

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Thursday, March 28, 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
  - A. Matters for Board Action - Bylaws of the City of Novi Library Board - Approve the 3 minute time limit for public comment.....5-10
- 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 Minutes ..... 11-16
  - B. Approval of Claims and Warrants ..... 17-19
- 6. Correspondence
  - A. Thank you letter from Bob Steeh, Novi Youth Assistance re: sponsorship .....20
  - B. Email from Harry Williams, resident re: LED parking lot lights.....21
  - C. Thank you email from Kathy Mutch re: Kaleidoscope program.....21
- 7. Presentation/Special Guest
  - A. Recognition of the 2019 Battle of the Books 1<sup>st</sup> Place Winning Team by President Michener
    - 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
    - Team Coaches: Sri Shilpa Kanuparthi & Ritu Singh
- 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
- 9. Student Representatives Report ..... 22-23
  - A. 2019 Battle of the Books participants.....24-31
  - B. Creating a Teen Collection featuring Teen Librarian, Lindsay Gojcaj.....32-35

10. President's Report (Tara Michener)	
A. 2018-2019 Library Goals .....	36
B. 2018-2019 Goals Update (July, October, January, April) .....	N/A
11. Treasurer's Report (Melissa Agosta)	
A. 2018-2019 Library Budget Fund 268.....	37-39
B. 2018-2019 Contributed Fund Budget 269 .....	40
C. Library Fund 268 Expenditure & Revenue Report .....	41-44
D. Contributed Fund 269 Expenditure & Revenue Report .....	45
E. Balance Sheets for Funds 268 and 269 .....	46-47
12. Director's Report .....	48-51
A. Information Technology Report .....	52-53
B. Facilities Report .....	54
C. Information Services Report.....	54-58
D. Support Services Report .....	59
E. Library Usage Statistics .....	60-68
F. Friends of the Novi Library .....	N/A
G. Novi Historical Commission .....	N/A
13. Committee Reports	
<b>A. Policy Committee: Review current public policies for the Library</b> (Michener–Chair, Dooley)	
• Board approved revised policy manual on June 22, 2017	
<b>B. HR Committee: HR Policies, Director Review, Salary Study</b> (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	
<b>C. Finance Committee: Financial plan based on building assessment review, Library              endowment investigation</b> (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 at this time	
• As of March 19, 2019: No update from Attorney at this time	
• March 28, 2019: Meeting scheduled at 2pm with John Chratska from EveryLibrary.org to discuss options for future library funding.	

**D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Michener – Chair, Agosta, Wood)

1. Library Board Member Bingo Idea
  - March is Reading Month at Deerfield Elementary – Tara Michener
  - March 13<sup>th</sup>: NLA Trustee Workshop – All Members Attended
  - March 16<sup>th</sup>: Battle of the Books – Michener, Yu

**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.
- March 27<sup>th</sup> at 6:30pm: Public session for working on the Library's strategic objectives for 2019-2022.

**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 2<sup>nd</sup> draft of the café lease. Lawler provided written comments. Attorney is working on a revision to be sent to the NCSD by Friday, March 22<sup>nd</sup>. There is a site visit with NCSD scheduled for Friday, March 22<sup>nd</sup>.
- 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 27<sup>th</sup>. The bid is tracking to go out the first week of April. See landscape drawing included in packet.

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

(Lawler- Chair, Agosta)

- Bylaw revisions were approved at the October 25, 2018 meeting.
- Need approval for amendment to reflect the 3 minute time limit for public comment during library board meetings.

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.

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15. Matters for Board Action

A. ....N/A

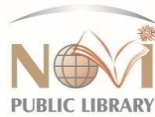
16. Adjourn

**Supplemental Information:**

- TLN Bits & Pieces March 2019 by Jim Pletz, Executive Director.....69
- Library Calendar .....70

**Future Events:**

- April 9<sup>th</sup>: Volunteer Recognition Breakfast (registration required) at 9am-10am, Novi Library
- April 10<sup>th</sup>: Friends of Novi Library Regular Meeting at 7:00pm, Novi Library
- April 11<sup>th</sup>: National Library Week: Charlie LeDuff Author Event at 7:00pm, Novi Library
- April 17<sup>th</sup>: Historical Commission Regular Meeting at 7:00pm, Novi Library
- **April 21<sup>st</sup>: LIBRARY CLOSED – Easter Holiday**
- April 25<sup>th</sup>: Library Board of Trustees Regular Meeting at 7:00pm, City of Novi
- April 27<sup>th</sup>: Volunteer Fair at 10:00am, Novi Library



**Inform. Inspire. Include.**

45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720  
<http://www.novilibrary.org>

## **BYLAWS OF THE CITY OF NOVI LIBRARY BOARD NOVI PUBLIC LIBRARY**

### **Article I Identification**

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

### **Article II Membership**

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

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

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

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

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

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

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

### **Article III Officers**

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

**Section 2.** At least one month prior to the annual meeting, the secretary shall present a slate of officers to the board for consideration. Additional nominations may be made by any member from the floor at that time.

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

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

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

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

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

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

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

#### **Article IV Meetings**

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

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

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

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

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

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

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

**Section 8. Parliamentary Authority.** The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which

they are not inconsistent with these bylaws and any statutes applicable to this Board. The Library Board may appoint a parliamentarian.

**Section 9. Public Participation.** Members of the public may address the Board at any of its regular or special meetings, as provided for in the Open Meetings Act. Public comment is limited to five minutes per person and an individual may only speak once per meeting.

The president will present the following public comment guidelines prior to inviting guests to speak:

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the ~~five~~ **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.

Guests will be required to state their full name and address.

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

## **Article V Committees**

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

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

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

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



**Article VI**  
**Duties of the Board of Trustees**

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

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

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

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

**Section 5.** The Library Board regularly reviews various physical and building needs to see that they meet the requirements of the overall library program.

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

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

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

**Article VII**  
**Library Director**

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

**Article VIII**  
**Conflict of Interest**

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

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

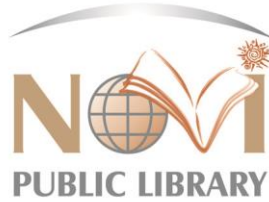
**Section 3.** A board member may not receive anything of value that could reasonably be expected to influence a vote or other official action.

## **Article IX General**

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

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

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



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
February 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.

- A. Adopt public comment language to reflect 3 minute time limit which follows the City Council guidelines**
- B. Institute the 3 minute timer in order to accommodate all guests in a timely manner during library board meetings**

**2. Roll Call by Treasurer, Melissa Agosta**

**Library Board**

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

**Student Representatives**

Mahek Nasser, Student Representative (departed at 7:15pm)  
Tarun Tangirala, Student Representative (departed at 7:15pm)

**Library Staff**

Julie Farkas, Director  
Barbara Cook, Bookkeeper

**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.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Kat Dooley

The motion passed unanimously.

5. **Consent Agenda**

- A. **Approval of Budget Study Session Minutes – January 19, 2019**
- B. **Approval of Regular Meeting Minutes – January 24, 2019**
- C. **Approval of Budget Study Session Minutes – February 9, 2019**
- D. **Approval of Claims and Warrants 575**

A motion was made to approve the Consent Agenda; items A-D listed above.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Torry Yu

The motion passed unanimously.

6. **Correspondence**

- A. **Comment Cards re: Cold Temperatures in the Library lobby**

Comment cards received in January were regarding cold temperatures. The Library had a heating issue that has been resolved

- B. **Email from Gwen Markham re: MKL Day – January 21, 2019**
- C. **Email from Vinit Gupta re: Overdue notices and CARL system**

A trustee commented that they were appreciative that Director Farkas responded to the patron.

7. **Presentation/Special Guest**

- A. **Communications Update by Christina Salvatore**

Ms. Salvatore distributed fliers informing the trustees of upcoming Library events such as National Library Week, Food for Fines, Caring in the Community Volunteer Fair, and the Summer Reading Kick-Off Party. The Friends of the Novi Public Library Newsletter is also included in the handout.

The trustees were appreciative that Ms. Salvatore attended the meeting to update the team on upcoming Library events.

8. **Public Comment**

There was no public comment.

9. **Student Representatives Report**

The Student Representative Report from February and March 2019 will be in the March 2019 Board packet.

Director Farkas included a press release mentioning Librarian, Lindsay Gojcaj on page 31. Lindsay served as a member of YALSA's Best Fiction for Young Adults Committee for the last two years. Director Farkas is appreciative of Lindsay's commitment and for representing the Novi Library.

10. **President's Report (Tara Michener)**

- A. **2018-2019 Library Goals**

The Library Goals can be found on page 33 on the February Library Board packet.

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

There are no updates to report.

**C. 2019-2020 Library Board Officers: present slate in March, approve in April, take office in May**

President Michener will communicate with Secretary Bill Lawler regarding this deadline

**11. Treasurer's Report (Melissa Agosta)**

Trustee Agosta provided a printed summary of the Treasurer's Report; which the Trustees were appreciative to receive.

**A. 2018-2019 Library Budget Fund 268**

The 2018-2019 Library Fund 268 Budget can be found on pages 34-37 of the February 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 38 of the February 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 January 31, 2019**

The Library Fund 268 Expenditure and Revenue Report can be found on pages 39-41 of the February 28, 2019 Board packet.

- Revenue ending January 31, 2019 was \$3,003,184
- Expenditures ending January 31, 2019 was \$1,590,976

**D. Contributed Fund 269 Expenditure & Revenue Report ending January 31, 2019**

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 42 of the February 28, 2019 Library Board packet.

- Revenue ending January 31, 2019 was \$46,034
- Expenditures ending January 31, 2019 was \$72,974

**E. Balance Sheets for Fund 268 and 269 as of January 31, 2019**

The Balance Sheet for Funds 268 and 269 can be found on pages 43 and 44 of the February 28, 2019 Board packet.

- Ending Fund Balance for Fund 268 as of January 31, 2019 was \$3,315,131.33
- Ending Fund Balance for Fund 269 as of January 31, 2019 was \$1,680,488.29

**F. Proposed 2019-2020 Budget Fund 268**

Discussed under **15. Matters for Board Action B. Approve: 2019-2020 Budget Fund 268**

**G. Proposed 2019-2020 Contributed Fund 269**

Discussed under **15. Matters for Board Action C. Approve: 2019-2020 Contributed Fund 269**

**12. Director's Report**

The Director's Report can be found on pages 50-53 of the February 28, 2019 Library Board packet.

Staff members celebrating anniversaries in March are:

- Jolanta Borek- Support Services Supervisor – 12 years

- MaryAnn Zurmuehlen – Support Services Department Head – 8 years
- Jean Aldrich- Support Services Clerk – 2 years
- Hillary Hentschel – Information Services Librarian - 2 years
- Sarah Andrus – Information Services Librarian Substitute – 1 year

Director Farkas included a letter regarding State Aid participants on page 51.

On page 50 is a response to patron, Mr. Al Bialek, regarding tracking Library programming.

On page 50 is a response from a question during a Budget session regarding vehicle wrap.

On page 51 are dates of events that Director Farkas has been involved with.

On page 52 and 53 is an article Director Farkas shared with the staff and wanted to share with the Trustees. This is an excellent article focusing on gratitude.

**A. Information Technology Report**

The Information Technology Report can be found on page 54 of the February 28, 2019 Library Board packet.

**B. Facilities Report**

The Facilities Report can be found on page 55 of the February 28, 2019 Library Board packet. The building encountered a pipe burst that was resolved within hours. Additional insulation in this area is being considered.

**C. Information Service Report**

The Information Service Report is found on pages 60-63, prepared by April Stevenson. Director Farkas mentioned the Raising a Reader Program on page 61. During the month of January 2019 45,000 books have been read. On the bottom of page 62 is a pictorial communication board that Kirsten Malzhan created to aid in communication with patrons. On Page 63 is a spotlight on Hillary Hentschel, Information Services Librarian.

**D. Support Service Report**

The Support Services report is found on page 64, prepared by Maryann Zurmuehlen.

**E. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 65-73. Director Farkas inquired about reduced use of self-checks; following up with a Trustee question regarding decreased self-checks. For the past 6 months due to the CARL migration, when using the self-check, patrons have been asked to see a staff person if there is an issue on their account; therefore, limiting the use of the self-check machines. As of February 22, 2019, credit card service is available on the self-check outs.

**F. Friends of the Novi Library**

N/A

**G. Novi Historical Commission**

On page 75 is the Historical Commission Budget for 2019-2020.

A Trustee asked if any information was released for the Lakeshore project. Director Farkas acknowledged that currently no timeframes have been announced in terms of bid.

On page 74 is an article about the Novi Library participating in the Cuban Challenge. A trustee noted that this was a beneficial challenge for snow days with children discovering online reading venues.

President Michener announced that February Anniversaries will be distributed with March Anniversaries.

A Trustee acknowledged all of the hard work the director and staff devote to the Library. Director Farkas was grateful for the comment and is very appreciative of the dedication of the Library staff.

Another Trustee commented on the LED project undertaking and how pleased they are that it is under budget. Also, Trustees are looking forward to the Library Kiosk.

### **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)

- i. Staff satisfaction and strategic planning is still pending once other HR meetings have been concluded.
- ii. There is a meeting scheduled for Thursday Evening, March 14.

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

(Agosta – Chair, Messerknecht, Lawler)

- i. A complimentary meeting is scheduled in March to review future funding for the Library.

#### **D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Michener – Chair, Agosta, Wood)

President Michener is celebrating March is Reading Month by encouraging young readers to read. President Michener is inspiring Deerfield Families to apply for Library cards and to visit the Library. President Michener presented examples of fliers, prepared for Deerfield School, to the Trustees.

- i. 02/01/2019: Toast of the Town – Agosta, Dooley, Michener
- ii. 02/09/2019: Let's Talk About... Race – Michener
- iii. 02/11/19: City of Novi 50<sup>th</sup> Anniversary Celebration – Agosta
- iv. 02/13/19: Suburban Collection Grand Opening – Agosta, Messerknecht

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

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

- Trustee Dooley attended her first committee meeting. Members are busy brainstorming and there will be another follow-up meeting to continue to review data and decide on the next steps.

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- Communication is ongoing with the attorney regarding the Library café.
- LED project is almost complete. On page 56 -59 is the detail of various bulbs used throughout the Library.
- Trustees discussed the upcoming renovations for the Makerspace area. Trustees were pleased that the Library is communicating to the patrons well in advanced to prepare for these changes.

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

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the October 25, 2018 meeting.
- No updates to report

**14. Public Comment**

There was no public comment

**15. Matters for Board Action**

**A. Approve: OPERATING AGREEMENT BETWEEN THE NOVI PUBLIC LIBRARY AND THE FRIENDS OF THE NOVI PUBLIC LIBRARY (This will be brought back again at another time after further discussion with the Friends President)**

**B. Approve: 2019-2020 Budget Fund 268**

A motion was made to approve the Fiscal Year 2019-2020 Budget Fund 268, revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the Fund Balance as detailed on pages 45-48.

1<sup>st</sup>— Melissa Agosta

2<sup>nd</sup>— Craig Messerknecht

The motion passed unanimously.

**C. Approve: 2019-2020 Contributed Fund 269**

A motion was made to approve the Fiscal Year 2019-2020 Contributed Fund 269 as listed on page 49 with revenue of \$39,500 and expenditures of \$75,250.

1<sup>st</sup>— Melissa Agosta

2<sup>nd</sup>— Craig Messerknecht

The motion passed unanimously.

**16. Adjourn**

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

1<sup>st</sup>— Melissa Agosta

2<sup>nd</sup>—Kat Dooley

The motion passed unanimously.

---

Melissa Agosta, Treasurer

---

Date



<b>Warrant 576</b>	<b>268 Accounts</b>	<b>March 2019</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Global Office Solutions (01/15/19)		268-000.00-727.000	\$ 167.66
Quill (02/13/19)		268-000.00-727.000	\$ 626.05
UPS (01/30/19)		268-000.00-728.000	\$ 38.13
Amazon		268-000.00-734.500	\$ 233.91
Batteries +Bulbs (2/13/19)		268-000.00-734.500	\$ 479.70
Business Payment Dev. Sys.		268-000.00-734.500	\$ 1,390.50
CDW-G (02/04/19)		268-000.00-734.500	\$ 306.50
Tech Logic (01/31/19)		268-000.00-734.000	\$ 6,090.00
VidCom Solutions (02/01/19)	Maintenance/Monitoring	268-000.00-734.000	\$ 164.85
Demco (02/14/19)		268-000.00-740.000	\$ 141.24
Global Office Solutions (02/21/19)		268-000.00-740.000	\$ 64.29
Hanover Technical Sales		268-000.00-740.000	\$ 2,104.28
Midwest Tape (02/15/19)		268-000.00-740.000	\$ 473.98
Showcases (02/05/19)		268-000.00-740.000	\$ 124.47
Specialty Store Services		268-000.00-740.000	\$ 578.61
Amazon (01/07/19)		268-000.00-742.000	\$ 557.93
Barnes & Noble (01/02/19)		268-000.00-742.000	\$ 821.60
Brodart (01/22/19)		268-000.00-742.000	\$ 14,495.26
Center Point Large Print		268-000.00-742.000	\$ 183.00
Gale/Cengage		268-000.00-742.000	\$ 1,098.12
Lakeshore (02/06/19)	backpack supplies	268-000.00-742.000	\$ 50.92
Tsai Fong Books (02/26/19)		268-000.00-742.000	\$ 326.27
WT Cox (02/12/19)	The Car Book	268-000.00-742.000	\$ 29.00
Redford Township District Library	Fiction	268-000.00-742.100	\$ 22.99
WT Cox (02/04/19)		268-000.00-743.000	\$ 1,779.60
Midwest Tape (01/15/19)		268-000.00-744.000	\$ 2,137.48
Overdrive (02/19/19)		268-000.00-744.000	\$ 2,276.67
Amazon (01/15/19)		268-000.00-745.200	\$ 520.05
Midwest Tape (01/15/19)		268-000.00-745.200	\$ 8,359.71
Tugg.Com (02/08/19)		268-000.00-745.200	\$ 205.00
Spectrum (01/26/19)	02/01/19-02/28/19	268-000.00-801.925	\$ 37.07
Merchant Billing Statement		268-000.00-802.100	\$ 173.95
Providence Medical Occ.		268-000.00-804.000	\$ 392.00
Foster Swift	Jan 2019	268-000.00-806.000	\$ 2,740.00
Rosati, Schultz, Joppich	Prof. Services through 01/31/19	268-000.00-806.000	\$ 328.96
Rubbish		268-000.00-808.100	\$ 104.92
NAEYC (02/02/19)	membership/dues	268-000.00-809.000	\$ 138.00

H&K Janitorial Service	January Cleaning	268-000.00-817.000	\$ 4,060.67
AT&T (01/22/19)	01/22-02/21/19	268-000.00-851.000	\$ 292.87
Telnet (01/15/18)	01/15/19-02/14/19	268-000.00-851.000	\$ 421.24
T Mobile (01/21/19)		268-000.00-851.000	\$ 279.31
Verizon (01/28/19)		268-000.00-851.000	\$ 439.74
The Library Network (02/01/19)		268-000.00-855.000	\$ 21.27
City of Novi - Fuel		268-000.00-861.000	\$ 22.78
Brush, Emily (02/28/19)	mileage	268-000.00-862.000	\$ 43.56
Illuminart (02/01/19)	mileage fee	268-000.00-862.000	\$ 24.36
Global Office Solutions (02/08/19)	poster printer paper	268-000.00-880.000	\$ 130.81
Municipal Web Services		268-000.00-880.000	\$ 830.00
Novi Youth Assistance	Lane Sponsor	268-000.00-880.000	\$ 100.00
Sam's Club		268-000.00-880.000	\$ 19.98
Amazon (01/08/19)		268-000.00-880.268	\$ 221.41
Baudville (02/15/19)		268-000.00-880.268	\$ 111.48
Benito's (02/09/19)		268-000.00-880.268	\$ 26.75
Demco (02/08/19)	shelf markers	268-000.00-880.268	\$ 84.77
Meijer (02/09/19)		268-000.00-880.268	\$ 24.73
Mutch, Kathleen		268-000.00-880.268	\$ 200.00
Sams Club (02/21/19)		268-000.00-880.268	\$ 44.41
Scheer, Doug	Doug Scheer Laugh Factory	268-000.00-880.268	\$ 350.00
Silberman, David	reimbursement	268-000.00-880.268	\$ 45.00
Michigan Chamber of Comm.	HR Posters; new min wage/benefits	268-000.00-900.000	\$ 37.50
Millennium Business Systems		268-000.00-900.000	\$ 660.59
Vista Print	Business Cards	268-000.00-900.000	\$ 24.99
DTE	12/20/18-01/23/19	268-000.00-922.000	\$ 7,021.12
Allied Eagle Supply (12/04/18)		268-000.00-934.000	\$ 703.62
Batteries + Bulbs (02/08/19)		268-000.00-934.000	\$ 28.80
Cintas(01/23/19)	Restroom SVC	268-000.00-934.000	\$ 544.60
Dalton (02/12/19)		268-000.00-934.000	\$ 2,025.00
Home Depot (01/25/19)		268-000.00-934.000	\$ 31.97
Library Design Associates	Hannah stool	268-000.00-934.000	\$ 141.00
Lyon Mechanical (02/13/19)		268-000.00-934.000	\$ 1,464.00
North Star Mat Service (01/31/18)	01/03-12/31/19	268-000.00-934.000	\$ 194.90
Brien's (02/04/19)	33047; Jan Snow plow; Jan Salting	268-000.00-941.000	\$ 5,125.00
Weingartz (01/30/19)		268-000.00-941.000	\$ 72.97
Millennium Business Systems		268-000.00-942.000	\$ 716.40
Corrigan (02/01/19)	02/01-02/28/19	268-000.00-942.100	\$ 23.06
Amway Grand Plaza Hilton	MIAEYC Early Childhood Conf.	268-000.00-956.000	\$ 382.82
Busch's (02/08/19)		268-000.00-956.000	\$ 21.98
Delta Airlines	Computers in Libraries	268-000.00-956.000	\$ 268.60

Historical Society of Michigan	Oral History; Archives	268-000.00-956.000	\$ 78.00
Holiday Inn Express (02/13/19)	Nerdcamp	268-000.00-956.000	\$ 175.38
NAEYC (02/13/19)	MI Assoc. Ed of Young Children	268-000.00-956.000	\$ 280.00
Panera (2/9/19)		268-000.00-956.000	\$ 29.48
Reservations.com		268-000.00-956.000	\$ 14.99
Sam's Club		268-000.00-956.000	\$ 12.98
Skill Path	Transition to supervisor Seminar	268-000.00-956.000	\$ 149.00
Petty Cash (Postage)		268-000.00-728.000	\$ 1.60
Petty Cash (Operating Supplies)		268-000.00-740.000	\$ 2.67
Petty Cash (Programming)		268-000.00-880.268	\$ 42.19
Petty Cash (Conferences)		268-000.00-956.000	\$ 18.56
<b>TOTAL</b>			<b>\$ 77,851.58</b>

<b>Warrant 576</b>	<b>269 Accounts</b>	<b>March 2019</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Amazon (01/04/19)	RAR	269-000.00-742.229	\$ 100.76
Brodart (02/06/19)	RAR	269-000.00-742.229	\$ 5.27
Amazon (01/29/19)	Donation	269-000.00-742.230	\$ 158.84
Tsai Fong Books (01/29/19)	Donation	269-000.00-742.230	\$ 351.99
Four Points by Sheraton (02/07/19)	Hotel Exp.; 3/24/19-3/27/19	269-000.00-742.232	\$ 586.47
Caring in the Community Volunteer Fair	04/27/19; Keynote Speaker	269-000.00-742.232	\$ 2,500.00
LeDuff, Charlie	Program Event; 4/11/19	269-000.00-742.232	\$ 2,500.00
Honey Ham (02/12/19)	Staff Lunch; 2/12; sandwiches	269-000.00-742.236	\$ 167.76
Red Olive (02/12/19)	Staff Luncheon; 2/12/19; salad	269-000.00-742.236	\$ 87.98
Sam's Club (2/11/19)	Staff Luncheon; 2/12/19	269-000.00-742.236	\$ 122.41
Graybar (02/19/19)	LED replacement lamp	269-000.00-976.045	\$ 2,008.50
Illuminart (02/01/19)	LED	269-000.00-976.045	\$ 750.00
Signarama (01/23/19)	Makerspace	269-000.00-976.046	\$ 449.00
<b>TOTAL</b>			<b>\$ 9,788.98</b>



Novi

Strengthening Families  
Through Community Involvement

**OFFICE**

45175 Ten Mile Road  
Novi, MI 48375-3024

**TELEPHONE**

(248) 347-0410

**FAX**

(248) 347-0552

**EMAIL**

nya@cityofnovi.org

**SPONSORED BY:**

Oakland County  
Circuit Court-Family Division  
City of Novi  
Novi Community Schools

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- Public Relations
- Youth Recognition
- Fund Raising
- Teen Center
- Alcohol/Drug Awareness

**PROFESSIONAL  
COUNSELING  
TO YOUTH AND  
THEIR FAMILIES**

# NOVI YOUTH ASSISTANCE

March 6, 2019

Julie Farkas  
Novi Public Library  
45255 Ten Mile Rd.  
Novi, MI 48375

Dear Julie Farkas,

On behalf of Novi Youth Assistance and the families that we serve, we would like to express heartfelt gratitude for your donation of \$ 100 in support of our 37<sup>th</sup> Annual Bowl-A-Thon.

Donations are essential for much of our programming, and your gift helps us to continue our prevention efforts by engaging Novi youth in positive community involvement. We sincerely value your support. With your help, our event raised nearly \$13,000 to support our mission.

We're looking forward to our next Bowl-A-Thon on March 7, 2020!

With great appreciation,

*John O'Brien and Bob Steeh*

Novi Youth Assistance  
Bowl-A-Thon Committee Co-Chairs

The Circuit Court-Family Division for the County of Oakland does not discriminate on the basis of disability in admission or access to its programs, activities, or services as required by Title II of the Americans with Disabilities Act of 1990. The Circuit Court-Family Division is An Equal Employment Opportunity Employer.

**Email from: Harry Williams**  
**To: Julie Farkas**  
**Date: March 7, 2019**

Thank you, Julie.

It was very thoughtful of you to follow-up but that's typical of the wonderful, helpful and friendly service I always receive at the Novi Public Library!!!

Have a great week and enjoy the warmer weather too.

Harry Williams

---

On Mar 7, 2019 10:00 AM, "Julie Farkas" <[jfarkas@novilibrary.org](mailto:jfarkas@novilibrary.org)> wrote:

Hi Harold!

Just wanted you to know that the library's parking lot lights were completed this week!

Hopefully you will see a HUGE improvement.

Thank you for providing your comments!

Julie

**Email from: Kathy Mutch, Friends Programming Coordinator**  
**To: Julie Farkas**  
**Date: March 14, 2019**

Julie,

Please pass this very big thank you on to staff for having the room all set up for tonight's Kaleidoscope program. The chairs, lights, screen, projector, laptop and display table were already set up when I got there at 6:00.

There was bad weather tonight, but we still had a reasonable turnout for the first of the three spring programs.

Even better, no one left early and there were great questions. Five different people came up to me afterwards to say how much they enjoyed the speaker. One woman even requested the speaker's contact info so he could be invited to present to another group she belongs to in Novi.

Looking forward to next month's program!  
Kathy

## February 2019 Student Representative Report

By: Mahek Nasser and Tarun Tangirala

### Programs:

The Tween Pizza and Pages Book Club took place on February 25<sup>th</sup>. Attendees read the book, *Just Like Jackie*, by Lindsey Stoddard. (The rescheduled January Tween Pizza and Pages Book Club took place on February 9<sup>th</sup>. Attendees read the book, *You Go First*, by Erin Entrada Kelly.) 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 hold annually. (Attendance = 14)

The Coding the Future program took place on February 11<sup>th</sup> and 25<sup>th</sup>. During these programs, participants in grades 3rd-8th were able to learn everything from basic concepts of coding to more advanced programming and were able to improve their coding literacy. (Attendance = 12 and 11)

### Teen Space Update:

There were 404 attendees in Teen Space for the month of February. There was no Teen Space on February 6<sup>th</sup> and February 12<sup>th</sup> due to no school. In addition, there was no Teen Space on February 18<sup>th</sup> and February 1<sup>st</sup> for mid-winter break.

### 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

**Total for 2018-2019 school year = 3,787**

### Teen Advisory Board Update:

The sixth Teen Advisory Board (TAB) meeting of the year took place on February 15<sup>th</sup>. At this meeting, the members were divided into groups, by tables, to brainstorm ideas for the Summer Reading Program held at the Novi Public Library. Groups were given a color coordinated packet to list ideas for sign up initiatives, completion initiatives, raffles, prizes, etc. Groups had about a half hour to brainstorm ideas. For the last portion of the meeting, groups shared their ideas aloud and ideas were listed on a whiteboard for all to contribute. The Information Services Librarian, Lindsay Gojcaj, will share this information with the Summer Reading Program planning group. (Attendance = 20)

### Upcoming Programs:

Doug Scheer's the Laugh Factory - April 1st

Coding the Future - April 8th and April 22nd

Tween Pizza and Pages Book Club - April 17th

Teen Advisory Board (TAB) Meeting - April 19th



Members of the Tween Pizza & Pages Book Club show this month's book, *Just Like Jackie* by Lindsey Stoddard



### 2019 Battle of the Books Participants

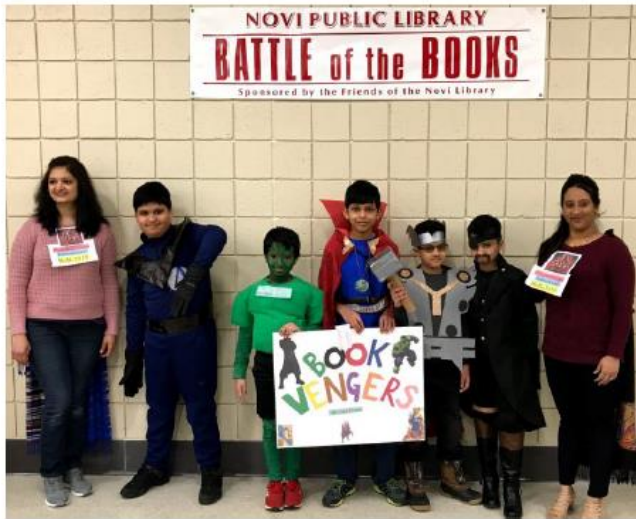
The staff of the Novi Public Library would like to acknowledge and congratulate the 76 5<sup>th</sup> and 6<sup>th</sup> grade Novi children who participated in our fourteenth Annual Battle of the Books at the Novi Civic Center on Saturday, March 16, 2019. Fifteen teams participated, reading the same six books and coming together in a fun competition to answer questions about those books. We also celebrate the commitment of their coaches and parents who spent so many hours reading and preparing these youngsters for the competition. To us, they are all winners for participating in our event.

The names of the teams and their members are as follows:

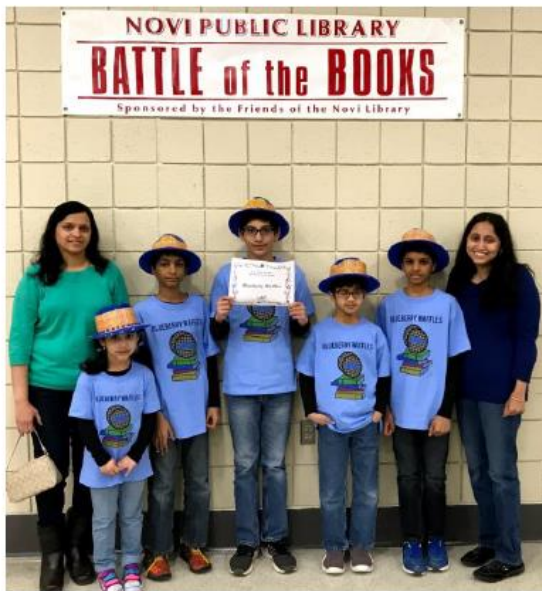


**1<sup>st</sup> Place: Let's B.A.T.T.L.E (Be A Team To Lead Everyone):** Rubi Galvan Hernandez, Sri Akshara Kanuparthi, Monika Krishnavanshi, Sonika Krishnavanshi, Sanjana Ramesh, Sree Hasini Teegala  
Team Coaches: Sri Shilpa Kanuparthi & Ritu Singh

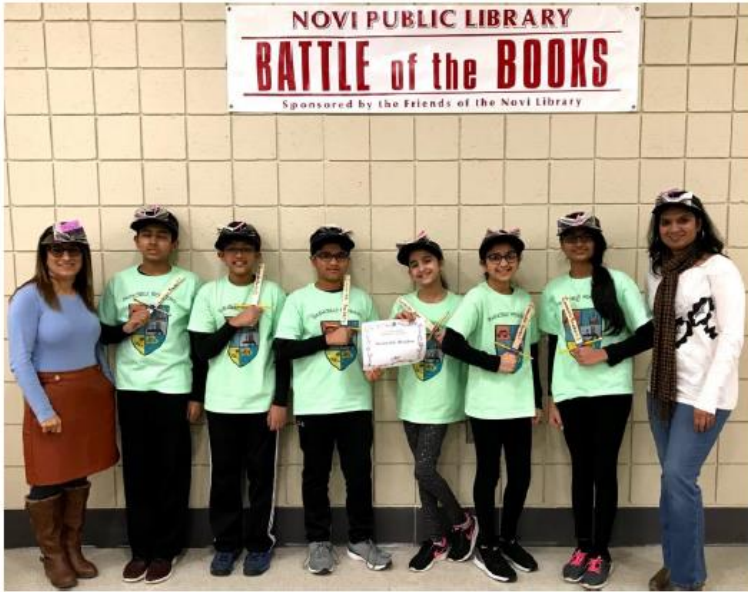




**2<sup>nd</sup> Place: Bookvengers: The Bookgame:** Srijan Agarwal, Shrinidhi Kulkarni, Pritam Mahendra Negalur, Smit Patil, Vineeth Shashidhar  
Team Coaches: Megha katti & Shilpa Rajashekhar



**3<sup>rd</sup> Place Tie: Blueberry Waffles:** Subhanu Chatterjee, Eashan Daram, Nirvan Daram, Anirudh Kundurthy  
Team Coaches: Srividya Kundurthy & Manisha Daram



**3<sup>rd</sup> Place Tie: Invincible Readers:** Siddhi Bhivare, Srinithi Chitkeshi, Suhruth Sai Koneru, Kabir Nasser, Avni Raj, Anshul Vishwanathan  
 Team Coaches: Natasha Nasser & Neethu Vishwanathan

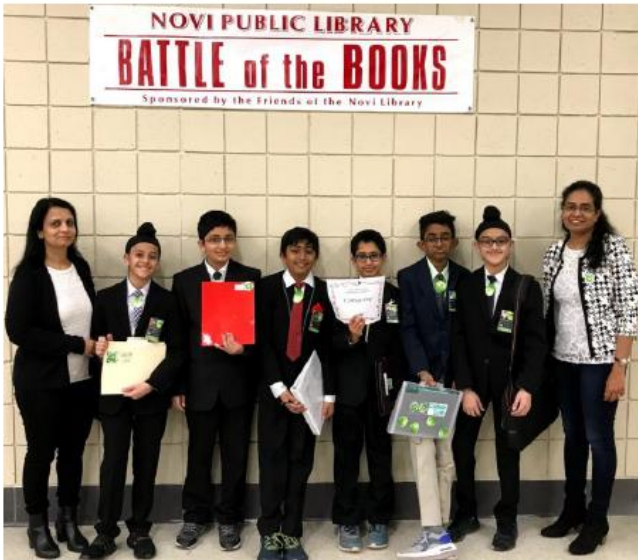
**Participating Teams in Alphabetical Order:**



**6 Railway Readers:** Sonia Baptist, Reva Jategaonkar, Gowtham Kantamneni, Divita Kini, Esha Sopory, Victor Verma  
 Team Coaches: Monish Verma & Roshnee Verma



**Book Bingers:** Reagan Cho, Ava Daraskavich, Alex DeMore, Eesha Kodali, Brooke Sedewitz, Addison Stewart  
Team Coach: Jenny DeMore



**Cabbage Corp:** Ajay Annamalai, Gursimar Arora, Harsimar Arora, Arjun Janakiraman, Arvind Salem, Surya Takewale  
Team Coaches: Meena Annamalai & Sapna Takewale





**Codex Hackers:** Medha Gaikwad, Sarvesha Srungavarapu, Naveen Vijaybabu  
Team Coach: Swarna Vuyyuru



**Federal Book Intelligence:** Jason Choe, James Han, Ethan Kim, Aidan Park  
Team Coaches: Sunghee Kim & Gajin Kim



**Fiction Fanatics:** Divya Desai, Sofy Gutierrez, Deepshika Jois, Sudeshna P. Kumar, Tanisha Paul, Sanjana Thota  
Team Coaches: Sougandhika Nagaraj & Suman Desai



**The Fighting Five:** Manvi Boppana, Samhita Chaganti, Advika Deb, Abhiram Gannamaneni, Kavni Sai Pappuri  
Team Coaches: Neelima Boppana & Padma Paleti

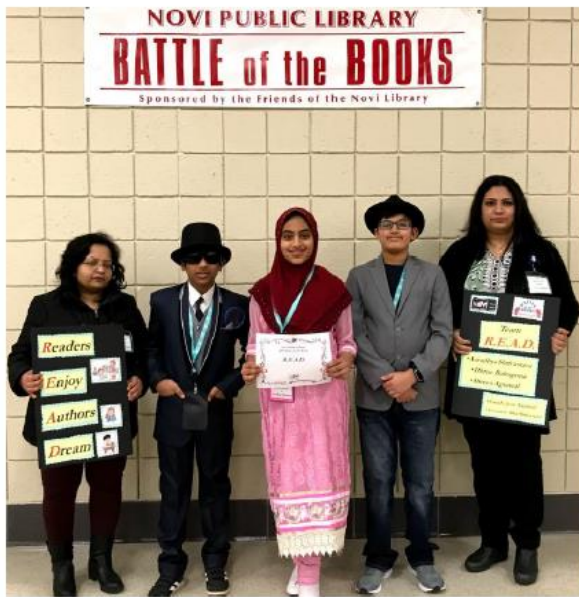


**HWE Thing 1:** Shivani Aji, Katie Granowicz, Mickey Gross, Jack Hoppesch, Chase Houghton, Ava Tran  
Team Coaches: Jen Hoppesch & Christine Titus

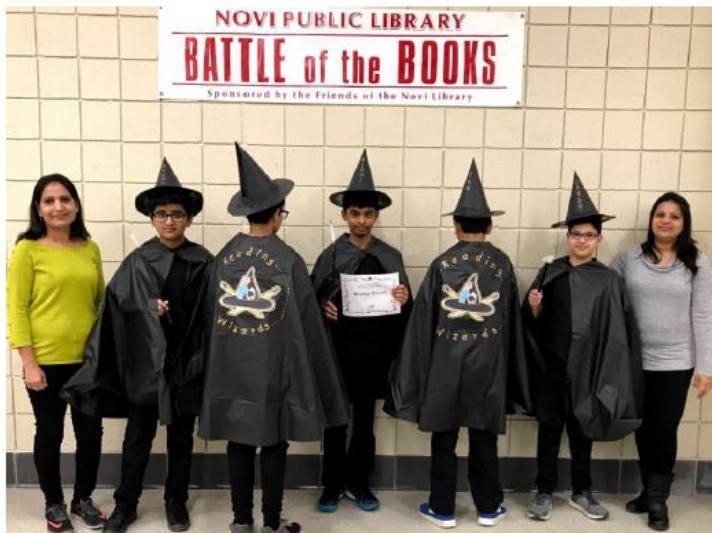


**HWE Thing 2:** Rain Alaji, Aditya Chitrapu, Nick Edwards, Dallin Ormond, Joy Sultani  
Team Coaches: Jennifer Ormond & Christine Titus



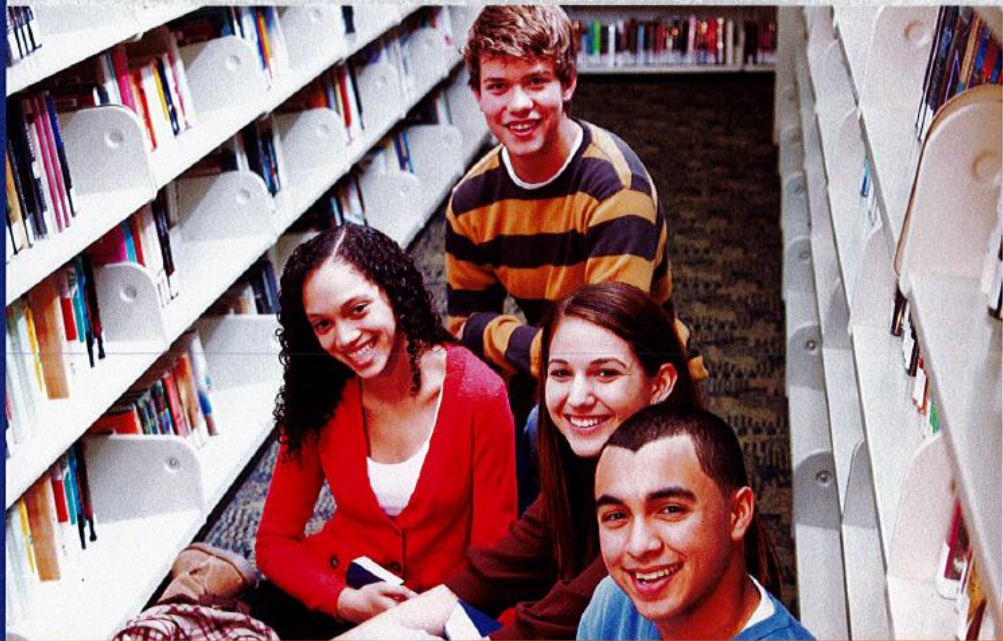


**R.E.A.D. (Readers Enjoy Authors Dream):** Shreya Agrawal, Dhruv Bahuguna, Aaradhya Shrivastava  
Team Coaches: Jyoti Nautiyal & Alka Shrivastava



**Reading Wizards:** Nikhil Aerabati, Darsh Bhuva, Rishi Mudigal, Yug Patel, Rohan Patil  
Team Coaches: Naini Bhuva & Bhavna Patel

# CREATING A TWEEN COLLECTION



*A Practical Guide  
for Librarians*

KAREN M. SMITH

PRACTICAL GUIDES FOR LIBRARIANS, NO. 57





## Appendix F

# Tween Collection Case Study: Novi Public Library

**Novi Public Library, 45255 W. 10 Mile Road, Novi, MI 48375**

Lindsay Gojcaj, Information Services Librarian

Population served: According to the U.S. Census Bureau, the City of Novi has a population of 59,211 as of July 2016.

*How long have you had a tween collection?*

The Novi Public Library proposed the idea of a tween collection in November 2015 to our collection development specialist. The proposal was accepted, and the start of the tween collection began in March 2016. As of March 2018, our library has had the collection for two years.

*What grades does your tween collection cover?*

The Novi Public Library's tween collection covers books ranging from grades 4–8.

*What prompted you to create a tween collection?*

In the Novi Community School District, fifth and sixth grades are in their own building, separate from the seventh- and eighth-grade students. Librarians found that these students who utilized the Novi Public Library did not know where to find books suited for their grade level. Our librarians wanted to give middle school students a place of their own in the library to find materials that interested them. The tween collection helped to accomplish this, as these students could easily identify titles similar to those they would find at their school library as well as other titles that they may not have discovered yet.

Furthermore, the tween collection was created as a result of patrons looking for middle grade books that were found in both our youth and young adult collections. Through reference interviews, librarians found that parents were reluctant to let their middle school child look for a book that was housed in the teen room (located on the second level of our library). The goal was to make it easier to find age-appropriate books for middle school-aged children all in one place.

Additionally, librarians spent time researching professional journals, including an article from *School Library Journal*, and library-related websites, which found that there was a need for a separate tween collection at libraries.

Also, librarians ordering youth and young adult fiction found it cumbersome to determine which collection books were best suited to be in. Sometimes, the youth librarian would purchase the same title as the young adult librarian, and the title would end up in two collections. Therefore, a collection specifically for middle grade seemed to make the most sense.

#### *What was your planning process?*

In order to start a new tween collection, we needed to find space to house the books. It was determined that the best place in our library would be next to the youth fiction and near the Newbery collection.

The Novi Public Library is part of The Library Network (TLN), so we had to determine how to utilize the term *tween* as part of the cataloging process. Then, librarians met with the Support Services Department to design a spine label to be used on the tween collection books.

Once a label was established, the young adult librarian pulled books that she knew for certain were appropriate middle school-aged books. These included book series such as Harry Potter, Percy Jackson, Wings of Fire, Land of Stories, Theodore Boone, Alex Rider, and Warriors. Then, the young adult librarian went through each book, one by one, in both the youth fiction and young adult fiction collections, checking the reviews to determine the appropriate grade level. The entire process took several months and the usage of a lot of staff time to start this collection.

It was also determined that the tween books would need their own funding, so a separate book budget for the tween collection was determined at the start of the new fiscal year.

#### *What do you love about the collection?*

The tween collection is very popular at our library, as we have a lot of middle school-aged children who are reading at higher levels but not ready for young adult books. The tween collection helps bridge a gap between youth and young adult books to ensure that content is age-appropriate for its intended audience.

#### *What are some of the difficulties you have had?*

One of the most challenging difficulties with the tween collection has been reading reviews and determining whether the book is appropriate for the collection. Most professional reviews have a wide span when it comes to recommending ages, including grades 3–6, 4–6, 5–8, or 6–9. The books for grades 4–6 and 5–8 are almost always put into the tween collection. The other grades are looked at closely to see whether the content is better suited for the youth or young adult collection.

*What, if anything, would you change?*

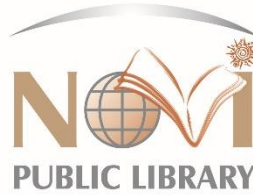
At this time, we would not change anything.

*What do your patrons have to say?*

The library has received positive feedback from patrons regarding the tween collection. Patrons, especially parents, often mention that having tween books separate from the youth and teen collections makes it easier for them to find age-appropriate books for their children.

*Is there anything else you would like to add?*

Our library had to make our own "Tween" label for the books, since when we started this project there were no professional "Tween" labels available for purchase from vendors.



**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

## FINANCIALS

2019-2020		Library Budget 268			
February 28, 2019		2017-2018	2018-2019	2018-2019	2019-2020
		Audited	Amended	End of Yr.	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
<b>Total Revenues</b>		<b>2,952,558.81</b>	<b>3,033,030.00</b>	<b>3,043,353.70</b>	<b>3,142,439.00</b>

2019-2020 February 28, 2019		2017-2018 Audited	2018-2019 Amended	2018-2019 End of Yr.	2019-2020 Approved
<b>Expenditures</b>					
<b>Personnel Svcs.</b>					
<b>Account</b>	<b>Description</b>				
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
<b>Total Personnel Services</b>		<b>1,764,661.61</b>	<b>1,967,050.00</b>	<b>1,889,100.00</b>	<b>2,005,200.00</b>
<b>Supplies and Materials</b>					
<b>Account</b>	<b>Description</b>				
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
<b>Total Supplies &amp; Materials</b>		<b>524,922.90</b>	<b>588,300.00</b>	<b>579,200.00</b>	<b>621,389.00</b>



2019-2020 Library Budget 268 February 28, 2019		2017-2018 Audited	2018-2019 Amended	2018-2019 End of Yr.	2019-2020 Approved
<b>Services &amp; Charges</b>					
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
<b>Total Services &amp; Charges</b>		<b>534,386.56</b>	<b>514,900.00</b>	<b>547,379.50</b>	<b>537,950.00</b>
2019-2020 Library Budget 268 February 28, 2019		2017-2018 Audited	2018-2019 Amended	2018-2019 End of Yr.	2019-2020 Approved
<b>Capital Outlay</b>					
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	
<b>Total Capital Outlay</b>		<b>60,523.05</b>	<b>70,000.00</b>	<b>60,800.00</b>	<b>70,000.00</b>
965.269	Walker Transfer				
<b>Total Expenditures</b>		<b>2,884,494.12</b>	<b>3,140,250.00</b>	<b>3,076,479.50</b>	<b>3,234,539.00</b>
<b>680.000</b>	<b>TOTAL Fundbalance</b>	<b>68,064.69</b>	<b>-107,220.00</b>	<b>-33,125.80</b>	<b>-92,100.00</b>

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

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
<b>Revenues</b>						
<b>Interest Income</b>						
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)
<b>TOTAL</b>		<b>\$ 42,000.00</b>	<b>\$ 19,126.85</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
<b>Donations</b>						
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
<b>TOTAL</b>		<b>\$ 31,000.00</b>	<b>\$ 30,215.96</b>	<b>\$ 17,000.00</b>	<b>\$ 17,000.00</b>	<b>\$ 17,000.00</b>
<b>TOTAL Revenues</b>		<b>\$ 73,000.00</b>	<b>\$ 49,342.81</b>	<b>\$ 39,500.00</b>	<b>\$ 39,500.00</b>	<b>\$ 39,500.00</b>
<b>Expenditures</b>						
<b>Supplies</b>						
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
<b>TOTAL</b>		<b>\$ 35,500.00</b>	<b>\$ 28,691.33</b>	<b>\$ 44,000.00</b>	<b>\$ 35,200.00</b>	<b>\$ 31,500.00</b>
<b>Capital Outlay</b>						
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					-
<b>TOTAL</b>		<b>\$ 132,465.00</b>	<b>\$ 11,169.60</b>	<b>\$ 120,700.00</b>	<b>\$ 83,750.00</b>	<b>\$ 43,750.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 167,965.00</b>	<b>\$ 39,860.93</b>	<b>\$ 164,700.00</b>	<b>\$ 118,950.00</b>	<b>\$ 75,250.00</b>
	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	<b>\$1,514,847.62</b>	<b>\$1,707,428.28</b>	<b>\$1,582,228.28</b>	<b>\$1,608,778.28</b>	<b>\$1,573,028.28</b>
<b>Notes:</b>	<b>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</b>					



03/11/2019 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 02/28/2019										
% Fiscal Year Completed: 66.58										
		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	DEC 2018	JAN 2019	FEB 2019	02/28/2019	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	0.00	2,724,019.42	5,493.58	99.80
268-000.00-403.001	Property Tax Revenue- County Chargeba	3,337.31	2,000.00	2,000.00	106.81	166.61	61.13	2,258.38	(258.38)	112.92
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 200	(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 201	(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	0.00	0.00	(5,500.00)	0.00
Property tax revenue		2,622,217.38	2,721,780.00	2,721,780.00	106.81	166.61	61.13	2,724,312.91	(2,532.91)	100.09
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	4,837.04	6,009.14	5,297.62	49,265.07	12,734.93	79.46
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	4,837.04	6,009.14	5,297.62	165,059.71	(3,059.71)	101.89
Interest income										
268-000.00-664.000	Interest on investments	53,643.17	36,000.00	36,000.00	5,588.15	4,549.21	0.00	36,381.89	(381.89)	101.06
268-000.00-664.500	Unrealized gain (loss) on investments	(27,462.99)	0.00	0.00	13,033.36	3,950.91	0.00	20,050.57	(20,050.57)	100.00
Interest income		26,180.18	36,000.00	36,000.00	18,621.51	8,500.12	0.00	56,432.46	(20,432.46)	156.76
Other revenue										
268-000.00-665.000	Miscellaneous income	15,402.89	15,000.00	15,000.00	1,014.83	1,302.61	1,214.59	9,911.19	5,088.81	66.07
268-000.00-665.100	Copier	1,841.45	1,500.00	1,500.00	123.15	183.85	125.77	1,198.58	301.42	79.91
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	2,134.91	3,358.24	4,307.96	26,770.93	18,229.07	59.49
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	368.59	284.68	313.04	2,645.93	2,354.07	52.92
Other revenue		79,291.40	72,750.00	72,750.00	3,641.48	5,129.38	5,961.36	46,868.63	25,881.37	64.42
Donations										
268-000.00-665.289	Adult programs	8,748.33	3,000.00	3,000.00	0.00	0.00	0.00	4,323.11	(1,323.11)	144.10
268-000.00-665.400	Gifts and donations	9,841.57	3,500.00	3,500.00	1,321.47	1,553.09	477.36	6,091.05	(2,591.05)	174.03
Donations		18,589.90	6,500.00	6,500.00	1,321.47	1,553.09	477.36	10,414.16	(3,914.16)	160.22

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	DEC 2018	JAN 2019	FEB 2019	02/28/2019	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	70,073.20	67,176.40	69,393.61	551,249.79	334,750.21	62.22
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	44,872.35	43,901.93	45,044.35	359,135.00	356,865.00	50.16
268-000.00-706.000	Overtime	0.00	0.00	2,500.00	0.00	2,217.21	479.33	2,696.54	(196.54)	107.86
268-000.00-715.000	Social security	107,133.60	110,000.00	112,150.00	8,537.81	8,440.81	8,564.84	68,323.63	43,826.37	60.92
268-000.00-716.000	Insurance	210,812.42	233,000.00	233,000.00	18,388.21	20,550.55	11,812.97	139,818.37	93,181.63	60.01
268-000.00-716.200	HSA - employer contribution	2,005.22	1,800.00	1,800.00	253.11	3,037.62	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)	(3,452.08)	(3,097.12)	(3,098.12)	(24,699.47)	(21,900.53)	53.00
268-000.00-718.000	Pension - DB Normal Cost	9,144.00	9,700.00	9,700.00	750.00	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	2,011.00	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	3,256.18	3,167.32	2,747.91	24,420.59	8,279.41	74.68
268-000.00-720.000	Workers compensation	2,162.63	3,000.00	3,000.00	268.49	265.82	269.04	2,240.21	759.79	74.67
Personnel services		1,764,661.61	1,984,400.00	1,967,050.00	144,958.27	145,660.54	135,213.93	1,143,885.09	823,164.91	58.15
Supplies										
268-000.00-727.000	Office supplies	17,845.54	20,000.00	20,000.00	1,391.70	569.77	754.55	8,322.80	11,677.20	41.61
268-000.00-728.000	Supplies - Postage	487.85	300.00	300.00	48.59	0.00	0.00	473.41	(173.41)	157.80
268-000.00-734.000	Computer supplies, software & licensing	33,365.13	67,500.00	67,500.00	493.12	8,008.06	164.85	31,486.81	36,013.19	46.65
268-000.00-734.500	Computer supplies/equipment	59,182.71	58,000.00	58,000.00	1,413.36	1,568.10	1,740.68	33,901.15	24,098.85	58.45
268-000.00-740.000	Operating supplies	24,351.72	27,000.00	27,000.00	223.55	170.98	3,486.87	7,796.84	19,203.16	28.88
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	8,614.60	12,820.69	12,868.72	97,501.31	82,498.69	54.17
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	16.99	0.00	22.99	250.92	949.08	20.91
268-000.00-743.000	Library periodicals	23,040.22	24,000.00	24,000.00	10,689.81	8.50	1,779.60	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	1,871.58	11,875.68	1,507.62	54,268.61	37,731.39	58.99
268-000.00-745.200	Electronic media	44,889.81	41,000.00	41,000.00	3,191.07	5,890.77	4,741.10	32,394.84	8,605.16	79.01
268-000.00-745.300	Electronic resources (CD rom materials)	65,869.80	67,000.00	67,000.00	0.00	559.30	0.00	40,009.83	26,990.17	59.72
Supplies		524,922.90	588,300.00	588,300.00	27,954.37	41,471.85	27,066.98	319,081.95	269,218.05	54.24

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	DEC 2018	JAN 2019	FEB 2019	02/28/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	419.68	500.00	500.00	37.13	37.07	0.00	259.89	240.11	51.98
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	624.00	230.23	173.95	1,989.32	510.68	79.57
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	0.00	196.00	294.00	882.00	618.00	58.80
268-000.00-806.000	Legal fees	3,370.80	2,500.00	2,500.00	196.00	568.96	2,740.00	3,544.96	(1,044.96)	141.80
268-000.00-808.100	Rubbish Monthly	1,222.32	1,200.00	1,200.00	104.92	104.92	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	416.00	25.00	0.00	5,691.97	308.03	94.87
268-000.00-816.000	Professional services	5,050.00	7,500.00	7,500.00	1,410.00	932.50	0.00	4,502.50	2,997.50	60.03
268-000.00-817.000	Custodial services	47,406.68	48,000.00	48,000.00	4,060.67	4,060.67	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	1,653.88	1,340.80	(90.00)	9,578.77	9,921.23	49.12
268-000.00-855.000	TLN Automation Services	68,013.29	60,000.00	60,000.00	0.00	17,072.39	21.27	37,097.70	22,902.30	61.83
268-000.00-861.000	Gasoline and oil	26.25	500.00	500.00	19.25	0.00	22.78	171.71	328.29	34.34
268-000.00-862.000	Mileage	464.22	200.00	200.00	80.60	0.00	67.92	321.41	(121.41)	160.71
268-000.00-880.000	Community promotion	25,562.34	23,000.00	23,000.00	2,269.68	394.50	1,080.79	10,691.68	12,308.32	46.49
268-000.00-880.268	Library programming	24,399.20	26,500.00	26,500.00	1,481.01	1,673.63	641.25	18,483.22	8,016.78	69.75
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	9,468.84	733.58	6,185.28	20,595.90	9,404.10	68.65
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	710.51	1,374.57	0.00	3,039.92	8,960.08	25.33
268-000.00-922.000	Electricity	115,543.00	85,000.00	85,000.00	14,378.92	0.00	7,021.12	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	1,810.55	0.00	0.00	3,599.65	3,900.35	48.00
268-000.00-934.000	Building maintenance	71,775.59	98,000.00	98,000.00	6,504.64	8,822.61	2,337.42	63,447.45	34,552.55	64.74
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	2,279.11	2,150.10	5,125.00	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	716.40	0.00	5,371.40	8,628.60	38.37
268-000.00-942.100	Records storage	276.72	300.00	300.00	23.06	23.06	23.06	184.48	115.52	61.49
268-000.00-956.000	Conferences and workshops	20,051.51	13,000.00	13,000.00	172.92	2,219.33	395.80	8,282.05	4,717.95	63.71
Other services and charges		534,386.56	514,900.00	514,900.00	48,418.09	42,676.32	26,039.64	318,730.40	196,169.60	61.90

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	DEC 2018	JAN 2019	FEB 2019	02/28/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Capital outlay										
268-000.00-986.000	Internal Technology - Capital Outlay	30,350.05	55,000.00	55,000.00	0.00	6,070.27	0.00	12,888.05	42,111.95	23.43
268-000.00-990.000	Furniture	30,173.00	15,000.00	15,000.00	0.00	14,249.00	0.00	14,049.00	951.00	93.66
Capital outlay		60,523.05	70,000.00	70,000.00	0.00	20,319.27	0.00	26,937.05	43,062.95	38.48
Net - Dept 000.00 - treasury		68,064.69	(124,570.00)	(107,220.00)	(192,802.42)	(228,769.64)	(176,523.08)	1,214,905.20	(1,322,125.20)	
<b>Fund 268 - LIBRARY FUND 268:</b>										
TOTAL REVENUES		2,952,558.81	3,033,030.00	3,033,030.00	28,528.31	21,358.34	11,797.47	3,023,539.69	9,490.31	(1,133.10)
TOTAL EXPENDITURES		2,884,494.12	3,157,600.00	3,140,250.00	221,330.73	250,127.98	188,320.55	1,808,634.49	1,331,615.51	(1,133.10)
NET OF REVENUES & EXPENDITURES		68,064.69	(124,570.00)	(107,220.00)	(192,802.42)	(228,769.64)	(176,523.08)	1,214,905.20	(1,322,125.20)	(1,133.10)

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	DEC 2018	JAN 2019	FEB 2019	02/28/2019	BALANCE	% B DGT
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	2,642.78	2,243.90	0.00	19,281.97	7,718.03	71.41
269-000.00-664.500	Unrealized gain (loss) on investments	(12,758.73)	(4,500.00)	(4,500.00)	6,163.79	1,948.79	0.00	9,189.03	(13,689.03)	(204.20)
Interest income										
		19,126.85	22,500.00	22,500.00	8,806.57	4,192.69	0.00	28,471.00	(5,971.00)	126.54
<b>Donations</b>										
269-000.00-665.046	Makerspace Renovation Revenue	0.00	0.00	2,000.00	0.00	0.00	76.90	1,715.85	284.15	85.79
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	230.00	596.80	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	(918.53)	0.00	3,650.00	12,082.50	(6,582.50)	219.68
269-000.00-665.233	Technology Library Revenue	3,320.00	1,500.00	1,500.00	5,000.00	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	0.00	93.85	93.85	406.15	18.77
Donations										
		30,215.96	10,500.00	17,000.00	4,311.47	596.80	3,820.75	25,577.05	(8,577.05)	150.45
<b>Supplies</b>										
269-000.00-742.229	Raising a Reader Expense	0.00	0.00	4,000.00	632.82	100.76	5.27	3,923.81	76.19	98.10
269-000.00-742.230	Collections/Materials Expense	317.49	2,000.00	2,000.00	28.44	348.53	40.96	947.26	1,052.74	47.36
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	24.99	0.00	0.00	4,845.44	(1,845.44)	161.51
269-000.00-742.233	Technology Library Expense	5,888.30	33,500.00	33,500.00	0.00	10,887.63	0.00	11,195.04	22,304.96	33.42
269-000.00-742.234	Undesignated Misc	3,865.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.236	Staff Recognition	0.00	1,500.00	1,500.00	590.98	(350.42)	83.20	1,439.36	60.64	95.96
Supplies										
		28,691.33	78,700.00	44,000.00	1,277.23	10,986.50	129.43	27,209.91	16,790.09	61.84
<b>Capital outlay</b>										
269-000.00-976.044	Auto Lending Library	0.00	0.00	67,000.00	32,750.00	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	2,285.50	1,085.52	2,758.50	16,351.91	(1,351.91)	109.01
269-000.00-976.046	Makerspace Renovation	0.00	0.00	38,700.00	0.00	0.00	0.00	0.00	38,700.00	0.00
Capital outlay										
		11,169.60	0.00	120,700.00	35,035.50	1,085.52	2,758.50	49,101.91	71,598.09	40.68
Net - Dept 000.00 - treasury										
		9,481.88	(45,700.00)	(125,200.00)	(23,194.69)	(7,282.53)	932.82	(22,263.77)	(102,936.23)	
Fund 269 - LIBRARY CONTRIBUTION 269:										
TOTAL REVENUES		49,342.81	33,000.00	39,500.00	13,118.04	4,789.49	3,820.75	54,048.05	(14,548.05)	17.78
TOTAL EXPENDITURES		39,860.93	78,700.00	164,700.00	36,312.73	12,072.02	2,887.93	76,311.82	88,388.18	17.78
NET OF REVENUES & EXPENDITURES		9,481.88	(45,700.00)	(125,200.00)	(23,194.69)	(7,282.53)	932.82	(22,263.77)	(102,936.23)	17.78
TOTAL REVENUES - ALL FUNDS										
		3,001,901.62	3,066,030.00	3,072,530.00	41,646.35	26,147.83	15,618.22	3,077,587.74	(5,057.74)	
TOTAL EXPENDITURES - ALL FUNDS										
		2,924,355.05	3,236,300.00	3,304,950.00	257,643.46	262,200.00	191,208.48	1,884,946.31	1,420,003.69	
NET OF REVENUES & EXPENDITURES		77,546.57	(170,270.00)	(232,420.00)	(215,997.11)	(236,052.17)	(175,590.26)	1,192,641.43	(1,425,061.43)	

03/11/2019	BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 02/28/2019	
GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(180,357.05)
268-000.00-017.000	Investments - Pooled	3,302,157.56
268-000.00-018.000	Cash on hand	1,000.00
268-000.00-020.000	Current taxes receivable	33,078.42
	Total Assets	3,155,878.93
*** Liabilities ***		
268-000.00-202.000	Accounts payable	37,374.06
268-000.00-259.702	Accrued liabilities-tax	5,000.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	42,874.06
*** 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	1,208,454.05
	Ending Fund Balance	3,113,004.87
	Total Liabilities And Fund Balance	3,155,878.93

Fund 269 - LIBRARY CONTRIBUTION 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	22,732.51	
269-000.00-017.000	Investments - Pooled	1,665,450.10	
	Total Assets	1,688,182.61	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	3,018.10	
	Total Liabilities	3,018.10	
*** 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	(22,263.77)	
	Ending Fund Balance	1,685,164.51	
	Total Liabilities And Fund Balance	1,688,182.61	

**Director's Report by Julie Farkas**

**NOVI PUBLIC LIBRARY  
EMPLOYEE ANNIVERSARY CELEBRATIONS**



- |   |          |         |
|---|----------|---------|
| • ROBIN DIRCKS – Support Services Shelver         | APRIL 30 | 6 YEARS |
| • SANDRA LIM – Support Services Supervisor        | APRIL 14 | 5 YEARS |
| • JENNIFER MIENKIEWICZ – Support Services Shelver | APRIL 17 | 5 YEARS |
| • KAYLA PARSH – Support Services Clerk            | APRIL 3  | 2 YEARS |

**EXCELLENT QSAC library**

Greetings!

The Library of Michigan congratulates the [Novi Public Library](#) for being newly certified as an EXCELLENT QSAC library! Congratulations to Julie Farkas and the Novi Public Library staff!

If you would like to learn more about the Library of Michigan's Quality Services Audit Checklist, QSAC, program, visit [www.michigan.gov/qsac](http://www.michigan.gov/qsac) where you can find information on how to submit a QSAC application as well as other resources to help your library achieve the measures outlined in each level of service.

QSAC measures AND certifications are on a three-year update and renewal schedule to ensure the measures and libraries stay on top of quality service. The Library of Michigan works with volunteer librarians every three years to revise the measures based on participating libraries' experiences and new trends in library services, programs and technology. It is our goal that QSAC measures will continue to provide direction and support for libraries as they look to both improve their services and justify their services to funders.

If you have any questions regarding QSAC, please do not hesitate to contact me.

Evette Atkin

Evette M. Atkin  
Continuing Education Coordinator  
Library of Michigan



**Email from: Celia Morse, Automation Services Consultant – The Library Network**

**To: Julie Farkas**

**Date: March 12, 2019**

Hi Julie,

I recently learned that CARL has an option for patron auto renewal that at least two of their customers are using. I need to get more information, specifically if this can be set up by library, because not all of the shared system libraries may be interested.

I wanted to let you know that we haven't forgotten about this. We have been focused on getting everything working that we had in SirsiDynix before we begin adding new services, but I was pleased to see that this option is available in CARL. I will keep you updated with what I learn.

Celia

Celia Morse  
Automation Services Consultant  
The Library Network

**Lakeshore Park Design – submitted to Planning Commission on 3/27/2019**





As part of our celebration of **National Library Week** and the theme of **“Libraries = Strong Communities”** this year, we are partnering with Gleaners Community Food Bank and other TLN libraries to collect non-perishable food items to help feed hungry children, seniors, and families in our community.

**We will forgive \$1 in fines for each item donated, up to 10 items per day.**

**Who:** Anyone with outstanding overdue fines. Currently fine-free? The Food for Thought segment of this program is for you!

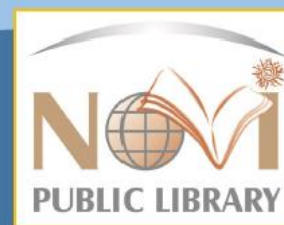
**Where:** Novi Public Library

**When:** **Sunday, April 7, 2019 – Saturday, April 13, 2019**

**What:** Non-perishable food items that meet the following criteria:

- Unopened
- Original Label still intact
- Expiration date of October 1, 2019 or later

**Thank you for joining us in the fight  
against hunger in  
Southeast Michigan!**





## **Information Technology Report by Barbara Rutkowski – February 2019**

### **General**

- The Information Technology Staff closed 47 Help Desk tickets.
- Eleven (11) laptops purchased during the 2008-09FY were taken out of service. All NPL presence has been removed in order for possible donation opportunities.
- The issue of background noise coming from the building-wide speakers was resolved.
- A solution has been proposed for the 1<sup>st</sup> floor meeting room speaker issues.
- Met with vendors to obtain additional quotes for building and technology upgrades.
- The door of the automated material handling equipment's return chute was repaired and is working properly once again.
- The AST Smart Bins received replacement batteries.
- The 3D Committee printed 31 objects for patrons.
- Some obsolete equipment was sold.

### **Upgrades**

The Board Room's analog AV equipment has been upgraded to digital



Scott worked with Lindsay from the IS Staff to create a system to track, manage and produce reports regarding hours volunteered by teens. An iPad has been deployed to simplify data entry by the volunteers.



Patrons now have the ability to pay fines and fees with a credit card at the self-check workstations.

- Barb worked with Marcia from the Admin Staff to streamline the staff's weekly calendar procedure.
- The laptop used by the Youth Department staff has been upgraded.
- The Youth Activity Room DVD player has been upgraded to a Blu-ray/DVD player.
- A phone set was replaced due to hardware failure.
- The poster printer has been repaired and is working properly once again.
- Articles covering staff training subjects were added to the wiki.

### Training

- IT Staff held 22 patron sessions:
  - 4 VHS to MP4/DVD
  - 3 Vinyl/Cassette to MP3
  - 15 Tech Time – topics included:
    - Working with Mango in the Computer Lab
    - Viewing American Sign Language training CD in the Computer Lab
    - Using the Creation Station for video editing
    - iPhone basics
    - iPad basics
    - General laptop skills
    - Job searching
    - Internet searching
    - YouTube basics
    - Using the Creation Station
    - Using the SD card reader at the Creation Station
    - How to create “cover” art for CDs
    - Procedure to digitize cassette tapes
    - Using the public copier
    - How to use the external CD/DVD drive
- IT Staff held 15 staff sessions:
  - Working with Outlook
  - Using the NPL Help Desk
  - Inserting pictures in MS Publisher
  - Printing posters
  - Using upgraded AV equipment in the Board Room
  - Using the new Blu-Ray player in the Youth Activity Room
  - Sharing photos via Google drives
  - Using new Teen Volunteer Hours tracking solution
  - How to move photos to the Google cloud
  - How to print to the poster printer
  - Using remote desktop
  - How to use the external CD/DVD drive
  - Using the Meeting Room's A/V equipment
  - Using the portable speaker and microphone
  - Using Google drives and cloud storage

## **Facilities Report by Keith Perfect**

In the past month the Facilities Department has closed 10 Facilities tickets, 89 Meeting Room Requests and has updated 327 Periodic Maintenance tickets.

Trash has been picked up in the Bioswale.

A flush valve was repaired in a staff restroom.

A cracked toilet was replaced in the first floor women's handicapped stall.

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

Cork Message boards were installed in Friends Sorting room.

Many cracked arm rests on staff chairs were replaced.

The HVAC boiler water has been tested and chemical additive to be added March 21<sup>st</sup>.

Parking lot lights were upgraded to LED bulbs and are now working great.

All AST book bins received new batteries and should be good for 2-3 years.

Travelers has completed the annual boiler inspection.

## **Information Services Department Report by April Stevenson**

### **February 2019**

#### **News and Notes**

- The Information Services Department offered 119 programs.
- Jessie created two Black History month book lists and display. She also created Romance Reads book lists.
- Kathleen created a bibliography of our braille book collection.
- Shannon created a bookmark and handout of Japanese Picture Books and Japanese Resources.
- Lindsay finished serving a two-year term as a member of YALSA's Best Fiction for Young Adults Committee.
- David demonstrated Mango and Lynda for SS staff.
- IS staff attended the presentation on creating shelf list reports in CARL, and the new teen volunteer software.
- Emily created a Let's Talk about Race display based on the program.
- Shannon created a Conversation Group bookmark listing all of groups, when they meet and what times.
- We hosted a special needs classroom visit from Parkview Elementary.
- Kathleen participated in a School Library Journal survey on summer programming and summer reading.
- Lindsay applied for the Chipotle Summer Reading Rewards program.
- Hillary created a Business Outreach flyer to distribute to places like the Chamber, SBDC, and banks that offer small business loans.
- We hosted a Child ID Kit table.

- Kathleen added Ready to Read Michigan materials and resources to the story time room.
- Shelf markers for series books have been added to the youth reader section, youth fiction, and tween fiction. Thank you Kathleen, Lindsay, and Keith.
- Lindsay applied for the Michigan Center for the Book Grant for funding of an adult battle of the books program over the summer.
- Katie updated our math and science resource brochures.

### **Conferences, Workshops & Webinars**

- Creating Escape Room Programs and Other Immersive Experiences in Libraries Workshop – Lindsay, Shannon, Sarah, and Kirsten
- Enhancing Knowledge and Skill Development by Gently Guiding Play (NAEYC) - Emily
- Adult Summer Reading Webinar – Jessie
- Read By Grade Three: What Public Libraries Need to Know webinar – Lindsay
- Michigan Reads Webinar for Touch the Brightest Star - Kathleen

### **IS Staff Out & About**

- Orchard Hills Elementary Leadership Day – Kirsten
- Novi's Early Childhood Education Center Parent Registration, story time visits, Special Education class visits, and Great Start readiness class visit - Emily
- TLN Adult Services Meeting – Jessie
- Toast of the Town – Hillary & April
- Little Birds Montessori – Emily
- Winter Mixer, Friday Coffee and open house, and Chamber Ambassador meeting - Hillary
- Shannon provided Japanese Folk Tale story times at the Hinamatsuri festival at the DIA.
- Novi Woods Montessori - Emily
- A Growing Place Story Time visit - Kathleen

### **Adult Programs & Displays**

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

- Listen @ the Library - 90
- Buffalo Soldiers Story and Presentation – 47
- Craftastic - 12
- Our Feature Collection was new Brazilian Portuguese Collection and African American Literature.
- Desk display featured Romance titles
- Display at bottom of stairs featured Black History Month.
- Business Kiosk displayed books on entrepreneurship and successful entrepreneurs.

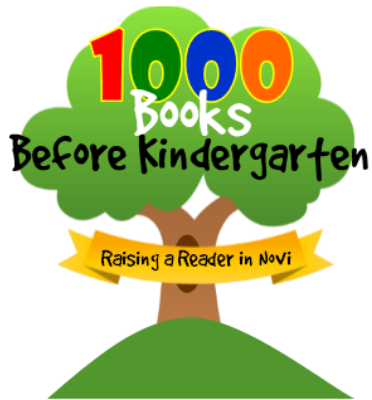
### **Tween/Teen Programs & Displays**

- Coding the Future – 12, 11
- The Teen Stop Display was books to celebrate Black History Month

### **Youth Programs & Displays**

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

- Our Youth Feature Display was Honoring African Americans In Literature
- Our Youth Desk display was Black History Month and Love Our Library
- Our Youth DVD Display featured black history month



**Raising a Reader 1,000 Books Before Kindergarten Stats**  
**# of active participants logging 100 books or more: 286**  
**# of logs received to date: 1,097**  
**# of books read this month: 28,000**

100 Books – 286	600 Books – 73
200 Books – 181	700 Books – 65
300 Books – 140	800 Books – 58
400 Books – 106	900 Books – 51
500 Book – 91	1000 Books – 46





## Senpai Success Story #9: Shannon, the International Librarian Who Promotes Manga, Anime and Drama

Posted on [March 21, 2019](#) by [Ikigai Connections](#)

Welcome to the Senpai Success Story, where you can read about others who have walked a unique career path using their Japanese language/cultural skills. If you have your own SSS to share, please reach out to [info@ikigaiconnections.com](mailto:info@ikigaiconnections.com). (Psst: senpai = mentor)



My name is Shannon O'Leary, and I have the best job in the world.

Everything started the day I got sick of graphic novels. Don't get me wrong, Marvel and DC are great...but fifteen years ago, if I wanted a female superhero? I'd have to go for Wonder Woman or The Avengers and I had read all that my local library had by that point. I vividly remember going to the shelf thinking: *Isn't there anything else I can read?* Then I noticed a strange looking book on a table called *Inuyasha* v. 8. For those of you unfamiliar with the series, the cover art on volume 8 has Kikyo on the center of the cover. So, I picked it up. As I began to read it, I became entranced with the storyline. Not only did this book have women in it, but they were the main characters! I was thrilled. **Thus began my addiction with manga, anime, and Japan.**

Fast forward a couple years, I entered college and met other people who enjoyed anime and manga as well. They taught me about series, music videos, conventions, and [crunchyroll.com](#). Expanding my horizons, I decided that no matter what it took or how much stress it put me under, I was going to take Japanese. I ended up loving it. I took 2 years of it and the summer of my junior year, and I managed to take a 2 month trip to Japan!

**Visiting Japan, using my language skills, experiencing Japanese culture, I soon fell completely in love.** There was so much history in Japan! From Kyoto Imperial Palace to Nijojo to Studio Ghibli Museum. Everything was so unique and so special, I felt as if I had entered another world.

But all good things must come to an end. I graduated from college and soon started working. I was still watching anime, drama, and live actions, reading manga and light novels but inside I really wondered what I was going to do? **Would I ever be able to utilize my Japanese (that I was still practicing at home)? What did I really want to do?**

Finally life turned a corner for the better. **I got a part-time job as a library intern at Novi Public Library in Michigan.** Novi has a very diverse population and as a result the library has lots of international resources (books, movies, magazines, etc.) Surprisingly their biggest population is Japanese! After a couple months of working and getting up to speed to my job duties, my supervisor gave me the most fantastic assignment (or collection, if you speak librarian). **Since I spoke Japanese, Spanish and could read Ancient Greek and Latin I was going to be managing Novi's International Collection!**

The International Collection over at NPL (Novi Public Library) is comprised of over 14 languages, one of which was Japanese! I was so happy to discover **I could now order books** for this and go through all our generous International donations to add to our collection. Our community is so great, we receive tons of donations each year in several different languages. This enables me to add books that I would not normally be able to purchase to our collection! The greatest part is that most of these donations are in pristine shape!

A couple months into my internship I started talking to one of my co-workers, who also enjoyed anime. We thought it would be a great idea to start an **anime collection** at NPL. Our supervisor approved, and considering the fact that we already had a decent chunk of anime (scattered throughout our TV series section, International Film section, Youth section, etc) it was a go. I've been buying anime for our library ever since and I am the go-to person for all things anime or manga at our library.

Two years later, **I became Novi's first ever International Librarian**, a full time position. I manage all of our International and ESL (English as a Second Language) Collections, Programs and Resources. I facilitate all of our language conversation groups (French, German, Spanish, Japanese, Korean, Mandarin Chinese, English, and Tamil), as well as our ESI Book Club and ESL Movie Discussion. I also get to attend certain international events in the area, such as the annual Novi Japan Fest, to raise awareness about these resources.

I am currently working on translating a brochure of all of our resources into different languages, and with the help of our dedicated community I have so far managed to create brochures in Chinese (simplified and traditional), Japanese, and Tamil. I have also managed to create bookmarks in French, German, Spanish, Japanese, Korean, Chinese (simplified and Traditional), and Tamil. What fun!

**My job has turned into my passion and I love every minute of it.** Oh, and did I mention I now get to buy all our manga too? Yes!!! Questions about Novi Public Library?

Visit [www.novibrary.org](http://www.novibrary.org) or visit our social media pages! Questions for me? [soleary@novibrary.org](mailto:soleary@novibrary.org)

## Support Services Department Report by Maryann Zurmuehlen

### March 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 on February 28<sup>th</sup>.
- Completed a three-week new hire training session for 1 Clerk from February 11<sup>th</sup> – 27<sup>th</sup>.
- Completed new hire orientation for 2 Clerks on February 21<sup>st</sup>. Holding a four-week new hire training session for 2 Clerks from March 4<sup>th</sup> – 30<sup>th</sup>.

#### Circulation & Shelves

- A Lynda.com/Mango informational session was held for SS Staff on February 18<sup>th</sup>.
- A Creation Station information session will be held for SS Staff on March 21<sup>st</sup>.
- Chris Nadeau attended a SkillPath Seminar on February 28<sup>th</sup>.
- Shelver quarterly meetings will be held March 10<sup>th</sup> and 11<sup>th</sup>.
- A Circulation meeting will be held on March 27<sup>th</sup>.
- A Food for Fines Event will take place April 7<sup>th</sup> – 13<sup>th</sup>, during National Library Week.

#### Tech Services

- Tech Services is working on the following projects: cleanup of CARL migration catalog errors, Adult Graphic collection changes, and genre label changes.
- Kristin Abate attended a TLN Reports class on February 12<sup>th</sup>.
- A Tech Services meeting will be held on March 8<sup>th</sup>.

#### Statistics (February 2019)

- **Library Cards Issued: 323**
- **Items Checked Out: 70,134**
- **Items Interloaned for NPL Patrons: 5,501 (165 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,721 (94 through MeLCat)**
- **Items Added to the Collection: 1,115**
- **Items Discarded from the Collection: 2,195**
- **Novi School's Card Registration: 21**
- **MAP Checkouts: 4**
- **Outreach:**
  - **9 Facilities Visits / 54 Items Checked Out**
  - **6 Book Discussions / 81 Items Provided**

Support Services Statistics 2018-2019													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	494	445	419	354	252	227	325	323					<b>2,839</b>
<b>Items checked out</b>	81,644	78,014	67,084	68,276	63,684	64,719	69,122	70,134					<b>562,677</b>
<b>Items borrowed</b>	5,122	4,980	4,428	5,057	4,436	4,086	5,461	5,501					<b>565,516</b>
<b>Items loaned</b>	3,609	3,678	3,327	3,633	3,588	2,995	4,104	3,721					<b>28,655</b>
<b>Read Boxes</b>	249	254	176	0	0	0	0	0					<b>679</b>
<b>MAP Checkouts</b>	18	21	2	5	4	3	2	4					<b>29,334</b>
<b>Novi School's Card Registration</b>	15	37	24	13	9	12	9	21					<b>140</b>

	February 2019	February 2018		February 2019	February 2018
Library cards issued	323	306			
Total checkouts	70,134	55,140	READ Boxes	Adult 0	0
				Youth 0	0
Items borrowed	TLN 5,336	4,027		Total 0	0
	MeL 165	97			
	5,501	4,124			
Items loaned	TLN 3,627	4,683			
	MeL 94	127			
	3,721	4,810			

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

<b>Self-Check Totals 2018-19 Fiscal Year</b>									
	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
<b>July</b>	81,644	45.86%	37,445	8,383	6,719	4,503	8,011	9,829	0
<b>August</b>	78,014	47.08%	36,729	8,906	6,189	3,926	7,422	10,286	0
<b>September</b>	67,084	44.66%	29,957	6,755	5,482	3,426	6,007	8,287	0
<b>October</b>	68,276	44.42%	30,327	6,835	5,566	2,991	6,456	8,479	0
<b>November</b>	63,684	44.29%	28,205	6,631	4,705	2,587	5,078	8,559	645
<b>December</b>	64,719	41.86%	27,091	6,673	4,377	2,134	5,192	8,058	657
<b>January</b>	69,122	45.01%	31,113	7,241	5,116	3,090	6,080	9,032	554
<b>February</b>	70,134	43.63%	30,602	7,211	5,322	3,113	5,887	7,744	1,325
<b>March</b>			0						
<b>April</b>			0						
<b>May</b>			0						
<b>June</b>			0						
<b>FYTD</b>	<b>562,677</b>	<b>44.60%</b>	<b>251,469</b>	<b>58,635</b>	<b>43,476</b>	<b>25,770</b>	<b>50,133</b>	<b>70,274</b>	<b>3,181</b>

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				
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				
<b>FYTD Total</b>	<b>443,152</b>	<b>45,626</b>	<b>488,778</b>	<b>1,401</b>	<b>FYTD Total</b>	<b>288,435</b>	<b>28,502</b>	<b>316,937</b>	<b>1,360</b>

\* Counter was unavailable 9-28 and 9-29

<b>Computer Logins</b>											
<b>2017-2018 Fiscal Year</b>						<b>2018-2019 Fiscal Year</b>					
	<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>		<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>
<b>July</b>	3,422	65,015	18	68,455	2,282	<b>July</b>	3,256	70,042	1	73,299	2,443
<b>August</b>	3,503	61,578	7	65,088	2,170	<b>August</b>	2,869	55,316	3	58,188	1,877
<b>September</b>	3,160	49,691	12	52,863	1,958	<b>September</b>	2,552	59,641	2	62,195	2,304
<b>October</b>	3,580	53,678	5	57,263	1,847	<b>October</b>	3,242	83,123	1	86,366	2,786
<b>November</b>	3,204	50,678	7	53,889	1,858	<b>November</b>	2,511	73,548	0	76,059	2,716
<b>December</b>	2,489	51,767	3	54,259	1,938	<b>December</b>	1,977	62,202	0	64,179	2,292
<b>January</b>	3,184	42,798	3	45,985	1,533	<b>January</b>	2,426	59,867	0	62,293	2,076
<b>February</b>	2,797	45,364	3	48,164	1,720	<b>February</b>	2,387	62,768	0	65,155	2,327
<b>March</b>	3,300	48,465	0	51,765	1,670	<b>March</b>					
<b>April</b>	3,039	49,597	9	52,645	1,815	<b>April</b>					
<b>May</b>	2,868	50,861	5	53,734	1,919	<b>May</b>					
<b>June</b>	2,893	50,016	1	52,910	1,824	<b>June</b>					
<b>FYTD Total</b>	<b>37,439</b>	<b>619,508</b>	<b>73</b>	<b>657,020</b>	<b>1,883</b>	<b>FYTD Total</b>	<b>21,220</b>	<b>526,507</b>	<b>7</b>	<b>547,734</b>	<b>2,351</b>



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			
April	840	17,957	21	April			
May	720	14,788	20	May			
June	989	21,361	21	June			
<b>FYTD Total</b>	<b>10,002</b>	<b>204,702</b>	<b>20</b>	<b>FYTD Total</b>	<b>6,642</b>	<b>135,779</b>	<b>20</b>

**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
<b>July</b>	1	2		2	1	1		5	3		15	
<i>Patrons</i>	<b>0</b>	<b>2</b>		<b>2</b>	<b>1</b>	<b>18</b>		<b>5</b>	<b>3</b>			<b>31</b>
<b>August</b>	1	2		2	1	1		5	7	13	32	
<i>Patrons</i>	<b>1</b>	<b>2</b>		<b>2</b>	<b>1</b>	<b>11</b>		<b>5</b>	<b>7</b>	<b>13</b>		<b>42</b>
<b>September</b>		2		2	2			5	3	3	17	
<i>Patrons</i>		<b>2</b>		<b>2</b>	<b>2</b>			<b>5</b>	<b>3</b>	<b>3</b>		<b>17</b>
<b>October</b>		2	1	2	2	1		4	6	7	25	
<i>Patrons</i>		<b>2</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>60</b>		<b>4</b>	<b>6</b>	<b>10</b>		<b>91</b>
<b>November</b>		2		2	2	1		3	13	8	31	
<i>Patrons</i>		<b>2</b>		<b>2</b>	<b>2</b>	<b>4</b>		<b>3</b>	<b>16</b>	<b>12</b>		<b>41</b>
<b>December</b>		2		2	2			5	1	9	21	
<i>Patrons</i>		<b>2</b>		<b>2</b>	<b>2</b>			<b>5</b>	<b>1</b>	<b>10</b>		<b>22</b>
<b>January</b>		3		4				3	14	16	40	
<i>Patrons</i>		<b>3</b>		<b>4</b>				<b>3</b>	<b>14</b>	<b>16</b>		<b>40</b>
<b>February</b>		4		3				4	11	15	37	
<i>Patrons</i>		<b>4</b>		<b>3</b>				<b>4</b>	<b>11</b>	<b>18</b>		<b>40</b>
<b>March</b>											0	
<i>Patrons</i>												<b>0</b>
<b>April</b>											0	
<i>Patrons</i>												<b>0</b>
<b>May</b>											0	
<i>Patrons</i>												<b>0</b>
<b>June</b>											0	
<i>Patrons</i>												<b>0</b>
Sessions	2	19	1	19	10	4	0	34	58	71	218	
<i>Patrons</i>	<b>1</b>	<b>19</b>	<b>5</b>	<b>19</b>	<b>10</b>	<b>93</b>	<b>0</b>	<b>34</b>	<b>61</b>	<b>82</b>		<b>324</b>

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							
April							
May							
June							
<b>FYTD Total</b>	<b>4,967</b>	<b>1,851</b>	<b>9,187</b>	<b>218,350</b>	<b>761</b>	<b>1,134</b>	<b>5,759</b>

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				
April				
May				
June				
<b>FYTD Total</b>	<b>24,501</b>	<b>11,952</b>	<b>36,453</b>	<b>551</b>

<b>Meeting Room Rentals</b>					
<b>2017-2018 Fiscal Year</b>			<b>2018-2019 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>		<b>Rentals</b>	<b>Attendees</b>
<b>July</b>	48	1,080	<b>July</b>	49	1,235
<b>August</b>	53	881	<b>August</b>	56	1,367
<b>September</b>	34	755	<b>September</b>	76	1,696
<b>October</b>	60	1,296	<b>October</b>	74	1,372
<b>November</b>	42	931	<b>November</b>	64	1,709
<b>December</b>	32	636	<b>December</b>	59	1,347
<b>January</b>	50	1,033	<b>January</b>	45	1,071
<b>February</b>	48	1,041	<b>February</b>	71	1,669
<b>March</b>	73	1,566	<b>March</b>		
<b>April</b>	37	778	<b>April</b>		
<b>May</b>	38	1,089	<b>May</b>		
<b>June</b>	55	1,320	<b>June</b>		
<b>FYTD</b>	<b>570</b>	<b>12,406</b>	<b>FYTD</b>	<b>494</b>	<b>11,466</b>

Library App - 2018-2019 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
<b>July</b>	32,473	1.	Catalog	<b>January</b>	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
<b>August</b>	25,309	1.	Catalog	<b>February</b>	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
<b>September</b>	39,816	1.	Catalog	<b>March</b>			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Zinio				
<b>October</b>	39,472	1.	Catalog	<b>April</b>			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Events				
<b>November</b>	40,869	1.	Catalog	<b>May</b>			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Zinio				
<b>December</b>	37,115	1.	Catalog	<b>June</b>			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Popular Books				
				<b>Total</b>	<b>307,192</b>		

# Bits and Pieces

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March 2019

## TLN BIDS SIRSI GOODBYE AND HELLO TO TLC

After more than a decade of partnership, TLN bid a fond farewell to ILS vendor SIRSI in late May. After three years of review and vendor demonstrations a contract for ILS (Integrated Library System) was awarded to The Library Corporation (TLC). The migration was not without a few bumps as staff learned new terms and procedures. A projected migration schedule of six months was right on schedule. Help desk inquiries are back to pre-migration levels. There still is work left to do in serials and acquisitions. The new catalog is liked and has been accepted by our patrons. The full Shared Automation Team (SAS) has given at least one new training class per month. Classes in Acquisitions, Administrative Reports, Circulation and Cataloging are filling up quickly. Special THANKS to ExCom Chair, **Paul McCann**, and **Amy Rosen**, Chair of the review Team, for their leadership.

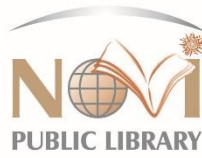
## TLN Delivery – More Peaks than Valleys

There has been a noticeable upturn in circulation, cooperative wide. The increase has put a burden on the TLN delivery fleet, drivers and sorters. Monday, Wednesday and Friday are producing much higher volume than previous years. Add to that, the volume of MeL sorting and the results are pushing staff to the limits. TLN delivers, despite the weather conditions, with the exception of ice storms. We will not risk injury to staff or the public we serve when an ice storm warning is issued. By contract, TLN must honor approved leave time. With driver call offs, delivery management must scramble to get the trucks staffed and on the road. Often that means everyone eligible to drive – DRIVES. Unless an inquiry about delivery is critical, please give Vince and his crew some extra time to respond. THANKS!

## It's Your Choice – Selecting Avenues for Networking

I'm often asked, "What do you do for your libraries that aren't part of the TLN Integrated Library System?" Four times a year, TLN convenes a membership meeting. This is an ideal, stress free environment to network with your fellow directors. Annually, TLN identifies an issue or topic which is perfect for a day long issue exploration. Valerie Gross was the featured expert for the May 2018 Michael Tyler Lecture, "Choose Civility." In years past, TLN has provided skill enhancements for staff seeking skill development in areas such as budget basics, human resource development and reader services. What are your reasons for never using TLN services or skill development programs? The Steering Committee charge, over the next two years is to assess the state of the cooperative, and, to incorporate new ways to encourage participation. If you won't come to us, we're coming direct to you. The beta testing of community engagement models has produced a campaign to add value to the TLN member library card. Use your card to secure reduced price tickets for the Red Wings, Fox Theater and Little Caesars Arena tours.





## Library Board Calendar

### 2019

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