

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, June 19, 2013
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.

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Consent Agenda:

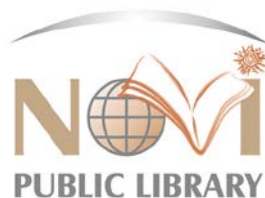
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Future Events:

- Summer Reading begins at NPL – Monday, June 17th
- Tremendous Tuesdays – Beginning Tuesday, June 18th at 10:30am, Fuerst Park
- Novi Historical Commission Regular Meeting – Wednesday, June 26th at 2:00pm, Novi Public Library
- Historical Commission Glass Etchings Open House – Thursday, June 27th at 5:30pm, Novi Public Library
- Friends of the Novi Library Regular Meeting – Wednesday, July 10th at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – Wednesday, July 17th at 7:00pm, City of Novi
- Novi Historical Commission Regular Meeting – Wednesday, July 24th at 2:00pm, Novi Public Library



Inform. Inspire. Include.

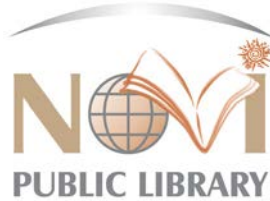
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 507		June 2013	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 1,515.10
Party City		268-000.00-727.000	\$ 15.89
Petty Cash (Postage)		268-000.00-728.000	\$ 23.00
U.S. Postal Service		268-000.00-728.000	\$ 100.00
Cleverbridge, Inc		268-000.00-734.000	\$ 37.95
Municipal Web Services	Apr-13	268-000.00-734.000	\$ 578.75
Solutions Control Services, LLC		268-000.00-734.000	\$ 1,720.00
The Library Network	Micro Win Pro Lic	268-000.00-734.000	\$ 9,176.24
Thwate	webmail lic renewal	268-000.00-734.000	\$ 259.00
Amazon.com		268-000.00-734.500	\$ 78.29
CDW-G		268-000.00-734.500	\$ 29.30
Rutkowski, Barbara	Apple iOS Dev. Pgm	268-000.00-734.500	\$ 99.00
Suntel Services		268-000.00-734.500	\$ 258.85
The Library Network	Micro Win Pro Lic	268-000.00-734.500	\$ 3,662.40
Demco		268-000.00-740.000	\$ 176.42
Midwest Tape		268-000.00-740.000	\$ 269.99
Sam's Club		268-000.00-740.000	\$ 26.94
Sentry Supply		268-000.00-740.000	\$ 474.36
Showcases		268-000.00-740.000	\$ 51.32
Amazon.com		268-000.00-742.000	\$ 1,060.16
Brodart		268-000.00-742.000	\$16,506.21
Center Point Large Print		268-000.00-742.000	\$ 260.04
DK Agencies, Ltd.		268-000.00-742.000	\$ 799.70
Gale		268-000.00-742.000	\$ 2,720.81
Home Depot	Library Book Box	268-000.00-742.000	\$ 5.50
Taylor, Lori	Read Box artwork	268-000.00-742.000	\$ 475.00
The Library Network	sp acq	268-000.00-742.000	\$ 148.02
Thomson West		268-000.00-742.000	\$ 263.00
Belleville Area District Library		268-000.00-742.100	\$ 4.99
Livonia Public Library		268-000.00-742.100	\$ 10.95
Lyon Township Public Library		268-000.00-742.100	\$ 6.25
Romulus Public Library		268-000.00-742.100	\$ 26.00
Walled Lake City Library		268-000.00-742.100	\$ 5.99
Waterford Township Public Library		268-000.00-742.100	\$ 25.99
Ebsco	Computerworld xln	268-000.00-743.000	\$ (129.00)
Hartman, Laura	DN/FP 6/12-8/31/13	268-000.00-743.000	\$ 156.00
The Library Network	Zinio 5/1/13-4/30/14	268-000.00-743.000	\$ 4,383.33
Amazon.com		268-000.00-744.000	\$ 30.94
Brodart		268-000.00-744.000	\$ 129.91
Midwest Tape		268-000.00-744.000	\$ 4,844.27
OverDrive		268-000.00-744.000	\$ 175.81
Amazon.com		268-000.00-745.200	\$ 307.53
Midwest Tape		268-000.00-745.200	\$ 4,832.42
Gordon Food Service	Mango	268-000.00-745.300	\$ 7.98
Sam's Club		268-000.00-745.300	\$ 88.17
Bright House Networks		268-000.00-801.925	\$ 164.04
Providence Occupational Health Partners		268-000.00-804.000	\$ 53.90
American Library Association		268-000.00-809.000	\$ 506.00
Novi Rotary	4/1-6/30/13; Farkas dues	268-000.00-809.000	\$ 175.00
Kristel Group, Inc.	April	268-000.00-817.000	\$ 2,480.00

Warrant 507		June 2013	
Payable to	Invoice #	Account number	Account total
AT&T	May 22-June 21, 2013	268-000.00-851.000	\$ 142.76
TelNet Worldwide	5/15-6/14/13	268-000.00-851.000	\$ 670.46
Verizon Wireless	March 29-April 28, 2013	268-000.00-851.000	\$ 381.49
Farkas, Julie		268-000.00-862.000	\$ 85.42
Petty Cash (Mileage)		268-000.00-862.000	\$ 14.13
Stevenson, April		268-000.00-862.000	\$ 13.00
Dollar Season, Inc.		268-000.00-880.000	\$ 8.94
Gordon Food Service	Mem Parade	268-000.00-880.000	\$ 29.97
Patch		268-000.00-880.000	\$ 43.31
Petty Cash (Community Promotion)		268-000.00-880.000	\$ 18.51
Sam's Club		268-000.00-880.000	\$ 60.33
Suburban Library Cooperative	SRP yard signs	268-000.00-880.000	\$ 1,120.00
YP	May-13	268-000.00-880.000	\$ 1.17
Amazon.com		268-000.00-880.268	\$ 120.38
Bauss, Kathryn		268-000.00-880.268	\$ 44.23
Carpenter, Suzanne		268-000.00-880.268	\$ 826.07
CDW-G		268-000.00-880.268	\$ 64.50
Druschel, Pauline	Sr.Bk Disc 6/13/13	268-000.00-880.268	\$ 40.00
Home Depot		268-000.00-880.268	\$ 6.97
Imagamerica	Digital Detox Wk-Wtr btls	268-000.00-880.268	\$ 200.00
Kipp Toys		268-000.00-880.268	\$ 114.80
Mosaic Geek, LLC	youth; 6/25/13	268-000.00-880.268	\$ 500.00
Mutch, Kathleen	June 2013 Ad Writing	268-000.00-880.268	\$ 100.00
Oriental Trading		268-000.00-880.268	\$ 180.25
Party City		268-000.00-880.268	\$ (6.33)
Petty Cash (Programming)		268-000.00-880.268	\$ 24.77
Preston, Jennifer	Barnes & Noble	268-000.00-880.268	\$ 182.64
Starbucks	Ad SRP	268-000.00-880.268	\$ 250.00
U.S. Toy Co.		268-000.00-880.268	\$ 106.91
Upstart		268-000.00-880.268	\$ 71.21
Konica Minolta		268-000.00-900.000	\$ 1,015.75
Consumers Energy	4/16-5/14/13	268-000.00-921.000	\$ 685.89
DTE Energy	3/22-4/23/13	268-000.00-922.000	\$ 7,852.43
Allied Waste	May-13	268-000.00-934.000	\$ 157.92
Batteries Plus		268-000.00-934.000	\$ 303.20
Cintas		268-000.00-934.000	\$ 534.33
Grainger		268-000.00-934.000	\$ 244.44
Home Depot		268-000.00-934.000	\$ 361.65
JH Corporation		268-000.00-934.000	\$ 263.17
Library Design Associates, Inc.		268-000.00-934.000	\$ 370.00
Long Mechanical		268-000.00-934.000	\$ 815.00
Touch of Tropics	April	268-000.00-934.000	\$ 50.00
Voss Lighting		268-000.00-934.000	\$ 121.54
Novi-Motive, Inc.		268-000.00-935.000	\$ 352.57
Brien's Services, Inc.		268-000.00-941.000	\$ 3,567.36
C&J Parking Lot Sweeping, Inc.		268-000.00-941.000	\$ 195.00
Home Depot		268-000.00-941.000	\$ 105.08
Michigan Automatic Sprinkler Inc.		268-000.00-941.000	\$ 296.00
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 30.68

Warrant 507		June 2013	
Payable to	Invoice #	Account number	Account total
Dominick, Marcia		268-000.00-956.000	\$ 279.00
Library of Michigan Foundation	Storch; 6/4/13	268-000.00-956.000	\$ 10.00
Midwest Collaborative for Library Ser.	Teagan	268-000.00-956.000	\$ 59.00
Petty Cash (Conference & Workshop)		268-000.00-956.000	\$ 20.34
Public Library Association		268-000.00-956.000	\$ 718.00
Robinson, Mary		268-000.00-956.000	\$ 44.18
Stevenson, April		268-000.00-956.000	\$ 78.08
TOTAL			\$84,074.17



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
May 22, 2013**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Kilgore, Board Member

Student Representatives

Torry Yu

Absent and Excused

Jessica Mathew (7:01 p.m. arrival)

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

Guests

Nevrus Nazarko, Finance Director, City of Novi

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A motion was made to approve the May 22, 2013 Agenda as presented.

1st – Ramesh Verma

2nd – Willy Mena

The motion passed unanimously.

4. **Consent Agenda**

A motion was made to approve the May 22, 2013 Consent Agenda as presented.

1st – Larry Czekaj

2nd – Scott Teasdale

The motion was passed unanimously.

5. **Correspondence**

There was no correspondence.

6. **Presentation**

A. **Nevrus Nazarko – Director of Finance, City of Novi**

Mr. Nazarko announced that the City of Novi's 2013-14 fiscal year budget was completed and approved.

Based on the figures as of the end of April, 2013, it is anticipated that the Library will stay within budget for the 2012-2013 fiscal year. At this time, he doesn't anticipate to have to complete a budget amendment.

At the end of December 2013, the Walker Funds will no longer be restricted and Mr. Nazarko suggested combining the Walker Funds with the Library's operating funds, not to keep them separate.

Mr. Nazarko informed the Board that the Oakland County Government Pool offers a higher interest rate on investments than banks and the funds are not locked in; the funds can be withdrawn at any time they need to be utilized.

Mr. Nazarko stated that he will frequently attend Library Board meetings when changes or updates occur.

Board members complimented Mr. Nazarko on regulating investments; that the investments are doing quite well and for listening to the Board regarding the request for changes to investments.

A Board member questioned the additional property tax revenue that is shown in the Library's revenue account. Mr. Nazarko commented that the trend is fewer tax payers are fighting their taxes, and Mr. Nazarko is standing by the figures provided. He commented that he expects to receive additional taxes as of June 30, 2013. He also stated that each year he expects the tax revenue to increase.

A Board member questioned if the Library has reached their maximum investment in the Oakland County Government Pool? Mr. Nazarko stated no, but felt that he put the maximum in, but would monitor it month by month.

At this time, the Board has determined that they will not make a motion to combine the two accounts together, but will wait until closer to the end of the restriction, December 31, 2013; it will merge automatically on January 1, 2014. The Board determined that the Finance Committee will discuss a game plan for the funds and provide a guide for future Boards.

Mr. Nazarko and his staff were thanked for their fine job.

7. Public Comment

There was no public comment.

8. President's Report

A. Goals Document 2012-2013

- Partnering with the Novi Community Schools for the Summer Reading Program.
- Met with the Novi Middle School Media Specialist and English Teacher to discuss the possibility of partnering on the creation of a Middle School Advisory Board.
- Superintendent of Novi Schools, Media Specialists and Novi Public Library librarians teamed up to create a summer reading program skit to be presented to the schools – *Dig into Reading*.
- Moving forward with Boopsie– Novi Public Library app. There is a slight delay in launching.
- Yard signs for youth who finish the summer reading program will be available– “*A Library Champion Lives Here! – Novi Public Library*”
- Testing is being completed of a scanner at the check-out desk to scan barcodes on phones.
- Beginning June 1, 2013, the Library is informing patrons of the library card requirements.
- Special events were held in the Teen Space, i.e. movie day, ping pong tournaments, etc. The Teen Space program has been committed to continue for the 2013-14 school year.
- This year, the Book It! Fundraiser raised over \$12,000 – a very successful fundraising effort! This year's funds will be used for the Fiction and Electronic Book collections.
- Received QSAC Essential Level and working towards the next certification level.

9. Treasurer's Report

A. Library Budget 2012-2013

The 2012-2013 Budget dated February 15, 2012 is included in the May 22, 2013 Library Board Packet on pages 22-23.

B. Library Financials and Walker Fund – April 2013

The Financials and Walker Fund reports ending April 30, 2013 are provided on pages 24-29 of the May 22, 2013 Library Board Packet.

David Margolis was thanked for his fine work for the past two years as Treasurer on the Library Board.

Trustee Czekaj indicated that the Library will see higher revenues than first expected by approximately \$40,000 so our revenue will be about \$80,000-\$100,000 more from what was initially budgeted.

On expenditures for the past ten months, we are operating ahead of plan and we are spending less money than what was budgeted for.

For the yearend, the Library is looking at \$75,000 of less expense than what had initially been planned. To summarize, thus far we are projecting through our fiscal year that we will be about \$96,000 ahead of plan on the revenue side and we'll be about \$75,000 ahead of plan on the expense side without consideration for the appropriation of the fund balance, just revenues and expenses.

At the start of the year at the budget process, we budgeted for a need of approximately \$305,000 to be appropriated from the fund balance to cover our year's expenses. At this point in time it looks like we will fall short by \$135,000 instead of the \$305,000 anticipated, or about 56% than what was anticipated.

Cash needs for the balance of the year; we'll take in approximately \$100,000 more income in the last two months from tax revenues. Our cash needs on the expense side will be about \$427,000 so we'll probably have a net cash need of about \$350,000 by the end of the year, which was anticipated.

Trustee Margolis commented that included in the extra revenue, what we did not budget going into the year was the change in policy that the City had with respect with investments and the fact that they are going market-to-market so we can track monthly fluctuations up and down. On the year-to-date basis we are \$9,800 to the good. With the market being fairly stable now we anticipate we will finish the year on a positive note. A recommendation to move forward to not budget anything, just track the activity up and down.

C. Library Café Revenue Report – due 15th of the month –April 2013

The Café reported a \$420 profit for the Library for April 2013.

The 2nd Draft of the Café Lease will be presented to the Board for approval. The new lease will be effective as of June 1, 2013 for a three year period.

On a different subject, a Board member commented that the cash needed for the end of the year is expected to be approximately \$100,000.

The Car Charging Station was used at the Library and the funds received from the revenue will be placed in the Miscellaneous Line.

10. Directors Report

A detailed report from the Director, Julie Farkas, is provided on pages 30-31 of the May 22, 2013 Library Board Packet.

Highlights of the report are:

- This year, the Library staff and volunteers will not be walking in the Memorial Day Parade, but will be hosting a table at the end of the parade. Brochures about the Summer Reading Program and the Geek Campaign will be made available.
- The American Profile magazine dated March 17-23, 2013 (hand-out) shared an article about the "Little Free Library – Sharing Book, building community". The Novi Library has created a free standing box, with the assistance of the City of Novi's Department of Public Services, a "Read Box" will be located at Lakeshore Park – this is a pilot project. The Read Box is to encourage reading by sharing the books taken from the box with family and friends. There is no cost associated with taking the books, just to read and enjoy. The books placed in the box are donated books and each will have a book plate that reads that this book is courtesy of the Novi Public Library. The park staff will monitor when the books need to be filled or if there is an issue with the box and will let Library staff know. Books will be filled by the Library's Outreach staff. Board members commended Julie and the staff for thinking outside the box. The box will have its unveiling on June 6, 2013.

1. **Book It Fundraiser Budget Statement**

This year's Book It! Fundraiser netted over \$12,000. Julie thanked the committee who worked on the project – Kathy Mutch, Carol Hoffman, Marion Marten, and the Administration Staff - Christina Salvatore, Diana Gertsen, Margi Karp-Opperer, Mary Ellen Mulcrone and Marcia Dominick. She also thanked the Management Team and Facilities Department for their assistance and working the night of the event.

2. **Library Café Lease – 2nd Draft**

The 2nd Draft of the Café Lease is included in the May 22, 2013 Library Board Packet on pages 31- 38 for review and approval.

3. **PEW RESEARCH CENTER: Parents, Children, Libraries and Reading – Released: May 1, 2013**

The PEW Research Center report, found on pages 39-47 of the May 22, 2013 Library Board Packet, stated that 71% of the population believe that libraries are a safe place for children. The Novi Public Library is a public building and the staff does a great job in monitoring to keep it safe.

11. **Additional Reports**

A. **Public Services Report**

The Public Services Report is provided on pages 48-49 of the May 22, 2013 Library Board Packet.

B. **Building Operations Report**

The Building Operations Report is provided on page 50 of the May 22, 2013 Library Board Packet.

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

The April statistics are located on pages 51-55 of the May 22, 2013 Library Board Packet with a revised page 52 handed out at the meeting.

Highlights include:

- 410 Library cards issued
- 70,302 items checked out
- Number of items borrowed from TLN – 4,222
- Numbers of items borrowed from MEL – 61
- Number of items loaned through TLN – 4,741
- Number of items loaned through MEL – 163
- 58.98% of all items checked out were completed on self –checkout stations
- Total circulation 70,302
- Daily average people using the Library was 1,190
- Early Literacy workstation usage 890
- Daily average Computer Logins 989
- Technology Sessions 19 with 28 participants

In July, 2013, we will be able to track the number of downloadable materials that are electronically checked out.

12. **Friends of Novi Library Report**

a. **2013-2014 With List and Annual Contributions**

The Friends of Novi Library April 24, 2013 Minutes are included in the May 22, 2013 Library Board Packet on pages 56-57.

A \$20,000 gift was provided in December 2012 and wish list items have been earmarked by the Library for the use of these funds (the Friends 2013-2014 Wish List Items can be found on pages 58-59 of the May 22, 2013 Library Board Packet). At the Friends June 12, 2013 Board meeting, the Friends Board is to discuss an Annual Library Contribution. The established amount of the expected gift for the 2013-14 fiscal year is \$12,300. Wish list items for the 2013-14 fiscal year are:

• Summer Reading Program (youth/adult)	\$2500
• Battle of the Books	\$ 500
• Community Read	\$2000
• Novi Newbies	\$ 800
• Morning Arts Series	\$1600
• Book It	\$ 500
• Engage	\$ 900
• Listen @ the Library	\$3000
• Carryover 12/13 (technology/toys)	\$ 500

13. Student Representatives' Report

The Student Representative's Report is provided on page 59 of the May 22, 2013 Library Board Packet. Highlights of the report include:

- Teen Space held 10 sessions with 392 students.
- An Animanga Club meeting was held in April.
- The third annual Women's National Book Association Young Adult Authors' Panel was held at the Library, with four award-winning authors. 75 teens and adults were in attendance.
- Volunteer applications for the summer reading program are due to the Library by Saturday, June 1, 2013. Applications can be found on the Library's website and at the Library.
- TAB meeting was held on May 10.
- WOW Writing Workshop College Essays Myths and Facts to be held on May 22
- Teen Volunteer Orientation to be held on June 3 & 5 at 4:30 p.m.
- This is Student Representative Torry Yu's last day as he is graduating and will be off to college. Whoever is Torry's replacement will have big shoes to fill.

14. Historical Commission Report

The Historical Commission approved minutes for March 27, 2013 is provided on pages 60-61 in the May 22, 2013 Library Board Packet.

The Library's Historical Display Cabinet is showcasing Landmarks of the Area presented by the Detroit Historical Museum.

The Local History Room's glass etchings project is almost completed. When the etchings are finalized and the room back in order, an open house unveiling the artwork will be held.

15. Committee Reports

The negative news announced today regarding the corruption of the Detroit Public Library was distasteful and the members who took part in the fraud chose greed over the patrons as commented by a Novi Board Member. This behavior is not acceptable and should not be tolerated.

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

There was no report provided.

B. HR Committee (Kilgore, Verma – chair)

There was no report provided.

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

There was no report provided.

D. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

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

There was no report provided.

F. Landscape Committee (Kilgore, Margolis, Czekaj – chair)

There was no report provided.

16. Public Comment

There was no public comment.

17. Matters for Board Action

A. Café Lease Agreement – 2nd Draft

The 2nd Draft of the Library Café Lease Agreement is provided on pages 31-38 of the May 22, 2013 Library Board Packet. Trustee Czekaj and Trustee Mena have reviewed the proposed changes and have met with the café owners to discuss.

The café owners have adopted the Library's new hours of operation effective September 2013.

Proceeds from the Café have not fallen below 10% since opening.

A motion was made to approve the Café Lease Agreement as presented.

1st – Larry Czekaj

2nd – David Margolis

The motion was passed unanimously.

The 2nd Draft of the Café Lease Agreement will be signed by Mark Sturing, President of the Library Board, and Café Owner, Lola Bernstein.

B. Moving the October 16th Board Meeting to October 23rd due to MLA Conference Conflict.

The meeting will be held at 7:00 p.m., but a location will need to be coordinated with the City.

A motion was made to approve the change of the October Board Meeting from October 16 to October 23, 2013.

1st – Ramesh Verma

2nd – Larry Czekaj

The motion was passed unanimously.

Note: The Director's Review will be held at the June 2013 Library Board Meeting.

18. Adjourn

A motion was made to adjourn the meeting at 8:11 p.m.

1st – Willy Mena

2nd – Larry Czekaj

The motion was passed unanimously.

Scott Teasdale, Secretary

Date

Library Board of Trustees

Goal Session – Minutes (DRAFT)

Saturday, June 15, 2013

9:08am: Meeting was called to order by President, Mark Sturing

9:08am: Roll call by Secretary, Scott Teasdale

Present: Trustee Mena, Trustee Teasdale, Trustee Kilgore, Trustee Sturing

Absent/Excused: Trustee Verma, Trustee Czekaj, Trustee Margolis

Director, Julie Farkas, began the meeting with introducing 4 documents to review during the session:

- 5 Strategic Goals document from the Strategic Plan
- Strategic Planning Goals - Tracking and Updates information
- Library Goals 2012-2013
- Novi Public Library – 2012/2013 Goals tracking document

9:20am: Trustee Margolis arrived

Director Farkas engaged the Board Members in a discussion on how to best combine the 5 Strategic Goals document and the current 2012-2013 Library Goals. The members agreed that the 2012-2013 Library Goals were again relevant to be considered as goals for 2013-2014.

Trustee Margolis pointed out the need to rename the 5 Strategic Goals as Objectives and then incorporate the 2013-2014 goals in the Strategic document. Trustee Margolis engaged the members in a discussion about adding another strategic objective (6) that would pertain to the topic of the library in regards to the utilization of the facility in the future and identifying future needs.

Trustee Margolis requested a tour of the storage area on the 2nd floor for possible consideration of public space for the future. The Board Members left the meeting room space to tour the area.

The Trustees began to brainstorm a new objective. The following objective (6) was created and will be added to the list for the Library Board members to consider adding at the June 19, 2013 meeting:

**6. Match the needs of the community with the facility (ies) and library's logistical resources
(Ex: existing building, outreach, collections, storage space, future expansion)**

The Trustees then looked at both the 6 new objectives and the 2013-2014 goals and determined which goals would coincide with the appropriate objectives. The following document was proposed for Library Board approval on June 19, 2013:

6 Strategic Objectives

1. Fuel Novi community's passion for reading, personal growth and learning (General Information, Lifelong Learning, Current Topics and Titles)

GOAL: Provide quality services, collections, programs and technology that meet the changing needs of our community.

GOAL: The Library Board shall be active & engaged and represent the Library in Novi and the greater library community.

2. Increase the Novi community's knowledge of and access to the library's collections, services and building (Commons, Basic Literacy, Lifelong Learning, Cultural Awareness)

GOAL: Promote the Library in Novi's residential and business communities; consider new avenues for promoting library services to non-library users; leverage existing resources whenever possible.

GOAL: Balance the needs of the community with fiscal responsibility.

GOAL: Create fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.

GOAL: The Library Board shall be active & engaged and represent the Library in Novi and the greater library community.

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

3. Encourage the Novi community to embrace and participate in the library's programming, cultural learning and service opportunities (Cultural Awareness, Commons, Current Topics and Titles, Lifelong Learning)

GOAL: Create fundraising opportunities for our community to continue to support the growth of the library's services, collections, programs and technology.

GOAL: The Library Board shall be active & engaged and represent the Library in Novi and the greater library community.

4. Foster an organizational culture of innovation (Current Topics and Titles, Lifelong Learning)

GOAL: Provide a well-trained, appropriately compensated staff that is engaged in the Novi community and within the library profession.

5. Empower the Novi community to be effective consumers and producers of information (Basic Literacy, Lifelong Learning, Current Topics and Titles, Cultural Awareness, General Information)

GOAL: The Library Board shall be active & engaged and represent the Library in Novi and the greater library community.

6. Match the needs of the community with the facility (ies) and library's logistical resources (Ex: existing building, outreach, collections, storage space, future expansion)

GOAL: Balance the needs of the community with fiscal responsibility

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

10:08am: Trustee Czekaj arrived

10:20am: President Sturing offered a motion to adjourn

1st: Trustee Czekaj

2nd: Trustee Kilgore

All in favor to adjourn: 6 Yes, 0 No

Meeting Adjourned: 10:20am



Novi
Community School District

Marcia:

Thank You for coordinating our
Coffee with the Superintendent this year.
I am so appreciative of the Novi Library
and everything that all of you are
doing for Novi and our students + families.
You are such a pleasure to work with!

Thanks again,
Aly Vega



May 28, 2013

Julie Farkas
Director
Novi Public Library
45255 W. 10 Mile Road
Novi, MI 48375


Dear Julie,

On April 7, the 2012-13 Listen @ the Library season ended as it began – audience members queuing for an hour beforehand, standing room only in the community room with dozens of children seated cross-legged at the front, followed by spontaneous, enthusiastic ovations greeting the performance.

With a large and loyal following and six outstanding, diverse performances, Listen @ the Library in 2012-13 exceeded all of our expectations. It has firmly established itself as a core part of the Chamber Music Society's offerings to the community, and this would never have been possible without your enthusiastic leadership, advocacy and support. Thank you for making this series such a success.

Julie, next season the Chamber Music Society will be 70 years old. An organization does not get this far without the help of its friends, and we are delighted and proud to count Novi Public Library as one of our most important partners. We look forward to continuing our partnership in 2013-14 and beyond.

With much appreciation,


Steve Wogaman
President


Kelle Vela
Director of Community Engagement

Stephen Wogaman
President

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Dear Barb -

Thanks for saving my presentation on Great Smoky Mountains last Tuesday. It was great to have a real pro side to the rescue.

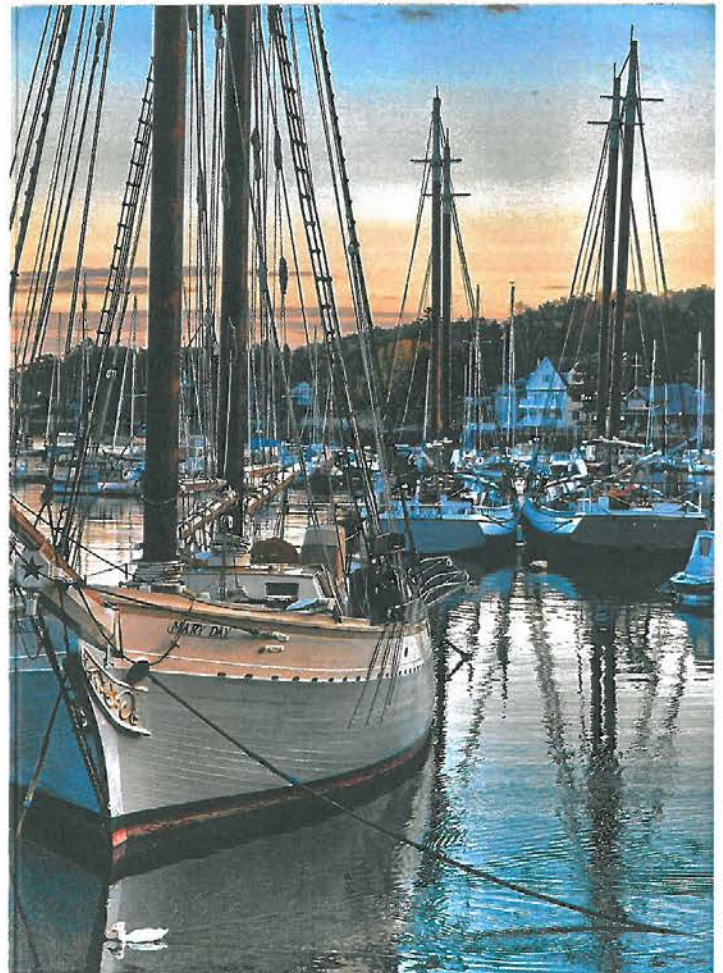
In the end, it was successful - much discussion and a big round of applause. So glad the Nova library is Apple friendly!

The library is fortunate to have you on board. I really appreciate your calm help.

All the best -

Rob Wilson

Photography by Rob Wilson





Dear Mrs. Karp-Opperer,
We greatly appreciate your support of our Bronze Award project! We also appreciate your time and assistance for allowing us to place a collection box in the library. We successfully collected over 60 books, 10 games, and a few other items!

Sincerely,

Troop 40397

Sydney G, Lauren, Kylie, MiDori, + Sara

NOVI PUBLIC LIBRARY – 2012/2013 GOALS

Marketing/Relationship Building/Outreach—Goal #1:

Promote the Library in Novi's residential and business communities; consider new avenues for promoting library services to non-library users; leverage existing resources whenever possible.

Strategy:			
Increase resident usage of Library services.			
Tactic	Owner	Status	Due Date
Promote Library services through social media, including Facebook, Pinterest, Twitter, and blogging	Info Services	Won "Old Meets New" photo contest showing Local History poster juxtaposed with Pinterest page	Ongoing; 2/13
Tactic	Owner	Status	Due Date
Promote Library services through newspapers, radio, television, and electronic media	Admin	Teen Space articles appeared in Patch and Novi News; Food for Fines promoted in Novi News and Patch; SWOCC taping for Book It event; continuing to provide press releases and connecting for coverage of events; press releases to Novi News and Novi Patch; SWOCC video for Summer Reading Program;	Ongoing; 11/12; 2/13; 3/13; 4/13; 5/13; 6/13
Tactic	Owner	Status	Due Date
Geek the Library national campaign—one year commitment	Admin	Promoted at various events, including Trick or Trucks and Community Reads, and in Library; revival of Geek program in May with finale party planned for 6/17/13	5/13; 11/12; 6/13
Tactic	Owner	Status	Due Date
Promote specialized patron services, such as online holds, online renewals, self-checkout, self-service holds, after hours holds, lending laptops, etc.	Support Services; Admin	Two-sided bookmarks being created to promote two services each month; promoting lending laptops with signs and slides; also promoting library card as "smartest card"	Ongoing; 10/12; 3/13
Review current brochures; revise and/or create new as needed	Admin; Managers	Welcome brochure updated; Circulation brochure to be reviewed; considering separate brochures for meeting room rentals, notary service; Gift for Today brochure updated reflecting new tax laws; reviewing all materials for updates based on change of hours to begin in Sept.	10/12; 11/12; 4/13
Strategy:			
Determine appropriate hours and levels of service.			
Tactic	Owner	Status	Due Date
Investigate options and compare to area libraries	Admin	Reviewed hours at DSLRT libraries; proposed plan for expanding hours in next FY; approval of expanded weekend hours to begin September 2013	2/13; 3/13

Strategy:	Increase usage of services and facility with community partners.		
Tactic	Owner	Status	Due Date
Investigate possibility of providing City services at Library, e.g., dog licenses, park permits, etc.	Admin	Currently offering notary public service; sent request to City to engage in discussions	10/12; 1/13
Partner with City to provide READ box program in City parks, to be stocked with donated materials, making books available on a rotating basis	Admin; Info Services; Support Services	Worked with City DPS to build first READ box and determine placement; box decorated by artist, Lori Taylor; designed book plates to show that books are provided by NPL and to tell how program works; launch at Lakeshore Park, 6/6/13	6/13
Participate in City wide events	Admin	Participated in Fall for Novi; displayed Library van at Trick or Trucks event; offered programs during Light Up the Night; participated in State of the City open house; participated at Memorial Day Parade with an information table	9/12; 10/12; 11/12; 1/13; 5/13
Encourage use by homeowners associations	Admin	Invited to hold meetings here at no cost when including Library tour or talk; presented to Crosswinds and Taft homeowners groups; tours given to Royal Crown and North Haven homeowners associations; tour for Lexington Green Homeowners Association; tour for Cheltenham Estates; tour for Churchill Crossings; Briarwood Village talk; Saratoga Homeowners talk; presented to Churchill Crossings and Bella Terra; provided tours or presentations to 11 homeowners association groups, allowing free use of rooms	Ongoing; 11/12; 12/12; 1/13; 2/13; 3/13; 4/13; 6/13
Provide space in the library for community group use to draw in non-library users	Admin; Info Services	Partnered with NCSD to offer summer book chats; partnered with Novi Girl Scout Troop 4108 so they could display posters on bullying for a project; provided space for Middle School's winning posters detailing Red Ribbon Week; Orchard Hills Elementary art on display; photography display by Providence Hospital 's Photography Visions Group	7/12; 10/12; 11/12; 4/13; 5/13
Outreach to community partners to strengthen presence of library as valued resource	Admin	Attended Novi Youth Assistance Annual Breakfast and Walsh College Breakfast; delivered welcome brochures (English and Japanese) to Novi School District (NSD); met with NSD media specialists to begin discussing 2013 summer reading program; attended NSD	11/12; 12/12; 1/13; 2/13; 2/13; 4/13; 5/13; 6/13

		<p>Community Assessment Meeting; provided 4 preschool story times at Novi Meadows; met with Novi Schools Instructional Coaches to prepare for Summer Reading Program (SRP); meeting with Novi Schools Media Specialists for SRP preparation; hosted TLN Youth Committee Performer’s Showcase; provided a “Cottage Reading List” and book samples for display at Suburban Collection; tour and resource discussion with 2nd gd. Class from Wixom Christian School; meeting with Novi Schools Media Specialists for SRP preparation; story time and tour to 100 Village Oaks Kindergarteners; met with NSD Instructional coaches for summer reading discussion; met with Novi Middle School Media Specialist and English Teacher to discuss possibility of partnering on the creation of a Middle School Advisory Board; met with NSD Media Specialists to begin filming summer reading program skit for viewing at schools; worked with Superintendent and Assistant Superintendent of NCSD and City of Novi DPS to film second half of summer reading program skit for viewing at schools; visited all Novi Elementary Schools + Novi Meadows to encourage summer reading & NPL programs</p>	
<p>Provide library tours/ presentations to local community groups to promote services to non-library users</p>	<p>Admin</p>	<p>Provided tour to Crosspoint Church; tour for Novi Chamber of Commerce along with grand opening of Business Resource Center; tour for librarians from Rochester Hills Public Library; tour for visitors from Kazakhstan through International Visitors Council of Metropolitan Detroit; tour for American Business Women’s Association (ABWA); presentation to Girl Scout Troop 41926; gave tour to the Swedish Council; tour for visitors from Japan through Japan Council of Local Authorities for International Relations</p>	<p>10/12; 9/12; 10/12; 11/12; 1/13; 3/13; 5/13</p>

Strategy:			
Improve reporting of statistics for library/building/technology usage.			
Tactic	Owner	Status	Due Date
Report on NPL website hits	Admin	Reports to be provided 2/year: July & Jan; new website vendor will be able to provide more info, including Google analytics	Ongoing
Provide statistics as requested about borrower registration, library card usage, etc.	Support Services		Ongoing
Provide statistics as requested on the usage of the library, self-checks, early literacy stations, wireless, lending laptops, workstations, technology training and wireless	IT/Facilities		Ongoing

Services/Collections/Programs/Technology—Goal #2:			
Provide quality services, collections, programs and technology that meet the changing needs of our community.			
Strategy:			
Market and promote the Local Author/Artist Collection.			
Tactic	Owner	Status	Due Date
Partner with local groups, i.e., writer's groups, Novi schools, to promote this collection	Info Services	Begin with the introduction of the collection to the community; adding "Collections" page to Resources tab on library website that will include the Local Author/Artist collection	11/12
Strategy:			
Adapt to changing needs of the community.			
Tactic	Owner	Status	Due Date
Library Open for Martin Luther King, Jr. Day	Admin	Provided interactive exhibit; programs for youth; partnered with Novi schools for panel discussion	1/13
Adjust procedures as required to adapt to changes in services and collections as determined by Admin.	Support Services; IT/Facilities	Removed time limits from computers when no wait list; will consider renewals for movies; determined no change necessary at this time; limiting shelf life of holds to move items more quickly based on faster notification	Ongoing; 11/12; 12/12; 3/13
Partner with Walmart on Food for Fines program	Support Services; Admin	Food for Fines program in February allows patrons to cancel some overdue fines and provides food for local food banks; 51 patrons participated, donating approximately 20 boxes of food	2/13
Further develop and market the Business Collection	Info Services	Partnered with Michigan Small Business & Technology Development Center to become a Business Resource Center with grand opening celebration on 9/25/12	9/12

Strategy:		Improve services through use of new technology.	
Tactic	Owner	Status	Due Date
Investigate "Get in Line" holds service	IT/Facilities	Researching methods used at other libraries	5/31/13; 2/13
Investigate RSS feeds or other tools for notification of new materials	IT/Facilities; Info Services	An RSS option will be available on the Library's App when launched in late June.	3/31/13; 6/13
Investigate a library app, possibly partnering with City	IT/Facilities; Info Services	Reviewed Boopsie for Libraries and plan to implement; City pursuing other options; working with TLN to begin implementation; proposal provided to TLN and meeting scheduled; moving forward with Boopsie to begin by June 30; beta testing in process	3/31/13; 11/12; 3/13; 4/13; 5/13; 6/13
Investigate possibility of scanning patron barcodes from phones or other devices	IT/Facilities; Support Services	Testing with new CCH barcode scanner; further testing with one scanner installed at checkout desk, plans to purchase more in next FY	4/30/13; 2/13; 5/13
Increase use of self-checkout by 2% (from 58% to 60%)	Support Services	Promote through bookmarks and staff interaction with patrons; promoting policy change to require presenting library card for service to begin Sept. 1	6/30/13; 3/13
Consider how to increase use of drive-up services	Support Services		6/30/13
Investigate tools to increase communication with patrons outside of the library	Info Services	AS attended webinar on Mosio's Text-a-Librarian service; text messages for holds currently in testing by TLN, to be implemented as soon as possible	11/12; 6/13
Maintain strong customer focus	Managers	Consider how to go from NO to YES; added more scanning capabilities for public; removed time limits from special computer stations; added automatic door closer to family restroom;	6/30/13; 12/12; 2/13
Investigate and provide access to new resources	Info Services; IT/Facilities	Launched Zinio Digital Magazines resource for downloading; introduced Mango Languages online learning resource with public party on May 21	5/13

Strategy:		Improve workflows for increased efficiency.	
Tactic	Owner	Status	Due Date
Review processes for check-in and sorting of materials in AST room and elsewhere	Support Services; IT/Facilities	Check with TechLogic for enhancements; review products from other companies; Intelletto device reviewed but found to be unnecessary	6/30/13; 10/12
Implement Collection HQ software for efficiency with collection development practices	Info Services; IT/Facilities	Training for Collection Specialists and Management Team scheduled for June 18	6/13

Strategy:		Partner with the community for programming.	
Tactic	Owner	Status	Due Date
Coordinate with the Neighborhood Library Association for the annual Community Read Events	Admin; Info Services	Self-Defense for Women (10/6); Meet the Author (11/14); book discussions; capacity crowd attended presentation by Jennifer Thompson, author of <u>Picking Cotton</u> ; begin planning for 2013 programs; have met several times to narrow down book choices	11/12; 1/13; 5/13
Create after-school Teen Space by partnering with Novi Youth Assistance, Novi Community School District, and Novi Parks & Recreation	Info Services	Started in October; recently premiered new items for teens through grant received from Novi Youth Assistance and matched by Library; held special events such as movie day, ping pong tournament, watching basketball tournaments; from 10/1/12 through 6/4/13 have had 119 sessions of Teen Space with a total of 3,071 attendees; Novi Youth Assistance, Novi Community Schools, and City of Novi Parks & Recreation have committed to continuing Teen Space for 2013/2014 school year	10/12; 1/13; 3/13; 4/13; 6/13
Strengthen the relationship between the Library and local Novi senior facilities	Info Services	Provide data and evaluation on a monthly basis as part of the Morning Arts series; provided two programs primarily attended by local senior facilities; assisted Grand Court with starting new book discussion group (run by Grand Court); two additional programs offered in May & June for Morning Arts Series; working with Fox Run to establish author panel for Fall 2013; e-reader training to Fox Run residents in June	Ongoing; 11/12; 3/13; 4/13; 5/13; 6/13
Partner with City of Novi for programming	Info Services	In cooperation with City of Novi, provided a five-part lecture series with renowned artist, David Barr, between March and May 2013	5/13

Staff Development—Goal #3:			
Provide a well-trained, appropriately compensated staff that is engaged in the Novi community and within the library profession.			
Strategy:		Increase staff involvement in community activities.	
Tactic	Owner	Status	Due Date
Director and staff participate as appropriate with Novi Rotary and Novi Chamber of Commerce	Admin	NPL wins Novi Business Recognition Award for Customer Service Excellence in the large business category! Partnered with Novi Rotary,	1/13; 5/13; 6/13

		Community Financial Credit Union and City of Novi to offer a week long Digital Detox program; Director scheduled to give annual presentation to Novi Rotary on 6/27/13	
Strategy: Establish a staff enrichment committee.			
Tactic	Owner	Status	Due Date
Acknowledge new and departing staff, employment anniversary dates, birthdays, etc.	Admin	Birthday cards with gift cards; e-mail announce to all staff; recognition at Board meetings	6/30/13
Enhance team-building and camaraderie	Admin	Plan more staff celebrations, e.g., National Library Workers Day in April; We Love Our Staff luncheon; instituted staff birthday off; jean days each Friday; jeans and spirit wear for Tigers playoffs, Red Wings playoffs, etc.; March Madness competition/trophy	6/30/13; 2/13; 6/13
Strategy: Ensure NPL staff is recognized within profession: conferences, workshops, speaking engagements.			
Tactic	Owner	Status	Due Date
Provide opportunities for participation with MLA and other organizations	Admin	Several staff attended MLA annual conference events: JF, MEM, MEKO, AS, DD, BD, MJR, MS, ME, BB, JB, MZ, MES, SC; AP representing NPL & TLN at Merit Member Conference; JF presented at New Directors workshop, 9/18/12; program submission approved for 2013 MLA annual conference, JF to present with Clay Pearson & Jason Mangum on community collaborations	11/12; 5/13; 6/13
Maintain staff participation with TLN committees	Admin	AS is Chair of Youth Services Comm.; AP is Chair-elect of Technology Comm.; WT attends SASUG; JF presented customer service workshops to TLN libraries with Marilyn Suttle, 3/20/13 & 5/29/13	10/12; 6/13
Strategy: Ensure adequate training and development for staff.			
Tactic	Owner	Status	Due Date
Provide training to supervisory and other staff	Admin; Managers	Several staff attended Indian cultural training at City; planning for training on new AED equipment; first group trained on new AED equipment; second group trained in March; several staff attended programs: "Surviving Active Intruder/Shooter Incidents", "Keep Calm and Carry On"	Ongoing; 12/12; 1/13; 2/13
Provide annual Staff Development Day	Admin	Safety & Security in the Library, 11/16/12; included presentations by Library staff, City	11/12; 4/13; 5/13

		staff, Novi Fire and Police; staff committee formed and planning in process for staff development days: 11/15/13 & 7/13/14	
Maintain current job descriptions for all staff positions	Admin	All job descriptions reviewed and updated	1/13
Institute quarterly technology training for staff	IT/Facilities	Providing training for Microsoft Office 2010, Library equipment, including laptops, microphones, etc.; training on Exchange 2010 web interface scheduled for March; web Outlook training completed in May	12/31/12; 11/12; 2/13; 5/13

Financial for Operations—Goal #4:			
Balance the needs of the community with fiscal responsibility.			
Strategy:		Partner with City of Novi when possible for efficiency and cost effectiveness.	
Tactic	Owner	Status	Due Date
Streamline accounting and HR procedures through BS&A / OnBase	IT/Facilities; Admin	Connections, licenses, etc. ready; training to be done in Nov./Dec.; authorized users have been trained to use OnBase for approval and reporting; OnBase now part of regular workflow process; JF & MD received training for BS&A	6/30/13; 11/12; 12/12; 2/13; 4/13
Strategy:		Work with City of Novi Finance Department to forecast future revenues and expenditures.	
Tactic	Owner	Status	Due Date
Maintain connection with Finance Department	Admin	Finance Director, Nevrus Nazarko presentation to Library Board	Ongoing; 5/13
Strategy:		Maintain process of one year budget and two year projection.	
Tactic	Owner	Status	Due Date
Budget process continues yearly	Admin; Board	Budget study sessions scheduled: Feb. 9 & 23; new budget approved	11/12; 3/13
Strategy:		Target to break even and meet library budgetary needs without deficit spending.	
Tactic	Owner	Status	Due Date
Budget process continues yearly	Admin; Board	Budget planning for 2013/14 in process	12/12
Keep to budget	Info Services		Ongoing

Fundraising—Goal #5:			
Create fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.			
Strategy:		Pursue grant opportunities.	
Tactic	Owner	Status	Due Date
Actively seek sponsorships/donations/grants	Info Services	Currently applying for two YALSA grants due	Ongoing; 11/12;

		1/13; \$1,000 grant from Dollar General (20 nationwide) awarded to NPL for SRP! Community Financial awarded \$1,000 grant for Digital Detox Week	2/13; 4/13
Strategy: Optimize room rental opportunities.			
Tactic	Owner	Status	Due Date
Support room rentals, including set-ups, credit card payment, etc.	IT/Facilities	Investigating low or no cost options to ease credit card acceptance in Admin Office; considering new option for full building rental ; purchased risers to use for NPL programs and for rental use	Ongoing; 10/12; 11/12; 4/13
Strategy: Plan at least one significant fundraising event a year for operational purposes/offset general fund.			
Tactic	Owner	Status	Due Date
Book It! annual event	Admin	Diamonds & Denim 4/26/13; planning committee is active; sponsorships secured; donations for auction and raffle being sought; promotion ongoing; tickets being sold; successful event raised over \$12,000	4/13; 2/13; 3/13; 4/13
Reach out to local businesses for fundraising / sponsorship support	Admin	Partnering with Friends of NPL for Varsity Lincoln test drive fundraiser; raised \$2,680	Ongoing; 11/12
Strategy: Seek other fundraising opportunities/activities/events throughout the year.			
Tactic	Owner	Status	Due Date
Assist with fundraising initiatives such as Shop for a Cause, etc.	Support Services;	Shop for a Cause (8/12) with Macy's raised \$360.00	Ongoing
Consider implementing "Adopt-a-Planter" for patio	IT/Facilities	Preliminary investigation showed no interest from local vendors; will reconsider for future	3/31/13; 5/13
Continue with successful events and look for new ideas	Admin	Offered two day trips "On the Road" to Lansing and Detroit with MEKO and Kathy Crawford, raised \$1,737.57; Scrapbook for a Cause planned for 1/19/13; raised \$425.50	10/12; 11/12; 1/13
Strategy: Actively recognize sponsors/partners for fundraising initiatives.			
Tactic	Owner	Status	Due Date
Plan event to thank business donors	Admin	Donor/Sponsor breakfast planned for 10/26/12	10/12
Send letter for annual donation drive	Admin	Annual letter sent; generated donations of \$7,317	12/12; 6/13
Strategy: Execute "Gift for Tomorrow" campaign.			
Tactic	Owner	Status	Due Date
Fundraising Committee to work on this	Admin; Board	Tax information updated for donations	11/12

Strategy: Maintain and promote existing donation opportunities (brick pavers, trees, books, etc.)

Board Engagement—Goal #6

The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.

Strategy:

Tactic	Owner	Status	Due Date

Strategy: Assign a Trustee to actively participate with Novi Historical Commission.

Tactic	Owner	Status	Due Date
Historical Commission meets at 2:00 on 4 th Wednesday	Board; Admin	Scheduling conflict for Board members to attend; Library staff attends; meeting minutes regularly provided; Roy Prentice scheduled to present year-end report of Historical Commission accomplishments at 6/19/13 Board meeting	6/13

Strategy: Engage Trustees in State Library initiatives.

Tactic	Owner	Status	Due Date
Invite Trustees to participate in MLA	Admin; Board	Trustees Teasdale and Verma attended MLA annual conference	11/12

Strategy: Engage Trustees with Friends of Library.

Tactic	Owner	Status	Due Date
Friends Board meets at 7:00 on 2 nd Wednesday	Board; Admin	Trustee Kilgore serves as Board liaison to Friends; attends monthly meetings	6/13

Strategy: Engage Trustees in Library programs and services.

Tactic	Owner	Status	Due Date
Consider renewal of lease for Read-a-Latte Café	Board; Admin	Café lease 3-year renewal approved	5/13
Trustees to volunteer as ambassadors at Welcome Desk	Board; Admin	Trustees cover Monday night (7:00-9:00) desk shift on a rotating schedule	Ongoing

Policies and Planning—Goal #7:

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

Strategy: Increase effective staff communication.

Tactic	Owner	Status	Due Date
Provide monthly staff meetings/ planning sessions	Info Services	Provided two meetings for IS staff with a 98% attendance; providing email planning/discussions monthly; IS meeting regularly; IS staff met in February with monthly	Ongoing; 10/12; 11/12; 12/12; 2/13; 3/13, 5/13, 6/13

		reports required; IS meetings held in March/IS held meetings in May, implementing goal partnering/current staff partnering on several new projects geared toward strategic goals	
Provide monthly staff meetings for IT and Facilities	IT/Facilities	Provided meetings and encouraged Help Desk documentation to increase staff communication and efficiency; meetings resulting in improved internal customer service from Facilities	1/13; 2/13
Strategy:	Achieve QSAC (Quality Services Audit Checklist) certification.		
Tactic	Owner	Status	Due Date
Implement changes as needed to meet QSAC requirements and submit request for certification	Admin	Application for Essential level submitted to Library of Michigan; certification confirmed	3/13; 4/13
Begin work to achieve next two levels of certification	Admin	Reviewing April 2013 revisions for all three levels	5/13
Strategy:	Implement new three-year technology plan.		
Tactic	Owner	Status	Due Date
Develop new technology plan	IT/Facilities; Admin	New technology plan written to complement first three years of strategic plan (2013/14-2015/16)	3/13
Strategy:	Develop and implement strategic plan for services/collections/programs/technology.		
Tactic	Owner	Status	Due Date
Include Board, staff, community	Admin; Board	Committee has been meeting since 1/12; focus groups held throughout summer; draft plan in Oct.; strategic plan for 2013-2018 approved	11/12
Strategy:	Work towards creating a ten year financial plan (2012-2022).		
Tactic	Owner	Status	Due Date
	Admin; Board	Financial plan approved	11/12
Strategy:	Support efforts of Historical Commission and Friends of the Library; include members in planning.		
Tactic	Owner	Status	Due Date
Work with Historical Commission and Friends Board	Admin; Board; IT/Facilities	Configured workstation purchased on behalf of the Historical Commission for the Local History Room; work in process for etching historical Novi scenes on windows in Local History Room	1/13; 5/13
Strategy:	Review Public Policy Manual.		
Tactic	Owner	Status	Due Date
	Admin; Board	Policy P11: Rules of Conduct – October 2012; Policy P1: Library Card Issuance – October 2012; Policy P4: Miscellaneous Provisions – October 2012; Policy P2: Charges for Overdue	

		Materials, Damaged, Destroyed or Lost Materials – October 2012; Public Relations Policy – November 2012; Library Card Issuance Policy – January 2013; Miscellaneous Provisions Policy – January 2013; Communication Device Purchase and Usage Policy – January 2013; Policy P10: Computer Use Policy – February 2013; Library Café Lease (3 yrs.) – May 2013;	
Strategy:		Review Human Resources Policy Manual.	
Tactic	Owner	Status	Due Date
		Family and Medical Leave Act revisions – March 2013	

2012-2013 Budget 2/15/12		2010/2011 Audited (9/2011)	2011/2012 Approved (Rev 9/2011)	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Revenues					
Account	Description				
403.000	Property Tax Revenue	2,358,422.00	2,234,000.00	2,234,000.00	2,219,000.00
567.000	State Aid	25,466.00	20,000.00	19,500.00	17,500.00
657.000	Library book fines	54,889.00	44,100.00	55,000.00	57,000.00
658.000	State penal fines	66,908.00	63,500.00	64,306.00	65,500.00
664.000	Interest on Investments	31,724.00	14,000.00	16,393.00	25,000.00
665.000	Miscellaneous income	13,823.00	9,000.00	14,000.00	14,500.00
665.100	Copier	2,463.00	2,000.00	2,600.00	2,500.00
665.200	Electronic media	5,035.00	7,500.00	3,000.00	3,500.00
665.266	SRP T-shirt sales	145.00		0.00	150.00
665.267	Library Program - Book It	12,664.00		0.00	0.00
665.290	Library Fundraising Revenue	835.00		590.00	1,000.00
665.300	Meeting Room	11,770.00	6,500.00	10,500.00	12,000.00
665.400	Gifts and donations	16,283.00	2,000.00	9,500.00	5,000.00
665.404	Novi Township Assessment	6,822.00	6,350.00	6,128.00	6,130.00
665.500	Book rental	0.00	0.00	0.00	0.00
665.650	Library Café	5,924.00	4,500.00	5,000.00	5,000.00
665.800	Miscellaneous Paper Revenue	0.00	0.00	0.00	0.00
666.000	Other revenue - grants	0.00	0.00	0.00	0.00
676.269	Transfer from Walker Fund		0.00	0.00	0.00
Total Revenue		2,613,173.00	2,413,450.00	2,440,517.00	2,433,780.00
		2010/2011 Audited (9/2011)	2011/2012 Approved	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Expenditures					
Account	Description				
704.000	Permanent Salaries	860,006.00	870,000.00	838,030.00	898,000.00
705.000	Temporary Salaries	520,388.00	539,000.00	541,500.00	561,000.00
709.100	Sick Bank Payout	0.00	0.00	0.00	0.00
715.000	Social Security	103,577.00	108,000.00	105,000.00	111,000.00
716.000	Insurance	154,169.00	184,000.00	180,000.00	212,000.00
716.200	HSA	3,750.00	7,200.00	7,200.00	10,800.00
718.000	Pension DB	30,828.00	26,000.00	25,444.00	0.00
718.050	Pension - add'l DB	150,000.00	0.00	0.00	0.00
718.200	Pension - DC	16,561.00	18,000.00	20,000.00	24,000.00
719.000	Unemployment Ins	13,338.00	10,000.00	4,000.00	2,000.00
720.000	Workers' Comp	1,991.00	2,250.00	4,000.00	2,500.00
Total Personnel Services		1,854,608.00	1,764,450.00	1,725,174.00	1,821,300.00
Supplies					
726.400	Cash over/short	0.00		0.00	0.00
727.000	Office supplies	15,791.00	25,000.00	15,500.00	17,500.00
728.000	Postage	1,150.00	2,100.00	2,000.00	2,100.00
734.000	Computer sftwr & licensing	66,059.00	87,000.00	87,000.00	73,000.00
734.500	Computer supplies equip	9,544.00	15,000.00	15,000.00	12,000.00
740.000	Operating supplies	23,204.00	24,500.00	24,500.00	31,700.00
741.000	Uniforms	521.00	300.00	300.00	300.00
740.200	Desks, chairs, cabinets, etc.	4,163.00		0.00	0.00

Materials					
742.000	Books	180,593.00	200,000.00	200,000.00	190,000.00
742.100?	Book Fines				500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Periodicals	12,764.00	16,000.00	16,000.00	17,000.00
744.000	Audiovisual materials	47,671.00	52,100.00	52,100.00	53,400.00
745.200	Electronic media	42,991.00	38,200.00	38,200.00	43,200.00
745.300	Online Resources	41,427.00	43,500.00	41,700.00	44,800.00
Total Supplies & Materials		445,878.00	503,700.00	492,300.00	485,500.00
Services & Charges		2010/2011 Audited (9/2011)	2011/2012 Approved	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Account	Description				
801.925	Public Information (cable)	0.00		900.00	950.00
802.000	Data processing	0.00		0.00	0.00
802.100	Bank Services	2,047.00	1000.00	2,500.00	2,500.00
803.000	Independent Audit	670.00	900.00	670.00	700.00
804.000	Medical Service	1,205.00	500.00	500.00	500.00
806.000	Legal Expenses	5,489.00	2,000.00	1,500.00	2,000.00
809.000	Memberships & Dues	4,483.00	6,300.00	5,000.00	5,000.00
816.000	Professional services	3,970.00	5,000.00	2,500.00	5,000.00
817.000	Custodial Services	33,000.00	45,000.00	45,000.00	36,000.00
818.000	TLN Central Services	3,000.00	16,000.00	4,750.00	6,000.00
851.000	Telephone	14,764.00	16,500.00	16,000.00	16,800.00
855.000	TLN Automation Services	53,556.00	56,900.00	58,100.00	64,400.00
862.000	Mileage	619.00	800.00	500.00	1,000.00
880.000	Community Promotion	9,047.00	8,000.00	5,000.00	5,000.00
880.267	Library Prog - Book It	2,405.00		0.00	0.00
880.268	Programming	13,246.00	23,000.00	20,000.00	20,000.00
900.000	Design, Printing, Publishing	28,750.00	13,500.00	28,750.00	28,750.00
910.000	Property & Liability Insurance	18,000.00	18,000.00	13,005.00	13,300.00
921.000	Heat	15,190.00	16,000.00	14,000.00	16,000.00
922.000	Electricity	87,181.00	80,000.00	82,000.00	86,000.00
923.000	Water and Sewer	6,119.00	10,000.00	4,500.00	5,500.00
932.000	Office Equipment Maint.	0.00	0.00	0.00	0.00
934.000	Building Maint.	39,184.00	41,000.00	36,000.00	48,500.00
935.000	Vehicle Maint.	1,753.00	3,000.00	1,700.00	2,000.00
941.000	Grounds Maint.	30,011.00	25,000.00	29,500.00	25,000.00
942.000	Office Equipment Lease	13,356.00	16,375.00	13,500.00	13,500.00
942.100	Records storage	62.00	62.00	200.00	200.00
956.000	Conferences & Workshops	8,707.00	10,500.00	17,500.00	12,500.00
Total Services & Charges		395,814.00	415,337.00	403,575.00	417,100.00
976.000	Building Improvements	0.00	0.00	0.00	0.00
990.000	Furniture	0.00	0.00	0.00	0.00
962.000	Contingency	0.00	0.00	0.00	0.00
Total Capital Outlay		0.00	0.00	0.00	0.00
Total Expenditures		2,696,300.00	2,683,487.00	2,621,049.00	2,723,900.00
680.00	Fund Balance	-83,127.00	-270,037.00	-150,032.00	-290,120.00
	1 time staff pymt (11/12)			-22,500.00	
	Landscape Improvements			-10,000.00	-15,000.00
	TOTAL Fund Balance			-180,532.00	-305,120.00

*Budget amendment made on 8/15/12 by Library Board; decrease in property taxes by \$20,000.

BALANCE SHEET FOR CITY OF NOVI
Period Ending 05/31/2013

GL Number	Description	Balance
<u>Fund 268 - LIBRARY FUND 268</u>		
*** Assets ***		
Cash		
268-000.00-003.000	Cash and cash equivalents	2,417,291.04
	Cash	<u>2,417,291.04</u>
Accounts Receivable		
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	47,584.32
	Accounts Receivable	<u>48,084.32</u>
	Total Assets	<u>2,465,375.36</u>
*** Liabilities ***		
Accounts Payable		
268-000.00-202.000	Accounts payable	32,062.33
	Accounts Payable	<u>32,062.33</u>
Liabilities-ST		
268-000.00-259.702	Accrued liabilities-tax	133,995.00
268-000.00-276.400	Deposit for Cafe	500.00
	Liabilities-ST	<u>134,495.00</u>
	Total Liabilities	<u>166,557.33</u>
*** Fund Balance ***		
268-000.00-390.000	Fund balance	2,312,166.10
	Unassigned	2,312,166.10
	Total Fund Balance	<u>2,312,166.10</u>
	Beginning Fund Balance	2,312,166.10
	Net of Revenues VS Expenditures	(13,348.07)
	Ending Fund Balance	<u>2,298,818.03</u>
	Total Liabilities And Fund Balance	<u><u>2,465,375.36</u></u>

Fund 269 - WALKER LIBRARY FUND 269

*** Assets ***

Cash		
269-000.00-003.000	Cash and cash equivalents	1,574,224.98
	Cash	<u>1,574,224.98</u>
	Total Assets	<u>1,574,224.98</u>

*** Fund Balance ***

Unassigned		
269-000.00-390.000	Fund balance	1,444,764.22
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
	Unassigned	<u>1,450,805.14</u>

Restricted		
269-000.00-390.262	Restricted-Book It-childrens collections	21,659.44
269-000.00-390.267	Restricted for Druschel collections	1,180.00
269-000.00-390.271	Restricted for youth collection area	1,043.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	4,264.75
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	4,947.71
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	80.29
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,082.24
269-000.00-390.287	Restricted-youth dept programming (Crop)	340.00
269-000.00-390.288	Restricted in memory of Carol Davio	2,785.00
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	580.00
	Restricted	<u>84,210.17</u>

Total Fund Balance	<u>1,535,015.31</u>
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Beginning Fund Balance	1,535,015.31
Net of Revenues VS Expenditures	39,209.67
Fund Balance Adjustments	0.00
Ending Fund Balance	<u>1,574,224.98</u>
Total Liabilities And Fund Balance	<u><u>1,574,224.98</u></u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	2012-13		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	YTD BALANCE 05/31/2013		
Fund 268 - LIBRARY FUND 268					
Revenues					
Property tax revenue					
268-000.00-403.000	Property tax revenue	2,219,000.00	2,175,642.61	43,357.39	98.05
	Property tax revenue	2,219,000.00	2,175,642.61	43,357.39	98.05
State sources					
268-000.00-567.000	State aid	17,500.00	26,409.02	(8,909.02)	150.91
	State sources	17,500.00	26,409.02	(8,909.02)	150.91
Fines and forfeitures					
268-000.00-657.000	Library book fines	57,000.00	69,623.69	(12,623.69)	122.15
268-000.00-658.000	State penal fines	65,500.00	74,701.05	(9,201.05)	114.05
	Fines and forfeitures	122,500.00	144,324.74	(21,824.74)	117.82
Interest income					
268-000.00-664.000	Interest on investments	25,000.00	29,936.01	(4,936.01)	119.74
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	9,807.00	(9,807.00)	100.00
	Interest income	25,000.00	39,743.01	(14,743.01)	158.97
Other revenue					
268-000.00-665.000	Miscellaneous income	14,500.00	15,914.04	(1,414.04)	109.75
268-000.00-665.100	Copier	2,500.00	2,311.29	188.71	92.45
268-000.00-665.200	Electronic media (previously VHS)	3,500.00	523.00	2,977.00	14.94
268-000.00-665.266	Summer reading t-shirt sales	150.00	0.00	150.00	0.00
268-000.00-665.290	Library fund raising revenue	1,000.00	360.00	640.00	36.00
268-000.00-665.300	Meeting room	12,000.00	18,720.00	(6,720.00)	156.00
268-000.00-665.404	Novi Township assessment	6,130.00	5,681.00	449.00	92.68
268-000.00-665.650	Library Cafe	5,000.00	4,768.20	231.80	95.36
268-000.00-665.800	Paper/supplies/public computers	0.00	43.35	(43.35)	100.00
	Other revenue	44,780.00	48,320.88	(3,540.88)	107.91
Donations					
268-000.00-665.289	Adult programs	0.00	6,906.00	(6,906.00)	100.00
268-000.00-665.400	Gifts and donations	5,000.00	6,705.30	(1,705.30)	134.11
	Donations	5,000.00	13,611.30	(8,611.30)	272.23
Appropriation of fund balance					
268-000.00-680.000	Appropriation of fund balance	305,120.00	0.00	305,120.00	0.00
	Appropriation of fund balance	305,120.00	0.00	305,120.00	0.00
TOTAL Revenues		2,738,900.00	2,448,051.56	290,848.44	89.38
Expenditures					
Personnel services					
268-000.00-704.000	Permanent salaries	898,000.00	806,252.03	91,747.97	89.78
268-000.00-704.200	Wages (non-pensionable)	0.00	20,797.26	(20,797.26)	100.00
268-000.00-705.000	Temporary salaries	561,000.00	502,628.32	58,371.68	89.60
268-000.00-715.000	Social security	111,000.00	102,383.13	8,616.87	92.24
268-000.00-716.000	Insurance	212,000.00	136,564.98	75,435.02	64.42

268-000.00-716.200	HSA - employer contribution	10,800.00	4,712.55	6,087.45	43.63
268-000.00-718.200	Pension - defined contribution	24,000.00	21,841.00	2,159.00	91.00
268-000.00-719.000	Unemployment insurance	2,000.00	0.00	2,000.00	0.00
268-000.00-720.000	Workers compensation	2,500.00	4,967.55	(2,467.55)	198.70
Personnel services		1,821,300.00	1,600,146.82	221,153.18	87.86
Supplies					
268-000.00-727.000	Office supplies	17,500.00	17,612.49	(112.49)	100.64
268-000.00-728.000	Postage	2,100.00	823.15	1,276.85	39.20
268-000.00-734.000	Computer supplies, software & licensing	73,000.00	68,421.47	4,578.53	93.73
268-000.00-734.500	Computer supplies/equipment	12,000.00	11,298.52	701.48	94.15
268-000.00-740.000	Operating supplies	31,700.00	24,602.61	7,097.39	77.61
268-000.00-741.000	Uniforms	300.00	262.10	37.90	87.37
268-000.00-742.000	Library books	190,000.00	180,958.47	9,041.53	95.24
268-000.00-742.100	Library Book - Fines	500.00	1,000.23	(500.23)	200.05
268-000.00-743.000	Library periodicals	17,000.00	17,650.94	(650.94)	103.83
268-000.00-744.000	Audio visual materials	53,400.00	53,600.16	(200.16)	100.37
268-000.00-745.200	Electronic media	43,200.00	40,475.28	2,724.72	93.69
268-000.00-745.300	Electronic resources (CD rom materials)	44,800.00	44,507.73	292.27	99.35
Supplies		485,500.00	461,213.15	24,286.85	95.00
Other services and charges					
268-000.00-801.925	Public information (cable, etc)	950.00	803.95	146.05	84.63
268-000.00-802.100	Bank services	2,500.00	3,366.95	(866.95)	134.68
268-000.00-803.000	Independent audit	700.00	590.00	110.00	84.29
268-000.00-804.000	Medical service	500.00	926.30	(426.30)	185.26
268-000.00-806.000	Legal fees	2,000.00	589.00	1,411.00	29.45
268-000.00-809.000	Memberships and dues	5,000.00	5,176.00	(176.00)	103.52
268-000.00-816.000	Professional services	5,000.00	700.00	4,300.00	14.00
268-000.00-817.000	Custodial services	36,000.00	24,899.50	11,100.50	69.17
268-000.00-818.000	TLN Central Services	6,000.00	5,401.98	598.02	90.03
268-000.00-851.000	Telephone	16,800.00	13,369.32	3,430.68	79.58
268-000.00-855.000	TLN Automation Services	64,400.00	51,634.31	12,765.69	80.18
268-000.00-862.000	Mileage	1,000.00	211.96	788.04	21.20
268-000.00-880.000	Community promotion	5,000.00	6,568.91	(1,568.91)	131.38
268-000.00-880.268	Library programming	20,000.00	18,381.42	1,618.58	91.91
268-000.00-880.271	Adult programs	0.00	4,701.15	(4,701.15)	100.00
268-000.00-900.000	Printing, graphic design and publishing	28,750.00	24,470.06	4,279.94	85.11
268-000.00-910.000	Property & liability insurance	13,300.00	12,684.00	616.00	95.37
268-000.00-921.000	Heat	16,000.00	13,735.56	2,264.44	85.85
268-000.00-922.000	Electricity	86,000.00	85,567.16	432.84	99.50
268-000.00-923.000	Water and sewer	5,500.00	2,449.12	3,050.88	44.53
268-000.00-934.000	Building maintenance	48,500.00	44,634.10	3,865.90	92.03
268-000.00-935.000	Vehicle maintenance	2,000.00	1,276.39	723.61	63.82
268-000.00-941.000	Grounds maintenance	40,000.00	56,535.46	(16,535.46)	141.34
268-000.00-942.000	Office equipment lease	13,500.00	11,767.71	1,732.29	87.17
268-000.00-942.100	Records storage	200.00	123.84	76.16	61.92
268-000.00-956.000	Conferences and workshops	12,500.00	9,475.51	3,024.49	75.80
Other services and charges		432,100.00	400,039.66	32,060.34	92.58
TOTAL Expenditures					
		2,738,900.00	2,461,399.63	277,500.37	89.87
TOTAL REVENUES					
		2,738,900.00	2,448,051.56	290,848.44	89.38
TOTAL EXPENDITURES					
		2,738,900.00	2,461,399.63	277,500.37	89.87
NET OF REVENUES & EXPENDITURES					
		0.00	(13,348.07)	13,348.07	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	YTD BALANCE 05/31/2013
Fund 269 - WALKER LIBRARY FUND 269		
Dept 000.00-treasury		
Revenues		
Interest income		
269-000.00-664.000	Interest on investments	10,954.17
269-000.00-664.500	Unrealized gain (loss) on investments	1,954.50
	Interest income	<u>12,908.67</u>
Donations		
269-000.00-665.267	Library Programming - Book It	14,265.80
269-000.00-665.271	Donation-general-youth collections	390.00
269-000.00-665.273	Donation--Friends Novi Library -Other	20,000.00
269-000.00-665.274	Donations-brick pavers	600.00
269-000.00-665.283	Donations-Novu Newbies	450.00
269-000.00-665.285	Donations - Community Read	3,301.74
269-000.00-665.286	Donations - Light Up the Night	200.00
269-000.00-665.287	Donations-Crop for a Cause	385.50
269-000.00-665.402	Donations - specific collections	375.00
	Donations	<u>39,968.04</u>
	TOTAL Revenues	<u>52,876.71</u>
Expenditures		
Supplies		
269-000.00-742.262	BookIt costs & childrens collections	2,468.14
269-000.00-742.267	Books - parenting	289.41
269-000.00-742.268	Druschel collection expenditures	179.62
269-000.00-742.273	Friends of the Novi Library - Other Exp	3,685.00
269-000.00-742.283	Novu Newbies expenditures	129.24
269-000.00-742.285	Community Read expenditures	2,664.70
269-000.00-742.286	Light Up the Night expenditures	134.95
269-000.00-742.288	Artwork in memory of Carol Davio	2,643.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,472.98
	Supplies	<u>13,667.04</u>
	TOTAL Expenditures	<u>13,667.04</u>
	TOTAL REVENUES	52,876.71
	TOTAL EXPENDITURES	<u>13,667.04</u>
	NET OF REVENUES & EXPENDITURES	<u><u>39,209.67</u></u>

Director's Report – Julie Farkas

International Visitors to the Novi Library

The Novi Library welcomed a group of Swedish delegates to the library for a tour in May. It is always such a pleasure to have the opportunity to show off the Novi Library to guests from other communities and especially other countries. The group was very impressed with our depth of collections, airy and accommodating spaces and artwork.



2012-2013 Performance Evaluations and Customer Service Training

All departments have been working on the performance management process. Annual reviews for staff are nearly complete. In addition, to one on one meetings with individual staff, Margi Karp-Opperer and Julie Farkas have been offering customer service training (1-hour sessions) to new employees who were hired after June 2010. These sessions are geared towards gaining feedback from new employees about what could be improved for both the internal and external customer when it comes to providing excellent service. The sessions provide an opportunity for brainstorming and gathering information for improvement. This information is being collected and will be shared with the management team and entire staff in order to evaluate and make possible changes.



Downloadable Magazines have arrived at Novi!

Download from 200 digital magazines from the Zinio Collection. Choose from a selection of fashion, nature, and sports all accessible from your internet-enabled device. In just the month of May alone, over 300 magazines were downloaded from the Novi site. In case you were wondering, here is the list of the top ten most heavily circulated Zinio titles for TLN libraries in April, with the most popular listed first: Consumer Reports, US Weekly, Newsweek, National Geographic, Eating Well, ShopSmart, Clean Eating, Do It Yourself, Star Magazine, O - The Oprah Magazine

Library Board Goal Setting Session – June 15, 2013

The Board and I met on June 15th to discuss the newly adopted strategic plan (2013-2018) and the library goals for 2013-2014. It was encouraged by the Library Director to combine the established 2013-2014 Library Goals with the Strategic Goals in order to trace more effectively. The Library Board opted to rename the Strategic Goals and call them Strategic Objectives. They also brainstormed and added an additional Objective for the members to approve at the June 19, 2013 meeting (see minutes of June 15, 2013 Goal Setting Session for details). In addition, the Board aligned their 2013-2014 with the Strategic Objectives.

Penal Fines Fact Sheet

Included in the packet is information, provided by the Library of Michigan, explaining the process for penal fine income allocation. The Novi Library receives an average of \$68,600 annually (based on last three years 2011-2013) from the State of Michigan. This revenue is generating by traffic violations on state highways. I like to call this campaign "Speed to Read" as the Novi Library benefits from traffic tickets that are issued by the State Police in the Novi community jurisdiction in Oakland County.

Gun Legislation

There have been many discussions about gun legislation and libraries over the past few months at the state level. I wanted to share a letter that I received from the Baldwin Public Library – Birmingham, Michigan, that was written by Baldwin's Library Board in regard to openly carrying firearms. See letter included.

Friends Annual Meeting

On Wednesday, June 12, 2013, I attended the Friends of the Novi Library's annual meeting. This year I congratulated and thanked the Board for being our "Library Champions" as they had another successful year of fundraising, programming, advocacy, staff support and monetary gift giving. We are so fortunate to have

such an amazing Friends board who works really hard to share our library's mission and share the good news of our library. See meeting notes attached.

Julie in the Community this month:

- Memorial Day Parade table at City of Novi to promote Summer Reading and Geek campaign
- Fox Run meeting to discuss an Author event for fall 2013
- Beyond Books SWOCC taping at Library and Paradise Park for Summer Reading launch and Historical Commission events
- Level One Bank meeting to discuss services and sponsorship opportunities
- PNC Bank meeting to discuss sponsorship opportunities
- READ BOX launch at Lakeshore Park
- Novi Chamber of Commerce event – Varsity Lincoln of Novi
- Friends of Novi Library Patio Party
- 6th Grade, Novi Meadows – tour of the Library

PENAL FINES FACT SHEET

Public Act 59 of 1964

Since 1835, Michigan's Constitution has contained a provision stating that income from penal fines shall be used for the support of public libraries. State statutes require that penalties collected for violations of the state penal laws be paid to the county treasurers. Therefore, penal fines are local funds, collected within each county and distributed to public libraries serving residents of the county.

Annually, the Library of Michigan certifies to county treasurers the public libraries that are entitled to legally receive penal fines and the number of residents served by each public library. The certification letter is sent by July 15 of each year. During the year, additional letters may be sent to county treasurers who have adopted, with state approval, a more frequent schedule of distributing penal fines to libraries in their county.

The county treasurer distributes penal fine money to county law libraries in accordance with a prescribed fixed amount (P.A. 236, 1961, as amended) and to public libraries on a per capita basis (P.A. 59, 1964) by August 1 of each year. The Library of Michigan collects the county distribution data and compiles a statewide penal fine report.

Points to Remember

- * Court income is divided into **penal fines** and **court costs**. The proportion of costs to fines may vary over time and between districts. Many factors can affect the amount of income generated by the court system in each county.
- * County treasurers receive and distribute penal fine income. Public libraries may receive payments annually or more frequently upon mutual agreement of the libraries and the county treasurer, and with concurrence by the Library of Michigan.
- * Library directors and board members are advised to develop a good working relationship with local government officials and with the judges of the district court so that the impact penal fine revenues have on library service are clearly understood.
- * Libraries must be legally established and open to the public a minimum of 10 hours per week in order to receive penal fines.
- * Public library service areas are determined by the certified population from the 2010 U. S. Census. The amount of penal fines received by a library is determined by the number of persons **served on June 30 of each year**.

Please keep this facts sheet handy in regards to distribution of penal fines.

Thank you!

Kathy Webb

State Aid & Penal Fines

The Library of Michigan



Oakland County Commissioner William Dwyer
Oakland County Commissioner Marcia Gershenson

1200 N. Telegraph Rd.
Pontiac, MI 48341

June 3, 2013

Commissioner Dwyer and Commissioner Gershenson:

The Baldwin Public Library Board (“Board”) appreciates the Oakland County Commission’s (“Commission”) efforts to address gun violence through its recent public hearings. The Board looks forward to reviewing the Commission’s June 12th final report, which it hopes will lead to a change in state law.

As you may already know, there was an incident at the Baldwin Public Library (“Baldwin”) within the past year involving the open carry of firearms. On June 11, 2012 several individuals, accompanied by a film crew, entered Baldwin openly carrying weapons. These individuals’ presence inflicted fear in some of Baldwin’s staff, disrupting their work and adversely affecting Baldwin’s efforts to foster an atmosphere conducive to constructive library usage.

Unfortunately, Baldwin is hamstrung from further trying to prevent individuals from openly carrying guns (including into the Youth Room, Teen Room and Restrooms) at the Library because of MCL 123.1102 and MCL 750.234d, which, respectively, preclude a local government from banning the “possession of pistols” and exclude libraries from the list of places where open carry of a firearm is unlawful.

The Board supports a change in state law so that libraries are included amongst the places where citizens cannot openly carry firearms or possess concealed pistols. At present, House Bills 4104 and 4105 embody this legislative change. The Board has expressed its support of these bills during two public meetings. Moreover, the Board sent letters on July 18, 2012, to our then state legislators (John Pappageorge and Chuck Moss) advocating for a change law.¹ Finally, several Trustees and Baldwin staff members have conveyed their support for HB 4104 and HB 4105 to our State Representative, Michael D. McCready. Representative McCready has repeatedly expressed his support for these bills.

¹ Board Trustee Sheila Brice provided copies of these letters to the Commission during one of its public hearings on gun violence. The Village of Beverly Hills, Baldwin’s largest contract community, also sent a similar letter to its state legislators Vincent Gregory and Chuck Moss on August 7, 2012.

Baldwin Public Library
300 West Merrill Street
Birmingham, MI 48009
v: 248-647-1700 f: 248-647-6393

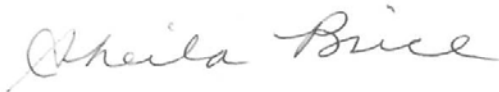
The Board would like the Commission to share in its efforts to change Michigan's weapons policy affecting libraries by contacting their respective State Senators and Representatives to convey their support of House Bills 4104 and 4105 (which are currently in the Local Government Committee).

Also pertinent to the debate about the possession of firearms in libraries is the case involving *Capital Area District Library v Michigan Open Carry, Inc.* In this case, Capital Area implemented a policy precluding the possession of weapons at its library as permitted by law. Michigan Open Carry argued that this policy violated state law and, after receiving an adverse ruling in the trial court, obtained a favorable decision from the Court of Appeals, holding that the aforementioned state law preempted Capital Area's policy. The Michigan Supreme Court is currently deciding whether to grant Capital Area's request for an appeal. The Michigan Library Association ("MLA") filed an Amicus Brief along with the Michigan Municipal League and a group of concerned librarians in support of the Capital Area District Library's pending appeal to the Michigan Supreme Court. Baldwin supports the arguments proffered by the MLA in its brief, in particular its claim that libraries have a constitutional right to implement their own policies (such as the aforementioned weapons ban).

In the event the Michigan Supreme Court either (1) fails to accept Capital Area's appeal or (2) accepts the same but fails to adopt a ruling allowing libraries to ban firearms from their premises, then support of HB 4104 and HB 4105 becomes even more critical to ensure that Oakland County citizens (and all of the state's citizens) can utilize their libraries without the unwanted and disruptive intrusion caused by the possession of firearms.

We look forward to hearing from you on this very important matter.

Sincerely,



Baldwin Public Library Board
Birmingham, MI 48009

Andrew Harris
David Underdown
Sheila Brice
Frank Pisano
James Suhay
Robert Tera

cc: Oakland County Commissioner Shelley Goodman Taub
Library Directors, The Library Network
Library Directors, Detroit Suburban Libraries Round Table

Baldwin Public Library
300 West Merrill Street
Birmingham, MI 48009
v: 248-647-1700 f: 248-647-6393

Public Services Report – Margi Karp-Opperer

May was an unusual month considering the weather, and it definitely was a special month here at NPL. We are sad to see the school year nearing an end but truly look forward to the wonderful crowds and enthusiastic patrons that visit us during the summer.

Featured Adult Programs:

Facebook Basics
Detroit Tigers & Rick Ferrell
Journey of Art through the Eyes of David Barr (4th and 5th Programs in the Series)
Health Care Starts with Good Self Care
Forgotten Landmarks of Detroit
Outdoor Entertaining with Pottery Barn & Williams-Sonoma
Basic Photo Editing with Paint.NET
Irish Songs & Stories with Terry Murphy
Are you New to Medicare?
Continuing Your Ancestral Search Offline
Special business/financial programs for the month included:
 a. Marketing and Sales for Small Business
 b. Four SCORE Business Mentoring
 c. Job Seekers Toolbox

Monthly Adult Programs:

- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency), every Tues 10-2
- Three English Conversation Groups
- Nine ESL Book Discussions
- Five Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- Monthly delivery of Novi Newbies' backpacks to St. John Providence Park
- Two Coffee with Novi Schools Superintendent, Dr. Steve Matthews
- Welcome brochures in English and Japanese delivered to NSD for our new residents
- One 1-on-1 internet class and one email instruction class
- German, Mandarin & Spanish Language Conversation Groups
- Added a new Language Conversation Group this month: Italian
- Novi Writers Groups
- Computer instruction classes (Word 2010 and Excel 2010)

Featured Youth Programs:

- Celebrating Digital Detox Week:
 - a. Family that Reads Together Book Discussion
 - b. Family Story Time
 - c. Decorate your Own Kite
- Special Mother's Day Craft
- International Story Times in: Chinese, Spanish, Hindi, Korean and Japanese

Monthly Youth Programs:

- Two Baby Time Story times
- Seven Tot Times Story times
- Six Two of Us Story times

- Eight Three's Company Story times
- Two On My Own Story times
- Three Playgroups
- One Kiddie Craft
- One Snack Tales
- One Starlight Story Time
- One Lego Club

Tween and Teen Program:

- ACT/SAT Test Preparation Information
- TAB (Teen Advisory Board) Meeting
- WOW Writing Workshop – College Essay Myths and Facts

Featured collections:

Adult: Celebrate Detroit

Youth: RED any good books lately?

Featured database:

Chilton's

Building Operations Report - Mary Ellen Mulcrone

Technical Services Team members attended webinars on MelCat Reporting and RDA cataloging. They are also busy with acquisitions and processing new materials as the budget year comes to an end. A strict schedule is followed for closeout of the fiscal year.

Two meetings of the Circulation Team and Technical Services Team were held to brainstorm and troubleshoot for the policy change that will require patrons to present their library cards for services beginning September 1st. We want everyone to be well informed in advance, so publicity for this change has intensified as the date approaches. We are also preparing to issue more library cards due to this change. The NPL borrower's card has been redesigned with a new font and including our new motto: "Inform. Inspire. Include." The library cards continue to have two parts: the main card for a wallet and the key tag so that it is always easy to have your card handy. We are also testing a new barcode scanner at the Checkout desk that can read barcodes from mobile devices, so having your library card scanned on your phone or tablet is another option.

MI Big Green Gym and MAP programs have begun. MAP checkout is entirely online, while patrons must come to the Library to check out passes for MI Big Green Gym. Both programs are set to continue through the summer.

We are welcoming Amy Doyle to the Library as a new Shelver.

Glass etchings depicting historic sites in Novi on the windows of the Local History Room have been completed. Clean-up of the room is underway, and furnishings are being returned. An unveiling event is planned for the evening of June 27th.



The awning/enclosure for the delivery/staff entrance is scheduled to be installed on June 7th.

The email server has been upgraded to the latest version of Outlook Web Access. All servers and workstations have been updated to the newest VMware version in preparation for the Windows 7 upgrade. The public workstations will be upgraded to Windows 7 by June 10th. All staff workstations received the WorkFlows upgrade for checkout of materials.

A number of maintenance issues have been addressed, including the following. The staff entrance door and bollards in that area are freshly painted. All windows in the building were washed both inside and outside. The van's broken side-view mirror has been replaced. Fresh mulch has been installed on the entire site. The HVAC "chiller" was power-washed to remove grime and debris from nearby cottonwood trees. Two roof-top exhaust fans had new belts installed. Flagpoles were inspected and broken clips replaced.



Two hundred Library Champion signs have been assembled and are ready for distribution as people complete the Summer Reading Program.

Support Services Statistics 2012-2013

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	466	404	399	404	338	255	363	303	359	410	283		3,984
Items checked out	83,350	76,559	62,773	65,353	62,499	54,805	66,428	61,916	67,919	70,302	59,978		731,882
Items borrowed	5,195	4,398	3,668	4,108	3,876	3,239	4,778	3,764	3,925	4,283	4,060		45,294
Items loaned	5,844	5,456	4,927	5,208	4,839	4,042	5,976	4,638	4,989	4,904	4,468		55,291

Support Services
Statistics

MAY, 2013

2013	2012
------	------

No. of lib. cards issued	283	295
Total no. of checkouts	59,978	60,777

No. of items borrowed	TLN	3,971	3,654
	MeL	<u>89</u>	<u>133</u>
		4,060	3,787

No. of items loaned	TLN	4,351	4,688
	MeL	<u>117</u>	<u>271</u>
		4,468	4,959

Self-Check Totals 2011-12 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	73,419	62.81%	46,117	12,081	10,643	7,580	11,256	2,410	2,147
August	79,848	60.86%	48,592	11,736	10,318	6,634	10,461	6,412	3,031
September	63,313	57.57%	36,449	9,878	7,536	4,156	7,910	5,055	1,914
October	63,393	56.01%	35,508	9,629	6,624	3,893	7,998	5,306	2,058
November	62,518	57.02%	35,646	9,119	6,990	4,039	8,548	5,170	1,780
December	59,286	58.09%	34,439	8,481	6,857	3,538	8,617	5,049	1,897
January	66,403	57.21%	37,987	9,022	7,653	4,044	9,320	5,862	2,086
February	66,133	56.84%	37,590	8,850	7,343	4,124	9,243	6,004	2,026
March	69,785	56.62%	39,511	10,005	7,602	3,916	9,979	6,130	1,879
April	64,478	57.63%	37,160	9,356	7,164	3,614	9,185	5,843	1,998
May	61,930	57.77%	35,774	9,256	7,092	3,915	9,067	4,716	1,728
June	73,046	61.68%	45,057	10,110	8,223	4,880	11,716	7,527	2,601
FYTD	803,552	58.47%	469,830	117,523	94,045	54,333	113,300	65,484	25,145

Self-Check Totals 2012-13 Fiscal Year									
	Total Circulation	Self-check % of Total	Total	Self-Check	Self-Check	Self-Check	Youth #1	Youth #2	Adult
			Self-checks	#1	#2	#3			South
July	83,350	60.03%	50,038	10,490	9,420	5,579	13,483	8,706	2,360
August	76,559	60.05%	45,970	10,285	8,233	4,976	12,253	7,783	2,440
September	62,773	57.80%	36,285	8,313	6,853	3,609	9,698	6,197	1,615
October	65,353	56.96%	37,226	8,339	7,067	3,692	9,745	6,677	1,706
November	62,449	57.92%	36,168	8,234	6,049	3,663	10,414	6,230	1,578
December	54,805	56.14%	30,768	7,795	5,514	2,577	8,201	5,233	1,448
January	66,428	57.95%	38,495	9,046	7,124	3,662	9,560	7,270	1,833
February	61,916	56.21%	34,802	8,019	6,167	3,272	9,883	5,884	1,577
March	67,919	57.54%	39,080	8,861	7,001	3,820	10,397	7,126	1,875
April	70,302	58.98%	41,463	9,872	7,382	3,997	10,386	7,919	1,907
May	59,978	57.42%	34,441	8,622	5,788	2,975	9,309	5,945	1,802
June									
FYTD	731,882	58.04%	424,736	97,876	76,598	41,822	113,329	74,970	20,141

Library Usage

2011-2012 Fiscal Year					2012-2013 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	34,449	1,325	246	26	July	38,858	1,495	254	26
August	34,388	1,274	254	27	August	33,175	1,229	261	27
September	30,118	1,076	248	28	September	31,011	1,108	244	28
October	31,108	1,003	266	31	October	32,303	1,042	281	31
November	30,550	1,091	248	28	November	32,454	1,119	244	29
December	28,028	1,038	252	27	December	26,501	1,019	229	26
January	25,847	891	252	29	January	30,017	1,001	270	30
February	32,234	1,112	226	29	February	31,795	1,136	248	28
March	34,536	1,114	281	31	March	32,587	1,124	255	29
April	32,318	1,154	251	28	April	35,701	1,190	270	30
May	30,763	1,099	255	28	May	31,290	1,118	258	28
June	34,232	1,317	254	26	June		0	239	25
FYTD Total	378,571	1,120	3,033	338	FYTD Total	355,692	1,140	3,053	337

Early Literacy Workstation Usage

2011-2012 Fiscal Year				2012-2013 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	20	200	10	July	991	25,766	26
August	659	16,475	25	August	1,006	25,150	25
September	538	11,298	21	September	749	16,478	22
October	112	2,352	21	October	829	19,067	23
November	413	9,912	24	November	834	20,016	24
December	743	18,575	25	December	683	15,026	22
January	751	17,273	23	January	838	20,112	24
February	800	20,000	25	February	855	17,955	21
March	931	21,413	23	March	865	18,165	21
April	828	18,216	22	April	890	20,470	23
May	814	18,722	23	May	754	15,080	20
June	877	21,925	25	June			
FYTD Total	7,486	180,473	24	FYTD Total	9,294	213,285	23

Technology Sessions 2012-2013 Fiscal Year

	Tech Time	eReader	VHS to DVD	Skype	Paint.NET	Drop-In Lab	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1						3	8	
<i>patrons</i>	3	7						3		13
Aug	4	1					7	3	15	
<i>patrons</i>	3	2					15	3		23
Sep	4	1	1			1		8	15	
<i>patrons</i>	3	5	9			4		8		29
Oct	5	1	1				1	7	15	
<i>patrons</i>	3	3	10				1	7		24
Nov	4	2	1	1		1		2	11	
<i>patrons</i>	1	8	5	4		3		2		23
Dec	4	1	1				6	2	14	
<i>patrons</i>	1	1	2				14	2		20
Jan	5	1	1				1	5	13	
<i>patrons</i>	3	9	9				1	5		27
Feb	4	1	1	1				14	21	
<i>patrons</i>	2	1	5	2				14		24
Mar	4	1	1					6	12	
<i>patrons</i>	4	6	8					6		24
Apr	4	1	1	1			6	6	19	
<i>patrons</i>	2	1	5	6			8	6		28
May	6	1	1		1	2	5	6	22	
<i>patrons</i>	6	2	2		5	2	16	6		39
Jun									0	
<i>patrons</i>										0

Sessions	48	12	9	3	1	4	26	62	165	
Patrons	31	45	55	12	5	9	55	62		274

Number of Computer Logins					
2012-2013 Fiscal Year					
	Workstations	Wireless	Lending Laptops*	Total	Daily Average
July	8,302	15,104	0	23,406	900
August	7,926	14,352	0	22,278	825
September	7,090	12,680	0	19,770	706
October	7,539	13,578	0	21,117	681
November	7,895	14,263	3	22,161	791
December	4,295	18,833	2	23,130	857
January	4,924	24,172	6	29,102	1,004
February	4,203	23,780	3	27,986	965
March	4,441	25,096	0	29,537	953
April	4,858	22,838	4	27,700	989
May	4,407	22,196	1	26,604	950
June					0
FYTD Total	65,880	206,892	19	272,791	874

*Launched 10-01-2012



**Annual Meeting
June 12, 2013
Agenda**

- | | | | |
|-------|--|------------------|--------|
| I. | Welcome/Introductions | Pat Brunett | |
| II. | Minutes of May 30,2012 | Julie Abrams | Action |
| III. | Scholarship Presentation | Pam Van Houten | |
| IV. | 2013-2014 Budget | Marilyn Amberger | Action |
| V. | Annual Report | Pat Brunett | |
| VI. | Bylaws Amendment | Carol Bauer | |
| VII. | Election of Officers | Julie Abrams | |
| VIII. | Remarks | | |
| | Mark Sturing, President, Library Board | | |
| | Julie Farkas, Library Director | | |
| | Pat Brunett, President, Friends | | |
| IX. | Announcements | | |
| X. | Adjournment | | |

Refreshments follow adjournment.

Minutes of the Friends of the Novi Public Library

Annual Meeting May 30, 2012

Present: Julie Abrams, Marilyn Amberger, Carol Bauer, Sue Bebb, Barb Brunett, Patrick Brunett, Robert Cutler, Carol Hoffman, Margi Karp-Opperer, Jim McLean, Vicky McLean, Marion Marten, Robert Marten, Pat Noworyta, Mark Sturing, Evelyn Young, Norm Young

Call to order: Board President, Pat Brunett called the meeting to order at 7 PM.

May 11, 2011 Meeting Minutes: Carol Hoffman moved to approve the minutes. Seconded by Bob Cutler. Motion passed unanimously.

Annual Scholarship Award Presentation: Evelyn Young, a member of the Scholarship Committee, presented Emily Bielski with the Friends Annual Scholarship in the amount of \$2,000.00. Emily will study education and psychology at MSU.

Treasurer's Financial Report as of May 22, 2012: Bob Cutler reported: Checking Account \$35,391.93, Savings Account \$5,424.44, C.D. Account \$10,133.36. Total \$50,949.73. Income: \$8,050. Membership, \$18,722. Book Nook. Marilyn Amberger moved to accept report. Seconded by Carol Hoffman. Motion passed unanimously.

2012-2013 Fiscal Year Budget Proposal: Copies reviewed. Bob Cutler moved to adopt column III of proposal. Seconded by Julie Abrams. Motion passed unanimously by entire membership present.

By-Law Amendments: Copies reviewed. Julie Abrams moved to adopt the May 9, 2012 Draft of the By-Laws. Seconded by Barb Brunett. Mark Sturing proposed a change to Section 4, Article VII: "A majority of members **present** at any meeting..." The amended by-laws were approved unanimously by entire membership present.

Mailing List: Pat Brunett moved to share the Friends' e-mail list with the library for the purpose of e-letter distribution and special library events. Marilyn Amberger moved to approve sharing Friends' e-mail addresses with the library. Seconded by Jim McLean. Motion passed.

Annual Report to Membership: Pat Brunett reviewed the Friends' "Accomplishments 2011-2012"; including \$46,000 in cash & gifts to the library, record sales in Book Nook, six Kaleidoscope programs...

Election of Officers: Patrick Brunett, President; Carol Bauer, Vice President; Marilyn Amberger, Treasurer; Julie Abrams, Secretary; Trustees; Barb Brunett, Carol Hoffman, Sue Johnson, Jim & Vicky McLean, Evelyn Young. Jim McLean motioned to accept slate of officers as presented. Seconded by Carol Bauer. Motioned passed unanimously.

Library Board President: Mark Sturing expressed his appreciation to the Friends' for all their support which added to the library's success, including the millage passage, NPL Library of the Year, Book It... Future challenges are compromised by declining revenues although expenditures have remained the same.

Library Assistant Director: Margi Karp-Opperer thanked the Friends' for all their assistance over the last year. Margi discussed the next three Kaleidoscope programs scheduled for September (Detroit Symphony Orchestra), October (A Cartoonist's View), and November (Auctions 101).

Gift cards were presented to Margi and Marcia Dominick as an expression of thanks from the Friends' Board.

Comments: Norm Young suggested we post the number of books sold in the Book Nook in 2012.

Julie Abrams motioned to adjourn the meeting at 8:10pm. Seconded by Carol Hoffman. Motion passed unanimously.

Respectfully submitted:
Marilyn Amberger, Secretary

**Friends of Novi Library
2013-14 Budget**

	Adopted 2012- 2013 Budget	Actual 2012- 2013	Proposed 2013- 2014 Budget
INCOME			
Membership	5000	6602	5000
Book Sales	15000	18375	15000
Special Book Sales	1000	1511	1000
Author's Luncheon	4000	5227	4000 (1)
Fund Raiser		2680	
Interest	50	21	50
Donations	200	462	250
Miscellaneous		35	
TOTAL INCOME	25250	34913	25300
Fund Balance Transfer	16500	16431	15750
Income + Transfer	41750	51344	41050
EXPENSES			
Author's Luncheon	3700	5011	3700
Annual Library Contributions	12000	28454	12300 (2)
Director's Wish Lists	12550	7938	13000 (3)
Kaleidoscope Programs	1200	800	1200
Membership	2500	1821 (4)	500
Promotion	1500	922	1000
Fees/Dues/Registrations	250	90	250
Supplies/Postage	3000	1707	2500
Taxes	1200	1519	1000
Cards/Gifts	100	50	100
Scholarship	2000	2000	2000
Gala/Patio Party	750	531	2000
Book Nook	500	8	500
Gift of Reading	500	493	500
Special Program			500 (5)
TOTAL EXPENSES	41750	49523	41050

2013-14 Budget Notes

1. Novi Friends serve as treasurer for four libraries' book and author luncheon.
2. Programs and items funded: Adult and Youth Summer Reading, Community Reads, Battle of the Books, Morning Arts, Listen @ the Library, Book It, Novi Newbies, and Book Page subscription.
3. Purchases to be determined jointly with Director.
4. Includes Patio Party.
5. Program to be determined jointly with Director

Friends of Novi Public Library

Annual Report 2012-13

Each year the Friends Board reports our activities to the membership and the community at large. During this past year we adopted the motto "Supporting and Advocating for the Library". A list of our major activities indicates that we have been faithful to our motto, implemented some new ideas and practices and continued traditional community outreach activities.

Financial Support

- Contributed \$36,400 in purchases and program support primarily with income from the Book Nook and membership dues
- Sponsored Summer Reading Program, Community Reads, Battle of the Books, Morning Arts, Listen @ the Library, Newbie Bags and Books, Kaleidoscope Lectures and Book Page subscription
- Donated \$500 in purchases for Book-It auction
- Raised \$1,500 at annual Fall Book Sale
- Purchased tablecloths for the eight café tables used at library events

Advocacy

- Participated in "What Do You Geek?" program
- Participated in library's strategic planning process
- Promoted library at numerous library programs and outside groups
- Participated in Fall for Novi, Heritage Day and Homeowners' Breakfast Meeting

Innovations

- Held first Patio Party Fundraiser
- Began emailing newsletter
- Sponsored fundraiser with Varsity Ford
- Streamlined bookkeeping and membership records
- Opened Pay Pal Account for future contributions and dues payments
- Created Banner for display at gatherings
- Updated information brochure and bookmarks

Community Outreach

- Presented \$2000 scholarship to Novi High Senior
- Donated 175 books valued at \$1000 to Gift of Reading Program
- Participated in planning and hosting of Book and Author Luncheon
- Participated in Friends of Michigan Libraries workshops

Introduction of Ziyang Huang

My name is Ziyang Huang and I am going to be a junior at Novi High School during the 2013-2014 school year. I am 16 years old. I am interested in a wide variety of subjects, ranging from physics to philosophy to chemistry to political science. Therefore, I also have a wide variety of career options that I'm still considering.

I view the library as my second home. I've eaten there, done homework there, read books there, and even slept there during my long tiresome school days. Therefore, I'm very eager to become a teen representative, and start giving back to this lovely place. I want this second home to be as welcoming as my first: a wonderful, joyful, and educational place where people of all ages can come to have fun, study, and of course, read.

My goals are diverse, but mainly, I wish to learn more about the responsibility and leadership that comes with being part of a student government. The student council at school is a mere popularity contest, so instead I turned to the real world and decided to try the library board. I hope to major in political science at the moment, and this will be good experience as well.

Student Representative Report – June, 2013

Written by: Ziyang Huang and Jessica Mathew

Programs:

Digital Detox week was very successful, as many people put down their phones for some old-fashioned fun. Thank you to Novi Interact Club for volunteering.

WOW Writing Workshop was very informational in helping students write the perfect college essay. The spotlight was on developing each student's unique prose voice, and both students and parents alike performed writing exercises to help develop that voice. This program was a huge success with 20 eager learning kids attending.

For the Summer Reading Program, we had a whopping 65 applications brought to the Library, with more and more being added by the day. Also, our teen space continues to thrive with just over 384 kids in 17 sessions, which averaged out to 22.5 students a day.

TAB:

We had our final TAB meeting on May 17 where we reinstated monthly meetings to help better meet the needs of the students and we elected new TAB officers for the upcoming year. Our new officers are:

President: Christa Shafer

Vice President: Ziyang Huang

Secretary: Jessica Mathew

Activities Director: Nina Li

Internship:

The Novi Public Library has provided the opportunity to student representatives to further their leadership skills and train volunteers on the summer reading game. The internships will go from June 17th to August 3rd. These interns will help train the volunteers for the Summer Reading Program, and they will also be completing various other tasks around the library.

P.S. I love you: Moms hear words of praise at Novi library



The moms at the Novi Public Library were pleased to be praised by their high school-age children.

Teens know mom's influence is key

By Julie Brown
Staff Writer

Trish Fokken, Theresa McClure and Marcia Boileau love and respect their moms:

The three teens were winners in a Most Influential Mom Essay Contest, held May 8 at the Novi Public Library.

"You are all winners, because your teenagers took the time to write a 350-word essay," sponsor Veronica Murff, who has owned a State Farm insurance agency in Novi for 21 years, told the audience that evening.

Last year, Murff was marking 20 years in business and wanted a contest related to women. She ended up contacting Novi High School, whose ninth- through 12th-graders wrote about their moms for the first time last year.

"That was a huge success," Murff said.

"The moms had no clue why they were invited to the library," she said of this year's event. She plans to continue it each year.

"A lot of them were about how special their moms were. The three

we selected were well-written," Murff said.

Essays were judged on "why my mom is so special" and "how she has made a positive impact in her life and perhaps the lives of others."

Julie Farkas, library director, said, "It was a fantastic program. We're always pleased to be a part of it."

Farkas was impressed with the student essays. "It's nice to see the kids taking the time to do that," she said of their writing about their moms.

JoAnne Purtan of

WXYZ-TV Detroit was the emcee. The first prize was a \$300 Visa gift card for a mom, with two runner-up prizes of \$100 spa gift certificates.

Contest judges were Murff, Julie Farkas, director of the co-sponsoring Novi Public Library, Sheryl Romzek, executive director of the Novi Chamber of Commerce, and Jennifer Pearson, foundation manager for the Northville Education Foundation.

jcbrown@hometownlife.com

Novi Public Library Unveils "Read Box" – Spinal Column 6/12/2013

BY TORRY YU
CONTRIBUTING WRITER



The Novi Public Library celebrated their third year of operation in their new facility on June 1 and to celebrate, they have a plethora of different programs their offering and amenities being unveiled. On June 6, Library Director Julie Farkas, unveiled the "Read Box" at Lakeshore Park (601 South Lake Drive, Novi). This "Read Box" concept was one that Farkas read about in an issue of "American Profile". It showcased different areas where neighborhoods would build these boxes for their residents

to enjoy. She is unaware of any other libraries that have this concept but felt that Novi was a close-knit community that it would work just as much.

There was a good crowd at the unveiling, which was in a cooperative effort with the Novi Parks, Recreation, and Cultural Services Department who also unveiled their new play structure. The purpose of this "Read Box" is to encourage to reading for all ages and it will be replenished on a weekly basis by Library staff. This box is being displayed in a prominent location, just as a park visitors are headed down to the beach.

Farkas envisions a mom visiting the park with her kids while they play and in place of checking her email or texting, she would take a book from the box to read for herself or with her children. She also sees that when a child has tired themselves out from playing at the beach or the playground, they could pick up a youth book to read for themselves. Visitors at Lakeshore Park will simply open the box and grab a book of their choice and enjoy. These books have no due date to them. Library staff is asking that when you are done reading the book, either return it to the "Read Box" for others to enjoy or pass it along so a loved one can enjoy.



The box will be stocked from June through October and staff will track how many books that are taken and if the program is successful, additional boxes will be added to other parks in the city. This current box was painted by Lori Taylor and constructed by Novi Department of Public Services' Don Beckley and Jim Paulk. Working with Jason Mangum, Novi Parks, Recreation, & Cultural Services Director; and Scott Pratt, Novi's Recreation Superintendent, help determined that Lakeshore Park would be the perfect location for the box. The Library just completed a strategic plan and many committee members

felt that they needed to connect more with residents on the north end and this works hand-in-hand with Lakeshore Park being Novi's northernmost park. Novi's Library has much to celebrate. From turning three, to unveiling this "Read Box," summer reading program for youth, teens, and adults beginning June 17, and longer hours come September, there is something for everyone to enjoy this summer. All you need is a library card – which is free!

Board & Administrator

FOR BOARD MEMBERS

May 2013 Vol. 29, No. 9

Editor: Jeff Stratton

Why do nonprofit execs leave organizations?

I received an interesting call last month from a Canadian nonprofit administrator. We spent some time talking about why she recently left her previous job—one that she truly enjoyed.

I think her insights speak to the importance of simple things like respect in a healthy board and administrator partnership, the kind of relationship I advocate for in *Board & Administrator*. Let's listen in on her thoughts:

"I tried to interest the board in governance training, but they resisted the idea of an outside facilitator leading a meeting," she said. "Early this year, my partnership with some board leaders had become quite difficult. Also, during this time, a recruiter contacted me about another position at a

different organization.

"They offered me the job and I accepted. I may not have even responded to the recruiter if the relationship with the board leadership had not become difficult and in my opinion hard to turn around.

"In my new job, I have insisted upon education by a board development expert annually to prevent a similar breakdown in the board relationship."

Point to consider: The board's relationship with its CEO is incredibly important to the health of the organization. One way to maintain a strong relationship is for all board members and the executive to work together in board development activities designed to strengthen the partnership. ■

Sustainability policy helps board make hard decisions

When an Indiana board faces tough decisions about the financial sustainability of the organization's programs, it turns to its Corporate Sustainability Policy to walk through an analytical decision-making process.

It's good to have a policy to fall back on when the board faces decisions that can be difficult and emotional for some members. It can be hard to separate emotionally from a program that has had a positive impact on people for years.

The Corporate Sustainability Protocol walks the board through the factors it needs to consider when evaluating a program. For example, when the board is involved in discontinuing a program, the protocol lays out how that will be handled:

"Factors such as size of program, people left

without service, whether viable options exist to retain the program, potential public relations issues, etc. will be taken into consideration when making that decision. The CEO will inform the Board of the possibility or need to discontinue a particular service and what is being done to research all options. This can be done through the newsletter or e-mail. The Board will be updated on what is being done to retain the program."

By the time this board has addressed all the questions laid out in the sustainability protocol, it is ready to act.

See an excerpt from the sustainability protocol on page 2. If you would like to see the full Corporate Sustainability Protocol, have your administrator email me at jeff_stratton@msn.com. ■

Tips to help the new board chair settle in

A new board chair faces new challenges. Here are some tips for making the transition a smooth one:

- **Spend time with the governing documents.** Review the organization's bylaws and board policies. By doing your homework, you'll be in a better position to lead the board.
- **Cultivate relationships with other board members.** The board is your team to lead now.
- **Seek training as applicable.** As the board's leader, you may be called upon to address public gatherings about the organization's work. Find a course in leadership training or a class on public speaking to brush up on your skills.

- **Work at developing your relationship with the executive director.** It's important for you and the CEO to present a unified front. Spend time together over coffee or at a breakfast meeting to build and strengthen that relationship.
- **Organize social events for the board team so that members can get to know each other better.** Try a holiday social scheduled right after a board meeting. Have your meeting, and then adjourn for a dinner with board members and their significant others. It's a good way for people to get acquainted. Or, schedule a picnic this summer for the board team. ■

Board member butts head with exec over employee dismissal

Question: "We have a board member who is upset at the administrator for firing her best friend's daughter. The board supported this decision, with the exception of the one board member who is looking out for her friend's daughter. This is all the board talks about during the week as the board member works the phone trying to get the executive's decision reversed. The administrator is worried that at some point the board member will wear down her colleagues and her decision won't be upheld. How should our board handle this?"

Answer: If your board faces an issue like this at some point, remember two things that should make the right course of action clear to the board.

1. You've hired an administrator to manage personnel issues at your organization. Managing personnel requires the administrator to hire, evaluate, and yes, sometimes fire a poor employee.

The board should never take away the administrator's personnel responsibilities over something like a board member's friendship with an employee. That's not how an effective board operates.

2. By reversing the administrator's management decision, you will severely undermine his ability to manage other employee issues. Your board will need to be prepared to hear other employee complaints—because you will have set a precedent. Employees will wish to discuss with the board negative performance appraisals and their opinions about who was "wrongfully" promoted over another employee.

Boards should work on the organization's key policy and strategic issues, and trust their administrator to manage the nonprofit's employees. ■

Focus on facts when determining program sustainability

In recent years, an Indiana board has faced difficult questions about program sustainability. Below find some questions the board asked itself about underperforming programs to take the emotion out of difficult business decisions.

Mission

a. Is the service significant to the accomplishment of the mission?

b. Are other providers in the community providing the services? If so, is it possible for the services to be provided by them?

c. How many people would be negatively affected (employees and persons served) if the service were discontinued?

d. What impact does the service have upon the community? ■

Bits and Pieces

Vol. 4, Number 4

MAY 2013

Continuing Education for You

There is still space available, at the value rate of \$10 per class, to participate in one or more of the following spring TLN continuing education classes, all **starting at 1:00 PM:**

- **Customer Service Basics – Wednesday, May 29 – Flat Rock Public Library**

Join award winning library director, **Julie Farkas**, as she details highly innovative steps Novi Public Library implemented to make customer service the top focus for the newly opened library. Learn about the “six foot rule” and the strategic placement of a welcoming portal to the library. A little adjustment in attitude goes a long ways in making our libraries welcome and friendly places.

- **Mission and Role of a Supervisor – Wednesday, June 5 – Berkley Public Library**

Attorney **Rebecca Davies** explores what makes a great place to work and what makes an environment toxic for staff. Roles and expectations change as staff progress up the management ladder. What works for smaller areas of responsibility may not transfer to larger management roles. Davies will demonstrate clearly defined steps supervisors at all levels can start with and customize as roles change and more is expected from the supervisor.

- **Working with Boards – The Good, Bad and Ugly – Tuesday, June 11 – Plymouth District Library**

Veteran TLN and Plymouth District Library board member, **Stephen Harper**, will outline the many ways boards can creatively establish and monitor library policy, fiscal and organizational, while avoiding the temptation to micro manage library staff. Historic and contemporary examples of “bad” and “ugly” board relationships will be provided to amplify upon the vital roles boards play in the life of a library. New board members are encouraged to attend. Veteran board members and library directors will find new ways to create a two way flow of information to create an efficient and in sync management of the library.

TLN and SLC Food Drive a Big Success

The month of April 2013 Gleaners Food Drive attracted 48 TLN and SLC library participants. **7,397 pounds** of food was collected with **1,000 pounds** distributed directly to local food pantries and the **6,397 balance** to the Gleaners warehouse for distribution to multiple partners in SE Michigan. **6,140 meals** were generated from our food drive. Watch for a new campaign in 2014, with a six week collection run.



Library Board Calendar

2013

June 19 June 19	Library Board Regular Meeting Library Director Annual Review
July 4 July 17	Holiday – Independence Day, Library Closed Library Board Regular Meeting
August – October August 21 August 31	Community Reads Program Library Board Regular Meeting Library Closed
September 1 September 2 September 18	Library Closed Holiday – Labor Day, Library Closed Library Board Regular Meeting
October 23 revised	Library Board Regular Meeting; held in the Library Board Room
November 5 November November 15 November 20 November 27 November 28	General Election Day Annual Library Report – City Council Meeting, TBD Library Staff In-Service, Library Closed Library Board Regular Meeting Holiday – Thanksgiving Eve, Library Closes at 5 p.m. Holiday – Thanksgiving, Library Closed
December 18 December 18 December 24 December 25 December 31	Library Board Regular Meeting Library Director – Mid-year Review Holiday – Christmas Eve, Library Closed Holiday – Christmas, Library Closed Holiday – New Year's Eve, Library Closed

2014

January 1 January 15	Holiday – New Year's Day, Library Closed Library Board Regular Meeting
February – March February 19	Budget Study Sessions, TBD Library Board Regular Meeting
March March 19	Budget – approved to be provided in April to Council, TBD Library Board Regular Meeting
April April 13-19 April 16 April 19 April 20	Budget presented to Council, TBD National Library Week Library Board Regular Meeting Library Closed Holiday – Easter, Library Closed

Friends Board Meeting meets the second Wednesday of the month, 7 p.m. at the Library

Historical Commission meets the fourth Wednesday of the month, 2 p.m. at the Library