

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, April 24, 2014
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
 - A. April 14, 2014: Thank you letter from Alejo Torres - Money Smart Week..... 11
6. Presentation
 - A. National Library Week video – Christine Salvatore, Communications Coordinator
7. Public Comment
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 - A. Library Goals document 2013-2014 12
9. Treasurer’s Report
 - A. Library Budget 2013-2014 21
 - B. Library Financials and Walker Fund – March 31, 2014 23
 - C. Library cafe revenue report – due 15th of the month – March 2014 N/A
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 - A. Proclamation – National Library Week 2014..... 36
 - B. Outreach to the Novi Business Community, by Maureen Simari..... 37
11. Additional Reports
 - A. Public Services Report 43
 - B. Building Operations Report..... 45
 - C. Library Usage Statistics – March 2014 46
12. Friends of Novi Library Report – no meeting held in March..... N/A
13. Historical Commission Report- February 26, 2014 Minutes.....54
14. Student Representatives Report..... 56
15. Committee Reports
 - A. Policy Committee (Margolis, Messerknecht, Margolis– chair)
 - B. HR Committee (Lesko, Verma – chair)
 - C. Finance Committee (Czekaj, Sturing, Margolis – chair)
 1. Meeting scheduled for Wednesday, May 7, 2014 at 7:00pm at the Novi Public Library
 - D. Fundraising Committee (Lesko, Mena – chair)
 - E. Strategic Planning Committee (Messerknecht, Sturing, Mena- chair)

F. Building/Landscape Committee (Messerknecht, Margolis, Czekaj – chair)

16. Public Comment

17. Matters for Board Action

- A. Driver’s License Verification Policy – 1st draft.....40

18. Adjourn

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- 2. Approval of Regular Meeting Minutes – March 19, 2014 5

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Future Events:

- Friends of the Library Annual Meeting – Wednesday, April 23rd at 7:00pm, Novi Public Library
- Friends of the Library Regular Meeting – Wednesday, May 14th at 7:00pm, Novi Public Library
- Library Board Regular Meeting – Wednesday, May 21st at 7:00pm, City of Novi – Council Chambers
- Library CLOSED – Sunday, May 25th
- Library CLOSED – Monday, May 26th
- Memorial Day Parade – Monday, May 26th at 10:00am – Library hosting at table at Civic Center
- Historical Commission Regular Meeting – Wednesday, May 28th at 2:00pm – Novi Public Library



Inform. Inspire. Include.

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

<http://www.novilibrary.org>

Warrant 517		March 2014	
Payable to	Invoice Number	Account Number	Account Total
Alex Delvecchio Ent. LLC		268-000.00-727.000	\$ 26.68
Global Office Solutions		268-000.00-727.000	\$ 2,306.25
Polsgrove, Andrea		268-000.00-728.000	\$ 68.53
CDW-G		268-000.00-734.000	\$ 767.96
Municipal Web Services	Feb-14	268-000.00-734.000	\$ 180.00
Amazon.com		268-000.00-734.500	\$ 41.35
Hanover Technical Sales, Inc.		268-000.00-734.500	\$ 539.85
The Library Network	earbuds (50)	268-000.00-734.500	\$ 82.00
Discount Paper Products, Inc.		268-000.00-740.000	\$ 406.30
Global Office Solutions		268-000.00-740.000	\$ 1,139.57
Grainger		268-000.00-740.000	\$ 95.00
Home Depot		268-000.00-740.000	\$ 85.34
Sam's Club		268-000.00-740.000	\$ 78.50
Library Design Associates, Inc.	Flip-top Mtg Rm Tables	268-000.00-740.200	\$ 3,906.52
Amazon.com		268-000.00-742.000	\$ 1,436.81
AudioCraft Publishing, Inc.		268-000.00-742.000	\$ 20.53
Bernan		268-000.00-742.000	\$ 90.00
Brodart		268-000.00-742.000	\$ 8,719.84
Ebsco		268-000.00-742.000	\$ 142.05
Gale/Cengage		268-000.00-742.000	\$ 1,699.95
Thomson Reuters (West Payment Center)		268-000.00-742.000	\$ 381.50
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 228.95
Brighton District Library		268-000.00-742.100	\$ 10.00
Franklin Public Library		268-000.00-742.100	\$ 24.95
Lyon Township Public Library		268-000.00-742.100	\$ 6.00
Pontiac Public Library		268-000.00-742.100	\$ 12.00
Redford Township District Library		268-000.00-742.100	\$ 15.00
Observer & Eccentric #1008	Novi News 2/28/14-03/31/15	268-000.00-743.000	\$ 126.16
Midwest Tape		268-000.00-744.000	\$ 1,982.76
OverDrive		268-000.00-744.000	\$ 3,018.82
Amazon.com		268-000.00-745.200	\$ 140.05
Midwest Tape		268-000.00-745.200	\$ 4,857.73
Mango Languages	6/1/14-5/31/14	268-000.00-745.300	\$ 3,107.00
Bright House Networks	Mar-14	268-000.00-801.925	\$ 82.02
Providence Occupational Health Partners		268-000.00-804.000	\$ 53.90
Oakland County Historical Commission	Novi Historical Comm paid	268-000.00-809.000	\$ (600.00)
Kristel Group Inc.	Feb 1-20, 2014	268-000.00-817.000	\$ 1,771.42
H&K Janitorial Service, Inc.	Feb (partial); March 2014	268-000.00-817.000	\$ 3,990.00
AT&T	February 22-March 21, 2014	268-000.00-851.000	\$ 152.10
TelNet Worldwide		268-000.00-851.000	\$ 1,327.37
Verizon Wireless	3/1-28/14	268-000.00-851.000	\$ 383.59
YP		268-000.00-880.000	\$ 137.00
Amazon.com		268-000.00-880.268	\$ 28.02
Arab American National Museum	ad pgm	268-000.00-880.268	\$ 150.00

Warrant 517		March 2014	
Payable to	Invoice Number	Account Number	Account Total
Barnes & Noble	Battle Books; 3/22/14; gift cards	268-000.00-880.268	\$ 300.00
Bear Track Studios (Lori Taylor)	ad pgm	268-000.00-880.268	\$ 400.00
Farkas, Julie	Snack Tales	268-000.00-880.268	\$ 55.77
Gordon Food Service	Battle Books; 3/22/14	268-000.00-880.268	\$ 48.68
Michaels	Kiddie Craft; 3/8/14; yth pgm	268-000.00-880.268	\$ 21.45
Mutch, Kathleen	adt writing pgm; March	268-000.00-880.268	\$ 100.00
Oriental Trading Company, Inc.	yth pgm	268-000.00-880.268	\$ 14.99
Party City	Kiddie Craft; 3/8/14; yth pgm	268-000.00-880.268	\$ 34.99
Sam's Club	ad pgm	268-000.00-880.268	\$ 93.10
Accuform	Jan-Apr 2014 Engage	268-000.00-900.000	\$ 7,609.42
Konica Minolta		268-000.00-900.000	\$ 573.12
Consumers Energy	February 11-March 11, 2014	268-000.00-921.000	\$ 1,958.27
AT&T	March 13-April 12, 2014	268-000.00-922.000	\$ 20.87
DTE Energy	1/24-2/32/14	268-000.00-922.000	\$ 7,650.74
Aero Filter, Inc.	24 filters	268-000.00-934.000	\$ 88.44
Allied Waste	Mar-14	268-000.00-934.000	\$ 159.25
Cintas		268-000.00-934.000	\$ 400.56
Dalton Commercial Cleaning Corp		268-000.00-934.000	\$ 490.00
Home Depot		268-000.00-934.000	\$ 80.53
Jofel USA, LLC		268-000.00-934.000	\$ 23.82
Lyon Mechanical		268-000.00-934.000	\$ 641.00
Schindler Elevator Corp		268-000.00-934.000	\$ 1,646.81
State of Michigan	Elevator Safety Div	268-000.00-934.000	\$ 360.00
Touch of Tropics	February	268-000.00-934.000	\$ 55.00
Brien's Services, Inc.	Feb-14	268-000.00-941.000	\$ 1,947.50
Great Lakes Power & Lighting, Inc.	pkg lt pole; 1st fl blinds	268-000.00-941.000	\$ 411.26
Michigan Automatic Sprinkler Inc.	spring start up	268-000.00-941.000	\$ 495.00
Konica Minolta Premier Finance	April	268-000.00-942.000	\$ 999.00
Corrigan Record Storage	March	268-000.00-942.100	\$ 19.24
Buca di Beppo	PLA Conf; 3/11-15, 2014	268-000.00-956.000	\$ 107.46
Children's Museum	PLA Conf; 3/11-15, 2014	268-000.00-956.000	\$ 21.33
Cracker Barrel	PLA Conf; 3/11-15, 2014	268-000.00-956.000	\$ 46.28
Farkas, Julie		268-000.00-956.000	\$ 147.34
Franklin Covey	18 -7 Habits Coach Guide	268-000.00-956.000	\$ 375.00
Indiana Convention Center	PLA Conf; 3/11-15, 2014	268-000.00-956.000	\$ 9.27
JW Marriott Hotel	PLA Conf; 3/11-15, 2014	268-000.00-956.000	\$ 439.96
Marathon	PLA Conf; 3/11-15, 2014	268-000.00-956.000	\$ 79.57
Meijer	DSLRT; 3/21/14	268-000.00-956.000	\$ 15.65
Napolese	PLA Conf; 3/11-15, 2014	268-000.00-956.000	\$ 33.00
Postula, Michael	MLA Conf Comm; 2/11/14	268-000.00-956.000	\$ 150.08
Smale, Evan	PLA Conf; 3/11-15, 2014	268-000.00-956.000	\$ 73.07
Stevenson, April	PLA Conf; 3/11-15, 2014	268-000.00-956.000	\$ 29.49
TGI Fridays	PLA Conf; 3/11-15, 2014	268-000.00-956.000	\$ 58.36
Walmart	Bd Bud Sty Session 3/1/14	268-000.00-956.000	\$ 20.72
Library Design Associates, Inc.	CD bin	268-000.00-990.000	\$ 8,801.51
Petty Cash			\$ 34.64
TOTAL			\$80,360.51



CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
March 19, 2014

DRAFT

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

Library Board

Mark Sturing, President
Willy Mena, Vice President, Interim Secretary
Larry Czekaj, Treasurer (7:17 p.m. arrival)
John Lesko, Board Member
David Margolis, Board Member
Craig Messerknecht, Board Member
Ramesh Verma, Board Member

Student Representative

Jessica Mathew

Student Representative

Absent and Excused

Ziyang Huang

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**

Library Board President, Mark Sturing requested two items be added to the agenda under the **Presidents Report, 8B. Committee Vacancies** and, **8C. Nomination Committee.**

A motion was made to approve the March 19, 2014 Agenda as amended.

1st – Ramesh Verma

2nd – Willy Mena

The motion was passed unanimously.

4. **Consent Agenda**

Director Julie Farkas informed the Board of a change to the March 1, 2014 Budget Study Session minutes under Direction:

- Find \$65,000 in the budget to cover the cost of the stipend and security cameras.

A motion was made to approve the March 19, 2014 Consent Agenda as amended.

1st – David Margolis

2nd – John Lesko

The motion was passed unanimously.

5. Correspondence

A congratulatory letter was received by Margi Karp-Opperer from Nicole Gibby Munguia of the Young Adult Library Services Association (YALSA) on the Novi Library winning the programs publication giveaway. Ms. Munguia also thanked the Library for the work it's doing with our teen population.

6. Presentation

There was no presentation provided.

7. Public Comment

There was no public comment.

8. President's Report

A. Goals Document 2013-2014

The 2013-2014 Goals document is located on pages 34-37 of the March 19, 2014 Library Board Packet. Highlights include:

- Netbooks updated to Surface tablets for roving reference staff.
- MacBook Pro Laptop available for patron use.
- Mac workstations being investigated.
- Uploading of photos from digital cameras at workstations.
- Homeowner Association presentations (3).
- A tour and information provided to Farmington Community Library staff regarding Teen Space.
- Fundraising Events:
 - Scrapbook for a Cause raised \$450
 - On the Road to be held on April 30
- Met with City of Novi Community Development regarding the outstanding plumbing issues.
- Met with City of Novi regarding possible changes to the phone system.

B. Committee Vacancies

President Sturing appointed the following Board members to fill Committee vacancies:

Craig Messerknecht:

- Policy Committee
- Strategic Planning Committee
- Landscaping Committee

David Margolis

- Policy Committee (chair)

John Lesko

- Policy Committee
- Fundraising Committee
- HR Committee

Ramesh Verma

- HR Committee

Mark Sturing

- Finance Committee

C. Nomination Committee (ad hoc committee)

President Sturing appointed Craig Messerknecht and himself to the ad hoc Nomination Committee. Votes will be taken at the April 2014 Board meeting. Board members holding office cannot serve more than two consecutive years in an office position.

9. Treasurer's Report

A. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the March 19, 2014 Library Board Packet on pages 38-39.

B. Library Financials and Walker Fund – February 28, 2014

The Financials and Walker Fund Reports ending February 28, 2014 are located on pages 40-45 of the March 19, 2014 Library Board Packet. The Balance Sheet for the Library and Walker Fund are located on pages 46-47 of the March 19, 2014 Library Board Packet.

The Finance Director at the City of Novi has offered to provide a quarterly report to the Library Board.

C. Proposed 2014-2015 Library Budget

The Proposed 2014-2015 fiscal year Library Budget will be discussed in **Section 16. Matters for Board Action, Item A. Proposed 2014-2015 Library Budget.**

D. Library Café Revenue Report – due 15th of the month – February 2014

There was no report provided as the funds were not received by the time of this meeting.

10. Director's Report

The Director's Report is provided on page 51 of the March 19, 2014 Library Board Packet.

- Julie provided the Library Board with an updated narrative and revised budget figures based on the requests of the Library Board.
- Community Read is in its 5th year. The Library partners have met, but have not chosen a book for this year's event.
- Clay Pearson, City Manager for the City of Novi, has resigned and has taken a position in Texas. Clay and his wife, Jennifer, were huge supporters of the Library and will be missed.
- Julie met with a number of community organizations and patrons over the month including, Fox Run, Rotary, and TLN Ex-Comm.
- A monthly meeting will be held with the Teen Space partners to discuss the Teen Space, i.e. programming and means of improving the program.

11. Additional Reports

A. Public Services Report

The Public Services Report is provided on pages 52-53 of the March 19, 2014 Library Board Packet. Highlights include:

- Beyond Books Cable Show taping occurred
- Many programs for adults, teens, tweens and youth were held at the Library and were well attended.
- Staff visited local schools.
 - Tween Book Club held at the Novi Middle School.
 - The promotion of children's authors to third graders.
- Featured Collections - Adults:
 - Downton Abbey
 - 2014 Sochi Olympics
 - Black History Month
- Featured Collections – Youth:
 - Prominent African American Authors
- Featured Databases:
 - Little Pim (Language Database for Children)

- o Zinio

B. Building Operations Report

The Building Operations Report is provided on page 54 of the March 19, 2014 Library Board Packet. Highlights include:

- The snow continues to be a major factor this winter.
- A new cleaning service started in February and they are doing a wonderful job.
- A leak in the vestibule was reported and repaired. The leakage was due to the extensive snow that gathered on the overhang.
- Upgrades to servers were completed.

C. Library Usage Statistics –February 2014

The February statistics are located on pages 55-62 of the March 19, 2014 Library Board Packet. Highlights include:

- 268 Library cards issued
- 59,205 items checked out
- Number of items borrowed from TLN – 3,832
- Numbers of items borrowed from MEL – 78
- Number of items loaned through TLN – 4,481
- Number of items loaned through MEL – 99
- 55.56% of all items checked out were completed on self –checkout stations
- Total circulation – 59,205
- Daily average people using the Library was 1,027
- Early Literacy workstation usage 718
- Daily average Computer Logins- 1,470
- Technology Sessions - 27 with 29 participants
- Check-outs Freegal-1,190; Overdrive - 3,718; Zinio- 551
- Charging Station Usage - 1
- Meeting Room Rentals - 51

12. Friends of Novi Library Report – No Meeting in February 2014

The Friends did not hold a meeting in February 2014.

13. Historical Commission Report

A. Proposed 2014-2015 Budget

The 2014-2015 fiscal year proposed budget is included on pages 63-64 of the March 19, 2014 Library Board Packet.

The Historical Commission's proposed 2014-2015 fiscal year budget is \$13,500.

B. January 22, 2014 Board Minutes – Draft

The January 22, 2014 draft Historical Commission Minutes are included on pages 65-66 of the March 19, 2014 Library Board Packet.

The Historical Commission has created eight (8) display markers that will be placed in five (5) different locations throughout Novi highlighting Novi historical sites. This project was created in part with grant funds and funds provided by the Historical Commission. The Historical Commission worked in conjunction with the Motor Cities National Heritage Project to create the markers. The weatherproof markers are 3'x3' and placed on stands in the historical areas. A presentation will be made to City Council in early summer 2014. The Historical Commission is planning an unveiling of the project with a large presentation and providing maps indicating site locations.

Historical markers include:

- Walled Lake Casino
- Shores of Walled Lake

- Michigan State University's Tollgate Farm
- Grand River Avenue
- Novi Corners – Novi Road and Grand River Avenues
- Train Station and Grand River Bridge
- The Novi Special race car
- Walled Lake Amusement Park

14. Student Representatives Report

The Student Representative's February 2014 Report is provided on page 67 of the March 19, 2014 Library Board Packet. Highlights of the report include:

- Programs:
 - Blind-Date with a Book program had 17 in attendance.
 - Teen Space held 19 sessions this month with 716 in attendance.
 - A Tween Advisory Board meeting was held at the Novi Middle School with 9 students in attendance.
- Upcoming Programs:
 - Handwriting Analysis – March 14 at 4 p.m.
 - Divergent Initiation – March 21 at 4:30 p.m.
 - Spring into Spring Craftiness – April 4 at 4:30 p.m.

15. Committee Reports

A. Policy Committee (Lesko, Messerknecht, Margolis – chair)

There was no report provided.

B. HR Committee (Lesko, Verma – chair)

There was no report provided.

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

There was no report provided.

D. Fundraising Committee (Lesko, Sturing, Mena – chair)

There was no report provided.

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

There was no report provided.

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

There was no report provided.

16. Public Comment

There was no public comment.

17. Matters for Board Action Proposed 2014-2015 Library Budget

There were two productive Budget Study Sessions held prior to the presentation of the March 19, 2014 draft of the 2014-2015 fiscal year budget being presented to the Library Board for approval this day. A thank you was provided by the Board to the Director and staff for bringing figures in line with what the Board requested.

Changes presented to the Library Board of the 2014-2015 draft March 19, 2014 budget are highlighted in blue indicating changes in the figures. Not included in the March 19, 2014 draft budget is the cost to repair the following issues:

- Plumbing (\$14,000)
- Phone (\$15,000)
- Main entrance (\$10,550)

The Library Board suggested that the Walker Fund be kept separate and used for capital expenses and not used for operations.

A motion was made to accept the proposal as submitted.

1st – David Margolis

Discussion:

- Capital Outlay - \$39,550 including plumbing, main entrance, phone
- Change Total Expenditures from \$3,016,650 to \$3,056,200.
- Investigate having the Library's phone system contained completely in-house by taking (purchasing) the server located at the City and bringing it to the Library.
- Change fund balance usage from \$450,450 to \$490,000.

A motion was made to accept the amended proposed budget that shows a net maximum deficit for fiscal year ending 6/30/2015 of \$490,000.

1st – David Margolis

2nd – John Lesko

The motion was passed unanimously.

It was suggested that the Finance Committee or Board meet this year to discuss the 5-year plan to find items to cut or discuss sources of revenue.

Request Julie think about the number of hour's staff is here when the Library is not open.

Recognition of the 2015-2016 projected fiscal year budget was discussed.

A motion was made to adopt the projected 2015-2016 fiscal year budget as presented.

1st – Larry Czekaj

2nd – Ramesh Verma

The language of the motion was changed to the following:

A motion was made to acknowledge the projected 2015-2016 fiscal year budget as presented.

1st – Larry Czekaj

2nd – Ramesh Verma

The motion was approved unanimously.

18. Adjourn

A motion was made to adjourn the meeting at 9:10 p.m.

1st – Willy Mena

2nd – Larry Czekaj

The motion was passed unanimously.

Willy Mena, Vice President, Interim Secretary

Date



MONEY SMART WEEK



Dear Julie --

Thank you for all of your hard work and dedication to making this year's Money Smart Week a huge success. We can proudly say that in 2014 more than 4,000 events were held in 48 states. These events connect people to valuable information they need to navigate every important financial decision of their lives, from saving for college to planning for retirement.

Money Smart Week's extensive reach and tremendous positive impact would not be possible without your efforts and the support of more than 1,500 partners across the country. Together, we are strengthening our communities and helping them to be better prepared for any financial challenge.

Once again, thank you for making Money Smart Week 2014 an overwhelming success.

Sincerely,

Alejo Torres
Senior Outreach Manager
Federal Reserve Bank of Chicago

Money Smart Week
<http://www.moneysmartweekpartners.org/>

NOVI PUBLIC LIBRARY – 2013/2014 GOALS

Strategic Objective #1—Fuel the Novi community's passion for reading, personal growth and learning.

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

Strategy:		Engage the Older Adult community in Library programs and services.	
Tactic	Owner	Status	Date
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Received display with pamphlets and information from Oakland County service for visually impaired	Annually; 9/13
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS		Annually
Promote Library programs at Older Adult programs	IS	Programs promoted at Authors Live event and Senior Book Discussion	Annually; 10/13
Survey Meadowbrook Commons residents	AD		Annually
Engage local Older Adult talent for displays, arts, crafts, collections, etc.	IS; AD	Investigating art hanging system for meeting room; reviewing procedures for accepting art at other locations to consider for NPL	Annually; 12/13
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources, and technology; consider no fee transportation to Library	IS; AD	Looking at transportation cost sharing	Annually; 12/13
Establish an Older Adult advisory board for ideas on programming, resources and services	IS; AD	Scheduled first meeting and a calendar of regular meetings; attended initial meeting (will be held monthly); attended October meeting; attended November meeting; attended December meeting; attended January meeting; attended March meeting; new City employee taking the lead due to a retirement	2013/2014; 9/13; 10/13; 11/13; 12/13; 1/14; 3/14
Investigate current Outreach services to meet the projected increase (10% over 3 years) in the Older Adult population	AD; SS; IS	Established staff committee concerning Outreach matters; held meeting in Feb., retooled the Outreach Mission Statement, reviewed definitions of BPH cards; created list of proposed Library material for outreach purposes	1/14; 2/14; 3/14
Strategy:		Increase/implement programming opportunities for each patron group.	
Tactic	Owner	Status	Date
Consider worldwide celebrations, festivals, events, etc.	IS; AD	Participated in City's Ethnic Taste & Tune Fest and Fall for Novi, providing information regarding NPL and language conversation groups; partnered with NCSO for Fire Up Fest; partnered with local DAR chapter for display of Constitution Week; met with staff of MSU Tollgate to plan for "Project Grow" to take place in May; partnered with	Annually 9/13; 10/13; 11/13; 12/13; 1/14

		the City and Walmart, Menchie's, Read a Latte Café, and the Berenguer Family for Light Up the Night program; added a Czech story time to the International Story Times	
Host music/dance programs by different cultural groups	IS		Annually
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each program	IS; IT/F	Tween Movie (51), Teen Juggling program (58), Sizzling Summer Juggler (350), Sizzling Summer Fisherman (200), Birds of Prey program (75), Story Time for 2-3 year olds (54), Pirate Party (61), Sizzling Summer Animal Adaptations (200), Henry Ford: The Rouge and his Village Industries (69); Baffling Bill (350), Kiddie Crafts (54), Teen Finale (223), Preschool finale (75), K-4 Finale (320), Hands-on Museum (200), Back-to-school crafts (96), Jr. Spelling bee (101), 5 th & 6 th gd. Spelling bee (77); Sesame Street Fair (120), Baby Time (51), Listen @ the Library (80); Sanders Confectionary program (65); Baby Time (51), Kiddie Crafts (54), Design-a-Plate (192), Novi Woods Story times (50), Novi Meadows Tour & Program (60), Halloween Tales (150); Tot Time (59), Listen @ the Library (90), Antarctica (88), Community Reads (181); Light Up the Night (682), Motown Hits (100); Get Your Wiggles Out (70); Kiddie Crafts (61); American Girl Tea (63); Listen @ the Library Jasper Quartet (100); stuffed animal sleepover (62); Outreach to Village Oaks for 3rd grade Project-Based Learning (100); Outreach Story Time to Thornton Creek Elementary (94) (78); Tot Time (55); Battle of the Books (140); Village Oaks Project-Based Learning presentation in-house (180); Kyodai Brass Quintet (110); Duo Sonidos (120);	Annually; 7/13; 8/13, 9/13; 10/13; 11/13; 12/13; 1/14; 2/14; 3/14
Increase use of the Youth Activity Room by 5% with more crafts/hands-on events, etc.	IS	Craft projects added to Starlight Story Time and Tot time Story Times each month using the Activity Room	Annually; 7/13
Investigate a GEEK programming series based on patron suggestions from GEEK the Library campaign	IS; AD; IT/F	Held hockey related event with two authors	Annually; 12/13

Develop a survey component to solicit technology needs of patrons to meet hardware, software, programming, and training needs	IT/F; AD, IS	IS dept. developed questions for survey; IT/F & IS working together to develop, distribute, and analyze survey results; survey developed and being reviewed by management; technology survey available on website and in paper form at library for month of November; survey complete and results being analyzed; several suggestions implemented or considered for future, including MacBook Pro laptop available for patron use, Mac workstations being investigated for 2015/16, several workstations have ability to upload photos from digital cameras, new wireless printing software, Printer-On, to be deployed in 2014/15	Annually; 7/13; 9/13; 11/13; 12/13; 3/14
Implement a series of five Patio programs, May-October, weather permitting	IS		Annually
Strategy:	Maintain current collections and services.		
Tactic	Owner	Status	Date
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Created QR code table tents for Homework Resource Center website page and for Boopsie Mobile App; created youth realistic fiction genre pathfinder for website and youth binder, started bibliography on "crisis topics" for preschoolers; updated three current youth subject lists to better reflect diverse patron base; initial bibliography started on "Crisis Topics" for preschoolers; entrepreneur resources being researched; Top-downloaded Freegal song display added to New For You kiosk; entrepreneur resources completed, printed and will be added to website; pathfinder for Baby Books and Baby-Toddler music created, printed, added to website; AP Exams pathfinder in Career section added	Annually; 7/13; 8/13; 9/13; 10/13; 12/13; 2/14; 3/14
Investigate free apps for iOS and Android phones that patrons can use that promote learning and literacy; develop and promote in-house pathfinders, on website, and through social media	IS	Collecting data; created "Fun and Free Educational Apps" pathfinder to be premiered shortly	9/13; 11/13; 12/13
Investigate texting/chat/e-mail services to contact librarians for information assistance	IS; IT/F		2013/2014
Have staff wear friendly "Ask Me" buttons	IS	Investigated use of "button-making" machine through Novi Schools	2013/2014; 7/13

Provide dedicated time for individuals and groups to receive assistance with e-readers and other devices	IS; IT/F	Several Tech Time sessions offered each month; e-reader instruction for groups provided periodically; increased One-on-One Internet and Email classes, created survey for follow-up, followed-up with 2 patrons, reviewed teaching methods and guidelines for future classes; regularly scheduled sessions include: Tech Time, eReader, VHS to DVD, Skype, Paint.NET, Drop-in Lab; staff training and impromptu public sessions also occur frequently; Using Your iPad class being developed to start in January; new iPad and other technology classes held in January and February; multiple classes and Tech Times held in March and April	2013/2014; 9/13; 10/13; 1/14; 2/14; 3/14; 4/14
Use roving reference to assist patrons	IS	On-going	2013/2014
Investigate useful technology to improve reference service	IS; IT/F	Netbooks updated to Surface tablets for roving reference	2013/2014; 3/14
Improve streaming of news, current events, sports info on LCD screens throughout building; teen programs in teen area; create calendar for what to view	IS; IT/F	Olympics on two display screens	2013/2014; 2/14
Investigate/implement a Homework Resource Center (collections, resources, tutoring opportunities)	IS	Page on website started; submitted links for history, math, science, and writing portion of Homework Resource Center; reviewed history links for accuracy; all subject links are up on website, as well as list of upcoming programs; reviewed links on History guide; updated science, history, and math guides; updated writing guide	8/13; 9/13; 10/13; 11/13; 12/13
Establish an International Language committee to provide recommendations for collections and programming	IS	Contacted potential volunteers from the community	2013/2014; 12/13
Strategy:	Partner with the Novi Community School District.		
Tactic	Owner	Status	Date
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	MEKO & AS attended Social Justice workshop through NCSD; JF and JP attended Social Justice workshop through NCSD; JF attended Social Justice Advisory Board meeting; AS attended Social Justice Advisory Board meeting; AS & MEKO attended 2 meetings to plan potential program promoting social justice to teens who frequent the library; AS & MEKO met with school officials to further discuss potential program; AS attended March Social Justice Steering Committee meeting	Annually; 8/13; 10/13; 11/13; 12/13; 2/14; 3/14

Increase activities with Novi and other area school districts	IS; AD	Partnered with NCSD on presenting and hosting the Book Chat programs; provided 3 library tours to Novi Meadows students (over 50 students in each tour); met with Novi Instructional Coaches to review 2013 SRP and begin discussion on 2014 SRP collaboration; JF & AS participated in Novi Woods' Walk to School Day; provided 2 Kindergarten story time sessions at Novi Woods; implemented first meeting of Novi Middle School Advisory Board at Novi Middle School; library tour for 50 students from the Novi Schools ESL class; provided tour and program for 60 students from Novi Meadows; hosted Novi High School student book drive that went to Teach 4 Detroit (over 400 books were collected); met with Instructional Coach and Media Specialist regarding SRP 2013 info for school board meeting; MEKO & AS attended Novi School Board Meeting; displayed Novi Youth Assistance & Meadows school anti-drug posters; MEKO attended Novi Youth Assistance/Novi Youth Forum meeting; MEM attended Walsh College holiday breakfast; AS and MEKO met with Novi Meadows Media Specialist and Instructional Coach for Summer Reading planning; Youth Librarians helped judge the Thornton Creek (Northville school) writing contest; met with Novi school teacher and student regarding a summer program on a book they published; sent out Jan/Feb Teen Newsletter to Novi and Walled Lake School Districts; AS & MEKO met with Village Oaks Third Grade Teachers to assist them with their Project Based Learning idea; AS & MEKO visited Village Oaks to provide presentation on authors and books for Project Based Learning idea; met with Instructional Coaches for Summer Reading planning; went to Novi Middle School for 2 nd meeting of NMS Advisory Board; Village Oaks' Project Based Learning presentation occurred with over 180 attending in person and via video feed	Annually; 7/13; 9/13; 10/13; 11/13; 12/13; 1/14; 2/14; 3/14

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

Strategy:			
Tactic	Owner	Status	Date
		Michigan Library Association annual conference; Light up the Night	10/13; 12/13

Strategic Objective #2—Increase the Novi community’s knowledge of and access to the Library’s collections, services and building.

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

Strategy: Increase awareness of services, collections, programs and technology.			
Tactic	Owner	Status	Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs, including facebook, twitter, videos, podcasts	IS; AD; IT/F	Created Library’s Vine account and 3 Vine videos; CS started Tumblr blog;	Annually; 9/13
Explore the use of social media to enhance book discussions	IS	Twitter and Facebook were used for live feeds during the Community Reads event	11/13
Create one video/podcast per year for website about Library services	AD	Doing monthly Beyond Books taping; staff training on Camtasia for library services tutorials	Annually; 8/13; 9/13; 10/13; 12/13
Increase publicity for rental of meeting rooms and patio	AD	New flyer created for meeting room rental info	Annually; 10/13
Reach out to homeowners groups by letter to President, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library (one time rental free)	AD	Managers provide tours and other info for many different homeowners groups; presented to Vista Hills homeowners and provided info for them to send out electronically to their residents; presented to Churchill Crossing, Roma Ridge, Cheltenham Estates	Annually; 1/14; 2/14
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids’ art from sub, contest for most card holders in sub	AD		Annually
Investigate/recruit for Library liaisons from homeowners groups to help market Library programs and info	AD		2013/2014

Increase number of library card holders in each Novi subdivision by 10% over five years; use geo-mapping data	AD; SS	SS & IS staff attended Novi Middle School open house and Fall for Novi to issue Library cards	Annually; 9/13
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD		Annually
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Created flyer to put at 2 nd floor ref desk to indicate when the local history room is open; on LCD screens; five candidates to help with the Oral History project of the Commission have been identified for potential interviews; Commission hired an individual and project will begin soon; Photo Call scheduled to take place on Sunday, May 5th asking residents to share photos and other info of Novi history to add to the Local History room	Annually; 9/13; 11/13; 1/14; 3/14
Implement regular (weekly/monthly) Library columns in Novi News and Patch.com	AD	Press releases to Novi News and Novi Patch; providing Get to Know Novi Staff blog posts	Annually; 8/13; 9/13; 1/14
Goal: Balance the needs of the community with fiscal responsibility.			
Strategy:	Consider adding new collections and services.		
Tactic	Owner	Status	Date
Investigate adding more interactive play components for youth	IS	Researched examples at PLA conference and gathered literature	Annually; 3/14
Review options for perpetual log-ins for library catalog	IT/F; SS	Perpetual log-ins with 7-minute time-out implemented for public catalog and MeLCat, allows user to place multiple holds without re-entering library card info	2013/2014; 10/13
Implement service to alert patrons when specific requests have been purchased	IS	Form was created and is being used that offers patrons to be contacted when a request is purchased	2013/2014
Consider room reservations for use of group study rooms	IS; AD	Group Study Room Committee formed and met to discuss issues and is researching possibilities; survey created for website and in-house; survey completed on 9/30/13, results to be analyzed; results analyzed and will be discussed at staff in-service; finalizing procedures after input from staff in-service meeting	2013/2014; 7/13; 8/13; 9/13; 10/13; 12/13
Commit to offering Teen Space program annually	AD; IS	All four partners (NPL, NCSD, City Parks & Rec, Novi Youth Assistance) continuing for 2013/14; Teen Space is increasingly popular with up to 100 teens visiting some days; provided Xbox Madden tournament; provided tour and information about Teen Space to Farmington Community Library interested in recreating at their library	2013/2014; 11/13; 12/13; 2/14

Investigate adding furniture to Teen Space	AD	Ping pong table added; Schools liaison monitor sponsored ping pong tournament	2013/2014; 9/13; 12/13
Goal: Create fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.			
Strategy:			
Tactic	Owner	Status	Date
Keep donors informed of Library activities	AD	Annual donor letter sent, including "A Year in Review"	11/13
Continue successful fundraising events	AD	Scrapbooking event held Feb. 8; raised \$450; On the Road program to be held April 30 (sold out in March)	2/14; 3/14
Goal: The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.			
Strategy:			
Tactic	Owner	Status	Date
Goal: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Strategy: Provide convenient access to collections, programs and services.			
Tactic	Owner	Status	Date
Work with TLN to improve catalog quality and access for mobile users	IT/F; SS	TLN providing daily catalog extracts for Boopsie mobile app; mobile app now available for Android and Apple; patrons may now opt to receive hold pick-up notices via text messages; NPL staff on committee to introduce new Enterprise online catalog	2013/2014; 9/13; 1/14; 2/14
Engage TLN in discussions to offer mobile services for library card application/renewal and renewal of materials	IT/F; SS	TLN libraries testing capability for online patron registration (library card application); renewal of library materials already available through Library Anywhere app and Boopsie app; online patron registration to be implemented after system is improved for duplicate checking	2013/2014; 12/13; 4/14
Provide Administration Office availability for assistance with meeting room rentals and other services	AD	Administration Office will add Saturday hours (10:00-6:00) beginning July 5	4/14

Strategic Objective #3—Encourage the Novi community to embrace and participate in the Library’s programming, cultural learning and service opportunities.

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

Strategy:			
Tactic	Owner	Status	Date
Investigate new fundraising initiatives	AD; Board	Board’s fundraising committee met to review ideas; Administration is further developing programs and contacting sponsors; coupon book being printed and will be offered for sale soon; coupon books being sold at NPL; investigated working at Detroit Tigers concessions but cannot provide enough volunteers	11/13; 12/13; 1/14

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

Strategy:			
Tactic	Owner	Status	Date

Strategic Objective #4—Foster an organizational culture of innovation.

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

Strategy:			
Tactic	Owner	Status	Date
Provide staff in-service days in November and June	AD	Staff committee planning November event; Nov. 15 event focused on getting to know Novi, with guest speakers to tell about Novi history and current status, with bus tour of historic Novi sites, including MSU Tollgate farm; staff committee planning for June event; unable to provide June event but plans moving forward to Nov.	Annually; 10/13; 11/13; 1/14; 3/14

Strategic Objective #5—Empower the Novi community to be effective consumers and producers of information.

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

Strategy:			
Tactic	Owner	Status	Date

Strategic Objective #6—Match the needs of the community with the facilities and Library's logistical resources.

Goal: Balance the needs of the community with fiscal responsibility.

Strategy:		Partner with City of Novi and Novi Community School District.		
Tactic	Owner	Status	Date	
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT/F	Met with City IT regarding their upcoming phone system upgrade and effects on Library; invited Schools and City to meet and share ideas; met again with City regarding possible changes to phone system, planning for options	Annually; 8/13; 1/14; 2/14	
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise new City services	AD	NPL serves as voting precinct	Annually; 11/13	
Work with City staff when possible to provide advice and make use of available services	AD; IT/F; SS	DPS has provided assistance with READ box, pavement marking and other parking lot issues; meeting with City IT staff regarding telephone system upgrades; obtaining proposals through City's bid process for lawn maintenance; meeting with Community Development to help resolve outstanding plumbing issues	Annually; 9/13; 10/13; 1/14; 2/14; 3/14	

Strategy:		Maintain communication with Read a Latte Café.		
Tactic	Owner	Status	Date	
Investigate with owner to offer lower prices and different cultural food options	AD	Café participated in Light up the Night event	Annually; 12/13	

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

Strategy:				
Tactic	Owner	Status	Date	

2013-2014 Budget 3/20/13		2012-2013 Approved	2013-2014 Approved	2014-2015 Projected	2015-2016 Projected
Revenues					
Account	Description				
403.000	Property Tax Revenue	2,219,000.00	2,254,000.00	2,328,000.00	2,398,000.00
567.000	State Aid	17,500.00	20,000.00	20,000.00	20,000.00
657.000	Library book fines	57,000.00	68,500.00	68,500.00	68,500.00
658.000	State penal fines	65,500.00	76,000.00	77,500.00	79,000.00
664.000	Interest on Investments	25,000.00	25,000.00	25,700.00	26,500.00
664.500	Unrealized gain(loss) invest	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	14,500.00	15,000.00	15,000.00	15,500.00
665.100	Copier	2,500.00	2,500.00	2,500.00	2,500.00
665.200	Electronic media	3,500.00	800.00	800.00	800.00
665.266	SRP T-shirt sales	150.00	0.00	0.00	0.00
665.267	Library Program - Book It	0.00	0.00	0.00	0.00
665.290	Library Fundraising Revenue	1,000.00	1,000.00	1,000.00	1,000.00
665.300	Meeting Room	12,000.00	15,000.00	15,000.00	15,000.00
665.400	Gifts and donations	5,000.00	5,000.00	5,000.00	5,000.00
665.404	Novi Township Assessment	6,130.00	5,800.00	5,900.00	6,000.00
665.650	Library Café	5,000.00	5,000.00	5,000.00	5,000.00
Total Revenue		2,433,780.00	2,493,600.00	2,569,900.00	2,642,800.00
		2012-2013 Approved	2013-2014 Approved	2014-2015 Projected	2015-2016 Projected
Expenditures					
Account	Description				
704.000	Permanent Salaries	898,000.00	943,600.00	958,600.00	973,600.00
705.000	Temporary Salaries	561,000.00	631,000.00	641,000.00	651,000.00
715.000	Social Security	111,000.00	120,000.00	122,400.00	124,300.00
716.000	Insurance	212,000.00	175,000.00	175,000.00	175,000.00
716.200	HSA	10,800.00	8,000.00	8,000.00	8,000.00
718.000	Pension DB	0.00	2,200.00	2,200.00	2,200.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	24,000.00	26,200.00	26,200.00	26,200.00
719.000	Unemployment Ins	2,000.00	2,000.00	2,000.00	2,000.00
720.000	Workers' Comp	2,500.00	5,300.00	5,300.00	5,300.00
Total Personnel Services		1,821,300.00	1,913,300.00	1,940,700.00	1,967,600.00
Supplies					
727.000	Office supplies	17,500.00	16,000.00	17,000.00	18,000.00
728.000	Postage	2,100.00	1,800.00	1,800.00	1,800.00
734.000	Computer software & licensing	73,000.00	88,000.00	88,000.00	88,000.00
734.500	Computer supplies equip	12,000.00	13,000.00	13,000.00	13,000.00
740.000	Operating supplies	31,700.00	33,200.00	34,800.00	36,500.00
740.200	Desks, chairs, cabinets, etc.	0.00	13,200.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00
Materials					
742.000	Books	190,000.00	220,500.00	220,500.00	220,500.00
742.100	Book Fines	500.00	700.00	700.00	700.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Periodicals	17,000.00	20,000.00	20,400.00	21,400.00
744.000	Audiovisual Materials	53,400.00	56,500.00	62,100.00	62,100.00

745.200	Electronic Media	43,200.00	55,700.00	61,200.00	61,200.00
745.300	Electronic Resources	44,800.00	60,000.00	60,000.00	60,000.00
Total Supplies & Materials		485,500.00	578,900.00	579,800.00	583,500.00
Services & Charges		2012-2013 Approved	2013-2014 Approved	2014-2015 Projected	2015-2016 Projected
Account	Description				
801.925	Public Information (cable)	950.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	2,500.00	3,500.00	3,500.00	3,500.00
803.000	Independent Audit	700.00	700.00	700.00	700.00
804.000	Medical Service	500.00	500.00	500.00	500.00
806.000	Legal Expenses	2,000.00	1,500.00	1,500.00	1,500.00
809.000	Memberships & Dues	5,000.00	5,500.00	5,500.00	5,500.00
816.000	Professional services	5,000.00	3,000.00	5,000.00	5,000.00
817.000	Custodial Services	36,000.00	37,200.00	36,000.00	36,000.00
818.000	TLN Central Services	6,000.00	5,000.00	5,500.00	6,000.00
851.000	Telephone	16,800.00	17,000.00	17,900.00	18,800.00
855.000	TLN Automation Services	64,400.00	63,900.00	66,500.00	68,100.00
862.000	Mileage	1,000.00	500.00	500.00	500.00
880.000	Community Promotion	5,000.00	5,000.00	5,000.00	5,000.00
880.267	Library Programming - Book It	0.00	1,000.00	1,000.00	1,000.00
880.268	Programming	20,000.00	26,000.00	26,000.00	26,000.00
900.000	Design, Printing, Publishing	28,750.00	30,000.00	31,500.00	33,000.00
910.000	Property & Liability Insurance	13,300.00	12,800.00	13,000.00	13,200.00
921.000	Heat	16,000.00	17,500.00	17,500.00	17,500.00
922.000	Electricity	86,000.00	90,500.00	91,100.00	93,800.00
923.000	Water and Sewer	5,500.00	6,000.00	6,000.00	6,500.00
934.000	Building Maint.	48,500.00	55,500.00	55,500.00	57,000.00
935.000	Vehicle Maint.	2,000.00	1,500.00	1,500.00	1,500.00
941.000	Grounds Maint.	25,000.00	25,000.00	26,500.00	27,000.00
942.000	Office Equipment Lease	13,500.00	13,000.00	13,000.00	13,000.00
942.100	Records storage	200.00	100.00	100.00	100.00
956.000	Conferences & Workshops	12,500.00	15,500.00	15,500.00	15,500.00
Total Services & Charges		417,100.00	438,700.00	447,300.00	457,200.00
986.00	13/14: 9 replacements; ipads		35,000.00		
986.00	14/15: 60 replacements			73,600.00	73,600.00
976.000	Building Improvements	0.00	0.00	0.00	0.00
990.000	Furniture	0.00	8,800.00	0.00	0.00
962.000	Contingency	0.00	0.00	0.00	0.00
Total Capital Outlay		0.00	43,800.00	73,600.00	73,600.00
Total Expenditures		2,723,900.00	2,974,700.00	3,041,400.00	3,081,900.00
680.00	Fund Balance	-290,120.00	-481,100.00	-471,500.00	-439,100.00
704.000/705.000	2012-2013 Salary Stipend				
	2013-014 1.5% incr. (7/13)		-25,500.00		
742.000 - 745.300	Incr. in Material expenditures		-50,000.00		
941.00	Landscape Improvements	-15,000.00			
	TOTAL Fund Balance	-305,120.00	-481,100.00	-471,500.00	-439,100.00

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

04/14/2014 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI							
PERIOD ENDING 03/31/2014							
% Fiscal Year Completed: 75.07							
		2013-14	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		ORIGINAL	AMENDED	03/31/2014	MONTH 03/31/2014	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268							
Dept 000.00-treasury							
Property tax revenue							
268-000.00-403.000	Property tax revenue	2,254,000.00	2,254,000.00	2,268,982.90	(1,262.25)	(14,982.90)	100.66
Property tax revenue		2,254,000.00	2,254,000.00	2,268,982.90	(1,262.25)	(14,982.90)	100.66
State sources							
268-000.00-567.000	State aid	20,000.00	20,000.00	13,932.76	0.00	6,067.24	69.66
State sources		20,000.00	20,000.00	13,932.76	0.00	6,067.24	69.66
Fines and forfeitures							
268-000.00-657.000	Library book fines	68,500.00	68,500.00	55,669.52	6,352.75	12,830.48	81.27
268-000.00-658.000	State penal fines	76,000.00	76,000.00	73,539.99	0.00	2,460.01	96.76
Fines and forfeitures		144,500.00	144,500.00	129,209.51	6,352.75	15,290.49	89.42
Interest income							
268-000.00-664.000	Interest on investments	25,000.00	25,000.00	18,267.95	0.00	6,732.05	73.07
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	0.00	(5.27)	0.00	5.27	100.00
Interest income		25,000.00	25,000.00	18,262.68	0.00	6,737.32	73.05
Other revenue							
268-000.00-665.000	Miscellaneous income	15,000.00	15,000.00	12,460.36	1,461.15	2,539.64	83.07
268-000.00-665.100	Copier	2,500.00	2,500.00	2,195.29	344.40	304.71	87.81
268-000.00-665.200	Electronic media (previously VHS)	800.00	800.00	176.80	14.00	623.20	22.10
268-000.00-665.290	Library fund raising revenue	1,000.00	1,000.00	180.00	0.00	820.00	18.00
268-000.00-665.300	Meeting room	15,000.00	15,000.00	19,629.55	2,866.00	(4,629.55)	130.86
268-000.00-665.404	Novi Township assessment	5,800.00	5,800.00	5,787.00	0.00	13.00	99.78
268-000.00-665.650	Library Cafe	5,000.00	5,000.00	3,614.64	435.55	1,385.36	72.29
Other revenue		45,100.00	45,100.00	44,043.64	5,121.10	1,056.36	97.66
Donations							
268-000.00-665.289	Adult programs	0.00	0.00	4,601.39	2,893.39	(4,601.39)	100.00
268-000.00-665.400	Gifts and donations	5,000.00	5,000.00	4,723.21	0.10	276.79	94.46
Donations		5,000.00	5,000.00	9,324.60	2,893.49	(4,324.60)	186.49
Appropriation of fund balance							
268-000.00-680.000	Appropriation of fund balance	481,100.00	481,100.00	0.00	0.00	481,100.00	0.00
Appropriation of fund balance		481,100.00	481,100.00	0.00	0.00	481,100.00	0.00
Personnel services							
268-000.00-704.000	Permanent salaries	943,600.00	943,600.00	704,230.09	72,495.12	239,369.91	74.63
268-000.00-705.000	Temporary salaries	631,000.00	631,000.00	435,015.62	47,352.36	195,984.38	68.94

268-000.00-715.000	Social security	120,000.00	120,000.00	87,664.60	8,951.59	32,335.40	73.05
268-000.00-716.000	Insurance	175,000.00	175,000.00	128,476.88	15,682.45	46,523.12	73.42
268-000.00-716.200	HSA - employer contribution	8,000.00	8,000.00	2,890.76	0.00	5,109.24	36.13
268-000.00-718.000	Pension-DB Normal Cost	2,200.00	2,200.00	0.00	0.00	2,200.00	0.00
268-000.00-718.200	Pension - defined contribution	26,200.00	26,200.00	20,130.36	2,014.70	6,069.64	76.83
268-000.00-719.000	Unemployment insurance	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
268-000.00-720.000	Workers compensation	5,300.00	5,300.00	3,393.88	318.84	1,906.12	64.04
Personnel services		1,913,300.00	1,913,300.00	1,381,802.19	146,815.06	531,497.81	72.22
Supplies							
268-000.00-727.000	Office supplies	16,000.00	16,000.00	14,349.32	2,270.58	1,650.68	89.68
268-000.00-728.000	Postage	1,800.00	1,800.00	494.42	70.14	1,305.58	27.47
268-000.00-734.000	Computer supplies, software & licensing	88,000.00	88,000.00	60,391.02	6,588.12	27,608.98	68.63
268-000.00-734.500	Computer supplies/equipment	13,000.00	13,000.00	10,349.86	82.00	2,650.14	79.61
268-000.00-740.000	Operating supplies	33,200.00	33,200.00	23,438.16	2,513.01	9,761.84	70.60
268-000.00-740.200	Desks, chairs, file cabinets, etc	13,200.00	13,200.00	11,119.44	0.00	2,080.56	84.24
268-000.00-741.000	Uniforms	300.00	300.00	246.85	0.00	53.15	82.28
268-000.00-742.000	Library books	220,500.00	220,500.00	154,044.75	13,372.98	66,455.25	69.86
268-000.00-742.100	Library Book - Fines	700.00	700.00	2,335.97	1,463.04	(1,635.97)	333.71
268-000.00-743.000	Library periodicals	20,000.00	20,000.00	14,292.28	0.00	5,707.72	71.46
268-000.00-744.000	Audio visual materials	56,500.00	56,500.00	43,625.62	2,375.58	12,874.38	77.21
268-000.00-745.200	Electronic media	55,700.00	55,700.00	33,575.64	2,330.53	22,124.36	60.28
268-000.00-745.300	Electronic resources (CD rom materials)	60,000.00	60,000.00	49,815.29	591.87	10,184.71	83.03
Supplies		578,900.00	578,900.00	418,078.62	31,657.85	160,821.38	72.22
Other services and charges							
268-000.00-801.925	Public information (cable, etc)	1,000.00	1,000.00	656.15	0.00	343.85	65.62
268-000.00-802.100	Bank services	3,500.00	3,500.00	2,401.44	191.34	1,098.56	68.61
268-000.00-803.000	Independent audit	700.00	700.00	590.00	0.00	110.00	84.29
268-000.00-804.000	Medical service	500.00	500.00	808.50	53.90	(308.50)	161.70
268-000.00-806.000	Legal fees	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
268-000.00-809.000	Memberships and dues	5,500.00	5,500.00	4,551.95	275.00	948.05	82.76
268-000.00-816.000	Professional services	3,000.00	3,000.00	1,980.00	0.00	1,020.00	66.00
268-000.00-817.000	Custodial services	37,200.00	37,200.00	22,271.42	4,921.42	14,928.58	59.87
268-000.00-818.000	TLN Central Services	5,000.00	5,000.00	4,750.00	0.00	250.00	95.00
268-000.00-851.000	Telephone	17,000.00	17,000.00	10,135.52	583.07	6,864.48	59.62
268-000.00-855.000	TLN Automation Services	63,900.00	63,900.00	39,360.65	0.00	24,539.35	61.60
268-000.00-861.000	Gasoline and oil	0.00	0.00	45.22	45.22	(45.22)	100.00
268-000.00-862.000	Mileage	500.00	500.00	135.10	0.00	364.90	27.02
268-000.00-880.000	Community promotion	5,000.00	5,000.00	5,618.39	0.00	(618.39)	112.37
268-000.00-880.267	Library Programming-Book It	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	26,000.00	26,000.00	12,728.96	1,780.09	13,271.04	48.96
268-000.00-880.271	Adult programs	0.00	0.00	2,829.60	2,692.60	(2,829.60)	100.00
268-000.00-900.000	Printing, graphic design and publishing	30,000.00	30,000.00	19,226.37	7,746.83	10,773.63	64.09
268-000.00-910.000	Property & liability insurance	12,800.00	12,800.00	13,668.00	0.00	(868.00)	106.78
268-000.00-921.000	Heat	17,500.00	17,500.00	9,568.11	1,958.27	7,931.89	54.67
268-000.00-922.000	Electricity	90,500.00	90,500.00	75,766.64	7,335.41	14,733.36	83.72
268-000.00-923.000	Water and sewer	6,000.00	6,000.00	2,540.52	0.00	3,459.48	42.34
268-000.00-934.000	Building maintenance	55,500.00	55,500.00	41,191.89	3,134.09	14,308.11	74.22
268-000.00-935.000	Vehicle maintenance	1,500.00	1,500.00	773.76	0.00	726.24	51.58

268-000.00-941.000	Grounds maintenance	25,000.00	25,000.00	29,959.68	1,190.70	(4,959.68)	119.84
268-000.00-942.000	Office equipment lease	13,000.00	13,000.00	9,987.84	999.00	3,012.16	76.83
268-000.00-942.100	Records storage	100.00	100.00	173.16	19.24	(73.16)	173.16
268-000.00-956.000	Conferences and workshops	15,500.00	15,500.00	14,696.14	(189.45)	803.86	94.81
Other services and charges		438,700.00	438,700.00	326,415.01	32,736.73	112,284.99	74.41
Capital outlay							
268-000.00-986.000	Data processing-capital outlay	35,000.00	35,000.00	25,112.75	0.00	9,887.25	71.75
268-000.00-990.000	Furniture	8,800.00	8,800.00	8,801.51	0.00	(1.51)	100.02
Capital outlay		43,800.00	43,800.00	33,914.26	0.00	9,885.74	77.43
Net - Dept 000.00-treasury		0.00	0.00	323,546.01	(198,104.55)	(323,546.01)	
Fund 268 - LIBRARY FUND 268:							
TOTAL REVENUES		2,974,700.00	2,974,700.00	2,483,756.09	13,105.09	490,943.91	83.50
TOTAL EXPENDITURES		2,974,700.00	2,974,700.00	2,160,210.08	211,209.64	814,489.92	72.62
NET OF REVENUES & EXPENDITURES		0.00	0.00	323,546.01	(198,104.55)	(323,546.01)	100.00
BEG. FUND BALANCE		2,113,292.16	2,113,292.16	2,113,292.16			100.00
END FUND BALANCE		2,113,292.16	2,113,292.16	2,436,838.17			100.00

Fund 269 - WALKER LIBRARY FUND 269							
Dept 000.00-treasury							
Interest income							
269-000.00-664.000	Interest on investments	0.00	0.00	14,482.13	0.00	(14,482.13)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	0.00	0.00	2,842.54	0.00	(2,842.54)	100.00
Interest income		0.00	0.00	17,324.67	0.00	(17,324.67)	100.00
Donations							
269-000.00-665.267	Library Programming - Book It	0.00	0.00	3,883.77	819.17	(3,883.77)	100.00
269-000.00-665.271	Donation-general-youth collections	0.00	0.00	146.47	0.00	(146.47)	100.00
269-000.00-665.274	Donations-brick pavers	0.00	0.00	370.47	0.00	(370.47)	100.00
269-000.00-665.285	Donations - Community Read	0.00	0.00	800.00	0.00	(800.00)	100.00
269-000.00-665.286	Donations - Light Up the Night	0.00	0.00	200.00	0.00	(200.00)	100.00
269-000.00-665.287	Donations-Crop for a Cause	0.00	0.00	472.07	0.00	(472.07)	100.00
269-000.00-665.402	Donations - specific collections	0.00	0.00	1,926.50	62.43	(1,926.50)	100.00
Donations		0.00	0.00	7,799.28	881.60	(7,799.28)	100.00
Supplies							
269-000.00-742.262	Booklt costs & childrens collections	0.00	0.00	12,925.24	0.00	(12,925.24)	100.00
269-000.00-742.267	Books - parenting	0.00	0.00	992.99	0.00	(992.99)	100.00
269-000.00-742.273	Friends of the Novi Library - Other Exp	0.00	0.00	7,207.94	0.00	(7,207.94)	100.00
269-000.00-742.285	Community Read expenditures	0.00	0.00	1,188.13	0.00	(1,188.13)	100.00
269-000.00-742.286	Light Up the Night expenditures	0.00	0.00	200.00	0.00	(200.00)	100.00
269-000.00-742.291	Friends of Novi Library - Principal Exps	0.00	0.00	2,238.40	32.76	(2,238.40)	100.00
Supplies		0.00	0.00	24,752.70	32.76	(24,752.70)	100.00
Net - Dept 000.00-treasury		0.00	0.00	371.25	848.84	(371.25)	
Fund 269 - WALKER LIBRARY FUND 269:							
TOTAL REVENUES		0.00	0.00	25,123.95	881.60	(25,123.95)	100.00
TOTAL EXPENDITURES		0.00	0.00	24,752.70	32.76	(24,752.70)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	371.25	848.84	(371.25)	100.00
BEG. FUND BALANCE		1,552,288.28	1,552,288.28	1,552,288.28			100.00
END FUND BALANCE		1,552,288.28	1,552,288.28	1,552,659.53			100.00
TOTAL REVENUES - ALL FUNDS		2,974,700.00	2,974,700.00	2,508,880.04	13,986.69	465,819.96	84.34
TOTAL EXPENDITURES - ALL FUNDS		2,974,700.00	2,974,700.00	2,184,962.78	211,242.40	789,737.22	73.45
NET OF REVENUES & EXPENDITURES		0.00	0.00	323,917.26	(197,255.71)	(323,917.26)	100.00
BEG. FUND BALANCE - ALL FUNDS		3,665,580.44	3,665,580.44	3,665,580.44			100.00
END FUND BALANCE - ALL FUNDS		3,665,580.44	3,665,580.44	3,989,497.70			100.00

04/14/2014		BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 03/31/2014		
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		724,011.80
268-000.00-017.002	Investment - Chase		98,888.18
268-000.00-017.008	Investment - Oakland County Investment		666,831.09
268-000.00-017.009	Investment - UBS		1,033,014.73
268-000.00-018.000	Cash on hand		500.00
268-000.00-020.000	Current taxes receivable		33,597.17
	Total Assets		2,556,842.97
*** Liabilities ***			
268-000.00-202.000	Accounts payable		58,964.80
268-000.00-215.200	Unemployment insurance liability		966.00
268-000.00-259.702	Accrued liabilities-tax		59,574.00
268-000.00-276.400	Deposit for Cafe		500.00
	Total Liabilities		120,004.80
*** Fund Balance ***			
268-000.00-390.000	Fund balance		2,113,292.16
	Total Fund Balance		2,113,292.16
	Beginning Fund Balance		2,113,292.16
	Net of Revenues VS Expenditures		323,546.01
	Ending Fund Balance		2,436,838.17
	Total Liabilities And Fund Balance		2,556,842.97

Fund 269 - WALKER LIBRARY FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	71,823.68
269-000.00-017.008	Investment - Oakland County Investment	504,409.31
269-000.00-017.009	Investment - UBS	976,426.54
	Total Assets	1,552,659.53
*** Fund Balance ***		
269-000.00-390.000	Fund balance	1,436,396.08
269-000.00-390.262	Restricted-Book It-childrens collections	33,432.10
269-000.00-390.267	Restricted for Druschel collections	1,000.38
269-000.00-390.271	Restricted for youth collection area	1,478.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	19,118.88
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	4,658.30
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	401.05
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,719.28
269-000.00-390.286	Restricted for Light Up the Night	65.05
269-000.00-390.287	Restricted-youth dept programming (Crop)	725.50
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	1,005.00
	Total Fund Balance	1,552,288.28
	Beginning Fund Balance	1,552,288.28
	Net of Revenues VS Expenditures	371.25
	Fund Balance Adjustments	0.00
	Ending Fund Balance	1,552,659.53
	Total Liabilities And Fund Balance	1,552,659.53

Director's Report – Julie Farkas



Battle of the Books

Another successful battle took place on March 22nd. With our largest team response to date, the Library welcomed 5th and 6th graders to the Civic Center to duel over the books they had read over the winter months. I am always amazed by these students who choose to be a part of this program and read 6 books in 3 months in addition to their daily school work. Then, they meet regularly to challenge each other on what they know about the stories. I commend the students, their parents/caregivers for supporting their children, and the coaches who work with them. The 2014 Battle of the Books winner was: Fiction Foretellers - Varun Boyapati, Aaryan

Morasa, Rohan Deme, Aditya Narayan, Mukund Jayaraju, Ankith Palakodati. Coaches: Jyothi Palakodati & Priya Iyer.

Patron Appeal

I have been in contact with the father of the student, Duncan Yang, who has received a banning from the library. Unfortunately, Mr. Yang has not provided a letter of appeal to me as of this date. This process was explained to Mr. Yang in a phone conversation following the March 26, 2014 meeting. In addition, Mr. Yang received the Rules of Conduct (Policy 11) at the March 26, 2014 meeting which explained the appeal process. On April 10th, I provided a courtesy call to Mr. Yang to find out if he was submitting the letter of appeal. Mr. Yang stated that he was. Today, April 18th, I called Mr. Yang again prior to sending out the board packet. Mr. Yang says he submitted an email through the library's website to me. Unfortunately, I have checked my inbox, deleted emails and spam for this correspondence along with involving my IT department to check for the email. An email was not received. I contacted Mr. Yang back asking him to submit the letter no later than April 18th or his request to be on the April 24th agenda would be postponed until May 21st. During a follow-up phone call to Mr. Yang following the March 26, 2014 meeting with Mr. Yang, I had told him that the library would be expecting him to pay for the emergency clean-up of the elevator. The bill has not been received as of yet, but I have been told by Dalton Cleaning that the bill will be in the amount of \$50.00.



Read Boxes in Novi

We have monetary support from the Novi Rotary to place 2 additional Read Boxes in the Novi Community beginning in early June. The boxes will be located in Rotary Park and ITC Park. Special thanks to the DPS department for helping with the construction of the 2 additional boxes. I am currently working with the schools and local agencies for local artists to paint the boxes. The unveiling of the new boxes has not been determined at this time.

Out and About in the Community:

- March 21 – DSLRT (Detroit Suburban Libraries Round Table) mtg. at Novi Public Library
- March 25 – OCHR (Oakland County Historical Resource) mtg. at Bloomfield Township Library
- March 26th TLN Book Discussion – Romulus Library
- April 1 – Youth Assistance Board mtg.
- April 2 – TLN EX-COMM mtg.
- April 4 – Money Smart Week kickoff mtg.
- April 8 – B2B Chamber Event at Novi Public Library

PLA Conference and Computers and Libraries Conference

Thank you to the Library Board for supporting the Library staff in continuing education efforts. In the past month, 5 members from the staff were able to attend large conferences for library professionals. Below are highlights that were compiled by the staff that attended.

PLA Conference by Julie Farkas, Library Director

- Prior to the conference, April Stevenson and I attended a 4 hour morning session at the Indianapolis Children's Museum entitled: Play, Eat, Grow. This sparked ideas for using the youth activity room in a more open, play concept for young children and parents (offering unsupervised open play). There were also ideas towards planning a Museum Day.
- Hiring & Recruitment in Libraries: 1) What skills/abilities are we looking for in a 21st century staff? 2) How can we improve our recruitment practices to better discover new talent? 3) How do we use the job interview? 4) How do we motivate? Consider KSA (Knowledge, Skills, and Abilities). Hiring for what they can learn, not for what they know/are. Most important factors: personality, smile, eye contact, positive outlook, do they have unique experiences? (#of years does not always mean great experience).
- Ways to make your library discoverable: Always seek to find new customers, Family, Food, Fun & Free programming concept, Be convenient to your users, Be prepared to build experiences, Move away as "expert" and focus on "community connector", Consider "checking out" people (staff) with expert experience, consider a SWAT team for improving the looks of your library.
- Building Social Media for your Library: Have a strategy – know where you want to go, have someone with a creative mind – that thinks out of the box, uses storytelling and is enthusiastic/passionate about social media, visuals – images and videos are very important, consider being a library evangelist. We need to use our motto more – it is short and sweet and all staff can identify with it. Promote before an event and then follow up with Facebook/twitter info to brag about what some may have missed (recap the events). Currently, 93% of teenagers are online daily. We need to make us more available to teens. Teens are using: Instagram, Snapchat, Vine. Consider making more of our print info social. Graphics, photos, videos are more desirable to the social media reader. Consider a marketing tab on our website for people to get access to our logo, motto, press releases, graphics, photos.
- On behalf of TLN (The Library Network) I met with a number of ILS vendors along with Library Director, Paul McCann from Dexter, for TLN to consider when their contract with SirsiDynix is up in 2 years. This would be a consideration for a new catalog system. TLN has been contracting with SirsiDynix for over 10 years now. This was a new experience for me as I have not been part of an ILS selection process in the past and it gave me a chance to get myself familiar with other systems that are competing with SirsiDynix.
- Successful Staff Days: Allow for the same message to be heard by all, it's a time to celebrate, consider inviting the Library Board to recognize staff, Many models were shared: field trip, unconference (participant driven), training, and assessment.
- Boomers and your Library: patrons are growing older, but are NOT old. Consider continuing education opportunities, volunteer opportunities (AARP reports that 62% of retirees want to volunteer). Topics to consider: arts, music, scholars, health care, local history, community leadership. Goal 1: Get your boomers actively participating in the planning of programs. Goal 2: Develop a sense of community. Goal 3: Generate new users. Consider people joining you in person, video conference (online) or video archive. Goal 4: Bridge the gap between long-time residents and newcomers.
- Libraries + Partners = Community: Look at ways to assist the school district with the achievement gap initiative (homework help, tutoring, space for hanging out, programming). Consider relationships with local universities: South University, Walsh, EMU, Schoolcraft, Oakland Univ.

PLA Conference by April Stevenson, Head of Information Services

- **Turning Outward to Lead Change in Your Community: Aspirations & Turn Quiz**
Presented by the Harwood Institute and the American Library Association; a two-year initiative to train library professionals. By making an intentional choice to turn outward you will begin creating change and will produce greater impact and relevance in your community. By turning outward you embed the library in a positive way within the varying groups of the community.
- **Developing a Staff Competency Program that Works**
This provided Ideas for creating an employee learning and growth plan. Start with identifying learning needs and create a list of desired competencies. Provide regular training opportunities in meetings, at workshops, and conferences. Providing a competent staff is a must for library relevancy.
- **Training a Cracker Jack Staff on a Peanuts Budget**
Now that those core staff competencies have been identified and a growth plan has been developed it is time to train. Affordable methods can include; peer-led training sessions, independent learning (Gale's Learn 4 Life), staff "experts", and library-wide customer service training.
- **Creating Lifelong Library Users One School at a Time**
Three different models of school/public library collaboration and their strategies were presented; Nashville, Manhattan, and Indianapolis. Each shares their ILS between the public library and the school media centers. Manhattan requires the schools to retain their Media Specialists. All material from the school media centers are added to the shared ILS. Students can search and place holds on items from either the Media Center or the public library. Holds are delivered to the schools each week. This has opened up a wider range of users to the public library and increased usage.
- **Your Next Book is on Facebook: Using Social Media in Readers' Advisory**
This provided ideas on traditional readers' advisory via coordinated social media campaigns; to capturing teen interests with Instagram and Tumblr ideas. Also gave insight on new ways to use Vimeo and Vine to market library material and programs.
- **Getting Teen Services Out From Under the Radar**
Tips on how to use the YALSA Evaluation tool to show off the good ideas for teens you are accomplishing, make improvements where necessary and advocate for change as part of the larger strategic goals of the library.
- **Cheap and Easy: An Introduction to Passive Programming**
Ideas to showcase collections, services, community initiatives, activities and many other aspects of the library suitable for all ages and intergenerational audiences in an inexpensive way with flexible staff requirements.

PLA Big Ideas by Evan Smale, Electronic Services Librarian

Website Usability testing

- Iterative design, site is never "finished." Always slowly tweaking.

What drives the changes?

- Identify problem before designing solution.
- User driven change instead of staff.

How?

- Listen, observe. Set up a table, talk about website with patrons.
- Use Silverback usability app or similar software.
- Ask patrons to navigate to an area on the site to understand what steps they take to get there.
- Verbalize it. Have them explain what they are doing.
- This is to test the website not the patron. The website is another type of reference desk, it should also have a customer service focus

Makerspaces

How to start?

- Find Community partners.
- Find those with skills/equipment that can bring it to the library.
- Find the person on your staff who has the connections/knowledge
- Find local clubs
- Look at what staff is passionate about and nurture that into programming

Ideas for different Makerspace programs.

- Makers ball. Design clothes from repurposed material. Electronics in clothing (LED's)
- Handbags from book covers
- Robot petting zoo
- Raspberry pi programming
- Pay artists a stipend, for multi part instructional series
- Circulating telescope, musical instruments, and non-traditional items

Plano Public Library restructuring key improvements

- Tech service based collection development
 - 2 full time and 2 part time staff.
 - Frees up 26 librarians for programming and additional services
- Books on hold shelf 30 minutes after check in
- Five bin sorter
- Sorter for public to see. Fascinating for younger patrons to watch

Holds

- Handyholds <http://www.bibliotheca.com/1/index.php/us/our-products/tags-other-products/handy-holds>
- Seven day color rotation for easy pulling
- Five renewal's for items reduced staff load

Other

- 20 self-check machines = 90% patron self-check
- Digital creation space. Green screen (Application in Story time room?)
- Book a librarian

PLA 2014 Experience by Michael Postula, Information Services Librarian

I was honored to be able to attend the 2014 PLA Conference in Indianapolis. There were many useful programs I attended and each one had an idea, or many ideas, that I am eager to put into practice. The experience also was especially helpful to me as I am on the 2014 MLA Conference Committee (Grand Rapids) and I was able to see what worked well and more importantly, what does not work so well, to put on a well-received conference. I attended many programs but I would like to focus on a few that I found especially insightful.

There was a presentation put together by members of the Los Angeles library system that discussed their internship program. Since I am heavily involved with the interns at NPL I found the program very helpful. The presenters and attendees broke into smaller groups and discussed ways in which new librarians can be integrated into the library. We also discussed ways in which younger librarians can be groomed for leadership roles.

Another program that I thought was fantastic was put on by members of the Plano, Texas library system and it was about a robotics program they have had success with. They partnered with the Science and Engineering Education Center at UT Dallas to create a curriculum to teach children the basics of robotics. To do so they used Lego Mindstorm kits and had teams of 4 per kit gradually learn how to build and program a robot over the course of 8 weeks. I know that a similar program would be successful in Novi. The big stumbling block would be the price as the kits cost several hundred dollars each. However, the shock of the cost would be mitigated by the fact that the program can last a couple months and would undoubtedly be very popular. The Plano reps said that they instantly get to a waiting list.

Finally, I attended a program centered on hosting book discussions. I have been in charge of the book discussions at NPL for roughly 3 years now and I feel that they are growing a bit stagnant. To counter this I am going to try something different for the last 4 discussions my Monday night group will have in 2014. Instead of picking one book that everyone reads and then discusses, I am going to pick themes and provide a list of suggestions for people to read. It might take some getting used to but by November I am sure that the group will have it down.

The programs above and the others I attended have given me exciting ideas that will serve the community well. In the event they do not go swimmingly that is okay too because one of the great things about working at NPL is we are trusted to try things out without fear of failure. Once again, I am grateful for the opportunity to represent the library at a national conference and I look forward to putting ideas into action.

Computers in Libraries 2014 by Barb Rutkowski, Head of IT

Games, Gadgets and Makerspaces – Brian Pichman, Evolve Projects

This session allowed hands-on access and discussion about the latest games and gadgets that are transforming library programs such as 3D printers, digital badges, robotic kits, Tiggly Shapes which are shapes (circle, square, star, triangle) that interact with tablet apps and Sifteo Cubes which are interactive game cubes which sense each other.

Cyber Tour – Six Technologies Trends to Watch – Frank Cervone, Systems and IT Specialist for Libraries

1. The app – the focus is less on the traditional client-server model and more on narrow, highly-targeted functionality through apps.
2. Shift from personal devices to personal clouds – staff/patrons are using apps such as DropBox, Evernote, and Salesforce which allow smartphones, tablets, laptops to access information anywhere.

3. Big data and analytics – better ways to extract data with tools such as IBM Watson, which allow organizations to transform mountains of data into knowledge allowing them to build better partnerships and identify/cultivate necessary skill sets.
4. Social media – Mobility, clouds, unified messaging and always-on internet has made real-time communication possible, as well as making it easy to find experts within an organization. It is all about increasing the speed at which data moves.
5. Cybersecurity – with nearly 25 billion internet-connected devices, a big piece of the puzzle is how to build in secure access and authentication without hindering connections.
6. Standards in software – virtual networks, storage solutions and data centers have revolutionized the way we operate, manage content and connect with third parties, but there are few standards for interoperability.

It is all about improving outcomes through technology.

Using the Cloud & Google Apps for Better Staff User Experience – Michael Casey – Gwinnett County Public Library

Session covered the challenges faced as they moved from Microsoft Exchange and SharePoint to Google Apps for Education/Google Drive and WebEx to Google Hangouts. Issues such as training, resistance to change and the fear of Google and clouds in general were discussed.

Change in Action: Strategies and Leadership – Nate Hill, Chattanooga Public Library and Todd Colegrove, University of Nevada-Reno

Two libraries, one public and one academic, changed the culture of their library by creating new and innovative spaces. The public library cleared an entire floor that had previously been used for storage, partnered with local businesses to conduct patron training using open-source software such as TinkerCAD for 3D design. The academic library painted their lobby with blackboard paint to encourage students to provide feedback.

What Does the Dashboard Tell Us? – Amy Deschenes, Simmons College Library

Explained how they developed a data collection strategy using Zoho Creator, a statistics management tool that allowed them to create an online dashboard to visualize data stored in a Google spreadsheet using Sheetsee. The dashboard greatly simplified the statistics gathering process and insured consistency so apples to apples were being compared year to year.

Good Not Perfect! – Andrew Shuping, Mercer University Library

This session discussed how both IT staff and librarians sometimes strive for one more piece of information, one more graph, the right wording, and so on – striving for perfection. Perfection can be more harmful than good since “one more” can delay a project, destroy confidence and more. Completion was stressed, not perfection.

Transparency in Discovery – Presented by Marshall Breeding, Library Technology Guides

This session described the movement of library resource discovery products toward web-scale, index-based services and some of the issues that sparked this initiative to improve the relationships between libraries, content providers and discovery service creators.

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

Proclamation
National Library Week 2014
April 13-19, 2014

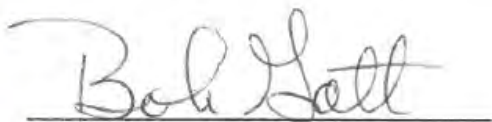
WHEREAS, libraries provide free access to all – from books and online resources for families to library business centers; and

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

WHEREAS, the Library Board and staff have adopted a new motto **Lives Change @ Your Library**, 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 13-19, 2014. I encourage all residents to visit the library this week to take advantage of the wonderful resources.



Bob Gatt
Mayor



Outreach to the Novi business community by Maureen Simari

- Entrepreneurship Business Links added to the Business Resource Center portion of the Novi Public Library's website.
- Meeting face-to-face and electronically with Novi Business owners to teach the use of business databases.
- Working with the Small Business Development Center of Michigan located in Schoolcraft College and building partnerships with the Business Resource Center representatives from the Canton Public Library and Dearborn Public Library.
- The Novi Chamber of Commerce is hosting a B2B breakfast meeting at the Novi Public Library on Tuesday, April 8, 2014 at 8:00 am.
- Presenting a new marketing and sales event "Surefire Strategies for Marketing & Sales Success" on Tuesday, April 29, 2014, 6:30-8:00 pm.
- A new Small Business Loan event will be hosted at the Novi Public Library on June 11, 2014. This is a partnership with the Small Business Development Center of Michigan and banks located in the City of Novi.
- Working with Paul Marriott, Retail Assistant with the City of Novi's Economic Development Department. We are working on ways to reach out to Novi's small business owners.
- Working with Jackie Smale, Human Resource Generalist with the City of Novi, to develop an advanced LinkedIn training event to be hosted early October 2014 at the Novi Public Library.

I am meeting face-to-face and electronically with Novi Business owners. Just in the last two weeks, I have worked with four Novi business owners explaining the access and use of the *Demographics Now* or *Reference USA* business databases. Listed below are short tutorials I have emailed to the business owners so they can quickly learn the *Demographics Now* and *Reference USA* databases:

<http://library.demographicsnow.com/custom/Tutorial.htm>

<http://referenceusa-resourcecenter.com/tutorials/>

Entrepreneurship Links to Business Start-up Sources

Start-up Incubators or Accelerators:

Bizdom: One of the most connected startup accelerators in the world and was founded by serial entrepreneur Dan Gilbert. Bizdom helps provide the support and resources necessary for aspiring entrepreneurs to get their businesses off the ground in Detroit and Cleveland.

<http://bizdom.com/>

Ann Arbor SPARK: Supports high tech and innovative business, jobs and investment in the greater Ann Arbor region. Whether you're looking to expand or relocate in the Ann Arbor region, find a talented workforce, or start a new business in Ann Arbor, SPARK's team of experienced professionals can help.

<http://www.annarborusa.org/start-here/business-accelerator-services>

TechTown: The most established business accelerator in Detroit – founded specifically to develop and grow sustainable technology businesses.

<http://techtowndetroit.org/>

Entrepreneur Community Consulting & Education Partners

Center for Empowerment and Economic Development (CEED): The Center for Empowerment and Economic Development is committed to empowering women and minorities economically through business development training, vendor certification, business-to-business networking and accessible capital assistance programs.

www.miceed.org

Eastern Michigan University Center for Entrepreneurship: The Center for Entrepreneurship is a co-curricular program of the EMU College of Business which strives to encourage innovative business creation and growth in southeast Michigan and a strong culture of entrepreneurial thinking in the EMU community.

www.cob.emich.edu

Michigan Corporate Relations Network (MCRN) Faculty Expertise Portal - This first generation federated database includes faculty experts from four research universities (University of Michigan – Ann Arbor and Dearborn, Wayne State University, and Michigan State University) – and is working to include all six research universities of the MCRN (Western Michigan University and Michigan Technological University). Its user-friendly interface and search process targets entrepreneurs, start-ups, and businesses of all sizes.

<http://www.experts.scival.com/RegionalPortal/mcrn/>

Michigan Small Business & Technology Development Center (MI-SBTDC): MI-SBTDC enhances Michigan's economic well-being by providing counseling, training, research and advocacy for new ventures, existing small businesses and innovative technology companies. www.misbtdc.org

Michigan State University - Institute for Entrepreneurship and Innovation: The mission of the Institute for Entrepreneurship & Innovation is to advance and promote entrepreneurship at the Broad College of Business, Michigan State University, and in the State of Michigan through research, education and outreach.

<https://ie.broad.msu.edu/>

SCORE: Staffed with retired business executives, SCORE (Service Corp of Retired Executives) provides free and confidential business advice and counseling tailored to meet the needs of small businesses and personal objectives. www.score.org

University of Michigan Business Engagement Center: The Business Engagement Center is a "front door" to the University of Michigan for businesses and industry. www.bec.umich.edu



Novi Public Library | 45255 West Ten Mile Road | Novi, MI 48375

Phone 248-349-0720 x 7214

www.novilibrary.org

Inform. Inspire. Include.

Crowd-sourcing for Entrepreneurs:

Kickstarter: Project creators set a funding goal and deadline. If people like a project, they can pledge money to make it happen. Funding on Kickstarter is all-or-nothing — projects must reach their funding goals to receive any money. <http://www.kickstarter.com/>

Indiegogo: The crowdfunding solution that empowers ideas and enables people to donate funds easily. <http://www.indiegogo.com/>

Crowdfunder: Collaborative Investment Fundraising for Startups & Social Enterprises. Working to create globally connected local entrepreneurial ecosystems that serve as the foundation for development and innovation. <https://www.crowdfunder.com/>

RocketHub: If you want to be part of an international, pioneering, open community that has helped thousands of artists, scientists, entrepreneurs, and social leaders raise millions of dollars, you want to be part of RocketHub. <http://www.rockethub.com/>

Crowdrise: Donation-based funding for Causes and Charity. CrowdRise is a unique blend of crowdfunding, social networking, contests, and other nice stuff. <http://www.crowdrise.com/>

SoMoLend: A debt-based funding platform that connects small business borrowers with corporate, institutional, organization and individual lenders, such as friends and family or accredited investors. SoMoLend's mission is to democratize access to capital for small businesses, and investment opportunities for average Americans. <https://www.somolend.com/>

Angellist: Simplifies the whole capital raising process for early stage businesses. <https://angel.co/>

Invested.in: The world's leading provider of crowdfunding software solutions. Invested.in's crowdfunding technology powers sites for large brands like Coca-Cola, for banks like ATB Financial and even for entrepreneurs and non-profit organizations. The company is run by a team of professionals with experience in building, launching, and running multiple technology startups. <http://invested.in/>

Quirky: The JOBS Act—often referred to as the new crowdfunding laws—was approved by Congress and signed into law by President Obama. This new law was created to help new businesses raise capital in order to accelerate job creation. Read more at <http://careerfuel.net/crowdfunding/#ESL9351vGyZlkVrf.99>
<http://www.quirky.com/shop>



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Inform. Inspire. Include.



Driver's License Verification Policy

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

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

1. Facilities
2. Management Team
3. Human Resources

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

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

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

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

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

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

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

Adopted:

Signed:

President
Novi Public Library Board of Trustees



Motor Vehicle Record Check

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

Acknowledgement Form

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

Name (please print)

Signature

Driver's License Number

State Issuing License

Date of Birth

Social Security Number

Public Services Report by Margi Karp-Opperer

Keeping You Informed:

The ever-popular, very anticipated Battle of the Books led by Susanne Carpenter and Jennifer Preston was held
Beyond Books Cable Show was taped

Attended the Novi Youth Forum Meeting

Red Carpet Event to culminate Project Based Learning partnership with Village Oaks School occurred

Student posters are on display in youth area to complement Project Based Learning

County Clerk Register of Deeds Local Office provided their services

OLHSA (Oakland Livingston Human Service Agency) expanded their hours (10-4 each Tuesday)

Featured Adult Programs:

Basics of building model ships from kits was presented by Larry Kilgore

Introduction to Polish Research

Final concert for season of Listen @ the Library with Duo Sonidos

AARP Tax Preparation

Parent to Parent Book Discussion with facilitator, Dr. Steve Matthews

Youth for Understanding USA

Special business/financial programs for the month included:

- a. Six SCORE Business Mentoring

Monthly Adult Programs:

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

Featured Youth Programs:

- Dr. Seuss Birthday Celebration (March is Reading Month)
- Let's Play Chess
- April Fool's Day Craft

Monthly Youth Programs:

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

Tween and Teen Program:

- ❖ Teen Book Club
- ❖ Mosaic Madness
- ❖ TAB (Teen Advisory Board) Meeting
- ❖ Teen Handwriting Analysis
- ❖ Divergent: Initiation

Featured Collections:

Adult: Drawing on Reality: Historical and Non Fiction Graphic Novels

Youth: They Began as a Book

Featured databases:

Novelist

Zinio

Building Operations Report by Mary Ellen Mulcrone

On April 9th, in conjunction with Severe Weather Awareness Week in Oakland County and all of Michigan, the Library staged a tornado/severe weather drill with all staff and others who were in the building at the time of the siren test. Patrons were mostly cooperative, giving staff a chance to practice and hopefully be prepared should a real emergency occur. Earlier that week, I had the opportunity to attend a Skywarn weather spotter training session provided by the National Weather Service, Oakland County, and Novi Police.

The Midwest Collaborative for Library Services in Lansing presented a workshop on April 10th entitled Securing Your Library in Troubling Times. The agenda included presentations on Personal Safety and ALICE (Alert-Lockdown-Inform-Counter-Evacuate) Training, Confronting Violence in the Library, and Phases of Incident Management and Crisis Communication. Novi Library served as a viewing location for the workshop, so many of our staff were able to attend this worthwhile program. We will be working with Novi Police to develop procedures and run practice drills.

We received one proposal for installation of a heated air curtain for the vestibule. We are trying to get additional quotes for comparison. Paths to the drains in the parking lot had to be cleared a few more times, but now that we are easing into spring weather, we hope that the snow, ice, and cold temperatures will subside, and we can begin to focus on warm weather issues. We have a new contractor for lawn and landscape maintenance services. B & B Landscaping was selected by the City of Novi and the Library for 2014 services. We have also scheduled the opening of our irrigation system for later this month.

Training has been provided for staff on the Windows 8.1 Surface pro tablets that will replace the outdated netbooks used at the Information Desks. A variety of computer training sessions for the public were held, including VHS to DVD workshop, using your iPad, e-reader instruction, drop-in computer lab, and several tech time sessions.

As usual, a variety of routine tasks, repairs, updates, and replacements are occurring, such as delivery of Novi Newbies materials to Providence Hospital, upgrade of universal access (low vision/blind) computer to Windows 7, replacement of some staff workstations that were still in use from the old building, carpet and upholstery cleaning, lighting test, patching of walls, etc. We are also working on a routine but major clean-up of older, unnecessary files that will free up some server space.

Support Services is preparing for the year-end closeout of acquisitions for library materials. Timetables have been provided for collection development so that everything will run smoothly for the transition from one fiscal year to the next.

We (with other TLN shared system libraries) are testing a new online public catalog called Enterprise. This will run along with the existing catalog, eLibrary, for the next several months, when the older catalog will be eliminated.

MI Big Green Gym, the program to provide free passes to state parks and other recreational activities, will kick-off for this year on May 16. The new year for the MAP (Michigan Activity Pass) program, with some additional cultural venues, will begin on May 24.

We welcomed Sandra Vandergriff as our newest Support Services Supervisor.

Support Services Statistics 2013-2014

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	477	437	491	409	335	263	305	268	355				3,340
Items checked out	83,150	73,040	64,664	66,952	63,631	56,774	61,451	59,205	69,472				598,339
Items borrowed	5,007	4,440	3,976	4,082	3,689	3,616	4,476	3,910	3,967				37,163
Items loaned	5,545	5,006	4,724	4,855	4,204	3,969	5,272	4,580	5,091				43,246

Support Services
Statistics

March, 2014

	2014	2013		2013	2012
No. of lib. cards issued	355	359	READ Box		
Total no. of checkouts	69,472	67,919	(unveiled June 6, 2013)	Adult 90	0
			capacity approx. 30 bks.	Youth <u>192</u>	<u>0</u>
			Annual Total (year end- Oct. 2, 2013)	282	0
No. of items borrowed					
	TLN 3,876	3,832			
	MeL <u>91</u>	<u>93</u>			
	3,967	3,925			
No. of items loaned					
	TLN 4,980	4,888			
	MeL <u>111</u>	<u>101</u>			
	5,091	4,989			

Self-Check Totals 2013-14 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	83,150	63.67%	52,942	11,452	9,610	5,395	13,565	10,448	2,472
August	73,040	61.95%	45,246	10,214	7,740	4,967	12,194	8,136	1,995
September	64,664	58.94%	38,115	8,726	6,874	3,954	10,491	6,561	1,509
October	66,952	56.04%	37,519	8,455	6,230	3,714	10,449	7,141	1,530
November	63,631	59.46%	37,832	8,836	6,426	4,279	10,217	6,997	1,077
December	56,774	56.90%	32,304	7,910	5,172	2,922	8,814	6,234	1,252
January	61,451	56.76%	34,882	8,009	5,894	3,559	10,004	6,160	1,256
February	59,205	55.56%	32,892	8,006	5,807	3,439	9,016	5,368	1,256
March	69,472	57.64%	40,042	8,977	6,666	3,955	11,240	7,454	1,750
April									
May									
June									
FYTD	598,539	58.29%	348,870	79,623	60,229	36,368	95,908	62,757	13,985

Library Usage

2012-2013 Fiscal Year					2013-2014 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	38,858	1,495	254	26	July	37,620	1,447	254	26
August	33,175	1,229	261	27	August	32,464	1,249	250	26
September	31,011	1,108	244	28	September	30,079	1,074	264	28
October	32,303	1,042	281	31	October	31,249	1,008	297	31
November	32,454	1,119	244	29	November	30,109	1,075	257	28
December	26,501	1,019	229	26	December	27,986	1,000	259	28
January	30,017	1,001	270	30	January	37,006	1,234	283	30
February	31,795	1,136	248	28	February	28,760	1,027	264	28
March	32,587	1,124	255	29	March	32,829	1,059	289	31
April	35,701	1,190	270	30	April			272	28
May	31,290	1,118	258	28	May			268	28
June	33,528	1,341	239	25	June			267	28
FYTD Total	389,220	1,248	3,053	337	FYTD Total	288,102	1,125	3,224	340

2012-2013 Fiscal Year						2013-2014 Fiscal Year					
Computer Logins						Computer Logins					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	8,302	15,104	0	23,406	900	July	5,549	24,600	6	30,155	1,160
August	7,926	14,352	0	22,278	825	August	5,075	22,623	1	27,699	1,065
September	7,090	12,680	0	19,770	706	September	4,915	30,828	3	35,746	1,277
October	7,539	13,578	0	21,117	681	October	5,806	35,096	0	40,902	1,319
November	7,895	14,263	3	22,161	791	November	5,240	32,155	3	37,398	1,336
December	4,295	18,833	2	23,130	857	December	4,279	32,168	4	36,451	1,302
January	4,924	24,172	6	29,102	1,004	January	4,327	30,792	5	35,124	1,171
February	4,203	23,780	3	27,986	965	February	4,583	36,568	0	41,151	1,470
March	4,441	25,096	0	29,537	953	March	5,092	39,344	2	44,438	1,433
April	4,858	22,838	4	27,700	989	April					
May	4,407	22,196	1	26,604	950	May					
June	5,206	22,924	10	28,140	1,082	June					
FYTD Total	71,086	229,816	29	300,931	890	FYTD Total	44,866	284,174	24	329,064	1,285

Early Literacy Workstation Usage							
2012-2013 Fiscal Year				2013-2014 Fiscal Year			
	Sessions	Time (In Minutes)	Average Session (In Minutes)		Sessions	Time (In Minutes)	Average Session (In Minutes)
July	927	24,950	26	July	1,309	32,845	25
August	1,006	25,947	25	August	1,324	34,520	26
September	749	17,162	22	September	987	22,767	23
October	829	19,488	23	October	1,067	24,139	22
November	834	20,451	24	November	816	19,935	24
December	683	15,603	22	December	658	15,590	23
January	838	20,713	24	January	720	16,998	23
February	855	18,745	21	February	718	16,702	23
March	865	18,503	21	March	834	21,063	25
April	890	20,933	23	April			
May	754	15,805	20	May			
June	912	21,374	23	June			
FYTD Total	10,142	239,674	24	FYTD Total	8,433	204,559	24

Technology Training Sessions 2012-2013 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Skype	Paint.NET	Drop-In Lab	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1	1	0	0	1	2	9	5	23	
<i>patrons</i>	3	2	11	0	0	4	6	9	5		40
Aug	4	1	1	0	1	1	2	2	4	16	
<i>patrons</i>	2	2	6	0	5	5	2	2	4		28
Sep	4	1	5	0	0	1	0	1	9	21	
<i>patrons</i>	2	6	12	0	0	5	0	3	9		37
Oct	4	0	5	0	1	1	0	0	3	14	
<i>patrons</i>	3	0	6	0	4	5	0	0	3		21
Nov	4	1	5	0	0	1	0	0	5	16	
<i>patrons</i>	2	4	10	0	0	4	0	0	5		25
Dec	4	0	4	0	1	1	0	0	1	11	
<i>patrons</i>	2	0	6	0	2	1	0	0	1		12
Jan	4	1	4	1	0	1	1	0	5	17	
<i>patrons</i>	4	2	1	8	0	3	4	0	5		27
Feb	4	0	1	1	1	1	0	1	19	28	
<i>patrons</i>	2	0	1	7	3	3	0	1	19		36
Mar	4	1	4	1	0	1	1	14	2	28	
<i>patrons</i>	2	5	6	9	0	4	2	14	2		44
Apr										0	
<i>patrons</i>											0
May										0	
<i>patrons</i>											0
Jun										0	
<i>patrons</i>											0

Sessions	36	6	30	3	4	9	6	27	53	174	
Patrons	22	21	59	24	14	34	14	29	53		270

2013-2014 Fiscal Year								
	Freegal		OverDrive				Zinio	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*
July	1,696	280	1,825	583	2,408	126	450	4,984
August	1,495	250	2,721	799	3,520	87	563	6,580
September	1,424	223	2,469	691	3,160	86	402	5,685
October	1,422	230	2,282	634	2,916	89	578	5,950
November	1,374	238	2,465	694	3,159	100	517	5,840
December	1,240	203	2,799	931	3,730	126	723	7,364
January	1,309	230	3,182	1,013	4,195	127	749	7,767
February	1,190	212	2,782	936	3,718	100	551	8,806
March	1,783	247	3,179	1,263	4,442	99	599	8,262
April								
May								
June								
FYTD Total	12,933	2,113	23,704	7,544	31,248	940	5,132	61,238

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

Charging Stations Usage			
	2011-12	2012-13	2013-14
July		3	3
August		2	8
September	3	8	2
October	1	3	4
November	7	3	4
December	1	3	0
January	8	4	1
February	7	3	1
March	11	4	0
April	5	3	
May	8	1	
June	4	1	
Total	55	38	23

Meeting Room Rentals 2013-14FY		
	Rentals	Attendees
July	29	696
August	41	1,172
September	49	1,274
October	35	1,077
November	32	1,485
December	21	447
January	42	981
February	51	1,505
March	47	1,344
April		
May		
June		
Total	347	9,981

Library App - 2012-13 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
July	989	1. Novi Main Menu	January	16,171	1. Novi Main Menu
		2. Artwork in the Library			2. My Account Novi Summary
		3. Novi Social Menu			3. Novi Holdings
		4. Novi Holdings			4. My Account Novi Request
		5. Twitter from the New NPL			5. Novi eMedia Menu
August	1,029	1. Novi Main Menu	February	14,236	1. Novi Main Menu
		2. Novi Holdings			2. My Account Novi Summary
		3. Novi Locator			3. Novi Holdings
		4. Novi eMedia Menu			4. My Account Novi Items
		5. Artwork in the Library			5. My Account Novi Request
September	6,202	1. Novi Main Menu	March	21,674	1. Novi Main Menu
		2. Novi Holdings			2. Novi Holdings
		3. My Account Novi Summary			3. My Account Novi Summary
		4. Novi eMedia Menu			4. My Account Novi Request
		5. Novi Booklook			5. My Account Novi Items
October	6,072	1. Novi Main Menu	April		1.
		2. My Account Novi Summary			2.
		3. Novi Holdings			3.
		4. Novi eMedia Menu			4.
		5. My Account Novi Items			5.
November	13,098	1. Novi Main Menu	May		1.
		2. Novi Holdings			2.
		3. My Account Novi Summary			3.
		4. My Account Novi Items			4.
		5. My Account Novi Request			5.
December	15,045	1. Novi Main Menu	June		1.
		2. My Account Novi Summary			2.
		3. Novi Holdings			3.
		4. My Account Novi Items			4.
		5. My Account Novi Request			5.
			Total	94,516	

City of Novi Historical Commission
Feb 26th, 2014, 2:00 p.m.
Novi Library Local History Room
Minutes

Call to Order 2:00 PM

Attendance & Introduction:

Membership: Kathy Crawford, John MacInnis, Lynne Boyle, Tammy Knopp (new member), absent: Toni Bonner, students Namratha Atluri, & Meena Seetharaman,

Visitors: History Cabinet manager, Roy Prentice

Approval of Agenda: Moved by Boyle, JRM second, all approved

Approval of Minutes: Moved by Boyle, JRM second, all approved

Communication:

Finance Report: No Changes to the last report.

Liaison Report: Betty Lang: Michigan in Perspective Conf 3/28-29, Sterling Hgts Lynne and Tammy to attend, Please bring back information for the Commission.

List of meeting: 2014 Polish research expert coming, Motorcoach tour of Meadowbrook Mansion, Rochester, MI the tour includes food, date is April 30

Motor Cities Marker project: Roy Prentice report

Approval of draft and discussion about Ribbon Cutting

Roy report: Joe Hines, Park Service, things to do with Transportation Novi 375 out of 1000, 8 Markers , 3 WL, Novi Spec, 4 corners, other transp, Bridge over RR, Tollgate, Agriculture community and transportation.

The Commission needs to pick A or B version, then make a recommendation for City officials. Roy Prentice will continue coordination of MCM. The project and the final signs could be completed by June of this year, 8 to 10 weeks is the normal delivery.

Novi History Cabinet: Roy Prentice, Manager

Upcoming displays, take a peak, Amusement park

Display donated from speaker Lazslo, collected from metal detector at the former Amusement park - found during construction this past year etc. by Thomas S. Laszlo.

This collection is to be donated to the Library. Mark Adams lives on the lake front, Tom L, has been asked to come tell the stories, his family lived nearby.

Roy, had \$23.19 expenses, Roy asked for direction on what do we want next, regarding the History Cabinet? He suggested that he change every 2 or 3 months,

some topics are Farming business, Novi History summary, historic bldg still around & Historical elections coming up

Motion: reimburse Roy P. for his expense, Moved by Boyle, second Tammy, to reimburse --- all approved

Historical Commission Programs:

Report on Amusement parks 2/20/14

Audience approx. 75, expenses Popcorn, Cotton Candy, coffee,, Tom Laszlo Gift and proposal, Mark Adams has information regarding Walled Lake Amusement park, some Discussion

Winter programs have stormy weather issues, Kathy is asking for assistance in setting up and refreshments

Expenses Kathy Crawford, needs to be reimbursed, for her Meeting costs

Novi early History 4/3, see Engage on page 26th

2014/15 Budget discussion/approval

\$13,500 amount, KC spells out what we want to do with the money, see List

Exhibits 800

Office Supplies 500

Equipment 2500

Marketing 1000

Projects and speakers 5600

Storage Unit 1500

Acquisitions 1600

TOTAL: 13,500

Tammy K moved to accept the proposed Budget, Sec. Lynne B, approved by all - the 2014-2015 budget

Oral History Update:

KC met with Jess Hesselgrave 2/12, meet again 2/28 started the interview with Kathy Crawford, Equipment needs discussion particularly the Equipment/recorder. Is the recorder and the video equipment available from the Library or should we purchase our own recorders?

Upcoming Library Programs related to History

Tracing female lines 2/27

American girls baseball league 3/25

4/3 Novi History, Crawford or Mutch, History of the local Cemeteries?

History Room Volunteers, 1st and 3rd, Monday 12-2pm

Other business: Lynne Boyle & Tammy Knopp want to attend the Local history Conference in Sterling Hgts.

Cultural enrichment, Wednesday April 30, for anyone who wants to attend.,
Meadowbrook mansion with lunch, and theatre

New Business, May 5th scanner training, Evan from the Library Staff will do the
training and instruction.

Adjourn,

Next meeting March 26th Wednesday 2:00 PM

Novi Public Library
Student Representative's Report – March 2014
Written by: Ziyang Huang and Jessica Mathew

Programs:

We kicked off the month with a TAB meeting. In this meeting we talked about the Summer Reading Program and the other various programs we have coming up; we had 10 enthusiastic teens show up for this meeting. Following the TAB meeting, we had a Handwriting Analysis program with 15 students in attendance. Students were able to get their handwriting analyzed and see how their writing reflects their personalities. We also had our teen book club with 6 people in attendance. To close off the month, we had our Divergent Initiation program with 7 teens in attending this program.

Teen Space:

The Teen Space continues to thrive with 731 students in 18 sessions. This averages out to around 40 students per session.

Upcoming Programs:

Teen Book Club – May 3 @ 1:00pm

WOW Writing Workshop – May 14 @ 7:00pm

TAB Meeting – May 16 @3:30pm

Bits and Pieces

Vol. 5, Number 3

APRIL 2014

TLN PRESENTS MARSHALL BREEDING – FUTURE TRENDS

Novi Public Library will host “Current Issues and Future Trends in Public Library Automation” with Marshall Breeding on Wednesday, May 14 at 9:30 AM. Breeding is the editor of Library Technology Reports and the author of the annual Automation Marketplace article featured in the Library Journal. Seating is free but limited. **Registration is required** and may be accessed at <http://tln.lib.mi.us/specialevents/> For more information contact TLN Automation Services Consultant, Celia Morse at 248-536-3100 ext. 104. With the announced merger of major ILS vendors, Innovative Interfaces Inc. (III) and Polaris Library Systems, the world of library automation is rapidly evolving. This is your opportunity to share a crystal ball look at this complex world.

Library Community Salutes Michigan State Librarian Nancy Robertson

Join your colleagues as the Michigan library community salutes Nancy Robertson, retiring State Librarian, on Thursday, April 24 from 3:00 to 5:00 PM at the Library of Michigan. R.S.V.P. to HOLCOMBK@Michigan.Gov or 517-373-1580.

Legislative Action and State Budget Forecast

Conditions look very favorable for a positive support level for Michigan libraries in Fiscal Year 2015. Currently, Governor Snyder recommendation increases state support by \$300,000, the Senate increases state aid by \$356,000 and the House recommends an increase of \$612,400. Much of this positive wave of support comes from the professional and proficient lobbying campaign by MLA Executive Director Gail Madziar, the MLA lobbying team from Government Consultant Services, Inc. and legislation committee chair Dale Parus. The Personal Property Tax (PPT) package of ten revised bills was supported by the MLA Board, which directed our lobbying team to “support” the new package of legislative bills.

Friends of Michigan Libraries On The Move

Pending final approval by the TLN Board of Directors, Friends of Michigan Libraries (FOML) will find a new home at TLN. Discussions to move FOML began in late 2013 and concluded in March with a letter of mutual understanding. TLN will provide a host address, clerical and administration support, membership maintenance, and semi-annual workshop coordination. FOML and its sister organization, Friends of Michigan Library Trustees, will assist TLN member libraries with technical support and consultation in support of improved relations with local friends groups. In addition, library boards engaged in library trustee development or ongoing skill enhancement have ready access to FOML services. TLN will host FOML workshops once every 18 months.



Some of the knitters in the March 6 meeting of Knit Together held at the Novi Public Library. PHOTOS BY DEB HEDON/STAFF PHOTOGRAPHER

Close-knit ties

Library group's ties unlikely to unravel

By Julie Brown
Staff Writer

During her senior year of high school, Kristina Bray, 23, of Novi learned the basics of knitting from her aunt. A college friend taught her more stitches, how to get patterns and "something more than just the basic knitting."

Bray was among the women at a recent gathering of the Knit Together Knitting Group, which meets from 10 a.m. to noon each Thursday at the Novi Public Library, on 10 Mile east of Beck Road.

"I actually wanted to knit with people I could learn from," Bray said. She graduated with a bachelor's degree in international relations from Grand Valley State University and is returning to school for a certificate program and graduate work through Walsh College.

"The things these women do, it's amazing," Bray said while working on a green baby blanket for the Assarian Cancer Center at Providence Park Hospital in Novi. "I can learn so much from these women. I've always connected well with people who are older than me, too."

She lost her grandparents and enjoys the company of older women at Knit Together. "I kind of just feel relaxed and comfortable here," said Bray, who's been coming since September 2013. Linda Potts, who's lived in Novi some 25 years, and Bev McCarter, a Novi resident since 1974, are among key women who got the group going. Novi librarian Mary Storch had suggested a library-based knitting group and put it in the newsletter.

"It's a group effort," Potts said of the library group. "It's just an accumulation of knowledge."

Beginnings

The library sessions began in August 2012,



Kristina Bray works on a piece during a March 6 meeting at the Novi Library of its Knit Together group. Bray began knitting seriously about six years ago.

with the group starting out small and later outgrowing its original meeting room. "We're more like a knitting sorority than a knitting club," McCarter said.

"It's just a lot of fun," Potts added. She and McCarter found a long-time but recent connection. They're both professional knitters who worked for the same designer some 30 years ago, but didn't meet each other until the Novi group began.

The late Beth Barr, an original member, discovered the Assarian Cancer Center at Providence Park needed help with knitting. Some of the women go there each Wednesday afternoon to knit for charity.

The women have also gotten seniors at Meadowbrook Commons knitting both for themselves and charity. The knitters greatly appreciate the donated yarn they get.

"We turn it into hats, mittens, toys," often displayed in a case at the Cancer Center, McCarter said. The women have a Christmas fundraising sale at the hospital and participate in a couple of others at churches.

There's a core group of knitters, McCarter said, some of them snowbirds who return in the spring.

"We want to spread our knowledge to the young ones and keep it

going," Potts said. "It's inspiring."

Melissa Waggy, 25, of Farmington Hills is among the young ones. She graduated in June 2013 with her master's in counseling and psychology from Moody Theological Seminary in Plymouth and is job hunting.

She's been coming to the group almost two years. Waggy learned from mother-in-law Barb Waggy of Novi, who was seated next to her knitting and chatting the recent Thursday.

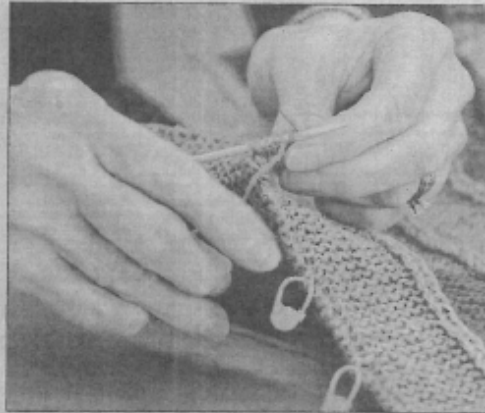
Melissa lived with her future in-laws while finishing school and learned from Barb then. "And I've been knitting ever since," she said with a smile. She was working on a red blanket for the couple's living room, which has red accents.

"Everyone is really nice, welcoming, helpful if you get stuck on something," the younger Waggy said. "I feel like I learn a lot from people."

The women often go to lunch after the Thursday sessions, as many as eight to 10 joining in. Diane Gross of Novi has been attending about two years.

"I found out about it from Barb (Waggy)," Gross said. "My grandmother taught me when I was young."

Gross was working on a rose-colored sweater for herself. "I just fin-



The hands of Linda Bastien work on knitting a 10-stitch Afghan.

ished a sweater for my grandson," she said. "Mostly I knit at the Assarian Cancer Center. It's very rewarding to do that, to be able to help people."

Gross likes the library sessions, too. "Everyone's so nice. It's very friendly. Someone's always ready to help, so that makes it nice," said Gross, who usually knits for others.

"I've made a lot of hats and mittens for my two grandsons," she said, adding, "It is exciting to have younger people come."

Judy Anderson of Hartland is a regular and no longer a beginner. "I've kind of gone beyond that a little, I hope," she said.

"I have a business here in Novi, so I take Thursday mornings off and come and knit," said Anderson, who owns a small tool shop and has attended Knit Together about a year and a half.

"I make a lot of scarves and sweaters," she said, adding she enjoys the friendship. "Oh, I love it, I love it."

You're welcome to show up at Knit Together Knitting Group sessions from 10 a.m. to noon each Thursday at the Novi library. It's a knitting group, but those who do needle crafts are also welcome.

jrbrown@foxnet.com

Proud to be a part of this great community

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Library Board Calendar

2014

April 24	Library Board Regular Meeting-revised date
May	Library Board – Goal Setting Session, TBD
May 11	Holiday – Mother’s Day, Library Closed
May 21	Library Board Regular Meeting
May 25	Library Closed
May 26	Holiday – Memorial Day, Library Closed
June 15	Holiday – Father’s Day, Library Closed
June 18	Library Board Regular Meeting
June 18	Library Director Annual Review
July 4	Holiday – Independence Day, Library Closed
July 16	Library Board Regular Meeting
August – October	Community Reads Program
August 20	Library Board Regular Meeting
August 30	Library Closed
August 31	Library Closed
September 1	Holiday – Labor Day, Library Closed
September 17	Library Board Regular Meeting
October 15	Library Board Regular Meeting
November 4	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November 14	Community Read, Library
November 19	Library Board Regular Meeting
November 21	Library Staff In-Service, Library Closed
November 26	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 27	Holiday – Thanksgiving, Library Closed
December 17	Library Board Regular Meeting
December 17	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

2015

January 1	Holiday – New Year’s Day, Library Closed
January 21	Library Board Regular Meeting
February	Budget Planning Session, TBD
February 18	Library Board Regular Meeting
March	Budget Planning Session, TBD
March 18	Library Board Regular Meeting

- Friends Board Meeting meets the second Wednesday of the month, 7 p.m.
 - Historical Commission meets the fourth Wednesday of the month, 2 p.m.
- The Friends Board Meetings and Historical Commission Meetings are held at the Novi Public Library.