

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, April 25, 2019
at 7:00 p.m.
City of Novi – Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Tara Michener
- 2. Roll Call by Secretary, Bill Lawler
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda 1-4
- 5. Consent Agenda
 - A. Approval of Regular Meeting Minutes5-11
 - B. Approval of Claims and Warrants 12-14
- 6. Correspondence
 - A. Thank you email from Mayor Bob Gatt – Re: QSAC Excellent Level.....15
 - B. Thank you email from Joslen Letscher, Fox Run Resident – Re: QSAC Excellent Level.....15
 - C. Thank you letter & certificate from Novi Comm. Coalition – Re: Pinwheel Project.....16-17
 - D. Invitation from Jeffrey Herczeg, Director of Public Works – Re: 10 Mile Road Study.....18
 - E. Thank you letter from Catherine Bruder, Library Patron – Re: QSAC Excellent Level.....19
 - F. Thank you email from Celia Morse, The Library Network – Re: CARL Acquisitions 19
- 7. Presentation/Special Guest
 - A. Barb Rutkowski, Head of Information Technology – Department Update
- 8. Public Comment
 In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

 DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
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 - A. Grant Award Letter from Tim Gleisner, Dept. of Education.....21
- 10. President's Report (Tara Michener)
 - A. Special Tribute from State of Michigan.....22
 - B. Congratulatory letter & certificate from Randy Riley, State Librarian – Re: QSAC Excellent Level.....23-24
 - C. 2018-2019 Library Goals25
 - D. 2018-2019 Goals Update (July, October, January, **April**) 26-44

E. Election of 2019-2020 Library Board Officers

Slate as of March 28, 2019

President: Tara Michener, Melissa Agosta

Vice President: Kat Dooley

Treasurer: OPEN

Secretary: Kat Dooley

Craig Messerknecht is available to fill in where necessary

*Officers will take their new roles effective: May 23, 2019

*President will appoint members to committees at the May 23, 2019 meeting

11. Treasurer's Report (Melissa Agosta)	
A. 2018-2019 Library Budget Fund 268.....	45-48
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E. Library Usage Statistics	80-88
F. Friends of the Novi Library	N/A
G. Novi Historical Commission – February 20, 2019 Minutes, March 20, 2019 Minutes and April 17, 2019 Agenda.....	89-95
13. Committee Reports	
A. Policy Committee: Review current public policies for the Library (Michener–Chair, Dooley)	
• Board approved revised policy manual on June 22, 2017	
B. HR Committee: HR Policies, Director Review, Salary Study (Lawler – Chair, Yu, Staff Liaison – Marcia Dominick)	
• Staff satisfaction and strategic planning survey on hold until further notice.	
C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation (Agosta- Chair, Messerknecht, Lawler)	
• Craig Messerknecht and Director Farkas met with the library's attorney on Friday, November 30, 2018, to discuss the library's options for an endowment/foundation. The attorney is currently gathering information relevant to the start-up (policies, bylaws, costs, etc.).	
• As of January 14, 2019: Director contacted the library attorney for updates to the discussion on November 30, 2018. Attorney is still working on investigating start-up costs, policies, bylaws, etc.; As of February 20, 2019: No update from Attorney; As of March 19, 2019: No update from Attorney; April 18, 2019: No update from the Attorney	

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Michener – Chair, Agosta, Wood)

1. Library Board Member Bingo Idea
 2. Summer Reading Shirts were ordered for the Library Board Members
- April 9th: Volunteer Appreciation Breakfast – Michener, Messerknecht
 - April 11th: Charlie LeDuff Author Event: Bill Lawler

E. Strategic Planning Committee: Annual review of current plan

(Wood- Chair, Dooley). Review completed in November 2017.

- Council Member, Doreen Poupard, has offered to stay involved with the Committee through June 2019 based on her months of knowledge and participation since July 2018.
- April 26th: Committee meeting scheduled to go over the data from the March 27th public session and to begin drafts of strategic objectives. Plan is to bring draft of objectives to the May 23rd meeting for Library Board review.

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- As of April 20, 2019 – attorney is in contact with NCSD attorney and lease discussions are still underway. A list of library costs are being put together in order for work to be completed before new tenant can take ownership (tile cleaning, painting, added electrical outlet, addition of 3 stools, gate switch in new location).
- LED project work is completed.
- As of April 20, 2019: Director had a meeting with Rob Petty to discuss Lakeshore Project on 4/16/2019. Information from Envisionware was presented to Rob on the site specifications/preparation. A meeting is scheduled with Rob Petty and the Envisionware Rep on 4/24/2019.
- Novi Special Race Car – City Council approved the budget and moving of the car from the Library. Director had a meeting with Rob Petty to discuss costs that were quoted for shelving to be moved, security gates to be moved and carpet to be replaced in order for the library to be fully-functional again as car is moved. No time frame for this project to begin as of yet, more data needs to be collected.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta)

- Bylaw revisions were approved at the October 25, 2018 meeting.
- Amendment to reflect the 3 minute time limit for public comment during library board meetings was approved at the March 28, 2019 meeting.

14. Public Comment

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

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting

- 15. Matters for Board Action
 - A. iCube Public Policy (1st draft, pending attorney review)..... 59-60
 - B. Sick Leave Policy Revised (1st draft, has been reviewed by City HR Dept.).....61-62

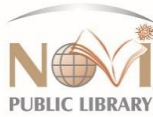
16. Adjourn

Supplemental Information:

- Library Calendar96

Future Events:

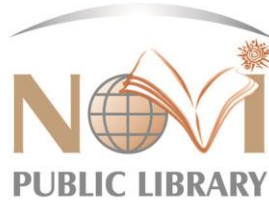
- April 27th: Volunteer Fair featuring Chuck Gaidica - 10:00am, Novi Library
- May 2nd: State of the City Address (RSVP Required) – 7:30am, Suburban Collection Showplace
- May 8th: Friends of Novi Library Mtg. – 7pm at Novi Library
- May 12th: LIBRARY CLOSED
- May 15th: Novi Historical Commission Mtg. – 7pm at Novi Library
- May 17th: Novi Spring Palooza Event – 6pm at City of Novi
- May 23rd: Novi Library Board of Trustees Mtg. – 7pm at City of Novi, Council Chambers
- May 26th & May 27th: LIBRARY CLOSED



Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
March 28, 2019**

DRAFT

1. Call to Order

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

1. A. Matters for Board Action – Bylaws of the City of Novi Library Board – Approve the 3 minutes time limit for public comment.

This item was moved to be discussed and approved under Item 2A.

2. Roll Call by Secretary, Bill Lawler

Library Board

Tara Michener, President
Melissa Agosta, Treasurer
Bill Lawler, Secretary
Kat Dooley, Board Member
Craig Messerknecht, Board Member
Geoffrey Wood, Board Member
Torry Yu, Board Member

Student Representatives

Mahek Nasser, Student Representative (departed at 7:16pm)
Tarun Tangirala, Student Representative (departed at 7:16pm)

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

2A. Matters for Board Action – Bylaws of the City of Novi Library Board – Approve the 3-minute time limit for public comment.

A motion was made to approve the Bylaws of the City of Novi Library Board in the Public Comment section from 5 minutes to 3 minutes.

1st- Melissa Agosta

2nd – Kat Dooley

The motion passed unanimously.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the overview of the Agenda as presented.

1st—Kat Dooley

2nd—Torry Yu

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes – February 28, 2019

A motion was made to approve the Regular Meeting Minutes of February 28, 2019.

1st – Melissa Agosta

2nd – Kat Dooley

The motion passed unanimously.

B. Approval of Claims and Warrants 576

A motion was made to approve the Claims and Warrant 576.

1st – Melissa Agosta

2nd – Geoffrey Wood

The motion passed unanimously.

6. Correspondence

A. Thank you letter from Bob Steeh, Novi Youth Assistance re: sponsorship

A thank you letter was received recognizing the Novi Public Library on their donation to the Novi Youth Assistance Bowl-A-Thon.

B. Email from Harry Williams, resident re: LED parking lot lights

Mr. Williams commented on the response received by Director Farkas regarding his inquiry of the lighting in the parking lot and its resolve.

C. Thank you email from Kathy Mutch re: Kaleidoscope program

A thank you was received from Kathy Mutch regarding the room set-up for the March Kaleidoscope program and how appreciative she was.

7. Presentation/Special Guest

A. Recognition of the 2019 Battle of the Books 1st Place Winning Team by President Michener

- i. **Let's B.A.T.T.L.E.(Be A Team To Lead Everyone): Rubi Galvan Hernandez, Sri Akshara Kanuparthi, Monika Krishnavanshi, Sonika Krishnavanshi, Sanjana Ramesh, Sree Hasini Teegala**

President Michener introduced each of the first place winners of the 2019 Battle of the Books and their leaders and congratulated them on their win. A photo was taken of the team.

8. Public Comment

There was no public comment.

9. Student Representatives Report

The Student Representative Report from February is in the March 2019 Board packet and can be found on pages 22-23.

A. 2019 Battle of the Books participants

Photos and information on this year's participants can be found on pages 24-31 of the March Library Board packet.

B. Creating a Teen Collection featuring Teen Librarian, Lindsay Gojcaj.

Teen Librarian, Lindsay Gojcaj, participated in the writing of "Creating a Tween Collection, A Practical Guide for Librarians" written by Karen M. Smith, in Appendix F: Tween Collection Case Study: Novi Public Library. Appendix F can be found on pages 32-33 of the March Library Board packet.

10. President's Report (Tara Michener)

A. 2018-2019 Library Goals

The Library Goals can be found on page 36 on the March Library Board packet.

B. 2018-2019 Goal Update (July, October, January, April)

There are no updates to report.

A Trustee inquired if the Lending Library is weather resistant as it is planned to be located outside. Director Farkas stated that it could withstand the weather. She also informed the Board that the Planning Commission is going out for bids on Tuesday, April 2, 2019 for the project.

11. Treasurer's Report (Melissa Agosta)

Trustee Agosta provided a printed summary of the Treasurer's Report.

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Library Fund 268 Budget can be found on pages 37-39 of the March 28, 2019 Library Board packet.

- The 2018-2019 Library Fund 268 budget calls for revenue of \$3,033,030.00 and expenditures of \$3,140,250.00 consuming \$107,220.00 of the fund balance.

B. 2018-2019 Contributed Fund Budget 269

The 2018-2019 Contributed Fund 269 Budget can be found on page 40 of the March 28, 2019 Library Board packet.

- The 2018-2019 Contributed Fund 269 budget calls for revenue of \$39,500.00 and expenditures of \$164,700.00 consuming \$125,200 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report ending February 28, 2019

The Library Fund 268 Expenditure and Revenue Report can be found on pages 41-44 of the March 28, 2019 Board packet.

- Revenue ending February 28, 2019 was \$3,023,539.
- Expenditures ending February 28, 2019 was \$1,808,634.

D. Contributed Fund 269 Expenditure & Revenue Report ending February 28, 2019

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 45 of the March 28, 2019 Library Board packet.

- Revenue ending February 28, 2019 was \$54,048.
- Expenditures ending February 28, 2019 was \$76,311.

E. Balance Sheets for Fund 268 and 269 as of February 28, 2019

The Balance Sheet for Funds 268 and 269 can be found on pages 46 and 47 of the March 28, 2019 Board packet.

- Ending Fund Balance for Fund 268 as of February 28, 2019 was \$3,113,004.87.
- Ending Fund Balance for Fund 269 as of February 28, 2019 was \$1,685,164.51.

12. Director's Report

The Director's Report can be found on pages 48-69 of the March 28, 2019 Library Board packet.

Staff members celebrating anniversaries in April are:

- Robin Dircks – Support Services Shelver – 6 years
- Sandra Lim - Support Services Supervisor – 5 years
- Jennifer Mientkiewicz – Support Services Shelver – 5 years
- Kayla Parsh – Support Services Clerk – 2 years

Director Farkas announced that the Novi Public Library has been awarded the Excellent QSAC award! Of over 400 libraries in the State of Michigan, the Novi Public Library is the only library who has received this highest honor. A special thank you was given to Jessica Schenk, Librarian, who compiled all the paperwork and data necessary to be submitted for this award.

- On page 49 indicates the glitches still existing in the CARL system.
- On page 50 shows the Lakeshore Park Design submitted to the Planning Commission on March 28, 2019.
- On page 51, the Library announced the Food for Fines, Food for Thought program scheduled to be held April 7-13, 2019, during National Library Week. The program allows for each \$1 owed in fines, patrons can bring in a nonperishable food item as a means to forgive their fines.

A. Information Technology Report

The Information Technology Report, provided by Barbara Rutkowski, can be found on pages 52-53 of the March 28, 2019 Library Board packet.

B. Facilities Report

The Facilities Report, created by Keith Perfect, can be found on page 54 of the March 28, 2019 Library Board packet.

C. Information Service Report

The Information Service Report is found on pages 54-58, prepared by April Stevenson. Our own Shannon O'Leary, International Services Librarian, was highlighted in the Senpai Success Story. Shannon wrote how her love of manga, anime and Japan as a youth, became her career. Her story can be found on pages 57-58 of the March 28, 2019 Library Board packet.

D. Support Service Report

The Support Services report is found on page 59, prepared by Maryann Zurmuehlen.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 60-68. At this time, 45% of checkouts occur on the self-check stations, but not taken into consideration,

are the number of MelCat holds that cannot be checked out at these stations and have to be taken to the main circulation desk to be completed by a staff member.

F. Friends of the Novi Library

N/A – No meeting held in February

G. Novi Historical Commission

N/A

Bits and Pieces from TLN director, Jim Pletz, is located on page 69.

A Trustee inquired if we were going to celebrate with the community our Excellent Award. Julie Farkas stated that she was considering having an open house of the new MakerSpace room on our 9th anniversary, June 1, and incorporating our award celebration at the same time highlighting both.

13. Committee Reports

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

(Michener-Chair, Dooley)

- i. Board approved revised policy manual on June 22, 2017
- ii. President Michener met with members and is reviewing policies.

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

(Lawler – Chair, Yu, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning survey on hold until further notice.
- March 28, 2019: Recommendation for Slate of Officers 2019-2020
 - President, Vice President, Treasurer and Secretary

Nominations for officers were made and the following Trustees are vying for positions:

- Tara Michener – President
- Melissa Agosta – President
- Kat Dooley – Vice President
- Kat Dooley – Secretary
- Craig Messerknecht – will fill in where necessary

There were no nominees for Treasurer.

Voting is to take place at the April Library Board meeting. Bill Lawler will create a ballot for voting.

The HR Committee met in March and another is planned to be held in April.

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

(Agosta – Chair, Messerknecht, Lawler)

- i. Craig Messerknecht and Director Farkas met with the library's attorney on Friday, November 30, 2018, to discuss the library's options for an endowment/foundation. The attorney is currently gathering information relevant to the start-up (policies, bylaws, costs, etc.)

- ii. As of January 14, 2019: Director contacted the library attorney for updates to the discussion on November 30, 2018. Attorney is still working on investigating start-up costs, policies, bylaw, etc.
- iii. As of February 20, 2019: No update from Attorney at this time
- iv. As of March 19, 2019: No update from Attorney at this time
- v. March 28, 2019: Meeting scheduled at 2pm with John Chratska from EveryLibrary.org to discuss options for future library funding. The meeting took place to discuss funding opportunities.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Michener – Chair, Agosta, Wood)

1. Library Board Member Bingo Idea

- i. March is Reading Month at Deerfield Elementary – Tara Michener
 - Thank you to Maryann Zurmuehlen, Support Services Department Head, for putting together all the library cards for this project.
- ii. March 13: NLA Trustee Workshop – All Members Attended
 - All the library attendees shared a great deal of information. Thank you to Julie Farkas for putting this together.
- iii. March 16: Battle of the Books – Michener, Yu

Instead of ordering Trustee polo shirts this year, the Board plans on wearing their Summer Reading t-shirts they ordered.

E. Strategic Planning Committee: Annual review of current plan

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

- Councilmember, Doreen Poupard, has offered to stay involved with the Committee through June 2019 based on her months of knowledge and participation since July 2018.
 - Geoffrey Wood met with Doreen Poupard to review all the data from the feedback sessions from September 2018.
 - On March 27, 2019, there was an engaging discussion with focus group attendees.
 - April Stevenson is gathering all the data and will be putting together a report for the April Board Meeting.

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- As of March 18, 2019: Director and Messerknecht met with attorney to review 2nd draft of the café lease. Lawler provided written comments. Attorney is working on a revision to be sent to the NCSD by Friday, March 22nd.
 - The second draft was shared with the Schools.

- Moving along with the exit of the present lessee.
- LED project work is completed. Waiting on final billing and a credit for lights that were not received.
- As of March 12, 2019 – Lakeshore Lending Library: Rob Petty, CIO – City of Novi reports the Lakeshore Project will be taken to Planning Commission on March 27th. The bid is tracking to go out the first week of April. See landscape drawing included in packet.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- i. Bylaw revisions were approved at the October 25, 2018 meeting.
- ii. Need approval for amendment to reflect the 3-minute time limit for public comment during Library Board meetings.
 - The 3-minute time limit was approved in Item **2A – Items for Board Action.**

14. Public Comment

There was no public comment

15. Matters for Board Action

- A. Matters for Board Action was addressed and approved in Item **2A. Approve the 3-minute time limit for public comment.**

16. Adjourn

A motion was made to adjourn at 7:49 p.m.

1st— Craig Messerknecht

2nd—Geoffrey Wood

The motion passed unanimously.

Bill Lawler, Secretary

Date

Warrant 577	268 Accounts	April 2019	
Payable to	Invoice #	Account number	Amount
Global Office Solutions (3/27/19)		268-000.00-727.000	\$ 87.50
Quill (02/22/19)		268-000.00-727.000	\$ 1,612.42
USPS (3/19/19)		268-000.00-728.000	\$ 14.70
Comprise (02/28/19)	04/29-07/31/19	268-000.00-734.000	\$ 210.50
Tel Systems (03/18/19)		268-000.00-734.000	\$ 190.00
Amazon (02/24/19)		268-000.00-734.500	\$ 121.31
CDW Government (03/11/19)		268-000.00-734.500	\$ 54.66
Tech logic (03/13/19)		268-000.00-734.500	\$ 1,451.76
Tech logic (03/15/19)		268-000.00-734.500	\$ 1,000.00
Amazon (02/12/19)		268-000.00-742.000	\$ 930.53
Barnes & Nobles (03/14/19)	ESL Discussion	268-000.00-742.000	\$ 301.61
Brodart (02/28/19)		268-000.00-742.000	\$ 8,808.17
Gale/Cengage		268-000.00-742.000	\$ 522.97
Sam's Club (03/14/19)	Battle of Books snacks	268-000.00-742.000	\$ 95.46
Stevenson, April	Battle of Books	268-000.00-742.000	\$ 330.00
Tsai Fong Books (03/21/19)		268-000.00-742.000	\$ 134.77
Romulus Public Library (03/13/19)		268-000.00-742.100	\$ 28.00
Midwest Tape (02/20/19)		268-000.00-744.000	\$ 1,553.61
Midwest Tape (02/27/19)		268-000.00-745.200	\$ 2,921.74
Midwest Collaborative for Library	02/01/19-01/31/2020	268-000.00-745.300	\$ 5,324.17
Spectrum	03/01/19-03/28/19	268-000.00-801.925	\$ 37.07
Business Payment Development		268-000.00-802.100	\$ 480.00
Merchant Billing Statement		268-000.00-802.100	\$ 320.30
Rosati, Schultz, Joppich,		268-000.00-806.000	\$ 420.00
Rubbish		268-000.00-808.100	\$ 104.92
Michigan Library Association		268-000.00-809.000	\$ 85.00
Novi Rotary (03/24/19)		268-000.00-809.000	\$ 401.00
Knight Technology Group Inc.		268-000.00-816.000	\$ 900.00
H&K Janitorial Service	February Cleaning	268-000.00-817.000	\$ 4,060.67
AT&T (02/22/19)	02/22/19-03/21/19	268-000.00-851.000	\$ 292.87
Telnet (02/15/18)	02/15/19-03/14/19	268-000.00-851.000	\$ 373.94
T Mobile (02/21/19)		268-000.00-851.000	\$ 272.45
Verizon (03/11/19)		268-000.00-851.000	\$ 316.35
Municipal Web Services		268-000.00-880.000	\$ 1,822.00
Sam's Club (3/14/19)		268-000.00-880.000	\$ 46.76
Adrian & Blissfield Rail Road Co.	5/3/19 Program	268-000.00-880.268	\$ 2,137.60
Amazon (02/16/19)		268-000.00-880.268	\$ 103.91
Benito's Café (02/27/19)		268-000.00-880.268	\$ 53.50
Getaway Tours & Charters	5/3/19 Program	268-000.00-880.268	\$ 795.00
Gordon Food Services (03/01/19)		268-000.00-880.268	\$ 20.47
Lieder, Rick (03/07/19)		268-000.00-880.268	\$ 300.00

Meijer (03/09/19)	Program Exp.; Snack Tales; 3/9/19;	268-000.00-880.268	\$ 22.31
Michaels (03/12/19)	Program Expense Masterpiece Mon	268-000.00-880.268	\$ 18.50
Michigan Opera Theatre	4/18/19 Program	268-000.00-880.268	\$ 200.00
Mutch, Kathleen		268-000.00-880.268	\$ 200.00
Silberman, David		268-000.00-880.268	\$ 45.00
Syed, Imran	3/26/19 Program	268-000.00-880.268	\$ 200.00
Walmart (03/12/19)	Program Exp. Masterpiece Mon	268-000.00-880.268	\$ 14.82
City of Novi	Engage Publication	268-000.00-900.000	\$ 6,149.83
Novi Public Library	Friends reimburse NPL for Engage	268-000.00-900.000	\$ (157.69)
Millennium Business Systems		268-000.00-900.000	\$ 761.82
Consumers Energy (02/04/19)	02/12/19-03/13/19	268-000.00-921.000	\$ 1,648.32
DTE		268-000.00-922.000	\$ 7,005.96
City of Novi	12/24/18-3/20/19	268-000.00-923.000	\$ 1,796.25
Allied Eagle (03/08/19)		268-000.00-934.000	\$ 582.64
Dalton (03/04/19)	Carpet Care	268-000.00-934.000	\$ 1,325.00
Lyon Mechanical (02/04/19)		268-000.00-934.000	\$ 5,530.10
Orkin (12/27/18)		268-000.00-934.000	\$ 67.80
Rich Osterman Electric Co		268-000.00-934.000	\$ 2,907.00
State of Michigan (03/04/19)	Certificate Fee; Boiler Certificate	268-000.00-934.000	\$ 120.00
Millennium Business Systems		268-000.00-942.000	\$ 812.64
Corrigan Record Storage	03/01/19-03/31/19	268-000.00-942.100	\$ 23.98
City of Novi (3/19/19)		268-000.00-956.000	\$ 225.00
Farkas, Julie (3/19/19)	Metro Det. Bk & Author; 5/20/19	268-000.00-956.000	\$ 40.00
Maria's Italian Bakery (03/13/19)	NLA Trustees Training; 03-13-19	268-000.00-956.000	\$ 304.15
Michigan Library Association	HR Conference	268-000.00-956.000	\$ 110.00
Salem-South Lyon (03/15/19)	Luncheon; reimbursement	268-000.00-956.000	\$ (76.05)
Tel Systems (3/12/19)	BR upgrade technology	268-000.00-986.000	\$ 8,143.00
Petty Cash (Postage)		268-000.00-728.000	\$ 3.94
Petty Cash (Operating Supplies)		268-000.00-740.000	\$ 4.45
Petty Cash (Programming)		268-000.00-880.268	\$ 43.64
TOTAL			\$ 77,110.10

Warrant 577	269 Accounts	April 2019	
Payable to	Invoice #	Account number	Account total
Amazon (02/27/19)	Donation	269-000.00-742.230	\$ 68.71
Cottage Inn Pizza (03/09/19)	Program Exp.: Scrapbook	269-000.00-742.232	\$ 180.90
Sam's Club (03/07/19)	Scrapbook Expenditure	269-000.00-742.232	\$ 70.76
Amazon (02/17/19)	Paper punch; button maker; educational electronic kits	269-000.00-742.233	\$ 996.68
Big Frog Custom T-shirts & More	Staff logo wear	269-000.00-742.234	\$ 245.75
Global Office Solutions (3/27/19)	padlocks	269-000.00-976.046	\$ 39.04
Sam's Club (03/15/19)	Tall Storage Cabinet; Maker Space	269-000.00-976.046	\$ 399.96
Sam's Club (3/21/19)	Low cabinet; Maker Space	269-000.00-976.046	\$ 399.98
TOTAL			\$ 2,401.78

Email from: Novi Mayor Bob Gatt
Date: March 28, 2019

CONGRATULATIONS Julie!! A MUCH DESERVED recognition for the BEST LIBRARY in the entire State, MAYBE THE ENTIRE USA!!!

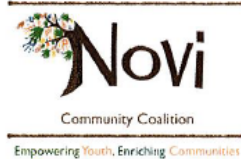
Bob

Email from: Joslen Letscher, Fox Run Library Patron
Date April 1, 2019

Congratulations on distinctive award! Job well done for sure - all can celebrate with you and the Library staff!

Appreciate the opportunity to work w/you and other members on the long range plan to continue the stellar Novi Library contributions to our Novi Community.

Joslen Letscher



Dear Novi Community Pinwheel for Prevention Partners:

Thank you for participating in the 2019 ***Pinwheels for Prevention*** campaign during the month of April. Since 1985, April has recognized the *Child Abuse Awareness and Prevention Month* and by participating, you are joining thousands of other communities, organizations, and individuals across our nation who are putting children first and engaging in activities to raise awareness and promote the prevention of child abuse. This year's campaign theme is the "Power of One," which asserts that one person, one community, one action, and one voice can help prevent child abuse and neglect in all its forms.

Novi Community Coalition (NCC) is proud to be a part of this national effort. NCC's mission is to work in partnership with the community empowering youth to make positive life choices, thereby reducing the use of alcohol, tobacco, drugs, and related risky behaviors, while promoting a healthy community through prevention, recovery, and support. With the help of local citizens and volunteers, NCC identifies the needs of the Novi community and implements programs to support and strengthen children and families in our local area. As part of our ongoing prevention efforts, we are pleased to promote April as *Child Abuse Awareness and Prevention Month* with the national symbol of the blue pinwheel. The pinwheel was chosen for its positive association with children and reminds us that childhood should be filled with hope, happiness, and kindness.

Again, thank you for participating in this year's campaign in helping to prevent child abuse and neglect. As a community, we can make a difference. If you have any questions, please contact the NCC office at 248-202-3480.

With Much Appreciation,

Novi Community Coalition



Novi Community Coalition



Award of Appreciation

Novi Public Library

In recognition of your valuable contribution to assure that the children in the Novi Area have the great childhoods they deserve.





April 1, 2019

NOVI COMMUNITY LIBRARY
45245 TENMILE
NOVI, MI 48375

Dear City of Novi Resident,

In conjunction with the Road Commission for Oakland County (RCOC), the City of Novi is studying the current and expected future operations of 10 Mile Road within the City limits. Current congestion on this roadway has raised safety and mobility concerns. The City wishes to take a proactive approach in planning for future improvements to this roadway. In order to incorporate this study into the planning process, the City is seeking public input on their experiences with the existing roadway as well as ideas for future improvements.

Though the study is focused on planning for long-term improvements to the 10 Mile Road corridor, the City of Novi and the RCOC are also performing pavement maintenance and road rehabilitation projects over the next several years. This includes the RCOC completing a pavement preservation overlay (PPO), or simple resurfacing of two inches of asphalt, on 10 Mile Road from Napier to Meadowbrook in 2019. The City and the RCOC are also working on a pavement rehabilitation project with potential turn lane improvements for the segment between Meadowbrook and Haggerty in the near future.

A public information meeting will be held from 6:00 pm to 7:00 pm on April 29, 2019 at the City of Novi Police Department in the Police Training Center (45125 Ten Mile Road) to review the study's objectives and to listen to public comments. Please join the City at this meeting to share your input.

If you have any questions or comments, please feel free to contact George Melistas, City of Novi Engineering Manager, at gmelistas@cityofnovi.org.

Best Regards,

Jeffrey Herczeg, Director of Public Works

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Andrew Mutch

Laura Marie Casey

Kelly Breen

Ramesh Verma

Doreen Poupard

City Manager
Peter E. Auger

Director of Public Works
Jeffrey Herczeg

Engineering Senior Manager
George D. Melistas

Field Operations Senior Manager
Matt Wiktorowski

Fleet Asset Manager
Michael Rhatigan

Water & Sewer Senior Manager
Ben Croy, P.E.

Department of Public Works
Field Services Complex
26300 Lee BeGole Dr.
Novi, Michigan 48375
248.735.5640
248.735.5659 fax

cityofnovi.org

Email from: Catherine Bruder, Library Patron
Date April 2, 2019

Hello Julie—

I just wanted to congratulate you and the rest of the library team on achieving the “Excellent Level of the Quality Services Audit Checklist” from the Library of Michigan. It is a lot of work to complete those compliance audits and after seeing what your team does everyday when I was in the Ambassador program, I have a great appreciation of the dedication and effort of you and your team. Congratulations!!!

Sincerely,

Catherine Bruder

Email from: Celia Morse, The Library Network
Date: April 5, 2019

Hi Julie,

Thank you for allowing the CARL and TLN staff to visit Novi to better understand your acquisitions workflow. Maryann Zurmuehlen and Kristin Abate were very welcoming and extremely well prepared for our visit. Kristin walked us through every step in the acquisitions process, helping CARL staff to understand what changes and improvements are needed to make the process more efficient. We believe that Novi's input will result in some improvements to the client in an upcoming release.

I believe we were also able to answer a few questions that will improve the efficiency of the workflow at Novi.

Your staff has done a great job of adapting to the new system and developing effective procedures. You are fortunate to have such competent employees.

Thanks again for welcoming us.

Celia Morse
Automation Services Consultant
The Library Network

February 2019 Student Representative Report

By: Mahek Nasser and Tarun Tangirala

Programs:

The Coding the Future program took place on March 11th and 25th. During these programs, participants in grades 3-8 were able to learn everything from basic concepts of coding to more advanced programming and were able to improve their coding literacy. (Attendance = 14; 14)

The Battle of the Books program took place on March 16th. Students read from a list of six books and then participated in a contest where each team answered questions about those books. Prizes were awarded to first, second, and third place teams. There was also be awards for Best Team Name and Best Team Attire. (Attendance = 300+)

The Tween Pizza and Pages Book Club took place on March 27th. Attendees read the book, *Show Lane* by Josie Angelini. The purpose of this book club is to encourage tweens to read and also allow tweens to practice for the Battle of the Books program that the Library holds annually. (Attendance = 14)

Teen Space Update:

There were 326 attendees in Teen Space for the month of March.

Total breakdown of Teen Space numbers for the 2018-2019 school year:

September 2018 = 699

October 2018 = 1,156

November 2018 = 658

December 2018 = 405

January 2019 = 452

February 2019 = 417

March 2019 = 326

Total for 2018-2019 school year = 4,113

Teen Advisory Board Update:

The seventh Teen Advisory Board (TAB) meeting of the year took place on March 15th. Members assisted Library staff by looking for damaged items in the youth, tween, and teen fiction collections. They pulled books off the shelves that could no longer circulate, which would then go to a Librarian to make the final determination of what should happen with the materials. This project was a way to give back to the Library and help to ensure that the Library maintains a collection in good condition. (Attendance = 15)

Upcoming Programs:

Teen Advisory Board (TAB) Meeting - May 17

Tween Pizza and Pages Book Club - May 22



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT



April 10, 2019

Novi Public Library
45255 W. 10 Mile Rd.
Novi, MI 48375
Attn: Lindsay Gojcaj

Congratulations,

The Michigan Center for the Book is pleased to inform you that grant check for \$250 dollars to support your 'Adult Mini Battle of the Books' program to be conducted in 2019, with soon arrive. It is being sent directly from the bank that handles the Library of Michigan Foundation's account. Please keep an eye out for it. Darlene DePeel will send you a message when she expects them to send it

Please submit a brief report on the program, including photos, to murphyj3@michigan.gov once your program has taken place. We would like to share your ideas with others, when appropriate.

Please consider joining the Michigan Center for the Book. I have enclosed a brochure describing the program. Dues are on a sliding scale based on library size. Dues are used to fund grants each year and to defray costs of promotional materials. Members get some preference in grant consideration as well.

Thank you for contributing to the elevation of literacy in Michigan!

Sincerely,

Tim Gleisner
Michigan Center for the Book/ Library of Michigan
P.O. Box 30007
702 W. Kalamazoo St.
Lansing, MI 48909

STATE OF MICHIGAN



Special Tribute

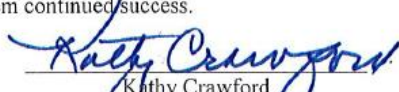
TO


Novi Public Library

LET IT BE KNOWN, That we congratulate Novi Public Library on being named a finalist for the 2018 Novi Business Recognition Award in the category of "Community Builder" - Large Business.

This designation is awarded to businesses that stand out among their peers through their business expertise, commitment to quality, and integrity. The growth and success of Novi Public Library is indicative of their dedication and effort to address the needs of their customers by striving for excellence. This organization exudes professionalism and has a lasting positive impact on those it works with.

IN SPECIAL TRIBUTE, Therefore, we congratulate Novi Public Library for its outstanding efforts and for being named one of the 2018 Novi Business Recognition Award finalists in the "Community Builder" category. We applaud their accomplishments and long-term commitment to the citizens and businesses in and around the Novi community as well as wish them continued success.


Kathy Crawford
State Representative
38th District


Jim Runestad
State Senator
15th District

The One-Hundredth Legislature
At Lansing
March 4, 2019





STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

March 18, 2019

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

Dear Director Farkas:

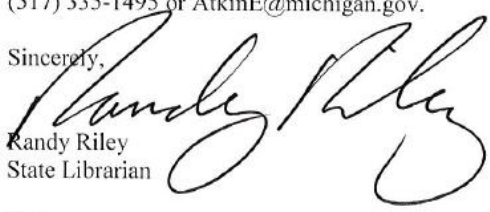
Congratulations on achieving the Excellent Level of the Library of Michigan's Quality Services Audit Checklist (QSAC). Enclosed is your certificate of completion. I hope you will frame it and display it proudly alongside your Essential and Enhanced Level Certificates. Novi Public Library is one of the few libraries that have achieved this level of certification.

Excellent Level certification calls for the highest level of service obtainable. These quality measures are a stretch for any library and require funding and commitment to superb service at every level by you, your entire staff, and your board. The Library of Michigan congratulates you on this highest service achievement.

A sample press release is available at <http://www.michigan.gov/qsac> for your use. We have also sent a letter to your state representative and senator notifying them of the dedication and quality of service that your certification acknowledges.

If you have any questions regarding your certification, please contact Evette M. Atkin at (517) 335-1495 or AtkinE@michigan.gov.

Sincerely,


Randy Riley
State Librarian

RR/ema
Enclosure



LIBRARY OF MICHIGAN

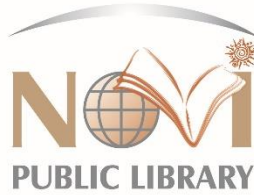
702 WEST KALAMAZOO STREET • P.O. BOX 30007 • LANSING, MICHIGAN 48909
www.michigan.gov/libraryofmichigan • (517) 335-1516

Library of Michigan
Certificate of Completion
is hereby granted to the
Novi Public Library
for completing the
Excellent Level
of the
Quality Services Audit Checklist

Granted: March 2019, Expires: March 2022

Randy Riley
Randy Riley, State Librarian





Inform. Inspire. Include.

6 Strategic Objectives
2013-2018

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

Library Goals
2018-2019

1. Maintain excellent customer service in all facets of the library's operations, Board functions and community involvement.
Focus: Lending Library at Lakeshore Park, ILS Upgrade and proficiency of staff, Fillable Library Card On-line, New Café Lease & Services (June 2019)
2. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
Focus: LED conversion project, Endowment, Building Assessment for Future Capital Expenditures in 269 (HVAC, Roofing, Carpeting, Elevators, AST, Parking Lot Replacement, LED Lighting Phase 3-5), Present a Balanced Budget for 19/20
3. Provide quality and diverse services, materials, programs and technology.
Focus: Fostering connections with our diverse community, Cultural Events, Let's Talk About It Series, Makerspace Renovation
4. Promote the Library in Novi's residential and business communities and provide outreach to non-library users.
Focus: 1,000 Books before Kindergarten, Library Board meetings (2 Options – Library and Offsite Location), Strategic Planning Outreach, Host Town Hall Engagements w/Elected Officials, Mental Health Awareness
5. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
Focus: Strategic Planning Project

Approved: June 28, 2018

NOVI PUBLIC LIBRARY – 2018/2019 GOALS

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

Goal #1:

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

Tactic	Owner	Status	Due Date
Lending Library at Lakeshore Park	AD	City Council approved the Lakeshore Park development on Monday, October 8, 2018; Vendor planning meeting set for Wednesday, November 28, 2018; City of Novi Planning Commission approved Lakeshore project; Planning meeting w/Vendor April 10, 2019	10/18; 11/18; 4/19
ILS Upgrade and proficiency of staff	AD/IS/SS	Started drafting questions based on everyday CARL tasks and patron interactions. Submitted first draft of quiz questions for review, starting how-to document to accompany. IS Staff is currently being tested. IS staff testing complete, all passed. SS Dept staff have completed testing; 24 out of 24 received 100% correct and passed.	8/18, 9/18, 11/18, 12/18
Community Outreach Presentations	AD	Novi Community School District Board Presentation – August 9, 2018 Walled Lake Consolidated School District Board Presentation – 9/6/2018 Novi Ambassador Academy – 10/9/18 City Council Presentation – 12/17/18 Novi University – City of Novi Employees – 2/19 National Library Week Proclamation – 4/1/19	8/18, 9/18, 10/18, 12/18, 2/19, 4/19
Fillable Library Card On-Line	AD/SS	Director has started addressing CARL needs for on-line renewal of library card as well as automatic renewal with TLN (comment cards from patrons have been shared with Board and TLN Executive, discussion with Celia Morse at MLA Conference). Per discussions with TLN, online fillable card renewal is not available through TLN at this time due to consortium policy stating cards must be renewed in person at the patron's home library. Automatic renewal of items is also not currently available through CARL.	9/18, 10/18; 12/18
New Café Lease & Services	AD	Director has started looking into options for a new café vendor; Meeting held to discuss an educational	8/18; 1/19; 3/19;

		partnership with the Novi Community School District for the library café January 15, 2019; Café space review mtg. w/Evol 3/22/19; Lease drafted and being reviewed by attorney following Building/Grounds mtg. 3/19;	
Create, implement, and test for CARL with all Supervisors/Clerks/Shelvers (August – draft of test; December 15 th – testing to be completed)	SS	Goal Complete: SS Dept staff have completed testing; 24 out of 24 received 100% correct and passed.	12/18
Attend the Disney's Approach to Quality Service seminar	SS	Goal complete: Jolanta Borek and Sandee Lim attended.	8/18; 12/18
Create a Customer Service training module for department employees to participate in as part of their onboarding/retraining, with special focus on the 5 Customer Service Ideals of the Support Services Department by December 2018. Elements needed may include a mini training handout/packet, roleplaying scenarios, the viewing of relevant video webinars, and a handwritten test. Then January – June 2019 complete training for all current employees in module.	SS	Goal Cancelled: Per discussion with Director, this goal has been cancelled for this fiscal year for the SS Department pending outcomes of the Customer Service committee's training module.	1/19
Acclimate fully to the new ILS system, TLC Carl, in order to accurately and efficiently perform all duties in the ILS Module. Essential Task Testing will occur by December 2018, and Supervisor must pass test with 75-84% correct or better to receive "Meets Expectations" on performance evaluation. Beyond the passing grade, the following percentages correct will receive the corresponding designations: 95-100% Exceeds Expectations 85-94% More Than Meets Expectations 75-84% Meets Expectations 65-74% Improvement Needed (PIP enacted) 64% or less Unsatisfactory (PIP enacted)	SS	Goal Complete: Five out of five Supervisors passed at 100%, receiving "Exceeds Expectations."	12/18
Acclimate to new position as a Supervisor of the Outreach Team, including developing relationships with Activities Directors and Senior Facilities, assisting with the development of the Lending Library Kiosk Project, and holding quarterly engagement meetings with the Shelving Staff.	SS	Eva Sabolcik started in her new position in August and has held her first shelving staff quarterly meeting. She has held a first Lending Library Committee meeting and met with Envisionware about the kiosk with Director and Head of SS.	10/18; 12/18
Complete the newly created Customer Service training module between January - June 2019.	SS	Goal Cancelled: Per discussion with Director, this goal has been cancelled for this fiscal year for the SS Department pending outcomes of the Customer Service committee's training module.	1/19
Acclimate to new position as a Circulation Clerk, including completing training in CARL.	SS	Ann Harris is doing well acclimating to her new position in the three months she has been here.	12/18
Acclimate to new position as a Tech Services Clerk, including completing training in CARL.	SS	Allison Janicki is doing well acclimating to her new position in the 1 ½ months since her promotion.	12/18

<p>Working with the Historical Commission members create an internal website for Local History Room archives, index the files based on the Historical Commission's priorities and train staff/volunteers.</p>	<p>IS/IT</p>	<p>Added Google File Sharing to workstation; Created Local History-City Civic Center share; Demonstrated Google Drive operation to Historical Commission member; Uploaded documents: Council Minutes Oct 1958-Jul 1960, Novi Historical Commission, Novi Township and Village of Novi; "Share" invitation sent to City Clerk's Office staff; Indexed PDFs to make searchable. Continuing training of NHC volunteers and staff liaison. IS Staff Liaison has started to form subject files which will be broken into sub files and then save to the cloud. This is the beginning of organizing the immense amount of material on the Local History Room computer so that the public can use it in a logical manner. Website is available to staff and volunteers for evaluation.</p>	<p>9/18; 10/18, 12/18, 1/19, 3/19</p>
<p>Prepare and deliver instruction and training to IS Staff on meeting room AV equipment, laptops and related technology available for staff events as well as public rental. Provide demonstration of public multi-media services [MP3/Creation Station, etc.] to Support Services Staff.</p>	<p>IT</p>	<p>Provided four (4) training sessions and documentation for IS Staff; documentation posted on wiki. One-on-one sessions are being held for staff on request. This goal is complete.</p>	<p>9/18, 12/18</p>
<p>Implement a Business Resource Center launch with an event that includes demonstrations on available resources. Promote the Business Owner Library Card. Survey attendees and report on results.</p>	<p>F/IS/IT</p>	<p>Digital display was ordered and affixed to the Business Resource Area kiosk. Business Blender and BRC launch scheduled for October 10. Digital links were updated. Launch event was a success. Demo of databases given to 20-30 attendees, as well as tours of BRC. Three attendees received Business Owner Library Cards and several additional applications went out. 13 attendees filled out surveys about future business programming. 4 were first time attendees of a library program. The most popular request for programming included database tutorials, social media for business, headshot programs, and business technology. This goal is complete.</p>	<p>9/18; 10/18, 11/18</p>
<p>Acclimate fully to the new ILS system, TLC Carl, in order to accurately and efficiently perform all duties in the ILS Module. Essential Task Testing will occur by June 2019, and Clerk must pass test with 75% correct or better to receive "Goal Completed" on performance evaluation. If Clerk receives 74% or less correct, they will receive "Goal Partially Completed" and will be placed on a Performance Improvement Plan (PIP) for July – December 2019 with retesting to be administered in December 2019 in which the Clerk must pass at 95%.</p>	<p>SS</p>		
<p>Acclimate fully to the new ILS system, TLC Carl, in order to accurately and efficiently perform all duties in the ILS Module. Essential Task Testing will occur by December 2018, and Clerk must pass test with</p>	<p>SS</p>	<p>Goal Complete: Ten out of ten Clerks passed at 100%, receiving "Goal Completed."</p>	<p>12/18</p>

75% correct or better to receive "Goal Completed" on performance evaluation. If Clerk receives 74% or less correct, they will receive "Goal Partially Completed" and will be placed on a Performance Improvement Plan (PIP) for January - June 2019 with retesting to be administered in June 2019 in which the Clerk must pass at 95%.			
Acclimate fully to the new ILS system, TLC Carl, in order to accurately and efficiently perform all duties in the ILS Module. Essential Task Testing will occur by December 2018, and Shelver must pass test with 75% correct or better to receive "Goal Completed" on performance evaluation. If Shelver receives 74% or less correct, they will receive "Goal Partially Completed" and will be placed on a Performance Improvement Plan (PIP) for January - June 2019 with retesting to be administered in June 2019 in which the Shelver must pass at 95%.	SS	Goal Complete: Nine out of nine Shelves passed at 100%, receiving "Goal Completed."	12/18
Begin a series of small classes (no more than 6 attendees) in a Local History Room once a month. These classes would be for beginners only in genealogy lasting no longer than two hours. Always same day of week at same time. Possibly begin January 2019. Overview of Genealogy; Forms; Use of Ancestry Library Edition; Use of Heritage Quest	IS	Finished planning class, preparing publicity for engage. Flyer is out on kiosk and in December display case. First class is coming up. The class is full. First class went very well. Attendees were pleased and felt that it was basic enough for what they needed. More are registered for the February class. February class went well. Attendees were beginners that found it very useful.	9/18, 11/18, 12/18, 1/19, 3/19
Serve on the 50 th Anniversary Program Planning Committee. Plan, coordinate, and implement library programming focusing on the 50 th Anniversary of the City of Novi.	IS	Attended second meeting, Set specific dates for programs; Staff include Admin, IS and Library Board, Programs are planned and on the calendar for February through August. Events are all scheduled. Goal is complete.	9/18, 11/18, 3/19
Investigate an online form for teen volunteer applications that will generate automated email response messages to let applicants know their application has been received. Investigate software with the IT Department that will allow teen volunteers to sign in electronically for shifts and record hours worked.	IS	Online form is up and running. This form continues to serve its purpose of sending automated email messages to teens interested in volunteering. Working on manually entering information into the software for July, August and September. Finished manually entering information into the software. Working with IT to figure out how to approve hours entered. Created a teen volunteer manual with screenshots for IS Staff and teen volunteers to use. Reviewed and demonstrated for IS Dept. Head. Have scheduled training sessions for IS staff. Sent out instructions to IS Staff as well. Offered two training sessions to teach the volunteers the software. Also, offered an additional training for those who could not attend. Created a teen volunteer check-in procedures list for staff. Effective April 1st, teen volunteers will begin using the iPad to record their hours.	9/18, 10/18, 11/18, 1/19, 3/19

<p>Create a teen volunteer orientation manual to provide to new teen volunteers. Investigate monthly teen volunteer orientations, which would allow teens to ask questions and get information about volunteering at the Library. Investigate the start-up of a Tween Advisory Board.</p>	<p>IS</p>	<p>Continue to investigate other examples of orientation manuals. Reached out to student library board reps and TAB reps to gather more information about helping to start up a tween advisory board. This idea stemmed from their suggestions. Reviewing other libraries manuals. Scheduled one Tween Advisory Board program for January to get feedback from tweens and to see what kind of interest there is. Investigating ideas and planning activities for the Tween Advisory Board meeting. Working on a draft of the orientation manual. Investigated ideas and planned activities for the Tween Advisory Board meeting. Connected with the former Student Representatives to the Library Board to get ideas for the Tween Advisory Board meeting. Held the first meeting on Jan. 23 with 6 participants. One of the former Student Library Board Representatives was able to speak at the meeting. Received good feedback from the tweens regarding SRP and other programming. Attended the Learning about your Tweens webinar. Created a Doodle poll for the teen volunteers to sign up for training on the new software. Submitted a draft of the teen volunteer handbook for review and approval.</p>	<p>9/18, 11/18, 12/18, 1/19, 3/19</p>
<p>Participate in Novi Chamber of Commerce's new Ambassador Program and make 15 new connections to businesses.</p>	<p>IS</p>	<p>Formally, became a chamber ambassador, attended 7 chamber events, made 9 connections, found two possible speakers for social media marketing, made connections with Chase Bank which will hopefully lead to giving a lunch and learn for the business loan staff and providing a library resources brochure for them to give to business loan applicants. Attended 5 Chamber events, YTD connections made 9+. Attended 3 chamber events, YTD connections made 12+. Successful partnership with the Chamber on the Business at Breakfast program with Marilyn Suttle. Patrons were very engaged: lots of good application steps even for library staff; Marilyn requested a library card application. Promoting the library's room rentals at Chamber events led directly to a call to book a room for a corporate event this month. Attended the Chamber holiday lunch. YTD connections made 13+. Attended 1 chamber event, YTD connections made 14+. Hillary was Chamber Ambassador of the Month for December.</p>	<p>9/18, 10/18, 11/18, 12/18, 1/19</p>

Implement a Business Resource Center launch with an event that includes demonstrations on available resources. Promote the Business Owner Library Card. Survey attendees and report on results.	IS	Scheduled for Wednesday, October 10 th with the Business Blender. Launch event was a success. Game demonstrations of Reference USA, Gale Small business Builder, and Lynda.com to 20-30 attendees. Gave tours of the new BRC. Three attendees received Business Owner Library cards. This goal is complete.	9/18, 10/18
Implement snack tales program monthly and evaluate the possibility of adding an arts/craft element. Create and present at least one new arts and/or craft program for adults per Engage cycle.	IS	Added coloring pages/puzzles to this month's program. Received feedback from attendees on what sort of snacks/crafts they'd like to see. Added a regular craft to this program in addition to the snack/craft aspect. Did not have a lot of time for both activities. Will stick to food-crafts next time. Completed the bullet journaling program, went well. Received a recommendation for a brush lettering calligraphy program. Have moved on from the art element and will introduce design/engineering elements. The Pollock Masterpiece Monday program went well. Preparing for the brush lettering program in March and planning a paper-marbling program as well. Experimented with color mixing using food dye and frosting. Did brush lettering for craftastic Wednesday. Masterpiece Monday featured Pop Art and Andy Warhol's soup cans.	9/18, 10/18, 11/18, 1/19, 2/19, 3/19
Read a popular fiction author each month in order to expand knowledge of current authors and improve recommendations to patrons. Write small description of book and add to the adult subject binder.	IS	Read three titles and added them to the adult subject binder. Read two titles and added them to the subject binder. Read a fiction and non-fiction, updated descriptions in the binder. Read one non-fiction title and added it to the subject binder. Read for February and March, added to subject binder.	9/18, 10/18, 11/18, 1/19, 2/19, 3/19
Investigate new ways to make the STEAM Kit Collection both easier to use and more appealing. Ideas: Look in to new containers; create detailed contents sheets that can be placed in each kit; create videos detailing the contents of each kit that can be put on our website/social media.	IS	Working on inventory sheets that can be placed inside each kit. Started purchasing containers for the kits. Redesigning the tags to be more streamlined and attach directly to the container. The kits are in the process of being converted to the new bins. Many are now on the shelves ready to be checked out.	9/18, 11/18, 1/19, 3/19
Participate on the Culture Club Committee. Attend meetings, take part in projects.	IS	Culture Club meeting: The committee is working on bookmarks and magnets to advertise. The book club will be starting in February. Held book club lunch/discussion. Interviewed and featured two staff members.	12/18, 3/19
Create a list (for website and collection) listing all foreign film titles in multiple languages and their location. For example: Movie Title Languages Location	IS	Waiting to receive training on CARL for shelf lists. Almost complete, had issues with CARL report. Added subtitle languages.	1/19, 3/19

<p>Improve upon current Japanese language skills. Create two NPL brochures in Japanese that market the Library's services in general and the ESL/International resources.</p>	<p>IS</p>	<p>Final draft on Japanese Anime and Japanese resource brochure done. These are complete, as well as bookmarks in every of our foreign language conversation groups. Goal complete.</p>	<p>9/18, 1/19</p>
<p>Review adult Chinese foreign language collection to determine percentage of simplified versus traditional. Use this information to determine best purchasing practices. Provide a system for other Librarians to know if the books are simplified or traditional.</p>	<p>IS</p>	<p>With the assistance of a volunteer, we now have a master list of all simplified Chinese in collection. Looking to label accordingly. Submitted form to request additional labels. Labeled the traditional with green dots and the simplified with yellow marks. Placed signage about the markings in the collection. This goal is complete.</p>	<p>9/18, 11/18, 1/19</p>
<p>Oversee remodel of Quiet Computer Room into the new NPL MakerSpace. Work to implement makerspace ideas that are most suitable for our community while working within our budget. Determine the best uses of the room, available open hours, and staffing. Plan and implement an unveiling of the new area.</p>	<p>IS</p>	<p>MakerSpace Library Tours on July 31 (Baldwin, Oakland University and E. Lansing) Planning meetings: 9/6/18, 11/2/18 Talked to a few places about furniture costs. Filled out a Makerspace application with Rockler Woodworking company. Contacted a VR Company to see if they could help us visualize the space. Continued research on furniture, CNC equipment, and programming ideas. Submitted information about the Computer Lab's closure to Engage and eNewsletter. Came up with a possible name for the space. Budget was reviewed and reworked. Still looking into equipment to add as well as furniture options. A list of possible kits was created. Met on 1/8 and 1/22, to discuss electricity in the space, communicating to staff and patrons about the closure of the computer lab, and furnishing the space. MJR examined the Seville collection at Sam's Club and those recommended by KP from K-log as low-cost storage options. Library Design and 3Branch attended our 1/22 meeting and gave a presentation on their MakerFlex table. Looked at various container options for the Creative Kits. Decided logos. Two cabinets and one rolling workbench was ordered, picked up, and put together. Electrical drops have been chosen and ordered. Library Design provided the revised floorplan and ideas to alter the computer tables that allow for more desktop workspace. Reviewing an arts and crafts database called CreativeBug. Proposal to create an ICube Makerspace collection was approved.</p>	<p>7/18, 9/18, 10/18, 11/18, 12/18, 1/19, 3/19</p>

Goal #2:			
Balance the needs of the community with fiscal responsibility and reduce the deficit spending.			
Tactic	Owner	Status	Due Date
LED conversion project	AD/F	Work began 5/18. Slow process due to some issues with lighting samples, long lead times for ordering bulbs, configuring the dimmer option on the lower level (10/18), returning of bulbs that were not compatible; Bulb orders arrived over the 2 month timeframe and the project was at 90% completion by January 30, 2019 with a final update meeting held. Parking Lot lights were able to be included in the project based on price and need. A final report was presented to the Building/Grounds committee and the Library Board as of February 28, 2019.	5/18 – 1/2019; 2/19
QSAC (Quality Services Audit Checklist)	IS/AD	Essential Level: Achieved 7/2018 Enhanced Level: Achieved 10/18 Finalizing submission of highest level, waiting on needed information. Excellent Level: Achieved 3/19	7/18, 10/18, 1/19, 2/19, 3/19
Endowment & Future Funding of Library	AD	Still looking into options to best fit the library organization; Meeting scheduled for Friday, November 2, 2018 with potential vendor; Met with attorney on November 30, 2018 to discuss options and costs – no response as of 4/20/2019. March 28, 2019: Meeting scheduled at 2pm with John Chratska from EveryLibrary.org to discuss options for future library funding	11/18; 3/19
State Aid Data Gathering/Submission	AD/Dept. Heads	State Aid database training – September 19, 2018; State Aid submitted 12/18.	9/18, 12/18
Building Assessment for Future Capital Expenditures in 269 (HVAC, Roofing, Carpeting, Elevators, AST, Parking Lot Replacement, LED Lighting Phase 3-5, Painting)	AD/F	Retrieved CAD drawings of the building from Community Development to issue to vendors who are in need (10/18) Painting Walk-through for quote: 10/18 Full report of estimated costs presented to the Library Board during budget session on 1/19/2019	10/18; 1/19
Present a Balance Budget for 19/20	AD	Director is attending a budget workshop on 11/7 with new Bookkeeper to begin planning of 19/20 budget	11/18; 1/19; 2/19

		<p>Bookkeeper will be putting together a 5 year analysis of spending to help forecast budgets for 19/20 – 11/18</p> <p>19/20 Library Board Budget Planning Sessions: January 19th and February 9th Budget approved at the February 28, 2019 Board Meeting and submitted to the City of Novi.</p> <p>Historical Commission 2019-2020 budget presented to Library Board on 1/19/2019 and submitted to City Council as of 2/28/2019.</p>	
Google Cloud Training for Staff: multiple training sessions covering online document management, replication and permissions management.	IT	<p>Posted two (2) Wiki training videos: 10 Quick Tips on Google Drive and How to Share Files (Correctly) with Google Drive. Creation of shares and team drives completed; Configuring of team permissions and uploading of team files are underway. Utilizing cloud services saved NPL approximately \$10,000 - \$7,000 in software and \$3,000 in hardware expenditures.</p> <p>Continuing to upload staff files and hold training sessions for staff. TeamWork demos were offered to staff.</p>	9/18; 10/18, 12/18, 1/19, 2/19, 3/19
Upgrade the building's security alarm from a phone-based panel to an internet-based panel which allows the elimination of an analog phone line – breakeven point is 15 months.	IT	<p>Upgrade has been completed. Internet-based panel increased the number of allowed alarm users, daily reports are web-based and disconnected phone line reduces phone expenditures. Renamed building alarm location titles to staff friendly labels. This goal is complete.</p>	9/18; 10/18
Goal #3:			
Provide quality and diverse services, materials, programs and technology.			
Tactic	Owner	Status	Due Date
Fostering connections with our diverse community	AD/IS	<p>Understanding Religion Programs – Muslim and Jewish, Experience Culture – Mexico, India, Romania, Nigeria, MLK Unity Breakfast one for adults and one for children.</p> <p>Experience Culture - Poland</p>	9/18, 10/18, 11/18, 12/18, 1/19, 3/19
Author Events	AD/IS	<p>Fox Run Authors LIVE – 10/2/18 Community Reads Event – 11/9/18 at Wixom Library March is Reading Month with Walled Lake Consolidated School District and Hickory Woods School – 3/25/2019 National Library Week – 4/11/19</p>	10/18, 11/18, 3/19, 4/19
Cultural Events	AD/IS	<p>Experience Culture – Mexico and India Villa Barr Art Park Unveiling – October 12, 2018, Experience Culture: Romanian, Nigerian</p>	8/18, 9/18, 10/18, 12/18, 1/19, 3/19

		MLK Unity Breakfast one for adults and one for children. Experience Culture: Poland	
Let's Talk About It Series	AD	With NLA a 12 month series will launch on 1/19 focusing on Let's Talk topics for young people; Novi will host the topics of race and adoption. Hosted program on race, with readings, craft, and discussion.	2/19
MakerSpace Renovation	AD/IS/IT	Julie, April, Mary Robinson and Barb visited several area makerspaces including Baldwin Library, Oakland University and East Lansing Public Library. Planning meetings: 9/6/18, 11/2/18. Held meeting to discuss next steps to implement renovation. Contacted a VR Company to see if they could help us visualize the space. Continued research on furniture, CNC equipment, and programming ideas. Submitted information about the Computer Lab's closure to Engage and eNewsletter. Verifying pricing for the equipment chosen for the MakerSpace. Met on 1/8 and 1/22, to discuss electricity in the space, communicating to staff and patrons about the closure of the computer lab, and furnishing the space. MJR examined the Seville collection at Sam's Club and those recommended by KP from K-log as low-cost storage options. Library Design and 3Branch attended our 1/22 meeting and gave a presentation on their MakerFlex table. Looked at various container options for the Creative Kits. Decided logos. Two cabinets and one rolling workbench was ordered, picked up, and put together. Electrical drops have been chosen and ordered. Library Design provided the revised floorplan and ideas to alter the computer tables that allow for more desktop workspace. Reviewing an arts and crafts database called CreativeBug. Proposal to create an ICube Makerspace collection was approved.	7/18, 9/18; 10/18, 11/18, 12/18, 1/19, 2/19, 3/19
Complete the Support Services Department main manual and three reference binders by April 2019	SS	Goal extended until June 2019 due to new hire training.	3/19
Reorganize the Support Services Supervisors' responsibilities and monitor for improvement/training; oversee the Lending Library for installation (TLN, collection, launch) by March 2019.	SS	Goal extended until June 2019 due to new hire training.	3/19
Complete uniform training for the Supervisors, and complete training specific to individual revised responsibilities.	SS		
Acclimate to new position as a Supervisor of the Customer Service Team, including developing management procedures for ordering Circulation Supplies,	SS	Chris Nadeau is doing well acclimating to his new position in the four months he has been here.	12/18

Attend four out of eight "Library Services" training sessions (Overdue, Hoopla, RBDigital, Lynda.com, 3D Printer, VR, Creation Station, or Vinyl/Cassette to Digital) and submit a training class summary for each (1 paragraph) to receive "Goal Completed."	SS	3D Printer session held 11/16 (3 attended); VR session held 11/29 (4 attended); OverDrive session held 12/11 (8 attended); Hoopla session held 1/15 (6 attended); Lynda.com session held 2/18 (6 attended)	11/18; 12/18; 1/19; 2/19
Prepare and deliver four (4) public programs providing basic instruction and demonstration of the gaming coding language Roblox Studio.	IT	The next edition of Engage will list the four dates training will be available: May 5 and 19 plus June 9 and 30.	11/18
Create catalogue of VR games for staff and patrons.	IT	Completed creation and shared the catalog with staff and posted on wiki. This goal is complete.	9/18
Investigate Apple/Macintosh IT needs for adult patrons.	IT	Received 637 responses. Forty-two percent of the responses stated they would not use Apple/Macintosh devices if they were available, 32% stated they might use an iPad, and 26% would prefer to use a MacBook or iPad over a Windows PC. Ninety-eight percent of the responses stated their experience with library technology is usually good or are satisfied. Information provided to staff conducting survey for Strategic Planning. This goal is complete.	10/18
Meet with IS staff for their tech needs for 2018/19FY and 2019/20FY.	IT	Discussed partnership with IS Staff on five (5) projects planned for 2018-19FY. Met with IS staff on a one-on-one basis. This goal is complete.	9/18, 10/18, 11/18, 12/18
Serve on e-NABLE board and help determine 2018/19FY goals and projects.	IT	Monthly e-NABLE Board meetings have been held to determine 2018-19 projects/timeline, annual report of accomplishments, language for care instructions, contents of "care package", partnership with Novi High School HOA group and possible partnership with "Backyard Brains" organization.	10/18, 11/18, 12/18
Expand resources for library patrons with special needs by creating inclusive Technology Station with relevant apps and programs.	IS/IT	Joint project meeting with IS and IT staff where hardware/software requirements and installation deadline were determined. Equipment was ordered. Equipment was configured and given to IS staff for testing. Station has been introduced to the public. It is available by the windows in the youth area opposite one of the AWE stations. This goal is complete.	9/18; 10/18, 11/18, 12/18
Attend two out of four quarterly "Shelver Engagement" meetings to receive "Goal Completed."	SS	Goal Completed: Most of the shelvers attended the first and second quarterly meeting in September and December, respectively. Third quarterly meetings held in March. All shelvers have met this goal.	10/18; 1/19; 2/19
Successfully complete assigned section of the CARL Catalog Cleanup Project	SS	Project in progress.	12/18

Using direction from the IT Department, back up historical photos and documents from the Local History website to the Cloud. Use Wordpress to make folders searchable with titles, descriptions and tags. This will organize materials in a way that researchers will find useable, as well as preventing materials from becoming lost. This project will be a multi-year goal.	IS	IS Staff Liaison has started to form subject files which will be broken into sub files and then save to the cloud. This is the beginning of organizing the immense amount of material on the Local History Room computer so that the public can use it in a logical manner. Met with IT and furthered plans to organize the digitized files to best fit the usages we want from them.	1/19, 3/19
Oversee implementation of the Special Needs technology station.	IS	Joint project meeting with IS and IT staff where hardware/software requirements and installation deadline were determined. Equipment was ordered. Received equipment, testing in progress, deciding on links and applications. Station has been introduced to the public. It is available by the windows in the youth area opposite one of the AWE stations. This goal is complete.	10/18, 11/18, 12/18
Implement a special needs resource page on the website. Promote Library collection and provide links to relevant resources.	IS	Reviewing other libraries with special needs resource pages. Webpage created: under the Youth Tab	9/18, 2/19
Increase cultural diversity awareness, acknowledgement, and visibility through library programming and displays	IS	Provided Michigan Indian Immigrant documentary with special guest and good turnout. Provided highly successful Experience Culture – India program with approximately 220 attendees. Had 4 assistants from various groups of India, 3 participating restaurants. Held a festival processional representing the states of India. Provided an elaborate display in the first floor display case with items representing the Indian culture shared from 8 different providers. Provided an Understanding Religion – Muslim program. This included special guest speakers, displays, slideshow, crafts for kids and adults and snacks. Prepared and provided understanding religion – Judaism program. Displayed Jewish items in display case and Romanian items in display case promoting the next cultural program. Held Nigerian program. Provided 1 st floor display of December holidays, Christmas, Hanukkah, and Kwanzaa. MLK Unity Breakfast with two MLK displays, one adult/family, one youth orientated. Experience Culture Poland. Themed display with Polish artifacts, art, crystal, crafts.	9/18eva, 10/18, 12/18, 1/19, 3/19
Conduct a quarterly yoga story time for children K-4. Create a yoga materials bibliography including books and DVD's for those who are interested in learning more, as well as a contact list of local yoga studios/classes.	IS	Booked a December program and started gathering information regarding local yoga studios. Currently creating a bibliography. Programs scheduled for December and March. Bibliography created. Program conducted successfully, included books, yoga, and	9/18, 10/18, 11/18, 12/18, 3/19

		making mala beads. Another program is scheduled for March. March Yoga program was a success. Goal complete.	
Develop a book club geared toward children Kindergarten – 1 st grade. Include STEAM elements in the craft portion.	IS	Chose first book and planning launch next quarter. Programs scheduled for March and April 2019. Bookworm Buddies started. It incorporated site words and math estimating crafts. Challenge is balancing the varying reading levels. Looking into ideas to make it fun for both types of readers.	9/18, 11/18, 3/19
Expand resources for library patrons with special needs by creating Inclusive Technology Station with relevant apps and programs.	IS	Joint project meeting with IS and IT staff where hardware/software requirements and installation deadline were determined. Equipment was ordered. Received equipment, testing in progress, deciding on links and applications. Station has been introduced to the public. It is available by the windows in the youth area opposite one of the AWE stations. This goal is complete.	11/18, 12/18
Create six featured book displays for the new kiosk in the Business Resource Center. Feature these on the Business page of the website. Promote the new BRC visually on the Business page of the website.	IS	September display business classics created a booklist from display items and put a copy in the business binder. October display was customer service and engagement. November/December display is non-profits. January display featured, "Starting a Business" February was Entrepreneurship, March was Women in Business.	9/18, 10/18, 11/18, 1/19, 2/19, 3/19
Provide improved reader's advisory tools for patrons including Adult Subject Suggestion binder, and Shelf Talkers. Utilize SelectReads and LibraryAware to offer seasonal and topical bookmarks and reading lists.	IS	Updated adult subject binder with new "NEW" books for each genre. Edited/added a few sections for various genres. Created a military/veterans bookmark. Continued updating adult subject binder with New Romance and Pulitzer Prize winners. Created a "feel good" holiday reads bookmark. Updated every "New" section in the Adult Subject Binder for the new year. Added a new Historical Fiction and Fantasy/Science Fiction section. Created "Best Books of 2018" list and display. Continue to work on distributing shelf talkers. All the "new" sections in each genre of the adult subject binder were updated. Bookmarks are being designed/put-together for the month of April. The science resources brochure was updated with newly released titles.	10/18, 11/18, 3/19
Communication Cards-create pictorial cards to help accommodate patrons with language barriers/disabilities.	IS	Researched various board maker software. Downloaded Picto-Select and made a few draft cards. Once approved, they can be placed at the desks for	11/18, 12/18, 1/19

		use by patrons. Communication Cards complete and placed at both Information Desks. This goal is complete.	
Oversee marketing of Hoopla. Provide staff and patron training opportunities.	IS	Ordered promotional flyers and materials for October/Halloween. Increased checkouts to 6. Holiday signage was updated to reflect the new checkouts. Blurb added to enews and handout updated for website. Signage for holiday music placed in the CD music area. Ordered promotional materials for teen books by Own Voices and Diverse Voices authors. Will place in the Teen Stop.	9/18, 11/18, 12/18, 3/19
Develop curriculum and conduct Support Services training on NPL's digital services. Utilize these opportunities as ways to gain feedback for improvement and ways to better promote these services. December – Overdrive; January – Hoopla; April – RBDigital	IS	Updating handouts and developing a lesson plan for the first training on December 11 th . Created a chart to help staff know what app works best on each device. Hoopla demo given to SS staff on Jan. 15 th . The handout was updated.	11/18, 12/18, 1/19
Explore new options for providing readers' advisory/reading suggestions via social media and in- house databases; increase staff awareness of readers advisory tools. Provide readers advisory to senior living facilities.	IS	Using some of the RA lists from Library Aware to share via social media. Created new staff picks using LibraryAware – used for display and social media post. Assisted staff with using LibraryAware for bookmarks and flyers. Created a staff picks list of 2018 favorites. Created a women's history month book lists for handout and to post on social media.	9/18, 10/18, 11/18, 3/19
Design and implement a test of the CARL system geared toward the everyday uses of Librarians. Test each Librarian in a demonstration style. Report results to Department Head.	IS	Started drafting questions based on everyday CARL tasks and patron interactions. Submitted first draft of quiz questions for review, starting how-to document to accompany. Questions and study guide complete. Sent out training document, scheduled tests, and started testing. All testing of Librarians is complete and passed by all. This goal is complete.	8/18, 9/18, 10/18, 11/18, 12/18
Create / Update training materials for 3D printing staff.	IS	Started drafting document, testing via one-on-one training. Received feedback for clarity. Sent to committee for further feedback and continue to add instruction as needed. Document is now "live" and available for all to see. Bookmarks placed at 3D printer station. This goal is complete.	8/18, 9/18, 10/18
Train Support Services staff in the use / and general knowledge of library services and resources.	IS	Established tentative schedule. Held one "3D Printing 101 session. Will be scheduling another. Held one "3D Printing 101" session. Another one will be scheduled. Scheduled a session in February to show SS staff Mango and Lynda. Demonstrated Mango and Lynda.	8/18, 11/18, 12/18, 1/19, 3/19

Oversee VR Programming: Learn the VR Technology; Provide two in-house demonstrations; Provide one outreach demonstration in the fall and one in the winter	IS	Given VR demo by Scott and have been trying out and practicing games to get familiar with the technology. VR outreach event held at Fox Run. Drafting a proposal for VR appointments that patrons can register for similar to computer tutor and tech time. Have planned two in-house demonstrations of the VR system; Jan. 29 and Mar 26. Provided VR demo in March to two patrons.	9/18, 10/18, 11/18, 12/18, 3/19
Develop a Spanish story time to fit the needs of the Novi community. Present during the International Story Time breaks. Showcase youth International Spanish books.	IS	Preparing for the October 17 th story time. Preparing a bibliography representing our International collection. October session was cancelled will keep for winter session. Held winter Spanish story time and will also provide one in May.	9/18, 10/18, 3/19
Upgrade servers, switches, etc. in data center to remain current	IT	Approximately 80% of the systems have been moved to the upgraded equipment w/o staff or patrons experiencing any downtime. Migration of the Wi-Fi and Security servers is scheduled for outside of normal operational hours to avoid service disruptions. Work continues on the migration of servers/files. This goal is complete.	10/18, 11/18, 12/18; 1/19, 2/19, 3/19
Investigate the idea of adding musical instruments to the STEAM Kit collection. Review circulation stats before budget time to determine interest in a larger musical instrument collection. Provide a cost analysis in time for budget. Investigate adding one-on-one ukulele lessons for the winter session.	IS	Have started researching various basic musical instruments to consider adding. Will reach out to other libraries who have done this to learn what instruments they have and how they clean and maintain them. Will review STEAM Kit budget, but would like to add a glockenspiel, boomwhackers, and a ukulele, plus some sheet music.	1/19, 3/19

Goal #4:

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

Tactic	Owner	Status	Due Date
1,000 Books before Kindergarten	AD/IS	Unveiling of the Youth Area Renovation to the community – 7/18 Updated the raising a reader webpage, held the second annual 1,000 books party. Started creating Early Literacy Boxes to loan out to preschools. We currently have 3 early literacy boxes in use (Goddard, ECEC, and Novi Woods)	7/18; 9/18, 12/18
Library Board Meetings (2 Options – Library and Offsite Location)	AD	September 20, 2018 at Novi Library November 15, 2018 at Novi Library	9/18

Strategic Planning Outreach	AD/IS	Public Feedback Sessions: 10/3 Hickory Woods Elementary (5), 10/4/18 (3 sessions). 10/9 City of Novi Ambassador Program (14), 10/10 Coffee with the Superintendent (18), 10/11 Knitting group (7), 10/22-10/27 seven story times (49), 10/29 Parent to Parent (15), 10/31 Public Feedback Session (6), 11/8 Cutting the Cord program (37), 11/11 HOA (12), 11/19 Friends meeting (2), Public Feedback Session (2), 11/26 Fox Run (15), random submissions (6), Information Desks (18), Online (349) Information culled into a report and turned in. Met with board to review information. Met with community members to develop themes on 3/27/2019.	9/18 – 11/18, 12/18, 1/19, 2/19, 3/19
Host Town Hall Engagements with Elected Officials	AD	Reached out to League of Women Voters, but their board felt that the candidates would just be providing “a message the public has already heard.” They were not willing to work on this project, but suggested they would be willing to partner during another election. A program is planned for 5/13/2019 with Novi Mayor Bob Gatt, Oakland County Commissioner Gwen Markham, State Rep. Kathy Crawford and State Senator Jim Runestad	11/18; 5/19
Mental Health Awareness	AD/IS	Hosted theater production of Every Brilliant Thing – a play that addresses growing up with behavioral health challenges in a family including depression and suicide. Included a presentation by the American Foundation for Suicide Prevention. Held program on identifying and helping students with anxiety.	9/18, 2/19
Assist IS and SS Department Heads with the training of new full time Supervisor (FT) and Outreach Librarian. Assist with development of relations with Activities Directors and Senior Facilities, and with the revision of responsibilities.	SS	Elizabeth Kopko is assisting with acclimating Eva Sabolcik to her new full time position.	12/18
Organize the David Barr project and provide presentations to other Libraries and interested groups.	IS	Attended meetings with Julie and Kathy Crawford, gave input for putting together a power point presentation. Attended official opening of David Barr Art Park on Oct. 12. Kathy Crawford gave the presentation to the Historical Commission at the November meeting. The members gave suggestions, additions and changes. These are currently being made. Final presentation is being completed and the first program will be given by Kathy Crawford on Jan. 31 st . The research has been completed and a launch presentation is scheduled for 5/2/2019 for the Novi community.	9/18, 10/18, 11/18, 12/18, 2/19, 3/19, 5/19

Design and implement four programs specifically to draw interest from older adults. Connect with the City of Novi's Older Adult Services. Survey attendees of these programs to determine success. Provide survey results to Department Head after each program.	IS	Met with Julie and city of Novi Senior Services to discuss plans for senior programming. Communicated with OAS regarding two programs for August. Providing a hula performance for a Luau themed event. Contacted a vocalist for other event.	9/18, 12/18
Develop an Early Literacy page for the Library's website, including information about Raising a Reader in Novi, Story Time Backpacks, information about the five early literacy practices, and more. Research what other libraries include on their website about early literacy.	IS	Added roving early literacy story time page and request form to website. Updated raising a reader page. Started created story time back pack page. Began research on early literacy web page. Continued to work on development of Story Time back pack page, and began development of early literacy page.	9/18, 11/18
Explore opportunities for providing youth programs to patrons in the north end of Novi. Consider possibilities for programming throughout the year, as well as during the Summer Reading Program.	IS	Reached out via email twice to inquire about program possibilities at Oakland Glen. Working on dates for programs with staff at Oakland Glens. Have not heard back from Oakland Glens representative. Will plan on making a visit to meet in person to discuss dates. Connected with Tia Marie Sanders on bringing SRP program to Oakland Glens in conjunction with FTN. Discussed the idea of running a "take a book, leave a book" style loaning system on a bookshelf in the park's club house. Will also visit on Wednesdays over the summer so kids can log books and participate in the SRP. Began putting labels on the inside cover of books saved for youth lending library at Oakland Glens for the SRP program.	9/18, 10/18, 11/18, 12/18, 3/19
Participate in Novi University, offered through the City of Novi. Participation in this would increase knowledge of city departments and their functions and result in better customer service for our patrons at the Library.	IS	Submitted application waiting to hear back. Accepted into the program, will begin in January. Attended the first session. Reviewed expectations of the program and learned about Council/City Manager, communications, Community Development/Economic Development in Novi. Went on a bus tour of the city's business and residential areas. Attended the third session visiting the Police Training Center and the Firearms Training Center.	9/18, 10/18, 11/18, 1/19, 3/19

Goal #5:

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

Tactic	Owner	Status	Due Date
Strategic Planning Project	AD/IS	Public Feedback Sessions: 10/4/18 (3 sessions offered) 10/3 Hickory Woods Elementary (5), 10/4/18 (3 sessions). 10/9 City of Novi Ambassador Program (14), 10/10 Coffee with the Superintendent (18), 10/11 Knitting group	10/18, 11/18, 12/18, 1/19, 2/19, 3/19

		(7), 10/22-10/27 seven story times (49), 10/29 Parent to Parent (15), 10/31 Public Feedback Session (6), 11/8 Cutting the Cord program (37), 11/11 HOA (12), 11/19 Friends meeting (2), Public Feedback Session (2), 11/26 Fox Run (15), random submissions (6), Information Desks (18), Online (349) Looked at five other similarly sized libraries for information on their programs, outreach, and marketing. Information culled into a report and turned in. Met with board to review information. Met with community members to develop themes 3/27/2019.	
Create a system to track, manage and produce reports for teen volunteers for IS Department.	IS/IT	Completed installation of WordPress Site and plugins, user data entry module, reports module, automated backup, volunteer directory for browse/print purposes and set up of data entry terminal. On hold waiting for input from IS Staff. IS Staff finished manually entering information into the system. Will work with IT to resolve issues in the procedure to approve the hours entered. Created a teen volunteer manual with screenshots for IS Staff and teen volunteers to use. Reviewed and demonstrated for IS Dept. Head. Have scheduled training sessions for IS staff. Sent out instructions to IS Staff as well. An iPad was deployed to simplify data entry by the volunteers. . Sent out instructions to IS Staff as well. Offered two training sessions to teach the volunteers the software. Also, offered an additional training for those who could not attend. Created a teen volunteer check-in procedures list for staff. Effective April 1st, teen volunteers will begin using the iPad to record their hours. Modifications are being made as requested.	9/18; 10/18, 12/18, 1/19, 2/19, 3/19
Library Board Policies Reviewed/Approved in 2018-2019	AD	Board of Trustees Bylaws – Approved October 25, 2018; Revised January 24, 2019; Revised March 28, 2019 Drug Free Workplace Policy – Approved January 24, 2019 Memorandum of Understanding with Friends of Novi Library – pending review as of April 20, 2019	10/18; 1/19; 3/19;
Add server room and data closets to HVAC temperature monitoring software and add temperature sensing device with staff notification for early warning of environmental hardware failures as experienced in July, 2018.	F/IT	A space temperature sensing device was installed in the server room that will send a signal to the building's alarm monitoring vendor and several staff members if a predetermined temperature is reached. Hardware was upgraded to allow inclusion of server room and data closets in HVAC temperature monitoring software. This goal is complete.	9/18

<p>Participate in the Customer Service Committee (must attend 3 of 4 quarterly meetings). Monitors progress of dept. goals related to customer service and reports status to dept. members.</p>	<p>IS</p>	<p>Created Doodle Poll to determine best meeting dates. Sent out Disney Institute manual to be read and first meeting date set for end of November. Held first meeting, started presentation, developed a list of service standards. Next meeting January. Created 3 out of 5 key terms with statements. Homework to create two more and prioritize. January meeting postponed a week due to Library closure. Homework given via email to prep for meeting. Key terms and definitions complete. Reviewing to see if catch word can be made to represent all the key words.</p>	<p>9/18, 10/18, 11/18, 1/19, 2/19, 3/19</p>
<p>Continue to explore the necessary steps to achieve QSAC Excellent Level certification. Identify all areas where we currently meet the QSAC requirements, and determine what changes are necessary to reach this level.</p>	<p>IS</p>	<p>Received notice of Enhanced Level. Working on Excellent. Received a "Special Tribute" from the State of Michigan in honor of achieving Enhanced status. Hoping to submit for the excellent level in early 2019. Finalizing submission of highest level, waiting on needed information. Excellent Level achieved.</p>	<p>9/18, 10/18, 12/18, 1/19, 3/19</p>
<p>Evaluate 2 or more scheduling software programs to determine if they might be effective and cost efficient options for scheduling staff and creating desk schedules. Compare with homegrown options to determine our best options going forward Submit for 2019-2020 budget proposal.</p>	<p>IS</p>	<p>Started free trials of a few different products to begin to narrow down our choices. Spoke with a couple of different companies to see if their pricing makes it worth trying or not. Did a trial of When 2 Work along with When I Work and Schedule Base. Will be looking at LibStaffer which hopeful will work better for a library setting. LibStaffer looks promising. LibStaffer best option and pricing. Will postpone until 20-21. Goal complete.</p>	<p>9/18, 10/18, 11/18, 1/19</p>
<p>Evaluate and analyze NPL adult programs for the Fall and Winter Engage cycle. Set percentage goals of attendance for adult programs; Provide surveys to adult programs on a regular basis; Document the results from these surveys; Report on what is working and what is not; Provide an analysis on what types of programs should be presented in the future.</p>	<p>IS</p>	<p>Provided program evaluation forms for introductory program-Agile Problem Solving, Oakland County Water Wars, Craftastic Wednesday, and Understanding Religion. Introductory Programs work well for those submitting program proposals to have a chance to see if their program is a fit for the library. Provided program evaluations for understanding religion, sweets with sweetheart, and couples dance, et al. Created spreadsheet to track. Provided program evaluations for Mocktails program and Listen @ the Library. Added trends, and methods of marketing.</p>	<p>9/18, 10/18, 11/18, 1/19</p>

FINANCIALS

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

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

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

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

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

April 20, 2019: Director's Note: Due to credit memos from cancelled subscriptions all of the budget for 743.000 (Periodicals) has not been spent. There will be a balance of \$2,700.00

Two selectores have requested more money for DVDs and BluRays.

\$1,500.00 for DVDs 745.200

\$1,200.00 for Youth BluRAYS

743.000 (Periodicals) will decrease by \$2,700 for end of year

745.200 will increase by \$2,700 for end of year

269 - Library Contributed Funds - Revenues & Expenditures						
2019-2020 (as of 2/28/2019)						
		2017-2018 Amended	2017-2018 Audited	2018-2019 Amended	2018-2019 End of Year	2019-2020 Approved
		5/24/2018	6/30/2018	12/19/2018	2/28/2019	2/28/2019
Revenues						
Interest Income						
664.000	Interest on Investments	\$ 36,000.00	\$ 31,885.58	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	6,000.00	(12,758.73)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 42,000.00	\$ 19,126.85	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations						
665.046	Makerspace Renovation			2,000.00	2,000.00	2,000.00
665.230	Collections/Materials Revenue	\$ 1,000.00	\$ 619.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
665.229	Raising a Reader	1,000.00	-	5,500.00	5,500.00	5,500.00
665.231	Buildings/Ground/Furniture Revenue	6,000.00	6,564.79	1,000.00	1,000.00	1,000.00
665.232	Programming Revenue	17,000.00	18,391.18	5,500.00	5,500.00	5,500.00
665.233	Technology Library Revenue	5,500.00	3,320.00	1,500.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	500.00	1,320.99	500.00	500.00	500.00
TOTAL		\$ 31,000.00	\$ 30,215.96	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
TOTAL Revenues		\$ 73,000.00	\$ 49,342.81	\$ 39,500.00	\$ 39,500.00	\$ 39,500.00
Expenditures						
Supplies						
742.229	Raising a Reader			4,000.00	4,000.00	4,000.00
742.230	Collections/Materials Expenditures	\$ 2,000.00	\$ 317.49	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
742.231	Buildings/Ground/Furniture Exp	500.00	304.00	-	-	15,000.00
742.232	Programming Expenditures	20,000.00	18,316.54	3,000.00	3,000.00	3,000.00
742.233	Technology Library Expenditures	7,000.00	5,888.30	33,500.00	24,000.00	5,000.00
742.234	Undesignated Misc. Expenditures	5,000.00	3,865.00	-	-	-
742.236	Staff Recognition	1,000.00	-	1,500.00	2,200.00	2,500.00
TOTAL		\$ 35,500.00	\$ 28,691.33	\$ 44,000.00	\$ 35,200.00	\$ 31,500.00
Capital Outlay						
976.044	Auto Lending Library	\$ 39,965.00	\$ -	\$ 67,000.00	\$ 34,750.00	\$ 34,750.00
976.045	LED Lighting Conversion project	92,500.00	11,169.60	15,000.00	20,000.00	2,000.00
976.046	Makerspace Renovation			38,700.00	29,000.00	7,000.00
983.000	Vehicle					-
TOTAL		\$ 132,465.00	\$ 11,169.60	\$ 120,700.00	\$ 83,750.00	\$ 43,750.00
TOTAL Expenditures		\$ 167,965.00	\$ 39,860.93	\$ 164,700.00	\$ 118,950.00	\$ 75,250.00
	Beginning Fund Balance Yr. End	\$ 1,609,812.62	\$ 1,697,946.40	\$ 1,707,428.28	\$ 1,707,428.28	\$ 1,608,778.28
	Revenues	73,000.00	49,342.81	39,500.00	39,500.00	39,500.00
	Expenditures	(167,965.00)	(39,860.93)	(164,700.00)	(118,950.00)	(75,250.00)
	NET Revenues vs. Expenditures	(94,965.00)	9,481.88	(125,200.00)	(98,650.00)	(35,750.00)
	Beginning Fund Balance					
	Ending Fund Balance Expected	\$1,514,847.62	\$1,707,428.28	\$1,582,228.28	\$1,608,778.28	\$1,573,028.28
Notes:	19/20 Phase 2 Makerspace: \$5,000 Technology and \$7,000 Makerspace Renovation; \$15,000 Furniture upgrades; \$37,750 Lending Library final payment of machine; LED contingency \$2,000					

04/11/2019 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 03/31/2019										
% Fiscal Year Completed: 75.07										
		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	JAN 2019	FEB 2019	MAR 2019	03/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,621,897.57	2,729,513.00	2,729,513.00	0.00	0.00	(1,361.48)	2,722,657.94	6,855.06	99.75
268-000.00-403.001	Property Tax Revenue- County Chargeback	3,337.31	2,000.00	2,000.00	166.61	61.13	291.60	2,549.98	(549.98)	127.50
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	5,000.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(222.62)	(233.00)	(233.00)	0.00	0.00	0.00	(238.66)	5.66	102.43
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,445.84)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	(1,726.23)	(1,273.77)	57.54
268-000.00-420.000	Property Tax Rev - C/Y Delequent PPT	(6,349.04)	(5,500.00)	(5,500.00)	0.00	0.00	(3,711.48)	(3,711.48)	(1,788.52)	67.48
Property tax revenue		2,622,217.38	2,721,780.00	2,721,780.00	166.61	61.13	(4,781.36)	2,719,531.55	2,248.45	99.92
State sources										
268-000.00-567.000	State aid	38,689.09	34,000.00	34,000.00	0.00	0.00	0.00	20,451.82	13,548.18	60.15
State sources		38,689.09	34,000.00	34,000.00	0.00	0.00	0.00	20,451.82	13,548.18	60.15
Fines and forfeitures										
268-000.00-657.000	Library book fines	55,449.41	62,000.00	62,000.00	6,009.14	5,297.62	5,031.47	54,296.54	7,703.46	87.58
268-000.00-658.000	State penal fines	112,141.45	100,000.00	100,000.00	0.00	0.00	0.00	115,794.64	(15,794.64)	115.79
Fines and forfeitures		167,590.86	162,000.00	162,000.00	6,009.14	5,297.62	5,031.47	170,091.18	(8,091.18)	104.99
Interest income										
268-000.00-664.000	Interest on investments	53,643.17	36,000.00	36,000.00	4,549.21	0.00	5,146.28	41,528.17	(5,528.17)	115.36
268-000.00-664.500	Unrealized gain (loss) on investments	(27,462.99)	0.00	0.00	3,950.91	82.95	0.00	20,133.52	(20,133.52)	100.00
Interest income		26,180.18	36,000.00	36,000.00	8,500.12	82.95	5,146.28	61,661.69	(25,661.69)	171.28
Other revenue										
268-000.00-665.000	Miscellaneous income	15,402.89	15,000.00	15,000.00	1,302.61	1,214.59	1,510.38	11,421.57	3,578.43	76.14
268-000.00-665.100	Copier	1,841.45	1,500.00	1,500.00	183.85	125.77	147.45	1,346.03	153.97	89.74
268-000.00-665.200	Electronic media (previously VHS)	0.00	50.00	50.00	0.00	0.00	0.00	0.00	50.00	0.00
268-000.00-665.300	Meeting room	50,239.43	45,000.00	45,000.00	3,358.24	4,307.96	2,843.63	29,614.56	15,385.44	65.81
268-000.00-665.404	Novi Township assessment	6,194.00	6,200.00	6,200.00	0.00	0.00	0.00	6,342.00	(142.00)	102.29
268-000.00-665.650	Library Cafe	5,613.63	5,000.00	5,000.00	284.68	313.04	356.54	3,002.47	1,997.53	60.05
Other revenue		79,291.40	72,750.00	72,750.00	5,129.38	5,961.36	4,858.00	51,726.63	21,023.37	71.10
Donations										
268-000.00-665.289	Adult programs	8,748.33	3,000.00	3,000.00	0.00	0.00	3,920.60	8,243.71	(5,243.71)	274.79
268-000.00-665.400	Gifts and donations	9,841.57	3,500.00	3,500.00	1,553.09	477.36	1,030.18	7,121.23	(3,621.23)	203.46
Donations		18,589.90	6,500.00	6,500.00	1,553.09	477.36	4,950.78	15,364.94	(8,864.94)	236.38

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	JAN 2019	FEB 2019	MAR 2019	03/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	799,649.63	877,000.00	886,000.00	67,176.40	69,393.61	104,090.43	655,340.22	230,659.78	73.97
268-000.00-704.200	Wages - Stipend	0.00	56,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	624,779.07	691,000.00	716,000.00	43,901.93	45,044.35	71,152.68	430,287.68	285,712.32	60.10
268-000.00-706.000	Overtime	0.00	0.00	2,500.00	2,217.21	479.33	36.41	2,732.95	(232.95)	109.32
268-000.00-715.000	Social security	107,133.60	110,000.00	112,150.00	8,440.81	8,564.84	13,161.23	81,484.86	30,665.14	72.66
268-000.00-716.000	Insurance	210,812.42	233,000.00	233,000.00	20,550.55	12,609.81	16,177.68	156,792.89	76,207.11	67.29
268-000.00-716.200	HSA - employer contribution	2,005.22	1,800.00	1,800.00	3,037.62	0.00	0.00	4,134.43	(2,334.43)	229.69
268-000.00-716.999	Insurance - Employee Reimbursement	(39,032.12)	(46,600.00)	(46,600.00)	(3,097.12)	(3,098.12)	(3,098.12)	(27,797.59)	(18,802.41)	59.65
268-000.00-718.000	Pension - DB Normal Cost	9,144.00	9,700.00	9,700.00	0.00	0.00	0.00	4,500.00	5,200.00	46.39
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	15,852.00	16,800.00	16,800.00	0.00	0.00	0.00	12,066.00	4,734.00	71.82
268-000.00-718.200	Pension - defined contribution	32,155.16	32,700.00	32,700.00	3,167.32	2,747.91	4,681.05	29,101.64	3,598.36	89.00
268-000.00-720.000	Workers compensation	2,162.63	3,000.00	3,000.00	265.82	269.04	409.95	2,650.16	349.84	88.34
Personnel services		1,764,661.61	1,984,400.00	1,967,050.00	145,660.54	136,010.77	206,611.31	1,351,293.24	615,756.76	68.70
Supplies										
268-000.00-727.000	Office supplies	17,845.54	20,000.00	20,000.00	569.77	1,459.57	994.90	10,022.72	9,977.28	50.11
268-000.00-728.000	Postage	487.85	300.00	300.00	0.00	38.13	16.30	527.84	(227.84)	175.95
268-000.00-734.000	Computer supplies, software & licensing	33,365.13	67,500.00	67,500.00	8,008.06	375.35	190.00	31,887.31	35,612.69	47.24
268-000.00-734.500	Computer supplies/equipment	59,182.71	58,000.00	58,000.00	1,568.10	1,768.64	2,564.46	36,493.57	21,506.43	62.92
268-000.00-740.000	Operating supplies	24,351.72	27,000.00	27,000.00	170.98	3,486.87	2.67	7,799.51	19,200.49	28.89
268-000.00-740.200	Supplies - Desk chairs and file cabinets	29.99	0.00	0.00	0.00	0.00	0.00	184.99	(184.99)	100.00
268-000.00-741.000	Supplies - Uniforms	195.09	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	182,730.95	180,000.00	180,000.00	12,820.69	14,291.11	10,882.01	109,805.71	70,194.29	61.00
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-742.100	Library Books - Fines	1,048.36	1,200.00	1,200.00	0.00	22.99	59.00	309.92	890.08	25.83
268-000.00-743.000	Library periodicals	23,040.22	24,000.00	24,000.00	8.50	1,779.60	0.00	12,490.44	11,509.56	52.04
268-000.00-744.000	Audio visual materials	71,885.73	92,000.00	92,000.00	11,875.68	4,773.04	1,194.70	58,728.73	33,271.27	63.84
268-000.00-745.200	Electronic media	44,889.81	41,000.00	41,000.00	5,890.77	6,248.71	2,679.73	36,582.18	4,417.82	89.22
268-000.00-745.300	Electronic resources (CD rom materials)	65,869.80	67,000.00	67,000.00	559.30	0.00	5,324.17	45,334.00	21,666.00	67.66
Supplies		524,922.90	588,300.00	588,300.00	41,471.85	34,244.01	23,907.94	350,166.92	238,133.08	59.52
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	419.68	500.00	500.00	37.07	37.07	37.07	334.03	165.97	66.81
268-000.00-802.000	Data processing	0.00	0.00	0.00	0.00	0.00	0.00	679.80	(679.80)	100.00
268-000.00-802.100	Bank Service Charges	2,456.91	2,500.00	2,500.00	230.23	243.43	730.82	2,789.62	(289.62)	111.58
268-000.00-803.000	Independent audit	700.00	700.00	700.00	0.00	0.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	980.00	1,500.00	1,500.00	196.00	294.00	0.00	882.00	618.00	58.80
268-000.00-806.000	Legal fees	3,370.80	2,500.00	2,500.00	568.96	3,160.00	0.00	3,964.96	(1,464.96)	158.60
268-000.00-808.100	Rubbish Monthly	1,222.32	1,200.00	1,200.00	104.92	0.00	0.00	629.52	570.48	52.46
268-000.00-809.000	Memberships and dues	6,123.50	6,000.00	6,000.00	25.00	138.00	486.00	6,315.97	(315.97)	105.27
268-000.00-816.000	Professional services	5,050.00	7,500.00	7,500.00	932.50	0.00	900.00	5,402.50	2,097.50	72.03

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	JAN 2019	FEB 2019	MAR 2019	03/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
268-000.00-817.000	Custodial services	47,406.68	48,000.00	48,000.00	4,060.67	0.00	0.00	24,364.02	23,635.98	50.76
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	14,382.11	19,500.00	19,500.00	1,340.80	894.56	807.11	11,370.44	8,129.56	58.31
268-000.00-855.000	TLN Automation Services	68,013.29	60,000.00	60,000.00	17,072.39	21.27	0.00	37,097.70	22,902.30	61.83
268-000.00-861.000	Gasoline and oil	26.25	500.00	500.00	0.00	22.78	0.00	171.71	328.29	34.34
268-000.00-862.000	Mileage	464.22	200.00	200.00	0.00	67.92	0.00	321.41	(121.41)	160.71
268-000.00-880.000	Community promotion	25,562.34	23,000.00	23,000.00	394.50	1,090.79	1,850.88	12,552.56	10,447.44	54.58
268-000.00-880.268	Library programming	24,399.20	26,500.00	26,500.00	1,773.63	807.60	348.75	19,098.32	7,401.68	72.07
268-000.00-880.271	Adult programs	7,169.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	34,642.18	30,000.00	30,000.00	733.58	7,009.59	(157.69)	21,262.52	8,737.48	70.88
268-000.00-910.000	Property & liability insurance	13,230.00	14,000.00	14,000.00	0.00	0.00	0.00	12,412.00	1,588.00	88.66
268-000.00-921.000	Heat	7,000.11	12,000.00	12,000.00	1,374.57	1,554.79	2,338.45	6,933.16	5,066.84	57.78
268-000.00-922.000	Electricity	115,543.00	85,000.00	85,000.00	0.00	7,021.12	0.00	55,592.80	29,407.20	65.40
268-000.00-923.000	Water and sewer	7,174.80	7,500.00	7,500.00	0.00	0.00	1,796.25	5,395.90	2,104.10	71.95
268-000.00-934.000	Building maintenance	71,775.59	98,000.00	98,000.00	8,822.61	6,395.06	7,917.26	75,422.35	22,577.65	76.96
268-000.00-935.000	Vehicle maintenance	8.99	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-941.000	Grounds maintenance	45,453.20	37,000.00	37,000.00	2,150.10	5,125.00	0.00	23,121.28	13,878.72	62.49
268-000.00-942.000	Office equipment lease	7,988.55	14,000.00	14,000.00	716.40	812.64	0.00	6,184.04	7,815.96	44.17
268-000.00-942.100	Records storage	276.72	300.00	300.00	23.06	23.06	23.98	208.46	91.54	69.49
268-000.00-956.000	Conferences and workshops	20,051.51	13,000.00	13,000.00	2,219.33	1,198.85	492.36	9,577.46	3,422.54	73.67
Other services and charges		534,386.56	514,900.00	514,900.00	42,776.32	35,917.53	17,571.24	346,279.53	168,620.47	67.25
Capital outlay										
268-000.00-986.000	Internal Technology - Capital Outlay	30,350.05	55,000.00	55,000.00	6,070.27	0.00	8,143.00	21,031.05	33,968.95	38.24
268-000.00-990.000	Furniture	30,173.00	15,000.00	15,000.00	14,249.00	0.00	0.00	14,049.00	951.00	93.66
Capital outlay		60,523.05	70,000.00	70,000.00	20,319.27	0.00	8,143.00	35,080.05	34,919.95	50.11
Net - Dept 000.00 - treasury		68,064.69	(124,570.00)	(107,220.00)	(228,869.64)	(194,291.89)	(241,028.32)	956,008.07	(1,063,228.07)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		2,952,558.81	3,033,030.00	3,033,030.00	21,358.34	11,880.42	15,205.17	3,038,827.81	(5,797.81)	(891.63)
TOTAL EXPENDITURES		2,884,494.12	3,157,600.00	3,140,250.00	250,227.98	206,172.31	256,233.49	2,082,819.74	1,057,430.26	(891.63)
NET OF REVENUES & EXPENDITURES		68,064.69	(124,570.00)	(107,220.00)	(228,869.64)	(194,291.89)	(241,028.32)	956,008.07	(1,063,228.07)	(891.63)

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	JAN 2019	FEB 2019	MAR 2019	03/31/2019	BALANCE	% BGD
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	31,885.58	27,000.00	27,000.00	2,243.90	0.00	2,676.59	21,958.56	5,041.44	81.33
269-000.00-664.500	Unrealized gain (loss) on investments	(12,758.73)	(4,500.00)	(4,500.00)	1,948.79	43.14	0.00	9,232.17	(13,732.17)	(205.16)
	Interest income	19,126.85	22,500.00	22,500.00	4,192.69	43.14	2,676.59	31,190.73	(8,690.73)	138.63
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	0.00	0.00	2,000.00	0.00	76.90	78.45	1,794.30	205.70	89.72
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	1,000.00	5,500.00	0.00	0.00	0.00	5,050.00	450.00	91.82
269-000.00-665.230	Collections/Materials Revenue	619.00	1,000.00	1,000.00	596.80	0.00	0.00	1,334.85	(334.85)	133.49
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	6,564.79	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	18,391.18	5,500.00	5,500.00	0.00	3,650.00	81.00	12,163.50	(6,663.50)	221.15
269-000.00-665.233	Technology Library Revenue	3,320.00	1,500.00	1,500.00	0.00	0.00	0.00	5,300.00	(3,800.00)	353.33
269-000.00-665.234	Undesignated Misc Donations	1,320.99	500.00	500.00	0.00	93.85	0.00	93.85	406.15	18.77
	Donations	30,215.96	10,500.00	17,000.00	596.80	3,820.75	159.45	25,736.50	(8,736.50)	151.39
Supplies										
269-000.00-742.229	Raising a Reader Expense	0.00	0.00	4,000.00	100.76	5.27	0.00	3,923.81	76.19	98.10
269-000.00-742.230	Collections/Materials Expense	317.49	2,000.00	2,000.00	348.53	231.01	0.00	1,137.31	862.69	56.87
269-000.00-742.231	Buildings/Ground/ Furniture Expense	304.00	38,700.00	0.00	0.00	0.00	0.00	4,859.00	(4,859.00)	100.00
269-000.00-742.232	Programming Expense	18,316.54	3,000.00	3,000.00	0.00	586.47	5,251.66	10,683.57	(7,683.57)	356.12
269-000.00-742.233	Technology Library Expense	5,888.30	33,500.00	33,500.00	10,887.63	830.88	165.80	12,191.72	21,308.28	36.39
269-000.00-742.234	Undesignated Misc	3,865.00	0.00	0.00	245.75	0.00	0.00	245.75	(245.75)	100.00
269-000.00-742.236	Staff Recognition	0.00	1,500.00	1,500.00	(350.42)	338.94	0.00	1,695.10	(195.10)	113.01
	Supplies	28,691.33	78,700.00	44,000.00	11,232.25	1,992.57	5,417.46	34,736.26	9,263.74	78.95
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	67,000.00	0.00	0.00	0.00	32,750.00	34,250.00	48.88
269-000.00-976.045	LED Lighting Conversion Project	11,169.60	0.00	15,000.00	1,085.52	2,758.50	0.00	16,351.91	(1,351.91)	109.01
269-000.00-976.046	Makerspace Renovation	0.00	0.00	38,700.00	449.00	0.00	838.98	1,287.98	37,412.02	3.33
	Capital outlay	11,169.60	0.00	120,700.00	1,534.52	2,758.50	838.98	50,389.89	70,310.11	41.75
	Net - Dept 000.00 - treasury	9,481.88	(45,700.00)	(125,200.00)	(7,977.28)	(887.18)	(3,420.40)	(28,198.92)	(97,001.08)	
Fund 269 - LIBRARY CONTRIBUTION 269:										
	TOTAL REVENUES	49,342.81	33,000.00	39,500.00	4,789.49	3,863.89	2,836.04	56,927.23	(17,427.23)	22.52
	TOTAL EXPENDITURES	39,860.93	78,700.00	164,700.00	12,766.77	4,751.07	6,256.44	85,126.15	79,573.85	22.52
	NET OF REVENUES & EXPENDITURES	9,481.88	(45,700.00)	(125,200.00)	(7,977.28)	(887.18)	(3,420.40)	(28,198.92)	(97,001.08)	22.52
	TOTAL REVENUES - ALL FUNDS	3,001,901.62	3,066,030.00	3,072,530.00	26,147.83	15,744.31	18,041.21	3,095,755.04	(23,225.04)	
	TOTAL EXPENDITURES - ALL FUNDS	2,924,355.05	3,236,300.00	3,304,950.00	262,994.75	210,923.38	262,489.93	2,167,945.89	1,137,004.11	
	NET OF REVENUES & EXPENDITURES	77,546.57	(170,270.00)	(232,420.00)	(236,846.92)	(195,179.07)	(244,448.72)	927,809.15	(1,160,229.15)	

04/11/2019		BALANCE SHEET FOR CITY OF NOVI	
		As of 03/31/2019	
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		(208,522.47)
268-000.00-017.000	Investments - Pooled		3,102,240.51
268-000.00-018.000	Cash on hand		1,000.00
268-000.00-020.000	Current taxes receivable		22,936.90
268-000.00-040.400	Prepaid expenditures		214.38
	Total Assets		2,917,869.32
*** Liabilities ***			
268-000.00-202.000	Accounts payable		53,437.63
268-000.00-259.702	Accrued liabilities-tax		5,000.00
268-000.00-276.400	Deposit for Cafe		500.00
	Total Liabilities		58,937.63
*** Fund Balance ***			
268-000.00-390.000	Fund balance		1,904,550.82
	Total Fund Balance		1,904,550.82
	Beginning Fund Balance		1,904,550.82
	Net of Revenues VS Expenditures		954,380.87
	Ending Fund Balance		2,858,931.69
	Total Liabilities And Fund Balance		2,917,869.32

Fund 269 - LIBRARY CONTRIBUTION 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	16,137.90	
269-000.00-017.000	Investments - Pooled	1,665,493.24	
	Total Assets	1,681,631.14	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	2,401.78	
	Total Liabilities	2,401.78	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,574,456.36	
269-000.00-390.230	Fund Balance Collections/Materials	36,331.37	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	59,473.28	
269-000.00-390.232	Fund Balance Programming	27,986.52	
269-000.00-390.233	Fund Balance Technology Library	9,180.75	
	Total Fund Balance	1,707,428.28	
	Beginning Fund Balance	1,707,428.28	
	Net of Revenues VS Expenditures	(28,198.92)	
	Ending Fund Balance	1,679,229.36	
	Total Liabilities And Fund Balance	1,681,631.14	

Director's Report by Julie Farkas

**NOVI PUBLIC LIBRARY
EMPLOYEE ANNIVERSARY CELEBRATIONS**



GAIL ANDERSON – Adult Programming Coordinator	MAY 19	3 YEARS
AMY MARKUS – Support Services Clerk	MAY 8	2 YEARS
ALLISON JANICKI – Support Services Clerk	MAY 8	2 YEARS

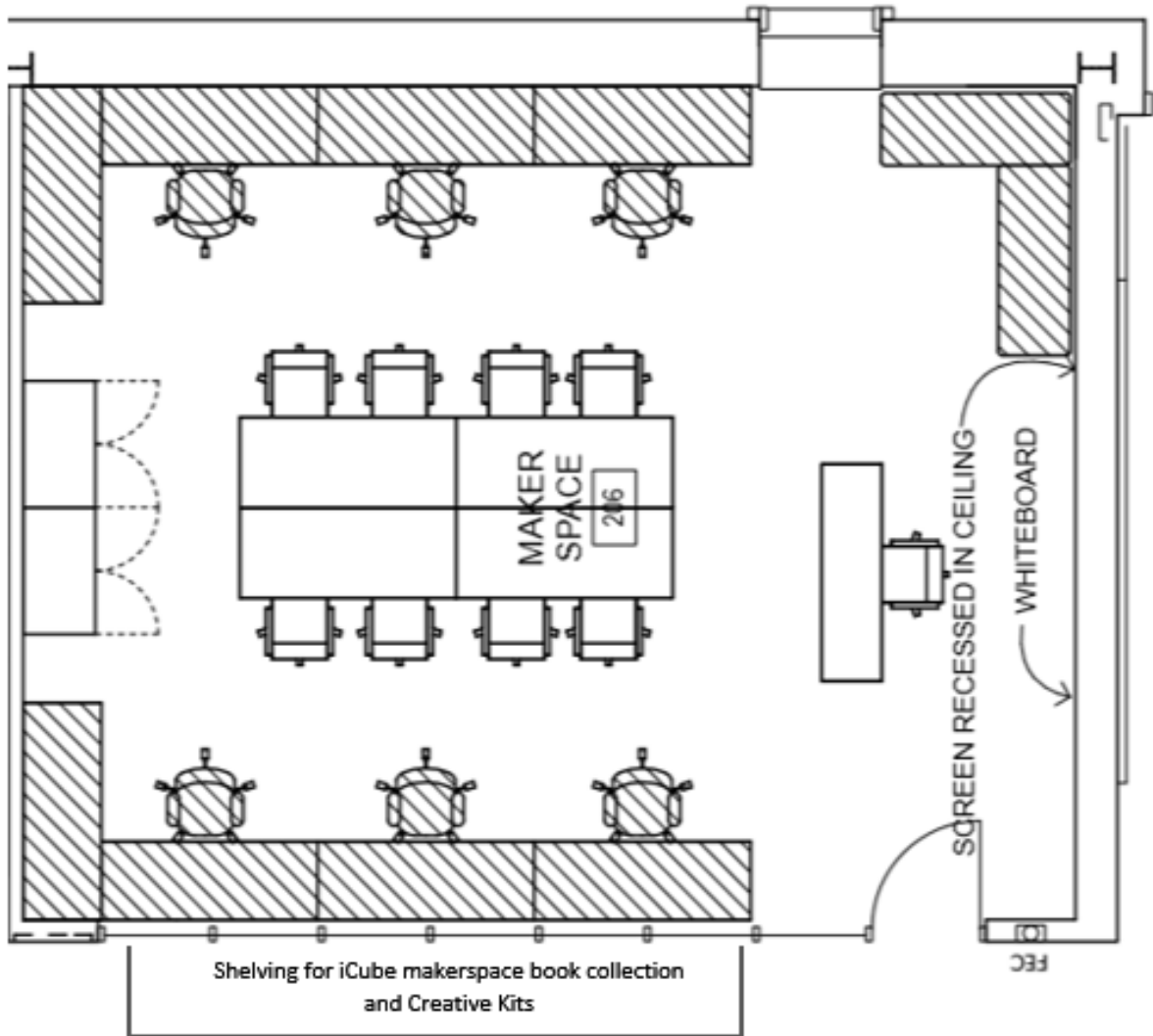
Director Out & About in Novi and Library Profession

- 3/28-4/8: On Vacation
- 4/9: Library Volunteer Recognition event
- 4/9: City of Novi Leadership mtg.
- 4/9: NLA Community Reads planning mtg.
- 4/10: Leading Library planning mtg.
- 4/11: Friends Gala planning mtg. w/Lin Rose
- 4/11: National Library Week Author event – Charlie LeDuff
- 4/12: Rotary membership mtg.
- 4/12: Fox Run Y.O.U. author planning mtg.
- 4/16: Lending Library and Novi Special planning mtg.
- 4/17: SRP planning mtg. w/Paradise Park owners
- 4/18: Lawn Care contract mtg.
- 4/18: Novi Rotary mtg.
- 4/18: Library staff culture club mtg.



iCube

inform | inspire | include



Libraries are known places of learning, exploration, creativity, accessibility and sharing, as demonstrated in NPL's motto of Inform. Inspire. Include = i³ or i cubed. We see the Novi Public Library iCube makerspace as a physical extension of these traits. Visitors of all ages will be encouraged to explore our fun new space and try out a variety of equipment and resources to inspire their creative side.

The iCube was conceived as a way to provide a centralized, dedicated space to contain and feature our existing tech resources (such as our 3D printers, Creation Station, Wacom Graphic Tablet, and VHS/Vinyl/cassette transfer equipment) as well as introduce new resources, such as a workstation with Adobe Creative Suite, a laser engraver, a CNC milling machine, vinyl and paper cutters, sewing machine and much more.

The NPL iCube is designed to respond, adapt and grow according to our community's need. As an evolving space we have selected furniture that is mobile and multipurpose/flexible, that can be placed together to create large, collaborative work areas and then separate into individual workspaces.

Another unique aspect to the iCube is the drop-in workshop styled Creative Kits. Each kit contains a self-guided make and take experience that will appeal to beginners and experienced makers alike.

Some examples of our Creative Kits:

- Book Binding kit
- Paper Circuitry kit
- Altered Book Art kit
- Bottle Cap and Magnet Art kit
- Gift Bag and Bow kit
- Brush Lettering kit
- Comic Art kit

Also new is our subscription to CreativeBug, a go-to resource for high-quality, on-trend arts and crafts instructional videos, as well as downloadable patterns, templates, and recipes. Learn how to paint, knit, crochet, sew, screen print, and more!

NPL's iCube will open on June 1st as part of NPL's 9-year anniversary in our current building. We hope you will be a part of the opening celebration, attend demonstrations for the equipment and resources, and contemplate all the possibilities to learn, experiment, and create in the new iCube!

A huge thank you to the Library Board and the Friends of Novi Public Library for making this possible.

DRAFT



iCube Policy

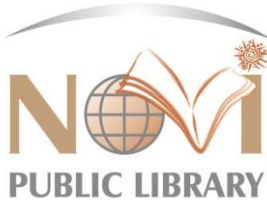
PUBLIC

The purpose of the iCube makerspace is to provide the community with access to resources and emerging technologies that encourage collaboration, learning experiences, and empower users to be creative, playful and imaginative. Users of the iCube will respect the rights of others and the condition of its resources.

The following policy establishes terms of use:

1. Equipment in the iCube may be used only for lawful purposes subject to any condition set forth in this policy or any other Library policy. The public will not be permitted to use the equipment in the iCube to create material that is:
 - a. Prohibited by local, state or federal law or regulation.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c. Obscene, sexually explicit or harmful to minors.
 - d. In violation of another's intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and the Library disclaims any responsibility or liability resulting there from. The person requesting to use iCube equipment is liable for any infringement.
 - e. Weapons or weapon replicas of any kind.
 - f. Produced for commercial purposes.
2. The library is not responsible for any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the iCube's tools or equipment.
3. Computers in the iCube are to be used for digital content creation and creative work only.
4. The Library is not responsible for any loss of digital data or damage to materials provided by users.
5. Much of the iCube equipment can only be operated under the supervision of designated Library staff.
6. Only designated Library staff and volunteers have hands-on access to the 3D printer.
7. Equipment in the iCube is available for use on a first-come, first-served basis.

8. Patrons will avoid wasting supplies and only use them for their indicated use.
9. Patrons are responsible for bringing their own materials with the exception of 3D printing filament and library sponsored workshops. Library staff must approve materials before it is used.
10. Patrons are financially responsible for any and all damage done in the iCube and its equipment resulting from misuse or from failure to follow all rules, policies, procedures, and restrictions. All equipment failures and accidents must be reported to a library staff member immediately.
11. The Library Director and designated staff reserve the right to:
 - a. Refuse any request/service. If denied, the patron may appeal that decision to deny the request/service to the Library Board by sending a written notice of appeal to the Library Board President within 10 days of notice of the denial.
 - b. Review and approve all materials before using equipment in the iCube. If there is a problem with designs and/or production, the patron will be informed. The Library cannot guarantee a successful project or time frame of completion. Failed projects may be attempted two more times.
 - c. Stop a request due to time or equipment capabilities.
 - d. Set a limit as to the maximum amount of projects.
 - e. Close down the iCube at any time for programs or maintenance with little or no notice.
12. No person under the age of 12 years may use the iCube and its equipment without adult supervision.
13. Refer to iCube Procedures for more details pertaining to usage of the space.
14. All Novi Public Library policies, including the Rules of Conduct, apply to the usage of the iCube. Failure to comply with iCube or Library policies may result in loss of iCube or Library privileges.



REVISED DRAFT

SICK LEAVE

Policy

The Library may grant paid sick leave for actual cases of sickness or disability at the request of the employee for the employee, or for care of immediate family, or significant other.

- A. Full time employees shall be allowed up to twelve (12) sick leave days per year at the rate of one (1) day per month prorated. Paid sick leave time accrual begins on the date of hire but may not be taken until after the expiration of the Orientation/Probation period.
- B. Part time employees working twenty (20) hours or more per week shall be allowed up to twelve (12) sick leave days, per year at a rate of one (1) day per month, based on a flat rate of regularly scheduled hours worked (see chart). The sick leave will be accrued upon the first day of the month for that month.

Hours Regularly Scheduled Per Week	Hours Received Per Month
20-23	4
23.5-25.5	5
26-29.5	6

- C. The allowance of sick leave is at the discretion of the Library Director or his/her Designee(s). Sick leave may be used only for actual sickness, physician's appointments, hospitalization or disability. The Library Director or Designee(s) may require a doctor's note or other evidence that the Employee was qualified for sick leave.
- D. An employee may use sick leave time for their own illness or injury, or to care for "immediate family," or "significant other." An "employee" is defined as an individual who is either a full time employee of the Novi Public Library or an individual scheduled for the year as a part time person who is an employee of the Library for at least twenty (20) hours or more per week.
- E. The "immediate family" shall consist of grandparents, mother, father, children, spouse, brothers, sisters, and grandchildren and in-laws, step, half or full relationships. "Significant others" shall be defined as an individual

with which the employee has a meaningful relationship. This shall not be limited to the individual, but also that person's immediate family.

- F. The employee may accumulate in a sick leave bank up to a maximum of sixty-five (65) days. Employees who have more than 65 days in their sick bank as of December 31, 2009 will keep those days but may not add more days to their sick bank until they have less than 65 days in their sick bank. Unused sick days may not be cashed out, either during employment or at the termination of employment. Sick leave days that are accumulated in the current calendar year will be used first, then the days accumulated in the sick leave bank will be used when the current year days have been exhausted.
- G. Persons who are currently employed with the Novi Public Library who begin to receive benefit time, will be given the allotted hours immediately upon the change in scheduled hours based on eligibility and benefit policies foregoing the probation period of sixty (60) days.

The Novi Public Library is in compliance with the State of Michigan 2018 Public Act 338 "Paid Medical Leave Act" with those employees that are already provided with at least 40 hours of paid leave. Paid leave includes vacation, sick, and personal business. Those employees will not receive additional Paid Medical Leave.

NPL Employee Handbook: Approved January 1, 1995; Amended October 21, 2009; Amended December 16, 2009; Amended January 6, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016; Amended April 25, 2019

Signed:

Tara Michener
President
Novi Public Library Board of Trustees

Meet Your
Elected Officials!

Monday, May 13, 7-8:30pm



Hear from your elected officials about their goals and hopes for the future. Q & A will follow presentation.

Kathy Crawford - State Representative for District 38
Jim Runestad - State Senator
Bob Gatt - City of Novi Mayor
Gwen Markham - Oakland County Commissioner for District 9

Event Location:
Novi Library
45255 W. Ten Mile Rd.

Registration Required
novilibrary.org
248-349-0720



american libraries

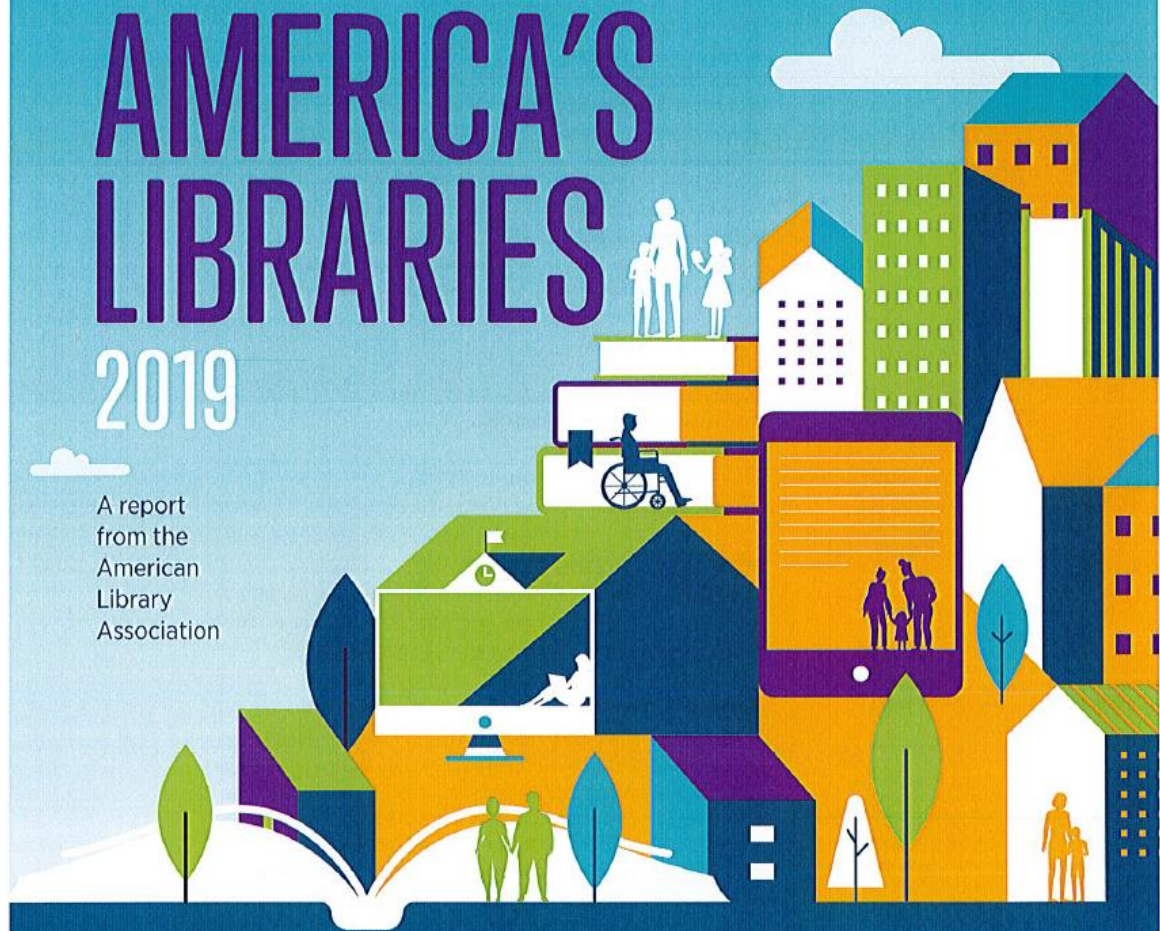
SPECIAL REPORT | APRIL 2019

THE MAGAZINE OF THE AMERICAN LIBRARY ASSOCIATION

THE STATE OF AMERICA'S LIBRARIES

2019

A report
from the
American
Library
Association



Top 11 Most Challenged Books p. 18

THE STATE OF AMERICA'S LIBRARIES

A report from the American Library Association | EDITED BY Kathy Rosa

2019

The theme of National Library Week in 2019 is "Libraries = Strong Communities." During the week of April 7-13, Americans take some time to celebrate the libraries and library workers who connect us with the resources we need. Libraries provide free access to books, online resources, and family programming. Library business centers help support entrepreneurship and worker retraining. Attendance at free public programs in libraries is up. Libraries offer opportunities for everyone and, in many cases, a safe place to be.



Public Libraries

Public libraries have experienced significant growth in programming since 2012. The number of public programs offered per capita has jumped 27.5% while the number of programs attended per capita has risen 16.9%. The Public Library Association (PLA) is responding to this trend by offering relevant initiatives designed to help public libraries offer targeted programs around issues that matter most to patrons. These include locating reliable health information, learning the skills needed to thrive in today's digital economy, helping children and families succeed in school and life, and purchasing affordable health insurance.

Involvement with the 2020 Census

The 2020 Census, for the first time in US history, will be conducted primarily online. With guidance from PLA and the American Library Association (ALA), public libraries will play an essential role in helping their communities be counted. PLA and ALA are engaging with the US Census Bureau and other stakeholders to ensure that libraries are informed and represented in policy discussions and planning processes. For the 2010 Census, more than 6,000 library locations hosted Census Bureau outreach activities, and even more are expected to do so for 2020.

Homelessness and addiction

Homelessness and addiction are two of the most difficult issues facing communities today. They often go hand in hand. The US Department of Housing and Urban Development serves more than 1 million people through emergency, transitional, and permanent housing programs each year. But the total number of people experiencing homelessness could be as high as 2 million.

Every day, more than 130 people in the United States die from an opioid overdose. Addiction to opioids is a serious national crisis that affects public health as well as the social and economic welfare of American citizens. As its impact is felt in communities across the country, many public libraries are jumping in to respond. For example, Blount County (Tenn.) Public Library offers life-skills training through the county's Recovery Court program to nonviolent offenders who have a history of drug and alcohol abuse.



Participants in the Nutrition Module of Recovery Court prepare a meal in the staff lounge of the Blount County (Tenn.) Public Library.

Gates Public Library of Rochester, New York, hosts public forums to educate the community about opioid addiction and overdose. To further highlight this important work, PLA is working with OCLC to produce eight case studies of communities in which the public library is playing a role in responding to the opioid problem.

Photo: K.C. Williams

Opioids include prescription pain relievers, heroin, and synthetics such as fentanyl. One anti-opioid overdose drug, Narcan Nasal Spray (naloxone), is being used at some libraries to save lives. Michelle Jeske, Denver Public Library (DPL) city librarian and member of the PLA board of directors, says the library began training staff to use Narcan at the beginning of 2017. DPL administered Narcan 14 times that year and a handful of times in 2018. "Those are lives we saved," she says. "These things can and do happen at libraries because libraries are very public places." Emergent BioSolutions, a biopharmaceutical company headquartered in Gaithersburg, Maryland, announced in October that it is offering two free doses of the nasal spray version of the anti-overdose drug Narcan to the nearly 17,000 public library locations in the United States.

Equity, diversity, inclusion, and social justice

Across the US, public library workers are joining racial justice leaders and library scholars who have long argued for "critical race discourse" in library education and practice. For example, Madison (Wis.) Public Library has applied racial equity assessment tools to multiple policies and programs and to the library's strategic direction. This assessment has informed the library card registration process for school children, meeting room policies, library placement and staffing, and hiring processes. This example and others, which have been captured in the [Government Alliance on Race and Equity's report](#) on public libraries, are



Nika Cunanan from Waipahu (Hawaii) Public Library (left) and Samantha Martinez from Anythink Libraries (Adams County, Colo.) work together on a project as part of PLA's Inclusive Internship Initiative.

helping PLA teach all public libraries what they can do to address equity and social justice.

While the populations being served by public libraries are steadily becoming more and more diverse, the library workforce remains predominantly white and female. In response to this, PLA has developed an [Inclusive Internship Initiative](#) that aims to introduce high school students from diverse backgrounds to a career in librarianship through a paid summer internship at their local public libraries. By the end of summer 2019, 150 students will have completed this landmark program.

Photo: Tom Supper

Did you know?

In 2016, there were **1.4 billion in-person visits** to public libraries across the US, the equivalent of about 4 million visits each day. That's roughly 2,664 per minute.

There are more **public libraries (16,568)** than **Starbucks cafés (14,606)** in the US—a total of 16,568, including branches. Nearly 100% of public libraries provide Wi-Fi and have no-fee access to computers.



There were **113 million attendees at public library programs** in 2016, more than all **Major League Baseball, National Football League, and National Basketball Association** games combined. That's also 16.5 million more attendees than in 2013.

LIBRARIES TRANSFORM

Public libraries strengthen local economies.

- 84%** of libraries offer technology training to patrons in computer software use.
- 77%** provide online health resources.
- 60%** offer programs to help Americans identify health insurance resources and get better informed on health topics.
- 73%** provide programs that assist individuals to apply for jobs, create résumés, and prepare for interviews.
- 97%** help people complete online government forms.

Public libraries are the place for lifelong learning.

- 95%** of libraries provide online homework assistance.
- 95%** offer summer reading programs for children.

Public libraries create healthier communities.

- 59%** of libraries provide programs on finding health insurance.
- 58%** provide programs to help people find and evaluate health information.
- 23%** offer fitness classes.

Public library access equals opportunity.

- 100%** of public libraries offer access to the internet.
- 98%** offer free Wi-Fi.
- 90%** help patrons with basic internet skills.
- 97%** help people complete online government forms.
- 90%** offer access to ebooks.

Data for this list was retrieved from the 2014 Digital Inclusion Survey. For more information about sources and citations, contact the ALA Library and Research Center at alalibrary@ala.org. Learn more at the [Libraries Transform](#) web page.

Information Technology Report by Barbara Rutkowski – March 2019

General

- The Information Technology Staff closed 46 Help Desk tickets.
- Scott has been working with our IS Staff and Historical Commission volunteers to create a website with a searchable index for the Commission's photos and documents. The site is currently being evaluated.



- Scott demonstrated to the IS Staff and Historical Commission volunteers how to create, archive and circulate in-house audio histories using MP3 files.
- Dominic recorded three (3) videos during the "Experience Culture...Polish" program that were uploaded to our Facebook page.
- Since our current cable TV subscription allows us to view streaming video, Scott created a cable box on a USB drive that can be plugged into any laptop and then connected and displayed on any projector. This allowed us to provide the NCAA March Madness games on the big screen for our Teen Space participants.
- Barb attended the Computers in Libraries conference.

Upgrades

- With the closing of the Computer Lab, our lending laptops have been increased to four (4), have received a hardware upgrade and now have a mouse available on request.



- Scott reconfigured the broadcast cart to restore our ability to stream video from the meeting room.
- The major server migrations have been completed and some existing hardware was reconfigured.
- An iPad using Google Translate was configured to be used when interacting with our ESL patrons and is currently being evaluated by the IS Staff.

- Our anti-virus software has been upgraded.
- The necessary software and hardware were investigated to provide an Early Bird Reader Campaign.
- Articles covering staff training subjects were added to the wiki.

Training

- IT Staff held 16 patron sessions:
 - 4 VHS to MP4/DVD
 - 4 Vinyl/Cassette to MP3
 - 8 Tech Time – topics included:
 - Using Movie Maker
 - Using email
 - Using “tags”
 - General laptop help
- IT Staff held 20 staff sessions:
 - How to print to the poster printer
 - Using the new Teen Volunteer Hours tracking solution
 - Using the Meeting Room's A/V equipment
 - Using the portable speaker and microphone
 - Using Google drives and cloud storage
 - Using remote desktop
 - Using Google Groups
 - Using watermarks
 - General Windows tips and tricks

Computers in Libraries 2019 by Barb Rutkowski



Words like imaginative and innovative were being used to describe the various sessions held at this year's conference. Robots with artificial intelligence (AI), virtual reality (VR) programming and Smart Home systems are being used in libraries today.

At the Roanoke County Public Library in Virginia you'll find Pepper the robot greeting patrons, providing library information and presenting coding classes among other things. The 64 pound robot is sold on a subscription basis with an initial payment of \$1,700 and \$225 a month for 36 months for maintenance and insurance, which brings the total cost of ownership to approximately \$10,000.



Kids & Teens: Code the Robot @ South County | Thursdays

Date: April 18, 2019

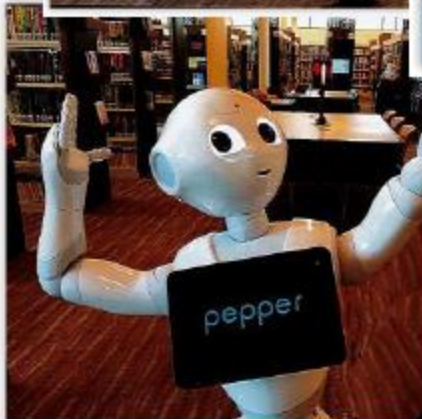
Time: 4:00 PM - 5:00 PM

Thursday, April 18

Join us and learn to code a story to Pepper! In each lesson, students will

Location: South County Library

New Faculty



WHO IS PEPPER?

pepper+ ROANOKE COUNTY VA PUBLIC LIBRARY

TALKING WITH PEPPER

- Said:** Pink Eyes - looking at a screen
- Spinning Blue Eyes:** Looking to you
- Looked Green:** Pepper is talking or thinking
- Said White:** Pepper is looking

PEPPER IS ALICE

Say hey whenever you "search" or "find" for Pepper to look something up.

Pepper can recommend books from Goodreads. Just ask!

WHY DOES RCPIL HAVE PEPPER?

The Roanoke County Public Library is the first public library in the United States, and among the first in the world, to receive Pepper who is one of the most advanced humanoid robots on the market today.

And this is only the beginning. We want to be your place for technology skills.

WE'LL MEET YOU AT YOUR WONDER

pepper+

- It's a humanoid robot designed to be used in the workplace and in the home.
- It's a social robot that can interact with people in a natural way.
- It's a robot that can be used in a variety of settings, from education to customer service.
- It's a robot that can be used to provide information and assistance to people.
- It's a robot that can be used to provide entertainment and education.
- It's a robot that can be used to provide a variety of services, from customer service to education.
- It's a robot that can be used to provide a variety of services, from customer service to education.
- It's a robot that can be used to provide a variety of services, from customer service to education.

The names of the robots at the Palo Alto City Library are Dewey, BEAM and NAO. They were purchased with two state of California grants: the Positioning Libraries for the Virtual Future Innovation Grant and the Library Services and Technology Act Grant.



Dewey Sensei

Meet Dewey Sensei

Dewey's responsibilities include:

- The Sunday Robot Shows
- Robo Dojo – Robot Coding Program
- Story Times/Book Club events
- Big events at the library
- Local School District events
- Collaboration with other libraries

Meet NAO

Since Dewey and NAO have been presenting Choregraphe coding classes, which is the application used to program the robots to walk, talk and dance, attendance has increased by 80% – 344 attendants from 450 registrants.



NAO



BEAM

Meet BEAM

BEAM is a telepresence robot which consists of a videoconferencing screen mounted on a moving base. Once you remotely log into BEAM, you can control it, project your own face on the screen while you move around and interact with people. This allows remote users a physical presence in your location, but this is a "no hands" robot, which means no pushing elevator buttons or door opening capabilities.

The Hamilton Public Library located south of Toronto, Ontario is using technology to address the community's needs versus staff and funding limitations. One choice was to staff the Freelon Branch for 17 hours per week which would leave valuable resources, collections, computers and space idle for most of the day. Another choice was to offer 60 hours a week with staff present for some of those hours and offering remote support for the rest.

The Extended Access Pilot Program was launched in March, 2017. Patrons registered for the program are able to scan their library card at the entrance during the Extended Hours and the door will automatically unlock. Self-check workstations allow patrons to check out materials and

a visual conferencing connection is available for interacting with staff who are located at another branch. Smart Home systems were installed for security, surveillance and environmental controls.

Patron usage is up 100%.



Now you can spend even more time at the library!

NEW: Extended Access Pre-Registration Now Open!

Freelon Branch
183 Brock Rd
Freelon
906.669.7438

Register today! Talk to Library Staff about how you can pre-register to access the shelves, computers and spaces at Freelon Branch. Mon - Fri: 9am-5pm
Fri - Sat: 9-5pm

Hamilton Public Library
hpl.ca



Freelon Extended Access Customer FAQs

- What is the extended access service?**
Extended access allows registered customers to access the FR branch before or after regular staffed branch hours. See the FR branch calendar access hours.

	Staffed Hours	*Extended Hours
Monday	3:30PM - 8:00PM	9:00AM - 8:00PM
Tuesday	1:30PM - 8:00PM	9:00AM - 8:00PM
Wednesday	3:30PM - 8:00PM	9:00AM - 8:00PM
Thursday	1:30PM - 8:00PM	9:00AM - 8:00PM
Friday	10:00AM - 2:30PM	9:00AM - 8:00PM
Saturday	1:00PM - 5:00PM	9:00AM - 5:00PM
Sunday		closed

*Pre-registered customers only. See hpl.ca for details.

- How does it work?**
Customers that hold a valid (registered) Hamilton Public Library card, who can present a valid photo ID, who is 14 years of age or older, who agrees to uphold the Customer Service Agreement and completes the Extended Access Terms and Conditions form can be registered for this service.
- What is registration?**
Customers will have their library account modified to show that they have provided proof to a library staff member of the items mentioned in #2. By registering, when the customer comes to the Freelon Branch during extended hours and scans their library card at the entrance, the library door will automatically unlock. During staffed hours the library door will already be open to all customers.
- What is the extended access Terms and Conditions form? What are my responsibilities?**
It is an online form that Library staff at a branch can print off. The form reviews the requirements for the extended access service (see #2 above). It also

Library staff at the Pellissippi State Community College in Knoxville, Tennessee are creating virtual reality sessions that complement the traditional classroom experience. Public Speaking VR is a virtual auditorium where you can learn to overcome your fear of public speaking by addressing a virtual audience. Nursing students are exploring an anatomically accurate model of the human body with Sharecare VR.



Visiting the exhibit hall allowed me to view the latest library products and through the discussion groups I was able to learn about the services other libraries are offering their communities.

Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 19 Facilities tickets, 85 Meeting Room Requests and has updated 330 Periodic Maintenance tickets.

Facilities Staff has accepted 3 large book donations at the receiving door.

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

A large order of janitorial supplies was received.

Trash has been picked up in Bioswale raingarden.

The padded furniture in the youth play area has been sanitized.

Several light bulbs were changed under the main entrance exterior canopy.

A faucet in the first floor ladies restroom has been repaired and is now working once again.

Meeting room trash cans have been washed out.

The East Meeting Room sink has been re-caulked.

A new picture has been installed in the Board room, thanks to a generous donation by Patrick and Barbara Brunett (Friends of the Novi Library).

Information Services Department Report by April Stevenson – March 2019

News and Notes

- The Information Services Department offered 127 programs.
- Jessie submitted the information for our Excellent level on QSAC.
- David and Lindsay received their Level 1 Permanent Professional Certificates.
- Lindsay submitted and won a grant from the Michigan Center for the Book. Proceeds will go toward an adult Battle of the Books program.
- Ten STEAM kits were loaned out to Novi Meadows for their STEAM week, thanks Kirsten.
- Shannon was featured in an International Blog.
- Kathleen coordinated two Library visits for Freedom Works (special needs) and one for JVS (special needs).
- April gave presentations to two homeowners' associations.
- Sarah created an adult graphic novel brochure of the newest and most popular items in the collection.
- Shannon did story time for the Hinamatsuri Event at the DIA

Conferences, Workshops & Webinars

- Michigan in Perspective Conference – Betty
- Middle Grade Magic Virtual Summit – Lindsay
- Spring Graphic Novels Webcast – Shannon and Sarah
- Preschool Beyond Walls: Integrating Nature into the Preschool Classroom – Emily
- Silhouette Cameo Vinyl Cutter Demo - Mary
- Read by Grade Three: What Libraries Need to Know – Lindsay, Emily
- Beanstack Tracker App and Admin Enhancements – Kathleen
- State of the Industry: What's Trending in Child Care – Emily
- Managing Holds without Spending a Fortune – Mary
- School Library Journal Middle Grade Magic All-Day Virtual Conference - Lindsay

IS Staff Out & About

- Oakland County Historical Resources Meetings – Betty
- Hinamatsuri Event at DIA - Shannon
- Thornton Creek Kindergarten visit – Kathleen
- 16 story times at Novi's Early Childhood Education Center – Emily
- Little Birds Montessori story time visit – Emily
- KinderCare story time visit – Emily
- Novi Co-Op Preschool story time visit - Emily

Adult Programs & Displays

In addition to our regularly scheduled programs, we also offered:

- Trivia @ Buffalo Wild Wings - 35
- Your Key to a Better Tax Return - 14
- A History Lover's Guide to Detroit – 33
- Supporting the Social and Emotional Needs of Your Student – 29
- Scrapbook for a Cause - 31

- Genealogy, Where Do I Begin - 5
- Listen @ the Library – 93
- Experience Culture, Polish – 170
- Virtual Reality Demonstration – 2
- New Year, New Investments – 6
- Price of Providence - 25
- Our Feature Collection was Japanese books and Getting Ready for Spring.
- Desk display featured Romance titles
- Display at bottom of stairs featured Black History Month.
- Business Kiosk displayed books on entrepreneurship and successful entrepreneurs.

Tween/Teen Programs & Displays

- Coding the Future – 14, 14
- Battle of the Books – 300+
- The Teen Stop Display celebrated Teen Tech Week.

Youth Programs & Displays

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

- Bookworm Buddies - 14
- Mario Day – 50
- Money Bunny Story Time – 60
- AAUW (American Association of University Women) Let's Ready Math – 70, 67
- A small display celebrating Dr. Seuss' birthday was added above the STEAM Kits.
- Our Youth Feature Display was Talk, Sing, Read, Write & Play With Our Story Time Stars
- Our Youth Desk display was Black History Month and Love Our Library
- Our Youth DVD Display featured Women's history month

Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 290

of logs received to date: 1,122

of books read this month: 25,000

100 Books – 290 600 Books – 78

200 Books – 183 700 Books – 68

300 Books – 145 800 Books - 60

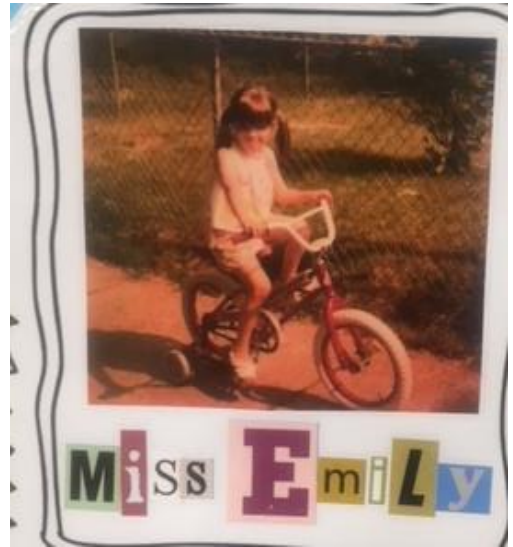
400 Books – 106 900 Books – 52



500 Book – 94

1000 Books – 46





Support Services Department Report by Maryann Zurmuehlen

April 2019

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Attended a TLN SASUG meeting remotely on March 28th.
- Completed a three-week new hire training session for 2 Clerks on March 22nd.
- Attend TLN CARL ACQ meetings at Commerce on April 2nd and Novi on April 3rd.

Circulation & Shelves

- A Creation Station information session was held for SS Staff on March 21st.
- Shelves quarterly meetings were held March 10th and 11th.
- A Circulation meeting was held on March 27th.
- Eva Sabolcik attended a TLN Reports class on March 14th.
- A Food for Fines Event will take place April 7th – 13th, during National Library Week.

Tech Services

- Tech Services is working on the following projects: cleanup of CARL migration catalog errors, Adult Graphic collection changes, relabeling of STEAM Kits, processing of a Special Needs Collection, and genre label changes.
- A Tech Services meeting was held on March 8th.

Statistics (March 2019)

- **Library Cards Issued: 462**
- **Items Checked Out: 85,148**
- **Items Interloaned for NPL Patrons: 5,395 (89 through MeLCat)**
- **Items Interloaned to Other Libraries: 4,083 (72 through MeLCat)**
- **Items Added to the Collection: 1,547**
- **Items Discarded from the Collection: 3,039**
- **Novi School's Card Registration: 12**
- **MAP Checkouts: 5**
- **Outreach:**
 - **9 Facilities Visits / 50 Items Checked Out**
 - **6 Book Discussions / 96 Items Provided**

Support Services Statistics 2018-2019													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	494	445	419	354	252	227	325	323	462				3,301
Items checked out	81,644	78,014	67,084	68,276	63,684	64,719	69,122	70,134	85,148				647,825
Items borrowed	5,122	4,980	4,428	5,057	4,436	4,086	5,461	5,501	5,395				651,126
Items loaned	3,609	3,678	3,327	3,633	3,588	2,995	4,104	3,721	4,083				32,738
Read Boxes	249	254	176	0	0	0	0	0	0				679
MAP Checkouts	18	21	2	5	4	3	2	4	5				33,417
Novi School's Card Registration	15	37	24	13	9	12	9	21	12				152

	March 2019	March 2018		March 2019	March 2018
Library cards issued	462	416			
Total checkouts	85,148	67,234	READ Boxes	Adult 0	0
				Youth 0	0
Items borrowed	TLN 5,306	4,634		Total 0	0
	MeL 89	51			
	5,395	4,685			
Items loaned	TLN 4,011	5,435			
	MeL 72	124			
	4,083	5,559			

May 2 through October 4, 2018 was our sixth season of Read Box Service in Novi. Lakeshore Park is the original location with Rotary and ITC Parks added in 2014. ITC Park proved to be the most used with Lakeshore coming in a close second.

Read Box Totals May 2 - October 3, 2018

	2018	2017
Adult	159	198
Youth	1065	1073
Total	1,224	1,271

Self-Check Totals 2018-19 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	81,644	45.86%	37,445	8,383	6,719	4,503	8,011	9,829	0
August	78,014	47.08%	36,729	8,906	6,189	3,926	7,422	10,286	0
September	67,084	44.66%	29,957	6,755	5,482	3,426	6,007	8,287	0
October	68,276	44.42%	30,327	6,835	5,566	2,991	6,456	8,479	0
November	63,684	44.29%	28,205	6,631	4,705	2,587	5,078	8,559	645
December	64,719	41.86%	27,091	6,673	4,377	2,134	5,192	8,058	657
January	69,122	45.01%	31,113	7,241	5,116	3,090	6,080	9,032	554
February	70,134	43.63%	30,602	7,211	5,322	3,113	5,887	7,744	1,325
March	85,148	41.85%	35,637	7,662	6,141	3,878	7,164	9,038	1,754
April			0						
May			0						
June			0						
FYTD	647,825	44.30%	287,106	66,297	49,617	29,648	57,297	79,312	4,935

Library Usage									
2017-2018 Fiscal Year					2018-2019 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	44,976	4,770	49,746	1,658	July	49,562	4,656	54,218	1,807
August	46,477	4,533	51,010	1,700	August	36,668	4,163	40,831	1,317
September	49,912	3,984	53,896	1,996	September*	39,587	3,619	43,206	1,600
October	43,260	3,410	46,670	1,556	October	39,602	3,400	43,002	1,387
November	42,448	3,221	45,669	1,575	November	35,017	3,177	38,194	1,364
December	32,007	3,374	35,381	1,264	December	27,557	3,022	30,579	1,092
January	27,295	3,735	31,030	1,034	January	30,059	3,237	33,296	1,110
February	29,847	3,261	33,108	1,182	February	30,380	3,228	33,611	1,200
March	28,003	3,936	31,939	1,030	March	34,270	3,804	38,074	1,228
April	30,261	3,949	34,210	1,180	April				
May	32,678	3,901	36,579	1,306	May				
June	35,988	3,552	39,540	1,363	June				
FYTD Total	443,152	45,626	488,778	1,401	FYTD Total	322,705	32,306	355,011	1,345

* Counter was unavailable 9-28 and 9-29

Computer Logins											
2017-2018 Fiscal Year						2018-2019 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,422	65,015	18	68,455	2,282	July	3,256	70,042	1	73,299	2,443
August	3,503	61,578	7	65,088	2,170	August	2,869	55,316	3	58,188	1,877
September	3,160	49,691	12	52,863	1,958	September	2,552	59,641	2	62,195	2,304
October	3,580	53,678	5	57,263	1,847	October	3,242	83,123	1	86,366	2,786
November	3,204	50,678	7	53,889	1,858	November	2,511	73,548	0	76,059	2,716
December	2,489	51,767	3	54,259	1,938	December	1,977	62,202	0	64,179	2,292
January	3,184	42,798	3	45,985	1,533	January	2,426	59,867	0	62,293	2,076
February	2,797	45,364	3	48,164	1,720	February	2,387	62,768	0	65,155	2,327
March	3,300	48,465	0	51,765	1,670	March	2,706	71,829	2	74,537	2,404
April	3,039	49,597	9	52,645	1,815	April					
May	2,868	50,861	5	53,734	1,919	May					
June	2,893	50,016	1	52,910	1,824	June					
FYTD Total	37,439	619,508	73	657,020	1,883	FYTD Total	23,926	598,336	9	622,271	2,357

Early Literacy Workstation Usage							
2017-2018 Fiscal Year				2018-2019 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,067	21,897	20	July	1,092	22,924	20
August	987	20,913	21	August	946	19,856	20
September	761	14,602	19	September	870	17,049	19
October	771	14,056	18	October	848	16,301	19
November	804	16,212	20	November	765	16,183	21
December	557	10,871	19	December	654	12,676	19
January	789	16,180	20	January	771	15,823	20
February	765	16,128	21	February	696	14,967	21
March	952	19,737	20	March	817	17,047	20
April	840	17,957	21	April			
May	720	14,788	20	May			
June	989	21,361	21	June			
FYTD Total	10,002	204,702	20	FYTD Total	7,459	152,826	20

Technology Training Sessions 2018-19 Fiscal Year

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	3D Printing	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Patrons
July	1	2		2	1	1		5	3		15	
<i>Patrons</i>	0	2		2	1	18		5	3			31
August	1	2		2	1	1		5	7	13	32	
<i>Patrons</i>	1	2		2	1	11		5	7	13		42
September		2		2	2			5	3	3	17	
<i>Patrons</i>		2		2	2			5	3	3		17
October		2	1	2	2	1		4	6	7	25	
<i>Patrons</i>		2	5	2	2	60		4	6	10		91
November		2		2	2	1		3	13	8	31	
<i>Patrons</i>		2		2	2	4		3	16	12		41
December		2		2	2			5	1	9	21	
<i>Patrons</i>		2		2	2			5	1	10		22
January		3		4				3	14	16	40	
<i>Patrons</i>		3		4				3	14	16		40
February		4		3				4	11	15	37	
<i>Patrons</i>		4		3				4	11	18		40
March		4		4				7	1	20	36	
<i>Patrons</i>		4		4				7	1	20		36
April											0	
<i>Patrons</i>												0
May											0	
<i>Patrons</i>												0
June											0	
<i>Patrons</i>												0
Sessions	2	23	1	23	10	4	0	41	59	91	254	
<i>Patrons</i>	1	23	5	23	10	93	0	41	62	102		360

2018-2019 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	637	248	596	15,133	54	221	795
August	641	250	630	17,993	62	86	510
September	623	231	591	16,779	71	15	121
October	556	213	1,035	23,626	86	60	485
November	543	215	1,912	42,683	99	140	948
December	618	204	1,355	30,080	111	245	949
January	777	260	1,494	36,834	131	173	670
February	572	230	1,574	35,222	147	194	1,281
March	735	241	1,537	37,914	155	311	1,472
April							
May							
June							
FYTD Total	5,788	2,092	10,724	256,264	920	1,445	7,231

2018-2019 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,169	1,668	4,837	80
August	3,283	1,555	4,838	61
September	2,972	1,566	4,538	87
October	2,967	1,386	4,353	55
November	2,863	1,409	4,272	47
December	2,930	1,459	4,389	71
January	3,249	1,560	4,809	95
February	3,068	1,349	4,417	55
March	3,302	1,462	4,764	73
April				
May				
June				
FYTD Total	27,803	13,414	41,217	624

Meeting Room Rentals					
2017-2018 Fiscal Year			2018-2019 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	48	1,080	July	49	1,235
August	53	881	August	56	1,367
September	34	755	September	76	1,696
October	60	1,296	October	74	1,372
November	42	931	November	64	1,709
December	32	636	December	59	1,347
January	50	1,033	January	45	1,071
February	48	1,041	February	71	1,669
March	73	1,566	March	70	1,325
April	37	778	April		
May	38	1,089	May		
June	55	1,320	June		
FYTD	570	12,406	FYTD	564	12,791

Library App - 2018-2019 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	32,473	1.	Catalog	January	48,988	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	RB Digital			5.	Boopsie Popular Books
August	25,309	1.	Catalog	February	43,150	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	RB Digital			4.	Library Locator
		5.	Library Locator			5.	Boopsie Popular Books
September	39,816	1.	Catalog	March	45,941	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Zinio			5.	Zinio
October	39,472	1.	Catalog	April			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Events				
November	40,869	1.	Catalog	May			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Zinio				
December	37,115	1.	Catalog	June			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Popular Books				
				Total	353,133		



NOVI HISTORICAL COMMISSION
Wednesday, February 20, 2019 7pm
Novi Library History Room

Call to Order: 7:00pm

Guests: Kathy Mutch, Betty Lang (Library Liaison)

Attendance: Kathy Crawford, Dhara Sanghavi, Kim Nice, Rachel Manela, Tammy-Lee Knopp, Tom Alexandris

Approval of Agenda: ALL APPROVED

Approval of Minutes- January 2019: ALL APPROVED

Treasurer's report -Kim

So far, spent 3,499.96 This fiscal year

Engage increase, may not affect us until Next Fiscal Year

As of now, they bill us 3 times.

Expecting some expenses with the computer

Communications:

History Alliance newsletter from Michigan Historical Society

The Greater West Bloomfield Historical Society

Library Liaison Report-----Betty Lang

Tammy-Lee and Betty Lang is going to correct the name on the liability insurance from the City
And submit the insurance to the Storage Unit company

Switching our storage unit to Corrigan which is a Novi company

Add this as discussion item to future meeting

200th anniversary of Oakland County – Republishing the 1877 history. Betty asked for a new one
for public use at the library

Genealogy classes hosted by Betty Lang and the library have been going well.

NOTE: History Room hours:

March 4 -12-2...Kelly March 18- 6-8...Kim

April 1, 12-2 _____ Dhara Sanghavi _____ April 15, 6-8 _____ Kim Nice _____

May 6, 12-2 _____ Tom Alexandris _____ May 20, 6- 8 _____ Dhara Sanghavi _____

History Conference-Sterling Heights March 22-23

Tammy-Lee Knopp, Kim Nice, and Kathy Crawford are going



NOVI HISTORICAL COMMISSION
Wednesday, February 20, 2019 7pm
Novi Library History Room

Discussion items:

City of Novi 50th year celebration

Concern expressed about the displays not protecting the historic material enough
But, overall it was a good event and we think everyone was happy and enjoyed themselves.

Novi Historical Landmarks Brochure

Dhara/Tom

Everyone needs to submit their thoughts on the maps before we can move forward

Marker – Cornelius Austin Property

Kim Nice and Tammy-Lee will work on this project

Commission By-Laws

Rae/Dhara

We need to send this to Julie Farkas to look over and approve and will come back to this.

Spring Palooza 5/17, 6-8:30

“Groovy Spring Palooza”

Wreaths Across America

Yes we want to do wreaths at the Novi Cemetery

HISTORICAL COMMISSION PROGRAMS FOR FALL-2019: please put on your calendar

2/28 Farmington Junction 7pm

3/21 WWI Hello Girls 7pm

4/25 Walled Lake Amusement Park 7pm

5/2 David Barr Presentation 7pm

Old Business:

Novi Rd. Cemetery Sign- Removal and update

We were wondering how to proceed

The City has a GPS of the headstones and we have an accurate count

We want to list the wars and how many numbers from each war based on the city's GPS map

We want to keep the same paragraph the sign currently has, list “Novi Historical Commission at the bottom of the sign

Novi Cemetery updates

No more driving, additional walkways, parking.

Veterans Memorial



NOVI HISTORICAL COMMISSION
Wednesday, February 20, 2019 7pm
Novi Library History Room

Novi Today – Advertisement ----- Kim Nice
Need a quote ¼ ½, full page ads for our events

Business Cards
Kim Nice will be taking point on this

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Cabinet MANAGER
Ideas for new displays

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram
NOTE: Next MEETING: **Wednesday, March 20 -7pm**

Adjourn: 8:50pm



NOVI HISTORICAL COMMISSION MINUTES

Wednesday, MARCH 20, 2019 7pm

Novi Library History Room

Call to Order: 7:02pm

Attendance: Kathy Crawford, Dhara Sanghavi, Kelly Kasper, Rachel Manela, Kim Nice,

Introductions of guests: Betty Lang (Library Liaison), Sue Grifor

Approval of Agenda: All Approved

Approval of Minutes- FEBRUARY 2019: All Approved

Treasurer's report -Kim

Budget: \$14,000

Expenditures: \$3,666.73

Money Left: \$10,333

Communications:

Renew Michigan Historical Society Membership: \$35 All Approved

Library Liaison Report, Betty Lang

Archival supplies were donated

Display photos were found, great for our display board

NOTE: History Room hours:

April 1, 12-2 Dhara April 15, 6-8 Kim

May 6, 12-2 Tom May 20, 6-8 Dhara

Might consider Office Hours for June and July

History Conference-Sterling Heights March 22-23

Kim, Kathy, Tammy-Lee, and Betty are planning on attending

Discussion items:

Historical sights Brochure, Dhara/Tom

Pushing this to Next April and May

Thinking about a Kid Version for the future

Commission By-Laws, Rae/Dhara

Currently being looked at by City attorneys

Ongoing process...

Request from Legacy Park Director-Joseph Beyer

Request for 25-50 books sent to him. We agreed to charge him \$15 per book + S&H

Cemetery Grants question-Jeff Muck

Michigan Humanities Council?



NOVI HISTORICAL COMMISSION MINUTES

Wednesday, MARCH 20, 2019 7pm

Novi Library History Room

1954 Fire Truck (Gilbert VanSickle)

Possibly 5th Avenue Ballroom

Spring Palooza 5/17, 6-8:30 (table/set up)

Tammy-Lee

Theme: Sock Hop, Drive In Movie, 50s 60s Theme

Buy cardboard cars from Don's on Grand River

Cornelius Austin Marker/walk-through

Kathy Crawford told the City Planner, Barb McBeth that the Commission would be interested in a walk through, and taking pictures. Should be sometime in May.

First go through, then think about the marker

BACK BURNER PROJECTS

Wreaths across America

For Next Winter. We need to contact scouts, and a business to provide wreaths for this. 45 Veterans

Kelly Kasper will take the charge on this Project

We would take an ad out in Novi Today thanking the sponsors

Novi Rd. Cemetery Sign- Removal and update Marker

Business Cards

Kim is looking into prices. Approved ordering if price is comparable what the city pays for cards

Novi Today Ad

Want to do a ½ page ad -\$600

Need to make a decision by May/June Meeting for the September Issue

HISTORICAL COMMISSION PROGRAMS FOR FALL-2019: please put on your calendar

2/28 Farmington Junction 7pm re-cap

About 30 people

It went really well, people will really like.

3/21 WWI Hello Girls 7pm

4/25 Walled Lake Amusement Park 7pm

5/2 David Barr Presentation 7pm



NOVI HISTORICAL COMMISSION MINUTES

Wednesday, MARCH 20, 2019 7pm

Novi Library History Room

Old Business:

Storage Unit

Liability, Moving to Corrigan

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Cabinet MANAGER

NEW BUSINESS/Other Business

None

NOTE: Next MEETING: Wednesday, APRIL 17 -7pm

Adjourn: 8:33pm



NOVI HISTORICAL COMMISSION

Wednesday, April 17, 2019 at 7pm

Novi Library History Room

Call to Order

Introductions of guests

Approval of Agenda

Approval of Minutes- MARCH 2019

Treasurer's report -Kim

Communications:

Library Liaison Report

Betty Lang

NOTE: History Room hours

May 6, 12-2 Tom May 20, 6-8 Dhara

DISCUSS: History Room hours for June and July?

History Conference-Sterling Heights March 22-23...RE-cap...those who attended

Discussion items:

Historical sights Brochure

Dhara/Tom

Spring Palozza 5/17, 6-8:30 (table/set up)

Cornelius Austin Marker/walk-through

City of Novi 50th year celebration

Kim/Tammy

Commission Business Cards

Kim

Novi Today Ad

Kim

BACK BURNER PROJECTS

Wreaths across America

Kelly

Novi Rd. Cemetery Sign- Removal and update

Veterans Memorial

HISTORICAL COMMISSION PROGRAMS FOR FALL-2019: please put on your calendar

3/21 WWI Hello Girls 7pm Re-cap

4/25 Walled Lake Amusement Park 7pm

5/2 David Barr Presentation 7pm

Old Business:

Storage Unit

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Cabinet MANAGER

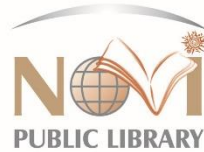
Ideas for new displays

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: **Wednesday, May 15-7pm**

Adjourn



Library Board Calendar

2019

April 7-13	National Library Week
April 21	Holiday – Easter, Library Closed
April 25	Library Board Regular Meeting
May 12	Holiday – Mother's Day, Library Closed
May 23	Library Board Regular Meeting
May 26	Library Closed
May 27	Holiday – Memorial Day, Library Closed
June 10	Summer Reading Begins
June 16	Holiday- Father's Day, Library Closed
June 27	Library Board Regular Meeting/Library Director's Annual Review
July 4	Holiday – Independence Day, Library Closed
July 25	Library Board Regular Meeting
August 15	Community Reads Launches
August 16	Staff In-Service, Library Closed
August 17	Summer Reading Ends
August 22	Library Board Regular Meeting
August 31	Library Closed
September 1	Library Closed
September 2	Holiday – Labor Day, Library Closed
September 26	Library Board Regular Meeting
October 18	Friends of Library Booked for the Evening, Library Closes at 5 p.m.
October 24	Library Board Regular Meeting
November 21	Library Board Regular Meeting
November 27	Library closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
November 29	Library Closed
December 19	Library Board Regular Meeting
December 24	Holiday- Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year's Eve, Library Closed

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