

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, October 19, 2016  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
  - A. Approval of Claims and Warrants L547 .....4-6
  - B. Approval of Regular Meeting Minutes – September 21, 2016.....7-14
- 6. Correspondence
  - A. Thank you letter by Rose Ann Gordon – National Library Institute, Re: Patriot Week.....15
  - B. Email from Maryann Cook – A Growing Place, Re: Raising a Reader Program..... 16
  - C. Email from Lesley Tauro, Re: Diversity Day program.....17
- 7. Presentation/Special Guest
  - A. Recognition of the Friends of the Novi Public Library – 11<sup>th</sup> Annual Celebration, Oct. 16-22, 2016
  - B. Presentation by Carrie Wogeman, Art Institute of Novi Intern
- 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 ..... 18
- 10. President's Report (Craig Messerknecht)
  - A. Goals Update (as of September/October 2016) ..... 19-29
- 11. Treasurer's Report (Melissa Agosta)
  - A. Library Budget Fund 268 – 2016-2017 Approved ..... 30-32
  - B. Library Fund 268 Expenditure & Revenue Report (September 30, 2016) ..... 33-36
  - C. Contributed Fund Budget 269 ..... 37
  - D. Contributed Fund 269 Expenditure & Revenue Report (September 30, 2016) ..... 38
  - E. Balance Sheets for Funds 268 and 269 .....39-4

12. Director's Report.....	41-47
A. Information Technology Report .....	47-48
B. Facilities Report .....	49
C. Information Services Report.....	50-52
D. Support Services Report .....	N/A
E. Library Usage Statistics.....	53-62
F. Friends of the Novi Library – September 14, 2016.....	63-64
G. Novi Historical Commission – August 24, 2016 .....	65-68

13. Committee Reports

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

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

- Library Staff is currently reviewing current policies.

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

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

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

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

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

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

(Michener – Chair, Agosta, Wood)

Over the next few months, leading into next September 2017 we will be working on a campaign to do a target mailing of a physical library card to homes that currently do not participate at the Novi Library.

Oakland Schools has the resources to do 3 target mailings based on household information.

1. Home with youth
2. Home with Older Adults
3. Home with Double Income No Children

Attached is a VERY rough draft of an Infographic that is being designed to accompany the physical library card that will be mailed out. Each flyer will target one of the 3 categories above.

I just wanted to keep you abreast of the work so far and as the final product becomes available, I will want to engage the committee on final input/design.

The following timeline is what I am working towards for this 2016-2017 year:

- Infographic design – November
- Costs for mailing to 3 households – December (for budget 17/18 purposes)
- Design work on NEW library card specific for these three audiences – February
- Final approval – April
- Printing – end of June/July
- Target mailing – end of July/August
- September – LIBRARY CARD sign up month, OCTOBER, NOVEMBER – campaign (offer a freebie for signing up)

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

(Poupard- Chair, Wood)

- Met with Chair – Poupard to review draft of Strategic Planning document for future feedback sessions.

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

(Messerknecht – Chair, Lawler, Verma, Wood)

- Meetings held both with ERC (Monday, October 3, 2016) and DTE (Tuesday, October 4, 2016) to review LED lighting options for the Library. Waiting on attorney feedback on proposed contract with ERC. Library staff is contacting a recommended lighting contractor to receive a lighting study of the building.

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

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

**14. Public Comment**

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**15. Matters for Board Action**

- A. Based on usage statistics provided after the September 21, 2016 Board meeting, the Board voted via email (6 Yes, 0 No, 1 No Response) to keep the Library open on Saturday, December 23, 2017. Information provided in Director's Report.

**16. Adjourn**

**Supplemental Information:**

- New Donation Drop-off Hours.....69
- Novi Today Magazine – Raising a Reader in Novi (Fall 2016) .....70
- Novi News Article – Raise a Reader in Novi: 1,000 Books Before Kindergarten.....71
- Library Calendar .....72

**Future Events:**

- Novi Historical Commission regular meeting – Wed., Oct. 26<sup>th</sup> at 7:00pm, Novi Library
- Community Read Author event w/Chris McDougall – Wed., Nov. 2<sup>nd</sup> at 7:00pm, Novi Library
- Friends of the Novi Library regular meeting – Wed., Nov. 9<sup>th</sup> at 7:00pm, Novi Library
- Library Board of Trustees regular meeting – Wed., Nov. 16<sup>th</sup> at 7:00pm, City of Novi
- Novi Historical Commission regular meeting – Tues., Nov. 22<sup>nd</sup> at 7:00pm, Novi Library
- Library Closes at 5pm – Wednesday, November 23<sup>rd</sup>
- Library CLOSED – Thursday, November 24<sup>th</sup>
- Light up the Night – Friday, December 2<sup>nd</sup> (6-9pm) – Library/City Campus



**Inform. Inspire. Include.**

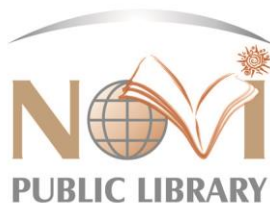
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

<b>Warrant 547</b>	<b>268 Accounts</b>	<b>October 2016</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account Total</b>
Global Office Solutions (9/23/16)		268-000.00-727.000	\$ 290.69
Staples (9/26/16)		268-000.00-727.000	\$ 83.92
the Office Connection (9/15/16)		268-000.00-727.000	\$ 1,165.02
Postmaster (9/20/16)	Per fee #97; Per Type ;11/2016-10/2017	268-000.00-728.000	\$ 215.00
Evanced	11/2016-10/2017 ann renewal	268-000.00-734.000	\$ 4,911.00
Amazon.com (9/7/16)		268-000.00-734.500	\$ 85.97
Library Design Associates, Inc. (9/2/16)	Humanscale kybd arms	268-000.00-734.500	\$ 290.00
Tracfone.com (9/9/16)	recond phones (2) with plans	268-000.00-734.500	\$ 30.00
Allied-Eagle (9/7/16)		268-000.00-740.000	\$ 789.88
Global Industrial Inc.	Cleaning Equip; buffer/pads	268-000.00-740.000	\$ 157.21
Metcom (9/13/16)	RFID Tags; 9,000	268-000.00-740.000	\$10,828.24
Sanitor (9/21/16)	neatseats	268-000.00-740.000	\$ 171.64
Lands' End Business Outfitters (9/2/16)	facilities	268-000.00-741.000	\$ 139.00
Amazon.com (8/22/16)		268-000.00-742.000	\$ 89.70
Audiocraft Publishing, Inc. (8/31/16)		268-000.00-742.000	\$ 21.18
Barnes & Noble (9/15/16)	Armageddon: How Trump...	268-000.00-742.000	\$ 28.40
Brodart (9/21/16)		268-000.00-742.000	\$10,189.22
Center Point Large Print (9/1/16)		268-000.00-742.000	\$ 221.10
Gale/Cengage (9/23/16)		268-000.00-742.000	\$ 1,297.98
Library Design Associates, Inc. (9/16/16)	Collection Chgs signage	268-000.00-742.000	\$ 503.20
Multicultural Books & Videos (9/21/16)		268-000.00-742.000	\$ 71.85
Oxford Public Library		268-000.00-742.100	\$ 9.95
Midwest Tape (9/13/16)		268-000.00-744.000	\$ 3,367.21
OverDrive (9/16/16)		268-000.00-744.000	\$ 95.05
Midwest Tape (9/13/16)		268-000.00-745.200	\$ 3,759.36
The Library network (9/19/16)	ConsRpts.org;10/1/16-9/30/17	268-000.00-745.300	\$ 2,048.00
ProQuest (5/9/16)	Ancestry; 10/1/16-9/30/17	268-000.00-745.300	\$ 1,690.00
Bright House Networks Business Solutions (8/26/16)	September 2016	268-000.00-801.925	\$ 32.30
Merchant Billing Statement	August	268-000.00-802.100	\$ 228.47
Waste Management	September	268-000.00-808.000	\$ 98.72
H&K Janitorial Service, Inc. (7/29/16)	July	268-000.00-817.000	\$ 7,800.00
AT&T (9/22/16)	sec lines; 8/23-9/22/16	268-000.00-851.000	\$ 617.03
Verizon (8/28/16)		268-000.00-851.000	\$ 352.64
Alberga, Kathleen	Raising a Reader Storage Bins	268-000.00-880.000	\$ 29.36
Displays2Go (9/15/16)	acrylic holders (10)	268-000.00-880.000	\$ 78.52
Imagamerica (9/27/16)	wrist bands (1000)	268-000.00-880.000	\$ 435.99
Muniweb (9/7/16)	August	268-000.00-880.000	\$ 587.50
City of Novi	Ice Utilization	268-000.00-880.000	\$ 11.25
Oakland Schools (8/31/16)	Born to Run Bkmks; 500	268-000.00-880.000	\$ 48.38
Oriental Trading (8/24/16)	Raising prizes	268-000.00-880.000	\$ 332.55

Anderson, Gail	Morning Art Ser; Walmart snacks	268-000.00-880.268	\$ 24.35
Barshaw, Ruth	Author visit Hickory Wds; 11/9/16	268-000.00-880.268	\$ 150.00
Czarnik, Karen	yth pgm; Halloween Tales; 10/25/16	268-000.00-880.268	\$ 250.00
Discount School Supply (9/21/16)	yth pgm	268-000.00-880.268	\$ 158.41
Durrett, Erin	SRP Teen Lock-in; 8/12/16	268-000.00-880.268	\$ 39.93
Global Office Solutions (9/7/16)		268-000.00-880.268	\$ 141.89
Gordon Food Services Store (9/7/16)	Wilder Weds.	268-000.00-880.268	\$ 27.12
Marshall, Susan	ESL Book Disc	268-000.00-880.268	\$ 375.00
Mutch, Kathleen	Adt Writing Pgm	268-000.00-880.268	\$ 200.00
Oriental Trading (9/16/16)		268-000.00-880.268	\$ 142.94
Target (9/23/16)	Wagon; Preschool Storytimes	268-000.00-880.268	\$ 72.99
Scholastic	refund ck 471402; Ref 03984794	268-000.00-880.268	\$ (15.72)
Konica Minolta (9/1/16)	September	268-000.00-900.000	\$ 769.39
Vista Print (9/6/16)	Farkas; business cds; 1500 qty; tax ref.	268-000.00-900.000	\$ 36.98
Consumers Energy	8/10-9/8/16	268-000.00-921.000	\$ 133.57
DTE Energy	8/24-9/25/16	268-000.00-922.000	\$ 9,368.68
Batteries & Bulbs (9/7/16)	12V (26)	268-000.00-934.000	\$ 712.20
Cintas (9/19/16)		268-000.00-934.000	\$ 508.00
Dominick, Marcia	Ferguson Ent, Inc. plumb fix (4)	268-000.00-934.000	\$ 1,120.00
Ferguson Enterprises, Inc. (9/15/16)	plumbing fixtures (2)	268-000.00-934.000	\$ 280.00
Home Depot (9/22/16)		268-000.00-934.000	\$ 185.34
Lyon Mechanical (8/31/16)	Prev Maint August 2016	268-000.00-934.000	\$ 3,521.00
Orkin (8/26/16)	8/22/2016	268-000.00-934.000	\$ 62.72
Schindler Elevator Corp (7/20/16)	ser 7/12/16 Elevator #2	268-000.00-934.000	\$ 795.65
State of Michigan (8/31/16)	Elevator Safety	268-000.00-934.000	\$ 360.00
Voss Lighting (9/12/16)		268-000.00-934.000	\$ 481.00
C&J Parking Lot Sweeping, Inc. (8/31/16)	16-Aug-16	268-000.00-941.000	\$ 110.00
Konica Minolta Premier Finance (9/23/16)		268-000.00-942.000	\$ 999.00
Corrigan Storage Solutions (9/1/16)	September	268-000.00-942.100	\$ 22.18
Eventbrite (9/6/16)	Digipalooza 2017; M. Robinson	268-000.00-956.000	\$ 199.00
Library of Michigan	STEM Pgm; 9/22/16; Fricke	268-000.00-956.000	\$ 25.00
Perfect, Keith	Fac Mgmt Sem; 8/24-25; mileage	268-000.00-956.000	\$ 99.36
Skillpath (8/23/16)	Lim; Excelling as Mgr/Supv	268-000.00-956.000	\$ 99.00
Smale, Evan	Alpena Book Fest; 9/23-24/16	268-000.00-956.000	\$ 265.65
The Library Network (9/26/16)	Leaders Bk Disc; J. Farkas; 2016-17	268-000.00-956.000	\$ 115.00
Petty Cash			\$79.07
<b>TOTAL</b>			<b>\$75,117.18</b>

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<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Accuform (8/31/16)	Raising a Rdr Novi; 5000 broch	269-000.00-742.232	
Books in Common	Comm. Rd; balance due	269-000.00-742.232	
City of Novi	Business Blender	269-000.00-742.232	
Discount School Supply (9/21/16)	Raising a Rdr Novi	269-000.00-742.232	
			\$3,267.03
Petty Cash (Programming)		269-000.00-742.234	
			\$15.50
<b>TOTAL</b>			<b>\$3,282.53</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
September 21, 2016**

**DRAFT**

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

**Library Board**

Craig Messerknecht, President

Tara Michener, Vice President

Melissa Agosta, Treasurer

Ramesh Verma, Secretary

Bill Lawler, Board Member

Doreen Poupard, Board Member

Geoffrey Wood, Board Member

**Student Representatives**

Ruchira Ankireddygari (Departed at 7:14)

Cindy Huang (Departed at 7:14)

**Library Staff**

Julie Farkas, Director

Julie Prottengeier, Office Assistant

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

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

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

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

**4. Consent Agenda**

**A. Approval of Claims and Warrants L546**

**B. Approval of Regular Meeting Minutes – August 17, 2016**

A motion was made to approve both the Claims and Warrants L546 and the Regular Meeting Minutes for August 17, 2016.

1<sup>st</sup>—Ramesh Verma

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

**5. Correspondence**

**A. Thank you letter from Bill Wizinsky**

Mr. Wizinsky thanked the Novi Library for providing the book he was able to read taken from the Read Box at Lakeshore Park.

**B. Thank you letter from Amelia Purdy, Recreation Supervisor, City of Novi**

Ms. Purdy sent a letter thanking Christina Salvatore, Communications Coordinator, for her part in supporting the Sizzling Summer Art Series program. Over 3,000 attended the event from June through August.

**6. Presentation/Special Guest**

**A. Jonathan Gregoire—Part -Time Facilities Department**

Jonathan recently joined the Facilities Department team. He will be assisting with meeting room set-ups, light maintenance and will also be serving on the newly formed Customer Service committee. He is an Eastern Michigan University student and his education in IT will allow him the opportunity to work on refining the help desk ticket system and the emergency manual currently used by the Library.

**7. Public Comment**

There was no public comment.

**8. Student Representatives Report**

The Student Representative Report can be found on pages 17-18 of the September 21, 2016 Library Board packet.

**A. Programs**

- August 1 and August 8: Makeover Mondays. The final program on August 8, 2016 concluded with a lesson on applying a full face of make-up by Gayatri Kalia, make-up artist.
- August 3: Chef George Rapatis of Schoolcraft College for Culinary Art demonstrated Healthy Eating & Cooking 101.
- August 12: The Summer Reading Program lock-in finale party was held after hours.
- August 23: Tween Spelling Bee Program
- August 25: DIY Drawstring Backpack Program

**B. Upcoming Programs**

- September 17: SAT Diagnostic Test
- September 20: Maker Tween Club—Hack Your Notebook
- September 23: TAB Meeting
- September 27: Banned Book Challenge and Movie
- September 28: Essay Coaching program

**9. President's Report**



**A. Goals Update (as of August, 2016)**

The Goals updates can be found on pages 19-28 of the September 21, 2016 Library Board packet. Ms. Farkas offered to take questions.

- A large emphasis on the goals this year is customer service.
- Trustee Messerknecht requested an update on the 1,000 book program. Ms. Farkas explained that it was launched with the school at the end of August when the new preschool held an open house. The Library also hosted a literacy event that allowed an opportunity to connect with other preschools in Novi. Some preschoolers have already reached 100 books in only one month. Library staff is working to coordinate four hours per week to be present at the preschool. Ms. Farkas also relayed that an article about the program will be in the Novi News as well as promoted within the Novi School District.
- Trustee Poupard commented that Goal #3, **Provide quality and diverse services, materials, programs and technology**, has a lot of strategies and wondered if it has been lacking in the past which is why there are so many. Ms. Farkas explained that large numbers of Library programs require large numbers of strategies.
- Trustee Lawler commended Ms. Farkas for taking on the measurable goals of increasing self-check-out usage to 60% and increasing the number of library card holders within subdivisions by 10%. Ms. Farkas reported that more HOA meetings are taking advantage of free meeting room usage in exchange for a brief presentation that promotes the Library.
  - Trustee Michener suggested reaching out to builders and realtors in the area because of all the new subdivisions being built in Novi. It could be an opportunity to spread information about the Library to new home owners.
- Trustee Michener was pleased to see in Goal #1, **maintain excellent customer service in all facets of the library's operations, Board functions, and community involvement**, the first tactic about investigating holds being reconsidered. She feels it is important to consider people that are unable to get into the Library to pick up holds on time. It would be very helpful to have alternative ways to pick-up holds that would make it easier for patrons.
  - Ms. Farkas explained that the problem is that the Library card number is linked to the book on hold. The book won't check out on another person's card. Smart phones allow the library card to be loaded on to the phone, so Ms. Farkas is hoping educating the public of this will resolve some of these issues.

**10. Treasurer's Report**

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

The approved 2016-2017 Fund 268 budget can be found on pages 29-31 of the September 21, 2016 Library Board packet.

- Revenue is budgeted to be \$2,774,726.00 and expenditures are budgeted to be \$3,035,900.00. This would consume \$261,174.00 of the fund balance.

**B. Library Fund 268 Expenditure and Revenue Report (August 31, 2016)**

The Fund 268 Expenditure and revenue report can be found on pages 32-35 of the September 21, 2016 Library Board packet.

- **Revenue:** Year-to-Date revenue is \$168,862.42 which increased \$150,544.00.
  - The Library is still waiting on the annual property tax payout.
- **Expenditures:** Year-to-date expenditures total \$373,971.36 which increased \$160,335.88.
- The percentage of the budget used is still incorrect on page 35. The percentage of budget used for expenditures is 13.12%. Since expenditures were budgeted to be 16.67%, the Library is under budget.

**C. Roll-over Information for 268 Budget 2016-2017**

Roll-over information for Fund 268 can be found on page 36 of the September 21, 2016 Library Board packet.

- Security camera installation was not completed in 2015-2016 so the money rolled over to the 2016-2017 budget. The confirmation of this is on page 36 of the September 21, 2016 Library Board packet.

**D. Email correspondence from Carl Johnson, Finance Director—City of Novi**

The email can be found on page 37 of the September 21, 2016 Library Board packet.

- Carl Johnson, Finance Director for the City of Novi sent an email congratulating Ms. Farkas on having a balanced operating budget of \$20,000 revenue over expenses.

**E. Contributed Fund Budget 269**

The Contributed Fund Budget 269 can be found on pages 38-39 of the September 21, 2016 Library Board packet.

- Little fund activity was recorded.

**F. Contributed Fund 269 Expenditure and Revenue Report (August 31, 2016)**

Fund 269 expenditure and revenue report can be found on page 40 of the September 21, 2016 Library Board packet.

**G. Draft Contributed Fund 269 Budget 2016-2017**

The draft of Fund 269 can be found on pages 41-42 of the September 21, 2016 Library Board packet.

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

The balance sheets for funds 268 and 269 can be found on pages 43-44 of the September 21, 2016 Library Board packet.

- The ending balance in August for fund 268 is \$1,555,001.20.
- The ending balance in August for fund 269 is \$1,682,073.59.
- Trustee Poupard asked how fund 269 increases. Trustee Agosta said that when expenditures are lower than the revenues the fund increases and also any interest on the monies will increase the fund.

**11. Director's Report**

The Director's Report can be found on pages 45-52 of the September 21, 2016 Library Board packet.

- Ms. Farkas thanked the Board for the opportunity to close the Library on August 19, 2016 for the staff in-service. It is a great opportunity for staff to come together and incorporate both training and fun.
- Mr. Bernstein of the Read a Latte Café continues to turn in his payments on time. The health report issues from August 11, 2016 have all been fixed.
- Budget Session meetings for the 2017-2018 fiscal year are scheduled for Saturday, January 14, 2017 and Saturday, February 4, 2017. Ms. Farkas will be pushing for approval of the budget at the February meeting.
  - Carrie Wagenman, a graphic design intern from the Art Institute of Novi, created a new library card. The card had not been updated in six years. The motto "Inform, Inspire, Include" was incorporated in the design.

**A. Information Technology Report**

The Information Technology Report can be found on pages 53-54 of the September 21, 2016 Library Board packet.

- Barb Rutkowski included an image on page 53 of the Board packet of a project a patron has been working on utilizing the 3D printer.

**B. Facilities Report**

The Facilities Report can be found on pages 55-56 of the September 21, 2016 Library Board packet.

**C. Information Services Report**

The Information Services Report can be found on pages 56-57 of the September 21, 2016 Library Board packet.

**D. Support Services Report N/A**

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 58-67 of the September 21, 2016 Library Board packet.

**F. Friends of the Novi Library**

The Friends of the Novi Library report can be found on pages 68-69 of the September 21, 2016 Library Board packet.

**G. Novi Historical Commission**

The Novi Historical Commission report can be found pages 70-72 of the September 21, 2016 Library Board packet.

**12. Committee Reports**

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

- The staff committee is still reviewing policies therefore there is nothing to report.

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

- There was nothing to report.

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

**Building assessment review.**

- The first draft of the Fund 269 2016-2017 budget can be found on page 41 of the Library Board packet. The City plugs in numbers based on historical data which makes up the 2016-2017 approved budget. Now that Ms.

Farkas has more concrete numbers, those have been added to the 2016-2017 Amended Budget. These numbers are highlighted in red.

- Ms. Farkas included \$45,000.00 for an automated lending library. At this time the information included is only for discussion. Using capital improvement money, the City Council has invited the Library to look at putting something like this in the north end of Novi. Ms. Farkas is looking to the Board for assistance to decide if this is something the Library should do. If so, then she would need to put that money in the amended budget.
  - Trustee Poupard expressed concerned about one-time capital expenditures with ongoing costs.
  - Trustee Messerknecht said much more detail is required. He would prefer not to amend the budget until the Board has determined if this is a fiscally responsible decision.

A motion was made to vote on the amended 2016-2017 269 budget omitting the \$45,000.00.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

- Trustee Poupard requested actual costs for maintaining these machines. Ms. Farkas explained that the Board had started looking into an automated lending machine last year and she will continue where they left off. Several libraries in the Toledo area operate one of these machines and Trustee Michener suggested taking a trip down to the Toledo area with other Board members to investigate.
- Trustee Poupard hopes that the Board and Ms. Farkas proceed cautiously in regards to investing in an automated lending library. She has concerns about the cost of maintaining such a large investment.

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

**And outreach events.**

- There was nothing to report.

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

- Trustee Poupard reported that the committee met in September. They decided that rather than focus a large volume of detailed goals, the committee would focus on the Library's motto of Inspire, Inform and Include. Formatting changes as well as including photos will make the document easier to read. The committee is hoping to hold some sessions in November.

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

**Project, Energy Reduction Coalition project, building assessment.**

- On September 12, 2016 the committee met with the ERC. The committee was given a copy of the contract to review and they will meet in early October with the City Finance Director and the City Attorney to go over it. This program reduces energy costs with no capital outlay from the Novi Library.
  - Trustee Agosta asked how they are able to do that. Trustee Messerknecht explained that by doing a detailed analysis of each room, they draw up a plan of suggested lighting options. The Library's electric bill should go down substantially with new lighting.
  - Ms. Farkas reported that the City converted to LED lighting six years ago.
- A meeting was held to discuss the damage done by B and B Landscaping to the bioswales. The committee is trying to arrange a meeting with the owner of B and B Landscaping to discuss replacement costs for the damage they caused.

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

- Trustee Lawler reported that the changes in the bylaws are highlighted in yellow on pages 47-52 of the September 21, 2016 Library Board packet.
- Trustee Poupard asked if the committee felt they had done a thorough job going over the document. Trustee Lawler reported that they had. Ms. Farkas had provided the committee with examples for bylaws from other libraries.
- Trustee Verma inquired about the Student Representatives. It was explained that the students from Novi High School must apply for the position and be interviewed. The Library can suggest to interested students that they may apply, but the decision is made by the mayor.
- Trustee Poupard inquired about the change to the five minute public participation rule on page 50 of the Library Board packet. Ms. Farkas explained that changing from five minutes to three was now in line with the City's policy.
- Trustee Michener wanted verification that the only changes were highlighted in yellow on the document. Ms. Farkas confirmed that the passages highlighted in yellow and the items crossed off (which she also highlighted in yellow) are the only changes.

A motion was made to approve the new updated Bylaws of the City of Novi Library Board.

1<sup>st</sup>—William Lawler

2<sup>nd</sup>—Melissa Agosta

Abstained—Doreen Poupard

The motion passed with a majority.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Action**

**A. Approve (1<sup>st</sup> draft) of 269 Library Contributed Fund 2016-2017 Budget.**

- Addressed earlier in the meeting.

**B. Approve revisions (1<sup>st</sup> draft) of Bylaws of the City of Novi Library Board.**

- Addressed earlier in the meeting.

**C. Approve 2017 Library closings.**

- Ms. Farkas requested that the Library Board approve the 2017 Library calendar as it is requested by the City of Novi each year in the fall. She is suggesting that due to low attendance and the day that Christmas falls on in 2017, that the Library close on Saturday, December 23, 2017. She is not requesting a closure on Saturday, December 30, 2017.
  - Trustee Lawler expressed concerned about extra Library closures. He requested data on the number of visitors before he makes a decision. Ms. Farkas reported that the Library normally sees about 1,200 patrons per day, but those numbers are considerably lower before a holiday.
  - Trustee Poupard is open to closing on this date, but feels that it is important see diversity in the calendar. She hopes that at the Library Board retreat in the spring a deeper discussion on Library closings can be discussed so that the Board doesn't have to go through this every September.

A motion was made to approve the suggested library closing for 2017 that were submitted by Ms. Farkas.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

Yes—5

No—1

Abstained—1

The motion passed with a majority.

**15. Adjourn**

A motion was made to adjourn the meeting at 8:44 p.m.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

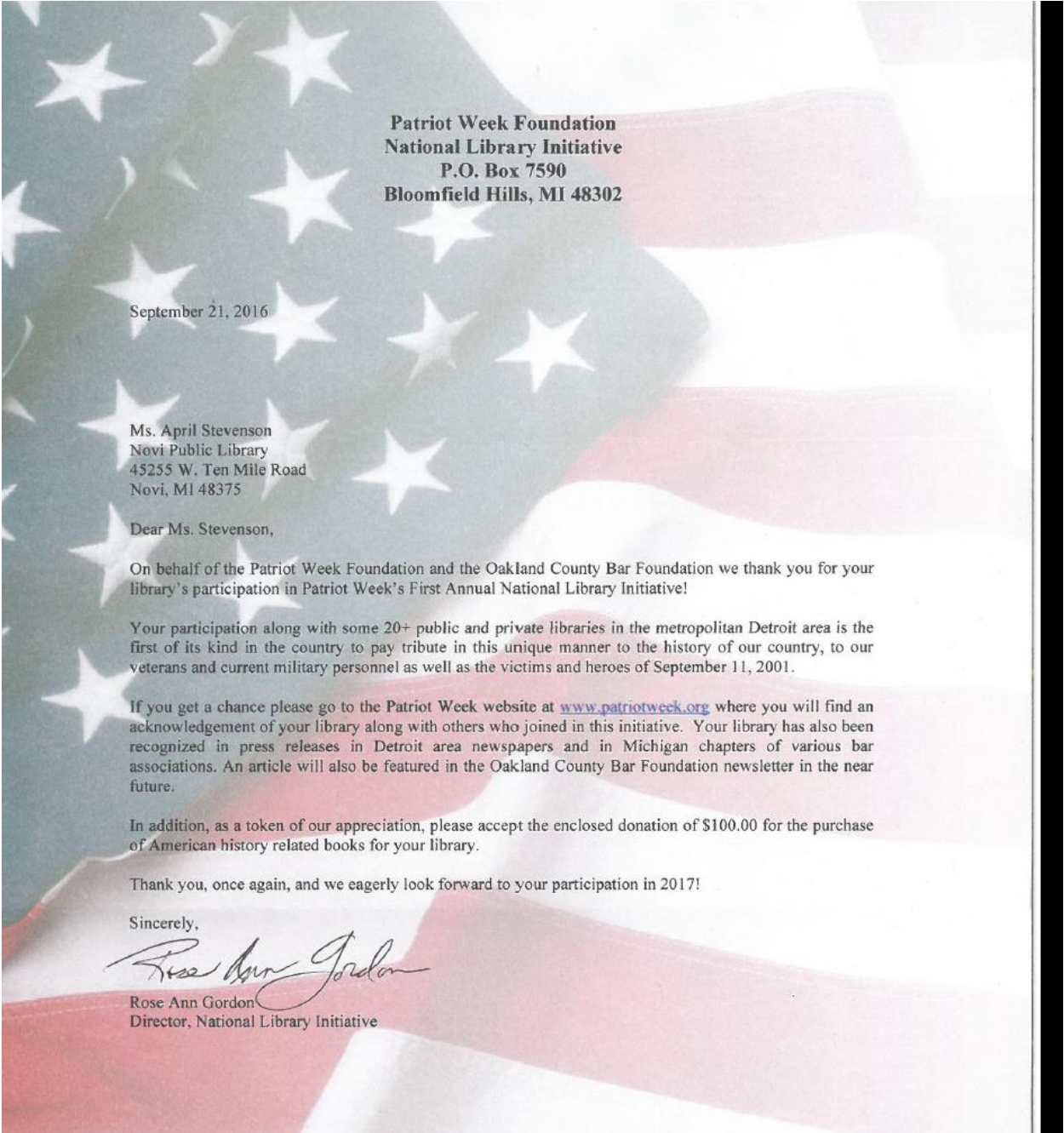
The motion passed unanimously.

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Ramesh Verma, Secretary

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Date



**Patriot Week Foundation  
National Library Initiative  
P.O. Box 7590  
Bloomfield Hills, MI 48302**

September 21, 2016

Ms. April Stevenson  
Novi Public Library  
45255 W. Ten Mile Road  
Novi, MI 48375

Dear Ms. Stevenson,

On behalf of the Patriot Week Foundation and the Oakland County Bar Foundation we thank you for your library's participation in Patriot Week's First Annual National Library Initiative!

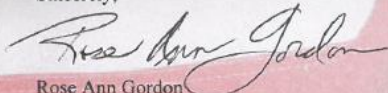
Your participation along with some 20+ public and private libraries in the metropolitan Detroit area is the first of its kind in the country to pay tribute in this unique manner to the history of our country, to our veterans and current military personnel as well as the victims and heroes of September 11, 2001.

If you get a chance please go to the Patriot Week website at [www.patriotweek.org](http://www.patriotweek.org) where you will find an acknowledgement of your library along with others who joined in this initiative. Your library has also been recognized in press releases in Detroit area newspapers and in Michigan chapters of various bar associations. An article will also be featured in the Oakland County Bar Foundation newsletter in the near future.

In addition, as a token of our appreciation, please accept the enclosed donation of \$100.00 for the purchase of American history related books for your library.

Thank you, once again, and we eagerly look forward to your participation in 2017!

Sincerely,



Rose Ann Gordon  
Director, National Library Initiative

Email Received: September 21, 2016

Dear Ms. Farkas,

It was nice meeting you at the Early Childhood Literacy Fair that was held at the Library last month.

As you may recall, I was from a local preschool in Novi, A Growing Place, and you gave me 75 of your reading logs and Registration forms to hand out to our children.

I just wanted to let you know that we just distributed all 75 of your reading logs & enrollment forms to our children.

I have attached a copy of the note I sent out to our parents introducing them to your new program.

We are excited to be a part of your reading initiative and hope we get many of our children participating in your program.

I am also letting our parents return the enrollment form to us and I will drop them off as I receive them.

Thanks again for all you do!

Mary Anne Cook  
Office Manager  
A Growing Place  
248-471-2333



Email received on Wednesday, October 5, 2016 by Lesley Tauro

Hi Julie,

I thought that you would like to know that my daughter, Julia, and I thoroughly enjoyed the Cultural Day event this evening.

Just looking at the attendance was a sign of the event's success!

It was lovely to experience and celebrate first-hand the beautiful variety of cultures that we have here in Novi.

I have attached some pictures of the event.

Warm regards,  
Lesley



## **Student Representative Report**

By: Cindy Huang, Ruchira Ankireddygari

### **Programs:**

Teen Space has re-opened for the new school year.

On September 13, we celebrated Roald Dahl's birthday by watching the movie *Charlie and the Chocolate Factory* and enjoyed snacks.

On September 17, teens had the opportunity to take a free SAT Diagnostic Test courtesy of Sylvan Learning Center.

On September 20, students had the chance to use paper circuitry and creative, hands-on STEM learning, to hack their own notebook at the first Maker Tween Club.

Teens tested their knowledge of banned books during the library's mystery challenge on September 27. Afterward, they watched a banned book turned into a movie at the Banned Books Challenge & Movie program.

Author and consultant Debbie Marion from Essay Coaching revealed how to create stand out essays at the Essay Coaching: Seven Secrets for Writing Standout College Essays program on September 28.

On September 30, students were invited to come inside teen space to enjoy apple cider and brownies.

**The total attendance in teen space this month is 538.**

### **Teen Advisory Board Update**

On September 23, TAB had its first meeting of the year. The meeting began with students making name cards and playing a fun game to get to know each other. Following, the student representatives gave an opening presentation about TAB. Then, members discussed ideas for TAB community service projects followed by writing titles of their favorite banned books to celebrate Banned Books Week.

### **Upcoming Programs:**

- DIY No Sew Emoji Pillows – October 4
- 3D Print – October 6, 10, 11
- Star Wars Read Day – October 8
- 3<sup>rd</sup> Annual Tollgate Farm Pumpkinfest – October 9
- Cupcake Warz – October 11
- Pokemon Go Extravaganza – October 16
- Maker Tween Club - October 18
- TAB meeting- October 21
- Pumpkin Decorating Palooza – October 29

## NOVI PUBLIC LIBRARY – 2016/2017 GOALS (as of September/October 2016)

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

### Goal #1:

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

Tactic	Owner	Status	Due Date
Investigate holds – way for family members to pick up each other's holds; advertise ways to make the pick-up process easier for patrons.	SS		
Customer Service Committee: Participates by attending 3 of 4 quarterly meetings; monitor progress of dept. goals related to customer service and reports status to department members; provide a final presentation to the Library Board in July 2017 on obstacles and successes.	All Depts. Represented		9/16
Investigate electronic birthday cards for patrons.	SS-Outreach	Currently offer a birthday email that gives a discount at Paradise Park	7/16
Culture Club: Staff are meeting 4 times per year to discuss how to better serve our diverse community.	All Depts. Represented	Staff In-Service 8/16 introduced Social Justice to staff	8/16
Investigate the options for updating patron info (phone/email online); renew their library card on-line.	IT/SS		
Celebrate/recognize long-term residents' years of having a library card; engage TLN with historical date field; first anniversary.	SS/AD		
Provide superior customer service to NPL patrons and coworkers by fully demonstrating the 5 Support Service Department Customer Service Ideals throughout the year; two separate survey periods (both internal and public) will be held in the fall and spring to assess the level of improvement in departmental customer service and a goal of moving up an average of one scale, on a sliding scale of 1-5.	SS	Compiling survey questions and creating survey.	10/16
With the completion of the Support Services Department Training Manual and the corresponding training videos, retrain existing staff to be fully competent in using and/or explaining to patrons the OPAC, how to navigate the library, and where to be directed for common questions and issues. Competency will be measured by written test.	SS		
Create new volunteer application with specific types of	AD		

potential jobs.			
Meet all meeting room renters at their room at the start of their event to make sure their accommodations are met.	AD		
Survey the staff to find out how the facilities department can better serve the library employees; look at results and identify at least two areas for improvement.	F		
Improve the donation of large donation process (5 boxes/bags or more) by offering 3 specific days of the week for donation drop off; less than 5 boxes/bags can be dropped in the main vestibule; provide a contact number for facilities to connect directly with a staff person for arranging drop offs.	F	Began new process as of 10/1/2016	10/16
Create a facilities emergency manual for staff to better serve them and the public when situations arise including drill information, building descriptions and contact information.	F	Fire drill 10/13/2016 – revision of fire procedures	10/16
Increase the usage of the Self-Check Stations to 60% by assigning Support Services staff to direct patrons to and educate them on the self-check process.	SS	Clerks are approaching patrons on self-checks and keeping stats on how many they educate.	10/16
Review the current program evaluation form to see if it meets current needs; make necessary changes to the form to provide the most useful information.	IS	Beginning to receive more forms from staff and noticing how few comments are made. Considering revising with fewer more targeted questions.	9/16
Investigate creating a pajama story time in the evening once per month.	IS	Investigating potential days and times, as well as, themes.	9/16
Integrate Zinio e-magazines with physical magazines, relabeling the magazine room for greater discoverability, and creating procedures and promotion for the Zinio tablets.	IS	Researching tablet chargers that can be easily retrieved and accommodate multiple devices.	9/16
Work with the TLN ILS Committee to improve functionality and usability of the public catalog; investigate new potential ILS companies.	IS	Attended a meeting at the Redford Library; TLN is currently reaching out to members for feedback on catalog.	9/16
Hire, supervise and develop interns – use task lists, goals, projects, and reviews to measure their performance; create a job posting and interview candidates for future openings.	IS	Currently have 2 interns on staff, assigned tasks and created goals. Reviewing projects as well.	9/16

## Goal #2:

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

Tactic	Owner	Status	Due Date
Investigate funding resources and park use for Story Walk; discuss idea with City of Novi and Novi Parks and Rec; secure funding.	IS	Began looking at grant opportunities,	9/16

Investigate the opportunity with the Energy Reduction Coalition (ERC) to reduce lighting costs in the Library	AD/F	Meetings began in spring 2016; timeline mtg.; meeting with DTE regarding lighting options 10/4	9/16
Investigate an Endowment/Trust financial opportunity for the Library based on a Novi resident gift.	AD	Gift meeting with resident; contact with attorney to investigate options 9/16	8/16
Effectively use Director's Station; work with staff using Director's Station to run reports using their parameters; use Director's Station to aid staff in reaching proper QSAC collection levels; better use of purchasing and weeding of collections.	IS	Have started running reports for staff for effective collection development.	9/16
Quality Services Audit Checklist project – take training through Library of Michigan, review current work that has been initiated, complete assessment, potentially submit to Library of Michigan for all 3 levels (Essential, Enhanced and Excellent).	IS	Began looking at notes and progress made from previous employee responsible for this, LOM is not currently offering training, but will keep looking for when they do.	9/16
Investigate migrating current Exchange server email accounts to Google mail.	IT	Investigating costs and developing possible migration timeline.	9/16
Investigate Cloud options for network storage/back-up.	IT		
Assess and weed the Library's current magnifier collection; use Outreach funds to purchase new magnifies where needed; search for replacement for the Optelek machine; have all magnifies barcoded for checkout; market collection in available media.	IS	Working with Dr. Amy Crissman at Town and Country Eyecare to identify new magnifiers on the market.	9/16
<b>Goal #3:</b>			
<b>Provide quality and diverse services, materials, programs and technology.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Expand on Community Read events – more authors; investigate a Local Author in conjunction with a new collection; local author showcase, local artist showcase.	IS/AD	Added Walled Lake City Library	2/16
Explore projects or tasks that the TAB (Teen Advisory Board) can be involved in to help the library and its staff; investigate ways to recognize and thank all of the Library's teen volunteers.	IS	Investigating how TAB may be able to make a promotional video about the Summer Reading Program to promote at Novi Meadows and the Middle School; Certificates of Appreciation with total hours volunteered were printed and made available for our teen volunteers and a teen volunteer appreciation event is being planned for next April	10/16
Evaluate equipment used in the meeting rooms and by the public for possible upgrades.	IT	Deployed device to transfer audio from vinyl records and cassette tapes to a digital format with software for tagging and audio editing tools; Purchased laptop for use in the Youth Activity Room; Obtained quote for upgrading meeting room audio/visual equipment connections to HDMI; Installed three 30	10/16

		AMP 220V circuits in the server room to accommodate datacenter's upgraded stand-by power option.	
Promote and highlight the Local History collection/space and its relevance to the community 3 times per year; offer an open house; increase web and physical presence; assist with patron queries, digitizing collections, Historical Commission projects.	IS	Offering a Document Donation day on Oct. 23	10/16
Increase/implement programming opportunities for each patron group implementing 15 programs per year, averaging 50 attendees at each program	IS/IT/AD	Tot Time (55), Tot Time (63), Family Story Time (53),	9/16
Investigate and add new collections/pathfinders for our patrons based on their interests and needs	IS/SS	SS Head met with IS staff to discuss introduction of STEAM kits. Shelters assisted with LP/BOC move.	10/16
Become a partner with the Novi School District to introduce Social Justice to the Novi community by creating a core collection, providing space for forums/events, participating in committee learning sessions.	IS/AD	PAASN is meeting monthly at NPL	9/16
Investigate adding new and more interactive play components for the youth area.	IS	Added a child's rocking chair, a small table with a chalkboard top and two small chairs to go with it.	9/16
Partner with the City/Older Adults Center to attract older adults at the Library for programming, services, resources, technology.	IS/AD	Planning on having local Activities Directors meeting at Meadowbrook with the Older Adults Center	10/16
Implement a patio program series in order to hold more activities on the patio; 5 programs May-October (weather permitting)	IS	Friends Patio Party; hosted part of Business Blender program on patio	8/16; 9/16
Host music/dance programs by different cultural groups to educate others – one per year.	IS	Held a Diversity Day program October 4 <sup>th</sup> (1,000 in attendance)	10/16
Investigate loaning out reader devices and other technical devices to library patrons; investigate grant options for funding.	IT/SS	Met with IS staff to determine device requirements for iPads for Zinio use by patrons in-house.	9/16
Increase the usage of the Self-Check Stations to 60% by assigning Support Services staff to direct patrons to and educate them on the self-check process.	SS	Clerks are approaching patrons on self-checks and keeping stats on how many they educate.	10/16
Investigate the adoption of a sister library-Skype, trade info, videoconferencing events, etc.	IS		
Investigate with City of Novi to be a "go to" for additional city services; offer/advertise a new city service annually at library, if applicable.	AD	Program promotion in Library monthly e-news; Waste Management garbage pick-up project advertised for Novi residents in Library lobby.	7/16-8/16
Publicize more info about Oakland County services for the blind quarterly; engage the Older Adult Community	IS/AD	Have moved the adaptive technology computer with the large font keyboard and low vision software	9/16

with this info.		closer to the display for the Oakland County Services for the Blind display	
Expand info to Meadowbrook Commons newsletter, table tent info in dining hall, flyers door-to-door; attend Older Adult programs to promote library programs, kiosk for library info, survey Meadowbrook residents, plasma screen advertising at Meadowbrook.	IS/AD	Continuing with plasma screen marketing each month.	9/16
Engage local older adult talent (displays, arts, crafts, collections); reach out quarterly.	IS/AD		
Engage the City of Novi IT/Novi School District IT with quarterly meetings to review opportunities for resource sharing; technology best practices; technology education.	IT		
Host an ethnic food tasting event	IS	Indian food and continual; new Diversity Day	1/13; 10/16
Develop a survey component to be used annually to solicit technology needs of our library patrons in order to meet hardware/software and programming/training needs.	IT/IS	Plan for 04-01-2017 through 05-01-2017 survey period with a goal of 300 responses.	9/16
Increase activities with Novi School District and area districts over the 5 yrs. (benchmark from current activities).	IS/AD	Hosted annual Media Specialists breakfast; participated in Walk to School day at Novi Woods, met with Novi Preschool Coordinator to plan for story time visits,	10/16
Investigate with Café owner to offer lower prices and different cultural food options.	AD		
Investigate computer lab rental for community/local businesses.	AD/IT	Building instructional resources in preparation for possible rentals.	9/16
Increase use of the Youth Activity Room for more craft/hands-on events by 5%.	IS/IT		
Provide on-going training in order to meet basic skill competency; weekly/monthly 10 minute training sessions available for staff in the Break Room during mealtimes – "Tech Tips and Tricks".	IT	Surveyed the staff to determine topics they would need training sessions developed. 1 <sup>st</sup> sessions were on the use of A/V equipment in the meeting rooms; "Using WordPress Content Management System" sessions are being done on a one-on-one basis as needed.	9/16, 10/16
Create a content management system for patrons/staff that would contain a searchable NPL Knowledge Base containing technology FAQs.	IT	Met with IS staff to determine their needs and are currently testing new internal wiki with IS and IT staff; Created categories and adding content and registering new users.	9/16; 10/16
Create and implement a staff technology orientation checklist.	IT	Integrating checklist with on-going training in basic skill competencies.	9/16
Provide meeting room booklet electronically for website	AD	Booklet published for public on website including	10/16

which will include all meeting room information in one location; update meeting room photos on website.		costs, policies	
Revision of the Circulation Desk Schedule to suit the full range of responsibilities for Circulation Clerks.	SS	With more staffing shortages, revised holds process to include Circ Clerks to facilitate task.	10/16
Supervise and bring to completion the Patron Database Cleanup Project.	SS		
Track time spent shelf reading with the aim to accumulate consistent and regular shelf reading per week.	SS		
Complete the Technical Services Sticker/Label Updating and Revision Project.	SS	Completed inventory of different types of stickers/labels used.	10/16
Complete training in Unclaims List NOS Maintenance Procedure, and perform weekly evaluation and upkeep of Unclaims List.	SS	Completed initial training in process with commencement scheduled for week of 10/10/16.	10/16
Complete the update of the MeLCat Manual to include "Reports to Run" and "How to Solve Common and Uncommon Issues" instruction sheets.	SS	Began creation of specific cheat sheets.	10/16
Implement phone system changes to be in compliance with the E-911 law which improves the information received by emergency services personnel.	IT	Submitted floor plans/phone locations to our vendor to determine the number of E-911 zones that are necessary.	9/16
Implement and maintain a file organization system for work desk space in order to keep track of multiple assignments.	SS		
Complete training for placing Brodart order in WorkFlows to take on role of backup/substitute orderer, and periodically maintain skills by placing Brodart orders at regular intervals.	SS	Clerk began training in August. Continues to place a small amount of orders each week to keep skills fresh.	10/16
Complete training for AST Room procedures and for unloading the TLN delivery.	SS		
Maintain and respond to the Program Proposal Form; evaluate its usage by providing documentation on the pros and cons and whether it should be scrapped, stay as is, or be redesigned.	IS	Although this is not used that often it is a convenient option for patrons/presenters so we will keep for now.	9/16
Evaluate scope of parenting and expand collection accordingly; feature a specific topic within the collection each month.	IS	Have finished moving all relevant parenting books out of the adult non-fiction and into the parenting collection downstairs. Currently also providing a small display within that collection to focus on certain parenting topics.	9/16
Evaluate the need of bibliographies in Youth non-fiction and implement accordingly.	IS	Making targeted purchases on computers and coding before creating bibliography on this topic.	9/16
Explore new ways to incorporate STEM and sensory	IS	Viewed archived webinar on integrating STEAM into	9/16



activities into Family Story Time.		the story times.	
Increase the number of Family Story Times from once a month to twice a month beginning January 2017.	IS	Implementing this by combining Kiddie Crafts into the Family Story time	9/16
Continue working on the Shark Bowl project and with the 3D printing committee to revise any procedures as needed and perform 3D prints for the display and the public.	IS	Several teens have designed and printed objects.	9/16
Research adding 3D scanner to current 3D services.	IT	Purchased, demonstrated, developed documentation and patron programming for 3D scanner.	10/16
Run a Focus Group and create a Survey about Youth, Tween, and Teen programming for parents to investigate patron requests and interests.	IS	Have surveyed a few parents informally at programs, working on creating a draft of a survey	9/16
Start a Maker Tween Club which focuses on STEAM learning for students in Grades 4-6.	IS	Hosted a "Hack Your Notebook" program in September involving the use of programmable circuits.	9/16
Write a monthly spotlight on Novi history to be included in e-newsletter; offer the opportunity to the Historical Commission to participate in these spotlights.	IS	The first issue began in the August issue of our e-newsletter, the Historical Commission liked the idea and provided a few pieces,	9/16
Make information on the Local History computer more useful to our patrons by indexing it and working it into a use database; upload to OCHR, then some of this information can be added to the Local History site; this would entail no additional cost or software.	IS		
Improve findability in the Music CD collection by creating clearer, more specific classifications and re-dividing collection into those categories.	IS	Using Director's Station lists was able to create a first draft of reclassifying the existing collection to improve findability, possible changes could be implemented in early 2017	9/16
Strive to better reflect our diverse patron base by making targeted purchases in international music and marketing those acquisitions to patrons through signage and featured displays.	IS	Evaluating what is currently available in the World classification, as well as, looking into resources to guide future purchases	9/16
Effectively utilize library material to enhance the feature displays; create pathfinders for each of the displays for future patron and staff use; add an element to each display that focuses on material found through our website.	IS	Multiple displays have been accomplished with both print material and visuals of materials available.	9/16
Create special collections in OverDrive-International Language and Graphic Novels for youth and adult.	IS	Graphic novels for Overdrive were investigated and purchased.	9/16
Investigate creating a Tween audiobook collection to mirror the tween book collection.	IS	Now that the Large Print and Audiobooks have been switched and the Playaways have been removed	9/16

		we can move forward with creating this collection, lists are being shared between Selectors	
Create an online book discussion group to offer book discussion options to patrons who may not be able to attend in person.	IS	Currently investigating online books discussions that are hosted by other organizations to get ideas	9/16
Update Book Discussion section of website to enhance the current look, and to increase the amount of information currently available.	IS	Some basic updates have been made to the archives	9/16
Research virtual reality systems that fuel the community's passion for learning and innovation with diverse technologies.	IT	Demonstrated possible VR programming ideas and researching top systems for costs as well as pros/cons.	10/16
Research feasibility of a circulating "HotSpot" program.	IT	Met with vendor to determine costs/devices and developing patron/staff documentation with possible Dec/Jan launch	10/16
Improve Story Time Room programming options by adding digital equipment.	IT/IS	Met with IS staff to determine technology requirements and placed equipment order. Apple TV, iPad and monitor installed/configured and apps are being selected and downloaded. Demonstration for "The Friends" scheduled for November.	9/16, 10/16
Improve the volunteer recognition event with the City; become involved in the planning of the event; recognize all regular volunteers with a bookplate in a book purchased by the Library in the year they volunteered.	AD		

#### Goal #4:

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

Tactic	Owner	Status	Due Date
Reach out to homeowner's groups by letter to President, get in newsletters, offer tours/talks.	AD		
Library Board/Library inviting groups to have their meetings at the Library (one time rental freebie).	AD	Ongoing	
Host Homeowners Associations for meetings, highlight a subdivision in e-News, display of kid's art from subdivision,	AD	Presentation to Barclay Estates	9/16

contest for most card holders in a subdivision.			
Increase publicity of meeting rooms and patio.	AD	Meeting room info packet was created for publicity	
Consider an annual mailing of the Novi Library and YOU to homeowners/businesses: 4 page brochure about the Library.	AD		
Market work from home benefits at the Library (Wi-Fi, Space, databases)	IS/AD		
Investigate the options for remote drop boxes or a satellite library in the community (north end).	SS/AD	2 tours will take place in November 2016 to investigate options for lending library concepts	
Implement a regular (weekly/monthly) Library column in Novi News/Patch.com.	AD	Ongoing	
Investigate more spotlights on the Library through Facebook, twitter, videos, podcasts; create 1 video/podcast per year that talks about library services for website	AD	Info graphics being investigated as of 7/16 – being used for Strategic Planning feedback sessions in November 2016	
Consider looking at needs not age of a patron – Are you new to the web, reading interests, downloading, E-books, Large Print, computers for marketing programs, services, collections, resources, technology	IS/AD		
Increase amount of library card holders in each Novi subdivision by 10% over the next 5 years based on geo-mapping data	AD		
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs.	IS/IT	New Electronic Services Librarian; Info graphics; Electronic Services Librarian attended Social Media Strategy workshop	6/16; 9/16
Implement the 1,000 Books Before Kindergarten program; choose 100 book titles; purchase books for Novi Preschool; augment library's collection with the same titles; sticker 100 books for easy identification; create book list brochure; purchase prizes to be given for every 100 books read; coordinate for prize distribution at preschool; determine number of parties to host when program is completed; purchase books for patrons choosing – label and add to collection.	IS	Kick-off Literacy event 8/27; Open House at ECEC 8/31; 100 book titles chosen and purchased for both preschool and in-house, books have been stickered, book list brochure done, prizes purchased and set up in staff area for quick access, photo booth set up for kids and parents to use when they finish each 100, this will be added to the website and/or social media.	8/16; 9/16
Provide weekly Story Times for the students of the new Novi Community Preschool; planned story time visits to the Novi Community Preschool; acquire any duplicate materials needed to present at a second location; assist the preschool director with planning a schedule that works for them and the library; develop a relationship with the students that fosters a strong and lasting relationship with me/the library.	IS	Working on developing a schedule to fit the needs of the school with the current staff hours available.	9/16
Seek out information from local area Story Time locations by visiting Downtown Farmington, Farmington Hills, Northville,	IS		

South Lyon and Plymouth Libraries' Story Times. Increase Outreach library card ownership at Waltonwood, Brookdale Living and the Meadowbrook Activity Center by 5% by holding library card sign-up events at those facilities and any other available means.	IS	Ordered white and black tote bags to use as giveaways; sent flyers marketing the event with Outreach staff and to Activities Directors; Increased Outreach library card ownership by over 10%.	9/16
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<b>Goal #5</b>			
<b>Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate adding more staff/resources to dedicate to teen population based on outcomes/needs from the Teen Space pilot program (programming/outreach)	IS/AD	Teen Space Monitor employed permanent part-time from September to June	15/16
Investigate installing an electronic sign at 10 Mile to advertise library programs.	AD		
Complete the Support Services Department Training Manual and the corresponding training videos to be used for future new hires to the department and to complete a retraining program for existing staff.	SS		
Take part in the Policy Review Committee. Review current policies, take part in individual department meetings to discuss policies with library staff, report back to committee edits/changes/new language. Present changes to Library Board Committee for consideration of adoption. Must participate in 3 committee planning meetings and edit policies related to specific departments. Present revised policies to staff once Board approves.	AD/SS/IS/F/IT	Held meeting with IT staff to review/discuss current policies.	9/16
Identify and evaluate the programming needs of the Information Services Department; review current programming (summer/fall); meet with each staff member to discover the types of programs they do, what they want to see the library do for programs, and the best ways to implement these changes, this would	IS	Implemented a program proposal form for staff to help facilitate the best placement of programs on the calendar and to determine the need for the program; will continue to analyze throughout this next Engage cycle	9/16

include filtering program ideas from staff.			
Participate in the Customer Service Committee by attending 3 of 4 quarterly meetings; monitor progress of department goals related to customer service and reports status to department members; provide a final presentation to the Library Board in July 2017 on obstacles and successes.	AD/IS/SS/F/IT	Meeting held 9/15 to discuss the progress of each department's goals.	9/16
Manage project and create procedure where selectors of the fiction, mystery, and audiobook collects move toward consistency in author placement across all collections.	IS	Sharing authors in various genre's among selectors	9/16

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

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

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

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



10/11/2016 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 09/30/2016									
% Fiscal Year Completed: 25.21									
		END BALANCE	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	SEPT 2016	09/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268									
Dept 000.00-treasury									
<b>Property tax revenue</b>									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,461,558.07	2,522,777.00	2,536,929.51	0.00	0.00	2,536,929.51	(14,152.51)	100.56
268-000.00-403.001	Property Tax Revenue- County Chgbacs	294.61	(21,000.00)	0.00	457.56	161.17	618.73	(21,618.73)	(2.95)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	15,558.00	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(214.67)	(220.00)	(217.02)	0.00	0.00	(217.02)	(2.98)	98.65
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(4,846.69)	(5,100.00)	0.00	0.00	0.00	0.00	(5,100.00)	0.00
Property tax revenue		2,472,349.32	2,491,457.00	2,536,712.49	457.56	161.17	2,537,331.22	(45,874.22)	101.84
<b>State sources</b>									
268-000.00-567.000	State aid	34,495.52	29,000.00	0.00	18,225.12	0.00	18,225.12	10,774.88	62.85
State sources		34,495.52	29,000.00	0.00	18,225.12	0.00	18,225.12	10,774.88	62.85
<b>Fines and forfeitures</b>									
268-000.00-657.000	Library book fines	66,886.35	70,000.00	5,078.43	7,241.10	4,741.02	17,060.55	52,939.45	24.37
268-000.00-658.000	State penal fines	111,926.44	83,000.00	0.00	117,150.58	0.00	117,150.58	(34,150.58)	141.15
Fines and forfeitures		178,812.79	153,000.00	5,078.43	124,391.68	4,741.02	134,211.13	18,788.87	87.72
<b>Interest income</b>									
268-000.00-664.000	Interest on investments	41,574.64	30,000.00	2,690.75	2,919.13	0.00	5,609.88	24,390.12	18.70
268-000.00-664.500	Unrealized gain (loss) on investments	23,055.12	0.00	(103.16)	(4,199.64)	0.00	(4,302.80)	4,302.80	100.00
Interest income		64,629.76	30,000.00	2,587.59	(1,280.51)	0.00	1,307.08	28,692.92	4.36
<b>Other revenue</b>									
268-000.00-665.000	Miscellaneous income	15,020.65	16,500.00	1,151.48	1,278.62	1,750.78	4,180.88	12,319.12	25.34
268-000.00-665.100	Copier	2,727.08	2,200.00	160.85	197.07	179.20	537.12	1,662.88	24.41
268-000.00-665.200	Electronic media (previously VHS)	217.50	200.00	17.00	0.00	0.00	17.00	183.00	8.50
268-000.00-665.266	Summer reading t-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	35,193.65	32,000.00	3,056.21	5,284.19	2,522.64	10,863.04	21,136.96	33.95
268-000.00-665.404	Novi Township assessment	6,154.00	6,369.00	6,197.00	0.00	0.00	6,197.00	172.00	97.30
268-000.00-665.650	Library Cafe	5,658.29	5,000.00	408.61	367.29	329.20	1,105.10	3,894.90	22.10
Other revenue		65,102.34	65,269.00	10,991.15	7,127.17	4,781.82	22,900.14	42,368.86	35.09
<b>Donations</b>									
268-000.00-665.289	Adult programs	4,267.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.400	Gifts and donations	5,205.32	6,000.00	0.25	3.47	0.40	4.12	5,995.88	0.07
Donations		9,472.65	6,000.00	0.25	3.47	0.40	4.12	5,995.88	0.07

		END BALANCE	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	SEPT 2016	09/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
<b>Personnel services</b>									
268-000.00-704.000	Permanent salaries	848,742.23	805,000.00	37,262.97	61,653.78	92,480.68	191,397.43	613,602.57	23.78
268-000.00-704.200	Wages - Stipend	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.250	Final Payout	18,963.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	552,249.03	661,000.00	23,713.78	42,281.89	63,933.68	129,929.35	531,070.65	19.66
268-000.00-715.000	Social security	106,814.50	112,200.00	4,520.29	7,683.57	11,690.68	23,894.54	88,305.46	21.30
268-000.00-716.000	Insurance	224,763.56	217,000.00	18,343.53	17,649.19	20,237.57	56,230.29	160,769.71	25.91
268-000.00-716.200	HSA - employer contribution	998.21	1,500.00	0.00	243.75	162.50	406.25	1,093.75	27.08
268-000.00-716.999	Insurance - Employee Reimbursement	(41,734.26)	(43,400.00)	(1,894.65)	(3,627.18)	(3,519.86)	(9,041.69)	(34,358.31)	20.83
268-000.00-718.000	Pension - DB Normal Cost	14,112.00	0.00	1,121.00	1,121.00	1,121.00	3,363.00	(3,363.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(17,097.72)	0.00	(1,252.38)	(1,252.38)	(1,252.38)	(3,757.14)	3,757.14	100.00
268-000.00-718.200	Pension - defined contribution	24,086.16	26,400.00	1,430.17	2,413.27	3,551.22	7,394.66	19,005.34	28.01
268-000.00-719.000	Unemployment insurance	1,295.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	1,948.58	4,300.00	204.00	191.02	286.97	681.99	3,618.01	15.86
Personnel services		1,745,140.90	1,784,000.00	83,448.71	128,357.91	188,692.06	400,498.68	1,383,501.32	22.45
<b>Supplies</b>									
268-000.00-727.000	Office supplies	19,615.69	23,000.00	3,206.77	1,173.51	188.38	4,568.66	18,431.34	19.86
268-000.00-728.000	Supplies - Postage	623.79	700.00	1.93	63.78	0.00	65.71	634.29	9.39
268-000.00-734.000	Computer supplies, software & licensing	66,110.20	82,000.00	7,319.29	66.91	4,909.00	12,295.20	69,704.80	14.99
268-000.00-734.500	Computer supplies/equipment	29,899.05	60,000.00	3,233.44	1,706.25	1,000.71	5,940.40	54,059.60	9.90
268-000.00-740.000	Operating supplies	18,702.42	30,000.00	938.23	2,630.00	789.88	4,358.11	25,641.89	14.53
268-000.00-740.010	Gift and donations expense	1,199.04	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	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-741.000	Supplies - Uniforms	134.95	300.00	0.00	0.00	139.00	139.00	161.00	46.33
268-000.00-742.000	Library books	174,336.21	190,000.00	12,432.85	10,909.46	9,905.69	33,248.00	156,752.00	17.50
268-000.00-742.100	Library Book - Fines	779.42	1,000.00	40.00	344.68	9.95	394.63	605.37	39.46
268-000.00-743.000	Library periodicals	20,297.83	23,800.00	182.00	0.00	0.00	182.00	23,618.00	0.76
268-000.00-744.000	Audio visual materials	67,548.99	76,000.00	9,731.41	10,731.67	1,205.63	21,668.71	54,331.29	28.51
268-000.00-745.200	Electronic media	44,507.93	51,000.00	5,100.31	3,767.74	761.68	9,629.73	41,370.27	18.88
268-000.00-745.300	Electronic resources (CD rom materials)	50,362.92	60,000.00	38,982.40	2,554.00	1,690.00	43,226.40	16,773.60	72.04
Supplies		494,118.44	601,300.00	81,168.63	33,948.00	20,599.92	135,716.55	465,583.45	22.57

		END BALANCE	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	SEPT 2016	09/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-802.100	Bank Service Charges	3,112.49	4,800.00	42.00	228.47	216.22	486.69	4,313.31	10.14
268-000.00-803.000	Independent audit	665.00	700.00	0.00	0.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	1,286.00	1,500.00	0.00	252.00	0.00	252.00	1,248.00	16.80
268-000.00-806.000	Legal fees	4,230.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-808.000	Rubbish	0.00	0.00	98.72	98.72	0.00	197.44	(197.44)	100.00
268-000.00-809.000	Memberships and dues	4,331.00	5,000.00	2,676.07	550.00	0.00	3,226.07	1,773.93	64.52
268-000.00-816.000	Professional services	2,356.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-817.000	Custodial services	46,800.00	46,800.00	3,900.00	3,900.00	0.00	7,800.00	39,000.00	16.67
268-000.00-818.000	TLN Central Services	3,995.00	4,500.00	0.00	0.00	0.00	0.00	4,500.00	0.00
268-000.00-851.000	Telephone	12,932.05	11,500.00	865.68	262.64	435.74	1,564.06	9,935.94	13.60
268-000.00-855.000	TLN Automation Services	52,801.04	61,000.00	12,261.46	0.00	0.00	12,261.46	48,738.54	20.10
268-000.00-861.000	Gasoline and oil	125.07	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-862.000	Mileage	184.61	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-880.000	Community promotion	9,065.00	20,000.00	1,205.88	1,145.09	631.86	2,982.83	17,017.17	14.91
268-000.00-880.268	Library programming	17,495.94	22,500.00	2,600.13	826.47	671.66	4,098.26	18,401.74	18.21
268-000.00-880.271	Adult programs	2,640.19	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	27,533.58	29,500.00	1,126.26	769.39	137.41	2,033.06	27,466.94	6.89
268-000.00-910.000	Property & liability insurance	13,464.00	14,800.00	13,222.00	0.00	0.00	13,222.00	1,578.00	89.34
268-000.00-921.000	Heat	8,483.52	11,500.00	130.81	96.90	133.57	361.28	11,138.72	3.14
268-000.00-922.000	Electricity	95,236.64	106,000.00	9,612.31	9,460.52	9,368.68	28,441.51	77,558.49	26.83
268-000.00-923.000	Water and sewer	9,477.30	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
268-000.00-934.000	Building maintenance	47,114.55	100,000.00	5,147.89	2,718.36	2,086.20	9,952.45	90,047.55	9.95
268-000.00-935.000	Vehicle maintenance	215.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-941.000	Grounds maintenance	51,558.43	33,000.00	55.00	55.00	0.00	110.00	32,890.00	0.33
268-000.00-942.000	Office equipment lease	14,734.88	15,000.00	999.00	1,379.13	0.00	2,378.13	12,621.87	15.85
268-000.00-942.100	Records storage	251.09	300.00	31.64	15.69	22.18	69.51	230.49	23.17
268-000.00-956.000	Conferences and workshops	10,577.11	13,500.00	899.00	1,288.64	70.36	2,258.00	11,242.00	16.73
Other services and charges		441,035.58	523,700.00	54,906.15	23,047.02	13,773.88	91,727.05	431,972.95	17.52

		END BALANCE	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	SEPT 2016	09/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Transfers out		40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay									
268-000.00-976.000	Building improvements	4,784.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	53,400.00	0.00	0.00	0.00	0.00	53,400.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	54,619.88	56,000.00	26,267.40	0.00	12,392.20	38,659.60	34,840.40	52.60
268-000.00-990.000	Furniture	9,475.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		68,880.34	109,400.00	26,267.40	0.00	12,392.20	38,659.60	88,240.40	30.46
Net - Dept 000.00-treasury		35,687.12	(243,674.00)	2,309,579.02	(36,428.44)	(225,773.65)	2,047,376.93	(2,308,550.93)	
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES		2,824,862.38	2,774,726.00	2,555,369.91	148,924.49	9,684.41	2,713,978.81	60,747.19	(783.91)
TOTAL EXPENDITURES		2,789,175.26	3,018,400.00	245,790.89	185,352.93	235,458.06	666,601.88	2,369,298.12	(783.91)
NET OF REVENUES & EXPENDITURES		35,687.12	(243,674.00)	2,309,579.02	(36,428.44)	(225,773.65)	2,047,376.93	(2,308,550.93)	(783.91)

**269 - Library Contributed Funds - Revenues & Expenditures  
2016-2017 Budget (Amended 9/21/2016)**

<b>Revenues</b>		<b>Year End (6/30/16)</b>	<b>2016-2017 Approved</b>	<b>2016-2017 Amended</b>	<b>Notes</b>
664.000	Interest on Investments	26,726.32	15,000.00	15,000.00	
664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00	
<b>Interest Income</b>		<b>44,778.24</b>	<b>20,000.00</b>	<b>20,000.00</b>	
<b>Donations</b>					
665.230	Collections/Materials Revenue	461.35	2,000.00	2,000.00	
665.231	Buildings/Ground/Furniture Revenue	5,150.71	2,000.00	2,000.00	
665.232	Programming Revenue	18,387.46	2,000.00	2,000.00	
	<b>Raising a Reader in Novi Sponsors</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>Friends/VIBE/Novi Rotary</b>
665.233	Technology Library Revenue	409.00	500.00	500.00	
665.234	Undesignated Misc. Donations	3,212.09	500.00	500.00	
<b>TOTAL</b>		<b>\$27,620.61</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	
<b>TOTAL Revenues</b>		<b>72,398.85</b>	<b>32,000.00</b>	<b>32,000.00</b>	
<b>Expenditures</b>					
742.230	Collections/Materials Expenditures	187.13	5,000.00	5,000.00	
742.231	Buildings/Ground/Furniture Exp	6,672.11	18,000.00	-	
742.232	Programming Expenditures	16,344.22	3,000.00	3,000.00	
742.233	Technology Library Expenditures	965.00	4,000.00	4,000.00	
	<b>Automated Lending Library</b>			-	<b>Not Approved \$45,000</b>
742.234	Undesignated Misc. Expenditures	6,023.03	2,000.00	-	
	<b>Staff Recognition</b>		-	<b>1,000.00</b>	<b>Appreciation lunch/awards</b>
<b>TOTAL</b>		<b>30,191.49</b>	<b>32,000.00</b>	<b>13,000.00</b>	
<b>TOTAL Expenditures</b>		<b>30,191.49</b>	<b>\$32,000.00</b>	<b>13,000.00</b>	
	Beginning Fund Balance Yr. End		1,629,605.26	1,671,812.62	
	Revenues	72,398.85	32,000.00	32,000.00	
	Expenditures	30,191.49	32,000.00	(13,000.00)	
	NET Revenues vs. Expenditures	42,207.36	0.00	19,000.00	
	Beginning Fund Balance	1,629,605.26			
	Net of Rev/Exp 2015/2016				
<b>Amended 9/21/2016</b>	Ending Fund Balance Expected	<b>\$1,671,812.62</b>	<b>\$1,629,605.26</b>	<b>\$1,690,812.62</b>	

		END BALANCE	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	SEPT 2016	09/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Interest income									
269-000.00-664.000	Interest on investments	26,726.32	15,000.00	2,429.12	2,723.64	0.00	5,152.76	9,847.24	34.35
269-000.00-664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	(93.10)	(3,918.39)	0.00	(4,011.49)	9,011.49	(80.23)
Interest income									
		44,778.24	20,000.00	2,336.02	(1,194.75)	0.00	1,141.27	18,858.73	5.71
Donations									
269-000.00-665.230	Collections/Materials Revenue	461.35	0.00	50.00	0.00	50.00	100.00	(100.00)	100.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	5,150.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.232	Programming Revenue	18,387.46	0.00	1,250.00	6,646.93	2,610.89	10,507.82	(10,507.82)	100.00
269-000.00-665.233	Technology Library Revenue	409.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,212.09	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0.00
Donations									
		27,620.61	12,000.00	1,300.00	6,646.93	2,660.89	10,607.82	1,392.18	88.40
Supplies									
269-000.00-742.230	Collections/Materials Expense	187.13	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	6,672.11	18,000.00	0.00	0.00	111.53	111.53	17,888.47	0.62
269-000.00-742.232	Programming Expense	16,344.22	3,000.00	0.00	866.98	2,301.48	3,168.46	(168.46)	105.62
269-000.00-742.233	Technology Library Expense	965.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
269-000.00-742.234	Undesignated Misc	6,023.03	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
Supplies									
		30,191.49	32,000.00	0.00	866.98	2,413.01	3,279.99	28,720.01	10.25
Net - Dept 000.00-treasury									
		42,207.36	0.00	3,636.02	4,585.20	247.88	8,469.10	(8,469.10)	
Fund 269 - LIBRARY CONTRIBUTION 269:									
TOTAL REVENUES									
		72,398.85	32,000.00	3,636.02	5,452.18	2,660.89	11,749.09	20,250.91	100.00
TOTAL EXPENDITURES									
		30,191.49	32,000.00	0.00	866.98	2,413.01	3,279.99	28,720.01	100.00
NET OF REVENUES & EXPENDITURES									
		42,207.36	0.00	3,636.02	4,585.20	247.88	8,469.10	(8,469.10)	100.00
TOTAL REVENUES - ALL FUNDS									
		2,897,261.23	2,806,726.00	2,559,005.93	154,376.67	12,345.30	2,725,727.90	80,998.10	
TOTAL EXPENDITURES - ALL FUNDS									
		2,819,366.75	3,050,400.00	245,790.89	186,219.91	237,871.07	669,881.87	2,398,018.13	
NET OF REVENUES & EXPENDITURES									
		77,894.48	(243,674.00)	2,313,215.04	(31,843.24)	(225,525.77)	2,055,846.03	(2,317,020.03)	

10/11/2016	BALANCE SHEET FOR CITY OF NOVI	
	As of 09/30/2016	
GL Number	Description	Balance
-----		
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	524,391.09
268-000.00-017.000	Investments - Pooled	3,267,727.37
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	73,766.70
	Total Assets	3,866,385.16
*** Liabilities ***		
268-000.00-202.000	Accounts payable	46,804.27
268-000.00-215.200	Unemployment insurance liability	2,590.40
268-000.00-236.000	Sales tax payable	3.42
268-000.00-259.702	Accrued liabilities-tax	14,000.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	63,898.09
*** Fund Balance ***		
268-000.00-390.000	Fund balance	1,755,110.14
	Total Fund Balance	1,755,110.14
	Beginning Fund Balance	1,755,110.14
	Net of Revenues VS Expenditures	2,047,376.93
	Ending Fund Balance	3,802,487.07
	Total Liabilities And Fund Balance	3,866,385.16

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	31,087.23
269-000.00-017.000	Investments - Pooled	1,649,341.51
	Total Assets	1,680,428.74
*** Liabilities ***		
269-000.00-202.000	Accounts payable	147.02
	Total Liabilities	147.02
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,562,697.29
269-000.00-390.230	Fund Balance Collections/Materials	34,468.23
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,054.29
269-000.00-390.232	Fund Balance Programming	16,343.76
269-000.00-390.233	Fund BalanceTechnology Library	6,249.05
	Total Fund Balance	1,671,812.62
	Beginning Fund Balance	1,671,812.62
	Net of Revenues VS Expenditures	8,469.10
	Ending Fund Balance	1,680,281.72
	Total Liabilities And Fund Balance	1,680,428.74



**Director's Report by Julie Farkas**

**Email notification to Library Board on September 29, 2016:**

Library Board Members-

I made a mistake in reporting the numbers to you at the September Board meeting on Wednesday, September 21<sup>st</sup>, when we were discussing the closure of December 23<sup>rd</sup>. I had reported that the library saw an average of 4-500 visits on that day over the years reported. When we calculate numbers at the library we take a total number and divide it by 2 noting a person entering/exiting the building. Over the years when I have received the numbers from Barb in IT I have divided that number. Turns out the number had already been divided when Barb was giving me the number and therefore, I was reporting a number ½ of the actual.

Below is a chart of the December 23<sup>rd</sup> dates that have been recorded since 2010 and they are significantly higher than my number I shared with you last week (they are doubled).

December 23 Library Usage			
Year	Total	Hours Open	Day
2010	1,026	11	Thursday
2011	985	7	Friday
2012	969	5	Sunday
2013	950	11	Monday
2014	973	11	Tuesday
2015	1,201	11	Wednesday

**My recommendation is to keep the library open on December 23<sup>rd</sup> for 2017 as we do not have a Saturday date to compare from past years as well as the numbers being much higher than originally thought.**

In order to give the City of Novi notice of this change, I do need an email vote from the Board Members for this matter.

Please send me your vote by Sunday, October 2<sup>nd</sup>: Indicate YES or NO  
I will report the results on Monday.

YES – Keep the Library OPEN on December 23<sup>rd</sup>, 2017

NO – Close the Library on December 23<sup>rd</sup>, 2017

I apologize for this error and appreciate your urgency to move forward with this decision in order to reflect the City of Novi Calendar for 2017.

**Renewal Rates at 1-Year Expiration**

There was a request for information on renewal rates of library cards. Below is information provided based on 2015 for 3 months.

May 2015      37.6%  
June 2015     39.4%  
July 2015     34.6%  
**Average      37.2%**

**Answer to Question from Library Board Regarding Library Investments**

**From:** Johnson, Carl [<mailto:cjohnson@cityofnovi.org>]

**Sent:** Thursday, September 22, 2016 10:56 AM

**Subject:** RE: Library Investments

All investments for the entire city are pooled together and all funds share in the return. Prior to 6/30/15 individual funds made individual investments and the returns were lower. The library fund had an approximate return of 1.9% for the year ended 6/30/15 and 3.4% for the year ended 6/30/16.

**Read Box Usage for May 2016-October 2016 by Elizabeth Kopko (Outreach Supervisor)**

It is always a sad day for us when we clean out the Read Boxes but as of today they are empty. We had a very good summer we put in a total of 1,421 books, 1,237 youth and 184 adult books. Thanks to all of my staff for our weekly trips to fill them up for all of the park visitors.

**2017/2018 Budget Sessions (Revised)**

Saturday, January 7<sup>th</sup> (8:00am – 2:00pm) -- East Meeting Room

Saturday, February 4<sup>th</sup> (8:00-12:00pm ) – East Meeting Room

At the February 4<sup>th</sup> meeting I will recommend to have the budget approved based on the city's timelines. I hope all board members can attend these meetings.

**Request from Café Owner**

**From:** Gary [<mailto:gbqgbqbjj@netzero.net>]

**Sent:** Monday, October 03, 2016 5:13 PM

**Subject:** Re: Insurance on the Cafe

R policy is in effect and paid on the fifth of every month. It is on going . Will send u something.

Also would like u to check on two things w your board.

1. Would like to adjust Sunday hours only From 12-500 to 1230-430 not getting any patrons right when library opens nor near end of day.

2. Over at least the last three years, there are very few patrons that come to the library on Fri after Thanksgiving. Never sure why the library is open that day. In each of the last several years we have stayed open for 5 hours 1130-430 and avg less then 20\$ in sales for the day. We see no reason to be open. Very few patrons, no school, biggest shopping day of the year, and we lose money. We would like to close on Friday. Reopen reg time on sat . It's no different then when the library closes wed early because the library knows patrons are not going to attend the nite before Thanksgiving .

Thx Gary

**Out and About in Novi/Library Profession:**

Novi Rotary: 9/22, 9/29, 10/13  
Youth Assistance Mtgs.: 9/23, 10/4  
City of Novi In-Service: 9/23  
City of Novi Leadership Mtgs.: 10/4  
Oakland Schools mtg. re: library card project 9/25  
All Staff Mtgs.: 9/26, 9/27  
Novi School 5<sup>th</sup> Grade Tour: 9/26  
Business Blender event at Library: 9/27  
Tree Planting mtg.: 9/27  
Library Parking Lot Resurfacing mtg.: 9/28  
TLN Book Discussion: 9/29  
PAASN monthly mtg.: 9/28  
Energy Efficiency mtg. w/DTE: 9/29  
Media Specialists Breakfast: 10/3  
Large Print Ribbon Cutting: 10/3  
ERC follow-up mtg.: 10/3  
DTE follow-up mtg.: 10/4  
Diversity Day event: 10/4  
Neighborhood Library Assoc. mtg.: 10/5  
Authors LIVE event at Fox Run: 10/12  
Fire drill and debriefing w/NFD: 10/13  
Bioswale/Eagle Scout project mtg.: 10/16

**Energy Reduction Coalition email follow-up**

Email received: October 4, 2016  
Re: Novi Library Lighting Conversion

Dear Friends,

First I would like to thank all of you who were able to attend Monday's meeting for giving me and Mike Jones so much of your time and attention. It was a pleasure answering your questions and presenting the ERC program for conversion to LED lighting.

I would also like to invite those of you who could not attend to call me on my cell phone at any time if you would like to ask questions or hear my presentation of the ERC program.

I look forward to working with Tom on reviewing and fine tuning the contract.  
Yours for a brighter, more energy efficient future,

**Robert R. Florka**  
**Chief Operating Officer**  
Energy Reduction Coalition

1407 Allen Drive Ste J  
Troy, Michigan 48083-4009  
Office: 248-481-4194  
Cell: 248-703-1630  
Email [Robert.Florka@ERC-LED.org](mailto:Robert.Florka@ERC-LED.org)

# What NOVI PUBLIC LIBRARY can do for you

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FREE INTERNET ACCESS

## TEMPORARY LIBRARY CARD

**68%** of Americans have a library card

Sign up for your library card by October 31, 2016 for \_\_\_\_\_.

Name: \_\_\_\_\_

## **City of Novi In-Service Reports from Staff Attending on Friday, September 23, 2016**

### **From April Stevenson (Head of Info Services):**

I really enjoyed the keynote speaker; Ken Wasco of Gordon Food Service. His presentation was "Making a Difference the IT Factor." He also wrote a book, "Live Like You Mean It."

Ken had a lot of inspiring information. He explained that the customer experience is a relationship between two people that creates a sustainable market advantage. You should use your human energy to make your passion for what you do contagious to others and be actively engaged in what you do. The more positively energized we feel the more we will accomplish.

It was interesting to learn that 89% of customers stop doing business with a company because of bad customer service. However, 86% of customers will pay more (up to 25% more) for great customer service.

Customers value:

A genuine personal greeting, a smiling face, staff staying available, they want to be liked, and be taken care of by a team that likes each other.

If you are not bringing positive into work then you are bringing negative.

Energy + Team + Enthusiasm + Customers + It = Success. What matters is how many lives you touch. You need to be willing to work with everyone including those that are not like you.

He also spoke about personality types; A, B, C. Understand who your co-workers are and communication will improve.

Lastly, it was good to hear from Pete Auger some of the new developments that are coming in the city.

### **From Maryann Zurmuehlen (Head of Support Services):**

I really enjoyed Ken Wasco's presentation. I liked how he laid out "Human Energy" and that "the more positively energized we feel, the more capacity we have to accomplish good work. So we find that when leaders concentrate on creating a positive energy workplace, the result is not only better work, but higher" human energy and willingness to work. I couldn't write everything word-for-word down from his power point presentation because he moved so quickly, but I wrote down most of his quote on Human Energy. I think that is true for most work environments too. I also liked how he recommended talking to As or Bs, either beginning on a more personal note and moving toward the work aspect (Bs) or vice versa (As). Most importantly, he made the point that we can't minimize people because of their perspective or opinion. We may not always agree with those we work with, but it is a sign of respect and professionalism to at least respect their opinions too. Overall, it was a good morning.

### **From Donna Pace (Support Services Clerk):**

I appreciated the opportunity to attend the City of Novi's In-Service last Friday.

First of all, I enjoyed the Human Bingo icebreaker. It provided a nice segue into the speaker's segment. I was impressed, energized and motivated by Ken Wasco, even though he claimed he is not a motivational speaker. His message, that You are the IT factor was valuable in encouraging us to look at ourselves and honor ourselves. We have control over what type of attitude we bring to the workplace. Whether it is positive or negative, it is still contagious. If you

are not bringing positive energy into work, you are bringing negative energy. I like his message that if you are in charge of you, you are a leader. He urged us to become initiators vs. reactors. (Dale Carnegie said 1 out of 10 people we meet are initiators, the rest are reactors.) He said success has to do with how people treat each other. We must realize how important we are in this equation. We must learn how to work with everyone, not just those who are like us. I enjoyed the test he gave to determine what type we are; A – left brain, B – right brain, C – whole brain. In illustrating the different types, we gained a clear picture of each type's attributes. There is some overlap in the types, and in looking at where we overlap, we can get in sync with those opposite us in order to be able to work together. "Become a bit of an initiator, get to know people and become You, the Experience. The IT factor is You!" I believe Mr. Wasco was successful in getting us to look at ourselves to see where we can improve in bringing our positive human energy to the workplace.

Normally, the thought of listening to someone for 2 hours would be daunting, but this was a great experience. He certainly brought his positive energy to the event.

I also enjoyed the information shared at the end of the session about all the new areas being developed within the City of Novi.

**From Eva Sabolcik (Support Services Clerk):**

I think the biggest thing I gained from Ken's talk was the idea that you are the person who has to motivate you. People can say things to try and motivate you from the outside, but until you're ready to hear it, how much is it really going to impact you? No one else can be in the driver's seat of your perspective, on life, work, or your definition of success. Bringing your best self to each part of your life is ultimately your responsibility, and when you shine, it can affect others in a positive manner. That may not always work or be possible each and every day, but if you do it often enough it can add up, both in your interaction with customers and with your co-workers.

Additionally, no one can try to tell you you're ready to hear those words that make an impact. They have not had the experience that makes you who you are. Wherever you are on that path is a culmination of everything you've lived through, that just keeps on building your whole life. It's dynamic! No one should be judging when a person should be hearing that impact statement in their life. It will happen for everyone in their own time. Up until that point, we should show compassion and understanding. Once they've passed that point, we should be encouraging of that spark. People want to be treated with decency and respect, and they deserve that opportunity whether they've found their inner motivation or not.

**From Bill Bembeneck (Facilities):**

A nice breakfast was laid out as I arrived for the retreat. We introduced ourselves to each other through "getting to know you Bingo" and like horse shoes, I was close but no bingo. A right-brained motivational speaker (I did not write down his name) took center stage for about two hours. He was a self proclaimed introvert but was very energetic in his presentation. Having done more than six thousand of these talks over the past twenty five years, the man knew his topic. He suspected that all in attendance had a "pivotal moment" which occurred at a point in history, providing clear direction. He shared his pivotal moment with us. I would summarize the theme of his talk with this statement: "You are a unique and important individual, now go out and energetically encourage someone else".

For me, the high point of his presentation was the right brain, left brain scenario. We tested to see if we could determine which side was mostly used. I tested out as more of a left brain user. This is a tool to help us communicate better with those around us. His talk was filled with comical

examples to impress his point on us. I thought he spoke somewhat negatively of left brained people. Then, he shared his personal story of a family vacation trip to Orlando, Florida and the potential tragedy if his left brained wife had not prepared in advance to secure a rental car and hotel accommodations.

All good things must come to an end and our motivational speaker gave way to Pete who shared some building projects scheduled to begin in Novi in 2017. We walked out to what appeared to be a nice lunch for the part two people.

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

Updates 09-01-2016 through 09-30-2016

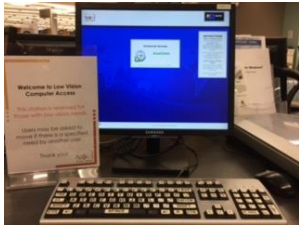
1. 65 IT Help Desk tickets were closed.
2. Dominic Doot held 1 Basic Photo Editing (GIMP) session, 2 Transfer VHS to DVD sessions and 2 3D Printer sessions. Topics requested during the 8 Tech Times included: internet/email, iPad/OverDrive, downloading audio books, VHS to DVD transfer, designing 3D models with Tinkercad and scanning/cropping photos for email.
3. Dominic Doot demonstrated how to use the Kinect 3D scanner to capture a full-color 3D model of an object at each of the 3D Thursdays sessions. He explained how to use Tinkercad, which is an easy-to-use CAD software available on all workstations, to create a 3D file for printing from the 3D scan.



4. Thanks to "The Friends", the Story Time Room has been updated with an Apple TV and iPad which uses apps created specifically for tablets that are displayed on the 50" monitor during Story Time. These apps create multiple interactive elements to enhance the written word and target the five practices of pre-/early-literacy of reading, writing, singing, talking and playing. "The Friends" also purchased a state-of-the art laptop for use in the Youth Activity Room – THANK YOU!

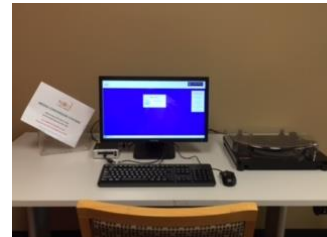


5. An upgraded stand-by power option for our datacenter was installed which required three dedicated 30 AMP 220V circuits to also be installed in the server room.



6. The adaptive technology workstation was moved into a more visible public area.

7. We now have a device which allows patrons to transfer audio from vinyl records and cassette tapes to a digital format. The device features a simple click and capture software package that makes capturing audio simple. We've also added tagging and audio editing tools to the workstation, just in case your files need a little clean up.



8. Staff completed the training surveys that were then evaluated by Scott Rakestraw who completed planning the first three tech sessions: Publishing Class Exercises in the Computer Lab, Using the WordPress Content Management System for the Staff Wiki and Working with the Meeting Rooms' Audio-Visual Equipment.
9. Updated documentation for Youth systems and created instructions for staff on the use of the Apple TV on the new Staff wiki.
10. One of the meeting room microphone transmitters/receivers was repaired and returned to service.
11. The sensor failure on the AST hardware was resolved and it is operating normally once again.
12. New staff workstation hardware was prepped and is scheduled to be deployed in October.
13. Obtained quote for upgrading meeting room audio-visual equipment connections to HDMI.
14. One of the iPads used in the Youth Area failed and was replaced.
15. Resolved the issue of the library's Caller ID for outgoing calls being listed as "Unknown" or "Restricted". The Caller ID now states our main number, 1-248-349-0720, city and state.
16. Demonstrated possible programming ideas using virtual reality (VR) equipment. Research on the top systems for costs as well as the pros/cons of each is being conducted.
17. Routine tasks were completed: failed hardware was replaced, prepped servers for multiple Minecraft events; Windows updates were deployed; the internet filter received several definition updates; 24 patron assists for printing/copier/MS Office/PDFs questions and the Youth iPads were restored to their base image several times.



## **Facilities Report by Keith Perfect**

In the past month the Facilities Department has closed 29 Facilities tickets, 114 Meeting Room Requests and has updated 269 Periodic Maintenance tickets.

- The monthly fire extinguisher check/inspection has been completed and all are in good working order.
- The monthly boiler check/inspection has been completed and both boilers are operating as they should.
- The monthly emergency horn/strobe test was completed and all are in good working order.
- The monthly AED inspection/battery check has been completed and is showing sufficient charge.
- The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.
- The monthly study room window washing has been completed and all are squeaky clean.
- The weekly public workstation cleaning and sanitization has been performed. (4 times)
- The weekly urinal flush and deodorizer in all men's rooms has been performed.
- The monthly pop can return has been completed and funds were collected for break room supplies.
- The bi-weekly cleaning/dusting of the AST machine has been completed.
- Many light bulbs throughout the building have been changed.
- The weekly indoor plant care has been performed and all plants are still alive. (4 times)
- All high-traffic carpet has been cleaned.
- Numerous book shelf shifts were completed throughout the building.
- A video monitor has been installed on the Story Time room wall.
- Two new faucets were installed in the second floor women's restroom.
- The West lobby gate was repaired and is now working once again.
- The annual fireplace inspection has been completed and is now ready for use.
- All first-aid kits were replenished with supplies and checked for expired material.
- Many emergency light batteries have been replaced.

## Information Services Report by April Stevenson

~The Information Services Department put on 132 programs.

~ Mary Storch and members of the Outreach Team went to Waltonwood and the Meadowbrook Activity Center to celebrate Library Card Sign-up Month.

~Evan Smale attended the Alpena Book Festival; a full day event, the Festival includes panel discussions, author talks, meet and greets, and educational sessions.

~Kathleen Alberga set up a reading corner in the play area using a donated rocking chair painted red to match the race car and a small table with a chalkboard top and chairs.

~The Library hosted a table for Patriot Week, September 11-17. There were educational brochures, as well as, books that represented what each day of Patriot Week commemorates.

~The Library also hosted a table for Constitution week, September 18-23. This included educational brochures and an opportunity for students to submit an essay for a prize from the local chapter of the Daughters of the American Revolution.

~David Silberman attended the program: Social 101-Social Media Basics.

~ The NEW YA Fiction has been moved! It is now located on the new kiosk in Teen Stop in the center of the room. We would like to extend a THANK YOU to the Friends for purchasing this new display kiosk.



~The NEW Adult Biographies have been moved to the NEW for You Kiosk.

~Shannon O'Leary created Biography bibliography that will be updated every two months.

~We hosted a ribbon-cutting with Town & Country Eyecare to celebrate the moving of the Large Print collection to the first floor.

~We moved the Audiobook collection to the area where the Large Print were formally kept.

~The NEW Audiobooks have been moved to around the fireplace where the NEW Adult Biographies used to be kept.

~The Newbery collection was moved to the end of the Tween book collection.

~The Youth Graphic novels were moved to the area where the Newbery collection was formally kept.

~Lindsay Fricke and Erin Durrett attended the STEM and Inclusive Story Times Workshop.

~Mary Robinson attended the TLN Technology Forum

~David, Lindsay, and Evan attended a webinar on doing a comic-con event.

~Kathryn Bauss watched an Every Child Ready to Read webinar.

~David Silberman attended the TLN ILS RFP meeting.

~The Youth Staff hosted a Library Card Sign-up Month raffle @ the first floor information desk to encourage students to not only sign up for their library card, but to keep checking material out. We had 284 entries this year: K-4= 138 entries, 5&6= 65 entries, 7-12= 81 entries.

~Kathleen Alberga, Kathryn Bauss, April Stevenson, and Julie Farkas attended a meeting at the new Novi Preschool to discuss story time visits for the coming school year.

~Kathleen Alberga and April Stevenson attended a planning meeting at MSU Tollgate for the October Pumpkinfest program.

~Lindsay Fricke created Certificates of Appreciation for our teen volunteers recognizing their service for the 2015-2016 school year and summer.

~Lindsay Fricke created a marketing board for Teen Space. It has information on programs and volunteering, among other items.

~April Stevenson attended The Library of Michigan's New Director's Workshop.

~April Stevenson attended the City of Novi's In-Service Day presentation.

~April Stevenson attended the TLN Leader's Book Discussion on "The Five Dysfunctions of a Team" by Peter Lencioni with Julie Farkas.

~David Silberman and April Stevenson attended a webinar on new available items for the Library's mobile app.

~New ping pong paddles were purchased for Teen Space.

~Teen Space started back up with our Teen Space Monitor Yolanda Hockaday-Dennis.

~The Information Services Department welcomed two new Librarians, Sarah Bowman and Matt Kessler!

## **September Adult Programs & Displays**

In addition to our regularly scheduled programs we also offered:

- Gene Wilder Wednesdays
- How To Allocate Your 401K, 403b or 457 For Retirement
- All That Jazz With Chris Scarlett
- Stress, Hormones, & Health
- Ancestry 101
- Adult Coloring & Conversation and Zentangle
- Novi Concert Band
- Make Your Resume Work for You
- Our Adult Feature Display is celebrating Diversity and the upcoming Diversity Day Program
- First Floor Display case featured Back to School material
- Our second floor information desk display featured Banned Books information
- The audiobook display was back to school

## September Tween/Teen Programs & Displays

- SAT Diagnostic Test
- Maker Tween Club: Hack Your Notebook
- Banned Books Challenge and Movie
- Essay Coaching: Seven Secrets for Writing Standout College Essays
- The Teen Stop Display had back to school and high school students and frequently challenged YA books.

## September Youth Programs & Displays

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

- Grandparents Day Program
- Roald Dahl Movie Madness
- Mini Doodlers
- We highlighted the Raising a Reader program and books on reading in the Parenting Collection.
- Our Youth Non-Fiction/Biography Display is Science Experiments
- Our Youth Feature Display was Back to School
- Our Picture Book Displays included; grandparents, autumn & apples, pirates, bears
- Our first floor information desk display featured the Raising a Reader program



### September Raising a Reader Stats:

147 children have registered for the program.

11 have completed their first 100

1 has completed 200.

Support Service Report by Maryann Zurmuehlen (no report at this time)

Support Services Statistics 2016-2017													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	419	407	417										<b>1,243</b>
<b>Items checked out</b>	77,623	72,263	57,501										<b>207,387</b>
<b>Items borrowed</b>	5,348	5,226	4,579										<b>15,153</b>
<b>Items loaned</b>	4,633	5,029	4,285										<b>13,947</b>
<b>Read Boxes</b>	267	248	248										<b>763</b>
<b>MAP Checkouts</b>	24	30	9										<b>63</b>

	September 2016	September 2015		September 2016	September 2015
Library cards issued	417	401			
Total checkouts	57,501	62,846	READ Boxes	Adult 18	50
				Youth 230	195
Items borrowed	TLN 4,487	4,203		Total 248	245
	MeL 92	80			
	4,579	4,283			
Items loaned	TLN 4,210	4,636			
	MeL 75	79			
	4,285	4,715			

<b>Self-Check Totals 2016-17 Fiscal Year</b>									
	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
<b>Jul</b>	77,623	56.07%	43,527	8,895	6,634	5,395	7,916	13,049	1,638
<b>Aug</b>	72,263	56.95%	41,153	9,328	6,700	3,623	7,791	12,102	1,609
<b>Sep</b>	57,501	53.40%	30,706	7,407	4,967	3,040	5,464	8,732	1,096
<b>Oct</b>									
<b>Nov</b>									
<b>Dec</b>									
<b>Jan</b>									
<b>Feb</b>									
<b>Mar</b>									
<b>Apr</b>									
<b>May</b>									
<b>Jun</b>									
<b>FYTD</b>	<b>207,387</b>	<b>55.47%</b>	<b>115,386</b>	<b>25,630</b>	<b>18,301</b>	<b>12,058</b>	<b>21,171</b>	<b>33,883</b>	<b>4,343</b>

2015-2016 Fiscal Year					2016-2017 Fiscal Year						
	Monthly Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open
July	42,588	1,469	280	29	July	41,803	4,401	46,204	1,540	275	30
August	34,009	1,134	281	30	August	39,539	4,021	43,560	1,452	289	30
September	29,854	1,106	261	27	September	38,934	3,911	42,845	1,587	258	27
October	32,524	1,049	291	31	October			0	0	289	31
November	33,567	1,157	266	29	November			0	0	271	29
December	33,716	1,204	263	28	December			0	0	253	26
January	29,989	1,000	278	30	January			0	0	302	32
February	29,908	1,031	275	29	February			0	0	264	28
March	32,239	1,112	283	29	March			0	0	294	31
April	34,696	1,157	280	30	April			0	0	264	28
May	34,733	1,240	269	28	May			0	0	274	28
June	37,156	1,281	274	29	June			0	0	277	29
<b>FYTD Total</b>	<b>404,979</b>	<b>1,160</b>	<b>3,301</b>	<b>349</b>	<b>FYTD Total</b>	<b>120,276</b>	<b>12,333</b>	<b>132,609</b>	<b>1,524</b>	<b>3,310</b>	<b>349</b>

**Computer Logins**

2015-2016 Fiscal Year						2016-2017 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
<b>Jul</b>	3,794	74,618	5	78,417	2,704	<b>Jul</b>	3,364	86,571	1	89,936	2,998
<b>Aug</b>	3,607	73,816	6	77,429	2,581	<b>Aug</b>	3,873	84,255	1	88,129	2,938
<b>Sep</b>	3,047	72,714	1	75,762	2,806	<b>Sep</b>	3,098	83,276	1	86,375	3,098
<b>Oct</b>	3,278	71,625	1	74,904	2,416	<b>Oct</b>					
<b>Nov</b>	2,154	71,483	1	73,638	2,539	<b>Nov</b>					
<b>Dec</b>	2,532	69,924	1	72,457	2,588	<b>Dec</b>					
<b>Jan</b>	2,747	63,846	2	66,595	2,220	<b>Jan</b>					
<b>Feb</b>	2,639	68,165	5	70,809	2,442	<b>Feb</b>					
<b>Mar</b>	2,996	71,567	1	74,564	2,571	<b>Mar</b>					
<b>Apr</b>	2,763	72,856	2	75,621	2,521	<b>Apr</b>					
<b>May</b>	2,735	72,680	1	75,416	2,693	<b>May</b>					
<b>Jun</b>	3,274	76,245	0	79,519	2,742	<b>Jun</b>					
<b>FYTD</b>	<b>35,566</b>	<b>859,539</b>	<b>26</b>	<b>895,131</b>	<b>2,565</b>	<b>FYTD</b>	<b>10,335</b>	<b>254,102</b>	<b>3</b>	<b>264,440</b>	<b>3,040</b>



Early Literacy Workstation Usage							
2015-2016 Fiscal Year				2016-2017 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
<b>Jul</b>	1,505	37,569	24	<b>Jul</b>	1,202	25,840	21
<b>Aug</b>	1,416	35,537	25	<b>Aug</b>	1,211	26,145	21
<b>Sep</b>	953	20,433	21	<b>Sep</b>	844	16,616	19
<b>Oct</b>	938	19,497	20	<b>Oct</b>			
<b>Nov</b>	869	18,597	21	<b>Nov</b>			
<b>Dec</b>	841	17,415	20	<b>Dec</b>			
<b>Jan</b>	904	20,182	22	<b>Jan</b>			
<b>Feb</b>	866	18,705	21	<b>Feb</b>			
<b>Mar</b>	970	19,812	20	<b>Mar</b>			
<b>Apr</b>	1,047	19,812	20	<b>Apr</b>			
<b>May</b>	821	15,847	19	<b>May</b>			
<b>Jun</b>	932	15,847	19	<b>Jun</b>			
<b>FYTD</b>	12,062	259,253	21	<b>FYTD</b>	3,257	68,601	20

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

	Tech Time	eReader	VHS to DVD	iPad	Typing	Paint.NET	Zinio Magazines	Staff Training	3D Printing	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	5	1	2	2			1		1	2	14	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>0</b>			<b>3</b>		<b>8</b>	<b>2</b>		<b>22</b>
<b>Aug</b>	5	1	1	2				1	2	4	16	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>1</b>	<b>5</b>				<b>1</b>	<b>25</b>	<b>4</b>		<b>43</b>
<b>Sep</b>	5		2			1			1	3	12	
<i>patrons</i>	<b>5</b>		<b>2</b>			<b>5</b>			<b>5</b>	<b>3</b>		<b>20</b>
<b>Oct</b>												
<i>patrons</i>												
<b>Nov</b>												
<i>patrons</i>												
<b>Dec</b>												
<i>patrons</i>												
<b>Jan</b>												
<i>patrons</i>												
<b>Feb</b>												
<i>patrons</i>												
<b>Mar</b>												
<i>patrons</i>												
<b>Apr</b>												
<i>patrons</i>												
<b>May</b>												
<i>patrons</i>												
<b>Jun</b>												
<i>patrons</i>												
Sessions	15	2	5	4	0	1	1	1	4	9	42	
<i>Patrons</i>	<b>13</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>38</b>	<b>9</b>		<b>85</b>

2016-2017 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts	Active Learners	Completed Classes
<b>Jul</b>	2,193	224	848	18,796	49	0
<b>Aug</b>	2,131	200	619	19,247	35	0
<b>Sep</b>	1,747	183	673	17,701	53	1
<b>Oct</b>						
<b>Nov</b>						
<b>Dec</b>						
<b>Jan</b>						
<b>Feb</b>						
<b>Mar</b>						
<b>Apr</b>						
<b>May</b>						
<b>Jun</b>						
<b>FYTD</b>	<b>6,071</b>	<b>607</b>	<b>2,140</b>	<b>55,744</b>	<b>**</b>	<b>1</b>

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

2016-2017 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,020	1,238	4,258	99
Aug	2,960	1,325	4,285	111
Sep	2,611	1,071	3,682	76
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				
FYTD	8,591	3,635	12,226	283

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

<b>Meeting Room Rentals</b>					
<b>2015-16 Fiscal Year</b>			<b>2016-17 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>		<b>Rentals</b>	<b>Attendees</b>
<b>Jul</b>	21	522	<b>Jul</b>	29	755
<b>Aug</b>	47	996	<b>Aug</b>	41	1,224
<b>Sep</b>	46	960	<b>Sep</b>	41	1,284
<b>Oct</b>	40	738	<b>Oct</b>		
<b>Nov</b>	31	652	<b>Nov</b>		
<b>Dec</b>	26	425	<b>Dec</b>		
<b>Jan</b>	41	934	<b>Jan</b>		
<b>Feb</b>	43	796	<b>Feb</b>		
<b>Mar</b>	31	811	<b>Mar</b>		
<b>Apr</b>	38	1,125	<b>Apr</b>		
<b>May</b>	26	890	<b>May</b>		
<b>Jun</b>	41	1,249	<b>Jun</b>		
<b>FYTD</b>	<b>431</b>	<b>10,098</b>	<b>FYTD</b>	<b>111</b>	<b>3,263</b>

**Library App - 2016-17 Fiscal Year**

	<b>Number of Visits</b>	<b>Most Requested Webpages</b>		<b>Number of Visits</b>	<b>Most Requested Webpages</b>
<b>Jul</b>	42,461	1. Catalog	<b>Jan</b>		
		2. My Account			
		3. Zinio			
		4. OverDrive			
		5. Library Locator			
<b>Aug</b>	51,441	1. Catalog	<b>Feb</b>		
		2. My Account			
		3. Zinio			
		4. OverDrive			
		5. Library Locator			
<b>Sep</b>	45,985	1. Catalog	<b>Mar</b>		
		2. My Account			
		3. Zinio			
		4. OverDrive			
		5. Library Locator			
<b>Oct</b>			<b>Apr</b>		
<b>Nov</b>			<b>May</b>		
<b>Dec</b>			<b>Jun</b>		
			<b>Total</b>	<b>139,887</b>	

Friends of the Novi Library  
Meeting Minutes of September 14, 2016

I. Call to Order -- Sue Johnson, President at 7:02 p.m.

Present – Sandy Butler, Evelyn Cadicamo, Marcia Dominick, Sue Johnson, Vicky McLean, Carol Neumann, Evelyn Young. GUEST: Kathy Crawford.

Absent: Marilyn Amberger, Carol Bauer, Barb Brunett, Pat Brunett, Carol Hoffman.

Sue offered an apology for the confusion regarding Kaleidoscope data re Lessenberry presentation. Date is now firm – October 19<sup>th</sup>.

II. Minutes of August 11, 2016 - Sue Johnson. Motion to accept: Vicky McLean, seconded by Carol Neumann.

III. Treasurer's Report – Sue Johnson

**Current Account Balances:**

CF CD	\$10,069.18
CF Checking	565.10
Vibe Checking	17,750.50
Vibe Savings	<u>10,614.37</u>
Total	38,999.15

**Cash Inflow:**

Book Nook	\$2,831.73
Raffle	226.00
Grants	1,000.00
Membership	622.45
Sponsors	500.00
Interest	<u>.39</u>
Total	\$5,180.57

Cash Outflow 8,423.45

Overall Total \$-3,242.88

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

Motion to approve the Treasurer's Report: Carol Neumann; seconded by Vicky McLean.

**Reports:**

Listen at the Library - This series will not be running this year. We will re-evaluate in the future.

Library will have a Diversity Program on October 4, 2016 from 6:30 p.m. – 8:30 p.m.

Tollgate is holding its Pumpkin Fest again this year. The format is the same as last year. Dates for this event are October 8 and 9, 2016 from 11 a.m. through 5 p.m.

September 20, 2016 Kaleidoscope program – Carol Bauer and Sue Johnson will attend this. Cathy Mutch will address people on behalf of the Library at this affair.

Our Guest, Kathy Crawford, gave us a presentation on behalf of the Historical Commission and what they are doing in and around Novi. She informed us about the many cemeteries there are in Novi, including a highly-regarded Victorian cemetery. Kathy told us that Fox Run is very interested in this and many of the residents will be taking a tour of this cemetery on October 11<sup>th</sup>. She gave us a lot of the factual historical background about Novi. Kathy then talked about Villa Barr, the sculptures, and how we could showcase this treasure perhaps through the library. It was brought out that Cathy Mutch knew him very well and would be a wealth of knowledge should we wish to undertake such a project.

Vicky told us about a promotions/special projects committee and told us that Richard Kramer volunteered to be on this committee. She would like at least three people on this committee so anyone interested please speak to Vicky. She would like to increase the visibility of the library and the programs the Friends' brings forward and supports.

Sue told us she would like to put together a new tri-fold information sheet. She is working on the format, saying that it will be in the bullet-point format, highlighting the things we do. We need to get information out about our "doings." She pointed out that Northville Library seems to have no difficulty in getting their messages out; we need to pursue this with more vim so that people are aware of the treasures of the Novi Library.

Carol Neumann told us that the Book Nook had a \$2,200. month and that we got two new carts!! We discussed the CD sale; that the holiday table will go up as soon as the CDs are sold. She also told us about the locks and how they can be opened but then can't be locked again. One lock is already pulling away from the drawer. This needs to be attended to, and quickly. We were also informed that we now have a "Foreign Language" shelf. Evelyn Cadicamo will put up the cornucopia and decorations for fall in the showcase. If there is room, or it is appropriate, some of the bears can also be used with the fall decorations.

Sue told us that we added 20 new members in August. We also reviewed the patio party: we had 158 guests. We discussed using Cantoro's again, or changing – to be determined.

Meeting was adjourned at 8:45 p.m. Motion: Evelyn C.; seconded by Vicky.

Respectfully submitted,

Evelyn Cadicamo

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## NOVI HISTORICAL COMMISSION

Wednesday, August 24, 2016 7pm

Novi Library **Board Room**

**Call to Order:** 7pm

**Attendance:** Kathy Crawford, Rachel Manela, Tammy-Lee Knopp, John MacInnis, Betty Lang, Julie Farkas, Sue Griffor, Kim Nice, Rachel Zagaroli, Kathy Mutch

**Approval of Agenda** (All in favor)

**Approval of Minutes**-July 27 2016 (All in Favor)

**Communications**

**Additions to the Agenda:**

Dissolving of Novi Youth  
Villa Barr Smithsonian  
Novi Cemetery Video Show  
Storage Unit

### **David Barr Art Park- Rachel Zagaroli**

Owned by city of Novi, The Novi Parks Foundation will be running the program  
Rachel Zagaroli explained that Saturday Sept. 24<sup>th</sup> 2-5pm the park would be open. (Tickets for sale online)

Looking for docents to provide information about each sculpture

Everyone agreed to be docents

Table set up to sell the David Barr book (Rachel M. and Betty)

A Villa Barr book was given to Rachel Zagaroli, with the promise the Novi Parks Foundation would send a check (\$20) for the book

### **Library Liaison Report Betty Lang**

**Upcoming Library/Friends Program:**

Kaleidoscope Program (Co-hosting with the Friends of the Library)

Sept. 20<sup>th</sup> (Tuesday at 7pm) Interurban Streetrail with Brian Golden

Document Day-Sunday, October 23 2-4pm

**History Room Open Hours**

Total: 14 people came to the Room on the Wednesday s that the room was open

Sat. Aug. 3<sup>rd</sup> Tammy-Lee taught some people who came by about Ancestry

Sept. 19<sup>th</sup> Local History Room Office Hours 6-8pm

Kim Nice and Tammy-Lee Knopp



## **NOVI HISTORICAL COMMISSION**

Wednesday, August 24, 2016 7pm

Novi Library **Board Room**

### **Fox Run Walled Lake Presentation-August 22 at 1:30 Belmont Theater**

Feedback: Mark Adams and Carol and Asa Smith were in attendance.

They liked the presentation, but wanted to add that The Flying Dragon came from Oklahoma and was reassembled on site

Over 200 people in attendance (over half had been to the park)

They liked the display table

Kathy is donating the \$200 commission from Fox Run to the Commission

### **Considering keeping a petty cash fund for the commission**

In future: If a talk prepared by the commission is given somewhere that wants to pay us, we will have them make out the check to the Novi Public Library with the Novi Historical Commission written in the memo, so the cash comes back to our petty cash fund

Develop a Library of presentations with the PowerPoint and the narrative used saved to not just a thumb drive but on the Commission computer

October 20<sup>th</sup>: Kathy is set to give the talk again at the Novi Pubic Library

### **Novi Cemetery Documentary October 11 Geri Angel (Fox Run)**

Wants to do a video presentation about the cemetery to be shared on Fox Run's internal television station

Kathy proposed she would talk about the general history of Victorian cemeteries

Contacting Novi Parks and Rec

#### **Update**

O'Brien's funeral home is looking to donate the money needed to replace vegetation in the entry way of the Novi Cemetery in keeping with Victorian cemetery

### **Dissolving of Novi Youth**

Aug. 8<sup>th</sup> City Council approved dropping off the Historical Commission as a place high school students can be appointed to

We will no longer have student representatives

### **New member request to Clerk's office**

The City waits until there are multiple openings to have all the interviews in one night



## **NOVI HISTORICAL COMMISSION**

Wednesday, August 24, 2016 7pm

Novi Library **Board Room**

### **Villa Barr presentation; Kathy Mutch**

Tales, Trails and Details

Kathy gave us her presentation about David Barr and the art that is featured at his home in Novi

The Commission member wrote out thoughts and concerns for Kathy Mutch to further develop her presentation

It is a PowerPoint with Photos of his property and his sculptures along with headings

She explains how he built the home and some information about each of the key sculptures without giving away exactly what the book is about

She gives a tour of the property

### **22 Villa Barr books have been sold**

### **Historical Commission Programs:**

**Co Sponsor w/ Friends-Brian Golden Sept 20 7pm Interurban Street Rail**

**Walled Lake Amusement Park and Casino- October 20<sup>th</sup> at Novi Public Library**

Need to develop a flyer for this event

**Detroit History Tours presents "Wild Women of Detroit (March)**

**War Dog Memorial-May**

Kathy contacted the War Dog person and he agreed he would love to do a presentation

We need to send him the paperwork to him to fill out with a few dates for him to choose from

The write up will need to be ready by sept. 21<sup>st</sup> Kathy agreed to do the write up for this event

### **Pavilion Shores Park Pavilion Progress**

Supposed to be done By Labor day

Ribbon Cutting : To Be Announced

### **Display Cabinet Downstairs Volunteer Sue Grifor, Cabinet MANAGER**

Ideas for new displays...Karen Kapchonik

Walled Lake Amusement Park & Casino pics and artifacts for the October Program

**Website updates new Facebook link/Instagram**



## **NOVI HISTORICAL COMMISSION**

Wednesday, August 24, 2016 7pm

Novi Library **Board Room**

### **New Business/Other Business**

Michigan State Fair- Sept. 1-5...Free Senior/Veteran Day Thurs. Sept. 1

#### **Storage Unit**

If we are keeping the storage unit, the one we have is less expensive than what is out there.

Is the Unit worth keeping?

We will discuss this at the September meeting.

**NEXT MEETING: Wednesday September, 28 7pm**

**Adjourn: 8:53pm**

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# NEW DONATION DROP-OFF HOURS

## WHEN

**Monday, 6-8pm**

**Wednesday, 10am-12pm**

**Saturday, 1-5pm**

**Effective October 1st donations 5 bags/boxes or more must be dropped off at the Library by appointment only through the Facilities Department.**

**To set up an appointment call:  
(248) 869-7209 or (248) 869-7219.**

### **Items not accepted:**

**Magazines**

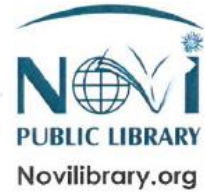
**Encyclopedias**

**Readers Digests**

**Textbooks**

**Poor condition books**

**Items less than 5bags/boxes may still be dropped off in the Library vestibule.**





## Raising A Reader

Can you read 1,000 books to your child before they reach kindergarten?

This year the Novi Public Library and the Novi Community School District are partnering to launch a preschool reading initiative that will encourage parents to work with their young child (ages 3-5) with early learning and literacy. Reading is critical to a young person's development and school achievements, and the Novi Library wants to be an important part of that development.

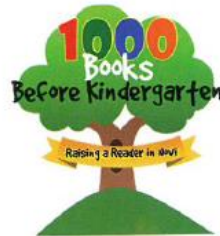
The library and the school district are inviting the community to participate in this free program which encourages you to read 1,000 books with your child before they begin kindergarten.

To join in on the program, a registration form, which you can pick up from the library or find at [novilibrary.org](http://novilibrary.org), needs to be filled out and turned in to a librarian. You will then receive a reading log for your child. Once 100 books have been read, return your brochure to the library for a prize and a new log. Reading 1,000 books will allow your child to earn their name in a Novi Library book, as well as attend a special party.

This program is important because children who are read to regularly are more successful in school and are more likely to develop a lifelong love of learning. It also encourages social, emotional, and cognitive development.

Friends of the Novi Library, Vibe Credit Union, Novi Rotary and Novi Community School District are the sponsors of this program. Their support of reading, education and growth to the community is priceless.

For more information about this reading initiative, contact April Stevenson, head of Information Services at the Novi Library, at [astevenson@novilibrary.org](mailto:astevenson@novilibrary.org) or (248) 869-7227.



## START THE NEW SCHOOL YEAR RIGHT!

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- Increase learning abilities
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### One-On-One Tutoring In Your Home!

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Day – all grey day — while Tuesday was col-

there is also a very im- portant truth captured in

buildings to Meadows to the middle school to the

ing and equestrian among the many of our

responsibility to create a sense of place and a

can be reached at smatthews@novschools.net

# Raise a reader in Novi: 1,000 Books before Kindergarten

**Susan Bromley**  
hometownlife.com

How many books are in your preschooler's library?

Probably not a thousand, but could you read that many to your child before they start kindergarten?

That is the challenge put forth by the Novi Library and the Novi Community School District in the "Raising a Reader in Novi: 1,000 Books Before Kindergarten" program, which recently launched just in time for the start of the new school year.

Literacy is the foundation to a great education and the two local entities want to help parents give their preschoolers a head start on a lifetime of learning.

"We are encouraging parents to read a thousand books to their kids before kindergarten —

we're really excited about it," said Christina Salvatore, Novi Public Library communications coordinator. "Reading aloud to infants and children encourages social, emotional and cognitive development."

The library is offering reading logs, a list of suggested titles, a limitless supply of picture books to borrow, prizes for every 100 books read and a party to celebrate reaching the goal.

Does your toddler have a favorite book that he or she wants you to read multiple times?

That's great! Books can be repeated; it does not have to be 1,000 different books, just 1,000 books read.

The challenge is not as daunting as it may seem at first glance, either, as Salvatore notes that just one book a night for a year equals 365 books. In two years, that



Brandy Morrow selects some books with her son Parker during a visit Sept. 12 to the Novi Public Library.

JOHN HEIDER | STAFF PHOTOGRAPHER

is 730 books and in three years' time, 1,095 books. Most children start kindergarten after their fifth birthday, giving plenty of time to reach the goal.

"Obviously, we encourage reading at all ages, but it's such an important part of life, it's good to start at a young age," Salvatore said. "It's crucial for early learning

and literacy." Besides the school district, other sponsors of the program include the Friends of the Novi Library, Vibe Credit Union and the Novi Ro-

tary Club. For more information and to get a reading log for your child, visit the library's first floor information desk, 45255 W. 10 Mile Road.



## Library Board Calendar

### 2016

<b>November</b>	<b>Annual Library Report – City Council Meeting, TBD</b>
November 2	Community Read, Library
November 8	General Election Day
November 11	Holiday – Veteran’s Day – Library Open
<b>November 16</b>	<b>Library Board Regular Meeting</b>
November 23	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
<b>December 21</b>	<b>Library Board Regular Meeting</b>
<b>December 21</b>	<b>Library Director – Mid-year Review</b>
December 23	Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 30	Library Closed
December 31	Holiday – New Year’s Eve, Library Closed
January 1	Holiday—New Year's Day, Library Closed
<b>January 7</b>	<b>8:00-2:00 Budget Planning Session, NPL East Meeting Room</b>
<b>January 26</b>	<b>Library Board Regular Meeting</b>
<b>February 4</b>	<b>8:00-12:00 Budget Planning Session, NPL East Meeting Room</b>
<b>February 23</b>	<b>Library Board Regular Meeting</b>
<b>March 23</b>	<b>Library Board Regular Meeting</b>
April 9-15	National Library Week
April 15	Library Closed
April 16	Holiday—Easter, Library Closed
<b>April 27</b>	<b>Library Board Regular Meeting</b>
<b>April</b>	<b>Budget presented to Council, TBD</b>
April	Money Smart Week @ Library
May 14	Mother’s Day, Library Closed
<b>May 25</b>	<b>Library Board Regular Meeting</b>
May 28	Library Closed
May 29	Holiday – Memorial Day, Library Closed
June 18	Father’s Day, Library Closed
<b>June 22</b>	<b>Library Board Regular Meeting</b>
<b>June 22</b>	<b>Library Director Annual Review</b>
July 4	Holiday – Independence Day, Library Closed
<b>July 27</b>	<b>Library Board Regular Meeting</b>
August – October	Community Reads Program
August 18	Staff In-Service, Library Closed
<b>August 24</b>	<b>Library Board Regular Meeting</b>

- 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.