

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, August 20, 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.

- Call to Order and Roll Call
- Pledge of Allegiance
- Approval and Overview of Agenda
- Consent Agenda
 - 1. Approval of Claims and Warrants L521 3
 - 2. Approval of Regular Meeting Minutes – July 16, 2014 5
- Correspondence
 - A. Email correspondence by Lika and Sanjay Gupta, Novi Residents – Sunday, July 27, 2014.....14
- 6. Presentation
 - A. Check presentation by Community Financial and Walmart to the Chamber Music Society of Detroit in partnership with the Novi Public Library for the 2014-2015 Listen @ the Library music series.
 - B. Recognition of Library staff for Excellent Customer Service: Mary Robinson, Mei Shih and Margi Karp-Opperer
 - C. Recognition of Library staff for Above and Beyond Performance: Elizabeth Kopko and Tia Marie Sanders
- 7. Public Comment
- 8. President’s Report
 - A. 2014-2015 Library Board Goals..... (Information still being compiled by the Library staff)
- 9. Treasurer’s Report
 - A. Library Budget 2014-2015..... 15
 - B. Library Financials and Walker Fund 18
 - C. Library cafe revenue report – due 15th of the month – N/A
 - 1. As of August 15, 2014, the final café payment for June 2014 had not been received
 - 2. Food Service Establishment Inspection Report – 7/15/2014.....24
- 10. Director’s Report.....26
 - A. Art Policy (2nd Draft).....29
 - B. Library Closings for 2015 (1st Draft).....31
 - C. Selection and Separation Policy (1st Draft).....32
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 - H. Historical Commission Report – Motorcities Marker Unveiling, September 5, 2014.....51
 - I. Friends of the Novi Library – Novi News Article for Immediate Release.....52
- 12. Student Representatives Report 53

- 13. Committee Reports
 - A. Policy Committee (Margolis, Messerknecht, Margolis- chair)
 - B. HR Committee (Lesko, Verma – chair)
 - 1. Meeting on July 15th to look at personnel budgets (increased minimum wage, retirement incentive package option)
 - C. Finance Committee (Czekaj, Sturing, Margolis – chair)
 - D. Fundraising Committee (Lesko, Mena – chair)
 - Meeting scheduled for: September 3, 2014 at 7:00pm at the Novi Public Library to discuss future fundraising initiatives. Trustee Sturing has offered to attend the meeting in place of Trustee Mena.
 - E. Strategic Planning Committee (Messerknecht, Sturing, Mena- chair)
 - F. Building/Landscape Committee (Messerknecht, Margolis, Czekaj – chair)

14. Public Comment

15. Matters for Board Discussion

- A. Art Exhibit Policy (2nd draft).....29
- B. Library Closings for 2015 (1st draft).....31
- C. Selection and Separation Policy (1st draft).....32

16. Matters for Board Action

- A. Approve Art Exhibit Policy (2nd draft).....29

17. Executive Session – continuation of Director’s Evaluation

18. Adjourn

Supplemental Information:

- Library Board Calendar 54

Future Events:

- Novi Historical Commission Regular Meeting – Wednesday, August 27th at 2:00pm, Novi Public Library
- **LIBRARY CLOSED – August 30, 31 and September 1 – LABOR DAY WEEKEND**
- Motorcities Marker Unveiling – Friday, September 5th at 6:00pm, Pavilion Shore Park in Novi (see flyer)
- Friends of the Novi Library Regular Meeting – Wednesday, September 10th at 7:00pm, Novi Public Library
- Library Board Regular Meeting – Wednesday, September 17th at 7:00pm, Novi Council Chambers
- Fall for Novi – Saturday, September 20th at 11:00am, Civic Center
- Novi Historical Commission Regular Meeting – Wednesday, September 24th at 2:00pm, Novi Public Library
- Library and Friends Cornucopia of Thanks event – Friday, October 24th at 7:00pm, Novi Public Library
- Community Reads Author Event – Tuesday, November 18th at 7:00pm, Novi Public Library



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

<http://www.novilibrary.org>

Warrant 521		August 2014	
Payable to	Invoice #	Account number	Account total
Alex Delvecchio Ent., LLC		268-000.00-727.000	\$ 26.71
Engraving Connection		268-000.00-727.000	\$ 118.09
J.L. Geisler Corp.		268-000.00-727.000	\$ 28.90
Global Office Solutions		268-000.00-727.000	\$ 2,211.10
Home Depot		268-000.00-727.000	\$ 23.25
Michigan Chamber Services		268-000.00-727.000	\$ 37.50
1&1 Internet Inc.		268-000.00-734.000	\$ 34.97
<i>Municipal Web Services (website)</i>	<i>June 2014; 13-14 fy</i>	<i>268-000.00-734.000</i>	\$ 577.50
Thawte	SSL Web Server Cert; 14-15 fy	268-000.00-734.000	\$ 348.00
VidCom Solutions, Inc.		268-000.00-734.000	\$ 164.85
Walmart.com	Tracfone 1 yr ser/400 min	268-000.00-734.000	\$ 199.76
Amazon.com		268-000.00-734.500	\$ 122.73
CDW-G	Battery/Poweredge;14-15	268-000.00-734.500	\$ 400.55
Gaylord Bros., Inc.		268-000.00-740.000	\$ 656.00
Global Office Solutions		268-000.00-740.000	\$ 734.70
Gordon Food Service		268-000.00-740.000	\$ 9.98
Sanitor		268-000.00-740.000	\$ 178.46
Showcases		268-000.00-740.000	\$ 196.83
Specialty Store Services		268-000.00-740.000	\$ 228.13
Amazon.com		268-000.00-742.000	\$ 41.88
<i>Barnes & Noble</i>		<i>268-000.00-742.000</i>	\$ 5,629.30
<i>Bernan</i>		<i>268-000.00-742.000</i>	\$ 176.55
Bridgeall Libraries Limited		268-000.00-742.000	\$ 8,775.00
Brodart		268-000.00-742.000	\$ 4,800.83
<i>Center Point Large Print</i>		<i>268-000.00-742.000</i>	\$ 128.82
<i>Gale Cengage</i>		<i>268-000.00-742.000</i>	\$ 1,202.92
Gale Cengage		268-000.00-742.000	\$ 507.85
<i>Home Depot</i>	<i>Read Boxes/DPS</i>	<i>268-000.00-742.000</i>	\$ 47.56
Multicultural Books & Videos		268-000.00-742.000	\$ 268.81
Allen Park Public Library		268-000.00-742.100	\$ 36.99
<i>Livonia Public Library - Civic Center</i>		<i>268-000.00-742.100</i>	\$ 57.90
Library Ideas	Freegal 7/1/14-6/30/15; 14-15 fy	268-000.00-744.000	\$ 8,400.00
<i>Midwest Tape</i>		<i>268-000.00-744.000</i>	\$ 204.94
Midwest Tape		268-000.00-744.000	\$ 371.91
Overdrive		268-000.00-744.000	\$ 2,371.30
Recorded Books, Inc.	14-15 fy;IndieFlix Multi Acc	268-000.00-744.000	\$ 3,000.00
Midwest Tape		268-000.00-745.200	\$ 1,299.35
The Library Network	Biography Dig Arch;7/14- 6/15	268-000.00-745.300	\$ 1,489.87
Bright House Networks Business Solutions		268-000.00-801.925	\$ 82.03
<i>Providence Occupational Health Part</i>		<i>268-000.00-804.000</i>	\$ 53.90
Michigan Library Association		268-000.00-809.000	\$ 680.00
Northville Newcomers & Neighbors		268-000.00-809.000	\$ 25.00
Novi Chamber of Commerce		268-000.00-809.000	\$ 330.00

Novi Rotary		268-000.00-809.000	\$ 190.00
<i>H&K Janitorial Service, Inc.</i>	<i>Jun-14</i>	<i>268-000.00-817.000</i>	\$ 3,150.00
H&K Janitorial Service, Inc.	July 2014; 14-15 fy	268-000.00-817.000	\$ 3,150.00
AT&T		268-000.00-851.000	\$ 152.22
TelNet Worldwide		268-000.00-851.000	\$ 504.27
<i>Verizon Wireless</i>		<i>268-000.00-851.000</i>	\$ 382.87
<i>The Library Network</i>	<i>Datamail;4/1-6/30/14;13-14fy</i>	<i>268-000.00-855.000</i>	\$ 504.89
The Library Network	Sh Auto7/1-9/30/14;14-15fy	268-000.00-855.000	\$ 10,732.73
City of Novi	Fuel; 7/31/14;14-15fy	268-000.00-861.000	\$ 60.90
<i>Dominick, Marcia</i>		<i>268-000.00-880.000</i>	\$ 34.14
Sam's Club		268-000.00-880.000	\$ 13.26
YP		268-000.00-880.000	\$ 63.00
Astute Artistry, LLC		268-000.00-880.268	\$ 100.00
BestBuy		268-000.00-880.268	\$ 125.00
Burdick, Dianne Carroll		268-000.00-880.268	\$ 150.00
D'Agnillo, John		268-000.00-880.268	\$ 200.00
Durrett, Erin		268-000.00-880.268	\$ 20.91
Gordon Food Service		268-000.00-880.268	\$ 75.06
Hathaway, Megan		268-000.00-880.268	\$ 37.71
Hathaway, Megan		268-000.00-880.268	\$ 25.00
Jelier, Jaye Beeler		268-000.00-880.268	\$ 200.00
JoAnn Fabrics		268-000.00-880.268	\$ 14.47
Michaels		268-000.00-880.268	\$ 28.10
Mutch, Kathleen		268-000.00-880.268	\$ 100.00
Oriental Trading Company, Inc.		268-000.00-880.268	\$ 103.48
Party City		268-000.00-880.268	\$ 15.98
Preston, Jennifer		268-000.00-880.268	\$ 98.31
Rhode Island Novelty		268-000.00-880.268	\$ 149.60
Sam's Club		268-000.00-880.268	\$ 99.16
ToysRUs		268-000.00-880.268	\$ 14.99
Walmart		268-000.00-880.268	\$ 58.58
Williams, Cynthia		268-000.00-880.268	\$ 100.00
Lazy I Corp. (Cliff Bells)	On the Road Program	268-000.00-880.271	\$ 500.00
<i>Konica Minolta Business Solutions</i>		<i>268-000.00-900.000</i>	\$ 362.13
Konica Minolta Business Solutions		268-000.00-900.000	\$ 137.41
VistaPrint		268-000.00-900.000	\$ 89.99
<i>Consumers Energy</i>	<i>6/11-7/11/14; 13-14fy</i>	<i>268-000.00-921.000</i>	\$ 198.93
AT&T	July 13-Aug 12, 2014; 14-15 fy	268-000.00-922.000	\$ 22.68
<i>DTE</i>	<i>May 22-June 23, 2014</i>	<i>268-000.00-922.000</i>	\$ 11,252.63
<i>City of Novi</i>	<i>3/17-6/18/14; 13-14 fy</i>	<i>268-000.00-923.000</i>	\$ 1,335.14
Aero Filter, Inc.		268-000.00-934.000	\$ 118.98
Allied Waste Services		268-000.00-934.000	\$ 182.66
<i>Cintas</i>		<i>268-000.00-934.000</i>	\$ 63.50
Cintas		268-000.00-934.000	\$ 246.50
Dalton Commercial Cleaning Corp	quarterly clean; 14-15 fy	268-000.00-934.000	\$ 1,820.00
Home Depot		268-000.00-934.000	\$ 144.78
<i>Lighting Supply Company</i>		<i>268-000.00-934.000</i>	\$ (18.36)
<i>Lyon Mechanical, Inc.</i>		<i>268-000.00-934.000</i>	\$ 1,570.38
Lyon Mechanical, Inc.		268-000.00-934.000	\$ 2,315.33

<i>Orkin</i>		<i>268-000.00-934.000</i>	\$ 58.30
Schindler Elevator Corp	insp;7/1/14-6/30/15;14-15fy	268-000.00-934.000	\$ 1,068.36
Sherwin- Williams		268-000.00-934.000	\$ 3.72
<i>Touch of Tropics</i>		<i>268-000.00-934.000</i>	\$ 55.00
<i>Voss Lighting</i>		<i>268-000.00-934.000</i>	\$ 180.00
Voss Lighting		268-000.00-934.000	\$ 57.50
Novi-Motive, Inc.		268-000.00-935.000	\$ 1,557.95
<i>B&B Landscaping</i>	<i>May/June 2014; 13-14 fy</i>	<i>268-000.00-941.000</i>	\$ 1,355.00
<i>C&J Parking Lot Sweeping, Inc.</i>		<i>268-000.00-941.000</i>	\$ 55.00
C&J Parking Lot Sweeping, Inc.		268-000.00-941.000	\$ 55.00
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,661.16
Corrigan Record Storage	July; 14-15 fy	268-000.00-942.100	\$ 19.24
Eastern Michigan University		268-000.00-956.000	\$ 240.00
Farmington Community Library		268-000.00-956.000	\$ 30.00
Lang, Betty		268-000.00-956.000	\$ 148.36
Seekingmichigan.org		268-000.00-956.000	\$ 50.00
TOTAL			\$ 93,872.62
Accounts indicated in red 13-14 fy			



CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
JULY 16, 2014

DRAFT

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

Library Board

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

Absent and Excused

Larry Czekaj, Treasurer
Mark Sturing, Board Member

Student Representatives

Ruchira Ankireddygari

Student Representative Absent and Excused

Ziyang Huang

Library Staff

Julie Farkas, Director
Betty Lang, Information Services Librarian
Marcia Dominick, Administrative Assistant
Julie Prottengeier, Office Assistant

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

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

3. **Approval and Overview of Agenda**

- A request to remove **Section 4. Consent Agenda, Item #1** and move to **Section 9. Treasurer's Report, Item E. Approval of Claims and Warrants L520.**
- Remove **Section 17. Executive Session** and move to the August 20, 2014 Library Board Meeting.

- **Section 15. Matters for Board Discussion, Item A** is an Action Item and will be addressed under **Section 16. Matters for Board Action, Item B Approve 269 Library Contributed Funds budget 2014-2015.**

A motion was made to approve the July 16, 2014 Agenda as amended.

1st – Ramesh Verma

2nd – John Lesko

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the Consent Agenda with only Item #2 and Item #3 of the July 16, 2014 as amended.

1st – John Lesko

2nd – David Margolis

The motion was passed unanimously.

Consent Agenda Item #1 is to be addressed in Section 9, Item E.

5. Correspondence

A thank you letter was received by Director, Julie Farkas, from Kazuyuki Katayama, Ph.D., the Consul General of Japan, for providing him a tour of the Library. He commends the Library and the City of Novi for providing the near 3,000 Japanese currently residing in Novi with the support they receive.

6. Presentation

A. Recognition for Read Box Project: Gary Kelber – Rotarian (\$1,500 Rotary Donation), Caleb Foerg- Novi High School Student and Jaclyn DeCarolis – Art Institute of Novi student (Artists)

Julie Farkas thanked the Novi Rotary for their generous donation of \$1,500 and their support to the Read Box Project to allow the construction and the artwork to be placed on each of the Read Boxes. The two new boxes were placed in ITC Park and Rotary Park. The original Read Box is located in Lakeshore Park. Artists Caleb Foerg and Josh Dilworth were thanked for their original artwork on the ITC Read Box. Artist Jaclyn DeCarolis was not able to be present but was also thanked for her original artwork to the Rotary Park Read Box.

There are additional funds remaining and they will be used for a fourth (4th) Read Box.

Julie also thanked the City of Novi Parks, Recreation & Cultural Services Department and the DPS for their assistance with the Read Box Project.

B. Historical Commission Year in Review – Betty Lang, Liaison

Betty Lang, liaison for the Historical Commission, provided a Year-in-Review for the 2013-2014 Historical Commission. Much was accomplished with the small committee as there was a shortage of members. Roy Prentice was an amazing leader and accomplished many projects during his tenure. He has now passed on the torch to Kathy Crawford to take the lead.

There will be a Historical Document Donation day scheduled for this fall.

On Friday, September 5, 2014 at Pavilion Shores Park, will be an unveiling of the MotorCities Project.

7. **Public Comment**

There was no public comment.

8. **President's Report**

A. **2014-2015 Library Board Goals**

A draft of the 2014-15 Library Board Goals document is located on page 16 of the July 16, 2014 Library Board Packet, which is awaiting approval.

9. **Treasurer's Report**

A. **Library Budget 2014-2015**

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

B. **269 Library Contributed Fund Budget 2014-2015**

The first draft of the 269 Library Contributed Funds 2014-2015 dated July 11, 2014 is included on page 20 of the July 16, 2014 Library Board Packet.

C. **Library Financials and Walker Fund – June 30, 2014**

The Financials and Contributed (Walker) Fund Reports ending June 30, 2014 are located on pages 21-26 of the July 16, 2014 Library Board Packet.

Based on the reported figures, it is anticipated that the Library will not be using the total allocated fund balance for the 2013-14 fy.

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

There was no report provided as the funds were not received by the time of this meeting.

Julie has a meeting scheduled with Mr. Bernstein, owner of the Read-A-Latte Café, regarding the late May and June 2014 payments. The Library still retains the café's \$500 security deposit.

E. **Consent Agenda**

A motion was made to approve **Consent Agenda Item #1 Claims and Warrant L520** as presented.

1st – Crain Messerknecht

2nd – John Lesko

The motion was approved unanimously.

10. **Director's Report**

The Director's Report is provided on pages 27-31 of the July 16, 2014 Library Board Packet. Highlights of the report are:

- A huge thank you to the Novi Rotary for their generous \$1,500 donation to the Read Box Project.
- The artists for this year's Read Boxes are Caleb Foerg, John Dilworth and Adam Van Wiemeersch, Novi High School students who designed and provided the artwork for the ITC Read Box, and Jaclyn DeCarolis from the Art Institute of Novi who designed and provided the artwork for the Rotary Park Read Box. All are beautifully done – thank you!
- Listen @ the Library will celebrate its 4th season at the Novi Public Library.
- The Coupon fundraiser has netted \$3,600 to date.

- Dr. Lee Meadows, Professor at Walsh College, will be working with the Library staff on the best ways to understand and work with difficult patrons.
- The Year End Performances for the staff have been completed and managers will begin working on the 2014-15 goals with their staff.

A. Art Exhibit Policy (1st draft)

The first draft of the Art Exhibit Policy is located on pages 29-30 of the July 16, 2014 Library Board Packet. This policy mirrors the City of Novi's Art Exhibit Policy. Art hangers are located in the Teen Stop and in the Quiet Reading Room.

B. Teen Space annual report by Jennifer Preston, Librarian

The Teen Space annual report is located on page 31 of the July 16, 2014 Library Board Packet. This year's attendance more than doubled with 6,725 participants compared to the first year of Teen Space where they saw 3,148. The Novi Public Library is partnered with the Novi Community Schools, Novi Parks, Recreation & Cultural Services, and the Novi Youth Assistance. Each of these groups take turns in providing monitors during the time the Teen Space is open at the Library.

11. Additional Reports

A. Public Services Report

The Public Services Report is provided by Margi Karp-Opperer and is located on pages 32-33 of the July 16, 2014 Library Board Packet.

Highlights include:

- Summer Reading Program started on June 16 and is breaking last year's numbers.
- There were numerous monthly Adult programs; five (5) featured adults programs; and five (5) special business/financial programs.
- There were ten (10) Summer Reading programs for the Youth.
- There were 16 monthly Youth programs held.
- The Tween and Teens attended six (6) programs.

B. Building Operations Report

The Building Operations Report is provided by Mary Ellen Mulcrone and is located on page 34 of the July 16, 2014 Library Board Packet.

Highlights include:

- The quarterly preventive maintenance for our HVAC system was performed.
- The supplier for the possible air curtain for the front entrance has been contacted to identify a location for staff to look at the system and see it in action.
- Carpeting has been cleaned in designated high traffic areas.
- Bids were received for the janitorial services and are being reviewed.
- The flow sensor/switch on the fire suppression system was replaced.
- A motor on one of the rooftop exhaust fans was replaced.

A study requested by the City of Novi regarding the entrance off of Ten Mile to the Library, was conducted. A meeting will be held next week to work with the City on options.

Mary Ellen Mulcrone has been asked to attend Library Board meetings to provide updates pertaining to building operations.

C. Library Usage Statistics – June 2014

The June 2014 statistics are located on pages 35-42 of the July 16, 2014 Library Board Packet.

Highlights include:

- 470 Library cards issued – 4,444 for the 2013-14 fy
- 76,794 items checked out – 799,475 for the 2013-14 fy
- Number of items borrowed from TLN – 3,970 – 48,787 total items borrowed from TLN and MEL for 2013-14 fy
- Number of items borrowed from MEL – 79
- Number of items loaned through TLN – 4,972 – 57,463 total items loaned to TLN and MEL for 2013-14 fy
- Number of items loaned through MEL – 81
- 62.24% of all items checked out were completed on self – checkout stations- 58.38% or 466,820 for 2013-14 fy
- Total circulation – 76,794
- Daily average people using the Library was 1,412 – 401,984 visitors entered the Library in 2013-14 fy for a daily average of 1,182
- Early Literacy workstation usage 968 – 10,979 total sessions for 2013-14 fy
- Daily average computer logins – 1,824 – 457,595 total computer logins for 2013-14 fy for a daily average of 1,346
- Technology Sessions – 14 with 23 participants – 221 sessions saw 354 attendees for 2013-14 fy
- Check-outs Freegal – 1,913 (18,531 total for 2013-14 fy); Overdrive – 4,239 (43,412 total for 2013-14 fy); Zinio – 699 (7,274 total Novi checkouts for the 2013-14 fy)
- Charging Station Usage – 5 – 35 total for the 2013-14 fy
- Meeting Room Rentals – 21 – 435 rentals for a total of 13,684 visitors
- Library App Visits – 22,604 – 159,740 visitors to our App for 2013-14 fy

D. Friends of Novi Library – Approved 2014-2015 Wishlist, Annual Library Contributions and Budget

The Friends of Novi Library approved the 2014-2015 Wishlist in the amount of \$18,163 with the list located on page 43 of the July 16, 2014 Library Board Packet, along with their Annual Library Contributions in the amount of \$12,550 for the 2014-2015 fiscal year. The Friends provided their approved 2014-2015 Budget, which is located on page 44 of the July 16, 2014 Library Board Packet.

E. Historical Commission Report – May 27, 2014 minutes

The Historical Commission held their monthly meeting on May 27, 2014 with their approved minutes located on pages 45-46 of the July 16, 2014 Library Board Packet.

F. TLN Bits and Pieces & Director's Reports (June 2014, July 2014)

The June and July 2014 TLN Bits and Pieces, and the Director's Years-in-Review for 2009-2014 Reports are located on pages 47-54 of the July 16, 2014 Library Board Packet.

12. Student Representatives Report

The Student Representatives Report is provided on page 55 of the July 16, 2014 Library Board Packet.

Highlights include:

- Programs:
 - Two Teen Volunteer Orientation meetings were held with a total of 83 in attendance.
 - On Saturday, June 7, a teen book club meeting was held with 8 attending.
 - *The One and Only Ivan* was discussed on June 16 with 15 attending.
 - The annual Tie-Dye event was kicked-off with 85 enthusiastic 5th – 12th graders in attendance.
 - This year's two Summer Reading Program interns are: Jiaying Li and Tanya Madhani.
 - There are 687 tween/teens signed up for the Spark a Reaction Summer Reading Program.

- The R.E.P.T.I.L.E.s program was a hit with 65 teens and 20 adults.
- The Library benefitted with the help of 117 teen volunteers between the Summer Reading Program and other programs held at the Library.
- Upcoming Programs:
 - July 8 – Summer Book-Making Craft
 - July 15 – Ann Arbor Hands-On Museum Science Festival
 - July 22 – Teen Uno Tournament
 - July 29 – Zombies Among Us!

13. Committee Reports

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

There was no report provided.

B. HR Committee (Lesko, Verma – chair)

The HR Committee met with Julie Farkas to discuss ways of reducing expenditures by 20%.

The Committee also discussed the increase in minimum wage from \$7.40 to \$8.15 per hour effective September 1, 2014, and Julie will bring to the August Board meeting how it impacts the Library.

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

There was no report provided.

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

There was no report provided.

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

There was no report provided.

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

There was no report provided.

14. Public Comment

There was no public comment.

15. Matters for Board Discussion

A. 269 Library Contributed Funds budget 2014-2015

This item will be discussed in **Section 16. Matters for Board Action**, Item B.

B. Art Exhibit Policy (1st Draft)

This item has been discussed.

C. Change in date for 2015 MLA Annual Conference from October 15-17 to October 28-29 for closing the Novi Library at 5:00 p.m. one of those dates to host a private reception for state wide library professionals.

The original dates provided and approved were incorrect with the new dates provided for closing of the Library at 5 p.m. to host the MLA Annual Conference reception at the Library.

A motion was made to approve October 28 or October 29, 2015 to host a reception at the Novi Public Library for the Michigan Library Association closing at 5 p.m. to the public for a private conference reception.

1st – John Lesko

2nd – Ramesh Verma

Friendly amendment to rescind the prior approved October 15-17, 2015 dates.

1st – John Lesko

2nd – Craig Messerknecht

The motion was passed unanimously.

16. Matters for Board Action

A. Approve 2014-2015 Goals

The Library Board held their Library 2014-2015 Goal Setting meeting on June 25, 2014. The proposed Goals are located on page 16 of the July 16, 2014 Library Board Packet. A clarification of proposed Goal#2 regarding the 20% reduction of the fund balance usage was requested.

Change Goal #2 to read:

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

1st – Craig Messerknecht

2nd – John Lesko

The motion was approved unanimously to approve the 2014-2015 Library Goals as amended.

Library Goals 2014-2015

- a. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
- b. Develop a fiscal plan for 2015-2016 to reduce the projected fund balance of \$468,575 by approximately 20%.
- c. Create a higher level of awareness for Library Board member representation, ambassadors and employment.
- d. Provide quality services, collections, programs and technology with an emphasis on the aging population.
- e. The Library Board shall be active & engaged and represent the Library in Novi and the greatly library community.
- f. Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.
- g. Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.
- h. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

B. Approve 269 Library Contributed Funds budget 2014-2015

The 269 Library Contributed Funds budget was broken down to five (5) major categories relating to general usage of various sub-funds within 269 that are either going to be restricted or designated for specific purpose:

- o Collections/Materials
- o Buildings/Grounds/Furniture
- o Programming
- o Technology
- o Undesignated (Miscellaneous)

Suggestions:

- Include investment earnings on the \$1.5 million of \$7,620.05 to allow for a net sum zero.
- Boost budget revenue by \$10,000.
- Boost budget expenditures by \$10,000.

The 269 Library Contributed Funds second draft will be brought to the August 20, 2014 Library Board meeting.

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

The Executive Session was postponed until the August 20, 2014 Library Board Meeting.

18. Adjourn

A motion was made to adjourn the meeting at 9:06 p.m.

1st – Ramesh Verma

2nd – John Lesko

The motion was passed unanimously.

Ramesh Verma, Secretary

Date

Email Correspondence received on Sunday, July 27, 2014

Julie & April - we wanted to say THANKS for having the exhibit on June 28th. The event was great for the painters / Novi students. We are really proud to have Neal's painting displayed at the Novi Library. Attached is the picture of Neal with you two for memories. Thanks again.

Lika & Sanjay



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

741.000	Uniforms	300.00	300.00	300.00	300.00
Materials					
742.000	Books	220,500.00	220,500.00	210,000.00	211,000.00
742.100	Book Fines	700.00	1,200.00	1,500.00	1,500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,000.00	20,000.00	21,200.00	21,200.00
744.000	Audio visual materials	56,500.00	61,500.00	67,700.00	70,000.00
745.200	Electronic media	55,700.00	55,700.00	58,500.00	66,000.00
745.300	Online (Electronic) Resources	60,000.00	55,000.00	60,000.00	60,000.00
Total Supplies & Materials		578,900.00	578,700.00	585,600.00	586,900.00
Expenditures					
Services & Charges					
Account	Description				
801.925	Public Information (cable)	1,000.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,500.00	3,500.00	3,500.00	3,500.00
803.000	Independent Audit	700.00	590.00	700.00	700.00
804.000	Medical Service	500.00	1,000.00	1,000.00	1,000.00
806.000	Legal Fees	1,500.00	0.00	1,000.00	1,000.00
809.000	Memberships & Dues	5,500.00	5,500.00	4,500.00	4,500.00
816.000	Professional services	3,000.00	2,500.00	3,000.00	8,000.00
817.000	Custodial Services	37,200.00	37,200.00	37,800.00	37,800.00
818.000	TLN Central Services	5,000.00	4,750.00	4,750.00	5,500.00
851.000	Telephone	17,000.00	15,000.00	16,500.00	17,000.00
855.000	TLN Automation Services	63,900.00	63,900.00	66,500.00	69,100.00
862.000	Mileage	500.00	150.00	1,250.00	1,250.00
880.000	Community Promotion	5,000.00	6,000.00	5,000.00	5,000.00
880.267	Library Programming - Book It	1,000.00	0.00	1,000.00	1,000.00
880.268	Library Programming	26,000.00	22,000.00	20,000.00	20,000.00
880.271	Adult Programming	0.00	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	30,000.00	28,000.00	28,800.00	29,500.00
910.000	Property & Liability Insurance	12,800.00	13,668.00	13,000.00	13,400.00
921.000	Heat	17,500.00	17,500.00	17,500.00	18,000.00
922.000	Electricity	90,500.00	90,500.00	93,200.00	96,400.00
923.000	Water and Sewer	6,000.00	6,000.00	6,500.00	6,500.00
934.000	Building Maintenance	55,500.00	76,300.00	73,900.00	73,900.00
935.000	Vehicle Maintenance	1,500.00	1,500.00	1,500.00	1,500.00
941.000	Grounds Maint.	25,000.00	47,100.00	26,000.00	27,300.00
942.000	Office Equipment Lease	13,000.00	13,000.00	12,000.00	12,000.00
942.100	Records storage	100.00	250.00	250.00	250.00
956.000	Conferences & Workshops	15,500.00	17,000.00	11,000.00	15,500.00
Total Services & Charges		438,700.00	473,908.00	451,150.00	470,600.00
Expenditures					
Capital Outlay					
Account	Description				
962.000	Contingency	0.00	0.00	0.00	0.00
934.000	Building Maint. - Plumbing/Main Ent			24,500.00	

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

08/15/2014		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI				
PERIOD ENDING 07/31/2014						
% Fiscal Year Completed: 8.49						
		2014-15	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED	07/31/2014	MONTH 07/31/2014	BALANCE	% BDGT
		BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 268 - LIBRARY FUND 268						
Dept 000.00-treasury						
Property tax revenue						
268-000.00-403.000	Property Tax Revenue - Current Levy	2,372,280.00	2,372,091.47	2,372,091.47	188.53	99.99
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(42,081.00)	(314.77)	(314.77)	(41,766.23)	0.75
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	(15,000.00)	0.00	0.00	(15,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(199.00)	(199.00)	(199.00)	0.00	100.00
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(6,000.00)	0.00	0.00	(6,000.00)	0.00
Property tax revenue		2,309,000.00	2,371,577.70	2,371,577.70	(62,577.70)	102.71
State sources						
268-000.00-567.000	State aid	20,000.00	0.00	0.00	20,000.00	0.00
State sources		20,000.00	0.00	0.00	20,000.00	0.00
Licenses, permits & charges for services						
268-000.00-633.100	Insurance Reimbursement	0.00	913.00	913.00	(913.00)	100.00
Licenses, permits & charges for services		0.00	913.00	913.00	(913.00)	100.00
Fines and forfeitures						
268-000.00-657.000	Library book fines	74,000.00	6,120.84	6,120.84	67,879.16	8.27
268-000.00-658.000	State penal fines	73,000.00	83,205.14	83,205.14	(10,205.14)	113.98
Fines and forfeitures		147,000.00	89,325.98	89,325.98	57,674.02	60.77
Interest income						
268-000.00-664.000	Interest on investments	25,700.00	2.51	2.51	25,697.49	0.01
Interest income		25,700.00	2.51	2.51	25,697.49	0.01
Other revenue						
268-000.00-665.000	Miscellaneous income	17,000.00	1,518.41	1,518.41	15,481.59	8.93
268-000.00-665.100	Copier	2,500.00	209.33	209.33	2,290.67	8.37
268-000.00-665.200	Electronic media (previously VHS)	300.00	12.00	12.00	288.00	4.00
268-000.00-665.266	Summer reading t-shirt sales	2,800.00	0.00	0.00	2,800.00	0.00
268-000.00-665.290	Library fund raising revenue	3,000.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	23,000.00	2,109.11	2,109.11	20,890.89	9.17
268-000.00-665.404	Novi Township assessment	5,900.00	0.00	0.00	5,900.00	0.00
268-000.00-665.650	Library Cafe	5,000.00	0.00	0.00	5,000.00	0.00
268-000.00-665.800	Paper/supplies/public computers	0.00	398.54	398.54	(398.54)	100.00
Other revenue		59,500.00	4,247.39	4,247.39	55,252.61	7.14
Donations						
268-000.00-665.400	Gifts and donations	5,000.00	0.00	0.00	5,000.00	0.00

Donations		5,000.00	0.00	0.00	5,000.00	0.00
Personnel services						
268-000.00-704.000	Permanent salaries	952,200.00	48,023.77	48,023.77	904,176.23	5.04
268-000.00-704.200	Wages - Stipend	47,700.00	0.00	0.00	47,700.00	0.00
268-000.00-705.000	Temporary salaries	636,800.00	15,416.13	15,416.13	621,383.87	2.42
268-000.00-715.000	Social security	122,000.00	8,815.43	8,815.43	113,184.57	7.23
268-000.00-716.000	Insurance	173,000.00	(556.24)	(556.24)	173,556.24	(0.32)
268-000.00-716.200	HSA - employer contribution	4,000.00	156.26	156.26	3,843.74	3.91
268-000.00-718.000	Pension - DB Normal Cost	0.00	1,247.00	1,247.00	(1,247.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	0.00	(656.76)	(656.76)	656.76	100.00
268-000.00-718.200	Pension - defined contribution	27,700.00	1,934.54	1,934.54	25,765.46	6.98
268-000.00-718.500	Retiree health care benefits	0.00	289.44	289.44	(289.44)	100.00
268-000.00-720.000	Workers compensation	2,500.00	325.13	325.13	2,174.87	13.01
Personnel services		1,965,900.00	74,994.70	74,994.70	1,890,905.30	3.81
Supplies						
268-000.00-727.000	Office supplies	15,000.00	2,445.55	2,445.55	12,554.45	16.30
268-000.00-728.000	Postage	700.00	0.00	0.00	700.00	0.00
268-000.00-734.000	Computer supplies, software & licensing	96,900.00	1,307.70	1,307.70	95,592.30	1.35
268-000.00-734.500	Computer supplies/equipment	21,000.00	403.28	403.28	20,596.72	1.92
268-000.00-740.000	Operating supplies	32,800.00	1,859.06	1,859.06	30,940.94	5.67
268-000.00-741.000	Uniforms	300.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	210,000.00	18,992.37	18,992.37	191,007.63	9.04
268-000.00-742.100	Library Book - Fines	1,500.00	53.98	53.98	1,446.02	3.60
268-000.00-743.000	Library periodicals	21,200.00	0.00	0.00	21,200.00	0.00
268-000.00-744.000	Audio visual materials	67,700.00	14,722.16	14,722.16	52,977.84	21.75
268-000.00-745.200	Electronic media	58,500.00	2,023.85	2,023.85	56,476.15	3.46
268-000.00-745.300	Electronic resources (CD rom materials)	60,000.00	33,171.87	33,171.87	26,828.13	55.29
Supplies		585,600.00	74,979.82	74,979.82	510,620.18	12.80
Other services and charges						
268-000.00-801.925	Public information (cable, etc)	1,000.00	82.03	82.03	917.97	8.20
268-000.00-802.100	Bank services	3,500.00	299.26	299.26	3,200.74	8.55
268-000.00-803.000	Independent audit	700.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-806.000	Legal fees	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-809.000	Memberships and dues	4,500.00	2,944.00	2,944.00	1,556.00	65.42
268-000.00-816.000	Professional services	3,000.00	0.00	0.00	3,000.00	0.00
268-000.00-817.000	Custodial services	37,800.00	3,150.00	3,150.00	34,650.00	8.33
268-000.00-818.000	TLN Central Services	4,750.00	0.00	0.00	4,750.00	0.00
268-000.00-851.000	Telephone	16,500.00	949.22	949.22	15,550.78	5.75
268-000.00-855.000	TLN Automation Services	66,500.00	10,732.73	10,732.73	55,767.27	16.14
268-000.00-861.000	Gasoline and oil	650.00	60.90	60.90	589.10	9.37
268-000.00-862.000	Mileage	1,250.00	0.00	0.00	1,250.00	0.00
268-000.00-880.000	Community promotion	5,000.00	76.26	76.26	4,923.74	1.53
268-000.00-880.267	Library Programming-Book It	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	20,000.00	(217.56)	(217.56)	20,217.56	(1.09)
268-000.00-880.271	Adult programs	0.00	250.00	250.00	(250.00)	100.00

268-000.00-900.000	Printing, graphic design and publishing	28,800.00	515.73	515.73	28,284.27	1.79
268-000.00-910.000	Property & liability insurance	13,000.00	13,000.00	13,000.00	0.00	100.00
268-000.00-921.000	Heat	17,500.00	0.00	0.00	17,500.00	0.00
268-000.00-922.000	Electricity	93,200.00	20.88	20.88	93,179.12	0.02
268-000.00-923.000	Water and sewer	6,500.00	0.00	0.00	6,500.00	0.00
268-000.00-934.000	Building maintenance	73,900.00	5,953.53	5,953.53	67,946.47	8.06
268-000.00-935.000	Vehicle maintenance	850.00	1,557.95	1,557.95	(707.95)	183.29
268-000.00-941.000	Grounds maintenance	26,000.00	55.00	55.00	25,945.00	0.21
268-000.00-942.000	Office equipment lease	12,000.00	0.00	0.00	12,000.00	0.00
268-000.00-942.100	Records storage	250.00	19.24	19.24	230.76	7.70
268-000.00-956.000	Conferences and workshops	11,000.00	567.36	567.36	10,432.64	5.16
Other services and charges		451,150.00	40,016.53	40,016.53	411,133.47	8.87
Capital outlay						
268-000.00-986.000	Data processing-capital outlay	53,550.00	0.00	0.00	53,550.00	0.00
Capital outlay		53,550.00	0.00	0.00	53,550.00	0.00
Net - Dept 000.00-treasury		(490,000.00)	2,276,075.53	2,276,075.53	(2,766,075.53)	
Fund 268 - LIBRARY FUND 268:						
TOTAL REVENUES		2,566,200.00	2,466,066.58	2,466,066.58	100,133.42	96.10
TOTAL EXPENDITURES		3,056,200.00	189,991.05	189,991.05	2,866,208.95	6.22
NET OF REVENUES/EXPENDITURES - 2013-14			(257,861.76)		(257,861.76)	(464.51)
NET OF REVENUES & EXPENDITURES		(490,000.00)	2,276,075.53	2,276,075.53	(2,766,075.53)	464.51
BEG. FUND BALANCE		2,113,292.16	2,113,292.16			(464.51)
END FUND BALANCE		1,623,292.16	4,131,505.93			(464.51)

Fund 269 - LIBRARY CONTRIBUTED FUND 269						
Dept 000.00-treasury						
Donations						
269-000.00-665.267	Library Programming - Book It	0.00	360.00	360.00	(360.00)	100.00
269-000.00-665.285	Donations - Community Read	0.00	650.00	650.00	(650.00)	100.00
269-000.00-665.286	Donations - Light Up the Night	0.00	200.00	200.00	(200.00)	100.00
Donations		0.00	1,210.00	1,210.00	(1,210.00)	100.00
Supplies						
269-000.00-742.285	Community Read expenditures	0.00	1,250.00	1,250.00	(1,250.00)	100.00
Supplies		0.00	1,250.00	1,250.00	(1,250.00)	100.00
Net - Dept 000.00-treasury		0.00	(40.00)	(40.00)	40.00	
Fund 269 - LIBRARY CONTRIBUTED FUND 269:						
TOTAL REVENUES		0.00	1,210.00	1,210.00	(1,210.00)	100.00
TOTAL EXPENDITURES		0.00	1,250.00	1,250.00	(1,250.00)	100.00
NET OF REVENUES/EXPENDITURES - 2013-14			36,456.17		36,456.17	100.00
NET OF REVENUES & EXPENDITURES		0.00	(40.00)	(40.00)	40.00	100.00
BEG. FUND BALANCE		1,552,288.28	1,552,288.28			100.00
END FUND BALANCE		1,552,288.28	1,588,704.45			100.00
TOTAL REVENUES - ALL FUNDS		2,566,200.00	2,467,276.58	2,467,276.58	98,923.42	96.15
TOTAL EXPENDITURES - ALL FUNDS		3,056,200.00	191,241.05	191,241.05	2,864,958.95	6.26
NET OF REVENUES & EXPENDITURES		(490,000.00)	2,276,035.53	2,276,035.53	(2,766,035.53)	464.50
BEG. FUND BALANCE - ALL FUNDS		3,665,580.44	3,665,580.44			100.00
END FUND BALANCE - ALL FUNDS		3,175,580.44	5,720,210.38			100.00

08/15/2014		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 07/31/2014	
GL Number	Description		Balance

Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		238,967.31
268-000.00-017.002	Investment - Chase		98,902.55
268-000.00-017.008	Investment - Oakland County Investment		673,775.83
268-000.00-017.009	Investment - UBS		1,050,260.00
268-000.00-018.000	Cash on hand		500.00
268-000.00-020.000	Current taxes receivable		2,194,880.63
268-000.00-056.000	ACCRUED INTEREST RECEIVABLE		(4.88)
	Total Assets		4,257,281.44
*** Liabilities ***			
268-000.00-202.000	Accounts payable		80,889.51
268-000.00-215.200	Unemployment insurance liability		966.00
268-000.00-259.702	Accrued liabilities-tax		43,420.00
268-000.00-276.400	Deposit for Cafe		500.00
	Total Liabilities		125,775.51
*** Fund Balance ***			
268-000.00-390.000	Fund balance		2,113,292.16
	Total Fund Balance		2,113,292.16
	Beginning Fund Balance - 13-14		2,113,292.16
	Net of Revenues VS Expenditures - 13-14		(257,861.76)
	*13-14 End FB/14-15 Beg FB		1,855,430.40
	Net of Revenues VS Expenditures - Current Year		2,276,075.53
	Ending Fund Balance		4,131,505.93
	Total Liabilities And Fund Balance		4,257,281.44
* Year Not Closed			

Fund 269 - LIBRARY CONTRIBUTED FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	89,549.13
269-000.00-017.008	Investment - Oakland County Investment	509,673.98
269-000.00-017.009	Investment - UBS	990,844.50
269-000.00-056.000	ACCRUED INTEREST RECEIVABLE	(15.16)
	Total Assets	1,590,052.45
*** Liabilities ***		
269-000.00-202.000	Accounts payable	1,348.00
	Total Liabilities	1,348.00
*** Fund Balance ***		
269-000.00-390.000	Fund balance	1,436,396.08
269-000.00-390.262	Restricted-Book It-childrens collections	33,432.10
269-000.00-390.267	Restricted for Druschel collections	1,000.38
269-000.00-390.271	Restricted for youth collection area	1,478.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	19,118.88
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	4,658.30
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	401.05
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,719.28
269-000.00-390.286	Restricted for Light Up the Night	65.05
269-000.00-390.287	Restricted-youth dept programming (Crop)	725.50
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	1,005.00
	Total Fund Balance	1,552,288.28
	Beginning Fund Balance - 13-14	1,552,288.28
	Net of Revenues VS Expenditures - 13-14	36,456.17
	*13-14 End FB/14-15 Beg FB	1,588,744.45
	Net of Revenues VS Expenditures - Current Year	(40.00)
	Ending Fund Balance	1,588,704.45
	Total Liabilities And Fund Balance	1,590,052.45
* Year Not Closed		



OAKLAND COUNTY MICHIGAN
HEALTH DIVISION
Department of Health & Human Services

L. BROOKS PATTERSON, OAKLAND COUNTY EXECUTIVE

Kathleen Forzley, R.S., M.P.A., Manager
HEALTH DIVISION

oakgov.com/health

FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

Establishment Name:	READ A LATTE CAFE	Establishment ID:	830
Establishment Address:	45255 10 MILE RD	Establishment Type:	FIXED ESTABLISHMENT
City, State, Zip:	NOVI MI 48374	License Number:	SFE4063066921
Establishment Phone:	(248)869-7249	Owner Name:	GARY BERNSTEIN
Establishment Fax:		CVT:	246

INSPECTION INFORMATION:

Inspection Date:	07/15/2014	NSDI:	01/15/2015
Follow-up Date:		Inspection Type:	Routine
Consumer Advisory Required:	No	Consumer Advisory Correct:	N/A
Consumer Advisory Handout Provided:	No		
Priority and Priority Foundation Violations Cited:	No	All Priority and Priority Foundation Violations Corrected:	N/A
Repeat Violations Cited:	No		
All Priority and Priority Foundation Violations Not Corrected:	N/A		
Inspection ID:	285754	Water:	
License Limitations:	No	Sewage:	
Variance:	No	Seating Capacity:	6
License Posted:	Yes	Non-Smoking Area:	Yes
Anti-Choking Techniques Posted:	No		

Based on this inspection, the following items marked are violations of the Michigan Food Law. Violations cited in this report shall be corrected within the time frames specified, but within a period not to exceed 10 calendar days for priority and priority foundation items (8-405.11) or 90 days for core items (8-406.11). Failure to comply with this notice may result in action against your food service license. You have the right to appeal any violations listed.

Received By: Gary/Lola
(Person in Charge)

Inspected By: Jonathan Boyda
Sanitarian

Date: 07/15/2014

Page 1 of 2

NORTH OAKLAND HEALTH CENTER
1200 N. TELEGRAPH RD.
PONTIAC, MI 48341-0432
General Information 248-858-1280

SOUTH OAKLAND HEALTH CENTER
27725 GREENFIELD RD.
SOUTHFIELD, MI 48076-3663
General Information 248-424-7000

**OAKLAND COUNTY HEALTH DIVISION
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

Establishment Name:	READ A LATTE CAFE	Establishment ID:	830
Establishment Address:	45255 10 MILE RD	Establishment Type:	FIXED ESTABLISHMENT
City, State, Zip:	NOVI MI 48374	License Number:	SFE4063066921
Establishment Phone:	(248)869-7249	Owner Name:	GARY BERNSTEIN
Establishment Fax:		CVT:	246

CERTIFIED MANAGER INFORMATION:

<u>Manager Name</u>	<u>Certificate Number</u>	<u>Certificate Type</u>	<u>Issue Date</u>	<u>Exp. Date</u>	<u>Verified</u>
GARY BERNSTEIN	1780080	Thomson Prometric	10/01/2013	10/01/2018	Yes

A certified foodservice manager is a requirement of the Oakland County Sanitary Code, Article IV.

CURRENT OBSERVATIONS:

<u>Source</u>	<u>Violation Number</u>	<u>Violation Type</u>	<u>Correct By Date</u>	<u>Corrected</u>	<u>Repeat</u>
Food Code	3-304.12	Core	07/15/2014	Yes	No

Observation: Observed a scoop handle resting in cocoa powder located in container next to coffee machine.

Code Requirements: During pauses in food preparation or dispensing, food preparation and dispensing utensils shall be stored:

- (A) Except as specified under ¶ (B) of this section, in the food with their handles above the top of the food and the container;
- (B) In food that is not potentially hazardous (time/temperature control for safety food) with their handles above the top of the food within containers or equipment that can be closed, such as bins of sugar, flour, or cinnamon;
- (C) On a clean portion of the food preparation table or cooking equipment only if the in-use utensil and the food-contact surface of the food preparation table or cooking equipment are cleaned and sanitized at a frequency specified under §§ 4-602.11 and 4-702.11;
- (D) In running water of sufficient velocity to flush particulates to the drain, if used with moist food such as ice cream or mashed potatoes;
- (E) In a clean, protected location if the utensils, such as ice scoops, are used only with a food that is not potentially hazardous (time/temperature control for safety food); or
- (F) In a container of water if the water is maintained at a temperature of at least 57o C (135o F) and the container is cleaned at a frequency specified under Subparagraph 4-602.11(D)(7).

Method of Correction: Remove the handle from the cocoa powder. Store the scoop using an approved method.

Correction Detail: Person in charge removed the handle from the cocoa powder and stored the scoop using an approved method.

COMMENTS:

This inspection was completed by Jonathan Boyda. For any questions please call 248-285-8643.

Received By: Gary/Lola
(Person in Charge)

Inspected By: Jonathan Boyda
Sanitarian

Date: 07/15/2014

Director's Report – Julie Farkas

Recognition of Library Staff 2013-2014

This year we recognize staff members in two categories for **Customer Service Excellence** and going **Above and Beyond** in their daily tasks and meeting personal and/or department goals. Each staff member will receive a certificate of appreciation and an opportunity to attend a dinner in their honor on Wednesday, September 10th. In addition, a plaque will be placed in the library recognizing the staff members.

Customer Service Excellence (voted by staff members)

1. Margi Karp-Opperer

Margi is the epitome of what customer service should be about. She is always meeting our patrons with a smile and listening to their comments and concerns providing an answer when she can or offers to get back with one. She is like the Energizer Bunny, flitting from here to there making sure that everyone has been accommodated, staff and patrons alike. She remembers the families that have been long-time patrons and even remembers some of the children's names even though they may have grown and have children of their own! When you meet Margi, she acts as if you have been best friends for a long time, making you feel comfortable even in an unknown environment. There is no one like our Miss Margi!!

2. Mei Shih

Every time I see Mei at the Reference Desk she is more than willing to help the patrons and does it with a smile on her face. She is not only caring to the patrons but to the other staff members, and always takes the time to initiate a conversation and ask how we are doing, myself included. Her bubbly personality, kind heart and positive perspective on life do not go unnoticed. She deserves this award!

3. Mary Robinson

From a goal's perspective, Mary is involved with the Cultural Arts Advisory Board and she has gone above and beyond to use her expertise and work with this board to develop public art criteria and policies. She is also our main liaison for the Listening at the Library programs and has brought forth outstanding musical culture to our Novi Community. In addition, she provides many hours each month of digital training to not only patrons but to staff, so that they are able to provide outstanding service to our community. She consistently seeks out professional development opportunities and works with The Library Network on their e-Content Committee and their Download Destination Tech Support Group. Mary's dedication to exceptional education, service and professionalism is always first and foremost on her mind.

Above and Beyond (voted by Department Heads)

1. Tia Marie Sanders

Even though Tia Marie has been here a short period of time, she has excelled at fulfilling goals set for her position. She continually monitors the library building and grounds to ensure patron safety and building security, while communicating with patrons of all ages in a positive manner. She has received the respect and appreciation of other staff by consistently enforcing the library's policies and handling difficult patron interactions. Tia Marie also has provided support for meeting rooms during after-hour events which resulted in a positive rental experience.

2. Elizabeth Kopko

I nominate Elizabeth Kopko in recognition of her outstanding work and contributions in Outreach Services. Elizabeth not only trains and schedules staff for all of the weekly facility and homebound visits, but she makes certain that materials are gathered and made ready so that we can serve patrons most effectively and efficiently. Her strong analytical skills are a valuable asset to all aspects of Support Services. Her tact and humor help to translate suggestions and ideas for change into workable plans.

HR Committee Meeting – August 15, 2014

The committee met to discuss the soon to be implemented minimum wage increase which will go into effect as of September 1, 2014. This is required by the State of Michigan with future increases to occur up until 2018. The Library will be paying an additional \$9,000 to raise minimum wage employees currently earning approximately \$7.40+ per hour to \$8.15 per hour. Below is information provided by the Michigan.gov website. Costs were unfortunately not known during budget planning time, but future costs will follow the chart below. I do not anticipate a need for a change in the current temporary salaries budget for 2014-2015 as 2 positions since the information was made public have become vacant at the library and will not be filled.

The HR Committee will begin looking at a possible retirement incentive package for the Library. A meeting between the Library Director, Head of Finance and Head of HR for the City of Novi met on August 14th to begin looking further into this option. Further information pertaining to longevity (years of service) is to be provided to the City for calculations to be done in order for options to be considered.

Source: Department of Licensing and Regulatory Affairs website

What is the Michigan Minimum Wage?

Contact: Wage & Hour Division 517-322-1825

Michigan's Workforce Opportunity Wage Act, Public Act 138 of 2014

Michigan's Minimum Wage:

Effective May 27, 2014, Public Act 138 of 2014, the Workforce Opportunity Wage Act, repealed and replaced Public Act 154 of 1964, as amended, the Minimum Wage Law.

Tipped employees may be paid \$2.65 per hour May 27, 2014 through August 31, 2014; effective September 1, 2014, tipped employees may be paid 38% of the Section 4 Minimum Hourly Wage Rate. If the gratuities plus the tipped employee minimum hourly wage rate under subsection 4d do not equal or exceed the minimum hourly wage otherwise established under section 4, the employer pays any shortfall to the employee.

A training wage of \$4.25 per hour may be paid to employees 16-19 years of age for the first 90 days of their employment.

Minors 16-17 years of age may be paid 85% of the minimum hourly wage rate.

The rates are as follows:

Effective Date	Minimum Hourly Wage Rate	Tipped Employee Hourly Wage Rate	85% of Minimum Hourly Wage Rate
Before September 1, 2014	\$7.40	\$2.65	\$7.25*
September 1, 2014	\$8.15	\$3.10	\$7.25*
January 1, 2016	\$8.50	\$3.23	\$7.25*
January 1, 2017	\$8.90	\$3.38	\$7.57
January 1, 2018	\$9.25	\$3.52	\$7.86

*The state 85% rate of \$6.29 per hour from 5/27/2014 through 8/31/2014, and the \$6.93 from 9/1/2014 through 1/1/2016, and the \$7.23 from 1/1/2016 through 1/1/2017; is lower than the federal minimum wage of \$7.25. Section 10(1) of Public Act 138 of 2014, as amended, states: “. . . This act does not apply to an employer that is subject to the minimum wage provisions of the fair labor standards act of 1938, 29 USC 201 to 219, unless those federal minimum wage provisions would result in a lower minimum hourly wage than provided in this act..”

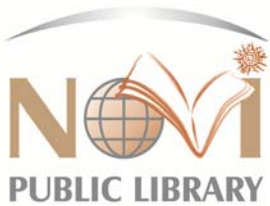
Questions regarding [Federal Minimum Wage](#) information can be directed to: 1-866-487-9243 (1-866-4US-WAGE).

Out and About in the Community and Library Profession

TLN Membership Meeting – 7/18
TLN Management Book Discussion – 7/23
Friends Gala planning mtg. – 7/22
MotorCities Marker planning mtg. – 7/25
State Aid webinar – 7/25
Summer Reading Finale parties at Paradise Park – 8/4
Social Justice mtg. w/Novi School District and Tara Michener – 8/8
Fox Run planning mtg. for Authors LIVE – 8/12
Money Smart Week planning mtg. – 8/13
TLN EXCOMM mtg. 8/14
Dinner with Consul General of Japan, Dr. Katayama – 8/15

Broken Window on 2nd floor of Library

On Saturday, August 16, 2014 the staff reported that a large inside window located on the 2nd floor near the science fiction collection had shattered. The outside panel was not affected. Staff members Bill Bembeneck – Facilities, Michael Postula – Information Services and Wendy Teagan – Manager in Charge moved quickly to remove patrons from the area to avoid possible injury. No cause has been determined as to why the panel cracked. The 90” X 40.5” area was sealed with cardboard and the area was taped off. A glass company will be called on Monday, August 18 to have the panel replaced as quickly as possible in order to open up the area to library patrons again. Unfortunately, this will be an unforeseen cost for the building maintenance line for 2014-2015 budget.



NOVI PUBLIC LIBRARY ART EXHIBIT POLICY

Purpose: This policy establishes the criteria for evaluating and approving the display of public art in the Novi Public Library, in connection with signing of an Art Exhibit Agreement between the Novi Public Library and an artist.

Original Works: All works of art on temporary display in the Novi Public Library shall be original works of art, and not a reproductive print or copy of another artist's work.

Frequency and Limitation on Duration: The Library Director, Assistant Director of Public Services, Information Services Department Head (Library staff) or their designees, shall be responsible for planning art exhibitions at the Novi Public Library. Library displays shall be hosted as often as is desirable and practical.

Artwork may be on display for a maximum of four months and a minimum of one month. Exceptions may be made at the discretion of the Library staff, or their designees, on the basis of availability, appropriateness to current display themes, and any other relevant considerations.

Types of Display: Art exhibits hosted or coordinated by the Library may include competitions sponsored by the Library, art displays featuring individual artists, or themes and art displays featuring groups of artists.

Location: Artwork shall be displayed in the Teen Stop (2nd floor), Quiet Study Room (2nd floor), and Display Case (2nd floor elevator area) or in any other location the Library staff or their designees deems appropriate. Artwork shall be displayed in a manner that does not unreasonably impede traffic or interfere with safety. Artwork may be physically separated from the main exhibit when, in the opinion of the Library staff, or their designees, it is warranted by theme, appropriateness to other exhibits, or other considerations, including community standards.

Availability: Displayed Artwork shall be available for public viewing during regular Library hours and whenever the Library is open to the public; provided, however, that the Library may temporarily remove the artwork as required for Library events or for other reasons related to the Library's use of the designated areas or other public facilities.

Identification of Artwork: Artist will prepare identification materials for the artwork. If the Artwork is for sale, the price shall be displayed.

Pick-up and Deliver/Abandonment: Artist shall be responsible for delivering all pieces to be displayed to the Library at a date and time to be coordinated by the Library staff or their designees, and the artist. Furthermore, artists shall be responsible for picking up their artwork once an exhibit is over. The Library shall set a deadline for pick-up of Artwork once an exhibit is over and shall provide notification of the deadline to the artist prior to set-up. Any piece that is not picked-up by the deadline shall be treated as abandoned property and shall be subject to disposal or retained by the Library, in its discretion, as provided in the Art Exhibit Agreement.

Set-up/take down: It shall be the responsibility of the artist to coordinate a time with the Library staff or their designees to set-up and take down the Artwork.

Two-Dimensional Works of Art: The Library shall provide the means for display of two-dimensional works of art (an art hanging system is provided in both the Teen Stop and Quiet Study Rooms).

Three-Dimensional Works of Art: The Artist may be required to provide the means for display of three-dimensional works of art. Coordination of the Display Case (2nd floor) is an option based on availability.

Exhibit Details: Artwork size must be approved by the Library staff or their designees and must work within the parameters of the space in which it is designated. Artwork must be delivered ready to be installed.

Display Rules and Complaint Resolution:

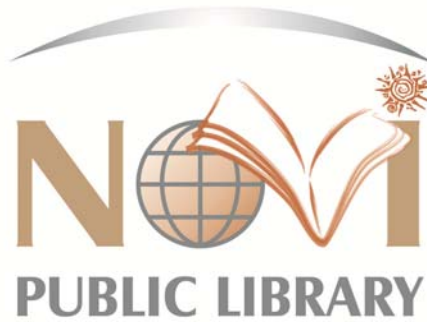
Artwork may be displayed at the Library, depending on availability of space and subject to the provisions set forth above, unless deemed obscene by the Library or otherwise found to be in violation of state or federal laws. The Library reserves the right to reject or remove any works or items that advocate discrimination on the basis of sex, age, race, religion, and works advocating a political campaign. Works or items will be deemed obscene and not displayed or removed if all three of the following standards are met with regard to such works or items:

1. The "average person, applying contemporary community standards," finds that it appeals to the prurient interest.
2. The work portrays sexual conduct "in a patently offensive way".
3. The work "lacks serious literary, artistic, political, or scientific value.

If an individual has a complaint about any Artwork on display, the individual will be asked to write a letter to the Library Director. The request shall be processed as follows:

1. Receipt of the letter should be dated and then immediately submitted to the Library Director.
2. The request will be reviewed by the Library Director or designees, within seven business days of receipt of letter to ensure that Artwork complies with this policy.
3. If the Artwork is deemed to be obscene, then the specific piece or performance will be removed, relocated, relabeled, or otherwise modified giving due regard and consideration to the artist's freedom of expression and due process under the First and Fourteenth Amendments in accordance with the forum in which that artwork is displayed.
4. The citizen filing the letter will be notified in writing within fourteen business days of the outcome of the request.
5. An appeal of this decision may be made to the Library Board of Trustees.

Approved:



**LIBRARY CLOSINGS
2015**

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

LIBRARY BOARD MEETINGS:

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



Selection and Separation Policy

Selection

Recruitment

A. Job Postings

1. All available positions will be posted and advertised for, providing they are budgeted by their Department and approved by the Library Director.
2. All open positions will be posted as follows and will include a closing date.
 - Director Level and Management positions will be posted for 20 business days.
 - Fulltime positions will be posted for a minimum of 10 business days.
 - Any exceptions to these timeframes shall be discussed with the Library Director prior to posting.
 - There are select positions that can be continually posted (Library Assistants, Interns, Seasonal)
3. The Director or Hiring Manager will submit a job posting to Library Administration for the position. If a posting is on file for the same position, Library Administration will email that posting to the Director or Hiring Manager for additional input or updating if necessary. The final job posting will be generated by Library Administration and a salary will be determined based on current pay scales, salary structures and job description.

B. Job Descriptions

1. Job descriptions will be in a standardized format and generated by Library Administration with departmental input.
2. Directors and Hiring Managers may review the job descriptions before positions are posted. Any changes must be approved by the Library Director.
3. In order for a position to be posted, a current job description must be on file.

C. Job Advertisements

1. All open positions will be posted and advertised for.
2. Jobs will be posted at a minimum on the Library website and the City of Novi website. Library Administration will determine whether additional sites will be pursued based on additional expenses that could be incurred.
3. Jobs will be posted on the Library website and City of Novi website for a minimum of 10 business days or the above referenced timeframes per position (see section A. 2). This will ensure the highest external customer service standards. Any exceptions to this timeframe will be discussed with the Library Director prior to posting.
4. At the close of the 10 day period (or approved time frame), Library Administration will remove all job postings and submit the applications meeting the minimum requirements of the position to the Director or Hiring Manager.
5. In the event that qualified applications are not received, Library Administration will contact the Director or Hiring Manager to determine an adequate timeline for reposting, including a closing date.

Application Process

- A. Library Administration will receive all resumes and applications. If applications are submitted to any other department, they must then be forwarded to Library Administration for consideration and tracking.
- B. Library Administration will forward all applications to the Director or Hiring Manager that meet the minimum qualifications of the job posting after the posting has been live for 10 business days (or expiration of the agreed

upon time frame). Any exception to this timeline must be approved by the Library Director.

C. After 48 hours from the close of the job posting (submission of applications to the Director or Hiring Manager) Library Administration will contact the Director or Hiring Manager to receive their selections for interview candidates.

Interviews

A. Scheduling Interviews

1. The Director or Hiring Manager will have the discretion of who they would like to interview based on the qualified applicants submitted to them.
2. Qualified internal candidates will always be interviewed.
3. Library Administration will schedule all interviews and notify the Director or Hiring Manager and interview participants through an appointment.
4. An initial phone screening may take place at the Director or Hiring Manager's discretion.
5. A representative from Library Administration will participate in all interviews. A maximum of 4 other people (including the Director or Hiring Manager) may participate.
6. A minimum of 3 and maximum of 8 applicants will be interviewed during first round interviews. If there is a large pool of qualified applicants a second day of round one interviews may be necessary.
7. Second interviews may be deemed appropriate, to narrow down candidate from round one interviews.
8. If round 1 or 2 interviews do not yield an offer, the position will remain posted for another ten business days and the application and interview process will start again. Contact from Library Administration to the Director or Hiring Manager will take place at the close of ten business days.

B. Conducting Interviews

1. General questions and procedures will be provided by Library Administration to ensure compliance with all Equal Employment Commission Laws and Regulations.
2. All department specific questions will be provided to Library Administration for approval at least 24 hours prior to the interview.
3. Any pre-employment testing the department would like to include in the interview/selection process must be reviewed and approved by Library Administration.
4. Library Administration will open up all interviews with an explanation of the process, the Director or Hiring Manager can describe the position and then questions will proceed.
5. Library Administration will close the interview with a time line for the applicant to expect a response.

Offers of Employment

A. Offer Letters

1. Offer/Hire letters will be generated by Library Administration. The Offer/Hire letter must include all the necessary information for a Personnel Action Form (PAF) to be generated within 24 hours by Library Administration. Library Administration will then submit the PAF to the City of Novi Human Resource Department.
2. Job Titles are assigned by Library Administration. The titles reflected in offer letters will be the same as the position posted and job description to support that posting.
3. If a department would like to add a position or change a title this must first be approved by the Library Director in order to have consistent reporting for Library Administration.

B. Pay Rates

1. Rates of Pay are established by extensive research and salary studies by Library Administration. All positions posted will be within established pay scales.

Separation

Notice Requirements

- It is expected that Director level positions provide a minimum of a 4 week working notice.
- Administrative employees are expected to give a minimum of a 2 week working notice.
- If an employee decides to withdraw an already submitted and accepted resignation, it will be up to the Library Director's discretion whether or not to allow the withdrawal.
- As a professional courtesy and standard, it is expected the employee will provide the above outlined notice of separation. If an employee provides less notice than is recommended, the employee may be deemed ineligible for rehire.
- In the event of a separation (retirement, resignation, termination) the employee may not use remaining vacation or personal time in lieu of actual time worked for service credits or to continue healthcare.

Personnel Action Form Process (PAF)

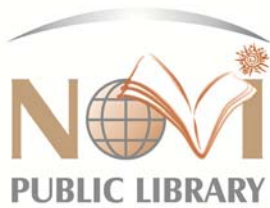
- Completed Personnel Action Forms to separate an employee should be submitted to the City of Novi Human Resource Department (and dated with anticipated final day of work) within 24 hours of notification from employee to Library Administration of intended separation.
- Once an employee has given a written resignation notice, the PAF should be completed, signed and forwarded to City of Novi Human Resource Department. The promptness of this step will ensure a successful off-boarding process which includes: payroll and benefit management, exit interviews, equipment return, etc.
- Library Administration will notify the City of Novi's Information Technology and Community Relations departments of the employees anticipated separation.
- PAFs for seasonal employees should be completed within 24 hours of the last day of work for the season or within 24 hours of the 6 month expiration of the position

Exit Interviews

- Exit interviews will be scheduled by Library Administration for the employee's last week of employment.
- Exit interviews will be submitted to the Library Director, filed in employee's file and may be shared with direct supervisor and department head.

Position Evaluation

- In anticipation of a position becoming available, the Director or Hiring Manager will notify the Library Director of their desire to fill a position. This notice will be given to Library Administration within 48 hours of the resignation letter submission (for that position), or creation of a new position.
- A determination to retain the position will be made by the Library Director.
- If the position will be filled, the "Selection Process" begins.



MEMO

To: City of Novi Council Members
Subject: Summer Reading 2014
From: Julie Farkas, Library Director

It's hard to believe that summer is almost over, students have spent an unbelievable amount of time reading over the past few months, and we are so proud of them. The Novi Public Library's 2014 Summer Reading Program was the most successful to date, with 2,340 children and 333 adults participating. Specifically, per category:

Read to Me (Preschool) – 400 – up 156 from 2013
Fizz Boom Read (Grades K-4) – 1137—up 277 from 2013
Spark a Reaction (Grades 5-12) – 803 –up 197 from 2013
Total Youth Participants - 2340

Read to Me – 119 kids finished the summer reading game about 30%
Dig Into Reading – 391 kids finished the summer reading game about 34%
Beneath the Surface – 340 kids finished the summer reading game about 42%

As always, the Library also offered a number of programs to entertain its patrons. There were crafts, movies, and entertainers galore. Those that completed the reading game were invited to special finale parties. One for the preschoolers was hosted at the Library and the culminating event for all students in grades kindergarten to 12th grade was the chance to go to Paradise Park. Students were able to ride go-karts, play laser tag and mini-golf, and try out the climbing wall and trampoline, after which they could enjoy pizza and a drink, all generously donated by Jeff and Theresa Wainwright, owners of Paradise Park. This was the Library's third year working with such an outstanding Novi business that really cares about our readers! Many readers attended each of the three finale parties:

Read to Me – 45 attended the finale
Dig Into Reading – 206 attended the finale
Beneath the Surface – 139 attended the finale

Although we had performers out to the library to entertain our patrons some of our best were the ones we accomplished with our own creativity:

Science Saturdays
Fun with Pipecleaners
Let's Play Chess
Tie Dye
Jumping Minions
Super Duper Lego Maniac Party
between the Pages: Tween book club

Uno Tournament
Zombies Among Us
Movies and more.

There are many other members of our community who supported the Summer Reading Program participants in their accomplishments, too. We could not have conducted our program without the help of our teen volunteers, over 108 of them, who helped participants in the reading program register and log their time, assisted with craft and other programs, and a myriad of other jobs.

We also owe a large debt of gratitude to those who supported and sponsored our efforts. Among them are: The Friends of the Novi Public Library, Skatin Station, Benihana, Riverside Skating Arena, YoBerry, and Paradise Park.

Many thanks go to the Northville, and Walled Lake school districts, which kindly distributed our program brochures to their schools and to the Novi Community Schools, which partnered with us to promote reading over the summer. Students were encouraged to read and keep track of their time spent reading, take Accelerated Reading Tests at the library to document their progress, and turn in their reading lists at the beginning of the new school year.

Finally, we want to thank the parents, grandparents, and caregivers who brought their children to the Novi Public Library and encouraged them to read. Without their support our Summer Reading Program would not exist.

Sincerely,
Novi Public Library's Youth & Teen Services Department







Public Services Report by Margi Karp-Opperer

Record breaking summer reading numbers....Awesome!

The Read Boxes at Lakeshore Park, ITC Park and Rotary Park are a great success

We were honored to have Dr. Katayama, Consul General of Japan, tour the Library with Julie and Board Trustee, Ramesh Verma

The Novi Youth Assistance Community Appreciation Lunch was attended by Mary Ellen Mulcrone, Margi Karp-Opperer and Jennifer Preston.

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

We have a new live tutor database called Tutor.com which replaces Brainfuse's HelpNow

Take a look at the new board book kiosk in the youth area decorated with racing flags, this was purchased by the Friends of the Novi Library.

40 English Second Language (ESL) students in Grades K-4 were given a tour and story time by April Stevenson and Margi Karp-Opperer

15 English Second Language (ESL) students in Grades 5-8 were given a tour by Margi Karp-Opperer

Hosted an American Red Cross Blood Drive

Featured Adult Programs:

- Purchasing the Right Camera
- Beginning Writers Group
- Tasting and Touring Michigan's Homegrown Food

Special Business/Financial Programs:

- a. Four SCORE Business Mentoring

Monthly Adult Programs:

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

Featured Youth Programs:

- Summer movie spectacular
- Tremendous Tuesdays with the Amazing Clark
- Tremendous Tuesdays with Beverly Meyer
- Tremendous Tuesdays with Kevin Devine

- Tremendous Tuesdays with Children's Theatre of Michigan
- Jumping Minions
- Camp Out Movie Night
- Super Duper Lego Maniac Party
- Four programs for Science Saturdays
- Let's Play Chess
- Wacky Science with Doug Scheer
- Robot Building Contest

Monthly Youth Programs:

- Kiddie Crafts
- Eight 12-23 month Story times
- Fifteen 2-3 year old Story times
- Eleven Story times for Preschoolers
- Six 4 year old Story times
- Nine Playgroups for Preschoolers
- Super Summer Story time
- Snack Tales
- Lego Club

Tween and Teen Program:

- ❖ Tween/teen hot summer movie
- ❖ Teen Book Club
- ❖ Between the Pages – Tween Book Club
- ❖ Tween/Teen Summer Art-Book-Making Craft
- ❖ Ann Arbor Hands-On-Museum Summer Science Festival
- ❖ Teen Uno Tournament
- ❖ Zombies Among Us!
- ❖ Robot Building Contest

Featured Collections:

Adult: Great Summer Reads

Adult DVD Display: World Cup, Favorite Soccer Stars and Unforgettable Moments

Youth: Fizz, Boom Read which is the youth Summer Reading Program

Youth DVD Display: Animals

Building Operations Report by Mary Ellen Mulcrone

Recent problems with the chiller have been resolved, and everything is now working properly. Eight HVAC temperature sensors were physically reset and are working properly once again. The thermostat for the Liebert unit in the 2nd floor data closet was recalibrated to resolve the high temperature alarms that were being triggered. Julie has obtained the name of a location in Royal Oak that has an air curtain similar to the model that we are considering. We hope to make a site visit in the near future.

We have had preliminary meetings with City staff regarding the plans for upgrading their phone system and how those plans will affect the Library.

A meeting to discuss the recent traffic study and Library/School access is planned for September 5th. Representatives from the Library, Novi Schools, City, and Police will be in attendance.

A new contract was awarded to H & K Janitorial, the company that we have been working with over the past several months. We have been pleased with their service.

Julie met with the City's landscape architect and a local resident regarding the condition of the bioswales at the Library. Most of the dead plants that were lost to the harsh winter have been removed, and arrangements are being made for some replacements. A receptacle for disposal of cigarettes has been placed in the parking lot in an attempt to keep cigarette butts out of our landscaping.

The van received a tune-up and new brakes.

Additional chair rails have been installed in both the 1st and 2nd floor study rooms. Many areas throughout the building have been re-painted, and plans are being made to re-paint the café. The Facilities Office work bench received new electrical outlets and is now safe to use. The poster printer is available and working properly once again. New labor law posters were hung in the Staff Break Room. Two wasp nests were sprayed and removed from outside the Staff Entrance.

A number of other more routine tasks were accomplished, including: delivery of Novi Newbies materials to Providence Park Hospital, flower pots weeded, light bulbs replaced, high traffic and meeting room carpet cleaned, meeting room podiums washed, polished and scuff marks removed, ceiling vents in all restrooms cleaned, debris removed from overhead lights throughout the building.

There were also a variety of technology updates and repairs, including: new software installed, laptops for webinars set up, workstation audio problems resolved, misbehaving keyboards/mice replaced, new batteries installed in two of the smart bins, routine updates to several servers, and updates to the self-checkout stations.

IT staff assisted patrons with framing/scaling images, downloading files, how to determine the duration of MP3 files using extended attributes, and Xbox360 questions. They also offered the following training: two VHS to DVD Introduction sessions and three VHS to DVD workshops, two Using Your iPad sessions, one eReader instruction class, one Basic Photo Editing with Paint.NET class, and twelve Tech Time sessions.

Keith Perfect completed the MIOSHA General Industry 10-Hour+ course: Fundamentals of Safety and Health. Topics included hazard recognition, industrial hygiene, first aid requirements, ergonomics, recordkeeping, MIOSHA compliance, etc.

Support Services Statistics 2014-2015

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	457												457
Items checked out	81,433												81,433
Items borrowed	4,719												4,719
Items loaned	5,305												5,305
Read Boxes	380												380

	July 2014	July 2013		July 2014	July 2013
Library cards issued	457	477			
Total checkouts	81,433	83,150	READ Boxes	Adult 62	54
				Youth <u>318</u>	<u>105</u>
Items borrowed	TLN 4,628	4,916		total 380	159
	MeL <u>91</u>	<u>91</u>			
	4,719	5,007			
Items loaned	TLN 5,225	5,441			
	MeL <u>80</u>	<u>104</u>			
	5,305	5,545			

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									
September									
October									
November									
December									
January									
February									
March									
April									
May									
June									
FYTD	81,433	63.09%	51,379	10,899	9,645	5,006	13,934	9,913	1,982

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			272	29
September	30,079	1,074	264	28	September			275	29
October	31,249	1,008	297	31	October			294	31
November	30,109	1,075	257	28	November			259	28
December	27,986	1,000	259	28	December			264	28
January	37,006	1,234	283	30	January			280	30
February	28,760	1,027	264	28	February			264	28
March	32,829	1,059	289	31	March			292	31
April	41,665	1,488	272	28	April			272	28
May	32,683	1,167	268	28	May			263	28
June	39,534	1,412	267	28	June			280	29
FYTD Total	401,984	1,182	3,224	340	FYTD Total	41,988	1,400	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					
September	4,915	30,828	3	35,746	1,277	September					
October	5,806	35,096	0	40,902	1,319	October					
November	5,240	32,155	3	37,398	1,336	November					
December	4,279	32,168	4	36,451	1,302	December					
January	4,327	30,792	5	35,124	1,171	January					
February	4,583	36,568	0	41,151	1,470	February					
March	5,092	39,344	2	44,438	1,433	March					
April	4,603	35,152	5	39,760	1,420	April					
May	4,653	33,037	2	37,692	1,346	May					
June	5,322	45,753	3	51,078	1,824	June					
FYTD Total	59,444	398,116	35	457,595	1,346	FYTD Total	5,620	46,177	3	51,800	1,727

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			
September	987	22,767	23	September			
October	1,067	24,139	22	October			
November	816	19,935	24	November			
December	658	15,590	23	December			
January	720	16,998	23	January			
February	718	16,702	23	February			
March	834	21,063	25	March			
April	844	20,061	23	April			
May	734	15,847	21	May			
June	968	23,181	23	June			
FYTD Total	10,979	263,648	24	FYTD Total	1,132	30,068	27

Technology Training Sessions 2014-2015 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Skype	Paint.NET	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1	4	2	0	1	0	0	7	19	
<i>patrons</i>	2	7	6	5	0	3	0	0	7		30
Aug											
<i>patrons</i>											
Sep											
<i>patrons</i>											
Oct											
<i>patrons</i>											
Nov											
<i>patrons</i>											
Dec											
<i>patrons</i>											
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	4	1	4	2	0	1	0	0	7	19	
<i>Patrons</i>	2	7	6	5	0	3	0	0	7		30

2014-2015 Fiscal Year								
	Freegal		OverDrive				Zinio	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*
July	2,070	205	3,185	1,209	4,394	112	752	9,968
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
FYTD Total	2,070	205	3,185	1,209	4,394	112	752	9,968

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

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

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		
September	49	1,274	September		
October	35	1,077	October		
November	32	1,485	November		
December	21	447	December		
January	42	981	January		
February	51	1,505	February		
March	47	1,344	March		
April	32	1,031	April		
May	35	1,726	May		
June	21	946	June		
Total	435	13,684	Total	44	1,234

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			February		
September			March		
October			April		
November			May		
December			June		
			Total	29,227	



Motorcities Marker Unveiling

The City of Novi, Novi Public Library & the Historical Commission cordially invite you to the unveiling of the Motorcities Markers at Pavilion Shore Park.

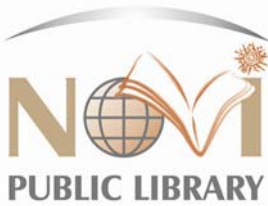
Friday, September 5 at 6pm

Refreshments and entertainment
will be provided

Please contact **248.347.0416** for
more information

Pavilion Shore Park
43390 W. 13 Mile Rd
Novi, MI 48377





Media Release

For more information, contact: Julie Farkas, Library Director, (248) 869-7233

For Immediate Release: 8/11/14

Interns lend helping hand in Summer Reading Program

The Friends of the Novi Public Library recently awarded two Novi teens, Tanya Madhani and Jiaying (Kaei) Li with \$500 stipends for completing a summer internship at the library in accordance with the NPL's Summer Reading Program.

Photo of group at check presentation (Pictured left to right in back row): Carol Hoffman, Jennifer Preston, Sue Johnson, Margi Karp-Opperer, and Evelyn Young. **Front Row:** Tanya Madhani and Jiaying Li.



We are very grateful to - The Friends for generously giving us the funds to pay the two interns, and to the interns themselves for the fabulous job they did," said Jennifer Preston, the Information Services Librarian in charge of the Teen Volunteer Program and supervisor of the high school interns.

In 2013, Preston had applied for and won a grant through the Young Adult Library Services Association (YALSA) which awarded the Library \$1,000 to pay a stipend to two interns to help with the Summer Reading Program. After great success with the first pair of interns, the Friends of the Novi Public Library generously offered the \$1,000 for the intern stipends to continue.

"We've had a huge, active teen volunteer program for years," Preston said. "We have more than 100 Novi-area teens who share their time with us during our Summer Reading Program. I can't express how much that means to us!

Student Representative Report for Board Report, July, 2014

By: Ziyang Huang and Ruchira Ankireddygari

All of our summer programs in July had approximately 50 attendees!

-The hot summer movie on Tuesday July 1st, which was "The Sandlot" had 50 attendees.

- The Art Book-Making Craft on July 8th had 54 kids attend.

-Ann Arbor Hands On Museum Summer Science Festival held on July 15th had 65 kids in attendance.

-Our Uno Tourney on July 22nd had 36 kids participating.

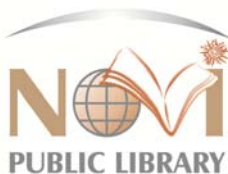
-Zombies Among us had 46 kids who got zombie-fied.

-We had 102 teen volunteers help us throughout the month of July!

Summer reading ended on Saturday, August 2 with a fantastic grand finale party at Paradise Park on Monday, August 4. Thank you so much Paradise Park.

Upcoming programs:

Spelling Bee: August 28



Library Board Calendar

2014

August – November Community Reads Program

August 20 **Library Board Regular Meeting**
August 20 **Library Director – Review (rescheduled)**
 August 30 Library Closed
 August 31 Library Closed

September 1 Holiday – Labor Day, Library Closed
September 17 **Library Board Regular Meeting**

October 15 **Library Board Regular Meeting**
 October 24 Friends and Library Gala, 7-9 p.m. @NPL

November 4 General Election Day
November **Annual Library Report – City Council Meeting, TBD**
 November 18 A Community Reads, Library, 7 p.m.
November 19 **Library Board Regular Meeting**
 November 21 Library Staff In-Service, Library Closed
 November 26 Holiday – Library Closes at 5 p.m.
 November 27 Holiday – Thanksgiving, Library Closed

December 17 **Library Board Regular Meeting**
December 17 **Library Director – Mid-year Review**
 December 24 Holiday – Christmas Eve, Library Closed
 December 25 Holiday – Christmas, Library Closed
 December 31 Holiday – New Year’s Eve, Library Closed

2015

January 1 Holiday – New Year’s Day, Library Closed
January 21 **Library Board Regular Meeting**

February **Budget Planning Session, TBD**
February 18 **Library Board Regular Meeting**

March **Budget Planning Session, TBD**
March 18 **Library Board Regular Meeting**

April **Budget presented to Council, TBD**
 April 12-18 National Library Week
 April 4 Library Closed
 April 5 Holiday – Easter, Library Closed
April 15 **Library Board Regular Meeting**

May **Library Board – Goal Setting Session, TBD**
 May 10 Holiday – Mother’s Day, Library Closed
May 20 **Library Board Regular Meeting**
 May 24 Library Closed
 May 25 Holiday – Memorial Day, Library Closed

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