

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, May 21, 2014
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 48375

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

- Call to Order and Roll Call
- Pledge of Allegiance
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- Consent Agenda
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- 6. Presentation
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 - B. A Year in Review – Student Representatives, Jessica Mathew and Ziang Huang
 - C. Recognition of Student Representative Jessica Mathew, 2 years of service on Library Board
 - D. Recognition of Diana Gertsen, 25 years of service at Novi Public Library
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- 13. Committee Reports
 - A. Policy Committee (Margolis, Messerknecht, Margolis- chair)
 - B. HR Committee (Lesko, Verma – chair)
 - 1. Library Director Evaluation – June 18, 2014
 - C. Finance Committee (Czekaj, Sturing, Margolis – chair)
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 - 3. Transfer funds – Walker Library Fund 269 to Library Fund 268
 - D. Fundraising Committee (Lesko, Mena – chair)
 - E. Strategic Planning Committee (Messerknecht, Sturing, Mena- chair)
 - F. Building/Landscape Committee (Messerknecht, Margolis, Czekaj – chair)
- 14. Public Comment
- 15. Matters for Board Discussion
 - A. Driver’s License Verification Policy – additional changes/edits pending for 6/18/2014 meeting
 - B. Transfer funds – Walker Library Fund 269 to Library Fund 268
- 16. Matters for Board Action
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- 17. Adjourn

Supplemental Information:

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Future Events:

- Library CLOSED – Sunday, May 25th
- Library CLOSED – Monday, May 26th
- Memorial Day Parade – Monday, May 26th at 10:00am – Library hosting a table at Civic Center
- Historical Commission Regular Meeting – Tuesday, May 27th at 2:00pm – Novi Public Library
- Friends of the Novi Library Annual Meeting – Wednesday, June 11th at 7:00pm – Novi Public Library
- Library CLOSED – Sunday, June 15th
- Summer Reading Program kick-off – Monday, June 16th
- Library Board of Trustees Regular Meeting – Wednesday, June 18th at 7:00pm – City of Novi



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

<http://www.novilibrary.org>

Warrant 518		May 2014	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 52.45
CDW-G		268-000.00-734.000	\$ 94.57
Comprise	SAM	268-000.00-734.000	\$ 808.12
VidCom Solutions, Inc.	5/1-7/31/14 Cellular only basic	268-000.00-734.000	\$ 164.85
Amazon.com		268-000.00-734.500	\$ 115.97
CDW-G		268-000.00-734.500	\$ 2,170.62
Computype		268-000.00-740.000	\$ 363.31
Gaylord		268-000.00-740.000	\$ 164.00
Global Office Solutions		268-000.00-740.000	\$ 774.84
Midwest Tape		268-000.00-740.000	\$ 275.99
Research Technology International		268-000.00-740.000	\$ 134.95
Specialty Store Services		268-000.00-740.000	\$ 31.48
Amazon.com		268-000.00-742.000	\$ 1,566.92
American Library Assn.		268-000.00-742.000	\$ 60.50
Brodart		268-000.00-742.000	\$ 14,457.60
Cengage Learning		268-000.00-742.000	\$ 1,365.14
Center Point Large Print		268-000.00-742.000	\$ 303.18
Gale/Cengage		268-000.00-742.000	\$ 2,346.34
Multicultural Books & Videos		268-000.00-742.000	\$ 517.41
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 143.42
Dearborn Hts. Caroline Kennedy Library		268-000.00-742.100	\$ 29.95
The Library Network	Zinio	268-000.00-743.000	\$ 5,932.04
Amazon.com		268-000.00-744.000	\$ 415.66
Midwest Tape		268-000.00-744.000	\$ 3,196.35
OverDrive		268-000.00-744.000	\$ 9,005.70
Midwest Tape		268-000.00-745.200	\$ 7,206.94
Hyland Software	Novi News Microfilm	268-000.00-745.300	\$ 591.87
Bright House Networks	April	268-000.00-801.925	\$ 82.02
Providence Occupational Health Part	Vandergriff	268-000.00-804.000	\$ 53.90
American Library Assn.	Farkas pro-rated	268-000.00-809.000	\$ 102.13
Rotary Club of Novi	spring dues	268-000.00-809.000	\$ 190.00
AT&T	April 22-May 21, 2014	268-000.00-851.000	\$ 304.41
TelNet Worldwide		268-000.00-851.000	\$ 396.06
Verizon Wireless	3/29-4/28/14	268-000.00-851.000	\$ 382.77
The Library Network	4/16/30/14; telec; Circuit	268-000.00-855.000	\$ 15,604.37
Sam's Club	4/24/2014	268-000.00-880.000	\$ 35.28
Amazon.com		268-000.00-880.268	\$ 82.94
Barnes & Noble	Teen Writing Contest gift cds	268-000.00-880.268	\$ 85.00
Bauss, Kathryn	Youth Program	268-000.00-880.268	\$ 31.34
Kipp Toys; Novelty, Inc.	SRP2014	268-000.00-880.268	\$ 144.58
Kroger	Youth Program	268-000.00-880.268	\$ 84.51
LaBenne, Andrea	Youth Program; April Fools	268-000.00-880.268	\$ 65.85
Lakeshore Learning Materials		268-000.00-880.268	\$ 40.24
Michaels	Youth Program	268-000.00-880.268	\$ 112.21
Mutch, Kathleen	Adt Writing Program April	268-000.00-880.268	\$ 100.00
Oriental Trading		268-000.00-880.268	\$ 193.99

Raymond Geddes & Co, Inc.		268-000.00-880.268	\$ 129.68
Rhode Island Novelty	SRP 2014	268-000.00-880.268	\$ 232.75
Sam's Club	4/24/2014	268-000.00-880.268	\$ 8.78
U.S. Toy Co/Constructive Playthings		268-000.00-880.268	\$ 34.99
Meadow Brook Theatre	On the Road; bal due	268-000.00-880.271	\$ 468.00
Oakland University Meadowbrook Hall	On the Road; bal due	268-000.00-880.271	\$ 679.96
Konica Monolta	April;2.88/2.88/34.65/48.50/48.50	238-000.00-900.000	\$ 546.12
Consumers Energy	March 12-April 9, 2014	268-000.00-921.000	\$ 1,654.06
DTE Energy	2/24-3/24/14	268-000.00-922.000	\$ 7,335.41
City of Novi	12/16/13-3/17/14 w/s	268-000.00-923.000	\$ 1,221.60
Aero Filter, Inc.		268-000.00-934.000	\$ 9.96
Allied Waste	April	268-000.00-934.000	\$ 159.25
Cintas		268-000.00-934.000	\$ 464.06
Dalton Commercial Cleaning Corp	carpet/yth furn/semiann furn	268-000.00-934.000	\$ 5,644.00
Home Depot	4/17/2014	268-000.00-934.000	\$ 8.97
Lyon Mechanical	3/14/14	268-000.00-934.000	\$ 955.21
Orkin	4/14/14	268-000.00-934.000	\$ 58.30
Schindler Elevator Corp		268-000.00-934.000	\$ 2,306.44
Sherwin Williams Co.		268-000.00-934.000	\$ 297.31
Touch of Tropics Inc.	3/1/2014	268-000.00-934.000	\$ 55.00
Brien's Services, Inc.	3/26/14 salting	268-000.00-941.000	\$ 820.00
Home Depot	3/29/2014	268-000.00-941.000	\$ 52.42
Konica Minolta Premier Finance	5/19/14	268-000.00-942.000	\$ 999.00
Corrigan Record Storage	April	268-000.00-942.100	\$ 19.24
Flat Rock VP	PLA conference	268-000.00-956.000	\$ 76.47
JW Marriott	PLA conference	268-000.00-956.000	\$ 36.00
Midwest Collaborative for Library Ser	Sec Library in Trbl Times 4/10/14	268-000.00-956.000	\$ 249.00
Rutkowski, Barbara	Comp in Lib Conf 4/2014	268-000.00-956.000	\$ 105.14
Torossian, Elaine E.	(5) 360 Assessments	268-000.00-956.000	\$ 1,675.00
Petty Cash			\$ 81.29
TOTAL			\$ 96,765.18



CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
April 24, 2014

DRAFT

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

Library Board

Mark Sturing, President
Willy Mena, Vice President, Interim Secretary
Larry Czekaj, Treasurer
David Margolis, Board Member
Craig Messerknecht, Board Member
Ramesh Verma, Board Member

Absent and Excused

John Lesko, Board Member

Student Representatives

Jessica Mathew
Ziyang Huang

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant
Christina Salvatore, Communications Coordinator

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**

Library Board President, Mark Sturing requested three corrections to the agenda, and one addition.

- Change meeting date from Wednesday to Thursday.
- Under **#15Committee Reports, item 15A. Policy Committee**, remove the first Margolis and add Lesko.
- Under **#15Committee Reports, item 15D. Fundraising Committee**, add Sturing.
- Under **#17 Matters for Board Action**, add **item 17B. Election of Officers**.

Library Director, Julie Farkas, requested one addition. Under **#5Correspondence** add item **5B Certificate of Appreciation**.

A motion was made to approve the April 24, 2014 Agenda as amended.

- 1st – Willy Mena
- 2nd – Larry Czekaj

The motion was passed unanimously.

4. **Consent Agenda**

A motion was made to approve the April 24, 2014 Consent Agenda as presented.

1st – Willy Mena

2nd – David Margolis

The motion was passed unanimously.

5. **Correspondence**

A. **April 14, 2014: Thank you letter from Alejo Torres – Money Smart Week**

Library Director, Julie Farkas received a thank you letter from Senior Outreach Manager, Alejo Torres, of the Federal Reserve Bank of Chicago, for participating, April 5th-12th, in Money Smart Week. The Novi Public Library provided a Money Smart program for young children, and was the home base for over 6,000 books that were distributed through TLN cooperative, to over 100 libraries in the State of Michigan.

B. **Certificate of Appreciation**

A Certificate of Appreciation was received from the City of Novi Parks, Recreation, and Cultural Services, as a thank you for donating a bag of books as a raffle item for their Mother- Son Dance event held in March.

6. **Presentation**

National Library Week Video – Christina Salvatore, Communications Coordinator

“Lives Change at the Library”, a video created for National Library Week by Christina Salvatore and the SWOC team, headed by Dave Reinhardt, was presented to the Library Board. In order to show how important libraries are to the community, Christina spoke with several Novi High School students and library patrons about what they utilize and enjoy most at the library, and how the library has impacted their lives.

Library Director, Julie Farkas, plans to use the video on the Novi Public Library website after National Library Week, and to submit it for marketing grants, and possible awards.

7. **Public Comment**

There was no public comment.

8. **President’s Report**

A. **Goals Document 2013-2014**

The 2013-2014 Goals document is located on pages 12-21 of the April 24, 2014 Library Board Packet. Highlights include:

- Listen at the Library programs are well attended by the community. The Kyodai Brass Quintet had an attendance of 110, and 120 people enjoyed listening to Duo Sonidos.
- Over 180 children and parents from Village Oaks Elementary School participated in the Project Based Learning Presentation at the Novi Public Library.
- A photo call for Novi residents to share photos and information of Novi history is scheduled for Sunday, May 5th. The photos will be added to the Local History Room.
- The “On the Road” program, to be held on April 30th, is sold out. Assistant Director of Public Services, Margi Karp-Opperer, will be taking over 50 people on a trip to visit the Meadowbrook Museum and Theatre in Rochester.
- The Administration Office will be open on Saturdays from 10am-6pm beginning in July, 2014. This will allow patrons who are interested in renting a meeting room, but are unable to visit the Library during the regular work week, to come in and see the rooms. Administration staff will adjust schedules at no additional cost to the Library.

9. Treasurer's Report

A. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the April 24, 2014 Library Board Packet on pages 22-23.

B. Library Financials and Walker Fund

The Financials and Walker Fund Reports ending March 31, 2014 are located on pages 24-27 of the April 24, 2014 Library Board Packet. The Balance Sheet for the Library and Walker Fund are located on pages 28-29 of the April 24, 2014 Library Board Packet.

C. Library Café Revenue Report – due 15th of the month – March 2014

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

The Finance Committee will meet with the City Finance Director on May 7th, 2014, at 7:00 p.m. in the Board Room at the Novi Public Library. The focus of the meeting will be on the presentation of Finance information received to date, and how to make the reports more understandable and accurate to the reader. All Library Board members are welcome to attend and offer suggestions as to how things could be presented better.

10. Director's Report

The Director's Report is provided on pages 30-35 of the April 24, 2014 Library Board Packet. Highlights of the report are:

- The winning Battle of the Books team was Fiction Foretellers.
- Two additional Read Boxes will be installed in early June, one at ITC Park, and one at Rotary Park.
- Several staff members attended the PLA Conference and Computers in Libraries Conference last month. Highlights are provided by staff who attended on pages 31-35

A. Proclamation – National Library Week 2014

The National Library Week Proclamation was presented to the Library by Mayor Gatt at the last Council Meeting. The Proclamation is provided on page 36 of the April 24, 2014 Library Board Packet.

B. Outreach to the Novi Business Community, by Maureen Simari

The report is provided on pages 37-39 of the April 24, 2014 Library Board Packet.

11. Additional Reports

A. Public Services Report

The Public Services Report is provided on pages 43-44 of the April 24, 2014 Library Board Packet.

B. Building Operations Report

The Building Operations Report is provided on page 45 of the April 24, 2014 Library Board Packet.

C. Library Usage Statistics – March 2014

The March statistics are located on pages 46-53 of the April 24, 2014 Library Board Packet. Highlights include:

- 355 Library cards issued
- 69,472 items checked out
- Number of items borrowed from TLN – 3,876
- Number of items borrowed from MEL – 91
- Number of items loaned through TLN – 4,980
- Number of items loaned through MEL – 111
- 57.64% of all items checked out were completed on self – checkout stations
- Total circulation – 69,472
- Daily average people using the Library was 1,059
- Early Literacy workstation usage 834

- Daily average computer logins – 1,433
- Technology Sessions – 53 with 53 participants
- Check-outs Freegal – 1,783; Overdrive – 4,442; Zinio – 599
- Charging Station Usage – 0
- Meeting Room Rentals – 47

12. Friends of Novi Library Report – no meeting held in March

There was no report provided.

13. Historical Commission Report – February 26, 2014 Minutes

The February 26, 2014 Historical Commission Minutes are provided on pages 54-56 of the April 24, 2014 Library Board Packet. Highlights are:

- Installation of the Motor Cities Marker Project is scheduled for early to mid-summer.
- There will be a total of eight markers in the community.
 - Three located at Pavilion Parks Shore surrounded by Walled Lake
 - One outside near the Library
 - One at 4 Corners – Novi Road and Grand River
 - One at the bridge over the rail road track
 - One at Michigan State University’s Tollgate Farm
 - One undetermined at the Grand River area
- County Commissioner, Kathy Crawford and Tom Lazslo will be guest speakers at the May Library Board meeting. They will talk about a collection of items that were found in the ground when the Pavilion Shore went through renovation.

14. Student Representatives Report

The Student Representatives Report is provided on page 56 of the April 24, 2014 Library Board Packet. Highlights include:

- Programs:
 - Teen Advisory Board (TAB) Meeting with 10 teens discussed the Summer Reading Program
 - Handwriting Analysis program – 15 in attendance
 - Teen Book Club – 6 in attendance
 - Divergent Initiation Program – 7 teens in attendance
 - Teen Space held 18 sessions this month with 731 in attendance
- Upcoming Programs:
 - Teen Book Club – May 3rd at 1:00 p.m.
 - WOW Writing Workshop – May 14th at 7:00 p.m.
 - TAB Meeting – May 16th at 3:30 p.m.

Student Representatives, Jessica Mathew and Ziyang Huang will make a presentation at the May Library Board Meeting on their accomplishments this past year.

15. Committee Reports

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

There was no report provided.

B. HR Committee(Lesko, Verma – chair)

There was no report provided.

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

There was no report provided.

1. Meeting Scheduled for Wednesday, May 7, 2014 at 7:00 p.m. at the Novi Public Library

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

There was no report provided.

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

There was no report provided.

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

There was no report provided.

16. Public Comment

There was no public comment.

17. Matters for Board Action

A. Driver's License Verification Policy – 1st draft

A draft of the proposed Driver's License Verification Policy is provided on pages 40-42 of the April 24, 2014 Library Board Packet.

A number of Library employees use the Library van, and their own private vehicles, for Library business during work hours. Library Director, Julie Farkas, asked the Library Board to review the policy for possible adoption. Action on the policy will be taken at a later date.

B. Elections of Officers

Nominating Committee members, President Mark Sturing, and Library Board Trustee, Craig Messerknecht, presented a slate of names for Library Board Officers for the coming year.

- Nominated and accepted for President – Willy Mena
- Nominated and accepted for Vice President – David Margolis
- Nominated and accepted for Treasurer – Larry Czekaj
- Nominated and accepted for Secretary – Ramesh Verma

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

1st – Craig Messerknecht

2nd – Larry Czekaj

The motion was passed unanimously.

18. Adjourn

A motion was made to adjourn the meeting at 8:06 p.m.

1st – Mark Sturing

2nd – Willy Mena

The motion was passed unanimously.

Willy Mena, Interim Secretary/Vice President

Date

Historical Findings in Pavilion Shore Park

Date: Wednesday, May 21, 2014

Time: 7:00pm

During the Novi Public Library's Board of Trustees meeting, guests will enjoy a presentation by Tom Laszlo and Oakland County Commissioner, Kathy Crawford. The presentation will include an overview of historical facts pertaining to the Walled Lake Amusement Park. In addition, Tom Laszlo will share artifacts that were found in the park area during a recent dig. Library Board President, Willy Mena, will present Laszlo with a certificate of recognition for the recent donation made to the Novi Public Library and the Novi Historical Commission.

Information found on: <http://www.waterwinterwonderland.com/walledlakeamusementpark.aspx>



The City of Walled Lake is about 25 miles outside of Detroit, and was an easy drive up Grand River Avenue. So named because of an apparent series of "walls" on the bottom of the lake, it was the closest beach to the Detroit area and was a perfect place for people in the city to swim and picnic. The early 1900's was certainly the heyday of the Amusement Park and this is when the notion of building a park at Walled Lake came to be.

Like many other parks around the state, the first phase of the Walled Lake Amusement Park was a small dance hall and bathhouse. It was built by Jake and Ernest Taylor in 1919 near their general store at the south end of the lake. The dance hall was soon attracting up to 1000 patrons per night who came to dance to the Detroit-area "big bands" like Finzel's and Stone's Orchestra. At the same time Herman Czenkusch was building the Cenaqua Shores subdivision consisting of several 30ft. lots along the lake. Although the lots were meant to be sold in pairs and built upon as 1 large lot, several people would build on one side of the lot and then sell the other lot to someone else who would also build a cottage which resulted in a string of smaller places that were just a few feet apart. Although some of these earlier dwellings have been remodeled or torn down, there are still numerous examples of them lined up along East Lake Drive today.

Czenkusch also constructed a large bathhouse and a huge, 2 story wooden water slide. The slide was designed such that you would sit on a wooden toboggan and slide down into the lake. Noticing the steady business the Taylor Dance Hall was bringing in, Czenkusch added the Cenaqua Shores Dance Pavilion across the street in 1921 which was larger, fancier, and contained a restaurant. He also began showing motion pictures on the site. In November of 1921 the Cenaqua Shores bathhouse and water slide burned down, only to be replaced by Czenkusch with a bigger and better facility soon after.



The Taylor's were having difficulty competing with the larger Cenaqua Shores complex and decided to sell their bathhouse and dance hall to

Detroit grocer Louis Tolettene. Tolettene opened the re-modeled dance hall under the name Casino Shore Dance Pavilion in April 1923. Czenkusch countered by giving away a free car at the end of the season.

Tolettene upped the ante again and built the huge "New Casino" in 1925. The steel frame for the building was constructed by the Smith Company. With the help of Tolettene himself, local carpenter Art Harris finished it off and added the elaborate latticework ceiling. There was also a 120' x 140' hardwood dance floor. The ceiling of the place was decorated with specially-designed wooden and silk stars that were hand-painted and lit to create the effect of the night sky. It was opened on April 13 1925.

This new development caused Czenkusch to rent his facilities to Howard S. Stamon, who had run an A&P store and wanted to start his own business. Unfortunately, Howard did not have the experience needed to make a go of it and Czenkusch took it back and made another attempt at competing with Louis Tolettene before leasing his dance hall to Tolettene in 1927.



It appeared to be smooth sailing for Louis Tolettene, who now controlled both dance halls. Unfortunately, Oakland County Sheriff Frank Shram got an injunction to stop Sunday dancing citing an old "blue law" that had been on the books for years. This caused Louis to hire a prominent Detroit attorney named Frank Garrett to argue his case. To bring the situation to a head, Louis had his daughter dance with a friend on a Sunday knowing that Frank Shram would padlock the place. This event forced the matter into court where Louis Tolettene would prevail. The result was the re-instatement of dancing in Oakland County on Sundays for good.

In 1928, Tolettene installed a mirror ball in the dance hall with colored spot lights. He also began booking out-of-town bands starting with the Broadway Collegians Orchestra from New York with fantastic results. This continued for 3 years until the now ailing Herman Czenkusch converted his smaller dance hall (which he still owned) into a successful roller rink. This set the stage for an exciting new phase of development for Cenequa Shores.



In 1929, a roller coaster was built by Fred W. Pearce. Pearce had previously built 27 roller coasters around the country. This new coaster, christened "The Flying Dragon", was his crowing achievement. Because Pearce had an interest in having a park of his own, he made a deal with Czenkusch to lease his property and went to work on constructing the Walled Lake Amusement Park, which included rides like the "Pretzel" and the "Tilt-a-Whirl". The park opened on May 9, 1929 (Memorial Day) and was an instant success. Unfortunately, Herman Czenkusch never witnessed this enormous success due to his passing in August of 1929 at the age of 64.



That same year, the stock market crashed on October 24, the event that marked the beginning of the Great Depression. Louis Tolettene received news on a Friday at 5:00 from a Mr. Chaffee at the Walled Lake Bank that there had been a run on the bank and very little of his money was left. He took what little there was and transferred it to a bank in Farmington which immediately failed as well, which basically wiped him out.

In order to open for the next season, Louis was able to secure a loan from a Mrs. Richardson of Walled Lake. Despite the depression, the Dance Hall, now known as the Walled Lake Casino Pavilion, continued to flourish with a weekly radio broadcast that was heard nationwide.

This put Walled Lake on the map and established it as a premier entertainment center for the mid-west.



The amusement park and casino had their own beach with the large wooden slides. Unfortunately, there were frequent injuries on the slides, and tragically, the death of a little girl from Detroit. This led to the slides being closed down and dismantled soon thereafter. Some of the other attractions were speedboat rides which were available for 15 cents.

Tolettene soon added a second stage and began booking 2 bands per night which gave the dance hall a needed boost. The big band era began soon after that and bands from all over the country were appearing at the Casino, including Tommy Dorsey, Red Nickels and the Five Pennys and Benny Goodman.



New Water Slide and Bathouse

Louis Tolettene died in June of 1936, as he had been seriously ill. He left the casino to his wife Leona. His nephews, Albert and Elmer, along with the rest of the family continued on and ran the business from that point. There was a period of continued success in the Casino until WW II, which caused the Casino to be closed for the duration.

The Casino re-opened in 1946 with the Orin Tucker Band. Many more acts followed like Johnny Long, Tex Benecke, Harry James, Ross Murrow, Louis Armstrong, Sammy Kay, Wayne King, Guy Lomardo and Les Brown. Lawrence Welk came in and played some of the last radio broadcasts from the casino. He also bought a cottage on the lake for himself and his family.

The amusement park continued to flourish into the 1950's, even though the beach traffic was slowing a bit due to the numerous other lakes in the area and the advent of backyard pools. There were also concerns about waste from the park restrooms leaching into the lake. The picnic business was still booming at this time and there were also military exhibitions which featured tanks and armored vehicles.



In 1957, Ralph Flannigan set attendance records at the Casino with his large band. But soon after, as television became more popular, attendance at the Casino and amusement park began to decline. In response, the Tolettene brothers booked The Four Freshman, The Four Aces, The Kingston Trio, Theresa Brewer and Mel Torme. Unfortunately, attendance continued to decline until the Casino was closed in 1960, although the Walled Lake Casino did out-last most of the other ballrooms throughout the country.

Leona Tolettene sold the Casino 2 years later to the Kramer's who re-opened the place and began booking the big bands again. After a couple of weeks however, they changed the bookings to rock and roll and installed heat for year-round dancing. Local radio DJ's like Lee Allen were also brought in to do their shows from the casino. The new rock and roll format was bringing in huge crowds doing all of the latest dances.

Boat Rides



Many famous rock acts of the day appeared there including Fabian, Stevie Wonder and Chuck Berry, who appeared there directly after being released from prison for violation of the Mann Act. Chuck arrived late and demanded to be paid in cash before going on stage.



In 1965 the Casino was sold once again to Detroit club owner Irving Meckler who changed the name to Club-a-Go-Go. Tragedy struck however, on Christmas night 1965. Just after 11:30 the casino burnt to the ground. The cause of the blaze appeared to be a smoldering cigarette that was swept up off the floor and placed in a cardboard trash can. This was the end of the dance hall era in Walled Lake as it would have been too costly to rebuild.

With the death of Fred W Pearce in the early 1960's. Fred Pearce Jr. took over operations of the park although his heart wasn't in it. He later sold the park to the Wagner brothers who were the owners of Edgewater Park at 7 Mile and Berg in Detroit. After a few more years, the park fell into dis-repair and was closed at the end of the 1968 season. Many of the rides were dismantled and relocated to Edgewater Park. This was the final hour of the great, 50 year history of Walled Lake Amusement Park and Dance Hall.





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	
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Received display with pamphlets and information from Oakland County service for visually impaired	Annually; 9/13	
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS		Annually	
Promote Library programs at Older Adult programs	IS	Programs promoted at Authors Live event and Senior Book Discussion	Annually; 10/13	
Survey Meadowbrook Commons residents	AD		Annually	
Engage local Older Adult talent for displays, arts, crafts, collections, etc.	IS; AD	Investigating art hanging system for meeting room; reviewing procedures for accepting art at other locations to consider for NPL	Annually; 12/13	
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources, and technology; consider no fee transportation to Library	IS; AD	Looking at transportation cost sharing; in discussion with Karen Kapchonick (from City) and Rose Tutay from MAC to begin book discussion group at MAC; article written and submitted to Enhance publication to gage interest by the public for a book discussion group at MAC	Annually; 12/13; 4/14	
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; attended November meeting; attended December meeting; attended January meeting; attended March meeting; new City employee taking the lead due to a retirement; attended April meeting	2013/2014; 9/13; 10/13; 11/13; 12/13; 1/14; 3/14; 4/14	
Investigate current Outreach services to meet the projected increase (10% over 3 years) in the Older Adult population	AD; SS; IS	Established staff committee concerning Outreach matters; held meeting in Feb., retooled the Outreach Mission Statement, reviewed definitions of BPH cards; created list of proposed Library material for outreach purposes; held meeting in May	1/14; 2/14; 3/14; 5/14	
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	Annually	

		for Novi, providing information regarding NPL and language conversation groups; partnered with NCSD for Fire Up Fest; partnered with local DAR chapter for display of Constitution Week; met with staff of MSU Tollgate to plan for "Project Grow" to take place in May; partnered with the City and Walmart, Menchie's, Read a Latte Café, and the Berenguer Family for Light Up the Night program; added a Czech story time to the International Story Times; had a program that introduced the culture and religions of Arab Christians, Arab Jews, and Arab Muslims	9/13; 10/13; 11/13; 12/13; 1/14; 4/14
Host music/dance programs by different cultural groups	IS		Annually
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); Tot Time (59), Listen @ the Library (90), Antarctica (88), Community Reads (181); Light Up the Night (682), Motown Hits (100); Get Your Wiggles Out (70); Kiddie Crafts (61); American Girl Tea (63); Listen @ the Library Jasper Quartet (100); stuffed animal sleepover (62); Outreach to Village Oaks for 3 rd grade Project-Based Learning (100); Outreach Story Time to Thornton Creek Elementary (94) (78); Tot Time (55); Battle of the Books (140); Village Oaks Project-Based Learning presentation in-house (180); Kyodai Brass Quintet (110); Duo Sonidos (120); Swinging into Spring with the Novi Chorales (51); Your Fork will Determine your Fate (54); Early Novi History (50); American Songbook (100); Wonderful World of Parrots (140); On the Road (56); Preschool Math (58); Kiddie Craft (51); Creature Feature (150); Angry Birds Party (85)	Annually; 7/13; 8/13, 9/13; 10/13; 11/13; 12/13; 1/14; 2/14; 3/14; 4/14

Increase use of the Youth Activity Room by 5% with more crafts/hands-on events, etc.	IS	Craft projects added to Starlight Story Time and Tot time Story Times each month using the Activity Room	Annually; 7/13
Investigate a GEEK programming series based on patron suggestions from GEEK the Library campaign	IS; AD; IT/F	Held hockey related event with two authors	Annually; 12/13
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; survey complete and results being analyzed; several suggestions implemented or considered for future, including MacBook Pro laptop available for patron use, Mac workstations being investigated for 2015/16, several workstations have ability to upload photos from digital cameras, new wireless printing software, Printer-On, to be deployed in 2014/15	Annually; 7/13; 9/13; 11/13; 12/13; 3/14
Implement a series of five Patio programs, May-October, weather permitting	IS		Annually
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; entrepreneur resources being researched; Top-downloaded Freegal song display added to New For You kiosk; entrepreneur resources completed, printed and will be added to website; pathfinder for Baby Books and Baby-Toddler music created, printed, added to website; AP Exams pathfinder in Career section added; "Crisis Topics" bibliography added to Picture Book Subject Guide binder	Annually; 7/13; 8/13; 9/13; 10/13; 12/13; 2/14; 3/14; 4/14
Investigate free apps for iOS and Android phones that patrons can use that promote learning and literacy; develop and promote in-house pathfinders, on website,	IS	Collecting data; created "Fun and Free Educational Apps" pathfinder to be premiered shortly	9/13; 11/13; 12/13

and through social media			
Investigate texting/chat/e-mail services to contact librarians for information assistance	IS; IT/F		2013/2014
Have staff wear friendly "Ask Me" buttons	IS	Investigated use of "button-making" machine through Novi Schools	2013/2014; 7/13
Provide dedicated time for individuals and groups to receive assistance with e-readers and other devices	IS; IT/F	Several Tech Time sessions offered each month; e-reader instruction for groups provided periodically; increased One-on-One Internet and Email classes, created survey for follow-up, followed-up with 2 patrons, reviewed teaching methods and guidelines for future classes; regularly scheduled sessions include: Tech Time, eReader, VHS to DVD, Skype, Paint.NET, Drop-in Lab; staff training and impromptu public sessions also occur frequently; Using Your iPad class being developed to start in January; new iPad and other technology classes held in January and February; multiple classes and Tech Times held in March, April, May	2013/2014; 9/13; 10/13; 1/14; 2/14; 3/14; 4/14; 5/14
Use roving reference to assist patrons	IS	On-going	2013/2014
Investigate useful technology to improve reference service	IS; IT/F	Netbooks updated to Surface tablets for roving reference	2013/2014; 3/14
Improve streaming of news, current events, sports info on LCD screens throughout building; teen programs in teen area; create calendar for what to view	IS; IT/F	Olympics on two display screens	2013/2014; 2/14
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; updated science, history, and math guides; updated writing guide	8/13; 9/13; 10/13; 11/13; 12/13
Establish an International Language committee to provide recommendations for collections and programming	IS	Contacted potential volunteers from the community	2013/2014; 12/13
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; AS attended Social Justice Advisory	Annually; 8/13; 10/13; 11/13;

		Board meeting; AS & MEKO attended 2 meetings to plan potential program promoting social justice to teens who frequent the library; AS & MEKO met with school officials to further discuss potential program; AS attended March Social Justice Steering Committee meeting	12/13; 2/14; 3/14
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); met with Instructional Coach and Media Specialist regarding SRP 2013 info for school board meeting; MEKO & AS attended Novi School Board Meeting; displayed Novi Youth Assistance & Meadows school anti-drug posters; MEKO attended Novi Youth Assistance/Novi Youth Forum meeting; MEM attended Walsh College holiday breakfast; AS and MEKO met with Novi Meadows Media Specialist and Instructional Coach for Summer Reading planning; Youth Librarians helped judge the Thornton Creek (Northville school) writing contest; met with Novi school teacher and student regarding a summer program on a book they published; sent out Jan/Feb Teen Newsletter to Novi and Walled Lake School Districts; AS & MEKO met with Village Oaks Third Grade Teachers to assist them with their Project Based Learning idea; AS & MEKO visited Village Oaks to provide presentation on authors and books for Project Based Learning idea; met with Instructional Coaches for Summer Reading planning; went to Novi Middle School for 2 nd meeting of NMS Advisory Board; Village Oaks' Project Based Learning presentation occurred with over 180 attending in person and via video feed; visited the Novi Preschool	Annually; 7/13; 9/13; 10/13; 11/13; 12/13; 1/14; 2/14; 3/14; 4/14

		for Money Smart Week story time, reached 123 kids	
Goal: The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.			
Strategy:			
Tactic	Owner	Status	Date
		Michigan Library Association annual conference; Light up the Night	10/13; 12/13

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
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs, including facebook, twitter, videos, podcasts	IS; AD; IT/F	Created Library's Vine account and 3 Vine videos; CS started Tumblr blog;	Annually; 9/13
Explore the use of social media to enhance book discussions	IS	Twitter and Facebook were used for live feeds during the Community Reads event	11/13
Create one video/podcast per year for website about Library services	AD	Doing monthly Beyond Books taping; staff training on Camtasia for library services tutorials	Annually; 8/13; 9/13; 10/13; 12/13
Increase publicity for rental of meeting rooms and patio	AD	New flyer created for meeting room rental info; flyer being updated with new prices effective July 1	Annually; 10/13; 5/14
Reach out to homeowners groups by letter to President, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library (one time rental free)	AD	Managers provide tours and other info for many different homeowners groups; presented to Vista Hills homeowners and provided info for them to send out electronically to their residents; presented to Churchill Crossing, Roma Ridge, Cheltenham Estates	Annually; 1/14; 2/14
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD		Annually
Investigate/recruit for Library liaisons from homeowners groups to help market Library programs and info	AD		2013/2014
Increase number of library card holders in each Novi subdivision by 10% over five years; use geo-mapping data	AD; SS	SS & IS staff attended Novi Middle School open house and Fall for Novi to issue Library cards	Annually; 9/13
Consider annual mailing of "The Novi Library and YOU" to	AD		Annually

homeowners/businesses; 4-page brochure about NPL			
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Created flyer to put at 2 nd floor ref desk to indicate when the local history room is open; on LCD screens; five candidates to help with the Oral History project of the Commission have been identified for potential interviews; Commission hired an individual and project will begin soon; Photo Call scheduled to take place on Sunday, May 5 th asking residents to share photos and other info of Novi history to add to the Local History room	Annually; 9/13; 11/13; 1/14; 3/14
Implement regular (weekly/monthly) Library columns in Novi News and Patch.com	AD	Press releases to Novi News and Novi Patch; providing Get to Know Novi Staff blog posts	Annually; 8/13; 9/13; 1/14
Goal: Balance the needs of the community with fiscal responsibility.			
Strategy:	Consider adding new collections and services.		
Tactic	Owner	Status	Date
Investigate adding more interactive play components for youth	IS	Researched examples at PLA conference and gathered literature	Annually; 3/14
Review options for perpetual log-ins for library catalog	IT/F; SS	Perpetual log-ins with 7-minute time-out implemented for public catalog and MeLCat, allows user to place multiple holds without re-entering library card info	2013/2014; 10/13
Implement service to alert patrons when specific requests have been purchased	IS	Form was created and is being used that offers patrons to be contacted when a request is purchased	2013/2014
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; finalizing procedures after input from staff in-service meeting	2013/2014; 7/13; 8/13; 9/13; 10/13; 12/13
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; provided Xbox Madden tournament; provided tour and information about Teen Space to Farmington Community Library interested in recreating at their library	2013/2014; 11/13; 12/13; 2/14
Investigate adding furniture to Teen Space	AD	Ping pong table added; Schools liaison monitor sponsored ping pong tournament	2013/2014; 9/13; 12/13
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

Continue successful fundraising events	AD	Scrapbooking event held Feb. 8; raised \$450; On the Road program to be held April 30 (sold out in March)	2/14; 3/14
Goal: The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.			
Strategy:			
Tactic	Owner	Status	Date
Goal: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Strategy: Provide convenient access to collections, programs and services.			
Tactic	Owner	Status	Date
Work with TLN to improve catalog quality and access for mobile users	IT/F; SS	TLN providing daily catalog extracts for Boopsie mobile app; mobile app now available for Android and Apple; patrons may now opt to receive hold pick-up notices via text messages; NPL staff on committee to introduce new Enterprise online catalog; Enterprise now available along with eLibrary (to be phased out)	2013/2014; 9/13; 1/14; 2/14; 5/14
Engage TLN in discussions to offer mobile services for library card application/renewal and renewal of materials	IT/F; SS	TLN libraries testing capability for online patron registration (library card application); renewal of library materials already available through Library Anywhere app and Boopsie app; online patron registration to be implemented after system is improved for duplicate checking	2013/2014; 12/13; 4/14
Provide Administration Office availability for assistance with meeting room rentals and other services	AD	Administration Office will add Saturday hours (10:00-6:00) beginning July 5	4/14

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; coupon book being printed and will be offered for sale soon; coupon books being sold at NPL; investigated working at Detroit Tigers concessions but cannot provide enough volunteers	11/13; 12/13; 1/14
Goal: The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.			
Strategy:			
Tactic	Owner	Status	Date

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Strategic Objective #4—Foster an organizational culture of innovation.

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

Strategy:

Tactic	Owner	Status	Date
Provide staff in-service days in November and June	AD	Staff committee planning November event; Nov. 15 event focused on getting to know Novi, with guest speakers to tell about Novi history and current status, with bus tour of historic Novi sites, including MSU Tollgate farm; staff committee planning for June event; unable to provide June event but plans moving forward to Nov.	Annually; 10/13; 11/13; 1/14; 3/14

Strategic Objective #5—Empower the Novi community to be effective consumers and producers of information.

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

Strategy:

Tactic	Owner	Status	Date

Strategic Objective #6—Match the needs of the community with the facilities and Library's logistical resources.

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

Strategy: Partner with City of Novi and Novi Community School District.

Tactic	Owner	Status	Date
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT/F	Met with City IT regarding their upcoming phone system upgrade and effects on Library; invited Schools and City to meet and share ideas; met again with City regarding possible changes to phone system, planning for options	Annually; 8/13; 1/14; 2/14
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise new City services	AD	NPL serves as voting precinct	Annually; 11/13; 5/14
Work with City staff when possible to provide advice and make use of available services	AD; IT/F; SS	DPS has provided assistance with READ box, pavement marking and other parking lot issues; meeting with City IT staff regarding telephone system upgrades; obtaining proposals through City's bid process for lawn maintenance; meeting with Community Development to help resolve outstanding plumbing issues	Annually; 9/13; 10/13; 1/14; 2/14; 3/14

Strategy:		Maintain communication with Read a Latte Café.	
Tactic	Owner	Status	Date
Investigate with owner to offer lower prices and different cultural food options	AD	Café participated in Light up the Night event	Annually; 12/13
Goal: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Strategy:			
Tactic	Owner	Status	Date

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

Email from Jessica Dorey: Thursday, May 15, 2014

Good Afternoon,

BSA has provided notification that the update to fix the GL Activity Report has been delayed and is anticipated to be available **June 1, 2014**, at the earliest. The BSA programmers have isolated the issue and are testing internally prior to a release in a future update. I wanted to clarify, since it wasn't addressed in my prior email, that the information in the **Available Balance** column on the **GL Detail** screen (see below for example) is compromised as part of this glitch in the system. Therefore, unfortunately, this information is unreliable as well. All other information on the **GL Detail** screen remains unaffected by the glitch and should be reliable, per BSA. As previously recommended, please utilize the Revenue Expenditure Report for accurate information until further notice. I, again, apologize for the inconvenience and encourage departments to continue to inform Finance of any concerns you experience with the BSA software, so we may address them as soon as possible. Let me know if I can be of assistance.

Date	DE Activity	CR Activity	Available Balance
01/13/2013	\$0.00	\$0.00	\$0.00
02/28/2013	\$0.00	\$0.00	\$0.00
03/13/2013	\$0.00	\$0.00	\$0.00
04/01/2013	\$0.00	\$0.00	\$0.00
05/21/2013	\$0.00	\$0.00	\$0.00
06/20/2013	\$0.00	\$0.00	\$0.00
07/13/2013	\$0.00	\$0.00	\$0.00
08/21/2013	\$0.00	\$0.00	\$0.00
09/30/2013	\$0.00	\$0.00	\$0.00
10/31/2013	\$0.00	\$0.00	\$0.00
11/30/2013	\$0.00	\$0.00	\$0.00
12/31/2013	\$0.00	\$0.00	\$0.00
01/31/2014	\$0.00	\$0.00	\$0.00
02/28/2014	\$976.00	\$0.00	\$976.00
03/31/2014	\$0.00	\$0.00	\$0.00
04/30/2014	\$0.00	\$0.00	\$0.00
05/14/2014	\$37,100.00	\$0.00	\$37,100.00
06/30/2014	\$0.00	\$0.00	\$0.00
07/31/2014	\$0.00	\$0.00	\$0.00
08/31/2014	\$0.00	\$0.00	\$0.00
09/30/2014	\$0.00	\$0.00	\$0.00
10/31/2014	\$0.00	\$0.00	\$0.00
11/30/2014	\$0.00	\$0.00	\$0.00
12/31/2014	\$0.00	\$0.00	\$0.00

Thank you,



Jessica L. Dorey | Deputy Finance Director
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05/16/2014 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
 PERIOD ENDING 04/30/2014
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2014 NORMAL (ABNORMAL)	MONTH 04/30/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 268 - LIBRARY FUND 268						
Dept 000.00-treasury						
Property tax revenue						
268-000.00-403.000	Property Tax Revenue - Current Levy	2,254,000.00	2,268,982.90	0.00	(14,982.90)	100.66
Property tax revenue		2,254,000.00	2,268,982.90	0.00	(14,982.90)	100.66
State sources						
268-000.00-567.000	State aid	20,000.00	30,103.08	16,170.32	(10,103.08)	150.52
State sources		20,000.00	30,103.08	16,170.32	(10,103.08)	150.52
Fines and forfeitures						
268-000.00-657.000	Library book fines	73,000.00	61,873.30	6,179.48	11,126.70	84.76
268-000.00-658.000	State penal fines	73,540.00	73,539.99	0.00	0.01	100.00
Fines and forfeitures		146,540.00	135,413.29	6,179.48	11,126.71	92.41
Interest income						
268-000.00-664.000	Interest on investments	25,000.00	25,437.54	6,080.93	(437.54)	101.75
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	10,930.67	12,700.17	(10,930.67)	100.00
Interest income		25,000.00	36,368.21	18,781.10	(11,368.21)	145.47
Other revenue						
268-000.00-665.000	Miscellaneous income	16,500.00	13,855.28	1,394.92	2,644.72	83.97
268-000.00-665.100	Copier	2,800.00	2,450.04	254.75	349.96	87.50
268-000.00-665.200	Electronic media (previously VHS)	200.00	194.80	18.00	5.20	97.40
268-000.00-665.266	Summer reading t-shirt sales	200.00	0.00	0.00	200.00	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	20,000.00	22,766.26	3,136.71	(2,766.26)	113.83
268-000.00-665.404	Novi Township assessment	5,787.00	5,787.00	0.00	0.00	100.00
268-000.00-665.650	Library Cafe	5,000.00	3,614.64	0.00	1,385.36	72.29
Other revenue		51,487.00	48,848.02	4,804.38	2,638.98	94.87
Donations						
268-000.00-665.289	Adult programs	0.00	4,688.39	87.00	(4,688.39)	100.00
268-000.00-665.400	Gifts and donations	3,500.00	4,732.41	9.20	(1,232.41)	135.21
Donations		3,500.00	9,420.80	96.20	(5,820.80)	269.17
Appropriation of fund balance						
268-000.00-680.000	Appropriation of fund balance	471,181.00	0.00	0.00	471,181.00	0.00
Appropriation of fund balance		471,181.00	0.00	0.00	471,181.00	0.00

Personnel services						
268-000.00-704.000	Permanent salaries	943,600.00	776,584.43	72,354.34	167,015.57	82.30
268-000.00-705.000	Temporary salaries	611,000.00	481,896.45	46,880.83	129,103.55	78.87
268-000.00-715.000	Social security	120,000.00	96,588.28	8,923.68	23,411.72	80.49
268-000.00-716.000	Insurance	168,000.00	141,337.43	11,651.72	26,662.57	84.13
268-000.00-716.200	HSA - employer contribution	4,000.00	2,890.76	0.00	1,109.24	72.27
268-000.00-718.200	Pension - defined contribution	26,200.00	22,136.61	2,006.25	4,063.39	84.49
268-000.00-720.000	Workers compensation	2,500.00	3,711.10	317.22	(1,211.10)	148.44
Personnel services		1,875,300.00	1,525,145.06	142,134.04	350,154.94	81.33
Supplies						
268-000.00-727.000	Office supplies	16,000.00	14,401.77	52.45	1,598.23	90.01
268-000.00-728.000	Postage	700.00	496.03	1.61	203.97	70.86
268-000.00-734.000	Computer supplies, software & licensing	88,000.00	61,167.94	682.35	26,832.06	69.51
268-000.00-734.500	Computer supplies/equipment	13,000.00	12,671.09	2,321.23	328.91	97.47
268-000.00-740.000	Operating supplies	33,600.00	24,821.39	1,383.23	8,778.61	73.87
268-000.00-740.200	Desks, chairs, file cabinets, etc	13,200.00	11,119.44	0.00	2,080.56	84.24
268-000.00-741.000	Uniforms	300.00	246.85	0.00	53.15	82.28
268-000.00-742.000	Library books	220,500.00	170,958.36	15,485.00	49,541.64	77.53
268-000.00-742.100	Library Book - Fines	1,200.00	985.33	14.50	214.67	82.11
268-000.00-743.000	Library periodicals	20,000.00	20,224.32	5,932.04	(224.32)	101.12
268-000.00-744.000	Audio visual materials	61,500.00	55,375.36	2,369.15	6,124.64	90.04
268-000.00-745.200	Electronic media	55,700.00	38,738.05	3,521.56	16,961.95	69.55
268-000.00-745.300	Electronic resources (CD rom materials)	55,000.00	52,922.29	0.00	2,077.71	96.22
Supplies		578,700.00	464,128.22	31,763.12	114,571.78	80.20
Other services and charges						
268-000.00-801.925	Public information (cable, etc)	1,000.00	820.19	82.02	179.81	82.02
268-000.00-802.100	Bank services	3,500.00	2,615.39	213.95	884.61	74.73
268-000.00-803.000	Independent audit	590.00	590.00	0.00	0.00	100.00
268-000.00-804.000	Medical service	1,000.00	916.30	107.80	83.70	91.63
268-000.00-809.000	Memberships and dues	5,500.00	4,794.08	242.13	705.92	87.17
268-000.00-816.000	Professional services	2,500.00	1,980.00	0.00	520.00	79.20
268-000.00-817.000	Custodial services	37,200.00	22,271.42	0.00	14,928.58	59.87
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	0.00	0.00	100.00
268-000.00-851.000	Telephone	15,000.00	11,128.58	458.19	3,871.42	74.19
268-000.00-855.000	TLN Automation Services	63,900.00	54,965.02	15,604.37	8,934.98	86.02
268-000.00-861.000	Gasoline and oil	0.00	45.22	0.00	(45.22)	100.00
268-000.00-862.000	Mileage	150.00	135.10	0.00	14.90	90.07
268-000.00-880.000	Community promotion	6,000.00	5,816.41	(142.59)	183.59	96.94
268-000.00-880.268	Library programming	22,000.00	14,674.66	1,246.61	7,325.34	66.70
268-000.00-880.271	Adult programs	0.00	3,977.56	1,147.96	(3,977.56)	100.00
268-000.00-900.000	Printing, graphic design and publishing	28,000.00	20,511.24	440.45	7,488.76	73.25
268-000.00-910.000	Property & liability insurance	13,668.00	13,668.00	0.00	0.00	100.00
268-000.00-921.000	Heat	17,500.00	11,222.17	1,654.06	6,277.83	64.13
268-000.00-922.000	Electricity	90,500.00	85,174.05	5,385.62	5,325.95	94.11
268-000.00-923.000	Water and sewer	6,000.00	3,762.12	0.00	2,237.88	62.70
268-000.00-934.000	Building maintenance	76,300.00	51,787.52	5,513.98	24,512.48	67.87

268-000.00-935.000	Vehicle maintenance	1,500.00	773.76	0.00	726.24	51.58
268-000.00-941.000	Grounds maintenance	47,100.00	30,164.68	205.00	16,935.32	64.04
268-000.00-942.000	Office equipment lease	13,000.00	10,986.84	999.00	2,013.16	84.51
268-000.00-942.100	Records storage	250.00	192.40	19.24	57.60	76.96
268-000.00-956.000	Conferences and workshops	17,000.00	18,115.13	2,099.92	(1,115.13)	106.56
Other services and charges		473,908.00	375,837.84	39,277.71	98,070.16	79.31
Capital outlay						
268-000.00-986.000	Data processing-capital outlay	35,000.00	25,112.75	0.00	9,887.25	71.75
268-000.00-990.000	Furniture	8,800.00	8,801.51	0.00	(1.51)	100.02
Capital outlay		43,800.00	33,914.26	0.00	9,885.74	77.43
Net - Dept 000.00-treasury		0.00	130,110.92	(167,143.39)	(130,110.92)	
Fund 268 - LIBRARY FUND 268:						
TOTAL REVENUES		2,971,708.00	2,529,136.30	46,031.48	442,571.70	85.11
TOTAL EXPENDITURES		2,971,708.00	2,399,025.38	213,174.87	572,682.62	80.73
NET OF REVENUES & EXPENDITURES		0.00	130,110.92	(167,143.39)	(130,110.92)	100.00
BEG. FUND BALANCE		2,113,292.16	2,113,292.16			100.00
END FUND BALANCE		2,113,292.16	2,243,403.08			100.00

Fund 269 - WALKER LIBRARY FUND 269						
Dept 000.00-treasury						
Interest income						
269-000.00-664.000	Interest on investments	0.00	19,369.37	4,518.76	(19,369.37)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	0.00	13,179.41	12,004.46	(13,179.41)	100.00
Interest income		0.00	32,548.78	16,523.22	(32,548.78)	100.00
Donations						
269-000.00-665.267	Library Programming - Book It	0.00	4,483.77	600.00	(4,483.77)	100.00
269-000.00-665.271	Donation-general-youth collections	0.00	146.47	0.00	(146.47)	100.00
269-000.00-665.274	Donations-brick pavers	0.00	370.47	0.00	(370.47)	100.00
269-000.00-665.285	Donations - Community Read	0.00	800.00	0.00	(800.00)	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	472.07	0.00	(472.07)	100.00
269-000.00-665.402	Donations - specific collections	0.00	1,926.50	0.00	(1,926.50)	100.00
Donations		0.00	8,399.28	600.00	(8,399.28)	100.00
Supplies						
269-000.00-742.262	BookIt costs & childrens collections	0.00	13,005.19	0.00	(13,005.19)	100.00
269-000.00-742.267	Books - parenting	0.00	992.99	0.00	(992.99)	100.00
269-000.00-742.273	Friends of the Novi Library - Other Exp	0.00	7,207.94	0.00	(7,207.94)	100.00
269-000.00-742.283	Novi Newbies expenditures	0.00	4.20	4.20	(4.20)	100.00
269-000.00-742.285	Community Read expenditures	0.00	1,188.13	0.00	(1,188.13)	100.00
269-000.00-742.286	Light Up the Night expenditures	0.00	200.00	0.00	(200.00)	100.00
269-000.00-742.291	Friends of Novi Library - Principal Exps	0.00	2,272.69	34.29	(2,272.69)	100.00
Supplies		0.00	24,871.14	38.49	(24,871.14)	100.00
Net - Dept 000.00-treasury		0.00	16,076.92	17,084.73	(16,076.92)	
Fund 269 - WALKER LIBRARY FUND 269:						
TOTAL REVENUES		0.00	40,948.06	17,123.22	(40,948.06)	100.00
TOTAL EXPENDITURES		0.00	24,871.14	38.49	(24,871.14)	100.00
NET OF REVENUES & EXPENDITURES		0.00	16,076.92	17,084.73	(16,076.92)	100.00
BEG. FUND BALANCE		1,552,288.28	1,552,288.28			100.00
END FUND BALANCE		1,552,288.28	1,568,365.20			100.00
TOTAL REVENUES - ALL FUNDS						
		2,971,708.00	2,570,084.36	63,154.70	401,623.64	86.49
TOTAL EXPENDITURES - ALL FUNDS						
		2,971,708.00	2,423,896.52	213,213.36	547,811.48	81.57
NET OF REVENUES & EXPENDITURES						
		0.00	146,187.84	(150,058.66)	(146,187.84)	100.00
BEG. FUND BALANCE - ALL FUNDS						
		3,665,580.44	3,665,580.44			100.00
END FUND BALANCE - ALL FUNDS						
		3,665,580.44	3,811,768.28			100.00

Fund 269 - WALKER LIBRARY FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	72,398.72
269-000.00-017.008	Investment - Oakland County Investment	509,237.36
269-000.00-017.009	Investment - UBS	986,763.41
	Total Assets	1,568,399.49
*** Liabilities ***		
269-000.00-202.000	Accounts payable	34.29
	Total Liabilities	34.29
*** Fund Balance ***		
269-000.00-390.000	Fund balance	1,436,396.08
269-000.00-390.262	Restricted-Book It-childrens collections	33,432.10
269-000.00-390.267	Restricted for Druschel collections	1,000.38
269-000.00-390.271	Restricted for youth collection area	1,478.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	19,118.88
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	4,658.30
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	401.05
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,719.28
269-000.00-390.286	Restricted for Light Up the Night	65.05
269-000.00-390.287	Restricted-youth dept programming (Crop)	725.50
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	1,005.00
	Total Fund Balance	1,552,288.28
	Beginning Fund Balance	1,552,288.28
	Net of Revenues VS Expenditures	16,076.92
	Fund Balance Adjustments	0.00
	Ending Fund Balance	1,568,365.20
	Total Liabilities And Fund Balance	1,568,399.49

05/16/2014		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 04/30/2014	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	521,059.00	
268-000.00-017.002	Investment - Chase	98,895.10	
268-000.00-017.008	Investment - Oakland County Investment	673,213.78	
268-000.00-017.009	Investment - UBS	1,043,950.67	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	33,532.35	
	Total Assets	2,371,150.90	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	66,707.82	
268-000.00-215.200	Unemployment insurance liability	966.00	
268-000.00-259.702	Accrued liabilities-tax	59,574.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	127,747.82	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,113,292.16	
	Total Fund Balance	2,113,292.16	
	Beginning Fund Balance	2,113,292.16	
	Net of Revenues VS Expenditures	130,110.92	
	Ending Fund Balance	2,243,403.08	
	Total Liabilities And Fund Balance	2,371,150.90	

05/16/2014

BUDGET REPORT FOR CITY OF NOVI
Calculations as of 05/31/2014

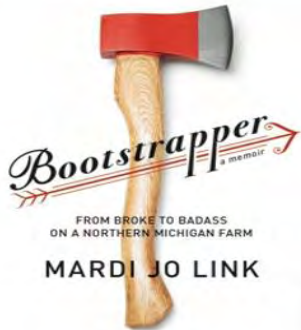
Recommended
by Finance

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 ACTIVITY THRU 05/31/14	2013-14 AMENDED BUDGET	2013-14 AMENDED BUDGET
Fund 269 - WALKER LIBRARY FUND 269						
ESTIMATED REVENUES						
Dept 000.00-treasury						
DONATIONS						
269-000.00-665.267	Library Programming - Book It	12,514	14,266	4,844		4,840
269-000.00-665.271	Donation-general-youth collections	1,140	435	146		145
269-000.00-665.273	Donation-Friends Novi Library -Other	10,000	20,000			11,765
269-000.00-665.274	Donations-brick pavers	1,500	1,225	495		490
269-000.00-665.276	Donations-library trees	900				
269-000.00-665.279	Donations-youth activity room (Berman)	10,000				
269-000.00-665.282	Donations-Myrtle Locke-artwork	30				
269-000.00-665.283	Donations-Nowi Newbies	750	450			
269-000.00-665.285	Donations - Community Read	3,965	3,302	800		800
269-000.00-665.286	Donations - Light Up the Night	325	200	200		200
269-000.00-665.287	Donations-Crop for a Cause	340	386	472		470
269-000.00-665.288	Donation in memory of Carol Davio	2,635				
269-000.00-665.401	Donations - Crawford (display case)	5,000				
269-000.00-665.402	Donations - specific collections	800	425	1,927		1,925
	DONATIONS	49,899	40,689	8,884		20,635
INTEREST INCOME						
269-000.00-664.000	Interest on investments	24,953	20,105	19,369		19,365
269-000.00-664.500	Unrealized gain (loss) on investments	25,640	(27,056)	13,179		0
	INTEREST INCOME	50,593	(6,951)	32,548		19,365
TRANSFERS IN						
269-000.00-676.268	Transfer from Library Fund (Bookit)	10,258				
	TRANSFERS IN	10,258				0
Totals for dept 000.00-treasury						
		110,750	33,738	41,432		40,000
TOTAL ESTIMATED REVENUES						
		110,750	33,738	41,432		40,000
APPROPRIATIONS						
Dept 000.00-treasury						
SUPPLIES						
269-000.00-742.262	Bookit costs & childrens collections	1,113	2,493	13,005		16,000
269-000.00-742.267	Books - parenting	303	289	993		2,000
269-000.00-742.268	Druschel collection expenditures	100	180			
269-000.00-742.271	General youth collections	97				
269-000.00-742.273	Friends of the Novi Library - Other Exp	4,422	5,146	7,208		10,000
269-000.00-742.282	Artwork in memory of M Locke	104				
269-000.00-742.283	Novi Newbies expenditures	538	129	4		500
269-000.00-742.285	Community Read expenditures	2,883	2,665	1,188		5,000
269-000.00-742.286	Light Up the Night expenditures	325	135	200		500
269-000.00-742.288	Artwork in memory of Carol Davio		2,785			
269-000.00-742.291	Friends of Novi Library - Principal Exps			2,273		5,000
269-000.00-742.402	Collections - donor specific	70				
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,490	2,643			1,000
	SUPPLIES	11,445	16,465	24,871		40,000
CAPITAL OUTLAY						
269-000.00-990.100	Furniture-display case-Crawford donation	4,980				
	CAPITAL OUTLAY	4,980				0
Totals for dept 000.00-treasury						
		16,425	16,465	24,871		40,000
TOTAL APPROPRIATIONS						
		16,425	16,465	24,871		40,000
NET OF REVENUES/APPROPRIATIONS - FUND 269						
		94,325	17,273	16,561		0
BEGINNING FUND BALANCE						
		1,440,691	1,535,015	1,552,288	1,552,288	
ENDING FUND BALANCE						
		1,535,016	1,552,288	1,568,849	1,552,288	

Director's Report – Julie Farkas

May 6, 2014 – Election Day

Congratulations to the Novi Community School District for the passing of their bond! The Library was open early to accommodate voters in the 16th precinct. The crowds were small, but those that came into the building were happy to be in our location.



28th Annual Book and Author Luncheon – May 8, 2014

This annual event hosted by Plymouth/Canton/Northville/Novi Friends of the Library has become quite the event in our area. This year, author Mardi Jo Link was the keynote speaker. This gave our community an opportunity to see a fantastic author and enjoy lunch at the same. A HUGE thank you is extended to the members of the Friends of the Novi Library for continuing this partnership among the four libraries.

Read Box Update

The boxes have been constructed by the wonderful staff at DPS. I have met with a local student from Novi High who will take on the painting of one of the boxes, and I am currently looking for a second artist. Boxes are still being planned for installation in early June.

T-Shirt Fundraiser

I am working with a local Novi business to help set up the t-shirt fundraiser that will promote the library's motto: Inform. Inspire. Include. Pricing and online purchasing is still being negotiated. It is hopeful that we will begin sales by mid-June when summer reading kicks off.

Interviews for Office Assistant

We are sad to see Office Assistant, Diana Gertsen, leave NPL. Diana has been with the library 25 years and has provided much help and expertise (timecard and personnel tracking, meeting room rentals, office supply ordering, daily financial deposits, etc.) over the years in the Administrative Office. Diana's position will be filled as part-time (18 hours). Interviews are currently underway and we hope to have a new person on board in early June.

Out About in the Novi and Library Community

- Galper Eye Center – new business library card issued
- Novi Chamber of Commerce – working with Chamber to offer business library cards to members
- Detroit Suburban Library Roundtable meeting – Chesterfield Township Library
- Money Smart Week wrap-up meeting for 2014 event. Plans for 2015 event underway.
- Working on a sister library project in Punjab, India
- Leadership Team meeting – City of Novi Public Library
- Toured staff from the Flint Public Library
- Social Justice presentation with RJ Webber & Darby Hoppenstedt, Novi Community Schools

Finance Committee Meeting – May 7, 2014

The Finance Committee and I met with Carl Johnson, Finance Director – City of Novi. Below is the agenda that was followed to discuss a number of opportunities for change and further financial development.

Library Board

Finance Committee Meeting

Wednesday, May 7, 2014

7:00pm – Novi Public Library

1. 2013-2014 budget for 269 account (Julie Farkas)
2. 2014-2015 budget for 269 account (Julie Farkas)
3. Library Financial Reports – What is the process for reporting, what options does the library have for changes to the report? (Larry Czekaj)
4. Walker Fund – steps needed by Library Board for transfer of \$, options for investing funds
5. Consolidating the 13 accounts in the 269 fund and making more generic/manageable (suggested descriptions below)
 - a. Collections/Materials
 - b. Building/Grounds/Furniture
 - c. Programming
 - d. Technology
 - e. Fundraising
 - f. General Donations
 - g. Friends of Novi Library
6. Budget line 861.000 Gasoline and Oil

Public Services Report by Margi Karp-Opperer

Keeping You Informed:

Celebrated National Library Week – Mayor Gatt presented proclamation at Council Meeting
Beyond Books Cable Show was taped
Attended the Novi Youth Forum Meeting
Kathy Crawford and I had our 3rd “On the Road” trip (Meadow Brook Mansion and Theatre)
Completed another successful tax form distribution season
Partnered with Community Financial for Money Smart Kids Week
Thanks to Evan Smale, we now have 1,000 + likes on our Facebook page

Featured Adult Programs:

Swinging into Spring with the Novi Choralaires
Your Fork will Determine Your Fate with Dr. Joel Kahn
Learn How to Become an American Citizen
In honor of National Library Week: Author, Bonnie Virag discussed her memoir, The Stovepipe
American Songbook Presented by the Michigan Opera Theater
P.L.A.Y Project Part 2: Case Studies with Dr. Rick Solomon
Comparative Look at Arab Muslims, Arab Jews and Arab Christians
History of Armenian Music in Detroit, Presented by Ara Topouzian

Special business/financial programs for the month included:

- a. Six SCORE Business Mentoring
- b. Surefire Strategies for Marketing & Sales Success

Monthly Adult Programs:

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

Featured Youth Programs:

- Two Preschool Math Fun programs
- Dance ‘Til You Drop
- Spring Break Creature Feature
- Family Game Night
- Angry Birds Party
- Money Smart Kids

Monthly Youth Programs:

- Kiddie Crafts
- Starlight Story Time
- Three 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
- ❖ Spring into Spring Craftiness

Featured Collections:

Adult: Honoring National Poetry Month

Youth: Ancient Civilizations

Featured databases:

Zinio

Learning Express Libraries

Building Operations Report by Mary Ellen Mulcrone

As we near the end of this fiscal year, Acquisitions and Technical Services staff are staying busy and keeping up with year-end ordering, cataloging, and processing of new materials. Over time, they have improved the system so that only a few days are required for the completion of the rollover to the new fiscal year.

Two new READ boxes have been built and primed for the Library by DPS staff. Julie is making arrangements for the boxes to be painted in original designs by local students. Outreach staff is planning for changes to the delivery routes to include the two new READ boxes that will be located at Rotary park and ITC Park—with the original READ box returning to Lakeshore Park for the season.

We have recently added another courtesy notice for our patrons using e-mail notifications, to remind them when they have Library materials that are due by the end of the day. There are now five ways for patrons to keep track of items they have borrowed from the Library: due date receipts available at check-out, reviewing "my account" through the online catalog, courtesy e-mail notices sent two days prior to due date, courtesy e-mail notices sent on due date, notices sent when items have been overdue for seven days.

A number of computer training sessions for the public were held, including: Basic Photo Editing with Paint.NET, Skype Essentials, Using Your iPad, VHS to DVD Introduction and Workshops, and several Tech Times. All training sessions continue to be popular.

As of May 1st, tax forms (in paper format) are gone for the season. The excess forms were recycled, and the metal holders have been returned to storage until next year. The Surface Pro tablets have been deployed to both Reference Desks and are proving to be quite useful.

Quite a few routine and not so routine tasks were accomplished or scheduled, including: software updates, replacement of some problematic phones, outlets added in second floor meeting room, leaks resolved, exhaust fan repaired, mixing valves replaced in second floor restrooms, etc.

The irrigation system has been started up for the season, landscaping spring clean-up has been done, and mulching is scheduled for later this month. Daffodils are in bloom, and the trees are beginning to blossom. Spring is finally here!

Julie and I provided tours for staff from the Flint Public Library. They selected our building to look for ideas that they might be able to use in their upcoming planning process. The staff were impressed with many of the features we were able to highlight. I also provided a tour of the Library for delegates from the Japan Center for Local Government – Council of Local Authorities for International Relations (CLAIR) who were visiting Novi. They, too, were very impressed with our facility and especially with our Manga collection.

We welcomed Jennifer Mientkiewicz and Diana Baldassarre as new Library Assistants (Shelvers).

Support Services Statistics 2013-2014

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	477	437	491	409	335	263	305	268	355	312			3,652
Items checked out	83,150	73,040	64,664	66,952	63,631	56,774	61,451	59,205	69,472	64,252			662,591
Items borrowed	5,007	4,440	3,976	4,082	3,689	3,616	4,476	3,910	3,967	3,930			41,093
Items loaned	5,545	5,006	4,724	4,855	4,204	3,969	5,272	4,580	5,091	4,453			47,699

Support Services
Statistics

April, 2014

	2014	2013		2013	2012
No. of lib. cards issued	312	410	READ Box		
Total no. of checkouts	64,252	70,302	(unveiled June 6, 2013)	Adult 90	0
			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 3,844	4,222			
	MeL <u>86</u>	<u>61</u>			
	3,930	4,283			
No. of items loaned					
	TLN 4,372	4,741			
	MeL <u>81</u>	<u>163</u>			
	4,453	4,904			

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	63,631	59.46%	37,832	8,836	6,426	4,279	10,217	6,997	1,077
December	56,774	56.90%	32,304	7,910	5,172	2,922	8,814	6,234	1,252
January	61,451	56.76%	34,882	8,009	5,894	3,559	10,004	6,160	1,256
February	59,205	55.56%	32,892	8,006	5,807	3,439	9,016	5,368	1,256
March	69,472	57.64%	40,042	8,977	6,666	3,955	11,240	7,454	1,750
April	64,252	56.70%	36,428	8,243	5,943	3,397	10,790	6,575	1,480
May									
June									
FYTD	662,791	58.13%	385,298	87,866	66,172	39,765	106,698	69,332	15,465

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	30,109	1,075	257	28
December	26,501	1,019	229	26	December	27,986	1,000	259	28
January	30,017	1,001	270	30	January	37,006	1,234	283	30
February	31,795	1,136	248	28	February	28,760	1,027	264	28
March	32,587	1,124	255	29	March	32,829	1,059	289	31
April	35,701	1,190	270	30	April	41,665	1,488	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	329,767	1,161	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	5,240	32,155	3	37,398	1,336
December	4,295	18,833	2	23,130	857	December	4,279	32,168	4	36,451	1,302
January	4,924	24,172	6	29,102	1,004	January	4,327	30,792	5	35,124	1,171
February	4,203	23,780	3	27,986	965	February	4,583	36,568	0	41,151	1,470
March	4,441	25,096	0	29,537	953	March	5,092	39,344	2	44,438	1,433
April	4,858	22,838	4	27,700	989	April	4,603	35,152	5	39,760	1,420
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	49,469	319,326	30	368,825	1,299

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	1,309	32,845	25
August	1,006	25,947	25	August	1,324	34,520	26
September	749	17,162	22	September	987	22,767	23
October	829	19,488	23	October	1,067	24,139	22
November	834	20,451	24	November	816	19,935	24
December	683	15,603	22	December	658	15,590	23
January	838	20,713	24	January	720	16,998	23
February	855	18,745	21	February	718	16,702	23
March	865	18,503	21	March	834	21,063	25
April	890	20,933	23	April	844	20,061	23
May	754	15,805	20	May			
June	912	21,374	23	June			
FYTD Total	10,142	239,674	24	FYTD Total	9,277	224,620	24

Technology Training Sessions 2012-2013 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Skype	Paint.NET	Drop-In Lab	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1	1	0	0	1	2	9	5	23	
<i>patrons</i>	3	2	11	0	0	4	6	9	5		40
Aug	4	1	1	0	1	1	2	2	4	16	
<i>patrons</i>	2	2	6	0	5	5	2	2	4		28
Sep	4	1	5	0	0	1	0	1	9	21	
<i>patrons</i>	2	6	12	0	0	5	0	3	9		37
Oct	4	0	5	0	1	1	0	0	3	14	
<i>patrons</i>	3	0	6	0	4	5	0	0	3		21
Nov	4	1	5	0	0	1	0	0	5	16	
<i>patrons</i>	2	4	10	0	0	4	0	0	5		25
Dec	4	0	4	0	1	1	0	0	1	11	
<i>patrons</i>	2	0	6	0	2	1	0	0	1		12
Jan	4	1	4	1	0	1	1	0	5	17	
<i>patrons</i>	4	2	1	8	0	3	4	0	5		27
Feb	4	0	1	1	1	1	0	1	19	28	
<i>patrons</i>	2	0	1	7	3	3	0	1	19		36
Mar	4	1	4	1	0	1	1	14	2	28	
<i>patrons</i>	2	5	6	9	0	4	2	14	2		44
Apr	4	0	3	1	1	1	0	1	6	17	
<i>patrons</i>	4	0	4	9	7	2	0	1	6		33
May										0	
<i>patrons</i>											0
Jun										0	
<i>patrons</i>											0

Sessions	40	6	33	4	5	10	6	28	59	191	
Patrons	26	21	63	33	21	36	14	30	59		303

2013-2014 Fiscal Year								
	Freegal		OverDrive				Zinio	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*
July	1,696	280	1,825	583	2,408	126	450	4,984
August	1,495	250	2,721	799	3,520	87	563	6,580
September	1,424	223	2,469	691	3,160	86	402	5,685
October	1,422	230	2,282	634	2,916	89	578	5,950
November	1,374	238	2,465	694	3,159	100	517	5,840
December	1,240	203	2,799	931	3,730	126	723	7,364
January	1,309	230	3,182	1,013	4,195	127	749	7,767
February	1,190	212	2,782	936	3,718	100	551	8,806
March	1,783	247	3,179	1,263	4,442	99	599	8,262
April	1,929	206	2,887	1,085	3,972	91	646	7,193
May								
June								
FYTD Total	14,862	2,319	26,591	8,629	35,220	1,031	5,778	68,431

*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	4
December	1	3	0
January	8	4	1
February	7	3	1
March	11	4	0
April	5	3	3
May	8	1	
June	4	1	
Total	55	38	26

Meeting Room Rentals 2013-14FY		
	Rentals	Attendees
July	29	696
August	41	1,172
September	49	1,274
October	35	1,077
November	32	1,485
December	21	447
January	42	981
February	51	1,505
March	47	1,344
April	32	1,031
May		
June		
Total	379	11,012

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	16,171	1. Novi Main Menu
		2. Artwork in the Library			2. My Account Novi Summary
		3. Novi Social Menu			3. Novi Holdings
		4. Novi Holdings			4. My Account Novi Request
		5. Twitter from the New NPL			5. Novi eMedia Menu
August	1,029	1. Novi Main Menu	February	14,236	1. Novi Main Menu
		2. Novi Holdings			2. My Account Novi Summary
		3. Novi Locator			3. Novi Holdings
		4. Novi eMedia Menu			4. My Account Novi Items
		5. Artwork in the Library			5. My Account Novi Request
September	6,202	1. Novi Main Menu	March	21,674	1. Novi Main Menu
		2. Novi Holdings			2. Novi Holdings
		3. My Account Novi Summary			3. My Account Novi Summary
		4. Novi eMedia Menu			4. My Account Novi Request
		5. Novi Booklook			5. My Account Novi Items
October	6,072	1. Novi Main Menu	April	22,503	1. Novi Main Menu
		2. My Account Novi Summary			2. My Account Novi Summary
		3. Novi Holdings			3. Novi Holdings
		4. Novi eMedia Menu			4. My Account Novi Items
		5. My Account Novi Items			5. My Account Novi Request
November	13,098	1. Novi Main Menu	May		1.
		2. Novi Holdings			2.
		3. My Account Novi Summary			3.
		4. My Account Novi Items			4.
		5. My Account Novi Request			5.
December	15,045	1. Novi Main Menu	June		1.
		2. My Account Novi Summary			2.
		3. Novi Holdings			3.
		4. My Account Novi Items			4.
		5. My Account Novi Request			5.
			Total	117,358	

Friends of the Novi Library
Minutes of April 23, 2014 Board Meeting

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

II. Minutes of January 8, 2014
Correction: Book Nook proceeds corrected to read \$1,586.00.
Motion to accept Minutes as corrected---Julie Abrams; second---Bob Cutler. Passed 12-0.

III. Treasurer's Report for March, 2014---Marilyn Amberger

Checking Account	\$23,159.25
Savings Account	5,426.22
CD Account	<u>10,160.92</u>
Total	\$ 38,746.39

Motion to accept---Carol Hoffman; second---Gale Ford. Passed 12-0.

IV. Committee Reports

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

- 11 new volunteers trained
- Lighting issue resolved
- Permanent storage space in storage room
- Bag sale in November
- Author Luncheon ticket sales: 193 sold (capacity, 220)

B. Assistant Director: Margi Karp-Opperer

- Thank you note from Julie and Margi for financially supporting Listen @ the Library
- Margie has applied for a \$1,000 grant award for Friends group.
- Upcoming library program: "History of Armenian Music"---Ara Tapouzian, Monday, April 28, 7-8 PM
- Upcoming Friends program: "Untold Story of Democracy"---May 29, 2014
- North End Project: "Growing Together" at MSU Tollgate Farm---May 17, 1-3 PM includes wagon rides, quilting, planting, animals in a penned area, Mother Goose story time, science experiments, carnival games, etc. B. Brunett will gather materials for the library table at Tollgate. It was suggested that perhaps a raffle drawing for a gift certificate or gift basket would be offered to those who purchase memberships. A picture board of the Board's achievements is a possibility also. Sue, Carol B., Gale, Evelyn C., Evelyn Y. and Barb will meet on April 29 at 10:00 to work on this.
- Motion made and seconded to approve \$1,000 grant request to United for Libraries (division of ALA) for funds for Listen to the Library programs. Passed: 12-0

C. Membership---Sue Johnson

Current memberships: 268 (c. 400 individual members); 31 renewals (YTD)

D. Scholarship---Evelyn Young

- High School Senior Rachel Hansen, recipient of the Friends 2014 \$1,000 scholarship, will be invited to the Friends Annual Meeting to accept her check.
- Two (2) \$500 scholarships will be awarded to library interns in August.

E. New Board Nominations---Julie Abrams

- President: Sue Johnson
- Vice-president: Carol Bauer
- Treasurer: Marilyn Amberger
- Secretary: Julie Abrams
- Trustees: All current trustees, except Jim McLean who will retire, will remain. No new individuals have been nominated at this point.

F. Fall Gala—Barb Brunett

- This year's party is to be combined with the library to thank the Friends members and community businesses, organizations and individuals for their support throughout the year.
- An October date is being considered.
- Barb will meet with Julie Farkas in the near future to discuss the party.
- The following Board members volunteered to assist with the party: J. Abrams, J. McLean, S. Johnson, E. Young, G. Ford and E. Cadicamo.

E. President---Pat Brunett

The Annual Meeting will include elections, budget adoption, the scholarship presentation, and the annual report on Board accomplishments.

V. Announcements: Entertainment books for sale were given to members.

VI. Board Meeting Dates: May 14, 2014 7:00
June 11, 2014 7:00 (Annual)
July 9, 2014 7:00

VII. Adjournment: 8:30 p.m. Motion: Carol Bauer; second—Sue Johnson. Passed 12-0.

Submitted by: Julie Abrams, Secretary

Novi Public Library

Student Representative's Report – April 2014

Written by: Ziyang Huang and Jessica Mathew

Programs:

To kick off the month, we had a Teen Book club meeting which was a great success with 8 teens in attendance. On April 4 we had our TAB meeting where we talked about the Summer Reading Program and the volunteer opportunities available for the students; this meeting also had 8 students who attended this program. Following the TAB Meeting, we had 6 enthusiastic students who participated in our Spring Craftiness program to start off the new season.

Teen Writing Contest Results:

We held our annual Teen Writing Contest from January 6- March 14 where students would write a poem or a short story for a chance to win a \$50 gift card to Barnes & Noble. This year we had great participation with 14 entries in total.

1st Place: Alina Haque, 11th grader at Northville High School for a Short Story called "The Election Party"

2nd Place: Lauren Matson, 12th grader at Novi High School for a Poem titled "Morning"

3rd Place: Vaishnavi Parankusham, 9th grader at Novi High School for a Poem called "The End"

Teen Space:

The Teen Space remains strong with 558 students in 15 sessions. This averages out to 38 students per session. The last day for the Teen Space this school year will be on May 30.

Upcoming Programs:

Summer Teen Volunteer Orientation – June 2 & 4 @ 4:30pm

Tie Dye Day! – June 17 @ 3:00pm

Welcome Ruchira Ankiveddygan, new Student Representative for the Library Board. Ruchira will begin her term at the next board meeting on June 18, 2014.

Novi Library Board : A Way to Leave a Positive Impact

"The best way to not feel hopeless is to get up and do something. If you go out and make some good things happen, you will fill the world with hope, you will fill yourself with hope."-Obama. Giving back to your community will always help you become a better person. The Novi library is a key resource of our community. Being a part of the library board or the historical commission will give me the chance to find out more about the city of Novi and take part in creating the future of our city. I would like to have a voice in the future of Novi for teens. By voicing my opinion, engaging in constructive dialogue with other members and lending my time to set up events, I would like to help develop and execute the committee's projects and goals.

Being a Student representative on the library board or historical board will be a wonderful opportunity for me to develop my leadership skills and give back a little to what the Novi community has given me. I would like to be able to promote library services to other teens and help them become involved lifelong library users. I will be able to raise awareness of the milestones in the history of our community, and help others learn about the city government. This opportunity will also help me understand how future decisions and financial decisions are made for the library. I will be able raise awareness of the development of the Novi library.

I understand that the most important thing in life is to help others. My volunteering experience, tutoring students in Parkview elementary have given me valuable lessons in being a good leader and role model to those around me. I recently participated in the IB talent show, raising money for 3rd world countries. I have been a part of Destination Imagination, F.I.R.S.T. Robotics, and Science Club. These activities taught me the importance of optimism, perseverance and team spirit. I have strong public speaking skills and a passion for history from being on NHS's debate team. My experience has given me the confidence to say that I can be a mentor, leader, and friend.

I enjoy volunteering at the Novi library. Volunteering has helped me understand the basic framework of library operations. I volunteered in the library's summer reading program for 3 summers. I was able to emphasize the importance of reading to the younger kids and help them continue reading thru summer. I am also a member of the Library Teen Intern board, and have firsthand experience of working with officials for the future of the library. I have noticed that a lot of programs at the library get cancelled due to poor attendance. My goal is to increase the usage of library among teens.

I feel that I would be a strong candidate and good fit for the Novi Youth Representative Team. I have a vision for the future of the youth of Novi. If I am given an opportunity, I would like to leave a positive impact on my community and take away a sense of service and commitment from the rewarding experience.

Board & Administrator

FOR BOARD MEMBERS

May 2014 Vol. 30, No. 9

Editor: Jeff Stratton

Avoid liability problems on the board and at your organization

Minnesota's attorney general filed suit against a Twin Cities charity, alleging that donations were used for the personal benefit of the organization's executive director, *kare11.com* reported.

Gardner Gay of Eden Prairie is executive director of A Brighter Day Foundation (ABDF) and a board member, *kare11.com* reported. Both were named in the suit, the station said.

Despite the fact that ABDF offered few services, the attorney general alleges that Gay or his organization spent thousands on personal expenditures, including \$1,163 to Lifetime Fitness, \$247 to SXM Sirius, \$214 to Pinook Massage, \$904 at the Mall of America, \$1,000 in ATM withdrawals, and various air travel, car repair expenses and restaurant purchases, according to *kare11.com*.

As a board member, you can avoid liability during your term if, at a minimum, you are sure to:

- Prepare and pay attention during your term on the board.

- Read the agenda materials.
- Deal with constituent concerns appropriately. Does the board have a policy for handling stakeholder complaints, and does the board follow this policy?
 - Consider all sides of an issue before voting.
 - Don't approve minutes you have not read.
 - Don't skip controversial meetings.
 - If you see a problem, vote "No." Do not abstain from a vote unless you have a conflict of interest.
- Seek an attorney's opinion when necessary.
- Review your directors and officers liability insurance coverage to ensure it is adequate for your needs.
 - Always seek good information. Good board decisions are based on good information. Seek a professional's advice when the issue calls for it.
 - Ensure the organization is audited annually.
 - Use a board compensation committee to ensure the administrator is compensated fairly and in accordance with IRS regulations. ■

Set active goals based on evaluation results

Here's a tip to improve the board's next self-evaluation: Set two to three performance-improvement goals based on the results.

Then, commit to a follow-up mechanism: assign the responsibility for meeting these goals to a board committee. The board's executive committee or the board development committee

are good choices for ensuring that the board makes progress on meeting goals for self-improvement.

By not actively seeking to improve the board after a self-evaluation, the board would risk leaving this important governance task unfinished. ■

3 ways committee chairs can make meetings action-oriented

If you chair a board committee, do these three things to make board committees run smoothly:

1. Develop the agenda with the executive director ahead of the meeting.

2. Keep meetings to a reasonable time.

3. Recap the meeting and create a to-do list for committee members to help them prepare for the next meeting. Follow up in between meetings on any assignments. ■

Exit interview 'gleans' helpful information from departing members

A Hendersonville, N.C., board conducts exit interviews with its departing board members.

The board has done this for four years now, and the interviews yield helpful information, such as referrals for new board members and ways to improve communication about progress on the organization's strategic plans.

Members of the board's governance committee work to find a good match between interviewer and departing board member. They look for commonality in experiences and traits like friendship developed while sitting next to each other at board meetings.

Below you will find the seven-point protocol the board uses to conduct the exit interviews:

1. An exit interview shall be conducted with each member whose terms expire or who resigns before the end of his or her term.

2. The purpose of the interview is to celebrate the board member's service and contributions and to gather information that may help in improving the achievement of the organization's mission.

3. Exit interviews shall be conducted by a mem-

ber of either the governance or executive committees no later than three months after a board member's departure. The chair of the governance committee is responsible for ensuring the interview takes place.

4. It is preferable that the interview be done in person and offsite. However, it may be conducted by telephone if arrangements cannot be made for a personal interview in a timely fashion.

5. The interview questions will be used as guidelines in soliciting information during the exit interview. The departing board member should be thanked for his or her work on behalf of the organization and asked if he or she would entertain the possibility of serving again in the future.

6. Information from the exit interviews may be shared with members of the governance and executive committees as long as the information does not compromise the privacy of the interview.

7. Data from exit interviews will be aggregated and relevant information reported to the full board on an annual basis. ■

'Noses in, fingers out' provides a good lesson on board service

In a commentary from Montana Public Radio, nonprofit board members can find sound advice about how to best serve their organization:

"Good nonprofit boards are 'noses in' and 'fingers out.' So — other than for the smallest, youngest, most grassroots nonprofits — if you're hanging around your nonprofit regularly, other than to fill a volunteer shift; or if you're going over your CEO's head to the

staff; or sending out board agendas and taking board minutes — stop it. Use that time to be an informed ambassador and champion of your nonprofit; to thoughtfully help plan its future, including at board meetings; to recruit new board members to the cause — and you can always use that time to fundraise."

For more information, go to <http://goo.gl/Jok6X6>. ■



Library Board Calendar

2014

May 21	Library Board Regular Meeting
May 25	Library Closed
May 26	Holiday – Memorial Day, 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 – October	Community Reads Program
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
October 15	Library Board Regular Meeting
November 4	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November 14	Community Read, Library
November 19	Library Board Regular Meeting
November 21	Library Staff In-Service, Library Closed
November 26	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 27	Holiday – Thanksgiving, Library Closed
December 17	Library Board Regular Meeting
December 17	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

2015

January 1	Holiday – New Year’s Day, Library Closed
January 21	Library Board Regular Meeting
February	Budget Planning Session, TBD
February 18	Library Board Regular Meeting
March	Budget Planning Session, TBD
March 18	Library Board Regular Meeting

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