Members and Ms. Farkas agreed that this number has the potential to be lower by pursuing new fundraising opportunities.



Ms. Farkas asked that the Board Members approve the revised budget with an expenditure total of \$3,087,745.00 and a fund balance total of \$414,564.00. In addition, she would add \$25,000.00 to line 704.200 for 2016/2017 and 2017/2018.

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

The motion passed unanimously.

**10. Director's Report**

The Director's Report can be found on pages 51-56 of the March 25, 2015 Board Packet.

- Ms. Farkas spoke of the passing of teen librarian Jennifer Preston. Jennifer had been with the Novi Library six years and was much loved by staff and Novi Library's teen community. A staff celebration honoring Jennifer will be held on April 6, 2015. A brick in her honor will also be purchased and dedicated at a later date.
- Novi Library has been asked to participate in the Michigan International Women's Show April 30-May 3, 2015 at the Suburban Collection Showplace. On Sunday May 3, librarians will be giving book talks on good reads for mothers and daughters.

**11. Committee Reports**

There were no Committee Reports.

**12. Public Comment**

There was no public comment.

**13. Matters for Board Discussion**

2015-2016 Library Budget was approved in the Treasurer's Report.

**14. Adjourn**

A motion was made to adjourn the meeting at 9:10 p.m.

1<sup>st</sup> – Ramesh Verma  
2<sup>nd</sup> – Tara Michener

The motion was passed unanimously

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Ramesh Verma, Secretary

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Date



**CITY OF NOVI LIBRARY BOARD  
Goal Setting Session  
April 11, 2015**

**DRAFT**

**Call to Order and Roll Call**

Meeting was called to order at 10:00am by Trustee Sturing

**Library Board**

John Lesko, President – Absent/Excused  
Craig Messerknecht, Treasurer  
Ramesh Verma, Secretary  
Mark Sturing, Board Member  
Paul S. Funk, Board Member  
Tara Michener, Board Member  
William Lawler, Board Member

Director Farkas introduced the agenda and materials (6 Strategic Objectives, Current Library Goals 2014-2015, Goal tracking document for 2014-2015 as of April 9, 2015, City Council Goals, based on January 10, 2015 input session, cardholders by age range chart and penal fine update by Gail Madziar) that would be used for discussion, including the map that was created in 2013 by the City of Novi's GIS department indicating library card holders in the Novi community by location.

The board began to evaluate each of the current goals for keeping, elimination or changing.

Trustee Funk provided information pertaining to two items for Board consideration as either new goals or as additions to existing goals (documents included)

1. Increase the participation rate of North Novi residents/businesses.
2. Develop a sustainable Fund Development Program for the Novi Public Library.

**A motion was made to recommend the following goals for 2015-2016 at the April 15, 2015 Board Meeting**

1<sup>st</sup> - Paul Funk  
2<sup>nd</sup> - Craig Messerknecht

The motion was passed unanimously.

1. Staff will continue to provide excellent customer service in all facets of the library's operations and community involvement; Administration will provide ongoing training and development opportunities for the staff.
2. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
3. Continue a high level of awareness for Library Board member representation, ambassadors and engagement in Novi and the greater library community.
4. Provide quality services, collections, programs and technology with an emphasis on the diverse and aging population.
5. Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.
6. Utilize efficient and increased fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.
7. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

**Adjourn**

A motion was made to adjourn the meeting at 11:30 a.m.

1<sup>st</sup> – Craig Messerknecht

2<sup>nd</sup> – Tara Michener

The motion was passed unanimously.

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Ramesh Verma, Secretary

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Date

## **Novi Library Board**

### **Strategic Goal Setting Meeting – April 11, 2015**

The items below are submitted for Board consideration as either new Goals or as additions to existing Goals.

Paul S. Funk

#### **1. Increase the participation rate of North Novi residents/businesses.**

##### **Background/Research Completed:**

During New Board Member orientation, some discussion was held regarding this topic with Julie and Bill. Paul referenced a number of neighborly chats he had with North Novi people who do not identify with the Novi Public Library for a variety of reasons. (Consider themselves Walled Lake residents due to proximity and local School District influences. Have had experiences where their children used other libraries as part of a school project/assignment/team situation and relied on other friends/families to check out books, etc.. Other felt the NPL was too far with too many traffic lights and few options to cross I96, etc.)

Paul did some preliminary research to evaluate the Walled Lake School situation. While two WL Schools are in the City of Novi, there are actually six that have student populations from Novi neighborhoods. (Paul to show maps at meeting.)

##### **Suggested Action Steps:**

Paul to brief Board at April 11 Goal Setting Meeting. Add as Goal or Sub-Goal.

Paul, Julie and ?? to meet and chart action steps and prepare a basic presentation/info packet on NPL for use in meetings with the WL Superintendent, WL Board of Education, various Principals and PTA's etc. (to be defined. (Some research underway to determine which, if any WL BoEd members actually live in Novi to seek their assistance.)

Other Schools/organizations should be considered as well. (CC, other private schools, etc.)

Paul, Julie and ?? conduct various meetings, manage a Media component, work with NPL Board and Staff for on-going outreach, Social Media visibility, etc.

Report activity and progress as other Goals.

##### **Discussion:**

## 2. Develop a sustainable Fund Development Program for the Novi Public Library.

### Background:

NPL Board Budget discussions at the March meeting led to some dialogue regarding the need for additional revenues for the NPL to make its Budget balance for 2015-16. Some reference was made to past efforts to explore this topic. With new Board members in the mix, there was general agreement to revisit the topic. Paul referenced the possibility of creating a new NPL Foundation, partnering with an existing Community Foundation, holding an annual/on-going capital campaign, expanding the number of events and or other initiatives, etc. further discussion is required regarding the following recommended actions.

### Suggested Action Steps:

Paul to brief Board at April 11 Goal Setting Meeting. Add as Goal or Sub-Goal. Goal to be assigned to Finance Committee?, New NPL Board Committee? TBD.

Paul, Julie and ?? review the history of this topic including old Board and/or meeting minutes and any files on analysis done or proposals prepared. Meet with City of Novi Finance, Legal, other personnel as needed.

Paul, Julie and ?? review the current and projected "needs" to develop a NPL Capital Menu List for Fund Development requests, etc. There are a number of well-defined items that can be "sponsored" plus various ways to create "funds for stuff..." to allow even the smallest donor to be part of the process.

Some level of recognition exposure needs to be defined. Donor Boards, Naming Signage, names on a list in Annual NPL report, etc. Paul has begun some work on this.

Paul, Julie and ?? prepare recommendation(s) for NPL Board discussion and action including a \$\$ amount goal for 2015-16.

Paul, Julie and ?? develop short NPL Case Statement presentation (5-7-9 slides max) and appropriate solicitation documents.

Paul, Julie and ?? develop a Campaign game plan and execute. Julie has provided Paul with some preliminary Business Community information which is under review.

### Discussion:

**Student Representative's Report**  
**By: Ziyang Huang and Ruchira Ankireddygar**

**March, 2015**

Programs:

Teen Book Club

Battle of the Books

Teen Writing contest

TAB

GIDAS Meeting

Teen volunteers

Upcoming Programs:

Manga Club - April 2

Super Smash Bros Tournament - April 6

TAB (Teen Advisory Meeting – April 17

## NOVI PUBLIC LIBRARY – 2014/2015 GOALS (April update)

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

### Goal #1:

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

<b>Strategy:</b> Consider adding new collections and services.			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate adding new and more interactive play components for youth	IS	Inquiring with Burgeon Group to look into new play components; submitted quote for additional play components; <b>received quote and have submitted for budget review</b>	Annually; 1/15; 2/15; <b>3/15</b>
<b>Strategy:</b> Provide appropriate staffing for best customer service.			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Provide opportunities for staff training	AD	Staff in-service day held 11/21; <b>planning for August</b>	11/14; <b>3/15</b>

### Goal #2:

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

<b>Strategy:</b> Investigate and implement changes that save money.			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Develop budget for next FY and future projections	AD; Board	Library Board budget session on 2/28; budget <b>approved at 3/25 Board meeting</b>	<b>3/15</b>
<b>Strategy:</b> Seek funding through grants.			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Teens and technology ideas for YALSA Shark Bowl	IS	Erin submitted proposal to YALSA Shark Bowl (like ABC's "Shark Tank" for Librarians); pitches must incorporate teens & technology and be tied to college readiness, connected learning, or community engagement; submitted under community engagement, involves teens creating a 3D virtual world that they print piece by piece using a 3D printer; this now physical world they build becomes an interactive display that the teens would curate, edit and add to; top six proposals for Shark Bowl receive funds to send their Librarian to the 2015 ALA conference in San Francisco and present their idea to the Shark Panel; top three projects determined by the Shark Panel win cash and prizes to assist with their project; view NPL pitch here: <a href="http://yalsa.ala.org/shark/view-pitches/pitch-12/">http://yalsa.ala.org/shark/view-pitches/pitch-12/</a>	

Goal #3:			
Create a higher level of awareness for Library Board member representation, ambassadors and employment.			
Strategy:		Library Board Trustees participate in City events.	
Tactic	Owner	Status	Due Date
City Council meetings	AD; Board	Library proclamation for 2015 National Library Week presented by Mayor Gatt to Director Farkas, with Trustees Funk, Lawler, Michener, and Verma on 3/23	3/15
Strategy:		Library staff participate in community events.	
Tactic	Owner	Status	Due Date
Novi Youth Assistance	AD	Library Director serves on Board; participated in Annual Bowl-A-Thon on 3/7	3/15

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; report to be completed by December 1; photos of various areas and light measurements taken; report is finished and being reviewed by Admin; information on this and our magnifier collection were presented at the recent visit to Fox Run	Annually; 9/14; 10/14; 11/14; 3/15
Promote Library programs at Older Adult programs	IS	Promoted the Morning Music program held at the Library on December 4 <sup>th</sup> ; email sent to Activities Directors with list of upcoming programs geared toward Older Adults; meeting held with City Council member Poupard on 12/12 at Fox Run to discuss building relationships with NPL; planning March event; March is Reading Month outreach event at Fox Run on 3/16; saw 60 participants and issued 30 new library cards	Annually; ongoing; 11/14;12/14; 3/15
Strategy:		Increase/implement programming opportunities for each patron group.	
Tactic	Owner	Status	Due Date



Investigate holding more after-hours events for all age groups	IS; AD; IT	Investigating after-hours Minecraft programs for January and March; Digital Detox planned for February, partnering with City and Youth Council; held after-hours Minecraft program with 25 attendees in the computer lab on 1/30; another is planned for March; <b>Minecraft program on 3/20</b>	2014/2015; 9/14; 10/14; 1/15; <b>3/15</b>
<b>Strategy:</b>		<b>Partner with the Novi School District.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Increase activities with Novi and other area school districts	IS; AD	Provided tour and database instruction to 63 Novi Meadows students; met with Novi Schools Instructional Coach to review SRP stats and plan for School Board presentation; hosted 84 5 <sup>th</sup> graders after hours on September 19 <sup>th</sup> for tour and scavenger hunt; took part in the Novi Woods Walk to School day; met with Novi Schools Instructional Coach to review SRP stats and plan for School Board presentation; attended October School Board meeting to present Summer Reading info; hosting Novi Meadows Red Ribbon Week posters; hosted breakfast for NCSD Media Specialists and Principals; met with Novi High School Media Specialist to discuss information sharing and potential program ideas; met with Novi Meadows Media Specialist and Novi School District Instructional Coaches to begin planning 2015 Summer Reading Program school visits; provided tour, story time and scavenger hunt to group of special education students from Novi School District; met with Media Specialists to plan for Summer Reading 2015; met with Novi High School Media Specialist to plan for partnerships in the coming year; outreach concert at Meadowbrook Elementary (Walled Lake Consolidated Schools) for 270 students on 3/12 in partnership with Friends of NPL and Chamber Music Society of Detroit; <b>AS attended Deerfield Elementary's Milk &amp; Cookies night as a guest reader; held a series of very successful instructional art classes taught by Novi High School Art Club students (January-March); Leader in Me event with Orchard Hills Elementary on 3/3</b>	Annually; 9/14; 10/14; 12/14; 1/15; 2/15; <b>3/15</b>
<b>Strategy:</b>		<b>Maintain current collections and services.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Developing a baby/toddler page with literacy info for webpage; working on "CPU Science / Coding" section for the Homework Resource Center; draft of baby/toddler literacy page for website submitted and being reviewed by web team; created new	Annually; 9/14; 10/14; 11/14; 12/14; 1/15; 2/15; <b>3/15</b>

		youth DVD subject list "Under the Sea"; CPU Science/coding section added to Homework Resource Center; developing "World Fiction" list for youth subject binder and website; developed "classics" list of audiobooks for adults; updated youth DVD "Classic Movies" list; created new youth DVD list "Once Upon a Time and other Fantastical Tales" for binder and website; medical/health section added to Homework Resource Center; rough draft of audiobook pathfinder on classics created showing their availability in various formats; audiobook pathfinder on Classics finished and science fiction one started; pathfinder on Easter DVDs updated	
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**Goal #5:**  
 The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.

<b>Goal #6</b>			
<b>Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.</b>			
<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>
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library	AD	Providing tours/talks as requested by groups, including info about programs and services; presentations to Lennox Park and Orchard Hills West; presentation to Crosswinds West; Vista Hills; presentation to Roma Ridge and Cheltenham Estates; <b>presentations: Vista Hills, Greenwood Oaks</b>	Annually; ongoing; 9/14; 10/14; 11/14; 2/15; <b>3/15</b>
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Motorcities Historical Markers event held at NPL, highlighting Novi Special; began learning the Past Perfect software and started cataloging photos; document donation day held; <b>separated the Local History Room and Historical Commission information into two pages on the website</b>	Annually; 9/14; 10/14; <b>3/15</b>
Develop and promote information on OverDrive and downloadable resources	IS	Added OverDrive media station; promoting new OverDrive app; updated Overdrive handout, eliminating Adobe authorization; new flyers about Overdrive streaming movies reviewed; presented	5/14; 2014/2015; 9/14; 10/14; 11/14; 2/15; <b>3/15</b>

		<p>info at Friends Gala; met with TLN Overdrive Policy Committee to plan the Nov. 14th meeting (hosted by NPL) with special guest Monique Sanchez who addressed questions about the new Odilo service; created a new Overdrive streaming video handout for the Downloadable Media Center and for the website; updated Freegal Top Download poster for public area, Teen Space and Teen Stop for October and November; met to discuss new OverDrive Periodicals service; Updated Freegal handout for the web site; new Freegal promotions have been created; IS staff member has become a selector for Youth ebooks for the Odilo group (an e-book platform) and has submitted carts for opening collection with launch date TBD; <b>improved log-in for Zinio Digital magazines has started</b></p>	
<p>Partner with local businesses and organizations for programming</p>	<p>AD; IS</p>	<p>Partnered with Community Financial Credit Union to provide Money Smart Week book delivery to over 100 Michigan libraries; partnered with Novi Chamber of Commerce and City of Novi Economic Development Dept. to host Richard Sheridan, author of <u>Joy, Inc.</u> with 60 attendees</p>	<p>3/15</p>

**Goal #7:**  
Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.

**Goal #8:**  
Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

2015-2016 Budget						
March 25, 2015		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Revenues						
Account	Description					
403.000	Property Tax Revenue	2,309,000.00	2,368,947.00	2,449,491.00	2,532,774.00	2,618,888.00
403.001	Tax Revenue - Current Levy			-25,000.00	-25,000.00	-30,000.00
403.002	Tax Revenue - County Charter			-10,000.00	-10,000.00	-10,000.00
403.003	Tax Revenue - Tx Tribunal			-210.00	-217.00	-226.00
420.000	Tax Reveune - Brow nfield			-6,000.00	-6,100.00	-6,200.00
567.000	State Aid	20,000.00	24,000.00	27,000.00	27,000.00	27,000.00
657.000	Library book fines	74,000.00	65,000.00	70,000.00	70,000.00	70,000.00
658.000	State penal fines	73,000.00	83,205.00	77,000.00	77,000.00	77,000.00
664.000	Interest on Investments	25,700.00	24,000.00	24,000.00	24,000.00	24,000.00
664.500	Unrealized gain(loss) invest	0.00	4,090.00	0.00	0.00	0.00
665.000	Miscellaneous income	17,000.00	16,400.00	16,500.00	16,500.00	16,500.00
665.100	Copier	2,500.00	2,200.00	2,200.00	2,200.00	2,200.00
665.200	Electronic media	300.00	200.00	200.00	200.00	200.00
665.266	SRP - T-shirt sales	2,800.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	0.00	6,981.72	0.00	0.00	0.00
665.290	Library Fundraising	3,000.00	0.00	3,000.00	3,000.00	3,000.00
665.300	Meeting Room	23,000.00	26,000.00	28,000.00	30,000.00	30,000.00
665.400	Gifts and donations	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00
665.404	Novi Tow nship Assessment	5,900.00	5,933.00	6,000.00	6,000.00	6,000.00
665.650	Library Café	5,000.00	4,500.00	5,000.00	5,000.00	5,000.00
<b>Total Revenues</b>		<b>2,566,200.00</b>	<b>2,637,456.72</b>	<b>2,673,181.00</b>	<b>2,758,357.00</b>	<b>2,839,362.00</b>

2015-2016 Budget March 25, 2015		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Expenditures</b>						
<b>Personnel Svcs.</b>						
<b>Account</b>	<b>Description</b>					
704.000	Permanent Salaries	952,200.00	914,000.00	914,000.00	914,000.00	914,000.00
704.200	Wages (non-pensionable)	47,700.00	25,000.00	25,000.00	25,000.00	25,000.00
705.000	Temporary Salaries	636,800.00	617,000.00	609,000.00	609,000.00	609,000.00
715.000	Social Security	122,000.00	122,300.00	122,300.00	122,300.00	122,300.00
716.000	Insurance	173,000.00	205,000.00	235,147.00	249,256.00	264,211.00
716.200	HSA - Health Savings Acct.	4,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement		-33,000.00	-43,202.00	-45,794.00	-48,542.00
718.000	Pension DB	0.00	0.00	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	27,700.00	26,500.00	26,400.00	26,400.00	26,400.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,500.00	2,700.00	4,300.00	4,300.00	4,300.00
<b>Total Personnel Services</b>		<b>1,965,900.00</b>	<b>1,882,500.00</b>	<b>1,895,945.00</b>	<b>1,907,462.00</b>	<b>1,919,669.00</b>
<b>Supplies</b>						
<b>Account</b>	<b>Description</b>					
727.000	Office supplies	15,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	700.00	700.00	700.00	700.00	700.00
734.000	Computer softw are/licensing	96,900.00	96,900.00	86,400.00	80,000.00	80,000.00
734.500	Computer supplies equip	21,000.00	22,400.00	28,000.00	28,000.00	28,000.00
740.000	Operating supplies	32,800.00	28,000.00	30,000.00	30,000.00	30,000.00
740.200	Desk,chairs, cabinets, etc.	0.00	0.00	800.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00	300.00
<b>Materials</b>						
742.000	Books	210,000.00	200,000.00	195,000.00	195,000.00	195,000.00
742.100	Book Fines	1,500.00	700.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	21,200.00	21,200.00	23,800.00	23,800.00	23,800.00
744.000	Audio visual materials	67,700.00	67,700.00	71,000.00	71,000.00	71,000.00
745.200	Electronic media	58,500.00	58,500.00	51,000.00	51,000.00	51,000.00
745.300	Online (Electronic) Resources	60,000.00	57,200.00	55,000.00	55,000.00	55,000.00
<b>Total Supplies &amp; Materials</b>		<b>585,600.00</b>	<b>576,600.00</b>	<b>566,000.00</b>	<b>558,800.00</b>	<b>558,800.00</b>

2015-2016 Budget March 25, 2015		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Expenditures</b>						
<b>Services &amp; Charges</b>						
<b>Account</b>	<b>Description</b>					
801.925	Public Information (cable)	1,000.00	1,100.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,500.00	1,500.00	2,000.00	2,000.00	2,000.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	1,000.00	300.00	300.00	300.00	300.00
806.000	Legal Fees	1,000.00	200.00	1,000.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
816.000	Professional services	3,000.00	1,500.00	4,000.00	4,000.00	4,000.00
817.000	Custodial Services	37,800.00	46,800.00	48,800.00	48,800.00	48,800.00
818.000	TLN Central Services	4,750.00	4,495.00	4,500.00	4,500.00	4,500.00
851.000	Telephone	16,500.00	11,500.00	11,500.00	11,800.00	12,000.00
855.000	TLN Automation Services	66,500.00	56,000.00	56,000.00	57,600.00	57,600.00
861.000	Gasoline and oil	0.00	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	1,250.00	500.00	300.00	300.00	300.00
880.000	Community Promotion	5,000.00	2,500.00	11,800.00	11,800.00	11,800.00
880.267	Library Programming - Book It	1,000.00	0.00	0.00	0.00	0.00
880.268	Library Programming	20,000.00	20,000.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	0.00	4,258.42	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	28,800.00	28,800.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,000.00	13,000.00	14,300.00	15,300.00	16,400.00
910.001	Insurance deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00
921.000	Heat	17,500.00	9,000.00	11,000.00	11,500.00	12,000.00
922.000	Electricity	93,200.00	103,000.00	103,000.00	106,000.00	109,000.00
923.000	Water and Sewer	6,500.00	5,200.00	5,500.00	5,500.00	6,000.00
934.000	Building Maintenance	73,900.00	92,000.00	90,000.00	90,000.00	90,000.00
935.000	Vehicle Maintenance	1,500.00	2,000.00	1,500.00	0.00	0.00
941.000	Grounds Maint.	26,000.00	30,200.00	28,600.00	28,600.00	28,600.00
942.000	Office Equipment Lease	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
942.100	Records storage	250.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	11,000.00	9,000.00	14,500.00	13,500.00	14,500.00
<b>Total Services &amp; Charges</b>		<b>451,150.00</b>	<b>460,853.42</b>	<b>479,600.00</b>	<b>484,500.00</b>	<b>490,800.00</b>
<b>2015-2016 Budget March 25, 2015</b>		<b>2014-2015 Approved</b>	<b>2014-2015 Est. Yr. End</b>	<b>2015-2016 Approved</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Projected</b>
<b>Capital Outlay</b>						
<b>Account</b>	<b>Description</b>					
962.000	Building Maint. - Plumbing/Main Ent	24,550.00	7,600.00			
934.000	Building Improvements	0.00	0.00			
941.000	Grounds Maint.			71,400.00	53,400.00	
976.000	Data Processing - Computers/Equip	14,000.00	14,000.00	64,800.00	56,000.00	26,000.00
986.000	Data Processing - Phone Upgrade	15,000.00	9,000.00			
990.000	Furniture	0.00	0.00	10,000.00		
<b>Total Capital Outlay</b>		<b>53,550.00</b>	<b>30,600.00</b>	<b>146,200.00</b>	<b>109,400.00</b>	<b>26,000.00</b>
965.269	Walker Transfer					
<b>Total Expenditures</b>		<b>3,056,200.00</b>	<b>2,950,553.42</b>	<b>3,087,745.00</b>	<b>3,060,162.00</b>	<b>2,995,269.00</b>
<b>680.000</b>	<b>Fund Balance</b>					
	<b>TOTAL Fundbalance</b>	<b>490,000.00</b>	<b>313,096.70</b>	<b>414,564.00</b>	<b>301,805.00</b>	<b>155,907.00</b>



04/11/2015	BALANCE SHEET FOR CITY OF NOVI	
	As of 03/31/2015	
GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	107,160.53
269-000.00-017.008	Investment - Oakland County Investment	511,924.46
269-000.00-017.009	Investment - UBS	1,000,235.73
	Total Assets	1,619,320.72
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,487,506.93
269-000.00-390.230	Fund Balance Collections/Materials	33,683.99
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,896.67
269-000.00-390.232	Fund Balance Programming	10,572.94
269-000.00-390.233	Fund Balance Technology Library	6,100.00
	Total Fund Balance	1,590,760.53
	Beginning Fund Balance	1,590,760.53
	Net of Revenues VS Expenditures	28,560.19
	Ending Fund Balance	1,619,320.72
	Total Liabilities And Fund Balance	1,619,320.72



04/11/2015 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 03/31/2015									
		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	JANUARY 2015	FEBRUARY 2015	MARCH 2015	03/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268									
Revenues									
Dept 000.00-treasury									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,285,842.67	2,309,000.00	0.00	0.00	0.00	2,368,947.16	(0.16)	100.00
268-000.00-403.001	Property Tax Revenue- Cty Chargebacks	(20,118.00)	0.00	(705.41)	0.00	143.04	(4,456.84)	(30,539.16)	12.74
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	16,154.00	0.00	0.00	0.00	0.00	0.00	(15,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(183.71)	0.00	0.00	0.00	0.00	(199.00)	0.00	100.00
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(5,358.22)	0.00	0.00	0.00	0.00	(9,751.69)	(0.31)	100.00
268-000.00-567.000	State aid	30,103.08	20,000.00	0.00	0.00	0.00	16,694.05	3,305.95	83.47
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	913.00	(913.00)	100.00
268-000.00-657.000	Library book fines	74,642.97	74,000.00	6,573.53	3,787.90	5,927.26	48,996.90	25,003.10	66.21
268-000.00-658.000	State penal fines	73,539.99	73,000.00	0.00	0.00	0.00	83,205.14	(10,205.14)	113.98
268-000.00-664.000	Interest on investments	42,597.69	25,700.00	1,141.60	590.35	0.00	14,069.19	11,630.81	54.74
268-000.00-664.500	Unrealized gain (loss) on investments	17,240.00	0.00	9,633.97	(3,770.58)	0.00	9,954.37	(9,954.37)	100.00
268-000.00-665.000	Miscellaneous income	16,175.47	17,000.00	1,211.73	990.66	1,504.50	11,967.17	5,032.83	70.40
268-000.00-665.100	Copier	2,981.78	2,500.00	196.50	148.74	273.75	1,761.33	738.67	70.45
268-000.00-665.200	Electronic media (previously VHS)	239.80	300.00	64.00	1.00	8.00	163.00	137.00	54.33
268-000.00-665.266	Summer reading t-shirt sales	0.00	2,800.00	0.00	0.00	0.00	0.00	2,800.00	0.00
268-000.00-665.289	Adult programs	4,688.39	0.00	0.00	0.00	0.00	6,981.72	(6,981.72)	100.00
268-000.00-665.290	Library fund raising revenue	180.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	30,559.14	23,000.00	2,496.39	1,341.71	2,108.15	19,815.08	3,184.92	86.15
268-000.00-665.400	Gifts and donations	5,043.81	5,000.00	2,170.20	2,738.85	1,807.70	13,191.90	(8,191.90)	263.84
268-000.00-665.404	Novi Township assessment	5,787.00	5,900.00	0.00	0.00	0.00	5,933.00	(33.00)	100.56
268-000.00-665.650	Library Cafe	4,105.44	5,000.00	468.08	817.74	706.90	3,603.85	1,396.15	72.08
Total Dept 000.00-treasury		2,584,221.30	2,566,200.00	23,250.59	6,646.37	12,479.30	2,591,789.33	(25,589.33)	
TOTAL Revenues		2,584,221.30	2,566,200.00	23,250.59	6,646.37	12,479.30	2,591,789.33	(25,589.33)	

		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	JANUARY 2015	FEBRUARY 2015	MARCH 2015	03/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-704.000	Permanent salaries	940,355.54	952,200.00	70,160.24	70,160.27	67,448.96	641,853.15	310,346.85	67.41
268-000.00-704.200	Wages - Stipend	0.00	47,700.00	0.00	0.00	0.00	24,743.89	0.11	100.00
268-000.00-705.000	Temporary salaries	603,046.15	636,800.00	41,709.84	44,397.56	44,286.14	432,913.70	203,886.30	67.98
268-000.00-715.000	Social security	113,783.62	122,000.00	8,380.13	8,585.70	8,375.26	86,491.56	35,508.44	70.89
268-000.00-716.000	Insurance	169,574.81	173,000.00	15,834.83	17,743.24	17,743.20	152,574.68	52,800.32	74.29
268-000.00-716.200	HSA - employer contribution	2,890.76	4,000.00	487.50	0.00	0.00	1,190.67	2,809.33	29.77
268-000.00-716.999	Insurance - Employee Reimbursement	0.00	0.00	(3,176.80)	(3,176.80)	(3,104.20)	(26,765.85)	(5,609.15)	82.67
268-000.00-718.000	Pension - DB Normal Cost	0.00	0.00	1,247.00	1,247.00	1,247.00	11,223.00	3,741.00	75.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	0.00	0.00	(656.76)	(656.76)	(656.76)	(11,030.28)	(7,089.72)	60.87
268-000.00-718.200	Pension - defined contribution	25,952.43	27,700.00	2,023.34	2,023.34	1,860.66	18,970.25	8,729.75	68.48
268-000.00-719.000	Unemployment insurance	0.00	0.00	0.00	0.00	0.00	(362.00)	362.00	100.00
268-000.00-720.000	Workers compensation	4,808.96	2,500.00	309.42	316.61	309.01	2,101.02	398.98	84.04
268-000.00-727.000	Office supplies	16,019.58	15,000.00	1,320.69	2,311.55	946.07	15,072.05	(72.05)	100.48
268-000.00-728.000	Supplies - Postage	516.03	700.00	0.00	2.59	37.23	563.69	136.31	80.53
268-000.00-734.000	Computer supplies, software & licensing	62,751.63	96,900.00	4,389.85	18,460.47	11,204.83	57,111.11	39,788.89	58.94
268-000.00-734.500	Computer supplies/equipment	12,941.56	21,000.00	129.78	1,629.00	3,439.28	8,103.49	12,896.51	38.59
268-000.00-740.000	Operating supplies	26,928.78	32,800.00	2,577.81	878.69	173.76	14,079.37	18,720.63	42.92
268-000.00-740.010	Gift and donations expense	0.00	0.00	4,300.00	0.00	0.00	4,300.00	(4,300.00)	100.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	14,017.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Supplies - Uniforms	246.85	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	197,431.08	210,000.00	16,764.49	14,415.34	12,470.61	138,293.24	71,706.76	65.85
268-000.00-742.100	Library Book - Fines	1,317.64	1,500.00	133.00	27.00	95.34	470.21	1,029.79	31.35
268-000.00-743.000	Library periodicals	20,425.94	21,200.00	(739.23)	46.01	310.54	13,841.97	7,358.03	65.29
268-000.00-744.000	Audio visual materials	58,515.49	67,700.00	2,054.44	3,076.75	3,509.77	48,258.62	19,441.38	71.28
268-000.00-745.200	Electronic media	47,459.63	58,500.00	3,178.79	3,783.49	2,911.44	31,370.09	27,129.91	53.62
268-000.00-745.300	Electronic resources (CD rom materials)	52,922.29	60,000.00	399.20	0.00	712.52	55,399.44	4,600.56	92.33
268-000.00-801.925	Public information (cable, etc)	984.25	1,000.00	33.67	82.02	0.00	641.74	358.26	64.17
268-000.00-802.100	Bank Service Charges	3,048.82	3,500.00	189.37	196.13	157.52	1,840.69	1,659.31	52.59
268-000.00-803.000	Independent audit	590.00	700.00	0.00	0.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	1,131.90	1,000.00	0.00	0.00	69.00	176.80	823.20	17.68
268-000.00-806.000	Legal fees	0.00	1,000.00	0.00	0.00	0.00	190.00	810.00	19.00
268-000.00-809.000	Memberships and dues	5,000.08	4,500.00	154.00	0.00	170.00	4,076.00	424.00	90.58

		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	JANUARY 2015	FEBRUARY 2015	MARCH 2015	03/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-816.000	Professional services	1,980.00	3,000.00	0.00	580.00	0.00	1,122.50	1,877.50	37.42
268-000.00-817.000	Custodial services	31,721.42	37,800.00	3,900.00	0.00	3,975.00	30,525.00	7,275.00	80.75
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	0.00	0.00	0.00	4,495.00	255.00	94.63
268-000.00-851.000	Telephone	13,091.18	16,500.00	1,001.72	587.08	331.36	7,885.31	8,614.69	47.79
268-000.00-855.000	TLN Automation Services	55,469.91	66,500.00	15,959.88	0.00	0.00	40,626.70	25,873.30	61.09
268-000.00-861.000	Gasoline and oil	151.96	0.00	19.73	0.00	22.86	225.14	424.86	34.64
268-000.00-862.000	Mileage	201.05	1,250.00	0.00	0.00	51.26	177.77	1,072.23	14.22
268-000.00-880.000	Community promotion	6,973.05	5,000.00	63.00	193.19	35.82	820.80	4,179.20	16.42
268-000.00-880.267	Library Programming-Book It	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	19,778.29	20,000.00	712.14	474.03	(296.06)	5,597.85	14,402.15	27.99
268-000.00-880.271	Adult programs	3,987.91	0.00	0.00	0.00	0.00	4,563.52	(4,563.52)	100.00
268-000.00-900.000	Printing, graphic design and publishing	21,579.90	28,800.00	468.33	620.92	275.73	20,003.72	8,796.28	69.46
268-000.00-910.000	Property & liability insurance	13,668.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured claims	5,913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	12,546.45	17,500.00	1,923.11	1,962.70	2,139.84	9,252.90	8,247.10	52.87
268-000.00-922.000	Electricity	106,199.86	93,200.00	15,640.71	7,373.12	7,479.89	75,987.67	17,212.33	81.53
268-000.00-923.000	Water and sewer	5,097.26	6,500.00	0.00	0.00	0.00	2,717.64	3,782.36	41.81
268-000.00-934.000	Building maintenance	61,724.63	73,900.00	2,939.86	3,187.55	1,384.21	42,913.79	30,986.21	58.07
268-000.00-935.000	Vehicle maintenance	948.75	1,500.00	0.00	112.50	0.00	1,717.20	(867.20)	202.02
268-000.00-941.000	Grounds maintenance	36,702.04	26,000.00	8,074.44	5,251.49	512.50	27,426.75	(1,426.75)	105.49
268-000.00-942.000	Office equipment lease	13,855.74	12,000.00	1,098.90	0.00	2,097.90	10,398.98	1,601.02	86.66
268-000.00-942.100	Records storage	261.56	250.00	19.24	19.24	19.24	173.16	76.84	69.26
268-000.00-956.000	Conferences and workshops	18,359.99	11,000.00	289.03	1,092.92	125.90	5,459.43	5,540.57	49.63
268-000.00-986.000	Internal Technology - Capital Outlay	25,112.75	53,550.00	7,020.40	0.00	0.00	7,020.40	6,979.60	50.15
268-000.00-990.000	Furniture	8,801.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		2,851,537.47	3,056,200.00	230,335.09	207,003.94	191,872.63	2,040,503.53	950,034.47	
TOTAL Expenditures		2,851,537.47	3,056,200.00	230,335.09	207,003.94	191,872.63	2,040,503.53	950,034.47	
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES		2,584,221.30	2,566,200.00	23,250.59	6,646.37	12,479.30	2,591,789.33	(25,589.33)	
TOTAL EXPENDITURES		2,851,537.47	3,056,200.00	230,335.09	207,003.94	191,872.63	2,040,503.53	950,034.47	
NET OF REVENUES & EXPENDITURES		(267,316.17)	(490,000.00)	(207,084.50)	(200,357.57)	(179,393.33)	551,285.80	(975,623.80)	

		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	JANUARY 2015	FEBRUARY 2015	MARCH 2015	03/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269									
Revenues									
Dept 000.00-treasury									
269-000.00-664.000	Interest on investments	33,850.35	0.00	779.56	320.47	0.00	11,353.27	(11,353.27)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	17,260.50	0.00	9,088.96	(3,557.27)	0.00	9,391.23	(9,391.23)	100.00
269-000.00-665.230	Collections/Materials Revenue	0.00	0.00	425.00	0.00	(27.00)	1,398.00	602.00	69.90
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	0.00	1,000.00	0.00	(493.00)	12,662.02	1,337.98	90.44
269-000.00-665.232	Programming Revenue	0.00	0.00	501.14	206.55	5,529.01	8,292.82	(3,642.82)	178.34
269-000.00-665.233	Technology Library Revenue	0.00	0.00	0.00	0.00	720.00	810.00	7,290.00	10.00
269-000.00-665.234	Undesignated Misc Donations	0.00	0.00	1,000.00	0.00	(25.00)	2,500.00	31,083.00	7.44
269-000.00-665.267	Library Programming - Book It	5,833.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.271	Donation-general-youth collections	1,361.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.274	Donations-brick pavers	1,137.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.276	Donations-library trees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.285	Donations - Community Read	2,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.286	Donations - Light Up the Night	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.287	Donations-Crop for a Cause	472.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.402	Donations - specific collections	1,926.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		64,641.39	0.00	12,794.66	(3,030.25)	5,704.01	46,407.34	15,925.66	
TOTAL Revenues		64,641.39	0.00	12,794.66	(3,030.25)	5,704.01	46,407.34	15,925.66	

Expenditures									
Dept 000.00-treasury									
269-000.00-742.230	Collections/Materials Expense	0.00	0.00	0.00	0.00	0.00	853.56	2,851.44	23.04
269-000.00-742.231	Buildings/Ground/ Furniture Expense	0.00	0.00	0.00	0.00	29.65	12,049.71	6,650.29	64.44
269-000.00-742.232	Programming Expense	0.00	0.00	0.00	31.64	0.00	2,974.30	(708.30)	131.26
269-000.00-742.233	Technology Library Expense	0.00	0.00	0.00	0.00	0.00	104.95	3,495.05	2.92
269-000.00-742.234	Undesignated Misc	0.00	0.00	0.00	0.00	0.00	1,833.16	166.84	91.66
269-000.00-742.262	Booklt costs & childrens collections	12,955.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.267	Books - parenting	992.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.273	Friends of the Nov i Library - Other Exp	7,207.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.283	Nov i Newbies expenditures	4.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.285	Community Read expenditures	1,188.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.286	Light Up the Night expenditures	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.291	Friends of Nov i Library - Principal Exps	2,272.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.402	Collections - donor specific	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,348.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-802.100	Bank Service Charges	0.00	0.00	15.73	15.74	0.00	31.47	(31.47)	100.00
Total Dept 000.00-treasury		26,169.14	0.00	15.73	47.38	29.65	17,847.15	12,423.85	
TOTAL Expenditures		26,169.14	0.00	15.73	47.38	29.65	17,847.15	12,423.85	
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:									
TOTAL REVENUES		64,641.39	0.00	12,794.66	(3,030.25)	5,704.01	46,407.34	15,925.66	
TOTAL EXPENDITURES		26,169.14	0.00	15.73	47.38	29.65	17,847.15	12,423.85	
NET OF REVENUES & EXPENDITURES		38,472.25	0.00	12,778.93	(3,077.63)	5,674.36	28,560.19	3,501.81	
TOTAL REVENUES - ALL FUNDS		2,648,862.69	2,566,200.00	36,045.25	3,616.12	18,183.31	2,638,196.67	(9,663.67)	
TOTAL EXPENDITURES - ALL FUNDS		2,877,706.61	3,056,200.00	230,350.82	207,051.32	191,902.28	2,058,350.68	962,458.32	
NET OF REVENUES & EXPENDITURES		(228,843.92)	(490,000.00)	(194,305.57)	(203,435.20)	(173,718.97)	579,845.99	(972,121.99)	

## **Director's Report**

With there only being about 3 weeks in between board meetings, and the Easter holiday also a factor, my report is much shorter than usual.

### **MyCouponGenie meetings:**

Tutor Doctor

Luna Tech 3D

(See flyer attached for additional promotion of the MyCouponGenie initiative in the spring 2015 edition of Novi Today)

### **Out and About in Novi and the Library Profession:**

Boomer University planning mtg. – 3/26

Rotary mtg. – 3/26

Novi Coffee & Tea Grand Opening – 3/27

Novi High School Scholarship Night (on behalf of Novi Rotary) – 3/30

Youth Assistance Recognition Event – 4/2

Boomer University planning mtg. - 4/7

Facilitated the Booked for Lunch discussion for the title: Lizzy & Jane - 4/8

American Business Women's Association mtg. – 4/8

TLN ExComm mtg. – 4/9

### **Paradise Park fundraiser**

The fundraising event planned for Friday, April 17<sup>th</sup> has been cancelled due to low registration.

### **American Business Women's Association donation**

I am currently working with the Novi Oaks chapter of the ABWA to receive a \$500 donation to go towards the purchase of youth materials celebrating women's history. Once the funds are received, materials will be purchased and bookplates will be incorporated in each of the titles indicating the generous donation by the ABWA chapter. An unveiling of the collection and future media coverage is to be planned.

### **Read Boxes in Novi (May – October)**

We are gearing up for another season of outreach with our Read Box locations. 3 boxes will be re-installed in the community at Lakeshore Park, Rotary Park and ITC Park for the summer and early fall months. A special thank you goes to the Novi Rotary who supported this project and the City of Novi DPS department for handling the maintenance of the boxes and installation annually. In addition, both the staff from the Support Services department and Michael Postula, Librarian, is also to be thanked for the staff time that is committed to weekly deliveries and book collection/processing.

### **Library Board Goal Setting Session – Saturday, April 11, 2015**

The Library Board met to brainstorm and discuss goals for the upcoming fiscal 2015-2016. Below are the agenda and recommended goals.

## Library Board Goal Setting Session

Saturday, April 11, 2015

10:00am – 12:00pm

1. Call to Order and Roll Call
2. Introduction of materials by Julie Farkas, Library Director
  - 6 Strategic Objectives 2013-2018
  - Current Library Goals 2014-2015
  - Goal tracking document for 2014-2015 as of April 9, 2015
  - City Council Goals, based on January 10, 2015 input session

### Additional Information

- Cardholders by Age Range
  - Penal Fines update from Gail Madziar, Executive Director MLA
3. 2015-2016 Brainstorming
    - 2015-2016 Strategic tactics (defined by the Strategic planning process)



**Inform. Inspire. Include.**

**6 Strategic Objectives**  
**2013-2018**

1. Match the needs of the community with the facility(ies) and library's logistical resources  
(Ex: existing building, outreach, collections, storage space, future expansion)
2. Fuel Novi community's passion for reading, personal growth and learning
3. Increase the Novi community's knowledge of and access to the library's collections, services and building
4. Encourage the Novi community to embrace and participate in the library's programming, cultural learning and service opportunities
5. Foster an organizational culture of innovation
6. Empower the Novi community to be effective consumers and producers of information

**Library Goals**  
**2015-2016**

1. Staff will continue to provide excellent customer service in all facets of the library's operations and community involvement; Administration will provide ongoing training and development opportunities for the staff.
2. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
3. Continue a high level of awareness for Library Board member representation, ambassadors and engagement in Novi and the greater library community.
4. Provide quality services, collections, programs and technology with an emphasis on the diverse and aging population.
5. Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.
6. Utilize efficient and increased fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.
7. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

**Approved:**



# Businesses offer savings via library's partnership with MyCouponGenie

Each year, the Novi Public Library searches for new fundraising opportunities that will benefit the Library and the community. Last year the Library raised \$4,000 for new technologies when it launched its coupon book fundraising campaign and this year they are taking it digital.



A partnership began in late 2014 between the Library and MyCouponGenie with a goal to save Novi residents hundreds of dollars daily with local businesses in a digital format. The app is easily accessible with any iPhone or Android device, and gives the consumer a chance to select the categories and businesses they wish to see and save at.

Library Director Julie Farkas and MyCouponGenie CEO Michal Korson have already signed on almost 50 businesses, including restaurants Moe's on Ten, Guido's Premium Pizza, the Honey Tree Grille, Wasabi, Tony Sacco's, Bagger Dave's, Big Tommy's Parthenon, Pizza Marvelous, Steve & Rocky's and bd's Mongolian Grill.

Other participating businesses include Paradise Park, Big Frog Custom T-Shirts & More, Compass Self Storage, Club Z In-Home Tutoring Services, Play It Again Sports, Larson Jewelry Design, Sandstone Massage, Keford Collision & Towing, Glenda's Garden Center, Expressions Music Academy, Meadowbrook Picture Framing, CPR, Novi Firestone and Vibe Credit Union – just to name a few. For a complete list, visit [novilibrary.org/MyCouponGenieMerchantPartners.pdf](http://novilibrary.org/MyCouponGenieMerchantPartners.pdf).

Farkas said the ultimate goal is to partner with 200 or more local businesses.

With new businesses being added daily, this gives the Library a chance to build relationships with Novi businesses and invite them to be a part of its free coupon club. Whether you are looking to try a new restaurant in Novi, tutoring for your child or interested in purchasing some sports equipment for the summer months, there is something for everyone.

To sign up for the MyCouponGenie app visit [MyCouponGenie.com/users/register](http://MyCouponGenie.com/users/register) and download from the App Store, Google Play or a desktop.

For more information on the Library's MyCouponGenie fundraiser visit [novilibrary.org](http://novilibrary.org), call (248) 349-0720 or stop in at 45255 W. Ten Mile Rd. Novi, 48375.

*Spirit continued from page 4*

## What road led you to mall management?

*As a teenager, I went to work for a retail store at the local mall in Cincinnati, Ohio. The young lady who was the store manager happened to be married to the maintenance director for the mall. After working at the retail for a short time, the maintenance director offered me a position in the maintenance department of the mall, which I accepted. I worked my way through the ranks and eventually took over the department as the maintenance director for a number of years. Meanwhile, I went to school nights and weekends for more than a decade and eventually earned a Bachelor of Science degree at the University of Cincinnati.*



Dan Jones and Mayor Bob Gatt

*About twelve years into my career I transitioned into the overall management role and have worked in this capacity at properties in Cincinnati, Ohio, Tempe, Arizona and, of course, Novi. I have been general manager at Twelve Oaks Mall since 2003.*

## What do you like best about your job?

*In a word — variety. There are so many moving parts in this role and at a property like this. It keeps me challenged, engaged and entertained every day.*

## What is your favorite book?

*For a traditional book, Unbroken by Laura Hillenbrand (although my wife would tell you I have a short attention span with traditional books). That said, my go-to book is my U.S. atlas, as I still enjoy studying maps on a regular basis, in both book form and electronically.*

## What is something about you that would surprise people?

*I'm pretty transparent, so not many surprises out there. Some may not know I grew up in South Carolina (until I was 12 years old). I'd like to think I still carry the same manners and chivalry I was raised on there.*

## If you were a super hero, what power would you most like to possess?

*If I can be selfish, I'd gravitate towards Superman since he possesses a variety of super powers -- flight, super-strength, super-speed, etc. Why limit yourself to one super power?*

## Words to live by?

*Stay positive!*



is in the air.....

**Featured Adult Programs:**

AARP Tax Preparation Help  
Live Your Dream: The Taylor Anderson Story  
Listen @ the Library  
Lifelong Learning: Get Going with Gale Courses & Learning Express Library  
Cloud Computer Basics

Hands-On Intermediate Genealogy  
I Wrote a Book – Now What?  
Parent to Parent Book Discussion

**Special Business/Financial Programs:**

- a. Four SCORE Business Mentoring
- b. What to do with your old 401K or other retirement plans

**Monthly Adult Programs:**

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

Hooray and Congratulations to our Annual ....



### **Featured Youth Programs:**

- Four Baby Times Story Times
- Eight Tot Time Story Times
- Twelve Two of Us Story Times
- Eight Three's Company Story Times
- Four On My Own Story Times
- Dog Days at the Library
- After Hours Minecraft Party
- Science Saturday
- Pokemon
- Bright Loritos Chinese Story time
- StART: Art Classes for Beginners

### **Monthly Youth Programs:**

- Kiddie Craft
- Snack Tales
- Lego Club

### **Tween and Teen Program:**

- ❖ Teen Book Club
- ❖ Manga Club
- ❖ TAB (Teen Advisory Board)
- ❖ TAB Program on GIDAS (Genes in Diseases & Symptoms) ...a new club at NHS
- ❖ Celebrate Teen Tech Week

### **Featured Collections:**

**Adult:** Women's History and Irish Culture, Travel and Detroit's Irish

**Youth:** March to the Beat

**Youth DVD:** Dinosaur versus Dog, you choose

**Audiobooks:** Celebrating Women's History

**Building Operations Report by Mary Ellen Mulcrone**  
**Building Operations Report**  
**April 2015**

In response to our patrons becoming more BYOD (Bring Your Own Device) and using our public workstations less, we have removed the computers from Pods G and H, which are closest to the windows on the second floor. The stations are now available for our patrons to enjoy extra study space. So far, this change has been well received and has not presented any problems. We are currently looking into charging capabilities at these locations for the devices that patrons tend to carry.

The IT department had a number of issues that required updates, replacements, etc., during March, and they are planning for several more upgrades in the coming months. These are some of the things that were completed: replaced the 2nd floor Wi-Fi access point which had failed; repaired the people counter and RFID sensors on the front door gates; installed an upgraded EZProxy application on an upgraded server for remote access; replaced a drive on one of the Rosetta Stone workstations which had failed; replaced the backup-UPS on the AT&T fiber switch which had failed; routine software/hardware issues were resolved; patrons/staff were assisted with software questions, Wi-Fi, printing; routine server maintenance was performed. These are some of the things that are still in the works: planning a version upgrade of our public workstation management software, Envisionware; planning server migrations to Microsoft Windows Server 2012; planning to upgrade our router, which connects our building to the external fiber connection (AT&T/TLN), prior to the new telecommunications contract beginning on 7/1; obtained quotes to replace the firewall and wireless network controller which have reached end-of-life. Busy indeed.

IT staff assisted with another after-hours Minecraft program by upgrading the server, providing laptops, and providing technical assistance at the popular event held on 3/20. The following computer training was provided for the public: two Basic Photo Editing with Paint.NET; one eReader Instruction; one Improve Your Typing Skills; ten Tech Time sessions.

Facilities staff were also busy, as usual. Accomplishments included: A pot hole was patched at the main entrance to the parking lot; the clock for the "Novi Public Library" sign has been adjusted for daylight savings time; the monthly check of fire extinguishers, horns, and strobes was completed, and all are in good working order; two of the large pendulum light fixtures were repaired; all public restrooms have new automatic soap dispensers and new automatic hand towel dispensers. The hand towel dispensers are especially appreciated, as some people experienced difficulties with the older models.

Last month we reported on the leak that occurred 2/15. Here are some further details about the cause and resolution of the problem. One of the copper loops on the bottom end of the condenser coil in the air handling unit ruptured. It was near an existing factory solder joint and could have been poor workmanship from the factory. Lyon Mechanical repaired the leak by brazing the loop back together at the joint using brazing rod and torches. This repair took them roughly four hours to gain access to the area that was leaking, make the repair, and get the system running again. During the time that AHU-1 was down, the building was being heated by AHU-2. As far as damages, approximately eight ceiling tiles in the AST room were replaced and a light fixture was soaked with water that was saved by using compressed air to dry it out. About 400 gallons of water were removed from inside AHU-1 by using a ShopVac. Most of the water on the floor or the second floor mechanical room went down the drain on its own, but some still needed to be mopped. Approximately 100 gallons made it to the AST room floor.



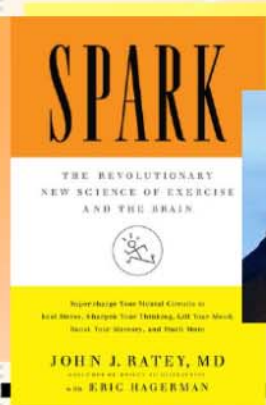
# Students For Success- A School District Reading Together

Parents & caregivers are encouraged to read **SPARK** in advance of the author event. To borrow a copy of the book, visit your Novi School library or the Novi Public Library. Copies are also available for purchase @ Barnes & Noble, Northville.

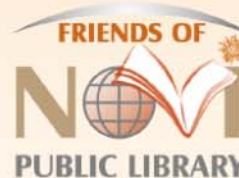
**Meet the Author: Tuesday, April 28, 7pm @ Novi Middle School**

Registration is required

Visit [novilibrary.org](http://novilibrary.org) or call 248-349-0720



Dr. John Ratey describes **SPARK** as a groundbreaking exploration of the connection between exercise and the brain's performance that shows how even moderate exercise will supercharge mental circuits to beat stress, sharpen thinking, enhance memory, and much more. The book will change the way you think about your morning run or for that matter, simply the way you think.



**Support Services Statistics 2014-2015**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	457	364	409	339	348	261	321	275	395				<b>3,169</b>
<b>Items checked out</b>	81,433	73,600	67,803	67,091	64,700	63,696	66,792	62,073	70,638				<b>617,826</b>
<b>Items borrowed</b>	4,719	4,078	3,840	4,201	3,213	4,124	4,553	3,850	4,414				<b>36,992</b>
<b>Items loaned</b>	5,305	4,733	4,619	4,688	4,153	4,232	5,220	4,544	5,007				<b>42,501</b>
<b>Read Boxes</b>	380	217	153	59	0	0	0	0	0				<b>809</b>

	March 2015	March 2014
Library cards issued	395	355
Total checkouts	70,638	69,472
Items borrowed		
TLN	4,342	3,876
MeL	<u>72</u>	<u>91</u>
	4,414	3,967
Items loaned		
TLN	4,929	4,980
MeL	<u>78</u>	<u>111</u>
	5,007	5,091

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

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

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

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

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

	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
<b>July</b>	81,433	63.09%	51,379	10,899	9,645	5,006	13,934	9,913	1,982
<b>August</b>	73,600	58.02%	42,705	9,394	5,695	5,629	7,397	11,492	3,098
<b>September</b>	67,803	55.41%	37,571	9,120	6,723	3,846	6,845	9,712	1,325
<b>October</b>	67,091	54.90%	36,834	9,154	6,310	3,761	5,137	11,222	1,250
<b>November</b>	64,700	56.33%	36,443	8,253	6,897	4,551	3,669	11,981	1,092
<b>December</b>	63,696	53.17%	33,869	7,997	6,371	3,076	5,709	9,476	1,240
<b>January</b>	66,792	52.45%	35,031	8,155	6,775	3,965	5,533	9,292	1,311
<b>February</b>	62,073	53.96%	33,493	7,668	6,033	3,595	5,894	9,096	1,207
<b>March</b>	70,638	55.31%	39,068	9,186	7,233	3,673	6,724	10,995	1,257
<b>April</b>									
<b>May</b>									
<b>June</b>									
<b>FYTD</b>	<b>617,826</b>	<b>55.85%</b>	<b>346,393</b>	<b>79,826</b>	<b>61,682</b>	<b>37,102</b>	<b>60,842</b>	<b>93,179</b>	<b>13,762</b>

Library Usage									
2013-2014 Fiscal Year					2014-2015 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	37,620	1,447	254	26	July	41,988	1,400	289	30
August	32,464	1,249	250	26	August	37,590	1,296	272	29
September	30,079	1,074	264	28	September	31,986	1,103	275	29
October	31,249	1,008	297	31	October	36,332	1,172	294	31
November	30,109	1,075	257	28	November	30,030	1,073	259	28
December	27,986	1,000	259	28	December	28,625	1,022	264	28
January	37,006	1,234	283	30	January	30,566	1,019	280	30
February	28,760	1,027	264	28	February	28,186	1,044	264	27
March	32,829	1,059	289	31	March	31,116	1,004	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	296,419	1,127	3,304	348



Computer Logins											
2013-2014 Fiscal Year						2014-2015 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	5,549	24,600	6	30,155	1,160	July	5,620	46,177	3	51,800	1,727
August	5,075	22,623	1	27,699	1,065	August	4,816	48,923	7	53,746	1,853
September	4,915	30,828	3	35,746	1,277	September	4,866	49,382	1	54,249	1,871
October	5,806	35,096	0	40,902	1,319	October	4,167	54,461	2	58,630	1,891
November	5,240	32,155	3	37,398	1,336	November	4,463	54,338	2	58,803	2,100
December	4,279	32,168	4	36,451	1,302	December	4,228	47,196	1	51,425	1,837
January	4,327	30,792	5	35,124	1,171	January	3,395	51,759	2	55,156	1,839
February	4,583	36,568	0	41,151	1,470	February	2,918	66,156	2	69,076	2,467
March	5,092	39,344	2	44,438	1,433	March	3,556	68,265	2	71,823	2,317
April	4,603	35,152	5	39,760	1,420	April					
May	4,653	33,037	2	37,692	1,346	May					
June	5,322	45,753	3	51,078	1,824	June					
<b>FYTD Total</b>	<b>59,444</b>	<b>398,116</b>	<b>35</b>	<b>457,595</b>	<b>1,346</b>	<b>FYTD Total</b>	<b>38,029</b>	<b>486,657</b>	<b>22</b>	<b>524,708</b>	<b>2,252</b>

Early Literacy Workstation Usage							
2013-2014 Fiscal Year				2014-2015 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,309	32,845	25	July	1,460	38,035	26
August	1,324	34,520	26	August	1,297	33,735	26
September	987	22,767	23	September	1,039	23,683	22
October	1,067	24,139	22	October	1,005	22,557	22
November	816	19,935	24	November	995	24,158	24
December	658	15,590	23	December	953	21,756	22
January	720	16,998	23	January	971	22,936	23
February	718	16,702	23	February	962	22,029	22
March	834	21,063	25	March	1,185	28,393	23
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>9,867</b>	<b>237,282</b>	<b>23</b>

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

	Tech Time	eReader	VHS to DVD	iPad	Keyboarding	Paint.NET	Freegal	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	4	1	4	2	0	1	0	0	0	7	19	
<i>patrons</i>	<b>2</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>		<b>30</b>
<b>Aug</b>	4	0	1	2	0	1	0	1	0	7	16	
<i>patrons</i>	<b>1</b>	<b>0</b>	<b>1</b>	<b>15</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>7</b>		<b>33</b>
<b>Sep</b>	5	1	3	1	1	1	0	0	0	2	14	
<i>patrons</i>	<b>3</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>		<b>25</b>
<b>Oct</b>	5	0	4	1	1	1	1	1	0	7	21	
<i>patrons</i>	<b>4</b>	<b>0</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>7</b>		<b>37</b>
<b>Nov</b>	4	1	4	1	1	1	0	0	0	1	13	
<i>patrons</i>	<b>3</b>	<b>2</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>		<b>28</b>
<b>Dec</b>	4	1	4	1	1	1	1	1	0	2	16	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>		<b>27</b>
<b>Jan</b>	5	1	2	2	0	0	0	0	2	11	23	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>11</b>		<b>37</b>
<b>Feb</b>	4	1	2	2	1	1	0	0	1	3	15	
<i>patrons</i>	<b>2</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>		<b>29</b>
<b>Mar</b>	5	0	2	2	1	1	0	0	1	6	18	
<i>patrons</i>	<b>4</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>		<b>22</b>
<b>Apr</b>												
<i>patrons</i>												
<b>May</b>												
<i>patrons</i>												
<b>Jun</b>												
<i>patrons</i>												
Sessions	40	6	26	14	6	8	2	3	4	46	155	
<i>Patrons</i>	<b>27</b>	<b>22</b>	<b>35</b>	<b>69</b>	<b>22</b>	<b>30</b>	<b>6</b>	<b>7</b>	<b>4</b>	<b>46</b>		<b>268</b>

**2014-2015 Fiscal Year**

	Freegal		OverDrive				Zinio		Indieflix	Gale Courses	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*	Videos Viewed	Active Learners	Completed Classes
<b>July</b>	2,070	205	3,185	1,209	4,394	112	752	9,968			
<b>August</b>	1,884	198	3,477	816	4,293	147	704	8,981			
<b>September</b>	2,089	201	3,176	1,140	4,316	369	700	8,701	32	107	16
<b>October</b>	2,237	235	3,272	1,085	4,357	644	632	8,594	33	73	16
<b>November</b>	2,244	235	3,376	681	4,057	785	874	10,932	21	85	2
<b>December</b>	2,148	210	2,148	609	2,757	369	822	11,525	7	69	19
<b>January</b>	2,171	205	2,932	782	3,714	507	918	14,421	43	140	3
<b>February</b>	2,198	224	2,833	790	3,623	414	957	13,237	23	95	2
<b>March</b>	2,471	232	3,080	829	3,909	432	849	13,414	14	74	2
<b>April</b>											
<b>May</b>											
<b>June</b>											
<b>FYTD Total</b>	<b>19,512</b>	<b>1,945</b>	<b>27,479</b>	<b>7,941</b>	<b>35,420</b>	<b>3,779</b>	<b>7,208</b>	<b>99,773</b>	<b>173</b>	<b>**</b>	<b>60</b>

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

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

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

Meeting Room Rentals					
2013-14 Fiscal Year			2014-15 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	29	696	July	44	1,234
August	41	1,172	August	54	1,810
September	49	1,274	September	29	760
October	35	1,077	October	36	964
November	32	1,485	November	33	890
December	21	447	December	19	470
January	42	981	January	22	910
February	51	1,505	February	23	656
March	47	1,344	March	36	924
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>296</b>	<b>8,618</b>

Library App - 2014-15 Fiscal Year					
	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
<b>July</b>	29,227	1. Novi Main Menu	<b>January</b>	20,489	1. Catalog
		2. My Account Novi Summary			2. My Account
		3. Novi Holdings			3. OverDrive
		4. My Account Novi Items			4. Artwork at the Library
		5. My Account Novi Request			5. Book/DVD lists
<b>August</b>	20,658	1. Catalog	<b>February</b>	31661	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Book/DVD Lists			4. Artwork at the Library
		5. Artwork at the Library			5. Events
<b>September</b>	22,031	1. Catalog	<b>March</b>	40,181	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Artwork at the Library			4. Events
		5. Book/DVD lists			5. Artwork at the Library
<b>October</b>	23,811	1. Catalog	<b>April</b>		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Book/DVD lists			
<b>November</b>	22,496	1. Catalog	<b>May</b>		
		2. My Account			
		3. OverDrive			
		4. Book/DVD lists			
		5. Events			
<b>December</b>	25,095	1. Catalog	<b>June</b>		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Events			
			<b>Total</b>	<b>235,649</b>	

## **TLN DIRECTOR'S REPORT by Jim Pletz**

**APRIL 2015**

### **Activities of Statewide or National Focus**

ODILO E book program explored in detail with Illinois system representatives (RAILS) seeking potential implementation on March 17.

MAP program discussed on March 24 with Skip Mosshamer interested in model for Illinois.

MAP program and expansion with DNR promoted during March 26 Michigan Library Association Spring Institute in Ann Arbor.

Michigan Library Association Legislation Committee participated in on April 6.

### **Activities in Support of Member Libraries**

ODILO conference call on March 16 established final requirements for "soft" launch in April.

TLN Board of Directors meeting attended on March 19.

Steering Committee chaired in absence of the Chairman, on March 20 at the Royal Oak Public Library.

Membership meeting chaired in absence of the Chairman, hosted on March 20 by the Royal Oak Public Library.

Leader's Book Club, hosted on March 25 by the Wixom Public Library attended.

State of cooperative library services discussed at March 31 with Tammy Turgeon and Mark Wollenweber.

Opening Day Barbeque hosted at TLN Headquarters on April 6.

Assisted in market identification for new business online service presented on April 7 by Mark Quigley at TLN.

Continued formula pricing discussion with ExCom members on April 9.

# Bits and Pieces

Vol.6, Number 4

APRIL 2015

## Heavy Southeast Michigan Influence on MLA Annual Officer Election

Southeast Michigan provides a rich tapestry of library types and sizes. It is also home to a number of emergent library leaders who have agreed to run and, if elected, serve as key officers for the Michigan Library Association. TLN will be represented in the marquee heading office of the President, with both candidates currently public library directors in the cooperative. **Bill Harmer**, Chelsea District Library and **Kathleen Zaenger**, Howell Carnegie District Library face off as candidates for MLA President-Elect. Our ALA Councilor will be filled by **Steve Bowers** of the Detroit Area Library Network. Four of the six candidates vying for two Members-at-Large positions hail from Southeast Michigan or recently directed a library in the area. From the academic library side are candidates **Megan Hartline**, University of Michigan, and **Jackie Wrosch**, Eastern Michigan University. Former Suburban Library Cooperative member, **Dale Parus** is seeking your support as is TLN Director, **Jim Pletz** running as a first time candidate for MLA office. Vote early, support the candidates of your choice knowing the odds are heavily weighted that Southeast Michigan will have a very large presence and voice in your MLA for years to come. Voting opens April 14 and closes at 5:00 PM on April 27.

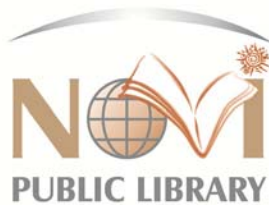
## TLN Value Added – E Rate Filing

Did you ever wish you had a license to print money? While we don't have that license at TLN, we have the next best thing. Our E rate specialist, **Rick Rosekrans**, has provided faithful processing of member library E rate forms which has produced in excess of \$1,500,000 in reimbursement in the past few years. Not a bad rate of return for using TLN wide area network (WAN) services. Big or small, this is a gigantic return on the monies TLN member libraries contribute to the lifeblood of the cooperative. In addition, with the most recent bid response for the provision of WAN services organized by **Angie Michelini** in Shared Technology Services, member libraries can increase download speed at prices less than the lowest speed offered three years ago. In this age of rapid and massive file downloads by our patrons, the increased speed at reduced prices is just another example the value member libraries see as a return on their investment dollars.

## Your Personal Purchasing Agent

TLN is securing three year price commitments from vendors of books, periodicals, data bases, audio visual and other allied library vendor services utilized by libraries statewide. The TLN "purchasing agent" is **Jim Flury**. Discounts Jim secures are published on the TLN web page. This is a unique, ongoing service TLN offers which is based upon the value of group purchases through our very own buyer representative. Watch for the FY 2016 to FY 2018 discount schedule to appear by late November.





## Library Board Calendar 2015

April 18-25 Money Smart Week @ Library

May 10 Mother's Day, Library Closed  
**May 20 Library Board Regular Meeting**  
May 24 Library Closed  
May 25 Holiday – Memorial Day, Library Closed

**June 17 Library Board Regular Meeting**  
**June 17 Library Director Annual Review**  
June 21 Father's Day, Library Closed

July 4 Holiday – Independence Day, Library Closed  
July 5 Library Closed  
**July 15 Library Board Regular Meeting**

August – October Community Reads Program  
**August 19 Library Board Regular Meeting**  
August 21 Staff In-Service, Library Closed

September 5 Library Closed  
September 6 Library Closed  
September 7 Holiday – Labor Day, Library Closed  
**September 16 Library Board Regular Meeting**

**October 21 Library Board Regular Meeting**  
October 29 Library hosts Michigan Library Assn. Conf., Library closes at 5 p.m.

November 3 General Election Day  
**November Annual Library Report – City Council Meeting, TBD**  
November Community Read, Library, TBD  
November 11 Holiday – Veteran's Day – Library Open  
**November 18 Library Board Regular Meeting**  
November 25 Wednesday before Thanksgiving, Library Closes at 5 p.m.  
November 26 Holiday – Thanksgiving, Library Closed

**December 16 Library Board Regular Meeting**  
**December 16 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

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