

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Thursday, July 27, 2017  
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 by President, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
  - A. Approval of Claims and Warrants L556.....4-7
  - B. Approval of Regular Meeting Minutes – June 22, 2017 .....8-15
- 6. Correspondence
  - A. Mini Maker Fun Fair Thank you ..... 16
- 7. Presentation/Special Guest
  - A. Library Staff Annual Recognition – Customer Service Awards and Above & Beyond Awards
- 8. Public Comment
 

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the five minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
- 9. Student Representatives Report – June 2017 ..... 17-21
  - A. Teen Space Annual Report.....22-25
  - B. Student Representatives Annual Presentation – A Year in Review
- 10. President's Report (Craig Messerknecht)
  - A. Goals Update (Final Year End Review through June 30, 2017) ..... 26-48
- 11. Treasurer's Report (Melissa Agosta)
  - A. 2017-2018 Library Budget Fund 268..... .49-51
  - B. 2017-2018 Contributed Fund Budget 269 ..... 52
  - C. Library Fund 268 Expenditure & Revenue Report as of June 30, 2017 ..... 53-56
  - D. Contributed Fund 269 Expenditure & Revenue Report as of June 30, 2017 .....57
  - E. Balance Sheets for Funds 268 and 269 as of June 30, 2017 ..... 58-59
- 12. Director's Report..... 60-63

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B. Facilities Report .....	64-67
C. Information Services Report.....	68-73
D. Support Services Report .....	74
E. Library Usage Statistics .....	75-83
F. Friends of the Novi Library .....	N/A
G. Novi Historical Commission – .....	84-88

13. Committee Reports

**A. Policy Committee: Review current public policies for the Library**

(Michener–Chair, Poupard)

- Request for Board approval – June 22, 2017

**B. HR Committee: HR Policies, Director Review, Salary Study**

(Verma– Chair, Michener) – No action at this time.

- Decision made at February 4<sup>th</sup> Library Board budget session to continue work on the salary structure that relates to the changes with minimum wage and other salary categories effective January 1, 2018.

**C. Finance Committee: Financial plan based on building assessment review**

(Agosta- Chair, Messerknecht, Lawler)

- N/A

**D. Events/Marketing/Fundraising Committee 2016 Gala, outreach events**

(Michener – Chair, Agosta, Wood)

- N/A

**E. Strategic Planning Committee: Annual review of current plan**

(Poupard- Chair, Wood). Review completed in November 2017.

- Plans for a new Strategic Plan will need to be discussed as the current plan expires June 2018.

**F. Building/Landscape Committee: Entrance project, LED conversion project, Building assessment**

(Messerknecht – Chair, Lawler, Verma, Wood)

- Illuminart has been in the building for a full building walk-through and assessment of needs. An electronic copy of the library's building plans was received.

**G. Bylaw Committee: Review of Library Board Bylaws**

(Lawler- Chair, Agosta) – Bylaw review completed September 2016

14. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the five minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

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**15. Matters for Board Action**

A. N/A

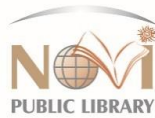
**16. Adjourn**

**Supplemental Information:**

- July 2017 Bits and Pieces TLN Update by Jim Pletz, TLN Director .....89
- Library Calendar .....90

**Future Events:**

- Staff Recognition Dinner – Wednesday, Aug. 2<sup>nd</sup> at 5:00pm, hosted by Library Director and Board President
- Friends of Novi Library Regular Meeting – Wednesday, Aug. 9<sup>th</sup> at 7:00pm, Novi Library
- Community Reads Book Unveiling – Thursday, Aug. 10<sup>th</sup>
- Novi Historical Commission – Wednesday, Aug. 23<sup>rd</sup> at 7:00pm, Novi Library
- Library Board of Trustees Regular Meeting – Thursday, Aug. 24<sup>th</sup> at 7:00pm, City of Novi – Council Chambers
- Novi Business Blender – Tuesday, Aug. 29<sup>th</sup> at 8:00am – 10:00am, Novi Library
- LIBRARY CLOSED – September 2, 3, 4



**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>

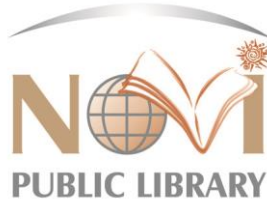
<b>Warrant 556</b>	<b>268 Accounts</b>	<b>July 2017</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account Total</b>
Global Office Solutions (6/20/17)		268-000.00-727.000	\$ 682.14
Staples (6/28/17)	Pens/Dymo Label Tape	268-000.00-727.000	\$ 55.77
The Office Connection (6/9/17)		268-000.00-727.000	\$ 2,076.95
Actron Security Alarm Systems, Inc. (6/5/17)	Pelco	268-000.00-734.000	\$ 8,405.00
3D Systems.com (6/27/17)	Cube pro Cart (2)	268-000.00-734.000	\$ 208.00
CDW-G (6/21/17)		268-000.00-734.000	\$ 18,607.00
Home Depot (5/16/17)	Security Camera	268-000.00-734.000	\$ 16.07
Presidio (6/15/17)		268-000.00-734.000	\$ 346.88
SunTel Services (5/19/17)	2017-18 fy	268-000.00-734.000	\$ 4,588.00
T-Mobile (6/21/17)	5/21-6/20/17	268-000.00-734.000	\$ 495.71
CDW-G (6/8/17)		268-000.00-734.500	\$ 6,748.50
Presidio (6/19/17)		268-000.00-734.500	\$ 13,574.02
Amazon.com (5/28/17)		268-000.00-740.000	\$ 119.99
Allied Eagle Supply Co (6/6/17)		268-000.00-740.000	\$ 675.32
Demco (5/31/17)		268-000.00-740.000	\$ 998.00
Global Office Solutions (06/20/17)		268-000.00-740.000	\$ 97.79
Specialty Store Services (5/23/17)	cases	268-000.00-740.000	\$ 234.32
Friends of the Novi Public Library	Friends memb paid by patron	268-000.00-740.010	\$ 14.32
Amazon.com		268-000.00-742.000	\$ 7,043.48
Barnes & Noble (6/30/17)		268-000.00-742.000	\$ 1,549.66
Brodart (6/21/17)		268-000.00-742.000	\$ 13,156.46
Center Point Large Print (6/3/17)		268-000.00-742.000	\$ 44.34
DK Agencies, Ltd (6/3/17)		268-000.00-742.000	\$ 96.20
Gale/Cengage (6/15/17)		268-000.00-742.000	\$ 144.00
Genealogical.com (6/6/17)		268-000.00-742.000	\$ 69.25
Novi Community Schools	Parent-Parent bk 2016-17fy	268-000.00-742.000	\$ (1,360.59)
Commerce Township Community Library		268-000.00-742.100	\$ 8.96
Dexter District Library		268-000.00-742.100	\$ -
Livonia Civic Center Library		268-000.00-742.100	\$ 28.95
Lyon Township Public Library		268-000.00-742.100	\$ 8.95
Hometownlife.com (6/1/17)	2017-18 fy	268-000.00-743.000	\$ 190.08
WT Cox Information Services (5/30/17)	2017-18 fy	268-000.00-743.000	\$ 873.58
Amazon.com (5/22/17)		268-000.00-744.000	\$ 35.01
Corel-Cleverbridge (5/25/17)	Painter 2017; sales tax refund	268-000.00-744.000	\$ (5.94)

Midwest Tape (5/24/17)		268-000.00-744.000	\$ 698.61
Overdrive (5/26/17)		268-000.00-744.000	\$ 5,023.12
Amazon.com (6/20/17)		268-000.00-745.200	\$ 4,105.39
Midwest Tape (5/24/17)		268-000.00-745.200	\$ 1,839.01
Midwest Coll for Library Services (6/21/17)	Morningstar; 9/10/17-9/9/18	268-000.00-745.300	\$ 13,013.40
Tutor.com (7/1/17)	2017-18 fy	268-000.00-745.300	\$ 13,900.00
Spectrum Business (6/27/17)	36493801062717; 7/1-31/17	268-000.00-801.925	\$ 64.62
Merchant Billing Statement		268-000.00-802.100	\$ 249.32
Providence Occl Health Sys (6/7/17)		268-000.00-804.000	\$ 98.00
Foster Swift (5/31/17)	policies	268-000.00-806.000	\$ 1,558.00
Waste Management		268-000.00-808.100	\$ 98.72
Michigan Library Association (5/17/17)	Organizational mem; 2017-18 fy	268-000.00-809.000	\$ 2,412.07
H&K Janitorial Service, Inc. (5/31/17)	May	268-000.00-817.000	\$ 3,900.00
AT&T (6/13/17)	DTE	268-000.00-851.000	\$ 190.15
TelNet Worldwide (6/15/17)		268-000.00-851.000	\$ 1,118.56
Verizon (5/28/17)	4/29-5/28/17	268-000.00-851.000	\$ 304.43
Gasoline & Oil		268-000.00-861.000	\$ -
City of Novi		268-000.00-880.000	\$ 20.00
Muniweb (6/5/17)	May	268-000.00-880.000	\$ 10,540.50
Novi Youth Assistance (6/26/17)	Golf Outing Sponsorship	268-000.00-880.000	\$ 100.00
Panera (6/8/17)	Rotary	268-000.00-880.000	\$ 239.95
Alberga, Kathleen	Carnival 6/20/17	268-000.00-880.268	\$ 47.89
Allen Entertainment	Rock Wall Climbing; 7/26/17	268-000.00-880.268	\$ 400.00
Amazon.com (6/5/17)		268-000.00-880.268	\$ 167.92
Anderson, Gail (6/23/17)	Program Supplies	268-000.00-880.268	\$ 47.49
Bauss, Kathryn (6/12/17)	mileage story time	268-000.00-880.268	\$ 95.02
Cloud 9 (6/6/17)	Wedding Program	268-000.00-880.268	\$ 500.00
Five Below (6/1/17)	SRP Prizes	268-000.00-880.268	\$ 123.00
Friends of Novi Public Library	Mi Humanities Council; pgm payt	268-000.00-880.268	\$ 140.00
Global Office Solutions (6/20/17)		268-000.00-880.268	\$ 56.88
Gordon Food Service (6/19/17)	Program supplies	268-000.00-880.268	\$ 44.97
Hobby Lobby (6/13/17)	Program supplies	268-000.00-880.268	\$ 15.94
Kroger (6/6/17)	Youth Programming	268-000.00-880.268	\$ 10.59
Lakeshore (6/5/17)	SRP Playgroup	268-000.00-880.268	\$ 36.99
Linman, Jennifer	Comic Art Cp; 7/20/17; 2017-18fy	268-000.00-880.268	\$ 50.00
Meijer (6/5/17)	Youth Programming	268-000.00-880.268	\$ 191.86
MPLC Movie Picture Licensing Corp (5/6/17)	7/5/17-7/5/18; 2017-18 fy	268-000.00-880.268	\$ 244.80
Mutch, Kathleen	Adt Writers Pgm; July; 2017-18 fy	268-000.00-880.268	\$ 200.00
Novi Public Library	Plate Days 2017	268-000.00-880.268	\$ (47.00)
Oriental Trading (5/20/17)	yth pgm	268-000.00-880.268	\$ 118.85

Party City (6/14/17)	Cotton Candy Program	268-000.00-880.268	\$ 23.97
Robinson, Mary J. (6/19/17)	Comic Art Cp; 7/20/17; 2017-18fy	268-000.00-880.268	\$ 39.36
Sam's Club (6/14/17)	Program supplies	268-000.00-880.268	\$ 404.62
Staples (6/14/17)	Program supplies	268-000.00-880.268	\$ 31.48
Stevenson, April	SRP Gift Cards	268-000.00-880.268	\$ 140.83
The Book Farm, Inc. (5/26/17)		268-000.00-880.268	\$ 125.23
Tony Sacco's Coal Oven Pizza (6/16/17)	Teen Sp Ending Party	268-000.00-880.268	\$ 80.00
Walmart (6/19/17)	Program supplies	268-000.00-880.268	\$ 44.02
Anderson, Gail	On the Road; bus driver tip	268-000.00-880.271	\$ 50.00
Accuform (6/7/17)	SRP brochures	268-000.00-900.000	\$ 1,531.00
Friends of Novi Library	Engage publication cost	268-000.00-900.000	\$ (141.64)
Michigan Chamber Services, Inc. (6/29/17)	Labor Law Posters; 2017-18fy	268-000.00-900.000	\$ 37.50
Millennium Business Systems (6/26/17)	5/3-6/3/17	268-000.00-900.000	\$ 1,228.79
Novi Community Schools	SRP Brochure	268-000.00-900.000	\$ (765.50)
Venngage (6/22/17)	Infographics; June 2017	268-000.00-900.000	\$ 9.50
VistaPrint (6/15/17)	refunds sales tax	268-000.00-900.000	\$ 40.49
Consumers Energy	5/11-6/12/17	268-000.00-921.000	\$ 1,303.96
DTE Energy	2016-17 fy	268-000.00-922.000	\$ 9,642.71
Dalton Commercial Cleaning Corp (6/23/17)	special cleaning mr/bk nook area	268-000.00-934.000	\$ 1,150.00
Grainger (6/5/17)		268-000.00-934.000	\$ 143.40
Home Depot (6/20/17)		268-000.00-934.000	\$ 285.25
Lyon Mechanical (5/31/17)	May preventative maintenance	268-000.00-934.000	\$ 2,589.00
North Star Mat Service (5/31/17)	incl add mats for pkg lot sealing	268-000.00-934.000	\$ 417.96
Orkin (6/22/17)	6/22/17	268-000.00-934.000	\$ 63.66
RAM Construction Services (5/26/17)	skylight sealant repair	268-000.00-934.000	\$ 845.00
Signs by Tomorrow (6/19/17)	Dibond 8x10	268-000.00-934.000	\$ 40.00
Solutions Control Services, LLC (6/10/17)	room sensor	268-000.00-934.000	\$ 394.30
Voss Lighting (6/20/17)		268-000.00-934.000	\$ 50.72
C&J Parking Lot Sweeping, Inc. (5/31/17)	5/31/17	268-000.00-941.000	\$ 55.00
Cougar Sales & Rental, Inc. (6/19/17)		268-000.00-941.000	\$ 97.99
Creating Sustainable Landscapes, LLC (6/28/17)		268-000.00-941.000	\$ 1,825.00
Home Depot (6/8/17)	flowers	268-000.00-941.000	\$ 87.93
JH Corporation (6/12/17)	5 flags	268-000.00-941.000	\$ 229.95
Xpert Lawn and Snow (6/1/17)	May (invoice 2of7)	268-000.00-941.000	\$ 4,531.42
Millennium Business Systems (6/26/17)	5/3-6/3/17	268-000.00-942.000	\$ 1,415.30
Corrigan Storage	June	268-000.00-942.100	\$ 23.06
Delta Airlines (6/21/17)	ALA Conf; luggage fee; Fricke	268-000.00-956.000	\$ 25.00
Fricke, Lindsay	ALA Conf expenses	268-000.00-956.000	\$ 243.08
Hilton Cleveland Downtown	Digipalooza; 8/2-5/17; 2017-18 fy	268-000.00-956.000	\$ 628.76
Lang, Elizabeth	Hist Soc Lansing; 6/2/17	268-000.00-956.000	\$ 64.20

Michigan Library Association (6/6/17)	HR Web; Soc Med/Rt to Wk/Mill	268-000.00-956.000	\$ 25.00
State of Michigan (6/7/17)	2017 YALSA Inst9/26/17;17-18 fy	268-000.00-956.000	\$ 25.00
A&R Sealcoating (6/5/17)	Parking Lot sealcoat/stripping	268-000.00-976.100	\$ 8,475.00
Petty Cash (Programming)		268-000.00-880.268	\$ 36.26
<b>TOTAL</b>			<b>\$179,338.78</b>

<b>Warrant 556</b>	<b>269 Accounts</b>	<b>July 2017</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Simply Sublime (6/13/17)	replacement for damaged tile	269-000.00-742.231	\$ 41.31
Benito's Café (6/24/17)	Wedding 6/24/17	269-000.00-742.232	
Brookside Travel (6/5/17)	Wedding 6/24/17	269-000.00-742.232	
Global Office Solutions (6/20/17)	Wedding 6/24/17	269-000.00-742.232	
Happiness Is... Flowers & Gifts (5/31/17)	Wedding 6/24/17	269-000.00-742.232	
Hobby Lobby (5/31/17)	Wedding 6/24/17	269-000.00-742.232	
Hobby Lobby (6/21/17)	Wedding 6/24/17	269-000.00-742.232	
Joann Fabric (6/21/17)	Wedding 6/24/17	269-000.00-742.232	
Linens by Harte (6/20/17)	Wedding 6/24/17	269-000.00-742.232	
Sam's Club (6/23/17)	Wedding 6/24/17	269-000.00-742.232	
Walmart (6/13/17)	Wedding 6/24/17	269-000.00-742.232	
Walmart (6/19/17)	Wedding 6/24/17	269-000.00-742.232	\$1453.82
<b>TOTAL</b>			<b>\$1,495.13</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
June 22, 2017**

**DRAFT**

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

**Library Board**

Craig Messerknecht, President  
Tara Michener, Vice President  
Melissa Agosta, Treasurer  
Ramesh Verma, Secretary  
Bill Lawler, Board Member  
Doreen Poupard, Board Member  
Geoffrey Wood, Board Member (Absent)

**Student Representatives**

Raveena Joshi, Student Representative (Absent and excused)  
Lahari Vavilala, Student Representative (Absent and excused)

**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 Craig Messerknecht, President, at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

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

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Ramesh Verma



The motion passed unanimously.

#### **4. Consent Agenda**

##### **A. Approval of Claims and Warrants L555**

- Trustee Agosta asked about the expenditure of \$8,876.00 in account 268-000.00-934.000 for Lyon Mechanical. Ms. Farkas explained that expenditure is annual maintenance.
- Trustee Agosta asked how many Read Boxes the Library has and where are they located. Ms. Farkas said the three boxes in Novi are located at ITC Park, Lakeshore Park, and Rotary Park.

##### **B. Approval of Regular Meeting Minutes –May 25, 2017**

- Trustee Verma asked if the State Aid check that was referenced on page 11 of the May 25, 2017 Minutes had been received. Ms. Farkas reported that she is still waiting for the check.
- Trustee Verma asked Ms. Farkas if she had the percentage of older adults that use the Library that is mentioned in the Information Services Report on page 12 of the May 25, 2017 Minutes. Ms. Farkas reported that she had not gathered that statistic but that she would do so. She also informed the Board that “older adults” are considered ages 55 and over.
  - Trustee Poupard feels that the Library does a great job advertising and connecting with youth patrons but does not advertise as much to older adult patrons. Trustee Poupard thinks the Library is missing a big resource for contributions and use of services by not advertising as aggressively to older adults.
- Trustee Verma asked about the status of the LED project that is referenced in the Building/Landscape Committee Report on page 13 of the May 25, 2017 Minutes. Ms. Farkas informed Trustee Verma that the walk-throughs were completed but she was waiting on the proposal from Illuminart. Ms. Farkas was told that the proposal would take 2-3 weeks to complete.
  - Ms. Farkas is still confident the project will go out to bid the first of July.

A motion was made to approve the Consent Agenda.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

#### **5. Correspondence**

##### **A. Email from patron Linda Potts (Pages 15-16 of the June 22, 2017 Library Board packet)**

Ms. Potts is a Novi Library patron who is unhappy with the quality of the audio book disks she repeatedly checks out and finds scratched and dirty.

- Ms. Farkas responded to Ms. Potts' email which is included on page 15 of the June 22, 2017 Library Board packet.
  - The audio book collection is a very large collection that checks out frequently. The Library relies on patrons to alert the staff of dirty

or damaged disks. The Library also relies on volunteers to help clean the damaged disks.

- Ms. Farkas informed the Board that other libraries that share materials with the Novi Library have not complained about the quality of disks contained in Novi Library materials.
- Ms. Farkas has informed the Support Service department of the complaint and will continue to monitor the concern.
- Both Trustees Verma and Lawler commended Ms. Farkas on the well written response.
- Trustee Messerknecht suggested including a slip of paper in the disk cases so that patrons would have at their access a place to note any unusable disks.

**B. Email to the Novi Community School District Educators**

- Ms. Farkas included an email that she sent to 40 teachers and administrators in the Novi Community School District thanking them for the impact they make on the Novi Library. The Library and the District have a wonderful partnership sharing in programs, books discussions, community events and many other activities.

**6. Presentation/Special Guest**

No presentation or special guest in attendance.

**7. Public Comment**

There was no public comment.

**8. Student Representatives Report**

The Student Representative Report can be found on pages 17-18 of the June 22, 2017 Library Board packet.

- Student Representative Raveena Joshi and Lahari Vivilala were not in attendance due to a school function. They will return at the July 27, 2017 Library Board meeting. Ms. Farkas highlighted the upcoming teen programs for July:
  - July 8: Teen Summer Reading Program Readathon
  - July 11: Taste Test Challenge
  - July 12: STEAM Challenges
  - July 15: Tween Summer Reading Program Readathon
  - July 19: DIY Animal Shelter Blankets
  - July 20: Comic Art Camp
  - July 26: Rock Wall Climbing Adventure

**9. President's Report**

**A. Goals Update**

The Goals document will be discussed at the July Library Board meeting.

**10. Treasurer's Report (Melissa Agosta)**

The Treasurer's Report can be found on pages 19-29 of the June 22, 2017 Library Board packet.

**A. Library Budget Fund 268—2016-2017**

- The 2016-2017 approved budget for fund 268 calls for revenue to total \$2,774,726.00 and expenditures to total \$3,035,900.00 with a fund balance consumption of \$261,174.00.

**B. Contributed Fund Budget 269**

**C. Library Fund 268 Revenue and Expenditure Report (May 31, 2017)**

- Year to date revenue totals \$2,819,222.96 which is an increase of \$32,402.00 for the month of May.
- Year to date expenditures total \$2,410,597.29 which is an increase of \$218,914.00 for the month of May.
- The budget for 2016-2017 is \$3,035,900.00 and \$2,410,597.00 has been used leaving \$625,303.00 for the remaining fiscal year. The Library is very much on track to use no fund balance.
- Trustee Messerknecht asked for clarification on the numbers in the 2016-2017 year end column of the Fund 268 budget. Trustee Agosta explained that those numbers are estimates that Ms. Farkas had to provide to the City of Novi.

**D. Contributed Fund 269 Expenditure & Revenue Report (May 31, 2017)**

- Year to date revenue is \$24,239.71 which is an increase \$7,250.00 from the last month.
- Year to date expenditures are \$8,533.00 which is an increase of \$457.00 from the last month.
- The budget for Fund 269 is \$32,000.00.

**E. Balance Sheets for Funds 268 and 269**

- The ending fund balance for Fund 268 through May 31, 2017 is \$2,162,847.33
- The ending fund balance for Fund 269 through May 31, 2017 is \$1,687,518.46
  - Trustee Poupard asked how the balance sheets compare to the budget. Trustee Messerknecht compared it to balancing a check book and shows how much money is left at the end of the month.

**11. Director's Report**

The Director's Report can be found on pages 30-37 of the June 22, 2017 Library Board packet.

- Novi Career Prep Commencement took place on June 15, 2017. Jessie Schenk, a Novi Library librarian, attended the event and presented the students with a book. This is the third year the Library has participated in this event that has about 30 graduates.
- Gail Anderson, Adult Programming Coordinator, submitted a report for the On the Road trip that took place in April, 2017. \$1,720.00 was raised for the Novi Library as a result of this program. On the Road is a great way to connect with the older adult citizens of Novi. Another On the Road will take place in September with the destination of Grand Rapids, Michigan.

- Trustee Michener asked if Board members have attended and Ms. Farkas said no, but it would be a great to have a board member as a representative on the trip. The September trip will be on a Saturday.
- Ms. Farkas thanked Kathy Crawford for partnering with the Library for this event.
- The Summer Lunch Program flier is on page 37 of the June 22, 2017 Library Board packet. The Novi Library partners with this program and this year Ms. Farkas reported that library cards will be given to children who do not currently have a library card. The cards will be usable only through the summer. Ms. Farkas will provide the statistics on these cards at the end of summer.

**A. Information Technology Report**

The Information Technology Report can be found on pages 38-39 of the June 22, 2017 Library Board packet.

**B. Facilities Report**

The Facilities Report can be found on pages 40-41 of the June 22, 2017 Library Board packet.

- Trustee Lawler asked about the new facilities position that was filled. Ms. Farkas reported that it is a part-time position.
- Trustee Messerknecht noted the flange that was made on the 3D printer for the relocation of a security camera. Not only did it save the Library money, but it demonstrates that staff is thinking of ways to fix things outside the box. Trustee Messerknecht asked Ms. Farkas to congratulate David Silberman and Keith Perfect on their success.

**C. Information Services Report**

The Information and Services Report can be found on pages 42-45 of the June 22, 2017 Library Board packet.

- 273 students are registered for Raise a Reader in Novi which has surpassed the goal of 250. This number will continue to grow as it is being used as the Summer Reading Program for children under the age of 5.

**D. Support Services Report**

The Support Service report can be found on pages 46-47 of the June 22, 2017 Library Board packet.

- Ms. Farkas noted that 337 materials were taken from Read Boxes in the month of May.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 48-56 of the June 22, 2017 Library Board packet.

- Trustee Messerknecht noted the increase in meeting room rentals for the month of May.
- Ms. Farkas thanked the facilities department for all the work they have put in preparing for the wedding. Brickwork has been colored and resealed, painting touch-ups have been done as well as the cleaning of windows and ceiling tiles.

- Trustee Messerknecht attended a meeting in the East meeting room as a guest and was impressed with the attentive work shown by the facilities staff.
- Trustee Verma asked how many staff members are in the Facility Department. Ms. Farkas informed him there is 1 full time and 2 part time staff members.

**F. Friends of the Novi Library**

Meetings were held in April and May. The Friends approved their 2017-2018 budget and the Library's wish list for 2017-2018. Ms. Farkas is excited about the virtual reality technology that will be purchased from the wish list.

**G. Novi Historical Commission**

The Novi Historical Commission held meetings in March and April. The agendas can be found on pages 70-76 of the June 22, 2017 Library Board packet.

**H. Bits and Pieces**

- A company has been chosen to replace the current TLN Integrated Library System. TLN hopes for it to be operating by June 2018. Ms. Farkas reported that getting a new system will be a big project for Information Services and Support Services. A new catalog will be implemented as well as new technical service components. Ms. Farkas reported that the new system is much more intuitive which will make searching the catalog easier.
  - Trustee Messerknecht asked about the App. interfacing with the new system. Ms. Farkas is unsure how the app will interact with the new system since they are different companies.
  - Trustee Agosta asked if the new system would be more expensive. Ms. Farkas was happy to report that the costs could actually go down.
- Trustee Verma asked about the Annual TLN Picnic to be held on July 14, 2017. Ms. Farkas explained it is held every year for Directors and that normally a speaker is on hand to discuss Library related issues.
- The Michigan Activity Pass (MAP) is an opportunity to visit parks or museums for free through the Novi Library. There are 500 venues to choose from.
- Tom Sharpe drummer for the rock group Styx and The Mannheim Steamrollers performed at the Library on June 10, 2017. Over 70 people were in attendance.
- Trustee Agosta asked about the State Fair Luncheon that is referenced on page 30 of the June 22, 2017 Library Board packet. Ms. Farkas told Trustee Agosta that the Library is not a part of the State Fair this year, but was invited to the luncheon. Ms. Farkas would keep the Board informed of any opportunities to attend.
- Ms. Farkas informed the Board that there will be an after-hours event in September for residents of Fox Run programmed around the art in the

Library. Trustee Poupard noted that Fox Run is fortunate to have a partnership with the Novi Library.

- Trustee Messerknecht mentioned that he was at the Meadowbrook Activity Center and noticed that the television monitors that scroll Library events had some slides that didn't fit on the screen and also that dates for events were listed from April through November with no years indicated. He feels this could be confusing for the viewers. Ms. Farkas said she would have Christina Salvatore check on it.
- Trustee Agosta asked about the books that are donated to Thrift Books. Ms. Farkas explained that Thrift Books takes our discarded books and the Library receives a portion of the sale on the books that are resold. The Library has received about \$700.00 so far.

## **12. Committee Reports**

### **A. Policy Committee (Michener– Chair, Poupard): Review current public policies for the Library.**

- Trustee Lawler inquired about the meaning in policy **C-6 Collection Evaluation** and the third element "poor content". Ms. Farkas explained that a book that is out of date, irrelevant, or inappropriate could fall under this description and the Library would eliminate that book from the collection.
- Ms. Farkas also explained that new language was added to **B-3 Hours of Operation** because the Library opens the lobby to patrons at 9:50 a.m. on all days except Sunday when it opens at 11:50 a.m.

A motion was made to approve the public policy manual.

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

### **B. HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary**

- Trustee Verma reported the Director's Review would be completed at the conclusion of the Board meeting.

### **C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on**

#### **Building assessment review.**

### **D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): Gala And outreach events.**

- Trustee Michener explained the upcoming library card campaign that will target non-library users. A specially designed card will be attached to a flier based on three different types of households: those with children, those with adults ages 55 and above, and those with 2 incomes but no children. Trustee Michener reported that 8,700 of these cards will be mailed out in August.
  - Ms. Farkas is excited about this campaign and is expecting 10% of these cards to be registered at the Novi Library.

- Trustee Poupard requested that the font and coloring on the flier for older adults be adjusted so that it is easier to read.
- Trustee Michener informed the Board members that they could order a polo shirt with the Novi Library logo in the color of their choice. “Trustee” would also be embroidered on the shirt.

**E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.**

**F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.**

**G. Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws**

### **13. Public Comment**

There was no public comment.

### **14. Matters for Board Action**

**A.** Approval of Public Policies—approved in Committee Reports

**B.** Approval of additional \$11,500.00 for the permanent and temporary staff salaries based on information received from the City of Novi.

- i. The additional \$11,500.00 that will be added to the 2017-2018 budget is to accommodate a change in the performance evaluation wage increases. The City allows for 2.5% for “meeting expectations”. The Library desires to be in keeping with the City and would need the extra \$11,500.00 to move from a 2% increase to 2.5%.
- ii. Trustee Messerknecht requested that after the evaluations are completed that Ms. Farkas share with the Board how many staff members are at each level.

A motion was made to support the increase of \$11,500.00.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—William Lawler

The motion passed unanimously.

**C.** Approval to adjust the 2017-2018 budget to expend the LED project out of the 269 account instead of the 268 account.

A motion was made to approve the adjustment of 2017-2018 to expend the LED project out of the 269 account versus the 268 account.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—William Lawler

Yes-5; No-1

The motion passed with a majority.

### **15. Executive Session**

The Board went into Executive Session at 8:25 p.m. and reconvened at 8:59 p.m.

A motion was made for the Board to grant a 3.5% increase to the Library Director based on exceeding the expectations of the Board and her role as Director of the Novi Library.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Ramesh Verma  
The motion passed unanimously.

**16. Adjourn**

A motion was made to adjourn at 9:02 p.m.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—William Lawler

The motion passed unanimously.

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Ramesh Verma, Secretary

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Date





# SIZZLING SUMMER NIGHTS MINI MAKER FUN FAIR 2017

**A big THANK YOU to our makers for coming out to this year's  
Novi Parks, Recreation and Cultural Services Mini Maker Fun Fair!**

Thank you so much for your support and participation in this year's Sizzling Summer Nights program! The participants had a blast interacting with the various booths and we had our best turnout in a long time. Thank you for enriching our event and for supporting our Novi community!



## **June 2017 Student Representative Report**

By: Raveena Joshi, Lahari Vavilala

### **Programs:**

The Simple Summer Recipes program took place on June 6th. Attendees helped prepare and sample three different recipes. Each participant received a free journal and pen set to keep their recipes in. (Attendance = 11)

The Kick-Off Teen Summer Party took place on June 16th. Teens celebrated the start of summer at the Library by enjoying pizza, games, prizes, and more! (Attendance = 70)

The Summer Carnival Extravaganza took place on June 20<sup>th</sup> at the Library and Fuerst Park. All ages enjoyed pony rides, a petting farm, bounce house, face painting, carnival games, and prizes. (Attendance = 400+)

The Comic Art Camp took place on June 22<sup>nd</sup>. Attendees had fun learning the basics of developing characters, creating dialog, sequencing a story, as well as penciling and inking their own comic strip. (Attendance = 19)

The T-Shirt Design program took place on June 28<sup>th</sup>. Attendees brought their own pre-washed, 100% cotton T-shirt to design with sharpies to make a tie dye look. (Attendance = 50)

### **Teen Space Update:**

There were 398 attendees in Teen Space for the month of June. School let out on Friday, June 16<sup>th</sup> so there was no Teen Space. Also, Teen Space does not take place during the summer months.

### **Teen Advisory Board Update:**

There was no Teen Advisory Board for the month of June as meetings run during the school year from September through May.

### **Upcoming Programs:**

Teen After-Hours Party - August 4<sup>th</sup>

Life Size Pac-Man - August 15<sup>th</sup>

Comic Art Camp - August 17<sup>th</sup>

DIY Back to School Bags - August 22<sup>nd</sup>



Attendees enjoy chocolate chip banana pancakes at the Simple Summer Recipes program

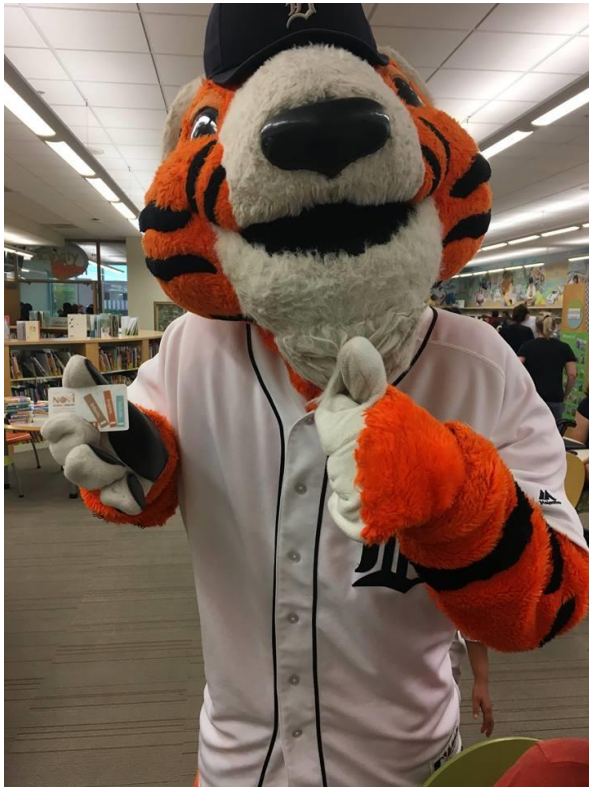




Attendees celebrate the launch of the Summer Reading Program at the Kick-Off Teen Party

Summer Party









Attendees enjoyed the Summer Carnival Extravaganza with pony rides, carnival games, face painting, and a visit from Paws



Attendees display their designs at the T-Shirt Design program

## **Novi Public Library Teen Space End of the Year Report 2016-2017**

**By Yolanda Hockaday-Dennis**

June 16, 2017

**Teen Space student total for the year: 5, 491**

**Evictions: 1**

**Quarterly Partner Meetings: 0**

### **Announcements/Reminders:**

In collaboration with Teen Programs and other library events, announcements were made regularly, flyers were available, and the Teen News Board was used to post information. The following events were included:

- Monthly TAB meetings
- Cupcake Wars (Oct.)
- M & M Ornament event (Dec.)
- Teen Chocolate Party (Feb.)
- Cinco de Mayo (May)
- Gene Wilder Popcorn/Movie Days (Month of Oct.)
- Female Robotics Team, Dream Machine, Presentation (Oct.)
- HOSA presentations (3)
- Mercy students psychological experiment
- Focus group w/April, Lindsay, and Tia Marie
- NHS College Night
- Teen volunteer opportunities
- Teen job postings
- Community events

### **Budget:**

TS received 2 new X Box games after a budget request was made during planning by Mrs. Dennis.

### **Donations:**

NYA donated lots of ping-pong balls this year.

Ms. Sanders provided cider and brownies (Sept.) and Pizza, chips, soda, and candy (Oct.)

2 NHS students donated bananas and assorted chips.

Mrs. Dennis donated a weekly snack.

1 NHS brought in chips for TS to celebrate his birthday.

**TS closings:**

There were a few times throughout this year that closings were not communicated well which included some half days/early dismissal days and election days.

- Election day (2)
- ½ days (3)
- Thanksgiving break (3)
- Winter break (2 weeks)
- Mid-Winter break (3)
- Spring Break (1 week)
- Good Friday (1)

**Professional Development:**

- Copier Training (Jan.)
- Micro aggressions presentation (Feb.)
- Performance review (Feb.)
- Culture Club presentation (March)
- Safety Training (April)
- SRP Training (April)
- Performance review (June)

**Teen Space Monitor Goals:**

Goals were met by continuing with the suggestions box and providing TS students with a voice. Some things that came about from this were suggestions and titles for 2 new X Box games, cookie decorating, and movie title selections. Goals for this year also included presentations/events for TS which are listed:

- Winter Celebration, Christmas craft make-it/take-it day, and Holiday card making which included items for Hanukkah, Kwanzaa, Christmas (Dec.)
- Christmas movie and treats (Nov.)
- Spring Celebration, Beach party, included popcorn and ice cream drinks (April)
- Cookie decorating, Easter (April)
- Quilt patches created (April)
- Teen Quilt presentation and treats (May)
- Popcorn/Movie day (June)

I gave out “prizes” to students for:

- Ground Hog Day
- Attending MLK event at NHS
- Winter Solstice
- Thanksgiving
- Halloween
- College day homecoming week (for wearing Purdue gear)
- Volley ball team for winning their big game



### Consequences:

As far as behavior this year, I had a great group of regulars to TS. I did not encounter any major issues. Occasionally, someone would stand on a chair or test limits in an effort to impress a young lady. Most students would comply with TS rules. On occasion I held cell phones, used my “time-out” chair, and asked students to take a walk to collect themselves. Not too often, but I have taken chairs for a period of time when chair tipping was a constant and I have closed games for a cool off period. From this the students would comply and even warn each other.

### My recommendations for TS for the coming year:

I felt that having the extra 30 minutes each day for computer work and set-up/clean-up was very helpful. There were even a few times when facilities forgot about room set-up and I was able to get things taken care of before TS was to open. I hope this will continue.

April is planning to supply me with a space to have real computer time. Thank you so much!

It was nice to be able to work some of the half days instead of losing the hours. I was able to prepare for events and switch out items for the teens to use. I appreciated having this option.

I would like to have partner meetings again.

I think we should have at least one event that shows partnership between our agencies. I would like for this to happen yearly. I do have a few ideas I would be happy to share.

At the end of last school year I replied that I would like a planner order for me as well when the email re: this was sent. **I never received it.** It would be helpful to have one for next year.

I enjoyed having NPL gear this year to wear on Spirit Day. It was nice to be included.

### Other Comments:

I was so nicely surprised this year that so many teens remembered me and would specifically come in TS to greet me. I even had students tell me when they were going to be absent. They would share news about sporting events and exams. They shared prom pictures and homecoming news. They still know where to come to “borrow” items and ask for food when they are just “starving.”

Cookie Decorating





NPL Teen Space Quilt Presentation

## NOVI PUBLIC LIBRARY – 2016/2017 GOALS (As of June 30, 2017)

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

### Goal #1:

#### Maintain excellent customer service in all facets of the library's operations, Board functions, and community involvement.

Tactic	Owner	Status	Due Date
Investigate holds – way for family members to pick up each other's holds; advertise ways to make the pick-up process easier for patrons.	SS	Discussed WF group cards at SASUG/with JF again. Determined this option did not meet our needs. Voiced needs at SASUG meeting about true family card; SS Staff are educating patrons about Smart Phone apps to download/scan all family cards.	12/16; 3/17
Customer Service Committee: Participates by attending 3 of 4 quarterly meetings; monitor progress of dept. goals related to customer service and reports status to department members; provide a final presentation to the Library Board in July 2017 on obstacles and successes.	All Depts. Represented	9/15 – Introduction mtg. Established goals 10/27 – first meeting of committee; discussed 10 Common Customer Service Mistakes; second meeting, discussed article "The Answer is Yes"; 7/27 - Final report included in Director's section	9/16; 12/29
Investigate electronic birthday cards for patrons.	SS-Outreach	Currently offer a birthday email that gives a discount at Paradise Park	7/16
Culture Club: Staff are meeting 4 times per year to discuss how to better serve or diverse community.	All Depts. Represented	Staff In-Service 8/16 introduced Social Justice to staff; Staff Culture club Into Mtg.; committee members sent to a workshop on "Increasing Understanding of Muslim and Arab Americans" – currently working on a PowerPoint to share with staff 2/27: All Staff culture Club workshop "Increasing Understand of Muslim and Arab American: with NPD Officer Hashim (10); 2/28: All Staff Culture Club workshop "Micro/Macro-Aggressions by Tara Michener" (15); 4/11 – (6); 7/1 – Survey sent out to the staff for feedback to move forward with future events.; 7/27 – Final report included in Director's section.	8/16; 11/16; 2/17; 4/17
Investigate the options for updating patron info (phone/email online); renew their library card on-line.	IT/SS	TLN driven initiative	10/16
Celebrate/recognize long-term residents' years of having a library card; engage TLN with historical date field; first anniversary.	SS/AD	Ran a Director Station report to determine long term patrons, but can only go back to 2004 per TLN.	11/16
Provide superior customer service to NPL patrons and coworkers by fully demonstrating the 5 Support Service Department Customer Service Ideals throughout the year; two separate survey periods (both internal and	SS	Compiling survey questions and creating survey. IT staff created customer service survey in Google Forms; held first survey period during the month of January and compiled results. Working on our 3 customer service	10/16, 12/16; 3/17

public) will be held in the fall and spring to assess the level of improvement in departmental customer service and a goal of moving up an average of one scale, on a sliding scale of 1-5.		goals and 5 department customer service ideals until the next survey period.	
With the completion of the Support Services Department Training Manual and the corresponding training videos, retrain existing staff to be fully competent in using and/or explaining to patrons the OPAC, how to navigate the library, and where to be directed for common questions and issues. Competency will be measured by written test.	SS	Continuing to work on training manual with each round of new hires for the SS Dept. Addressing minor retraining of current staff as needed; Training guide (final edition) completed.	3/17; 5/17
Create new volunteer application with specific types of potential jobs.	AD	Updating volunteer application process with City of Novi; Volunteer Appreciation scheduled 5/15/17	2/17; 5/17
Meet all meeting room renters at their room at the start of their event to make sure their accommodations are met.	AD	Based on staff scheduled, AD and Facilities staff is making efforts to coordinate an in-person greeting	
Survey the staff to find out how the facilities department can better serve the library employees; look at results and identify at least two areas for improvement.	F	Survey ended on 10/31; Info is being compiled	10/16
Improve the donation of large donation process (5 boxes/bags or more) by offering 3 specific days of the week for donation drop off; less than 5 boxes/bags can be dropped in the main vestibule; provide a contact number for facilities to connect directly with a staff person for arranging drop offs.	F	Began new process as of 10/1/2016; 11/10 flyer has been revised based on patron feedback and misunderstandings	10/16
Create a facilities emergency manual for staff to better serve them and the public when situations arise including drill information, building descriptions and contact information.	F	Fire Drill 10/13/2016 – revision of fire procedures; Staff have been sent all the revised emergency procedures to review; first draft of manual shared with Management Team; Tornado Drill 4/19/17; <b>Final draft of Emergency was reviewed by Emergency Manager, Marshall Johnson. Staff received copies. Drills scheduled for 8/18 during In-service Day.</b>	10/16; 11/16; 12/16; 4/17
Increase the usage of the Self-Check Stations to 60% by assigning Support Services staff to direct patrons to and educate them on the self-check process.	SS	Clerks are approaching patrons on self-checks and keeping stats on how many they educate; clerks have worked to educate patrons throughout the fiscal year on the self-check stations. The SS Dept spent the month of February stationing a team member in front of self-checks to drive up usage and to further educate patrons. JF and MZ have seen gradual increase in percentage since February. At this point, we determined all efforts have been successful and no further investigational efforts needed.	10/16; 6/17

Review the current program evaluation form to see if it meets current needs; make necessary changes to the form to provide the most useful information.	IS	Beginning to receive more forms from staff and noticing how few comments are made. Considering revising with fewer more targeted questions; more evaluation forms are being turned in by staff and patron responses have provided some useful recommendations; recommending that staff have the evaluation form available so patrons have choice.	9/16; 10/16; 12/16
Investigate creating a pajama story time in the evening once per month.	IS	Investigating potential days and times, as well as, themes; an evening story time has been scheduled for the second Monday of each month in June, July, and August. They will fill the spot that Snack Tales normally occupies during the school year and will be a family story time; visited another library to see how other librarians do their evening story times; visited another library to see how other librarians do their evening story times. Held first of these story times called "Bedtime Stories Family Story Time with a wide range of attendees, went well.	9/16; 12/16, 2/17; 6/17
Integrate Zinio e-magazines with physical magazines, relabeling the magazine room for greater discoverability, and creating procedures and promotion for the Zinio tablets.	IS	Researching tablet chargers that can be easily retrieved and accommodate multiple devices; met with SS to investigate check out procedure; Zinio will be debuting a new look and log-in in February so we are waiting until after that to premier tablets. RGB Digital that owns Zinio has delayed premiering their new look, so the tablets will be delayed as well; have purchased two iPads and will load the magazines despite the lack of an updated app by the company. The most popular titles have been loaded on the tablets. A staff maintenance schedule has been created. The Zinio list has been updated. Signage has been created and they will be deployed soon; Two tablets were just deployed at the first floor information desk. Zinio is redesigning the app and retitling it, updates will be made to the tablets and the marketing. <b>Zinio tablets were demonstrated during the city's Maker Fair;</b>	9/16; 10/16; 12/16, 1/17; 2/17; 3/17; 4/17; 6/17
Work with the TLN ILS Committee to improve functionality and usability of the public catalog; investigate new potential ILS companies.	IS	Attended a meeting at the Redford Library; TLN is currently reaching out to members for feedback on catalog; proposals and scores have been evaluated and demos will be offered in February –staff planning to attend; Library staff attended all demos and will submit their vote for the ILS they prefer; Library staff attended all demos and will submit their vote for the ILS	9/16; 12/16; 2/17; 3/17; 5/17

		they prefer; site visits are taking place and a decision will be made after; decision has been made and TLN is moving forward with the process.	
Hire, supervise and develop interns – use task lists, goals, projects, and reviews to measure their performance; create a job posting and interview candidates for future openings.	IS	Currently have 2 interns on staff, assigned tasks and created goals. Reviewing projects as well. <b>Both interns had their annual performance review.</b>	9/16, 6/17
<b>Goal #2:</b>			
<b>Balance the needs of the community with fiscal responsibility and reduce the deficit spending.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate funding resources and park use for Story Walk; discuss idea with City of Novi and Novi Parks and Rec; secure funding.	IS	Began looking at grant opportunities; scheduled an appointment to meet with Novi Parks and Rec to discuss possible placement; P & R offered other parks rather than Fuerst Park; investigated costs of removable frames and submitted grant request from Walmart Foundation; Walmart grant was not approved. However, we will be receiving a braille-enhanced storywalk through the Library of Michigan. This will be placed in Fuerst Park over the summer beginning in early July.	9/16; 10/16, 11/16; 2/17; 5/17
Investigate the opportunity with the Energy Reduction Coalition (ERC) to reduce lighting costs in the Library	AD/F	Meetings began in spring 2016; timeline mtg.; meeting with DTE regarding lighting options 10/4; 10/31/16: 3 lighting vendors have been contacted and have walked the building – waiting on quotes for materials/labor; Board approved RFP process for LED Project: Library Director met with lighting designer for preliminary design proposals; 3/29 & 4/20 Library Director reached out to another lighting designer for an additional quote – still pending. 5/17 - <b>Illuminart was contracted for the RFP language and design specs. A walk through was conducted in early June.</b>	9/16; 10/16; 2/17; 3/17; 4/17; 5/17
Investigate an Endowment/Trust financial opportunity for the Library based on a Novi resident gift.	AD	Gift meeting with resident; contact with attorney to investigate options 9/16; 10/25/16: Mtg. w/attorney re: endowment options; 11/8/16: Mtg. w/C. Bauer and S. Johnson re: endowment options through the Friends of NPL; met with resident based on conversations with Library Finance Committee regarding gift and moving forward with endowment language; Contracted legal counsel for advice based on a recommendation by Baldwin Library in Birmingham. They have an established Endowment.	8/16; 9/16; 10/16; 11/16; 12/16; 4/17

Effectively use Director's Station; work with staff using Director's Station to run reports using their parameters; use Director's Station to aid staff in reaching proper QSAC collection levels; better use of purchasing and weeding of collections.	IS	Have started running reports for staff for effective collection development; many staff are using Director's Station reports to effectively keep their collections up to date. Once the new QSAC collection levels are established staff will review and compare. Director's Station will be used for the coming collection clean up to prepare for any potential ILS moves.	9/16; 10/16; 12/16; 1/17
Quality Services Audit Checklist project – take training through Library of Michigan, review current work that has been initiated, complete assessment, potentially submit to Library of Michigan for all 3 levels (Essential, Enhanced and Excellent).	IS	Began looking at notes and progress made from previous employee responsible for this, LOM is not currently offering training, but will keep looking for when they do; LOM will be debuting a new checklist in January; due to staff change project has been reassigned and delayed temporarily.	9/16, 11/16; 2/17
Investigate migrating current Exchange server email accounts to Google mail.	IT	Investigating and developing possible migration timeline; applied/received Google for Non-Profit status and in process of creating staff accounts to test transfer capabilities; Migration is complete; added DKIM protocol to email to limit spam, spoofing and phishing	9/16, 11/16, 1/17, 3/17
Investigate Cloud options for network storage/back-up.	IT	Researched Cloud options and propose moving forward with iDrive; testing Cloud storage for data and recovery; testing Google file sync and developing training documentation; using Cloud for storage, data recovery and document sharing	11/16, 3/17, 4/17, 5/17
Assess and weed the Library's current magnifier collection; use Outreach funds to purchase new magnifies where needed; search for replacement for the Optelek machine; have all magnifies barcoded for checkout; market collection in available media.	IS	Working with Dr. Amy Crissman at Town and Country Eyecare to identify new magnifiers on the market; will be meeting in November with Dr. Crissman; Placed an order for several magnifiers and met with Maryann to discuss cataloging; picked up magnifiers from Dr. Crissman of Town and Country Eyecare, cleaned current magnifiers and shelves, updated low vision brochure, updated magnifier brochure, working on plan with Support Services on cataloging, barcoding, and how to best check out to patrons; magnifiers have been barcoded, cataloged and returned to their case with a new check out procedure; held program to promote magnifier collection with Dr. Amy Crissman-Head.	9/16; 10/16, 11/16, 12/16; 2/17; 3/17



**Goal #3:****Provide quality and diverse services, materials, programs and technology.**

Tactic	Owner	Status	Due Date
Expand on Community Read events – more authors; investigate a Local Author in conjunction with a new collection; local author showcase, local artist showcase.	IS/AD	Added Walled Lake City Library; recorded and created DVDs of event that were distributed to sponsoring libraries; 11/16-17: Adopting a sister Library and NLA and SAY Detroit – collecting new/gently used books from communities to donate to a newly created lending library in Detroit; Book delivery 2/23; 3/28 Community Reads planning mtg.	2/16; 11/16; 3/17
Explore projects or tasks that the TAB (Teen Advisory Board) can be involved in to help the library and its staff; investigate ways to recognize and thank all of the Library's teen volunteers.	IS	Investigating how TAB may be able to make a promotional video about the Summer Reading Program to promote at Novi Meadows and the Middle School; Certificates of Appreciation with total hours volunteered were printed and made available for our teen volunteers and a teen volunteer appreciation event is being planned for next April; several TAB committees are being worked out to help put up displays in the Teen Stop on the windows and a Summer Reading Program committee to help put together a video to promote the SRP to the 4 <sup>th</sup> -6 <sup>th</sup> graders; video was made and entered, Novi TAB group was chosen to represent the State on the national level; the group is collecting donations for Hospitality House during the month of April. Invitations to all current teen volunteers have been sent out for the appreciation event in April; Teen Volunteer Appreciation event was held on 4/11. The SRP video the TAB group made was shown in all of the Novi elementary schools as well as Thornton Creek Elementary. It is now on the website.	9/16; 10/16; 3/17; 4/17; 5/17; 6/17
Evaluate hardware/software used in the meeting rooms and by the public for possible upgrades.	IT	Deployed device to transfer audio from vinyl records and cassette tapes to a digital format with software for tagging and audio editing tools; Purchased laptop for use in the Youth Activity Room; Obtained quote for upgrading meeting room audio/visual equipment connections to HDMI; Installed three 30 AMP 220V circuits in the server room to accommodate datacenter's upgraded stand-by power option; included meeting rooms audio-visual upgrade proposal in 2017-18FY IT Department	10/16; 11/16; 12/16; 2/17; 3/17; 4/17; 6/17



		<p>proposed budget; installed upgraded stand-by power option for the datacenter; updated phone system auto-attendant menu options and scripts to reflect collection location changes; upgraded software/hardware for Creation Station used by patrons; replaced two of the Youth iPad enclosures; installed wireless appliance for the 2<sup>nd</sup> Floor Meeting Room's DVD player since the cable was damaged; a new Creation Station with updated hardware, software and documentation was deployed; an initial site survey of our wireless access points was performed to identify areas that need enhancement; replacement rack UPS installed in data center; summary/analysis of responses to Patron Technology survey will be available by the end of May; simpler patron connection to our Wi-Fi network by removing "acceptance" page; <b>all wireless access points were upgraded plus added one on the 2<sup>nd</sup> floor for better coverage; implemented improved hardware to resolve Youth Area iPads' failure to charge issue; automated phone renewal system was rebooted and working properly again; 3D printing and wireless hotspots were demonstrated during the city's Maker Fair</b></p>	
<p>Evaluate hardware/software used by staff for possible upgrades.</p>	<p>IT</p>	<p>Began deploying upgraded staff workstations; obtained quote to replace stepper side chutes on AST hardware with fixed chutes to eliminate possible future motor failures and reduce noise; investigating upgrade to CircIT software used by staff/self-checks; the fixed chutes on the AST hardware have been installed; upgraded hardware in the Friends of the Novi Library work area; new copier contract resulting in lower costs and improved functionality; new staff workstations deployed to accommodate staff task reassignments; updated hardware and software was deployed to several staff members; chain drive on the AST was repaired; fax phone line separated from trunk lines to allow improved method for receiving faxes; testing improved Help Desk app with plugin for room reservation software; upgraded software for HVAC system and filter appliance; replaced the AST's conveyor belt drum motor support bracket due</p>	<p>11/16; 12/16; 1/17; 3/17; 4/17; 5/17; <b>6/17</b></p>

		to failed weld; relocated a security camera to remove an obstructed view; <b>staff and some service desks received upgraded workstations with an updated image; HVAC software configuration change for more accurate air temperature readings for each of the more than 50 sensors; firewall software configuration to improve patron wireless connections; ability for the NPL Help Desk application to send emails has been restored; failed security access panels hardware was repaired and doors to the staff area are opening with fobs again;</b>	
Promote and highlight the Local History collection/space and its relevance to the community 3 times per year; offer an open house; increase web and physical presence; assist with patron queries, digitizing collections, Historical Commission projects.	IS	Offering a Document Donation day on Oct. 23; put up the display on William Macdermaid, which includes his Fire Helmet- posted on Facebook; have received a donation of pictures and articles of local police and firefighters that will have to go through, a process is being put into place. Recently held a Document Donation Day. We also have a library science intern working on the firefighter donations for part of the summer. <b>Staff attended the Michigan Historical Society on preserving old photographs; conducted a tour and training session on the local history room to members of the Historical Commission; the Library Science intern created a flyer of the Historical Commission's 2017-2018 programs and it is out in the library and she sent it to the Chronicle (a publication of the Historical Society of Michigan) for publication; met with an author who wanted pictures of Novi from 1996-2001, and also the owner of the Library Pub who wanted historical photos for their new building.</b>	10/16; 12/16; 3/17; 5/17; <b>6/17</b>
Increase/implement programming opportunities for each patron group implementing 15 programs per year, averaging 50 attendees at each program	IS/IT/AD	Tot Time (55), Tot Time (63), Family Story Time (53); Tot Time (64), Star Wars Reads Day (54), Costume Dance Party (130), Family Story Time (50), Tot Time (67), Time for Twos (65), Halloween Tales (400+), Pumpkin Decorating Palooza (73), Listen @ the Library (60), Author's luncheon (60), Pumpkifest MSU Tollgate (300+), Time for Twos (53), Mickey Mouse (75), Candyland (63), Harry Potter (100), Listen @ the Library (80); Light Up the Night (516), Family story time (50), Gingerbread engineering (68), Novi Concert Band (62); MLK Unity Breakfast (102),MLK crafts (62)	9/16; 10/16; 11/16; 12/16, 1/17; 2/17; 3/17; 4/17; 5/17; <b>6/17</b>

		<p>Movin' Munchkins Dance Party (130), Keeping Safe Self-Defense Workshop (72), For the Love of chocolate (52), Cooking with Soul (61), Teen Chocolate Party (50), Parade of Preschools (75), Kiddie Craft (75); Dr. Seuss B-day (70), Cookies with a cop (170), Tot time (50), Battle of the Books (250), Teen Space End of Winter Celebration (75), Listen @ the Library (75); Students for Success (54), Miniature Golf in the Library (106), Gordon Russ magic show (170), Movie Matinee (54), Listen @ the Library (85); Tot Time (50, 51), Cinco De Mayo (72), Family Story time (50), We Don't Babysit (55), Cookies with a Cop (102), Wacky Science with Doug Scheer (102), Village Oaks Kindergarten Library Visit (123), Japanese Story Time (52), <b>Movin' munchkins dance party story time (59) (107), kick off teen summer party (70), Family story time (59), Play group (50), Summer Carnival Extravaganza (400+), Summer plate days (80), Family story time (55), Alex Thomas and Friends Interactive Puppet show (90), T-shirt Design (50), MSU Tollgate Farm story time (58), Everbrook Preschool visit (79), CARE camp story time (50) NPL Wedding (150),</b></p>	
<p>Investigate and add new collections/pathfinders for our patrons based on their interests and needs</p>	<p>IS/SS</p>	<p>SS Head met with IS staff to discuss introduction of STEAM kits. Shelves assisted with LP/BOC move; SS Head met with IT Head to introduce HotSpots into circulation and met with IS staff to discuss eReader tablets for magazines; met with IS Head to discuss addition of magnifiers; updated grade level/AR bibliographies, continued labeling picture books by subjects; added a youth bibliography on Computers &amp; Technology; Who Was video and poster created, revamped the Who Was bibliography, 3D committee will print out small "thumbs up" shelf talkers to promote good reads within the shelves; edited and updated the International Resources brochure, Signage with QR codes have been placed in the Chinese International Collection to promote our Chinese language digital collection on Overdrive; What was and Where is bibliographies completed. SS staff is changing Holiday Picture Book call numbers to more easily identify the specific holiday.</p>	<p>10/16; 11/16; 1/17, 2/17; 3/17; 5/17; <b>6/17</b></p>

		Continued labeling picture books by subjects; ABCs, 123's, Shapes; <b>Developing Anime collection including a guide for patrons, informative websites, and a listing of family friendly anime series and films. Also working on a FAQ on anime for staff.</b>	
Become a partner with the Novi School District to introduce Social Justice to the Novi community by creating a core collection, providing space for forums/events, participating in committee learning sessions.	IS/AD	PAASN is meeting monthly at NPL; 2/13: RISE Community Event	9/16-6/17; 2/17
Investigate adding new and more interactive play components for the youth area.	IS	Added a child's rocking chair, a small table with a chalkboard top and two small chairs to go with it; added a play kitchen; added puppets, blocks, and a wooden community set via the Friends Wish List; added new puppets	9/16; 10/16; 12/16; 5/17
Partner with the City/Older Adults Center to attract older adults at the Library for programming, services, resources, technology.	IS/AD	Planning on having local Activities Directors meeting at Meadowbrook with the Older Adults Center; 5/17 – Fox Run Open House event; 6/17 – Fox Run Health Fair	10/16; 5/17; 6/17
Implement a patio program series in order to hold more activities on the patio; 5 programs May-October (weather permitting)	IS	Friends Patio Party; hosted part of Business Blender program on patio; <b>6/17 - Tom Sharpe – Drum Musician (70 attended)</b>	8/16; 9/16; 6/17
Host music/dance programs by different cultural groups to educate others – one per year.	IS	Held a Diversity Day program October 4 <sup>th</sup> (1,000 in attendance); 1/27 Cultures Connect – Art & Interaction; 2/26 Partnership with Passport – Cultures Connect	10/16; /117; 2/17
Investigate loaning out reader devices and other technical devices to library patrons; investigate grant options for funding.	IT/SS	Met with IS staff to determine device requirements for iPads for Zinio use by patrons in-house; equipment has been ordered. One iPad was given to the IS staff and the other iPad is on backorder; second iPad given to IS staff; iPads locked down to one application, Zinio; SS created RFID tags for tablets	9/16; 12/16; 1/17; 2/17; 3/17; 4/17; 5/17
Increase the usage of the Self-Check Stations to 60% by assigning Support Services staff to direct patrons to and educate them on the self-check process.	SS	Clerks are approaching patrons on self-checks and keeping stats on how many they educate. Clerks have worked to educate patrons throughout the fiscal year on the self-check stations. The SS Dept spent the month of February stationing a team member in front of self-checks to drive up usage and to further educate patrons. JF and MZ have seen gradual increase in percentage since February. At this point, we determined all efforts have been	10/16; 6/17

		successful and no further investigational efforts needed.	
Investigate the adoption of a sister library-Skype, trade info, videoconferencing events, etc.	IS	Spoke with a librarian from the Tamarack Library during the MLA Conference about doing a Community Read based program via skype or video conferencing	10/16
Investigate with City of Novi to be a "go to" for additional city services; offer/advertise a new city service annually at library, if applicable.	AD	Program promotion in Library monthly e-news; Waste Management garbage pick-up project advertised for Novi residents in Library lobby.; <b>6/17 - Annual City Reports distributed to community.</b>	7/16-8/16; 6/17
Publicize more info about Oakland County services for the blind quarterly; engage the Older Adult Community with this info.	IS/AD	Have moved the adaptive technology computer with the large font keyboard and low vision software closer to the display for the Oakland County Services for the Blind display; looking into a new service called Sitecues to help low vision patrons see our website better; updated brochures; sent email to local older adult services activities directors regarding information on this service.	9/16; 10/16; 12/16; 6/17
Expand info to Meadowbrook Commons newsletter, table tent info in dining hall, flyers door-to-door; attend Older Adult programs to promote library programs, kiosk for library info, survey Meadowbrook residents, plasma screen advertising at Meadowbrook.	IS/AD	Continuing with plasma screen marketing each month; gave a tour of the library to Tom Gordon the Property Manager at MAC. He enjoyed and will be encouraging use to the MAC residents.	9/16; 10/16, 11/16, 12/16, 1/17; 2/17; 3/17; 4/17, 5/17, <b>6/17</b>
Engage local older adult talent (displays, arts, crafts, collections); reach out quarterly.	IS/AD	Fox Run Expo visits scheduled for May and June 2017 (library info and card sign-up/renewal); 3/24 Fox Run Y.O.U. planning meetings for Authors LIVE; <b>6/17 - Planning meeting for fall 2017 Fox Run event</b>	3/17; 6/17
Engage the City of Novi IT/Novi School District IT with quarterly meetings to review opportunities for resource sharing; technology best practices; technology education.	IT	Met with City of Novi IT personnel for Treadmill Desk demo; met with Novi School District IT for tour of Novi Meadows Makerspaces;	11/16, 2/17
Host an ethnic food tasting event	IS	Indian food and continual; new Diversity Day; Cooking with Soul	1/13; 10/16, 2/17
Develop a survey component to be used annually to solicit technology needs of our library patrons in order to meet hardware/software and programming/training needs.	IT/IS	Plan for 04-01-2017 through 05-01-2017 survey period with a goal of 300 responses; survey is currently online and paper copies are available in-house; received 220 responses and survey results will be available soon; survey summary is available on our website and was highlighted in the June eNewsletter	9/16; 3/17; 4/17, 5/17

<p>Increase activities with Novi School District and area districts over the 5 yrs. (benchmark from current activities).</p>	<p>IS/AD</p>	<p>Hosted annual Media Specialists breakfast; participated in Walk to School day at Novi Woods, met with Novi Preschool Coordinator to plan for story time visits.; met with Instructional coach to prepare SRP presentation to School Board, The Novi Middle School Robotics Team presented at our Lego Club; provided a library tour and scavenger hunt to two Special Education classes from the Novi High School; arranged for the Robotics Team: FTC (FIRST Tech Challenge) 11276 Dream Machine - from the Novi Middle School to demonstrate/discuss the team, robot building, programming and competitions. Presented to the Novi School Board on the ways that the Library partners with the schools throughout the year as well as the summer reading program. Scheduled dates to visit elementary schools to promote SRP, met with Novi Schools summer camp regarding weekly visits. Performed SRP skit and informational meetings at every elementary school. Provided tri-fold informational boards to all of these schools and the middle school. <b>Several 6<sup>th</sup> grade classes visited the library; over 100 kindergarteners from Village Oaks visited the Library; Novi School's CARE camp visited twice</b></p>	<p>10/16; 10/16, 11/16; 4/17; 5/17; <b>6/17</b></p>
<p>Investigate with Café owner to offer lower prices and different cultural food options.</p>	<p>AD</p>	<p>Café owner reports he has tried new options, however, his greatest clientele is the student population and they prefer snack options.</p>	
<p>Investigate computer lab rental for community/local businesses.</p>	<p>AD/IT</p>	<p>Building instructional resources in preparation for possible rentals.</p>	<p>9/16</p>
<p>Increase use of the Youth Activity Room for more craft/hands-on events by 5%.</p>	<p>IS/IT</p>	<p>Over the course of January – early March the room is offered for use to the Battle of the Books teams for open practice. Room will be used by the Novi Schools CARE program when they visit on Friday mornings during the summer.</p>	<p>1/17-3/17; 6/17</p>
<p>Provide on-going training in order to meet basic skill competency; weekly/monthly 10 minute training sessions available for staff in the Break Room during mealtimes – “Tech Tips and Tricks”.</p>	<p>IT</p>	<p>Surveyed the staff to determine topics they would need training sessions developed. 1<sup>st</sup> sessions were on the use of A/V equipment in the meeting rooms; “Using WordPress Content Management System” sessions are being done on a one-on-one basis as needed; demonstrated equipment to staff for Traveling Story Time sessions; this month's topics were Minecraft, Excel, converting video and using the</p>	<p>9/16, 10/16, 12/16, 1/17, 2/17, 3/17, 4/17, 5/17; <b>6/17</b></p>

		VPN; training on Google Mail interface, new copiers, printers, antivirus software and creating and using forms; training on Windows 10, Adobe products and new standardized VPN logins for the Outreach Team, iPads and digitizing DVDs to MP4s; <b>topics included Excel, Windows 10, Camtasia, AnyConnect, printing posters, operating Story Time Room's Apple TV and meeting room laptops</b>	
Create a content management system for patrons/staff that would contain a searchable NPL Knowledge Base containing technology FAQs.	IT	Met with IS staff to determine their needs and are currently testing new internal wiki with IS and IT staff; Created categories and adding content and registering new users; continue to add content in Knowledge Base; added documentation on 3D printing and transferring VHS to DVD and cassette/vinyl to digital; added content on miscellaneous subjects including Google Mail, Google Drive, digitizing cassettes/vinyl and Zinio iPad Lockdown procedures; Wi-Fi troubleshooting; <b>troubleshooting printers</b>	9/16; 10/16; 11/16, 12/16, 2/17; 3/17; 4/17, 5/17, <b>6/17</b>
Create and implement a staff technology orientation checklist.	IT	Integrating checklist with on-going training in basic skill competencies; presented checklist to Management Team for feedback; updated checklist is being used to onboard new staff members	9/16, 2/17, 5/17
Provide meeting room booklet electronically for website which will include all meeting room information in one location; update meeting room photos on website.	AD	Booklet published for public on website including costs, policies	10/16
Revision of the Circulation Desk Schedule to suit the full range of responsibilities for Circulation Clerks.	SS	With more staffing shortages, revised holds process to include Circ Clerks to facilitate task; schedule has been revised again to breakdown tasks for better staff understanding and facilitation.	10/16; 1/17
Supervise and bring to completion the Patron Database Cleanup Project.	SS	Part 1 of project (lost notifications) has been completed; Part 2 and 3 (purge and notify via) of project has been completed. Part 4 (patron account cleanup) has been given to team to work on for the rest of the year until completion.	1/17; 3/17
Track time spent shelf reading with the aim to accumulate consistent and regular shelf reading per week.	SS	Staff have reported regular shelf reading stats to supervisors each month. Goal successfully completed.	1/17; 6/17
Complete the Technical Services Sticker/Label Updating and Revision Project.	SS	Completed inventory of different types of stickers/labels used; creation of new originals is complete.	10/16; 3/17

Complete training in Unclaims List NOS Maintenance Procedure, and perform weekly evaluation and upkeep of Unclaims List.	SS	Completed initial training in process with commencement scheduled for week of 10/10/16. Employee retired; task will be reassigned in FY17-18.	10/16; 6/17
Complete the update of the MeLCat Manual to include "Reports to Run" and "How to Solve Common and Uncommon Issues" instruction sheets.	SS	Began creation of specific cheat sheets. Goal successfully completed.	10/16; 6/17
Implement phone system changes to be in compliance with the E-911 law which improves the information received by emergency services personnel.	IT	Submitted floor plans/phone locations to our vendor to determine the number of E-911 zones that are necessary; submitted naming convention for E-911 zones to vendor for approval; E-911 phone system has been completed and verified with the Novi Police Department.	9/16; 11/16, 12/16
Implement and maintain a file organization system for work desk space in order to keep track of multiple assignments.	SS	Created and implemented a filing system.	12/16
Complete training for placing Brodart order in WorkFlows to take on role of backup/substitute orderer, and periodically maintain skills by placing Brodart orders at regular intervals.	SS	Clerk began training in August. Continues to place a small amount of orders each week to keep skills fresh; Clerk resigned as of 2/21/17.	10/16; 3/17
Complete training for AST Room procedures and for unloading the TLN delivery.	SS	Shelvers have begun training for both procedures. Goal successfully completed.	11/16; 6/17
Maintain and respond to the Program Proposal Form; evaluate its usage by providing documentation on the pros and cons and whether it should be scrapped, stay as is, or be redesigned.	IS	Although this is not used that often it is a convenient option for patrons/presenters so we will keep for now; changing location on website for better viewing	9/16; 12/16
Evaluate scope of parenting and expand collection accordingly; feature a specific topic within the collection each month.	IS	Have finished moving all relevant parenting books out of the adult non-fiction and into the parenting collection downstairs. Currently also providing a small display within that collection to focus on certain parenting topics; September's topic was Reading and October's was the benefit of Play; current display is Parenting Teenagers; current month is all about babies; February was All About Boys and March will be All About Girls; April was about Autism; May was Get Caught Reading; Will begin sharing parent books in the youth non-fiction/biography feature display when appropriate.	9/16; 10/16; 12/16; 1/17; 2/17; 4/17; 5/17; 6/17
Evaluate the need of bibliographies in Youth non-fiction and implement accordingly.	IS	Making targeted purchases on computers and coding before creating bibliography on this topic; began compiling a list of titles and creating sections for "Computers & Coding" bib. Investigating book	9/16; 10/16; 12/16; 4/17



		buddies matching pictures books with non-fiction books on the same topic; finished developing Book Buddies bibliography; working on a Beginning Graphic Novels bibliography for 1-3 grade.	
Explore new ways to incorporate STEM and sensory activities into Family Story Time.	IS	Viewed archived webinar on integrating STEAM into the story times; created sensory bags for squishing that help fine motor skills Create dinosaur footprints with plastic toys and paint; activities for this month focused on the human body; focus this month was weather; May was Shapes and Opposites. <b>June was pets and building &amp; construction</b>	9/16; 10/16; 3/17; 4/17; 5/17; <b>6/17</b>
Increase the number of Family Story Times from once a month to twice a month beginning January 2017.	IS	Implementing this by combining Kiddie Crafts into the Family Story time; <b>beginning in the fall family story time will mirror the regular story time schedule</b>	9/16; <b>6/17</b>
Continue working on the Shark Bowl project and with the 3D printing committee to revise any procedures as needed and perform 3D prints for the display and the public.	IS	Several teens have designed and printed object; have started offering 3D Print Project programs to encourage use; updated/streamlined 3D Printer Form and Procedure; <b>3D printer that was won from this project no longer works, but new projects have been developed using the larger 3D printer.</b>	9/16; 10/16, 12/16; <b>6/17</b>
Research adding 3D scanner to current 3D services.	IT	Purchased, demonstrated, developed documentation and patron programming for 3D scanner.	10/16
Run a Focus Group and create a Survey about Youth, Tween, and Teen programming for parents to investigate patron requests and interests.	IS	Have surveyed a few parents informally at programs, working on creating a draft of a survey; draft of survey has been reviewed and changes are being made; Survey has been marketed; gathering results from survey. Survey has been completed results reviewed. <b>Not enough participants were available for a focus group, but continue to reach out to parents in current programs for feedback as well as information that came from the survey.</b>	9/16; 10/16; 11/16; 12/16; 1/17; <b>6/17</b>
Start a Maker Tween Club which focuses on STEAM learning for students in Grades 4-6.	IS	Hosted a "Hack Your Notebook" program in September involving the use of programmable circuits; October involved Balloon Race Cars; November involved coding. January's program was Choose Your Own Adventure, kids designed booklets that let the reader decide their story and ended with a light up feature; kids made catapults this month; held a robotic demonstration; this month was about chain reactions. <b>Although this program is not continuing we have developed other STEAM</b>	9/16; 10/16; 11/16; 1/17; 2/17; 3/17; 4/17; <b>6/17</b>

		programs including the STEAM kits, STEAM Saturdays, STEAM Challenges for the summer and more STEAM programs are coming in the fall.	
Write a monthly spotlight on Novi history to be included in e-newsletter; offer the opportunity to the Historical Commission to participate in these spotlights.	IS	The first issue began in the August issue of our e-newsletter, the Historical Commission liked the idea and provided a few pieces; November focused on Agriculture in Novi and December was the history of Tollgate. March spotlight was on the Chapman School, a one-room school in Novi; April was about Novi as part of Farmington Township .May is about the Walled Lake Amusement Park. <b>June continues with the Walled Lake Casino</b>	9/16; 12/16; 2/17; 4/17; 5/17; <b>6/17</b>
Make information on the Local History computer more useful to our patrons by indexing it and working it into a use database; upload to OCHR, then some of this information can be added to the Local History site; this would entail no additional cost or software.	IS	Researching and learning software to accomplish this. The 2016 edition of the Novi News is now online with OCHR.	2/17; 5/17
Improve findability in the Music CD collection by creating clearer, more specific classifications and re-dividing collection into those categories.	IS	Using Director's Station lists was able to create a first draft of reclassifying the existing collection to improve findability, possible changes could be implemented in early 2017; have created a feature collection to focus on trending music; weeding for missing.	9/16; 10/16; 3/17
Strive to better reflect our diverse patron base by making targeted purchases in international music and marketing those acquisitions to patrons through signage and featured displays.	IS	Evaluating what is currently available in the World classification, as well as, looking into resources to guide future purchases; Looking at what World-Music is circulating and of interest to our patrons, as well as, expanding the languages in which we collect music to reflect the languages in which we have books and other materials; working on a list of international artists.	9/16; 11/16; 3/17
Effectively utilize library material to enhance the feature displays; create pathfinders for each of the displays for future patron and staff use; add an element to each display that focuses on material found through our website.	IS	Multiple displays have been accomplished with both print material and visuals of materials available; different displays created each month, created an Early Chapter Book Series List document to help both patrons and staff when looking for books that are targeted towards newly independent readers and are a step-up from the easy readers; created a poster with pictures of some of the Early Chapter Book series and the location of where to find each series; the Battle of the Books display featured both print and QR codes to our Overdrive e-books and	9/16; 10/16; 12/16; 3/17

		audiobooks; providing lists of display titles to add to our SelectReads service.	
Create special collections in OverDrive-International Language and Graphic Novels for youth and adult.	IS	Graphic novels for Overdrive were investigated and purchased. Added some popular Chinese language titles	9/16; 1/17
Investigate creating a Tween audiobook collection to mirror the tween book collection.	IS	Now that the Large Print and Audiobooks have been switched and the Playaways have been removed we can move forward with creating this collection, lists are being shared between Selectors; will wait to make this change at the end of the fiscal due to changing of fund numbers.	9/16; 10/16
Create an online book discussion group to offer book discussion options to patrons who may not be able to attend in person.	IS	Currently investigating online books discussions that are hosted by other organizations to get ideas; working with Goodreads to announce monthly books that are being read; Looked into how to use FB and Twitter for book discussions.	9/16; 10/16; 11/16
Update Book Discussion section of website to enhance the current look, and to increase the amount of information currently available.	IS	Some basic updates have been made to the archives; a mock-up of the new page is being developed; some updates have been made with more to come; page has been revamped.	9/16; 12/16; 3/17; 5/17
Research virtual reality systems that fuel the community's passion for learning and innovation with diverse technologies.	IT	Demonstrated possible VR programming ideas and researching top systems for costs as well as pros/cons; Included VR hardware purchase in 2017-18FY IT Department proposed budget; VR Committee being formed to plan/implement events; Committee composed of staff from the Administration, Information Services, Facilities and Information Technology departments; program information submitted for inclusion in Sep-Dec 2017 Engage magazine (equipment will be at Friends Gala on 10/13 and first patron event on 10-20) and supplied article for the Friends eNewsletter.	10/16; 11/16, 1/17, 2/17, 5/17
Research feasibility of a circulating "HotSpot" program.	IT	Met with vendor to determine costs/devices and developing patron/staff documentation with possible Dec/Jan launch; HotSpots made available for checkout 11-01; Due to popularity of HotSpots, investigating adding 3 more devices; three additional hotspots have been ordered; hotspots have been put in service; due to their popularity, it was necessary to increase the data plans on all hotspots to unlimited; replaced a failed hotspot	10/16; 11/16, 12/16, 1/17; 3/17, 5/17

Improve Story Time Room programming options by adding digital equipment.	IT/IS	Met with IS staff to determine technology requirements and placed equipment order. Apple TV, iPad and monitor installed/configured and apps are being selected and downloaded. Demonstration for "The Friends" scheduled for November; a Bluetooth microphone was purchased for staff use during Story Time sessions.	9/16, 10/16, 11/16
Improve the volunteer recognition event with the City; become involved in the planning of the event; recognize all regular volunteers with a bookplate in a book purchased by the Library in the year they volunteered.	AD	Julie Prottengeier will coordinate with city staff for the May 2017 event	11/16

<b>Goal #4:</b>			
<b>Promote the Library in Novi's residential and business communities and provide outreach to non-library users.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Reach out to homeowner's groups by letter to President, get in newsletters, offer tours/talks.	AD	Did not investigate this option this year. Word of mouth and offering 10-15 minute presentations in lieu of payment for a room rental has worked well.	
Library Board/Library inviting groups to have their meetings at the Library (one time rental freebie).	AD	Ongoing	
Community Engagement from Library Board	AD	Friends Patio Party; 8/26/16; Light up the Night 12/2/16; Evening of Appreciation 12/9/16; Annual City Council Presentation 12/9/16; MLK Event 1/16/17; State of the City Address 3/9/17; Battle of the Books 3/11/17; National Library Week Proclamation 4/10/17	2016-17
Host Homeowners Associations for meetings, highlight a subdivision in e-News, display of kid's art from subdivision, contest for most card holders in a subdivision.	AD	July 2016 Monday, July 18, 6:30-8:30 pm-North Haven Woods HOA Tuesday, July 19, 6:30-8:30 pm – Crosswinds West Condominium Assoc. August 2016 Tuesday, August 16, 6:30-8:45 pm –Vista Hills Condominium Assoc. Thursday, August 18, 6-7 pm – Normandy Hills HOA Monday, August 29, 6:30-7:30pm – Valencia HOA September 2016 Sunday, September 11, 4-5:45pm-Barclay Estates HOA Wednesday, September 14, 6:30-8:30pm-Vista Hills Condominium Assoc.	July -- June

		<p>Tuesday, September 20, 6:30-8:30pm –Crosswinds West HOA  October 2016  Monday, October 17, 5:45-8:45pm-Barclay Estates HOA  November 2016  Monday, November 14, 6:30-8:30pm-Barclay Estates HOA  Tuesday, November 15, 6:30-8:30pm – Crosswinds West Condominium Assoc.  Monday, November 21, 7-8 pm-Westmont Village HOA  December 2016  NONE  January 2017  Tuesday, January 10, 7-8:45pm-Cheltenham Estates HOA  Tuesday, January 17, 6:30-8:30pm-Crosswinds West HOA  Tuesday, January 17, 6:30-8:45pm-Chase Farms HOA  Tuesday, January 24, 6:30-8:30pm-Roma Ridge HOA  Monday, January 30, 6:30-8:45pm-Barclay Estates HOA  February 2017  Tuesday, February 21, 6:30-8:30pm-Crosswinds West HOA  Wednesday, February 22, 6-8pm –Berkshire Pt. HOA  March 2017  Sunday, March 5, 1:30-3pm – Briarwood Village HOA  Monday, March 6, 6-8:45 pm – Vista Hills HOA  Tuesday, March 7, 7-8:45 pm-Greenwood Oaks 3&amp;4 HOA  Wednesday, March 15, 6-8:45pm Churchill Crossing HOA  Tuesday, March 21, 6:30-8:30 pm Crosswinds West Condominium HOA  April 2017  Thursday, April 13, 7:15-8:45 pm Taft Knolls Phase 2 HOA  Thursday, April 27, 6:30-8:30 pm Barclay Estates HOA  May 2017  Wednesday, May 10, 5:45-8:45 pm Towns of Liberty Park</p>	
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		June 2017 Thursday, June 22, 6:30-8:30 pm Barclay Estates HOA	
Increase publicity of meeting rooms and patio.	AD	Meeting room info packet was created for publicity	9/16
Consider an annual mailing of the Novi Library and YOU to homeowners/businesses: 4 page brochure about the Library.	AD	Investigating a one-time mailing for the promotion of a library card; 6/17 - Library Board events committee reviewed marketing materials and approved; library cards ordered.	7/16-6/17
Market work from home benefits at the Library (Wi-Fi, Space, databases)	IS/AD	Did not investigate this option this year.	
Investigate the options for remote drop boxes or a satellite library in the community (north end).	SS/AD	2 tours will take place in November 2016 to investigate options for lending library concepts; visited Licking County and Worthington Library to review 2 lending library concepts; Met with 3 board members for review of Lending Library demos. Presented expense considerations for SS Dept; added budget considerations to the FY17/18 SS Dept budget proposal.	11/16; 12/16; 1/17
Implement a regular (weekly/monthly) Library column in Novi News/Patch.com.	AD	Ongoing	
Investigate more spotlights on the Library through Facebook, twitter, videos, podcasts; create 1 video/podcast per year that talks about library services for website	AD	Info graphics being investigated as of 7/16 – being used for Strategic Planning feedback session in November 2016	
Consider looking at needs not age of a patron – Are you new to the web, reading interests, downloading, E-books, Large Print, computers for marketing programs, services, collections, resources, technology	IS/AD	Did not investigate this option this year.	
Increase amount of library card holders in each Novi subdivision by 10% over the next 5 years based on geo-mapping data	AD	Met with K. Blough at City of Novi to discuss an update to the current mapping of library cards in the Novi area; Information provided and library card; Library Card Campaign project underway for August 2017 – hoping for a 10% return on investment (approximately 870 new cards based on 8,700 mailers.	10/16
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs.	IS/IT	New Electronic Services Librarian; Info graphics?; Electronic Services Librarian attended Social Media Strategy workshop; added Select Reads and a family barcodes option to the Library App; added informational banner and the ability to push notifications to our app users.	6/16; 9/16, 1/17, 3/17

<p>Implement the 1,000 Books Before Kindergarten program; choose 100 book titles; purchase books for Novi Preschool; augment library's collection with the same titles; sticker 100 books for easy identification; create book list brochure; purchase prizes to be given for every 100 books read; coordinate for prize distribution at preschool; determine number of parties to host when program is completed; purchase books for patrons choosing – label and add to collection.</p>	<p>IS</p>	<p>Kick-off Literacy event 8/27; Open House at ECEC 8/31; 100 book titles chosen and purchased for both preschool and in-house, books have been stickered, book list brochure done, prizes purchased and set up in staff area for quick access, photo booth set up for kids and parents to use when they finish each 100, this will be added to the website and/or social media; this has been added to the website and parents have been sending pictures that they took in the photo booth; Books for the school are ready to go and will be delivered in January when story times start; planning date of first party for those reaching 1000 for this summer; 3/16 Hosted a new cable show called Let's Read with Superintendent Matthews what book talks picture book and tween reads or the student/parent audiences (hoping to do it quarterly); 4/19 Hosted Author Nell Duke in partnership with the Novi Community School District for promoting literacy in the very young (54 attended); Original goal of 250 sign ups has been surpassed and is 273; <b>this program is available both in print and online, our total registered is now 462 (235 print and 127 online).</b></p>	<p>8/16; 9/16; 10/16; 11/16; 12/16; 4/17; 5/17; <b>6/17</b></p>
<p>Provide weekly Story Times for the students of the new Novi Community Preschool; planned story time visits to the Novi Community Preschool; acquire any duplicate materials needed to present at a second location; assist the preschool director with planning a schedule that works for them and the library; develop a relationship with the students that fosters a strong and lasting relationship with me/the library.</p>	<p>IS</p>	<p>Working on developing a schedule to fit the needs of the school with the current staff hours available; Start date will be January; Story times have started at the preschool. This partnership went well and will continue next school year.</p>	<p>9/16; 11/16; 12/16; 5/17</p>
<p>Seek out information from local area Story Time locations by visiting Downtown Farmington, Farmington Hills, Northville, South Lyon and Plymouth Libraries' Story Times.</p>	<p>IS</p>	<p>Visits were made to both Farmington branches, South Lyon, and Plymouth. Information was gathered.</p>	<p>5/17</p>
<p>Increase Outreach library card ownership at Waltonwood, Brookdale Living and the Meadowbrook Activity Center by 5% by holding library card sign-up events at those facilities and any other available means.</p>	<p>IS</p>	<p>Ordered white and black tote bags to use as giveaways; sent flyers marketing the event with Outreach staff and to Activities Directors; Increased Outreach library card ownership by over 10%.</p>	<p>9/16</p>

**Goal #5**

<b>Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate adding more staff/resources to dedicate to teen population based on outcomes/needs from the Teen Space pilot program (programming/outreach)	IS/AD	Teen Space Monitor employed permanent part-time from September to June	15/16
Investigate installing an electronic sign at 10 Mile to advertise library programs.	AD	Gathering cost proposals for 17/18 budget; decision made by Library Board on 1/7/17 to not fund an electronic sign on Ten Mile	11/16; 1/17
Complete the Support Services Department Training Manual and the corresponding training videos to be used for future new hires to the department and to complete a retraining program for existing staff.	SS	Continuing to work on training manual with each round of new hires for the SS Dept. Addressing minor retraining of current staff as needed; training guide (final edition) completed.	3/17; 5/17
Take part in the Policy Review Committee. Review current policies, take part in individual department meetings to discuss policies with library staff, report back to committee edits/changes/new language. Present changes to Library Board Committee for consideration of adoption. Must participate in 3 committee planning meetings and edit policies related to specific departments. Present revised policies to staff once Board approves.	AD/SS/IS/F/IT	Held meeting with IT staff to review/discuss current policies; meeting held November 3 <sup>rd</sup> ; Full committee first review meeting 11/3/16; 2 <sup>nd</sup> meeting 12/22/16; 3 <sup>rd</sup> meeting 1/19/17; 4 <sup>th</sup> mtg. 3/8/17; Final draft mtg 4/13/17; Library Board Policy Review committee mtg 4/24/17	9/16; 11/16; 12/16; 1/17; 4/17
Identify and evaluate the programming needs of the Information Services Department; review current programming (summer/fall); meet with each staff member to discover the types of programs they do, what they want to see the library do for programs, and the best ways to implement these changes, this would include filtering program ideas from staff.	IS	Implemented a program proposal form for staff to help facilitate the best placement of programs on the calendar and to determine the need for the program; will continue to analyze throughout this next Engage cycle; Continue to assess programs and make changes as necessary.	9/16; 11/16
Participate in the Customer Service Committee by attending 3 of 4 quarterly meetings; monitor progress of department goals related to customer service and reports status to department members; provide a final presentation to the Library Board in July 2017 on obstacles and successes.	AD/IS/SS/F/IT	Intro meeting held 9/15 to discuss the progress of each department's goals; first meeting 10/27/16 – first meeting of committee; discussed 10 Common Customer Service Mistakes; 12/29 second meeting, discussed article "The Answer is Yes"	9/16; 10/16; 12/29
Manage project and create procedure where selectors of the fiction, mystery, and audiobook collects move toward consistency in author placement across all collections.	IS	Sharing authors in various genre's among selectors; created master Mystery authors list, checking it against regular fiction, large print mystery, and audiobook collections. Making decisions on where to place authors based on	9/16, 2/17; 3/17; 6/17



		topic, where other libraries place, and best practices for staff and patrons; created master Mystery Authors list. <b>This project is nearly finished.</b>	
Upgrade security camera system. Install panic alarm buttons at Service Desks/Administration Office and create "Procedure to Contact the Police – Non-Emergency/911/Panic Alarm Button".	IT	Security camera upgrade completed and client deployed to staff; panic alarm buttons installation completed and procedure reviewed with staff on activation; server reconfigured for performance;	10/16, 2/17
Review Public Policies	AD/BD	<b>Library Board approved changes to the reviewed library policies 6/24/2017</b>	

<b>2017-2018 Library Budget 268</b>							
<b>February 23, 2017</b>		<b>2015-2016 Audited</b>	<b>2016-2017 Approved</b>	<b>2016-2017 Year End</b>	<b>2017-2018 Approved</b>	<b>2018-2019 Projected</b>	<b>2019-2020 Projected</b>
<b>Revenues</b>							
<b>Account</b>	<b>Description</b>						
403.000	Tax Revenue - Current Levy	2,461,558.07	2,522,777.00	2,536,930.00	2,629,295.00	2,729,208.00	2,832,918.00
403.001	Tax Revenue - Cnty Chargebk	294.61	-21,000.00	1,043.00	-15,000.00	-15,000.00	-15,000.00
403.002	Tax Revenue - Tx Tribunal	15,558.00	-5,000.00	0.00	-5,000.00	-5,000.00	-5,000.00
403.003	Tax Revenue - Brow nfield Cap	-214.67	-220.00	-217.00	-225.00	-234.00	-243.00
420.000	Tax Reveune - C/Y Del PPT	-4,846.69	-5,100.00	0.00	-5,000.00	-5,200.00	-5,400.00
567.000	State Aid	34,495.52	29,000.00	29,000.00	34,000.00	34,000.00	34,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	66,886.35	70,000.00	62,000.00	62,000.00	62,000.00	62,000.00
658.000	State penal fines	111,926.44	83,000.00	117,000.00	100,000.00	100,000.00	100,000.00
664.000	Interest on Investments	41,574.64	30,000.00	32,000.00	35,000.00	36,000.00	37,000.00
664.500	Unrealized gain(loss) invest	23,055.12	0.00	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	15,020.65	16,500.00	15,000.00	15,000.00	15,000.00	15,000.00
665.100	Copier	2,727.08	2,200.00	2,100.00	2,100.00	2,100.00	2,100.00
665.200	Electronic media	217.50	200.00	50.00	50.00	50.00	50.00
665.266	SRP - T-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programing	4,267.33	0.00	2,500.00	2,500.00	2,500.00	2,500.00
665.290	Library Fundraising	0.00	3,000.00	0.00	0.00	0.00	0.00
665.300	Meeting Room	35,193.65	32,000.00	34,000.00	34,000.00	34,000.00	34,000.00
665.400	Gifts and donations	5,205.32	6,000.00	200.00	1,000.00	1,000.00	1,000.00
665.404	Novi Tow nship Assessment	6,154.00	6,369.00	6,197.00	6,300.00	6,426.00	6,555.00
665.650	Library Caf�	5,658.29	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
<b>Total Revenues</b>		<b>2,824,862.38</b>	<b>2,774,726.00</b>	<b>2,842,803.00</b>	<b>2,901,020.00</b>	<b>3,001,850.00</b>	<b>3,106,480.00</b>

2017-2018 Library Budget 268 February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
<b>Expenditures</b>							
<b>Personnel Svcs.</b>							
<b>Account</b>	<b>Description</b>						
704.000	Permanent Salaries	848,742.23	805,000.00	805,000.00	795,000.00	813,000.00	830,000.00
704.200	Wages (non-pensionable)	10,000.00		0.00	0.00	0.00	0.00
704.250	Final Payout	18,963.41	0.00	6,557.00	0.00	0.00	0.00
705.000	Temporary Salaries	552,249.03	661,000.00	600,000.00	686,000.00	700,000.00	714,000.00
715.000	Social Security	106,814.50	112,200.00	100,000.00	104,000.00	106,000.00	108,000.00
716.000	Insurance	224,763.56	217,000.00	220,200.00	224,400.00	240,000.00	256,800.00
716.200	HSA - Health Savings Acct.	998.21	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
716.999	Ins. Employee Reimbursement	-41,734.26	-43,400.00	-43,000.00	-45,000.00	-48,150.00	-51,520.00
718.000	Pension DB	14,112.00	0.00	0.00	9,144.00	9,300.00	9,500.00
718.050	Pension - add'l DB	-17,097.72	0.00	0.00	15,852.00	16,100.00	16,500.00
718.200	Pension - Defined Contribution	24,086.16	26,400.00	30,700.00	32,000.00	32,640.00	33,300.00
719.000	Unemployment Ins	1,295.20	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	1,948.58	4,300.00	2,800.00	3,000.00	3,000.00	3,000.00
<b>Total Personnel Services</b>		<b>1,745,140.90</b>	<b>1,784,000.00</b>	<b>1,723,757.00</b>	<b>1,825,896.00</b>	<b>1,873,390.00</b>	<b>1,921,080.00</b>
<b>Supplies</b>							
<b>Account</b>	<b>Description</b>						
727.000	Office supplies	19,615.69	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	623.79	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	66,110.20	82,000.00	82,000.00	75,000.00	75,000.00	75,000.00
734.500	Computer supplies equip	29,899.05	60,000.00	66,300.00	74,000.00	74,000.00	64,000.00
740.000	Operating supplies	18,702.42	30,000.00	30,000.00	27,000.00	27,000.00	27,000.00
740.010	Gift and Donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	0.00	3,500.00	3,500.00	2,000.00	0.00	0.00
741.000	Uniforms	134.95	300.00	300.00	300.00	300.00	300.00
<b>Materials</b>							
742.000	Books	174,336.21	190,000.00	190,000.00	196,000.00	196,000.00	196,000.00
742.010	Lending Library Books				10,000.00	20,000.00	20,000.00
742.100	Book Fines	779.42	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,297.83	23,800.00	23,800.00	24,800.00	24,800.00	24,800.00
744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	76,200.00	76,200.00	76,200.00
745.200	Electronic media	44,507.93	51,000.00	51,000.00	46,000.00	46,000.00	46,000.00
745.300	Online (Electronic) Resources	50,362.92	60,000.00	60,000.00	59,000.00	59,000.00	59,000.00
<b>Total Supplies &amp; Materials</b>		<b>494,118.44</b>	<b>601,300.00</b>	<b>607,600.00</b>	<b>615,000.00</b>	<b>623,000.00</b>	<b>613,000.00</b>

2017-2018 Library Budget 268 February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
<b>Services &amp; Charges</b>							
Account	Description						
801.925	Public Information (cable)	369.29	500.00	500.00	500.00	500.00	500.00
802.100	Bank Services	3,112.49	4,800.00	2,500.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	665.00	700.00	665.00	700.00	700.00	700.00
804.000	Medical Service	1,286.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	4,230.00	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00
808.000	Rubbish	0.00		1,200.00	1,200.00	1,200.00	1,200.00
809.000	Memberships & Dues	4,331.00	5,000.00	5,000.00	5,200.00	5,200.00	5,200.00
816.000	Professional services	2,356.00	10,000.00	5,000.00	12,000.00	5,000.00	5,000.00
817.000	Custodial Services	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00
818.000	TLN Central Services	3,995.00	4,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	12,932.05	11,500.00	11,500.00	14,000.00	14,000.00	14,000.00
855.000	TLN Automation Services	52,801.04	61,000.00	56,000.00	56,000.00	56,000.00	56,000.00
861.000	Gasoline and oil	125.07	1,500.00	500.00	500.00	500.00	500.00
862.000	Mileage	184.61	300.00	100.00	300.00	300.00	300.00
880.000	Community Promotion	9,065.00	20,000.00	25,000.00	25,000.00	20,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	17,495.94	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	2,640.19	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
900.000	Print, Graphic Design, Publish	27,533.58	29,500.00	29,500.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,464.00	14,800.00	13,222.00	14,000.00	15,000.00	16,000.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	8,483.52	11,500.00	10,000.00	11,500.00	11,500.00	11,500.00
922.000	Electricity	95,236.64	106,000.00	102,000.00	99,000.00	99,000.00	99,000.00
923.000	Water and Sewer	9,477.30	5,500.00	5,500.00	5,500.00	6,000.00	6,000.00
934.000	Building Maintenance	47,114.55	100,000.00	75,000.00	80,000.00	84,000.00	84,000.00
935.000	Vehicle Maintenance	215.80	0.00	0.00	0.00	0.00	0.00
941.000	Grounds Maint.	51,558.43	33,000.00	37,800.00	52,000.00	42,000.00	42,000.00
942.000	Office Equipment Lease	14,734.88	15,000.00	13,000.00	12,000.00	12,000.00	12,000.00
942.100	Records storage	251.09	300.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	10,577.11	13,500.00	13,500.00	15,500.00	13,500.00	15,500.00
<b>Total Services &amp; Charges</b>		<b>441,035.58</b>	<b>523,700.00</b>	<b>487,582.00</b>	<b>517,000.00</b>	<b>498,500.00</b>	<b>501,500.00</b>
2017-2018 Library Budget 268 February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
<b>Capital Outlay</b>							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project	40,000.00					
976.000	Building Improvements/Entrance	4,784.96			70,000.00		
976.100	Parking lot improvements	0.00	53,400.00	53,400.00			
986.000	Internal Tech - Capital Outlay	54,619.88	56,000.00	56,000.00	30,000.00	27,000.00	0.00
986.000	Data Proc - camera replace		17,500.00	17,500.00	2,100.00	2,100.00	2,100.00
990.000	Furniture	9,475.50			31,000.00	9,000.00	9,000.00
<b>Total Capital Outlay</b>		<b>108,880.34</b>	<b>126,900.00</b>	<b>126,900.00</b>	<b>133,100.00</b>	<b>38,100.00</b>	<b>11,100.00</b>
965.269	Walker Transfer						
<b>Total Expenditures</b>		<b>2,789,175.26</b>	<b>3,035,900.00</b>	<b>2,945,839.00</b>	<b>3,090,996.00</b>	<b>3,032,990.00</b>	<b>3,046,680.00</b>
<b>680.000</b>	<b>TOTAL Fundbalance</b>	<b>35,687.12</b>	<b>-261,174.00</b>	<b>-103,036.00</b>	<b>-189,976.00</b>	<b>-31,140.00</b>	<b>59,800.00</b>

\*\* 2/4/17: Approval for account 269: 1 Lending Library unit, 1 dropbox unit \$39,965

<b>269 - Library Contributed Funds - Revenues &amp; Expenditures</b>						
		<b>2017-2018</b>				
		<b>Approved 4/27/2017; rev 6/22/17</b>				
<b>Revenues</b>		<b>Year End (6/30/16)</b>	<b>2016-2017 Approved</b>	<b>2016-2017 Amended</b>	<b>2017-2018 Proposed</b>	
664.000	Interest on Investments	26,726.32	15,000.00	15,000.00	36,000.00	
664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00	6,000.00	
Interest Income		44,778.24	20,000.00	20,000.00	42,000.00	
<b>Donations</b>						
665.230	Collections/Materials Revenue	461.35	2,000.00	2,000.00	1,000.00	
665.231	Buildings/Ground/Furniture Revenue	5,150.71	2,000.00	2,000.00	1,000.00	
665.232	Programming Revenue	18,387.46	2,000.00	2,000.00	2,500.00	
	Raising a Reader in Novi Sponsors		5,000.00	5,000.00	1,000.00	
665.233	Technology Library Revenue	409.00	500.00	500.00	500.00	
665.234	Undesignated Misc. Donations	3,212.09	500.00	500.00	500.00	
<b>TOTAL</b>		<b>\$27,620.61</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$6,500.00</b>	
<b>TOTAL Revenues</b>		<b>72,398.85</b>	<b>32,000.00</b>	<b>32,000.00</b>	<b>48,500.00</b>	
<b>Expenditures</b>						
742.230	Collections/Materials Expenditures	187.13	5,000.00	5,000.00	2,000.00	
742.231	Buildings/Ground/Furniture Exp LED Lighting Conversion project	6,672.11	18,000.00	-	500.00 70,000.00	
742.232	Programming Expenditures	16,344.22	3,000.00	3,000.00	3,000.00	
742.233	Technology Library Expenditures	965.00	4,000.00	4,000.00	2,000.00	
	Automated Lending Library/Drop box			-	39,965.00	
742.234	Undesignated Misc. Expenditures	6,023.03	2,000.00	-		
	Staff Recognition		-	1,000.00	1,000.00	
<b>TOTAL</b>		<b>30,191.49</b>	<b>32,000.00</b>	<b>13,000.00</b>	<b>118,465.00</b>	
<b>TOTAL Expenditures</b>		<b>30,191.49</b>	<b>\$32,000.00</b>	<b>13,000.00</b>	<b>118,465.00</b>	
	Beginning Fund Balance Yr. End		1,629,605.26	1,671,812.62	1,679,802.77	
	Revenues	72,398.85	32,000.00	32,000.00	48,500.00	
	Expenditures	30,191.49	32,000.00	(13,000.00)	(118,465.00)	
	NET Revenues vs. Expenditures	42,207.36	0.00	19,000.00	-69,965.00	
	Beginning Fund Balance	1,629,605.26				
	Net of Rev/Exp 2015/2016					
	Ending Fund Balance Expected	<b>\$1,671,812.62</b>	<b>\$1,629,605.26</b>	<b>\$1,690,812.62</b>	<b>\$1,609,837.77</b>	

07/12/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 06/30/2017										
% Fiscal Year Completed: 100.00										
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	APRIL 2017	MAY 2017	JUNE 2017	06/30/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED 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	2,461,558.07	2,522,777.00	2,522,777.00	0.00	0.00	0.00	2,537,769.36	(14,992.36)	100.59
268-000.00-403.001	Property Tax Revenue- County Chargebacks	294.61	(21,000.00)	(21,000.00)	30.98	29.90	1,090.52	2,422.46	(23,422.46)	(11.54)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	15,558.00	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(214.67)	(220.00)	(220.00)	0.00	0.00	0.00	(217.02)	(2.98)	98.65
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(4,846.69)	(5,100.00)	(5,100.00)	0.00	0.00	0.00	(6,712.21)	1,612.21	131.61
Property tax revenue		2,472,349.32	2,491,457.00	2,491,457.00	30.98	29.90	1,090.52	2,533,262.59	(41,805.59)	101.68
State sources										
268-000.00-567.000	State aid	34,495.52	29,000.00	29,000.00	0.00	17,985.02	0.00	36,210.14	(7,210.14)	124.86
State sources		34,495.52	29,000.00	29,000.00	0.00	17,985.02	0.00	36,210.14	(7,210.14)	124.86
Fines and forfeitures										
268-000.00-657.000	Library book fines	66,886.35	70,000.00	70,000.00	4,017.97	6,273.93	5,674.12	62,696.86	7,303.14	89.57
268-000.00-658.000	State penal fines	111,926.44	83,000.00	83,000.00	0.00	0.00	0.00	117,150.58	(34,150.58)	141.15
Fines and forfeitures		178,812.79	153,000.00	153,000.00	4,017.97	6,273.93	5,674.12	179,847.44	(26,847.44)	117.55
Interest income										
268-000.00-664.000	Interest on investments	41,574.64	30,000.00	30,000.00	4,643.39	4,875.60	0.00	48,758.64	(18,758.64)	162.53
268-000.00-664.500	Unrealized gain (loss) on investments	23,055.12	0.00	0.00	3,990.90	3,021.58	0.00	(43,072.55)	43,072.55	100.00
Interest income		64,629.76	30,000.00	30,000.00	8,634.29	7,897.18	0.00	5,686.09	24,313.91	18.95
Other revenue										
268-000.00-665.000	Miscellaneous income	15,020.65	16,500.00	16,500.00	1,146.78	1,179.70	1,287.08	15,326.59	1,173.41	92.89
268-000.00-665.100	Copier	2,727.08	2,200.00	2,200.00	265.75	210.44	227.15	2,270.05	(70.05)	103.18
268-000.00-665.200	Electronic media (previously VHS)	217.50	200.00	200.00	0.00	0.00	0.00	81.00	119.00	40.50
268-000.00-665.266	Summer reading t-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	35,193.65	32,000.00	32,000.00	3,920.73	3,168.51	3,489.17	49,160.49	(17,160.49)	153.63
268-000.00-665.404	Novi Township assessment	6,154.00	6,369.00	6,369.00	0.00	0.00	0.00	6,197.00	172.00	97.30
268-000.00-665.650	Library Cafe	5,658.29	5,000.00	5,000.00	0.20	795.57	0.00	4,469.07	530.93	89.38
Other revenue		65,102.34	65,269.00	65,269.00	5,333.46	5,354.22	5,003.40	77,504.20	(12,235.20)	118.75
Donations										
268-000.00-665.289	Adult programs	4,267.33	0.00	0.00	797.73	0.00	500.00	4,873.65	(4,873.65)	100.00
268-000.00-665.400	Gifts and donations	5,205.32	6,000.00	6,000.00	182.38	0.64	567.34	2,571.41	3,428.59	42.86
Donations		9,472.65	6,000.00	6,000.00	980.11	0.64	1,067.34	7,445.06	(1,445.06)	124.08

		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	APRIL 2017	MAY 2017	JUNE 2017	06/30/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	848,742.23	805,000.00	805,000.00	58,943.38	58,943.39	86,332.90	785,289.97	19,710.03	97.55
268-000.00-704.200	Wages - Stipend	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.250	Final Payout	18,963.41	0.00	0.00	0.00	0.00	0.00	6,558.03	(6,558.03)	100.00
268-000.00-705.000	Temporary salaries	552,249.03	661,000.00	661,000.00	47,894.73	48,134.00	67,578.18	586,770.98	74,229.02	88.77
268-000.00-715.000	Social security	106,814.50	112,200.00	112,200.00	7,941.36	7,959.54	11,439.26	102,475.43	9,724.57	91.33
268-000.00-716.000	Insurance	224,763.56	217,000.00	217,000.00	20,923.90	17,189.76	175.00	203,347.95	13,652.05	93.71
268-000.00-716.200	HSA - employer contribution	998.21	1,500.00	1,500.00	0.00	0.00	150.96	2,019.71	(519.71)	134.65
268-000.00-716.999	Insurance - Employee Reimbursement	(41,734.26)	(43,400.00)	(43,400.00)	(3,350.87)	(3,353.26)	(4,910.86)	(41,124.63)	(2,275.37)	94.76
268-000.00-718.000	Pension - DB Normal Cost	14,112.00	0.00	0.00	1,121.00	1,121.00	1,121.00	13,452.00	(13,452.00)	100.00
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	APRIL 2017	MAY 2017	JUNE 2017	06/30/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(17,097.72)	0.00	0.00	(1,252.38)	(1,252.38)	(1,252.38)	(15,028.56)	15,028.56	100.00
268-000.00-718.200	Pension - defined contribution	24,086.16	26,400.00	26,400.00	2,363.74	2,363.74	3,462.09	21,194.72	5,205.28	80.28
268-000.00-719.000	Unemployment insurance	1,295.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	1,948.58	4,300.00	4,300.00	196.24	196.58	283.14	2,624.11	1,675.89	61.03
Personnel services										
		1,745,140.90	1,784,000.00	1,784,000.00	134,781.10	131,302.37	164,379.29	1,667,579.71	116,420.29	93.47
Supplies										
268-000.00-727.000	Office supplies	19,615.69	23,000.00	23,000.00	303.48	1,137.94	2,570.21	17,482.27	5,517.73	76.01
268-000.00-728.000	Supplies - Postage	623.79	700.00	700.00	8.75	0.00	0.00	608.68	91.32	86.95
268-000.00-734.000	Computer supplies, software & licensing	66,110.20	82,000.00	82,000.00	1,214.47	5,614.34	27,121.54	77,248.09	4,751.91	94.20
268-000.00-734.500	Computer supplies/equipment	29,899.05	60,000.00	60,000.00	2,136.53	656.63	5,705.04	34,131.34	25,868.66	56.89
268-000.00-740.000	Operating supplies	18,702.42	30,000.00	30,000.00	1,585.95	2,208.38	731.59	30,224.17	(224.17)	100.75
268-000.00-740.010	Gift and donations expense	1,199.04	0.00	0.00	0.00	0.00	14.32	14.32	(14.32)	100.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-741.000	Supplies - Uniforms	134.95	300.00	300.00	0.00	0.00	0.00	184.56	115.44	61.52
268-000.00-742.000	Library books	174,336.21	190,000.00	190,000.00	10,783.89	20,567.82	10,046.28	161,289.08	28,710.92	84.89
268-000.00-742.100	Library Books - Fines	779.42	1,000.00	1,000.00	101.90	74.89	8.95	1,126.56	(126.56)	112.66
268-000.00-743.000	Library periodicals	20,297.83	23,800.00	23,800.00	0.00	5,738.44	0.00	20,632.13	3,167.87	86.69
268-000.00-744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	9,170.70	6,060.28	4,091.05	73,418.73	2,581.27	96.60
268-000.00-745.200	Electronic media	44,507.93	51,000.00	51,000.00	3,949.14	7,103.46	4,011.63	47,376.40	3,623.60	92.89
268-000.00-745.300	Electronic resources (CD rom materials)	50,362.92	60,000.00	60,000.00	0.00	8,901.97	2,631.00	67,312.79	(7,312.79)	112.19
Supplies										
		494,118.44	601,300.00	601,300.00	29,254.81	58,064.15	56,931.61	531,049.12	70,250.88	88.32



		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	APRIL 2017	MAY 2017	JUNE 2017	06/30/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED 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)	369.29	500.00	500.00	32.30	32.30	0.00	355.30	144.70	71.06
268-000.00-802.100	Bank Service Charges	3,112.49	4,800.00	4,800.00	206.30	249.32	183.85	2,231.50	2,568.50	46.49
268-000.00-803.000	Independent audit	665.00	700.00	700.00	0.00	0.00	0.00	665.00	35.00	95.00
268-000.00-804.000	Medical service	1,286.00	1,500.00	1,500.00	98.00	98.00	98.00	1,971.00	(471.00)	131.40
268-000.00-806.000	Legal fees	4,230.00	1,000.00	1,000.00	0.00	0.00	1,558.00	3,525.80	(2,525.80)	352.58
268-000.00-809.000	Memberships and dues	4,331.00	5,000.00	5,000.00	(90.00)	0.00	0.00	4,742.57	257.43	94.85
268-000.00-816.000	Professional services	2,356.00	10,000.00	10,000.00	0.00	0.00	0.00	500.00	9,500.00	5.00
268-000.00-817.000	Custodial services	46,800.00	46,800.00	46,800.00	3,900.00	3,900.00	4,000.00	46,900.00	(100.00)	100.21
268-000.00-818.000	TLN Central Services	3,995.00	4,500.00	4,500.00	0.00	0.00	0.00	3,495.00	1,005.00	77.67
268-000.00-851.000	Telephone	12,932.05	11,500.00	11,500.00	1,162.28	963.04	386.68	11,134.94	365.06	96.83
268-000.00-855.000	TLN Automation Services	52,801.04	61,000.00	61,000.00	13,121.34	3,108.96	0.00	57,017.61	3,982.39	93.47
268-000.00-861.000	Gasoline and oil	125.07	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-862.000	Mileage	184.61	300.00	300.00	0.00	0.00	95.02	185.58	114.42	61.86
268-000.00-880.000	Community promotion	9,065.00	20,000.00	20,000.00	169.76	6,754.07	3,867.05	21,226.48	(1,226.48)	106.13
268-000.00-880.268	Library programming	17,495.94	22,500.00	22,500.00	2,334.14	3,329.30	2,670.21	20,187.32	2,312.68	89.72
268-000.00-880.271	Adult programs	2,640.19	3,000.00	3,000.00	500.90	0.00	0.00	2,185.90	814.10	72.86
268-000.00-900.000	Printing, graphic design and publishing	27,533.58	29,500.00	29,500.00	7,282.13	943.89	2,000.65	27,760.03	1,739.97	94.10
268-000.00-910.000	Property & liability insurance	13,464.00	14,800.00	14,800.00	0.00	0.00	0.00	13,222.00	1,578.00	89.34
268-000.00-921.000	Heat	8,483.52	11,500.00	11,500.00	2,898.15	890.32	0.00	10,339.81	1,160.19	89.91
268-000.00-922.000	Electricity	95,236.64	106,000.00	106,000.00	8,343.51	8,440.04	0.00	83,758.87	22,241.13	79.02
268-000.00-923.000	Water and sewer	9,477.30	5,500.00	5,500.00	0.00	0.00	1,801.60	7,226.80	(1,726.80)	131.40
268-000.00-934.000	Building maintenance	47,114.55	100,000.00	100,000.00	18,581.52	7,287.94	1,936.46	74,775.72	25,224.28	74.78
268-000.00-935.000	Vehicle maintenance	215.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-941.000	Grounds maintenance	51,558.43	33,000.00	33,000.00	195.00	1,813.01	6,958.23	24,859.96	8,140.04	75.33
268-000.00-942.000	Office equipment lease	14,734.88	15,000.00	15,000.00	1,568.29	716.40	698.90	12,793.59	2,206.41	85.29
268-000.00-942.100	Records storage	251.09	300.00	300.00	23.06	23.06	23.06	272.65	27.35	90.88
268-000.00-956.000	Conferences and workshops	10,577.11	13,500.00	13,500.00	204.14	45.94	89.88	10,025.49	3,474.51	74.26
Other services and charges		441,035.58	523,700.00	523,700.00	60,530.82	38,595.59	26,367.59	441,358.92	82,341.08	84.28

GL NUMBER	DESCRIPTION	END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	APRIL 2017	MAY 2017	JUNE 2017	06/30/2017	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Transfers out										
268-000.00-965.101	Transfer to general fund	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out										
Capital outlay										
268-000.00-976.000	Building improvements	4,784.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	53,400.00	53,400.00	0.00	0.00	8,475.00	8,475.00	44,925.00	15.87
268-000.00-986.000	Internal Technology - Capital Outlay	54,619.88	56,000.00	73,500.00	39.96	0.00	0.00	56,032.80	17,467.20	76.24
268-000.00-990.000	Furniture	9,475.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
		68,880.34	109,400.00	126,900.00	39.96	0.00	8,475.00	64,507.80	62,392.20	50.83
Net - Dept 000.00-treasury										
		35,687.12	(243,674.00)	(261,174.00)	(205,609.88)	(190,421.22)	(243,318.11)	135,459.97	(396,633.97)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES										
		2,824,862.38	2,774,726.00	2,774,726.00	18,996.81	37,540.89	12,835.38	2,839,955.52	(65,229.52)	102.35
TOTAL EXPENDITURES										
		2,789,175.26	3,018,400.00	3,035,900.00	224,606.69	227,962.11	256,153.49	2,704,495.55	331,404.45	89.08
NET OF REVENUES & EXPENDITURES										
		35,687.12	(243,674.00)	(261,174.00)	(205,609.88)	(190,421.22)	(243,318.11)	135,459.97	(396,633.97)	51.87

Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00-treasury										
Interest income										
269-000.00-664.000	Interest on investments	26,726.32	15,000.00	15,000.00	3,085.92	3,492.49	0.00	29,275.39	(14,275.39)	195.17
269-000.00-664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00	2,654.64	2,164.42	0.00	(20,887.89)	25,887.89	(417.76)
Interest income		44,778.24	20,000.00	20,000.00	5,740.56	5,656.91	0.00	8,387.50	11,612.50	41.94
Donations										
269-000.00-665.230	Collections/Materials Revenue	461.35	0.00	2,000.00	0.00	0.00	1,160.00	1,760.00	240.00	88.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	5,150.71	0.00	2,000.00	0.00	0.00	0.00	1,449.26	550.74	72.46
269-000.00-665.232	Programming Revenue	18,387.46	0.00	2,000.00	90.00	1,510.10	848.10	19,215.51	(17,215.51)	960.78
269-000.00-665.233	Technology Library Revenue	409.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,212.09	12,000.00	500.00	0.00	0.00	5,500.00	6,592.45	(6,092.45)	1,318.49
Donations		27,620.61	12,000.00	7,000.00	90.00	1,510.10	7,508.10	29,017.22	(22,017.22)	414.53
Supplies										
269-000.00-742.230	Collections/Materials Expense	187.13	5,000.00	5,000.00	0.00	0.00	0.00	198.37	4,801.63	3.97
269-000.00-742.231	Buildings/Ground/ Furniture Expense	6,672.11	18,000.00	0.00	52.89	45.00	0.00	249.75	(249.75)	100.00
269-000.00-742.232	Programming Expense	16,344.22	3,000.00	3,000.00	125.00	0.00	1,027.18	7,220.75	(4,220.75)	240.69
269-000.00-742.233	Technology Library Expense	965.00	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
269-000.00-742.234	Undesignated Misc	6,023.03	2,000.00	0.00	404.94	0.00	0.00	1,892.18	(1,892.18)	100.00
Supplies		30,191.49	32,000.00	12,000.00	582.83	45.00	1,027.18	9,561.05	2,438.95	79.68
Net - Dept 000.00-treasury		42,207.36	0.00	15,000.00	5,247.73	7,122.01	6,480.92	27,843.67	(12,843.67)	
Fund 269 - LIBRARY CONTRIBUTION 269:										
TOTAL REVENUES		72,398.85	32,000.00	27,000.00	5,830.56	7,167.01	7,508.10	37,404.72	(10,404.72)	138.54
TOTAL EXPENDITURES		30,191.49	32,000.00	12,000.00	582.83	45.00	1,027.18	9,561.05	2,438.95	79.68
NET OF REVENUES & EXPENDITURES		42,207.36	0.00	15,000.00	5,247.73	7,122.01	6,480.92	27,843.67	(12,843.67)	185.62
TOTAL REVENUES - ALL FUNDS		2,897,261.23	2,806,726.00	2,801,726.00	24,827.37	44,707.90	20,343.48	2,877,360.24	(75,634.24)	102.70
TOTAL EXPENDITURES - ALL FUNDS		2,819,366.75	3,050,400.00	3,047,900.00	225,189.52	228,007.11	257,180.67	2,714,056.60	333,843.40	89.05
NET OF REVENUES & EXPENDITURES		77,894.48	(243,674.00)	(246,174.00)	(200,362.15)	(183,299.21)	(236,837.19)	163,303.64	(409,477.64)	66.34

07/12/2017		BALANCE SHEET FOR CITY OF NOVI	
		As of 06/30/2017	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	92,415.97	
268-000.00-017.000	Investments - Pooled	1,978,957.62	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-040.400	Prepaid expenditures	13,890.00	
	Total Assets	2,085,763.59	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	130,147.04	
268-000.00-215.000	Accrued workers compensation	88.91	
268-000.00-232.000	Accrued Liabilities - MERS EE/ER Monthly	454.19	
268-000.00-232.030	Employees pension payable - DC	1,647.50	
268-000.00-232.040	Employee health care savings payable	155.61	
268-000.00-233.000	Employees federal withholding payable	3,709.03	
268-000.00-234.000	Employees State withholding payable	1,675.13	
268-000.00-236.000	Sales tax payable	3.66	
268-000.00-237.000	Deferred compensation	2,096.84	
268-000.00-241.000	Employees FICA payable	7,161.23	
268-000.00-243.000	Employees flexible spending withholding	69.68	
268-000.00-257.000	Accrued wages payable	34,373.14	
268-000.00-259.702	Accrued liabilities-tax	14,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	196,081.96	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,755,110.14	
	Total Fund Balance	1,755,110.14	
	Beginning Fund Balance	1,755,110.14	
	Net of Revenues VS Expenditures	134,571.49	
	Ending Fund Balance	1,889,681.63	
	Total Liabilities And Fund Balance	2,085,763.59	

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	68,218.36
269-000.00-017.000	Investments - Pooled	1,632,465.11
	Total Assets	1,700,683.47
*** Liabilities ***		
269-000.00-202.000	Accounts payable	1,027.18
	Total Liabilities	1,027.18
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,562,697.29
269-000.00-390.230	Fund Balance Collections/Materials	34,468.23
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,054.29
269-000.00-390.232	Fund Balance Programming	16,343.76
269-000.00-390.233	Fund Balance Technology Library	6,249.05
	Total Fund Balance	1,671,812.62
	Beginning Fund Balance	1,671,812.62
	Net of Revenues VS Expenditures	27,843.67
	Ending Fund Balance	1,699,656.29
	Total Liabilities And Fund Balance	1,700,683.47

## Director's Report by Julie Farkas

### Annual Staff Recognitions

#### 2016-2017 Customer Service Award



This award is a nomination by library peers. It recognizes a staff person that has provided the most consistent and most positive customer service to our NPL patrons or staff over the past year. This person always greets patrons and staff with a smile. This person goes above and beyond to assist a patron or fellow NPL employee. This person is calm in chaotic situations.

**Winners:** Tia Marie Sanders, Ellen Horton, David Silberman, Emily Brush, Jessie Schenk and Julie Prottengeier.

#### 2016-2017 Above & Beyond Award

This award recognizes staff by their Department Heads who are seen going Above & Beyond in their attempts to reach their annual goals. They are recognized for their outstanding service and dedication to the Novi Library.

**Winners:** Kit Ming-Tang, Scott Rakestraw, Yolanda Hockaday-Dennis and Barb Rutkowski

Along with being recognized at the July Library Board Meeting, the staff members' names are placed on a plaque that is placed at the Library and they are treated to a dinner at Steve & Rocky's of Novi hosted by the Library Director and Library Board President.

Congratulations and Thank you for all your service and dedication to the Novi Library!

#### Friends Donation for 2017-2018

Library Liaison Marcia Dominick accepted a check for over \$27,000 on behalf of the library. The check from the Friends of the Library, was presented by Carol Hoffman, President of the Friends, during the July Annual Meeting.



**Changes to the Approved Library Financials for 2017-2018:**

I heard back from Jessica Dorey from the City of Novi Finance Office. She says the first quarter amendment for Library Board financial changes should go to Council in October. Therefore, budgets will not reflect the changes made at the June 2017 meeting until that time.

**Request from Board Members on Breakdown of Cardholders:**

As of 6/28/17, we have the cardholders in the following age categories:

Total Cardholders: 23,050

- 0-17: 3,785 16.4%
- 18-35: 4,789 20.8%
- 36-51 7,609 33.0%
- 52-70: 4,777 20.7%
- 71-88: 1,468 6.4%

\*MISC Cards Not Added In (School/Organization Cards, Feed the Need Unused Cards, Staff Maintenance Cards, etc): 622 2.7%

Cards for those 55+: 5,433 23.6%

**TLN Contract Signed for New Automation System**

I am delighted to announce that yesterday the TLN Board approved a seven year contract with the Carl Corporation for a new library automation system. There will be no annual maintenance increases during the life of the contract.

The next step in this process will be to work out a migration timeline. We will migrate to our new system next spring and we will release the timeline as soon as we have it. I know that all of you are eager to move to our new vendor as soon as possible, but doing it right is more important than doing it quickly. They will need time to make the software changes necessary to accommodate our current four letter agency codes, and we want to have plenty of time for testing and training.

If you are looking at the 2017-18 fiscal year budget that Anne just sent out and wondering why you don't see any savings, please remember that next year is the transition year and we will still be paying SirsiDynix for maintenance for up to nine months of the year. The Brandon Township Library is also leaving the shared system so there is one less library to help pay for the operating costs. The lower annual costs will affect the 2018-19 fiscal year budget and beyond.

Please contact me if you have any questions.

Celia

Celia Morse  
Automation Services Consultant



## **2 New Staff Committees Started in 2016-2017**

In order to get more staff involved in library related services, two new committees were started this past year – Customer Service and Culture Club.

1. Customer Service (Members: Julie Farkas, Lindsay Fricke, Linda Brewin, Sandra Lim, Scott Rakestraw, Jon Gregoire and Julie Prottengeier)- In its first year, the committee met and discussed customer service articles that were provide by the American Library Association. Once discussed by the group, they were then shared with the entire staff and feedback was requested during staff meetings. The group helped track the customer service goals that had been set by each of the departments. In the last meeting in June, the group was notified that a secret shopper had been in the building and areas of improvement will be shared with the group to work on future improvements. This committee will help address those improvement needs. The committee will assist in presenting findings to the full staff. We feel this committee has just scratched the surface and they look forward to continuing another year with the charge of setting a goal and a statement of purpose for 17/18.
2. Culture Club (Members: Julie Farkas, Tia Marie Sanders, Bill Bembeneck, Gail Anderson, Sarah O'Brien, Laura Bateman, Eva Sabolcik, Pat Admierskandri, David Silberman) – In its first year and started after an introduction of Social Justice at the 2016 In-Service, the committee met to arrange topics, programs and events that focused on diversity. The committee hosted a few presentations on understanding the Muslim culture and Micro-aggressions. The concensus from the committee is to keep going with the group and survey the staff for what they want to see from the group in the future. Sarah O'Brien and David Silberman are working on a reading list and a potential book club option for staff. We are exploring an International Pot Luck as well as other speakers for short presentations.

It's great to see staff members coming together from other departments to speak on different topics, share thoughts and learn about others.

### **Changes in Friends Meeting Dates**

August 9, 7-9pm

September 13, 4-6pm

October 11, 7-9pm

November 8, 4-6pm

December, no meeting

January 10, 4-6pm

February 14, 4-6pm

March 14, 4-6pm

April 11 TBD

Starting in May, they will go back to the 7-9 p.m.

### **Out and About In Novi and the Library Profession**

- 6/22 – Fox Run library tour and cable show taping
- 6/22-7/7 – Staff Salary meetings
- 6/24 – Library Wedding
- 6/26 – Rotary golf outing
- 6/27 - Festival of Chariots planning mtg.
- 6/27 – Facilities staff training for Josef Ploski
- 6/28 – Novi Youth Assistance mtg.
- 6/28 – 3D Hands project mtg.
- 6/29 – Novi Youth Assistance mtg.
- 7/5 – Novi Chamber library tour
- 7/5 – Feed the Need library visit
- 7/6, 7/20 – Novi Rotary mtgs.
- 7/8-7/16 VACATION
- 7/17 – Tree mtg. with City of Novi
- 7/18 – Wedding wrap up mtg. with bride's family
- 7/19 – Walled Lake Preschool in the Park (60 children attended)
- 7/19- Business blender planning mtg.
- 7/19 - Community Reads planning mtg.
- 7/20 – 3D Hands project mtg.
- 7/18, 7/20 – All Staff Policy Review mtgs.

## **Information Technology Report by Barbara Rutkowski**

Updates: 06-01-2017 through 06-30-2017

51 IT Help Desk tickets were closed.

Dominic Doot held 1 GIMP Photo Editing, 2 Vinyl/Cassette to MP3 and 2 VHS to MP4/DVD training sessions for patrons.

Topics requested during the 12 patron Tech Time sessions included: iPhone, Facebook, genealogy, scanning photos and slides, editing and cropping photos, GIMP, Paint.NET, eAudioBooks, Overdrive, downloadables and operating a Kindle Fire.

Dominic and Scott provided training for staff on various software such as Windows 10, Excel, Camtasia, AnyConnect, printing posters, operating the Story Time Room's Apple TV and the meeting room laptops.

Scott submitted articles to the staff wiki on Wi-Fi Troubleshooting, the Zinio iPads and the printers in the public area.

We've upgraded all of our wireless access points plus added one more on the second floor for better coverage.

15 3D objects were printed this month.

Scott Rakestraw, along with Sarah O'Brien and Mary Robinson, staffed a booth at the Mini Maker Fun Fair 2017 where they demonstrated 3D printing, wireless hotspots, creative pen tablets and various STEAM kits.

## **Facilities Report by Keith Perfect**

In the past month the Facilities Department has closed 15 Facilities tickets, 82 Meeting Room Requests and has updated 402 Periodic Maintenance tickets.

- The monthly fire extinguisher check/inspection has been completed and all are in good working order.
- The monthly boiler check/inspection has been completed and both boilers are operating as they should.
- The monthly emergency horn/strobe test was completed and all are in good working order.
- The monthly AED inspection/battery check has been completed and is showing sufficient charge.

- The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.
- The monthly study room window washing has been completed and all are squeaky clean.
- The weekly public workstation cleaning and sanitization has been performed. (4 times)
- The weekly urinal flush and deodorizer in all men's rooms has been performed.
- The monthly pop can return has been completed and funds were collected for break room supplies.
- The bi-weekly cleaning/dusting of the AST machine has been completed.
- All sorting bins were checked for lost materials.
- Many light bulbs throughout the building have been changed.
- The weekly indoor plant care has been performed and all plants are still alive. (4 times)
- All high-traffic carpet has been cleaned.
- Facilities Staff has accepted 5 large book donations at the receiving door.
- 50 boxes weighing 1,710 lbs. were delivered to Thrift Books, to date we have delivered 431 boxes, 15,587lbs. of books and have a profit of \$738.16.
- Trash and other debris has been removed from bioswale rain gardens.
- Leaves and other debris has been removed from the culvert area near the North patio gate. New topsoil was also added to help grass grow.
- A new fire alarm panel was installed by vendor in lobby.(see photo)
- The rock beds outside of main entrance was cleaned of debris.
- New Honeysuckle bushes have been planted in bioswale end-caps. (see photo)
- New irrigation drip lines have been added to bioswale end-caps to replace the old damaged lines and to better accommodate the new plantings.(see photo)
- A water spigot was added to the lawn irrigation system on the North end of the parking lot across from the bioswale to provide well water for manual watering of plants rather than using municipal water supply.(see photo)

- The Librarian statue in front of the building received its annual chemical cleaning.
- A restroom checklist was created for keeping track of daily restroom inspections.
- Josef Ploski has joined the Facilities Department team.
- Many walls throughout the building have been patched and painted.
- Dusting of all the fixtures, ceiling and gates in the main lobby were thoroughly dusted.
- The main entrance windows received a thorough cleaning, inside and out.
- The countertop and sink in the East Meeting room has been re-caulked.
- Ceiling exhaust vents have been dusted.
- All light fixtures in large meeting room were dusted.
- A repair to the West Meeting Room door prop was made to keep door open when needed.
- Several signs, “This Area Under Surveillance” and “No Skateboarding” signs have been replaced due to fading and vandalism.
- An outdoor campus directory sign has been cleaned. (see photo)
- The colored ribbons, brick paver and area near flag poles at main entrance have been re-sealed. (see photo)



## **Information Services Report by April Stevenson**

- ~The Information Services Department put on 105 programs.
- ~April, David, Lindsay, and Mary Storch attended the Reference USA database training.
- ~Lindsay and April provided a tour, book talks, and SRP information to two sixth grade classes.
- ~Lindsay attended the ALA Annual Conference as part of her YALSA's Best Fiction for Young Adults Committee.
- ~April and Lindsay attended the MLA 2018 Conference Committee meeting.
- ~Betty attended a workshop by the Michigan Historical Society on preserving old photographs.
- ~The Local History Room intern designed a flyer for the Historical Commission which covers the entire 2017-2018 program season. It is currently available for the public and she sent it to the Chronicle (a publication of the Historical Society of Michigan).
- ~Betty met with an author looking for pictures of Novi from 1996-2001 and with the Bob Barnett, owner of The Library Pub, who wanted historic pictures to enlarge and put in their new building.
- ~Gail, Kathleen, Mary Storch, Linda, April, and Julie F., held the Novi Library Throws a Wedding program.
- ~Kathleen provided a story time at MSU Tollgate Farm, as well as, a story time for the Novi CARE Camp kids.
- ~Julie Mills met with Bob Barnett to schedule the new program in the fall, "Books, Brews, & Banter" and the Library Trivia Night program. Both will begin in September.
- ~Julie Mills provided two story times at the Everbrook Academy.
- ~Sarah O'Brien demonstrated STEAM Kits at the City's Mini Maker Fair event; attended a Booklist webinar on "Developing and Supporting Your LGBT Collection."
- ~Shannon put up displays to market the new Anime collection coming soon. She also created an anime guide for the public, and an Anime FAQ for staff.
- ~Mary Robinson demonstrated the Zinio tablets and the new Wacom Mobile Studio Pro graphic tablet during the City's Mini Maker Fair event.
- ~Mary R. also attended the Ann Arbor Comic Arts Festival.
- ~Jessie attended the Novi Career Prep graduation ceremony and provided books as gifts from the Library for 24 graduates.
- ~Mary Storch is working with Marianne Mickelson from Fox Run to plan a new men's biography book discussion group.

### **June Adult Programs & Displays**

In addition to our regularly scheduled programs we also offered:

- Cook the Book - 14
- Craftastic Wednesday - 18
- Novi Concert Band - 58
- Novi Library Wedding - 150
- Our Adult Feature Display hosted books about Weddings
- A second Adult Feature Display hosted graphic novel biographies.
- Our Adult Music Display featured Blues music.
- First Floor Display case featured Build a Better World Summer Reading

### **June Tween/Teen Programs & Displays**

- Simple Summer Recipes - 11
- Kick off Teen Summer Party - 70
- Comic Art Camp - 19
- T-shirt Design - 50
- The Teen Stop Display was on Pride month.



## June Youth Programs & Displays

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

- Movin' Munchkins Dance Party Story Time – 59, 107
- STEAM Saturday - 13
- Summer Carnival Extravaganza – 400+
- Summer Plate Days - 80
- Alex Thomas and Friends Interactive Puppet Show - 90
- MSU Tollgate Farm Children's Garden Story Hour - 58
- Our Youth Non-Fiction/Biography Display was about series books.
- Our Youth Feature Display is Build a Better World. Books about construction, kindness and inclusion and environmental preservation will be on display. There may also be some biographies of those who have helped "Build A Better World."
- Our Picture Book Display included; Father's Day, Bugs
- Our Youth DVD Display was Anime titles.
- Our first floor information desk display featured Children's Book Week, and Lego Build a Better World and World Puzzle.



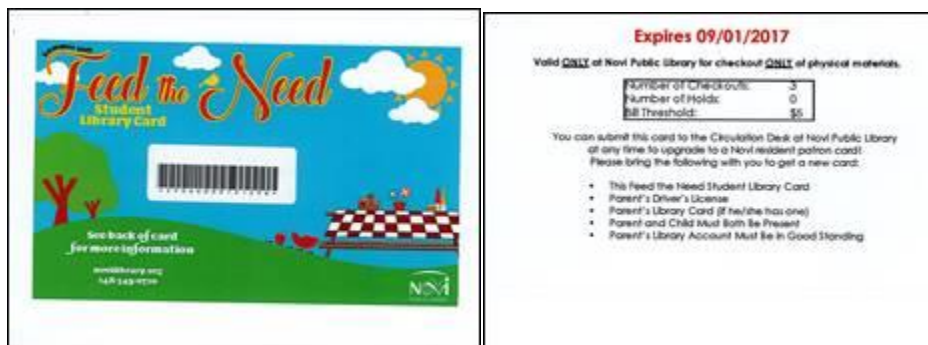
### June Raising a Reader Stats (including print and online):

**462 children have registered for the program. (235 print & 127 online)**

100 Books – 104	600 Books – 20
200 Books – 68	700 Books – 16
300 Books – 49	800 Books - 15
400 Books – 30	900 Books - 13
500 Books – 24	1000 Books - 9

## Feed the Need Summer Library Card

This summer, Information Services staff will be making a few visits to Feed the Need locations and will be issuing a new, temporary, student card to Feed the Need participants starting Wednesday, June 21st.



### These cards have the following parameters:

- Expires **09/01/2017**

- Valid only at NPL.
- Allows 3 checkouts only.
- Allows for checkout of physical materials only.
- Doesn't allow for holds.
- Blocked at \$5 in bills or more.

Students may bring these cards in and trade them in for a regular Novi resident youth card following our normal card sign-up requirements (instructions provided to patron on card). If you have any questions, please see April or Maryann.

## **Summer Reading 2017**

### **2016 Totals:**

K-6th grade=952 students

7th-12th=209 students read 541 books

### **2017 So Far:**

K-6th grade=1,388 students

7th-12th grade= 390 students read 701 books

### **Adults so far this year: 528**

It's possible if we reach over 600 that we will have doubled the adult sign ups.

Hi Julie & April,

I just wanted to drop you a note to thank you for the opportunity you gave me to attend the ALA Conference last month and also for securing my travel and expense funding for this trip. The program sessions were both informative and inspirational, and I'm looking forward to sharing the things I learned with our team. Hopefully the information shared will give others some good ideas to improve our programming and other services.

Also, I am very grateful for you allowing me to take part in the YALSA's Best Fiction for Young Adults Committee. During the conference, I met the committee in person for the first time and over the course of three days, we discussed 55 nominations. Our discussions were insightful and made me appreciate how the list for the best teen books is compiled by a group of librarians who are all as passionate about teen literature as I am.

Again, thank you for allowing me to attend this wonderful conference!

Thank you,

Lindsay, Librarian

### **Session: Escape to the Library**

This session was very helpful as it introduced me to what an escape room is and how it can be implemented in a Library setting. I participated in three breakout puzzles where I worked with a team of librarians to solve the puzzles. We had a time limit for each puzzle and the goal is to solve the puzzle before time runs out. The presenters also went over the basics of creating your own escape room. Please see attached worksheet.

While attending this session, I thought it would be a great idea to apply for a grant that could fund the purchasing of breakout kits. I applied for the Community Financial \$1,000 Summer of Sharing grant to fund this project.

### **Session: Annual Conference Orientation**

This session was helpful especially for me being a first time ALA conference attendee. I was able to get more information on how to plan out my schedule to make the most out of my time at the conference.

### **Session: Program Speed Dating: Programming Librarian Interest Group**

This session was fun because we went around to different tables and learned about programming ideas for a range of ages. I will be sharing ideas with the IS staff. All programming ideas can be found on the group's website. More information and programming ideas can be found on <http://programminglibrarian.org/>. You can also share programming that you have done that you would like to share with others.

If you "like" the Facebook page "Programming Librarian Interest Group," you can interact with other library staff who share programming ideas and are seeking input from others.

### **Session: Libraries Transform**

I could only attend this session for about half an hour because I needed to go to my committee meeting. However, the session was information as the presenters discussed marketing ideas for using the Libraries Transform campaign. More information can be found here <http://www.ala.org/transforminglibraries/libraries-transform-campaign>.

### **Networking: Night of Novels**

I attended the Simon & Schuster Children's Publishing event where I got to meet several middle grade authors, including one of my favorites Tim Green. His books are very popular at our Library. I also got a bag full of signed copies from all of the authors. I will be using these books as giveaways and prizes for programming.

### **Networking: Dinner Cruise with Kwame Alexander**

I attended a dinner cruise with the New York Times Best Selling author Kwame Alexander. During this cruise, Kwame discussed his upcoming new release *SOLO*. I met Kwame and had an interesting discussion about where he grew up and how he gets inspirations for writing his stories.

### **Committee Work: YALSA Best Fiction for Young Adults**

This committee met over the course of three days to discuss the current 55 nominations. The committee is seeking more teen feedback regarding the nominated books, so I am working on a survey to allow our community to provide feedback about the current nominations.

### **Other: Exhibitor**

When not in a session, committee work or networking, I visited the exhibitor hall where I entered into raffles and got more information from vendors.

## **Novi Public Library Wedding Giveaway Summary**

*An “Out-of-the-Box” Public Library Program*

### **Accomplishments:**

**Funded Solely by Sponsorships:** Gift Total Averaged- \$20,000

**Developed additional supporters of the Novi Library from area business sponsors**

**including:** Novi Jewelers, Feldman Chevrolet, Elizabeth’s Bridal, Gina’s Bridal, President Tuxedo, Buttercream Bakeshop, Elite Catering, Brookside Travel, Photos by Jalyn, Linens by Harte, Happiness Is Florist, and the City of Novi

**The Wedding Competition attracted thousands of people to the Novi Library website** during the online voting phase of the competition. This provided an opportunity to not only vote on the Novi Library website, but view other services and programs the library offers.

**The NPL Wedding Giveaway gained the interest of local media and businesses locally and nationally.** WDIV Channel 4 News visited the library, and promoted the event on their newscast and website. Wedding dress designer Casablanca, in California, requested a story on the NPL Wedding, to promote on their website and area. Participating sponsors displayed large posters in their windows to promote the event at the library, sparking positive chatter of the unique idea.

**A Relationship Program Series was created** as a part of the wedding competition. This series was a success, attracting new Novi Library Program attendees. By popular demand, this will be an ongoing program series offered for couples at the Novi Library. Relationship Programs included: “Save the 1<sup>st</sup> Dance for Me,” “Building Blocks to a Successful Marriage,” and “Marriage and Money.”

**Preparation:** After the programming coordinator’s vision and work in gaining sponsorships, media promotion, hosting relationship programs, planning and organizing wedding details with the winning couple, and decorating; it was time for the big day.

**The Wedding (June 24, 2017 5pm):** The wedding consisted of the bride and groom, 5 bridesmaids, 3 groomsmen, 100 invited family members and friends, a host of spectators, plus an additional 50 people attending the private afterglow.

The NPL Wedding Committee, management, facilities department, volunteers, along with the entire library staff did their part in making the day a huge success. The outdoor wedding ceremony at Fuerst Park was perfect, with a lovely arch, hydrangeas in full bloom, and excellent weather! The scenery outside and inside of the library served as background for many of the wedding party photos. The reception dinner took place in the meeting room of the library from 6pm-8pm. The room was transformed into an elegant dining area with colors that matched the wedding party, a delicious meal and beautiful wedding cake. The lively afterglow began at 8pm, with dancing, food drinks, and fun until 11pm. This included a high-spirited DJ, bartender service, photo booth, and more. After the event, Staff spent the next hour or so, cleaning up, and feeling accomplished, relieved, and of course exhausted!





**SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE** by Maryann Zurmuehlen  
**JUNE-JULY 2017**

**Department Head/General**

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Maryann Zurmuehlen:
  - began a four week training program for our newest Circulation Clerk hires, Lace Nelson and Tracey Pelletier.
  - attended a TLN Membership Picnic on Friday, July 14<sup>th</sup> in Farmington Hills with Eva Sabolcik.
  - held an In-Service Committee meeting on Tuesday, July 18<sup>th</sup>.
  - met with Supervisors for Goal-Setting.

**Circulation & Shelters**

- Supervisors and Clerks are busy training and assisting all recent 7 new hires to get acclimated to their positions.
- The Circulation Clerks continue to work on the Patron Account Database Cleanup Project.
- Shelters have been busily trying to keep up with the influx of returned materials being put back on the shelves due to the SRP.
- Circ Clerks & Shelters continue to handle the steady flow of new card signup, material checkouts and returns, daily holds and unclaims, and delivery and transit of other TLN library materials.

**Tech Services**

- A Tech Services department meeting was held on Friday, July 14<sup>th</sup>.
- Tech Services continues to work on the following projects: Adult Fiction/Large Print/Audiobook Consolidation Project and the Anime Project.
- Tech Services has completed the end of fiscal year ordering, invoicing, and processing and has begun ordering for the new fiscal year.
- Tech Services continues to assist the Outreach Team with the Patron Account Database Cleanup Project.
- Tech Services is starting the Catalog Database Cleanup Project.

**Statistics (June 2017)**

- **Library Cards Issued:** 443
- **Items Checked Out:** 67,592
- **Items Interloaned for NPL Patrons:** 5,248 (93 through MeLCat)
- **Items Interloaned to Other Libraries:** 4,904 (90 through MeLCat)
- **Items Added to the Collection:** 1,890
- **Items Discarded from the Collection:** 850
- **MAP Checkouts:** 14
- **Outreach:**
  - 7 Facilities Visits / 86 Items Checked Out
  - 1 Homebound Patron / 12 Items Delivered
  - 6 Book Discussions / 106 Items Provided

Support Services Statistics 2016-2017													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	419	407	417	311	297	213	337	310	390	311	360	443	<b>4,215</b>
<b>Items checked out</b>	77,623	72,263	57,501	60,728	58,116	52,596	63,571	59,122	65,425	61,070	59,477	67,592	<b>755,084</b>
<b>Items borrowed</b>	5,348	5,226	4,579	4,223	4,195	4,116	5,540	4,751	5,698	4,180	4,729	5,248	<b>57,833</b>
<b>Items loaned</b>	4,633	5,029	4,285	4,352	4,642	4,099	5,991	4,765	5,353	4,501	4,835	4,904	<b>57,389</b>
<b>Read Boxes</b>	267	248	248	7	0	0	0	0	0	0	401	207	<b>1,378</b>
<b>MAP Checkouts</b>	24	30	9	7	1	2	5	2	2	8	7	14	<b>111</b>

		June	June			June	June
		2017	2016			2017	2016
Library cards issued		443	422				
Total checkouts		67,592	69,392		READ Boxes	Adult	37
						Youth	<u>170</u>
Items borrowed	TLN	5,155	5,204			Total	207
	MeL	<u>93</u>	<u>96</u>				<u>220</u>
		5,248	5,300				269
Items loaned	TLN	4,814	4,542				
	MeL	<u>90</u>	<u>86</u>				
		4,904	4,628				



Self-Check Totals 2016-17 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
<b>July</b>	77,623	56.07%	43,527	8,895	6,634	5,395	7,916	13,049	1,638
<b>August</b>	72,263	56.95%	41,153	9,328	6,700	3,623	7,791	12,102	1,609
<b>September</b>	57,501	53.40%	30,706	7,407	4,967	3,040	5,464	8,732	1,096
<b>October</b>	60,728	55.11%	33,469	7,870	5,209	3,620	6,358	9,083	1,329
<b>November</b>	58,116	54.33%	31,572	7,210	4,762	2,903	6,714	8,844	1,139
<b>December</b>	52,596	49.31%	25,937	6,204	4,181	2,384	4,627	7,717	824
<b>January</b>	63,571	56.15%	35,697	7,905	6,057	3,403	6,836	10,276	1,220
<b>February</b>	59,122	52.23%	30,878	7,051	5,526	2,972	5,921	8,375	1,033
<b>March</b>	65,425	53.14%	34,765	8,054	5,735	3,377	6,177	10,282	1,140
<b>April</b>	61,070	53.54%	32,699	7,711	5,925	3,239	5,421	9,735	668
<b>May</b>	59,477	52.51%	31,233	7,752	5,249	3,068	5,181	8,837	1,146
<b>June</b>	67,592	55.22%	37,321	8,359	6,466	3,986	6,406	10,621	1,483
<b>FYTD</b>	<b>755,084</b>	<b>54.00%</b>	<b>408,957</b>	<b>93,746</b>	<b>67,411</b>	<b>41,010</b>	<b>74,812</b>	<b>117,653</b>	<b>14,325</b>

Library Usage											
2015-2016 Fiscal Year					2016-2017 Fiscal Year						
	Monthly Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open
July	42,588	1,469	280	29	July	41,803	4,401	46,204	1,540	275	30
August	34,009	1,134	281	30	August	39,539	4,021	43,560	1,452	289	30
September	29,854	1,106	261	27	September	38,934	3,911	42,845	1,587	258	27
October	32,524	1,049	291	31	October	38,993	4,371	43,364	1,399	289	31
November	33,567	1,157	266	29	November	25,943	3,487	29,430	1,015	271	29
December	33,716	1,204	263	28	December	22,348	3,640	25,988	1,000	253	26
January	29,989	1,000	278	30	January	22,426	3,477	25,903	809	302	32
February	29,908	1,031	275	29	February	22,934	3,570	26,504	947	264	28
March	32,239	1,112	283	29	*March	23,008	4,054	27,062	902	286	30
April	34,696	1,157	280	30	April	29,476	3,926	33,402	1,193	264	28
May	34,733	1,240	269	28	May	31,951	3,788	35,739	1,276	274	28
June	37,156	1,281	274	29	June	40,055	4,345	44,400	1,531	277	29
<b>FYTD Total</b>	<b>404,979</b>	<b>1,160</b>	<b>3,301</b>	<b>349</b>	<b>FYTD Total</b>	<b>377,410</b>	<b>46,991</b>	<b>424,401</b>	<b>1,221</b>	<b>3,302</b>	<b>348</b>

\* Closed March 18 due to power outage

<b>Computer Logins</b>											
<b>2015-2016 Fiscal Year</b>						<b>2016-2017 Fiscal Year</b>					
	<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>		<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>
<b>July</b>	3,794	74,618	5	78,417	2,704	<b>July</b>	3,364	86,571	1	89,936	2,998
<b>August</b>	3,607	73,816	6	77,429	2,581	<b>August</b>	3,873	84,255	1	88,129	2,938
<b>September</b>	3,047	72,714	1	75,762	2,806	<b>September</b>	3,098	83,276	1	86,375	3,199
<b>October</b>	3,278	71,625	1	74,904	2,416	<b>October</b>	3,363	80,006	2	83,371	2,689
<b>November</b>	2,154	71,483	1	73,638	2,539	<b>November</b>	3,185	78,646	0	81,831	2,822
<b>December</b>	2,532	69,924	1	72,457	2,588	<b>December</b>	2,461	76,091	0	78,552	3,021
<b>January</b>	2,747	63,846	2	66,595	2,220	<b>January</b>	3,161	68,433	2	71,596	2,237
<b>February</b>	2,639	68,165	5	70,809	2,442	<b>February</b>	3,068	72,684	6	75,758	2,706
<b>March</b>	2,996	71,567	1	74,564	2,571	<b>March</b>	3,787	78,532	5	82,324	2,744
<b>April</b>	2,763	72,856	2	75,621	2,521	<b>April</b>	3,047	81,674	2	84,723	3,026
<b>May</b>	2,735	72,680	1	75,416	2,693	<b>May</b>	3,205	84,464	0	87,669	3,131
<b>June</b>	3,274	76,245	0	79,519	2,742	<b>June</b>	37,321	66,583	1	103,905	3,583
<b>FYTD Total</b>	<b>35,566</b>	<b>859,539</b>	<b>26</b>	<b>895,131</b>	<b>2,565</b>	<b>FYTD Total</b>	<b>72,933</b>	<b>941,215</b>	<b>21</b>	<b>1,014,169</b>	<b>2,914</b>

Early Literacy Workstation Usage							
2015-2016 Fiscal Year				2016-2017 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,505	37,569	24	July	1,202	25,840	21
August	1,416	35,537	25	August	1,211	26,145	21
September	953	20,433	21	September	844	16,616	19
October	938	19,497	20	October	911	18,000	19
November	869	18,597	21	November	843	17,349	20
December	841	17,415	20	December	658	13,529	20
January	904	20,182	22	January	1,064	22,786	21
February	866	18,705	21	February	908	19,564	21
March	970	19,812	20	March	1,037	22,274	21
April	1,047	19,812	20	April	930	18,679	20
May	821	15,847	19	May	810	15,277	18
June	932	15,847	19	June	955	19,124	20
<b>FYTD Total</b>	<b>12,062</b>	<b>259,253</b>	<b>21</b>	<b>FYTD Total</b>	<b>11,373</b>	<b>235,183</b>	<b>20</b>

**Technology Training Sessions 2016-2017 Fiscal Year**

	Tech Time	eReader	VHS to DVD	iPad	Vinyl/Cassette to MP3	GIMP Photo Editing	Zinio Magazines	Staff Training	3D Printing	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	5	1	2	2			1		1	2	14	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>0</b>			<b>3</b>		<b>8</b>	<b>2</b>		<b>22</b>
<b>Aug</b>	5	1	1	2				1	2	4	16	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>1</b>	<b>5</b>				<b>1</b>	<b>25</b>	<b>4</b>		<b>43</b>
<b>Sep</b>	5		2			1			1	3	12	
<i>patrons</i>	<b>5</b>		<b>2</b>			<b>5</b>			<b>5</b>	<b>3</b>		<b>20</b>
<b>Oct</b>	12		3			1			1	2	19	
<i>patrons</i>	<b>12</b>		<b>3</b>			<b>4</b>			<b>5</b>	<b>2</b>		<b>26</b>
<b>Nov</b>	5		2			1			1	7	16	
<i>patrons</i>	<b>4</b>		<b>1</b>			<b>3</b>			<b>2</b>	<b>7</b>		<b>17</b>
<b>Dec</b>	4		3			1		2		1	11	
<i>patrons</i>	<b>3</b>		<b>3</b>			<b>3</b>		<b>2</b>		<b>1</b>		<b>12</b>
<b>Jan</b>	5		2		5	1			1	11	25	
<i>patrons</i>	<b>3</b>		<b>2</b>		<b>5</b>	<b>0</b>			<b>3</b>	<b>11</b>		<b>24</b>
<b>Feb</b>	5		2		2	1		3	1	10	24	
<i>patrons</i>	<b>5</b>		<b>2</b>		<b>2</b>	<b>1</b>		<b>3</b>	<b>2</b>	<b>10</b>		<b>25</b>
<b>Mar</b>	4		6		1	1			1	8	21	
<i>patrons</i>	<b>3</b>		<b>6</b>		<b>1</b>	<b>2</b>			<b>2</b>	<b>8</b>		<b>22</b>
<b>Apr</b>	5		2		1	1			1	4	14	
<i>patrons</i>	<b>5</b>		<b>2</b>		<b>1</b>	<b>3</b>			<b>3</b>	<b>4</b>		<b>18</b>
<b>May</b>	5		2		2	1		2		14	26	
<i>patrons</i>	<b>5</b>		<b>2</b>		<b>2</b>	<b>4</b>		<b>2</b>		<b>14</b>		<b>29</b>
<b>Jun</b>	5		2		2	1		3		7	20	
<i>patrons</i>	<b>5</b>		<b>2</b>		<b>2</b>	<b>4</b>		<b>3</b>		<b>7</b>		<b>23</b>
Sessions	65	2	29	4	13	10	1	11	10	73	218	
<i>Patrons</i>	<b>58</b>	<b>6</b>	<b>28</b>	<b>5</b>	<b>13</b>	<b>29</b>	<b>3</b>	<b>11</b>	<b>55</b>	<b>73</b>		<b>281</b>

2016-2017 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts*	Active Learners	Completed Classes
July	2,193	224	848	18,796	49	0
August	2,131	200	619	19,247	35	0
September	1,747	183	673	17,701	53	1
October	2,145	198	660	19,870	17	0
November	1,859	177	645	18,638	51	1
December	1,997	200	814	17,603	23	1
January	1,905	172	902	21,698	39	0
February	1,797	176	609	185,647	23	1
March	1,781	173	994	20,258	19	0
April	1,655	152	795	12,573	16	1
May	1,767	154	933	12,867	37	1
June	1,594	157	916	12,285	25	1
<b>FYTD Total</b>	<b>22,571</b>	<b>2,166</b>	<b>9,408</b>	<b>210,103</b>	<b>**</b>	<b>7</b>

2016-2017 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,020	1,238	4,258	99
August	2,960	1,326	4,286	108
September	2,611	1,071	3,682	76
October	2,567	1,122	3,689	82
November	2,432	1,131	3,563	83
December	1,925	1,857	3,782	87
January	2,686	1,439	4,125	118
February	2,396	1,160	3,556	83
March	2,733	1,281	4,014	78
April	2,005	1,707	3,712	74
May	2,478	1,364	3,842	73
June	2,464	1,522	3,986	74
<b>FYTD Total</b>	<b>30,277</b>	<b>16,218</b>	<b>46,495</b>	<b>1,035</b>

<b>Meeting Room Rentals</b>					
<b>2015-16 Fiscal Year</b>			<b>2016-17 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>		<b>Rentals</b>	<b>Attendees</b>
<b>Jul</b>	21	522	<b>Jul</b>	29	755
<b>Aug</b>	47	996	<b>Aug</b>	41	1,224
<b>Sep</b>	46	960	<b>Sep</b>	41	1,284
<b>Oct</b>	40	738	<b>Oct</b>	41	883
<b>Nov</b>	31	652	<b>Nov</b>	45	1,166
<b>Dec</b>	26	425	<b>Dec</b>	25	567
<b>Jan</b>	41	934	<b>Jan</b>	37	1,221
<b>Feb</b>	43	796	<b>Feb</b>	48	1,185
<b>Mar</b>	31	811	<b>Mar</b>	72	1,763
<b>Apr</b>	38	1,125	<b>Apr</b>	46	1,183
<b>May</b>	26	890	<b>May</b>	50	1,244
<b>Jun</b>	41	1,249	<b>Jun</b>	32	790
<b>FYTD</b>	<b>431</b>	<b>10,098</b>	<b>FYTD</b>	<b>507</b>	<b>13,265</b>

Library App - 2016-17 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
<b>July</b>	42,461	1.	Catalog	<b>January</b>	40,469	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	OverDrive
		4.	OverDrive			4.	Zinio
		5.	Library Locator			5.	Library Locator
<b>August</b>	51,441	1.	Catalog	<b>February</b>	35,100	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	Zinio
		4.	OverDrive			4.	OverDrive
		5.	Library Locator			5.	Library Locator
<b>September</b>	45,985	1.	Catalog	<b>March</b>	38,519	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	Zinio
		4.	OverDrive			4.	OverDrive
		5.	Library Locator			5.	Library Locator
<b>October</b>	41,177	1.	Catalog	<b>April</b>	29,836	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	OverDrive
		4.	OverDrive			4.	Zinio
		5.	Library Locator			5.	Library Locator
<b>November</b>	40,503	1.	Catalog	<b>May</b>	33,727	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	Zinio
		4.	OverDrive			4.	Library Locator
		5.	Library Locator			5.	OverDrive
<b>December</b>	35,733	1.	Catalog	<b>June</b>	35,731	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	Zinio
		4.	OverDrive			4.	OverDrive
		5.	Library Locator			5.	Library Locator
				<b>Total</b>	<b>470,682</b>		





## NOVI HISTORICAL COMMISSION

Wednesday, May 24, 2017 7pm  
Novi Library History Room

**Call to Order** 7:00pm

**Attendance:** Rachel Manela, Tammy-Lee Knopp, Kathy Crawford, Kim Nice, John MacInnis, Sue Giffor, Betty Lang,

**Approval of Agenda:** All Approved

**Approval of Minutes-April, 2017:** Motion: Tammy-Lee, 2<sup>nd</sup> by Kim Nice,  
APPROVED

**Communications:** NONE

**Library Liaison Report, Betty Lang**

**Upcoming Library/Friends Programs**

Saturday July 15<sup>th</sup> 1-2:30pm: Betty and David teaching a Genealogy Class

Thursday July 27<sup>th</sup> 7-8:30pm: Betty and David teaching Heritage Quest

**Local History Room Tour with Betty**

Learning about the room, what books are good to know about in the room, How to scan photos, how to search for things on the computer

**Save the Date: St. Anne's in Detroit: September 10<sup>th</sup> Celebrating French Culture in Michigan**

**Document Day 5/21 Re-cap**

Kathy Crawford brought in pictures of homes, farmland, family, small objects

Kathy is going to identify people and write a short history about the photos

Kathy Mutch came

**RE-CAP: War Dog Memorial program 5/11**

41 people in attendance

Person to Person announcements are effective

Facebook announcements

It was a really good program

Someone emailed Kathy Crawford saying; "it was the best program they had attended at the library"

**RE-CAP: Spring Palooza, 5/19**

Needed game and person to man booth, something geared towards families

Seemed like the audience was very different than past years

More family focused

Need to plan ahead more for this event



## NOVI HISTORICAL COMMISSION

Wednesday, May 24, 2017 7pm  
Novi Library History Room

### **NOVI PARKS FOUNDATION Meeting: Monday, 5/21**

Kathy Crawford and Julie Farkas attended, made the pitch for the Villa Barr program and if the Parks foundation is going to do an Art Park event, not to forget about the Library and the Historical Commission.

Kathy Crawford also made the pitch for paved pathways and benches for the cemeteries. Told the story of Agnes Carr, Sarah Carr, (died almost 200 years ago). Looking to tell the stories of these early settlers from the area.

The City is putting together cemetery plot maps

Foundation told Kathy Crawford just to bring

### **GOALS-2017 and beyond**

#### **Novi Cemetery Scavenger Hunt, Tammy-Lee**

#### **Historical Calendar for City's 50<sup>th</sup>, Tammy-Lee**

Tammy-Lee is working on both of these projects

Rachel needs to give some news clippings to Tammy-Lee

Tammy-Lee needs to figure out a format for the calendar

#### **Novi Fire Dept, John MacInnis & Kathy Mutch**

John went to the Fire Department and collected materials

Rachel already went through and digitized what was important

Rachel has also start creating a catalog of photos, news articles, cartoons

John returned the documents to the Fire Dept. and will try to get more

#### **Headstone Research, Kathy Crawford**

Kathy has not started, but has chosen to begin with the Goodall headstone/family

Does anyone else want to help with this?

Maybe choose one family every year to research?

#### **Correcting maps, John MacInnis**

Getting the map changed won't happen

Only one house was mis-labeled

Can we get a label printed to put in the brochures?

We need the city (graphic dept.) to print the labels and the Historical Commission will put the labels in the brochure

#### **Local business interviews in prep for 50<sup>th</sup>, Kim Nice**

Michigan CAT

Guernsey Farms

Novi Auto Parts

Filter Co. on Grand River

Need to speak with Skip Tuck



## **NOVI HISTORICAL COMMISSION**

**Wednesday, May 24, 2017 7pm  
Novi Library History Room**

### **HISTORICAL COMMISSION PROGRAMS FOR FALL:**

Discovering Michigan County by County: Barbara Vandermolen Sept. 28 @ 7:00pm  
Michigan Ghost Towns of Michigan, Alan Naldrett, Oct. 19 @ 7:00pm  
Stories, Songs and Dances of the Voyageur, Genot Picor November 9 @ 7:30pm

### **VILLA BARR**

Parks Foundation wants to put in a Pathway  
Artist in Residence, someone who can work and restore sculptures  
**Book Sales**  
**Villa Barr presentation**  
Julie Farkas is meeting with Margie to be the program presenter

### **DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Cabinet MANAGER**

Villa Barr, David Barr's books to promote the selling of the Villa Barr Book, with Kathy Mutch.

### **PAVILLION SHORES PHOTOS**

### **"ON THE ROAD" TRIP WITH KATHY AND GAIL, FRIDAY, APRIL 28**

Was a success, raised \$1,000 for the Library

### **WOODEN NICKELS**

Now in the Local History Room

### **CEMETERY CLEAN UP Saturday, June 10 9-11am**

Anyone who can go should go  
Wendy from the City will be overseeing the event

### **WEBSITE UPDATES new Facebook link/Instagram**

### **NEW BUSINESS/Other Business**

Receipt from Rachel Manela: 2week advertisement on Facebook for the War Dog Event, \$14.00,  
1,430 impressions on Facebook. Reimbursement: APPROVED

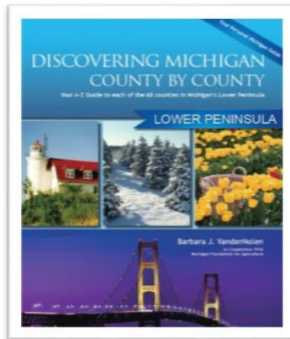
Clio- History App- Need to do more research

Kathy Crawford will give Walled Lake Casino Program for Senior Executive Club  
Members for Boards and Commissions will be interviewing in June, 2 new people for Historical  
Commission

### **NEXT MEETING: NOTE:, Wednesday, June 28 7pm**

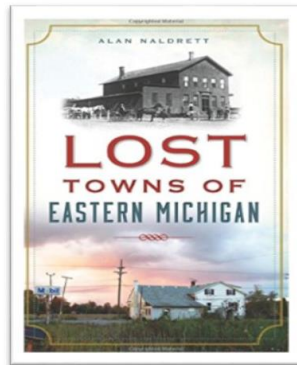
**Adjourn: 8:20pm**

# Novi Historical Commission 2017 Programs



**Thursday, September 28, 2017 7:00pm**  
**Discovering Michigan: A to Z guide to the 83 counties of the Great Lakes State**

Join **Barbra J. Vandermolen** as she takes us on a trip around Michigan learning about agriculture, boats, census statistics, and the zoo! Travel from Oakland, Wayne, and Macomb counties to Wexford, Manistee, Cheboygan, Luce and Marquette.



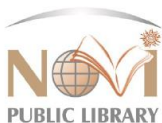
**Thursday, October 12, 2017 7:00pm**  
**Ghost Towns of Michigan**

Join **Alan Naldrett**, as he tells the stories of Michigan Boom Towns that did not survive to see the 21<sup>st</sup> century. From Belvidere, which sunk, and Singapore, which was buried by sand discover the stories of lost communities hidden in plain sight. Abandoned towns still crumble within Detroit's city limits, learn how places on the map can disappear.



**Thursday, November 9, 2017 7:30pm**  
**Stories, Songs and Dances of the Voyageur**

Join **Genot Picor**, a professional story teller and performer and travel back in time to learn about the story of an orphan from St. Denis, France who is recruited to work in the fur trade as an indentured servant who then departs on his adventure to the land of the "Mitchigaamii."



Registration Required - [Novilibrary.org](http://Novilibrary.org) - 248-349-0720





# Novi Historical Commission

## 2018 Programs



**Thursday, February 8, 2018 7:00pm**  
**"Thank God for Michigan" and it's  
Underground Railroad**

Join **Lois Sprengnether Keel**, librarian and performer, as she brings to life Liberetta Lerich Green one of Michigan's volunteers on the Underground Railroad. Learn the role our state played from the viewpoint of someone growing up in a southeastern Michigan family committed to abolition



**Thursday, March 29, 2018 7:00pm**  
**Petticoat Patriots:**

**How Michigan Women won the Vote**

Join **Dr. Caitlyn Perry Dial**, Executive Director of the Michigan Women's Hall of Fame, as she tells the story of how women in Michigan worked towards suffrage, giving women a chance to have their voices heard. Such as how the state's first bill on woman suffrage was defeated by one vote in 1866 or how one year later, the Michigan Legislature granted women taxpayers the right to vote for school trustees, but rejects total woman suffrage.



**Thursday, April 26, 2018 7:00pm**  
**Detroit and the War of 1812: Border Crossings**

Join **Joel Stone** from the Detroit Historical Society as he tells the story of American citizens, British subjects, French settlers, Native Americans, and African slaves and freedmen who routinely crossed the border while living and working together in the Detroit River region. That tranquility ended suddenly with the War of 1812.

This lecture is a companion to the latest book published by the Detroit Historical Society, "Border Crossings."



**Registration Required - [Novilibrary.org](http://Novilibrary.org) - 248-349-0720**



# Bits and Pieces

Vol. 8 Number 4

July 2017

## Important Actions Taken at July 14 Membership Meeting

If you were unable to attend the annual TLN membership Meeting and Picnic, here are some important actions you missed:

- Garrett Hungerford (Redford) replaces Patty Braden (Romulus) as At Large Representative and Steering Committee Chairman for 2018; Lori Coryell (Chelsea) and Andrea Dickson (Wixom) appointed as At Large Representative for 2018-2019
- Membership meeting dates set for October 6, 2017, March 2, May 4 and July 20, 2018 as the Annual Picnic to be hosted by the Commerce Township Community Library in the Dodge Park pavilion
- TLN offer to assist in rebuilding process for the William Faust Westland Public Library accepted by Mayor William Wild
- Membership votes in favor of adopting **Choose Civility** community-wide initiative modeled by the Howard County Library in Maryland as program focus for 2018
- Professional and continuing education workshops will be reviewed by the Steering Committee by type of presentation (live speaker, webinar) and topics with scheduling set for release in 2018

## TLN Provides Fee Reduction for Michigan Library Safety Program

The \$55 registration fee for the September 7 Michigan Library Safety Program, hosted by the Dearborn Centennial Library, has been reduced to \$25 for TLN members. You pay the full rate of \$55 and present a "Paid Receipt" to TLN for a \$30 rebate. Send rebate request to Jim Pletz at TLN or [jpletz@tln.lib.mi.us](mailto:jpletz@tln.lib.mi.us). Don't miss this opportunity to learn steps for dealing with challenging or threatening patrons, ways to make your library a safe space and ideas for working with community groups to create public events for everyone. The multiple sponsors for this workshop include Michigan Collaborative for Library Services (MCLS), Michigan Cooperative Directors Association (MCDA), Michigan Library Association (MLA), Michigan Academic Library Association (MiALA) and the Library of Michigan. For more information or to register go to [mcls.org/MI-safety-programs](http://mcls.org/MI-safety-programs).

## Michigan Activity Pass (MAP) – Year Ten

Hard to believe – MAP turned ten over the Memorial Day weekend. Now a fully digital service, patrons access MAP online. TLN is the first cooperative to have 100% library home page listing. It shows a difference as TLN contributed over 60% of MAP use in 2017. GREAT JOB – THANKS for the support of this statewide initiative.



## Library Board Calendar

### **2017**

#### **July 27**

#### **Library Board Regular Meeting**

August 10

Community Reads Book Unveiling

August 18

Staff In-Service, Library Closed

#### **August 24**

#### **Library Board Regular Meeting**

September 2

Library Closed

September 3

Library Closed

September 4

Holiday – Labor Day, Library Closed

#### **September 28**

#### **Library Board Regular Meeting**

#### **October 26**

#### **Library Board Regular Meeting**

#### **November**

#### **Annual Library Report – City Council Meeting, TBD**

#### **November**

#### **Strategic Planning Sessions-TBD**

November

Community Read, Novi Library

November 7

General Election Day

November 11

Holiday – Veteran's Day – Library Open

#### **November 16**

#### **Library Board Regular Meeting, Fox Run 7:00 p.m.**

November 22

Wednesday before Thanksgiving, Library Closes at 5 p.m.

November 23

Holiday – Thanksgiving, Library Closed

#### **December 20**

#### **Library Board Regular Meeting**

#### **December 20**

#### **Library Director – Mid-year Review**

December 24

Holiday – Christmas Eve, Library Closed

December 25

Holiday – Christmas, Library Closed

December 31

Holiday – New Year's Eve, Library Closed

January 1

Holiday—New Year's Day, Library Closed

#### **January**

#### **Budget Planning Session TBD**

#### **January 25**

#### **Library Board Regular Meeting**

#### **February**

#### **Budget Planning Session TBD**

#### **February 22**

#### **Library Board Regular Meeting**

#### **March 22**

#### **Library Board Regular Meeting**

#### **April**

#### **Budget presented to Council, TBD**

April 1

Holiday—Easter, Library Closed

April 8-14

National Library Week

April 21-28

Money Smart Week @ Library

#### **April 26**

#### **Library Board Regular Meeting**

- 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.