

## Agenda

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, January 19, 2011 at 7:00 p.m.  
Novi Public Library Meeting Room  
45255 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. Letter from Michelle Hauske – Detroit Institute of Arts, December 20, 2010..... 14
6. Public Comment
7. President’s Report
  - A. Library Goals 2010-2011.....N/A
8. Treasurer’s Report
  - A. Library Budget 2010-2011 ..... 15
  - B. Library Investments/Revenues and Expenditures/Walker Fund ..... 17
  - C. Tax Deductions article by Lance Werner, Library of Michigan..... 22
  - D. Library cafe revenue report 2010-2011 ..... N/A
  - E. Building Authority budget update – November 18, 2010 ..... 23
9. Director’s Report..... 25
  - A. Patron Survey Results – November 2010 ..... 32
10. Friends of Novi Library Report
11. Historical Commission Report..... 53
12. Student Representatives Report
13. Public Comment
14. Committee Reports
  - A. Policy Committee (Margolis, Casey, Kilgore)
  - B. HR Committee (Casey, Verma, Kilgore)
  - C. Finance Committee (Margolis, Czekaj, Sturing, Kilgore)
  - D. Bylaw Committee (Mena, Casey, Kilgore)
  - E. Fundraising Committee (Mena, Sturing, Casey, Kilgore)
    1. Next meeting: February 23<sup>rd</sup> at 7:00pm, Novi Public Library

15. Public Comment

16. Adjourn

Consent Agenda:

- 1. Approval of Claims and Warrants L478 ..... 3
- 2. Approval of Regular Meeting Minutes – December 15, 2010 ..... 8

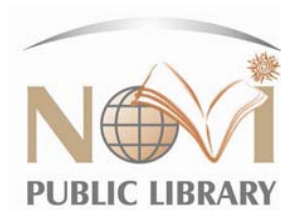
Matters for Board Action

Supplemental Information

- 1. Comfort & Joy article – Library Journal, December 2010 ..... 60
- 2. Library Board Calendar ..... 62
- 3. Board and Administrator, January 2011.....N/A

Future Events:

- Friends of the Library regular meeting – February 9<sup>th</sup> at 7:00pm, Novi Public Library
- Library Board Budget Session – Saturday - February 12<sup>th</sup> at 8:00am, Novi Public Library
- Library Board regular meeting – February 16<sup>th</sup> at 7:00pm, Novi Public Library
- Historical Commission regular meeting – February 23<sup>rd</sup> at 7:00pm, Novi Public Library
- Library Board Budget Session – Saturday - February 26<sup>th</sup> at 8:00am, Novi Public Library



45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720  
<http://www.novilibrary.org>

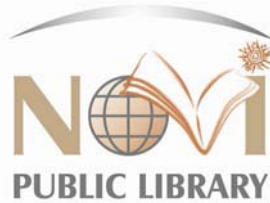
	<b>Warrant 478</b>	<b>January 2011</b>		
<b>Invoice Amount</b>	<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account Total</b>
\$ 59.16	Global Office Solutions	210486	268-000.00-727.000	
\$ 368.76	Global Office Solutions	212062	268-000.00-727.000	
\$ 21.67	Global Office Solutions	212170	268-000.00-727.000	
\$ 52.00	Xpedx	416785	268-000.00-727.000	
\$ 9.59	Xpedx	416788	268-000.00-727.000	\$ 511.18
\$ 176.00	Postmaster	4-rolls Forever Stamp	268-000.00-728.000	
\$ 54.07	Farkas, Julie	postage ann report/donors	268-000.00-728.000	
				\$ 230.07
\$ 120.00	Five Sparrows	40513	268-000.00-734.000	
\$ 120.00	Five Sparrows	40544	268-000.00-734.000	
				\$ 240.00
\$ 107.89	TracFone Wireless, Inc.	1-yr ser.	268-000.00-734.500	
				\$ 107.89
\$ 1,521.60	Library Design Associates, Inc.	4-book trucks	268-000.00-740.000	
\$ 369.65	Sentry Supply	1831	268-000.00-740.000	
\$ 113.70	Sentry Supply	1836	268-000.00-740.000	
				\$ 2,004.95
\$ 9.89	Amazon.com	002LQL1B5	268-000.00-742.000	
\$ 28.98	Amazon.com	or#105-6744707-1807419	268-000.00-742.000	
\$ 413.05	Amazon.com	B001PA0FCM	268-000.00-742.000	
\$ 44.44	Amazon.com	B003ZHMMEM	268-000.00-742.000	
\$ 33.54	Amazon.com	Ord- 105-5025680-7304266	268-000.00-742.000	
\$ 10.17	Amazon.com	1596353279	268-000.00-742.000	
\$ 275.81	Baker & Taylor	2025307020	268-000.00-742.000	
\$ 112.08	Baker & Taylor	2025311554	268-000.00-742.000	
\$ 586.11	Baker & Taylor	2025322899	268-000.00-742.000	
\$ 354.52	Baker & Taylor	2025337323	268-000.00-742.000	
\$ 370.38	Baker & Taylor	2025361363	268-000.00-742.000	
\$ 318.22	Baker & Taylor	2025380337	268-000.00-742.000	
\$ 17.42	Baker & Taylor	2025379207	268-000.00-742.000	
\$ 14.95	Belleville Area District Library		268-000.00-742.000	
\$ 121.69	Borders	IN92575340	268-000.00-742.000	
\$ 21.43	Brodart	B1585757	268-000.00-742.000	
\$ 1.20	Brodart	B1585759	268-000.00-742.000	
\$ 1.20	Brodart	B1587857	268-000.00-742.000	
\$ 20.28	Brodart	B1587856	268-000.00-742.000	
\$ 9.34	Brodart	B1585756	268-000.00-742.000	
\$ 39.83	Brodart	B1593305	268-000.00-742.000	
\$ 79.99	Brodart	B1593304	268-000.00-742.000	
\$ 156.93	Brodart	B1593306	268-000.00-742.000	
\$ 1.80	Brodart	B1593307	268-000.00-742.000	
\$ 7.80	Brodart	B1593309	268-000.00-742.000	
\$ 0.60	Brodart	B1593308	268-000.00-742.000	
\$ 106.65	Center Point Large Print	891426	268-000.00-742.000	
\$ 190.53	Center Point Large Print	893355	268-000.00-742.000	
\$ 20.37	Center Point Large Print	894532	268-000.00-742.000	
\$ 150.65	Ebsco	94088	268-000.00-742.000	
\$ 21.59	Gale	17005877	268-000.00-742.000	
\$ 83.97	Gale	17006768	268-000.00-742.000	

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<b>Invoice Amount</b>	<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account Total</b>
\$ 107.16	Gale	17008225	268-000.00-742.000	
\$ 213.49	Gale	17016643	268-000.00-742.000	
\$ 107.96	Gale	17013133	268-000.00-742.000	
\$ 28.79	Gale	17017472	268-000.00-742.000	
\$ 143.94	Gale	17028680	268-000.00-742.000	
\$ 59.17	Gale	17034918	268-000.00-742.000	
\$ 53.58	Gale	17032476	268-000.00-742.000	
\$ 38.38	Gale	17035060	268-000.00-742.000	
\$ 26.39	Gale	17036527	268-000.00-742.000	
\$ 300.40	Multicultural Books & Videos	3395A	268-000.00-742.000	
\$ 214.60	Multicultural Books & Videos	3397A	268-000.00-742.000	
\$ 313.55	Tsai Fong Books, Inc.	INV27728	268-000.00-742.000	
\$ 219.37	Tsai Fong Books, Inc.	INV28249	268-000.00-742.000	
\$ 247.20	World Book, Inc.	WBE1418063	268-000.00-742.000	
\$ 779.00	World Book, Inc.	WBE1418515	268-000.00-742.000	
				\$ 6,478.39
\$ 94.30	Lothamer, Tim	10/23/10-1/1/11 Det N/FP	268-000.00-743.000	
\$ 14.52	Ebsco	94088	268-000.00-743.000	
\$ 112.49	Novi News #1051	12/1/10-11/30/11	268-000.00-743.000	
				\$ 221.31
\$ 11.99	Midwest Tape	2319787	268-000.00-744.000	
\$ 39.99	Midwest Tape	2336064	268-000.00-744.000	
\$ 29.99	Midwest Tape	2336063	268-000.00-744.000	
\$ 79.98	Midwest Tape	2340991	268-000.00-744.000	
\$ 39.99	Midwest Tape	2340992	268-000.00-744.000	
\$ 34.99	Midwest Tape	2340993	268-000.00-744.000	
\$ 39.99	Midwest Tape	2347165	268-000.00-744.000	
\$ 99.98	Midwest Tape	2347166	268-000.00-744.000	
\$ 29.99	Midwest Tape	2375328	268-000.00-744.000	
				\$ 406.89
\$ 16.99	Brighton District Library	DVD/Grease/Refund	268-000.00-745.200	
\$ 63.99	Midwest Tape	2336044	268-000.00-745.200	
\$ 55.97	Midwest Tape	2336047	268-000.00-745.200	
\$ 22.38	Midwest Tape	2336049	268-000.00-745.200	
\$ 82.33	Midwest Tape	2336050	268-000.00-745.200	
\$ 31.98	Midwest Tape	2336052	268-000.00-745.200	
\$ 22.38	Midwest Tape	2336054	268-000.00-745.200	
\$ 20.78	Midwest Tape	2336055	268-000.00-745.200	
\$ 65.97	Midwest Tape	2336056	268-000.00-745.200	
\$ 107.15	Midwest Tape	2336057	268-000.00-745.200	
\$ 47.98	Midwest Tape	2336060	268-000.00-745.200	
\$ 51.98	Midwest Tape	2336045	268-000.00-745.200	
\$ 19.99	Midwest Tape	2336046	268-000.00-745.200	
\$ 263.92	Midwest Tape	2336048	268-000.00-745.200	
\$ 37.58	Midwest Tape	2336058	268-000.00-745.200	
\$ 49.58	Midwest Tape	2336059	268-000.00-745.200	
\$ 77.97	Midwest Tape	2340974	268-000.00-745.200	
\$ 31.98	Midwest Tape	2340975	268-000.00-745.200	
\$ 26.38	Midwest Tape	2340976	268-000.00-745.200	
\$ 31.99	Midwest Tape	2340985	268-000.00-745.200	

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\$ 13.59	Midwest Tape	2340986	268-000.00-745.200	
\$ 125.96	Midwest Tape	2347148	268-000.00-745.200	
\$ 11.99	Midwest Tape	2347150	268-000.00-745.200	
\$ 15.99	Midwest Tape	2347151	268-000.00-745.200	
\$ 41.58	Midwest Tape	2347158	268-000.00-745.200	
\$ 153.53	Midwest Tape	2347160	268-000.00-745.200	
\$ 132.75	Midwest Tape	2340977	268-000.00-745.200	
\$ 31.98	Midwest Tape	2340978	268-000.00-745.200	
\$ 11.99	Midwest Tape	2340979	268-000.00-745.200	
\$ 21.59	Midwest Tape	2340987	268-000.00-745.200	
\$ 7.99	Midwest Tape	2340988	268-000.00-745.200	
\$ 27.98	Midwest Tape	2340989	268-000.00-745.200	
\$ 139.92	Midwest Tape	2347153	268-000.00-745.200	
\$ 26.99	Midwest Tape	2348032	268-000.00-745.200	
\$ 79.97	Midwest Tape	2348033	268-000.00-745.200	
\$ 8.79	Midwest Tape	2348039	268-000.00-745.200	
\$ 65.97	Midwest Tape	2368094	268-000.00-745.200	
\$ 39.98	Midwest Tape	2336051	268-000.00-745.200	
				\$ 2,087.81
\$ 1,541.14	Gale	16928149	268-000.00-745.300	
\$ 300.00	Gale	17003112	268-000.00-745.300	
\$ 4,275.00	Midwest Collaborative for Library Services	304974	268-000.00-745.300	
				\$ 6,116.14
\$ 600.00	Orion Township Public Library	Oak Cty Hist Res/E.Lang	268-000.00-809.000	
				\$ 600.00
\$ 878.75	Netech	41120	268-000.00-816.000	
				\$ 878.75
\$ 3,530.00	Duall Cleaning, Inc.	902825/November	268-000.00-817.000	
				\$ 3,530.00
\$ 123.60	AT&T	248-347-1530	268-000.00-851.000	
\$ 692.44	TelNet Worldwide	196401/11/15-12/14/10	268-000.00-851.000	
\$ 712.16	TelNet Worldwide	202479/12/15-1/14/11	268-000.00-851.000	
\$ 456.77	Verizon Wireless	11/29-12/28/10	268-000.00-851.000	
				\$ 1,984.97
\$ 67.00	Liddicoat, Laura	Lib of Mi PR mtg 12/6/10	268-000.00-862.000	
				\$ 67.00
\$ 43.11	Alex Delvecchio Enterprises, Inc.	104043	268-000.00-880.000	
\$ 47.55	AT&T	2007276850-00800	268-000.00-880.000	
\$ (10.50)	AT&T	2007276850-00000	268-000.00-880.000	
\$ 141.55	Boston Market	Staff potluck 12/15/10	268-000.00-880.000	
\$ 32.18	Farkas, Julie	Staff potluck 12/15/10	268-000.00-880.000	
\$ 17.78	Gordon Food Service	Staff potluck 12/15/10	268-000.00-880.000	
\$ 63.00	Lands' End	9657180	268-000.00-880.000	
\$ 141.50	Lands' End	9665718/fac	268-000.00-880.000	
\$ 49.00	Lands' End	9675123/fac	268-000.00-880.000	
\$ 52.50	Observer & Eccentric Newspapers	Fac. Asst.	268-000.00-880.000	
\$ 27.52	Sam's Club		268-000.00-880.000	
\$ 66.58	Sam's Club		268-000.00-880.000	
				\$ 671.77

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\$ 35.00	Ackerman-Haywood, Jennifer	adt pgm 12/7/10	268-000.00-880.268	
\$ 335.38	Amazon.com	Battle of the Books	268-000.00-880.268	
\$ 88.37	Amazon.com	Battle of the Books	268-000.00-880.268	
\$ 37.49	Amazon.com	Circuit/104-4955386-9546651	268-000.00-880.268	
\$ 31.70	Amazon.com	Cricut/102-9462052-2161056	268-000.00-880.268	
\$ 111.84	Amazon.com	adt pgm/689815212	268-000.00-880.268	
\$ 131.78	Borders	Battle of the Books	268-000.00-880.268	
\$ 43.54	Carpenter, Suzanne	Youth pgm	268-000.00-880.268	
\$ 37.00	Druschel, Pauline	Adt pgm/1/13/11	268-000.00-880.268	
\$ 40.00	Esseltine, Megan	adt pgm/2/19/11	268-000.00-880.268	
\$ 480.00	Movie Licensing USA	1513855/12/28/10-12/27/11	268-000.00-880.268	
\$ 75.00	Mutch, Kathleen	adt pgm/2/10+26/11	268-000.00-880.268	
\$ 53.92	Oriental Trading Company, Inc.	yth/641699966.01	268-000.00-880.268	
				\$ 1,501.02
\$ 25.34	Konica Minolta	216308663/C220	268-000.00-900.000	
\$ 104.38	Konica Minolta	216343303/C360	268-000.00-900.000	
\$ 238.43	Konica Minolta	216343309/C452	268-000.00-900.000	
\$ 368.21	Konica Minolta	216424846/C452	268-000.00-900.000	
\$ 3.32	Konica Minolta	216457090/C220	268-000.00-900.000	
				\$ 739.68
\$ 2,867.12	Consumers Energy	11/13-12/16/10	268-000.00-921.000	
				\$ 2,867.12
\$ 32.00	AT&T	2.48596E+11	268-000.00-922.000	
\$ 6,722.91	DTE Energy	0002-5905-1	268-000.00-922.000	
				\$ 6,754.91
\$ 490.00	Beacon Sign Company	57579	268-000.00-934.000	
\$ 105.52	Cintas	31695388	268-000.00-934.000	
\$ 105.52	Cintas	31701123	268-000.00-934.000	
\$ 105.52	Cintas	31703980	268-000.00-934.000	
\$ 105.52	Cintas	31706837	268-000.00-934.000	
\$ 113.08	Home Depot		268-000.00-934.000	
\$ 22.50	Home Depot		268-000.00-934.000	
\$ 50.00	Orkin	60604693	268-000.00-934.000	
\$ 152.16	Sam's Club	clorox wipes	268-000.00-934.000	
\$ (114.12)	Sam's Club	clorox wipes	268-000.00-934.000	
\$ 77.00	Touch of Tropics	November	268-000.00-934.000	
				\$ 1,212.70
\$ 44.49	Novi-Motive Inc.	181262/Van	268-000.00-935.000	
\$ 42.00	Speedway		268-000.00-935.000	
				\$ 86.49
\$ 592.84	Brien's Services, Inc.	22121	268-000.00-941.000	
\$ 440.25	Brien's Services, Inc.	22342	268-000.00-941.000	
\$ 1,566.67	Northwest Lawn	11/15/10;1of3	268-000.00-941.000	
\$ 1,566.67	Northwest Lawn	1/18/11;2of3	268-000.00-941.000	
\$ 1,494.51	TruGreen	lcemelt/370378	268-000.00-941.000	
\$ 8.97	Weingartz	2455609-00	268-000.00-941.000	
\$ 249.95	Weingartz	2458313-00	268-000.00-941.000	
				\$ 5,919.86
\$ 749.83	Konica Minolta Premier Finance	164917742	268-000.00-942.000	
\$ 286.66	Konica Minolta Premier Finance	165355264	268-000.00-942.000	

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				\$ 1,036.49
\$15.50	Corrigan Record Storage		268-000.00-942.100	
				\$15.50
\$ 27.00	City of Novi	R. Verma/StCity Add.	268-000.00-956.000	
				\$ 27.00
\$ 374.00	Fred Pryor	B. Rutkowski/2/17/11	269-000.00-956.269	
\$ 65.00	Michigan Library Association	JPreston/sum rdg pgm	269-000.00-956.269	
\$ 179.00	Rockhurst University	Outlook Sem 12/6/10	269-000.00-956.269	
\$ 20.05	Seven-Eleven	J. Farkas/MLA Conf 11/10	269-000.00-956.269	
				\$ 638.05
\$ 20.00	Petty Cash (Books)		268-000.00-742.000	
\$ 4.23	Petty Cash (Building Maintenance)		268-000.00-934.000	
\$ 3.00	Petty Cash (Vehicle Maintenance)		268-000.00-935.000	
\$ 8.45	Petty Cash (Grounds Maintenance)		268-000.00-941.000	
				\$ 35.68
<b>\$ 46,971.62</b>	<b>TOTAL</b>			<b>\$ 46,971.62</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
December 15, 2010**

**DRAFT**

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

**Library Board**

Laura M. Casey, Vice President  
Willy Mena, Secretary  
David Margolis, Board Member  
Ramesh Verma, Board Member

**Absent and Excused**

Larry Kilgore, President  
Mark Sturing, Treasurer  
Larry Czekaj, Board Member (7:16 arrival)

**Student Representatives**

Kirsten West

**Absent and Excused**

Nishant Kakar

**Library Staff**

Julie Farkas, Director  
Barbara Rutkowski, IT/Facilities Department Head  
Marcia Dominick, Administrative Assistant

**Guest**

Vicky McLean

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 Laura Casey, Vice -President at 7 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A request to add item 5Z – *Presentation*, was requested.

A motion was made to approve the December 15, 2010 Regular Library Board meeting agenda as amended.



1<sup>st</sup> – David Margolis  
2<sup>nd</sup> – Ramesh Verma

The motion was approved unanimously.

**4. Consent Agenda**

A motion was made to approve the December 15, 2010 Consent Agenda as presented.

1st – Ramesh Verma  
2nd – David Margolis

The motion was approved unanimously.

**5. Correspondence**

- a. A thank you letter was presented by the Novi Oaks Charter Chapter – American Business Women’s Association, for the Library taking part in the 6<sup>th</sup> Annual Autumn Brunch with Auction, held on October 23, 2010 with the Library providing an item to be auctioned.
- b. A thank you letter was presented by Sweet Dreamzzz Detroit for the Library providing used youth books that are no longer required in the Library’s collection. The donation was greatly appreciated.

**5Z. Presentation – Barbara Rutkowski – Library Board Meetings at Novi Public Library**

Barbara Rutkowski, IT/Facilities Department Head, brought the Library Board up-to-date on the availability of broadcasting the Library Board meetings at the Novi Public Library. Effective January 19, 2011, the Library Board will hold their Board meetings in the Library Meeting Room with the intent to provide a live broadcast, as they are presently done at Council Chambers at the Civic Center. A sample broadcast was presented. The Library Board provided comments and gave suggestions.

A thank you was given to Barbara Rutkowski from Willy Mena and the Board for all her work on the project. A Cable TV survey was requested be completed by patrons. There were six questions on the survey with 30 responses. It was determined that 16 of the 30 patrons who responded had Brighthouse as their cable provider.

**6. Public Comment**

There was no public comment.

**7. President’s Report**

**a. Library Goals 2010-2011**

- The Library received the President’s Plaque at the Keep Michigan Beautiful Award ceremony. The award was recognized by City Council and the Mayor.
- The Student Representative goals are posted. (Page 20 - December Board packet).
- An offer of a “Gift of Reading” gift bags were available in December.
- To reduce paper waste and printing costs, there will be a charge for computer guest passes (used instead of library cards) beginning in January. The cost is \$1. If a student needs a library card, a parent must be with the student prior to issuing a card.
- There were 1,200 residents who attended the Library’s portion of the City’s Light Up the Night event, which was held on Friday, December 3. The Library and Rotary provided a magic act, face painting, and crafts, with Read a Latte Café providing hot chocolate to visitors.
- The Library has begun to offer games for the Nintendo DS console.
- A web conference was held at the Library for 11 staff members on Outlook.
- PNC Bank donated \$2,500.
- The Library’s Annual Report was sent to over 300 donors of the Library.

## 8. Treasurer's Report

### a. Library Budget 2010-2011

Included in the Board packet is the 2010-2011 FY Library Budget dated March 17, 2010.

### b. Library Investments/Revenues and Expenditures/Walker Fund - November 30, 2010

The Balance Sheet for the period ending November 30, 2010 indicates a Total Liabilities and Fund Balance of \$4,099,325.

The Library's Net of Revenues and Expenditures for period ending November 30, 2010 shows a balance of \$1,465,545. With 5 months into the budget year, the Library has utilized 40.29% of their budget.

The Walker Fund Balance Sheet for period ending November 30, 2010 indicates a Total Liabilities and Fund Balance of \$1,406,031, and a Net of Revenues and Expenditures of \$1,953.

The Library's Investment Sheet for the period ending November 30, 2010 shows the total investment amount for the 268 Library Fund at \$3,963,308.

The Library's Investment Sheet for the period ending November 30, 2010 shows the total investment amount for the 269 Walker Library Fund at \$1,406,031.

The Library's Investment Sheet for the period ending November 30, 2010 shows the Total Investment amount for the Total Library (268) and Total Walker Fund (269) at \$5,369,339.

No fund balance allocations have been required to date.

### c. Library café revenue report 2010-2011

The rent received for November 2010, from Read a Latte Café is \$582.48. The contract states that the Library is to receive on a monthly basis for rent either \$175 or 10%, whichever is greater based on the Café's income.

## 9. Director's Report

- The Library saw 1,200 visitors at Light Up the Night. Events held at the Library were face painting, crafts, and a magic show. Gary Bernstein from Read a Latte Café provided hot chocolate to visitors. The Rotary provided funds for the shared events and provided traffic control during the evening.
- The Friends provided the Library with \$2,000 to purchase bows and lighting for the light poles outside the Library during the event.
- The Library saw an average of 1,300 visitors during the month of November, up by 500 from the old building for the same time period. About 50% of those items checked out were completed through the self checkout stations. This figure is lower this month due to intermittent outage issues. TechLogic, supplier of the pads, will be at the Library to investigate the issues.
- There were 447 Library cards issued in November; 59,712 items checked out.
- A Michigan Library Association Update on State Aid Payments to Public Libraries and Cooperatives is included in the December 15, 2010 Board packet (page 47).
- A Microfilming Update provided by Betty Lang is included in the December 15, 2010 Board packet (page 47).
- The Novi Public Library Follow Up Survey is included in the December 15, 2010 Board packet (page 48). A meeting will be held after the holidays to discuss the survey.

- The City of Novi provided a Summary of Findings, dated December 2010, completed by The National Citizen Survey company. Highlights listed:
  - The Overall Quality of Community - Novi fell much above the national benchmark in the 90 percentile.
  - The Public Library Services were at the 94 percentile compared to the same survey held in 2006, where the Library was at 77%. The Library services rated much above the national benchmark.
    - This is due in part to the Library campaign for a new library building, the building project, and the new Library opening. Kudos was given to the Board and the staff.
  - Community Quality and Inclusiveness found that 70% of those surveyed felt that Novi was a place to retire.
  - 73% of respondents felt that opportunities to volunteer were excellent or good in Novi. The Library is getting more volunteers involved.
  - Highlights: Affordable housing; highly rated city services and increased perceived value of services; and Library Services.

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

The Friends provided \$2,000 in funds to place bows and lighting on the light poles in front of the Library. The Friends Book Nook has been collecting \$1,400 - \$1,600 in sales each month. They held two one-day sales in September and December.

A new member of the Friends will be taking over the coordination of the Friends Book Nook.

The Friends of the Novi Library, in conjunction with the Friends of the Novi Theatre Group, held a special musical at the Library on Wednesday, December 1, 2010.

A self-assessment of the Friends Board is being created.

Julie Farkas and Larry Kilgore, as well as Laura Casey, attended the Friends December 8, 2010 Board meeting.

The Novi Public Library is investigating a Community Endowment Fund and has asked the Friends to be the initial donors with a start of \$10,000. This donation request is being reviewed by the Friends Finance Committee.

The Friends held their 8<sup>th</sup> Annual Gala on Friday, December 10, 2010 with 84 guests in attendance. As a celebration of their 50<sup>th</sup> Anniversary, the Friends had a cake and provided two door prizes at the Gala.

The Friends collected in total 288 books to be provided to the Detroit Free Press Gift of Reading program.

#### **11. Historical Commission Report**

The Historical Commission Report did not provide a report this month.

#### **12. Student Representatives Report**

Articles in the Novi High School Newspaper are:

- The Library's new guest pass policy.
- E-Books
- Working on Cat's Eye News

Addressed with teens are the noise levels that are emitted when in the Library.

#### **13. Public Comment**

There was no public comment.

#### **14. Committee Reports**

**a. Policy Committee (Margolis, Casey, Kilgore)**

No report was provided.

**b. HR Committee (Casey, Verma, Kilgore)**

No report was provided. The HR Committee will be meeting on December 18, 2010, 10 a.m. at the Library. Addressed will be the policy changes at the City; review of the HR policies with possible changes.

**c. Finance Committee (Margolis, Czekaj, Sturing, Kilgore)**

No report was provided.

**d. Bylaw Committee (Mena, Casey, Kilgore)**

No report was provided.

**e. Fundraising Committee (Mena, Sturing, Casey, Kilgore)**

A meeting is scheduled for Tuesday, December 21, 2010, 7 p.m. at the Library.

The Library will be closed Friday, December 24, Saturday, December 25 and Sunday, December 26, 2010; Friday, December 31, 2010 and Saturday, January 1, 2011. The Library will also be closed on Monday, January 17 in observance of Martin Luther King, Jr. Day.

There will be a City of Novi Homeowners Breakfast held at the Novi Civic Center on Saturday, January 22, 2011, 8:30-11:30 a.m.

Library Budget sessions have been scheduled for two Saturdays in February.

The Novi Public Library has been published in Public Libraries with an article written by Laura Liddicoat, the Library's Communication Specialist –Perspectives, Focusing on the Needs of the Patrons (page 16).

#### **15. Public Comment**

There was no public comment.

The Library Board inquired as to the impact with the recent snowfall and what the Library's policy is regarding Library closings due to weather. Julie informed the Board that if heavy snow is called for, she is in contact with Chief Molloy and a decision is made based on his feedback if the Library should be closed. The Library has contracts with a snow removal firm and they are to salt, and based on the number of inches of snow, they are to plow. With the first significant snowfall of the year, the sidewalks were being parked on. As a marking, the City's DPS placed orange cones marking where the sidewalks were located. With the additional moisture on shoes, additional runners were placed at the entrance and a large mat at the bottom of the stairway. The salt stains are present during the day, but the cleaning crew is able to clean it in the evenings.

There is a cold draft when the doors open at the entrance, but a space heater has been provided under the counters for staff.

There have been no issues with the western facing glass wall.

The Board requested that the Facilities department check for roof leaks.

Larry Czekaj would like to see in the budget funds for lighting the trees on the Library's property this next holiday season as the City did.

Happy Holidays and New Year was provided by the Board.

**16. Adjourn**

A motion was made to adjourn the meeting at 8:04 p.m.

1<sup>st</sup> – Ramesh Verma  
2<sup>nd</sup> – Willy Mena

The motion was passed unanimously.

---

Willy Mena, Secretary

---

Date

December 20, 2010

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

Dear Julie,

I cannot thank you enough for your wonderful enthusiasm and support for the Inside|Out Project. This project was a large undertaking and would not have been possible in its short deadline without your commitment and advice. Thank you for taking the time to meet with me, for offering up such an ideal installation location, and for helping to coordinate programs within the library. Your contributions and comments really helped to elevate this project and I really appreciate your efforts. Without you none of this would be possible.



The Inside|Out project has received national recognition and is the first exhibition of its kind ever put on by the Detroit Institute of Arts. Inside|Out is one of our most successful community outreach programs and has us talking about how we might continue to develop a strong relationship with our surrounding communities. I would love to hear any suggestions or comments you have to continue developing this relationship.

Sadly the exhibition must come to a close, but I hope you have enjoyed having artwork at your location. The director and board members have asked me to pass on their sincere appreciation for your efforts in supporting the Detroit Institute of Arts in this important undertaking. To thank you for your hard work and dedication we would like to invite you to spend a day at the museum. Enclosed please find two VIP tickets to our new special exhibition, Fakes, Forgeries, and Mysteries. It has truly been a pleasure working with you and I look forward to conversations in the future.

Sincerely,

A handwritten signature in blue ink that reads 'Michelle Hauske'.

Michelle Hauske  
Department of Public Programming  
The Detroit Institute of Arts  
5200 Woodward Avenue  
Detroit, Michigan 48202

2010-2011 Library Budget - FINAL DRAFT 3/17/10				
		2008/2009 Yr. End	2009/2010 Approved	2010/2011 Approved Budget
<b>Revenues</b>				
<b>Account</b>	<b>Description</b>			
403.000	Property Tax Revenue	2,688,258.01	2,673,000.00	2,390,000.00
404.000	Township Taxes	8,107.09	7,700.00	6,900.00
567.000	State Aid	34,288.20	17,000.00	15,000.00
657.000	Library book fines	41,134.20	26,600.00	30,000.00
658.000	State penal fines	75,207.19	73,000.00	70,000.00
664.000	Interest on Investments	79,016.51	30,000.00	10,100.00
665.000	Miscellaneous income	13,441.59	5,750.00	3,000.00
665.100	Copier	2,972.56	2,500.00	4,000.00
665.200	Electronic media	8,941.31	10,000.00	12,000.00
665.300	Meeting Room	1,535.00	500.00	6,500.00
665.400	Gifts and donations	2,279.40	2,500.00	500.00
665.500	Book rental	1,623.05		0.00
Need acct. #	Library Café			4,500.00
666.000	Other revenue - grants	2,000.00		0.00
<b>Revenues</b>		<b>2,958,804.11</b>	<b>2,848,550.00</b>	<b>2,552,500.00</b>
<b>Total Revenues</b>				<b>2,552,500.00</b>
		2008/2009 Yr. End	2009/2010 Approved	2010/2011 Approved Budget
<b>Expenditures</b>				
<b>Account</b>	<b>Description</b>			
704.000	Permanent Salaries	979,664.04	1,008,500.00	958,000.00
705.000	Temporary Salaries	445,629.65	492,500.00	492,500.00
709.100	Sick Bank Payout	9,491.25	10,000.00	0.00
715.000	Social Security	107,720.76	108,200.00	114,000.00
716.000	Insurance	154,142.22	186,200.00	197,000.00
718.000	Pension	43,865.82	43,000.00	48,000.00
719.000	Unemployment Ins	3,264.00	0.00	0.00
720.000	Workers' Comp	2,282.36	2,750.00	2,250.00
<b>Total Personnel Services</b>		<b>1,746,060.10</b>	<b>1,851,150.00</b>	<b>1,811,750.00</b>
<b>Supplies</b>				
727.000	Office supplies	19,331.49	26,500.00	31,500.00
728.000	Postage	2,993.84	10,000.00	4,500.00
734.000	Computer supplies	74,294.12	47,500.00	101,500.00
734.500	Computer supplies equip	44,468.88	80,000.00	7,000.00
740.000	Operating supplies	17,067.12	23,000.00	23,000.00
<b>Materials</b>				
742.000	Books	203,475.41	231,000.00	215,000.00
742.666	Books - Misc. Grants			0.00
743.000	Periodicals	4,875.79	13,000.00	14,500.00
744.000	Audiovisual materials	32,145.57	40,100.00	42,100.00
745.200	Electronic media	26,738.91	33,000.00	34,650.00
745.300	Online Resources	60,816.42	67,500.00	50,500.00
<b>Total Supplies &amp; Materials</b>		<b>486,207.55</b>	<b>571,600.00</b>	<b>524,250.00</b>

		2008/2009	2009/2010	2010/2011
		Yr. End	Approved	Approved Budget
Account	Description			
802.100	Bank Services	537.36	500.00	750.00
803.000	Independent Audit	810.00	900.00	1,500.00
804.000	Medical Service	670.00	500.00	500.00
806.000	Legal Expenses	1,479.00	5,500.00	2,000.00
809.000	Memberships & Dues	4,308.00	5,500.00	5,500.00
816.000	Professional services	9,144.66	10,000.00	5,000.00
817.000	Custodial Services	20,700.00	25,000.00	35,000.00
818.000	TLN Central Services	1,838.70	4,000.00	2,500.00
851.000	Telephone	13,895.37	15,500.00	15,500.00
855.000	TLN Automation Services	46,107.99	53,000.00	50,000.00
862.000	Mileage	444.28	1,100.00	800.00
880.000	Community Promotion	14,248.43	21,000.00	15,000.00
880.268	Programming	14,496.59	27,000.00	23,000.00
900.000	Design, Printing, Publishing	21,937.50	28,500.00	24,000.00
910.000	Insurance	5,604.00	7,100.00	19,000.00
921.000	Heat	10,705.85	24,000.00	32,000.00
922.000	Electricity	53,662.95	83,900.00	122,000.00
923.000	Water and Sewer	5,730.80	11,800.00	12,000.00
932.000	Office Equipment Maint.	0.00	3,000.00	0.00
934.000	Building Maint.	21,064.03	26,000.00	46,000.00
935.000	Vehicle Maint.	1,067.08	3,000.00	3,000.00
941.000	Grounds Maint.	22,853.23	21,000.00	26,000.00
942.000	Office Equipment Lease	10,827.68	16,000.00	16,375.00
942.100	Records Storage	N/A	N/A	0.00
956.000	Conferences & Workshops	16,752.41	22,000.00	10,500.00
<b>Total Services &amp; Charges</b>		<b>298,885.91</b>	<b>415,800.00</b>	<b>467,925.00</b>
976.000	Building Improvements	0.00	5,000.00	0.00
990.000	Furniture	0.00	5,000.00	0.00
Need acct. #	Contingency			10,000.00
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>
680.000	Fund Balance			<b>261,425.00</b>
<b>Total Expenditures</b>		<b>2,531,153.56</b>	<b>2,848,550.00</b>	<b>2,813,925.00</b>

September 15, 2010 the Board approved a not to exceed \$ 150,000.00 for the pre-payment of accrued pension fund liability for the Defined Benefit Pension plan.



**CITY OF NOVI - LIBRARY FUND  
BALANCE SHEET - DECEMBER 31, 2010**

GL Number	Description	Balance
<b>Assets</b>		
268-000.00-003.000	Cash and cash equivalents	\$ 3,823,548
268-000.00-018.000	Cash on hand	500
268-000.00-020.000	Current taxes receivable	127,206
Total Assets		<u>\$ 3,951,254</u>
<b>Liabilities</b>		
268-000.00-202.000	Accounts payable	\$ 37,187
268-000.00-232.000	Employees pension payable	2,569
268-000.00-259.702	Accrued liabilities-tax	80,089
268-000.00-276.400	Deposit for Cafe	2,000
Total Liabilities		<u>121,845</u>
<b>Fund Balance</b>		
268-000.00-390.000	Fund balance	2,525,067
Net of Revenues VS Expenditures - 2010-2011		<u>1,304,342</u>
Total Fund Equity		<u>3,829,410</u>
Total Liabilities And Fund Balance		<u>\$ 3,951,254</u>

**CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT  
PERIOD ENDING DECEMBER 31, 2010**

GL NUMBER	DESCRIPTION	2010-11 AMENDED BUDGET	YTD BALANCE 12/31/2010	AVAILABLE BALANCE	% BDGT USED
<b>Revenues</b>					
<b>PROPERTY TAX REVENUE</b>					
268-000.00-403.000	Property tax revenue	\$ 2,390,000	\$ 2,467,286	\$ (77,286)	103.23
<b>STATE SOURCES</b>					
268-000.00-567.000	State aid	15,000	10,385	4,615	69.23
<b>FINES AND FORFEITURES</b>					
268-000.00-657.000	Library book fines	30,000	26,515	3,485	88.38
268-000.00-658.000	State penal fines	70,000	66,908	3,092	95.58
	<b>FINES AND FORFEITURES</b>	<u>100,000</u>	<u>93,423</u>	<u>6,577</u>	<u>93.42</u>
<b>INTEREST INCOME</b>					
268-000.00-664.000	Interest on investments	10,100	7,788	2,312	77.11
<b>OTHER REVENUE</b>					
268-000.00-665.000	Miscellaneous income	3,000	6,050	(3,050)	201.68
268-000.00-665.100	Copier	4,000	1,165	2,835	29.14
268-000.00-665.200	Electronic media	12,000	3,346	8,654	27.88
268-000.00-665.290	Library fund raising revenue	-	835	(835)	100.00
268-000.00-665.300	Meeting room	6,500	4,485	2,015	69.00
268-000.00-665.404	Novi Township assessment - library	6,900	6,822	78	100.00
268-000.00-665.650	Library Cafe	4,500	3,469	1,031	77.08
	<b>OTHER REVENUE</b>	<u>36,900</u>	<u>26,172</u>	<u>10,728</u>	<u>64.50</u>
<b>DONATIONS</b>					
268-000.00-665.400	Gifts and donations	500	14,359	(13,859)	2871.83
<b>APPROPRIATION OF FUND BALANCE</b>					
268-000.00-680.000	Appropriation of fund balance	411,425	-	411,425	0.00
<b>TOTAL Revenues</b>		<u>\$ 2,963,925</u>	<u>\$ 2,619,414</u>	<u>\$ 344,511</u>	<u>88.36</u>
<b>Expenditures</b>					
<b>PERSONAL SERVICES</b>					
268-000.00-704.000	Permanent salaries	958,000	426,415	531,585	44.51
268-000.00-705.000	Temporary salaries	492,500	234,721	257,779	47.66
268-000.00-715.000	Social security	114,000	51,943	62,057	45.56
268-000.00-716.000	Insurance	197,000	78,693	118,307	39.95
268-000.00-718.000	Pension	34,600	15,414	19,186	44.55
268-000.00-718.050	Pension - additional contributions DB	150,000	150,000	-	100.00
268-000.00-718.200	Pension - defined contribution	13,400	7,723	5,677	57.63
268-000.00-720.000	Workers compensation	2,250	900	1,350	40.00
	<b>PERSONAL SERVICES</b>	<u>1,961,750</u>	<u>965,808</u>	<u>995,942</u>	<u>49.23</u>

**CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT**  
**PERIOD ENDING DECEMBER 31, 2010**

GL NUMBER	DESCRIPTION	2010-11 AMENDED BUDGET	YTD BALANCE 12/31/2010	AVAILABLE BALANCE	% BDGT USED
<b>SUPPLIES</b>					
268-000.00-727.000	Office supplies	31,500	6,565	23,776	24.52
268-000.00-728.000	Postage	4,500	607	3,893	13.49
268-000.00-734.000	Computer supplies	101,500	17,043	84,457	16.79
268-000.00-734.500	Computer supplies/equipment	7,000	3,477	3,523	49.67
268-000.00-740.000	Operating supplies	23,000	11,075	12,643	45.03
268-000.00-741.000	Uniforms	-	254	(254)	100.00
268-000.00-742.000	Library books	215,000	66,964	148,478	30.94
268-000.00-743.000	Library periodicals	14,500	12,534	1,966	86.44
268-000.00-744.000	Audio visual materials	42,100	16,358	25,742	38.86
268-000.00-745.200	Electronic media	34,650	13,935	20,396	41.14
268-000.00-745.300	Electronic resources (CD rom materials)	50,500	34,798	16,021	68.28
<b>SUPPLIES</b>		<b>524,250</b>	<b>183,609</b>	<b>340,641</b>	<b>35.02</b>
<b>OTHER SERVICES AND CHARGES</b>					
268-000.00-802.100	Bank services	750	731	19	97.42
268-000.00-803.000	Independent audit	1,500	603	897	40.20
268-000.00-804.000	Medical service	500	323	177	64.68
268-000.00-806.000	Legal fees	2,000	3,557	(1,557)	177.87
268-000.00-809.000	Memberships and dues	5,500	3,517	1,983	63.95
268-000.00-816.000	Professional services	5,000	879	4,121	17.58
268-000.00-817.000	Custodial services	35,000	11,780	23,220	33.66
268-000.00-818.000	TLN Central Services	2,500	-	2,500	0.00
268-000.00-851.000	Telephone	15,500	7,147	8,353	46.11
268-000.00-855.000	TLN Automation Services	50,000	19,432	30,568	38.86
268-000.00-862.000	Mileage	800	243	557	30.39
268-000.00-880.000	Community promotion	15,000	3,689	11,311	24.59
268-000.00-880.268	Library programming	23,000	6,677	16,323	29.03
268-000.00-900.000	Printing, graphic design and publishing	24,000	6,742	17,258	28.09
268-000.00-910.000	Property & liability insurance	19,000	18,000	1,000	94.74
268-000.00-921.000	Heat	32,000	4,564	27,571	13.84
268-000.00-922.000	Electricity	122,000	37,700	84,300	30.90
268-000.00-923.000	Water and sewer	12,000	2,840	9,025	24.79
268-000.00-934.000	Building maintenance	46,000	16,197	29,803	35.21
268-000.00-935.000	Vehicle maintenance	3,000	867	2,133	28.89
268-000.00-941.000	Grounds maintenance	26,000	8,589	17,411	33.03
268-000.00-942.000	Office equipment lease	16,375	7,000	9,375	42.75
268-000.00-942.100	Records storage	-	16	(16)	100.00
268-000.00-956.000	Conferences and workshops	10,500	4,562	5,938	43.45
<b>OTHER SERVICES AND CHARGES</b>		<b>467,925</b>	<b>165,655</b>	<b>302,270</b>	<b>35.42</b>
<b>CONTINGENCIES</b>					
268-000.00-962.000	Contingencies	10,000	-	10,000	0.00
<b>CONTINGENCIES</b>		<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>0.00</b>
<b>TOTAL Expenditures</b>		<b>2,963,925</b>	<b>1,315,072</b>	<b>1,648,853</b>	<b>44.37</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 1,304,342</b>	<b>\$ (1,304,342)</b>	<b>100.00</b>

**CITY OF NOVI - WALKER FUND  
BALANCE SHEET - DECEMBER 31, 2010**

GL Number	Description	Balance
Assets		
Cash and cash equivalents		
269-000.00-003.000	Cash and cash equivalents	\$ 1,420,179
Fund Equity		
269-000.00-390.000	Fund balance	1,369,635
269-000.00-390.273	Restricted - Friends of Novi Library	1,588
269-000.00-390.275	Restricted for specific collections	25
269-000.00-390.277	Restricted for flagpoles	2,250
269-000.00-390.279	Restricted for youth activity room	25,000
269-000.00-390.280	Restricted for parenting-youth&teen serv	5,498
Net of Revenues VS Expenditures; 2010-2011		<u>16,183</u>
Total Fund Equity		<u>1,420,179</u>
Total Liabilities And Fund Balance		<u>\$ 1,420,179</u>

**REVENUE AND EXPENDITURE REPORT - PERIOD ENDING DECEMBER 31, 2010**

GL NUMBER	DESCRIPTION	YTD BALANCE 12/31/2010
Revenues		
INTEREST INCOME		
269-000.00-664.000	Interest on investments	\$ 5,214
DONATIONS		
269-000.00-665.271	Donation-general-youth collections	350
269-000.00-665.274	Donations-restricted-brick pavers	975
269-000.00-665.276	Donations-restricted-library trees	750
269-000.00-665.279	Donations-youth activity room (Berman)	15,000
269-000.00-666.550	Walker fund general donations	200
DONATIONS		<u>17,275</u>
TOTAL Revenues		<u>\$ 22,489</u>
Expenditures		
SUPPLIES		
269-000.00-742.267	Books - parenting	-
269-000.00-742.279	Library youth activity room expenditures	3,948
269-000.00-742.800	Engraving, name plates, etc.-donations	197
SUPPLIES		<u>4,146</u>
OTHER SERVICES AND CHARGES		
269-000.00-956.269	Conferences & Workshops-Friends-Library	2,161
TOTAL Expenditures		<u>6,306</u>
NET OF REVENUES & EXPENDITURES		<u>\$ 16,183</u>

CITY OF NOVI  
LIBRARY INVESTMENTS  
December 31, 2010

Investment Date	Description	Maturity Date	Interest Rate	Investment Amount
<b>268 Library Fund</b>				
12/31/10	Ambassador Funds		0.03%	\$ 10,675
12/31/10	Chase Bank High Yield Savings		0.45%	\$ 1,036,167
12/31/10	Citizens Republic NOW Account		0.15%	\$ 220,722
12/31/10	Fifth Third Bank Short Term Investment		0.20%	\$ 54,631
12/31/10	Flagstar Bank Public Funds Liquid Assets		0.15%	\$ 1,352
07/28/10	Government Agency (PNC/Nat City) FNMA**	04/28/14	1.50%	\$ 500,000
09/30/10	Government Agency (UBS Financial) FHLB***	03/27/15	1.70%	\$ 500,000
09/30/10	Government Agency (Morgan Stanley/Smith Barney) FHLB****	09/30/15	1.90%	\$ 1,000,000
09/13/10	Government Agency (PNC/Nat City) FHLB*****	03/13/20	3.00%	\$ 100,000
10/21/10	Government Agency (Morgan Stanley/Smith Barney) FNMA*****	10/21/15	2.03%	\$ 400,000
12/31/10	<b>Total 268 Library Fund</b>			<b>\$ 3,823,548</b>
<b>269 Walker Library Fund</b>				
12/31/10	Ambassador Funds		0.03%	\$ 31,125
12/31/10	Fifth Third Bank Short Term Investment		0.20%	\$ 39,054
07/28/10	Government Agency (PNC/Nat City) FNMA**	04/28/14	1.50%	\$ 500,000
08/24/10	Government Agency (PNC/Nat City) FNMA*****	08/24/18	3.06%	\$ 100,000
09/13/10	Government Agency (PNC/Nat City) FHLB*****	03/13/20	3.00%	\$ 300,000
10/31/10	Government Agency (Morgan Stanley/Smith Barney) FNMA*****	10/21/15	2.03%	\$ 450,000
12/31/10	<b>Total 269 Walker Library Fund</b>			<b>\$ 1,420,179</b>
12/31/10	<b>Total Library (268) and Walker (269)</b>			<b>\$ 5,243,726</b>

**First semi-annual interest payment due 04/28/11 = \$3,750			
***First semi-annual interest payment due 03/27/11 = \$8,438			
****First semi-annual interest payment due 03/30/11 = \$9,500			
*****First semi-annual interest payment due 03/13/11 = 268 Fund \$1,500, 269 Fund \$3,750			
*****Step instrument - yield-to-maturity 3.06%, first semi-annual interest payment due 02/24/11 = \$1,000			
*****Step instrument - yield-to-maturity 2.03%, first semi-annual interest payment due 04/21/11 = 268 Fund \$3,000, 269 Fund 3,375.			

## Tax deductions

By Lance M. Werner

It is always a bit of a challenge to decide on a topic for this column. There are so many noteworthy subjects to address. After some consideration, I have decided (based on a request that I received) that it would be useful to discuss donor income tax benefits for contributions made directly to public libraries, in contrast to gifts made to library friends groups.

Federal income tax *deductions* are available to taxpayers making charitable donations to public libraries and friends groups. State income tax *credits* are available to taxpayers making charitable contributions to public libraries. A tax *deduction* enables the taxpayer to claim a percentage of the donation made from their adjusted gross income. A tax *credit* is an amount of money that may be subtracted from the computed tax itself. What does that mean? Simply put, tax credits offer “more bang for the buck”.

### Public libraries

Everyone knows that charitable organizations with IRS 501(c)(3) status may accept tax-deductible gifts and donations. However, a “public library”, as that phrase is defined under section 2 of the State Aid to Public Libraries Act, 1977 PA 89, MCL 397.552, does not possess 501(c)(3) status under the Internal Revenue Code of 1986 (the Code), unless the library applies for it. Although it is possible for a public library to obtain 501(c)(3) status under the Code, federal income tax benefits are available without it.

Significantly, public libraries automatically possess deductibility status under another provision of the Code Title 26, Subtitle A, Ch. 1, Subchapter B, Pt VI, section 170(c)(1) and 170(b)(1)(A)(v) of the Code. The issue of whether or not a public library possesses 501(c)(3) status or governmental entity status under section 170(c)(1) of the Code is moot because the federal tax benefits are identical.

Regarding federal tax deductions, section 170 (c)(1) of the Code provides that a taxpayer, both an individual and a corporation, may claim an income tax *deduction* for charitable donations made to “[a] State, a possession of the United States, or any political subdivision of any of the foregoing, or the United States or the District of Columbia, but only if the contribution or gift is made for exclusively public purposes.”

Michigan law also provides for tax benefits made for charitable contributions to public libraries. Section 26 of the Income Tax Act of 1967 (the Act), 1967 PA 281, MCL 206.26 defines “taxpayer” as “any person subject to the taxes imposed by this act”. Section 260 of the Act, MCL 206.260, expresses:

A taxpayer may *credit* against the tax imposed by this act for the tax year, an amount, subject to the applicable limitations provided by this section, equal to 50% of the aggregate amount of charitable contributions made by the taxpayer during the tax year to... a public library.

**CITY OF NOVI - LIBRARY CONSTRUCTION**  
**Budget and Actual - Expenditures through 12/18/10**  
**Budget Amendments Through 11/18/10**

	<b>ORIGINAL BUDGET</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	
<b>1. CONSTRUCTION COSTS</b>				
A. The Dailey Company (contract w/ alt #2,#4,#5,#6,#7)		\$ 10,135,900	\$ 10,913,380	Actual column includes payments for change orders
B. Change orders #1-23		777,480		
	\$ 12,500,000	\$ 10,913,380	\$ 10,913,380	
<b>2. ARCHITECTURAL DESIGN &amp; ENGINEERING SERVICES</b>				
A. Contract (BEI/DSA1)	\$ 835,000	\$ 864,575	\$ 920,926	PO# 90754, 91076, 91303, 91647, 91808 Per contract; add \$15K storage & \$2.5K well 6/19/08; \$8,075 per letter 10/20/08 (excludes \$35K prelim work paid by library); \$4,000 for Fiber Optics Design 5/28/09
B. Reimbursables	36,400	49,800	49,800	Amended for \$7,500 in March 2009; \$5,000 April 2009 add'l trips for design of items added -files, 2nd floor, etc.; \$1000 May 2009 Color renderings
C. Change order 4.13.10	-	(8,848)	included above	Proposed reduction for design items (wall, thermostats)
D. Change Order 6.24.10 (additional work & credit)		1,000	included above	\$2,000 credit for drain tiles and \$3,000 charge for additional work (lighting on 10 Mile & Taft \$400)
E. Change Order 9.1.10 (lighting; screen wall)		2,600	included above	
F. Budget Amendment (1/15/09) A, D, E, F, H, I, J & 4/30/09 (City owed \$2,000; Ron confirmed payment)	\$ 871,400	\$ 973,427	\$ 970,726	Removed the solar panels based on additional information \$ 1,005,726
<b>3. OTHER CONSTRUCTION COSTS</b>				
A. Other costs: Surveys, traffic studies, prints, etc.	\$ -	\$ 36,000	\$ 34,598	Metco Services; Mickalich & Associates; OHM
B. Construction inspection & other fees		57,000	25,476	Stantec PO# 91425 & 91406
C. Water & Sewer tap fees		42,273	42,273	
D. Moving expenses		-	-	Moved to FF&E 2.18.10
E. Exterior signage wayfinding		21,085	21,085	Beacon 4/1/10 PO# 92194
F. Revise north facade signage		10,593	10,593	Universal Sign PO# 92293
G. Great Oaks Landscaping		6,307	6,307	Novi high school parking log PO# 92407
H. Bright House Networks		2,690	2,690	
I. StepNWash		784	784	Approved 9.16.10
J. Library Design - Book drop cover		893	893	No PO
K. Owner's Rep/Construction Project Manager		109,975	109,975	Change order to PO# 91503 from \$80K to \$100K 7/8/10
	\$ 172,500	\$ 287,600	\$ 254,674	Propose Change Order \$15K 10.7.10
<b>4. TECHNOLOGY</b>				
A. Design (Fanning, Howey)	\$ 94,550	\$ 94,550	\$ 84,745	Per contract (no amendment based on current items included) PO# 90948
B. Tech Logic		411,963	404,729	RFID, book security and book sorting -plus amendment - PO# 91911 bin)
Change order for larger automated bin 6/10/10		7,783	see above	PO# 92144
C. Netech Corporation - Bid A - Network servers/switches, etc.		294,348	519,711	PO# 92111
D. Netech Corporation - Bid C - Endpoints, etc.		225,363	included above	PO# 92145
E. Thalner - Bid B - Video Systems		337,914	289,745	PO# 92172
F. Telephone/communication system		60,696	60,696	PO# 92171
G. Printers - HP & CDW		9,409	9,409	outstanding)
H. Telephone/communication system (additions to complete)		5,413	2,328	Budget amendments 3/2009 & 6/25/09 & items added to construction (see Dailey detail schedule)
I. <b>Budget &amp; Contingency Balances</b>	805,450	-	-	<b>Note: \$323,270 plus Change Order items (see Dailey schedule) included in construction above</b> <b>Est. need \$1,275,888</b>
	\$ 900,000	\$ 1,447,439	\$ 1,371,363	
<b>5. FURNITURE, FIXTURES &amp; EQUIPMENT</b>				
A. Design (Library Design)	\$ 150,000	included below	\$ -	\$184,839 per contract (20%); included in PO's below
1. Furniture, Fixtures & Equipment (1/21/10)		\$ 1,014,338	1,143,243	PO# 92146
2. Moving Bid (2/18/10)		26,936	included above	PO# 92149
3. Signage Bid (2/18/10) (amended 4/1/10)		53,887	included above	PO# 92150 (plus change order \$9,477)
4. West Patio Furniture (2/18/10)		47,124	included above	PO# 92147
5. Change order 6/10/10 (see 5/24/10 correspondence)		11,008	included above	Change order to PO#92146; includes use of contingency \$9,600
6. Change order 8/5/10 Final FF&E		6,256	-	Change order to PO#92146
7. Change order 9/16/10		2,691	-	Change order to PO#92146
B. Artwork - Budget Amendment - Apples (1/7/10)		18,849	18,849	Glass apples-including cabinet-\$18,849 PO#92148
C. Appliances - Best Buy		2,670	2,670	PO# 92170
D. Artwork Budget Amendment The Librarian statue (6/10/10)		13,500	13,500	PO# 92369
E. <b>Budget &amp; Contingency Balances</b>	750,000	-	-	Budget amendment 1/15/09 \$192K; \$72K for moving moved from item 3 above 2.18.10
	\$ 900,000	\$ 1,197,259	\$ 1,178,262	<b>Note: \$8,000 for blinds and \$3118 custom lobby bench (CO#14-2/8/10) included in construction figure above</b>

**CITY OF NOVI - LIBRARY CONSTRUCTION**  
**Budget and Actual - Expenditures through 12/18/10**  
**Budget Amendments Through 11/18/10**  
**(continued)**

<b>6. OPENING DAY COLLECTIONS</b>					
A. Brodart	\$ -	\$ 295,545	\$ 295,545	<	Brodard contract reduced by \$3K and added to Tech Logic for RFID coding; PO# 91848 PO# 92114
B. Midwest Tape, LLC		30,165	30,165		
	<u>\$ -</u>	<u>\$ 325,710</u>	<u>\$ 325,710</u>		
<b>7. LEGAL COSTS</b>	\$ 10,000	\$ 22,858	\$ 22,858		
<b>8. BOND COSTS</b>					
A. Bond Counsel	\$ 34,500	\$ 34,500	34,500		actual, includes costs \$20,800 plus costs not to exceed \$1,000 (actual invoice includes travel expenses to Chicago \$3,721.41)
B. Financial Advisor	20,800	25,355	25,355		
C. Underwriters' Discount	149,300	104,865	104,865		
D. Official Statement Printing & Mailing	6,500	5,433	5,433		
E. Rating Agencies	24,000	23,150	23,150		
F. Michigan Department of Treasury	1,000	1,000	1,000		
G. Municipal Advisory Council (MAC); fee	200	200	200		Paid to Bendzinsk & Co.
	<u>\$ 236,300</u>	<u>\$ 194,503</u>	<u>\$ 194,503</u>		
<b>9. AUDIT &amp; ARBITRAGE REPORTING</b>	\$ 5,000	\$ 5,000	\$ 3,369		
<b>10. CONTINGENCY AVAILABLE</b>	\$ 404,800	\$ 632,825	\$ -		Recommend 8%, 5%, and 10% of Phase 2
<b>Totals</b>	<u>\$ 16,000,000</u>	<u>\$ 16,000,000</u>	<u>\$ 15,234,845</u>		
<b>TRANSFER TO LIBRARY DEBT SERVICE FUND (2010-11 BUDGET)</b>		<b>\$ 300,000</b>			Approved 2/18/2010
Bonds	\$ 16,000,000				
Other	3,300				
Interest on Investments	302,972				
	<u>\$ 16,306,272</u>				



**Director's Report**  
**January 19, 2010**

**Information Services Report by Margi Karp-Opperer**

"Give the Gift of a Library Card for the Holiday Season" was highlighted this month whereby a parent could stop by our main check out desk and be given a gift bag with a gift certificate for the child in their life that needs a library card. It was available all month.

The Novi Library partnered with the Homeschoolers Group of Oakland County to offer a series of Chess Challenges. It has been very well received and appreciated by all who participated.

We continued to highlight the Library's newest digital product called Overdrive this month. Patrons can download audio books, E-books and much more with this wonderful product. Also part of the featured collection was Playaways, which is an already downloaded audio book that patrons listen to while exercising, cooking, relaxing, etc and is worn on a lanyard around the neck.

**Overdrive Report from Jim Flury, TLN**

I just ran two OverDrive "Circulation Activity By Branch" (OverDrive terminology, Branch) reports. With the exception of Start Date and End Date I used identical criteria for the two reports, that being Checkouts by Branch, All Branches, All Formats, Title Type Maximum Access Titles and Owned Titles, Website Type Both (Standard and Mobile). The idea was to compare circ numbers for the first two weeks in December, with circ numbers for the first two weeks in January. The results showed a 41% increase in OverDrive usage in the 22 "Branches" that are members of the Download Destination group of libraries. During the period December 1-December 14 the total number of checkouts was 2,196. For January 1-January 14 (and January 14 is just over 10 hours old as I am typing these lines) the total number of checkouts was 3,105.

ebook checkouts 12-1 through 12-14 = 662 eaudiobook checkouts 12-1 through 12-14 = 1,453

ebook checkouts 1-1 through 1-14 = 1,324 eaudiobook checkouts 1-1 through 1-14 = 1,714

A 100% increase in ebook checkouts for the period 1-1 through 1-14 vs 12-1 through 12-14.

**Building Operations Report by Mary Ellen Mulcrone**

Support Services welcomed David Nelson, filling the Clerk position that had opened with the departure of another staff member. A new Library Assistant position has been posted to allow additional hours for shelving to return circulating materials to the shelves in a more timely manner.

Two relabeling projects have been completed to provide better access to collections. All Young Adult graphic novels and the entire collection of compact discs were reclassified, relabeled, and returned to the shelves.

Two staff members from Tech Logic were on site for two full days in December. Working closely with management from Support Services and IT/Facilities departments, they provided additional training and were able to solve some of the problems we have experienced with our self-checkout stations and our sorting system (see report enclosed).

The way finding sign in the lobby now includes information about the artwork in the Sherrill Berman Activity Room. We are looking at additional ways to improve this information resource.

Although we experienced some setbacks with the telephone system, it continues to evolve, with new features having been added over the past month. We anticipate having full service by the end of this month and will review periodically to see what changes should be made.

Support Services Statistics 2010-2011													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	660	635	464	488	447	256							<b>2,950</b>
<b>Items checked out</b>	67,135	73,797	59,171	60,983	59,712	55,584							<b>376,382</b>
<b>Items borrowed</b>	3,948	4,421	3,764	3,554	3,702	3,172							<b>22,561</b>
<b>Items loaned</b>	4,124	4,836	4,486	4,300	4,831	3,843							<b>26,420</b>

Support Services Statistics  
December , 2010

	2010	2009
Number of library cards issued	256	230
Total number of checkouts	55,584	
Number of items borrowed	TLN 3,094 MeL <u>78</u> 3,172	3,311 (includes MeL)
Number of items loaned	TLN 3,685 MeL <u>158</u> 3,843	3,167 (includes MeL)

Self-Check Totals-From Grand Opening -06/01/2010									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth	Adult North	Adult South
June, 2010	67,407	63.63%	42,890	12,479	9,729	5,238	11,075	1,632	2,737
July	67,135	62.47%	41,939	11,521	9,144	6,170	11,627	1,372	2,105
August	73,797	58.57%	43,226	11,663	9,755	6,416	11,869	1,213	2,310
September	59,171	54.11%	32,017	*3464	10,713	6,314	9,229	777	1,520
**October	60,983	53.89%	32,863	10,239	8,111	3,159	9,254	604	1,496
November	59,712	48.98%	29,244	9,396	8,305	2,887	6,679	487	1,490
December	55,584	54.32%	30,194	7,092	7,184	4,624	9,184	667	1,443
January									
February									
March									
April									
May									
June									
FYTD	443,789	56.87%	252,373	62,390	62,941	34,808	68,917	6,752	13,101

\* (3,464) - Self-Check #1 was not operational for 14 days due to electrical equipment malfunction.

\*\* Began debit/credit service October 5, 2010.

2010-2011 Fiscal Year Library Usage		
	Monthly Total	Daily Average
June	42,867	1,649
July	36,372	1,399
August	35,497	1,365
September	32,651	1,209
October	35,368	1,141
November	33,516	1,117
December	29,117	1,078
January		
February		
March		
April		
May		
June		
FYTD Total	245,388	1,280

**Tech Logic Visit Report by Wendy Teagan, Head of Support Services (2 day training/maintenance)**  
**December 15, 2010**

We began CircIT overviews and training with Tracy at 8:am. Kyle went to the AST to go through set up, diagnostics and cleaning.

Tracy asked about our CircIT comfort levels, beginning with basics and running through all windows and menus. We asked questions and spoke about issues and concerns as they came up.

Tracy was able to observe many of the antenna problems that we have been experiencing. She did some cable organization and relocated the white box on the new FEIG antenna which helped its performance. Tracy determined that the antenna on SCO #1 was dead; she'll replace it with one of the backroom antennas to get us through the next couple of weeks. After working with the remaining antennas she determined that they were not acceptable. Tech Logic will be replacing all, old style antennas with new FEIGs\*. They went into production and should ship to us at the beginning of next week; expect delivery December 22-23. Tracy ran Barb through the set up and took a picture of the proper cabling for the FEIG antennas.

\*note: according to our October 2, 2009 Tech Logic Order Confirmation, we were supposed to have received all FEIG antennas in the original shipment.

An advantage to installing upgraded antennas will be our ability to begin use of the latest CircIT upgrade. As well as providing better performance, it give us the option to minimize the CircIT screen and perform our desk tasks using just Symphony and the antenna- the tags will activate and deactivate without toggling between both screens.

Receipt printers have been giving us several problems- not printing receipts, printing partial receipts, dropping the number of items checked out off of the receipt. Unfortunately, Tracy saw only one of these problems. The fact that the printers were not having issues may have been a result of the clean up that Tracy did at each SCO. At the end of the day the thought was that the bad antennas may be the cause of the printer problems.

In the afternoon we gathered in the IT Department and Tracy walked us through all of the "back room" training- component management, language manager process manager, client settings manager, receipt design and screen design.

Wednesday issues for follow up-

- Replace 13, original antennas with new FEIGs; update- FEIGs are being built
- Install CircIT upgrade to be used with new antennas; update- installed
- Tracie will ask Loren to clean up the receipt footer in design screen, it is very small
- Tracy will talk to Jack about the reappearance of hidden devices on all terminals; update- Jack feels that the reappearance of some of the hidden devices comes from the antennas interrupting messages to the printers. We'll monitor the workstations for hidden device problems.
- Tracy will send us a PDF of newest manuals
- Tracy will show Barb how to reach the printer client log and SIP log to copy and email to Tech Logic when a printer problem occurs to aid with diagnosing the problem
- Examples of receipts for holds and transits were given to Tracy and she will try to duplicate the content for our library

## December 16, 2010

We began the day updating some of the issues from Wednesday (updates on pg. 1 "issues").

NPL staff work with Kyle on AST maintenance and Tracy continues to work with antenna and printer issues, testing and checking cables & connections.

Kyle walked us through the entire sorting machine, from the return door, to sensors, eyes, belts, rollers, chutes, wiring and motors. He explained how each segment works and how it relates to the piece behind it, as well as in front of it. General maintenance of each piece was discussed and troubleshooting tips were given. Kyle showed us what we'd need to know if Tech Logic was going to remote in to diagnose a problem.

In his initial examination of the AST, Kyle discovered crimped and looped wires that may have been producing problems. He also found that a brush, under the conveyer used to clean it, was missing. Sensors and eyes were realigned to facilitate the transfer of materials to bins.

Kyle answered a lot of questions that we asked about cleaning and problems that we'd experienced.

Issues for follow up-

- Will find out if a longer, soft sided bin for the manual drop can be obtained
- Will request softer springs for the current, soft sided bin
- Kyle will check with software staff to see if the AST will discharge and activate tags when we must use our back up system if the ILS is unavailable (SIRSI product that records check-in and check-outs during Symphony downtime and are uploaded when Symphony is again available)
- A PDF copy of the AST schematic will be sent to Barb
- "Jam detection" will be turned on
- "Bin load" mode will be turned on
- Questions regarding statistical results adding to 110% will be addressed
- Bin parts have been ordered for the malfunctioning units, to be installed by NPL staff

### AST Software

Kyle walked us through the entire AST client icon by icon, menu by menu. Many questions were asked and answered. I feel comfortable with the statistical interpretations (with the exception of 110%, of course!) and option that are available for bin sorting, codes and AST operation.

### Wand Training

We spent three hours getting the Micro Computer configured, the Wand to connect to the WiFi, downloading a 29 item list to the Micro Computer and searching the shelves for 2 items. The wand could not find the 2 items until we pulled the books out from the neighboring items by at least 3". Our shelving is metal and apparently is not compatible with the Wand. Our anticipated daily use for the wand- the pull holds list- will be so cumbersome to set up that to use the wand will take more staff time than just completing the task as we do now- very disappointing to say the least. The Micro Computer has several reports that may prove to be helpful but if the wands won't work with metal shelving then there's no way to process the reports. The wands are not practical for our use. We will present findings to the Library Director so that a determination can be made about the next step to be taken regarding possible return of the Wands and Micro Computer. The Purchase was \$15,000.00 for two wands and two Micro Computers.

### Summary

After two days spent with Tracy and Kyle, and with the exception of the Inventory Wands and Micro Computers, I feel much more confident and comfortable with the Tech Logic products and the procedures we'll use to maintain and

troubleshoot them. I'm also pleased with the prompt action taken to correct faulty equipment and to correct installation errors.

Note- December 21, 2010; We continue to have problems with the FEIG antenna, installed at SCO #3; it will not shut down using the F11 key (as instructed) and is inconsistent at turning off theft bits.

### **Novi Traffic Safety Group / Traffic Safety Meeting – report by Mary Ellen Mulcrone January 11, 2011**

**Novi Public Library** issues discussed at the Traffic Safety Meeting:

- **School parent pick-up traffic in the library parking lot**

We suggested that Police enforcement of the posted No Stopping/No Standing zone in front of the Library entrance for a limited time period could encourage self enforcement for the future. Members of the committee, including Officers Whitfield and Wuotinen, did not agree that self enforcement would result for the long term. They also felt that Police enforcement could result in unnecessary bad feelings from the public. In any case, the No Stopping/No Standing zone is currently *not* enforceable by Police, as there is no traffic control order in place. Although the committee does not recommend such implementation, the procedure to request a traffic control order for the posting would begin with a written request from the Library Board to City of Novi Engineering Manager, Brian Coburn, and it would then go to City Council for approval. The committee did suggest that designating some parking spaces for short term only (e.g. 15 minutes) might be helpful. This relatively low cost suggestion could be considered for the six parking spaces in the front row that are not designated as handicap/accessible spaces and/or for the westernmost spaces in the north row of the parking lot.

- **New signal sequence at Novi Way may not provide enough gaps**

This is still under review by the Road Commission of Oakland County.

- **Left turn conflicts with Glenda (merging using the left turn lane)**

The committee suggests that the only thing that will ease congestion and improve conditions in the area of the Library entrance is to widen the existing driveway.

### **HR Committee, Meeting Minutes – December 18, 2010**

It has been 1 year (November 2009) since the roll-out of the Employee Handbook. The HR Committee met to begin reviewing policies for any additional changes/additions. Information is forthcoming to the Board of any revisions that may be considered.

### **Policy Committee – January 4, 2011**

The internal (library staff) policy committee met with staff members in December and January to get their feedback on any possible changes/revisions to the Library Policy Manual in relation to patron/building usage. The committee will be working on revised documents and will be looking to set up a time to meet with the Library Board Policy Committee members in the future.

### **Fundraising Committee, Meeting Minutes – January 13, 2011**

1. Mark Sturing reported on the process for obtaining the affirmation letter. Julie had contacted the IRS for the form and some additional information/assistance will be needed by the City of Novi for us to move forward – still a work in progress.
2. Julie and Laura Casey attended the Friends meeting on January 12<sup>th</sup>. The Friends are very interested in giving a donation for the endowment. They are still checking the status of their finances and determining where they will obtain their funds. I believe they will make a decision at their February meeting. Due to this, the committee has decided to hold off on presenting the Library board with its recommendation for moving forward with the Community Foundation until we have the green light from the Friends. The committee will plan to make a recommendation at the March meeting.

3. The group provided wonderful suggestions for additional edits to the Giving for Today brochure – which will now be entitled “A Gift for Today”. A final draft will be sent out electronically on Tuesday, January 18<sup>th</sup> for the committee to review then production will begin to meet the Homeowner’s Breakfast deadline.
4. Next meeting is scheduled for Wednesday, February 23<sup>rd</sup> at 7:00pm in the small meeting room on the second floor!

**MeLCat turns 6 years old:**

On January 10th--Happy 6th Anniversary to MeLCat! We have now over 400 participating libraries--public, academic, K12 and special--on both peninsulas, nearly 44,000,000 items, nearly 77,000 on average loan requests per month for this last year with an average fill rate of nearly 90%.

## Novi Public Library Survey Results - Fall 2010

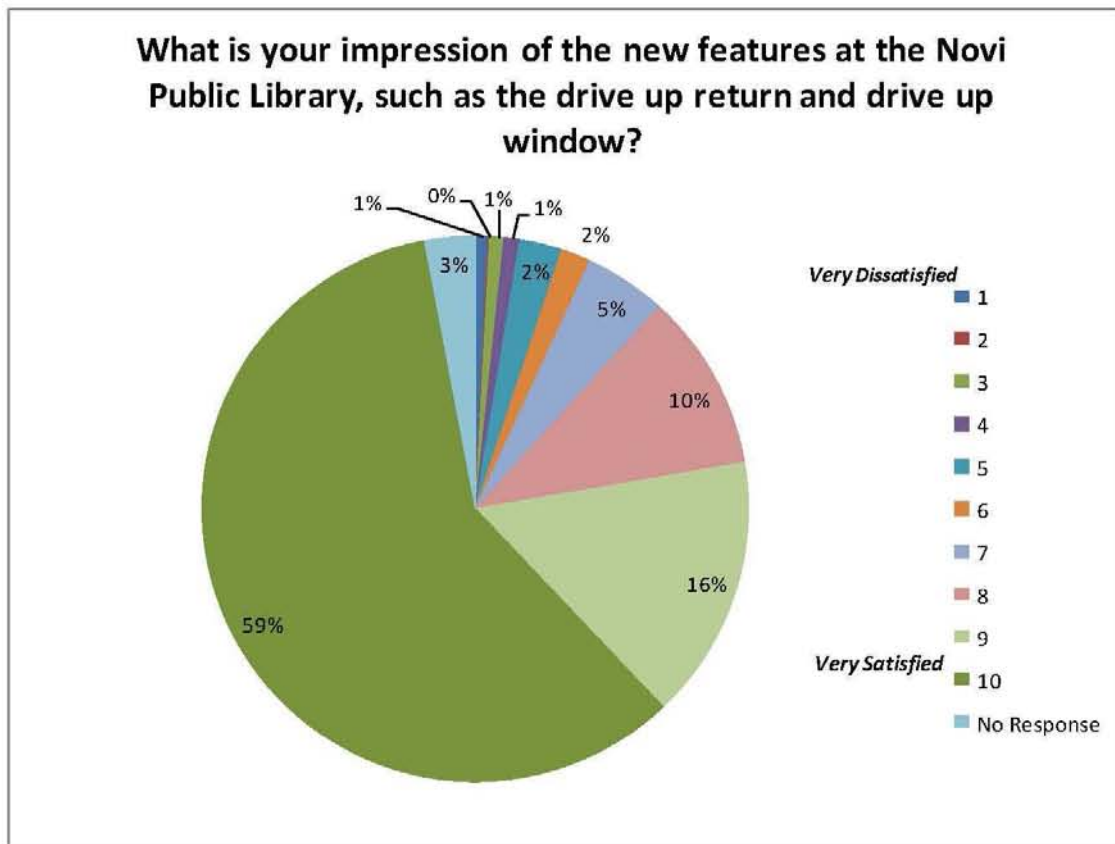
The Novi Public Library conducted a customer survey. We have completed six months of occupancy in our new building and the survey's goal was to obtain patron observations and opinions of our new features and services.

The survey was conducted through our website, as well as in the building. Many volunteers, including Friends of the Novi Library and Library staff, assisted in distributing the survey and we greatly appreciate the help given by all. The survey was very successful and valuable to us as we move forward.

**Total Number of Surveys Received: 1,108**

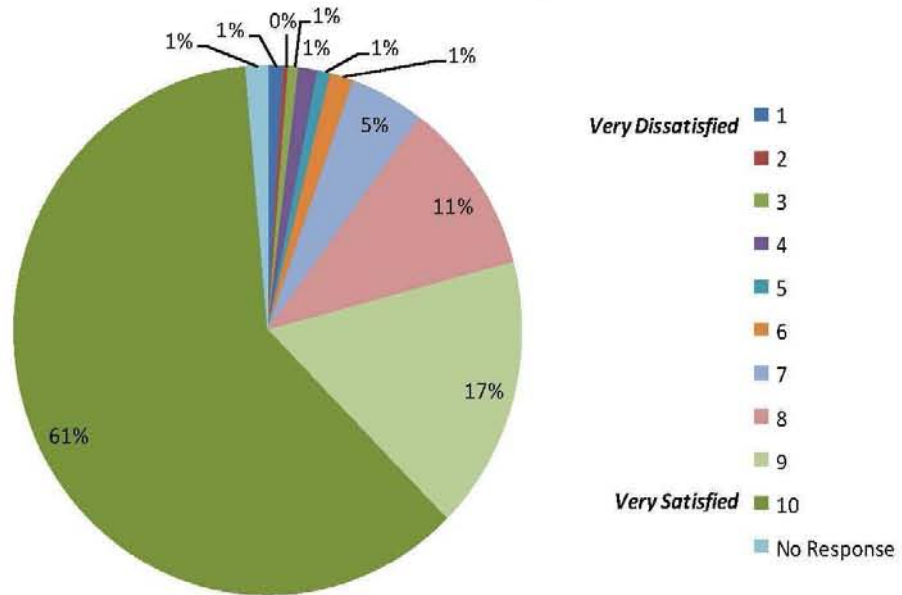
**Paper: 1,073**

**Online: 35**

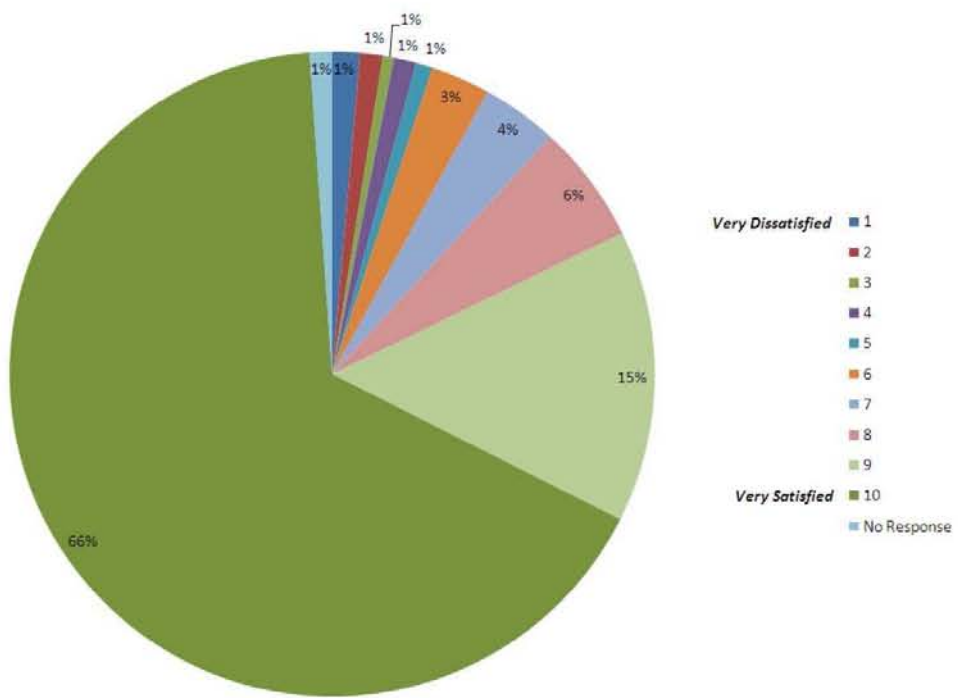




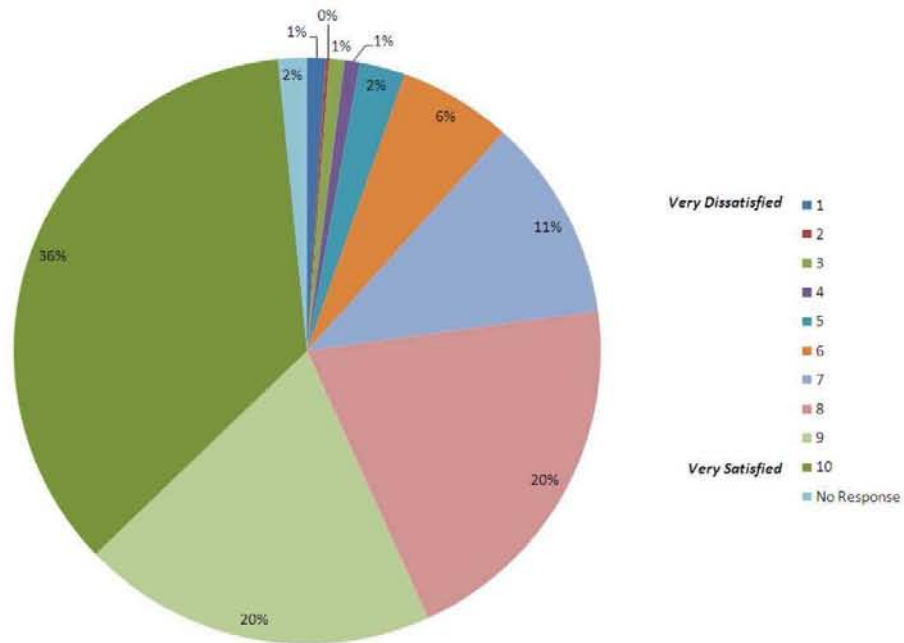
### How would you rate the level of service you receive at the Novi Public Library?



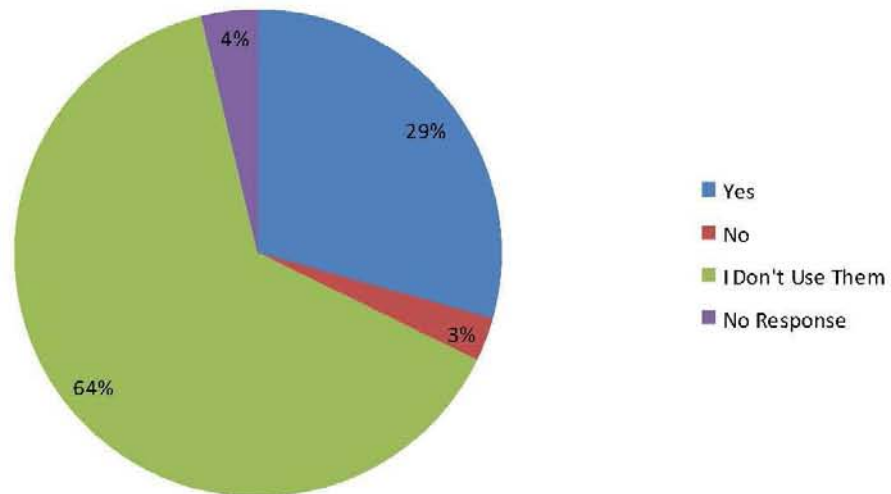
### How would you rate the politeness of the staff?



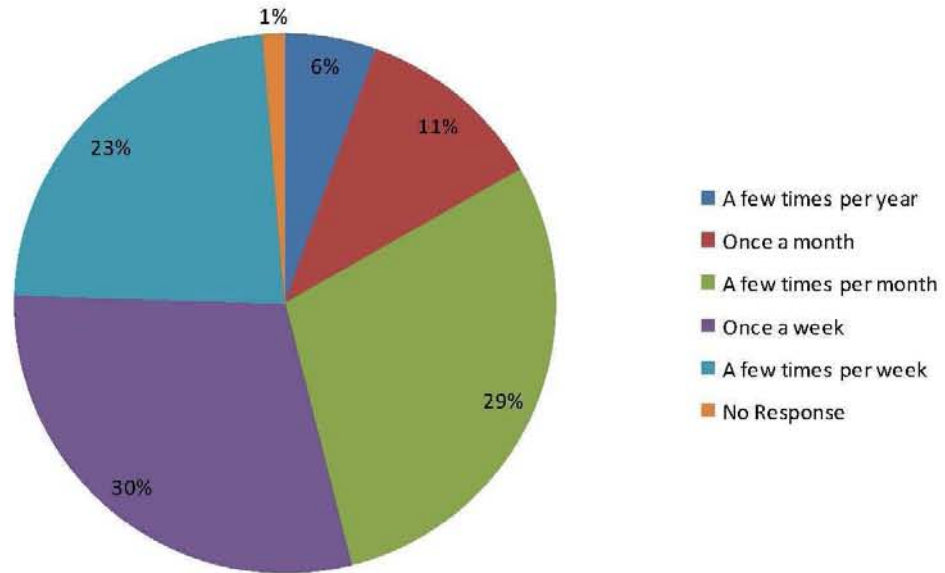
**How often do you find the materials and information you need at the Novi Public Library?**



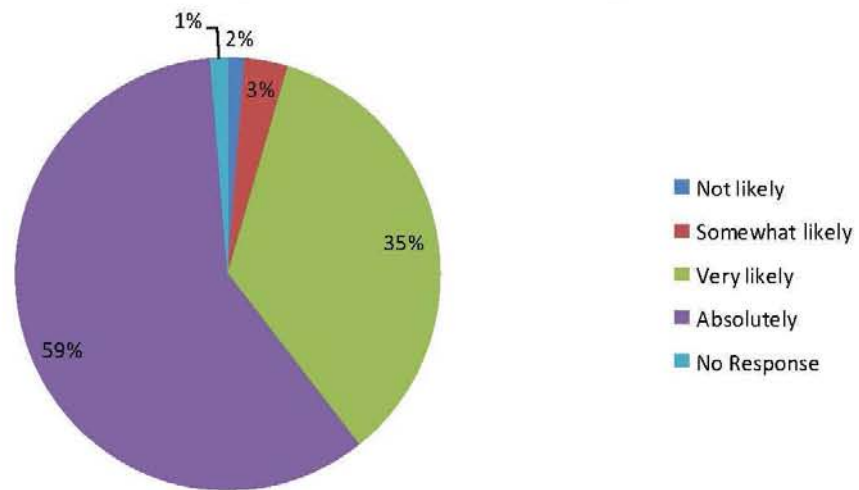
**Are the databases, such as HelpNow, Reference USA and Valueline, useful to you?**



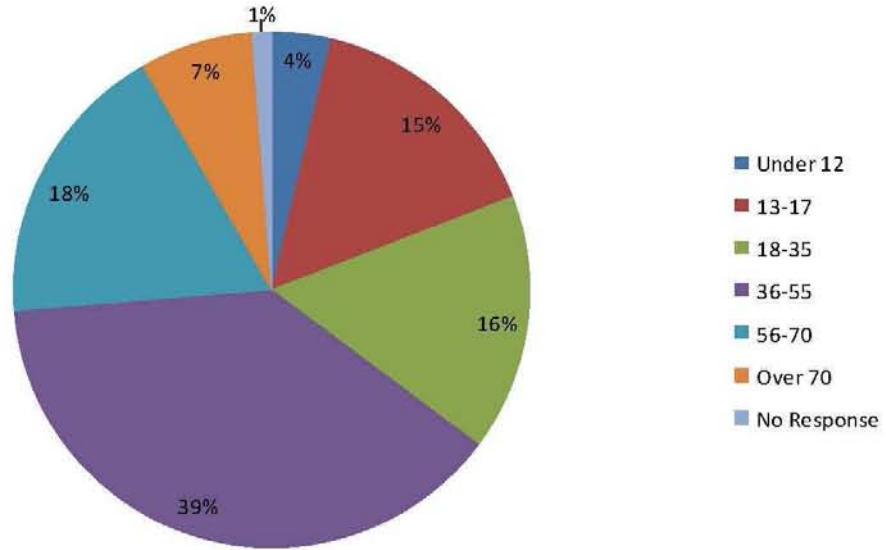
### How often do you visit the Novi Public Library?



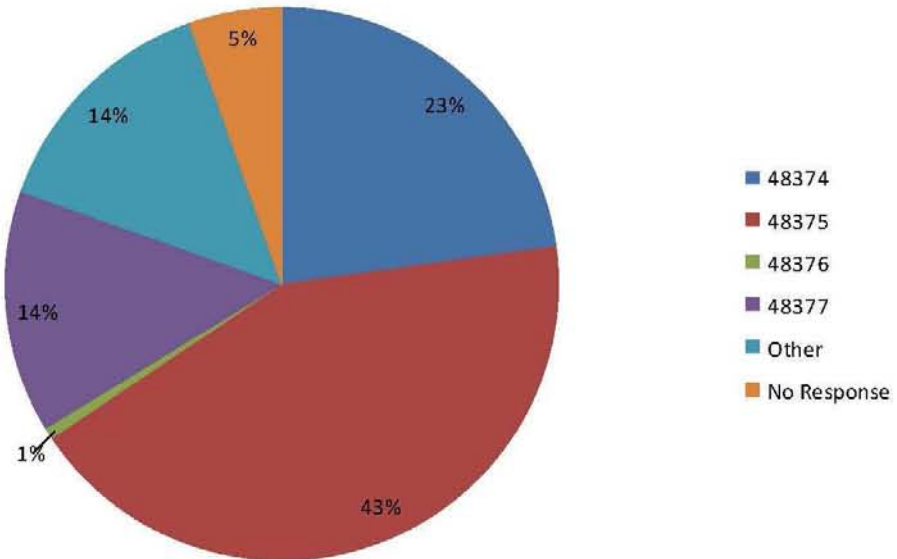
### How likely are you to recommend the Novi Public Library to friends and family?



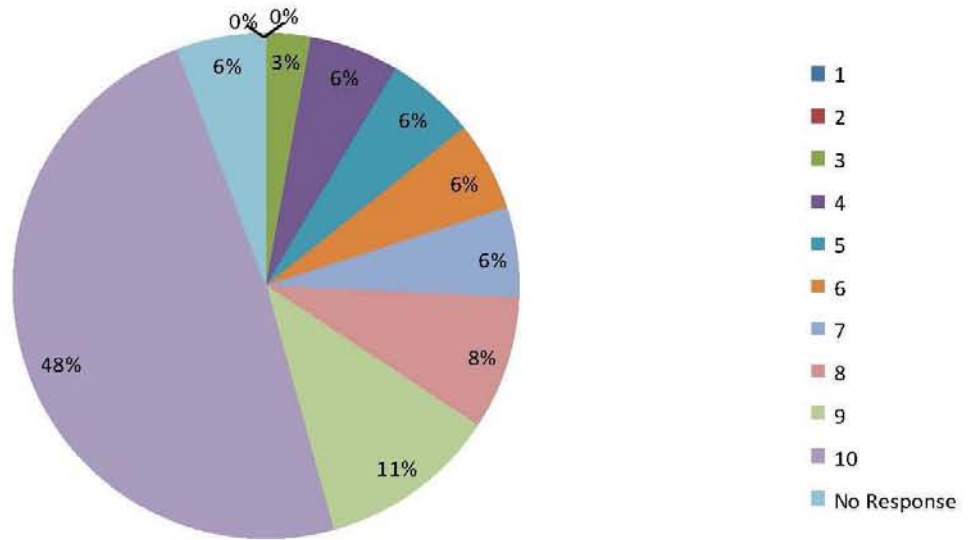
### What is your age?



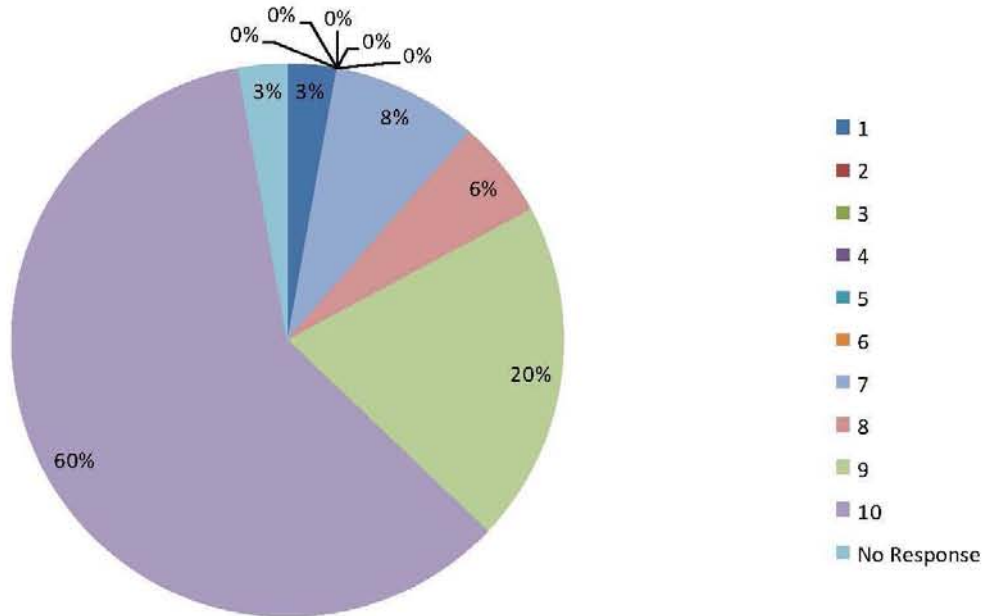
### What is your zip code?



**What is your impression of the new features at the Novi Public Library, such as the drive up return and drive up window? \*\*\*Online\*\*\***

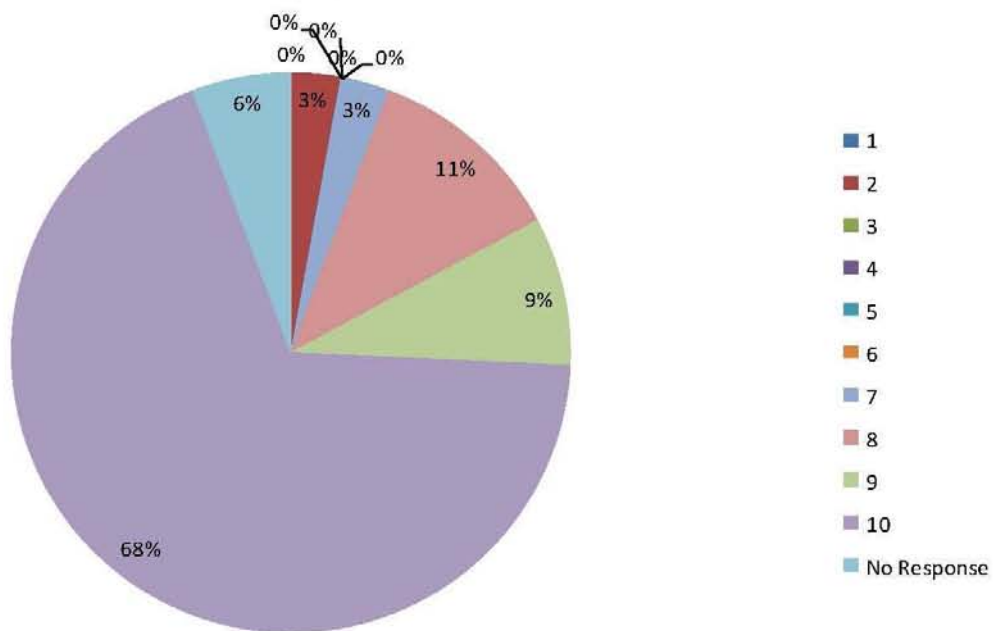


**How would you rate the level of service you receive at the Novi Public Library? \*\*\*Online\*\*\***

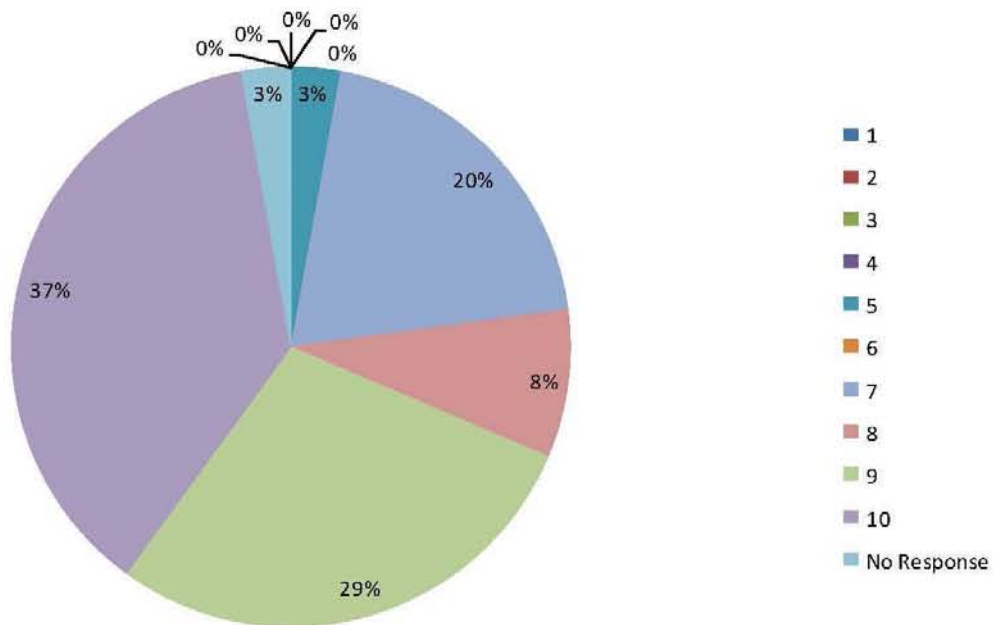


### How would rate the politeness of the staff?

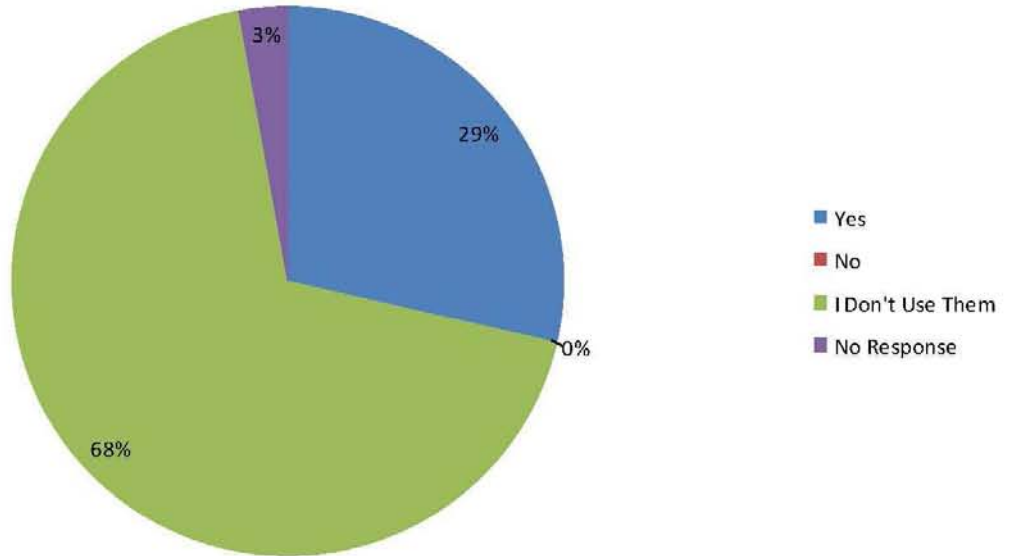
\*\*\*Online\*\*\*



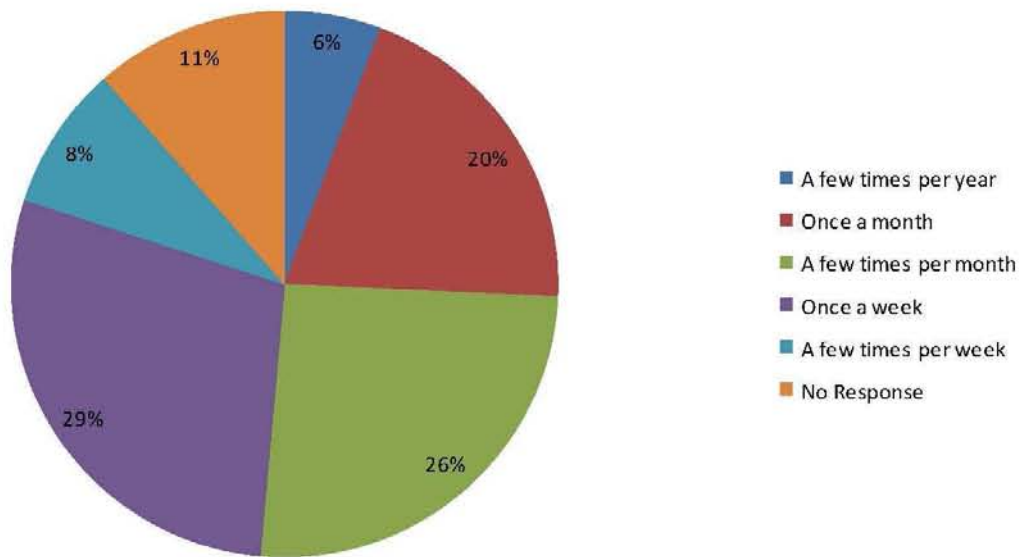
### How often do you find the materials and information you need at the Novi Public Library? \*\*\*Online\*\*\*



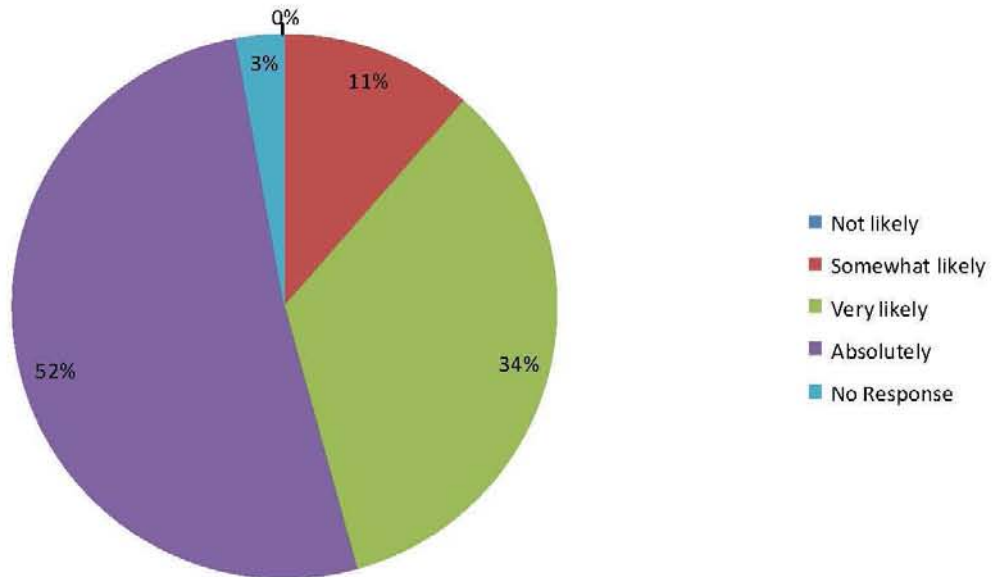
**Are the databases, such as HelpNow, Reference USA, and Valueline useful to you? \*\*\*Online\*\*\***



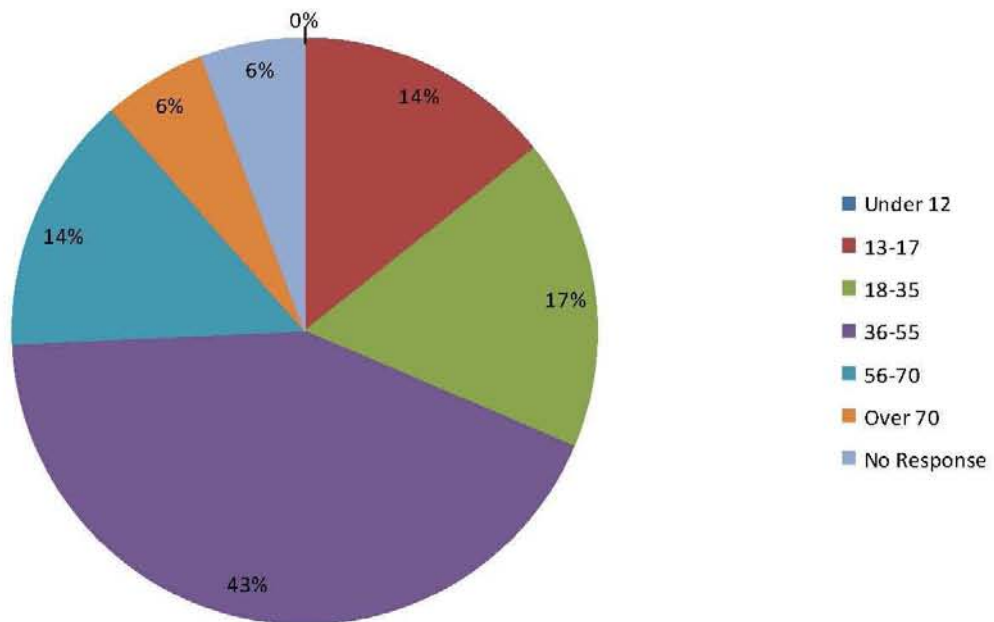
**How often do you visit the Novi Public Library? \*\*\*Online\*\*\***



**How likely are you to recommend the Novi Public Library to friends and family? \*\*\*Online\*\*\***

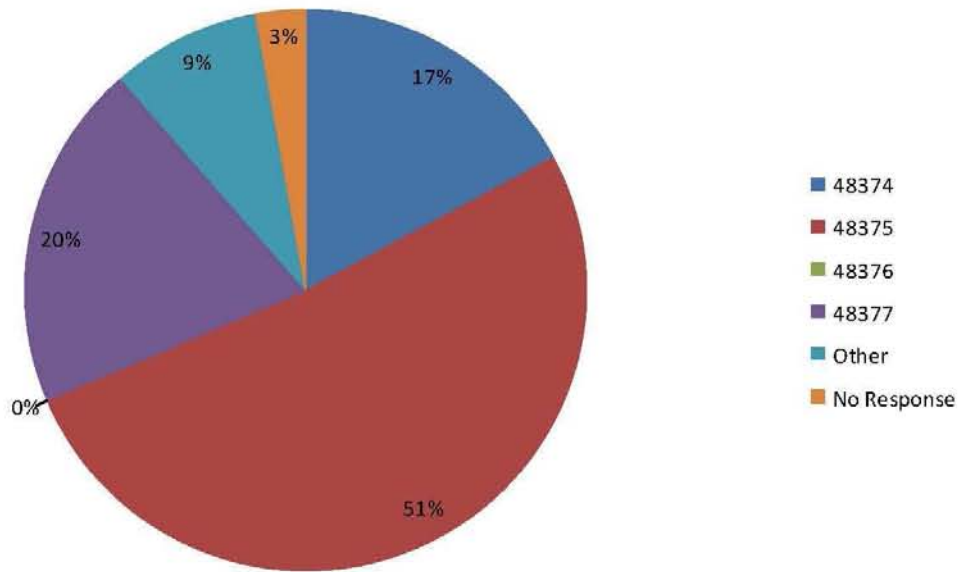


**What is your age? \*\*\*Online\*\*\***





### What is your zip code? \*\*\*Online\*\*\*



### Comments from Fall 2010 Patron Survey

These comments were transcribed as they were written by the patrons. A total of 377 comments were received and recorded (they are groups of 100).

1. Beautiful library.
2. I love the library!
3. Store needs to be open more.
4. The café is great.
5. We love it! My granddaughter, 6 years old, loves it here. I wish there were more programs, crafts, story participation, music, drama, etc for her age group.
6. Would like to reserve Book Club kits like Canton.
7. Novi has this amazing library, but it's barely open.
8. Genealogy section?
9. Have the drive way easier to get out. Also, have the library open about 1 hour to ½ hour earlier.
10. You have the best collection of cd books in the area!!!
11. I do not like the noise and rude behavior of the teens on some days – it's time to tell them to stop or leave and be very firm about it. Everything else is wonderful. Beautiful Library!
12. I would like to see improvements with having materials reading available, once items are placed on hold. I have often had materials on hold for 2-3 weeks or more and have come into Library to pull off shelf myself...The database also says it is available as well.
13. Welcome desk not necessary. Anyone who frequents the library does not need a welcome. Make large print more accessible – not upstairs in back.
14. Drive thru not too easy to reach.
15. Do miss subject books for pre-K kids as math, general topics. Want teacher (Pre-K teachers mainly) training programs, free courses/curriculum offered in Farm Hills Main Library.
16. This great place.
17. Great new facility!
18. I love the Library and this community is lucky to have such a great resource. This is my favorite place.
19. The drive up window is a big convenience but the curb position doesn't allow for cars to pull close. Many times I had to get out of the car or open the door to lean out and reach the drop off window.
20. I come here weekly to work with a student after school.
21. Very impressed with new library. Improvements are within reasonableness. Very often Novi goes to extremes with new buildings and facilities.
22. We should have a door to the teen room and nicer staff.
23. Need more new books. My Lucky Day is not so lucky.
24. Nice food .
25. This is the most wonderful library. Even my teen son wants to visit. I don't know what we residents paid in our taxes for this library, but it is worth every cent.
26. Awesome library and staff.
27. I liked the way new music CDs were displayed at the old library. You have some "new" CDs that have been here for months.
28. More non-fiction DVDs, documentaries and the like.
29. I love it!
30. The new library is great investment for Novi.
31. The new design of the library is positively great.

32. Love everything about this library.
33. Love it!
34. I love the Novi Library. It is a super addition to our community.
35. Beautiful facility.
36. Thank you.
37. Love our new library.
38. I am very proud with the Library in Novi.
39. Friendly staff, good lighting and pleasant atmosphere.
40. Keep up the excellent work!!
41. Some of the staff seems to act very rude to teens even if they're not doing something wrong. When they're polite we listen.
42. Have a door in the teen room. Get younger staff.
43. The staff is very rude sometimes to students who aren't doing anything and just assume we're bad because of other people our age. And they are racist to my black friends.
44. I am a teacher & parent so I write with open mind. The youth that come to this library after 2PM are way too loud. At Plymouth they had to put a limit and also must have an adult with them. Hope this helps.
45. Love tot time.
46. Story time is excellent.
47. Thank you for story times.
48. I would like the library to open at 9AM through the week.
49. Looks great!
50. I nearly fell out of my car at the drive up window. Too far.
51. Often get fined for overdue movies that are not marked as "new." That is my only complaint; otherwise, a great library experience.
52. Love it here!
53. Add a second exit from parking lot (road already exists). Paint a specific left turn lane out of existing (10Mile Rd) exit. People turning left often block the entire exit even though good drivers leave room for right turning vehicles. If you paint it on the road people will drive properly especially with so many young drivers in this area.
54. Some are excellent with a small handful are rude.
55. Just a tad disappointed that you don't allow children 12 and under unrestricted access to Dora, Nick, Nick Jr games. Example: Salem-South Lyon Library or Wixom Library. You really should dedicate a hand-full of computers to the children 9 and under. Why do they need a library card number to access these programs? Restrict on-line access if you will. Farmington has a user-friendly environment for the kids, although they also require a number to access games. Love the technology (gaming) and app's available at my Novi Library; however, if reading is fundamental we have some improvements in store to make this place a destination point for all ages, not just the "law library" types. I have 4 kids = ages 4, 7, 9, 13. I'm not sure this is the place for the 4 and 7 year olds, but my wife loves the place. I also frequent Southfield Library = children user friendly. West Bloomfield is decent. As you can see I enjoy libraries.
56. Drive to drop off is tricky since traffic waiting @ front door is impacted.
57. We used to have 1-2 hours of free reservation for cultural education program previously. We would appreciate if the similar facility can be brought available now in future. We are part of non-profit organization called "Bichitra." The program we used to have in Novi Library called "Novi Pathbhavan," a language learning opportunity for children.
58. I wish there were more new CD's and cheaper food. It's kind of a lot. Also some of the staff is a little moody, while others are nice.

59. Can we reserve rooms? Also, can there be more six people rooms or 8 people rooms?
60. Betty was a great help finding building codes.
61. He loves story times.
62. Self checkout is great. Magazine section is great.
63. I haven't used much, first time here.
64. We came today just so I could show my husband how great this library is.
65. The new library is fantastic. My son loves the children section and really enjoys the hands on activities. I love the computer area and the 'game room' for the kids...what a brilliant idea! Thanks everyone for making this such a wonderful place.
66. I really like being able to check for books and place holds on line from home. Very convenient.
67. Keep up the great service to community.
68. We need more books in the youth section especially for beginner readers. You definitely need more science DVDs, like Magic School Bus and Dinosaur Train DVDs.
69. The new Library is a great investment.
70. I would like a way for us to have our own users on computers to store files and also a way to check out books without a library card.
71. Now I know what \$60 M looks like.
72. The new library is neat.
73. I love the patio area and find I'm there more in the summer to read outside and have lunch. I love your used book room and purchase from there. I wish food prices were a little more reasonable – I really do love this library and everyone is terrific!
74. I love this library!
75. Love the drive-up, but it should have been projected out more: I often have to get out of car to deposit books.
76. Safety is not very good. Attended a puppet show at your library over the summer and my car was broken into, window smashed in. Parked in lot by puppet theater (outdoor). No surveillance. We were only there 40 minutes. We just moved here in April and it made us feel very unsafe for a library. I previously thought was a safe haven for my family. You should install surveillance and/or get a security officer. Although, we still have enjoyed your library and still come regularly, but are careful where we park.
77. I rent movies weekly here, I rented one last week, and returned all my old ones, a day later they informed me I didn't return one movie I had. I searched my house, car, everywhere. Come to find out I found that movie on the shelf here. You guys didn't check in correctly. So I was gonna have to pay for a movie because it's that hard to correctly do a very easy job. Come on. All u have to do is have it over a piece of magnet? Really? So this leaves me pretty disappointed in Novi Public Library. I was gonna have to pay for your mistake.
78. Should be a better way to pick up on hold book @ drive in. Don't like parking lot. Don't like design of drive up book return.
79. Being on e-mail distribution list is very helpful!
80. To be able to use the other drop box outside.
81. Calling into the library and constantly getting the "leave a message" message is not user friendly. Seems like I never get a real person.
82. Enjoying the beautiful new facility...well worth the increase in taxes. Very professional, helpful staff.
83. Love everything about this library!!!
84. Want to see more adult DVDs on yoga, cardio exercise. Have not seen any new discs for years.
85. The exit driveway should have 2 lanes.
86. Thanks for the story times. Please don't allow kids if they are sick, so that other kids don't get sick.

87. I love the new building and most of the new features – improved book sale room, drive-up access, etc. The only thing I would change is the outside drive-up book drop—it can be hard to access if you drive a small car. It should stick out further. Otherwise, all great!!!
  88. Lots of space to put more seating/tables. When busy, it is hard to find a space to sit excluding computer/gaming areas. Mainly downstairs.
  89. More things would be good for kids activities.
  90. Would like to be able to renew CD's for an add'l week.
  91. I think the staff is very good and the new features are amazing but they need a wider selection of books.
  92. Novi Library is excellent one.
  93. The drive-up window is badly designed. A1) Traffic goes two ways to get into the drive-up, which is confusing. 2) It's impossible to reach the drop-off from the car. 3) The car's tires rub against the curb even after it was re-done. B1) The doors to reenter the library let in the outside elements. 2) The front desk was very poorly placed, especially with this time of energy efficiency.
  94. I am looking for ESL courses.
  95. I wish there are more study rooms for my private classes.
  96. Like the café.
  97. We wish we can make reservations for study rooms for private tuitions.
  98. I like the library and I wouldn't change anything. Just keep upgrading everything.
  99. I love the library—the people are friendly, professional, fast, efficient and personable, as well as appear very organized.
  100. How about a specific area for those waiting for students, etc. This would free up the entrance area. People would have to be made aware.
- 
1. Very nice library.
  2. More business accounting books.
  3. Beautiful new facility.
  4. At times the students at the large tables upstairs are very distracting and loud.
  5. Thank you for everything.
  6. Please bring more Blu-Ray DVDs and books.
  7. Please get rid of NEW DVDs. It is very hard to identify them. Just keep them all the same.
  8. Thank you so much for this library. It's the best one around. We will be seeing you often.
  9. Have not used drive up window yet.
  10. We all enjoy this library...the best!
  11. Great job on the makeover. So much more to offer adults and kids.
  12. Very satisfied.
  13. I liked the old library too—not a fan of the café, my kids are always bugging me for treats when we come for books.
  14. So nice to have such a beautiful new library!!
  15. Just signed up last week. Plan on using it a lot.
  16. Very nice, but often the noise level is more than I would expect.
  17. I really enjoy the new library.
  18. Staff is great.
  19. All librarians are great!
  20. Need more Blu-Ray movies and separate TV series from movies.

21. We could use a much larger movie DVD library. Also, have multiple copies of popular DVDs. You could replace the black covers, as most of them seem to be falling apart.
22. We love the new Library and the wonderful staff! Merry Christmas
23. Need things for kids to build with.
24. I am a new member but I didn't have somebody to show me all the features and databases the Library has so I have to find out myself. It would be nice if there was somebody to guide new members.
25. My only complaint is the difficulty accessing the drop box.
26. Drive up curb is too far away from the window.
27. We love the "new" library
28. Nicest library I've ever been to!
29. Novi Library is 200% improved than the old library with all the facilities. The library is very well organized and lot of places to study. Great job!!
30. Food should not be allowed at computers. They leave a mess, crumbs, wrappers left behind. Later hours on Friday & Saturdays.
31. I miss the conventional 'card catalog.'" It was simple – if there was no card, the library didn't have the material. The computer is discouraging because so much is listed but it resides in other libraries.
32. I think the library is really awesome and I love to come here. It is really, really great!
33. I love the new library. It has pretty much everything, and a lot of new technology that the old library didn't have. I feel like visiting a lot more often. I've already invited cousins from out of state just to see the new library.
34. The library looks nice.
35. Everything is good.
36. Need to advertise services/such as the Kill-O—Meter more. I'm not sure what I'm missing.
37. I would like discrimination against color, race, religion, and pink bunnies from the staff. I do not like them.
38. Great Library. Love the experience & will keep coming here as long as I live in this neighborhood.
39. Kid's learning software, reference software, e-books. I would like more of these items in the library.
40. We need more seats and more restrictions on study rooms.
41. There could be more 'bells & whistles" for kids. Some libraries have play rooms, puppet stands, etc for kids. It is a great library functionally but not a lot of extras. Great café, self checkout, space.
42. Thank you for the wonderful new library.
43. Thank you for a fabulous library experience. It is beautiful!!
44. Drive in window is great but needs to extend out a little more so you don't have to lean out the window.
45. Can't reach box @ drive up.
46. Would like to see more local authors present.
47. My son (12 years) loves the Library.
48. Excellent, fine library and all librarians give outstanding service. Thank you!
49. Great. Love the Novi Library.
50. The entryway architecture as it relates to heating and cooling is awful. There should be some kind of barrier between the doors and the desk, or maybe better doorway timing. There is too much heat loss when the doors open.
51. Circ desk magnificent!
52. I babysit my granddaughter who lives in Novi. This is a great library.
53. Great job!!
54. Librarians are the greatest.
55. Very comfortable. The design & layout of the Library is put together nicely. This is a great addition to our community. I bring my kids to study and do school work because this Library rivals a lot of college libraries. This Library is getting them ready to study when they go off to college.
56. I like how fast the internet is on the computers and I also like how you organize the biographies.
57. We just moved from Farmington & I am very disappointed in the children's programs. Although Kathryn does a fantastic job in story time (we really do love her!) There is not much else for little kids to do. We come to the

Library once a week. At both Farmington libraries, my kids can spend hours playing & learning. At Novi, we barely get 30 mins. Some suggestions:

After story time, have an open session with craft projects & age appropriate toys, puzzles, imaginary play items, etc.

Have more to do besides just a puppet show:

- 1) Lego table
- 2) Craft projects sitting out at all times
- 3) Blocks
- 4) Dress up clothes (besides 2 race car outfits)
- 5) Cozy areas for reading with bean bags or couches

Utilize the “curious kids” or 101 preschool book list to highlight books that are appropriate for young kids. It’s hard to sort through all the books to find the most popular/best developmental.

Overall, I love spending time in our community meeting other young families. I don’t think the layout of the kid’s area facilitates this well. Having a huge race car that kids can’t touch is a poor use of space. It would be a benefit to see what Farmington, Farmington Hills & West Bloomfield do with their kid’s area. If children learn to love the library early, they will continue to love it as they get older.

58. Love this Library!!
59. I love our Library!
60. Excellent facility.
61. Maybe more classes targeted at community that give residents knowledge about what they can get at the public library that they can’t get at home. Just a thought- great job!
62. Staff is the best!! My family loves our Library!!
63. My family loves the library & my 7 yr old son never thought reading was so cool till we moved here to Novi & became regulars at this library! Great job!
64. More children things to do!
65. Keep up the good work!
66. Make doors for teen room. Get a younger staff.
67. Love the drive-up drop box but I can’t reach the drop without getting out of the car.
68. Love the Library.
69. Put a limit on the number of new videos that can be checked out.
70. I think that it is very nice.
71. I have to get out of the car to drop off materials at drive-up window. There should be a grace period (a few minutes) of return time to avoid fine.
72. Please put holiday Christmas CDs in a separate group. It is so confusing that they are mixed in with sound tracks, language lessons, etc. The library should buy more Christmas CDs and movies!! Thank you.
73. Very pleasant experience.
74. You need more staff. If you can’t afford to staff it, then you shouldn’t have built a bigger library. You’ll end up like Farmington Hills. Also, stay open on Sundays in the summer.
75. If there can be more activities for kids (youth & toddlers), it can be good. Toddler story time can be little later than 10:15. It’s too early for them, I guess.
76. I like the library.
77. It would be very useful if you let us renew the videos at least once to avoid the due (\$1.00/day). Everything else is good.
78. Love the new library.
79. If the drive up window is easier to access would be better.
80. Fantastic library.
81. I love this place.
82. Need a book sale sign all the time, not only for bag sales. I think people walk by Book Nook not even knowing it is a book sale. Name of room seems to suggest a place to grab a book & sit & read. Book Nook is a good catchy name, but Book Sale lets you know immediately what room is.
83. Story times are excellent and we look forward to the class weekly.

84. Lots of noise around computer station in late afternoon. It becomes a hang out instead of a place that you can work.
85. I enjoy coming to the Library because it is a peaceful place for me to do my homework or just read a book.
86. Between the hours of 2:00-5:00 PM, Mon-Fri, it's like a High School Day Care Center. They're in every corner of the library and they're loud and fooling around.
87. Love it here!
88. We love story time!
89. Please keep the library open longer on Sundays. It's a work night for class on Monday. Thanks and keep up the great work!
90. Wonderful people.
91. It is definitely worth the extra drive to study here.
92. I love the books on CD and the movies. Great job!
93. I have never had luck using the auto checkout stations. Something always seems to go wrong. I have had help repeatedly but can't seem to do it on my own. The café is a wonderful idea.
94. Can you have more of the activities for youth?
95. I would like to see more large print books in the library.
96. Wonderful
97. Computer classes very helpful.
98. I would like to see an improved children's reference section. Usborne has several encyclopedias that are internet-linked and would be nice for the children to use at the library.
99. Like conference rooms.
100. Develop process to limit the number of items one person can check out at a time – perhaps a permit for those who might need to exceed what is fair.

1. I love Novi Library. Great job!!! Thank you.
2. NPL's self service holds & the ability to borrow books from outside libraries in the system makes my homeschooling possible, economical, and much easier. A gigantic thank you!!
3. I love the library
4. 1<sup>st</sup> time here –but I can tell this is a winner.
5. The DVD section is very organized.
6. We love the new library. We like the self-check-out & café & big parking lot.
7. I love the new environment!
8. I'm very happy with you. Thank you.
  
9. I feel so ill because of air at the entrance. I was eating sandwich. It so cold especially on the ladies at the desk. It feels below 12 degree. Please something so I can eat my sandwich.
10. Keep up the great work!!
11. The classes are very helpful. Library & Staff are excellent.
12. The drive up return is still difficult to approach & reach box. Just look at all the tire marks on the curb
13. Would appreciate if text books (school math) be added to the library. They are available at some other libraries, so why not in our own?
14. Should allow outside food to be in the library, like pizza. We should be allowed to order good food inside the library without any dumb rules.
15. Would like power point class.
16. Mrs. Margi is the best librarian.
17. What a wonderful place!
18. MelCat and Referral Service are absolutely necessary.
19. I would appreciate longer night hours, especially on Sundays.
20. Fix the parking lot.
21. The return & drive up window too far to reach.



22. If there is a desire to offer community library activities and functions, please note that there is little for 4-8 graders other than in most cases, the general things listed for all ages. A few we did take advantage were the Spelling Bee, the Super Smash Brothers Brawl Tournament and a Lego Building time (which capped at 4<sup>th</sup> Grade). We would like to see more activities for this age offered. Thanks.
23. I'd like the book sale room open all the time. I don't have to worry about meetings.
24. My family and I enjoy Novi Public Library.
25. Great place to study!!!
26. This is my first time at the Novi Library but I love it and will definitely come back every week to study here. I feel very peaceful and in "the zone" here so I can get a lot accomplished.
27. I love the new design and space at the new facility. Staff is very friendly as well.
28. Good place to study for law school. High Schoolers can be a little rowdy at times.
29. I think the drive up return adds value. But I often find it difficult to get close enough to put things on the conveyer belt (and I have long arms) so I am certain others find it challenging as well.
30. I wish searching the database for materials located at this site was the default search. I have a hard time searching using the database/narrowing my search. I love the café. Thank you.
31. Excellent!!!!
32. Excellent idea about the lab being restricted to adults.
33. The best library – friendly staff
34. We need more books.
35. The kids get noisy, I leave.
36. There should be more than 1 entrance.
37. I wish there was a space where we are allowed to talk, besides the rooms. I have been warned many times to be quiet and I am not purposely doing it so I wish we weren't yelled at for talking.
38. Really enjoy the place hold service and helpful staff. Keep up the good work.
39. Excellent. I'm really having fun saving money by using the Library instead of buying books & videos & books on CD. Thank you.
40. I put a book in the outside return box. It did not go through- someone else took it. I was being charged till I guess whoever took it out of box returned it.
41. I miss single reading cubicles here; however, Novi Library is 100% assimilation guaranteed!
42. Allow people to talk in the computer lab.
43. I like the computers.
44. The staff is always so helpful & professional.
45. Place sign on or near "holds" that you can't use self check out.
46. Afternoons are very noisy especially on the 2<sup>nd</sup> floor. Are there any plans for quiet rooms for study?
47. Too much traffic – not safe for pedestrians – clutters library appearance. Usually can obtain through inter-library loan. Would like to see other entrances/exits & separate left turn lanes/right turn lanes exiting library.
48. Why are items due at midnight/ I don't see the point since no one can check anything out while the Library is closed. It used to be that as long as the items were in before the library opened the next day, there would be no late fee. You should go back to this! It makes more sense! The midnight due is frustrating.
49. Not really being up to date on advances in technology, it is really great that the library staff is not only well-informed but gracious and kind to those of us who sometimes need more help than today's elementary students. Thank you.
50. Please use microphones for all programs.
51. Love the new library & used book nook!
52. I like the smart tables that have touch technology.
53. The library is awesome. I enjoy coming here & spending time with my son.
54. Why are your lights on (all the lights) 4 hours after you close?
55. Traffic flow in front of library is not good. Also relocate paper recycle bin. It is not convenient for library visits.
56. Purchase Women's Day magazine.

57. I prefer this library to my own. It is always clean. Everyone is very helpful and nice. Everything is organized. Overall good experience.
58. Correcting the curb at drive up return was HUGE!!
59. The staff is very polite. The entire library is very well lit and very clean. And very important, the bathrooms are very clean.
60. I love the new library.
61. I am a tutor for Oakland County Literacy Council. You are all wonderful as are your rooms for two. Thank you. I hope to have my students check out books in a year or so.
62. An expenditure that never should have happened.
63. Very thanks. My children very satisfied.
64. Be more polite.
65. Good architecture.
  
66. More 6 people rooms are needed or we can reserve rooms ahead of time.
67. Thanks for the teen center!!
68. Love your library.
69. Drive up is too far from driver's window. Entrance of the library (cars entering & exit) is too narrow. Strong potential for accident to occur especially in bad weather.
70. Novi Public Library is an excellent community resource. The programs offered are very good as well as up to date book collections.
71. The only issue I sometimes face when tutoring is no available rooms with loud teenagers using the library as a place to visit with friends. A few times the group was asked to quiet down, but it doesn't usually last. It is hard to have the child I tutor concentrate with a loud group of teenagers.
72. Disappointed in the look/feel/quality of the coffee shop. Expected more there – Farmington Library is a great example of what I expected. Otherwise, I love the new library.
73. High School kids are too loud.
74. Hate your parking big. Make it easier to get out of from the park lot and have a light going onto Ten Mile.
75. More tables are needed for tutoring.
76. The Library is great. The database is really helpful.
77. Vehicle traffic flow is very poor.
78. Northville Lib is nice but very "behind the ball" compared to Novi.
79. At times, noise level excessive by conversations in 'quiet/study' areas.
80. We absolutely love the new library.
81. I hate to find a book on the shelf and when I take it to check out they say it is on hold! It has happened 3 or 4 times. Kids are too noisy.
82. I love the new library.
83. I resent (very much) the noise in this place when NHS releases students and in the summer. That's why I visit so rarely since reopening occurred. I can't understand why you allow all the loud talking, etc and the antics of younger people. Your employees are baby-sitting and they should not be made to.
84. Very nice facility and helpful staff.
85. Love the fireplace & outside area.
86. Very professional staff.
87. Parking lot is set up in such a way that traffic can be an issue. That is my only complaint.
88. The library in Novi is a huge asset to the community. We are very pleased (and proud) to come here!
89. Love it.
90. I love the fireplace.
91. Best library by far, everybody treats you like family.
92. Great atmosphere!
93. Love the new library!
94. You're great! Keep up the good work.
95. Keep the high school kids out.

96. Love the library!
  97. Business material is lacking at the library.
  98. Wonderful programs. Also enjoy sharing with my grandchildren.
  99. Amazing library. Love it!
  100. Lovely facility. Loved the old building as well.
- 
1. The phone response (the recording) is discouraging. Sometimes it's easier to end the call.
  2. The drive-up & entrance from Novi Road is poorly designed & leads to traffic jams.
  3. I hate the drive-up window. It was a good idea but it is hard to get your car close enough to it to be able to comfortably use it. I usually have to open my door or struggle to drop in the books.
  4. Not happy with only one exit from parking lot. Should have given thought to a back exit. Otherwise, very happy with the new library.
  5. I use very few new features. I asked for very little service. Afternoon teens sometimes rowdy.
  6. Some Christmas decorations would be a nice touch. This is the USA. Also Jewish decorations and Kwanza.
  7. It is my 1<sup>st</sup> time here. I will definitely be back. What a beautiful library.
  8. The drive up is a great idea but the curb makes it impossible to get close enough.
  9. I like the concept of the drive up return window for after hours drop off but there has been 2 occasions when the automated return didn't work. There should be an option to drop it off in a non-automated slot like we had at the old library. The private study rooms are too cold.
  10. No comment. The library is doing a great job.
  11. Too much noise at 2:00 pm from the students. It's impossible to study here because the kids are so loud & use such vulgar language. From 10 am-2pm it's great but afterwards it's really frustrating. Can't you do anything about this?
  12. I really like how the additional space allows room for more tables and work space.
  13. We love the puppet area!
  14. DVD rent is just one week (too short). I think 2 week rent is better than one week.
  15. I need more reference books not only fiction.
  16. Comfy.
  17. The library is pretty schnazzy!
  18. Would really love more youth books for my daughter.
  19. I always notice how clean and friendly everyone working here is. Also I love the magazine and used book sections.
  20. The drop box has been locked on occasion and also once when I returned materials at night. The conveyor belt wasn't working and I was charged a late fee on the movie. Hopefully, just a glitch when the system was new. Sometimes new books are not available here when other libraries already have them. Other than that, love it.
  21. Better identification of the 3 day loan video. A lot of the DVD's were not marked as such. Very misleading.
  22. Books are awesome. Novi is a great community. Don't put in Walmart!
  23. Really enjoying the new facility. I'm a long time user of NPL and love the direction you're taking. Can't wait for more audio books. Keep it up.
  24. Wish there was more for kid's area. Like a little area to play in.
  25. I love the library.
  26. I realize that you're locked into the LC system, but I don't like shelving multi-author anthologies by either title or editor. Shelving anthologies together makes them easier to find.
  27. I like the Library very much.
  28. Ms. Kathryn is simply the best! My son, Stephen, loves her story time (Friday 11:15). She is very gentle & polite.
  29. I like the library.
  30. Please label and ensure label stays on "new DVDS." The missing labels caused too many fines.
  31. Novi is so cool!
  32. Expand audio (CD) books.
  33. Love the activities for toddlers. Thank you.

34. There aren't enough printers (a bigger library with less printers than at the original library). Consequently, the ink gets used up too quickly and I'm paying for faded printing. The library is wonderful otherwise. (If you ignore the cries of babies, because of the great acoustics).
35. Coffee is great.
36. What a pleasure it is to have such a wonderful facility with such knowledgeable & friendly staff; we are so fortunate!
37. I would like to be able to pick hold items up at the drive thru window in less than 4 hours. Staff does this for me but a change in policy would be nice.
38. The library was very clean and people very nice and helpful.
39. In the past I have found the Novi Library not friendly to the patrons on several occasions. I am willing to try here again and hope this has been improved. I currently use the Farmington Hills Library and they are very helpful and friendly.
40. I love the Library. So do my teen daughters.
41. I would like to be able to access my library account and find a listing of books I had checked out over time.
42. The drive up return is a joke – you can't get close enough with your call without scratching the rims and when it's raining books get wet!!!!
43. The new library is absolutely beautiful and I enjoy coming here.
44. I love the ability to search & place holds online from home, and the email notification system. I also like being able to check due dates & renew online.
45. This library is cool but I haven't come enough to recommend it to anyone.
46. Great place.
47. The woman who answered the phone the other day was polite but I had a very difficult time understanding her..she had a very thick accent.
48. Sometimes the staff can be a little rude. Try to be a little nicer.
49. Drive up window is impossible to reach.
50. Many materials are often checked out so maybe multiple copies of popular items would be good.
51. The library is ok.
52. I think the library is the greatest.
53. Traffic flow around drop-off and driveway is a bit stressful.
54. I like the self-checkout computers.
55. I like the availability of book-group bags.
56. I like the computer access tables.
57. I like being able to carry a covered hot drink in the library.
58. I have enjoyed the adult book group for many years. I like the selection of books (even the ones I hate) and the professional staff-leadership.
59. I am especially grateful for interlibrary loans, how quickly they come, how easy they are to access, how they make the NPL book selection almost limitless.
60. I am disappointed with the new library. I thought the old library was much cozier. Although the new library tires to have some quieter areas (like in the periodicals section), sound carries too much throughout the building. It's kind of like going to a train station. I would like to see the large common areas separated by more walls.
61. I am enjoying the new library very much.
62. If someone is bothered with the noise level, they could just go into a study room, it is a library, yes, but they could go in a quiet room, where it's quiet, then everybody else can enjoy themselves.
63. I find the staff friendly and knowledgeable.
64. Really helpful.
65. Teens from Novi High School are too noisy after school lets out.
66. I understand that people get hungry while searching on the computers, but it is really distracting when someone is sipping on a bottle so loud or munching on chips, pretzels. There should be no eating at the computers.
67. They need a section just for high school students.
68. Great staff.

69. The library offers beautiful views of Fuerst Park and around. The student artist tiles on the walls of the Library are beautiful and interesting to look at. However, I am concerned about the associated heating and cooling costs for this massive library, especially in these trying economic times.
70. All I have to say is Wow.
71. Suggestion: Have a box with forms where we can recommend the purchase of new books. At this point, I have no ideas as to how to recommend the purchase of new books.
72. Recommended magazine to purchase: The Advocate.
73. I love the variety at the Library. The PlayAways have been one of those items. However, the last few times I have tried them they hadn't held up well to use. Is there something else like them than can withstand constant use?
74. I love the children's book section, especially the puppets and hands-on activities around the car. Very nicely done, and the book collection is excellent.
75. Awesome new building with a lot of great features. Maybe a few more books & DVDs to help alleviate the empty shelves. And possibly increase building hours is a plus.
76. Keep up the great work!
77. Great Library. Move music CDs and multiple copies of popular fiction please.

**City of Novi Historical Commission Meeting by Roy Prentice, Chair**

**November 17th, 2010**

**(no commission meeting held in December)**

The Historical Commission continued work on the development of an online interactive map of Novi historic places. This map would allow access to pictures and a description of historic sites, buildings, early settlers and points of interest online. The map would be developed by the City of Novi GIS department and Novi library staff with information provided by the Historical Commission. The Commission identified initial historic places in Novi and defined the type of pictures and descriptions that will be displayed on the web page.

The Novi Historical Commission continued discussions on the Baseline marker project. The marker has been completed and shipped to Inch Memorial in Northville for engraving. A site for the baseline marker has been selected at Novi's ITC Sports Park. With the City of Novi's assistance, the concrete base for the marker has been poured. The marker will commemorate the importance of the baseline survey line to the development of Novi. The Commission has determined the motifs to be engraved on the monument. Since the baseline corresponds with Eight Mile Road, the placement of the marker on city property located on Eight Mile Road was deemed especially appropriate.

The Commission agreed to co-sponsor the "Antiques Road Show" with the Friends of the Library. This event is set for April 11, 2011 from 9am to 1pm. It will be held at the Old Novi Township Hall. Dumouchelle Galleries of Detroit will be on-hand to perform the appraisals.

The Commission decided to staff the Local History Room starting in January on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of every month from noon-2pm. Historical Commission personnel will be available to help Novi residents and other users of the room with questions that they may have.

The commission continued work on posters that would highlight various facets of Novi history for use in the Commission's portable display. Topics of the posters could include Novi's agricultural heritage, early settlers, recreation on Walled Lake including the casino and amusement park, early manufacturing and machine shops highlighted by the development of the "Novi Special," historic buildings, cemeteries, transportation (Grand River and the railroad) and other topics.

The Commission continues to investigate ways that it can support the Library's Local History Room. The Commission will work with library staff to organize the room and help make it the focus of historical research for the City.

The Commission will be changing their regularly scheduled meetings from the third Wednesday of each month to the fourth Wednesday of each month. The Historical Commission's next meeting will be on Wednesday, January 26th, 2011, at the Novi Library.

**Bits and Pieces – by Jim Pletz, TLN Director**

Vol. 2, Number 1

January 2011

**TLN MOVE UPDATE**

We have successfully completed our move! Please note our new address and main telephone number as follows:

**The Library Network**

**41365 Vincenti Court**

**Novi, MI 48375**

**248 – 536 – 3100**

**SUPPLEMENTAL FY 2011 STATE AID PAYMENT**

The Library of Michigan is releasing payments for the **Supplemental State Aid** as approved by Public Act 204 of 2010. To receive a payment check, the library director must sign a Certification Form (emailed by Pletz 12/20/2010) and return the original signed form to TLN for batch delivery to the Library of Michigan. Library directors are asked to certify that they help support the provision of Michigan electronic library services (MelCat, Mel Data Bases or automated local library services) at their library and/or in support of K -12 student library use.

**ANNUAL LIBRARY OF MICHIGAN REPORT**

Whenever the Library of Michigan releases Fiscal Year 2011 State Aid Payments, the payments will be processed in the order Annual Reports were received, first in will be the first paid. Given the heavily reduced staff level at the Library of Michigan, we encourage all TLN member libraries to file as early as permitted. The continued delay in payment is the result of the Herrick District Library case which is now at the Court of Appeals level.

**TLN MEMBERSHIP MEETING FEATURES NANCY ROBERTSON**

Join your TLN colleagues as we kick off 2011 with a membership meeting featuring State Librarian Nancy Robertson. The meeting is hosted by the Blair Memorial Library (Clawson) starting at 10 AM on Friday, January 28. This is your opportunity to see the new focus for the Library of Michigan, Michigan ELibrary services and accomplishing this with a full time staff of 28.

**TLN DIRECTOR'S REPORT by Jim Pletz, TLN Director**

**JANUARY 2011**

**TLN NOVI MOVE**

All phases required to relocate TLN from Southgate to the new Novi home were completed by December 31. This included final close out and cleanup of the Southgate property. Delivery and sorting services, Phase I, established their operation base on Monday, November 15. By the close of December, the new space and more efficient design of sorting procedures produced the first cost savings. Sorting became a Monday to Friday operation, eliminating Saturday sorts as of January 3, 2011.

As promised, movers delivered all boxes and bins for the move, on December 9. Shared Automation Services (SAS) pulled the plug on Southgate operations the evening of December 15, establishing reconnected Novi services by the morning of December 16. Administrative, business and technical services staff, Phase II, completed all packing by December 16, said good bye to the Southgate building and reported to Novi, on Saturday, after movers completed their tasks on Friday. Staff was treated to a picnic lunch, as they unpacked their offices on Saturday. STS staff wrapped up their move, Phase III, the evening of December 17.

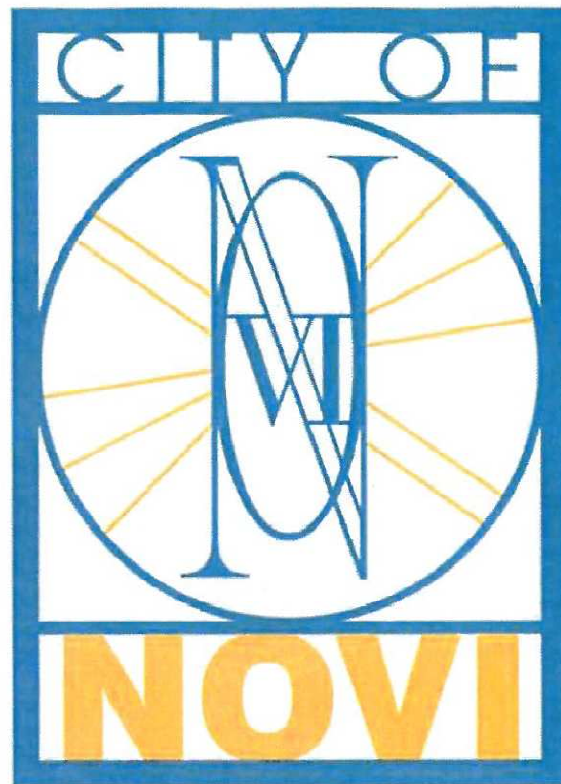
The move, like all moves, was not without some snags, all of which were addressed and resolved with minimal disruption to services. Many deserve praise for our successful move. First, without the leadership and active engagement of **Mike Craft**, who served as our general contractor, the Novi location would never have been ready in such a short time line. Mike was assisted by **Vince Nash** who also served as Move Coordinator. **Rodney Kulhanek**, returning from a duty disability, assisted in all phases of construction, painting and cleanup. **Brigette Felix**, move co-coordinator, provided logistical support and supervision keeping everyone on the established timeline. Brigette welcomed each staff member with a list of Novi restaurants and a candy cane, starting their Novi experience on a sweet note. **Rick Rosekrans** made sure the budget was followed, assisted with supervision of the Friday move and helped with painting. **Anne Neville** and **Angie Michelini** spent long hours ensuring the SAS and STS moves went on with minimal disruption to member libraries. Finally, **Andy Halicki** and **John Inman** deserve praise for their super human efforts, both putting in 20 hour plus days. Their tireless efforts, along with that of **Damon Dye** and **Linda Bell** made our move a successful one.

#### **STATE AID AND SUPPLEMENTAL STATE AID PAYMENT**

Cooperative Directors were informed on December 17 the Library of Michigan was releasing supplemental state aid 2011 payments in January. This means a \$138,220.51 payment to TLN. Regular 2011 state aid payments are still pending, until there is a resolution of the Herrick District Library case, currently on the Court of Appeals docket.

#### **AFSCME AND SUPERVISORY UNION CONTRACT STATUS**

On December 6, after review and discussion of an AFSME counter proposal, the lead negotiator for AFSCME requested the negotiations move to mediation. Wage concessions and employee share of health care expenses remain unresolved. Discussions with the Supervisor's Union were suspended in December and will resume in late January or February once construction and build out plans are completed in the Novi building.



# Winter Emergency Response Plan

January - 2011



## Purpose

The purpose of this plan is to outline procedures/protocol to be used in preparing, mitigating, responding and recovering from severe winter weather that may occur in the City of Novi.

## Policy

It is the policy of the Emergency Management office working with the various city departments to prepare the community and city staff for the hazards of winter weather here in Michigan.

## National Weather Service Definitions

The National Weather Service has three primary terms for severe winter weather and several sub-categories.

**Winter Storm Watch** – Severe weather in next 12-36 hours

### **Winter Storm Advisory**

Snow Advisory – Snow 2 – 5 inches

Wind Chill Advisory – Wind Chills of 30 degrees below 0 or colder for at least 3 hours

Freezing Rain/Sleet Advisory – Are expected

Blowing/Drifting Snow Advisory – Poor visibility & hazardous driving

### **Winter Storm Warning**

Heavy Snow Warning – Snowfall of 6" in 12 hours or 8" in 24 hours

Ice Storm Warning – ¼" or more of ice

Blizzard Warning – Snow with winds of 35 mph or greater

High Wind Warning – Winds of at least 40 mph for 1 hour or gusts of 58 mph

Lake Effect Snow Warning – Lake effect snow in next 12 hours, snow of 7"+

## Winter Preparedness Response Plan

The City of Novi "Winter Preparedness Plan" includes the following activities before, during and after an event. This document does not contain detailed plans as each department has documented their procedures and incorporated them into their standard operating procedures. This document merely provides an overview.

roads are safe for bus traffic. Notification is made on television, radio and the website. Scheduled passengers are informed.

### **Parental Discretion**

Parents and guardians are encouraged to use their own discretion whether to allow their child to participate under questionable weather-related conditions. *"When in doubt, sit it out."*

## **Police Department**

The Police Department is a vital service and cannot be limited by winter weather. The Police Department works closely with the Fire and Public Services departments in order to coordinate emergency responses. Impassable roadways can be the most challenging and requires good coordination and communications with Public Services. Public Services can provide the Police Department with four-wheel drive vehicles if necessary.

In a winter emergency the Police Department has the additional responsibility of providing assistance to stranded motorists. This assistance can be in the form of contacting a towing company, providing emergency transportation and/or shelter.

Emergency staffing and call out procedures are documented in the department's "Directives" manual.

## **Public Library**

### **Emergency Closing**

The decision to close early or open late will be done as early as possible with an attempt to get the information out at least two hours in advance of opening times if it is in the morning.

The Director or Assistant Director will make the decision to open or close. (If the Director or Assistant Director is not available the Manager in Charge will make the decision). In case the Director or an Assistant Director is not available to make the decision to close early or open late the most senior Manager in Charge will make that decision. In making the decision reviewing the following things would be useful.

What are the neighboring libraries of similar size doing?

- What has the school district done
- What are the road conditions in Novi and at Novi Public Library
- What is the City doing (remember they close at 5:00 and we run until 9:00)
- What advice does the Police Department give

The Director or Assistant Directors will inform the Library Board, City Manager, Director of Communications and the Director of Public Safety of any closings.

### **Emergency Closing Policy**

This policy describes the conditions under which the Administration is authorized to close the Library to the public.

- A. Authority to close the Library under this policy rests with the Administration. All closings will be reported to the Library Board, City Manager, Director of Communications and the Director of Public Safety.
- B. The Library may be closed at any time that it is deemed unsafe to operate the Library or to travel to the Library, including (but not limited to):
  - a. Storms, natural disaster or casualty (fire, flood, etc.).
  - b. The order of a recognized governmental official.
  - c. Loss of any necessary utility.
  - d. Health related matters (epidemic/pandemic) that could affect the general public or library staff.
  - e. Public safety matters such as bomb or other threat, riots or civil insurrection.
- C. In case of emergency closing during library hours, standard closing procedures are to be followed if possible and all appropriate notifications should be made.
  - a. Information about opening or closing will be put on the answering machine.
  - b. Managers will be called to inform them of the decision and appropriate information and the Managers will then call their respective departmental staff.
  - c. If a Manager is on vacation or for some other reason not able to be in charge they will appoint someone else in the department to assume the responsibility.
  - d. If a staff member is waiting for closing/opening information and they have not heard anything they can call the library and find out what the answering machine says. It is best to communicate with your Manager; however, staff can also leave a message with the expectation that the message will be received when staff gets to the library.

### **Public Services**

The Department of Public Services carries the burden of responsibility during a winter emergency as most winter emergencies involve snow, ice and freezing rain. The Department of Public Services is charged with keeping the public roadways salted and plowed when weather conditions warrant.



# COMFORT & JOY

Looking at 137 public  
and academic building  
projects for 2010  
By Bette-Lee Fox

Today's library is more than the mere sum of its parts. As evidenced by these 125 public library projects and 12 academic buildings completed between July 1, 2009, and June 30, 2010, the thinking these days is for the library to harmonize with and extend both into and beyond its community; to become a warm and welcoming place for its constituents; and to present a safe harbor for everyone who enters. These libraries embrace brilliant artwork, panoramic views through glass walls, extensive collections of varied materials, hi-tech elements of every imaginable kind, and more energy-efficient features than you can shake a bioswale at. That's beyond comfort—that's a complete joy.

## Second homes

Nothing shouts comfort like a fireplace. The **Dan A. Williams Branch**, Lincoln, NE, part of an elementary school complex, has the first in its system.

**Novi Library**, MI, meanwhile, gives folks the option of warming up in its fireplace lounge or cooling off on its outdoor patio. (The library also notably houses the Novi Special, a 1941 racing car designed by a local engineer.)

## Inside out, outside in

Patios and other outdoor spaces also figure prominently at **Tustin Library**, CA, which boasts three distinct age-appropriate indoor/outdoor patios; **Maple Grove Branch** of Hennepin

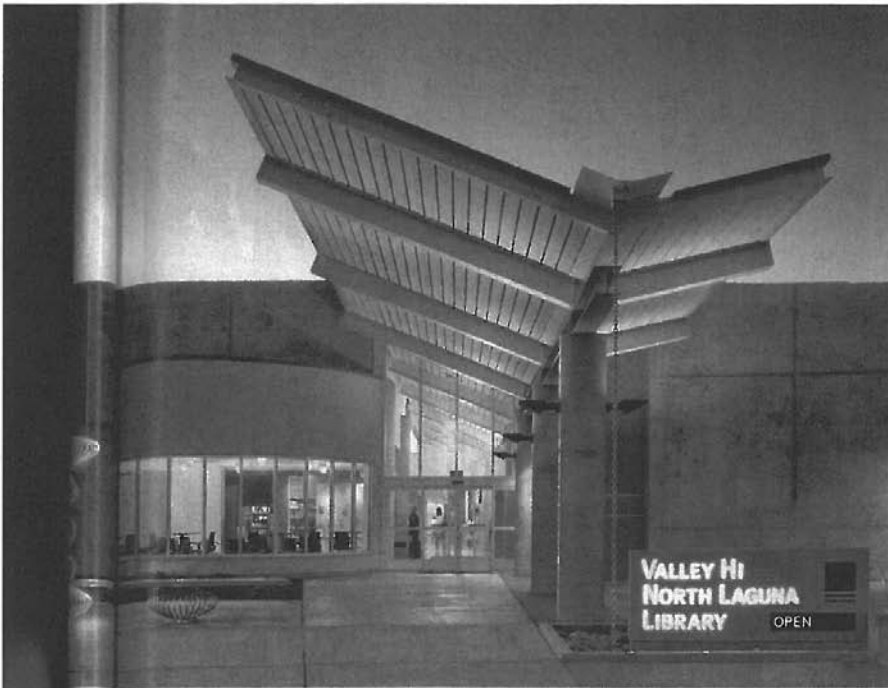
County Library, MN, which has a summer reading porch and a reading lounge that looks out onto the new urban park; and the **Reynolds Corners Branch** of Toledo-Lucas County Public Library, which features a fountain reading court.

When it comes to kids-only amenities, the **Donald W. Reynolds Library**, Mountain Home, AR, has a gazebo in its children's space; the **Ingleside Branch** of San Francisco Public Library incorporates a bench seat window in its children's room; and the **Eastern Avenue Branch** of the Davenport Public Library, IA, features a children's garden for presentations and storytelling.

Indeed, the demarcation between the inside and outside world in libraries is increasingly blurred. **Orange Cove Branch** of Fresno County Public Library, CA, incorporates community interest in herbs and *cuarandero*—a healer's garden—with its landscape of plants historically used as food and medicine. Rural life in Fergus Falls, MN, figures into the design of the **Viking Library System** headquarters, which includes a grain wagon and elements from an antique grain elevator. And the **Sayville Library**, NY, features sand and seashell tables in its "beach" area.

The **Carnegie Library of Pittsburgh-Allegheny**, be-decked with large storefront windows, has in its reading room a table crafted from a tree from the lawn of the Allegheny Observatory. The **Sammamish Library**, WA, features skylights, a gas fireplace, and a view of a nature preserve. And the **Sachem Public Library**, Holbrook, NY, has a new Inside/Out outdoor extension as a summer performance space.

*Bette-Lee Fox is Managing Editor, LJ*



## The Library Adventure

The **Prescott Valley Public Library**, AZ (far l.), was designed to “evoke a feeling of adventure and wonder.” It has an interactive children’s wall, a virtual interactive room, a computer lab, and an observation terrace, with an interior cedar ceiling and Polygal plastic wall panels. The main entry to **Valley Hi–North Laguna Library**, Sacramento Public Library, CA, makes quite a statement. The library’s sustainable design maximizes the use of daylight, while its concrete construction offers flexibility. Greeting visitors is Cliff Garten’s stainless steel and mahogany bench. “Mad Hatter.”

**CREDITS Prescott Valley:** richard+bauer, architecture and photography. **Valley Hi–North Laguna Library:** Noll & Tam Architects, architect; photo, ©David Wakely 2009.

## Preserving local interests

Like Novi Library’s 1941 Novi Special, locally designed artistic elements further help to create a community feel within libraries. The **Hamilton Mill Branch** of Gwinnett County Public Library, Lawrenceville, GA, illuminates its massive glass walls with an installation by artist Maria Artemis called “Poiesis,” consisting of 67 glass paintings throughout the building. **Lauderdale Lakes Library/Education and Cultural Center**, FL, displays interactive work by artist George Gadson. And the **South Regional Library**, Durham, NC, features the library system’s only outdoor work of public art, an 18-foot structure by artist Thomas Sayre.

Also creating a community feel is the preservation of nostalgic historic elements. The recent renovation to the **Bernal Heights Branch** maintains San Francisco Public Library’s 1940s heritage with its hand-painted ceiling stencils and original hanging fixtures. The staff room of the **Prairie Trails Public Library District**, Burbank, IL, harks back to old-time diners. And the giant addition/renovation of the **Cambridge Public Library**, MA, enhanced the original 1889 structure fourfold as it restored WPA-era murals in the iconic reading room.

## Creating connections

**South San Francisco Main Library** staff worked with their architect to create a “marketplace” connecting the building’s two entrances, while the **Portland Public Library**, ME, remodel offers an art gallery, a conference center, and café-style atrium seating to engage with the city’s commercial and social locus in Monument Square. The **Martha Washington Library**, Alexandria, VA, includes a serpentine metal wall that leads patrons from the front porch to the circulation desk. The **Albert Wisner Public Library**, Warwick, NY, uses reading niches to lure readers; the **Lochwood Branch**, Dallas Public Library, has a black-box theater; and **Storyville**

@ **Woodlawn**, MD, features a 3150 square foot “village” in the Woodlawn Branch as an early literacy and learning center.

Multiple joint-use projects take the library to that next step, combining with elementary schools, like the **Rice Branch** of Cleveland Public Library; civic buildings, like the **Kendall Neighborhood Library and Community Center**, Houston, TX; and even a transitional housing project for the former homeless and low-income seniors, as with the **Hispanic Branch** of Miami-Dade Public Library, FL.

The academic projects spotlighted here include a huge renovation at the **University of Utah**, a new **Partnership Center** between **Seminole State College of Florida** and the **University of Central Florida**, and a renovation and addition at the **University of Wyoming**.

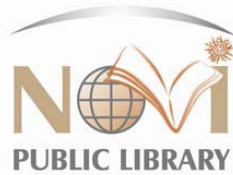
## Increased accessibility

Accessibility is another way libraries are extending a warm welcome. The new ground floor of **Walnut Creek Library**, CA, operates independently of the main library, enabling extended hours for the lending of new and AV materials, the use of public computers, and pick up of holds. The new **Anacostia Neighborhood Library** in Washington, DC, features a tower that lights up at night to draw in passers-by. And the **Plainsboro Public Library**, NJ, has a private room called the Health Education Center, where patrons can access health information. The inlaid chessboard on the third floor, too, has become a hit with the teen crowd.

Today’s libraries are probably more comfortable than most people’s homes, with plush seating areas; fireplaces, patios, gardens, and gazebos; and accent works by local artists. They are also a model for flexible and sustainable building practices that many homeowners can emulate. (One exemplar is the Leadership in Energy & Environmental Design [LEED] Platinum-certified **Silver Lake Branch** of Los Angeles Public Library.) The best of all possible worlds. Restful places, green spaces, touching all the bases. That’s joy; that’s the library. ■

## ON THE WEB

Go to the online version of this article at [www.libraryjournal.com](http://www.libraryjournal.com) for additional figures on other costs and shelving capacity, plus funding sources and the Six-Year Summary of statistics



# Library Board Calendar

## **2011**

**January 19** Library Board Regular Meeting

**February – March Budget Study Sessions, typically a Saturday morning, TBD**  
**February 16** Library Board Regular Meeting

**March** Budget – approved to be provided in April to Council, TBD  
 March 13 Daylight Saving Time Begins  
**March 16** Library Board Regular Meeting

April Budget presented to Council, TBD  
 April 10-16 National Library Week  
**April 20** Library Board Regular Meeting  
 April 22 Holiday – Good Friday, Library Closed  
 April 24 Holiday – Easter, Library Closed

**May** Library Board – Goal Setting Session, TBD  
 May 8 Holiday – Mother’s Day, Library Closed  
**May 18** Library Board Regular Meeting  
 May 30 Holiday – Memorial Day, Library Closed

**June 15** Library Board Regular Meeting  
**June 15** Library Director Annual Review  
 June 19 Holiday – Father’s Day, Library Closed

July 4 Holiday – Independence Day, Library Closed  
**July 20** Library Board Regular Meeting

August – October Community Reads Program  
**August 17** Library Board Regular Meeting

September 5 Holiday – Labor Day, Library Closed  
**September 21** Library Board Regular Meeting

**October 19** Library Board Regular Meeting

November 6 Daylight Saving Time Ends  
 November 8 General Election Day  
**November** Annual Library Report – City Council Meeting, TBD  
**November 16** Library Board Regular Meeting  
 November 18 Library Staff In-Service , Library Closed  
 November 23 Holiday – Thanksgiving Eve, Library Closes at 5 p.m.  
 November 24 Holiday – Thanksgiving, Library Closed

**December 21** Library Board Regular Meeting  
**December 21** Library Director – Mid-year Review  
 December 24 Holiday – Christmas Eve, Library Closed  
 December 25 Holiday – Christmas, Library Closed  
 December 26 Holiday – Christmas, (observed), Library Closed  
 December 31 Holiday – New Year’s Eve, Library Closed

Friends Board Meeting meets the second Wednesday of the month, 7 p.m.  
 Historical Commission meets the fourth Wednesday of the month, 6:30 p.m.