

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, November 20, 2013
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
 - A. 10/24/13: Thank you – Author, Monica Wood 14
 - B. 10/28/13: Thank you – David Cosman, Novi 5th Grade School Teacher 14
 - C. 10/24/13: Thank you – Nancy Maxwell, Sweet Dreamz..... 15
 - D. 11/13/13: Thank you – Maryanne Cornelius, City of Novi..... 16
6. Presentation – None Scheduled
7. Public Comment
8. President’s Report
 - A. Library Goals document 2013-2014 17
9. Treasurer’s Report
 - A. Library Budget 2013-2014 20
 - B. Library Financials and Walker Fund – October 31, 2013 22
 - C. Library cafe revenue report – due 15th of the month – September 2013..... N/A
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 - A. Fundraising Committee Update..... 37
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 - C. Leadership Philosophy 40
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12. Friends of Novi Library Report
 - A. October 9, 2013 Minutes..... 52
 - B. Novi Life Magazine, November 2013 – Friends Hold Annual Blow-out Book Sale..... 54
12. Student Representatives’ Report 55
13. Historical Commission Report..... N/A

- 14. Committee Reports
 - A. Policy Committee (Margolis, Teasdale, Kilgore – chair)
 - B. HR Committee (Kilgore, Verma – chair)
 - C. Finance Committee (Czekaj, Teasdale, Margolis – chair)
Planning a meeting in December for Walker Fund discussions
 - D. Fundraising Committee (Sturing, Mena – chair)
Meeting Held – November 2, 2013
 - E. Strategic Planning Committee (Kilgore, Sturing, Mena- chair)
 - F. Building/Landscape Committee (Kilgore, Margolis, Czekaj – chair)

15. Public Comment

16. Matters for Board Action

17. Adjourn

Consent Agenda:

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- 2. Approval of Regular Meeting Minutes – October 23, 2013..... 5

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Future Events:

- Wednesday, November 27th – Library Closes at 5pm
- Thursday, November 28th – Library CLOSED in observance of Thanksgiving Day
- Friday, December 7th (6-9pm) – Light up the Night at City of Novi and Novi Public Library
- Wednesday, December 11th (7:00pm) – Friends of Novi Library Regular Meeting – **CANCELLED**
- Friday, December 13th (7:00pm) – City of Novi Appreciation Dinner at Sheraton of Novi
- Wednesday, December 18th (7:00pm) – Library Board of Trustees Regular Meeting at City of Novi
- Tuesday, December 24th – Library CLOSED in observance of Christmas Eve
- Wednesday, December 25th – Library CLOSED in observance of Christmas Day
- Tuesday, December 31st – Library CLOSED in observance of New Year’s Eve
- Wednesday, January 1st – Library CLOSED in observance of New Year’s Day
- January 20th – Library OPEN in observance of Dr. Martin Luther King Jr.
- **LIBRARY BOARD BUDGET SESSIONS:** Saturday, February 1st and Saturday, March 1st (8:00am – Noon) at Novi Public Library, East Meeting Room



Inform. Inspire. Include.

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

<http://www.novilibrary.org>

| Warrant 512 | | November 2013 | |
|---------------------------------------|-----------------------------|--------------------|---------------|
| Payable to | Invoice Number | Account Number | Account Total |
| Global Office Solutions | | 268-000.00-727.000 | \$2,175.59 |
| Petty Cash (Postage) | | 268-000.00-728.000 | \$4.60 |
| CDW-G | | 268-000.00-734.000 | \$34.20 |
| Municipal Web Services | Sep-13 | 268-000.00-734.000 | \$477.50 |
| Suntel Services | | 268-000.00-734.000 | \$866.88 |
| TechSoup Global | Creative Suite 6 | 268-000.00-734.000 | \$150.00 |
| The Library Network | Lic/Cont 2013-14 | 268-000.00-734.000 | \$9,003.75 |
| TracFone Wireless, Inc. | 90 Ser Days (2) | 268-000.00-734.000 | \$65.76 |
| VidCom Solutions, Inc. | 11/1/13-1/31/14 | 268-000.00-734.000 | \$164.85 |
| CDW-G | | 268-000.00-734.500 | \$877.79 |
| TelSystems | | 268-000.00-734.500 | \$1,240.00 |
| VidCom Solutions, Inc. | | 268-000.00-734.500 | \$225.00 |
| Global Office Solutions | | 268-000.00-740.000 | \$816.72 |
| Home Depot | | 268-000.00-740.000 | \$85.34 |
| Sam's Club | | 268-000.00-740.000 | \$92.84 |
| The Library Network | Jul-Sep 2013 | 268-000.00-740.000 | \$54.00 |
| Library Design Associates, Inc. | swivel stool | 268-000.00-740.200 | \$964.32 |
| Amazon.com | | 268-000.00-742.000 | \$643.31 |
| Brodart | | 268-000.00-742.000 | \$21,612.16 |
| Center Point Large Print | | 268-000.00-742.000 | \$322.35 |
| Ebsco | | 268-000.00-742.000 | -\$15.00 |
| Gale/Cengage | | 268-000.00-742.000 | \$962.90 |
| Information Today, Inc. | Libraries: At the Epicenter | 268-000.00-742.000 | \$159.00 |
| Multicultural Books & Video | | 268-000.00-742.000 | \$537.46 |
| Tsai Fong Books, Inc. | | 268-000.00-742.000 | \$550.71 |
| Auburn Hills Public Library | | 268-000.00-742.100 | \$14.00 |
| Belleville Area District Library | | 268-000.00-742.100 | \$9.99 |
| Commerce Twp. Community Library | | 268-000.00-742.100 | \$29.99 |
| Dexter District Library | | 268-000.00-742.100 | \$6.99 |
| Lyon Township Public Library | | 268-000.00-742.100 | \$3.99 |
| Milford Public Library | | 268-000.00-742.100 | \$28.94 |
| Northville District Library | | 268-000.00-742.100 | \$7.00 |
| Redford Township District Library | | 268-000.00-742.100 | \$12.94 |
| Walled Lake City Library | | 268-000.00-742.100 | \$4.99 |
| Midwest Tape | | 268-000.00-744.000 | \$2,898.91 |
| Amazon.com | | 268-000.00-745.200 | \$22.99 |
| Midwest Tape | | 268-000.00-745.200 | \$3,875.30 |
| Midwest Collaborative for Library Ser | Morningstar | 268-000.00-745.300 | \$579.00 |
| The Library Network | Cons Rpt | 268-000.00-745.300 | \$1,874.00 |
| Bright House Networks | | 268-000.00-801.925 | \$164.03 |
| American Library Association | Farkas; 2013-14 fy | 268-000.00-809.000 | \$248.00 |
| Michigan Library Association | | 268-000.00-809.000 | \$170.00 |
| Read-A-Latte Café | food safety cert 2013 | 268-000.00-809.000 | \$120.00 |
| Kristel Group, Inc. | Sep-13 | 268-000.00-817.000 | \$2,480.00 |
| AT&T | 9/22-10/21/13 | 268-000.00-851.000 | \$163.51 |
| Verizon Wireless | 8/29-9/28/13 | 268-000.00-851.000 | \$381.69 |
| The Library Network | 10/1-12/31/13 tele com | 268-000.00-855.000 | \$15,576.16 |
| Farkas, Julie | mileage; Authors Live | 268-000.00-862.000 | \$50.55 |

| Payable to | Invoice Number | Account Number | Account Total |
|-------------------------------------|---------------------------|--------------------|---------------|
| Clancy, Linda | | 268-000.00-880.000 | \$75.62 |
| Moe's on Ten | Media Sp Bkft 10/7/13 | 268-000.00-880.000 | \$180.06 |
| Petty Cash (Community Promotion) | | 268-000.00-880.000 | \$6.34 |
| Suzuki, Myers & Assoc. Ltd | Eng-Jap job#13100203 | 268-000.00-880.000 | \$167.07 |
| YP | October | 268-000.00-880.000 | \$60.72 |
| Amazon. Com | Teen Space | 268-000.00-880.268 | \$150.68 |
| Detroit Metro Airport Parking | Authors Live | 268-000.00-880.268 | \$6.00 |
| Dollar Tree Store | yth pgm; 10/29 & 11/12/13 | 268-000.00-880.268 | \$15.00 |
| Gordon Food Service | | 268-000.00-880.268 | \$36.45 |
| Home Depot | yth pgm; Creepy 10/26/13 | 268-000.00-880.268 | \$11.29 |
| Kitchen Creations | yth pgm; snack tales | 268-000.00-880.268 | \$42.91 |
| Kroger | yth pgm; Creepy 10/26/13 | 268-000.00-880.268 | \$42.65 |
| Meijer | yth pgm; 10/29 & 11/5/13 | 268-000.00-880.268 | \$27.59 |
| Menchie's Frozen Yogurt | yth pgm; 11/5/13 | 268-000.00-880.268 | \$50.00 |
| Party City | yth pgm; 10/29 & 11/12/13 | 268-000.00-880.268 | \$30.94 |
| Petty Cash (Programming) | | 268-000.00-880.268 | \$78.71 |
| Sam's Club | 10/2/13; Conv Grp | 268-000.00-880.268 | \$9.18 |
| Toasted Oak Grill and Market | Authors Live dinner | 268-000.00-880.268 | \$79.00 |
| Konica Minolta Business Solutions | 9/28-10/28/13 | 268-000.00-900.000 | \$612.99 |
| Consumers Energy | 9/11-10/08/13 | 268-000.00-921.000 | \$275.63 |
| DTE Energy | 8/26-9/23/13 | 268-000.00-922.000 | \$9,186.77 |
| City of Novi - Utility Bill | 6/18-9/16/13; w/s | 268-000.00-923.000 | \$1,278.37 |
| Allied Waste | Oct | 268-000.00-934.000 | \$159.25 |
| American Fireplace & Barbeque Dist. | | 268-000.00-934.000 | \$230.00 |
| Batteries Plus | | 268-000.00-934.000 | \$342.88 |
| Cintas | | 268-000.00-934.000 | \$557.95 |
| Home Depot | | 268-000.00-934.000 | \$12.78 |
| Integrated Safety & Security Group | | 268-000.00-934.000 | \$225.00 |
| K-Log | | 268-000.00-934.000 | \$116.70 |
| Lyon Mechanical | | 268-000.00-934.000 | \$368.00 |
| Mister Sparky | emerg lighting | 268-000.00-934.000 | \$614.00 |
| Orkin | | 268-000.00-934.000 | \$58.30 |
| Touch of Tropics | September | 268-000.00-934.000 | \$55.00 |
| A & D Wixom Auto Service | van | 268-000.00-935.000 | \$32.99 |
| Tuffy Auto Service Centers | Van | 268-000.00-935.000 | \$388.43 |
| Brien's Services, Inc. | | 268-000.00-941.000 | \$3,180.12 |
| C&J Parking Lot Sweeping, Inc. | Oct-13 | 268-000.00-941.000 | \$55.00 |
| Home Depot | | 268-000.00-941.000 | \$183.75 |
| Konica Minolta Premier Finance | | 268-000.00-942.000 | \$1,740.00 |
| Corrigan Record Storage | | 268-000.00-942.100 | \$19.24 |
| Capitol City Grille | MLA Conf; staff dinner | 268-000.00-956.000 | \$113.58 |
| Farkas Julie | Authors Live 10/22/13 | 268-000.00-956.000 | \$229.62 |
| Karp-Opperer, Marjorie | mileage: MLA Conf | 268-000.00-956.000 | \$71.19 |
| Library of Michigan | MLA Conf; Mulcrone | 268-000.00-956.000 | \$30.00 |
| Michigan Library Association | Lead Aca 2014;Stevenson | 268-000.00-956.000 | \$1,195.00 |
| Mulcrone, Mary Ellen | mileage: MLA Conf | 268-000.00-956.000 | \$67.63 |
| Petty Cash (Conference & Workshops) | | 268-000.00-956.000 | \$41.13 |
| Radisson Hotel Lansing | | 268-000.00-956.000 | -\$21.26 |
| Radisson Plaza Hotel at Kala Cent | MAME Conf LaBenne | 268-000.00-956.000 | \$143.19 |
| Shih, Tsuei-Mei | mile; TLN Outreach comm | 268-000.00-956.000 | \$31.30 |
| Silberman, David | mileage: MLA Conf | 268-000.00-956.000 | \$71.19 |

| Payable to | Invoice Number | Account Number | Account Total |
|-------------------------------|-------------------------------|-----------------------|----------------------|
| Smale, Evan | mileage: MLA Conf | 268-000.00-956.000 | \$71.19 |
| Verma, Ramesh | mileage: MLA Conf | 268-000.00-956.000 | \$93.79 |
| Woodlands Library Cooperative | wksp11/7/13;Stevenson/Preston | 268-000.00-956.000 | \$40.00 |
| TOTAL | | | \$93,735.91 |



CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
October 23, 2013

DRAFT

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

Library Board

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

Absent and Excused

Larry Czekaj, Treasurer

Student Representatives

Jessica Mathew
Ziyang Huang

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

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

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

3. **Approval and Overview of Agenda**

A motion was made to approve the October 23, 2013 Agenda as presented.

1st – Willy Mena
2nd – Ramesh Verma

The motion passed unanimously.

4. **Consent Agenda**

A motion was made to approve the October 23, 2013 Consent Agenda as presented.

1st – Larry Kilgore
2nd – David Margolis

The motion was passed unanimously.

5. **Correspondence**

A. **Fireup Fest Thank You from Greg Morris, Recreation Supervisor – September 17, 2013**

Greg Morris, City of Novi Recreation Supervisor, thanked the Library for participating in this year's Fireup Fest event. This was another successful partnered event with 782 youth in attendance. The Library enjoys taking an active role in the School's and City's programs.

B. **Thank you from National Women's Book Association – October 10, 2013**

The Novi Public Library hosted the first National Women's Book Association Author Event on October 10, 2013. This year, the panel consisted of four (4) nationally known authors and 40 guests were in attendance. It is anticipated that this will become an annual event. The Read-A-Latte Café offered their services and the committee was quite pleased with their presentation.

6. **Presentation**

There was no presentation.

7. **Public Comment**

There was no public comment.

8. **President's Report**

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

The 2013-2014 Goals document is located on pages 15-17 of the October 23, 2013 Library Board Packet. Highlights include:

- Participated in the City's Ethnic Taste & Tune Fest and Fall for Novi.
- Partnered with Novi Community Schools and the City of Novi for Fireup Fest.
- A Technology survey is being finalized and is expected to be available November 1 for the public to complete. It will cover Library offerings, programs, devices and technology, and how we can enhance our services. The survey is expected to be available during the month of November.
- Perpetual log-ins with 7 minute time-out implemented for public catalog and MeLCat, allow use to place multiple holds without re-entering library card information.
- The Teen Space has a new ping pong table added to their space. This was purchased in conjunction with the Novi Public Library and the Novi Community Schools.
- City of Novi Department of Public Services assisted in removing the READ Box from Lakeshore Park. They also assisted with pavement markings and other parking lot issues at the Library.

9. **Treasurer's Report**

A. **Library Budget 2013-2014**

The 2013-2014 Budget dated March 20, 2013 is included in the October 23, 2013 Library Board Packet on pages 18-19.

B. **Library Financial and Walker Fund**

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

The Library Board was informed that the final audit on the Finances will not be completed until November or December 2013. Once approved, they will be provided to the Library Board.

Trustee Czekaj requested a response to the question he posed to Director Farkas regarding the (\$31,810.93) *Due to General Fund* posted in the Library Fund 268 Balance Sheet. Director Farkas stated that she would check with the Finance Department and provide a response.

In the absence of the Treasurer, Trustee Margolis provided a summary report of the Library Fund 268 and Walker Fund 269.

Trustee Margolis questioned the Budget on pages 18-19 stating that the second column, 2012-13 Year End, the only change to this column is the revenue portion, but the expenditures shown are not correct.

Trustee Margolis commented that he appreciates everything the City is doing on behalf of the Library, preparing the financials and taking care of all the accounting work on our behalf – thank you, thank you, but he expects consistency in terms of the delivery. The reporting of the August financials is different than what is reported in the September year-to-date financial information. There is a discrepancy in the year-to-date balance between the two months. He states that if there is going to be changes, at least alert the Library to that; we shouldn't have to stumble upon it and discover there was an additional \$26,000 spent.

Until the Financial Directors position is filled, the final audited report, the specific numbers will not be accurate. Trustee Margolis requested that the 2012-2013 Year End be removed until the final figures are provided. When the Director receives all the final audit figures, she then updates the figures in the Year End column. When the final numbers are reported, then the Year End column can be provided.

Library Fund 268: Revenues

- Property Tax – September shows a reduction of (\$867.00). The Library was credited for \$2,283,000, which is above the \$2,254,000 that was budgeted.
- No investment gain or loss reported last meeting. On a year-to-date basis we are down \$3,400.

Library Fund 268: Expenditures

- Personnel Services \$125,506 or 6.9%, which is normal
 - Healthcare Insurance – there was a reduction in healthcare insurance of \$2,500. Trustee Margolis questioned how this occurred. Director Farkas will investigate.
 - Materials and Supplies – spent \$44,843 or 9.25%, which is normal for the month
 - Services and Charges – spent \$23,406 or 5.61%, which is normal for the month
- Combining all accounts - \$193,756 or 7.07% was spent for the month. 28.7% which is below the expected year-to-date expenditure of 30% and represents 23.3% of revenues.

On a year-to-date basis, the Library is showing a \$120,000 deficit which is well within allocations. However, our revenues are front-loaded, but if spread equally; we are still well within our budget allocations.

Walker Fund 269:

- Cash was down \$7,854
- Accounts payable up by \$982
- No change in the fund balance other than Revenues vs. Expenditures is down \$8,836.

Investments:

- Unrealized gains for loss on investments there was a gain for the month of almost \$11,000.
- There was a loss of \$13,000 from the prior month which wasn't reflected, so on the year-to-date basis we're up \$2,000 market-to-market.

Trustee Sturing stated that at the August Board Meeting, the Property Tax Revenue was not recorded. However, looking at the statement, it was recorded for the first three months, but not recorded in September, so therefore, they didn't show it in August and they didn't show it in September, but somehow it's there. They restate them month-to-month.

Trustee Margolis stated that he was vehemently opposed to receiving statements on a quarterly basis, but would like to continue to receive them on a month-to-month basis. This forces the Board to examine trends as they are happening.

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

The Library Board commented that there have been two months without a report of income from the Café. Julie informed the Board that there have been delays in receiving payments, but at this time, those funds have been received but not posted.

10. Director's Report

Director Julie Farkas, along with Trustee Verma and a few Library employees, attended this year's Michigan Library Association Annual Conference held in Lansing. Julie and City Manager, Clay Pearson, presented at the Conference about how Libraries and City government can work together; sharing ideas, communication, programming and communitywide publications, to name just a few. There were approximately 80 in attendance who were mostly library directors. Trustee Verma commended Julie and Clay Pearson on their presentations and their working relationship.

The Library Trustees thanked Director Farkas and Trustee Verma for attending and representing the Library.

In 2015, the Novi Public Library will serve as host for the Michigan Library Association Annual Conference.

- October 9 - The Library partnered with the Women's National Book Association to hold their first Author event to celebrate National Reading Group month.
- October 22 – The Library partnered with Fox Run to hold their first annual Authors Live event. There were over 150 in attendance that enjoyed a lunch and listened to three (3) authors, Monica Wood, Allison Leotta, and Teresa Irish. Each speaker delivered a view of their books.
- November 14 – This will be the 4th Community Read event and will be presenting Mark Binelli, author of *Detroit A Good Place to Be*. This event is in partnership with Northville District Library, Wixom Public Library, Salem-South Lyon District Library and Lyon Township Library.
- The Management Team will attend a Workshop "Leading from Within: Leading Together" in conjunction with the City of Novi Leadership Team on October 24, 2013. This is an interactive team session.
- The Library's new open hours are being well received.
- A committee was formed to discuss the usage of the Group Study Rooms. The study will be brought back for further discussion at a future Library Board meeting.

A. Policy P6: Information and Reference Services (revision)

The Information and Reference Services Policy was reviewed due to the onset of the Affordable Care Act and the services that staff can and cannot provide the community. Policy P6 will be discussed and brought forward for approval by the Trustees in Section 16. Matters for Board Action.

11. Additional Reports

A. Public Services Report

The Public Services Report is included on pages 23-24 of the October 23, 2013 Library Board Packet. The Library partnered to bring the following events to the community:

- Ethnic Fest
- Fireup Fest
- Fall for Novi
- Annual Walk to School Day with Novi Woods Elementary
- Library Card Sign-up Day at Novi Middle School
- Listen @ the Library returned for its third season

There were seven (7) featured adult programs provided this month as well as over 30 monthly adult programs. There were seven (7) featured youth programs which included Armor: Bully and Predator Prevention, as well as over 35 monthly youth programs, and three (3) Tween and Teen Programs.

This month's featured collections include:

Adult: Night of the Living Dead

Youth: ABC -123

Databases: Help Now by Brainfuse

B. Building Operations Report

The Building Operations Report is included on page 25 of the October 23, 2013 Library Board Packet. Highlights include:

- The READ Box located at Lakeshore Park has been removed and will be stored for the winter season.
- Moving forward with the HVAC issues.
- Moving forward with the Fire Code issues.
- Tech Time sessions continue to be popular.
- Proposals for snow removal are being received.

C. Library Usage Statics – September 2013

The September statistics are included on pages 26-32 of the October 23, 2013 Library Board Packet. Highlights include:

- 491 Library Cards issued
- 64,664 items checked out
- Number of items borrowed from TLN – 3,912
- Number of items borrowed from MEL – 64
- Number of items loaned through TLN – 4,618
- Number of items loaned through MEL – 106
- Read Box – Adult 13; Youth 42
- 58.94% of all items checked out were completed on self-checkout stations
- Total circulation 64,664
- Daily average people using the Library was 1,074
- Early Literacy workstation usage 777
- Daily average Computer Logins 1,277
- Technology Sessions: 21 with 37 participants
- Check-outs Freegal 1,424; Overdrive 3,160; Zinio 402
- Charging Station Usage 2
- Meeting Room Rentals 49

12. Friends of Novi Library Report

A. Minutes – September 11, 2013, DRAFT

The Friends of Novi Library draft minutes for September 11, 2013 are located on pages 33-34 of the October 23, 2013 Library Board Packet. Highlights of the minutes include:

- September 17 – Dr. Rick Solomon – Autism Intervention program
- September 25 – Gluten Free Living
- September 26 – History of Sanders
- October 22- Haunted Michigan
- December 19 – Motown Hits

The Friends had 24 new members enroll and 140 individuals renewed their memberships. There were 29 members who chose not to renew their memberships.

The Book Nook had a record income this past month, \$1,900 in sales.

The Memorandum of Shared Understanding between the Friends of the Novi Public Library and the Novi Public Library for 2013 requires signatures of Patrick Brunett, Friends President, Mark Sturing, Library Board President, and Julie Farkas, Director of the Novi Public Library.

13. Student Representatives' Report

The Student Representatives' Report is included on page 35 of the October 23, 2013 Library Board Packet. Highlights of the report include:

- Over 1,000 teens and tweens visited the Library during the month of September.
- First TAB meeting of the year was held on September 13, 2013 with 13 teens in attendance.
- Following the TAB meeting, a Pizza Taste-Off was held with 36 in attendance.
- The Teen Space is very popular with the teen population. Of the 20 sessions held this month, the Teen Space saw 838 students.

14. Historical Commission Report

The City of Novi Historical Commission draft minutes for September 25, 2013 are located on pages 36-37 of the October 23, 2013 Library Board Packet.

The Library worked with the Historical Commission to create a brochure of Historical Landmarks. A thank you to Sheryl Walsh and the staff of the Neighborhood and Business Relations Department for the City of Novi for creating such an informative and well-designed brochure.

15. Committee Reports

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

There was no report provided.

B. HR Committee (Kilgore, Verma – chair)

There was no report provided.

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

There was no report provided.

D. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

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

There was no report provided.

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

There was no report provided.

16. Public Comment

There was no public comment.

17. Matters for Board Action

A. Policy P6: Information and Reference Services (revised)

It has been three years since the Information and Reference Services Policy has been reviewed. Policy P6: Information and Reference Services Policy was reviewed due to the onset of the Affordable Care Act and the services that staff can and cannot provide the community.

Proposed Policy P6: Information and Reference Services:

Forms of Inquiry

Inquiries are accepted in person, by telephone, by electronic means and through the mail. Priority is given to in-person requests. Staff will, however, complete a telephone conversation in process before attending to in-person requests.

Responses to Requests for Assistance

Reference service is provided by trained staff during all hours the Library is open. When working at a service desk, response to patron service needs, including reference inquiries, takes precedence over other staff duties.

Requests will generally be handled in the order in which they are received. Requests submitted by patrons in the Library are given priority over telephone requests that are received at the same time. Reference staff members will attempt to answer questions at the time the request is made and to work within the patron's time requirements. If necessary, staff will inform the patron that a longer response time is needed or that assistance should be sought from another library or agency.

Staff will offer their best professional opinion when providing reader's advisory or recommending the best source to answer a question. Staff will not give opinions, advice, or interpretation beyond the scope of their expertise and training in library reference work. When answering a patron's reference question, reference staff will cite the resource (s) from which the information is obtained. The producers of that resource, not the Library itself, are responsible for that resource's accuracy. The librarian will decide when all reasonable resource options have been exhausted at the Library and when it is time to cease working on a question and refer the patron elsewhere.

If it proves to be both possible and practical to do so, staff will attempt to guide and instruct patrons in the use of library resources when responding to reference inquiries.

Staff will assist as they are able in helping patrons with computer applications or electronic reading/listening devices and may refer patrons to appropriate books, online tutorials, or classes for further assistance. When assisting patrons with computer resources, staff will not enter personal information for patrons.

Staff will not provide the following kinds of assistance, which are deemed to be beyond the scope of the Library's service responsibilities:

- Interpretation, advice, or personal recommendations in any area other than the use of Library resources. This includes, but is not limited to, legal, medical, or tax advice.
- Critiquing or editing patron documents, including resumes for job seekers.
- Completing forms (including online forms) for patrons, or assisting patrons in completing such forms.
- Solving or troubleshooting problems with patron's personal computers or other electronic devices. (In such instances, staff is permitted to assist by attempting to locate relevant instructions and similar kinds of information for patrons).

A motion was made to approve Policy P6: Information and Reference Services as Presented.

1st – David Margolis
2nd – Ramesh Verma

After discussion of the proposed revised policy, it was determined to revise the third paragraph to read:

Reference service is intended to be provided by trained staff during all hours the Library is open. When working at a service desk, response to patron service needs, including reference inquiries, takes precedence over other staff duties.

A motion was made to approve Policy P6: Information and Reference Services as amended.

1st – Ramesh Verma
2nd – David Margolis

The motion was passed unanimously.

18. Adjourn

A motion was made to adjourn the meeting at 7:50 p.m.

1st – Larry Kilgore
2nd – Willy Mena

The motion passed unanimously.

Scott Teasdale, Secretary

Date

10-24-13

Dear Julie,
what a wonderful time in
the company of all the talented
people who came together for a
truly memorable book event.
I'm so glad I came, not only
because the event was so
lively, but because I got to
meet you - a dynamo in a
sweet package. Thanks for being
such a generous host. xo
Monica Wood

Dear Julie + Staff - Monday, 10-28-13
Thank you so much for everything
last Friday!

The kids had a great time
learning about their Novi
Public Library!!

The parents and I were/are
very appreciative.

Dave Cesman
Cesman 5th grade team/Meadows



Board of Directors

Sharon Beetham, CPA
VP, HIROTEC AMERICA

Mark Harper, Ph.D., Principal
Member, Gifford Krass
Sprinkle Anderson & Cateowski

Debra Kuptz, Retired Partner
AlixPartners, LLC

Eileen McCarthy, VP
McCarthy & Smith, Inc

Robert Roman, MD, FAAP
Watch Me Grow Pediatrics

Cindy Warner, Managing Director
PineWaterhouseCoopers

Lon Wathen, HR Advisor
Lon Wathen LLC

Advisory Council

Mary Barden, J.D.
Development Officer
U of D Jesuit High School

John Bebes, CPA
Partner, Plante & Moran

Maria Borei, RN, BSN
William Beaumont Hospital

Ronald Chervin, MD, MS
Director, Sleep Disorders Center
University of Michigan

Michael Fezzey, President,
SE Region, Huntington Bank

Walt Kozial
CPA

Dr. Monica W. Tracey
Instructional Technology
Wayne State University

Staff

Nancy Maxwell
Executive Director

Ann Rafferty
Director of Sleep Programs

Diane Seitz
Program Manager

Genevieve Houston
Community Relations

Louise Derry
Grant Writer

Susan Orlikowski
Office Manager

Founder Emeritus

Kathleen Donnelly, RN

October 24, 2013

Novi Public Library
Attn: Margi Karp-Opperer
45245 W. Ten Mile Rd
Novi, MI 48375

Dear Margi,

Sweet Dreamzzz, Inc. would like to thank you for helping us educate children on the importance of sleep, with your donation for the auction at our A Night to R.E.M.ber fundraising event on October 18, 2013. Sweet Dreamzzz is committed to improving children's health, well-being and academic performance by providing sleep education and bedtime essentials to economically disadvantaged students and their families.

As a member of our Advisory Council, Dr. Ronald Chervin, Professor of Neurology, and Director of the University of Michigan Sleep Disorders Center, explains, "Many families do not realize that inadequate sleep may promote deficient school performance, problematic behavior, weight gain, development of diabetes, impaired growth, and perhaps cardiovascular consequences. In some of these cases, simple, low-cost education of children and parents about the importance of sleep is likely to have a dramatic impact." Our sleep programs help to educate families about the importance of a good night's sleep and how they can improve their children's sleep.

We are blessed with your involvement with Sweet Dreamzzz, Inc. Your support enables us to make a difference in the lives of children at a very early age so that they can be successful in the classroom and life.

Gratefully,

Nancy Maxwell
Executive Director

*Thanks Margi
I hope all is
well with you!*

Official Tax Receipt

Donation Date: October 17, 2013

Donated Item: Various Books

As a 501(c)3 nonprofit, donations made to Sweet Dreamzzz™, Inc. are tax-deductible under the provisions of the Internal Revenue Service. No goods or services were provided in exchange for this donation. (Tax I.D. 38-3585813)



CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Andrew Mutch

Justin Fischer

Wayne M. Wrobel

Laura Marie Casey

Gwen Markham

City Manager
Clay J. Pearson

City Clerk
Maryanne Cornelius

November 13, 2013

Greetings:

Thank you for allowing the use of your facility as a voting Precinct. We really appreciated the hard work that all of you put into making election day a success.

The City of Novi very much appreciates the partnership we enjoy with each Precinct location and the many ways you and your staff go the extra mile to make our election day successful.

Sincerely,

Maryanne Cornelius, MMC
City Clerk

City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375
248.347.0460
248.347.0577 fax

cityofnovi.org

NOVI PUBLIC LIBRARY – 2013/2014 GOALS

Strategic Objective #1—Fuel the Novi community's passion for reading, personal growth and learning.

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

| Strategy: | | | |
|---|--------------|---|-----------------------------------|
| Engage the Older Adult community in Library programs and services. | | | |
| Tactic | Owner | Status | Date |
| Promote Library programs at Older Adult programs | IS | Programs promoted at Authors Live event and Senior Book Discussion | Annually; 10/13 |
| Establish an Older Adult advisory board for ideas on programming, resources and services | IS; AD | Scheduled first meeting and a calendar of regular meetings; attended initial meeting (will be held monthly); attended October meeting | 2013/2014; 9/13; 10/13 |
| Strategy: | | | |
| Increase/implement programming opportunities for each patron group. | | | |
| Tactic | Owner | Status | Date |
| Consider worldwide celebrations, festivals, events, etc. | IS; AD | Participated in City's Ethnic Taste & Tune Fest and Fall for Novi, providing information regarding the Library and our language conversation groups; partnered with NCS D for Fire Up Fest; partnered with local DAR chapter for display of Constitution Week | Annually 9/13; 10/13 |
| Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each program | IS; IT/F | Tween Movie (51), Teen Juggling program (58), Sizzling Summer Juggler (350), Sizzling Summer Fisherman (200), Birds of Prey program (75), Story Time for 2-3 year olds (54), Pirate Party (61), Sizzling Summer Animal Adaptations (200), Henry Ford: The Rouge and his Village Industries (69); Baffling Bill (350), Kiddie Crafts (54), Teen Finale (223), Preschool finale (75), K-4 Finale (320), Hands-on Museum (200), Back-to-school crafts (96), Jr. Spelling bee (101), 5 th & 6 th gd. Spelling bee (77); Sesame Street Fair (120), Baby Time (51), Listen @ the Library (80); Sanders Confectionary program (65); Baby Time (51), Kiddie Crafts (54), Design-a-Plate (192), Novi Woods Story times (50), Novi Meadows Tour & Program (60), Halloween Tales (150) | Annually; 7/13; 8/13, 9/13; 10/13 |
| Develop a survey component to solicit technology needs of patrons to meet hardware, software, programming, and training needs | IT/F; AD, IS | IS dept. developed questions for survey; IT/F & IS working together to develop, distribute, and analyze survey results; survey developed and being reviewed by management; technology survey available on website and in paper form at library for month of November | Annually; 7/13; 9/13; 11/13 |

| Strategy: | | Maintain current collections and services. | | |
|--|--------|--|--|--|
| Tactic | Owner | Status | Date | |
| Investigate and add new collections/pathfinders based on interests and needs of patrons | IS; SS | Created QR code table tents for Homework Resource Center website page and for Boopsie Mobile App; created youth realistic fiction genre pathfinder for website and youth binder, started bibliography on "crisis topics" for preschoolers; updated three current youth subject lists to better reflect diverse patron base; initial bibliography started on "Crisis Topics" for preschoolers | Annually; 7/13; 8/13; 9/13; 10/13 | |
| Investigate/implement a Homework Resource Center (collections, resources, tutoring opportunities) | IS | Page on website started; submitted links for history, math, science, and writing portion of Homework Resource Center; reviewed history links for accuracy; all subject links are up on website, as well as list of upcoming programs; reviewed links on History guide | 8/13; 9/13; 10/13 | |
| Strategy: | | Partner with the Novi Community School District. | | |
| Tactic | Owner | Status | Date | |
| Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events | AD; IS | MEKO & AS attended Social Justice workshop through NCSD; JF and JP attended Social Justice workshop through NCSD; JF attended Social Justice Advisory Board meeting | Annually; 8/13; 10/13 | |
| Increase activities with Novi and other area school districts | IS; AD | Partnered with NCSD on presenting and hosting the Book Chat programs; provided 3 library tours to Novi Meadows students (over 50 students in each tour); met with Novi Instructional Coaches to review 2013 SRP and begin discussion on 2014 SRP collaboration; JF & AS participated in Novi Woods' Walk to School Day; provided 2 Kindergarten story time sessions at Novi Woods; implemented first meeting of Novi Middle School Advisory Board at Novi Middle School; library tour for 50 students from the Novi Schools ESL class; provided tour and program for 60 students from Novi Meadows; hosted Novi High School student book drive that went to Teach 4 Detroit (over 400 books were collected) | Annually; 7/13; 9/13; 10/13 | |

Strategic Objective #2—Increase the Novi community's knowledge of and access to the Library's collections, services and building.

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

| | | | |
|--|--------------|--|-----------------------------|
| Strategy: | | Increase awareness of services, collections, programs and technology. | |
| Tactic | Owner | Status | Date |
| Create one video/podcast per year for website about Library services | AD | Doing monthly Beyond Books taping | Annually; 8/13; 9/13; 10/13 |
| Increase publicity of meeting rooms and patio | AD | New flyer created for meeting room rental info | Annually; 10/13 |

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

| | | | |
|---|--------------|--|------------------------------------|
| Strategy: | | Consider adding new collections and services. | |
| Tactic | Owner | Status | Date |
| Consider room reservations for use of group study rooms | IS; AD | Group Study Room Committee formed and met to discuss issues and is researching possibilities; survey created for website and in-house; survey completed on 9/30/13, results to be analyzed; results analyzed and will be discussed at staff in-service | 2013/2014; 7/13; 8/13; 9/13; 10/13 |
| Commit to offering Teen Space program annually | AD; IS | All four partners (NPL, NCSD, City Parks & Rec, Novi Youth Assistance) continuing for 2013/14; Teen Space is increasingly popular with up to 100 teens visiting some days | 2013/2014; 11/13 |

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

| | | | |
|--|--------------|--|-------------|
| Strategy: | | | |
| Tactic | Owner | Status | Date |
| Keep donors informed of Library activities | AD | Annual donor letter sent, including "A Year in Review" | 11/13 |

Strategic Objective #3—Encourage the Novi community to embrace and participate in the Library's programming, cultural learning and service opportunities.

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

| | | | |
|---|--------------|--|-------------|
| Strategy: | | | |
| Tactic | Owner | Status | Date |
| Investigate new fundraising initiatives | AD; Board | Board's fundraising committee met to review ideas; Administration is further developing programs and contacting sponsors | 11/13 |

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

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

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

MEMORANDUM



TO: JULIE FARKAS, LIBRARY DIRECTOR
FROM: VICTOR CARDENAS, ASSISTANT CITY MANAGER
SUBJECT: OCTOBER 2013 BUDGET AND INVESTMENT REPORT
DATE: NOVEMBER 14, 2013

Attached you will find the most recent, reconciled, revenue and expenditure report for the month of October 2013. The Summer tax collection has occurred and the enclosed report recognizes those receivables. I believe a question was raised at the last board meeting regarding the property tax revenue received compared to potential losses in Michigan Tax Tribunal (MTT) Appeals and Board of Review corrections. The budgeted amount, **\$2,254,000**, takes into account \$50,000,000 taxable valuable (TV) allowances for potential MTT loses (as explained on page 61 of the annual budget) that is spread equally amongst all the accounts in the City. Per the attached, the Library's actual tax revenue is **\$24,941** greater than budgeted. It is important to note the actual revenue includes the summer taxes billed plus July- October uncollectible adjustments from the County. Additional uncollectible adjustments are expected from the County for the remainder of the year which is anticipated to decrease actual revenue to be in line with budget estimates. Expenditures, in the Library Fund, are trending on budget through, October 31, 2013. In addition to the Revenue/Expenditure Report we were able to provide an updated year to date investment report which will, again, be a report that will be regularly distributed to the Library Board.

The City's annual audit is being wrapped up and will be presented to City Council at their December 2, 2013 meeting. I will make sure the Library Board will also receive a copy of the Comprehensive Annual Financial Report when it distributed to City Council and City staff.

If you or any member of the board has any questions regarding the enclosed reports please do not hesitate to ask. Again, I appreciate the patience exhibited by you and the Library Board as the Finance Department has weathered this most recent transition. We anticipate a full-time Finance Director/Treasurer in place being brought on board, at the earliest, right after the first the year.

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
PERIOD ENDING 10/31/2013

| GL NUMBER | DESCRIPTION | 2013-14 AMENDED BUDGET | YTD BALANCE 10/31/2013 NORMAL (ABNORMAL) | ACTIVITY FOR MONTH 10/31/2013 INCREASE (DECREASE) | AVAILABLE BALANCE NORMAL (ABNORMAL) | % BDGT USED |
|---|--|------------------------------|--|---|---|----------------|
| Fund 269 - WALKER LIBRARY FUND 269 | | | | | | |
| Revenues | | | | | | |
| Dept 000.00-treasury | | | | | | |
| 269-000.00-664.000 | Interest on investments | 0.00 | 1,646.18 | 598.96 | (1,646.18) | 100.00 |
| 269-000.00-664.500 | Unrealized gain (loss) on investments | 0.00 | 1,911.75 | 4,068.00 | (1,911.75) | 100.00 |
| 269-000.00-665.267 | Library Programming - Book It | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.268 | Donation-Druschel collections | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.271 | Donation-general-youth collections | 0.00 | 120.00 | 0.00 | (120.00) | 100.00 |
| 269-000.00-665.273 | Donation-Friends Novi Library -Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.274 | Donations-brick pavers | 0.00 | 125.00 | 0.00 | (125.00) | 100.00 |
| 269-000.00-665.276 | Donations-library trees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.279 | Donations-youth activity room (Berman) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.282 | Donations-Myrtle Locke-artwork | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.283 | Donations-Novi Newbies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.284 | Donations-Local History Room | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.285 | Donations - Community Read | 0.00 | 600.00 | 0.00 | (600.00) | 100.00 |
| 269-000.00-665.286 | Donations - Light Up the Night | 0.00 | 200.00 | 0.00 | (200.00) | 100.00 |
| 269-000.00-665.287 | Donations-Crop for a Cause | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.288 | Donation in memory of Carol Davio | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.291 | Donation-Friends of Library - Principal | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.401 | Donations - Crawford (display case) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-665.402 | Donations - specific collections | 0.00 | 325.00 | 100.00 | (325.00) | 100.00 |
| 269-000.00-676.268 | Transfer from Library Fund (BookIt) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-680.000 | Appropriation of fund balance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000.00-treasury | | 0.00 | 4,927.93 | 4,766.96 | (4,927.93) | 100.00 |
| TOTAL Revenues | | 0.00 | 4,927.93 | 4,766.96 | (4,927.93) | 100.00 |
| Expenditures | | | | | | |
| Dept 000.00-treasury | | | | | | |
| 269-000.00-742.262 | BookIt costs & childrens collections | 0.00 | 11,287.85 | 1,102.51 | (11,287.85) | 100.00 |
| 269-000.00-742.267 | Books - parenting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.268 | Druschel collection expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.271 | General youth collections | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.273 | Friends of the Novi Library - Other Exp | 0.00 | 3,191.86 | 0.00 | (3,191.86) | 100.00 |
| 269-000.00-742.279 | Library youth activity room expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.282 | Artwork in memory of M Locke | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.283 | Novi Newbies expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.284 | Local History Room expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.285 | Community Read expenditures | 0.00 | 1,030.55 | 0.00 | (1,030.55) | 100.00 |
| 269-000.00-742.286 | Light Up the Night expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.287 | Youth programming & Crop-Cause supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.288 | Artwork in memory of Carol Davio | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.291 | Friends of Novi Library - Principal Exps | 0.00 | 2,265.63 | 159.98 | (2,265.63) | 100.00 |
| 269-000.00-742.402 | Collections - donor specific | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.800 | Engraving, trees, brick pavers, etc. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.900 | Books - financial literacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-956.269 | Conferences & Workshops-Friends-Library | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-965.268 | Transfer to Library Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-990.100 | Furniture-display case-Crawford donation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000.00-treasury | | 0.00 | 17,795.89 | 1,262.49 | (17,795.89) | 100.00 |
| TOTAL Expenditures | | 0.00 | 17,795.89 | 1,262.49 | (17,795.89) | 100.00 |
| Fund 269: | | | | | | |
| TOTAL REVENUES | | 0.00 | 4,927.93 | 4,766.96 | (4,927.93) | 100.00 |
| TOTAL EXPENDITURES | | 0.00 | 17,795.89 | 1,262.49 | (17,795.89) | 100.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | (12,867.96) | 3,504.47 | 12,867.96 | 100.00 |

BALANCE SHEET FOR CITY OF NOVI
Period Ending 10/31/2013

| GL Number | Description | Current Year Beg. Balance | Balance |
|---|--|------------------------------|---------------------|
| Fund 269 - WALKER LIBRARY FUND 269 | | | |
| *** Assets *** | | | |
| Cash | | | |
| 269-000.00-003.000 | Cash and cash equivalents | 1,532,216.06 | 1,540,591.72 |
| | Cash | 1,532,216.06 | 1,540,591.72 |
| | Total Assets | 1,532,216.06 | 1,540,591.72 |
| *** Liabilities *** | | | |
| Accounts Payable | | | |
| 269-000.00-202.000 | Accounts payable | 949.53 | 1,171.40 |
| | Accounts Payable | 949.53 | 1,171.40 |
| | Total Liabilities | 949.53 | 1,171.40 |
| *** Fund Balance *** | | | |
| Unassigned | | | |
| 269-000.00-390.000 | Fund balance | 1,444,764.22 | 1,444,764.22 |
| 269-000.00-390.291 | Restricted-Friends of Library -Principal | 6,040.92 | 6,040.92 |
| | Unassigned | 1,450,805.14 | 1,450,805.14 |
| Restricted | | | |
| 269-000.00-390.262 | Restricted-Book It-childrens collections | 21,659.44 | 21,659.44 |
| 269-000.00-390.267 | Restricted for Druschel collections | 1,180.00 | 1,180.00 |
| 269-000.00-390.271 | Restricted for youth collection area | 1,043.25 | 1,043.25 |
| 269-000.00-390.273 | Restricted-Friends of Novi Library Other | 4,264.75 | 4,264.75 |
| 269-000.00-390.275 | Restricted for specific collections | 25.00 | 25.00 |
| 269-000.00-390.279 | Restricted for youth activity room | 46,051.84 | 46,051.84 |
| 269-000.00-390.280 | Restricted for parenting-youth&teen serv | 4,947.71 | 4,947.71 |
| 269-000.00-390.282 | Restricted-artwork in memory of M Locke | 35.65 | 35.65 |
| 269-000.00-390.283 | Restricted for Novi Newbies | 80.29 | 80.29 |
| 269-000.00-390.284 | Restricted for Local History Room | 115.00 | 115.00 |
| 269-000.00-390.285 | Restricted for Community Read | 1,082.24 | 1,082.24 |
| 269-000.00-390.287 | Restricted-youth dept programming (Crop) | 340.00 | 340.00 |
| 269-000.00-390.288 | Restricted in memory of Carol Davio | 2,785.00 | 2,785.00 |
| 269-000.00-390.401 | Restricted for Crawford donations | 20.00 | 20.00 |
| 269-000.00-390.402 | Restricted - donor specific collections | 580.00 | 580.00 |

| | | |
|--|--------------|--------------|
| Restricted | 84,210.17 | 84,210.17 |
| | | |
| Total Fund Balance | 1,535,015.31 | 1,535,015.31 |
| | | |
| Beginning Fund Balance | 1,535,015.31 | 1,535,015.31 |
| Net of Revenues VS Expenditures - 12-13 | | 17,272.97 |
| *12-13 End FB/13-14 Beg FB | 1,517,451.17 | |
| Net of Revenues VS Expenditures - Current Year | (3,748.78) | (12,867.96) |
| Ending Fund Balance | 1,531,266.53 | 1,539,420.32 |
| Total Liabilities And Fund Balance | 1,532,216.06 | 1,540,591.72 |

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
PERIOD ENDING 10/31/2013

| GL NUMBER | DESCRIPTION | 2013-14 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED |
|------------------------------------|---|---------------------|---------------------------------|---|------------------------------|----------------|
| | | AMENDED BUDGET | 10/31/2013 NORMAL (ABNORMAL) | MONTH 10/31/2013 INCREASE (DECREASE) | BALANCE NORMAL (ABNORMAL) | |
| Fund 268 - LIBRARY FUND 268 | | | | | | |
| Revenues | | | | | | |
| Dept 000.00-treasury | | | | | | |
| 268-000.00-403.000 | Property tax revenue | 2,254,000.00 | 2,278,941.33 | (3,401.02) | (24,941.33) | 101.11 |
| 268-000.00-567.000 | State aid | 20,000.00 | 13,932.76 | 0.00 | 6,067.24 | 69.66 |
| 268-000.00-657.000 | Library book fines | 68,500.00 | 25,331.35 | 6,337.44 | 43,168.65 | 36.98 |
| 268-000.00-658.000 | State penal fines | 76,000.00 | 73,539.99 | 0.00 | 2,460.01 | 96.76 |
| 268-000.00-664.000 | Interest on investments | 25,000.00 | 2,631.40 | 804.53 | 22,368.60 | 10.53 |
| 268-000.00-664.500 | Unrealized gain (loss) on investments | 0.00 | (990.00) | 2,460.00 | 990.00 | 100.00 |
| 268-000.00-665.000 | Miscellaneous income | 15,000.00 | 6,303.06 | 2,381.30 | 8,696.94 | 42.02 |
| 268-000.00-665.100 | Copier | 2,500.00 | 1,037.60 | 136.30 | 1,462.40 | 41.50 |
| 268-000.00-665.200 | Electronic media (previously VHS) | 800.00 | 90.80 | 27.80 | 709.20 | 11.35 |
| 268-000.00-665.266 | Summer reading t-shirt sales | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-665.289 | Adult programs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-665.290 | Library fund raising revenue | 1,000.00 | 180.00 | 0.00 | 820.00 | 18.00 |
| 268-000.00-665.300 | Meeting room | 15,000.00 | 8,079.29 | 2,454.80 | 6,920.71 | 53.86 |
| 268-000.00-665.400 | Gifts and donations | 5,000.00 | 2,056.49 | 65.19 | 2,943.51 | 41.13 |
| 268-000.00-665.404 | Novi Township assessment | 5,800.00 | 17,712.08 | 3,292.75 | (11,912.08) | 305.38 |
| 268-000.00-665.500 | Book rental | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-665.650 | Library Cafe | 5,000.00 | 1,420.20 | 1,011.04 | 3,579.80 | 28.40 |
| 268-000.00-665.800 | Paper/supplies/public computers | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-676.269 | Transfer from Walker Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-680.000 | Appropriation of fund balance | 481,100.00 | 0.00 | 0.00 | 481,100.00 | 0.00 |
| Total Dept 000.00-treasury | | 2,974,700.00 | 2,430,266.35 | 15,570.13 | 544,433.65 | 81.70 |
| TOTAL Revenues: | | 2,974,700.00 | 2,430,266.35 | 15,570.13 | 544,433.65 | 81.70 |
| Expenditures | | | | | | |
| Dept 000.00-treasury | | | | | | |
| 268-000.00-704.000 | Permanent salaries | 943,600.00 | 305,506.86 | 72,495.18 | 638,093.14 | 32.38 |
| 268-000.00-704.200 | Wages (non-pensionable) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-705.000 | Temporary salaries | 631,000.00 | 180,547.69 | 45,428.80 | 450,452.31 | 28.61 |
| 268-000.00-715.000 | Social security | 120,000.00 | 38,770.00 | 8,810.82 | 81,230.00 | 32.31 |
| 268-000.00-716.000 | Insurance | 175,000.00 | 56,648.91 | 30,496.44 | 118,351.09 | 32.37 |
| 268-000.00-716.200 | HSA - employer contribution | 8,000.00 | 1,250.04 | 312.51 | 6,749.96 | 15.63 |
| 268-000.00-718.000 | Pension-DB (closed plans) | 2,200.00 | 0.00 | 0.00 | 2,200.00 | 0.00 |
| 268-000.00-718.200 | Pension - defined contribution | 26,200.00 | 9,049.51 | 2,014.70 | 17,150.49 | 34.54 |
| 268-000.00-719.000 | Unemployment insurance | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 268-000.00-720.000 | Workers compensation | 5,300.00 | 1,378.18 | 313.75 | 3,921.82 | 26.00 |
| 268-000.00-726.400 | Cash over/short | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-727.000 | Office supplies | 16,000.00 | 6,850.12 | 2,157.99 | 9,149.88 | 42.81 |
| 268-000.00-728.000 | Postage | 1,800.00 | 379.27 | 5.67 | 1,420.73 | 21.07 |
| 268-000.00-734.000 | Computer supplies, software & licensing | 88,000.00 | 22,326.26 | 10,547.18 | 65,673.74 | 25.37 |
| 268-000.00-734.500 | Computer supplies/equipment | 13,000.00 | 5,791.82 | 1,091.33 | 7,208.18 | 44.55 |
| 268-000.00-740.000 | Operating supplies | 33,200.00 | 8,511.55 | 1,095.43 | 24,688.45 | 25.64 |
| 268-000.00-740.200 | Desks, chairs, file cabinets, etc | 13,200.00 | 964.32 | 964.32 | 12,235.68 | 7.31 |
| 268-000.00-741.000 | Uniforms | 300.00 | 60.95 | 0.00 | 239.05 | 20.32 |
| 268-000.00-742.000 | Library books | 220,500.00 | 75,286.54 | 19,457.07 | 145,213.46 | 34.14 |
| 268-000.00-742.100 | Library Book - Fines | 700.00 | 511.76 | 134.83 | 188.24 | 73.11 |
| 268-000.00-742.666 | Books - miscellaneous grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-743.000 | Library periodicals | 20,000.00 | 156.00 | 0.00 | 19,844.00 | 0.78 |
| 268-000.00-744.000 | Audio visual materials | 56,500.00 | 23,851.85 | 4,787.45 | 32,648.15 | 42.22 |
| 268-000.00-745.200 | Electronic media | 55,700.00 | 14,307.93 | 4,186.18 | 41,392.07 | 25.69 |
| 268-000.00-745.300 | Electronic resources (CD rom materials) | 60,000.00 | 32,849.48 | 1,874.00 | 27,150.52 | 54.75 |
| 268-000.00-801.925 | Public information (cable, etc) | 1,000.00 | 328.07 | 82.01 | 671.93 | 32.81 |
| 268-000.00-802.100 | Bank services | 3,500.00 | 1,354.51 | 236.95 | 2,145.49 | 38.70 |
| 268-000.00-803.000 | Independent audit | 700.00 | 0.00 | 0.00 | 700.00 | 0.00 |
| 268-000.00-804.000 | Medical service | 500.00 | 377.30 | 0.00 | 122.70 | 75.46 |
| 268-000.00-806.000 | Legal fees | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 268-000.00-809.000 | Memberships and dues | 5,500.00 | 3,798.95 | 310.00 | 1,701.05 | 69.07 |
| 268-000.00-816.000 | Professional services | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 268-000.00-817.000 | Custodial services | 37,200.00 | 7,440.00 | 2,480.00 | 29,760.00 | 20.00 |
| 268-000.00-818.000 | TLN Central Services | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 268-000.00-851.000 | Telephone | 17,000.00 | 3,522.49 | 475.20 | 13,477.51 | 20.72 |
| 268-000.00-855.000 | TLN Automation Services | 63,900.00 | 30,445.37 | 15,576.16 | 33,454.63 | 47.65 |
| 268-000.00-862.000 | Mileage | 500.00 | 68.63 | 68.63 | 431.37 | 13.73 |

| | | | | | | |
|--------------------------------|---|--------------|--------------|--------------|----------------|--------|
| 268-000.00-880.000 | Community promotion | 5,000.00 | 1,920.95 | (89.28) | 3,079.05 | 38.42 |
| 268-000.00-880.267 | Library Programming-Book it | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 268-000.00-880.268 | Library programming | 26,000.00 | 4,333.98 | 140.59 | 21,666.02 | 16.67 |
| 268-000.00-880.271 | Adult programs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-900.000 | Printing, graphic design and publishing | 30,000.00 | 9,474.33 | 1,012.68 | 20,525.67 | 31.58 |
| 268-000.00-910.000 | Property & liability insurance | 12,800.00 | 13,668.00 | 0.00 | (868.00) | 106.78 |
| 268-000.00-921.000 | Heat | 17,500.00 | 661.52 | 275.63 | 16,838.48 | 3.78 |
| 268-000.00-922.000 | Electricity | 90,500.00 | 36,744.59 | 8,089.10 | 53,755.41 | 40.60 |
| 268-000.00-923.000 | Water and sewer | 6,000.00 | 1,278.37 | 0.00 | 4,721.63 | 21.31 |
| 268-000.00-934.000 | Building maintenance | 55,500.00 | 15,120.98 | 1,657.91 | 40,379.02 | 27.25 |
| 268-000.00-935.000 | Vehicle maintenance | 1,500.00 | 527.14 | 527.14 | 972.86 | 35.14 |
| 268-000.00-941.000 | Grounds maintenance | 25,000.00 | 8,258.37 | 2,667.25 | 16,741.63 | 33.03 |
| 268-000.00-942.000 | Office equipment lease | 13,000.00 | 4,952.48 | 2,709.50 | 8,047.52 | 38.10 |
| 268-000.00-942.100 | Records storage | 100.00 | 76.96 | 19.24 | 23.04 | 76.96 |
| 268-000.00-956.000 | Conferences and workshops | 15,500.00 | 7,486.53 | 1,336.25 | 8,013.47 | 48.30 |
| 268-000.00-965.269 | Transfer to Walker Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-976.000 | Building improvements | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-986.000 | Data processing | 35,000.00 | 0.00 | 0.00 | 35,000.00 | 0.00 |
| 268-000.00-990.000 | Furniture | 8,800.00 | 0.00 | 0.00 | 8,800.00 | 0.00 |
| Total Dept 000.00-treasury | | 2,974,700.00 | 936,838.56 | 243,748.61 | 2,037,861.44 | 31.49 |
| TOTAL Expenditures | | 2,974,700.00 | 936,838.56 | 243,748.61 | 2,037,861.44 | 31.49 |
| Fund 268: | | | | | | |
| TOTAL REVENUES | | 2,974,700.00 | 2,430,266.35 | 15,570.13 | 544,433.65 | 81.70 |
| TOTAL EXPENDITURES | | 2,974,700.00 | 936,838.56 | 243,748.61 | 2,037,861.44 | 31.49 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 1,493,427.79 | (228,178.48) | (1,493,427.79) | 100.00 |

BALANCE SHEET FOR CITY OF NOVI
Period Ending 10/31/2013

| GL Number | Description | Current Year Beg. Balance | Balance |
|------------------------------------|----------------------------------|------------------------------|----------------------------|
| Fund 268 - LIBRARY FUND 268 | | | |
| *** Assets *** | | | |
| Cash | | | |
| 268-000.00-003.000 | Cash and cash equivalents | 3,902,919.40 | 3,802,056.43 |
| | Cash | <u>3,902,919.40</u> | <u>3,802,056.43</u> |
| Accounts Receivable | | | |
| 268-000.00-018.000 | Cash on hand | 500.00 | 500.00 |
| 268-000.00-020.000 | Current taxes receivable | 77,233.95 | 63,928.61 |
| 268-000.00-040.400 | Prepaid expenditures | 2,500.00 | 0.00 |
| | Accounts Receivable | <u>80,233.95</u> | <u>64,428.61</u> |
| | Total Assets | <u>3,983,153.35</u> | <u>3,866,485.04</u> |
| *** Liabilities *** | | | |
| Accounts Payable | | | |
| 268-000.00-202.000 | Accounts payable | 102,504.84 | 66,582.90 |
| | Accounts Payable | <u>102,504.84</u> | <u>66,582.90</u> |
| Liabilities-ST | | | |
| 268-000.00-215.200 | Unemployment insurance liability | 0.00 | 6,314.70 |
| 268-000.00-259.702 | Accrued liabilities-tax | 133,995.00 | 59,574.00 |
| 268-000.00-276.400 | Deposit for Cafe | 1,000.00 | 500.00 |
| | Liabilities-ST | <u>134,995.00</u> | <u>66,388.70</u> |
| Due To Other Funds | | | |
| 268-000.00-214.101 | Due to general fund | 0.00 | 126,793.49 |
| | Due To Other Funds | <u>0.00</u> | <u>126,793.49</u> |
| | Total Liabilities | <u>237,499.84</u> | <u>259,765.09</u> |
| *** Fund Balance *** | | | |
| Unassigned | | | |
| 268-000.00-390.000 | Fund balance | 2,312,166.10 | 2,312,166.10 |
| | Unassigned | <u>2,312,166.10</u> | <u>2,312,166.10</u> |

| | | |
|--|---------------------|---------------------|
| Total Fund Balance | <u>2,312,166.10</u> | <u>2,312,166.10</u> |
| Beginning Fund Balance | <u>2,312,166.10</u> | <u>2,312,166.10</u> |
| Net of Revenues VS Expenditures - 12-13 | | (198,873.94) |
| *12-13 End FB/13-14 Beg FB | 2,141,060.77 | |
| Net of Revenues VS Expenditures - Current Year | 1,433,487.41 | 1,493,427.79 |
| Ending Fund Balance | 3,745,653.51 | 3,606,719.95 |
| Total Liabilities And Fund Balance | <u>3,983,153.35</u> | <u>3,866,485.04</u> |

* Year Not Closed

City of Novi
Investment Portfolio - by Portfolio (Fund)
Report Format: By Transaction
Group By: Portfolio Name
Portfolio/Report Group: Report Group: Library Funds
As of 10/31/2013

| Description | CUSIP/Ticker | YTM @ Cost | Settlement Date | Face Amount/Shares | Cost Value | Cost Accrued Interest | Accrued Interest | Market Value | Maturity Date | Days To Maturity | % of Portfolio |
|---|--------------|--------------|-----------------|---------------------|---------------------|-----------------------|------------------|---------------------|---------------|------------------|----------------|
| 268 Library Fund | | | | | | | | | | | |
| Chase Bank MM | MM4212 | 0.150 | 6/30/2011 | 98,864.46 | 98,864.46 | N/A | | 98,864.46 | N/A | 1 | 1.86 |
| Fifth Third MM | MM8678 | 0.200 | 6/30/2011 | 2,004,361.83 | 2,004,361.83 | N/A | | 2,004,361.83 | N/A | 1 | 37.75 |
| Oakland County LGIP | LGIP7258 | 1.438 | 6/1/2012 | 665,755.08 | 665,755.08 | N/A | | 665,755.08 | N/A | 1 | 12.54 |
| Michigan State GO Bond 2.85 12/1/2018 | 5946107K7 | 2.900 | 10/19/2011 | 1,000,000.00 | 996,780.00 | 0.00 | 11,875.00 | 1,032,030.00 | 12/1/2018 | 1857 | 18.84 |
| Sub Total / Average | | 1.134 | | 3,768,981.37 | 3,765,761.37 | 0.00 | 11,875.00 | 3,801,011.37 | | 493 | 70.99 |
| 269 Walker Library Building Fund | | | | | | | | | | | |
| Oakland County LGIP | LGIP7261 | 1.438 | 1/23/2013 | 503,595.39 | 503,595.39 | N/A | | 503,595.39 | N/A | 1 | 9.49 |
| Fifth Third MM | MM8678 | 0.200 | 6/30/2011 | 61,500.58 | 61,500.58 | N/A | | 61,500.58 | N/A | 1 | 1.16 |
| Michigan State GO Bond 2.85 12/1/2018 | 5946107K7 | 2.900 | 10/19/2011 | 450,000.00 | 448,551.00 | 0.00 | 5,343.75 | 464,413.50 | 12/1/2018 | 1857 | 8.48 |
| FFCB 2.125 12/4/2020-13 | 3133ECQZ0 | 2.125 | 6/10/2013 | 525,000.00 | 525,000.00 | 185.94 | -4,555.47 | 511,082.25 | 12/4/2020 | 2591 | 9.89 |
| Sub Total / Average | | 2.050 | | 1,540,095.97 | 1,538,646.97 | 185.94 | 9,899.22 | 1,540,591.72 | | 1426 | 29.01 |
| Total / Average | | 1.400 | | 5,309,077.34 | 5,304,408.34 | 185.94 | 21,774.22 | 5,341,603.09 | | 764 | 100 |

Director's Report – Julie Farkas

Board Meeting Date Changes for 2014:

Two of the Library Board meetings scheduled in 2014 had to be changed due to changes in the City of Novi's calendar of events and budget meeting conflicts. Please be aware of meetings being held on Wednesday, January 22nd and Thursday, April 24th (instead of following the 3rd Wednesday of the month schedule). All meetings will be held at the City of Novi – Council Chambers at 7:00pm and will be taped by SWOCC.

Flex Tech Academy

On October 29th, Margi Karp-Opperer and I met with the staff and students at a new alternative High School in Novi called Flex Tech Academy. Currently, 20 students are enrolled in the High School (Grades 9-12). They are a project based learning environment. Margi and I gave a presentation on the Library and the various services that would be available to the school administration and students (Homework Help, Teen Advisory Board, Teen Space, collections, tour options, etc.). There is a satellite campus in Brighton with approximately 200 students. This site hopes to grow to such numbers over time.

Fundraising Committee meeting – November 2, 2013

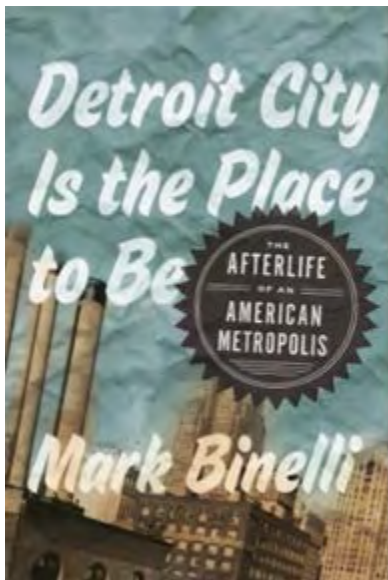
Trustees Mena and Sturing met with me on November 2nd to be briefed on the new fundraising initiatives that are being implemented at the Novi Library for 2013-2014. The Library will not host a Book IT event at the library this spring. Instead, we are thinking "out of the box" this year by selling Book IT coupon books with valuable discounts from many local Novi businesses. Attached is information pertaining to the fundraising initiative as well as the agenda that was discussed at the meeting.

Voting Day, November 5, 2013 – Precinct 16

We had a regular flow of voters from precinct 16 at the Library on November 5th. The Library opened its doors at 7:00am for voters. Approximately 400 voters came through the doors. The Support Services department reported a lot of new cards issued and renewals that day. The Read a Latte Café opened early to provide services to early voters, which many took advantage of.

Walsh College

I had the opportunity to meet with Stephanie Bergeron, CEO of Walsh College. I am hoping to connect the Novi Library with the College to consider programming and service collaborations in the future (some ideas include business related programs and possible speakers). Another meeting has been scheduled for late November to brainstorm ideas.



November 14, 2013: Community Reads – Mark Binelli's book: Detroit City Is the Place to Be

Another fantastic partnership with our Neighborhood Library Association (NLA) which includes: Nothville District Library, Wixom Public Library, Salem-South Lyon District Library and Lyon Township Library. We had a total of 742 circs (not including check-out stats from the Novi High School) on the books (this was just slightly down from 750 last year with Picking Cotton), a total of 148 copies of the book were purchased for patrons to enjoy by the NLA, 148 people were in attendance for programs, 148 people were in attendance for the Author event on Thursday, November 14th, and close to 300 students were in attendance for the High School presentation on November 15th.

November 15, 2013 – Staff In-Service Day

A HUGE thank you to the Library Board for approving another very successful In-Service Day for the Library staff. November 15th was closed to the public, but the library staff was very busy working. This year's theme was "All About Novi" and the amazing committee of Mary Storch, Mary Robinson, Mike Postula and Kristin Abate really went above and beyond with their planning. The day started with a little bit of Customer service information (this topic is of utmost importance and is always touched on in some way). A new Leadership Philosophy was introduced to the staff. This was developed based on a similar model from the City of Novi and adopted by our management team. Following, we had a

“get to know you” segment with some fun games. The library staff has changed over the last year with new faces joining our team and it is always good to re-introduce each other when so many of the staff do not work regularly with each other. We had a presentation by Kathy Mutch on the history of Novi, followed by a presentation by City Manager, Clay Pearson, on Novi now and its future and the various demographics that make up our great city. We then took the staff off site for lunch and on a 2 hour bus tour of the City, which included a stop at MSU Tollgate Farms. Roy Prentice, Farm Manager, gave us a wonderful tour of the grounds and buildings. Once we returned back to the library, the staff broke into departments for update meetings.

DSLRT/STATE AID and Library Journal Reports

This is the time of the year when I am compiling the annual statistics for the Detroit Suburban Libraries Roundtable (Due November 29th), State Aid (Due February 3, 2014) and Library Journal (Due November 26th). This takes a lot of time to compile and submit. I am doing my best without receiving our final audited financial information at this time and the two reports due in November may not have “official” figures when submitting. I will of course hold off on submitting State Aid until more up to date information is received by the City of Novi.

Teen Space

This year’s group of teenagers visiting the Library have proven to be challenging for the staff and monitors. Behaviors are not as positive as last year. We have been working very closely with Detective Zabick, School Resource Officer, and Novi High School Principal, Nicole Carter, to relay our message to the teens using the space. New eviction notice language and Teen Space expectations will be shared with the Teens this week. We have moved to requiring a School ID for students wishing to use the space (this was a recommendation by both Detective Zabick and Ms Carter as students are required to have them with them during school hours. This will help us identify students using the room (should behavior need to be addressed). In addition, we have gone to a 1 warning and then eviction when unacceptable behavior is identified. A huge thank you to our staff for being proactive with the teens and staying consistent with procedures. In addition, the Novi Police Department has added the Library to its routine visits to assist with behavioral issues.

Michigan Library Association Conference – Staff Summaries

David Silberman, Information Services Librarian

Are you Really Better Safe than Sorry?

This session explored a few failed attempts at establishing a recurring program in the library. The message seemed to be that some programs will experience a dip in their attendance whereas others may fall off a cliff. The ultimate failing of the program in question was a book discussion group which was hosted at a local coffee shop. When the coffee shop suddenly closed, the discussion group’s attendance fell off a cliff and it was time to cut the losses. Librarians need to use their best judgment as to whether to bail on the program (if it’s a cliff) or to persevere if it’s a dip. They also need to understand the program’s audience, which may affect the times they’re available for recurring programs.

Giving Your Collection a Physical: Practical Ideas for a Complete Physical Inventory

NPL’s own talented Megan Hathaway, along with two of her colleagues from the Canton Public Library shared their story of a year-long process of taking a complete inventory of the library’s 300,000 item collection which had never been done in the building’s 30 year history. The process involved divvying up collections; regularly scheduled time in the shelves (so as to not let the project get put off to the side or consume their entire work life); making sure to ‘touch’ every item, and putting holds on items that were out so they wouldn’t be skipped along the way. The meticulous nature gave way to recommendations such as continuing the inventory on a rotating basis (1/3 should be inventoried this year, 1/3 next year, etc.) and weeding more aggressively otherwise to reduce the scale of this on-going project.

FlexAbility: Making Space for What’s Next

This session was about the physical spaces libraries offer to the public. As much as one room presentation or another may trend for a while, the future of library spaces is ultimately about people and their needs, which are ever changing. The presenter made the case that the best way to keep patrons in is making the space comfortable, welcoming, participatory and multi-functional. The presenter emphasized the idea of selling the

space rather than the current use, because one is likely to change. Furniture can be multi-functional, portable/easy to move around so they can be used for groups or individuals.

Libraries and Lifelong Learning Tools

Garry Golden, the "Futurist" from the Keynote/opening address, discussed how technological barriers have gone from access to adaptability (now that more and more have the access) to train the next generation's job requirements. More and more, education is becoming about the learner rather than the teacher. How libraries can keep relevant is up to them. Maybe they offer "micro-certification" of skills after a patron completes a "MOOC". Maybe they endorse certain MOOC providers for a better user interface or better content. Maybe the libraries become the place for teachers (not necessarily in the traditional sense of the word, but rather the expert on any subject) to generate content for learners everywhere to access. With so many educational tools out there, the best thing a library can do is evaluate and cultivate these tools to reach out and maintain the connection to their own communities or create new ones.

Evan Smale, Electronic Services Librarian

Creating a Library Community through Social Media

The first program dealt with Social Media and was presented by Kate Snyder, Principal Strategist and Owner, Piper & Gold Public Relations. Unfortunately there wasn't very much in the way of new ideas and content but there were a few good ideas shared.

Snyder discussed the 4 steps to a successful Facebook page.

1. Build (Create your page)
2. Connect (find followers, staff, friends, community)
3. Engage (create content that sticks with users.)
4. Influence (use engagement to create advocates for the library)

She then listed techniques, ideas, and people to follow who are great at promoting their brand through social media.

- Create a strategy that asks who the audience is, what your major goal is
 - Think of smaller ideas that support this goal
 - Create action steps that fulfill these smaller ideas
 - Have a timeline and make the results measurable
- Consider Paid ads (hahah, because libraries have so much money to spend on marketing)
- Schedule weekly posts
- Ask questions using Should, Would, Which
- Capital Area District library twitter does a "book sleuth" service where patrons provide 3 books they like or recently read and the library recommends titles based on these books.

Getting it Together Online

This program put on by Scott Morey, Assistant Director for Technology, Traverse Area District Library and Jill Porter, Assistant Director for Public Service, Traverse Area District Library details how they redesigned their ILS, and website using open-source solutions.

The presentation consisted of the speakers showing us their website in the past, the present, and a beta of what they are interested in accomplishing in the future.

- Old site was too busy and had too many logos. (looked like a stock car) Looking to simplify
- Redesign was partly in response to three trends
 - Increase in demand with lower revenue

- Change in patron expectation to an interface that resembles Amazon/Netflix
- Data Interoperability
- Focus on self-service to free up staff time
- New system uses Evergreen ILS
- Guiding principal “If it (insert issue) doesn’t simplify users experience than it isn’t worth it”
- Used to use Boopsie as mobile app, now uses software called phone gap that uses same code as website.
- Future web site will Combine web and catalog experience by logging into website and searching and placing holds on items on home page. “Book bag” to place multiple items in catalog on hold at once.

Their website at the moment: <http://www.tadl.org>

KDL Happiness Project: An Innovative Program to Engage Communities, Public and Staff

This program presented by Theresa Duffy, Adult Services Librarian, Kent District Library; Dawn Lewis, Branch Manager, Kent District Library discussed how KDL used Gretchen Rubin’s book The Happiness Project, to create an 18-month initiative designed to highlight simple, cost-effective methods that will enhance the happiness of KDL’s communities, patrons and staff.

Goals

- Promote the library as a happy and vibrant place
- Craft a cohesive message
- Invest in the community

Components



- Logo
- Programming
 - Used current programming that would fit theme of happiness
 - Original programming such as Teddy Bear clinic where community nurses and doctors diagnose children’s stuffed animals
 - Yoga/simple living program (promoting wellness)
 - Good Food/Good Mood

- Bubble machine children program
- Chat wall that asks “what makes you happy?” Patrons would post their thoughts on this bulletin board.
- Self-serve photo booths with premade signs that have sayings about happiness
- KDL gives back
 - Personal hygiene kits given to homeless and lower income residents
 - Old/worn US flag collection
- Staff Happiness
 - All-staff dance video <http://youtu.be/vrYfTOOJ9jk> (this would not boost my morale ☺)
 - Book barcode contest (see which title gets most circs)
 - Monthly Morale Booster
 - Happiness stats – a little card with ☺ that gets filled each time you make a patron smile.

Mary Robinson, Information Services Librarian

I was pleased to be given the opportunity to attend several interesting technology-track sessions at this year’s MLA Conference. My day began with a helpful review and analysis of the current and ever-changing climate of downloadable and streaming media as it relates to libraries. Then saw a stellar example of how one library, Traverse Area District Library, took matters into their own hands to revitalized and re-imagine their online presence in new, vital and cost effective ways.

For me, the discussion with the most impact took place over lunch, when Joseph Sanchez, an ALA Mover and Shaker, lamented over the fact that libraries have knowingly/unknowingly signed away their first user rights when it comes to e-content. He then rallied the audience by demonstrating how libraries need to reinvent themselves while uniting to create their own content and leverage their role as the hub of the community. Finally the day was capped off with a fun presentation of the many apps that can be used to enhance youth programming.

Mary Ellen Mulcrone, Assistant Director of Building Operations

I was also very grateful to be able to network, connect, and share ideas with other like-minded librarians, as well as the many vendors who provide relevant services to libraries. Thank you very much for giving me the opportunity to attend this worth-while conference!

Thank you for the opportunity to participate in the Michigan Library Association Annual Conference in October. In addition to meeting with some of our current and potential vendors, I was able to attend several interesting and enlightening programs. From new methods of cataloging library materials and flexible spaces in library buildings, to handling bed bugs and guns in the library, there were many things to be learned. The latter programs, though not particularly pleasant, were especially informative and valuable. I am reviewing my notes and handouts from the programs in order to make some suggestions for possible improvements in our Library.

Thank you for providing me the opportunity to attend this year’s MLA Conference in Lansing. It was a wonderful opportunity to learn from exceptional experts, expand my knowledge, share information and be with librarians from our state.

Margi Karp-Opperer, Assistant Director of Public Services

I attended numerous lectures and workshops, but these were two that stood out:

“How to Win Teens & Influence Co-Workers”

It reinforced my belief that the Teen Space at NPL is essential. Approximately 14 million middle and high school students are on their own after school and the hours between 3 and 6 PM are the peak hours for juvenile crime and experimentation with drugs, alcohol and cigarettes. To maintain library protocol during this time is extremely challenging to our entire staff, but it is imperative that we focus on our purpose and how we can be an influential presence in on our teen’s lives.

“Networking: Relationships Rule”

Shelley Davis Mielock, Consultant, was the presenter and she reinforced that one’s success hinges on relationships and this can be achieved through specific “must-have skills.” She was a dynamic speaker and through innumerable examples, I walked out feeling confident that I had the relationship building tools needed to successfully navigate any personal or professional event.

**Fundraising Committee
November 2, 2013**

Fundraising initiatives already planned/in progress/completed

1. Novi Town Center – Facebook Promotion
We earn a \$1.00 per like on the Novi Town Center page, up to 1,000.
GOAL: \$1,000.00
Completion: 1/1/2014
2. Annual Letter of Support – donation drive
GOAL: \$2,500.00
Completion: 12/31/2013
3. Scrapbooking event – February 8, 2014 (10am – 10pm)
GOAL: \$900.00
Completion: 2/8/2014
4. Art Display
Friends have included the art hanging system on their wish list for purchase (no cost to the library). Will coordinate the purchase/installation for late winter and begin solicitation of artist in the spring 2014 to begin in July 2014. Library will receive a 30% donation from the sale of artwork as well as an opportunity to display local artists work.
GOAL: \$500.00
Completion: 6/30/2015
5. On the Road – Travel event to Rochester, Michigan, April 28, 2014
GOAL: \$700.00
Completion: 4/28/2014
6. Wrecking Crew movie premiere
GOAL: \$1,000 (raised \$600)
Completion: August 24, 2013

Fundraising Ideas for 2014-2015

1. Coupon Book – Book It
Supporters of the Library purchase a coupon book for \$30 and receive over \$150 in discounts/savings at Novi businesses
GOAL: 500 books sold, \$15,000.00
Start: January 2014
2. Novi Library T-shirt sales
Supporters (all ages) of the Library have the opportunity to purchase a well-designed library shirt with our new motto
GOAL: \$3,000.00
Start: January 2014
Completion: June 2014 in conjunction with Summer Reading
3. Detroit Tigers Concession Volunteers
Need a minimum of 30 volunteers, 10 games per season, 10 people per game
GOAL: \$5,000.00
Completion: September/October 2014



Book It Sponsorship Form 2014

Novi Public Library is reinventing its Book IT fundraising campaign from a one night event to a one year opportunity. **Introducing: The Book IT Coupon Book.** Coupon books will cost \$30 each and will guarantee a minimum of \$150 in savings. The books will include discounts from a variety of Novi businesses. This opportunity allows the Library to connect with its patrons, raise additional funds for the Library and to grow longstanding relationships with the Novi business community.

GOAL:

The Library's goal is to raise \$15,000 from this fundraising campaign, selling 500 booklets at \$30 per unit. Proceeds raised from the fundraising campaign will go towards the advancement of technology in the forms of equipment, programming and resources for the Novi community to enjoy!

2 Sponsorship Opportunities:

Coupon size: 2X7.5

Place your business information, logo and the discount you are offering to the coupon buyer in this location

Cost: \$125.00

Coupon size: 2X3.5

Place your business information, logo and the discount you are offering to the coupon buyer in this location

Cost: \$70.00

Details: Coupons will be valid January 1, 2014 – December 31, 2014. Discount savings will be determined by the business and will be honored based on details provided by the business. Sale of the Book IT Coupon Book will be at the Novi Public Library, through Novi Library's website, sponsor's place of business (if requested) and various events which the Library will participate in throughout 2014. The Library will invoice the business for sponsorship payment. Invoices are requested no later than December 15, 2013.

Sponsorship Obligation

_____ (Business) will sponsor the Novi Public Library's Book IT Coupon Book fundraising event for 2014 with a \$_____ sponsorship. This sponsorship obligation will be effective January 1, 2014 through December 31, 2014.

Business Contact:

Name_____

Address_____

City/State/Zip_____

Signature_____

Coupon information from the business must be received no later than November 25, 2013

Date_____

Julie Farkas, Library Director

Details for coupon:

_____initial

Details for coupon:

_____initial



**Novi Public Library Leadership Philosophy:
Our Guide to Manage, Recruit/Select and Follow**

We, the Novi Public Library management team, believe employees are committed to providing quality services and take pride in contributing to the community. Our team members are motivated by fair and positive recognition and possess a sense of value to deliver quality customer service.

We believe in and strive to provide professional growth and development opportunities for all people, so they may remain technically proficient and learn the most current, effective means of performing their work. We believe continuing education is critical and helps our staff to anticipate the future and be prepared.

We encourage a trusting and supportive environment that fosters innovative problem-solving initiatives from every aspect of the organization.

We believe the opportunity to lead, both formally and informally, is available to all who desire it throughout the organization.

We believe staff closest to situations has the greatest potential for quickly and effectively resolving issues; and decisions can and should be made by all people throughout the organization.

We proudly provide essential community services through planning, goal setting, engagement and prioritization that are supported by the Novi Public Library Board of Trustees and delivered transparently.

We encourage and expect employees to dedicate and commit time to long-range thinking and planning apart from daily required tasks. Our whole staff team explores and thinks through options to do things differently, to do things better.

We pride ourselves on communicating openly and honestly through a variety of methods and encourage internal and external feedback that is accurate and timely to most effectively inform all organization members.

We believe and take pride in the City of Novi's tradition of partnering with the wider community. As Library employees we desire to be the first to step up and partner, to be leaders who follow through on mutually beneficial co-operations. With the assistance of our local government, neighboring community libraries, schools, service agencies and businesses, we can identify our strengths in order to provide the best and most efficient service to our library patrons.

We strive to inform, inspire and include our employees and our community in the library environment in order to support their educational, cultural, informational and recreational needs.

Adopted: November 2013

Public Services Report – Margi Karp-Opperer

Autumn is upon us and that means football, pumpkins, leaves changing colors, cooler weather, candy corn and, of course, a calendar full of activities at the Library.

Keeping You Informed:

Some of our staff attended the Michigan Library Association Conference in Lansing. Joining me for the monthly taping of the Books & Beyond cable show highlighting Listen @ Library was Mary Robinson and Julie Herrin, Director of Northville District Library, discussed the Community Reads event. Mary Storch and I gave a tour to 50 English as Second Language (ESL) adult students. I attended the Novi Youth Forum meeting and provided an outreach program to Novi Woods Elementary School Kindergartners

Featured Adult Programs:

- Never too early to Learn about College Saving
- Real Estate Reality: Life after a Short Sale or Foreclosure
- WNBA (Women’s National Book & Author) Event
- 70/30 Rules of Wellness
- Gluten Free Living Series: Part 2: Flavorful Eating
- Hands-On Beginning Genealogy
- Youth for Understanding (YFU) Information Night
- Special business/financial programs for the month included:
 - a. Four SCORE Business Mentoring
 - b. Be a Money Smarty

Monthly Adult Programs:

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

Featured Youth Programs:

- Two Great Parents Great Start Playgroups
- Two Annual Design-a-Plate Days
- Chinese, Spanish, Hindi, Korean, Japanese and Tamil Story times
- Two presentations of “Helping Your Toddler Talk”
- Creating Creepy Concoctions
- Halloween Tales

Monthly Youth Programs:

- Kiddie Crafts
- Starlight Story Time
- Two Baby Time story times
- Eight Tot Time story times
- Five Two of Us story times
- Eight Three's Company story times
- Three On My Own story times
- Snack Tales
- Lego Club

Tween and Teen Program:

- ❖ TAB (Teen Advisory Board) Meeting
- ❖ Never too early to learn about College Saving

Featured Collections:

Adult: Night of the Living Read

Youth: ABC -- 123

Featured database:

Morningstar

Building Operations Report - Mary Ellen Mulcrone

During the month of November, patrons are invited to complete the NPL Technology Survey that can be accessed from our home page. Paper copies of the survey are also available in the Library. Information gathered from this survey will help us in future planning and budgeting.

Several technology training sessions were held, including Tech Times, Transferring VHS to DVD, and Basic Photo Editing with Paint.NET.

Upgrades were made to the telephone system and to the AWE early literacy learning stations.

Facilities staff completed or oversaw a number of maintenance activities, including carpet cleaning, window cleaning, van maintenance, HVAC inspection and maintenance, cleaning of rooftop air filters and air filters on the AST machine. We also completed the re-stripping of the parking lot and the addition of directional pavement markings in the driveway. We took advantage of the City's household hazardous waste day to dispose of some items. The irrigation system has been winterized, and the fireplace received its annual cleaning and inspection, so we are ready for the season.

The Library once again served as a polling place during this month's election. Many of the 400 voters in this precinct stopped to obtain or renew library cards. As usual, our staff handled the extra business with smiles and good will. Speaking of smiles and good will, we have received a number of compliments lately for our staff. We appreciate the professional and friendly manner of the staff, and we appreciate the patrons who take the time to let us know that we are doing the job well.

Facilities staff has had to deal with some recent vandalism, cleaning graffiti from catalog monitors, the quiet study room, and the group study rooms. Keith also made necessary repairs where a partition was removed from the wall in the second floor men's room. We are working with Novi Police, hoping to prevent any more of this destructive activity.

Implementation of the card for service policy continues to go well. Staff and patrons have noticed that having library cards in hand has made a difference in the length of time waiting for service.

Another recent service improvement was to enable persistent logins for the library catalog and MeLCat. Patrons may now enter their login information one time and continue to place holds without re-entering the information for each hold. The logins remain active until a period of inactivity reaches seven minutes in length, so it is more important than ever to remember to logout at the end of a session.

We welcomed Maria Do as a Shelver.

Support Services Statistics 2013-2014

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | TOTAL |
|--------------------------|--------|--------|--------|--------|-----|-----|-----|-----|-------|-------|-----|------|----------------|
| Cards Issued | 477 | 437 | 491 | 409 | | | | | | | | | 1,814 |
| Items checked out | 83,150 | 73,040 | 64,664 | 66,952 | | | | | | | | | 287,806 |
| Items borrowed | 5,007 | 4,440 | 3,976 | 4,082 | | | | | | | | | 17,505 |
| Items loaned | 5,545 | 5,006 | 4,724 | 4,855 | | | | | | | | | 20,130 |

Support Services
Statistics

October, 2013

| | 2013 | 2012 | | 2013 | 2012 |
|--------------------------|------------------|--------------|--|------------------|----------|
| No. of lib. cards issued | 409 | 404 | READ Box (unveiled June 6, 2013) | Adult 90 | 0 |
| Total no. of checkouts | 66,952 | 65,353 | capacity approx. 30 bks. | Youth <u>192</u> | <u>0</u> |
| | | | Annual Total (year end- Oct. 2, 2013) | 282 | 0 |
| No. of items borrowed | TLN 4,022 | 3,998 | | | |
| | MeL <u>60</u> | <u>110</u> | | | |
| | 4,082 | 4,108 | | | |
| No. of items loaned | TLN 4,737 | 4,922 | | | |
| | MeL <u>118</u> | <u>286</u> | | | |
| | 4,855 | 5,208 | | | |

Self-Check Totals 2013-14 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 | 83,150 | 63.67% | 52,942 | 11,452 | 9,610 | 5,395 | 13,565 | 10,448 | 2,472 |
| August | 73,040 | 61.95% | 45,246 | 10,214 | 7,740 | 4,967 | 12,194 | 8,136 | 1,995 |
| September | 64,664 | 58.94% | 38,115 | 8,726 | 6,874 | 3,954 | 10,491 | 6,561 | 1,509 |
| October | 66,952 | 56.04% | 37,519 | 8,455 | 6,230 | 3,714 | 10,449 | 7,141 | 1,530 |
| November | | | | | | | | | |
| December | | | | | | | | | |
| January | | | | | | | | | |
| February | | | | | | | | | |
| March | | | | | | | | | |
| April | | | | | | | | | |
| May | | | | | | | | | |
| June | | | | | | | | | |
| FYTD | 288,006 | 59.35% | 170,918 | 37,885 | 30,264 | 18,214 | 46,617 | 30,544 | 7,394 |

Library Usage

| 2012-2013 Fiscal Year | | | | | 2013-2014 Fiscal Year | | | | |
|-----------------------|----------------|---------------|--------------|------------|-----------------------|----------------|---------------|--------------|------------|
| | Monthly Total | Daily Average | Hours Open | Days Open | | Monthly Total | Daily Average | Hours Open | Days Open |
| July | 38,858 | 1,495 | 254 | 26 | July | 37,620 | 1,447 | 254 | 26 |
| August | 33,175 | 1,229 | 261 | 27 | August | 32,464 | 1,249 | 250 | 26 |
| September | 31,011 | 1,108 | 244 | 28 | September | 30,079 | 1,074 | 264 | 28 |
| October | 32,303 | 1,042 | 281 | 31 | October | 31,249 | 1,008 | 297 | 31 |
| November | 32,454 | 1,119 | 244 | 29 | November | | | 257 | 28 |
| December | 26,501 | 1,019 | 229 | 26 | December | | | 259 | 28 |
| January | 30,017 | 1,001 | 270 | 30 | January | | | 283 | 30 |
| February | 31,795 | 1,136 | 248 | 28 | February | | | 264 | 28 |
| March | 32,587 | 1,124 | 255 | 29 | March | | | 289 | 31 |
| April | 35,701 | 1,190 | 270 | 30 | April | | | 272 | 28 |
| May | 31,290 | 1,118 | 258 | 28 | May | | | 268 | 28 |
| June | 33,528 | 1,341 | 239 | 25 | June | | | 267 | 28 |
| FYTD Total | 389,220 | 1,248 | 3,053 | 337 | FYTD Total | 131,412 | 1,184 | 3,224 | 340 |

| 2012-2013 Fiscal Year | | | | | | 2013-2014 Fiscal Year | | | | | |
|-----------------------|---------------------|----------------|------------------|----------------|---------------|-----------------------|---------------------|----------|-----------------|---------|---------------|
| Computer Logins | | | | | | Computer Logins | | | | | |
| | Public Workstations | Wireless | Lending Laptops* | Total | Daily Average | | Public Workstations | Wireless | Lending Laptops | Total | Daily Average |
| July | 8,302 | 15,104 | 0 | 23,406 | 900 | July | 5,549 | 24,600 | 6 | 30,155 | 1,160 |
| August | 7,926 | 14,352 | 0 | 22,278 | 825 | August | 5,075 | 22,623 | 1 | 27,699 | 1,065 |
| September | 7,090 | 12,680 | 0 | 19,770 | 706 | September | 4,915 | 30,828 | 3 | 35,746 | 1,277 |
| October | 7,539 | 13,578 | 0 | 21,117 | 681 | October | 5,806 | 35,096 | 0 | 40,902 | 1,319 |
| November | 7,895 | 14,263 | 3 | 22,161 | 791 | November | | | | | |
| December | 4,295 | 18,833 | 2 | 23,130 | 857 | December | | | | | |
| January | 4,924 | 24,172 | 6 | 29,102 | 1,004 | January | | | | | |
| February | 4,203 | 23,780 | 3 | 27,986 | 965 | February | | | | | |
| March | 4,441 | 25,096 | 0 | 29,537 | 953 | March | | | | | |
| April | 4,858 | 22,838 | 4 | 27,700 | 989 | April | | | | | |
| May | 4,407 | 22,196 | 1 | 26,604 | 950 | May | | | | | |
| June | 5,206 | 22,924 | 10 | 28,140 | 1,082 | June | | | | | |
| FYTD Total | 71,086 | 229,816 | 29 | 300,931 | 890 | FYTD Total | 21,345 | 113,147 | 10 | 134,502 | 1,212 |

| Early Literacy Workstation Usage | | | | | | | |
|----------------------------------|---------------|----------------------|------------------------------------|-----------------------|--------------|----------------------|------------------------------------|
| 2012-2013 Fiscal Year | | | | 2013-2014 Fiscal Year | | | |
| | Sessions | Time (In Minutes) | Average Session (In Minutes) | | Sessions | Time (In Minutes) | Average Session (In Minutes) |
| July | 927 | 24,950 | 26 | July | 980 | 24,485 | 24 |
| August | 1,006 | 25,947 | 25 | August | 1,056 | 27,332 | 25 |
| September | 749 | 17,162 | 22 | September | 777 | 18,249 | 23 |
| October | 829 | 19,488 | 23 | October | 920 | 20,882 | 22 |
| November | 834 | 20,451 | 24 | November | | | |
| December | 683 | 15,603 | 22 | December | | | |
| January | 838 | 20,713 | 24 | January | | | |
| February | 855 | 18,745 | 21 | February | | | |
| March | 865 | 18,503 | 21 | March | | | |
| April | 890 | 20,933 | 23 | April | | | |
| May | 754 | 15,805 | 20 | May | | | |
| June | 912 | 21,374 | 23 | June | | | |
| FYTD Total | 10,142 | 239,674 | 24 | FYTD Total | 3,733 | 90,948 | 26 |

Technology Sessions 2013-2014 Fiscal Year

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

| | | | | | | | | | | |
|-----------------|----|----|----|---|----|---|----|----|----|-----|
| Sessions | 16 | 3 | 12 | 2 | 4 | 4 | 12 | 21 | 74 | |
| Patrons | 10 | 10 | 35 | 9 | 19 | 8 | 14 | 21 | | 126 |

| 2013-2014 Fiscal Year | | | | | | | | |
|-----------------------|--------------|-------------------|-----------------------|----------------------|-----------------|------------|----------------|-----------------------|
| | Freegal | | OverDrive | | | | Zinio | |
| | Check-outs | Number of Patrons | Consortium Collection | Advantage Collection | Total OverDrive | New Users | Novi Checkouts | Consortium Checkouts* |
| July | 1,696 | 280 | 1,825 | 583 | 2,408 | 126 | 450 | 4,984 |
| August | 1,495 | 250 | 2,721 | 799 | 3,520 | 87 | 563 | 6,580 |
| September | 1,424 | 223 | 2,469 | 691 | 3,160 | 86 | 402 | 5,685 |
| October | 1,422 | 230 | 2,282 | 634 | 2,916 | 89 | 578 | 5,950 |
| November | | | | | | | | |
| December | | | | | | | | |
| January | | | | | | | | |
| February | | | | | | | | |
| March | | | | | | | | |
| April | | | | | | | | |
| May | | | | | | | | |
| June | | | | | | | | |
| FYTD Total | 6,037 | 983 | 9,297 | 2,707 | 12,004 | 388 | 1,993 | 23,199 |

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

| Charging Stations Usage | | | |
|--------------------------------|----------------|----------------|----------------|
| | 2011-12 | 2012-13 | 2013-14 |
| July | | 3 | 3 |
| August | | 2 | 8 |
| September | 3 | 8 | 2 |
| October | 1 | 3 | 4 |
| November | 7 | 3 | |
| December | 1 | 3 | |
| January | 8 | 4 | |
| February | 7 | 3 | |
| March | 11 | 4 | |
| April | 5 | 3 | |
| May | 8 | 1 | |
| June | 4 | 1 | |
| Total | 55 | 38 | 17 |

| Meeting Room Rentals 2013-14FY | | |
|---------------------------------------|----------------|------------------|
| | Rentals | Attendees |
| July | 29 | 696 |
| August | 41 | 1,172 |
| September | 49 | 1,274 |
| October | 35 | 1,077 |
| November | | |
| December | | |
| January | | |
| February | | |
| March | | |
| April | | |
| May | | |
| June | | |
| Total | 154 | 4,219 |

Library App - 2012-13 Fiscal Year

| | Number of Visits | Most Requested Webpages | | Number of Visits | Most Requested Webpages |
|-----------|------------------|-----------------------------|--------------|------------------|-------------------------|
| July | 989 | 1. Novi Main Menu | January | | 1. |
| | | 2. Artwork in the Library | | | 2. |
| | | 3. Novi Social Menu | | | 3. |
| | | 4. Novi Holdings | | | 4. |
| | | 5. Twitter from the New NPL | | | 5. |
| August | 1,029 | 1. Novi Main Menu | February | | 1. |
| | | 2. Novi Holdings | | | 2. |
| | | 3. Novi Locator | | | 3. |
| | | 4. Novi eMedia Menu | | | 4. |
| | | 5. Artwork in the Library | | | 5. |
| September | 6,202 | 1. Novi Main Menu | March | | 1. |
| | | 2. Novi Holdings | | | 2. |
| | | 3. My Account Novi Summary | | | 3. |
| | | 4. Novi eMedia Menu | | | 4. |
| | | 5. Novi Booklook | | | 5. |
| October | 6,072 | 1. Novi Main Menu | April | | 1. |
| | | 2. My Account Novi Summary | | | 2. |
| | | 3. Novi Holdings | | | 3. |
| | | 4. Novi eMedia Menu | | | 4. |
| | | 5. My Account Novi Items | | | 5. |
| November | | 1. | May | | 1. |
| | | 2. | | | 2. |
| | | 3. | | | 3. |
| | | 4. | | | 4. |
| | | 5. | | | 5. |
| December | | 1. | June | | 1. |
| | | 2. | | | 2. |
| | | 3. | | | 3. |
| | | 4. | | | 4. |
| | | 5. | | | 5. |
| | | | Total | 14,292 | |

Friends of the Novi Library
Meeting Minutes of October 9, 2013

- I. Call to Order—Pat Brunett called the meeting to order at 7:05 PM.
Present: Pat Brunett, Barb Brunett, Julie Abrams, Sue Johnson, Evelyn Young, Carol Bauer, Gale Ford, Jim McLean, Evelyn Cadicamo, Carol Hoffman, Marilyn Amberger
Also attending: Margi Kopp-Opperer
Absent: Bob Cutler
- II. Minutes of September 11, 2013—Julie Abrams
Motion to accept—Julie Abrams; second—Evelyn Young. Passed 11-0.
- III. Treasurer's Report—Marilyn Amberger
- | | |
|------------------|------------------|
| Checking Account | \$17,829.99 |
| Savings Account | 5,425.78 |
| CD Account | <u>10,157.21</u> |
| Total | \$33,412.98 |
- Motion to accept—Marilyn Amberger; second—Julie Abrams. Passed 11-0.
- IV. Committee Reports
- Larry Kilgore may not be able to attend our meetings. Pat will check on his availability.
- A. Book Nook—Carol Hoffman
- The flyer for the Annual Book Sale was exhibited. Volunteers are needed for book sale set-up (Friday, November 15) and the day of the event (Saturday, November 16).
 - Shelving for large print books has been installed.
 - Novi Life Magazine is now available.
- B. Membership—Sue Johnson
- PayPal is now established for ease in paying dues and encouraging new memberships.
 - Willy Mena will continue to assist in maintaining the PayPal website. Privacy has been assured.
- C. Assistant Library Director—Margi Kopp-Opperer
- The North End project, designed to attract more library patrons, was discussed. Tollgate Farm has May 17, 2014 available as a venue for this event. The name considered for the project is "Project Grow". Possibilities for exhibits could be hayrides, food demonstration, a master gardener and a library booth for obtaining library cards and promoting services available at the library. More details to follow at future meetings. Consensus is to move forward with this plan.
- D. President—Pat Brunett
- The Daughters of the American Revolution have offered a grant opportunity of \$2,000 or a matching donation of up to \$10,000. The Board must consider needs and ideas for the use of the grant.

- Goals achieved in the past year:
 - ___ New scholarship eligibility criteria have been developed and approved.
 - ___ In the Book Nook, a process has been implemented to dispose of stored antique books. Other changes in procedures, signage and book display have also been implemented.
 - ___ New members have filled vital roles in Board activities.
 - ___ Quicken Books is now being used for Friends' bookkeeping.
 - ___ Planning for the North End project is underway.
- Future meetings
 - ___ We will meet in November and January, but not December.
 - ___ There will be meetings as needed in February or March while several members are vacationing. Decisions can be made by email if necessary.

V. Announcements

- The newsletter is due; target date is the first week in January.
- Kaleidoscope programs:
 - ___ 7:00 Tuesday, October 22, 2013: "Haunted Michigan"
 - ___ 7:00 Thursday, November 21, 2013: "Antarctica: Journey to the Bottom of the World"
 - Listen @ the Library program: 3:00 Sunday, November 3, 2013: Classical Music
- The Memorandum of Understanding was passed by the Library Board.
- The Friends have received a check for \$850.00 to promote art and culture in Novi.
- Next Meeting: November 13, 2013.

VI. Adjournment: 8:30 pm. Motion: Julie Abrams, second—Barb Brunett. Passed—11-0.

Submitted by:
Julie Abrams, Secretary

Friends Hold Annual Blow-out Book Sale

Proceeds will benefit the Novi Public Library's many programs and activities throughout the year.

by Christina Salvatore
Community contributor

The Friends of the Novi Public Library is a group of individuals who have supported and advocated for the Library for more than 50 years.

Ever since the group's existence, the Friends have helped the library with fund-raising, and sponsoring programs such as the annual Community Reads event, the Summer Reading Programs, Battle of the Books, Morning Art Series, and Listen at the Library.

It hosts numerous events throughout the year including its big book sale which will take place from 10 a.m. to 4 p.m. Saturday, November 16.

Stop by and shop for that perfect holiday present for someone you know, or treat yourself to a good read. The book sale will offer a great selection of books at reasonable prices. The sale will be located at the used book store in the library, also known as the Friends Book Nook on the first floor.

Over the past two years the Friends of the Novi Public Library has raised over \$52,000 for the Library, mainly from the sale of used books. The book sale is one of the group's major fund-raising events with proceeds being used to purchase furniture and computer equipment and support the library's yearly events.

For more information about the Friends of the Novi Public Library's annual book sale, or to become a member, visit novilibrary.org or stop in and visit at 45255 W. Ten Mile Rd.

—Christina Salvatore is the communications coordinator at the Novi Public Library. Contact her at 248-869-7213.



Pick up a good read — or several of them — at the Friends of the Novi Public Library's annual book sale. This event helps raise funds for the library to purchase furniture and computer equipment.

Photo courtesy of Novi Public Library

The Novi

Historical Commission will present Veterans Day Remembrance at 10:30 a.m. Friday, Nov. 1 at the Novi Public Library. Brig. General Carol Ann Fausone (ret) will present a program explaining various military medals and their significance. She will share the unique story of her active service, and provide information about Veteran's benefits and local resources. Bring your military picture and medals for display. This will be held in meeting room 105. For more information, call Margi Karp-Opperer at 248-869-7225.

Learn from the professionals: The Novi Police Department will hold a Civilian Pistol Safety class from 8 a.m. to 5 p.m. Saturday, Nov. 2 at Police Headquarters, 45125 W. 10 Mile Rd. For more information, go to

cityofnovi.org.

Adult and Child

Heartsaver CPR class will be held from 6:30 to 10 p.m. Wednesday, Nov. 6 at Fire Station No. 4, 49375 Ten Mile Rd.

Gluten Free

Holiday Planning at the Novi Library will be held at 7 p.m. Wednesday, Nov. 6 in meeting room east 105B. Holiday gatherings can be a brutal challenge if you live a gluten free diet, if you are working to achieve weight loss or if you are an athlete wanting to improve your performance. Learn five simple gluten free dishes that will prove to be crowd pleasers.

Fire Station No. 4

will hold a day-long Fire Extinguisher Training for businesses. Drop in any time on Friday, Nov. 8. This event occurs the first Friday of every month.

"The Health Care

Law: What it Means to Seniors," will be held at 10 a.m. Monday, Nov. 25 at the Meadowbrook Activities Center. There's a lot of misinformation floating around about the new health care law, especially what it means for seniors. This informative workshop cuts through the political rhetoric to give a facts-only explanation of the Patient Protection and Affordable Care Act (ACA) law enacted in 2010. Designed especially for older adults, the presentation includes an explanation of the sections of the ACA that are already in effect and a preview of what's to come when the rest of the law takes effect in 2014. Call the City of Novi Older Adult Services at 248-347-0414 to register.

IN BRIEF

Student Representatives Report

Written by: Ziyang Huang and Jessica Mathew

Programs:

On Friday, October 13 we had our TAB meeting. This meeting had great attendance with 14 teens who were actively discussing teen programming for the upcoming year. Also on October 30, we premiered the Tween Advisory Board. This meeting was a success with 15 enthusiastic attendees who were very eager to come up with new programs for the library.

Teen Space:

We had 22 Teen Space sessions in October. Over those 22 sessions we have seen a total of 1,346 kids. The Teen Space has been a HUGE success and is a great way for the students to unwind after a hard day of school. Once again, we would like to thank the City of Novi Parks, Recreation and Cultural Services, Novi Community School District, Novi Youth Assistance and, of course, the Novi Public Library for providing this program for us.

Upcoming Programs:

Dollars for College & Filling out the FAFSA Form – November 19 7:00-9:00PM

Hunger?-Hungry no more Pizza and a Movie – November 21 6:00-8:30PM

Winter Craftiness – December 13 4:30-5:30PM

Bits and Pieces

Vol. 4, Number 7

NOVEMBER 2013

Welcome New Library Directors

As we start a new fiscal year, TLN offers a warm welcome to the following library directors starting their new role at the following libraries in the past fourteen months:

| | |
|-------------------------------------|-----------------|
| Berkley Public Library | Matt Church |
| Bloomfield Township Public Library | Carol Mueller |
| Ferndale Public Library | Jessica Keyser |
| Garden City Public Library | James Lenze |
| Hazel Park Memorial Library | Corinne Stocker |
| Inkster Leanna Hicks Public Library | Denise Bearre |
| Manchester District Library | James Miller |
| Northfield Township Area Library | Zaley Nelson |
| Plymouth District Library | Carol Souchock |
| Royal Oak Township Library | Willie Deans |
| Walled Lake Library | Alyson Lobert |

Director's Book Club Becomes LEADER'S BOOK DISCUSSION CLUB

Dave Ewick, Southfield Public Library, hosted the first meeting of the Director's Book Club on October 30. Dr. Lee Meadows, Walsh College Management Professor, facilitated the two hour dialogue. The group decided the audience should be expanded to include staff seeking to enhance skill sets on their way to becoming director candidates, and, new directors finding the skill set taught in library science programs failed to match the requirements encountered in day to day management of their library. Join your fellow directors and library managers in a series of lively discussions now titled the **Leader's Book Discussion Club**. The early 2014 schedule, with a 1 PM start time, includes Berkley Public Library on January 22, Romulus Public Library on March 26 and concludes at the Salem-South Lyon District Library on May 28.

Steering Committee Update

Maria McCarville became the Steering Committee chair on October 11 replacing Paula Gauthier who faithfully served as chair the past year. Joining the Steering Committee for the next two years are Nancy Johnson (Brighton), Stephanie McCoy (Auburn Hills) and Kirk Borger (Riverview). Julie Herrin (Northville) and Maryanne Bartles (Dearborn) were applauded for their three years of service on the Steering Committee. McCarville provided an update on the TLN Continuing Education series and reported the results of the ONE library – ONE vote proposal **PASSING** with 2137 in favor, 201 opposed and 263 abstaining.

Board & Administrator

FOR BOARD MEMBERS

November 2013 Vol. 30, No. 3

Editor: Jeff Stratton

Board chair takes charge of meetings

Once the chair calls a meeting to order, she is the quarterback. Leadership and direction are the chair's responsibility. Here are several strategies the chair can use to manage meetings.

Strategy 1: Begin and end meetings punctually. Starting the meeting on time sends a message to the board team that this is about business. It's a reminder to members who come late that they need to be businesslike and professional. Do not let any board member hold up the board's meetings.

By ending meetings on time you show the board that you respect their personal time. Face it, most people lead busy lives with their children's activities and professional obligations. Sticking to time limits also keeps board members focused and eliminates mental wandering that can drag meetings on for too long.

Strategy 2: Keep meetings under control and moving toward a conclusion. As chair, work with your executive director to set reasonable time limits for discussing each agenda item. To keep discussion short and sweet:

- Ask the board's secretary to serve as the meeting's official timekeeper. If the board starts bumping up against a preset time limit the secretary can issue a reminder.
- Use a visual aid. Bring an alarm clock and set it for one hour after the meeting begins. Place the clock's face toward the board. It's a visual reminder to keep comments brief and to the point as the clock keeps ticking.

Strategy 3: Start off with the positives. Kick off your meetings with a "good news"

section devoted to positives about the organization, staff or board. This puts everyone in the right frame of mind for a positive meeting. Another idea: Early in the agenda, build in time for staff/client presentations so that the board can hear about the exciting work of the organization firsthand.

Strategy 4: Don't waste time introducing agenda items. Set an example for the rest of the board by keeping your remarks brief. Do not repeat background information on each issue. Assume board members have come prepared by reading their agenda materials. If a board member comes unprepared, bring him up to speed some other time—such as after the meeting.

Strategy 5: Keep discussions focused on board issues. It's vital that the board chair understand the board's role: setting policy for the organization. When board members bring up tangential issues that are day-to-day management oriented, remind the board that it hired an executive director to run the nonprofit. Don't let the board debate the merits of various trash removal companies when the organization faces a severe financial crush. Be prepared to refocus the discussion whenever the board strays.

Strategy 6: Encourage full participation. All opinions should receive a fair hearing.

Tip: Before the board votes, be sure to ask each board member for his or her view on the issue before the board. Ask questions that can't be answered by a simple "yes" or "no" to draw shy board members into the discussion. ■

Lighting a fire won't help the board that's too timid to fundraise

Question: "Our board is too timid and shy to raise money for the organization," said a Nebraska board member. "I really don't know what to do to change this mindset. Do you have any ideas for lighting a fire under them?"

Answer: Consultant Carol Weisman (*www.boardbuilders.com*) said it's not a matter of fire lighting if you have a board that won't embrace its fiduciary responsibilities. "The answer is training," Weisman said.

She cites a friend of hers that owns six Subway sandwich shops. "She gives her staff extensive training in how to make a sandwich,"

Weisman said. But this small business owner also serves on a board and she had never received any training in how to ask for money until Weisman did a board retreat for the board her friend serves on.

"She went on to say that everyone has made a sandwich at one time or another," Weisman said, "while most people have never asked for a philanthropic gift."

"She even boldly suggested that the case for support for abused children might even be more important than the museum-perfect sandwich," Weisman said. ■

Conflict of interest on this board committee?

Question: "A professional from the financial services sector wants to serve on our board investments committee," said a Texas board member. "My question is, while on this committee, if our organization considers a change in the company that manages our investments, can this committee member submit a bid?"

Answer: Let's face it: Not every person who serves on a nonprofit board or board committee does so with wholly service-minded purposes. Some people are looking for business connections and opportunities for their companies. I don't know that this is the case here. But here is what I would advise any board:

Is there any chance that you will wake up one day and read about your organization in a negative light because of this situation? Would the situation smell bad to your supporters and donors if a board committee member's firm received work from your organization?

If the organization shops its investment management business around, ask your administrator to handle this. It's likely the best practice for this committee member is to abstain from voting on any recommendation the committee makes to the board on this topic. It would be a good practice to have board committee members, even if they are not on the board, sign a conflict of interest statement similar to the one below.

Conflict of Interest Policy

Business or professional interests. Board members have outside business and professional interests. Board members, however, may not make a profit in any way in their outside employment or business interests from their service on this organization's board of directors. During board meetings, board members shall disclose any conflict of interest involving an issue before the board. While they may participate in discussion of the issue, they shall not vote. ■

Definition: Point of Order

Why would a board member ask for a point of order during a board meeting?

Parliamentarian Jim Slaughter, author of *The Complete Idiot's Guide to Parliamentary Procedure Fast-Track*, provides the answer from his book:

"A Point of Order points out a possible procedural error at a meeting and requests from the chair a ruling and enforcement of the rules. A Point of Order can arise from a violation of governing documents or a parliamentary

procedure error."

Slaughter identifies these rules for the motion of a Point of Order:

- Can interrupt
- No second required
- Isn't debatable
- Isn't amendable
- No vote required

For information, <http://goo.gl/8nL4Bq>. ■



Library Board Calendar

2013

| | |
|--------------------|--|
| November 5 | General Election Day |
| November | Annual Library Report – City Council Meeting, TBD |
| November 15 | Library Staff In-Service, Library Closed |
| November 20 | Library Board Regular Meeting |
| November 27 | Holiday – Thanksgiving Holiday, Library Closes at 5 p.m. |
| November 28 | Holiday – Thanksgiving, Library Closed |
| December 18 | 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 |

2014

| | |
|-------------------------|--|
| January 1 | Holiday – New Year’s Day, Library Closed |
| January 22 | Library Board Regular Meeting-revised |
| February – March | Budget Study Sessions, TBD |
| February 19 | Library Board Regular Meeting |
| March | Budget – approved to be provided in April to Council, TBD |
| March 19 | Library Board Regular Meeting |
| April | Budget presented to Council, TBD |
| April 19 | Library Closed |
| April 20 | Holiday – Easter, Library Closed |
| April 24 | Library Board Regular Meeting-revised |
| May 11 | Holiday – Mother’s Day, Library Closed |
| May 21 | Library Board Regular Meeting |
| May 25 | Library Closed |
| May 26 | Holiday – Memorial Day Observed, Library Closed |
| June 13 | Library Staff In-Service, Library Closed |
| June 15 | Holiday – Father’s Day, Library Closed |
| June 18 | Library Board Regular Meeting |
| June 18 | Library Director Annual Review |
| July 4 | Holiday – Independence Day, Library Closed |
| July 16 | Library Board Regular Meeting |
| August 20 | Library Board Regular Meeting |
| August 30 | Library Closed |
| August 31 | Library Closed |
| September 1 | Holiday – Labor Day, Library Closed |
| September 17 | Library Board Regular Meeting |

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

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