

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, January 20, 2016  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order and Roll Call
  - A. Welcome new Board Member – Doreen Poupard
- 2. Pledge of Allegiance
- 3. Approval and Overview of Agenda
- 4. Consent Agenda
  - A. Approval of Claims and Warrants L538.....3-5
  - B. Approval of Regular Meeting Minutes – December 16, 2015.....6-14
- 5. Correspondence
- 6. Presentation/Special Guest
  - A. ....N/A
- 7. Public Comment
- 8. Student Representatives Report ..... 15
- 9. President's Report
  - A. Biography – Doreen Poupard.....16
  - B. Goals Update – November 2015..... 17-28
- 10. Treasurer's Report
  - A. Library Budget Fund 268 - 2015-2016 ..... 29-31
  - B. Library Fund 268 Expenditure & Revenue Report (December 31, 2015) ..... 32-34
  - C. Contributed Fund Budget 269 ..... 35-36
  - D. Contributed Fund 269 Expenditure & Revenue Report (December 31, 2015) ..... 37
  - E. Balance Sheets ..... 38-39
- 11. Director's Report..... 40-42
  - A. 2015 Annual Library Survey results.....43-52
  - B. Public Services Report ..... 53-55
  - C. Building Operations Report..... 56
  - D. Library Usage Statistics..... 57-66
  - E. Friends of the Novi Library .....N/A
  - F. Novi Historical Commission .....N/A
- 12. Committee Reports
  - A. Policy Committee (Lesko, Michener– Chair) – No action at this time.
  - B. HR Committee (Michener, Verma – Chair)
    - 1. HR policy review mtg. – Tuesday, January 19, 2016 (9am – 11am)

- C. Finance Committee (Sturing, Lesko, Messerknecht - Chair) – No action at this time.
- D. Events/Marketing/Fundraising Committee (Lawler, Michener – Chair) – No action at this time.
- E. Strategic Planning Committee (Lawler, Open- Chair) – No action at this time.
- F. Building/Landscape Committee (Open, Messerknecht – Chair) – No action at this time.

13. Public Comment

**14. Matters for Board Action**

- A. Results of mid-year review for Executive Director

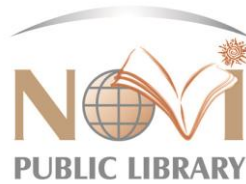
15. Adjourn

**Supplemental Information:**

- Novi Today – Battle of the Book ..... 67
- Library Board Calendar ..... 68-69

**Future Events:**

- Library Board of Trustees Budget Planning Session - Saturday, February 6th (8am – 2pm)
- Friends of Novi Library Regular Mtg. – Wednesday, February 10th – Cancelled
- Library Board of Trustees Regular Mtg. – Wednesday, February 17th @ 7:00pm, City of Novi
- 2016-2017 Library Board Budget Approval - Wednesday, February 17th @ 7:00pm, City of Novi
- Historical Commission Regular Meeting – Wednesday, February 24th @ 7:00pm, Novi Public Library



**Inform. Inspire. Include.**

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

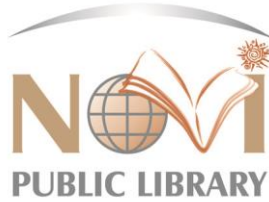
<http://www.novilibrary.org>

<b>Warrant 538</b>	<b>268 Accounts</b>	<b>January 2016</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account Total</b>
Global Office Solutions (2/22/15)	97594	268-000.00-727.000	\$ 894.36
Michigan Chamber Services	St/Fed Lab Law Posters	268-000.00-727.000	\$ 37.50
Staples	returned items	268-000.00-727.000	\$ (13.58)
Netech (12/11/15)	remote serv	268-000.00-734.000	\$ 202.50
SunTel Services (12/18/15)	BCM Software upgrade	268-000.00-734.000	\$ 1,490.00
The Library Network (2/4/15)	Envisionware 1/1/16- 12/31/16	268-000.00-734.000	\$ 633.32
Amazon.com (12/8/15)		268-000.00-734.500	\$ 542.24
Allied-Eagle Supply (2/4/15)		268-000.00-734.500	\$ 635.53
CDW-G (12/21/15)	fluke microscanner	268-000.00-734.500	\$ 875.96
Computype (11/23/15)		268-000.00-740.000	\$ 346.40
Demco (12/2/15)		268-000.00-740.000	\$ 23.14
Showcases (12/1/15)		268-000.00-740.000	\$ 255.96
Beadle, Emilie	art work sales minus 30% comm	268-000.00-740.010	\$ 140.00
myCouponGenie (12/16/15)	TonySacco's 7/31+10/13/15	268-000.00-740.010	\$ 166.67
Amazon.com (11/16/15)		268-000.00-742.000	\$ 1,465.53
Brodart (12/17/15)		268-000.00-742.000	\$ 6,673.41
Center Point Large Print (2/1/15)		268-000.00-742.000	\$ 240.27
Ebsco (12/13/15)	No Load Fund Invest Nwlr	268-000.00-742.000	\$ 55.00
Friends of Novi Public Library	Battle of the books WL	268-000.00-742.000	\$ (500.00)
Gale/Cengage (12/17/15)		268-000.00-742.000	\$ 620.61
Omnigraphics (11/12/15)	Govt Assist Almanac2015	268-000.00-742.000	\$ 240.75
The Library Network (2/15/15)	world bk ency 2016(22vols)	268-000.00-742.000	\$ 849.00
Northville District Library		268-000.00-742.100	\$ 18.00
Wixom Public Library		268-000.00-742.100	\$ 57.92
Ebsco (12/13/15)	Swati Saparivara Pat.	268-000.00-743.000	\$ 199.50
Midwest Tape (12/8/15)		268-000.00-744.000	\$ 1,407.00
OverDrive (12/12/15)		268-000.00-744.000	\$ 2,484.72
Midwest Tape (12/8/15)		268-000.00-745.200	\$ 1,824.20
Midwest Coll for Library Services (2/8/15)	Res Cent/Vallin;2/2/16- 1/31/17	268-000.00-745.300	\$ 5,004.00
Bright House Networks Bus Sol (2/27/15)	Jan-16	268-000.00-801.925	\$ 30.30
Merchant Billing Statements	Dec-15	268-000.00-802.100	\$ 189.62
Providence Occupational		268-000.00-804.000	\$ 207.00

Michigan Library Association (10/7/15)	Lawler; 10/1/15- 9/30/16	268-000.00-809.000	\$ 50.00
H&K Janitorial Services, Inc. (2/29/15)	November; December	268-000.00-817.000	\$ 7,800.00
AT&T (12/13/15)	11/14-12/13/15	268-000.00-851.000	\$ 183.99
TelNet Worldwide (12/15/15)		268-000.00-851.000	\$ 558.66
Verizon Wireless (11/28/15)	Oct 29-Nov 28, 2015	268-000.00-851.000	\$ 472.92
The Library Network (2/23/15)	USF 2014-15 refund	268-000.00-855.000	\$ (6,266.29)
Muniweb (12/11/15)	51806; November 2015	268-000.00-880.000	\$ 366.25
YP (12/5/15)	advertising	268-000.00-880.000	\$ 63.00
Alberga, Kathleen	youth pgm	268-000.00-880.268	\$ 35.61
Global Office Solutions (2/22/15)	97595; paper	268-000.00-880.268	\$ 25.98
Gordon Food Services (2/14/15)	961021669; youth	268-000.00-880.268	\$ 272.06
Movie Licensing USA (1/28/15)	2128029; 12/28/15- 12/27/16	268-000.00-880.268	\$ 544.00
Mutch, Kathleen	Adt Writing Pgm; January	268-000.00-880.268	\$ 100.00
Alex Delvecchio Ent. LLC.		268-000.00-900.000	\$ 80.91
Engraving Connections (2/21/15)	plaques (2)	268-000.00-900.000	\$ 250.04
Konica Minolta (12/1/15)	December 2015	268-000.00-900.000	\$ 137.41
Consumers Energy	11/6-12/10/15	268-000.00-921.000	\$ 801.26
DTE Energy	11/20-12/21/15	268-000.00-922.000	\$ 7,107.39
Batteries & Bulbs (12/4/15)	6V lead (2)	268-000.00-934.000	\$ 1,225.20
Boynton Fire Safety Service (2/7/15)	sprinkler system check/12/2/15	268-000.00-934.000	\$ 350.00
Cintas (12/28/15)		268-000.00-934.000	\$ 276.00
Dalton Comm Cleaning Corp (2/15/15)	mothly carpet	268-000.00-934.000	\$ 1,000.00
Home Depot (12/23/15)		268-000.00-934.000	\$ 361.92
Republic Services (11/25/15)	December	268-000.00-934.000	\$ 195.25
Roch. Hills Contract Glazing (2/10/15)	second floor abv stairwell	268-000.00-934.000	\$ 1,065.00
Voss Lighting (12/10/15)	20145761-00	268-000.00-934.000	\$ 409.92
City of Novi	2002 Econ Van sale;reimb lift cost	268-000.00-935.000	\$ (2,145.00)
Brien's Services, Inc. (2/20/15)	3of3 seasonal;salfing 12/19/15	268-000.00-941.000	\$ 2,024.17
C&J Parking Lot Sweeping (1/30/15)	November 2015	268-000.00-941.000	\$ 55.00
Konica Minolta Premier n(12/28/15)	incl property tax pyt(\$110.77)	268-000.00-942.000	\$ 1,109.77
Corrigan Record Storage (2/1/15)	December	268-000.00-942.100	\$ 20.02
Courtyard Kalamazoo ortage	Rutkowski; 1/28/16; IT Prof conf	268-000.00-956.000	\$ 100.80
Midwest Coll for Library er(12/8/15)	Salvatore; Mock Int;12/1/15	268-000.00-956.000	\$ 59.00

Progressive Business Executive ducation	Salvatore/Farkas; Perf Ann Rpt	268-000.00-956.000	\$ 199.00
Petty Cash (Programming)	youth	268-000.00-880.268	\$ 24.54
<b>TOTAL</b>			<b>\$ 46,210.61</b>

<b>Warrant 538</b>	<b>269 Accounts</b>	<b>January 2016</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
City of Novi	2002 Econoline Van sale	269-000.00-665.231	-\$2,255.00
Meijer (11/29/15)	Retirement;MEKO/MEM	269-000.00-742.234	\$29.23
Paradise Park	final pyt; retirement;12/13/15	269-000.00-742.234	\$684.27
Party City (11/29/15)	Retirement; MEKO/MEM	269-000.00-742.234	\$49.96
Sam's Club (12/3/15)	Retirement; MEKO/MEM	269-000.00-742.234	\$373.12
<b>TOTAL</b>			<b>-\$1,118.42</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
December 16, 2015**

**DRAFT**

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

**Library Board**

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

**Student Representatives**

Ruchira Ankireddygari (departed at 7:10 p.m.)  
Cindy Huang (Arrived 7:02 p.m./Departed at 7:10 p.m.)

**Library Staff**

Julie Farkas, Director  
Mary Ellen Mulcrone, Assistant Director, Building Operations  
Julie Prottengeier, Office Assistant

**Guest(s)**

Mary Ellen Mulcrone, Assistant Director, Building Operations  
Margi Karp-Opperer, Assistant Director, Programming

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 Approval and Overview of the Agenda.

1<sup>st</sup> – Ramesh Verma  
2<sup>nd</sup> – John Lesko

The motion was approved unanimously.

**4. Consent Agenda**

**A. Approval of Claims and Warrants L537**

A motion was made to approve the Claims and Warrants L537.

1<sup>st</sup> – John Lesko  
2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

**B. Approval of Regular Meeting Minutes – November 18, 2015**

A motion was made to approve the meeting minutes from November 18, 2015.

1<sup>st</sup> – John Lesko  
2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

**5. Correspondence**

There was no correspondence.

**6. Presentation/Special Guest**

**A. Board recognition of Margi Karp-Opperer (23 years of service) and Mary Ellen Mulcrone (29 years of service).**

President Sturing and Director Julie Farkas presented plaques to both retiring Assistant Directors.

- Margi Karp-Opperer was thanked for her 23 years of service to the Novi Public Library. She began her career at the Novi library on November 15, 1993 as a librarian and was later moved to Assistant Director. President Sturing recognized Ms. Karp-Opperer as a public service champion who brought wonderful programming to the Novi community, built lasting friendships, and instilled a love of reading to many.
- Mary Ellen Mulcrone was thanked for her 29 years of service to the Novi Public Library from November 10, 1986 to December 31, 2015. Ms. Mulcrone was praised for being a wonderful organizer of patron information and library collections, and a care-taker of building services.

- Since becoming Library Director, Ms. Farkas frequently referred to Ms. Mulcrone and Ms. Karp-Opperer as her right and left hand. Their knowledge and experience will be greatly missed by herself and all the Library staff.

## **7. Public Comment**

There was no public comment.

## **8. Student Representatives Report**

The Student Representative Report can be found on page 14 of the December 16, 2015 Library Board packet.

- On November 4-6, as part of the Great Books 2 Great Movies extravaganza, students watched Paper Towns, Divergent, and The Perks of Being a Wallflower.
- Students were able to meet with faculty members from the Art Institute of Novi on November 13 when the school visited the Novi Library.
- On November 21, teens met to watch Mockingjay Part I at the Catch Up On Hunger Games program.
- TAB dedicated their November meeting to completing their fall service project. TAB members used their creativity to make cards that were delivered to patients at Providence Hospital. The hospital graciously offered a tour of the building to members that helped with delivering of the cards.
- Teen Space had a total of 720 attendees in November.

## **9. President's Report**

### **A. Goals Update—November 2015**

The goals can be found on pages 15-25 of the December 16, 2015 Library Board packet.

- Bill Bembeneck, from the facilities department, completed a MIOSHA General Industry training program on November 15, 2015. Every couple of years someone attends this training to keep the Library up to date on building safety issues.
- The 3D printer that was awarded to the Novi Library has been delivered. Librarian Erin Durrett is working on creating library programs in order to meet the grant requirements. Library staff will use the 3D printer initially for programming with hopes of adding a public 3D printer in the future. Staff



is working on policy for both in-house and public use 3D printers.

- The Novi Middle School Robotics team reached out to the Novi Library Lego Club as part of their outreach program. It was a great opportunity for the Library and Novi School District to work together.
- The reference survey that was completed in November had a wonderful response. Over 600 surveys were submitted. Ms. Farkas will bring the results of these surveys to the January, 2016 board meeting.
- New play components were added to the race car in the Youth area. This was made possible with the financial help of the Friends of the Novi Library.
- On November 5, 2015 President Sturing and Ms. Farkas met with 20 members of the City's Ambassador program. They gave a one-hour presentation on all the resources and activities available at the Novi Public Library.
- A meeting was held by the Building and Grounds Committee on December 9, 2015 to discuss the parking lot traffic flow issue.

**B. Welcome Desk Schedule**

The Welcome Desk schedule for December 14 – February 22 can be found on page 1 of the December 16, 2015 Library Board packet.

**10. Treasurer's Report**

**A. Library Budget Fund 268—2015-2016**

The Library Budget Fund 268 2015-2016 can be found on pages 26-28 of the December 16, 2016 Library Board Packet.

- Projections for revenue are \$2,600,000.00 and projections for expenditures are \$3,100,000.00. Based on these projections, the Library will need to consume \$414,000.00 of the Fund Balance.

**B. Library Fund 268 Expenditure & Revenue Report (November 30, 2015)**

The Library Fund 268 Expenditure and Revenue report can be found on pages 29-31 of the December 16, 2016 Library Board Packet.

- **Revenue**

Revenue for the month of November increased about \$7,500.00. The year to date revenue is almost \$2,700,000.00. The Library has reached, and slightly exceeded, the budgeted revenue.

- **Expenditures**

Expenditures for the month of November increased \$213,000.00. Trustee Messerknecht expressed concern that close to \$70,000.00 of these expenditures were from prior month activity. Such a large amount of an unknown number coming in each month makes it difficult to budget.

Trustee Messerknecht also suggested that for more accurate and timely data, it may be beneficial to move the monthly board meeting one week later in the month with hopes of gathering better numbers.

Through five months the Library has spent \$1,144,000.00 which is about 37% of what has been budgeted. Since the Library is now through 41% of the fiscal year, the Library is doing well.

- The Library shows a positive net revenue and expenditure of over \$1,500,000.00.

**C. Contributed Fund Budget 269**

The Contributed Fund Budget 269 can be found on pages 32-33 of the December 16, 2016 Library Board Packet.

- Budgeted revenue of \$41,700.00 and budgeted expenditures of \$40,000.00 remains unchanged.

**D. Contributed Fund 269 Expenditure & Revenue Report (November 30, 2015)**

The Fund 269 Expenditure & Revenue Report can be found on page 34 of the December 16, 2016 Library Board Packet.

- Through five months there is revenue of just under \$31,000.00 and expenditures totaling \$18,000.00 which leaves a positive net revenue and expenditure of \$13,000.00.

## **E. Balance Sheets**

The Balance Sheets can be found on pages 35-36 of the December 16, 2016 Library Board Packet.

- **Fund 268**

Fund 268 had a beginning balance of \$1,719,000.00 and a total net of revenues and expenditures of \$1,537,000.00 which leaves an ending fund balance through November 30, 2015 of \$3,256,000.00.

- **Fund 269**

Fund 269 had a beginning balance of \$1,629,605.26 and a total net of revenues and expenditures of \$13,466.96 which leaves an ending fund balance through November 30, 2015 of \$1,643,072.22.

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

- The Community Read event was a success. 955 books were checked out between the 5 participating libraries over a 12-week period. 172 guests attended the author event held at the Novi Library on November 17, 2015. This was followed up the next day with an event at the Novi High School with 150 students, and a group of 11 at Sunrise an adult community in Novi. The Community Read event is in its 6<sup>th</sup> year and continues to be a success. Ms. Farkas thanked the partnering libraries of Salem-South Lyon, Wixom, Lyon Township, and Northville District for making this event possible.
- The Library van sold for \$4,400.00 which was \$400 over the asking price. Money was spent for moving the lift from the old van to the new van the Library is sharing with the City. That money will be reimbursed and the remaining money from the sale of the van will go into the 269 account Building and Grounds.
- Light Up the Night was held on December 4, 2015. 1,500 people came to the Library on that evening from 6:00-9:00 p.m. The Library offered two variety shows, face painting, popcorn, Peanuts Gang photos, and coffee and hot chocolate. This event provides an opportunity to join with the City of Novi and to connect with the young families in the community.
- The JFK Exhibit has left the Library but it will be on display in the atrium of City Hall until February, 2016. Ms. Farkas thanked the sponsors of Twelve Oaks, O'brien Sullivan Funeral home, Novi Town Center, Town & Country Eyecare, and Lifetime Fitness for making this exhibit possible.
- Detroit Suburban Library Round Table (DSLRT) report has been submitted

but Ms. Farkas has no numbers yet. As soon as she receives the numbers, she will share electronically with the Library Board members. The report compares statistics of libraries in the Detroit area.

- Library staff is working on the State Aid report. Ms. Farkas hopes to have the report submitted by January 1, 2016.
- Ms. Farkas requested one last report from each retiring Assistant Director that will be included in the January, 2016 Library Board packet.

**A. Public Services Report**

The Public Services Report can be found on pages 39-41 of the December 16, 2015 Library Board packet.

**B. Building Operations Report**

The Building Operations Report can be found on page 42 of the December 16, 2015 Library Board packet.

- Trustee Verma asked where the concrete repairs that were not able to be done in November were located. Ms. Mulcrone explained that there are various slabs around the building that need repair, particularly along the North emergency exit, and on the front and back patio areas. Library facilities staff did some minor repairs, but it needs to be done completely. Ms. Mulcrone reported that a company has been hired and will begin work in the spring.
- Trustee Sturing inquired about the broken glass panel on the second floor. Ms. Farkas explained that it was an internal piece of glass, not a window.

**C. Library Usage Statistics**

The library usage statistics can be found on pages 43-52 of the December 16, 2015 Library Board packet.

- Trustee Verma inquired about the usefulness of the Self-Check Totals report since it is included in every Library Usage Statistic report. Ms. Farkas explained that the data is collected electronically which requires little effort from the staff and that the numbers generated are very useful for state aid. The numbers also reflect how the public is using technology. Trustee Sturing agreed that the numbers are useful, but it is important to be aware of the time it takes gathering information so as it doesn't take away from other tasks that need to be done in the Library.
- Trustee Lesko noticed that self-check statistics stay relatively the same. He asked if there is anything that can be done to reduce the lines at the

circulation desk and increase the self-check numbers. Ms. Farkas explained that there is an opportunity to increase these numbers and Support Service staff will be working on this.

- Trustee Lawler questioned the Charging Station usage. Ms. Farkas explained that the two charging stations came about through the City. The City was forward thinking in trying to accommodate electric cars. Only a small amount of electricity is used. The City and Ms. Farkas look at it as an opportunity for the community to have that convenience if needed. A pamphlet is available in the Library to those requesting further information.

**D. Friends of the Novi Library**

No meeting was scheduled in December, 2015.

**E. Novi Historical Commission**

The Historical Commission October meeting minutes are available on pages 53-55 of the December 16, 2015 Library Board packet.

**12. Committee Reports**

**A. Policy Committee (Lesko, Michener- Chair)**

There was no report provided for the Policy Committee.

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

A meeting is scheduled for December 17, 2015 with Trustee Michener and Trustee Verma to share the drafts created by the Library staff HR Committee.

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

A meeting was held on December 11, 2015 with Leave a Legacy. Trustee Messerknecht, Julie Farkas, and librarian Mary Storch were in attendance. The purpose of the meeting was to give Leave a Legacy an opportunity to educate the Library about the process of leaving a legacy. The concept of Leave a Legacy is finding the way of obtaining money from people that want to give the Library money. Ms. Farkas will gather information and coordinate setting up a second meeting to find out the next steps required. Leave a Legacy's purpose of solely educating the public about the options available to them is a good fit for the Novi Library.

**D. Events/Marketing/Fundraising Committee (Lawler, Michener – Chair)**

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

**E. Strategic Planning Committee (Lawler, Open – Chair)**

There was no report provided for the Strategic Planning Committee.

**F. Building/Landscape Committee (Open, Messerknecht-Chair)**

- The Committee continues to work on the traffic and parking lot situation. The traffic study company will be back in January to do a traffic study. One issue to resolve is that solutions that are beneficial to the Library are not beneficial to the schools.
- Trustee Verma reported that DTE is not able to pay for the new bulbs required for changing over to LED. The Library is in talks with the Energy Reduction Coalition that pays for the initial cost of converting to LEDs and then takes a portion of the savings. Trustee Verma expressed concern over the fact that the company is relatively new. Ms. Farkas informed that Board that she will be checking on references for the company before moving forward.
- Trustee Sturing thanked the facilities staff for adding additional arrows in the parking lot.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Discussion**

There are no matters for Board discussion.

**15. Executive Session**

Trustee Sturing made a motion to move into Executive Session and the motion passed unanimously.

**16. Adjournment**

A motion was made to adjourn the meeting at 8:45 p.m.

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—Ramesh Verma

---

Ramesh Verma, Secretary

---

Date

**Student Representative Report**  
By: Ruchira Ankireddygari and Cindy Huang

Programs:

The DIY Mason Jar Cookie Mix program was on December 17. Teens filled jars with delicious cookie mix to make the perfect holiday gifts.

On December 22, teens gathered to decorate Gingerbread houses.

The Teen Space had a total of 659 attendees in December.

Teen Advisory Board Update:

In the December meeting TAB members played a creative game to get to know each other better. Afterward, they made Mason Jar Cookie mixes to celebrate the holiday season.

Upcoming Programs:

Introduction to Robotics program - January 16

Financial Aid for College program- January 26

Teen Advisory Board meeting- January 22

## President's Report – by Mark Sturing

Welcome to new Board Member, Doreen Poupard. Below is Doreen's resume. Doreen was appointed by Mayor Bob Gatt and Council members on December 21, 2015, and will serve a 2 year term (ending March 1, 2018).

### RESUME

DOREEN POUPARD, Ph.D.

#### EDUCATION:

Ph. D. Curriculum and Instruction. The University of Michigan, Ann Arbor, MI, 1982.

A.M.L.S. Library Science. The University of Michigan, Ann Arbor, Michigan, 1970.

Ph.B. Siena Heights University, Adrian, Michigan 1961.

Grants: National Endowment of the Humanities and National Science Foundation

#### PROFESSIONAL EXPERIENCE:

1999 – present: Retired Educator

1985 – 99: Assistant Superintendent, Ann Arbor Public Schools, Ann Arbor, Michigan

1984 – 85: Consultant and Administrative Assistant, School of Education, The U. of M.

1982 – 84: Academic Dean, Marygrove College, Detroit, Michigan

1980 – 82: Instructor of Educational Administration, Marygrove College, Detroit, MI.

1980 – 85: Program Coordinator, Downriver Consortium for Professional Development, Trenton, Michigan

1979 – 80: Graduate Teaching Assistant and Supervisor of Secondary Student Teachers, The University of Michigan

1977 – 80: Adjunct Instructor in Educational Administration Graduate Program, Marygrove College, Detroit, Michigan

1960 – 79: Teacher and/or Principal of Catholic Elementary Schools

#### PROFESSIONAL RECOGNITION:

2001: Fran Bauer Humanitarian Award, Girl Scouts of the Huron Valley Council

1997: Citizen of the Year for Outstanding Contribution in Education, Rotary Club of Ann Arbor, MI.

#### COMMUNITY SERVICE:

1990 – 2007 Served on Girl Scouts of the Huron Valley Council in a variety of positions

2001 – 2007 Council President of the Girl Scouts of the Huron Valley Council

1992 – 1996 Served on U of M Alumni Board - School of Education

1999 – 2005 President of Oak Meadows Condominium Association, Ann Arbor, MI

1999 – 2005 Volunteer for Arbor Hospice

2011 – current: Chair of 'not-for-profit' Board committed to support Kenyan Orphans

2005 – current: served or serving in the following positions at Fox Run:

- Chair of Resident Life Committee (2005-2008)
- Served on first Resident Advisory Council Election Committee (2005)
- Elected to Fox Run Board as Alternative Resident Director (2006)
- Member of Resident Advisory Council 2008-2011 (Vice-Chair: 2009-2010 and Chair: 2010-2011)
- Serve as Lector and Eucharistic Minister at weekly Mass (2008-present)
- Founded and serve on the ECO-Initiative Committee (2005-present)
- Started recycling efforts and serve as Chair of the Recycling Committee (2006-present)
- Initiated Policy for Political Awareness - Chaired Political Awareness Committee (2010-2013)
- Chair Committee of Center for Continuous Learning (2006-present)
- Presenter at Fox Run annual Remembrance Service (2010-present)
- Appointed as Fox Run Board of Directors as Resident Director (2013); elected Resident Director to Fox Run Board of Directors (2014)

2014 - Served on Novi City Charter Review Committee

2015 - Served one year term on Novi City Council



## NOVI PUBLIC LIBRARY – 2015/2016 GOALS

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

### Goal #1:

**Staff will continue to provide excellent customer service in all facets of the Library's operations and community involvement; Administration will provide ongoing training and development opportunities for the staff.**

<b>Strategy:</b>			
<b>Provide appropriate staffing for best customer service.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Provide opportunities for staff training	AD	Annual in-service day planned for 8/21/15; 50 staff participated in department meetings, active shooter drill, and customer service presentation on 8/21; IS staff attended TLN Tech Forum, Blackbelt Librarian Seminar, MLA Annual conference; IS staff presented at Ignite session at MLA Annual conference about Shark Bowl win; Bill Bembeneck completed MIOSHA General Industry 10-Hour + training	Ongoing; 8/15; 10/15; 11/15

### Goal #2:

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

<b>Strategy:</b>			
<b>Partner with City of Novi and Novi School District.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT	Currently partnering with Schools on two projects: TumbleBooks trial and screening of Most Likely to Succeed documentary; coordinating with City on RFP for security video cameras	Annually; 11/15
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise City services if applicable	AD	Advertising need for volunteers to work elections	7/15; 1/16
Maintain open communication between Library and City Facilities departments through regular meetings	F	Quarterly meetings scheduled and occurring	Ongoing
Participate in employee opportunities offered by City	AD	Staff attend various events, such as wellness, quarterly recognition, etc.	Ongoing
Investigate with City an all in one calendar for Library, City, and School info/dates/events	AD		2015/16
<b>Strategy:</b>			
<b>Investigate and implement changes that save money.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Look for cost-cutting measures in everyday processes	SS; IT; F; IS; AD	Advising staff to primarily use copiers for printers; installed energy/cost saving LED lamps in display case; replaced adult computer area printer with	Ongoing; 8/15; 9/15; 11/15; 12/15

		faster, more cost effective model; re-purposing and utilizing extra supplies recently uncovered; <b>phone system upgrade to restore 3-digit dial to the civic center.</b>	
Work with managers for budget planning	AD	Dept. budget meetings scheduled for December; 1 <sup>st</sup> drafts developed; dept. meetings held	1/16; 9/15; <b>12/15</b>
Develop budget for next FY and future projections	AD; Board		3/16

<b>Strategy:</b>		<b>Seek funding through grants.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
ALA/YALSA Shark Bowl	IS	ALA announced winners (including NPL's Erin Durrett) & prizes: a monetary reward worth \$2,000 each, along with various donated technology prizes; 3D Systems Cube 3 <sup>rd</sup> Generation arrived; have started printing examples; examining future needs in relation to patron and program usage; 3D printer policy, FAQ sheet and resource guide being developed	8/15; 11/15
Community Financial Summer of Sharing grant contest	IS	Applied in July, at end of August learned we will receive \$1,000 for startup of a teen book club; grant funding would cover the purchase of paperback books as well as author visits at the Library	8/15
Metro Detroit Book and Author Grants	IS	Applied for the Dick Johnston Award grant that would allow the Library to establish a new tween collection; winner will be announced in October; <b>unfortunately we did not win this grant.</b>	9/15; <b>12/15</b>
Curiosity Creates ALSC (Association for Library Service to Children) Grant through ALA	IS	Submitted this grant; if funded would provide \$7500.00 toward youth programs and collections. It discussed infusing existing programs, such as Lego Club with more STEAM elements, as well as, creating new STEAM-based programs	9/15
3D Systems in collaboration with YALSA Maker Lab Club 2015	IS	Submitted application for Maker Lab Club 2015 that would give NPL two free 3D Cube printers; they can decide to give 2, 1, or none at all	10/15

<b>Goal #3:</b>			
<b>Continue a high level of awareness for Library Board member representation, ambassadors and engagement in Novi and the greater library community.</b>			
<b>Strategy:</b>		<b>Library Board Trustees participate in City events.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Annual City Evening of Appreciation	AD; Board		12/15
City Council Early Budget Input Session	AD; Board	Board President Sturing and Library Director attended	1/16
State of the City Address	AD; Board		5/16
Spring into Novi	AD; Board		5/16
City Council meetings	AD; Board	Library Director, President Sturing and Treasurer Verma presented Annual Report, Strategic Planning update	12/21/15
<b>Strategy:</b>		<b>Library Board Trustees participate in NPL events.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	Ongoing
Staff appreciation	Board	Trustees Michener and Verma represented Board in providing appreciation luncheon for staff on 9/1	9/15
Annual Friends Gala	Board	Trustees Lawler, Lesko, Michener, and Verma attended on 10/23	10/15
<b>Strategy:</b>		<b>Library Board Trustees participate in greater library community.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Michigan Library Association	AD; Board	Annual Conference to be held in Novi, October 2015; planning for reception to be at NPL 10/29; all Trustees attended Hats off to Learning reception	10/15
<b>Strategy:</b>		<b>Library staff participate in community events.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Maintain ties with government officials	AD		Ongoing
Novi Youth Assistance	AD	Library Director serves on Board; Staff attended Novi Youth Assistance Luncheon; met with new Youth Assistance Caseworker Lisa Shields; Director & Assistant Director attended annual breakfast on 11/6	Ongoing; 7/15; 8/15; 11/15
Represent NPL in various outlets	AD	Library Director attends monthly ABWA (American Business Women's Assoc.) mtgs.	Ongoing

**Goal #4:**

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

<b>Strategy:</b>			
<b>Engage the Older Adult community in Library programs and services.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Made flyers promoting OTBS (Oakland Talking Book Service) and placed them near the OTBS applications on 2nd floor and near NEW Adult audiobooks on 1st floor; stapled applications to flyers so patrons will have application in hand with the information; added information to Winter Engage promoting this service	Annually; 8/15; 9/15; 10/15; 11/15
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	MAC LCDs and kiosks updated for August; September; October; November; <b>December</b>	Annually; 8/15; 9/15; 10/15; 11/15, <b>12/15</b>
Promote Library programs at Older Adult programs	IS	Marketing box always used at programs, services, and activities	Annually; 9/15
Survey Meadowbrook Commons residents	AD	Planning for April 2016	Annually
Engage local Older Adult talent for displays, arts, crafts, collections, etc.; reach out quarterly	IS; AD		Annually
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	Attended meeting on 8/19 where the Advisory Board worked on 5-year strategic plan; met with new Older Adult Services programmer to discuss ways we can partner; set up SWOCC taping for early November with MAC resident and OAS Manager to promote MAC book discussion; <b>attended November and December meetings of City of Novi Older Adult services to go over their strategic plan</b>	Annually; 8/15; 10/15; 11/15; <b>12/15</b>
Investigate expanding Library services and outreach 10% over 3 years, knowing that Older Adult population will increase	IS; SS	Began investigating a Lending Library feature for northern boundary; <b>meeting scheduled with local Activities Directors from Novi senior residences and the City of Novi Older Adult Services staff to promote library collections, services, and programs</b>	2015/16; 8/15; <b>12/15</b>
Implement programs for Older Adults using videoconferencing (3/year with 50+ attendance), bringing in experts, celebrities, authors, programs from libraries in other countries	IS; IT	Held the Author's LIVE Luncheon at Fox Run	2015/16; 10/15
<b>Strategy:</b>			
<b>Increase/implement programming opportunities for each patron group.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>

Host worldwide celebrations, festivals, events, etc.	IS; AD	Hosted International Story time Fair featuring presentations from 6 different countries about their cultures; presenters want to make this a yearly event	Annually; 8/15
Host music/dance and other types of programs by different cultural groups	IS	Hosted Indian cooking program; hosted program on how to make Challah bread by Novi Center for Jewish Life; <b>hosted Celebrate Chanukah program</b>	Annually; 10/15; <b>12/15</b>
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each	IS; IT	Summer Superhero movie (83), story time for 2s and 3s (50/59/54/62), Superhero Gear Making (96/71), Kiddie crafts (53), Tot Time (58/64/53), Exotic Zoo (200), Edible Architecture (65), Creatures of the Night (49), Musical movement (75), Baby time (62), Cupcake Warz (85), Earth Angels music (90), Rainbow Loom (61/67), International Story Time Fair (120), Monday Movie Matinee (62); Two of Us story time (54), Just Like a Pirate (60), Tot Time story time (58), Tot Time story time (62); Listen @ the Library (100), Halloween Tales (250), Pumpkifest MSU Tollgate (2000), Costume Dance Party (127), Plate Days (180), Spaghetti in a Hot Dog Bun Musical (64), Star Wars (64), Michigan Opera Theater (51), On the Road (51); Tot Time (53), Parkview Elementary classroom visit (54), Train Station Preschool visit (60); <b>Light Up the Night (1,580), Minecraft (51), Tot Time (51), Rainbow Magic (56), Clean Out the Cupboards (52), Gingerbread House (57), Get Your Wiggles Out (58), Silver Strings Dulcimer Society (92).</b>	Annually; 7/15; 8/15; 9/15; 10/15; 11/15; <b>12/15</b>
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Opened room for Playgroup sessions over the summer months; held Pokemon programs; hosted programs in multiple rooms including YAR for Star Wars and Halloween Tales; held part of International Games Day in YAR	Annually; 7/15; 8/15; 10/15; 11/15;
Increase teen program attendance by 10% in a 3 year period	IS	Attended Summer Teen Online Conference that discussed ideas for implementing new programs at the library and upcoming teen titles and won a 3-book giveaway of teen books with lesson plans; held 2 teen programs during after school time resulting in increased attendance; updated the Teen Tab on website with new information about Teen Advisory Board; partnered with Library Café to offer free coupons for a small beverage to be used as incentives in Teen Stop; held six tween & teen	Annually; 8/15; 9/15; 11/15

		programs during after-school time (3:00-5:00) and have seen increased attendance	
Improve use of NPL Teen Stop room (new marketing, displays, contests)	IS	Added information kiosk in Teen Stop as a new way to help promote and market teen information, including upcoming teen programs, TAB information, and other fun teen news; researched display units for NEW YA Fiction; shifting YA books for better use of shelving space within the room and making browsing of collections easier; updated information kiosk in Teen Stop room with upcoming teen programs, TAB information, and other fun teen news; investigating ways to market only Teen programs on the screen in Teen Stop; pulled all Printz winners and put in a separate display similar to Newbery in Youth area; hosted a Banned Books display; October Teen Stop feature display was Horror, Mysteries, and Thrillers; Club Z (tutoring company) comes in one hour on a Monday in Teen Stop to offer free homework help; offered a contest during Teen Read Week allowing teens to stop in the Teen Stop and vote for one of 10 YALSA best fiction books; displayed all of the pledges that local teens made to Stomp Out Bullying for National Bullying Prevention month; young adult fiction subject guide binder added for patron convenience; <b>The Teen Stop LCD monitor has been set to market all teen/tween programs; The Teen Stop book display has included Sports (in honor of the Novi High School Volleyball team winning the state championship)</b>	2015/16; 8/15; 9/15; 10/15; 11/15; 12/15
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT		Annually
Implement a Patio program series of five programs, May-October, weather permitting	IS	Earth Angels program scheduled for August 25	Annually; 8/15
Increase reference services by 10% in a 3 year period (marketing what Info Services is, roaming, ref/computer assistance, reader's advisory)	IS	IS staff now offer Computer Tutor One on One programs five days a week; added a display of computer help sheets for several MS Office products; doing another reference survey in November	2015/16; 9/15; 10/15; 11/15
Host events to recognize community members and talents	AD		2015/16
Utilize community business expertise to offer informational and educational programming; increase business relations and usage by 10% each year over 3 years	IS; AD	Partnered with local business owner of the Rainbow Loom products for two programs and use of the 2nd floor display case in August; partnered with Tony	2015/16; 8/15; 9/15; 10/15; 11/15; 12/15

		Sacco's pizza of Novi to provide pizza for Teen Space students one day and for the October display case; partnered with Bright Loritos for a Spanish story time; partnered with Michigan Ear Institute and City of Novi Older Adult Services for program on ear infections; partnered with MSU Tollgate for Pumpkinfest that included educational elements about farming and agriculture; Novi Kroger provided all of the pumpkins for pumpkin decorating contest; partnered with Novi Center for Jewish Life for Challah Bread program; partnered with the Michigan Organ Donor Registry to provide a table with information; partnered with the local chapter of the Daughters of the American Revolution for a table of information on Constitution week; planning Job-Seekers program with Michigan Works for January; holding more story times in different languages hosted by Bright Loritos; <b>partnered with Megafun Fitness in Novi for the Get Your Wiggles Out programs</b>	
<b>Strategy:</b>		<b>Provide up to date technology and resources.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Survey patrons to solicit technology needs for hardware, software, programming and training	IS; IT	Questions are being developed for the 02-2016 patron technology survey. Upgraded phone system	Annually 12/15; 01/16
Expand technology learning initiatives for Older Adults: computer classes, troubleshooting, "geek squad" with teen volunteers	IT; IS	Initiated conversation with potential teen volunteers for "geek squad."	2015/16; 12/15
<b>Strategy:</b>		<b>Partner with the Novi School District.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	In communication with Novi Community School District based on their needs for the initiative.	Annually
Increase activities with Novi and other area school districts	IS; AD	Meeting with school media specialists and principals from Novi Schools and Catholic Central for annual thank you breakfast; provided a tour to two 5 <sup>th</sup> grade classes from Novi Meadows; will be working with teachers from Novi Meadows to create a Tween fiction collection; offered an information program on Asperger's that Novi teachers attended; hosted thank you breakfast for local media specialists and principals, included presentations by local partners MSU Tollgate and Barnes & Noble; working with Novi	Annually; 9/15; 10/15; 11/15; 12/15

		Meadows Media Specialist to choose Battle of the Books titles for upcoming 2016 program; attended Walk to School Day program at Novi Woods Elementary; continuing to host Coffee with the Superintendent program and Parent to Parent book discussions; Novi Middle School Robotics team did their outreach program at our Lego Club inviting young students to view a presentation and their robot and ask questions; presented 2015 Summer Reading statistics and info about upcoming 2016 program; visited two 3rd grade classrooms at Parkview Elementary for stories and information about NPL; met with High School Media Specialist to discuss ways of partnering, summer reading statistics, teen book clubs, and ways of organizing young adult literature; currently involved in Tumblebook School/Library Partnership Pilot Program with Novi Schools, allowing libraries to partner with local schools and grant them unlimited access to their TumbleBook Library collections; <b>attended Leader in Me Celebrations at Novi Woods and Parkview Elementary</b>	
Implement an advisory group for middle school age students to gain program, resource, service ideas; meet with this age group quarterly at Middle School	IS		2015/16
<b>Strategy: Maintain current collections and services.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Started a blog called Baby Time and Tot Time Story Time Fun on the website (under the Youth tab) for parents to continue teaching the skills they learn in Baby Time and Tot Time; bibliography created on youth series books for beginning readers; created a "2015 Best Fiction for Teens" brochure with YALSA recommended titles that is kept in the Teen Stop information kiosk; investigating a way to either start a tween collection or label books as tween; pathfinder for Math resources created and placed in the adult 500s area; YA booklist titles have been created for the following genres: Alex award; Printz award; action, adventure, survival; coming-of-age; fantasy, dystopian; historical; horror, mystery, thriller; LGBTQ;	Annually; 8/15; 9/15; 10/15; 11/15; <b>12/15</b>



		novels in verse; realistic; science fiction; sports; and popular series; pathfinder for science resources created and placed in the adult 500s area; created a bookmark on the top 10 frequently challenged books; made program proposal form available for patrons who are interested in presenting a program at NPL; three new youth DVD bibliographies: concepts, Halloween, and Christmas; creating and processing new collections; 1 <sup>st</sup> – 4 <sup>th</sup> grade reading lists updated, now including Accelerated Reader and Lexile levels for quick reference; Young Adult fiction subject guide binders updated; <b>we now provide Story Time-to-Go picture book bundles related to a particular theme during our story time breaks; continue to update the picture book subject guide- A-D is now complete.</b>	
Implement reference survey	IS	Will be updated and implemented in November; in lobby and online; survey completed, results to be summarized; <b>survey received 627 responses</b>	Annually; 11/15; <b>12/15</b>
<b>Strategy:</b>	<b>Consider adding new collections and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate adding new and more interactive play components for youth	IS	New play components have arrived and will soon be added to puppet bins area in easy reader section; new play components added to the side of the race car being enjoyed by patrons	Annually; 9/15; 11/15
Investigate/implement a homework resource center (collections, resources, tutoring opportunities)	IS	Math homework pathfinder added to Homework Resource Center on website	2015/16; 9/15
Start a cultural book club (different languages or reading about different cultures)	IS		2015/16
Investigate establishment of a local arts council in Novi with various partners from the community	IS; AD		2015/16

<b>Goal #5:</b>	
Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.	
<b>Strategy:</b>	<b>Increase awareness of services, collections, programs and technology.</b>

Tactic	Owner	Status	Due Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: Facebook, Twitter, videos, podcasts	IS; AD; IT	Updated Teen Stop Facebook page with current info, new posts, pictures, info about upcoming programs; looking into giveaways and contests to do through the Facebook page during the school year to attract a larger audience to NPL's pages; adding a Goodreads account for patrons to follow what we are reading in our various book discussions and to promote our book discussions	Annually; 9/15; 10/15
Create one video/podcast per year for website about Library services	AD; IS		Annually
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Evening open office hours added; document donation day held in October; transferring old oral histories produced by SWOCC from VHS to DVD to be made available on our website; organizing, scanning, and uploading historical photos to the Local History Room computer	Annually; 9/15; 10/15
Increase publicity of meeting rooms and patio	AD	Meeting room rentals have been overwhelmingly successful so no additional publicity needed	Annually
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library, providing free room rental if they allow a 10-15 minute Library presentation	AD	Homeowner's presentation to Churchill Crossing	Annually
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD		Annually
Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS		Annually
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD	Costs have kept this goal from being achieved.	Annually
Provide regular (weekly/monthly) columns in Novi News and Patch.com	AD		Annually
Host business related clubs (Chamber, Rotary, BRC) to improve visibility in the community	AD; IS	Hosted ABWA (American Business Women's Assoc.) for a new book collection launch	1/16
Increase publicity for services related to: Skype, videoconferencing by 10% over 3 years	IS; IT		2015/16
Increase amount of remote programming by 10% over 3 years, offering at least 3 remote programs annually	IS	Authors LIVE Luncheon at Fox Run planned for October 7; hosted Summer Reading Finale parties at Paradise Park; provided story time and craft at Paradise Park 10-year anniversary party; partnered with MSU Tollgate for Pumpkinfest	2015/16; 8/15; 10/15

Develop a community resource page on website	IS; AD		2015/16
Consider a book club page on website: where community clubs are, book/movie reviews by community members, great reads	IS; AD		2015/16

<b>Goal #6</b>			
Utilize efficient and increased fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.			
<b>Strategy:</b>		<b>Review past fundraising and plan future fundraising.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Continue "On the Road" series	AD; IS	Next trip scheduled for October 9 to visit Toledo; 48 attended, raised \$1,774.84	10/15
Scrapbook for a Cause	AD	Scheduled for November 7; 29 participants, raising \$870; next event scheduled for February 13	11/15

<b>Goal #7:</b>			
Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
<b>Strategy:</b>		<b>Maintain best practices and policies.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate Library employment opportunities for ages 14 and up (summer/seasonal/weekends/subs)	AD	2 paid Teen interns for summer reading – sponsored by Friends of Novi Library	2015/16
Review Library policies regularly, updating and adding as needed	AD; Board	Policies currently under review by staff committee to make recommendations to Board; <b>HR Committee is reviewing Employee Policies</b>	Ongoing; 8/15; 9/15 – 1/16
Strategic Planning process	AD	Public invited to Strategic Planning Update sessions in August & September; about 25 people attended on 8/26 for updates and providing feedback; about 30 attended session on 9/23	8/15; 10/15
Review QSAC measures for certification	AD	In process; all certification levels have been reviewed and updated, with areas for further attention noted	12/15
State Aid process	AD		1/16
<b>Strategy:</b>		<b>Provide convenient access to collections, programs and services.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Improve Library entrance/exit at Ten Mile	AD; Board	Working with City on project to widen NPL driveway to include right and left turn lanes; continuing to look	6/16; 10/15

		at other options before proceeding; 2 <sup>nd</sup> traffic study scheduled for 1/14/16	
<b>Strategy:</b>	<b>Maintain communication with Read a Latte Café.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate with owner to offer lower prices and different cultural food options	AD		Annually
Meet with owner as needed regarding patron comments, suggestions, etc.	AD		Ongoing
<b>Strategy:</b>	<b>Consider premium services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate offering a fee-based premium library card with added services, such as notification of new releases, extended renewals, limited amnesty on fines, discounts at Café and Book Nook	SS; AD		2015/16

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Revenues</b>						
Account	Description					
403.000	Property Tax Revenue	2,309,000.00	2,368,947.00	2,449,491.00	2,532,774.00	2,618,888.00
403.001	Tax Revenue - Current Levy			-25,000.00	-25,000.00	-30,000.00
403.002	Tax Revenue - County Charter			-10,000.00	-10,000.00	-10,000.00
403.003	Tax Revenue - Tx Tribunal			-210.00	-217.00	-226.00
420.000	Tax Reveune - Brownfield			-6,000.00	-6,100.00	-6,200.00
567.000	State Aid	20,000.00	24,000.00	27,000.00	27,000.00	27,000.00
657.000	Library book fines	74,000.00	65,000.00	70,000.00	70,000.00	70,000.00
658.000	State penal fines	73,000.00	83,205.00	77,000.00	77,000.00	77,000.00
664.000	Interest on Investments	25,700.00	24,000.00	24,000.00	24,000.00	24,000.00
664.500	Unrealized gain(loss) invest	0.00	4,090.00	0.00	0.00	0.00
665.000	Miscellaneous income	17,000.00	16,400.00	16,500.00	16,500.00	16,500.00
665.100	Copier	2,500.00	2,200.00	2,200.00	2,200.00	2,200.00
665.200	Electronic media	300.00	200.00	200.00	200.00	200.00
665.266	SRP - T-shirt sales	2,800.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	0.00	6,981.72	0.00	0.00	0.00
665.290	Library Fundraising	3,000.00	0.00	3,000.00	3,000.00	3,000.00
665.300	Meeting Room	23,000.00	26,000.00	28,000.00	30,000.00	30,000.00
665.400	Gifts and donations	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00
665.404	Novi Township Assessment	5,900.00	5,933.00	6,000.00	6,000.00	6,000.00
665.650	Library Café	5,000.00	4,500.00	5,000.00	5,000.00	5,000.00
<b>Total Revenues</b>		<b>2,566,200.00</b>	<b>2,637,456.72</b>	<b>2,673,181.00</b>	<b>2,758,357.00</b>	<b>2,839,362.00</b>
<b>2015-2016 Budget 3/25/2015 Approved</b>		<b>2014-2015 Approved</b>	<b>2014-2015 Est Yr. End</b>	<b>2015-2016 Approved</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Projected</b>
<b>Expenditures</b>						
<b>Personnel Svcs.</b>						
Account	Description					
704.000	Permanent Salaries	952,200.00	914,000.00	914,000.00	914,000.00	914,000.00
704.200	Wages (non-pensionable)	47,700.00	25,000.00	25,000.00	25,000.00	25,000.00
705.000	Temporary Salaries	636,800.00	617,000.00	609,000.00	609,000.00	609,000.00
715.000	Social Security	122,000.00	122,300.00	122,300.00	122,300.00	122,300.00
716.000	Insurance	173,000.00	205,000.00	235,147.00	249,256.00	264,211.00
716.200	HSA - Health Savings Acct.	4,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement		-33,000.00	-43,202.00	-45,794.00	-48,542.00
718.000	Pension DB	0.00	0.00	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	27,700.00	26,500.00	26,400.00	26,400.00	26,400.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,500.00	2,700.00	4,300.00	4,300.00	4,300.00

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Total Personnel Services</b>		<b>1,965,900.00</b>	<b>1,882,500.00</b>	<b>1,895,945.00</b>	<b>1,907,462.00</b>	<b>1,919,669.00</b>
<b>Supplies</b>						
<b>Account</b>	<b>Description</b>					
727.000	Office supplies	15,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	96,900.00	96,900.00	86,400.00	80,000.00	80,000.00
734.500	Computer supplies equip	21,000.00	22,400.00	28,000.00	28,000.00	28,000.00
740.000	Operating supplies	32,800.00	28,000.00	30,000.00	30,000.00	30,000.00
740.200	Desk, chairs, cabinets, etc.	0.00	0.00	800.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00	300.00
<b>Materials</b>						
742.000	Books	210,000.00	200,000.00	195,000.00	195,000.00	195,000.00
742.100	Book Fines	1,500.00	700.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	21,200.00	21,200.00	23,800.00	23,800.00	23,800.00
744.000	Audio visual materials	67,700.00	67,700.00	71,000.00	71,000.00	71,000.00
745.200	Electronic media	58,500.00	58,500.00	51,000.00	51,000.00	51,000.00
745.300	Online (Electronic) Resources	60,000.00	57,200.00	55,000.00	55,000.00	55,000.00
<b>Total Supplies &amp; Materials</b>		<b>585,600.00</b>	<b>576,600.00</b>	<b>566,000.00</b>	<b>558,800.00</b>	<b>558,800.00</b>
2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Expenditures</b>						
<b>Services &amp; Charges</b>						
<b>Account</b>	<b>Description</b>					
801.925	Public Information (cable)	1,000.00	1,100.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,500.00	1,500.00	2,000.00	2,000.00	2,000.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	1,000.00	300.00	300.00	300.00	300.00
806.000	Legal Fees	1,000.00	200.00	1,000.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
816.000	Professional services	3,000.00	1,500.00	4,000.00	4,000.00	4,000.00
817.000	Custodial Services	37,800.00	46,800.00	48,800.00	48,800.00	48,800.00
818.000	TLN Central Services	4,750.00	4,495.00	4,500.00	4,500.00	4,500.00
851.000	Telephone	16,500.00	11,500.00	11,500.00	11,800.00	12,000.00
855.000	TLN Automation Services	66,500.00	56,000.00	56,000.00	57,600.00	57,600.00
861.000	Gasoline and oil	0.00	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	1,250.00	500.00	300.00	300.00	300.00
880.000	Community Promotion	5,000.00	2,500.00	11,800.00	11,800.00	11,800.00
880.267	Library Programming - Book It	1,000.00	0.00	0.00	0.00	0.00
880.268	Library Programming	20,000.00	20,000.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	0.00	4,258.42	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	28,800.00	28,800.00	29,500.00	29,500.00	29,500.00

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
910.000	Property & Liability Insurance	13,000.00	13,000.00	14,300.00	15,300.00	16,400.00
910.001	Insurance deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00
921.000	Heat	17,500.00	9,000.00	11,000.00	11,500.00	12,000.00
922.000	Electricity	93,200.00	103,000.00	103,000.00	106,000.00	109,000.00
923.000	Water and Sewer	6,500.00	5,200.00	5,500.00	5,500.00	6,000.00
934.000	Building Maintainence	73,900.00	92,000.00	90,000.00	90,000.00	90,000.00
935.000	Vehicle Maintenance	1,500.00	2,000.00	1,500.00	0.00	0.00
941.000	Grounds Maint.	26,000.00	30,200.00	28,600.00	28,600.00	28,600.00
942.000	Office Equipment Lease	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
942.100	Records storage	250.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	11,000.00	9,000.00	14,500.00	13,500.00	14,500.00
<b>Total Services &amp; Charges</b>		<b>451,150.00</b>	<b>460,853.42</b>	<b>479,600.00</b>	<b>484,500.00</b>	<b>490,800.00</b>
2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est. Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Capital Outlay</b>						
Account	Description					
962.000	Building Maint. - Plumbing/Main Ent	24,550.00	7,600.00			
934.000	Building Improvements	0.00	0.00			
941.000	Grounds Maint.			71,400.00	53,400.00	
976.000	Data Processing - Computers/Equip	14,000.00	14,000.00	64,800.00	56,000.00	26,000.00
986.000	Data Processing - Phone Upgrade	15,000.00	9,000.00			
990.000	Furniture	0.00	0.00	10,000.00		
<b>Total Capital Outlay</b>		<b>53,550.00</b>	<b>30,600.00</b>	<b>146,200.00</b>	<b>109,400.00</b>	<b>26,000.00</b>
965.269	Walker Transfer					
<b>Total Expenditures</b>		<b>3,056,200.00</b>	<b>2,950,553.42</b>	<b>3,087,745.00</b>	<b>3,060,162.00</b>	<b>2,995,269.00</b>
<b>680.000</b>	<b>Fund Balance</b>					
<b>TOTAL Fundbalance</b>		<b>490,000.00</b>	<b>313,096.70</b>	<b>414,564.00</b>	<b>301,805.00</b>	<b>155,907.00</b>

01/09/2016		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI							
		PERIOD ENDING 12/31/2015							
		% Fiscal Year Completed: 50.27							
		*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.							
		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	OCTOBER 2015	NOVEMBER 2015	DECEMBER 2015	12/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268									
Dept 000.00-treasury									
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,367,212.28	2,449,491.00	0.00	0.00	0.00	2,469,427.87	(19,936.87)	100.81
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(4,521.44)	(25,000.00)	68.81	(977.62)	0.00	(1,666.64)	(23,333.36)	6.67
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	13,862.00	(10,000.00)	0.00	0.00	0.00	0.00	(10,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(199.00)	(210.00)	0.00	0.00	0.00	(214.67)	4.67	102.22
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(3,424.77)	(6,000.00)	0.00	0.00	0.00	0.00	(6,000.00)	0.00
Property tax revenue		2,372,929.07	2,408,281.00	68.81	(977.62)	0.00	2,467,546.56	(59,265.56)	102.46
State sources									
268-000.00-567.000	State aid	32,841.43	27,000.00	0.00	0.00	0.00	16,510.50	10,489.50	61.15
State sources		32,841.43	27,000.00	0.00	0.00	0.00	16,510.50	10,489.50	61.15
Other revenue									
268-000.00-633.100	Insurance Reimbursement	913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	15,417.29	16,500.00	1,475.58	1,160.28	994.08	7,278.78	9,221.22	44.11
268-000.00-665.100	Copier	2,492.39	2,200.00	270.10	217.72	158.00	1,230.17	969.83	55.92
268-000.00-665.200	Electronic media (previously VHS)	238.00	200.00	9.00	9.00	21.00	130.00	70.00	65.00
268-000.00-665.266	Summer reading t-shirt sales	138.73	0.00	0.00	0.00	16.60	131.17	(131.17)	100.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	27,728.02	28,000.00	2,299.22	2,564.37	1,457.12	16,832.98	11,167.02	60.12
268-000.00-665.404	Novi Township assessment	5,933.00	6,000.00	0.00	0.00	0.00	6,154.00	(154.00)	102.57
268-000.00-665.650	Library Cafe	4,688.25	5,000.00	554.25	420.39	538.63	2,755.69	2,244.31	55.11
Other revenue		57,548.68	60,900.00	4,608.15	4,371.76	3,185.43	34,512.79	26,387.21	56.67
Fines and forfeitures									
268-000.00-657.000	Library book fines	65,010.47	70,000.00	6,491.07	4,703.85	4,687.72	34,147.64	35,852.36	48.78
268-000.00-658.000	State penal fines	83,205.14	77,000.00	0.00	0.00	0.00	111,926.44	(34,926.44)	145.36
Fines and forfeitures		148,215.61	147,000.00	6,491.07	4,703.85	4,687.72	146,074.08	925.92	99.37
Interest income									
268-000.00-664.000	Interest on investments	28,693.56	24,000.00	4,215.30	3,305.30	0.00	15,435.39	8,564.61	64.31
268-000.00-664.500	Unrealized gain (loss) on investments	7,871.32	0.00	(4,935.55)	(4,601.34)	0.00	2,064.64	(2,064.64)	100.00
Interest income		36,564.88	24,000.00	(720.25)	(1,296.04)	0.00	17,500.03	6,499.97	72.92
Donations									
268-000.00-665.289	Adult programs	6,981.72	0.00	176.81	28.64	0.00	4,267.33	(4,267.33)	100.00
268-000.00-665.400	Gifts and donations	15,070.42	6,000.00	176.00	0.00	440.40	2,028.57	3,971.43	33.81
Donations		22,052.14	6,000.00	352.81	28.64	440.40	6,295.90	(295.90)	104.93



		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	OCTOBER 2015	NOVEMBER 2015	DECEMBER 2015	12/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services									
268-000.00-704.000	Permanent salaries	902,359.69	914,000.00	104,728.35	69,818.90	69,818.93	424,717.39	489,282.61	46.47
268-000.00-704.200	Wages - Stipend	24,743.89	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
268-000.00-704.250	Final Payout	11,294.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	596,921.16	609,000.00	64,148.20	44,396.10	40,753.68	260,847.50	348,152.50	42.83
268-000.00-715.000	Social security	119,251.99	122,300.00	12,692.64	8,518.95	8,240.38	51,247.82	71,052.18	41.90
268-000.00-716.000	Insurance	202,537.39	235,147.00	21,827.48	19,742.75	19,093.90	109,574.14	125,572.86	46.60
268-000.00-716.200	HSA - employer contribution	1,248.71	3,000.00	81.25	81.25	81.25	429.46	2,570.54	14.32
268-000.00-716.999	Insurance - Employee Reimbursement	(36,900.20)	(43,202.00)	(3,467.10)	(3,467.10)	(3,467.10)	(18,964.61)	(24,237.39)	43.90
268-000.00-718.000	Pension - DB Normal Cost	14,964.00	0.00	1,176.00	1,176.00	1,176.00	7,056.00	(7,056.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(18,120.00)	0.00	(1,424.81)	(1,424.81)	(1,424.81)	(8,548.86)	8,548.86	100.00
268-000.00-718.200	Pension - defined contribution	18,516.01	26,400.00	3,350.10	2,233.40	2,233.40	11,994.87	14,405.13	45.44
268-000.00-719.000	Unemployment insurance	933.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	2,080.00	4,300.00	357.27	252.89	243.17	497.14	3,802.86	11.56
Personnel services		1,839,830.03	1,895,945.00	203,469.38	141,328.33	136,748.80	838,850.85	1,057,094.15	44.24
Supplies									
268-000.00-727.000	Office supplies	18,881.44	23,000.00	1,924.44	1,308.79	0.00	10,313.33	12,686.67	44.84
268-000.00-728.000	Supplies - Postage	682.39	700.00	39.99	114.12	0.00	586.86	113.14	83.84
268-000.00-734.000	Computer supplies, software & licensing	86,900.09	86,400.00	579.41	444.85	633.32	19,580.67	66,819.33	22.66
268-000.00-734.500	Computer supplies/equipment	20,725.29	28,000.00	582.50	0.00	0.00	20,284.90	7,715.10	72.45
268-000.00-740.000	Operating supplies	26,411.22	30,000.00	2,054.29	1,793.23	914.63	10,515.60	19,484.40	35.05
268-000.00-740.010	Gift and donations expense	8,533.33	0.00	425.70	0.00	140.00	565.70	(565.70)	100.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
268-000.00-741.000	Supplies - Uniforms	227.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	173,792.87	195,000.00	16,583.19	11,796.37	3,212.26	85,955.79	109,044.21	44.08
268-000.00-742.100	Library Book - Fines	565.88	1,000.00	80.92	0.00	75.92	340.69	659.31	34.07
268-000.00-743.000	Library periodicals	19,386.58	23,800.00	6.60	182.00	0.00	13,655.86	10,144.14	57.38
268-000.00-744.000	Audio visual materials	60,108.91	71,000.00	4,581.51	2,506.72	0.00	35,091.02	35,908.98	49.42
268-000.00-745.200	Electronic media	44,788.70	51,000.00	3,222.44	2,067.62	0.00	16,870.69	34,129.31	33.08
268-000.00-745.300	Electronic resources (CD rom materials)	55,399.44	55,000.00	1,635.00	3,027.15	5,004.00	42,914.65	12,085.35	78.03
Supplies		516,403.14	566,000.00	31,715.99	23,240.85	9,980.13	256,675.76	309,324.24	45.35

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	OCTOBER 2015	NOVEMBER 2015	DECEMBER 2015	12/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges									
268-000.00-801.925	Public information (cable, etc)	833.41	1,000.00	29.85	29.85	0.00	149.25	850.75	14.93
268-000.00-802.100	Bank Service Charges	2,476.65	2,000.00	680.80	285.48	189.62	1,843.68	156.32	92.18
268-000.00-803.000	Independent audit	700.00	700.00	700.00	0.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	659.80	300.00	138.00	0.00	0.00	276.00	24.00	92.00
268-000.00-806.000	Legal fees	342.00	1,000.00	0.00	175.50	0.00	175.50	824.50	17.55
268-000.00-809.000	Memberships and dues	4,266.00	4,500.00	504.00	5.00	50.00	3,999.00	501.00	88.87
268-000.00-816.000	Professional services	1,355.00	4,000.00	225.00	0.00	0.00	225.00	3,775.00	5.63
268-000.00-817.000	Custodial services	46,145.00	48,800.00	3,900.00	3,900.00	0.00	19,500.00	29,300.00	39.96
268-000.00-818.000	TLN Central Services	4,495.00	4,500.00	3,995.00	0.00	0.00	3,995.00	505.00	88.78
268-000.00-851.000	Telephone	12,082.53	11,500.00	1,112.89	546.81	444.06	5,609.25	5,890.75	48.78
268-000.00-855.000	TLN Automation Services	57,006.34	56,000.00	11,892.25	0.00	0.00	26,497.60	29,502.40	47.32
268-000.00-861.000	Gasoline and oil	363.61	500.00	16.52	0.00	10.88	87.06	412.94	17.41
268-000.00-862.000	Mileage	436.43	300.00	8.29	0.00	0.00	8.29	291.71	2.76
268-000.00-880.000	Community promotion	3,961.68	11,800.00	1,229.85	746.90	366.25	1,325.75	10,474.25	11.24
268-000.00-880.268	Library programming	11,717.97	22,500.00	1,979.24	873.87	355.73	7,137.69	15,362.31	31.72
268-000.00-880.271	Adult programs	4,563.52	0.00	142.17	125.02	0.00	2,640.19	(2,640.19)	100.00
268-000.00-900.000	Printing, graphic design and publishing	29,634.55	29,500.00	697.07	137.41	(72.96)	9,506.23	19,993.77	32.22
268-000.00-910.000	Property & liability insurance	13,000.00	14,300.00	0.00	0.00	0.00	13,464.00	836.00	94.15
268-000.00-921.000	Heat	11,257.52	11,000.00	204.09	647.40	801.26	1,995.83	9,004.17	18.14
268-000.00-922.000	Electricity	101,729.02	103,000.00	7,966.40	7,650.34	0.00	40,732.89	62,267.11	39.55
268-000.00-923.000	Water and sewer	5,393.13	5,500.00	0.00	0.00	0.00	2,707.95	2,792.05	49.24
268-000.00-934.000	Building maintenance	65,253.18	90,000.00	7,971.99	2,437.98	1,576.40	27,534.22	62,465.78	30.59
268-000.00-935.000	Vehicle maintenance	1,717.20	1,500.00	146.80	0.00	(2,145.00)	170.80	1,329.20	11.39
268-000.00-941.000	Grounds maintenance	32,735.91	28,600.00	17,610.88	2,558.77	0.00	33,093.41	(4,493.41)	115.71
268-000.00-942.000	Office equipment lease	12,596.78	12,000.00	1,998.00	999.00	0.00	7,631.11	4,368.89	63.59
268-000.00-942.100	Records storage	264.34	300.00	20.02	20.02	20.02	120.12	179.88	40.04
268-000.00-956.000	Conferences and workshops	8,464.64	14,500.00	2,469.65	277.84	319.59	6,635.73	7,864.27	45.76
Other services and charges		433,451.21	479,600.00	65,638.76	21,417.19	1,915.85	217,761.55	261,838.45	45.40
Capital outlay									
268-000.00-976.000	Building improvements	0.00	136,200.00	0.00	0.00	0.00	4,784.96	131,415.04	3.51
268-000.00-986.000	Internal Technology - Capital Outlay	7,020.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-990.000	Furniture	0.00	10,000.00	9,475.50	0.00	0.00	9,475.50	524.50	94.76
Capital outlay		7,020.40	146,200.00	9,475.50	0.00	0.00	14,260.46	131,939.54	9.75
Net - Dept 000.00-treasury		(126,552.97)	(414,564.00)	(299,499.04)	(179,155.78)	(140,331.23)	1,360,891.24	(1,775,455.24)	
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES		2,670,151.81	2,673,181.00	10,800.59	6,830.59	8,313.55	2,688,439.86	(15,258.86)	(328.27)
TOTAL EXPENDITURES		2,796,704.78	3,087,745.00	310,299.63	185,986.37	148,644.78	1,327,548.62	1,760,196.38	(328.27)
NET OF REVENUES & EXPENDITURES		(126,552.97)	(414,564.00)	(299,499.04)	(179,155.78)	(140,331.23)	1,360,891.24	(1,775,455.24)	(328.27)

269 - Library Contributed Funds - Revenues & Expenditures					
2015-2016 Approved Budget (7/15/15)					
			2014-2015	As of 6/12/15	2015-2016
Collections/Materials	665.230	Revenues	Budget		Approved
		Beginning Balance 6/30/2014	33,603.99	33,603.99	
		Tu Family*		723.00	
		Berman Family (Parenting)		50.00	
		ABWA - Women's History*		310.00	
		Unsolicited donations	2,000.00	625.00	2,500.00
<b>TOTAL</b>			<b>\$35,603.99</b>	<b>\$35,311.99</b>	<b>\$2,500.00</b>
Collections/Materials	742.230	Expenditures			
		Large print collection	(1,005.00)	0.00	
		Youth Collections	(1,000.00)	(853.56)	
		Druschel Library Collection	(400.00)	0.00	(400.00)
		Parenting Library Collection	(1,300.00)	0.00	(1,000.00)
		Tu, ABWA			(500.00)
<b>TOTAL</b>			<b>(\$3,705.00)</b>	<b>(\$853.56)</b>	<b>(\$1,900.00)</b>
<b>TOTAL</b>			<b>\$31,898.99</b>	<b>\$34,458.43</b>	
Bldgs/Ground/Furniture	665.231	Revenues			
		Beginning Balance 6/30/2014	54,244.67	54,244.67	
		Unsolicited donations	2,000.00	989.10	2,000.00
		Read Box - Novi Rotary*		707.92	
		Crawford - Patriotic Statue	12,000.00	12,000.00	2,000.00
		Lending Library - Fundraiser			20,000.00
<b>TOTAL</b>			<b>68,244.67</b>	<b>67,941.69</b>	<b>\$24,000.00</b>
Bldgs/Ground/Furniture	742.231	Expenditures			
		Reallocate to Undesignated	(46,051.84)	(46,051.84)	
		Read Box		(29.65)	(500.00)
		Crawford - Patriotic statue*	(12,000.00)	(11,072.20)	(500.00)
		Brick pavers*	(1,400.00)	(287.83)	
		Teen Stop frames for artwork (Friends)	(1,000.00)	(520.92)	
		HD Camcorder (Friends)	(300.00)	(228.63)	
		4 Educational learning stations (Friends)*	(4,000.00)	(2,360.75)	
		Upholstery (6 benches/4 teen chairs)			(5,000.00)
		Prost			(2,500.00)
		Lending Library			(20,000.00)
<b>TOTAL</b>			<b>(\$64,751.84)</b>	<b>(\$60,551.82)</b>	<b>(\$28,500.00)</b>
<b>TOTAL</b>			<b>\$3,492.83</b>	<b>7,389.87</b>	
Programming	665.232	Revenues			
		Beginning Balance 6/30/2014	10,572.94	10,572.94	
		Unsolicited donations	2,000.00	909.64	2,000.00
		Berenguer - Light up the Night		200.00	
		Tu Family*		300.00	
		Students for Success (Friends)*		4,000.00	3,000.00
		Joy Inc.		1,885.67	
		Teen Space*		325.00	200.00
		Listen @ the Library (Friends)*		400.00	
		Sponsorship		500.00	1,000.00
Friends Donation		Community Read	2,000.00	750.00	2,000.00
NLA Funds		Community Read	650.00	650.00	3,000.00
<b>TOTAL</b>			<b>\$15,222.94</b>	<b>\$20,493.25</b>	<b>\$11,200.00</b>

<b>Programming</b>	<b>742.232</b>	<b>Expenditures</b>			
		Berenguer - Light up the Night	(265.05)	(200.00)	
		Students for Success*		(832.80)	(3,000.00)
		Joy Inc.		(1,448.40)	
		Sponsorship		(158.26)	
		Community Read - Staff Appreciation		(186.96)	(500.00)
Friends Donation		Community Read/Fox Run	(2,000.00)	(2,943.70)	(2,000.00)
		Teen Space*			(200.00)
<b>TOTAL</b>			<b>(2,265.05)</b>	<b>(\$5,770.12)</b>	<b>(\$5,700.00)</b>
<b>TOTAL</b>			<b>\$12,957.89</b>	<b>\$14,723.13</b>	
<b>Technology</b>	<b>665.233</b>	<b>Revenues</b>			
		Beginning Balance 6/30/2014	6,100.00	6,100.00	
		Unsolicited donations	2,000.00	810.00	2,000.00
<b>TOTAL</b>			<b>\$8,100.00</b>	<b>\$6,910.00</b>	<b>\$2,000.00</b>
<b>Technology</b>	<b>742.233</b>	<b>Expenditures</b>			
		Book-It Technology	(3,600.00)	0.00	
		3-D Printer (Friends)			(3,000.00)
<b>TOTAL</b>			<b>(\$3,600.00)</b>	<b>\$0.00</b>	<b>(\$3,000.00)</b>
<b>TOTAL</b>			<b>\$4,500.00</b>	<b>\$6,910.00</b>	
<b>Undesignated (Misc.)</b>	<b>665.234</b>	<b>Revenues</b>			
269-000.00-390.000		Fund balance 6/30/2014	1,487,507.00	1,487,506.93	
		Unsolicited donations	2,000.00	1,000.00	2,000.00
		Listen @ the Library (Friends)		1,500.00	
269-000.00-664.000		Interest on investments	31,582.59	13,096.02	
269-000.00-664.500		Unrealized gain (loss) on investments	0.00	18,078.44	
Berman Donation/Naming		Reallocated from Bldgs/Ground/Furniture	46,051.84	46,051.84	
<b>TOTAL</b>			<b>\$1,567,141.43</b>	<b>\$1,567,233.23</b>	<b>\$2,000.00</b>
<b>Undesignated (Misc.)</b>	<b>742.234</b>	<b>Expenditures</b>			
		Misc expenses (staff appreciation)	(2,000.00)	(438.11)	(500.00)
		Listen @ the Library (Friends)		(1,500.00)	
<b>TOTAL</b>			<b>(2,000.00)</b>	<b>(1,938.11)</b>	<b>(\$500.00)</b>
<b>TOTAL</b>			<b>\$1,565,141.43</b>	<b>\$1,565,295.12</b>	
<b>TOTAL</b>			<b>\$1,617,991.14</b>	<b>\$1,628,776.55</b>	
*Accounts still active beyond fiscal year					
		Beginning Fund Balances Forward*	1,592,028.60	1,590,760.53	1,638,430.62
		Revenues	56,232.59	59,809.79	41,700.00
		Expenditures	(30,270.05)	(23,061.77)	(39,600.00)
		NET Revenues vs. Expenditures	25,962.54	36,748.02	2,100.00
<b>Approved 7/15/2015</b>		Ending Fund Balance Expected	<b>\$1,617,991.14</b>	<b>\$1,627,508.55</b>	<b>\$1,640,530.62</b>

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	OCTOBER 2015	NOVEMBER 2015	DECEMBER 2015	12/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTED 269									
Dept 000.00-treasury									
Interest income									
269-000.00-664.000	Interest on investments	24,270.10	15,000.00	1,941.86	1,591.84	0.00	9,476.37	(9,476.37)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	7,426.03	5,000.00	(2,276.91)	(2,208.01)	0.00	4,048.60	(4,048.60)	100.00
Interest income		31,696.13	20,000.00	(335.05)	(616.17)	0.00	13,524.97	(13,524.97)	100.00
Donations									
269-000.00-665.230	Collections/Materials Revenue	1,733.00	0.00	100.00	96.35	0.00	411.35	2,088.65	16.45
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	15,867.02	0.00	0.00	0.00	2,255.00	5,150.71	18,849.29	21.46
269-000.00-665.232	Programming Revenue	10,421.14	0.00	2,297.62	333.10	206.55	11,368.49	(168.49)	101.50
269-000.00-665.233	Technology Library Revenue	810.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,500.00	12,000.00	3,000.00	0.00	212.09	3,212.09	(1,212.09)	160.60
Donations		32,331.16	12,000.00	5,397.62	429.45	2,673.64	20,142.64	21,557.36	48.30
Supplies									
269-000.00-742.230	Collections/Materials Expense	1,222.98	5,000.00	0.00	0.00	0.00	187.13	1,712.87	9.85
269-000.00-742.231	Buildings/Ground/ Furniture Expense	15,188.00	18,000.00	4,219.46	0.00	0.00	4,513.11	23,986.89	15.84
269-000.00-742.232	Programming Expense	6,693.56	3,000.00	5,738.31	1,248.25	0.00	12,439.69	(6,739.69)	218.24
269-000.00-742.233	Technology Library Expense	104.95	4,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
269-000.00-742.234	Undesignated Misc	1,880.58	2,000.00	0.00	544.95	373.12	2,259.57	(1,759.57)	451.91
Supplies		25,090.07	32,000.00	9,957.77	1,793.20	373.12	19,399.50	20,200.50	48.99
Other services and charges									
269-000.00-802.100	Bank Service Charges	92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other services and charges		92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000.00-treasury		38,844.73	0.00	(4,895.20)	(1,979.92)	2,300.52	14,268.11	(12,168.11)	
Fund 269 - LIBRARY CONTRIBUTED 269:									
TOTAL REVENUES		64,027.29	32,000.00	5,062.57	(186.72)	2,673.64	33,667.61	8,032.39	679.43
TOTAL EXPENDITURES		25,182.56	32,000.00	9,957.77	1,793.20	373.12	19,399.50	20,200.50	679.43
NET OF REVENUES & EXPENDITURES		38,844.73	0.00	(4,895.20)	(1,979.92)	2,300.52	14,268.11	(12,168.11)	679.43
TOTAL REVENUES - ALL FUNDS									
TOTAL REVENUES - ALL FUNDS		2,734,179.10	2,705,181.00	15,863.16	6,643.87	10,987.19	2,722,107.47	(7,226.47)	
TOTAL EXPENDITURES - ALL FUNDS		2,821,887.34	3,119,745.00	320,257.40	187,779.57	149,017.90	1,346,948.12	1,780,396.88	
NET OF REVENUES & EXPENDITURES		(87,708.24)	(414,564.00)	(304,394.24)	(181,135.70)	(138,030.71)	1,375,159.35	(1,787,623.35)	

01/09/2016	BALANCE SHEET FOR CITY OF NOVI		
	As of 12/31/2015		
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		29,053.97
268-000.00-017.000	Investments - Pooled		3,051,039.69
268-000.00-018.000	Cash on hand		500.00
268-000.00-020.000	Current taxes receivable		46,578.56
	Total Assets		3,127,172.22
*** Liabilities ***			
268-000.00-202.000	Accounts payable		20,796.66
268-000.00-215.200	Unemployment insurance liability		(3,996.70)
268-000.00-259.702	Accrued liabilities-tax		29,558.00
268-000.00-276.400	Deposit for Cafe		500.00
	Total Liabilities		46,857.96
*** Fund Balance ***			
268-000.00-390.000	Fund balance		1,719,423.02
	Total Fund Balance		1,719,423.02
	Beginning Fund Balance		1,719,423.02
	Net of Revenues VS Expenditures		1,360,891.24
	Ending Fund Balance		3,080,314.26
	Total Liabilities And Fund Balance		3,127,172.22

Fund 269 - LIBRARY CONTRIBUTED 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	4,896.81	
269-000.00-017.000	Investments - Pooled	1,639,349.68	
	Total Assets	1,644,246.49	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	373.12	
	Total Liabilities	373.12	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,520,729.99	
269-000.00-390.230	Fund Balance Collections/Materials	34,194.01	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	53,575.69	
269-000.00-390.232	Fund Balance Programming	14,300.52	
269-000.00-390.233	Fund Balance Technology Library	6,805.05	
	Total Fund Balance	1,629,605.26	
	Beginning Fund Balance	1,629,605.26	
	Net of Revenues VS Expenditures	14,268.11	
	Ending Fund Balance	1,643,873.37	
	Total Liabilities And Fund Balance	1,644,246.49	

## **Director's Report by Julie Farkas**

### **One on Ones with Library Staff**

Every December/January I offer the staff the opportunity to have a 15 minute one on one with me to talk about their positions in the library, share their insight about NPL and catch up with each other. I appreciate these meetings as a way to get to know staff members better, especially if I don't cross paths with them on a daily basis. I also appreciate any feedback that is shared for improving NPL.

### **Out and About in the Community/Library Profession**

12/21: City Council presentation with President Sturing and Trustee Verma re: Annual Report

12/22: Eagle Scout mtg.

12/22, 1/5, 1/12: City Leadership mtgs.

1/5: Youth Assistance Board mtg.

1/7, 1/14: Novi Rotary

1/8: Neighborhood Library Association lunch

1/8: Library Board Member Orientation with Doreen Poupard

1/9: City of Novi Early Budget Planning mtg. w/President Sturing

1/11: Ascension Brewery mtg. with owner regarding summer programming

1/12: Providence Park mtg. regarding summer programming

1/13: Annual Report webinar with Christina Salvatore

### **Outreach Services – Services suspended for the month of February 2016**

The Novi Public Library's Outreach Team provides a high quality service to our patrons throughout the community, serving the needs of senior citizens living in over five different assisted living facilities in and around the Novi area. When fully staffed, our Outreach Team consists of six Support Service Department staff members who handle the preparation and delivery for our facilities, homebound, and book discussion patrons, as well as stocking our popular Read Boxes, which are located in three different area parks, during the summer. These tasks are in addition to their regularly assigned circulation duties within the library. Throughout the 2015-2016 fiscal year, the Outreach Team has performed its duties while being short-staffed for the majority of the months because of department turnover. Despite this, the team has still provided exceptional service, logging over 115 hours devoted solely to Outreach duties, and serving over 731 patrons and distributing over 1,140 items.

Unfortunately, for the month of February, we will need to temporarily suspend most of our Outreach deliveries due to an extreme level of staffing shortages, not only within the Outreach Team, but also within the Support Services department. We will still be providing some of our express services during this time, but to adequately staff our department and to provide thorough training for the six incoming new staff members to our department, this temporary suspension will provide the assistance needed to meet the department's needs as a whole and provide superior customer service to all of our patrons. We aim to restore our full Outreach services again in March and to provide the services that are so valued to our senior patrons throughout the Novi community. Express deliveries will still occur weekly. All the facilities that are affected have been contacted concerning this suspension.





### **Random Act of Kindness - Thank you Oak Pointe Church!**

On Wednesday, January 14<sup>th</sup>, members of Oak Pointe church donated a very generous lunch to the Library staff. The lunch included soup and sandwiches. The purpose of the donation was to thank the Library staff for their great work and for being a great resource in the Novi community.

On Wednesday, January 7<sup>th</sup> the Library unveiled a collection of 34 books in the youth area that focuses on women's history. This collection, primarily biographical, was generously supported by the American Business Women's Association - Novi Oaks Charter Chapter. Over \$500 was received to support this new collection. A small ceremony that included a ribbon cutting was hosted. A huge thank you goes to Kathleen Alberga and Sarah O'Brien (Collection Development), Christina Salvatore (PR, ribbon-cutting plans), Cary Ramsey (event set-up) and Kristin Abate (Ordering and Processing). Book plates have been added to each title to recognize the ABWA and a brochure with the titles was created for patrons and staff to utilize.



## **2 Grant Opportunities for Novi Library**

Information Services Librarian, Lindsay Fricke, applied for two grants that will serve Novi's community and teen patrons.

The 2016 Teen Summer Intern Program Grant will provide \$1,000 to support the Library's teen intern program during the summer reading program. The funds would be used for two intern stipends. The teen interns would be recruited by submitting a written essay expressing interest in the positions followed by an interview with Library staff. The interns selected for the positions would complete a two-week orientation session with staff members. Both the Library and interns would benefit from this grant as the Library would rely on interns to assist patrons with summer reading questions and help oversee the daily activities of other teen volunteers. The teens would also gain workforce knowledge and skills by participating in our intern program.

The 2016 Summer Learning Resources Grant will provide \$1,000 to purchase resources and services to help prevent summer learning loss. The funds would be used to hire professionals that can help meet the educational and recreational needs and interests of teens. The Library would work closely with our community partners, including the Novi High School, City of Novi Parks and Recreation Department, and Novi Youth Assistance, to identify the teens who are struggling academically and would benefit from the Library's summer learning program. The primary goal of this project would be to provide engaging and fun learning opportunities at the Library while enriching other summer programs offered in the Novi community. The project would also give staff a better opportunity to develop lasting relationships with teens and encourage lifelong learning.

Winners of the grants are expected to be notified during the week of February 15, 2016.

**Door Counts for December 26<sup>th</sup> and 27<sup>th</sup> 2015:**

Saturday, 12-26-2015: 693

Sunday, 12-27-2015: 429

**Information Services – Reference Survey Results**

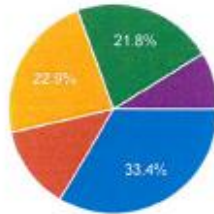
During the month of November, the Library asked library patrons both in person and via the website to provide valuable feedback on library services. The following pages show the data that was received from this project. Huge thank you to April Stevenson, Head of Information Services, and Librarians Evan Smale and Michael Postula for assisting on the project. A lot of great info and feedback was received. A total of 627 responses were received.

# 627 responses

[View all responses](#) [Publish analytics](#)

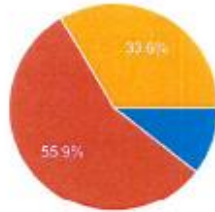
## Summary

**What is your age group?**



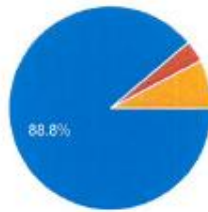
Under 18	<b>207</b>	33.4%
18-35	<b>80</b>	12.9%
36-50	<b>142</b>	22.9%
51-69	<b>135</b>	21.8%
70 and over	<b>55</b>	8.9%

**When do you most often visit the library?**



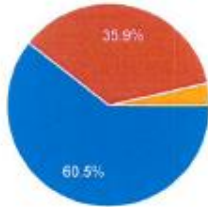
Morning	<b>60</b>	10.5%
Afternoon	<b>321</b>	55.9%
Evening	<b>193</b>	33.6%

**When you visit the Novi Library do you find what you are looking for?**



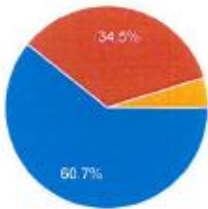
Yes	547	88.8%
No	21	3.4%
N/A	48	7.8%

**Do you use the Library's catalog to search for materials?**



Yes	371	60.5%
No	220	35.9%
N/A	22	3.6%

**If yes, do you find the Library's catalog:**



Easy to use	252	60.7%
Somewhat easy to use	143	34.5%
Not easy to use	20	4.8%

**If you found the catalog somewhat easy to use or not easy to use, please explain.**

Very easy to use.

Complicated.

The search needs to be implemented in a more user friendly intuitive way.

Hard to go back from pages.

It's easy to navigate.

Sometimes the site says a book is available, I put a hold on it, and then it's weeks before

I get notified to pick it up. The site isn't really user friendly.

-On line is great -Reserve serves very helpful -Interlibrary loan vital!

It's ok to use...

Sometimes I do not know what to do.

Can go around and around and around and not find-give things that are nothing like what you entered-but not what your are looking for-they find in another way-no reason should not have come up originally. Ex: will put exact title-nothing but all kinds of other titles-then put by author and find

A little confusing on how to use.

There are lots of steps. Also wish there was a way we could decipher on there whether to have our holds to be held in the lobby, drive-thru window or the lockers. Some libraries have options on their catalog to decipher it.

Easy search access.

Tends to be slow.

The interface is kinda old and clunky.

I never use that because this is my first time coming here. I am a visitor from another state.

It sometimes becomes confusing.

It s sometimes a lot to go through.

searches do not always return all valid items. Also, reviewing the new offerings is clumsy and time consuming as one is always returned to the "base" view and must then re-enter the type of material to be seen and then scroll to where the last book selection left off.

I found it easy.

I usually ask one of the girls behind the desk.....they are quick to find what I am asking for. But I have used the catalog occasionally.

It's very straight forward and the search function works very well.

Looking for where book is shelved is not Lways quick to find. Example: 646.1 takes me several screens to find. Might be my ignorance.

I'm still familiarizing myself with the electronic system; I'm more used to paper-card catalog but I know that the electronic system is more efficient for today.

Can't find certain books.

Movies by "this library only" is somewhat difficult to use.

Intuitive

It took me awhile to get use to the new system and really have to pay attention to what format an item is.

I find it hard to look for music.

Good, easy to find.

Sometimes my key word searches don't produce what has been typed in. If I only have

part of a title it doesn't offer suggestions.

I do think it can be unclear in differentiating various formats of some titles.

Having trouble logging in to the new catalog and my account sites

It was easy to find my books.

Placing a hold is confusing

It seems to be a very sensitive system that doesn't pick up on parts of a title.

Hard to use quickly.

Too much work.

I can find what I need to find so I go to the catalog to find and look at the screen to see where the book is.

It's okay.

Too much cluttered words on the catalog site. More comics such as Garfield. (request from a kid)

Search could be more definitive better on search terms-too many unrelvant items appear.

It is easy to use because you can find the books you need.

It would be easier if I could put both videos and found in Novi Library instead of searching for videos in video section then checking if it is here.

Sometimes you need to search author to get the title if you put in the title it does not find the book.

Sometimes books do not come up, it is kinda confusing.

fiction and mystery books, except large print books, should all be filed in one section. too many places to look for these books. this would be easier for the staff to refile books in ONE place A to Z. Authors are at times filed under both fiction and mystery--confusing!

When I put a book on hold, I want the book, not the paperback. I have asked several staff how to put a BOOK on hold. None can answer this question---curious!!

I usually know what I'm looking for so it's easy to use the catalog.

I usually can quickly find and put holds on desired objects (books and movies).

It keeps asking for log in information.

Probably make user error. Sometimes hit a dead-end if searching for new books (esp. if spelling is off).

It's slow.

Sometimes I found that the catalog is hard because the search is too broad or Novi's catalog is too limited.

It was easy to search for what I want.

Easy to navigate, to find what I am looking for.

Sometimes I want to search/research several items at once & it is difficult to use the "back" button. I wish it was easier to choose a list to save to, each time I save an item. I have it set to a particular list to auto-save but I use 2-3 equally so then I have to go back

& re-save the item into one of my other lists (2/3 times).

I have not used it.

Very good for searching.

It is just like in school when you type in the book you are looking for.

Difficult to aisles in which books are placed.

Sometimes too many items are shown, perhaps assistance or training on how to use this would help.

Maybe I don't use it so often.

sometimes the catalog says an item in here, but it isn't on the shelf.

Bad design.

The green celled stuff gets me kinda angry.

I find what I look for.

IDK

Determining which are available in the building and which are at other libraries is not always easy.

It was easy to just search "Novi Public Library."

I ask for help and workers get me through it.

You still have to look for many codes.

I wish it would automatically default to just what Novi Library has instead of filtering others out first.

I probably need more help or instruction.

Can't find where the book is on the catalog.

it is hard to recall (or type) the library card # all the time. Consider an alternate USER ID with a password - much easier to remember.

I mainly use catalogs to see if the library has what I want.

It's a bit hard to use on a mobile phone or tablet.

Sometimes you don't find what you want to find.

straightforward good categories.

It can be confusing.

I see the catalog # but I have trouble knowing the section in the library where it's (the book) located-But the librarians always help me.

Easy.

User interface is good.

very cumbersome. Suggest having an alternate login ID rather than having to recall such a large account number. I find that I have to enter it multiple times when I try to place items on hold. Let me log in once - make my requests - and then I can log out!

It's somewhat easy to use because sometimes what i'm looking for isn't there.

Sometimes hard to find DVDs.

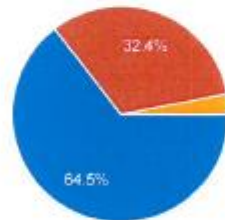
I can find what I'm looking for without any problems.  
Sometimes, b/c some people had already borrowed it I can't take it.  
Sometimes glitchy.  
Somewhat clunky.  
Maybe a side note that says generally where the section is that it is in.  
Keyword searches are hard to use to find specific topics.  
New catalog a bit more complicated to restrict search by category (video) or location.  
I am not good at locating stuff.... so not the library's falt  
Can not access Novi's catalog from mobile site. I need to use full site.  
Didn't know about it; never gave it a thought, always asked person at the desk in the center of the library for questions or help with something I'm not sure of. They are very helpful (smiley face).  
Put in titles and not always do they show  
I used it one time and it was hard to see.  
I have the app. Just look up a book and place on hold.  
Sometimes, even though the material is available in the library, the computer says it isn't. Example the DVD "Merlin." Since I've seen the DVDs on the shelf I knew they existed but it took several tries before I was able to get it on the screen. I think it needed a period after the title before the "Series 2" or whatever.  
Confusing which titles are immediately available. Default seems to be multi-system instead of Novi.  
Have to shift through a lot of books still.  
Slow.  
Don't use enough to comment  
A very easy search catalog.  
Not rocket science.  
Sometimes I can't find what I am looking for.  
Visually, the catalog is not always easy to read. On glancing through search results, I don't always quickly see where something is (my library, or a different one). Some search results are too broad and bring back too many unrelated items.  
I found a book in the catalog, but I couldn't find the book in the bookshelf sometimes. I didn't know where I can find it.  
I find what I am looking for.  
I guess it is very easy to find things.  
The query does not always work properly.

### **What do you do when you visit the Novi Library**



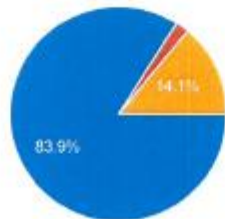
Borrow materials	<b>426</b>	69.5%
Read/study/tutor	<b>293</b>	47.8%
Meeting	<b>93</b>	15.2%
Attend a program	<b>154</b>	25.1%
Use computers	<b>217</b>	35.4%
All of the above	<b>48</b>	7.8%
Other	<b>48</b>	7.8%

**When you visit the Novi Library do you ask a librarian for assistance?**



Yes	<b>394</b>	64.5%
No	<b>198</b>	32.4%
N/A	<b>19</b>	3.1%

**Are the librarians helpful to you when looking for information?**

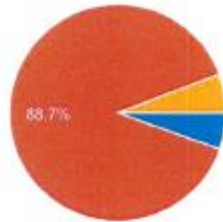


Yes	<b>511</b>	83.9%
No	<b>12</b>	2%
N/A	<b>86</b>	14.1%

**Do you find the library's website easy to use?**

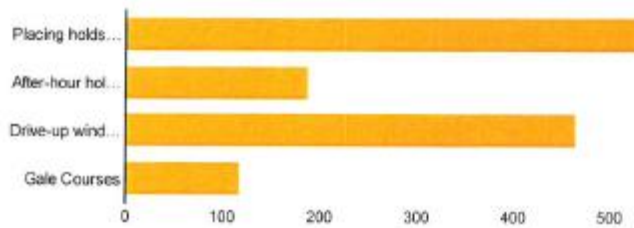
Yes	<b>428</b>	70%
No	<b>49</b>	8%
N/A	<b>134</b>	21.9%

**Have you tried the "Ask a Librarian" email service from the website?**



Yes	<b>33</b>	5.4%
No	<b>544</b>	88.7%
N/A	<b>36</b>	5.9%

**Are you aware of the following library services?**



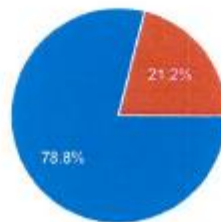
Placing holds on materials	<b>532</b>	91.4%
After-hour holds lockers	<b>189</b>	32.5%
Drive-up window hold pick-up and return	<b>466</b>	80.1%
Gale Courses	<b>118</b>	20.3%

**How do you learn about what the library has to offer?**



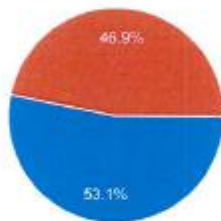
Engage	265	47.4%
Website	389	69.6%
The library's electronic newsletter	126	22.5%
Kiosks	90	16.1%
LCD screens (in library)	96	17.2%
The library's social media (Facebook, twitter, etc)	49	8.8%

**The Library has received many requests to move the large print books from their second floor location to the first floor for easier access. To make room, we would need to move some first floor materials to the second floor. Would you approve moving the adult and teen audiobooks to the second floor to be able to move the large print books to the first floor?**



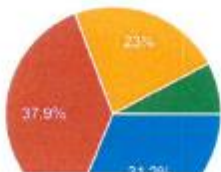
Yes	249	78.8%
No	67	21.2%

**Do you use the library's cafe?**



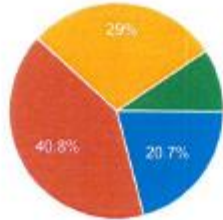
Yes	311	53.1%
No	275	46.9%

**If you use the cafe, how would you rate the customer service?**



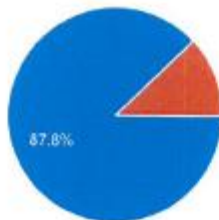
Excellent	<b>107</b>	31.2%
Good	<b>130</b>	37.9%
Ok	<b>79</b>	23%
Poor	<b>27</b>	7.9%

**If you use the cafe, how would you rate the food/beverage selection?**



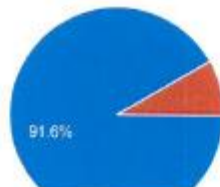
Excellent	<b>70</b>	20.7%
Good	<b>138</b>	40.8%
Ok	<b>98</b>	29%
Poor	<b>32</b>	9.5%

**Are you a Novi resident?**



Yes	<b>532</b>	87.8%
No	<b>74</b>	12.2%

**Do you have a library card?**



Yes	<b>557</b>	91.6%
No	<b>51</b>	8.4%

## Public Services Report by Margi Karp-Opperer



### **Highlights of the Month:**

- Julie and Margi attended Novi Woods Elementary Leadership Day
- Fabulous Light Up the Night event
- Silver Strings Dulcimer Society
- April Stevenson attended Parkview's Leader in Me program
- Lifelong Learning: Get Going with Gale Courses and Learning Express Library
- Novi Brass Group's Holiday Concert
- Novi Middle School Robotics Team presented at our Lego Club program
- American Red Cross Blood Drive
- All 12 Battle of the Books teams have been filled!

### **Monthly Adult Programs:**

- Five Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Computer Tutor 1 on 1 (20 sessions this month)
- Three Knit 2gether Knitting Circles
- Coffee with Superintendent, Dr. Steve Matthews
- Four Book Discussion Groups
- German, Japanese & Spanish Language Conversation Groups
- Three English Conversation Groups
- Novi Writers' Group
- Two Information Services Department Meetings

### **Business Programs:**

- 3 SCORE Business Mentoring sessions



### **Featured Youth Programs:**

- 1 Baby Time Story Times
- 3 Tot Time Story Times
- 6 Two of Us Story Times
- 5 Three's Company Story Times
- 2 On My Own Story Times
- Theatre on the Edge
- Minecraft in Real Life
- Celebrate Chanukah
- Get Mobbed with Minecraft
- Gingerbread House Engineering
- Rainbow Magic Fairy Party
- Toddler Drive-In Movie
- Monday Movie Madness
- Ring in the New Year Craft
- Get Your Wiggles Out (2 sessions – different ages)



### **Featured Tween-Teen Programs**

- ❖ Minecraft in Real Life
- ❖ Battle of the Books Coaches Kick-Off Meeting
- ❖ Teen Advisory Board (TAB) Meeting
- ❖ Mason Jar Cookie Tie
- ❖ DIY Mason Jar Cookie Mix
- ❖ Clean out the Cupboards Craft
- ❖ Gingerbread Decorating Day

- ❖ Ring in the New Year Craft

**Monthly Youth Programs:**

- Snack Tales
- Kiddie Craft
- Lego Club

**Featured Collections:**

**Adult Second Floor Display:** Make Something for the Holidays

**Teen:** Sports in honor of the Novi High School Volleyball Champs

**Youth:** Picture Book Displays include Dogs and the NEW Story Time-to-Go picture book bundles

**First Floor Display:** A Season to Celebrate

- Next month and going forward this report will be provided by April Stevenson, Information Services Department Head

## Building Operations Report by Julie Farkas



Additional security measures have been taken in the Library to avoid outside access to the staff areas. This was prompted by a theft that occurred at the Library in late fall.

In addition, improved processes for recognizing volunteers in the library have also been put in place. All volunteers are required to be identified through a check-in process as well as wearing an approved name tag.

In the past month the Facilities Department has closed 13 Facilities tickets, 83 Meeting Room Requests and has updated 98 Periodic Maintenance tickets.

- The Bi-weekly cleaning of the AST machine has been completed, twice.
- Many light bulbs throughout the building have been changed.
- All of the HVAC return air ceiling grilles have been removed, washed and re-installed and will be done again in three years.
- All Interior plants have been watered weekly.
- Many emergency light batteries and bulbs were replaced, 4 fixtures were replaced and all are working at this time.
- The monthly emergency horn/ strobe lighting check has been completed and all are in working order.
- All hand sanitizer stations have been checked and refilled as needed, weekly.
- The carpet in the East/West meeting room has been cleaned by Facilities staff.
- The team is also working very hard to keep the paths and lots snow free with the weather now acting like winter. This can take up a large amount of time for the facilities team.

The Facilities Team is now meeting weekly with the Library Director and Thursdays have been designated for big project days if/when the need arises.

Projects: We are currently working with an Eagle Scout student from Novi High to determine an outdoor project for the Library, as well as investigating battery recycling.



Support Services Statistics 2015-2016													
	July*	Aug*	Sept*	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	434	479	401	371	312	254							<b>2,251</b>
<b>Items checked out</b>	79,295	74,019	61,936	65,368	62,011	58,619							<b>401,248</b>
<b>Items borrowed</b>	4,800	4,562	4,283	4,681	3,973	4,626							<b>26,925</b>
<b>Items loaned</b>	4,942	4,892	4,715	4,832	4,373	4,039							<b>27,793</b>
<b>Read Boxes</b>	326	228	245	0	0	0							<b>799</b>

		December 2015	December 2014
Library cards issued		254	261
Total checkouts		58,619	63,696
Items borrowed	TLN	4,587	4,039
	MeL	<u>39</u>	<u>85</u>
		4,626	4,124
Items loaned	TLN	3,999	4,165
	MeL	<u>40</u>	<u>67</u>
		4,039	4,232

		October 2015	October 2014
READ Boxes	Adult	0	9
	Youth	<u>0</u>	<u>50</u>
	Total	0	59

May 6 through October 7, 2015 was our third season of Read Box service in Novi. Lakeshore Park is the original location with Rotary and ITC Parks added in 2014. ITC Park proved to be the most used with Lakeshore coming in a close second.

	2015	2014
Read Box Totals May 6 - October 7, 2015:		
Adult	244	212
Youth	<u>1,047</u>	<u>886</u>
Total	1,291	1,098

*Due to a discrepancy in TLN's previous statistics (in red italics below), the statistics above (in italics) reflect the corrected numbers for these months.			
<b><i>Incorrect Statistics</i></b>	<b><i>July</i></b>	<b><i>Aug</i></b>	<b><i>Sept</i></b>
<b><i>Items checked out</i></b>	<b><i>79,554</i></b>	<b><i>74,310</i></b>	<b><i>62,846</i></b>

<b>Self-Check Totals 2015-16 Fiscal Year</b>									
	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
<b>Jul</b>	79,554	56.67%	45,081	10,025	8,678	5,023	7,611	12,073	1,671
<b>Aug</b>	74,310	57.44%	42,681	11,294	2,906	7,603	7,620	11,698	1,560
<b>Sep</b>	62,846	54.83%	34,456	8,578	4,972	4,167	6,467	9,629	643
<b>Oct</b>	65,368	55.82%	36,490	8,548	6,300	3,820	6,646	10,190	986
<b>Nov</b>	62,011	56.69%	35,154	7,815	5,932	3,504	6,594	10,067	1,242
<b>Dec</b>	58,619	52.66%	30,871	7,651	4,829	3,233	5,976	8,190	992
<b>Jan</b>									
<b>Feb</b>									
<b>Mar</b>									
<b>Apr</b>									
<b>May</b>									
<b>Jun</b>									
<b>FYTD</b>	<b>402,708</b>	<b>55.68%</b>	<b>224,733</b>	<b>53,911</b>	<b>33,617</b>	<b>27,350</b>	<b>40,914</b>	<b>61,847</b>	<b>7,094</b>

Library Usage									
2014-2015 Fiscal Year					2015-2016 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
<b>Jul</b>	41,988	1,400	289	30	<b>Jul</b>	42,588	1,469	280	29
<b>Aug</b>	37,590	1,296	272	29	<b>Aug</b>	34,009	1,134	281	30
<b>Sep</b>	31,986	1,103	275	29	<b>Sep</b>	29,854	1,106	261	27
<b>Oct</b>	36,332	1,172	294	31	<b>Oct</b>	32,524	1,049	291	31
<b>Nov</b>	30,030	1,073	259	28	<b>Nov</b>	33,567	1,157	266	29
<b>Dec</b>	28,625	1,022	264	28	<b>Dec</b>	33,716	1,204	263	28
<b>Jan</b>	30,566	1,019	280	30	<b>Jan</b>			278	30
<b>Feb</b>	28,186	1,044	264	27	<b>Feb</b>			275	29
<b>Mar</b>	31,116	1,004	292	31	<b>Mar</b>			283	29
<b>Apr</b>	31,008	1,107	272	28	<b>Apr</b>			280	30
<b>May</b>	28,010	1,000	263	28	<b>May</b>			269	28
<b>Jun</b>	36,610	1,262	280	29	<b>Jun</b>			274	29
<b>FYTD</b>	<b>392,047</b>	<b>1,127</b>	<b>3,304</b>	<b>348</b>	<b>FYTD</b>	<b>206,258</b>	<b>1,185</b>	<b>3,301</b>	<b>349</b>

**Computer Logins**

2014-2015 Fiscal Year						2015-2016 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
<b>Jul</b>	5,620	46,177	3	51,800	1,727	<b>Jul</b>	3,794	74,618	5	78,417	2,704
<b>Aug</b>	4,816	48,923	7	53,746	1,853	<b>Aug</b>	3,607	73,816	6	77,429	2,581
<b>Sep</b>	4,866	49,382	1	54,249	1,871	<b>Sep</b>	3,047	72,714	1	75,762	2,806
<b>Oct</b>	4,167	54,461	2	58,630	1,891	<b>Oct</b>	3,278	71,625	1	74,904	2,416
<b>Nov</b>	4,463	54,338	2	58,803	2,100	<b>Nov</b>	2,154	71,483	1	73,638	2,539
<b>Dec</b>	4,228	47,196	1	51,425	1,837	<b>Dec</b>	2,532	69,924	1	72,457	2,588
<b>Jan</b>	3,395	51,759	2	55,156	1,839	<b>Jan</b>					
<b>Feb</b>	2,918	66,156	2	69,076	2,467	<b>Feb</b>					
<b>Mar</b>	3,556	68,265	2	71,823	2,317	<b>Mar</b>					
<b>Apr</b>	3,287	61,087	4	64,378	2,299	<b>Apr</b>					
<b>May</b>	2,890	69,463	0	72,353	2,584	<b>May</b>					
<b>Jun</b>	3,637	72,043	1	75,681	2,610	<b>Jun</b>					
<b>FYTD</b>	<b>47,843</b>	<b>689,250</b>	<b>27</b>	<b>737,120</b>	<b>2,112</b>	<b>FYTD</b>	<b>18,412</b>	<b>434,180</b>	<b>15</b>	<b>452,607</b>	<b>2,601</b>

Early Literacy Workstation Usage							
2014-2015 Fiscal Year				2015-2016 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
<b>Jul</b>	1,460	38,035	26	<b>Jul</b>	1,505	37,569	24
<b>Aug</b>	1,297	33,735	26	<b>Aug</b>	1,416	35,537	25
<b>Sep</b>	1,039	23,683	22	<b>Sep</b>	953	20,433	21
<b>Oct</b>	1,005	22,557	22	<b>Oct</b>	938	19,497	20
<b>Nov</b>	995	24,158	24	<b>Nov</b>	869	18,597	21
<b>Dec</b>	953	21,756	22	<b>Dec</b>	841	17,415	20
<b>Jan</b>	971	22,936	23	<b>Jan</b>			
<b>Feb</b>	962	22,029	22	<b>Feb</b>			
<b>Mar</b>	1,185	28,393	23	<b>Mar</b>			
<b>Apr</b>	1,026	23,551	22	<b>Apr</b>			
<b>May</b>	901	18,957	21	<b>May</b>			
<b>Jun</b>	1,209	29,678	24	<b>Jun</b>			
<b>FYTD</b>	<b>13,003</b>	<b>309,468</b>	<b>23</b>	<b>FYTD</b>	<b>6,522</b>	<b>149,048</b>	<b>22</b>

**Technology Training Sessions 2015-2016 Fiscal Year**

	Tech Time	eReader	VHS to DVD	iPad	Typing	Paint.NET	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	3		2		1				5	11	
<i>patrons</i>	<b>3</b>		<b>2</b>		<b>4</b>				<b>5</b>		<b>14</b>
<b>Aug</b>	5	1	2	2	1	1	1		14	27	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>4</b>	<b>3</b>		<b>14</b>		<b>40</b>
<b>Sep</b>	5	1	2	2		1	1		8	20	
<i>patrons</i>	<b>5</b>	<b>3</b>	<b>2</b>	<b>4</b>		<b>4</b>	<b>1</b>		<b>8</b>		<b>27</b>
<b>Oct</b>	5	1	2	2	1	1	1	1	9	23	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>13</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>9</b>		<b>40</b>
<b>Nov</b>	5		2	1	1			1	3	13	
<i>patrons</i>	<b>5</b>		<b>2</b>	<b>3</b>	<b>0</b>			<b>1</b>	<b>3</b>		<b>14</b>
<b>Dec</b>	5		2	1	1	1			8	18	
<i>patrons</i>	<b>5</b>		<b>2</b>	<b>6</b>	<b>5</b>	<b>4</b>			<b>8</b>		<b>30</b>
<b>Jan</b>											
<i>patrons</i>											
<b>Feb</b>											
<i>patrons</i>											
<b>Mar</b>											
<i>patrons</i>											
<b>Apr</b>											
<i>patrons</i>											
<b>May</b>											
<i>patrons</i>											
<b>Jun</b>											
<i>patrons</i>											
Sessions	26	9	12	28	20	15	6	2	47	112	
<i>Patrons</i>	<b>28</b>	<b>3</b>	<b>12</b>	<b>8</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>47</b>		<b>165</b>

2015-2016 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts	Active Learners	Completed Classes
<b>Jul</b>	2,036	201	1,030	14,045	43	1
<b>Aug</b>	1,993	218	773	14,748	70	2
<b>Sep</b>	1,872	189	1,022	14,737	98	1
<b>Oct</b>	1,966	207	891	15,534	81	1
<b>Nov</b>	2,289	231	711	14,570	66	2
<b>Dec</b>	2,184	233	874	17,311	58	1
<b>Jan</b>						
<b>Feb</b>						
<b>Mar</b>						
<b>Apr</b>						
<b>May</b>						
<b>Jun</b>						
<b>FYTD</b>	<b>12,340</b>	<b>1,279</b>	<b>5,301</b>	<b>90,945</b>	<b>**</b>	<b>8</b>

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

2015-2016 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,133	1,203	4,336	136
Aug	2,898	1,181	4,079	118
Sep	3,713	966	4,679	96
Oct	2,662	897	3,559	113
Nov	2,728	971	3,699	95
Dec	3,039	1,008	4,047	138
Jan				
Feb				
Mar				
Apr				
May				
Jun				
<b>FYTD</b>	<b>18,173</b>	<b>6,226</b>	<b>24,399</b>	<b>696</b>

Charging Stations Usage					
	2011-12FY	2012-13FY	2013-14FY	2014-15FY	2015-16FY
Jul		3	3	10	23
Aug		2	8	11	4
Sep	3	8	2	4	3
Oct	1	3	4	3	5
Nov	7	3	4	3	5
Dec	1	3	0	4	0
Jan	8	4	1	3	
Feb	7	3	1	2	
Mar	11	4	0	0	
Apr	5	3	3	3	
May	8	1	4	9	
Jun	4	1	5	16	
<b>FYTD</b>	<b>55</b>	<b>38</b>	<b>35</b>	<b>68</b>	<b>40</b>



<b>Meeting Room Rentals</b>					
<b>2014-15 Fiscal Year</b>			<b>2015-16 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>		<b>Rentals</b>	<b>Attendees</b>
<b>Jul</b>	44	1,234	<b>Jul</b>	21	522
<b>Aug</b>	54	1,810	<b>Aug</b>	47	996
<b>Sep</b>	29	760	<b>Sep</b>	46	960
<b>Oct</b>	36	964	<b>Oct</b>	40	738
<b>Nov</b>	33	890	<b>Nov</b>	31	652
<b>Dec</b>	19	470	<b>Dec</b>	26	425
<b>Jan</b>	22	910	<b>Jan</b>		
<b>Feb</b>	23	656	<b>Feb</b>		
<b>Mar</b>	36	924	<b>Mar</b>		
<b>Apr</b>	31	818	<b>Apr</b>		
<b>May</b>	33	965	<b>May</b>		
<b>Jun</b>	27	765	<b>Jun</b>		
<b>FYTD</b>	<b>387</b>	<b>11,166</b>	<b>FYTD</b>	<b>211</b>	<b>4,293</b>

Library App - 2015-16 Fiscal Year					
	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
<b>Jul</b>	36,763	1. Catalog	<b>Jan</b>		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Events			
<b>Aug</b>	44,983	1. Catalog	<b>Feb</b>		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Book/DVD Lists			
<b>Sep</b>	41,040	1. Catalog	<b>Mar</b>		
		2. My Account			
		3. Library Locator			
		4. OverDrive			
		5. Artwork at the Library			
<b>Oct</b>	42,150	1. Catalog	<b>Apr</b>		
		2. My Account			
		3. Library Locator			
		4. OverDrive			
		5. Artwork at the Library			
<b>Nov</b>	36,909	1. Catalog	<b>May</b>		
		2. My Account			
		3. OverDrive			
		4. Library Locator			
		5. Artwork at the Library			
<b>Dec</b>	38,644	1. Catalog	<b>Jun</b>		
		2. My Account			
		3. OverDrive			
		4. Library Locator			
		5. Book/DVD lists			
			<b>Total</b>	<b>240,489</b>	



The Novi Public Library's Battle of the Books will culminate on March 12 when the teams of 5th and 6th graders compete at the Novi Civic Center.

# Battle of the Books!

## Library competition engages 5th and 6th graders

The Novi Public Library is gearing up for a battle... the Battle of the Books that is. This annual tradition is designed to encourage young people to read and recognize those who like to read.

The event is open to all 5th and 6th grade students (who live or attend school in Novi) to participate by organizing their own teams of 3-6 students, plus an adult coach. Students read from a list of six books and then participate in a contest where they answer questions about those books as a team. Prizes are awarded to first, second, and third place winners. Registration for this event takes place in December, leading up to the battle on Saturday, March 12 from 1-2 p.m. at the Novi Civic Center.

This engaging event brings tween students together and into the library to not only read the carefully selected books, but to give each student the chance to develop teamwork skills. Over the course of several months students read and practice together to prepare for the big competition.

The 12 teams put in lots of dedication, time, and energy into this event. They invest months to reading and discussing the chosen books even with other day-to-day obligations.



If you are interested in this yearly event and would like the opportunity to join next year, the community is welcome to attend the battle in March to learn more and see the competition in action.

The library's Teen and Youth Services Department has not only been busy with the annual Battle of the Books event, but

also preparing for their new Teen Book Club. Lindsay Fricke, information services librarian, partnered with Sue Johnson, president of the Friends of the Novi Library, to apply for Community

Financial's Summer of Sharing grant. The Friends of the Novi Library were awarded \$1,000 to be used towards the startup of a teen book club.

Select participants will receive a free copy of the book and teens will have input on the book choice. The first Book Club meeting will be held on Wednesday, Feb. 17 at 6 p.m. The library hopes to engage the members with inspiring activities to enhance the book choice. This could not have been possible without the support from the

Friends of the Novi Library and the financial contributions from Community Financial.

For more information on the Battle of the Books event or the new Teen Book Club, visit [novilibrary.org](http://novilibrary.org) or call (248) 349-0720.



## Library Board Calendar

### **2016**

<b>January 16</b>	<b>Budget Planning Session, 8 a.m., Library</b>
<b>January 20</b>	<b>Library Board Regular Meeting</b>
<b>February 6</b>	<b>Budget Planning Session, 8 a.m., Library</b>
<b>February 17</b>	<b>Library Board Regular Meeting</b>
<b>March 16</b>	<b>Library Board Regular Meeting</b>
March 26	Library Closed
March 27	Holiday, Easter, Library Closed
April 10-16	National Library Week
<b>April 20</b>	<b>Library Board Regular Meeting</b>
<b>April</b>	<b>Budget presented to Council, TBD</b>
April	Money Smart Week @ Library
<b>May</b>	<b>Library Board – Goal Setting Session, TBD</b>
May 8	Mother's Day, Library Closed
<b>May 18</b>	<b>Library Board Regular Meeting</b>
May 29	Library Closed
May 30	Holiday – Memorial Day, Library Closed
<b>June 15</b>	<b>Library Board Regular Meeting</b>
<b>June 15</b>	<b>Library Director Annual Review</b>
June 19	Father's Day, Library Closed
July 4	Holiday – Independence Day, Library Closed
<b>July 20</b>	<b>Library Board Regular Meeting</b>
August – October	Community Reads Program
<b>August 17</b>	<b>Library Board Regular Meeting</b>
August 19	Staff In-Service, Library Closed
September 3	Library Closed
September 4	Library Closed
September 5	Holiday – Labor Day, Library Closed
<b>September 21</b>	<b>Library Board Regular Meeting</b>
<b>October 19</b>	<b>Library Board Regular Meeting</b>
November 8	General Election Day
<b>November</b>	<b>Annual Library Report – City Council Meeting, TBD</b>
November	Community Read, Library, TBD
November 11	Holiday – Veteran's Day – Library Open
<b>November 16</b>	<b>Library Board Regular Meeting</b>
November 23	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
<b>December 21</b>	<b>Library Board Regular Meeting</b>

<b>December 21</b>	<b>Library Director – Mid-year Review</b>
December 23	Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 30	Library Closed
December 31	Holiday – New Year's Eve, Library Closed

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