

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, September 21, 2016
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
 - A. Approval of Claims and Warrants L546.....4-6
 - B. Approval of Regular Meeting Minutes – August 17, 20167-13
- 6. Correspondence
 - A. Thank you letter from Bill Wizinsky 14
 - B. Thank you letter from Amelia Purdy.....15-16
- 7. Presentation/Special Guest
 - A. Jonathan Gregoire – Part-time Facilities Dept.
- 8. Public Comment

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

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
- 9. Student Representatives Report 17-18
- 10. President's Report (Craig Messerknecht)
 - A. Goals Update (as of August 2016) 19-28
- 11. Treasurer's Report (Melissa Agosta)
 - A. Library Budget Fund 268 – 2016-2017 Approved 29-31
 - B. Library Fund 268 Expenditure & Revenue Report (August 31, 2016) 32-35
 - C. Roll-over Information for 268 Budget 2016-2017.....36
 - D. Email correspondence from Carl Johnson, Finance Director – City of Novi.....37
 - E. Contributed Fund Budget 269 38-39
 - F. Contributed Fund 269 Expenditure & Revenue Report (August 31, 2016) 40
 - G. Draft Contributed Fund 269 Budget 2016-2017.....41-42
 - H. Balance Sheets for Funds 268 and 269 43-44

12. Director's Report.....	45-52
A. Information Technology Report	53-54
B. Facilities Report	55-56
C. Information Services Report.....	56-57
D. Support Services Report	N/A
E. Library Usage Statistics.....	58-67
F. Friends of the Novi Library	68-69
G. Novi Historical Commission	70-72

13. Committee Reports

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

(Michener-Chair, Poupard)

- Library Staff is currently reviewing current policies.

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

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

- Staff is currently pulling salary comparisons from other class VI libraries in the Metro Detroit area.

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

(Agosta-Chair, Messerknecht, Lawler) – No action at this time.

- 1st Draft of the 2016-2017 269 Library Contributed fund included in the financial reports this month for board members to review.

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

(Michener-Chair, Agosta, Wood)

- Agosta, Michener, Verma, Lawler and Poupard attended the Friends of the Novi Library Patio Party on August 26, 2016.

E. Strategic Planning Committee: Annual review of current plan

(Poupard-Chair, Wood)

- Committee members met on 9/8/16 to discuss the format for the Strategic Planning marketing piece that will be created for public use. November dates are being considered for public feedback sessions. Next committee meeting is set for **Wednesday, October 5th at 7:00pm.**

F. Building/Landscape Committee: Entrance project, Energy Reduction Coalition project, Building assessment

(Messerknecht-Chair, Lawler, Verma, Wood)

- ERC meeting held on Monday, September 12th. The committee will begin reviewing the draft contract. City Attorney and City Finance Director have been contacted for contract review. Staff working on information needed for walk-through.
- Meeting with Drew Lathin and B&B Landscaping was scheduled on Thursday, September 15th. Bob Anton from B&B was not able to attend. Costs for repair of parking lot bioswale have been submitted to B&B. Waiting for response.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler-Chair, Agosta)

- Draft of Bylaws revisions (included in packet)

14. Public Comment

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

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15. Matters for Board Action

- A. Approve (1st draft) of 269 Library Contributed Fund 2016-2017 Budget.....43-44
- B. Approve revisions (1st draft) of Bylaws of the City of Novi Library Board.....47-52
- C. Approve 2017 Library Closings.....45

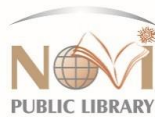
16. Adjourn

Supplemental Information:

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- Library Calendar74

Future Events:

- Novi Historical Commission regular meeting – Wednesday, September 28th at 7:00pm, Novi Library
- Friends of Novi Library regular meeting – Wednesday, October 12th at 7:00pm, Novi Library
- Board of Trustees regular meeting – Wednesday, October 19th at 7:00pm, City of Novi
- Novi Historical Commission regular meeting – Wednesday, October 26th at 7:00pm, Novi Library
- Community Read Author event with Chris McDougall – Wednesday, November 2nd at 7:00pm, Novi Library
- Library Closes at 5pm – Wednesday, November 23rd
- Library CLOSED – Thursday, November 24th
- Light up the Night – Friday, December 2nd (6-9pm)



Inform. Inspire. Include.

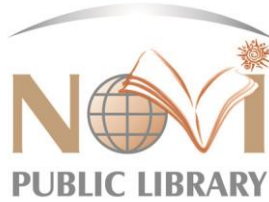
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 546	268 Accounts	September 2016	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (8/30/16)		268-000.00-727.000	\$ 1,195.01
Johnson, Susan	Patio Party postage; NPL portion	268-000.00-728.000	\$ 60.00
Presidio (8/12/16)		268-000.00-734.000	\$ 138.75
CDW-G (8/8/16)		268-000.00-734.500	\$ 614.39
Library Design Associates, Inc. (8/1/16)	Articulating Keybd arm	268-000.00-734.500	\$ 996.96
The Library Network (8/22/16)	earbuds/flash drives	268-000.00-734.500	\$ 219.65
Allied-Eagle Supply Co. (8/9/16)		268-000.00-740.000	\$ 1,442.60
Amazon.com (7/21/16)		268-000.00-740.000	\$ 47.48
Discount Paper Products, Inc. (8/23/16)	50 rolls	268-000.00-740.000	\$ 406.30
Sam's Club (8/18/16)		268-000.00-740.000	\$ 13.48
Specialty Store Services (8/12/16)	cases	268-000.00-740.000	\$ 767.62
Amazon.com (7/14/16)		268-000.00-742.000	\$ 882.63
Barnes & Noble (8/8/16)		268-000.00-742.000	\$ 1,380.97
BookPal, LLC (8/1/16)	Comm Read; Born to Run; 8	268-000.00-742.000	\$ 74.24
Brodart (8/17/16)		268-000.00-742.000	\$ 14,019.52
Center Point Large Print (8/4/16)		268-000.00-742.000	\$ 245.67
DK Agencies, Ltd. (8/10/16)		268-000.00-742.000	\$ 199.90
Gale/Cengage (8/18/16)		268-000.00-742.000	\$ 703.79
Multicultural Books & Videos (8/15/16)		268-000.00-742.000	\$ 121.40
Thompson Reuters (8/4/16)		268-000.00-742.000	\$ 230.50
Allen Park Public Library		268-000.00-742.100	\$ 8.99
Bacon Memorial District Library		268-000.00-742.100	\$ 15.95
Brighton District Library		268-000.00-742.100	\$ 10.00
Dearborn Hts. Caroline Kennedy Library		268-000.00-742.100	\$ 12.99
Northville District Library		268-000.00-742.100	\$ 74.80
Reck, Max		268-000.00-742.100	\$ 226.95
Smith, April (7/20/16)	DFP & News Sept-Nov	268-000.00-743.000	\$ 182.00
Midwest Tape (8/16/16)		268-000.00-744.000	\$ 1,369.16
The Library Network (8/17/16)	OverDrive 8/1/16-7/31/17	268-000.00-744.000	\$ 8,200.00
Midwest Tape (8/9/16)		268-000.00-745.200	\$ 3,269.18
Gale/Cengage (7/6/16)	GVRL/Ebook	268-000.00-745.300	\$ 300.00
Bright House Networks Bus Sol (7/17/16)	Aug-16	268-000.00-801.925	\$ 32.30
Merchant Billing Statement	Jul-16	268-000.00-802.100	\$ 238.88
Johnson, Rosati, Schultz & Joppich, PC	Café; 15-16 fy	268-000.00-806.000	\$ 404.00
Waste Management	July service	268-000.00-808.000	\$ 98.72
Michigan Library Association (8/23/16)		268-000.00-809.000	\$ 170.00
Northville Newcomers & Neighbors	Annual membership 2016-17	268-000.00-809.000	\$ 50.00
Novi Chamber of Commerce (8/25/16)	annual dues	268-000.00-809.000	\$ 330.00
AT&T (8/22/16)	July 23-Aug 22, 2016	268-000.00-851.000	\$ 527.80

TelNet Worldwide (8/15/16)		268-000.00-851.000	\$ 525.74
Verizon (7/28/16)	6/29-7/28/16	268-000.00-851.000	\$ 338.35
City of Novi	Ice Utilization	268-000.00-880.000	\$ 7.50
Engraving Connection (8/19/16)	Matthews/T&C Eyecare	268-000.00-880.000	\$ 251.56
ePromos (8/2/16)	Older Adt Ser; tote bags (200)	268-000.00-880.000	\$ 302.17
Gordon Food Service (8/5/16)		268-000.00-880.000	\$ 35.96
Muniweb (8/8/16)	Jul-16	268-000.00-880.000	\$ 375.00
Sam's Club (8/18/16)		268-000.00-880.000	\$ 126.35
ALA Store (6/14/16)	refund -returned items;15-16 fy	268-000.00-880.268	\$ (26.10)
Global Office Solutions (8/16/16)		268-000.00-880.268	\$ 155.34
Gordon Food Service Store (8/31/16)	youth pgm	268-000.00-880.268	\$ 101.48
Kroger (8/8/16)	SRP gift cards (3)	268-000.00-880.268	\$ 255.97
Oriental Trading (7/28/16)	SRP preschool finale	268-000.00-880.268	\$ 86.38
Panera Bread	SRP Adult gift cards	268-000.00-880.268	\$ 150.00
Party City (8/9/16)	SRP preschool finale	268-000.00-880.268	\$ 20.58
First Impression Print & Marketing (7/31/16)	Patio Party	268-000.00-900.000	\$ 259.08
Konica Minolta Business Solutions (8/1/16)	Aug-16	268-000.00-900.000	\$ 722.44
Property and Liability Insurance	2016-17 fy	268-000.00-910.000	\$ 13,222.00
Consumers Energy	7/10-8/9/16	268-000.00-921.000	\$ 96.90
DTE Energy	7/25-8/23/16	268-000.00-922.000	\$ 9,460.52
Aero Filter, Inc. (7/29/16)	filters (3)	268-000.00-934.000	\$ 469.00
Cintas (8/1/16)		268-000.00-934.000	\$ 63.50
Lyon Mechanical (7/19/16)	7/15/16 ser date; mixing box	268-000.00-934.000	\$ 807.45
Republic Services, Inc.	refund	268-000.00-934.000	\$ (9.01)
ServiceMaster Professional Serv (8/19/16)	fabric panels cleaned	268-000.00-934.000	\$ 2,694.87
Stanley Access Technologies	refund	268-000.00-934.000	\$ (285.00)
Thelen Landscape, Inc. (7/20/16)	sprinkler run thr 6/5/16; 15-16 fy	268-000.00-941.000	\$ 594.00
Konica Minolta Premier Finance (8/25/16)	inc Per Property tax	268-000.00-942.000	\$ 1,379.13
Corrigan Storage Solutions (8/1/16)	Aug-16	268-000.00-942.100	\$ 15.69
Alpena Book Festival (8/29/16)	E. Smale; 9/24/16	268-000.00-956.000	\$ 11.24
American Library Association (8/4/16)	Smale; Host Comic-Con 9/14/16	268-000.00-956.000	\$ 54.00
Farkas, Julie	Staff in-service	268-000.00-956.000	\$ 179.58
Friends of the Novi Public Library	Staff in-service	268-000.00-956.000	\$ (214.05)
Library of Michigan	STEM Workshop; Durrett	268-000.00-956.000	\$ 25.00
Michigan Library Association (8/24/16)		268-000.00-956.000	\$ 895.00
Robinson, Mary (8/4/16)	TLN eContent Chelsea Dist Lib	268-000.00-956.000	\$ 37.53
Sam's Club (8/25/16)		268-000.00-956.000	\$ 112.58
Sanctuary Inn & Conference Center	Alpena Bk Festival; 9/23/16 1 nt	268-000.00-956.000	\$ 85.00
Skillpath (8/16/16)	Bembeneck; Excel	268-000.00-956.000	\$ 149.00
The Library Network (8/9/16)	TLN Tech Forum; 9/30/16	268-000.00-956.000	\$ 30.00
Petty Cash (Programming)		268-000.00-880.268	\$ 108.87
TOTAL			\$ 72,953.18

Warrant 546	269 Accounts	September 2016	
Payable to	Invoice #	Account number	Account total
Alberga, Kathleen (8/24/16)	Raising a Rdr in Novi; Amazon	269-000.00-742.232	\$ 15.99
Gordon Food Service (8/31/16)	961029813; Teen Space	269-000.00-742.232	\$ 21.98
Steve & Rockys (8/3/16)	Star App Dinner; 8/3/16	269-000.00-742.234	\$ 408.55
TOTAL			\$ 446.52



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
August 17, 2016**

1. Call to Order and Roll Call

Library Board

Craig Messerknecht, President
Tara Michener, Vice President
Melissa Agosta, Treasurer
Ramesh Verma, Secretary
William Lawler, Board Member
Doreen Poupard, Board Member
Geoff Wood, Board Member (Absent and Excused)

Student Representatives

Ruchira Ankireddygari (Departed at 7:19)
Cindy Huang (Absent and Excused)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

Guests

Erin Ilg, Community Financial Credit Union
Sue Johnson, President, Friends of the Novi Library
David Silberman, Electronic Services Librarian, Novi Public Library

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

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

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L545

Trustee Messerknecht reminded Board Members that the items highlighted in yellow are charged to the 2015/2016 fiscal year budget.

B. Approval of Regular Meeting Minutes – July 20, 2016

A motion was made to approve the Claims and Warrants L545 and the Regular Meeting minutes from July 20, 2016.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

A. Check Presentation from Community Financial Credit Union to the Friends of the Novi Library.

Ms. Farkas introduced Erin Ilg from Community Financial Credit Union (CFCU) and Sue Johnson President of the Friends of the Novi Library.

- Lindsay Fricke, Teen Librarian, and Ms. Johnson wrote a grant to go toward the purchase of 18 learning kits for the STEAM (Science, Technology, Engineering, Art, and Mathematics) program. STEAM has become a popular topic in the schools to engage young women and men in the sciences. Ms. Ilg presented Ms. Johnson with a \$1000.00 check that will be used for purchasing the STEAM kits. The grant was part of CFCU's Summer of Sharing where they give away \$1,000.00 a day for 65 days. This is the second year in a row that the Library has been awarded a grant from CFCU.

B. Introduction of David Silberman

David Silberman accepted the position of full-time Electronic Services Librarian. He has worked at the Novi Library for a number of years in a part-time capacity. His new position will allow him the opportunity to oversee social media, electronic databases and also reach out to the electronic database vendors. Some areas David is interested in expanding upon are:

- Looking at new database possibilities to support the STEAM program.
- Updating the periodicals and promoting electronic resources.
- Implementing a live-feed story time.
 - Trustee Poupard commended his technological skills and encourages the Library to promote this to all the schools in the area when it begins.

7. Public Comment

There was no public comment.

8. Student Representatives Report

A. Programs

- Make Over Mondays started in July
- July 6: Spectacular Sports Movie
- July 13: Fitness Training Workshop for grades 5th-12th.

- July 27: Candy Olympics

B. Summer Reading Update

- Ms. Farkas reported that the numbers for Summer Reading have been very high which means that the Library is still connecting with the teens when school is not in session.

C. Upcoming Programs

- August 1: Make Over Monday
- August 3: Healthy Eating and Cooking Demonstration
- August 12: Summer Reading Program Finale Lock-in Party
- August 23: Tween Spelling Bee
- August 25: DIY Draw string back pack

D. Teen Space: There was no Teen Space in July.

E. City Council Resolution Regarding Terms of Youth Council Members

- Student Representatives' two year terms will change from beginning in July to beginning in January. The current Library Board student representatives will conclude their service in December, 2016 and beginning in January, 2017 two new student representatives will be joining. These new representatives will serve through December, 2019.
- Ms. Farkas explained that the change was made in an attempt to engage the students better and the change will not affect the Library.
- Trustee Michener said that she is eager to think of ways that the Board can engage the new, incoming student representatives.

9. President's Report

A. Goals Update (as of July 2016)

There is no goal update report this month but the report will return in September.

10. Treasures Report

The Treasurer's Report can be found on pages 19-29 of the August 17, 2016 Library Board packet.

A. Library Budget Fund 268 2016-2017 Approved

The Library Budget Fund 268 2016-2017 can be found on pages 19-21 of the August 17, 2016 Library Board packet.

- The 2016-2017 approved budget calls for revenue to total \$2,774,726.00 and expenditures to total \$3,035,900.00 which would consume \$261,174.00 of the fund balance.

B. Library Fund 268 Expenditure & Revenue Report (July 31, 2016)

The Fund 268 Expenditure and Revenue Report can be found on pages 22-25 of the August 17, 2016 Library Board packet.

- For the month of July revenue totaled \$18,318.07 and expenditures totaled \$213,635.48.
- Trustee Agosta reported that on page 25 the "percentage of Budget used" amount showing 80.16% is incorrect. The budgeted amount was 8.48% for the month of July and since only 7.23% was used the Library came in under budget for the month of July.
- Trustee Agosta reported that Account 268-000.00-910.000 Property and Liability Insurance is paid annually and no additional monies should be spent.

- Trustee Agosta also reported that the City has created new account 268-000.00-808.000, Rubbish. This expenditure was originally included in the Building Maintenance account 268-000.00-934.000. The new account will always show over, since the money is actually included in the Building Maintenance account. Ms. Farkas said that during budget planning sessions in January a new line item can be added to the 2017-2018 budget.

C. Contributed Fund Budget 269

The budget for Fund 269 can be found on pages 44-45 of the August 17, 2016 Library Board packet. Little activity was recorded.

- The Finance Committee will meet in August to discuss this account.

D. Contributed Fund 269 Expenditure and Revenue Report (July 31, 2016)

The contributed fund 269 Expenditure and Revenue Report can be found on page 27 of the August 17, 2016 Library Board packet. Little activity was recorded.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 28-29 of the August 17, 2016 Library Board packet.

- Fund 268 had an ending fund balance of \$1,556,908.41 for the month of July.
- Fund 269 had an ending fund balance of \$1,673,112.62 for the month of July.

11. Director's Report

The Director's Report can be found on pages 30-36 of the August 17, 2016 Library Board packet.

- Ms. Farkas informed the Board that the Library had moved forward with a patron-driven customer service improvement. Starting Monday, August 15, 2016 the Library began opening the lobby at 9:50 a.m. Library staff lower the gates and open the lobby doors to allow for waiting patrons to come in from the elements and use the restrooms. The patrons cannot check out items, renew items, or enter into the library until opening time at 10:00 a.m.
- Staff In-Service Day is on Friday, August 19, 2016 from 8:30-3:30. The Library will be closed.
 - Stephanie Schuetzler from the City will do a customer service guarantee presentation for staff. Novi Library will be adopting the same customer service guarantee that the City has already implemented. Customer service plays a big part in the 2016-2017 Goals document and departments will be working on this over the next year.
 - Dr. Steve Matthews Superintendent of the Novi Schools will share what is going on with the school district for this year and into the future.
 - A social justice presentation by Jay Marks from Oakland County, Dr. RJ Webber and Darby Hoppenstedt from Novi Schools will be given. Tara Michener, Library Board member and therapist, will give a presentation about micro and macro aggressions.
 - Bubble soccer will be played in the afternoon.

- Trustee Poupard asked Ms. Farkas if there are standards, goals or guidelines for customer service. Ms. Farkas reported that the City put together a customer service guarantee that the Library will be implementing this year. Ms. Farkas also stressed that customer service covers both the public as well as internally with staff.
- Trustee Lawler asked if a new facilities member had been hired and Ms. Farkas reported that he had and was currently in training.
- Ms. Farkas shared a memo she sent to Mayor Gatt, City Council members, and Pete Auger at the conclusion of the entrance project. She thanked and praised the City staff that helped make this project a success. Trustee Verma commended Ms. Farkas on her contribution to the project.
- Ms. Farkas has a meeting scheduled with the café owner, Gary Bernstein, to go over the inspection report on pages 33-35. He continues to pay rent on time and has corrected the violations on the report. Cleanliness issues will be brought to his attention.
 - Trustee Verma asked if the café is in charge of cleaning their own floors and Ms. Farkas said that it is.
 - Trustee Poupard commented that the plumbing issues are the building's responsibility to fix and wondered if they had been taken care of. Ms. Farkas informed her that those issues have all been repaired.
 - Trustee Messerknecht commented on Mr. Bernstein's desire to park his car by the lobby doors in order to load and unload his car, even though it is a violation of parking rules. Trustee Messerknecht wants Mr. Bernstein to be informed that if he continues to violate this rule, it will be considered a breach in his contract. Ms. Farkas assured him that she would discuss it with Mr. Bernstein at their meeting.
- Ms. Farkas included a letter she sent to the preschools in the community inviting them to the Early Literacy Fair held at the Library on August 27, 2016. It will be the first opportunity to hand out the new brochure promoting "Raising a Reader in Novi". The library's story time sessions will begin promoting the "Raising a Reader in Novi" in September, and starting in mid-September Library staff will be spending time at the preschool. Vibe Credit Union and the Novi Rotary both came in as \$1000.00 sponsors for this initiative. This is the first time the Novi Rotary has had the opportunity to be involved with a literacy program.
- Library staff were invited to be at the new preschool opening on August 31, 2016.
- On September 27, 2016 the Novi Library will host a Fall Business Blender. This event is a wonderful opportunity for local small businesses in the community to connect and network. The Spring Blender was very successful and Ms. Farkas hopes this can become a regular program.
- On October 12, 2016 Fox Run and the Novi Library will host Authors Live. Three Michigan authors will be presenting their books at a luncheon held at Fox Run. The authors speaking are Kelly Fordon, Peter Leonard, and Wade Rouse (under the pen Viola Shipman).
- This year's Community Read is the book "Born to Run" by author Christopher McDougall. Six libraries take part in this event: Lyon Township, Novi, Northville,

Salem-South Lyon, Walled Lake and Wixom. The author will be speaking at the Novi Library on Wednesday, November 2, 2016.

A. Information Technology Report

The Information Technology Report is located on page 37 of the August 17, 2016 Library Board packet.

B. Facilities Report

There was no Facilities Report.

C. Information Services Report

The Information Services Report can be found on pages 38-39 of the August 17, 2016 Library Board packet.

D. Support Services Report

The Support Services Report can be found on pages 39-40 of the August 17, 2016 Library Board packet.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 41-50 of the August 17, 2016 Library Board packet.

- A new statistic is being tracked starting in July, 2016. The Library will now be tracking the amount of traffic at the drive-up window.
- July had 42,000 hits on the library app. The Library's catalogue, My Account, Zinio, Overdrive, and Library Locator were the most requested webpages.

F. Friends of the Novi Library

The Friends of the Novi Library report can be found on page 51 of the August 17, 2016 Library Board packet.

G. Novi Historical Commission

The Novi Historical Commission Report can be found on pages 52-54 of the August 17, 2016 Library Board packet.

12. Committee Reports

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

No action at this time.

**B. HR Committee: HR Policies, Director Review, Salary Study
(Verma—Chair, Michener)**

No action at this time.

**C. Finance Committee: Financial plan based on building assessment review
(Agosta—Chair; Messerknecht, Lawler)**

- A meeting is scheduled for August 25, 2016 with a potential donor interested in starting an endowment.

**D. Events/Marketing/Fundraising Committee: 2016 Gala, outreach events
(Michener—Chair, Agosta, Wood)**

- The Friend's gala will be held on August 26, 2016.
- Ms. Farkas is working on a way to reach out to library non-users. Details will be shared at a later date.

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

- A meeting will be scheduled sometime in mid-fall.

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

- The Energy Reduction Coalition meeting had to be rescheduled and Trustee Messerknecht hopes to have information on the findings of this meeting in September.
 - Trustee Verma asked if this is the only company that the Library has reached out to. Ms. Farkas reported that other companies may offer similar services but not for zero cost.
- Trustee Messerknecht reported that there was damage to the bioswales by the landscaping subcontractor. Ms. Farkas said a meeting at the end of August would be scheduled to determine the course of action.

G. Bylaw Committee: Review of Library Board Bylaws (Lawler—Chair, Agosta)

- Trustee Lawler reported that now that the City had made the changes to the terms of youth council members, the Bylaw Committee could conclude its report and present something at the September Library Board meeting.

13. Public Comment

There was no public comment.

14. Matters for Board Action

No action required.

15. Adjournment

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

1st—Ramesh Verma

2nd—Doreen Poupard

The motion passed unanimously.

Ramesh Verma, Secretary

Date

8/22/16

Dear Novi Library Staff,

I want to thank you for all the good work you do.

I especially want to thank you for the mini-library set up at the Lakeside Park. I bring my daughter there every day to go swimming and I was reading newspapers and magazines. One day I forgot reading material and picked up a book. I read the whole book, a little each day. I have not read a book for pleasure in 20 years. I never had the time. I forgot how much joy you get from reading a book. I am going to try very hard to set aside time each day to read a book for pleasure. Thank you for reintroducing reading for pleasure into my life.

Thanks,
Bill Wizinsky
250 Pleasant Cove Drive
Novi, MI 48377



August 24, 2016

Novi Public Library
Christina Salvatore
45255 Ten Mile
Novi, Michigan 48375

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Andrew Mutch

Wayne Wrobel

Laura Marie Casey

Gwen Markham

Brian Burke

City Manager
Peter E. Auger

**Director of Parks, Recreation &
Cultural Services**
Jeffrey A. Muck

Dear Ms. Salvatore,

Thank you so much for supporting this year's Sizzling Summer Art Series program! Then Novi Public Library has been such a great partner for the Novi Parks department and we want to recognize the support you have given this program over the last several years. The staff from NPL always puts together a great looking booth each week with fun giveaways and always friendly faces. It was really fun that you even "volunteered" for Crazy Craig's show!

This year we had one of our best seasons ever with over 3000 participants attending the events from June through August. I have been diligent on recognizing NPL's support in many ways but particularly in event announcements and social media postings. If you have any suggestions on how we can better recognize your efforts please feel free to contact me.

Thank you again for your continued support and I look forward to continuing our partnership in the future!

Sincerely,

Amelia Purdy
Recreation Supervisor – Cultural Arts
Novi Parks, Recreation, and Cultural Services

Enclosure

City of Novi
45175 Ten Mile Road
Novi, Michigan 48375
248.347.0400
248.347.3286 fax

cityofnovi.org



SIZZLING SUMMER ART SERIES 2016

A big THANK YOU! to the Novi Public Library who supported Novi Parks, Recreation, and Cultural Services and the Sizzling Summer Art Series!

Novi Public Library has served as an amazing sponsor for the Sizzling Summer Art Series for several years now helping to provide free entertainment for families in Fuerst Park. The staff is very interactive with the participants and she has a blast each week with the kids. Thank you for your contributions to this program and we can't wait to work with you again next year!



 **THANK YOU!** 

Student Representative Report
By: Cindy Huang, Ruchira Ankireddygari

Programs:

In the second to last Makeover Mondays program, Gayatri Kalia, a New York City trained makeup artist, taught teens and their parents about applying eye makeup and lashes on August 1st.

Chef George Rapisis, an instructor at Schoolcraft College for Culinary Art, came to the library on August 3rd to teach teens how to prepare healthy meals for the Healthy Eating & Cooking 101 program. They enjoyed tasting banana pancakes with honey.

For the final program on August 8th as part of the Makeover Mondays program, Gayatri Kalia, a New York City trained makeup artist, taught how to apply a full face of makeup.

August 12th was the Summer Reading Program Lock-In Finale Party. For three hours, teens stayed at the library after-hours and enjoyed games, prizes, pizza, and ice cream. Teens earned access to this celebration party by either completing the summer reading program or by volunteering for the Library throughout the summer.

August 23rd was the Tween Spelling Bee Program. The list of possible words questioned were released two weeks prior, on August 9th.

August 25th was the DIY Drawstring Backpack program. Attendees decorated and personalized their own backpacks.

Upcoming Programs:

SAT Diagnostic Test - September 17

Maker Tween Club: Hack Your Notebook - September 20

TAB Meeting - September 23

Banned Book Challenge & Movie - September 27

Essay Coaching: Seven Secrets for Writing Standout College Essays - September 28

Library Card Sign-Up Month raffle for grades K-12 to win a \$25 gift card (grades 5-6: Five Below and grades 7-12: Amazon) - Ongoing until end of September



Chef George Rapitis demonstrating his cooking to teens.



Tweens decorating their drawstring backpacks.



Teens enjoying their ice cream at the library lock-in party.

NOVI PUBLIC LIBRARY – 2016/2017 GOALS (As of August 2016)

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

Goal #1:

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

Tactic	Owner	Status	Due Date
Investigate holds – way for family members to pick up each other's holds; advertise ways to make the pick-up process easier for patrons.	SS		
Customer Service Committee: Participates by attending 3 of 4 quarterly meetings; monitor progress of dept. goals related to customer service and reports status to department members; provide a final presentation to the Library Board in July 2017 on obstacles and successes.	All Depts. Represented		9/16
Investigate electronic birthday cards for patrons.	SS-Outreach	Currently offer a birth email that gives a discount at Paradise Park	7/16
Investigate the options for updating patron info (phone/email online); renew their library card on-line.	IT/SS		
Celebrate/recognize long-term residents' years of having a library card; engage TLN with historical date field; first anniversary.	SS/AD		
Provide superior customer service to NPL patrons and coworkers by fully demonstrating the 5 Support Service Department Customer Service Ideals throughout the year; two separate survey periods (both internal and public) will be held in the fall and spring to assess the level of improvement in departmental customer service and a goal of moving up an average of one scale, on a sliding scale of 1-5.	SS		
With the completion of the Support Services Department Training Manual and the corresponding training videos, retrain existing staff to be fully competent in using and/or explaining to patrons the OPAC, how to navigate the library, and where to be directed for common questions and issues. Competency will be measured by written test.	SS		
Create new volunteer application with specific types of potential jobs.	AD		

Meet all meeting room renters at their room at the start of their event to make sure their accommodations are met.	AD		
Survey the staff to find out how the facilities department can better serve the library employees; look at results and identify at least two areas for improvement.	F		
Improve the donation of large donation process (5 boxes/bags or more) by offering 3 specific days of the week for donation drop off; less than 5 boxes/bags can be dropped in the main vestibule; provide a contact number for facilities to connect directly with a staff person for arranging drop offs.	F		
Create a facilities emergency manual for staff to better serve them and the public when situations arise including drill information, building descriptions and contact information.	F		
Increase the usage of the Self-Check Stations to 60% by assigning Support Services staff to direct patrons to and educate them on the self-check process.	SS		
Review the current program evaluation form to see if it meets current needs; make necessary changes to the form to provide the most useful information.	IS		
Investigate creating a pajama story time in the evening once per month.	IS		
Integrate Zinio e-magazines with physical magazines, relabeling the magazine room for greater discoverability, and creating procedures and promotion for the Zinio tablets.	IS		
Work with the TLN ILS Committee to improve functionality and usability of the public catalog; investigate new potential ILS companies.	IS		
	IT		
Hire, supervise and develop interns – use task lists, goals, projects, and reviews to measure their performance; create a job posting and interview candidates for future openings.	IS		
Goal #2:			
Balance the needs of the community with fiscal responsibility and reduce the deficit spending.			
Tactic	Owner	Status	Due Date
Investigate funding resources and park use for Story Walk; discuss idea with City of Novi and Novi Parks and Rec; secure funding.	IS		

Investigate the opportunity with the Energy Reduction Coalition (ERC) to reduce lighting costs in the Library	AD/F	Meetings began in spring 2016; Timeline mtg. 9/16	
Investigate an Endowment/Trust financial opportunity for the Library based on a Novi resident gift.	AD	Gift meeting with resident 8/16	
Effectively use Director's Station; work with staff using Director's Station to run reports using their parameters; use Director's Station to aid staff in reaching proper QSAC collection levels; better use of purchasing and weeding of collections.	IS		
Quality Services Audit Checklist project – take training through Library of Michigan, review current work that has been initiated, complete assessment, potentially submit to Library of Michigan for all 3 levels (Essential, Enhanced and Excellent).	IS		
Investigate migrating current Exchange server email accounts to Google mail.	IT	Investigating costs and developing possible migration timeline.	9/16
Investigate iCloud options for network storage/back-up.	IT		
Assess and weed the Library's current magnifier collection; use Outreach funds to purchase new magnifies where needed; search for replacement for the Optelek machine; have all magnifies barcoded for checkout; market collection in available media.	IS		

Goal #3:

Provide quality and diverse services, materials, programs and technology.

Tactic	Owner	Status	Due Date
Expand on Community Read events – more authors; investigate a Local Author in conjunction with a new collection; local author showcase, local artist showcase.	IS/AD	Added Walled Lake City Library	2/16
Explore projects or tasks that the TAB (Teen Advisory Board) can be involved in to help the Library and its staff; investigate ways to recognize and thank all of the Library's teen volunteers.IS			
Promote and highlight the Local History collection/space and its relevance to the community 3 times per year; offer an open house; increase web and physical presence; assist with patron queries, digitizing collections, Historical Commission projects.	IS		
Increase/implement programming opportunities for each	IS/IT/AD		

patron group implementing 15 programs per year, averaging 50 attendees at each program			
Investigate and add new collections/pathfinders for our patrons based on their interests and needs	IS/SS		
Become a partner with the Novi School District to introduce Social Justice to the Novi community by creating a core collection, providing space for forums/events, participating in committee learning sessions.	IS/AD		
Investigate adding new and more interactive play components for the youth area.	IS		
Partner with the City/Older Adults Center to attract older adults at the Library for programming, services, resources, technology.	IS/AD		
Implement a patio program series in order to hold more activities on the patio; 5 programs May-October (weather permitting)	IS	Friends Patio Party	8/16
Host music/dance programs by different cultural groups to educate others - one per year.	IS		
Investigate loaning out reader devices and other technical devices to library patrons; investigate grant options for funding.	IT/SS	Met with IS staff to determine device requirements for iPads for Zinio use by patrons in-house.	9/16
Increase the usage of the Self-Check Stations to 60% by assigning Support Services staff to direct patrons to and educate them on the self-check process.	SS		
Investigate the adoption of a sister library-Skype, trade info, videoconferencing events, etc.	IS		
Investigate with City of Novi to be a "go to" for additional city services; offer/advertise a new city service annually at library, if applicable.	AD	Program promotion in Library monthly e-news; Waste Management garbage pick-up project advertised for Novi residents in Library lobby.	7/16-8/16
Publicize more info about Oakland County services for the blind quarterly; engage the Older Adult Community with this info.	IS/AD		
Expand info to Meadowbrook Commons newsletter, table tent info in dining hall, flyers door-to-door; attend Older Adult programs to promote library programs, kiosk for library info, survey Meadowbrook residents, plasma screen advertising at Meadowbrook.	IS/AD		
Engage local older adult talent (displays, arts, crafts, collections); reach out quarterly.	IS/AD		
Engage the City of Novi IT/Novi School District IT with	IT		

quarterly meetings to review opportunities for resource sharing; technology best practices; technology education.			
Host an ethnic food tasting event	IS	Indian food and continual – new	1/13
Develop a survey component to be used annually to solicit technology needs of our library patrons in order to meet hardware/software and programming/training needs.	IT/IS	Plan for 04-01-2017 through 05-01-2017 survey period with a goal of 300 responses.	9/16
Increase activities with Novi School District and area districts over the 5 yrs. (benchmark from current activities).	IS/AD		
Investigate with Café owner to offer lower prices and different cultural food options.	AD		
Investigate computer lab rental for community/local businesses.	AD/IT	Building instructional resources in preparation for possible rentals.	9/16
Increase use of the Youth Activity Room for more craft/hands-on events by 5%.	IS		
Provide on-going training in order to meet basic skill competency; weekly/monthly 10 minute training sessions available for staff in the Break Room during mealtimes – “Tech Tips and Tricks”.	IT	Surveyed the staff to determine topics they would need training sessions developed. 1 st sessions were on the use of A/V equipment in the meeting rooms.	9/16
Create a content management system for patrons/staff that would contain a searchable NPL Knowledge Base containing technology FAQs.	IT	Met with IS staff to determine their needs and are currently testing new internal wiki with IS and IT staff.	9/16
Create and implement a staff technology orientation checklist.	IT	Integrating checklist with on-going training in basic skill competencies.	9/16
Provide meeting room booklet electronically for website which will include all meeting room information in one location; update meeting room photos on website.	AD		
Revision of the Circulation Desk Schedule to suit the full range of responsibilities for Circulation Clerks.	SS		
Supervise and bring to completion the Patron Database Cleanup Project.	SS		
Track time spent shelf reading with the aim to accumulate consistent and regular shelf reading per week.	SS		
Complete the Technical Services Sticker/Label Updating and Revision Project.	SS		
Complete training in Unclaims List NOS Maintenance Procedure, and perform weekly evaluation and upkeep of Unclaims List.	SS		

Complete the update of the MeLCat Manual to include "Reports to Run" and "How to Solve Common and Uncommon Issues" instruction sheets.	SS		
Implement phone system changes to be in compliance with the E-911 law which improves the information received by emergency services personnel.	IT	Submitted floor plans/phone locations to our vendor to determine the number of E-911 zones that are necessary.	9/16
Implement and maintain a file organization system for work desk space in order to keep track of multiple assignments.	SS		
Complete training for placing Brodart order in WorkFlows to take on role of backup/substitute orderer, and periodically maintain skills by placing Brodart orders at regular intervals.	SS		
Complete training for AST Room procedures and for unloading the TLN delivery.	SS		
Maintain and respond to the Program Proposal Form; evaluate its usage by providing documentation on the pros and cons and whether it should be scrapped, stay as is, or be redesigned.	IS		
Evaluate scope of parenting and expand collection accordingly; feature a specific topic within the collection each month.	IS		
Evaluate the need of bibliographies in Youth non-fiction and implement accordingly.	IS		
Explore new ways to incorporate STEM and sensory activities into Family Story Time.	IS		
Increase the number of Family Story Times from once a month to twice a month beginning January 2017.	IS		
Continue working on the Shark Bowl project and with the 3D printing committee to revise any procedures as needed and perform 3D prints for the display and the public.	IS		
Run a Focus Group and create a Survey about Youth, Tween, and Teen programming for parents to investigate patron requests and interests.	IS		
Start a Maker Tween Club which focuses on STEAM learning for students in Grades 4-6.	IS		
Write a monthly spotlight on Novi history to be included in e-newsletter; offer the opportunity to the Historical Commission to participate in these spotlights.	IS		
Make information on the Local History computer more	IS		

useful to our patrons by indexing it and working it into a use database; upload to OCHR, then some of this information can be added to the Local History site; this would entail no additional cost or software.			
Improve findability in the Music CD collection by creating clearer, more specific classifications and re-dividing collection into those categories.	IS		
Strive to better reflect our diverse patron base by making targeted purchases in international music and marketing those acquisitions to patrons through signage and featured displays.	IS		
Effectively utilize library material to enhance the feature displays; create pathfinders for each of the displays for future patron and staff use; add an element to each display that focuses on material found through our website.	IS		
Create special collections in OverDrive-International Language and Graphic Novels for youth and adult.	IS		
Investigate creating a Tween audiobook collection to mirror the tween book collection.	IS		
Create an online book discussion group to offer book discussion options to patrons who may not be able to attend in person.	IS		
Update Book Discussion section of website to enhance the current look, and to increase the amount of information currently available.	IS		
Research virtual reality systems that fuel the community's passion for learning and innovation with diverse technologies.	IT		
Improve Story Time Room programming options by adding digital equipment.	IT/IS	Met with IS staff to determine technology requirements and placed equipment order.	9/16
Improve the volunteer recognition event with the City; become involved in the planning of the event; recognize all regular volunteers with a bookplate in a book purchased by the Library in the year they volunteered.	AD		

Goal #4:

Promote the Library in Novi's residential and business communities and provide outreach to non-library users.

Tactic	Owner	Status	Due Date
Reach out to homeowner's groups by letter to President, get in newsletters, and offer tours/talks.	AD		
Library Board/Library inviting groups to have their meetings at the Library (one time rental freebie).	AD		
Host Homeowners Associations for meetings, highlight a subdivision in e-News, display of kid's art from subdivision, and contest for most card holders in a subdivision.	AD		
Increase publicity of meeting rooms and patio.	AD		
Consider an annual mailing of the Novi Library and YOU to homeowners/businesses: 4 page brochure about the Library.	AD		
Market work from home benefits at the Library (Wi-Fi, Space, databases)	IS/AD		
Investigate the options for remote drop boxes or a satellite library in the community (north end).	SS/AD		
Implement a regular (weekly/monthly) Library column in Novi News/Patch.com.	AD		
Investigate more spotlights on the Library through Facebook, twitter, videos, podcasts; create 1 video/podcast per year that talks about library services for website	AD	Info graphics being investigated as of 7/16	
Consider looking at needs not age of a patron – Are you new to the web, reading interests, downloading, E-books, Large Print, computers for marketing programs, services, collections, resources, technology	IS/AD		
Increase amount of library card holders in each Novi subdivision by 10% over the next 5 years based on geo-mapping data	AD		
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs.	IS/IT	New Electronic Services Librarian; Info graphics?	6/16
Implement the 1,000 Books Before Kindergarten program; choose 100 book titles; purchase books for Novi Preschool; augment library's collection with the same titles; sticker 100 books for easy identification; create book list brochure; purchase prizes to be given for every 100 books read; coordinate for prize distribution at preschool; determine number of parties to host when program is completed; purchase books for patrons choosing – label and add to collection.	IS	Kick-off Literacy event 8/27; Open House at ECEC 8/31	
Provide weekly Story Times for the students of the new Novi Community Preschool; planned story time visits to the Novi	IS		

Community Preschool; acquire any duplicate materials needed to present at a second location; assist the preschool director with planning a schedule that works for them and the library; develop a relationship with the students that fosters a strong and lasting relationship with me/the library.			
Seek out information from local area Story Time locations by visiting Downtown Farmington, Farmington Hills, Northville, South Lyon and Plymouth Libraries' Story Times.	IS		
Increase Outreach library card ownership at Waltonwood, Brookdale Living and the Meadowbrook Activity Center by 5% by holding library card sign-up events at those facilities and any other available means.	IS		

Goal #5			
Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Tactic	Owner	Status	Due Date
Investigate adding more staff/resources to dedicate to teen population based on outcomes/needs from the Teen Space pilot program (programming/outreach)	IS/AD	Teen Space Monitor employed permanent part-time from September to June	15/16
Investigate installing an electronic sign at 10 Mile to advertise library programs.	AD		
Complete the Support Services Department Training Manual and the corresponding training videos to be used for future new hires to the department and to complete a retraining program for existing staff.	SS		
Take part in the Policy Review Committee. Review current policies, take part in individual department meetings to discuss policies with library staff, report back to committee edits/changes/new language. Present changes to Library Board Committee for consideration of adoption. Must participate in 3 committee planning	AD/SS/IS/F/IT	Held meeting with IT staff to review/discuss current policies.	9/16

meetings and edit policies related to specific departments. Present revised policies to staff once Board approves.			
Identify and evaluate the programming needs of the Information Services Department; review current programming (summer/fall); meet with each staff member to discover the types of programs they do, what they want to see the library do for programs, and the best ways to implement these changes, this would include filtering program ideas from staff.	IS		
Manage project and create procedure where selectors of the fiction, mystery, and audiobook collects move toward consistency in author placement across all collections.	IS		

2016-2017 Library Budget 268						
March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Revenues						
Account	Description					
403.000	Tax Revenue - Current Levy	2,367,212.28	2,449,491.00	2,469,427.87	2,522,777.00	2,618,888.00
403.001	Tax Revenue - Cnty Chargebk	-4,521.44	-25,000.00	-25,000.00	-21,000.00	-30,000.00
403.002	Tax Revenue - Tx Tribunal	13,862.00	-10,000.00	-10,000.00	-5,000.00	-10,000.00
403.003	Tax Revenue - Brow nfield Cap	-199.00	-210.00	-210.00	-220.00	-226.00
420.000	Tax Reveune - C/Y Del PPT	-3,424.77	-6,000.00	-6,000.00	-5,100.00	-6,200.00
567.000	State Aid	32,741.43	27,000.00	29,000.00	29,000.00	29,000.00
633.100	Insurance Reimbursement	913.00	0.00	0.00		
657.000	Library book fines	65,010.47	70,000.00	70,000.00	70,000.00	70,000.00
658.000	State penal fines	83,205.14	77,000.00	111,926.44	83,000.00	83,000.00
664.000	Interest on Investments	28,693.56	24,000.00	30,000.00	30,000.00	30,000.00
664.500	Unrealized gain(loss) invest	7,871.32	0.00	2,064.64	0.00	0.00
665.000	Miscellaneous income	15,417.29	16,500.00	16,500.00	16,500.00	16,500.00
665.100	Copier	2,492.39	2,200.00	2,200.00	2,200.00	2,200.00
665.200	Electronic media	238.00	200.00	200.00	200.00	200.00
665.266	SRP - T-shirt sales	138.73	0.00	131.17	0.00	0.00
665.289	Adult Programming	6,981.72	0.00	4,267.33	0.00	0.00
665.290	Library Fundraising	0.00	3,000.00	0.00	3,000.00	3,000.00
665.300	Meeting Room	27,728.02	28,000.00	32,000.00	32,000.00	32,000.00
665.400	Gifts and donations	15,070.42	6,000.00	2,500.00	6,000.00	6,000.00
665.404	Novi Tow nship Assessment	5,933.00	6,000.00	6,154.00	6,369.00	6,591.00
665.650	Library Café	4,688.25	5,000.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,670,051.81	2,673,181.00	2,740,161.45	2,774,726.00	2,855,953.00
2016-2017 Library Budget 268						
March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Expenditures						
Personnel Svcs.						
Account	Description					
704.000	Permanent Salaries	902,359.69	914,000.00	842,000.00	805,000.00	821,100.00
704.200	Wages (non-pensionable)	24,743.89	25,000.00	10,000.00		
704.250	Final Payout	11,294.19	0.00	19,000.00	0.00	0.00
705.000	Temporary Salaries	596,921.16	609,000.00	582,000.00	661,000.00	674,500.00
715.000	Social Security	119,251.99	122,300.00	105,000.00	112,200.00	114,500.00
716.000	Insurance	202,537.39	235,147.00	215,000.00	217,000.00	232,000.00
716.200	HSA - Health Savings Acct.	1,248.71	3,000.00	1,500.00	1,500.00	1,500.00
716.999	Ins. Employee Reimbursement	-36,900.20	-43,202.00	-43,000.00	-43,400.00	-46,400.00
718.000	Pension DB	14,964.00	0.00	15,000.00	0.00	0.00
718.050	Pension - add'l DB	-18,120.00	0.00	-17,000.00	0.00	0.00
718.200	Pension - Defined Contribution	18,516.01	26,400.00	26,000.00	26,400.00	26,400.00
719.000	Unemployment Ins	933.20	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,080.00	4,300.00	1,000.00	4,300.00	4,300.00
Total Personnel Services		1,839,830.03	1,895,945.00	1,756,500.00	1,784,000.00	1,827,900.00

2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Supplies						
Account	Description					
727.000	Office supplies	18,881.44	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	682.39	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	86,900.09	86,400.00	89,700.00	82,000.00	80,000.00
734.500	Computer supplies equip	20,725.29	28,000.00	31,800.00	60,000.00	60,000.00
740.000	Operating supplies	26,411.22	30,000.00	30,000.00	30,000.00	30,000.00
740.010	Gift and Donations expense	8,533.33	0.00	565.00		
740.200	Desk, chairs, cabinets, etc.	0.00	800.00	0.00	3,500.00	0.00
741.000	Uniforms	227.00	300.00	0.00	300.00	300.00
Materials						
742.000	Books	173,792.87	195,000.00	190,000.00	190,000.00	190,000.00
742.100	Book Fines	565.88	1,000.00	700.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	19,386.58	23,800.00	23,800.00	23,800.00	23,800.00
744.000	Audio visual materials	60,108.91	71,000.00	71,000.00	76,000.00	76,000.00
745.200	Electronic media	44,788.70	51,000.00	51,000.00	51,000.00	51,000.00
745.300	Online (Electronic) Resources	55,399.44	55,000.00	55,000.00	60,000.00	60,000.00
Total Supplies & Materials		516,403.14	566,000.00	567,265.00	601,300.00	595,800.00

2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Services & Charges						
Account	Description					
801.925	Public Information (cable)	833.41	1,000.00	400.00	500.00	500.00
802.100	Bank Services	2,476.65	2,000.00	3,600.00	4,800.00	4,800.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	659.80	300.00	2,500.00	1,500.00	1,500.00
806.000	Legal Fees	342.00	1,000.00	500.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,266.00	4,500.00	4,500.00	5,000.00	4,500.00
816.000	Professional services	1,355.00	4,000.00	4,000.00	10,000.00	4,000.00
817.000	Custodial Services	46,145.00	48,800.00	46,800.00	46,800.00	48,800.00
818.000	TLN Central Services	4,495.00	4,500.00	4,000.00	4,500.00	4,500.00
851.000	Telephone	12,082.53	11,500.00	11,500.00	11,500.00	11,500.00
855.000	TLN Automation Services	57,006.34	56,000.00	59,000.00	61,000.00	61,000.00
861.000	Gasoline and oil	363.61	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	436.43	300.00	100.00	300.00	300.00
880.000	Community Promotion	3,961.68	11,800.00	11,800.00	20,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	11,717.97	22,500.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	4,563.52	0.00	2,640.19	3,000.00	3,000.00
900.000	Printing, Graphic Design, Publishing	29,634.55	29,500.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,000.00	14,300.00	13,464.00	14,800.00	16,300.00
910.001	Insurance deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00
921.000	Heat	11,257.52	11,000.00	11,000.00	11,500.00	12,000.00
922.000	Electricity	101,729.02	103,000.00	103,000.00	106,000.00	109,000.00
923.000	Water and Sewer	5,393.13	5,500.00	6,500.00	5,500.00	6,000.00
934.000	Building Maintenance	65,253.18	90,000.00	92,000.00	100,000.00	92,500.00
935.000	Vehicle Maintenance	1,717.20	1,500.00	500.00	0.00	0.00
941.000	Grounds Maint.	32,735.91	28,600.00	40,200.00	33,000.00	33,000.00
942.000	Office Equipment Lease	12,596.78	12,000.00	15,000.00	15,000.00	15,000.00
942.100	Records storage	264.34	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	8,464.64	14,500.00	14,500.00	13,500.00	14,500.00
Total Services & Charges		433,451.21	479,600.00	501,004.19	523,700.00	518,200.00
2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Capital Outlay						
Account	Description					
962.000	Building Maint.					
941.000	Grounds Maint.		75,900.00	67,400.00		
976.000	Building Improvements					
976.100	Parking lot improvements				53,400.00	
986.000	Internal Technology - Capital Outlay		64,800.00	55,800.00	56,000.00	26,000.00
986.000	Data Processing - Security Camera upgrade	7,020.40			17,500.00	
990.000	Furniture		10,000.00	9,475.00		
Total Capital Outlay		7,020.40	150,700.00	132,675.00	126,900.00	26,000.00
965.269	Walker Transfer					
Total Expenditures		2,796,704.78	3,092,245.00	2,957,444.19	3,035,900.00	2,967,900.00
680.000	TOTAL Fundbalance	-126,552.97	-419,064.00	-217,282.74	-261,174.00	-111,947.00

*Budgt Amendment 7/20/16: \$17,500 for security camera project not completed in 15/16.

09/10/2016 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI								
PERIOD ENDING 08/31/2016								
% Fiscal Year Completed: 16.99								
		END BALANCE	2016-17	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	08/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268								
Property tax revenue								
268-000.00-403.000	Property Tax Revenue - Current Levy	2,461,558.07	2,522,777.00	165.50	0.00	165.50	2,522,611.50	0.01
268-000.00-403.001	Property Tax Revenue- County Chargebacks	294.61	(21,000.00)	0.00	457.56	457.56	(21,457.56)	(2.18)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	15,558.00	(5,000.00)	0.00	0.00	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(214.67)	(220.00)	0.00	0.00	0.00	(220.00)	0.00
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(4,846.69)	(5,100.00)	0.00	0.00	0.00	(5,100.00)	0.00
Property tax revenue		2,472,349.32	2,491,457.00	165.50	457.56	623.06	2,490,833.94	0.03
State sources								
268-000.00-567.000	State aid	34,495.52	29,000.00	0.00	18,225.12	18,225.12	10,774.88	62.85
State sources		34,495.52	29,000.00	0.00	18,225.12	18,225.12	10,774.88	62.85
Fines and forfeitures								
268-000.00-657.000	Library book fines	66,886.35	70,000.00	4,912.93	7,241.10	12,154.03	57,845.97	17.36
268-000.00-658.000	State penal fines	111,926.44	83,000.00	0.00	117,150.58	117,150.58	(34,150.58)	141.15
Fines and forfeitures		178,812.79	153,000.00	4,912.93	124,391.68	129,304.61	23,695.39	84.51
Interest income								
268-000.00-664.000	Interest on investments	41,574.64	30,000.00	2,690.75	0.00	2,690.75	27,309.25	8.97
268-000.00-664.500	Unrealized gain (loss) on investments	23,055.12	0.00	(103.16)	0.00	(103.16)	103.16	100.00
Interest income		64,629.76	30,000.00	2,587.59	0.00	2,587.59	27,412.41	8.63
Other revenue								
268-000.00-665.000	Miscellaneous income	15,020.65	16,500.00	1,151.48	1,278.62	2,430.10	14,069.90	14.73
268-000.00-665.100	Copier	2,727.08	2,200.00	160.85	197.07	357.92	1,842.08	16.27
268-000.00-665.200	Electronic media (previously VHS)	217.50	200.00	17.00	0.00	17.00	183.00	8.50
268-000.00-665.266	Summer reading t-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	35,193.65	32,000.00	3,056.21	5,284.19	8,340.40	23,659.60	26.06
268-000.00-665.404	Novi Township assessment	6,154.00	6,369.00	6,197.00	0.00	6,197.00	172.00	97.30
268-000.00-665.650	Library Cafe	5,658.29	5,000.00	408.61	367.29	775.90	4,224.10	15.52
Other revenue		65,102.34	65,269.00	10,991.15	7,127.17	18,118.32	47,150.68	27.76
Donations								
268-000.00-665.289	Adult programs	4,267.33	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.400	Gifts and donations	5,205.32	6,000.00	0.25	3.47	3.72	5,996.28	0.06
Donations		9,472.65	6,000.00	0.25	3.47	3.72	5,996.28	0.06

		END BALANCE	2016-17	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	08/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services								
268-000.00-704.000	Permanent salaries	848,742.23	805,000.00	37,262.97	61,653.78	98,916.75	706,083.25	12.29
268-000.00-704.200	Wages - Stipend	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.250	Final Payout	18,963.41	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	552,249.03	661,000.00	22,356.70	40,924.81	63,281.51	597,718.49	9.57
268-000.00-715.000	Social security	106,814.50	112,200.00	4,520.29	7,683.57	12,203.86	99,996.14	10.88
268-000.00-716.000	Insurance	224,763.56	217,000.00	18,224.70	175.00	18,399.70	198,600.30	8.48
		END BALANCE	2016-17	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	08/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-716.200	HSA - employer contribution	998.21	1,500.00	0.00	243.75	243.75	1,256.25	16.25
268-000.00-716.999	Insurance - Employee Reimbursement	(41,734.26)	(43,400.00)	(1,894.65)	(3,627.18)	(5,521.83)	(37,878.17)	12.72
268-000.00-718.000	Pension - DB Normal Cost	14,112.00	0.00	1,121.00	1,121.00	2,242.00	(2,242.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(17,097.72)	0.00	(1,252.38)	(1,252.38)	(2,504.76)	2,504.76	100.00
268-000.00-718.200	Pension - defined contribution	24,086.16	26,400.00	1,430.17	2,413.27	3,843.44	22,556.56	14.56
268-000.00-719.000	Unemployment insurance	1,295.20	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	1,948.58	4,300.00	113.05	191.02	304.07	3,995.93	7.07
Personnel services		1,745,140.90	1,784,000.00	81,881.85	109,526.64	191,408.49	1,592,591.51	10.73
Supplies								
268-000.00-727.000	Office supplies	19,615.69	23,000.00	3,114.79	1,173.51	4,288.30	18,711.70	18.64
268-000.00-728.000	Supplies - Postage	623.79	700.00	1.93	63.78	65.71	634.29	9.39
268-000.00-734.000	Computer supplies, software & licensing	66,110.20	82,000.00	4,596.05	(4,428.09)	167.96	81,832.04	0.20
268-000.00-734.500	Computer supplies/equipment	29,899.05	60,000.00	2,775.44	1,486.60	4,262.04	55,737.96	7.10
268-000.00-740.000	Operating supplies	18,702.42	30,000.00	938.23	2,630.00	3,568.23	26,431.77	11.89
268-000.00-740.010	Gift and donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-741.000	Supplies - Uniforms	134.95	300.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	174,336.21	190,000.00	12,432.85	8,177.61	20,610.46	169,389.54	10.85
268-000.00-742.100	Library Book - Fines	779.42	1,000.00	40.00	344.68	384.68	615.32	38.47
268-000.00-743.000	Library periodicals	20,297.83	23,800.00	182.00	0.00	182.00	23,618.00	0.76
268-000.00-744.000	Audio visual materials	67,548.99	76,000.00	9,731.41	8,570.09	18,301.50	57,698.50	24.08
268-000.00-745.200	Electronic media	44,507.93	51,000.00	5,100.31	1,131.89	6,232.20	44,767.80	12.22
268-000.00-745.300	Electronic resources (CD rom materials)	50,362.92	60,000.00	38,982.40	2,554.00	41,536.40	18,463.60	69.23
Supplies		494,118.44	601,300.00	77,895.41	21,704.07	99,599.48	501,700.52	16.56

		END BALANCE	2016-17	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	08/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges								
268-000.00-801.925	Public information (cable, etc)	369.29	500.00	32.30	0.00	32.30	467.70	6.46
268-000.00-802.100	Bank Service Charges	3,112.49	4,800.00	238.88	228.47	467.35	4,332.65	9.74
268-000.00-803.000	Independent audit	665.00	700.00	0.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	1,286.00	1,500.00	0.00	168.00	168.00	1,332.00	11.20
268-000.00-806.000	Legal fees	4,230.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-808.000	Rubbish	0.00	0.00	98.72	98.72	197.44	(197.44)	100.00
268-000.00-809.000	Memberships and dues	4,331.00	5,000.00	2,676.07	550.00	3,226.07	1,773.93	64.52
268-000.00-816.000	Professional services	2,356.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-817.000	Custodial services	46,800.00	46,800.00	0.00	0.00	0.00	46,800.00	0.00
268-000.00-818.000	TLN Central Services	3,995.00	4,500.00	0.00	0.00	0.00	4,500.00	0.00
268-000.00-851.000	Telephone	12,932.05	11,500.00	865.68	(90.00)	775.68	10,724.32	6.75
268-000.00-855.000	TLN Automation Services	52,801.04	61,000.00	12,261.46	0.00	12,261.46	48,738.54	20.10
268-000.00-861.000	Gasoline and oil	125.07	1,500.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-862.000	Mileage	184.61	300.00	0.00	0.00	0.00	300.00	0.00
268-000.00-880.000	Community promotion	9,065.00	20,000.00	465.00	764.16	1,229.16	18,770.84	6.15
268-000.00-880.268	Library programming	17,495.94	22,500.00	1,932.63	749.51	2,682.14	19,817.86	11.92
268-000.00-880.271	Adult programs	2,640.19	3,000.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	27,533.58	29,500.00	1,126.26	137.41	1,263.67	28,236.33	4.28
268-000.00-910.000	Property & liability insurance	13,464.00	14,800.00	13,222.00	0.00	13,222.00	1,578.00	89.34
268-000.00-921.000	Heat	8,483.52	11,500.00	130.81	96.90	227.71	11,272.29	1.98
268-000.00-922.000	Electricity	95,236.64	106,000.00	9,612.31	0.00	9,612.31	96,387.69	9.07
268-000.00-923.000	Water and sewer	9,477.30	5,500.00	0.00	0.00	0.00	5,500.00	0.00
268-000.00-934.000	Building maintenance	47,114.55	100,000.00	4,352.24	2,464.36	6,816.60	93,183.40	6.82
268-000.00-935.000	Vehicle maintenance	215.80	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-941.000	Grounds maintenance	51,558.43	33,000.00	0.00	0.00	0.00	33,000.00	0.00

		END BALANCE	2016-17	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	08/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-942.000	Office equipment lease	14,734.88	15,000.00	999.00	1,379.13	2,378.13	12,621.87	15.85
268-000.00-942.100	Records storage	251.09	300.00	31.64	15.69	47.33	252.67	15.78
268-000.00-956.000	Conferences and workshops	10,577.11	13,500.00	899.00	1,189.64	2,088.64	11,411.36	15.47
Other services and charges		441,035.58	523,700.00	48,944.00	7,751.99	56,695.99	467,004.01	10.83
Transfers out								
268-000.00-965.101	Transfer to general fund	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out		40,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay								
268-000.00-976.000	Building improvements	4,784.96	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	53,400.00	0.00	0.00	0.00	53,400.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	54,619.88	56,000.00	26,267.40	0.00	26,267.40	29,732.60	46.91
268-000.00-990.000	Furniture	9,475.50	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		68,880.34	109,400.00	26,267.40	0.00	26,267.40	83,132.60	24.01
Net - Dept 000.00-treasury		35,687.12	(243,674.00)	(216,331.24)	11,222.30	(205,108.94)	(38,565.06)	
Fund 268 - LIBRARY FUND 268:								
TOTAL REVENUES		2,824,862.38	2,774,726.00	18,657.42	150,205.00	168,862.42	2,605,863.58	84.17
TOTAL EXPENDITURES		2,789,175.26	3,018,400.00	234,988.66	138,982.70	373,971.36	2,644,428.64	84.17
NET OF REVENUES & EXPENDITURES		35,687.12	(243,674.00)	(216,331.24)	11,222.30	(205,108.94)	(38,565.06)	84.17



CITY OF NOVI
 ROLLOVER INFORMATION
 FISCAL YEAR 2016-2017

DEPARTMENT : 268.00 LIBRARY FUND

GENERAL LEDGER ACCOUNT #	DESCRIPTION	PURCHASE ORDER NUMBER	PURCHASE ORDER POSTING DATE	DOLLAR AMOUNT
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101	-	20 1	.	0 0	-	97 6	.	00 0	PROJECT ABC123	12345	11/15/2014	5,000
268	-	00 0	.	0 0	-	98 6	.	00 0	Security Camera Project	n/a		17,500
	-		.		-		.					
	-		.		-		.					

From: Auger, Peter E. [<mailto:pauger@cityofnovi.org>]
Sent: Friday, September 09, 2016 8:53 AM
To: Johnson, Carl;Farkas, Julie
Cc: Cardenas, Victor
Subject: RE: Congrats!

Great job Julie and Carl

From: Johnson, Carl
Sent: Friday, September 09, 2016 8:51 AM
To: Farkas, Julie
Cc: Auger, Peter E.; Cardenas, Victor
Subject: Congrats!

Was just doing final review of all the funds for the upcoming audit and noticed that the library for the first time in years had a balanced operating budget (\$20,000 revenue over expenses) great job to you and your team! I know initially when I met with your board they were concerned about investment return, probably worth noting as well that with the new pooling of investment strategy implemented 7/1/15 that the investment return in 268 and 269 (and citywide) have almost doubled! A great report like this is much easier to give to the board, keep up the good work!



Carl Johnson | Finance Director/Treasurer/CFO
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
t: 248.347.0470 c: 248.756.8958 f: 248.735.5682

cityofnovi.org | InvestNovi.org

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

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

GL NUMBER	DESCRIPTION	END BALANCE	2016-17	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	08/31/2016	BALANCE	
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269								
Dept 000.00-treasury								
Interest income								
269-000.00-664.000	Interest on investments	26,726.32	15,000.00	2,429.12	0.00	2,429.12	12,570.88	16.19
269-000.00-664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	(93.10)	0.00	(93.10)	5,093.10	(1.86)
Interest income		44,778.24	20,000.00	2,336.02	0.00	2,336.02	17,663.98	11.68
Donations								
269-000.00-665.230	Collections/Materials Revenue	461.35	0.00	50.00	0.00	50.00	(50.00)	100.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	5,150.71	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.232	Programming Revenue	18,387.46	0.00	1,250.00	6,646.93	7,896.93	(7,896.93)	100.00
269-000.00-665.233	Technology Library Revenue	409.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,212.09	12,000.00	0.00	0.00	0.00	12,000.00	0.00
Donations		27,620.61	12,000.00	1,300.00	6,646.93	7,946.93	4,053.07	66.22
Supplies								
269-000.00-742.230	Collections/Materials Expense	187.13	5,000.00	0.00	0.00	0.00	5,000.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	6,672.11	18,000.00	0.00	0.00	0.00	18,000.00	0.00
269-000.00-742.232	Programming Expense	16,344.22	3,000.00	0.00	21.98	21.98	2,978.02	0.73
269-000.00-742.233	Technology Library Expense	965.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
269-000.00-742.234	Undesignated Misc	6,023.03	2,000.00	0.00	0.00	0.00	2,000.00	0.00
Supplies		30,191.49	32,000.00	0.00	21.98	21.98	31,978.02	0.07
Net - Dept 000.00-treasury		42,207.36	0.00	3,636.02	6,624.95	10,260.97	(10,260.97)	
Fund 269 - LIBRARY CONTRIBUTION 269:								
TOTAL REVENUES		72,398.85	32,000.00	3,636.02	6,646.93	10,282.95	21,717.05	100.00
TOTAL EXPENDITURES		30,191.49	32,000.00	0.00	21.98	21.98	31,978.02	100.00
NET OF REVENUES & EXPENDITURES		42,207.36	0.00	3,636.02	6,624.95	10,260.97	(10,260.97)	100.00
TOTAL REVENUES - ALL FUNDS		2,897,261.23	2,806,726.00	22,293.44	156,851.93	179,145.37	2,627,580.63	
TOTAL EXPENDITURES - ALL FUNDS		2,819,366.75	3,050,400.00	234,988.66	139,004.68	373,993.34	2,676,406.66	
NET OF REVENUES & EXPENDITURES		77,894.48	(243,674.00)	(212,695.22)	17,847.25	(194,847.97)	(48,826.03)	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI
 PERIOD ENDING 09/30/2016
 % Fiscal Year Completed: 25.21

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2016 NORM (ABNORM)	2016-17 ORIGINAL BUDGET AMENDED	2016-17 BUDGET	YTD BALANCE 09/30/2016 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDTG USED
Fund 269 - LIBRARY CONTRIBUTION 269								
Revenues								
Dept 000.00-treasury								
Interest income								
269-000.00-664.000	Interest on investments	26,726.32	15,000.00	15,000.00	2,429.12	0.00	12,570.88	16.19
269-000.00-664.500	Unrealized gain (loss) on inve	18,051.92	5,000.00	5,000.00	(93.10)	0.00	5,093.10	(1.86)
	Interest income	44,778.24	20,000.00	20,000.00	2,336.02	0.00	17,663.98	11.68
Donations								
269-000.00-665.230	Collections/Materials Revenue	461.35	0.00	0.00	100.00	0.00	(100.00)	100.00
269-000.00-665.231	Buildings/Ground/ Furniture Ex	5,150.71	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.232	Programming Revenue	18,387.46	0.00	0.00	9,094.15	0.00	(9,094.15)	100.00
269-000.00-665.233	Technology Library Revenue	409.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,212.09	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
	Donations	27,620.61	12,000.00	12,000.00	9,194.15	0.00	2,805.85	76.62
Total Dept 000.00-treasury		72,398.85	32,000.00	32,000.00	11,530.17	0.00	20,469.83	36.03
TOTAL Revenues		72,398.85	32,000.00	32,000.00	11,530.17	0.00	20,469.83	36.03
Expenditures								
Dept 000.00-treasury								
Supplies								
269-000.00-742.230	Collections/Materials Expense	187.13	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Ex	6,672.11	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
269-000.00-742.232	Programming Expense	16,344.22	3,000.00	3,000.00	3,132.97	0.00	(132.97)	104.43
269-000.00-742.233	Technology Library Expense	965.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
269-000.00-742.234	Undesignated Misc	6,023.03	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
	Supplies	30,191.49	32,000.00	32,000.00	3,132.97	0.00	28,867.03	9.79
Total Dept 000.00-treasury		30,191.49	32,000.00	32,000.00	3,132.97	0.00	28,867.03	9.79
TOTAL Expenditures		30,191.49	32,000.00	32,000.00	3,132.97	0.00	28,867.03	9.79
Fund 269 - LIBRARY CONTRIBUTION 269:								
TOTAL REVENUES		72,398.85	32,000.00	32,000.00	11,530.17	0.00	20,469.83	36.03
TOTAL EXPENDITURES		30,191.49	32,000.00	32,000.00	3,132.97	0.00	28,867.03	9.79
NET OF REVENUES & EXPENDITURES		42,207.36	0.00	0.00	8,397.20	0.00	(8,397.20)	100.00
BEG. FUND BALANCE		1,629,605.26	1,629,605.26	1,629,605.26	1,629,605.26			
NET OF REVENUES/EXPENDITURES - 2015-16					42,207.36		42,207.36	
END FUND BALANCE		1,671,812.62	1,629,605.26	1,629,605.26	1,680,209.82			

09/10/2016		BALANCE SHEET FOR CITY OF NOVI	
		As of 08/31/2016	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	534,043.49	
268-000.00-017.000	Investments - Pooled	1,771,927.01	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	(726,287.21)	
268-000.00-040.000	Accounts Receivable - Manual	7,209.16	
268-000.00-040.050	Accounts Receivable BSA	6,197.00	
	Total Assets	1,593,589.45	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	28,489.92	
268-000.00-202.100	Accounts Payable - Manual	(1,901.12)	
268-000.00-215.000	Accrued workers compensation	(90.95)	
268-000.00-215.200	Unemployment insurance liability	2,590.40	
268-000.00-259.702	Accrued liabilities-tax	14,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	43,588.25	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,719,423.02	
	Total Fund Balance	1,719,423.02	
	Beginning Fund Balance - 15-16	1,719,423.02	
	Net of Revenues VS Expenditures - 15-16	35,687.12	
	*15-16 End FB/16-17 Beg FB	1,755,110.14	
	Net of Revenues VS Expenditures - Current	(205,108.94)	
	Ending Fund Balance	1,550,001.20	
	Total Liabilities And Fund Balance	1,593,589.45	
* Year Not Closed			

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	28,835.67
269-000.00-017.000	Investments - Pooled	1,653,259.90
	Total Assets	1,682,095.57
*** Liabilities ***		
269-000.00-202.000	Accounts payable	21.98
	Total Liabilities	21.98
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,520,729.99
269-000.00-390.230	Fund Balance Collections/Materials	34,194.01
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	53,575.69
269-000.00-390.232	Fund Balance Programming	14,300.52
269-000.00-390.233	Fund BalanceTechnology Library	6,805.05
	Total Fund Balance	1,629,605.26
	Beginning Fund Balance - 15-16	1,629,605.26
	Net of Revenues VS Expenditures - 15-16	42,207.36
	*15-16 End FB/16-17 Beg FB	1,671,812.62
	Net of Revenues VS Expenditures - Current	10,260.97
	Ending Fund Balance	1,682,073.59
	Total Liabilities And Fund Balance	1,682,095.57
* Year Not Closed		

Director's Report by Julie Farkas

Staff In-service Day – August 19, 2016

The staff enjoyed a day of camaraderie, training and fun on August 19th. Special thanks to the following for speaking at the day-long event: Stephanie Schuetzler, City of Novi (Customer Service Guarantee), Dr. Steve Matthews and Dr. R.J. Weber, Novi Community School District (District update), Dr. Jay Marks, Oakland County Schools and R.J. Weber & Darby Hoppenstedt, Novi Community Schools (Social Justice Initiatives in Novi) and Tara Michener, Therapist (Micro/Macro-aggressions). Departments finalized their goals related to customer service and shared with the group. We ended the day playing and/or cheering for bubble soccer. The blue team won the tournament! HUGE thank you to the committee for planning the day: Bill Bembeneck, Lindsay Fricke and Julie Prottengeier. Next year's Chair is Maryann Zurmuehlen.

Documents that were distributed during the In-Service will be shared at the Board Meeting.

Café Meeting – Thursday, August 18, 2016

Mr. Bernstein and I met to discuss café updates including the health report dated 8/11/2016. Mr. Bernstein stated that all issues were resolved. I shared with Mr. Bernstein photos of the café where dirt and garbage were found when the café's floors were cleaned/buffed. These areas were reviewed during the walk-through and all appeared clean. Mr. Bernstein was told that he would be charged in the future for the time/materials (2 hours) that was spent cleaning/buffing his floor as it was not part of the library's maintenance routine. The floors were soiled heavily and it was recommended that more thorough cleaning of the floors be done by café employees. In addition, it was pointed out various areas on shelves and counters that needed more cleaning to remove dirt, dust and debris. A leak was found under the café's espresso machine. Mr. Bernstein stated that he was having the repair looked at the following week. There is water gathering at the back of the sink. The library facilities staff will look into this as well as caulking around the sink. Mr. Bernstein has agreed to open the café on Tuesday, November 8th at 6:45am on Election Day for voters to purchase coffee, etc. The Library will promote this information in the November E-newsletter.

Comment received by patron about café: The library has a nice café to get a light lunch and beverage.

The café tables are comfy to relax for a short time.

Dates to consider for Library Closing in 2017:

Consider closing on Saturday, December 23, 2017 due to the date falling on the weekend of the holiday.

Library Board Budget Sessions for 2017-2018

Saturday, January 14th (8:00am – 2:00pm) - room TBD

Saturday, February 4th (8:00-12:00pm) – room TBD

At the February meeting I will push to have the budget approved based on the city's timelines. I hope all board members can attend this meeting.

Out and About in Novi and Library Profession

8/22: Fox Run – Walled Lake History program by Historical Commission Chair, Kathy Crawford
8/24: Quarterly update meeting with Pete Auger, City Manager – City of Novi
8/24, 9/8, 9/9: Rotary Meetings
8/24 7 8/25: All Staff Mtgs.
8/25: Novi Woods Parent Mtg.
8/26: Y.O.U. Fox Run – author planning mtg.
8/26: Friends Patio Party
8/27: Preschool Literacy table at Novi Library
8/29 & 8/30: Novi Middle School lunch & learn
8/29: Valencia HOA mtg.
8/31: Preschool Orientation Day at ECEC building
9/1: State Fair author event
9/9: Sylvan Learning sponsor mtg.
9/13: Oakland County Senior Advisory Council mtg.

New Library Card Design – Created by Carrie Wagenman, Graphic Design Intern



BYLAWS OF THE CITY OF NOVI LIBRARY BOARD NOVI PUBLIC LIBRARY

Article I Identification

The official name of this body shall be the City of Novi Library Board, and it shall be referred to herein as the "Library Board". The authority of the Library Board is established and defined under Chapter 16 of the Novi City Charter, Chapter 19 of the City of Novi Code of Ordinances, and Act Number 164 of the Public Acts of Michigan of 1877 as amended. The Library Board will exercise the powers and assume the duties granted or assigned to it under said statute and ordinances.

Article II Membership

Section 1. Appointments and Terms of Office. The City of Novi Library Board shall consist of seven (7) members (a "member" or a "trustee"), appointed by the Mayor, with the approval of the City Council. Members shall serve terms of three (3) years each and shall hold office until their respective terms have expired and their successors have been duly appointed and qualified, or until they earlier resign.

Section 2. Meeting Attendance. Members shall attend all regular and special meetings of the Library Board. The Library Board may request the City Council to remove any member for neglect of duty who has two successive unexcused absences from regular or special meetings. An unexcused absence is one in which the Board member failed to notify the Library in advance of an anticipated absence

Section 3. Vote. Each Board member shall have one vote on any question being considered. Votes may only be cast in person, and Board members may not grant proxies to other Board members.

Section 4. Compensation. Members of the Board shall serve without compensation.

Section 5. Resignation. Resignations from the Library Board shall be submitted in writing to the Mayor and the City Council and shall be automatically effective upon delivery without need of acceptance.

Section 6. Vacancies. In the event of a vacancy on the Board, the Library Board will await appointment by the Mayor with the approval of City Council within the next appointment cycle.

Section 6 7. Student Representatives. The Mayor of the City of Novi may appoint two student representatives from the Novi High School to attend all open meetings of the Library Board. The student representatives will act as liaison between the Library and student organizations of the Novi High School and will advise the Board and Library staff concerning youth and teen issues that are pertinent to the Library. Students serve ex-officio, as non-voting members of the Library Board. Appointment cycle runs January – December, serving two terms based on positive attendance records and engagement. (Refer to Resolution Regarding Terms of Youth Council Members and Appointment to Other Boards and Commission – August 8, 2016).

Article III Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the April annual meeting of the Library Board or if adjourned or cancelled, at the next regularly scheduled meeting of the Library Board. No member shall hold more than one office at a time. ~~No member shall be eligible to serve more than two consecutive terms in the same office.~~

Section 2. A nominating committee shall be appointed by the president at least one month prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made by any member from the floor at that time.

Section 3. Officers shall serve until the next ~~the~~ annual meeting and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, call special meetings and authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on Library funds (except at times that the Library funds are administered by the City of Novi), and generally perform all duties associated with the office of president.

Section 5. The vice president shall act as the president in the absence of the president. In the event of a vacancy in the office of president the vice president shall assume the office of president for the remainder of the president's unexpired term. The vice president shall perform such other duties as may be assigned by the president.

Section 6. A member of the Library staff designated by the Library Director shall be assigned to keep true and accurate minutes of all open meetings of the Board and shall issue and post notice of all regular and special meetings. The secretary shall perform the foregoing duties in the absence of Library staff and shall perform such other duties as are generally associated with the office of secretary.

Section 7. The treasurer shall make monthly reports to the Board showing in summary detail the amount and investment of, and additions to and disbursements from the Library funds.

Except at times that the Library funds are administered by the City of Novi, the treasurer shall co-sign all checks drawn on Library funds. The treasurer shall perform such other duties as are generally associated with the office of treasurer. At any time that the president and the treasurer have signatory authority over accounts containing Library funds, they shall be bonded in an amount as may be required by a resolution of the Library Board.

Section 8. In case of a vacancy in any office other than the office of president, the vacancy shall be filled by vote at the next regular meeting of the Library Board after the vacancy occurs.

Section 9. In the event that the Library Board fails, refuses or is otherwise unable to fill any office, officers shall be automatically appointed with the eligible members with the most seniority filling the offices in the order of president, vice president, treasurer and secretary. Seniority is measured from the date and time of the member was first sworn in as a member of the Library Board.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meetings. An annual meeting for the purpose of the election of officers shall be held at the time of the regular meeting in April of each year or at the next regular meeting thereafter if the regular meeting in April does not occur. The President shall schedule a meeting at least once each year for the purpose of setting annual goals.

Section 3. Agendas and Notices. The order of business for regular meetings shall be according to an agenda that shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The agenda shall be transmitted to Board members at least two days prior to the meeting. The agenda will provide time for public participation. The agenda may be amended by action of the Library Board during Library Board meetings.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted in the Library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of a majority of the members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. The purpose of the meeting shall be stated in the notice of the meeting.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of the members of the Board.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with the Michigan Open Meetings Act, PA 267 of the Public Acts of 1976.

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board. The Library Board may appoint a parliamentarian.

Section 9. Public Participation. Members of the public may address the Board of any of its regular or special meetings, as provided for in the Open Meetings Act. When arranged for at least ~~one week~~ **five days** in advance, an item from the public may be scheduled as a special order of business on the agenda. Public comment is limited to ~~five~~ **three** minutes per person and an individual may only speak once per meeting except at the discretion of the ~~Chair~~ **President**.

Section 10. Broadcast and Recording. Meetings of the Board shall be broadcast by a media generally available to the citizens of the City of Novi unless broadcast facilities are unavailable, inoperable or if it is otherwise impractical for broadcast to occur. Visual/audio recordings of all meetings shall be available at the Library and on the Library's internet site for a period of time determined by the Library Director but not less than 3 months after the meeting. Closed meetings shall not be broadcast or recorded.

Article V Committees

Section 1. Standing Committees. The following committees: Finance Committee, Human Resources Committee, **Events/Marketing/Fundraising Committee, Strategic Planning Committee, Building/Landscaping Committee** and Policy Committee and a chairperson for each shall be appointed by the president promptly after the annual meeting.

Section 2. Powers. Committees shall make recommendations to the Board as pertinent to Board meeting agenda items and no committee shall have other than advisory powers.

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special ~~problems~~ **circumstances** shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed.

Section 4. Board committees may be appointed by the President and may also consist of Novi citizens, Library staff and other qualified resource persons or experts.

Article VI Duties of the Board of Trustees

Section 1. Responsibility for the operation of the Novi Public Library is vested in the Library Board. Subject to State law and City ordinance, the Board has the power and duty to determine the policies, rules and regulations governing Library operations and services.

Section 2. The Library Board shall select, appoint and supervise a Library Director. The Library Board shall annually review the performance of the Library Director and set the salary and benefits of the Library Director.

Section 3. The Library Board shall adopt and approve a budget for each fiscal year.

Section 4. The Library Board shall have exclusive control of the expenditure of all ~~moneys~~ monies collected, donated or appropriated for the library fund and shall approve all library expenditures. The Board may delegate administration of any Library funds to the City of Novi.

Section 5. The Library Board ~~shall supervise and maintain buildings and grounds, as well as~~ regularly review various physical and building needs to see that they meet the requirements of the overall library program.

Section 6. The Library Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Library Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Library Board shall approve and submit an annual report of the operations of the Library to the Novi City Council.

~~**Section 9.** The Library Board shall annually meet, organize and elect from their members a president, a vice president, a secretary and a treasurer. (Repeated in sec. 1)~~

Article VII Library Director

The Library Director shall be the chief officer of the Library and shall be responsible for the implementation of the rules and policies established by the Library Board. The Library Director shall be responsible for the day-to-day management and operation of the Library. The Library Director shall act as an advisor to the Board. The Library Director shall attend all Board meetings unless excused for good cause, and may be excused from closed sessions other than any closed session to review the performance of the Library Director, and shall have no vote.

Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Novi Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence ~~his or her~~ a vote or other official action.

Article IX General

Section 1. An affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any notice permitted or required to be given by these Bylaws may be given by personal delivery, first class mail, ~~facsimile transmission,~~ or by e-mail transmission. In the case of first class mail, then notice shall be deemed to have been given on the date of the postmark. It is the responsibility of each member to keep the Library Director informed of their current and accurate contact information.

Section 3. These bylaws may be amended at any regular meeting of the Library Board by majority vote of all members of the Board, provided that notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Information Technology Report by Barbara Rutkowski

3D Printer Update:

One of the objects a patron printed with our 3D printer was a case for a Gameboy he was building using a Raspberry Pi. A Raspberry Pi is a credit-card sized computer running a Linux operating system originally designed for education. Creator Eben Upton's goal was to create a low-cost device that would improve programming skills and hardware understanding at the pre-university level. They come in different flavors that range in price from \$5 to \$35 each. Thanks to its small size and accessible price, it was quickly adopted by tinkerers, makers, and electronics enthusiasts for projects that require more than a basic microcontroller. Raspberry Pi materials are available for check-out.



IT Updates 08-01-2016 through 08-31-2016

1. 41 IT Help Desk tickets were closed.
2. Dominic Doot held 1 Transfer VHS to DVD session, 1 eReader/OverDrive instruction, 2 3D Printer sessions, 2 iPad Tips & Tricks sessions and 1 staff training session. Topics requested during the 9 Tech Times included: Windows 10, music downloads, Tinkercad, iPads, photo scanning, audio books, Chromebook, Kindle eBooks and general email.
3. The issue of the AST hardware continuing to run after all materials have been sorted has been resolved.
4. Documentation on how to use GIMP, the open-source Photoshop equivalent available on our public workstations, was created and made available to staff and patrons.
5. Successfully printed 12 3D models for patrons.
6. Several "clickables" have been added to our 3D Spin Tour and new videos are pending.
7. New hardware was configured and deployment in the Computer Lab.
8. Articulating monitor arms were installed at the Check-Out and Information Desks which allow staff to easily turn the screen for patron viewing.
9. The installation of the additional security cameras is now complete.
10. Reducing the DHCP lease time has resolved the intermittent connection issues some of our patrons were experiencing. No Wi-Fi connection problems were report to IT this month.
11. Both credit card devices have downloaded updated files to prevent "non-active terminal" errors in the future.
12. One of the RFID antennas at the Check Out Desk was repaired and returned to service.
13. Individual and departmental goals have been determined for the IT Department.

14. Scott Rakestraw has begun work on the content management system that will be the framework for the IT/IS Departments' wiki-style knowledge base.
15. The installation of the service desks' panic buttons was delayed due to a hardware issue, but is now scheduled for the week of 09-12-2016.
16. Quotes obtained for datacenter stand-by power options were evaluated and implementation is scheduled for September.
17. Due to a server hard drive fault error, vm's were relocated across the network and the need for a replacement is being evaluated.
18. Barb Rutkowski is investigating migrating from our in-house Exchange email server to Google Docs email.
19. Hardware has been ordered to upgrade critical staff workstations.
20. Scheduling for the E911 phone system project is being arranged with our phone system vendor and service provider.
21. Since the hardware capable of transferring vinyl and cassette to digital files arrived damaged, other models are being investigated.
22. Routine tasks were completed: prepped servers for multiple Minecraft events; Windows updates were deployed; the internet filter received several definition updates; 27 patron assists for printing/copier/MS Office/PDFs issues; resolved TLN "Reports" login error for Support Services staff and the Youth iPads were restored to their base image several times.

Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 19 Facilities tickets, 61 Meeting Room Requests and has updated 200 Periodic Maintenance tickets.

- The monthly fire extinguisher check/inspection has been completed and all are in good working order.
- The monthly boiler check/inspection has been completed and both boilers are operating as they should.
- The monthly emergency horn/strobe test was completed and all are in good working order.
- The monthly AED inspection/battery check has been completed and is showing sufficient charge.
- The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.
- The monthly study room window washing has been completed and all are squeaky clean.
- The weekly public workstation cleaning and sanitization has been performed. (4 times)
- The weekly urinal flush and deodorizer in all men's rooms has been performed.
- The monthly pop can return has been completed and funds were collected for break room supplies.
- The bi-weekly cleaning/dusting of the AST machine has been completed.
- Many light bulbs throughout the building have been changed.
- The weekly indoor plant care has been performed and all plants are still alive. (4 times)
- All carpet has been cleaned.
- The disc cleaning machine has been repaired due to polish clogging the line possibly caused by infrequent use. A plan has been established by its primary users to ensure that the lines are purged more frequently and the machine is used on a more regular basis.
- Keith and Bill have attended a two day "Facilities Management" workshop to enhance skills and productivity.
- The Novi Public Library welcomes our new Facilities Assistant, Jonathan Gregoire.
- All building glass has been cleaned inside and out by vendor.
- All fabric wall panels have been cleaned by vendor.

- A pressure relief valve on the lawn irrigation well head has been replaced by vendor due to a minor leak.
- Two faucets in the second floor women's restroom have been replaced.
- A meeting was held with our vendor who is working on the bioswale/rain gardens and it was reported that all plants are growing well. We are already noticing more consistency in growth and colors.
- The lobby floors have been machine scrubbed and are looking much brighter.
- The Hibiscus plants on the South end of the building are making a comeback and are showing signs of blooms.
- Bill assisted with the Friends Gala and also served on the Staff In-service Committee.

Information Services Report by April Stevenson

~The Information Services Department put on 87 programs.

~Julie Farkas and April Stevenson attended the Novi Schools IMPACT Back to School Event. This was an educational event for teachers that featured informational tables for community partners. We provided information on what the library has to offer teachers.

~Emily Brush and the youth staff put on an Early Literacy Fair for parents and local preschools.

~Introduced the Raising a Reader in Novi program at our Early Literacy Fair.

~Kathryn Bauss attended the Novi Preschool Parent Orientation day at the new Novi Preschool building and introduced our Raising a Reader in Novi program.

~April Stevenson and Emily Brush hosted 150 Feed the Need Novi attendees; library tour, story time, crafts, and scavenger hunt were all part of the fun.

~Kathleen Alberga viewed another "Every Child Ready to Read" webinar.

~Emily Brush viewed "Integrating STEAM into the ECE Classroom" webinar.

~Erin Durrett viewed "Make It @ Your Library, Building a Maker Community" webinar.

~Sarah O'Brien viewed a webinar on upcoming fall releases for Youth Non-Fiction.

~Lindsay Fricke was chosen to be on the Library of Michigan's Youth Services Committee.

~Betty Lang attended an Historical Commission presentation at Fox Run by Kathy Crawford and helped to answer questions after.

~Emily Brush and Jessie Schenk arranged to bring in therapy dogs at the end of August's Family Story Time. This was a positive sensory experience for the group since very few families had a dog at home.

~Three separate Summer Reading Finale parties were held; two @ Paradise Park for students entering Kindergarten through 6th grade, one for those birth through not yet in kindergarten, and a lock-in was held for those in 7th-12th.

~Mother Goose (Kathryn Bauss) provided a story time at MSU Tollgate.

~Kathleen Alberga is creating Picture Book Neighborhoods by adding some subject stickers on the spines of picture books.

~Julie Farkas and April Stevenson met with new Novi School's IT Specialist Brad Wilson to discuss new ideas the district is implementing and share current and upcoming technology the library is developing.

August Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Conquer Your Paper Mountain
- Skin Deep: Keeping Your Skin Healthy and Beautiful (with Providence Hospital)
- Make Your Resume Work for You
- Our Adult Feature Display is DIY and Summer Olympics
- A Book Kits display was added to the New For You Kiosk next to the NEW Science Fiction

August Tween/Teen Programs & Displays

- Makeover Mondays
- Healthy Eating and Cooking 101
- Summer Reading Program Teen Lock-in
- Tween Spelling Bee
- DIY Backpacks
- The Teen Stop Display featured the Summer Olympics

August Youth Programs & Displays

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

- Super Summer Olympics
- Summer Reading Finale Parties
- Monday Movies
- Pokemon Go Program
- Plate Days
- Early Literacy Fair
- We highlighted summer workbooks in the Parenting Collection.
- Our Youth Non-Fiction/Biography Display is food & cooking themed "Feed Your Brain, Grab a Bite to Read!"
- Our Youth Feature Display was health, and sports related
- Our Picture Book Displays included; Frogs
- Our first floor information desk displays featured Pokemon



Support Service Report by Maryann Zurmuehlen

No written report submitted.

Support Services Statistics 2016-2017													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	419	407											826
Items checked out	77,623	72,263											149,886
Items borrowed	5,348	5,226											10,574
Items loaned	4,633	5,029											9,662
Read Boxes	267	248											515
MAP Checkouts	24	30											54

	August 2016	August 2015		August 2016	August 2015
Library cards issued	407	479			
Total checkouts	72,263	74,310	READ Boxes	Adult 18	43
				Youth <u>230</u>	<u>185</u>
Items borrowed	TLN 5,143	4,451		Total 248	228
	MeL <u>83</u>	<u>111</u>			
	5,226	4,562			
Items loaned	TLN 4,948	4,827			
	MeL <u>81</u>	<u>65</u>			
	5,029	4,892			

Self-Check Totals 2016-17 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
Jul	77,623	56.07%	43,527	8,895	6,634	5,395	7,916	13,049	1,638
Aug	72,263	56.95%	41,153	9,328	6,700	3,623	7,791	12,102	1,609
Sep									
Oct									
Nov									
Dec									
Jan									
Feb									
Mar									
Apr									
May									
Jun									
FYTD	149,886	56.51%	43,527	84,680	18,223	13,334	9,018	15,707	25,151

2015-2016 Fiscal Year					2016-2017 Fiscal Year						
	Monthly Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open
July	42,588	1,469	280	29	July	41,803	4,401	46,204	1,540	275	30
August	34,009	1,134	281	30	August	39,539	4,021	43,560	1,452	289	30
September	29,854	1,106	261	27	September			0	0	258	27
October	32,524	1,049	291	31	October			0	0	289	31
November	33,567	1,157	266	29	November			0	0	271	29
December	33,716	1,204	263	28	December			0	0	253	26
January	29,989	1,000	278	30	January			0	0	302	32
February	29,908	1,031	275	29	February			0	0	264	28
March	32,239	1,112	283	29	March			0	0	294	31
April	34,696	1,157	280	30	April			0	0	264	28
May	34,733	1,240	269	28	May			0	0	274	28
June	37,156	1,281	274	29	June			0	0	277	29
FYTD Total	404,979	1,160	3,301	349	FYTD Total	81,342	8,422	89,764	1,496	3,310	349

Computer Logins

2015-2016 Fiscal Year						2016-2017 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
Jul	3,794	74,618	5	78,417	2,704	Jul	3,364	86,571	1	89,936	2,998
Aug	3,607	73,816	6	77,429	2,581	Aug	3,873	84,255	1	88,129	2,938
Sep	3,047	72,714	1	75,762	2,806	Sep					
Oct	3,278	71,625	1	74,904	2,416	Oct					
Nov	2,154	71,483	1	73,638	2,539	Nov					
Dec	2,532	69,924	1	72,457	2,588	Dec					
Jan	2,747	63,846	2	66,595	2,220	Jan					
Feb	2,639	68,165	5	70,809	2,442	Feb					
Mar	2,996	71,567	1	74,564	2,571	Mar					
Apr	2,763	72,856	2	75,621	2,521	Apr					
May	2,735	72,680	1	75,416	2,693	May					
Jun	3,274	76,245	0	79,519	2,742	Jun					
FYTD	35,566	859,539	26	895,131	2,565	FYTD	7,237	170,826	2	178,065	2,968

Early Literacy Workstation Usage							
2015-2016 Fiscal Year				2016-2017 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
Jul	1,505	37,569	24	Jul	1,202	25,840	21
Aug	1,416	35,537	25	Aug	1,211	26,145	21
Sep	953	20,433	21	Sep			
Oct	938	19,497	20	Oct			
Nov	869	18,597	21	Nov			
Dec	841	17,415	20	Dec			
Jan	904	20,182	22	Jan			
Feb	866	18,705	21	Feb			
Mar	970	19,812	20	Mar			
Apr	1,047	19,812	20	Apr			
May	821	15,847	19	May			
Jun	932	15,847	19	Jun			
FYTD	12,062	259,253	21	FYTD	2,413	51,985	21

Technology Training Sessions 2016-2017 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Typing	Paint.NET	Zinio Magazines	Staff Training	3D Printing	Impromptu	Total Classes	Total Patrons
Jul	5	1	2	2			1		1	2	14	
<i>patrons</i>	4	3	2	0			3		8	2		22
Aug	5	1	1	2				1	2	4	16	
<i>patrons</i>	4	3	1	5				1	25	4		43
Sep												
<i>patrons</i>												
Oct												
<i>patrons</i>												
Nov												
<i>patrons</i>												
Dec												
<i>patrons</i>												
Jan												
<i>patrons</i>												
Feb												
<i>patrons</i>												
Mar												
<i>patrons</i>												
Apr												
<i>patrons</i>												
May												
<i>patrons</i>												
Jun												
<i>patrons</i>												
Sessions	10	2	3	4	0	0	1	1	3	6	30	
<i>Patrons</i>	8	6	3	5	0	0	3	1	33	6		65

2016-2017 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts	Active Learners	Completed Classes
Jul	2,193	224	848	18,796	49	0
Aug	2,131	200	619	19,247	35	0
Sep						
Oct						
Nov						
Dec						
Jan						
Feb						
Mar						
Apr						
May						
Jun						
FYTD	4,324	424	1,467	38,043	**	0

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

2016-2017 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,020	1,238	4,258	99
Aug	2,960	1,325	4,285	111
Sep				
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				
FYTD	5,980	2,563	8,543	210

Charging Stations Usage						
	2011-12FY	2012-13FY	2013-14FY	2014-15FY	2015-16FY	2016-2017
Jul		3	3	10	23	0
Aug		2	8	11	4	0
Sep	3	8	2	4	3	
Oct	1	3	4	3	5	
Nov	7	3	4	3	5	
Dec	1	3	0	4	0	
Jan	8	4	1	3	0	
Feb	7	3	1	2	0	
Mar	11	4	0	0	0	
Apr	5	3	3	3	0	
May	8	1	4	9	0	
Jun	4	1	5	16	0	
FYTD	55	38	35	68	40	0

Meeting Room Rentals					
2015-16 Fiscal Year			2016-17 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
Jul	21	522	Jul	29	755
Aug	47	996	Aug	41	1,224
Sep	46	960	Sep		
Oct	40	738	Oct		
Nov	31	652	Nov		
Dec	26	425	Dec		
Jan	41	934	Jan		
Feb	43	796	Feb		
Mar	31	811	Mar		
Apr	38	1,125	Apr		
May	26	890	May		
Jun	41	1,249	Jun		
FYTD	431	10,098	FYTD	70	1,979

Library App - 2016-17 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
Jul	42,461	1. Catalog	Jan		
		2. My Account			
		3. Zinio			
		4. OverDrive			
		5. Library Locator			
Aug	51,441	1. Catalog	Feb		
		2. My Account			
		3. Zinio			
		4. OverDrive			
		5. Library Locator			
Sep			Mar		
Oct			Apr		
Nov			May		
Dec			Jun		
			Total	93,902	

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – September 14, 2016**

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of the August 10, 2016 Meeting * Barb Brunett (Sue Johnson)
- III. Treasurer's Report* Carol Bauer(Sue Johnson)
- August 2016 Income and Expense
 - Statement Balances
- IV. Reports
- Library Director Marcia Dominick
 - Promotion Committee Vicky McLean
 - Book Nook Carol Neumann
 - Membership Sue Johnson
 - President Sue Johnson
 - Patio Party summary
 - Listen @ Library update
 - Change of date for October Board Meeting
- V. Announcements
- VI. Calendar
- September 15, 2016 – Morning Music – Chris Scarlett (Jazz), 11-12:00 pm
 - **Start of Kaleidoscope series 2016/2017:**
 - September 20, 2016 – Kaleidoscope - "The Interurban Street Rail: Serving Farmington, Novi, and Northville" by historical researcher and author, Brian Golden, 7-8:30 pm
 - October 13, 2016 – Kaleidoscope – "Presidential Election: So Who Will Win? What Matters Most?" by Jack Lessenberry, Michigan Radio's Senior News Analyst shares his perspective, 7-8:30 pm
 - October 12, 2016 – Author's Live Luncheon at Fox Run, 12-2 pm
 - October 12, 2016 – Friends Board Meeting
 - October 20, 2016 – Morning Music – members of the Rick Lieder Band (A mixture of music from the 50's and beyond), 11-12:00 pm
 - November 15, 2016 – Kaleidoscope – "under Your Keel: Researching the Great Lakes" by Daniel Harrison, researcher and award winning author, 7-8:30 pm
- VII. Adjournment*

*Requires Action

Friends of the Novi Library
Meeting Minutes of August 11, 2016

I. Call to Order—Sue Johnson, President
Present: Pat Brunett, Barb Brunett, Evelyn Young, Carol Bauer, Evelyn Cadicamo, Carol Hoffman, Carol Neumann, Sue Johnson, Marilyn Amberger, Vicky McLean, Sandy Butler
Guest: Liaison Marcia Dominick

II. Minutes of June 8, 2016—Barb Brunett
Correction: Minutes re: 2016-17 Wish List to read “(\$13,305)”, not \$16,200.
Motion to accept as corrected—Evelyn Cadicamo, second—Carol Hoffman. Passed 11-0.

III. Treasurer’s Report—Carol Bauer
Current account balances as of 5/31/2016 (Report updated):

Checking Account	\$21,558.48	Cash Inflow: Book Nook:	\$2,197.65
Savings Account	10,614.37	Membership	264.76
CD Account	<u>10,069.18</u>	Gala Sponsors	500.00
Total	\$42,242.03	Interest	<u>.54</u>
		Total	\$2,962.95

Cash Outflow: Summer Reading* -1,128.10

Overall Total \$1,834.85

*Some Summer Reading expenses still outstanding.

Sue has opened a checking account at Community Financial for the cost-free deposit of coins. (The Friends have a CD account there also.)

Motion to approve the Treasurer’s Report: Barb Brunett; second—Marilyn Amberger. Passed 11-0.

IV. Reports

- Library Director—Liaison Marcia Dominick
No report.
- Patio Party—Barb Brunett
The Committee has met and is prepared for the party. Discussion pursued regarding the silent auction; three baskets will be provided for a drawing—one ticket per person. 2,366 CDs will be sorted and offered, along with several Life magazines, for sale. Random seating will be provided on the patio.
- Membership—Sue Johnson
13 new members; 11 not renewed.
- President—Sue Johnson
 - The Chamber Music Society has failed to contact the library about continuing their programs in 2017 and has not responded to calls from the library. Pat will follow up with Gail Anderson.
 - 2016-17 Friends Wish List includes lighting for the Book Nook, wall décor and/or portable backdrop for entertainment events, new carts for the Book Nook—Marcia will get quote, and a table covering with the Friends logo. Pat will provide a list of items. It was suggested that we target sponsors who would benefit from the availability of “big ticket” items in the library while, at the same time, demonstrating fundraising progress, eg.:Town and Country Eyecare for good lighting in the Book Nook.
 - Vicky stated that we need to continue to promote the Friends at library events and that we provide a luncheon to recognize the Friends volunteers.
 - A new brochure is needed.
 - The calendar has been updated.

V. Announcements— Gail Anderson will have an Ethnic Day on October 4 from 6:30 to 8:30.

VI. Calendar—Reviewed.

VII. Adjournment: Motion: Carol Bauer, second—Vicky McLean. Passed—11-0.

Respectfully submitted by:
Barbara Brunett, Secretary



APPROVED

Call to Order: 7:01pm

Attendance: Kathy Crawford, Rachel Manela, Tammy-Lee Knopp,
Betty Lang, Julie Farkas (Library Liasons)
Kim Nice, Sue Griffor (Guests)

Approval of Agenda: Motion by Tammy-Lee Knopp, 2nd by John McInnis
Approval of Minutes-May, 2016 (No meeting in June)

Reading of May's Minutes

Communications: None

Library Liaison Report: Betty Lang

Upcoming Library/Friends Program

Julie brought up that for any flyers about an event we are co-hosting with the Friends, we need to have our logo on it

Document Day-October Sunday, October 23rd 2-4pm

We need to advertise and encourage people to come and donate

A member of the Commission should go to Friend's meeting

(2nd Wednesday of each month 7pm) to talk about document day and also to continue fostering a relationship with their base

Sept. 14th! is when the next meeting is

Summer Local History Room Open Hours

Rachel has been having open hours 2-5 on Wednesdays

Day 1: July 6th 2 guests

Day 2: July 13th 1 guest, Cross referenced with the catalogue and reorganized the books

Day 3 July 20th, No guests, Rachel re-shelved books in the room

Day 4: July 27th: 1 guest: Woman came in to use the microfilm machine

Historical Commission Website Update

Added historic photos

Added photos from Baseline Project

Added Brochure of Baseline Project

Added contact information: Facebook and Instagram

The commission asked Julie Farkas for a plug be added to the center of the floor of the room.

Spotlight on Novi History

Starting in September, Betty will have a small section in the Public Library E-Newsletter dedicated to local history

Betty would like commission members to send her 1-3 sentences to add to the section

She would need a submission by the 15th of each month

What is the true history of how Novi Got its name?

That will be the first spotlight might be the various myths of how the city got its name with a survey for people to choose the

The second Spotlight would reveal the truth of how the city got its name and the results of the survey.

EVERYONE BY THE AUGUST MEETING come up with 1-5 sentences of things to include in Spotlight

Speakers

1) Brian Golden (September) Co-sponsor with the Friends of the Library

Interurban street rail:

We need to order a check to give to the Friends, ask Masha for an invoice

We already agreed to pay ½

Fox Run Walled Lake Presentation-

Monday August 22 at 1:30 Belmont Theater, Fox Run

Kathy will do a presentation on the Walled Lake Casino and Amusement Park

We will have a table at the event to display photos, flyers, and the see David Barr's Book

We will have a Raffle Give away a few prizes

The presentation will be done again in October at the Novi Library

Possibly could be done at another local library

Detroit History Tours- Bailey Isgro

Rachel reached out to them to ask them to come to Novi and Speak

March: Wild Women of Detroit

Possible Dates: March 2nd, 9th or 16th.

Possible Program Idea: War Dog Cemetery in Lyon Township (In May?)

Pavilion Shores Park

The building is underway

When is the dedication?

Kathy and Rachel sent the photos and the write up to the city for the creation of a plaque to go on the pavilion

Cemetery Clean Up

Rachel went and saw the volunteers who were moving plants and debris
Wendy was directing the clean up program
About 30-50 people were part of the clean up

David Barr Villa Barr Presentations by Kathy Mutch

Barr Property Project discussion- books on sale in Library
Kathy Mutch will give her final presentation at the August 24th meeting
We could also have her give the presentation at the Novi Library in the winter
(November)?

Display Cabinet Downstairs Volunteer Sue Grifor, Cabinet MANAGER

Have the Display case stay up for 2 months

Goals

1) Presentation(s) for the Schools and other presentations for Commission at the Library or for Spotlight in Novi

Possible Ideas:

Who were the founding families: Feurst, Shaw Salow,
Tollgate Farm (we have one made already)
What is the Historical Commission? What does it do?
Where can you get information?
McGuire Family (Guernsey Farms)
How did Novi get its name
2nd Graders: What was happening the year you were born?
Walled Lake Amusement Park (Done)
Novi Special Engine
History of Novi Schools
Novi Corners
Lee Begole
12 Oaks Mall
History of Novi Cemetery (Novi Road)
Churches in Novi

New Business/Other Business

We need another person for the commission
Michigan State Fair- Sept. 1-5...Free Senior/Veteran Day Thurs. Sept. 1
50th Anniversary of the City of Novi incorporation

NEXT MEETING: Wednesday, August 24th at 7pm

Adjourn: 9:00pm

Bits and Pieces

Vol. 7 Number 5

August 2016

Steering Committee – FY 2017

Please join us in THANKING Toni LaPorte, Livonia, Teresa Natzke, Franklin, and Zaley Nelson, Northfield for their service as members of the TLN Steering Committee. Patty Braden, Romulus, has agreed to replace Toni LaPorte as Chair, starting with the October 7 Steering and Membership Meeting hosted by the Orion Township Library. A special THANKS to Doreen Hannon, Salem-South Lyon, who agreed to extend her service as the Class IV representative for a new two year term. Sheila Collins, Westland, will represent Class VI Libraries to September 30, 2018 and is joined by Rachel Lee, Flat Rock, who starts her two year term on October 1, 2016. Rounding out the Steering Committee FY 2017 team are Connie Jo Ozinga, Commerce, Class V representative and At Large members Joyce Farkas, Southgate, and Michael McCaffery, Dearborn Heights. Steering Committee meetings start at 10:00 AM and are followed by the Membership Meeting at 11:00 AM. The schedule for FY 2017 is:

October	07	Orion Township Library
March	03	Hamburg Township Library
May	05	Southgate Veteran’s Memorial Library
July	21	Heritage Park – Farmington

Special Guest – Randy Riley, State Librarian

Time to fine Tune Management Skills

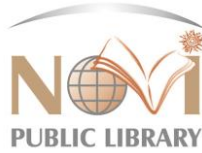
The TLN Leader’s Book Club is starting Wednesday, November 30. No one has stepped up to host, so, this is a unique opportunity to join, host and select the first title to be discussed. Additional dates and locations will be;

January	25	Royal Oak
March	22	Brighton
May	24	Southfield
July	26	Novi
September	27	Salem-South Lyon

Discussions start at 1:00 PM and end at 3:00 PM. The series is facilitated by Dr. Lee Meadows, Walsh College Professor of Management.

Tyler Lecturer and Topic Identified

TLN will welcome FY 2017 Michael P. Tyler lecturer, John Richardson on Wednesday, December 7. Hosted by the Redford Township District Library, Richardson will discuss linked data and the national effort to make libraries more relevant in Google search results. Richardson is Vice President of Business Development for Zepheira.



Library Board Calendar

2016

September 3	Library Closed
September 4	Library Closed
September 5	Holiday – Labor Day, Library Closed
September 21	Library Board Regular Meeting
October 19	Library Board Regular Meeting
November	Annual Library Report – City Council Meeting, TBD
November 2	Community Read, Library
November 8	General Election Day
November 11	Holiday – Veteran's Day – Library Open
November 16	Library Board Regular Meeting
November 23	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
December 21	Library Board Regular Meeting
December 21	Library Director – Mid-year Review
December 23	Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 30	Library Closed
December 31	Holiday – New Year's Eve, Library Closed
January 1	Holiday—New Year's Day, Library Closed
January 14	8:00-2:00 Budget Planning Session, Location TBD
January 26	Library Board Regular Meeting
February 4	8:00-12:00 Budget Planning Session, Location TBD
February 23	Library Board Regular Meeting
March 23	Library Board Regular Meeting
April 9-15	National Library Week
April 15	Library Closed
April 16	Holiday—Easter, Library Closed
April 27	Library Board Regular Meeting
April	Budget presented to Council, TBD
April	Money Smart Week @ Library
May 14	Mother's Day, Library Closed
May 25	Library Board Regular Meeting
May 28	Library Closed
May 29	Holiday – Memorial Day, Library Closed
June 18	Father's Day, Library Closed
June 22	Library Board Regular Meeting
June 22	Library Director Annual Review

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