

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, June 17, 2015  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, MI 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
  - A. Approval of Claims and Warrants L531 .....3-4
  - B. Approval of Regular Meeting Minutes – May 20, 2015 .....5-10
- 5. Correspondence
- 6. Presentation/Special Guest
  - A. Staff Introductions: Maryann Zurmuehlen - Department Head for Support Services  
Lindsay Fricke – Information Services Librarian (Teen Services)  
Kathleen Alberga – Information Services Librarian (Youth Services)
  - B. Introduction of Cindy Huang, new Student Representative for Library Board
  - C. Annual Student Representatives Report by Ziyang Huang and Ruchira Ankireddygari
  - D. Recognition of Ziyang Huang for 2 years of service as a Student Representative for Library Board
- 7. Public Comment
- 8. Student Representatives Report .....N/A
- 9. President's Report
  - A. Goals Update – May 2015 .....11-23
- 10. Treasurer's Report
  - A. Library Budget 2014-2015 ..... 24-26
  - B. 269 Contributed Fund Report as of June 12, 2015.....27-28
  - C. Budget Amendment Request for 2014/2015 and 2015/2016.....29
  - D. Library Balance Sheets for 268 and 269 Funds– as of May 31, 2015 ..... 30-31
  - E. Library Financials and 269 Contributed Fund – as of May 31, 2015..... 32-35
- 11. Director's Report ..... 36-46
  - A. Memo: Library Traffic Update.....37
  - B. Letter from Jerry Graczyk Re: MML Fund Loss Control Services.....38-41
  - C. YALSA's Shark Bowl 2015: Erin Durrett Finalist, NPL Librarian.....44-45
  - D. Computers in Libraries Conference Report by Barbara Rutkowski.....46
  - E. Public Services Report ..... 47-48
  - F. Building Operations Report..... 49
  - G. Library Usage Statistics..... 50-59
  - H. Friends of the Novi Library – Draft Minutes from May 13, 2015 Regular Meeting ..... 61
  - I. Novi Historical Commission – Draft Minutes from April 22, 2015 Regular Meeting .....62

12. Committee Reports

- A. Policy Committee (Lesko, Michener– Chair)
- B. HR Committee (Michener, Verma – Chair)
  - 1. Planning meeting held on Wednesday, June 10, 2015 with Trustee Michener
- C. Finance Committee (Sturing, Lesko, Messerknecht - Chair)
- D. Events/Marketing/Fundraising Committee (Funk, Lawler, Michener – Chair)
- E. Strategic Planning Committee (Lawler, Funk- Chair)
  - 1. Planning meeting held on Tuesday, June 2, 2015 with Trustees Funk and Lawler
- F. Building/Landscape Committee (Funk, Messerknecht – Chair)
  - 1. Parking lot entryway update meeting held on Friday, June 12, 2015 with Trustee Messerknecht and Rob Hayes, Director of Public Services, City of Novi

13. Public Comment

**14. Matters for Board Action**

A. Budget Amendments:

2014/2015 Capital Outlay budget line 976.000 Data Processing – Computer/Equip: Est. Yr. End cost will be \$0.00.

2015/2016 Capital Outlay budget line 976.000 Data Processing – Computer/Equip: Approved cost would increase by \$14,000 from \$64,800 to total \$78,800.

B. Driver's License Verification policy and Motor Vehicle Record Check form

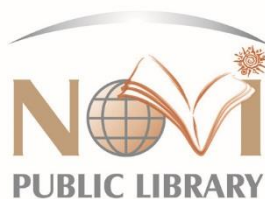
15. Adjourn

**Supplemental Information:**

- TLN Bits & Pieces by Jim Pletz - May 2015.....63
- TLN Director's Report by Jim Pletz – May 2015.....64
- Library Board Calendar.....65

**Future Events:**

- Historical Commission Regular Meeting – Wednesday, June 24<sup>th</sup> at 7:00pm, Novi Public Library
- Feed the Need lunch program, Wednesdays June 17<sup>th</sup> – August 12<sup>th</sup> at 11:00am-1:00pm, Village Oaks Elementary School (See flyer included)
- I Love My Country statue unveiling – Sunday, June 28<sup>th</sup> at 12:30-1:30pm, Novi Library Patio
- **LIBRARY CLOSED – JULY 4TH & 5TH**
- Friends of Novi Library Annual Meeting – Wednesday, July 8<sup>th</sup> at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – Wednesday, July 15<sup>th</sup> at 7:00pm, City of Novi Civic Center – Council Chambers
- Historical Commission Regular Meeting – Wednesday, July 22<sup>nd</sup> at 7:00pm, Novi Public Library



**Inform. Inspire. Include.**

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

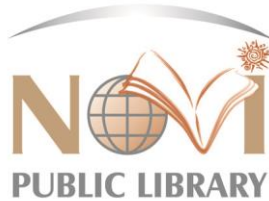
<http://www.novilibrary.org>



<b>Warrant 531</b>	<b>268 Accounts</b>	<b>June 2015</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account Total</b>
Global Office Solutions (5/27/15)		268-000.00-727.000	\$ 805.41
Sam's Club	paper (4 cases)	268-000.00-727.000	\$ 109.60
Farkas, Julie	stamps (2 rolls);npl	268-000.00-728.000	\$ 98.00
Comprise	Internet Filt; ann renewal	268-000.00-734.000	\$ 1,524.40
Muniweb (5/11/15)	April 2015	268-000.00-734.000	\$ 490.00
Solution Control Services, LLC (5/19/15)	5/19/15	268-000.00-734.000	\$ 545.00
Amazon.com (4/13/15)	APC backups Batteries	268-000.00-734.500	\$ 97.49
Allied Eagle Supply Co. (5/1/15)		268-000.00-740.000	\$ (41.47)
Global Office Solutions (5/27/15)		268-000.00-740.000	\$ 103.40
Home Depot (5/16/15)	recycle bins (2)	268-000.00-740.000	\$ 28.44
Specialty Store Services (5/1/15)		268-000.00-740.000	\$ 369.56
Amazon.com (4/22/15)		268-000.00-742.000	\$ 1,449.57
Amazon.com (5/5/15)		268-000.00-742.000	\$ 183.30
Barnes & Noble Booksellers (4/15/15)		268-000.00-742.000	\$ 311.99
Brodart (4/30/15)		268-000.00-742.000	\$ 1,619.15
Brodart (5/20/15)		268-000.00-742.000	\$ 4,616.83
Ebsco (5/13/15)	Lassers Inc Tax	268-000.00-742.000	\$ 10.00
Gale/Cengage (5/21/15)		268-000.00-742.000	\$ 899.72
Ebsco (5/13/15)	NYTimes (2)	268-000.00-743.000	\$ 61.12
Smith, April	DFP/DN; 6/1-8/31/15	268-000.00-743.000	\$ 159.00
The Library Network (4/1/15)	Zinio	268-000.00-743.000	\$ 5,166.09
The Library Network (5/12/15)	Zinio additions	268-000.00-743.000	\$ 14.72
Amazon.com (5/3/15)		268-000.00-744.000	\$ 98.31
Midwest Tape (4/28/15)		268-000.00-744.000	\$ 1,116.62
Midwest Tape (5/18/15)		268-000.00-744.000	\$ 1,442.55
Amazon.com (4/21/15)		268-000.00-745.200	\$ 155.92
Midwest Tape (4/28/15)		268-000.00-745.200	\$ 1,427.13
Midwest Tape (5/19/15)		268-000.00-745.200	\$ 2,018.78
Merchant Billing Statement	4-May-15	268-000.00-802.100	\$ 436.68
Providence Occupation Health Partners (5/6/15)	Gudenburr	268-000.00-804.000	\$ 69.00
Bright House Networks (5/27/15)	June 2015	268-000.00-801.925	\$ 29.85
AT&T (5/22/15)	4/23-5/22/15	268-000.00-851.000	\$ 154.00
TelNet Worldwide (5/15/15)	due 6/4/15	268-000.00-851.000	\$ 547.31
Verizon Wireless (4/28/15)	4/29-5/28/15	268-000.00-851.000	\$ 421.62
Gas and Oil	31-Mar-15	268-000.00-861.000	\$ 22.86
Durrett, Erin	Kalamazoo 4/14; AA 5/8/15	268-000.00-862.000	\$ 138.58
Karp-Opperer, Marjorie	Toledo; 5/22/15	268-000.00-862.000	\$ 28.75
Karp-Opperer, Marjorie	SRP prep	268-000.00-880.000	\$ 23.14
YP	Billing due date May 25, 2015	268-000.00-880.000	\$ 63.00
Carroll, Margie	Jumpst yng read (xld one pgm)	268-000.00-880.268	\$ (60.00)
Earth Angels (5/8/15)	adt pgm; 6/25/15; Poodle Skirts 50's	268-000.00-880.268	\$ 350.00
Novi Parks, Recreation and Cultural Services	Sizzling Summer (wond. Wed)	268-000.00-880.268	\$ 1,600.00
Raymond Geddes Co., Inc. (5/12/15)	yth; SRP	268-000.00-880.268	\$ 41.40
Scheer, Doug	yth pgm; Superhero; 6/16/15;SRP	268-000.00-880.268	\$ 375.00
Scholastic Book Fairs	youth SRP books	268-000.00-880.268	\$ 498.97

Tison, Suzanne	yth pgm; SnackTales; 5/11/15	268-000.00-880.268	\$ 41.59
Upstart (5/5/15)	SRP prizes	268-000.00-880.268	\$ 68.89
J. L. Geisler, Corp. (5/21/15)	Huang nameplate	268-000.00-900.000	\$ 46.90
Konica Minolta (5/3/15)	May 2015	268-000.00-900.000	\$ 733.95
Michigan. Com (5/4/15)	posting/Facilities; 3/30-5/3/15	268-000.00-900.000	\$ 123.40
Vista Print (5/12/15)	Simari/Verma/Michener; Bus Cds	268-000.00-900.000	\$ 42.96
Vista Print (5/19/15)	Funk; Bus Cds	268-000.00-900.000	\$ 18.98
Consumers Energy	April 10-May 7, 2015(a)	268-000.00-921.000	\$ 639.68
AT&T	April 14-May13, 2015	268-000.00-922.000	\$ 24.77
DTE Energy	April 24-May 21, 2015(a)	268-000.00-922.000	\$ 8,445.46
Aventric Technologies (5/1/15)	Heartsmart pads II	268-000.00-934.000	\$ 98.00
Cintas (5/8/15)		268-000.00-934.000	\$ 652.17
Library Design Associates, Inc (5/21/15)	Battle Books signage	268-000.00-934.000	\$ 168.00
Republic Services		268-000.00-934.000	\$ 216.58
Home Depot	5/8/2015	268-000.00-941.000	\$ 48.95
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,098.90
Corrigan Record Storage (5/1/15)	May 2015	268-000.00-942.100	\$ 35.97
Fred Pryor	Business Writing;C. Salvatore; 7/10/15	268-000.00-956.000	\$ 179.00
McCown, David	MLA Cust Ser Wksp; 5/1/15	268-000.00-956.000	\$ 63.60
Michigan Library Association (5/15/15)	MLA Executive Summit; J. Farkas	268-000.00-956.000	\$ 95.00
Robinson, Mary	TLN eContent; 5/7/15; mileage	268-000.00-956.000	\$ 63.25
Rutkowski, Barbara	Comp in Lib Conf; 4/26-29/15	268-000.00-956.000	\$ 1,168.43
Vandergriff, Sandra	MLA Cust Ser Wksp; 5/1/15	268-000.00-956.000	\$ 63.60
<b>TOTAL</b>			<b>\$ 43,758.82</b>
Accounts indicated in blue deducted in Period	Ending prior to April 1, 2015	Revenue and Expenditure	Report
Accounts indicated in red deducted in Period	Ending April 30, 2015	Revenue and Expenditure	Report

<b>Warrant 531</b>	<b>269 Accounts</b>	<b>June 2015</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Home Depot (5/8/15)	Love My Country Statue; concrete	269-000.00-742.231	\$137.11
Home Depot (5/16/15)	Love My Country Statue; concrete	269-000.00-742.231	\$57.27
Home Depot (5/18/15)	Love My Country Statue; concrete	269-000.00-742.231	\$33.60
Home Depot (5/19/15)	Love My Country Statue; concrete	269-000.00-742.231	\$176.32
Home Depot (5/19/15)	Love My Country Statue; concrete	269-000.00-742.231	\$-46.93
<b>TOTAL</b>			<b>\$357.37</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
May 20, 2015**

**DRAFT**

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

**Library Board**

Mark Sturing, President  
John Lesko, Vice President  
Craig Messerknecht, Treasurer  
Ramesh Verma, Secretary  
Paul S. Funk, Board Member  
William Lawler, Board Member  
Tara Michener, Board Member

**Student Representatives**

Ruchira Ankireddygari (Excused at 7:21)  
Ziyang Huang (Excused at 7:21)

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant

**Guest(s)**

Brian T. Coburn, P.E. Engineering Senior Manager City of Novi

The meeting was held at the Novi Public Library, Board Room, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

Trustee Lesko noted item 9C of the President's Report that the date "Mary 18<sup>th</sup>" should be "May 18<sup>th</sup>".

Trustee Sturing informed the Board of a change to the Welcome Desk Schedule in item 9C of the President's Report. Trustee Messerknecht and Trustee Sturing will be switching the dates that they work on June 8<sup>th</sup> and July 6<sup>th</sup>.

A motion was made to approve the Approval and Overview of the Agenda as amended.

1<sup>st</sup> – John Lesko  
2<sup>nd</sup> – Paul Funk

The motion was approved unanimously.

#### **4. Consent Agenda**

##### **A. Approval of Claims and Warrants L530**

Trustee Lesko questioned dates 6/1/15-5/31/16 in the Mango Languages warrant on page 3 of the Library Board packet. Director Farkas explained that it is an annual subscription and must be paid in advanced. It is not billed on a monthly basis.

##### **B. Approval of Regular Meeting Minutes – April 15, 2015**

A motion was made to approve the Consent Agenda as presented.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – John Lesko

The motion was passed unanimously.

#### **5. Correspondence**

##### **A. Email from Rachelle Smith Regarding Students for Success event on April 28, 2015.**

##### **B. Email from Peggy Hare regarding Students for Success event on April 28, 2015.**

Both items of correspondence praised Ms. Farkas, Dr. Ratey and Dr. Matthews for the informative book presentation on April 28, 2015.

#### **6. Presentation/Special Guest: Brian T. Coburn**

##### **A. Novi Library Parking Lot Update**

- i. Mr. Coburn explained the Asset Management Program started in 2009 by the City to look at the pavements in Novi and to find ways to be proactive verses reactive when it comes to pavement issues. They discovered it is more cost effective to do regular small-scale maintenance instead of waiting until the roads fall apart. Doing so extends the life of the roads and parking lots.
- ii. If maintained properly, pavements should last 20 years. Crack sealing should be done every 2-3 years. Crack sealing, crack repairs and surface seal should be done every 6-9 years. And every 20-25 years the pavement should be sealed, milled and overlaid which will give another 15 years of use.
- iii. Overall, the Novi Library parking lot is in good shape. Some cracking has occurred but it is not a costly repair. Sealing costs about \$3,000.00 every two to three years. Seal coating the parking lot as well as repairing cracks costs around \$50,000.00 but would only be done every 6-9 years.
- iv. Trustee Verma expressed concern about the larger cracks in the parking lot. Ms. Farkas assured him that those under warranty were in the process of being repaired and that the contractor was even going to fix a few of the age-related cracks.

#### **7. Public Comment**

There was no public comment.

#### **8. Student Representatives Report**

The Student Representative Report can be found on page 12 of the Library Board Packet. New TAB officers were announced for 2015-2016 calendar year. The new officers are:

- Yong Huang, President
- Cindy Huang, Vice President
- Sarah Jacob, Secretary
- Youna Lee, Activities Director

Ms. Farkas Informed the Library Board that Cindy Huang would be replacing Ziyang Huang as the new Student Representative.

## 9. President's Report

### A. Goals Update – May 2015

The Goals can be found on pages 14-20 of the Library Board packet.

- At the time of the Library Board meeting Mr. Bernstein had paid half of his March payment and none of his April payment. He is now current on what he owed from the summer of 2014.
- Ms. Farkas explained that it is too time consuming to commit to servicing passports and dog licenses. She said the library would continue to investigate opportunities to cross-train with some City of Novi services.
- Trustee Lesko inquired about Thermal Leak Detectors. Ms. Farkas explained they are devices that could be checked out of the library with the purpose of measuring the energy output in homes. These devices are currently on the Friend's wish list and are not budgeted items.
- Trustee Verma inquired about Home Owners Associations. Ms. Farkas said there are many HOA's that utilize the free presentations offered by the Novi Library managerial staff.

### B. Library Director's Annual Review—Scheduled for June 17, 2015 (Executive Session)

- Trustee Verma will be sending questionnaires to the Board Members that they can fill out and return to him before the Executive Session on June 17, 2015.

### C. Welcome Desk Schedule

May 18<sup>th</sup> Paul Funk

**May 25<sup>th</sup> Closed for Memorial Day**

June 1<sup>st</sup> Tara Michener

June 8<sup>th</sup> Craig Messerknecht

June 15<sup>th</sup> John Lesko

June 22<sup>nd</sup> Ramesh Verma

July 6<sup>th</sup> Mark Sturing

July 13<sup>th</sup> Bill Lawler

July 20<sup>th</sup> Paul Funk

July 27<sup>th</sup> Tara Michener

August 3<sup>rd</sup> Craig Messerknecht

August 10<sup>th</sup> John Lesko

August 17<sup>th</sup> Ramesh Verma

August 24<sup>th</sup> Mark Sturing

August 31<sup>st</sup> Bill Lawler

**September 7<sup>th</sup> Closed for Labor Day**

September 14<sup>th</sup> Paul Funk

## 10. Treasurer's Report

### A. Library Budget 2014-2015.

The Library Budget for 2014-2015 can be found on pages 21-23 of the May 20, 2015 Library Board Packet.

### B. Library Balance Sheet – as of April 30, 2015

The Library Balance Sheet can be found on pages 26-27 of the May 20, 2015 Library Board packet.

### C. Library Financials and 269 Contributed Fund – as of April 30, 2015

The Library Financials and 269 Contributed Fund can be found on pages 26-29 of the May 20, 2015.

- Trustee Messerknecht reported that the month of April showed good fiscal performance. The library had expenditures totaling just over \$200,000.00 for the month of April. The year to date amount of expenditures totals \$2,242,000.00 which is 73% of the annual budgeted



expenditures. Considering the library is 83% through the fiscal year, the library is tracking in a favorable direction.

- The year to date revenue for the month of April was up about \$20,000.00. At this time the library is \$45,000.00-\$46,000.00 ahead in revenue than was budgeted.
- Trustee Messerknecht reported that the net revenues and expenditures were \$369,000.00 with only two months remaining in the fiscal year. Until we spend \$369,000, we will not draw down on the fund balance. If the library is able to continue tracking in a favorable direction, the library could use less than \$100,000.00 of the fund balance. The Board had originally approved up to \$490,000.00 to be used so considerably less will be needed.
- Expenditures for permanent and temporary salaries were somewhat lower in the month of April due to staffing adjustments. Trustee Messerknecht said this comes as a result of careful evaluation by the director and her staff to look at ways to be more cost effective with payroll.
- Both computer software expenditures and book expenditures were lower in April.
- Meeting room revenue was up nearly \$3,000.00 for the month of April. When you have lower expenditures and increased revenues, like in April, the library will come in under budget for the month.
- Trustee Lawler inquired about the possibility of state penal finds being taken away from public libraries as a source of revenue. Ms. Farkas explained that it is being discussed in Lansing and that it would be a significant amount of money that could be taken from our library budget. It would be beneficial for Board members and community members to contact their State Representatives.

## **11. Director's Report**

### **A. Overview**

The Director's Report can be found on pages 30-49 of the May 20, 2015 Library Board Packet.

- On page 31 of the Library Board packet, Ms. Farkas mentioned an email from Aaron Staup, Construction Engineering Coordinator for the City of Novi. In it he summarized the maintenance plan for the Novi Library parking lot which Mr. Coburn explained in detail in detail during the presentation.
- Boomer University held April 18, 2015, in part with Oakpointe Church and the City of Novi's Older Adult Services department, was a wonderful event. Ms. Farkas had the opportunity to speak to over 800 attendees and tell them all the things that they can be taking part in at the Novi Library. Whether it is volunteering, taking a Gale Course, learning a language or attending a program, she shared all the opportunities available. The attendees were pleased to learn Novi Library was a place to get connected.
- Ms. Farkas thanked Trustee Funk, Trustee Michener and Trustee Verma for accompanying her to a strategic planning workshop at Rochester Hills Public Library on April 24, 2015. Ms. Farkas is grateful she has a Library Board that is engaged and interested in supporting the library profession.
  - Trustee Michener said it was an amazing event personally and professionally. Many "out-of-the-box" ideas were shared about ways to engage the community and to work with Ms. Farkas.
  - Trustee Verma reported it was a good, eye opening experience. He feels good that many of the strategies discussed are already being done at Novi Library.
  - Trustee Funk appreciated all the useful information and reference material he received from the workshop.

- Students for Success was a wonderful event. 105 people were in attendance on April 28, 2015. Dr. Ratey, a Harvard professor, was a very engaging speaker. 173 people had read the book at the time of the event and it continues to be checked out. Salem-South Lyon District contacted Ms. Farkas expressing their interest in doing something similar in their community.
- The Neighborhood Library Association promoted libraries at the Michigan Women's International Show on April 30-May 3, 2015. It was a great platform to promote libraries. The Novi Library had a table at the event and handed out information. Ms. Farkas said it was a good event, but she is uncertain if the library would participate again. It was a four day event and many of the attendees were from out of town. Ms. Farkas suggested having a larger library consortium involved next year which would include communities from further away.

**B. Public Services Report**

The Public Services Report can be found on pages 34-35 of the May 20, 2015 Library Board Packet.

**C. Building Operations Report**

The Building Operations Report is on page 36 of the May 20, 2015 Library Board Packet.

- Assistant Director Mary Ellen Mulcrone is currently working on the Quality Services Audit Checklist. Ms. Farkas said that based on the information generated from these checklists, she would be bringing some of the information to the Library Board for discussion at a later date.
- Ms. Farkas reported that there was a final inspection of the light post that was struck by a car in the parking lot. Both the City of Novi and Great Lakes Power said there was no structural or electrical damage. The only damage was to the cover of the base of the post which would cost less than \$100.00 to repair. Ms. Farkas said that the bill for the repair may be submitted to the driver's insurance company for reimbursement.

**D. Library Usage Statistics**

The Library Usage Statistics can be found on pages 37-45 of the May 20, 2015 Library Board Packet.

**E. Friends of the Novi Library**

The Friends of the Novi Library Draft Minutes can be found on pages 46-47 of the May 20, 2015 Library Board Packet.

- Discussion of wish list items by Ms. Farkas and the Friends took place at their April 8, 2015 meeting.

**F. Novi Historical Commission**

The Novi Historical Commission report can be found on pages 48-51.

- Their report contains both the February 25, 2015 and March 25, 2015 meeting minutes.
- The Historical Commission's finances are paid through the City of Novi and Ms. Farkas expressed her appreciation for this. The Novi Historical Commission was granted a budget of \$14,000.00 which is \$1,000.00 more than last year. The Commission is investigating an opportunity to purchase the rights to a book by a local author which would bring in additional revenue.

**12. Committee Reports**

**A. Policy Committee (Lesko, Messerknecht – Chair)**

There was no report provided for the Policy Committee.

**B. HR Committee (Lesko, Verma – Chair)**

There was no report provided for the HR Committee.

- Trustee Sturing reminded the Board of the Director's Annual Review on June 17, 2015.

**C. Finance Committee (Sturing, Lesko – Chair)**

There was no report provided for the Finance Committee.

**D. Events/Marketing Committee (Lesko, Sturing – Chair)**

There was no report provided for the Events/Marketing Committee.

**E. Strategic Planning Committee (Messerknecht, Sturing – Chair)**

There was no report provided for the Strategic Planning Committee.

- A Strategic Planning Committee is scheduled on June 2, 2015 at 8:30 a.m.

**F. Building/Landscape Committee (Messerknecht)**

There was no report provided by the Building/Landscape Committee.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Discussion**

There were no matters for Board discussion.

**16. Adjourn**

A motion was made to adjourn the meeting at 8:08 p.m.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – John Lesko

The motion was passed unanimously.

---

Ramesh Verma, Secretary

---

Date

## NOVI PUBLIC LIBRARY – 2014/2015 GOALS (June Update)

AD= Administration Fac=Facilities IS=Information Services IT=Information Technology SS=Support Services

### Goal #1:

Balance the needs of the community with fiscal responsibility and reduce the deficit spending.

Strategy:			
Consider adding new collections and services.			
Tactic	Owner	Status	Due Date
Investigate adding new and more interactive play components for youth	IS	Inquiring with Burgeon Group to look into new play components; submitted quote for additional play components; received quote and have submitted for budget review; \$ requested from Friends wish list to purchase	Annually; 1/15; 2/15; 3/15; 5/15
Tactic	Owner	Status	Due Date
Strategy:			
Partner with City of Novi and Novi School District.			
Tactic	Owner	Status	Due Date
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT	Continuing discussions with City regarding phone services; City and Schools participated in meeting & demo of visual tour from LunaTech3D; regular communication is ongoing, though quarterly meeting schedules have been difficult to establish	Annually; 8/14; 2/15; 5/15
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise City services if applicable	AD	City programs/events/services regularly advertised at NPL; investigated passport services and dog park licenses, but would need additional Library staff time	Annually; ongoing; 4/15
Maintain open communication between Library and City Facilities departments through regular meetings	Fac	Established quarterly meeting schedule and held first meeting on 1/27; meeting held 4/28	1/15; 4/15
Participate in employee opportunities offered by City	AD	Staff attending various events, such as the "Health Happens Here" programs; Director participating in administrative retreat planning	5/15
Summer program: Feed the Need with Novi Rotary and Novi Schools	AD; IS	NPL will promote summer reading with a program on 6/24	5/15
Strategy:			
Maintain communication with Read a Latte Café.			
Tactic	Owner	Status	Due Date
Investigate with owner to offer lower prices and different cultural food options	AD	Café has been struggling financially this past year; food options and pricing have been discussed	Annually; 4/15
Meet with owner as needed regarding patron comments, suggestions, etc.	AD	Met with owner in August & October about rent and cleanliness; café painted; met with owner on 12/5 and will meet monthly on first Fridays; met 1/23	Annually; ongoing; 10/14; 12/14; 1/15
Strategy:			
Provide appropriate staffing for best customer service.			
Tactic	Owner	Status	Due Date

Investigate staff shortages on the Information Desk that causes long lines and how to improve customer service	IS; AD	Currently under review	2014/2015; 4/15
Investigate opportunities for volunteerism that use education and business skills	AD	Offer a non-paid intern graphic design opportunity quarterly in Admin Office; <b>Communications Coordinator worked with High School intern for 12 weeks in spring 2015</b>	2014/2015; 4/15; <b>5/15</b>
Implement recognition for volunteers with City of Novi	AD	Currently participating with City program; <b>2015 event held at Buddy's Pizza on April 14, 2015</b>	4/14; <b>4/15</b>
Provide opportunities for staff training	AD	Staff in-service day held 11/21; planning for August	11/14; 3/15

<b>Goal #2:</b>			
<b>Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.</b>			
<b>Strategy:</b>		<b>Investigate and implement changes that save money.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate options for print/time management software	IT; IS	Reviewed Envisionware as possible option in August; implemented in September to realize cost savings for new budget year with TLN; IS staff trained	9/14
Look for cost-cutting measures in everyday processes	SS; IT; Fac	Made changes at self-checkout stations to shorten receipts, using less paper; also added more helpful info to screens and receipts; investigating options to cut supply costs by using copiers as printers; made some changes in building supply vendors based on cost comparisons; <b>conducting a printer demo to determine consumables costs</b>	12/14; 3/15; 4/15; <b>5/15</b>
Work with managers for budget planning	AD	Held budget sessions with all managers	1/15
Develop budget for next FY and future projections	AD; Board	Library Board budget session on 2/28; budget approved at 3/25 Board meeting	3/15
<b>Strategy:</b>		<b>Consider staffing reductions.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Evaluate staffing levels for possible reductions	SS; AD; IS; Fac	47 hours per week (21 hrs. Shelves, 26 hrs. Circulation) left vacant due to staff resignations; 16 hour Facilities position not being filled; Administration Office Assistant reduced from 40 hours to 18 hours; 18 hour IS position not being filled from a resignation and change from one 18 hour Librarian to Intern	9/14; 10/14
<b>Strategy:</b>		<b>Seek funding through grants.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate opportunity for 3-D printer grant funding	IT; IS	IT & IS departments partnered with Catholic Central High School and submitted grant proposal; grant not awarded to NPL	11/14; 1/15
Investigate opportunity for a Teen materials grant	IS	Applied for the Margaret Edwards Teen Collection Development Grant for Teen Materials; potential	12/14; 1/15; 2/15

		grant would be \$5000 from YALSA/ALA for Young Adult collection growth in all formats; grant not awarded to NPL	
Teens and technology ideas for YALSA Shark Bowl	IS	Erin Durrett submitted proposal to YALSA Shark Bowl (like ABC's "Shark Tank" for Librarians); pitches must incorporate teens & technology and be tied to college readiness, connected learning, or community engagement; submitted under community engagement, involves teens creating a 3D virtual world that they print piece by piece using a 3D printer; this now physical world they build becomes an interactive display that the teens would curate, edit and add to; top six proposals for Shark Bowl receive funds to send their Librarian to the 2015 ALA conference in San Francisco and present their idea to the Shark Panel; top three projects determined by the Shark Panel win cash and prizes to assist with their project; view NPL pitch here: <a href="http://yalsa.ala.org/shark/view-pitches/pitch-12/">http://yalsa.ala.org/shark/view-pitches/pitch-12/</a> ; <b>NPL proposal was selected as one of top six, Erin will present the pitch at the ALA annual conference in June</b>	3/15; 5/15

<b>Goal #3:</b>			
<b>Create a higher level of awareness for Library Board member representation, ambassadors and employment.</b>			
<b>Strategy:</b>		<b>Library Board Trustees participate in City events.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Motorcities Markers unveiling, September 5 <sup>th</sup>	AD; Board	Trustee Lesko attended	9/14
Fall for Novi, September 20 <sup>th</sup>	AD; Board	Trustees Lesko & Verma attended	9/14
Annual City Evening of Appreciation, December 12 <sup>th</sup>	AD; Board	Trustees Margolis, Messerknecht & Verma attended	12/14
City Council Early Budget Input Session, January 10 <sup>th</sup>	AD; Board	Trustee Margolis and Director Farkas attended	1/15
State of the City Address	AD; Board	Trustees Messerknecht, Michener, Verma attended with Library Director and staff	2/15
City Council meetings	AD; Board	Library proclamation for 2015 National Library Week presented by Mayor Gatt to Director Farkas, with Trustees Funk, Lawler, Michener, and Verma on 3/23	3/15
<b>Strategy:</b>		<b>Library staff participate in community events.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Maintain ties with government officials	AD	Director and other staff attended swearing in of State Representative Kathy Crawford on 1/2	1/15

Novi Youth Assistance	AD	Library Director serves on Board; participated in Annual Bowl-A-Thon on 3/7	3/15
Represent NPL in various outlets	AD	Staff participated in Neighborhood Library Association booth at International Women's Show; <b>staff participated in City's Memorial Day event</b>	4/15; <b>5/15</b>

**Goal #4:**

**Provide quality services, collections, programs and technology with an emphasis on the aging population.**

**Strategy: Engage the Older Adult community in Library programs and services.**

<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Identified and photographed limitations to accessibility within the building using the Sitewise guidelines as developed by Henry Ford Hospital and created an excel file to record findings and notes; report to be completed by December 1; photos of various areas and light measurements taken; report is finished and being reviewed by Admin; information on this and our magnifier collection was presented at the recent visit to Fox Run; Oakland Talking Book Service publicized on NPL website and promoted at service desks and through Outreach	Annually; 9/14; 10/14; 11/14; 3/15; 4/15
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	Updated Flickr slides on plasma screens at Meadowbrook Activity Center (monthly); flyers put out at MAC and City	Annually; 11/14; 12/14; 1/15; 2/15; 4/15; <b>5/15</b>
Promote Library programs at Older Adult programs	IS	Promoted the Morning Music program held at the Library on December 4 <sup>th</sup> ; email sent to Activities Directors with list of upcoming programs geared toward Older Adults; meeting held with City Council member Poupard on 12/12 at Fox Run to discuss building relationships with NPL; planning March event; March Is Reading Month outreach event at Fox Run on 3/16; saw 60 participants and issued 30 new library cards	Annually; ongoing; 11/14; 12/14; 3/15
Survey Meadowbrook Commons residents	AD		Annually
Engage local Older Adult talent for displays, arts, crafts, collections, etc.; reach out quarterly	IS; AD	Currently have an older adult volunteering to lead a chess program (Sept-Oct/Jan-April)	Annually; 11/14; ongoing
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	City Council approved complimentary transportation for Older Adults to Library/City facilities and programs; in discussions to provide quarterly book discussion beginning after the first of the year; met with OAS to discuss AARP Tax Days, Gale Courses, and the possibility of holding programs at the Library;	Annually; 9/14; 11/14; 11/14; 1/15; 2/15; 4/15; <b>5/15</b>

		Older Adult Services to hold a Dementia program and two memoir writing classes at the Library next quarter; visited Meadowbrook Commons on 11/19 for an informal meeting with potential book club members and Sarah Douglass from the City; 7 seniors attended and seemed very excited about the book group; now have 4 book discussions scheduled for 2015; attended "Boomer University" meetings at Oakpointe Church to plan April 18 <sup>th</sup> event with area libraries and City of Novi Office of Older Adults; Novi Older Adult Services Board member hosted program on Dementia on 1/30 at the Library; staff have been active on the City of Novi Older Adult Advisory Board attending monthly meetings; hosted first book discussion group at MAC with 8 attendees and favorable responses; hosted Drummunity for the Morning Music Program on February 12 aimed at older adults; participated in Boomer University event on 4/18; engaging regularly with City staff for programming opportunities; met with City staff to plan for partnering on health series in fall and other future programs; attended Older Adult Advisory Board meeting; attended second meeting with Margi, Sandy Fisher from Novi Older Adult Services and Wendy Duvall from Parks and Recreation on 4/8 to plan Fitness Month in October 2015; <b>attended May Older Adult Advisory Board meeting; much discussion on the new format for Engage and Enhance</b>	
Make a greater number of materials more easily accessible to patrons	SS	Book Club Kits now requestable/holdable to facilitate more book discussion group usage	9/14
<b>Strategy:</b>	<b>Increase/implement programming opportunities for each patron group.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Host worldwide celebrations, festivals, events, etc.	IS; AD	Participated in City's Ethnic Taste & Tune Fest; met with MSU Tollgate to discuss potential program partnership for fall of 2015	Annually; 9/14; 11/14; 1/15
Host music/dance programs by different cultural groups	IS	Met with volunteer to create a program on the history of Mexican folk dancing styles and costumes	Annually; 9/14
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each	IS; IT		Annually
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Investigating and planning art classes for elementary age taught by Novi High School Art Club students; held first of three planned art classes taught by Novi High School Art Club students with 26 attendees;	Annually; 9/14; 1/15; 2/15; 4/15



		held second of three planned art classes taught by Novi High School Art club students with 20 attendees; added a craft segment after various story times; room is available for tutor overflow as of fall 2012	
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT	Number one subject patrons liked most was reading: we provide special collections, Summer Reading for all ages, Community Read events, partner with Novi Schools for Parent to Parent and community school district book discussions, regular book discussions, story times, international story times, conversation groups for both ESL and international languages, ESL book discussion; Music was the second most liked subject: we provide Listen @ the Library, Novi Choralaires, concerts at local elementary schools, concert bands at NPL, Earth Angels singing and dancing group, Morning Music series; Art and Dancing were popular subjects: we provide Kiddie Crafts, StART Art to teach art concepts to children, instructional dance classes; Video Games was a popular subject: we provide gaming in NPL Teen Stop when school is not in session, gaming in Teen Space during the school year, have a large video game collection, host tournaments; Animals was a popular subject: we provide opportunities to read to dogs	Annually; 4/15
Survey patrons to solicit technology needs for hardware, software, programming and training	IS; IT	Survey conducted in January; reviewing options for implementing suggestions	Annually; 3/15
Implement a Patio program series of five programs, May-October, weather permitting	IS	Held Music on the Patio program; booked Earth Angels music group for June patio program	Annually; 9/14; 2/15
Investigate holding more after-hours events for all age groups	IS; AD; IT	Investigating after-hours Minecraft programs for January and March; Digital Detox planned for February, partnering with City and Youth Council; held after-hours Minecraft program with 25 attendees in the computer lab on 1/30; another is planned for March; Minecraft program on 3/20	2014/2015; 9/14; 10/14; 1/15; 3/15
Provide cultural programs (music, authors, poetry, festivals) from around the world	IS; AD	Held an Indian Cooking demonstration; held a Japanese cooking demonstration; chose dates for International Fair and confirmed participation with Korean, Japanese, and Indian volunteer presenters; partnering with local Japanese volunteer to investigate a program on early literacy for Japanese parents; a Cultural Celebration was hosted by some of our Novi Teens; International Games Day was offered and included both board and video games; planned and created flyers for a program on history of Mexican folk dancing; held an Indian cooking	2014/2015; 10/14; 11/14; 11/14; 12/14; 1/15

		demonstration; Light Up the Night held on Civic Center campus on 12/5; Mexican Cultural program with 41 patrons attending included videos, PowerPoint and costumes representing the country, culture, & people	
Institute a cultural advisory board to gain program, resource, services and technology feedback	IS; AD	Established and met with international language committee for program ideas; attended September meeting; attended October meeting; spoke with WSU LIS professor Joan Beaudoin about securing a practicum student during spring/summer semester to assist with the David Barr oeuvre digital preservation project as part of the Cultural Advisory Board; attended Nov. and Dec. meetings of Cultural Advisory Board; attended January Cultural Advisory Board	5/14; 2014/2015; 9/14; 10/14; 11/14; 12/14; 1/15
Showcase cultures, religious experiences; teaching different languages by community members	IS	Hold monthly language conversation groups for French, German, Italian and Spanish speakers; on track to add Japanese group; had successful first meeting of Japanese group; planning a program with local Japanese Mothers to address "semi-lingual" issues; have ESL conversation and book discussion groups; offer international story times in Chinese, Spanish, Hindi, Marathi, Japanese, Czech, Korean, Tamil	2014/2015; ongoing; 10/14; 12/14; 1/15; 4/15
<b>Strategy:</b>	<b>Provide up to date technology and resources.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Upgrade NPL computers from XP to Windows 2010	IT	Upgraded from XP to Windows 7 and from Microsoft Office 2007 to 2010—completed in 2012	2014/2015
Consider using location map/QR codes in catalog and stacks	IS; IT	Investigating beacon technology instead of QR	2014/2015; 4/15
Investigate technology more in depth; online resources, loaning of tech tools, hands-on experiences (technology "petting zoo")	IT; IS; AD	Laptops available for in-library loan since 2012; periodically offer "petting zoos" for tablets and e-readers; attended webinar: Every Kid Ready to Read: Tech Tools for Early Literacy; gave presentation on Demographics Now at Dec. IS staff meetings; working on locked down iPads to replace Pod A computers in Youth area (visited Salem-South Lyon Library to look at how they configure their iPads); introduced two story time apps in Baby Time and Tot Time to analyze the effectiveness of technology in story times; demonstrated downloadables and devices at Fox Run open house; planning to offer thermal leak detectors for check-out starting 2015/16; <b>investigating with Novi vendor the purchase of a 3D printer for public use</b>	2014/2015; 11/14; 12/14; 1/15; 4/15; <b>5/15</b>
Improve online public catalog	SS	Enterprise online public catalog implemented, with a more familiar type of interface, providing better	9/14; 1/15; <b>5/15</b>

		searching options, faster placing of holds; TLN Shared Automation System Users reviewing options for upgrade or change of vendor; staff attended demos held at NPL from SirsiDynix, Polaris/III, & TLC/CARL; <b>SirsiDynix Workflow upgrade to improve circulation processes for assisting patron</b>	
<b>Strategy:</b>		<b>Partner with the Novi School District.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	Assisting PAASN (Parents of African American Students in Novi) with planning space, library info; attended the MLK Day celebration at Brightmoor Church with other members of the City and community	Annually; 10/14; 1/15
Increase activities with Novi and other area school districts	IS; AD	Provided tour and database instruction to 63 Novi Meadows students; met with Novi Schools Instructional Coach to review SRP stats and plan for School Board presentation; hosted 84 5 <sup>th</sup> graders after hours on September 19 <sup>th</sup> for tour and scavenger hunt; took part in the Novi Woods Walk to School day; attended October School Board meeting to present Summer Reading info; hosting Novi Meadows Red Ribbon Week posters; hosted breakfast for NCSD Media Specialists and Principals; met with Novi High School Media Specialist to discuss information sharing and potential program ideas; met with Novi Meadows Media Specialist and Novi School District Instructional Coaches to begin planning 2015 Summer Reading Program school visits; provided tour, story time and scavenger hunt to group of special education students from Novi School District; met with Media Specialists to plan for Summer Reading 2015; met with Novi High School Media Specialist to plan for partnerships in the coming year; outreach concert at Meadowbrook Elementary (Walled Lake Consolidated Schools) for 270 students on 3/12 in partnership with Friends of NPL and Chamber Music Society of Detroit; AS attended Deerfield Elementary's Milk & Cookies night as a guest reader; held a series of very successful instructional art classes taught by Novi High School Art Club students (January-March); Leader in Me event with Orchard Hills Elementary on 3/3; provided story time to after school CARE program at ITC building (Novi schools)	Annually; 9/14; 10/14; 12/14; 1/15; 2/15; 3/15; 4/15

Provide a parent community read project	AD; Friends	Elaine R. Irvin Friends Award won by NPL provides \$1,000 to implement the program where parents read a book related to education and meet author; planned for spring 2015; Students for Success event with Dr. John Ratey, author of <i>Spark</i> , will be on 4/28	10/14; 3/15
<b>Strategy:</b>		<b>Maintain current collections and services.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Developing a baby/toddler page with literacy info for webpage; working on "CPU Science / Coding" section for the Homework Resource Center; draft of baby/toddler literacy page for website submitted and being reviewed by web team; created new youth DVD subject list "Under the Sea"; CPU Science/coding section added to Homework Resource Center; developing "World Fiction" list for youth subject binder and website; developed "classics" list of audiobooks for adults; updated youth DVD "Classic Movies" list; created new youth DVD list "Once Upon a Time and other Fantastical Tales" for binder and website; medical/health section added to Homework Resource Center; rough draft of audiobook pathfinder on classics created showing their availability in various formats; audiobook pathfinder on Classics finished and science fiction one started; pathfinder on Easter DVDs updated; listen to patron requests and comments, encourage completion of suggestion forms, and pass along info to IS staff; <b>psychology section added to homework resource center</b>	Annually; 9/14; 10/14; 11/14; 12/14; 1/15; 2/15; 3/15; 4/15; <b>5/15</b>
Add more classes for downloadable resource use	IS; IT	Considering adding or changing classes offered based on patron requests; added Sunday Tech Times; also offer E-reader, iPad, Downloading Magazines with Zinio, and other classes; instructional video about Zinio available on NPL YouTube and NPL website; <b>Computer Tutor One-on-One classes provide more opportunities for individual instruction</b>	2014/2015; ongoing; 9/14; 4/15; <b>5/15</b>
Implement reference survey	IS	Planned for May 2015; now available through May	4/15; 5/15

**Goal #5:**

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

**Strategy:** Library Board Trustees participate in NPL events.

Tactic	Owner	Status	Due Date
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	10/14
Crawford 50 <sup>th</sup> anniversary fundraiser, September 26	Board	Trustee Sturing attended	9/14
"Cornucopia of Thanks" event with Friends, October 24	AD; Board	Trustees Messerknecht, Sturing, Verma attended	10/14
Michigan Library Association Annual Conference to be held in Novi, October 2015	AD; Board	Julie attended planning meeting on 12/8; NPL committee formed	12/14
FOML Trustee Alliance Spring Workshop, Rochester Hills, MI	AD; Board	Trustees Funk, Michener and Verma attended	4/15

Goal #6			
Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.			
Strategy:		Increase awareness of services, collections, programs and technology.	
Tactic	Owner	Status	Due Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: facebook, twitter, videos, podcasts	IS; AD; IT	2014 Community Read presentation available on website via YouTube; posting to Tumblr more than once a month; Boopsie mobile website app introduced 9/2013	Annually; 11/14; 3/15; 4/15
Create one video/podcast per year for website about Library services	AD; IS	Possible ideas for various subjects were discussed including: Zinio Nook & E-ink Kindle, Genealogy resources – advanced search features, EBSCOhost EBooks, Reference USA, Tutor.com, and Gale Virtual Reference Library	Annually; 10/14
Increase publicity of meeting rooms and patio	AD	New flyer created for changes implemented July 1; meeting room rentals have been overwhelmingly successful so no additional publicity needed	Annually; 7/14; 4/15
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library, providing free room rental if they allow a 10-15 minute Library presentation	AD	Providing tours/talks as requested by groups, including info about programs and services; presentations to Lennox Park and Orchard Hills West; presentation to Crosswinds West; Vista Hills; presentation to Roma Ridge and Cheltenham Estates; presentations: Vista Hills, Greenwood Oaks; have requested homeowner information for president of each association from City of Novi; presentation to Churchill Crossings	Annually; ongoing; 9/14; 10/14; 11/14; 2/15; 3/15; 4/15
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD	No action taken to date	Annually
Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS	A campaign has not been put in place as of yet	Annually; 4/15
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD	Costs for one-time brochure kept us from pursuing at this time	Annually; 4/15

Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Motorcities Historical Markers event held at NPL, highlighting Novi Special; began learning the Past Perfect software and started cataloging photos; held document donation day with open house; separated the Local History Room and Historical Commission information into two pages on the website	Annually; 9/14; 10/14; 3/15
Provide regular (weekly/monthly) columns in Novi News and Patch.com	AD	Column was not created, but Library info being sent on weekly basis; paper includes info based on relevance and space	Annually; 4/15
Investigate opportunity for NPL to be a welcome center for new residents offering periodic "get to know" events; provide information on website for new residents to connect with Library/City/Novi community	AD	Director met with Northville Newcomers and Neighbors group to combine efforts; staff regularly participate with Northville Newcomers and Neighbors group; NPL joined Northville Newcomers Assoc.; info now in Engage; planning event for fall	6/14; 2014/2015; 4/15
Develop and promote information on OverDrive and downloadable resources	IS	Added OverDrive media station; promoting new OverDrive app; updated Overdrive handout, eliminating Adobe authorization; new flyers about Overdrive streaming movies reviewed; presented info at Friends Gala; met with TLN Overdrive Policy Committee to plan the Nov. 14 <sup>th</sup> meeting (hosted by NPL) with special guest Monique Sanchez who addressed questions about the new Odilo service; created a new Overdrive streaming video handout for the Downloadable Media Center and for the website; updated Freegal Top Download poster for public area, Teen Space and Teen Stop for October and November; met to discuss new OverDrive Periodicals service; Updated Freegal handout for the web site; new Freegal promotions have been created; IS staff member has become a selector for Youth ebooks for the Odilo group (an e-book platform) and has submitted carts for opening collection with launch date TBD; improved log-in for Zinio Digital magazines has started; <b>Odilo is still in beta mode; creating a display and marketing to promote the local author collection to potential local e-book authors</b>	5/14; 2014/2015; 9/14; 10/14; 11/14; 2/15; 3/15; <b>5/15</b>
Promote NPL through participation in community groups	AD	Admin staff attend Rotary and Chamber of Commerce meetings; submitted Chamber Business Recognition application for Community Builder; NPL & other Neighborhood Library Association members now sharing event info in each other's newsletters	12/14; 1/15
Partner with local businesses and organizations for programming	AD; IS	Partnered with Community Financial Credit Union to provide Money Smart Week book delivery to over	3/15

		100 Michigan libraries; partnered with Novi Chamber of Commerce and City of Novi Economic Development Dept. to host Richard Sheridan, author of <u>Joy, Inc.</u> with 60 attendees	
Investigate the possibility of e-mailing all NPL library card holders for a one time e-newsletter sign-up	AD; IT; SS	Worked with TLN to gather info; one-time e-mail blast went to 25,000+ patrons with current library cards to encourage sign-ups for e-newsletter and MyCoupon Genie, 12/29/14	2014/2015; 12/14
Improve advertising of MeLCat database/resources	IS; SS; IT	Currently have the MeL widget on our Online tools page and added the anniversary icon to that page; staff continues to facilitate loaning and borrowing MeLCat materials for NPL patrons	2014/2015; 2/15; 4/15
Create info videos/podcasts about NPL, e.g., tour of the Library, "Live at the Library"	AD; IT; SS	Friends donation allowed purchase of new camcorder; currently developing tutorial for staff to use in creating info videos; "how to" tutorial now available on eWeb; tutorial for scanning to the copier also available; SS staff (along with IT & AD) creating several videos to highlight various services; videos from various departments developed in 14/15	2014/2015; 8/14; 10/14; 11/14; 12/14; 4/15

<b>Goal #7:</b>			
<b>Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.</b>			
<b>Strategy:</b>		<b>Review past fundraising and plan future fundraising.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Implement digital coupon campaign	AD	Planning for January; launched to community 12/5	1/15; 12/14
Continue "On the Road" series	AD; IS	Trip #4 (Day in Detroit) Oct 14 <sup>th</sup> raised \$1900; fall trip being planned; <b>site investigation and planning for fall 2015 event</b>	10/14; 1/15; <b>5/15</b>
Scrapbook for a Cause	AD	Scheduled for 2/28; raised \$887 with 27 attendees	1/15; 2/15
<b>Strategy:</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>

<b>Goal #8:</b>			
<b>Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.</b>			
<b>Strategy:</b>		<b>Maintain best practices and policies.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Review Library policies regularly, updating and adding as needed	AD; Board	New Art Exhibit policy approved; new Selection and Separation policy under discussion; Library Closings for 2015 under discussion; approved 10/14	Ongoing; 8/14; 10/14

Review QSAC measures for certification	AD	In process; all certification levels have been reviewed and updated, with areas for further attention noted	2014/2015; 5/15
Consider policy changes to encourage on-time return of Library materials	AD; SS	A/V materials are now renewable, allowing longer loan and better chance of on-time return	2014/2015; 3/14
Consider capping overdue fines to not exceed original cost of material	AD; SS	Fine caps were reviewed and now default to revised replacement costs	2014/2015; 1/14
State Aid process	AD	Report submitted to Library of Michigan 1/28	1/15
Strategic Planning process	AD	Board's strategic planning committee met to discuss reconnecting with original planning team/stakeholders and community with plan updates	6/15
<b>Strategy:</b>	<b>Provide convenient access to collections, programs and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate an online library application for library users/attracting non-users	IT; SS; AD	TLN libraries testing capability for online patron registration (library card application); determined it does not meet our needs at this time	2014/2015; 4/15
Investigate shortening the 10-day holds	AD; SS	Holds shortened to 7-day in 2012	2014/2015
Extend Library hours, e.g., Fridays & Sundays	AD; Board	Weekend hours extended in 2013	2014/2015
Determine how to better serve special needs groups	AD; SS; IS	JF & WT met with Rehab Managers at New Horizons	1/15



2015-2016 Budget						
March 25, 2015		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Revenues						
Account	Description					
403.000	Property Tax Revenue	2,309,000.00	2,368,947.00	2,449,491.00	2,532,774.00	2,618,888.00
403.001	Tax Revenue - Current Levy			-25,000.00	-25,000.00	-30,000.00
403.002	Tax Revenue - County Charter			-10,000.00	-10,000.00	-10,000.00
403.003	Tax Revenue - Tx Tribunal			-210.00	-217.00	-226.00
420.000	Tax Reveune - Brow nfield			-6,000.00	-6,100.00	-6,200.00
567.000	State Aid	20,000.00	24,000.00	27,000.00	27,000.00	27,000.00
657.000	Library book fines	74,000.00	65,000.00	70,000.00	70,000.00	70,000.00
658.000	State penal fines	73,000.00	83,205.00	77,000.00	77,000.00	77,000.00
664.000	Interest on Investments	25,700.00	24,000.00	24,000.00	24,000.00	24,000.00
664.500	Unrealized gain(loss) invest	0.00	4,090.00	0.00	0.00	0.00
665.000	Miscellaneous income	17,000.00	16,400.00	16,500.00	16,500.00	16,500.00
665.100	Copier	2,500.00	2,200.00	2,200.00	2,200.00	2,200.00
665.200	Electronic media	300.00	200.00	200.00	200.00	200.00
665.266	SRP - T-shirt sales	2,800.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	0.00	6,981.72	0.00	0.00	0.00
665.290	Library Fundraising	3,000.00	0.00	3,000.00	3,000.00	3,000.00
665.300	Meeting Room	23,000.00	26,000.00	28,000.00	30,000.00	30,000.00
665.400	Gifts and donations	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00
665.404	Novi Tow nship Assessment	5,900.00	5,933.00	6,000.00	6,000.00	6,000.00
665.650	Library Café	5,000.00	4,500.00	5,000.00	5,000.00	5,000.00
<b>Total Revenues</b>		<b>2,566,200.00</b>	<b>2,637,456.72</b>	<b>2,673,181.00</b>	<b>2,758,357.00</b>	<b>2,839,362.00</b>

2015-2016 Budget March 25, 2015		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Expenditures</b>						
<b>Personnel Svcs.</b>						
<b>Account</b>	<b>Description</b>					
704.000	Permanent Salaries	952,200.00	914,000.00	914,000.00	914,000.00	914,000.00
704.200	Wages (non-pensionable)	47,700.00	25,000.00	25,000.00	25,000.00	25,000.00
705.000	Temporary Salaries	636,800.00	617,000.00	609,000.00	609,000.00	609,000.00
715.000	Social Security	122,000.00	122,300.00	122,300.00	122,300.00	122,300.00
716.000	Insurance	173,000.00	205,000.00	235,147.00	249,256.00	264,211.00
716.200	HSA - Health Savings Acct.	4,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement		-33,000.00	-43,202.00	-45,794.00	-48,542.00
718.000	Pension DB	0.00	0.00	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	27,700.00	26,500.00	26,400.00	26,400.00	26,400.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,500.00	2,700.00	4,300.00	4,300.00	4,300.00
<b>Total Personnel Services</b>		<b>1,965,900.00</b>	<b>1,882,500.00</b>	<b>1,895,945.00</b>	<b>1,907,462.00</b>	<b>1,919,669.00</b>
<b>Supplies</b>						
<b>Account</b>	<b>Description</b>					
727.000	Office supplies	15,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	96,900.00	96,900.00	86,400.00	80,000.00	80,000.00
734.500	Computer supplies equip	21,000.00	22,400.00	28,000.00	28,000.00	28,000.00
740.000	Operating supplies	32,800.00	28,000.00	30,000.00	30,000.00	30,000.00
740.200	Desk, chairs, cabinets, etc.	0.00	0.00	800.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00	300.00
<b>Materials</b>						
742.000	Books	210,000.00	200,000.00	195,000.00	195,000.00	195,000.00
742.100	Book Fines	1,500.00	700.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	21,200.00	21,200.00	23,800.00	23,800.00	23,800.00
744.000	Audio visual materials	67,700.00	67,700.00	71,000.00	71,000.00	71,000.00
745.200	Electronic media	58,500.00	58,500.00	51,000.00	51,000.00	51,000.00
745.300	Online (Electronic) Resources	60,000.00	57,200.00	55,000.00	55,000.00	55,000.00
<b>Total Supplies &amp; Materials</b>		<b>585,600.00</b>	<b>576,600.00</b>	<b>566,000.00</b>	<b>558,800.00</b>	<b>558,800.00</b>

2015-2016 Budget March 25, 2015		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Expenditures</b>						
<b>Services &amp; Charges</b>						
Account	Description					
801.925	Public Information (cable)	1,000.00	1,100.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,500.00	1,500.00	2,000.00	2,000.00	2,000.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	1,000.00	300.00	300.00	300.00	300.00
806.000	Legal Fees	1,000.00	200.00	1,000.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
816.000	Professional services	3,000.00	1,500.00	4,000.00	4,000.00	4,000.00
817.000	Custodial Services	37,800.00	46,800.00	48,800.00	48,800.00	48,800.00
818.000	TLN Central Services	4,750.00	4,495.00	4,500.00	4,500.00	4,500.00
851.000	Telephone	16,500.00	11,500.00	11,500.00	11,800.00	12,000.00
855.000	TLN Automation Services	66,500.00	56,000.00	56,000.00	57,600.00	57,600.00
861.000	Gasoline and oil	0.00	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	1,250.00	500.00	300.00	300.00	300.00
880.000	Community Promotion	5,000.00	2,500.00	11,800.00	11,800.00	11,800.00
880.267	Library Programming - Book It	1,000.00	0.00	0.00	0.00	0.00
880.268	Library Programming	20,000.00	20,000.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	0.00	4,258.42	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	28,800.00	28,800.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,000.00	13,000.00	14,300.00	15,300.00	16,400.00
910.001	Insurance deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00
921.000	Heat	17,500.00	9,000.00	11,000.00	11,500.00	12,000.00
922.000	Electricity	93,200.00	103,000.00	103,000.00	106,000.00	109,000.00
923.000	Water and Sewer	6,500.00	5,200.00	5,500.00	5,500.00	6,000.00
934.000	Building Maintenance	73,900.00	92,000.00	90,000.00	90,000.00	90,000.00
935.000	Vehicle Maintenance	1,500.00	2,000.00	1,500.00	0.00	0.00
941.000	Grounds Maint.	26,000.00	30,200.00	28,600.00	28,600.00	28,600.00
942.000	Office Equipment Lease	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
942.100	Records storage	250.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	11,000.00	9,000.00	14,500.00	13,500.00	14,500.00
<b>Total Services &amp; Charges</b>		<b>451,150.00</b>	<b>460,853.42</b>	<b>479,600.00</b>	<b>484,500.00</b>	<b>490,800.00</b>
2015-2016 Budget March 25, 2015		2014-2015 Approved	2014-2015 Est. Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Capital Outlay</b>						
Account	Description					
962.000	Building Maint. - Plumbing/Main Ent	24,550.00	7,600.00			
934.000	Building Improvements	0.00	0.00			
941.000	Grounds Maint.			71,400.00	53,400.00	
976.000	Data Processing - Computers/Equip	14,000.00	14,000.00	64,800.00	56,000.00	26,000.00
986.000	Data Processing - Phone Upgrade	15,000.00	9,000.00			
990.000	Furniture	0.00	0.00	10,000.00		
<b>Total Capital Outlay</b>		<b>53,550.00</b>	<b>30,600.00</b>	<b>146,200.00</b>	<b>109,400.00</b>	<b>26,000.00</b>
965.269	Walker Transfer					
<b>Total Expenditures</b>		<b>3,056,200.00</b>	<b>2,950,553.42</b>	<b>3,087,745.00</b>	<b>3,060,162.00</b>	<b>2,995,269.00</b>
<b>680.000</b>	<b>Fund Balance</b>					
	<b>TOTAL Fundbalance</b>	<b>490,000.00</b>	<b>313,096.70</b>	<b>414,564.00</b>	<b>301,805.00</b>	<b>155,907.00</b>

269 - Library Contributed Funds - Revenues & Expenditures					
2014-2015 Budget (As of June 12, 2015)					
			2014-2015 Budget	As of 6/12/15	Notes
<b>Collections/Materials</b>	<b>665.230</b>	<b>Revenues</b>			
		Beginning Balance 6/30/2014	33,603.99	33,603.99	
		Tu Family*		723.00	
		Berman Family (Parenting)		50.00	
		ABWA - Women's History*		310.00	
		Unsolicited donations	2,000.00	625.00	
<b>TOTAL</b>			<b>\$35,603.99</b>	<b>\$35,311.99</b>	
<b>Collections/Materials</b>	<b>742.230</b>	<b>Expenditures</b>			
		Large print collection	(1,005.00)	0.00	
		Youth Collections	(1,000.00)	(853.56)	
		Druschel Library Collection	(400.00)	0.00	
		Parenting Library Collection	(1,300.00)	0.00	
<b>TOTAL</b>			<b>(\$3,705.00)</b>	<b>(\$853.56)</b>	
<b>TOTAL</b>			<b>\$31,898.99</b>	<b>\$34,458.43</b>	
<b>Buildings/Ground/Furniture</b>	<b>665.231</b>	<b>Revenues</b>			
		Beginning Balance 6/30/2014	54,244.67	54,244.67	
		Unsolicited donations	2,000.00	989.10	
		Read Box - Novi Rotary*		707.92	
		Crawford - Patriotic Statue	12,000.00	12,000.00	
<b>TOTAL</b>			<b>68,244.67</b>	<b>67,941.69</b>	
<b>Buildings/Ground/Furniture</b>	<b>742.231</b>	<b>Expenditures</b>			
		Reallocate to Undesignated	(46,051.84)	(46,051.84)	
		Read Box		(29.65)	
		Crawford - Patriotic statue*	(12,000.00)	(11,072.20)	
		Brick pavers*	(1,400.00)	(287.83)	3 bricks still on order
		Teen Stop frames for artwork (Friends)	(1,000.00)	(520.92)	
		HD Camcorder (Friends)	(300.00)	(228.63)	
		4 Educational learning stations (Friends)*	(4,000.00)	(2,360.75)	Cover screens on backorder
<b>TOTAL</b>			<b>(\$64,751.84)</b>	<b>(\$60,551.82)</b>	
<b>TOTAL</b>			<b>\$3,492.83</b>	<b>7,389.87</b>	
<b>Programming</b>	<b>665.232</b>	<b>Revenues</b>			
		Beginning Balance 6/30/2014	10,572.94	10,572.94	
		Unsolicited donations	2,000.00	909.64	
		Berenguer - Light up the Night		200.00	
		Tu Family*		300.00	
		Students for Success*		4,000.00	
		Joy Inc.		1,885.67	
		Teen Space*		325.00	
		Listen @ the Library (Friends)*		400.00	
		Sponsorship		500.00	
Friends Donation		Community Read	2,000.00	750.00	
NLA Funds		Community Read	650.00	650.00	
<b>TOTAL</b>			<b>\$15,222.94</b>	<b>\$20,493.25</b>	
<b>Programming</b>	<b>742.232</b>	<b>Expenditures</b>			
		Berenguer - Light up the Night	(265.05)	(200.00)	
		Students for Success*		(832.80)	
		Joy Inc.		(1,448.40)	
		Sponsorship		(158.26)	
		Community Read - Staff Appreciation		(186.96)	
Friends Donation		Community Read	(2,000.00)	(2,943.70)	
<b>TOTAL</b>			<b>(2,265.05)</b>	<b>(\$5,770.12)</b>	
<b>TOTAL</b>			<b>\$12,957.89</b>	<b>\$14,723.13</b>	

<b>Technology</b>	<b>665.233</b>	<b>Revenues</b>		
		Beginning Balance 6/30/2014	6,100.00	6,100.00
		Unsolicited donations	2,000.00	810.00
<b>TOTAL</b>			<b>\$8,100.00</b>	<b>\$6,910.00</b>
<b>Technology</b>	<b>742.233</b>	<b>Expenditures</b>		
		Book-It Technology	(3,600.00)	0.00
<b>TOTAL</b>			<b>(\$3,600.00)</b>	<b>\$0.00</b>
<b>TOTAL</b>			<b>\$4,500.00</b>	<b>\$6,910.00</b>
<b>Undesignated (Misc.)</b>	<b>665.234</b>	<b>Revenues</b>		
269-000.00-390.000		Fund balance 6/30/2014	1,487,507.00	1,487,506.93
		Unsolicited donations	2,000.00	1,000.00
		Listen @ the Library (Friends)		1,500.00
269-000.00-664.000		Interest on investments	31,582.59	13,096.02
269-000.00-664.500		Unrealized gain (loss) on investments	0.00	18,078.44
Berman Donation/Naming		Reallocated from Buildings/Ground/Furnitu	46,051.84	46,051.84
<b>TOTAL</b>			<b>\$1,567,141.43</b>	<b>\$1,567,233.23</b>
<b>Undesignated (Misc.)</b>	<b>742.234</b>	<b>Expenditures</b>		
		Miscellaneous expenses (staff appreciation	(2,000.00)	(438.11)
		Listen @ the Library (Friends)		(1,500.00)
<b>TOTAL</b>			<b>(2,000.00)</b>	<b>(1,938.11)</b>
<b>TOTAL</b>			<b>\$1,565,141.43</b>	<b>\$1,565,295.12</b>
<b>TOTAL</b>			<b>\$1,617,991.14</b>	<b>\$1,628,776.55</b>
*Accounts still active beyond fiscal year				
		Beginning Fund Balances Forward*	1,592,028.60	1,590,760.53
		As of 6-12-2015 Revenues	56,232.59	59,809.79
		As of 6-12-2015 Expenditures	(30,270.05)	(23,061.77)
		NET 6-12-2015 Revenues vs. Expenditures	25,962.54	36,748.02
		Ending Fund Balance Expected	<b>\$1,617,991.14</b>	<b>\$1,627,508.55</b>

Approved 9/17/2014; Revised 10/15/14; Updated 6/12/15

**Request for rollover of security camera funds to 2015-16FY**

(Information provided by Barb Rutkowski, IT Department Head)

Funds totaling \$27,600 for improvements to our security camera system were included in the 2014-15 and 2015-16 fiscal year budgets. The Library IT department is not satisfied with our current vendor, as they have become unresponsive. In our efforts to find new vendor options, we learned that we have the opportunity to be a “tagline” on the City of Novi’s security software/hardware RFP that is planned for the 2015-16 fiscal year. To take advantage of this opportunity, it would be prudent to request that the funds designated for the 2014-15 FY (\$13,800) not be used this FY, and that this amount would be added to the 2015-16 FY instead.

**Budget Amendments:**

2014/2015 Capital Outlay budget line 976.000 Data Processing – Computer/Equip: Est. Yr. End cost will be \$0.00.

2015/2016 Capital Outlay budget line 976.000 Data Processing – Computer/Equip: Approved cost would increase by \$14,000 from \$64,800 to total \$78,800.

2015-2016 Budget		2014-2015	2014-2015	2015-2016	2016-2017	2017-2018
March 25, 2015		Approved	Est. Yr. End	Approved	Projected	Projected
<b>Capital Outlay</b>						
<b>Account</b>	<b>Description</b>					
962.000	Building Maint. - Plumbing/Main Ent	24,550.00	7,600.00			
934.000	Building Improvements	0.00	0.00			
941.000	Grounds Maint.			71,400.00	53,400.00	
976.000	Data Processing - Computers/Equip	14,000.00	0.00	78,800	56,000.00	26,000.00
986.000	Data Processing - Phone Upgrade	15,000.00	9,000.00			
990.000	Furniture	0.00	0.00	10,000.00		
<b>Total Capital Outlay</b>		<b>53,550.00</b>	<b>16,600.00</b>	<b>146,200.00</b>	<b>109,400.00</b>	<b>26,000.00</b>
965.269	Walker Transfer					
<b>Total Expenditures</b>		<b>3,056,200.00</b>	<b>2,936,553.42</b>	<b>3,087,745.00</b>	<b>3,060,162.00</b>	<b>2,995,269.00</b>
<b>680.000</b>	<b>Fund Balance</b>					
	<b>TOTAL Fundbalance</b>	<b>490,000.00</b>	<b>299,096.70</b>	<b>428,564.00</b>	<b>301,805.00</b>	<b>155,907.00</b>

06/12/2015	BALANCE SHEET FOR CITY OF NOVI	
	As of 05/31/2015	
GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	319,882.42
268-000.00-017.008	Investment - Oakland County Investment	678,519.41
268-000.00-017.009	Investment - UBS	1,069,422.50
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	19,156.80
	Total Assets	2,087,481.13
*** Liabilities ***		
268-000.00-202.000	Accounts payable	39,276.73
268-000.00-215.200	Unemployment insurance liability	26.56
268-000.00-259.702	Accrued liabilities-tax	43,420.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	83,223.29
*** Fund Balance ***		
268-000.00-390.000	Fund balance	1,845,975.99
	Total Fund Balance	1,845,975.99
	Beginning Fund Balance	1,845,975.99
	Net of Revenues VS Expenditures	158,281.85
	Ending Fund Balance	2,004,257.84
	Total Liabilities And Fund Balance	2,087,481.13

Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	105,006.06
269-000.00-017.008	Investment - Oakland County Investment	513,250.67
269-000.00-017.009	Investment - UBS	1,008,922.94
	<b>Total Assets</b>	<b>1,627,179.67</b>
*** Liabilities ***		
269-000.00-202.000	Accounts payable	404.31
	<b>Total Liabilities</b>	<b>404.31</b>
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,487,506.93
269-000.00-390.230	Fund Balance Collections/Materials	33,683.99
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,896.67
269-000.00-390.232	Fund Balance Programming	10,572.94
269-000.00-390.233	Fund Balance Technology Library	6,100.00
	<b>Total Fund Balance</b>	<b>1,590,760.53</b>
	Beginning Fund Balance	1,590,760.53
	Net of Revenues VS Expenditures	36,014.83
	<b>Ending Fund Balance</b>	<b>1,626,775.36</b>
	<b>Total Liabilities And Fund Balance</b>	<b>1,627,179.67</b>



06/12/2015 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 05/31/2015									
% Fiscal Year Completed: 91.78									
		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	MARCH 2015	APRIL 2015	MAY 2015	05/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
<b>Fund 268 - LIBRARY FUND 268</b>									
Dept 000.00-treasury									
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,285,842.67	2,309,000.00	0.00	0.00	0.00	2,368,947.16	(0.16)	100.00
268-000.00-403.001	Property Tax Revenue - County Chargebacks	(20,118.00)	0.00	143.04	98.03	68.25	(4,290.56)	(30,705.44)	12.26
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	16,154.00	0.00	0.00	0.00	0.00	0.00	(15,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(183.71)	0.00	0.00	0.00	0.00	(199.00)	0.00	100.00
268-000.00-420.000	Property Tax Revenue - C/Y DeI PPT	(5,358.22)	0.00	0.00	0.00	0.00	(9,751.69)	(0.31)	100.00
<b>Property tax revenue</b>		<b>2,276,336.74</b>	<b>2,309,000.00</b>	<b>143.04</b>	<b>98.03</b>	<b>68.25</b>	<b>2,354,705.91</b>	<b>(45,705.91)</b>	
<b>State sources</b>									
268-000.00-567.000	State aid	30,103.08	20,000.00	0.00	0.00	16,147.38	32,841.43	(12,841.43)	164.21
<b>State sources</b>		<b>30,103.08</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,147.38</b>	<b>32,841.43</b>	<b>(12,841.43)</b>	
<b>Other revenue</b>									
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	913.00	(913.00)	100.00
268-000.00-665.000	Miscellaneous income	16,175.47	17,000.00	1,504.50	1,173.49	1,044.42	14,185.08	2,814.92	83.44
268-000.00-665.100	Copier	2,981.78	2,500.00	273.75	229.80	272.92	2,264.05	235.95	90.56
268-000.00-665.200	Electronic media (previously VHS)	239.80	300.00	8.00	46.00	14.00	223.00	77.00	74.33
268-000.00-665.266	Summer reading t-shirt sales	0.00	2,800.00	0.00	0.00	138.73	138.73	2,661.27	4.95
268-000.00-665.290	Library fund raising revenue	180.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	30,559.14	23,000.00	2,108.45	3,220.39	2,553.73	25,589.50	(2,589.50)	111.26
268-000.00-665.404	Novi Township assessment	5,787.00	5,900.00	0.00	0.00	0.00	5,933.00	(33.00)	100.56
268-000.00-665.650	Library Cafe	4,105.44	5,000.00	706.90	280.00	611.13	4,494.98	505.02	89.90
<b>Other revenue</b>		<b>60,028.63</b>	<b>59,500.00</b>	<b>4,601.60</b>	<b>4,949.68</b>	<b>4,634.93</b>	<b>53,741.34</b>	<b>5,758.66</b>	
<b>Fines and forfeitures</b>									
268-000.00-657.000	Library book fines	74,642.97	74,000.00	5,927.26	6,291.81	3,892.33	59,176.39	14,823.61	79.97
268-000.00-658.000	State penal fines	73,539.99	73,000.00	0.00	0.00	0.00	83,205.14	(10,205.14)	113.98
<b>Fines and forfeitures</b>		<b>148,182.96</b>	<b>147,000.00</b>	<b>5,927.26</b>	<b>6,291.81</b>	<b>3,892.33</b>	<b>142,381.53</b>	<b>4,618.47</b>	
<b>Interest income</b>									
268-000.00-664.000	Interest on investments	42,597.69	25,700.00	418.94	786.76	1,310.28	16,585.17	9,114.83	64.53
268-000.00-664.500	Unrealized gain (loss) on investments	17,240.00	0.00	7,926.37	381.31	900.45	19,162.50	(19,162.50)	100.00
<b>Interest income</b>		<b>59,837.69</b>	<b>25,700.00</b>	<b>8,345.31</b>	<b>1,168.07</b>	<b>2,210.73</b>	<b>35,747.67</b>	<b>(10,047.67)</b>	
<b>Donations</b>									
268-000.00-665.289	Adult programs	4,688.39	0.00	0.00	0.00	0.00	6,981.72	(6,981.72)	100.00
268-000.00-665.400	Gifts and donations	5,043.81	5,000.00	1,807.70	0.10	2,033.42	15,225.42	(10,225.42)	304.51
<b>Donations</b>		<b>9,732.20</b>	<b>5,000.00</b>	<b>1,807.70</b>	<b>0.10</b>	<b>2,033.42</b>	<b>22,207.14</b>	<b>(17,207.14)</b>	

GL NUMBER	DESCRIPTION	END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	MARCH 2015	APRIL 2015	MAY 2015	05/31/2015	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
<b>Personnel services</b>									
268-000.00-704.000	Permanent salaries	940,355.54	952,200.00	67,448.96	67,061.61	100,592.49	809,507.25	142,692.75	85.01
268-000.00-704.200	Wages - Stipend	0.00	47,700.00	0.00	0.00	0.00	24,743.89	0.11	100.00
268-000.00-705.000	Temporary salaries	603,046.15	636,800.00	44,286.14	42,262.77	65,836.92	541,013.39	95,786.61	84.96
268-000.00-715.000	Social security	113,783.62	122,000.00	8,375.26	8,196.20	12,556.73	107,244.49	14,755.51	87.91
268-000.00-716.000	Insurance	169,574.81	173,000.00	17,743.20	11,928.42	20,867.48	185,370.58	20,004.42	90.26
268-000.00-716.200	HSA - employer contribution	2,890.76	4,000.00	0.00	0.00	0.00	1,190.67	2,809.33	29.77
268-000.00-716.999	Insurance - Employee Reimbursement	0.00	0.00	(3,104.20)	(3,031.60)	(3,031.60)	(32,829.05)	454.05	101.40
268-000.00-718.000	Pension - DB Normal Cost	0.00	0.00	1,247.00	1,247.00	1,247.00	13,717.00	1,247.00	91.67
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	0.00	0.00	(656.76)	(656.76)	(656.76)	(12,343.80)	(5,776.20)	68.12
268-000.00-718.200	Pension - defined contribution	25,952.43	27,700.00	1,860.66	(4,595.31)	1,493.80	15,868.74	11,831.26	57.29
268-000.00-719.000	Unemployment insurance	0.00	0.00	388.56	0.00	0.00	26.56	(26.56)	100.00
268-000.00-720.000	Workers compensation	4,808.96	2,500.00	309.01	302.56	458.85	2,862.43	(362.43)	114.50
<b>Personnel services</b>		<b>1,860,412.27</b>	<b>1,965,900.00</b>	<b>137,897.83</b>	<b>122,714.89</b>	<b>199,364.91</b>	<b>1,656,372.15</b>	<b>283,415.85</b>	
<b>Supplies</b>									
268-000.00-727.000	Office supplies	16,019.58	15,000.00	946.07	1,706.08	915.01	17,693.14	(2,693.14)	117.95
268-000.00-728.000	Supplies - Postage	516.03	700.00	37.23	20.70	0.00	584.39	115.61	83.48
268-000.00-734.000	Computer supplies, software & licensing	62,751.63	96,900.00	11,699.83	715.00	2,724.25	61,045.36	35,854.64	63.00
268-000.00-734.500	Computer supplies/equipment	12,941.56	21,000.00	3,439.28	97.49	0.00	8,234.22	12,765.78	39.21
268-000.00-740.000	Operating supplies	26,928.78	32,800.00	1,232.16	9,173.05	501.40	25,276.34	7,523.66	77.06
268-000.00-740.200	Supplies - Desk chairs and file cabinets	14,017.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Supplies - Uniforms	246.85	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	197,431.08	210,000.00	13,634.71	13,244.20	9,130.47	163,745.05	46,254.95	77.97
268-000.00-742.100	Library Book - Fines	1,317.64	1,500.00	109.79	60.24	0.00	548.89	951.11	36.59
268-000.00-743.000	Library periodicals	20,425.94	21,200.00	466.53	5,322.09	78.85	19,398.90	1,801.10	91.50
268-000.00-744.000	Audio visual materials	58,515.49	67,700.00	4,134.59	4,046.38	1,550.85	54,480.67	13,219.33	80.47
268-000.00-745.200	Electronic media	47,459.63	58,500.00	3,962.67	4,374.21	2,018.78	38,814.31	19,685.69	66.35
268-000.00-745.300	Electronic resources (CD rom materials)	52,922.29	60,000.00	712.52	0.00	0.00	55,399.44	4,600.56	92.33
<b>Supplies</b>		<b>511,493.94</b>	<b>585,600.00</b>	<b>40,375.38</b>	<b>38,759.44</b>	<b>16,919.61</b>	<b>445,220.71</b>	<b>140,379.29</b>	
<b>Other services and charges</b>									
268-000.00-740.010	Gift and donations expense	0.00	0.00	0.00	0.00	0.00	6,833.33	(6,833.33)	100.00
268-000.00-801.925	Public information (cable, etc)	984.25	1,000.00	85.21	69.60	0.00	796.55	203.45	79.66
268-000.00-802.100	Bank Service Charges	3,048.82	3,500.00	176.32	229.92	206.76	2,296.17	1,203.83	65.60
268-000.00-803.000	Independent audit	590.00	700.00	0.00	0.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	1,131.90	1,000.00	69.00	0.00	69.00	245.80	754.20	24.58
268-000.00-806.000	Legal fees	0.00	1,000.00	0.00	0.00	0.00	190.00	810.00	19.00
268-000.00-809.000	Memberships and dues	5,000.08	4,500.00	170.00	190.00	0.00	4,266.00	234.00	94.80
268-000.00-816.000	Professional services	1,980.00	3,000.00	0.00	232.50	0.00	1,355.00	1,645.00	45.17
268-000.00-817.000	Custodial services	31,721.42	37,800.00	7,895.00	3,900.00	0.00	38,345.00	(545.00)	101.44
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	0.00	0.00	0.00	4,495.00	255.00	94.63
268-000.00-851.000	Telephone	13,091.18	16,500.00	906.56	1,127.98	331.62	9,920.11	6,579.89	60.12
268-000.00-855.000	TLN Automation Services	55,469.91	66,500.00	0.00	15,889.71	0.00	56,516.41	9,983.59	84.99
268-000.00-861.000	Gasoline and oil	151.96	0.00	34.72	0.00	35.69	295.55	354.45	45.47
268-000.00-862.000	Mileage	201.05	1,250.00	51.26	26.88	138.58	343.23	906.77	27.46
268-000.00-880.000	Community promotion	6,973.05	5,000.00	195.07	85.71	10.00	1,075.76	3,924.24	21.52

GL NUMBER	DESCRIPTION	END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	MARCH 2015	APRIL 2015	MAY 2015	05/31/2015	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-880.267	Library Programming-Book It	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	19,778.29	20,000.00	82.34	758.93	981.88	7,717.06	12,282.94	38.59
268-000.00-880.271	Adult programs	3,987.91	0.00	0.00	0.00	0.00	4,563.52	(4,563.52)	100.00
268-000.00-900.000	Printing, graphic design and publishing	21,579.90	28,800.00	670.68	7,234.89	209.95	27,843.51	956.49	96.68
268-000.00-910.000	Property & liability insurance	13,668.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured claims	5,913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	12,546.45	17,500.00	2,139.84	1,097.96	639.68	10,990.54	6,509.46	62.80
268-000.00-922.000	Electricity	106,199.86	93,200.00	7,504.63	8,276.58	0.00	84,288.99	8,911.01	90.44
268-000.00-923.000	Water and sewer	5,097.26	6,500.00	1,316.67	0.00	0.00	4,034.31	2,465.69	62.07
268-000.00-934.000	Building maintenance	61,724.63	73,900.00	1,741.87	1,238.67	1,168.95	45,679.07	28,220.93	61.81
268-000.00-935.000	Vehicle maintenance	948.75	1,500.00	0.00	0.00	0.00	1,717.20	(867.20)	202.02
268-000.00-941.000	Grounds maintenance	36,702.04	26,000.00	512.50	195.00	98.29	28,084.84	(2,084.84)	108.02
268-000.00-942.000	Office equipment lease	13,855.74	12,000.00	2,097.90	0.00	1,098.90	11,497.88	502.12	95.82
268-000.00-942.100	Records storage	261.56	250.00	19.24	19.24	35.97	228.37	21.63	91.35
268-000.00-956.000	Conferences and workshops	18,359.99	11,000.00	205.90	118.33	1,752.95	7,410.71	3,589.29	67.37
<b>Other services and charges</b>		<b>445,717.00</b>	<b>451,150.00</b>	<b>25,874.71</b>	<b>40,691.90</b>	<b>6,778.22</b>	<b>374,729.91</b>	<b>76,420.09</b>	
<b>Contingencies</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,550.00</b>	
<b>Capital outlay</b>									
268-000.00-976.000	Building improvements	0.00	0.00	0.00	0.00	0.00	0.00	14,000.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	25,112.75	53,550.00	0.00	0.00	0.00	7,020.40	7,979.60	46.80
268-000.00-990.000	Furniture	8,801.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Capital outlay</b>		<b>33,914.26</b>	<b>53,550.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,020.40</b>	<b>21,979.60</b>	
<b>Net - Dept 000.00-treasury</b>		<b>(267,316.17)</b>	<b>(490,000.00)</b>	<b>(183,323.01)</b>	<b>(189,658.54)</b>	<b>(194,075.70)</b>	<b>158,281.85</b>	<b>(622,169.85)</b>	
<b>Fund 268 - LIBRARY FUND 268:</b>									
<b>TOTAL REVENUES</b>		<b>2,584,221.30</b>	<b>2,566,200.00</b>	<b>20,824.91</b>	<b>12,507.69</b>	<b>28,987.04</b>	<b>2,641,625.02</b>	<b>(75,425.02)</b>	
<b>TOTAL EXPENDITURES</b>		<b>2,851,537.47</b>	<b>3,056,200.00</b>	<b>204,147.92</b>	<b>202,166.23</b>	<b>223,062.74</b>	<b>2,483,343.17</b>	<b>546,744.83</b>	
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(267,316.17)</b>	<b>(490,000.00)</b>	<b>(183,323.01)</b>	<b>(189,658.54)</b>	<b>(194,075.70)</b>	<b>158,281.85</b>	<b>(622,169.85)</b>	

Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269										
Dept 000.00-treasury										
<b>Interest income</b>										
269-000.00-664.000	Interest on investments	33,850.35	0.00	221.35	520.81	1,000.59	13,096.02	(13,096.02)	100.00	
269-000.00-664.500	Unrealized gain (loss) on investments	17,260.50	0.00	7,477.96	359.74	849.51	18,078.44	(18,078.44)	100.00	
<b>Interest income</b>										
51,110.85 0.00 7,699.31 880.55 1,850.10 31,174.46 (31,174.46)										
<b>Donations</b>										
269-000.00-665.230	Collections/Materials Revenue	0.00	0.00	(27.00)	0.00	0.00	1,398.00	602.00	69.90	
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	0.00	(493.00)	25.00	1,010.00	13,697.02	302.98	97.84	
269-000.00-665.232	Programming Revenue	0.00	0.00	5,529.01	167.70	1,010.62	9,471.14	(4,821.14)	203.68	
269-000.00-665.233	Technology Library Revenue	0.00	0.00	720.00	0.00	0.00	810.00	7,290.00	10.00	
269-000.00-665.234	Undesignated Misc Donations	0.00	0.00	(25.00)	0.00	0.00	2,500.00	31,083.00	7.44	
269-000.00-665.267	Library Programming - Book It	5,833.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-665.271	Donation-general-youth collections	1,361.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-665.274	Donations-brick pavers	1,137.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-665.276	Donations-library trees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-665.285	Donations - Community Read	2,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-665.286	Donations - Light Up the Night	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-665.287	Donations-Crop for a Cause	472.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-665.402	Donations - specific collections	1,926.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Donations</b>										
13,530.54 0.00 5,704.01 192.70 2,020.62 27,876.16 34,456.84										
<b>Supplies</b>										
269-000.00-742.230	Collections/Materials Expense	0.00	0.00	0.00	0.00	0.00	853.56	2,851.44	23.04	
269-000.00-742.231	Buildings/Ground/ Furniture Expense	0.00	0.00	(500.45)	2,600.00	404.31	14,523.92	4,176.08	77.67	
269-000.00-742.232	Programming Expense	0.00	0.00	0.00	388.00	0.00	5,643.50	(3,377.50)	249.05	
269-000.00-742.233	Technology Library Expense	0.00	0.00	0.00	0.00	0.00	104.95	3,495.05	2.92	
269-000.00-742.234	Undesignated Misc	0.00	0.00	0.00	0.00	0.00	1,833.16	166.84	91.66	
269-000.00-742.262	BookIt costs & childrens collections	12,955.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-742.267	Books - parenting	992.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-742.273	Friends of the Novi Library - Other Exp	7,207.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-742.283	Novi Newbies expenditures	4.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-742.285	Community Read expenditures	1,188.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-742.286	Light Up the Night expenditures	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-742.291	Friends of Novi Library - Principal Exps	2,272.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-742.402	Collections - donor specific	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,348.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Supplies</b>										
26,169.14 0.00 (500.45) 2,988.00 404.31 22,959.09 7,311.91										
<b>Other services and charges</b>										
0.00 0.00 14.22 15.75 15.26 76.70 (76.70)										
Net - Dept 000.00-treasury 38,472.25 0.00 13,889.55 (1,930.50) 3,451.15 36,014.83 (3,952.83)										
<b>Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:</b>										
<b>TOTAL REVENUES</b>										
64,641.39 0.00 13,403.32 1,073.25 3,870.72 59,050.62 3,282.38										
<b>TOTAL EXPENDITURES</b>										
26,169.14 0.00 (486.23) 3,003.75 419.57 23,035.79 7,235.21										
<b>NET OF REVENUES &amp; EXPENDITURES</b>										
38,472.25 0.00 13,889.55 (1,930.50) 3,451.15 36,014.83 (3,952.83)										
<b>TOTAL REVENUES - ALL FUNDS</b>										
2,648,862.69 2,566,200.00 34,228.23 13,580.94 32,857.76 2,700,675.64 (72,142.64)										
<b>TOTAL EXPENDITURES - ALL FUNDS</b>										
2,877,706.61 3,056,200.00 203,661.69 205,169.98 223,482.31 2,506,378.96 553,980.04										
<b>NET OF REVENUES &amp; EXPENDITURES</b>										
(228,843.92) (490,000.00) (169,433.46) (191,589.04) (190,624.55) 194,296.68 (626,122.68)										

## **Director's Report**

### **Strategic Planning meeting: Tuesday, June 2, 2015**

The Strategic Planning Committee (Members Funk, Lawler and Director Farkas) met to discuss the need for and scope of a review of the Novi Library SP. Stakeholders and some new community members will be invited to one of two dates to hear an update on the SP and the Library's accomplishments towards it. Through these sessions, we hope to get confirmation of the direction as well as gain further insight into other strategies the Library may consider. The SP Committee expects this activity to begin later in the summer.

### **HR Committee meeting: Wednesday, June 10, 2015**

On Wednesday, June 10, 2015, Trustee Michener and Julie Farkas met to discuss a plan for reviewing the current HR policies for the Library. Director Farkas will develop a small review team comprised of library staff to begin the initial review of current policies and will look for feedback from staff. The team is planning to meet in mid-July and as needed to complete the review process. Following initial internal review, the team will then present information, in late August, to the HR committee for discussion.

### **Building/Landscape Committee meeting: Friday, June 12, 2015**

On Friday, June 12, 2015, Trustee Messerknecht and Julie Farkas met with Rob Hayes, Director of Public Services/City, to discuss the main entrance to the Library. Unfortunately, the Novi School District was not interested in moving forward with the larger scope project that addressed school traffic between the city and library. Therefore, the main entrance to the Library will be the main focus at this time. This would include a dedicated left turn lane, dedicated right turn lane and one ingress (entry) lane. It is anticipated that 1 parking lot space would be removed and 2 decorative lamps would need to be relocated.

At the June 8, 2015, City of Novi council meeting, council members approved to support and fund the project at its current estimated cost of \$53,000. Since only preliminary project costs are known at this time, it was recommended that the Library keep the \$38,000 budgeted for 15/16 as a contingency.

A preliminary timeline was discussed:

Late fall 2015 – begin design work

Feb/Mar 2016 – bid project

Apr 2016 – award bid

June 2016 (after school lets out) – construction project begins

It is hopeful that an egress (exit) lane would be kept open at the main entrance during construction and we would use the ingress (entrance) at Wildcat. The Road Commission for Oakland County would be contacted to provide directional signage for drivers to know which entrance/exit to use and plenty of communications in advance of the project would be announced to the Novi community. Rob's DPS team is willing to consult on behalf of the Library and oversee the project.

# MEMORANDUM



**TO:** ROB HAYES; DIRECTOR OF PUBLIC SERVICES/CITY ENGINEER  
**FROM:** BRIAN COBURN, ENGINEERING SENIOR MANAGER  
**SUBJECT:** LIBRARY TRAFFIC UPDATE  
**DATE:** JUNE 3, 2015

---

One year ago, we were asked to review the traffic at the Novi Public Library to find options to improve access. Engineering staff worked with the City's traffic consultant, Clearzoning, to review the existing traffic and driveway configuration and to make recommendations. The attached memo and report were provided in the Administrative Packet in July 2014 and was also provided to Novi Community School District and the Library Administration. The report provided recommendations and staff provided some construction cost estimates, as summarized below.

There have been additional discussions since that memo that I wanted to share in this update. A meeting was held with Novi School, Library and Engineering staff to discuss the report. Additionally, the report was presented to the Library Board which resulted in the third alternative discussed below, and shown on Figure 8, attached.

## Alternatives

1. Widen the existing main entrance driveway from two lanes to three lanes to facilitate left and right turning traffic exiting the Library. The estimated cost of this improvement is approximately \$53,000.
2. Widen the existing secondary entrance between the Library and the High School to facilitate two-way traffic and work with the Novi Community School District to provide access between the Library parking lot, the High School parking lots, and the traffic signal at the Civic Center (Novi Way). This would benefit both the High School and the Library so that the traffic signal could be used by parents dropping-off and picking-up students as well as the Library patrons. The estimated cost of this improvement is approximately \$62,000.
3. Construct a drive connection between the Library parking lot and the school parking lot on Taft road near the southeast corner of the Library at a cost of \$75,000.

While the school district sounded optimistic toward a cooperative solution to the traffic concerns that have been expressed in the vicinity of the Library and Novi High School, we have recently learned that the school district does not want to introduce additional traffic onto the high school campus citing safety concerns for the students. Unfortunately, without the cooperation of the school district only the first alternative to widen the existing Ten Mile entrance is feasible. We will continue to work with the Library identify funding for this alternative in order to widen the existing Ten Mile Road entrance.

- 5/21: SWOCC interviews with Trustees Michener and Lawler
- 5/21: Rotary Gazebo dedication at Meadowbrook Center
- 5/25: Memorial Day parade
- 5/28: SASUG – TLN Mtg. (Commerce Township)
- 6/6: 5<sup>th</sup> Birthday at NPL
- 6/11: TLN Ex-COMM mtg. (Livonia)
- 6/12: FOIA mtg. w/Maryann Cornelius, City Clerk
- 6/13: Teen Art Show unveiling in Teen Stop, 2<sup>nd</sup> floor of NPL

#### **Program Development for NPL**

- On the Road planning tour in Toledo, OH
- 3<sup>rd</sup> Annual Authors Live planning mtg. at Fox Run
- Eagle Scout planning mtg.

#### **Administrative Update**

1. A number of interviews were held in late May/early June: PT Facilities Assistant, FT Department Head for Support Services, FT Information Services Librarian, 3 PT Support Services Clerk positions
2. Staff are working on their end of year performance evaluations for staff, expected date of completion is June 30, 2015.
3. I met with City Manager, Pete Auger, to share the Library Board's goals for 2015/2016, update him on upcoming Summer Reading and update him on the Library's Strategic Plan.

#### **Loss Control Services Update by Marcia Dominick**

I met with Jerry Graczyk, Loss Control Consultant from Michigan Municipal League/Meadowbrook Insurance Group, who toured the Library reviewing staff areas for workers' compensation violations. The following areas need attention:

- Ladders need to be hung on ladder hangers, laid on their sides, or eyehooks placed in the walls securing the ladders with bungee cords.
- The elevators certificate has expired.
- Chemicals should be stored on lower shelving. This was suggested due to the toxicity of the chemicals should they fall or a cap is not secured properly when reaching for the container.
- Move heavy items from upper shelves to lower ones or to the floor. Example: the hose reel, which is located on an upper shelf in the receiving area.

A formal report will be provided in the near future.

Jerry did comment on how well the building was maintained and areas were well marked, i.e. electrical boxes, door/room signage, AST room, etc. He was very impressed! Well done!!

**(Since the tour on May 13, 2015, all areas have been addressed and modifications have been made based on the recommendations.)**



michigan municipal league

## Liability & Property Pool Workers' Compensation Fund

May 8, 2015

Ms. Tia M. Gronlund-Fox, HR Director  
City of Novi  
45175 West Ten Mile Road  
Novi, MI 48375

**RE: MML FUND LOSS CONTROL SERVICES-PR**

Dear Ms. Gronlund-Fox:

This letter is sent in confirmation of my May 5, 2015 loss control meeting with you and Library Administrative Assistant Marcia Dominick. The purpose of this meeting was to review claims, contractor certificates of insurance, employee training and re-register you on our "Safetysurance" site. Numerous Library risk management practices were discussed with Marcia as well and a survey conducted of the facility. I was very favorably impressed with the building maintenance and safety practices employed.

**I look forward to your response to these recommendations within the next 30 days.** You can respond by e-mail or use the space on the attached form and return mail it to me using the enclosed envelope.

Many services are available to MML members. Our web site is [www.mml.org](http://www.mml.org) and has publications, forms, articles and links that provide you with an array of risk management services unmatched by other insurance programs. I also took this opportunity to register Marcia on the "Safetysurance" site.

The courtesy shown me was appreciated. Should you have any questions concerning my visit, please call me at 800-482-0626, ext. 8037. You may also contact me by e-mail at [jgraczyk@meadowbrook.com](mailto:jgraczyk@meadowbrook.com).

Sincerely,

LOSS CONTROL SERVICES

Jerry Graczyk  
Loss Control Consultant

Service Provider: Meadowbrook Insurance Group, Inc.

Loss Control & Member Services: P.O. Box 2054, Southfield, MI 48037-2054; (248) 358-1100; (800) 482-0626; Fax: (248) 358-0534  
Grand Rapids Claims: 3196 Kraft Ave SE, Suite 206, Grand Rapids, MI 49512-2065; (616) 942-0311; (800) 752-7477; Fax: (616) 942-0390

[www.mml.org](http://www.mml.org)



## LOSS REVIEW

As noted, your forthcoming Fund mod @ 1.05 continues to be improved from the prior three years' 1.18, 1.61 and 1.80 respectively. Novi had 44 claims in 2009, 44 in 2010, 49 in 2011, 47 in 2012, 40 in 2013, 44 in 2014 and has 8 YTD.

My congratulations to you, the City's supervisors and employees for winning the MML's "Largest EMF Decrease" award for 2014-2015.

---

**Loss Control Recommendations**

These recommendations address specific loss exposures. Other elements of your operations may present varying degrees of risk. I cannot guarantee to have identified and addressed every potential cause of loss that exists today or which may arise in the future. It is important therefore to continue your risk reduction efforts.

**NOVI LIBRARY**

01-15-02      I introduced Marcia to the "Risk Management Is Good Management" (RMGM) program. Complete the "Libraries" survey guide and address any "No" responses. I also demonstrated to her how to get the survey guides from the MML's site.

Please respond here:  Agree.  
 Disagree for reasons listed below:

---

---

---

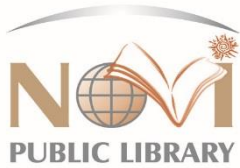
02-15-02      It is imperative that all employees operating Library vehicles have valid drivers' licenses with minimal points. This can best be monitored by being a part of the Secretary of State, Government Subscription Service. For further information and to enroll in this free service, call 517-322-6281 or 517-322-1544. I also told Marcia that the City of Novi is already in the program.

Please respond here:  Agree. Anticipated completion date: \_\_\_\_\_  
 Disagree for reasons listed below:

---

---

---



## Driver's License Verification

### Policy

To define requirements for operation of a vehicle in the course of Library business and to define employee responsibility for providing proof of current license and/or notice of driving restrictions mandated by the court systems.

Any employee who operates a Library-owned motor vehicle in the course of his or her employment may be required to present his or her driver's license to any of the following:

1. Facilities
2. Management Team
3. Human Resources

An employee who does not routinely operate Library vehicles will be required to present his or her driver's license each time a Library vehicle is used for Library business. When the employee picks up the keys to the Library vehicle, he or she will be required to present a current driver's license for review to the appropriate staff member. Under no circumstances will an employee be permitted to obtain the keys without presenting a current driver's license.

Employees who operate a Library vehicle as part of their regular employment duties will be required to present his or her driver's license as requested by a representative of the Facilities Department, Management Team and/or Human Resources. All employees will be required to present his or her license on a yearly basis and/or through random checks.

Any time an employee who operates a vehicle in the course of Library business has his or her driver's license revoked or suspended or has a court ordered restriction imposed on his or her license, the employee must inform his or her supervisor and Human Resources. This includes an employee who uses his or her own vehicle in the course of conducting Library business.

Appropriate Library management representatives will review the license status and the employment requirements related to the operation of a vehicle and advise the employee of his or her employment status as a result of the revocation, suspension or restriction.

In determining the appropriate action, the Library will consider the following factors:

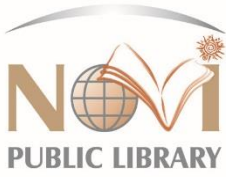
- Employment requirements related to the operation of a motor vehicle.
- Duration of suspension or restriction on license.
- Ability to have employee continue meeting employment expectations with the revocation, suspension or restriction.
- Basis for court decision to revoke, suspend or restrict driving privileges.

Depending upon the circumstances, employees may be reassigned, placed on leave without pay and without benefits, demoted, or separated from employment.

Adopted:

Signed:

Mark A. Sturing  
President, Novi Public Library Board of Trustees



## Motor Vehicle Record Check

Continued eligibility to drive a Library-owned vehicle, or driving on Library business in any manner, requires each driver to maintain a safe and clean driving record. This means that the Library (Facilities, Management Team, Human Resources) reserves the right to review driving records at least once every year.

### Acknowledgement Form

I have read and agree to abide by all the policies and procedures and I understand my responsibilities to drive safely. I give permission to the Novi Public Library to secure my driving record at any time.

---

Name (please print)

---

Signature

---

Driver's License Number

---

State Issuing License

---

Date of Birth

---

Social Security Number

## **YALSA's Shark Bowl 2015: Congratulations Erin Durrett from Novi Library!**

Calling all staff that work with teens in public and school libraries – the YALSA's President's Program Task Force is looking for YOU! to be a part of the 2015 President's Program. Think Shark Tank, the popular TV show that features aspiring entrepreneurs pitching their business idea to a panel of potential investors. In YALSA's version, library staff will pitch their ideas to a [team of sharks](#) made up of tech entrepreneurs, educators, and library staff who will provide feedback and a chance to win cash and technology prizes.

### How to Get Involved

The first step is to [submit a pitch](#) to the YALSA President's Program Planning Task Force. Task Force members will review the pitches and select up to 6 for presentation to our [sharks](#) at the ALA Annual Conference in San Francisco on June 29 2015. All pitches must show that the idea:

- Supports teens in developing digital literacy skills.
- Integrates the ideas of YALSA's [Future of Library Services for and with Teens: A Call to Action report](#)
- Demonstrates involvement with the community and with teens in developing and implementing the program.

Your pitch can be for something brand new that you want to try out, or something that you have tried before and would like to enhance, change, re-envision. All submissions, no matter if you make it to the finals or not, will receive feedback from members of the President's Program Task Force. The up to three pitches that are selected to be presented at Annual Conference 2015 will receive feedback and information on how to expand their pitch for official presentation to our [panel of sharks](#).

The winning pitches are selected. These 6 finalists will pitch their ideas to our panel of sharks at ALA Annual:

- [CRATE](#) submitted by Jennifer Bishop, Carol County Public Library, Eldersburg Branch, Eldersburg, MD
- [America's Next Top Maker](#), Shanna Miles, South Atlanta High School, Atlanta GA
- [Building History in 3D](#), Katie McBride, Mill Valley Public Library, Mill Valley, CA
- [Maker Space](#), Kristin Phelps, Whittier Middle School, Norman, OK
- [Creating CLIMBERS](#) Ricah Quinto, Napa County Library, Napa, CA
- [Interactive 3D Display](#), Erin Durrett, Novi Public Library, Novi, MI

We are happy to be able to offer a suite of prizes as a part of Shark Bowl.

- The authors of the 6 submissions selected to pitch their ideas to our sharks at Annual Conference in San Francisco will receive \$1500 to defray their costs for attending the Conference.
- The up to three winners of the Shark Bowl will receive a combination of cash and technology prizes provided by [YALSA](#), [Tutor.com](#), [Makey Makey](#), and [3D Systems](#).

## **Erin's Shark Bowl Pitch**

**Submitted by:** Erin Durrett

**Category:** Digital Literacies: Community Engagement

**Pitch:** Teens and Technology: Implementing an Interactive 3D display at the Novi Public Library

### **Background**

The mission of the Novi Public Library is to provide resources and programs to support the educational, cultural, informational and recreational needs of our diverse community.

Our teen community at NPL is arguably the largest population that uses our facilities, services, and collections. This is due in large part because we are located directly next to the Novi High School making us within walking distance and a desirable location to be. Because of this, it is very important to us to provide our teen patrons with opportunities that challenge them, engage their interests and prepare them for their futures.

### **Project**

Teens will work together to create their own virtual world, piece by piece. These pieces will be designed using a 3D design program and rendered by a 3D printer. As the pieces are created, they will be assembled in an interactive display that the teens themselves curate. The idea behind the project is to teach teens how to design these 3D pieces that come together to create a 3D display in which they will feel ownership. This sustainable display will grow and change as time goes on, adding or switching out pieces current teens or new generations of teens create. To be as inclusive as possible with this opportunity, the project will be open to youth aged 12 to 18 years.

When this idea was brought to our TAB (Teen Advisory Board), our teens were interested in creating pieces for the display and the legacy of working on such a project. One member specifically asked about being able to come back and visit their creation and be able to show ownership of their effort and hard work.

\*Note: NPL does not currently have any advanced technological equipment (usually found in makerspaces), including a 3D printer.

### **Goals**

The goals of this project include:

- Teaching teens how to design a conceptual 3D object, and not just conceptualization of an object but how it will fit with a greater whole
- Strengthening and enhancing teen's STEM skills and fostering digital literacy in emerging technologies
- Encouraging key attributes that will prepare teens for their futures including innovation, creativity, problem solving and critical thinking
- Learning collaboration and teamwork to produce and curate an interactive display
- Fostering a sense of unity between teens with different backgrounds and interests
- Increasing teen's level of engagement in the library through this collaboration and ownership of their work

## **Computers in Libraries Conference Report (by Barb Rutkowski, Head of IT)**

The theme throughout the conference was to use technology to improve the outcome of just about every service the library provides.

### Kiosks and Interactive Displays: Patron Interaction

Amanda L. Goodman – Darien Public Library – Darien, CT

Different methods for designing your own kiosk were presented and which features are most useful to patrons such as maps, computer usage and browsing the catalog were discussed. Kiosks are a great way to appeal to the "It's a giant iPad" generation and for adults who appreciate interactive visuals.

### Using Google Analytics for Responsive Websites

Ben Rawlins – Georgetown College – Georgetown, KY

Given that more users were coming to the library equipped with a variety of mobile devices, Georgetown College staff created a mobile website in order to provide them with access to library resources in a mobile friendly format. They tracked the usage of both the full and mobile websites using Google Analytics and discovered mobile device users were bypassing the mobile site and were accessing the full website at a rate of 10 to 1. This information led the staff to redesign their full site to ensure it was optimized for a variety of devices which eliminated the need for a stand-alone mobile website.

### Communicating via Text

Ruthanne Price – Vaughan Public Libraries – Vaughan, Ontario

The pros and cons of communicating with patrons via text for both notification and reference services were evaluated. Reference services required staff time/training, some carriers charged fees for SMS services, hardware/software platforms were a consideration for a low number of patron/staff text conversations. Notification services were passive, automatic, required minor training and the patron selected which notification types they would receive. Notification texts are being readily accepted by patrons while reference service texts are not.

### Digital Inclusion of the Local Community: The Digital Third Room

Boris Zetterlund, Strategy Manager, Axiell Library Group

A library needs to avoid representing itself as a storehouse if it hopes to continue to receive community support for its projects. It is critical to a library in the digital age to be recognized as the place to use and share information, rather than just a place where information is stored and accessed by lone individuals. Library social media postings should include how the library is inspiring the community about reading, learning and creativity plus the physical spaces available to the public.

Visiting the exhibit hall gave me an opportunity to view and ask questions about the latest library products. The discussion groups allowed me to learn what services other libraries are offering their communities and what changes they're making in response to shrinking budgets



### **Happy Birthday Novi Library – 5 year in the new building!**

On Saturday, June 6<sup>th</sup> from 1-3pm, the Library celebrated 5 years in the building. Hard to believe those years have passed us by. A drop in party was hosted by library staff, including cupcake decorating, games, balloon creations and interviews by SWOCC. Special thanks to Trustees Michener, Funk, Sturing and Verma for attending the event. The event welcomed over 150 people. Special thanks to VIBE Credit Union for sponsoring the event.

Staff party planners and helpers were: Margi Karp-Opperer, Kathryn Bauss, Christina Salvatore and Bill Bembeneck.



**Featured Adult Programs:**

Listen @ the Library with Cellist Felix Umansky and Pianist Stephen Wogaman  
Jumpstart Your Young Reader: Birth to Three Year Olds  
Purchasing the Right Camera Workshop  
Lifelong Learning: Get Going with Gale Courses and Learning Express Library  
Cloud Computing Basics  
Document Donation Day  
Calling First Time Home Buyers  
Beauty of Native Plants  
Never Too Late for a Master's Degree  
Orchard Hills Elementary School Art in display case

**Special Business/Financial Programs:**

- a. Three SCORE Business Mentoring (s)
- b. Social Media for Small Business Owners

**Monthly Adult Programs:**

- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Computer Tutor 1 on 1 (5 times a week = 21 sessions this month)
- Four Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- French, German, Japanese & Spanish Language Conversation Groups
- Two Information Services Department Meetings
- Three English Conversation Groups
- Novi Writers' Group
- Two Coffees with the Superintendent



To Librarian, Erin Durrett, for being a finalist in the Young Adult Library Services Association "Shark Bowl" contest!





### **Featured Youth Programs:**

- Minecraft Party
- Two Baby Times Story Times
- Four Tot Time Story Times
- Seven of Us Story Times
- Five Three's Company Story Times
- Two On My Own Story Times
- Marathi Story Time
- Chinese Story Time
- Spanish Story Time
- Hindi Story Time
- Japanese Story Time
- Korean Story Time
- Bright Loritos Spanish Story Time
- Tamil Story Time
- Czech Story Time
- Mother's Day Craft
- Pokemon

### **Monthly Youth Programs:**

- Kiddie Craft
- Snack Tales
- Lego Club

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

- ❖ Teen Book Club
- ❖ TAB (Teen Advisory Board)
- ❖ TAB Program on Teen Investing

### **Featured Collections:**

**Adult:** Gardening

**Youth:** 3-2-1 Blast Off, books on space

**Youth DVD:** Picture books on DVD

**Audiobooks:** Health and Wellness

## **Building Operations Report by Mary Ellen Mulcrone**

Warranty repairs in the parking lot started the week before Memorial Day. There were several areas where pavement had to be cut out and replaced. This part of the job was completed well. There are cracks throughout the parking lot that need to be sealed. This work was started but has not been completed as of this writing. Aaron Staup, from DPS, is assisting with the follow-through to get this work completed properly.

The patio is being prepared for installation of the "I Love My Country" statue. Facilities staff cleared an appropriate area in the bed above the seating wall and built a concrete base to hold the statue. We have word that the statue will be delivered soon. The patio is being cleaned up and prepped for the unveiling ceremony that will take place June 28. Besides the usual planting and washing, we have also repaired a trip hazard near the patio doors.

Quarterly preventive maintenance of the HVAC system was completed in May. During the process, we also had filters added to all mixing boxes throughout the building. The annual elevator inspection by the State of Michigan was also completed in May.

We had a small ground water leak in the first floor electrical room. This was promptly cleaned up and repaired. A number of other routine tasks were accomplished, including monthly carpet cleaning of high traffic areas, recycling, testing of fire equipment, cleaning the AST (automatic sorting) machine, replacing light bulbs, and other minor repairs.

The IT staff successfully implemented an upgrade of the Symphony Workflows software (used for maintaining patron and materials databases) on all staff and service desk workstations. They are also working on hardware and software upgrades for the workstation that controls the AST system. A variety of other hardware and software issues were resolved, including upgrades to VMware, configuration of tablets to replace laptops used for Outreach, and routine server maintenance. The staff also worked with event presenters and patrons on various issues, such as Wi-Fi connections, printing, email, and other technology questions.

IT staff, along with staff from Information Services and Administration, attended a demonstration of 3D printers. They are working with a local vendor on the possibility of purchasing a 3D printer for public use.

The following training sessions were provided for the public: one Zinio Magazine Instruction, one eReader Instruction, two iPad Tips & Tricks, one VHS to DVD Workshop, one Improve Your Typing Skills, and four Tech Time sessions.

We welcomed Cary Ramsay as a new part time Facilities Assistant.

Support Services Statistics 2014-2015													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	457	364	409	339	348	261	321	275	395	313	297		<b>3,779</b>
<b>Items checked out</b>	81,433	73,600	67,803	67,091	64,700	63,696	66,792	62,073	70,638	61,254	61,252		<b>740,332</b>
<b>Items borrowed</b>	4,719	4,078	3,840	4,201	3,213	4,124	4,553	3,850	4,414	4,197	3,548		<b>44,737</b>
<b>Items loaned</b>	5,305	4,733	4,619	4,688	4,153	4,232	5,220	4,544	5,007	4,466	4,418		<b>51,385</b>
<b>Read Boxes</b>	380	217	153	59	0	0	0	0	0	0	313		<b>1,122</b>

		May 2015	May 2014		May 2015	May 2014
Library cards issued		297	322			
Total checkouts		61,252	60,090	READ Boxes	Adult	62
					Youth	251
Items borrowed	TLN	3,506	3,844		total	313
	MeL	<u>42</u>	<u>86</u>			
		3,548	3,930			
Items loaned	TLN	4,386	4,625			
	MeL	<u>61</u>	<u>59</u>			
		4,447	4,684			

**Self-Check Totals 2014-15 Fiscal Year**

	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
<b>July</b>	81,433	63.09%	51,379	10,899	9,645	5,006	13,934	9,913	1,982
<b>August</b>	73,600	58.02%	42,705	9,394	5,695	5,629	7,397	11,492	3,098
<b>September</b>	67,803	55.41%	37,571	9,120	6,723	3,846	6,845	9,712	1,325
<b>October</b>	67,091	54.90%	36,834	9,154	6,310	3,761	5,137	11,222	1,250
<b>November</b>	64,700	56.33%	36,443	8,253	6,897	4,551	3,669	11,981	1,092
<b>December</b>	63,696	53.17%	33,869	7,997	6,371	3,076	5,709	9,476	1,240
<b>January</b>	66,792	52.45%	35,031	8,155	6,775	3,965	5,533	9,292	1,311
<b>February</b>	62,073	53.96%	33,493	7,668	6,033	3,595	5,894	9,096	1,207
<b>March</b>	70,638	55.31%	39,068	9,186	7,233	3,673	6,724	10,995	1,257
<b>April</b>	61,254	58.22%	35,664	8,483	6,552	3,535	5,637	10,140	1,317
<b>May</b>	61,252	54.86%	33,600	7,841	5,478	3,567	6,045	9,293	1,376
<b>June</b>									
<b>FYTD</b>	<b>740,332</b>	<b>55.98%</b>	<b>415,657</b>	<b>96,150</b>	<b>73,712</b>	<b>44,204</b>	<b>72,524</b>	<b>112,612</b>	<b>16,455</b>

Library Usage									
2013-2014 Fiscal Year					2014-2015 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	37,620	1,447	254	26	July	41,988	1,400	289	30
August	32,464	1,249	250	26	August	37,590	1,296	272	29
September	30,079	1,074	264	28	September	31,986	1,103	275	29
October	31,249	1,008	297	31	October	36,332	1,172	294	31
November	30,109	1,075	257	28	November	30,030	1,073	259	28
December	27,986	1,000	259	28	December	28,625	1,022	264	28
January	37,006	1,234	283	30	January	30,566	1,019	280	30
February	28,760	1,027	264	28	February	28,186	1,044	264	27
March	32,829	1,059	289	31	March	31,116	1,004	292	31
April	41,665	1,488	272	28	April	31,008	1,107	272	28
May	32,683	1,167	268	28	May	28,010	1,000	263	28
June	39,534	1,412	267	28	June			280	29
<b>FYTD Total</b>	<b>401,984</b>	<b>1,182</b>	<b>3,224</b>	<b>340</b>	<b>FYTD Total</b>	<b>355,437</b>	<b>1,114</b>	<b>3,304</b>	<b>348</b>

<b>Computer Logins</b>											
<b>2013-2014 Fiscal Year</b>						<b>2014-2015 Fiscal Year</b>					
	<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops*</b>	<b>Total</b>	<b>Daily Average</b>		<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>
<b>July</b>	5,549	24,600	6	30,155	1,160	<b>July</b>	5,620	46,177	3	51,800	1,727
<b>August</b>	5,075	22,623	1	27,699	1,065	<b>August</b>	4,816	48,923	7	53,746	1,853
<b>September</b>	4,915	30,828	3	35,746	1,277	<b>September</b>	4,866	49,382	1	54,249	1,871
<b>October</b>	5,806	35,096	0	40,902	1,319	<b>October</b>	4,167	54,461	2	58,630	1,891
<b>November</b>	5,240	32,155	3	37,398	1,336	<b>November</b>	4,463	54,338	2	58,803	2,100
<b>December</b>	4,279	32,168	4	36,451	1,302	<b>December</b>	4,228	47,196	1	51,425	1,837
<b>January</b>	4,327	30,792	5	35,124	1,171	<b>January</b>	3,395	51,759	2	55,156	1,839
<b>February</b>	4,583	36,568	0	41,151	1,470	<b>February</b>	2,918	66,156	2	69,076	2,467
<b>March</b>	5,092	39,344	2	44,438	1,433	<b>March</b>	3,556	68,265	2	71,823	2,317
<b>April</b>	4,603	35,152	5	39,760	1,420	<b>April</b>	3,287	61,087	4	64,378	2,299
<b>May</b>	4,653	33,037	2	37,692	1,346	<b>May</b>	2,890	69,463	0	72,353	2,584
<b>June</b>	5,322	45,753	3	51,078	1,824	<b>June</b>					
<b>FYTD Total</b>	<b>59,444</b>	<b>398,116</b>	<b>35</b>	<b>457,595</b>	<b>1,346</b>	<b>FYTD Total</b>	<b>44,206</b>	<b>617,207</b>	<b>26</b>	<b>661,439</b>	<b>2,067</b>

Early Literacy Workstation Usage							
2013-2014 Fiscal Year				2014-2015 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,309	32,845	25	July	1,460	38,035	26
August	1,324	34,520	26	August	1,297	33,735	26
September	987	22,767	23	September	1,039	23,683	22
October	1,067	24,139	22	October	1,005	22,557	22
November	816	19,935	24	November	995	24,158	24
December	658	15,590	23	December	953	21,756	22
January	720	16,998	23	January	971	22,936	23
February	718	16,702	23	February	962	22,029	22
March	834	21,063	25	March	1,185	28,393	23
April	844	20,061	23	April	1,026	23,551	22
May	734	15,847	21	May	901	18,957	21
June	968	23,181	23	June			
<b>FYTD Total</b>	<b>10,979</b>	<b>263,648</b>	<b>24</b>	<b>FYTD Total</b>	<b>11,794</b>	<b>279,790</b>	<b>23</b>

**Technology Training Sessions 2014-2015 Fiscal Year**

	Tech Time	eReader	VHS to DVD	iPad	Keyboarding	Paint.NET	Freegal	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	4	1	4	2	0	1	0	0	0	7	19	
<i>patrons</i>	<b>2</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>		<b>30</b>
<b>Aug</b>	4	0	1	2	0	1	0	1	0	7	16	
<i>patrons</i>	<b>1</b>	<b>0</b>	<b>1</b>	<b>15</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>7</b>		<b>33</b>
<b>Sep</b>	5	1	3	1	1	1	0	0	0	2	14	
<i>patrons</i>	<b>3</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>		<b>25</b>
<b>Oct</b>	5	0	4	1	1	1	1	1	0	7	21	
<i>patrons</i>	<b>4</b>	<b>0</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>7</b>		<b>37</b>
<b>Nov</b>	4	1	4	1	1	1	0	0	0	1	13	
<i>patrons</i>	<b>3</b>	<b>2</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>		<b>28</b>
<b>Dec</b>	4	1	4	1	1	1	1	1	0	2	16	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>		<b>27</b>
<b>Jan</b>	5	1	2	2	0	0	0	0	2	11	23	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>11</b>		<b>37</b>
<b>Feb</b>	4	1	2	2	1	1	0	0	1	3	15	
<i>patrons</i>	<b>2</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>		<b>29</b>
<b>Mar</b>	5	0	2	2	1	1	0	0	1	6	18	
<i>patrons</i>	<b>4</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>		<b>22</b>
<b>Apr</b>	5	1	2	2	1	1	0	0	0	3	15	
<i>patrons</i>	<b>3</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>		<b>19</b>
<b>May</b>	4	1	1	2	1	0	0	1	0	2	12	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>1</b>	<b>7</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>		<b>25</b>
<b>Jun</b>												
<i>patrons</i>												
Sessions	49	8	29	18	8	9	2	4	4	51	182	
<i>Patrons</i>	<b>34</b>	<b>31</b>	<b>38</b>	<b>80</b>	<b>28</b>	<b>30</b>	<b>6</b>	<b>10</b>	<b>4</b>	<b>51</b>		<b>312</b>



2014-2015 Fiscal Year							
	Freegal		Zinio		Indieflix***	Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts*	Videos Viewed	Active Learners	Completed Classes
July	2,070	205	752	9,968			
August	1,884	198	704	8,981			
September	2,089	201	700	8,701	32	107	16
October	2,237	235	632	8,594	33	73	16
November	2,244	235	874	10,932	21	85	2
December	2,148	210	822	11,525	7	69	19
January	2,171	205	918	14,421	43	140	3
February	2,198	224	957	13,237	23	95	2
March	2,471	232	849	13,414	14	74	2
April	2,399	222	919	13,186	0	70	6
May	2,168	210	1,072	15,622	12	66	1
June							
<b>FYTD Total</b>	<b>24,079</b>	<b>2,377</b>	<b>9,199</b>	<b>128,581</b>	<b>185</b>	<b>**</b>	<b>67</b>

\*Includes: Addison, Allen Park, Auburn Hills, Baldwin, Belleville, Berkley, Bloomfield Township, Brighton, Canton, Chelsea, Clarkston, Commerce Township, Crompton, Dearborn, Dearborn Heights, Dexter, Garden City, Grosse Pointe, Farmington, Highland, Howell, Huntington Woods, Madison Heights, Milford, Northville, Novi, Orion, Pontiac, Redford, Rochester Hills, Romulus, Royal Oak, Salem-South Lyon, Saline, St. Clair County, Taylor, Walled Lake, Waterford Township, Westland, White Lake Township

\*\*No FYTD due to the rollover of students in six-week classes.

\*\*\*Due to low usage, this service will terminate at the end of June.

2014-2015 Fiscal Year							
OverDrive							
	Consortium Collection	Corrected Consortium Collection	Advantage Collection	Corrected Advantage Collection	Total OverDrive	Corrected Total OverDrive	New Users
July	3,185	2,414	1,209	771	6,808	3,185	112
August	3,477	2,661	816	816	6,954	3,477	147
September	3,176	2,487	1,140	689	6,803	3,176	369
October	3,272	2,634	1,085	638	6,991	3,272	644
November	3,376	2,695	681	681	6,752	3,376	785
December	2,148	2,813	609	662	5,570	3,475	369
January	2,932	3,164	782	782	6,878	3,946	507
February	2,833	2,953	790	790	6,576	3,743	414
March	3,080	3,080	829	829	3,909	3,909	432
April		2,799		832		3,631	401
May		2,780		772		3,552	335
June							
<b>FYTD Total</b>		<b>30,480</b>		<b>8,262</b>		<b>38,742</b>	<b>4,515</b>

After discovering an error in the old way OverDrive Circulation Activity statistics were obtained, we now see that we need to subtract the Advantage collection totals from the combined Consortium/Advantage grand total to get the total amount of circulation activity by Novi residents on the Consortium collection.

Charging Stations Usage				
	2011-12FY	2012-13FY	2013-14FY	2014-15FY
July		3	3	10
August		2	8	11
September	3	8	2	4
October	1	3	4	3
November	7	3	4	3
December	1	3	0	4
January	8	4	1	3
February	7	3	1	2
March	11	4	0	0
April	5	3	3	3
May	8	1	4	9
June	4	1	5	
<b>Total</b>	<b>55</b>	<b>38</b>	<b>35</b>	<b>52</b>

<b>Meeting Room Rentals</b>					
<b>2013-14 Fiscal Year</b>			<b>2014-15 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>		<b>Rentals</b>	<b>Attendees</b>
<b>July</b>	29	696	<b>July</b>	44	1,234
<b>August</b>	41	1,172	<b>August</b>	54	1,810
<b>September</b>	49	1,274	<b>September</b>	29	760
<b>October</b>	35	1,077	<b>October</b>	36	964
<b>November</b>	32	1,485	<b>November</b>	33	890
<b>December</b>	21	447	<b>December</b>	19	470
<b>January</b>	42	981	<b>January</b>	22	910
<b>February</b>	51	1,505	<b>February</b>	23	656
<b>March</b>	47	1,344	<b>March</b>	36	924
<b>April</b>	32	1,031	<b>April</b>	31	818
<b>May</b>	35	1,726	<b>May</b>	33	965
<b>June</b>	21	946	<b>June</b>		
<b>Total</b>	<b>435</b>	<b>13,684</b>	<b>Total</b>	<b>360</b>	<b>10,401</b>

Library App - 2014-15 Fiscal Year					
	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
<b>July</b>	29,227	1. Novi Main Menu	<b>January</b>	20,489	1. Catalog
		2. My Account Novi Summary			2. My Account
		3. Novi Holdings			3. OverDrive
		4. My Account Novi Items			4. Artwork at the Library
		5. My Account Novi Request			5. Book/DVD lists
<b>August</b>	20,658	1. Catalog	<b>February</b>	31661	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Book/DVD Lists			4. Artwork at the Library
		5. Artwork at the Library			5. Events
<b>September</b>	22,031	1. Catalog	<b>March</b>	40,181	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Artwork at the Library			4. Events
		5. Book/DVD lists			5. Artwork at the Library
<b>October</b>	23,811	1. Catalog	<b>April</b>	36,050	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Artwork at the Library			4. Events
		5. Book/DVD lists			5. Artwork at the Library
<b>November</b>	22,496	1. Catalog	<b>May</b>	47,374	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Book/DVD lists			4. Artwork at the Library
		5. Events			5. BookLook
<b>December</b>	25,095	1. Catalog	<b>June</b>		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Events			
			<b>Total</b>	<b>319,073</b>	



# Summertime Lunch



**When:** *Every Wednesday, Starting June 17 for 9 Weeks - 11am to 1pm*

**Where:** *Village Oaks Elementary School Cafeteria  
23333 Willowbrook- Novi*

**Who:** *Students: Preschool to 12<sup>th</sup> grade*

**How:** *Just Show Up*

**What:** *Each week there will be different activities along with a summertime lunch*

**For More Information Contact:**

**Tia Marie Sanders**  
**Program Coordinator**  
**(248) 449-1200 x2015**

**Volunteers Contact:**  
**Pam Janson**  
**Volunteer Coordinator**  
**feednovichildren@gmail.com**  
**(248) 449-1200 x2015**



**Program Sponsored & Funded By:**

**Novi Rotary**  
**The Kroger Company**  
**Community Donors**

Friends of the Novi Library  
Meeting Minutes of May 13, 2015

I. Call to Order—Sue Johnson, President  
Present: Pat Brunett, Barb Brunett, Julie Abrams, Evelyn Young, Carol Bauer, Gale Ford, Evelyn Cadicamo, Carol Hoffman, Marilyn Amberger, Sue Johnson  
Members absent: Bob Cutler

Presentation of Friends Scholarship—Evelyn Young  
The Award was given to Olivia Regnier.

II. Minutes of April 8, 2015—Julie Abrams  
Motion to accept—Julie Abrams, second—Marilyn Amberger. Passed 10-0.

III. Treasurer’s Report—Marilyn Amberger

Checking Account	\$28,888.74
Savings Account	5,427.12
CD Account	<u>10,175.66</u>
Total	\$44,491.52

Motion to approve Treasurer’s Report—Barb Brunett; second, Julie Abrams. Motion passed 10-0.

- IV. Reports
- A. Library Director—Julie Farkas
    - Julie reviewed the library wish list; 3D printer is still in discussion.
    - “Students for Success” is a book event between the Library and School Superintendent designed for parents and caregivers to help their students succeed.
  
  - B. Book Nook—Carol Hoffman
    - The Book Nook goal is to bring in \$2,000 per month.
    - The November Book sale may be cancelled.
  
  - C. Spring Newsletter—Gale Ford
    - The Newsletter needs to be published by mid-June.
  
  - D. Author Luncheon Recap—Gale Ford
    - The luncheon went well and was a pleasant event.
    - Gale will not be a committee member for this event next year. Our Board fully supports Gale in her decision.
    - A lengthy discussion occurred concerning the problems that arose within the committee.

V. Adjournment: 9:00 p.m. Motion: Julie Abrams; second: Gale Ford. Motion passed, 10-0.

Submitted by:  
Julie Abrams, Secretary

**Call to Order: 7 PM**

**Attendance:** Kathy Crawford, John M, Kelly Sexton, Tammy,

**Visitors:** Sue Grifor

**Approval of Agenda:** approved

**Approval of Minutes:** March minutes were approved with one correction (deletion \$100)

**Finance Report:** none

**Liaison Report:** Betty Lang, no programs to report coming up in the next Month  
There are Music programs coming up,

**Updates and Discussion**

- **Current Project updates:**
- Julie Farkas: Budget approved by the city of Novi, council Villa Barr park, on Napier Road North of 9 Mile, East side, including his collection of Sculptures
- Villa Barr Book negotiations may lead to an opportunity to sell his book. Virtual tour of the Site, city of Novi and the library are negotiating to purchase the book rights. If this occurs then the library would be able to sell the David Barr Authored book "Villa Barr".
- The funding would come out of the History Commission Budget
- Brian Golden, John MacInnis will contact him for Jan. or Feb talk at 1 Pm in 2016
- Spring for Novi. May 2<sup>nd</sup>. we need staffing desk for the history comm desk May 2nd
- Printing more Novi Historical Markers map for the History commission to distribute, Betty to get pricing on various numbers of printings
  1. History Room Volunteers & possibly 6/1, discussion about hosting the LH room in the evening, starting in the fall evening schedules, 3<sup>RD</sup> MONDAY 6 – 8 PM once per month
  2. Novi Teacher /Request, Tammy is working on LH history for the 2<sup>nd</sup> graders in the Meadowbrook School, discussion about the permissions from parents for children to be photographed
  3. Accomplishments of the Comm: Kathy Crawford is working on the list. Crawford will do a report to the Library board
  4. History Commission Programs
    - Sept 17 WW I, Polar Bears, Book on this topic will be purchased.
    - Oct 12 cemetery Folklore, speaker, Bill Grandstaff,
    - Do seminar in the winter, during the day, approx. 1 Pm. January or February during the day., possibly brian Golden, who do not have to drive long distance in possible bad weather.
    - Refreshments and gifting by the Historical Commission, Friends doesn't provide food and Gifts

date of Document Donation Day , Sunday, May 17<sup>th</sup> from 3-5

Web sites updates Kelly is sending information, website needs to be very specific.

New Members Did Dr. Cronover's Appl. for the commission get considered. He put application to be considered for the History Commission.

New Business/ other business

Michigan State Fair Senior Day , Oakland County Parks sponsor for the seniors events, Tammy is going to promote the kids projects from the second grade at the State and county Fairs

instagram. Annimoto, what progress to report?

City Council Visit to Novi road Cemetery Kathy Crawford will contact the city Council.

There was discussion on Going to visit & inventory the storage unit in FH one afternoon,

- Other items, new business

**Next Meeting**

**May 26, Tuesday 2015 7:00pm, Novi Library, note change of date of next meeting, due to K. Crawford conflict.**

**Adjournment**

# Bits and Pieces

Vol.6, Number 5

MAY 2015

## **Southeast Michigan Wins Big in MLA Annual Officer Election**

**CONGRATULATIONS** to **Kathleen Zaenger**, Howell Carnegie District Library Director, for her victory as MLA President-Elect. Our MLA ALA Councilor will be filled by **Steve Bowers** of the Detroit Area Library Network. **Jim Pletz**, TLN Director, won a director's seat, as a Member-at-Large. **Bill Harmer**, Chelsea District Library Director, will continue to serve as a Member-at-Large director. We look forward to Kathleen's leadership, and, expect to hear more from Bill Harmer as he progresses with his highly successful library career.

## **TLN Value Added – A Snapshot of Value Returned for Member Libraries**

Join your fellow directors on Friday, May 29 at 11:00 am at the Southfield Public Library, for the Spring TLN Quarterly membership meeting. You will be rewarded with the first look at the cooperative wide value member libraries receive from services provided by TLN. We measure by each member library, regardless of the level of investment, from \$0 to a high of less than \$200,000. Learn and utilize the secret formula used to measure a value for services or use. Help TLN investigate new approaches to cooperative service and governance.

## **MAP – Michigan Activity Pass**

**Special thanks** to **Jim Flury** and **Brigette Felix** for their leadership and tireless efforts to prepare for the statewide launch of the expanded Michigan Activity Pass (MAP) year 2015/16 season on Memorial Day weekend. We have joined forces with the Department of Natural Resources (DNR) and Blue Cross Blue Shield (Big Green Reading Machine) to more than double the number of venues accessible with MAP. The Library of Michigan has once again generously designated discretionary IMLS funds to support MAP as has the Michigan Cooperative Directors Association. An all online service, we encourage all library directors to visit the TLN MAP website to learn of the many opportunities libraries have to promote MAP use.

## **Roads or Libraries?**

Prepare for a summer legislative session which may prove troublesome for public libraries of all sizes. Once again, the constitutionally protected distribution of penal fines to libraries is under close review by Michigan legislators. Look at the amount your library receives and place it in **human terms**. For example, without penal fine revenue our library would lose the Children's librarian, which means we would eliminate our highly successful summer reading program that helps maintain or enhance the reading level of our children during summer break.



**DIRECTOR'S REPORT  
MAY 2015**

**Activities of Statewide or National Focus**

Attended Michigan Cooperative Directors Association meeting on April 17.

Elected as Member at Large Director for the Michigan Library Association Board of Directors on April 27.

Monitored Friends of Michigan Libraries Spring workshop on April 23 hosted by the Rochester Hills Public Library.

Michigan Library Association Legislation Committee participated in on May 4.

Discussed ExCom Integrated Library System (ILS) decision to retain Sirsi as vendor for next 36 months, extending current agreement by 24 months, with Chris Harris, Sirsi Vice President of Sales, on May 6.

Represented TLN at MAP kick off launch on April 15, with State Senator Stamis, at the Alpena County Library.

**Activities in Support of Member Libraries**

Provided support for TLN board at April 16 meeting convened at the Novi Public Library.

Chaired the TLN managers FY2016 budget development implementation on April 20.

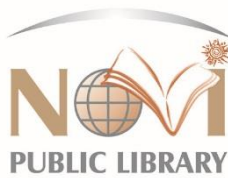
Discussed value added to member libraries as TLN members on May 7 at the Springfield Township Public Library, Waterford Township Public Library and Bloomfield Township Public Library during "Jim's visits" at each library.

Directors of Riverview Public Library, Trenton Memorial Library, Melvindale Public Library, Taylor Public Library and Southgate Memorial Library updated on value returned for use of TLN services during on-site visits on May 11.

Celebrated Q-1 staff birthdays at Quarterly Staff Celebration on May 12.

Continued review of TLN value returned during visits with the directors of the Dearborn Heights Public Library and Redford Township District Library on May 13.

Attended and provided update report on SIRSI project at the May 14 meeting of ExCom.



## Library Board Calendar

### **2015**

June 21 Father's Day, Library Closed

July 4 Holiday – Independence Day, Library Closed

July 5 Library Closed

**July 15 Library Board Regular Meeting**

August – October Community Reads Program

**August 19 Library Board Regular Meeting**

August 21 Staff In-Service, Library Closed

September 5 Library Closed

September 6 Library Closed

September 7 Holiday – Labor Day, Library Closed

**September 16 Library Board Regular Meeting**

**October 21 Library Board Regular Meeting**

October 29 Library hosts Michigan Library Assn. Conf., Library closes at 5 p.m.

November 3 General Election Day

**November Annual Library Report – City Council Meeting, TBD**

November Community Read, Library, TBD

November 11 Holiday – Veteran's Day – Library Open

**November 18 Library Board Regular Meeting**

November 25 Wednesday before Thanksgiving, Library Closes at 5 p.m.

November 26 Holiday – Thanksgiving, Library Closed

**December 16 Library Board Regular Meeting**

December 24 Holiday – Christmas Eve, Library Closed

December 25 Holiday – Christmas, Library Closed

December 31 Holiday – New Year's Eve, Library Closed

### **2016**

January 1 Holiday – New Year's Day, Library Closed

**January 20 Library Board Regular Meeting**

**February 17 Library Board Regular Meeting**

**February TBD Budget Planning Session, Library**

**March 16 Library Board Regular Meeting**

March 26 Library Closed

March 27 Holiday – Easter, Library Closed

April 10-16 National Library Week

**April 20 Library Board Regular Meeting**

**April Budget presented to Council, TBD**

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

Historical Commission meets the fourth Wednesday of the month, 7 p.m.

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