

## Agenda

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, January 22, 2014  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
6. Presentation
7. Public Comment
8. President's Report
  - A. Library Goals document 2013-2014 .....N/A
9. Treasurer's Report
  - A. Library Budget 2013-2014..... 12
  - B. Library Financials and Walker Fund – December 31, 2013.....N/A
  - C. Library cafe revenue report – due 15<sup>th</sup> of the month – December 2013 .....N/A
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12. Friends of Novi Library Report
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12. Student Representatives' Report ..... 31
13. Historical Commission Report- December 4, 2013 Meeting Minutes, DRAFT .....32
14. Committee Reports
  - A. Policy Committee (Margolis, Teasdale, Kilgore – chair)
  - B. HR Committee (Kilgore, Verma – chair)
  - C. Finance Committee (Czekaj, Teasdale, Margolis – chair)
  - D. Fundraising Committee (Sturing, Mena – chair)
  - E. Strategic Planning Committee (Kilgore, Sturing, Mena- chair)
  - F. Building/Landscape Committee (Kilgore, Margolis, Czekaj – chair)
15. Public Comment

16. Matters for Board Action

17. Adjourn

Consent Agenda:

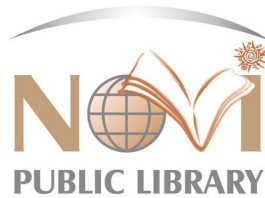
- 1. Approval of Claims and Warrants L514.....3
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Supplemental Information

- Bits and Pieces, January 2014 .....N/A
- Board and Administration, January 2014 .....34
- Program Flyer – Martin Luther King Jr. events – January 20, 2014.....36
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**Future Events:**

- January 20<sup>th</sup> – Library OPEN in observance of Dr. Martin Luther King Jr. – many programs offered throughout the day
- January 22<sup>nd</sup> – LIBRARY BOARD of TRUSTEES, Regular Meeting at 7:00pm, City of Novi – Council Chambers
- January 22<sup>nd</sup> – HISTORICAL COMMISSION, Regular Meeting at 2:00pm, Novi Library
- February 12<sup>th</sup> – FRIENDS OF THE NOVI LIBRARY, Regular Meeting – CANCELLED
- February 19<sup>th</sup> – LIBRARY BOARD OF TRUSTEES, Regular Meeting at 7:00pm, City of Novi – Council Chambers
- February 26<sup>th</sup> – HISTORICAL COMMISSION, Regular Meeting at 2:00pm, Novi Library
- **LIBRARY BOARD BUDGET SESSIONS:** Saturday, February 1<sup>st</sup> and Saturday, March 1<sup>st</sup> (8:00am – Noon) at Novi Public Library, East Meeting Room
- March 15<sup>th</sup> – BATTLE OF THE BOOKS event at 1:00pm, City of Novi – Large Meeting Room/Atrium



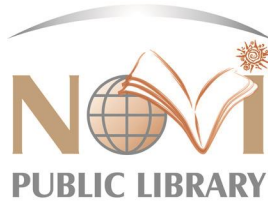
**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>

<b>Warrant 514</b>		<b>December 2013</b>	
<b>Payable to</b>	<b>Invoice Number</b>	<b>Account Number</b>	<b>Account Total</b>
Global Office Solutions		268-000.00-727.000	\$ 1,163.57
Boopsie, Inc.	1/1-12/31/14	268-000.00-734.000	\$ 3,495.00
Dell Marketing L.P.		268-000.00-734.000	\$ 1,447.47
Municipal Web Services	October	268-000.00-734.000	\$ 565.00
The Library Network	Deep Freeze Lic	268-000.00-734.000	\$ 295.82
CDW-G		268-000.00-734.500	\$ 936.26
The Library Network		268-000.00-734.500	\$ 157.00
Global Office Solutions		268-000.00-740.000	\$ 502.95
Gordon Food Services		268-000.00-740.000	\$ 9.98
Amazon.com		268-000.00-742.000	\$ 1,047.83
AudioCraft Publishing, Inc.		268-000.00-742.000	\$ 28.51
Brodart		268-000.00-742.000	\$ 6,110.91
CCH		268-000.00-742.000	\$ 100.07
Center Point Large Print		268-000.00-742.000	\$ 279.81
DK Agencies Ltd.		268-000.00-742.000	\$ 1,850.60
Ebsco		268-000.00-742.000	\$ 104.38
Gale/Cengage Learning		268-000.00-742.000	\$ 531.04
Michigan Chamber of Commerce		268-000.00-742.000	\$ 87.50
Risk Management Assn -RMA		268-000.00-742.000	\$ 357.00
The Library Network		268-000.00-742.000	\$ 10.00
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 839.34
Brighton District Library		268-000.00-742.100	\$ 19.99
Commerce Township Community Library		268-000.00-742.100	\$ 14.00
Livonia Public Library - Sandburg Branch		268-000.00-742.100	\$ 45.95
Wixom Public Library		268-000.00-742.100	\$ 32.99
Amazon.com		268-000.00-744.000	\$ 12.21
Midwest Tape		268-000.00-744.000	\$ 2,052.41
OverDrive		268-000.00-744.000	\$ 645.90
Amazon.com		268-000.00-745.200	\$ 19.99
Midwest Tape		268-000.00-745.200	\$ 1,287.69
Mango Languages	1/1-12-31/14	268-000.00-745.300	\$ 1,600.00
Midwest Collaborative for Library Services	1/1-12-31/14	268-000.00-745.300	\$ 2,745.00
Bright House Networks	Dec-13	268-000.00-801.925	\$ 82.02
Providence Occupational		268-000.00-804.000	\$ 53.90
American Library Association	Farkas12/1/13-11/30/14	268-000.00-809.000	\$ 248.00
Kristel Group, Inc.	Nov-13	268-000.00-817.000	\$ 2,330.00
AT&T	10/23-11/22/13	268-000.00-851.000	\$ 151.50
TelNet Worldwide		268-000.00-851.000	\$ 1,307.90
Verizon	10/29-11/28/13	268-000.00-851.000	\$ 378.85
Farkas, Julie		268-000.00-862.000	\$ 7.91
The Identity Source	staff cups	268-000.00-880.000	\$ 339.93
Just Gardens with Master Gardner	Holiday Tree	268-000.00-880.000	\$ 250.00
Sam's Club		268-000.00-880.000	\$ 7.58
YP	December	268-000.00-880.000	\$ 117.63
Amazon.com		268-000.00-880.268	\$ 23.97
City of Novi	Lt up Night 2013	268-000.00-880.268	\$ 242.50
Farkas, Julie		268-000.00-880.268	\$ 56.85
Kroger		268-000.00-880.268	\$ 24.69

<b>Warrant 514</b>		<b>December 2013</b>	
<b>Payable to</b>	<b>Invoice Number</b>	<b>Account Number</b>	<b>Account Total</b>
Movie Licensing USA	12/28/13-12/27/14	268-000.00-880.268	\$ 480.00
Oriental Trading Co, Inc.		268-000.00-880.268	\$ 75.99
Sam's Club		268-000.00-880.268	\$ 3.48
Write Word LLC	1/20/14; Colored Car	268-000.00-880.268	\$ 200.00
Konica Minolta	10/29-11/27/13	268-000.00-900.000	\$ 722.97
Consumers Energy	11/7-12/11/13	268-000.00-921.000	\$ 1,513.48
AT&T	10/14-11/13/13;Pcard	268-000.00-922.000	\$ 18.47
DTE Energy	10/24-11/20/13	268-000.00-922.000	\$ 7,842.47
Allied Waste	December	268-000.00-934.000	\$ 159.25
Cintas		268-000.00-934.000	\$ 170.50
Home Depot		268-000.00-934.000	\$ 6.84
Lighting Supply Co.		268-000.00-934.000	\$ 140.00
Lyon Mechanical		268-000.00-934.000	\$ 2,049.33
Orkin		268-000.00-934.000	\$ 58.30
Sam's Club		268-000.00-934.000	\$ 69.48
Schindler	12/2/13 repair #2 car	268-000.00-934.000	\$ 355.90
Voss Lighting		268-000.00-934.000	\$ 375.20
Brien's Services, Inc.	3of4 seasonal	268-000.00-941.000	\$ 1,472.50
C&J Parking Lot Sweeping, Inc.	November	268-000.00-941.000	\$ 55.00
TruGreen Commercial	Ice Melt	268-000.00-941.000	\$ 927.08
Konica Minolta Premier Finance	12/19/13	268-000.00-942.000	\$ 1,608.64
Corrigan Record Storage	December	268-000.00-942.100	\$ 19.24
City of Novi	St of City Address (4))	268-000.00-956.000	\$ 92.00
Farkas, Julie		268-000.00-956.000	\$ 142.82
LaBenne, Andrea		268-000.00-956.000	\$ 71.10
Petty Cash			\$ 38.10
<b>TOTAL</b>			<b>\$ 52,687.54</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
December 18, 2013**

**DRAFT**

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

**Library Board**

Mark Sturing, President  
Willy Mena, Vice President  
Scott Teasdale, Secretary  
Larry Kilgore, Board Member  
David Margolis, Board Member  
Ramesh Verma, Board Member

**Absent and Excused**

Larry Czekaj, Treasurer

**Student Representatives**

Jessica Mathew  
Ziyang Huang

**Library Staff**

Julie Farkas, Director  
Diana Gertsen, Office Assistant

**Guests**

Laura Casey, City Council Woman  
Craig Messerknecht, New Library Board Member

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 Mark Sturing, President at 7:03 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A proposal to add B under item #6, **Presentation**, was made, to introduce the newest appointed Library board Member.

A motion was made to approve the Agenda with the suggested amendment.

1<sup>st</sup> – Larry Kilgore  
2<sup>nd</sup> – Scott Teasdale

The motion passed unanimously.

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

A motion was made to approve the December 18, 2013 Consent Agenda as presented.

1<sup>st</sup> – Ramesh Verma  
2<sup>nd</sup> – Scott Teasdale

The motion passed unanimously.

#### **5. Correspondence**

##### **A. November 25, 2013: Email from Bethany Bratney, Media Specialist – Novi High School**

Novi High School Media Specialist, Bethany Bratney, sent a letter thanking the Library for including the High School in the Community Read project, and sharing the guest author for a separate presentation at the High School.

Not included in the December 18, 2013 Library Board Packet was a thank you certificate and letter, from the American Women's Business Association, for donating a bag of gently used books to help with their annual auction.

#### **6. Presentation**

Trustee Larry Kilgore, who is leaving the Novi Community, was recognized by his colleagues for his six years of service and his many contributions to the Library Board. Library Board President, Mark Sturing presented Trustee Kilgore with a plaque for his dedicated service, and noted that many of the current policies were personally written by Trustee Kilgore. Remarks of appreciation were also made by Library Director, Julie Farkas and Council Woman, Laura Casey, who also served on the Board with Trustee Kilgore.

Newly appointed Library Board Member, Craig Messerknecht was introduced by Library Director, Julie Farkas. Craig has been a Novi resident for thirteen years, and has been an active volunteer with the Friends of Novi Library. He served as an officer in the Army for three years and is retired from a thirty year business career. Craig will begin his service on the Library Board beginning January 1, 2014.

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

There was no public comment.

#### **8. President's Report**

##### **A. Library Goals Document 2013-2014**

The 2013-2014 Goals document is located on pages 12-19 of the December 18, 2013 Library Board Packet. Highlights include:

- Working with MSU Tollgate to plan for "Project Grow" programming in the spring. Hoping to gain more library users by holding additional off site programs with business partners.
- Hosted Hockey Author event on Saturday, December 14, 2013. Two authors shared their experiences with the Red Wings and Hockey Town.
- Staff members, Margi Karp-Opperer and April Stevenson, met with the Instructional Coach and Media Specialist from the Novi School District regarding the 2013 Summer Reading Program to provide information and present to the Novi School Board.
- Student currently being interviewed to work on an Oral History project for the Historical commission. Students will identify people in the Novi community to interview and record their oral histories.
- Teen Space monitor from the Novi School District sponsored a ping pong tournament for teens that was well attended.
- Light up the Night, sponsored by Walmart, Menchie's, the Berenguer Family and Read-a-Latte Café, was a huge success with over 1,000 people coming through the Library doors.

## **9. Treasurer's Report**

### **A. Library Budget 2013-2014**

The 2013-2014 Budget dated March 20, 2013 is included in the December 18, 2013 Library Board Packet on pages 20-21.

### **B. Library Financials and Walker Fund – November 30, 2013**

The Library Financials and Walker Fund Reports ending November 30, 2013 were distributed at the Library Board meeting.

Since the Library Board Treasurer was not in attendance, President Mark Sturing asked the Board Members if there were any comments regarding the Financials.

Trustee David Margolis remarked that, although the Library Board is grateful to the City for their assistance in preparing the Library Financials, he is concerned about the inconsistencies in the numbers that the City is providing. The Library Board wants to be able to provide feedback to the staff as to how well they are doing with actual expenditures against the budget.

Trustee Larry Kilgore suggested that it would be nice if the City added footnote of explanation when adjustments to the Financials are made retroactively.

Regarding the Walker Fund (269), Trustee Margolis reminded the Board that the original contract and amendment to the contract expires on December 31, 2013. The Finance Committee met with the City on December 11, 2013 to discuss options for the restricted and unrestricted funds. The suggestion was to consolidate only the unrestricted funds. Action can be taken after December 31, 2013 with a resolution from the Board.

Both Trustee Margolis and Director Julie Farkas agree that the Finance Committee needs to meet to make recommendations to the Board at the January Library Board meeting. The January Board meeting will be held on the 4<sup>th</sup> Wednesday of the month, rather than the usual 3<sup>rd</sup> Wednesday.

### **C. Library Café Revenue Report – due 15<sup>th</sup> of the Month – November 2013**

There was no report provided; not applicable.

## **10. Director's Report**

The Director's Report is included on pages 23-29 of the December 18, 2013 Library Board Packet. Highlights include:

### **Library Board Trustees Budget Planning Sessions**

- Saturday, February 1<sup>st</sup> ( 8:00am-noon)
- Saturday, March 1<sup>st</sup> ( 8:00 am-noon)
- Both meeting held in the East Meeting Room on the 1<sup>st</sup> floor.

### **Money Smart Week (April 5-12, 2014)**

- Partnering with the Federal Reserve Bank of Chicago, American Library Association, and the Library of Michigan to bring Money Smart Week to Michigan.
- Blast sent out to over 400 Libraries in the State of Michigan to promote interest and involvement.
- Reached goal of 2,500 books purchased by donor for distribution.
- Novi Library will be the distribution center for getting the books out to libraries in Michigan via TLN and Rides delivery systems.
- Novi Library will have a story time for pre-school children to learn about being smart money users.
- Novi Library will host a program for 25 children and parents to receive a free book.

### **Download Destination Participation Agreement**

Information and the Agreement Document is provided on pages 23-28 of the December 18, 2013 Library Board Packet.

**A. Library Cards Required for Service Report – Wendy Teagan**

The Library Card Required for Service Report is included on page 29 of the December 18, 2013 Library Board Packet.

**11. Additional Reports**

**A. Public Services Report**

The Public Services Report is included on pages 37-38 of the December 18, 2013 Library Board Packet.

**B. Building Operations Report**

The Building Operations Report is included on page 39 of the December 18, 2013 Library Board Packet.

**C. Library Usage Statistics – November 2013**

The November statistics are included on pages 40-47 of the December 18, 2013 Library Board Packet.

Highlights include:

- 335 Library Cards issued
- 63,631 items checked out
- Number of items borrowed from TLN – 3,617
- Number of items borrowed from MEL – 72
- Number of items loaned through TLN – 4,101
- Number of items loaned through MEL – 103
- Read Box – Adult 90; Youth 192
- 59.46% of all items checked out were completed on self-check out stations
- Total circulation 63,631
- Daily average people using the Library was 1,075
- Early Literacy workstation usage 816
- Daily average Computer Logins 1,336
- Technology Sessions: 16 with 25 participants
- Check-outs Freegal 1,374; Overdrive 3,159; Zinio 517
- Charging Stations usage 4
- Meeting Room Rentals 32
- Library Apps 13,098

**12. Friends of Novi Library Report**

**A. Meeting Minutes – November 13, 2013 – DRAFT**

The Friends of Novi Library draft minutes for November 13, 2013 is included on page 48 of the December 18, 2013 Library Board Packet. Highlights of the minutes include:

- Currently have a total of \$36,953.25 in the Friends account. Friends will give a portion to Library for the Wish List.
- Friends' book sale on November 16, 2013 brought in over \$1,000.
- Gala was not held this year due to calendar conflicts with City and Library events.
- Friends are planning to partner an event with the Library in the fall.

**13. Students Representatives' Report**

The Student Representatives' Report is included on page 49 of the December 18, 2013 Library Board Packet. Highlights include:

- Discussed upcoming teen programming and volunteer opportunities at November 1<sup>st</sup> TAB meeting.
- Twenty two teens participated in the WOW scholarship Essay Writing Workshop.
- Eighteen teens participated in the Dollar for College program.



- Hunger Games program on November 21<sup>st</sup> had thirty four teens in attendance.
- Fifteen teen space sessions in November averaged fifty eight kids per session.
- Fourteen teen volunteers helped with Library programming.

#### **14. Historical Commission Report**

There was no report provided.

#### **15. Committee Reports**

##### **A. Policy Committee (Margolis, Teasdale, Kilgore – chair)**

There was no report provided.

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

There was no report provided.

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

###### **1. Agenda & Meeting Minutes – December 11, 2013**

The Finance Committee Agenda and Meeting Minutes is included on page 30 of the December 18, 2013 Library Board Packet. Supplementary information distributed at the Committee meeting is also included on pages 31-36 of the December 18, 2013 Library Board Packet. Highlights of the Finance Committee Report are:

- Met with City Representatives on Wednesday, December 11, 2013.
- Audited results for Fiscal Year end 6/30/2013 was presented.
- Discussed options for the impending expiration of the Walker Fund contract.
  1. Invest some funds with the Northville Community Fund.
  2. Create own internal endowment fund.
- Committee will meet in early January to bring recommendations to the January Board meeting.

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

There was no report provided.

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

There was no report provided.

##### **F. Building/Landscaping Committee ( Kilgore, Margolis, Czekaj – chair)**

There was no report provided.

#### **16. Public Comment**

There was no public comment.

#### **17. Matters for Board Action**

##### **A. Approve Download Destination Participation Agreement**

A motion was made to adopt the Download Destination Participating Library Services Agreement as presented.

1<sup>st</sup> – David Margolis

2<sup>nd</sup> – Larry Kilgore

The motion passed unanimously.

**18. Adjourn**

A motion was made to adjourn the meeting at 8:07 p.m.

1<sup>st</sup> – Larry Kilgore

2<sup>nd</sup> – Willy Mena

The motion passed unanimously.

\_\_\_\_\_  
Scott Teasdale, Secretary

\_\_\_\_\_  
Date

GOALS

2013-2014 Budget 3/20/13		2012-2013 Approved	2013-2014 Approved	2014-2015 Projected	2015-2016 Projected
<b>Revenues</b>					
<b>Account</b>	<b>Description</b>				
403.000	Property Tax Revenue	2,219,000.00	2,254,000.00	2,328,000.00	2,398,000.00
567.000	State Aid	17,500.00	20,000.00	20,000.00	20,000.00
657.000	Library book fines	57,000.00	68,500.00	68,500.00	68,500.00
658.000	State penal fines	65,500.00	76,000.00	77,500.00	79,000.00
664.000	Interest on Investments	25,000.00	25,000.00	25,700.00	26,500.00
664.500	Unrealized gain(loss) invest	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	14,500.00	15,000.00	15,000.00	15,500.00
665.100	Copier	2,500.00	2,500.00	2,500.00	2,500.00
665.200	Electronic media	3,500.00	800.00	800.00	800.00
665.266	SRP T-shirt sales	150.00	0.00	0.00	0.00
665.267	Library Program - Book It	0.00	0.00	0.00	0.00
665.290	Library Fundraising Revenue	1,000.00	1,000.00	1,000.00	1,000.00
665.300	Meeting Room	12,000.00	15,000.00	15,000.00	15,000.00
665.400	Gifts and donations	5,000.00	5,000.00	5,000.00	5,000.00
665.404	Novi Township Assessment	6,130.00	5,800.00	5,900.00	6,000.00
665.650	Library Café	5,000.00	5,000.00	5,000.00	5,000.00
<b>Total Revenue</b>		<b>2,433,780.00</b>	<b>2,493,600.00</b>	<b>2,569,900.00</b>	<b>2,642,800.00</b>
		<b>2012-2013 Approved</b>	<b>2013-2014 Approved</b>	<b>2014-2015 Projected</b>	<b>2015-2016 Projected</b>
<b>Expenditures</b>					
<b>Account</b>	<b>Description</b>				
704.000	Permanent Salaries	898,000.00	943,600.00	958,600.00	973,600.00
705.000	Temporary Salaries	561,000.00	631,000.00	641,000.00	651,000.00
715.000	Social Security	111,000.00	120,000.00	122,400.00	124,300.00
716.000	Insurance	212,000.00	175,000.00	175,000.00	175,000.00
716.200	HSA	10,800.00	8,000.00	8,000.00	8,000.00
718.000	Pension DB	0.00	2,200.00	2,200.00	2,200.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	24,000.00	26,200.00	26,200.00	26,200.00
719.000	Unemployment Ins	2,000.00	2,000.00	2,000.00	2,000.00
720.000	Workers' Comp	2,500.00	5,300.00	5,300.00	5,300.00
<b>Total Personnel Services</b>		<b>1,821,300.00</b>	<b>1,913,300.00</b>	<b>1,940,700.00</b>	<b>1,967,600.00</b>
<b>Supplies</b>					
727.000	Office supplies	17,500.00	16,000.00	17,000.00	18,000.00
728.000	Postage	2,100.00	1,800.00	1,800.00	1,800.00
734.000	Computer software & licensing	73,000.00	88,000.00	88,000.00	88,000.00
734.500	Computer supplies equip	12,000.00	13,000.00	13,000.00	13,000.00
740.000	Operating supplies	31,700.00	33,200.00	34,800.00	36,500.00
740.200	Desks, chairs, cabinets, etc.	0.00	13,200.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00
<b>Materials</b>					
742.000	Books	190,000.00	220,500.00	220,500.00	220,500.00
742.100	Book Fines	500.00	700.00	700.00	700.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Periodicals	17,000.00	20,000.00	20,400.00	21,400.00
744.000	Audiovisual Materials	53,400.00	56,500.00	62,100.00	62,100.00

745.200	Electronic Media	43,200.00	55,700.00	61,200.00	61,200.00
745.300	Electronic Resources	44,800.00	60,000.00	60,000.00	60,000.00
<b>Total Supplies &amp; Materials</b>		<b>485,500.00</b>	<b>578,900.00</b>	<b>579,800.00</b>	<b>583,500.00</b>
<b>Services &amp; Charges</b>		<b>2012-2013 Approved</b>	<b>2013-2014 Approved</b>	<b>2014-2015 Projected</b>	<b>2015-2016 Projected</b>
<b>Account</b>	<b>Description</b>				
801.925	Public Information (cable)	950.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	2,500.00	3,500.00	3,500.00	3,500.00
803.000	Independent Audit	700.00	700.00	700.00	700.00
804.000	Medical Service	500.00	500.00	500.00	500.00
806.000	Legal Expenses	2,000.00	1,500.00	1,500.00	1,500.00
809.000	Memberships & Dues	5,000.00	5,500.00	5,500.00	5,500.00
816.000	Professional services	5,000.00	3,000.00	5,000.00	5,000.00
817.000	Custodial Services	36,000.00	37,200.00	36,000.00	36,000.00
818.000	TLN Central Services	6,000.00	5,000.00	5,500.00	6,000.00
851.000	Telephone	16,800.00	17,000.00	17,900.00	18,800.00
855.000	TLN Automation Services	64,400.00	63,900.00	66,500.00	68,100.00
862.000	Mileage	1,000.00	500.00	500.00	500.00
880.000	Community Promotion	5,000.00	5,000.00	5,000.00	5,000.00
880.267	Library Programming - Book It	0.00	1,000.00	1,000.00	1,000.00
880.268	Programming	20,000.00	26,000.00	26,000.00	26,000.00
900.000	Design, Printing, Publishing	28,750.00	30,000.00	31,500.00	33,000.00
910.000	Property & Liability Insurance	13,300.00	12,800.00	13,000.00	13,200.00
921.000	Heat	16,000.00	17,500.00	17,500.00	17,500.00
922.000	Electricity	86,000.00	90,500.00	91,100.00	93,800.00
923.000	Water and Sewer	5,500.00	6,000.00	6,000.00	6,500.00
934.000	Building Maint.	48,500.00	55,500.00	55,500.00	57,000.00
935.000	Vehicle Maint.	2,000.00	1,500.00	1,500.00	1,500.00
941.000	Grounds Maint.	25,000.00	25,000.00	26,500.00	27,000.00
942.000	Office Equipment Lease	13,500.00	13,000.00	13,000.00	13,000.00
942.100	Records storage	200.00	100.00	100.00	100.00
956.000	Conferences & Workshops	12,500.00	15,500.00	15,500.00	15,500.00
<b>Total Services &amp; Charges</b>		<b>417,100.00</b>	<b>438,700.00</b>	<b>447,300.00</b>	<b>457,200.00</b>
986.00	13/14: 9 replacements; ipads		35,000.00		
986.00	14/15: 60 replacements			73,600.00	73,600.00
976.000	Building Improvements	0.00	0.00	0.00	0.00
990.000	Furniture	0.00	8,800.00	0.00	0.00
962.000	Contingency	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>43,800.00</b>	<b>73,600.00</b>	<b>73,600.00</b>
<b>Total Expenditures</b>		<b>2,723,900.00</b>	<b>2,974,700.00</b>	<b>3,041,400.00</b>	<b>3,081,900.00</b>
680.00	Fund Balance	-290,120.00	-481,100.00	-471,500.00	-439,100.00
704.000/705.000	2012-2013 Salary Stipend				
	2013-014 1.5% incr. (7/13)		-25,500.00		
742.000 - 745.300	Incr. in Material expenditures		-50,000.00		
941.00	Landscape Improvements	-15,000.00			
	<b>TOTAL Fund Balance</b>	<b>-305,120.00</b>	<b>-481,100.00</b>	<b>-471,500.00</b>	<b>-439,100.00</b>

\* 2013-2014 perm/temp salaries include 1.5% salary incr. and add'l library hours

**FINANCIALS – Not available as of 1/18/2014**

## **Director's Report – Julie Farkas**

### **Happy New Year!**

#### **City of Novi Goal Setting Session – Saturday, January 11, 2014**

President Sturing and I attended the annual goal setting session hosted by City Council. We received wonderful accolades from Mayor Gatt and the Council for the work the library is doing. Attached is the agenda from the meeting. The Council Members brainstormed short term and long term goals to be considered for 2014-2015 and the future. A draft of the goals will be presented at the January 21, 2014 council meeting to be approved (more info forthcoming once approved). One goal that did appear on the brainstorming list was the teen space and looking at ways for improvement for the library. This did not reach the status of immediate action when the goals were voted on for further implementation.

#### **State of the City Address – Thursday, January 16, 2014**

Many staff and Library Board members attended Mayor Gatt's State of the City Address. This is a perfect opportunity to connect with many of our businesses in Novi and celebrate the successes that Novi has accomplished. The library was recognized for its digital collections and the teen space.

#### **2014 Book It Fundraiser**

The coupon books are expected to be delivered to the Library the week of January 20<sup>th</sup>. Patrons will be able to purchase the coupon book for \$30 and enjoy over \$500 of coupon savings. Books will be on sale at the library's check-out desk as well as some of the businesses participating. We had the pleasure of working with Bryan Pruett, intern from the Art Institute of Novi, to create the coupon book in-house and complete this project. Bryan's talents are much appreciated! A HUGE thank you to the following businesses for supporting the library's fundraising campaign for 2014:

BD Mongolian  
Bagger Daves  
Buffalo Wild Wings  
Friends of the Novi Public Library  
GolfTech  
Novi Coney Island  
Novi Fine Wine & Liquor  
One Training  
Paradise Park  
Perfect Desserts  
Pizza Marvelous  
Steve & Rocky's  
Vibe Credit Union  
Wild Birds Unlimited

#### **Budget Preparation for 2014-2015 and State Aid**

Budget sessions are currently underway with the library's Department Heads to determine needs for 2014-2015. In addition, the final statistics are being calculated for the annual State Aid submission. A HUGE thank you goes to the staff for helping me compile the many different reports and numbers to finalize these works.

**Library Board Budget Sessions:** Saturday, February 1<sup>st</sup> and Saturday, March 1<sup>st</sup> (8:00am – 12:00pm) in the East Meeting Room.

**Getting Involved in the Novi Community:**

I have been asked to join the Youth Assistance Board. These meetings will be held the first Tuesday of the month at 6pm. I am looking forward to this opportunity as the library has built a wonderful relationship with YA and assisting the youth of Novi.

**Fundraising Committee**

The committee did not meet in January. They did receive more information from the Northville Community Foundation to review. A meeting will be set up to discuss the Walker Fund.

**Recognition of Years of Service:**

Congratulations to the following staff for their years of service to the Novi Public Library:

Elizabeth (Betty) Lang, Collections Specialist – 25 years

Margi Karp-Opperer, Assistant Director of Public Services – 20 years

Christine Pilarz, Support Services Clerk – 5 years

Jennifer Preston, Librarian – 5 years

Sam Gillman, Library Assistant – 5 years





## CITY COUNCIL AGENDA

CITY OF NOVI  
Special City Council Meeting  
**Saturday | January 11, 2014 | 8:30 A.M.**  
Council Chambers | 45175 Ten Mile Road  
(248) 347-0460

Note: Light breakfast will be provided between 7:15 – 8 a.m.

8:30 a.m. Call to Order/Pledge of Allegiance/Start and Welcome Mayor Gatt

**ROLL CALL: Mayor Gatt, Mayor Pro Tem Staudt, Council Members Casey, Fischer, Markham, Mutch, and Wrobel**

### APPROVAL OF AGENDA

8:40 a.m. **1. Today's Agenda for Early Budget Input** Clay Pearson

#### Process Review

a. Today's Work

b. Background information:

- Administrative Retreat Summary/Early Budget Input Session Primer
- Youth Council/Teen Survey Results
- 2014 Property Tax Base Projections
- Early Revenue Projections
- 2014 Economic Development Goals and Strategies Draft
- Preliminary CIP Summary
- 2013-14 Project Update/Red Box Objectives
- City Council Goals Revisited

8:55 a.m. **2. Initial City Council Member Thoughts – Roundtable Overview Thoughts**

### 3. Review Major Strategic Theme Categories

a. City Council to discuss any additional themes to be added or changed; suggested [Strategic Themes](#) include:

- **N**urture public services that residents want and value
  - Make long-term strategic and sustainable investments in Roads, Water, Sewer and Parks.
- **O**perate a world-class and sustainable local government
  - Maintain an efficient and effective, fiscally-responsible local government which leverages communication, strategic partnerships, and skilled staff.
- **V**alue and build a desirable and vibrant community for residents and businesses alike now and into the future
  - Encourage quality economic development to maximize city revenue and job growth while protecting and enhancing natural areas, natural features and community character. Provide for development, acquisition and rehabilitation of parks and public lands. Provide cultural opportunities and

recreational infrastructure and resources for a growing and diverse population.

- Invest properly in being a Safe Community at all times for all people.
  - Ensure Police, Fire, Public Services meet the needs of all residents, businesses, and visitors at all times.
  
- b. City Council to brainstorm service improvements for each of the broad **Strategic Themes** (outlined above – using Meeting Works technology) using time horizons of **short-term** (next 18 months) for consideration into the FY 14/15 Budgets and **long-term** (18 months plus and on-going) visions/concepts for consideration into future CIPs, operating budgets, and/or holding for future short term consideration.
  
- b. City Council to explain, clarify, etc. ambiguities or questions regarding list of service improvements (to correct as suggested using Meeting Works technology before prioritize voting)
  
- d. City Council to prioritize vote within each of the **Strategic Themes** of service improvements (using Meeting Works technology)

#### **4. Review Results**

- a. Review results of ranking by Council in each of the service improvements in each of the **Strategic Themes**
  
- b. Next Steps and Final Wrap-Up

**AUDIENCE COMMENTS** – In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group.

Adjourn (target by 1 p.m.)

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

I wish you a happy, healthy 2014. We celebrated another productive and positive year at NPL and I am proud to share these events:

### **Keeping You Informed:**

Attended Novi Youth Assistance Appreciation Breakfast  
Monthly taping of the Beyond Books cable show highlighting Mother Goose & our upcoming MLK Events  
Mary Ellen attended Walsh College Holiday Breakfast  
Participated in the Annual Light Up the Night with the City of Novi  
Judge for the Thornton Creek Elementary School Literature Contest  
Battle of the Books Registration Began

### **Featured Adult Programs:**

Listen @ the Library with David Small, Baritone

Hey, Hey Hockeytown with Sports Columnist/Author Bob Duff and Doctor/Author John Finley

Motown Hits Performed by the Bassoon Quartet from the DSO

Special business/financial programs for the month included:

- a. Business Database Workshop: Business Decisions and Demographics Now
- b. Two SCORE Business Mentoring
- c. Be A Money Smarty Series: Your Personal Information Fraud & Identity Theft

### **Monthly Adult Programs:**

- Three Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Four Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- Monthly delivery of Novi Newbies' backpacks to St. John Providence Park
- Two 1-on-1 internet classes and two 1-on-1 email instruction classes
- Italian, German, Chinese & Spanish Language Conversation Groups
- Two Open Office Hours in the Local History Room by Historical Commission
- Two Coffees with the Superintendent
- Novi Writer Groups
- Computer instruction classes (Intermediate Excel 2010 and Basic Excel 2010)
- One ESL Book Discussion Groups
- Three English Conversation Groups
- Information Services Department Meeting

### **Featured Youth Programs:**

- Celebrate Chanukah
- Battle of the Books Coaches' Kickoff
- Musikgarten
- Movies and Munchies
- Reindeer Games

### **Monthly Youth Programs:**

- Kiddie Crafts

- Starlight Story Time
- Two Baby Time 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
- Snack Tales
- Lego Club

**Tween and Teen Program:**

- ❖ TAB (Teen Advisory Board) Meeting
- ❖ Winter Craftiness

**Featured Collections:**

Adult: Learn Technology & Computers of the 21<sup>st</sup> Century

Youth: Baby It Is Cold Outside

**Featured database:**

Reference USA

**Building Operations Report by Mary Ellen Mulcrone**

This winter season is proving to be difficult in many ways. We have had to order more ice melt since the use has been so heavy. Hopefully our latest order will see us through the rest of the winter. Facilities staff has spent a number of hours keeping main walkways cleared in addition to our contract for parking lot shoveling and salting.

The lobby area continues to be quite cold when the front doors open so frequently while we have been experiencing such frigid temperatures. Staff did a great job handling the backlogs created by our unexpected closures (Sunday, January 5<sup>th</sup> closed at 3pm and Monday, January 6<sup>th</sup> closed all day) due to bad weather. As always, staff performed professionally in addressing patron concerns related to the closures. At least one outreach delivery had to be cancelled due to poor weather conditions, but the Outreach team has been keeping patrons happy by braving the cold, slush, and icy roads. We thank all the staff for persevering and smiling through everything!

Earlier this month, TLN added the option to receive hold notices via text messaging. Patrons may sign up for this feature through "My Account" in the online catalog. Speaking of holds, Novi continues to be the heaviest user of the TLN delivery system—making items available to patrons as quickly as possible.

Tech Times and other technology learning opportunities continue to be available for patrons.

A number of other routines, repairs, etc. have occurred: protection software upgraded, patching and painting of walls and stairwell, repaired/refreshed the windbreak for the AST return slot, carpet and upholstery cleaning, delivery of Novi Newbies materials to Providence Park Hospital.

A huge thank you goes to Barb Rutkowski, Head of IT/Facilities, for responding so quickly to a sprinkler break on Friday, January 10, 2014 at 12:00am. The break was due to frigid temperatures and was located in the vestibule (main doors area) of the library. The City response team is also to be thanked for their very speedy response to have shut the suppression system off within minutes. Minimal issues occurred from the incident: sprinkler head replacement, electrical issue with security gate, drying out of afterhours lockers and drying out of carpets. I am happy to report all issues were resolved and service to patrons on Friday 1/11 was not compromised.

**Support Services Statistics 2013-2014**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	477	437	491	409	335	263							<b>2,412</b>
<b>Items checked out</b>	83,150	73,040	64,664	66,952	63,631	56,774							<b>408,211</b>
<b>Items borrowed</b>	5,007	4,440	3,976	4,082	3,689	3,616							<b>24,810</b>
<b>Items loaned</b>	5,545	5,006	4,724	4,855	4,204	3,969							<b>28,303</b>

Support Services  
Statistics

December, 2013

	2013	2012		2013	2012
No. of lib. cards issued	263	255	READ Box		
Total no. of checkouts	56,774	54,805	(unveiled June 6, 2013)	Adult 90	0
			capacity approx. 30 bks.	Youth <u>192</u>	<u>0</u>
			<b>Annual Total (year end- Oct. 2, 2013)</b>	282	0
No. of items borrowed	TLN 3,525	3,171			
	MeL <u>91</u>	<u>68</u>			
	3,616	3,239			
No. of items loaned	TLN 3,897	3,953			
	MeL <u>72</u>	<u>89</u>			
	3,969	4,042			

**Self-Check Totals 2013-14 Fiscal Year**

	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
July	83,150	63.67%	52,942	11,452	9,610	5,395	13,565	10,448	2,472
August	73,040	61.95%	45,246	10,214	7,740	4,967	12,194	8,136	1,995
September	64,664	58.94%	38,115	8,726	6,874	3,954	10,491	6,561	1,509
October	66,952	56.04%	37,519	8,455	6,230	3,714	10,449	7,141	1,530
November	63,631	59.46%	37,832	8,836	6,426	4,279	10,217	6,997	1,077
December	56,774	56.90%	32,304	7,910	5,172	2,922	8,814	6,234	1,252
January									
February									
March									
April									
May									
June									
<b>FYTD</b>	<b>408,411</b>	<b>59.02%</b>	<b>241,054</b>	<b>54,631</b>	<b>41,862</b>	<b>25,415</b>	<b>65,648</b>	<b>43,775</b>	<b>9,723</b>

**Library Usage**

<b>2012-2013 Fiscal Year</b>					<b>2013-2014 Fiscal Year</b>				
	<b>Monthly Total</b>	<b>Daily Average</b>	<b>Hours Open</b>	<b>Days Open</b>		<b>Monthly Total</b>	<b>Daily Average</b>	<b>Hours Open</b>	<b>Days Open</b>
July	38,858	1,495	254	26	July	37,620	1,447	254	26
August	33,175	1,229	261	27	August	32,464	1,249	250	26
September	31,011	1,108	244	28	September	30,079	1,074	264	28
October	32,303	1,042	281	31	October	31,249	1,008	297	31
November	32,454	1,119	244	29	November	30,109	1,075	257	28
December	26,501	1,019	229	26	December	27,986	1,000	259	28
January	30,017	1,001	270	30	January			283	30
February	31,795	1,136	248	28	February			264	28
March	32,587	1,124	255	29	March			289	31
April	35,701	1,190	270	30	April			272	28
May	31,290	1,118	258	28	May			268	28
June	33,528	1,341	239	25	June			267	28
<b>FYTD Total</b>	<b>389,220</b>	<b>1,248</b>	<b>3,053</b>	<b>337</b>	<b>FYTD Total</b>	<b>189,507</b>	<b>1,135</b>	<b>3,224</b>	<b>340</b>

2012-2013 Fiscal Year						2013-2014 Fiscal Year					
Computer Logins						Computer Logins					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	8,302	15,104	0	23,406	900	July	5,549	24,600	6	30,155	1,160
August	7,926	14,352	0	22,278	825	August	5,075	22,623	1	27,699	1,065
September	7,090	12,680	0	19,770	706	September	4,915	30,828	3	35,746	1,277
October	7,539	13,578	0	21,117	681	October	5,806	35,096	0	40,902	1,319
November	7,895	14,263	3	22,161	791	November	5,240	32,155	3	37,398	1,336
December	4,295	18,833	2	23,130	857	December	4,279	32,168	4	36,451	1,302
January	4,924	24,172	6	29,102	1,004	January					
February	4,203	23,780	3	27,986	965	February					
March	4,441	25,096	0	29,537	953	March					
April	4,858	22,838	4	27,700	989	April					
May	4,407	22,196	1	26,604	950	May					
June	5,206	22,924	10	28,140	1,082	June					
<b>FYTD Total</b>	<b>71,086</b>	<b>229,816</b>	<b>29</b>	<b>300,931</b>	<b>890</b>	<b>FYTD Total</b>	30,864	177,470	17	208,351	1,499

Early Literacy Workstation Usage							
2012-2013 Fiscal Year				2013-2014 Fiscal Year			
	Sessions	Time (In Minutes)	Average Session (In Minutes)		Sessions	Time (In Minutes)	Average Session (In Minutes)
July	927	24,950	26	July	980	24,485	24
August	1,006	25,947	25	August	1,056	27,332	25
September	749	17,162	22	September	777	18,249	23
October	829	19,488	23	October	920	20,882	22
November	834	20,451	24	November	816	19,935	24
December	683	15,603	22	December	657	15,575	23
January	838	20,713	24	January			
February	855	18,745	21	February			
March	865	18,503	21	March			
April	890	20,933	23	April			
May	754	15,805	20	May			
June	912	21,374	23	June			
<b>FYTD Total</b>	<b>10,142</b>	<b>239,674</b>	<b>24</b>	<b>FYTD Total</b>	<b>5,206</b>	<b>126,458</b>	<b>24</b>



**Technology Sessions 2013-2014 Fiscal Year**

	Tech Time	eReader	VHS to DVD	Skype	Paint.NET	Drop-In Lab	Staff Training	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	4	1	1	0	1	2	9	5	23	
<i>patrons</i>	<b>3</b>	<b>2</b>	<b>11</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>9</b>	<b>5</b>		<b>40</b>
<b>Aug</b>	4	1	1	1	1	2	2	4	16	
<i>patrons</i>	<b>2</b>	<b>2</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>4</b>		<b>28</b>
<b>Sep</b>	4	1	5	0	1	0	1	9	21	
<i>patrons</i>	<b>2</b>	<b>6</b>	<b>12</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>9</b>		<b>37</b>
<b>Oct</b>	4	0	5	1	1	0	0	3	14	
<i>patrons</i>	<b>3</b>	<b>0</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>3</b>		<b>21</b>
<b>Nov</b>	4	1	5	0	1	0	0	5	16	
<i>patrons</i>	<b>2</b>	<b>4</b>	<b>10</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>5</b>		<b>25</b>
<b>Dec</b>	4	0	4	1	1	0	0	1	11	
<i>patrons</i>	<b>2</b>	<b>0</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>		<b>12</b>
<b>Jan</b>									0	
<i>patrons</i>										<b>0</b>
<b>Feb</b>									0	
<i>patrons</i>										<b>0</b>
<b>Mar</b>									0	
<i>patrons</i>										<b>0</b>
<b>Apr</b>									0	
<i>patrons</i>										<b>0</b>
<b>May</b>									0	
<i>patrons</i>										<b>0</b>
<b>Jun</b>									0	
<i>patrons</i>										<b>0</b>

Sessions	24	4	21	3	6	4	12	27	101	
<i>Patrons</i>	<b>14</b>	<b>14</b>	<b>51</b>	<b>11</b>	<b>24</b>	<b>8</b>	<b>14</b>	<b>27</b>		<b>163</b>

2013-2014 Fiscal Year								
	Freegal		OverDrive				Zinio	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*
July	1,696	280	1,825	583	2,408	126	450	4,984
August	1,495	250	2,721	799	3,520	87	563	6,580
September	1,424	223	2,469	691	3,160	86	402	5,685
October	1,422	230	2,282	634	2,916	89	578	5,950
November	1,374	238	2,465	694	3,159	100	517	5,840
December	1,240	203	2,799	931	3,730	126	723	7,364
January								
February								
March								
April								
May								
June								
<b>FYTD Total</b>	8,651	1,424	14,561	4,332	18,893	614	3,233	36,403

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

<b>Charging Stations Usage</b>			
	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
<b>July</b>		3	3
<b>August</b>		2	8
<b>September</b>	3	8	2
<b>October</b>	1	3	4
<b>November</b>	7	3	4
<b>December</b>	1	3	0
<b>January</b>	8	4	
<b>February</b>	7	3	
<b>March</b>	11	4	
<b>April</b>	5	3	
<b>May</b>	8	1	
<b>June</b>	4	1	
<b>Total</b>	<b>55</b>	<b>38</b>	<b>21</b>

<b>Meeting Room Rentals 2013-14FY</b>		
	<b>Rentals</b>	<b>Attendees</b>
<b>July</b>	29	696
<b>August</b>	41	1,172
<b>September</b>	49	1,274
<b>October</b>	35	1,077
<b>November</b>	32	1,485
<b>December</b>	21	447
<b>January</b>		
<b>February</b>		
<b>March</b>		
<b>April</b>		
<b>May</b>		
<b>June</b>		
<b>Total</b>	<b>207</b>	<b>6,151</b>

**Library App - 2012-13 Fiscal Year**

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
July	989	1. Novi Main Menu	January		1.
		2. Artwork in the Library			2.
		3. Novi Social Menu			3.
		4. Novi Holdings			4.
		5. Twitter from the New NPL			5.
August	1,029	1. Novi Main Menu	February		1.
		2. Novi Holdings			2.
		3. Novi Locator			3.
		4. Novi eMedia Menu			4.
		5. Artwork in the Library			5.
September	6,202	1. Novi Main Menu	March		1.
		2. Novi Holdings			2.
		3. My Account Novi Summary			3.
		4. Novi eMedia Menu			4.
		5. Novi Booklook			5.
October	6,072	1. Novi Main Menu	April		1.
		2. My Account Novi Summary			2.
		3. Novi Holdings			3.
		4. Novi eMedia Menu			4.
		5. My Account Novi Items			5.
November	13,098	1. Novi Main Menu	May		1.
		2. Novi Holdings			2.
		3. My Account Novi Summary			3.
		4. My Account Novi Items			4.
		5. My Account Novi Request			5.
December	12,873	1. Novi Main Menu	June		1.
		2. My Account Novi Summary			2.
		3. Novi Holdings			3.
		4. My Account Novi Items			4.
		5. My Account Novi Request			5.
			<b>Total</b>	<b>40,263</b>	

Friends of the Novi Library  
Minutes of January 8, 2014 Meeting

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

II. Minutes of November 13, 2013  
Motion to accept---Bob Cutler; second---Gale Ford. Passed 10-0.

III. Treasurer's Report---Marilyn Amberger

Checking Account	\$25,225.02
Savings Account	5,425.96
CD Account	<u>10,157.21</u>
	\$ 40,808.19

Winterfest at Suburban Showplace profited \$36.  
Weekly Book Nook income is now a separate item in the treasurer's report.  
Motion to accept---Marilyn Amberger; second---Carol Bauer. Passed 10-0.

Pat proposed an amendment to the 2013-14 budget to add "staff in-service" be included in the footnote under Annual Library Contributions

Motion to accept---Gale Ford; second---Marilyn Amberger. Passed 10-0.

IV. Committee Reports

A. Director: Julie Farkas

Julie informed the Board about fund-raising activities.

Completed:

\_\_\_ \$600 was raised through the Novi Town Center Facebook Promotion.

\_\_\_ \$600 was raised from the Wrecking Crew movie premiere.

In Process or Upcoming:

\_\_\_ Annual Letter of Support donation drive

\_\_\_ Scrapbooking event

\_\_\_ Art Display (part of the wish list). Work by local artists and students will be for sale.

\_\_\_ "On the Road"--Travel event to Rochester, MI

2014-2015:

\_\_\_ Coupon Booklet: Friends, staff and Library Board are encouraged to sell booklets containing \$150+ worth of discount coupons for Novi businesses. Cost of book: \$30.

\_\_\_ Novi Library T-shirt sales

\_\_\_ Detroit Tigers Concession Volunteers: At least 30 volunteers would man the concession stands, 10 per game, at a minimum of 3 Tigers games during the season. Training would be provided in March. A percentage of the profits, plus tips, go to the Friends. Sue will send out a blast to Friends for volunteers.

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

\_\_\_ Proceeds for December: \$15,086.50

\_\_\_ Four new volunteers will be trained to work at the Book Nook.

\_\_\_ May need to purchase supplies, repair or replace lock on the display case.

\_\_\_ More lighting is needed in the Book Nook.

\_\_\_ The Thrift Book Sale of overflow books profit for October and November total: \$2.48 (13 out of 28 books).

C. Assistant Director: Margi Karp-Opperer

\_\_\_ Activities in the library are planned to celebrate Martin Luther King Day (Jan. 20): Storytime and crafts for grades K-4 between 1:00 and 4:00; Jean Alicia Elster, 2014 Notable Award winning author of "The Colored Car" from 7-8:30.

\_\_\_ \$800 donation to the Friends may be used for Music @ the Library at the Tollgate Project Grow or as a separate program for the North End.

D. Membership—Sue Johnson

Membership numbers are about the same as last year, 242.

E. President—Pat Brunett

\_\_\_ Julie Abrams will head up this year's nominating committee.

\_\_\_ Consensus: Friends newsletter may only need to come out twice a year, fall and spring (before the Annual Meeting) and/or may be combined with the Library Newsletter.

\_\_\_ Margi is willing to print the e-newsletters and send them to the 69 Friends without e-mail.

\_\_\_ Our logo is being worked on to make it more visible.

V. Announcements:

\_\_\_ Mardi Jo Link, author of Bootstrapper, will be the Book and Author Luncheon speaker on Thurs., May 8, 2014 at Fox Hills Country Club.

\_\_\_ Our annual meeting date is Wed., June 11, 2014 at 7:00.

\_\_\_ Jim provided pictures for our historian Pam Van Houten. Suggestion: Pictures of Friends' events be displayed at our fall party.

VI. Next Meeting Date: Meet as needed; otherwise, Wednesday, April 23, 2014 at 7:00 p.m. in the Board Room.

VII. Adjournment: 8:50 p.m. Motion: Jim McLean; second—Marilyn Amberger. Passed 10-0.

Submitted by: Barbara Brunett, Acting Secretary

## **Student Representative's Report- December 2013**

**Written by: Ziyang Huang and Jessica Mathew**

### **Volunteering at the Library:**

Ziyang and I participated in the activities at the Light Up the Night Event, helping at the craft table and at the magic show with John the Magician.

### **Programs:**

On December 13, we had our TAB meeting that had a great turnout of 12 students who were able to give us insight on programs for the New Year. Following this meeting, we had the Winter Craftiness program where students were able to cut snowflakes and make gifts for the holidays; this program was a great success with 15 teens attending. We also had seven teen volunteers who assisted the librarians with their various needs.

### **Teen Space:**

The Teen Space continues to thrive with a total of 536 students over 15 sessions; this averages out to around 35 teens per session. During one of these sessions, we hosted a Madden Video Game Tournament on the Xbox360 with 15 students participating.

### **Upcoming Programs:**

Mix it up Munchies and a Movie – January 24 @ 2:00pm

Teen Advisory Board (TAB) Meeting – January 31 @ 3:30pm

Chinese New Year Cooking! – January 31 @ 4:30pm

**City of Novi Historical Commission**

December 4th, 2013, 2:00 p.m.

Novi Library Local History Room

Minutes for November 2013, postponed till Dec. 4, due to TG

Call to Order:

Attendance: Boyle, Crawford, JRM, and Roy Prentice, plus liaison Betty Lang

Guests: Toni Bonner, Sue Grifor

Approval of Agenda: Crawford, sec. Boyle accepted by all

Approval of Minutes: Move to accept Boyle, sec Crawford, approved by all  
Finance Report: \$11,685.80 remaining after minor expenses so far this fiscal year out of total budget of \$13,500

Liaison Report: Betty Lang gave a handout, Local History Room rules for using the LH room for staff and Commission members, the LH room must be staffed at all times

Updates and Discussion

•Current Project updates

1. Library Display Cabinet – Discuss future exhibits

Roy put a display in the cabinet this week, next display will be about the Walled Lake casino. Some day will have Mayors display or electors collection

2. Speaker series. Upcoming programs

April 3rd, Novi Early history next talk, corr. by Crawford

Ford Mustang topic upcoming some day middle April, Kathy Crawford has lined up speakers

3. Motorcities Update: the display panels are all lined up except Novi Special, needs pictures of the factory, much of the car was built in California, we are looking for Novi pictures, esp something from the factory.

8 displays are in all for display 200 per each has been paid as a downpayment, remaining amount is 175 once the displays are finished.

discussion about the Dodge parks, which became State parks

4. Discussion of Oral History Project: Roy attempted to call each of the people who submitted resumes. Three have declined due to time problems, one person sounded some interest. Roy went thru the background of the search process for our new visitor, Toni. (She is a potential new member of the commission)



Discussion focused on can we do it ourselves or hire it out? How did we obtain these candidates? They were obtained thru Information sent to Wayne St University History Dept. Toni suggested that we Post it on [www.Indeed.com](http://www.Indeed.com) for pro bono or paid work, suggested by visitor Toni B.

#### 5. Purchase of 1877 Durant book for Library Collection

Discussion about this book, can we consider purchasing a new copy by Durant? cost of the book is in the range \$500 to \$900 - source Kings Rare books - Detroit. It was moved by Kathy Crawford that we purchase one copy of the Durant Book at a price not to exceed \$530, second by Lynne Boyle, the motion was approved unanimously by the commission.

- Other items, new business, Roy brought in some files and Materials that belong to the Commission plus a flashdrive with accumulated items esp computer images. Roy Prentice our current Chairman has informed the Commission and the city, that he is going to resign from the Commission after 9 yrs. The Commission thanks him for his excellent service to the city and the commission. New Chairperson needs to chosen.

Betty Lang asked us to consider spending some money to install more wooden doors on the cabinets for security and Reduction in Light to the sensitive books and documents. Motion to spend up to \$500 for additional wooden doors, moved by Crawford, sec. By Boyle, all approved

#### Next Meeting:

Wednesday, January 22nd, 2014, 2:00pm, Novi Library, there will be no December meeting due to the Christmas and New Year holidays in late December.  
Adjournment 3:15 PM

# Board & Administrator

FOR BOARD MEMBERS

January 2014 Vol. 30, No. 5

Editor: Jeff Stratton

## Keep passion for single issue in perspective

The member who serves on a board solely because of his passion for a single issue has some decisions to make. For instance, once his issue is dealt with, does he really care enough about the nonprofit's mission to want to stay on the board?

You see, there's a world of difference between serving only for a single issue and caring deeply, but appropriately, about a cause.

Board members who bring a passion for an issue to board service do have a great deal to offer. The key is to keep everything out in the open—no

hidden agendas, no backroom deals, no back channels of communication working to get what you want.

When you bring passion for a single issue to board service, it's important, and part of any "No surprises" commitment, to make your desires and concerns known to the full board and administrator.

Then, do your homework, study the issue and ask questions. Work through the board's decision-making structure. That's the right way to bring an issue to the board. ■

## Try these ideas to improve the board's advocacy efforts

Do you simply attend meetings, vote on motions and then go home? In addition to carrying out the board's policymaking role, it's important for board members to serve as advocates for their nonprofits. Here are some ideas to get you started:

- Organize a board trip to the statehouse to visit legislators.
- Become more assertive about identifying, supporting and even testifying on issues that are

important to your organization.

- If you belong to a community service organization or club, assume a leadership role by educating the group about your organization's mission.
- Write occasional letters to the editor.
- Volunteer to operate an information booth during community events.
- Write an editorial about your organization, its mission and its successful programs. ■

## Assess 'foreseeable scenarios' in bylaws

In its web article "The 15 Most Common Non-profit Bylaw Pitfalls," Venable LLP suggests the board should consider "what-if" scenarios that haven't yet come into play:

"Sometimes, for example, bylaws will contain a provision about removing a board member, but

leave out any provision covering how that position gets filled upon removal. It is important to take the time to carefully walk through all of the 'what-if' scenarios to avoid holes in the bylaws."

For more information, go to <http://www.venable.com>. ■

## Use this job description to focus board work

In Brian Foss and the Horatio Alger Association's new book, *Governing Effective Nonprofits in the 21st Century*, board members can find a wealth of practical information about serving on a board.

Below, you'll find a terrific job description for a nonprofit board member. You can download a free copy of *Governing Effective Nonprofits in the 21st Century* at <http://www.horatioalger.org/publications.cfm>.

### A Sample Board Member's Job Description for Any Nonprofit

- Understand and support the mission, programs and services of the organization.
- Accept the responsibilities of being a fiduciary of a corporation that exists for the public good using tax-exempt, tax-deductible funds.
- Make a multiyear commitment to participate actively in governance meetings and programs.
- Be among the first, most generous and consistent annual donors.
- Invite new people to become involved in the organization's work and to contribute financially.
- Assist other governance leaders in building relationships that will help the organization fulfill its mission.
- Be a steward of the public trust and a trustee of the organization's mission and resources.
- Keep the board's work focused on governance

issues, policy creation and setting strategic directions for the organization's future in a transparent and ethical manner.

- Keep the board focused on effectiveness in fulfilling the mission and programs, and creating an organization that is best-in-class.
- As a fiduciary, ensure that the organization is diversely funded, approve the annual budget and monitor fiscal affairs, conduct an audit annually, have fiscal controls in place, review IRS Form 990, and plan for the financial future of the corporation.
- Ensure the board has policies in place regarding board and staff conflicts of interest, self-dealing and transparency.
- Understand how the organization raises its funds and approve all of the fundraising practices and external contracts for fundraising.
- Leave management matters to the organization's CEO and help the board and staff continuously differentiate the roles of governance and management.
- Be an advocate and ally for the CEO, assuming such support is merited. Participate in the hiring, nurturing and evaluation of the CEO.
- Keep the board focused on the organization's mission.

Source: Brian Foss, *Governing Effective Nonprofits in the 21st Century*. Reprinted with permission. ■

## How strong is the board's governance commitment?

Use the checklist below to assess how effectively the board focuses on governance issues.

	Yes	No
The board sets goals for the administrator and the organization to achieve.	<input type="checkbox"/>	<input type="checkbox"/>
The board has a conflict of interest policy that it reviews and signs annually.	<input type="checkbox"/>	<input type="checkbox"/>
The board has a code of conduct for members.	<input type="checkbox"/>	<input type="checkbox"/>
The board has a policy that defines the relationship between the administrator and the board.	<input type="checkbox"/>	<input type="checkbox"/>
The board concentrates on setting policies, studying strategic issues, and monitoring results, leaving the management of the organization to the administrator.	<input type="checkbox"/>	<input type="checkbox"/>
The board periodically evaluates its meetings.	<input type="checkbox"/>	<input type="checkbox"/>
The board conducts an annual appraisal of its own performance.	<input type="checkbox"/>	<input type="checkbox"/>
The board meeting agendas contain policy and governance issues for the board's consideration.	<input type="checkbox"/>	<input type="checkbox"/>
The board develops an annual calendar of educational/professional board development activities.	<input type="checkbox"/>	<input type="checkbox"/>
The board has a governance committee.	<input type="checkbox"/>	<input type="checkbox"/>
The board has a clear process for the development and review of policy. ■	<input type="checkbox"/>	<input type="checkbox"/>



# Celebrate Our Diversity On MLK Day!

Join us on Monday, January 20 to honor  
Martin Luther King Jr. and recognize his passions!  
The day will consist of a storytime, activities, crafts  
and a very special author event!



Jean Alicia Elster



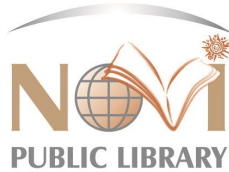
1-1:30pm  
Storytime  
Grades K-4

1:30-2:30pm  
Craftivities  
Grades K-4

7-8:30pm  
Jean Alicia Elster, author of  
The Colored Car

Registration Required  
Novilibrary.org  
248-349-0720





## Library Board Calendar

### **2014**

January 1	Holiday – New Year’s Day, Library Closed
<b>January 22</b>	<b>Library Board Regular Meeting-revised date</b>
<b>February 1</b>	<b>Budget Planning Session, East Meeting Room, NPL</b>
<b>February 19</b>	<b>Library Board Regular Meeting</b>
<b>March 1</b>	<b>Budget Planning Session, East Meeting Room, NPL</b>
<b>March 19</b>	<b>Library Board Regular Meeting</b>
<b>April</b>	<b>Budget presented to Council, TBD</b>
April 13-19	National Library Week
April 19	Library Closed
April 20	Holiday – Easter, Library Closed
<b>April 24</b>	<b>Library Board Regular Meeting-revised date</b>
May	<b>Library Board – Goal Setting Session, TBD</b>
May 11	Holiday – Mother’s Day, Library Closed
<b>May 21</b>	<b>Library Board Regular Meeting</b>
May 26	Holiday – Memorial Day Observed, Library Closed
June 13	Library Staff In-Service, Library Closed
June 15	Holiday – Father’s Day, Library Closed
<b>June 18</b>	<b>Library Board Regular Meeting</b>
<b>June 18</b>	<b>Library Director Annual Review</b>
July 4	Holiday – Independence Day, Library Closed
<b>July 16</b>	<b>Library Board Regular Meeting</b>
August – October	Community Reads Program
<b>August 20</b>	<b>Library Board Regular Meeting</b>
August 30	Library Closed
August 31	Library Closed
September 1	Holiday – Labor Day, Library Closed
<b>September 17</b>	<b>Library Board Regular Meeting</b>
<b>October 15</b>	<b>Library Board Regular Meeting</b>
November 4	General Election Day
<b>November</b>	<b>Annual Library Report – City Council Meeting, TBD</b>
<b>November 19</b>	<b>Library Board Regular Meeting</b>
November 21	Library Staff In-Service, Library Closed
November 26	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 27	Holiday – Thanksgiving, Library Closed
<b>December 17</b>	<b>Library Board Regular Meeting</b>
<b>December 17</b>	<b>Library Director – Mid-year Review</b>
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

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