

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, November 28, 2012 at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
 - A. Curt Anderson, Municipal Web Services – November 14, 2012 18
 - B. Maryanne Cornelius, City Clerk – City of Novi, November 9, 2012..... 19
 - C. Greg Morris, Recreation Supervisor – Novi Parks & Recreation, October 31, 2012 20
 - D. Michele Duprey – Comment Card 21
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13. Historical Commission Report – September 24, 2012..... 58
14. Committee Reports
 - A. Policy Committee (Margolis, Teasdale, Kilgore – chair)
 - B. HR Committee (Kilgore, Verma – chair)
 - C. Finance Committee (Czekaj, Teasdale, Margolis – chair)
 1. Financial Plan – draft..... 48
 - D. Fundraising Committee (Sturing, Mena – chair)
 - E. Strategic Planning Committee (Kilgore, Sturing, Mena- chair)
 - F. Landscape Committee (Kilgore, Margolis, Czekaj – chair)

15. Public Comment

16. Matters for Board Action

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17. Adjourn

Consent Agenda:

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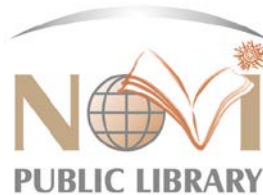
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Supplemental Information

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Future Events:

- Light up the Night – Friday, November 30th (6-9pm), Novi Public Library & Novi Civic Center
- Friends Holiday Gala – Friday, December 7th (7-9pm), Novi Public Library
- Friends of the Novi Library Regular Meeting – Wednesday, December 12th at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – Wednesday, December 19th at 7:00pm, Novi Civic Center
- Novi Historical Commission – No Meeting in December
- Library Board of Trustees Budget Sessions – Saturday, February 9th (8am – Noon) and Saturday, February 23rd (8am – Noon)
- Book It Fundraising Event – Friday, April 26, 2013 (7-10pm), Novi Public Library

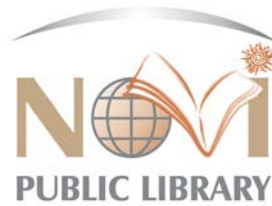


45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720
<http://www.novilibrary.org>

Warrant 500		November 2012	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 2,303.78
Municipal Web Services		268-000.00-734.000	\$ 1,488.75
Suntel Services		268-000.00-734.000	\$ 1,449.40
VidCom Solutions, Inc.		268-000.00-734.000	\$ 164.85
Amazon.com		268-000.00-734.500	\$ 62.49
CDW-G		268-000.00-734.500	\$ 86.76
Grainger		268-000.00-740.000	\$ 34.45
Sentry Supply		268-000.00-740.000	\$ 644.41
The Library Network		268-000.00-740.000	\$ 798.75
Amazon.com		268-000.00-742.000	\$ 738.98
Brodart		268-000.00-742.000	\$13,473.32
CCH		268-000.00-742.000	\$ 1,355.00
Center Point Large Print		268-000.00-742.000	\$ 385.86
Ebsco		268-000.00-742.000	\$ 89.72
Gale		268-000.00-742.000	\$ 1,440.30
Genealogical.com		268-000.00-742.000	\$ 25.00
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 500.29
Teddy, James	10/29-12/1/12; FP/DN	268-000.00-743.000	\$ 50.00
Midwest Tape		268-000.00-744.000	\$ 2,834.39
OverDrive		268-000.00-744.000	\$ 1,544.61
The Library Network	ann overdr downld datab	268-000.00-744.000	\$ 8,000.00
Amazon. Com		268-000.00-745.200	\$ 214.28
Midwest Tape		268-000.00-745.200	\$ 2,505.02
New Day Films		268-000.00-745.200	\$ 65.00
Gale		268-000.00-745.300	\$ 2,494.99
ProQuest LLC		268-000.00-745.300	\$ 1,630.00
The Library Network	Cons Rpt10/1/12-9/30/13	268-000.00-745.300	\$ 1,785.00
Bright House Networks		268-000.00-801.925	\$ 155.54
Providence Occupational Health Partners		268-000.00-804.000	\$ 225.60
Karp-Opperer, Margi	Int Assn Jazz Rec Coll	268-000.00-809.000	\$ 45.00
The Library Network	46809;mailers 7/1-9/30-12	268-000.00-818.000	\$ 655.97
AT&T	8/23-9/22/12	268-000.00-851.000	\$ 142.97
TelNet Worldwide	276270;9/15-10/14/12	268-000.00-851.000	\$ 661.45
Verizon Wireless	2807654186; 9/28-10/28/12	268-000.00-851.000	\$ 540.65
The Library Network	sh auto 10/1-12/31/12	268-000.00-855.000	\$ 10,349.19
Farkas, Julie	10/10-16/12 mileage	268-000.00-862.000	\$ 8.24
Moe's On Ten		268-000.00-880.000	\$ 220.80
Oakland Schools	bus postcnds	268-000.00-880.000	\$ 160.83
Patch	Lib Awareness	268-000.00-880.000	\$ 147.60
Sam's Club		268-000.00-880.000	\$ 20.98
YP - Yellow Pages		268-000.00-880.000	\$ 56.23
Carpenter, Suzanne	youth pgm	268-000.00-880.268	\$ 66.64
Dollars for College (Krasnow Sheryl)	teen pgm	268-000.00-880.268	\$ 60.00
Druschel, Pauline		268-000.00-880.268	\$ 80.00
Esseltine, Megan		268-000.00-880.268	\$ 160.00

Warrant 500		November 2012	
Payable to	Invoice #	Account number	Account total
Plunkard, Thomas	Magician	268-000.00-880.268	\$ 250.00
Mutch, Kathleen		268-000.00-880.268	\$ 200.00
Oriental Trading		268-000.00-880.268	\$ 70.48
Sam's Club	youth pgm	268-000.00-880.268	\$ 9.88
Weeks, Phyllis	Youth Program	268-000.00-880.268	\$ 89.08
Brewer, Alan R.	On the Road; Detroit; Nov	268-000.00-880.271	\$ 100.00
Carr's Motorcoach	On the Road; Detroit; Nov	268-000.00-880.271	\$ 525.00
Christiansen, Marion	On the Road; Detroit; Nov	268-000.00-880.271	\$ 80.00
Detroit Institute of Arts	On the Road; Detroit; Nov	268-000.00-880.271	\$ 245.00
Laocoon, LLC	On the Road; Detroit; Nov	268-000.00-880.271	\$ 441.88
Ruffin, Sally	On the Road; Detroit;can	268-000.00-880.271	\$ 73.00
Sam's Club	On the Road; Lansing	268-000.00-880.271	\$ 88.24
The English Inn	On the Road; Lansing	268-000.00-880.271	\$ 520.00
Konica Minolta		268-000.00-990.000	\$ 899.76
Vistaprint	19 staff bus cards	268-000.00-900.000	\$ 190.00
Consumers Energy	9/13-10/11/12	268-000.00-921.000	\$ 728.70
DTE Energy	8/24-9/23/12	268-000.00-922.000	\$ 8,502.48
City of Novi	w/s; 6/14-9/14/12	268-000.00-923.000	\$ 1,254.32
Allied Waste		268-000.00-934.000	\$ 157.92
Amazon.com		268-000.00-934.000	\$ 92.29
Aventric Technologies		268-000.00-934.000	\$ 82.00
Balfrey & Johnston, Inc.		268-000.00-934.000	\$ 308.28
Batteries Plus		268-000.00-934.000	\$ 606.40
Boynnton		268-000.00-934.000	\$ 200.00
Cintas		268-000.00-934.000	\$ 799.05
Dalton Commercial Cleaning Corp	227157; carpet/furn	268-000.00-934.000	\$ 3,574.00
Grainger		268-000.00-934.000	\$ 312.48
Hardcore Epoxy Floor		268-000.00-934.000	\$ 1,540.00
Home Depot		268-000.00-934.000	\$ 70.72
Integrated Safety & Security Group		268-000.00-934.000	\$ 175.00
Laforce		268-000.00-934.000	\$ 25.44
Library Design Associates, Inc.	Battle of books sign	268-000.00-934.000	\$ 420.00
Long Plumbing Service Fee		268-000.00-934.000	\$ 55.00
Orkin		268-000.00-934.000	\$ 53.00
Signs by Tomorrow		268-000.00-934.000	\$ 50.00
Stanley		268-000.00-934.000	\$ 192.00
Touch of Tropics		268-000.00-934.000	\$ 50.00
State of Michigan	van registration	268-000.00-935.000	\$ 13.00
Brien's Services, Inc.		268-000.00-941.000	\$ 871.30
C&J Parking Lot Sweeping, Inc.		268-000.00-941.000	\$ 55.00
Decra-Scape		268-000.00-941.000	\$ 1,294.00
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
American Library Association	Robinson 10/31/12	268-000.00-956.000	\$ 35.00
Dinan, Barbara	MLA; 9/21/12 mileage	268-000.00-956.000	\$ 66.71

Warrant 500		November 2012	
Payable to	Invoice #	Account number	Account total
Farkas, Julie	10/10-16/12 mileage	268-000.00-956.000	\$ 266.69
Planned Give Roundtable of SE Michigan	J. Farkas; 10/18/12	268-000.00-956.000	\$ 25.00
Petty Cash			\$ 91.38
TOTAL			\$ 86,738.03



CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
October 17, 2012

DRAFT

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Larry Kilgore, Board Member

Student Representatives

Jessica Mathew
Torry Yu

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant
Evan Smale, Electronic Services Librarian
April Stevenson, Information Services Department Head

Guest

Patrick Brunett, Friends of Novi Public Library President

The meeting was held at the Novi Civic Center, Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President at 7:08 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. **Approval and Overview of Agenda.**

Library Board President, Mark Sturing , stated that the discussion on the materials in Item #9B, **Library Financials and Walker Fund, August 31, 2012,** could be eliminated from discussion since the materials in Item #9D, **Library Financials and Walker Fund, September 30, 2012** will supercede Item #9B with more current materials.

A motion was made to approve the October 17, 2012 Agenda as amended.

1st – Ramesh Verma

2nd – Larry Czekaj

The motion was passed unanimously.

4. **Consent Agenda**

A motion was made to approve the October 17, 2012 Consent Agenda as presented.

1st – David Margolis

2nd – Ramesh Verma

The motion was passed unanimously.

5. **Correspondence**

a. **Email received from Kevin Poncher, Novi Resident regarding car charger stations.**

A copy of the e-mail and the response is located on page 24 of the October 17, 2012 Library Board Packet.

6. **Presentation**

Director, Julie Farkas, introduced two new full time library employees for the Library Board.

a. **April Stevenson – Information Services Department Head**

As Head of Information Services, April is responsible for the programs and resources of both the Adult and Youth Services staff. April was formerly employed at the Commerce Public Library before joining Novi Public Library as a part time employee. Her wealth of managerial experience acquired at the Commerce Public Library provided her with the opportunity to apply for the recently vacated position of Information Services Head at Novi Public Library. April is a Wayne State and Michigan State University graduate, April is married and has two sons.

April gave a brief presentation to the Library Board describing her goals as Head of Information Services, and how she plans to accomplish them.

b. **Evan Smale – Electronic Services Librarian**

Evan was a former part time employee at Novi Public Library before becoming full time in the newly created position of Electronic Services Librarian. Evan is a Wayne State

and a Michigan State University graduate; he is married and has a young son. He and his wife are expecting a new baby in the spring.

Evan's presentation included a brief description of his duties as Electronic Services Librarian for expanding the social media. This encompasses face book, twitter, pinterest, and blogging.

Both April and Evan were acknowledged by the Library Board with warm welcomes and approval.

7. Public Comment

There was no public comment.

8. President's Report

a. Goals Document 2012-2013

The Library Goals for the 2012-2013 fiscal year are included in the October 17, 2012 Library Board Packet on pages 25-31 for the Library Board to review. These are the things that the staff is striving to achieve and complete this year.

The goal of providing dog licenses and park permits as a library service was questioned by Trustee Larry Czekaj, since it is already provided by the City. Director, Julie Farkas, explained that this goal came from the goal setting session with the City, as a way for the Library to provide additional services to the Community when the City Offices are not open.

9. Treasurer's Report

a. Library Budget 2012-2013

The 2012-2013 Budget dated February 15, 2012 is included in the October 17, 2012 Library Board Packet on pages 32-33. There are no changes since the last meeting.

b. Library Financials and Walker Fund, August 31, 2012

The Financials and Walker Fund ending August 31, 2012 are included in the October 17, 2012 Library Board Packet on pages 34-38.

c. Financial Overview, August 31, 2012 – by David Margolis, Treasurer

The Observations and Summary for the month of August, 2012 is included in the October 17, 2012 Library Board Packet on pages 39-42.

d. Library Financials and Walker Fund, September 30, 2012

The Financials and Walker Fund for September 30, 2012 were provided separately as a hand out.

Director, Julie Farkas, noted that the amounts entered on the amended Budget for 2012-2013 for accounts # 942.000 and 942.100 were in error due to the reverse order of account numbers.

Trustee David Margolis also noted that the \$15,000 allocated to the newly created account, #990.000, Landscape Improvements is being reflected in account #941.000, Grounds Maintenance.

A motion was made to approve the September 30, 2012 amended 2012-2013 Budget to reflect the accurate amounts for accounts #942.000 and #942.100, as well as for the 990.000 Landscape Improvement account.

1st – Willy Mena

2nd – Scott Teasdale

The motion was passed unanimously.

Observations and Summary regarding the Monthly Financials for the month of September, 2012 are provided by David Margolis, Treasurer.

SUMMARY:

It figures, the first month where we have NO reduction in Tax Revenues, we also experience our first negative fluctuation in Investment values.

For the month of September, we returned to normalized expenditures, spending less than seven percent of the annual budget.

Please note (when reviewing the Walker Fund #269 activity) that last fiscal year's Net Revenues over Expenditures of **\$94,323.85** was re-allocated into the various current year Un-Restricted and Designated Restricted Fund balances – so there are several line-items changes from last month.

As is my philosophy (*for monitoring purposes*), I've taken the entire year's expected Expenditures of **\$2,738,900** and divided them equally over the course of twelve months to create an Average Monthly Budget consumption of **\$228,241.67** (or **8.33%** per month) to use as a benchmark for comparing actual spending against.

Financial activity for the month of September: (details continued on next page)

LIBRARY FUND (Fund #268)

BALANCE SHEET (*page #1 of 5*)

Cash was increased by +\$1,279,823.77 or +45.52% during the month, as Tax Receivable collections were strong.

Current Taxes Receivable were reduced in the amount of **(-\$1,471,090.46)** or by **(-93.93%)**, the bulk of the Summer Taxes.

Prepaid Expenditures (A/C# 268-000.00-040-400) of \$2,500 established for a future Speakers' series again had no change.

TOTAL ASSETS = \$4,189,871.97, which are (-\$191,266.69) or (-4.37%) lower than last month)

LIABILITIES = Changes for the month were only in **Accounts Payable**, which were decreased by (-\$16,483.35) or (-36.88%) for a net decrease in **Total Liabilities** of (-\$16,483.35) or by (-9.18%) for the month, with an ending balance = \$163,216.76

FUND BALANCE = As a result, **NET Revenues and Expenses** (for the current month) were decreased by (-\$174,783.34) or (-4.16%) leaving an Ending Fund Balance at 09-30-2012 of \$4,026,655.21

REVENUES AND EXPENDITURES (pgs. 2+3 of 5)

REVENUES – As previously mentioned, there was no reduction in Current Property Tax Revenues (A/C# 268-000.00-403.000), but there was a first-time Investment Loss (A/C# 664.500) recognized of (-\$1,578.00). Nothing else stands out other than more **Adult Program Revenues** (A/C# 665.289) which generated \$2,081.00 in September. **Total Revenues** for the month of September were \$9,344.14, for a Year-to-Date total of \$2,379,959.13 which is 97.78% of the total annual Budget.

EXPENDITURES – with the current fiscal year commencing on July 1st and with three (3) months under our belt, we’re going to measure actual Expenditures utilization against the 25.00% monthly pro-ration of the Budget estimated.

Personal Services – The total amount spent in this category during the month, \$129,981.73 or 7.14% of the annual Budget, is well below the average monthly allocations (of \$152K), reflecting a normal two pay-period month. On a Three-Month Year-to-Date basis, we’ve used 23.03% of this category’s budget. At the end of September, Personal Services expended represent 17.62% of Revenues (compared to the 18.71% budgeted).

Materials and Supplies – The only major category spent in September which significantly exceeded projected monthly levels was **Computer Equipment / Supplies** (A/C# 734.500) at \$1,976.51 (16.47% of Budget). We only spent a total of \$34,026.36 for the month (in this **Materials/Supplies** category) that is 7.01% of Budget for a Year-to-Date total of 24.56% (vs. the 25.00% benchmark); and which represents 5.01% of Revenues (compared to 4.99% budgeted).

Services and Charges – for the month, we only spent \$20,119.39, just consuming 4.82% of this Category’s Budget (and 26.81% Year-to-Date) - with several line-items out of the norm (see below) including the new one, **Adult Programs** (A/C# 880.271). The combined Three-month Year-to-Date 2012 spending represents 4.70% of Revenues (vs. the 4.28% budgeted).

Some of the items worth citing for the month are:

#855.000 TLN Automation Svcs.	- (\$ 147.50)
#880.271 Adult Programs	- (\$ 104.00)
#922.000 Electricity	+\$ 43.27
#941.000 Grounds Maintenance	+\$ 10,766.24

Capital Outlays or Contingencies – There were NO expenditures in this category during the month of September.

TOTAL EXPENDITURES – for the month of September, we only spent **\$184,127.48** (or **6.72%** of the budget vs. **8.33%** norm), (and well below the equal monthly gauge of \$228,241.67). For the Three-months so far this fiscal year, we've spent **24.29%** of the Budget (vs. normalized 25.00%). This amount is **27.96%** of Revenues, and is less than fiscal year budget expectations of 28.13%.

WALKER FUND (Fund #269) (pg. 4 of 5)

REVENUES –To reiterate from earlier meetings, with the start of a new fiscal year, we re-set our Cumulative Revenues and Expenditures to zero and begin anew with NO budgetary expectations. There will be some Interest earned on Investments and we'll track Market Value fluctuations over the course of the year. However, we've set NO formal expectations for Donations or Event Transfers (*i.e.* next year's *Book It!*), so anything generated will all be positive.

For September, **Total Revenues** were down **(-\$572.46)** or **(-11.12%)** during the month, for a Year-to-Date total of **\$4,575.52**, with **\$42.29** coming from **Investment Interest** (#269-000.000-664.000); **(-\$819.75)** in **Unrealized Investment Losses** (New A/C# 269-000.00-664.500); and **+\$205.00** from various **Donations**.

Breakdown of September Donation Revenues:

#665.271 General – Youth Collections	\$ 30
#665.274 Brick Pavers	\$ 125
#665.402 Specific Collections	\$ 50

EXPENDITURES – For the month of September 2012, **\$1,571.70** was expended, of which **\$164.70** was for Community Read (A/C# 742.285) and **\$1,407.00** for Engraving/Trees/Brick Pavers etc. (A/C# 742.800)

NET REVENUES OVER EXPENDITURES – decreased by **(-\$2,144.16)** or **(-41.65%)** during the month of September, for a NET Year-to-Date total of **\$3,003.82**.

BALANCE SHEET – as a result of September activity, **Cash** in the Fund was decreased by **(-\$1,979.46)** or **(-0.13%)**; along with a small **Accounts Payable** liability increase of **+\$164.70**; thus **Un-Restricted Current Year Fund Balance** decreased by the combined **(-\$2,144.16)** for the month.

Changes in the Walker Fund Balance Accounts (**\$94,323.85** allocations) were:

#390.000 Un-Restricted Prior Fund Balance	+\$51,501.92
#390.26 Restricted – <i>Book It!</i>	+\$21,659.44
#390.267 Restricted – Druschel Collections	-\$ 100.00
#390.271 Restricted – Youth Area	+\$ 1,043.25
#390.273 Restricted – Friends (Other)	+\$ 5,577.78
#390.279 Restricted – Youth Activity Room	+\$10,000.00
#390.280 Restricted – Parenting-Youth & Teen	(-\$ 303.08)

#390.282 Restricted – M. Locke Artwork	(-\$ 74.40)
#390.283 Restricted – Novi Newbies	+\$ 211.70
#390.285 Restricted – Community Read	+\$ 1,082.24
#390.287 Restricted – Youth (CROP)	+\$ 340.00
#390.288 Restricted – Memory of Carol Davio	+\$ 2,785.00
#390.401 Restricted – Crawford Donation	+\$ 20.00
#390.402 Restricted – Specific Collections	+\$ 580.00

TOTAL WALKER ASSETS = **\$1,538,183.83**

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TOTAL LIABILITIES = **\$ 164.70**

TOTAL FUND BALANCE = **\$1,538,019.13**

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Restricted Fund Balance = **\$ 90,251.09**

Un-Restricted Fund Balance = **\$1,447,768.04**

COMBINED LIBRARY INVESTMENTS *(page 5 of 5)*

LIBRARY FUND (#268) @ FMV

TOTAL FUND #268 **\$4,091,736.89**

WALKER FUND (#269) @ FMV

TOTAL FUND #269 **\$1,538,183.83**

COMBINED LIBRARY INVESTMENTS = **\$5,629,920.72**

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Total Combined Library Investments now reflect collection of most of the Property Tax Receivables.

During the month of September, Library Fund (#268) Investments increased **+\$1,279,824** or +45.52%; while Walker Funds (#269) went down in value **(-\$1,979)** or (-0.13%).

If we combine the Balance Sheets of both Funds (#268 and #269), we would show Total Combined Fund Balances = \$4,026,655.21 + \$1,538,019.13 = **\$5,564,674.34**

This reflects a net reduction in Combined Fund Balances of **(-\$176,927.50)** or **(-3.09%)** during the month of September.

e. **Library Café Revenue Report – Due 15th of the Month, July 2012**

Provided on page 43 of the October 17, 2012 Library Board Packet.

f. **Library Café Revenue Report – Due 15th of the Month, August 2012**

Provided on page 44 of the October 17, 2012 Library Board Packet.

g. **Library Café Health Inspection Report, Oakland County – August 14, 2012**

Provided on page 45 of the October 17, 2012 Library Board Packet.

10. **Director's Report**

A detailed report from Director, Julie Farkas is provided on pages 48-50 of the October 17, 2012 Library Board Packet. Highlights of the report are:

- Shop for a Cause received \$360.00 from donations.
- Library was awarded a grant for \$1000.00 from the Community Financial Credit Union to support Digital Detox week in April.
- Varsity Lincoln Fundraiser will be held on November 19, 2012. Eight cars will be available at the Library for patrons to test drive. Varsity Lincoln will donate \$20.00 to the Library for each patron who test drives a car. Donated money will go to purchase apps and technology for the Library. The Library's goal is 200 drivers for \$4,000.
- Teen Space, a pilot program that gives teens a place to "hang out" and socialize after school began on October 1, 2012. The West Meeting Room will be available to teens Monday-Thursday, from 2pm-5pm until school ends in June. The Library partnered with the City of Novi, Parks and Recreation Department, Novi Youth Assistant and the Community School District to provide room monitors.
- Library Board Members received the Strategic Planning Document for review. Board Members are invited to attend the Saturday, November 3rd meeting from 10am-12pm at the Library to talk about the document in greater detail. Committee Members are listed on page 49 of the October 17, 2012 Library Board Packet. Special thanks are extended to all on the Committee.
- The New Business resource Center at Novi Public Library was unveiled to the community on Tuesday, September 26, 2012, at 8:30am. The Center is specifically for small businesses, or people who want to start a business. Over sixty (60) people attended the opening. Thanks to Karen Bitterle, Novi Public Library Librarian for organizing and co-coordinating the Resource Center. A special thank you to Mayor Gatt for cutting the ribbon at the event.
- Upcoming Outreach Events for Novi Public Library include:
 - A recognition breakfast for Businesses, who have been donors or sponsors of the Library over the last five (5) years, is scheduled for

Friday, October 26th at 7:30am at Novi Public Library. Library Board Members are invited to attend.

- o Novi Public Library will be hosting the 2nd annual meeting with Novi School District Principals, Media Specialists and Instructional Coaches on Monday, October 29th at 7:30am.

- Director, Julie Farkas attended several meetings to represent Novi Public Library for being Library of the Year. Michigan Library Association (MLA) will not be at the Hyatt as originally planned. The Conference will be held as scheduled. Updates on the new location will be forthcoming.
- Artwork purchased with monies from the Davio donations will be unveiled on Saturday, October 27th, in the lobby of the Novi Public Library, at a private gathering for the Davio family and friends. Library Board Members are invited to attend.
- Book-It Fundraiser will be held on April 26, 2013 from 7pm. To 10pm. at the Novi Public Library. Artwork for the "Diamonds and Denim" 3rd Annual Book-It Fundraiser is pictured on page 50 of the October 17, 2012 Library Board Packet. The committee has met and plans are moving along. Businesses in Novi have been approached to see if they want to be part of this fundraising event.
- The Finance Committee met on Wednesday, September 26, 2012 to begin discussion on a Financial Policy for the Library. They will be drafting a policy for the Library Board to review.

a. 2011-2012 Annual Report

The Annual Report is located on pages 51-52 of the October 17, 2012 Library Board Packet. It is also available on the Library website.

b. Public Relations Policy

The Public Relations Policy is located on page 53 of the October 17, 2012 Library Board Packet.

c. Public Service Report

Report is provided on pages 54-55 of the October 17, 2012 Library Board Packet.

d. Building Operations Report

The report is provided on page 55 of the October 17, 2012 Library Board Packet.

e. Library Usage Statistics – August 2012

The August and September statistics are located on pages 56-58 of the October 17, 2012 Library Board Packet. Statistics for September:

- 399 Library cards issued.
- 62,733 items checked out
- Number of items borrowed from TLN – 3,556
- Number of items borrowed from MEL – 112
- Number of items loaned through TLN – 4,638
- Number of items loaned through MEL – 289
- 57.57% of all items checked out were completed on self-check out stations.
- Daily average of people using the Library was 1,076

11. Friends of Novi Public Library Report

a. Memorandum of Shared Understanding

Pending Library Board approval, the Friends have tentatively approved the Memorandum of Understanding for another year. The Friends feel that the intent of the agreement has been met, but they are open to any changes the Library Board may wish to make. In regard to the Memorandum of Understanding, the Friends asked that this Library Board encourage its Trustees to join the Friends as individual members.

The Friends have a new banner that they will occasionally display in the Library, on the benefits of being a Friend, and the relationship that the Friends have in supporting the Library.

The Friends are currently reaching out to the Community through various media to attract new members. The kinds of events they do to support the Library are posted on the Library monitor, television, the local newspaper, through the Newsletter, and on line blasts.

The Friends are starting to collect names of people who are planning to come to the Friends Holiday Gala that will be held on December 7, 2012 at the Novi Public Library, between 7pm. and 9pm.

The once a year Annual Book Sale will be held on November 7, 2012 from 10am. to 4pm. at the Library Book Nook. This is a great opportunity to purchase hard cover books in mint condition for \$1.00 or \$0.50 if there are several copies of the same book. There are also many soft cover books, CD's, and DVD's for sale.

The "on-going" book sale brought in \$2,500.00 in August, which is the largest amount of money for any month up to date.

The Friends have become co-sponsors of the "Listen at the Library" concert series. The free concerts will be held on Sunday afternoons at 3pm. in the Library. The first concert will be on Sunday, October 28, 2012.

Patrick Burnett, President of the Friends thanked the Library Board for the opportunity to present the Friends' report.

Library Board President, Mark Sturing asked the Board members if they were prepared to renew the Memorandum of Understanding, or if they preferred to send it to a Committee for study for a month.

A motion was made to ratify the existing Memorandum of Understanding that we (the Library Board) share with our good friends, the Friends of the Novi Library, the Novi staff, and ourselves.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

Director, Julie Farkas thanked both the Friends and the Library Board for renewing the Memorandum of Understanding, and the Friends, for moving the Newsletter to electronic to save on cost and time. Julie also thanked the Friends for moving their Regular November 14, 2012 Friends meeting from 7pm. to 2pm. in the afternoon to accommodate for the Community Read Author event that will be held on November 14, 2012 at 7pm. in the Library.

12. Student Representatives' Report, October 2012

Report is provided on page 64 of the October 17, 2012 Library Board Packet. Highlight of the report are:

- Broke records with the number of teen participation in summer programs.
- Had 485 teen readers logging 12,000 hrs.
- Monday is the busiest day for the Teen Space in the Library.
- Informal August meeting to introduce new members to the purpose of the Teen Advisory Board (TAB), the programs the Library has to offer.
- More members attended the September meeting to discuss fall and winter programs.
- Discussed having a separate Volunteer Program during the school year to give more students opportunity to volunteer at the Library.

13. Historical Commission Report, August 2012

The Historical Commission provided their August 22, 2012 Meeting Minutes. They are located on page 65 of the October 17, 2012 Library Board Packet.

14. Committee Reports

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

There was no report provided.

b. HR Committee (Kilgore, Verma –chair)

There was no report provided.

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

There was no report provided. Director, Julie Farkas, gave an update in the Director's Report.

d. Fundraising Committee (Sturing, Mena – chair)

There was no report provided. Director, Julie Farkas, mentioned that the Committee had met.

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

There was no report provided. Board Meeting to discuss Strategic Planning report-Saturday, November 3rd (10:00am-12:00pm).

f. Landscape Committee (Kilgore, Margolis, Czekaj – chair)

The modification of the landscape on the North, East, and West side of the building has been completed. The drainage issue that was uncovered or exasperated between the berm and the sidewalk on 10mile road is still on going. Over the last sixty (60) days, staff has been working with the City, the DPW, and landscape companies and contractors to evaluate and identify the responsible party, in order to remedy the problem. A

proposed recommended solution with cost estimates is anticipated to be ready to go back to the Committee by next week.

15. Public Comment

There was no public comment.

16. Matters for Board Action

a. Public Relations Policy – 1st draft

The Public Relations Policy is located on page 53 of the October 17, 2012 Library Board Packet. The Board will review the policy and bring it back for Board approval at the November 28th Board Meeting.

17. Adjourn

A motion was made to adjourn the meeting at 8:35 p.m.

1st – Larry Czekaj

2nd – Scott Teasdale

The motion was passed unanimously.

Scott Teasdale, Secretary

Date

An update from Curt Anderson Concerning Municipal Web Services

November 14, 2012

Dear Julie,

After 15 years of providing web development and hosting services to municipalities around the country, serious health problems have made it necessary for me to focus on addressing these health issues and setting Municipal Web Services aside.

When it became clear to me that I needed to "retire", two issues became priorities. First, I wanted to find a partner that had the same devotion to quality and commitment to customer satisfaction that our employees have. Second, I wanted to find a company that would bring our entire team of employees over to the merged company. It's a difficult time to take a job away from somebody. Fortunately, I was successful in finding a great partner to take Muniweb forward.

Jay Sheth is the new owner of Municipal Web Services. He has developed several technology companies here in Michigan and knows how to deliver world class service and automated technologies. During our transition, Jay met several times with Tracie, Jennifer, Laura, Cindy, Dimos, and Tim to become familiar with our clients and our business processes. He feels that our current processes and commitment to service are successful in most ways and will not make any major changes. So, it will be business as before, same team, same company, same address; only new management similarly committed to excellence, service new technologies and growth. One thing that will change in Q1-2013 is an upgrade in our server infrastructure. Faster servers with more secure and up-to-date software will be in place once your website is relocated to the new hosting environment.

Jay is also interested meeting with you to learn about your business processes and needs so that he can address them in the future. Muniweb has developed several custom applications for our clients over the years that Jay may integrate in to a single enterprise framework. He will be contacting you soon to introduce himself and to understand your short term and long term requirements.

I built Municipal Web Services from the ground up back in 1996. It is very difficult to have to say goodbye to the customers that I have met and come to know over the past 15 years, but I now have a new item at the very top of my to-do-list that I have to take care of every day. I appreciate your confidence in us and hope that I will be able to continue giving you updates on my progress far into the future. Best wishes to you.

Regards,
Curt Anderson



CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Terry K. Margolis

Andrew Mutch

Justin Fischer

Wayne M. Wrobel

Laura Marie Casey

City Manager
Clay J. Pearson

City Clerk
Maryanne Cornelius

November 9, 2012

Greetings:

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

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

Sincerely,

Maryanne Cornelius, MMC
City Clerk

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

cityofnovi.org



Date: 10/31/12
To: Novi Public Library
From: Greg Morris, Recreation Supervisor
Novi Parks, Recreation and Cultural Services
RE: Thank you!

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Terry K. Margolis

Andrew Mutch

Justin Fischer

Wayne Wrobel

Laura Marie Casey

City Manager
Clay J. Pearson

**Parks, Recreation &
Cultural Services Director**
Jason S. Mangum

Dear Julie,

On behalf of the City of Novi, I would like to thank you and your staff for contributing to the 2012 Trick or Trucks program. Your contributions helped to make it a very successful event! Weather was a factor as it was cold and rainy, but we still had 90 children register and take part with their families. By having a vehicle there and a dedicated volunteer, you made this event great! We hope you will be a part of this event next year as well as we will take it to the next level! Also, if you have comments on how the event can benefit the Novi Public Library better, feel free to call me at 248-735-5646. Thanks and we will see you again soon.

Sincerely,

Greg Morris
Recreation Supervisor
Novi Parks, Recreation, and Cultural Services

City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375
248.347.0400
248.347.3286 fax

cityofnovi.org



Your comments and suggestions are welcome

Date 7 November ²⁰¹² Time 2:30 am/pm

Name Michele Duprey

E-mail _____

Telephone _____

Address _____

Comments The use of the large rooms for the teens after school is a wonderful idea! On many occasions, our young grandson has been intimidated by the ~~room~~ noise and activities of the young people as they often met in the children's section. I noticed it's more quiet but was unaware of

Response requested The use of the after school room... until I read

45255 West Ten Mile Road, Novi, Michigan 48375, 248-349-0720

about it on The Novi News. Thank you for listening and problem-solving the use of our public library.

NOVI PUBLIC LIBRARY – 2012/2013 GOALS

Marketing/Relationship Building/Outreach—Goal #1:

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

Strategy:	Increase resident usage of Library services.		
Tactic	Owner	Status	Due Date
Promote Library services through social media, including Facebook, Pinterest, Twitter, and blogging	Info Services		Ongoing
Tactic	Owner	Status	Due Date
Promote Library services through newspapers, radio, television, and electronic media	Admin	Teen Space articles appeared in Patch and Novi News.	Ongoing; 11/12
Tactic	Owner	Status	Due Date
Geek the Library national campaign—one year commitment	Admin	Promoted at various events, including Trick or Trucks and Community Reads, and in Library	5/13; 11/12
Tactic	Owner	Status	Due Date
Promote specialized patron services, such as online holds, online renewals, self-checkout, self-service holds, after hours holds, lending laptops, etc.	Support Services; Admin	Two-sided bookmarks being created to promote two services each month; promote lending laptops with signs and slides	Ongoing; 10/12
Provide space in the library for community group use to draw in non-library users	Admin	Partnered with Novi Girl Scout Troop 4108 (so they could display posters on bullying for a project)	10/12
Provide library tours to local community groups to promote services to non-library users	Admin	Provided tour to Crosspoint Church	10/12

Services/Collections/Programs/Technology—Goal #2:

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

Strategy:			
Market and promote the Local Author/Artist Collection.			
Tactic	Owner	Status	Due Date
Partner with local groups, i.e., writer’s groups, Novi schools, to promote this collection	Info Services	Begin with the introduction of the collection to the community; adding “Collections” page to Resources tab on library website that will include the Local Author/Artist collection	11/12
Strategy:			
Adapt to changing needs of the community.			
Tactic	Owner	Status	Due Date
Adjust procedures as required to adapt to changes in services and collections as determined by Admin.	Support Services; IT/Facilities	Removed time limits from computers when no wait list; will consider renewals for movies	Ongoing; 11/12
Strategy:			
Improve services through use of new technology.			
Tactic	Owner	Status	Due Date
Investigate a library app, possibly partnering with City	IT/Facilities; Info Services	Reviewed Boopsie for Libraries and plan to implement; City pursuing other options	3/31/13; 11/12
Strategy:			
Improve workflows for increased efficiency.			
Tactic	Owner	Status	Due Date
Review processes for check-in and sorting of materials in AST room and elsewhere	Support Services; IT/Facilities	Check with TechLogic for enhancements; review products from other companies; Intelletto device reviewed but found to be unnecessary	6/30/13; 10/12
Strategy:			
Partner with the community for programming.			
Tactic	Owner	Status	Due Date
Coordinate with the Neighborhood Library Association for the annual Community Read Events	Admin; Info Services	Self-Defense for Women (10/6); Meet the Co-Author (11/14); book discussions; capacity crowd attended presentation by Jennifer Thompson, author of <u>Picking Cotton</u>	11/12

Staff Development—Goal #3:

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

Strategy:			
Increase staff involvement in community activities.			
Tactic	Owner	Status	Due Date
Strengthen the relationship between the Library and local Novi senior facilities	Info Services	Provide data and evaluation on a monthly basis; as part of the Morning Arts series: provided two programs primarily attended by local senior facilities	Ongoing; 11/12
Strategy:			
Ensure NPL staff is recognized within profession: conferences, workshops, speaking engagements.			
Tactic	Owner	Status	Due Date
Provide opportunities for participation with MLA and other organizations	Admin	Several staff attended MLA annual conference events: JF, MEM, MEKO, AS, DD, MJR, MS, ME, BB, JB, MZ, MES, SC	11/12
Strategy:			
Ensure adequate training and development for staff.			
Tactic	Owner	Status	Due Date
Provide annual Staff Development Day	Admin	Safety & Security in the Library, 11/16/12; included presentations by Library staff, City staff, Novi Fire and Police	11/12
Institute quarterly technology training for staff	IT/Facilities	Providing training for Microsoft Office 2010, Library equipment, including laptops, microphones, etc.	12/31/12; 11/12

Financial for Operations—Goal #4:

Balance the needs of the community with fiscal responsibility.

Strategy:			
Partner with City of Novi when possible for efficiency and cost effectiveness.			
Tactic	Owner	Status	Due Date
Streamline accounting and HR procedures through BS&A / OnBase	IT/Facilities; Admin	Connections, licenses, etc. ready; training to be done in Nov./Dec.	6/30/13; 11/12
Strategy:			
Maintain process of one year budget and two year projection.			
Tactic	Owner	Status	Due Date
Budget process continues yearly	Admin; Board	Budget study sessions scheduled: Feb. 9 & 23	3/13; 11/12

Fundraising—Goal #5:

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

Strategy: Pursue grant opportunities.

Tactic	Owner	Status	Due Date
Actively seek sponsorships/donations/grants	Info Services	Currently applying for two YALSA grants due in January 2013	Ongoing; 11/12

Strategy: Optimize room rental opportunities.

Tactic	Owner	Status	Due Date
Support room rentals, including set-ups, credit card payment, etc.	IT/Facilities	Investigating low or no cost options to ease credit card acceptance in Admin Office; considering new option for full building rental	Ongoing; 10/12; 11/12

Strategy: Plan at least one significant fundraising event a year for operational purposes/offset general fund.

Tactic	Owner	Status	Due Date
Reach out to local businesses for fundraising / sponsorship support	Admin	Partnering with Friends of NPL for Varsity Lincoln test drive fundraiser	Ongoing; 11/12

Board Engagement—Goal #6

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

Strategy: Engage Trustees in State Library initiatives.

Tactic	Owner	Status	Due Date
Invite Trustees to participate in MLA	Admin/Board	Trustees Teasdale and Verma attended MLA annual conference	11/12

Policies and Planning—Goal #7:

Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

Strategy:		Increase effective staff communication.	
Tactic	Owner	Status	Due Date
Provide monthly staff meetings/ planning sessions	Info Services	Provided two meetings for IS staff with a 98% attendance; providing email planning/discussions monthly	Ongoing; 10/12

Materials					
742.000	Books	180,593.00	200,000.00	200,000.00	190,000.00
742.100?	Book Fines				500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Periodicals	12,764.00	16,000.00	16,000.00	17,000.00
744.000	Audiovisual materials	47,671.00	52,100.00	52,100.00	53,400.00
745.200	Electronic media	42,991.00	38,200.00	38,200.00	43,200.00
745.300	Online Resources	41,427.00	43,500.00	41,700.00	44,800.00
Total Supplies & Materials		445,878.00	503,700.00	492,300.00	485,500.00
Services & Charges		2010/2011 Audited (9/2011)	2011/2012 Approved	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Account	Description				
801.925	Public Information (cable)	0.00		900.00	950.00
802.000	Data processing	0.00		0.00	0.00
802.100	Bank Services	2,047.00	1000.00	2,500.00	2,500.00
803.000	Independent Audit	670.00	900.00	670.00	700.00
804.000	Medical Service	1,205.00	500.00	500.00	500.00
806.000	Legal Expenses	5,489.00	2,000.00	1,500.00	2,000.00
809.000	Memberships & Dues	4,483.00	6,300.00	5,000.00	5,000.00
816.000	Professional services	3,970.00	5,000.00	2,500.00	5,000.00
817.000	Custodial Services	33,000.00	45,000.00	45,000.00	36,000.00
818.000	TLN Central Services	3,000.00	16,000.00	4,750.00	6,000.00
851.000	Telephone	14,764.00	16,500.00	16,000.00	16,800.00
855.000	TLN Automation Services	53,556.00	56,900.00	58,100.00	64,400.00
862.000	Mileage	619.00	800.00	500.00	1,000.00
880.000	Community Promotion	9,047.00	8,000.00	5,000.00	5,000.00
880.267	Library Prog - Book It	2,405.00		0.00	0.00
880.268	Programming	13,246.00	23,000.00	20,000.00	20,000.00
900.000	Design, Printing, Publishing	28,750.00	13,500.00	28,750.00	28,750.00
910.000	Property & Liability Insurance	18,000.00	18,000.00	13,005.00	13,300.00
921.000	Heat	15,190.00	16,000.00	14,000.00	16,000.00
922.000	Electricity	87,181.00	80,000.00	82,000.00	86,000.00
923.000	Water and Sewer	6,119.00	10,000.00	4,500.00	5,500.00
932.000	Office Equipment Maint.	0.00	0.00	0.00	0.00
934.000	Building Maint.	39,184.00	41,000.00	36,000.00	48,500.00
935.000	Vehicle Maint.	1,753.00	3,000.00	1,700.00	2,000.00
941.000	Grounds Maint.	30,011.00	25,000.00	29,500.00	25,000.00
942.000	Office Equipment Lease	13,356.00	16,375.00	13,500.00	13,500.00
942.100	Records storage	62.00	62.00	200.00	200.00
956.000	Conferences & Workshops	8,707.00	10,500.00	17,500.00	12,500.00
Total Services & Charges		395,814.00	415,337.00	403,575.00	417,100.00
976.000	Building Improvements	0.00	0.00	0.00	0.00
990.000	Furniture	0.00	0.00	0.00	0.00
962.000	Contingency	0.00	0.00	0.00	0.00
Total Capital Outlay		0.00	0.00	0.00	0.00
Total Expenditures		2,696,300.00	2,683,487.00	2,621,049.00	2,723,900.00
680.00	Fund Balance	-83,127.00	-270,037.00	-150,032.00	-290,120.00
	1 time staff pymt (11/12)			-22,500.00	
	Landscape Improvements			-10,000.00	-15,000.00
	TOTAL Fund Balance			-180,532.00	-305,120.00

*Budget amendment made on 8/15/12 by Library Board; decrease in property taxes by \$20,000.

**CITY OF NOVI - LIBRARY FUND
BALANCE SHEET - OCTOBER 31, 2012**

GL Number	Description	Balance
*** Assets ***		
268-000.00-003.000	Cash and cash equivalents	\$ 3,902,919.40
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	77,233.95
268-000.00-040.400	Prepaid expenditures	2,500.00
	Total Assets	<u>\$ 3,983,153.35</u>
*** Liabilities ***		
268-000.00-202.000	Accounts payable	\$ 102,454.19
268-000.00-259.702	Accrued liabilities-tax	133,995.00
268-000.00-276.400	Deposit for Cafe	1,000.00
	Total Liabilities	<u>237,449.19</u>
*** Fund Balance ***		
268-000.00-390.000	Beginning Fund Balance	\$ 2,312,166.10
	Net of Revenues VS Expenditures	1,433,538.06
	Ending Fund Balance	<u>3,745,704.16</u>
	Total Liabilities And Fund Balance	<u>\$ 3,983,153.35</u>

CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING OCTOBER 31, 2012

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 10/31/2012	AVAILABLE BALANCE	% BDGT USED
Revenues					
Property tax revenue					
268-000.00-403.000	Property tax revenue	\$ 2,219,000.00	\$ 2,197,635.43	\$ 21,364.57	99.04
State sources					
268-000.00-567.000	State aid	17,500.00	12,609.38	4,890.62	72.05
Fines and forfeitures					
268-000.00-657.000	Library book fines	57,000.00	25,413.69	31,586.31	44.59
268-000.00-658.000	State penal fines	65,500.00	74,540.59	(9,040.59)	113.80
	Fines and forfeitures	<u>122,500.00</u>	<u>99,954.28</u>	<u>22,545.72</u>	<u>81.60</u>
Interest income					
268-000.00-664.000	Interest on investments	25,000.00	5,664.04	19,335.96	22.66
268-000.00-664.500	Unrealized gain (loss) on investments	-	3,808.00	(3,808.00)	100.00
	Interest income	<u>25,000.00</u>	<u>9,472.04</u>	<u>15,527.96</u>	<u>37.89</u>
Other revenue					
268-000.00-665.000	Miscellaneous income	14,500.00	6,118.04	8,381.96	42.19
268-000.00-665.100	Copier	2,500.00	832.03	1,667.97	33.28
268-000.00-665.200	Electronic media (previously VHS)	3,500.00	203.00	3,297.00	5.80
268-000.00-665.266	Summer reading t-shirt sales	150.00	-	150.00	0.00
268-000.00-665.290	Library fund raising revenue	1,000.00	360.00	640.00	36.00
268-000.00-665.300	Meeting room	12,000.00	6,470.00	5,530.00	53.92
268-000.00-665.404	Novi Township assessment	6,130.00	5,681.00	449.00	92.68
268-000.00-665.650	Library Cafe	5,000.00	1,568.03	3,431.97	31.36
	Other revenue	<u>44,780.00</u>	<u>21,232.10</u>	<u>23,547.90</u>	<u>47.41</u>
Donations					
268-000.00-665.289	Adult programs	-	6,793.00	(6,793.00)	100.00
268-000.00-665.400	Gifts and donations	5,000.00	709.65	4,290.35	14.19
	Donations	<u>5,000.00</u>	<u>7,502.65</u>	<u>(2,502.65)</u>	<u>150.05</u>
Appropriation of fund balance					
268-000.00-680.000	Appropriation of fund balance	305,120.00	-	305,120.00	0.00
TOTAL Revenues		<u>\$ 2,738,900.00</u>	<u>\$ 2,348,405.88</u>	<u>\$ 390,494.12</u>	<u>85.74</u>
Expenditures					
Personnel services					
268-000.00-704.000	Permanent salaries	\$ 898,000.00	\$ 290,160.84	\$ 607,839.16	32.31
268-000.00-705.000	Temporary salaries	561,000.00	170,939.83	390,060.17	30.47
268-000.00-715.000	Social security	111,000.00	37,400.64	73,599.36	33.69
268-000.00-716.000	Insurance	212,000.00	43,786.24	168,213.76	20.65
268-000.00-716.200	HSA - employer contribution	10,800.00	2,100.00	8,700.00	19.44
268-000.00-718.200	Pension - defined contribution	24,000.00	8,053.31	15,946.69	33.56
268-000.00-719.000	Unemployment insurance	2,000.00	-	2,000.00	0.00
268-000.00-720.000	Workers compensation	2,500.00	1,811.23	688.77	72.45
	Personnel services	<u>1,821,300.00</u>	<u>554,252.09</u>	<u>1,267,047.91</u>	<u>30.43</u>

**CITY OF NOVI - LIBRARY FUND - REVENUE AND EXPENDITURE REPORT
PERIOD ENDING OCTOBER 31, 2012**

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 10/31/2012	AVAILABLE BALANCE	% BDGT USED
Supplies					
268-000.00-727.000	Office supplies	17,500.00	4,814.48	12,685.52	27.51
268-000.00-728.000	Postage	2,100.00	407.80	1,692.20	19.42
268-000.00-734.000	Computer supplies, software & licensing	73,000.00	10,476.91	62,523.09	14.35
268-000.00-734.500	Computer supplies/equipment	12,000.00	3,486.15	8,513.85	29.05
268-000.00-740.000	Operating supplies	31,700.00	5,319.63	26,380.37	16.78
268-000.00-740.200	Desks, chairs, file cabinets, etc	300.00	-	300.00	0.00
268-000.00-741.000	Uniforms	-	101.45	(101.45)	100.00
268-000.00-742.000	Library books	190,000.00	63,195.57	126,804.43	33.26
268-000.00-742.100	Library Book - Fines	-	248.42	(248.42)	100.00
268-000.00-742.666	Books - miscellaneous grants	500.00	-	500.00	0.00
268-000.00-743.000	Library periodicals	17,000.00	162.99	16,837.01	0.96
268-000.00-744.000	Audio visual materials	53,400.00	31,021.24	22,378.76	58.09
268-000.00-745.200	Electronic media	43,200.00	16,011.73	27,188.27	37.06
268-000.00-745.300	Electronic resources (CD rom materials)	44,800.00	38,522.45	6,277.55	85.99
Supplies		485,500.00	173,768.82	311,731.18	35.79
Other services and charges					
268-000.00-801.925	Public information (cable, etc)	950.00	322.08	627.92	33.90
268-000.00-802.100	Bank services	2,500.00	980.92	1,519.08	39.24
268-000.00-803.000	Independent audit	700.00	590.00	110.00	84.29
268-000.00-804.000	Medical service	500.00	441.20	58.80	88.24
268-000.00-806.000	Legal fees	2,000.00	589.00	1,411.00	29.45
268-000.00-809.000	Memberships and dues	5,000.00	3,243.00	1,757.00	64.86
268-000.00-816.000	Professional services	5,000.00	-	5,000.00	0.00
268-000.00-817.000	Custodial services	36,000.00	10,019.50	25,980.50	27.83
268-000.00-818.000	TLN Central Services	6,000.00	1,341.20	4,658.80	22.35
268-000.00-851.000	Telephone	16,800.00	4,561.88	12,238.12	27.15
268-000.00-855.000	TLN Automation Services	64,400.00	34,172.12	30,227.88	53.06
268-000.00-862.000	Mileage	1,000.00	22.67	977.33	2.27
268-000.00-880.000	Community promotion	5,000.00	2,096.63	2,903.37	41.93
268-000.00-880.268	Library programming	20,000.00	6,004.01	13,995.99	30.02
268-000.00-880.271	Adult programs	-	3,736.84	(3,736.84)	100.00
268-000.00-900.000	Printing, graphic design and publishing	28,750.00	9,378.43	19,371.57	32.62
268-000.00-910.000	Property & liability insurance	13,300.00	12,684.00	616.00	95.37
268-000.00-921.000	Heat	16,000.00	1,251.48	14,748.52	7.82
268-000.00-922.000	Electricity	86,000.00	34,453.10	51,546.90	40.06
268-000.00-923.000	Water and sewer	5,500.00	1,254.32	4,245.68	22.81
268-000.00-934.000	Building maintenance	48,500.00	16,742.32	31,757.68	34.52
268-000.00-935.000	Vehicle maintenance	2,000.00	173.65	1,826.35	8.68
268-000.00-941.000	Grounds maintenance	40,000.00	35,183.42	4,816.58	87.96
268-000.00-942.000	Office equipment lease	200.00	4,358.17	(4,158.17)	2,179.09
268-000.00-942.100	Records storage	13,500.00	46.50	13,453.50	0.34
268-000.00-956.000	Conferences and workshops	12,500.00	3,200.47	9,299.53	25.60
Other services and charges		432,100.00	186,846.91	245,253.09	43.24
TOTAL Expenditures		\$ 2,738,900.00	\$ 914,867.82	\$ 1,824,032.18	33.40
NET OF REVENUES & EXPENDITURES			\$ 1,433,538.06		

Budget amounts to be revised at October Board meeting as a result of FY2012-13 Original Budget Amounts entered in error for these specific line items.

CITY OF NOVI - WALKER FUND
BALANCE SHEET - OCTOBER 31, 2012

GL Number	Description	Balance
*** Assets ***		
Cash and cash equivalents		
269-000.00-003.000	Cash and cash equivalents	\$ 1,532,216.06
	Total Assets	<u>\$ 1,532,216.06</u>
*** Liabilities ***		
Liabilities - current		
269-000.00-202.000	Accounts payable	949.53
*** Fund Balance ***		
Fund balance		
269-000.00-390.000	Fund balance	1,444,764.22
269-000.00-390.262	Restricted-Book It-childrens collections	21,659.44
269-000.00-390.267	Restricted for Druschel collections	1,180.00
269-000.00-390.271	Restricted for youth collection area	1,043.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	4,264.75
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	4,947.71
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	80.29
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,082.24
269-000.00-390.287	Restricted-youth dept programming (Crop)	340.00
269-000.00-390.288	Restricted in memory of Carol Davio	2,785.00
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	580.00
	Net of Revenues VS Expenditures	<u>(3,748.78)</u>
	Ending Fund Balance	<u>1,531,266.53</u>
	Total Liabilities And Fund Balance	<u>\$ 1,532,216.06</u>

REVENUE AND EXPENDITURE REPORT - PERIOD ENDING OCTOBER 31, 2012

GL NUMBER	DESCRIPTION	END BALANCE 10/31/2012
Revenues		
Interest income		
269-000.00-664.000	Interest on investments	\$ 161.45
269-000.00-664.500	Unrealized gain (loss) on investments	1,099.50
Interest income		<u>1,260.95</u>
Donations		
269-000.00-665.271	Donation-general-youth collections	120.00
269-000.00-665.274	Donations-brick pavers	125.00
269-000.00-665.285	Donations - Community Read	2,000.00
269-000.00-665.286	Donations - Light Up the Night	200.00
269-000.00-665.402	Donations - specific collections	235.00
Donations		<u>2,680.00</u>
TOTAL Revenues		<u>\$ 3,940.95</u>
Expenditures		
Supplies		
269-000.00-742.262	BookIt costs & childrens collections	506.00
269-000.00-742.267	Books - parenting	289.41
269-000.00-742.268	Druschel collection expenditures	179.62
269-000.00-742.285	Community Read expenditures	2,664.70
269-000.00-742.288	Artwork in memory of Carol Davio	2,643.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,407.00
Supplies		<u>7,689.73</u>
TOTAL Expenditures		<u>7,689.73</u>
NET OF REVENUES & EXPENDITURES		<u>\$ (3,748.78)</u>

2012

4

CITY OF NOVI
LIBRARY INVESTMENTS
October 31, 2012

Investment Date	Description	Maturity Date	Interest Rate	Market Value
	268 Library Fund			
10/31/12	Chase Bank High Yield Savings		0.20%	\$ 98,677
10/31/12	Citizens Republic NOW Account		0.15%	\$ 25,893
10/31/12	Fifth Third Bank Short Term Investment		0.25%	\$ 546,096
10/31/12	Flagstar Bank Public Funds Liquid Assets		0.25%	\$ 21,508
10/31/12	Oakland County Local Government Investment Pool (LGIP)		1.86%	\$ 1,855,844
10/19/11	State of Michigan Bonds (UBS Financial Services)*	12/01/18	2.90%	\$ 1,054,520
06/28/12	Government Agency (UBS Financial Services)***	06/28/27	3.53%	\$ 300,381
10/31/12	Total 268 Library Fund			\$ 3,902,919
	269 Walker Library Fund			
10/31/12	Fifth Third Bank Short Term Investment		0.25%	\$ 530,477
10/19/11	State of Michigan Bonds (UBS Financial Services)*	12/01/18	2.90%	\$ 474,534
06/07/12	Government Agency (UBS Financial Services) FNMA****	06/07/17	1.26%	\$ 527,205
10/31/12	Total 269 Walker Library Fund			\$ 1,532,216
10/31/12	Total Library (268) and Walker (269)			\$ 5,435,135

*State of Michigan General Obligation Bonds (purchased at discount); yield-to-maturity 2.90%

***Step instrument - yield-to-maturity 3.53%; 2% coupon to 12/17

****Step instrument - yield-to-maturity 1.26%; 1% coupon to 06/15

NOVI PUBLIC LIBRARY
Observations regarding Monthly Financials
*for the Month of **October 2012***

David Margolis, Treasurer

Ouch! We experienced a significant decline in Property Tax Revenues (as reported in this month's Financials). When you combine this with another negative monthly fluctuation in Investment values (Post-Election market reaction), we didn't have a chance at "breaking-even" in October.

For the month of October, we also slightly exceeded normalized expenditures, spending over nine percent of the annual budget.

The decline in Investment Valuation (for the month) also impacted the Fund Balance held in the Walker Fund, resulting in a reduction in Year-to-Date Revenues

As is my philosophy (*for monitoring purposes*), I've taken the entire year's expected Expenditures of **\$2,738,900** and divided them equally over the course of twelve months to create an Average Monthly Budget consumption of **\$228,241.67** (or **8.33%** per month) to use as a benchmark for comparing actual spending against.

Financial activity for the month of October:
(Details continued on next page)

LIBRARY FUND (Fund #268)

BALANCE SHEET (*page #1 of 5*)

Cash was decreased by **(-\$188,817.49)** or **(-4.62%)** during the month, as Expenditures for October were up.

Current Taxes Receivable were reduced in the amount of **(-\$17,901.13)** or by another **(-18.82%)**.

Prepaid Expenditures (A/C# 268-000.00-040-400) of \$2,500 established for a future Speakers' series, again had no change.

TOTAL ASSETS = **\$3,983,153.35**, which are **(-\$206,718.62)** or **(-4.94%)** lower than last month)

LIABILITIES = Changes for the month were only in **Accounts Payable**, which increased by **+\$74,232.43** or **+263.04%** for a net increase in **Total Liabilities** of **\$74,232.43** or by **+45.48%** for the month, with an ending balance = **\$237,449.19**

FUND BALANCE = As a result, **NET Revenues and Expenses** (for the current month) were decreased by **(-\$280,951.05)** or **(-16.39%)** leaving an Ending Fund Balance at 10-31-2012 of **\$3,983,153.35** (down **-6.98%** from last month).

REVENUES AND EXPENDITURES (pgs. 2+3 of 5)

REVENUES – As previously mentioned, there was a large reduction in Current Property Tax Revenues (A/C# 268-000.00-403.000) of **(-\$41,547.50)** or **(-1.86%)**, and there was another monthly Investment Loss (A/C# 664.500) recognized of **(-\$4,533.00)** or **(-54.35%)**. Nothing else stands out other than recognition of **Investment Interest Revenues** (A/C# 664.000) which generated **\$2,961.44** in October. **Total Revenues** for the month of October were **(-\$31,553.25)**, for a Year-to-Date total of **\$2,348,405.88** which is **96.48%** of the total annual Budget.

EXPENDITURES – with the current fiscal year commencing on July 1st and with four (4) months under our belt, we're going to measure actual Expenditures utilization against the **33.33%** monthly pro-ration of the Budget estimated.

Personal Services – The total amount spent in this category during the month, **\$134,853.99** or **7.40%** of the annual Budget, is well below the average monthly allocations (of \$152K), reflecting a normal two pay-period month. On a Four-Month Year-to-Date basis, we've used **30.43%** of this category's budget. At the end of October, Personal Services expended represent **23.60%** of Revenues (compared to the **24.94%** budgeted).

Materials and Supplies – Several categories spent in October which significantly exceeded projected monthly levels were **Office Supplies** (A/C# 727.000) at **\$2,303.78**; **Computer Software / Licensing** (A/C# 734.000) at **\$5,383.00**; **Books** (A/C# 742.000) at **\$20,148.21**; and **AudioVisual Materials** (A/C# 744.000) at **\$13,715.12**. We spent a total of **\$54,550.05** for the month (in this **Materials/Supplies** category) that is **11.24%** of Budget for a Year-to-Date total of **35.79%** (vs. the 33.33% benchmark); and which represents **7.40%** of Revenues (compared to **6.65%** budgeted).

Services and Charges – for the month, we spent **\$59,993.76** (the highest monthly total so far this year) or **14.38%** of this Category's Budget (and **41.19%** Year-to-Date) - with several line-items out of the norm (*see below*). The combined Four-month Year-to-Date 2012 spending represents **7.32%** of Revenues (vs. the **5.71%** budgeted).

Some of the items worth citing for the month are:

#817.000 Custodial Services	+\$ 4,960.00
#855.000 TLN Automation Svcs.	+\$10,379.19
#880.271 Adult Programs	+\$ 1,485.84
#900.000 Design/Printing/Publishing	+\$ 8,014.48
#922.000 Electricity	+\$15,795.15
#923.000 Water and Sewer	+\$ 1,254.32
#934.000 Building Maintenance	+\$ 8,941.22

Capital Outlays or Contingencies – There were NO expenditures in this category during the month of October.

TOTAL EXPENDITURES – for the month of October, we spent a total of **\$249,397.80** (or **9.11%** of the budget vs. **8.33%** norm), (and well above the equal monthly gauge of \$228,241.67). For the Four-months so far this fiscal year, we’ve spent **33.39%** of the Budget (vs. normalized 33.33%). This amount is **38.96%** of Revenues, and is more than fiscal year budget expectations of **37.51%**.

WALKER FUND (Fund #269) (pg. 4 of 5)

REVENUES –To reiterate from earlier meetings, with the start of a new fiscal year, we re-set our Cumulative Revenues and Expenditures to zero and begin anew with NO budgetary expectations. There will be some Interest earned on Investments and we’ll track Market Value fluctuations over the course of the year. However, we’ve set NO formal expectations for Donations or Event Transfers (*i.e.* next year’s *Book It!*), so anything generated will all be positive.

For October, **Total Revenues** were down (**-\$634.57**) or (**-13.87%**) during the month, for a Year-to-Date total of **\$3,940.95**, with **\$57.93** coming from **Investment Interest** (#269-000.000-664.000); (**-\$2,392.50**) in **Unrealized Investment Losses** (New A/C# 269-000.00-664.500); and **+\$1,700.00** from various **Donations**.

Breakdown of October Donation Revenues:

#665.271 General – Youth Collections	\$ 15
#665.285 Community Read	\$1,500
#665.402 Specific Collections	\$ 185

EXPENDITURES – For the month of October, **\$6,118.03** (79.57%) was expended in:

#742.262 Book-it! Costs / Children’s	\$ 506.00
#742.267 Parenting	\$ 289.41
#742.268 Druschel Collection	\$ 179.62
#742.285 Community Read	\$2,500.00
#742.288 Artwork (Carol Davio)	\$2,643.00

NET REVENUES OVER EXPENDITURES – decreased by (**-\$6,752.60**) or by (**-224.80%**) during the month of October, for a NET Year-to-Date (*Deficit*) balance of (**-\$3,748.78**).

BALANCE SHEET – as a result of October activity, **Cash** in the Fund was decreased by (**-\$5,967.77**) or (**-0.39%**); along with an **Accounts Payable** liability **increase of +\$784.83**; thus **Un-Restricted Current Year Fund Balance** decreased by the combined (**-\$6,752.60**) for the month or (**-0.44%**).

Changes in the Restricted Walker Fund Balance Accounts allocations were:

#390.273 Restricted – Friends (Other)	(-\$ 6,040.92)
#390.291 Restricted – Friends (Principal)	+\$ 6,040.92

TOTAL WALKER ASSETS =	\$1,532,216.00
	=====
TOTAL LIABILITIES =	\$ 949.53
TOTAL FUND BALANCE =	\$1,531,266.53
	=====
Restricted Fund Balance =	\$ 90,251.09
Un-Restricted Fund Balance =	\$1,441,015.44

COMBINED LIBRARY INVESTMENTS *(page 5 of 5)*

LIBRARY FUND (#268) @ FMV

TOTAL FUND #268 **\$3,902,919**

WALKER FUND (#269) @ FMV

TOTAL FUND #269 **\$1,532,216**

COMBINED LIBRARY INVESTMENTS = **\$5,435,135**

=====

During the month of October, Library Fund (#268) Investments decreased **(-\$188,818)** or **(-4.62%)** while Walker Funds (#269) went down in value **(-\$5,968)** or **(-0.39%)**.

If we combine the Balance Sheets of both Funds (#268 and #269), we would show Total Combined Fund Balances = \$3,745,704.16 + \$1,531,266.53 = **\$5,276,970.69**

This reflects a net reduction in Combined Fund Balances of **(-\$287,703.65)** or **(-5.17%)** during the month of October.

READ A LATTÉ CAFE

Monthly Sales Report

Sales By Month	October
Gross Sales (Both Taxable)	5410.32
Taxable Sales	3585.53
Non Taxable Sales	1824.79
Tax	324.62
Net Sales	5085.70
Library Share 10%	508.57

READ A LATTÉ CAFE (05182012)
45255 W TEN MILE RD
NOVI, MI 48375

201
7478942724
BRCH01

Pay to the Order of Novi Pub. Library Date: 11-15-12
Two Hundred & Fifty Four Dollars \$ 254.38



Credit Union ONE
400 E. Nine Mile Road
Farmdale, Michigan 48220
1-800-451-4292

Fill: _____ Date: _____
 ⑆ 27247984 ⑆ ⑆ 000004252709 ⑆ 0201 ⑆

READ A LATTÉ CAFE (05182012)
45255 W TEN MILE RD
NOVI, MI 48375

202
7478942724
BRCH01

Pay to the Order of Novi Public Library Date: 11-15-12
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Fill: _____ Date: _____
 ⑆ 27247984 ⑆ ⑆ 000004252709 ⑆ 0202 ⑆

Director's Report – Julie Farkas

Strategic Planning

The Strategic Planning document for 2013-2018 was reviewed by Board Members on Saturday, November 2, 2012. There were minor edit/changes. Included in a separate email is the document for members to review one last time as I am seeking approval of the plan at the November 28th meeting. I hope the Board is pleased with the document as it offers many opportunities for the Library to investigate try and implement many new services, programs, resources, technology and building options over the next 5 years.

Community Reads 2012 – Picking Cotton

We had another successful Community Reads initiative between the libraries of Novi, Northville, Salem-South Lyon, Lyon Township and Wixom. We had 750 people read the book, 14 programs in relation to the book with 760 in attendance (of which just over 200 were in attendance at the author presentation on November 14th at the Novi Library). Many wonderful comments were received by readers and attendees. A special thank you goes to the Friends of the Novi Library for their generous and continuous support of this program.

All Staff In-Service Day – November 16, 2012

We had a very successful and enjoyable staff development day for the Novi employees on Friday, November 16th. The day focused around safety – dealing with difficult patrons, fire safety, police safety and chemicals in the workplace. The library staff received a copy of the Strategic Planning document to review and bring questions. In addition, many policies that were put into place in the last 6 months were reviewed.

STAFF DEVELOPMENT DAY 2012 Safety and Security in the Library Friday, November 16 8:00 a.m. – 4:30 p.m.

8:00-8:30 Continental Breakfast (optional)

8:30-8:45 Karate! (and wisdom from the Black Belt Librarian)—John D'Amico

8:45-9:00 Presentation of Revised Safety/Security Manual—John D'Amico and Mary Ellen

9:00-9:30 Novi Fire Department Safety Presentation

9:30-10:30 Novi Fire Department Fire Extinguisher Training (small groups)

9:30 Support Services

9:45 Support Services

10:00 IT/Facilities & Administration

10:15 Information Services

9:30-10:30 Department Meetings (while not in fire extinguisher training)

10:30-10:45 All Staff Photo Shoot—Julie May

10:45-11:00 Break

11:00-12:00 Novi Police Department Security Presentation—Detective Randy Mince

12:00-12:30 MSDS Presentation—Bill Bembeneck

12:30-1:30 Lunch

1:30-2:00 Human BINGO!

2:00-2:30 Customer Service Presentation—City of Novi and Julie

2:30-3:15 Information Services Update—April Stevenson

3:15-3:30 Break

3:30-4:00 Strategic Planning Presentation--Julie

4:00-4:30 New/Revised Policies & Procedures Q&A—Julie

Volunteers; Schedule of Loans, Fines and Fees; Public Relations (proposed); C1a: Novi Author/Artist Collection; P1: Library Card Issuance; P2: Charges for Overdue Materials, Damaged, Destroyed, or Lost materials and Consumable Supplies; P4: Miscellaneous Provisions; P10: Computer Use Policy (laptops); P11: Rules of Conduct; P13: Unattended Children

Videotaping of Library Board meetings: by Barb Rutkowski

A video of the 10-17-2012 library board meeting is not available from our website. October was the first library board meeting since SWOCC upgraded their communications room and some equipment was not functioning as expected. We anticipate the problems will be worked out prior to the next library board meeting on Wednesday, 11-28-2012.

2012 MLA Conference by Library Staff Members

From Julie Farkas – It was a pleasure representing the Novi Public Library at the 2012 MLA Conference. As conference chair this year, there were a few hurdles to jump over, but I am happy to say the conference was a huge success! We had fantastic programs that were offered by many library professionals, exceptional keynote speakers (Will Manley and Laura Schroff) and a wonderful opportunity to network at various events hosted during the conference (Arab American Museum fundraiser, Night at the Raceway fundraiser, and the All Conference reception at Henry Ford Centennial Library in Dearborn). I appreciate the Board's support in giving me the opportunity to be a part of the planning for the 2012 Conference, as it took one day a month away from my Novi responsibilities to be a part of this experience. Board members Teasdale and Verma did a great job representing the Novi Library Board at conference and I believe they enjoyed their experiences as well. The 2013 conference will be held in Lansing. I am hoping to get the 2014 conference in Novi.

From Dominic Doot - I'd like to start off by giving a big "Thank You" to NPL for giving me the means and opportunity to attend both the MLA conference and opening night dinner at the Arab-American Museum in Dearborn. My wife Mable, a librarian at the Livonia Civic Center Library, was also able to attend both functions and meet several of the NPL staff. It was an enjoyable two days.

I attended the conference on Wednesday, November 7th, and made it just in time to attend my first program, **Thingamabobs and Doodads-Why Tech Support IS Reference**. This seminar discussed the role of libraries in assisting patrons with technology questions. Core competencies in technology required by library staff include:

- Attitude – teach without being defensive
- PC basics – ability to fix small problems quickly
- Computer security – safe practices
- Data management – saving & retrieving information
- Fundamentals of web pages – browsers, printing, wikis, blogs
- Internet sources – online databases, search engines
- Social web – Facebook, Twitter, gaming, chat

The program also discussed tech training tips (video tutorials), online resources, and scenarios for hiring/interviewing staff. Overall, it was very informative and entertaining.

The Opening Keynote was next with Will Manley as the headlined speaker. I've read some of his articles but listening to him in person was definitely a highlight.

Another program I attended was **Construction Zone – Building Computer Class Programs**. Shirley Blackler of Kent District Library was the presenter and she gave a very good outline of how to prepare a class. Some major points:

- Getting Started – why are classes offered, who is the audience, what equipment is needed
- Development – who will teach the classes, what level of instruction is offered, length of class, available resources
- Registration – preregister or not, self or staff registration, charge or not to charge
- Classroom Tips – slideshow promoting upcoming classes or library events, play music
- In the Classroom – introductions, expectations, prerequisites, survey, handouts

I signed up to receive Shirley's notes on her class and I have them available to anyone who would want a copy. Lunch included a presentation with a representative from collectionHQ, an analytical application for better managing collections.

In the exhibit area, I spent some time with many vendors – especially Zinio and Overdrive. Zinio offers downloadable magazines with several benefits for libraries:

- No theft, handling, or storage. Unlimited access
- Enhanced reading experience with technology
- Offer magazines as an outreach service
- Reporting to show popular titles, what is being purchased
- Ability to purchase single issues and monthly subscriptions
- Viewable on mobile devices using HTML5

From Maureen Simari - Attending two days of the MLA Annual Conference gave me the opportunity to discover the latest trends and issues facing public, academic, and school libraries. Interacting with library staff from around the State of Michigan, I learned about traditional and emerging services as well as participatory librarianship and crowd sourcing for library materials. Some of the great technology tools I learned about at the conference and plan to share with the Novi Public Library staff are: Voice Thread, Photo Peach, Animoto, Glogster, Vook, and Google Forms. Thank you for allowing me the opportunity to attend the MLA Conference, it was an enriching experience!

From Meghan Ebbitt - I had the pleasure of attending the 2012 Michigan Library Association Annual Conference on Thursday, November 8, 2012 at the Cobo Center in Detroit, MI. I was able to attend three different breakout sessions: 60 Web apps in 60 Minutes, Presentations from recent graduates of the University of Michigan's

Information Science Program, and Collaborative Kaleidoscope. This is the program I found most interesting and would like to share with you.

Collaborative Kaleidoscope

Esmeralda Rios from the Herrick District Library in Holland, MI shared with us how the Library and the community organization Great Start to Quality, collaborate to offer the best services possible to local child care providers. Together they created the Lending Library Project which is designed to educate, train and provide literacy enhancing materials to registered local child care providers in the Herrick District Library's service area. Child care providers have access to book-based early learning activity bins, discovery packs, storytime training and access to library equipment and staff time. Esmeralda provided hands-on examples of the discovery packs and learning activity bins. The discovery packs are backpacks that include 5 books on a topic, along with activity worksheets to be used with the book materials to enhance early literacy development. Some examples of the learning activity bins they have available are: a water sensory bin, building blocks bin, puzzles bin and more. The library also hosts training sessions for child care providers and other members of the community, providing opportunities for the child care providers to fulfill the yearly training and certification requirements of the State of Michigan. This session was a great example of how libraries can work with local organizations to provide services that are not easily available to those in the community.

From Mary Robinson - Last week Cobo Arena was the place to be as library advocates "loudly" proclaimed the many relevant and diverse roles a library plays in its community. From learning how to create a culture of technology by encouraging a symbiotic relationship between Information Services and IT; to looking beyond reader's advisory basics to help patrons find what they really want through deciphering the appeal factor of books, movies, music and video games; to examining how mobile devices can enhance our collections and services these were just some of the many terrific programs offered at the MLA Annual Conference.

I was also very grateful to be able to network, connect, and share ideas with other like-minded librarians as well as have a productive face-to-face meeting with my fellow colleagues in the Transitions in Collections: Print to Digital MLA Workgroup who came from academic, public and special libraries across the state.

Thank you very much for giving me the opportunity to attend this worth-while conference!

From Mary Ellen Mulcrone - I was pleased to participate in this year's MLA annual conference activities. On Tuesday, November 6th, along with several of my colleagues, I attended the Dinner at the Museum Scholarship Fundraiser at the Arab American National Museum in Dearborn. In lieu of a speaker or program, guests were invited to view the museum exhibits, with museum staff available to answer questions. The exhibits were quite interesting, and I learned a little about the similarities and differences in Arab countries and about the contributions of many Arab Americans to our country.

On Thursday, November 8th, I attended the regular programs and exhibits at Cobo Center in Detroit. I heard well known librarian and journalist, Will Manley, present a program entitled Managing in tough Times (Which for Librarians is Always!). Mr. Manley spoke of the temptation to make up for less funding with technology, but he stressed the importance of connecting with patrons and not losing the personal touch. I attended another program entitled Advocating for Tech Services at Your Library, presented by Daphne Kouretas, Member Services Consultant for OCLC. Ms. Kouretas reminded us that a major function of Technical Services departments and staff: cataloging is a public service. She encouraged staff to think about the mission and vision of the institution, to watch for and evaluate trends in the industry, and to go above and beyond in our work. In addition to programs, I was also able to spend some time in the exhibit hall, where I connected with some of our current vendors who had new products to promote.

The MLA annual conference is always a valuable experience, providing opportunities to network with colleagues and get refreshed with new ideas.

April Stevenson - I attended two programs on Friday, November 9th.

Shout it Out! Building Community Partnerships that Speak Volumes:

This program spoke of partnerships that libraries can form with local organizations, focusing though primarily on local preschools and school districts. They offered ideas for creative ways to approach these organizations and how to get your foot in the door. Novi already does a very good job with this as most of the ideas they mentioned we already practice.

I'm Gonna Make You Famous: Raising Awareness and Building Community on a 3-inch Screen

This was the better of the two programs; Bob Barringer the Director of the Schultz-Holmes Memorial Library in Blissfield had an idea of building community partnerships and interest in the library through movies. For example: he "ambushed" his own staff, local government employees, local business owners, and customers by having them read a portion of the Edgar Allen Poe's The Raven. He filmed them and then put the whole thing together into a movie with music that he could then post on Facebook to garner response for the library's social media and more importantly the library. It was well received and they have done more since based on holidays. Patrons look forward to it and offer suggestions for future films. It was a great way to reach those that may not have come to the library. See scan attached for more information.



**Public Library
2013 Membership Giveaway Drawing
WINNER CERTIFICATE!**

Name of Public Library:

Novi Public Library

a \$500 Value!

Geek Campaign
June 2012-May 2013

Goal:

To promote Novi Public Library to non-traditional patrons in non-traditional settings by focusing on individual interests.

Campaign to Date Review:

- Staff supporting Geek initiatives worked at Memorial Day Parade (May), Novi Heritage Festival (June), Fall for Novi (September)
- All Staff and participating community leaders (City, Library Board, Friends, Novi Historical Commission) given geek shirts
- Monthly Displays with contests and raffles in 1st floor lobby, including geek posters of community leaders
- Geek page added to website
- Participated in Completed Geek Forms peaked at 127 forms in June and dropped to 53 in August, averaging 89 forms per month. – Well below our goal of 300 forms/month

Future Plans:

- Continue outreach at community events:
 - Tricks and trunks (Oct 29)
 - Community Reads Author Visit (Nov 14)
 - Light Up the Night (Nov 30)
 - Homeowner's Association Evening Event (Jan 17)
 - Book It! Fundraiser (April 26)
 - Other Possibilities: Novi Theater, Novi Senior Center, Novi Community School District, Chamber of Commerce events
- Contact Chelsea Library to share ideas and learn about their geek successes
- Distribute geek forms at Adult Library programs
- Monthly updating of geek photos on webpage
- Laura to spend 4 hours/week at Geek display engaging patrons to complete forms
- December Beyond Books broadcast to feature patrons and what they geek
- January kick-off geek photo sessions, where patrons can have their photograph taken for personalized geek poster. Promote in eNewsletter, Engage, Library Lines, and lobby Displays)
- January kick-off geek of the week, based on randomly drawn geek form. Geek of the week to win geek t-shirt and be featured on website and displays.
- Re-order minimum quantity of 50 geek shirts (\$7.36/shirt + tax = \$390) for geek of the week winners (27 for Jan-May), remainder to be used in other contests, employees, or purchase.
- Display geek shirts for purchase



Public Relations Policy

General Policy

To ensure the public is informed about the Novi Public Library's mission and receives consistent and accurate information about library policies, procedures, programs, and services to foster a positive public image and maximize effective use, community satisfaction, and support.

Objectives

1. To promote awareness and understanding of the Library and its role and activities in the community.
2. To stimulate interest and facilitate use of the Library.
3. To encourage community participation in planning Library resources and services.
4. To build advocacy for the Library's needs and the activities of the Friends of the Novi Public Library organization.

Process

1. Specify goals and activities to be developed annually and evaluated periodically.
2. Maintain relationship and communication with government officials, library community, and local organizations by Library leadership, staff, and board members.
3. Utilize local media to keep public aware and informed about the Libraries resources and services.
4. Create and distribute a variety electronic and print communications to share library information within the community.
5. Sponsor programs and other library-centered activities and cooperate with other libraries and organizations to support the educational, cultural, informational, and recreational needs of the community.
6. The Library Director or designated staff member will have responsibility for coordinating the public relations and communication activities, including acting as the media contact for the Library.
7. Funds will be allocated annually for public relations and a regular report of public relations activities will be shared with the Library Board.



DRAFT

FINANCIAL PLAN Novi Public Library

NPL Mission

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

Purpose, Scope and Objectives

The purpose of the Financial Plan is to help the Library conduct library operations in a fiscally responsible way, document the Library's fiscal strategies, and focus its efforts toward future financial goals as outlined in the Library's Strategic Plan. It is the policy of the Library to depend on the City of Novi to invest library funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Library and comply with all state statutes governing the investment of public funds. This policy applies to all financial assets of the Library.

Financial Assumptions

While the Library's general goals and objectives are concerned with programs, services, technology, and staff development, its financial goals and objectives are concerned with the funding to provide these library services.

It is assumed that financial stability is a function of adequate and dependable revenues from diverse sources. As a public service organization, most of these revenues should provide benefits and services to the citizens; however, some fund balances are allocated to cover unexpected expenses, such as automation upgrades, revenue shortfalls or unbudgeted expenses. It is assumed that no sudden major changes will take place that will substantially change the revenue sources or governing structure of the Library.

The Novi Public Library Board of Trustees is committed to evaluating the various areas of expenses in advance of the needs arising:

- Major facility expenses (replacement carpet, roof, HVAC, parking lot, etc.)
- Automation system in association with The Library Network
- Automated Check-in System
- Patron self-checkout equipment
- Updating patron and office technology
- Appropriate staffing levels

Each year, as part of the budgeting process with the Library Director, various areas of expenses are evaluated. The Library Board of Trustees serves as fiduciary managers, therefore, giving library administration direction and determining the right balance between expenditures and service levels.

Sources of Funding

The primary source of operating funds for the Library is a 1 mil, Headlee-reduced property tax collected in Novi. The Board recognizes that property tax funding fluctuates with changes in the economy, variations in taxable valuations and development within the library service area.

Additional revenue sources come from:

- Penal fines
- Annual direct mail appeal to current donors within the library service area
- Friends of the Novi Public Library
- Bequests, gifts
- Grants
- Fines and fees
- State Aid
- Fundraising efforts
- Facility space rentals (Meeting Rooms and Café)

Financial Principles

The Library primarily operates on a cash accounting system with the exceptions of unrealized gain or loss on investments, accrued interest and deferred tax revenues. The Library recognizes and records transactions when cash is received or disbursed. Bills are paid on original invoices only and are paid as close to the invoice due date as possible while taking into consideration the Library's business cycles and the City of Novi's council meeting schedule.

Donated or contributed funds may be restricted for specific designated library service-related purposes by the Donor, for which the Library (and Board) will honor and ensure proper fund expenditure.

Strategy for increased financial stability would include:

- Have at least 8% of Library revenue in all funds come from non-tax related sources
- Continue to pursue grants to augment library programs and services
- Seek corporate partnerships and/or sponsorships

Conservation of resources can be achieved through cost containment measures such as:

- Monitoring staffing patterns to ensure that work is getting done in the most cost-effective ways possible
- Seeking new technologies to increase staff output, carefully monitoring budget performance reports to ensure accuracy and timeliness
- Periodic reviews of internal controls

Financial statements will be prepared on a timely, recurring bases by the City of Novi, and will be reviewed by the Library Director and Board of Trustees on an on-going basis to ensure budgetary compliance.

Novi Library Opens Teen Space

Students in grades 7-12 now have their own space to gather in the Novi Public Library after school.

- By Rebecca Jaskot



Several students enjoy the new Teen Space at the Novi Public Library. Courtesy Novi Public Library Starting in October, the [Novi Public Library](#) responded to teens' requests for a space of their own by opening up its Whole Meeting Room for teens to hang out, do homework, visit with friends, and unwind from their school day. The Teen Space is available most Mondays through Thursdays from 2-5 p.m. for those in grades 7-12.

The Teen Space is a partnership between the library; [Novi Parks, Recreation, and Cultural Services](#); [Novi Youth Assistance](#); and the [Novi Community School District](#). Each of these organizations provides a monitor in the teen space one day per week.

"The Teen Space is intended to be an opportunity for teens to be welcome in the library and use it in different ways, without disturbing other patrons," said Director Julie Farkas. "We love our teens and want them to enjoy the library's many resources and services in a manner that's fun and personalized."

The library is also home to Teen Stop, which offers video gaming stations and games, as well as young adult collections of books, magazines, and graphic novels. The library also provides teens and patrons of all ages with group study rooms, computer stations, a full service café, online research tools for school and entertainment, and free downloadable books and music.

The Novi Public Library is located at 45255 W. 10 Mile Road in Novi. For more information on the new teen space, visit www.novilibrary.org.

Public Services Report – Margi Karp-Opperer

October was an exciting month with leaves changing colors, Detroit Tigers in the World Series, Halloween and all the fabulous programs offered at the Library. Here is a sampling of our events for adults and youth.

- The Local History Room continued to be open the 1st and 3rd Mondays of the month, staffed by the Historical Commission.
- Tuesday mornings, the staff of OLHSA (Oakland Livingston Human Service Agency) assisted residents with their special needs.
- The “What Do You Geek” campaign highlighted the Friends of the Novi Library.
- The first “On the Road with NPL” trip to Lansing was a wonderful adventure.
- The Novi Newbies program is still going strong, with deliveries made to St. John Providence Park monthly.
- Coffee with Novi Schools Superintendent, Steve Matthews, continues to be offered.
- Welcome brochures in English and Japanese were delivered to NSD for our new residents.
- Great program called “Detroit/Michigan Genealogical Resources” was offered.
- To begin the annual Community Reads, “Experts Teach Self-Defense for Women” was presented.
- 2 presentations on “Savvy Social Security Planning” were led through our partnership with Sigma Financial of Novi.
- Many business/financial programs were given:
 - a. Money: Getting to Know You
 - b. SCORE Business Mentoring
 - c. SCORE Business Counseling
 - d. Job Seekers Toolbox
 - e. Getting SMART about Goal Setting and Spending

- The incredible Listen @ the Library series and partnership with Chamber Music Society of Detroit, PNC Foundation, Nordstrom, and the Friends of the Novi Library was performed on the last Sunday of the month. The Library was overflowing with extremely ecstatic patrons of all ages.
- Through the generosity of the Friends of the Novi Library, we offered our second daytime “Morning Arts Program” featuring “Big Band Memories with Bill Hart.” Bill and his accompanist had the large crowd smiling, laughing and singing along.
- A new partner with NPL is Pottery Barn. They shared creative inspiration with a “Table Setting Sensations” program.
- Our monthly scheduled programs from the Adult Services’ Department continued to be extensive with computer instruction classes (PowerPoint Basics, Intermediate Word Basics) and 1-on-1 internet and email instruction, 3 Book Discussion Groups, Chinese Language Conversation Group, 3 ESL Conversation Book Discussions, 5 ESL Conversation Groups, 4 Evening ESL Book Discussions, Mandarin Language Conversation Group, newly formed Spanish & German Language Conversation Groups, Novi Writer’s Groups, and the weekly Knit2gether Knitting Circles.
- Story times for babies, tots, three and four year olds were offered to our community throughout the month. The international story times in Chinese, Hindu, Japanese, German, Marathi, Spanish and Tamil resumed. The monthly programs of Kiddie Crafts, Starlight Story Time, preschool playgroups, Lego Clubs, Snack Tales were also offered. Also on the calendar were Great Parents Great Start playgroups, and unique programs such as Crocheting 101, the fantastic Fancy Nancy Tea Party, Food and a Flick and, of course, a Halloween Happening. The season would not be complete without our Design-a-Plate Days. (It is an expected annual event.)
- October 1 marked the unveiling of NPL’s Teen Space. From 2pm – 5pm, Mon-Thurs, half of our meeting room is converted to a special place for our teens to congregate, socialize and do homework. We partner with Novi Youth Assistance, Novi Schools and Novi Parks, Rec and Cultural Services to monitor

the space and provide a welcoming area for our local teens. It has been a wonderful month for everyone.

- The tweens/teens were busy with their activities, as well: Reference Report Resource Workshop, Teen Animanga club, and a Teen Study Skills Workshop.
- The youth area's featured collection was Cartoons, Comics, Manga & More and the adult area exhibited Career Resources That Work for you. HelpNow (resume help and career resources) was the adult database highlighted.

Building Operations Report - Mary Ellen Mulcrone

The Large Print collection on the second floor has been shifted, with shelves added to accommodate more books, while keeping all of them within a reasonable reach to the top and the bottom shelves. The Adult Fiction collection can now expand into the area that had been on reserve for Large Print. The Adult Nonfiction collection is also being shifted to spread it more evenly through the allotted ranges. These projects have been coordinated between Support Services and IT/Facilities.

Outreach staff from Support Services and Information Services made two special visits to different areas of Fox Run for Library card sign-ups. Several cards were renewed for patrons, and 40 new cards were issued.

The Lending Laptop service is being promoted throughout the Library. Convenience services currently being promoted with bookmarks at the Checkout Desk are the Drive-up Window and Self-Checkout stations. We also have new bookmarks available indicating what documentation (such as proof of residency) is required for each category eligible to obtain a Library card.

At the October meeting of the Shared System Automation Users Group, the recent practice of libraries sharing more materials was reviewed. It was determined that the practice is working well, despite the fears of some libraries, and this increased lending will continue. Our Library had been somewhat of a pioneer in sharing with other libraries, and we have not seen any problems with this.

The receiving room floor has been repainted with an epoxy finish. This will improve traction and safety, especially during the winter months. A new snow removal contract with Brien's Services has been signed. We have also put in place a contract with Long Mechanical for routine quarterly HVAC maintenance.

Parking lot repairs for the large sink hole and areas that continued to have puddles have been done, and the lot has been re-stripped. The irrigation system has been put to bed for the winter. Outdoor signs that were stained by the well water from the irrigation system have been cleaned by our Facilities staff. With assistance from DPS, we are reviewing procedures to avoid future staining.

We took advantage of the City's Hazardous Materials Day to dispose of some materials. We have also made arrangements with a different organization, Vietnam Veterans of America, to pick up surplus books for recycling on a regular basis.

High traffic carpet areas are being cleaned monthly, with other areas being cleaned quarterly. The emergency doors in the meeting room received a fresh coat of paint before they were put to some extra use on Election Day. The Library serves as the polling place for Novi's 16th district, and 1,343 voters visited the Library on November 6th.

Windows were washed, inside and out, while the building was closed for our annual staff development day on November 16th. This year's event focused on safety and security in the Library, featuring presentations from some of our staff, as well as the Novi Police and Fire Departments. We also received hands on training with fire extinguishers. This day was a good opportunity for all staff to spend time together in a learning atmosphere. We have been working with the City on the proper connections for sharing and processing financial data. Licenses have been established, and training will be done in the next few weeks. This will improve efficiency for handling invoices and payments.

Support Services Statistics 2012-2013

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	466	404	399	404									1,673
Items checked out	83,350	76,559	62,773	65,353									288,035
Items borrowed	5,195	4,398	3,668	4,108									17,369
Items loaned	5,844	5,456	4,927	5,208									21,435

Support Services
Statistics

OCTOBER, 2012

	2012	2011
No. of lib. cards issued	404	390
Total no. of checkouts	65,353	63,393
No. of items borrowed	TLN 3,998	3,612
	MeL <u>110</u>	<u>69</u>
	4,108	3,681
No. of items loaned	TLN 4,922	4,463
	MeL <u>286</u>	<u>125</u>
	5,208	4,588

Self-Check Totals 2011-12 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	73,419	62.81%	46,117	12,081	10,643	7,580	11,256	2,410	2,147
August	79,848	60.86%	48,592	11,736	10,318	6,634	10,461	6,412	3,031
September	63,313	57.57%	36,449	9,878	7,536	4,156	7,910	5,055	1,914
October	63,393	56.01%	35,508	9,629	6,624	3,893	7,998	5,306	2,058
November	62,518	57.02%	35,646	9,119	6,990	4,039	8,548	5,170	1,780
December	59,286	58.09%	34,439	8,481	6,857	3,538	8,617	5,049	1,897
January	66,403	57.21%	37,987	9,022	7,653	4,044	9,320	5,862	2,086
February	66,133	56.84%	37,590	8,850	7,343	4,124	9,243	6,004	2,026
March	69,785	56.62%	39,511	10,005	7,602	3,916	9,979	6,130	1,879
April	64,478	57.63%	37,160	9,356	7,164	3,614	9,185	5,843	1,998
May	61,930	57.77%	35,774	9,256	7,092	3,915	9,067	4,716	1,728
June	73,046	61.68%	45,057	10,110	8,223	4,880	11,716	7,527	2,601
FYTD	803,552	58.47%	469,830	117,523	94,045	54,333	113,300	65,484	25,145

Self-Check Totals 2012-13 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	83,350	60.03%	50,038	10,490	9,420	5,579	13,483	8,706	2,360
August	76,559	60.05%	45,970	10,285	8,233	4,976	12,253	7,783	2,440
September	62,773	57.80%	36,285	8,313	6,853	3,609	9,698	6,197	1,615
October	65,353	56.96%	37,226	8,339	7,067	3,692	9,745	6,677	1,706
November									
December									
January									
February									
March									
April									
May									
June									
FYTD	288,035	58.85%	169,519	37,427	31,573	17,856	45,179	29,363	8,121

Library Usage

2011-2012 Fiscal Year					2012-2013 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	34,449	1,325	246	26	July	38,858	1,495	254	26
August	34,388	1,274	254	27	August	33,175	1,229	261	27
September	30,118	1,076	248	28	September	31,011	1,108	244	28
October	31,108	1,003	266	31	October	32,303	1,042	281	31
November	30,550	1,091	248	28	November		0	244	29
December	28,028	1,038	252	27	December		0	229	26
January	25,847	891	252	29	January		0	270	30
February	32,234	1,112	226	29	February		0	248	28
March	34,536	1,114	281	31	March		0	255	29
April	32,318	1,154	251	28	April		0	270	30
May	30,763	1,099	255	28	May		0	258	28
June	34,232	1,317	254	26	June		0	239	25
FYTD Total	378,571	1,120	3,033	338	FYTD Total	135,347	1,208	3,053	337

Early Literacy Workstation Usage

2011-2012 Fiscal Year				2012-2013 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	20	204	10.20	July	991	26,315	26.55
August	659	16,686	25.32	August	1,006	25,947	25.79
September	538	11,793	21.92	September	749	17,162	22.91
October	112	2,353	21.01	October	829	19,488	23.51
November	413	10,070	24.38	November			
December	743	18,730	25.21	December			
January	751	17,880	23.81	January			
February	800	20,397	25.50	February			
March	931	22,219	23.87	March			
April	828	18,790	22.69	April			
May	814	19,290	23.70	May			
June	877	22,061	25.16	June			
FYTD Total	7,486	180,473	24.11	FYTD Total	3,575	88,912	24.87

Minutes of the Friends of the Novi Library Board Meeting
October 10, 2012
7:00 pm

Present: Jim McLean, Carol Hoffman, Bob Cutler, Pat Brunett, Carol Bauer, Marilyn Amberger, Sue Johnson, Julie Abrams

Absent: Barb Brunett, Evelyn Young

Guests: Sue Bebb and Ara, a Novi High School student

I. Call to Order—President Pat Brunett

II. Minutes of September 12, 2012 Board Meeting

Motion to approve with minor changes made by Bob Cutler, seconded by Marilyn Amberger.

Motion passed 8-0.

III. Reports/discussion

A. Assistant Library Director—Margie Karp-Opperer

- Passed out Friends roster.
- Mike Thompson, political cartoonist from Detroit Free Press, Oct. 16, 7:00 p.m.
- Morning Art series, Thurs, Oct. 25, 11:00 a.m.
- Decorator from Pottery Barn will give a presentation, Oct.29
- "Hostess with the Mostest" event, Dec. 5
- Nov. 19, Providence Park Health Series
- Sponsorship of Varsity Lincoln, Mon., Nov. 19, 10:00-1:00 p.m. and 3:00-5:00 p.m.
- Forms for Book Nook patrons who want books from locked cabinet. A form will be provided noting name, phone number and book requested.
- DIA, Tour of Detroit, Rattlesnake Club for lunch--Friday, Nov. 2 \$73.00.

B. President ---Pat Brunett

- Should Friends sell Community Read selection? Consensus--not to sell Picking Cotton this year. Norm and Evelyn Young will help out the night the author is present.
- Newsletter--Second draft coming soon; we will send a large number by e-mail.
- Kaleidoscope--very good speaker, 35-40 in attendance.
- Morning Arts program, Boogie Woogie Kid--excellent event.
- Excellent Executive Committee Meeting--discussion of budget: no suggestions for change in Board meetings and decisions by phone and e-mail, no need to add funds to budget from savings.
- Fall for Novi--successful.
- Memorandum of Understanding--no signed copy; will make arrangements for a new copy.
- Chamber Music Concert--Pat sent \$3,000 to support the Chamber Music Society; the Society, in return, will acknowledge our participation in their publications and at library events

C. Treasurer's Report---Marilyn Amberger

August Checking Acct.	\$31,721.53
Savings Acct.	5,424.79
<u>CD Account</u>	<u>10,124.49</u>
Total	\$ 47,288.81

Income Total	\$1,951.01
Expenses	4,410.01

Corrections to July income report:

Book sales	\$1,351.74
Income Total	\$1,646.79

Motion to accept Treasurer's Report by Jim McLean, seconded by Carol Bauer. Motion passes 8-0.

D. Membership---Carol Hoffman

Sue Johnson has set up a format for an efficient way to monitor renewals; 62 renewals this month.

E. Promotion--Marilyn Amberger

Banner, excellent job. Pat thanked Carol H. and Marilyn who worked with Laura Liddicoat.

F. Book Nook---Jim McLean/Sue Bebb

There are plenty of books for the Nov. 17 sale. Three time slots need to be filled for helping with the sale. Busch's will donate bags for patrons to carry their purchases.

IV. Committee Meetings

Active committees are requested to meet prior to the next Board Meeting.

V. Adjournment

Motion made by Marilyn Amberger, seconded by Carol Hoffman. Motion passed 8-0. The meeting adjourned at 8:20 pm.

Next meeting: Wed., Nov. 14--2:00 p.m.

Submitted by Julia Abrams, Secretary

Student Representative's October, 2012 Board Report

Prepared by: Jessica Mathew & Torry Yu

Teen Space Update

We are about a month into the Teen Space at the Library and teens are taking an interest in it. Once again, the Teen Space is open to students in grades 7-12 from 2:00 to 5:00 PM who want a place to do their homework, socialize with their friends and to let off some of their energy before heading into the quiet library environment for schoolwork. It is also a cooperative effort between the Library, Novi Parks & Recreation, Novi Community Schools, and Novi Youth Assistance.

We had a total of 378 teens, as of November 1, who have taken advantage of the Teen Space. It started off slowly and is now picking up in participants as the word is spreading at the schools.

Teens @ NPL Overall

In regards to the teen programs, several of our programs have been well attended. We held an Animanga Club meeting with 8 attendees, Crocheting 101 with 12 attendees, and a Teen Study Skills Workshop with 18 attendees. The Food & a Flick program, aimed towards 4th-8th grade students, saw 10 attendees.

Teen Read Week was also held the week of October 14. The theme this year was: "It came from the Library." Our teens celebrated by creating a craft and taking home a treat. Mark your calendar next year, Teen Read Week 2013 will be held the week of October 13 with the theme "See the Unknown @ your Library."

City of Novi Historical Commission

September 24, 2012, 4:00 PM

Minutes

Call to Order: The Novi Historical Commission was called to order at 4:04 pm, Local History Room, Novi Public Library.

Attendees: Members Roy Prentice, John MacInnis, Lynne Boyle, & Sandy McCarthy in attendance was Betty Lang, Library Liaison, Absent: Student Rep. Namratha Atluri.

Agenda: Lynne Boyle moved to approve the Agenda, second by Sandy McCarthy, all approved.

Approval of Minutes: Lynne Boyle moved to approve the Minutes of August 22, 2012, second by Sandy McCarthy all approved.

Finance: No Financial report this month, there has been very little financial activity at this point in the fiscal year.

Liaison Report: Betty Lang talked about the features of the proposed Computer for the LH Room, The commission moved Lynne Boyle, second by John MacInnis to approve the expenditure up to \$2,500 for the Computer. The Commission all approved the expenditure. Genealogy discussion was going to be held on Oct 4th, at 7:30 PM in the Meeting room. It would be necessary to make a reservation.

Updates & Discussion:

- Lynne Boyle represented the commission at the Fall for Novi event on Sept 22nd; other members of the commission were unable to assist at this event. She was able to stimulate interest by a visitor to participate with the history commission
- Fall speakers are Kathy Crawford, October speaker, Ed Kriewall will be speaking in December, its necessary to register with the library for these talks.
- Speakers for the Winter/spring 2013: Kathy Mutch March 2013 will be speaking about the Knapp Cemetery and the historical people buried there. Roy is trying to line up Ron Campbell to speak about Novi's architectural homes for January 2013
- Update on the improvements to the Local History Room:
Novi Historical Sites will be listed in the loc. History room, etching or overlay on the windows are still being discussed. Friday Oct. 19th, there will be a Keep Michigan Beautiful award ceremony in Dearborn, John and Roy are scheduled to accept two awards, one being for the Baseline Marker on 8 Mile near Napier Road, at the entrance to the ITC park
- **New Items:** none

Next meeting Oct 24th, 2012 at 2:00 PM Local History Room, Novi Public Library

Meeting adjourned 5:15 PM

Respectfully submitted, John R. MacInnis, Member

Bits and Pieces

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OCTOBER 2012

Developing a Positive Relationship with Your Business Community

Thanks to the organizing efforts of **Donna Olson**, Information Specialist at the Howell Carnegie District Library, and, **Bill Harmer**, Chelsea District Library Director, TLN will test market a new series of collaborative programs designed to actively engage libraries in the lives of their local business community. Donna's modeling work with LibraryBiz Connect, a collaborative effort drawing together the resource power of libraries, community colleges and community based organizations, provides a foundation for this new TLN vision of service. Central to this vision of reaching and actively engaging the business community will be a series of workshops conducted by **Steve Feinman**, District Director for SCORE. Plymouth District Library will host the first SCORE program on November 12. Discussions are underway to have events hosted by the St. Clair County Library and the Royal Oak Public Library before the close of the year. A special, librarian focused program titled, "How to Talk Business and Engage Your Local Entrepreneurs," will be hosted by the Redford District Library from 1:00 to 3:00 PM on November 27. Mr. Feinman will outline simple steps libraries can take to reach out, engage and retain a lasting symbiotic relationship with this vital component of our community.

First In – First Paid: Library of Michigan Annual Statistical Survey

Congratulations to all TLN member libraries that have completed and submitted their annual statistical survey. Payment to libraries for state aid is undertaken based upon when a survey is completed and received by the Library of Michigan. First in are first to be paid. File early, don't procrastinate and enjoy this annual distribution of funds in support of your library services.

MAP to Continue as Online Service

The online "booking service" for the Museum Adventure Pass (MAP) is valid until February 2013. We are in discussions with our current partner, the Cultural Alliance of SE Michigan, to identify venues which will remain active participants. The use of the MAP online booking service produced a gradual continuum of use, lower than when paper collateral was the principal vehicle for creating patron access to area venues of interest. Exploration of statewide cultural venues is underway to create a program that reaches outside of Southeast Michigan. This exploration will lay the groundwork for a program with more universal appeal to potential funders. Flint, Grand Rapids, Kalamazoo and Lansing have several cultural venues which match our current attractions. Once new statewide venues are secured, we will seek active participation in grant applications from our cooperative colleagues.

Bits and Pieces

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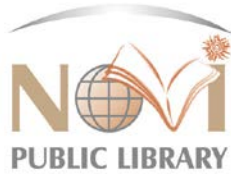
NOVEMBER 2012

Steering Committee Establishes Continuing Education Spring 2013 Program

The TLN Continuing Education Fall 2012 beta test of two workshops, Project Management and Budget Basics, was a resounding success. Participants praised the series and asked for **MORE!** On November 12, the Steering Committee approved four new continuing education workshops as follows:

- **Working with Boards** – Join TLN Treasurer, Steve Harper, in an exploration of how to effectively work with a board; macro and micro management issues will be highlighted by good, bad and ugly examples of board engagement; board powers and authority will be featured as part of due diligence responsibilities; and the best methods for engaging, empowering and inspiring boards as active partners in establishing policies to guide library services.
- **Mission of a Supervisor** – Rebecca Davies, an attorney with Butzel Long, will address the key elements of being an effective supervisor; includes a check list of effective attributes of a good supervisor; methods to foster high morale and lower stress; conflict management and methods for effective evaluations; plus a detailed review of handling and effectively discharging employee disputes, including what documentation is required to support disciplinary action.
- **Customer Service Basics** – Learn the basic steps to bring your patrons back with a smile. First impressions count and that starts at the front door when patrons are greeted with a warm welcome. Steps to create a welcoming environment; methods to establish and reinforce positive dialogue with patrons; and staff positive reinforcement and reward will be explored to help position you and your library as the friendliest place in your community. Special guest presenter will be announced in the spring.
- **Genreflecting** – Mary McCarville, Jim Pletz and a special guest will examine and discuss three popular fiction genres – Graphic Novels, Thrillers and Mysteries. Learn the basic characteristics of each genre; investigate the reader appeal, pace and style; or, simply enjoy the pleasure of talking about books with your colleagues. Reading list will be distributed for each genre.

The TLN continuing education spring series will start the week of February 25 and end June 20, 2013. Registration will be available online, at the TLN website, starting **January 7, 2013**. Space will be limited - \$10 will hold a seat.



Library Board Calendar

2012

December 7	Friends Annual Gala
December 19	Library Board Regular Meeting
December 19	Library Director – Mid-year Review
December 23	Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 30	Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

2013

January 1	Holiday – New Year’s Day, Library Closed
January 16	Library Board Regular Meeting
February 9 & 23	Library Board Budget Sessions (8am – Noon)
February 20	Library Board Regular Meeting
March	Budget – approved to be provided in April to Council, TBD
March 20	Library Board Regular Meeting
March 30	Holiday – Easter Eve, Library Closed
March 31	Holiday – Easter, Library Closed
April 14-20	National Library Week
April 17	Library Board Regular Meeting
May 12	Holiday – Mother’s Day, Library Closed
May 15	Library Board Regular Meeting
May 26	Holiday – Memorial Day, Library Closed
May 27	Holiday – Memorial Day Observed, Library Closed
June 19	Library Board Regular Meeting
July 4	Holiday – Independence Day, Library Closed
July 17	Library Board Regular Meeting
August 21	Library Board Regular Meeting
August 31	Library Closed
September 2	Holiday – Labor Day, Library Closed
September 18	Library Board Regular Meeting
October 16	Library Board Regular Meeting

Friends Board Meeting meets the second Wednesday of the month, 7 p.m.
Historical Commission meets the fourth Wednesday of the month, 1 p.m.

The Friends Board Meetings and Historical Commission Meetings are held at the Novi Public Library.