

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, November 18, 2015  
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 and Roll Call
2. Pledge of Allegiance
3. Approval and Overview of Agenda
4. Consent Agenda
  - A. Approval of Claims and Warrants L536 ..... 4-7
  - B. Approval of Regular Meeting Minutes – October 21, 2015 ..... 8-14
5. Correspondence
  - A. Thank you letter from Ellen Kochler Re: 2015 Pumpkin Fest ..... 15
  - B. Thank you letter from Maryann Cornelius Re: Election..... 16
6. Presentation/Special Guest
  - A. Gift of a Library Quilt: Amanda Jacobs (MSU Tollgate), Alan Jaros (MSU Tollgate), Kay Pratt (Quilter), Sue Johnson (President, Friends of Novi Library) ..... 42
7. Public Comment
8. Student Representatives Report ..... 17-18
9. President's Report
  - A. Goals Update – October 2015 ..... 19-28
  - B. Welcome Desk**
    - Nov 23: John
    - Nov 30: Ramesh
    - Dec 7: Craig
    - Dec 14: Bill
    - Dec 21: Open
    - Dec 28: Tara
    - Jan 4: Mark
    - Jan 11: John
    - Jan 18: Ramesh
    - Jan 25: Craig
    - Feb 1: Bill
    - Feb 8: Open
    - Feb 15: Tara
    - Feb 22: Mark
10. Treasurer's Report
  - A. Library Budget Fund 268 - 2015-2016..... 29-31
  - B. Library Fund 268 Expenditure & Revenue Report (October 31, 2015) ..... 32-35

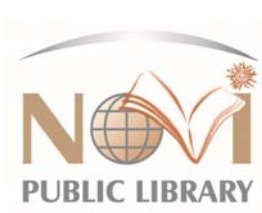
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11. Director's Report .....	42-51
A. Public Services Report .....	52-54
B. Building Operations Report.....	55-59
C. Library Usage Statistics.....	72-81
D. Friends of the Novi Library .....	N/A
E. Novi Historical Commission – September 23, 2015 minutes .....	84-86
12. Committee Reports	
A. Policy Committee (Lesko, Michener– Chair) – No action at this time.	
B. HR Committee (Michener, Verma – Chair)	
1. Library committee has held 4 meetings (8 hours total) to review HR Policies. Review is still not completed.	
C. Finance Committee (Sturing, Lesko, Messerknecht - Chair) – No action at this time.	
D. Events/Marketing/Fundraising Committee (Lawler, Michener – Chair) – No action at this time.	
E. Strategic Planning Committee (Lawler, Open- Chair) – No action at this time.	
F. Building/Landscape Committee (Open, Messerknecht – Chair) – No action at this time.	
13. Public Comment	
<b>14. Matters for Board Action</b>	
A. Marketing Plan – 2 <sup>nd</sup> draft.....	60-70
B. Policy B7: Drive-up Window Service.....	71
C. Memorandum of Understanding.....	82-83
15. Adjourn	

**Supplemental Information:**

- Novi News: JFK photos featured at Novi Library, October 24, 2015 ..... 87
- Light up the Night flyer ..... 88
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**Future Events:**

- Novi Historical Commission regular meeting – Tuesday, November 24<sup>th</sup> at 7:00pm, Novi Library
- Light up the Night – Friday, December 4<sup>th</sup> at 6:00pm, City of Novi and Novi Library
- Friends of the Library Regular Mtg. – Wednesday, December 9<sup>th</sup> at 7:00pm, Novi Library
- Library Board of Trustees Regular Mtg. – Wednesday, December 16<sup>th</sup> at 7:00pm, City of Novi
- Historical Commission Regular Mtg. – Wednesday, December 23<sup>rd</sup> CANCELLED
- Library Board of Trustees Budget Planning Session - Saturday, January 16<sup>th</sup> (8am – 2pm)
- Library Board of Trustees Budget Planning Session - Saturday, February 6<sup>th</sup> (8am – 2pm)
- 2016-2017 Library Board Budget Approval - Wednesday, February 17<sup>th</sup>



**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>

<b>Warrant 536</b>	<b>268 Accounts</b>	<b>November 2015</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account Total</b>
Global Office Solutions (10/29/15)	poster paper roll	268-000.00-727.000	\$ 1,623.28
JoAnn Fabrics (10/19/15)	poster board (5)	268-000.00-727.000	\$ 32.45
Sam's Club (8/12/15)	clips/pens/tape disp	268-000.00-727.000	\$ 79.88
Staples	Avery Labels; Toner Cart	268-000.00-727.000	\$ 268.61
The Library Network (10/12/15)	ann lic 2015-16	268-000.00-734.000	\$ 370.00
Square.com	Sq contactless/chip reader(xld ord)	268-000.00-734.000	\$ (49.00)
Tracfone.com (10/10/15)	facilities; 90 day/120 min	268-000.00-734.000	\$ 21.91
Vid Com Solutions, Inc. (10/2/15)		268-000.00-734.000	\$ 187.50
ImageOne (9/28/15)	HP OfficeJet pro Printer	268-000.00-734.500	\$ 339.00
Staples	Square CC reader for chips	268-000.00-734.500	\$ 25.15
TechLogic (10/15/15)		268-000.00-734.500	\$ 557.35
Allied-Eagle Supply Co. (10/8/15)		268-000.00-740.000	\$ 1,065.64
City of Novi		268-000.00-740.000	\$ (73.80)
Demco (10/16/15)	labels	268-000.00-740.000	\$ 113.32
Friends of NPL	AccuCut; Wish List	268-000.00-740.000	\$ (165.00)
Global Office Solutions (10/6/15)		268-000.00-740.000	\$ 50.37
Grainger (10/20/15)	drain seal liq	268-000.00-740.000	\$ 98.80
Hanover Technical Sales, Inc. (10/7/15)	3/4" b/w label tape	268-000.00-740.000	\$ 1,106.39
Home Depot	10/21/2015	268-000.00-740.000	\$ 30.92
Showcases (10/5/15)	DVD poly cases(300)	268-000.00-740.000	\$ 126.36
The Library Network (9/30/15)	bubble mailers;July -Sept 15	268-000.00-740.000	\$ 428.50
Mitchell, John	Lincoln author book sales minus 10%	268-000.00-740.010	\$ 425.70
Amazon.com (10/6/15)		268-000.00-742.000	\$ 1,519.66
Brodart (10/20/15)		268-000.00-742.000	\$ 11,215.35
Center Point Large Print (10/5/15)		268-000.00-742.000	\$ 455.97
Ebsco (10/13/15)	Chases Cal of Events	268-000.00-742.000	\$ 94.67
Gale/Cengage (10/22/15)		268-000.00-742.000	\$ 912.53
Thomson Reuters (9/4/15)		268-000.00-742.000	\$ 200.50
Dearborn Hts. Caroline Kennedy Library		268-000.00-742.100	\$ 15.99
Dexter District Library		268-000.00-742.100	\$ 23.95
Dexter District Library		268-000.00-742.100	\$ 5.99
Dexter District Library		268-000.00-742.100	\$ 15.00
Garden City Public Library		268-000.00-742.100	\$ 20.00
Lincoln Park Public Library		268-000.00-742.100	\$ 12.00
Salem-South Lyon District Library		268-000.00-742.100	\$ 21.95
Southgate Veteran's Memorial Library		268-000.00-742.100	\$ 7.99
Ebsco (10/13/15)	AA observer/Mich History	268-000.00-743.000	\$ 6.60
Midwest Tape (9/29/15)		268-000.00-744.000	\$ 2,117.49
OverDrive (10/15/15)		268-000.00-744.000	\$ 1,615.78
Midwest Tape (10/6/15)		268-000.00-745.200	\$ 3,093.95
ProQuest LLC (10/8/15)	Ancestry Library	268-000.00-745.300	\$ 1,635.00
Bright House Networks Business Solutions	November	268-000.00-801.925	\$ 59.70

Merchant Billing Statement		268-000.00-802.100	\$ 680.80
American Library Association	ann dues; 11/15-10/16; Farkas	268-000.00-809.000	\$ 504.00
Michigan Library Association	Schenk; dues refund 15-16	268-000.00-809.000	\$ (89.00)
Rotary Club of Novi (9/27/15)	Farkas; 10/1-12/31/15	268-000.00-809.000	\$ 178.00
IOS Consulting, Inc.	CCIE ASA Support	268-000.00-816.000	\$ 225.00
H&K Janitorial Service, Inc.(9/29/15)	September	268-000.00-817.000	\$ 3,900.00
The Library Network (10/22/15)	Ann Del; 10/1/15-9/30/16	268-000.00-818.000	\$ 3,995.00
AT&T (10/13/15)	10/13-11/12/15	268-000.00-851.000	\$ 184.12
TelNet Worldwide (10/15/15)		268-000.00-851.000	\$ 565.81
Verizon (9/28/15)	8/29-9/28/15	268-000.00-851.000	\$ 473.24
The Library Network (10/16/15)	Sh auto 10/1-12/31/15	268-000.00-855.000	\$ 15,450.32
City of Novi	September	268-000.00-861.000	\$ 59.66
Farkas, Julie	9/9/15 mileage	268-000.00-862.000	\$ 8.29
City of Novi	Ice Utilization	268-000.00-880.000	\$ 10.00
Farkas, Julie	Walled Lk Dir Luncheon	268-000.00-880.000	\$ 44.00
Moe's On Ten (10/5/15)	Novi Media Sch event	268-000.00-880.000	\$ 239.43
Muniweb (10/9/15)	September	268-000.00-880.000	\$ 866.25
YP (10/5/15)	Advertisement October	268-000.00-880.000	\$ 63.00
City of Novi	Plate Days	268-000.00-880.268	\$ (56.25)
Dan Dan The Choo-Choo Man	Light up the Night; 12/4/15	268-000.00-880.268	\$ 395.00
4th Wall Theatre Co. (Mann)	yth pgm; Theatre on the Edge; 12/2/15	268-000.00-880.268	\$ 200.00
Friends of NPL	Magento; Wish List	268-000.00-880.268	\$ (141.37)
Gordon Food Service (10/20/15)	yth pgm	268-000.00-880.268	\$ 55.93
Kroger	Yth Pgm	268-000.00-880.268	\$ 64.97
LifeGuide 360	adt pgm; Nov (3dates) 2015	268-000.00-880.268	\$ 450.00
Marshall, Susan	ESL Book Disc; fall	268-000.00-880.268	\$ 350.00
Walmart (10/8/15)	Yth pgm	268-000.00-880.268	\$ 50.16
Michaels (10/3/15)	Yth pgm; Star Wars Read 10/10/15	268-000.00-880.268	\$ 30.57
Mutch, Kathleen	Writing program; December 2015	268-000.00-880.268	\$ 200.00
Stevenson, April	Challah Br pgm	268-000.00-880.268	\$ 42.66
Upstart (10/22/15)	5721892; yth bkmk/stickers	268-000.00-880.268	\$ 26.85
Wise, Craig	Light up the Night; 12/4/15	268-000.00-880.268	\$ 250.00
Karp-Opperer, Margi	On the Road reimb-per ck Brewer	268-000.00-880.271	\$ 75.00
Kroger	On the Road reimb-per ck Brewer	268-000.00-880.271	\$ 3.98
Mancy's Italian Grill	On the Road; balance on meal	268-000.00-880.271	\$ 55.20
Konica Minolta (10/1/15)	October	268-000.00-900.000	\$ 497.78
Consumers Energy		268-000.00-921.000	\$ 204.09
DTE Energy	9/23-10/22/15	268-000.00-922.000	\$ 7,966.40
City of Novi Water & Sewer	6/17-9/21/15	268-000.00-923.000	\$ 2,707.95
American Fireplace & Barbeque Dist. (9/29/15)	annual safety ck	268-000.00-934.000	\$ 230.00
Boynton Fire Safety Service (10/21/15)	FACP/Dialer locked	268-000.00-934.000	\$ 225.00
Cintas (10/27/15)		268-000.00-934.000	\$ 317.50
Dalton Commercial Cleaning Corp (10/2/15)	carpet/yth furn quar; semi ann furn	268-000.00-934.000	\$ 3,674.00
Home Depot	10/15/2015	268-000.00-934.000	\$ 75.39

Laforce (10/28/15)	20 keys bldg	268-000.00-934.000	\$ 191.42
Library Design Associates, Inc. (10/9/15)	New for You Display move	268-000.00-934.000	\$ 166.00
Lyon Mechanical, Inc. (9/24/15)	9/23/15 ser; server rm	268-000.00-934.000	\$ 415.53
Orkin (10/21/15)		268-000.00-934.000	\$ 61.79
Republic Services (10/25/15)	November	268-000.00-934.000	\$ 390.50
Schindler Elevator Corp. (10/12/15)	elev #1	268-000.00-934.000	\$ 877.47
Voss Lighting (9/21/15)		268-000.00-934.000	\$ 281.98
Gresham Driving Aids (9/28/15)	transfer lift NPL-City van	268-000.00-935.000	\$ 2,145.00
Redford Lock Security Solutions (9/25/15)	extra City van keys	268-000.00-935.000	\$ 24.00
Signs by Tomorrow (10/6/15)	magnet signs	268-000.00-935.000	\$ 146.80
Brien's Services, Inc. (10/29/15)	24488; one of three pyts	268-000.00-941.000	\$ 1,472.50
Capital Building Systems, LLC	balance due concrete repair	268-000.00-941.000	\$ 8,355.00
C&J Parking Lot Sweeping, Inc. (9/29/15)	9/25/15	268-000.00-941.000	\$ 55.00
Conserva Electric Supply, Inc. (9/30/15)	6 lights hook poles	268-000.00-941.000	\$ 154.80
Home Depot	10/15/2015	268-000.00-941.000	\$ 353.38
Ray's Well Drilling (10/21/15)	6" well/motor to pull pump/stainless	268-000.00-941.000	\$ 5,895.00
Konica Minolta Premier Finance (10/26/15)	November 2015	268-000.00-942.000	\$ 999.00
Corrigan Record Storage (10/1/15)	October	268-000.00-942.100	\$ 20.02
Dominick, Marcia	PLA Conf; 4/5-9/16; A. Stevenson	268-000.00-956.000	\$ 255.00
Farkas, Julie	Sept 10-October 16, 2015 mileage	268-000.00-956.000	\$ 243.58
Sanders, Clotia (Tia Marie)	Black Belt Librarian; 10/6/15; mileage	268-000.00-956.000	\$ 32.09
Storch, Mary	TLN Outreach Comm mtg; 7/15/15	268-000.00-956.000	\$ 41.98
Michigan Association of School Administrators	Soc Media Action; Salvatore; 10/29/15	268-000.00-956.000	\$ 95.00
Michigan Library Association (10/23/15)	MLA Conf; October	268-000.00-956.000	\$ 877.00
Public Library Association	PLA Conf; 4/5-9/16; J. Farkas	268-000.00-956.000	\$ 255.00
Robinson, Mary	Black belt Lib 10/6/15 mileage	268-000.00-956.000	\$ 32.09
SkillPath Seminars (10/16/15)	Zurmuehlen; 11/2/15	268-000.00-956.000	\$ 299.00
Zurmuehlen, Maryann	7/17-9/7/15; mileage	268-000.00-956.000	\$ 61.81
Library Design Associates, Inc.	reupholster 1st fl	268-000.00-990.000	\$ 9,475.50
<b>TOTAL</b>			<b>\$ 108,695.37</b>

<b>Warrant 536</b>	<b>269 Accounts</b>	<b>November 2015</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Amazon.com (9/20/15)	ABWA	269-000.00-742.230	\$49.50
Signs by Tomorrow (10/1/15)	I Love My Country	269-000.00-742.231	\$120.00
Barnes & Noble	Auth Live Perfect Armenian (20)	269-000.00-742.232	\$404.80
Cantoro Market (10/23/15)	Gala food	269-000.00-742.232	\$2154.00
Engraving Connections (10/13/15)	Gala plaques (2)	269-000.00-742.232	\$255.64
Fox Run - Catering (10/6/15)	Authors Live (44) guests	269-000.00-742.232	\$792.00
Friends of NPL	postage	269-000.00-742.232	\$(58.30)
Gordon Food Service (10/20/15)	Gala 10/23/15	269-000.00-742.232	\$9.98
Lorio-Ross Sterling Entertainment	cancelled final pyt;MLA to pay	269-000.00-742.232	\$(1500.00)
Michael's	rib cutting bow/ribbon; Gala	269-000.00-742.232	\$45.98
Novi Historical Commission	Villa Barr Book sales (10)	269-000.00-742.232	\$200.00
Party City	Gala; paper products	269-000.00-742.232	\$43.77
Farkas, Julie	Gala; paper	269-000.00-742.232	\$64.92
Virag, Anthony	Authors Live; refund	269-000.00-742.232	\$18.00
Virag, Bonnie	Authors Live; book sales	269-000.00-742.232	\$161.55
<b>TOTAL</b>			<b>\$2,761.84</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
October 21, 2015**

**DRAFT**

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

**Library Board**

Mark Sturing, President  
John Lesko, Vice President  
Craig Messerknecht, Treasurer  
Ramesh Verma, Secretary  
Bill Lawler, Board Member  
Tara Michener, Board Member

**Student Representatives**

Ruchira Ankireddygari (Absent and excused.)  
Cindy Huang (departed at 7:08)

**Library Staff**

Julie Farkas, Director  
Mary Ellen Mulcrone, Assistant Director, Building Operations  
Julie Prottengeier, Office Assistant

**Guest**

Carl Johnson, Finance Director, City of Novi

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 Mark Sturing, President at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

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

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – John Lesko

The motion was approved unanimously.



4. **Consent Agenda**

A. **Approval of Claims and Warrants L535**

Trustee Lawler inquired about expenditures for *Brodart* and *Barnes and Noble* on page four of the October 21, 2015 Library Board packet. Ms. Farkas explained that these two items are both book purchases. Brodart is a large wholesale supplier of books to the Library, and the Library works with Barnes and Noble as a vendor for author events. Trustee Verma inquired about *Ideal Restaurants, Inc.* on page five of the October 21, 2015 Library Board packet. Ms. Farkas explained that it was the restaurant used for the On the Road event held on October 9, 2015.

A motion was made to approve the Claims and Warrants L535 as amended.

1<sup>st</sup> – John Lesko

2<sup>nd</sup> – Bill Lawler

The motion was passed unanimously.

B. **Approval of Regular Meeting Minutes – September 16, 2015**

A motion was made to approve the Regular Meeting Minutes of September 16, 2015.

1<sup>st</sup> – John Lesko

2<sup>nd</sup> – Bill Lawler

The motion was passed unanimously.

5. **Correspondence**

A. **Thank you Email from Kim Kozlowski, Novi Teacher**

Ms. Kozlowski brought her fifth grade class to the Library for a tour, scavenger hunt and lunch on September 21, 2015. The class also sent notes thanking the Library.

B. **Thank you Email from Darby Hoppenstedt, Novi Teacher**

Ms. Hoppenstedt works with new teachers in the district. Ms. Farkas gave a presentation to new Novi teachers explaining the services offered to teachers within the Novi School District. Ms. Farkas also mentioned that Ms. Hoppenstedt is the person that helped coordinate the successful Feed the Need program.

6. **Presentation/Special Guest**

There was no presentation.

7. **Public Comment**

There was no public comment.

8. **Student Representatives Report**

The Student Representative Report can be found on page 14 of the October 21, 2015 Library Board packet.

- Teen Space had a total of 622 participants for the month of September.
- On September 18<sup>th</sup>, teens watched the Maze Runner at the Catch Up on Maze Runner Program.

- The Library hosted a Smoothie Challenge on September 23, 2015 for teens to create the best Smoothie from an assortment of ingredients.
- September 25<sup>th</sup> was the first Teen Advisory Board meeting with an ice cream social. There were 14 new attendees along with 11 returning TAB members.

## 9. President's Report

### A. Resignation of Board Member

Trustee Paul Funk resigned from the Library Board effective September 21, 2015.

### B. Board Members Welcome Desk Schedule

The new desk schedule can be found on page one of the October 21, 2015 Library Board packet.

### C. Library Board Gift Fund

Ms. Farkas explained that in the past money has been collected into a fund to be used by the Board Members if there was an event amongst Board members that required making a purchase. At this time, the fund totals \$14.00.

- Trustee Sturing suggested that the Board continues with this fund.

### D. 2016-2017 Budget Planning Sessions

Ms. Farkas explained that the City has requested the Library move the session dates up a month from the previous year.

- Saturday, January 16, 2016 (8am-2 pm); Saturday, February 6, 2016 (8am-2 pm); and, Wednesday February 17, 2016.
- Trustee Messerknecht requested the December 2015 financials for the first meeting in January.

The Board members expressed concern about planning a budget only six months into the current fiscal year. Carl Johnson, Finance Director of the City of Novi explained:

- The City needs the Library's budget earlier in order to have it included in the packet that goes to City Counsel in April, 2016.
- The intent of the Michigan Budget Act is to monitor and adjust your budget as you go along. It is okay to pass a budget with the information you have and amend it as needed.
- Ms. Farkas shared an email sent to staff regarding increases in healthcare benefits for 2016. BCBS may go up as much as 28%. The City is exploring other options between now and January 1, 2016.

### E. Goals Update

The Novi Public Library 2015/2016 Goals for reporting September, 2015 can be found on pages 15-22 of the October 21, 2015 Library Board packet.

- On page 15, Trustee Verma inquired about the old printer that was replaced in the adult area. Ms. Farkas explained that the Library goes through the City's bid process in hopes of selling it.
- On page 16 of the Library Board packet, Ms. Farkas said that the Library applied for the Dick Johnston Award grant in order to establish a new "Tween" collection. The Library did not receive the grant.
- Ms. Farkas has been asked to be a committee member for the Michigan State Fair. She accepted with the intent of connecting the State Fair with libraries across the state of Michigan.

- On page 19 of the Library Board packet Ms. Farkas discussed the annual breakfast meeting she hosts for school media specialists and principals from Novi, Northville, Walled Lake, and Catholic Central at Moe's On Ten. Trustee Michener was able to join Ms. Farkas for this thank-you breakfast.
- On page 22 Trustee Verma asked about the \$2,500.00 approved to be used for an additional traffic study. The study is to look at another option before going through with the \$38,000.00 budgeted project. He requested that Ms. Farkas ask for a construction schedule for the upcoming parking lot project.

## 10. Treasurer's Report

### A. Library Budget Fund 268 2015-2016

The Library Budget Fund 268 can be found on pages 23-25 of the October 21, 2015 Library Board packet.

- Trustee Messerknecht reported the projected budgeted revenue is \$2,673,000.00 and the projected budgeted expenditures are \$3,087,000.00. At this point, the Library will need to use \$414,000.00 of the fund balance for the 2015/2016 fiscal year.

### B. Library Fund 268 Expenditure & Revenue Report (September 30, 2015)

The Library Fund 268 Expenditure & Revenue Report can be found on pages 26-29 of the October 21, 2015 Library Board packet.

- The year to date revenue through the first three months of the fiscal year is \$2,650,000.00. This number increased about 13% from the month of September. The Library is currently within \$19,000.00 of achieving the projected annual revenue, and the projections from meeting room rentals and fines should put revenue at, or over, the budgeted amount.
- The year to date expenditures through the first three months of the fiscal year is \$635,000.00. This is an increase of \$166,000.00 from September. At this time we have spent about 20% of our budgeted expenses and since we are already a quarter through the fiscal year, the Library is slightly ahead.
- The year to date net revenues and expenditures after three months is a positive \$2,019,000.00. This means after three months into the fiscal year, our year to date revenue has exceeded our year to date expenditures. This number will diminish each month as most of our revenue comes in at the beginning of the fiscal year.

### C. Contributed Fund Budget 269

The 269 Library Contributed Fund can be found on pages 30-32 of the October 21, 2015 Library Board packet.

- Projected revenue for the fiscal year is \$41,700.00. Projected expenditures are \$39,600.00 which would leave a positive net revenues and expenditures of about \$2,100.00.

**D. Contributed Fund 269 Expenditure & Revenue Report (September 30, 2015)**

The Expenditure and Revenue Report for Fund 269 can be found on page 33 of the October 21, 2015 Library Board packet.

- Total revenue through three months is \$19,396.18 and the total expenditures are about \$6,100.00 leaving the net of revenues and expenditures at a positive \$13,200.52.

**E. Balance Sheets**

The balance sheets for funds 268 and 269 can be found on pages 34-35 of the October 21, 2015 Library Board packet.

- Fund 268 2014/2015 had an ending balance of \$1,845,000.00 with the net of revenues and expenditures at a negative \$126,550.00. The negative number represents the amount that the expenditures exceeded the revenue. The net of revenues and expenditures increased about \$30,000.00 from the month of September due to expenses coming in late. This leaves a 2015/2016 beginning fund balance of \$1,719,000.00. Combine that number with the current 2015/2016 net revenue vs. expenditures of \$2,019,000.00 and the ending fund 268 balance is \$3,738,000.00.
- Fund 269 had a beginning fiscal year balance of \$1,629,000.00 with the net revenues and expenditures totaling \$13,200.00. This brings the ending fund balance to \$1,642,000.00.

**11. Director's Report**

The Director's Report can be found on pages 36-60 of the October 21, 2015 Library Board packet.

- Ms. Farkas reiterated about the rising cost of health care in an email sent to the full time staff on October 15, 2015. That email can be read on page 36 of the Library Board packet.
- Ms. Farkas informed the Board of a couple changes to the budget.
  - 268-000.00-803.000 **Audit** will increase \$600.00 due to higher fees.
  - 268-000.00-976.000 **Building Improvements** will decrease \$38,000.00 and  
268-000.00-965.101 **General Fund** will increase by that amount due to a transfer of funds. Carl Johnson explained that the General Fund will pay for the parking lot project and then when it is completed, the Library's \$38,000.00 contribution will be transferred from the current Capital Outlay account into the City's General Fund.
- Ms. Farkas explained that an initial survey given to the public had a low response. The feedback from the survey can be found on pages 42-49 of the October 21, 2015 Library Board packet. Another survey will be offered in November and she hopes that it being offered during election week will solicit more responses.
- Ms. Farkas reported the Mr. Bernstein is paid up through August, 2015 and the Library is still waiting for September payment. She also said that she is waiting to see a copy of his insurance for the café.

**A. Public Services Report**

The Public Services Report can be found on pages 61-62 of the October 21, 2015.

**B. Building Operations Report**

The Building Operations Report can be found on pages 63-64 of the October 21, 2015.

- The energy audit done by DTE is complete and the Library is waiting on a final report. Ms. Mulcrone informed the Board that DTE was impressed with the building and that the Library was already performing many cost saving techniques. One way to improve cost would be to use LED light bulbs. The initial investment of switching to LED bulbs would be costly, but it may save money long term.

**C. Library Usage Statistics**

The Library Usage Statistics can be found on pages 65-74 of the October 21, 2015.

- On page 69, Ms. Farkas corrected a typo in the Early Literacy report. For the month of September the corrected number of **Monthly Time (In Minutes)** should read 20,433, not 7,416.

**D. Friends of the Novi Library**

Trustee Lawler attended their meeting and reported that they are busy working on the Gala to be held on October 23, 2015.

- Trustee Messerknecht noted that on page 75 of the October 21, 2015 Library Board packet that the goal for each month in the Book Nook is not \$20,000.00. \$2,000.00 is a more accurate number with some months being over that amount.

**E. Novi Historical Commission**

There was no report presented.

**12. Committee Reports**

**A. Policy Committee (Lesko, Michener- Chair)**

There was no report provided for the Policy Committee.

**B. HR Committee (Michener, Verma - Chair)**

Ms. Farkas and her staff continue to work on drafting the new policy.

**C. Finance Committee (Sturing, Lesko, Messerknecht - Chair)**

There was no report provided for the Finance Committee.

**D. Events/Marketing/Fundraising Committee (Lawler, Michener - Chair)**

1. Trustee Michener reported of a need for more community involvement. She suggested matching shirts with the Library logo on them.
2. Trustee Michener encouraged better communication between the Library and the community. Utilizing the Engage publication, Novi News, local Home Owners Associations bulletins, and social media all are great ways to share events at the Library.

**Marketing Plan**

The Marketing Plan can be found on pages 50-59 of the October 21, 2015. Ms. Farkas wants to use the Marketing Plan as a guide for the Library. It will be discussed further at the November Library Board Meeting.

**Assistance with Fundraising for Friends of Novi Library Gala**

Trustee Michener was able to secure more sponsors for the Gala being held on October 23, 2015. Her resources turned one gift basket into sixteen baskets from area businesses.

E. **Strategic Planning Committee (Lawler, Open – Chair)**

The second Strategic Planning Session consisted of more people and more involvement by the attendees. Both meetings reflected the concern about the traffic flow in the parking lot.

F. **Building/Landscape Committee (Open, Messerknecht-Chair)**

The topics were discussed earlier in the meeting.

13. **Public Comment**

There was no public comment.

14. **Matters for Board Action**

A. **Marketing Plan (1<sup>st</sup> Draft)**

Ms. Farkas requested the Board members review for discussion at the November Board meeting.

B. **Friends of Novi Library—Memorandum of Shared Understanding (1<sup>st</sup> Draft)**

Ms. Farkas suggested that the Board look over the Ethics for Library Trustees, Staff, and Friends on page 79 of the Library Board packet as well as the Friend's Memorandum on page 77 of the Library Board packet to see if there is something to add for discussion at the November Library Board Meeting.

15. **Adjourn**

A motion was made to adjourn the meeting at 8:17 p.m.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – John Lesko

The motion was passed unanimously.

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Ramesh Verma, Secretary

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Date

**MICHIGAN STATE UNIVERSITY** | **Extension**

October 21, 2015

Margi Karp-Opperer, April Stevenson, Julie Farkus  
Novi Public Library  
45255 W. Ten Mile Rd  
Novi, MI 48375

**MSU Tollgate  
Education Farm Center**

**Michigan State  
University Extension**  
28115 Meadowbrook  
Novi, MI  
48377-3128  
248.347.0269  
[www.ExperienceTollgate.com](http://www.ExperienceTollgate.com)

Hello Margi, April, and Julie,

We want to thank the Novi Public Library for your partnership with MSU Tollgate Education Center and Farm for our Pumpkinfest 2015. Your partnership with us helped provide the community with a fun, fall destination that was well received by many families in the area. With the help of beautiful weather and plenty of publicity, we had a strong turn-out of approximately to 5,000, and the library's participation clearly reached hundreds of tri-county families.



Because of Novi Public Library's support, we were able to positively impact so many with a special community-building event which helped raise funds to support educational programming. As our partner, the library wonderfully provided supplies and volunteers for story time and face painting, both of which were big hits. We hope the success of this year's event will become an annual tradition for area families.

MSU is an affirmative-action, equal-opportunity employer.

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

We look forward to our continual Pumpkinfest partnership with the Novi Public Library on this and other future events.

Sincerely,

*Ellen Koehler*

Ellen Koehler, Educational Leader, and all the staff at  
MSU Tollgate Education Center and Farm  
28115 Meadowbrook Rd.  
Novi, MI 48377



November 9, 2015

CITY COUNCIL

Mayor  
Bob Gatt

Mayor Pro Tem  
Dave Staudt

Andrew Mutch

Wayne M. Wrobel

Laura Marie Casey

Gwen Markham

Doreen Poupard

City Manager  
Peter E. Auger

City Clerk  
Maryanne Cornelius

Greetings:

Thank you for allowing the use of your facility as a voting Precinct. We really appreciated the hard work and cooperative spirit you provide to make election day a success.

The City of Novi very much appreciates the partnership we enjoy with each Precinct location and the many ways you and your staff go the extra mile to make our election day successful.

The elections that are scheduled for 2016 include the following:

**2016**

March 8, 2016 (Presidential Primary)

May 3, 2016 (possible)

August 2, 2016 (Primary)

November 8, 2016 (Presidential)

As always, if you have any questions, please feel free to contact us.

Sincerely,

Maryanne Cornelius, MMC  
City Clerk

City of Novi  
45175 Ten Mile Road  
Novi, Michigan 48375  
248.347.0400  
248.347.0577 fax

[cityofnovi.org](http://cityofnovi.org)



## **Student Representative Report**

By: Ruchira Ankireddygari and Cindy Huang

On October 21st, teens decorated pumpkins and enjoyed cider and donuts at the Pumpkin Decorating Contest .

Students embraced the spirit of Halloween, and learned how to expertly apply zombie makeup at DIY Zombie Makeup on October 24.

The Teen Advisory Board had its second meeting on October 16th. The student board took a group picture, and members enjoyed snacks while discussing future projects for teens.

**The Teen Space had a total of 809 attendees in the month of October.**

Upcoming Programs:

November 4-6 - Great Books 2 Great Movies

November 13 - Art Institute of Novi visits NPL

November 13 - TAB meeting



# Newsletter

## Nov. & Dec. 2015



### Mission Statement

The mission of TAB is to promote Novi Public Library's services to youth by:

~Planning, promoting, and implementing teen programs

~Promoting and encouraging reading by teens

~Aiding librarians by recommending titles for the young adult collection

### How To Get

#### Involved

If you are in grades 9-12, be sure to contact Lindsay Fricke, Information Services Librarian, at [lfricke@novilibrary.org](mailto:lfricke@novilibrary.org) or 248-869-7218 to get more information!

## Tween & Teen Programs

### Great Books 2 Great Movies – 11/4, 11/5, & 11/6, 3-5 pm

Three day movie extravaganza! Film inspired authors who books became popular films. Popcorn and refreshments will be served.

### May the Odds Be Ever in Your Favor – 11/11, 7-8 pm

Play games and test your knowledge of the Hunger Games. Win a set of the books!

### Catch Up on Hunger Games – 11/19, 3-5:45 pm

Catch up with all your friends from Panem, while watching Mockingjay Part I and enjoying some great snacks.

### Theatre on the Edge – 12/2, 7-8 pm

Theatre is for everyone! 4<sup>th</sup> Wall Theatre Company will teach kids about singing, dancing, and acting while we discover the basics of theatre.

### Mason Jar Cookie Time (Grades 9-12) – 12/11, 4:30-5:30 pm

Join us and create an easy, homemade gift filled with delicious ingredients to make the perfect holiday cookies. You won't want to miss this one.

### Battle of the Books 2016 (Grades 5-6)

Team registration forms for Battle of the Books will be available on November 30.

### DIY Mason Jar Cookie Mix (Grades 5-8) – 12/17, 4-5 pm

Create an easy, homemade gift filled with delicious ingredients to make the perfect holiday cookies.

### Gingerbread Decorating Day – 12/22, 4-5:30 pm

Bring your friends for a gingerbread house decorating challenge.



## Why Should You Join TAB?

- TAB members earn volunteer hours for attending meetings and programs.
- Spend time with other teens planning enjoyable events.
- Brainstorm ideas to impact the Teen Services Department of the Library.
- Make a difference in your community.

### Upcoming TAB Meetings:

**November 13:** Meeting only; community service project (3:30-4:30 pm)

**December 11:** Meeting & Program (3:30-5:30 pm)

## NOVI PUBLIC LIBRARY – 2015/2016 GOALS

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

### Goal #1:

Staff will continue to provide excellent customer service in all facets of the Library's operations and community involvement; Administration will provide ongoing training and development opportunities for the staff.

Strategy: Provide appropriate staffing for best customer service.			
Tactic	Owner	Status	Due Date
Provide opportunities for staff training	AD	Annual in-service day planned for 8/21/15; 50 staff participated in department meetings, active shooter drill, and customer service presentation on 8/21; IS staff attended TLN Tech Forum, Blackbelt Librarian Seminar, MLA Annual conference; IS staff presented at Ignite session at MLA Annual conference about Shark Bowl win	Ongoing; 8/15; 10/15

### Goal #2:

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

Strategy: Partner with City of Novi and Novi School District.			
Tactic	Owner	Status	Due Date
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT	Currently partnering with Schools on two projects: TumbleBooks trial and screening of Most Likely to Succeed documentary; coordinating with City on RFP for security video cameras	Annually; 11/15
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise City services if applicable	AD		Annually
Maintain open communication between Library and City Facilities departments through regular meetings	F	Quarterly meetings scheduled and occurring	Ongoing
Participate in employee opportunities offered by City	AD	Staff attend various events, such as wellness, quarterly recognition, etc.	Ongoing
Investigate with City an all in one calendar for Library, City, and School info/dates/events	AD		2015/16
Strategy: Investigate and implement changes that save money.			
Tactic	Owner	Status	Due Date
Look for cost-cutting measures in everyday processes	SS; IT; F; IS; AD	Advising staff to primarily use copiers for printers; installed energy/cost saving LED lamps in display case; replaced adult computer area printer with faster, more cost effective model; re-purposing and utilizing extra supplies recently uncovered	Ongoing; 8/15; 9/15; 11/15

Work with managers for budget planning	AD	Dept. budget meetings scheduled for December	1/16; 9/15
Develop budget for next FY and future projections	AD; Board		3/16

<b>Strategy:</b>			
<b>Seek funding through grants.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
ALA/YALSA Shark Bowl	IS	ALA announced winners (including NPL's Erin Durrett) & prizes: a monetary reward worth \$2,000 each, along with various donated technology prizes	8/15
Community Financial Summer of Sharing grant contest	IS	Applied in July, at end of August learned we will receive \$1,000 for startup of a teen book club; grant funding would cover the purchase of paperback books as well as author visits at the Library	8/15
Metro Detroit Book and Author Grants	IS	Applied for the Dick Johnston Award grant that would allow the Library to establish a new tween collection; winner will be announced in October	9/15
Curiosity Creates ALSC (Association for Library Service to Children) Grant through ALA	IS	Submitted this grant; if funded would provide \$7500.00 toward youth programs and collections. It discussed infusing existing programs, such as Lego Club with more STEAM elements, as well as, creating new STEAM-based programs	9/15
3D Systems in collaboration with YALSA Maker Lab Club 2015	IS	Submitted application for Maker Lab Club 2015 that would give NPL two free 3D Cube printers; they can decide to give 2, 1, or none at all	10/15

<b>Goal #3:</b>			
Continue a high level of awareness for Library Board member representation, ambassadors and engagement in Novi and the greater library community.			
<b>Strategy:</b>			
<b>Library Board Trustees participate in City events.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Annual City Evening of Appreciation	AD; Board		12/15
City Council Early Budget Input Session	AD; Board		1/16
State of the City Address	AD; Board		2/16
Spring into Novi	AD; Board		5/16
City Council meetings	AD; Board		
<b>Strategy:</b>			
<b>Library Board Trustees participate in NPL events.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	Ongoing
Staff appreciation	Board	Trustees Michener and Verma represented Board in	9/15

Annual Friends Gala	Board	providing appreciation luncheon for staff on 9/1 Trustees Lawler, Lesko, Michener, and Verma attended on 10/23	10/15
<b>Strategy:</b>	<b>Library Board Trustees participate in greater library community.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Michigan Library Association	AD; Board	Annual Conference to be held in Novi, October 2015; planning for reception to be at NPL 10/29; all Trustees attended Hats off to Learning reception	10/15
<b>Strategy:</b>	<b>Library staff participate in community events.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Maintain ties with government officials	AD		Ongoing
Novi Youth Assistance	AD	Library Director serves on Board; Staff attended Novi Youth Assistance Luncheon; met with new Youth Assistance Caseworker Lisa Shields; Director & Assistant Director attended annual breakfast on 11/6	Ongoing; 7/15; 8/15; 11/15
Represent NPL in various outlets	AD		Ongoing

<b>Goal #4:</b>			
<b>Provide quality services, collections, programs and technology with an emphasis on the diverse and aging population.</b>			
<b>Strategy:</b>	<b>Engage the Older Adult community in Library programs and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Made flyers promoting OTBS (Oakland Talking Book Service) and placed them near the OTBS applications on 2nd floor and near NEW Adult audiobooks on 1st floor; stapled applications to flyers so patrons will have application in hand with the information; added information to Winter Engage promoting this service	Annually; 8/15; 9/15; 10/15
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	MAC LCDs and kiosks updated for August; September; October	Annually; 8/15; 9/15; 10/15
Promote Library programs at Older Adult programs	IS	Marketing box always used at programs, services, and activities	Annually; 9/15
Survey Meadowbrook Commons residents	AD		Annually
Engage local Older Adult talent for displays, arts, crafts, collections, etc.; reach out quarterly	IS; AD		Annually
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee	IS; AD	Attended meeting on 8/19 where the Advisory Board worked on 5-year strategic plan; met with new Older Adult Services programmer to discuss ways we can	Annually; 8/15; 10/15

transportation to Library)		partner; set up SWOCC taping for early November with MAC resident and OAS Manager to promote MAC book discussion	
Investigate expanding Library services and outreach 10% over 3 years, knowing that Older Adult population will increase	IS; SS	Began investigating a Lending Library feature for northern boundary	2015/16; 8/15
Implement programs for Older Adults using videoconferencing (3/year with 50+ attendance), bringing in experts, celebrities, authors, programs from libraries in other countries	IS; IT		2015/16
<b>Strategy:</b>	<b>Increase/implement programming opportunities for each patron group.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Host worldwide celebrations, festivals, events, etc.	IS; AD	Hosted International Story time Fair featuring presentations from 6 different countries about their cultures; presenters want to make this a yearly event	Annually; 8/15
Host music/dance and other types of programs by different cultural groups	IS	Hosted Indian cooking program; hosted program on how to make Challah bread by Novi Center for Jewish Life	Annually; 10/15
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each	IS; IT	Summer Superhero movie (83), story time for 2s and 3s (50/59/54/62), Superhero Gear Making (96/71), Kiddie crafts (53), Tot Time (58/64/53), Exotic Zoo (200), Edible Architecture (65), Creatures of the Night (49), Musical movement (75), Baby time (62), Cupcake Warz (85), Earth Angels music (90), Rainbow Loom (61/67), International Story Time Fair (120), Monday Movie Matinee (62); Two of Us story time (54), Just Like a Pirate (60), Tot Time story time (58), Tot Time story time (62); Listen @ the Library (100), Halloween Tales (250), Pumpkinfest MSU Tollgate (2000), Costume Dance Party (127), Plate Days (180), Spaghetti in a Hot Dog Bun Musical (64), Star Wars (64), Michigan Opera Theater (51), On the Road (51)	Annually; 7/15; 8/15; 9/15; 10/15
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Opened room for Playgroup sessions over the summer months; held Pokemon programs; hosted programs in multiple rooms including YAR for Star Wars and Halloween Tales	Annually; 7/15; 8/15; 10/15
Increase teen program attendance by 10% in a 3 year period	IS	Attended Summer Teen Online Conference that discussed ideas for implementing new programs at the library and upcoming teen titles and won a 3-book giveaway of teen books with lesson plans; held 2 teen programs during after school time resulting in increased attendance; updated the Teen Tab on	Annually; 8/15; 9/15; 11/15

		website with new information about Teen Advisory Board; partnered with Library Café to offer free coupons for a small beverage to be used as incentives in Teen Stop	
Improve use of NPL Teen Stop room (new marketing, displays, contests)	IS	Added information kiosk in Teen Stop as a new way to help promote and market teen information, including upcoming teen programs, TAB information, and other fun teen news; researched display units for NEW YA Fiction; shifting YA books for better use of shelving space within the room and making browsing of collections easier; updated information kiosk in Teen Stop room with upcoming teen programs, TAB information, and other fun teen news; <b>investigating ways to market only Teen programs on the screen in Teen Stop; pulled all Printz winners and put in a separate display similar to Newbery in Youth area; hosted a Banned Books display; October Teen Stop feature display was Horror, Mysteries, and Thrillers; Club Z (tutoring company) comes in one hour on a Monday in Teen Stop to offer free homework help; offered a contest during Teen Read Week allowing teens to stop in the Teen Stop and vote for one of 10 YALSA best fiction books; displayed all of the pledges that local teens made to Stomp Out Bullying for National Bullying Prevention month</b>	2015/16; 8/15; 9/15; <b>10/15</b>
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT		Annually
Implement a Patio program series of five programs, May-October, weather permitting	IS	Earth Angels program scheduled for August 25	Annually; 8/15
Increase reference services by 10% in a 3 year period (marketing what Info Services is, roaming, ref/computer assistance, reader's advisory)	IS	<b>IS staff now offer Computer Tutor One on One programs five days a week; added a display of computer help sheets for several MS Office products; doing another reference survey in November</b>	2015/16; <b>9/15; 10/15; 11/15</b>
Host events to recognize community members and talents	AD		2015/16
Utilize community business expertise to offer informational and educational programming; increase business relations and usage by 10% each year over 3 years	IS; AD	Partnered with local business owner of the Rainbow Loom products for two programs and use of the 2nd floor display case in August; partnered with Tony Sacco's pizza of Novi to provide pizza for Teen Space students one day and for the October display case;	2015/16; 8/15; 9/15; <b>10/15</b>

		partnered with Bright Loritos for a Spanish story time; partnered with Michigan Ear Institute and City of Novi Older Adult Services for program on ear infections; <b>partnered with MSU Tollgate for Pumpkinfest that included educational elements about farming and agriculture; Novi Kroger provided all of the pumpkins for pumpkin decorating contest; partnered with Novi Center for Jewish Life for Challah Bread program; partnered with the Michigan Organ Donor Registry to provide a table with information; partnered with the local chapter of the Daughters of the American Revolution for a table of information on Constitution week</b>	
<b>Strategy:</b>		<b>Provide up to date technology and resources.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Survey patrons to solicit technology needs for hardware, software, programming and training	IS; IT		Annually
Expand technology learning initiatives for Older Adults: computer classes, troubleshooting, "geek squad" with teen volunteers	IT; IS		2015/16
<b>Strategy:</b>		<b>Partner with the Novi School District.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS		Annually
Increase activities with Novi and other area school districts	IS; AD	Meeting with school media specialists and principals from Novi Schools and Catholic Central for annual thank you breakfast; provided a tour to two 5 <sup>th</sup> grade classes from Novi Meadows; will be working with teachers from Novi Meadows to create a Tween fiction collection; <b>offered an information program on Asperger's that Novi teachers attended; hosted thank you breakfast for local media specialists and principals, included presentations by local partners MSU Tollgate and Barnes &amp; Noble; working with Novi Meadows Media Specialist to choose Battle of the Books titles for upcoming 2016 program; attended Walk to School Day program at Novi Woods Elementary; continuing to host Coffee with the Superintendent program and Parent to Parent book discussions</b>	Annually; 9/15; <b>10/15</b>



Implement an advisory group for middle school age students to gain program, resource, service ideas; meet with this age group quarterly at Middle School	IS		2015/16
<b>Strategy:</b>	<b>Maintain current collections and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Started a blog called Baby Time and Tot Time Story Time Fun on the website (under the Youth tab) for parents to continue teaching the skills they learn in Baby Time and Tot Time; bibliography created on youth series books for beginning readers; created a "2015 Best Fiction for Teens" brochure with YALSA recommended titles that is kept in the Teen Stop information kiosk; investigating a way to either start a tween collection or label books as tween; pathfinder for Math resources created and placed in the adult 500s area; YA booklist titles have been created for the following genres: Alex award; Printz award; action, adventure, survival; coming-of-age; fantasy, dystopian; historical; horror, mystery, thriller; LGBTQ; novels in verse; realistic; science fiction; sports; and popular series; <b>pathfinder for science resources created and placed in the adult 500s area; created a bookmark on the top 10 frequently challenged books; made program proposal form available for patrons who are interested in presenting a program at NPL; three new youth DVD bibliographies: concepts, Halloween, and Christmas; creating and processing new collections</b>	Annually; 8/15; 9/15; <b>10/15</b>
Implement reference survey	IS	Will be updated and implemented in November; <b>in lobby and online</b>	Annually; <b>11/15</b>
<b>Strategy:</b>	<b>Consider adding new collections and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate adding new and more interactive play components for youth	IS	New play components have arrived and will soon be added to puppet bins area in easy reader section	Annually; 9/15
Investigate/implement a homework resource center (collections, resources, tutoring opportunities)	IS	Math homework pathfinder added to Homework Resource Center on website	2015/16; 9/15
Start a cultural book club (different languages or reading about different cultures)	IS		2015/16
Investigate establishment of a local arts council in Novi with various partners from the community	IS; AD		2015/16

Goal #5:			
Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.			
Strategy:	Increase awareness of services, collections, programs and technology.		
Tactic	Owner	Status	Due Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: Facebook, Twitter, videos, podcasts	IS; AD; IT	Updated Teen Stop Facebook page with current info, new posts, pictures, info about upcoming programs; looking into giveaways and contests to do through the Facebook page during the school year to attract a larger audience to NPL's pages; <b>adding a Goodreads account for patrons to follow what we are reading in our various book discussions and to promote our book discussions</b>	Annually; 9/15; <b>10/15</b>
Create one video/podcast per year for website about Library services	AD; IS		Annually
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Evening open office hours added; <b>document donation day held in October; transferring old oral histories produced by SWOCC from VHS to DVD to be made available on our website; organizing, scanning, and uploading historical photos to the Local History Room computer</b>	Annually; 9/15; <b>10/15</b>
Increase publicity of meeting rooms and patio	AD	Meeting room rentals have been overwhelmingly successful so no additional publicity needed	Annually
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library, providing free room rental if they allow a 10-15 minute Library presentation	AD	Homeowner's presentation to Churchill Crossing	Annually
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD		Annually
Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS		Annually
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD		Annually
Provide regular (weekly/monthly) columns in Novi News and Patch.com	AD		Annually
Host business related clubs (Chamber, Rotary, BRC) to improve visibility in the community	AD; IS		2015/16

Increase publicity for services related to: Skype, videoconferencing by 10% over 3 years	IS; IT		2015/16
Increase amount of remote programming by 10% over 3 years, offering at least 3 remote programs annually	IS	Authors LIVE Luncheon at Fox Run planned for October 7; hosted Summer Reading Finale parties at Paradise Park; provided story time and craft at Paradise Park 10-year anniversary party; <b>partnered with MSU Tollgate for Pumpkinfest</b>	2015/16; 8/15; <b>10/15</b>
Develop a community resource page on website	IS; AD		2015/16
Consider a book club page on website: where community clubs are, book/movie reviews by community members, great reads	IS; AD		2015/16

## Goal #6

Utilize efficient and increased fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.

<b>Strategy:</b>	<b>Review past fundraising and plan future fundraising.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Continue "On the Road" series	AD; IS	Next trip scheduled for October 9 to visit Toledo; <b>48 attended, raised \$1,774.84</b>	<b>10/15</b>
Scrapbook for a Cause	AD	Scheduled for November 7; <b>29 participants, raising \$870; next event scheduled for February 13</b>	<b>11/15</b>

## Goal #7:

Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

<b>Strategy:</b>	<b>Maintain best practices and policies.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate Library employment opportunities for ages 14 and up (summer/seasonal/weekends/subs)	AD		2015/16
Review Library policies regularly, updating and adding as needed	AD; Board	Policies currently under review by staff committee to make recommendations to Board	Ongoing; 8/15
Strategic Planning process	AD	Public invited to Strategic Planning Update sessions in August & September; about 25 people attended on 8/26 for updates and providing feedback; <b>about 30</b>	8/15; <b>10/15</b>

		attended session on 9/23	
Review QSAC measures for certification	AD	In process; all certification levels have been reviewed and updated, with areas for further attention noted	12/15
State Aid process	AD		1/16
<b>Strategy:</b>	<b>Provide convenient access to collections, programs and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Improve Library entrance/exit at Ten Mile	AD; Board	Working with City on project to widen NPL driveway to include right and left turn lanes; continuing to look at other options before proceeding	6/16; 10/15
<b>Strategy:</b>	<b>Maintain communication with Read a Latte Café.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate with owner to offer lower prices and different cultural food options	AD		Annually
Meet with owner as needed regarding patron comments, suggestions, etc.	AD		Ongoing
<b>Strategy:</b>	<b>Consider premium services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate offering a fee-based premium library card with added services, such as notification of new releases, extended renewals, limited amnesty on fines, discounts at Café and Book Nook	SS; AD		2015/16

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Revenues</b>						
<b>Account</b>	<b>Description</b>					
403.000	Property Tax Revenue	2,309,000.00	2,368,947.00	2,449,491.00	2,532,774.00	2,618,888.00
403.001	Tax Revenue - Current Levy			-25,000.00	-25,000.00	-30,000.00
403.002	Tax Revenue - County Charter			-10,000.00	-10,000.00	-10,000.00
403.003	Tax Revenue - Tx Tribunal			-210.00	-217.00	-226.00
420.000	Tax Reveune - Brownfield			-6,000.00	-6,100.00	-6,200.00
567.000	State Aid	20,000.00	24,000.00	27,000.00	27,000.00	27,000.00
657.000	Library book fines	74,000.00	65,000.00	70,000.00	70,000.00	70,000.00
658.000	State penal fines	73,000.00	83,205.00	77,000.00	77,000.00	77,000.00
664.000	Interest on Investments	25,700.00	24,000.00	24,000.00	24,000.00	24,000.00
664.500	Unrealized gain(loss) invest	0.00	4,090.00	0.00	0.00	0.00
665.000	Miscellaneous income	17,000.00	16,400.00	16,500.00	16,500.00	16,500.00
665.100	Copier	2,500.00	2,200.00	2,200.00	2,200.00	2,200.00
665.200	Electronic media	300.00	200.00	200.00	200.00	200.00
665.266	SRP - T-shirt sales	2,800.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	0.00	6,981.72	0.00	0.00	0.00
665.290	Library Fundraising	3,000.00	0.00	3,000.00	3,000.00	3,000.00
665.300	Meeting Room	23,000.00	26,000.00	28,000.00	30,000.00	30,000.00
665.400	Gifts and donations	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00
665.404	Novi Township Assessment	5,900.00	5,933.00	6,000.00	6,000.00	6,000.00
665.650	Library Café	5,000.00	4,500.00	5,000.00	5,000.00	5,000.00
<b>Total Revenues</b>		<b>2,566,200.00</b>	<b>2,637,456.72</b>	<b>2,673,181.00</b>	<b>2,758,357.00</b>	<b>2,839,362.00</b>
2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Expenditures</b>						
<b>Personnel Svcs.</b>						
<b>Account</b>	<b>Description</b>					
704.000	Permanent Salaries	952,200.00	914,000.00	914,000.00	914,000.00	914,000.00
704.200	Wages (non-pensionable)	47,700.00	25,000.00	25,000.00	25,000.00	25,000.00
705.000	Temporary Salaries	636,800.00	617,000.00	609,000.00	609,000.00	609,000.00
715.000	Social Security	122,000.00	122,300.00	122,300.00	122,300.00	122,300.00
716.000	Insurance	173,000.00	205,000.00	235,147.00	249,256.00	264,211.00
716.200	HSA - Health Savings Acct.	4,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement		-33,000.00	-43,202.00	-45,794.00	-48,542.00
718.000	Pension DB	0.00	0.00	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	27,700.00	26,500.00	26,400.00	26,400.00	26,400.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,500.00	2,700.00	4,300.00	4,300.00	4,300.00

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Total Personnel Services</b>		<b>1,965,900.00</b>	<b>1,882,500.00</b>	<b>1,895,945.00</b>	<b>1,907,462.00</b>	<b>1,919,669.00</b>
<b>Supplies</b>						
<b>Account</b>	<b>Description</b>					
727.000	Office supplies	15,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	96,900.00	96,900.00	86,400.00	80,000.00	80,000.00
734.500	Computer supplies equip	21,000.00	22,400.00	28,000.00	28,000.00	28,000.00
740.000	Operating supplies	32,800.00	28,000.00	30,000.00	30,000.00	30,000.00
740.200	Desk, chairs, cabinets, etc.	0.00	0.00	800.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00	300.00
<b>Materials</b>						
742.000	Books	210,000.00	200,000.00	195,000.00	195,000.00	195,000.00
742.100	Book Fines	1,500.00	700.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	21,200.00	21,200.00	23,800.00	23,800.00	23,800.00
744.000	Audio visual materials	67,700.00	67,700.00	71,000.00	71,000.00	71,000.00
745.200	Electronic media	58,500.00	58,500.00	51,000.00	51,000.00	51,000.00
745.300	Online (Electronic) Resources	60,000.00	57,200.00	55,000.00	55,000.00	55,000.00
<b>Total Supplies &amp; Materials</b>		<b>585,600.00</b>	<b>576,600.00</b>	<b>566,000.00</b>	<b>558,800.00</b>	<b>558,800.00</b>
2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Expenditures</b>						
<b>Services &amp; Charges</b>						
<b>Account</b>	<b>Description</b>					
801.925	Public Information (cable)	1,000.00	1,100.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,500.00	1,500.00	2,000.00	2,000.00	2,000.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	1,000.00	300.00	300.00	300.00	300.00
806.000	Legal Fees	1,000.00	200.00	1,000.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
816.000	Professional services	3,000.00	1,500.00	4,000.00	4,000.00	4,000.00
817.000	Custodial Services	37,800.00	46,800.00	48,800.00	48,800.00	48,800.00
818.000	TLN Central Services	4,750.00	4,495.00	4,500.00	4,500.00	4,500.00
851.000	Telephone	16,500.00	11,500.00	11,500.00	11,800.00	12,000.00
855.000	TLN Automation Services	66,500.00	56,000.00	56,000.00	57,600.00	57,600.00
861.000	Gasoline and oil	0.00	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	1,250.00	500.00	300.00	300.00	300.00
880.000	Community Promotion	5,000.00	2,500.00	11,800.00	11,800.00	11,800.00
880.267	Library Programming - Book It	1,000.00	0.00	0.00	0.00	0.00
880.268	Library Programming	20,000.00	20,000.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	0.00	4,258.42	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	28,800.00	28,800.00	29,500.00	29,500.00	29,500.00

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
910.000	Property & Liability Insurance	13,000.00	13,000.00	14,300.00	15,300.00	16,400.00
910.001	Insurance deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00
921.000	Heat	17,500.00	9,000.00	11,000.00	11,500.00	12,000.00
922.000	Electricity	93,200.00	103,000.00	103,000.00	106,000.00	109,000.00
923.000	Water and Sewer	6,500.00	5,200.00	5,500.00	5,500.00	6,000.00
934.000	Building Maintenance	73,900.00	92,000.00	90,000.00	90,000.00	90,000.00
935.000	Vehicle Maintenance	1,500.00	2,000.00	1,500.00	0.00	0.00
941.000	Grounds Maint.	26,000.00	30,200.00	28,600.00	28,600.00	28,600.00
942.000	Office Equipment Lease	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
942.100	Records storage	250.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	11,000.00	9,000.00	14,500.00	13,500.00	14,500.00
<b>Total Services &amp; Charges</b>		<b>451,150.00</b>	<b>460,853.42</b>	<b>479,600.00</b>	<b>484,500.00</b>	<b>490,800.00</b>
2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est. Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Capital Outlay</b>						
Account	Description					
962.000	Building Maint. - Plumbing/Main Ent	24,550.00	7,600.00			
934.000	Building Improvements	0.00	0.00			
941.000	Grounds Maint.			71,400.00	53,400.00	
976.000	Data Processing - Computers/Equip	14,000.00	14,000.00	64,800.00	56,000.00	26,000.00
986.000	Data Processing - Phone Upgrade	15,000.00	9,000.00			
990.000	Furniture	0.00	0.00	10,000.00		
<b>Total Capital Outlay</b>		<b>53,550.00</b>	<b>30,600.00</b>	<b>146,200.00</b>	<b>109,400.00</b>	<b>26,000.00</b>
965.269	Walker Transfer					
<b>Total Expenditures</b>		<b>3,056,200.00</b>	<b>2,950,553.42</b>	<b>3,087,745.00</b>	<b>3,060,162.00</b>	<b>2,995,269.00</b>
<b>680.000</b>	<b>Fund Balance</b>					
	<b>TOTAL Fundbalance</b>	<b>490,000.00</b>	<b>313,096.70</b>	<b>414,564.00</b>	<b>301,805.00</b>	<b>155,907.00</b>

11/12/2015 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 10/31/2015										
% Fiscal Year Completed: 33.61										
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.										
		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015	10/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00-treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,367,212.28	2,449,491.00	2,469,427.87	0.00	0.00	0.00	2,469,427.87	(19,936.87)	100.81
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(4,521.44)	(25,000.00)	0.00	(757.83)	0.00	71.94	(685.89)	(24,314.11)	2.74
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	13,862.00	(10,000.00)	0.00	0.00	0.00	0.00	0.00	(10,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(199.00)	(210.00)	(214.67)	0.00	0.00	0.00	(214.67)	4.67	102.22
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(3,424.77)	(6,000.00)	0.00	0.00	0.00	0.00	0.00	(6,000.00)	0.00
Property tax revenue		2,372,929.07	2,408,281.00	2,469,213.20	(757.83)	0.00	71.94	2,468,527.31	(60,246.31)	102.50
State sources										
268-000.00-567.000	State aid	32,841.43	27,000.00	16,458.92	0.00	51.58	0.00	16,510.50	10,489.50	61.15
State sources		32,841.43	27,000.00	16,458.92	0.00	51.58	0.00	16,510.50	10,489.50	61.15
Other revenue										
268-000.00-633.100	Insurance Reimbursement	913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	15,417.29	16,500.00	1,308.50	1,001.01	1,339.33	1,475.58	5,124.42	11,375.58	31.06
268-000.00-665.100	Copier	2,492.39	2,200.00	186.55	208.45	189.35	270.10	854.45	1,345.55	38.84
268-000.00-665.200	Electronic media (previously VHS)	238.00	200.00	42.00	46.00	3.00	9.00	100.00	100.00	50.00
268-000.00-665.266	Summer reading t-shirt sales	138.73	0.00	0.00	114.57	0.00	0.00	114.57	(114.57)	100.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	27,728.02	28,000.00	3,100.10	4,993.90	2,418.27	2,299.22	12,811.49	15,188.51	45.76
268-000.00-665.404	Novi Township assessment	5,933.00	6,000.00	0.00	6,154.00	0.00	0.00	6,154.00	(154.00)	102.57
268-000.00-665.650	Library Cafe	4,688.25	5,000.00	422.00	257.18	563.24	554.25	1,796.67	3,203.33	35.93
Other revenue		57,548.68	60,900.00	5,059.15	12,775.11	4,513.19	4,608.15	26,955.60	33,944.40	44.26



		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015	10/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fines and forfeitures										
268-000.00-657.000	Library book fines	65,010.47	70,000.00	6,479.31	6,695.05	5,090.64	6,391.62	24,656.62	45,343.38	35.22
268-000.00-658.000	State penal fines	83,205.14	77,000.00	0.00	111,889.54	36.90	0.00	111,926.44	(34,926.44)	145.36
Fines and forfeitures		148,215.61	147,000.00	6,479.31	118,584.59	5,127.54	6,391.62	136,583.06	10,416.94	92.91
Interest income										
268-000.00-664.000	Interest on investments	28,693.56	24,000.00	2,483.80	2,017.73	3,332.12	0.00	7,833.65	16,166.35	32.64
268-000.00-664.500	Unrealized gain (loss) on investments	7,871.32	0.00	6,139.39	(456.53)	5,918.67	0.00	11,601.53	(11,601.53)	100.00
Interest income		36,564.88	24,000.00	8,623.19	1,561.20	9,250.79	0.00	19,435.18	4,564.82	80.98
Donations										
268-000.00-665.289	Adult programs	6,981.72	0.00	2,713.56	797.73	550.59	176.81	4,238.69	(4,238.69)	100.00
268-000.00-665.400	Gifts and donations	15,070.42	6,000.00	25.30	600.40	786.47	176.00	1,588.17	4,411.83	26.47
Donations		22,052.14	6,000.00	2,738.86	1,398.13	1,337.06	352.81	5,826.86	173.14	97.11

Personnel services										
268-000.00-704.000	Permanent salaries	902,359.69	914,000.00	43,402.41	66,251.16	70,697.64	104,728.35	285,079.56	628,920.44	31.19
268-000.00-704.200	Wages - Stipend	24,743.89	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00
268-000.00-704.250	Final Payout	11,294.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	596,921.16	609,000.00	26,846.14	43,537.15	41,166.23	64,148.20	175,697.72	433,302.28	28.85
268-000.00-715.000	Social security	119,251.99	122,300.00	5,259.00	8,188.44	8,348.41	12,692.64	34,488.49	87,811.51	28.20
268-000.00-716.000	Insurance	202,537.39	235,147.00	15,406.47	17,079.45	16,424.09	350.00	49,260.01	185,886.99	20.95
268-000.00-716.200	HSA - employer contribution	1,248.71	3,000.00	23.21	81.25	81.25	81.25	266.96	2,733.04	8.90
268-000.00-716.999	Insurance - Employee Reimbursement	(36,900.20)	(43,202.00)	(1,871.07)	(3,346.12)	(3,346.12)	(3,467.10)	(12,030.41)	(31,171.59)	27.85
268-000.00-718.000	Pension - DB Normal Cost	14,964.00	0.00	1,176.00	1,176.00	1,176.00	1,176.00	4,704.00	(4,704.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(18,120.00)	0.00	(1,424.81)	(1,424.81)	(1,424.81)	(1,424.81)	(5,699.24)	5,699.24	100.00
268-000.00-718.200	Pension - defined contribution	18,516.01	26,400.00	1,346.97	592.36	2,238.64	3,350.10	7,528.07	18,871.93	28.52
268-000.00-719.000	Unemployment insurance	933.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	2,080.00	4,300.00	317.95	221.45	(895.59)	357.27	1.08	4,298.92	0.03
Personnel services		1,839,830.03	1,895,945.00	90,482.27	132,356.33	134,465.74	181,991.90	539,296.24	1,356,648.76	28.44

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015	10/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Supplies										
268-000.00-727.000	Office supplies	18,881.44	23,000.00	3,478.05	2,843.49	758.56	1,513.19	8,593.29	14,406.71	37.36
268-000.00-728.000	Supplies - Postage	682.39	700.00	196.00	0.00	236.75	0.00	432.75	267.25	61.82
268-000.00-734.000	Computer supplies, software & licensing	86,900.09	86,400.00	12,211.80	734.54	0.00	557.50	13,503.84	72,896.16	15.63
268-000.00-734.500	Computer supplies/equipment	20,725.29	28,000.00	13,710.81	4,537.29	1,454.30	557.35	20,259.75	7,740.25	72.36
268-000.00-740.000	Operating supplies	26,411.22	30,000.00	3,872.29	180.64	1,700.52	1,783.17	7,536.62	22,463.38	25.12
268-000.00-740.010	Gift and donations expense	8,533.33	0.00	0.00	0.00	0.00	425.70	425.70	(425.70)	100.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	800.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00
268-000.00-741.000	Supplies - Uniforms	227.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	173,792.87	195,000.00	21,976.11	19,098.62	13,289.24	8,157.70	62,521.67	132,478.33	32.06
268-000.00-742.100	Library Book - Fines	565.88	1,000.00	9.95	91.96	54.94	80.92	237.77	762.23	23.78
268-000.00-743.000	Library periodicals	19,386.58	23,800.00	0.00	13,467.26	0.00	6.60	13,473.86	10,326.14	56.61
268-000.00-744.000	Audio visual materials	60,108.91	71,000.00	13,316.12	11,724.55	2,962.12	1,794.10	29,796.89	41,203.11	41.97
268-000.00-745.200	Electronic media	44,788.70	51,000.00	4,121.15	3,830.12	3,629.36	930.04	12,510.67	38,489.33	24.53
268-000.00-745.300	Electronic resources (CD rom materials)	55,399.44	55,000.00	28,780.50	2,480.00	1,988.00	1,635.00	34,883.50	20,116.50	63.42
Supplies		516,403.14	566,000.00	101,672.78	58,988.47	26,073.79	17,441.27	204,176.31	361,823.69	36.07
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	833.41	1,000.00	29.85	29.85	29.85	0.00	89.55	910.45	8.96
268-000.00-802.100	Bank Service Charges	2,476.65	2,000.00	159.94	267.32	260.52	680.80	1,368.58	631.42	68.43
268-000.00-803.000	Independent audit	700.00	700.00	0.00	0.00	0.00	700.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	659.80	300.00	0.00	69.00	69.00	0.00	138.00	162.00	46.00
268-000.00-806.000	Legal fees	342.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-809.000	Memberships and dues	4,266.00	4,500.00	2,752.00	0.00	688.00	0.00	3,440.00	1,060.00	76.44
268-000.00-816.000	Professional services	1,355.00	4,000.00	0.00	0.00	0.00	225.00	225.00	3,775.00	5.63
268-000.00-817.000	Custodial services	46,145.00	48,800.00	3,900.00	0.00	7,800.00	0.00	11,700.00	37,100.00	23.98
268-000.00-818.000	TLN Central Services	4,495.00	4,500.00	0.00	0.00	0.00	3,995.00	3,995.00	505.00	88.78
268-000.00-851.000	Telephone	12,082.53	11,500.00	599.91	1,797.76	1,107.82	455.81	3,961.30	7,538.70	34.45
268-000.00-855.000	TLN Automation Services	57,006.34	56,000.00	11,047.28	0.00	3,558.07	11,892.25	26,497.60	29,502.40	47.32
268-000.00-861.000	Gasoline and oil	363.61	500.00	25.63	5.38	28.65	0.00	59.66	440.34	11.93
268-000.00-862.000	Mileage	436.43	300.00	0.00	0.00	0.00	8.29	8.29	291.71	2.76
268-000.00-880.000	Community promotion	3,961.68	11,800.00	(448.25)	(642.00)	10.00	910.25	(170.00)	11,970.00	(1.44)
268-000.00-880.268	Library programming	11,717.97	22,500.00	2,557.46	(3,473.69)	4,624.80	1,788.34	5,496.91	17,003.09	24.43

GL NUMBER	DESCRIPTION	END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015	10/31/2015	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-880.271	Adult programs	4,563.52	0.00	0.00	0.00	2,373.00	75.00	2,448.00	(2,448.00)	100.00
268-000.00-900.000	Printing, graphic design and publishing	29,634.55	29,500.00	583.80	636.36	501.53	137.41	1,859.10	27,640.90	6.30
268-000.00-910.000	Property & liability insurance	13,000.00	14,300.00	13,464.00	0.00	0.00	0.00	13,464.00	836.00	94.15
268-000.00-921.000	Heat	11,257.52	11,000.00	118.18	199.18	25.72	204.09	547.17	10,452.83	4.97
268-000.00-922.000	Electricity	101,729.02	103,000.00	17,519.25	0.00	7,596.90	7,966.40	33,082.55	69,917.45	32.12
268-000.00-923.000	Water and sewer	5,393.13	5,500.00	0.00	0.00	2,707.95	0.00	2,707.95	2,792.05	49.24
268-000.00-934.000	Building maintenance	65,253.18	90,000.00	6,585.59	5,774.91	3,187.35	4,456.18	20,004.03	69,995.97	22.23
268-000.00-935.000	Vehicle maintenance	1,717.20	1,500.00	0.00	0.00	2,169.00	146.80	2,315.80	(815.80)	154.39
268-000.00-941.000	Grounds maintenance	32,735.91	28,600.00	1,360.76	11,206.91	247.74	14,603.38	27,418.79	1,181.21	95.87
268-000.00-942.000	Office equipment lease	12,596.78	12,000.00	2,097.90	2,536.21	0.00	1,998.00	6,632.11	5,367.89	55.27
268-000.00-942.100	Records storage	264.34	300.00	20.02	20.02	20.02	20.02	80.08	219.92	26.69
268-000.00-956.000	Conferences and workshops	8,464.64	14,500.00	2,014.01	(195.57)	1,780.21	1,842.55	5,441.20	9,058.80	37.53
Other services and charges		433,451.21	479,600.00	64,387.33	18,231.64	38,786.13	52,105.57	173,510.67	306,089.33	36.18
Capital outlay										
268-000.00-976.000	Building improvements	0.00	136,200.00	0.00	4,784.96	0.00	0.00	4,784.96	131,415.04	3.51
268-000.00-986.000	Internal Technology - Capital Outlay	7,020.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-990.000	Furniture	0.00	10,000.00	0.00	0.00	0.00	9,475.50	9,475.50	524.50	94.76
Capital outlay		7,020.40	146,200.00	0.00	4,784.96	0.00	9,475.50	14,260.46	131,939.54	9.75
Net - Dept 000.00-treasury		(126,552.97)	(414,564.00)	2,252,030.25	(80,800.20)	(179,045.50)	(249,589.72)	1,742,594.83	(2,157,158.83)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		2,670,151.81	2,673,181.00	2,508,572.63	133,561.20	20,280.16	11,424.52	2,673,838.51	(657.51)	(420.34)
TOTAL EXPENDITURES		2,796,704.78	3,087,745.00	256,542.38	214,361.40	199,325.66	261,014.24	931,243.68	2,156,501.32	(420.34)
NET OF REVENUES & EXPENDITURES		(126,552.97)	(414,564.00)	2,252,030.25	(80,800.20)	(179,045.50)	(249,589.72)	1,742,594.83	(2,157,158.83)	(420.34)

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

<b>Programming</b>	<b>665.232</b>	<b>Revenues</b>			
		Beginning Balance 6/30/2014	10,572.94	10,572.94	
		Unsolicited donations	2,000.00	909.64	2,000.00
		Berenguer - Light up the Night		200.00	
		Tu Family*		300.00	
		Students for Success (Friends)*		4,000.00	3,000.00
		Joy Inc.		1,885.67	
		Teen Space*		325.00	200.00
		Listen @ the Library (Friends)*		400.00	
		Sponsorship		500.00	1,000.00
Friends Donation		Community Read	2,000.00	750.00	2,000.00
NLA Funds		Community Read	650.00	650.00	3,000.00
<b>TOTAL</b>			<b>\$15,222.94</b>	<b>\$20,493.25</b>	<b>\$11,200.00</b>
<b>Programming</b>	<b>742.232</b>	<b>Expenditures</b>			
		Berenguer - Light up the Night	(265.05)	(200.00)	
		Students for Success*		(832.80)	(3,000.00)
		Joy Inc.		(1,448.40)	
		Sponsorship		(158.26)	
		Community Read - Staff Appreciation		(186.96)	(500.00)
Friends Donation		Community Read/Fox Run	(2,000.00)	(2,943.70)	(2,000.00)
		Teen Space*			(200.00)
<b>TOTAL</b>			<b>(2,265.05)</b>	<b>(\$5,770.12)</b>	<b>(\$5,700.00)</b>
<b>TOTAL</b>			<b>\$12,957.89</b>	<b>\$14,723.13</b>	
<b>Technology</b>	<b>665.233</b>	<b>Revenues</b>			
		Beginning Balance 6/30/2014	6,100.00	6,100.00	
		Unsolicited donations	2,000.00	810.00	2,000.00
<b>TOTAL</b>			<b>\$8,100.00</b>	<b>\$6,910.00</b>	<b>\$2,000.00</b>
<b>Technology</b>	<b>742.233</b>	<b>Expenditures</b>			
		Book-It Technology	(3,600.00)	0.00	
		3-D Printer (Friends)			(3,000.00)
<b>TOTAL</b>			<b>(\$3,600.00)</b>	<b>\$0.00</b>	<b>(\$3,000.00)</b>
<b>TOTAL</b>			<b>\$4,500.00</b>	<b>\$6,910.00</b>	

<b>Undesignated (Misc.)</b>	<b>665.234</b>	<b>Revenues</b>			
269-000.00-390.000		Fund balance 6/30/2014	1,487,507.00	1,487,506.93	
		Unsolicited donations	2,000.00	1,000.00	2,000.00
		Listen @ the Library (Friends)		1,500.00	
269-000.00-664.000		Interest on investments	31,582.59	13,096.02	
269-000.00-664.500		Unrealized gain (loss) on investments	0.00	18,078.44	
Berman Donation/Naming		Reallocated from Bldgs/Ground/Furniture	46,051.84	46,051.84	
<b>TOTAL</b>			<b>\$1,567,141.43</b>	<b>\$1,567,233.23</b>	<b>\$2,000.00</b>
<b>Undesignated (Misc.)</b>	<b>742.234</b>	<b>Expenditures</b>			
		Misc expenses (staff appreciation)	(2,000.00)	(438.11)	(500.00)
		Listen @ the Library (Friends)		(1,500.00)	
<b>TOTAL</b>			<b>(2,000.00)</b>	<b>(1,938.11)</b>	<b>(\$500.00)</b>
<b>TOTAL</b>			<b>\$1,565,141.43</b>	<b>\$1,565,295.12</b>	
<b>TOTAL</b>			<b>\$1,617,991.14</b>	<b>\$1,628,776.55</b>	
*Accounts still active beyond fiscal year					
		Beginning Fund Balances Forward*	1,592,028.60	1,590,760.53	1,638,430.62
		Revenues	56,232.59	59,809.79	41,700.00
		Expenditures	(30,270.05)	(23,061.77)	(39,600.00)
		NET Revenues vs. Expenditures	25,962.54	36,748.02	2,100.00
<b>Approved 7/15/2015</b>		Ending Fund Balance Expected	<b>\$1,617,991.14</b>	<b>\$1,627,508.55</b>	<b>\$1,640,530.62</b>

GL NUMBER	DESCRIPTION	END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015	10/31/2015	BALANCE	
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTED 269										
Dept 000.00-treasury										
Interest income										
269-000.00-664.000	Interest on investments	24,270.10	15,000.00	2,164.93	1,736.68	2,019.90	0.00	5,921.51	(5,921.51)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	7,426.03	5,000.00	5,342.96	(397.30)	3,587.86	0.00	8,533.52	(8,533.52)	100.00
	Interest income	31,696.13	20,000.00	7,507.89	1,339.38	5,607.76	0.00	14,455.03	(14,455.03)	100.00
Donations										
269-000.00-665.230	Collections/Materials Revenue	1,733.00	0.00	165.00	50.00	0.00	100.00	315.00	2,185.00	12.60
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	15,867.02	0.00	2,645.71	250.00	0.00	0.00	2,895.71	21,104.29	12.07
269-000.00-665.232	Programming Revenue	10,421.14	0.00	2,000.00	3,750.00	2,781.22	2,297.62	10,828.84	371.16	96.69
269-000.00-665.233	Technology Library Revenue	810.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,500.00	12,000.00	0.00	0.00	0.00	3,000.00	3,000.00	(1,000.00)	150.00
	Donations	32,331.16	12,000.00	4,810.71	4,050.00	2,781.22	5,397.62	17,039.55	24,660.45	40.86
Supplies										
269-000.00-742.230	Collections/Materials Expense	1,222.98	5,000.00	0.00	137.63	49.50	0.00	187.13	1,712.87	9.85
269-000.00-742.231	Buildings/Ground/ Furniture Expense	15,188.00	18,000.00	104.62	16.58	0.00	120.00	241.20	28,258.80	0.85
269-000.00-742.232	Programming Expense	6,693.56	3,000.00	4,300.00	57.50	1,095.63	5,487.01	10,940.14	(5,240.14)	191.93
269-000.00-742.233	Technology Library Expense	104.95	4,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
269-000.00-742.234	Undesignated Misc	1,880.58	2,000.00	0.00	588.50	300.00	0.00	888.50	(388.50)	177.70
	Supplies	25,090.07	32,000.00	4,404.62	800.21	1,445.13	5,607.01	12,256.97	27,343.03	30.95
Other services and charges										
269-000.00-802.100	Bank Service Charges	92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other services and charges	92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Net - Dept 000.00-treasury	38,844.73	0.00	7,913.98	4,589.17	6,943.85	(209.39)	19,237.61	(17,137.61)	
Fund 269 - LIBRARY CONTRIBUTED 269:										
	TOTAL REVENUES	64,027.29	32,000.00	12,318.60	5,389.38	8,388.98	5,397.62	31,494.58	10,205.42	916.08
	TOTAL EXPENDITURES	25,182.56	32,000.00	4,404.62	800.21	1,445.13	5,607.01	12,256.97	27,343.03	916.08
	NET OF REVENUES & EXPENDITURES	38,844.73	0.00	7,913.98	4,589.17	6,943.85	(209.39)	19,237.61	(17,137.61)	916.08
	TOTAL REVENUES - ALL FUNDS	2,734,179.10	2,705,181.00	2,520,891.23	138,950.58	28,669.14	16,822.14	2,705,333.09	9,547.91	
	TOTAL EXPENDITURES - ALL FUNDS	2,821,887.34	3,119,745.00	260,947.00	215,161.61	200,770.79	266,621.25	943,500.65	2,183,844.35	
	NET OF REVENUES & EXPENDITURES	(87,708.24)	(414,564.00)	2,259,944.23	(76,211.03)	(172,101.65)	(249,799.11)	1,761,832.44	(2,174,296.44)	

11/12/2015

## BALANCE SHEET FOR CITY OF NOVI

As of 10/31/2015

GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	176,933.92
268-000.00-017.000	Investments - Pooled	3,320,576.58
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	55,339.33
	Total Assets	3,553,349.83
*** Liabilities ***		
268-000.00-202.000	Accounts payable	65,270.68
268-000.00-215.200	Unemployment insurance liability	(3,996.70)
268-000.00-259.702	Accrued liabilities-tax	29,558.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	91,331.98
*** Fund Balance ***		
268-000.00-390.000	Fund balance	1,719,423.02
	Total Fund Balance	1,719,423.02
	Beginning Fund Balance	1,719,423.02
	Net of Revenues VS Expenditures	1,742,594.83
	Ending Fund Balance	3,462,017.85
	Total Liabilities And Fund Balance	3,553,349.83



GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTED 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	132,947.11
269-000.00-017.000	Investments - Pooled	1,518,834.60
	Total Assets	1,651,781.71
*** Liabilities ***		
269-000.00-202.000	Accounts payable	2,938.84
	Total Liabilities	2,938.84
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,520,729.99
269-000.00-390.230	Fund Balance Collections/Materials	34,194.01
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	53,575.69
269-000.00-390.232	Fund Balance Programming	14,300.52
269-000.00-390.233	Fund BalanceTechnology Library	6,805.05
	Total Fund Balance	1,629,605.26
	Beginning Fund Balance	1,629,605.26
	Net of Revenues VS Expenditures	19,237.61
	Ending Fund Balance	1,648,842.87
	Total Liabilities And Fund Balance	1,651,781.71

## Director's Report by Julie Farkas

### **Gift of a Library Quilt**

In spring 2015, the Novi Library was honored to partner with the Friends of the Novi Library and MSU Tollgate for a fantastic event called "Growing Together." It was held at beautiful MSU Tollgate on Twelve Mile and the mission for all the collaborators was to outreach to the north end of the Novi community who might not be aware of the resources available to them as citizens of Novi. This was also done as a recommendation from our Strategic Plan.

The activities were wide and varied from storytelling to food demonstrations, games, hay rides to interacting with newborn animals and much more. Another highlighted area was quilt making. We invited visitors to design a small square that would be sewn into a larger quilt and would become a special remembrance of this outstanding event.

Thanks again to Sue Johnson, President of the Friends, Alan Jaros and Mandy Jacobs from Michigan State University Extension, Tollgate Education Center and Kay Pratt also from MSU Extension who spent endless hours putting the quilt together and her colleagues Kay & Lynn Strong and Sandy Rosa.

### **JFK Installation (October 23 – December 5)**

Currently, the Library is hosting a JFK photography exhibit that houses close to 50 prints on the second floor (Teen Space, Quiet Study and Display case). The exhibit is owned by Jim Aho who acquired the prints from the late photographer, Tony Spina. The exhibit will be on display until December 5<sup>th</sup>.

### **Friends Gala – October 23<sup>rd</sup>**

A good time was had by all at the annual Friends gala on Friday, October 23<sup>rd</sup>. The event offered dueling piano entertainment, food catered by Cantoro Italian Market, the unveiling of the JFK photography exhibit and a historical perspective of the library, being that we are celebrating 55 years as a library.

### **Scrapbooking Fundraising Event – November 7**

The library hosted its 4 scrapbooking fundraiser at the Library from 10am – 10pm on November 7<sup>th</sup>. We had 30 in attendance and raised just over \$900 for the Library. Special thanks to our sponsors: Mary Gantt- Creative Memories, Kelly Thompson – Close to My Heart, Tony Sacco's Pizza and Olive Garden of Novi.

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

- 10/23: Y.O.U. Mtg. – Fox Run
- 10/26: Library Entrance mtg. w/Novi Schools
- 10/27: Work place Safety Seminar
- 10/26 & 10/27 All Staff Meetings
- 10/29, 11/12: Rotary Mtg.
- 11/3: Opened building for Election at 6:00am
- 11/5: HR Policy committee mtg.
- 11/5: Veteran's Brunch with Novi Rotary & City of Novi
- 11/6: Youth Assistance Annual mtg.
- 11/9: Brodart mtg.

### City of Novi Ambassador Program – November 5, 2015 Library presentation

Mark Sturing and I had the pleasure of meeting with the 2015 Community Ambassadors to share information about the library. Attached is the informational sheet that was distributed to the students. In addition, to sharing the printed information, Mark and I gave a short tour of the library that highlighted specific areas of interest as well as sharing the new 1:40 minute video that you received via email. The group was very engaged.

# YOUR Novi Public Library

*Inform. Inspire. Include.*



## Inform

- **Established:** in 1960 by the Friends of the Novi Library (celebrating 55 years this fall). Library's current building is 59,314 + 5,904 (patio space).
- **Funded:** by a tax revenue source of 1.0 mils annually (currently collecting .77 mils). Current budget revenue for 2015-2016: \$2,408,281. Additional funding sources include: state aid, fines/fees, penal fines (speed to read).
- **Governed:** by a 7 member board of trustees that is appointed by the Mayor. Members serve 3 year terms. Main functions of the board: financial oversight, budget approval, policy making, advocacy, fundraising/marketing, strategic planning.
- **Managed:** by a Library Director. 18 Full-time staff and approximately 49 Part-time staff). Library Departments: Administration, Information Services, Support Services, Information Technology and Facilities. All Librarians have a Masters Degree in Library Science or Information by an ALA accredited program.
- **Items checked out:** 814,782 (based on population of 60,593 that is approx. 13 items per person/per year).
- **Visited in 2014/2015:** 392,047 visitors (approximately 1,127 daily). Open 7 days a week.

## Inspire

- **Artwork:** One of a kind pieces of artwork are displayed throughout the Library.
- **Programming:** There are opportunities for every age group.
- **Resources/Collections:** Over 175,000 items are in the Library's physical and digital collections.

- **Online Resources:** Zinio, Freegal, Gale Courses, and Overdrive just to name a few!
- **Cooperative Sharing:** The Library participates in The Library Network, a consortium of over 60 libraries in southeast Michigan that allows for reciprocal borrowing and a shared catalog system with over 4 million items.
- **Outreach:** 3 Read Boxes located in 3 City of Novi Parks (Lakeshore, Rotary and ITC)
- **Cultural Experiences:** ESL language classes, story times in 8 different languages, conversation groups, Chamber Music Society of Detroit monthly concerts, ethnic food events, author events, and guest lectures.

### Include

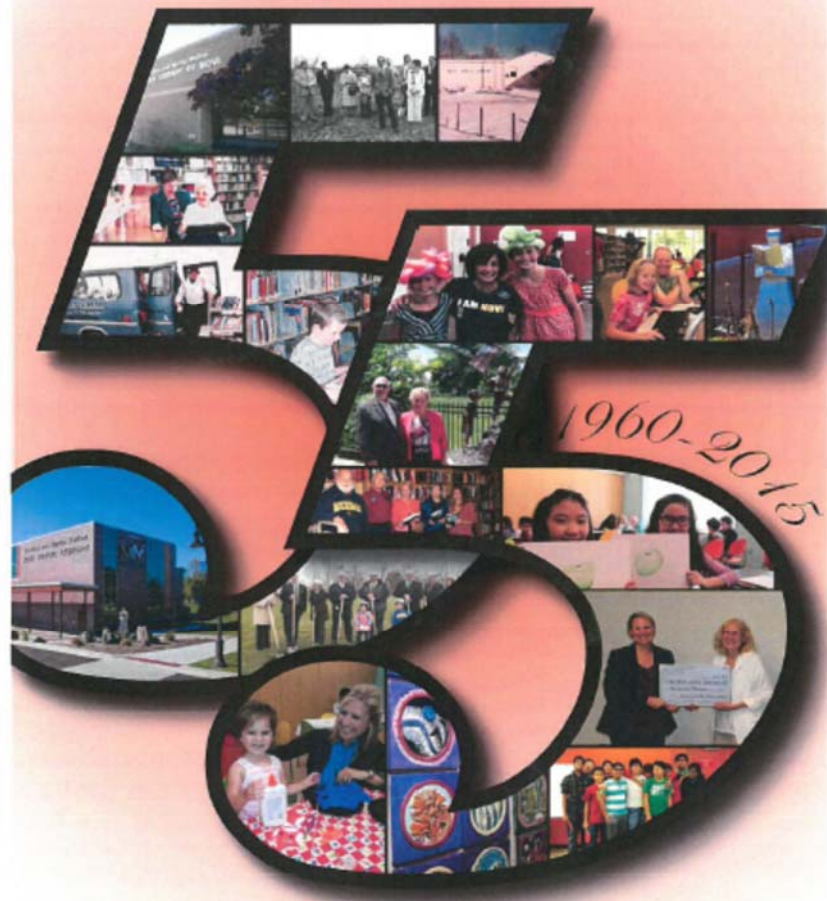
- Friends of the Novi Library
- Novi Historical Commission
- Teen Space
- Longtime partners with: Novi Community School District and other area schools, NLA (Neighborhood Library Association), City of Novi, local businesses, MSU Tollgate, Novi Rotary, American Business Women's Association, Novi Youth Assistance, Fox Run of Novi
- Annual Summer Reading program (All ages welcome)
- Meeting room spaces
- Website, Library App, Monthly E-newsletter, social media, monthly cable shows
- Homeowners Association meetings FREE of charge if library can give a 10-15 minute update
- Full service café
- Study spaces
- Computer Lab

### Challenges

- Squashing the "Library" stereotype. We consider ourselves a "Destination place" in our community. Going "beyond books" and providing more for our residents.
- Funding for the future
- Getting our word out to the community
- Being known as the "Information gateway" in Novi

# *Celebrating 55 Years*

2014-2015 Annual Report



*Look in the past and ahead to the future*

Inform. Inspire. Include.



## A Letter From the **Library Board President**

November 2015



We are happy to celebrate the 55th birthday of the Novi Public Library. Like a 55 year-old person, it is time to look back and thank all the former and current patrons, former and current employees, former and current library directors, former and current friends of the Novi Public Library, former and current trustees, former and current council members and mayors, without those contributions the current Library would not exist.

The general location of the Novi Public Library has not changed in 55 years, but with the support of a generous donation from Charles and Myrtle Walker, and a positive vote from Novi residents, the Library sits in a new 55,000 square foot building just five years old.

At 55, the Novi Public Library is not going into retirement, but is ready to meet the new challenges it faces. I cannot personally speak as to the conditions of the Library 55 years ago, however I can personally speak to the changes in the Library for these last 12 years. In addition to a new 55,000 square foot building, there is a vibrant and inclusive feeling at the Library today that informs, inspires, and includes.

There really is something for everyone at the Library today, from youth, teen, adult, and senior citizens. It is not just books. It is a meeting place. It is a hub for electronic media and data, and a hub just to meet, relax, and enjoy the outdoor patio or enjoy a cup of coffee. It is a hub for instruction for youth, teens, adults and senior citizens and businesses. Enjoy the history of the tiles and art throughout the entire Library and the statues outside.

Stroll through the Library and notice the awards and recognition on the walls, including the outstanding Library of the Year Award from the State of Michigan.

Obtain or renew your Library Card. You will be surprised how much you can do with your Library Card. You will be surprised how much information and material you can receive, read, and review, even by remote access on your computer, phone or electronic player.

While the Library has doubled in size from approximately 25,000 square feet to 55,000 square feet and doubled its collections, it has continued to operate on approximately the same budget of \$2,700,000 for the past several years due to the dedication and efficiency from the Library staff and utilizing technology advances.

While some libraries in Michigan have had to close or reduce hours, the Novi Public Library has increased its hours on Fridays and Saturdays to 6pm and is now open year-round on Sundays between 12pm and 6pm.

I want to thank and welcome all. I certainly hope that if you have not yet enjoyed the Library, you must visit soon.

Come visit us so we can **Inform, Inspire and Include.**



Mark A. Sturing  
President of the Library Board



1960











1976



2010

## NPL By the Numbers

 <b>Visitors at the Library</b> 392,047	<b>Cardholders</b> 27,238 
<b>Zinio Magazine Downloads</b> 9,850	<b>Freegal Music Downloads</b> 26,245
 <b>Items Checked Out</b> 814,782	<b>Read Box Circulation</b> 1,291
<b>Downloadables (OverDrive)</b> 42,478	<b>Program Participants</b>  40,901
<b>Library App Usage</b> 350,677	<b>Computer Logins</b>  47,843
 <b>Summer Reading Participants</b> 2,584	<b>New Library Cards Issued</b> 4,211
<b>Book Collections</b> 149,941	<b>Audio/Video/CD Collections</b> 27,776
<b>Reference Transactions</b> 115,392	<b>Mag./News. Subscriptions</b> 207
<b>Meeting Room Rentals</b> 387	<b>Meeting Room Participants</b>  11,166
 <b>Volunteers</b> 210	<b>Volunteer Service Hours</b> 5,175
<b>Homeowners Assoc. Meetings</b> 39	<b>Homeowner Participants</b> 921
<b>Teen Space Participants</b> 5,935	<b>Interlibrary Loans</b> 105,594

## Significant Accomplishments

- Achieved highest Summer Reading Program attendance on record! Had 2,584 participants. Paradise Park was the premiere sponsor (Summer 2014).
- 3rd year offering Teen Space program (Monday-Friday; 2-5pm) in partnership with the Novi Community School District, City of Novi Parks Recreation and Cultural Services and Novi Youth Assistance (September 2014).
- Launched FREE online college classes. Gale Courses offers over 300 classes to the community which can be accessed with a Novi Library card (September 2014).
- Hosted a monthly parent book discussion and coffee with the Superintendent in partnership with the Novi Community School District (September 2014).
- Partnered with Fox Run of Novi to host an author luncheon that welcomed over 100 guests (October 2014).
- Hosted the 5th Annual Community Reads with neighborhood libraries (Lyon Township, Northville District Library, Salem-South Lyon District Library and Wixom Public Library). The communities read the book **We Are All Completely Beside Ourselves** by Karen Joy Fowler (November 2014).
- Presented a new fundraising campaign to the community in partnership with **MyCouponGenie** and local Novi businesses to offer the community digital coupons (December 2014).
- Partnered with the Novi Community School District for "Students for Success-A School District Reading Together" author event. The community read the book **SPARK: The Revolutionary New Science of Exercise and the Brain** by John Ratey (April 2015).
- Unveiled the "I Love My Country Statue" on the Library's patio which commemorates Hugh & Kathy Crawford. \$12,000 was raised by the community to support this project (June 2015).

## Supporting YOUR Novi Library



**Maha Maze  
Donated by the  
Davio Family**

Over the years, wonderful donations have been received from patrons like you! There are many ways that you can donate to the Library – a general monetary gift in memory/honor of someone to help support the Library's various collections, electronic resources, programming or technology; dedication of a tree; a naming opportunity for a room or collection, etc.

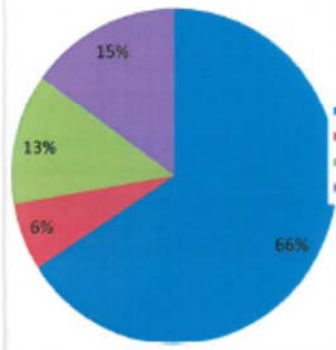
To learn more about these opportunities or to meet in person to discuss making a gift to the Novi Public Library, contact Julie Farkas, Library Director, at 248-869-7233.

“There are so many **free programs and activities** for people of all ages and cultures that it would be hard not to find **something for everyone**.”

-The Curtiss Family



## 2014-2015 Audited Financial Review



1 Personnel	\$1,839,830.03
2 Supplies/Equipment/Furniture	\$181,977.94
3 Collections	\$354,042.38
4 Operations/Services/Utilities	\$420,854.43
<b>Total Expenditures:</b>	<b>\$2,796,704.78</b>
<b>Fundbalance Allocation:</b>	<b>\$126,552.97</b>

## 2014-2015 Library Board Trustees

**Willy Mena**, President  
**David Margolis**, Vice President  
**Larry Czekaj**, Treasurer  
**Ramesh Verma**, Secretary  
**John Lesko**, Trustee  
**Craig Messerknecht**, Trustee  
**Mark Sturing**, Trustee  
**Julie Farkas**, Library Director  
**Ruchira Ankireddygar**, Student Rep.  
**Ziyang Huang**, Student Rep.





## **MLA Conference Reports**

By John Lesko, Library Board Trustee

It was a pleasure to attend the MLA 2015 Conference. It was so uplifting to see so many librarians/directors working to find new ways to get their community, whether big or small, to be more involved with the library. Hats off to them!

By Bill Lawler, Library Board Trustee

Julie, I enjoyed my time at the MLA immensely. It was great to experience the palpable enthusiasm, energy, and knowledge at the event. The opening presentation was very well done, informative, funny, and right on point. I think it got the conference off to a positive and rousing start. The session I attended on "Growing as a Library Trustee" was very well done and informative. The conference was well organized and seemed very well suited to the needs of the participants. Thank you very much for inviting me.

Julie Farkas, Library Director

By David Silberman, Information Services Librarian

I attended a day at MLA and sat in on four sessions. One discussed different social media platforms, how they can be used as tools for collaboration and interaction with patrons, the pros and cons of several, and a few platforms that we should let go of in favor of newer trends. Another session covered the variety of web services as well as a few physical devices offered by Google. Another session regarding data and analytics stressed that we must understand and respect the limitations of any data collected, and to ask further questions and collaborate if you don't understand the data. The session was about collaboration and outreach. We need to get out to places people may not think of the library, and be more creative working with other libraries and the community as a whole while budgets are in danger. I look forward to seeing how I can put these lessons to work for our patrons

By Mary Robinson, Information Services Librarian

I attended the 2015 MLA Conference on Thursday, Oct. 29th. My morning began with an inspiring presentation from staff of Kalamazoo Public Library's Hub. They demonstrated how an unused closet, the purchase of computers and digitization equipment as well as the hiring of enthusiastic, customer-focused interns could all manifest into a creative maker space that connected their library with their patrons in countless meaningful ways. This session inspired me to look into potential ways NPL could integrate digitization projects with local history and social media. Session: Back to the Future with Digital Labs! - The Hub at Kalamazoo Public Library

Next, I learned that it's not enough to have surveys and focus groups, but rather send library personnel out into the community to ask engaging questions which then leads to meaningful conversations and relevant ways the library fulfills the aspirations of their community. This in turn

help librarians and libraries be leaders and innovators in their community. Session: Creating a Michigan Cohort of Public Innovators

Finally, I learned how common technologies that we carry in our pockets and purses can help us connect and provide rich and relevant library experiences with the largest growing population our library will serve, baby boomers. Apple's Voice Over and Android's Talk Back are great ways for the vision-impaired to use the libraries digital resources and stay connected with the world. Session: Changing Lives: Connecting Baby Boomers with Assistive Technology

It was also my pleasure to attend the keynote luncheon with Board Member Tara Michener and listen to PBS's Under The Radar Michigan guys talk about reinventing themselves as well as the people they've met and adventures they have had while filming across the state of Michigan.

By Maryann Zurmuehlen, Head of Support Services

The MLA Conference at NPL provided an excellent opportunity to meet and mingle with other library staff from Michigan. I really enjoyed getting to see the 3D printer and what items it produces. I haven't encountered one before, and it provided a visual explanation of the process much better than I was imagining it. The food provided by Cantoros was delicious, with a decent variety of finger-foods. Overall, it was a wonderful chance to show off our library (including all the work Facilities did in prepping and cleaning), and to welcome the library community from the state into our workplace.

By Lindsay Fricke, Information Services Librarian

I attended four sessions at the MLA conference, including gaming in the library, library statistics, building school outreach, and programming for adults 21 and older. The sessions had knowledgeable speakers who presented topics that were informative and gave me new ideas to be implemented at the Novi Public Library. Although all of the sessions were useful, the most appealing topic discussed was gaming in the library. We have had table top gaming programs at our library in the past, but this presentation gave suggestions on ways to increase participation from patrons. I would like to consider developing a library collection of games. Patrons could browse through a master gaming binder, which would include detailed information about each game in the library's collection. I would also like to investigate how to get free or discounted games from local game stores and publishers. The information learned from the conference was invaluable and I look forward to exploring new ideas and emerging trends.

By Evan Smale, Electronic Services Librarian

This year's MLA conference had a variety of interesting and educational programs. One of the sessions that appealed most to me because of its focus on social media was the Book Sleuthing events Capital District Library puts on. Once a month for five hours a day, CADL will host a reader's advisory event on their Facebook page. They will ask patrons to list the last three books they read and will offer a suggestion based on those titles. By using Facebook as a forum for readers advisory CADL is able to connect to hard to reach patrons, create conversations, and advertise their expert services. Book Sleuth appeals to librarians because instead of a "high pressure" reader's advisory experience at the desk where one is required to find titles on the spot, the one hour turnaround time gives staff more time to find the perfect title. It would be interesting to host a one off test session and see how the Novi community responds to a program similar to this.

By Jessie Schenk, Information Services Librarian

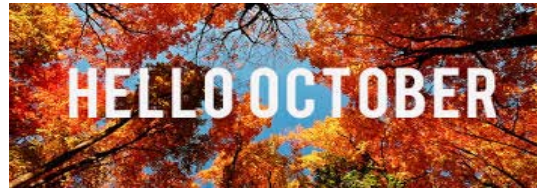
I really appreciated the opportunity to attend my first MLA conference in many years. It was wonderful to spend time networking with colleagues, and finding out what's happening at libraries around the state. I found it interesting that the themes of 'collaboration' and 'reaching beyond the walls of the library' were touched on in almost all of the sessions I attended. Though NPL already does a lot of collaborating with outside organizations, there were some creative ideas of how to expand this even further. Suggestions included targeting a wide range for community partners—anything from the DNR to the dentist's office. The conference was a great way to take a step back from day-to-day tasks, and take a moment to brainstorm future programs and plans.

By Erin Durrett, Information Services Librarian

I definitely benefited from attending MLA this year; I was able to present at Ignite about Shark Bowl (and am very excited that the 3D printer will arrive by Thursday November 12th.), attended some inspiring sessions, visited our vendors and talked with librarians from around Michigan about experiences at their libraries. Ignite was a popular session with about 150 attendees and all 7 of the presentations were well received. My favorite sessions were Gaming in the Library and Comicon 2015, how three libraries in Michigan came together to create an amazing event. These sessions have encouraged me to look into more gaming opportunities for the library and after the Comicon session, I would love our Neighborhood Reads group to put together a Comicon for our area. I also made relationships with vendors and talked with Brodart about giving us a discount on the display case for the Shark Bowl project. I attended two receptions (including the Hats Off reception at the library) and spoke with librarians all over Michigan, filling them in on how we do things at Novi.

By Christina Salvatore, Communications Coordinator

The 2015 MLA Conference at the Novi Library was a huge success! All the Novi Library staff worked together to put on a wonderful event for all the participating libraries which was enjoyed by all. The best part for me was not only dancing with everyone at the end by the fantastic dueling piano group, but it was very informational to walk around to the different vendors and learn more about their businesses. I got the chance to hear about their company see where some of the products in our Library came from. It was also great to have Cantoro Italian Market cater the event. Their presentation of the food and wine is always noticed by all with positive feedback and of course their food is always delicious. All in all I thought it was a great event that could not have been possible without the hard work from the NPL staff.



### **Highlights of the Month:**

- Michigan Opera Theatre Presents the Great American Songbook
- Partnership with Friends of the Novi Library and Fox Run Y.O.U. for the Authors Live Luncheon
- April Stevenson attended the annual Walk to School Day at Novi Woods
- Thank You to Tony Sacco's for the Historical Pizza Display (Oct is National Pizza Month)
- Sports Injuries and How To Prevent Them
- On the Road with Kathy and Margi to Toledo

### **Profit of \$1,774.84**

- Hands On Beginning Genealogy
- Partnership with MSU Tollgate Farms for the Pumpkin Fest 2015
- Partnership with City to recognize National Bullying Prevention Month
- Exploring Challah Bread
- Lessons to Understand and Support Asperger's
- Lifelong Learning: Get Going with Gale Courses & Learning Express Library
- Listen @ the Library with great musicians from the Avanti Musical Festival
- Keeping Kids Off the Couch this Winter
- PowerPoint 2010 Basics
- Let's Connect Online: Social Media in Genealogy
- Unveiling of "He Was the President: John F. Kennedy 1960-1961" Photographs
- Document Donation Day
- Hosted a table of information on the Organ Donor Registry
- Parent to Parent Book Discussion with Dr. Steve Matthews, Superintendent of NSD
- Hosted a fabulous "Hats Off to Learning" Reception in conjunction with the MLA Conference (Thanks to staff for being such gracious hosts)

### **Monthly Adult Programs:**

- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Computer Tutor 1 on 1 (5 times a week = 22 sessions this month)
- Five Knit 2gether Knitting Circles

- Coffee with Superintendent, Dr. Steve Matthews
- Four Book Discussion Groups
- French, German, Japanese & Spanish Language Conversation Groups
- 3 English Conversation Groups
- 7 ESL Book Discussions
- Novi Writers' Group
- Two Information Services Department Meetings

**Business Programs:**

- 3 SCORE Business Mentoring sessions



**Featured Youth Programs:**

- 2 Baby Time Story Times
- 4 Tot Time Story Times
- 7 Two of Us Story Times
- 5 Three's Company Story Times
- 3 On My Own Story Times
- Spaghetti in a Hot Dog Bun: The Musical
- Plate Days
- Dog Days at the Library
- Lego Club creations on display
- Get Mobbed with Minecraft
- STAR WARS READs Day
- Spanish Story Time
- Hindi Story Time
- Chinese Story Time
- Russian Story Time
- Marathi Story Time
- Japanese Story Time
- Korean Story Time
- Tamil Story Time
- Costume Dance Party
- Halloween Tales



## **Featured Tween-Teen Programs**

- ❖ Contest for Teen Read Week
- ❖ NPL Fear Factor
- ❖ Advisory Board (TAB) Meeting
- ❖ Game ON!
- ❖ Re-Design a Book Cover
- ❖ Brushbots!
- ❖ Pumpkin Decorating Contest
- ❖ DIY Zombie Make-Up

## **Monthly Youth Programs:**

- Snack Tales
- Kiddie Craft
- Lego Club

## **Building Operations Report – by Mary Ellen Mulcrone**

We were given the OK to stop watering the rain gardens as of October 22. Taking care of them was a lot of work for the Facilities team, and the next water bill will probably show a significant increase, but these improvements should be worth the trouble and cost. The well pump repair for the irrigation system that serves the Library grounds (but doesn't reach the bioswales) and Fuerst Park was completed by Ray's Well Drilling on October 21. We coordinated with City staff to get this done, and they are splitting the cost with us. The irrigation system was winterized the following week, and a gate valve was added to the domestic water supply for the system to prevent accidental flooding of the meter room.

Some of the youth furniture that was recently re-upholstered had to go back for improvements. Those pieces should be returned soon. Keith was able to replace the seats on the youth benches, saving the cost of having this done by a vendor.

On November 3, NPL served as a polling place for Novi's Precinct 16. The 239 people who visited the Library to vote that day (as well as everyone else who visited) had a chance to take our survey and learn more about our Teen Space partners.

We received a report from the DTE Energy Business Energy Consultation that occurred October 6. As expected, the report was favorable but suggests replacing some of our lighting with more efficient lamps or bulbs. We also had Bill attend a program on Energy Efficiency for Schools and Local Governments that was provided by DTE Energy on October 14. At the program, Bill made a contact from a nonprofit corporation that supposedly replaces lighting at little or no cost to organizations. This will require some further investigation.

We are still trying to get the concrete repairs scheduled for this month, if the weather continues to hold. At this point in time, though, we may need to postpone the project until spring. One of the elevators required replacement of the circuit board. This has been repaired, and the elevator is back in service. The annual fire inspection was completed on October 27. A few minor violations were cited and are being corrected.

Barb is coordinating with the City to be included in their RFP for security video cameras. The RFP will be posted by the end of the year. IT staff are in the process of rolling out MS Office 2013 to staff workstations, giving them a chance to become familiar with the change before it is introduced to the public in December. Scott successfully rebuilt one of the self-checkout stations that had been out of operation. A variety of other software and hardware updates have been completed, as well as other routine tasks, such as helping staff with password and login issues, assisting event speakers with hardware/software issues, assisting patrons with print issues and Creation Station, etc. Cable TV can now be shown on the monitor near the patio. This screen and the one in Teen Stop will also be showing the Community Reads author program on November 17, as the event registration is full.

The 3D virtual tour of the Library has been completed and was showcased at the Michigan Library Association reception that was held here last week. It looks great. Several new videos about NPL services were recently uploaded to the Library's official YouTube channel.

Dominic Doot provided the following computer training for the public: one Basic Photo Editing with Paint.NET, two iPad Tips and Tricks, one E-Reader Instruction, one Zinio Digital Magazines, one Improve Your Typing Skills, two VHS to DVD workshops, and 17 Tech Times.



On Tuesday, November 10<sup>th</sup> at approximately 7:00pm, a pane of glass on the 2<sup>nd</sup> floor shattered. Luckily, no glass fell out of the frame and there were no injuries. At this time, the section of glass wall has been secured thanks to the very quick and talented work of our facilities team – Keith and Cary. The area will remain boarded for approximately 2 weeks as we wait for a new pane of glass to arrive. We are working with Rochester Glass at an estimated cost of \$1,065 for the repairs.

This is the third pane of glass to have shattered over the 5 years since the building has opened. The building continues to settle and this could be one of the results of the setting. Rochester Glass has assured us that we have a very durable type of glass that is being used in the building.



Name: NOVI PUBLIC LIBRARY  
 Contact: Mary Ellen Mulcrone  
 Telephone: (248) 869-7210  
 Audit Date: Tuesday, October 6, 2015  
 Year Built: 2010  
 Sq/ft: 60000  
 Address: 45255 W 10 Mile Rd  
 City/State/Zip: Novi, MI 48375



**Congratulations Mary Ellen Mulcrone**

Thank you for inviting us into your business to participate in **DTE Energy's Business Energy Consultation Program**. The following report summarizes the details of our visit, and provides you with additional resources and recommendations to help you continue on your path to energy savings.

**What We Found:**

During our walk-through audit, we found the following items in place:

	Qty		Qty
( )-Televisions	0	( )-Cooler Anti-Sweat Controls	0
( )-Refrigerators	0	( )-Cooler Evap. Fan Type	0
( )-Freezers	0	( )-Appliances Other	0
( )-Computers	0	( )-CFL	0
( )-Freezer Anti -Sweat Controls	0	( )-Fluorescent T5	0
( )-Freezer Strip Curtain	0	(√)-Fluorescent T8	500
( )-Open Freezer Case	0	( )-Fluorescent -Other	0
( )-Cooler Evaporator Fan Motors	0	( )-Fluorescent T12	0
( )-Freezer Evap. Fan Type	0	( )-Halogen	0
(√)-LED Exit Signs	1	(√)-HID	12
( )-T8 Display Door Lights	0	( )-Incandescent	0
( )-T12 Display Door Lights	0	( )-Induction	0
( )-Display Door Lights LED	0	( )-LED	0
( )-Cooler Strip Curtains	0		

**What We Installed:**

During your Business Energy Consultation we installed a variety of energy-efficient products to help you start saving:

	Qty		Qty
 ( )-Public Aerator	0	 ( )-Pre-Rinse Spray Valve	0

# BUSINESS ENERGY CONSULTATION



USE LESS.  
**SAVE MORE.**

	( )-Exit Sign Retrofit Kit	0		(√)- Par 20 LED	10
	( )-Occupancy Sensor	0		( )-LED Flood	0
	( )-Commercial Thermostat	0		( )-Candelabra 20 LED	0
	( )-Fiberglass Pipe Wrap-ft	0		( )-12w LED A Type	0
	( )-Foam Pipe Insulation-ft	0		( )-10 Watt CFL Globes	0
				(√)-13 Watt CFLs	6
				( )-18 Watt CFLs	0
				( )-23 Watt CFLs	0
				(√)-CFL Candelabras	3
				( )-CFL Flood	0

**\*This is an estimated saving of 1578 kWh and 0 Therm annually.**

## Energy-Saving Recommendations for Your Business:

Since a portion of energy costs is a controllable operating expense, every dollar saved can make an impact on your business' bottom line. Based on the data collected today from your business, we are recommending you advance to the DTE Energy Incentive Program- as it offers a comprehensive set of incentives and/or rebates designed to help you invest in the appropriate energy efficient technology and upgrade(s) for the business:

	<b>HVAC</b> Good		<b>Water Heating System</b> Good	 <p>Good Average Poor</p>
	<b>Lighting</b> Poor		<b>Refrigeration/Appliances</b> Good	

### SPECIFIC RECOMMENDATION(S):

- (√) Lighting – Replace existing T12 lamps with T8 lamps
- (√) Lighting – Replace incandescent bulbs with LEDs or CFLs
- (√) Lighting – Replace HID floods with LED floods

Please visit [www.dteenergy.com/savenow](http://www.dteenergy.com/savenow), or call us at 855.234.7335 for further information. Or, if you are ALL SET TO GET STARTED – simply visit the following DTE Energy link and you will be able to search our directory and find a contractor who specializes in the above-recommended upgrade(s).

Get more ways to save and information on energy efficiency incentives at [www.dteenergy.com/savenow](http://www.dteenergy.com/savenow)

DTE Energy Efficiency Program for Business  
Energy Efficiency for Schools and Local Governments  
Wednesday, October 14, 2015  
Bill Bembeneck

I signed in about 8:10 am and the program finished at 11:00 am. The program began with a few introductory comments by program director Bill Clemens. Six speakers followed and Bill Clemens closed the seminar.

Speaker #1. Ray Zoia DTE. His talk was an overview of outdoor lighting. DTE has a goal of having all outdoor lighting changed from vapor lighting to LED by 2020. A theme of the program was the benefits of LED lighting. DTE covers 540 cities and maintains 195,000 outdoor lights. This is broken down to 159,00 street lights and 36,00 protective lights. Benefits of LED lighting were shared

1. Lifetime: 50,000-100,000 lifetime hours. Mercury vapor is 12,000-24,00. Metal halide is 10,000-15,000.
2. Brighter light than MV or MH which produce an orange color.
3. There is an energy savings. The figure was given at 40-65% savings.
4. The light can be controlled better. The lenses are moveable and have a variety of types.

Speaker #2. Sean Clark Former City Manager of Warren. He presented 2 case studies. (Testimonial)

1. Waste Water Plan. Basically he described the revamping the waste water plant and the savings gained.
2. LED Street Lighting Upgrade. Warren has 6,329 street lights. They changed from MV to LED. This was the largest conversion DTE has undertaken.

Speaker #3. Daniel Mark Johnson Controls. Energy Savings through Street Lighting. (Testimonial)

Had the energy performance contract and did the service for the City of Warren.  
Major point: energy saving projects could earn star rating with DTE.

Speaker #4. Dave Crispin. Energy Manager for Livonia Public Schools. (Testimonial)

1. One change he made was removing 32 watt bulbs and replacing them with 25 watt bulbs for the T8 lamps. He saved \$1.00 per lamp on bulbs.
2. He also replaced the T8 and T12 bulbs with LED
3. He talked about making use of DTE incentives.

Speaker #5. Todd O'Grady. Michigan Saves. Public Sector Financing. Energy Financing Bonds.

1. Provide financing for projects from \$5,000 to 10 million at 3.5% interest. Locate a contractor.
2. Website: [www.michigansaves.org](http://www.michigansaves.org) [togrady@michigansaves.org](mailto:togrady@michigansaves.org) Phone: 248-701-3058

Speaker #6. Sean McCoy. Energy Efficiency Program for Business. FLASH DRIVE provided.

All the information he presented is on the flash drive.

The high point of the seminar was a one on one talk with Tina Reason with Energy Reduction Coalition. They are a non profit corporation. She told me that they would change our present bulb lighting to LED with no cost to us. What they seek is only the money we save in a year as their payment. This may be for several years. Tina Reason. Phone: 248-431-0363. [Tina.reason@energyreductioncoalition.org](mailto:Tina.reason@energyreductioncoalition.org) [www.energyreductioncoalition.org](http://www.energyreductioncoalition.org)

# Novi Public Library Marketing Plan

Inform. Inspire. Include.

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Approved: November 18, 2015

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7. Marketing Objectives
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7. Marketing Mix  
    -Product, Price, Place, Promotion
8. Evaluation

## Goals

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- Provide consistent, open and timely communication to the community and staff regarding our marketing initiatives.
- Utilize communication tools and technology that are cost efficient, effective and current.
- Increase the Library target market and audience throughout the community.

## Strategies

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To achieve these goals, the existing marketing tools listed in the plan will continue to be implemented and updated to increase Library audience.

- **Community Involvement**
  - Logo wear displayed
- **Print Communications**
  - Engage Publication
  - Enhance Newsletter (Older Adults)
  - Novi Today
- **Social Media**
  - Facebook, Twitter, Pinterest, Tumblr, Instagram, YouTube
- **Community Events**
  - Logo wear displayed
- **Electronic Communications**
  - Mobile App
  - Library Newsletter
  - I Am Novi Newsletter

## Missions, Values & Vision of the Novi Public Library

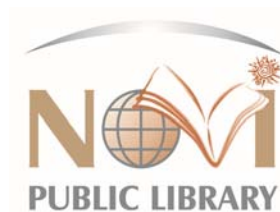
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### Motto

Inform. Inspire. Include.

### Mission Statement

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



### Values Statement

The Novi public Library supports intellectual freedom and success to informational resources for all, while maintaining the privacy of its patrons and providing a safe and secure environment.

## Vision Statement

The Novi Public Library is a center of community activity and a source of local pride. It is a library that fulfills the needs of the community in a comfortable, user-friendly, well-staffed facility that is capable of adapting to change.

## Introduction

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The Novi Public Library is a hub of information and goes beyond books, to offer the community a wealth of information, services, and resources that **Inform. Inspire. Include.** Looking back to the year of 1960, the Library opened it's doors in a former bank building on Novi Road with approximately 150 donated books. Fast forward to 2010 when the new 56,000 sq. ft. facility opened and our patrons can now experience a 21<sup>st</sup> century Library.

A resident of Novi has access to free online college courses, educational programs geared towards Adults, Teens and Youth, downloadable media, meeting spaces, international languages and much more. It is extremely important for the Novi Library to market our services and resources to successfully bring attention to our library and our importance to the community.

As many Marketing Plans focus on one main goal to achieve for the calendar year, this plan will serve as a guide for Library staff to continue to promote the Library's programs, resources and collections to the best of their ability for our growing and dynamic community.

## Purpose & Philosophy of Public Libraries

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Public Libraries play a key role as a place for encouraging learning, innovation, literacy, visualizing and growing. It allows individuals of all ages to achieve their goals, help and teach others, and grow as a person. Libraries are constantly changing. From the very beginning of their existence with only books, libraries are now offering a plethora of resources, collections, digital media and programming for their communities. As in many facilities, all you need is your library card to have access to all of these services. As many also know it as, "**The Smartest Card In Your Wallet**".

## SWOT Analysis

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### A. Strengths

1. The Novi Public Library's 75 staff members is the result of a strong marketing orientation and commitment to stay consistent with all marketing avenues and promotion throughout the Library. In particular, the Information Services Team works closely with the Communications Coordinator to help develop different marketing



materials (monthly calendars, program information etc.) to better serve and deliver our information to the public.

2. The outstanding relationship with other City of Novi staff, community members, Novi Community School District and returning patrons help the Library communicate and promote their programs, events and resources effectively. We work closely with the City of Novi Community Relations staff and Novi Parks, Recreation and Cultural Services to promote information.
3. At the Library we use numerous amounts of cost effective ways and strategies to get all our important information out to the community. Our main ways to promote our information are through our E-newsletter, E-mail blasts, monthly Beyond Books tapings, website, Engage! Magazine and word of mouth. These are all costs efficient avenues that help us and our budget through the fiscal year.

### **B. Internal Organizational Weaknesses**

1. Due to some staff rotation and moving on to different employment positions in their career, it is more difficult to keep a consistent flow and have them aware of all marketing initiatives.

2. Since we are a non-profit organization our budget is not as significant as we would like it to be. That being said we have to come up with more cost effective methods for marketing that are successful.

### **A. External Organizational Weaknesses**

1. Improvement of engagement and communication with residents on the north end of freeway 96 in Novi.

2. Develop a stronger communication with young children and families. By creating a newsletter only geared toward this target audience, the Library is able to draw more patrons to their facility. Not many are aware of the variety of youth programs and resources offered.

### **C. Opportunities**

1. As social media is constantly changing this enhance our marketing and allow us to utilize these tools for free. With each new social media outlet, the Library continues to create an account for the public to keep up with us wherever they may be.

Currently the Novi Library has a **Facebook, Twitter, Pinterest, Instagram, YouTube and Tumblr accounts**. Our Facebook page currently has close to 1500 “likes” with the number always rising.



will



2. The Library currently offers a variety of programs for Youth, Teens and Adults. The youth and teen programs consist of educational learning, arts and cultural involvement, and story times. Adult programs range from music, language learning, cultural and historic and business oriented. All programs are engaging, educational and inviting. Each month in-house communication pieces are made for these programs and promoted throughout the Library and also included in the Library's monthly e-newsletter, City of Novi I Am Novi newsletter and website, social media pages etc. The target audience to promote these programs to is always young families, teens and adults. The Library offers something for everyone and the main purpose is to make sure these consumers are aware.

3. The main way that patrons can have access to all of the wonderful collections, resources and opportunities that the Library provides is signing up for a library card. As of 2014 there are 27,386 library cardholders. By having **"The Smartest Card In Your Wallet"** the community is able to utilize all that the Library offers.



#### D. Threats

1. Even though social media is cost effective, the one draw back is because many of our patrons are an older population, they might not utilize social media as much as the younger generation.

2. Since the Library offers an assortment of programs for our growing community, at times there might be too many taking place and attendance is low. The youth and teen programming is usually at capacity with a waiting list, but the adult needs more attention marketing wise to grow attendance. Not every program will be of interest to everyone but marketing to different avenues will allow the Library to become more aware of where patrons receive their information. At each program an evaluation form is given to the attendee to give staff feedback on the program and express how they became aware of the program.

3. Many patrons visit the Library to either sign-up or renew their library card but because Novi is such a large community not all surrounding residents are aware of the facility and what we offer. To change this, more promotion throughout the city is needed to focus on these residents so they are aware of all we offer. This will be effective for them and the Library as a whole.

## Marketing Objectives

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1. With a marketing routine already **intact**, the Novi Library, must continue to be consistent with producing monthly materials and promotion throughout the year. This will keep the patrons and staff involved and constantly aware of what is happening in the Library.
2. Continue to make current and new staff aware of different marketing tools that are used throughout the Library.
3. Work with different Novi Homeowner Association groups to promote our information, collections and resources to new Novi residents. This will allow the Library to reach more individuals in the community. Quarterly informational meetings will be scheduled at the Library for new residents.
4. Hold more events throughout the city to inform patrons throughout Novi about the Library. Because Novi is such a large city there are areas throughout the community that are not aware of everything the Library offers.

## Marketing Strategies

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### A. Target Market(s)

**Target Market 1:** The Novi Community School District or other surrounding schools located close to Novi. (Walled Lake Schools & Thorton Creek Elementary in Northville)



Example: The Novi Library has a great relationship with the Novi Community School District (NCSD). The Library currently has a Teen Space program, Mon-Fri from 2-5pm for students in grades 9-12. Because the Novi High School is located directly behind the Library, a majority of the students visit the Library after school. We also partner with NCSD on our Summer Reading Program and other author book discussions throughout the year.

**Target Market 2:** City of Novi Older Adult Services, Fox Run Senior Living, & the Friends of the Novi Library

Example: Along with children and teens, another large age group at the Library is older adults. The Library works closely with City of Novi Older Adult Services to include our programs in their quarterly *Enhance* newsletter. Fox Run Senior Living located in Novi is another



opportunity and avenue to promote our information to this age group. This past March we held a “Library Fair” at Fox Run to promote our materials and every October partner together to hold an author event. Twice a month, senior transportation is also provided to the residents for them to visit the Library. The Friends of the Novi Library is another group which consists of 375 members. Each month email blasts are sent to this group about informing them about our events and they also coordinate a few programs a year at the Library. The Friends group also have a book store in the Library called “The Book Nook” which generates more than \$20,000 back to the Library. They also sponsor numerous programs for the Library and contribute their time and give financially. A large portion of this group is older adults which is a way for the Library to connect with this generation. They are constant supporters of the Library.

### **Target Market 3:** Local Novi businesses and owners

Example: Reaching out to local Novi businesses is a great way to inform them of the happenings and information at the Library. Many businesses are very generous and contribute financially to sponsor different events. With this relationship, in return we are able to help promote their business and they become more familiar with the Library. Attending weekly Novi Rotary meetings and speaking to other businesses is another great way for us to stay involved and converse with companies.



## **B. Marketing Mix**

1. **Products:** The Novi Library markets not only books, CD's and DVD's. The Library has a variety of downloadable media, online college level courses, and educational programs to engage and entertain their community. With the constant circulation of items, the Library is also able to provide fiction, non-fiction, Young Adult and Youth books for the community.
2. **Price:** All Novi Library patrons are taxpayers, which means with the use of their Library card they are able to have access to all of our materials, collections and resources free of charge. At the Library we do rent out our meeting spaces to the public for meetings and events and with that comes a charge according to the room size and if the patron is a resident or non-resident.
3. **Place:** The Novi Library shares and distributes materials with other libraries through The Library Network, a public library cooperative serving 73 libraries in southeast Michigan. This service exists to make it

easier for the customer to gain access to the products. The items are also circulated through our AST Room. Once an item is checked out, it is returned to the Library and then re-shelved for another patron.

4. **Promotion:** Each month the Library uses the same promotional methods to advertise our programs and services. Some of the promotion tools that are used constantly are the Library's website, program calendars, print communication, email blasts, the City of Novi Engage! Magazine (Quarterly), monthly e-letter, social media, community events, cable tapings with City of Novi's SWOCC (Southwestern Oakland Cable Commission), local newspaper (Novi News), and word of mouth. Information is also sent to the City of Novi's Civic Center, City of Novi social media pages and city electronic message board.



**A. Annual Yearly Marketing Events:** Community involvement and engagement is a major tool to help our Library grow. The Library holds and attends a number of events throughout the year which helps keep our relationship with businesses, community members and residents.

- 2 Budget Study Sessions-January & February
- National Library Week-April
- Spring Into Novi-May
- 2 Strategic Planning Sessions-August & September
- Friends of the Novi Library Fall Thank You Gala-October
- Light up the Night-December

**C. Electronic Marketing Tools**

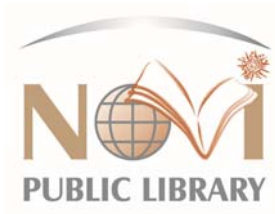
1. Website (novilibrary.org)
2. Monthly E-Newsletter
3. LCD Slides (Monthly)
4. E-mail Blasts to Friends Group, & TLN
5. Send monthly information to NLA Newsletters
6. Monthly Beyond Books taping
7. Social Media
8. City of Novi Electronic Message Board
9. Marketing Weekly Updates-sent weekly to staff

#### **D. Print Communication Marketing**

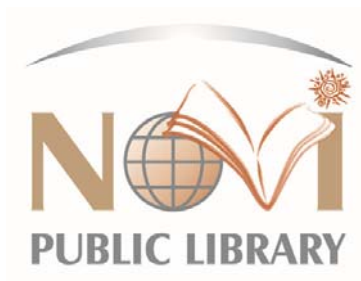
1. Engage! Magazine (Quarterly)
2. In-house communication pieces (Displayed on Kiosks and Community Board)
3. Program calendars
4. Press Releases
5. Marketing Box

#### **Evaluation**

This plan's main goal is to help the Library in the future years with marketing our information effectively and will allow staff to refer back to this plan for assistance. By implementing monthly tasks to promote the Library's programs, events, resources and collections we are providing the community a chance to visit our facility and not only see what we offer but learn, engage and grow with us. By keeping each marketing and advertising avenue consistent and allowing our staff as a whole to be involved we are creating a work environment where everyone wins.



**Inform. Inspire. Include.**  
**Novilibrary.org**  
**248-349-0720**



# Policy Manual

## BUILDING POLICIES

### Policy B7: Drive-Up Window Service Policy:

The purpose of the drive up window is to provide fast and convenient service to patrons who don't have time for a full library visit. The services provided at the window will be limited to pick up of holds and paying of fines. Transactions should be completed in less than 2 minutes as to minimize the wait of other drive up window patrons. Any patron requiring more staff interaction will be asked to pull into a parking space and come into the building. Holds must be pre-arranged by phoning the library at least 4 hours in advance.

### Policy B7: Drive-Up Window Service (revised)

The purpose of the drive-up window is to provide fast and convenient service to patrons who don't have time for a full library visit. The services provided at the window will be limited to pick up of holds and paying of fines. Transactions should be completed in less than two (2) minutes as to minimize the wait of other drive up window patrons. Any patron requiring more staff interaction will be asked to pull into a parking space and come into the building. Holds must be prearranged by phoning the library and determining with staff a mutually agreed upon pick up time or at least two (2) hours in advance.

#### A. Miscellaneous

Patrons must have a valid library card to complete window service transactions.

Approved: May 1, 2010, Revised November 18, 2015

Signed:

Lawrence A. Kilgore  
President  
Novi Public Library Board of Trustees

Support Services Statistics 2015-2016													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	434	479	401	371									1,685
Items checked out	79,554	74,310	62,846	65,368									282,078
Items borrowed	4,800	4,562	4,283	4,681									18,326
Items loaned	4,942	4,892	4,715	4,832									19,381
Read Boxes	326	228	245	0									799

	October 2015	October 2014		October 2015	October 2014
Library cards issued	371	339			
Total checkouts	65,368	67,091	READ Boxes	Adult	0
				Youth	0
Items borrowed	TLN 4,568	4,126		Total	0
	MeL 113	75			59
	4,681	4,201			
Items loaned	TLN 4,742	4,583			
	MeL 90	105			
	4,832	4,688			

May 6 through October 7, 2015 was our third season of of Read Box service in Novi. Lakeshore Park is the original location with Rotary and ITC Parks added in 2014. ITC Park proved to be the most used with Lakeshore coming in a close second.

Read Box Totals May 6 - October 7, 2015:

	2015	2014
Adult	244	212
Youth	1,047	886
Total	1,291	1,098



Self-Check Totals 2015-16 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
Jul	79,554	56.67%	45,081	10,025	8,678	5,023	7,611	12,073	1,671
Aug	74,310	57.44%	42,681	11,294	2,906	7,603	7,620	11,698	1,560
Sep	62,846	54.83%	34,456	8,578	4,972	4,167	6,467	9,629	643
Oct	65,368	55.82%	36,490	8,548	6,300	3,820	6,646	10,190	986
Nov									
Dec									
Jan									
Feb									
Mar									
Apr									
May									
Jun									
FYTD	282,078	56.19%	158,708	38,445	22,856	20,613	28,344	43,590	4,860

Library Usage									
2014-2015 Fiscal Year					2015-2016 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
Jul	41,988	1,400	289	30	Jul	42,588	1,469	280	29
Aug	37,590	1,296	272	29	Aug	34,009	1,134	281	30
Sep	31,986	1,103	275	29	Sep	29,854	1,106	261	27
Oct	36,332	1,172	294	31	Oct	32,524	1,049	291	31
Nov	30,030	1,073	259	28	Nov			266	29
Dec	28,625	1,022	264	28	Dec			263	28
Jan	30,566	1,019	280	30	Jan			278	30
Feb	28,186	1,044	264	27	Feb			275	29
Mar	31,116	1,004	292	31	Mar			283	29
Apr	31,008	1,107	272	28	Apr			280	30
May	28,010	1,000	263	28	May			269	28
Jun	36,610	1,262	280	29	Jun			274	29
FYTD	392,047	1,127	3,304	348	FYTD	138,975	1,188	3,301	349

**Computer Logins**

2014-2015 Fiscal Year						2015-2016 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
Jul	5,620	46,177	3	51,800	1,727	Jul	3,794	74,618	5	78,417	2,704
Aug	4,816	48,923	7	53,746	1,853	Aug	3,607	73,816	6	77,429	2,581
Sep	4,866	49,382	1	54,249	1,871	Sep	3,047	72,714	1	75,762	2,806
Oct	4,167	54,461	2	58,630	1,891	Oct	3,278	71,625	1	74,904	2,416
Nov	4,463	54,338	2	58,803	2,100	Nov					
Dec	4,228	47,196	1	51,425	1,837	Dec					
Jan	3,395	51,759	2	55,156	1,839	Jan					
Feb	2,918	66,156	2	69,076	2,467	Feb					
Mar	3,556	68,265	2	71,823	2,317	Mar					
Apr	3,287	61,087	4	64,378	2,299	Apr					
May	2,890	69,463	0	72,353	2,584	May					
Jun	3,637	72,043	1	75,681	2,610	Jun					
<b>FYTD</b>	<b>47,843</b>	<b>689,250</b>	<b>27</b>	<b>737,120</b>	<b>2,112</b>	<b>FYTD</b>	<b>13,726</b>	<b>292,773</b>	<b>13</b>	<b>306,512</b>	<b>2,620</b>

Early Literacy Workstation Usage							
2014-2015 Fiscal Year				2015-2016 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
Jul	1,460	38,035	26	Jul	1,505	37,569	24
Aug	1,297	33,735	26	Aug	1,416	35,537	25
Sep	1,039	23,683	22	Sep	953	20,433	21
Oct	1,005	22,557	22	Oct	938	19,497	20
Nov	995	24,158	24	Nov			
Dec	953	21,756	22	Dec			
Jan	971	22,936	23	Jan			
Feb	962	22,029	22	Feb			
Mar	1,185	28,393	23	Mar			
Apr	1,026	23,551	22	Apr			
May	901	18,957	21	May			
Jun	1,209	29,678	24	Jun			
FYTD	13,003	309,468	23	FYTD	4,812	113,036	23

**Technology Training Sessions 2015-2016 Fiscal Year**

	Tech Time	eReader	VHS to DVD	iPad	Typing	Paint.NET	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	3		2		1				5	11	
<i>patrons</i>	<b>3</b>		<b>2</b>		<b>4</b>				<b>5</b>		<b>14</b>
<b>Aug</b>	5	1	2	2	1	1	1		14	27	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>4</b>	<b>3</b>		<b>14</b>		<b>40</b>
<b>Sep</b>	5	1	2	2		1	1		8	20	
<i>patrons</i>	<b>5</b>	<b>3</b>	<b>2</b>	<b>4</b>		<b>4</b>	<b>1</b>		<b>8</b>		<b>27</b>
<b>Oct</b>	5	1	2	2	1	1	1	1	9	23	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>13</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>9</b>		<b>40</b>
<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>											
<b>Sessions</b>	16	9	8	19	15	11	6	1	36	81	
<i>Patrons</i>	<b>18</b>	<b>3</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>36</b>		<b>121</b>

2015-2016 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts	Active Learners	Completed Classes
Jul	2,036	201	1,030	14,045	43	1
Aug	1,993	218	773	14,748	70	2
Sep	1,872	189	1,022	14,737	98	1
Oct	1,966	207	891	15,534	81	1
Nov						
Dec						
Jan						
Feb						
Mar						
Apr						
May						
Jun						
FYTD	7,867	815	3,716	59,064	**	5

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

2015-2016 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,133	1,203	4,336	136
Aug	2,898	1,181	4,079	118
Sep	3,713	966	4,679	96
Oct	2,662	897	3,559	113
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				
FYTD	12,406	4,247	16,653	463

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

Meeting Room Rentals					
2014-15 Fiscal Year			2015-16 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
Jul	44	1,234	Jul	21	522
Aug	54	1,810	Aug	47	996
Sep	29	760	Sep	46	960
Oct	36	964	Oct	40	738
Nov	33	890	Nov		
Dec	19	470	Dec		
Jan	22	910	Jan		
Feb	23	656	Feb		
Mar	36	924	Mar		
Apr	31	818	Apr		
May	33	965	May		
Jun	27	765	Jun		
FYTD	387	11,166	FYTD	154	3,216



Library App - 2015-16 Fiscal Year					
	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
<b>Jul</b>	36,763	1. Catalog	<b>Jan</b>		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Events			
<b>Aug</b>	44,983	1. Catalog	<b>Feb</b>		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Book/DVD Lists			
<b>Sep</b>	41,040	1. Catalog	<b>Mar</b>		
		2. My Account			
		3. Library Locator			
		4. OverDrive			
		5. Artwork at the Library			
<b>Oct</b>	42,150	1. Catalog	<b>Apr</b>		
		2. My Account			
		3. Library Locator			
		4. OverDrive			
		5. Artwork at the Library			
<b>Nov</b>			<b>May</b>		
<b>Dec</b>			<b>Jun</b>		
			<b>Total</b>	<b>164,936</b>	

## Memorandum of Shared Understanding between the Friends of the Novi Public Library and the Novi Public Library

A vibrant and active Friends organization is invaluable to the success of any public library. The Board of Trustees of the Novi Public Library recognizes that the establishment of a public library for the Citizens of Novi was due to the efforts of a group of dedicated Novi resident volunteers and believes in the continuing need for an engaged Friends of the Novi Public Library organization.

The Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community. The Library is governed by its Board of Trustees, appointed by the City's Mayor and Council, which is responsible for its annual operations and upkeep.

The Friends' mission is to raise money and public awareness in the community to support the services and programs of the Library. The Friends are a separate and distinct entity, chartered as a non-profit 501 (c)(3) organization and are not governed by the Library Board nor by Library Administration.

Therefore, let it be understood that:

- The Novi Public Library (including its Administration and staff) "Library", the Library Board of Trustees "Board" and the Friends of the Novi Public Library "Friends" shall operate cooperatively with mutual respect and goodwill to establish programs and activities for the benefit of the library and its patrons.
- The Board and Friends will each provide a non-voting representative to attend the respective Board meetings of the other organization. Each representative will be allotted time on the agenda to share relevant information and encourage dialogue. Library Administration will also send a representative to each organization's meeting to provide information regarding the library, its activities, plans and needs. This will enable all parties to support the collective efforts of all the respective entities.
- The Board, Library, and Friends agree to exercise an environment of open communication and active participation. The organizations shall communicate their goals, strategies, and objectives to each other and frequently share progress towards those goals so that all organizations can understand where each can provide assistance and support. The organizations shall publicly support each other and their respective programs and activities.
- The Board, Library, and Friends shall endeavor to conduct an annual joint workshop of the Boards with a rotating Chairperson, to encourage broader member participation in discussion of current issues affecting the Library and the Friends.

- Library staff will continue to focus their primary time and resources on serving Library patrons, but will make every effort to support both the Board and Friends where practical. The Library shall provide the Friends with an annual "wish-list" (not covered by Board budget allocations) for consideration.

All parties shall agree to <sup>remove</sup>~~(annually)~~ revisit this Memorandum annually <sup>remove</sup>~~in~~ for viability and shall formally re-ratify its philosophies (once adopted). The Board shall also encourage each of its Trustees to join the Friends as individual members.

Friends of Novi Public Library

\_\_\_\_\_ Date: \_\_\_\_\_, 2015

Sue Johnson, President

Novi Public Library Board of Trustees

\_\_\_\_\_ Date: \_\_\_\_\_, 2015

Mark A. Sturing, President

Novi Public Library Administration

\_\_\_\_\_ Date: \_\_\_\_\_, 2015

Julie E. Farkas, Library Director

## Novi Historical Commission minutes

Wednesday, September 23, 2015 8 PM

Meeting was called to order at 8 PM (after the library strategic planning update)

Due to an emergency, August 19, 2015 minutes were not available at this time.

Members present: Kathy Crawford, Roger Crownover, Tammy-Lee Knopp, youth member: Roshini Ankireddygari, Library liaison Betty Lang and groupie Sue (sorry don't know her last name). Members absent: Kelly Sexton, John MacInnis and youth member, Meena (emailed Tammy-Lee).

Library Liaison Report: Betty Lang

Upcoming library/friends programs

Hands-on Beginning Genealogy: Saturday at October 10, 2015 @ 1030 to 330: learn the basics of genealogy from experienced members of the Northville Genealogy Society. Bring your own lunch or use our café. The afternoon will continue in the computer lab with hands-on help from the pros. registration required 248-349-0720.

Let's Connect ON-LINE: Social Media in Genealogy: Thursday, October, 22nd 2015 @7- 8:30pm: social networking sites such as Facebook, Twitter, Pinterest, LinkedIn and Flickr have change the way we conduct our genealogy research. Find out how using these free on-line services can aid your research and perhaps even expand your circle of relatives. Registration required 248-349-0720.

Document Days Saturday, October 25, 2015 @2-4pm: Donate photos school yearbooks letters or documents pertaining to the history of Novi they can be added to the collection. If you wish to take your original document home there will be someone on hand to scan and return them to you. Local history room tours will also be available. Betty is looking for two volunteers. Tammy-Lee Knopp has volunteered anyone else?????

The library has created a Local History Room access record, so new staff at the library will be able to let the appropriate people in the History Room. As of September 2015 the following persons are allowed in the Local History Room at any time, with no librarian present. Currently on the list are commission members Kelly Sexton, Kathy Crawford, John MacInnis, Roger Crownover, and Tammy-Lee Knopp. Also volunteers Kathy Much and Norm Young. Of course library staff members and also allowed in the room anytime. Be sure to tell the librarian at the second floor information desk when you are leaving so that the door can be locked.

History Room volunteers:

First Monday of the month from 12 to 2pm and the third Monday of the month from 6 to 8pm.

10/5 12 - 2 PM? Still need somebody please help????????(Kelly, John?) Kathy stated she will email and ask. 10/19 6 to 8 PM Tammy-Lee Knopp

Novi Library Trip: Friday, October 9, 2015 Toledo art museum and glass museum there still a few places left sign up at the library.

Accomplishments list/current projects for 2014 was presented to the Novi City Council and Novi Library Board at the Novi Library Board meeting July 15, 2015. Commission members have not seen but Kathy will email the listed presented with too Commission members as soon as she has a moment.

Villa Barr project: even with the passing of David Barr we have still proceeded with the rights of the books. Kathy has approved the ordering of 150 books and Julie has placed this order. Will need to wait till next meeting to enter amount of the book order, it was not said at this month's meeting. At this point it is unsure how much we will be charging for the books and unsure if the books will be here in time for the authors luncheon in October.

Historical home at 41666 W. 9 mile Road owned by Bev and Bob Hoeksema (we think, if it has not sold yet). We received information concerning the home that is apparently for sale. It has been decided no commission meetings will take place at this home all commission meetings will continue to be in the local history room.

Historical commission programs:

Recap: Thursday, September 17, 2015 @7pm: Roger Crownover: WWI polar bears expedition: fantastic turnout 21 signed up, 29 showed up, no sign-in list was present so no emails are available. Everybody has had rave reviews about this program. Thank you Roger ☐.

Monday, October 12, 2015 @ 7pm Bill Grandstaff, Victorian Cemetery Folklore. \$100 from Historical Commission will be paid and check is to be made out to Paralyzed Veterans of America. Friends will be matching the donation with \$100 made out to Paralyzed Veterans of America.

Wednesday, January 20, 2016 at 11 AM: Brian Golden: unsure if this program is going to run due to the deadline for the Engage and John is currently out of town.

Thursday, March 3, 2016 @ 7pm: Women of the West: Susan Nenadic. It was approved \$25 check to be made out to the speaker to defray the cost of gas for coming for the program. Also speaker is permitted to sell her book and other things related to the program.

Thursday, April 28, 2016 @ 7pm: Jim and Laura Paulk presentation about the Philip Shaw home. Might have to replace them because I have not heard from them to get write-up done for the library to place it in the Engage. (update as I was typing) Received an email from the Paulks at 10:45 stating still interested in doing the program and they will have a write up emailed to me by Friday in order to get it in on time.

Display cabinet schedule:

Currently decorated for the upcoming program Victorian Cemetery Folklore. Tammy-Lee has asked for reimbursement for cost of supplies and door prizes of current cabinet about \$14. (Approved).

Hoping to find things at the storage unit to help create more cabinets' displays.

Website Tammy-Lee has not had time to look over what Kelly has diligently done (sorry) will try to buy next meeting.

Facebook link there is currently a Facebook page called Novi Historical Commission.

Storage unit visit: Visit to the storage unit is planned for Saturday, October 3, 2015 @10am. Tammy-Lee will stop by the library to pick the key up on Friday. Everyone will meet at the storage unit the address will be provided by Betty Lang.

#### New business/other business

Commission has approved Tammy-Lee Knopp to attend this state history conference in Saginaw this weekend (Friday, September 25 through Sunday, September 27, 2015). She will be reimbursed conference fees and mileage.

Tammy-Lee has requested monies to be set aside for the City of Novi lawyers to take a look at permission slip for students that are doing projects that might be used by the Historical Commission. Julie Farkas is currently writing a rough draft of the permission slip to be presented to city lawyers for approval. The approximate money being requested is \$200 or less. The Commission has decided not to make a decision until Julie is finished with the rough draft but it has been decided that this might be a necessary tool for the commission.

Next meeting Wednesday, October 28, 2015 @ 7pm

# John F. Kennedy photos featured at Novi library

October 24, 2015



(Photo: Tony Spina)

A photographic retrospective of former President John F. Kennedy, taken by the late *Detroit Free Press* chief photographer and Pulitzer Prize winner Tony Spina, will be on display at the Novi Public Library through Dec. 5.

The exhibit, “He Was the President: John F. Kennedy 1960-61,” was unveiled Friday at a Friends of the Novi Library invitation-only gala. Library Director

Julie Farkas said she is proud to have these 50 photographs on display, which gives the community a chance to take a look back at the history and events that have forever shaped the country.

The collection of images by Spina, who died in 1995 at the age of 80, captures the excitement, tension and promise of JFK’s candidacy and presidency from the early days of the primary campaign, the 1960 Democratic National Convention and the 1961 inauguration. Many of the photographs were taken in downtown Detroit and several other Michigan locations. Spina noted in 1964 that out of the thousands of photographs he took during that period, “these are the most meaningful to me and I hope they will prove as meaningful for other Americans who lived through it all, either at close range or as distant viewers.”

To gain more insight about this exhibit, stop by the library 3-4 p.m. Sunday, Oct. 25, for the program “He Was the President: John F. Kennedy 1960-61” to hear native Detroiter and photographer Jim Aho introduce this captivating exhibit and share the story behind Spina.

Farkas said she extends a big thank you to the businesses for sponsoring the Friends of the Novi Library Gala and this exhibit: The Taubman Co.-Twelve Oaks Mall, O’Brien-Sullivan Funeral Home, Simon Property Group-Novu Town Center, Town & Country Eyecare and Life Time Fitness.

The Novi Library hours are 10 a.m. to 9 p.m. Monday through Thursday, 10 a.m. to 6 p.m. Friday and Saturday and noon to 6 p.m. Sunday. The library is located at 45255 W. 10 Mile Road. For more information on this exhibit or the Novi Library, go to [novilibrary.org](http://novilibrary.org) or call 248-349-0720.

# LIGHT UP THE NIGHT

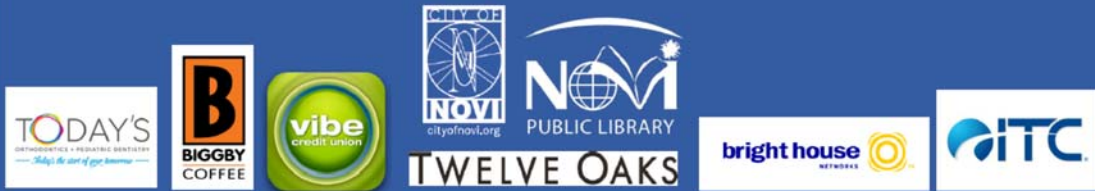
Friday, December 4  
Novi Civic Center Campus  
6 - 9pm



**Novi Civic Center**  
Fireworks  
Marshmallow Roasting  
Ice Sculptures  
Santa Visits  
Petting Farm  
Kids Crafts  
Craft Show  
Tree Lighting

**Novi Library**  
Train Rides  
Variety Show  
Face Painting  
Free coffee and hot chocolate  
Raffle for a Peanuts themed gift basket

FREE COMMUNITY EVENT







## Library Board Calendar

### 2015

**November 18**                    **Library Board Regular Meeting**  
 November 25                   Wednesday before Thanksgiving, Library Closes at 5 p.m.  
 November 26                   Holiday – Thanksgiving, Library Closed

**December 16**                   **Library Board Regular Meeting**  
**December 16**                   **Library Director – Mid-year Review**  
 December 24                   Holiday – Christmas Eve, Library Closed  
 December 25                   Holiday – Christmas, Library Closed  
 December 31                   Holiday – New Year’s Eve, Library Closed

### 2016

January 1                        Holiday – New Year’s Day, Library Closed  
**January 16**                       **Budget Planning Session, Library**  
**January 20**                       **Library Board Regular Meeting**

**February 6**                       **Budget Planning Session, Library**  
**February 17**                       **Library Board Regular Meeting**

**March 16**                        **Library Board Regular Meeting**  
 March 26                        Library Closed  
 March 27                        Holiday – Easter, Library Closed

April 10-16                       National Library Week  
**April 20**                        **Library Board Regular Meeting**  
**April**                               **Budget presented to Council, TBD**

**May**                                **Library Board - Goal Setting Session, TBD**  
 May 8                               Mother’s Day, Library Closed  
**May 18**                           **Library Board Regular Meeting**  
 May 29                            Library Closed  
 May 30                            Holiday – Memorial Day, Library Closed

**June 15**                        **Library Board Regular Meeting**  
**June 15**                        **Library Director Annual Review**  
 June 19                            Father’s Day, Library Closed

July 4                                Holiday – Independence Day, Library Closed  
**July 20**                           **Library Board Regular Meeting**

August –October               Community Reads Program  
**August 17**                       **Library Board Regular Meeting**  
 August 19                        Staff In-Service, Library Closed

September 3                     Library Closed  
 September 4                     Library Closed  
 September 5                     Holiday – Labor Day, Library Closed  
**September 21**                   **Library Board Regular Meeting**

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