

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, April 17, 2013
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
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 - A. Torry Yu and Jessica Matthew, Library Board Student Representatives – A Year in Review
 - B. Recognition of Torry Yu, Library Board Student Representative, Years of Service
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 - A. Library Budget 2012-2013 19
 - B. Library Financials and Walker Fund – March 31, 2013..... N/A
 - C. Financial Review – March 31, 2013, David Margolis – Treasurer..... N/A
 - D. Library cafe revenue report – due 15th of the month – March 2013 N/A
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- B. HR Committee (Kilgore, Verma – chair)
- C. Finance Committee (Czekaj, Teasdale, Margolis – chair)
- D. Fundraising Committee (Sturing, Mena – chair)
- E. Strategic Planning Committee (Kilgore, Sturing, Mena- chair)
- F. Landscape Committee (Kilgore, Margolis, Czekaj – chair)

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Supplemental Information

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Future Events:

- Friends of Novi Library Regular Meeting – Wednesday, April 24th at 7:00pm, Novi Public Library
- Book It Fundraising Event – Friday, April 26, 2013 (7-10pm), Novi Public Library
- Friends of the Novi Library Regular Meeting – Wednesday, May 8th at 7:00pm, Novi Public Library
- Library Board of Trustees Regular Meeting – Wednesday, May 15th at 7:00pm, City of Novi
- Historical Commission Regular Meeting – Wednesday, May 22nd at 2:00pm, Novi Public Library
- Memorial Day Parade – Monday, May 27th at 10:00am on Karim Boulevard
- Friendraiser on the Patio by Novi Friends – Friday, June 7th at 7:00pm, Novi Public Library
- Friends of Novi Library Annual Meeting – Wednesday, June 12th at 7:00pm, Novi Public Library



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

<http://www.novilibrary.org>

Warrant 505		April 2013	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 1,978.39
CDW-G		268-000.00-734.000	\$ 13,553.28
Comodo CA, Inc.		268-000.00-734.000	\$ 114.97
Comprise Technologies, Inc.	ann lic renewal	268-000.00-734.000	\$ 3,916.75
Solution Control Services, LLC	diagnostic ser	268-000.00-734.000	\$ 306.00
Amazon.com		268-000.00-734.500	\$ 140.95
Sam's Club		268-000.00-734.500	\$ 9.87
Computype		268-000.00-740.000	\$ 362.82
Fifth Third Bank	CC Swipe	268-000.00-740.000	\$ 702.57
Sentry Supply		268-000.00-740.000	\$ 562.06
Lands' End		268-000.00-741.000	\$ 160.65
Amazon.com		268-000.00-742.000	\$ 1,144.19
American Academic Publishing, LLC		268-000.00-742.000	\$ 20.95
American Library Association		268-000.00-742.000	\$ 55.00
AudioCraft Publishing, Inc.		268-000.00-742.000	\$ 20.53
Bernan		268-000.00-742.000	\$ 86.00
Brodart		268-000.00-742.000	\$ 11,907.26
Center Point Large Print		268-000.00-742.000	\$ 364.44
CCH		268-000.00-742.000	\$ 10.26
Farkas, Julie		268-000.00-742.000	\$ 28.00
Gale		268-000.00-742.000	\$ 626.10
Genealogical.com		268-000.00-742.000	\$ 101.30
Multicultural Books & Videos		268-000.00-742.000	\$ 379.94
Scholastic		268-000.00-742.000	\$ 852.00
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 30.64
Knafl, Pam		268-000.00-742.100	\$ 27.95
Redford Township District Library		268-000.00-742.100	\$ 5.95
River Rouge Public Library		268-000.00-742.100	\$ 27.00
Salem-South Lyon District Library		268-000.00-742.100	\$ 29.99
Wixom Public Library		268-000.00-742.100	\$ 13.95
Midwest Tape		268-000.00-744.000	\$ 2,665.08
Amazon.com		268-000.00-745.200	\$ 800.15
Midwest Tape		268-000.00-745.200	\$ 2,651.47
Hyland Software	Novi News Micro	268-000.00-745.300	\$ 507.57
Bright House Networks	Mar-13	268-000.00-801.925	\$ 77.77
Providence Occupational		268-000.00-804.000	\$ 107.80
American Library Association		268-000.00-809.000	\$ 190.00
Michigan Library Association		268-000.00-809.000	\$ 220.00
AT&T	2/22-3/21/13; sec lines	268-000.00-851.000	\$ 143.00
Suntel Services	phone line repair	268-000.00-851.000	\$ 421.04
TelNet Worldwide	2/15-3/14/13	268-000.00-851.000	\$ 668.02
Verizon Wireless	3/1-3/28-13	268-000.00-851.000	\$ 383.16
American Library Association		268-000.00-880.000	\$ 104.40
City of Novi		268-000.00-880.000	\$ 5.00
Eastern Michigan University		268-000.00-880.000	\$ 50.30
Patch	Lib Awareness; May 2013	268-000.00-880.000	\$ 75.00

Warrant 505		April 2013	
Sam's Club		268-000.00-880.000	\$ 206.94
YP		268-000.00-880.000	\$ 56.00
Carmody, Jim	Vol App Dinner 4/9/12	268-000.00-880.268	\$ 450.00
Carpenter, Suzanne		268-000.00-880.268	\$ 37.61
Druschel, Pauline	Sr. Book Disc 4/11/13	268-000.00-880.268	\$ 40.00
Huge Head Test Prep, LLC	Shecket;3/27/13 ACT/SAT	268-000.00-880.268	\$ 75.00
Mutch, Kathleen	Writing; May 2013	268-000.00-880.268	\$ 100.00
Novi Parks, Recreation & Cultural Ser.	Sizzling Summer Art Ser 2013	268-000.00-880.268	\$ 1,600.00
Rzepczynski, Kris	Cont Ancestral Srh; 5/30/13	268-000.00-880.268	\$ 146.49
Target	Battle of the Books	268-000.00-880.268	\$ 26.91
Konica Minolta		268-000.00-900.000	\$ 739.06
Consumers Energy	2/13-3/13/13	268-000.00-921.000	\$ 2,292.98
DTE Energy	1/24-2/21/13	268-000.00-922.000	\$ 7,316.38
Allied Waste		268-000.00-934.000	\$ 157.92
Batteries Plus		268-000.00-934.000	\$ 75.60
Cintas		268-000.00-934.000	\$ 480.55
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 375.00
Home Depot		268-000.00-934.000	\$ 47.53
Long Mechanical Service		268-000.00-934.000	\$ 1,010.00
Meadowbrook Art Center		268-000.00-934.000	\$ 19.97
Michigan Environmental Controls, Inc.	Prop Damper Act	268-000.00-934.000	\$ 545.00
Touch of Tropics	February	268-000.00-934.000	\$ 50.00
Voss Lighting		268-000.00-934.000	\$ 326.89
Brien's Services, Inc.		268-000.00-941.000	\$ 4,096.89
Michigan Automatic Sprinkler Inc.	sprinkler 2013	268-000.00-941.000	\$ 495.00
Trugreen Commercial	ice melt	268-000.00-941.000	\$ 237.50
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 15.50
Farkas, Julie		268-000.00-956.000	\$ 30.00
Lang, Elizabeth		268-000.00-956.000	\$ 58.76
Michigan Library Association		268-000.00-956.000	\$ 85.00
Petty Cash			\$ 106.73
TOTAL			\$ 68,960.69



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

DRAFT

1. Call to Order and Roll Call

Library Board

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

Student Representatives

Jessica Mathew
Torry Yu

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

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

1st – Willy Mena
2nd – Ramesh Verma

The motion passed unanimously.

4. Consent Agenda

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

1st – David Margolis
2nd – Willy Mena

The motion passed unanimously.

5. **Correspondence**

There was no correspondence.

6. **Presentation**

There was no presentation.

7. **Public Comment**

There was no public comment.

8. **President's Report**

A. **Goals Document 2012-2013**

- A taping announcing the Novi Public Library's Book It! Fundraising event was held at Steve & Rocky's, a sponsor for the event. Taping was completed by SWOCC.
- National Library Week is being announced on Cable. National Library Week is April 14-20.
- Novi Homeowners Associations are offered the usage of Library meeting rooms at no cost if they agree to have a tour of the Library or allow a manager on staff to speak about the Library and what we have to offer.
- Hold Shelf has been reduced to seven (7) days from 10 days allowing materials to be circulated more frequently.
- The Library received a \$1,000 grant from the American Library Association – YALSA, allowing for two youth interns to be available for the summer reading program this summer. This is at no cost to the Library.
- The Quality Services Audit Checklist (QSAC) application has been submitted to the Library of Michigan for the Essential Level. There are two more levels to yet to reach.
- The development of the Technology Plan, located on page 30 of the Goals document, is a three-year plan starting in 2013 and ending in 2016.

9. **Treasurer's Report**

A. **Library Budget 2012-2013**

The 2012-2013 Budget dated February 15, 2012 is included in the March 20, 2013 Library Board Packet on pages 31-32. There are no changes since the last meeting.

B. **Library Financials and Walker Fund – February 2013**

The Financials and Walker Fund report ending February 28, 2013 are included in the March 20, 2013 Library Board Packet on pages 33-38.

C. **Financial Review – February 28, 2013 – by David Margolis, Treasurer**

At the February 9, 2013 Budget Study Session, the Board approved a not-to-exceed \$50,000 stipend for the staff with the fund balance not to exceed \$305,000. This was indicated as a separate line item, but should be indicated as a footnote disclosure. The Board will not amend the budget to include this expenditure.

It was a better month for Library Revenues.

Despite another small reduction in recognized Property Tax Revenues for the month, we were able to collect the second portion of State Aid, have a strong month of Room Rentals, and recover a significant amount of market-value fluctuation gains that were recognized in the month of February.

As a result, February 2013 was the third best month of this fiscal year (ignoring the month of July 2012 when Tax Assessments skew results) with the second lowest depletion rate.

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

Financial activity for the month of February:

LIBRARY FUND (Fund #268)

BALANCE SHEET

Cash was decreased by **(-\$183,325)** or **(-5.51%)** during the month.

Current Taxes Receivable were reduced again, this time in the amount of **(-\$2,452.75)** or by another **(-4.27%)**.

TOTAL ASSETS = **\$3,201,937.54**, which are **(-\$185,777.75)** or **(-5.49%)** lower than last month

LIABILITIES = Changes for the month were only in **Accounts Payable**, which decreased by **(-\$15,774.30)** or **(-25.27%)** for a net decrease in **Total Liabilities** of **(-\$15,774.30)** or by **(-7.99%)** for the month, with an ending balance down to = **\$181,664.16**.

FUND BALANCE = As a result, **NET Revenues and Expenses** (for the current month) were decreased by only **(-\$170,003.45)** or **(-19.36%)** leaving an Ending Fund Balance at 2-28-13 of **\$3,020,273.38** (down **-5.33%** from last month).

REVENUES AND EXPENDITURES

REVENUES – As previously mentioned, there was a small reduction in **Current Property Tax Revenues** **(-\$274.86 or -0.02%)**; the Second Portion of **State Aid** (A/C# 268-000.00-567.000) of **\$13,799.64** was collected; **Meeting Room Rentals** (A/C#268-000.00-665.300) were **\$2,350** (the highest monthly amount this fiscal year); and there was monthly **Investment Gains** (A/C# 664.500) of **+\$6,110.00** recognized. For the Eight-Month Year-to-Date, the Library Fund Portfolio has recovered its Net Valuation **Losses** and now shows a Positive Balance of **\$4,007.00**. **Total Revenues** for the month of February were **\$30,406.05** for a Year-to-Date total of **\$2,418,841.20**, which is **99.39%** of the total annual Budget.

EXPENDITURES – with the current fiscal year commencing on July 1st and with eight (8) months under our belt, we're going to measure actual Expenditures utilization against the **66.67%** monthly pro-ration of the Budget estimated.

Personal Services – The total amount spent in this category during the month, **\$138,647.95** or **7.61%** of the annual Budget, is well below the average monthly allocations (of \$152K). On an Eight-Month Year-to-Date basis, we've used **60.01%** of this category's budget. At the end of February, Personal Services expended represent **45.18%** of Revenues (compared to the **49.89%** budgeted).

Materials and Supplies – Despite spending **\$13,941.33** (or **19.10%** of line-item #268-000.00-734.000 Computer Supplies + Software + Licensing) budget, we spent a total of **\$41,431.67** for the month (in this category) which is **8.53%** of Budget for a Year-to-Date total of **66.80%** (vs. the 66.67% benchmark); and which represents **13.41%** of Revenues (compared to **13.30%** budgeted).

Services and Charges – For the month, we only spent **\$19,632.44** or **4.71%** of this Category's Budget (the second lowest monthly amount in this category (and **66.77%** Year-to-Date) – with several line-items out of the norm (*see below*). The combined Eight-month Year-to-Date 2013 spending represents **11.51%** of Revenues (slightly more than the **11.43%** budgeted).

Some of the items worth citing for the month are:

#816.000	Professional Services	\$ 500.00
#855.000	TLN Automation Svcs	-\$ (4,820.66)
#921.000	Heat	+\$ 2,555.41
#941.000	Grounds Maintenance	+\$ 3,613.35

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

TOTAL EXPENDITURES – for the month of February, we spent a total of **\$199,712.06** (or **7.29%** of the budget vs. **8.33%** norm), (and below the equal monthly gauge of \$228,241.67). For the Eight-months so far this fiscal year, we've spent **62.46%** of the Budget (vs. normalized 66.67%). This amount is **70.73%** of Revenues, and is less than fiscal year budget expectations of **75.02%**.

WALKER FUND (Fund #269)

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

For February, **Total Revenues** were up **+\$4,445.85** or +13.57% during the month, for a Year-to-Date total of **\$37,227.42**; with **\$1,627.74** or +6.36% from **Donations**, and with **+\$2,818.11** or +39.25% from **Investment Earnings** since last month. Of the **Interest Income Revenues** recognized, **\$131.61** was from direct **Interest** (A/C# 664.000) and **+\$2,686.50** in **Unrealized Market Valuation Gains** (A/C# 664.500), for a Positive Year-to-Date increase of **+\$541.50**.

Breakdown of February Donation Revenues:

#665.271	General – Youth Collections	\$ 45
#665.267	Programming – Book It!	\$ 281
#665.285	Community Read	\$ 1,302

EXPENDITURES – there were expenditures for the month of February from the Walker Fund of **\$404.24** spent, with **\$400** for **Book It!** Costs and **\$4.24** for **Novi Newbies**.

NET REVENUES OVER EXPENDITURES – As a result, they increased by **+\$4,041.61** or **+17.19%** during the month of February, for a NET Year-to-Date balance of **\$27,557.52**.

BALANCE SHEET – as a result of February activity, **Cash** in the Fund was increased by **+\$3,111.61** or **+0.20%** along with settlement of the **Accounts Receivable** (due from the General Fund) of **(-\$45)** and an **Accounts Payable** liability decrease of **(-\$975.00)**; thus **Un-Restricted Current Year Fund Balance** increased by **+\$4,041.61** for the month of **+17.19%**.

TOTAL WALKER ASSETS =	\$1,562,972.83
	=====
TOTAL LIABILITIES =	\$ 400.00
TOTAL FUND BALANCE =	\$1,562,572.83
	=====
Restricted Fund Balance =	\$ 90,251.09
Un-Restricted Fund Balance =	\$1,472,321.74

COMBINED LIBRARY INVESTMENTS (see separate Report)

LIBRARY FUND (#268) @ 2-28-2013 FMV
TOTAL FUND #268 **\$ 3,146,379**

WALKER FUND (#269) @ 2-28-2013 FMV
TOTAL FUND #269 **\$ 1,562,973**

COMBINED LIBRARY INVESTMENTS = **\$ 4,709,352**
=====

During the month of February 2013, Library Fund (**#268**) Investments were decreased by **(-\$183,323)** or **(-5.51%)**; while Walker Funds (**#269**) went up in value **+\$3,111.61** or **+0.20%**.

If we combine the Balance Sheets of both Funds (**#268** and **#269**), we would show Total Combined Fund Balances = **\$3,020,273.38 + \$1,562,572.83 = \$4,582,846.21**.

This reflects a net decrease in Combined Fund Balances of **(-\$165,961.84)** or **(-3.50%)** during the month of February.

D. Library Café Revenue Report – due the 15th of the month

The Library Café Revenue Report for the month of January 2013 was not included in the March 20, 2013 Library Board Packet. The revenue received was \$411.24.

E. Proposed Library Budget 2013-2014

On pages 43-44 of the March 20, 2013 Library Board Packet is the proposed 2013-2014 fiscal year budget. This is a 5-column budget worksheet.

- Column #1 shows the approved 2012-2013 budget
- Column #2 shows the 2012-2013 Year End projected budget figures.
 - The Property Tax Revenue (A/C#403.000) of \$2,279,000 is a valid figure. Indicated in Column #1, the approved Fund Balance usage was at \$305,120, but the estimated fund balance usage is to be approximately \$135,334.41.
- Column #3 lists the proposed 2013-2014 budget
- Column #4 shows the projected 2014-2015 budget
- Column #5 shows the 2015-2016 projected budget figures.

Columns #5 and #6 are not official figures and are not approved.

President Sturing thanked the Library Board and staff for coming together to work through all the issues presented, and for Julie Farkas for providing all the figures requested by the Library Board.

Treasurer Margolis informed the Library Board that with the increase in hours effective September 1, 2013 this is the reason account #268-000.00-704.000 (Permanent Salaries) and 268-000.00-705.000 (Temporary Salaries) have increased.

President Sturing stated that the Library Board had two goals that were based on the budget:

- Increase hours of operation
- Dedicate more resources within the Library

A motion was made to approve the 2013-2014 fiscal year budget for the Novi Public Library.

- 1st – Larry Kilgore
- 2nd – David Margolis

The motion was passed unanimously.

F. City of Novi – Library Budget Report as of 3/13/2013

The Finance Department at the City of Novi provided a Budget Report dated 3/13/13 with calculations as of 2/28/2013 (pages 45-48 of the March 20, 2013 Library Board Packet). This report was provided to validate the budget numbers and the changes in the Property Tax Revenues for the 2012-2013 and 2013-2014 fiscal year budgets.

10. Director's Report

The planning of the 3rd Annual Book It! Fundraising event is underway and \$3,800 in sponsorships have been received to date. Sponsors recognized this year are Walmart, Twelve Oaks, Global Office Solutions, Novi Town Center and Chasing Fotos. The proceeds from this year's event will be going towards the Fiction and Electronic Book collections. Postcards will be going out to over 600 past donors and tickets are now on sale. This year's entertainment will be the Sundowners Duo. Mayor Bob Gatt has agreed to be the emcee for this year's Book It! Fundraising event. There will also be silent raffles and live auctions with items donated by

local businesses. The liquor license request has been sent to the State of Michigan for approval.

The Read-A-Latte Café lease is being reviewed by the Café Subcommittee (Trustees Mena and Czekaj) and will be brought to the April 2013 Library Board Meeting for approval. The lease is expected to be extended for a three year period.

An explanation of the Library Card Requirement, effective September 1, 2013, can be found on page 49 of the March 20, 2013 Library Board Packet. Information has been provided to the public informing them of the new policy requiring a library card for service.

A small change to the Family and Medical Leave Act (FMLA) Policy was proposed.

A. Public Services Report

The Public Services Report is provided on pages 55-56 of the March 20, 2013 Library Board Packet.

B. Building Operations Report

The Building Operations Report is provided on page 56 of the March 20, 2013 Library Board Packet and a more lengthy report was presented at the Library Board meeting.

Two staff members attended a webinar provided by Foster Swift – Guns and the Library – which indicated changes brought forward through legislation. Information received will be shared with the staff.

1. Technology Plan June 2013-July 2016

The Novi Public Library's Technology Plan was completed for July 2013 – June 2016 and is located on pages 57-62 of the March 20, 2013 Library Board Packet.

C. Library Usage Statistics – February 2013

The February statistics are located on pages 63-67 of the March 20, 2013 Library Board Packet. Highlights include:

- 303 Library cards issued
- 61,916 items checked out
- Number of items borrowed from TLN – 4,315
- Number of items borrowed from MEL –148
- Number of items loaned through TLN – 4,686
- Number of items loaned through MEL – 208
- 56.21% of all items checked out were completed on self – checkout stations
- Total Circulation 61,916
- Daily average people using the Library was 1,136
- Workstation usage 855
- Daily average Computer Logins 965

On page 66 of the March 20, 2013 Library Board Packet is a list of all the Technology Sessions provided to our patrons. This month there were 21 classes offered with 24 participants. Some of the classes offered are one-on-one sessions allowing for special training and questions answered. To date, there have been 112 sessions offered with 183 participants.

Trustee Verma commented on the umbrella stand located in the lobby of the Library and what a great job it was in getting it for our patrons.

11. Friends of Novi Public Library Report

A. February 2013

There was no representative of the Friends Board present.

There was no report offered as they did not hold a meeting in February.

12. Student Representatives' Report

The Student Representatives' Report is provided on page 68 of the March 20, 2013 Library Board Packet.

- The Teen Advisory Board (TAB), which had a low turnout, held their last meeting on February 8, 2013 with the following discussed:
 - Summer Reading 2013 and the TABs role.
 - Teen Space Extravaganza was held on February 12; fun was had by all.
 - Teen volunteers assisted with a DVD sorting project.
 - Coloring Page De-stressor will be held on Thursday, March 21
 - ACT/SAT Test Prep to be held on Wednesday, March 27
 - Animanga Club will meet on Wednesday, April 10.

13. Historical Commission Report

The Historical Commission draft minutes of the February 27, 2013 meeting are included in the March 20, 2013 Library Board Packet on pages 69-70.

The Historical Commission approved minutes of their January 23, 2013 meeting are included in the March 20, 2013 Library Board Packet on pages 71-72.

The Historical Commission has commissioned the etching of the glass overlooking the entrance of the Library in the Local History Room. There will be seven (7) panes that will depict six (6) Novi historical sites and the City of Novi Historical Commission's logo and tagline. This is being paid for by the Novi Historical Commission. The project will begin this spring and an unveiling of the etchings will take place upon completion – expected completion by mid-summer.

14. Committee Reports

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

There was no report provided.

B. HR Committee (Kilgore, Verma – chair)

There was no report provided.

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

There was no report provided.

D. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

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

There was no report provided.

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

There was no report provided.

There will be an election of Library Board Officer positions held at the April 2013 Library Board meeting. Trustee Verma and Trustee Kilgore are on the ad-hoc committee to solicit officers.

15. **Public Comment**

There was no public comment.

16. **Matters for Board Action**

A. **Approval of the 2013-2014 Library Budget**

The 2013-2014 Library Budget was approved at the March 20, 2013 Library Board Meeting and the motion and approval can be found in Section 9., Treasurer's Report, Item #E, Proposed Library Budget 2013-2014.

B. **Resolution for Library Board to obtain a one-time liquor license for event on April 26, 2013**

Resolution: That the application from Novi Public Library for a special license to serve alcohol on April 26, 2013 to be located at 45255 W. Ten Mile Rd., Novi, MI 48375 be considered for approval.

Resolved: That Novi Public Library, through its duly authorized officers, make application to the Michigan Liquor Control Commission (MLCC) for a special license for the sale of beer and wine for consumption on the premises to be in effect for its annual fundraising event on Friday, April 26, 2013, at 45255 W. Ten Mile Rd., Novi, MI, 48375 in Oakland County.

1st – Larry Czekaj
2nd – David Margolis

The motion was passed unanimously.

C. **Family and Medical Leave Act (FMLA) revisions**

The Family and Medical Leave Act (FMLA) revision was reviewed by Trustee Kilgore and he approved the clause stated:

The Novi Public Library (NPL) has adopted this policy to implement the terms of the Family and Medical Leave Act of 1993 (FMLA) and any subsequent changes that are enacted. Eligible employees are entitled to family and medical leave on the terms and conditions stated in this policy, the regulations issued by the Department of Labor under the FMLA and in NPL's other applicable leave policies.

2. "FMLA Leave" means leave that qualifies under the Family and Medical Leave Act of 1993 and any subsequent changes that are enacted, as amended by the National Defense Authorization Act of 2008, Pub. L. 110-181, and the Department of Labor's regulations and is designated by NPL as so qualifying.

The remaining sections of the Family Medical Leave Act (FMLA) have not been amended. The proposed amended Family Medical Leave Act (FMLA) can be found on pages 49-54 of the March 20, 2013 Library Board Packet.

A motion was made to approve the additional language for the Family Medical Leave Act (FMLA).

1st – Larry Czekaj
2nd – Larry Kilgore

The motion was passed unanimously.

17. Adjourn

A motion was made to adjourn the meeting at 7:59 p.m.

1st – Ramesh Verma
2nd – Larry Czekaj

The motion was passed unanimously.

Scott Teasdale, Secretary

Date

THANKS FOR YOUR SUPPORT!

JUNIOR TROOP 41926

Lily ☺
Sherry ☺
Julia ☺
Kamya
Miss Molecki
Anna
Sommer
Danielle ☺
Erin ☺
9/19/18



NOVI PUBLIC LIBRARY – 2012/2013 GOALS

Marketing/Relationship Building/Outreach—Goal #1:

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

Strategy:			
Increase resident usage of Library services.			
Tactic	Owner	Status	Due Date
Promote Library services through newspapers, radio, television, and electronic media	Admin	Teen Space articles appeared in Patch and Novi News; Food for Fines promoted in Novi News and Patch; SWOCC taping for Book It event; continuing to provide press releases and connecting for coverage of events	Ongoing; 11/12; 2/13; 3/13; 4/13
Tactic	Owner	Status	Due Date
Promote specialized patron services, such as online holds, online renewals, self-checkout, self-service holds, after hours holds, lending laptops, etc.	Support Services; Admin	Two-sided bookmarks being created to promote two services each month; promoting lending laptops with signs and slides; also promoting library card as “smartest card”	Ongoing; 10/12; 3/13
Review current brochures; revise and/or create new as needed	Admin; Managers	Welcome brochure updated; Circulation brochure to be reviewed; considering separate brochures for meeting room rentals, notary service; Gift for Today brochure updated reflecting new tax laws; reviewing all materials for updates based on change of hours to begin in Sept.	10/12; 11/12; 4/13
Strategy:			
Determine appropriate hours and levels of service.			
Tactic	Owner	Status	Due Date
Investigate options and compare to area libraries	Admin	Reviewed hours at DSLRT libraries; proposed plan for expanding hours in next FY; approval of expanded weekend hours to begin in September	2/13; 3/13
Strategy:			
Increase usage of services and facility with community partners.			
Tactic	Owner	Status	Due Date
Encourage use by homeowners associations	Admin	Invited to hold meetings here at no cost when including Library tour or talk; presented to Crosswinds and Taft homeowners groups; tours given to Royal Crown and North Haven homeowners associations; tour for Lexington	Ongoing; 11/12; 12/12; 1/13; 2/13; 3/13; 4/13

		Green Homeowners Association; tour for Cheltingham Estates; tour for Churchill Crossing; Briarwood Village talk; Saratoga Homeowners talk	
Provide space in the library for community group use to draw in non-library users	Admin; Info Services	Partnered with Novi Girl Scout Troop 4108 so they could display posters on bullying for a project; provided space for Middle School's winning posters detailing Red Ribbon Week; Orchard Hills Elementary art on display	10/12; 11/12; 4/13

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

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

Strategy:		Improve services through use of new technology.	
Tactic	Owner	Status	Due Date
Investigate a library app, possibly partnering with City	IT/Facilities; Info Services	Reviewed Boopsie for Libraries and plan to implement; City pursuing other options; working with TLN to begin implementation; proposal provided to TLN and meeting scheduled	3/31/13; 11/12; 3/13; 4/13

Staff Development—Goal #3:

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

Strategy:		Ensure adequate training and development for staff.	
Tactic	Owner	Status	Due Date
Provide annual Staff Development Day	Admin	Safety & Security in the Library, 11/16/12; included presentations by Library staff, City staff, Novi Fire and Police; planning in process for 2013 staff day	11/12; 4/13

Financial for Operations—Goal #4:**Balance the needs of the community with fiscal responsibility.**

Strategy:		Maintain process of one year budget and two year projection.	
Tactic	Owner	Status	Due Date
Budget process continues yearly	Admin; Board	Budget study sessions scheduled: Feb. 9 & 23; <i>new budget approved</i>	<i>3/13</i> ; 11/12

Policies and Planning—Goal #7:**Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.**

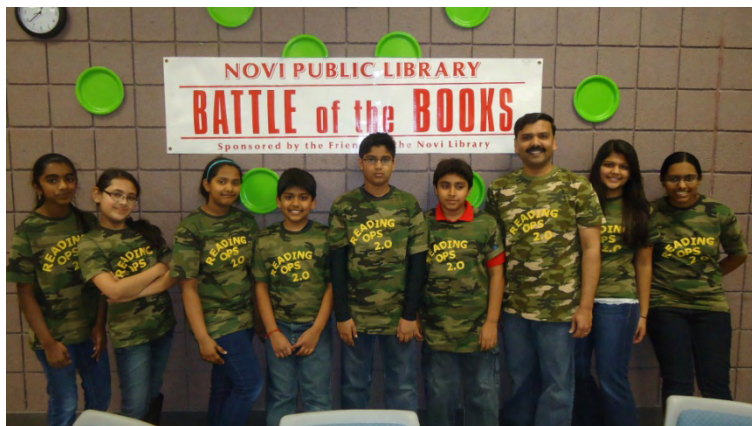
Strategy:		Achieve QSAC (Quality Services Audit Checklist) certification.	
Tactic	Owner	Status	Due Date
Implement changes as needed to meet QSAC requirements and submit request for certification	Admin	Application for Essential level submitted to Library of Michigan; <i>certification confirmed</i>	3/13; <i>4/13</i>

2012-2013 Budget 2/15/12		2010/2011 Audited (9/2011)	2011/2012 Approved (Rev 9/2011)	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Revenues					
Account	Description				
403.000	Property Tax Revenue	2,358,422.00	2,234,000.00	2,234,000.00	2,219,000.00
567.000	State Aid	25,466.00	20,000.00	19,500.00	17,500.00
657.000	Library book fines	54,889.00	44,100.00	55,000.00	57,000.00
658.000	State penal fines	66,908.00	63,500.00	64,306.00	65,500.00
664.000	Interest on Investments	31,724.00	14,000.00	16,393.00	25,000.00
665.000	Miscellaneous income	13,823.00	9,000.00	14,000.00	14,500.00
665.100	Copier	2,463.00	2,000.00	2,600.00	2,500.00
665.200	Electronic media	5,035.00	7,500.00	3,000.00	3,500.00
665.266	SRP T-shirt sales	145.00		0.00	150.00
665.267	Library Program - Book It	12,664.00		0.00	0.00
665.290	Library Fundraising Revenue	835.00		590.00	1,000.00
665.300	Meeting Room	11,770.00	6,500.00	10,500.00	12,000.00
665.400	Gifts and donations	16,283.00	2,000.00	9,500.00	5,000.00
665.404	Novi Township Assessment	6,822.00	6,350.00	6,128.00	6,130.00
665.500	Book rental	0.00	0.00	0.00	0.00
665.650	Library Café	5,924.00	4,500.00	5,000.00	5,000.00
665.800	Miscellaneous Paper Revenue	0.00	0.00	0.00	0.00
666.000	Other revenue - grants	0.00	0.00	0.00	0.00
676.269	Transfer from Walker Fund		0.00	0.00	0.00
Total Revenue		2,613,173.00	2,413,450.00	2,440,517.00	2,433,780.00
		2010/2011 Audited (9/2011)	2011/2012 Approved	2011/2012 Est Yr End (2/11/12)	2012-2013 Approved
Expenditures					
Account	Description				
704.000	Permanent Salaries	860,006.00	870,000.00	838,030.00	898,000.00
705.000	Temporary Salaries	520,388.00	539,000.00	541,500.00	561,000.00
709.100	Sick Bank Payout	0.00	0.00	0.00	0.00
715.000	Social Security	103,577.00	108,000.00	105,000.00	111,000.00
716.000	Insurance	154,169.00	184,000.00	180,000.00	212,000.00
716.200	HSA	3,750.00	7,200.00	7,200.00	10,800.00
718.000	Pension DB	30,828.00	26,000.00	25,444.00	0.00
718.050	Pension - add'l DB	150,000.00	0.00	0.00	0.00
718.200	Pension - DC	16,561.00	18,000.00	20,000.00	24,000.00
719.000	Unemployment Ins	13,338.00	10,000.00	4,000.00	2,000.00
720.000	Workers' Comp	1,991.00	2,250.00	4,000.00	2,500.00
Total Personnel Services		1,854,608.00	1,764,450.00	1,725,174.00	1,821,300.00
Supplies					
726.400	Cash over/short	0.00		0.00	0.00
727.000	Office supplies	15,791.00	25,000.00	15,500.00	17,500.00
728.000	Postage	1,150.00	2,100.00	2,000.00	2,100.00
734.000	Computer sftwr & licensing	66,059.00	87,000.00	87,000.00	73,000.00
734.500	Computer supplies equip	9,544.00	15,000.00	15,000.00	12,000.00
740.000	Operating supplies	23,204.00	24,500.00	24,500.00	31,700.00
741.000	Uniforms	521.00	300.00	300.00	300.00
740.200	Desks, chairs, cabinets, etc.	4,163.00		0.00	0.00

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

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

Director's Report – Julie Farkas



Battle of the Books – March 23, 2013

We had another successful Battle this year! The winning team of our 10th Annual Battle of the Books was **Reading Ops 2.0**.

Team members were: Shiven Acharya, Advay Muchoor, Megha Patri, Eshwar Pitchiah, Ananta Prayagai, and Lahari Vavilala. Team coach was Pitchiah Balasubramanian; Co-Coaches: Minu Pitchiah and Mahati Vavilala.

This is such a fantastic program for our 5th and 6th graders as it encourages them to read 6 novels

and tests the students' memories for details about the books. I am always impressed by how well the teams do. A total of 12 teams took part this year. Special thanks to the Friends of the Novi Library and Cold Stone Creamery of Novi for their donations and support. Also, a VERY SPECIAL thank you to the Youth Staff for putting this event on and making it so special for the kids in attendance.

Fundraising Committee

The Library has secured a total of \$4700 in Sponsorships and over \$6,000 in donated prizes for the Book It event scheduled for Friday, April 26th.

The sponsors this year are: Steve & Rocky's, Walmart, Twelve Oaks, Novi Town Center, Global Office Solutions, Chasing Fotos, St. John Providence Hospital and Menchie's.

Steve & Rocky's will be providing the appetizers and desserts. Beer and wine will be available for purchase at the event as well. We have a fantastic group that will perform at the event: **The Sundowners Duo** providing County/Western tunes. Many great live auction and raffle prizes were received from over 50 Novi businesses. Ticket sales have been going well. We sent out over 600 invites to our past attendees and donor list and a shared postcard for Book It and the Emergency 5K run will go out this week. Board members are asked to turn in their tickets to Marcia as soon as possible.

National Library Week (April 14 – 20)

This is always a great week to celebrate for our Library Board, patrons and staff! It's a time to say "thank you" for the support that we have received by our Novi residents and the dedication that has been given by our dedicated Library Board and staff to make our library the best that it is. We have many reasons to be excited as we have accomplished so many awesome things this past year...

2012-2013 Significant Accomplishments

- In August, the Library launched its 3rd Annual Community Read with neighborhood libraries (Lyon Township, Northville District Library, Salem South Lyon District Library and Wixom Public Library). The community was encouraged to read the title *Picking Cotton* by Jennifer Thompson. Over 700 people read the book. In November, close to 200 community members gathered at the Novi Library to meet the author.
- In September, the Fundraising committee began planning the Library's 3rd Annual Book IT fundraising event. The event is scheduled for April 26, 2013. The theme this year is Diamonds and Denim. Sponsors

for the event include: Steve & Rocky's, Walmart, Twelve Oaks, Novi Town Center, Global Office Solutions and Chasing Fotos.

- In October, the Library introduced its Teen Space to the Novi middle and high school community. This concept came from teen focus groups where young teens voiced their need for a place to “hang out” and “socialize” in the Library without disturbing other Library guests. A partnership began with Novi Youth Assistance, Novi Community School District and the City of Novi Parks, Recreation and Cultural services to provide monitors to be on duty every Monday – Thursday from 2-5pm daily at the Library. This program sees an average of 30 teens per day.
- In October, the Library unveiled a new piece of artwork in the main lobby area. The piece, called *Maha Maze*, was generously donated by the Davio family in loving memory of Carol Davio.
- In October and November, The Library offered two unique programming experiences called “*On the Road with NPL*”. These daytrips took community members to the Michigan State Capitol and the Detroit Institute of Art. The programs provided both an educational and cultural experience for the attendees. This was a new way of generating fundraising dollars for the Library.
- In November, the Library Board of Trustees approved a financial plan for the Novi Public Library. Thus, providing guidance to future boards.
- In December, the Library Board of Trustees approved a new 5 year Strategic Plan for the Novi Public Library. The plan was created by a committee of Novi residents and business owners. Focus groups and many feedback sessions were held. The plan created new goals and close to 100 strategies which will be implemented over the next 5 years (2013-2018). In addition, a new motto was created for the Library: **Inform. Inspire. Include.**
- In December, the Library received a very generous gift of \$20,000 from the Friends of the Novi Library. This donation will go toward enhancing new services, programs and technology at the Library.
- In early January, the Library was awarded a Customer Service Excellence award by the Novi Chamber of Commerce.
- On Martin Luther King Jr. Day the Library was open for the first time to the public and offered services and provided a wide variety of programs to commemorate the day.
- In February, the Library offered its first Food for Fines event which welcomed patrons to donate food items in exchange for having fines deducted from their Library accounts. This program was held in partnership with Walmart.
- In February, the Library was awarded \$1000 from Dollar General and the American Library Association to engage 2 teenagers in a paid internship at the Library for summer 2013. The interns will manage the teen volunteer program during the Library’s summer reading program.
- In March a library card campaign was launched to encourage library patrons to carry their cards in their wallets or on their key-chains. This will help save patrons time as well as guarantee accurate account information and service. This policy will go into effect on September 1, 2013.
- In April, the State of Michigan recognized the Novi Public Library for achieving ESSENTIAL level for QSAC (Quality Services Audit Checklist). This is one of 3 levels that can be achieved.
- The Library continued its Geek campaign, encouraging patrons to tell the Library what their passions or hobbies are. Information gathered from patrons will help to create new programming opportunities at the Library.

Proclamation
National Library Week 2013
April 14-20, 2013

WHEREAS, libraries provide free access to all – from books and online resources for families to library business centers that help support entrepreneurship and retraining; and

WHEREAS, our nation's school, academic, public and special libraries make a difference in the lives of millions of Americans today, more than ever; and

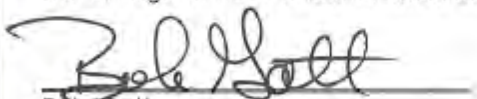
WHEREAS, librarians are trained professionals, helping people of all ages and backgrounds find and interpret the information they need to live, learn and work in a challenging economy; and

WHEREAS, libraries are places of opportunity providing programs that teach all forms of literacy, promoting continuing education and encouraging lifelong learning; and

WHEREAS, your Novi library card is the SMARTEST card in your wallet or on your key chain and provides access for our community to resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.

WHEREAS, the Library Board and staff have adopted a new motto ***Inform – Inspire – Include***, which personifies the commitment they have for its Novi community and are celebrating National Library Week.

NOW, THEREFORE, BE IT RESOLVED; that I, Bob Gatt, Mayor of the City of Novi, on behalf of the Novi City Council, proclaim National Library Week, April 14-20, 2013. I encourage all residents to visit the library this week to take advantage of the wonderful resources.


Bob Gatt
Mayor



New Artwork at the Novi Library – Detroit Institute of Arts Inside/Out Program

The DIA (Detroit Institute of Arts) installed a beautiful piece of artwork on the front of the building by the main entrance. The piece is called: Study for “Birds” by Albert Joseph Moore (1878). This is part of the Inside/Out program sponsored by the DIA. Both Information desks and the kiosk in the main lobby have brochures/map that promotes the program. There are 5 pieces in Novi, which the map shows. In addition, if patrons are looking for more information about where other pieces are on display throughout the Detroit area, a laminated sheet was placed at both Information desks today to share with patrons.

27th Annual Book & Author Luncheon - Thursday, May 9th - You are cordially invited to the Friends of the Novi Public Library's 27th Annual Book & Author Luncheon at Fox Hills Golf Club in Plymouth. Featured author is D.E. Johnson. Tickets are on sale in the Library Administration office. Cost of a ticket is \$25.00.



Library Achieves QSAC Essential Level (Quality Services Audit Checklist)

Congratulations to four Michigan public libraries for achieving recognition as QSAC Essential Level Libraries!

QSAC is a voluntary management standards program that assists public libraries by setting benchmarks for Governance & Administration, Human Resources, Services, Collection Development, Technology, Facilities & Equipment and Public Relations. The Library of Michigan recognizes public libraries as they achieve each level. Libraries can be certified at the Essential, Enhanced and Excellent levels.

The new libraries and librarians with their level of certification are:

- Novi Public Library (ESSENTIAL) – Julie Farkas, Director
- Kalkaska County Library (ESSENTIAL) – Bradley Chaplin, Director
- West Branch District Library (ESSENTIAL) – Emily Boerson, Director
- Wixom Public Library (ESSENTIAL) – Cindy Mack, Director

If you have any questions about the program or achieving certification, please contact me. A full list of certified libraries is at the QSAC, www.michigan.gov/qsac.

Shannon D. White
Continuing Education Coordinator
Library of Michigan



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

April 4, 2013

Julie Farkas, Director
Novi Public Library
45255 W. Ten Mile Road
Novi, MI 48375

Dear Director Farkas:

Congratulations on achieving the Essential Level of the Library of Michigan's Quality Services Audit Checklist (QSAC). Enclosed is your certificate of completion. I hope you will frame it and display it proudly in your library.

By achieving Essential Level status, you show your public that you are providing them with quality library service. We in the library world know that your level of service has been achieved by hard work and dedication to serving your community. Please extend the Library of Michigan's congratulations to your hard-working staff and board.

A sample press release is available at <http://www.michigan.gov/qsac> for your use. We have also sent a letter to your state representative and senator notifying them of the dedication and quality of service that your certification acknowledges.

If you have any questions regarding your certification, please contact Shannon White at (517) 373-9489 or whites29@michigan.gov.

Sincerely,

Nancy R. Robertson
State Librarian

NRR/sw
Enclosure



LIBRARY OF MICHIGAN

702 WEST KALAMAZOO STREET • P.O. BOX 30007 • LANSING, MICHIGAN 48909
www.michigan.gov/libraryofmichigan • (517) 373-1580

*Library of Michigan
Certificate of Completion
Novi Public Library
for completing the
Essential Level
of the
Quality Services Audit Checklist*

Granted: March 2013, Expires: March 2016

Nancy Robertson

Nancy R. Robertson, State Librarian



Library Café Lease

This Lease Agreement is made and executed this 1st day of June, 2013, by and between the **Novi Public Library** (“Lessor”), whose address is 45255 W. Ten Mile Road, Novi, Michigan 48375, and **Read A Latte Cafe** whose address is 32592 Eleven Mile Road, City of Farmington Hills, Michigan, 48336 (“Lessee”), as follows:

WHEREAS, Lessor desires to lease space to the Lessee in the Novi Public Library (the “Library”), located at 45255 W. Ten Mile Road, Novi, Michigan 48375, for use as a coffee and juice concession (the “Café”); and

WHEREAS, the parties desire to memorialize the terms of their Agreement in writing.

NOW THEREFORE, in consideration of the rights and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

Section I

Description of Lease Space

The area to be leased consists of and is described as follows: space containing approximately 425 square feet including all finishes for the area to complement the rest of the Library, and including the following amenities; **five (5) tables with ten (10) chairs**; two (2) service cabinets/counters; locked storage space adjacent to the Café; a source of water, a floor drain, necessary plumbing and electrical service; a telephone jack for a dedicated phone line; and security gates for when the Café is not in use; all in compliance with the requirements of the International Building Code (The “Leased Premises”). Any additional equipment needed for the operation of the Café shall be provided by, and remain the property of the Lessee. The Leased Premises shall be located on the first floor of the Library. The location of the Leased Premises in the Library shall not be subject to change without the prior written consent of Lessor.

Deliveries from Lessee and outside vendors for café must use the staff entrance/loading dock and not the main entrance area. Vehicles are not to be permanently parked in the staff entrance/loading dock area.

Section II

(a) Use

The Leased Premises are to be used as a Café only, and for no other purpose. Lessee agrees to restrict the use of the Leased Premises for that purpose, and to limit the business conducted therein to retail sales of consumable goods. Lessee shall manage, operate and maintain the Leased Premises in a first class manner, offering high quality products and service. Baking and cooking of food on the Leased Premises shall not be permitted; however, re-warming of baked products and other appropriate café foods shall be permitted.

Lessee will not change the name of the Café without the prior consent of the Lessor which shall not be unreasonably withheld.

Section III

Term of Lease

This initial term of this Lease shall be three (3) years, **beginning on June 1, 2013** (“Commencement Date”), with an option for one renewal term of three (3) years. Lessee may notify Lessor of its intention to renew this Lease Agreement not less than 120 days prior the expiration of the initial term.

Lessee shall have the option to terminate this Lease upon not less than 30 days prior written notice to Lessor in the event that Lessor opens the Library to the public for less than 40 hours per week for 4 consecutive weeks.

Section IV

Rent

The monthly rent payable to Lessor shall be \$125.00, or Ten Percent (10%) of monthly gross sales, whichever is greater. Rent shall be payable in arrears on or before the 15th day of each month (for example, the rent for June is payable on or before July 15). Any payment not made within five (5) days of when first due shall be subject to a late payment charge in the amount of \$100.00.

“Gross Sales” shall include the entire amount of the actual sales price of all sales of merchandise, less sales tax, and all other receipts of business conducted by Lessee at or from the Leased Premises or within the Library. Lessee shall prepare and maintain full, complete and proper books and records. Lessee shall furnish to Lessor, with each rent payment, a complete statement certified by Lessee, of the amount of Gross Sales for the immediately preceding calendar month. Lessor may, at any time, upon ten (10) days prior written notice, arrange for an auditor selected by Lessor, to conduct an audit of the financial records of Lessee, for any period covered by any statement issued by Lessee during the term of this Lease. Lessee shall make available to Lessor’s auditor at the Library, or at such other place as Lessor may direct, all books and records the auditor may reasonably deem necessary to conduct an audit.

Section V

Deposit

A security deposit in the amount of One Thousand Dollars (\$1,000) shall be retained by the Lessor until the termination of this Lease.

Lessee hereby grants to Lessor a lien and security interest as security for payment of all rent, or any other charges now or hereafter payable to Lessor hereunder, upon all equipment, fixtures, and inventory (and the proceeds hereof) within the Leased Premises, including all improvements, equipment, fixtures, inventory, merchandise and other personal property now or hereafter placed on or in the Leased Premises, to the full extent of Lessee’s interest therein, and such lien shall include the right to prevent removal of said property from the Leased Premises and may be enforced, upon nonpayment of rent or other charges, or any other default by Lessee hereunder, without notice to Lessee. Lessor shall also have all other rights and remedies for default provided by law, including those set forth in the Uniform Commercial Code, as adopted in the State of Michigan.

Section VI

Access

Lessee and Lessor agree to maintain access without obstruction of any kind at all times through and from the Leased Premises to surrounding aisles so as not to unreasonably inhibit ingress and egress.

Section VII

Stock and Manner of Sales

Lessee agrees to carry in stock the merchandise that it advertises as being for sale at all times during the business hours of the Library. Lessee further agrees that it will clearly mark all goods for sale and will maintain prices consistent with industry standards. Lessee agrees to operate the Leased Premises in a professional manner, and in accordance with the laws and regulations of the State of Michigan, the Oakland County Health Department, and the City of Novi.

Section VIII

Utilities

Lessor agrees to furnish Lessee all utilities adequate and reasonable for the Leased Premises, as determined by Lessor in its sole discretion. The parties acknowledge that the Leased Premises are merely a portion of the Library, and are not equipped with separate HVAC. Lessee shall be responsible for all telephone charges for its dedicated line, and any other separately metered services. Lessor will furnish a password to Lessee for access to the internet via Lessor's Wi-Fi system.

Section IX

Advertising

All advertising materials shall be subject to Lessor's prior approval. Lessee shall not use Lessor's name or logo, or any variation thereof, in its advertising without Lessor's prior written approval. **Use of the Library's photo copier machine is restricted to café related business and marketing only.**

Section X

Compliance with Library Rules

Lessee and its employees will at all times during the term of this Lease Agreement or any renewal term(s) be governed by all rules prescribed by Lessor for the management of its Library, and Lessee will operate its Café with due regard to the requirements of Lessor.

Based on the Library's Rules of Conduct (Policy P11), café employees are required to enforce the following rules with library patrons and alert the Management Team to any patron issues/concerns. Library staff will enforce Library rules in café area as needed.

1. Patrons shall be engaged in activities associated with the use of the public library. Patrons not reading,

studying, attending a program or using Library materials or facilities as intended may be required to leave the premises.

2. Patrons shall respect the rights of other patrons. Patrons may not harass, threaten, or disturb Library staff or patrons while in the Library so that it interferes with any patron's use of the Library or the ability of the staff person to do his/her job.

3. Patrons are expected to speak in a tone of voice appropriate for the area in which they are speaking. Producing or allowing any loud, unreasonable, or disturbing noises that interferes with other persons, including those from electronic, entertainment, and communication devices is prohibited. The use of headphones to listen to audio equipment is required.

4. The café seating area is reserved for café customers.

5. Food and drink are allowed in designated areas of the Library. Patrons are expected to use care when eating and drinking. Closed containers for liquids and food are required.

6. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited (Policy P7).

7. Climbing on tables, shelving or other Library furnishings is prohibited.

Section XI

(b) Insurance

Lessee agrees to maintain, at its own expense and through a company licensed to do business in the State of Michigan and reasonably acceptable to Lessor, liability insurance in an amount not less than \$1,000,000, workers' compensation insurance for all of Lessee's employees, in strict accordance with all applicable state laws, and fire protection insurance for the Leased Premises in the amount of \$1,000,000. The Novi Public Library shall be named as an additional insured on Lessee's liability and fire insurance policies. Lessee's insurance policies shall provide for thirty (30) day advance written notice to Lessor in case of a cancellation, termination, amendment or other modification.

Section XII

Management and Hours

Lessee agrees that it will open the Café for business to the public not less than 10:00am to 8:00 pm on all days that the Library is open to the public, provided that the Library is open during those hours. Lessee shall be responsible for the maintenance and cleaning of the Premises, its equipment and the bussing of the Library's main area of any refuse resulting from operation of the Premises. Lessee shall continuously use and occupy the Premises during the term of this Lease. In the event Lessee discontinues operation for a period in excess of seven (7) business days, Lessor may immediately terminate this Lease by written notice to Lessee. **Lola Bernstein** shall, at all times during the term of this Lease and any renewal term(s), be primarily responsible for the management and operation of the Café on the Leased Premises.

Section XIII

(c) Employees

Lessee shall be responsible for the hiring and termination of its own employees and for withholding taxes on employees' wages. Both parties shall indemnify and hold the other harmless from any employment-related claims and expenses. Lessee shall provide its employees with work space, appropriate uniforms and equipment at Lessee's expense and in its sole discretion. Lessee and employees are required to wash hands prior to leaving the restroom and prior to preparing food.

Section XIV

(d) Licenses and Permits

Lessee shall be responsible for obtaining all appropriate licenses and permits necessary to operate at the Leased Premises in compliance with all federal, state, and local laws and regulations, and to provide proof of the same upon written request of Lessor.

Section XV

(e) Taxes

Lessee shall be responsible for payment of all taxes incurred in the operation of the Leased Premises, including but not limited to, income, sales, unemployment and personal property taxes imposed by any governmental authority.

Section XVII

Assignment and Sublease

Lessee agrees that it will not assign or sublet the Leased Premises, or any portion of the Leased Premises, without Lessor's written consent, which may be withheld for any reason. A change in ownership of Lessee shall be deemed to be an assignment requiring Lessor's prior written consent for purposes of this section.

Section XVIII

Signs

Lessee agrees that it will not put up any signs on the inside or outside of the Leased Premises without the prior written consent of Lessor. All proposed signage and displays are subject to Lessor's prior approval.

Section XIX

Entrance

All customers of the Leased Premises shall enter through the Library's main entrance. Employees of the café premises shall enter the Leased Premises through either the Library's public entrance and/or the staff entrance based on need. Lessor will determine staff entrance privileges. The Leased Premises will not have any separate street entrances, unless required by governmental agency. Such entrance shall then be provided at the sole expense of Lessor.

Section XX

(f) Protection of Person and Property

Lessee shall be responsible for and will initiate, maintain and provide supervision of safety precautions and programs in connection with the performance of food and beverage services on the Leased Premises. Lessee shall refrain from loading the floors, electrical system, plumbing systems, or heating, ventilating and air conditioning systems beyond the point considered safe or appropriate by a competent engineer or architect selected by the Lessor, and shall refrain from using electrical, water, sewer, HVAC and plumbing systems in any improper way. Tenant shall use grease traps and other drain protection devices as may be deemed necessary in order to protect the drainage, sewer and plumbing systems. Lessor will arrange for annual cleaning of such systems to comply with health and safety regulations.

Section XXI

(g) Trademark

Lessee shall retain rights to any trademark and any service marks held by it and any logos used to identify the services.

Section XXII

Independent Contractor

It is agreed by the parties that, at all times and for all purposes within the scope of this Lease Agreement, the relationship of the Lessor and the Lessee is that of independent contractor and not that of agent or employee. No statement contained in this Lease Agreement shall be construed so as to find the Lessee to be an agent or employee of the Lessor, and the Lessee shall be entitled to none of the rights, privileges or benefits of Lessor's employees.

Furthermore, Lessee is not authorized to enter into or sign any agreements on behalf of the Lessor or to make any representations to third parties that are binding upon the Lessor.

Section XXIII

Return of Leased Premises at Termination

Lessee agrees to deliver the Leased Premises to Lessor or its successors and assigns at the end of the initial term of this Lease Agreement, or of any renewal term(s), without further demand or notice, and in as good order and repair as it is on the Commencement Date, allowing for reasonable wear and tear.

Section XXIV

Lessor's Right to Terminate on Lessee's Breach

In case Lessee fails to carry out any of the terms or conditions of this Lease Agreement, Lessee shall be deemed in default. Lessor shall provide written notice of any default to Lessee. Lessee shall then have five (5) business days to cure said default. Upon failure by Lessee to cure any default within the aforesaid period of time, Lessor may terminate this Lease Agreement immediately. Upon termination, all rights of Lessee to occupy or use the Leased Premises will cease, and Lessee and all of its officers, agents and employees shall vacate the Premises. Termination of this Lease Agreement by Lessor will not prevent or interfere with Lessor's recovery from Lessee of any rent or other payments due under the provisions of this Lease Agreement, or from proceeding to collect damages for breach of this Lease Agreement by Lessee.

Section XXV

Binding Effect on Successors and Assigns

This Lease Agreement will be binding on the heirs, executors, successors and assigns of the parties.

Section XXVI

Notices

Notices shall be served at the parties' respective addresses given at the beginning of this Lease Agreement, either by (a) delivering or causing to be delivered a written copy thereof; or (b) by sending a written copy thereof by United States certified or registered mail, postage prepaid. Said notice shall be deemed to have been served upon receipt.

(h) Section XXVII

Catering/Food Service

The Lessee shall have the right to offer the food service/catering/beverage service available to patrons of the library as well as users of the meeting room areas. **Information pertaining to catering will be supplied by the Lessee for marketing and promotional purposes.**

Section XXVIII

Miscellaneous

- (i) All covenants, promises, representations and agreements herein contained shall be binding upon, apply and insure to the benefit of Lessor and Lessee and their respective heirs, legal representatives, successors and assigns.
- (j) The rights and remedies hereby created are cumulative and the use of one remedy shall not be taken to exclude or waive the right to the use of another.
- (k) The words "Lessor" and "Lessee" wherever used in this lease shall be construed to mean Lessor and Lessees in all cases where there is more than one Lessor or Lessee, and to apply to individuals, male or female, or to firms or corporations, as the same may be described as Lessor or Lessee herein, and the necessary grammatical changes shall be assumed in each case as though fully expressed.
- (l) The parties agree that this agreement is the complete and exclusive statement of the agreement between the parties and supersedes all prior written or oral communications, representations and agreements.
- (m) Lessee shall not make, construct, or install any improvements or other physical alterations to the Premises without the express prior written consent of the Lessor.
- (n) Tenant shall not cause or permit any Hazardous Materials to be brought upon, kept or used on or about the Leased Premises by Lessee or its agents, employees, contractors or invitees.

(o) Section XXIX

(p) Severability

If any clause, phrase, provision or portion of this lease or the application thereof to any person or circumstance shall be invalid, or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Lease Agreement nor any other clause, phrase, provision or portion hereof, nor shall it affect the application of any clause, phrase, provision or portion hereof to other persons or circumstances.

Section XXX

Waiver

The Lessor, its officers, trustees, employees and agents shall not be liable for any injury to the goods, stock or other property of the Lessee or to any person in or upon the Premises resulting from fire or collapse of the building in which the Premises are located or any portion thereof or resulting from any other cause, including but not limited to damage by water, fire, gas or steam, or by reason of any electrical apparatus, unless caused by the gross negligence of Lessor, its agents, employees and unless insurance to cover such loss to Lessee's property was not obtainable at the time of the loss.

Section XXXI

Indemnification

Lessee shall indemnify and hold Lessor, its officers, trustees, employees and agents harmless from and against any loss, liability, damage, cost or expense (including, without limitation, legal or other costs or expenses in connection with any action, suit or proceeding brought by or against Lessor or relating to the enforcement of this indemnification) paid, incurred, or suffered by Lessor, its officers, trustees, employees and/or agents as a result of any act, omission or neglect of Lessee, or of its agents or employees, in connection with its conduct of any activity, work or endeavor undertaken in connection with this Agreement. Lessee shall be responsible for, and shall pay, all of Lessor’s costs, charges and expenses, including reasonable attorneys’ fees and those of others retained by Lessor, incurred in enforcing any of the obligations under this Lease or in any litigation, negotiation or transaction in which Lessor becomes involved through, or on account of, this Lease.

Section XXXI

Choice of Law

This Lease shall be governed by the laws of the State of Michigan.

WITNESS the hands and seals of the parties hereto, as of the date of date below.

Dated June 1, 2013

Witnesses:

Print Name:

Print Name:

Witnesses:

Print Name:

Print Name:

LESSOR:

NOVI PUBLIC LIBRARY

By: Mark Sturing

Its: President

LESSEE:

READ A LATTE CAFÉ

By: Lola Bernstein

Its: Sole Member

Digital Detox Week (April 23 – May 40)

In partnership with the Novi Rotary and the Novi Parks, Recreation and Cultural Services Department, we engage our community in a week of “fun” that requires putting down the digital devices and embracing life. This week of programming, made possible through the generous \$1000 donation by Community Financial Credit Union, is challenging families to get outside, read books and play games. Below is the schedule of events.

RE: CYCLING – ON THE ROAD AGAIN!

Sponsored by the **Friends of the Novi Public Library**, James McMullen, bicycle history enthusiast and urban planner, shares the inspiring story of Back Alley Bikes, a non-profit with a mission to provide cycling education and services.

Date: Tuesday, April 23rd

Time: 7:00 – 8:00pm

Location: Novi Library – Whole Meeting Room

Age: 18+

Registration Required

FAMILY BOOK DISCUSSION

Join us for a discussion and activities related to The Miraculous Journey of Edward Tulane by Kate DiCamillo. Upon registration, each family will receive a copy of the book.

Date: Wednesday, May 1st

Time: 7:00-8:00pm

Location: Novi Library – Whole Meeting Room

Ages: 7+

Registration Required

FAMILY BIKE OR WALK EVENT

Enjoy a bike ride or walk using the City of Novi’s new paths and explore the wonderful artwork on display by the Detroit Institute of Art’s Inside – Outside program. Also, take part in a bike drive by donating used bikes to Detroit area children. Maps will be provided.

Date: Sunday, April 28th

Time: 10am – 2pm

Location: Novi Library – Main Lobby

Age: All

Registration Required

FAMILY STORY TIME

Enjoy stories, read by local Rotary members, along with music and a craft.

Date: Thursday, May 2nd

Time: 7:00-7:45pm

Location: Novi Library – Sherrill Berman Activity Room

Age: All

Registration Required

FAMILY GAME NIGHT

See how your skills stack up against other families in our first ever Pictionary Draw-off. Other games are also available.

Date: Monday, April 29th

Time: 7:00-8:00pm

Location: Novi Library – Whole Meeting Room

Age: All

Registration Required

DECORATE YOUR OWN KITE

Prepare for the 5th annual Kite Festival in Lyon Township on June 2nd. Decorate your own kite to take to the Festival and learn about kite safety.

Date: Saturday, May 4th

Time: 1:00-2:00pm

Location: Novi Library – Whole Meeting Room

Age: K+

Registration Required



LIBRARY CLOSINGS 2014

- **WEDNESDAY, JANUARY 1 (New Year's Day)**
- **SATURDAY, APRIL 19 (Now open Friday)**
- **SUNDAY, APRIL 20 (Easter)**
- **SUNDAY, MAY 11 (Mother's Day)**
- **SUNDAY, MAY 25 (Memorial Day)**
- **MONDAY, MAY 26 (Memorial Day Observed)**
- **FRIDAY, JUNE 13 (Staff In-Service)**
- **SUNDAY, JUNE 15 (Father's Day)**
- **FRIDAY, JULY 4 (Independence Day)**
- **SATURDAY, AUGUST 30 (Labor Day Weekend)**
- **SUNDAY, AUGUST 31 (Labor Day Weekend)**
- **MONDAY, SEPTEMBER 1 (Labor Day)**
- **FRIDAY, NOVEMBER 21 (Staff In-Service)**
- **WEDNESDAY, NOVEMBER 26 (Thanksgiving Day Eve, close at 5 p.m.)**
- **THURSDAY, NOVEMBER 27 (Thanksgiving Day)**
- **WEDNESDAY, DECEMBER 24 (Christmas Eve Day)**
- **THURSDAY, DECEMBER 25 (Christmas Day)**
- **WEDNESDAY, DECEMBER 31 (New Year's Eve Day)**

LIBRARY BOARD MEETINGS

**THIRD WEDNESDAY OF EACH MONTH
THE NOVI CIVIC CENTER @ 7:00 P.M.**

Public Services Report – Margi Karp-Opperer

As the sunshine and robins return to our area, our outstanding programs and services also bring smiles to our patron's faces.

A perfect example was the 10th Annual Battle of the Books which was held this month. It was enormously successful with a fantastic group of participants. Go Novi! Thanks so much to our wonderful Librarians, Suzanne Carpenter, Jen Preston and April Stevenson for all their hard work in making this exceptional event happen.

Here are other highlights:

Featured Adult Programs:

- Paddling Michigan's Hidden Beauties with Doc Fletcher
- Why Can't I Find Grandpa, a Genealogy program
- Listen @ the Library performance with Piffaro, Renaissance Band
- Journey of Art through the Eyes of David Barr
- Special business/financial programs for the month included:
 - a. Reference USA Database Training
 - b. 4 SCORE Business Mentoring
 - c. Funding Your Present and Future Self

Monthly Adult Programs:

- Local History Room open the 1st & 3rd Mondays of the month, staffed by Historical Commission
- Help for Families by OLHSA (Oakland Livingston Human Service Agency), every Tuesday 10-2
- Three English Conversation Groups
- Four Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- Monthly delivery of Novi Newbies' backpacks to St. John Providence Park
- 2 Coffee with Novi Schools Superintendent, Dr. Steve Matthews
- Welcome brochures in English and Japanese delivered to NSD for our new residents
- One 1-on-1 internet class and one email instruction class
- German, Mandarin & Spanish Language Conversation Groups
- Novi Writers Groups
- Computer instruction classes (Intermediate Word 2010 and Intermediate Excel 2010)

Featured Youth Programs:

- Elmo Story Time
- Picky Eaters & Problem Feeders

Monthly Youth Programs:

- 4 Baby Time Storytimes
- 14 Tot Times Storytimes
- 9 Two of Us Storytimes
- 12 Three's Company Storytimes
- 4 On My Own Storytimes
- 4 Playgroups
- 1 Kiddie Crafts

- 1 Snack Tales
- 1 Starlight Story Time
- 1 Lego Club

Tween and Teen Programs:

- Teen Space open Monday - Thursday, 2-5 PM
- Coloring Page De-Stresser
- ACT/SAT Test Preparation Information

Featured collections:

Adult: Read the Book, See the Movie

Youth: Wild Wild West

Database: Morningstar

Building Operations Report - Mary Ellen Mulcrone

We continue to promote the Library card as being the “smartest card” and to prepare patrons for the upcoming policy change requiring that a Library card be presented for service. Though it may be an adjustment for some people, the rewards in terms of improved service will be worth the change.

Another recent service improvement is that we reduced the shelf life of items being held for patrons. Previously a requested item might have been sitting on the holds shelf for up to ten days. Now items must be picked up within seven days or they will move on to the next person waiting. This change helps to move items more quickly when they are in demand and satisfies more patrons.

There has been some recent turnover in shelving staff, but our current Shelves have been very helpful in adjusting their schedules to keep everything flowing smoothly. We hope to have those positions filled soon.

Another staff training session was held for the new Automated External Defibrillator (AED). While the equipment is very easy to use, it is extremely helpful to have a refresher course on how to act in this type of emergency.

The quarterly cleaning of all carpet and upholstery was done in early April.

Facilities staff repaired three of the “smart bins” that are used with the Automated Sorting Technology (AST). These bins are in constant use and often require some attention. We save a lot of money by having staff who are able to handle some of these repairs.

In conjunction with Severe Weather Awareness Week and Oakland County’s special test of the outdoor warning system, the Library held a tornado drill for staff and patrons alike during regular business hours on April 10th.

Support Services Statistics 2012-2013 Fiscal Year

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	466	404	399	404	338	255	363	303	359				3,291
Items checked out	83,350	76,559	62,773	65,353	62,499	54,805	66,428	61,916	67,919				601,602
Items borrowed	5,195	4,398	3,668	4,108	3,876	3,239	4,778	3,764	3,925				36,951
Items loaned	5,844	5,456	4,927	5,208	4,839	4,042	5,976	4,638	4,989				45,919

Support Services
Statistics

MARCH, 2013

2013	2012
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No. of lib. cards issued	359	346
Total no. of checkouts	67,919	68,913

No. of items borrowed	TLN	3,832	4,935
	MeL	<u>93</u>	<u>300</u>
		3,925	5,235

No. of items loaned	TLN	4,888	4,180
	MeL	<u>101</u>	<u>91</u>
		4,989	4,271

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

Self-Check Totals 2012-13 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	83,350	60.03%	50,038	10,490	9,420	5,579	13,483	8,706	2,360
August	76,559	60.05%	45,970	10,285	8,233	4,976	12,253	7,783	2,440
September	62,773	57.80%	36,285	8,313	6,853	3,609	9,698	6,197	1,615
October	65,353	56.96%	37,226	8,339	7,067	3,692	9,745	6,677	1,706
November	62,449	57.92%	36,168	8,234	6,049	3,663	10,414	6,230	1,578
December	54,805	56.14%	30,768	7,795	5,514	2,577	8,201	5,233	1,448
January	66,428	57.95%	38,495	9,046	7,124	3,662	9,560	7,270	1,833
February	61,916	56.21%	34,802	8,019	6,167	3,272	9,883	5,884	1,577
March	67,919	57.54%	39,080	8,861	7,001	3,820	10,397	7,126	1,875
April									
May									
June									
FYTD	601,552	58.05%	309,752	79,382	63,428	34,850	93,634	61,106	16,432

Library Usage									
2011-2012 Fiscal Year					2012-2013 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	34,449	1,325	246	26	July	38,858	1,495	254	26
August	34,388	1,274	254	27	August	33,175	1,229	261	27
September	30,118	1,076	248	28	September	31,011	1,108	244	28
October	31,108	1,003	266	31	October	32,303	1,042	281	31
November	30,550	1,091	248	28	November	32,454	1,119	244	29
December	28,028	1,038	252	27	December	26,501	1,019	229	26
January	25,847	891	252	29	January	30,017	1,001	270	30
February	32,234	1,112	226	29	February	31,795	1,136	248	28
March	34,536	1,114	281	31	March	32,587	1,124	255	29
April	32,318	1,154	251	28	April		0	270	30
May	30,763	1,099	255	28	May		0	258	28
June	34,232	1,317	254	26	June		0	239	25
FYTD Total	378,571	1,120	3,033	338	FYTD Total	288,701	1,137	3,053	337

Early Literacy Workstation Usage							
2011-2012 Fiscal Year				2012-2013 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	20	200	10	July	991	25,766	26
August	659	16,475	25	August	1,006	25,150	25
September	538	11,298	21	September	749	16,478	22
October	112	2,352	21	October	829	19,067	23
November	413	9,912	24	November	834	20,016	24
December	743	18,575	25	December	683	15,026	22
January	751	17,273	23	January	838	20,112	24
February	800	20,000	25	February	855	17,955	21
March	931	21,413	23	March	865	18,165	21
April	828	18,216	22	April			
May	814	18,722	23	May			
June	877	21,925	25	June			
FYTD Total	7,486	180,473	24	FYTD Total	7,650	177,735	23

Technology Sessions 2012-2013 Fiscal Year

	Tech Time	eReader	VHS to DVD	Skype	Paint.NET	Drop-In Lab	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1						3	8	
<i>patrons</i>	3	7						3		13
Aug	4	1					7	3	15	
<i>patrons</i>	3	2					15	3		23
Sep	4	1	1			1		8	15	
<i>patrons</i>	3	5	9			4		8		29
Oct	5	1	1				1	7	15	
<i>patrons</i>	3	3	10				1	7		24
Nov	4	2	1	1		1		2	11	
<i>patrons</i>	1	8	5	4		3		2		23
Dec	4	1	1				6	2	14	
<i>patrons</i>	1	1	2				14	2		20
Jan	5	1	1				1	5	13	
<i>patrons</i>	3	9	9				1	5		27
Feb	4	1	1	1				14	21	
<i>patrons</i>	2	1	5	2				14		24
Mar	4	1	1					6	12	
<i>patrons</i>	4	6	8					6		24
Apr									0	
<i>patrons</i>										0
May									0	
<i>patrons</i>										0
Jun									0	
<i>patrons</i>										0

Sessions	38	10	7	2	0	2	15	50	124	
Patrons	23	42	48	6	0	7	31	50		207

Number of Computer Logins					
2012-2013 Fiscal Year					
	Workstations	Wireless	Lending Laptops*	Total	Daily Average
July	8,302	15,104	0	23,406	900
August	7,926	14,352	0	22,278	825
September	7,090	12,680	0	19,770	706
October	7,539	13,578	0	21,117	681
November	7,895	14,263	3	22,161	791
December	4,295	18,833	2	23,130	857
January	4,924	24,172	6	29,102	1,004
February	4,203	23,780	3	27,986	965
March	4,441	25,096	0	29,537	953
April					0
May					0
June					0
FYTD Total	56,615	161,858	14	218,487	853

*Launched 10-01-2012

Student Representative Report – March 2013

Prepared by: Jessica Mathew and Torry Yu

March Recap:

We offered a lot of popular programs in March. Our Teen Space continues to be booming with 482 teens in 15 sessions. We also had our ACT/SAT Prep which was also very successful. The week of March 10th we had our Teen Tech Week with 14 “check in’s”, as was the theme of Check In @ The Library. Teens would just “check in” to the Information Desk to receive a prize.

The Teen Writing Contest ended March 8, the top three winners are:

1st Place: Kirsten West, Novi High School, 11th grader, Short Story “Swallowing Fire”

2nd Place: Ziyang Huang, Novi High School 10th grader, Short Story “Perfection”

3rd Place: Nina Li, Novi High school 11th grader: Short Story “The Infamous Life of Carolina Brooks: Prologue”

There was also the Battle of the Books competition at the Civic Center on March 23. We had twelve teen volunteers help with the program, and it was a major success. The winning team was Reading Ops 2.0.

Volunteers:

Our teen volunteer program has been meeting regularly. Their current project is helping with the adult media. Applications are available for teen volunteers for the annual summer reading program beginning on Wednesday, May 1st.

We are currently seeking volunteers for our Memorial Day Parade to walk with us for fun and exercise.

Upcoming Programs:

Young Adult Authors Panel – April 24 @ 6:30

Digital Detox Week – week of April 28th

ACT/SAT Test Prep – May 7 @7:00

City of Novi Historical Commission Minutes

February 27, 2013, 2:00 PM - Approved

Call to Order: The Novi Historical Commission was called to order at 2:05 pm, Local History Room, Novi Public Library.

Attendees: Members: Roy Prentice, John MacInnis, Lynne Boyle, Kathy Crawford, Liaison: Betty Lang. Missing: Student Rep. Namratha Atluri. We had an extensive list of visitors from the library Mary Storch and Julie Farkas, also from the public were Pam Superfisky, Kathy Mutch, and Sue Grifor. We were notified that a new Commission Member has been appointed, Cynthia Gronacho. This will bring the compliment of the commission up to the City proscribed maximum of five.

Agenda: Lynne Boyle moved to approve the Agenda, second by Kathy Crawford, all approved.

Approval of Minutes: Kathy Crawford moved to approve the Minutes of November 28th, 2012, second by Lynne Boyle - all approved.

Finance: Total budget for the 2012/13 budget year is \$13,500. Expenditures to date are \$2322 plus a new computer station for the local history room, cost: \$1300. The cost for the Local History room computer was less than anticipated. This leaves the historical commission with \$9800 remaining for the current budget year. Discussion will follow on possible project expenditures for the remainder of the 2012/13 fiscal year.

Liaison Report: Mary Storch requested that the Commission schedule some of its educational seminars during the daytime. It is her opinion and experience that we will get good attendance for seminars held during the daytime. She suggested that the best time slot for daytime talks is 11am till noon. We expect that there will be additional attendance from the senior center for daytime programs. We should be able to get double the attendance of some of the evening programs.

Betty Lang commented that the Local History conference will be held on March 22, 23 in Livonia. It is a worthwhile conference to attend. The commission encourages all members to attend this conference. The Commission agrees to pay the cost of registration fees for History commission members attending this local history conference. Members must present their Receipts to get reimbursed by the city.

Kathy Mutch seminar on Heritage Novi Cemeteries will be held on March 19th. Other upcoming events: Henry Ford 150th Birthday Celebration July 30, 2013. Program will focus on the Cottage industries that developed to support the Ford Motor Company. Event will be held at the Henry Ford July 17th, 7 PM.

The library will be hosting a series of bicycling related programs in the near future. It was suggested that the Historical Commission identify Novi historical sites that could be incorporated into the bicycle roadmap being developed by the library.

Friends of the library speaker organizer, Kathy Mutch, asked whether the Historical Commission would be interested in cooperating financially with the Friends on future speaker programs as it has done in the past. It was moved by Kathy Crawford to spend up to \$250 to support the Friend's seminars, second Lynne Boyle, approved all in favor.

Updates & Discussion:

History Commission upcoming expenditures: there was considerable discussion about the Motor cities Marker project, (Wayside Marker project). A subcommittee of the commission met with the Motorcities marker designer, Joe Hines. We are very interested in using this process to get several markers placed in the City of Novi. Suggestions for markers included: the Novi Special factory, Four Corners, Train Station/wool house, Grand River Road, Dodge park, Fruit Growing and Marketing in Novi, the arrival of I-96 and the maturation of the city, Tollgate Farm, etc. It was moved by Kathy Crawford to spend no more than \$3400 for up to 9 signs, sec. John MacInnis, all in favor, approved.

Display Discussion: it was discussed that our current Historical Commission display is difficult to carry and is clumsy to assemble. We would like to have a Commission display that is easier and more mobile. The proposed display would be similar to the one in use by the Library. Julie Farkas indicated the cost for the library's unit was not too high. The commission is also interested in developing a unique logo. The display would help us if we speak to schools, appear at public events or otherwise wish to make Novi citizens aware of their history. Cathy Crawford also described a quilt that she uses in programs to show off the major historical sites in the city. Moved by Kathy Crawford that we have two displays made at a cost not to exceed \$800, sec. Lynne Boyle, all in favor, approved

Speaker series: Commission members agreed that it was a good idea to hold one or more speaker presentations during the day to accommodate individuals not able to attend evening sessions. Several suggestions were made for future speakers including: Ron Campbell, who is available to speak on several topics (Lighthouses, House History, building redevelopment), Steve Stier could speak on Michigan Traditional Barns, Kathy Crawford could continue with her history of the city, Margaret Schmidt could speak about Farming techniques. Kathy Crawford agreed to develop a list a possible talks and speakers for fall, 2013 and winter, 2014 and present the list to the Commission at its March meeting.

Commission members were reminded that the local history room was to be staffed by commission volunteers the 1st and 3rd Mondays of each month, except for the summer months. Time that a Commission member would be available is from noon until 2 PM.

We want to thank our visitors for attending and contributing to this meeting. We encourage all interest from the public.

New business: None

Adjournment: 4 PM

Next meeting: Mar. 27th, 2013, 2 PM Novi Library LH Room

Respectfully submitted, John R. MacInnis, Member

Bits and Pieces

Vol. 4, Number 3

MARCH 2013

Street Date Release – Book Wholesaler Letter of Agreement

The Library World has been granted special rights to have copies of *Hot Titles* shipped to them, by their wholesaler, prior to the **Street Date Release** of the title. This practice started with the early release of the Harry Potter series and continues, as a courtesy, to this day. Book wholesalers and their library customers, both via written agreement, are obligated to hold these *Hot Title* releases from circulation until the **Street Date Release**. It has come to our attention (TLN) that several member libraries released Harlan Coben's *Six Years* for patron access prior to the **Street Date Release**. Please be careful in processing *Hot Titles*. Make sure these items are not released for public access until the **Street Date Release**. Failure to follow this agreement may result in sanctions for all libraries, including those that follow the agreement rules.

February 22 Membership Meeting – What Did You Miss?

A special THANKS to **Maryanne Bartles** and her Dearborn Centennial Library staff for hosting the snow delayed February Membership Meeting. Here's what you missed if you were unable to attend and travel the snow covered roads:

- April 1 to April 30 **TLN Food for Fines or Food for Thought Month**
Gleaners Community Food Bank will coordinate this special TLN community project. If you have not registered as a participating library, we will not forward a collection box to your library. There is still time to register by going to the following site:
<http://www.gcfb.org/site/Survey>
- Support for Secretary of State **SOS Express Service**
Cathleen Simlar, from the Michigan Secretary of State Office (SOS), requested TLN member library support to promote easier access to SOS online services. A wide variety of promotional material is available to support this new online service. For more information email Cathleen at SimlarC@michigan.gov
- Head over heels presentation for **LibraryBiz Connect**
Donna Olson, Howell Carnegie District Library Business Librarian, and **Steve Feinman**, SCORE District Director provided an enthusiastic endorsement for reaching out to the small business community, utilizing the library as a workshop and counseling venue. This high value, low risk service provides an active vehicle to engage the small business community in maximizing utilization of library resources. For more information on LibraryBiz Connect contact Donna at olson@howelllibrary.org or Steve for SCORE business counseling and group programs at sfeinman@mindspring.com



Library Board Calendar

2013

April	Budget presented to Council, TBD
April 14-20	National Library Week
April 17	Library Board Regular Meeting
April 26	Book It! Fundraiser, 7-10 p.m. at the Library
May	Library Board – Goal Setting Session, TBD
May 12	Holiday – Mother’s Day, Library Closed
May 15	Library Board Regular Meeting
May 27	Holiday – Memorial Day, Library Closed
June 7	Friends of the Novi Public Library Friendraiser on the Patio
June 16	Holiday – Father’s Day, Library Closed
June 19	Library Board Regular Meeting
June 19	Library Director Annual Review
July 4	Holiday – Independence Day, Library Closed
July 17	Library Board Regular Meeting
August – October	Community Reads Program
August 21	Library Board Regular Meeting
August 31	Library Closed
September 1	Library Closed
September 2	Holiday – Labor Day, Library Closed
September 18	Library Board Regular Meeting
October 16	Library Board Regular Meeting
November 5	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November 15	Library Staff In-Service, Library Closed
November 20	Library Board Regular Meeting
November 27	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
December 18	Library Board Regular Meeting
December 18	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

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

Historical Commission meets the fourth Wednesday of the month, 1 p.m. at the Library