

Agenda
Novi Public Library Board of Trustees--Regular Meeting
Thursday, November 16, 2017
at 7:00 p.m.
Fox Run of Novi
41000 Thirteen Mile Road, Novi, MI 48377

*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 Vice President, Tara Michener
3. Pledge of Allegiance

WELCOME and THANK YOU TO FOX RUN RESIDENTS of NOVI for HOSTING the NOVI PUBLIC LIBRARY

4. Approval and Overview of Agenda
5. Consent Agenda
 - A. Approval of Claims and Warrants L560.....4-6
 - B. Approval of Regular Meeting Minutes – October 26, 20177-13
6. Correspondence
 - A. Thank you email from Al Bialek – November 6, 2017 14
7. Presentation/Special Guest
 - A. 2016-2017 Annual Report by Julie Farkas, Library Director (Created by Christina Salvatore, Communications Coordinator)
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 15-18
10. **President's Report** (Craig Messerknecht)
 - A. The Role of the Novi Library Board of Trustees
 - B. **2017-2018 Library Board Goals**.....19
 - C. Goals Update (October, January, April and June/July) 20-21
 - D. Inform. Inspire. Include.22-24
11. **Treasurer's Report** (Melissa Agosta)
 - A. How the Novi Public Library is Funded
 - B. 2017-2018 Library Budget Fund 268..... 25-29
 - C. 2017-2018 Contributed Fund Budget 26930

D. Library Fund 268 Expenditure & Revenue Report as of	31-35
E. Contributed Fund 269 Expenditure & Revenue Report as of	36-37
F. Balance Sheets for Funds 268 and 269 as of	38-44
12. Director's Report.....	38-44
A. Information Technology Report	45-46
B. Facilities Report	47-48
C. Information Services Report.....	48-51
D. Support Services Report	51-52
E. Library Usage Statistics	53-61
F. Friends of the Novi Library	N/A
G. Novi Historical Commission – September 27, 2017	62-64
13. Committee Reports	
A. Policy Committee: Review current public policies for the Library (Michener–Chair, Poupard)	
• Board approved revised policy manual on June 22, 2017	
B. HR Committee: HR Policies, Director Review, Salary Study (Verma– Chair, Michener) – No action at this time.	
• Julie Farkas met with City of Novi Head of HR, Tia Gronlund-Fox, on November 8 th to discuss further data needed for the salary study and review of the current salary chart. Another date to meet with Tia is to be determined. A HR Committee Meeting is scheduled for Tuesday, November 21 st .	
C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation (Agosta- Chair, Messerknecht, Lawler)	
• A meeting is scheduled for Tuesday, January 23 rd at 6:00pm to discuss an Endowment option with Jessica Strigle from the Northville Community Foundation	
D. Events/Marketing/Fundraising Committee: Outreach opportunities (Michener – Chair, Agosta, Wood)	
•	
• November 9 th : Veteran's Day Brunch – City of Novi (Messerknecht)	
E. Strategic Planning Committee: Annual review of current plan (Poupard- Chair, Wood). Review completed in November 2017.	
• Plans for a new Strategic Plan will need to be discussed as the current plan expires June 2018.	
F. Building/Landscape Committee: Entrance project, LED conversion project, Building assessment (Messerknecht – Chair, Lawler, Verma, Wood)	
• LED lighting samples are being installed. Keith Perfect, has run into a few issues with some of the lighting not fitting well and some examples not available for installation and is currently working with the consultant to address these issues. A walkthrough with the committee will be scheduled once all lighting examples have been installed.	
• Letter to Mr. Bernstein re: late rent payments for café dated November 1, 2017..XX	

- Mr. Bernstein made the initial \$150 payment, additional payments have not been received as of 11/10/17 and the attorney has been contacted for further communication to be sent to Mr. Bernstein indicating a breach in the café lease contract.

G. Bylaw Committee: Review of Library Board Bylaws
(Lawler- Chair, Agosta) – Bylaw review completed September 2016

14. Public Comment

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15. Matters for Board Action

- A. 2nd Draft of Limited Part-time Assignment Policy.....39-42

16. Adjourn

Supplemental Information:

- Library Calendar.....65

Future Events:

- City of Novi Historical Commission Meeting – Tuesday, November 21st at 7:00pm, Novi Library
- LIBRARY CLOSED – Thursday, November 23rd
- Light up the Night – Friday, December 1st at 6:00-9:00pm, City of Novi Campus
- Historical Commission mtg. - Wednesday, December 6th at 7:00pm, Novi Library
- Friends of Novi Library mtg. - Wednesday, December 13th at 4:00pm, Novi Library
- Novi Library Board of Trustees mtg. - Wednesday, December 20th at 7:00pm, City of Novi
- LIBRARY CLOSED – December 24th, December 25th, December 31st & January 1st
- Library Board Budget Sessions: Saturday, January 13th & Saturday, February 10th



Inform. Inspire. Include.

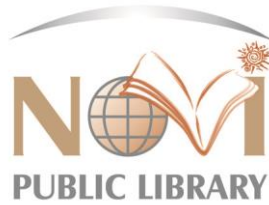
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 560	268 Accounts	November 2017	
Payable to	Invoice #	Account number	Amount
Global Office Solutions (10/26/17)		268-000.00-727.000	\$ 511.43
Presidio (10/15/17)		268-000.00-734.000	\$ 1,726.50
STEAM powered.com (10/9/17)		268-000.00-734.000	\$ 16.45
The Library Network (10/10/17)	Deep Freeze Ent.	268-000.00-734.000	\$ 895.00
Valve.com (10/9/17)	Face Rig	268-000.00-734.000	\$ 16.45
Wondershare.com (10/16/17)	Filmora Video Editing	268-000.00-734.000	\$ 174.97
Amazon.com (10/12/17)	Logitech B100 USB	268-000.00-734.500	\$ 615.63
CDW-G (10/18/17)		268-000.00-734.500	\$ 377.78
City of Novi	Computer supplies refund	268-000.00-734.500	\$ (746.18)
Telsystems (9/20/17)		268-000.00-734.500	\$ 803.00
Novi Public Library	monitors	268-000.00-734.500	\$ (25.00)
Presidio (9/30/17)	Aft Hrs Supp.	268-000.00-734.500	\$ 763.13
Telsystems (9/20/17)	projection equip	268-000.00-734.500	\$15,987.00
Conney Safety (9/20/17)	FA Kit	268-000.00-740.000	\$ 51.55
Global Office Solutions (10/18/17)		268-000.00-740.000	\$ 39.18
The Library Network (9/30/17)	labels	268-000.00-740.000	\$ 499.75
Lands' End Business (10/2/17)	Staff shirts (2)	268-000.00-741.000	\$ 58.59
Amazon.com (10/3/17)		268-000.00-742.000	\$ 574.00
Barnes & Noble (9/29/17)		268-000.00-742.000	\$ 584.64
Brodart (10/16/17)		268-000.00-742.000	\$ 11,134.12
Center Point Large Print (10/3/17)		268-000.00-742.000	\$ 23.37
City of Novi - refund		268-000.00-742.000	\$ (899.19)
Gale/Cengage (10/18/17)		268-000.00-742.000	\$ 1,073.31
Novi Public Library	ESL Book purchase	268-000.00-742.000	\$ (7.00)
Scholastic (10/11/17)		268-000.00-742.000	\$ 158.75
Garden City Public Library		268-000.00-742.100	\$ 5.99
Oak Park Library		268-000.00-742.100	\$ 12.00
Salem-South Lyon District Library		268-000.00-742.100	\$ 25.00
Trenton Veterans Memorial Library		268-000.00-742.100	\$ 13.20
Waterford Township Public Library		268-000.00-742.100	\$ 16.00
Michigan.com #1008 (10/18/17)		268-000.00-743.000	\$ 8.20
WT Cox		268-000.00-743.000	\$11,106.45
Midwest Tape (10/11/17)		268-000.00-744.000	\$ 821.00
OverDrive (10/3/17)		268-000.00-744.000	\$ 998.61
Midwest Tape (10/11/17)		268-000.00-745.200	\$ 1,617.31
ProQuest (10/1/17)	Ancestry; 10/1/17-9/30/18	268-000.00-745.300	\$ 1,750.00
Spectrum Business (9/26/17)	October 2017	268-000.00-801.925	\$ 32.30
Merchant Billing Statement		268-000.00-802.100	\$ 218.09
Providence Occupational Health	Leach	268-000.00-804.000	\$ 392.00
Johnson, Rosati, Schultz, Joppich, (10/12/17)	landscaping B&B	268-000.00-806.000	\$ 42.00
Waste Management		268-000.00-808.100	\$ 98.72
American Library Association (10/11/17)	9/1/17-8/31/18; Farkas	268-000.00-809.000	\$ 455.00
Novi Rotary (10/17/17)	Sanders; Fall dues 2017	268-000.00-809.000	\$ 178.00

H&K Janitorial Service, Inc. (9/30/17)	September	268-000.00-817.000	\$ 3,900.00
The Library Network (10/17/17)	Del; 10/1/17-9/30/18	268-000.00-818.000	\$ 3,495.00
AT&T (10/22/17)	sec lines; 9/23-10/22/17	268-000.00-851.000	\$ 359.12
T-Mobile (9/21/17)	9/21-10/20/17	268-000.00-851.000	\$ 237.37
TelNet Worldwide (10/15/17)	10/15-11/15/17	268-000.00-851.000	\$ 1,129.32
Verizon (9/28/17)	8/29-9/28/17	268-000.00-851.000	\$ 404.05
The Library Network (10/5/17)	Sh Auto 10/1-12/31/17	268-000.00-855.000	\$ 16,362.70
Gasoline & Oil		268-000.00-861.000	\$ -
Amazon.com (9/28/17)		268-000.00-880.000	\$ 35.94
City of Novi	ice	268-000.00-880.000	\$ 16.25
Farkas, Julie	Money Smart Week; reimburse	268-000.00-880.000	\$ 64.00
Municipal Web Services (10/4/17)	September	268-000.00-880.000	\$ 503.00
Sam's Club (10/26/17)		268-000.00-880.000	\$ 234.50
Alberga, Kathleen (10/25/17)	Pumpkin Dec 10/28/17	268-000.00-880.268	\$ 81.88
Amazon.com (9/24/17)		268-000.00-880.268	\$ 407.97
Barnes & Noble (9/25/17)	gift cert.	268-000.00-880.268	\$ 115.00
Benito's (10/25/17)	Teen Program	268-000.00-880.268	\$ 392.86
Brewin, Linda		268-000.00-880.268	\$ 44.41
Davis, Dwight	Couples Ready to Dance; 10/7/17	268-000.00-880.268	\$ 300.00
Discount School Supply (10/17/17)		268-000.00-880.268	\$ 223.58
Global Office Solutions (10/18/17)		268-000.00-880.268	\$ 67.95
Gordon Food Service Store (10/18/17)	programming	268-000.00-880.268	\$ 166.73
Home Depot (10/14/17)	Programming; Gift Cards	268-000.00-880.268	\$ 200.00
Kroger (10/17/17)	Couples Enjoy Dinner; 10/19/17	268-000.00-880.268	\$ 20.74
Novi Youth Assistance	reimbursement - pgm refresh	268-000.00-880.268	\$ (40.88)
Robinson, Mary	3D Printer Jewelry Pgm; 9/27/17	268-000.00-880.268	\$ 108.88
Sam's Club (10/26/17)	Program; AS	268-000.00-880.268	\$ 235.39
Walmart (10/9/17)	youth programming	268-000.00-880.268	\$ 149.35
Ypsilanti District Library	Tom Sharpe; NLW Perf	268-000.00-880.268	\$ (715.00)
Millennium Business Systems (9/26/17)		268-000.00-900.000	\$ 627.57
Venngage (6/22/17)	Infographics; November 2017	268-000.00-900.000	\$ 9.50
Consumers Energy	9/12-10/10/17	268-000.00-921.000	\$ 184.89
DTE Energy	9/25-10/24/17	268-000.00-922.000	\$ 8,384.63
City of Novi	6/19-9/20/17	268-000.00-923.000	\$ 1,828.80
Allied-Eagle Supply Co. (10/6/17)		268-000.00-934.000	\$ 738.61
Batteries+Bulbs (10/17/17)		268-000.00-934.000	\$ 19.99
Dalton Comm'l Cleaning Corp (10/10/17)	September	268-000.00-934.000	\$ 1,325.00
Lawson Products (10/23/17)		268-000.00-934.000	\$ 236.11
Lyon Mechanical (9/18/17)	9/15/17 ser date; CO2alarm	268-000.00-934.000	\$ 260.33
North Star Mat Service (9/29/17)	9/5-26/17	268-000.00-934.000	\$ 148.00
Voss Lighting (10/17/17)		268-000.00-934.000	\$ 201.21
Asplundh Tree Expert Co. (10/16/17)	stump grinding	268-000.00-941.000	\$ 1,057.71
Brien's Services, Inc. (10/24/17)	1of3 snow removal contract	268-000.00-941.000	\$ 1,472.50
Xpert Lawn and Snow (10/2/17)	6of7 pyt	268-000.00-941.000	\$ 956.42
Millennium Business Systems (9/26/17)		268-000.00-942.000	\$ 716.40
Corrigan Storage	October	268-000.00-942.100	\$ 23.06

ALA Store (10/2/17)	Schenk; Soc Med Bk Lov web; 11/8/17	268-000.00-956.000	\$ 65.00
Amigos Plaza (10/25/17)	Pryor workshop; Farkas/Perfect	268-000.00-956.000	\$ 30.00
Brewin, Linda (10/30/17)	MLA conf; mileage	268-000.00-956.000	\$ 71.69
CharityHowTo.com (10/17/17)	Webinar; TY letters; Dominick	268-000.00-956.000	\$ 87.00
EnVie (10/18/17)	MLA Conference	268-000.00-956.000	\$ 174.00
Fricke, Lindsay (10/17/16)	TLN yth/teen Ser Mtg 10/3/17	268-000.00-956.000	\$ 29.96
Midwest Coll for Library Services (10/10/17)	Silberman; Lic Elec Resources	268-000.00-956.000	\$ 79.00
Novi Chamber of Commerce (10/9/17)	Econ Dir. 10/11/17; Hentschel	268-000.00-956.000	\$ 25.00
Radisson Hotel	MLA Conf; parking fee	268-000.00-956.000	\$ 24.00
Petty Cash			\$ 16.65
TOTAL			\$ 99,490.24



CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
(Rescheduled from October 26, 2017)
October 30, 2017

DRAFT

2. Call to Order

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Craig Messerknecht, President, at 7:00 p.m.

3. Roll Call

Library Board

Craig Messerknecht, President

Tara Michener, Vice President (Absent and excused)

Melissa Agosta, Treasurer

Ramesh Verma, Secretary

Bill Lawler, Board Member (Absent and excused)

Doreen Poupard, Board Member

Geoffrey Wood, Board Member

Student Representatives

Ravenna Joshi, Student Representative (Departed at 7:25 p.m.)

Lahari Vavilala, Student Representative (Departed at 7:25 p.m.)

Library Staff

Julie Farkas, Director

Julie Prottengeier, Office Assistant

Guest

Emily Brush, Early Literacy Librarian, Novi Public Library

4. Pledge of Allegiance

The Pledge of Allegiance was recited.

5. Approval and Overview of Agenda

Trustee Messerknecht added item 10B. Café Discussion to the **President's Report**.

A motion was made to approve the Overview of the Agenda as amended.

1st—Doreen Poupard

2nd—Geoff Wood

The motion passed unanimously.

6. Consent Agenda

A motion was made to approve the Claims and Warrants L559 and the regular meeting minutes for September 28, 2017.

1st— Ramesh Verma

2nd— Doreen Poupard

The motion passed unanimously.

7. Correspondence

A. Thank you email from Kim Clark, Novi Schools Media Specialist

- Ms. Clark thanked Ms. Farkas for the breakfast Ms. Farkas hosted for the Novi School District media specialists.

B. Thank you letter from Berl Falbaum, Author

- Mr. Falbaum addressed his letter to the Library Board President, Craig Messerknecht, commending Ms. Farkas and her staff for the *Author's Live* event that Mr. Falbaum participated in at Fox Run. Mr. Falbaum, a local author, has participated in other author events and this one hosted by Ms. Farkas was exceptional.

C. Thank you letter from Julie Farkas, Novi Library Director

- Ms. Farkas included the thank you letter she sent to the Friends of the Novi Library for their hosting of the event *Booked for the Evening*.

8. Presentation/Special Guest

A. Emily Brush, Early Literacy Librarian, Novi Public Library

- Ms. Brush started her career at the Novi Library as a student working in the Support Service Department. While working toward her Master's in Library Science she worked as an intern in the Information Service Department. Ms. Brush was recently hired to fill the new position of *Early Literacy Librarian* and brings skill, creativity and enthusiasm to it.
- Sensory Sundays is a program Ms. Brush coordinates. This program provides Storytime to children with special needs on Sunday mornings before the Library opens. The age range is from 18 months to 9 years and offers stories and sensory experiences in a quiet environment. Ms. Brush hopes to expand this program into the schools.
- Ms. Brush will be reaching out to preschools and home daycares in Novi that the Library currently does not have contact with in hopes of doing Storytime.
 - Trustee Agosta asked if giving library cards to the children in these centers is a possibility. Both Ms. Farkas and Ms. Brush felt this idea was worth pursuing and would look into it.
- For the 2017-2018 year Ms. Brush hopes to increase the number of registered readers for the program *Read a 1,000 Books before Kindergarten* by 200.

9. Public Comment

There was no public comment.

10. Student Representatives Report-September, 2017

The Student Representative Report can be found on pages 19-20 of the October 26, 2017 Library Board packet.

A. Programs

- 9/12/17: Chocolate Milkshakes For All (38 in attendance)
- 9/16/17: SAT Practice Test (24 in attendance)
- 9/18/17: Eats and Treats Teen Cooking Club—Rice Krispies (8 in attendance)
- 9/27/17: Pizza and Pages Book Club (9 in attendance)
- 9/30/17: ACT Practice Test (30 in attendance)

B. Upcoming Programs

- 11/08/17: How to Navigate the College-Going Process
- 11/17/17: TAB Meeting
- 11/21/17: Eats and Treats Teen Cooking Club—Peanut Butter Lovers
- 11/29/17: Pizza and Pages Book Club

C. TAB Update

The first meeting of the year kicked off on September 22, 2017 with over 40 teens in attendance. The group brainstormed programming and activity ideas as well as discussed community service projects for the year. Trustee Geoff Wood and Trustee Bill Lawler were in attendance for this meeting and the Student Representatives thanked them, and the rest of the Board, for their support.

D. Teen Space

Teen Space had 740 attendees for the month of September.

11. **President's Report**

A. Goals Update

The 2017-2018 Goals Document can be found on pages 19-20 of the October 26, 2017 Library Board packet.

- Ms. Farkas included a brief summary of the goals for each of the following: Library Board, Administration, Facilities, Information Technology, Information Services and Support Services. Tactics and strategies will be added to the document as they are executed by each department.
- Ms. Farkas reported that the Lending Library at Lakeshore Park is on hold. It is possible that this purchase will move into the 2018-2019 fiscal year. Ms. Farkas has reached out to Fox Run as a possible location for the Lending Library but discussions have just begun.

B. Café Discussion

- Mr. Bernstein, proprietor of the Read-A-Latte Café, owes the Library \$700 in late fees. As a way to get back on track, Mr. Bernstein is asking to pay a lump sum of \$150 on October 31, 2017 and then \$50 payments every week going forward until the balance is paid off.
 - The Board was in agreement in asking that Mr. Bernstein pay the initial \$150 and then \$100 per week going forward until December 11, 2017 when the balance must be paid off in full or it could lead to his termination as the contract states.

- o Farkas agreed to share this information with the Library's attorney so that the attorney could put this in writing and send it to Mr. Bernstein.

12. **Treasurer's Report**

A. **Library Budget Fund 268—2017-2018**

The 2017-2018 Fund 268 budget can be found on pages 21-25 of the October 26, 2017 Library Board packet.

- The 2017-2018 Library Budget 268 calls for revenue to be \$2,901,020.00 and expenditures to be \$3,032,496.00 consuming \$131,476.00 of the fund balance.

B. **2017-2018 Contributed Fund Budget 269**

The 2017-2018 Contributed Fund 269 budget can be found on page 26 of the October 26, 2017 Library Board packet.

- The 2017-2018 Fund 269 budget calls for revenue of \$48,500.00 and expenditures of \$118,465.00 which would consume \$69,965.00 of the fund balance.

C. **Library Fund 268 Revenue and Expenditure Report (September 30, 2017)**

The Fund 268 Expenditure and Revenue Report can be found on pages 27-31 of the October 26, 2017 Library Board packet.

- Revenue
 - o The year to date revenue totals \$181,511.50 which is an increase of \$22,598.50 from the previous month. The Library is still waiting on tax revenue money. Ms. Farkas said she would call the Finance Department to inquire about it, but she informed the Board that the Finance Department is down two staff members which might explain the delay in receiving the money.
- Expenditures
 - o The year to date expenditures total \$692,350.11 which is an increase of \$284,936.01 from the previous month.

D. **Contributed Fund 269 Expenditure & Revenue Report (September 30, 2017)**

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 31 of the October 26, 2017 Library Board packet.

- Through the month of September, revenue totals \$14,257.83 and expenditures total \$6,258.17.

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

The balance sheets for funds 268 and 269 can be found on pages 32-33 of the October 26, 2017 Library Board packet.

- The ending balance for Fund 268 through September 30, 2017 is \$1,329,151.12.
- The ending balance for Fund 269 through September 30, 2017 is \$1,705,946.06.

13. **Director's Report**

The Director's Report can be found on pages 34-43 of the October 26, 2017 Library Board packet.

- Ms. Farkas thanked Congressman Dave Trott for his part in making sure the Novi Library received a donation of new books from the Library of Congress. The books were unveiled at an event in the Library on October 17, 2017. The books will be plated and added to the collection.
 - Trustee Poupard asked that City Council member Wayne Wrobel be thanked and commended for his faithful support of the Novi Library. **Mr. Wrobel's connections help the Novi Library benefit from programs such as these.**
 - Ms. Farkas reported that participation in the library card campaign that was introduced in August was not as high as she had hoped. 143 new cards were registered. Ms. Farkas thanked the Friend's for their generous support of the campaign and reported she may try this again in the future.
 - On page 41 of the Board packet, Ms. Farkas highlighted the Virtual Reality program that was held October 20-21 in the Library. There will be more of these programs scheduled through-out the year.
 - Ms. Farkas thanked PAASN and Chief Molloy for starting a conversation with the community about opiate addiction at a presentation held at the Library on October 30, 2017.
 - On page 43 of the October 26, 2017 Library Board packet Ms. Farkas included the form explaining how to get involved with the e-Nable program. The December 14, 2017 assembly date registration is full. The Novi Rotary graciously donated \$1,000 to the program to help off-set the cost of supplies. E-Nable hopes to have 200 hands built by June, 2018.
 - Planning for the November Library Board Meeting that will be held on Thursday, November 16, 2017 at Fox Run at 7:00 p.m. was discussed. The meeting will take place in the Derby room of the Belmont building.
- A. Information Technology Report
The Information Technology Report can be found on page 44-45 of the October 26, 2017 Library Board packet.
- B. Facilities Report
The Facilities Report can be found on pages 46-47 of the October 26, 2017 Library Board packet.
- Bill Bembeneck of the Facilities Department represented the Library at the Sustainable Homes Event in Novi to share information about the bioswale.
 - The Library successfully passed the annual fire inspection.
- C. Information Services Report
The Information and Services Report can be found on pages 48-50 of the October 26, 2017 Library Board packet.
- 501 children are registered for the Raise a Reader in Novi program.
- D. Support Service Report
The Support Service report can be found on pages 51 of the October 26, 2017 Library Board packet.
- E. Library Usage Statistics

The Library Usage Statistics can be found on pages 52-60 of the October 26, 2017 Library Board packet.

- 964 books were borrowed from Read Boxes through September. These books are donated to the Library and are reused.

F. Friends of the Novi Library

The Friends report can be found on pages 61-64 of October 26, 2017 Library Board packet.

G. Novi Historical Commission

The Novi Historical Commission report can be found on pages 65-68 of the October 26, 2017 Library Board packet.

14. Committee Reports

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

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

- The next HR Committee meeting is scheduled for November 8, 2017 to discuss the salary study.

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

Building assessment review.

- A meeting is scheduled for Tuesday, January 23, 2018 at 6:00 p.m. to discuss an endowment.

D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): Outreach

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

F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance

Project, Energy Reduction Coalition project, building assessment.

- Trustee Messerknecht is impressed with Keith Perfect's attention to detail with the LED project.

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

15. Public Comment

There was no public comment.

16. Matters for Board Action

A. 1st Draft of Limited Part-time Assignment Policy

The City of Novi recently added this policy that allows a full-time employee to move to a limited, part-time assignment for up to one year during which their benefits would be frozen. At the end of the year, the employee would return to their full-time position and benefits would begin again. The decision to allow an employee this opportunity is at the discretion of the Library Director and the needs of the individual department at the time of the request.

- Ms. Farkas included the FAQ that the City of Novi wrote on page 39 of the October 26, 2017 Library Board Packet.

- The policy will be voted on at the November 16, 2017 Library Board meeting.

B. Consideration of Closing the Library Friday, May 25, 2018 for a staff In-Service day with The Library Network. The Library would remain open on Friday, August 24, 2018.

Because the Novi Library is the largest library in the consortium, TLN has asked if the Novi Library building could be used for a presentation on civility and for training. If agreed upon, the Library would be closed on Friday, May 25, 2018 for a staff In-Service but remain open on Friday, August 24, 2018.

- In addition to the presentation, Ms. Farkas is hoping to do an active shooter drill which would also include staff members from other libraries within the consortium that are in attendance. By joining with TLN, less planning will be required of Novi staff.
- All Board members were in agreement that communicating the closure with the community is of key importance.
- Trustee Wood has concerns about closing the Library on a school day at the end of the school year.

A motion was made to close the Novi Library on Friday, May 25, 2018 for a staff in-service day and to remain open on Friday, August 24, 2018.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed with 4 votes in favor and 1 vote opposed.

17. Adjourn

A motion was made to adjourn at 8:43 p.m.

1st—Melissa Agosta

2nd—Geoff Wood

The motion passed unanimously.

Ramesh Verma, Secretary

Date

Email from: Al Bialek
Date: November 6, 2017

Julie, just want to thank you again for the opportunity to share my life experiences with the kids. I hope in some small way as they grow that the library and your efforts towards Veterans Day will mean something special to them and that they will lead lives of character.

I read the reviews and of the 30 kids in attendance--- 30 of them—each one said the same thing in their reviews “what did you learn today”---**Duty!—Honor!—Country!**

Of all the topics I talked about ---that one, for whatever reason stood out to each and every one of them, interesting!

There was one young man who touched my heart; he was holding back tears during the whole presentation. He came up to me after and said he lost a brother in Afghanistan. He thanked me for what I was doing, as did every other teenager in the class. Each one came up and shook my hand!

There is no other greater responsibility we have than helping the next generation grasp good citizenship. **Thank You!**

Allen Bialek, President
AFB MEDIA MARKETING, LLC

October 2017 Student Representative Report
By: Raveena Joshi and Lahari Vavilala

Programs:

The If You Give a Tween a Cupcake program took place on October 10th. Participants decorated cupcakes with fall candies and enjoyed their sweet treat. (Attendance= 22)

The Eats & Treats Teen Cooking Club: Cake Decorating took place on October 17th. Chef George Rapis, a Continuing Education and Professional Development Instructor for Culinary Arts at Schoolcraft College, led a fun and hands-on cake decorating demonstration to celebrate National Bake and Decorate Month. Participants learned various decorating techniques including piping a flower, creating a rose, heart and various borders. (Attendance= 25)

The Pizza & Pages Book Club took place on October 25th. Attendees read the book, *School of the Dead*, by Avi. The purpose of this book club is to encourage tweens to read and also allow tweens to practice for the Battle of the Books program that the Library holds annually. (Attendance= 10)

The Pumpkin Decorating Palooza took place on October 28th. Attendees decorated pie size pumpkins with stickers and also painting the pumpkins. (Attendance= 96 total; 46 kids)

Teen Space Update:

There were 1,048 attendees in Teen Space in the month of October. Teen Space was closed on Tuesday, October 24th due to a city-wide water issue. There was a College Tailgate Party that brought in 87 teens on October 27th where nachos, s'mores trail mix, candy, and cider was served.

Teen Advisory Board Update:

The second Teen Advisory Board Meeting took place on October 20th. At this meeting members formed committees based on their interests. There was a community service project committee that looked at how TAB can get more involved in the community, an arts and crafts committee that looks at filling the displays in front of the Teen Stop, and a committee that looked at planning teen programs at the Library. Members also decorated cupcakes with different fall candies and enjoyed them. (Attendance = 36)

Upcoming Programs:

Virtual Reality in Teen Space – December 7th and December 21st
Eats & Treats Teen Cooking Club: Edible Holiday Gift – December 12th
TAB Meeting – December 15th
STEM: Gingerbread Engineering Challenge – December 19th
Pizza & Pages Book Club – December 20th



An attendee shows the cupcakes she decorated at If You Give a Tween a Cupcake program



Attendees at the Eats & Treats Cooking Club display the techniques they learned from Chef George Rapisit



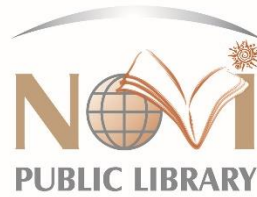
Attendees decorating their pumpkins at the Pumpkin Decorating Palooza program



TAB members enjoying their decorated cupcakes



Teens enjoying the College Tailgating Party in Teen Space



Inform. Inspire. Include.

6 Strategic Objectives
2013-2018

1. Match the needs of the community with the facility(ies) and library's logistical resources
(Ex: existing building, outreach, collections, storage space, future expansion)
2. Fuel Novi community's passion for reading, personal growth and learning
3. Increase the Novi community's knowledge of and access to the library's collections, services and building
4. Encourage the Novi community to embrace and participate in the library's programming, cultural learning and service opportunities
5. Foster an organizational culture of innovation
6. Empower the Novi community to be effective consumers and producers of information

Library Goals
2017-2018

1. Maintain excellent customer service in all facets of the library's operations, Board functions and community involvement.
Focus: Lending Library at Lakeshore Park
2. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
Focus: LED conversion project, Endowment
3. Provide quality and diverse services, materials, programs and technology.
Focus: Virtual Reality programming, Fostering connections with our diverse community
4. Promote the Library in Novi's residential and business communities and provide outreach to non-library users.
Focus: Library card campaign, 1,000 Books before Kindergarten, Library Board meetings out in the community
5. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
Focus: Staff survey by Library Board, HR salary review

Approved: May 25, 2017

Library Board

	JULIE FARKAS	STATUS
1	Lending Library at Lakeshore Park	10/17-6/18
2	LED conversion project	8/17-1/18
3	Endowment	N/A
4	Virtual Reality programming	10/17-6/18
5	Fostering connections with our diverse community	annually
	Library card campaign	8/17-9/17
	1,000 Books before Kindergarten	annually
	Library Board meetings out in the community	11/17 FRun
	Staff survey by Library Board/Trustee	TBD
	Strategic Planning 2019-2022	
	HR salary review	9/17-12/17

Facilities

	KEITH PERFECT	STATUS
1	LED conversion project (Keith)	9/17-2/18
2	Customer Service	
3	Tree project; landscape improvements (Bill)	9/17-6/18
4	Bioswale burn project (Bill/Keith)	18/19
5	Safety Committee/Emergency Manual updates (Keith)	9/17-6/18
	(Public Fire Drill – Oct 2017, Public Tornado Drill 3or 4/18)	

Administration

	JULIE FARKAS	STATUS
1	Customer Service	
2	Endowment	N/A
3	HR salary review	9/17-12/17
4	LED conversion project	9/17-2/18
5	Library Board meetings in community	11/17 FRun
6	Staff survey by Library Board/Trustee Award 2018	TBD
7	Fostering connections with our diverse community	annually
8	E-Nable 3D project	9/17-6/18
9	National Medal for Libraries/Museums	10/17

Information Technology

	BARB RUTKOWSKI	STATUS
1	ILS Conversion	1/18-6/18
2	Lending Library at Lakeshore Park (IT component/ILS)	
3	Virtual Reality programming	10/17 – 6/18
4	Customer Service	
5	August In-Service Day (August 24, 2018)	10/17-6/18
6.	E-Nable 3D Project	9/17-6/18
7.	Electronic mtg. room signage/room reservation upgrade	12/17

Information Services

	APRIL STEVENSON	STATUS
1	ILS Conversion	1/18-6/18
2	Lending Library at Lakeshore Park (Collections)	Spring 18
3	Customer Service	
4	1,000 Books before Kindergarten (Goal for 17/18 – 200 new signups)	annually
5	Fostering connections with our diverse community	annually
6	Staff Training Manual	
7	Business and Youth Area Renovations	9/17-6/18

Support Services

	MARYANN ZURMUEHLEN	STATUS
1	ILS Conversion	1/18-6/18
2	Lending Library at Lakeshore Park (11/17 – currently on hold)	10/17-6/18
3	Customer Service	
4	Library card campaign	8/17-9/17
5	Fostering connections with our diverse community	annually
6.	2017 In-Service Committee/Planning	8/17

YOUR Novi Public Library

Inform. Inspire. Include.



Inform

- Established: in 1960 by the Friends of the Novi Library (celebrated 55 years in September 2015). Library's current building is 59,314 + 5,904 (patio space).
- Funded: by a tax revenue source of 1.0 mils annually (currently collecting .77 mils). Current budget tax revenue for 2017-2018: \$2,629,285. Additional funding sources include: state aid, fines/fees, penal fines (speed to read).
- Governed: by a 7 member board of trustees that is appointed by the Mayor. Members serve 3 year terms. Main functions of the board: financial oversight, budget approval, policy making, advocacy, fundraising/marketing, strategic planning.
- Managed: by a Library Director. Currently, 17 Full-time staff and approximately 45 Part-time staff). Library Departments: Administration, Information Services, Support Services, Information Technology and Facilities. All Librarians have a Master Degree in Library Science or Information by an ALA accredited institution.
- Items checked out: 803,281 – includes materials and downloadables (based on population of 60,593 that is approx. 13 items per person/per year).
- Visited in 2015-2016: 424,401 visitors, 4.5 % increase from 14/15. We see approximately 1,221 patrons daily). Open 7 days a week.

Inspire

- Technology: 3D Printing, VHS to DVD conversion (launching vinyl/cassette conversion to digital in Fall 2016), one on one computer classes, Tech times
- Artwork: One of a kind pieces of artwork are displayed throughout the Library.
- Programming: There are opportunities for every age group.
- Resources/Collections: **Over 175,000 items are in the Library's physical and digital collections.**
- Online Resources: RBDigital, Freegal, Universal Class, and Overdrive just to name a few!

- Cooperative Sharing: The Library participates in The Library Network, a consortium of over 60 libraries in southeast Michigan that allows for reciprocal borrowing and a shared catalog system with over 4 million items.
- Outreach: 3 Read Boxes located in 3 City of Novi Parks (Lakeshore, Rotary and ITC); Delivery of materials to various Older Adult facilities (Fox Run, Waltonwood, MAC, etc).
- Cultural Experiences: Story times in 6 different languages, conversation groups in a variety of languages, monthly concerts, ethnic food events, author events, and guest lectures.
- Literacy: Pre-school program “Raising a Reader in Novi – 1,000 Books before Kindergarten”, ESL conversation and book discussion groups.

Include

- Friends of the Novi Library (volunteer opportunity)
- Novi Historical Commission – preserving Novi’s history (appointed by the Mayor)
- Teen Space – a place for high school age students to hang out and socialize (Monday – Friday from 2:00pm-5:00pm). Sponsored by Library, Novi Youth Assistance, Novi Community School District and Novi Parks & Recreation). In 16/17, 5,491 visits were made to Teen Space.
- Longtime partners with: Novi Community School District and other area schools, NLA (Neighborhood Library Association), City of Novi, local businesses, MSU Tollgate, Novi Rotary, American Business Women’s Association, Novi Youth Assistance, Fox Run of Novi
- Annual Summer Reading program (All ages welcome)
- 7 meeting room spaces available for rent
- Website, Library App, Monthly E-newsletter, social media, monthly cable shows
- Homeowners Association meetings FREE of charge if library can give a 10-15 minute update on what is new at NPL
- Full service café
- Study spaces
- Computer Lab

Programming Spotlight

- What’s going on currently at the Novi Library! (Hundreds of events offered monthly for all age groups annually)

Challenges

- Squashing the “Library” stereotype. We consider ourselves a “Destination place” in our community. Going “beyond books” and providing more for our residents.
- Funding for the future
- Getting our word out to the community.
- EVERYTHING you get for your tax dollars
- Being known as the “Information gateway” in Novi

2017-2018 Library Budget 268							
2/23/2017; rev 6/22/17		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Revenues							
Account	Description						
403.000	Tax Revenue - Current Levy	2,461,558.07	2,522,777.00	2,536,930.00	2,629,295.00	2,729,208.00	2,832,918.00
403.001	Tax Revenue - Cnty Chargebk	294.61	-21,000.00	1,043.00	-15,000.00	-15,000.00	-15,000.00
403.002	Tax Revenue - Tx Tribunal	15,558.00	-5,000.00	0.00	-5,000.00	-5,000.00	-5,000.00
403.003	Tax Revenue - Brow nfield Cap	-214.67	-220.00	-217.00	-225.00	-234.00	-243.00
420.000	Tax Reveune - C/Y Del PPT	-4,846.69	-5,100.00	0.00	-5,000.00	-5,200.00	-5,400.00
567.000	State Aid	34,495.52	29,000.00	29,000.00	34,000.00	34,000.00	34,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	66,886.35	70,000.00	62,000.00	62,000.00	62,000.00	62,000.00
658.000	State penal fines	111,926.44	83,000.00	117,000.00	100,000.00	100,000.00	100,000.00
664.000	Interest on Investments	41,574.64	30,000.00	32,000.00	35,000.00	36,000.00	37,000.00
664.500	Unrealized gain(loss) invest	23,055.12	0.00	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	15,020.65	16,500.00	15,000.00	15,000.00	15,000.00	15,000.00
665.100	Copier	2,727.08	2,200.00	2,100.00	2,100.00	2,100.00	2,100.00
665.200	Electronic media	217.50	200.00	50.00	50.00	50.00	50.00
665.266	SRP - T-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programing	4,267.33	0.00	2,500.00	2,500.00	2,500.00	2,500.00
665.290	Library Fundraising	0.00	3,000.00	0.00	0.00	0.00	0.00
665.300	Meeting Room	35,193.65	32,000.00	34,000.00	34,000.00	34,000.00	34,000.00
665.400	Gifts and donations	5,205.32	6,000.00	200.00	1,000.00	1,000.00	1,000.00
665.404	Novi Tow nship Assessment	6,154.00	6,369.00	6,197.00	6,300.00	6,426.00	6,555.00
665.650	Library Caf�	5,658.29	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,824,862.38	2,774,726.00	2,842,803.00	2,901,020.00	3,001,850.00	3,106,480.00

2017-2018 Library Budget 268 2/23/2017; rev 6/22/17		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	848,742.23	805,000.00	805,000.00	800,500.00	813,000.00	830,000.00
704.200	Wages (non-pensionable)	10,000.00		0.00	0.00	0.00	0.00
704.250	Final Payout	18,963.41	0.00	6,557.00	0.00	0.00	0.00
705.000	Temporary Salaries	552,249.03	661,000.00	600,000.00	691,000.00	700,000.00	714,000.00
715.000	Social Security	106,814.50	112,200.00	100,000.00	105,000.00	106,000.00	108,000.00
716.000	Insurance	224,763.56	217,000.00	220,200.00	224,400.00	240,000.00	256,800.00
716.200	HSA - Health Savings Acct.	998.21	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
716.999	Ins. Employee Reimbursement	-41,734.26	-43,400.00	-43,000.00	-45,000.00	-48,150.00	-51,520.00
718.000	Pension DB	14,112.00	0.00	0.00	9,144.00	9,300.00	9,500.00
718.050	Pension - add'l DB	-17,097.72	0.00	0.00	15,852.00	16,100.00	16,500.00
718.200	Pension - Defined Contribution	24,086.16	26,400.00	30,700.00	32,000.00	32,640.00	33,300.00
719.000	Unemployment Ins	1,295.20	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	1,948.58	4,300.00	2,800.00	3,000.00	3,000.00	3,000.00
Total Personnel Services		1,745,140.90	1,784,000.00	1,723,757.00	1,837,396.00	1,873,390.00	1,921,080.00
Supplies							
Account	Description						
727.000	Office supplies	19,615.69	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	623.79	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	66,110.20	82,000.00	82,000.00	75,000.00	75,000.00	75,000.00
734.500	Computer supplies equip	29,899.05	60,000.00	66,300.00	74,000.00	74,000.00	64,000.00
740.000	Operating supplies	18,702.42	30,000.00	30,000.00	27,000.00	27,000.00	27,000.00
740.010	Gift and Donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	0.00	3,500.00	3,500.00	2,000.00	0.00	0.00
741.000	Uniforms	134.95	300.00	300.00	300.00	300.00	300.00
Materials							
742.000	Books	174,336.21	190,000.00	190,000.00	196,000.00	196,000.00	196,000.00
742.010	Lending Library Books				10,000.00	20,000.00	20,000.00
742.100	Book Fines	779.42	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,297.83	23,800.00	23,800.00	24,800.00	24,800.00	24,800.00
744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	76,200.00	76,200.00	76,200.00
745.200	Electronic media	44,507.93	51,000.00	51,000.00	46,000.00	46,000.00	46,000.00
745.300	Online (Electronic) Resources	50,362.92	60,000.00	60,000.00	59,000.00	59,000.00	59,000.00

2017-2018 Library Budget 268 2/23/2017; rev 6/22/17		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	848,742.23	805,000.00	805,000.00	800,500.00	813,000.00	830,000.00
704.200	Wages (non-pensionable)	10,000.00		0.00	0.00	0.00	0.00
704.250	Final Payout	18,963.41	0.00	6,557.00	0.00	0.00	0.00
705.000	Temporary Salaries	552,249.03	661,000.00	600,000.00	691,000.00	700,000.00	714,000.00
715.000	Social Security	106,814.50	112,200.00	100,000.00	105,000.00	106,000.00	108,000.00
716.000	Insurance	224,763.56	217,000.00	220,200.00	224,400.00	240,000.00	256,800.00
716.200	HSA - Health Savings Acct.	998.21	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
716.999	Ins. Employee Reimbursement	-41,734.26	-43,400.00	-43,000.00	-45,000.00	-48,150.00	-51,520.00
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718.200	Pension - Defined Contribution	24,086.16	26,400.00	30,700.00	32,000.00	32,640.00	33,300.00
719.000	Unemployment Ins	1,295.20	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	1,948.58	4,300.00	2,800.00	3,000.00	3,000.00	3,000.00
Total Personnel Services		1,745,140.90	1,784,000.00	1,723,757.00	1,837,396.00	1,873,390.00	1,921,080.00
Supplies							
Account	Description						
727.000	Office supplies	19,615.69	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	623.79	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	66,110.20	82,000.00	82,000.00	75,000.00	75,000.00	75,000.00
734.500	Computer supplies equip	29,899.05	60,000.00	66,300.00	74,000.00	74,000.00	64,000.00
740.000	Operating supplies	18,702.42	30,000.00	30,000.00	27,000.00	27,000.00	27,000.00
740.010	Gift and Donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00
740.200	Desk,chairs, cabinets, etc.	0.00	3,500.00	3,500.00	2,000.00	0.00	0.00
741.000	Uniforms	134.95	300.00	300.00	300.00	300.00	300.00
Materials							
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742.100	Book Fines	779.42	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,297.83	23,800.00	23,800.00	24,800.00	24,800.00	24,800.00
744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	76,200.00	76,200.00	76,200.00
745.200	Electronic media	44,507.93	51,000.00	51,000.00	46,000.00	46,000.00	46,000.00
745.300	Online (Electronic) Resources	50,362.92	60,000.00	60,000.00	59,000.00	59,000.00	59,000.00

2017-2018 Library Budget 268 2/23/2017; rev 6/22/17		2015-2016	2016-2017	2016-2017	2017-2018	2018-2019	2019-2020
		Audited	Approved	Year End	Approved	Projected	Projected
Services & Charges							
Account	Description						
801.925	Public Information (cable)	369.29	500.00	500.00	500.00	500.00	500.00
802.100	Bank Services	3,112.49	4,800.00	2,500.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	665.00	700.00	665.00	700.00	700.00	700.00
804.000	Medical Service	1,286.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	4,230.00	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00
808.000	Rubbish	0.00		1,200.00	1,200.00	1,200.00	1,200.00
809.000	Memberships & Dues	4,331.00	5,000.00	5,000.00	5,200.00	5,200.00	5,200.00
816.000	Professional services	2,356.00	10,000.00	5,000.00	12,000.00	5,000.00	5,000.00
817.000	Custodial Services	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00
818.000	TLN Central Services	3,995.00	4,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	12,932.05	11,500.00	11,500.00	14,000.00	14,000.00	14,000.00
855.000	TLN Automation Services	52,801.04	61,000.00	56,000.00	56,000.00	56,000.00	56,000.00
861.000	Gasoline and oil	125.07	1,500.00	500.00	500.00	500.00	500.00
862.000	Mileage	184.61	300.00	100.00	300.00	300.00	300.00
880.000	Community Promotion	9,065.00	20,000.00	25,000.00	25,000.00	20,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	17,495.94	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	2,640.19	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
900.000	Print, Graphic Design, Publish	27,533.58	29,500.00	29,500.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,464.00	14,800.00	13,222.00	14,000.00	15,000.00	16,000.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	8,483.52	11,500.00	10,000.00	11,500.00	11,500.00	11,500.00
922.000	Electricity	95,236.64	106,000.00	102,000.00	99,000.00	99,000.00	99,000.00
923.000	Water and Sewer	9,477.30	5,500.00	5,500.00	5,500.00	6,000.00	6,000.00
934.000	Building Maintenance	47,114.55	100,000.00	75,000.00	80,000.00	84,000.00	84,000.00
935.000	Vehicle Maintenance	215.80	0.00	0.00	0.00	0.00	0.00
941.000	Grounds Maint.	51,558.43	33,000.00	37,800.00	52,000.00	42,000.00	42,000.00
942.000	Office Equipment Lease	14,734.88	15,000.00	13,000.00	12,000.00	12,000.00	12,000.00
942.100	Records storage	251.09	300.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	10,577.11	13,500.00	13,500.00	15,500.00	13,500.00	15,500.00
Total Services & Charges		441,035.58	523,700.00	487,582.00	517,000.00	498,500.00	501,500.00

2017-2018 Library Budget 268 2/23/2017; rev 6/22/17		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Capital Outlay							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project	40,000.00					
976.000	Building Improvements/Entrance	4,784.96					
976.100	Parking lot improvements	0.00	53,400.00	53,400.00			
986.000	Internal Tech - Capital Outlay	54,619.88	56,000.00	56,000.00	30,000.00	27,000.00	0.00
986.000	Data Proc - camera replace		17,500.00	17,500.00	2,100.00	2,100.00	2,100.00
990.000	Furniture	9,475.50			31,000.00	9,000.00	9,000.00
Total Capital Outlay		108,880.34	126,900.00	126,900.00	63,100.00	38,100.00	11,100.00
965.269	Walker Transfer						
Total Expenditures		2,789,175.26	3,035,900.00	2,945,839.00	3,032,496.00	3,032,990.00	3,046,680.00
680.000	TOTAL Fundbalance	35,687.12	-261,174.00	-103,036.00	-131,476.00	-31,140.00	59,800.00

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

*** 6/22/17: Approval for account 269: LED lighting conversion project \$70,000

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

11/09/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 10/31/2017										
% Fiscal Year Completed: 33.70										
		END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	AUG 2017	SEP 2017	OCT 2017	10/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00-treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,537,769.36	2,629,295.00	2,629,295.00	0.00	0.00	0.00	2,616,983.30	12,311.70	99.53
268-000.00-403.001	Property Tax Revenue- County Chargebacks	2,422.46	(15,000.00)	(15,000.00)	329.60	1,358.37	314.10	2,002.07	(17,002.07)	(13.35)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	4,000.00	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(217.02)	(225.00)	(225.00)	0.00	0.00	0.00	(222.62)	(2.38)	98.94
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(6,712.21)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
Property tax revenue		2,537,262.59	2,604,070.00	2,604,070.00	329.60	1,358.37	314.10	2,618,762.75	(14,692.75)	100.56
State sources										
268-000.00-567.000	State aid	36,210.14	34,000.00	34,000.00	18,234.98	222.36	0.00	18,457.34	15,542.66	54.29
State sources		36,210.14	34,000.00	34,000.00	18,234.98	222.36	0.00	18,457.34	15,542.66	54.29
Fines and forfeitures										
268-000.00-657.000	Library book fines	62,701.26	62,000.00	62,000.00	6,509.74	4,328.99	5,709.72	21,651.12	40,348.88	34.92
268-000.00-658.000	State penal fines	117,150.58	100,000.00	100,000.00	0.00	0.00	0.00	112,141.45	(12,141.45)	112.14
Fines and forfeitures		179,851.84	162,000.00	162,000.00	6,509.74	4,328.99	5,709.72	133,792.57	28,207.43	82.59
Interest income										
268-000.00-664.000	Interest on investments	51,568.50	35,000.00	35,000.00	2,907.88	3,860.27	0.00	9,946.99	25,053.01	28.42
268-000.00-664.500	Unrealized gain (loss) on investments	(47,460.19)	0.00	0.00	3,585.82	(5,981.42)	0.00	(1,203.26)	1,203.26	100.00
Interest income		4,108.31	35,000.00	35,000.00	6,493.70	(2,121.15)	0.00	8,743.73	26,256.27	24.98
Other revenue										
268-000.00-665.000	Miscellaneous income	15,326.59	15,000.00	15,000.00	1,341.70	1,458.38	1,459.25	5,556.83	9,443.17	37.05
268-000.00-665.100	Copier	2,270.05	2,100.00	2,100.00	31.65	180.00	104.50	379.40	1,720.60	18.07
268-000.00-665.200	Electronic media (previously VHS)	81.00	50.00	50.00	0.00	0.00	0.00	0.00	50.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
268-000.00-665.300	Meeting room	49,160.49	34,000.00	34,000.00	5,431.57	3,456.48	4,711.03	17,001.21	16,998.79	50.00
268-000.00-665.404	Novi Township assessment	6,197.00	6,300.00	6,300.00	0.00	6,194.00	0.00	6,194.00	106.00	98.32
268-000.00-665.650	Library Cafe	4,469.07	5,000.00	5,000.00	383.27	318.07	683.31	1,769.38	3,230.62	35.39
Other revenue		77,504.20	64,950.00	64,950.00	7,188.19	11,606.93	6,958.09	30,900.82	34,049.18	47.58
Donations										
268-000.00-665.289	Adult programs	4,873.65	0.00	0.00	1,988.14	1,124.47	0.00	4,080.33	(4,080.33)	100.00
268-000.00-665.400	Gifts and donations	2,571.41	1,000.00	1,000.00	403.74	366.11	1,127.64	2,135.33	(1,135.33)	213.53
Donations		7,445.06	1,000.00	1,000.00	2,391.88	1,490.58	1,127.64	6,215.66	(5,215.66)	621.57

		END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	AUG 2017	SEP 2017	OCT 2017	10/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	785,289.97	795,000.00	795,000.00	61,435.23	92,152.83	61,435.23	247,834.17	547,165.83	31.17
268-000.00-704.250	Final Payout	6,558.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	585,147.40	686,000.00	686,000.00	47,594.35	72,497.22	50,488.62	194,955.89	491,044.11	28.42
268-000.00-715.000	Social security	102,475.43	104,000.00	104,000.00	8,110.92	12,483.95	8,332.52	33,297.70	70,702.30	32.02
268-000.00-716.000	Insurance	223,731.54	224,400.00	224,400.00	17,876.40	18,210.29	603.03	53,991.32	170,408.68	24.06
268-000.00-716.200	HSA - employer contribution	2,019.71	1,500.00	1,500.00	162.50	162.50	162.50	499.04	1,000.96	33.27
268-000.00-716.999	Insurance - Employee Reimbursement	(41,124.63)	(45,000.00)	(45,000.00)	(3,353.27)	(3,353.26)	(3,351.01)	(11,850.95)	(33,149.05)	26.34
268-000.00-718.000	Pension - DB Normal Cost	13,452.00	9,144.00	9,144.00	762.00	762.00	762.00	3,048.00	6,096.00	33.33
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(15,028.56)	15,852.00	15,852.00	1,321.00	1,321.00	1,321.00	5,284.00	10,568.00	33.33
268-000.00-718.200	Pension - defined contribution	21,194.72	32,000.00	32,000.00	2,450.20	3,675.30	2,450.20	9,884.71	22,115.29	30.89
268-000.00-720.000	Workers compensation	2,591.57	3,000.00	3,000.00	199.97	304.39	205.23	905.90	2,094.10	30.20
Personnel services		1,686,307.18	1,825,896.00	1,825,896.00	136,559.30	198,216.22	122,409.32	537,849.78	1,288,046.22	29.46
Supplies										
268-000.00-727.000	Office supplies	17,582.47	23,000.00	23,000.00	2,550.60	491.70	717.05	5,157.93	17,842.07	22.43
268-000.00-728.000	Supplies - Postage	608.68	700.00	700.00	20.00	0.00	0.00	20.00	680.00	2.86
268-000.00-734.000	Computer supplies, software & licensing	73,598.06	75,000.00	75,000.00	714.39	0.00	2,474.43	6,769.12	68,230.88	9.03
268-000.00-734.500	Computer supplies/equipment	48,298.19	74,000.00	74,000.00	854.45	18,364.14	28.78	31,329.59	42,670.41	42.34
268-000.00-740.000	Operating supplies	30,299.17	27,000.00	27,000.00	224.40	1,531.83	39.18	3,676.40	23,323.60	13.62
268-000.00-740.010	Gift and donations expense	14.32	0.00	0.00	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	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	184.56	300.00	300.00	0.00	0.00	58.59	195.09	104.91	65.03
268-000.00-742.000	Library books	161,658.17	196,000.00	196,000.00	11,725.41	17,200.38	15,844.28	57,637.25	138,362.75	29.41
268-000.00-742.100	Library Books - Fines	1,126.56	1,000.00	1,000.00	188.26	175.32	60.19	461.36	538.64	46.14
268-000.00-743.000	Library periodicals	21,048.33	24,800.00	24,800.00	(53.59)	308.00	3,704.88	4,930.54	19,869.46	19.88
268-000.00-744.000	Audio visual materials	75,644.65	76,200.00	76,200.00	18,481.53	3,456.84	1,790.98	36,598.05	39,601.95	48.03
268-000.00-745.200	Electronic media	47,376.40	46,000.00	46,000.00	5,926.63	3,295.44	716.68	13,937.47	32,062.53	30.30
268-000.00-745.300	Electronic resources (CD rom materials)	67,312.79	59,000.00	59,000.00	0.00	2,109.00	1,750.00	40,510.88	18,489.12	68.66
Supplies		544,752.35	605,000.00	605,000.00	40,632.08	46,932.65	27,185.04	201,223.68	403,776.32	33.26

		END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE		
		06/30/2017	ORIGINAL	2017-18	AUG 2017	SEP 2017	OCT 2017	10/31/2017	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED	
Other services and charges											
268-000.00-801.925	Public information (cable, etc)	387.61	500.00	500.00	32.31	32.31	0.00	96.93	403.07	19.39	
268-000.00-802.100	Bank Service Charges	2,561.24	2,500.00	2,500.00	210.47	218.09	129.63	887.93	1,612.07	35.52	
268-000.00-803.000	Independent audit	665.00	700.00	700.00	0.00	0.00	0.00	0.00	700.00	0.00	
268-000.00-804.000	Medical service	1,971.00	1,500.00	1,500.00	98.00	98.00	0.00	392.00	1,108.00	26.13	
268-000.00-806.000	Legal fees	3,525.80	2,500.00	2,500.00	1,006.50	42.00	0.00	1,048.50	1,451.50	41.94	
268-000.00-809.000	Memberships and dues	4,742.57	5,200.00	5,200.00	333.00	178.00	633.00	4,980.07	219.93	95.77	
268-000.00-816.000	Professional services	3,169.55	12,000.00	12,000.00	0.00	2,400.00	0.00	2,400.00	9,600.00	20.00	
268-000.00-817.000	Custodial services	46,900.00	46,800.00	46,800.00	0.00	3,900.00	0.00	11,700.00	35,100.00	25.00	
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	3,495.00	3,495.00	5.00	99.86	
268-000.00-851.000	Telephone	11,655.25	14,000.00	14,000.00	994.68	1,072.97	480.88	3,625.95	10,374.05	25.90	
268-000.00-855.000	TLN Automation Services	57,017.61	56,000.00	56,000.00	0.00	198.29	16,164.41	32,591.28	23,408.72	58.20	
268-000.00-861.000	Gasoline and oil	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00	
268-000.00-862.000	Mileage	185.58	300.00	300.00	0.00	57.25	0.00	57.25	242.75	19.08	
268-000.00-880.000	Community promotion	21,489.18	25,000.00	25,000.00	13,302.83	1,927.77	857.06	16,650.66	8,349.34	66.60	
268-000.00-880.268	Library programming	20,837.71	22,500.00	22,500.00	4,108.05	89.81	1,232.46	6,981.21	15,518.79	31.03	
268-000.00-880.271	Adult programs	2,539.90	3,000.00	3,000.00	3,305.00	978.15	0.00	4,283.15	(1,283.15)	142.77	
268-000.00-900.000	Printing, graphic design and publishing	27,677.70	29,500.00	29,500.00	105.89	1,439.57	0.00	1,659.60	27,840.40	5.63	
268-000.00-910.000	Property & liability insurance	13,222.00	14,000.00	14,000.00	0.00	0.00	0.00	13,230.00	770.00	94.50	
268-000.00-921.000	Heat	10,848.89	11,500.00	11,500.00	117.45	119.07	0.00	522.32	10,977.68	4.54	
268-000.00-922.000	Electricity	91,991.32	99,000.00	99,000.00	10,744.37	9,547.37	0.00	29,934.45	69,065.55	30.24	
268-000.00-923.000	Water and sewer	7,226.80	5,500.00	5,500.00	0.00	1,828.80	0.00	1,828.80	3,671.20	33.25	
268-000.00-934.000	Building maintenance	80,621.62	80,000.00	80,000.00	6,112.24	5,030.14	2,520.92	17,898.05	62,101.95	22.37	
268-000.00-935.000	Vehicle maintenance	70.64	0.00	0.00	0.00	0.00	0.00	8.99	(8.99)	100.00	
268-000.00-941.000	Grounds maintenance	24,859.96	52,000.00	52,000.00	1,564.96	1,550.04	3,180.01	7,681.43	44,318.57	14.77	
268-000.00-942.000	Office equipment lease	12,793.59	12,000.00	12,000.00	0.00	1,432.80	0.00	2,131.70	9,868.30	17.76	
268-000.00-942.100	Records storage	272.65	300.00	300.00	23.06	23.06	23.06	92.24	207.76	30.75	
268-000.00-956.000	Conferences and workshops	10,318.57	15,500.00	15,500.00	2,846.00	3,048.01	180.65	7,805.65	7,694.35	50.36	
Other services and charges		461,046.74	515,800.00	515,800.00	44,904.81	35,211.50	28,897.08	171,983.16	343,816.84	33.34	

		END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	AUG 2017	SEP 2017	OCT 2017	10/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Capital outlay										
268-000.00-976.000	Building improvements	0.00	70,000.00	70,000.00	0.00	0.00	0.00	0.00	70,000.00	0.00
268-000.00-976.100	Parking lot improvements	8,475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	56,032.80	32,100.00	32,100.00	3,092.55	0.00	0.00	3,092.55	29,007.45	9.63
268-000.00-990.000	Furniture	0.00	31,000.00	31,000.00	0.00	0.00	0.00	0.00	31,000.00	0.00
Capital outlay		64,507.80	133,100.00	133,100.00	3,092.55	0.00	0.00	3,092.55	130,007.45	2.32
Net - Dept 000.00-treasury										
		85,768.07	(178,776.00)	(178,776.00)	(184,040.65)	(263,474.29)	(164,381.89)	1,902,723.70	(2,081,499.70)	
		END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	AUG 2017	SEP 2017	OCT 2017	10/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		2,842,382.14	2,901,020.00	2,901,020.00	41,148.09	16,886.08	14,109.55	2,816,872.87	84,147.13	(1,064.31)
TOTAL EXPENDITURES		2,756,614.07	3,079,796.00	3,079,796.00	225,188.74	280,360.37	178,491.44	914,149.17	2,165,646.83	(1,064.31)
NET OF REVENUES & EXPENDITURES		85,768.07	(178,776.00)	(178,776.00)	(184,040.65)	(263,474.29)	(164,381.89)	1,902,723.70	(2,081,499.70)	(1,064.31)
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00-treasury										
Interest income										
269-000.00-664.000	Interest on investments	31,478.76	36,000.00	36,000.00	2,399.55	2,542.47	0.00	7,570.75	28,429.25	21.03
269-000.00-664.500	Unrealized gain (loss) on investments	(24,333.20)	6,000.00	6,000.00	2,958.30	(3,939.52)	0.00	2.46	5,997.54	0.04
Interest income		7,145.56	42,000.00	42,000.00	5,357.85	(1,397.05)	0.00	7,573.21	34,426.79	18.03
Donations										
269-000.00-665.230	Collections/Materials Revenue	1,760.00	1,000.00	1,000.00	159.00	0.00	50.00	289.00	711.00	28.90
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	1,449.26	6,465.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	19,215.51	2,500.00	2,500.00	4,635.23	792.85	2,601.60	11,479.68	(8,979.68)	459.19
269-000.00-665.233	Technology Library Revenue	5,500.00	500.00	500.00	0.00	1,000.00	1,180.00	2,180.00	(1,680.00)	436.00
269-000.00-665.234	Undesignated Misc Donations	1,092.45	500.00	500.00	500.00	28.34	61.75	590.09	(90.09)	118.02
Donations		29,017.22	10,965.00	5,500.00	5,294.23	1,821.19	3,893.35	14,538.77	(9,038.77)	264.34
Supplies										
269-000.00-742.230	Collections/Materials Expense	198.37	2,000.00	2,000.00	287.68	0.00	0.00	287.68	1,712.32	14.38
269-000.00-742.231	Buildings/Ground/ Furniture Expense	291.06	6,000.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.232	Programming Expense	7,647.39	3,000.00	3,000.00	283.80	1,428.09	3,434.00	8,022.37	(5,022.37)	267.41
269-000.00-742.233	Technology Library Expense	0.00	2,000.00	2,000.00	0.00	77.99	0.00	77.99	1,922.01	3.90
269-000.00-742.234	Undesignated Misc	1,892.18	0.00	0.00	1,192.72	219.45	0.00	1,737.10	(1,737.10)	100.00
Supplies		10,029.00	13,000.00	7,500.00	1,764.20	1,725.53	3,434.00	10,125.14	(2,625.14)	135.00
Net - Dept 000.00-treasury										
		26,133.78	39,965.00	40,000.00	8,887.88	(1,301.39)	459.35	11,986.84	28,013.16	

GL NUMBER	DESCRIPTION	END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2017	ORIGINAL BUDGET	2017-18 AMENDED BUDGET	AUG 2017	SEP 2017	OCT 2017	10/31/2017	BALANCE	
Fund 269 - LIBRARY CONTRIBUTION 269:										
TOTAL REVENUES		36,162.78	52,965.00	47,500.00	10,652.08	424.14	3,893.35	22,111.98	25,388.02	29.97
TOTAL EXPENDITURES		10,029.00	13,000.00	7,500.00	1,764.20	1,725.53	3,434.00	10,125.14	(2,625.14)	29.97
NET OF REVENUES & EXPENDITURES		26,133.78	39,965.00	40,000.00	8,887.88	(1,301.39)	459.35	11,986.84	28,013.16	29.97
TOTAL REVENUES - ALL FUNDS		2,878,544.92	2,953,985.00	2,948,520.00	51,800.17	17,310.22	18,002.90	2,838,984.85	109,535.15	
TOTAL EXPENDITURES - ALL FUNDS		2,766,643.07	3,092,796.00	3,087,296.00	226,952.94	282,085.90	181,925.44	924,274.31	2,163,021.69	
NET OF REVENUES & EXPENDITURES		111,901.85	(138,811.00)	(138,776.00)	(175,152.77)	(264,775.68)	(163,922.54)	1,914,710.54	(2,053,486.54)	

11/09/2017		BALANCE SHEET FOR CITY OF NOVI	
		As of 10/31/2017	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	776,066.50	
268-000.00-017.000	Investments - Pooled	2,973,366.72	
268-000.00-018.000	Cash on hand	790.00	
268-000.00-020.000	Current taxes receivable	53,613.73	
268-000.00-040.400	Prepaid expenditures	4,588.00	
	Total Assets	3,808,424.95	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	56,327.62	
268-000.00-202.100	Accounts Payable - Manual	329.74	
268-000.00-259.702	Accrued liabilities-tax	10,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	67,157.36	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,839,989.73	
	Total Fund Balance	1,839,989.73	
	Beginning Fund Balance	1,839,989.73	
	Net of Revenues VS Expenditures	1,901,277.86	
	Ending Fund Balance	3,741,267.59	
	Total Liabilities And Fund Balance	3,808,424.95	

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	82,289.98
269-000.00-017.000	Investments - Pooled	1,629,022.26
	Total Assets	1,711,312.24
*** Liabilities ***		
269-000.00-202.000	Accounts payable	1,379.00
	Total Liabilities	1,379.00
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,569,043.12
269-000.00-390.230	Fund Balance Collections/Materials	36,029.86
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	53,212.49
269-000.00-390.232	Fund Balance Programming	27,911.88
269-000.00-390.233	Fund Balance Technology Library	11,749.05
	Total Fund Balance	1,697,946.40
	Beginning Fund Balance	1,697,946.40
	Net of Revenues VS Expenditures	11,986.84
	Ending Fund Balance	1,709,933.24
	Total Liabilities And Fund Balance	1,711,312.24

Director's Report

Out & About in Novi and Library Profession

- Novi Rotary 10/26
- EOC Operational Period Update 10/27
- Opioid/Heroin Presentation 10/30
- Cable taping w/Novi and Walled Lake Superintendents 10/31
- Rotary Reader visit 10/31
- Teen Space mtg. 10/31
- Patron mtg. w/Gurmeet Sandhu 11/2
- Kathryn Iverson WSU student interview 11/3
- **Veteran's Presentation in Teen Space by Al Bialek 11/3**
- Oakland Schools Printing mtg. 11/6
- Promotion mtg. w/Rachel Olson 11/6
- Library Design mtg. 11/6
- OSAC mtg. w/Jessie Schenk 11/6
- Election Day 11/7
- City Leadership mtg. 11/7
- HR mtg. w/Tia Gronlund-Fox 11/8
- City of Novi Veteran Brunch 11/9
- Community Read – Novi High 11/10
- Community Read – Library Event 11/10



DRAFT

Limited Part-Time Assignment Policy

The ~~City of Novi~~ Novi Public Library is committed to helping employees maintain a healthy work/life balance when facing the demands of work, life, and family related issues by offering the possibility of a limited, part-time assignment option. This arrangement would provide employees with increased flexibility in their work/family schedule while allowing the ~~City of Novi~~ Library to maintain a progressive and productive work environment.

A ~~City of Novi~~ Library employee may request to be considered for a limited, part-time assignment. Each request shall be evaluated based upon the individual needs of the department and position and take into consideration whether a limited, part-time assignment can accomplish both personal and professional goals, while still providing coverage and operational effectiveness for the specific department, and serve the ~~City of Novi~~ Library with increased productivity at no expense to quality output.

Employees interested in a limited, part-time assignment must make request in writing to their Department Head/Supervisor and the Library Director. Such requests will be considered on a case-by-case basis dependent upon staffing levels, department needs and the ability of the department to continue to provide the same level of service with the limited, part-time assignment. Recommendation of the Department Head/Supervisor will be considered and in cases when a Department Head requests a limited, part-time assignment, the ~~City Manager~~ Library Director will make the recommendation and/or final determination. The hourly rate of pay for the limited, part-time assignment will be discussed and confirmed prior to the finalization of the limited, part-time assignment.

A limited, part-time assignment shall last for a period not to exceed one year and shall be evaluated after six months to determine whether the assignment is meeting the needs of the ~~City~~ Library/department and employee. If it is determined that the limited, part-time assignment is not conducive to productivity needs, the employee will be required to return to full-time or face potential loss of employment. If the limited, part-time assignment is successfully meeting the needs of the ~~City~~ Library/department and employee, the schedule will continue until the one-year anniversary.

A permanent part-time schedule may be implemented at the end of the one-year limited part-time assignment at the discretion of the Department ~~Director~~ Head/Supervisor with approval from the ~~Human Resources~~ Library Director, ~~and City Manager~~

If an employee is granted a limited, part-time assignment, that employee would be expected to work, at a minimum, three - eight-hour days per week, or up to a max of 29 hours per week, depending upon the needs of the City Library/department. The Department Director-Head/Supervisor will determine the days worked based upon the needs of the department and whether any flexibility of the days worked is available. All full-time benefits would be frozen at the commencement of the limited, part-time assignment including but not limited to: health, dental, life/ad&d, disability, retirement, retiree health savings (if applicable), and the accrual of leave time and seniority. Vacation time available and earned as of the effective date of the limited, part-time assignment may be paid out at the commencement of the limited, part-time assignment or can be held until such time as the employee returns full-time or terminates employment. If employee chooses to hold vacation time, the current vacation bank will be frozen and vacation time earned will be granted on the following January 1 should the employee return to full time status.

After the one-year time period, any frozen vacation bank as well as any vacation time earned while the employee was working full-time shall be granted to the employee, or paid out, should the employee not return to full-time status, and seniority would resume as of that date. If a payout of vacation time banked and earned is required, such payout will be at the employee's hourly rate of pay in effect on that date.

Retirement service credit with MERS may be deferred for up to one year. If employee returns to work within one-year from the date of limited, part-time assignment, service credits will resume from point when frozen. No employee on limited, part-time leave will accrue service credits. If part-time employment extends past one year, employee's earned service value is locked.

Personal business and sick time will be lost upon commencement of limited, part-time schedule unless employee returns full-time within the same calendar year.

A limited, part-time assignment is not a guaranteed benefit and may be revised and/or revoked by the City Library at any time with a minimum four week advance notice to the employee.

FAQs

What is a Limited, Part-Time Assignment?

All full-time employees may request a limited, part-time assignment to allow increased flexibility in their work/family schedule while allowing the ~~City of Novi~~ Library to maintain a progressive and productive work environment.

How do I request a part-time assignment?

Employees must make their request in writing to their Department ~~Director~~ Head/Supervisor and to the ~~Human Resources~~ Library Director.

Can more than one employee in a department participate at the same time?

There is no limit to the number of employees who can be granted the limited, part-time assignment. Each request will be considered individually based on the needs and demands of the individual department.

How long will the part-time assignment last?

The assignment **will last no longer than one year**. There will be a reevaluation of the assignment at six months to determine whether the assignment is meeting the needs of the ~~City~~ Library/department and employee.

After one year, do I assume the same position as before?

Yes.

What happens to my pay and benefits?

Your hourly rate will remain the same however you will only be paid for the hours actually worked. All personal and sick time will be forfeited. Vacation time can be paid out or frozen until you return to full-time work. All insurance benefits are frozen at the commencement of the assignment. Benefits will be reinstated when you return to full-time work.

What about retirement?

Retirement benefits are also frozen at the commencement of the assignment. MERS service can be deferred for up to one year. If you return to full-time work within one year, you will not lose your service credits and will pick up where you were when you started the limited, part-time assignment. If you remain part-time for more than one year, your service credits will be lost (if vested, your account will be frozen).

Can I attend conference and training during the part-time assignment?

This will be solely up to the discretion of the Department ~~Director~~ Head/Supervisor.

How many days/hours per week will I be required to work?

You will be required to work, at a minimum, three 8-hour days per week. The total number of hours you can work per week is 29.

Can my schedule be flexible; rotate the days off week to week?

This will be solely up to the discretion of your Department ~~Director~~ Head/Supervisor.



Adopting A Little Library

The little library is a small, free-standing kiosk that houses youth and teen books for families who visit the Children's Hospital of Michigan-DMC. It was donated in memory of former Novi Teen Librarian, Jennifer Preston, who lost her life very early to heart disease and was a former patient at the DMC.

**Children's Hospital
of Michigan**

DMC DETROIT MEDICAL CENTER

**Donations Accepted:
November 10th, 2017-January 10th, 2018**

Donations will be accepted for any new or gently-used books (reading levels K-12)

Books can be dropped off at any of the six Neighborhood Libraries (Novi, Salem-South Lyon, Northville District, Wixom, Lyon Township, and Walled Lake City Library) or ACE Hardware-Novis and South Lyon locations.

Thank you for giving the gift of reading!





JOHNSON ROSATI SCHULTZ JOPPICH PC
27555 Executive Drive Suite 250 ~ Farmington Hills, Michigan 48331
Phone: 248.489.4100 | Fax: 248.489.1726

Elizabeth Kudla Saarela
esaarela@jrsjlaw.com

www.jrsjlaw.com

November 1, 2017

Lola Bernstein
Read A Latte Cafe
32592 Eleven Mile Road
Farmington Hills, Michigan 48336

Re: *Library Café Lease*
Late Rent Payments

Dear Mr. Bernstein:

The Library Board has considered, and denies your request to pay late fees in the amount of \$50 per week. You have consistently made late payments under the Lease. As an alternative, the Library Board will accept immediate payment of your late September, 2017 rent and late fees in the amount of \$100 per week, with all late fees to be paid in full before December 11, 2017. Failure to meet this payment schedule will be considered a further breach of the Lease subject to the termination provisions of the Lease.

Please feel free to contact me with any questions or concerns in regard to this matter.

Very truly yours,

JOHNSON, ROSATI, SCHULTZ & JOPPICH, P.C.

Elizabeth Kudla Saarela

EKS

C: Cortney Hanson, Clerk
Julie Farkas, Library Director
Thomas R. Schultz, Esquire

FARMINGTON HILLS | LANSING | MARSHALL

Information Technology Report by Barbara Rutkowski

Updates: 10-01-2017 through 10-31-2017

- The Information Technology Staff closed 39 Help Desk tickets.
- Dominic held 1 Basic Photo Editing with GIMP, 2 Vinyl/Cassette to MP3 and 2 VHS to MP4/DVD training sessions for patrons.
- Topics requested during the 5 patron Tech Time sessions included: using a Kindle Fire, downloading eBooks, converting a movie on the Creation Station, editing a video using Filmora, using photos and email on an android phone and configuring android phone settings.
- Staff training sessions were held for the digital projection equipment in the East and West Meeting Rooms.
- The Virtual Reality equipment was demonstrated at the Friends gala.
- The first Virtual Reality weekend, held October 21-23, was a success with over 150 participants and spectators. It began with an after-hours event on Friday which was followed by two all day sessions on Saturday and Sunday.



- Monthly Virtual Reality patron events have been scheduled through February 2018.
- In addition to the patron events that are planned, Teen Space VR Thursdays will be held in November/December.
- Scott has been asked to give a Virtual Reality presentation for the TLN Teen Services Committee meeting in January.

- ~ Scott demonstrated the Virtual Reality equipment for several representatives from the Howell Public Library.
- ~ The FaceRig software being used for programming in April has been installed and training has been scheduled for the Information Services Department.
- ~ The public workstations had new software, InkScape, installed. Instructional programming on the InkScape software, which is a free graphic editor used to create logos, is scheduled for November.
- ~ The "Spectrum" cable connection to the monitor near the patio door was successful and the monitor will be used to display various news programs daily.
- ~ The 3D printer has been busy creating the components for the Library's e-NABLE Community 3D Hand Assembly Day scheduled for December 14th. The goal for 2017-2018 is to make and assemble 200 hands for those in need of an upper limb assistive device from NCSD classroom assembly days, library community assembly days and custom hand requests.
- ~ Assisted meeting room renters and staff with using the conference phone, laptop to monitor set-up, laptop to projector set-up and Wi-Fi connections.
- ~ The building's fax machine was replaced.
- ~ Microsoft Office 2016 is being tested for deployment in the public area.
- ~ Investigating configuration/hardware errors on the broadcast cart used for our U-verse stream.
- ~ Routine tasks were completed: servers including the SQL server received updates, the Creation Station MP3 app received updates, laptop and iPad images restored, new image snapshots were taken, Windows updates were deployed, the internet filter received several definition updates and failed hardware has been replaced.

Virtual Reality Event Statistics

Attendance		Signups	Players	Spectators
158	Grand Totals	53	74	84
67	Friends Gala, October 13, [2017]			
	1st Floor EMR		10	13
	2nd Floor Quiet Study		12	32
	Totals		22	45
<i>* Advance registration was NOT required for the Friends Gala.</i>				
91	VR Showcase, October 20, 21 & 22 [2017]			
	Friday	18	15	7
	Saturday	16	17	22
	Sunday	19	20	10
	Totals	53	52	39
<i>** Player totals include "walk-in" guests.</i>				

November 2, 2017

Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 10 Facilities tickets, 89 Meeting Room Requests and has updated 380 Periodic Maintenance tickets.

The monthly fire extinguisher check/inspection has been completed and all are in good working order.

The monthly boiler check/inspection has been completed and both boilers are operating as they should.

The monthly emergency horn/strobe test was completed and all are in good working order.

The monthly AED inspection/battery check has been completed and is showing sufficient charge.

The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.

The monthly study room window washing has been completed and all are squeaky clean.

The weekly public workstation cleaning and sanitization has been performed. (4 times)

The weekly urinal flush and deodorizer in all men's rooms has been performed.

The monthly pop can return has been completed and funds were collected for break room supplies.

The bi-weekly cleaning/dusting of the AST machine has been completed.

All sorting bins were checked for lost materials.

Many light bulbs throughout the building have been changed.

The weekly indoor plant care has been performed and all plants are still alive. (4 times)

All high-traffic carpet has been cleaned.

Facilities Staff has accepted 4 large book donations at the receiving door.

100 boxes of used books have been delivered to Thrift Books, weighing 3550lbs.

The annual fire inspection was completed, with many good comments and no deficiencies.

After the boil water advisory all faucets and drinking fountains were purged, aerators and screens washed and restored to full operation.

LED light bulb sampling has begun and further testing in a few more areas need to be done.

One pallet of Ice Melt was ordered/delivered for the start of the snow season.

A fire drill was held. Fire Marshal, Kevin Pierce has made some recommendations which we will implement during the next drill.

Information Services Department September Report by April Stevenson

- The Information Services Department put on 133 programs.
- We hosted the Michigan Libraries 4 Life table to share information on organ donation. We were able to host the MI4L Quilt as well. (See photo below)
- ~April met with two Wayne State University LIS Students for "Interview a Librarian" assignments.
- Linda, Emily, David, and Sarah attended the MLA Annual Conference.
- Mary Storch held 3 Library Card Sign-up events with Support Services; 14 new cards were added, gift baskets were raffled off.
- We held our 2nd annual Diversity Day program with over 700 people in attendance, lots of great food, and cultural presentations. Thank you Gail!
- Shannon and Mary S. attended the ICLR meeting.
- Lindsay attended the Code at Your Library webinar, and Bringing Coding to the Library Makerspace webinar.
- The Library held a reception to accept book donations from U.S. Representative David Trott from the Library of Congress.
- David attended the Licensing Electronic Resources webinar.
- ~Jessie updated the Reader's Corner on the website, and created a staff picks.
- Hillary attended the Novi Chamber of Commerce lunch welcoming the new Economic Development Director.
- Mary R. attended a Hoopla webinar – Insights from Five Years of Success with the Hoopla Community of Libraries, and Library 2.017: Makerspaces.
- Gail, Mary R., and Mary S. attended the Using Project Outcome Data to Improve & Support Library Programming webinar.
- Jessie attended the Metro Detroit Book and Author Luncheon.
- We partnered with MSU Tollgate for their annual Pumpkinfest program.
- Lindsay attended an author visit, John David Anderson, at Novi Meadows.
- April and Mary S. attended the Authors LIVE luncheon at Fox Run.
- Lindsay provided a tour to 3 high school classes.

October Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Cooking with an Area Restaurant: Teipei 101 - 32
- Celebrate Diversity Day - 730
- Novi Concert Band - 31
- Couples Ready to Dance - 18
- How to Plan and Protect Your Financial Future - 4
- Couples Enjoy Dinner and Quality Time Together - 50
- Cook the Book: The NEW Vegetarian Epicure – 5
- I Wish Someone Taught Me: Home Repairs and DIY Basics - 3
- Cultivating Empathy and Building Resilience in our Children to Prevent Bullying - 12
- Our Adult Feature Display hosted books about Diversity
- Our Adult Music Display featured selections from Ballet and Opera
- First Floor Display case featured Diversity Day

October Tween/Teen Programs & Displays

- If You Give a Tween a Cupcake - 22
- Eats & Treats Teen Cooking Club: Cake Decorating - 25
- Pizza and Pages Book Club - 10
- The Teen Stop Display featured nominations for the best fiction for young adults of 2017, and the second display featured a poster with John Green books.

October Youth Programs & Displays

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

- Full STEAM Ahead – 20/18
- MSU Tollgate Pumpkinfest – 6,000
- Domino Workshop - 21
- Costume Dance Party - 110
- International Story Times - 94
- Halloween Trick or Treating - 56
- Day of the Dead Mask Making - 95
- Pumpkin Decorating Palooza - 96
- Our Youth Non-Fiction/Biography Display was Awesome Autumn Reads – all fall related
- Our Youth Feature Display was Halloween books
- Our Picture Book Display featured; Opposites,
- Our Parenting Display was Potty Training
- Our Youth DVD Display was Halloween
- Our first floor information desk display featured photos of kids that finished the 1,000 books.



October Raising a Reader Stats (including print and online):

518 children have registered for the program.

100 Books – 151	600 Books – 30
200 Books – 99	700 Books – 24
300 Books – 72	800 Books – 20
400 Books – 46	900 Books – 20
500 Book – 38	1000 Books – 19







SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen
OCTOBER – NOVEMBER 2017

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Part 2 of the SS Department Customer Service survey finished October 31st.
- Preparations are underway for the migration to our new TLN Shared System ILS (TLC Carl), which is scheduled to take place Saturday, May 26 – Monday, May 28. The week of Tuesday, May 29 – Sunday, June 3 will be our "Trial & Learning" week, dedicated to all Support Services staff learning and working through the transition from SirsiDynix WorkFlows to TLC Carl. Since all department staff will be needed for this initial period of the new ILS system, the Department Head and Director have agreed that approval of schedule requests for time off during this period will be very limited.
- Maryann Zurmuehlen:
 - held monthly one-on-one meetings with Supervisors.
 - virtually attended the TLN SASUG meeting on October 26th held at Redford Library.
 - completed a three week training program for our newest Circulation Clerk hire, Amy Leach, on Friday, October 27th.
 - completed the revisions and updates as part of the rebranding for all Support Services documentation, brochures, signage, and displays.
 - Is working to complete the Support Services Department manual.

Circulation & Shelves

- Support Services meetings will be held on Tuesday, November 14th and Wednesday, November 15th.
- Katie Koppin attended a Fox Run event on Monday, November 6th. She had 7 new patrons sign up for library cards and 10 more patrons renew their cards. Pat Amireskandari will be attending a similar event at Fox Run on Thursday, November 9th.
- The Circulation Clerks and Supervisors continue to work on the Patron Account Database Cleanup Project.

Tech Services

- A Tech Services meeting will be held on Monday, November 20th.
- Tech Services is working on the following projects: International DVD Relabel Project.
- Tech Services continues to work on the Catalog Database Cleanup Project.

Statistics (October 2017)

- Library Cards Issued: 387
- Items Checked Out: 60,490
- Items Interloaned for NPL Patrons: 4,415 (66 through MeLCat)
- Items Interloaned to Other Libraries: 4,865 (90 through MeLCat)
- Items Added to the Collection: 1,466
- Items Discarded from the Collection: 1,064
- MAP Checkouts: 6
- Read Boxes:

Read Boxes Cleaned Out October 4, 2017

May 3 – October 4, 2017 Totals

Adult	198
Youth	1,073
Total	1,271

- Outreach:
8 Facilities Visits / 49 Items Checked Out
6 Book Discussions / 110 Items Provided

Support Services Statistics 2017-2018													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	516	563	451	387									1,917
Items checked out	72,945	70,224	57,224	60,490									260,883
Items borrowed	4,965	5,332	4,551	4,415									19,263
Items loaned	5,058	5,108	4,892	4,865									19,923
Read Boxes	294	251	113	0									658
MAP Checkouts	23	10	11	6									50

	October 2017	October 2016		October 2017	October 2016
Library cards issued	387	311			
Total checkouts	60,490	60,728	READ Boxes	Adult	0
				Youth	0
Items borrowed	TLN 4,349	4,139		Total	0
	MeL <u>66</u>	<u>84</u>			7
	4,415	4,223			7
Items loaned	TLN 4,775	4,288			
	MeL <u>90</u>	<u>64</u>			
	4,865	4,352			

May 3 through October 4, 2017 was our fifth season of Read Box service in Novi. Lakeshore Park is the original location with Rotary and ITC Parks added in 2014. ITC Park proved to be the most used with Lakeshore coming in a close second.

Read Box Totals May 3 - October 4, 2017:

	2017	2016
Adult	198	178
Youth	<u>1,073</u>	<u>1,239</u>
Total	1,271	1,417

Self-Check Totals 2017-2018 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	72,945	53.37%	38,931	8,391	6,722	3,448	7,547	11,420	1,403
August	70,224	54.41%	38,212	9,083	6,203	3,167	7,044	11,357	1,358
September	57,224	49.08%	28,087	7,065	4,291	2,163	5,463	8,183	922
October	60,490	50.85%	30,761	7,598	4,963	2,813	5,610	9,001	776
November									
December									
January									
February									
March									
April									
May									
June									
FYTD	260,883	51.93%	135,991	32,137	22,179	11,591	25,664	39,961	4,459

Library Usage

2016-2017 Fiscal Year							2017-2018 Fiscal Year						
	Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open
July	41,803	4,401	46,204	1,540	275	30	July	44,976	4,770	49,746	1,658	278	30
August	39,539	4,021	43,560	1,452	289	30	August	46,477	4,533	51,010	1,700	289	30
September	38,934	3,911	42,845	1,587	258	27	September	49,912	3,984	53,896	1,996	255	27
October	38,993	4,371	43,364	1,399	289	31	*October	43,260	3,410	46,670	1,556	281	30
November	25,943	3,487	29,430	1,015	271	29	November				0	271	29
December	22,348	3,640	25,988	1,000	253	26	December				0	263	28
January	22,426	3,477	25,903	809	302	32	January				0	270	30
February	22,934	3,570	26,504	947	264	28	February				0	252	28
March	23,008	4,054	27,062	902	286	30	March				0	275	31
April	29,476	3,926	33,402	1,193	264	28	April				0	259	29
May	31,951	3,788	35,739	1,276	274	28	May				0	258	28
June	40,055	4,345	44,400	1,531	277	29	June				0	258	29
FYTD Total	377,410	46,991	424,401	1,221	3,302	348	FYTD Total	184,625	16,697	201,322	1,721	3,209	349

*Closed October 24 due to lack of water

Computer Logins

2016-2017 Fiscal Year						2017-2018 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,364	86,571	1	89,936	2,998	July	3,422	65,015	18	68,455	2,282
August	3,873	84,255	1	88,129	2,938	August	3,503	61,578	7	65,088	2,170
September	3,098	83,276	1	86,375	3,199	September	3,160	49,691	12	52,863	1,958
October	3,363	80,006	2	83,371	2,689	October	3,580	53,678	5	57,263	1,847
November	3,185	78,646	0	81,831	2,822	November				0	0
December	2,461	76,091	0	78,552	3,021	December				0	0
January	3,161	68,433	2	71,596	2,237	January				0	0
February	3,068	72,684	6	75,758	2,706	February				0	0
March	3,787	78,532	5	82,324	2,744	March				0	0
April	3,047	81,674	2	84,723	3,026	April				0	0
May	3,205	84,464	0	87,669	3,131	May				0	0
June	37,321	66,583	1	103,905	3,583	June					0
FYTD Total	72,933	941,215	21	1,014,169	2,914	FYTD Total	13,665	229,962	42	243,669	2,083

Early Literacy Workstation Usage							
2016-2017 Fiscal Year				2017-2018 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,202	25,840	21	July	1,067	21,897	20
August	1,211	26,145	21	August	987	20,913	21
September	844	16,616	19	September	761	14,602	19
October	911	18,000	19	October	771	14,056	18
November	843	17,349	20	November			
December	658	13,529	20	December			
January	1,064	22,786	21	January			
February	908	19,564	21	February			
March	1,037	22,274	21	March			
April	930	18,679	20	April			
May	810	15,277	18	May			
June	955	19,124	20	June			
FYTD Total	11,373	235,183	20	FYTD Total	3,586	71,468	20

Technology Training Sessions 2017-2018 Fiscal Year

	Tech Time	eReader/RB Digital	VHS to DVD	iPad	Viny//Cassette to MP3	GIMP Photo Editing	Virtual Reality	Staff Training	3D Printing	Impromptu	Total Classes	Total Patrons
July	5		2		2	1				11	21	
<i>patrons</i>	5		2		2	4				11		24
August	4		2		2			2		3	13	
<i>patrons</i>	3		2		2			2		3		12
September	5	1	2		2	1				4	15	
<i>Patrons</i>	5	3	2		2	3				4		19
October	2		2		2	1	12			4	23	
<i>Patrons</i>	2		2		2	2	158			4		170
November												
<i>Patrons</i>												
December												
<i>Patrons</i>												
January												
<i>Patrons</i>												
February												
<i>Patrons</i>												
March												
<i>patrons</i>												
April												
<i>patrons</i>												
May												
<i>patrons</i>												
June												
<i>patrons</i>												
Sessions	16	1	8	0	8	3	12	2	0	22	72	
<i>Patrons</i>	15	3	8	0	8	9	158	2	0	22		225

2017-2018 Fiscal Year						
	Freegal		RB Digital		Universal Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts*	New Registrations	Login Sessions
July	1,773	165	630	11,729	48	256
August	1,556	156	727	12,646	17	230
September	1,308	144	748	15,036	20	214
October	1,427	134	685	13,899	14	134
November						
December						
January						
February						
March						
April						
May						
June						
FYTD Total	6,064	599	2,790	53,310	99	834

2017-2018 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	2,505	1,589	4,094	118
August	2,799	1,747	4,546	116
September	2,380	1,433	3,813	84
October	2,639	1,359	3,998	78
November				
December				
January				
February				
March				
April				
May				
June				
FYTD Total	10,323	6,128	16,451	396

Meeting Room Rentals					
2016-2017 Fiscal Year			2017-2018 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	29	755	July	48	1,080
August	41	1,224	August	53	881
September	41	1,284	September	34	755
October	41	883	October	60	1,296
November	45	1,166	November		
December	25	567	December		
January	37	1,221	January		
February	48	1,185	February		
March	72	1,763	March		
April	46	1,183	April		
May	50	1,244	May		
June	32	790	June		
FYTD	507	13,265	FYTD	195	4,012

Library App - 2017-2018 Fiscal Year						
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages
July	36,877	1.	Catalog	January		1.
		2.	My Account			2.
		3.	Zinio			3.
		4.	Library Locator			4.
		5.	OverDrive			5.
August	36,306	1.	Catalog	February		1.
		2.	My Account			2.
		3.	OverDrive			3.
		4.	Library Locator			4.
		5.	Zinio			5.
September	35,003	1.	Catalog	March		1.
		2.	My Account			2.
		3.	OverDrive			3.
		4.	Library Locator			4.
		5.	Boopsie Popular Books			5.
October	36,859	1.	Catalog	April		1.
		2.	My Account			2.
		3.	OverDrive			3.
		4.	Zinio			4.
		5.	Library Locator			5.
November		1.		May		1.
		2.				2.
		3.				3.
		4.				4.
		5.				5.
December		1.		June		1.
		2.				2.
		3.				3.
		4.				4.
		5.				5.
				Total	145,045	



NOVI HISTORICAL COMMISSION

Wednesday, September 27, 2017 7pm

Novi Library History Room

Call to Order: 7:00pm

Attendance: Kathy Crawford, John MacInnis, Kim Nice, Dhara Sanghavi, Tom Alexandris

Guests: Sue Grifor

Approval of Agenda ALL APPROVED

Approval of Minutes-August: 2017 Kim made 1st motion, 2nd by John ALL APPROVED

Communications NONE

Library Liaison Report, Betty Lang

Upcoming Library/Friends Programs

Trivia Night at the Library Sports Pub

Cook the Book

Document Donation Day Oct. 22nd

Pumpkin Fest at Tollgate

Local History Room Tour

Dhara and Tom had their tour

Cemetery Walk-a-Bout Saturday, September 9: RECAP

“Wildly successful”- Kathy Crawford

Turnout was good

It was very successful in explaining the importance of restoring and building up of the cemetery as a passive park

Thinking about the Future of the Cemetery

Inviting Dave Carter, Cemetery Restoration specialist coming to the next meeting

Ask him about different headstones, types of materials used

Thinking about talking to the City of Novi Planner, preliminary sketch, incorporate with city master plan

But, need to talk to Parks and Rec first since they manage the restoration and upkeep of the Cemetery

We need to re-do the historical marker sign

Sue Grifor Report on other Cemeteries

Presbyterian Church cemetery, Elmwood Cemetery,

How different Cemeteries developed and organized their tours and pamphlets

Sue Grifor: Update about Caleb Carr

When she first did research on him, she found nothing

Spoke with a woman from the DAR, explained that his marker from war of 1812 and wanted to know more information.

“Confirmed that the grave marking was placed by the DAR but the grave marking is incorrect. It was marked in 1914 but in 2013 a different DAR chapter decided to re-mark both Caleb Carr and Hooper Bishop’s graves because the original markers were missing. The National Office of the DAR approved Hooper Bishop but not Caleb Carr. No proof that service claimed to be his was



NOVI HISTORICAL COMMISSION

Wednesday, September 27, 2017 7pm
Novi Library History Room

his, and not a man with the same name. He was born and lived in Rhode Island at the time of War of 1812 however, there were 14 Caleb Carrs in Rhode Island at that time. Additionally, a descendant found that members of the family went to Canada after the war and were loyal to Great Britain.” Could not corroborate that the Caleb Carr in the Novi Cemetery is a War of 1812 veteran.

Second Grade at Parkview Community Project Thursday, Sept. 28 btw: 9-11

Rachel and Dhara will be going to the Elementary School. We will have a display to talk about family trees, wooden nickels, school work of the Fuerst Sisters, toys

Council Request regarding Veterans

Council Member Wrobel and the Council voted in favor of developing/creating the display. Kathy Crawford spoke to the Mayor about our concerns and the creation of criteria for who will be included on the display. Council needs to decide what the parameters will be, and then we can start the research. One parameter we have: Killed in Action (but that has different ways of approaching it) Will we include POW and MIA?

HISTORICAL COMMISSION PROGRAMS FOR FALL: please put on your calendar

Flyers are now available that cover all the 2017/2018 programs.

Discovering Michigan A to Z	Barbara Vandermolen	Sept. 28
Ghost Towns of Michigan	Alan Naldrett	Oct. 12 th
Stories, Songs and Dances of the Voyageur	Genot Picor	Nov. 9

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Cabinet MANAGER

Displays used to advertise the events

VILLA BARR

Presentation On hold

GOALS-2017 and beyond

- Novi Cemetery Research/budget items
- Historical Calendar for City's 50th
- Novi Fire Dept.
- Headstone Research for Knapp and Novi Cemeteries
- Looking into a History App
- Local business interviews in prep for 50th

Kim is sending out an Email Thank you to the people who came to the Cemetery Walk-About



NOVI HISTORICAL COMMISSION

**Wednesday, September 27, 2017 7pm
Novi Library History Room**

Expenditure Approval

\$18 for Rachel Manela (Evites for cemetery Walk-A-Bout)

\$20 for Dhara Sanghavi (Toys for Student Event)

Motion by John MacInnis, 2nd by Kim Nice, ALL APPROVED

Community Outreach with programs (Walled Lake/Cemetery/Early Farms)

We need to start developing these

WEBSITE UPDATES

Fix Dhara's last name on the Website: Sanghavi

Add pictures from events

NEW BUSINESS/Other Business

Discussion with Jeff Muck regarding Pavilion Shores lack of Bathhouse pics

We would like this problem remedied

NEXT MEETING: NOTE: Wednesday, October 25, 7pm

Adjourn 8:45pm



Library Board Calendar

2017

October 26	Library Board Regular Meeting
November 7	General Election Day
November 10	Community Read, Novi Library, 7:00-9:00 p.m.
November 11	Holiday – Veteran's Day – Library Open
November 16	Library Board Regular Meeting, Fox Run 7:00 p.m.
November 22	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 23	Holiday – Thanksgiving, Library Closed
November 27	Annual Library Report – City Council Meeting
December 20	Library Board Regular Meeting
December 20	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year's Eve , Library Closed

2018

January 1	Holiday— New Year's Day , Library Closed
January 13	Budget Planning Session
January 25	Library Board Regular Meeting
February 10	Budget Planning Session
February 22	Library Board Regular Meeting
March 29	Library Board Regular Meeting
April	Budget presented to Council, TBD
April 1	Holiday—Easter, Library Closed
April 8-14	National Library Week
April 21-28	Money Smart Week @ Library
April 26	Library Board Regular Meeting
May	Library Board Goal Setting Session TBD
May 13	Mother's Day , Library Closed
May 24	Library Board Regular Meeting
May 25	Staff In-Service, Library Closed
May 26	Library Closed
May 27	Library Closed
May 28	Holiday – Memorial Day, Library Closed
June 17	Father's Day , Library Closed
June 28	Library Board Regular Meeting
June 28	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.