

## Agenda

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

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
5. Correspondence
  - A. Thank you email from Chitra Sridar, Bridgepointe Church.....14
6. Presentation
  - A. None scheduled
7. Public Comment
8. President's Report
  - A. New goals document (incorporating Strategic Objectives and Library Goals for 2013-2014) will be presented at the August meeting. Library Departments are taking the month of July following the Board's goal setting session to assign responsibilities and review the Strategic Plan.
9. Treasurer's Report
  - A. Library Budget 2013-2014 ..... 15
  - B. Library Financials and Walker Fund – June 30, 2013..... N/A
  - C. Library cafe revenue report – due 15<sup>th</sup> of the month – June 2013 ..... N/A
10. Director's Report (Reported by Mary Ellen Mulcrone and Margi Karp-Opperer in the absence of the Director) ..... 17
11. Additional Reports
  - A. Public Services Report .....27
  - B. Building Operations Report.....29
  - C. Library Usage Statistics – June 2013 ..... 30
12. Friends of Novi Library Report
  - A. May 8, 2013 Approved Board Meeting Minutes.....35
  - B. Bylaw Revisions Approved – June 12, 2013.....37
12. Student Representatives' Report ..... 40
13. Historical Commission Report..... N/A
14. Committee Reports
  - A. Policy Committee (Margolis, Teasdale, Kilgore – chair)
  - B. HR Committee (Kilgore, Verma – chair)
  - C. Finance Committee (Czekaj, Teasdale, Margolis – chair)

- D. Fundraising Committee (Sturing, Mena – chair)
- E. Strategic Planning Committee (Kilgore, Sturing, Mena- chair)
- F. Landscape Committee (Kilgore, Margolis, Czekaj – chair)

15. Public Comment

16. Matters for Board Action

- A. Policy P12: Smoking In/On Library Property.....18
- B. Policy P11: Rules of Conduct.....19
- C. Policy B3: Hours of Operation.....22

**Changing to:** Monday – Thursday 10:00am – 9:00pm  
 Friday and Saturday 10:00am – 6:00pm  
 Sunday 12:00 – 6:00pm

Effective September 3, 2013

- D. Policy B4: Meeting Room Rental and Use Policy (Page 2).....23

**Changing to:** Monday – Thursday 10:00am – 8:45pm  
 Friday and Saturday 10:00am – 5:45pm  
 Sunday 12:00 – 5:45pm

Effective September 3, 2013

17. Adjourn

Consent Agenda:

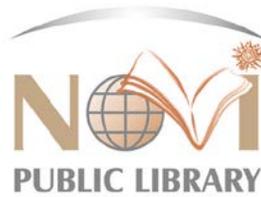
- 1. Approval of Claims and Warrants L508..... 4
- 2. Approval of Regular Meeting Minutes – June 19, 2013..... 7

Supplemental Information

- Library’s Read a Latte Café A Hidden Gem – Novi News, Thursday, June 13, 2013.....41
- Read Box Comes to Lakeshore Park – Novi News, Wednesday, July 3, 2013.....43
- Library Registers 1,000 in First Week of Program – Novi News, Wednesday, July 3, 2013.....44
- Photos from Tremendous Tuesdays event in Fuerst Park – Novi News, Wednesday, July 3, 2013.....45
- Summer a Time to Read for Fun – Novi News, Thursday, July 11, 2013.....46
- History Etched in Library’s Glass – Novi News, Thursday, July 11, 2013.....47
- Board and Administration, June 2013.....49
- Library Board Calendar.....51

Future Events:

- Novi Historical Commission Regular Meeting – Wednesday, July 24<sup>th</sup> at 2:00pm, Novi Public Library
- Friends of the Novi Library Regular Meeting – Wednesday, August 14, 2013 CANCELLED
- Community Reads title unveiled to the Novi Community – Thursday, August 15, 2013
- Library Board of Trustees Regular Meeting – Wednesday, August 21, 2013 at 7:00pm, Novi Civic Center
- Macy's Shop for a Cause Event – Macy's Twelve Oaks, Saturday, August 24, 2013
- Novi Historical Commission Regular Meeting – Wednesday, August 28, 2013 at 2:00pm, Novi Public Library
- LIBRARY CLOSED – LABOR DAY WEEKEND (August 31 – September 2, 2013)
- New Hours at Library begin September 3, 2013
- Library Cards required for services effective September 3, 2013



**Inform. Inspire. Include.**

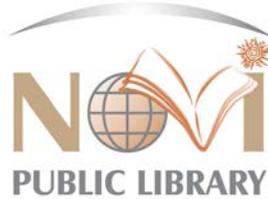
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 508		July 2013	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 67.21
Municipal Web Services		268-000.00-734.000	\$ 788.75
Merit Network		268-000.00-734.500	\$ 2,152.82
Telsystems		268-000.00-734.500	\$ 480.00
Demco		268-000.00-740.000	\$ 102.92
Global Office Solutions		268-000.00-740.000	\$ 457.74
Rainbow Printing		268-000.00-740.000	\$ 1,530.00
Sentry Supply		268-000.00-740.000	\$ 355.86
Barnes & Noble Booksellers		268-000.00-742.000	\$ 6,938.55
Bernan		268-000.00-742.000	\$ 76.00
Brodart		268-000.00-742.000	\$ 3,686.21
Center Point Large Print		268-000.00-742.000	\$ 197.73
Gale		268-000.00-742.000	\$ 365.54
Salvatore, Christina		268-000.00-742.000	\$ 43.61
Stevenson, April		268-000.00-742.000	\$ 50.00
John Wiley & Sons, Inc.		268-000.00-742.000	\$ 135.00
Commerce Twp. Community Library		268-000.00-742.100	\$ 16.99
Inkster-Leanna Hicks Public Library		268-000.00-742.100	\$ 3.99
Milford Public Library		268-000.00-742.100	\$ 14.00
Northville District Library		268-000.00-742.100	\$ 59.00
Waterford Twp. Public Library		268-000.00-742.100	\$ 29.99
Wayne State University		268-000.00-742.100	\$ 100.00
Wyandotte Bacon Memorial District Library		268-000.00-742.100	\$ 43.99
Barnes & Noble Booksellers		268-000.00-744.000	\$ 1,467.64
Brodart		268-000.00-744.000	\$ 642.20
Midwest Tape		268-000.00-744.000	\$ 235.91
OverDrive		268-000.00-744.000	\$ 4,002.60
Amazon.com		268-000.00-745.200	\$ 45.99
Barnes & Noble Booksellers		268-000.00-745.200	\$ 1,135.55
Midwest Tape		268-000.00-745.200	\$ 2,559.14
Midwest Collaborative for Library Services		268-000.00-745.300	\$ 11,786.00
ProQuest, LLC		268-000.00-745.300	\$ 1,675.00
Bright House Networks		268-000.00-801.925	\$ 82.02
Providence Occupational Health System		268-000.00-804.000	\$ 53.90
Midwest Collaborative for Library Services		268-000.00-809.000	\$ 250.00
Michigan Library Association		268-000.00-809.000	\$ 1,894.00
Novi Rotary		268-000.00-809.000	\$ 190.00
Kristel Group, Inc.		268-000.00-817.000	\$ 2,480.00
AT&T		268-000.00-851.000	\$ 142.18
Verizon Wireless		268-000.00-851.000	\$ 381.49
The Library Network		268-000.00-855.000	\$ 4,398.54
Accuform		268-000.00-880.000	\$ 2,620.00
J.L. Geisler Corp		268-000.00-880.000	\$ 43.45
Novi Community Schools		268-000.00-880.000	\$ (1,150.00)
Sam's Club		268-000.00-880.000	\$ 42.56
Patch		268-000.00-880.000	\$ 73.80
YP		268-000.00-880.000	\$ 60.25

<b>Warrant 508</b>		<b>July 2013</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Arab American National Museum		268-000.00-880.268	\$ 150.00
Barnes & Noble Booksellers		268-000.00-880.268	\$ 26.99
Benito's Café		268-000.00-880.268	\$ 37.10
BirthdayExpress.com		268-000.00-880.268	\$ 29.95
Black Rock Bar & Grill		268-000.00-880.268	\$ 50.00
Carpenter, Suzanne		268-000.00-880.268	\$ 29.85
Detroit Historical Society		268-000.00-880.268	\$ 250.00
Dharma Trading Co.		268-000.00-880.268	\$ 44.61
Famous Dave's		268-000.00-880.268	\$ 50.00
Gordon Food Service		268-000.00-880.268	\$ 64.99
Hall, David		268-000.00-880.268	\$ 400.00
Huang, Ziyang		268-000.00-880.268	\$ 500.00
Kim's Gardens		268-000.00-880.268	\$ 50.00
Maisano's		268-000.00-880.268	\$ 50.00
Mathew, Jessica		268-000.00-880.268	\$ 500.00
Moe's On Ten		268-000.00-880.268	\$ 50.00
Motion Picture Licensing Corp		268-000.00-880.268	\$ 221.26
Mutch, Kathleen		268-000.00-880.268	\$ 100.00
Presbytery of Detroit		268-000.00-880.268	\$ 223.66
Sam's Club		268-000.00-880.268	\$ 149.85
Stanford, Steven		268-000.00-880.268	\$ 50.00
Konica Minolta		268-000.00-900.000	\$ 1,014.75
VistaPrint		268-000.00-900.000	\$ 50.76
Consumers Energy		268-000.00-921.000	\$ 499.48
DTE Energy		268-000.00-922.000	\$ 7,793.85
24/7/365 Inc.		268-000.00-934.000	\$ 1,700.00
Allied Waste		268-000.00-934.000	\$ 157.92
BatteriesPlus		268-000.00-934.000	\$ 24.48
Cintas		268-000.00-934.000	\$ 525.20
Dalton Commercial Cleaning Corp.		268-000.00-934.000	\$ 375.00
Home Depot		268-000.00-934.000	\$ 11.05
Library Design Associates, Inc.		268-000.00-934.000	\$ 143.00
Mai Kai Cleaners		268-000.00-934.000	\$ 176.50
Orkin		268-000.00-934.000	\$ 58.30
Touch of Tropics		268-000.00-934.000	\$ 50.00
Voss Lighting		268-000.00-934.000	\$ 24.97
Brien's Services, Inc.		268-000.00-941.000	\$ 1,065.00
C&J Parking Lot Sweeping, Inc.		268-000.00-941.000	\$ 55.00
Great Oaks Landscape		268-000.00-941.000	\$ 525.00
Michigan Automatic Sprinkler, Inc.		268-000.00-941.000	\$ 713.26
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,049.96
Corrigan Record Storage		268-000.00-942.100	\$ 19.24
Farmington Community Library		268-000.00-956.000	\$ 20.00
Midwest Collaborative for Library Services		268-000.00-956.000	\$ 59.00
Postula, Michael		268-000.00-956.000	\$ 70.06
Renaissance Cleveland Hotel		268-000.00-956.000	\$ 463.01
Sam's Club		268-000.00-956.000	\$ 11.96
Seekingmichigan.org		268-000.00-956.000	\$ 50.00
Shih, Tseui-Mei		268-000.00-956.000	\$ 41.25

Warrant 508		July 2013	
Payable to	Invoice #	Account number	Account total
Simari, Maureen		268-000.00-956.000	\$ 70.06
Skillpath Seminars		268-000.00-956.000	\$ 1,134.00
Storch, Mary		268-000.00-956.000	\$ 75.71
Petty Cash (Programming)		268-000.00-880.268	\$ 42.25
<b>TOTAL</b>			<b>\$ 73,906.40</b>



CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
June 19, 2013

**DRAFT**

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

**Library Board**

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

**Absent and Excused**

Larry Kilgore, Board Member (7:03 p.m. arrival)  
Ramesh Verma, Board Member

**Student Representatives**

Ziyang Huang  
Jessica Mathew

**Library Staff**

Julie Farkas, Director  
Diana Gertsen, Office Assistant  
Christina Salvatore, Communications Coordinator

**Guests**

Ann Jordan, Library Volunteer  
Robert (Bob) Marten, Library Volunteer  
Roy Prentice, Chair, Novi Historical Commission

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 the addition of letter "C" under item #6, **Presentation**, to include a presentation given by Roy Prentice, Chair of the Novi Historical Commission.

A motion was made to approve the June 19, 2013 Agenda as modified.

1<sup>st</sup> – Willy Mena  
2<sup>nd</sup> – David Margolis

The motion passed unanimously.

#### 4. Consent Agenda

A motion was made to approve the June 19, 2013 Consent Agenda as presented.

1<sup>st</sup> – David Margolis

2<sup>nd</sup> – Larry Czekaj

The motion was passed unanimously.

#### 5. Correspondence

a. Thank you note from Angie Vaughn, Novi Community School District

A note from ,Angie Vaughn, thanking the Library Administration for providing a public forum for the Superintendent of the Novi Community School District to meet with parents was received.

b. Thank you letter from Kelle Vella, Chamber Music Society of Detroit

A letter was received from Kelle Vella and Steve Wogaman, thanking the Library for partnering with the Chamber Music Society of Detroit to offer a series of Listen at the Library concerts.

c. Thank you note from Rob Wilson, program presenter

A note was received from Rob Wilson to thank the Library for allowing him to present his program and for the technical assistance he received to make his presentation a success.

d. Thank you note from Girl Scout troop 40397

The note received from Girl Scout troop 40397 thanked Miss Margi for working with the troop to achieve one of their project awards.

#### 6. Presentation

a. Recognition of Ann Jordan and Robert (Bob) Marten – Years of Volunteer Service

Library Board President, Mark Sturing, presented a Certificate of Appreciation to Ann Jordan for her eighteen years of service as a volunteer at the Novi Public Library, and to Bob Marten for his nineteen years of service as a volunteer at the Novi Public Library. Both were thanked for their outstanding service and dedication to the Library. Julie Farkas, Director of Novi Public Library also expressed her thanks and appreciation to both Ann and Bob.

b. Introduction of Christina Salvatore, Communications Coordinator

Director, Julie Farkas introduced Christina Salvatore to the Library Board and asked that Christina address the Board regarding her new responsibilities as a full time Communications Coordinator at the Novi Public Library. Christina's address to the Board included her educational background as a 2011 graduate from Madonna University, with a degree in Public Relations, and her experience as an intern at The Henry Ford Museum in the Public Relations and Special Events department. At the Novi Public Library, Christina will be responsible for writing monthly e-newsletters, schedules of events and programs in the Engage Publication, updating the web-site, and promoting a variety of programs with press releases, and the Library plasma. Director, Julie Farkas noted that Christiana is a high energy person, with a lot of enthusiasm and creativity.

c. Novi Historical Commission, Roy Prentice, Chair

Roy Prentice, Chair of the Novi Historical Commission, gave a power point presentation to highlight some of the Historical Commission's activities, accomplishments and contributions to the City of Novi and the Novi Public Library. Since Novi does not have a museum, the Historical Commission holds their meetings at the Library in the Local History Room, and much of their focus is on Library projects. Some of the projects that the Commission has worked on, or is currently working on include:

- Develop library displays.
- Develop content for Library's Historical Web Page.
- Funded Digitization of the Novi News.
- Historical Speaker series.

- Procured images, books and other materials.
- Purchased computer, scanner and other equipment for the Local History Room.
- Staff the Local History Room.
- Develop and funded Glass Etching for the Local History Room.

The Glass Etching project will be unveiled next week.

## 7. Public Comment

There was no public comment.

## 8. President's Report.

### a. Goals Document 2012-2013 – Final Report, June 2013

- Wrapped up the Geek Program.
- Installed the "Read Box" at Lake Shore Park on June 6, 2013.
- Currently working with TLN to test text messages for holds.
- Julie Farkas, Clay Pearson, and Jason Magnum will be presenters at the Michigan Library Association (MLA) in Lansing this October on Partnerships and how Libraries and Cities work together.
- Café lease was renewed for the next three years.
- The list of policies that were reviewed, revised, or renewed are on page 31 of the June 19, 2013 Library Board Packet.

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### b. Library Director's annual performance review.

Library Board President, Mark Sturing asked Director, Julie Farkas, if it was her wish to have her annual review done in closed Executive Session. Director, Julie Farkas, responded that she would appreciate a closed session. President Sturing stated that it would be done at the end of the Regular Board Meeting, and that Trustee, Scott Teasdale, Library Board Secretary, would take the final minutes to adjournment.

## 9. Treasurer's Report

### a. Library Budget 2012-2013

The 2012-2013 Budget dated February 15, 2012 is included in the June 19, 2013 Library Board Packet on pages 32-33.

### b. Library Financials and Walker Fund – May 31, 2013 (Investment Report Not Included)

The Financials and Walker Fund reports ending May 31, 2013 are provided on pages 34-38 of the June 19, 2013 Library Board Packet.

The Financial performance for Library operations thru the 31<sup>st</sup> of May, which represents eleven months out of the twelve month fiscal year, shows our expenditures have exceeded our revenues. The projection for June shows that spending will be \$54,000 less than what was budgeted for. With an expectation of an additional \$90,000 yet to be recovered from property taxes, our overall revenue for the year will be approximately \$105,000 to \$125,000, which is better than what was projected. As a result, at the end of the year, the appropriation from the Fund Balance to cover the expenditures will only be approximately \$125,000 to \$150,000, as opposed to \$305,000.

It was noted that the café and room rentals have been a good source of revenues.

### c. Library café revenue report – due 15th of the month – May 2013

There was no report provided in the June 19, 2013 Library Board Packet. Library Board Treasurer, Larry Czekaj announced that he received a report from the Café, and it was for \$430.00 for the month of May.

## 10. Director's Report

A detailed report from Director, Julie Farkas, is provided on pages 39-40 of the June 19, 2013 Library Board Packet.

Highlights of the report are:

- Welcomed Swedish Delegates to Library for a tour.
- Performance evaluations are nearly completed; offering customer service training to new employees.
- Launched Zinio, the downloadable Magazine program.
- Held Library Board Goal Setting session on June 15, 2013.
- Penal Fines or "Speed to Read" is revenue for Library generated by traffic violations on state highways.
- Gun Legislation letter written by Baldwin's Library Board.
- Julie Farkas and Willy Mena attended Friends Annual Meeting that was held on Wednesday, June 12, 2013. Highlights of the Friends Annual Meeting include:
  - Approval of the May meeting minutes.
  - Brought new budget for the year.
  - Earmarked specific programs to be funded annually.
  - Still have a wish list.
  - Annual Report of what has been accomplished this year.

### 1. Penal Fine Information - State of Michigan

The Penal Fines Fact Sheet is provided on page 41 of the June 19, 2013 Library Board Packet.

### 2. Letter from Baldwin Public Library, Birmingham, Michigan regarding gun legislation

The Gun Legislation letter is provided on pages 42-43 of the June 19, 2013 Library Board Packet.

## 11. Additional Reports

### a. Public Services Report

The Public Services Report is provided on pages 44-45 of the June 19, 2013 Library Board Packet.

### b. Building Operations Report

The Building Operations Report is provided on page 46 of the June 19, 2013 Library Board Packet.

### c. Library Usage Statistics – May 2013

The May statistics are located on pages 47-51 of the June 19, 2013 Library Board Packet. Highlights include:

- 283 Library cards issued
- 59,978 items checked out
- Number of items borrowed from TLN – 3,971
- Number of items borrowed from MEL – 89
- Number of items loaned through TLN – 4,351
- Number of items loaned through MEL – 117
- 57.42% of all items checked out were completed on self-checkout stations
- Total circulation 59,978
- Daily average people using the Library was 1,118
- Early Literacy workstation usage 754
- Daily average Computer Logins 950
- Technology Sessions 22 with 39 participants

## 12. Friends of Novi Library Report

There was no representative from the Friends Board present. Director, Julie Farkas gave a brief report from the Friends in item #10, Director's Report

Due to inclement weather, the patio party was held in doors, but it was still a great success with 75 people in attendance. The Friends gained 10 new members and had 5 renewals

### Annual Meeting agenda (June 12, 2013)

The Friends Annual Meeting agenda is located on page 52 of the June 19, 2013 Library Board Packet.

#### a. May 30, 2013 Meeting minutes (Draft – not approved)

The May 30, 2013 Friends Meeting minutes (Draft –not approved) is located on pages 53-54 of the June 19, 2013 Library Board Packet,

#### b. 2012-2013 Budget report

The Friends 2012-2013 Budget report is located on page 55 of the June 19, 2013 Library Board Packet.

#### c. 2012-2013 Friends Annual Report

The Friends 2012-2013 Annual Report is located on page 56 of the June 19, 2013 Library Board Packet.

## 13. Student Representatives' Report

Ziyang Huang, who is the new Student Representative on the Library Board, briefly introduced herself to the Board. Ziyang, who will be a junior at Novi High School during the 2013-2014 school year, spends a lot of time in the Library, and thinks of it as her second home. Her interests range from physics to philosophy, to chemistry and to political science. Ziyang feels that being a Student Representative on the Library Board will help her to develop responsibility and leadership skills that are necessary for student government. It will also be a good experience for her future goals.

The Student Representatives' Report is provided on page 57 of the June 19, 2013 Library Board Packet. Highlights of the report include:

- Digital Detox week was a success; teens would like to thanks the Interact Club for volunteering.
- The WOW writing workshop was very informational and had 20 teens attending.
- There were more than 65 applications for the Summer Reading Program.
- Teen Space totaled 384 kids in 17 sessions.
- Final Teen Advisory Board (TAB) meeting was held on May 17, 2013; monthly (TAB) meetings were re-instated.
- New (TAB) officers were elected.
- Student Representatives, Ziyang Huang and Jessica Mathew, were offered internships to help train volunteers with the Summer Reading Program, which runs from June 17, 2013 to August 3, 2013.

Director, Julie Farkas, added that the Student Representative interns will be paid this summer through a program by Dollar Tree program and our Young Adult Organization through the American Library Association.

## 14. Historical Commission Report

The Historical Commission's Report was given in item #6C, Presentation, as a power point presentation.

**15. Committee Reports**

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

There was no report provided.

**b. HR Committee ( Kilgore, Verma – chair )**

There was no report provided.

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

There was no report provided.

**d. Fundraising Committee ( Sturing, Mena – chair )**

There was so report provided.

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

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

There was no report provided.

Director, Julie Farkas, noted that 1 tree and a couple of bushes did not make it and Facilities is working with Great Oaks to have those replaced.

**16. Public Comment**

There was no public comment.

**17. Matters for Board Action**

**a. Approval of 6 Strategic Objectives and Goals 2013-2014**

A Draft of the minutes, from the Goal Session held on Saturday, June 15, 2013, is provided on pages 14-15 of the June 19, 2013 Library Board Packet.

The discussion at the Saturday, June 15, 2013 Goal Session was to change the title from "Strategic Goals" to "Strategic Objectives", with the addition of a 6<sup>th</sup> objective. By melding the 2012-2013 goals, which were also approved for 2013-2014, with the 6 objectives, the Board would be working from one document. The 6 Strategic Objectives would be brought to the June 19, 2013 Regular Board Meeting for consideration.

A motion was made to adopt the Strategic Objectives for this coming year.

1<sup>st</sup> – Larry Kilgore

2<sup>nd</sup> – Willy Mena

The motion passed unanimously.

**18. Executive Session – Library Director’s Annual Performance Review**

A motion was made to move to Executive Session at 8:08 p.m.

1<sup>st</sup> – Scott Teasdale

2<sup>nd</sup> – Larry Czekaj

The motion was passed unanimously.

19. **Adjourn**

A motion was made to adjourn the meeting at 8:50 p.m.

1<sup>st</sup> – Larry Kilgore

2<sup>nd</sup> – Scott Teasdale

The motion was passed unanimously.

\_\_\_\_\_  
Scott Teasdale, Secretary

\_\_\_\_\_  
Date

**Received via Email: Wednesday, June 19, 2013**

Dear Ms. Julie Farkas,

On behalf of Bridgepointe, I wish to convey our heartfelt thanks for allowing us to use the parking lot of Novi Public library for our Walk-A-Thon on Sunday June 16th. The event was successful and your generosity helped us raise over \$500 for Bridgepointe.

Our sincere appreciation to the library and all the library members that demonstrates what community action and community involvement at its best means.

We again would like to thank you for the use of the facility and appreciate the effort to help reach our goal.

--

Chitra Sridar  
University of Michigan  
Ann Arbor

2013-2014 Budget 3/20/13		2012-2013 Approved	2012-2013 Year End	2013-2014 Approved	2014-2015 Projected	2015-2016 Projected
<b>Revenues</b>						
<b>Account</b>	<b>Description</b>					
403.000	Property Tax Revenue	2,219,000.00	2,279,000.00	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	20,000.00
657.000	Library book fines	57,000.00	67,000.00	68,500.00	68,500.00	68,500.00
658.000	State penal fines	65,500.00	74,540.59	76,000.00	77,500.00	79,000.00
664.000	Interest on Investments	25,000.00	25,000.00	25,000.00	25,700.00	26,500.00
664.500	Unrealized gain(loss) invest	0.00	13,247.00	0.00	0.00	0.00
665.000	Miscellaneous income	14,500.00	15,000.00	15,000.00	15,000.00	15,500.00
665.100	Copier	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
665.200	Electronic media	3,500.00	500.00	800.00	800.00	800.00
665.266	SRP T-shirt sales	150.00	0.00	0.00	0.00	0.00
665.267	Library Program - Book It	0.00	0.00	0.00	0.00	0.00
665.290	Library Fundraising Revenue	1,000.00	360.00	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	15,000.00
665.400	Gifts and donations	5,000.00	6,000.00	5,000.00	5,000.00	5,000.00
665.404	Novi Township Assessment	6,130.00	5,681.00	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	5,000.00
<b>Total Revenue</b>		<b>2,433,780.00</b>	<b>2,528,828.59</b>	<b>2,493,600.00</b>	<b>2,569,900.00</b>	<b>2,642,800.00</b>
		<b>2012-2013 Approved</b>	<b>2012-2013 Year End</b>	<b>2013-2014 Approved</b>	<b>2014-2015 Projected</b>	<b>2015-2016 Projected</b>
<b>Expenditures</b>						
<b>Account</b>	<b>Description</b>					
704.000	Permanent Salaries	898,000.00	898,000.00	943,600.00	958,600.00	973,600.00
705.000	Temporary Salaries	561,000.00	566,000.00	631,000.00	641,000.00	651,000.00
715.000	Social Security	111,000.00	112,000.00	120,000.00	122,400.00	124,300.00
716.000	Insurance	212,000.00	165,000.00	175,000.00	175,000.00	175,000.00
716.200	HSA	10,800.00	7,000.00	8,000.00	8,000.00	8,000.00
718.000	Pension DB	0.00	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	0.00
718.200	Pension - Defined Cont.	24,000.00	24,000.00	26,200.00	26,200.00	26,200.00
719.000	Unemployment Ins	2,000.00	0.00	2,000.00	2,000.00	2,000.00
720.000	Workers' Comp	2,500.00	3,000.00	5,300.00	5,300.00	5,300.00
<b>Total Personnel Services</b>		<b>1,821,300.00</b>	<b>1,775,000.00</b>	<b>1,913,300.00</b>	<b>1,940,700.00</b>	<b>1,967,600.00</b>
<b>Supplies</b>						
727.000	Office supplies	17,500.00	15,000.00	16,000.00	17,000.00	18,000.00
728.000	Postage	2,100.00	1,500.00	1,800.00	1,800.00	1,800.00
734.000	Computer software & licensing	73,000.00	73,000.00	88,000.00	88,000.00	88,000.00
734.500	Computer supplies equip	12,000.00	12,000.00	13,000.00	13,000.00	13,000.00
740.000	Operating supplies	31,700.00	29,000.00	33,200.00	34,800.00	36,500.00
740.200	Desks, chairs, cabinets, etc.	0.00	0.00	13,200.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00	300.00
<b>Materials</b>						
742.000	Books	190,000.00	190,000.00	220,500.00	220,500.00	220,500.00
742.100	Book Fines	500.00	700.00	700.00	700.00	700.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Periodicals	17,000.00	19,500.00	20,000.00	20,400.00	21,400.00
744.000	Audiovisual Materials	53,400.00	53,400.00	56,500.00	62,100.00	62,100.00

745.200	Electronic Media	43,200.00	43,200.00	55,700.00	61,200.00	61,200.00
745.300	Electronic Resources	44,800.00	44,800.00	60,000.00	60,000.00	60,000.00
<b>Total Supplies &amp; Materials</b>		<b>485,500.00</b>	<b>482,400.00</b>	<b>578,900.00</b>	<b>579,800.00</b>	<b>583,500.00</b>
<b>Services &amp; Charges</b>						
		<b>2012-2013 Approved</b>	<b>2012-2013 Year End</b>	<b>2013-2014 Approved</b>	<b>2014-2015 Projected</b>	<b>2015-2016 Projected</b>
<b>Account</b>	<b>Description</b>					
801.925	Public Information (cable)	950.00	800.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	2,500.00	3,600.00	3,500.00	3,500.00	3,500.00
803.000	Independent Audit	700.00	590.00	700.00	700.00	700.00
804.000	Medical Service	500.00	600.00	500.00	500.00	500.00
806.000	Legal Expenses	2,000.00	589.00	1,500.00	1,500.00	1,500.00
809.000	Memberships & Dues	5,000.00	5,000.00	5,500.00	5,500.00	5,500.00
816.000	Professional services	5,000.00	200.00	3,000.00	5,000.00	5,000.00
817.000	Custodial Services	36,000.00	30,000.00	37,200.00	36,000.00	36,000.00
818.000	TLN Central Services	6,000.00	5,000.00	5,000.00	5,500.00	6,000.00
851.000	Telephone	16,800.00	16,800.00	17,000.00	17,900.00	18,800.00
855.000	TLN Automation Services	64,400.00	62,000.00	63,900.00	66,500.00	68,100.00
862.000	Mileage	1,000.00	300.00	500.00	500.00	500.00
880.000	Community Promotion	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
880.267	Library Prog - Book It	0.00	1,000.00	1,000.00	1,000.00	1,000.00
880.268	Programming	20,000.00	20,000.00	26,000.00	26,000.00	26,000.00
900.000	Design, Printing, Publishing	28,750.00	27,500.00	30,000.00	31,500.00	33,000.00
910.000	Property & Liability Insurance	13,300.00	12,684.00	12,800.00	13,000.00	13,200.00
921.000	Heat	16,000.00	16,000.00	17,500.00	17,500.00	17,500.00
922.000	Electricity	86,000.00	86,000.00	90,500.00	91,100.00	93,800.00
923.000	Water and Sewer	5,500.00	4,000.00	6,000.00	6,000.00	6,500.00
934.000	Building Maint.	48,500.00	48,500.00	55,500.00	55,500.00	57,000.00
935.000	Vehicle Maint.	2,000.00	1,000.00	1,500.00	1,500.00	1,500.00
941.000	Grounds Maint.	25,000.00	35,000.00	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	13,000.00
942.100	Records storage	200.00	100.00	100.00	100.00	100.00
956.000	Conferences & Workshops	12,500.00	11,500.00	15,500.00	15,500.00	15,500.00
<b>Total Services &amp; Charges</b>		<b>417,100.00</b>	<b>406,763.00</b>	<b>438,700.00</b>	<b>447,300.00</b>	<b>457,200.00</b>
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	0.00
990.000	Furniture	0.00	0.00	8,800.00	0.00	0.00
962.000	Contingency	0.00	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>0.00</b>	<b>43,800.00</b>	<b>73,600.00</b>	<b>73,600.00</b>
<b>Total Expenditures</b>		<b>2,723,900.00</b>	<b>2,664,163.00</b>	<b>2,974,700.00</b>	<b>3,041,400.00</b>	<b>3,081,900.00</b>
680.00	Fund Balance	-290,120.00	-135,334.41	-481,100.00	-471,500.00	-439,100.00
704.000/705.000	2012-2013 Salary Stipend		-50,000.00			
	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	-15,000.00			
	<b>TOTAL Fund Balance</b>	<b>-305,120.00</b>	<b>-135,334.41</b>	<b>-481,100.00</b>	<b>-471,500.00</b>	<b>-439,100.00</b>

\* Add'l property tax revenue for 2012-2013 in the amount of \$60,000 rec'd as of 3/13/2013.

\* Library Board approved a not to exceed \$50,000 employee salary stipend on 2/9/2013 for fiscal year 2012-2013.

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

## Director's Report – Julie Farkas

### Historical Glass Etchings Unveiled

Below are photos from the Historical Commission's Open House that took place on Thursday, June 27<sup>th</sup> from 5:30-7:30pm. Roy Prentice gave a great presentation and introduced artists, Ryan and Mindy Trainer. Those in attendance enjoyed the room, artwork and refreshments! Unfortunately, I think the rain kept our attendance low. See Novi News article included in packet for more information.



**Pictured:** John MacInnis, Kathy Crawford, Artists: Mindy & Ryan Trainer, Roy Prentice

### New Budget Year Begins!

The staff is on board with the new budget year and their expectations for spending. The staff has been meeting with their Department Heads to create their department and personal goals for 2013-2014. Mary Ellen Mulcrone will be taking on the laborious task of updating the goals document monthly. We have made some revisions to the document based on incorporating both the Strategic Objectives and the Board's annual goals. This document will be shared at the August 21, 2013 meeting.

### Policy Revisions

You will see 4 policies come before you at the July meeting. 2 pertaining to the smoking in/outside the library and 2 pertaining to updates for the Library's new hours of operation which will go into effect on September 3<sup>rd</sup>. Mary Ellen's team (Support Services and Facilities/IT) have been actively spreading the word about the hours changes and the need for a library card for various library services. We have purchased 5,000 magnets with the library's new hours on them and will be actively passing them out beginning in September.

### Library Presentation to Novi Rotary

On June 27, 2013, the Library hosted the Novi Rotary Club for their lunch meeting and a presentation about the Library. Information pertaining to the new Strategic Plan, Summer Reading, Historical Glass Etchings and Library Programming was shared. Over 30 people were in attendance.

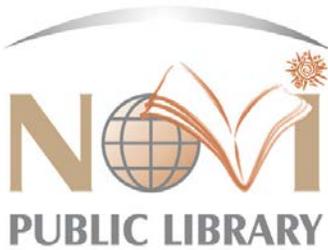


### Shop for a Cause

The Library is once again participating in the Shop for a Cause event. The Library is selling a coupon for \$5.00 which all proceeds go to Novi Library and will be used towards upcoming programming events at the Library. The coupon gives a purchaser an opportunity to receive 25% off merchandise at Macy's on Saturday, August 24<sup>th</sup>. The Library will also participate during the Macy's event at the Twelve Oaks store by providing a story time. Coupons can be purchased at the Check-out desk up until August 24<sup>th</sup>. Last year the Library received just over \$300 by participating in this fundraising event.

### Library Financials – June 2013

Financials are still being processed for the final month and year end for 2013-2014. A report for June was not received as of July 13, 2013. The City gives department until August 10, 2013 to submit final invoices for 2012-2013. I am not expecting a full report of 2012-2013 financials until the end of August – audit will not be complete until mid to late October. However, I will plan to bring a draft of the 2012-2013 Annual Report to the Library Board for review in August.

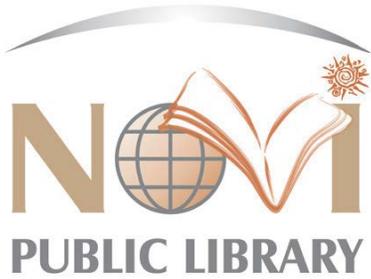


## **PUBLIC POLICIES**

### **Policy P12: Smoking In/On Library Property**

1. Smoking **of any kind, including e-cigarettes**, is strictly prohibited inside the Library building and on the **Patio**.
2. City ordinance, Article V, Section 22-101 extends the no smoking prohibition to 100 feet from the entrances of all buildings, except as otherwise designated.
3. The use of tobacco is prohibited in all Library owned vehicles.
4. It is unlawful for anyone under the age of 18 to use or possess tobacco. If staff suspects a youth under the age of 18 to be smoking, the Novi Police Department will be contacted at the non-emergency number to investigate.

Approved: January 21, 2009; Amended: May 15, 2010; **Amended July 17, 2013**



## Policy P11: Rules of Conduct

The purpose of this policy is to protect the right of the public to orderly, peaceful, and productive access to Library facilities and services, to insure the safety of patrons and staff, and to protect library resources and facilities. The word "Library" relates to the Novi Public Library building and grounds, interior and exterior, unless otherwise specified in this Policy. For the purpose of this policy, "patron" means any person using the Library or on Library grounds, regardless of whether they possess a library card. All patrons are expected to follow these Rules of Conduct in order to provide a safe and pleasant environment for library patrons and staff. Failure to conform to the Rules of Conduct may result in a suspension of Library use for a specified period of time up to a permanent revocation of the right to enter and use the Library (MCL 397.206).

1. Patrons shall be engaged in activities associated with the use of the public Library. Patrons not reading, studying, attending a library program or using library materials or facilities as intended may be required to leave the premises.
2. Patrons shall respect the rights of other patrons. Patrons may not harass, threaten, or disturb Library staff or patrons while in the Library so that it interferes with any patron's use of the Library or the ability of the staff person to do his/her job.
3. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation of behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
4. Library staff members may ask a patron to provide identification, name, address, phone number, and name of parent or guardian at any time.
5. Patrons are expected to speak in a tone of voice appropriate for the area in which they are speaking. Producing or allowing any loud, unreasonable, or disturbing noises that interferes with a patron's use of the Library or which can be reasonably expected to disturb other persons, including those from electronic, entertainment, and communication devices is prohibited. The use of headphones to listen to audio equipment is required.
6. Engaging in any sexual contact, activities or conduct is prohibited.
7. Patrons cannot use, sell, distribute or be under the influence of alcohol or illegal drugs.
8. Patrons cannot engage or attempt to engage in illegal activities while at the Library or on Library premises. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation is prohibited.
9. **Smoking of any kind, including e-cigarettes, is strictly prohibited inside the Library building, on the Patio, and anywhere on Library grounds that is within 100 feet of any exit/entrance to the Library building. (see Policy P12).**
10. Phone usage is permitted in designated areas only (see Policy B5). Patrons are not permitted to use the Library's phone system. Staff may not make calls for patrons except in case of an accident, emergency or child needing to contact a parent/caregiver.
11. Patrons shall not block aisles with personal items or leave such items unattended on library premises at any time. Items may be removed from the Library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more. Personal items may not take up seating or space if needed for use by other patrons.

12. The Library is not responsible for lost or stolen items.
13. Patrons are not permitted in any areas designated as "staff only" without prior authorization.
14. In the interest of safety, patrons are asked to abide by one person per chair and one person per computer except in designated areas. Tables are designed to accommodate a limited number of people.
15. Parents or caregivers of children under the age of 7 years must be responsible for and in the presence of their child at all times except when the child is attending library programs; parents or caregivers of children 7 – 11 years must remain on the library's premises but not necessarily in visual contact. Children 12 and older may be left on their own to attend library programs or use the Library unless Library staff determines the child needs supervision, assistance or the child has demonstrated that he/she can not comply with the Library's Rules of Conduct Policy (See Policy P13).
16. The Youth area of the Library is for use by children and families. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may be asked to leave the area if they do not have an apparent and legitimate purpose for being there.
17. The Café seating area is reserved for Café customers.
18. Food and drink are allowed in designated areas of the Library. Patrons are expected to use care when eating or drinking. Closed containers for liquids are required. Visitors are expected to pick up after themselves and properly dispose of waste.
19. Patrons cannot bring pets or animals other than service animals or those required for library programming. Animals may not be left unattended on the Library grounds.
20. Bicycles cannot be brought into the building. They must be secured to the bike rack that is provided.
21. Strollers cannot obstruct an entrance, exit, or passageway or interfere with the normal operations of the Library.
22. Skate-boarding, rollerblading, roller-skating and the use of similar rolling footwear is not permitted.
23. Patrons shall wear shirts and shoes at all times. Bathing suits and similar attire is not permitted.
24. Patrons whose body odor, due to poor personal hygiene, overpowering perfume or cologne is offensive so as to constitute a nuisance to other patrons or staff may be required to leave the Library.
25. Weapons of any kind are prohibited on Library property unless the carrier is a law enforcement officer or has a valid permit to carry a concealed weapon.
26. Campaigning, petitioning, leafleting, survey-taking, soliciting or sales by the public is prohibited inside the Library.
27. Use of the Library grounds by petitioners does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, and the Library will not assist the petitioners in the solicitation of signatures. Permitted areas for campaigning or petitioning will be limited to areas 6 feet from entrances and overhangs. However, no person shall block ingress or egress from the library building. Campaign literature may not be brought into the Library or left on tables.
28. Sales, solicitations and/or solicitations of monetary donations of any kind by outside organizations are prohibited unless incidental to library programming and require advance approval by the Library Director.
29. With approval of the Library Director or a designated staff person, community nonprofit organizations may place containers in the Library or on Library property to collect approved non-monetary donations as space allows, in areas designated by the Library. The length of time for collecting donations may be limited by the Library.
30. Panhandling or soliciting Library staff or patrons inside the Library or on Library property is prohibited.
31. Distributing or posting printed materials/literature on library property not in accordance with Library policy is prohibited (Policy P7).

32. All photography and recording of library facilities and programs must be approved in advance by the Administration. Taking pictures of Library staff or patrons without their knowledge and consent is prohibited.
33. Patrons may be subject to photo or video surveillance.
34. Patrons shall not damage, mar, or deface library materials or damage Library furnishings, walls, equipment/devices, or other Library property.
35. Library materials are not allowed in the public restrooms.
36. Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing and sexual activity is prohibited. Library materials are not allowed in the restrooms.
37. Climbing on tables, shelving or other library furnishings is prohibited.
38. Patrons must leave the building promptly upon closing. Children (under the age of 18) who are still at the Library at closing time will be turned over to the Novi Police Department as set forth in the Unattended Children Policy (See Policy P13).
  
39. Any patron whose privileges have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his/her designee, or the Library Board.

Patrons who violate these Rules of Conduct may be asked to leave the Library. Repeat offenders may have their Library cards revoked, and they may be banned from the use of and access to the Library either temporarily or permanently at the discretion of the Library Director.

A patron whose Library privileges have been revoked or suspended may appeal the decision to the Library Board by sending a written letter of appeal. The appeal will be presented to the Library Board at their next regularly scheduled meeting, and the person (or their parent or guardian, if applicable) filing the appeal will be eligible to attend and to speak at the meeting.

Adopted: June 17, 2009; Amended: May 15, 2010; Amended August 15, 2012; Amended July 17, 2013



## Policy Manual

### BUILDING POLICIES

#### Policy B3: Hours of Operation

Monday – Thursday 10:00am – 9:00pm

Friday and Saturday 10:00am – 5:00pm

Sunday 1:00pm – 5:00pm \*

(\* ) from the week after Labor Day to the week before Memorial Day

Approved: December 19, 2007

Signed:

A handwritten signature in cursive script that reads "Lawrence A. Kilgore".

Lawrence A. Kilgore  
President  
Novi Public Library Board of Trustees



## Policy Manual

### BUILDING POLICIES

#### Policy B4: Meeting Room Rental and Use Policy

##### **A. Purpose:**

Meeting rooms in the Novi Public Library provide an opportunity for bringing together the resources of the Library and the activities of the community for educational, cultural, civic, intellectual, and charitable purposes.

The primary purpose of the meeting rooms is for Library activities, including programs presented by Library staff or by Friends of Novi Public Library, Novi Historical Commission and other organizations affiliated with the Library. The public may use the rooms when not needed for Library programming.

The meeting rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting use of the rooms. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library staff, Library Board of Trustees or the City of Novi.

Fees for use of the rooms will be charged to all groups other than program partners of the Library. A chart of the fees is available upon request.

Group study rooms of various sizes, accommodating from two to eight people, are available at no cost. These rooms may not be reserved but are used on a first-come, first-served basis.

All meetings and programs held in the Library meeting rooms during Library business hours are open to the public. Groups who are not subject to the Michigan Open Meetings Act and who rent the meeting rooms after Library business hours may close their functions to the public. All groups using the rooms shall keep noise to a minimum so as not to disturb others in the Library.

The Administration has the authority to deny use of the meeting rooms to any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind, or that interferes with the health, safety and welfare of persons in the area.

Groups shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of groups from the meeting rooms and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws. Meeting room fees will not be refunded.

**B. General Regulations and Guidelines:**

1. The Library administration authorizes the use of the rooms and maintains the schedule. For information and reservations, contact the Library Administration at 248-869-7204, Monday – Friday, 10:00am – 5:00pm.
2. Library programs and Library-related services, meetings and events have first priority for scheduling use of the facilities. Other applications will be considered on a first-come, first-served basis. Meeting room programs must not interfere with Library operations.
3. The Library is not liable for injuries to people or damage to property, individuals or organizations using the meeting rooms.
4. In accordance with fire marshal regulations, maximum attendance is posted for each room. Groups violating the maximum room load will be asked to leave.

Full Meeting Room (105)	200 people
West Meeting Room (105A)	120 people
East Meeting Room (105B)	80 people
Youth Activity Room (138A)	36 people
Second Floor Board Room (202)	20 people
Second Floor Meeting room (237)	10 people
Outdoor Patio	200 people

5. Meeting rooms are available during the following Library business hours:

Monday – Thursday	10:00am – 8:45pm
Friday – Saturday	10:00am – 4:45pm
Sunday	1:00pm – 4:45pm

Advance requests for meeting room reservations outside of Library business hours may be accommodated at additional cost.

6. The meeting room application/contract must be completed and approved before a room reservation will be deemed final. Library staff will confirm if/when approval is made. Payment for use of the rooms must be received within two business days of application approval. Room set-ups and equipment requests must be included with the meeting room application/contract and received by the Library at least one (1) week prior to the meeting. Last minute requests and changes cannot be accommodated.
7. Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including clean-up, must end before the Library's closing time. The group will also be charged for any needed repairs or cleaning.
8. If a meeting is cancelled by the group requesting the room, all fees are non-refundable. The Library may cancel any meeting room reservation and the fees will be refunded.
9. The contract must be signed by an adult, age 18 or older, who becomes the responsible party. Youth groups are required to have adult supervision.
10. Reservations for meetings will be accepted up to two months in advance of the meeting date. Reservations for on-going (weekly/monthly) meetings outside of Library business hours with a minimum of four meetings scheduled will be accepted

up to four months in advance of the first meeting date. The Library reserves the right to limit the frequency of use of its meeting rooms, to cancel reservations and to review any or all applications before granting approval.

11. Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is generally prohibited but may be permitted at the discretion of Administration if it is reasonably related to the Library's purpose (e.g., author sales of signed books).
12. Political organizations may use the meeting rooms provided meetings do not include fundraising. These may include business meetings, issue discussions and candidate forums.
13. Do not move tables and/or equipment. All set-ups must be performed by Library personnel.
14. Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room without the permission of the Library administration. Do not affix or adhere anything to walls.
15. Food and beverages must be contained within the meeting rooms. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted. If an event is to be catered, the caterer must provide the following items at least 10 days prior to the event (or with the reservation application if the application is made less than 10 days prior):
  - a. Copy of State of Michigan license.
  - b. Certificate of Liability Insurance showing coverage of not less than \$1M and naming the Novi Public Library as certificate holder.
16. Waste should be placed in the proper receptacles.
17. Catering options are available separately through the current vendor of the Read A Latte Café that is located within the Library.
18. The Library cannot supply any storage space. Groups using a meeting room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.
19. Groups are responsible for any and all damage caused by meeting attendees or others associated with the meeting. A fee will be assessed to cover the cost of any damages. The Library reserves the right to deny use or access to any group that has violated this Policy.
20. Equipment is available for rent in the meeting rooms but must be requested at the time of application. The rental charges will be set by Administration from time to time and the list of rental fees is available upon request.

**C. Publicity:**

1. The name, address or phone number of Novi Public Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.

2. The use of the meeting room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
3. The person signing the meeting room contract is the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
4. Notice of meetings will be posted by the Library.

**D. Payment of Fees:**

1. Payment is to be made within two business days after being contacted by Library Administration of approval of the application.
2. Payment may be made by cash, credit card (Visa or MasterCard) or check made payable to Novi Public Library. For information and reservations and to make payments, contact the Library Administration at 248-869-7204, Monday – Friday, 10:00am – 5:00pm.
3. Rental fees are set by the Administration and the standard schedule of rental fees is available upon request. The standard rental rates are set in one hour increments. In addition, that there is a premium charge for each 15 minute period (or any part thereof) for a meeting that goes past its scheduled ending time. Rates vary for residents and nonresidents, and rates will be higher at times that the Library is not open to the public.

Approved: April 15, 2009; Amended: May 1, 2010

Signed:



Lawrence A. Kilgore  
President  
Novi Public Library Board of Trustees

## **Public Services Report – Margi Karp-Opperer**

Summer, 2013, is going strong and our patrons are visiting the Library often, signing up for the reading programs, attending events as well as reading and enjoying all that we are offering. It is a very exciting time at NPL.

I attended the Portfolio Show at the Art Institute of Michigan which celebrated graduating seniors' accomplishments. Our previous intern, Jarell Rashid, was highlighted and it was an amazing event to see all the talent within our community.

A group of 60 high school students from the metro Detroit area were given a tour of the Library as part of a social justice program.

27 students from Novi Meadows were also given a tour of the Library and were provided information on our resources and upcoming programs.

The grand finale of our year-long "What Do You Geek" Program came to a close this month with a party honoring our geekness, recognizing patrons who shared their interests and celebrating the wonderful, diverse community that makes Novi special.

2 meetings were held this month for the Information Services Department.

### **Featured Adult Programs:**

Facebook Basics

Photographic Journey of the Great Smoky Mountain National Park

Are You New to Medicare?

Basic Photo Editing with Paint.NET

North Oakland Dixieland Band

Bring the Inside Out with Pottery Barn

Special business/financial programs for the month included:

- a. Social Media for Small Business
- b. Four SCORE Business Mentoring
- c. Job Seekers Toolbox

### **Monthly Adult Programs:**

- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency), every Tues 10-2
- Two ESL Book Discussions
- Four Knit 2gether Knitting Circles
- Three Adult Book Discussion Groups
- Monthly delivery of Novi Newbies' backpacks to St. John Providence Park
- Welcome brochures in English and Japanese delivered to NSD for our new residents
- One 1-on-1 internet class and one email instruction class
- Newly added Italian plus German, Mandarin & Spanish Language Conversation Groups
- Novi Writers Groups
- Computer instruction classes (Powerpoint 2010 and Intermediate Word 2010)

**Featured Youth Programs:**

- Tamil Story Time
- Four programs called "Get Your Wiggles Out"
- Math 101 for Preschoolers
- Art 101 for Preschoolers
- Science 101 for Preschoolers
- Tremendous Tuesday with the Dakini Circus
- Tremendous Tuesday with John the Magician
- Get Down and Dirty
- Let's Talk
- Marimbamania
- Super Summer Story Time

**Monthly Youth Programs:**

- Two Tot Times Story times
- Two Two of Us Story times
- Two On My Own Story times
- Two Playgroups
- One Kiddie Craft
- One Starlight Story Time
- One Lego Club

**Tween and Teen Program:**

- Two Teen Volunteer Orientations
- Tie-Dye Day
- Glass Mosaic Madness

**Featured collections:**

Adult: Celebrate Detroit

Youth: DIG Into Reading SRP (Summer Reading Program)

**Featured database:**

Entrepreneurship

## Building Operations Report - Mary Ellen Mulcrone

The Outreach team has been refilling the new READ box at Lakeshore Park as part of their weekly routine. This service is proving to be popular for both adults and children.

The Technical Services Team attended another MeLCat webinar. For some it was an introduction, and for others it was a refresher on MeLCat processing, policies, and procedures.

The Summer Reading Program is keeping everyone very busy. Shelves and other staff are doing a great job of keeping the heavy volume of returned materials flowing back to the shelves so they can be checked out again—and again and again.

We continue to promote and inform people about the upcoming change to require presentation of a library card for services. Due to this, a large number of new library cards are being issued, and others are being renewed. We are also beginning to see more people presenting their library cards as images on their smartphones. Most people are reacting favorably to this change.

In the last fiscal year we added 1,096 donated items to our collections, providing the Library with about \$11,800 worth of titles. Other donated materials are passed on to the Friends for their ongoing sale in the Book Nook. This, in turn, provides additional benefits for the Library.

Windows 7 has been deployed to all public and staff workstations.

The stage panels that were recently acquired have proven to be very beneficial for Library programs and meeting room rentals, as well. We have purchased a fourth panel, which allows for an 8' x 16' stage.

Because the patio has no water spigots, keeping the flowers watered has been rather difficult. This year, drip-lines from the irrigation system have been extended to cover the three planters on the patio to insure proper watering. The patio flowerpots are flourishing this year!



Before



After

As usual, a number of routine maintenance issues have been addressed, such as carpet cleaning, power washing sidewalks near the front entrance, adjustments to some sticking doors, repairs to: the bell for the drive-up window, some locks, the dishwashers and refrigerator, etc.

Several training sessions were offered to the public, including Basic Photo Editing with Paint.NET, Transferring VHS to DVD, Drop-in Computer Lab, and Tech Times. Training was also offered to staff for Outlook web access and Windows 7.

We are working with landscaping companies to replace some dead plants and to eliminate the nasty horsetail weed that has appeared on the property.

We welcomed Heywan Weldeab as our newest Shelver.

**Support Services Statistics 2012-2013**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	466	404	399	404	338	255	363	303	359	410	283	469	<b>4,453</b>
<b>Items checked out</b>	83,350	76,559	62,773	65,353	62,499	54,805	66,428	61,916	67,919	70,302	59,978	68,149	<b>800,031</b>
<b>Items borrowed</b>	5,195	4,398	3,668	4,108	3,876	3,239	4,778	3,764	3,925	4,283	4,060	4,157	<b>49,451</b>
<b>Items loaned</b>	5,844	5,456	4,927	5,208	4,839	4,042	5,976	4,638	4,989	4,904	4,468	4,588	<b>59,879</b>

Support Services  
Statistics

JUNE, 2013

2013                      2012

No. of lib. cards issued  
Total no. of checkouts

469                      469  
68,149                  73,046

READ Box  
(unveiled June 6, 2013)  
capacity approx. 30 bks.

	2013	2012
Adult	24	0
Youth	<u>31</u>	<u>0</u>
	55	0

No. of items borrowed

TLN	4,085	4,203
MeL	<u>72</u>	<u>100</u>
	4,157	4,303

No. of items loaned

TLN	4,457	4,975
MeL	<u>131</u>	<u>217</u>
	4,588	5,192

**Self-Check Totals 2011-12 Fiscal Year**

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

**Self-Check Totals 2012-13 Fiscal Year**

	Total Circulation	Self-check % of Total	Total	Self-Check	Self-Check	Self-Check	Youth #1	Youth #2	Adult
			Self-checks	#1	#2	#3			South
July	83,350	60.03%	50,038	10,490	9,420	5,579	13,483	8,706	2,360
August	76,559	60.05%	45,970	10,285	8,233	4,976	12,253	7,783	2,440
September	62,773	57.80%	36,285	8,313	6,853	3,609	9,698	6,197	1,615
October	65,353	56.96%	37,226	8,339	7,067	3,692	9,745	6,677	1,706
November	62,449	57.92%	36,168	8,234	6,049	3,663	10,414	6,230	1,578
December	54,805	56.14%	30,768	7,795	5,514	2,577	8,201	5,233	1,448
January	66,428	57.95%	38,495	9,046	7,124	3,662	9,560	7,270	1,833
February	61,916	56.21%	34,802	8,019	6,167	3,272	9,883	5,884	1,577
March	67,919	57.54%	39,080	8,861	7,001	3,820	10,397	7,126	1,875
April	70,302	58.98%	41,463	9,872	7,382	3,997	10,386	7,919	1,907
May	59,978	57.42%	34,441	8,622	5,788	2,975	9,309	5,945	1,802
June	68,149	65.75%	44,808	10,001	7,830	4,460	11,359	8,619	2,539
<b>FYTD</b>	<b>800,031</b>	<b>58.69%</b>	<b>469,544</b>	<b>107,877</b>	<b>84,428</b>	<b>46,282</b>	<b>124,688</b>	<b>83,589</b>	<b>22,680</b>

**Library Usage**

2011-2012 Fiscal Year					2012-2013 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	34,449	1,325	246	26	July	38,858	1,495	254	26
August	34,388	1,274	254	27	August	33,175	1,229	261	27
September	30,118	1,076	248	28	September	31,011	1,108	244	28
October	31,108	1,003	266	31	October	32,303	1,042	281	31
November	30,550	1,091	248	28	November	32,454	1,119	244	29
December	28,028	1,038	252	27	December	26,501	1,019	229	26
January	25,847	891	252	29	January	30,017	1,001	270	30
February	32,234	1,112	226	29	February	31,795	1,136	248	28
March	34,536	1,114	281	31	March	32,587	1,124	255	29
April	32,318	1,154	251	28	April	35,701	1,190	270	30
May	30,763	1,099	255	28	May	31,290	1,118	258	28
June	34,232	1,317	254	26	June	33,528	1,341	239	25
<b>FYTD Total</b>	<b>378,571</b>	<b>1,120</b>	<b>3,033</b>	<b>338</b>	<b>FYTD Total</b>	<b>389,220</b>	<b>1,248</b>	<b>3,053</b>	<b>337</b>

**Early Literacy Workstation Usage**

2011-2012 Fiscal Year				2012-2013 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	20	200	10	July	927	24,950	26
August	659	16,475	25	August	1,006	25,947	25
September	538	11,298	21	September	749	17,162	22
October	112	2,352	21	October	829	19,488	23
November	413	9,912	24	November	834	20,451	24
December	743	18,575	25	December	683	15,603	22
January	751	17,273	23	January	838	20,713	24
February	800	20,000	25	February	855	18,745	21
March	931	21,413	23	March	865	18,503	21
April	828	18,216	22	April	890	20,933	23
May	814	18,722	23	May	754	15,805	20
June	877	21,925	25	June	912	21,374	23
<b>FYTD Total</b>	<b>7,486</b>	<b>180,473</b>	<b>24</b>	<b>FYTD Total</b>	<b>10,142</b>	<b>239,674</b>	<b>24</b>

Technology Sessions 2012-2013 Fiscal Year

	Tech Time	eReader	VHS to DVD	Skype	Paint.NET	Drop-In Lab	Staff Training	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	4	1						3	8	
<i>patrons</i>	3	7						3		13
<b>Aug</b>	4	1					7	3	15	
<i>patrons</i>	3	2					15	3		23
<b>Sep</b>	4	1	1			1		8	15	
<i>patrons</i>	3	5	9			4		8		29
<b>Oct</b>	5	1	1				1	7	15	
<i>patrons</i>	3	3	10				1	7		24
<b>Nov</b>	4	2	1	1		1		2	11	
<i>patrons</i>	1	8	5	4		3		2		23
<b>Dec</b>	4	1	1				6	2	14	
<i>patrons</i>	1	1	2				14	2		20
<b>Jan</b>	5	1	1				1	5	13	
<i>patrons</i>	3	9	9				1	5		27
<b>Feb</b>	4	1	1	1				14	21	
<i>patrons</i>	2	1	5	2				14		24
<b>Mar</b>	4	1	1					6	12	
<i>patrons</i>	4	6	8					6		24
<b>Apr</b>	4	1	1	1			6	6	19	
<i>patrons</i>	2	1	5	6			8	6		28
<b>May</b>	6	1	1		1	2	5	6	22	
<i>patrons</i>	6	2	2		5	2	16	6		39
<b>Jun</b>	4	1	1	1	1	2	2	2	14	
<i>patrons</i>	3	2	5	3	4	5	5	2		29

Sessions	52	13	10	4	2	6	28	64	179	
Patrons	34	47	60	15	9	14	60	64		303

Number of Computer Logins					
2012-2013 Fiscal Year					
	Workstations	Wireless	Lending Laptops*	Total	Daily Average
July	8,302	15,104	0	23,406	900
August	7,926	14,352	0	22,278	825
September	7,090	12,680	0	19,770	706
October	7,539	13,578	0	21,117	681
November	7,895	14,263	3	22,161	791
December	4,295	18,833	2	23,130	857
January	4,924	24,172	6	29,102	1,004
February	4,203	23,780	3	27,986	965
March	4,441	25,096	0	29,537	953
April	4,858	22,838	4	27,700	989
May	4,407	22,196	1	26,604	950
June	5,206	22,924	10	28,140	1,082
<b>FYTD Total</b>	<b>71,086</b>	<b>229,816</b>	<b>29</b>	<b>300,931</b>	<b>890</b>

Minutes  
Friends of the Novi Library Board Meeting  
May 8, 2013

I. Call to Order--Pat Brunett 7:00 PM

Present: Carol Hoffman, Carol Bauer, Sue Johnson, Barb Brunett, Evelyn Young, Marilyn Amberger, Julie Abrams, Jim McLean, Pat Brunett

Absent: Bob Cutler

Guests: Evelyn Cadicamo, Gale Ford

II. Minutes of April 24, 2013 Meeting

Motion to approve--Julie Abrams; second--Carol Hoffman. Motion passed 9-0.

III. Treasurer's Report--Marilyn Amberger

Checking account	\$18,568.27
Savings account	5,425.32
CD account	<u>10,149.83</u>
Total	\$34,143.12

April Income Total \$ 6,523.37 (Includes Author Luncheon registration)

April Expense Total \$ 520.98

Motion to approve report--Carol Hoffman, second--Jim McLean. Motion passed 9-0.

IV. Reports/Discussion

A. Assistant Library Director--Margi Karp-Opperer

- Downloadables increasing

- ZINIO--downloads magazines

- Engage--deadline-end of May

- 

- B. Book Nook--Jim McLean

- Complaint from patron concerning a book reserved was not available for pick-up.

C. Membership--Sue Johnson

- Chamber Music Festival became a corporate member of the Friends.

D. Friendraiser on the Patio--Barb Brunett

- Town and Country Eye Care will make a contribution for the the patio party.

- Invitations have been sent.

- Party meeting to be scheduled.

E. President--Pat Brunett

- Update on newsletter

V. Annual Meeting

- A. 2013-14 budget

- \$15,000 from fund balance ptoposed.

- Motion to present proposed budget to membership for adoption on June 12--Evelyn Young, second--Barb Brunett, motion passed 9-0.

B. Election

- Slate of officers to be e-mailed.

VI. Announcements--Friends scholarship to be given at Senior Honors Night on May 15.

•

VII. Next Friends Board Meeting--Wed., July 10, 2013 7:00 p.m.

VIII.Adjournment--

Motion--Julie Abrams, second--Barb Brunett, motion passed 9-0 8:40 p.m.

Submitted by Julia Abrams, Secretary

**FRIENDS OF THE NOVI PUBLIC LIBRARY  
BY-LAWS  
ADOPTED JUNE 12, 2013**

**ARTICLE I. NAME**

The name of this organization shall be Friends of the Novi Public Library, herein referred to as the Friends.

**ARTICLE II. MISSION**

Section 1. The Friends will operate as a charitable Section 501 (C)3 entity for the purpose of solicitation of monies, gifts, grants and bequests to supplement other library resources and services.

Section 2. The Friends shall advocate for the library and support and co-operate with the library in developing services for the benefit of the community.

**ARTICLE III. MEMBERSHIP**

Section 1. Membership in the Friends shall be open to individuals, families, businesses or other organizations that are in agreement with the mission of the organization.

Section 2. Payment of annual dues is required for voting privileges.

**ARTICLE IV. FISCAL YEAR**

The fiscal year of the Friends of the Novi Public Library begins June 1 and ends the following year on May 31.

**ARTICLE V. BOARD OF DIRECTORS**

- The Board of Directors shall consist of no less than seven (7) and no more than thirteen(13) directors.
- The Board of Directors is elected by the membership at the Annual Meeting.
- Directors' terms shall be one year in length.
- Directors may serve more than one term.
- Directors will serve without compensation.
- All members of the Friends and representatives of member organizations or businesses are eligible to serve on the Board.
- A Nominating Committee made up of at least two (2) persons shall develop a slate of candidates for positions of Directors and Officers to be voted upon by the membership at the Annual Meeting.

**Powers and Duties of the Board of Directors**

The Board of Directors shall

- advocate for the Novi Public Library,
- establish long/short term goals, policy plans, procedures and programs for the organization consistent with the mission of the Friends,

- present an annual budget to the membership for adoption at the Annual Meeting,
- control resource allocation and financial oversight of the expenditures of all monies collected by the organization,
- maintain a bank account,
- present an annual report to the membership documenting revenues and expenditures and other information required by law,
- maintain open communication with the Director and Board of the Novi Public Library in order to achieve consistency with the goals, procedures and programs of the Novi Public Library,
- perform other activities that are necessary to maintain the viability of the organization and ensure fulfillment of its mission,
- fill vacancies on the Board of Directors by appointment, and
- determine annual dues.

## **ARTICLE VI. OFFICERS**

Section 1. The officers shall be a president, vice-president, secretary and treasurer elected by a majority of the membership in attendance at the Annual Meeting of this organization. No member shall hold more than one office at a time. Board members may be elected to the same office more than once. However no member shall be eligible to serve more than three consecutive terms in the same office.

Section 2. Officers shall hold office from the day of the election until the Annual Meeting of the following calendar year. In case of a vacancy in any office, the vacancy shall be filled by vote of the Board of Directors at the next regular meeting after the vacancy occurs.

Section 3. The president shall preside at meetings of the organization, call special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the Nominating Committee, shall authorize a member of the Board to have signatory authority, along with the treasurer, over accounts containing Friends funds, as needed, and generally perform all duties associated with the office of the president.

Section 4. The vice-president shall act as the president in the absence of the president. The vice-president shall perform such other duties as may be assigned by the president.

Section 5. The secretary shall keep true and accurate minutes of all meetings of the Board. The secretary shall prepare, and send to the state government, a notice of all Board and by-law changes within the period set by the government. The secretary shall perform such other duties as are generally associated with the office of secretary.

Section 6. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, additions to, and disbursements from the Friends' funds. The treasurer is authorized to sign all checks drawn on Friends' funds. The treasurer shall deposit all funds of the organization to the account of the Friends of the Novi Public Library. The treasurer shall collect all monies due to this organization and shall keep an account of all monies received by, expended by, or on behalf of the organization. The treasurer may reimburse members of the Board and others for personal expenditures necessary for carrying out authorized activities of the organization and which are within

the limitations of the budget. The treasurer shall perform such other duties as are generally associated with the office of the treasurer.

#### **ARTICLE VII. MEETINGS**

Section 1. The Annual Meeting of the organization shall be held each between March 21<sup>st</sup> and June 21<sup>st</sup> at such place within the City of Novi as the Board shall determine. Notice of the time and place for holding any annual meeting shall be sent via U.S. mail to the members at least fourteen (14) days prior to such meeting.

Section 2. All Board members will be notified of any regular meeting, and the agenda, a minimum of five days prior to the meeting. Special meetings may be called by request of a majority of the Board and/or a request of 20 percent (20%) of the membership. Notification of such meetings should be given at least ten (10) days prior to the meeting.

Section 3. Notices, other than meeting notices, may be sent via U.S. mail, email, telephone or other electronic methods.

Section 4. A majority of members present at any meeting of the organization, except Board meetings, regular or special, shall constitute a quorum at such meeting.

Section 5. A majority of the Board shall constitute a quorum at a called meeting of the Board.

Section 6. The Board may make decisions concerning routine business of the organization between board meetings with members voting via telephone or e-mail. Decisions requiring consent of the membership between annual meetings may be made by votes submitted via U.S. mail. A record of decisions made between meetings shall be included in the minutes of the next regular meeting of the Board.

Section 7. All meetings of the organization and its Board of Directors shall be conducted in an orderly fashion according to basic rules of order.

#### **ARTICLE VIII. AMENDMENTS**

Section 1. A By-laws Review Committee shall be appointed to review the by-laws each year and recommend changes as necessary

Section 2. These by-laws may be amended at any meeting of the organization by a sixty percent (60%) majority vote of the voting members present and voting, provided that notice of the proposed amendment is given in writing to all of the members at least five (5) days before said meeting. Such written notice shall contain the proposed amendments(s).

#### **ARTICLE IX. DISPOSITION OF ASSETS UPON DISSOLUTION**

Upon dissolution of this organization, all remaining assets shall pass to and shall belong to the Novi Public Library.

## **Student Representatives Report – June 2013**

Written By: Ziyang Huang and Jessica Mathew

### June Recap:

June kicked off with a bang, with our two Teen Volunteer Orientations, each had about 45 participants. The Summer Reading Program officially started June 17th and sign-ups seem higher than ever. We have more than 100 teen volunteers helping with various Summer Reading tasks, and we'd like to give a big thank you to these teens because without them, this program would have been impossible to run.

### Programs:

We had our annual Tie-Dye Day on June 18th. This Program saw a flurry of boring white t-shirts go from drab to fab. We had about 100 teens come to this event and it was a great way to kick-start the Summer Reading Program.

There was also a Glass Mosaic Madness program held on June 25. This event was a HUGE success with 50 attendants. Teens explored the art of glass mosaic, crafting colored pieces into amazing pendants or key chains.

### Internship:

The teen volunteer internship is going very smoothly. The interns are learning a lot of leadership qualities that are to be beneficial in the future, as well the little ins-and outs that make the Novi Library the unique structure it is.

### Upcoming Programs:

See a Juggler, Be a Juggler – July 9 @ 3pm  
Lord of the Sky Birds of Prey! – July 16 @ 7pm  
Book Chat – July 18 @ 3pm

calling (248) 624-2826

### Ever caught a foul ball?

Have you ever caught a foul ball or a home run ball at a Major League baseball game? If so, sports writer Jeff Theisen would like to talk to you.

If you'd like to contribute your experience for the article, contact Ed Wright at (248) 437-2011, Ext. 228, or Theisen at jtheisen@hometown-life.com.

## PUBLIC LIBRARY

CAR-RT LOT\*\*C010  
NOVI PUBLIC LIBRARY  
45255 W 10 MILE RD  
NOVI MI 48375-3014  
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Gary Bernstein pours a lot of cups of coffee at the library's Read-A-Latte cafe. He's now offering more types of food and drink and has updated the cafe's look, hoping to make the cafe, near the library's entrance, a place people will visit more frequently. JOHN HEIDEN | STAFF PHOTOGRAPHER

# Library's Read-a-Latte

## Cafe a hidden gem

### Bernsteins offer great food, service

**By Lonnie Huhman**  
Staff Writer

The café inside the Novi Public Library is a hidden gem for many patrons who have come to know its tasty selections. Whether a student studying at the library and needing a pick-me-up or a senior citizen wanting to take something home for dinner, the Read-a-Latte café run by Gary and Lola Bernstein is a place that caters to all of the patrons who walk

See CAFE, Page A2

## CAFE

Continued from Page A1

through the library doors.

"That's our goal - to appeal to all of the patrons of the library," Gary said. "There's a whole range of people ... who come here, so we know they have different tastes and we want to fill the need they may have."

The Bernsteins have been in charge of the café for the last three years and just recently renewed the lease for another three. They want to get the word out to those who don't know about this service offered at the library.

"At many libraries, if a patron gets hungry they may have to leave to get something to eat or drink. That's not the case here," Gary said.

The café is located just inside the front door and to the right. The menu is ever-changing, but there are some favorites like the grilled panini that make it a more than dependable spot to pick up a snack or drink.

The café is not a convenience store and their selection does not come from a vending machine.

Homemade is the theme. From the tuna pasta, chicken salad, and macaroni and cheese, Lola prepares most of the dishes served at the café herself. There's also a variety of sweets with things like cake and candy available.

"That's what we pride ourselves on, our homemade dishes," Gary said. "But we also know patrons have different tastes at different times, so we need to be there with a good variety."

The café is a mix of nostalgic and modern with customer service being the main priority. Each week there are specials and the product is always above quality at a reasonable price.

Next time you're in the library looking for a good book or DVD, stop by the café and give one of the panini sandwiches a try.

The library is located 45255 10 Mile.

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# Cancer fighters join forces at annual Relay for Life

By Julie Brown  
 Staff Writer

This year's Novi/Northville Relay for Life has a \$72,000 goal in the American Cancer Society fight to eliminate the disease.

Last year, Novi/Northville's event raised \$62,000. Relay is a team event in which team walkers walk continuously for 24 hours, symbolic of the cancer fight not sleeping.

"It's not too late to become involved," said Rachel Leas, community organizer for the ACS. "The more the merrier. If you want to come fight cancer with us, we're going to welcome you with open arms."

The event will be this Saturday and Sunday at Ford Field park, downtown Northville. This is the second year Novi and Northville have joined forces to raise money, and a Northville event took place at that site for many previous years.

"They were a separate event and then we combined the communities," Leas said. This year's chair is Natalie Iyeciyeck, assisted by co-chair Kat Dooley. Iyeciyeck is experienced and knowledgeable, Leas said, and Dooley brings a good new take



### CONTACT

For more information, contact Rachel Leas, Relay community representative, at (248) 663-3436 or rachel.leas@can-cer.org.

California Pizza Kitchen as well as gift bags for survivors.

The local event has about 20 teams and over 200 participants, Leas said. Saturday around 9:30 p.m., there will be luminaries around the area lit in honor and memory of those who've faced cancer or lost the battle.

The local community also has a student event. "Of course, we'd always like more participation," Leas said, noting the June 15-16 event is a bit behind last year.

Leas also tips her hat to local students who in addition to their own event participate June 15-16. There are about four student teams this month plus other students who mix in with friends and family on other teams.

"I definitely think that makes a difference," she said. "I think student participation is huge. They're the ones who keep us up through the night. It's a huge part of the event."

She agreed the carnival-type atmosphere (this year's theme is "Board Games") and socializing make Relay fun.

You're welcome to go to www.relayforlife.org and search for Northville or Novi. The event wraps up 10 a.m.

The top two local fundraising teams are First United Methodist Church of Northville and ITC Holdings Corp.

Relay for Life was started in 1985 by Gordy Klatt, who ran and raised \$27,000. The next year, it became a team-based event and has grown.

"It's definitely international now," she said. Many metro Detroit communities host successful Relays.

She's grateful for large teams sticking around and for commu-

# Read box comes to Lakeshore Park

By **Lonnie Huhman**  
Staff Writer

As part of the Lakeshore Park playground improvement project, the Novi Public Library has placed a "read box" there in an effort to encourage reading over the summer months.

This is something new for the library, and Director Julie Farkas said the idea came about after she read an article in *American Profile*. From there, it turned into a wider effort.

Farkas said she thought this concept was perfect for Novi parks. She approached Novi City Manager Clay Pearson about working with city's Department of Public Services staff members Don Beckley and Jim Paulk, who came up with the design of the Read Box. Then she said she engaged the talents of Lori Taylor for the artwork. Then the Parks, Recreation and Cultural Services Department helped determine the location, which Farkas thanked Director Jason Mangum and Scott Pratt for helping with.

The library is keeping the box to just books and it will be filled on a weekly basis by its staff. More could be added if there is demand. Books will be provided for a large readership - (youth, teen and adult). It will be in use from June to October.

"People attending Lakeshore Park lift open the box and take a book of their choice," Farkas said. "We hope they read it and share it! A bookplate has been placed in each of the books along with a current library calendar of events."

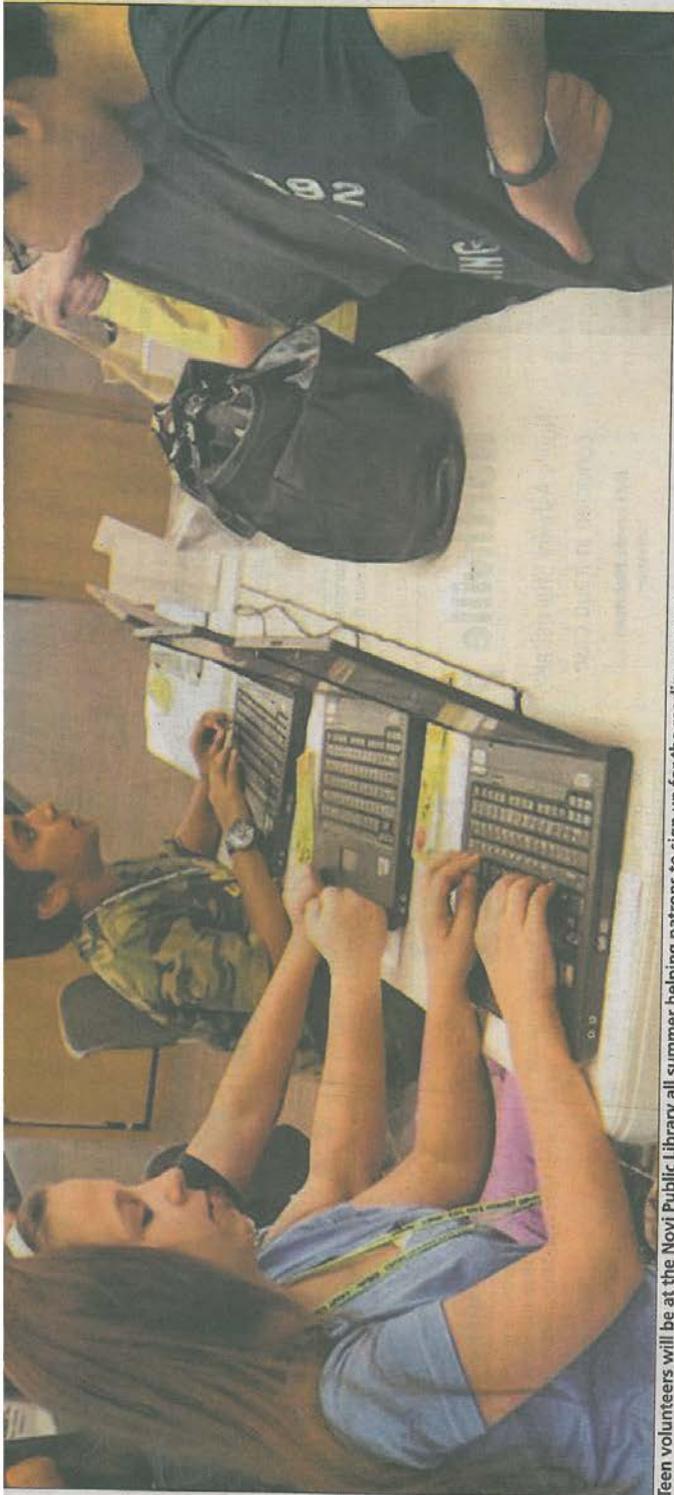
The City of Novi has installed new playground equipment at this park as well as at Rotary Park.

Check out the new read box at Lakeshore Park, which is located at 601 S. Lake Drive, near Old Novi and 13 Mile roads.

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The book selection in the Read Box has a wide selection for all ages. SUBMITTED



Teen volunteers will be at the Novi Public Library all summer helping patrons to sign up for the reading program.

## Novi library registers 1,000 in first week for program

Children, teens learn while having fun

Novi schools are officially on break, and Novi Public Library has already turned the right page with their Summer Reading Program by registering over 1,000 patrons in the first week.

The program is for all ages and is intended to help children and teens keep up with their reading during the summer months and enjoy some programs and activities

along the way. Running until Saturday, Aug. 3, there are three programs designed for every age group. Adults can partake in some Groundbreaking Reads, teens can get Beneath the Surface and youth can Dig Into Reading.

Along with reading, the programs also feature a variety of different activities and events, drawings, story times, and a finale trip to Paradise Park.

To take part in the Summer Reading Pro-

gram, sign up and record reading minutes at [www.novilibrary.org](http://www.novilibrary.org) or stop by the library to register. Close to 100 teen volunteers and two interns are available with the sign up process and will be on hand along with library staff to help patrons record their minutes and register during the summer.

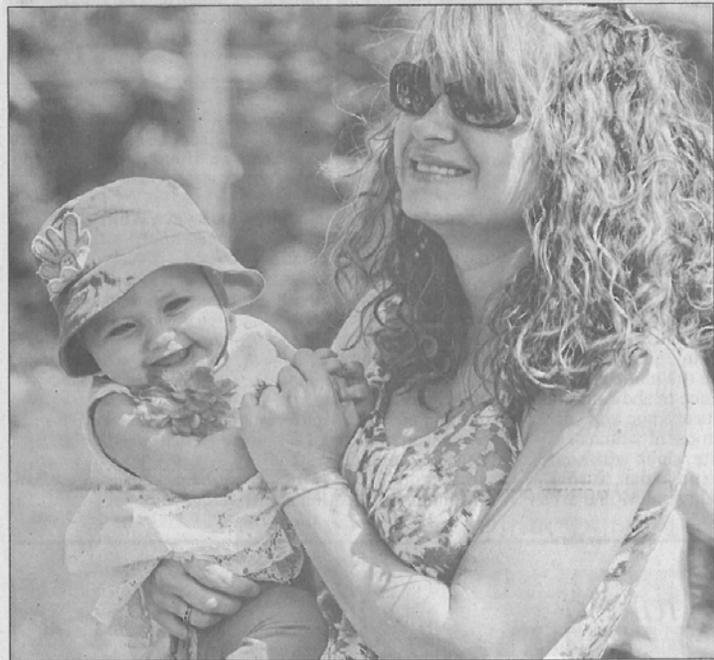
For more information about Novi Public Library or the Summer Reading Program visit online or stop by at 45255 W. 10 Mile Road.



Courtney Gordon gets her kids Jack, 7, Lilly, 4, and family friend Alexa Curtis (right), 6, signed up for the Novi Public Library summer reading program on June 17. The program, called Dig Into Reading, will run through the summer, is free to sign up for, will encourage lots of reading, and will have prizes awarded to those who persevere a lot of books. PHOTOS BY JOHN HEIDER | STAFF PHOTOGRAPHER



An entertainer with the Dakini Circus tosses a flaming stick in the air for a 10 a.m. crowd at Novi's Fuerst Park on June 18 as part of the summer-long Tremendous Tuesdays lineup. Each Tuesday through mid-August the park will host a variety of entertainers and musicians. Rainy days' will shift to the Novi Public Library. PHOTOS BY JOHN HEIDER | STAFF PHOTOGRAPHER



Tiffany Hahn enjoys an outing at Novi's Fuerst Park with her daughter Amelia, 7 months, on June 18. The pair were at the park for its inaugural Tremendous Tuesdays morning of entertainment.

A4 (NN)  
THURSDAY, JULY 11, 2013  
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# EDUCATION

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## Summer a time to read for fun

**N**ext week, I am off to Florida to vacation with my mother and my sister and her husband. The week after that, my wife and I go to Seattle to see her family.

This summer I have also taken the opportunity to golf, ride my bike, and walk my dog.

But the most important thing I have done this summer is take the time to read. Not only have I enjoyed reading, it has long-term benefits for me. A summary of an article that appeared in a recent online issue of *Neurology*, the med-



Steve Matthews  
SUPER  
TALK

ical journey for the American Academy of Neurology, suggested that exercising your brain by reading, among other things, is important for brain health.

The article states: "Reading gives our brain a workout because it has long-term benefits for me. A summary of an article that appeared in a recent online issue of *Neurology*, the med-

screen." Reading exercises the brain and helps us keep the brain in shape; much like physical exercise helps us keep the body in shape. The article concludes by stating that we should not underestimate the positive effects of everyday activities like reading on our long-term brain health.

The study comments research on the positive effects of summer reading for students. A number of international studies have shown that children who read over the summer experience both short

and long-term positive consequences. Reading in the summer engages students, helps build fluency, continues to hone skills that were developed during the school year, and prepares students to be successful when school starts again in the fall.

This summer we need to make a commitment to read. The Novi Public Library has a fabulous summer reading program for youth and adults. I would encourage you to visit the Novi Public Library and get involved. Parents and grand-

parents can serve as role models for their children and grandchildren by taking the time to read. When children see adults read they begin to understand that reading is not just a subject in school or a task to be completed, but reading is something that can be enjoyed.

Reading is critical to long-term success in school. The more successful students are at reading the greater their chance of having success in school. It is easy to get busy in the summer. Outdoor

activities, visits with family, swimming, boating, playing baseball, and going to the park all vie for our attention. I would encourage you to make reading a priority this summer. Not only will it have a positive effect on the summer, it will have long-lasting positive effects for our students in school.

Steve Matthews is the superintendent of the Novi district. He can be reached at [smathews@novi.k12.mi.us](mailto:smathews@novi.k12.mi.us); 248-449-1204; [www.twitter.com/docmathews](http://www.twitter.com/docmathews); or [www.novisuperintendent.blogspot.com](http://www.novisuperintendent.blogspot.com).

# History etched in library's glass



Ryan Trainer installed a series of etchings on the window panes of the Novi Historical Commission's room at the Novi Public Library.

After 35 hours of preparation and 14 hours sandblasting, the glass etchings in Novi Public Library's Local History Room were finally unveiled to the public June 27. Signifying Novi's most historical landmarks, the etchings represent the Methodist Church, Walled Lake Park, Novi Town Hall, Bassett Home, the Novi Special and the Train Station.

Beginning as a hobby, local artists Ryan and Mindy Trainer had a passion for etching and designing which later led to their own business, now called Creative Illustrations Custom Engraving and Vinyl Graphics.

Along with designing the seven large glass window etchings which also include the Novi Historical Commission logo, the Trainers also do a number of impressions for restaurants, wedding parties and numerous clubs.

To begin the evening, the Trainers provided guests with a short presentation about the historical background of each piece and insight on the planning and creation process. Following the welcome talk, visitors had the opportunity to visit the Local History Room to see the beautiful artwork and meet the artists behind it all.

"This has been such an



Ryan Trainer and his wife, Mindy, teamed up for more than 40 hours of work in etching some classical scenes of Novi's history on to a series of windows at the Novi Public Library. The panes are located in the second floor's Novi Historical Room and were made by hand using a computer-designed stencil.

exciting few years for the Historical Commission," said Julie Farkas, library director. "They are a hard-working group of volunteers dedicated to preserving and sharing Novi's history. The glass etching project is just one of many projects that have been made possible due to their support."

The glass designs add

to the other historic photographs, documents and recorded personal experiences that are displayed in the room which exhibit over 180 years of history in Novi.

With the addition of these etchings, the Historical Commission continues to promote the Local History Room which provides materials that represent the history and development of Novi and Oakland County.

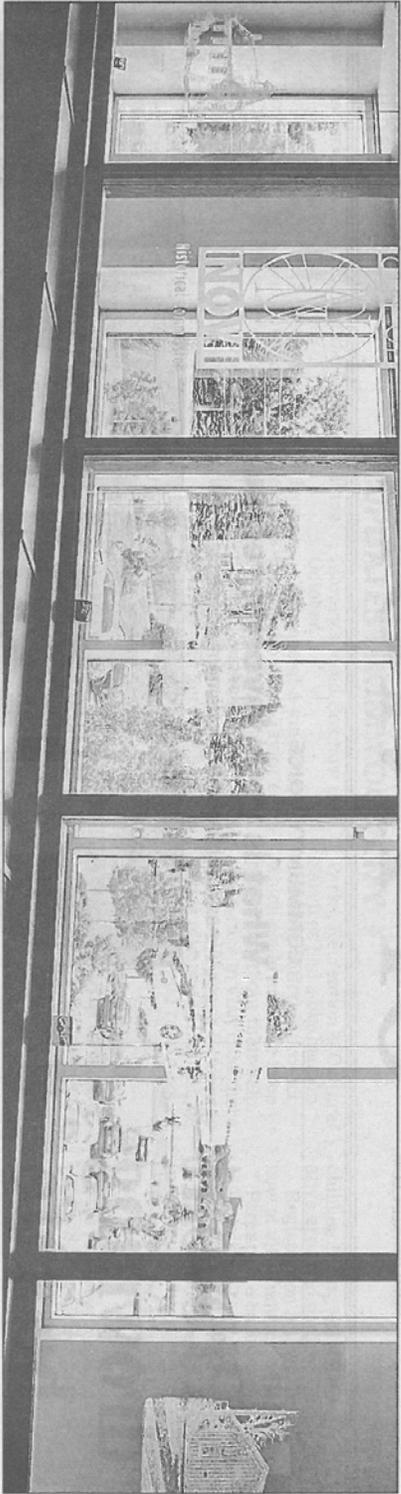
"I am so pleased that the library will forever

have a historical legacy to share with our community," said Farkas.

For more information about the Local History Room, ask a librarian, or stop by to see the glass etchings at 45255 W. Ten Mile Road.

Be good to your heart.

HEART AND CENTER OF E



The Trainers completed this series of etchings in the Novi Library recently. PHOTOS BY JOHN HEDER | STAFF PHOTOGRAPHER

# Board & Administrator

FOR BOARD MEMBERS

June 2013 Vol. 29, No. 10

Editor: Jeff Stratton

## Shoot for the 'ideal' board size

Is your board's size right for your organization? "When I joined, it was obvious board size was a problem," said the chair of an Ontario, Canada board. "At any one meeting, you could have 40 board members there."

Meetings were long and difficult and it was hard for the board to make decisions, said the Canadian board chair. "We would run out of time and people would get tired," he said.

Is there an ideal board size? A blog from Patton McDowell and Associates (<http://goo.gl/WjS2f>) suggests that number is 15:

"As a part of PMA's own 990 research for the Innovation Series, our researchers culled through recent tax forms for 150 randomly-selected organizations located in Mecklenburg County, North Carolina. These researchers were seeking a data set encompassing of a wide variety of missions (arts, human services, education, etc.) as well as asset levels. One of the easier data points to gather was board size, which is found under Part I, Line 3, as the IRS requests 'number of voting members of the governing body.' Of the 127 organizations that reported for FY10, the average board size across all of these organizations worked out to be 15, with a median of 14."

If your board wrestles with effective decision-making and struggles to achieve full participation, board size could be an issue. Some boards solve this by creating an executive committee to facilitate board decision-making. But smaller board size can increase board effectiveness, as well. Benefits of a smaller board size include:

- **Better meeting participation with fewer board members at meetings.** This can happen naturally in a smaller group, whereas on a large board, the chair may have to work overtime to include all board member viewpoints.
- **More efficient meetings.** With fewer members you can discuss issues thoroughly, make decisions and get through meetings quicker.
- **More engagement.** Boards that aren't bogged down in decision-making and burning the midnight oil can find their members more excited about working on the organization's key issues.

**Editor's note:** Over the years that *Board & Administrator* has surveyed nonprofit executives about the size of the organization's board the average number of members has remained steady at 15. In recent years, however, that number has dropped slightly. In 2012, *B&A* readers reported an average board size of 13. ■

## Show appreciation for executive and staff

Although a raise for the administrator is always a good way to show appreciation, the board doesn't have to spend a lot of money to regularly tell the executive director "thank you."

At every board meeting, try to find an opportunity to express the board's thanks to the

administrator and her staff. For instance, if the staff pulled off a nice event or the organization received a large donation, immediately recognize this verbally and applaud their efforts. Little things like this from the board can mean a lot. ■

## Help board member with single agenda

If the board's chair witnesses a board member's personal agenda getting in the way of decision-making, she needs to act. One tip is to look for a time outside the board meeting to discuss the member's issue and remind the individual of the board's full program of work. Making the point that the board is responsible for many issues, and not just one member's pet cause, can refocus the

board member's attention.

Sometimes, a single-issue board member keeps railing on his cause because he lacks information. Be sure to assess whether this is the case with the single-issue board member. For instance, if he is stubbornly holding to a position, he may possibly need a committee chair to clarify the issue before a meeting so that it doesn't take up meeting time. ■

## Statement of expectations clarifies individual member's job

An Ohio board has a fine example of a communication tool that explains members' obligations to the board. A statement of expectations can be particularly useful when recruiting new board members. See example below:

### **Statement of Expectations**

1. Consistent attendance at board meetings. It is understandable that a member may have to miss a couple of meetings. It is important to notify the office when a member cannot attend.
2. It is very important that on any issue, the minority viewpoint is given a full hearing. Although the board works toward consensus, it is also important that the majority rule prevail, and that each board member in the minority fully support the majority board decision once a vote is recorded.
3. Board members must leave vested interests in particular programs outside board meetings, in order to address themselves to the general obligations of the organization and our clients.

4. Each board member shall be willing to give full support of his or her skills and resources to the organization.
5. Each board member shall serve on at least one committee.
6. Each board member is responsible for becoming better informed about the needs of those we serve, and board roles and responsibilities.
7. No board member shall solicit or receive complaints or concerns from staff members, constituents, or those we serve, but instead direct any complaints and concerns through the established channels of the organization.
8. Each board member will strictly adhere to the organization's bylaws and policies.
9. Each board member will actively promote the organization, participate in fundraising efforts, and make an annual financial gift to the organization of whatever amount they are able to demonstrate board support to the community. ■

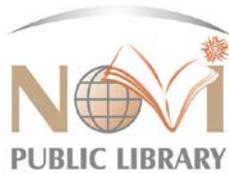
### **5 tasks for the board's development committee**

A board development committee can do more than just cheerlead the board's fundraising efforts. Here are five practical activities that can improve the development committee's performance.

1. Review the degree of success achieved in meeting the committee's goals and action plans for the previous fiscal year.
2. Develop goals and action plans to address and meet the development committee's responsibilities for the current fiscal year.
3. Create work teams to meet the fundraising goals for

the current fiscal year.

4. Develop and present to the board a marketing/communications plan designed to support the organization's development goals.
5. Review management's proposed budget for the priorities that apply to the development committee. Pay close attention to the revenue goals and expected costs for:
  - annual giving
  - fundraising events
  - the endowment
  - planned giving ■



## Library Board Calendar

### 2013

August – October	Community Reads Program
<b>August 21</b>	<b>Library Board Regular Meeting</b>
August 31	Library Closed
September 1	Library Closed
September 2	Holiday – Labor Day, Library Closed
<b>September 18</b>	<b>Library Board Regular Meeting</b>
<b>October 23</b>	<b>Rescheduled Library Board Meeting; Novi Public Library</b>
November 5	General Election Day
<b>November</b>	<b>Annual Library Report – City Council Meeting, TBD</b>
November 14	Community Read – Mark Binelli – <i>Detroit City is the Place to Be; The Afterlife of an American Metropolis</i>
November 15	Library Staff In-Service, Library Closed
<b>November 20</b>	<b>Library Board Regular Meeting</b>
November 27	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
<b>December 18</b>	<b>Library Board Regular Meeting</b>
<b>December 18</b>	<b>Library Director – Mid-year Review</b>
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

### 2014

January 1	Holiday – New Year’s Day, Library Closed
<b>January 15</b>	<b>Library Board Regular Meeting</b>
<b>February – March</b>	<b>Budget Study Sessions, TBD</b>
<b>February 19</b>	<b>Library Board Regular Meeting</b>
<b>March</b>	<b>Budget – approved to be provided in April to Council, TBD</b>
<b>March 19</b>	<b>Library Board Regular Meeting</b>
<b>April</b>	<b>Budget presented to Council, TBD</b>
April 13-19	National Library Week
<b>April 16</b>	<b>Library Board Regular Meeting</b>
April 19	Library Closed
April 20	Holiday – Easter, Library Closed
May 11	Holiday – Mother’s Day, Library Closed
<b>May 21</b>	<b>Library Board Regular Meeting</b>
May 25	Library Closed
May 26	Holiday – Memorial Day Observed, Library Closed

Friends Board Meeting meets the second Wednesday of the month, 7 p.m. at the Library  
 Historical Commission meets the fourth Wednesday of the month, 2 p.m. at the Library