

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, March 19, 2014
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 48375

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

1. Call to Order and Roll Call
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 - C. Finance Committee (Czekaj, Teasdale, Margolis – chair)
 - D. Fundraising Committee (Sturing, Mena – chair)
 - E. Strategic Planning Committee (Open, Sturing, Mena- chair)
 - F. Building/Landscape Committee (Open, Margolis, Czekaj – chair)

- 15. Public Comment
- 16. Matters for Board Action
 - A. Proposed 2014-2015 Library Budget
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Future Events:

- March 15th – BATTLE OF THE BOOKS event at 1:00pm, City of Novi – Large Meeting Room/Atrium
- March 19th – LIBRARY BOARD OF TRUSTEES, Regular Meeting at 7:00pm, City of Novi – Council Chambers
- March 26th – HISTORICAL COMMISSION, Regular Meeting at 2:00pm, Novi Library
- April 13-19 – National Library Week
- April 24 - - LIBRARY BOARD OF TRUSTEES, Regular Meeting at 7:00pm, City of Novi – Council Chambers – REVISED DATE



Inform. Inspire. Include.

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

<http://www.novilibrary.org>

Warrant 516		February 2014	
Payable to	Invoice Number	Account Number	Account Total
Global Office Solutions		268-000.00-727.000	\$ 99.98
Hollinger Metal Edge		268-000.00-727.000	\$ 220.12
J.L. Geisler Corp.		268-000.00-727.000	\$ 45.90
CDW-G	Mail Sec	268-000.00-734.000	\$ 2,155.65
Kayako	staff downld lic	268-000.00-734.000	\$ 1,800.00
Municipal Web Services	Jan-14	268-000.00-734.000	\$ 482.50
Tech Logic Corp	CircIT renewal(1yr)	268-000.00-734.000	\$ 5,600.00
The Library Network	SAM filter lic (98)	268-000.00-734.000	\$ 4,521.40
Amazon.com	Bose spkr	268-000.00-734.500	\$ 714.82
CDW-G		268-000.00-734.500	\$ 1,296.53
Hanover Technical Sales, Inc.		268-000.00-734.500	\$ 373.29
Suntel Services		268-000.00-734.500	\$ 190.34
Demco		268-000.00-740.000	\$ 147.88
Global Office Supplies		268-000.00-740.000	\$ 1,006.58
The Library Network	Oct-Dec 2013;labels	268-000.00-740.000	\$ 426.00
Sam's Club		268-000.00-740.000	\$ 16.48
Specialty Store Services		268-000.00-740.000	\$ 726.60
Library Design Associates, Inc.	4 stacking chair dollies	268-000.00-740.200	\$ 1,032.00
Lands' End	3-bldg mon shts	268-000.00-741.000	\$ 75.95
Amazon.com		268-000.00-742.000	\$ 1,213.63
Brodart		268-000.00-742.000	\$ 13,707.02
Center Point Large Print		268-000.00-742.000	\$ 152.79
Gale/Cengage		268-000.00-742.000	\$ 1,058.01
Michigan Chamber Services	Emp Law Hdbk+posters	268-000.00-742.000	\$ 210.00
Multicultural Books and Videos		268-000.00-742.000	\$ 153.87
The Library Network	NFPA Elec 2011	268-000.00-742.000	\$ 69.00
Lincoln Park Public Library		268-000.00-742.100	\$ 9.00
River Rouge Public Library		268-000.00-742.100	\$ 5.99
Ebsco		268-000.00-743.000	\$ 79.20
Hartman, Laura		268-000.00-743.000	\$ 159.00
Midwest Tape		268-000.00-744.000	\$ 2,943.14
OverDrive		268-000.00-744.000	\$ 2,592.65
Midwest Tape		268-000.00-745.200	\$ 4,696.04
The Library Network	TumbleBook ann	268-000.00-745.300	\$ 639.20
Bright House Networks	February	268-000.00-801.925	\$ 82.02
Providence Occ. Health Partners		268-000.00-804.000	\$ 107.80
Michigan Library Association		268-000.00-809.000	\$ 170.00
Novi Rotary	1/1-3-31/14	268-000.00-809.000	\$ 190.00
Oakland County Historical Resources	2014 OCHR Membership Dues	268-000.00-809.000	\$ 600.00
Gaynor, Martin	January 6-February 14, 2014	268-000.00-816.000	\$ 1,260.00
Kristel Group, Inc.	Jan-14	268-000.00-817.000	\$ 2,080.00
AT&T	January 22-February 21, 2014	268-000.00-851.000	\$ 151.97
Verizon Wireless	12/29/13-1/28/14	268-000.00-851.000	\$ 382.39
Novi Youth Assistance	Bowl-a-Thon Sponsorship 2014	268-000.00-880.000	\$ 125.00
Observer & Eccentric Media	WantAd-Bldg Monitor	268-000.00-880.000	\$ 134.60
Sam's Club		268-000.00-880.000	\$ 39.77
YP	Feb-14	268-000.00-880.000	\$ 60.95
Amazon.com	Battle of the Books	268-000.00-880.268	\$ 35.23

Warrant 516		February 2014	
Payable to	Invoice Number	Account Number	Account Total
Barnes & Noble Booksellers	Battle of the Books	268-000.00-880.268	\$ 5.45
Elly, Karen	Hdwrtdg Ana; 3/14/14; youth	268-000.00-880.268	\$ 150.00
Kroger	3/1/14; Dr. Seuss; yth pgm	268-000.00-880.268	\$ 43.44
Little Creatures, The	4/7/14; yth pgm	268-000.00-880.268	\$ 250.00
Lorio-Ross Sterling Entertainment, Inc.	Vol App Din; 4/14/14	268-000.00-880.268	\$ 1,000.00
Marshall, Susan	ESL; 1/7-2/27/14	268-000.00-880.268	\$ 350.00
Meijer		268-000.00-880.268	\$ 59.43
Michael's	Valentine's pgm; youth	268-000.00-880.268	\$ 42.31
Mutch, Kathleen	Adt Wrtdg; February	268-000.00-880.268	\$ 100.00
Preston, Jennifer	Chinese New Yr; youth pgm	268-000.00-880.268	\$ 35.57
Sam's Club	M. Storch 2/19/14	268-000.00-880.268	\$ 28.84
Stevenson, April	Mdl Sch TAB	268-000.00-880.268	\$ 54.49
Zaleski, Jan Steven	Intro Pol Res; 3/6/14; adt pgm	268-000.00-880.268	\$ 75.00
Oakland University Meadowbrook Hall	deposit On the Road; 4/30/14	268-000.00-880.271	\$ 50.00
Konica Minolta	February;224/224/364/454/454	268-000.00-900.000	\$ 448.95
Consumers Energy	1/14-2/10/14	268-000.00-921.000	\$ 2,453.81
AT&T	2/13-3/12/14	268-000.00-922.000	\$ 21.79
DTE Energy	12/20/13-1/23/14	268-000.00-922.000	\$ 7,985.32
Allied Waste	February	268-000.00-934.000	\$ 159.25
Cintas		268-000.00-934.000	\$ 370.56
Dalton Commercial Cleaning Corp.		268-000.00-934.000	\$ 425.00
Home Depot		268-000.00-934.000	\$ 25.54
HV Burton Company		268-000.00-934.000	\$ 217.00
Library Design Associates, Inc.	dedication plaques (6)	268-000.00-934.000	\$ 824.00
Orkin	2/19/14	268-000.00-934.000	\$ 58.30
Signs by Tomorrow	emerg exit	268-000.00-934.000	\$ 50.00
Touch of Tropics	January	268-000.00-934.000	\$ 55.00
Knight's Auto Supply, Inc.	2/11/2014	268-000.00-935.000	\$ 29.41
Brien's Services, Inc.	Jan-14	268-000.00-941.000	\$ 2,834.00
Home Depot		268-000.00-941.000	\$ 243.62
Lyon Mechanical		268-000.00-941.000	\$ 981.00
Sam's Club	ice melt	268-000.00-941.000	\$ 49.80
Trugreen	2/18/14 ice melt	268-000.00-941.000	\$ 368.48
Konica Minolta Premier Finance		268-000.00-942.000	\$ 1,215.26
Corrigan Record Storage	February	268-000.00-942.100	\$ 19.24
Busch's Market	Budget St Session 2/1/14	268-000.00-956.000	\$ 15.16
Information Today, Inc.	Rutkowski; Comp in Lib	268-000.00-956.000	\$ 499.00
McCamly Plaza Hotel	MLA Sp Inst; Preston; 3/27-28/14	268-000.00-956.000	\$ 114.00
Panera Bread	Budget St Session 2/1/14	268-000.00-956.000	\$ 28.24
Robinson, Mary	TLN mtg; 2/6/14	268-000.00-956.000	\$ 31.47
CDW-G	HPS; Microsoft Sur Pro(27)	268-000.00-986.000	\$ 25,112.75
Petty Cash			\$ 69.40
TOTAL			\$ 100,990.17



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 22, 2014**

DRAFT

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Willy Mena, Vice President
David Margolis, Board Member
Craig Messerknecht, Board Member
Ramesh Verma, Board Member

Absent and Excused

Larry Czekaj, Treasurer
Scott Teasdale, Secretary

Student Representatives

Absent and Excused

Ziyang Huang
Jessica Mathew

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A motion was made to approve the January 22, 2014 Agenda as presented.

1st – Willy Mena
2nd – David Margolis

The motion passed unanimously.

Julie Farkas indicated that the Library Goals Document 2013-14 was available and distributed at the meeting.

4. Consent Agenda

A motion was made to approve the January 22, 2014 Consent Agenda as presented.

1st – Willy Mena
2nd – David Margolis

The motion was passed unanimously.

5. Correspondence

Trustee Sturing received a letter from Cathy Russ, Director of the Troy Public Library, regarding Novi Public Library Director, Julie Farkas, which he read. Letter is provided below.

"Dear Mr. Sturing and Novi Public Library Board of Trustees,

Earlier this year, a few of my staff members attended a TLN (The Library Network) workshop on Customer Service, presented by Julie Farkas, and came back with rave reviews. Based on the many comments on the theme, "you should get her to put on a workshop for us," I contacted Julie and asked her if she would consider it. As you may expect, Julie responded positively, enthusiastically, and professionally.

Julie and her associate, Marilyn Suttle, presented the workshop "Customer Service Basics," to the staff of the Troy Public Library on Friday, December 6. I am still receiving feedback from staff about how much they enjoyed the presentation, and how much they learned from it.

One aspect that set Julie's presentation apart is that she approaches the topic from a very relatable perspective. Julie understands public libraries – the people who use them and the people who work in them, and she helped my staff to see how they can work better together with each other, and also with the Library's patrons, in order to ensure even better customer service.

Julie also shared with the staff some of the challenges her staff faced when the new Library was opened, and how she and her staff managed those challenges. It is so helpful for staff to hear from someone who understands what it is like "on the front lines," and if you will pardon another cliché, someone who "walks the walk" as well as "talking the talk."

In her conversations with me about my goals for the workshop, Julie was focused, organized, and asked great questions, which helped me understand what I wanted to achieve from this process. Julie's presentation was dynamic, upbeat, engaging and professional – just like she is! This in-service day provided the staff with exactly the motivation and information that I'd been hoping for, and the positive effects continue to this day. I can see the effect on the service my staff provides to our Troy community.

Julie is a true professional, sharing her time and talents for the improvement of all. I appreciate her efforts on behalf of the Troy Library very much."

Sincerely,
Cathy Russ
Library Director

Trustee Sturing requested that the letter be placed in Julie's personal file.

6. Presentation

There was no presentation provided.

7. Public Comment

There was no public comment.

8. President's Report

A. Goals Document 2013-2014

The 2013-2014 Goals documents were distributed at the Library Board meeting. Highlights include:

- Technology survey was completed and the results are being analyzed and will be brought to the February 1, 2014 Budget Study Session.
- Volunteers are being contacted to join an International Language Committee to provide recommendations for collections and programming.

- A ping pong table has been included in the Teen Space.
- Patrons may now opt to receive hold pick-up notices via text messaging.
- Online patron registration for a library card is now available. Allows for two holds, but still must come in to verify residency.

Trustee Mena inquired about the Teen Space and what adjustments have been made:

- Student ID is required to enter or must be able to show online identification with photo.
- An interim Building Monitor has been hired as a contract service provider until a person can be hired. We are in the process of interviewing and should have someone in place soon.

The Library Trustees welcomed new Trustee Craig Messerknecht to the Board of Trustees.

9. **Treasurer's Report**

A. **Library Budget 2013-2014**

The 2013-2014 Budget dated March 20, 2013 is included in the January 22, 2014 Library Board Packet on pages 12-13.

B. **Library Financials and Walker Fund – December 31, 2013**

The Financials and Walker Fund Reports ending December 31, 2013 were distributed at the January 22, 2014 Library Board Meeting.

In the absence of Treasurer, Larry Czekaj, Trustee Margolis presented the Financial reports. Trustee Margolis thanked the City of Novi Finance Department for their continued service they provide the Library in providing the financial reports. The Library Board continues to oversee its financials.

Trustee Margolis stated that the financial information that is provided changes meeting to meeting. It's difficult to track our progress when the reports change month to month. He stated that there was \$38,000 in expenses that were not disclosed.

Library Financials – 268 account.

The fund balance declined in the month of December by \$194,000; \$156,000 was the cumulative expenditures over revenues. The Novi Public Library still has a fund balance credibly invested.

If we (Library Board) administer the budget properly, then we won't exceed the deficit surplus that has been authorized. It was emphasized that the Library Board goes through a diligent budget process, and the Board members do a competent job and take their fiduciary responsibility seriously.

Highlights include:

Revenues:

- Largest portion came from investment earnings of \$14,612
- Gifts and donations - \$1,550

\$23,000 in revenue was received for the month of December 2013.

Expenditures:

- Personal Services - \$145,000 = 7.6%
- Supplies - \$23,000 = 4.1% (lowest month spent this year)
- Services and Charges - \$11,000 = 1.5%
 - This category was offset by a The Library Network credit of \$6,300 (e-rate refund).

Just under \$180,000 or 6% of the budget was expensed for the month of December.

For the month of December, we had a deficit of \$156,000, which is one of the lowest monthly deficits this budget year.

On a combined year-to-date basis, our revenue stands at \$2,447,000 versus the budget of \$2,493,000, so we are at 98% of budget. Our expenditures for the six months put us at a \$1,366,000 or 46% of revenues putting the Library at \$120,000 ahead of the six months spent. When you compare the two that leaves a residual equity balance of \$1,081,000 for the last six months.

Walker Fund - 269

- There was \$12,247 in Interest on Investments
- No was no unrealized gain or loss on investments
- There were only \$832 in expenditures

The Walker Fund went up \$11,440 in the month of December 2013.

The accounts payable in the Walker Fund shows an expenditure of \$2,100, but it doesn't show what it was spent on. The funds were paid for the Community Read program and to pay for author events held in the fall.

The Quarterly Investment Report dated December 31, 2013 was provided to the Library Board. Trustee Margolis stated that the document is a little misleading as you look at the market change from September 30 to December 31 it looks like we lost \$630,000 in investments, when in fact that was the normal amount spent of the Library fund operating in the months of October, November and December. In the true unrealized gains and losses, we're down about \$22,000 through December 31, 2013, but we still have \$4,800,000 in combined Library and Walker Fund accounts.

Trustee Margolis asked that funds refunded be placed and shown as additional revenue instead of putting it back in the budget accounts.

C. Library Café Revenue Report – due 15th of the month – December, 2013

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

10. Director's Report

A. City Council Agenda/Goal Setting – January 11, 2014

A detailed report from Director, Julie Farkas, is provided on pages 15-18 of the January 22, 2014 Library Board Packet.

Highlights of the report are:

- President Mark Sturing and Director Julie Farkas attended the City of Novi's Goal Setting Session held on January 11, 2014. The Library received many accolades from Mayor Gatt and City Council. During the session, the Teen Space was discussed, but didn't reach the immediate action status. The City put out a Teen Survey that will be shared with Julie Farkas.
- The State of the City address was held on January 16, 2014 and was attended by Trustees Sturing, Verma, Messerknecht and some of the Administration staff.
- The Book It! Fundraiser will launch on Friday, January 24, 2014. The design of the booklets was completed by Bryan Pruett, an intern from the Art Institute of Novi, created in-house and at no charge to the Library. The Friends donated funds to off-set the cost of the printing of the booklets. Instead of the annual Book It! Event, it was decided to try the Book It! Booklets. Booklets are sold at the Library and some of the businesses highlighted in the booklet.
- The annual State Aid report was finalized and submitted.
- The first Library Budget Session will be held at the Library on Saturday, February 1, 2014 starting at 8 a.m.
- Julie joined the Youth Assistance Board. Meetings will be held the first Tuesday of each month.

- Staff anniversaries:
 - Betty Lang – 25 years
 - Margi Karp-Opperer – 20 years
 - Christina Pilarz – 5 years
 - Jennifer Preston – 5 years
 - Samuel Gillman – 5 years

Trustee Sturing requested if Julie could provide the Budget documents prior to the February 1st Budget Study Session.

Trustee Margolis stated that the framework is already there so only the changes need to be provided. Julie informed the Board that she anticipates there will be building changes next year and the following year that will impact the budget.

The next Budget Study Session is scheduled for Saturday, March 1, 2014.

11. Additional Reports

A. Public Services Report

The Public Services Report is provided on pages 19-20 of the January 22, 2014 Library Board Packet.

B. Building Operations Report

The Building Operations Report is provided on page 20 of the January 22, 2014 Library Board Packet. Highlights include:

"A huge thank you goes to Barb Rutkowski, Head of IT/Facilities, for responding so quickly to a sprinkler break on Friday, January 10, 2014 at 12:00 a.m. The break was due to frigid temperatures and was located in the vestibule (main door area) of the library. The City response team is also to be thanked for their very speedy response to have shut the suppression system off within minutes. Minimal issues occurred from the incident: sprinkler head replacement, electrical issue with security gate, drying out of afterhours lockers and drying out of carpets. I (Mary Ellen Mulcrone) am happy to report all issues were resolved and service to patrons on Friday 1/11 was not compromised."

Serv-Pro was contacted to investigate if there was water damage in the walls and the ceiling area near the sprinkler, but they discovered only a small area near the light fixture was affected. It was determined that it would dry with the heat from the light fixture. No blowers were used to dry the vestibule. That morning, a couple of the Trustees stopped in to see what had transpired, but all was operational.

A patron contacted the Director and also a Trustee commenting on the cold conditions at the entrance area to the Library, especially the Welcome and Support Services desks. With the exceptionally cold days this winter and the operations of the doors, the entrance is very cold. The staff has been provided space heaters behind the desks. The administration is investigating a solution to the problem. The Trustees requested that this topic be placed on the Budget Study agenda for February 1, 2014 as a capital expenditure.

C. Library Usage Statistics –December 2013

The December statistics are located on pages 21-28 of the January 22, 2014 Library Board Packet. Highlights include:

- 263 Library cards issued
- 56,774 items checked out
- Number of items borrowed from TLN – 3,525
- Numbers of items borrowed from MEL – 91
- Number of items loaned through TLN – 3,897
- Number of items loaned through MEL – 72

- 56.90% of all items checked out were completed on self –checkout stations
- Total circulation - 56,774
- Daily average people using the Library was 1,000
- Early Literacy workstation usage 657
- Daily average Computer Logins- 1,302
- Technology Sessions - 11 with 12 participants
- Check-outs Freegal-1,240; Overdrive - 3,730; Zinio- 723
- Charging Station Usage - 0
- Meeting Room Rentals - 21

12. Friends of Novi Library Report

A. Meeting Minutes – January 8, 2014, DRAFT

The Friends of Novi Library January 8, 2014 Draft minutes are included in the January 22, 2014 Library Board Packet on pages 29-30.

The Friends cancelled their February 2014 meeting.

Each of the Friends Board stated that they would sell five (5) Book It! Fundraising books.

Other Library Fundraising opportunities at the Library are:

- Scrapbooking for a Cause – February 8, 2014 @ the Library
- Tiger Baseball Game Day Volunteers – Concession workers

13. Student Representatives' Report

The Student Representative's Report is provided on page 31 of the January 22, 2014 Library Board Packet. Highlights of the report include:

- Programs:
 - Teen Advisory Board (TAB) Meeting held on December 13, 2013 with 12 in attendance.
 - Winter Craftiness program – 15 in attendance
 - Teen assistance to Library staff – 7 who assisted
- Upcoming Programs:
 - Mix It Up Munchies and a Movie – January 24 @ 2 p.m.
 - Teen Advisory Board (TAB) Meeting – January 31 @ 3:30 p.m.
 - Chinese New Year Cooking! – January 31 @ 4:30 p.m.
- Teen Space saw 536 students in over 15 sessions for the month averaging 35 teens per session. At one of the sessions, the teens held a Madden Video Game Tournament on the Xbox 360 – 15 participants competed.

14. Historical Commission Report – December 4, 2013 Meeting Minutes, DRAFT

The December 4, 2013 Historical Commission Report is located on pages 32-33 of the January 22, 2014 Library Board Packet. The Historical Commission is working on some upcoming speaker programs and on an Oral History Project.

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 no report provided.

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

There was no report provided.

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

There was no report provided.

16. Public Comment

There was no public comment.

17. Matters for Board Action

There were no Matters for Board Action.

18. Adjourn

A motion was made to adjourn the meeting at 8:04 p.m.

1st – Willy Mena

2nd – Ramesh Verma

The motion was passed unanimously.

Mark Sturing, President

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
February 19, 2014**

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
Craig Messerknecht, Board Member
Ramesh Verma, Board Member

Student Representatives

Ziyang Huang
Jessica Matthew

Library Staff

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

Guests

John Lesko, Library Board Appointee
Roy Prentice, Farm Manager, MSU Tollgate

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 to add **Item # 8B** under **President's Report** – New Library Board Member – John Lesko, and Re-Appointment – Willy Mena.

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

1st – Willy Mena
2nd – David Margolis

The motion passed unanimously as amended.

4. Consent Agenda

A request for clarification was made, as to what the expenditure was for the software posting of CDW-G in the amount of \$10,525.00, which is typically a hardware distributor. Director, Julie Farkas did not have the information at hand, but explained that CDW-G is for both hardware and software purchases, and will provide the details to the Board.

Trustee David Margolis requested a correction to the minutes under Item# **9B, Library Financials and Walker Fund – December 31, 2013.**

In the first paragraph, under **Library Financials – 268 account.**

The fund balance declined in the month of December by \$194,000; \$156,000 was collected in revenue so there must have been a retroactive prior period adjustment of \$38,000 buried in the numbers. There were 19 categories impacted.

The corrected statement in the first paragraph should read as, **“The fund balance declined in the month of December by \$194,000; \$156,000 was the cumulative expenditures over revenues”.**

In the second paragraph under **Library Financials – 268 account.**

Our Cash was depleted in the month of December; we happen to collect all the tax revenue that we were credited with in July. If we have budgeted properly, we should have spent what was authorized without having to go to the surplus funds.

Trustee Margolis stated that he did not say that “our cash was depleted in the month of December”, and **clarified that the Library still has a Fund Balance credibly invested.** The second sentence in the paragraph should be corrected to read, **“If we administer the budget properly, then we won’t exceed the deficit surplus that has been authorized.”**

Trustee Margolis emphasized that the Library Board goes through a diligent budget process, and Board Members do a competent job and take their fiduciary responsibility seriously. Trustee Margolis will move to accept the January 22, 2014 Regular Board Minutes if they are amended.

A motion was made to approve the February 19, 2014 warrants and to defer the approval of the January 22, 2014 minutes until the corrections are made and brought back to the Regular Library Board Meeting in March.

1st – Larry Czekaj

2nd – Willy Mena

The motion passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

A. **Roy Prentice – Recognition for 9 Years of Service to the Novi Historical Commission**

A Certificate of Appreciation was presented to Roy Prentice for 9 years of outstanding service and contributions to the Novi Historical Commission. Roy's leadership and direction brought numerous projects to completion. Library Director, Julie Farkas especially wanted to thank Roy for two projects that will definitely leave a legacy for the Novi Community; the Glass Etchings Project in the Local History Room of the Novi Public Library, and the Baseline Project. Roy expressed his appreciation for having a great relationship in working with the City, the Board, and the Library. Roy stated that although he will no longer be on the Historical Commission, he will continue to support the Library by partnering with programming at the MSU Tollgate. Before leaving the podium, Roy announced that he wanted to share the last bottles of the 2013 maple syrup that was made at Tollgate, with the Board Members.

B. Jim Clear – Novi Town Center, Check Presentation to the Novi Public Library

Jim Clear was not at the meeting. Director, Julie Farkas will reschedule the Presentation.

7. Public Comment

There was no public comment.

8. President's Report

A. Library Goals Document 2013-2014

The 2013-2014 Goals document is located on pages 13-16 of the February 19, 2014 Library Board Packet. Highlights include:

- Added Czech story time to the international story times.
- Promoted Olympics on display screens as world news information.
- Scrapbooking event on February 8th raised over \$450.00.
- Committees to introduce new Enterprise online catalog that will be launched through the Library Consortium include Novi Library staff members.
- Fundraising Coupon books are being sold daily.
- Currently obtaining proposals through the City's bid process for lawn maintenance.

B. New Library Board Member Appointment – John Lesko and Re-Appointment – Willy Mena

Library Board President, Mark Sturing announced that, at the last Council meeting, Willy Mena was re-appointed to the Library Board, and John Lesko, was appointed as a new Member.

John Lesko is an eight year resident of Novi, who worked in accounting for thirty-two years before retiring. John will be replacing outgoing Trustee Scott Teasdale, who did not seek re-appointment.

After welcoming new Library Board Member, John Lesko, Trustee Scott Teasdale expressed what an honor it has been to serve on a Board that makes decisions to enhance and organization, instead of making decisions to fix an organization. Library Board President, Mark Sturing commented that Scott was a major contributor, and thanked him for his time on the Board.

9. Treasurer's Report

A. Introduction of Carl Johnson, Finance Director – City of Novi

Library Board President, Mark Sturing was pleased to introduce and welcome the new Finance Director for the City of Novi. Carl Johnson comes to the City of Novi after 25 years in accounting with Plante-Moran. Carl spent his first ten years as an auditor, before creating a department to run Finance and Treasury offices for over 2,000 cities and school districts. The majority of the communities were troubled, and Carl worked with every emergency manager that was appointed by the State. Carl also has had experience working with Library Boards, and he is looking forward to working with the Novi Public Library Board to accomplish their goals together.

B. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the February 19, 2014 Library Board Packet on pages 17-18

C. Library Financials and Walker Fund – January 31, 2014

The Library Financials and Walker Fund Reports ending January 31, 2014 are located on pages 19-23 of the February 19, 2014 Library Board Packet.

With seven months into the fiscal year, on the revenue side, if we continue to track and realize the revenues we originally planned for, specifically in the line item, Property Tax Revenues, we may be about \$20 thousand - \$22 thousand dollars better than what was originally budgeted for.

Conversely, on the expense side, with seven months into the year, while we do have a few items that have exceeded a 58%-60% usage rate, most of those are attributable to either timing

differences, and or, are items that would be within the control of the Library Director and staff to pare down expenses, until we get to the end of the year.

We should end up finishing the year close to budget, or maybe a little better than budget. However, we are still looking for a \$450 thousand - \$480 thousand dollar dip into the Library Fund Balance, so we do operate at a deficit.

Presently, that \$450 thousand - \$480 thousand dollars is approximately 15% of our approved budget for the Library, which long term is not a sustainable practice. That \$450 thousand - \$480 thousand dollars today is approximately 20% - 25% of our Library Fund Balance. Investments options and opportunities are of critical importance because our cash burn is accelerating at a significant rate, and if we're only realizing 1% or 2% points on our investment funds, we are going to quickly get to where we are short of funds.

Right now the Library Staff is doing a great job in terms of keeping us on track, and we should finish up the year better than what was planned for. We did plan for a deficit, and we will need that deficit through no fault of the Library Board or the Staff. We are constrained to what our Property Tax Revenues will bring us.

The Balance for the Library Fund - 268 for the period ending January 31, 2014, is located on page 21 of the February 19, 2014 Library Board Packet.

The Balance for the Walker Fund – 269 for the period ending January 31, 2014, is located on page 23 of the February 19, 2014 Library Board Packet.

D. Library Café Revenue Report – Due 15th of the Month – January 2014

There was no report provided.

10. Director's Report

A detailed report from Director, Julie Farkas, is provided on pages 24-26 of the February 19, 2014 Library Board Packet. Highlights of the report are:

- Paradise Park will sponsor the Summer Reading finale parties for the third year.
- Staff is currently going through mid-year reviews and working on goals.
- Fundraiser Coupon Books are on sale; a flyer showing a sample is located on pages 25-26 of the February 19, 2014 Library Board Packet.

11. Additional Reports

A. Public Services Report

A supplemental report from Margi Karp-Opperer was distributed at the February 19, 2014 Library Board Meeting. Margi was on vacation when the Board Packet went into print and her report was not included.

B. Building Operations Report

The Building Operations Report is provided on page 27 of the February 19, 2014 Library Board Packet.

C. Library Usage Statistics – January 2014

The January statistics are located on pages 28-35 of the February 19, 2014 Library Board Packet. Highlights include:

- 305 Library cards issued
- 61,451 items checked out
- Number of items borrowed from TLN – 4,363
- Number of items borrowed from MEL – 113
- Number of item loaned from TLN – 5,159
- Number of items loaned from MEL – 113

- 56.76% of all items checked out were completed on self – checkout stations
- Total circulation – 61,451
- Daily average people using the Library was 1,234
- Early Literacy workstation usage 720
- Daily average Computer Logins – 1,171
- Technology Sessions – 16 with 19 participants
- Check – outs Freegal – 1,309; Overdrive – 4,195; Zinio – 749
- Charging Station Usage – 1
- Meeting Room Rentals – 42

12. Friends of Novi Library Report

There was no report provided.

13. Student Representatives' Report

The Student Representatives' Report is provided on page 36 of the February 19, 2014 Library Board Packet. Highlights of the report include:

- Started year with Mix it Up Munchies and a Movie program
- Talked about spring and summer teen programs at last TAB meeting
- Learned to make dumplings at Chinese New Year Cooking program
- Jessica volunteered for the Library's Martin Luther King Celebration
- Teen Book Club – March 1st @ 1:00pm
- TAB Meeting – March 14th @ 3:30pm
- Handwriting Analysis – March 14th @ 4:30pm

14. Historical Commission Report

The December 4, 2013 Historical Commission Report is located on pages 37-38 for the February 19, 2014 Library Board Packet. Highlights include:

- Looking for someone to help with the Oral History Project
- Motorcities Project are display panels that involve the automotive industry
- Kathy Crawford is the new Chair, and will be submitting budget information to City Council.

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 no report provided.

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

There was no report provided.

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

There was no report provided.

*Indicates no longer a Board Member; new Committee Memberships will be assigned.

16. Public Comment

There was no public comment.

17. Matters for Board Action

There were no matters for Board Action.

*Library Board President, Mark Sturing asked Board Members for volunteers to be on a Nominating Committee to elect the new Library Board Officers. The Nominating Committee will be selected at the next Board Meeting.

18. Adjourn

A motion was made to adjourn the meeting at 8:12 p.m.

1st – Ramesh Verma

2nd – Scott Teasdale

The motion was passed unanimously.

Scott Teasdale, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
February 1, 2014**

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
Craig Messerknecht, Board Member
Ramesh Verma, Board Member

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President, at 8:11 a.m.

Documents provided at meeting:

- Budget Narrative 2014-2015
- 2014- 2015 Proposed Budget (Draft 1: 2/1/2014)
- 2013 – 2014 Budget Proposal Comparisons with New Proposal 2014/2015 and New Projection 2015/2016 (Provided by Trustee Margolis)
- Memo from Victor Cardenas, Interim Budget Director, City of Novi dated December 20, 2013
- City of Novi Taxable Value, Millage Rate and Property Tax Revenue History, Budget and Projections (dated 1/31/2014)
- Memo from Jessica Dorey, Deputy Finance Director RE: FY 2012-2013 Permanent Salary Line-Item Balance (dated January 14, 2014)
- Memo from Sheryl Walsh, Director of Communications RE: Novi Teen Survey Results (dated January 7, 2014)
- Technology Survey 345 Responses (dated November 2013)
- Investment for Communities regarding Shared Library Services
- Collection HQ Report
- Kids Count in Michigan Data Profile 2013 (dated December 17, 2013)

Budget Narrative 2014-2015

1. Walker Fund

Proposed discussion pertaining on how the Library Board wants to proceed with the joining of the Walker Fund into the General Fund and options for investing.

2. 2013-2014 Unexpected Costs

Account 934 – Building Maintenance – Unexpected Expenses

Over the 2013-2014 fiscal year, the Library building held some unexpected expenses in the sum of \$20,731.62. Purchases associated with these unexpected expenses were: Extended surface air filters; elevator repairs; boiler UV flame sensor replacement; emergency light circuits/replace fixtures; broken sprinkler head emergency, etc.

Account 941 – Grounds Maintenance – Unexpected Expenses

Over the 2013-2014 fiscal year, the Library grounds had issues that needed to be addressed at the cost of \$24,086.45. Some of the items needing to be addressed were: Parking lot maintenance; weeding of the bioswale; ice melt; treatment of horsetail weed, etc.

3. Additional Cost Considerations 2013-2014

a. Plumbing Issue (\$14,401) (addressed later in meeting)

Budget Considerations for 2014-2015 (addressed later in meeting)

- 1. Pay schedule adjustment stipend (August 1, 2014)**
- 2. 1.5% Salary Increase for Library Staff members (employed by 1/1/2014)**
- 3. Outreach Services (\$1,100)**
 - a. Budget Line: 862.000**
- 4. Phone System Upgrade (\$15,000 - \$20,000)**
 - a. Budget Line: 734.000 and 734.500 (hardware and software)**
- 5. Awning/Partition for main entrance of building (\$5,000)**
- 6. Upholstery replacement in the Youth Services area (\$7,800)**

Future Capital Outlay (addressed later in meeting)

- 1. New Van/Bookmobile for Outreach Services**
- 2. Facility concept plan for a Teen Center (\$20,000)**
- 3. Minimum wage increase**

2014-2015 Proposed Budget Draft 1: 2/1/2014

The green section indicates the 2013-2014 Year End what is anticipated to be spent from the budgeted amounts per category. The Proposed 2014-2015 budgeted amounts are indicated in red and the Projected 2015-2016 budget is indicated in blue. The City did not provide future tax figures.

Trustee Margolis commented that the Personnel Services category is the largest category of the percentage of total revenues. The Library Board figures what comes in (revenue) and goes out (expenditures) then they use the fund balance instead of adjusting like the City does.

In the chart provided by Trustee Margolis, the current budget for 2013/2014 is indicated in blue; the yellow is the forecast budget for 2014/2015 and 2015/2016 as proposed in the February 9, 2013 budget session; and the new proposed budget for 2014/2015 is indicated in gold.

In the chart provided by Julie, the 2013-2014 Property Tax Revenue was indicated at \$2.254 million, however in the last 6 months, there has been a drop in revenue in areas such as tax adjustments and unrealized gain (loss) in investments. We have received only one check for State Aid to date, but anticipate another check in late spring.

Revenues: Draft #1: 2/1/14 (comparison of 2013/14 and the new budget for 2014/15)

- Library Book Fines 657.000 – budgeted \$68,500 with no change for the 2014/15 fy. Patrons can now pay fines online. Patrons renewing library cards must pay off all fines prior to receiving a new card. The Library started renewals of DVDs so there are longer rental times.

- State Penal Fines 658.000 – budgeted \$76,000 decreasing to \$72,000 for the 2014/15 fy. The State Police are housed in the Novi Police Station so their presence is seen in the area. The figures for this category are down from the previous year.
- Interest on Investments 664.000 – budgeted \$25,000 increased to \$25,750 for the 2014/15 fy.
- Unrealized gain (loss) Investments 664.500 – budgeted at zero and remains at zero for the 2014/15 fy. This line was added by the City of Novi for the 2012/13 fy. These aren't spendable funds – paper transactions only.
- Miscellaneous Income 665.000 – budgeted at \$15,000 remains the same for the 2014/15 fy. Items in this category consist of library card replacement costs, guest passes, headphones, flash drives and printing costs for patrons.
- Copier 665.100 – budgeted at \$2,500 and remains the same for the 2014/15 fy. Patrons are doing more scanning instead of printing.
- Electronic Media 665.200 – budgeted \$800 and was decreased to \$300 for the 2014/15 fy. This was reduced due to the additional renewal options available.
- SRP – T-shirt sales 665.266 – budgeted zero but increased to \$2,800 for the 2014/15 fy. Anticipating an early June fundraising effort.
- Library Program – Book It! 665.267 – budgeted zero and remains at zero for the 2014/15 fy. This is shown in the Walker Fund, so anticipate removing line item.
- Library Fundraising Revenue 665.290 – budgeted \$1,000 and remains the same for the 2014/15 fy. Fundraising opportunities include Shop for a Cause, Scrapbook event, and On the Road fieldtrip.
- Meeting Room 665.300 – budgeted \$15,000 and increasing to \$16,000 for the 2014/15 fy. There are seven (7) rental options available at the Library. We have a potential to earn \$18,500 in meeting room rentals this year.

Trustee Verma commented that the staff should be provided a lower rate for renting rooms/locations in the Library.

A motion was made to give all Novi Public Library staff a 15% discount off the Novi resident rate if renting a meeting room at the Library effective February 1, 2014.

1st – Ramesh Verma
2nd – David Margolis

The motion was passed with a 6 yes, 1 no vote.

The Trustees questioned what the City's revenue was on meeting room rentals?

- Gifts and Donations 665.400 – budgeted \$5,000 and was decreased to \$3,500 for the 2014/15 fy. An annual donation drive is sent to all past donors, but there are no tax deduction options with the State at this time. Trustee Margolis stated that this is too low of a target amount. The trustees stated that they want the meeting room amount to be \$18,500 – set the threshold higher. This is a measurement of performance; they don't want us to strive so high, but not make the threshold too low that the staff doesn't reach. Julie is to identify the trend and continue high, not keep the expectations at the minimum or at the same level.
- Novi Township Assessment 665.404 – budgeted \$5,800 and increased it to \$5,900 for the 2014/15 fy. A 2% increase.

Trustee Margolis suggested rounding the numbers from \$2,571,250 to \$2,600,000.

- Library Café 665.650 – budgeted \$5,000 and remains the same for the 2014/15 fy. A new 3-year lease was signed. Julie informed the Board that the owner is lax in turning his payments in on a

monthly basis. She stated that in the lease agreement, that a late fee of \$100 can be imposed for not turning in the funds on time. An invoice to this affect was provided the owner last month.

Expenditures (comparison of 2013/14 and the new budget for 2014/15)

Personnel Services

- Permanent Salaries 704.000 – budgeted \$943,600 and we are expecting to expense that figure at the end of this fiscal year. The proposed 2014/15 fy budgeted amount is \$952,200.
- Temporary Salaries 705.000 – budgeted \$631,000 and we are expecting to expense that figure at the end of this fiscal year. It may be slightly lower, but this would be due to the change in personnel (the timing of staff departing and the hiring of replacements). The proposed 2014/15 fy budgeted amount is \$642,800. The increase is based on 50 part-time employees presently on staff, the addition of an Intern, two Shelving positions and a part-time facilities position.
- Social Security 715.000 – budgeted \$120,000 and increased to \$122,000 for the 2014/15 fy. This is based on the percentage of wages.
- Health Savings Account 716.200 – budgeted \$8,000 and decreased to \$4,000 for the 2014/15 fy. This number will not be confirmed until the end of February 2014.
- Pension - Defined Benefit 718.00 – budgeted \$2,200 and provided the same number for the 2014/15 fy. The trustees suggested making this figure zero as this has already been fully funded.
- Pension – Defined Contribution 718.200 – budgeted \$26,200 and increased to \$27,700 for the 2014/15 fy. The increase is due to a 6% increase in costs.
- Unemployment Insurance 719.000 – budgeted \$2,000 and proposed the same figure for the 2014/15 fy. The trustees suggested reducing the proposed amount to zero.
- Workers' Comp 720.000 – budgeted \$5,300 and decreased it to \$2,500 for the 2014/15 fy. The trustees suggested that this figure be verified, but the trustees are comfortable with this figure.

Julie is to come back to the Board to inform them as to the difference in the budgeted figures for the personnel lines – the Board states that the figures shows a \$50,000 difference and would like to know why. Julie did inform the Board that she used the City's spreadsheet to provide the figures, but will come back with more solid figures.

The 2014/15 fy Permanent Salaries figure of \$952,200 does take into consideration the split of the Information Technology Department and the Facilities Department.

Julie informed the Board that she is anticipating the split of leadership of the Information Technology and the Facilities Department. At the time of combining the two departments, we had a new facility not in need of too much additional time, but now there are more responsibilities as the building grows older. This will need to be split to two-full time positions allowing for more time to address the building needs. The Library currently has in the Facilities Department one full time employee and two part-time employees, plus Barb Rutkowski who oversaw the Facilities Department, as well as head of the Information Technology Department. Julie is proposing to have a facilities supervisor (40-hours), continue with the current two part-time employees (25-hour and 19-hour) and adding another facilities staff person (16-hours). Mary Ellen Mulcrone will continue to oversee the Facilities Department and she will be responsible for the administrative work- creating contracts and being the spokesperson for the department. No benefit changes are anticipated with this change in personnel.

Trustee Margolis stated that the Personnel costs cannot keep growing as it is just under 77% of the total revenues.

Based on the chart provided by Trustee Margolis, the total Personnel Services was forecast for the 2014/15 fy, at the February 2013 session, at \$1,940,700 or 75.52% of the total revenue, where the new proposed budget for 2014/15 fy indicates a reduction to \$1,928,400 or 75% of the total revenue. This is at the ceiling of the

percentage of where the Board would like to see the budget in regards to personnel unless the Board makes a dramatic change in hours.

Temporary Salaries was budgeted at \$631,000 for the 2013/14 fy and is anticipated to come in at this figure at the end of the fiscal year; the proposed budget for this line is \$642,800 for the 2014/15 fy. Julie is anticipating adding an Intern position, offered to a student providing more experience in the Library field and in other fields as well; and two 8- hour Shelving positions (minimum wage positions) to cover holds and processing of materials on weekends.

Budget Considerations for 2014-2015 (two options)

The City is improving their payroll process. Presently, the full time employees are being paid before the end of the pay period, which is in essence prepaying the employees prior to the end of their workweek. In being more compliant audit wise, the City is revising their payroll system to be on a better schedule. The change in payroll is planned for August 2014. August is a three payroll month. The City is eliminating the August 1st payroll allowing for a gap of three weeks between pay dates to allow everyone to be on the same pay date so you are actually paid for the work you do.

1. Pay schedule adjustment stipend (August 1, 2014)

As a consideration of closing a gap in pay for the full time employees, Julie is proposing a stipend be provided on August 1, 2014. Proposed is a flat rate of \$500 plus 2% of their base salary for a total cost of \$28,848.84. The amount proposed is not equal to what their salary would be, but it is close. This stipend will fall under the Wages (non-pensionable) 704.200 line. This is what the City of Novi is proposing for their employees as they are not anticipating raises in pay this year. The City primarily has full time and union staff and this was a way the City is working with the Administration and Union staff to fill the gap. Julie is concerned with the 50 part-time Library staff. Staff will be informed of the gap in pay weeks this coming week so they can plan for this gap and are prepared.

Trustee Margolis stated that based on what Julie is proposing is for a \$52,000 one-time stipend payment to smooth the transition for the Library staff. If we approve Julie's budget of \$1,595,000 and Julie can administer that within 3%, then you've got the money in that budget covered based on the observation of what was stated earlier in the meeting. So this would be a net sum zero, but for presentation purposes, the Board would have to allocate \$50,000 on the potential you can't manage to 97% that was budgeted.

Trustee Czekaj requested of Julie to get the actual figure for Permanent Salaries, based on present employees, to get a base point. Each year, there are two months where there is a 3-payperiod, one in January and one in August- one in the first 6-months and then another in the last 6-months. Trustee Margolis stated that the Library will be saving the \$50,000 in the 2013/14 fy and then spending the \$50,000 in the 2014/15 fiscal year, so unless we reserve the funds or budget accordingly knowing that the funds were saved in the previous fiscal year.

Two questions:

1. Do you account for a stipend?
2. Do you pay a stipend?

Part-time employees are not being paid in advance like the full time employees are presently. Part-time employees are being paid for what they work.

A break was taken at 9:45 a.m.

The Budget Study Session resumed at 10:02 a.m.

2014-2015 Proposed Budget

Expenditures: (comparison of 2013/14 and the new budget for 2014/15)

Supplies

Based on the Budget Proposal Comparisons, the New Proposal for 2014/15 indicates that the Supplies Budget be \$186,150 or 7.24% of the total revenues. (chart provided by Trustee Margolis)

- Office Supplies 727.000 – budgeted \$16,000 increasing to \$18,000 for 2014/15 fy.
- Postage 728.000 – budgeted \$1,800 decreasing to \$1,200 for 2014/15 fy
- Computer Software/Licensing 734.000 – budgeted \$88,000 increasing to \$104,200 for 2014/15 fy.
- Computer Supplies Equipment 734.500 – budgeted \$13,000 increasing to \$27,100 for 2014/15 fy

Narrative

Budget Considerations for 2014-2015

4. Phone System Upgrade (\$15,000-\$20,000)

The City of Novi will be upgrading their phone system in 2014/2015. Currently our voice messaging system and auto attendant live on the City's server. The estimated cost will be \$15,000-\$20,000 depending on the options that will be provided to the Library during the construction phase of the City's new phone system. The Library will need to upgrade its Avaya software for the phone system from a 5 to a 6, in preparation for the City's implementation. To upgrade the software, the cost is expected to be \$2,747.25 (cost is built in the budgeted figures). However, the initial cost of \$15,000-\$20,000 is not built in the budget.

It was suggested that the phone system be in a separate line for the one-time purchase. The \$104,200 does have some one-time expenses; the \$15,000-\$20,000 should be in as a capital outlay cost.

The Information Technology department will be changing their back-up system from a tape to a disc system.

The computer replacement cycle was determined to be on a 5-7 year rotation. The public would be implemented first with a touchscreen system. Due to the cost of this project, the funds would be allocated as a capital outlay out of line 986.000, Data Processing (computer equipment) where the proposed expense would be \$106,800 covering the cost of 68 computers (62 PCs and six (6) MACs; 7 replacement laptops; additional security cameras (6). In the 2015-2016 fiscal year, the replacement of 59 additional computers is proposed.

Trustee Margolis suggested that if we do replace the computers in the Library, that the old computers be donated to the senior community.

The additional security cameras would be installed in critical locations, i.e. near the entrance to key restrooms and in locations with a high tendency for possible theft.

An option for the computer replacement would be to not implement for another year putting the replacements on a 6-8 year cycle.

The Library wanted to implement Windows 8 operating system and it was recommended that a touchscreen style works best with the upgraded system. Trustees inquired if there was a special coating for the screens due to the constant touching.

Over a three year period, the total cost for the upgrades would be: Phase 1 - \$100,000; Phase 2 - \$75,000; Phase 3 - \$75,000. Phase 1 is only 40% of the total \$250,000 expected cost, but the Trustees indicated that they were okay with Phase 1 – public computers and MACs.

- Operating Supplies 740.000 – budgeted \$33,200 increasing to \$34,800 for 2014/15 fy. We are anticipating an increase in the cost of library cards, building supplies, etc.
- Desk, chairs, cabinets, etc. 740.200 – budgeted \$13,200 decreasing to \$0.00.
- Uniforms 741.000 – budgeted \$300 increasing to \$850 for the 2014/15 fy. Anticipation of the purchase of jackets for the Support Services staff in various sizes.
 - Trustees suggested the purchase of fingerless gloves. Questioned if this could be a Friends donation.

Materials

Based on the Budget Proposal Comparisons, the New Proposal for 2014/15 indicates that the Materials Budget be \$428,000 or 16.65% of the total revenues. (chart provided by Trustee Margolis)

- Books 742.000 – budgeted \$220,500 decreasing to \$216,000 for the 2014/15 fy. The decrease is due to the Collection HQ tool allowing the Library to weed and replace in the more popular areas and fill in gaps where needed. Also, the trend is moving from books to electronic versions of reference materials.
- Book Fines 742.100 – budgeted \$700 increasing to \$1,500 for the 2014/15 fy. This category is for paying fines paid at NPL but belonging to other libraries.
- Periodicals 743.000 – budgeted \$20,000 and will remain the same for the 2014/15 fy. Electronic magazines were added in the spring of 2013.
- Audiovisual Materials 744.000 – budgeted \$56,000 increasing to \$75,500 for the 2014/15 fy. The increase is due to the demand for e-books and downloads; with Freegal getting approximately 20,000 downloads annually.
- Electronic Media 745.200 – budgeted \$55,700 increasing to \$60,000 for the 2014/15 fy.
- Online resources 745.300 – budgeted \$60,000 decreasing to \$55,000 for the 2014/15 fy.

Services & Charges

Based on the Budget Proposal Comparisons, the New Proposal for 2014/15 indicates that the Services & Charges Budget be \$462,400 or 17.98% of the total revenues. (chart provided by Trustee Margolis)

- Public Information (cable) 801.925 – budgeted \$1,000 and will remain the same for the 2014/15 fy.
- Custodial Services 817.000 – budgeted \$37,200 and increasing to \$43,800 for the 2014/15 fy. The increase is due to the cancellation of the contract with the current cleaning service due to repeated issues. At present time, quotes are being gathered.
- Building Maintenance 934.000 – budgeted \$55,500 and increasing to \$67,900 for the 2014/15 fy. During the 2013/14 fy, there were unexpected costs as provided in the Narrative.
- Grounds Maintenance 941.000 – budgeted \$25,000 and will remain the same for the 2014/15 fy. There were many unexpected one-time costs for the 2013/14 fy as listed in the Narrative. Both the 934.000 and 941.000 increased by \$50,000 over what was expected to be spent from the budget.

A budget amendment may need to be made to the budget for the Total Services & Charges category.

Julie stated that she has built-in \$6,000 in the Building Maintenance 934.000 to cover vandalism, acts of God, etc. It was suggested to move the \$6,000 from the 934.000 account to the 962.000 Contingency Fund.

If the City doesn't allow the usage of the Contingency line for Building Maintenance and Grounds Maintenance contingency items, the Trustees suggested to create a 934.500 and 941.500 accounts to cover these expenditures.

Trustees asked of Julie to provide the Board with the amount of outstanding fines not paid by patrons at the present time.

Trustee Margolis stated that there is a good chance that this may be the first time we've exceeded the highest fund balance we've ever had. With \$3 million in spending and a revenue of \$2.6 million- \$2.7 million, how much longer do we foresee the fund balance remaining.

A trustee commented that the expenditure and replacement of the computers should be coming from the fund balance.

Trustees commented on how well the Support Services staff handles the patrons who attempt to get out of paying fines. The staff is fair and firm, and is consistent in their comments.

The trustees requested enhancements in the fine systems for advising patrons of when items and fines are due – fines shown on library app, email reminders, etc. Trustees commented that there is software available that lets you know if emails are valid.

Budget Narrative

3. Plumbing Issue (\$14,401)

There has been an issue with hammering of the water lines since 2011 and continues to this day. The Library was informed that this can be fixed with the addition of an added 53-gallon expansion tank. Dailey Company is working with the Library on this issue. The plan is to have the work completed during a time that the Library will be closed for an in-service in June 2014 so there will not be an impact on the patrons to complete the project. Additional bids are being collected.

Budget Considerations for 2014-2015

3. Outreach Services (\$1,100)

Budget line: 862,000

It was proposed to offset the cost for seniors travelling from the Meadowbrook Activity Center, who would typically pay \$2 for round trip transportation to the Library, by the Library picking up this cost. The Trustees are in favor of this proposed expense.

5. Awning/partition for main entrance of building (\$5,000)

At this time, there is a straight entrance when entering the building with no break in outside temperatures from entering the building. The doors have been adjusted allowing for the maximum delay as possible prior to the next set of doors to open/close. Trustee Margolis suggested that the entrance be expanded to the posts (which are presently in place) and have the entrance doors positioned coming from the North and South instead of from the East as they are currently. This would be a major capital outlay expense, but it would be a permanent fixture eliminating the temperature problem. The Board approved the \$5,000 to study the project.

6. Upholstery replacement in the Youth Services area (\$7,800)

It is proposed to replace only the fabric to a darker color as the lighter color is showing wear and stains. The upholstery is presently being cleaned on a quarterly basis. The Trustees deferred the conversation for a year.

Future Capital Outlay

1. New Van/Bookmobile for Outreach Services

The Library's van is a 2002 Ford Econoline E150 and was purchased at a cost of \$20,434.65. It has very low miles considering its years of service. There has been thought that if a new van/bookmobile could be obtained, the Library could expand its services to other senior centers and look into growing the summer reading outreach program in the neighborhoods and parks. Julie will reach out to local

dealerships to see if they may be interested in donating a vehicle to the Library. The Trustees inquired as to the trade-in value. It will be investigated.

2. Facility concept plan for a Teen Center (\$20,000)

The Board is aware of the need for the community.

3. Minimum wage increase

The Federal Government has had discussions regarding the increase in the minimum wage from \$7.40 (which is what the Library presently pays) to \$10.10 per hour. The Trustees asked for Julie to provide an estimate based on our current employees.

Adjourn

A motion was made to adjourn the meeting at 12:02 p.m.

1st – Willy Mena

2nd – Scott Teasdale

The motion was passed unanimously.

Scott Teasdale, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
March 1, 2014**

DRAFT

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Willy Mena, Vice President
Larry Czekaj, Treasurer
John Lesko, Board Member
Craig Messerknecht, Board Member
Ramesh Verma, Board Member (departs at 10:52a.m.)

Absent and Excused

David Margolis, Board Member

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President, at 8:07 a.m.

Documents provided at meeting:

- Budget Narrative 2014-2015 (revised 3/1/2014)
- 2014- 2015 Proposed Budget (Draft #2: 3/1/2014)
- Friends Wish List 2014-2015
- Novi Public Library Meeting Room Costs with Schedule of Loans, Fines and Fees
- Learn4Life for Public Libraries – Career, Personal Enrichment, Life Skills (Gale Cengage Learning)
- Historical Commission Budget Report 2014-2015

Budget Narrative 2014-2015 (revised 3/1/14)

1. 2013-2014 Budget Confirmations

Final Tax Revenue (\$2,254,000)

Based on the financial report of January 31, 2014, the expected final tax revenue is \$2,254,000. This is not a guaranteed figure.

Jessica Dorey, Deputy Finance Director for the City of Novi, ran the Permanent Salaries figures for 2013-14 (account #268-000.00-704.000) and determined that the figure \$947,457 was a good number to base our final expected data on.

2. Walker Fund

The Walker Fund was not discussed.

3. 2013-2014 Unexpected Costs

The unexpected expenses for the Building Maintenance Account #268-000.00-934.000 are at \$20,732, and unexpected expenses for the Grounds Maintenance account #268-000.00-941.000 are at \$22,100. We are still working on the sprinkler line that has broken under the parking lot causing a sinkhole, but repairs cannot be made until spring. Expected cost: \$15,000.

A contingency line was suggested for these two accounts, but Members stated they were not in favor of having one for certain lines as there could be created a contingency line for every expenditure line.

4. Additional Cost Consideration 2013-2014

a. Plumbing Issue (\$14,401)

There were two suggestions made to repair the water lines of moaning, 1. Install a 53-gallon expansion tank at the cost of \$14,000 or, 2. Install a 3" reduced pressure valve on the 3" main domestic line at the cost of \$7,167. These suggestions were made by two different companies, but both indicated that there was no guarantee. Other companies were contacted but declined to submit quotes as they couldn't diagnose the issue. It was suggested that Julie reach out to the City inspectors for their suggestion.

Budget Considerations for 2014-2015

1. Pay schedule adjustment stipend (August 1, 2014)

Typically, there are three pay dates in August, but due to a change in the payroll structure, the August 1, 2014 pay date is being eliminated. The last pay date in July is the 18th and staff will not be paid again until August 8 leaving a 3-week gap in pay. As a means of filling this gap, Julie proposed that full time staff be paid a flat rate of \$500 and 2% of their salary. The total cost for full time employees is: \$28,849. This stipend system is being instituted by the City for their staff. Part-time Library employees will be paid a flat rate of \$50 - \$200 (based on their position) plus 2% of their salary at a total cost of \$18,851.

2. 1.5% Salary Increase for Library Staff members (employed by 1/1/2014)

Julie is requesting Library staff receive a 1.5% salary increase (performance base) for the 2014-2015 fiscal year.

This cost is not figured in the budget.

A Trustee asked Julie to contact the payroll department to ask why the City is not on a 15/30 monthly payroll schedule.

3. Outreach Services (\$1,100)

a. Budget Line: 862.000

Subsidize the cost for seniors to be brought from Meadowbrook Commons to the Library and return.

Discussion on this subject:

- Like to reach-out to our older adults, but is this the core of our business?
- Look at expenditures
- A lot of staff time is involved
- Biggest bang for our dollar?
- City program already supplemented; cost by City - \$2, now Library to supplement more?

Comment:

- Engage magazine comes at a large cost to the Library. Julie explained that the magazine is at a cost savings compared to what we were spending on our previous newsletter. The magazine drives a large portion of our services.
- We do all these things, but can't afford to continue to do.
- Hiring of two more part-time staff; where big bang for our dollars?

4. Phone System Upgrade (\$15,000 - \$20,000)

The City of Novi will be implementing a new phone service in 2014-15 fy. The City is presently working with an analog system, where the Library has an upgraded phone system. The Library currently utilizes two services located at the City: voice messaging and auto attendant. The cost to upgrade our system to coincide with the City's would be \$15,000 - \$20,000. In preparation for the City's implementation, the Library will need to upgrade its Avaya software for the phone system from 5 to 6 at a cost of \$2,750. These funds are already reflected in our budget. Trustees wanted to know what the cost would be to divorce from the City's phone system.

5. Awning/Partition for Main Entrance of Building (\$5,000)

On Friday, February 21, 2014, Trustees Czekaj, Sturing and Verma, along with Director Farkas, met with Brian Schwing from NSA Associates to discuss various options for the front entry vestibule. One suggestion was the implementation of an air curtain. Another option suggested would be to allow one set of doors to open/close at a time. Chris Arnold, owner of NSA Associates will discuss the options with Brian Schwing and report to the Library.

6. Upholstery Replacement in the Youth Services Area (\$7,800)

This suggestion was put on hold until the 2015-16 fy.

Future Capital Outlay

1. New Van/Bookmobile for Outreach Services

This is a future expense. A possible donation from a local dealership was mentioned. The Trustees inquired as to the KBB cost of the van and it was determined to be valued at \$3,065.

2. Facility Concept Plan for a Teen Center (\$20,000)

No discussion at this time.

3. Minimum Wage Increase

The possibility of the minimum wage being increased to \$10.10 per hour on a step process was discussed as brought forth by the US Government.

The Historical Commission approved their budget of \$13,000 for the 2014-15 fy.

Additional Supplement Information

- The Library makes \$.61 per flash drive it sells. Trustees would like the price paid by patrons for the purchase of flash drives to increase.

Trustees suggested that the Library display the services that we provide; provide slides indicating costs; post on the public information board.

Additional Questions

1. Concerns about touchscreens for the public to use if deployed in 2014/15 – how do we currently address the sanitary issues in the building for screens and keyboards/how often are they cleaned?

The public workstations are cleaned on a weekly basis. Clorox wipes and Purel are available near the workstations.

2. What is the expected lifespan of a touchscreen monitor – will it need to be replaced earlier than the 5 years we projected?

Touchscreen monitors last approximately 3 years.

3. Cost to purchase jackets for the library staff (70 employees) due to the colder temperatures in the building.

The cost for 70 jackets would be at the cost of \$2,300. This item may be added to the Friends Wish List.

4. Library's Workers Comp

The Library pays annually .0026 for each Librarian's salary into Workers' Comp.

5. What has been the fund balance usage over the past few years?

The Library started to dip into the fund balance in the 2010-2011 fiscal years (\$83,127); in 2011-2012 the Library used \$129,771, and in 2012-2013, the Library used \$198,874.

6. What is currently under warranty with the Library building?

A list of warranted items for the Library building was provided.

The 2014-2015 Friends Wish List was provided. The total requested to be paid on behalf of the Library is \$13,900.

A break was taken at 9:30 a.m.

The Budget Study Session resumed at 9:42 a.m.

2014-2015 Proposed Budget Draft #2: 3/1/2014

Revenues: Draft #2: 3/1/14

Highlights of some of the Revenue Accounts addressed:

- Property Tax Revenue 403.000 – 2014-2015 fy Proposed: \$2,309,000; Finance Department confirmed tax revenue figure on 2/14/14.
- Library Book Fines 657.000 - 2014-2015 fy Proposed: \$74,000; slightly higher than the previous fiscal year.
- Interest on Investments 664.000 - 2014-2015 fy Proposed: \$25,700; slightly higher than the previous fiscal year.
- Miscellaneous Income 665.000 - 2014-2015 fy Proposed: \$17,000; higher than the previous fiscal year.
- SRP – T-shirt sales 665.266 - 2014-2015 fy Proposed: \$2,800; fundraising opportunity.
- Meeting Room 665.300 - 2014-2015 fy Proposed: \$23,000; higher than the previous fiscal year; anticipating a price increase on the per hour rate charged; compared to the City, our prices are lower.
- Novi Township Assessment 665.404 - 2014-2015 fy Proposed: \$5,900; figure provided by the City.

Expenditures: Draft #2: 3/1/14

Highlights of some of the Expenditure Accounts addressed:

Personnel Services

- Permanent Salaries 704.000 - 2014-2015 fy Proposed: \$952,200; recommend split of IT/Facilities
- Wages (non-pensionable) 704.200 - 2014-2015 fy Proposed: \$0.00; if a stipend is offered to staff, this is where those funds would be expensed.
- Temporary Salaries 705.000 - 2014-2015 fy Proposed: \$642,800; adding Intern position, 2 Library Assistant positions, part-time facilities.

Supplies

- Computer Software/Licensing 734.000 - 2014-2015 fy Proposed: \$104,200; VMware upgrade, phone upgrade \$2,750.
- Computer Supplies Equipment 734.500 - 2014-2015 fy Proposed: \$27,000; replacement batteries, tape to disc upgrade.

Materials

- Books 742.000 - 2014-2015 fy Proposed: \$211,000; lower than the previous fiscal year; funds placed in online resources.
- Audiovisual Materials 744.000 - 2014-2015 fy Proposed: \$70,000; higher than the previous fiscal year; Freegal, demand for ebooks and downloads.

- Online Resources 745.300 - 2014-2015 fy Proposed: \$60,000; eliminated some databases; Gale/Cengage Learn4Life courses – cost \$5,000.

Learn4Life will be launched at Fall for Novi and will be highly publicized. Database is for Novi residents only-accessed online at home or at the Library. Learn4Life is a free, 6-week course and upon completion participant will receive a Certificate of Completion. All instructors are Master degreed.

Services & Charges

- Custodial Services 817.000 - 2014-2015 fy Proposed: \$37,800; slightly higher than the previous fiscal year; new contractor eff. February 2014.
- TLN Central Services 818.000 - 2014-2015 fy Proposed: \$4,750; slightly lower than previous fiscal year. (Delivery Service)
- TLN Automation Services 855.000 - 2014-2015 fy Proposed: \$66,500; increase in Internet connection fees, adding catalog user account.
- Mileage 862.000 - 2014-2015 fy Proposed: \$1,250; approved \$1,100 for Older Adult transportation from Meadowbrook Center to NPL.
- Library Programming – Book It 880.267 - 2014-2015 fy Proposed: \$1,000; expenses for event, i.e. entertainment, decorations, etc. if needed.
- Property & Liability Insurance 910.000 - 2014-2015 fy Proposed: \$13,000; slightly higher than previous fiscal year.
- Heat 921.000 - 2014-2015 fy Proposed: \$17,500; remains the same as the previous fiscal year.
- Electricity 922.000 - 2014-2015 fy Proposed: \$93,200; slightly higher than previous fiscal year; after hour events.
- Water and Sewer 923.000 - 2014-2015 fy Proposed: \$6,500; 7% increase based on a potential increase in costs.
- Building Maintenance 934.000 - 2014-2015 fy Proposed: \$63,900; higher than last fiscal year to cover higher costs.
- Building Maintenance Contingency 934.100 - 2014-2015 fy Proposed: \$10,000; this category is to be removed.
- Grounds Maintenance 941.000 - 2014-2015 fy Proposed: \$31,800; higher than last fiscal year to cover higher costs.
- Records Storage 942.100 - 2014-2015 fy Proposed: \$250; higher than previous fiscal year; charged monthly instead of as needed.
- Conference & Workshops 956.000 - 2014-2015 fy Proposed: \$15,500; staying consistent as previous fiscal year.

Capital Outlay:

- Data Processing (computer equipment) 986.000 - 2014-2015 fy Proposed: \$106,800; to deploy first set of replacement terminals/equipment.
 - This is on a three-year cycle: 1. Public, 2. Computer lab, 3. Staff.

Discussion:

- Can this be held off until the next fiscal year? Yes, they can be placed on a 6-8 year replacement cycle. There isn't any reason to replace unless they break.
 - The replacement cost for each of the workstations is \$1,200 for a total of \$82,500; covers touchscreen monitors, keyboard, and upgrading to Microsoft 8.
- The cost for the replacement for the staff laptops is \$24,300 (7).
- The cost for six (6) security cameras is \$13,800, which includes installation.

- The floor plan and locations of cameras is to be provided to the Board.
- The Board proposed to reduce account #268-000.00-986.000 from \$106,800 to \$25,000 with the elimination of the cost to purchase the 68 terminals (cycle 1) this fiscal year.
- The Board discussed keeping the Walker Fund separate and reserving the funds for capital items. Concern was addressed about the fund balance usage.
- The Board has requested a copy of the audit.
- The parking lot repair is in the budget.
- The plumbing issue has not been budgeted for.

Direction:

- Propose the Board adopt the stipend, but promote it as a bonus. They are not in favor of a 1.5% salary increase.
 - Find \$65,000 in the budget to cover the cost of the stipend.
- Phone system stays in the budget.
- The Board asked that Julie go back to the management team and ask where they can cut more items from the budget.
- Control expenditures and work on revenue to equal a balanced budget without the use of the fund balance.
- Provide the usage by hour since the Library has been open the additional hours.
- Aside from the phones and the air curtain, not to exceed \$450,000 from fund balance usage for 2014-2015 fy, leaving in the laptops (capital), security cameras (capital), and Option#1 for employees; \$425,000 for operational expenses.
- The Board requested that the 2014-2015 fy budget be brought to the March 19, 2014 Regular Board Meeting with discussed changes

Adjourn

A motion was made to adjourn the meeting at 11:38 a.m.

1st – Larry Czekaj
 2nd – Craig Messerknecht

The motion was passed unanimously.

 Mark Sturing, President

 Date



50 East Huron
Chicago, Illinois 60611-2795
Fax: 312.280.5276

Nicole Gibby Munguia
Program Officer, Continuing Education
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312.280.5293
800.545.2433 ext. 5293

February 19, 2014

Dear Margi,

Congratulations on winning YALSA's publication giveaway as part of our kit evaluation process. We hope that you find your chosen publications helpful! Thank you for the work that you and the staff of the New Public Library continue to do. Many times this work goes unnoticed, but please know that your community members, especially teens, do notice and appreciate your efforts.

In January, YALSA released *The Future of Library Services for and with Teens: A Call to Action*. I've enclosed a copy of the report for you. We have quite a few events planned around discussion of the report this year, and we're encouraging members of the library community to participate. Every Monday in March we'll be holding a Google+ Hangout discussing key topics from the report such as connected learning, literacies, personal learning networks, and the shifting role of librarians in their communities. We have fantastic panelists
→

NOVI PUBLIC LIBRARY – 2013/2014 GOALS

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

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

Strategy:			
Engage the Older Adult community in Library programs and services.			
Tactic	Owner	Status	Date
Investigate current Outreach services to meet the projected increase (10% over 3 years) in the Older Adult population	AD; SS; IS	Established staff committee concerning Outreach matters; held meeting in Feb., retooled the Outreach Mission Statement, reviewed definitions of BPH cards	1/14; 2/14
Strategy:			
Increase/implement programming opportunities for each patron group.			
Tactic	Owner	Status	Date
Develop a survey component to solicit technology needs of patrons to meet hardware, software, programming, and training needs	IT/F; AD, IS	IS dept. developed questions for survey; IT/F & IS working together to develop, distribute, and analyze survey results; survey developed and being reviewed by management; technology survey available on website and in paper form at library for month of November; survey complete and results being analyzed; several suggestions implemented or considered for future, including MacBook Pro laptop available for patron use, Mac workstations being investigated for 2015/16, several workstations have ability to upload photos from digital cameras, new wireless printing software, Printer-On, to be deployed in 2014/15	Annually; 7/13; 9/13; 11/13; 12/13; 3/14
Strategy:			
Maintain current collections and services.			
Tactic	Owner	Status	Date
Investigate useful technology to improve reference service	IS; IT/F	Netbooks updated to Surface tablets for roving reference	2013/2014; 3/14
Strategy:			
Partner with the Novi Community School District.			
Tactic	Owner	Status	Date
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	MEKO & AS attended Social Justice workshop through NCSD; JF and JP attended Social Justice workshop through NCSD; JF attended Social Justice Advisory Board meeting; AS attended Social Justice Advisory Board meeting; AS & MEKO attended 2 meetings to plan potential program promoting social justice to teens who frequent the library; AS & MEKO met with school officials to further discuss potential program	Annually; 8/13; 10/13; 11/13; 12/13; 2/14

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

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

Strategy:		Increase awareness of services, collections, programs and technology.		
Tactic	Owner	Status	Date	
Reach out to homeowners groups by letter to President, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library (one time rental free)	AD	Managers provide tours and other info for many different homeowners groups; presented to Vista Hills homeowners and provided info for them to send out electronically to their residents; presented to Churchill Crossing, Roma Ridge, Chelftenham Estates	Annually; 1/14; 2/14	

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

Strategy:		Consider adding new collections and services.		
Tactic	Owner	Status	Date	
Commit to offering Teen Space program annually	AD; IS	All four partners (NPL, NCSD, City Parks & Rec, Novi Youth Assistance) continuing for 2013/14; Teen Space is increasingly popular with up to 100 teens visiting some days; provided Xbox Madden tournament; provided tour and information about Teen Space to Farmington Community Library interested in recreating at their library	2013/2014; 11/13; 12/13; 2/14	

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

Strategy:				
Tactic	Owner	Status	Date	
Continue successful fundraising events	AD	Scrapbooking event held Feb. 8; raised \$450; On the Road program to be held April 30	2/14; 3/14	

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

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

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

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

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

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

FINANCIALS

03/10/2014

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
 PERIOD ENDING 02/28/2014

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2013-14	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/28/2014 NORM (ABNORM)	MONTH 02/28/2014 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 268 - LIBRARY FUND 268							
Dept 000.00-treasury							
Property tax revenue							
268-000.00-403.000	Property tax revenue	2,254,000.00	2,254,000.00	2,271,487.83	256.57	(17,487.83)	100.78
	Property tax revenue	2,254,000.00	2,254,000.00	2,271,487.83	256.57	(17,487.83)	100.78
State sources							
268-000.00-567.000	State aid	20,000.00	20,000.00	13,932.76	0.00	6,067.24	69.66
	State sources	20,000.00	20,000.00	13,932.76	0.00	6,067.24	69.66
Fines and forfeitures							
268-000.00-657.000	Library book fines	68,500.00	68,500.00	49,316.77	6,280.32	19,183.23	72.00
268-000.00-658.000	State penal fines	76,000.00	76,000.00	73,539.99	0.00	2,460.01	96.76
	Fines and forfeitures	144,500.00	144,500.00	122,856.76	6,280.32	21,643.24	85.02
Interest income							
268-000.00-664.000	Interest on investments	25,000.00	25,000.00	18,097.10	0.00	6,902.90	72.39
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	0.00	1,526.85	0.00	(1,526.85)	100.00
	Interest income	25,000.00	25,000.00	19,623.95	0.00	5,376.05	78.50
Other revenue							
268-000.00-665.000	Miscellaneous income	15,000.00	15,000.00	10,969.21	1,131.17	4,030.79	73.13
268-000.00-665.100	Copier	2,500.00	2,500.00	1,850.89	150.15	649.11	74.04
268-000.00-665.200	Electronic media (previously VHS)	800.00	800.00	162.80	16.00	637.20	20.35

GL NUMBER	DESCRIPTION	2013-14	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/28/2014 NORM (ABNORM)	MONTH 02/28/2014 INCR (DECR)	BALANCE NORM (ABNORM)	
268-000.00-665.290	Library fund raising revenue	1,000.00	1,000.00	180.00	0.00	820.00	18.00
268-000.00-665.300	Meeting room	15,000.00	15,000.00	16,763.55	2,187.22	(1,763.55)	111.76
268-000.00-665.404	Novi Township assessment	5,800.00	5,800.00	5,787.00	0.00	13.00	99.78
268-000.00-665.650	Library Cafe	5,000.00	5,000.00	3,179.09	753.68	1,820.91	63.58
Other revenue		45,100.00	45,100.00	38,892.54	4,238.22	6,207.46	86.24
Donations							
268-000.00-665.289	Adult programs	0.00	0.00	1,708.00	1,276.20	(1,708.00)	100.00
268-000.00-665.400	Gifts and donations	5,000.00	5,000.00	4,723.11	1,367.10	276.89	94.46
Donations		5,000.00	5,000.00	6,431.11	2,643.30	(1,431.11)	128.62
Appropriation of fund balance							
268-000.00-680.000	Appropriation of fund balance	481,100.00	481,100.00	0.00	0.00	481,100.00	0.00
Appropriation of fund balance		481,100.00	481,100.00	0.00	0.00	481,100.00	0.00
Personnel services							
268-000.00-704.000	Permanent salaries	943,600.00	943,600.00	631,734.97	72,495.10	311,865.03	66.95
268-000.00-705.000	Temporary salaries	631,000.00	631,000.00	387,663.26	46,115.30	243,336.74	61.44
268-000.00-715.000	Social security	120,000.00	120,000.00	78,713.01	8,856.93	41,286.99	65.59
268-000.00-716.000	Insurance	175,000.00	175,000.00	94,704.17	(2,809.56)	80,295.83	54.12
268-000.00-716.200	HSA - employer contribution	8,000.00	8,000.00	2,890.76	0.00	5,109.24	36.13
268-000.00-718.000	Pension-DB (closed plans)	2,200.00	2,200.00	0.00	0.00	2,200.00	0.00
268-000.00-718.200	Pension - defined contribution	26,200.00	26,200.00	18,115.66	2,014.70	8,084.34	69.14
268-000.00-719.000	Unemployment insurance	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
268-000.00-720.000	Workers compensation	5,300.00	5,300.00	3,075.04	315.66	2,224.96	58.02
Personnel services		1,913,300.00	1,913,300.00	1,216,896.87	126,988.13	696,403.13	63.60

GL NUMBER	DESCRIPTION	2013-14	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/28/2014 NORM (ABNORM)	MONTH 02/28/2014 INCR (DECR)	BALANCE NORM (ABNORM)	
Supplies							
268-000.00-727.000	Office supplies	16,000.00	16,000.00	11,892.53	280.39	4,107.47	74.33
268-000.00-728.000	Postage	1,800.00	1,800.00	424.28	0.00	1,375.72	23.57
268-000.00-734.000	Computer supplies, software & licensing	88,000.00	88,000.00	50,583.47	2,282.50	37,416.53	57.48
268-000.00-734.500	Computer supplies/equipment	13,000.00	13,000.00	9,032.13	1,205.63	3,967.87	69.48
268-000.00-740.000	Operating supplies	33,200.00	33,200.00	22,272.40	1,564.07	10,927.60	67.09
268-000.00-740.200	Desks, chairs, file cabinets, etc	13,200.00	13,200.00	7,212.92	0.00	5,987.08	54.64
268-000.00-741.000	Uniforms	300.00	300.00	246.85	75.95	53.15	82.28
268-000.00-742.000	Library books	220,500.00	220,500.00	133,287.06	10,820.22	87,212.94	60.45
268-000.00-742.100	Library Book - Fines	700.00	700.00	872.93	46.94	(172.93)	124.70
268-000.00-743.000	Library periodicals	20,000.00	20,000.00	14,166.12	211.00	5,833.88	70.83
268-000.00-744.000	Audio visual materials	56,500.00	56,500.00	37,234.36	0.00	19,265.64	65.90
268-000.00-745.200	Electronic media	55,700.00	55,700.00	25,587.29	0.00	30,112.71	45.94
268-000.00-745.300	Electronic resources (CD rom materials)	60,000.00	60,000.00	49,223.42	(12,500.00)	10,776.58	82.04
Supplies		578,900.00	578,900.00	362,035.76	3,986.70	216,864.24	62.54
Other services and charges							
268-000.00-801.925	Public information (cable, etc)	1,000.00	1,000.00	656.15	82.02	343.85	65.62
268-000.00-802.100	Bank services	3,500.00	3,500.00	2,210.10	245.19	1,289.90	63.15
268-000.00-803.000	Independent audit	700.00	700.00	590.00	0.00	110.00	84.29
268-000.00-804.000	Medical service	500.00	500.00	754.60	53.90	(254.60)	150.92
268-000.00-806.000	Legal fees	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
268-000.00-809.000	Memberships and dues	5,500.00	5,500.00	4,876.95	685.00	623.05	88.67
268-000.00-816.000	Professional services	3,000.00	3,000.00	1,980.00	1,260.00	1,020.00	66.00
268-000.00-817.000	Custodial services	37,200.00	37,200.00	16,510.00	2,080.00	20,690.00	44.38
268-000.00-818.000	TLN Central Services	5,000.00	5,000.00	4,750.00	0.00	250.00	95.00
268-000.00-851.000	Telephone	17,000.00	17,000.00	8,514.56	61.97	8,485.44	50.09
268-000.00-855.000	TLN Automation Services	63,900.00	63,900.00	39,360.65	0.00	24,539.35	61.60
268-000.00-862.000	Mileage	500.00	500.00	135.10	0.00	364.90	27.02

GL NUMBER	DESCRIPTION	2013-14	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/28/2014 NORM (ABNORM)	MONTH 02/28/2014 INCR (DECR)	BALANCE NORM (ABNORM)	
268-000.00-880.000	Community promotion	5,000.00	5,000.00	5,618.39	360.32	(618.39)	112.37
268-000.00-880.267	Library Programming-Book It	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	26,000.00	26,000.00	10,303.69	726.85	15,696.31	39.63
268-000.00-900.000	Printing, graphic design and publishing	30,000.00	30,000.00	11,478.55	137.41	18,521.45	38.26
268-000.00-910.000	Property & liability insurance	12,800.00	12,800.00	13,668.00	0.00	(868.00)	106.78
268-000.00-921.000	Heat	17,500.00	17,500.00	7,609.84	2,453.81	9,890.16	43.48
268-000.00-922.000	Electricity	90,500.00	90,500.00	60,780.49	18.53	29,719.51	67.16
268-000.00-923.000	Water and sewer	6,000.00	6,000.00	2,540.52	0.00	3,459.48	42.34
268-000.00-934.000	Building maintenance	55,500.00	55,500.00	36,021.49	1,287.52	19,478.51	64.90
268-000.00-935.000	Vehicle maintenance	1,500.00	1,500.00	771.26	29.41	728.74	51.42
268-000.00-941.000	Grounds maintenance	25,000.00	25,000.00	26,410.22	1,642.90	(1,410.22)	105.64
268-000.00-942.000	Office equipment lease	13,000.00	13,000.00	8,988.84	999.00	4,011.16	69.14
268-000.00-942.100	Records storage	100.00	100.00	153.92	19.24	(53.92)	153.92
268-000.00-956.000	Conferences and workshops	15,500.00	15,500.00	14,842.19	975.47	657.81	95.76
Other services and charges		438,700.00	438,700.00	279,525.51	13,118.54	159,174.49	63.72
Capital outlay							
268-000.00-986.000	Data processing-capital outlay	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
268-000.00-990.000	Furniture	8,800.00	8,800.00	0.00	0.00	8,800.00	0.00
Capital outlay		43,800.00	43,800.00	0.00	0.00	43,800.00	0.00
Net - Dept 000.00-treasury		0.00	0.00	614,766.81	(130,674.96)	(614,766.81)	
Fund 268 - LIBRARY FUND 268:							
TOTAL REVENUES		2,974,700.00	2,974,700.00	2,473,224.95	13,418.41	501,475.05	83.14
TOTAL EXPENDITURES		2,974,700.00	2,974,700.00	1,858,458.14	144,093.37	1,116,241.86	62.48
NET OF REVENUES & EXPENDITURES		0.00	0.00	614,766.81	(130,674.96)	(614,766.81)	100.00

GL NUMBER	DESCRIPTION	2013-14	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/28/2014 NORM (ABNORM)	MONTH 02/28/2014 INCR (DECR)	BALANCE NORM (ABNORM)	
BEG. FUND BALANCE		2,113,292.16	2,113,292.16	2,113,292.16			100.00
END FUND BALANCE		2,113,292.16	2,113,292.16	2,728,058.97			100.00
GL NUMBER	DESCRIPTION	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 02/28/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/2014 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 269 - WALKER LIBRARY FUND 269							
Dept 000.00-treasury							
Interest income							
269-000.00-664.000	Interest on investments	0.00	0.00	14,355.75	0.00	(14,355.75)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	0.00	0.00	4,290.73	0.00	(4,290.73)	100.00
Interest income		0.00	0.00	18,646.48	0.00	(18,646.48)	100.00
Donations							
269-000.00-665.267	Library Programming - Book It	0.00	0.00	3,064.60	1,220.00	(3,064.60)	100.00
269-000.00-665.271	Donation-general-youth collections	0.00	0.00	146.47	0.00	(146.47)	100.00
269-000.00-665.274	Donations-brick pavers	0.00	0.00	370.47	120.47	(370.47)	100.00
269-000.00-665.285	Donations - Community Read	0.00	0.00	800.00	0.00	(800.00)	100.00
269-000.00-665.286	Donations - Light Up the Night	0.00	0.00	200.00	0.00	(200.00)	100.00
269-000.00-665.287	Donations-Crop for a Cause	0.00	0.00	472.07	208.75	(472.07)	100.00
269-000.00-665.402	Donations - specific collections	0.00	0.00	1,864.07	434.07	(1,864.07)	100.00
Donations		0.00	0.00	6,917.68	1,983.29	(6,917.68)	100.00
Supplies							
269-000.00-742.262	BookIt costs & childrens collections	0.00	0.00	12,865.24	0.00	(12,865.24)	100.00
269-000.00-742.267	Books - parenting	0.00	0.00	868.14	0.00	(868.14)	100.00
269-000.00-742.273	Friends of the Novi Library - Other Exp	0.00	0.00	7,207.94	2,704.60	(7,207.94)	100.00

GL NUMBER	DESCRIPTION	2013-14	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/28/2014 NORM (ABNORM)	MONTH 02/28/2014 INCR (DECR)	BALANCE NORM (ABNORM)	
269-000.00-742.285	Community Read expenditures	0.00	0.00	1,188.13	0.00	(1,188.13)	100.00
269-000.00-742.286	Light Up the Night expenditures	0.00	0.00	200.00	0.00	(200.00)	100.00
269-000.00-742.291	Friends of Novi Library - Principal Exps	0.00	0.00	2,205.64	0.00	(2,205.64)	100.00
	Supplies	0.00	0.00	24,535.09	2,704.60	(24,535.09)	100.00
	Net - Dept 000.00-treasury	0.00	0.00	1,029.07	(721.31)	(1,029.07)	
Fund 269 - WALKER LIBRARY FUND 269:							
	TOTAL REVENUES	0.00	0.00	25,564.16	1,983.29	(25,564.16)	100.00
	TOTAL EXPENDITURES	0.00	0.00	24,535.09	2,704.60	(24,535.09)	100.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	1,029.07	(721.31)	(1,029.07)	100.00
	BEG. FUND BALANCE	1,552,288.28	1,552,288.28	1,552,288.28			100.00
	END FUND BALANCE	1,552,288.28	1,552,288.28	1,553,317.35			100.00
	TOTAL REVENUES - ALL FUNDS	2,974,700.00	2,974,700.00	2,498,789.11	15,401.70	475,910.89	84.00
	TOTAL EXPENDITURES - ALL FUNDS	2,974,700.00	2,974,700.00	1,882,993.23	146,797.97	1,091,706.77	63.30
	NET OF REVENUES & EXPENDITURES	0.00	0.00	615,795.88	(131,396.27)	(615,795.88)	100.00
	BEG. FUND BALANCE - ALL FUNDS	3,665,580.44	3,665,580.44	3,665,580.44			100.00
	END FUND BALANCE - ALL FUNDS	3,665,580.44	3,665,580.44	4,281,376.32			100.00

03/13/2014		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 02/28/2014	
GL Number	Description	Balance	

Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	1,124,698.85	
268-000.00-017.002	Investment - Chase	98,884.41	
268-000.00-017.008	Investment - Oakland County Investment	666,485.75	
268-000.00-017.009	Investment - UBS	1,034,546.85	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	37,064.77	
	Total Assets	----- 2,962,180.63	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	86,283.09	
268-000.00-214.101	Due to general fund	126,898.13	
268-000.00-215.200	Unemployment insurance liability	966.00	
268-000.00-259.702	Accrued liabilities-tax	59,574.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	----- 274,221.22	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,113,292.16	
	Total Fund Balance	----- 2,113,292.16	
	Beginning Fund Balance	2,113,292.16	
	Net of Revenues VS Expenditures	574,667.25	
	Ending Fund Balance	2,687,959.41	
	Total Liabilities And Fund Balance	----- 2,962,180.63	

Fund 269 - WALKER LIBRARY FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	73,864.29
269-000.00-017.008	Investment - Oakland County Investment	504,148.09
269-000.00-017.009	Investment - UBS	977,874.73
	Total Assets	1,555,887.11
*** Liabilities ***		
269-000.00-202.000	Accounts payable	2,829.45
	Total Liabilities	2,829.45
*** Fund Balance ***		
269-000.00-390.000	Fund balance	1,436,396.08
269-000.00-390.262	Restricted-Book It-childrens collections	33,432.10
269-000.00-390.267	Restricted for Druschel collections	1,000.38
269-000.00-390.271	Restricted for youth collection area	1,478.25
269-000.00-390.273	Restricted-Friends of Novi Library Other	19,118.88
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	4,658.30
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	401.05
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	1,719.28
269-000.00-390.286	Restricted for Light Up the Night	65.05
269-000.00-390.287	Restricted-youth dept programming (Crop)	725.50
269-000.00-390.291	Restricted-Friends of Library -Principal	6,040.92
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	1,005.00
	Total Fund Balance	1,552,288.28
	Beginning Fund Balance	1,552,288.28
	Net of Revenues VS Expenditures	769.38
	Fund Balance Adjustments	0.00
	Ending Fund Balance	1,553,057.66
	Total Liabilities And Fund Balance	1,555,887.11

2014-2015 Proposed Budget					
Final Draft: 3/19/2014		2013-2014	2013-2014	2014-2015	2015-2016
		Budget	Forecast	Proposed	Projected
Revenues					
Account	Description				
403.000	Property Tax Revenue	2,254,000.00	2,254,000.00	2,309,000.00	2,366,725.00
567.000	State Aid	20,000.00	20,000.00	20,000.00	20,000.00
657.000	Library book fines	68,500.00	73,000.00	74,000.00	75,000.00
658.000	State penal fines	76,000.00	73,539.99	73,000.00	73,000.00
664.000	Interest on Investments	25,000.00	25,000.00	25,700.00	26,000.00
664.500	Unrealized gain(loss) invest	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	15,000.00	16,500.00	17,000.00	17,000.00
665.100	Copier	2,500.00	2,800.00	2,500.00	2,500.00
665.200	Electronic media	800.00	200.00	300.00	300.00
665.266	SRP - T-shirt sales	0.00	200.00	2,800.00	0.00
665.290	Library Fundraising	1,000.00	1,000.00	3,000.00	3,000.00
665.300	Meeting Room	15,000.00	20,000.00	23,000.00	23,000.00
665.400	Gifts and donations	5,000.00	3,500.00	5,000.00	5,000.00
665.404	Novi Township Assessment	5,800.00	5,787.00	5,900.00	6,000.00
665.650	Library Café	5,000.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,493,600.00	2,500,526.99	2,566,200.00	2,622,525.00
Expenditures					
Personnel Svcs.					
Account	Description				
704.000	Permanent Salaries	943,600.00	943,600.00	952,200.00	952,200.00
704.200	Wages (non-pensionable)	0.00	0.00	47,700.00	0.00
705.000	Temporary Salaries	631,000.00	611,000.00	636,800.00	642,800.00
715.000	Social Security	120,000.00	120,000.00	122,000.00	122,000.00
716.000	Insurance	175,000.00	168,000.00	173,000.00	175,000.00
716.200	HSA - Health Savings Acct.	8,000.00	4,000.00	4,000.00	4,000.00
718.000	Pension DB	2,200.00	0.00	0.00	0.00
718.050	Pension - Add'l DB	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	26,200.00	26,200.00	27,700.00	28,300.00
719.000	Unemployment Ins	2,000.00	0.00	0.00	0.00
720.000	Workers' Comp	5,300.00	2,500.00	2,500.00	2,500.00
Total Personnel Services		1,913,300.00	1,875,300.00	1,965,900.00	1,926,800.00
Supplies					
Account	Description				
727.000	Office supplies	16,000.00	16,000.00	15,000.00	16,000.00
728.000	Postage	1,800.00	700.00	700.00	700.00
734.000	Computer software/licensing	88,000.00	88,000.00	96,900.00	90,600.00
734.500	Computer supplies equip	13,000.00	13,000.00	21,000.00	16,000.00
740.000	Operating supplies	33,200.00	33,600.00	32,800.00	33,600.00
740.200	Desk, chairs, cabinets, etc.	13,200.00	13,200.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00

Materials					
742.000	Books	220,500.00	220,500.00	210,000.00	211,000.00
742.100	Book Fines	700.00	1,200.00	1,500.00	1,500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,000.00	20,000.00	21,200.00	21,200.00
744.000	Audio visual materials	56,500.00	61,500.00	67,700.00	70,000.00
745.200	Electronic media	55,700.00	55,700.00	58,500.00	66,000.00
745.300	Online (Electronic) Resources	60,000.00	55,000.00	60,000.00	60,000.00
Total Supplies & Materials		578,900.00	578,700.00	585,600.00	586,900.00

Expenditures					
Services & Charges					
Account	Description				
801.925	Public Information (cable)	1,000.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,500.00	3,500.00	3,500.00	3,500.00
803.000	Independent Audit	700.00	590.00	700.00	700.00
804.000	Medical Service	500.00	1,000.00	1,000.00	1,000.00
806.000	Legal Fees	1,500.00	0.00	1,000.00	1,000.00
809.000	Memberships & Dues	5,500.00	5,500.00	4,500.00	4,500.00
816.000	Professional services	3,000.00	2,500.00	3,000.00	8,000.00
817.000	Custodial Services	37,200.00	37,200.00	37,800.00	37,800.00
818.000	TLN Central Services	5,000.00	4,750.00	4,750.00	5,500.00
851.000	Telephone	17,000.00	15,000.00	16,500.00	17,000.00
855.000	TLN Automation Services	63,900.00	63,900.00	66,500.00	69,100.00
862.000	Mileage	500.00	150.00	1,250.00	1,250.00
880.000	Community Promotion	5,000.00	6,000.00	5,000.00	5,000.00
880.267	Library Programming - Book It	1,000.00	0.00	1,000.00	1,000.00
880.268	Library Programming	26,000.00	22,000.00	20,000.00	20,000.00
900.000	Printing, Graphic Design, Publishing	30,000.00	28,000.00	28,800.00	29,500.00
910.000	Property & Liability Insurance	12,800.00	13,668.00	13,000.00	13,400.00
921.000	Heat	17,500.00	17,500.00	17,500.00	18,000.00
922.000	Electricity	90,500.00	90,500.00	93,200.00	96,400.00
923.000	Water and Sewer	6,000.00	6,000.00	6,500.00	6,500.00
934.000	Building Maintenance	55,500.00	76,300.00	73,900.00	73,900.00
935.000	Vehicle Maintenance	1,500.00	1,500.00	1,500.00	1,500.00
941.000	Grounds Maintenance	25,000.00	47,100.00	26,000.00	27,300.00
942.000	Office Equipment Lease	13,000.00	13,000.00	12,000.00	12,000.00
942.100	Records storage	100.00	250.00	250.00	250.00
956.000	Conferences & Workshops	15,500.00	17,000.00	11,000.00	15,500.00
Total Services & Charges		438,700.00	473,908.00	451,150.00	470,600.00
Expenditures					
Capital Outlay					
Account	Description				
962.000	Contingency	0.00	0.00	0.00	0.00

976.000	Building Improvements	0.00	0.00	0.00	0.00
986.000	Data Processing - Computers/Equip	35,000.00	35,000.00	14,000.00	106,800.00
990.000	Furniture	8,800.00	8,800.00	0.00	0.00
Total Capital Outlay		43,800.00	43,800.00	14,000.00	106,800.00
965.269	Walker Transfer				
Total Expenditures		2,974,700.00	2,971,708.00	3,016,650.00	3,091,100.00
680.000	Fund Balance				
934.000	Building Maintenance Add'l expenses		20,731.62		
941.000	Grounds Maintenance Add'l expenses		22,086.45		
	TOTAL Fund Balance	481,100.00	471,181.01	450,450.00	468,575.00
934.000	Plumbing and Main Entrance - not added approx. costs \$24,000				

Director's Report – Julie Farkas

2014-2015 Budget:

Most of my month was spent finalizing the 2014-2015 budget. I am confident with the results that are being presented to the Board. I had hoped we would see better revenue numbers from property tax, but am optimistic that these numbers will continue to grow over the next few years. We are fortunate to have a healthy fund balance to turn to since our tax revenue has gone down, and this has helped balanced our budget for the last 3 years. Special thanks to my Management Team for working with me to get the budget completed this year. They provide a wealth of information to present to the Board during budget time to allow us to have very meaningful conversations about where the library is headed in the future.

Community Reads 2014: The committee has started its meetings to determine the 2014 book. It will be our 5th year offering the Community Reads event with our library neighbors from Northville District Library, Salem-South Lyon District Library, Lyon Township and Wixom Public Library. The group is busy reading and hopes to have a selection made by the end of spring.

Good Bye to City Manager, Clay Pearson:

This past month we said good bye to our very supportive City Manager, Clay Pearson. Clay was very instrumental in the library's new building project. He was an avid reader and borrower of library materials, especially the library's music collection. Both Clay and his wife, Jennifer, spent many hours attending programs and showing their support of our library. The Library staff and I wish Clay and Jennifer the very best in their new endeavors in Pearland, TX.

Out and About in the Community

1. Met with staff at Fox Run to begin planning the 2nd Annual Authors LIVE Luncheon to be scheduled in October 2014.
2. Tour of Library and Lunch with Barbara and Kimberle Bowman. This was a thank you lunch for the \$3,000 donated to the Friends of the Novi Library in the Fall.
3. Served as Chair for the Rotary Scholarship Committee that chose the Rotary and Rotary Interact scholarships for Novi Community School seniors. 16 interviews took place and 2 winners were chosen.
4. Attended the Youth Assistance board meeting on March 4, 2014. Was welcomed as a new board member in February.
5. Met with new Board member, John Lesko to discuss the role of the Library Board and functions of the Library.
6. Completed my 360 evaluation process with the City of Novi.
7. Attended the TLN EX-COMM meeting, serving as a board member and secretary for the committee.

Teen Space Committee: On a monthly basis the Library along with its partners for Teen Space (City of Novi Parks, Recreation and Cultural Services, Youth Assistance and Novi Community School District) meet to discuss the happenings in teen space, discuss programming and how to improve the afterschool program. It was determined that based on need and usage of the space, the partners will continue the program through the end of the school year.

Public Services Report by Margi Karp-Opperer

Keeping You Informed:

- Monthly taping of the Beyond Books Cable Show
- I attended the Novi Youth Forum Meeting

- April Stevenson and I visited Village Oaks Elementary School to promote children's authors to 3rd grade students for Project Based Learning

April Stevenson and Jennifer Preston held the Tween Book Club at Novi Middle School Tour and a scavenger hunt given to 2nd Grade Scouts by April Stevenson

- Information Services won a YALSA (Young Adult Library Services Association) Publication Giveaway of 4 Newly released books

Featured Adult Programs:

- Listen @ the Library with Kyodai Brass Quintet
- Scrapbook for a Cause Fundraiser
Calico: The Experts in Custom Window Treatments
- AARP Tax Preparation Assistance
- Warm Island Breezes: Steel Pan Music with Stephen Lawhorne
- Introduction to Mobile App Development
- Express Yourself with a Music Concert
- Parent to Parent Book Discussion with facilitator, Dr. Steve Matthews
- Retirement Mapping
- Tracing Female Lines

Special business/financial programs for the month included:

- a. Business Research: Feasibility to Expansion
- b. Six SCORE Business Mentoring

Monthly Adult Programs:

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

Featured Youth Programs:

- Valentine Craft
- International Story times in: Chinese, Spanish, Hindi, Japanese, Czech, Korean and Tamil

- Stay in your PJ's Movie Day
- Musikgarten
- Stuffed Animal Sleepover

Monthly Youth Programs:

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

Tween and Teen Program:

- ❖ TAB (Teen Advisory Board) Meeting
- ❖ Blind Date with a Book & Book Exchange

Featured Collections:

Adult: Downton Abbey

2014 Sochi Olympics

Black History Month

Youth: Prominent African American Authors

Featured databases:

Little Pim (Language Database for Children)

Zinio

Building Operations Report by Mary Ellen Mulcrone

The snow continues to be a dominant factor for our Facilities team. On February 19, there was a small leak in the vestibule that was quickly addressed by staff. The leak was caused by water from melting snow seeping through where the awning meets the windows. Bill Bembeneck and Keith Perfect removed the more than three-foot high snow piles that had accumulated on the front entrance canopy and cleared paths to the drains on the roof to prevent further leaks. Fortunately this leak was controlled before it could do any damage inside the building. The cold weather also continues to cause problems inside the building with frigid conditions in the lobby. We are investigating options that may help to improve the situation. Other weather related issues are popping up. The uneven pavement at the first crosswalk nearest the front doors has been addressed with a temporary patch and will be addressed again in the spring. Heaving concrete throughout the grounds has been highlighted for safety. The latch on the north patio gate has been repaired so the gate will remain in the "closed" position.

Many other repairs, additions, and updates have occurred. Numerous carpet square repairs and replacements were completed throughout the building. The ping pong table received some maintenance: tightening/replacing loose bolts. The loose VGA port in the East Meeting Room has been repaired. Paint touch-ups continue throughout the building. A 42" wide DesignJet 800 poster printer that was donated to NPL has been set up in the IT Office. An art hanging system was installed in the Teen Stop and the Quiet Study Room. A link to the public fax website, www.myfaxscan.com, has been added to our homepage for patrons to verify that faxes were successfully sent. Two servers received needed updates. The mail server's anti-spam and anti-virus software has been upgraded to the most current version. The catalog workstations have been upgraded to the newest version of DeepFreeze.

Additional bookshelves have been installed in the NPL Teen Stop. Thanks to Sam Gillman for preparing the area for installation as well as re-shelving all of the books when installation was complete. One range was left empty in each stack, because a shift of the entire YA collection will begin soon. More drawers for music CDs were also installed.

Dominic Doot held several Tech Time sessions and many technology classes for the public.

We are working with a new company, H & K Janitorial, to clean our building on a daily basis.

The Library Network has informed us that the ever popular Michigan Activity Pass (MAP) program will be back for another year. They have confirmed a few returning partners (Detroit Institute of Arts, Yankee Air Museum, Cranbrook Art Museum, Holocaust Memorial Center) and are recruiting potential new cultural venues. Final details will be provided before the season begins in May.

Support Services Statistics 2013-2014

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	477	437	491	409	335	263	305	268					2,985
Items checked out	83,150	73,040	64,664	66,952	63,631	56,774	61,451	59,205					528,867
Items borrowed	5,007	4,440	3,976	4,082	3,689	3,616	4,476	3,910					33,196
Items loaned	5,545	5,006	4,724	4,855	4,204	3,969	5,272	4,580					38,155

Support Services
Statistics

February, 2014

	2014	2013		2013	2012
No. of lib. cards issued	268	303	READ Box		
Total no. of checkouts	59,205	61,916	(unveiled June 6, 2013)	Adult 90	0
			capacity approx. 30 bks.	Youth <u>192</u>	<u>0</u>
			Annual Total (year end- Oct. 2, 2013)	282	0
No. of items borrowed					
	TLN 3,832	3,705			
	MeL <u>78</u>	<u>59</u>			
	3,910	3,764			
No. of items loaned					
	TLN 4,481	4,552			
	MeL <u>99</u>	<u>86</u>			
	4,580	4,638			

Self-Check Totals 2013-14 Fiscal Year

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	83,150	63.67%	52,942	11,452	9,610	5,395	13,565	10,448	2,472
August	73,040	61.95%	45,246	10,214	7,740	4,967	12,194	8,136	1,995
September	64,664	58.94%	38,115	8,726	6,874	3,954	10,491	6,561	1,509
October	66,952	56.04%	37,519	8,455	6,230	3,714	10,449	7,141	1,530
November	63,631	59.46%	37,832	8,836	6,426	4,279	10,217	6,997	1,077
December	56,774	56.90%	32,304	7,910	5,172	2,922	8,814	6,234	1,252
January	61,451	56.76%	34,882	8,009	5,894	3,559	10,004	6,160	1,256
February	59,205	55.56%	32,892	8,006	5,807	3,439	9,016	5,368	1,256
March									
April									
May									
June									
FYTD	529,067	58.37%	308,828	70,646	53,563	32,413	84,668	55,303	12,235

Library Usage

2012-2013 Fiscal Year					2013-2014 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	38,858	1,495	254	26	July	37,620	1,447	254	26
August	33,175	1,229	261	27	August	32,464	1,249	250	26
September	31,011	1,108	244	28	September	30,079	1,074	264	28
October	32,303	1,042	281	31	October	31,249	1,008	297	31
November	32,454	1,119	244	29	November	30,109	1,075	257	28
December	26,501	1,019	229	26	December	27,986	1,000	259	28
January	30,017	1,001	270	30	January	37,006	1,234	283	30
February	31,795	1,136	248	28	February	28,760	1,027	264	28
March	32,587	1,124	255	29	March			289	31
April	35,701	1,190	270	30	April			272	28
May	31,290	1,118	258	28	May			268	28
June	33,528	1,341	239	25	June			267	28
FYTD Total	389,220	1,248	3,053	337	FYTD Total	255,273	1,135	3,224	340

2012-2013 Fiscal Year						2013-2014 Fiscal Year					
Computer Logins						Computer Logins					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	8,302	15,104	0	23,406	900	July	5,549	24,600	6	30,155	1,160
August	7,926	14,352	0	22,278	825	August	5,075	22,623	1	27,699	1,065
September	7,090	12,680	0	19,770	706	September	4,915	30,828	3	35,746	1,277
October	7,539	13,578	0	21,117	681	October	5,806	35,096	0	40,902	1,319
November	7,895	14,263	3	22,161	791	November	5,240	32,155	3	37,398	1,336
December	4,295	18,833	2	23,130	857	December	4,279	32,168	4	36,451	1,302
January	4,924	24,172	6	29,102	1,004	January	4,327	30,792	5	35,124	1,171
February	4,203	23,780	3	27,986	965	February	4,583	36,568	0	41,151	1,470
March	4,441	25,096	0	29,537	953	March					
April	4,858	22,838	4	27,700	989	April					
May	4,407	22,196	1	26,604	950	May					
June	5,206	22,924	10	28,140	1,082	June					
FYTD Total	71,086	229,816	29	300,931	890	FYTD Total	39,774	244,830	22	284,626	1,265

Early Literacy Workstation Usage							
2012-2013 Fiscal Year				2013-2014 Fiscal Year			
	Sessions	Time (In Minutes)	Average Session (In Minutes)		Sessions	Time (In Minutes)	Average Session (In Minutes)
July	927	24,950	26	July	980	24,485	24
August	1,006	25,947	25	August	1,056	27,332	25
September	749	17,162	22	September	777	18,249	23
October	829	19,488	23	October	920	20,882	22
November	834	20,451	24	November	816	19,935	24
December	683	15,603	22	December	658	15,590	23
January	838	20,713	24	January	720	16,998	24
February	855	18,745	21	February	718	16,702	23
March	865	18,503	21	March			
April	890	20,933	23	April			
May	754	15,805	20	May			
June	912	21,374	23	June			
FYTD Total	10,142	239,674	24	FYTD Total	6,645	160,173	24

Technology Sessions 2013-2014 Fiscal Year

	Tech Time	eReader	VHS to DVD	Skype	Paint.NET	Drop-In Lab	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1	1	0	1	2	9	5	23	
<i>patrons</i>	3	2	11	0	4	6	9	5		40
Aug	4	1	1	1	1	2	2	4	16	
<i>patrons</i>	2	2	6	5	5	2	2	4		28
Sep	4	1	5	0	1	0	1	9	21	
<i>patrons</i>	2	6	12	0	5	0	3	9		37
Oct	4	0	5	1	1	0	0	3	14	
<i>patrons</i>	3	0	6	4	5	0	0	3		21
Nov	4	1	5	0	1	0	0	5	16	
<i>patrons</i>	2	4	10	0	4	0	0	5		25
Dec	4	0	4	1	1	0	0	1	11	
<i>patrons</i>	2	0	6	2	1	0	0	1		12
Jan	4	1	4	0	1	1	0	5	16	
<i>patrons</i>	4	2	1	0	3	4	0	5		19
Feb	4	0	1	1	1	0	1	19	27	
<i>patrons</i>	2	0	1	3	3	0	1	19		29
Mar									0	
<i>patrons</i>										0
Apr									0	
<i>patrons</i>										0
May									0	
<i>patrons</i>										0
Jun									0	
<i>patrons</i>										0

Sessions	32	5	26	4	8	5	13	51	144	
Patrons	20	16	53	14	30	12	15	51		211

2013-2014 Fiscal Year								
	Freegal		OverDrive				Zinio	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*
July	1,696	280	1,825	583	2,408	126	450	4,984
August	1,495	250	2,721	799	3,520	87	563	6,580
September	1,424	223	2,469	691	3,160	86	402	5,685
October	1,422	230	2,282	634	2,916	89	578	5,950
November	1,374	238	2,465	694	3,159	100	517	5,840
December	1,240	203	2,799	931	3,730	126	723	7,364
January	1,309	230	3,182	1,013	4,195	127	749	7,767
February	1,190	212	2,782	936	3,718	100	551	8,806
March								
April								
May								
June								
FYTD Total	11,150	1,866	20,525	6,281	26,806	841	4,533	52,976

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

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

Meeting Room Rentals 2013-14FY		
	Rentals	Attendees
July	29	696
August	41	1,172
September	49	1,274
October	35	1,077
November	32	1,485
December	21	447
January	42	981
February	51	1,505
March		
April		
May		
June		
Total	300	8,637

Library App - 2012-13 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
July	989	1. Novi Main Menu	January	16,171	1. Novi Main Menu
		2. Artwork in the Library			2. My Account Novi Summary
		3. Novi Social Menu			3. Novi Holdings
		4. Novi Holdings			4. My Account Novi Request
		5. Twitter from the New NPL			5. Novi eMedia Menu
August	1,029	1. Novi Main Menu	February	14,236	1. Novi Main Menu
		2. Novi Holdings			2. My Account Novi Summary
		3. Novi Locator			3. Novi Holdings
		4. Novi eMedia Menu			4. My Account Novi Items
		5. Artwork in the Library			5. My Account Novi Request
September	6,202	1. Novi Main Menu	March		1.
		2. Novi Holdings			2.
		3. My Account Novi Summary			3.
		4. Novi eMedia Menu			4.
		5. Novi Booklook			5.
October	6,072	1. Novi Main Menu	April		1.
		2. My Account Novi Summary			2.
		3. Novi Holdings			3.
		4. Novi eMedia Menu			4.
		5. My Account Novi Items			5.
November	13,098	1. Novi Main Menu	May		1.
		2. Novi Holdings			2.
		3. My Account Novi Summary			3.
		4. My Account Novi Items			4.
		5. My Account Novi Request			5.
December	15,045	1. Novi Main Menu	June		1.
		2. My Account Novi Summary			2.
		3. Novi Holdings			3.
		4. My Account Novi Items			4.
		5. My Account Novi Request			5.
			Total	72,842	

2/17/14

BUDGET REPORT FOR CITY OF NOVI
HISTORICAL COMMISSION

NOTE: While we have not as yet spent out our 2013/14 budget, there are items yet to be completed and billed, such as: Historical Markers, the Oral History Project as well as History Program expenses. We anticipate spending out our 2013/14 budget.

2014/15

PROPOSED HISTORICAL COMMISSION BUDGET

Fund 101-General Fund

EXPENDITURES:

Exhibits: Display cabinets (2) History room and Downstairs Display Cabinet
Mobile Display board, Fees for Traveling Exhibits from Organizations/
Museums, Posters, etc. **\$800.00**

Office Supplies:
Markers, Files, Folders, Notebooks, Printer supplies, Paper, Poster Board,
storage bins, DVD's, flash-drives, display frames/boxes for posters, magnifier,
etc. **\$500.00**

Equipment:
Tape Recorder, with mic, Video camera (we will investigate purchase/loan/
rent) for oral interviews, History Room improvements, Coffee Pot, etc. **\$2500.00**

Marketing:
Commission Broshures, give-a-ways (wooden nickels), art work expenses,
historical note-cards (could be sold to re-coup expenses), brochure
containers, prep for City celebrations/anniversaries, give-a-ways for events
such as Fall For Novi /school presentations, Commission Member
Recognition, etc. **\$1000.00**

Projects:
* Oral History Expenses, including fee for services of intern, printing/ costs
associated with recordings, reproduction of photos, etc. **\$4000.00**

* Photography of Novi's Historic sites (Then and Now) **\$300.00**

* Speaker Fees for special programs, refreshments for programs, Costs
associated with displays for special programs **\$1000.00**

* Expenses associated with the Recognition of Patriots of the American Revolution buried in the Novi Cemetery. (most expenses will be covered by the Sarah Cochrane Chapter of the D.A.R.)

\$100.00

* Continuing Research/printing/publishing projects

\$200.00

Storage Unit

Costs for unit and reproduction of keys to the unit

\$1500.00

Acquisitions

(Books, Documents, Artifacts, Images)

\$1600.00

TOTAL PROPOSED:

\$13,500.00

**City of Novi Historical Commission
January 22, 2014, 2:00 p.m.
Novi Library Local History Room
Minutes**

DRAFT

Call to Order 2:03 PM

Attendance & Introduction:

Membership: Kathy Crawford, John MacInnis, Lynne Boyle, Tammy Knopp (new member), absent Toni Bonner, & Students Namratha Atluri, Meena Seetharaman, History Cabinet manager, Roy Prentice
Visitors: Sue Grifor, & Jessica Hesselgrave

Approval of Agenda: Moved by Boyle, Knopp second, all approved
Communication: lunch for Roy Prentice, aiming for Jan. 31
Approval of Minutes: Moved by Boyle, Knopp second, all approved
Finance Report No Changes to the last report.

Liaison Report: Betty Lang: Mich, Perspective, March 28th & 29 LH Conference Sterling Hgts. encourage members to attend, cost will be reimbursed,
Clarkston Library Jan 29th, Tracing Female lines, Feb 27
Oral History on Lee Begole, impressions of WW II.
Pictures of the LH history Commission for new members, arrange with City Clerk for picture, or present a good likeness.
Display in the room: Pictures of Hist. Mayors of the city in the Cabinet, Genealogy in Display
Updates and Discussion

- Oral History Update: Kathy, introduction of Candidate Jessica Hesselgrave
Persons to be interviewed: Kathy Crawford, Lee Begole, Violet Tuck, Tom Darling, Diana Canup, Jeff Crawford, Ed Kriewall, Gerry Stipp, Ward Family, Barb Chappel, Loynes Familiy, Ritter family, Klassner Family, Mitchell Family, Veterans, Former Mayors, Business Owners, Lee Allen, others Jeff Heyn, son of WW II survivor USS Juneau, Mark Ortwine, Rose Button daughter of Russ Button
Jess. H. was here, to interview, three oral History by June 2014, including transcript.
\$1000 including expenses, alerted her to the time period to get paid
Jess works at South Lyon Library, spoke about her experience Kathy Crawford loaned books to Jessica, and made suggestions,
What do we want from these interviews? Filter down from 6 to three interviews

Speaker Series: 2/20 Amusement parks, tough time finding a speaker on amusement parks, put it on Facebook in order to find people? need help on finding speakers, research and contacting speakers.
4/3 Novi History, Crawford or Mutch
History of the local Cemeteries?

Future Historical Commission Programs

Library programs:
Friends 3/25 American Girls Baseball LEAGUE 7 – 8:30
2/27 Tracing Female Lines

Library Display Cabinet – Discuss future exhibits, Roy Prentice to handle display

New wood Cabinet in the room.

Motorcities Update

Durant Book, 1877 Oakland County History Purchase etc purchased during December, visit to the Kings Rare books, Downtown Detroit, the cost of the Durant book was reimbursed, saving a second trip to Downtown Detroit.

History Room Security; Its very important that someone from the Commssion or library staff be in the LH room when we have visitors, items might disappear, ex. Yearbook damage.

History Room Volunteers, first and third Monday Noon till 2 PM
Crawford and Betty have the list,

Novi Cemetery Update Knapp, cemetery, Aldridge, question about Cemetery Name change?
American Rev Patriots, DAR has plans to do a ceremony
Clean up in the Cemeteries handled by the city of Novi Parks dept, & DPW
Upcoming conferences

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

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

Adjourn

Next meetings Wed. Feb. 26th, March 26th, April 23rd,

•Other items, No new business

Next Meeting

Wednesday, Feb. 26, 2014, 2:00pm, Novi Library

Adjournment

Student Representative's Report - February 2014

Written by: Ziyang Huang and Jessica Mathew

Programs:

We started off the month with our TAB meeting with 16 students in attendance. In this meeting, we talked about our Summer Reading Program and the upcoming programs in the Library. Following this TAB meeting, we had a Blind-Date with a Book program; this program was a great success with 17 teens attending. We also had another Tween Advisory Board meeting at the Middle School with 9 enthusiastic students.

Teen Space:

Of course, the Teen Space continues to thrive with 716 Students over 19 sessions. This averages out to around 37 kids per session

Upcoming Programs:

Handwriting Analysis – March 14 @ 4:00PM

Divergent Initiation – March 21 @ 4:30PM

Spring into Spring Craftiness – April 4 @ 4:30PM

Bits and Pieces

Vol. 5, Number2

MARCH 2014

TLN INITIATES REVIEW OF CURRENT ILS SERVICE

The current TLN maintenance agreement for Sirsi/Dynix integrated library services (ILS) will expire in 25 months. TLN has undertaken the first step required to review current services, past performance and vendor future vision. Celia Morse, recently retired director of the Berkley Public Library, has been retained to serve as the Automation Services Consultant to oversee the project. Morse will survey patrons and cooperative staff for their likes and dislikes. Libraries in the TLN family that are not users of the current vendor, Sirsi/Dynix, will be contacted to review their experiences, expectations and interest in automation collaboration.

TLN Annual Food Drive

There is still time for your library to participate in the annual TLN Food Drive which kicks off on Monday, March 24. Our partner, Gleaners, has distributed a cooperative wide email for sign up. Once again, the TLN Food Drive will offer two options – Food for Thought and Food for Fines. Help us reach our 2014 goal of collecting 10,000 pounds of donations by the time the Food Drive ends on May 9.

TLN MEMBERSHIP MEETING – March 28 hosted by Addison Township Library

Don't forget to mark your calendar for the first TLN Membership meeting in 2014. Join your colleagues at 10:00 AM on Friday March 28 as the Addison Township Library staff show off their new library, located directly in front of the old location. Service to special populations will be covered by BPH library staff serving the TLN family of libraries. An update on the potential direction the Library of Michigan will forge after the departure of State Librarian, Nancy Robertson, who retires on April 30, will be included.

Continuing Education Schedule Completed

- May 06 **Building 101** – Redford Township District Library
- May 08 **Common Core Standards** – Howell Carnegie District Library
- May 20 **Building 101** – Belleville Area District Library
- May 22 **Common Core Standards** – Orion Township Public Library
- June 12 **Ask an Attorney** – St. Clair County Library – Port Huron
- June 17 **Ask an Attorney** – Wixom Public Library

Board & Administrator

FOR BOARD MEMBERS

March 2014 Vol. 30, No. 7

Editor: Jeff Stratton

Board planning sets the stage for financial recovery

In times of financial crisis, the board and its executive director should think long-term about solutions, said nonprofit consultant Sonia Handforth-Kome (Kent, Wash.). That means investing board time in strategic thinking.

The consultant recommends these strategies to help plan solutions to the organization's money problems:

1. Create a long-range plan. If the organization has not recently engaged in strategic planning, the board and executive director should create a long-range (two- to three-year) strategic plan before setting the next budget, she said. This is important, even during a financial crisis at your organization, she said.

As part of this planning effort, the board and CEO should develop an even longer-range vision for the organization, Handforth-Kome said. This visioning work should answer the question: What will our organization look like in 10 years?

"If the group does this when the board and

CEO budget, they will feel more comfortable taking appropriate risks," she said. For instance, in a nonprofit that employs medical staff, the board and CEO can take staff risks, Handforth-Kome said. This might mean hiring a doctor even though the expense is higher because the organization can do more in the long run compared to what it might do with lower-paid medical staff.

2. Have stakeholders participate in your budgeting process. A stakeholder must mean more than the executive director and chief financial officer, Handforth-Kome said. "This needs to include customers, board members and staff taking part in the budget process as much as possible," she said.

Here's why: Many times, figuring out how to generate additional or new revenue is easier when all stakeholders know exactly how that money will help them reach their goals and achieve their long-range vision, Handforth-Kome said. ■

Cut board meeting length with this tip

If a board is willing to trust its executive director, it can shave a number of minutes off its meeting length.

Start by considering the types of decisions your board makes at meetings. By doing this, you will probably find some low-priority items that can be better handled by the administrator without board oversight at meetings.

Spend board meeting time on high-priority,

strategic matters. When a board spends its time on policy matters, no longer wastes time at meetings on "administrivia."

This should also lead to a more engaged board with better meeting attendance. So the next time a board member starts worrying about the cost of toilet paper at a board meeting, speak up and say, "That's management." ■

Rectify bad board behavior before it damages the nonprofit

When a board member says something rude to a colleague, the damage to board teamwork can last for months. I've seen it happen before, when one board member snaps at another and the offended board member refuses an apology, the hard feelings become the board's burning issue for the better part of the year.

Do things the right way on your board by practicing these principles.

- Realize the bad board behavior damages the organization in the community. When the board behaves poorly, the community's perception of your nonprofit is the same.

- Don't reject other board members' views simply because you disagree. Dig deeper and find common ground. Make an effort to hear every board member's perspective and you will be sure to get all that every board member has to offer.

- Honor the board's principles for teamwork. Whether these are contained in a code of conduct or code of ethics, review your principles for teamwork from time to time. And when your board performs a self-appraisal, be sure to include board teamwork as an evaluation item. This gives the board a chance to address any board friction that arose during the year. ■

Hiring a board member is bad practice

Nothing really puts your administrator on the hot seat quite like a board member who applies for a job at the organization. The board member who does this often expects special consideration because of his service as a board member — and that's not fair to the organization, the executive director or fellow board members.

Board members who seek a job at the nonprofit they serve are committing bad practice because:

1. It is a conflict of interest. To many observers, it will seem the board member is using his position to get a job. This can damage the organization by hurting its good will and perception in the community.

2. It puts your executive director in a bad position. The administrator will be supervising a

former "boss." How would you react if you were suddenly asked to manage your own supervisor at your place of work?

3. It negatively impacts staff morale. Employees may feel that their new colleague is in line for preferential treatment because of his former service on the board.

4. It may impact the board chemistry. How will board members react the next time a board member needs a job and wants to work at the nonprofit?

A problem like this can be easily prevented with board policy and organization bylaw language that prohibits board members from obtaining jobs at the nonprofit where he/she serves. Ask your CEO to review your policy documents to ensure they contain the necessary language. ■

Seek these qualities in your next chair

When your board elects its next chair, take time with that decision. The board chair is the individual who will run board meetings, maintain close contact with the executive director and problem solve. Here are four characteristics to seek in your next board chair:

1. A person with positive expectations for the organization's success.

2. An individual with strong management and organizational skills. This kind of experience is es-

sential for keeping the board on track and focused on organizational priorities.

3. Someone who is skilled at building meeting agendas, has run meetings effectively and is focused on action at meetings. In short, the board needs a chair who can make the best use of board members' time.

4. A planner and thinker. The board wants its leader to be a person who can get the board to think about the organization's challenges and how to overcome them. ■



Lives Change @ The Novi Public Library



On March 20, we mark the first day of spring. Even though the weather in Michigan is unpredictable, the days in Novi are growing longer, the air is getting warmer, the grass is becoming greener and the Novi Library is gearing up for a fabulous assortment of events for their growing, dynamic and vibrant community.

Lives Change @ Your Library, is this year's National Library Week theme. It's all about recognizing the vital role that libraries play in our community and bringing awareness to the opportunities and doors it opens to those who visit. We encourage you to join us on Tuesday, April 15 at 7pm as we host author Bonnie Virag as she introduces her unforgettable story, *The Stovepipe*.

Ms. Virag will share her outstanding story through recollections, remembrances and official records from the Children's Aid Society in Canada. This memoir is full of laughter and tears and a moving story of sisterly love, as well as a strong will to survive. It is an emotional, yet heartwarming account of a journey through the eyes of a child,

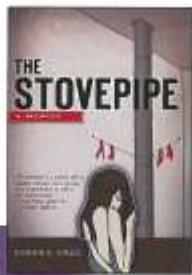
Growing Together

On Saturday, May 17 from 1-3pm, the Library will be partnering with MSU Tollgate Education Center and the Friends of the Novi Library as we celebrate and grow together at a fantastic family event



for the Community. Families will have the opportunity to participate in a variety of activities, including, hay rides throughout MSU Tollgate's farmstead, story times led by Mother Goose, quilt making, gardening, carnival games, visiting with farm animals near the children's garden and more. This educational and entertaining day is sure to enrich all who attend as we learn about each other, discover new resources and friends plus grow together.

During the event, stop by the information tables of the Friends of the Novi Library, MSU Tollgate Education Center and the Novi Library to learn more about the growing collections, services and resources that they offer. Registration for a new Novi Library card will be available with proper documentation.



Bonnie Virag



Library Board Calendar

2014

March 19

Library Board Regular Meeting

April

April 13-19

April 19

April 20

April 24

Budget presented to Council, TBD

National Library Week

Library Closed

Holiday – Easter, Library Closed

Library Board Regular Meeting-revised date

May

May 11

May 21

May 26

Library Board – Goal Setting Session, TBD

Holiday – Mother’s Day, Library Closed

Library Board Regular Meeting

Holiday – Memorial Day, Library Closed

June 13

June 15

June 18

June 18

Library Staff In-Service, Library Closed

Holiday – Father’s Day, Library Closed

Library Board Regular Meeting

Library Director Annual Review

July 4

July 16

Holiday – Independence Day, Library Closed

Library Board Regular Meeting

August – October

August 20

August 30

August 31

Community Reads Program

Library Board Regular Meeting

Library Closed

Library Closed

September 1

September 17

Holiday – Labor Day, Library Closed

Library Board Regular Meeting

October 15

Library Board Regular Meeting

November 4

November

November 19

November 21

November 26

November 27

General Election Day

Annual Library Report – City Council Meeting, TBD

Library Board Regular Meeting

Library Staff In-Service, Library Closed

Holiday – Thanksgiving Eve, Library Closes at 5 p.m.

Holiday – Thanksgiving, Library Closed

December 17

December 17

December 24

December 25

December 31

Library Board Regular Meeting

Library Director – Mid-year Review

Holiday – Christmas Eve, Library Closed

Holiday – Christmas, Library Closed

Holiday – New Year’s Eve, Library Closed

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

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