



Agenda

Novi Public Library Board of Trustees--Regular Meeting
 Thursday, September 26, 2019
 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, Melissa Agosta
2. Roll Call by Secretary, Kat Dooley
3. Pledge of Allegiance
4. Approval and Overview of Agenda 1-4
5. Consent Agenda
 - A. Approval of Regular Meeting Minutes
 - July 25, 2019 (did not have quorum at August 22, 2019 meeting for approval).....5-13
 - August 22, 2019..... 14-23
 - B. Approval of Claims and Warrants 24-27
6. Correspondence
 - A. Email from Marica Goffney, resident – re: library programs at NPL.....28
 - B. Letter from Mary Anne Adams, RSA President – re: meeting room usage.....29
 - C. Email from Johannes Elwardt, resident – re: guest concern.....30
 - D. Email from Karen Mosier, resident – re: library card renewal.....31
 - E. Thank you letter from City of Novi HR – re: Health & Wellness fair.....32
7. Presentation/Special Guest
 - A. April Stevenson, Department Head Information Services – Summer Reading 2019
8. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three minute time limit. This is not a question-answer session, 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
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 - A. Grant Award Letter to Lindsay Gojcaj, Teen Librarian.....35
10. President's Report (Melissa Agosta)
 - A. 2019-2022 Strategic Objectives (3 year plan)36
 - B. 2019-2020 Goals Update (July, October, January, April)N/A
11. Treasurer's Report (Geoffrey Wood)
 - A. 2019-2020 Library Budget Fund 268..... 38-40
 - B. 2019-2020 Contributed Fund Budget 269 41

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1.	Operating Agreement (draft 2).....	89-92
G.	Novi Historical Commission	N/A
H.	Bits & Pieces – TLN Report, September 2019.....	93
13.	Committee Reports	
A.	Policy Committee: Review current public policies for the Library (Michener–Chair, Agosta)	
	<ul style="list-style-type: none"> • Friends approved MOU on August 14, 2019; 2nd draft going to Library Board for approval on September 26, 2019. • Internal Policy Committee meetings with library staff will begin on October 7, 2019. <u>Committee consists of:</u> Julie Farkas, Marcia Dominick , Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect and Hillary Hentschel 	
B.	HR Committee: HR Policies, Director Review, Salary Study (Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)	
	<ul style="list-style-type: none"> • Staff satisfaction and strategic planning survey on hold until further notice. • Internal HR Committee meetings with library staff will begin on September 17, 2019. <u>Committee consists of:</u> Julie Farkas, Marcia Dominick , Lindsay Gojcaj, Kathleen Alberga, Jessie Schenk, Kirsten Malzahn, Christopher Nadeau 	
C.	Finance Committee: Financial plan based on building assessment review, Library endowment investigation (Wood- Chair, Messerknecht, Lawler)	
	<ul style="list-style-type: none"> • Director has a meeting date scheduled for Thursday, September 19, 2019 to discuss any options the City Finance Dept. could provide for the Library Endowment. • Tentative Committee Mtg. scheduled for: Monday, September 23, 2019 to discuss Endowment and Financial Policy. • Café is running smoothly. Café is running smoothly. Waiting on NCSD/Chartwells to grow service opportunities which will occur over the next few weeks based on equipment being delivered. A 4 hour training with Starbucks is scheduled for October 1, 2019, then a date will be determined for full-service, new hours and a Grand Opening. The café managers have arranged for their 2 transition students to begin work (Matthew and Hunter). These students will work with their coaches Wednesday – Friday. Final costs for the change-over to the new café lease will be provided in the October board packet, invoices are still pending. 	

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu – Chair, Michener, Dooley)

1. Information has been received from board members to move forward with a bingo game concept to get to know library board members. Dana Brataniec, Communications Coordinator, will begin to work on the details. Marketing Plan edits/suggestions have been coming in from the committee members.
2. Library/Community Events Attended by Library Board Members in the Last Month:
 - August 28th – State Fair Event: Agosta
 - September 10th – Hickory Woods Elem. Open House – Yu
 - September 13th – September Songfest – Agosta

E. Strategic Planning Committee:

(Dooley- Chair, Yu).

- Current Strategic Objectives Summary is provided. A promotional piece is being designed by Communications Coordinator, Dana Brataniec at this time.

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

(Messerknecht – Chair, Lawler, Wood)

- Novi Special Race Car – City staff reports they are looking to remove the car by October 31, 2019. The Library has offered the week of October 7-15th as there are no story time programs that week and less young guests/families may be using the space. Planning for an early move 6:00am – 1:00pm (with a late opening of the library on the date determined). Use of the East meeting room will occur as a main entrance back-up when the security gates are being dismantled for the move. There is a program planned for Wednesday, October 30th on the Novi Special. This program will take place at the Novi Civic Center (the car's new home) at 7:00pm.
- Library Café – Café is running smoothly. Waiting on NCSD/Chartwells to grow service opportunities which will occur over the next few weeks based on equipment being delivered. A 4 hour training with Starbucks is scheduled for October 1, 2019, then a date will be determined for full-service, new hours and a Grand Opening. The café managers have arranged for their 2 transition students to begin work (Matthew and Hunter). These students will work with their coaches Wednesday – Friday. Final costs for the change-over to the new café lease will be provided in the October board packet, invoices are still pending.
- Grounds – There was a meeting on August 15, 2019 to discuss some drainage issues on the north end of the library property. 3 vendors were in attendance to provide quotes for investigative work to determine the puddling that is occurring. Not all quotes have been received (1 still pending).
- Lending Library Kiosk – Request to Library Board to close on a Friday in early May 2020 (tentatively: May 1, 2020) for an All Staff Training Day instead of in August 2020 was approved at the August 22, 2019 meeting.

- LED Lighting – Work completed.
- Library Van –A meeting occurred on Thursday, September 12, 2019 to discuss a van wrap design for the new vehicle. Pricing will be submitted in the next month to review.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
- No report at this time.

14. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three minute time limit. This is not a question-answer session, 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

15. Matters for Board Action

- A. Approval of Operating Agreement with Friends of Novi Library and Novi Library Board of Trustees (2nd Draft).....89-92
- B. B4: Meeting Room Rental and Use (1st draft, Attorney reviewed – still pending based on questions from staff members).....N/A

16. Adjourn

Supplemental Information:

- Library Calendar 94

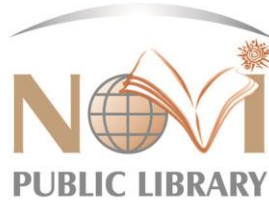
Future Events:

- Monday, October 7th: Library opening at 1pm due to morning renovation work
- Monday, October 7th: School Breakfast (reservation required by Board) at 7am, Novi Library
- Wednesday, October 9th: Friends of Novi Library regular meeting at 7pm, Novi Library
- Tuesday, October 15th: Authors LIVE Luncheon (ticked event) at 11:30am, Fox Run of Novi
- Wednesday, October 16th: Novi Historical Commission regular meeting at 7pm, Novi Library
- October 16-18, 2019: Michigan Library Association Conference in Novi, MI
- Thursday, October 24th: Library Board of Trustees regular meeting at 7pm, City of Novi

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
July 25, 2019**

DRAFT

1. Call to Order

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 Melissa Agosta, President, at 7:00 p.m.

2. Roll Call by Secretary, Kat Dooley

Library Board

Melissa Agosta, President
Craig Messerknecht, Vice President (absent and excused)
Geoffrey Wood, Treasurer
Kat Dooley, Secretary
Bill Lawler, Board Member (absent and excused)
Tara Michener, Board Member
Torry Yu, Board Member

Student Representatives

Mahek Nasser, Student Representative (departed at 7:56)
Tarun Tangirala, Student Representative (departed at 7:56)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the overview of the Agenda. Director Farkas requested to add item

15. D. Library Café Lease – 1st Draft – Attorney Reviewed. A hard copy was distributed for Trustees to review before the next Board Meeting.

1st—Tara Michener

2nd—Kat Dooley

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes

A motion was made to approve the Regular Meeting Minutes from June 27, 2019.

1st – Torry Yu

2nd – Tara Michener

The motion passed unanimously.

B. Approval of Claims and Warrants

A motion was made to approve the Claims and Warrant 580.

1st – Kat Dooley

2nd – Tara Michener

The motion passed unanimously.

6. Correspondence

A. July 15, 2019: Nextdoor Social Media Post by Resident, Darlene Friedman regarding library bioswales.

Trustee Dooley inquired whether the Library promotes any upcoming Library Events on Nextdoor. Director Farkas will connect with the City Communications Department for their assistance with this.

7. Presentation/Special Guest

A. Staff Recognition for 2019 Customer Service Award & Above and Beyond Award (see descriptions in the Director's Report)

Director Farkas recognized Library Staff employees for exceptional customer service. Please refer to pages 61-64 of the July Board Packet for a list of the staff members recognized. Director Farkas is thankful to all of the 70 employees of the Novi Public Library and all of the accomplishments achieved during FY 2018-2019.

B. Student Representatives Annual Presentation

Student Representatives, Mahek Nasser and Tarun Tangirala reviewed programs and attendees for FY 2018-2019. Also, the Student Representatives presented the 2019 and 2020 Teen Advisory Board (TAB) Goals.

C. Sue Johnson, Friends President – Check Presentation and Annual Update.

Friends President, Sue Johnson, presented the Fiscal Year End Review to the Library Board. Friend's graciously commits funds to the Novi Public Library Annually and through the Wish List.

Total direct contributions for FY 2018-2019 was \$29,141.

Booked for the Evening event is not scheduled for October 2019. Instead this highly anticipated event would occur in 2020; celebrating the 60th Anniversary of the Friends starting the Library and the 10th Anniversary of the Friends in the new building.

Friends pledged to contribute a generous \$29,700 to the Novi Public Library for FY 2019-2020.

President Agosta had the privilege of attending the Friends year-end meeting. President Agosta witnessed the energy, excitement, and dedication of all the Friends Board Members and their love and support of the Novi Library.

Trustee Dooley is excited to see that the revenue in the Book Nook increased. Additionally, Trustee Dooley revealed that The Book Nook is the only bookstore in Novi. The Book Nook is dedicated to donating and repurposing gently used books.

All Trustees were very thankful for the continued support and dedication of the Friends.

8. Public Comment

There was no public comment.

9. Student Representatives Report – June 2019

The Student Representative Report can be found on pages 18-20 of the July 25, 2019 Library Board packet.

Total participants in teen space for the 2018-2019 school year were 4,854. Trustee Yu inquired if the participant numbers for teen space for the school year were consistent with past years. Director Farkas explained that the number of participants dipped from last year. Advertising, marketing and the same outreach procedures were utilized. Director Farkas suggested there might be an opportunity to reach more teens with a new Café vendor, and the new iCube room. Teens attending the teen space are usually 9th and 10th graders. Trustee Yu recommended marketing the teen space program at school orientation.

Director Farkas thanked the Student Representatives for staying engaged during the summer months and encouraged them to enjoy their time until the end of August.

10. President's Report (Melissa Agosta)

A. Proposed Strategic Objectives summary document 2019-2022

Strategic Objectives can be found on page 21 of the July 25, 2019 Library Board packet. Trustee Dooley summarized the Strategic Objectives for 2019-2022 to the Library Board. Trustee Michener suggested a concise approach when preparing the document for the community. Additionally, Trustee Wood recommended a concise and broad approach. Trustee Yu recommended highlighting a strategic objective within each issue of the Engage Magazine. Trustee Dooley recommended providing public updates through video. Director Farkas was pleased with all recommendations and also wants to highlight the strategic objectives in the eNewsletter. Director Farkas is thankful to April Stevenson for her efforts in data collection for the Strategic Objectives.

B. 2018-2019 Library Goals

The FY 2018-2019 Library Goals are found on page 22 of the July 25, 2019 Library Board packet. This is the final time the Trustees will review the FY 2018-2019 goals.

C. 2018-2019 Goals Update (July, October, January, April)

The FY 2018-2019 Library Goals Update are found on pages 23-50 of the July 25, 2019 Library Board packet. Kindly review all the accomplishments of FY 2018-2019.

11. Treasurer's Report (Geoffrey Wood)

Treasurer Wood provided a printed summary of the Treasurer's Report.

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Library Fund 268 Budget can be found on page 57 of the July 25, 2019 Library Board packet.

- The 2018-2019 Library Fund 268 amended budget calls for revenue of \$3,043,355 and expenditures of \$3,076,480 consuming \$33,125 of the fund balance.

B. 2018-2019 Contributed Fund Budget 269

The 2018-2019 Contributed Fund 269 end of year Budget can be found on page 58 of the July 25, 2019 Library Board packet.

- The 2018-2019 Contributed Fund 269 end of year budget calls for revenue of \$46,164 and expenditures of \$133,473 consuming \$87,309 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report

The Library Fund 268 Expenditure and Revenue Report can be found on pages 55-57 of the July 25, 2019 Board packet.

- Revenue ending June 30, 2019 was \$3,122,771.
- Expenditures ending June 30, 2019 was \$2,789,716.

D. Contributed Fund 269 Expenditure & Revenue Report

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 58 of the July 25, 2019 Library Board packet.

- Revenue ending June 30, 2019 was \$77,688.
- Expenditures ending June 30, 2019 was \$112,334.

E. Balance Sheets for Fund 268 and 269

The Balance Sheet for Funds 268 and 269 can be found on pages 59 and 60 of the July 25, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of June 30, 2019 was \$2,237,606.
- Ending Fund Balance for Fund 269 as of June 30, 2019 was \$1,672,782.

12. Director's Report

The Director's Report can be found on pages 61-66 of the July 25, 2019 Library Board packet.

Staff members celebrating anniversaries in August are:

- Rebecca Powell – Librarian – 19 years
- Elizabeth Kopko – Supervisor– 9 years
- Jessie Schenk – Librarian – 6 years

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 67-68 of the July 25, 2019 Library Board packet. Ms. Rutkowski included information about the software and hardware available to the public in the iCube. Also, a picture of Library patron, Nicole is included on page 67. Nicole suggested the addition of the height adjustable workstations which are now located on the 2nd floor in the Library.

B. Facilities Report

The Facilities Report, created by Keith Perfect, can be found on pages 68-72 of the July 25, 2019 Library Board packet. Mr. Perfect included the May and June 2019 reports. On page 72 is a photo of the stencil Mr. Perfect created in the iCube to paint a description on the dedicated parking spots available to charge electronic vehicles.

C. Information Services Report

The Information Service Report is found on pages 73-74, prepared by April Stevenson. Raising a Reader has 310 active participants logging 100 books or more, 1,218 logs received to date and 37,000 books read this month (June). Director Farkas will get a total for the year for Raising a Reader.

D. Support Service Report

The Support Services report is found on page 75, prepared by Maryann Zurmuehlen. Items checked out in June are 74,527.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 76-84. Included are the Fiscal Year End Statistics numbers.

F. Friends of the Novi Library

The Friends of the Novi Library meetings of the Board of Director Minutes for May 8, 2019, June 12, 2019, and July 11, 2018 (from the annual meeting a year ago) can be found on pages 85-93 of the July 25, 2019 Board packet.

G. Novi Historical Commission

Included on page 94 is the Novi Historical Commission Agenda for the July 17, 2019 meeting. The next meeting is scheduled for August 21 at 7pm.

Question and Answer Session following the Directors Report:

- Director Farkas and the Trustees are considering a Friday afternoon or an evening in January or February for the FY 2020-2021 budget session.
- Trustee Dooley mentioned that the Booked for the Evening event needs to be removed from the 2019 Library Board Calendar.
- Trustee Michener inquired about the Novi School's Card Registration on page 75. Director Farkas said this comes out of central office and accommodates new families moving into the district completing paperwork.
- September is library card sign up. Director Farkas met with Superintendent Dr. Matthews. Director Farkas would like all district employees to receive a Library card at the end of August, when the educators return for the school year. Also, Director Farkas has a meeting with Mr. Gutman, Superintendent of Walled Lake Schools. Director Farkas is looking forward to working with the educators that serve Novi.
- Trustee Dooley suggested a future partnership with Novi schools utilizing Beanstack application for books read, which can unlock virtual rewards such as badges.
- Trustee Yu asked if an educator were to receive a Novi Library Card would they need to forgo their resident Library card. Director Farkas responded the educators would have access to everything available at the Novi Library and they would not be asked to relinquish their resident card.
- President Agosta acknowledged that it is the Libraries Fiscal Year end and took a moment to thank Director Farkas for the support she gives to the Library team and the Trustees as well as her work on the Financials and Goals.

13. Committee Reports

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

(Michener-Chair, Agosta)

- i. Board approved revised policy manual on June 22, 2017; committee will begin review work in fall 2019.
- ii. No action at this time

- iii. Director Farkas met with Sue Johnson and Carol Hoffman from Friends to go over the new draft of the Memorandum of Understanding (MOU) for Friends and Library Board. A few edits were proposed and will now be sent back to the attorney for final review. Friends will take the MOU to their August 14th meeting for approval, and then it will come to the Library Board for first draft review on August 22, 2019.
 - o Policy Manual Booklets were distributed to Trustees.
 - o Trustee Michener requested to be invited to future meetings with the Friends.

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

(Agosta – Chair, Dooley, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning survey on hold until further notice.
- Meeting held on Wednesday, July 17th at 5:00pm (Dooley, Agosta, Library Director Farkas, and Marcia Dominick) to discuss Library Director's salary compensation for expectations (score of 3) for further input from the Board for improvement for personal goals for 19/20.
 - o Trustee Agosta stated if Board Members are unable to attend the mid-year or year-end evaluation sessions to remember to please provide Director Farkas with the written evaluations.
- Trustee Agosta will be taking on the Chair role for the HR Committee as Trustee Wood already has a Chair role with Finance.

C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

(Wood – Chair, Messerknecht, Lawler)

- i. As of June 6th, received a draft of a Resolution to Establish Endowment Program and need to meet with the committee to review.
- ii. Finance Committee met on Thursday, July 11th at 8:00 pm to look at the first draft of the Resolution for Endowment. Committee asked Director Farkas to follow-up with City of Novi Finance Dept. for any input based on other city endowment programs as well as with members of the Novi Parks & Rec Foundation for any insight that they may have into an endowment program.
- iii. Based on April and May payments not received by café lease, Finance Committee recommended contacting the City Attorney for a letter to be drafted to Mr. Bernstein based on the pending issues. Director Farkas is waiting on a draft letter to Mr. Bernstein based on the pending issues. Director Farkas is waiting on a draft letter to be submitted to her by the attorney.
- iv. Committee was presented with a summary of 2019/2020 Library related budget information that is compiled annually by the City Finance Dept. All Board members received this information in hard copy for review and informational purposes.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley)

1. Committee meeting set for Monday, August 5th at 2:00pm to discuss the Library Board Bingo idea and future marketing needs for the Library.
2. Events attended by Library Board Members in the last month:
 - i. June 26th: Sizzling Summer-Yu
 - ii. July 10th: Sizzling Summer-Yu
 - iii. Friends of Novi Library Annual Meeting – Agosta
 - iv. July 11th: HR Training by Foster Swift for Library Board, Library Managers and Library HR (Agosta, Yu, Dooley, Messerknecht, Lawler, Farkas, Stevenson, Rutkowski, Zurmuehlen, Dominick)
 - v. July 13th: Car Show-Yu. There were 209 cars in attendance.
 - vi. July 17th: Sizzling Summer-Yu

E. Strategic Planning Committee: Annual review of current plan

(Dooley – Chair, Yu) Review completed in November 2017.

- Board received in email as well as hard copy (for informational purposes) a draft summary and the strategic planning data categorized in 7 areas of concentration: Collections/Electronic Resources, Technology, Marketing, Outreach/Services, Programming/Events, Building/Grounds and Staff Development. Director Farkas will be looking for any further additions/edits from the Board Members to the 1 page summary in order for the document to move to the design stage for staff/public communication.

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- Novi Special Race Car – City Council approved the budget and moving of the car from the Library. As of July 18, 2019 - nothing to report.
- Library Café – As of July 18, 2019: Payments for April and May for Café operations have not been received from Mr. Bernstein. A \$500 deposit is currently on hold for Mr. Bernstein to pick up pending payments made. At this time, the late payments violate the lease agreement. Finance Committee recommended contacting the City Attorney for a letter to be drafted to Mr. Bernstein based on the pending issues. Director Farkas is waiting on a draft letter to be submitted to her by attorney.
- Grounds- As of July 18, 2019: Drew Lathin, Bioswale vendor reports:
 - 1) Parking lot swale is in pretty good shape now. Apparently the heat got it cranking. There is good diversity in there and empty places are filling in.
 - 2) The swale just south of the parking lot is getting better. Seeds from plants last year are now germinating and filling back in.
 - 3) The swale to the west is still in the worst shape and not very good right now. If only we can keep the mowers from driving into them. Facilities team will follow-up with lawn vendor.

- Lending Library Kiosk- There is a meeting scheduled for August 21st. The date for the unveiling has been moved up and will likely occur in the middle of May due to the City's calendar. Request from Library Board to close on a Friday in early May 2020 (tentatively: May 1, 2020) for an All Staff Training Day instead of in August 2020.
- LED Lighting- As of July 18, 2019, the process to swap out the bulbs on the 2nd floor that experienced a ballast inconsistency has been initiated by the facilities team. No issues have been reported. The date of Wednesday, July 24 has been set to finalize the last few rows of lights that needed to be swapped out.
- Library Van- A meeting took place on July 11th with City Fleet Manager, Mike Ratigan to discuss the purchase of the library van. It will be a 2020 Transit Van. Same details as proposed at budget time were discussed. An added feature of an electronic start on the vehicle for \$500 was added. Total cost: \$27,598 plus the cost of \$2,000 for a wrap. At this time we have budgeted \$28,500. There may need to be a budget adjustment for this capital expense in 983,000.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
- No report at this time.

14. Public Comment

There was no public comment.

15. Matters for Board Action

- Consideration of 3 additional days for library closings in 2020 and moving In-Service closure to May 2020 instead of August 2020 to accommodate training for the Lending Library for all staff.
 - Statistics for the possible closures are included on page 65.
 - Trustee Wood commented that May is a month high school students would utilize the Library. Director Farkas is looking into the possibility of closing a half-day in order to accommodate the high school or other possibilities.
 - Trustees will review the dates for library closings and discuss at the August meeting.
- Motion to approve the Library Director's salary compensation for 2019-2020 based on Library Board's performance evaluation results, which were discussed in closed session on June 27, 2019.

A motion was made to approve the 2.5 percent increase effective July 1st, which is in line with the City standards and a .5 percent one-time bonus.

1st— Tara Michener

2nd— Geoff Wood

The motion passed unanimously.

C. B4: Meeting Room Rental and Use (1st draft, Attorney reviewed - still pending based on questions from staff members). The section highlighted in blue is an addition.

- Trustees will revisit this at the August Board meeting.

D. Library Café Lease (1st draft, Attorney reviewed).

- Trustees will revisit this at the August Board meeting.
- Trustee Yu requested an address correction on the document

16. **Adjourn**

A motion was made to adjourn at 8:49 p.m.

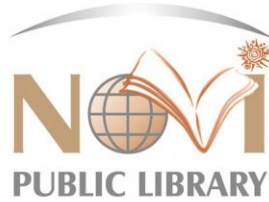
1st— Tara Michener

2nd—Torry Yu

The motion passed unanimously.

Kat Dooley, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
August 22, 2019**

DRAFT

17. Call to Order

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, Vice President, at 7:02 p.m.

18. Roll Call by Library Bookkeeper, Barbara Cook

Library Board

Melissa Agosta, President (absent and excused)
Craig Messerknecht, Vice President
Geoffrey Wood, Treasurer (absent and excused)
Kat Dooley, Secretary (absent and excused)
Bill Lawler, Board Member
Tara Michener, Board Member
Torry Yu, Board Member

Student Representatives

Mahek Nasser, Student Representative (absent and excused)
Tarun Tangirala, Student Representative (departed at 7:14pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

19. Pledge of Allegiance

The Pledge of Allegiance was recited.

20. Approval and Overview of Agenda

A motion was made to approve the overview of the Agenda. Director Farkas requested to add item

15. F. Discussion and possible approval of the Surplus, currently showing in personnel service, from 2018-19 to be applied to Defined Benefit Contribution.

1st—Bill Lawler

2nd—Tara Michener

The motion passed unanimously.

21. Consent Agenda

A. Approval of Regular Meeting Minutes

Vice President Messerknecht abstained from voting on the July 25, 2019 Meeting Minutes since he did not attend the July Meeting. Therefore, the Board of Trustees is not able to make quorum. The July 25, 2019 Meeting Minutes will be included in the September Board packet for trustees to approve.

B. Approval of Claims and Warrants

Trustee Lawler inquired about the payment to LinkedIn. LinkedIn acquired Lynda.com. The annual payment is for access to Lynda.com, an educational website that offers lessons on applications, technologies and skills for success in the workplace.

A motion was made to approve the Claims and Warrant 581.

1st – Tara Michener

2nd – Torry Yu

The motion passed unanimously.

22. Correspondence

A. Comment card from John Martin Re: Program

B. Comment card from Joanne Rudy Re: Program

C. Comment card from Sophia Zhao Re: Safety concern in youth area

23. Presentation/Special Guest

A. N/A

24. Public Comment

Venkat Thalla, a Novi Resident of 21 years and an IT Professional of 35 years presented agile methodology to the Library Board of Trustees. Mr. Thalla noted that globally industry is changing to agile methodology.

25. Student Representatives Report – (provided by Lindsay Gojcaj for July 2019)

The Student Representative Report can be found on pages 20-22 of the August 22, 2019 Library Board packet. Trustee Lawler asked who administers the SAT practice test. Director Farkas said there are qualified testing companies in the community who partner with the Library.

Director Farkas informed the Board that Information Services Librarian, Lindsay Gojcaj won the 2019 Young Adult Services Symposium stipend from the Young Adult Library Services Association (YALSA). The details of this stipend can be found on page 23 of the August 22, 2019 Library Board packet. Vice President Messerknecht and the Board send their congratulations to Mrs. Gojcaj.

26. President's Report

A. 2019-2022 Strategic Objectives (3 year plan)

The Strategic Objectives can be found on page 24 of the August 22, 2019 Library Board packet.

B. 2019-2020 Goals Update (July, October, January, April)

The 2019-2020 Goals will be reviewed at the October Meeting.

27. Treasurer's Report

The Treasurer's Report was summarized by Vice President, Craig Messerknecht. Vice President Messerknecht summarized FY 2018-2019 budgeted revenue and expenditure amounts for the Board. Additionally, Mr. Messerknecht informed the Board that the current unaudited FY 2108-2019 activity reflects an expected increase in the fund balance.

A. 2019-2020 Library Budget Fund 268

The 2019-2020 Library Fund 268 Budget can be found on pages 26-28 of the August 22, 2019 Library Board packet.

- The 2019-2020 Library Fund 268 budget calls for revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the fund balance.

B. 2019-2020 Contributed Fund Budget 269

The 2019-2020 Contributed Fund 269 Budget can be found on page 29 of the August 22, 2019 Library Board packet.

- The 2019-2020 Contributed Fund 269 budget calls for revenue of \$39,500 and expenditures of \$75,250 consuming \$35,750 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report

The Library Fund 268 Revenue and Expenditure Report can be found on pages 30-33 of the August 22, 2019 Board packet.

- Revenue ending July 31, 2019 was \$33,758.43.
- Expenditures ending July 31, 2019 was \$188,769.15

D. Contributed Fund 269 Expenditure & Revenue Report

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 33 of the August 22, 2019 Library Board packet.

- Revenue ending July 31, 2019 was \$1,115.35.
- Expenditures ending July 31, 2019 was \$197.77.

E. Balance Sheets for Fund 268 and 269

The Balance Sheet for Funds 268 and 269 can be found on pages 34 and 35 of the August 22, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of July 31, 2019 was \$1,994,449.42.
- Ending Fund Balance for Fund 269 as of July 31, 2019 was \$1,677,004.16.

Trustee Lawler inquired if the approximate \$200,000 increase to the fund balance from FY 2018-19 activity was expected. Director Farkas said no it was not expected the Library experienced savings in utilities and personnel. Also, additional revenues occurred after the initial budget projections.

28. Director's Report

The Director's Report can be found on pages 36-73 of the August 22, 2019 Library Board packet.

Staff members celebrating anniversaries in September are:

- Mary Robinson – Information Services – 14 years
- Dominic Doot – Information Technology– 8 years
- Yolanda Hockaday-Dennis – Information Services - 4 years
- Christopher Nadeau – Support Services – 1 year

Directors Report Summary

- The Trustees and the Director discussed possible dates for the 2020-2021 Budget Sessions. Possible dates discussed are Thursday, January 9th, 4-7pm for the first session and Tuesday, January 21st, 4-7pm for the second session. The January Board Meeting is scheduled for Thursday, January 23.
- Director Farkas will be attending the Public Library Association Conference on February 27th. Therefore, the February 27th Board meeting will need to be rescheduled to another date in February.
- Page 38 features the Future of NPL and its partnership with the Novi Community School District. All 927 employees of the District will receive a Library card. Also, Novi students in grades k-6 will have the opportunity to receive a library card. Director Farkas thanked Trustee Michener for hosting the pilot program at Deerfield Elementary.
- Page 39 is a picture of a designed magnet that will be distributed to k-6 students. This magnet explains all the different databases that are pertinent to that age group and how they can explore and use them through the Library.
- Page 43 is the Staff in Service Day Agenda.
- Page 48 is the Customer Service initiative: Be Our Guest. Changing from Library Patron to Guest. Trustee Michener mentioned that guest implies more hospitality and she is pleased with this approach. Vice President Messerknecht is also pleased with this approach.
- Page 55 is the campaign to Go Green.
- Page 56 is demographics of Library staff as requested by the HR Committee.
- Page 57 is the Organization Chart.
- Page 71 is the State Librarian's Excellence Award Submission for 2019 as submitted by April Stevenson, Head of Information Services.
- Page 73 is the update on the eNable project.
- Page 98-102 is the Library's August newsletter.
- Page 103 is a flyer for the September Songfest planned for Friday, September 13.
- Page 104 is a flyer for the 10th Annual Community Reads planned for November 13.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 74-75 of the August 22, 2019 Library Board packet. Members of the eNable Committee attended the Maker Faire in Detroit. Upgrades to the iCube include the FastFoto High Speed Photo and Document Scanner.

B. Facilities Report

The Facilities Report, created by Keith Perfect, can be found on pages 76-77 of the August 22, 2019 Library Board packet. Mr. Perfect provided preliminary costs to prepare the café for the new renters.

C. Information Services Report

The Information Service Report is found on pages 78-83, prepared by April Stevenson. Raising a Reader has 331 active participants logging 100 books or more, 1,281 logs received to date and 42,000 books read this month (July).

Estimated Summer Reading numbers are at least 2,500 readers and over 65,000 books read.

D. Support Service Report

The Support Services report is found on page 84, prepared by Maryann Zurmuehlen. Items checked out in July are 82,118.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 85-93.

F. Friends of the Novi Library – Draft 1 of Operating Agreement

The Memo of Understanding between the Novi Public Library and the Friends of the Novi Library was approved by the Friends at the Friends August Meeting.

G. Novi Historical Commission

N/A

29. Committee Reports

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

(Michener-Chair, Agosta)

- i. Board approved revised policy manual on June 22, 2017; committee will begin review work in fall 2019.
- ii. No action at this time
- iii. Friends will take the MOU to their August 14th meeting for approval, then it will come to the Library Board for first draft review on August 22, 2019.
- iv. Internal Policy Committee meetings with library staff will begin in September to start the review of current policies. A call for staff volunteers was made.

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

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning survey on hold until further notice.
- Based on requests from Library Board members, the Library's current organizational chart and staff information is being provided (see Director's report)
- July 24, 2019: Library Director and Marcia Dominick met with City of Novi Head of HR, Tia Gronlund-Fox to discuss ways to attract qualified candidates for library positions. Some new language for library applications was considered based on what the City provides. We will be investigating the City's online job application process.
- Internal HR Committee meetings with library staff will begin in September to start the review of the current policies. A call for staff volunteers was made.
 - None of the Trustees on the HR Committee were present at this Board Meeting

C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

(Wood – Chair, Messerknecht, Lawler)

- i. As of June 6th, received a draft of a Resolution to Establish Endowment Program and need to meet with the committee to review.
- ii. Finance Committee met on Thursday, July 11th at 8:00 pm to look at the first draft of the Resolution for Endowment. Committee asked Director

Farkas to follow-up with City of Novi Finance Dept. for any input based on other city endowment programs as well as with members of the Novi Parks & Rec Foundation for any insight that they may have into an endowment program. 2 attempts to hold a meeting with Carl Johnson, Head of Finance for City of Novi have been made. No meeting action to date.

- iii. Letter was sent to Mr. Bernstein for request of final payments for April and May of 2019. Mr. Bernstein opted to waive receiving the \$500 deposit which would have equaled the final payments as well as an approximate \$30 check in excess was submitted. The City Attorney is looking into the legal rights to the café name in order for the Library to continue its use.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley)

- 3. Committee met on Monday, August 5th at 2:00pm to discuss the Library Board Bingo idea and future marketing needs for the Library.
 - o Trustee Yu is compiling fun facts about the Trustees
 - o The Committee discussed social media and how to increase presence on social media.
 - o The Committee discussed ways Trustees can share books they are reading with the community.
 - o Director Farkas commented that the Library received approval for Nextdoor.
- 4. Library/ Community Events attended by Library Board Members in the last month:
 - i. July 24th : Sizzling Summer-Yu
 - ii. July 31st : Sizzling Summer-Yu
 - iii. August 7th : Sizzling Summer – Yu
 - iv. August 14th : Sizzling Summer – Yu
 - v. August 15th : Staff Awards Dinner - Agosta

E. Strategic Planning Committee: Annual review of current plan

(Dooley – Chair, Yu) Review completed in November 2017.

- Current Strategic Objectives Summary is provided. A promotional piece is being created by Communications Coordinator, Dana Brataniec at this time.

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

(Messerknecht – Chair, Lawler, Wood)

- Novi Special Race Car – City staff reports they are looking to remove the car by October 31, 2019. Meetings have been set to discuss the moving plan. The Library has offered the week of October 7-15th as there are no story time programs that week and less young guests/families may be using the space. Planning for an early move 7:00 am -10:00 am if possible so as not to interrupt library services.
 - o Director Farkas added that when the car is moved the Library will need to plan for a late opening on that date.

- o Trustee Yu asked what the future plans are for the space once the car is moved. Director Farkas said the 2020-2021 Budget will include a design concept for renovation of this area.
- i. Library Café – Letter was sent to Mr. Bernstein for request of final payments for April and May of 2019. Mr. Bernstein opted to waive receiving the \$500 deposit which would have equaled the final payments as well as an approximate \$30 check in excess was submitted. The City Attorney is looking into the legal rights to the café name in order for the Library to continue its use.
- Grounds- There was a meeting on August 15, 2019 to discuss some drainage issues on the north end of the library property. Three (3) vendors were in attendance to provide quotes for investigative work to determine the puddling that is occurring.
- Lending Library Kiosk- There is a meeting scheduled for August 21st. The date for the unveiling has been moved up and will likely occur in the middle of May due to the City's calendar. Request from Library Board to close on a Friday in early May 2020 (tentatively: May 1, 2020) for an All Staff Training Day instead of in August 2020.
- LED Lighting – As of July 18, 2019, the process to swap out the bulbs on the 2nd floor that had experienced a ballast inconsistency has been initiated by the facilities team. No issues have been reported. The date of Wednesday, July 24 has been set to finalize the last few rows of lights that needed to be swapped out.
- Library Van- A meeting took place on July 11th with City Fleet Manager, Mike Ratigan to discuss the purchase of the library van. It will be a 2020 Transit Van. Same details as proposed at budget time were discussed. An added feature of an electronic start on the vehicle for \$500 was added. Total cost: \$27,598 plus the cost of \$2,000 for a wrap. At this time we have budgeted \$28,500. There may need to be a budget adjustment for this capital expense in 983,000.
 - o Trustee Lawler inquired if there are Library employees authorized and insured to drive the van. Director Farkas said yes and the Library will be looking to hire a van driver in the winter. This is a standard van that does not require a CDL.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- i. Bylaw revisions were approved at the March 28, 2019 meeting.
- ii. No report at this time.

30. Public Comment

Venkat Thalla thanked the Board for serving the community in an excellent manner. Mr. Thalla reviewed the Library's Mission Statement, Motto and proclamation. Mr. Thalla suggested to add "Interact" to the current Library Motto. Inform. Inspire. Include.

31. Matters for Board Action

- A.** Approval of Library Board 2020-2021 Budget Session dates and no meeting on February 27, 2020.

A motion was made to approve Budget Session dates of Thursday, January 9th, 4-7pm for the first budget session, and Tuesday, January 21st, 4-7pm for the second budget session (if needed) and finalize the budget at the January 23rd Board Meeting.

1st-Tara Michener

2nd- Torry Yu

The motion passed unanimously.

A motion was made to cancel the February 27 Board Meeting and to reschedule at a later time that is to be determined.

1st-Tara Michener

2nd- Bill Lawler

The motion passed unanimously.

- B.** Approval of three (3) additional days for Library closings in 2020 and moving In-Service closure to May 2020 instead of August 2020 to accommodate training for the Lending Library for all staff.

Trustee Lawler recommends surveying the Library guests to get their feedback on the future Library closings that occur around the Holidays.

Trustee Michener received verification from Director Farkas that these requests are one-time closures.

Trustee Yu inquired if a half-day in-service is still an option. Director Farkas prefers a full day based on past agenda's.

A motion was made to close the Library on July 5, 2020.

1st— Tara Michener

2nd— Bill Lawler

The motion passed unanimously.

A motion was made to close the Library December 26 and December 27, 2020 (only) with other further years discussed with input from Library guests.

1st-Bill Lawler

2nd-Torry Yu

The motion was opposed by Trustee Michener and did not pass unanimously, therefore the Library will remain open on December 26 and 27, 2020.

A motion was made to move the staff in-service day, which is normally in August, to a Friday in May 2020 to accommodate all staff training which includes Library kiosk training.

1st-Torry Yu

2nd-Tara Michener

The motion passed unanimously.

- C. Approval of Library Café lease with Novi Community School District (NCSD) and Compass Group USA, Inc. (Chartwells Division) – (2nd Draft). Director Farkas distributed the newest version of the lease to the Trustees and noted changes. Director Farkas informed the Trustees that the Library would invoice the café monthly.

A motion was made to approve the Library Café lease with NCSD and Compass Group USA, Inc. (Chartwells Division) with minor changes.

1st-Tara Michener

2nd- Bill Lawler

The motion passed unanimously.

Trustee Lawler inquired if the café will be open early on election days. Director Farkas replied it is their option to open early, but they seemed very interested in being available and open.

- D. Approval of Operating Agreement with Friends of Novi Library and Novi Library Board of Trustees (1st Draft)
The Operating Agreement with Friends of Novi Library will be brought back to the September 2019 Board Meeting.
- E. B4: Meeting Room Rental and Use (1st draft, Attorney reviewed – still pending based on questions from staff members). The Meeting Room Rental and Use will be brought back to the September 2019 Board Meeting.
- F. Discussion and possible approval of the surplus, currently showing in Personnel Service, from 2018-19 to be applied to Defined Benefit Contribution.

Vice President Messerknecht explained to the Board this request is essentially prepaying Defined Benefit Contribution for FY 2019-2020 from the surplus in operations from FY 2018-2019. Currently, the Library is about \$240,000 (unaudited) in the positive with the 268 Budget. Expensing \$40,000 to pay for the Defined Benefit Contribution decreases the surplus from approximately \$240,000 to \$200,000.

Director Farkas shared her email from the City Finance Department with Trustee Michener which discusses the Defined Benefit Contribution.

A motion was made to approve the prepaying of the Defined Benefit Contribution, as directed by the City of Novi, for this year only for \$40,124.98.

1st- Bill Lawler

2nd-Tara Michener

The motion passed unanimously.

32. **Adjourn**

A motion was made to adjourn at 8:46 p.m.

1st—Tara Michener

2nd—Torry Yu

The motion passed unanimously.

Craig Messerknecht, Vice President

Date

Warrant 582	268 Accounts	September 2019	
Payable to	Invoice #	Account number	Amount
Global Office Solutions		268-000.00-727.000	\$ 1,007.81
Quill		268-000.00-727.000	\$ 1,173.09
UPS (08/22/19)		268-000.00-728.000	\$ 68.27
Canva.com		268-000.00-734.000	\$ 119.40
VidCom Solutions Inc.		268-000.00-734.000	\$ 132.50
Provantage (08/21/19)		268-000.00-734.000	\$ 1,734.00
Amazon		268-000.00-734.500	\$ 499.96
CDW (08/20/19)	flash drives	268-000.00-734.500	\$ 125.25
CDW (09/05/19)	Maxwell Airbuds	268-000.00-734.500	\$ 93.00
Amazon	labels	268-000.00-740.000	\$ 39.55
Computype, Inc.	CD DVD holders	268-000.00-740.000	\$ 823.49
Demco (08/01/19)	custom printed labels fabric	268-000.00-740.000	\$ 1,282.13
Midwest Tape (08/21/19)	blue ray and single cases	268-000.00-740.000	\$ 383.96
Amazon		268-000.00-742.000	\$ 1,023.85
Barnes& Nobles (08/19/19)		268-000.00-742.000	\$ 476.00
Brodart (07/23/19)		268-000.00-742.000	\$ 13,595.23
Center Point Large Print		268-000.00-742.000	\$ 115.05
Gale/Cengage		268-000.00-742.000	\$ 745.40
Library ideas (08/06/19)	outreach	268-000.00-742.000	\$ 2,107.20
World Book Inc. (08/26/19)		268-000.00-742.000	\$ 412.20
Midwest Tape		268-000.00-744.000	\$ 13,464.31
Overdrive		268-000.00-744.000	\$ 6,110.45
The Library Network (08/08/19)	08/01/19-07/21/20	268-000.00-744.000	\$ 9,476.50
Amazon		268-000.00-745.200	\$ 289.60
Midwest Tape		268-000.00-745.200	\$ 5,793.18
ProQuest	Ancestry Library	268-000.00-745.300	\$ 1,891.76
Spectrum (08/02/19)	8/1/19-8/31/19; Spectrum receiver;	268-000.00-801.925	\$ 46.13
Merchant Billing Statement		268-000.00-802.100	\$ 972.49
Foster Swift		268-000.00-806.000	\$ 260.00
Foster Swift	FY 2018-2019	268-000.00-806.000	\$ 8,064.00
Foster Swift	FY 2019-2020	268-000.00-806.000	\$ 1,926.00
Rosati, Schultz, Joppich, Amtsb	through July 31, 2019	268-000.00-806.000	\$ 588.00
Rubbish	Aug-19	268-000.00-808.100	\$ 104.92
Michigan Library Association	renewal through 8/31/20	268-000.00-809.000	\$ 85.00
Rotary Club of Novi	Dues	268-000.00-809.000	\$ 200.50
H&K Janitorial Service, Inc.	July Cleaning	268-000.00-817.000	\$ 4,060.67
AT&T (06/13/19)		268-000.00-851.000	\$ 346.91

T Mobile (07/21/19)		268-000.00-851.000	\$ 320.48
Telnet (07/15/19)		268-000.00-851.000	\$ 425.74
Verizon (08/28/19)		268-000.00-851.000	\$ 419.03
Fuel Charges		268-000.00-861.000	\$ 35.82
Big Frog (08/15/19)		268-000.00-880.000	\$ 141.93
Gordon Good Service (07/30/19)	Sizzling Summer	268-000.00-880.000	\$ 39.96
Global		268-000.00-880.000	\$ 135.01
Metcom (08/06/19)	patron card/key tag	268-000.00-880.000	\$ 765.33
Municipal Web Services (8/5/19)		268-000.00-880.000	\$ 821.50
Printnology (09/02/19)	FYI resources	268-000.00-880.000	\$ 2,264.40
Red Olive (09/04/19)	Older Adult Ser. Directors Meeting	268-000.00-880.000	\$ 53.00
SamsClub (09/04/19)	Older Adult Directors Meeting;	268-000.00-880.000	\$ 32.96
Amazon (07/08/19)		268-000.00-880.268	\$ 295.60
Discount School Supplies	craft expenses	268-000.00-880.268	\$ 219.74
Getaway Tours (08/29/19)	On the Road; 10/18/19;	268-000.00-880.268	\$ 795.00
Global Office Solutions (07/31/19)		268-000.00-880.268	\$ 24.07
Gordon Food Service (08/24/19)		268-000.00-880.268	\$ 103.85
Hobby Lobby (08/15/19)		268-000.00-880.268	\$ 21.73
Hol Out Golf Shop (08/3/19)	Golf Outing	268-000.00-880.268	\$ 280.00
Marca Pettibone (08/07/19)	Experience Culture: 08/17/19	268-000.00-880.268	\$ 500.00
MakeAPlat (08/22/19)	plates	268-000.00-880.268	\$ 643.08
Mutch, Kathleen		268-000.00-880.268	\$ 100.00
Panera Bread (08/03/19)		268-000.00-880.268	\$ 200.00
Plate Days (8/13/19)	cash received from participants	268-000.00-880.268	\$ (736.00)
Sam's Club (08/01/19)		268-000.00-880.268	\$ 24.86
Schenk, Jessie (08/22/19)		268-000.00-880.268	\$ 100.00
Scholastic (08/07/19)	Book Collections	268-000.00-880.268	\$ 200.00
Silberman, David (08/14/19)	Trivia Night reimbursement	268-000.00-880.268	\$ 45.00
Speedway (08/03/19)	ice for golf outing	268-000.00-880.268	\$ 6.57
Starbucks (08/03/19)		268-000.00-880.268	\$ 200.00
Target (08/15/19)		268-000.00-880.268	\$ 254.49
Visions (8/13/19)	Native American Documentary	268-000.00-880.268	\$ 200.00
Walmart (08/01/19)		268-000.00-880.268	\$ 143.39
Wawrzaszek, Jeff (08/22/19)	NEF/NPL pancake breakfast;	268-000.00-880.268	\$ 350.00
Millennium Business Systems		268-000.00-900.000	\$ 979.28
Vista Print (08/13/19)	business cards	268-000.00-900.000	\$ 24.97
Consumers Energy	07/13/19-08/09/19	268-000.00-921.000	\$ 219.38
DTE		268-000.00-922.000	\$ 10,364.40
Aero Filter		268-000.00-934.000	\$ 641.43
Allied Eagle		268-000.00-934.000	\$ 930.71
Cintas	café; tile clean; Grout sealing;	268-000.00-934.000	\$ 3,212.86

Dalton (08/02/19)	Quarterly Carpet; Youth Furniture	268-000.00-934.000	\$ 2,025.00
Home Depot (08/09/19)		268-000.00-934.000	\$ 127.94
Lawson Products		268-000.00-934.000	\$ 128.66
Lyon Mechanical		268-000.00-934.000	\$ 6,332.49
North Star Mat Service	07/04/19-07/25/19	268-000.00-934.000	\$ 148.00
Orkin (09/04/19)	Service Date 08/13/19	268-000.00-934.000	\$ 69.50
Restroom Direct (08/27/19)		268-000.00-934.000	\$ 319.00
Schindler Elevator Corp		268-000.00-934.000	\$ 725.91
Uline		268-000.00-934.000	\$ 495.87
Brien's Services		268-000.00-941.000	\$ 3,166.00
C&J Parking Lot Sweep	July 31, 2019	268-000.00-941.000	\$ 55.00
Corrigan Record Storage	8/01/19-8/31/19	268-000.00-942.100	\$ 23.98
Benito's (08/16/19)	Staff in Service Lunch Expense; 08/16/19	268-000.00-956.000	\$ 182.76
Brush, Emily	workshops/conferences	268-000.00-956.000	\$ 63.10
Dominick, Marcia (08/16/19)	reimbursement; staff in -service	268-000.00-956.000	\$ 37.44
Eventbrite.com	Digipalooza; Toronto; 8/9/19	268-000.00-956.000	\$ 59.00
Kimpton Saint George Hotel	hotel expense; Digipalooza	268-000.00-956.000	\$ 523.92
Red Olive (08/16/19)	Staff In Service; 8/16/19	268-000.00-956.000	\$ 90.00
Robinson, Mary	Henry Ford Dearborn conference	268-000.00-956.000	\$ 32.48
Robinson, Mary (08/14/19)	Digipalooza 2019 expenses	268-000.00-956.000	\$ 68.24
Sams Club (08/15/19)	Staff in Service; food	268-000.00-956.000	\$ 162.76
Suburban Library Cooperative	Homelessness Training; 9/11/19	268-000.00-956.000	\$ 100.00
Sheraton Memphis Hotel	11/1/19-11/3/19; Memphis; YALSA	268-000.00-956.000	\$ 308.51
The Library Network (8/9/19)	TLN Forum Registration	268-000.00-956.000	\$ 120.00
Millennium Business Systems		268-000.00-942.000	\$ 987.50
Petty Cash (Postage)		268-000.00-728.000	\$ 26.88
Petty Cash (Operating Supplies)		268-000.00-740.000	\$ 8.83
Petty Cash (Community Promo.)		268-000.00-880.000	\$ 3.32
Petty Cash (Programming)		268-000.00-880.268	\$ 71.47
Petty Cash (Building Maint.)		268-000.00-934.000	\$ 7.20
Petty Cash (Conferences)		268-000.00-956.000	\$ 70.26
TOTAL			\$ 121,978.35

Warrant 582	269 Accounts	September 2019	
Payable to	Invoice #	Account number	Account total
Amazon	RAR; people in neighborhood;	269-000.00-742.229	\$ 20.35
Amazon	RAR; Various Books	269-000.00-742.229	\$ 203.35
Amazon	RAR; Various Books	269-000.00-742.229	\$ 209.29
Global	RAR; labels	269-000.00-742.229	\$ 45.33
Oriental Trading	RAR; bumble bee puppets	269-000.00-742.229	\$ 41.76
Sam's Club	Scrapbook; 9/7/19	269-000.00-742.232	\$ 89.36
Amazon	iCube; leather craft tool; sewing	269-000.00-742.233	\$ 13.98
Amazon	iCube; cricket loom	269-000.00-742.233	\$ 344.68
Amazon	iCube; staples	269-000.00-742.233	\$ 2.60
Farkas, Julie	Reimburse; mailing of 3-d hand	269-000.00-742.233	\$ 35.25
JoAnn	iCube; craft exp.; t-shirts; glitter	269-000.00-742.233	\$ 64.52
My Intent.Org	iCube ; Maker Kit; Tools Expense	269-000.00-742.233	\$ 120.00
Steve & Rocky's	Staff Appreciation; Dinner	269-000.00-742.236	\$ 765.50
Petty Cash (Technology)	eNable	269-000.00-742.233	\$ 9.45
Petty Cash (Staff Recognition)	Staff In Service	269-000.00-742.236	\$ 35.49
TOTAL			\$ 2,000.91

Patron Comments

From: Marcia Goffney

Sent: Monday, September 02, 2019 8:52 PM

Subject: Re: Novi Public Library Newsletter - September 2019

Good day, Julie and Gail. I want you both to know how well the cultural awareness programs are being received in the community. They are informative and fun. I was amazed at the number of questions asked during the recent native american presentation. Kudos and thanks to both of you.

Best Regards

Marcia Goffney

Thank you so much Marcia!

Gail has done a fantastic job looking for cultural talents that are teaching and entertaining our library guests. We are so happy that you are enjoying these programs.

Hope you have a great day!

Julie



FROM THE DESK OF THE PRESIDENT

September 12, 2019

Julie Farkas, Director
Novi Public Library
45255 W. 10 Mile Road
Novi, MI 48375

Dear Julie,

On behalf of the Michigan Education Association Retired Staff Association (RSA), I want to thank you for sharing your facility with us for our regional meeting on Thursday, August 29. The Novi Public Library is a lovely facility and we were grateful to be able to hold our gathering there. Our site coordinators, Nyda Barrix and Karen Murray, were very appreciative of the assistance from the staff which certainly made their job much easier.

Again, our thanks to you.

Sincerely,

A handwritten signature in blue ink that reads "Mary Anne Adams". The signature is written in a cursive, flowing style.

Mary Anne Adams
RSA President

Email from: Johannes Elwardt
Date: September 13, 2019

Dear Mrs. Farkas,
My family and I are really enjoying coming to your library. You provide excellent service and we appreciate the possibilities you offer. On Thursday morning (11am) I was puzzled that a visitor was granted entrance to the library carrying an open weapon. He was obviously not a law enforcement officer. I really think that you do not need to bring a weapon into your library as a customer and felt very uncomfortable with the situation.
Please reconsider your policy.
Best regards,
Johannes Elwardt

Fr., 13. Sep. 2019, 15:22:

Hello Johannes!

Thank you for your email!

I would love the opportunity to speak with you further about your concern. I will be back in the office on Monday morning. Is there a good time to connect? What is a good number to reach you at?

Thank you!

Julie

Phone conversation on Monday, September 16, 2019

I assured Johannes that there was no threat to the library. I shared with Johannes that I agree with his concerns and wished the library did not fall under the legislation that is does for allowing open carry in a public library. Unfortunately, the library does not share the same legislation as a school district. I referred to a similar incident with the Capital Area District Library (Lansing, MI) that occurred a few years back and the attempt library professionals took for revoking the legislation. Unfortunately, it did not pass. I shared with Johannes Novi's procedure for how to handle this situation. Luckily in the case of Thursday, September 12, 2019, the guest having the concealed weapon identified himself at the check-out desk when he entered the library (this is not always the case or courtesy of the guest). When the guest identified himself, a manager acted quickly to alert the Director by phone and the "full staff" by email of the guest in the building and provided a description. In addition, the Novi Police Dept. non-emergency number was called to make them aware. At this point, staff was alerted to the guest should there be any further concern or additional guest questions. I assured Johannes of the positive relationship the library has with the Novi Police Dept. and the training the library staff has actively engaged in over the past 5 years related to this type of library usage. We pride ourselves on being a safe environment for guests, but encourage parents to be in attendance with their children as we are a public building. I also shared that the Novi Police Dept. makes regular visits to the library (both inside and in the parking lot). I shared with him that the library staff has been encouraged "when you see something, say something".

***The patron was pleased with my response and how we are handling such situations.

*** I plan to follow-up with a short article in our October e-news to ask guests "when you see something, say something" in order to encourage more dialog with our library users. This is also stated in Policy P13.

From: Melissa Agosta <magosta@novilibrary.org>
Sent: Saturday, September 14, 2019 2:45 PM
To: Julie Farkas <jfarkas@novilibrary.org>
Subject: Fwd: Library card renewal

How should I respond to this?

From: **Karen Mosier**
Date: Sat, Sep 14, 2019 at 10:51 AM
Subject: Library card renewal
To: <magosta@novilibrary.org>

Hello Melissa,

I am contacting you to request that the board change the renewal policy for library cards. Currently, the patron needs to drive to the library annually to renew the card. This requires almost a 40 minute to 1 hour trip from where I live with traffic and road closures.

I propose that when the account is in good standing and there are no outstanding fines that the account can be renewed over the phone, by mail, or on line. The library already has the driver's license information on file and the account status listing any fines owed.

Important transactions are made in these ways. The Secretary of State has service to renew a driver's license and license plate by mail. We can vote by absentee ballot. We can make banking and investment transactions by mail, phone, and on line. Why not bring the library policy up to date for the convenience of patrons?

Regards,
Karen Mosier

From: Julie Farkas, Library Director
Date: September 16, 2019

Hi Melissa-

She makes a very valid point. Unfortunately, due to the high amount of transiency with Novi, we moved to a 1 year renewal a few years ago in order for us to keep up to date records with our library guests. We unfortunately are not the first group a guest will call when he/she moves or changes residency/contact information. I do agree with her on convenience and we are currently working with our consortium (TLN) to achieve options for automated renewal (which was brought up at a consortium wide meeting this summer). As part of the consortium we are unable to change to auto renewal without the consortium making this move as a whole. At this time, we ask that guests come into the library to validate their library cards, but we are actively looking into options to make this process more streamlined for our guests. We understand that at this point, it can be inconvenient for our guests.

I hope this helps!

Thank you,
Julie

Dear Julie,

Thank you so much for participating in & sponsoring the 2019 Health & Wellness Fair! The employees had a fantastic time & were grateful to learn more about Novi Public Library. We hope to see you at next year's event!

-The City of Novi
HR Team

August 2019 Student Representative Report

By: Mahek Nasser, Tarun Tangirala, and Lindsay Gojcaj (Library staff liaison)

Programs:

The STEM: Build Your Own R2K Rocket program took place on August 7. The Longway Planetarium from Flint, MI brought hands on STEM learning to the library. Participants were able to build and launch an air-powered R2K rocket. (Attendance = 40)

Students in grades 7-12 who completed the Summer Reading Program were eligible to attend the 2019 Summer Reading Finale at Paradise Park on August 22. Thanks to our friends at Paradise Park participants were able to enjoy free games, laser tag, and food. (Attendance = 40)

The BeTWEEN the Pages – Tween Book Club program took place on August 28. Attendees read the book, *Max Einstein: the Genius Experiment* by James Patterson. The purpose of the program is to discover new books, encourage reading, and make new friends. (Attendance = 10)

The Science of Sound program took place on August 28. Participants were able to understand how musical instruments produce sound by learning about sound principles in hands on science stations. (Attendance = 14)

Teen Space Update:

There was no Teen Space during July. Teen Space is offered during the school year, except during vacation breaks. Teen Space will resume again on September 3.

Teen Advisory Board Update:

There was no TAB Meeting in the month of August. TAB Meetings will resume again in September 2019, when the 2019-2020 school year begins. The next TAB Meeting will be on September 20.

Upcoming Programs:

Tween Advisory Board Meeting – October 9

Python Programming Basics – October 15 and October 29

Tween Cupcake Decorating Party – October 16

Tween Battle of the Books Informational Meeting – October 22

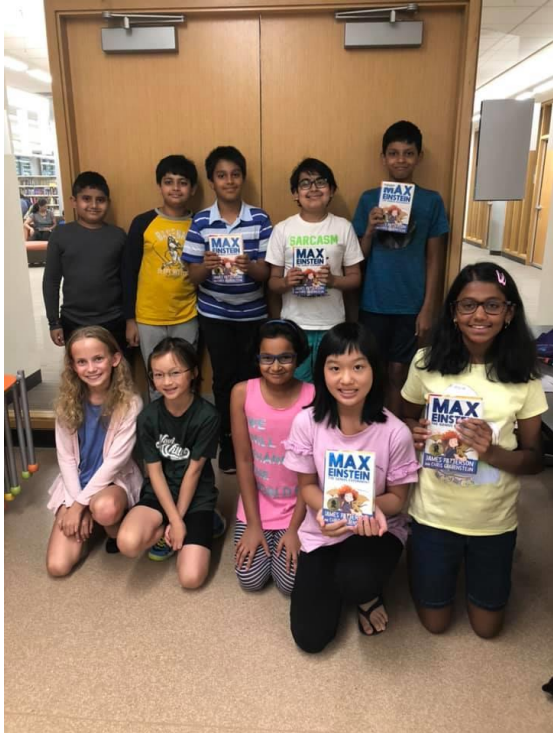
BeTWEEN the Pages – Tween Book Club – October 23

Teen Advisory Board (TAB) Meeting – October 25

Intro to Tinkercad – October 30



Guests enjoyed building their own R2K Rocket



Guests enjoyed this month's tween book club title

Dear Lindsay,

Congratulations! Your Arts and Humanities Touring Grant for **Blast Off with Books! Magic of Reading Show has been approved!** Your **grant agreement** can be accessed by signing into the Michigan Humanities online grant application portal page. You may "sign" this agreement by typing in the name of your authorizing official and the date it was accepted. ***You do not need to print it and email or mail it back to us!***

You have been awarded \$158.00 that will be released to you upon successful completion and approval of the final report **due 30 days after the completion of your event.** The final report form will be located on your online grant application portal page. You will receive an email notification reminding you of when the report is due. *Please be advised, if you fail to submit a final report within 30 days after your event you will forfeit the above mentioned award.* If you have any questions please feel free to contact me.

Congratulations on your award! We appreciate the wonderful work you are doing in your community!

All my best,

Jennifer Rupp
Program Officer
Michigan Humanities
517-372-7770 x27

Applicant Information

Lindsay Gojcaj

45255 W. 10 Mile Rd.

Novi, MI 48375

248-869-7218

lgojcaj@novilibrary.org

Organization: Novi Public Library

Form Name: Arts and Humanities Touring Grant Agreement

Process Name: Arts and Humanities Touring Grant Funding Cycle 3

Project Name: Blast Off with Books! Magic of Reading Show

Strategic Objectives (2019-2022)

1. Empower universal literacy
2. Escalate an innovative and inclusive culture
3. Enhance core interactions within our diverse community

<p>Collections/Electronic Resources</p> <ul style="list-style-type: none"> • Expand collection offerings in print, music/movie (73% CS response) • Expand electronic formats and options (62% CS response) • Improve ILS functionality for better guest & staff usage • Expand International collections/classes/ESL • Provide online training options for residents, city/school employees, businesses • Introduce unique collections • Grow readers/build literacy • Increase usage 	<p>Technology</p> <ul style="list-style-type: none"> • Enhance website (online calendar, meeting room software) • iCube development • Be a disruptor for new technology trends • Stay on the cutting edge of technology initiatives • Foster talents to expand technological experiences at NPL • Improve App access 	<p>Marketing</p> <ul style="list-style-type: none"> • Touchscreen interaction in the building for programming/events/services • Look at more targeted marketing strategies • Institute “Did you know” • Welcome center/library tour • Grow social media, press and news presence • Tell NPL’s story better through Inform. Inspire. Include. • Expand HOA outreach • Increase usage
<p>Outreach/Services</p> <ul style="list-style-type: none"> • Lending Library kiosk (Lakeshore) • Auto renewal of library cards (TLN) • Auto renewal of library materials (TLN) – (62% CS response) • Fillable library card online (TLN) • Dropbox at Novi High for materials • Barrier free policies and procedures • Library access to ALL Novi residents, city employees, businesses, working in Novi • “Be Our Guest” approach to service • Endowment opportunity • Expand school collaborations • Elimination of daily fines (51% CS response) • Public Library Services excellent/good (91% CS responses) 	<p>Programming/Events</p> <ul style="list-style-type: none"> • Evaluate programming needs; ease of registration • Expand options; have a “Try It” attitude • Expand programming outreach in north end • Friends 60th Anniv. • 10 yr. Anniv. Of NPL bldg. • Talent Team expansion • Partnerships with non-profit help agencies • Be a disruptor for new programming/events • Intergenerational collaborations • Opportunities for learning (on-line tutoring, ESL, computer classes, adult education, cultural learning (63% CS response) • Opportunities for programs (53% CS response) 	<p>Building/Grounds</p> <ul style="list-style-type: none"> • Execute more flexible spaces, furniture, electrical access based on guest needs • Library/City transportation for ALL ages • Youth Area Renovation (Phase 2) • Implement sustainable processes (recycling, paper, utility usage) • Investigate entrance way & cold issue • Enhance café experience (42% CS response) • Explore use of the building for larger community events • Provide safe, clean, accessible spaces • Evaluate space and hours for best use • Enhancing library operations (63% CS response) • Rental space availability (28% CS response) • Meeting space availability (44% CS response) • Extended Sunday hours (53% CS response) • Visiting the Library (Once a month – 69% CS response)
<p>Staff Development: Improve staff training (knowing who does what, when, why, how and where), launch a customer service initiative, present an inclusive staff that reflects our community, evaluate employee satisfaction assessment for organizational development, support growth and innovation in our library team, evaluate staff policies for maximum support and organizational commitment, continue to evaluate salary needs based on employment trends and standards, encourage out of the box thinking and creativity</p>		

GOALS (July, October, January and April) **Not available this month (September 16, 2019)**

FINANCIALS

2019-2020 Library Budget 268					
February 28, 2019		2017-2018 Audited	2018-2019 Amended	2018-2019 End of Yr.	2019-2020 Approved
Revenues			5/24/2018	2/9/2019	2/28/2019
Account	Description				
403.000	Tax Revenue - Current Levy	2,621,897.57	2,729,513.00	2,724,019.42	2,827,689.00
403.001	Tax Revenue - Cnty Chargebk	3,337.31	2,000.00	2,030.64	2,000.00
403.002	Tax Revenue - Tx Tribunal	5,000.00	-1,000.00	-1,000.00	-1,000.00
403.003	Tax Revenue - Brownfield 2008	-222.62	-233.00	-233.00	-250.00
403.006	Tax Revenue - Brownfield 2015	-1,445.84	-3,000.00	-3,000.00	-3,000.00
420.000	Tax Reveune - C/Y Del PPT	-6,349.04	-5,500.00	-5,500.00	-6,500.00
567.000	State Aid	38,689.09	34,000.00	34,000.00	36,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00
657.000	Library book fines	55,449.41	62,000.00	64,000.00	58,000.00
658.000	State penal fines	112,141.45	100,000.00	115,794.64	113,000.00
664.000	Interest on Investments	53,643.17	36,000.00	46,000.00	53,000.00
664.500	Unrealized gain(loss) invest	-27,462.99	0.00	-10,000.00	-20,000.00
665.000	Miscellaneous income	15,402.89	15,000.00	14,600.00	15,000.00
665.100	Copier	1,841.45	1,500.00	1,600.00	1,600.00
665.200	Electronic media	0.00	50.00	0.00	0.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00
665.289	Adult Programming	8,748.33	3,000.00	4,500.00	3,000.00
665.290	Library Fundraising	0.00	0.00	0.00	4,000.00
665.300	Meeting Room	50,239.43	45,000.00	40,000.00	45,000.00
665.400	Gifts and donations	9,841.57	3,500.00	6,000.00	3,500.00
665.404	Novi Township Assessment	6,194.00	6,200.00	6,342.00	6,400.00
665.650	Library Café	5,613.63	5,000.00	4,200.00	5,000.00
Total Revenues		2,952,558.81	3,033,030.00	3,043,353.70	3,142,439.00

2019-2020 February 28, 2019		2017-2018 Audited	2018-2019 Amended	2018-2019 End of Yr.	2019-2020 Approved
Expenditures					
Personnel Svcs.					
Account	Description				
704.000	Permanent Salaries	799,649.63	886,000.00	886,000.00	949,000.00
704.200	Wages (non-pensionable)	0.00	0.00	0.00	
704.210	Vacation Payout			4,000.00	4,000.00
704.250	Final Payout	0.00	0.00	0.00	
705.000	Temporary Salaries	624,779.07	716,000.00	630,000.00	677,000.00
706.000	Overtime	0.00	2,500.00	2,500.00	500.00
715.000	Social Security	107,133.60	112,150.00	115,000.00	123,000.00
716.000	Insurance	210,812.42	233,000.00	215,000.00	211,000.00
716.200	HSA - Employer Contribution	2,005.22	1,800.00	5,000.00	5,800.00
716.999	Ins. Employee Reimbursement	-39,032.12	-46,600.00	-42,000.00	-40,700.00
718.000	Pension DB	9,144.00	9,700.00	9,200.00	8,400.00
718.010	DB Unfunded Accrued Liability			25,000.00	29,300.00
718.050	Pension - add'l DB	15,852.00	16,800.00		
718.200	Pension - Defined Contribution	32,155.16	32,700.00	36,000.00	34,000.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,162.63	3,000.00	3,400.00	3,900.00
Total Personnel Services		1,764,661.61	1,967,050.00	1,889,100.00	2,005,200.00
Supplies and Materials					
Account	Description				
727.000	Office supplies	17,845.54	20,000.00	20,000.00	19,000.00
728.000	Postage	487.85	300.00	550.00	1,000.00
734.000	Computer software/licensing	33,365.13	67,500.00	67,500.00	94,000.00
734.500	Computer supplies equip	59,182.71	58,000.00	58,400.00	56,100.00
740.000	Operating supplies	24,351.72	27,000.00	27,000.00	28,100.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	29.99	0.00	750.00	2,500.00
741.000	Uniforms	195.09	300.00	300.00	389.00
742.000	Books	182,730.95	180,000.00	180,000.00	185,800.00
742.010	Lending Library Books	0.00	10,000.00	0.00	10,000.00
742.100	Book Fines	1,048.36	1,200.00	700.00	1,100.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Library Periodicals	23,040.22	24,000.00	24,000.00	24,000.00
744.000	Audio visual materials	71,885.73	92,000.00	92,000.00	96,000.00
745.200	Electronic media	44,889.81	41,000.00	41,000.00	41,900.00
745.300	Online (Electronic) Resources	65,869.80	67,000.00	67,000.00	61,500.00
Total Supplies & Materials		524,922.90	588,300.00	579,200.00	621,389.00

2019-2020 Library Budget 268 February 28, 2019		2017-2018 Audited	2018-2019 Amended	2018-2019 End of Yr.	2019-2020 Approved
Services & Charges					
Account	Description				
801.925	Public Information (cable)	419.68	500.00	500.00	500.00
802.000	Data Processing - OnBase			700.00	700.00
802.100	Bank Services	2,456.91	2,500.00	3,000.00	2,500.00
803.000	Independent Audit	700.00	700.00	700.00	1,000.00
804.000	Medical Service	980.00	1,500.00	800.00	1,500.00
806.000	Legal Fees	3,370.80	2,500.00	2,500.00	5,000.00
808.100	Rubbish	1,222.32	1,200.00	1,250.00	1,250.00
809.000	Memberships & Dues	6,123.50	6,000.00	6,000.00	7,000.00
816.000	Professional services	5,050.00	7,500.00	7,500.00	5,500.00
817.000	Custodial Services	47,406.68	48,000.00	48,300.00	48,300.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,500.00
851.000	Telephone	14,382.11	19,500.00	19,500.00	19,900.00
855.000	TLN Automation Services	68,013.29	60,000.00	70,000.00	74,000.00
861.000	Gasoline and oil	26.25	500.00	500.00	1,200.00
862.000	Mileage	464.22	200.00	400.00	700.00
880.000	Community Promotion	25,562.34	23,000.00	23,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00
880.268	Library Programming	24,399.20	26,500.00	26,500.00	26,500.00
880.271	Adult Programming	7,169.61	0.00	0.00	0.00
900.000	Print, Graphic Design, Publish	34,642.18	30,000.00	30,000.00	34,500.00
910.000	Property & Liability Insurance	13,230.00	14,000.00	12,412.00	13,500.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00
921.000	Heat	7,000.11	12,000.00	12,000.00	10,000.00
922.000	Electricity	115,543.00	85,000.00	100,000.00	100,000.00
923.000	Water and Sewer	7,174.80	7,500.00	7,500.00	7,500.00
934.000	Building Maintenance	71,775.59	98,000.00	112,322.50	82,500.00
935.000	Vehicle Maintenance	8.99	500.00	200.00	200.00
941.000	Grounds Maint.	45,453.20	37,000.00	35,000.00	45,400.00
942.000	Office Equipment Lease	7,988.55	14,000.00	10,000.00	10,000.00
942.100	Records storage	276.72	300.00	300.00	300.00
956.000	Conferences & Workshops	20,051.51	13,000.00	13,000.00	15,000.00
Total Services & Charges		534,386.56	514,900.00	547,379.50	537,950.00
2019-2020 Library Budget 268 February 28, 2019		2017-2018 Audited	2018-2019 Amended	2018-2019 End of Yr.	2019-2020 Approved
Capital Outlay					
Account	Description				
962.000	Building Maint.				
941.000	Grounds Maint./Entrance Project				
976.000	Building Improvements/Entrance				10,000.00
976.100	Parking lot improvements				
983.000	Vehicles - Van				28,500.00
986.000	Internal Tech - Capital Outlay	30,350.05	34,000.00	34,000.00	14,000.00
986.000	Data Proc - camera replacement	0.00	21,000.00	12,500.00	17,500.00
990.000	Furniture	30,173.00	15,000.00	14,300.00	
Total Capital Outlay		60,523.05	70,000.00	60,800.00	70,000.00
965.269	Walker Transfer				
Total Expenditures		2,884,494.12	3,140,250.00	3,076,479.50	3,234,539.00
680.000	TOTAL Fundbalance	68,064.69	-107,220.00	-33,125.80	-92,100.00

269 Capital Expenses for 2019/2020: \$15,000 Furniture

268: Main Entrance/Cold Issue: \$10,000; Van \$28,500; 2nd flr. Upgrade \$14,000; Camera replacement \$17,500

269 - Library Contributed Funds - Revenues & Expenditures							
2019-2020 (as of 2/28/2019)							
		2017-2018 Amended	2017-2018 Audited	2018-2019 Amended	2018-2019 End of Year	2018-2019 Amendment 4Q	2019-2020 Approved
		5/24/2018	6/30/2018	12/19/2018	2/28/2019	5/23/2019	2/28/2019
Revenues							
Interest Income							
664.000	Interest on Investments	\$ 36,000.00	\$ 31,885.58	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investment	6,000.00	(12,758.73)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 42,000.00	\$ 19,126.85	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations							
665.046	Makerspace Renovation			2,000.00	2,000.00	2,000.00	2,000.00
665.230	Collections/Materials Revenue	\$ 1,000.00	\$ 619.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
665.229	Raising a Reader	1,000.00	-	5,500.00	5,500.00	5,500.00	5,500.00
665.231	Buildings/Ground/Furniture Revenue	6,000.00	6,564.79	1,000.00	1,000.00	1,000.00	1,000.00
665.232	Programming Revenue	17,000.00	18,391.18	5,500.00	5,500.00	12,163.50	5,500.00
665.233	Technology Library Revenue	5,500.00	3,320.00	1,500.00	1,500.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	500.00	1,320.99	500.00	500.00	500.00	500.00
TOTAL		\$ 31,000.00	\$ 30,215.96	\$ 17,000.00	\$ 17,000.00	\$ 23,663.50	\$ 17,000.00
TOTAL Revenues		\$ 73,000.00	\$ 49,342.81	\$ 39,500.00	\$ 39,500.00	\$ 46,163.50	\$ 39,500.00
Expenditures							
Supplies							
742.229	Raising a Reader			4,000.00	4,000.00	4,000.00	4,000.00
742.230	Collections/Materials Expenditures	\$ 2,000.00	\$ 317.49	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
742.231	Buildings/Ground/Furniture Exp	500.00	304.00	-		4,859.00	15,000.00
742.232	Programming Expenditures	20,000.00	18,316.54	3,000.00	3,000.00	12,163.50	3,000.00
742.233	Technology Library Expenditures	7,000.00	5,888.30	33,500.00	24,000.00	24,000.00	5,000.00
742.234	Undesignated Misc. Expenditures	5,000.00	3,865.00	-		500.00	-
742.236	Staff Recognition	1,000.00	-	1,500.00	2,200.00	2,200.00	2,500.00
TOTAL		\$ 35,500.00	\$ 28,691.33	\$ 44,000.00	\$ 35,200.00	\$ 49,722.50	\$ 31,500.00
Capital Outlay							
976.044	Auto Lending Library	\$ 39,965.00	\$ -	\$ 67,000.00	\$ 34,750.00	\$ 34,750.00	\$ 34,750.00
976.045	LED Lighting Conversion project	92,500.00	11,169.60	15,000.00	20,000.00	20,000.00	2,000.00
976.046	Makerspace Renovation			38,700.00	29,000.00	29,000.00	7,000.00
983.000	Vehicle						-
TOTAL		\$ 132,465.00	\$ 11,169.60	\$ 120,700.00	\$ 83,750.00	\$ 83,750.00	\$ 43,750.00
TOTAL Expenditures		\$ 167,965.00	\$ 39,860.93	\$ 164,700.00	\$ 118,950.00	\$ 133,472.50	\$ 75,250.00
	Beginning Fund Balance Yr. End	\$ 1,609,812.62	\$ 1,697,946.40	\$ 1,707,428.28	\$ 1,707,428.28	\$ 1,707,428.28	\$ 1,627,978.28
	Revenues	73,000.00	49,342.81	39,500.00	39,500.00	46,163.50	39,500.00
	Expenditures	(167,965.00)	(39,860.93)	(164,700.00)	(118,950.00)	(133,472.50)	(75,250.00)
	NET Revenues vs. Expenditures	(94,965.00)	9,481.88	(125,200.00)	(79,450.00)	(87,309.00)	(35,750.00)
	Beginning Fund Balance						
	Ending Fund Balance Expected	\$1,514,847.62	\$1,707,428.28	\$1,582,228.28	\$1,627,978.28	\$1,620,119.28	\$1,592,228.28
Notes:	19/20 Phase 2 Makerspace: \$5,000 Technology and \$7,000 Makerspace Renovation; \$15,000 Furniture upgrades; \$37,750 Lending Library final payment of machine; LED contingency \$2,000						

09/12/2019 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 08/31/2019									
% Fiscal Year Completed: 16.94									
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.									
		END BALANCE	2019-20		MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	AUG 2019	08/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNRM)	NM (ABNRM)	USED
Fund 268 - LIBRARY FUND 268									
Dept 000.00 - treasury									
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,722,657.94	2,837,689.00	2,837,689.00	0.00	0.00	0.00	2,837,689.00	0.00
268-000.00-403.001	Property Tax Revenue- County Chargebacks	3,317.74	2,000.00	2,000.00	202.78	223.11	425.89	1,574.11	21.29
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(238.66)	(249.00)	(249.00)	0.00	0.00	0.00	(249.00)	0.00
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,726.23)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	(3,000.00)	0.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(3,711.48)	(6,500.00)	(17,501.00)	0.00	0.00	0.00	(17,501.00)	0.00
Property tax revenue		2,720,299.31	2,829,940.00	2,818,939.00	202.78	223.11	425.89	2,818,513.11	0.02
State sources									
268-000.00-567.000	State aid	42,429.20	38,000.00	36,000.00	22,406.30	0.00	22,406.30	13,593.70	62.24
State sources		42,429.20	38,000.00	36,000.00	22,406.30	0.00	22,406.30	13,593.70	62.24
Fines and forfeitures									
268-000.00-657.000	Library book fines	69,892.80	62,000.00	62,000.00	6,149.30	4,700.63	10,849.93	51,150.07	17.50
268-000.00-658.000	State penal fines	115,794.64	115,000.00	109,000.00	0.00	118,274.89	118,274.89	(9,274.89)	108.51
Fines and forfeitures		185,687.44	177,000.00	171,000.00	6,149.30	122,975.52	129,124.82	41,875.18	75.51
Interest income									
268-000.00-664.000	Interest on investments	58,350.57	53,792.00	53,792.00	0.00	0.00	0.00	53,792.00	0.00
268-000.00-664.500	Unrealized gain (loss) on investments	41,412.79	(20,000.00)	(20,792.00)	0.00	0.00	0.00	(20,792.00)	0.00
Interest income		99,763.36	33,792.00	33,000.00	0.00	0.00	0.00	33,000.00	0.00
Other revenue									
268-000.00-665.000	Miscellaneous income	14,698.76	15,000.00	15,000.00	1,156.79	1,128.51	2,285.30	12,714.70	15.24
268-000.00-665.100	Copier	1,836.48	2,000.00	600.00	166.70	96.85	263.55	336.45	43.93
268-000.00-665.300	Meeting room	38,294.26	50,000.00	50,000.00	2,841.94	3,811.11	6,653.05	43,346.95	13.31
268-000.00-665.404	Novi Township assessment	6,342.00	6,400.00	6,400.00	0.00	0.00	0.00	6,400.00	0.00
268-000.00-665.650	Library Cafe	3,299.86	5,000.00	5,000.00	0.00	30.11	30.11	4,969.89	0.60
Other revenue		64,471.36	78,400.00	77,000.00	4,165.43	5,066.58	9,232.01	67,767.99	11.99
Donations									
268-000.00-665.289	Adult programs	8,593.99	5,000.00	3,000.00	0.00	3,830.46	3,830.46	(830.46)	127.68
268-000.00-665.400	Gifts and donations	9,512.37	3,500.00	3,500.00	834.62	562.96	1,397.58	2,102.42	39.93
Donations		18,106.36	8,500.00	6,500.00	834.62	4,393.42	5,228.04	1,271.96	80.43

		END BALANCE	2019-20		MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	AUG 2019	08/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNRM)	NM (ABNRM)	USED
Personnel services									
268-000.00-704.000	Permanent salaries	893,290.38	920,200.00	949,000.00	33,366.55	104,718.89	138,085.44	810,914.56	14.55
268-000.00-704.210	Vacation Payout	3,993.98	3,500.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
268-000.00-705.000	Temporary salaries	596,655.55	717,500.00	677,000.00	22,461.39	80,378.36	102,839.75	574,160.25	15.19
268-000.00-706.000	Overtime	2,993.85	0.00	500.00	130.65	78.39	209.04	290.96	41.81
268-000.00-715.000	Social security	111,842.07	125,500.00	123,000.00	4,552.66	13,927.59	18,480.25	104,519.75	15.02
268-000.00-716.000	Insurance	205,635.46	211,000.00	211,000.00	15,105.34	350.00	15,455.34	195,544.66	7.32
268-000.00-716.200	HSA - employer contribution	4,640.66	5,850.00	5,800.00	0.00	506.23	506.23	5,293.77	8.73
268-000.00-716.999	Insurance - Employee Reimbursement	(38,291.26)	(40,700.00)	(40,700.00)	(1,478.41)	(2,958.62)	(4,437.03)	(36,262.97)	10.90
268-000.00-718.000	Pension - DB Normal Cost	9,000.00	8,400.00	8,400.00	0.00	0.00	0.00	8,400.00	0.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	24,132.00	29,292.00	29,300.00	0.00	0.00	0.00	29,300.00	0.00
268-000.00-718.200	Pension - defined contribution	31,985.62	34,000.00	34,000.00	1,503.94	4,654.62	6,158.56	27,841.44	18.11
268-000.00-720.000	Workers compensation	3,096.71	3,990.00	3,900.00	140.03	427.51	567.54	3,332.46	14.55
Personnel services									
		1,848,975.02	2,018,532.00	2,005,200.00	75,782.15	202,082.97	277,865.12	1,727,334.88	13.86
Supplies									
268-000.00-727.000	Office supplies	14,891.66	20,000.00	19,000.00	1,140.96	1,200.30	2,341.26	16,658.74	12.32
268-000.00-728.000	Postage	549.23	300.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-734.000	Computer supplies, software & licensing	46,184.43	69,500.00	94,000.00	7,688.03	212.55	7,900.58	86,099.42	8.40
268-000.00-734.500	Computer supplies/equipment	45,222.77	60,000.00	56,100.00	828.50	213.49	1,041.99	55,058.01	1.86
268-000.00-740.000	Operating supplies	12,414.26	27,000.00	28,100.00	1,678.20	2,105.62	3,783.82	24,316.18	13.47
268-000.00-740.200	Supplies - Desk chairs and file cabinets	325.99	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	389.00	0.00	0.00	0.00	389.00	0.00
268-000.00-742.000	Library books	160,681.48	180,000.00	185,800.00	12,208.10	11,287.09	23,495.19	162,304.81	12.65
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-742.100	Library Books - Fines	309.92	1,200.00	1,100.00	0.00	0.00	0.00	1,100.00	0.00
268-000.00-743.000	Library periodicals	19,631.16	24,000.00	24,000.00	0.00	0.00	0.00	24,000.00	0.00
268-000.00-744.000	Audio visual materials	89,235.09	92,000.00	96,000.00	7,459.05	21,285.28	28,744.33	67,255.67	29.94
268-000.00-745.200	Electronic media	43,680.27	41,000.00	41,900.00	3,425.28	2,644.68	6,069.96	35,830.04	14.49
268-000.00-745.300	Electronic resources (CD rom materials)	55,261.16	67,000.00	61,500.00	43,778.55	0.00	43,778.55	17,721.45	71.18
Supplies									
		488,387.42	592,300.00	621,389.00	78,206.67	38,949.01	117,155.68	504,233.32	18.85

		END BALANCE	2019-20		MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	AUG 2019	08/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNRM)	NM (ABNRM)	USED
Other services and charges									
268-000.00-801.925	Public information (cable, etc)	472.42	500.00	500.00	46.13	0.00	46.13	453.87	9.23
268-000.00-802.000	Data processing	679.80	0.00	700.00	0.00	0.00	0.00	700.00	0.00
268-000.00-802.100	Bank Service Charges	4,152.27	2,500.00	2,500.00	655.12	317.37	972.49	1,527.51	38.90
268-000.00-803.000	Independent audit	700.00	700.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-806.000	Legal fees	19,026.68	2,500.00	5,000.00	0.00	260.00	260.00	4,740.00	5.20
268-000.00-808.100	Rubbish Monthly	1,259.04	1,200.00	1,250.00	0.00	0.00	0.00	1,250.00	0.00
268-000.00-809.000	Memberships and dues	6,315.97	6,000.00	7,000.00	3,484.44	85.00	3,569.44	3,430.56	50.99
268-000.00-816.000	Professional services	6,077.50	7,500.00	5,500.00	0.00	0.00	0.00	5,500.00	0.00
268-000.00-817.000	Custodial services	48,296.04	48,000.00	48,300.00	4,060.67	4,024.67	8,085.34	40,214.66	16.74
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-851.000	Telephone	15,789.19	19,500.00	19,900.00	1,083.96	344.36	1,428.32	18,471.68	7.18
268-000.00-855.000	TLN Automation Services	56,294.00	60,000.00	74,000.00	14,967.36	0.00	14,967.36	59,032.64	20.23
268-000.00-861.000	Gasoline and oil	267.37	500.00	1,200.00	35.82	0.00	35.82	1,164.18	2.99
268-000.00-862.000	Mileage	321.41	200.00	700.00	0.00	0.00	0.00	700.00	0.00
268-000.00-880.000	Community promotion	18,337.59	23,000.00	20,000.00	516.59	1,800.17	2,316.76	17,683.24	11.58
268-000.00-880.268	Library programming	26,481.55	26,500.00	26,500.00	4,330.16	537.71	4,867.87	21,632.13	18.37
268-000.00-900.000	Printing, graphic design and publishing	32,984.35	30,000.00	34,500.00	24.99	2,107.05	2,132.04	32,367.96	6.18
268-000.00-910.000	Property & liability insurance	12,412.00	14,000.00	13,500.00	12,544.00	0.00	12,544.00	956.00	92.92
268-000.00-921.000	Heat	10,341.80	12,000.00	10,000.00	471.10	0.00	471.10	9,528.90	4.71
268-000.00-922.000	Electricity	91,827.26	87,000.00	100,000.00	10,364.40	8,430.19	18,794.59	81,205.41	18.79
268-000.00-923.000	Water and sewer	7,199.30	7,900.00	7,500.00	0.00	0.00	0.00	7,500.00	0.00
268-000.00-934.000	Building maintenance	107,313.46	98,000.00	82,500.00	13,113.32	4,741.56	17,854.88	64,645.12	21.64
268-000.00-935.000	Vehicle maintenance	0.00	500.00	200.00	0.00	0.00	0.00	200.00	0.00
268-000.00-941.000	Grounds maintenance	29,074.43	39,000.00	45,400.00	2,130.64	1,100.00	3,230.64	42,169.36	7.12
268-000.00-942.000	Office equipment lease	10,036.94	14,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-942.100	Records storage	280.40	300.00	300.00	23.98	23.98	47.96	252.04	15.99
268-000.00-956.000	Conferences and workshops	10,804.45	15,500.00	15,000.00	2,092.25	640.05	2,732.30	12,267.70	18.22
Other services and charges		521,612.22	521,800.00	537,950.00	69,944.93	24,412.11	94,357.04	443,592.96	17.54

		END BALANCE	2019-20		MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	AUG 2019	08/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNRM)	NM (ABNRM)	USED
Capital outlay									
268-000.00-976.000	Building improvements	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	0.00	28,000.00	28,500.00	0.00	0.00	0.00	28,500.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	21,031.05	0.00	31,500.00	0.00	0.00	0.00	31,500.00	0.00
268-000.00-990.000	Furniture	14,049.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		35,080.05	43,000.00	70,000.00	0.00	0.00	0.00	70,000.00	0.00
Net - Dept 000.00 - treasury		236,702.32	(10,000.00)	(92,100.00)	(190,175.32)	(132,785.46)	(322,960.78)	230,860.78	
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES		3,130,757.03	3,165,632.00	3,142,439.00	33,758.43	132,658.63	166,417.06	2,976,021.94	350.66
TOTAL EXPENDITURES		2,894,054.71	3,175,632.00	3,234,539.00	223,933.75	265,444.09	489,377.84	2,745,161.16	350.66
NET OF REVENUES & EXPENDITURES		236,702.32	(10,000.00)	(92,100.00)	(190,175.32)	(132,785.46)	(322,960.78)	230,860.78	350.66

		END BALANCE	2019-20		MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	AUG 2019	08/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNRM)	NM (ABNRM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269									
Dept 000.00 - treasury									
Interest income									
269-000.00-664.000	Interest on investments	32,511.28	30,000.00	27,000.00	0.00	0.00	0.00	27,000.00	0.00
269-000.00-664.500	Unrealized gain (loss) on investments	22,698.30	6,000.00	(4,500.00)	0.00	0.00	0.00	(4,500.00)	0.00
Interest income		55,209.58	36,000.00	22,500.00	0.00	0.00	0.00	22,500.00	0.00
Donations									
269-000.00-665.046	Makerspace Renovation Revenue	3,794.30	0.00	2,000.00	315.35	461.55	776.90	1,223.10	38.85
269-000.00-665.229	Raising a Reader in Novi Sponsors	5,050.00	1,000.00	5,500.00	0.00	0.00	0.00	5,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,847.20	1,000.00	1,000.00	0.00	97.22	97.22	902.78	9.72
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	12,163.50	2,500.00	5,500.00	800.00	1,452.30	2,252.30	3,247.70	40.95
269-000.00-665.233	Technology Library Revenue	5,300.00	500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	93.85	500.00	500.00	0.00	0.00	0.00	500.00	0.00
Donations		28,248.85	6,500.00	17,000.00	1,115.35	2,011.07	3,126.42	13,873.58	18.39
Supplies									
269-000.00-742.229	Raising a Reader Expense	3,923.81	0.00	4,000.00	322.89	254.62	577.51	3,422.49	14.44
269-000.00-742.230	Collections/Materials Expense	1,617.58	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	4,859.00	500.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	10,753.58	15,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
269-000.00-742.233	Technology Library Expense	23,211.99	2,000.00	5,000.00	0.00	396.51	396.51	4,603.49	7.93
269-000.00-742.234	Undesignated Misc	245.75	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.236	Staff Recognition	1,695.10	0.00	2,500.00	156.32	0.00	156.32	2,343.68	6.25
Supplies		46,306.81	21,500.00	31,500.00	479.21	651.13	1,130.34	30,369.66	3.59
Capital outlay									
269-000.00-976.044	Auto Lending Library	32,750.00	0.00	34,750.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	15,634.61	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-976.046	Makerspace Renovation	20,108.71	0.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00
Capital outlay		68,493.32	0.00	43,750.00	0.00	0.00	0.00	43,750.00	0.00
Net - Dept 000.00 - treasury		(31,341.70)	21,000.00	(35,750.00)	636.14	1,359.94	1,996.08	(37,746.08)	
Fund 269 - LIBRARY CONTRIBUTION 269:									
TOTAL REVENUES		83,458.43	42,500.00	39,500.00	1,115.35	2,011.07	3,126.42	36,373.58	(5.58)
TOTAL EXPENDITURES		114,800.13	21,500.00	75,250.00	479.21	651.13	1,130.34	74,119.66	(5.58)
NET OF REVENUES & EXPENDITURES		(31,341.70)	21,000.00	(35,750.00)	636.14	1,359.94	1,996.08	(37,746.08)	(5.58)
TOTAL REVENUES - ALL FUNDS		3,214,215.46	3,208,132.00	3,181,939.00	34,873.78	134,669.70	169,543.48	3,012,395.52	
TOTAL EXPENDITURES - ALL FUNDS		3,008,854.84	3,197,132.00	3,309,789.00	224,412.96	266,095.22	490,508.18	2,819,280.82	
NET OF REVENUES & EXPENDITURES		205,360.62	11,000.00	(127,850.00)	(189,539.18)	(131,425.52)	(320,964.70)	193,114.70	

09/12/2019		BALANCE SHEET FOR CITY OF NOVI	
		As of 08/31/2019	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	472,186.40	
268-000.00-017.000	Investments - Pooled	2,223,519.78	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	(851,975.37)	
268-000.00-040.400	Prepaid expenditures	914.58	
	Total Assets	1,845,645.39	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	56,748.20	
268-000.00-202.100	Accounts Payable - Manual	8,502.12	
268-000.00-215.000	Accrued workers compensation	(133.44)	
268-000.00-259.702	Accrued liabilities-tax	5,000.00	
	Total Liabilities	70,116.88	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,904,550.82	
	Total Fund Balance	1,904,550.82	
	Beginning Fund Balance - 18-19	1,904,550.82	
	Net of Revenues VS Expenditures - 18-19	196,702.32	
	*18-19 End FB/19-20 Beg FB	2,101,253.14	
	Net of Revenues VS Expenditures - Current Year	(325,724.63)	
	Ending Fund Balance	1,775,528.51	
	Total Liabilities And Fund Balance	1,845,645.39	
* Year Not Closed			

Fund 269 - LIBRARY CONTRIBUTION 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		(47.21)
269-000.00-017.000	Investments - Pooled		1,678,959.37
	Total Assets		1,678,912.16
*** Liabilities ***			
269-000.00-202.000	Accounts payable		829.50
	Total Liabilities		829.50
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted		1,574,456.36
269-000.00-390.230	Fund Balance Collections/Materials		36,331.37
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture		59,473.28
269-000.00-390.232	Fund Balance Programming		27,986.52
269-000.00-390.233	Fund BalanceTechnology Library		9,180.75
	Total Fund Balance		1,707,428.28
	Beginning Fund Balance - 18-19		1,707,428.28
	Net of Revenues VS Expenditures - 18-19		(31,341.70)
	*18-19 End FB/19-20 Beg FB		1,676,086.58
	Net of Revenues VS Expenditures - Current Year		1,996.08
	Ending Fund Balance		1,678,082.66
	Total Liabilities And Fund Balance		1,678,912.16
* Year Not Closed			

Director's Report by Julie Farkas

**CELEBRATING
OCTOBER
ANNIVERSARIES**



- **BARBARA RUTKOWSKI – Information Technology** **22 YEARS**
- **PATRICIA AMIRESKANDARI – Support Services** **17 YEARS**
- **KIT-MING TANG – Support Services** **11 YEARS**
- **KRISTEN ABATE – Support Services** **10 YEARS**
- **LINDA BREWIN – Information Services** **10 YEARS**
- **STEVE PALIZZI – Information Services (Substitute Librarian)** **7 YEARS**

Library Café Update:



Here they are!

Our new café services team has arrived and is busy serving our library guests!

Welcome from left to right (Cheryl, Nicole, Evol and Donna)!

Cheryl and Nicole will be the main managers of the café and on site most of the hours that the café is in operation.

All four ladies received fobs and keys for areas of the library which they would need access. They have also received training on the staff entry door and the keypad for disarming the alarm.

In addition, cell phone contact information has been provided to all staff on the library phone list. The café team will be provided nametags from the library. Library policies related to the public will be shared with the café team soon and manager contact information have been given to them.

The café has started with very quick pick up items (chips, cookies, candy bars, and drinks) for September as well as hosting hours similar to the library. In October, more services, hours and food items will begin to arrive, including Starbucks coffee and hot items that can be warmed in a Turbo oven. The 3 party partnership (Novi Library, Novi Schools and Chartwells) is a dream come true for providing café services to library guests and an opportunity for educational training for students. This is definitely a unique collaboration and one that I am very proud for NPL to be a part of. As student workers arrive, we will make staff aware of who they are. More details to come! If you haven't had a chance to stop by and meet the café team, please do so. Cheryl, Nicole, Evol and Donna are very friendly and excited to be offering their services to us and our Novi community. In the last two days since opening, they have received a lot of questions and positive comments about their new adventure.

September Hours:

Monday – Thursday 10am-7:30pm

Fri & Sat 10am-5pm

Sunday 12:00pm-5:00pm

**Meeting with Ken Gutman, Superintendent of Walled Lake Consolidated School District
Tuesday, September 10, 2019**

I had a very productive meeting with Superintendent Gutman about how NPL can broaden its reach with the Walled Lake School District. Areas for growth include library cards for Walled Lake employees in 4 schools that serve Novi residents (Meadowbrook, Hickory Woods, Geisler and Walled Lake Western), library cards for students K-6 in the elementary/middle schools and a date in the fall to provide a presentation to the Walled Lake school board. In addition, I have shared NPL's willingness to fund potential speakers/authors that would present to students in the Walled Lake district. I have invited him to tour the iCube along with some of his staff and some of his team has been invited to the breakfast on October 7, 2019. This partnership continues to grow and the reception I receive from Superintendent Gutman and his team is always positive and welcoming. In addition, I have shared information about the Lending Library and invited him and his Walled Lake community to be active supporters/users and champions of this new service as we move toward launch in spring 2020. A HUGE thank you to Trustee Yu for championing relationships with the district and consistently opening doors for me and my staff to make connections with the Walled Lake staff. Trustee Yu has been actively keeping staff informed of opportunities to be at school functions that would allow library exposure and promotion.

iCube Update:

Since June 22nd (opening of iCube), over 900 visits have been made to the new space. An attendance counter was installed in early September which will allow for better tracking of the room. Dominic Doot has been promoted to Technology Supervisor and is adding 6 additional hours (on Sunday) to the space. We are touring the space on a weekly basis to groups including HOAs, High School classrooms, teachers, public, etc. 4 additional tables have been added to the room for growth of equipment. Mary Robinson is currently applying for a \$2,000 grant. The Novi High School Robotics team is actively using the space for build days.

Staff In-Service Day – Friday, August 16, 2019
Staff Survey Results

The surveys confirmed the day was a success!

Of the 45 surveys, 80% scored the entire day either a 5-Exceptional or a 4.

The iCube sessions received the highest rating with 55% scored a 5-Exceptional and 38% a 4.

45 Surveys Received/26 With Comments					
Rating	Disappointing				Exceptional
	1	2	3	4	5
In-Service	1	0	8	16	20
Agenda	1	2	9	14	19
Food	1	1	14	13	15
Harassment	1	6	10	15	11
Safety	1	1	5	14	22
Customer Service	0	0	5	10	24
Strategic Plan	0	2	9	14	14
Culture Club	3	3	14	13	11
iCube	1	1	1	17	25





THE NOVI CHAMBER
OF COMMERCE

www.novichamber.com

Hillary Hentschel
Novi Public Library - 45255 W. 10 Mile Road
Information Services Librarian - Business Resources

I enjoy being a Novi Chamber Ambassador because it is a great way to meet and connect with other Novi businesses and pass on my enthusiasm for the city of Novi and its community. I love it when I can help raise awareness of great Chamber, city, and library services and connect people to services that are good fits for their businesses. There are so many great networking opportunities to meet people and promote what I do, but I also get a chance to hear more about others' needs and how I can play a part in helping them. Because I live and work in Novi, I especially love attending Ribbon Cuttings because I can take my family and show off the new and exciting things going on in our hometown. I am already looking forward to growing my new relationships with my fellow Chamber members.



Our ambassadors serve as representatives of the Chamber and are selected on the basis of their interest, energy, integrity and communication skills. They are knowledgeable about our programs and benefits and can assist with any questions or concerns.

If you are interested in joining our Ambassador team, please contact Mary at 248-349-3743 or mary@novichamber.com.



LIBRARY CLOSINGS 2020

- WEDNESDAY, JANUARY 1 (New Year's Day) **H**
- SUNDAY, APRIL 12 (Easter Sunday) **H**
- FRIDAY, MAY 1 (Staff In-Service Day)
- SUNDAY, MAY 10 (Mother's Day)
- SUNDAY, MAY 24 (Sunday of Memorial Day Weekend)
- MONDAY, MAY 25 (Memorial Day) **H**
- SUNDAY, JUNE 21 (Father's Day)
- SATURDAY, JULY 4 (Independence Day) **H**
- SUNDAY, JULY 5 (Closed)
- SATURDAY, SEPTEMBER 5 (Saturday of Labor Day Weekend)
- SUNDAY, SEPTEMBER 6 (Sunday of Labor Day Weekend)
- MONDAY, SEPTEMBER 7 (Labor Day) **H**
- FRIDAY, OCTOBER 23 (Friends Annual Event, closing at 5 p.m.)
- WEDNESDAY, NOVEMBER 25 (Wednesday before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 26 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 27 (Closed)
- THURSDAY, DECEMBER 24 (Christmas Eve Day) **H**
- FRIDAY, DECEMBER 25 (Christmas Day) **H**
- THURSDAY, DECEMBER 31 (New Year's Eve Day) **H**

LIBRARY BOARD MEETINGS

FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @ 7:00 P.M.
(except February, November and December – held the third Wednesday @ NPL)

H – Paid Holiday



Adult Programs

FAMILY GAME NIGHT
 **NAME THAT TUNE**

 **HOLOCAUST REMEMBRANCE DOCUMENTARY AND DISCUSSION**

INTERNATIONAL FILM NIGHT SERIES


Guernsey Farms Dairy: (A Novi Classic)


EXPERIENCE CULTURE: CHINESE


CINEMA CINEMA REEL TALK


ADULT BATTLE OF THE BOOKS


NOVI PUBLIC LIBRARY'S PHOTOGRAPHY CLUB


Teen/Tween Programs

What's Happening at NPL...

Library Closings:

Saturday, August 31
 Sunday, September 1
 Monday, September 2



Library Café Reopening



We are excited to announce that on **Tuesday, September 3**, we will be having a soft opening of the new café! Some items to

look forward to in September include packaged food and drinks including locally sourced and organic products such as Faygo, Kombucha, bottle teas, Great Lakes Chips, and more.

September Café Hours

Monday - Thursday: 10am-7:30pm
 Friday & Saturday: 10am-5pm
 Sunday: 12-5pm



October will bring even more additions including full-service "We Proudly Serve" Starbucks, fresh deli sandwiches, soups and salads, homemade baked goods, paninis and pizza.

In addition to daily café operations, the café will be providing full catering services to the Novi Public Library community! For catering information, call 248-449-1225.

**BeTWEEN the Pages
Tween Book Club**



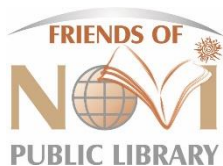
Teen Space
Mon-Fri, 2-5pm



Thank you to the following business for sponsoring this program:



Youth Programs



Kaleidoscope Series

[Sister Pie, Recipes and Stories of a Big-Hearted Bakery in Detroit](#)

Tuesday, September 24 at 7pm

[What's News with You?](#)

Wednesday, October 16 at 7pm

[Creating the World of August Snow](#)



Teen Space is Now OPEN!

**Monday-Friday, 2-5pm
Grades: 7-12**

Welcome back students! Need a great place to hang out when the school

day is over? There is ping pong, Xbox, Playstation VR, and board games available. Our Teen Space Monitor, Mrs. Dennis, is looking forward to seeing the students, and incorporates many fun programs throughout the year for teens to enjoy. [Click here for more information.](#)

Teen Space is a partnership between the Novi Community School District, City of Novi Parks & Recreation, and Novi Youth Assistance.

September Songfest: Enjoy the Music of Julie and David Landry



Bring the entire family out for an evening of song and entertainment at your favorite local attraction, Paradise Park, on **Friday, September 13 from 7-**

9pm! Event is **FREE**. Cash bar, food service, attractions and arcade games available.

Register by calling 248-349-0720 or click [here](#).

Paradise Park is located at 45799 Grand River Avenue, Novi, MI 48374.

Scrapbook for a Cause



Get your paper, stickers and cardstock ready! The Library is hosting 12 hours of scrapbooking fun on **Saturday, September 7 from 10am-10pm!**

For \$40, you will get a 6 ft. table space with lunch, dinner, make & takes, and giveaways! We have 8 spots left so sign up by calling the Administrative Office at 248-349-0720!

Thank you to our sponsor Honeybaked Ham!

Tuesday, November 19 at 7pm

This lecture series is brought to you by the Friends of the Novi Library.

Last Month Snap Shots



12 cars were entered into our 3D Car Pine Wood Derby Race on August 10! Thank you to everyone who participated!



Members of the e-NABLE Committee attended the Lucky Fin Project and Maker Faire-Detroit conferences to distribute 3D printed arms and took requests for smaller arms. Thank you to Dr. Webber, Assistant Superintendent for the Novi Community School District, for allowing us to borrow additional 3D printers to accomplish our goal of printing 40 arms for distribution at the Marker Faire.

New to the Library - VOX Books



New Trivia Night Location - Paradise Park!

TRIVIA Night
at Paradise Park

WEDNESDAYS, 7PM
SEPT 11 | OCT 16 | NOV 13 | DEC 11

Think you know it all? Put your general knowledge to the test. Bring your A-game! We'll bring a grab-bag of questions and topics, and of course, prizes!

Paradise Park
45799 Grand River Ave.
Novi, MI 48374

NOVI PUBLIC LIBRARY
248-349-0720
NoviLibrary.org

New Library Makerspace!

Visitors of all ages are encouraged to explore our fun new space and try out a variety of equipment and resources to inspire their creative side.



New resources added last month:

- Heavy duty stapler that can handle 100 sheets at a time
- Heavy duty hole punch that can handle 150 sheets at a time
- Two small tabletop looms

Highlight On: Epson FastFoto Scanner



Do you have a box of photos sitting in your closet you've been meaning to scan so they don't get lost or ruined?

Perhaps you have a family member wanting a copy of those photos. Well here's your chance to get the project checked off your to-do list!



This August, VOX Books were added to the Youth Collection. Each VOX book has a built in audio player so that guests can

read and listen to their favorite picture books without having to use a CD player. There is also a headphone jack making them a great option for travel-just plug your headphones in and you are all set. Each book is good for about 150 plays before needing to be charged, which the library will take care of. We are very excited to offer these books to our guests!



Are you fluent in French or German? Or a native speaker? Novi Public Library is seeking substitute conversation group leaders! These sub-leaders would fill in when the group leader is unable to do so. If you are interested, please contact Shannon O'Leary at soleary@novilibrary.org.

Read, Enjoy, Share!



When you stop by ITC or Pavilion Shore Parks this fall be sure to take advantage of some great reads! Designed to encourage summer reading for all ages, keep the book as long as you

NPL's iCube has an **Epson Fastfoto Scanner!** The scanner can load up to 35 photos and sizes from 3"x5", 4"x5", and 5"x7". You can also scan individual photos if you have a special 8"x10" photo you want to copy. Once the photos are scanned, you have the option of emailing them or saving them onto a flash drive. We recommend you bring your own flash drive.

The FastFoto scanner is a "GREEN" level usage. it can be used without supervision for the **Do It Yourself** projects. Instructions are located by the scanner. Hours of the iCube are located outside the iCube door and if you need assistance, please see the iCube staffed hours below.

iCube staffed hours for the month of September:

Mondays, 6-8:30pm
 Wednesdays, 10am-1pm
 Fridays/Saturdays (Alternating), 10am-12pm & 2-5:30pm
 Sundays, 12-5pm

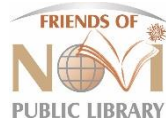
Additional staff hours may be available. Please call the Library to inquire for each week.

Author Live Luncheon at Fox Run

Enjoy a lunch buffet experience that brings people together to talk about great books and hear from the authors who created them on **Tuesday, October 15 from 11:30am-2pm** at Fox Run Signatures Restaurant at the Belmont Clubhouse. Authors joining us for this exciting event include Michael Hodges, *Building the Modern World*, Doc Fletcher, *The History of Tiger Stadium: A Love Letter to Baseball at Michigan & Trumbull*, and Elisa Koopmans, *Perceived Threat*.

To reserve your spot for this event, contact the Administration Office at 248-869-7204. Event is \$20 per person. Books will be available for purchase. The Belmont Clubhouse is located at 41200 Fox Run Rd. Novi, 48377.

like and when done, return it to the Read Box or the Library. The Read Boxes will be available until October 2019.



Thank you to Kendra Scott (Twelve Oaks Mall) for a donation of youth books that will be placed in the Read Boxes and for supporting literacy in our community!

2019 Community Reads



In its 10th year and going strong with more than 700 readers annually, the Neighborhood Library Association (NLA) again will host [A Community Reads](#). As part of the NLA, we will again partner with the libraries of Lyon Township, Northville District, Salem-South

Lyon District, Wixom and Walled Lake City Library to host a variety of book discussions and programs leading up to a special author presentation with Michael Zadoorian on **Wednesday, November 13 at 7pm** at the Novi Public Library. Register by calling 248-349-0720 or click [here](#).

Copies of the book are available on the new book kiosk on the 1st floor.

NEF
Noble Educational Foundation

NOVI
Community School District

The Novi Educational Foundation's Welcome Back to School

**ALL YOU CAN EAT
PANCAKE BREAKFAST**

a community event for ages 0-110

PROUD SPONSOR
GEORGE'S
SENATE
CONEY ISLAND RESTAURANT

Saturday, September 14 · 8:00 - 11:00am
at Novi High School

featuring **Chris Cakes of Michigan**
Guinness World Record Holder and Food Network Star

\$7 before 9/6
\$9 at door
4 and under FREE

Student Performances

Beware of FLYING PANCAKES!

Breakfast includes:
all you can eat pancakes
sausage
butter, syrup, diet syrup
fresh fruit
orange drink
coffee
50/50 raffle

Purchase tickets & check out a video at novieducationalfoundation.org

Novi Public Library |      | novilibrary.org
45255 W. Ten Mile Road
Novi, MI 48375

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EXPAND Your Mind

New iCube Makerspace
a huge resource for
community, world

By Angela Calabrese

Libraries have come a long way. No longer are they just buildings where residents can go to check out a periodical and hope they don't make enough noise that the bespectacled librarian shoots them the death glare, or worse, shushes them.

Today, libraries offer daily programming for all ages, along with educational programs that expand people's minds and brains.

That's exactly what was intended in Novi when the library came up with the iCube concept.

The iCube name comes from the library's motto, which is: Inform. Inspire. Include.

The space, which was previously used as a computer lab, is what the library describes as a "physical extension" of the motto's traits, and visitors are encouraged to play, explore and try a variety of equipment and resources.

And if you haven't yet been in the iCube space, be prepared to be amazed, as there is a plethora of fun items – some more challenging to figure out than others – to use and learn with.

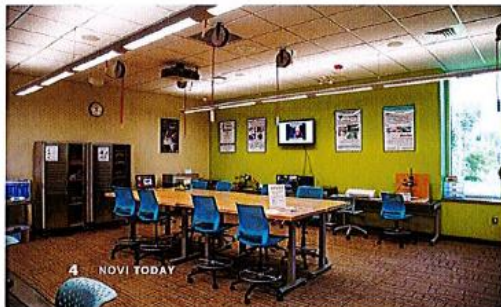
But no worries if you are not technologically adept.

"You don't have to know how to use this equipment, because the staff is happy to show you and grow your talents," said Julie Farkas, director of the Novi Public Library.

Let's start with the big ones: The 3D printers, which can be used to make a variety of things, from knick-knacks to action figures to limbs for people who need them. The newest 3D printer was donated by Friends of the Novi Library.

Other fun gadgets include the Muse laser engraver, Dremel Rotary tool workstation, heat press, Cuttlelola Dotspen (an electric drawing pen that lets you create dot-based artwork), Wacom Tablet, button maker and more.

For those residents who have old home movies but nothing to play them on anymore, there is a video editing and VHS-to-digital transfer station, along with a vinyl/cassette-to-digital transfer station to take care of those needs.



And again, if all this sounds intimidating, never fear, the library has you covered with two IT professionals – Charlie Hokett and Dominic Doot – who are on hand to answer any and all questions, should you have them.

There are also handy color-coded signs in the space that let you know the skill level you'll need to operate the equipment. For example, a green sign means it can be used without supervision. A yellow sign means that it can be used during staffed hours in case you may need assistance, and a red sign

means that an appointment is required with a staff member for safe operation.

That only applies to the pieces of equipment that you could really screw up – the 3D printer and the laser engraver.

And if all this isn't enough to get you excited about this space, the library also provides Creative Kits, which are located right outside of the iCube space, for those creative and ambitious individuals who like to create new things. Each kit features a different project, along with all the material you would need to make it, and instructions to help you out while doing it.

This iCube makerspace is among the first of its kind in Michigan, and Farkas, for one, is excited about the space.

"This is just one more example of how public libraries are taking their efforts beyond books and connecting with their communities," she said.

For more information on the iCube space, visit its website at www.novilibrary.org. To schedule an appointment with iCube staff, email icube@novilibrary.org.

For more information on the iCube space, visit its website at www.novilibrary.org. To schedule an appointment with iCube staff, email icube@novilibrary.org.





Breakfast is served!

**JOIN US FOR BREAKFAST!
HEAR ABOUT NEW PROGRAMS, SERVICES,
AND TOUR OUR NEW ICUBE MAKERSPACE!**

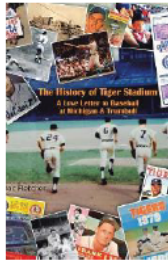
**Monday, October 7 | 7 AM | Novi Public Library
45255 W. Ten Mile Rd. Novi**

RSVP to April Stevenson by Wednesday, October 2
248-869-7227 or astevenson@novilibrary.org

Authors Live Luncheon

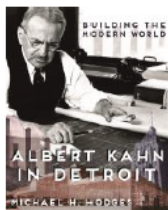
Tuesday, October 15, 11:30am-2pm - \$20 per person

Fox Run Signatures Restaurant at the Belmont Clubhouse 41200 Fox Run Rd. Novi, 48377
Enjoy a buffet lunch experience that brings people together to talk about great books and hear from the authors who created them!



Doc Fletcher - *The History of Tiger Stadium: A Love Letter to Baseball at Michigan & Trumbull*

In his latest book, Doc Fletcher honors The Cathedral at The Corner where - together with great-grandparents, grandparents, parents, uncles, aunts, siblings, children, godchildren, and friends - we have cheered on our Detroit Tigers. Although the structure is gone, the memories remain. Doc will share stories from the book of the characters on the field, in the stands, and those in the neighborhoods surrounding the ballpark, as well as about the broadcasters who brought the action to us when we couldn't be there ourselves.



Michael H. Hodges - *Building the Modern World*

Michael H. Hodges tells the story of the German-Jewish immigrant who rose from poverty to become one of the most influential architects of the twentieth century. Kahn's buildings not only define downtown Detroit, but his early car factories for Packard Motor and Ford revolutionized the course of industry and architecture alike.



Elisa Koopmans - *Perceived Threat*

As author and speaker Annalisa Vermeer advocates for fewer laws, no lobbyists or political parties, and respect for constituents' opinions, she attracts the attention of powerful enemies in DC. Amid a string of attacks, Annalisa fears for her safety, but refuses to back down. But when someone tries to kill her, it leads to a police investigation and further danger. Could the culprit be Representative Sylvia Rossman, a firm adherent of political parties and influential PACs, or her loyal legal advisor? Or Senator Sid Dobbins, a staunch politician determined not to lose one iota of power? This debut novel takes us on a thrilling ride through DC's power corridors, with a hero who refuses to accept the status quo.

Cash or check book purchases only

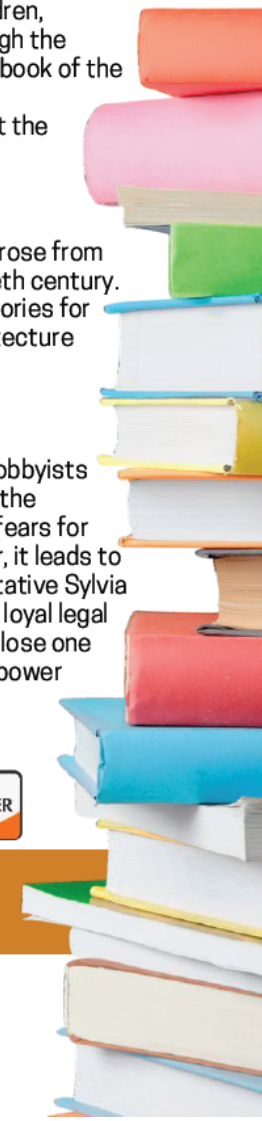
Books will be available for purchase



To reserve your spot for this event, contact the Administration Office at 248-869-7204.



Thank you to the Friends of the Novi Library and Fox Run Y.O.U. for making this program possible!



Information Technology Report by Barbara Rutkowski – August

General

- The Information Technology Staff closed 25 Help Desk tickets.
- The 3D Committee printed 110 objects for patrons.
- The e-NABLE Committee printed and delivered a custom arm to Nicki.



- Dominic hosted members of the Novi High School Robotics team for an e-NABLE Assembly Day.

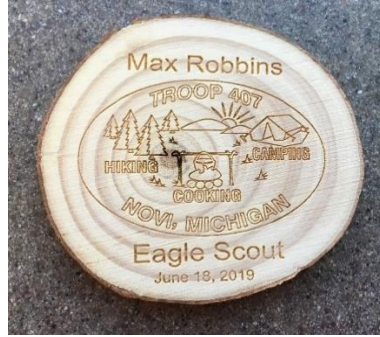


Upgrades

- Routine updates were installed on staff and public workstations.
- Articles covering training subjects were added to the wiki.

Training

- IT Staff held 18 patron sessions:
 - 8 VHS to MP4/DVD
 - 10 iCube laser demonstrations on wood, glass and denim



- 10 Tech Time – topics included:
 - Phone settings, notifications
 - Kindle Fire/Overdrive
 - Convert PDF using Word
 - Laptop help/ email
 - Fast Foto scanner instruction
 - TinkerCAD help
 - Scan to email
 - General Window tips
- IT Staff held 10 staff sessions:
 - iCube laser engraver
 - Using the Meeting Room A/V equipment
 - Printing posters
 - Using Adobe InDesign
 - Using the laser engraver
 - Using the Virtual Reality equipment
 - Using the 3D printer

Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 13 Facilities tickets, 57 Meeting Room Requests and has updated 298 Periodic Maintenance tickets.

Facilities Staff has accepted 8 large book donations at the receiving door.

8 Gaylord pallets of discarded books were shipped to Thrift Books for re-sale or recycling.

Two large orders of janitorial supplies was received.

Keyboard wrist pads at Circulation desk and AST desk were replaced due to wear.

The hanging wire basket in the youth play area was repaired until new replacement arrives.

The Summer Reading program tables were removed.

A meeting was held with 3 vendors to propose a solution to the drainage issue on the North West corner of the property near the patio gates.

Several outlets in the I-Cube room were adjusted to remain on 24/7 for equipment that is required to remain powered on.

At a parent's request, a bicycle lock/bike were cut from the bike rack due to a malfunctioning combination lock.

Two new outlets were added to the café walls to accommodate the LCD menu boards.

A teen volunteer was supervised for a total of 15 hours for community service. Many floors mopped, many chairs cleaned, many pieces of gum found under tables and chairs.

The donation bin lid was repaired and is no longer falling off, should be ok for another 10 years.

Information Services Department Report by April Stevenson - August

News and Notes

- The Information Services Department offered 125 programs.
- Kathleen hosted three visits from Freedom Works (Adult Special Needs) group.
- Emily began delivering the Raising a Reader information packets. (Raising a Reader – Back to School Blast)
- Jessie officially launched Community Reads 2019 - Beautiful Minds by Michael Zadoorian. Program to be held on Wednesday November 13th at 7 pm.
- VOX Books have been added to the Library. These are picture books with audio capabilities built in to the book. Thank you Kirsten.
- Lynda.com has been notified that we will not be “upgrading” to their new system due to privacy concerns. Currently looking into possible alternatives.
- Trivia Night has moved to Paradise Park.
- Lindsay updated the Teen Volunteer Program and the website page.
- Hillary provided information on our SCORE partnership to the Director of the Monroe County Library System for them to start their own.
- David has changed Computer Tutor to a registration system via online form instead of the program calendar. This will provide more flexibility for guests instead of being locked into specific time slots each week.
- Emily and April met with a representative from the Great Start Collaborative to share resources and help them with their new educational campaign.
- Hillary connected with the local chapter of the American Business Women’s Association and gave a brief tour to the President of the chapter.
- Lindsay and April held Exit Interviews for the two Teen Leaders to get feedback for future changes in the positions.
- Sarah is adding two musical instruments to our STEAM kit collection; a Glockenspiel and Boomwhackers.
- Emily connected with a new childcare center – The Learning Experience.
- April hosted Guests from the Waltonwood Memory Care.
- Hillary is the Novi Chamber of Commerce Ambassador of the Month for September.
- April met with RJ Webber and Darby Hoppenstedt regarding promoting the Library’s resources to school administrators, teachers, parents, and students.

iCube

- Mary applied for and received \$1,000.00 from Community Financial’s Summer of Sharing Campaign.
- Charlie researched and installed the rotary attachment on the laser engraver to engrave a wine glass, and generated a document on how to use the rotary attachment.
- Mary and Dominic provided an iCube tour to about 80 Novi High School Teachers.
- Mary added a Card-Making Creative Kit, a MyIntent Jewelry kit, two Looms, a heavy duty hole punch and a heavy duty stapler.
- Dominic provided 6 laser projects (5 glasses, 1 wooden box lid), 1 Silhouette project, and assisted David with the All-Star cards on the laser engraver.
- Mary worked with Friends member Carol Neumann to create the Card-Making Kit and is currently working on another kit for Cross Stitch.
- Mary provided a tour of the iCube for members of the Chelsea Library.
- Charlie is working with Andrew Wang (student part of our Talent Team) to create a series of programs on Raspberry Pi.
- Our student Talent Team member, Andrew Wang held two TinkerCad demo sessions.

- David produced “limited edition” All-Star cards for the IS department to practice/learn the laser engraver.
- Charlie hosted members of the Novi High School Robotics team to put together hands for the e-Nable project.

Conferences, Workshops & Webinars

- Raising the Bar: Integrating Early Childhood Education into Librarian Professional Development Module A – Emily
- School Library Journal Teen Live Virtual Conference – Lindsay
- Creating 3D Printing Projects - Charlie
- Grants – Library of Michigan Programs and Grant Tips webinar – Lindsay
- Digipalooza – Mary
- Library of Congress National Book Festival 2019 – Library Engagement – David
- Hoonuit - David

IS Staff Out & About

- Youth staff visited MSU Tollgate to provide story time sessions.
- Novi Woods Montessori, KinderCare, Everbrook, Oakland Glens – Emily
- Emily attended the Walled Lake Resource Fair
- April attended Dr. Steve Matthews Welcome Back to School Presentation
- Jessie attended the TLN Adult Services Committee Meeting
- April visited Novi School's CARE program to promote Summer Reading.
- April attended the Novi Youth Assistance Teen Center Community Lunch.
- April, Julie, Dana, and Lindsay attended the Paradise Park Summer Reading Finale parties.

Adult Programs & Displays

- Yoga for Beginners – 45
- Day of Golf – 46
- Small Business Toolbox – 2
- A Parent's Guide to Autism – 8
- ESL International Resource Tour – 2
- Our Fire Still Burns, Native American Documentary – 37
- How to Spot Fake News – 4
- Summer Music on the Patio, Surf Zup – 93
- Experience Culture, Native American – 87
- Masterpiece Monday, Rothko – 10
- Professional Headshot Business Mixer – 13
- Meditation for Beginners – 18
- Woodstock Concert Day – 800
- Virtual Novi Library – 2
- iCube TinkerCad Intro - 14
- Our Feature Collection included Staff Picks for summer reading lists and Adult Graphic Novels.
- Desk display featured constellations and myths, as well as the Guardians of Literacy featuring Guardians of the Galaxy.
- Business Kiosk displayed books on Leadership

Tween/Teen Programs & Displays

- STEM, Build Your Own R2K Rocket - 40
- SRP Finale @ Paradise Park – 40
- Science of Sound - 14
- The Teen Stop Display featured current nominations of YALSA's Best Fiction for Young Adults.

Youth/Family Programs & Displays

- NASA @ The Library – 54
- MSU Tollgate Story Time – 50, 65
- Design a Plate Day – 52
- Novi Library 3D Derby – 45
- Monday Movie Matinee – 47, 37
- Preschool Finale - 85
- Blast Off with Books Magic Show – 117
- SRP Finales @ Paradise Park – 177, 306
- Our Youth Feature Display for the summer is “Summer Reading is Out of this World.”
- Our Youth DVD Display featured favorite movies (classics, blockbusters, movies you may have missed).



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 359

of logs received to date: 1,352

of books read this month: 7,100

100 Books – 359

600 Books – 91

200 Books – 217

700 Books – 84

300 Books – 168

800 Books - 72

400 Books – 123

900 Books – 67

500 Book – 110

1000 Books – 61

2019 Summer Reading Wrap-Up:

Raising a Reader (logs of 100 books read submitted June - August):

150 logs submitted/15,000 books read/150 completions of 100 books: 100% complete

SRP Birth – Pre-Kindergarten:

301 registrants/16,174 books read/80 completions: 27%

SRP Kindergarten – Second Grade:

538 registrants/11,103 books read/287 completions: over 50%

SRP Third Grade – Fourth Grade:

356 registrants/3,644 books read/197 completions: over 50%

SRP Fifth Grade - Eighth Grade:

506 registrants/3,391 books read/251 completions: 50%

SRP Ninth – Twelfth Grade:

97 registrants/350 books read/33 completions: 33%

SRP Adult Program:

554 registrants/1,672 books read/303 completions: over 50%

Total: 2,502 Registrants/ 51,334 Books

Summer Reading Programs and Partner Programs (Not regular library programs):

Summer Reading Kick-off: 709

Sizzling Summer June-August: 325, 200, 75, 75, 350, 250, 250, 150

Tie-Dye: 30

Feed the Need STEAM Kit Visit: 89

Very Hungry Caterpillar Party: 200

MSU Tollgate Story Time: 45, 65, 63, 50, 65

Teen Book Swap: 2

Monday Movie Matinees: 78, 47, 37

Wonderful World of Mud and Worms: 31

Dr. Nitro: 125

Zeemo Toys in Space: 63

Pokemon Party: 200

4th Wall Theater: 62

Astronaut Training: 23

Design a Plate: 75, 52

Starlab Planetarium: 138

Build a Rocket: 40

Baffling Bill Magician: 117

Paradise Park Finales: 177, 306, 40

SRP Preschool Finale: 85

Novi Library 3D Derby – 45

Science of Sound: 14

Video Production: 5

ESL Movie Discussion: 11

Yoga for Beginners: 43, 45

Mediation for Beginners: 44, 18

Protect Yourself Online: 2

Summer Classic Car Show: 500

ESL/International Resource Tour: 4, 2

Smart Home, Smarter You: 13

Summer Music on the Patio Series: 93, 111, 90, 93

Day of Golf: 46

Parents Guide to Autism: 8

Our Fires Still Burn Native American Documentary: 37

How to Spot Fake News: 4

Professional Headshot and Networking: 13

Woodstock Concert: 800

Total SRP Programs: 60

Total SRP Attendance: 6,760

**Raising a Reader - 1,000 Books Before Kindergarten
July 2018 - June 2019**

There are currently **310** children participating in Raising a Reader in Novi - 1,000 Books Before Kindergarten. In the past year, children have read a total of **43,300** books and **25** children have completed the program (A total of 52 children have completed the program in the past 3 years). The 3rd Annual Raising a Reader celebration will be held on **Saturday, October 12th**.

of people who have completed each 100 (As of June 2019):

- 100 - 310
- 200 - 196
- 300 - 155
- 400 - 118
- 500 - 102
- 600 - 88
- 700 - 73
- 800 - 66
- 900 - 58
- 1000 - 52

**2nd Annual Raising a Reader - 1,000 Books Before Kindergarten Party
Saturday, September 22nd**





Early Childhood Literacy Box Program

Thanks to our generous sponsors, the Library was able to create an extension of the Raising a Reader in Novi reading initiative, called the Early Childhood Literacy Box program. This program aims to provide teachers with new books to supplement their classroom collections that are perfect for read alouds and extending lessons. Each box contains **25 titles** to be used for lesson planning or for independent reading. Books are selected for each school on an individual basis considering ages of children served, teacher's lesson plans, and seasons. The first pilot school to participate in the program was the Novi Early Childhood Education Center and 2 additional schools were invited to participate in the 2018/2019 fiscal year (The Goddard School of Novi and Novi Woods Montessori). In the beginning of the 2019/2020 fiscal year, KinderCare was invited to participate.



Teacher feedback:

“I really appreciate the Literacy Box, as I don't get to the library as often as I would like anymore, since I have a teenager! The box is great for browsing through books I would have picked up at the library in the past. Thank you for pulling this together. I think the books have been truly age-appropriate for our classes, and I have made note of some titles that I will look to check out at the library when we reach certain themes during the rest of the year, such as the dinosaur books like "Rawr" that I want to use when we do that unit.”

Outreach/Promotion



- Introductory packets delivered throughout the year to various preschools and daycares. "Back to School Blast" in September/October and more throughout the year as requested by schools. Packets include introductory letter to parents & a log.
 - Novi Early Childhood Education Center
 - Goddard School of Novi
 - Novi Woods Montessori
 - KinderCare
 - Rainbow Childcare Center
 - Little Birds Montessori
- Early Literacy Fair (8/18/18)
- Back to School Pancake Breakfast (9/8/18)
- MSU Tollgate Pumpkin Fest (10/6/18)
- Novi Early Childhood Education Center Parent registration morning (2/2/19)
- Walled Lake Preschool Resource Fair (8/20/19)

Upcoming 2019/2020 Promotion Opportunities

- Connecting with new childcare center in Novi - The Learning Experience
- Novi Preschool and Childcare Information Fair - January 2020
- Attend Novi Early Childhood Education Center Open House - January 2020

VOX Collection

This August, I added a new collection to the Youth area: VOX Books. A big thank you to Maryann Zurmuehlen, Kristin Abate, and Tech Services for getting the books processed so quickly. Each Vox book has an audio player built in so guests can read and listen to their favorite picture books without having to use a CD player. The books have a built in charging port and will last for up to 150 plays. There is also a headphone jack so guests can listen with headphones while on the go. Right now, the collection has 55 titles with classics like *Goodnight Moon* as well as new releases like *The Tiptoeing Tiger*. The collection will continue to grow with new picture book and even non-fiction titles added throughout the year. I am very excited about this collection and all it has to offer to our guests.





Laser Engraved IS All Star Cards, wine glass, cardboard rocket.



2019 3D Derby



Baffling Bill Magic Show

Support Services Department Report by Maryann – August

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.
- Goal-Setting Performance Appraisal sessions are underway for all staff in the department.
- Attended a Lending Library/City of Novi meeting on August 21st.
- Attended a TLN SASUG meeting at Commerce Library on August 22nd.

TLN SASUG (Shared Automation System Users Group) Update

- Routine server maintenance occurred on August 21st.
- An CARL update occurred on August 27th.
- CARL passwords will be changing on September 24th.
- Overdrive records are being entered into the OPAC. Other upgrades, including FRBR-ization, to the catalog are still underway.
- A vote to initiate system-wide auto renewal of items starting in July 2020 passed.
- Discussion of system-wide auto card renewal and online patron registration has begun at meetings.
- A vote based on the Patron Type Subcommittee's recommendation to change the lost item blocking threshold to >0 (meaning 1 lost item instead of the current 2) for all patron types passed. TLN will shortly be implementing that change.
- The Patron Type Subcommittee is continuing to investigate a possible reduction of patron types and other thresholds.
- The TLN budget for FY 2019-2020 was approved.

Circulation & Shelters

- Circulation staff have completed the NCSD Employee Card Sign-Up Campaign. A total of 937 cards were registered for Novi School District teachers and staff.
- Interviews were held for an 18-hour Clerk position.
- End of Summer Reading Club shelf and cart cleanup has been underway.

Tech Services

- Working on the following projects: cleanup of CARL migration catalog errors.

Statistics (August 2019)

- **Library Cards Issued: 1,331 (937 through NCSD Employee Card Sign-Up Campaign)**
- **Items Checked Out: 77,766**
- **Items Interloaned for NPL Patrons: 4,818 (106 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,605 (109 through MeLCat)**
- **Items Added to the Collection: 1,678**
- **Items Discarded from the Collection: 2,557**
- **Novi School's Card Registration: 32**
- **MAP Checkouts: 22**
- **Read Boxes:**
 - **4 Weekly Deliveries**
 - **30 Adult Items Circulated**
 - **312 Youth Items Circulated**
- **Outreach:**
 - **7 Facilities Visits / 52 Items Checked Out**
 - **6 Book Discussions / 105 Items Provided**

Support Services Statistics 2019-2020													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	432	1,331											1,763
Items checked out	82,118	77,766											159,884
Items borrowed	5,468	4,818											10,286
Items loaned	4,019	3,605											7,624
Read Boxes	527	342											869
MAP Checkouts	11	22											33
Novi School's Card Registration	12	32											44

	August 2019	August 2018		August 2019	August 2018
Library cards issued	1,331	445			
Total checkouts	77,766	78,014	READ Boxes	Adult 30	22
				Youth 312	232
Items borrowed	TLN 4,712	4,980		Total 342	254
	MeL 106	0			
	4,818	4,980			
Items loaned	TLN 3,496	3,678			
	MeL 109	0			
	3,605	3,678			

***937 cards of the monthly 1,331 were registered as part of the NCSD Employee Card Sign-Up Campaign from August 11-22, 2019.**

Self-Check Totals 2019-20 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	82,118	49.34%	40,521	8,183	6,697	4,137	7,921	12,192	1,391
August	77,766	45.46%	35,354	7,261	5,722	3,201	7,037	10,749	1,384
September			0						
October			0						
November			0						
December			0						
January			0						
February			0						
March			0						
April			0						
May			0						
June			0						
FYTD	159,884	47.40%	75,875	15,444	12,419	7,338	14,958	22,941	2,775

Library Usage									
2018-2019 Fiscal Year					2019-2020 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	49,562	4,656	54,218	1,807	July	37,288	4,188	41,476	1,383
August	36,668	4,163	40,831	1,317	August	31,987	4,304	36,291	1,251
September*	39,587	3,619	43,206	1,600	September*				
October	39,602	3,400	43,002	1,387	October				
November	35,017	3,177	38,194	1,364	November				
December	27,557	3,022	30,579	1,092	December				
January	30,059	3,237	33,296	1,110	January				
February	30,380	3,228	33,611	1,200	February				
March	34,270	3,804	38,074	1,228	March				
April	32,766	3,519	36,285	1,251	April				
May	30,631	3,424	34,055	1,261	May				
June	34,967	3,500	38,467	1,326	June				
FYTD Total	421,069	42,749	463,818	1,329	FYTD Total	69,275	8,492	77,767	1,318

* Counter was unavailable 9-28 and 9-29

Computer Logins											
2018-2019 Fiscal Year						2019-2020 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,256	70,042	1	73,299	2,443	July	2,599	76,972	6	79,577	2,653
August	2,869	55,316	3	58,188	1,877	August	2,304	62,034	4	64,342	2,076
September	2,552	59,641	2	62,195	2,304	September					
October	3,242	83,123	1	86,366	2,786	October					
November	2,511	73,548	0	76,059	2,716	November					
December	1,977	62,202	0	64,179	2,292	December					
January	2,426	59,867	0	62,293	2,076	January					
February	2,387	62,768	0	65,155	2,327	February					
March	2,706	71,829	2	74,537	2,404	March					
April	2,492	68,634	1	71,127	2,453	April					
May	2,480	62,519	1	65,000	2,407	May					
June	2,447	74,450	8	76,905	2,652	June					
FYTD Total	31,345	803,939	19	835,303	2,393	FYTD Total	4,903	139,006	10	143,919	2,439

Early Literacy Workstation Usage							
2018-2019 Fiscal Year				2019-2020 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,092	22,924	20	July	996	20,235	20
August	946	19,856	20	August	844	16,206	19
September	870	17,049	19	September			
October	848	16,301	19	October			
November	765	16,183	21	November			
December	654	12,676	19	December			
January	771	15,823	20	January			
February	696	14,967	21	February			
March	817	17,047	20	March			
April	841	17,047	21	April			
May	688	12,618	18	May			
June	807	16,342	20	June			
FYTD Total	9,795	198,104	20	FYTD Total	1,840	36,441	20

Technology Training Sessions 2019-20 Fiscal Year

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	Laser Engraver	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Patrons
Jul		8					5	5	20	12	50	
<i>patrons</i>		8					5	5	20	12		50
Aug		8					10	5	5	10	38	
<i>patrons</i>		8					10	5	5	10		38
Sep											0	
<i>patrons</i>												0
Oct											0	
<i>patrons</i>												0
Nov											0	
<i>patrons</i>												0
Dec											0	
<i>patrons</i>												0
Jan											0	
<i>patrons</i>												0
Feb											0	
<i>patrons</i>												0
Mar											0	
<i>patrons</i>												0
Apr											0	
<i>patrons</i>												0
May											0	
<i>patrons</i>												0
Jun											0	
<i>patrons</i>												0
Sessions	0	16	0	0	0	0	15	10	25	22	88	
<i>Patrons</i>	0	16	0	0	0	0	15	10	25	22		88

2019-2020 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	831	289	1,293	31,261	184	207	1,148
August	755	249	1,782	41,248	202	172	986
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD Total	1,586	538	3,075	72,509	386	379	2,134

2019-2020 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,257	1,765	5,022	79
August	3,410	1,613	5,023	88
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
FYTD Total	6,667	3,378	10,045	167

Meeting Room Rentals					
2018-2019 Fiscal Year			2019-2020 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	49	1,235	July	35	458
August	56	1,367	August	86	1,067
September	76	1,696	September		
October	74	1,372	October		
November	64	1,709	November		
December	59	1,347	December		
January	45	1,071	January		
February	71	1,669	February		
March	70	1,325	March		
April	63	1,683	April		
May	62	1,227	May		
June	64	1,494	June		
FYTD	753	17,195	FYTD	121	1,525

Library App - 2019-2020 Fiscal Year

	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	33,050	1.	Catalog	January			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Boopsie Popular Books				
August	44,015	1.	Catalog	February			
		2.	My Account				
		3.	Zinio				
		4.	Library Locator				
		5.	OverDrive				
September				March			
October				April			
November				May			
December				June			
				Total	77,065		

Friends of the Novi Public Library
Meeting of the Board of Directors
June 12, 2019

Present: Carol Bauer, Marge Bixby, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Lin Giglio, Vicky McLean, Carol Neumann, Evelyn Young, and Julie Farkas, Librarian.

Absent: Marilyn Amberger, who was tied up in traffic, and Karen Schubert.

Prior to the Call to Order, Julie shared with us that the summer reading program kicked off on Sunday, June 9th, with 300 kids. The registration was not to begin until Monday, June 10th. Everyone was delighted to hear the good news.

Call to Order: Sue Johnson called the meeting to order at 7:05 p.m.

Minutes: The Minutes of the May 8, 2019 meeting were accepted with one correction. Evelyn Young was indeed present at the meeting but was not listed in the Minutes. My apologies. I should have been more careful. Motion was made by Lin to accept the Minutes with the noted correction and seconded by Carol Hoffman. Motion carried 9-0.

Treasurer's Report: Sue Johnson reviewed the statements and discussed the items still outstanding. She told us that the invoice for the new 3D printer was due and had just arrived. Also, the Maker Lab amount would now be \$5,300. We have the money so all is well.

Income:	\$2,357.15	CF CD	\$10,485.35
Expenses	<u>2,970.48</u>	CF Checking	11,090.75
Overall Total	\$ -613.33	Vibe Checking	10,193.78
		Vibe Savings	<u>11,003.07</u>
		Total Bank Accts.	42,772.95
		Startup Fund	<u>100.00</u>
		Overall Total	\$42,872.95

Reports:

Library Liaison – Julie Farkas, Librarian. Julie asked if there were any questions or edits to the Wish List that had previously been distributed. As we went through the List she did mention that the touch screen technology would be held off because of more planning that will occur in 2020. Julie did tell us that the race car on the first floor will be gone some time this fall. That will enable the library to use the 200 sq. ft. and redesign the area to accommodate more opportunities for early literacy education for the younger readers and their families.

We went through the Wish List in an attempt to prioritize, commenting on many of the items. Julie did tell us that staffing at the library is in a state of flux – there are 70 employees but most of them are part time as the library must be staffed with two shifts.

The locker area with bench was brought up and Carol H. mentioned that it would be nice if there were some sort of arm rest to help people stand. This was the only negative heard regarding this area as it was difficult for people with walkers and canes.

Sue pointed out that since the Book Nook was having such a good year, \$1,000 could be added to the Wish List Budget. She felt that we, the Board, would have no problem “doing this whole thing.” After viewing the financial statements and some discussion, Sue made the motion to “accept the Wish List as it is. With \$40,000 in the bank right now, we can fund the whole thing! We are very solvent.” This motion was seconded by Marge. Motion was carried 9-0.

Discussion continued regarding the Café. It is closed for now to accommodate cleaning, upgrading, etc. Julie reminded us that the kids do make good use of the Café so they hope to make it a little more attractive. Sue and Julie informed us that both of them had gone to the South Lyon Library to see their renovation. They were very much impressed.

Book Nook – Carol Hoffman. The 2/50 cents paperback sale is almost over; the DVD sale has already started (June 10) and already 200 have been sold. Both Carol H. and Carol N. hope the DVD’s last through June as they would like to prepare for a Christmas in July sale. A suggestion was made about putting an article in the Library e-newsletter regarding special sales, etc. Such information would have to be received by the 25th of the month. Carol Neumann volunteered to write such an article. The Nook will again have children’s books for sale in August. The new signage on the shelves is not only helpful and easy to read, but looks professional.

Conversation then turned to how we, and South Lyon, sell the books we have. South Lyon uses Amazon, we tend to use Thrift. Sue and Carol H. discussed the pros and cons of each of the two jobbers. Sue then brought up our vintage books and where do the titles show up – Thrift or Amazon. There was much back and forth but as of this writing, no change in operations has been decided upon. There seems to be an issue of pick up.

Membership – Sue Johnson: Sadly, Sue announced that membership was going down. But, we still have 240 members and “summer time it is slower!”

Annual Meeting: The Annual Meeting of the Friends of the Novi Library Board will be Wednesday, July 10, 2019, at 7:00 p.m. At such time, the Budget will be presented for approval. Should the Budget be approved, the Wish List will also be up for approval.

Bylaw wording change: Board members may be elected more than once. No member, except the Treasurer, can serve three consecutive terms.

Announcements: Evelyn Young will retire from the Board. She will continue to do everything she does, namely, continue to send out renewals and serve on the Scholarship Committee.

Vicky McLean thinks she “has already done her time” and will retire from the Board. She and Jim will continue with what they normally do.

Sue informed the Board that we have gotten the Joint Operating Agreement back from the lawyer. She says it looks “okay” but she and others spoke to the lawyer and suggested a few changes. Carol H. and Sue read the document; don’t see any major problems, but there are little things that need to be changed. E.g., Marilyn is listed as a contact – that has to be changed and have no names mentioned. It was suggested, and we all agreed, that August would be a good time to review this Agreement.

There being no further business to conduct, at 8:10 p.m. motion was made to adjourn the meeting by Evelyn Young and seconded by Carol Hoffman. Motion approved: 9-0

Respectfully submitted,

Evelyn Cadicamo

**OPERATING AGREEMENT BETWEEN
THE NOVI PUBLIC LIBRARY AND
THE FRIENDS OF THE NOVI PUBLIC LIBRARY**

THIS AGREEMENT is entered into this ____ day of _____, 2019, by the Novi Public Library, a Michigan city library, and the Friends of the Novi Public Library, a Michigan non-profit corporation.

WHEREAS, the Novi Public Library (“Library”) is a city library established under the City, Village and Township Libraries Act, 1877 PA 164 (MCL 397.201 *et seq.*); and

WHEREAS, Friends of the Novi Public Library (“Friends”) is a non-profit corporation with a stated purpose of promoting the utilization of the City of Novi Public Library, assisting in the promotion, development and use of the Library and raising funds to support the operation of the Library; and

WHEREAS, as a non-profit corporation, the Friends is a legally distinct entity from the Library; and

WHEREAS, the Library and the Friends wish to enter into this Operating Agreement and provide for the respective responsibilities and obligations to fulfill a mutual goal of encouraging literacy, education, and the use of all the Library’s resources; and

WHEREAS, the Library has determined that entering into this Operating Agreement is in the best interests of the health and welfare of the residents of the Library district.

NOW, THEREFORE, the Library and the Friends agree as follows:

1. **Library Responsibilities.** During the term of this Operating Agreement, the Library agrees to the following responsibilities:

a. During the preparation of the Library’s fiscal year budget each year, the Library agrees to share with the Friends the Library’s goals for the next fiscal year and discuss with the Friends how the Friends’ resources and support might help forward these initiatives.

b. The Library agrees to supply the Friends with a list of the programs, items or other anticipated needs (i.e., a “Wish List”) for which the Library may desire additional support. The Library may also make periodic requests for funding outside of the annual budget throughout the year.

c. At the Library’s sole discretion, the Library shall provide the Friends with surplus materials, such as used books and other donated material (“Surplus Material”) that the Library has deemed to be of no value to the Library and the Library’s collection. However, the Library is not required to provide all Surplus Materials to the Friends.

d. The Library Director shall have the primary responsibility for administering and approving services to be performed by the Friends or items to be purchased by the Friends and shall coordinate all communications between the Friends and the Library. A staff liaison will be designated by the Library Director for additional communication purposes and to attend Friends' Board meetings in the absence of the Director.

e. The Library will provide the Friends with space in the Library and personal property, such as tables and shelves, for book sales and storage. The space shall remain under the management and control of the Library and the Library agrees to provide adequate insurance. The Library shall have sole discretion regarding what type of items may be sold at the Library. However, any book sale that uses the meeting room shall be scheduled according to the Library's meeting room policies.

f. The Library agrees to share its long-term planning goals with the Friends and seek input from the Friends regarding how the Friends may support or assist the Library with the long-term goals.

g. Friends Treasurer or designee, agrees to collect the proceeds from the book sales, report and execute any/all financial obligations, as well as documentation for state tax purposes. That money shall be accounted for separately from the Library funds and shall be disbursed to the Friends on a monthly basis. In consideration for proceeds of the book sale provided to the Library, the Library agrees to provide assistance with promotional materials and website support for the Friends, but the Director shall be responsible for determining what if any staffing support shall be provided in any particular instance.

h. The Library shall provide volunteers for the Friends book sales in the same manner that it approves volunteers for other services in the Library.

2. **Friends Responsibilities.** During the term of this Operating Agreement, the Friends agree to the following responsibilities:

a. The Friends shall use its best efforts to liquidate the Surplus Material through a book sale. The Friends agree that any and all money raised at a book sale held at the Library or raised from the sale of Surplus Materials shall be spent exclusively for Library programs, services, and other Library-defined needs unless otherwise agreed to by both the Friends and the Library or used for reasonable expenditures and expenses of the Friends.

b. The Friends agree to publicly support the Library, Library staff and its policies.

c. The Friends agree that all communication with the library shall be through the Library Director and/or designee.

d. The Friends agree that the Library Director has the final decision in accepting or declining any and all gifts made to the Library.

- e. The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library Director and the Library Board.
- f. The Friends will make available to the Library Director all monthly financial statements and minutes of the Friends' Board. .
- g. The Friends agree that its Board members and volunteers are not employees of the Library.
- h. The Friends shall determine which funding requests identified in paragraph 1(b) that it shall approve. Upon approval, the Friends shall notify the Library Director of the approved funding so that the staff may proceed with purchasing the requested items, programs or services. If the Library pays for the item, program or service and desires reimbursement from the Friends, the Library shall provide an invoice to the Friends. The Friends shall reimburse the Library for any approved expenditure after receipt of an invoice from the Library. In the alternative, the Friends may ~~purpose~~ purchase the item, program or service directly for the Library. The Friends understand that all personal property purchased pursuant to this paragraph shall be owned and maintained by the Library.

3. **Review of Agreement.** This Operating Agreement shall be reviewed every 2 years, or at the change of Presidency by the Friends of the Novi Library Board. Both the Friends of the Novi Library Board of Trustees and Library Board Trustees must have a majority vote for approval of this agreement.

4. **Term; Termination.** This Operating Agreement shall become effective on _____, 2019 and shall remain in effect until terminated by either Party. Either party may terminate this Operating Agreement with fifteen (15) days written notice.

5. **Notices.** The Parties shall be provided any notice required or permitted under this Operating Agreement at the addresses listed below, or at such other address as may be designated by a Party upon written notice to the other Party:

Novi Public Library
 Attention: Library Director
 45255 W. 10 Mile
 Novi, MI 48375

Friends of the Novi Public Library
 Attention: President
 45255 W. 10 Mile
 Novi, MI 48375

All notices to be given under this Operating Agreement shall be served personally, by deposit in the United States mail, first class postage pre-paid by registered or certified mail, or by deposit with an overnight courier with charges pre-paid. Any such notices shall be deemed to have been given on the day of personal service, one (1) business day after deposit with an overnight courier, or three (3) business days after deposit in the United States mail, as applicable.

6. **Waiver and Release.** In consideration of this Operating Agreement, the Friends

waive, and forever release the Library and its officers, agents, and employees, from any and all claims, actions, and demands of whatever type or nature arising out of this Operating Agreement. The waiver and release set forth in this Paragraph shall survive the expiration or termination of this Agreement.

7. **Assignment, Delegation, Subcontract.** Neither party shall assign, delegate, subcontract, or otherwise transfer its obligations under or interest in this Operating Agreement, in whole or in part.

8. **Amendment.** This Operating Agreement shall not be amended except by a written amendment approved and executed by the Parties.

9. **Entire Agreement.** This Operating Agreement constitutes the entire agreement between the Parties, and supersedes any and all prior understandings or representations of any kind except to the extent incorporated in this Operating Agreement.

10. **Governing Law.** This Operating Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the Parties have executed this Operating Agreement as of the day and year first written above.

NOVI PUBLIC LIBRARY

By: _____

Its: _____

By: _____

Its: _____

FRIENDS OF THE NOVI PUBLIC LIBRARY

By: _____

Its: _____

By: _____

Its: _____

TLN Sponsor the Detroit Tigers Offers Season End Special Pricing

OK, the Tigers have had a disappointing season this year. Why not pack your car up and share in a weekend of FAN APPRECIATION, as TLN Sponsor, Detroit Tigers, closes out the 2019 season. Enjoy popcorn, peanuts, cracker jacks and hot dogs as you cheer the year end and start the theme, better luck next year. The Chicago White are in town Friday, September 20, Saturday, September 21 and Sunday, September 22. Start next year – this year as you experience Fan Appreciation Day (THREE DAYS OF CELEBRATION). Go to **Tigers.com** and select your tickets.

Special Computer Classes for Seniors

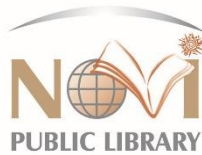
Looking for a great indoor program for the senior citizens in your community? Mike Wilson specializes in helping seniors become proficient in the use of computers. Offered in multiple skill levels and pace, Mike will provide a challenging yet fun packed adventure for area seniors. Watch Mike teach on his website at www.ourseniorhelp.com and request program cost and availability with Jim Pletz at 248 561 3100 extension 107 or jpletz@tln.lib.mi.us

Community Engagement Project – Beta Test Complete

Dale Jaslove, the TLN Community Engagement Specialist contractor turned up a lot of fertile soil and produces a number of programs shared by libraries thru out the cooperative. Doors closed to TLN were broken wide open and a range of community partners welcomed. The biggest news – area businesses welcomed the opportunity to partner up in new programs developed to reach out to our wide audience and add value to being a registered library patron. Popular corporate sponsors include The Detroit Red Wings, the Detroit Tigers, Michigan Opera Theater, Fox Theater, 313 Presents and Olympia Entertainment and the Fisher Theater. The Alzheimer’s Association and the American Heart Association.

43 member libraries signed up for designation as a Red Wing Library. A low of six libraries featured programs offered by the Alzheimer’s Association. 112 programs and/or sponsorships were provided over a six month cycle. A fall and spring calendar of community programs will be available by October.

Contact Jim Pletz at jpleta@tln.lib.mi.us or call 248 536 3100 extension 107 for forth coming programs, sponsorships and ideas to expand local community engagement efforts sponsored by TLN, your cooperative, collaborative program partner.



Library Board Calendar

2019

September 26	Library Board Regular Meeting
October 24	Library Board Regular Meeting
November 21	Library Board Regular Meeting
November 27	Holiday –Library closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
November 29	Library Closed
December 19	Library Board Regular Meeting
December 24	Holiday- Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year's Eve, Library Closed

2020

January 1	Holiday – New Year's Day, Library Closed
January 9	Budget Planning Session 4-7pm
January 21	Budget Planning Session 4-7pm
January 23	Library Board Regular Meeting & Approval of Budget
February 19	Library Board Regular Meeting – change of date; held at Library (TBD)
March	National Reading Month
March 26	Library Board Regular Meeting
April 4-11	Money Smart Week
April 12	Holiday – Easter, Library Closed
April 19-25	National Library Week
April 23	Library Board Regular Meeting
May 1	Library Closed – Staff In-Service Day
May 10	Library Closed - Mother's Day
May 24	Library Closed
May 25	Holiday – Memorial Day, Library Closed
May 28	Library Board Regular Meeting
June 21	Library Closed – Father's Day
June 25	Library Board Regular Meeting
July 4	Library Closed – Independence Day
July 5	Library Closed
July 23	Library Board Regular Meeting

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