

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, January 21, 2015
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
 - A. Approval of Claims and Warrants L526 3-4
 - B. Approval of Regular Meeting Minutes – December 17, 2014 5-11
5. Correspondence
 1. Thank you note from Girl Scout Troop 40173.....12
6. Presentation
7. Public Comment
8. Student Representatives Report 13-14
9. President’s Report
 - A. 2014-2015 Achievement of Goals update (January 2015)..... 15-17
 - B. Welcome Desk schedule (Board Member Assignments, January – May 2015)

January 26th: Tara Michener
February 2nd: David Margolis
February 9th: Larry Czekaj
February 16th: Tara Michener
February 23rd: Craig Messerknecht
March 2nd: John Lesko
March 9th: Ramesh Verma
March 16th: Mark Sturing
March 23rd: David Margolis
March 30th: Larry Czekaj
April 6th: Tara Michener
April 13th: Craig Messerknecht
April 20th: John Lesko
April 27th: Ramesh Verma
May 4th: Mark Sturing
May 11th: David Margolis
May 18th: Larry Czekaj
May 25th Library Closed
10. Treasurer’s Report
 - A. Library Budget 2014-2015 18-23
 - B. Library Financials and Contributed Fund – December 31, 2014 (extracted 1/14/2015) 24-33
11. Director’s Report 34-35
 - A. Public Services Report..... 36
 - B. Building Operations Report..... 37
 - C. MEMO: Library Traffic Study Summary by Mary Ellen Mulcrone.....38-39
 - D. Library Usage Statistics – October 31, 2014 40-48
 - E. Friends of the Novi Library N/A

12. Committee Reports

- A. Policy Committee (Lesko, Messerknecht– Chair)
- B. HR Committee (Lesko, Verma – Chair)
- C. Finance Committee (Czekaj - Chair, Sturing, Margolis)
- D. Fundraising Committee (Lesko, Sturing – Chair)
- E. Strategic Planning Committee (Messerknecht, Sturing- Chair)
- F. Building/Landscape Committee (Messerknecht, Margolis, Czekaj – Chair)

13. Public Comment

14. Matters for Board Discussion

- 1. Library Traffic study – see report by Mary Ellen Mulcrone, Assistant Director of Building Operations

15. Matters for Board Action

A. Motion to approve and fund a revised Library traffic study, updating the previous study from June 2014 and including consideration of additional improvement options, with funds not to exceed \$7,000 taken from the 816.000 Professional Services line of the budget

16. Adjourn

Supplemental Information:

- TLN Director’s Report by Jim Pletz (December 2014/January 2015)..... 53
- Bits and Pieces by Jim Pletz, TLN Director (January 2015) 54
- Library Board Calendar 55

Future Events:

- Friends of Novi Library Regular Meetings (**January – March CANCELLED**)
- Historical Commission Regular Meeting – Wednesday, January 28th at 7:00pm, Novi Public Library
- Library Board Regular Meeting – Wednesday, February 18th at 7:00pm, City of Novi – Council Chambers
- **Library Board Budget Planning Session – Saturday, February 21st at 8:00am, Novi Public Library**
- Historical Commission Regular Meeting – Wednesday, February 25th at 7:00pm, Novi Public Library
- **Library Board Budget Planning Session – Saturday, March 14th at 8:00am, Novi Public Library**
- Library Battle of the Books Event – Saturday, March 14th at 1:00pm, City of Novi
- **Library Board Budget Approval – Wednesday, March 25th**
- **National Library Week (April 12 – 18)**



Inform. Inspire. Include.

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

<http://www.novilibrary.org>

Warrant 526	Account 268	January 2015	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 1,290.29
Farkas, Julie	Annual Report Mailing	268-000.00-728.000	\$ 101.89
Muniweb	Nov-14	268-000.00-734.000	\$ 348.75
Amazon.com	Logitech wireless	268-000.00-734.500	\$ 37.99
CDW-G	Kingston	268-000.00-734.500	\$ 169.50
Global Office Solutions		268-000.00-740.000	\$ 641.21
The Library Network	labels	268-000.00-740.000	\$ 279.36
Amazon.com		268-000.00-742.000	\$ 253.77
Amazon.com		268-000.00-742.000	\$ 1,043.61
Barnes & Noble	Parent-Parent; Drive	268-000.00-742.000	\$ (144.64)
Brodart		268-000.00-742.000	\$ 1,206.30
Brodart		268-000.00-742.000	\$ 4,253.29
Center Point Large Print		268-000.00-742.000	\$ 239.67
DK Agencies, Ltd.		268-000.00-742.000	\$ 899.80
Ebsco		268-000.00-742.000	\$ 92.77
Ebsco	MI Basic Practice	268-000.00-742.000	\$ 151.73
Gale/Cengage		268-000.00-742.000	\$ 510.21
The Risk Management Assn.	14-15 ann st studies:FRB	268-000.00-742.000	\$ 385.00
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 263.85
World Book, Inc.		268-000.00-742.000	\$ 2,235.20
Wyandotte Bacon Memorial District Library		268-000.00-742.100	\$ 27.99
Ebsco	Nat Const Est.	268-000.00-743.000	\$ 1.98
Midwest Tape		268-000.00-744.000	\$ 713.97
OverDrive		268-000.00-744.000	\$ 494.83
Amazon.com		268-000.00-745.200	\$ 35.95
Midwest Tape		268-000.00-745.200	\$ 1,327.92
Midwest Tape		268-000.00-745.200	\$ 1,140.96
Gale/Cengage Learning	Powerspeak	268-000.00-745.300	\$ 2,750.73
Midwest Collaborative for Library Services	ValueLine; 2/1/15-1/31/16	268-000.00-745.300	\$ 4,905.00
ProQuest LLC	Oct14-Sept 15	268-000.00-745.300	\$ 1,575.00
The Library Network	EBSCO fold 3Hist/Genealogy Arch	268-000.00-745.300	\$ 4,120.00
Bright House Networks	Jan-15	268-000.00-801.925	\$ 124.20
Merchant Billing Statement	14-Dec	268-000.00-802.100	\$ 136.13
Farkas, Julie	Am Bus Women's Assn.	268-000.00-809.000	\$ 90.00
Novi Rotary	Jan-March 2015; Farkas	268-000.00-809.000	\$ 154.00
Netech	onsite service	268-000.00-816.000	\$ 542.50
H&K Janitorial Service, Inc.	December	268-000.00-817.000	\$ 3,900.00
TelNet Worldwide		268-000.00-851.000	\$ 500.10
Verizon Wireless	10/29-11/28/14; \$400 rebate inc	268-000.00-851.000	\$ 51.78
City of Novi Gas and Oil	December	268-000.00-861.000	\$ 71.37
Farkas, Julie	Mileage; Oct/Nov 2014	268-000.00-862.000	\$ 9.05
Farkas, Julie	Mileage	268-000.00-862.000	\$ 113.18
Home Depot	12/16/2014	268-000.00-880.000	\$ 19.06
YP	December advertising	268-000.00-880.000	\$ 63.00
Finkenbine, Roy	Adt pgm; 2/25/15	268-000.00-880.268	\$ 200.00
Gordon Food Service	yth; Pokemon	268-000.00-880.268	\$ 55.43

Kroger	yth pgm; Iron Chef; 12/12/14	268-000.00-880.268	\$ 86.78
Michaels	yth pgm; Ring in New Year; 12/30/14	268-000.00-880.268	\$ 70.31
Michaels	yth pgm; Frozen; 12/6/14	268-000.00-880.268	\$ 88.01
Movie Licensing USA	Ann copyright Lic; 12/28/14-12/27/15	268-000.00-880.268	\$ 504.00
Staples	yth pgm; Frozen; 12/6/14	268-000.00-880.268	\$ 38.99
Walmart	yth pgm; Ring in New Year; 12/30/14	268-000.00-880.268	\$ 23.42
Konica Minolta	November	268-000.00-900.000	\$ 279.85
Konica Minolta	December	268-000.00-900.000	\$ 137.41
Consumers Energy	11/8-12/6/14	268-000.00-921.000	\$ 1,510.18
AT&T	11/14-12/13/14	268-000.00-922.000	\$ 22.22
DTE	11/21-12/21/14	268-000.00-922.000	\$ 7,747.65
City of Novi	9/22-12/16/14	268-000.00-923.000	\$ 1,316.67
24/7/365 Inc.	11/21/14;int/ext	268-000.00-934.000	\$ 765.00
Aero Filter, Inc.		268-000.00-934.000	\$ 143.98
Cintas		268-000.00-934.000	\$ 499.39
Dalton Commercial Cleaning Corp	Dec-14	268-000.00-934.000	\$ 1,275.00
Home Depot	12/18/2014	268-000.00-934.000	\$ 29.30
Lyon Mechanical	12/22/2014	268-000.00-934.000	\$ 4,430.92
Republic Services	December	268-000.00-934.000	\$ 182.66
Voss Lighting		268-000.00-934.000	\$ 26.60
B&B Landscaping	October/November 2014	268-000.00-941.000	\$ 1,025.00
Brien's Services, Inc.	November services	268-000.00-941.000	\$ 2,562.50
Brien's Services, Inc.	three of three	268-000.00-941.000	\$ 1,472.50
C&J Parking Lot Sweeping, Inc.	November	268-000.00-941.000	\$ 55.00
Home Depot	12/2/14; flag repair	268-000.00-941.000	\$ 5.66
Trugreen	ice melt	268-000.00-941.000	\$ 392.00
Konica Minolta Premier Finance	January incl. prop taxes	268-000.00-942.000	\$ 1,245.32
Corrigan Record Storage	December	268-000.00-942.100	\$ 19.24
City of Novi	Friends reimb Staff In-Ser	268-000.00-956.000	\$ (500.00)
Farkas, Julie	mileage; Oct/Nov	268-000.00-956.000	\$ 84.80
Farkas, Julie	Mileage	268-000.00-956.000	\$ 105.81
Sam's Club	12/16/2014	268-000.00-956.000	\$ 52.33
Petty Cash			\$ 25.57
TOTAL			\$ 63,107.75
Accounts indicated in red deducted in Period Ending November 30, 2014 of Revenue and Expenditure Report			

Warrant 526	269 Accounts	January 2015	
Payable to	Invoice #	Account number	Account total
Amazon.com	Margolis	269-000.00-742.230	\$13.07
ArmorActive	Yth Educational Learning Stations (2)	269-000.00-742.231	\$548.77
CDW-G	Apple Ipad Air2 (4) Yth Educ Learn Stat	269-000.00-742.231	\$2342.08
Decra-Scape, Inc.	brick paver	269-000.00-742.231	\$250.00
Randolph Rose Collection, Inc.	Y4443; three of four	269-000.00-742.231	\$2600.00
Chamber Music Society of Detroit	Walmart donation	269-000.00-742.234	\$1500.00
TOTAL			\$7,253.92

Accounts indicated in red deducted in Period Ending November 30, 2014 of Revenue and Expenditure Report



CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
December 17, 2014

DRAFT

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

Library Board

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

Student Representatives

Ruchira Ankireddygari (departed at 7:07 p.m.)
Ziyang Huang (departed at 7:07 p.m.)

Library Staff

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

Guests

Carl Johnson, Director of Finance, City of Novi
Debra Peck, Assistant Treasurer, City of Novi

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

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

3. **Approval and Overview of Agenda**

A request was made to switch Item 8, **Student Representatives Report** to Item 6, and Item 6, **Presentation** to Item 8 on the agenda. Also, move Item 11B **Reference Service Observation by Melissa McLachlin, Wayne State MLIS student** to Item 9B **President's Report**.

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

1st – Mark Sturing
2nd – John Lesko

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L525

A motion was made to approve the Claims and Warrants L525 as presented.

1st – Larry Czekaj
2nd – Mark Sturing

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – November 19, 2014.

A motion was made to approve the Regular Meeting Minutes of November 19, 2014 as presented.

1st – Larry Czekaj
2nd – Mark Sturing

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Student Representatives Report

The Student Representatives Report is provided on page 11 of the December 17, 2014 Library Board packet. Highlights include:

- Programs:
 - Teen Cultural Celebration – 15 attended
 - WOW Scholarship Writing Workshop – 18 attended
 - Catching Fire movie – 12 attended
 - Dollars for College - 8 attended
 - Manga Club – 4 attended
 - Teen Advisory Board (TAB) – 22 attended
 - Teen Iron Chef – 27 attended

Upcoming Programs/Events for TAB: Provided by Cindy (Secretary) and Yong (VP):

- Towel Hat Project - collect beach towels to be made into hats for chemotherapy patients and the elderly; a committee has been created to collect the towels and promote the program.
- Book Club with Northville students and Novi TAB members.
- Soap for Hope program – collect hygiene products for shelters and the homeless.
- Photo collage – promoting diversity through a collection of photos

There were 13 Teen Space sessions with an average of 48 attendees each session for a total of 628 participants.

At the December Teen Advisory Board Meeting, the teens started using Robert's Rule of Order as their guide for conducting meetings.

7. Public Comment

There was no public comment.

8. Presentation

A. Financial Update – Carl Johnson and Deb Peck, City of Novi

Carl Johnson, Director of Finance for the City of Novi, and Deb Peck, Assistant Treasurer for the City of Novi were invited to attend the December 17, 2014 Library Board meeting to provide a walkthrough of the Library's financial reports and to answer questions from the Library Board.

Mr. Johnson explained the process from the time invoices arrive, when payments are made, and when invoices are posted to the general ledger. Invoices are posted to the general ledger by the date listed on the invoice, not the date the invoice is processed. Invoices are paid when they are received by the Warrant List. With a government system, there is not a hard close at the end of each month.

The Library Board received a report that the Library's 2014-2015 budget had been amended, but the Library Board hadn't made any changes to their budget since the time that it was initially approved. The Library Board questioned at whose authority were the amendments made? Looking at the November 30, 2014 period ending of the Revenue and Expenditure Report, the total revenue didn't change even with the additional details provided regarding the property taxes revenue. However, under the expenditure portion of the Library Fund 268, the Library Board originally approved a total expenditure of \$3,056,200, but there is now an Amended Budget line which indicates a reduction of \$65,662, which now reduces the Net of Revenues and Expenditures from -\$490,000 to -\$414,338. There are two Capital Outlay items no longer listed – the Building/Plumbing (\$24,550) line, and the Phone upgrade (\$15,000) line and the Library Board questioned at whose authority were they removed. Mr. Johnson stated that he adjusted the Pension lines, but the Capital Outlay amendments would have had to be requested to be removed, which he will investigate where the request came from and the back-up documentations.

The Quarterly Investment Report is presently being provided by a third party, but the City of Novi is anticipating taking over the reporting of the document.

Mr. Johnson informed the Library Board that he intends to bring to the City Council a plan for long-term investing providing better returns on investments, and the Library will be involved in the proposed policy change.

The City of Novi has provided access to the Library's administration to view and print the Library's Revenue and Expenditure Reports in various detailed formats, and Balance Sheet.

The City of Novi Employer Contribution Details for Fiscal Year Beginning July 1, 2015 indicates that Division 12 – Library Employees- shows that there is a zero balance due for Total Required Employer Contributions as the Library Board had fully funded this account.

The Library Board and Director Farkas thanked Carl Johnson and Deb Peck for attending the meeting and answering their questions, and thanked their team for all the assistance they provide.

9. President's Report

A. 2014-2015 Achievement of Goals Update (December 2014)

The Novi Public Library 2014/2015 Goals for reporting December 2014 can be found on pages 12-15 of the December 17, 2014 Library Board packet.

Highlights for the monthly goals are:

- Goal #1: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
 - Strategy – Maintain communication with Read a Latte Café
 - Tactic – Meet with owner as needed regarding patron comments, suggestions, etc.
 - Director met with owner on December 5, 2014 and will meet monthly on first Fridays.
 - As of date of meeting, no payments were received for July and August 2014.
 - Strategy – Provide appropriate staffing for best customer service.
 - Tactic – Provide opportunities for staff training.

- Staff In-service was held on November 21, 2014.
- Goal#2: Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.
 - Strategy – Seek funding through grants.
 - Tactic – Investigate opportunity for 3-D printer grant funding.
 - Partnered with Catholic Central High School and submitted grant proposal.
- 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 – Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door-to-door, kiosks, etc.
 - Updated Flickr slides on plasma screens at Meadowbrook Activity Center.
 - Tactic – Engage local Older Adult talent for displays, arts, crafts, collections, etc.
 - Currently have an older adult volunteering to lead a chess program (Sept-Oct/Jan-April)
 - Strategy – Increase/implement programming opportunities for each patron group.
 - Tactic – Provide cultural programs (music, authors, poetry, festivals) from around the world.
 - Chose dates for International Fair and confirmed participation with volunteer presenters.
 - Tactic – Institute a cultural advisory board to gain program, resource, services and technology feedback.
 - Securing a LIS practicum student from Wayne State University during spring/summer semester to assist with digital preservation project as part of the Cultural Advisory Board.
 - Strategy - Maintain current collections and services.
 - Tactic – Investigate and add new collections/pathfinders based on interests and needs of patrons.
 - A draft of the baby/toddler literacy page for the website is being reviewed by the web team.
- Goal#6: Promote the Library in Novi’s residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.
 - Strategy – Increase awareness of services, collections, programs and technology.
 - Tactic – Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs, including Facebook, twitter, videos, podcasts.
 - 2014 Community Reads presentation available on website via YouTube.
 - Tactic – Develop and promote information on OverDrive and downloadable resources.
 - Library hosted The Library Network Overdrive Policy Committee on November 14, 2014 with guest speaker Monique Sanchez who answered questions regarding Odilo services.
- Goal#7: Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library’s services, collections, programs and technology.
 - Strategy – Review past fundraising and plan future fundraising.
 - Tactic – Implement digital coupon campaign.
 - myCouponGenie launched to community on December 5, 2014.

B. Reference Service Observation by Melissa McLachlin, Wayne State MLIS student

Melissa McLachlin, a MLIS student from Wayne State University, observed the Novi Public Library for a class assignment, but the report she provided didn't disclose the actual library. The library was named TPL to retain anonymity. The study was conducted over several hours as the student observed the reference staff in the interactions with patrons. The report provides a history of the library, a layout of the structure and its usage based on floors (main, second), specific users of said library, and staff approachability. The conclusion of the report indicates that the Novi Public Library received very high marks – met or exceeded expectations. “TPL is a busy library located in a diverse and growing community; they have risen to meet this community's needs by providing a larger library, full of diverse materials and programs as well as having a welcoming staff to ensure a positive experience for the patron.”

Full report can be found on pages 50-57 of the December 17, 2014 Library Board packet.

President Margolis commented on how well it speaks to everything our Library reinforces of our customer service philosophy. The Library Board appreciates the staff and how the report speaks highly of our staff and the service provided to the community.

10. Treasurer's Report

A. Library Budget 2014-2015

The 2014-2015 Budget dated March 19, 2014 is included in the December 17, 2014 Library Board packet on pages 16-18.

B. Library Budget Update as of December 17, 2014

An updated version dated December 17, 2014 of the 2014-2015 Library Budget is provided on pages 19-21 of the December 17, 2014 Library Board packet. The updated budget shows the 2013-2014 Audited, 2014-2015 Approved, and the 2015-2016 Projected budgets.

C. Employer Contribution Details Fiscal Year Beginning January 2015

The City of Novi Employer Contribution Details for Fiscal Year Beginning July 1, 2015 indicates that Division 12 – Library Employees - shows there is a zero balance due for Total Required Employer Contributions as the Library Board had fully funded this account. Report provided on page 22 of the December 17, 2014 Library Board packet.

D. Memorandum from Sabrina Lilla re: Library Board Financial Committee Questions, December 11, 2014

Sabrina Lilla, Senior Financial Analyst from the City of Novi, provided answers to questions raised by the Library Board prior to the December 17 meeting. Memorandum is located on page 23 of the December 17, 2014 Library Board packet.

E. Library Revenues and Expenditures Report as of November 20, 2014 with notations

The Revenue and Expenditure Report for period ending November 30, 2014 (printed November 20, 2014) provides amendment notations. This report can be found on pages 24-26 of the December 17, 2014 Library Board packet.

F. Library Financials and Contributed Fund (November 30, 2014 (extracted 12/11/2014))

The Financials and Contributed Fund Reports ending November 30, 2014 are located on pages 27-31 of the December 17, 2014 Library Board packet. The Contributed Fund indicates the change requested from the use of multiple accounts to reducing it to five major accounts.

G. Monthly Financial Overview (extracted 12/11/2014)

The Revenue and Expenditure Report for period ending November 30, 2014 is provided on pages 32-34 showing a month-by-month report for the fiscal year to date.

For the last six months, our revenues are ahead of plan, and our expenses are tracking as would be expected for the last six month period.

H. Balance Sheet – November 30, 2014

The Balance Sheet ending November 30, 2014 is located on pages 35-36 of the December 17, 2014 Library Board packet.

I. Quarterly Investment Report as of September 30, 2014

The Quarterly Investment Report for period ending September 30, 2014 is located on pages 37-41 of the December 17, 2014 Library Board packet.

11. **Director's Report**

The Director's Report is provided on pages 42-69 of the December 17, 2014 Library Board packet.

- o On November 18, 2014 the Library hosted the 5th Annual Community Read with close to 200 in attendance. This year's book, *We Are All Completely Beside Ourselves*, by Karen Joy Fowler, saw 845 checkouts of the book between August – November. Community Read is a great partnership with four other area libraries. A new book will be chosen in January for the 2015 Community Read.
- o On December 5, 2014, the newest fundraising opportunity was launched to the community – myCouponGenie. This is a digital coupon downloaded with an app at no cost to the customer/patron. The goal is to host 200 local businesses for 2015, and so far has been met with good reception. myCouponGenie has been well publicized in various formats, is listed on print receipts at check-out, and a one-time email blast to all Library cardholders will go out in January.
- o Another fundraiser is the I Love My Country statue initiated by Hugh and Kathy Crawford in celebration of their 50th wedding anniversary. They selected the statue and requested all gifts be donated to the Library to purchase the statue. The statue is anticipated to be placed in the flowerbeds on the Library's patio this spring or when all funds are collected to purchase the statue. The Library has collected just over \$10,000 towards its purchase. This month the Kerr Company made a \$1,000 donation and another \$1,000 was received by an individual.

A. Annual Report 2013-2014

The Novi Public Library's 2013-2014 Annual Report has been created and a mailing has gone out to a select group of Library patrons. The Annual Report can be viewed on the Library's website and copies are available in the Library. Christina Salvatore, Communications Coordinator, did a beautiful job in compiling the information and creating the report. The report was an in-house publication.

It was requested to have the Annual Report looped on the Library's monitors.

B. Reference Service Observation by Melissa McLachlin, Wayne State MLIS student.

This report was provided under the President's Report, Item 9B.

C. Public Services Report and Calendar of Events

The Public Services Report and Calendar of Events are provided by Assistant Director Margi Karp-Opperer and are located on pages 58-59 of the December 17, 2014 Library Board packet.

D. Building Operations Report

The Building Operations Report is provided by Assistant Director Mary Ellen Mulcrone and is located on page 60 of the December 17, 2014 Library Board packet.

The Air Curtain has been repaired and is functioning as expected. There was a repair to the sensor to the door operation and a new thermostat was installed. A cage will be installed to cover the thermostat. Mary Ellen Mulcrone is to inform the Board as to the life of the warranty on the Air Curtain. The Library hasn't received an invoice for the Air Curtain to date.

History: The Library purchased an air curtain which was installed in the vestibule of the Library between the two sets of double doors in October 2014. The air curtain is used to assist with preventing cold air from entering the lobby of the Library by blowing warm air in a downward motion. It worked for a short period of time and then stopped.

The cleaning of the inside and outside of the Library's windows was performed on Friday, November 21, 2014 during the Library's In-service as to not disrupt the patrons. The Board commented positively on the scheduling of this service.

A Board member inquired about the holiday tree located in the Library's lobby. The tree is a pre-lit tree that is put up for Light Up The Night and is taken down after the first of the year. The decorations this year were donated by community members and patrons. The Library has on display other cultures, i.e. Menorah, Kwanza, etc.

E. Library Usage Statistics – November 30, 2014

The November 2014 statistics are located on pages 61-69 of the December 17, 2014 Library Board packet.

F. Friends of the Novi Library

There was no report provided.

G. Novi Historical Commission – September/October 2014

There was no report provided.

12. Committee Reports

A. Policy Committee (Lesko, Messerknecht – chair)

There was no report provided.

B. HR Committee (Lesko, Verma – chair)

There was no report provided.

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

There was no report provided.

D. Fundraising Committee (Lesko, Sturing– chair)

There was no report provided.

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

There was no report provided.

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

There was no report provided.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

There are no items for Board Discussion.

15. Matters for Board Action

A. Accept updated version of the Library Board budget 2014-2015 for reporting purposes.

President Margolis requested this item be deferred until the January 21, 2015 Library Board meeting.

A reduction in the budget by 20% will be brought to the Library Board for the 2015-2016 fiscal year by Director Farkas who is working toward this goal.

16. Adjourn

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

1st – Larry Czekaj

2nd – John Lesko

The motion was passed unanimously.

Ramesh Verma, Secretary

Date

2014

Dear Ms. Margi,

Thank you, thank you,
thank you, thank you!
There is no way we could
ever re pay you for letting
our Girl Scout Troop use the
space for our awareness day.
You're so kind and wonderful,
the day was a success! Thank
you so much again, you're
the best! Happy Holidays to you
and your family!

From,
Girl Scout Troop 40173
(Lauren, Allison, Ana, Carly, and Mrs.
Bailey)

Student Representatives Report
By: Ziyang Huang and Ruchira Ankireddygari

Manga Club - 2
Teen Book Club - 7
TAB - 20
Teen Iron Chef - 25
Teen Volunteers - 20
Teen Space (15 sessions) - 526 - 35 attendees
per session

Upcoming Programs:

Jan 24 - Teen Knitting Group
Jan 30 - TAB

Novi Public Library

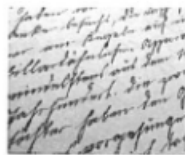
Teen Newsletter - January/February 2015



Happy New Year

It is hard to believe that it is already 2015. What better way to welcome the New Year than to get a library card, or renew yours, if it's out of date. Your Novi Library Card unlocks the world to free downloadable books, online database tools, computer usage, and homework resources.

Teen Writing Contest



High schoolers, let your creativity flow by entering a poem or short story into the Novi Public Library's Teen Writing Contest. The contest

begins January 12 and entries are due to the 2nd Floor Information Desk by 6pm on March 20. Please visit the 2nd Floor Information Desk or the Teen Page on the Library's Website for a copy of the official contest rules and guidelines. Winners will be announced after April 1.

Teen Space

The Teen Space was created for students to "hang out" and socialize when traditional use of the Library is not needed.
(except during school breaks)
Monday-Friday 2:00PM-5:00PM

****Student ID's are required****

Questions or Comment?

Suzanne Carpenter, Youth & Teen Librarian
(SCarpenter@novilibrary.org)

Ziyang Huang, Student Representative
(ZHuang@novilibrary.org)
Ruchira Ankireddygar, Student Representative
(RANKireddygar@novilibrary.org)

Upcoming Teen Programs

®=Registration Required. Call 248-349-0720 or visit <http://www.novilibrary.org>.

® Manga Club

Thursday, February 5, 2015
4:00PM-5:00PM
Grades: 6-12



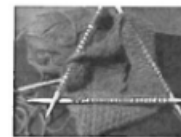
® Chinese New Year Cooking

Friday, February 20, 2015
4:30PM-5:30 PM
Grades: 7-12



® Sit 'n Stitch—Teen Knitting Group

Saturday, February 21, 2015
4:00PM-5:00PM
Grades 7-12



The Novi Public Library Youth & Teen Services Department is calling all high school students to join the **Teen Advisory Board (TAB)**. TAB is a group devoted to planning future programming at the Library, discussing new resources and ideas and chatting about books and other materials. New members are welcome at any time.

Upcoming Meetings

Friday, January 30, 2015 3:30-4:30pm
Friday, February 20, 2015 3:30-4:30pm

Novi Public Library

45255 W. Ten Mile Road, Novi, MI 48375
248-349-0720 | www.novilibrary.org

NOVI PUBLIC LIBRARY – 2014/2015 GOALS (January updates)

Goal #2:

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

Strategy:			
Investigate and implement changes that save money.			
Tactic	Owner	Status	Due Date
Look for cost-cutting measures in everyday processes	SS; IT	Made changes at self-checkout stations to shorten receipts, using less paper; also added more helpful info to screens and receipts	12/14
Strategy:			
Seek funding through grants.			
Tactic	Owner	Status	Due Date
Investigate opportunity for a Teen Materials grant	IS	Applied for the Margaret Edwards Teen Collection Development Grant for Teen Materials	12/14

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
Annual City Evening of Appreciation, December 12 th	AD; Board	Trustees Margolis, Messerknecht & Verma attended	12/14
Michigan Library Association meeting held for the 2015 Annual Conference (12/8); NPL committee formed.			

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
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	Updated Flickr slides on plasma screens at Meadowbrook Activity Center	Annually; 11/14; 12/14
Promote Library programs at Older Adult programs	IS	Promoted the Morning Music program held at the Library on December 4 th ; Meeting held 12/12 with council member Poupard at Fox Run to discuss building relationships with NPL – March event being	Annually; ongoing; 11/14;12/14

		planned; Email sent to Activities Directors with list of upcoming programs geared toward Older Adults	
Strategy:	Increase/implement programming opportunities for each patron group.		
Tactic	Owner	Status	Due Date
Provide cultural programs (music, authors, poetry, festivals) from around the world	IS; AD	Held an Indian Cooking demonstration; held a Japanese cooking demonstration; chose dates for International Fair and confirmed participation with Korean, Japanese, and Indian volunteer presenters; partnering with local Japanese volunteer to investigate a program on early literacy for Japanese parents; a Cultural Celebration was hosted by some of our Novi Teens; International Games Day was also offered and included both board and video games; planned and created flyers for a program on history of Mexican folk dancing to be presented May 2015; held an Indian cooking demonstration; Light up the Night event held on Civic Campus 12/5	2014/2015; 10/14; 11/14; 11/14; 12/14
Institute a cultural advisory board to gain program, resource, services and technology feedback	IS; AD	Established and met with international language committee for program ideas; attended September meeting; attended October meeting; spoke with WSU LIS professor Joan Beaudoin about securing a practicum student during spring/summer semester to assist with the David Barr oeuvre digital preservation project as part of the Cultural Advisory Board; attended Nov. and Dec. meetings of Cultural Advisory Board	5/14; 2014/2015; 9/14; 10/14; 11/14; 12/14
Strategy:	Provide up to date technology and resources.		
Tactic	Owner	Status	Due Date
Investigate technology more in depth; online resources, loaning of tech tools, hands-on experiences (technology "petting zoo")	IT; IS	Laptops available for in-Library loan since 2012; periodically offer "petting zoos" for tablets and e-readers; attended webinar: Every Kid Ready to Read: Tech Tools for Early Literacy; gave presentation on Demographics Now at Dec. IS staff meetings; working on locked down iPads to replace Pod A computers in Youth area (visited Salem-South Lyon Library to look at how they configure their iPads)	2014/2015; 11/14; 12/14
Strategy:	Partner with the Novi School District.		
Tactic	Owner	Status	Due Date
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 th graders after hours on September 19 th for tour and scavenger hunt; took part in the Novi Woods Walk to School day; met with Novi Schools Instructional Coach to	Annually; 9/14; 10/14; 12/14

		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	
Strategy:		Maintain current collections and services.	
Tactic	Owner	Status	Due Date
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Developing a baby/toddler page with literacy info for webpage; working on "CPU Science / Coding" section for the Homework Resource Center; draft of baby/toddler literacy page for website submitted and being reviewed by web team; created new youth DVD subject list "Under the Sea"; CPU Science/coding section added to Homework Resource Center; developing "World Fiction" list for youth subject binder and website; developed "classics" list of audiobooks for adults	Annually; 9/14; 10/14; 11/14; 12/14

Goal #6			
Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.			
Strategy:		Increase awareness of services, collections, programs and technology.	
Tactic	Owner	Status	Due Date
Create info videos/podcasts about NPL, e.g., tour of the Library, "Live at the Library"	AD; IT; SS	Friends donation allowed purchase of new camcorder; currently developing tutorial for staff to use in creating info videos; "how to" tutorial now available on eWeb; tutorial for scanning to the copier also available; SS staff (along with IT & AD) creating several videos to highlight various services; Submitted Novi Chamber Business Recognition Award for Community Builder (12/30)	2014/2015; 8/14; 10/14; 11/14; 12/14

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

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

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

2014-2015 Proposed Budget				
Final Draft: 3/19/2014 Updated: 12/17/2014		2013-2014 Audited	2014-2015 Approved	2015-2016 Projected
Revenues				
Account	Description			
403.000	Property Tax Revenue	2,276,336.74	2,309,000.00	2,366,725.00
567.000	State Aid	30,103.08	20,000.00	20,000.00
657.000	Library book fines	74,642.97	74,000.00	75,000.00
658.000	State penal fines	73,539.99	73,000.00	73,000.00
664.000	Interest on Investments	42,597.69	25,700.00	26,000.00
664.500	Unrealized gain(loss) invest	17,240.00	0.00	0.00
665.000	Miscellaneous income	16,175.47	17,000.00	17,000.00
665.100	Copier	2,981.78	2,500.00	2,500.00
665.200	Electronic media	239.80	300.00	300.00
665.266	SRP - T-shirt sales	0.00	2,800.00	0.00
665.289	Adult Programming	4,688.39	0.00	0.00
665.290	Library Fundraising	180.00	3,000.00	3,000.00
665.300	Meeting Room	30,559.14	23,000.00	23,000.00
665.400	Gifts and donations	5,043.81	5,000.00	5,000.00
665.404	Novi Township Assessment	5,787.00	5,900.00	6,000.00
665.650	Library Café	4,105.44	5,000.00	5,000.00
Total Revenues		2,584,221.30	2,566,200.00	2,622,525.00
Expenditures				
Personnel Svcs.				
Account	Description			
704.000	Permanent Salaries	940,355.54	952,200.00	952,200.00
704.200	Wages (non-pensionable)	0.00	47,700.00	0.00
705.000	Temporary Salaries	603,046.15	636,800.00	642,800.00
715.000	Social Security	113,783.62	122,000.00	122,000.00
716.000	Insurance	169,574.81	173,000.00	175,000.00
716.200	HSA - Health Savings Acct.	2,890.76	4,000.00	4,000.00
718.000	Pension DB	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00
718.200	Pension - Defined Contribution	25,952.43	27,700.00	28,300.00
719.000	Unemployment Ins	0.00	0.00	0.00
720.000	Workers' Comp	4,808.96	2,500.00	2,500.00
Total Personnel Services		1,860,412.27	1,965,900.00	1,926,800.00
Supplies				
Account	Description			
727.000	Office supplies	16,019.58	15,000.00	16,000.00
728.000	Postage	516.03	700.00	700.00
734.000	Computer software/licensing	62,751.63	96,900.00	90,600.00
734.500	Computer supplies equip	12,941.56	21,000.00	16,000.00
740.000	Operating supplies	26,928.78	32,800.00	33,600.00
740.200	Desk, chairs, cabinets, etc.	14,017.44	0.00	0.00

741.000	Uniforms	246.85	300.00	300.00
Materials				
742.000	Books	197,431.08	210,000.00	211,000.00
742.100	Book Fines	1,317.64	1,500.00	1,500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00
743.000	Library Periodicals	20,425.94	21,200.00	21,200.00
744.000	Audio visual materials	58,515.49	67,700.00	70,000.00
745.200	Electronic media	47,459.63	58,500.00	66,000.00
745.300	Online (Electronic) Resources	52,922.29	60,000.00	60,000.00
Total Supplies & Materials		511,493.94	585,600.00	586,900.00
Expenditures				
Services & Charges				
Account	Description			
801.925	Public Information (cable)	984.25	1,000.00	1,000.00
802.100	Bank Services	3,048.82	3,500.00	3,500.00
803.000	Independent Audit	590.00	700.00	700.00
804.000	Medical Service	1,131.90	1,000.00	1,000.00
806.000	Legal Fees	0.00	1,000.00	1,000.00
809.000	Memberships & Dues	5,000.08	4,500.00	4,500.00
816.000	Professional services	1,980.00	3,000.00	8,000.00
817.000	Custodial Services	31,721.42	37,800.00	37,800.00
818.000	TLN Central Services	4,750.00	4,750.00	5,500.00
851.000	Telephone	13,091.18	16,500.00	17,000.00
855.000	TLN Automation Services	55,469.91	66,500.00	69,100.00
861.000	Gasoline and oil	151.96		
862.000	Mileage	201.05	1,250.00	1,250.00
880.000	Community Promotion	6,973.05	5,000.00	5,000.00
880.267	Library Programming - Book It	0.00	1,000.00	1,000.00
880.268	Library Programming	19,778.29	20,000.00	20,000.00
880.271	Adult Programming	3,987.91	0.00	0.00
900.000	Printing, Graphic Design, Publishing	21,579.90	28,800.00	29,500.00
910.000	Property & Liability Insurance	13,668.00	13,000.00	13,400.00
910.001	Insurance deductibles/Uninsured claims	5,913.00		
921.000	Heat	12,546.45	17,500.00	18,000.00
922.000	Electricity	106,199.86	93,200.00	96,400.00
923.000	Water and Sewer	5,097.26	6,500.00	6,500.00
934.000	Building Maintenance	61,724.63	73,900.00	73,900.00
935.000	Vehicle Maintenance	948.75	1,500.00	1,500.00
941.000	Grounds Maint.	36,702.04	26,000.00	27,300.00
942.000	Office Equipment Lease	13,855.74	12,000.00	12,000.00
942.100	Records storage	261.56	250.00	250.00
956.000	Conferences & Workshops	18,359.99	11,000.00	15,500.00
Total Services & Charges		445,717.00	451,150.00	470,600.00
Capital Outlay				
Account	Description			
962.000	Building Maint. - Plumbing/Main Ent		24,550.00	

934.000	Building Improvements	0.00	0.00	0.00
976.000	Data Processing - Computers/Equip	25,112.75	14,000.00	106,800.00
986.000	Data Processing - Phone Upgrade		15,000.00	
990.000	Furniture	8,801.51	0.00	0.00
Total Capital Outlay		33,914.26	53,550.00	106,800.00
965.269	Walker Transfer			
Total Expenditures		2,851,537.47	3,056,200.00	3,091,100.00
680.000	Fund Balance			
934.000	Building Maintenance Add'l expenses	0.00		
941.000	Grounds Maintenance Add'l expenses	0.00		
	TOTAL Fundbalance	267,316.17	490,000.00	468,575.00

01/14/2015		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 12/31/2014	
GL Number	Description	Balance	

Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	1,247,333.23	
268-000.00-017.002	Investment - Chase	98,914.96	
268-000.00-017.008	Investment - Oakland County Investment	675,935.56	
268-000.00-017.009	Investment - UBS	1,054,350.98	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	36,257.43	
Total Assets		3,113,292.16	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	38,787.09	
268-000.00-259.702	Accrued liabilities-tax	43,420.00	
268-000.00-276.400	Deposit for Cafe	500.00	
Total Liabilities		82,707.09	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,845,975.99	
Total Fund Balance		1,845,975.99	
Beginning Fund Balance		1,845,975.99	
Net of Revenues VS Expenditures		1,184,609.08	
Ending Fund Balance		3,030,585.07	
Total Liabilities And Fund Balance		3,113,292.16	

Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	105,176.19
269-000.00-017.008	Investment - Oakland County Investment	511,296.17
269-000.00-017.009	Investment - UBS	994,704.04
	Total Assets	1,611,176.40
*** Liabilities ***		
269-000.00-202.000	Accounts payable	6,692.08
	Total Liabilities	6,692.08
*** Fund Balance ***		
269-000.00-390.000	Fund balance	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	13,723.79
	Ending Fund Balance	1,604,484.32
	Total Liabilities And Fund Balance	1,611,176.40

01/14/2015 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI							
PERIOD ENDING 12/31/2014							
		END BALANCE	2014-15	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY
		06/30/2014	ORIGINAL	AMENDED	JULY 2014	AUGUST 2014	SEPTEMBER 2014
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)
Fund 268 - LIBRARY FUND 258							
Revenues							
Dept 000.00-treasury							
268-000.00-403.000	Property Tax Revenue - Current Levy	2,285,842.67	2,309,000.00	2,368,947.00	2,372,091.47	(1,943.29)	(1,201.02)
268-000.00-403.001	Property Tax Revenue- County Chargeb	(20,118.00)	0.00	(34,996.00)	(314.77)	(444.93)	(1,574.46)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	16,154.00	0.00	(15,000.00)	0.00	0.00	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capt	(183.71)	0.00	(199.00)	(199.00)	0.00	0.00
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(5,358.22)	0.00	(9,752.00)	0.00	0.00	(9,751.69)
268-000.00-567.000	State aid	30,103.08	20,000.00	20,000.00	0.00	16,466.34	227.71
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	913.00	0.00	0.00
268-000.00-657.000	Library book fines	74,642.97	74,000.00	74,000.00	6,120.84	6,101.31	5,149.99
268-000.00-658.000	State penal fines	73,539.99	73,000.00	73,000.00	83,205.14	0.00	0.00
268-000.00-664.000	Interest on investments	42,597.69	25,700.00	25,700.00	(2,108.10)	366.85	308.07
268-000.00-664.500	Unrealized gain (loss) on investments	17,240.00	0.00	0.00	(10,459.64)	9,576.63	(2,432.66)
268-000.00-665.000	Miscellaneous income	16,175.47	17,000.00	17,000.00	1,518.41	1,124.28	1,469.71
268-000.00-665.100	Copier	2,981.78	2,500.00	2,500.00	209.33	175.45	185.65
268-000.00-665.200	Electronic media (previously VHS)	239.80	300.00	300.00	12.00	8.00	4.00
268-000.00-665.266	Summer reading t-shirt sales	0.00	2,800.00	2,800.00	0.00	0.00	0.00
268-000.00-665.289	Adult programs	4,688.39	0.00	0.00	0.00	3,044.59	2,168.46
268-000.00-665.290	Library fund raising revenue	180.00	3,000.00	3,000.00	0.00	0.00	0.00
268-000.00-665.300	Meeting room	30,559.14	23,000.00	23,000.00	2,109.11	2,565.03	3,613.85
268-000.00-665.400	Gifts and donations	5,043.81	5,000.00	5,000.00	0.00	0.15	0.00
268-000.00-665.404	Novi Township assessment	5,787.00	5,900.00	5,900.00	0.00	0.00	5,933.00
268-000.00-665.650	Library Cafe	4,105.44	5,000.00	5,000.00	398.54	409.61	0.00
Total Dept 000.00-treasury		2,584,221.30	2,566,200.00	2,566,200.00	2,453,496.33	37,450.02	4,100.61
TOTAL Revenues		2,584,221.30	2,566,200.00	2,566,200.00	2,453,496.33	37,450.02	4,100.61
Expenditures							
Dept 000.00-treasury							
268-000.00-704.000	Permanent salaries	940,355.54	952,200.00	952,200.00	48,023.77	70,239.60	70,239.63
268-000.00-704.200	Wages - Stipend	0.00	47,700.00	24,744.00	0.00	24,743.89	0.00
268-000.00-705.000	Temporary salaries	603,046.15	636,800.00	636,800.00	15,416.13	81,061.56	44,923.01
268-000.00-715.000	Social security	113,783.62	122,000.00	122,000.00	8,815.43	13,260.27	8,594.00
268-000.00-716.000	Insurance	169,574.81	173,000.00	205,375.00	12,832.75	11,629.02	21,068.29
268-000.00-716.200	HSA - employer contribution	2,890.76	4,000.00	4,000.00	156.26	0.00	156.26
268-000.00-716.999	Insurance - Employee Reimbursement	0.00	0.00	(32,375.00)	0.00	0.00	(8,093.16)
268-000.00-718.000	Pension - DB Normal Cost	0.00	0.00	14,964.00	1,247.00	1,247.00	1,247.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	0.00	0.00	(18,120.00)	(1,510.00)	(1,310.00)	(1,510.00)
268-000.00-718.200	Pension - defined contribution	25,952.43	27,700.00	27,700.00	1,934.54	2,023.34	2,023.34

		MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		OCTOBER 2014	NOVEMBER 2014	DECEMBER 2014	12/31/2014	BALANCE	% BDGT
		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	0.00	0.00	0.00	2,368,947.16	(0.16)	100.00
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(1,800.24)	0.00	239.93	(3,894.47)	(31,101.53)	11.13
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	0.00	0.00	0.00	0.00	(15,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	0.00	0.00	0.00	(199.00)	0.00	100.00
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	0.00	0.00	0.00	(9,751.69)	(0.31)	100.00
268-000.00-567.000	State aid	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	913.00	(913.00)	100.00
268-000.00-657.000	Library book fines	6,050.63	4,207.97	5,077.47	32,708.21	41,291.79	44.20
268-000.00-658.000	State penal fines	0.00	0.00	0.00	83,205.14	(10,205.14)	113.98
268-000.00-664.000	Interest on investments	1,079.00	1,283.29	11,104.35	12,033.46	13,666.54	46.82
268-000.00-664.500	Unrealized gain (loss) on investments	8,419.46	202.06	(1,214.87)	4,090.98	(4,090.98)	100.00
268-000.00-665.000	Miscellaneous income	1,630.93	1,243.28	1,273.67	8,260.28	8,739.72	48.59
268-000.00-665.100	Copier	147.20	203.71	221.00	1,142.34	1,357.66	45.69
268-000.00-665.200	Electronic media (previously VHS)	13.00	4.00	49.00	90.00	210.00	30.00
268-000.00-665.266	Summer reading t-shirt sales	0.00	0.00	0.00	0.00	2,800.00	0.00
268-000.00-665.289	Adult programs	1,768.67	0.00	0.00	6,981.72	(6,981.72)	100.00
268-000.00-665.290	Library fund raising revenue	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	2,258.23	2,100.04	1,222.57	13,868.83	9,131.17	60.30
268-000.00-665.400	Gifts and donations	1,955.00	2,450.00	2,070.00	6,475.15	(1,475.15)	129.50
268-000.00-665.404	Novi Township assessment	0.00	0.00	0.00	5,933.00	(33.00)	100.56
268-000.00-665.650	Library Cafe	393.61	409.37	0.00	1,611.13	3,388.87	32.22
Total Dept 000.00-treasury		21,915.49	12,103.72	20,043.12	2,549,109.29	17,090.71	
TOTAL Revenues		21,915.49	12,103.72	20,043.12	2,549,109.29	17,090.71	
Expenditures							
Dept 000.00-treasury							
268-000.00-704.000	Permanent salaries	105,260.22	70,160.23	70,160.23	434,083.68	518,116.32	45.59
268-000.00-704.200	Wages - Stipend	0.00	0.00	0.00	24,743.89	0.11	100.00
268-000.00-705.000	Temporary salaries	67,839.09	49,321.88	43,958.49	302,520.16	334,279.84	47.51
268-000.00-715.000	Social security	13,006.64	8,936.77	8,537.36	61,150.47	60,849.53	50.12
268-000.00-716.000	Insurance	17,297.20	17,923.67	20,502.48	101,253.41	104,121.59	49.30
268-000.00-716.200	HSA - employer contribution	156.26	156.26	78.13	703.17	3,296.83	17.58
268-000.00-716.999	Insurance - Employee Reimbursement	(3,123.88)	(3,071.63)	(3,019.38)	(17,308.05)	(15,066.95)	53.46
268-000.00-718.000	Pension - DB Normal Cost	1,247.00	1,247.00	1,247.00	7,482.00	7,482.00	50.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(1,510.00)	(1,510.00)	(1,510.00)	(9,060.00)	(9,060.00)	50.00
268-000.00-718.200	Pension - defined contribution	3,035.01	2,023.34	2,023.34	13,062.91	14,637.09	47.16

GL NUMBER	DESCRIPTION	END BALANCE	2014-15	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY
		06/30/2014	ORIGINAL	AMENDED	JULY 2014	AUGUST 2014	SEPTEMBER 2014
		NORM (ABNORM)	BUDGET	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)
268-000.00-720.000	Workers compensation	4,808.96	2,500.00	2,500.00	325.13	483.86	(407.29)
268-000.00-727.000	Office supplies	16,019.58	15,000.00	15,000.00	2,445.55	2,171.93	2,332.10
268-000.00-728.000	Supplies - Postage	516.03	700.00	700.00	0.00	0.00	253.58
268-000.00-734.000	Computer supplies, software & licensing	62,751.63	96,900.00	96,900.00	1,509.75	3,952.17	10,034.00
268-000.00-734.500	Computer supplies/equipment	12,941.56	21,000.00	21,000.00	430.28	101.94	1.47
268-000.00-740.000	Operating supplies	26,928.78	32,800.00	32,800.00	1,859.06	1,711.16	1,636.44
268-000.00-740.200	Supplies - Desk chairs and file cabinets	14,017.44	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Supplies - Uniforms	246.85	300.00	300.00	0.00	0.00	0.00
268-000.00-742.000	Library books	197,431.08	210,000.00	210,000.00	22,101.98	17,030.54	13,648.80
268-000.00-742.100	Library Book - Fines	1,317.64	1,500.00	1,500.00	53.98	0.00	39.98
268-000.00-743.000	Library periodicals	20,425.94	21,200.00	21,200.00	(74.50)	156.00	0.00
268-000.00-744.000	Audio visual materials	58,515.49	67,700.00	67,700.00	15,378.30	11,892.35	2,721.92
268-000.00-745.200	Electronic media	47,459.63	58,500.00	58,500.00	3,253.52	2,576.71	4,567.08
268-000.00-745.300	Electronic resources (CD rom materials)	52,922.29	60,000.00	60,000.00	33,171.87	0.00	0.00
268-000.00-801.925	Public information (cable, etc)	984.25	1,000.00	1,000.00	82.03	82.03	82.03
268-000.00-802.100	Data Processing-Bank services	3,048.82	3,500.00	3,500.00	299.26	195.94	244.26
268-000.00-803.000	Independent audit	590.00	700.00	700.00	0.00	0.00	0.00
268-000.00-804.000	Medical service	1,131.90	1,000.00	1,000.00	0.00	0.00	0.00
268-000.00-806.000	Legal fees	0.00	1,000.00	1,000.00	0.00	0.00	0.00
268-000.00-809.000	Memberships and dues	5,000.08	4,500.00	4,500.00	2,959.00	85.00	440.00
268-000.00-816.000	Professional services	1,980.00	3,000.00	3,000.00	0.00	0.00	0.00
268-000.00-817.000	Custodial services	31,721.42	37,800.00	37,800.00	3,150.00	3,900.00	3,900.00
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	4,750.00	0.00	0.00	0.00
268-000.00-851.000	Telephone	13,091.18	16,500.00	16,500.00	949.22	580.27	1,452.62
268-000.00-855.000	TLN Automation Services	55,469.91	66,500.00	66,500.00	10,732.73	4,300.03	523.36
268-000.00-861.000	Gasoline and oil	151.96	0.00	650.00	60.90	20.30	55.60
268-000.00-862.000	Mileage	201.05	1,250.00	1,250.00	0.00	0.00	4.28
268-000.00-880.000	Community promotion	6,973.05	5,000.00	5,000.00	76.26	63.00	125.41
268-000.00-880.267	Library Programming-Book It	0.00	1,000.00	1,000.00	0.00	0.00	0.00
268-000.00-880.268	Library programming	19,778.29	20,000.00	20,000.00	(217.56)	877.70	509.57
268-000.00-880.271	Adult programs	3,987.91	0.00	0.00	250.00	450.00	825.00
268-000.00-900.000	Printing, graphic design and publishing	21,579.90	28,800.00	28,800.00	515.73	9,058.61	731.24
268-000.00-910.000	Property & liability insurance	13,668.00	13,000.00	13,000.00	13,000.00	0.00	0.00
268-000.00-910.001	Insurance deductibles/Uninsured claims	5,913.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	12,546.45	17,500.00	17,500.00	0.00	218.57	161.33
268-000.00-922.000	Electricity	106,199.86	93,200.00	93,200.00	(11,221.75)	32,188.66	8,361.22
268-000.00-923.000	Water and sewer	5,097.26	6,500.00	6,500.00	0.00	0.00	1,400.97
268-000.00-934.000	Building maintenance	61,724.63	73,900.00	73,900.00	6,222.43	5,459.98	5,054.22
268-000.00-935.000	Vehicle maintenance	948.75	1,500.00	850.00	1,557.95	0.00	0.00
268-000.00-941.000	Grounds maintenance	36,702.04	26,000.00	26,000.00	55.00	1,274.90	55.00
268-000.00-942.000	Office equipment lease	13,855.74	12,000.00	12,000.00	0.00	1,661.16	2,197.80
268-000.00-942.100	Records storage	261.56	250.00	250.00	19.24	19.24	38.48
268-000.00-956.000	Conferences and workshops	18,359.99	11,000.00	11,000.00	567.36	1,073.13	600.88
268-000.00-986.000	Data processing-capital outlay	25,112.75	53,550.00	14,000.00	0.00	0.00	0.00
268-000.00-990.000	Furniture	8,801.51	0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT USED
		OCTOBER 2014 INCR (DECR)	NOVEMBER 2014 INCR (DECR)	DECEMBER 2014 INCR (DECR)	12/31/2014 NORM (ABNORM)	BALANCE NORM (ABNORM)	
268-000.00-720.000	Workers compensation	476.29	329.54	(41.55)	1,165.98	1,334.02	46.64
268-000.00-727.000	Office supplies	964.54	1,289.33	1,290.29	10,493.74	4,506.26	69.96
268-000.00-728.000	Supplies - Postage	147.00	1.40	121.89	523.87	176.13	74.84
268-000.00-734.000	Computer supplies, software & licensing	3,431.95	436.25	348.75	19,712.87	77,187.13	20.34
268-000.00-734.500	Computer supplies/equipment	1,664.50	125.22	255.39	2,578.80	18,421.20	12.28
268-000.00-740.000	Operating supplies	494.34	3,936.22	641.21	10,278.43	22,521.57	31.34
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	16,903.69	9,925.71	7,143.06	86,753.78	123,246.22	41.31
268-000.00-742.100	Library Book - Fines	46.99	35.93	37.99	214.87	1,285.13	14.32
268-000.00-743.000	Library periodicals	13,896.17	157.98	0.00	14,135.65	7,064.35	66.68
268-000.00-744.000	Audio visual materials	2,488.20	3,553.64	713.97	36,748.38	30,951.62	54.28
268-000.00-745.200	Electronic media	4,301.58	3,555.97	1,176.91	19,431.77	39,068.23	33.22
268-000.00-745.300	Electronic resources (CD rom materials)	3,505.00	5,649.73	4,120.00	46,446.60	13,553.40	77.41
268-000.00-801.925	Public information (cable, etc)	82.03	107.40	90.53	526.05	473.95	52.61
268-000.00-802.100	Data Processing-Bank services	203.65	196.01	158.55	1,297.67	2,202.33	37.08
268-000.00-803.000	Independent audit	0.00	0.00	700.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	0.00	107.80	0.00	107.80	892.20	10.78
268-000.00-806.000	Legal fees	190.00	0.00	0.00	190.00	810.00	19.00
268-000.00-809.000	Memberships and dues	178.00	90.00	0.00	3,752.00	748.00	83.38
268-000.00-816.000	Professional services	0.00	0.00	542.50	542.50	2,457.50	18.08
268-000.00-817.000	Custodial services	3,900.00	3,900.00	0.00	18,750.00	19,050.00	49.60
268-000.00-818.000	TLN Central Services	4,495.00	0.00	0.00	4,495.00	255.00	94.63
268-000.00-851.000	Telephone	867.96	1,127.95	63.44	5,041.46	11,458.54	30.55
268-000.00-855.000	TLN Automation Services	15,360.65	0.00	(6,249.95)	24,666.82	41,833.18	37.09
268-000.00-861.000	Gasoline and oil	26.30	0.00	19.45	182.55	467.45	28.08
268-000.00-862.000	Mileage	0.00	9.05	113.18	126.51	1,123.49	10.12
268-000.00-880.000	Community promotion	109.78	72.28	19.06	465.79	4,534.21	9.32
268-000.00-880.267	Library Programming-Book It	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	1,628.51	990.70	386.31	4,175.23	15,824.77	20.88
268-000.00-880.271	Adult programs	2,722.00	11.42	0.00	4,258.42	(4,258.42)	100.00
268-000.00-900.000	Printing, graphic design and publishing	355.93	1,169.76	(690.65)	11,140.62	17,659.38	38.68
268-000.00-910.000	Property & liability insurance	0.00	0.00	0.00	13,000.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	491.50	845.67	1,510.18	3,227.25	14,272.75	18.44
268-000.00-922.000	Electricity	8,245.63	7,907.98	22.21	45,493.95	47,706.05	48.81
268-000.00-923.000	Water and sewer	0.00	0.00	0.00	1,400.97	5,099.03	21.55
268-000.00-934.000	Building maintenance	7,213.76	3,183.28	1,522.67	28,656.34	45,243.66	38.78
268-000.00-935.000	Vehicle maintenance	0.00	46.75	0.00	1,604.70	(754.70)	188.79
268-000.00-941.000	Grounds maintenance	5,047.28	5,677.98	1,478.16	13,588.32	12,411.68	52.26
268-000.00-942.000	Office equipment lease	1,098.90	0.00	999.00	5,956.86	6,043.14	49.64
268-000.00-942.100	Records storage	0.00	19.24	19.24	115.44	134.56	46.18
268-000.00-956.000	Conferences and workshops	808.78	1,277.36	(405.93)	3,921.58	7,078.42	35.65
268-000.00-986.000	Data processing-capital outlay	0.00	0.00	0.00	0.00	14,000.00	0.00
268-000.00-990.000	Furniture	0.00	0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	END BALANCE	2014-15	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY
		06/30/2014	ORIGINAL	AMENDED	JULY 2014	AUGUST 2014	SEPTEMBER 2014
		NORM (ABNORM)	BUDGET	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)
Total Dept 000.00-treasury		2,851,537.47	3,056,200.00	2,990,538.00	196,418.60	304,279.86	200,239.72
TOTAL Expenditures		2,851,537.47	3,056,200.00	2,990,538.00	196,418.60	304,279.86	200,239.72
Fund 268 - LIBRARY FUND 268:							
TOTAL REVENUES		2,584,221.30	2,566,200.00	2,566,200.00	2,453,496.33	37,450.02	4,100.61
TOTAL EXPENDITURES		2,851,537.47	3,056,200.00	2,990,538.00	196,418.60	304,279.86	200,239.72
NET OF REVENUES & EXPENDITURES		(267,316.17)	(490,000.00)	(424,338.00)	2,257,077.73	(266,829.84)	(196,139.11)
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269							
Revenues							
Dept 000.00-treasury							
269-000.00-664.000	Interest or investments	33,850.35	0.00	0.00	(2,004.37)	275.71	205.67
269-000.00-664.500	Unrealized gain (loss) on investments	17,260.50	0.00	0.00	(9,867.92)	9,034.86	(2,295.04)
269-000.00-665.230	Collections/Materials Revenue	0.00	0.00	2,000.00	0.00	0.00	0.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	0.00	14,000.00	0.00	0.00	0.00
269-000.00-665.232	Programming Revenue	0.00	0.00	4,650.00	0.00	0.00	0.00
269-000.00-665.233	Technology Library Revenue	0.00	0.00	8,100.00	0.00	0.00	0.00
269-000.00-665.234	Undesignated Misc	0.00	0.00	33,583.00	0.00	0.00	0.00
269-000.00-665.267	Library Programming - Book It	5,833.77	0.00	0.00	360.00	150.00	210.00
269-000.00-665.271	Donation-general-youth collections	1,361.02	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
269-000.00-665.276	Donations-library trees	0.00	0.00	0.00	0.00	1,102.10	0.00
269-000.00-665.285	Donations - Community Read	2,600.00	0.00	0.00	650.00	0.00	0.00
269-000.00-665.286	Donations - Light Up the Night	200.00	0.00	0.00	200.00	0.00	0.00
269-000.00-665.287	Donations-Crop for a Cause	472.07	0.00	0.00	0.00	300.00	0.00
269-000.00-665.402	Donations - specific collections	1,926.50	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		64,641.39	0.00	62,333.00	(10,662.29)	10,862.67	(1,879.37)
TOTAL Revenues		64,641.39	0.00	62,333.00	(10,662.29)	10,862.67	(1,879.37)
Expenditures							
Dept 000.00-treasury							
269-000.00-742.230	Collections/Materials Expense	0.00	0.00	3,705.00	0.00	0.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	0.00	0.00	18,700.00	0.00	291.83	0.00
269-000.00-742.232	Programming Expense	0.00	0.00	2,266.00	0.00	0.00	0.00
269-000.00-742.233	Technology Library Expense	0.00	0.00	3,600.00	0.00	0.00	0.00
269-000.00-742.234	Undesignated Misc	0.00	0.00	2,000.00	0.00	0.00	0.00
269-000.00-742.262	BookIt costs & childrens collections	12,955.19	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
269-000.00-742.273	Friends of the Novi Library - Other Exp	7,207.94	0.00	0.00	0.00	228.63	0.00
269-000.00-742.283	Novi Newbies expenditures	4.20	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	1,250.00	0.00	1,250.00

GL NUMBER	DESCRIPTION	OCTOBER 2014	NOVEMBER 2014	DECEMBER 2014	12/31/2014	BALANCE	% BDGT
		INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Total Dept 000.00-treasury		304,553.45	200,925.07	158,083.51	1,364,500.21	1,626,037.79	
TOTAL Expenditures		304,553.45	200,925.07	158,083.51	1,364,500.21	1,626,037.79	
Fund 268 - LIBRARY FUND 268:							
TOTAL REVENUES		21,915.49	12,103.72	20,043.12	2,549,109.29	17,090.71	
TOTAL EXPENDITURES		304,553.45	200,925.07	158,083.51	1,364,500.21	1,626,037.79	
NET OF REVENUES & EXPENDITURES		(282,637.96)	(188,821.35)	(138,040.39)	1,184,609.08	(1,608,947.08)	
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269							
Revenues							
Dept 000.00-treasury							
269-000.00-664.000	Interest on investments	532.25	805.13	10,416.27	10,230.66	(10,230.66)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	7,943.15	190.63	(1,146.14)	3,859.54	(3,859.54)	100.00
269-000.00-665.230	Collections/Materials Revenue	50.00	750.00	200.00	1,000.00	1,000.00	50.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	8,852.92	1,102.10	2,200.00	12,155.02	1,844.98	86.82
269-000.00-665.232	Programming Revenue	0.00	1,917.62	138.50	2,056.12	2,593.88	44.22
269-000.00-665.233	Technology Library Revenue	60.00	30.00	0.00	90.00	8,010.00	1.11
269-000.00-665.234	Undesignated Misc	0.00	0.00	1,525.00	1,525.00	32,058.00	4.54
269-000.00-665.267	Library Programming - Book It	30.00	(750.00)	0.00	0.00	0.00	0.00
269-000.00-665.271	Donation-general-youth collections	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.274	Donations-brick pavers	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.276	Donations-library trees	0.00	(1,102.10)	0.00	0.00	0.00	0.00
269-000.00-665.285	Donations - Community Read	750.00	(1,400.00)	0.00	0.00	0.00	0.00
269-000.00-665.286	Donations - Light Up the Night	0.00	(200.00)	0.00	0.00	0.00	0.00
269-000.00-665.287	Donations-Crop for a Cause	17.62	(317.62)	0.00	0.00	0.00	0.00
269-000.00-665.402	Donations - specific collections	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		18,235.94	1,025.76	13,333.63	30,916.34	31,416.66	
TOTAL Revenues		18,235.94	1,025.76	13,333.63	30,916.34	31,416.66	
Expenditures							
Dept 000.00-treasury							
269-000.00-742.230	Collections/Materials Expense	555.99	284.50	0.00	840.49	2,864.51	22.69
269-000.00-742.231	Buildings/Ground/ Furniture Expense	2,600.00	3,387.38	5,192.08	11,471.29	7,228.71	61.34
269-000.00-742.232	Programming Expense	0.00	2,942.66	0.00	2,942.66	(676.66)	129.85
269-000.00-742.233	Technology Library Expense	0.00	104.95	0.00	104.95	3,495.05	2.92
269-000.00-742.234	Undesignated Misc	0.00	333.16	1,500.00	1,833.16	166.84	91.65
269-000.00-742.262	BookIt costs & childrens collections	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.267	Books - parenting	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.273	Friends of the Novi Library - Other Exp	0.00	(228.63)	0.00	0.00	0.00	0.00
269-000.00-742.283	Novi Newbies expenditures	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.285	Community Read expenditures	0.00	(2,500.00)	0.00	0.00	0.00	0.00

		END BALANCE	2014-15	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY
		06/30/2014	ORIGINAL	AMENDED	JULY 2014	AUGUST 2014	SEPTEMBER 2014
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)
269-000.00-742.286	Light Up the Night expenditures	200.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.291	Friends of Novi Library - Principal Exps	2,272.69	0.00	0.00	0.00	520.92	438.11
269-000.00-742.402	Collections - donor specific	0.00	0.00	0.00	0.00	(30.00)	0.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,348.00	0.00	0.00	0.00	37.83	0.00
Total Dept 000.00-treasury		26,169.14	0.00	30,271.00	1,250.00	1,049.21	1,688.11
TOTAL Expenditures		26,169.14	0.00	30,271.00	1,250.00	1,049.21	1,688.11
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:							
TOTAL REVENUES		64,641.39	0.00	62,333.00	(10,662.29)	10,862.67	(1,879.37)
TOTAL EXPENDITURES		26,169.14	0.00	30,271.00	1,250.00	1,049.21	1,688.11
NET OF REVENUES & EXPENDITURES		38,472.25	0.00	32,062.00	(11,912.29)	9,813.46	(3,567.48)
TOTAL REVENUES - ALL FUNDS		2,648,862.69	2,566,200.00	2,628,533.00	2,442,834.04	48,312.69	2,221.24
TOTAL EXPENDITURES - ALL FUNDS		2,877,706.61	3,056,200.00	3,020,809.00	197,668.60	305,329.07	201,927.83
NET OF REVENUES & EXPENDITURES		(228,843.92)	(490,000.00)	(392,276.00)	2,245,165.44	(257,016.38)	(199,706.59)

		MONTH ACTIVITY	MCNTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		OCTOBER 2014	NOVEMBER 2014	DECEMBER 2014	12/31/2014	BALANCE	% BDGT
		INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
269-000.00-742.286	Light Up the Night expenditures	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.291	Friends of Novi Library - Principal Exps	0.00	(959.03)	0.00	0.00	0.00	0.00
269-000.00-742.402	Collections - donor specific	0.00	30.00	0.00	0.00	0.00	0.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	0.00	(37.83)	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		3,155.99	3,357.16	6,692.08	17,192.55	13,078.45	
TOTAL Expenditures		3,155.99	3,357.16	6,692.08	17,192.55	13,078.45	
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:							
TOTAL REVENUES		18,235.94	1,025.76	13,333.63	30,916.34	31,416.66	
TOTAL EXPENDITURES		3,155.99	3,357.16	6,692.08	17,192.55	13,078.45	
NET OF REVENUES & EXPENDITURES		15,079.95	(2,331.40)	6,641.55	13,723.79	18,338.21	
TOTAL REVENUES - ALL FUNDS		40,151.43	13,129.48	33,376.75	2,580,025.63	48,507.37	
TOTAL EXPENDITURES - ALL FUNDS		307,709.44	204,282.23	164,775.59	1,381,692.76	1,639,116.24	
NET OF REVENUES & EXPENDITURES		(267,558.01)	(191,152.75)	(131,398.84)	1,198,332.87	(1,590,608.87)	

Director's Report – Julie Farkas

2014-2015 Library Financials

The staff and I continue to work with the City of Novi's financial team to correct errors that are currently reflected on the 268 General Ledger report. There was miscommunication from the Library to the City on the final approved Library budget for 2014-2015 which is why the capital expenses have not been reflected on reports. This has been clarified and the numbers will be reflected as of April 2015 when the next budget adjustment is made to the city council. Therefore, I will continue to report both library budget reports in the packet.

Community Builder Award 2015 –A submission to be recognized as a Community Builder in Novi was sent on December 30th to the Novi Chamber of Commerce for their consideration during the Toast of the Town event that will occur on Friday, February 27th. The info is attached.

Performance Evaluations – We are currently 6 months into the fiscal year. Managers are spending the December/January months meeting with staff for their mid-year review meetings.

Budget Preparation for 2015/2016 – Meetings have been held with most of the Department Managers at this time to discuss their needs/wants for the 2015/2016 fiscal year. Library Board budget review meetings will be held on:

Saturday, February 21st (8:00am – noon)

Saturday, March 14th (8:00am – noon)

Budget Meeting Approval: Wednesday, March 25th (7:00 – 9:00pm)

Library Café

A December meeting (12/5) was held with Mr. Bernstein regarding café payments that have not been received for July and August 2014. Mr. Bernstein had been given until December to make monthly payments to the Library to catch up the payments for July and August. As of January 17, 2015, no payments have been received by Mr. Bernstein for the back payments on the café. Mr. Bernstein has not provided any information pertaining to the delinquent payments. I discussed with Mr. Bernstein the recent painting of the café and a need for more thorough cleaning to be done by the café staff. I shared with Mr. Bernstein at the December meeting that I would begin to investigate new opportunities for a café vendor for the café space. The January meeting had to be rescheduled due to a conflict with the Director's schedule. A meeting is tentatively scheduled for the week of January 19th.



Inform. Inspire. Include.

The Novi Public Library prides itself on being a community builder in the Novi community. In just the last year alone the Novi Library has teamed up with a number of local organizations and businesses to grow community support and raise awareness for education, entertainment and enrichment. By partnering, the Novi Library reaches farther into its community and builds stronger relationships in order to enhance the quality of life in Novi.

Teen Space – This program is in its 3rd year. It is a space located in the Novi Library designed to offer teens (high school age) the opportunity to hang out, play games, play Ping-Pong, and socialize in a safe environment after school Monday – Friday from 2:00pm – 5:00pm. A monitor is provided for the room. Partners include: Novi Community School District, Youth Assistance and City of Novi Parks, Recreation and Cultural Services).

Read Boxes – 3 read boxes have been placed in the Novi community to promote summer reading. Box locations are: Lakeshore Park, Rotary Park and ITC Park. The boxes are available May – October and are filled weekly with books for all ages. Partners include: Novi Rotary, City of Novi Parks, Recreation and Cultural Services, City of Novi Department of Public Services and the Friends of the Novi Library.



Novi Newbies Bag – An opportunity to reach out to the littlest readers (newborns) and their families. A bag is provided to the newborn during his/her stay at Providence Hospital –Novi. The bag includes a book, bib, information about library and city programming. It is designed to encourage an early age of reading with parent and child and to connect to the Novi Library. Partners include: Providence Hospital, Novi Rotary, and Friends of the Novi Library.



Listen @ the Library – An annual concert series for all ages, which includes 6 concert performances at the Novi Library (September – May). Attendees have the opportunity to hear music performed by internationally acclaimed musicians in partnership with the Chamber Music Society of Detroit, Community Financial Credit Union, Walmart and the Friends of the Novi Library.

MyCouponGenie – An opportunity for Novi residents to save hundreds of dollars daily with local Novi businesses. Businesses sponsor the Library by offering discounts through an app that is easily accessible through a smart phone or home computer.



Great discounts are available to local eateries, events, and retail. Partners include: Compass Self Storage, Moe's on Ten, Paradise Park, Sandstone Massage, Steve & Rocky's, Play it Again Sports, Vibe Credit Union, Meadowbrook Picture Framing, Pizza Marvelous, Big Frog, Larson Jewelry Design, Keford Collision & Towing, CPR – Cell Phone Repair, Guido's, HoneyTree and Menchies.

Summer Reading – An annual reading event for children from birth through high school that encourages reading during the summer months. Readers participate for 7 weeks, tracking the amount of minutes they read. When children finish the program they receive an invite to go to a summer party at Paradise Park. In 2014, we had our largest attendance with 2,340 readers. Partners include: Friends of the Novi Library, Novi Community School District, Paradise Park, Skating Station, Benihana's Restaurant, Riverside Skating and YoBerry.

Public Services Report by Margi Karp-Opperer

- Introduced our 1st monthly Japanese Language Conversation Group
- Partnered with the City of Novi for the annual Light Up the Night
- Listen @ the Library with the Evita String Quartet
- Displayed posters in youth area for a 9th Grade Civics class at Novi High School
- Registration for the Battle of the Books began

Featured Adult Programs:

- Michigan Philharmonic Brass Quintet
- Lifelong Learning: Get Going with Gale Courses & Learning Express Library
- South Indian Cooking Demonstration

Special Business/Financial Programs:

- a. Four SCORE Business Mentoring Sessions

Monthly Adult Programs:

- Five Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Three Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- Monthly delivery of Novi Newbies to St. John Providence Park Hospital
- 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
- Computer instruction class (Intermediate Excel 2010 Basics)
- Two Information Services Department Meetings
- Three ESL Conversation Groups

Featured Youth Programs:

- Two Baby Times Story Times
- Six Tot Time Story Times
- Four Two of Us Story Times
- Six Three's Company Story Times
- Two On My Own Story Times
- Frozen Fun (Anna and Elsa were at NPL)
- Battle of the Books Coaches' Kick Off
- Mini Masters Art Series
- Toddler Drive-in Movie
- Nursery Rhyme Olympics
- Pokemon
- Clean Out the Cupboards Craft
- Ring in the New Year Crafts

Monthly Youth Programs:

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

Tween and Teen Program:

- ❖ Teen Book Club
- ❖ Manga Club
- ❖ TAB (Teen Advisory Board) Meeting
- ❖ Teen Iron Chef

Featured Collections:

Adult: Homemade for the Holidays

Youth: Make your Own Gift

Building Operations Report by Mary Ellen Mulcrone

With all the holidays that fell during this past month, there were fewer days to accomplish tasks. Fortunately the holidays also meant a little less traffic in the Library, so it was still possible to keep things moving. In general we have been busy with budget planning for 2015/2016 and with mid-year performance reviews for staff. Some other accomplishments follow.

The quarterly HVAC Preventative Maintenance has been completed. Quarterly carpet cleaning and partial upholstery cleaning was done. (Note that high traffic carpet areas are cleaned monthly.) The AST machine has been cleaned out and is free of dust bunnies. A handful of lost and found books were delivered to the high school. Monthly tests, checks, and inspections of fire extinguishers, alarms/horns/strobes, and AED were all done. A light ballast and several light bulbs were replaced throughout the building. A shelf was adjusted in one of the Story Time Room cabinets to accommodate taller items, and trim on the main stairwell was repaired. Shoveling snow and spreading salt on walkways has become a common task again. Many other routine duties were accomplished daily.

In addition to the usual tasks of assisting patrons and staff with computer issues, solving software, hardware, and printer problems, and doing routine server maintenance, the IT staff has been working on a number of projects. These include: preparing iPads and associated equipment for public use in the Youth area, working with our vendor to upgrade security cameras, reviewing server configurations and options due to end-of-life of server software, investigating ways to improve Wi-Fi access, and working with our vendor on all the details required to upgrade our telephone system. We've also signed a telecommunications contract with The Library Network for a 50MB circuit for the next three years.

The following computer training sessions were provided for the public: four VHS to DVD conversion classes, one Using Your iPad class, one e-Reader Instruction session, one Improve Your Typing Skills class, one Basic Photo Editing with Paint.NET class, one Zinio Digital Magazines class, one Freegal Music Downloads class, four scheduled Tech Times, and several impromptu patron assistance sessions.

MEMO

To: Julie Farkas
From: Mary Ellen Mulcrone
Re: Library Traffic Study Summary
Date: January 9, 2015

In June 2014, the City of Novi Department of Public Services, at the request of City Council, commissioned a traffic study to review options to improve Library access. The study was performed by Clearzoning, Inc., the company that was at that time contracted as traffic consultant for the City of Novi. (The City currently contracts with URS as traffic consultant.) The initial traffic study made two specific recommendations for improvement of traffic access for Novi Public Library, as follows.

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

The information above was shared with City, Library, and Novi Schools, and representatives of each organization met in September to further discuss the options. All were receptive to the idea of making some changes. Based on the meeting, two more suggestions were investigated.

The first of these suggestions was to construct a connection between the southwest corner of the Library parking lot (near the existing drive-through lane) and the northeast corner of the teacher parking lot at the High School that accesses Taft Road. (This was also proposed in the traffic study.) It was determined that, while feasible, there would be some challenges with this connection that might affect the construction cost of approximately \$75,000.

Another suggestion was to relocate the existing traffic signal from Novi Way to Wildcat Drive. This would require review and approval by the Road Commission for Oakland County. Estimated costs to demolish the existing signal and to reinstall a signal at a new location would be approximately \$200,000 to \$250,000.

One more suggestion was introduced: to keep the existing Library driveway for ingress only and create a new driveway about 30-50 feet from the original that would be for egress only. This was reviewed but determined to be less favorable than widening the existing driveway for both ingress and egress. The approximate cost to add another driveway would be \$65,000.

Due to the number of new suggestions that have been introduced, the City recommends that the Library fund a revised traffic study to determine the best solution before proceeding with any improvements. To update the previous study, incorporate the new suggestions, and look for potential issues with any of the suggestions would cost approximately \$6,000.

To my knowledge, there has been no discussion of how the costs for any of the potential improvements might be shared between the organizations involved.

Proposed motion for January Library Board meeting:

Motion to approve and fund a revised Library traffic study, updating the previous study from June 2014 and including consideration of additional improvement options, with funds not to exceed \$7,000 taken from the 816.000 Professional Services line of the budget

"optimum mitigation package" per initial traffic study



Figure 8. Recommended Mitigation

Support Services Statistics 2014-2015

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	457	364	409	339	348	261							2,178
Items checked out	81,433	73,600	67,803	67,091	64,700	63,696							418,323
Items borrowed	4,719	4,078	3,840	4,201	3,213	4,124							24,175
Items loaned	5,305	4,733	4,619	4,688	4,153	4,232							27,730
Read Boxes	380	217	153	59	0	0							809

	December 2014	December 2013
Library cards issued	261	263
Total checkouts	63,696	56,774
Items borrowed	TLN 4,039 MeL <u>85</u> 4,124	3,525 <u>68</u> 3,593
Items loaned	TLN 4,165 MeL <u>67</u> 4,232	3,842 <u>89</u> 3,931

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

May through October 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

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	81,433	63.09%	51,379	10,899	9,645	5,006	13,934	9,913	1,982
August	73,600	58.02%	42,705	9,394	5,695	5,629	7,397	11,492	3,098
September	67,803	55.41%	37,571	9,120	6,723	3,846	6,845	9,712	1,325
October	67,091	54.90%	36,834	9,154	6,310	3,761	5,137	11,222	1,250
November	64,700	56.33%	36,443	8,253	6,897	4,551	3,669	11,981	1,092
December	63,696	53.17%	33,869	7,997	6,371	3,076	5,709	9,476	1,240
January									
February									
March									
April									
May									
June									
FYTD	418,323	56.82%	238,801	54,817	41,641	25,869	42,691	63,796	9,987

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			280	30
February	28,760	1,027	264	28	February			264	28
March	32,829	1,059	289	31	March			292	31
April	41,665	1,488	272	28	April			272	28
May	32,683	1,167	268	28	May			263	28
June	39,534	1,412	267	28	June			280	29
FYTD Total	401,984	1,182	3,224	340	FYTD Total	206,551	1,180	3,304	349

Computer Logins

2013-2014 Fiscal Year						2014-2015 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	5,549	24,600	6	30,155	1,160	July	5,620	46,177	3	51,800	1,727
August	5,075	22,623	1	27,699	1,065	August	4,816	48,923	7	53,746	1,853
September	4,915	30,828	3	35,746	1,277	September	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					
February	4,583	36,568	0	41,151	1,470	February					
March	5,092	39,344	2	44,438	1,433	March					
April	4,603	35,152	5	39,760	1,420	April					
May	4,653	33,037	2	37,692	1,346	May					
June	5,322	45,753	3	51,078	1,824	June					
FYTD Total	59,444	398,116	35	457,595	1,346	FYTD Total	28,160	300,477	16	328,653	1,878

Early Literacy Workstation Usage							
2013-2014 Fiscal Year				2014-2015 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,309	32,845	25	July	1,132	30,068	27
August	1,324	34,520	26	August	1,015	26,723	26
September	987	22,767	23	September	746	17,111	22
October	1,067	24,139	22	October	765	17,162	22
November	816	19,935	24	November	762	18,392	24
December	658	15,590	23	December	720	16,496	22
January	720	16,998	23	January			
February	718	16,702	23	February			
March	834	21,063	25	March			
April	844	20,061	23	April			
May	734	15,847	21	May			
June	968	23,181	23	June			
FYTD Total	10,979	263,648	24	FYTD Total	5,745	140,801	28

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
Jul	4	1	4	2	0	1	0	0	0	7	19	
<i>patrons</i>	2	7	6	5	0	3	0	0	0	7		30
Aug	4	0	1	2	0	1	0	1	0	7	16	
<i>patrons</i>	1	0	1	15	0	5	0	4	0	7		33
Sep	5	1	3	1	1	1	0	0	0	2	14	
<i>patrons</i>	3	3	2	6	4	5	0	0	0	2		25
Oct	5	0	4	1	1	1	1	1	0	7	21	
<i>patrons</i>	4	0	8	6	2	4	4	2	0	7		37
Nov	4	1	4	1	1	1	0	0	0	1	13	
<i>patrons</i>	3	2	9	6	3	4	0	0	0	1		28
Dec	4	1	4	1	1	1	1	1	0	2	16	
<i>patrons</i>	4	3	3	4	5	3	2	1	0	2		27
Jan												
<i>patrons</i>												
Feb												
<i>patrons</i>												
Mar												
<i>patrons</i>												
Apr												
<i>patrons</i>												
May												
<i>patrons</i>												
Jun												
<i>patrons</i>												
Sessions	26	4	20	8	4	6		3	0	26	99	
<i>Patrons</i>	17	15	29	42	14	24		7	0	26		180

2014-2015 Fiscal Year

	Freegal		OverDrive				Zinio		Indieflix	Gale Courses	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*	Videos Viewed	Active Learners	Completed Classes
July	2,070	205	3,185	1,209	4,394	112	752	9,968			
August	1,884	198	3,477	816	4,293	147	704	8,981			
September	2,089	201	3,176	1,140	4,316	369	700	8,701	32	107	16
October	2,237	235	3,272	1,085	4,357	644	632	8,594	33	73	16
November	2,244	235	3,376	681	4,057	785	874	10,932	21	85	2
December	2,148	210	2,148	609	2,757	369	822	11,525	7	69	19
January											
February											
March											
April											
May											
June											
FYTD Total	12,672	1,284	18,634	5,540	24,174	2,426	4,484	58,701	93	**	53

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

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

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	
February	7	3	1	
March	11	4	0	
April	5	3	3	
May	8	1	4	
June	4	1	5	
Total	55	38	35	35

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		
February	51	1,505	February		
March	47	1,344	March		
April	32	1,031	April		
May	35	1,726	May		
June	21	946	June		
Total	435	13,684	Total	215	6,128

Library App - 2014-15 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
July	29,227	1. Novi Main Menu	January		
		2. My Account Novi Summary			
		3. Novi Holdings			
		4. My Account Novi Items			
		5. My Account Novi Request			
August	20,658	1. Catalog	February		
		2. My Account			
		3. OverDrive			
		4. Book/DVD Lists			
		5. Artwork at the Library			
September	22,031	1. Catalog	March		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Book/DVD lists			
October	23,811	1. Catalog	April		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Book/DVD lists			
November	22,496	1. Catalog	May		
		2. My Account			
		3. OverDrive			
		4. Book/DVD lists			
		5. Events			
December	25,095	1. Catalog	June		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Events			
			Total	143,318	

**Historical Commission, City of Novi
October 22th, 2014, 2:00 p.m.
Novi Library Local History Room**

Call to Order: 2:05 PM

Introduction:

Minutes: Sept 24th approved

Attendance: Kathy Crawford, John MacInnis, Toni Bonner, Tammy Knopp,
& Missing Kelly Sexton, Liaison,: Betty Lang, & Wendy DuVal, & Students :
Meena and Roshini

Visitor: Sue Grifor

Approval of Agenda: no changes, added some items - accepted by all

Communication: none this meeting

Approval of Minutes: last meeting Sept 24th, approved

Finance Report: No report

Liaison Report: Betty Lang, several upcoming handouts,

Document Day Oct 26, looking for historical documents for the LH Rm

Brain storming Your Brick Walls, Oct 23

Forensic Art Oct 29th

Look at Kennedy Assass. 50 yrs later Nov. 5

Sing along, Nov 12 and Dec. 1

History of Detroit TG Parade Nov. 13th

add Kathy Crawford DAR report, Brian Yopp Motor cities report, Include the
DAR invitation,

Report farm age to Digital age: Toni Bonner report, wonderful seminar on
Novi Business Oct 2,

Fox Run talk Author, was very successful

Workshop on Nov. 7, oral history, Michigan oral History and catalogue

History Commission needs programs for next year. Come prepared for the
next meeting in November

Friday program, Friends social event Oct 24th four people from the
commission to monitor the LH room, Bonner, MacInnis, Crawford, and Grifor,
each took ½ hr

DAR program on Oct 5th Hooper Bishop was honored with a DAR program at
the Bishop Grave site at the Novi Cemetery, see attachment for report

Tour of the city Oct 11: very successful buses full, Motor City Markers

Storage issue: Invoice was not paid on time, change the site of the billing
address, this problem involved the address of the past chair, move the
address to the library office

Display pictures: are filed in the storage cabinet collected from the display
panel.

Brainstorm Session: come with three ideas each for the next meeting, Big
picture ideas, topics for spring,

Students: Tammy: Meena, and Roshini will be doing things to circulate
information about the Commission to circulate the stories about the
commission,

1) item doing a video using "ANIMOTO" about the Commission work

2) item Connecting Novi to NY and Europe using Instagram

DOCUMENT DAY: on Sunday Oct 26th

Oral History: report on this topic next month due to time restraints

Meeting November 25th, room 237 due to the TG holiday on Thursday - move meeting one day to Tuesday

There will be No meeting in December
Starting in January meeting will be in the evening starting at 6:30 PM

Display cabinet needs to be changed, remind Roy Prentice, possible themes:
a Christmas display or a winter display

Website needs to be updated: Kelly was going to update, we don't have a report from Kelly this month, she has work conflicts, we hope she will be able to attend.

Other news: Sue Grifor reported on a program from Milford, History of JL Hudson's, she really enjoyed it, can this seminar be brought to Novi?

Update the Historical Comm. Website: needed next month, all need to look at the website,

Adjourn: 3:30 PM
Next Meeting November 25, 2 PM,
Room 237 Note the change of Date

From: Kathy Crawford <kscraw@msn.com>
Sent: Friday, October 10, 2014 4:08 PM
To: kelly@centralpark-estates.com; john macinnis; Betty Lang; tbonner3940@yahoo.com; knopp.tammy@gmail.com; Julie Farkas
Subject: FW: FYI
Attachments: Hooper Bishop Gravestone Restoration.jpg; DSCN2335.JPG; DSCN2345.JPG; DSCN2343.JPG; IMG_2387.JPG; IMG_2383.JPG

Hi all...this is a message that I sent to Wendy and Director Jeff Muck for them to use when reporting to the Administration and City Council. I am sending it to you for your "reading enjoyment" but because I want you to begin thinking of our involvement in the restoration and future of the Novi Cemetery. Please note what I said in the next to last paragraph and come to the meeting on 10/22 with your thoughts on how we may proceed.

This has been a hectic couple of months for our Commission and I just want to remind you of how awesome YOU ARE!

thanks for all you have done....

Kathy

From: kscraw@msn.com
To: wduvall@cityofnovi.org; jmuck@cityofnovi.org
Subject: FYI
Date: Fri, 10 Oct 2014 15:20:35 -0400

On Sunday, October 5th, 2014 at 1pm, in the Novi Cemetery on Novi Rd., the National Society Daughters of the American Revolution (Sarah Ann Cochrane and Stony Creek Chapters) hosted the grave dedication ceremony for Patriot Hooper Bishop-a Veteran of the American Revolution.

Despite the cold and windy fall day, a sizable crowd of approximately 75-100 people were shuttled across Novi Rd. to the cemetery for the ceremony. Representatives from the City Council, VFW, Novi Girl Scouts, Historical Commission, State Representative Hugh Crawford, Senator Kowall's Representative, Oakland County Commissioner, Kathy Crawford, Novi Library staff and dignitaries from the Daughters and Sons of the American Revolution chapters in the region, as well as a number of community members attended.

The Novi Choralaires provided a wonderful musical rendition of "Johnny Has Gone For a Soldier" , "Oh God Our Help In Ages Past", as well as the National Anthem. Taps were provided by the VFW and the period costumed color guard, was presented by the Sons of the American Revolution.

The Daughters of the American Revolution thoroughly researched and verified Hooper Bishop's service prior to submitting the application to Washington for his recognition. Novi Parks and Recreation staff and the Historical Commission have been actively involved for months, in assisting the DAR with this special event. Particular thanks should go to Wendy Duvall, and Director Jeff Muck, along with other City staff who assisted in the set up, clean up and so much more. The Senior Van Service was instrumental in providing safe transportation for attendees across the busy 5 lanes of Novi Rd.

Our Novi Patriot, Hooper Bishop was born in 1762 and enlisted at the age of 17, in 1779 finishing his service in 1781. Hooper married Elizabeth Butler in 1794 and they had 4 children. After the Revolutionary War, they settled in Ludlow, Massachusetts until 1802 then moved to New York, where they lived until 1837. Hooper's wife died in 1825 and son Levi moved to Michigan.

At the age of 75, Hooper moved to Michigan to live with Levi. They lived on a farm east of Novi Corners, once known as the Washington West Farm. NOTE: The old Novi Convalescent Home on GrandRiver, which was vacant and burned to the ground, was built in the 1800s and was known as the Washington Farm. It is presumed that this would have been the home of Levi. Hooper lived in Novi until he died at age 99 and was buried in the Novi cemetery on Novi Rd.

The Novi Cemetery restoration has been a on-going, high priority, project, of the Novi Historical Commission and the Novi Parks and Recreation Department, but there is a great deal left to be accomplished. The Commission plans to provide more detailed information regarding the Cemetery and its historical significance. This information, when completed, will be shared with City officials in hopes that it may be included in City Council goals.

It should be noted that we are fortunate enough to have two more patriots buried in Novi, however the research and verification has been much more time consuming and difficult.

TLN DIRECTOR'S REPORT by Jim Pletz
DECEMBER 2014/JANUARY 2015

Activities of Statewide or National Focus

Attended statewide collaborative program discussion, hosted at MCLS, to establish continuing education platform and topics for FY 2015 and 2016 with Library of Michigan, MCLS and Michigan Cooperative Directors Association and Michigan school librarians as working partners on November 25.

Michigan Library Association special session of the legislation committee on November 17 attended via conference call on November 17.

Regular meeting of the MLA legislation committee attended via conference call on December 1.

Regular meeting of the Michigan Cooperative Directors Association attended, in person, on December 19.

Regular meeting of the MLA Legislation Committee attended via conference call on January 5.

Served as member of the Michigan E Library, Database Committee, at meeting held on January 6 in Lansing.

Activities in Support of Member Libraries

Supported deliberations of the TLN board at the November 20 board meeting convened at the Novi Public Library.

Visited member libraries in Romulus, Canton and Wixom November 17, part of the Director visit tour for FY 2015.

Continued Director Tour visits on November 18 at Milford, Walled Lake and Commerce and November 19 at Southfield and Dearborn.

Enjoyed year end discussion during Leader's Book Club hosted by Southfield on November 19.

Concluded November Director Tour visits on November 21 at Highland, White Lake and West Bloomfield followed by November 24 visits to Rochester and Auburn Hills.

Initiated Director Tour visits on December 1 in Belleville and concluded December tour with a visit at the Salem-South Lyon District Library on December 5.

Supported staff holiday party convened off site on December 18.

Enjoyed the holidays – took leave time and moved into new Novi home on December 11.

We Value Your Input – TLN Integrated Library System (ILS) Under Review

The future is now and we request the pleasure of your opinion. The review of Integrated Library System (ILS) vendors is at a critical juncture. Thanks to the ongoing efforts of TLN automation services consultant, Celia Morse, three vendors have positioned themselves as vendors TLN should consider for future ILS services. Don't miss out on letting your voice count. Full demonstrations of vendor services commence on January 21 and 22 at the Novi Public Library featuring Polaris. January 28 and 29 will welcome a presentation by CARL – TLC. We are open and interested in ALL views – evaluation forms will be distributed, collected and evaluated after each presentation. Why go to Chicago when you can participate in our cooperative evaluation of ILS services in a convenient local venue? Questions and/or RSVP your attendance to Celia Morse 248-536-3100 ext. 104 or cmorse@tln.lib.mi.us

Executive Staff Dialogue – The SIRSI/DYNIX World View

SAS (Shared Automation Services) participants and members have a good idea of what currently works or doesn't! Set the morning of February 4 as your time to become part of a future vision. We have asked, and SirsiDynix has accepted our challenge to share, at the highest executive level, a perspective on the future of library automation. Part of the view will include a direct, executive response to concerns staff have entered as to the current level of service from SirsiDynix. No topic or concern is off limits. Help us unwrap a package of future services, look at issue closure and pretend to hop aboard the "future express." Again, this is your one time, local opportunity to participate in shaping the future of TLN cooperative services in the vital sector of Integrated Library Systems. Regardless of your level in your library, your level of ILS skill or interest it is important to us that your voice and view is heard.

MAP (Michigan Activity Pass) Expansion in Discussion Phase

We continue our member library reach out for opinions and advice with a request for each of our members to think about the current status of the Michigan Activity Pass (MAP) at your library. MAP, after five years as a Southeast Michigan attraction and two years statewide is at a cross road in use, focus and venue availability. Would an expanded MAP program, reaching out with new Michigan locations be of interest to your patrons? Think outdoors, healthy life styles and greater use of Michigan's recreational resources and you will have a clearer vision of the new MAP. We still believe MAP, as a statewide library promoted resource has value in Michigan. What have you done to promote MAP recently? The proposed expansion of MAP will benefit our member library base and will solidify our collaborative partnership with a new Department of Michigan partner.



Library Board Calendar

2015

January 1	Holiday – New Year’s Day, Library Closed
January 21	Library Board Regular Meeting
February	Budget Planning Session, TBD
February 18	Library Board Regular Meeting
March	Budget Planning Session, TBD
March 25	Library Board Regular Meeting – held at Library
April	Budget presented to Council, TBD
April 4	Library Closed
April 5	Holiday – Easter, Library Closed
April 12-18	National Library Week
April 15	Library Board Regular Meeting
April 18-25	Money Smart Week @ Library
May	Library Board – Goal Setting Session, TBD
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
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	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.