

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, February 17, 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
- 2. Pledge of Allegiance
- 3. Approval and Overview of Agenda
- 4. Consent Agenda
 - A. Approval of Claims and Warrants L5393-5
 - B. Approval of Regular Meeting Minutes – January 20, 2016.....6-12
 - C. Approval of Minutes – Special Meeting Budget Study Session, January 16, 2016..... 13-22
 - D. Approval of Minute – Special Meeting Budget Study Session, February 6, 2016.....23-28
- 5. Correspondence
 - A. Thank you letter from ABWA – Novi Oaks Chapter for Auction participation.....29-30
- 6. Presentation/Special Guest
 - A. Recognition of Mark Sturing, Library Board President, for his 12 years of service to the Novi Public Library
- 7. Public Comment
- 8. Student Representatives Report31
- 9. President's Report
 - A. Goals Update – November 2015..... 32-44
 - B. Nominations for Library Board Officers May 2016 – April 2017
- 10. Treasurer's Report
 - A. Library Budget Fund 268 - 2015-2016 45-47
 - B. Proposed Library Budget Fund 268 – 2016-2017.....48-50
 - C. Library Fund 268 Expenditure & Revenue Report (January 31, 2016) 51-54
 - D. Contributed Fund Budget 269 55-56
 - E. Contributed Fund 269 Expenditure & Revenue Report (January 31, 2016) 57
 - F. Balance Sheets for Funds 268 and 269 58-59
- 11. Director's Report..... 60
 - A. Information Services Report..... 61-64
 - B. Building Operations Report..... 65
 - C. Library Café: Food Service Inspection Report.....66-68
 - D. Novi Public Library Proposed Access Review Report (Feb. 11, 2016).....69-76
 - E. Conference Report by Barb Rutkowski.....77
 - F. Library Usage Statistics..... 78-87
 - G. Friends of the Novi Library NA

H. Novi Historical Commission 88-89

12. Committee Reports

- A. Policy Committee (Lesko, Michener– Chair) – No action at this time.
- B. HR Committee (Michener, Verma – Chair) – 1st draft of policies have been shared with the Library Board. Edit/comments/questions due to Julie Farkas by Friday, March 4, 2016.
- 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) – a meeting is being planned for Tuesday, February 16, 2016 to discuss Library Café and Traffic Report.

13. Public Comment

14. Matters for Board Action

- A. Approval of 2016-2017 Library Budget for General Fund 268
- B. Approval to move Library Board Regular Meetings from 3rd Wednesday of the month to 4th Thursday of the month beginning in January 2017.
- C. Approval of audience comment language by Library Board

AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the Library's Administration office at least 5 days prior to the meeting.

15. Adjourn

Supplemental Information:

- Library Board Calendar 90

Future Events:

- Historical Commission Regular Meeting – Wednesday, February 24th at 7:00pm, Novi Library
- Friends of the Novi Library Regular Meeting – CANCELLED – Wednesday, March 9, 2016
- Library Board Regular Meeting – Wednesday, March 16th at 7:00pm, Council Chambers
- Historical Commission Regular Meeting – Wednesday, March 23rd at 7:00pm, Novi Library
- Battle of the Books – Saturday, March 12th at 1:00pm, City of Novi Banquet Area
- LIBRARY CLOSED – Saturday, March 26th and Sunday, March 27th Easter Holiday
- NATIONAL LIBRARY WEEK – April 10th – 16th
- State of the City Address - Tuesday, May 3rd at 7:30am, Suburban Collection Showplace
- Spring into Novi – Saturday, May 14th at 9:00am, City of Novi Atrium



Inform. Inspire. Include.

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

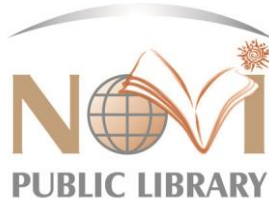
<http://www.novilibrary.org>

| Warrant 539 | 268 Accounts | February 2016 | |
|-------------------------------------|--------------------------------|-----------------------|----------------------|
| Payable to | Invoice # | Account number | Account Total |
| Global Office Solutions (1/22/16) | | 268-000.00-727.000 | \$ 1,478.52 |
| Sam's Club (1/8/16) | pallet of paper/8.5x11 | 268-000.00-727.000 | \$ 1,189.00 |
| Staples (1/20/16) | | 268-000.00-727.000 | \$ 352.32 |
| Netech (1/20/16) | | 268-000.00-734.000 | \$ 193.75 |
| Square.com | Sq contatless + chip reader | 268-000.00-734.000 | \$ 49.00 |
| Tracfone.com (1/11/16) | facilities 365 days/800 min | 268-000.00-734.000 | \$ 109.61 |
| VidCom Solutions, Inc. (2/1/16) | | 268-000.00-734.000 | \$ 164.85 |
| CDW-G (12/23/15) | | 268-000.00-734.500 | \$ 50.82 |
| Friends of NPL | 15/16 WL reim; Blu-Ray Play(2) | 268-000.00-734.500 | \$ (95.39) |
| Allied-Eagle Supply Co. (12/28/15) | | 268-000.00-740.000 | \$ 816.38 |
| Global Office Solutions (1/22/16) | | 268-000.00-740.000 | \$ 133.60 |
| Grainger (1/15/16) | | 268-000.00-740.000 | \$ 101.80 |
| Sam's Club (1/15/16) | tax was charged | 268-000.00-740.000 | \$ 37.35 |
| Amazon.com (1/8/16) | | 268-000.00-742.000 | \$ 476.13 |
| Barnes & Noble (1/4/16) | 3D printing (3) | 268-000.00-742.000 | \$ 64.68 |
| Brodart (1/20/16) | | 268-000.00-742.000 | \$ 8,869.48 |
| CCH (12/17/15) | State Tax Hdbk | 268-000.00-742.000 | \$ 123.84 |
| Center Point Large Print (1/11/16) | | 268-000.00-742.000 | \$ 487.11 |
| Gale/Cengage (1/21/16) | | 268-000.00-742.000 | \$ 1,482.70 |
| Genealogical.com (1/12/16) | Ear Narr of NW 1634-1699 | 268-000.00-742.000 | \$ 27.45 |
| Northville District Library | | 268-000.00-742.100 | \$ 22.00 |
| Salem-South Lyon District Library | | 268-000.00-742.100 | \$ 4.99 |
| Southgate Veterans Memorial Library | | 268-000.00-742.100 | \$ 6.99 |
| Trenton Veterans Memorial Library | | 268-000.00-742.100 | \$ 14.99 |
| Waterford Twp. Public Library | | 268-000.00-742.100 | \$ 4.50 |
| Smith, April (1/18/16) | MTHLY; FP/DN Mar-May 2016 | 268-000.00-743.000 | \$ 185.50 |
| Midwest Tape (1/11/16) | | 268-000.00-744.000 | \$ 1,827.78 |
| OverDrive (1/19/16) | | 268-000.00-744.000 | \$ 3,724.49 |
| Midwest Tape (1/18/16) | | 268-000.00-745.200 | \$ 2,312.55 |
| DearReader.com (2/1/16) | 2/1-6/30/16 | 268-000.00-745.300 | \$ 1,583.00 |
| ProQuest, LLC (1/1/16) | Fold 3 (military records) | 268-000.00-745.300 | \$ 1,656.00 |

| | | | |
|--|---------------------------------|--------------------|---------------|
| The Library Network (1/14/16) | TumbleBook 1/31/16-1/31/17 | 268-000.00-745.300 | \$ 399.20 |
| Bright House Netwks Business Sol(1/26/16) | February 2016 | 268-000.00-801.925 | \$ 30.30 |
| Merchant Billing Statement | Jan-16 | 268-000.00-802.100 | \$ 177.76 |
| Providence Occ Health Partners (12/9/15) | O'Leary | 268-000.00-804.000 | \$ 69.00 |
| Butzel Long Attys and Counselors (12/8/15) | November 2015 | 268-000.00-806.000 | \$ 136.50 |
| Novi Rotary (1/2/16) | Winter dues | 268-000.00-809.000 | \$ 154.00 |
| AT&T (12/22/15) | Nov 23-Dec 22, 2015 | 268-000.00-851.000 | \$ 188.33 |
| TelNet Worldwide (1/15/16) | | 268-000.00-851.000 | \$ 525.98 |
| Verizon Wireless (12/28/15) | Nov 29-Dec 28, 2015 | 268-000.00-851.000 | \$ 408.92 |
| The Library Network (1/19/16) | 10/1-12/31/15 datamailers | 268-000.00-855.000 | \$14,860.44 |
| Farkas, Julie | mileage 11/17/15-12/1/15 | 268-000.00-862.000 | \$ 37.97 |
| Muniweb (1/7/16) | December 2015 | 268-000.00-880.000 | \$ 537.50 |
| Novi Youth Assistance | Sponsor | 268-000.00-880.000 | \$ 125.00 |
| Sam's Club (1/15/16) | tax was charged | 268-000.00-880.000 | \$ 153.04 |
| YP (1/5/16) | January 25, 2016 | 268-000.00-880.000 | \$ 63.00 |
| Brewin, Linda | Youth Program; Rainbow Fairy | 268-000.00-880.268 | \$ 99.49 |
| Gordon Food Service (1/8/16) | credit yth pgm | 268-000.00-880.268 | \$ (35.44) |
| Kroger (1/19/16) | Yth pgm | 268-000.00-880.268 | \$ 65.24 |
| Lathin, Drew | Pgm; Beauty of Nat Pl 3/23/16 | 268-000.00-880.268 | \$ 100.00 |
| Mutch, Kathy | Program; Adt Writing February | 268-000.00-880.268 | \$ 100.00 |
| Stevenson, April | Adt pgm | 268-000.00-880.268 | \$ 38.54 |
| City of Novi(Accuform) | Engage; Jan-Apr 2016 | 268-000.00-900.000 | \$ 5,823.62 |
| Friends of Novi Library | Engage; Jan -April 2016 cost | 268-000.00-900.000 | \$ (176.47) |
| Konica Minolta (1/31/16)) | January 2016 | 268-000.00-900.000 | \$ 1,030.49 |
| Consumers Energy | 12/11/15-1/14/16 | 268-000.00-921.000 | \$ 1,561.23 |
| DTE Energy | 12/22/15-1/24/16 | 268-000.00-922.000 | \$ 7,535.22 |
| Batteries Plus Bulbs (1/16/16) | | 268-000.00-934.000 | \$ 307.12 |
| Cintas (1/25/16) | | 268-000.00-934.000 | \$ 743.67 |
| Clear Fortress Window Film, LLC (1/18/16) | 8 dusted bry rect 1 pane | 268-000.00-934.000 | \$ 125.00 |
| Dalton Comm Cleaning Corp (1/25/16) | 232819; quart cpt;quar yth furn | 268-000.00-934.000 | \$ 1,700.00 |
| Home Depot (1/21/16) | | 268-000.00-934.000 | \$ 178.49 |
| Orkin (12/30/15) | December 2015 | 268-000.00-934.000 | \$ 61.79 |
| Republic Services (12/25/15) | January 2016 | 268-000.00-934.000 | \$ 204.25 |
| Brien's Services, Inc. (1/4/16) | December plow/salt | 268-000.00-941.000 | \$ 625.00 |
| Capital Building Systems, LLC. | voided ck until job completed | 268-000.00-941.000 | \$ (6,355.00) |
| Thelen Landscape, Inc. (1/20/16) | sprinkler winter - Oct 2015 | 268-000.00-941.000 | \$ 305.00 |

| | | | |
|--|--------------------------------|--------------------|--------------------|
| Konica Minolta Premier Finance (1/26/16) | February | 268-000.00-942.000 | \$ 999.00 |
| Corrigan Record Storage (1/1/16) | Jan-16 | 268-000.00-942.100 | \$ 20.02 |
| American Library Association | PLA Conf;Farkas; cancel | 268-000.00-956.000 | \$ (225.00) |
| Delta Airlines | PLA Conf; Stevenson; 4/5-9/16 | 268-000.00-956.000 | \$ 478.20 |
| Homewood Suites Convention Center | PLA Conf; Stevenson; 4/5-9/16 | 268-000.00-956.000 | \$ 1,056.62 |
| Kalamazoo Public Library | IT Conf; 1/18/16 | 268-000.00-956.000 | \$ 10.00 |
| Library of Michigan (1/25/16) | Wksp-Ev Chd Ready 3/29/16; 2 | 268-000.00-956.000 | \$ 70.00 |
| Michigan Library Association (1/6/16) | Leadership Aca 2016; Postula | 268-000.00-956.000 | \$ 1,295.00 |
| SkillPath Seminars (12/30/15) | Abate; Excelling as Mgr 2/6/16 | 268-000.00-956.000 | \$ 99.00 |
| IOS Consulting, Inc. (1/27/16) | upgrade Dell Server | 268-000.00-986.000 | \$ 7,200.00 |
| Petty Cash | | | \$ 53.79 |
| | | | |
| TOTAL | | | \$70,416.60 |

| Warrant 539 | 269 Accounts | February 2016 | |
|--------------------------------|---------------------------------|-----------------------|----------------------|
| Payable to | Invoice # | Account number | Account total |
| Bixby, K and M | Prog don; Karp-Opperer pgm fund | 269-000.00-665.232 | -\$50.00 |
| Heasley | Scrapbook 2/13/16 | 269-000.00-665.232 | -\$30.00 |
| Friends of Novi Public Library | Gala - final payment 2015 | 269-000.00-665.232 | -\$827.00 |
| | | | -\$907.00 |
| | | | |
| Chet's Rent-All (11-24-15) | Light up the Night lighting | 269-000.00-742.232 | \$179.20 |
| Dunstan, P | Scrapbook 2/13/16 cancelled (2) | 269-000.00-742.232 | \$60.00 |
| Petty Cash | Teen Space | 269-000.00-742.232 | 20.11 |
| TOTAL | | | \$ 259.31 |



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 20, 2016**

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
Doreen Poupard, Board Member

Student Representatives

Ruchira Ankireddygari (Absent and Excused)
Cindy Huang (Departed at 7:07 p.m.)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A motion was made to approve the Approval and Overview of the Agenda.

1st – Doreen Poupard
2nd – Ramesh Verma

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L538

B. Approval of Regular Meeting Minutes – December 16, 2015

A motion was made to approve the Claims and Warrants L538 and the Meeting Minutes from December 16, 2015.

1st – Craig Messerknecht

2nd – John Lesko

Trustee Poupard abstained from voting.

The motion was passed with a majority.

5. Correspondence

There was no correspondence.

6. Presentation

There was no presentation.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on page 15 of the January 20, 2016 Library Board packet.

- Teen Space had 659 attendees for the month of December. An average of 30-40 students attend on a daily basis. The numbers frequently run higher in December and January because cold temperatures bring more teens inside.
- The DIY Mason Jar Cookie Mix program was held on December 17, 2015.
- Upcoming teen events:
 - Introduction to Robotics was held on January 16, 2016. This is a program put on by Club Z. Club Z used the Library's space for their event. Ms. Farkas reported the attendance was low.
 - A Teen Advisory Board meeting is to be held on January 22, 2016.
 - A Financial Aid for College program is to be held on January 26, 2016.

9. President's Report

A. Biography Doreen Poupard

Trustee Sturing welcomed Trustee Doreen Poupard to the Novi Library Board. Trustee Poupard was appointed by Mayor Bob Gatt and Council members on December 21, 2015 and will serve until March 1, 2018. Trustee Poupard has an extensive background in education as well as a degree in Library Science. She is active in the community and has served on many Boards, including one year on the Novi City Council. Her resume can be found on page 16 of the January 20, 2016 Library Board packet.

B. Goals Update December, 2015

Ms. Farkas explained that each spring she and the Library Board set goals, strategies and tactics for the library staff to strive to achieve over the next fiscal year.

1. **Goal #2 Strategy:** Partner with City of Novi and Novi School District.
 - Ms. Farkas explained how the Library is assisting the City of Novi with upcoming elections. The Library posts information about upcoming elections, election volunteer opportunities, as well as allowing the Novi Library to be used as a voting precinct.
2. **Goal #3 Strategy:** Library Board Trustees participate in City events.
 - Ms. Farkas, Trustee Sturing, and Trustee Verma attended the City Council meeting held on December 21, 2015 to present the annual budget. Ms. Farkas and Trustee Sturing attended the City Council Early Budget Input session on January 8, 2016.
3. **Goal #4 Strategy:** Increase/Implement programming opportunities for each patron group.
 - The slides that play on the TV monitor in the Teen Space have been changed to display only the teen activities going on in the Library.
4. **Goal #4 Strategy:** Maintain current collections and services.
 - Story Time-To-Go was created by youth librarian Kathleen Alberga. She created bundles of picture books related to a theme that can be checked out as one complete bundle.
 - 627 responses came in as a result of the annual survey that was available to take in November, 2015.
5. **Goal #5 Strategy:** Increase awareness of services, collections, programs and technology.
 - Ms. Farkas reported that the Library hosted the American Business Women's Association (ABWA) on January 6, 2016 for the unveiling of a new women's book collection. The ABWA gave \$500.00 toward this collection to be used to purchase women's historical books. Over 34 books have been purchased for this collection. The response from the public has been very good.
6. **Goal #7 Strategy:** Provide convenient access to collections, programs and services.
 - Ms. Farkas confirmed that the traffic study was conducted on January 14, 2016 from 11:00 a.m. to 7:00 p.m. The results are not yet available, but she assured the Board that the time-frame for the work being done remains unchanged.
 - Trustee Poupard expressed her thanks to the Novi Library for remaining open for Martin Luther King Day on Monday, January 18, 2016. Ms. Farkas said that for the last three years the Library has remained opened on this day, and it provides a great opportunity to reach out to the community and host programs.

10. Treasures Report

A. Library Budget Fund 268-2015-2016

The Library Budget Fund 268 can be found on pages 29-31 of the January 20, 2016 Library Board packet.

- Trustee Messerknecht reported that the budget for fund 268 remains unchanged. With revenue of \$2,673,181.00 and expenditures of \$3,087,745.00, the Library will need to consume \$414,564.00 of the fund balance for this fiscal year.

B. Library Fund 268 Expenditure & Revenue Report (December 31, 2015)

The Fund 268 Expenditure & Revenue Report can be found on pages 32-34 of the January 20, 2016 Library Board packet.

- Revenue increased a little over \$7,000.00 for the month of December. The majority of the revenue came from book fines and meeting room rentals. The year to date revenue through December is \$2,688,000.00 which is about \$15,000.00 ahead of what was projected.
- Expenditures increased by \$183,000.00 in the month of December. Salaries, insurance, and social security made up much of these expenditures. Through six months of the fiscal year, expenditures are tracking positive with a total of about \$1,327,000.00 which is 43% of what was budgeted.
- The net of Revenues & Expenditures for Fund 268 is \$1,360,891.24.

C. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on pages 35-36 of the January 20, 2016 Library Board packet.

- Revenues total \$41,700.00 and expenditures total \$39,600.00 leaving a net revenue vs. expenditures of \$2,100.00.

D. Contributed Fund 269 Expenditure & Revenue Report (December 31, 2015)

The Fund 269 Expenditure & Revenue Report can be found on page 37 of the January 20, 2016 Library Board packet.

- Through the December, 2016, revenue totaled \$33,667.61 and expenditures totaled \$19,399.50 which leaves a net of revenues and expenditures at \$14,268.11.

E. Balance Sheets

The balance sheets for funds 268 and 269 can be found on pages 38-39 of the January 20, 2016 Library Board packet.

- Fund 268 had a beginning fund balance of \$1,719,423.02 and the net of revenues vs. expenditures of \$1,360,891.24. This leaves an ending fund 268 balance of \$3,080,314.26.
- Fund 269 had a beginning fund balance of \$1,629,605.26 and the net of revenues vs. expenditures of \$14,268.11. This leaves Fund 269 with an ending balance of \$1,643,873.37.
- Trustee Messerknecht reported that the numbers were looking good and that there was no particular line item that needed addressing.
- Trustee Lesko inquired about account 268-000.00-215.200 "Unemployment Insurance liability" which is on the balance sheet for Fund 268. Ms. Farkas said she would contact the City for an answer to what this line item is.

11. Director's Report

- Ms. Farkas reported that due to changing staff, the Support Service department will be holding off on some of their outreach duties. Book holds for outreach patrons will continue to be delivered but carts of books delivered to the facilities for patrons to browse will be temporarily suspended. Ms. Farkas reported that new staff is in the process of being trained. The outreach facilities have been notified of this temporary change.
- The City of Novi has launched a Random Act of Kindness campaign. The Novi Library staff was fortunate to have lunch delivered from Oak Point Church, in Novi, on January 14, 2016. The Library had participated in their Boomer program in 2015.
- Teen librarian Lindsay Fricke has applied for two grants that will serve Novi's community and teen patrons. Both are related to the summer reading program. Winners will be announced during the week of February 15, 2016.
- The door count for December 26 and December 27, 2015 were shared. Saturday saw 693 visitors which is about half the normal door count. Sunday had 429 visitors.

A. 2015 Annual Library Survey Results

The results of the survey can be found on pages 43-52 of the January 20, 2016 Library Board packet.

- Ms. Farkas thanked April Stevenson, Head of Information Services, and librarians Evan Smale and Mike Postula for assisting in this project.
- Ms. Farkas was interested in the feedback given by patrons about the library catalogue which is provided through The Library Network (TLN). She looks forward to sharing the feedback with the Director at TLN as well as the company that manages the catalogue SirsiDynix.
- The survey included feedback about the café, and Ms. Farkas was pleased that she had information to share with Mr. Bernstein.

B. Public Service Report

The Public Service Report can be found on pages 53-55 of the January 20, 2016 Library Board packet.

- Former Assistant Director Margi Karp-Opper submitted her final report for the month of December. Starting in January April Stevenson, Head of Information Services, will be submitting the report.

C. Building Operations Report

The Building Operations Report can be found on page 56 of the January 20, 2016 Library Board packet.

- The door to the first floor staff area that was being converted to a locked, security door is now installed and operating. Staff must now use a fab to access this work space.
- 83 room requests were made for the month of December. The facilities staff is doing a great job keeping up with these requests as well as any other building issues that arise. The facilities staff and Ms. Farkas have begun meeting weekly.

D. Library Usage Statistics

The Library Usage Statistics can be found on pages 57-66 of the January 20, 2016 Library Board packet.

- Ms. Farkas reported on page 57 of a discrepancy in the number of items checked out in July, August and September 2015. The box at the bottom of the page contains the correct numbers.
- Ms. Farkas reported that between 55% and 56% of the patrons use self-check out machines.
- The Library App had 38,000 hits for the month of December.
- Battle of the Books will be held at City Hall on March 12, 2016. Fifth and Sixth graders take on the task of reading six novels from December to March. They then form teams and the teams are quizzed on the books and awarded prizes. Normally there are 100 students that participate and at this time all the teams are full. It is a great event.
- Trustee Sturing suggested to the Board to keep in mind that the door count numbers for the December 26 and December 27 dates were lower than expected. Going forward, these numbers should be taken into consideration for future holiday closings. Although closing the Library is not advantageous to the community, it might need to be looked at.
- Trustee Sturing suggested that because of the increasing demand for room rentals, raising the rates in the future could be a financial benefit to the Library. Ms. Farkas explained that rates were adjusted a year ago.
- Trustee Verma requested the programming numbers be included with the room rental numbers.
- Ms. Farkas explained to Trustee Poupard that parking issues with Library programs is generally not a problem. The Library is able to use the High School parking lot behind the building
- Trustee Poupard inquired about grants. Ms. Farkas explained that grants are not used to supplement the budget.

E. Friends of the Novi Library

There was nothing to report.

F. Novi Historical Commission

There was nothing to report.

12. Committee Reports

A. Policy Committee (Lesko, Michener—Chair)

After the HR policy update is complete, Ms. Farkas will begin on a building policy update.

B. HR Committee (Michener, Verma—Chair)

A draft of the new employee policies will be given to Board members in February with voting to occur at the March Library Board Meeting.

- Trustee Verma requested that comments be sent to Ms. Farkas and she can share them with him and Trustee Michener.
- Ms. Farkas thanked Trustee Verma and Trustee Michener for their dedication to the committee and she also thanked the Library staff that assisted with the committee.

C. Finance Committee (Sturing, Lesko, Messerknecht—Chair)

- Another planned giving meeting is scheduled for the end of January. If the Board decides to go forward with a building assessment, the Finance Committee will be involved with the process.

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)

- Once the traffic study results are available, Ms. Farkas will be meeting with this committee.

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Results of mid-year review for Executive Director

- Board members were given an opportunity to review a 2014 and 2015 salary survey.
- Trustee Sturing made it clear to the public that evaluation and criteria were used in determining the Director's increased salary and one-time stipend.

A motion was made to increase the Director's salary to \$103,225.62 and to be given a one-time stipend of \$10,000.00.

1st—Ramesh Verma

2nd—William Lawler

The motion passed unanimously.

15. Adjournment

A motion was made to adjourn the meeting at 7:56 p.m.

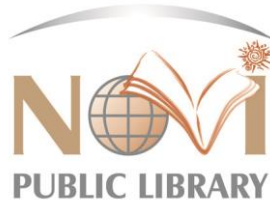
1st—Ramesh Verma

2nd—John Lesko

The motion was approved unanimously.

Ramesh Verma, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
January 16, 2016**

DRAFT

Call to Order and Roll Call

Library Board

Mark Sturing, President
John Lesko, Vice-President
Craig Messerknecht, Treasurer
Ramesh Verma, Secretary
Tara Michener, Board Member
Doreen Poupard, Board Member

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

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

Documents provided at meeting:

- 2016-2017 Budget Narrative
- 2016-2017 Proposed Budget (Draft 1: 1/16/2016)
- Performance Appraisal Report

Approval of Agenda

- Trustee Sturing made a motion to approve the 2016-2017 Budget Planning Session Agenda for January 16, 2016.
 - 1st—Doreen Poupard
 - 2nd—Ramesh Verma

The motion passed unanimously.

Purpose of the Meeting

Initial thoughts from Library Board Members:

- Trustee Sturing explained that Budget Session meetings are very informative and provide an opportunity to ask questions.

Budget Narrative

1. Unexpected Costs

A. Unexpected technology costs as of January 12, 2016.

- A new access reader has been added to the staff door in the lobby for security measures as a result of a theft. Somebody from the public was able to access the staff area and take a wallet. All volunteers must check in and wear a lanyard when in the building.
- The Library is getting bids on new EMV Credit/Debit card devices for self-check workstations as a result of having to accommodate "chip" credit cards. The cost will run about \$5,400.00 for 9 workstations.
- Trustee Lesko suggested limiting the number of workstations with this device to cut costs. Ms. Farkas would gather numbers to see how many credit card transactions are done at these stations, as well as which machines get the most use.
- Ms. Farkas reported that these costs have been added to budget for the year end number 2015/16.

B. Unexpected building and grounds costs as of January 12, 2016.

- Second floor glass panel was broken and replaced.
- Elevator repairs.
- The contract with Dalton Commercial Cleaning was increased to cover a larger area of monthly carpet cleanings. With the café, teen space, and new upholstered furniture, Ms. Farkas reported that the extra cleaning is needed and has helped.
- Trustee Verma had questions regarding the replacement of batteries for emergency lights that should have already been in the budget. Ms. Farkas explained that these batteries quit working before their expected expiration date.
- Well pump repairs were needed and the cost was split with the City of Novi. The Library paid \$2,947.50.

2. Personnel

A. Minimum Wage Increase

- A minimum wage increase has been put in the budget for 2016/2017 with a final increase in 2018.
- The Library currently employs 11 Shelves which puts the total combined working hours at 152. Because their shifts are under 20 hours per week, Shelves do not get benefits.

B. Employment Compensation for 2016-2017

- A new performance management tool is being used to allow 0-4% salary compensation. Ms. Farkas figured an average of 2-3%. Staff is going through mid-year reviews.

3. Technology and Capital Improvement

- The 2015/2016 year end amount for account 268-000.00-976.000, Data Processing-Computers/Equipment, came down due to the decision to refrain from adding additional computers to public area.
- For 2016/2017 the Library is going to be replacing 59 public space computers. The computers are on a six to seven year replacement schedule.
- Ms. Farkas reported that more people are bringing their own technology with them so the need for additional work space is needed. As reference material condenses into more electronic formats, she is hoping there may be an opportunity to add additional work space.

4. Fund Balance

- Fund balance money is still being used. The amount used has come down since 2013/2014.
- Trustee Poupard said that a millage to cut down on fund use is probably not feasible for the Library at this point in time, but the possibility of the Headlee rollback may be an option.

5. Building Assessment

- Ms. Farkas expressed her desire to have a building assessment done. The Library is approaching six years old and the future costs on roof, HVAC, and carpet replacement and repairs would be beneficial. Doing this would send a message of planning to the public.
- Trustee Sturing encourages escrowing for these repairs, and looking to a foundation or endowment may be an option as well.
- Ms. Farkas added \$6,000.00 to 816.000 for 2016/2017 for this assessment.
- Trustee Lawler expressed concern about the value the assessment would have since many assessments aren't specific enough. Ms. Farkas has access to the MAC assessment and will reach out for the report and share the information with the Board.

6. Salary Study

- A salary study has not been conducted since 2008. Ms. Farkas believes that with using DSLRT statistics and data from other libraries, that this project can be completed by the HR committee in 2016-2017 without paying a consultant firm. Not paying consultant fees would be very cost-effective for the Library.

7. Cost Savings using The Library Network (TLN) services

- Participating in the consortium offers the Library significant savings in delivery charges, cataloguing expenses, e-books and e-magazines, and also in internet services.
- \$4,000.00 is in the 2015/2016 year end budget for delivery which is five days a week. \$59,000.00 is budgeted for TLN Automation Services.
- When compared with how much expense would go into doing all these services as a stand-alone library, Ms. Farkas is glad to be a part of the consortium.
- Ms. Farkas informed the Board that TLN uses a formula to come up with the value amount of their services.

8. Friends of the Novi Library

A. 2016/2017 Wish List

- Trustee Verma inquired about the small bench on the Friend's 2016/2017 wish list and Ms. Farkas said that patrons have requested some seating in the vestibule while waiting for a ride. Ms. Farkas also responded to his question of new LOGO wear saying that it has been three years since any type of LOGO wear has been purchased for staff and Board members.

B. 2015/2016 Wish List

- The Friend's reallocated some money for purchasing a 3-D printer for public use. Staff continues to work on policies for the use of this device.
- The 3-D virtual tour is being completed and will be on the website soon.

C. My Coupon Genie

- Ms. Farkas reported that most of the money from My Coupon Genie came in on the last fiscal year. Only a small amount came in on the 2015/2016 fiscal year. She would gather the numbers for the Board.
- Ms. Farkas will put out a letter to the businesses thanking them for their participation, but that the Library would be going back to a one-on-one relationship with businesses wanting to sponsor events at the Library. There were between 20-25 businesses involved with My Coupon Genie.
- Trustee Poupard commended Ms. Farkas for trying new ways of partnering with businesses in the community.

9. Revenue and Expenditures as of 12/31/2015 (6 months into current fiscal year as of 1/09/2016)

- Trustee Messerknecht said that the numbers were as predicted and would be looked at in detail when going over the projected 2016/2017 budget.

2016-2017 Library Budget 268-1st Draft January 16, 2016

1. 2016-2017 Proposed Budget Revenue

- 403.000 Tax Revenue: \$2,522,777.00 budgeted for 2016/2017.
- 567.000 State Aid: \$27,000.00 budgeted for 2016/2017. The state allocates this money two times a year.
- 633.100 Insurance Reimbursement: \$0.00 unknown number.
- 657.000 Library Book Fines: fines for print and audio materials. \$70,000.00 budgeted for 2016/2017.
- 658.000 State Penal Fines: \$77,000.00 budgeted
 - State penal fine revenue is much higher than what was originally budgeted in 2015/2016. There is always discussion at the state level that this revenue could be redistributed. The amount of money earned from state penal fines is equivalent to half of the Library's book budget. Trustee Sturing and Trustee Lesko both suggested that the 2016/2017 budget reflect the lowest amount that Novi Library has received in the last couple years. Ms. Farkas agreed to increase this line item to \$83,000.00 for the 2016/2017 fiscal year.
- 664.000 Interest on Investments: \$24,000.00 budgeted for 2016/2017.
 - At this time the Library is earning about \$3,000.00 per month as opposed the \$2,000.00 per month that is budgeted for in 2016/2017. At the suggestion of Trustee Messerknecht, Ms. Farkas will increase this line item to \$30,000.00 for the 2016/2017 budget.
- 664.500 Unrealized gains(loss): \$0.00 unknown number.
- 665.000 Miscellaneous income: Flash drives, earbuds, print outs, library cards \$16,500.00 budgeted for 2016/2017.
- 665.100 Copier: Public usage \$2,200.00 budgeted for 2016/2017.
- 665.200 Electronic Media: fines for DVDs \$200.00 budgeted for 2016/2017.
- 665.266 SRP- T-shirt sales: \$0.00 budgeted. The City gives Ms. Farkas the budget line items.
- 665.289 Adult Programming: \$0.00 budgeted. On the Road program.
- 265.290 Library Fundraising: \$3,000.00 Budgeted for 2016/2017.
 - There hasn't been an actual fundraising event in 2015/2016 that has brought in funds.
- 665.300 Meeting Room Rentals: \$30,000.00 budget.
 - Half-way through the fiscal year the meeting rooms total \$16,832.00. Trustee Messerknecht suggested to raise the budgeted amount for 2016/2017. Ms. Farkas will increase this line item to \$32,000.00.
- 665.400 Gifts and Donations: \$6,000.00 budgeted for 2016/2017.
- 665.404 Novi Township Assessment: \$6,000.00 budgeted for 2016/2017.
 - The exact number is provided by the City. Trustee Sturing recommended increasing this amount based on the fact that the Tax Revenue is increasing. Ms. Farkas will increase this amount.

- 665.650 Library Café: \$5,000.00 budgeted for 2016/2017.
 - This amount is 10% of his sales. The contract expires in June, 2016. Ms. Farkas will put out a Request for Proposal through the City in an attempt to find new leasers.
- The total budgeted revenue for 2016/2017 is \$2,758,357.00.

2. Proposed 2016-2017 Budget Expenditures

A. Personnel Services

- 704.000 Permanent Salaries \$789,000.00 budgeted for 2016/2017.
 - The 2015-2016 ending amount will be higher because of the final payout of \$19,000.00 for two retiring full-time employees. Some of the staff was also compensated for taking on more duties after the retirement of two assistant directors.
 - Trustee Messerknecht requested that Ms. Farkas investigate the final 2015-2016 amount of \$855,000.00 as it seems high.
 - The Library employs 17 full time staff members.
 - Ms. Farkas explained to Trustee Verma and the rest of the Board that the reason the permanent salaries did not reflect a salary wage increase for 2016/2017 was because an amount had not been decided. Once it is discussed and agreed on, she will make the change to that line item.

Break at 9:30 a.m.

Resumed at 9:45 a.m.

- 704.200 Wages (non-pensionable): \$0.00 budgeted for 2016/2017.
- 704.250 Final Payout: \$0.00 budgeted for 2016/2017.
- 705.000 Temporary Salaries: \$648,000.00 budgeted for 2016/2017.
 - Ms. Farkas stated that there is regular turn-over with some of the staffing in Support Services. Many times it is due to these part-time employees finding full time work elsewhere. Currently three clerk and 2 shelving positions are open.
 - DSLRT report compares salaries between metro Detroit libraries. Ms. Farkas was disappointed to see some of the libraries comparable to Novi were not on the report.

Salary Increase

Ms. Farkas expressed her desire to have an employee compensation based on their performance appraisal. The Library is adopting this form of evaluation from the City of Novi.

- The compensation would include all part-time and full-time employees, but would not include the Director.
- Trustee Sturing proposed programing in the 2016-2017 budget, based on performance evaluations, an increase of 0-3% for part-time and full-time employees. This would bring Ms. Farkas' original budgeted amount down from \$39,000.00 to \$31,000.00. This amount would be more than the 1.5% that was awarded to staff in 2015/2016. By restructuring and eliminating two full-time positions, the Board is able to reward the staff without effecting the overall cost.

- Ms. Farkas will contact the City about providing an evaluation rubric on the Performance Appraisal Report. Board members expressed a desire to have more specific criteria for evaluating employees.
- 715.000-720.000 \$0.00 budgeted. Numbers plugged in are not accurate as Ms. Farkas is waiting on the City to provide these numbers.
 - Blue Cross Blue Shield (BCBS) went up 28%; Priority Health went up 7%; HAP went up 2%. Not many staff use BCBS for their insurance.
 - Trustee Messerknecht asked about the amount of contributed money to medical insurance. Ms. Farkas said both Library and City employees contribute 20%. Trustee Messerknecht suggests looking at this line item in the future, as it may be a bit low compared to other industries.
- Total 2016-2017 Personnel Service Expenditures budget: **\$1,796,462.00**

B. Supplies

- 727.000 Office Supplies: \$23,000.00 budgeted 2016/2017. Remains unchanged.
- 728.000 Postage: \$700.00 budgeted 2016/2017.
- 734.000 Computer software/licensing: \$82,000.00 budgeted for 2016/2017.
 - Ms. Farkas explained that the reason there is such a difference in the 2015/2016 ending number and where the Library was through December 31, 2015 is because the contracts on these items come due in March and April. The money in this account will be used by the end of the 2015/2016 fiscal year.
- 734.500 Computer supplies equipment: \$60,000.00 budgeted for 2016/2017.
 - A significant increase from earlier years is due to the replacement of servers. The Library has eight servers that are at the end of their life. Four will be in 2016/2017 and four 2017/2018.
- 740.000 Operating supplies: \$30,000.00 budgeted for 2016/2017. Toiletries and book processing supplies.
- 740.010 Gifts and donations expense: \$0.00 budgeted for 2016/2017.
- 740.200 Desk, chairs, cabinets: \$3,500.00 budgeted for 2016/2017.
 - Teen Stop table and display.
 - These items are also on the Friend's wish list which would bring the money back to the Library if the Friend's make the purchase.
- 741.000 Uniforms: \$300.00 budgeted 2016/2017.

C. Materials

- 742.000 Books: \$190,000.00 budgeted for 2016/2017.
 - More electronic and self-published books contribute to a lower budget.
- 742.100 Book Fines: \$1000.00 budgeted for 2016/2017.
 - Fees to other libraries for patrons lost items.
- 742.666 Books-Miscellaneous Grants: \$0.00 budgeted 2016/2017.
 - The Friends are writing grants for new materials.
- 743.000 Periodicals: \$23,800.00 budgeted for 2016/2017. No increase.
- 744.000 Audio Visual materials: \$76,000.00 budgeted for 2016/2017
 - Increased due to more downloadable books and music.
- 745.200 Electronic Media: \$51,000.00 budgeted for 2016/2017. Dvds and Blu-rays.
- 745.300 Online (Electronic) Resources: \$60,000.00 budgeted for 2016/2017. Online databases.
- Total 2016-2017 budget for supplies and material expenditures: **\$601,300.00.**

D. Services & Charges

- 801.925 Public Information (cable): \$500.00 budgeted for 2016/2017.
 - This line item has gone down due to reevaluating the need of cable stations.
- 802.100 Bank Services: \$4,800.00 budgeted for 2016/2017.
 - This is what the Library pays to allow the use credit cards for fines, meeting room rentals, donations and sale items. What the Library brings in exceeds what the Library spends on this line item.
- 803.000 Independent Audit: \$700.00 2016/2017 budgeted for 2016/2017.
 - Completed through the City of Novi.
- 804.000 Medical Service: \$1,500.00 budgeted for 2016/2017.
 - The Library pays \$66.00 each time a new employee is hired.
 - The amount went up in 2015/2016 due to staff turnover.
- 806.000 Legal Fees: \$1,000.00 2016/2017 budgeted for 2016/2017.
- 809.000 Memberships & Dues: \$5,000.00 budgeted for 2016/2017. Includes MLA, PLA, ALA, Rotary, Oakland County Historical Resource, and ABWA.
 - Increased a small amount due to the request from the teen librarian to join a teen librarian organization.
- 816.000 Professional Services: \$10,000.00 budgeted for 2016/2017.
 - Typically it is \$4,000.00 but Ms. Farkas added \$6,000.00 for the proposed building assessment. The Board is in agreement with this proposal as long the results of the assessment are financially planned for.

- 817.000 Custodial Services: \$46,000.00 budgeted for 2016/2017.
 - Renewed at the same rate for 2016/2017 but will need to go out for bid in 2017/2018.
- 818.000 TLN Central Services: \$4,500.00 budgeted for 2016/2017.
- 851.000 Telephone: \$11,800.00 budgeted for 2016/2017.
- 855.000 TLN Automation Services: \$59,000.00 budgeted for 2016/2017.
 - The audited number was higher than budgeted so Ms. Farkas increased this line item.
- 861.000 Gasoline and Oil: \$1,500.00 budgeted for 2016/2017.
 - The City is not charging for anything but gas and they are allowing the van to be kept at the Library.
 - The Library benefits greatly from the City by utilizing their financial/administration services.
- 862.000 Mileage: \$300.00 budgeted for 2016/2017.
- 880.000 Community Promotion: \$20,000.00 budgeted for 2016/2017.
 - There is a significant increase for this line item due to new charges the Library will be responsible for paying. The Library will now be charged once a month for Beyond Books cable show as well as additional cable costs.
 - The Library will also be paying for their own volunteer and staff recognition plaques.
- 880.267 Library Programming-Book It: \$0.00 budgeted for 2016/2017.
 - It would be too late for 2016/2017 but it could be done for 2017/2018.
- 880.268 Library Programming: \$22,500.00 budgeted for 2016/2017.
 - The amount remains the same due to diligence of the staff at finding cost effective programs.
- 880.271 Adult Programming: \$3,000.00 budgeted for 2016/2017. On the Road
- 900.000 Printing/Graphic Design/Publishing: \$29,500.00 budgeted for 2016/2017.
 - Summer Reading, Engage, and any other promotional activity.
- 910.000 Property and Liability Insurance: \$14,800.00 budgeted for 2016/2017.
 - Ms. Farkas was told to increase 10% each year by the City.
- 910.001 Insurance deduct/Uninsured Claims: \$0.00 budgeted for 2016/2017.
- 921.000 Heat: \$11,500.00 budgeted for 2016/2017.
 - Ms. Farkas will check with the City to see what they increase each year.
- 922.000 Electricity: \$106,000.00 budgeted for 2016/2017.
- 923.000 Water & Sewer: \$5,500.00 budgeted for 2016/2017.
 - 2015-2016 fiscal year end will be high due to the watering of the bioswales.
- 934.000 Building Maintenance: \$92,500.00 budgeted for 2016/2017.
- 935.000 Vehicle Maintenance: \$0.00 budgeted for 2016/2017.
- 941.000 Grounds Maintenance: \$32,000.00 budgeted for 2016/2017.
 - The bioswales got added to this line item instead of capital improvement. Ms. Farkas will check with the City.
- 942.000 Office Equipment Lease: \$15,000.00 budgeted for 2016/2017.

- The Library is allowed so much printing at their contract rate. Because the printing needs are going up, the Library is paying extra. Staff is looking into raising our numbers based on the lease that we have.
- 942.100 Records Storage: \$300.00 budgeted for 2016/2017.
- 956.000 Conferences & Workshops: \$13,500.00 budgeted for 2016/2017.
- Total Services & Charges 2016/2017: **\$513,500.00**

E. Capital Outlay

- 962.000 Building Maintenance: \$0.00 budgeted for 2016/2017. Number unknown.
- 934.000 Building Improvements: \$7,500.00 budgeted for 2016/2017.
 - The fabric panels through-out the Library need professional cleaning. Ms. Farkas will move this line item to the regular maintenance account.
- 941.000 Grounds Maintenance: \$53,400.00 budgeted for 2016/2017.
 - This money is specific for the parking lot to be repaired and resealed.
- 976.000 Data Processing/Computers/Equipment: \$56,000.00 budgeted for 2016/2017.
 - 59 computers are to be replaced for 2016/2017.
- 986.000 Data Processing-Phone upgrade: \$0.00 budgeted for 2016/2017. Number unknown.
- 990.000 Furniture: \$0.00 number unknown.
- Total Capital Outlay: **\$116,900.00**
- Total Expenditures budgeted for 2016/2017: **\$3,028,162.00**
- Total fund balance usage is projected: **\$269,805.00.**

Trustee Messerknecht hopes that the 2016/2017 projected fund usage is better than the fiscal year end of 2015/2016. With the adjustments to revenue as discussed earlier along with changes to salary line items it will be close.

Public Comment

There was no public comment

Adjournment

A motion was made to adjourn the January 16, 2016 Library Budget Planning Session at 11:35 a.m.

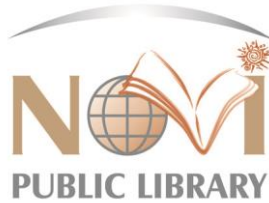
1st—Ramesh Verma

2nd—Doreen Poupard

The motion passed unanimously.

Ramesh Verma, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
February 06, 2016**

DRAFT

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Craig Messerknecht, Treasurer
Tara Michener, Board Member
Doreen Poupard, Board Member

Library Board Absent/Excused

John Lesko, Vice President
Ramesh Verma, Secretary
William Lawler, Board Member

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President, at 8:02 a.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Agenda

A motion was made to approve the agenda as presented.

1st – Doreen Poupard
2nd – Craig Messerknecht

The motion was approved unanimously.

Documents provided at meeting:

- 2016-2017 Library Budget 268 2nd Draft
- City of Novi GroupMap Report; Long and Short-Term Goals
- Budget Narrative 2016-2017

4. Budget Narrative 2016-2017

1. Unexpected Costs as of January 12, 2016

- A.** EMV Credit/Debit card devices for self-check workstations – estimate 9@\$600
- Low percentage of intake of funds based on cost
 - Meeting room payments – 95% credit card usage
 - Getting quotes for 2 based on usage - \$1,200 approximate
- Credit card devices are needed, but not at all self-check stations – move to main counter.

Barb Rutkowski is investigating Square technology at counters.

Credit Card Rates – The percentage charged by MasterCard purchases is 2.275% and the charge associated with the use of a Visa is 2.288%. Along with the percentages, we are also charged additional assessments.

- B.** The Library experienced a restroom issue this week that needed to be addressed by a plumber. The facilities staff did a great job of taking care of the emergency situation.

2. Personnel

Julie Farkas provided changes to the Employee Compensation for 2016-2017. The proposed changes are indicated in red.

We are using the performance management tool set forth by the City of Novi. This year based on the new form, Director Farkas is recommending a scale of 0% - 3% for performance salary increases. The salary increase would be awarded as of July 1, 2016. Those that would not qualify for the wage increase: hired after January 1, 2016, Red-lined staff (maximum salary cap), minimum wage recipients as their increase would be effective January 1, 2017.

Recommendation as of February 6, 2016

- 0% - Unsatisfactory
- 1.0% - Improvement Needed
- 2% - Meets Expectations
- 2.5% More than Meets Expectations
- 3% - Exceeds Expectations

Additional estimated salary budget for 16/17 based on %'s above for PT/FT staff (not included on budget documents): approximately \$28,740 in salaries and \$2,200 for Social Security.

Staff would receive percentage increases based on reviews.

The Library Board questioned the definition of More Than vs. Exceeds. Director Farkas would make this available to the Board.

Director Farkas indicated that a majority of the staff would be in the category of "Meets Expectations."

7. Board Meeting Change (February 6, 2016)

A request to change the Library Board Meeting dates from the third Wednesday to the fourth Thursday was proposed. This day is available on the City of Novi's calendar as there are no conflicts with other City meetings being held in Council Chambers on this day. This would allow enough time for closing of the financials for the month. The change for the Library Board Meetings would not take place until January 2017.

8. Building Assessment for Novi Library

The \$6,000 Building Assessment cost is reflected in the budget.

9. My Coupon Genie Fundraising Campaign

The total collected to date for our portion of MyCouponGenie is \$4,550.02. This fundraising effort was primarily shown in the 2014-15 budget year.

10. Health Insurance

The contribution has not changed, still 20% employee, 80% City. There are no anticipated changes to this arrangement.

11. 2016 Summer Reading Sponsorship flyer (February 6, 2016)

We have received two sponsors to date and both are from the Silver category indicating a donation of \$750 each.

12. Friends of the Novi Library (Wish List)

A new item added to the Friends Wish List is a Laser Cutter – Hands-on technology for public (cutter and supplies) at the cost of \$2,895.00.

The laser cutter is an encased device which can cut steel, leather, etc. The device would be used for crafts, programming, etc. There would be a cost to the public. Policies are being worked on, as well the as the cost associated with its usage. A proposal would be sent to the Library as there is an application process involved. The Laser Cutter could be used for business as well as educational purposes. A Board member questioned the staff time involved with the use of this and the 3D printer.

Director Farkas stated that at most one hour of staff time would be involved and that would consist of reading the proposal and the initial production of the product.

5. City of Novi GroupMap Report

The Library was mentioned in the City of Novi's Goal Setting Session: make Improvements at Lakeshore Park – Build a New Building at Lakeshore including a library as part of the new building. This was indicated as a major goal for the City. Consideration for the Lending Library would be a vending style machine to distribute materials. This would be considered a satellite library at the North end of Novi.

6. 2016-2017 Library Budget 268 – 2nd Draft – February 6, 2016

Changes are highlighted in yellow.

Revenues

- 567.000 - State Aid was submitted at the end of January. Should see another check this fiscal year.
- 664.000 – Interest on Investments - 2016-17 Proposed \$30,000. Increased from the 2015-16 Approved amount of \$24,000.
- 665.300 – Meeting Room – 2016-17 Proposed \$32,000. Increased from the 2015-16 Approved amount of \$28,000.
- 665.404 – Novi Township Assessment – 2016-17 Proposed \$6,369; 2017-18 Projected \$6,591 – 3.5% increase.

Total Revenues 2016-17 Proposed - \$2,774,726

Total Revenues 2017-18 Projected - \$2,855,953

Expenditures

Personnel Services

- 704.000 – Permanent Salaries – 2015-16 year-end figure of \$842,000 is a good number. 2016-17 Proposed and 2017-18 Projected shows \$789,000.
- 704.200 Wages (non-pensionable) – Stipend; document should indicate 2% increase instead of 3%.
- 704.250 – Final Payout – Two full-time positions vacation payout.
- 705.000 – Temporary Salaries – expecting a new part-time position by end of this fiscal year; minimum wage increase in 2017 expected.
- Salary increase of 2% is not reflected in the budget - \$28,000 plus \$2,200 in Social Security. The Library Board members present indicated that the staff should receive an increase in salary this year. The funds are to be indicated in the budget based on an average 2% increase - \$28,000 along with \$2,200 for Social Security. At vote, the members present voted to move forward with the increase. With the 2017-18 Projected fund balance usage, place a 2% increase for salaries, but this is not a definite increase for staff, just earmarked – approximately \$30,000.
- 715.000 – Social Security – 2016-17 Proposed shows \$110,000 and 2017-18 Projected shows \$110,000. Figure provided by the Director of Finance at the City.

- 716,000 – Insurance – 2016-17 Proposed shows \$227,000 and 2017-18 Projected shows \$227,000. Figure provided by the Director of Finance at the City.
- 716,200 – HSA – Health Savings Accts – 2016-17 Proposed shows \$1,500 and 2017-18 Projected shows \$1,500. Figure provided by the Director of Finance at the City.
- 716,999 – Insurance Employee Reimbursement - The Library Board questioned the costs as the figure should be at 20%, which should be (\$45,400) not (\$37,000). Director Farkas is to check on these figures. Figures provided by the Director of Finance at the City.
- The Fund Balance was expected to be available for ten years past the construction of the new building and it has. The Library Board stated that the fund balance has been handled extremely well.

Total Personnel Services Expenditures 2016-17 Proposed - \$1,769,200

Total Personnel Services Expenditures 2017-19 Projected - \$1,769,200

Supplies & Materials

No changes to this category.

Total Supplies & Materials Expenditures 2016-17 Proposed - \$601,300

Total Supplies & Materials Expenditures 2017-18 Projected - \$595,800

Services & Charges

- 855,000 – TLN Automation Services – 2016-17 Proposed shows \$61,000; 2017-18 Projected shows \$61,000. Internet increase - There was a bandwidth increase from 50-100 megabytes.
- 934,000 Building Maintenance – 2016-17 Proposed shows \$100,000 and 2017-18 Projected shows \$92,500- \$7,500 for cleaning of 70 fabric panels in 2016-17 fy– along with general maintenance. This account also covers HVAC/elevator maintenance, etc.
- 941,000- Grounds Maintenance – 2016-17 Proposed shows \$33,000; \$2017-18 Projected shows \$33,000 - \$8,500 Bioswale and lawn maintenance increase.

Total Services & Charges Expenditures 2016-17 Proposed - \$523,700

Total Services & Charges Expenditures 2017-18 Projected - \$518,200

Capital Outlay

- 976,000 – Data Processing – Computers/Equipment – 2016-17 Proposed shows \$56,000; 2017-18 Projected shows \$26,000 (59 computers in 2016/17 to be replaced; 27 computers in 2017/18 to be replaced). Public computers are replaced prior to the staff computers.

Total Capital Outlay Expenditures 2016-17 Proposed - \$109,400

Total Capital Outlay Expenditures 2017-18 Projected - \$26,000

Total Expenditures 2016-17 Proposed - \$3,003,600

Total Expenditures 2017-18 Projected - \$2,909,200

Total Fund Balance usage 2016-17 Proposed – (\$228,874)
Total Fund Balance usage 2017-18 Projected – (\$53,247)

Fund Balance: There is an expected 2.4% increase over current year-end projections. Based on these calculations, we will still have a 12 year span to operate the Library with the use of the fund balance.

Library Assessment: The assessment conducted at the City of Novi Meadowbrook facility is on point on housing, but you won't find the same accuracy for a library. Every report has its limitations. Director Farkas is to check to see if the assessment company used by the City of Novi has completed assessments on libraries. The Library has the funds available to complete major repairs on the building.

The Library Contributed Funds – 269 Account: These funds can be used for anything except for funds that were donated for a specific items/collections, etc. If the assessment is completed, funds could be set aside for future repairs and the funding could come from the Library Contributed 269 account. The Library Contributed Account 269 could be used for emergencies, i.e. a new roof, etc. too.

7. Public Comment

There was no public comment.

8. Adjourn

A motion was made to adjourn the meeting at 9:54 a.m.

1st – Tara Michener
2nd – Craig Messerknecht

The motion was passed unanimously.

Mark Sturing, President

Date



Novi Oaks Charter Chapter

Auction Co-Chairs:

Christina Struwe

1748 Beechmont, Keego Harbor, MI 48320
christina.struwe@huntington.com
Phone: (586) 306-1826

Marcia Green

5236 Oak Hill Trail, Commerce, MI 48382
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Phone: (248) 330-6315



ABWA MISSION

To bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support and national recognition

NOVI OAKS CHARTER CHAPTER

AMERICAN BUSINESS WOMEN'S ASSOCIATION
CHAPTER FOUNDED JANUARY 29, 1990
NOVI, MICHIGAN

January 23, 2016



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

Dear Julie:

We are writing to thank you and to let you know the results of our 11th Annual Autumn Brunch With Auction, held on September 26, 2015. We are thrilled to report that your donation to our auction helped us to raise just under \$10,000 for scholarships and education for the second year in a row.

ABWA is a national non-profit business league that supports and promotes the education and business development of women through seminars, business-relevant programs, and networking at local, regional, and national meetings. We provide leadership opportunities, scholarships, grants, and tuition reimbursement programs, and we support our communities. The Novi Oaks Charter Chapter of ABWA donates each year to local colleges and to ABWA's national Stephen Bufton Memorial Educational Fund. For information on the national scholarships available to women, visit <https://www.sbmf.org>.

Our chapter was recognized as a Level 1 ABWA "Best Practices" chapter (the highest honor) at the 2015 National Women's Leadership Conference in Albuquerque, New Mexico, on October 16, 2015. For more information on our chapter, please visit www.ABWA-Novi.org. Visit www.abwa.org or www.abwa-emc.org (Eastern Michigan Council) for more information about the national and regional ABWA organizations.

We hope we can count on your continued support with donated items or gift certificates for our 12th Annual Autumn Brunch With Auction, to be held on October 1, 2016 at the Holiday Inn in near Laurel Park in Livonia. We invite you to join us at our monthly meetings held on the second Wednesday evening of every month at the DoubleTree Hotel in Novi, and to join us at next year's auction!

Our best to you and your friends and family for your continued success in 2016.

Sincerely,

Christina B. Struwe

Marcia L. Green

Christina Struwe, Auction Co-Chair

Marcia L. Green, Auction Co-Chair

The Novi Oaks Charter Chapter of ABWA

Novi Public Library

THANK YOU for supporting the 11th Annual **Autumn Brunch With Auction**
Raising \$10,000 for Scholarships and Education



Christina B. Struwe
Christina B. Struwe, Auction Co-Chair

Marcia L. Green
Marcia L. Green, Auction Co-Chair

By: Ruchira Ankireddygari and Cindy Huang

Programs:

On January 16, teens had the opportunity to learn about robots at the Introduction to Robotics program where Club Z provided a brief demonstration on robotics programming.

At the Financial Aid program on January 26, students learnt from Chad Somerville from the Student Financial Services Bureau, as he discussed different financial aid options for college.

The Teen Space had a total of 542 attendees in January.

Teen Advisory Board Update:

In the January TAB meeting, members discussed possible book titles for the upcoming launch of the library's teen book club. Teens also filled out reading New Year's resolutions to help decorate the Teen Space. Guest speaker, Erin Durrett, presented on 3D printing, and TAB members provided feedback on possible technology and STEM based teen programs for the future.

Upcoming Programs:

Introduction to Robotics - February 6, February 13, February 20, February 27

Pizza Taste Fest - February 9

Teen Book Club - February 17

Teen Chocolate Party - February 19

Resume Writing Workshop - February 23

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.

| Strategy: | | | |
|--|--------------|---|--|
| Provide appropriate staffing for best customer service. | | | |
| Tactic | Owner | Status | Due Date |
| 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; a Library of Michigan Continuing Education Grant was awarded to an IS staff member to attend Leadership Academy; Management attended a Cultural Diversity workshop at the City; attended Library UpLoad conference to share IT expertise. | Ongoing; 8/15; 10/15; 11/15; 1/16; 2/16 |

Goal #2:

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

| Strategy: | | | |
|---|--------------|--|-----------------|
| Partner with City of Novi and Novi School District. | | | |
| Tactic | Owner | Status | Due Date |
| 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 |

| Strategy: | | Investigate and implement changes that save money. | |
|--|-------------------|---|--|
| Tactic | Owner | Status | Due Date |
| 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 faster, more cost effective model; re-purposing and utilizing extra supplies recently uncovered; phone system upgrade to restore 3-digit dial to the civic center; investigating print/copier pricing to determine if lease pull-ahead would be more economical. | Ongoing; 8/15; 9/15; 11/15; 12/15; 2/16 |
| Work with managers for budget planning | AD | Dept. budget meetings scheduled for December; 1 st drafts developed; dept. meetings held | 1/16; 9/15; 12/15 |
| Develop budget for next FY and future projections | AD; Board | 2 budget planning sessions (January 20, 2016 and February 6, 2016); Approval of 16/17 budget for Feb. 17, 2016 | 3/16 |

| Strategy: | | Seek funding through grants. | |
|--|--------------|--|-------------------|
| Tactic | Owner | Status | Due Date |
| 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 rd 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; unfortunately we did not win this grant. | 9/15; 12/15 |
| 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. Unfortunately we did not win this grant. | 9/15; 1/16 |

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| 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. Unfortunately we did not win this grant. | 10/15, 1/16 |
|--|----|--|-------------|

| Goal #3: | | | |
|--|--------------|---|-----------------|
| Continue a high level of awareness for Library Board member representation, ambassadors and engagement in Novi and the greater library community. | | | |
| Strategy: | | Library Board Trustees participate in City events. | |
| Tactic | Owner | Status | Due Date |
| 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 | Date is scheduled for May 3, 2016 | 5/16 |
| Spring into Novi | AD; Board | Date is scheduled for May 14, 2016 | 5/16 |
| City Council meetings | AD; Board | Library Director, President Sturing and Secretary Verma presented Annual Report, Strategic Planning update | 12/15 |
| Strategy: | | Library Board Trustees participate in NPL events. | |
| Tactic | Owner | Status | Due Date |
| 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 |
| Strategy: | | Library Board Trustees participate in greater library community. | |
| Tactic | Owner | Status | Due Date |
| 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 |
| Strategy: | | Library staff participate in community events. | |
| Tactic | Owner | Status | Due Date |

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|---|----|---|----------------------------|
| 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; Library Director is chairing the Youth Assistance Volunteer recognition scheduled for 4/14/2016 | Ongoing; 7/15; 8/15; 11/15 |
| Represent NPL in various outlets | AD | | Ongoing |

| Goal #4: | | | |
|---|--------------|---|--|
| Provide quality services, collections, programs and technology with an emphasis on the diverse and aging population. | | | |
| Strategy: | | Engage the Older Adult community in Library programs and services. | |
| Tactic | Owner | Status | Due Date |
| 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; shared information on this service at a meeting with local Activities Directors from the surrounding Senior Facilities. | Annually; 8/15; 9/15; 10/15; 11/15; 1/16 |
| 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; December; January | Annually; 8/15; 9/15; 10/15; 11/15; 12/15, 1/16 |
| 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 | Working on a survey for spring | Annually; 1/16 |

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| 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; attended November and December meetings of City of Novi Older Adult services to go over their strategic plan; met with local Activities Directors from the surrounding Senior Facilities to discuss shared programming, transportation, and other | Annually; 8/15; 10/15; 11/15; 12/15 |
| 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; 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; met with local Activities Directors from the surrounding Senior Facilities | 2015/16; 8/15; 12/15 |
| 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; Planning meeting for October 2016 event 1/22/2016 | 2015/16; 10/15; 1/16 |
| | | | |
| Strategy: | Increase/implement programming opportunities for each patron group. | | |
| Tactic | Owner | Status | Due Date |
| 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; hosted Celebrate Chanukah program; hosted Indian cooking program | Annually; 10/15; 12/15; 1/16 |
| 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 | Annually; 7/15; 8/15; 9/15; 10/15; 11/15; 12/15; 2/16 |

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| | | time (54), Just Like a Pirate (60), Tot Time story time (58), Tot Time story time (62); Listen @ the Library (100), Halloween Tales (250), Pumpkinfest 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); 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); Listen @ the Library (80); MLK day (76); | |
| 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; hold Battle of the Books practice sessions | Annually; 7/15; 8/15; 10/15; 11/15; 1/16 |
| 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 programs during after-school time (3:00-5:00) and have seen increased attendance | Annually; 8/15; 9/15; 11/15 |
| 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 | 2015/16; 8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16 |

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| | | <p>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; 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); posted a Teen Winter Reading Program in the Teen Stop, teens who complete the activity sheet can claim their price the last week in March; added the Top Teen Reads of 2015 display; Interview with Tia Marie Sanders and Yolanda Hockaday-Dennis regarding Teen Space and library behaviors.</p> | |
| Investigate programming based on patron suggestions, including the GEEK the Library campaign | IS; AD; IT | 3D printing session being developed for April | Annually; 2/16 |
| 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 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 | 2015/16; 8/15; 9/15; 10/15; 11/15; 12/15, 1/16 |

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| | | 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; partnered with Megafun Fitness in Novi for the Get Your Wiggles Out programs; held a story time session with Bright Loritos, | |
| Strategy: | | Provide up to date technology and resources. | |
| Tactic | Owner | Status | Due Date |
| 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; technology survey is in progress; 3D printer in-house | Annually 12/15; 01/16; 2/16 |
| 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." Initiated conversation about teen geek squad with Activities Director at Fox Run | 2015/16; 12/15; 1/16 |
| Strategy: | | Partner with the Novi School District. | |
| Tactic | Owner | Status | Due Date |
| Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events | AD; IS | Was asked to host a Social Justice community event at the Library, unfortunately meeting room space was not available on dates needed; plans to participate in event at the off-site location when known. | 2/16 |
| 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 th 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 Meadows Media Specialist to choose Battle of the Books titles for upcoming 2016 program; attended Walk to School Day program at Novi Woods | Annually; 9/15; 10/15; 11/15; 12/15; 1/16 |

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| | | 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; attended Leader in Me Celebrations at Novi Woods and Parkview Elementary; <i>attended documentary film at Novi Middle School, Most Likely to Succeed; attended grand opening of Oakland Flextech High School Makerspace lab.</i> | |
| 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 |
| Strategy: | Maintain current collections and services. | | |
| Tactic | Owner | Status | Due Date |
| 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; 12/15; <i>1/16</i> |

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|--|--|--|------------------------|
| | | 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 st – 4 th grade reading lists updated, now including Accelerated Reader and Lexile levels for quick reference; Young Adult fiction subject guide binders updated; 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; created a display of Women's history books with the donation from the ABWA; cards promoting specific albums on Freegal are regularly displayed; signage promoting the Great Michigan Reads book in print, electronic, and audio were displayed; updated International Resources brochure and Language Conversation Group flyers | |
| Implement reference survey | IS | Will be updated and implemented in November; in lobby and online; survey completed, results to be summarized; survey received 627 responses | Annually; 11/15; 12/15 |
| Strategy: | Consider adding new collections and services. | | |
| Tactic | Owner | Status | Due Date |
| 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 |

| Goal #5: | | | |
|---|--------------|---|---------------------------------------|
| Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible. | | | |
| Strategy: | | Increase awareness of services, collections, programs and technology. | |
| 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; staff spent time training new Historical Commission members on how to use the Local History Room; arranging for a donation of items from a former Justice of the Peace including the gavel and badge, as well as, facts and pictures to be displayed in April | Annually; 9/15; 10/15; 1/16 |
| 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; Homeowner's presentation to Cheltenham Estates Homeowner's presentation to Chase Farms Homeowner's presentation to Riverbridge | Annually; 1/16 |
| 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 |

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| 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 | Cost prohibited at this time for print; Communications Coordinator is investigating E-newsletters specifically for Adults, Teens and Youth | 2/16 |
| Provide regular (weekly/monthly) columns in Novi News and Patch.com | AD | Information is being sent on a weekly basis by Communications Coordinator, many articles are run | 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 |

Goal #6

Utilize efficient and increased fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.

| | | | |
|-------------------------------|---|--|-----------------|
| Strategy: | Review past fundraising and plan future fundraising. | | |
| Tactic | Owner | Status | Due Date |
| 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 |
| Summer Reading Sponsors 2016 | AD | Received 2 \$750 SRP sponsorships from Twelve Oaks Mall and DFCU | 1/16 |

Goal #7:

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

| | |
|------------------|--|
| Strategy: | Maintain best practices and policies. |
|------------------|--|

| Tactic | Owner | Status | Due Date |
|---|---|---|---------------------------------|
| Investigate Library employment opportunities for ages 14 and up (summer/seasonal/weekends/subs) | AD | | 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; HR committee is reviewing Employee Policies; Board received 1st draft of HR policies on Feb. 6 and will review until March 4, 2016. | Ongoing; 8/15; 9/15-2/16 |
| 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 |
| Strategy: | Provide convenient access to collections, programs and services. | | |
| Tactic | Owner | Status | Due Date |
| 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 at other options before proceeding; 2 nd traffic study scheduled for 1/14/16; Traffic study info received 2/11/2016 | 6/16; 10/15; 1/16; 2/16 |
| Strategy: | Maintain communication with Read a Latte Café. | | |
| Tactic | Owner | Status | Due Date |
| 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 | Held mtgs. On 9/30/2015; 2/5/16 | Ongoing |
| Strategy: | Consider premium services. | | |
| Tactic | Owner | Status | Due Date |
| 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 |
|--|--------------------------------|-------------------------------|----------------------------------|-------------------------------|--------------------------------|--------------------------------|
| Revenues | | | | | | |
| 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 |
| Total Revenues | | 2,566,200.00 | 2,637,456.72 | 2,673,181.00 | 2,758,357.00 | 2,839,362.00 |
| 2015-2016 Budget 3/25/2015 Approved | | 2014-2015 Approved | 2014-2015 Est Yr. End | 2015-2016 Approved | 2016-2017 Projected | 2017-2018 Projected |
| Expenditures | | | | | | |
| Personnel Svcs. | | | | | | |
| 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 |
|--|---|-----------------------|--------------------------|-----------------------|------------------------|------------------------|
| Total Personnel Services | | 1,965,900.00 | 1,882,500.00 | 1,895,945.00 | 1,907,462.00 | 1,919,669.00 |
| Supplies | | | | | | |
| Account | Description | | | | | |
| 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 |
| Materials | | | | | | |
| 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 |
| Total Supplies & Materials | | 585,600.00 | 576,600.00 | 566,000.00 | 558,800.00 | 558,800.00 |
| 2015-2016 Budget 3/25/2015 Approved | | 2014-2015 Approved | 2014-2015 Est Yr. End | 2015-2016 Approved | 2016-2017 Projected | 2017-2018 Projected |
| Expenditures | | | | | | |
| Services & Charges | | | | | | |
| Account | Description | | | | | |
| 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 |
| Total Services & Charges | | 451,150.00 | 460,853.42 | 479,600.00 | 484,500.00 | 490,800.00 |
| 2015-2016 Budget 3/25/2015 Approved | | 2014-2015 Approved | 2014-2015 Est. Yr. End | 2015-2016 Approved | 2016-2017 Projected | 2017-2018 Projected |
| Capital Outlay | | | | | | |
| 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 | | |
| Total Capital Outlay | | 53,550.00 | 30,600.00 | 146,200.00 | 109,400.00 | 26,000.00 |
| 965.269 | Walker Transfer | | | | | |
| Total Expenditures | | 3,056,200.00 | 2,950,553.42 | 3,087,745.00 | 3,060,162.00 | 2,995,269.00 |
| 680.000 | Fund Balance | | | | | |
| | TOTAL Fundbalance | 490,000.00 | 313,096.70 | 414,564.00 | 301,805.00 | 155,907.00 |

| 2016-2017 Library Budget 268 | | | | | | |
|------------------------------|-------------------------------|----------------------|-----------------------|----------------------|-----------------------|------------------------|
| February 17, 2016 | | 2014-2015 Audited | 2015-2016 Approved | 2015-2016 Yr. End | 2016-2017 Proposed | 2017-2018 Projected |
| Revenues | | | | | | |
| Account | Description | | | | | |
| 403.000 | Tax Revenue - Current Levy | 2,367,212.28 | 2,449,491.00 | 2,469,427.87 | 2,522,777.00 | 2,618,888.00 |
| 403.001 | Tax Revenue - Cnty Chargebk | -4,521.44 | -25,000.00 | -25,000.00 | -21,000.00 | -30,000.00 |
| 403.002 | Tax Revenue - Tx Tribunal | 13,862.00 | -10,000.00 | -10,000.00 | -5,000.00 | -10,000.00 |
| 403.003 | Tax Revenue - Brow nfield Cap | -199.00 | -210.00 | -210.00 | -220.00 | -226.00 |
| 420.000 | Tax Reveune - C/Y Del PPT | -3,424.77 | -6,000.00 | -6,000.00 | -5,100.00 | -6,200.00 |
| 567.000 | State Aid | 32,741.43 | 27,000.00 | 29,000.00 | 29,000.00 | 29,000.00 |
| 633.100 | Insurance Reimbursement | 913.00 | 0.00 | 0.00 | | |
| 657.000 | Library book fines | 65,010.47 | 70,000.00 | 70,000.00 | 70,000.00 | 70,000.00 |
| 658.000 | State penal fines | 83,205.14 | 77,000.00 | 111,926.44 | 83,000.00 | 83,000.00 |
| 664.000 | Interest on Investments | 28,693.56 | 24,000.00 | 30,000.00 | 30,000.00 | 30,000.00 |
| 664.500 | Unrealized gain(loss) invest | 7,871.32 | 0.00 | 2,064.64 | 0.00 | 0.00 |
| 665.000 | Miscellaneous income | 15,417.29 | 16,500.00 | 16,500.00 | 16,500.00 | 16,500.00 |
| 665.100 | Copier | 2,492.39 | 2,200.00 | 2,200.00 | 2,200.00 | 2,200.00 |
| 665.200 | Electronic media | 238.00 | 200.00 | 200.00 | 200.00 | 200.00 |
| 665.266 | SRP - T-shirt sales | 138.73 | 0.00 | 131.17 | 0.00 | 0.00 |
| 665.289 | Adult Programming | 6,981.72 | 0.00 | 4,267.33 | 0.00 | 0.00 |
| 665.290 | Library Fundraising | 0.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 665.300 | Meeting Room | 27,728.02 | 28,000.00 | 32,000.00 | 32,000.00 | 32,000.00 |
| 665.400 | Gifts and donations | 15,070.42 | 6,000.00 | 2,500.00 | 6,000.00 | 6,000.00 |
| 665.404 | Novi Tow nship Assessment | 5,933.00 | 6,000.00 | 6,154.00 | 6,369.00 | 6,591.00 |
| 665.650 | Library Caf  | 4,688.25 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| Total Revenues | | 2,670,051.81 | 2,673,181.00 | 2,740,161.45 | 2,774,726.00 | 2,855,953.00 |

| 2016-2017 Library Budget 268 February 17, 2016 | | 2014-2015 Audited | 2015-2016 Approved | 2015-2016 Yr. End | 2016-2017 Proposed | 2017-2018 Projected |
|---|--------------------------------|----------------------|-----------------------|----------------------|-----------------------|------------------------|
| Expenditures | | | | | | |
| Personnel Svcs. | | | | | | |
| Account | Description | | | | | |
| 704.000 | Permanent Salaries | 902,359.69 | 914,000.00 | 842,000.00 | 805,000.00 | 821,100.00 |
| 704.200 | Wages (non-pensionable) | 24,743.89 | 25,000.00 | 10,000.00 | | |
| 704.250 | Final Payout | 11,294.19 | 0.00 | 19,000.00 | 0.00 | 0.00 |
| 705.000 | Temporary Salaries | 596,921.16 | 609,000.00 | 582,000.00 | 661,000.00 | 674,500.00 |
| 715.000 | Social Security | 119,251.99 | 122,300.00 | 105,000.00 | 112,200.00 | 114,500.00 |
| 716.000 | Insurance | 202,537.39 | 235,147.00 | 215,000.00 | 217,000.00 | 232,000.00 |
| 716.200 | HSA - Health Savings Acct. | 1,248.71 | 3,000.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 716.999 | Ins. Employee Reimbursement | -36,900.20 | -43,202.00 | -43,000.00 | -43,400.00 | -46,400.00 |
| 718.000 | Pension DB | 14,964.00 | 0.00 | 15,000.00 | 0.00 | 0.00 |
| 718.050 | Pension - add'l DB | -18,120.00 | 0.00 | -17,000.00 | 0.00 | 0.00 |
| 718.200 | Pension - Defined Contribution | 18,516.01 | 26,400.00 | 26,000.00 | 26,400.00 | 26,400.00 |
| 719.000 | Unemployment Ins | 933.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| 720.000 | Workers' Comp | 2,080.00 | 4,300.00 | 1,000.00 | 4,300.00 | 4,300.00 |
| Total Personnel Services | | 1,839,830.03 | 1,895,945.00 | 1,756,500.00 | 1,784,000.00 | 1,827,900.00 |
| Supplies | | | | | | |
| Account | Description | | | | | |
| 727.000 | Office supplies | 18,881.44 | 23,000.00 | 23,000.00 | 23,000.00 | 23,000.00 |
| 728.000 | Postage | 682.39 | 700.00 | 700.00 | 700.00 | 700.00 |
| 734.000 | Computer softw are/licensing | 86,900.09 | 86,400.00 | 89,700.00 | 82,000.00 | 80,000.00 |
| 734.500 | Computer supplies equip | 20,725.29 | 28,000.00 | 31,800.00 | 60,000.00 | 60,000.00 |
| 740.000 | Operating supplies | 26,411.22 | 30,000.00 | 30,000.00 | 30,000.00 | 30,000.00 |
| 740.010 | Gift and Donations expense | 8,533.33 | 0.00 | 565.00 | | |
| 740.200 | Desk,chairs, cabinets, etc. | 0.00 | 800.00 | 0.00 | 3,500.00 | 0.00 |
| 741.000 | Uniforms | 227.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| Materials | | | | | | |
| 742.000 | Books | 173,792.87 | 195,000.00 | 190,000.00 | 190,000.00 | 190,000.00 |
| 742.100 | Book Fines | 565.88 | 1,000.00 | 700.00 | 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 | 19,386.58 | 23,800.00 | 23,800.00 | 23,800.00 | 23,800.00 |
| 744.000 | Audio visual materials | 60,108.91 | 71,000.00 | 71,000.00 | 76,000.00 | 76,000.00 |
| 745.200 | Electronic media | 44,788.70 | 51,000.00 | 51,000.00 | 51,000.00 | 51,000.00 |
| 745.300 | Online (Electronic) Resources | 55,399.44 | 55,000.00 | 55,000.00 | 60,000.00 | 60,000.00 |
| Total Supplies & Materials | | 516,403.14 | 566,000.00 | 567,265.00 | 601,300.00 | 595,800.00 |

| 2016-2017 Library Budget 268 February 17, 2016 | | 2014-2015 Audited | 2015-2016 Approved | 2015-2016 Yr. End | 2016-2017 Proposed | 2017-2018 Projected |
|---|---|------------------------------|-------------------------------|------------------------------|-------------------------------|--------------------------------|
| Expenditures | | | | | | |
| Services & Charges | | | | | | |
| Account | Description | | | | | |
| 801.925 | Public Information (cable) | 833.41 | 1,000.00 | 400.00 | 500.00 | 500.00 |
| 802.100 | Bank Services | 2,476.65 | 2,000.00 | 3,600.00 | 4,800.00 | 4,800.00 |
| 803.000 | Independent Audit | 700.00 | 700.00 | 700.00 | 700.00 | 700.00 |
| 804.000 | Medical Service | 659.80 | 300.00 | 2,500.00 | 1,500.00 | 1,500.00 |
| 806.000 | Legal Fees | 342.00 | 1,000.00 | 500.00 | 1,000.00 | 1,000.00 |
| 809.000 | Memberships & Dues | 4,266.00 | 4,500.00 | 4,500.00 | 5,000.00 | 4,500.00 |
| 816.000 | Professional services | 1,355.00 | 4,000.00 | 4,000.00 | 10,000.00 | 4,000.00 |
| 817.000 | Custodial Services | 46,145.00 | 48,800.00 | 46,800.00 | 46,800.00 | 48,800.00 |
| 818.000 | TLN Central Services | 4,495.00 | 4,500.00 | 4,000.00 | 4,500.00 | 4,500.00 |
| 851.000 | Telephone | 12,082.53 | 11,500.00 | 11,500.00 | 11,500.00 | 11,500.00 |
| 855.000 | TLN Automation Services | 57,006.34 | 56,000.00 | 59,000.00 | 61,000.00 | 61,000.00 |
| 861.000 | Gasoline and oil | 363.61 | 500.00 | 500.00 | 1,500.00 | 1,500.00 |
| 862.000 | Mileage | 436.43 | 300.00 | 100.00 | 300.00 | 300.00 |
| 880.000 | Community Promotion | 3,961.68 | 11,800.00 | 11,800.00 | 20,000.00 | 20,000.00 |
| 880.267 | Library Programming - Book It | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 880.268 | Library Programming | 11,717.97 | 22,500.00 | 22,500.00 | 22,500.00 | 22,500.00 |
| 880.271 | Adult Programming | 4,563.52 | 0.00 | 2,640.19 | 3,000.00 | 3,000.00 |
| 900.000 | Printing, Graphic Design, Publishing | 29,634.55 | 29,500.00 | 29,500.00 | 29,500.00 | 29,500.00 |
| 910.000 | Property & Liability Insurance | 13,000.00 | 14,300.00 | 13,464.00 | 14,800.00 | 16,300.00 |
| 910.001 | Insurance deduct/Uninsured claims | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 921.000 | Heat | 11,257.52 | 11,000.00 | 11,000.00 | 11,500.00 | 12,000.00 |
| 922.000 | Electricity | 101,729.02 | 103,000.00 | 103,000.00 | 106,000.00 | 109,000.00 |
| 923.000 | Water and Sewer | 5,393.13 | 5,500.00 | 6,500.00 | 5,500.00 | 6,000.00 |
| 934.000 | Building Maintenance | 65,253.18 | 90,000.00 | 92,000.00 | 100,000.00 | 92,500.00 |
| 935.000 | Vehicle Maintenance | 1,717.20 | 1,500.00 | 500.00 | 0.00 | 0.00 |
| 941.000 | Grounds Maint. | 32,735.91 | 28,600.00 | 40,200.00 | 33,000.00 | 33,000.00 |
| 942.000 | Office Equipment Lease | 12,596.78 | 12,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 942.100 | Records storage | 264.34 | 300.00 | 300.00 | 300.00 | 300.00 |
| 956.000 | Conferences & Workshops | 8,464.64 | 14,500.00 | 14,500.00 | 13,500.00 | 14,500.00 |
| Total Services & Charges | | 433,451.21 | 479,600.00 | 501,004.19 | 523,700.00 | 518,200.00 |
| 2016-2017 Library Budget 268 February 17, 2016 | | 2014-2015 Audited | 2015-2016 Approved | 2015-2016 Yr. End | 2016-2017 Proposed | 2017-2018 Projected |
| Capital Outlay | | | | | | |
| Account | Description | | | | | |
| 962.000 | Building Maint. | | | | | |
| 934.000 | Building Improvements | | | | | |
| 941.000 | Grounds Maint. | | 71,400.00 | 62,900.00 | 53,400.00 | |
| 976.000 | Data Processing - Computers/Equip | | 64,800.00 | 55,800.00 | 56,000.00 | 26,000.00 |
| 986.000 | Data Processing - Security Camera upgrade | 7,020.40 | | 17,500.00 | | |
| 990.000 | Furniture | | 10,000.00 | 9,475.00 | | |
| Total Capital Outlay | | 7,020.40 | 146,200.00 | 145,675.00 | 109,400.00 | 26,000.00 |
| 965.269 | Walker Transfer | | | | | |
| Total Expenditures | | 2,796,704.78 | 3,087,745.00 | 2,970,444.19 | 3,018,400.00 | 2,967,900.00 |
| 680.000 | Fund Balance | | | | | |
| | TOTAL Fundbalance | -126,552.97 | -414,564.00 | -230,282.74 | -243,674.00 | -111,947.00 |

| | | | | | | | | | |
|-----------------------------|--|---|--------------|----------------|----------------|----------------|---------------|---------------|--------|
| 02/11/2016 | | REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI | | | | | | | |
| | | PERIOD ENDING 01/31/2016 | | | | | | | |
| | | % Fiscal Year Completed: 58.74 | | | | | | | |
| | | *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 | NOVEMBER 2015 | DECEMBER 2015 | JANUARY 2016 | 01/31/2016 | 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 | 2,461,636.23 | (0.23) | 100.00 |
| 268-000.00-403.001 | Property Tax Revenue- County Chargebacks | (4,521.44) | (25,000.00) | (977.62) | 0.00 | 84.72 | (1,581.92) | (36,558.08) | 4.15 |
| 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) | (0.33) | 99.85 |
| 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 | (5,000.00) | 0.00 |
| Property tax revenue | | 2,372,929.07 | 2,408,281.00 | (977.62) | 0.00 | 84.72 | 2,459,839.64 | (51,558.64) | 102.14 |
| 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 | 1,160.28 | 774.08 | 1,043.44 | 8,102.22 | 8,397.78 | 49.10 |
| 268-000.00-665.100 | Copier | 2,492.39 | 2,200.00 | 217.72 | 158.00 | 171.00 | 1,401.17 | 798.83 | 63.69 |
| 268-000.00-665.200 | Electronic media (previously VHS) | 238.00 | 200.00 | 9.00 | 21.00 | 46.50 | 176.50 | 23.50 | 88.25 |
| 268-000.00-665.266 | Summer reading t-shirt sales | 138.73 | 0.00 | 0.00 | 16.60 | 0.00 | 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 | 2,564.37 | 1,457.12 | 3,546.50 | 20,379.48 | 7,620.52 | 72.78 |
| 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 | 420.39 | 538.63 | 457.31 | 3,213.00 | 1,787.00 | 64.26 |
| Other revenue | | 57,548.68 | 60,900.00 | 4,371.76 | 2,965.43 | 5,264.75 | 39,557.54 | 21,342.46 | 64.95 |
| Fines and forfeitures | | | | | | | | | |
| 268-000.00-657.000 | Library book fines | 65,010.47 | 70,000.00 | 4,703.85 | 4,687.72 | 5,024.28 | 39,171.92 | 30,828.08 | 55.96 |
| 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 | 4,703.85 | 4,687.72 | 5,024.28 | 151,098.36 | (4,098.36) | 102.79 |
| Interest income | | | | | | | | | |
| 268-000.00-664.000 | Interest on investments | 28,693.56 | 24,000.00 | 3,305.30 | 3,580.51 | (2,946.15) | 16,069.75 | 7,930.25 | 66.96 |
| 268-000.00-664.500 | Unrealized gain (loss) on investments | 7,871.32 | 0.00 | (4,601.34) | (3,934.92) | 14,304.87 | 12,434.59 | (12,434.59) | 100.00 |
| Interest income | | 36,564.88 | 24,000.00 | (1,296.04) | (354.41) | 11,358.72 | 28,504.34 | (4,504.34) | 118.77 |
| Donations | | | | | | | | | |
| 268-000.00-665.289 | Adult programs | 6,981.72 | 0.00 | 28.64 | 0.00 | 0.00 | 4,267.33 | (4,267.33) | 100.00 |
| 268-000.00-665.400 | Gifts and donations | 15,070.42 | 6,000.00 | 0.00 | 440.40 | 2,875.20 | 4,903.77 | 1,096.23 | 81.73 |
| Donations | | 22,052.14 | 6,000.00 | 28.64 | 440.40 | 2,875.20 | 9,171.10 | (3,171.10) | 152.85 |

| | | END BALANCE | 2015-16 | MONTH ACTIVITY | MONTH ACTIVITY | MONTH ACTIVITY | YTD BALANCE | AVAILABLE | |
|--------------------|--|---------------|--------------|----------------|----------------|----------------|---------------|---------------|--------|
| GL NUMBER | DESCRIPTION | 06/30/2015 | ORIGINAL | NOVEMBER 2015 | DECEMBER 2015 | JANUARY 2016 | 01/31/2016 | BALANCE | % BDGT |
| | | 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 | 69,818.90 | 69,818.93 | 64,660.79 | 489,378.18 | 424,621.82 | 53.54 |
| 268-000.00-704.200 | Wages - Stipend | 24,743.89 | 25,000.00 | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 15,000.00 | 40.00 |
| 268-000.00-704.250 | Final Payout | 11,294.19 | 0.00 | 0.00 | 0.00 | 18,963.41 | 18,963.41 | (18,963.41) | 100.00 |
| 268-000.00-705.000 | Temporary salaries | 596,921.16 | 609,000.00 | 44,396.10 | 40,753.68 | 38,893.94 | 299,741.44 | 309,258.56 | 49.22 |
| 268-000.00-715.000 | Social security | 119,251.99 | 122,300.00 | 8,518.95 | 8,240.38 | 9,875.04 | 61,122.86 | 61,177.14 | 49.98 |
| 268-000.00-716.000 | Insurance | 202,537.39 | 235,147.00 | 19,742.75 | 19,093.90 | 18,334.19 | 127,908.33 | 107,238.67 | 54.40 |
| 268-000.00-716.200 | HSA - employer contribution | 1,248.71 | 3,000.00 | 81.25 | 81.25 | 487.50 | 916.96 | 2,083.04 | 30.57 |
| 268-000.00-716.999 | Insurance - Employee Reimbursement | (36,900.20) | (43,202.00) | (3,467.10) | (3,467.10) | (3,541.96) | (22,506.57) | (20,695.43) | 52.10 |
| 268-000.00-718.000 | Pension - DB Normal Cost | 14,964.00 | 0.00 | 1,176.00 | 1,176.00 | 1,176.00 | 8,232.00 | (8,232.00) | 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) | (9,973.67) | 9,973.67 | 100.00 |
| 268-000.00-718.200 | Pension - defined contribution | 18,516.01 | 26,400.00 | 2,233.40 | 2,233.40 | 2,265.75 | 14,260.62 | 12,139.38 | 54.02 |
| 268-000.00-719.000 | Unemployment insurance | 933.20 | 0.00 | 0.00 | 1,295.20 | 0.00 | 1,295.20 | (1,295.20) | 100.00 |
| 268-000.00-720.000 | Workers compensation | 2,080.00 | 4,300.00 | 252.89 | 243.17 | 285.15 | 782.29 | 3,517.71 | 18.19 |
| Personnel services | | 1,839,830.03 | 1,895,945.00 | 141,328.33 | 138,044.00 | 159,975.00 | 1,000,121.05 | 895,823.95 | 52.75 |
| Supplies | | | | | | | | | |
| 268-000.00-727.000 | Office supplies | 18,881.44 | 23,000.00 | 1,308.79 | 931.86 | 2,667.52 | 13,912.71 | 9,087.29 | 60.49 |
| 268-000.00-728.000 | Supplies - Postage | 682.39 | 700.00 | 114.12 | 0.00 | 0.00 | 586.86 | 113.14 | 83.84 |
| 268-000.00-734.000 | Computer supplies, software & licensing | 86,900.09 | 86,400.00 | 444.85 | 2,325.82 | 193.75 | 21,466.92 | 64,933.08 | 24.85 |
| 268-000.00-734.500 | Computer supplies/equipment | 20,725.29 | 28,000.00 | 506.27 | 962.75 | (95.39) | 21,658.53 | 6,341.47 | 77.35 |
| 268-000.00-740.000 | Operating supplies | 26,411.22 | 30,000.00 | 1,793.23 | 1,731.01 | 275.84 | 11,607.82 | 18,392.18 | 38.69 |
| 268-000.00-740.010 | Gift and donations expense | 8,533.33 | 0.00 | 0.00 | 140.00 | 0.00 | 732.37 | (732.37) | 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 | 13,090.69 | 12,583.04 | 6,926.77 | 103,547.66 | 91,452.34 | 53.10 |
| 268-000.00-742.100 | Library Book - Fines | 565.88 | 1,000.00 | 0.00 | 75.92 | 53.47 | 394.16 | 605.84 | 39.42 |
| 268-000.00-743.000 | Library periodicals | 19,386.58 | 23,800.00 | 182.00 | 129.51 | 0.00 | 13,785.37 | 10,014.63 | 57.92 |
| 268-000.00-744.000 | Audio visual materials | 60,108.91 | 71,000.00 | 3,411.48 | 4,369.30 | 5,270.97 | 45,636.05 | 25,363.95 | 64.28 |
| 268-000.00-745.200 | Electronic media | 44,788.70 | 51,000.00 | 2,633.75 | 2,432.59 | 1,910.06 | 21,779.47 | 29,220.53 | 42.70 |
| 268-000.00-745.300 | Electronic resources (CD rom materials) | 55,399.44 | 55,000.00 | 3,027.15 | 5,004.00 | 2,055.20 | 44,969.85 | 10,030.15 | 81.76 |
| Supplies | | 516,403.14 | 566,000.00 | 26,512.33 | 30,685.80 | 19,258.19 | 300,077.77 | 265,922.23 | 53.02 |

| | | END BALANCE | 2015-16 | MONTH ACTIVITY | MONTH ACTIVITY | MONTH ACTIVITY | YTD BALANCE | AVAILABLE | |
|----------------------------|---|---------------|------------|----------------|----------------|----------------|---------------|---------------|--------|
| | | 06/30/2015 | ORIGINAL | NOVEMBER 2015 | DECEMBER 2015 | JANUARY 2016 | 01/31/2016 | 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 | 30.24 | 0.00 | 179.49 | 820.51 | 17.95 |
| 268-000.00-802.100 | Bank Service Charges | 2,476.65 | 2,000.00 | 285.48 | 189.62 | 177.76 | 2,021.44 | (21.44) | 101.07 |
| 268-000.00-803.000 | Independent audit | 700.00 | 700.00 | 0.00 | 0.00 | (35.00) | 665.00 | 35.00 | 95.00 |
| 268-000.00-804.000 | Medical service | 659.80 | 300.00 | 0.00 | 138.00 | 0.00 | 414.00 | (114.00) | 138.00 |
| 268-000.00-806.000 | Legal fees | 342.00 | 1,000.00 | 175.50 | 136.50 | 0.00 | 312.00 | 688.00 | 31.20 |
| 268-000.00-809.000 | Memberships and dues | 4,266.00 | 4,500.00 | 5.00 | 50.00 | 154.00 | 4,153.00 | 347.00 | 92.29 |
| 268-000.00-816.000 | Professional services | 1,355.00 | 4,000.00 | 0.00 | 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 | 23,400.00 | 25,400.00 | 47.95 |
| 268-000.00-818.000 | TLN Central Services | 4,495.00 | 4,500.00 | 0.00 | 0.00 | 0.00 | 3,995.00 | 505.00 | 88.78 |
| 268-000.00-851.000 | Telephone | 12,082.53 | 11,500.00 | 546.81 | 1,036.96 | 994.64 | 7,196.79 | 4,303.21 | 62.58 |
| 268-000.00-855.000 | TLN Automation Services | 57,006.34 | 56,000.00 | 0.00 | 0.00 | 8,594.15 | 35,091.75 | 20,908.25 | 62.66 |
| 268-000.00-861.000 | Gasoline and oil | 363.61 | 500.00 | 0.00 | 10.88 | 0.00 | 87.06 | 412.94 | 17.41 |
| 268-000.00-862.000 | Mileage | 436.43 | 300.00 | 0.00 | 37.97 | 0.00 | 46.26 | 253.74 | 15.42 |
| 268-000.00-880.000 | Community promotion | 3,961.68 | 11,800.00 | 746.90 | 366.25 | 815.54 | 2,141.29 | 9,658.71 | 18.15 |
| 268-000.00-880.268 | Library programming | 11,717.97 | 22,500.00 | 873.87 | 406.25 | 302.59 | 7,490.80 | 15,009.20 | 33.29 |
| 268-000.00-880.271 | Adult programs | 4,563.52 | 0.00 | 125.02 | 0.00 | 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 | 137.41 | 1,070.16 | 5,784.56 | 16,433.91 | 13,066.09 | 55.71 |
| 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 |
| | | END BALANCE | 2015-16 | MONTH ACTIVITY | MONTH ACTIVITY | MONTH ACTIVITY | YTD BALANCE | AVAILABLE | |
| | | 06/30/2015 | ORIGINAL | NOVEMBER 2015 | DECEMBER 2015 | JANUARY 2016 | 01/31/2016 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NORM (ABNORM) | BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NORM (ABNORM) | NORM (ABNORM) | USED |
| 268-000.00-921.000 | Heat | 11,257.52 | 11,000.00 | 647.40 | 801.26 | 1,561.23 | 3,557.06 | 7,442.94 | 32.34 |
| 268-000.00-922.000 | Electricity | 101,729.02 | 103,000.00 | 7,650.34 | 7,107.39 | 0.00 | 47,840.28 | 55,159.72 | 46.45 |
| 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 | 2,437.98 | 4,651.86 | 2,025.21 | 32,634.89 | 57,365.11 | 36.26 |
| 268-000.00-935.000 | Vehicle maintenance | 1,717.20 | 1,500.00 | 0.00 | (2,145.00) | 0.00 | 170.80 | 1,329.20 | 11.39 |
| 268-000.00-941.000 | Grounds maintenance | 32,735.91 | 28,600.00 | 2,558.77 | 1,722.50 | (5,730.00) | 29,085.91 | (485.91) | 101.70 |
| 268-000.00-942.000 | Office equipment lease | 12,596.78 | 12,000.00 | 999.00 | 1,109.77 | 0.00 | 8,740.88 | 3,259.12 | 72.84 |
| 268-000.00-942.100 | Records storage | 264.34 | 300.00 | 20.02 | 20.02 | 20.02 | 140.14 | 159.86 | 46.71 |
| 268-000.00-956.000 | Conferences and workshops | 8,464.64 | 14,500.00 | 277.84 | 418.59 | 2,351.62 | 9,086.35 | 5,413.65 | 62.66 |
| Other services and charges | | 433,451.21 | 479,600.00 | 21,417.19 | 21,059.22 | 17,016.32 | 253,921.24 | 225,678.76 | 52.94 |

| | | END BALANCE | 2015-16 | MONTH ACTIVITY | MONTH ACTIVITY | MONTH ACTIVITY | YTD BALANCE | AVAILABLE | |
|--------------------------------|--------------------------------------|---------------|--------------|----------------|----------------|----------------|---------------|----------------|----------|
| | | 06/30/2015 | ORIGINAL | NOVEMBER 2015 | DECEMBER 2015 | JANUARY 2016 | 01/31/2016 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NORM (ABNORM) | BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NORM (ABNORM) | NORM (ABNORM) | USED |
| Capital outlay | | | | | | | | | |
| 268-000.00-976.000 | Building improvements | 0.00 | 136,200.00 | 0.00 | 0.00 | 500.00 | 5,284.96 | 130,915.04 | 3.88 |
| 268-000.00-986.000 | Internal Technology - Capital Outlay | 7,020.40 | 0.00 | 0.00 | 0.00 | 7,200.00 | 7,200.00 | (7,200.00) | 100.00 |
| 268-000.00-990.000 | Furniture | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 9,475.50 | 524.50 | 94.76 |
| Capital outlay | | 7,020.40 | 146,200.00 | 0.00 | 0.00 | 7,700.00 | 21,960.46 | 124,239.54 | 15.02 |
| Net - Dept 000.00-treasury | | (126,552.97) | (414,564.00) | (182,427.26) | (182,049.88) | (179,341.84) | 1,128,600.96 | (1,543,164.96) | |
| Fund 268 - LIBRARY FUND 268: | | | | | | | | | |
| TOTAL REVENUES | | 2,670,151.81 | 2,673,181.00 | 6,830.59 | 7,739.14 | 24,607.67 | 2,704,681.48 | (31,500.48) | (272.24) |
| TOTAL EXPENDITURES | | 2,796,704.78 | 3,087,745.00 | 189,257.85 | 189,789.02 | 203,949.51 | 1,576,080.52 | 1,511,664.48 | (272.24) |
| NET OF REVENUES & EXPENDITURES | | (126,552.97) | (414,564.00) | (182,427.26) | (182,049.88) | (179,341.84) | 1,128,600.96 | (1,543,164.96) | (272.24) |

| 269 - Library Contributed Funds - Revenues & Expenditures | | | | | |
|---|----------------|--|----------------------|----------------------|----------------------|
| 2015-2016 Approved Budget (7/15/15) | | | | | |
| | | | 2014-2015 Budget | As of 6/12/15 | 2015-2016 Approved |
| Collections/Materials | 665.230 | Revenues | | | |
| | | 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 |
| TOTAL | | | \$35,603.99 | \$35,311.99 | \$2,500.00 |
| 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) |
| TOTAL | | | (\$3,705.00) | (\$853.56) | (\$1,900.00) |
| TOTAL | | | \$31,898.99 | \$34,458.43 | |
| 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 |
| TOTAL | | | 68,244.67 | 67,941.69 | \$24,000.00 |
| 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) |
| TOTAL | | | (\$64,751.84) | (\$60,551.82) | (\$28,500.00) |
| TOTAL | | | \$3,492.83 | 7,389.87 | |
| 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 |
| TOTAL | | | \$15,222.94 | \$20,493.25 | \$11,200.00 |

| | | | | | |
|---|----------------|---|-----------------------|-----------------------|-----------------------|
| Programming | 742.232 | Expenditures | | | |
| | | 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) |
| TOTAL | | | (2,265.05) | (\$5,770.12) | (\$5,700.00) |
| TOTAL | | | \$12,957.89 | \$14,723.13 | |
| Technology | 665.233 | Revenues | | | |
| | | Beginning Balance 6/30/2014 | 6,100.00 | 6,100.00 | |
| | | Unsolicited donations | 2,000.00 | 810.00 | 2,000.00 |
| TOTAL | | | \$8,100.00 | \$6,910.00 | \$2,000.00 |
| Technology | 742.233 | Expenditures | | | |
| | | Book-It Technology | (3,600.00) | 0.00 | |
| | | 3-D Printer (Friends) | | | (3,000.00) |
| TOTAL | | | (\$3,600.00) | \$0.00 | (\$3,000.00) |
| TOTAL | | | \$4,500.00 | \$6,910.00 | |
| Undesignated (Misc.) | 665.234 | Revenues | | | |
| 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 | |
| TOTAL | | | \$1,567,141.43 | \$1,567,233.23 | \$2,000.00 |
| Undesignated (Misc.) | 742.234 | Expenditures | | | |
| | | Misc expenses (staff appreciation) | (2,000.00) | (438.11) | (500.00) |
| | | Listen @ the Library (Friends) | | (1,500.00) | |
| TOTAL | | | (2,000.00) | (1,938.11) | (\$500.00) |
| TOTAL | | | \$1,565,141.43 | \$1,565,295.12 | |
| TOTAL | | | \$1,617,991.14 | \$1,628,776.55 | |
| *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 |
| Approved 7/15/2015 | | Ending Fund Balance Expected | \$1,617,991.14 | \$1,627,508.55 | \$1,640,530.62 |

| | | END BALANCE | 2015-16 | MONTH ACTIVITY | MONTH ACTIVITY | MONTH ACTIVITY | YTD BALANCE | AVAILABLE | |
|-------------------------------------|---------------------------------------|---------------|--------------|----------------|----------------|----------------|---------------|----------------|----------|
| | | 06/30/2015 | ORIGINAL | NOVEMBER 2015 | DECEMBER 2015 | JANUARY 2016 | 01/31/2016 | 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 | 1,591.84 | 1,862.69 | (1,636.77) | 9,702.29 | (9,702.29) | 100.00 |
| 269-000.00-664.500 | Unrealized gain (loss) on investments | 7,426.03 | 5,000.00 | (2,208.01) | (2,047.17) | 7,947.26 | 9,948.69 | (9,948.69) | 100.00 |
| Interest income | | | | | | | | | |
| | | 31,696.13 | 20,000.00 | (616.17) | (184.48) | 6,310.49 | 19,650.98 | (19,650.98) | 100.00 |
| Donations | | | | | | | | | |
| 269-000.00-665.230 | Collections/Materials Revenue | 1,733.00 | 0.00 | 96.35 | 0.00 | 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 | 2,255.00 | 0.00 | 5,150.71 | 18,849.29 | 21.46 |
| 269-000.00-665.232 | Programming Revenue | 10,421.14 | 0.00 | 333.10 | 206.55 | 1,352.35 | 12,720.84 | (1,520.84) | 113.58 |
| 269-000.00-665.233 | Technology Library Revenue | 810.00 | 0.00 | 0.00 | 0.00 | 409.00 | 409.00 | 1,591.00 | 20.45 |
| 269-000.00-665.234 | Undesignated Misc Donations | 3,500.00 | 12,000.00 | 0.00 | 212.09 | 0.00 | 3,212.09 | (1,212.09) | 160.60 |
| Donations | | | | | | | | | |
| | | 32,331.16 | 12,000.00 | 429.45 | 2,673.64 | 1,761.35 | 21,903.99 | 19,796.01 | 52.53 |
| 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 | 0.00 | 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 | 1,427.45 | 0.00 | 0.00 | 12,618.89 | (6,918.89) | 221.38 |
| 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 | 544.95 | 373.12 | 0.00 | 2,259.57 | (1,759.57) | 451.91 |
| Supplies | | | | | | | | | |
| | | 25,090.07 | 32,000.00 | 1,972.40 | 373.12 | 0.00 | 19,578.70 | 20,021.30 | 49.44 |
| 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 | (2,159.12) | 2,116.04 | 8,071.84 | 21,976.27 | (19,876.27) | |
| | | END BALANCE | 2015-16 | MONTH ACTIVITY | MONTH ACTIVITY | MONTH ACTIVITY | YTD BALANCE | AVAILABLE | |
| | | 06/30/2015 | ORIGINAL | NOVEMBER 2015 | DECEMBER 2015 | JANUARY 2016 | 01/31/2016 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NORM (ABNORM) | BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NORM (ABNORM) | NORM (ABNORM) | USED |
| Fund 269 - LIBRARY CONTRIBUTED 269: | | | | | | | | | |
| TOTAL REVENUES | | 64,027.29 | 32,000.00 | (186.72) | 2,489.16 | 8,071.84 | 41,554.97 | 145.03 | 1,046.49 |
| TOTAL EXPENDITURES | | 25,182.56 | 32,000.00 | 1,972.40 | 373.12 | 0.00 | 19,578.70 | 20,021.30 | 1,046.49 |
| NET OF REVENUES & EXPENDITURES | | 38,844.73 | 0.00 | (2,159.12) | 2,116.04 | 8,071.84 | 21,976.27 | (19,876.27) | 1,046.49 |
| | | | | | | | | | |
| | | | | | | | | | |
| TOTAL REVENUES - ALL FUNDS | | 2,734,179.10 | 2,705,181.00 | 6,643.87 | 10,228.30 | 32,679.51 | 2,746,236.45 | (31,355.45) | |
| TOTAL EXPENDITURES - ALL FUNDS | | 2,821,887.34 | 3,119,745.00 | 191,230.25 | 190,162.14 | 203,949.51 | 1,595,659.22 | 1,531,685.78 | |
| NET OF REVENUES & EXPENDITURES | | (87,708.24) | (414,564.00) | (184,586.38) | (179,933.84) | (171,270.00) | 1,150,577.23 | (1,563,041.23) | |

| 02/11/2016 | | BALANCE SHEET FOR CITY OF NOVI | |
|-----------------------------|--|--------------------------------|--|
| | | As of 01/31/2016 | |
| GL Number | Description | Balance | |
| Fund 268 - LIBRARY FUND 268 | | | |
| *** Assets *** | | | |
| 268-000.00-003.000 | Cash-Pooled Cash(Fifth Third & Comerica) | 38,165.44 | |
| 268-000.00-017.000 | Investments - Pooled | 2,861,409.64 | |
| 268-000.00-018.000 | Cash on hand | 500.00 | |
| 268-000.00-020.000 | Current taxes receivable | 36,796.32 | |
| | Total Assets | 2,936,871.40 | |
| *** Liabilities *** | | | |
| 268-000.00-202.000 | Accounts payable | 56,199.02 | |
| 268-000.00-215.200 | Unemployment insurance liability | 2,590.40 | |
| 268-000.00-259.702 | Accrued liabilities-tax | 29,558.00 | |
| 268-000.00-276.400 | Deposit for Cafe | 500.00 | |
| | Total Liabilities | 88,847.42 | |
| *** 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 | 1,128,600.96 | |
| | Ending Fund Balance | 2,848,023.98 | |
| | Total Liabilities And Fund Balance | 2,936,871.40 | |

| GL Number | Description | Balance |
|------------------------------------|--|--------------|
| Fund 269 - LIBRARY CONTRIBUTED 269 | | |
| *** Assets *** | | |
| 269-000.00-003.000 | Cash-Pooled Cash(Fifth Third & Comerica) | 6,510.96 |
| 269-000.00-017.000 | Investments - Pooled | 1,645,249.77 |
| | Total Assets | 1,651,760.73 |
| *** Liabilities *** | | |
| 269-000.00-202.000 | Accounts payable | 179.20 |
| | Total Liabilities | 179.20 |
| *** 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 | 21,976.27 |
| | Ending Fund Balance | 1,651,581.53 |
| | Total Liabilities And Fund Balance | 1,651,760.73 |

Director's Report by Julie Farkas

2016-2017 Library Budget

Included in the packet this month is the proposed budget for Library General Fund 268. The budget includes a salary increase for staff beginning July 1, 2016 based on qualifications, expenses for future computer upgrades, healthy budgets to sustain book, downloadable and electronic services at the library and funds to expedite a parking lot seal. Special thank you to the Library Management Team and staff who helped provide the needed numbers. In addition, I thank the Library Board for two comprehensive budget meetings that allow review and conversations leading up to an approval.

HR Policy Review

Library Board members received their 1st draft HR Policy packet to review on February 6, 2016. Any questions/concerns need to be sent to Julie Farkas no later than Friday, March 4th. The HR Committee is meeting on Monday, March 7th from 10-noon to go over any changes/edits/questions before bringing it to the Library Board at the March 16th meeting for final approval. Huge thank you to Tara Michener and Ramesh Verma from the Board for their efforts along with the staff committee: Barb Rutkowski, Marcia Dominick, Evan Smale, Elizabeth Kopko and Glenn Caldwell from City of Novi, HR Dept.

National Library Week – Collaboration with Walled Lake Public Library

Julie Farkas and Christina Salvatore met with Walled Lake Library Director, Alyson Loebert to discuss a program collaboration during National Library Week to better connect north end Novi residents with the Library. A family program is being planned for Saturday, April 16th at 11:00am with Crazy Craig – entertainer/balloon artist at the Walled Lake Fire Station across from the Library. 4 Walled Lake schools will be targeted for the event (2 which reside in Novi – Hickory Woods and Meadowbrook). We plan to have an information table and library card sign-up as well.

Out and About in Novi:

Rotary: 1/21, 1/28, 2/4

Y.O.U Fox Run: 1/22

Muslim/Islam Diversity Training: 1/25

Historical Commission Mtg.: 1/27

City of Novi Leadership Mtgs.: 2/2, 2/9

Café mtg.: 2/5

Money Smart Week mtg.: 2/11

Senior Book Discussion: 2/11

Scrapbooking Fundraiser at Library: 2/13

Prost Family Donation

Currently working with the Prost Family on a designation for donations received in memory of Robert Prost. The family is interested in a piece of artwork. Meetings have been held with the family and an ask has been made for a commissioned piece of artwork by artist Emilie Beadle.

Information Services Highlights from the Month of January by April Stevenson

- ~ Lindsay Fricke and April Stevenson attended the Oakland FlexTech High School Makerspace Lab grand opening.
- ~ April Stevenson attended the documentary showing of "Most Likely to Succeed" based off of the book of the same name at Novi Middle School. This book was one of the Parent to Parent book discussion titles this past fall.
- ~ Mary Storch hosted the local Activities Directors from our local senior facilities in Novi. She shared collections and services available to them with their Library card. They also discussed opportunities to collaborate in the future.
- ~ We hosted the ABWA (American Business Women's Assoc.) for a new book collection launch.
- ~ Mike Postula received a Library of Michigan Continuing Education stipend to attend the Michigan Library Association Leadership Academy program.
- ~ Mary Storch represented the Novi Library at Critical Signal Technologies of Novi during their afternoon break time. She showed employees what the Library has to offer; including, standard library materials such as books, DVDs, games and audiobooks, as well as, literature on using eservices such as Download Destination, Zinio, Freegal, Mango Languages, and Tutor.com.
- ~ We are hosting a Teen Winter Reading Program January through March. Teens in grades 7th-12th are welcome to participate.



- ~ We have partnered with the Michigan Humanities Council to promote the Great Michigan Read: Station Eleven by Emily St. John Mandel.
- ~ Two Information Services staff meetings were held.

January Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Listen @ the Library with The Shanghai Quartet
- Ladies Night Out @ the Library
- Purchasing the Right Digital Camera
- Authentic Indian Cooking
- Making Sense of the Required Minimum Distributions as you Approach 70 ½
- Parent to Parent Book Discussion with Novi School's Superintendent Dr. Steve Matthews
- Our second floor display was on "Goals" for the New Year. It included many titles from the 150s and our Career section.
- Our Audiobook display was "Amazing Audiobooks You May Have Missed."



January Tween/Teen Programs & Displays

- Let's Get Poppin'
- Teen Advisory Board
- Financial Aid for College presented by Chad Somerville of the Michigan Department of Treasury
- Held a Battle of the Books open practice session.
- Our Teen Stop Display was the "Top Teen Reads from 2015."



January Youth Programs & Displays

In addition to our regularly scheduled story times and programs we also offered:

- Minecraft
- Martin Luther King, Jr Celebration
- Dog Days
- Bright Loritos Story Time
- Stuffed Animal Sleepover
- Our Picture Book displays included; books that received starred reviews, ABCs and 123s, & wordless picture books.
- Our Youth Feature display was "Cooking Up a Storm."
- Our Youth Non-Fiction display featured books about art and artists.



Building Operations Report by Julie Farkas and Keith Perfect

In the past month the Facilities Department has closed 80 Meeting Room Requests, 29 Facilities tickets and has updated 270 Periodic Maintenance tickets.

- Several clocks throughout the building have received new batteries.
- Several light bulbs were changed throughout the building.
- The doll house in the youth play area has received a much needed re-build (new glue).
- Hooks for volunteer badges were installed at the welcome desk.
- The left-hand sink in the first floor men's room has been repaired.
- Several book shelves were bolted to the floor as a safety precaution.
- Elevator car #1 was repaired with new door cables.
- All restrooms have been thoroughly cleaned and sanitized by Cintas.
- The pleated paper HVAC filters have been changed.
- The AED batteries were checked and should be functioning properly.
- The AST Room has been cleaned and dusted twice.
- All hand sanitizers have been checked and refilled as needed, twice.
- All first-aid kits have been checked and re-stocked as needed.
- All public workstations have been cleaned and sanitized weekly.
- The monthly emergency horn/strobe check was completed and all are in good working order.
- All interior plants have been watered.
- Two pieces of trim on the main stairwell has been re-attached.
- Minor patching and painting was completed in several locations.
- The automatic door closer has been re-installed on storage room #124.
- All AST sorting bins were checked for lost items.

FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

| | |
|--|--|
| Establishment Name: READ A LATTE CAFE | Establishment ID: 830 |
| Establishment Address: 45255 10 MILE RD | Establishment Type: FIXED ESTABLISHMENT |
| City, State, Zip: NOVI MI 48374 | License Number: SFE4063066921 |
| Establishment Phone: (248)869-7249 | Owner Name: GARY BERNSTEIN |
| Establishment Fax: | CVT: 246 |

INSPECTION INFORMATION:

| | | | |
|---|------------|---|------------|
| Inspection Date: | 02/02/2016 | NSDI: | 08/02/2016 |
| Follow-up Date: | | Inspection Type: | Routine |
| Consumer Advisory Required: | No | Consumer Advisory Correct: | N/A |
| Consumer Advisory Handout Provided: | N/A | | |
| Priority and Priority Foundation Violations Cited: | No | All Priority and Priority Foundation Violations Corrected: | N/A |
| Repeat Violations Cited: | Yes | | |
| All Priority and Priority Foundation Violations Not Corrected: | N/A | | |
| Inspection ID: | 315005 | Allergen Awareness Posted: | Yes |
| License Limitations: | No | Water: | Municipal |
| Variance: | No | Sewage: | Municipal |
| License Posted: | Yes | Seating Capacity: | 6 |
| Anti-Choking Techniques Posted: | No | Non-Smoking Area: | Yes |

Based on this inspection, the following items marked are violations of the Michigan Food Law. Violations cited in this report shall be corrected within the time frames specified, but within a period not to exceed 10 calendar days for priority and priority foundation items (8-405.11) or 90 days for core items (8-406.11). Failure to comply with this notice may result in action against your food service license. You have the right to appeal any violations listed.

Received By: Gary
(Person in Charge)

Inspected By: Megan Sredzinski
Public Health Sanitarian Technician

Date: 02/02/2016

Page 1 of 3

North Oakland Health Center | 1200 N. Telegraph Road 34E | Pontiac, MI 48341-0432 | (248) 858-1280 | oakgov.com/health
South Oakland Health Center | 27725 Greenfield Road | Southfield, MI 48076-3863 | (248) 424-7000 | oakgov.com/health

**OAKLAND COUNTY HEALTH DIVISION
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

| | |
|--|--|
| Establishment Name: READ A LATTE CAFE | Establishment ID: 830 |
| Establishment Address: 45255 10 MILE RD | Establishment Type: FIXED ESTABLISHMENT |
| City, State, Zip: NOVI MI 48374 | License Number: SFE4063066921 |
| Establishment Phone: (248)869-7249 | Owner Name: GARY BERNSTEIN |
| Establishment Fax: | CVT: 246 |

CERTIFIED MANAGER INFORMATION:

| <u>Manager Name</u> | <u>Certificate Number</u> | <u>Certificate Type</u> | <u>Issue Date</u> | <u>Exp. Date</u> | <u>Verified</u> | <u>Allergen</u> |
|---------------------|---------------------------|-------------------------|-------------------|------------------|-----------------|-----------------|
| GARY BERNSTEIN | 1780080 | Thomson Prometric | 10/01/2013 | 10/01/2018 | Yes | No |

A certified foodservice manager is a requirement of the Oakland County Sanitary Code, Article IV.

CURRENT OBSERVATIONS:

| <u>Source</u> | <u>Violation Number</u> | <u>Violation Type</u> | <u>Correct By Date</u> | <u>Corrected</u> | <u>Repeat</u> |
|---------------|-------------------------|-----------------------|------------------------|------------------|---------------|
|---------------|-------------------------|-----------------------|------------------------|------------------|---------------|

| | | | | | |
|-----------|----------|------|------------|----|-----------|
| Food Code | 4-602.13 | Core | 02/12/2016 | No | Repeat(1) |
|-----------|----------|------|------------|----|-----------|

Observation: 1. Floor fan in the kitchen area was heavily soiled. 2. Fan cover in the single door beverage cooler in the self service area was soiled.
3. (a) Fan cover and (b) shelving racks in the single door, stand-up cooler were soiled with build-up.
Code Requirements: Nonfood-contact surfaces of equipment shall be cleaned at a frequency necessary to preclude accumulation of soil residues.
Method of Correction: Clean the above noted areas and maintain clean.

| | | | | | |
|-----------|----------|------|------------|----|-----------|
| Food Code | 5-205.15 | Core | 03/02/2016 | No | Repeat(1) |
|-----------|----------|------|------------|----|-----------|

Observation: Hot water handle on the handsink is leaking.
Code Requirements: A plumbing system shall be maintained in good repair.
Method of Correction: Repair the above noted faucet so that it is no longer leaking.

UNCORRECTED VIOLATIONS FROM PREVIOUS INSPECTIONS:

| <u>Source</u> | <u>Violation Number</u> | <u>Violation Type</u> | <u>Violation Date</u> | <u>Correct By Date</u> | <u>Repeat</u> |
|---------------|-------------------------|-----------------------|-----------------------|------------------------|---------------|
|---------------|-------------------------|-----------------------|-----------------------|------------------------|---------------|

| | | | | | |
|-----------|----------|------|------------|------------|----|
| Food Code | 4-602.13 | Core | 08/04/2015 | 09/25/2015 | No |
|-----------|----------|------|------------|------------|----|

Observation: 1. Floor fan in the kitchen area was heavily soiled.
2. Fan cover in the single door beverage cooler in the self service area was soiled.
Code Requirements: Nonfood-contact surfaces of equipment shall be cleaned at a frequency necessary to preclude accumulation of soil residues.
Method of Correction: Clean the above noted nonfood contact surfaces and maintain clean.

Received By: Gary
(Person in Charge)

Inspected By: Megan Sred...

FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

| | |
|--|--|
| Establishment Name: READ A LATTE CAFE | Establishment ID: 830 |
| Establishment Address: 45255 10 MILE RD | Establishment Type: FIXED ESTABLISHMENT |
| City, State, Zip: NOVI MI 48374 | License Number: SFE4063066921 |
| Establishment Phone: (248)869-7249 | Owner Name: GARY BERNSTEIN |
| Establishment Fax: | CVT: 246 |

CORRECTED VIOLATIONS FROM PREVIOUS INSPECTIONS:

| Source | Violation Number | Violation Type | Violation Date | Repeat |
|--------|------------------|----------------|----------------|--------|
|--------|------------------|----------------|----------------|--------|

| | | | | |
|-----------|----------|------|------------|----|
| Food Code | 4-101.16 | Core | 08/04/2015 | No |
|-----------|----------|------|------------|----|

Observation: Sponges used to wipe and sanitize food contact surfaces.

Code Requirements: Sponges may not be used in contact with cleaned and sanitized or in-use food-contact surfaces.

Method of Correction: Use clean cloths to sanitize food contact surfaces.

Correction Detail: Sponges no longer used to wipe and sanitize surfaces. 2/2/16

| | | | | |
|-----------|----------|------|------------|----|
| Food Code | 6-501.18 | Core | 08/04/2015 | No |
|-----------|----------|------|------------|----|

Observation: End of the drain line from the espresso machine is soiled.

Code Requirements: Plumbing fixtures such as handwashing sinks, toilets, and urinals shall be cleaned as often as necessary to keep them clean.

Method of Correction: Clean the above noted plumbing fixtures and maintain free of soil accumulation.

Correction Detail: The noted drain lines was clean. 2/2/16

COMMENTS:

This inspection was conducted by Megan Sredzinski. If you have any questions please contact me at (248) 221-9824 or at sredzinskim@oakgov.com.



AECOM
27777 Franklin Road
Suite 2000
Southfield, MI 48034
www.aecom.com

248 204 5900 tel
248 204 5901 fax

Memorandum

| | | | |
|---------|--|------|---|
| To | Brian Coburn, PE | Page | 1 |
| CC | Julie Farkas | | |
| Subject | Novi Public Library Proposed Access Review | | |
| From | Matt Klawon, PE; Maureen Peters, PE; Brandon Stakleff, PhD | | |
| Date | February 11, 2016 | | |

Introduction

The City of Novi requested AECOM to examine the parking lot operations at the City of Novi's Public Library in order to evaluate existing parking lot operations and determining the feasibility of incorporating proposed changes to the parking lot and its associated access points. The library is located on the south side of 10 Mile Road between Novi Road and Taft Road, and is adjacent to Novi High School and Novi Civic Center. There is one access drive connecting the library's parking lot to 10 Mile Road, which provides one ingress lane and one egress lane, and an additional ingress driveway connecting to Wildcat Drive. The volume of traffic along 10 Mile Road, the proximity to Novi High School and the location of the library's driveway with relation to the intersection of 10 Mile Road/Glenda Street have attributed to traffic concerns. Parking lot operational concerns and proposed alterations originally stemmed from internal queues and increases in user delay that can develop upon exiting the library parking lot via the 10 Mile Road driveway during peak periods.

Clearzoning investigated the concerns in 2014 and suggested various mitigation measures; however, after considering the proposed alternatives, the city would like to further study an alternative solution that only requires operational changes to existing travel facilities and does not require the construction of new travel lanes. The changes proposed by the library are depicted in Figure 1, and include altering the 10 Mile Road drive to service egress traffic only, while maintaining ingress only on the access drive from Wildcat Drive. The aim for this proposed alternative is to utilize the existing pavement, retain existing curb cuts and separate the exiting traffic into left-turn and right-turn lanes.

The objective of AECOM's study is to examine the feasibility of applying the above-proposed alterations to traffic operations. This study includes an investigation of previous recommendations, provided by Clearzoning, and a field review of the existing parking lot flow patterns.

Figure 1. Proposed Library Parking Lot Access



Previous Studies

In order to analyze the alterations proposed by the library, there must be an understanding of the existing traffic operations. Operational and safety issues present at this location are not new and were previously studied by Clearzoning, along with suggested recommendations. AECOM reviewed the associated three previous studies, where Clearzoning derived several key points, including:

1. **Effects of traffic along 10 Mile Road relative to the library access points** – The 24-hour, two-way traffic volume along 10 Mile Road is approximately 16,590 vehicles per day. Peak period volumes can result in few gaps between vehicles, which in turn results in insufficient opportunities for vehicles exiting the library to enter into 10 Mile Road traffic.
2. **Impact of traffic along Wildcat Drive relative to the library access points** – During the high-school dismissal peak-hour period of 2:00 to 3:00 p.m., extensive queues can develop along Wildcat Drive as parents arrive to pick up their students.
3. **Need for revised egress route(s) from the library** – During peak periods, library patrons attempting to exit the library parking lot can experience internal queues and increased delays at the library’s only egress route. In an effort to reduce such delays, Clearzoning proposed recommendations that increased the number of possible egress routes, as follows:
 - Add additional pavement to the existing 10 Mile Road driveway to accommodate one ingress lane, one left-turn only egress lane and one right-turn only egress lane. (The cost of construction led to the removal of this concept.)

- Reverse the operation of the Wildcat Drive access driveway to be egress only and provide access through the high school parking lot to Novi Way, allowing vehicles access to exit the site via the signal at 10 Mile Road and Novi Way. (Safety concerns related to allowing library traffic to enter the student parking facility led to the removal of this concept.)
- Construct a new connection to the high school parking lot directly south of the library, which connects to Taft Road. (The cost of construction and safety concerns related to allowing library traffic to enter the school parking facility led to the removal of this concept.)

The City considered each of these key points and developed the proposed alteration depicted in Figure 1.

Field Review

While previous recommendations were analyzed and provided, the operations proposed by the library differ from those presented by Clearzoning. Therefore, AECOM conducted a field review of current parking lot operations in January 2016, focusing on the traffic flow patterns within the library's parking lot and the associated ingress/egress points. Prior to the field review, the AECOM team met with library officials and determined that Thursday, January 14, 2016, from 2:00 to 7:00 p.m. would be an optimal time to examine conflicts arising during the high school dismissal peak-hour traffic and evening programs at the library. During the meeting with the library officials, it was also noted that occasionally, at times of increased delay, library patrons have been known to exit the library parking lot by traveling the opposite direction down the one-way Wildcat Drive access drive entrance.

During the field review, AECOM noted the following observations:

1. **10 Mile Road Access Drive Operations** – The 10 Mile Road access drive currently serves ingress and egress traffic, and during peak periods, internal queues can develop. A main observed reason for this is that there is one shared egress lane and insufficient gaps in 10 Mile Road traffic for the left turning vehicles to exit. The alignment with Glenda Street was not observed to be a major concern due to the low volumes that use Glenda Street.
2. **Wildcat Drive Operations** – Extensive queues build along Wildcat Drive ingress lanes of travel during the high school dismissal peak period. Such queues have the ability to extend beyond the library drive and nearly to 10 Mile Road, thus inhibiting the ability for library patrons to access the ingress-only driveway connecting to Wildcat Drive. The traffic exiting via Wildcat Drive experienced some delay; however, the northbound approach to 10 Mile Road operates as one exclusive left-turn lane and one exclusive right-turn lane.

3. **Library Loading Zone** – During the field review, there was heavy use of the loading zone located directly in front of the library’s main entrance. Many times, vehicles accessing this area entered through the 10 Mile Road access drive and veered to the right upon reaching the designated area. Others accessed the loading zone after waiting in a parking space, then driving to loading zone when the patron exited the building. During the latter occasion at high volume times, the vehicle either joined a queue of vehicles exiting the parking lot via the 10 Mile Road drive or traveled through the potential path of oncoming vehicles, as depicted in Figure 2.

Figure 2. Existing Loading Zone Access



The colored arrows in Figure 2 relate to those vehicles entering or exiting the parking lot (shown as red) and those attempting to access the loading zone from the parking lot itself (shown as blue). While the choice of those depicted as the blue arrows to travel through the path of those depicted as the red arrows, potentially developing a conflict at the green star, did not result in any crashes during the field review, there is an opportunity for such occurrences.

Analysis

The proposed driveway operation includes altering the 10 Mile Road driveway to serve egress traffic only through the utilization of exclusive lanes for left turning and right turning vehicles. The explicit use of the existing access drive is only wide enough to allow for two lanes of travel; therefore, the proposed solution would divert all inbound traffic to the Wildcat Drive entrance. After reviewing the existing field conditions against the proposed operation, AECOM offers the following comments:

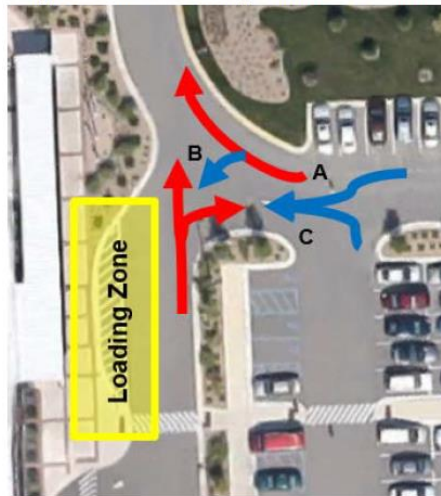
1. **Redistribution of ingress traffic** - The existing queuing of vehicles along Wildcat Drive is a major concern. With the removal of the 10 Mile Road access drive to the library’s parking lot, all traffic would have to enter through the Wildcat Drive access drive. Combining the number of library patrons with the number of high school patrons, which maneuver through Wildcat Drive, would nearly triple the number of turning movements from 10 Mile Road onto Wildcat Drive. Based on the peak-hour volumes provided by Clearzoning, eastbound right-turning

vehicles would approximately increase from 29 vph to 100 vph, and westbound left-turning vehicles would approximately increase from 48 vph to 134 vph. As the existing conditions currently include heavy ingress queuing along Wildcat Drive, two issues may arise:

- First, there may be limited access available to enter the library parking lot from Wildcat Drive due to blocked access from the queuing, or vehicles may attempt to enter through the exit-only 10 Mile Road driveway.
- Secondly, as the queuing already extends nearly to 10 Mile Road, further queuing would be present and traffic operations along 10 Mile Road may be drastically affected. Therefore, instead of an issue being contained within the library's parking lot, traffic operations and safety along nearby roadways may also be functionally reduced.

2. **Loading Zone Analysis** - Under conditions where egress queues form through the proposed plan, conflicts between exiting traffic and those wishing to utilize the loading zone may occur, especially as traffic flow patterns through the site shift. Those who originally access the loading zone from the 10 Mile Road access drive would be diverted to access the loading zone after first traveling through the parking lot and would then mix with those wishing to exit the parking lot. Three such scenarios may be seen in Figure 3.

Figure 3. Potential Loading Zone Access Issues



The colored arrows within Figure 3 relate to those vehicles exiting or attempting to park (shown as red) and those attempting to access the loading zone (shown as blue). The three scenarios depicted in Figure 3 relate to those wishing to approach the loading zone having to: (A) queue with exiting traffic, (B) conflict with queued traffic or (C) travel through the path of the opposing direction's traffic. The presence of any of these three scenarios may cause further delay to those maneuvering throughout the parking lot or, worse, result in a crash between vehicles.

Conclusions and Recommendations

After reviewing the existing site conditions and analyzing traffic operations in the area, AECOM offers the following conclusions in relation to the proposed driveway operation:

1. Providing exclusive left-turn and right-turn lanes at the 10 Mile Road driveway may reduce the delay for right-turning traffic exiting the library parking; however, those wishing to turn left will likely still have to wait for suitable gaps in traffic along 10 Mile Road.
2. The influx of diverted traffic, from those who would normally enter at the 10 Mile Road access drive, along with the existing queues present on Wildcat Drive may potentially reduce the ability to access the library's parking lot even further and/or cause reduced functional operations along 10 Mile Road, if the increase in volumes cause queues to extend onto 10 Mile Road. Safety concerns may develop if the ingress traffic is not able to safely enter Wildcat Drive in a timely manner.
3. Since vehicles wishing to access the loading zone will have to travel through the parking lot and mix with exiting traffic, as depicted in Figure 3, the proposed plan may develop additional concerns, relating to conflicts between the internal operations of the parking lot and those wishing to access the library's loading zone.

The alteration of the driveway operations in alignment with the proposed layout, as depicted in Figure 1, presents pros and cons, and if the City or Library decide to move forward with the proposed plan, AECOM offers the following considerations:

1. The 24-hour volume along 10 Mile Road (16,590 vehicles per day) and the anticipated right-turning volume onto Wildcat Drive (100 vehicles per hour) appears to be near the threshold for warranting a right-turn lane. The City could consider altering the existing eastbound right-turn taper to be a right-turn storage lane to alleviate the impact of queuing vehicles along 10 Mile Road.
2. Observations of vehicles exiting through the ingress from Wildcat Drive, thus traveling the wrong-way down a one-lane drive, pose safety concerns if such an occurrence were to transpire again. Therefore, the City and Library could consider the installation of "Do Not Enter" signs to prohibit such a maneuver.
3. Because the number of sufficient gaps in traffic along 10 Mile Road is the controlling factor in reducing the internal egress delays, and the gaps are likely metered by the nearby traffic signal operations. The City and Library could review the traffic signal operations in the vicinity of the driveways to determine if it is feasible to adjust timings that would be more conducive to providing additional gaps without degrading the progression along 10 Mile Road.

Alternative Operations

Review of the existing operations and the concerns associated with the proposed plan led AECOM to consider alternative operations that may alleviate the egress delay issues while also maintaining the operation along 10 Mile Road as a high priority. The new alternative would accommodate ingress and egress at both the 10 Mile Road drive and the access drive connecting to Wildcat Drive, as follows:

- 10 Mile Road Drive:
 - Right-turn egress lane
 - Right-turn and left-turn ingress lane
 - Construct a “pork chop” island within the driveway intersection to channelize the right-turns out and restrict left-turning egress traffic. The delineation of right turn only may best be enacted through a channelized lane, as a signed prohibition may not be followed by all motorists.
 - Install proper signing to indicate right-turn only upon exiting
- Access drive connecting to Wildcat Drive
 - Widen drive to accommodate two-way traffic
 - Construct an opening in the median island to allow egress traffic access to northbound Wildcat Drive

A visual depiction of the alternative may be seen in Figure 4, which shows the proposed ingress and egress operations with red and green arrows, respectively. Meanwhile, blue areas represent proposed pavement alterations.

There are pros and cons related to the potential implementation of this alternative. The following pros may alleviate some of the issues present during the current operations.

- The individual lane for right-turning vehicles may decrease the delay present for those who wish to travel eastbound on 10 Mile Road.
- Any potential conflicts between vehicles exiting the library’s parking lot to westbound 10 Mile Road and those departing from Glenda Street may be reduced, as left turns would only be legally permitted from Wildcat Drive.
- The effects from queues that form from the intersection of westbound 10 Mile Road/Taft Road would be located farther away from vehicles turning left onto 10 Mile Road, potentially improving the ability to complete the maneuver.
- The egress through Wildcat Drive would utilize the existing individual lanes for left and right-turning vehicles from Wildcat Drive onto 10 Mile Road.

While the alternative operations may alleviate some of the current issues, the delays for vehicles attempting to exit to 10 Mile Road may still be present during the peak dismissal period, as Wildcat Drive will be utilized by both library and school traffic during this time. A reduced LOS for vehicles turning left onto 10 Mile Road may still be present, as the gaps available to complete the maneuver have not been altered; however, containing queues within a site, or low volume roadway, may provide greater safety than allowing queues to develop on a main roadway with higher vehicle operating speeds.

Figure 4. Alternative Operations



While potential pros and cons for the above described alternative may be beneficial to those departing the library's parking lot, further investigation is recommended to analyze the effects of the proposed operations and signal optimization at the intersections along 10 Mile Road in the vicinity of the site. The examination of operations would indicate and verify the proposed benefits and relief of vehicle delay. Meanwhile, potential signal optimization may determine the feasibility of revised timing plans that increase the availability of gaps in traffic to improve the turning maneuvers of concern.

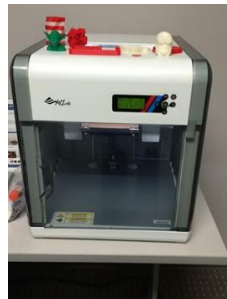
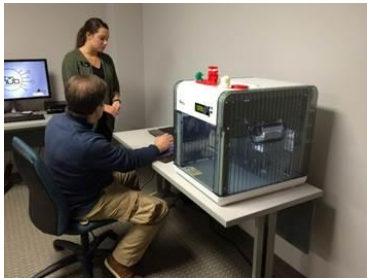
Conference Update by Barb Rutkowski

The Library Upload Conference was held at the Kalamazoo Public Library – Central on 01-29-2016.



KPL is an amazing library with four levels that total 98,000 square feet. Here are photos of the Rose Street entrance and the skylight with holographic collar from the ground and top floors.

The Hub, KPL's digital lab opened in September, 2015. A trained intern is available in The Hub to help patrons get started with projects and to answer basic questions. There are four digitization stations (Dell XPS 8700 Win7 PCs), four production stations (27" Apple iMacs) and a 3D printer station (Da Vinci 2.0 Duo 3D Printer) available for patron use. Along with 3D printing, patrons are able to transfer VHS/cassette/LPs to digital, scan documents/photos/slides/negatives to digital and create digital videos with a choice of several PC/Mac programs. All work must be saved to a flash drive, portable hard drive or the patron's personal cloud account.



Since The Hub has proved to be such a popular spot, KPL now offers non-residents an opportunity to purchase The Hub Card for a \$10 monthly fee. The Hub Card allows anyone, who is not a KPL resident, access to the digital lab and the ability to make PC reservations. Cards are valid for one month and may be renewed. The Hub is a free service for KPL residents.

The conference also had presentations on the IT HelpDesk ticketing system, Spiceworks and the Linux OpenSource cloning software, FOG. In addition to a tour of the IT facilities, there was discussion of adding photos to library cards and the TRIG-E-rate project. There were IT professionals from a variety of communities -- I was seated at a discussion table with staff from the Kalamazoo Public Library, Willard Public Library (Battle Creek), Albion District Library, Marshall District Library and Salem-South Lyon District Library.

Thank you for allowing me this wonderful opportunity to connect and share knowledge with other library IT professionals.

| Support Services Statistics 2015-2016 | | | | | | | | | | | | | |
|---------------------------------------|--------|--------|--------|--------|--------|--------|--------|-----|-------|-------|-----|------|----------------|
| | July* | Aug* | Sept* | Oct | Nov | Dec | Jan | Feb | March | April | May | June | TOTAL |
| Cards Issued | 434 | 479 | 401 | 371 | 312 | 254 | 332 | | | | | | 2,583 |
| Items checked out | 79,295 | 74,019 | 61,936 | 65,368 | 62,011 | 58,619 | 65,282 | | | | | | 466,530 |
| Items borrowed | 4,800 | 4,562 | 4,283 | 4,681 | 3,973 | 4,626 | 5,018 | | | | | | 31,943 |
| Items loaned | 4,942 | 4,892 | 4,715 | 4,832 | 4,373 | 4,039 | 4,914 | | | | | | 32,707 |
| Read Boxes | 326 | 228 | 245 | 0 | 0 | 0 | 0 | | | | | | 799 |

| | January 2016 | January 2015 |
|----------------------|--------------------------------------|------------------------------|
| Library cards issued | 332 | 321 |
| Total checkouts | 65,282 | 66,792 |
| Items borrowed | TLN 4,944 MeL <u>74</u> 5,018 | 4,426 <u>127</u> 4,553 |
| Items loaned | TLN 4,800 MeL <u>114</u> 4,914 | 5,117 <u>103</u> 5,220 |

| | 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.

Read Box Totals May 6 - October 7, 2015:

| | 2015 | 2014 |
|-------|--------------|------------|
| 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. | | | |
| Incorrect Statistics | July | Aug | Sept |
| Items checked out | <i>79,554</i> | <i>74,310</i> | <i>62,846</i> |

| Self-Check Totals 2015-16 Fiscal Year | | | | | | | | | |
|--|--------------------------|------------------------------|--------------------------|----------------------|----------------------|----------------------|-----------------|-----------------|--------------------|
| | Total Circulation | Self-check % of Total | Total Self-checks | Self-Check #1 | Self-Check #2 | Self-Check #3 | Youth #1 | Youth #2 | Adult South |
| Jul | 79,554 | 56.67% | 45,081 | 10,025 | 8,678 | 5,023 | 7,611 | 12,073 | 1,671 |
| Aug | 74,310 | 57.44% | 42,681 | 11,294 | 2,906 | 7,603 | 7,620 | 11,698 | 1,560 |
| Sep | 62,846 | 54.83% | 34,456 | 8,578 | 4,972 | 4,167 | 6,467 | 9,629 | 643 |
| Oct | 65,368 | 55.82% | 36,490 | 8,548 | 6,300 | 3,820 | 6,646 | 10,190 | 986 |
| Nov | 62,011 | 56.69% | 35,154 | 7,815 | 5,932 | 3,504 | 6,594 | 10,067 | 1,242 |
| Dec | 58,619 | 52.66% | 30,871 | 7,651 | 4,829 | 3,233 | 5,976 | 8,190 | 992 |
| Jan | 65,282 | 54.25% | 35,414 | 8,244 | 6,251 | 3,960 | 6,279 | 9,451 | 1,229 |
| Feb | | | | | | | | | |
| Mar | | | | | | | | | |
| Apr | | | | | | | | | |
| May | | | | | | | | | |
| Jun | | | | | | | | | |
| FYTD | 467,990 | 55.48% | 260,147 | 62,155 | 39,868 | 31,310 | 47,193 | 71,298 | 8,323 |

| 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 |
| Jul | 41,988 | 1,400 | 289 | 30 | Jul | 42,588 | 1,469 | 280 | 29 |
| Aug | 37,590 | 1,296 | 272 | 29 | Aug | 34,009 | 1,134 | 281 | 30 |
| Sep | 31,986 | 1,103 | 275 | 29 | Sep | 29,854 | 1,106 | 261 | 27 |
| Oct | 36,332 | 1,172 | 294 | 31 | Oct | 32,524 | 1,049 | 291 | 31 |
| Nov | 30,030 | 1,073 | 259 | 28 | Nov | 33,567 | 1,157 | 266 | 29 |
| Dec | 28,625 | 1,022 | 264 | 28 | Dec | 33,716 | 1,204 | 263 | 28 |
| Jan | 30,566 | 1,019 | 280 | 30 | Jan | 29,989 | 1,000 | 278 | 30 |
| Feb | 28,186 | 1,044 | 264 | 27 | Feb | | | 275 | 29 |
| Mar | 31,116 | 1,004 | 292 | 31 | Mar | | | 283 | 29 |
| Apr | 31,008 | 1,107 | 272 | 28 | Apr | | | 280 | 30 |
| May | 28,010 | 1,000 | 263 | 28 | May | | | 269 | 28 |
| Jun | 36,610 | 1,262 | 280 | 29 | Jun | | | 274 | 29 |
| FYTD | 392,047 | 1,127 | 3,304 | 348 | FYTD | 236,247 | 1,158 | 3,301 | 349 |

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 |
| Jul | 5,620 | 46,177 | 3 | 51,800 | 1,727 | Jul | 3,794 | 74,618 | 5 | 78,417 | 2,704 |
| Aug | 4,816 | 48,923 | 7 | 53,746 | 1,853 | Aug | 3,607 | 73,816 | 6 | 77,429 | 2,581 |
| Sep | 4,866 | 49,382 | 1 | 54,249 | 1,871 | Sep | 3,047 | 72,714 | 1 | 75,762 | 2,806 |
| Oct | 4,167 | 54,461 | 2 | 58,630 | 1,891 | Oct | 3,278 | 71,625 | 1 | 74,904 | 2,416 |
| Nov | 4,463 | 54,338 | 2 | 58,803 | 2,100 | Nov | 2,154 | 71,483 | 1 | 73,638 | 2,539 |
| Dec | 4,228 | 47,196 | 1 | 51,425 | 1,837 | Dec | 2,532 | 69,924 | 1 | 72,457 | 2,588 |
| Jan | 3,395 | 51,759 | 2 | 55,156 | 1,839 | Jan | 2,747 | 63,846 | 2 | 66,595 | 2,220 |
| Feb | 2,918 | 66,156 | 2 | 69,076 | 2,467 | Feb | | | | | |
| Mar | 3,556 | 68,265 | 2 | 71,823 | 2,317 | Mar | | | | | |
| Apr | 3,287 | 61,087 | 4 | 64,378 | 2,299 | Apr | | | | | |
| May | 2,890 | 69,463 | 0 | 72,353 | 2,584 | May | | | | | |
| Jun | 3,637 | 72,043 | 1 | 75,681 | 2,610 | Jun | | | | | |
| FYTD | 47,843 | 689,250 | 27 | 737,120 | 2,112 | FYTD | 21,159 | 498,026 | 17 | 519,202 | 2,545 |

| 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) |
| Jul | 1,460 | 38,035 | 26 | Jul | 1,505 | 37,569 | 24 |
| Aug | 1,297 | 33,735 | 26 | Aug | 1,416 | 35,537 | 25 |
| Sep | 1,039 | 23,683 | 22 | Sep | 953 | 20,433 | 21 |
| Oct | 1,005 | 22,557 | 22 | Oct | 938 | 19,497 | 20 |
| Nov | 995 | 24,158 | 24 | Nov | 869 | 18,597 | 21 |
| Dec | 953 | 21,756 | 22 | Dec | 841 | 17,415 | 20 |
| Jan | 971 | 22,936 | 23 | Jan | 904 | 20,182 | 22 |
| Feb | 962 | 22,029 | 22 | Feb | | | |
| Mar | 1,185 | 28,393 | 23 | Mar | | | |
| Apr | 1,026 | 23,551 | 22 | Apr | | | |
| May | 901 | 18,957 | 21 | May | | | |
| Jun | 1,209 | 29,678 | 24 | Jun | | | |
| FYTD | 13,003 | 309,468 | 23 | FYTD | 7,426 | 169,230 | 22 |

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 |
|----------------|-----------|-----------|------------|-----------|-----------|-----------|-----------------|----------------|-----------|---------------|---------------|
| Jul | 3 | | 2 | | 1 | | | | 5 | 11 | |
| <i>patrons</i> | 3 | | 2 | | 4 | | | | 5 | | 14 |
| Aug | 5 | 1 | 2 | 2 | 1 | 1 | 1 | | 14 | 27 | |
| <i>patrons</i> | 4 | 3 | 2 | 2 | 8 | 4 | 3 | | 14 | | 40 |
| Sep | 5 | 1 | 2 | 2 | | 1 | 1 | | 8 | 20 | |
| <i>patrons</i> | 5 | 3 | 2 | 4 | | 4 | 1 | | 8 | | 27 |
| Oct | 5 | 1 | 2 | 2 | 1 | 1 | 1 | 1 | 9 | 23 | |
| <i>patrons</i> | 4 | 3 | 2 | 13 | 3 | 3 | 2 | 1 | 9 | | 40 |
| Nov | 5 | | 2 | 1 | 1 | | | 1 | 3 | 13 | |
| <i>patrons</i> | 5 | | 2 | 3 | 0 | | | 1 | 3 | | 14 |
| Dec | 5 | | 2 | 1 | 1 | 1 | | | 8 | 18 | |
| <i>patrons</i> | 5 | | 2 | 6 | 5 | 4 | | | 8 | | 30 |
| Jan | 5 | 1 | 2 | 2 | 1 | 1 | 1 | | 6 | 19 | |
| <i>patrons</i> | 4 | 2 | 2 | 3 | 5 | 1 | 2 | | 6 | | 25 |
| Feb | | | | | | | | | | | |
| <i>patrons</i> | | | | | | | | | | | |
| Mar | | | | | | | | | | | |
| <i>patrons</i> | | | | | | | | | | | |
| Apr | | | | | | | | | | | |
| <i>patrons</i> | | | | | | | | | | | |
| May | | | | | | | | | | | |
| <i>patrons</i> | | | | | | | | | | | |
| Jun | | | | | | | | | | | |
| <i>patrons</i> | | | | | | | | | | | |
| Sessions | 33 | 4 | 14 | 10 | 6 | 5 | 4 | 2 | 53 | 131 | |
| <i>Patrons</i> | 30 | 11 | 14 | 31 | 25 | 16 | 8 | 2 | 53 | | 190 |

| 2015-2016 Fiscal Year | | | | | | |
|-----------------------|---------------|-------------------|----------------|----------------------|-----------------|-------------------|
| | Freegal | | Zinio | | Gale Courses | |
| | Check-outs | Number of Patrons | Novi Checkouts | Consortium Checkouts | Active Learners | Completed Classes |
| Jul | 2,036 | 201 | 1,030 | 14,045 | 43 | 1 |
| Aug | 1,993 | 218 | 773 | 14,748 | 70 | 2 |
| Sep | 1,872 | 189 | 1,022 | 14,737 | 98 | 1 |
| Oct | 1,966 | 207 | 891 | 15,534 | 81 | 1 |
| Nov | 2,289 | 231 | 711 | 14,570 | 66 | 2 |
| Dec | 2,184 | 233 | 874 | 17,311 | 58 | 1 |
| Jan | 2,403 | 245 | 938 | 19,682 | 71 | 1 |
| Feb | | | | | | |
| Mar | | | | | | |
| Apr | | | | | | |
| May | | | | | | |
| Jun | | | | | | |
| FYTD | 14,743 | 1,524 | 6,239 | 110,627 | ** | 9 |

** 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 | 3,155 | 1,151 | 4,306 | 124 |
| Feb | | | | |
| Mar | | | | |
| Apr | | | | |
| May | | | | |
| Jun | | | | |
| FYTD | 21,328 | 7,377 | 28,705 | 820 |

| 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 | 0 |
| 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 | |
| FYTD | 55 | 38 | 35 | 68 | 40 |

| Meeting Room Rentals | | | | | |
|-----------------------------|----------------|------------------|----------------------------|----------------|------------------|
| 2014-15 Fiscal Year | | | 2015-16 Fiscal Year | | |
| | Rentals | Attendees | | Rentals | Attendees |
| Jul | 44 | 1,234 | Jul | 21 | 522 |
| Aug | 54 | 1,810 | Aug | 47 | 996 |
| Sep | 29 | 760 | Sep | 46 | 960 |
| Oct | 36 | 964 | Oct | 40 | 738 |
| Nov | 33 | 890 | Nov | 31 | 652 |
| Dec | 19 | 470 | Dec | 26 | 425 |
| Jan | 22 | 910 | Jan | 41 | 934 |
| Feb | 23 | 656 | Feb | | |
| Mar | 36 | 924 | Mar | | |
| Apr | 31 | 818 | Apr | | |
| May | 33 | 965 | May | | |
| Jun | 27 | 765 | Jun | | |
| FYTD | 387 | 11,166 | FYTD | 252 | 5,227 |

Library App - 2015-16 Fiscal Year

| | Number of Visits | Most Requested Webpages | | Number of Visits | Most Requested Webpages |
|------------|-------------------------|--------------------------------|--------------|-------------------------|--------------------------------|
| Jul | 36,763 | 1. Catalog | Jan | 44,143 | 1. Catalog |
| | | 2. My Account | | | 2. My Account |
| | | 3. OverDrive | | | 3. Library Locator |
| | | 4. Artwork at the Library | | | 4. OverDrive |
| | | 5. Events | | | 5. Artwork at the Library |
| Aug | 44,983 | 1. Catalog | Feb | | |
| | | 2. My Account | | | |
| | | 3. OverDrive | | | |
| | | 4. Artwork at the Library | | | |
| | | 5. Book/DVD Lists | | | |
| Sep | 41,040 | 1. Catalog | Mar | | |
| | | 2. My Account | | | |
| | | 3. Library Locator | | | |
| | | 4. OverDrive | | | |
| | | 5. Artwork at the Library | | | |
| Oct | 42,150 | 1. Catalog | Apr | | |
| | | 2. My Account | | | |
| | | 3. Library Locator | | | |
| | | 4. OverDrive | | | |
| | | 5. Artwork at the Library | | | |
| Nov | 36,909 | 1. Catalog | May | | |
| | | 2. My Account | | | |
| | | 3. OverDrive | | | |
| | | 4. Library Locator | | | |
| | | 5. Artwork at the Library | | | |
| Dec | 38,644 | 1. Catalog | Jun | | |
| | | 2. My Account | | | |
| | | 3. OverDrive | | | |
| | | 4. Library Locator | | | |
| | | 5. Book/DVD lists | | | |
| | | | Total | 284,632 | |

**City of Novi Historical Commission
November 24th, 2015, 7:00 p.m.
Novi Library Local History Room
Minutes for November**

Call to Order: 7:00 PM

Attendance: Kathy Crawford, John MacInnis, Tammy Lee Knopp, Roger Crownover, excused
Roshini, Student abs: student Meena, & abs Member, Kelly Sexton

Visitors: Sue Grifor, Julie Farkas, Tim Lee Knopp

Approval of Agenda November: the agenda was approved,

Additions:

Youth discussion

Announcement: Kelly Sexton to resign from the Commission, she has been unable to attend the meetings due to work and personal matters Need a new volunteer for the commission. We could contact the new Ambassador Academy graduates for a volunteer

Approval of Minutes: October 2015 approved

Minutes from August: need to obtain from the person who kept the notes

**Finance Report: none
Communication**

Liaison Report: Julie Farkas for Betty, who was away on this date.

Schedule for staffing the LH Room - see Betty list, there is a new form for speakers to be filled out in advance

Youth Discussion: Meena and Roshini, discussion, there are no rules and guidelines for the students, and we need to monitor their attendance. This matter must be approved by the City Council for enforcement and clarification. We decided to let the Council know about the students attendance or lack thereof. Youth Council is assigned to Laura Casey, councilperson.

Project by Tammy discussion. History from 1875 to 1925, what happened on days of the year?

Disclaimer for permission to own the David Barr book to be able to copy artwork etc Julie will get a document to clarify the situation going forward.

Staffing the LH Room: see the list, JRM, Kathy, Tammy, and JRM again

History Commission Storage Unit: discussion

Display cabinet on the first Floor needs to be changed frequently. Sue Grifor volunteered to reset the RR Display. Sue G had a discussion with Ed McMullen at Fox Run to see the RR display there. She is planning to make a Trip to Fox Run. She was able to get a couple loaner items - Cars and Engines, from Milford and Walled Lake group. Several of the Barr books have sold. Do we want to expand the sale? Need approval to sell the books since it is owned by the History Commission. Sales to be credited to HC account.

Would Kathy Mutch be willing and able to do a story about David Barr concerning his history and accomplishments. Julie to Discuss this with Kathy Mutch - Friday this week. Would she be willing to discuss with the HC at the January meeting?

Discusson about Library Historian: The Library is looking for the right person for this responsibility

Upcoming Events:

Brian Golden discussion Jan 20, 2016, talk on early Novi History – Golden paperwork needs to be filled out

Reappointment of members and new members for the Commission upcoming over the Holidays. Kathy Crawford renew, Kelly to be replaced.

Facebook and Website updates, pictures and stories, both old and new.

Cemetery

Other business, New business

Sue Grifor, Royal Oak, attended with Andrew and Wendy Mutch the display for the Royal Oak Historical Display, 830AM good. , Webster and Crooks in RO

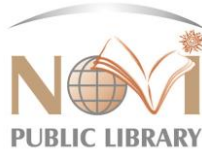
Adjourn

Next Meeting January 27th, 2016, no meeting in December

Happy Holidays everyone, for both Thanksgiving and Christmas.

Next meeting will include discussion about goals for 2016

Ended



Library Board Calendar

2016

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