

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, May 20, 2015
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
 - A. Approval of Claims and Warrants L530 3-4
 - B. Approval of Regular Meeting Minutes – April 15, 2015 5-10
5. Correspondence
 - A. Email from Rachelle Smith regarding Students for Success event on April 28th11
 - B. Email from Peggy Hare regarding Students for Success event on April 28th11
6. Presentation/Special Guest
 - A. Novi Library Parking Lot update - Brian T. Coburn, P.E. Engineering Senior Manager - City of Novi, Department of Public Services
7. Public Comment
8. Student Representatives Report 12-13
9. President's Report
 - A. Goals Update – May 201514-20
 - B. Library Director's Annual Review – scheduled for Wednesday, June 17, 2015 (Executive Session)
 - C. Welcome Desk Schedule
 - Mary 18th: Paul Funk
 - May 25th: Library Closed – Memorial Day**
 - June 1st: Tara Michener
 - June 8th: Craig Messerknecht
 - June 15th: John Lesko
 - June 22nd: Ramesh Verma
 - July 6th: Mark Sturing
 - July 13th: Bill Lawler
 - July 20th: Paul Funk
 - July 27th: Tara Michener
 - August 3rd: Craig Messerknecht
 - August 10th: John Lesko
 - August 17th: Ramesh Verma
 - August 24th: Mark Sturing
 - August 31st: Bill Lawler
 - Sept 7th: Library Closed – Labor Day**
 - Sept 14th: Paul Funk
10. Treasurer's Report
 - A. Library Budget 2014-2015..... 21-23

B. Library Balance Sheet – as of April 30, 2015	24-25
C. Library Financials and 269 Contributed Fund – as of April 30, 2015	26-29
11. Director's Report	30-31
A. Overview of April 24, 2015 Trustee Workshop	31
B. Public Services Report	32-33
C. Building Operations Report	34
D. Library Usage Statistics	35-43
E. Friends of the Novi Library – Draft, April 8, 2015	44-45
F. Novi Historical Commission – Minutes from February 25, 2015 and March 25, 2015 Regular Meeting	46-49
12. Committee Reports	
A. Policy Committee (Lesko, Michener– Chair)	
B. HR Committee (Michener, Verma – Chair)	
1. Library Director's Annual Review – scheduled for June 17, 2015	
C. Finance Committee (Sturing, Lesko, Messerknecht - Chair)	
D. Events/Marketing/Fundraising Committee (Funk, Lawler, Michener – Chair)	
E. Strategic Planning Committee (Lawler, Funk- Chair)	
1. Meeting scheduled on June 2, 2015 at 8:30am	
F. Building/Landscape Committee (Funk, Messerknecht – Chair)	
13. Public Comment	
14. Matters for Board Discussion	
15. Adjourn	

Supplemental Information:

- Library Board Calendar 50

Future Events:

- **LIBRARY CLOSED – Sunday, May 24th and Monday, May 25th – Memorial Weekend Observance**
- **Memorial Day Parade – Monday, May 25th at 10:00am – 12:00pm, City of Novi**
- Historical Commission Regular Meeting – Tuesday, May 26th at 7:00pm, Novi Public Library (change in date)
- **Library's 5th birthday in new building – Saturday, June 6th at 1:00-3:00pm, Novi Public Library**
- Friends of the Novi Library Regular Meeting – Wednesday, June 10th at 7:00pm, Novi Public Library
- **Summer Reading Kick-off – Monday, June 15th (All ages welcome)**
- Library Board of Trustees Regular Meeting – Wednesday, June 17th at 7:00pm, City of Novi
- Historical Commission Regular Meeting – Wednesday, June 24th at 7:00pm, Novi Public Library
- **I Love My Country statue unveiling – Sunday, June 28th at 12:30-1:30pm**



Inform. Inspire. Include.

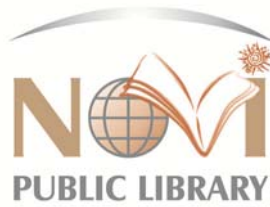
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant L530	268 Accounts	April 2015	
Payable to	Invoice #	Account number	Account total
Global Office Solutions (4/28/15)		268-000.00-727.000	\$ 1,541.68
Sam's Club (4/14/15)	4/14/15; 6 cases paper	268-000.00-727.000	\$ 164.40
Muniweb (4/9/15)	March 2015	268-000.00-734.000	\$ 715.00
OCLC, Inc. (3/31/15)	EZProxy 1 yr sub	268-000.00-734.000	\$ 495.00
VidCom Solutions, Inc. (5/1/15)	5/1-7/31/15 Maint cont	268-000.00-734.000	\$ 164.85
Amazon.com (3/25/15)	Blu-Ray DVD Burner	268-000.00-734.500	\$ 178.43
Amazon.com (11/13/14)	APC Backup batt	268-000.00-734.500	\$ 33.24
Allied Eagle Supply Co. (2/25/15)		268-000.00-740.000	\$ 464.12
Allied Eagle Supply Co. (3/27/15)		268-000.00-740.000	\$ 1,058.40
Allied Eagle Supply Co. (4/21/15)		268-000.00-740.000	\$ 564.49
Global Office Solutions (4/20/15)		268-000.00-740.000	\$ 39.56
Metcom, Inc. (4/15/15)	RFID tags	268-000.00-740.000	\$ 8,569.00
myCouponGenie (2/16/15)	2/16/15	268-000.00-740.010	\$ 2,533.33
Amazon.com (3/30/15)		268-000.00-742.000	\$ 1,095.76
Barnes & Noble Booksellers (4/15/15)	Parent to Parent	268-000.00-742.000	\$ (479.48)
Brodart (3/31/15)		268-000.00-742.000	\$ 3,962.04
Brodart (4/27/15)		268-000.00-742.000	\$ 9,242.75
Center Point Large Print (4/1/15)		268-000.00-742.000	\$ 132.42
Gale/Cengage (2/10/15)		268-000.00-742.000	\$ 2,745.84
Gale/Cengage (3/26/15)		268-000.00-742.000	\$ 171.94
Gale/Cengage (4/27/15)		268-000.00-742.000	\$ 750.17
Hachette Book Group (2/2/15)	Spark (100 books);chgd to 269	268-000.00-742.000	\$ (832.80)
Thomson Reuters - West (3/4/15)		268-000.00-742.000	\$ 221.00
Manchester District Library		268-000.00-742.100	\$ 10.99
Northville District Library		268-000.00-742.100	\$ 16.00
Royal Oak Public Library		268-000.00-742.100	\$ 33.25
Salem-South Lyon District Library		268-000.00-742.100	\$ 3.99
Waterford Township Public Library		268-000.00-742.100	\$ 14.45
Midwest Tape (3/31/15)		268-000.00-744.000	\$ 1,235.65
Midwest Tape (4/20/15)		268-000.00-744.000	\$ 1,561.10
OverDrive (4/15/15)		268-000.00-744.000	\$ 1,378.65
Midwest Tape (3/31/15)		268-000.00-745.200	\$ 2,249.08
Midwest Tape (4/20/15)		268-000.00-745.200	\$ 2,791.16
Mango Languages (12/10/14)	6/1/15-5/31/16	268-000.00-745.300	\$ 2,936.12
Bright House (4/26/15)	May 2015	268-000.00-801.925	\$ 76.61
Netech (4/16/15)	on-site ser 4/16/15	268-000.00-816.000	\$ 232.50
H&K Janitorial Service, Inc. (3/31/15)	3/20/15	268-000.00-817.000	\$ 3,920.00
H&K Janitorial Service, Inc. (4/28/15)	April	268-000.00-817.000	\$ 3,900.00
AT&T (4/22/15)	Apr 22-May 21, 2015	268-000.00-851.000	\$ 154.08
TelNet Worldwide (4/15/15)		268-000.00-851.000	\$ 547.10
Verizon Wireless (3/28/15)	March 1-28, 2015	268-000.00-851.000	\$ 421.36
The Library Network (4/7/15)	tele comm 4/1-6/30/15 Int sp	268-000.00-855.000	\$ 15,889.71
Sam's Club (4/14/15)	4/14/15; 2 cases water	268-000.00-880.000	\$ 64.74
YP	Advertising April 2015	268-000.00-800.000	\$ 63.00
Alberga, Kathleen	yth pgm; Kiddie Craft	268-000.00-880.268	\$ 32.34
Amazon.com (4/23/15)	yth pgm; st time sup	268-000.00-880.268	\$ 37.17

Carroll, Margie	yth pgm; 5/5/15; Jumpst Yng Rdrs	268-000.00-880.268	\$ 120.00
Raymond Geddes Co, Inc. (4/27/15)	SRP	268-000.00-880.268	\$ 122.80
Kroger	Yth pgm; 4/9/15; eleph/piggie	268-000.00-880.268	\$ 86.39
Lathin, Drew	adt pgm; 5/20/15; creat sus landscps	268-000.00-880.268	\$ 100.00
Loyd, Ron	yth pgm; 4/7/15; Bubbleman	268-000.00-880.268	\$ 290.00
Wise, Craig	Library birthday pgm; 6/6/15	268-000.00-880.268	\$ 225.00
City of Novi (Accuform) (4/17/15)	May-August Engage	268-000.00-900.000	\$ 6,649.38
Friends of NPL (Accuform) (1/2015)	January Engage: 1/4 page reimburse	268-000.00-900.000	\$ (108.79)
Konica Minolta (3/31/15)	March 2015	268-000.00-900.000	\$ 394.95
Consumers Energy (4/10/15)	3/11-4/09/15 (a)	268-000.00-921.000	\$ 1,097.96
AT&T (4/13/15)	Apr13-May12, 2015	268-000.00-922.000	\$ 24.78
DTE (4/24/15)	March 25-April 23, 2015 (a)	268-000.00-922.000	\$ 8,251.84
City of Novi	December16, 2014-March18, 2015	268-000.00-923.000	\$ 1,316.67
Aero Filter, Inc. (4/10/15)	filters (3)	268-000.00-934.000	\$ 152.04
Cintas (4/27/15)		268-000.00-934.000	\$ 261.00
Lyon Mechanical (4/14/15)	4/13/15; A/C	268-000.00-934.000	\$ 317.33
Orkin (4/27/15)	4/27/15	268-000.00-934.000	\$ 58.30
Schindler Elevator Corp. (4/8/15)	3/31/15 ser call	268-000.00-934.000	\$ 450.00
Voss Lighting (3/30/15)		268-000.00-934.000	\$ 87.50
C&J Parking Lot Sweeping, Inc. (4/21/15)	spring cleanup; 4/16/15	268-000.00-941.000	\$ 195.00
Konica Minolta Premier Finance (4/25/15)		268-000.00-942.000	\$ 1,098.90
Corrigan Record Storage (4/1/15)	April 2015	268-000.00-942.100	\$ 19.24
Funk, Paul	Board conf; 4/24/15; mileage	268-000.00-956.000	\$ 39.68
Michener, Tara	Board conf; 4/24/15; mileage	268-000.00-956.000	\$ 39.39
Michigan Library Association (4/30/15)	McCown; 5/1/15 Cust Ser Wksp	268-000.00-956.000	\$ 190.00
Novi/Northville Newcomers (NNN)	5/6/15; spring bqt; Salvatore	268-000.00-956.000	\$ 30.00
Shih, Tsuei-Mei	Int Lib Rdtbl Mtg; 4/23/15	268-000.00-956.000	\$ 30.13
Verma, Ramesh	Board conf; 4/24/15; mileage	268-000.00-956.000	\$ 41.40
Petty Cash (Postage)		268-000.00-728.000	\$ 20.00
Petty Cash (Programming)		268-000.00-880.268	\$ 21.49
Petty Cash (Conferences & Workshops)		268-000.00-956.000	\$ 17.25
Petty Cash (Community Promotion)		268-000.00-880.000	\$ 20.97
Petty Cash (Conferences & Workshops)		268-000.00-956.000	\$ 10.00
TOTAL			\$ 92,770.79
Accounts indicated in blue deducted in Period	Ending prior to March 1, 2015	Revenue and Expenditure	Report
Accounts indicated in red deducted in Period	Ending March 30, 2015	Revenue and Expenditure	Report

Warrant L530	269 Accounts	May 2015	
Payable to	Invoice #	Account number	Account total
Randolph Rose Collection, Inc. (9/24/14)	payment 4 of 4	269-000.00-742.231	\$ 2,600.00
Barnes & Noble Booksellers (12/10/14)	Joy, Inc.	269-000.00-742.232	\$ 1448.40
Maisano's Restaurant	Spark; 4/28/15	269-000.00-742.232	\$ 172.00
Screen Works, Inc. (4/17/15)	Comm Read Signage	269-000.00-742.232	\$ 388.00
TOTAL			\$ 4,608.40



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
April 15, 2015**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Student Representatives, Absent

Ruchira Ankireddygari
Ziyang Huang

Library Staff

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

Guest(s)

Yong Huang, Vice President, Teen Advisory Board Member

The meeting was held at the Novi Public Library, Board Room, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by John Lesko, Vice President at 6:58 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A request was made to add Item 9C, Election of Officers and Committee Members to the President's Report on the agenda.

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

1st – Mark Sturing

2nd – Paul Funk

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L529

A motion was made to approve the Claims and Warrants L529 as presented.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – March 25, 2015

A motion was made to approve the Regular Meeting Minutes of March 25, 2015 as presented.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

C. Approval of Library Board Goal Session Minutes – April 11, 2015

A motion was made to approve the Library Board Goal Session Minutes of April 11, 2015 as presented.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

5. Correspondence – N/A

There was no correspondence.

6. Presentation – N/A

There was no presentation.

7. Public Comment

There was no public comment.

8. Student Representatives Report

In the absence of the two Student Representatives, Yong Huang, Vice President of the Teen Advisory Board (TAB), presented the report.

The Student Representatives Report is provided on page14 of the April 15, 2015 Library Board packet. Highlights include:

- Towel Hat Project – students collected 30 towels at Novi High School for the project.

- TAB held a Chinese Festival.
- TAB members attended the program *Learn about GIDAS - Genes in Disease and Symptoms*. The program was presented by University of Michigan, Dr. Inhan Lee, PhD and President of miRcore.
- Teen Writing Contest winners were announced.
- A Diversity Workshop was held.

Upcoming Programs/Events for TAB:

- Manga Club – April 2
- Super Smash Bros. Tournament – April 6
- TAB (Teen Advisory Board Meeting) – April 17

9. **President's Report**

A. **Goals Update – April 2015**

The Novi Public Library 2014/2015 Goals for reporting April 2015 can be found on pages 15-19 of the April 15, 2015 Library Board packet.

Highlights for the monthly goals are:

- Goal #2: Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.
 - Strategy – Seek funding through grants.
 - Tactic – Teens and technology ideas for YALSA Shark Bowl.

B. **Welcome Desk Schedule**

The Library Board asked if Julie Farkas would complete the Welcome Desk schedule through Labor Day.

C. **Election of Officers and Committee Members**

Chair of the Nominating Committee, Ramesh Verma, presented a slate of names for Library Board Officers for the coming year.

- Nominated and accepted for President – Mark Sturing
- Nominated and accepted for Vice President – John Lesko
- Nominated and accepted for Treasurer – Craig Messerknecht
- Nominated and accepted for Secretary – Ramesh Verma

A motion was made to vote on the slate as presented.

1st – Ramesh Verma

2nd – Paul Funk

The motion was passed unanimously.

The Events/Marketing Committee will now be known as Events/Marketing/Fundraising Committee.

The following Committees hold the following members:

- Policy Committee – Lesko, Michener (Chair)
- HR Committee – Michener, Verma (Chair)
- Finance Committee – Sturing, Lesko, Messerknecht (Chair)
- Events/Marketing/Fundraising – Funk, Lawler, Michener (Chair)
- Strategic Planning Committee – Lawler, Funk (Chair)
- Building/Landscape Committee – Funk, Messerknecht (Chair)

A motion was made to approve the members of the Committees as presented.

1st – Ramesh Verma

2nd – Mark Sturing

The motion was approved unanimously.

10. Treasurer's Report

A. Library budget 2014-2015

The 2015-2016 Library Budget dated March 25, 2015 can be found on pages 20-22 of the April 15, 2015 Board Packet and contains the 2014-2015 approved budget along with the 2014-2015 Estimated Year End figures.

B. Library Balance Sheet – as of March 31, 2015

The Library Balance Sheet can be found on pages 23-24 of the April 15, 2015 Library Board Packet.

The Ending Fund Balance for period ending March 31, 2015 is \$2,397,261.79. The Total Liabilities and Fund Balance for the Library Fund 268 is \$2,493,066.94.

Revenue for special events include: Spark - \$4,000.00 (\$1,000 from a grant, \$3,000 from the Friends sponsorship); Joy, Inc. \$1,500 in sponsorships; \$720 transferred from Collections to Programming – funds redirected to the correct account. The Total Liabilities and Fund Balance for the Library Contributed 269 account is \$1,619,320.72.

C. Library Financials and 269 Contributed Fund – as of March 31, 2015

The Library Financials and 269 Contributed Fund can be found on pages 25-29 of the April 15, 2015 Library Board Packet.

The year-to-date expenditures have increased by just over \$227,000 with approximately \$20,000 from charges that occurred prior to March 2015 – this is nothing unusual. Through February 2015, there have been expenditures of approximately \$2,040,000 or 67% of our budget. The Library's year-to-date revenue increased by just over \$9,000 with a loss of just under \$4,000 due to an Unrealized Loss on Investments. The year-to-date for revenue is running approximately \$1.6 million or \$25,000 ahead of what was budgeted.

Per quarter, \$680,000 is spent, and if this continues to hold true, \$130,000 of the Library's fund balance will be used, which is considerably less than what was originally budgeted.

The Read-A-Latte Café closed 2014 by making their last payments for that year.

The Meeting Room revenue was slightly lower in March, 2015.

A new expenditure account has been created – Gifts and Donations Expenditures – 268-000.00-740.010, which was not budgeted for. This account will offset the Gifts and Donations revenue account #268-000.00-740.000.

The fundraiser, MyCouponGenie, is going well. Trustee Funk indicated that he is part owner of a competing company and is disclosing this information in case of a conflict of interest.

11. Director's Report

Julie Farkas met with Tutor Doctor, Luna Tech 3D, and Max & Erma's regarding joining the Library's fundraising event in conjunction with MyCouponGenie.

Julie Farkas attended various planning meetings and events throughout Novi and surrounding communities during the month of March.

The Paradise Park fundraiser was cancelled due to lack of participation. Paradise Park is a great sponsor of the Library's and is a partner for the Summer Reading Program.

The American Business Women's Association held a fundraiser on the Library's behalf and is expected to raise close to \$500, which will be used to purchase new materials in celebration of Women's History Month.

The Read Boxes (3) will be installed in the next few weeks and will be loaded with books for the public to enjoy. The Read Boxes are located in three of Novi's parks – Rotary, Lakeshore and ITC. There is anticipation of a fourth to be installed in the future and funds are earmarked for its creation and design. Read Boxes are mini "free libraries". A variety of 25-35 books for all ages are placed in the Boxes for residents to take and enjoy. The Boxes were built by the City of Novi DPS, with local artists designing the outside of each, and then placed in the three parks. The Boxes are available May – October.

A. Public Services Report

The Public Services Report can be found on pages 34-35 of the April 15, 2015 Library Board Packet.

B. Building Operations Report

The Building Operations Report is on page 36 of the April 15, 2015 Library Board Packet.

C. Library Usage Statistics

The Library Usage Statistics can be found on pages 38-46 of the April 15, 2015 Library Board Packet.

D. Friends of the Novi Library

There was no report for the Friends of the Novi Library this month.

E. Novi Historical Commission

There was no report for the Novi Historical Commission this month.

F. TLN Director's Report – April 2015

The TLN Director's Report for April 2015 can be found on page 47 of the April 15, 2015 Library Board Packet.

G. Bits & Pieces, TLN Report by Jim Pletz, April 2015

Bits & Pieces, TLN Report for April 2015 can be found on page 48 of the April 15, 2015 Library Board Packet.

12. Committee Reports

A. Policy Committee (Lesko, Messerknecht – Chair)

There was no report provided for the Policy Committee.

B. HR Committee (Lesko, Verma – Chair)

There was no report provided for the HR Committee.

C. Finance Committee (Sturing, Lesko – Chair)

There was no report provided for the Finance Committee.

D. Events/Marketing Committee (Lesko, Sturing – Chair)

There was no report provided for the Events/Marketing Committee.

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

There was no report provided for the Strategic Planning Committee.

F. Building/Landscape Committee (Messerknecht)

There was no report provided by the Building/Landscape Committee.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

A. Approval of the 2015-2016 Library Goals

A motion was made to approve the Board Goals as developed by the Board.

1st – Paul Funk

2nd – Mark Sturing

The motion was approved unanimously.

Trustee Sturing complimented Director Farkas for coordinating the Goal Setting Meeting.

A review of the present Library Policies (Employee, Building, and Public) was suggested.

16. Adjourn

A motion was made to adjourn the meeting at 7:53 p.m.

1st – Mark Sturing

2nd – Craig Messerknecht

The motion was passed unanimously.

Ramesh Verma, Secretary

Date

Email From: Rachelle Smith

Date: April 29, 2015

Hey Julie:

I am actually transcribing my notes from Dr. Ratey's program last night. What a treat!

Let me tell you - as a professional motivational speaker (and fitness trainer), I definitely walked away with plentiful pearls to help me help others!

Please send my thanks and kudos to Dr. Matthews as well.

Email From: Peggy Hare

Date: April 29, 2015

Thank you for all your hard work in setting up the Sparks event last night. I read the book and was eager to attend and enjoy the presentation and Q&A period. Great job!

*Peggy Hare
Literacy Specialist
Village Oaks*

Student Representatives Report

By: Ziyang Huang and Ruchira Ankireddygar

April 2015

Programs:

Manga

Super Smash

Teen Book Club

TAB

Upcoming Programs:

May 1 Teen Volunteer Applications available

May 2 Teen Book Club

May 15 Teen Investing

May 15 Teen Advisory Board

June 1st & 2nd Summer Reading Program Teen Volunteer Orientation

Novi Public Library

Teen Newsletter - May/June 2015



Teen Volunteer Applications Available!



Beginning May 1st, teen volunteer applications will be available online and in the Library. Students going into 7th to 12th grade in the fall will be eligible to volunteer during the summer.

***Additional forms including the work permit and NHS documentation are only available in the Library.**

The required orientation meetings for the Summer Reading Program will take place June 1st or 2nd, from 4:30-5:30pm.

***Volunteers should choose from 1 of 2 mandatory orientation meetings.**

Teen Book Club

Join us at 1pm, the first Saturday of each month, as we get together and talk about the books that we as a club selected to read! There will be food, new friends and fun!



Library Closings

The Library will be closed on the following days:

Sunday, May 10

Sunday, May 24

Monday, May 25

Sunday, June 21

Library
Closings

Novi Public Library

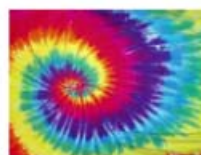
45255 W. Ten Mile Road, Novi, MI 48375
248-349-0720 | www.novillibrary.org

Upcoming Teen Programs

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

®Teen Investing

Friday, May 15
4:30pm-5:30pm
Grades: 7-12



®Tie Die Day

Wednesday June 17
3pm-4:30pm
Grades: 5-12

Ring of Steel - Stunts and Stage Combat

Monday, June 23
6-8pm
Grades: 5 and up



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

Friday, May 15, 3:30-4:30pm

Grades: 9-12

Questions or Comments?

Suzanne Tison, Youth & Teen Librarian
(SCarpenter@novillibrary.org)

Ziyang Huang, Student Representative

(ZHuang@novillibrary.org)

Ruchira Ankireddygar, Student Representative

(RAnkireddygar@novillibrary.org)

NOVI PUBLIC LIBRARY – 2014/2015 GOALS (May update)

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

Goal #1:

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

Strategy:	Partner with City of Novi and Novi School District.		
Tactic	Owner	Status	Due Date
Investigate with City of Novi to be a “go to” for additional City services; offer/advertise City services if applicable	AD	City programs/events/services regularly advertised at NPL; investigated passport services and dog park licenses, but would need additional Library staff time	Annually; ongoing; 4/15
Maintain open communication between Library and City Facilities departments through regular meetings	Fac	Established quarterly meeting schedule and held first meeting on 1/27; meeting held 4/28	1/15; 4/15
Strategy:	Maintain communication with Read a Latte Café.		
Tactic	Owner	Status	Due Date
Investigate with owner to offer lower prices and different cultural food options	AD	Café has been struggling financially this past year; food options and pricing have been discussed	Annually; 4/15
Strategy:	Provide appropriate staffing for best customer service.		
Tactic	Owner	Status	Due Date
Investigate staff shortages on the Information Desk that causes long lines and how to improve customer service	IS; AD	Currently under review	2014/2015; 4/15
Investigate opportunities for volunteerism that use education and business skills	AD	Offer a non-paid intern graphic design opportunity quarterly in Admin Office	2014/2015; 4/15

Goal #2:

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

Strategy:	Investigate and implement changes that save money.		
Tactic	Owner	Status	Due Date
Look for cost-cutting measures in everyday processes	SS; IT; Fac	Made changes at self-checkout stations to shorten receipts, using less paper; also added more helpful info to screens and receipts; investigating options to cut supply costs by using copiers as printers; made some changes in building supply vendors based on cost comparisons	12/14; 3/15; 4/15

Goal #3:

Create a higher level of awareness for Library Board member representation, ambassadors and employment.			
Strategy:		Library staff participate in community events.	
Tactic	Owner	Status	Due Date
Represent NPL in various outlets	AD	Staff participated in Neighborhood Library Association booth at International Women's Show	4/15

Goal #4:			
Provide quality services, collections, programs and technology with an emphasis on the aging population.			
Strategy:		Engage the Older Adult community in Library programs and services.	
Tactic	Owner	Status	Due Date
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Identified and photographed limitations to accessibility within the building using the Sitewise guidelines as developed by Henry Ford Hospital and created an excel file to record findings and notes; report to be completed by December 1; photos of various areas and light measurements taken; report is finished and being reviewed by Admin; information on this and our magnifier collection was presented at the recent visit to Fox Run; Oakland Talking Book Service publicized on NPL website and promoted at service desks and through Outreach	Annually; 9/14; 10/14; 11/14; 3/15; 4/15
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	Updated Flickr slides on plasma screens at Meadowbrook Activity Center (monthly); flyers put out at MAC and City	Annually; 11/14; 12/14; 1/15; 2/15; 4/15
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	City Council approved complimentary transportation for Older Adults to Library/City facilities and programs; in discussions to provide quarterly book discussion beginning after the first of the year; met with OAS to discuss AARP Tax Days, Gale Courses, and the possibility of holding programs at the Library; Older Adult Services to hold a Dementia program and two memoir writing classes at the Library next quarter; visited Meadowbrook Commons on 11/19 for an informal meeting with potential book club members and Sarah Douglass from the City; 7 seniors attended and seemed very excited about the book group; now have 4 book discussions scheduled for 2015; attended "Boomer University" meetings at Oakpointe Church to plan April 18 th event with area libraries and City of Novi Office of Older Adults; Novi Older Adult Services Board member hosted program on Dementia on 1/30 at the Library; staff have been	Annually; 9/14; 11/14; 11/14; 1/15; 2/15; 4/15

		active on the City of Novi Older Adult Advisory Board attending monthly meetings; hosted first book discussion group at MAC with 8 attendees and favorable responses; hosted Drummunity for the Morning Music Program on February 12 aimed at older adults; participated in Boomer University event on 4/18; engaging regularly with City staff for programming opportunities; met with City staff to plan for partnering on health series in fall and other future programs; attended Older Adult Advisory Board meeting; attended second meeting with Margi, Sandy Fisher from Novi Older Adult Services and Wendy Duvall from Parks and Recreation on 4/8 to plan Fitness Month in October 2015	
Strategy:		Increase/implement programming opportunities for each patron group.	
Tactic	Owner	Status	Due Date
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Investigating and planning art classes for elementary age taught by Novi High School Art Club students; held first of three planned art classes taught by Novi High School Art Club students with 26 attendees; held second of three planned art classes taught by Novi High School Art club students with 20 attendees; added a craft segment after various story times; room is available for tutor overflow as of fall 2012	Annually; 9/14; 1/15; 2/15; 4/15
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT	Number one subject patrons liked most was reading: we provide special collections, Summer Reading for all ages, Community Read events, partner with Novi Schools for Parent to Parent and community school district book discussions, regular book discussions, story times, international story times, conversation groups for both ESL and international languages, ESL book discussion; Music was the second most liked subject: we provide Listen @ the Library, Novi Choralaires, concerts at local elementary schools, concert bands at NPL, Earth Angels singing and dancing group, Morning Music series; Art and Dancing were popular subjects: we provide Kiddie Crafts, StART Art to teach art concepts to children, instructional dance classes; Video Games was a popular subject: we provide gaming in NPL Teen Stop when school is not in session, gaming in Teen Space during the school year, have a large video game collection, host tournaments; Animals was a popular subject: we provide opportunities to read to dogs	Annually; 4/15
Showcase cultures, religious experiences; teaching different	IS	Hold monthly language conversation groups for	2014/2015;

languages by community members		French, German, Italian and Spanish speakers; on track to add Japanese group; had successful first meeting of Japanese group; planning a program with local Japanese Mothers to address "semi-lingual" issues; have ESL conversation and book discussion groups; offer international story times in Chinese, Spanish, Hindi, Marathi, Japanese, Czech, Korean, Tamil	ongoing; 10/14; 12/14; 1/15; 4/15
Strategy: Provide up to date technology and resources.			
Tactic	Owner	Status	Due Date
Consider using location map/QR codes in catalog and stacks	IS; IT	Investigating beacon technology instead of QR	2014/2015; 4/15
Investigate technology more in depth; online resources, loaning of tech tools, hands-on experiences (technology "petting zoo")	IT; IS	Laptops available for in-Library loan since 2012; periodically offer "petting zoos" for tablets and e-readers; attended webinar: Every Kid Ready to Read: Tech Tools for Early Literacy; gave presentation on Demographics Now at Dec. IS staff meetings; working on locked down iPads to replace Pod A computers in Youth area (visited Salem-South Lyon Library to look at how they configure their iPads); introduced two story time apps in Baby Time and Tot Time to analyze the effectiveness of technology in story times; demonstrated downloadables and devices at Fox Run open house; planning to offer thermal leak detectors for check-out starting 2015/16	2014/2015; 11/14; 12/14; 1/15; 4/15
Strategy: Partner with the Novi School District.			
Tactic	Owner	Status	Due Date
Increase activities with Novi and other area school districts	IS; AD	Provided tour and database instruction to 63 Novi Meadows students; met with Novi Schools Instructional Coach to review SRP stats and plan for School Board presentation; hosted 84 5 th graders after hours on September 19 th for tour and scavenger hunt; took part in the Novi Woods Walk to School day; attended October School Board meeting to present Summer Reading info; hosting Novi Meadows Red Ribbon Week posters; hosted breakfast for NCS D Media Specialists and Principals; met with Novi High School Media Specialist to discuss information sharing and potential program ideas; met with Novi Meadows Media Specialist and Novi School District Instructional Coaches to begin planning 2015 Summer Reading Program school visits; provided tour, story time and scavenger hunt to group of special education students from Novi School District; met with Media Specialists to plan for Summer Reading 2015; met with Novi High School Media Specialist to plan for partnerships in the	Annually; 9/14; 10/14; 12/14; 1/15; 2/15; 3/15; 4/15

		coming year; outreach concert at Meadowbrook Elementary (Walled Lake Consolidated Schools) for 270 students on 3/12 in partnership with Friends of NPL and Chamber Music Society of Detroit; AS attended Deerfield Elementary's Milk & Cookies night as a guest reader; held a series of very successful instructional art classes taught by Novi High School Art Club students (January-March); Leader in Me event with Orchard Hills Elementary on 3/3; provided story time to after school CARE program at ITC building (Novi schools)	
Strategy:		Maintain current collections and services.	
Tactic	Owner	Status	Due Date
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Developing a baby/toddler page with literacy info for webpage; working on "CPU Science / Coding" section for the Homework Resource Center; draft of baby/toddler literacy page for website submitted and being reviewed by web team; created new youth DVD subject list "Under the Sea"; CPU Science/coding section added to Homework Resource Center; developing "World Fiction" list for youth subject binder and website; developed "classics" list of audiobooks for adults; updated youth DVD "Classic Movies" list; created new youth DVD list "Once Upon a Time and other Fantastical Tales" for binder and website; medical/health section added to Homework Resource Center; rough draft of audiobook pathfinder on classics created showing their availability in various formats; audiobook pathfinder on Classics finished and science fiction one started; pathfinder on Easter DVDs updated; listen to patron requests and comments, encourage completion of suggestion forms, and pass along info to IS staff	Annually; 9/14; 10/14; 11/14; 12/14; 1/15; 2/15; 3/15; 4/15
Add more classes for downloadable resource use	IS; IT	Considering adding or changing classes offered based on patron requests; added Sunday Tech Times; also offer E-reader, iPad, Downloading Magazines with Zinio, and other classes; instructional video about Zinio available on NPL YouTube and NPL website	2014/2015; ongoing; 9/14; 4/15
Implement reference survey	IS	Planned for May 2015; now available through May	4/15; 5/15

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

Goal #6			
Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.			
Strategy:	Increase awareness of services, collections, programs and technology.		
Tactic	Owner	Status	Due Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: facebook, twitter, videos, podcasts	IS; AD; IT	2014 Community Read presentation available on website via YouTube; posting to Tumblr more than once a month; Boopsie mobile website app introduced 9/2013	Annually; 11/14; 3/15; 4/15
Increase publicity of meeting rooms and patio	AD	New flyer created for changes implemented July 1; meeting room rentals have been overwhelmingly successful so no additional publicity needed	Annually; 7/14; 4/15
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library, providing free room rental if they allow a 10-15 minute Library presentation	AD	Providing tours/talks as requested by groups, including info about programs and services; presentations to Lennox Park and Orchard Hills West; presentation to Crosswinds West; Vista Hills; presentation to Roma Ridge and Cheltenham Estates; presentations: Vista Hills, Greenwood Oaks; have requested homeowner information for president of each association from City of Novi; presentation to Churchill Crossings	Annually; ongoing; 9/14; 10/14; 11/14; 2/15; 3/15; 4/15
Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS	A campaign has not been put in place as of yet	Annually; 4/15
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD	Costs for one-time brochure kept us from pursuing at this time	Annually; 4/15
Provide regular (weekly/monthly) columns in Novi News and Patch.com	AD	Column was not created, but Library info being sent on weekly basis; paper includes info based on relevance and space	Annually; 4/15
Investigate opportunity for NPL to be a welcome center for new residents offering periodic "get to know" events; provide information on website for new residents to connect with Library/City/Novi community	AD	Director met with Northville Newcomers and Neighbors group to combine efforts; staff regularly participate with Northville Newcomers and Neighbors group; NPL joined Northville Newcomers Assoc.; info now in Engage; planning event for fall	6/14; 2014/2015; 4/15
Investigate the possibility of e-mailing all NPL library card holders for a one time e-newsletter sign-up	AD; IT; SS	Worked with TLN to gather info; one-time e-mail blast went to 25,000+ patrons with current library cards to encourage sign-ups for e-newsletter and MyCoupon Genie, 12/29/14	2014/2015; 12/14
Improve advertising of MeLCat database/resources	IS; SS; IT	Currently have the MeL widget on our Online tools page and added the anniversary icon to that page; staff continues to facilitate loaning and borrowing MeLCat materials for NPL patrons	2014/2015; 2/15; 4/15

Create info videos/podcasts about NPL, e.g., tour of the Library, "Live at the Library"	AD; IT; SS	Friends donation allowed purchase of new camcorder; currently developing tutorial for staff to use in creating info videos; "how to" tutorial now available on eWeb; tutorial for scanning to the copier also available; SS staff (along with IT & AD) creating several videos to highlight various services; videos from various departments developed in 14/15	2014/2015; 8/14; 10/14; 11/14; 12/14; 4/15
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Goal #7:
Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.

Goal #8:			
Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Strategy:		Provide convenient access to collections, programs and services.	
Tactic	Owner	Status	Due Date
Investigate an online library application for library users/attracting non-users	IT; SS; AD	TLN libraries testing capability for online patron registration (library card application); determined it does not meet our needs at this time	2014/2015; 4/15

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

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

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

05/14/2015	BALANCE SHEET FOR CITY OF NOVI	
	As of 04/30/2015	
GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	583,341.10
268-000.00-017.008	Investment - Oakland County Investment	677,015.11
268-000.00-017.009	Investment - UBS	1,068,140.74
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	19,156.80
	Total Assets	2,348,153.75
*** Liabilities ***		
268-000.00-202.000	Accounts payable	70,721.90
268-000.00-215.200	Unemployment insurance liability	26.56
268-000.00-259.702	Accrued liabilities-tax	43,420.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	114,668.46
*** Fund Balance ***		
268-000.00-390.000	Fund balance	1,845,975.99
	Total Fund Balance	1,845,975.99
	Beginning Fund Balance	1,845,975.99
	Net of Revenues VS Expenditures	387,509.30
	Ending Fund Balance	2,233,485.29
	Total Liabilities And Fund Balance	2,348,153.75

Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	104,469.35
269-000.00-017.008	Investment - Oakland County Investment	512,112.77
269-000.00-017.009	Investment - UBS	1,007,713.69
	Total Assets	1,624,295.81
*** Liabilities ***		
269-000.00-202.000	Accounts payable	1,836.40
	Total Liabilities	1,836.40
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,487,506.93
269-000.00-390.230	Fund Balance Collections/Materials	33,683.99
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,896.67
269-000.00-390.232	Fund Balance Programming	10,572.94
269-000.00-390.233	Fund Balance Technology Library	6,100.00
	Total Fund Balance	1,590,760.53
	Beginning Fund Balance	1,590,760.53
	Net of Revenues VS Expenditures	31,698.88
	Ending Fund Balance	1,622,459.41
	Total Liabilities And Fund Balance	1,624,295.81

05/14/2015 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 04/30/2015									
Fund 268 - LIBRARY FUND 268		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	FEBRUARY 2015	MARCH 2015	APRIL 2015	04/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,285,842.67	2,309,000.00	0.00	0.00	0.00	2,368,947.16	(0.16)	100.00
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(20,118.00)	0.00	0.00	143.04	98.03	(4,358.81)	(30,637.19)	12.46
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	16,154.00	0.00	0.00	0.00	0.00	0.00	(15,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(183.71)	0.00	0.00	0.00	0.00	(199.00)	0.00	100.00
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(5,358.22)	0.00	0.00	0.00	0.00	(9,751.69)	(0.31)	100.00
Property tax revenue		2,276,336.74	2,309,000.00	0.00	143.04	98.03	2,354,637.66	(45,637.66)	
State sources									
268-000.00-567.000	State aid	30,103.08	20,000.00	0.00	0.00	0.00	16,694.05	3,305.95	83.47
State sources		30,103.08	20,000.00	0.00	0.00	0.00	16,694.05	3,305.95	
Other revenue									
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	913.00	(913.00)	100.00
268-000.00-665.000	Miscellaneous income	16,175.47	17,000.00	990.66	1,504.50	1,173.49	13,140.66	3,859.34	77.30
268-000.00-665.100	Copier	2,981.78	2,500.00	148.74	273.75	229.80	1,991.13	508.87	79.65
268-000.00-665.200	Electronic media (previously VHS)	239.80	300.00	1.00	8.00	46.00	209.00	91.00	69.67
268-000.00-665.266	Summer reading t-shirt sales	0.00	2,800.00	0.00	0.00	0.00	0.00	2,800.00	0.00
268-000.00-665.290	Library fund raising revenue	180.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	30,559.14	23,000.00	1,341.71	2,108.45	3,220.39	23,035.77	(35.77)	100.16
268-000.00-665.404	Novi Township assessment	5,787.00	5,900.00	0.00	0.00	0.00	5,933.00	(33.00)	100.56
268-000.00-665.650	Library Cafe	4,105.44	5,000.00	817.74	706.90	280.00	3,883.85	1,116.15	77.68
Other revenue		60,028.63	59,500.00	3,299.85	4,601.60	4,949.68	49,106.41	10,393.59	
Fines and forfeitures									
268-000.00-657.000	Library book fines	74,642.97	74,000.00	3,787.90	5,927.26	6,291.81	55,284.06	18,715.94	74.71
268-000.00-658.000	State penal fines	73,539.99	73,000.00	0.00	0.00	0.00	83,205.14	(10,205.14)	113.98
Fines and forfeitures		148,182.96	147,000.00	3,787.90	5,927.26	6,291.81	138,489.20	8,510.80	
Interest income									
268-000.00-664.000	Interest on investments	42,597.69	25,700.00	590.35	418.94	0.00	14,488.13	11,211.87	56.37
268-000.00-664.500	Unrealized gain (loss) on investments	17,240.00	0.00	(3,770.58)	7,926.37	0.00	17,880.74	(17,880.74)	100.00
Interest income		59,837.69	25,700.00	(3,180.23)	8,345.31	0.00	32,368.87	(6,668.87)	
Donations									
268-000.00-665.289	Adult programs	4,688.39	0.00	0.00	0.00	0.00	6,981.72	(6,981.72)	100.00
268-000.00-665.400	Gifts and donations	5,043.81	5,000.00	2,738.85	1,807.70	0.10	13,192.00	(8,192.00)	263.84
Donations		9,732.20	5,000.00	2,738.85	1,807.70	0.10	20,173.72	(15,173.72)	

		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	FEBRUARY 2015	MARCH 2015	APRIL 2015	04/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services									
268-000.00-704.000	Permanent salaries	940,355.54	952,200.00	70,160.27	67,448.96	67,061.61	708,914.76	243,285.24	74.45
268-000.00-704.200	Wages - Stipend	0.00	47,700.00	0.00	0.00	0.00	24,743.89	0.11	100.00
268-000.00-705.000	Temporary salaries	603,046.15	636,800.00	44,397.56	44,286.14	42,262.77	475,176.47	161,623.53	74.62
268-000.00-715.000	Social security	113,783.62	122,000.00	8,585.70	8,375.26	8,196.20	94,687.76	27,312.24	77.61
268-000.00-716.000	Insurance	169,574.81	173,000.00	17,743.24	17,743.20	525.00	153,099.68	52,275.32	74.55
268-000.00-716.200	HSA - employer contribution	2,890.76	4,000.00	0.00	0.00	0.00	1,190.67	2,809.33	29.77
268-000.00-716.999	Insurance - Employee Reimbursement	0.00	0.00	(3,176.80)	(3,104.20)	(3,031.60)	(29,797.45)	(2,577.55)	92.04
268-000.00-718.000	Pension - DB Normal Cost	0.00	0.00	1,247.00	1,247.00	1,247.00	12,470.00	2,494.00	83.33
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	0.00	0.00	(656.76)	(656.76)	(656.76)	(11,687.04)	(6,432.96)	64.50
268-000.00-718.200	Pension - defined contribution	25,952.43	27,700.00	2,023.34	1,860.66	(5,857.64)	13,112.61	14,587.39	47.34
268-000.00-720.000	Workers compensation	4,808.96	2,500.00	316.61	309.01	302.56	2,403.58	96.42	96.14
Personnel services		1,860,412.27	1,965,900.00	140,640.16	137,509.27	110,049.14	1,444,314.93	495,473.07	
Supplies									
268-000.00-727.000	Office supplies	16,019.58	15,000.00	2,311.55	946.07	1,706.08	16,778.13	(1,778.13)	111.85
268-000.00-728.000	Supplies - Postage	516.03	700.00	2.59	37.23	0.70	564.39	135.61	80.63
268-000.00-734.000	Computer supplies, software & licensing	62,751.63	96,900.00	18,460.47	11,699.83	715.00	58,321.11	38,578.89	60.19
268-000.00-734.500	Computer supplies/equipment	12,941.56	21,000.00	1,629.00	3,439.28	0.00	8,136.73	12,863.27	38.75
268-000.00-740.000	Operating supplies	26,928.78	32,800.00	1,342.81	1,232.16	9,153.15	24,755.04	8,044.96	75.47
268-000.00-740.200	Supplies - Desk chairs and file cabinets	14,017.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Supplies - Uniforms	246.85	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	197,431.08	210,000.00	13,693.36	13,634.71	6,052.44	147,422.82	62,577.18	70.20
268-000.00-742.100	Library Book - Fines	1,317.64	1,500.00	27.00	109.79	60.24	548.89	951.11	36.59
268-000.00-743.000	Library periodicals	20,425.94	21,200.00	46.01	466.53	156.00	14,153.96	7,046.04	66.76
268-000.00-744.000	Audio visual materials	58,515.49	67,700.00	3,076.75	4,134.59	2,625.88	51,509.32	16,190.68	76.08
268-000.00-745.200	Electronic media	47,459.63	58,500.00	3,783.49	3,962.67	2,146.21	34,567.53	23,932.47	59.09
268-000.00-745.300	Electronic resources (CD rom materials)	52,922.29	60,000.00	0.00	712.52	0.00	55,399.44	4,600.56	92.33
Supplies		511,493.94	585,600.00	44,373.03	40,375.38	22,615.70	412,157.36	173,442.64	

		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	FEBRUARY 2015	MARCH 2015	APRIL 2015	04/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges									
268-000.00-801.925	Public information (cable, etc)	984.25	1,000.00	82.02	85.21	69.60	796.55	203.45	79.66
268-000.00-802.100	Bank Service Charges	3,048.82	3,500.00	196.13	176.32	209.10	2,068.59	1,431.41	59.10
268-000.00-803.000	Independent audit	590.00	700.00	0.00	0.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	1,131.90	1,000.00	0.00	69.00	0.00	176.80	823.20	17.68
268-000.00-806.000	Legal fees	0.00	1,000.00	0.00	0.00	0.00	190.00	810.00	19.00
268-000.00-809.000	Memberships and dues	5,000.08	4,500.00	0.00	170.00	190.00	4,266.00	234.00	94.80
268-000.00-816.000	Professional services	1,980.00	3,000.00	580.00	0.00	232.50	1,355.00	1,645.00	45.17
268-000.00-817.000	Custodial services	31,721.42	37,800.00	0.00	7,895.00	3,900.00	38,345.00	(545.00)	101.44
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	0.00	0.00	0.00	4,495.00	255.00	94.63
268-000.00-851.000	Telephone	13,091.18	16,500.00	587.08	906.56	1,127.98	9,588.49	6,911.51	58.11
268-000.00-855.000	TLN Automation Services	55,469.91	66,500.00	0.00	0.00	15,889.71	56,516.41	9,983.59	84.99
268-000.00-861.000	Gasoline and oil	151.96	0.00	22.86	0.00	0.00	225.14	424.86	34.64
268-000.00-862.000	Mileage	201.05	1,250.00	0.00	51.26	26.88	204.65	1,045.35	16.37
268-000.00-880.000	Community promotion	6,973.05	5,000.00	193.19	195.07	64.74	1,044.79	3,955.21	20.90
268-000.00-880.267	Library Programming-Book It	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	19,778.29	20,000.00	474.03	82.34	737.44	6,713.69	13,286.31	33.57
268-000.00-880.271	Adult programs	3,987.91	0.00	0.00	0.00	0.00	4,563.52	(4,563.52)	100.00
268-000.00-900.000	Printing, graphic design and publishing	21,579.90	28,800.00	620.92	670.68	(108.79)	20,289.88	8,510.12	70.45
268-000.00-910.000	Property & liability insurance	13,668.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured claims	5,913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	12,546.45	17,500.00	1,962.70	2,139.84	1,097.96	10,350.86	7,149.14	59.15
268-000.00-922.000	Electricity	106,199.86	93,200.00	7,373.12	7,504.63	8,276.58	84,288.99	8,911.01	90.44
268-000.00-923.000	Water and sewer	5,097.26	6,500.00	0.00	1,316.67	0.00	4,034.31	2,465.69	62.07
268-000.00-934.000	Building maintenance	61,724.63	73,900.00	3,187.55	1,741.87	1,238.67	44,510.12	29,389.88	60.23
268-000.00-935.000	Vehicle maintenance	948.75	1,500.00	112.50	0.00	0.00	1,717.20	(867.20)	202.02
268-000.00-941.000	Grounds maintenance	36,702.04	26,000.00	5,251.49	512.50	195.00	27,986.55	(1,986.55)	107.64
268-000.00-942.000	Office equipment lease	13,855.74	12,000.00	0.00	2,097.90	0.00	10,398.98	1,601.02	86.66
268-000.00-942.100	Records storage	261.56	250.00	19.24	19.24	19.24	192.40	57.60	76.96
268-000.00-956.000	Conferences and workshops	18,359.99	11,000.00	1,092.92	205.90	49.68	5,589.11	5,410.89	50.81
Other services and charges		445,717.00	451,150.00	21,755.75	25,839.99	33,216.29	353,608.03	97,541.97	
Capital outlay									
268-000.00-986.000	Internal Technology - Capital Outlay	25,112.75	53,550.00	0.00	0.00	0.00	7,020.40	7,979.60	46.80
268-000.00-990.000	Furniture	8,801.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		33,914.26	53,550.00	0.00	0.00	0.00	7,020.40	7,979.60	
Net - Dept 000.00-treasury		(267,316.17)	(490,000.00)	(200,122.57)	(182,899.73)	(154,541.51)	394,369.19	(819,707.19)	
TOTAL REVENUES		2,584,221.30	2,566,200.00	6,646.37	20,824.91	11,339.62	2,611,469.91	(45,269.91)	
TOTAL EXPENDITURES		2,851,537.47	3,056,200.00	206,768.94	203,724.64	165,881.13	2,217,100.72	774,437.28	
NET OF REVENUES & EXPENDITURES		(267,316.17)	(490,000.00)	(200,122.57)	(182,899.73)	(154,541.51)	394,369.19	(819,707.19)	

		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	FEBRUARY 2015	MARCH 2015	APRIL 2015	04/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269									
Dept 000.00-treasury									
Interest income									
269-000.00-664.000	Interest on investments	33,850.35	0.00	320.47	221.35	0.00	11,574.62	(11,574.62)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	17,260.50	0.00	(3,557.27)	7,477.96	0.00	16,869.19	(16,869.19)	100.00
Interest income		51,110.85	0.00	(3,236.80)	7,699.31	0.00	28,443.81	(28,443.81)	
Other services and charges									
269-000.00-802.100	Bank Service Charges	0.00	0.00	15.74	14.22	0.00	45.69	(45.69)	100.00
Other services and charges		0.00	0.00	15.74	14.22	0.00	45.69	(45.69)	
Net - Dept 000.00-treasury		51,110.85	0.00	(3,252.54)	7,685.09	0.00	28,398.12	(28,398.12)	
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:									
TOTAL REVENUES		51,110.85	0.00	(3,236.80)	7,699.31	0.00	28,443.81	(28,443.81)	
TOTAL EXPENDITURES		0.00	0.00	15.74	14.22	0.00	45.69	(45.69)	
NET OF REVENUES & EXPENDITURES		51,110.85	0.00	(3,252.54)	7,685.09	0.00	28,398.12	(28,398.12)	
		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	FEBRUARY 2015	MARCH 2015	APRIL 2015	04/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
TOTAL REVENUES - ALL FUNDS		2,635,332.15	2,566,200.00	3,409.57	28,524.22	11,339.62	2,639,913.72	(73,713.72)	
TOTAL EXPENDITURES - ALL FUNDS		2,851,537.47	3,056,200.00	206,784.68	203,738.86	165,881.13	2,217,146.41	774,391.59	
NET OF REVENUES & EXPENDITURES		(216,205.32)	(490,000.00)	(203,375.11)	(175,214.64)	(154,541.51)	422,767.31	(848,105.31)	

Director's Report

Library Parking Lot Maintenance Update

Email From: Staup, Aaron

Sent: Monday, April 20, 2015 11:07 AM

Subject: Library Parking Lot - Future Maintenance Plan

Julie,

As promised, I am writing this email to describe what the Engineering Division is recommending as a Maintenance Plan moving forward for the Library parking lot. In February of last year, the City hired a consultant (URS Corporation) to evaluate each of the 18 City-Owned parking lots and develop a Maintenance Plan for each as well. I have attached and highlighted the sections of that report which are specific to the Library parking lot.

As stated in the report, we are recommending in the "near term" (1-2 years after the Maintenance Bond period is complete from Nagle Paving) a sealing and over-banding of the cracks. In the "intermediate term" (3-4 years) the maintenance plan recommends some patching as necessary along with a seal coat, depending on budget constraints. In summary, sealing of the cracks is the most important and the most cost effective way to extend the pavement life. Seal coating of the parking lot should not be attempted until all of the cracks are first filled and sealed.

If you need additional information or a further explanation of the Maintenance Plan report, please do not hesitate to contact the Engineering Division.

Thanks,

Aaron J. Staup | [Construction Engineering Coordinator](#)

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April 18th: Boomer University

I am happy to report that the Boomer University event held in partnership with Oakpointe Church and the City of Novi – Older Adult Services was a huge success! Over 800 people were in attendance. I had the opportunity to be interviewed by Chuck Gadica, who asked a very poignant question about the future of libraries and the value of them for those looking to redefine themselves. In my few minutes on stage, I discussed opportunities for taking an online course through the library, volunteering, obtaining valuable business resources if looking to start/improve a business, learn or brush up on a language and much, much more. In addition, the Library was able to host a table where many local residents stopped by to learn more about the Novi Library.

April 24, 2015: FOML Trustee Alliance Workshop at Rochester Hills Public Library

Thank you to Trustees Michener, Funk and Verma for accompanying me to a workshop on Friday, April 24th. The event was wonderfully attended by the library community and gave us the chance to hear from a Library and ALA expert, Sarah Ann Long. Topics that were included in the conference were:

- The Value of Strategic Planning & Steps Towards Achievement
- Assessing Your Plans: How Do You Measure Success
- How Strong Is Your Board? Board Development Strategies
- Director-Board Relationships: Working Together for Success

The Quality Service Audit Checklist (QSAC): How Statewide Measures Can Improve Public Library Service – by S. White, Library of Michigan

Paul Funk: I found the conference to be both informative and motivating. It was great to meet so many other positive-minded "Library People" and to learn some proven approaches towards Strategic Planning and other relevant topics. I felt

the presenters were thorough and enhanced their presentations with excellent handouts and/or other references which I have already been using. I would encourage other Board members to attend these kinds of conferences if possible.

Ramesh Verma: I really enjoyed attending the seminar on April 24th. I learned to evaluate the board members duties. I am pleased to note that we as board members are consistent with our Novi Library mission, engage in a strategic planning process. Further, we serve actively on one or more board committees. Also each one of us has diverse talent and we compliment each other on our experience and are balanced with long and new serving board members. The board with consultation of the Director determines the policies which govern how the library is operated. The director and staff implement the policies. The papers given to us were full of wisdom and I am reading them to get some valuable knowledge.

Tara Michener: The workshop was a combination of informative, enlightening and fun. It was an honor to meet so many talented individuals devoted to their respective library boards. I was particularly encouraged by the idea of swapping out the typical strategic plan for an in depth S.W.O.T analysis (strengths/weakness/opportunities/threats). Ideas for board engagement and participation were unlimited and the networking was a positive value add. I am grateful that I was able to attend and hope that we can discuss how some of the practical advice can better serve our own library community.

April 28th: Students for Success

In partnership with the Friends of the Novi Library and the Novi Community School District, the Library hosted its first ever Students for Success event which encouraged parents/caregivers to read Dr. John Ratey's book Spark. The reading initiative kicked off on Monday, February 9th. 100 copies of Dr. Ratey's book were made available for check-out through the local elementary, middle, high school and Novi Public Library. The books were purchased through a \$1,000 grant received by the Friends of the Library at the Metro Detroit Book and Author event held in October 2014. In addition, the Friends and Novi Schools shared costs for the author to travel to Michigan from Harvard University to speak on Tuesday, April 28th. 105 people were in attendance at Dr. Ratey's presentation and there were 173 check-outs of the book, with more following the event. Dr. Steve Matthews and I were very pleased with the turnout for the reading initiative and have already started planning for next year's event. This is just one example of many out of the box and collaborative opportunities that the Library and School District have worked together on and achieved success!

Michigan Women's International Show – April 30th – May 3rd

The Neighborhood Library Association had a great opportunity to promote libraries in Michigan with the invitation to take part in the 20th Annual International Show at Suburban Collection Showplace. Thousands of women and young girls attended the event over the 4 day weekend. My recommendation for next year would be to include TLN or MLA in order to have a broader library presence as people came from all over the state. We received a booth at no charge and were able to host 4 events on their performance stages:

Friday, May 1 st : Performer: Renee Chodkowski (The Great Foodini)		6:30pm presentation Great Foodini's Top 10 Tips and Tricks to Make Magic in Your 'Git 'er Done' Kitchen
Performer: Kristy Robinett – Author/Psychic Medium		Author Book selling at booth: 5:30pm – 8:45pm 7:30pm presentation
Saturday, May 2 nd : Performer: Earth Angels		4:00 – 5:00pm Main Fashion and Entertainment Stage
Booktalks: Sunday, May 3 rd 11:30am	Picture Books : Mary Kelly – Lyon Twp. JFic: Erin– Novi Teen/YA: Stephanie – Wixom Adult Fic: Jill – Salem South Lyon Adult Non: Vicky – N'ville	

Director – Out and About in Profession/Community

- Money Smart Week Kick-off meeting – April 17th
- Rotary meeting – April 24th
- Friends Author Luncheon – Fox Hills of Northville – May 12th
- MLA Conference Planning meeting – May 13th
- MLA Director's Summit – May 15th

Public Services Report by Margi Karp-Opperer

Featured Adult Programs:

Lifelong Learning: Get Going with Gale Courses & Learning Express Library
Swinging into Spring with Music and the Novi Choralaires
Listen @ the Library with the Mack Sisters Duo (pianists)
Honored National Library Week: Towel Hat USA Project
Honored National Poetry Month
Travelogue in Jazz: Around the World in 60 Minutes
More Than One Language? Let's Talk!
Partnered with the City for "Take Your Child to Work Day"
Celebrated Money Smart Week

Thank you Evan Smale for presenting to the Oakland County Historical Resource Committee our digitized paper project

Students for Success – A School District Reading Together
Harmonie Detroit
We hosted a LIS student for a reference observation
We hosted a high school intern

Special Business/Financial Programs:

- a. Four SCORE Business Mentoring(s)
- b. Loan Workshop for Small Businesses
- c. Securing Your Retirement: Transforming Social Security into a Winning Retirement

Monthly Adult Programs:

- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Five Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- Two 1-on-1 internet basics, one 1-on-1 email basics and two 1-on-1 Facebook basics
- French, German, Italian, Japanese & Spanish Language Conversation Groups
- Two Information Services Department Meetings
- Three English Conversation Groups
- Seven ESL Book Discussions
- Two Chess Times
- Novi Writers' Group
- Two Coffees with the Superintendent
- PowerPoint 2010 Basics class

Featured Youth Programs:

- Bubbleman
- Two Preschool Math Fun events
- Elephant and Piggie Party
- How to Train our Dragon Marathon
- Three Baby Times Story Times
- Six Tot Time Story Times
- Eight Two of Us Story Times
- Five Three's Company Story Times
- Three On My Own Story Times
- Pokemon
- Money Smart Kids Program

Monthly Youth Programs:

- Kiddie Craft
- Snack Tales
- Lego Club

Tween and Teen Program:

- ❖ Teen Book Club
- ❖ Manga Club
- ❖ Super Smash Brothers Tournament
- ❖ TAB (Teen Advisory Board)
- ❖ TAB Program on Social Justice

Featured Collections:

Adult: National Poetry Month

Youth: Breath-in Experience, Breath-Out try

Youth DVD: Things that Go and Baseball

Audiobooks: National Poetry Month

Building Operations Report by Mary Ellen Mulcrone

On April 17, we had a walk-through of the parking lot with NPL staff, Aaron Staup from DPS, and Mr. Santi from Nagle Paving to determine the extent of the warranty repairs to be completed this month. As of this writing, we do not have a date set for the work to be done.

Spring clean-up of the Library parking lot and grounds was completed on April 16. Lawn mowing began the following week. We have a new vendor in place to handle our irrigation needs. Start-up of the system will occur soon, and monthly checks of the equipment will be done, June-September, before the system gets winterized in the fall. I have requested proposals for rehabilitation of the two smaller bioswales/rain gardens from two companies, and I am looking for a third company to submit a proposal.

Keith has begun preparing the bed above the patio wall for installation of the "I Love My Country" statue. A concrete base will be created to hold the statue, which will be delivered in mid to late June and then unveiled at a ceremony on June 28.

The Facilities Department has accomplished many other things over the past month, including: day to day routine maintenance, cleaning, and room set-ups; scheduled carpet cleaning; replaced light bulbs and ballasts; checked AST bins; repaired shelves and chairs; cleaned windows, workstations, and the AST room; changed air filters; scrubbed furniture; etc. We also had our quarterly meeting with Facilities staff from the City of Novi.

The IT Department was also busy with a variety of tasks, including: replacement of two public workstations that failed; completed phone system back-up and stored off-site; set up and provided laptops for use at various programs and events such as Minecraft program, Summer Reading volunteers, and NPL presentation at the International Women's Show; repaired the coin-op on one of the public photocopiers; created tip sheets for staff to deal with Wi-Fi connection issues and pop-up blockers; customized two new Surface tablets to replace older laptops used for Outreach services; resolved a recurring power outage issue with public workstations; worked with Tech Logic in preparation for upgrade of the AST system; performed routine server maintenance; provided assistance to staff and public with online testing, video presentation, printing, software questions; etc. Never a dull moment!

The following classes and training sessions were provided for the public: one Basic Photo Editing with Paint.NET, one eReader Instruction, two iPad Tips & Tricks, two VHS to DVD Workshops, one Improve Your Typing Skills, and eight Tech Time sessions.

We held our annual tornado drill on April 15, in conjunction with Oakland County's Severe Weather Awareness Week. This was done with many visitors in the building, and everything went smoothly. Novi Police provided us with a table top emergency response exercise on April 20. This involved managers, supervisors, and other key personnel who would take leadership roles in case of various types of emergencies. This particular exercise was based on a potential situation of domestic violence being carried over into the workplace and affecting everyone on site. We are also preparing for an active shooter drill to be held during our staff development day in August.

The Library served as a polling place for the City of Novi election on May 5. Precinct 16 saw 442 voters.

Support Services Statistics 2014-2015

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	457	364	409	339	348	261	321	275	395	313			3,482
Items checked out	81,433	73,600	67,803	67,091	64,700	63,696	66,792	62,073	70,638	61,254			679,080
Items borrowed	4,719	4,078	3,840	4,201	3,213	4,124	4,553	3,850	4,414	4,197			41,189
Items loaned	5,305	4,733	4,619	4,688	4,153	4,232	5,220	4,544	5,007	4,466			46,967
Read Boxes	380	217	153	59	0	0	0	0	0	0			809

	April 2015	April 2014	October 2014	October 2013
Library cards issued	313	312		
Total checkouts	61,254	64,252	READ Boxes Adult 9	0
			Youth 50	0
Items borrowed TLN	4,093	3,844	total 59	0
MeL	<u>104</u>	<u>86</u>		
	4,197	3,930		
Items loaned TLN	4,386	4,372		
MeL	<u>80</u>	<u>81</u>		
	4,466	4,453		

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

Read Box totals May through October 8, 2014:

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

Self-Check Totals 2014-15 Fiscal Year

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	81,433	63.09%	51,379	10,899	9,645	5,006	13,934	9,913	1,982
August	73,600	58.02%	42,705	9,394	5,695	5,629	7,397	11,492	3,098
September	67,803	55.41%	37,571	9,120	6,723	3,846	6,845	9,712	1,325
October	67,091	54.90%	36,834	9,154	6,310	3,761	5,137	11,222	1,250
November	64,700	56.33%	36,443	8,253	6,897	4,551	3,669	11,981	1,092
December	63,696	53.17%	33,869	7,997	6,371	3,076	5,709	9,476	1,240
January	66,792	52.45%	35,031	8,155	6,775	3,965	5,533	9,292	1,311
February	62,073	53.96%	33,493	7,668	6,033	3,595	5,894	9,096	1,207
March	70,638	55.31%	39,068	9,186	7,233	3,673	6,724	10,995	1,257
April	61,254	58.22%	35,664	8,483	6,552	3,535	5,637	10,140	1,317
May									
June									
FYTD	679,080	56.09%	382,057	88,309	68,234	40,637	66,479	103,319	15,079

Library Usage									
2013-2014 Fiscal Year					2014-2015 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	37,620	1,447	254	26	July	41,988	1,400	289	30
August	32,464	1,249	250	26	August	37,590	1,296	272	29
September	30,079	1,074	264	28	September	31,986	1,103	275	29
October	31,249	1,008	297	31	October	36,332	1,172	294	31
November	30,109	1,075	257	28	November	30,030	1,073	259	28
December	27,986	1,000	259	28	December	28,625	1,022	264	28
January	37,006	1,234	283	30	January	30,566	1,019	280	30
February	28,760	1,027	264	28	February	28,186	1,044	264	27
March	32,829	1,059	289	31	March	31,116	1,004	292	31
April	41,665	1,488	272	28	April	31,008	1,107	272	28
May	32,683	1,167	268	28	May			263	28
June	39,534	1,412	267	28	June			280	29
FYTD Total	401,984	1,182	3,224	340	FYTD Total	327,427	1,125	3,304	348

Computer Logins											
2013-2014 Fiscal Year						2014-2015 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	5,549	24,600	6	30,155	1,160	July	5,620	46,177	3	51,800	1,727
August	5,075	22,623	1	27,699	1,065	August	4,816	48,923	7	53,746	1,853
September	4,915	30,828	3	35,746	1,277	September	4,866	49,382	1	54,249	1,871
October	5,806	35,096	0	40,902	1,319	October	4,167	54,461	2	58,630	1,891
November	5,240	32,155	3	37,398	1,336	November	4,463	54,338	2	58,803	2,100
December	4,279	32,168	4	36,451	1,302	December	4,228	47,196	1	51,425	1,837
January	4,327	30,792	5	35,124	1,171	January	3,395	51,759	2	55,156	1,839
February	4,583	36,568	0	41,151	1,470	February	2,918	66,156	2	69,076	2,467
March	5,092	39,344	2	44,438	1,433	March	3,556	68,265	2	71,823	2,317
April	4,603	35,152	5	39,760	1,420	April	3,287	61,087	4	64,378	2,299
May	4,653	33,037	2	37,692	1,346	May				0	0
June	5,322	45,753	3	51,078	1,824	June				0	0
FYTD Total	59,444	398,116	35	457,595	1,346	FYTD Total	41,316	547,744	26	589,086	2,528

Early Literacy Workstation Usage							
2013-2014 Fiscal Year				2014-2015 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,309	32,845	25	July	1,460	38,035	26
August	1,324	34,520	26	August	1,297	33,735	26
September	987	22,767	23	September	1,039	23,683	22
October	1,067	24,139	22	October	1,005	22,557	22
November	816	19,935	24	November	995	24,158	24
December	658	15,590	23	December	953	21,756	22
January	720	16,998	23	January	971	22,936	23
February	718	16,702	23	February	962	22,029	22
March	834	21,063	25	March	1,185	28,393	23
April	844	20,061	23	April	1,026	23,551	22
May	734	15,847	21	May			
June	968	23,181	23	June			
FYTD Total	10,979	263,648	24	FYTD Total	10,893	260,833	23

Technology Training Sessions 2014-2015 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Keyboarding	Paint.NET	Freegal	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1	4	2	0	1	0	0	0	7	19	
<i>patrons</i>	2	7	6	5	0	3	0	0	0	7		30
Aug	4	0	1	2	0	1	0	1	0	7	16	
<i>patrons</i>	1	0	1	15	0	5	0	4	0	7		33
Sep	5	1	3	1	1	1	0	0	0	2	14	
<i>patrons</i>	3	3	2	6	4	5	0	0	0	2		25
Oct	5	0	4	1	1	1	1	1	0	7	21	
<i>patrons</i>	4	0	8	6	2	4	4	2	0	7		37
Nov	4	1	4	1	1	1	0	0	0	1	13	
<i>patrons</i>	3	2	9	6	3	4	0	0	0	1		28
Dec	4	1	4	1	1	1	1	1	0	2	16	
<i>patrons</i>	4	3	3	4	5	3	2	1	0	2		27
Jan	5	1	2	2	0	0	0	0	2	11	23	
<i>patrons</i>	4	3	2	15	0	0	0	0	2	11		37
Feb	4	1	2	2	1	1	0	0	1	3	15	
<i>patrons</i>	2	4	2	8	6	3	0	0	1	3		29
Mar	5	0	2	2	1	1	0	0	1	6	18	
<i>patrons</i>	4	0	2	4	2	3	0	0	1	6		22
Apr	5	1	2	2	1	1	0	0	0	3	15	
<i>patrons</i>	3	6	2	4	1	0	0	0	0	3		19
May												
<i>patrons</i>												
Jun												
<i>patrons</i>												
Sessions	45	7	28	16	7	9	2	3	4	49	170	
<i>Patrons</i>	30	28	37	73	23	30	6	7	4	49		287

2014-2015 Fiscal Year							
	Freegal		Zinio		Indieflix	Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts*	Videos Viewed	Active Learners	Completed Classes
July	2,070	205	752	9,968			
August	1,884	198	704	8,981			
September	2,089	201	700	8,701	32	107	16
October	2,237	235	632	8,594	33	73	16
November	2,244	235	874	10,932	21	85	2
December	2,148	210	822	11,525	7	69	19
January	2,171	205	918	14,421	43	140	3
February	2,198	224	957	13,237	23	95	2
March	2,471	232	849	13,414	14	74	2
April	2,399	222	919	13,186	0	70	6
May							
June							
FYTD Total	21,911	2,167	8,127	112,959	173	**	66

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

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

2014-2015 Fiscal Year							
OverDrive							
	Consortium Collection	Corrected Consortium Collection	Advantage Collection	Corrected Advantage Collection	Total OverDrive	Corrected Total OverDrive	New Users
July	3,185	2,414	1,209	771	6,808	3,185	112
August	3,477	2,661	816	816	6,954	3,477	147
September	3,176	2,487	1,140	689	6,803	3,176	369
October	3,272	2,634	1,085	638	6,991	3,272	644
November	3,376	2,695	681	681	6,752	3,376	785
December	2,148	2,813	609	662	5,570	3,475	369
January	2,932	3,164	782	782	6,878	3,946	507
February	2,833	2,953	790	790	6,576	3,743	414
March	3,080	3,080	829	829	3,909	3,909	432
April		2,799		832		3,631	401
May							
June							
FYTD Total		27,700		7,490		35,190	4,180

After discovering an error in the old way OverDrive Circulation Activity statistics were obtained, we now see that we need to subtract the Advantage collection totals from the combined Consortium/Advantage grand total to get the total amount of circulation activity by Novi residents on the Consortium collection.

Charging Stations Usage				
	2011-12FY	2012-13FY	2013-14FY	2014-15FY
July		3	3	10
August		2	8	11
September	3	8	2	4
October	1	3	4	3
November	7	3	4	3
December	1	3	0	4
January	8	4	1	3
February	7	3	1	2
March	11	4	0	0
April	5	3	3	3
May	8	1	4	
June	4	1	5	
Total	55	38	35	43

Meeting Room Rentals					
2013-14 Fiscal Year			2014-15 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	29	696	July	44	1,234
August	41	1,172	August	54	1,810
September	49	1,274	September	29	760
October	35	1,077	October	36	964
November	32	1,485	November	33	890
December	21	447	December	19	470
January	42	981	January	22	910
February	51	1,505	February	23	656
March	47	1,344	March	36	924
April	32	1,031	April	31	818
May	35	1,726	May		
June	21	946	June		
Total	435	13,684	Total	327	9,436

Library App - 2014-15 Fiscal Year					
	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
July	29,227	1. Novi Main Menu	January	20,489	1. Catalog
		2. My Account Novi Summary			2. My Account
		3. Novi Holdings			3. OverDrive
		4. My Account Novi Items			4. Artwork at the Library
		5. My Account Novi Request			5. Book/DVD lists
August	20,658	1. Catalog	February	31661	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Book/DVD Lists			4. Artwork at the Library
		5. Artwork at the Library			5. Events
September	22,031	1. Catalog	March	40,181	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Artwork at the Library			4. Events
		5. Book/DVD lists			5. Artwork at the Library
October	23,811	1. Catalog	April	36,050	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Artwork at the Library			4. Events
		5. Book/DVD lists			5. Artwork at the Library
November	22,496	1. Catalog	May		
		2. My Account			
		3. OverDrive			
		4. Book/DVD lists			
		5. Events			
December	25,095	1. Catalog	June		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Events			
			Total	271,699	

Friends of the Novi Library
Minutes of April 8, 2015 Board Meeting

- I. Call to Order---Sue Johnson, President 7:00 p.m.
Members present: Carol Hoffman, Sue Johnson, Evelyn Cadicamo
Marilyn Amberger, Evelyn Young, Gale Ford, Julie Abrams
Absent: Pat Brunett, Barb Brunett, Carol Bauer, Bob Cutler
- II. Minutes of December 8, 2014
None taken
- III. Treasurer's Report for June 2014—Marilyn Amberger
- | | |
|------------------|------------------|
| Checking Account | \$25,604.32 |
| Savings Account | 5,427.12 |
| CD Account | <u>10,175.66</u> |
| | 41,207.10 |
- Discussion about adjusting sales tax for next year's budget to meet increased Book Nook sales.
 - File Cabinet – need to be organized and we need to decide what to keep and for how long (Margi to research).
 - Returned checks – Book Nook check was returned and Vibe credit union charge was \$30. Discussion on looking into alternative financial institutions.
- Motion to accept— Evelyn Cadicamo, second—Gale Ford Passed 7-0.
- IV. Committee Reports
- A. Assistant Library Director: Margi Karp-Opperer
- Presented Wish List for 2015/2016
 - Presented the list of Kaleidoscope events for 2015/2016
 - Explained Towel Hat USA project
 - Travelogue in Jazz, Thursday April 16 at 11:00 am
 - Detroit River Kaleidoscope, April 22, 7:00 pm Joel Stone curator of Dossin Great Lakes Museum
 - Harmonie Detroit – Musical Wednesday April 29, 7:00 pm (library program)
 - Fall Program 50-50 program finances split with library
 - Spring for Novi replaces Fall for Novi, May 2, 2015 Saturday 11-2, Sue and Gale will staff Friends table.
- B. Book Nook---Carol Hoffman
- Since we have only gotten \$100 from Thrift Books in 14 months, we will not be saving books back to send to them on an ongoing basis.
 - Month of March sales: \$ 2,375.31 If we can maintain an average sales of \$2000 per month, we may not have a November Book Sale event
 - At the end of March a video was made for the Book Nook that is in the process of being completed, to be put on the web site. Shows a book from donation to sale in the Book Nook.
- C. Newsletter – Gale Ford
- Gale has documented the process for putting together the newsletter. It is on the library file share under Friends/Newsletter.
 - Need to start think about the spring newsletter which must be out before the Annual Meeting
- D. Author Luncheon – Gale Ford
- The possibility of opting out of participation was discussed. Decision will be made with full Board through email.
- E. Scholarship – Evelyn Young
- This year's scholarship winner is Olivia Regnier - \$1000. Decision is based on financial need and merit.
 - Margi will take care of the scholarships for the summer interns.
 - Olivia will be present her check at the May Board meeting.

F. Membership—Sue Johnson

- We are eliminating membership cards when the current ones run out.

G. President—Sue Johnson

- Received a nice thank you from Suzanne Tison for our contribution to Battle of the Books.
- We need to make a poster for the May 18 Metro Detroit Book and Author Society meeting to show how the grant money was used.
- Discussed participation in “We’re Turing 5” – five years in new building. Event is June 6, 1-3.

V. Announcements:

VI Adjournment: 8:45 p.m. Motion: Sue Johnson; second—Gale ford Passed 7-0.

Submitted by: Julia Abrams, Secretary

Historical Commission, City of Novi
Feb. 25th, 2015, 7:00 p.m.
Novi Library Local History Room

Call to Order: 7:00 PM

Introduction:

Minutes: January Minutes, none as there was insufficient Quorum

Attendance: Kathy Crawford, chair, Tammy Knopp, Kelly Sexton & John MacInnis

Liaison: Betty Lang, & Student: Rosher

Visitor: Sue Grifor, Pierre Morris, student at CCHS needs government experience for HS Credit, and Chris Vornhuer

Approval of Agenda: no changes, accepted by all

Communication: none this meeting

Approval of Minutes: last meeting November 2014, approved

Finance Report: No report

Liaison Report: Betty Lang, Genealogy seminar and complete lab 3/21/15 no charge

Local History conf. On March 13 and 14, Kathy and Kelly have interest in Attending Oral history interview of Dr. Tom Heslip series from the 25th Anniv. of the City of Novi to be available in the Local history room

History Room Volunteers: beginning 1st and 3rd Monday each month 12-2 PM

March 2,

March 16, April 20

Discussion on the budget: Moved by Kelly to budget \$14,000 second by Tammy

All in favor, approved

It was noted during the discussion that David Barr property is going to be acquired by the city of Novi, to be called Villa Barr, a new park

Novi Cemetery/ Knapp Cemetery: signs to recognize the Veterans to be installed at the Novi Road Cemetery, there is going to be more Rev. War patriots recognized in the near future. We were asked to contact the DAR for their future plans for more memorials.

Web site update: Working on the finishing touches, approval by commission and will send off to Betty Lang for updates.

Accomplishment list/current projects for 2014 (for Council): Discussed gathering projects together and presenting our accomplishments in front of city council.

Historical Commission Programs: Would like member's to brainstorm and bring a list of upcoming events to the next meeting.

New Member/members: Discussed a few ideas on obtaining new members, ie. Library website, paper, facebook.

New Business/Other Business:

Michigan State Fair Senior Day-Looking for volunteers to help at fair.

Instagram/Animoto: is up and running, Need to send the information over to Kelly so she may update the website.

Next meeting: Wednesday, March 25, 2015 7 pm

Adjourn 8:30pm

Historical Commission, City of Novi

Mar. 25th, 2015, 7:00 p.m.

Novi Library Local History Room

Call to Order: 7:00 PM

Introduction:

Attendance: Kathy Crawford, chair, Tammy Knopp, Kelly Sexton & John MacInnis, (we need one more commission member) & HS student Rosher

Liaison: Betty Lang,

Visitor: Sue Grifor

Approval of Agenda: no changes, accepted by all

Communication: none this meeting

Approval of Minutes: Feb. Minutes were approved, as written, by all

Finance Report: Note the \$14,000 budget for the next fiscal year was approved at the last Month's meeting, specifically:

Displays	800
Equipment	500
Marketing	800
Programs and fees	1000
Special projects	7600
Storage unit	1800
Acquisitions	300
Office Supplies	200
Conference, Cont Ed	1000
Total	\$14,000

Liaison Report: Betty Lang, several future seminars at the Library were shown, Namely April 7, 15, 16, 22, & 29, all very interesting and entertaining sessions.

History Conference: was attended by Kathy Crawford and Tammy, both gave glowing reports on the value of the History Seminars, they brought back many new ideas and suggestions for the commission

History Room Volunteers: beginning 1st and 3rd Monday each month 12-2 PM, we need volunteers to staff the LH room twice per month.

Volunteer dinner at Buddy's Tuesday April 14th, 5 PM, we understand this event is part of the city's appreciation program

Accomplishment list/current projects for 2014 (for Council):

We need to summarize the activity of the Commission for the annual report.

Discussed gathering projects together and presenting our accomplishments. In addition we would like the member's to brainstorm and bring a list of upcoming events to the next meeting.

New Member/members: Discussed a few ideas on obtaining new members, ie. Library website, paper, facebook.

Historical Commission Programs: Dates and Sept 17 Polar Bears, Michigan Soldiers in Russia after WW I,

Speaker Roger Crownover: Dr. History from Madonna, speaker, \$100 going to Wounded Warrior Project. 2cks from Hist. Comm, 2 cks from friends of the Library

Speaker Oct 12, Bill Grandstaff, Victorian Cemetery Folklore. \$ 100 help wounded warrior Project.

Website updates: Data from Tammy to Kelly for the update to the website

CSX RR going thru City, near the Cemetery, what is happening to the Wall along the So. side of the cemetery? The wall has been observed by the city and the RR. City Engineer thinks the Wall is not in danger of collapsing. Our job is complete, we have reported our concern to the City people responsible for this matter.

New Members will be needed for the Commission. We are in need of one more member at this time.

Cemeteries/sign: do we want to recognize veterans of the various wars? Discuss the future repairs and cleanup in April? Can we utilize the Eagle Scouts?

Kathleen Leo reports (via JRM) that the DAR does not expect to do a recognition of Caleb Carr this year. She hopes to do it soon, once the detailed documentation is complete. there are several Caleb Carr's with similar genealogy

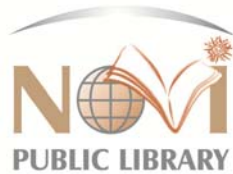
Nine Mile cemetery/ planning for repairs in future months

Roy Prentice reported (from JRM) that he is working on a change to the display cabinet in the first Floor, he is assembling a picture history of the RR coming to Novi including the Train depot and the unique Bridge overpass of the RR at Grand River.

New Business/Other Business:

Next meeting: Wednesday April, 22, 2015 7 pm

Adjourn: 8:30pm



Library Board Calendar

2015

May 20	Library Board Regular Meeting
May 24	Library Closed
May 25	Holiday – Memorial Day, Library Closed
June 17	Library Board Regular Meeting
June 17	Library Director Annual Review
June 21	Father’s Day, Library Closed
July 4	Holiday – Independence Day, Library Closed
July 5	Library Closed
July 15	Library Board Regular Meeting
August – October	Community Reads Program
August 19	Library Board Regular Meeting
August 21	Staff In-Service, Library Closed
September 5	Library Closed
September 6	Library Closed
September 7	Holiday – Labor Day, Library Closed
September 16	Library Board Regular Meeting
October 21	Library Board Regular Meeting
October 29	Library hosts Michigan Library Assn. Conf., Library closes at 5 p.m.
November 3	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November	Community Read, Library, TBD
November 11	Holiday – Veteran’s Day – Library Open
November 18	Library Board Regular Meeting
November 25	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 26	Holiday – Thanksgiving, Library Closed
December 16	Library Board Regular Meeting
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

2016

January 1	Holiday – New Year’s Day, Library Closed
January 20	Library Board Regular Meeting
February 17	Library Board Regular Meeting
February TBD	Budget Planning Session, Library

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