

## Agenda

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, December 18, 2013  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
  - A. November 25, 2013: Email from Bethany Bratney, Media Specialist – Novi High School..... 11
6. Presentation
  - A. Recognition of Larry Kilgore, Library Trustee, for years of service
7. Public Comment
8. President's Report
  - A. Library Goals document 2013-2014 ..... 12
9. Treasurer's Report
  - A. Library Budget 2013-2014 ..... 20
  - B. Library Financials and Walker Fund – November 30, 2013 ..... N/A
  - C. Library cafe revenue report – due 15<sup>th</sup> of the month – November 2013..... N/A
10. Director's Report..... 23
  - A. Library Cards Required for Service Report – Wendy Teagan..... 29
11. Additional Reports
  - A. Public Services Report ..... 37
  - B. Building Operations Report..... 39
  - C. Library Usage Statistics – November 2013..... 40
12. Friends of Novi Library Report
  - A. Meeting Minutes – November 13, 2013 - DRAFT ..... 48
12. Student Representatives' Report ..... 49
13. Historical Commission Report..... N/A
14. Committee Reports
  - A. Policy Committee (Margolis, Teasdale, Kilgore – chair)
  - B. HR Committee (Kilgore, Verma – chair)
  - C. Finance Committee (Czekaj, Teasdale, Margolis – chair)
    1. Agenda & Meeting minutes – December 11, 2014..... 30
  - D. Fundraising Committee (Sturing, Mena – chair)
  - E. Strategic Planning Committee (Kilgore, Sturing, Mena- chair)

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

15. Public Comment

16. Matters for Board Action

A. Approve Download Destination Participation Agreement.....23

17. Adjourn

Consent Agenda:

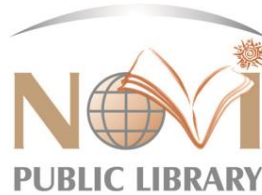
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Supplemental Information

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**Future Events:**

- Tuesday, December 24<sup>th</sup> – Library CLOSED in observance of Christmas Eve
- Wednesday, December 25<sup>th</sup> – Library CLOSED in observance of Christmas Day
- Tuesday, December 31<sup>st</sup> – Library CLOSED in observance of New Year's Eve
- Wednesday, January 1<sup>st</sup> – Library CLOSED in observance of New Year's Day
- Friends of Novi Library Regular Meeting – Wednesday, January 8, 2014, 7:00pm at Novi Public Library
- Library Board of Trustees Regular Meeting – Wednesday, January 15, 2014, 7:00pm at City of Novi, Council Chambers
- State of the City Address – Thursday, January 16, 2014, 7:30am at Suburban Collection Showplace
- January 20<sup>th</sup> – Library OPEN in observance of Dr. Martin Luther King Jr.
- Historical Commission Regular Meeting – Wednesday, January 22, 2014, 2:00pm at Novi Public Library
- **LIBRARY BOARD BUDGET SESSIONS:** Saturday, February 1<sup>st</sup> and Saturday, March 1<sup>st</sup> (8:00am – Noon) at Novi Public Library, East Meeting Room



**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>

<b>Warrant 513</b>		<b>December 2013</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Amazon.com		268-000.00-727.000	\$ 34.26
Global Office Solutions		268-000.00-727.000	\$ 1,467.92
Anode		268-000.00-734.000	\$ 1,128.60
SunTel Services		268-000.00-734.000	\$ 300.71
CDW-G		268-000.00-734.500	\$ 61.60
Telsystems		268-000.00-734.500	\$ 165.00
Global Office Solutions		268-000.00-740.000	\$ 793.88
Metcom		268-000.00-740.000	\$ 8,069.44
RTI Research Technology Int.		268-000.00-740.000	\$ 44.95
Sam's Club		268-000.00-740.000	\$ 26.94
Farkas, Julie	Petty Cash Inc	268-000.00-740.000	\$ 210.00
Amazon.com		268-000.00-742.000	\$ 1,449.39
Bernan		268-000.00-742.000	\$ 176.55
Brodart		268-000.00-742.000	\$ 12,130.41
CCH		268-000.00-742.000	\$ 1,617.00
Center Point Large Print		268-000.00-742.000	\$ 216.30
Ebsco		268-000.00-742.000	\$ 2,947.75
Gale/Cengage		268-000.00-742.000	\$ 1,320.44
Multicultural Books & Videos		268-000.00-742.000	\$ 580.96
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 111.39
Auburn Hills Public Library		268-000.00-742.100	\$ 5.99
Brighton District Library		268-000.00-742.100	\$ 5.00
Commerce Township Community Library		268-000.00-742.100	\$ 16.99
Garden City Public Library		268-000.00-742.100	\$ 6.99
Livonia Civic Center Public Library		268-000.00-742.100	\$ 8.99
Springfield Township Library		268-000.00-742.100	\$ 40.00
Walled Lake City Library		268-000.00-742.100	\$ 9.49
Ebsco		268-000.00-743.000	\$ 13,466.30
Hartman, Laura	12/1/13-2/28/14DFP/DN	268-000.00-743.000	\$ 150.00
Midwest Tape		268-000.00-744.000	\$ 3,415.72
OverDrive		268-000.00-744.000	\$ 1,099.27
Amazon.com		268-000.00-745.200	\$ 327.37
Midwest Tape		268-000.00-745.200	\$ 2,930.12
Gale/Cengage		268-000.00-745.300	\$ 2,619.74
Midwest Collaborative for Library Services		268-000.00-745.300	\$ 4,770.00
Providence Occupational Health Partners		268-000.00-804.000	\$ 161.70
Michigan Library Association		268-000.00-809.000	\$ 85.00
Kristel Group, Inc.	Oct-13	268-000.00-817.000	\$ 2,180.00
The Library Network	10/1/13-9/30/14 Del	268-000.00-818.000	\$ 4,750.00
AT&T	10/22-11/21/13	268-000.00-851.000	\$ 151.36
TelNet Worldwide		268-000.00-851.000	\$ 1,198.65
Verizon Wireless	9/29-10/28/13	268-000.00-851.000	\$ 388.29
Engraving Connection		268-000.00-880.000	\$ 82.03
NovoPrint USA		268-000.00-880.000	\$ 1,195.00
Oriental Trading	Light Up Night	268-000.00-880.000	\$ 188.50
Sam's Club		268-000.00-880.000	\$ 21.41

Busch's Market		268-000.00-880.268	\$ 13.76
Dan Dan The Choo-Choo Man, Inc.	Lt Up Night 2013	268-000.00-880.268	\$ 175.00
Farkas, Julie		268-000.00-880.268	\$ 68.16
John the Magician	Lt up Night 2013	268-000.00-880.268	\$ 550.00
Krasnow, Sheryl		268-000.00-880.268	\$ 60.00
Kroger		268-000.00-880.268	\$ 48.75
Marshall, Susan		268-000.00-880.268	\$ 350.00
Michaels		268-000.00-880.268	\$ 21.22
Mutch, Kathleen		268-000.00-880.268	\$ 200.00
Oriental Trading		268-000.00-880.268	\$ 38.50
Sam's Club		268-000.00-880.268	\$ 12.66
Smith, Marilyn		268-000.00-880.268	\$ 32.46
Staples		268-000.00-880.268	\$ 67.44
Konica Minolta		268-000.00-900.000	\$ 686.35
Consumers Energy	10/9-11/06/13	268-000.00-921.000	\$ 636.03
DTE Energy	9/24-10/23/13	268-000.00-922.000	\$ 8,070.57
24/7/265 Inc.	Window cleaning	268-000.00-934.000	\$ 1,700.00
Allied Waste		268-000.00-934.000	\$ 140.34
Building Accessories Corp		268-000.00-934.000	\$ 70.25
Cintas		268-000.00-934.000	\$ 226.00
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 425.00
Lyon Mechanical		268-000.00-934.000	\$ 4,976.00
Signs by Tomorrow		268-000.00-934.000	\$ 59.00
Touch of Tropics		268-000.00-934.000	\$ 110.00
Brien's Services, Inc.		268-000.00-941.000	\$ 4,257.75
Home Depot		268-000.00-941.000	\$ 35.24
RS Contracting, Inc.		268-000.00-941.000	\$ 1,200.00
Konica Minolta Premier Finance		268-000.00-942.000	\$ 682.84
Corrigan Record Storage	November	268-000.00-942.100	\$ 19.24
Kopko, Elizabeth		268-000.00-956.000	\$ 32.66
Library Pub	Staff In-service	268-000.00-956.000	\$ 513.36
Michigan Library Association		268-000.00-956.000	\$ 75.00
New Horizons		268-000.00-956.000	\$ 652.00
Postula, Michael		268-000.00-956.000	\$ 67.80
Preston, Jennifer		268-000.00-956.000	\$ 85.09
Radisson Lansing Hotel		268-000.00-956.000	\$ 173.02
Robinson, Mary	Staff In-service	268-000.00-956.000	\$ 173.82
Sam's Club	Staff In-service	268-000.00-956.000	\$ 82.46
Stevenson, April		268-000.00-956.000	\$ 85.09
Torossian, Elaine K.		268-000.00-956.000	\$ 750.00
Petty Cash (Conference & Workshop)		268-000.00-956.000	\$ 102.53
<b>TOTAL</b>			<b>\$ 99,852.79</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
November 20, 2013**

**DRAFT**

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

**Library Board**

Mark Sturing, President  
Willy Mena, Vice President  
Larry Czekaj, Treasurer  
Larry Kilgore, Board Member  
David Margolis, Board Member

**Absent and Excused**

Scott Teasdale, Secretary  
Ramesh Verma, Board Member

**Student Representatives**

Jessica Mathew  
Ziyang Huang

**Library Staff**

Julie Farkas, Director  
Diana Gertsen, Office Assistant

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

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A motion was made to approve the November 20, 2013 Agenda as presented.

1<sup>st</sup> – Larry Czekaj  
2<sup>nd</sup> – David Margolis

The motion passed unanimously.

**4. Consent Agenda**

A motion was made to approve the November 20, 2013 Consent Agenda as presented.

1<sup>st</sup> – Larry Kilgore  
2<sup>nd</sup> – David Margolis

The motion passed unanimously.

## 5. Correspondence

### A. 10/24/13: Thank you – Author, Monica Wood

Monica Wood, one of the Authors who took part in the Author Luncheon event on October 22, 2013, sent a written note to thank Julie for her time, and for connecting with her.

### B. 10/28/13: Thank you – David Cosman, Novi 5<sup>th</sup> Grade School Teacher

Dave Cosman, teacher at Novi Meadows, sent a thank you note to Julie and Staff for helping his 5<sup>th</sup> grade students learn more about the Library. The kids had a lot of fun with the scavenger hunt.

### C. 10/24/13: Thank you – Nancy Maxwell Sweet Dreamz

A letter was received from Nancy Maxwell, Executive Director for Sweet Dreamz, Inc. in Detroit, thanking the Library for donating books to support their projects.

### D. 11/13/13: Thank you – Maryanne Cornelius, City of Novi

The Library received a letter from Maryanne Cornelius, Novi City Clerk, thanking the Library for serving as a voting precinct during the recent election.

## 6. Presentation

There was no presentation.

## 7. Public Comment

There was no public comment.

## 8. President's Report

### A. Library Goals Document 2013-2014

The 2013-2014 Goals document is included on pages 17-19 of the November 20, 2013 Library Board Packet. Highlights include:

- The technology survey is available on the website and on paper form at the Library for the month of November.
- A new flyer was created for meeting room rental information.
- The Group Study Room Committee will be reviewing the results from the survey, and will determine the changes to be made in the fall.
- The Annual donor letter was sent out to the public as "A Year in Review". Information on the Library's fiscal audited figures for 2012-2013, will be made available to the public on the website and in a future Newsletter that will be sent out in January.
- The Board Fundraising Committee has met, and is moving forward with several new ideas.

## 9. Treasurer's Report

### A. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the November 20, 2013 Library Board Packet on pages 20-21.

### B. Library Financials and Walker Fund – October 31, 2013

The Library Financials and Walker Fund Reports ending October 31, 2013 is included in the November 20, 2013 Library Board Packet on pages 23-30.

Director, Julie Farkas received a note from Victor Cardenas, Assistant City Manager, in response to the question raised at the October Board meeting regarding the summer property tax revenue. The memo, included on page 22 of the November 20, 2013 Library Board Packet, indicated that while the Library has received its funds year to date, adjustments will be made. At present, the Library is about \$25,000 over the original budget estimate. At this point and time, the Library does not have a specific dollar amount for the adjustment; however, it will probably go back to the original budget amount, or to something less than that.

With four months into the year, or one third of the year through, the Walker Fund has a net expenditure of almost \$13,000 dollars exceeding revenues.

Year to date, the Library Fund has expended about one third of the current budget, and is about \$54,000 favorable to plan. The trend is headed in the right direction.

**C. Library Café Revenue Report – due 15<sup>th</sup> of the Month – September 2013**

There was no report provided; not applicable.

**10. Director's Report**

The Director's Report is included on pages 31-36 of the November 20, 2013 Library Board Packet. Highlights include:

**Board Meeting Date Changes for 2014**

- The January meeting is scheduled for the fourth Wednesday, January 22, 2014, instead for the third Wednesday, due to the 2014 calendar.
- The April meeting is scheduled for Thursday, April 24, 2014, instead of the third Wednesday of the month.
- Both meeting will be held at the City of Novi Council Chambers for SWOCC taping.

**Flex Tech Academy**

- Flex Tech Academy is a new alternative high school in Novi with a current enrollment of twenty students.
- Director, Julie Farkas, and Margi Karp-Opperer, Assistant Director of Public Services, were invited to the school to give a presentation on library services.
- The Library established a relationship with the staff and students at the new high school.

**Voting Day, November 5, 2013 – Precinct 16**

- The Library had approximately 400 voters at the polling site.
- The polling site presented an opportunity to renew library cards and give cards to new patrons.

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

- Community Reads had 150 in attendance for the final event with the Author.
- The Author met with approximately 300 students from the economic, journalism, and writing classes at the Novi High School.
- Over 700 patrons checked out the book.

**November 15, 2013 – Staff in-Service Day**

- The Library was closed to the public for the day.
- The focus of the in service was "All About Novi".
- History of Novi was presented by Kathy Mutch – Thank you.
- City Manager, Clay Pearson presented on Novi now and its future – Thank you.
- Staff lunched at the Library Pub – Thank you.
- Staff had a guided tour of MSU's Tollgate Farm – Thank you Roy Prentice, Farm Manager.
- Staff toured the City of Novi on buses provided by the Novi Public School District.
- Department meeting were held in the afternoon.
- Thank you to Committee members, Mary Storch, Mary Robinson, Mike Postula, and Kristin Abate for coordinating the day.
- Thank you to the Library Board for giving staff a learning opportunity.

**DSLRT/STATE AID and Library Journal Reports**

- These major reports are required annually.
- Currently working with Department Heads and getting a lot of statistics.

### **Teen Space**

- The number of teens using the Space has doubled from last year.
- There have been some behavior challenges this year, and Administration is working with the school and the Police Department.
- Students will now be required to present ID when entering the Teen Space.
- The monitors are doing a great job.

### **Michigan Library Association Conference – Staff Summaries**

Staff summaries are included on pages 32-36 of the November 20, 2013 Library Board Packet.

#### **A. Fundraising Committee Update**

The Fundraising Committee Update is included on page 37 of the November 20, 2013 Library Board Packet.

#### **B. Book IT Sponsorship Form**

The Book IT Sponsorship Form is included on pages 38-39 of the November 20, 2013 Library Board Packet.

#### **C. Leadership Philosophy**

The Leadership Philosophy is included on page 40 of the November 20, 2013 Library Board Packet.

### **11. Additional Reports**

#### **A. Public Service Report**

The Public Service Report is included on pages 41-42 of the November 20, 2013 Library Board Packet.

#### **B. Building Operations Report**

The Building Operations Report is included on page 43 of the November 20, 2013 Library Board Packet.

#### **C. Library Usage Statistics –October 2013**

The October statistics are included on pages 44-50 of the November 20, 2013 Library Board Packet. Highlights include:

- 409 Library Cards issued
- 66,952 items checked out
- Number of items borrowed from TLN – 4,022
- Number of items borrowed from MEL – 60
- Number of items loaned through TLN – 4,737
- Number of items loaned through MEL – 118
- Read Box – Adult 90; Youth 192
- 56.04% of all items checked out were completed on self-checkout stations
- Total circulation 66,952
- Daily average people using the Library was 1,008
- Early Literacy workstation usage 920
- Daily average Computer Logins 1,319
- Technology Sessions: 14 with 21 participants
- Check-outs Freegal 1,422; Overdrive 2,916; Zinio 578
- Charging Station Usage 4
- Meeting Room Rentals 35

### **12. Friends of Novi Library Report**

#### **A. October 9, 2013 Minutes**

The Friends of Novi Library minutes for October 9, 2013 are included on pages 52-53 of the November 20, 2013 Library Board Packet.

#### **B. Novi Life Magazine, November 2013 – Friends Hold Annual Blow-Out Book Sale**

The article is included on page 54 of the November 20, 2013 Library Board Packet.



Director, Julie Farkas, announced that the Friends had a successful book sale on Saturday, November 16, 2013. They were open from 10am-4pm, and took in \$1,000. The book sale was a great opportunity to make room for more donations.

### **13. Student Representatives' Report**

The Student Representatives' Report is included on page 55 of the November 20, 2013 Library Board Packet. Highlights include:

- The TAB meeting October 13, 2013 had 14 teens in attendance
- Programming for the upcoming year was discussed
- The Tween Advisory Board premiered October 30, 2013 at the Novi Middle School
- National Honor Society started a program to help kids in Teen Space who are struggling with academics, and to get volunteer hours
- Held "Dollars for College" night on November 19, 2013
- On November 21, 2013, TAB has scheduled the "Hunger Games" from 6pm-8pm
- Winter Craffiness is scheduled for December 13, 2013 from 4:30pm-5:30pm

### **14. Historical Commission Report**

There was no report provided.

### **15. Committee Reports**

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

There was no report provided.

#### **B. HR Committee (Kilgore, Verma – chair)**

There was no report provided.

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

Planning a meeting in December for Walker Fund discussions

Victor Cardenas and his staff would like to meet with the Finance Committee at the Library, on Wednesday, December 11, 2013 at 7:00p.m.

In order to have some direction or guidelines for the upcoming Finance Committee meeting on December 11, 2013, Trustee Margolis requested an informal survey from Board members present as to how they would like to invest or allocate the combined Funds.

#### **Fundraising Committee (Sturing, Mena – chair)**

Meeting Held-November 2, 2013

The report is included on pages 37-39 of the November 20, 2013 Library Board Packet.

The report is a recap of current Fundraisers and new ideas for 2014-2015.

#### **D. Strategic Planning Committee (Kilgore, Sturing, Mena – chair)**

There was no report provided.

#### **E. Building/Landscape Committee (Kilgore, Margolis, Czekaj – chair)**

There was no report provided.

### **16. Public Comment**

There was no public comment.

### **17. Matters for Board Action**

There were no matters for Board Action.

**Future Events Comments**

- Light up the Night at City of Novi and Novi Public Library is on Friday, December 6<sup>th</sup> from 6pm-9pm.
- Novi Historical Commission meeting for November 27<sup>th</sup> is cancelled and rescheduled for Wednesday, December 4<sup>th</sup> at 2pm.

**18. Adjourn**

A motion was made to adjourn the meeting at 8:14 p.m.

1<sup>st</sup> – Larry Kilgore  
2<sup>nd</sup> – Willy Mena

The motion passed unanimously.

\_\_\_\_\_  
Mark Sturing, President

\_\_\_\_\_  
Date

November 25, 2013: Email from Bethany Bratney, Media Specialist – Novi High School

Hi Julie!

I want to thank YOU again for extending the Community Read program directly into the high school and sharing your guest author with us! I have gotten tons of positive feedback from the staff and students that were present. They really appreciate the opportunity to hear from an author each year, and I love being able to provide that for them thanks to your generosity. I just returned from the MAME Conference, and I thought repeatedly about presenting about a school/public library partnership in the future. I think the relationship that we have here in Novi is really special, but it came about in a very easy, organic way. Perhaps we could figure out a way to present that geared to other school librarians for a future year's conference.

I would love to be involved with the Community Read committee if it was possible. It would be exciting to see the process of choosing these great books in action.

Have a great Thanksgiving!

~Bethany

# 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.**

<b>Strategy:</b>			
<b>Engage the Older Adult community in Library programs and services.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
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		Annually
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		Annually
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; <b>attended November meeting</b>	2013/2014; 9/13; 10/13; <b>11/13</b>
<b>Strategy:</b>			
<b>Increase/implement programming opportunities for each patron group.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Consider worldwide celebrations, festivals, events, etc.	IS; AD	Participated in City's Ethnic Taste & Tune Fest and Fall for Novi, providing information regarding the Library and our language conversation groups; partnered with NCSD for Fire Up Fest; partnered with local DAR chapter for display of Constitution Week; <b>met with staff of MSU Tollgate to plan for "Project Grow" to take place in May; Light up the Night – sponsored by Walmart, Menchie's, The Berenguer Family and Read a Latte Café</b>	Annually 9/13; 10/13; <b>11/13</b>  <b>12/13</b>
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	Annually; 7/13; 8/13, 9/13; 10/13; 11/13; 12/13

		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 <sup>th</sup> & 6 <sup>th</sup> 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); <b>Tot Time (59), Listen @ the Library (90), Antarctica (88), Community Reads (181)</b>	
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	<b>Hockey author event</b>	Annually  <b>12/13</b>
Develop a survey component to solicit technology needs of patrons to meet hardware, software, programming, and training needs	IT/F; AD, IS	IS dept. developed questions for survey; IT/F & IS working together to develop, distribute, and analyze survey results; survey developed and being reviewed by management; technology survey available on website and in paper form at library for month of November	Annually; 7/13; 9/13; 11/13
Implement a Patio program series of five programs, May-October, weather permitting	IS		Annually
<b>Strategy:</b>	<b>Maintain current collections and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Created QR code table tents for Homework Resource Center website page and for Boopsie Mobile App; created youth realistic fiction genre pathfinder for website and youth binder, started bibliography on "crisis topics" for preschoolers; updated three current youth subject lists to better reflect diverse patron base; initial bibliography started on "Crisis Topics" for preschoolers	Annually; 7/13; 8/13; 9/13; 10/13
Investigate free apps for iOS and Android phones that patrons can use that promote learning and literacy; develop and promote in-house pathfinders, on website, and through social media	IS	Collecting data	9/13; <b>11/13</b>
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	IS; IT/F	Several Tech Time sessions offered each month; e-reader	2013/2014;

receive assistance with e-readers and other devices		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	9/13; 10/13
Use roving reference to assist patrons	IS	On-going	2013/2014
Investigate useful technology to improve reference service	IS; IT/F		2013/2014
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		2013/2014
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; <b>updated the science, history, and math guides</b>	8/13; 9/13; 10/13; <b>11/13</b>
Establish an International Language committee to provide recommendations for collections and programming	IS		2013/2014
<b>Strategy:</b>	<b>Partner with the Novi Community School District.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
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; <b>AS attended Social Justice Advisory Board meeting</b>	Annually; 8/13; 10/13; <b>11/13</b>
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	Annually; 7/13; 9/13; 10/13; <b>11/13</b>

		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	
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**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 #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, created 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	Annually; 8/13; 9/13; 10/13
Increase publicity of meeting rooms and patio	AD	New flyer created for meeting room rental info	Annually; 10/13
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		Annually
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	AD; SS	SS & IS staff attended Novi Middle School open house	Annually;

subdivision by 10% over five years; use geo-mapping data		and Fall for Novi to issue Library cards	9/13
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD		Annually
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 <sup>nd</sup> floor ref desk to indicate when the local history room is open; on LCD screens; <b>five candidates to help with the Oral History project of the Commission have been identified for potential interviews</b>	Annually; 9/13; <b>11/13</b>
Implement regular (weekly/monthly) Library columns in Novi News and Patch.com	AD	Press releases to Novi News and Novi Patch	Annually; 8/13; 9/13
<b>Goal: Balance the needs of the community with fiscal responsibility.</b>			
<b>Strategy:</b>		<b>Consider adding new collections and services.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Investigate adding more interactive play components for youth	IS		Annually
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		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	2013/2014; 7/13; 8/13; 9/13; 10/13
Commit to offering Teen Space program annually	AD; IS	All four partners (NPL, NCSD, City Parks & Rec, Novi Youth Assistance) continuing for 2013/14; Teen Space is increasingly popular with up to 100 teens visiting some days	2013/2014; 11/13
Investigate adding furniture to Teen Space	AD	Ping pong table added  <b>Ping pong tournament sponsored by school liaison monitor</b>	2013/2014; 9/13  <b>12/13</b>
<b>Goal: Create fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.</b>			
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Keep donors informed of Library activities	AD	Annual donor letter sent, including "A Year in Review"	11/13
<b>Goal: The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.</b>			
<b>Strategy:</b>			



Tactic	Owner	Status	Date
<b>Goal: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.</b>			
<b>Strategy:</b>		<b>Provide convenient access to collections, programs and services.</b>	
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	2013/2014; 9/13
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	2013/2014

<b>Strategic Objective #3—Encourage the Novi community to embrace and participate in the Library's programming, cultural learning and service opportunities.</b>			
<b>Goal: Create fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.</b>			
<b>Strategy:</b>			
Tactic	Owner	Status	Date
Investigate new fundraising initiatives	AD; Board	Board's fundraising committee met to review ideas; Administration is further developing programs and contacting sponsors	11/13; 12/13
<b>Goal: The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.</b>			
<b>Strategy:</b>			
Tactic	Owner	Status	Date

<b>Strategic Objective #4—Foster an organizational culture of innovation.</b>			
<b>Goal: Provide a well-trained, appropriately compensated staff that is engaged in the Novi community and within the library profession.</b>			
<b>Strategy:</b>			
Tactic	Owner	Status	Date
Provide staff in-service days in November and June	AD	Staff committee planning November event; <b>Nov. 15 event focused on getting to know Novi, with guest</b>	Annually; 10/13;

		speakers to tell about Novi history and current status, with bus tour of historic Novi sites, including MSU Tollgate farm	11/13
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**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.**

<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
		Michigan Library Association conference	11/13
		Light up the Night	12/13

**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.**

<b>Strategy:</b>			
<b>Partner with City of Novi and Novi Community School District.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
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	Annually; 8/13
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise new City services	AD	Voting precinct	Annually 11/13
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	Annually; 9/13; 10/13
<b>Strategy:</b>			
<b>Maintain communication with Read a Latte Café.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Date</b>
Investigate with owner to offer lower prices and different cultural food options	AD	Café took part in the 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



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
<b>Total Supplies &amp; Materials</b>		<b>485,500.00</b>	<b>578,900.00</b>	<b>579,800.00</b>	<b>583,500.00</b>
<b>Services &amp; Charges</b>		<b>2012-2013 Approved</b>	<b>2013-2014 Approved</b>	<b>2014-2015 Projected</b>	<b>2015-2016 Projected</b>
<b>Account</b>	<b>Description</b>				
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
<b>Total Services &amp; Charges</b>		<b>417,100.00</b>	<b>438,700.00</b>	<b>447,300.00</b>	<b>457,200.00</b>
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
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>43,800.00</b>	<b>73,600.00</b>	<b>73,600.00</b>
<b>Total Expenditures</b>		<b>2,723,900.00</b>	<b>2,974,700.00</b>	<b>3,041,400.00</b>	<b>3,081,900.00</b>
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			
	<b>TOTAL Fund Balance</b>	<b>-305,120.00</b>	<b>-481,100.00</b>	<b>-471,500.00</b>	<b>-439,100.00</b>

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

**FINANCIALS – None received as of 12/16/2013.**

## **Director's Report – Julie Farkas**

### **Library Board Trustees Budget Planning Sessions**

Saturday, February 1<sup>st</sup> (8:00am – noon)

Saturday, March 1<sup>st</sup> (8:00am – noon)

Both meetings will be held in the East Meeting Room on the 1<sup>st</sup> floor. Breakfast goodies and lots of “good” coffee will be served!

These will be meeting dates for our 2014-2015 budget planning sessions this year. Please let me know if you are looking for something more than what has been presented in past years or if you require additional information. I will be working with my Management Team over the next 2 months to prepare for these meetings.

### **Money Smart Week (April 5 – 12, 2014)**

The Library of Michigan is pleased to encourage libraries to join the 2014 Money Smart Week collaboration. The Money Smart Week partners and Novi Public Library are working together to provide public libraries in Michigan with books and materials to encourage both children and parents to learn about financial literacy. Financial literacy is a core 21st Century skill for all age groups.

Please consider participating in this wonderful opportunity for your community members. We would also like to thank Julie Farkas at the Novi Public Library for her role in bringing this program to Michigan Libraries.

For more information and to find details on how your library can participate in the Money Smart Week initiative visit, <https://www.surveymonkey.com/s/SM2014>.

Nancy R. Robertson  
State Librarian

### **Download Destination Participation Agreement**

The agreement is modeled on the SAS (Shared Automation Services) agreement and spells out what involvement in the Download Destination group entails, and what participating libraries can expect if they leave the group. Since the content is not owned by the group, if a library leaves the service it won't be able to take anything from the consortium collection with them. TLN's attorney has reviewed it. If an Advantage library (like us) decides to leave the consortium collection they will be able to keep their content since they have a separate arrangement with OverDrive than with the consortium.

It will need to be approved by BOARD RESOLUTION.

Attachment A. - It is for informational purposes only. ALL Download Destination member libraries have already completed Attachment A (when they first joined the group). Since the document we are asking to be approve makes reference to the "Digital Library Reserve Application Services Agreement," it was included as an attachment. Again, no action is required on Attachment A.

**The Library Network**  
**Download Destination**  
**Participating Library Service Agreement**

This agreement is entered into between THE LIBRARY NETWORK, a Michigan public library cooperative (hereafter referred to as "TLN"), located at 41365 Vincenti Court Novi, MI 48375 and \_\_\_\_\_,

(hereafter referred to as "Participant"), located at \_\_\_\_\_

\_\_\_\_\_.

**WITNESSETH:**

WHEREAS, TLN has entered into an agreement with OverDrive, Inc. to administer Digital Library Reserve Application Services for Download Destination Participating Libraries, and

WHEREAS, TLN agrees to make Download Destination available to any public library in Michigan eligible to join under the Digital Library Reserve Application Services Agreement (hereafter referred to as "DLRASA"), and

WHEREAS, the Participant is desirous of utilizing Download Destination,

**AGREEMENT**

NOW, THEREFORE, the parties, by and through their undersigned representatives, do hereby agree to the following terms and conditions:

**Purpose.** Execution of this Agreement obligates the parties to abide by the provisions of the Digital Library Reserve Application Services Agreement (see Attachment A), and the E-Content Users Group Bylaws.

**Fees.** Each Participant, as a condition of receiving service, shall submit to TLN any and all pertinent information and documentation necessary to the operation of Download Destination. In addition, Participant shall pay such annual participation fees as are assessed by TLN pursuant to the DLRASA, and any fees assessed by the E-Content Users Group. All fees are to be paid to TLN within thirty (30) days of the date of invoice. Participant agrees to pay applicable late fees as determined by the TLN Board (currently one percent [1%] per month).



**Liaison.** Participant shall prepare and furnish TLN written notice of the individual designated as that Participant library's agent/contact person with TLN. Participant may change the identity of such contact person at any time through written notice to TLN.

**System Operation.** TLN administration shall designate a staff person to serve as the liaison between Download Destination libraries and OverDrive. His/her duties will include all aspects of interaction with OverDrive, including but not limited to monitoring day to day operation of the OverDrive-maintained software, integration of new libraries, acquisition and loading of MARC records when applicable, contract negotiations, notification to OverDrive of TLN system upgrades and other changes, as well as communicating to OverDrive any concern brought forth by Download Destination member libraries as pertains to the service.

**Term.** This Agreement shall be effective upon execution by the parties and shall remain in effect unless a written notice of termination is provided to the designated TLN staff OverDrive liaison no later than 90 days before the annual fee is invoiced. Notwithstanding the above noted provision, this Agreement may be terminated by either TLN or Participant if there is a material breach by the other party under the terms of the Agreement or in complying with the provisions of the E-Content Users Group Bylaws. TLN may also terminate the Agreement if the DLRASA is terminated for any reason. A terminated Participant shall continue to be liable to TLN for payment of all fees and assessments owed at the termination date. Participant agrees to compensate TLN for any costs incurred or revenue unrealized due to termination of this Agreement. Charges may include, but are not limited to, annual participation fees and any costs for items or services purchased that will go unused. Upon termination, Participant shall be responsible for the cost of updating or removing its records from the TLN Shared Automation System or any other Integrated Library System used by the Participant. Participant understands and agrees that, in the event it should choose to terminate this Agreement, whether during or at the end of a contract period, and leave the Download Destination group, whether or not this involves migration to another e-content vendor or implementation of an alternative method of providing e-content service to its library patrons, Participant shall not be entitled to any form of compensation, either in the form of acquisition or migration of any digital content from the group, or any financial reimbursement from other participating libraries, from TLN, or from OverDrive.

**Dispute.** In the event that any dispute arises between TLN and Participant in connection with this Agreement, such dispute shall be brought before the TLN Board of Directors for its consideration and resolution. In the event the dispute is not resolved, the parties are obligated to process the dispute through the alternative dispute resolution (ADR) procedures and rules of the American Arbitration Association. The ADR will be binding on TLN and Participant, and can be the basis for a judgment by any court of competent jurisdiction.

**Assignment.** Neither TLN nor Participant may assign its rights or obligations under this Agreement.

**Severability.** In the event that any term or provision of this Agreement is found to be invalid or unenforceable, such determination or invalidity or unenforceability shall not affect the other terms of this Agreement.

**Entire Agreement.** This is the entire agreement of the parties, there being no other written or oral understandings as to the benefits, obligations and/or responsibilities of either party.

IN WITNESS WHEREOF, the parties have set their hands on \_\_\_\_\_, 20\_\_.

Witnessed:

\_\_\_\_\_  
\_\_\_\_\_

THE LIBRARY NETWORK

By: \_\_\_\_\_

Its: \_\_\_\_\_

Witnessed:

\_\_\_\_\_  
\_\_\_\_\_

PARTICIPANT:

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

# Attachment A

## Schedule "C"

### Library Participation Form – Download Destination

<http://tln.lib.overdrive.com>

1. In consideration of participation in the Download Destination ("Consortium"), lending digital materials, Participating Library agrees to abide by the terms and conditions of the Agreement.

2. Participating Libraries shall pay OverDrive an Annual Participation Fee for joining and ongoing services provided to Consortium. The Participation Fee shall include any and all services relating to use of the Application Services including the Digital Library Reserve (DLR) System License, configuration and customization of website services, third party software licenses, hosting, bandwidth, and maintenance of the application services and staff training. The Fee shall be based upon Participating Library's Legal Service Area Population as reported by the then current information available at the Institute of Museum and Library Services (<http://harvester.census.gov/imls/search/index.asp?&LibraryName>).

### Annual Fee for 2012 - 2014\*

Please check one:

Tier 1 Legal Service Area Population up to 10,000	\$2,000 per year _____
Tier 2 Legal Service Area Population of 10,001 – 20,000	\$4,000 per year _____
Tier 3 Legal Service Area Population of 20,001 – 30,000	\$6,000 per year _____
Tier 4 Legal Service Area Population of 30,001 – 60,000	\$8,000 per year _____
Tier 4 Legal Service Area Population of 60,001 – 124,999	\$10,000 per year _____

\*The initial term is two (2) years. After the initial term of two (2) years the Annual Fee is subject to change. The Annual Fee shall be due and payable within thirty (30) days of receipt of invoice.

3. Michigan Public Libraries with Legal Service Area Populations under 125,000 shall be eligible to join Consortium, on a quarterly basis. Any current OverDrive customer (standalone system) shall not be eligible to join Consortium. Notwithstanding the foregoing, OverDrive shall have sole discretion to approve any and all new libraries that seek to join Consortium.

4. The Annual Participation Fee collected during each year shall be allocated as follows: one-fourth (1/4) towards configuration, system fees, and maintenance, and three-fourths (3/4) toward selection of Content for the shared collection. At any time during the term of this Agreement, Consortium and/or Participating Libraries may select additional Content subject to standard terms and pricing. Consortium and/or Participating Libraries shall make payments to OverDrive for Content selections within 30 days of receipt of invoice.

5. DLR is for remote use only (outside of the Participating Library). Without the use of OverDrive Download Station software, Patrons and all other users of DLR cannot download Digital Content to any Participating Library computers or devices.

6. Participating Library shall include a direct hyperlink and/or logo linked to the DLR service from Participating Library's home page and other appropriate sub-pages. Such link or logo shall be featured no less prominently than other electronic resources or services including but not limited to EBSCOhost, Recorded Books, Ingram and 3M.

7. Participating Library acknowledges it may incur additional license fees or costs related to MARC records, SIP or similar protocol for patron authentication. All such fees shall be at Participating Library's own expense, and are not included in the Participation Fee.

8. Participating Library acknowledges that if Participating Library withdraws from Consortium prior to the expiration of Agreement with OverDrive, all content, products, and services that have been licensed with the Participating Library's monetary and in-kind contributions to Consortium shall remain with Consortium.

*[signature page follows]* Digital Library Reserve Application Services Agreement –Download Destination (MI) 2  
©2012 OverDrive, Inc.

Accepted and agreed this \_\_\_\_\_ day of \_\_\_\_\_ 2012 by:

*Please fill out the following with the appropriate contacts:*

**Billing Contact(s)**

Name(s), email address, and billing address of contacts to receive billing:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**ILS Change Contact(s)**

Names(s) and email address of contacts allowed to request ILS changes for your library:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**Collection Contact(s)**

Name(s) and email address of contacts who will work on collection management:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**Promotional Materials Contact(s)**

Name(s) and email address of contacts to work with our Partner Services Team on promotion:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
("Participating Library")

By (signature): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_ Digital Library Reserve Application Services Agreement

-Download Destination (MI) 3 ©2012 OverDrive, Inc.



## Library Cards Required for Service

On September 1, 2013, the Novi Public Library began to require all patrons to present their library card for checkout, placing holds, picking up holds and using online resources.

We began an aggressive drive to inform patrons of this change in March of 2013.

- 📌 Signage was placed at the Library entrance, outside and inside of the building
- 📌 Bookmarks were distributed to patrons at checkout explaining the change
- 📌 Staff informed patrons of the change when issuing a new library card or renewing a current card
- 📌 Screens about the change were added to the library plasma TVs
- 📌 Newspapers, Engage, the Library Newsletter, the NPL website and all of our social media also spread the word

Our barcode scanners can now read the library card number from a phone or other electronic devices. We have provided information, listing several apps, which patrons may use to download their library card to their device. Patrons are very pleased to hear of this option and we currently have about 10% of them using it. No more need to carry plastic cards or key fobs.

To be fair to anyone who may not have heard about this change we allow a onetime checkout without a card, using the Patron's proper identification to look up their account in the database. This has satisfied the 3 or 4 extremely disgruntled patrons who visited without their cards in September and October. A note is put on their account to keep track of patrons who have used this exception. Our library cards expire every 12 months, so by September, 2014 everyone who has a card- either newly issued or renewed- will know of the requirement.

We are very pleased at how well this change has been received by our patrons. We are able to serve patrons more quickly. Long lines while checking out, especially at closing, have been impressively shortened. During a recent TLN power outage, we were able to give service to many patrons who would have been turned away in the past because they did not carry their library card. All staff has used the same key points as reasons for the change when explaining the need to patrons. Consistency in our explanations helps to re-enforce the rationalization for the change.

Respectfully submitted,



Wendy Teagan  
Novi Public Library  
Support Services, Department Head

**AGENDA**  
**Finance Committee**  
**Novi Public Library**  
**Wednesday, December 11, 2013 at 7:00pm**

1. Revenue and Expenditure Report (audited)– Period ending 6/30/2013, Victor Cardenas
2. Walker Fund contract, Victor Cardenas
3. Options for Investing, Victor Cardenas and Deb Peck
4. Library bank accounts, Jessica Dorey
5. Northville Community Foundation – Shari Peters & Chris Kelly

**MINUTES**  
**Finance Committee**  
**Novi Public Library**  
**Wednesday, December 11, 2013**

Present: D. Margolis, S. Teasdale and L. Czekaj  
Guests: V. Cardenas, J. Dorey, D. Peck, S. Peters, C. Kelly

Meeting began at 7:05pm with V. Cardenas providing an overview of the 2012-2013 audited Library financials (see attachment). Trustee Margolis questioned the additional expenses in salary lines, which was explained by J. Dorey as being fiscal accrual. Total fund balance used to offset expenses was \$198,873.94 for 2012-2013, much less than the budgeted amount of \$305,120. D. Margolis presented information on recent fiscal year financial results for NPL (see attachment).

J. Farkas reported on two questions asked at the November board meeting pertaining to the current 2013-2014 budget. There was a discrepancy in the Novi Township revenue line showing 300% in funds received. This was an error by Finance Dept. and the change will be reflected in the December financials. Revenue will be closer to \$5700. In regards to the Defined Benefit – Pension, based on review of the 12/31/13 MERS actuarial report, the Library division is 108% funded and has a \$0 annual required contribution for the current year. That is not to say that a swing in the market would not cause a necessary contribution in the future, but for the current year there is nothing required. J. Farkas also shared an additional area of concern with the possible dissolution of PPT (Personal Property Tax) and how it will affect the library's financials over the next few years. V. Cardenas will provide numbers to J. Farkas by the end of December for budget purposes.

The Finance Committee discussed the Library Building Fund Gift Agreement (Walker Fund), which will expire on December 31, 2013. There was a discussion on combining the Walker Fund with the general fund and look into additional investment options. D. Peck shared the City of Novi's information for allowable investments of surplus funds. V. Cardenas will have City Attorney review the contract and provide resolution language for the Board to approve at a future meeting. There was a discussion pertaining to the restricted vs. unrestricted funds and how to better utilize these accounts with more generic fund titles to lessen the amount of accounts (ex: programming, technology, etc.). An option for keeping the 269 account was suggested by Finance Dept. to distinguish donations coming to the library, but renaming the account once changes are made with the Walker Fund.

At 8:05pm a presentation was made by Shari Peters and Chris Kelly from the Northville Community Foundation. Meeting adjourned at 8:45pm.

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2012 NORM (ABNORM)	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	ACTIVITY FOR 06/30/2013 INCR (DECR)	YTD BALANCE 06/30/2013 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED
<b>Fund 268 - LIBRARY FUND 268</b>								
<b>Revenues</b>								
Dept 000.00-treasury								
268-000.00-403.000	Property tax revenue	2,191,703.70	2,219,000.00	2,314,337.00	50,524.98	2,226,167.59	88,169.41	96.19
268-000.00-567.000	State aid	22,266.68	17,500.00	26,409.00	0.00	26,409.02	(0.02)	100.00
268-000.00-567.000	Library book fines	67,906.15	57,000.00	67,906.15	7,094.34	76,718.03	(9,949.03)	113.21
268-000.00-568.000	State penal fines	64,306.05	65,500.00	74,701.00	0.00	74,701.05	(0.05)	100.00
268-000.00-664.000	Interest on investments	98,713.87	25,000.00	29,341.00	14,942.92	44,878.93	(15,537.93)	152.96
268-000.00-664.500	Unrealized gain (loss) on inve	0.00	0.00	13,247.00	(8,800.00)	(18,073.00)	31,320.00	(136.43)
268-000.00-665.000	Miscellaneous income	22,622.27	14,500.00	15,736.00	1,019.24	16,933.28	(1,197.28)	107.61
268-000.00-665.100	Copier	2,670.73	2,500.00	2,500.00	171.00	2,482.29	17.71	99.29
268-000.00-665.200	Electronic media (previously v	2,374.71	3,500.00	523.00	7.00	530.00	(7.00)	101.34
268-000.00-665.266	Summer reading t-shirt sales	130.00	150.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.289	Adult programs	0.00	0.00	6,906.00	0.00	6,906.00	0.00	100.00
268-000.00-665.290	Library fund raising revenue	590.00	1,000.00	360.00	0.00	360.00	0.00	100.00
268-000.00-665.300	Meeting room	18,514.00	12,000.00	18,440.00	2,460.00	21,180.00	(2,740.00)	114.86
268-000.00-665.400	Gifts and donations	10,312.71	5,000.00	6,705.00	0.20	6,705.50	(0.50)	100.01
268-000.00-665.404	Novi Township assessment	6,128.00	6,130.00	5,681.00	0.00	5,681.00	0.00	100.00
268-000.00-665.550	Library Cafe	5,762.07	5,000.00	5,000.00	430.16	5,198.36	(198.36)	103.97
268-000.00-665.800	Paper/supplies/public computer	0.00	0.00	43.00	0.00	43.35	(0.35)	100.81
268-000.00-680.000	Appropriation of fund balance	0.00	290,120.00	105,468.00	0.00	0.00	105,468.00	0.00
<b>Total Dept 000.00-treasury</b>		<b>2,514,000.94</b>	<b>2,723,900.00</b>	<b>2,693,166.00</b>	<b>67,849.84</b>	<b>2,496,821.40</b>	<b>196,344.60</b>	<b>92.71</b>
<b>TOTAL Revenues</b>		<b>2,514,000.94</b>	<b>2,723,900.00</b>	<b>2,693,166.00</b>	<b>67,849.84</b>	<b>2,496,821.40</b>	<b>196,344.60</b>	<b>92.71</b>
<b>Expenditures</b>								
Dept 000.00-treasury								
268-000.00-704.000	Permanent salaries	864,953.27	898,000.00	877,348.00	91,429.66	897,681.69	(20,333.69)	102.32
268-000.00-704.200	Wages (non-pensionable)	0.00	0.00	20,797.00	0.00	20,797.26	(0.26)	100.00
268-000.00-705.000	Temporary salaries	565,707.57	561,000.00	566,000.00	53,397.12	556,025.44	9,974.56	98.24
268-000.00-715.000	Social security	105,904.68	111,000.00	112,000.00	8,441.03	110,824.16	1,175.84	98.95
268-000.00-716.000	Insurance	152,960.80	212,000.00	165,000.00	12,621.97	149,186.95	15,813.05	90.42
268-000.00-716.200	HSA - employer contribution	7,200.00	10,800.00	7,000.00	312.51	5,025.06	1,974.94	71.79
268-000.00-718.000	Pension-DB (closed plans)	25,440.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-718.200	Pension - defined contributor	20,134.60	24,000.00	24,000.00	1,980.55	23,821.55	178.45	99.26
268-000.00-719.000	Unemployment insurance	3,916.80	2,000.00	0.00	6,314.70	6,314.70	(6,314.70)	100.00
268-000.00-720.000	Workers compensation	3,572.72	2,500.00	4,968.00	417.25	5,384.80	(416.80)	108.39
268-000.00-727.000	Office supplies	16,311.54	17,500.00	17,597.00	67.21	17,679.70	(82.70)	100.47
268-000.00-728.000	Postage	1,331.16	2,100.00	1,500.00	0.00	846.15	653.85	56.41
268-000.00-734.000	Computer supplies, software &	65,230.82	73,000.00	73,000.00	1,348.71	69,770.18	3,229.82	95.58
268-000.00-734.500	Computer supplies/equipment	12,485.73	12,000.00	12,000.00	955.34	12,253.86	(253.86)	102.12
268-000.00-740.000	Operating supplies	20,058.07	31,700.00	29,000.00	1,939.29	26,441.90	2,558.10	91.18
268-000.00-740.200	Desks, chairs, file cabinets,	0.00	300.00	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Uniforms	44.90	0.00	300.00	0.00	262.10	37.90	87.37
268-000.00-742.000	Library books	199,017.17	190,000.00	190,000.00	9,605.32	190,563.79	(563.79)	100.30
268-000.00-742.100	Library Book - Fines	0.00	0.00	950.00	306.44	1,306.67	(356.67)	137.54
268-000.00-742.666	Books - miscellaneous grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-743.000	Library periodicals	12,732.39	17,000.00	19,500.00	156.00	17,806.94	1,693.06	91.32
268-000.00-744.000	Audio visual materials	56,460.66	53,400.00	53,400.00	6,140.41	59,740.57	(6,340.57)	111.87
268-000.00-745.200	Electronic media	37,227.41	43,200.00	43,200.00	2,964.30	43,623.44	(423.44)	100.98
268-000.00-745.300	Electronic resources (CD rom &	997.49	44,800.00	44,800.00	0.00	44,507.73	292.27	99.35
268-000.00-801.925	Public information (cable, etc	997.49	950.00	800.00	82.02	885.97	(85.97)	110.75
268-000.00-802.100	Bank services	2,851.96	2,500.00	3,600.00	164.97	3,531.92	68.08	98.11
268-000.00-803.000	Independent audit	670.00	700.00	590.00	0.00	590.00	0.00	100.00
268-000.00-804.000	Medical service	539.00	500.00	872.00	107.80	1,034.10	(162.10)	118.59



GL NUMBER	DESCRIPTION	2012-13 ORIGINAL BUDGET		2012-13 AMENDED BUDGET		ACTIVITY FOR INCR. (DECR)	YTD BALANCE 06/30/2013	AVAILABLE BALANCE (ABNORM)	% BDTG USED
		NORM (ABNORM)	BUDGET	NORM (ABNORM)	BUDGET				
Fund 268 - LIBRARY FUND 268									
Expenditures									
268-000.00-806.000	Legal fees	977.00	2,000.00	589.00	589.00	0.00	589.00	0.00	100.00
268-000.00-809.000	Memberships and dues	5,690.10	5,000.00	5,000.00	5,193.00	15.00	5,193.00	(191.00)	103.82
268-000.00-816.000	Professional services	1,660.00	5,000.00	700.00	700.00	0.00	700.00	0.00	100.00
268-000.00-817.000	Custodial services	4,459.25	36,000.00	30,000.00	29,859.50	4,960.00	29,859.50	140.50	99.53
268-000.00-818.000	TLN Central Services	5,401.32	6,000.00	5,402.00	5,401.98	0.00	5,401.98	0.02	100.00
268-000.00-851.000	Telephone	15,615.63	16,800.00	16,800.00	14,498.77	1,125.45	14,498.77	2,301.23	86.30
268-000.00-855.000	TLN Automation Services	53,779.89	64,400.00	62,000.00	56,643.14	5,005.83	56,643.14	5,358.86	91.36
268-000.00-862.000	Mileage	515.05	1,000.00	300.00	319.57	93.48	319.57	(19.57)	106.52
268-000.00-880.000	Community promotion	8,166.46	5,000.00	5,316.00	8,414.06	1,826.64	8,414.06	(3,098.06)	158.28
268-000.00-880.267	Library Programming-Book It	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	13,248.56	20,000.00	20,000.00	19,515.24	1,109.05	19,515.24	484.76	97.58
268-000.00-880.271	Adult programs	0.00	0.00	4,701.00	4,701.15	0.00	4,701.15	(0.15)	100.00
268-000.00-900.000	Printing, graphic design and F	33,618.71	28,750.00	27,500.00	25,385.57	915.51	25,385.57	2,114.43	92.31
268-000.00-910.000	Property & liability insurance	13,005.00	13,300.00	12,684.00	12,684.00	0.00	12,684.00	0.00	100.00
268-000.00-921.000	Heat	10,040.23	16,000.00	16,000.00	16,000.00	499.48	14,235.04	1,764.96	88.97
268-000.00-922.000	Electricity	85,403.97	86,000.00	86,000.00	86,000.00	8,528.62	94,095.78	(8,095.78)	109.41
268-000.00-923.000	Water and sewer	4,840.82	5,500.00	4,000.00	4,898.24	2,449.12	4,898.24	(898.24)	122.46
268-000.00-934.000	Building maintenance	49,419.26	48,500.00	48,500.00	49,727.24	3,393.14	49,727.24	(1,227.24)	102.53
268-000.00-935.000	Vehicle maintenance	1,743.44	2,000.00	1,000.00	1,362.22	85.83	1,362.22	(362.22)	136.22
268-000.00-941.000	Grounds maintenance	32,647.63	25,000.00	52,843.00	58,988.57	2,453.11	58,988.57	(6,145.57)	111.63
268-000.00-942.000	Office equipment lease	12,833.17	200.00	13,000.00	12,817.67	1,049.96	12,817.67	182.33	98.60
268-000.00-942.100	Records storage	170.50	13,500.00	109.00	143.08	19.24	143.08	(34.08)	131.27
268-000.00-956.000	Conferences and workshops	17,153.09	11,500.00	11,500.00	9,619.89	124.04	9,619.89	1,880.11	83.65
268-000.00-965.269	Transfer to Walker Fund	10,238.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-976.000	Building improvements	8,246.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-Treasury		2,643,772.29	2,723,900.00	2,693,166.00	2,693,166.00	232,311.10	2,693,166.00	(2,529.34)	100.09
TOTAL Expenditures		2,643,772.29	2,723,900.00	2,693,166.00	2,693,166.00	232,311.10	2,693,166.00	(2,529.34)	100.09
Fund 268:									
TOTAL REVENUES		2,514,000.94	2,723,900.00	2,693,166.00	2,496,821.40	67,849.84	2,496,821.40	196,344.60	92.71
TOTAL EXPENDITURES		2,643,772.29	2,723,900.00	2,693,166.00	2,693,166.00	232,311.10	2,693,166.00	(2,529.34)	100.09
NET OF REVENUES & EXPENDITURES		(129,771.35)	0.00	0.00	(196,873.94)	(164,461.26)	(196,873.94)	198,873.94	100.00

↑ Fund Balance



Fund 268 LIBRARY FUND 268

GL Number	Description	PERIOD ENDED 06/30/2012	PERIOD ENDED 06/30/2013
<b>*** Assets ***</b>			
268-000.00-003.000	Cash and cash equivalents	2,573,085.70	2,253,968.14
268-000.00-018.000	Cash on hand	500.00	500.00
268-000.00-040.400	Prepaid expenditures	2,500.00	0.00
<b>Total Assets</b>		<b>2,576,085.70</b>	<b>2,254,468.14</b>
<b>*** Liabilities ***</b>			
268-000.00-202.000	Accounts payable	83,844.56	74,787.28
268-000.00-215.200	Unemployment insurance liability	3,916.80	6,314.70
268-000.00-232.000	Employees pension payable	2,120.00	0.00
268-000.00-257.000	Accrued wages payable	39,043.24	0.00
268-000.00-259.702	Accrued liabilities-tax	133,995.00	59,574.00
268-000.00-276.400	Deposit for Cafe	1,000.00	500.00
<b>Total Liabilities</b>		<b>263,919.60</b>	<b>141,175.98</b>
<b>*** Fund Balance ***</b>			
268-000.00-390.000	Fund balance	2,441,937.45	2,312,166.10
<b>Total Fund Balance</b>		<b>2,441,937.45</b>	<b>2,312,166.10</b>
<b>Beginning Fund Balance</b>		<b>2,441,937.45</b>	<b>2,312,166.10</b>
<b>Net of Revenues VS Expenditures</b>		<b>(129,771.35)</b>	<b>(198,873.94)</b>
<b>Ending Fund Balance</b>		<b>2,312,166.10</b>	<b>2,113,292.16</b>
<b>Total Liabilities And Fund Balance</b>		<b>2,576,085.70</b>	<b>2,254,468.14</b>

# RECENT FISCAL YEAR FINANCIAL RESULTS

## NOVI PUBLIC LIBRARY

FISCAL YEAR-END	REVENUES	PRIOR YR CHG	BUDGETED		ACTUAL		FUND BALANCE DIFFERENCE		SIGNIFICANT EVENTS
			FUND BALANCE ALLOCATION	FUND BALANCE ALLOCATION	FUND BALANCE ALLOCATION	FUND BALANCE ALLOCATION	vs. BUDGET	% Difference	
6-30-2014	\$2,493,600	(\$3,221)	(\$481,100)	TBD	TBD	TBD	TBD	TBD	
6-30-2013	\$2,496,821	(\$17,180)	(\$305,120)	(\$198,874)	\$106,246	\$106,246	65.18%	[1]	
6-30-2012	\$2,514,001	(\$99,172)	(\$270,037)	(\$129,771)	\$140,266	\$140,266	48.06%	[2]	
6-30-2011	\$2,613,173	(\$241,712)	(\$261,425)	(\$83,127)	\$178,298	\$178,298	31.80%	[3]	
6-30-2010	\$2,854,885		\$0	\$278,585	\$278,585	\$278,585	1000.00%		

[1] \$ 15,000 (Post-Budget) Approved Landscaping Expenditure  
 (-\$18,073) Investment Portfolio Losses (Mark-to-Market)

\$ 20,797 One-Time Employee Stipend

[2] \$ 98,714 in Investment Income (reflecting City's Policy Change for Mkt Valuations)

[3] Net of One-Time \$150,000 Defined Benefit Pension Contribution

## ALLOWABLE INVESTMENTS OF SURPLUS FUNDS

*The investment of surplus funds of political subdivisions is regulated by Public Act 20 of 1943, as amended. The law defines the investments that may be purchased by the political subdivision. The political subdivision is required under the Act to adopt and follow an investment policy. The City's investment policy may further restrict the types of investments they will allow.*

<b>Public Act 20 of 1943, as amended</b>	<b>City of Novi Investment Policy (as approved by City Council April 23, 2012)</b>
<b>Bonds, securities or other obligations of the United States or an agency or instrumentality of the United States.</b>	Same
<b>Certificates of Deposit, savings accounts, deposit accounts or depository receipts of a financial institution.</b> The financial institution must: <ul style="list-style-type: none"> <li>• Be a state or nationally chartered bank, or a state or federally chartered savings and loan association, savings bank or credit union whose deposits are insured by an agency of the U.S. government, <u>and</u></li> <li>• Maintain a principal office or branch office located in the State of Michigan under the laws of the state or the United States.</li> </ul>	<b>Certificates of Deposit, savings accounts, deposit accounts or depository receipts of a financial institution.</b> The financial institution must: <ul style="list-style-type: none"> <li>• Be a state or nationally chartered bank, or a state or federally chartered savings and loan association which is a member of the FDIC or a credit union which is insured by the National Credit Union Administration, <u>and</u></li> <li>• Maintain a principal office or branch office located in the State of Michigan under the laws of the state or the United States.</li> </ul>
<b>Commercial paper</b> rated at the time of purchase within the two highest classifications by at least two rating services and that matures not more than 270 days after date of purchase.	Same
<b>Repurchase agreements of the United States</b> or an agency or instrument of the United States.	<b>Repurchase agreements of the United States</b> or an agency or instrument of the United States. Repurchase agreements shall be negotiated only with dealers or financial institutions with which the City has negotiated a Master Repurchase Agreement. Repurchase Agreements must be signed with the bank or dealer and must contain provisions similar to those outlined in the Public Security Association's model Master Repurchase Agreement.
<b>Bankers' acceptances</b> of United States banks.	Same
<b>Obligations of the State of Michigan</b> or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one rating service.	Same
<b>Mutual funds</b> registered under the federal Investment Company Act of 1940, <i>composed of the investment vehicles described above.</i>	Same
<b>Obligations described above if purchased through an inter-local agreement under the Urban Cooperation Act of 1967</b> (e.g. the MBIA Michigan CLASS program).	Same
<b>Investment pools organized under the Surplus Funds Investment Pool Act</b> (Public Act 367 of 1982) (e.g. bank pools)	Same
<b>Investment pools organized under the Local Government Investment Pool Act</b> (Public Act 121 of 1985) (e.g. the Oakland County LGIP)	Same <i>Note: Due to an oversight when the policy was last updated, LGIPs are stated as excluded, although Council action was taken to approve their use by including the Oakland County LGIP as an approved financial institution. The intent was to make this an allowable investment vehicle. The restrictive wording will be removed with the next update.</i>

## ALLOWABLE INVESTMENTS OF SURPLUS FUNDS

*The investment of surplus funds of political subdivisions is regulated by Public Act 20 of 1943, as amended. The law defines the investments that may be purchased by the political subdivision. The political subdivision is required under the Act to adopt and follow an investment policy. The City's investment policy may further restrict the types of investments they will allow.*

Public Act 20 of 1943, as amended	City of Novi Investment Policy (as approved by City Council April 23, 2012)
	<p><b><i>DIVERSIFICATION:</i></b></p> <p><b>No more than 50% concentration in Commercial Paper</b> in overall investments and in individual funds.</p> <p>Direct term purchases of repurchase agreements or Bankers' Acceptances <b>should not exceed 25%</b> of the fund portfolio.</p> <p>CD's shall not be limited in use.</p>
	<p><b><i>SHORT-TERM VS. LONG-TERM PORTFOLIO:</i></b></p> <p>Funds shall be considered short-term <b><u>with the exception of:</u></b></p> <ul style="list-style-type: none"> <li>• Capital funds</li> <li>• Special Assessment funds</li> <li>• Post-Retirement Health Care fund</li> <li>• Perpetual Drain fund</li> <li>• Water &amp; Sewer funds</li> </ul> <p>Short-term investments are instruments whose maturities <b><u>do not exceed two years</u></b> at the time of purchase.</p>

## **Public Services Report - Margi Karp-Opperer, Assistant Director**

It has been a wonderful month to remember all of our blessings, spend extra time with friends, family and library patrons and, of course, eat turkey/ tofurky with delicious trimmings.

### **Keeping You Informed:**

- April Stevenson and I presented at the Novi School Board Meeting
- Mary Ellen Mulcrone attended the Novi Youth Assistance Appreciation Break
  
- Christina Salvatore participated in the MI Publications Relations Group
- Monthly taping of the Books & Beyond cable show highlighting Superintendent of Novi Schools, Dr. Matthews, and our upcoming partnership, "Parent to Parent Book Discussion"
- April Stevenson attended a Social Justice meeting through Novi Schools
- Partnered with Novi Meadows to exhibit posters called "Healthy Leader in Me is Drug Free"

### **Featured Adult Programs:**

Fourth Annual Community Reads, part of Neighborhood Library Association, with author, Mark Binelli

Never too Early to Learn about College Saving

Real Estate Reality: Life after a Short Sale or Foreclosure

Gluten Free Living Series: Part 3: Holiday Planning

Special business/financial programs for the month included:

- a. Four SCORE Business Mentoring
- b. Be A Money Smarty Series

### **Monthly Adult Programs:**

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

### **Featured Youth Programs:**

- Marshmallow Challenge
- Helping Your Toddler Talk
- Spy Training

### **Monthly Youth Programs:**

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

### **Tween and Teen Program:**

- ❖ TAB (Teen Advisory Board) Meeting
- ❖ "Get with the Game" -- Ender's Game Book Discussion
- ❖ WOW Scholarship Essay-Writing Workshop
- ❖ Dollars for College & Filling Out the FAFSA Form
- ❖ Hungry? Hunger No More Movie and Pizza

### **Featured Collections:**

Adult: Learn the Language of the 21<sup>st</sup> Century

Youth: Giving Thanks

### **Featured database:**

Reference USA

**Building Operations Report – Mary Ellen Mulcrone, Assistant Director  
December 2013**

The Support Services department faced some extra challenges mid-month. The Library was closed for our staff development day on November 15th. That meant that the TLN delivery and all of the materials returned on Friday had to be handled as quickly as possible on Saturday—in addition to the regular Saturday duties. Things were back to normal on Sunday, only to be followed on Monday by a TLN power outage that put our circulation system into a back-up mode. That meant that self-checkout stations were inoperable, and all transactions had to be handled by staff at the front desk. Everyone pitched in and did a terrific job of keeping things flowing as smoothly as possible. The new requirement for patrons to have their library cards in order to check out helped matters, since patrons were prepared and did not have to be turned away while the system was in back-up mode.

The IT / Facilities department remains busy with a variety of tasks. There have been software upgrades, app updates, and all manner of repairs, such as printers, phones, back-up call buzzer, doors, AST bins, etc. They have replaced worn flags, set up the holiday tree, ordered and received snow/ice melt for the season, trimmed back and prepared plants for the winter, etc. They have overseen elevator repairs and replacement of emergency lights.

New counters and cabinets have been installed in the Second Floor Meeting Room 237, Administration Office copier area, and IT Office copier area. These provide additional storage and work space.

The Novi Library wireless network had the number of available connections doubled so our patrons are now connecting their wireless devices without difficulties at any time of day. Tech Times for the public were held, as was a VHS to DVD Introduction class.

We welcomed two new Support Services Clerks: Emily Brush and Mara Wolke. We also have Marty Gaynor on board as our temporary Building Monitor.

**Support Services Statistics 2013-2014**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	477	437	491	409	335								<b>2,149</b>
<b>Items checked out</b>	83,150	73,040	64,664	66,952	63,631								<b>351,437</b>
<b>Items borrowed</b>	5,007	4,440	3,976	4,082	3,689								<b>21,194</b>
<b>Items loaned</b>	5,545	5,006	4,724	4,855	4,204								<b>24,334</b>

Support Services  
Statistics

November, 2013

	2013	2012		2013	2012
No. of lib. cards issued	335	338	READ Box		
Total no. of checkouts	63,631	62,499	(unveiled June 6, 2013)	Adult 90	0
			capacity approx. 30 bks.	Youth <u>192</u>	<u>0</u>
			<b>Annual Total (year end- Oct. 2, 2013)</b>	282	0
No. of items borrowed					
	TLN 3,617	3,801			
	MeL <u>72</u>	<u>75</u>			
	3,689	3,876			
No. of items loaned					
	TLN 4,101	4,662			
	MeL <u>103</u>	<u>177</u>			
	4,204	4,839			



**Self-Check Totals 2013-14 Fiscal Year**

	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
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									
January									
February									
March									
April									
May									
June									
<b>FYTD</b>	<b>351,637</b>	<b>59.37%</b>	<b>208,750</b>	<b>46,721</b>	<b>36,690</b>	<b>22,493</b>	<b>56,834</b>	<b>37,541</b>	<b>8,471</b>

**Library Usage**

<b>2012-2013 Fiscal Year</b>					<b>2013-2014 Fiscal Year</b>				
	<b>Monthly Total</b>	<b>Daily Average</b>	<b>Hours Open</b>	<b>Days Open</b>		<b>Monthly Total</b>	<b>Daily Average</b>	<b>Hours Open</b>	<b>Days Open</b>
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			259	28
January	30,017	1,001	270	30	January			283	30
February	31,795	1,136	248	28	February			264	28
March	32,587	1,124	255	29	March			289	31
April	35,701	1,190	270	30	April			272	28
May	31,290	1,118	258	28	May			268	28
June	33,528	1,341	239	25	June			267	28
<b>FYTD Total</b>	<b>389,220</b>	<b>1,248</b>	<b>3,053</b>	<b>337</b>	<b>FYTD Total</b>	<b>161,521</b>	<b>1,162</b>	<b>3,224</b>	<b>340</b>

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					
January	4,924	24,172	6	29,102	1,004	January					
February	4,203	23,780	3	27,986	965	February					
March	4,441	25,096	0	29,537	953	March					
April	4,858	22,838	4	27,700	989	April					
May	4,407	22,196	1	26,604	950	May					
June	5,206	22,924	10	28,140	1,082	June					
<b>FYTD Total</b>	<b>71,086</b>	<b>229,816</b>	<b>29</b>	<b>300,931</b>	<b>890</b>	<b>FYTD Total</b>	26,585	145,302	13	171,900	1,237

Early Literacy Workstation Usage							
2012-2013 Fiscal Year				2013-2014 Fiscal Year			
	Sessions	Time (In Minutes)	Average Session (In Minutes)		Sessions	Time (In Minutes)	Average Session (In Minutes)
July	927	24,950	26	July	980	24,485	24
August	1,006	25,947	25	August	1,056	27,332	25
September	749	17,162	22	September	777	18,249	23
October	829	19,488	23	October	920	20,882	22
November	834	20,451	24	November	816	19,935	24
December	683	15,603	22	December			
January	838	20,713	24	January			
February	855	18,745	21	February			
March	865	18,503	21	March			
April	890	20,933	23	April			
May	754	15,805	20	May			
June	912	21,374	23	June			
<b>FYTD Total</b>	<b>10,142</b>	<b>239,674</b>	<b>24</b>	<b>FYTD Total</b>	<b>4,549</b>	<b>110,883</b>	<b>24</b>

**Technology Sessions 2013-2014 Fiscal Year**

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

Sessions	20	4	17	2	5	4	12	26	90	
<i>Patrons</i>	<b>12</b>	<b>14</b>	<b>45</b>	<b>9</b>	<b>23</b>	<b>8</b>	<b>14</b>	<b>26</b>		<b>151</b>

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								
January								
February								
March								
April								
May								
June								
<b>FYTD Total</b>	7,411	1,221	11,762	3,401	15,163	488	2,510	29,039

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

<b>Charging Stations Usage</b>			
	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
<b>July</b>		3	3
<b>August</b>		2	8
<b>September</b>	3	8	2
<b>October</b>	1	3	4
<b>November</b>	7	3	4
<b>December</b>	1	3	
<b>January</b>	8	4	
<b>February</b>	7	3	
<b>March</b>	11	4	
<b>April</b>	5	3	
<b>May</b>	8	1	
<b>June</b>	4	1	
<b>Total</b>	<b>55</b>	<b>38</b>	<b>21</b>

<b>Meeting Room Rentals 2013-14FY</b>		
	<b>Rentals</b>	<b>Attendees</b>
<b>July</b>	29	696
<b>August</b>	41	1,172
<b>September</b>	49	1,274
<b>October</b>	35	1,077
<b>November</b>	32	1,485
<b>December</b>		
<b>January</b>		
<b>February</b>		
<b>March</b>		
<b>April</b>		
<b>May</b>		
<b>June</b>		
<b>Total</b>	<b>186</b>	<b>5,704</b>

**Library App - 2012-13 Fiscal Year**

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
July	989	1. Novi Main Menu	January		1.
		2. Artwork in the Library			2.
		3. Novi Social Menu			3.
		4. Novi Holdings			4.
		5. Twitter from the New NPL			5.
August	1,029	1. Novi Main Menu	February		1.
		2. Novi Holdings			2.
		3. Novi Locator			3.
		4. Novi eMedia Menu			4.
		5. Artwork in the Library			5.
September	6,202	1. Novi Main Menu	March		1.
		2. Novi Holdings			2.
		3. My Account Novi Summary			3.
		4. Novi eMedia Menu			4.
		5. Novi Booklook			5.
October	6,072	1. Novi Main Menu	April		1.
		2. My Account Novi Summary			2.
		3. Novi Holdings			3.
		4. Novi eMedia Menu			4.
		5. My Account Novi Items			5.
November	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		1.	June		1.
		2.			2.
		3.			3.
		4.			4.
		5.			5.
			<b>Total</b>	<b>27,390</b>	

Friends of the Novi Library  
Minutes of November 13, 2013 Meeting

- I. Call to Order---Pat Brunett, President 7:00 p.m.  
Members present: Julie Abrams, Pat Brunett, Barb Brunett, Carol Bauer, Carol Hoffman, Bob Cutler, Sue Johnson, Marilyn Amberger, Evelyn Young, Gale Ford, Evelyn Cadicamo  
Absent: Jim McLean
- II. Minutes of October 9, 2013---Julie Abrams  
Minutes revised to reflect the corrected spelling of Margi Karp-Opperer's name.  
Motion to accept---Evelyn Cadicamo; second---Julie Abrams. Passed 11-0.
- III. Treasurer's Report---Marilyn Amberger
- |                  |                  |
|------------------|------------------|
| Checking Account | \$21,370.26      |
| Savings Account  | 5,425.78         |
| CD Account       | <u>10,157.21</u> |
|                  | \$36,953.25      |
- Motion to accept---Marilyn Amberger; second---Julie Abrams. Passed 11-0.
- IV. Committee Reports
- A. Book Nook---Carol Hoffman
- Proceeds are increasing each month.
  - Fewer high quality books are being donated.
  - Preparations are underway for the Annual Book Sale on Saturday, Nov. 16, 2013.
- B. Membership---Sue Johnson
- E-mail has been sent to members who have not renewed their membership encouraging them to fill out the form and send in the annual fee.
- C. President---Pat Brunett
- DAR grant is tabled until next year.
  - Motion to add the \$850.00 contribution to the Friends to the Listen to the Library Series budgeted for in the 2013-14 budget. A suggestion was made to challenge other contributors to the music series to match our donation.  
Motion---Julie Abrams; second---Gale Ford. Passed 11-0.
  - Suggestions were requested for the use of the \$3,000 contribution to the Friends from the State Fair.
  - Cash gift to the library to be determined at the January meeting. A special executive meeting will be held to discuss the funds available.
  - The North End Project to be held on May 17, 2014 at Tollgate Farm, will henceforth be referred to as "Project Grow". Margi continues planning events and securing funding.
  - Funding opportunities:
    - The Friends were asked to consider purchasing the rights to sell a book featuring local artist and sculptor. The Board declined.
    - The sale of books of local business coupons. Julie Farkas will be presenting details of this idea at our January meeting. The Friends agreed to transfer funds budgeted for Book-It (cancelled) to this project.
    - Manning a concessions stand at Detroit Tiger games.
    - The sale of t-shirts in the Book Nook.
    - Gift-wrapping opportunity at Suburban Show Place's Winter Wonderfest running Dec. 4-7.Volunteers wanted. Tips go to the Friends.
- V. Announcements---December meeting cancelled. Next meeting---January 8, 2014.
- VI. Adjournment: 8:40 pm. Motion: Julie Abrams, second---Marilyn Amberger. Passed-11-0.

Submitted by: Julie Abrams, Secretary



## **Novi Public Library**

### **Student Representative's Report**

**Written by: Ziyang Huang and Jessica Mathew**

#### **Programs:**

On November 1, we had a TAB meeting with 14 attendees; we discussed upcoming teen programming and new volunteer opportunities. Next, we had the WOW Scholarship Essay Writing Workshop with 22 people. Following this, we had our Dollars for College program with 18 participants. To close off the month, we had the Hunger Games program on November 21 which was a great success with 34 teens in attendance.

#### **Teen Space and Volunteers:**

Over the month of November we had a total of 15 teen space sessions that saw around 879 students; this averages out to about 58 kids per session. We also had 14 teen volunteers that helped with programming and the various needs of the library.

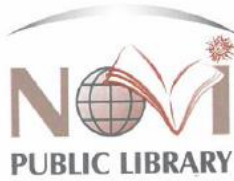
#### **Upcoming Programs:**

TAB Meeting – December 13 @ 3:30pm

Winter Craftiness – December 13 @ 4:30pm

Teen Space: Mon-Fri 2:00-5:00pm

\*\*Student ID's are required, starting December 1<sup>st</sup>



# A Little Something For Everyone



It's hard to believe that we are only a couple months shy of a new year. These final months of 2013 are a busy time. Novi residents are preparing for the upcoming holiday season and juggling their everyday family and work responsibilities, while enjoying everything this great city has to offer. Whether you plan to attend a Novi Chorales Holiday Concert or are continuing your tradition at the annual Light up the Night event, Novi has something for everyone, especially Novi Public Library.

the Bassoon Quartet from the Detroit Symphony Orchestra. Bassoonists Vicki King, Michael Ma, Garrett McQueen, and Marcus Schoon's soulful hits will take you back to the 1960's, where it all began.

Start the New Year off right by celebrating our diversity at the Library on Monday, January 20 to recognize national icon, activist and leader, Martin Luther King. The day will include a story time, activities, crafts, and a special author event with Jean Alicia Elster at 7pm. Ms. Elster, a professional writer of fiction for children and young adults will discuss her just released book "The Colored Car", a piece of history that describes the impact of segregation and discrimination and focuses on everyday life in 1930's Detroit. This family program is sure to enrich all in attendance and teach us more about American history.

2014 will be a busy year for Novi Public Library as we continue to provide programs and resources to our patrons. Whether you are looking to meet up with friends in a book discussion group, learn a new language, or surf the web, the Library has something for everyone and will continue to engage and entertain our growing and dynamic Novi community.



Bassoon Quartet  
The Detroit Symphony Orchestra

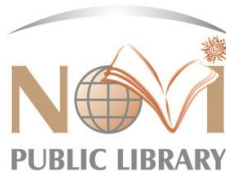
From babies to older adults, the Novi Public Library offers programs appealing to everyone. Morning Music performed by the Bassoon Quartet and Martin Luther King Day festivities are on the Library's agenda for the upcoming months.

The Library will close out 2013 on a high note, literally. On Thursday, December 19 at 11am your favorite Motown hits will be performed by



Jean Alicia Elster

the Bassoon Quartet from the Detroit Symphony Orchestra. Bassoonists Vicki King, Michael Ma, Garrett McQueen, and Marcus Schoon's soulful hits will take you back to the 1960's, where it all began.



## Library Board Calendar

### 2013

#### **December 18**

December 24  
December 25  
December 31

#### **Library Board Regular Meeting**

Holiday – Christmas Eve, Library Closed  
Holiday – Christmas, Library Closed  
Holiday – New Year’s Eve, Library Closed

### 2014

January 1

#### **January 22**

Holiday – New Year’s Day, Library Closed

#### **Library Board Regular Meeting-revised date**

#### **February 1**

#### **February 19**

#### **Budget Planning Session, East Meeting Room, NPL**

#### **Library Board Regular Meeting**

#### **March 1**

#### **March 19**

#### **Budget Planning Session, East Meeting Room, NPL**

#### **Library Board Regular Meeting**

#### **April**

April 19

April 20

#### **April 24**

#### **Budget presented to Council, TBD**

Library Closed

Holiday – Easter, Library Closed

#### **Library Board Regular Meeting-revised date**

May 11

#### **May 21**

May 25

May 26

Holiday – Mother’s Day, Library Closed

#### **Library Board Regular Meeting**

Library Closed

Holiday – Memorial Day Observed, Library Closed

June 13

June 15

#### **June 18**

#### **June 18**

Library Staff In-Service, Library Closed

Holiday – Father’s Day, Library Closed

#### **Library Board Regular Meeting**

#### **Library Director Annual Review**

July 4

#### **July 16**

Holiday – Independence Day, Library Closed

#### **Library Board Regular Meeting**

#### **August 20**

August 30

August 31

#### **Library Board Regular Meeting**

Library Closed

Library Closed

September 1

#### **September 17**

Holiday – Labor Day, Library Closed

#### **Library Board Regular Meeting**

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

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