

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, October 21, 2015
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order and Roll Call
- 2. Pledge of Allegiance
- 3. Approval and Overview of Agenda
- 4. Consent Agenda
 - A. Approval of Claims and Warrants L5354-5
 - B. Approval of Regular Meeting Minutes – September 16, 20156-12
- 5. Correspondence
 - A. Thank you Email from Kim Kozlowski, Novi Teacher.....13
 - B. Thank you Email from Darby Hoppenstadt, Novi Teacher.....13
- 6. Presentation/Special Guest
 - A. N/A
- 7. Public Comment
- 8. Student Representatives Report 14
- 9. President’s Report
 - A. Resignation of Board Member Paul Funk as of September 21, 2015
 - B. Board Members Welcome Desk Schedule**
 - Oct 19: Craig
 - Oct 26: Bill
 - Nov 2: Open
 - Nov 9: Tara
 - Nov 16: Mark
 - Nov 23: John
 - Nov 30: Ramesh
 - Dec 7: Craig
 - Dec 14: Bill
 - Dec 21: Open
 - Dec 28: Tara
 - Jan 4: Mark
 - Jan 11: John
 - Jan 18: Ramesh
 - Jan 25: Craig
 - Feb 1: Bill
 - Feb 8: Open
 - Feb 15: Tara
 - Feb 22: Mark

C.	Library Board gift fund (currently a balance of \$14.00)	
D.	2016-2017 Budget Planning Sessions:	
	Saturday, January 16th (8am – 2pm)	
	Saturday, February 6th (8am – 2pm)	
	Wednesday, February 17 th Budget Approval	
E.	Goals Update – August 2015.....	15-22
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11.	Director’s Report.....	36-60
A.	Public Services Report	61-62
B.	Building Operations Report.....	63-64
C.	Library Usage Statistics.....	65-74
D.	Friends of the Novi Library (Friends Liaison, Lawler) – September 9, 2015	75-79
E.	Novi Historical Commission	N/A
12.	Committee Reports	
A.	Policy Committee (Lesko, Michener– Chair)	
B.	HR Committee (Michener, Verma – Chair)	
1.	Staff is currently meeting and reviewing policies	
C.	Finance Committee (Sturing, Lesko, Messerknecht - Chair)	
D.	Events/Marketing/Fundraising Committee (Lawler, Michener – Chair)	
1.	Marketing Plan.....	50-59
2.	Assistance with Fundraising for Friends of Novi Library Gala	
E.	Strategic Planning Committee (Lawler, Open- Chair)	
1.	2 nd feedback session update – Wednesday, September 23, 2015	
2.	Survey results.....	41-49
F.	Building/Landscape Committee (Open, Messerknecht – Chair)	
1.	September 30, 2015: Café meeting with Mr. Bernstein	
2.	Library Entrance Drive Improvements Memo by Brian Coburn, City of Novi.....	37-39
3.	Approval of not to exceed \$2500 for additional traffic consultant review	
13.	Public Comment	
14.	Matters for Board Action	
A.	Marketing Plan (1 st Draft).....	50-59
B.	Friends of Novi Library – Memorandum of Shared Understanding (1 st Draft).....	77-78
15.	Adjourn	
	Supplemental Information:	
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•	TLN Bits and Pieces – October 2015.....	81
•	Library Board Calendar	82

Future Events:

- Friends Gala (by invitation only) – Friday, October 23rd at 7:00pm, Novi Library
- JFK exhibit opens to the public at Novi Library – Saturday, October 24th
- Michigan Library Association conference - October 28th – 30th, Suburban Collection Showplace
- MLA Hats Off to Learning reception – October 29th at 7:00pm LIBRARY CLOSES at 5:00pm
- Friends of Novi Library regular meeting – Wednesday, November 11th at 7:00pm, Novi Library
- Community Reads event – Tuesday, November 17th at 7:00pm, Novi Library
- Library Board of Trustees regular meeting – Wednesday, November 18th at 7:00pm, City of Novi
- Novi Historical Commission regular meeting – Tuesday, November 24th at 7:00pm, Novi Library
- Light up the Night – Friday, December 4th at 6:00pm, City of Novi and Novi Library
- Library Board of Trustees Budget Planning Session - Saturday, January 16th (8am – 2pm)
- Library Board of Trustees Budget Planning Session - Saturday, February 6th (8am – 2pm)
- 2016-2017 Library Board Budget Approval - Wednesday, February 17th



Inform. Inspire. Include.

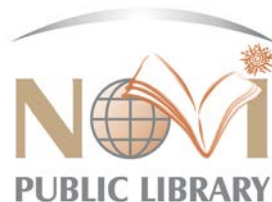
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 535	268 Accounts	October 2015	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (9/18/15)		268-000.00-727.000	\$ 758.56
U.S. Postal Service/Postmaster	annual permit fee; exp 11/2/15	268-000.00-728.000	\$ 225.00
Square.com	Square contactless/chip reader	268-000.00-734.000	\$ 49.00
Tracfone.com (9/1/15)	Bldg Mon phone/90 days/180 min	268-000.00-734.000	\$ 21.91
Tracfone.com (9/29/15)	Bldg Mon phone/90 days/660 min	268-000.00-734.000	\$ 43.84
Amazon.com (9/23/15)	Kinglake Mini displ port	268-000.00-734.500	\$ 467.49
Library Design Associates, Inc. (9/10/15)	Articulating Keybd arm(2)	268-000.00-734.500	\$ 741.28
Tech Logic Corp (9/22/15)	bin power supply	268-000.00-734.500	\$ 89.03
Tech Logic (9/10/15)	Tool, Hand, Extraction, Contact	268-000.00-734.500	\$ 22.50
Allied-Eagle Supply Co. (7/31/15)		268-000.00-740.000	\$ 781.80
Discount Paper Products, Inc. (9/15/15)	Item7235 (6) receipt rolls	268-000.00-740.000	\$ 406.30
Global Office Solutions (9/18/15)		268-000.00-740.000	\$ 163.25
Home Depot (7/9/15)		268-000.00-740.000	\$ 5.00
Amazon.com (9/4/15)		268-000.00-742.000	\$ 132.18
American Library Association (8/27/15)	Sch Lib Adv. Pks	268-000.00-742.000	\$ 9.00
Barnes & Noble (8/27/15)	Parent-Parent 2015/16	268-000.00-742.000	\$ 1,959.65
Brodart (9/21/15)		268-000.00-742.000	\$13,374.40
City of Novi	ESL book purchases	268-000.00-742.000	\$ (224.00)
Gale/Cengage (9/21/15)		268-000.00-742.000	\$ 1,162.04
The Library Network (9/23/15)	Non-bulk order	268-000.00-742.000	\$ 27.99
Salem South Lyon Library		268-000.00-742.100	\$ 12.99
Midwest Tape (9/2/15)		268-000.00-744.000	\$ 2,184.40
Midwest Tape (9/1/15)		268-000.00-745.200	\$ 4,832.14
The Library Network (9/8/15)	Ann ConsRpt 10/1/15-9/30/16	268-000.00-745.300	\$ 1,988.00
Michigan Library Association (9/18/15)	Robinson; 9/1/15-8/31/16	268-000.00-809.000	\$ 510.00
H&K Janitorial Service, Inc. (8/28/15)	August	268-000.00-817.000	\$ 3,900.00
AT&T (8/22/15)	Security lines; 8/22-9/21/15	268-000.00-851.000	\$ 156.79
AT&T (9/13/15)	8/14-9/13/15; DTE	268-000.00-851.000	\$ 27.10
TelNet Worldwide (9/15/15)		268-000.00-851.000	\$ 560.61
Verizon Wireless (8/28/15)	7/29-8/28/15	268-000.00-851.000	\$ 581.11
Adafruit Industries	Brushbot Party Pack (2); yth cc	268-000.00-880.268	\$ 76.99
Busch's Market	Strategic Planning Mtg; 9/23/15	268-000.00-880.268	\$ 10.47
Discount School Supply (9/11/15)	flannel tbltop easel	268-000.00-880.268	\$ 58.66
Gordon Food Service (9/25/15)	youth Programming; TAB	268-000.00-880.268	\$ 282.51
Joann Fabrics & Craft Store (9/14/15)	Yth pgm; story times	268-000.00-880.268	\$ 27.82
Lyon, Stephanie	yth pgm; Snack Tales	268-000.00-880.268	\$ 31.83
Stars Within Reach Productions	yth pgm; Sp in a HotDog;10/1/15	268-000.00-880.268	\$ 350.00

Yogurt City (9/21/15)	Yth Pgm; Prizes; Gift Cards (6)	268-000.00-880.268	\$ 30.00
Ideal Restaurant, Inc.	On the Road; 10/9/15	268-000.00-880.271	\$ 1,055.00
Rice, Ann	Author's Live cancellation	268-000.00-880.271	\$ 18.00
Konica Minolta (8/31/15)	August	268-000.00-900.000	\$ 330.46
Konica Minolta (9/1/15)	September	268-000.00-900.000	\$ 137.41
Consumers Energy	8/8-9/8/15	268-000.00-921.000	\$ 25.72
DTE Energy	8/25-9/22/15 (a)	268-000.00-922.000	\$ 7,596.90
24/7/365 Incorporated (8/25/15)	Int/Ext window cleaning	268-000.00-934.000	\$ 1,180.00
Boynton Fire Safety Service (7/10/15)	Annual insp	268-000.00-934.000	\$ 1,371.00
Cintas (9/21/15)		268-000.00-934.000	\$ 254.00
Dalton Commercial Cleaning Corp (9/11/15)	mthly carp/mtg room	268-000.00-934.000	\$ 425.00
Home Depot (9/9/15)	facilities supplies	268-000.00-934.000	\$ 205.59
Lyon Mechanical (8/31/15)	August; prev maint	268-000.00-934.000	\$ 932.00
Republic Services (8/25/15)	September	268-000.00-934.000	\$ 195.25
B&B Landscaping (8/31/15)	August mowing	268-000.00-941.000	\$ 730.00
C&J Parking Lot Sweeping, Inc. (8/24/15)	8/16/2015	268-000.00-941.000	\$ 55.00
Creating Sustainable Landscapes, LLC (8/26/15)	Rain Garden Pkg Lot; 9/12-13/15	268-000.00-941.000	\$10,360.00
Home Depot (9/15/15)	Hose/Sprinkler	268-000.00-941.000	\$ 99.85
Konica Minolta (9/24/15)	October	268-000.00-942.000	\$ 999.00
Corrigan Record Storage (9/1/15)	September	268-000.00-942.100	\$ 20.02
Farkas, Julie	Nvl Newcomers/Neighbors;9/9/15	268-000.00-956.000	\$ 38.00
L. Georges Coney Island	Staff workshop 8/25/15	268-000.00-956.000	\$ 38.00
Michigan Library Association	MLA Conf 10/27-30/15	268-000.00-956.000	\$ 1,735.00
Robinson, Mary	TLN e-content 8/13/15 mileage	268-000.00-956.000	\$ 29.15
The Library Network	Technology Forum; Farkas; cancel	268-000.00-956.000	\$ (30.00)
Tomatoes Apizza, Inc.	Staff workshop 8/24/15	268-000.00-956.000	\$ 42.40
Petty Cash			\$ 20.08
TOTAL			\$63,700.47

Warrant 5355	269 Accounts	October 2015	
Payable to	Invoice #	Account number	Account total
Benito's Café (9/13/15)	Rain Garden Planting	269-000.00-742.231	\$ 172.45
Books in Common	Community Read; bal; 10/7/15	269-000.00-742.232	\$ 2,000.00
Farkas, Julie	Author Live; speaker mile reimb.	269-000.00-742.232	\$ 182.05
Lorio-Ross Sterling Entertainment	MLA/Gala October; bal due	269-000.00-742.232	\$ 1,500.00
Screen Works Inc. (9/14/15)	Teen Space signage	269-000.00-742.232	\$ 388.00
Topouzian, Keri	Author Live; 10/7/15	269-000.00-742.232	\$ 163.25
Virag, Bonnie	Author Live; 10/7/15	269-000.00-742.232	\$ 150.00
Farkas, Julie	Staff Appreciation Gift Cards	269-000.00-742.234	\$ 300.00
Maria's Italian Bakery (9/1/15)	Staff Appreciation Lunch/Dinner	269-000.00-742.234	\$ 516.54
Sam's Club (8/31/15)	Staff Appreciation Dessert	269-000.00-742.234	\$ 28.96
Steve & Rockys	Star App Dinner; 9/17/15	269-000.00-742.234	\$ 453.00
TOTAL			\$ 5,854.25



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
September 16, 2015**

DRAFT

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Craig Messerknecht, Treasurer
Ramesh Verma, Secretary
Paul S. Funk, Board Member
William Lawler, Board Member
Tara Michener, Board Member

Library Board Absent/Excused

John Lesko, Vice President

Student Representatives

Ruchira Ankireddygari (departed at 7:05 p.m.)
Cindy Huang (departed at 7:05 p.m.)

Library Staff

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

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

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

1st – William Lawler
2nd – Ramesh Verma

The motion was passed unanimously.

4. **Consent Agenda**

A. **Approval of Claims and Warrants L534**

A motion was made to approve the Claims and Warrants L534 as presented.

1st – Ramesh Verma
2nd – Tara Michener

The motion was passed unanimously.

B. **Approval of Regular Meeting Minutes – August 19, 2015**

A motion was made to approve the Regular Meeting Minutes of August 19, 2015 as presented.

1st – Ramesh Verma
2nd – Tara Michener

The motion was passed unanimously.

5. **Correspondence**

Ms. Farkas presented a thank you letter from Rochelle Vallance, Recreation Supervisor for the City of Novi, thanking the Novi Library for partnering with the Novi Parks, Recreation, and Cultural Service's Sizzling Summer Art Series. Ms. Farkas informed the Board that the number of participants was up from last summer.

6. **Presentation/Special Guests**

There were no presentations or guests.

7. **Public Comment**

There was no public comment.

8. **Student Representatives Report**

The Student Representative Report can be found on page 15 in the September 16, 2015 Library Board packet.

The Student Representative Report highlighted the following events:

- **August 5**-Teens celebrated the completion of the Summer Reading Program at the Summer Reading Finale at Paradise Park.
- **August 6**-Students enjoyed making their own Rainbow Loom at Rainbow Loom Fun Night.

Upcoming Programs:

- **September 18**-Catch Up on Maze Runner
- **September 23**-Smoothie Challenge
- **September 25**-Teen Advisory Board Meeting

Ms. Farkas informed the Board that future Student Representative Reports will include monthly Teen Space attendance numbers.

9. President's Report

A. Goals Update – August 2015

The Novi Public Library 2015-2016 Goals for August, 2015 can be found on pages 16-22 of the September 16, 2015 Library Board packet.

10. Treasurer's Report

A. Library Budget Fund 268 – 2015-2016

The 2015-2016 fiscal year Library Budget can be found on pages 23-25 of the September 16, 2015 Library Board packet.

- Trustee Messerknecht explained that Fund 268 remains unchanged. The projected total revenue for the fiscal year is \$2,673,000.00 and the total projected expenditures are \$3,087,000.00. At this time, the budget indicates that \$414,000.00 of the Fund Balance will be used.

B. Library Fund 268 Expenditure & Revenue Report (August 31, 2015)

The Library Fund 268 Expenditure and Revenue Report can be found on pages 26-29 of the September 16, 2015 Library Board packet.

i. Revenue

After two months, total revenue for Fund 268 is \$2,641,000.00. The projected budget for the year is \$2,673,000.00 which is only \$31,000.00-\$32,000.00 more than the Library has at this time. Miscellaneous revenue such as meeting room rentals and book fines should be more than enough to meet our 2015/2016 budgeted revenue.

- Trustee Messerknecht highlighted that State Penal Fines were awarded to the Library as hoped. There had been discussion at the State level of this allotted revenue being revoked.
- Trustee Messerknecht also mentioned Read A Latte Cafe has brought in less money than was expected for the month of August. Ms. Farkas informed the Board that Mr. Bernstein is still missing payments for July 2015 and August 2015 and she recommends a meeting between Mr. Bernstein and the Building/Landscaping Committee to discuss the situation and figure a way to keep his balance current.

ii. Expenditures

The total expenditures through first 2 months were just over \$469,000.00. This amount is about 15% of the projected annual expenditures. Trustee Messerknecht reported that since we are about 15% through the year, this is on track.

- The Library staff needs to be aware of controllable expenditures. 27% of the Office Supply budget, 28% of the Postage budget, and 39% of the Office Equipment budget has been used. Staff will

need to keep an eye on these items. Ms. Farkas informed the board that at the beginning of the fiscal year a large paper order is placed which impacts the budgeted amount. Paper is only ordered twice a year.

Total net of revenue and expenditures after 2 months is a positive \$2,172,000.00. This number will diminish each month as the majority of our revenue has been recognized.

C. Contributed Fund Budget 269

The approved 2015-16 fiscal year Library Contributed Fund 269 budget is located on pages 30-31 of the September 16, 2015 Library Board packet.

Projected revenues of Fund 269 are \$41,700.00 and projected expenditures are \$39,600.00. This would leave positive net revenue vs. expenditures of \$2,100.00.

D. Contributed Fund 269 Expenditure & Revenue Report (August 31, 2015)

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 32 of the September 16, 2015 Library Board packet.

- Through two months, the revenues are \$16,368.60 with expenditures at \$4,576.83 which leaves a net of revenue and expenditures of \$11,791.77.

E. Balance Sheets

The Library Balance Sheet for period ending August 31, 2015 can be found on page 33-34 of the September 16, 2015 Board Packet.

- Fund 268 shows an ending fund balance of \$3,921,733.61.
- Fund 269 has an ending fund balance of \$1,641,397.03.

11. Director's Report

- The Library was awarded 2 grants, both written by Teen Librarian Lindsay Fricke:
 - Community Financial Credit Union awarded \$1,000.00 to be used for starting a teen book club.
 - School Library Journal Summer Teen Virtual Conference awarded Ms. Fricke a set of three books as a result of participating in a webinar.
- Ms. Farkas also recognized Ms. Fricke's ability to connect with the teen library community and encouraged the Board to stop by the Teen Stop to view the changes Ms. Fricke has made to the space.
- Ms. Farkas graciously thanked the Library Board for the Staff Appreciation Lunch they hosted on September 1, 2015. Trustee Michener and Trustee Verma both attended and the staff was greatly appreciative of that.
- The Rain Garden Project was a success. Close to 40 students between the two days showed up to work. The bulk of the students were from Novi and Northville High Schools. Ms. Farkas sent thank-you notes to the

Superintendent, Principal, and teacher advisors at both schools. By doing this, the Library saved \$2,500.00.

- Teen Space has started another year. A new staff member has been hired to be a constant presence in the room.

A. Public Services Report

The Public Services Report can be found on pages 38-39 of the September 16, 2015 Library Board packet.

B. Building Operations Report

The Building Operations Report can be found on page 40-41 of the September 16, 2015 Library Board packet.

- Trustee Verma inquired about an energy audit that DTE was supposed to be scheduled. Ms. Mulcrone said that it has not been scheduled at this time.

C. Library Usage Statistics

- Trustee Lawler had requested more statistics for the new Novi Library cards issued. Ms. Farkas said that any non-Novı resident entered in the Library system is considered a "new card" and that explains why there is such a variety of zip codes for new Novi Library cards.
- The Principal of Woods Elementary hosted an open house for new students and requested the Library's presence. Ms. Farkas is certain that generated more cards.
- The Library App continues to be an impressive piece of marketing for the Library as the usage of the app increases.

D. Friends of the Novi Library

There was no report provided by the Friends of the Novi Library.

E. Novi Historical Commission

There was no report provided by the Novi Historical Commission.

12. Committee Reports

A. Policy Committee (Lesko, Michener- Chair)

There was no report provided for the Policy Committee.

B. HR Committee (Michener, Verma - Chair)

Two meetings have been held and continue to be held every two weeks. The committee has five employees, as well as somebody from the City of Novi to contribute information. A third meeting is scheduled and they should have a draft written. Ms. Farkas hopes to bring a draft of the whole policy to the HR Committee by October which would then bring it to the Board for approval in November.

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

There was no report provided for the Finance Committee.

D. Events/Marketing/Fundraising Committee (Funk, Lawler, Michener – Chair)

- The committee met on August 28, 2015 to discuss a possible fundraising initiative with a “lending library” concept. This would be a satellite concept that would get materials out to parts of Novi that struggle to connect with Library. Ms. Farkas will bring a full presentation to the Board after more research. Ms. Farkas also assured the Board that this would be only used as a fundraising opportunity.
- For the first time Novi Library was able to partner with Catholic Central High School. The school unveiled an Abraham Lincoln exhibit which Ms. Farkas was able to attend. The author John Mitchell spoke about his book about Lincoln at two separate events; one at the unveiling, and one at the Library.

E. Strategic Planning Committee (Lawler, Funk – Chair)

Trustee Funk reported that the first Strategic Planning meeting had a good cross section of people from within the community. The feedback was overwhelmingly positive. A couple of issues that were brought up were the traffic pattern in the parking lot and the location of the Novi Special race car in the Youth area.

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

Trustee Funk thanked the Board for assisting in his absence with the Rain Garden. Ms. Farkas explained that it is requiring extra water and that the water bill will most likely be higher than usual.

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Library Closures for 2016

Ms. Farkas requested for the 2016 calendar year that Friday, December 23, 2016 and Friday December 30, 2016 be considered for closure. The current policy states that when the Christmas and New Year holiday falls on Sunday, the Novi Library will be closed on the Monday after. Ms. Farkas explained to the Board that Monday is the busiest day for circulation and requested that the Library remain open and, instead, close on the Friday prior to the holiday weekend.

A motion was made for the calendar year 2016 to recognize the Friday before Christmas and New Years as a day off instead of the Monday following these holidays. And for years subsequent to 2016, the Policy Committee would look at eliminating the Monday after those holidays from the policy.

1st -- Paul Funk

2nd -- Craig Messerknecht

Yes—5

No—0

Abstain—1

The motion passed with a majority vote.

15. **Adjourn**

A motion was made to adjourn the meeting at 8:24 p.m.

1st – Ramesh Verma

2nd – Tara Michener

The motion was passed unanimously.

Ramesh Verma, Secretary

Date

Email received on Monday, September 21, 2015

Hi Julie,

Thank you so much for allowing us to come down to the library today. Our students had a fantastic time and are excited about all the resources our wonderful public library has to offer them! They are also super excited about their new pens and pencils too! :)

We will be making sure parents are aware of the resources you shared today as well.

Thanks again,
Kim

Kim Kozlowski
5th Grade Teacher
Novi Meadows

Email received on Tuesday, October 13, 2015

Hi Julie,

Thank you so much for allowing us to meet at the library this morning! It was great to get teachers out of their buildings and in such an amazing space. They really appreciated the information and resources that you shared. I value the district/library partnership so much...we are fortunate!

Take care,

Darby

--

Darby Hoppenstedt
MTSS/504 Coordinator

Student Representative Report

By: Ruchira Ankireddygari and Cindy Huang

With the start of the school year, the number of teens at the library increased greatly. **The Teen Space had a total of 622 attendees in the month of September.**

On September 18, teens stopped by to watch the Maze Runner at the Catch up on Maze Runner program.

Students competed to make the best smoothies from an assortment of ingredients at the Smoothie Challenge on September 23rd.

The Teen Advisory Board had its first meeting on September 25th with an ice cream social. There was a great turn out with 14 new faces and 11 returning TAB members: a total of 25 attendees!

Upcoming Programs:

October 16 - Teen Advisory Board Meeting

October 16 - Game On!

October 21 - Pumpkin Decorating Contest

October 24 - DIY Zombie Makeup

NOVI PUBLIC LIBRARY – 2015/2016 GOALS (September 2015)

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

Goal #1:

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

Strategy: Provide appropriate staffing for best customer service.			
Tactic	Owner	Status	Due Date
Provide opportunities for staff training	AD	Annual in-service day planned for 8/21/15; 50 staff participated in department meetings, active shooter drill, and customer service presentation on 8/21	Ongoing; 8/15

Goal #2:

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

Strategy: Partner with City of Novi and Novi School District.			
Tactic	Owner	Status	Due Date
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT		Annually
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise City services if applicable	AD		Annually
Maintain open communication between Library and City Facilities departments through regular meetings	F	Quarterly meetings scheduled	Ongoing
Participate in employee opportunities offered by City	AD	Staff attend various events, such as wellness, quarterly recognition, etc.	Ongoing
Investigate with City an all in one calendar for Library, City, and School info/dates/events	AD		2015/16
Strategy: Investigate and implement changes that save money.			
Tactic	Owner	Status	Due Date
Look for cost-cutting measures in everyday processes	SS; IT; F; IS; AD	Advising staff to primarily use copiers for printers; installed energy/cost saving LED lamps in display case; replaced adult computer area printer with faster, more cost effective model	Ongoing; 8/15; 9/15
Work with managers for budget planning	AD	Dept. budget meetings scheduled for December	1/16; 9/15
Develop budget for next FY and future projections	AD; Board		3/16

Strategy:			
Seek funding through grants.			
Tactic	Owner	Status	Due Date
ALA/YALSA Shark Bowl	IS	ALA announced winners (including NPL's Erin Durrett) & prizes: a monetary reward worth \$2,000 each, along with various donated technology prizes	8/15
Community Financial Summer of Sharing grant contest	IS	Applied in July, at end of August learned we will receive \$1,000 for startup of a teen book club; grant funding would cover the purchase of paperback books as well as author visits at the Library	8/15
Metro Detroit Book and Author Grants	IS	Applied for the Dick Johnston Award grant that would allow the Library to establish a new tween collection; winner will be announced in October	9/15

Goal #3:			
Continue a high level of awareness for Library Board member representation, ambassadors and engagement in Novi and the greater library community.			
Strategy:			
Library Board Trustees participate in City events.			
Tactic	Owner	Status	Due Date
Annual City Evening of Appreciation	AD; Board		12/15
City Council Early Budget Input Session	AD; Board		1/16
State of the City Address	AD; Board		2/16
Spring into Novi	AD; Board		5/16
City Council meetings	AD; Board		
Annual Report Presentation to City Council	AD; Board		
Strategy:			
Library Board Trustees participate in NPL events.			
Tactic	Owner	Status	Due Date
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	Ongoing
Staff appreciation	Board	Trustees Michener and Verma represented Board in providing appreciation luncheon for staff on 9/1	9/15
Strategy:			
Library Board Trustees participate in greater library community.			
Tactic	Owner	Status	Due Date
Michigan Library Association	AD; Board	Annual Conference to be held in Novi, October 2015; planning for reception to be at NPL 10/29	10/15
Strategy:			
Library staff participate in community events.			
Tactic	Owner	Status	Due Date
Maintain ties with government officials	AD		Ongoing
Novi Youth Assistance	AD	Library Director serves on Board; Staff attended Novi Youth Assistance Luncheon; met with new Youth Assistance Caseworker Lisa Shields	Ongoing; 7/15; 8/15

Novi Rotary	AD	Library Director is a club member; currently programming chair 2015-2016 and 2016-2017	Ongoing
ABWA – American Business Women’s Association	AD	Library Director is a member	Ongoing
Michigan State Fair	AD	Library Director was asked to be a committee member for 2016	
Represent NPL in various outlets	AD		Ongoing

Goal #4:			
Provide quality services, collections, programs and technology with an emphasis on the diverse and aging population.			
Strategy:		Engage the Older Adult community in Library programs and services.	
Tactic	Owner	Status	Due Date
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Made flyers promoting OTBS (Oakland Talking Book Service) and placed them near the OTBS applications on 2nd floor and near NEW Adult audiobooks on 1st floor; stapled applications to flyers so patrons will have application in hand with the information	Annually; 8/15; 9/15
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	MAC LCDs and kiosks updated for August; September	Annually; 8/15; 9/15
Promote Library programs at Older Adult programs	IS	Marketing box always used at programs, services, and activities	Annually; 9/15
Survey Meadowbrook Commons residents	AD		Annually
Engage local Older Adult talent for displays, arts, crafts, collections, etc.; reach out quarterly	IS; AD		Annually
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	Attended meeting on 8/19 where the Advisory Board worked on 5-year strategic plan	Annually; 8/15
Investigate expanding Library services and outreach 10% over 3 years, knowing that Older Adult population will increase	IS; SS	Began investigating a Lending Library feature for northern boundary	2015/16; 8/15
Implement programs for Older Adults using videoconferencing (3/year with 50+ attendance), bringing in experts, celebrities, authors, programs from libraries in other countries	IS; IT		2015/16
Strategy:		Increase/implement programming opportunities for each patron group.	
Tactic	Owner	Status	Due Date
Host worldwide celebrations, festivals, events, etc.	IS; AD	Hosted International Story time Fair featuring	Annually; 8/15

		presentations from 6 different countries about their cultures; presenters want to make this a yearly event	
Host music/dance programs by different cultural groups	IS		Annually
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each	IS; IT	Summer Superhero movie (83), story time for 2s and 3s (50/59/54/62), Superhero Gear Making (96/71), Kiddie crafts (53), Tot Time (58/64/53), Exotic Zoo (200), Edible Architecture (65), Creatures of the Night (49), Musical movement (75), Baby time (62), Cupcake Warz (85), Earth Angels music (90), Rainbow Loom (61/67), International Story Time Fair (120), Monday Movie Matinee (62); Two of Us story time (54), Just Like a Pirate (60), Tot Time story time (58), Tot Time story time (62)	Annually; 7/15; 8/15; 9/15
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Opened room for Playgroup sessions over the summer months; held Pokemon programs	Annually; 7/15; 8/15
Increase teen program attendance by 10% in a 3 year period	IS	Attended Summer Teen Online Conference that discussed ideas for implementing new programs at the library and upcoming teen titles and won a 3-book giveaway of teen books with lesson plans; held 2 teen programs during after school time resulting in increased attendance	Annually; 8/15; 9/15
Improve use of NPL Teen Stop room (new marketing, displays, contests)	IS	Added information kiosk in Teen Stop as a new way to help promote and market teen information, including upcoming teen programs, TAB information, and other fun teen news; researched display units for NEW YA Fiction; shifting YA books for better use of shelving space within the room and making browsing of collections easier; updated information kiosk in Teen Stop room with upcoming teen programs, TAB information, and other fun teen news	2015/16; 8/15; 9/15
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT		Annually
Implement a Patio program series of five programs, May-October, weather permitting	IS	Earth Angels program scheduled for August 25	Annually; 8/15
Increase reference services by 10% in a 3 year period (marketing what Info Services is, roaming, ref/computer assistance, reader's advisory)	IS		2015/16
Host events to recognize community members and talents	AD		2015/16
Utilize community business expertise to offer informational and educational programming; increase business relations and usage by 10% each year over 3 years	IS; AD	Partnered with local business owner of the Rainbow Loom products for two programs and use of the 2nd floor display case in August; partnered with Tony	2015/16; 8/15; 9/15

		Sacco's pizza of Novi to provide pizza for Teen Space students one day and for the October display case; partnered with Bright Loritos for a Spanish story time; partnered with Michigan Ear Institute and City of Novi Older Adult Services for program on ear infections	
Strategy:		Provide up to date technology and resources.	
Tactic	Owner	Status	Due Date
Survey patrons to solicit technology needs for hardware, software, programming and training	IS; IT		Annually
Expand technology learning initiatives for Older Adults: computer classes, troubleshooting, "geek squad" with teen volunteers	IT; IS		2015/16
Strategy:		Partner with the Novi School District.	
Tactic	Owner	Status	Due Date
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS		Annually
Increase activities with Novi and other area school districts	IS; AD	Meeting with school media specialists and principals from Novi Schools and Catholic Central for annual thank you breakfast; provided a tour to two 5 th grade classes from Novi Meadows; will be working with teachers from Novi Meadows to create a Tween fiction collection	Annually; 9/15
Implement an advisory group for middle school age students to gain program, resource, service ideas; meet with this age group quarterly at Middle School	IS		2015/16
Strategy:		Maintain current collections and services.	
Tactic	Owner	Status	Due Date
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Started a blog called Baby Time and Tot Time Story Time Fun on the website (under the Youth tab) for parents to continue teaching the skills they learn in Baby Time and Tot Time; bibliography created on youth series books for beginning readers; created a "2015 Best Fiction for Teens" brochure with YALSA recommended titles that is kept in the Teen Stop information kiosk; investigating a way to either start a tween collection or label books as tween; pathfinder for Math resources created and placed in the adult 500s area; YA booklist titles have been created for	Annually; 8/15; 9/15

		the following genres: Alex award; Printz award; action, adventure, survival; coming-of-age; fantasy, dystopian; historical; horror, mystery, thriller; LGBTQ; novels in verse; realistic; science fiction; sports; and popular series	
Implement reference survey	IS	Will be updated and implemented in November	Annually
Strategy:	Consider adding new collections and services.		
Tactic	Owner	Status	Due Date
Investigate adding new and more interactive play components for youth	IS	New play components have arrived and will soon be added to puppet bins area in easy reader section	Annually; 9/15
Investigate/implement a homework resource center (collections, resources, tutoring opportunities)	IS	Math homework pathfinder added to Homework Resource Center on website	2015/16; 9/15
Start a cultural book club (different languages or reading about different cultures)	IS		2015/16
Investigate establishment of a local arts council in Novi with various partners from the community	IS; AD		2015/16

Goal #5:			
Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.			
Strategy:	Increase awareness of services, collections, programs and technology.		
Tactic	Owner	Status	Due Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: Facebook, Twitter, videos, podcasts	IS; AD; IT	Updated Teen Stop Facebook page with current info, new posts, pictures, info about upcoming programs; looking into giveaways and contests to do through the Facebook page during the school year to attract a larger audience to NPL's pages	Annually; 9/15
Create one video/podcast per year for website about Library services	AD; IS		Annually
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Evening open office hours added	Annually; 9/15
Increase publicity of meeting rooms and patio	AD	Meeting room rentals have been overwhelmingly successful so no additional publicity needed	Annually
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library, providing free room rental if they allow a 10-15 minute Library presentation	AD		Annually

Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD		Annually
Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS		Annually
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD		Annually
Provide regular (weekly/monthly) columns in Novi News and Patch.com	AD		Annually
Host business related clubs (Chamber, Rotary, BRC) to improve visibility in the community	AD; IS		2015/16
Increase publicity for services related to: Skype, videoconferencing by 10% over 3 years	IS; IT		2015/16
Increase amount of remote programming by 10% over 3 years, offering at least 3 remote programs annually	IS	Authors LIVE Luncheon at Fox Run planned for October 7; hosted Summer Reading Finale parties at Paradise Park; provided story time and craft at Paradise Park 10-year anniversary party	2015/16; 8/15; 10/15
Develop a community resource page on website	IS; AD		2015/16
Consider a book club page on website: where community clubs are, book/movie reviews by community members, great reads	IS; AD		2015/16

Goal #6			
Utilize efficient and increased fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.			
Strategy:	Review past fundraising and plan future fundraising.		
Tactic	Owner	Status	Due Date
Continue "On the Road" series	AD; IS	Next trip scheduled for October 9 to visit Toledo	10/15
Scrapbook for a Cause	AD	Scheduled for November 7	11/15

Goal #7:			
Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Strategy:		Maintain best practices and policies.	
Tactic	Owner	Status	Due Date
Investigate Library employment opportunities for ages 14 and up (summer/seasonal/weekends/subs)	AD		2015/16
Review Library policies regularly, updating and adding as needed	AD; Board	Policies currently under review by staff committee to make recommendations to Board	Ongoing; 8/15
Strategic Planning process	AD	Public invited to Strategic Planning Update sessions in August & September; about 25 people attended on 8/26 for updates and providing feedback	8/15
Review QSAC measures for certification	AD	In process; all certification levels have been reviewed and updated, with areas for further attention noted	12/15
State Aid process	AD		1/16
Strategy:		Provide convenient access to collections, programs and services.	
Tactic	Owner	Status	Due Date
Improve Library entrance/exit at Ten Mile	AD; Board	Working with City on project to widen NPL driveway to include right and left turn lanes; Bldg./Grounds committee approved \$2500 for additional study to look at egress at 10 Mile and ingress at Wildcat	6/16; 10/15
Strategy:		Maintain communication with Read a Latte Café.	
Tactic	Owner	Status	Due Date
Investigate with owner to offer lower prices and different cultural food options	AD		Annually
Meet with owner as needed regarding patron comments, suggestions, etc.	AD	Owner added info into winter 2016 Engage;	Ongoing; 10/15
Strategy:		Consider premium services.	
Tactic	Owner	Status	Due Date
Investigate offering a fee-based premium library card with added services, such as notification of new releases, extended renewals, limited amnesty on fines, discounts at Café and Book Nook	SS; AD		2015/16

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

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

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

10/10/2015 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 09/30/2015									
% Fiscal Year Completed: 25.14									
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.									
		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	09/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268									
Dept 000.00-treasury									
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,367,212.28	2,449,491.00	2,469,427.87	0.00	0.00	2,469,427.87	(19,936.87)	100.81
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(4,521.44)	(25,000.00)	0.00	(757.83)	0.00	(757.83)	(24,242.17)	3.03
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	13,862.00	(10,000.00)	0.00	0.00	0.00	0.00	(10,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(199.00)	(210.00)	(214.67)	0.00	0.00	(214.67)	4.67	102.22
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(3,424.77)	(6,000.00)	0.00	0.00	0.00	0.00	(6,000.00)	0.00
Property tax revenue		2,372,929.07	2,408,281.00	2,469,213.20	(757.83)	0.00	2,468,455.37	(60,174.37)	102.50
State sources									
268-000.00-567.000	State aid	32,841.43	27,000.00	16,458.92	0.00	51.58	16,510.50	10,489.50	61.15
State sources		32,841.43	27,000.00	16,458.92	0.00	51.58	16,510.50	10,489.50	61.15
Other revenue									
268-000.00-633.100	Insurance Reimbursement	913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	15,417.29	16,500.00	1,308.50	1,001.01	1,339.33	3,648.84	12,851.16	22.11
268-000.00-665.100	Copier	2,492.39	2,200.00	186.55	208.45	189.35	584.35	1,615.65	26.56
268-000.00-665.200	Electronic media (previously VHS)	238.00	200.00	42.00	46.00	3.00	91.00	109.00	45.50
268-000.00-665.266	Summer reading t-shirt sales	138.73	0.00	0.00	114.57	0.00	114.57	(114.57)	100.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	27,728.02	28,000.00	3,100.10	4,993.90	2,418.27	10,512.27	17,487.73	37.54
268-000.00-665.404	Novi Township assessment	5,933.00	6,000.00	0.00	6,154.00	0.00	6,154.00	(154.00)	102.57
268-000.00-665.650	Library Cafe	4,688.25	5,000.00	422.00	257.18	563.24	1,242.42	3,757.58	24.85
Other revenue		57,548.68	60,900.00	5,059.15	12,775.11	4,513.19	22,347.45	38,552.55	36.70
Fines and forfeitures									
268-000.00-657.000	Library book fines	65,010.47	70,000.00	6,479.31	6,695.05	5,090.64	18,265.00	51,735.00	26.09
268-000.00-658.000	State penal fines	83,205.14	77,000.00	0.00	111,889.54	36.90	111,926.44	(34,926.44)	145.36
Fines and forfeitures		148,215.61	147,000.00	6,479.31	118,584.59	5,127.54	130,191.44	16,808.56	88.57
Interest income									
268-000.00-664.000	Interest on investments	28,693.56	24,000.00	2,483.80	1,975.99	0.00	4,459.79	19,540.21	18.58
268-000.00-664.500	Unrealized gain (loss) on investments	7,871.32	0.00	6,139.39	(456.53)	0.00	5,682.86	(5,682.86)	100.00
Interest income		36,564.88	24,000.00	8,623.19	1,519.46	0.00	10,142.65	13,857.35	42.26
Donations									
268-000.00-665.289	Adult programs	6,981.72	0.00	2,713.56	797.73	1,626.59	5,137.88	(5,137.88)	100.00
268-000.00-665.400	Gifts and donations	15,070.42	6,000.00	25.30	600.40	786.47	1,412.17	4,587.83	23.54
Donations		22,052.14	6,000.00	2,738.86	1,398.13	2,413.06	6,550.05	(550.05)	109.17

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	09/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services									
268-000.00-704.000	Permanent salaries	902,359.69	914,000.00	43,402.41	66,251.16	70,697.64	180,351.21	733,648.79	19.73
268-000.00-704.200	Wages - Stipend	24,743.89	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
268-000.00-704.250	Final Payout	11,294.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	596,921.16	609,000.00	26,846.14	43,537.15	41,166.23	111,549.52	497,450.48	18.32
268-000.00-715.000	Social security	119,251.99	122,300.00	5,259.00	8,188.44	8,348.41	21,795.85	100,504.15	17.82
268-000.00-716.000	Insurance	202,537.39	235,147.00	15,406.47	17,079.45	16,424.09	48,910.01	186,236.99	20.80
268-000.00-716.200	HSA - employer contribution	1,248.71	3,000.00	23.21	81.25	81.25	185.71	2,814.29	6.19
268-000.00-716.999	Insurance - Employee Reimbursement	(36,900.20)	(43,202.00)	(1,871.07)	(3,346.12)	(3,346.12)	(8,563.31)	(34,638.69)	19.82
268-000.00-718.000	Pension - DB Normal Cost	14,964.00	0.00	1,176.00	1,176.00	1,176.00	3,528.00	(3,528.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(18,120.00)	0.00	(1,424.81)	(1,424.81)	(1,424.81)	(4,274.43)	4,274.43	100.00
268-000.00-718.200	Pension - defined contribution	18,516.01	26,400.00	1,346.97	592.36	2,238.64	4,177.97	22,222.03	15.83
268-000.00-719.000	Unemployment insurance	933.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	2,080.00	4,300.00	208.58	221.45	227.32	657.35	3,642.65	15.29
Personnel services		1,839,830.03	1,895,945.00	90,372.90	132,356.33	135,588.65	358,317.88	1,537,627.12	18.90
Supplies									
268-000.00-727.000	Office supplies	18,881.44	23,000.00	3,478.05	2,763.61	758.56	7,000.22	15,999.78	30.44
268-000.00-728.000	Supplies - Postage	682.39	700.00	196.00	0.00	225.00	421.00	279.00	60.14
268-000.00-734.000	Computer supplies, software & licensing	86,900.09	86,400.00	12,211.80	734.54	0.00	12,946.34	73,453.66	14.98
268-000.00-734.500	Computer supplies/equipment	20,725.29	28,000.00	13,710.81	4,537.29	1,115.30	19,363.40	8,636.60	69.16
268-000.00-740.000	Operating supplies	26,411.22	30,000.00	3,872.29	180.64	569.55	4,622.48	25,377.52	15.41
268-000.00-740.010	Gift and donations expense	8,533.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
268-000.00-741.000	Supplies - Uniforms	227.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	173,792.87	195,000.00	21,868.56	19,098.62	5,695.08	46,662.26	148,337.74	23.93
268-000.00-742.100	Library Book - Fines	565.88	1,000.00	9.95	91.96	12.99	114.90	885.10	11.49
268-000.00-743.000	Library periodicals	19,386.58	23,800.00	0.00	13,467.26	0.00	13,467.26	10,332.74	56.59
268-000.00-744.000	Audio visual materials	60,108.91	71,000.00	13,423.67	11,724.55	321.90	25,470.12	45,529.88	35.87
268-000.00-745.200	Electronic media	44,788.70	51,000.00	4,121.15	3,830.12	1,014.01	8,965.28	42,034.72	17.58
268-000.00-745.300	Electronic resources (CD rom materials)	55,399.44	55,000.00	28,780.50	2,480.00	1,988.00	33,248.50	21,751.50	60.45
Supplies		516,403.14	566,000.00	101,672.78	58,908.59	11,700.39	172,281.76	393,718.24	30.44

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	09/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges									
268-000.00-801.925	Public information (cable, etc)	833.41	1,000.00	29.85	29.85	29.85	89.55	910.45	8.96
268-000.00-802.100	Bank Service Charges	2,476.65	2,000.00	159.94	267.32	260.52	687.78	1,312.22	34.39
268-000.00-803.000	Independent audit	700.00	700.00	0.00	0.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	659.80	300.00	0.00	69.00	0.00	69.00	231.00	23.00
268-000.00-806.000	Legal fees	342.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-809.000	Memberships and dues	4,266.00	4,500.00	2,752.00	0.00	510.00	3,262.00	1,238.00	72.49
268-000.00-816.000	Professional services	1,355.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
268-000.00-817.000	Custodial services	46,145.00	48,800.00	3,900.00	0.00	0.00	3,900.00	44,900.00	7.99
268-000.00-818.000	TLN Central Services	4,495.00	4,500.00	0.00	0.00	0.00	0.00	4,500.00	0.00
268-000.00-851.000	Telephone	12,082.53	11,500.00	599.91	1,797.76	634.58	3,032.25	8,467.75	26.37
268-000.00-855.000	TLN Automation Services	57,006.34	56,000.00	11,047.28	0.00	0.00	11,047.28	44,952.72	19.73
268-000.00-861.000	Gasoline and oil	363.61	500.00	25.63	5.38	28.65	59.66	440.34	11.93
268-000.00-862.000	Mileage	436.43	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-880.000	Community promotion	3,961.68	11,800.00	(448.25)	(642.00)	10.00	(1,080.25)	12,880.25	(9.15)
268-000.00-880.268	Library programming	11,717.97	22,500.00	3,133.27	(3,473.69)	4,586.67	4,246.25	18,253.75	18.87
268-000.00-880.271	Adult programs	4,563.52	0.00	0.00	0.00	2,373.00	2,373.00	(2,373.00)	100.00
268-000.00-900.000	Printing, graphic design and publishing	29,634.55	29,500.00	583.80	636.36	137.41	1,357.57	28,142.43	4.60
268-000.00-910.000	Property & liability insurance	13,000.00	14,300.00	13,464.00	0.00	0.00	13,464.00	836.00	94.15
268-000.00-921.000	Heat	11,257.52	11,000.00	118.18	199.18	25.72	343.08	10,656.92	3.12
268-000.00-922.000	Electricity	101,729.02	103,000.00	17,519.25	0.00	7,596.90	25,116.15	77,883.85	24.38
268-000.00-923.000	Water and sewer	5,393.13	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
268-000.00-934.000	Building maintenance	65,253.18	90,000.00	6,585.59	5,774.91	2,001.09	14,361.59	75,638.41	15.96
268-000.00-935.000	Vehicle maintenance	1,717.20	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-941.000	Grounds maintenance	32,735.91	28,600.00	1,360.76	9,346.91	37.94	10,745.61	17,854.39	37.57
268-000.00-942.000	Office equipment lease	12,596.78	12,000.00	2,097.90	2,536.21	0.00	4,634.11	7,365.89	38.62
268-000.00-942.100	Records storage	264.34	300.00	20.02	20.02	20.02	60.06	239.94	20.02
268-000.00-956.000	Conferences and workshops	8,464.64	14,500.00	1,438.20	(195.57)	1,773.00	3,015.63	11,484.37	20.80
Other services and charges		433,451.21	479,600.00	64,387.33	16,371.64	20,025.35	100,784.32	378,815.68	21.01

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	09/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Capital outlay									
268-000.00-976.000	Building improvements	0.00	136,200.00	0.00	3,624.00	0.00	3,624.00	132,576.00	2.66
268-000.00-986.000	Internal Technology - Capital Outlay	7,020.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-990.000	Furniture	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Capital outlay		7,020.40	146,200.00	0.00	3,624.00	0.00	3,624.00	142,576.00	2.48
Net - Dept 000.00-treasury		(126,552.97)	(414,564.00)	2,252,139.62	(77,741.10)	(155,209.02)	2,019,189.50	(2,433,753.50)	
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES		2,670,151.81	2,673,181.00	2,508,572.63	133,519.46	12,105.37	2,654,197.46	18,983.54	(487.06)
TOTAL EXPENDITURES		2,796,704.78	3,087,745.00	256,433.01	211,260.56	167,314.39	635,007.96	2,452,737.04	(487.06)
NET OF REVENUES & EXPENDITURES		(126,552.97)	(414,564.00)	2,252,139.62	(77,741.10)	(155,209.02)	2,019,189.50	(2,433,753.50)	(487.06)

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

Programming	665.232	Revenues			
		Beginning Balance 6/30/2014	10,572.94	10,572.94	
		Unsolicited donations	2,000.00	909.64	2,000.00
		Berenguer - Light up the Night		200.00	
		Tu Family*		300.00	
		Students for Success (Friends)*		4,000.00	3,000.00
		Joy Inc.		1,885.67	
		Teen Space*		325.00	200.00
		Listen @ the Library (Friends)*		400.00	
		Sponsorship		500.00	1,000.00
Friends Donation		Community Read	2,000.00	750.00	2,000.00
NLA Funds		Community Read	650.00	650.00	3,000.00
TOTAL			\$15,222.94	\$20,493.25	\$11,200.00
Programming	742.232	Expenditures			
		Berenguer - Light up the Night	(265.05)	(200.00)	
		Students for Success*		(832.80)	(3,000.00)
		Joy Inc.		(1,448.40)	
		Sponsorship		(158.26)	
		Community Read - Staff Appreciation		(186.96)	(500.00)
Friends Donation		Community Read/Fox Run	(2,000.00)	(2,943.70)	(2,000.00)
		Teen Space*			(200.00)
TOTAL			(2,265.05)	(\$5,770.12)	(\$5,700.00)
TOTAL			\$12,957.89	\$14,723.13	
Technology	665.233	Revenues			
		Beginning Balance 6/30/2014	6,100.00	6,100.00	
		Unsolicited donations	2,000.00	810.00	2,000.00
TOTAL			\$8,100.00	\$6,910.00	\$2,000.00
Technology	742.233	Expenditures			
		Book-It Technology	(3,600.00)	0.00	
		3-D Printer (Friends)			(3,000.00)
TOTAL			(\$3,600.00)	\$0.00	(\$3,000.00)
TOTAL			\$4,500.00	\$6,910.00	
Undesignated (Misc.)	665.234	Revenues			
269-000.00-390.000		Fund balance 6/30/2014	1,487,507.00	1,487,506.93	
		Unsolicited donations	2,000.00	1,000.00	2,000.00
		Listen @ the Library (Friends)		1,500.00	
269-000.00-664.000		Interest on investments	31,582.59	13,096.02	
269-000.00-664.500		Unrealized gain (loss) on investments	0.00	18,078.44	
Berman Donation/Naming		Reallocated from Bldgs/Ground/Furniture	46,051.84	46,051.84	
TOTAL			\$1,567,141.43	\$1,567,233.23	\$2,000.00
Undesignated (Misc.)	742.234	Expenditures			
		Misc expenses (staff appreciation)	(2,000.00)	(438.11)	(500.00)
		Listen @ the Library (Friends)		(1,500.00)	
TOTAL			(2,000.00)	(1,938.11)	(\$500.00)
TOTAL			\$1,565,141.43	\$1,565,295.12	
TOTAL			\$1,617,991.14	\$1,628,776.55	

*Accounts still active beyond fiscal year					
		Beginning Fund Balances Forward*	1,592,028.60	1,590,760.53	1,638,430.62
		Revenues	56,232.59	59,809.79	41,700.00
		Expenditures	(30,270.05)	(23,061.77)	(39,600.00)
		NET Revenues vs. Expenditures	25,962.54	36,748.02	2,100.00
Approved 7/15/2015		Ending Fund Balance Expected	\$1,617,991.14	\$1,627,508.55	\$1,640,530.62

Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269									
Dept 000.00-treasury									
Interest income									
269-000.00-664.000	Interest on investments	24,270.10	15,000.00	2,164.93	1,719.66	0.00	3,884.59	(3,884.59)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	7,426.03	5,000.00	5,342.96	(397.30)	0.00	4,945.66	(4,945.66)	100.00
Interest income		31,696.13	20,000.00	7,507.89	1,322.36	0.00	8,830.25	(8,830.25)	100.00
Donations									
269-000.00-665.230	Collections/Materials Revenue	1,733.00	0.00	165.00	50.00	0.00	215.00	2,285.00	8.60
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	15,867.02	0.00	2,645.71	250.00	0.00	2,895.71	21,104.29	12.07
269-000.00-665.232	Programming Revenue	10,421.14	0.00	2,000.00	3,750.00	1,705.22	7,455.22	3,744.78	66.56
269-000.00-665.233	Technology Library Revenue	810.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,500.00	12,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
Donations		32,331.16	12,000.00	4,810.71	4,050.00	1,705.22	10,565.93	31,134.07	25.34
		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	09/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Supplies									
269-000.00-742.230	Collections/Materials Expense	1,222.98	5,000.00	0.00	137.63	0.00	137.63	1,762.37	7.24
269-000.00-742.231	Buildings/Ground/ Furniture Expense	15,188.00	18,000.00	104.62	16.58	0.00	121.20	28,378.80	0.43
269-000.00-742.232	Programming Expense	6,693.56	3,000.00	4,300.00	57.50	690.83	5,048.33	651.67	88.57
269-000.00-742.233	Technology Library Expense	104.95	4,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
269-000.00-742.234	Undesignated Misc	1,880.58	2,000.00	0.00	588.50	300.00	888.50	(388.50)	177.70
Supplies		25,090.07	32,000.00	4,404.62	800.21	990.83	6,195.66	33,404.34	15.65
Other services and charges									
269-000.00-802.100	Bank Service Charges	92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other services and charges		92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000.00-treasury		38,844.73	0.00	7,913.98	4,572.15	714.39	13,200.52	(11,100.52)	
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:									
TOTAL REVENUES		64,027.29	32,000.00	12,318.60	5,372.36	1,705.22	19,396.18	22,303.82	628.60
TOTAL EXPENDITURES		25,182.56	32,000.00	4,404.62	800.21	990.83	6,195.66	33,404.34	628.60
NET OF REVENUES & EXPENDITURES		38,844.73	0.00	7,913.98	4,572.15	714.39	13,200.52	(11,100.52)	628.60
TOTAL REVENUES - ALL FUNDS									
		2,734,179.10	2,705,181.00	2,520,891.23	138,891.82	13,810.59	2,673,593.64	41,287.36	
TOTAL EXPENDITURES - ALL FUNDS									
		2,821,887.34	3,119,745.00	260,837.63	212,060.77	168,305.22	641,203.62	2,486,141.38	
NET OF REVENUES & EXPENDITURES									
		(87,708.24)	(414,564.00)	2,260,053.60	(73,168.95)	(154,494.63)	2,032,390.02	(2,444,854.02)	

10/10/2015		BALANCE SHEET FOR CITY OF NOVI	
		As of 09/30/2015	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	494,766.74	
268-000.00-017.000	Investments - Pooled	3,241,109.13	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	67,745.56	
	Total Assets	3,804,121.43	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	34,627.08	
268-000.00-215.000	Accrued workers compensation	(109.37)	
268-000.00-215.200	Unemployment insurance liability	933.20	
268-000.00-259.702	Accrued liabilities-tax	29,558.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	65,508.91	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,845,975.99	
	Total Fund Balance	1,845,975.99	
	Beginning Fund Balance - 14-15	1,845,975.99	
	Net of Revenues VS Expenditures - 14-15	(126,552.97)	
	*14-15 End FB/15-16 Beg FB	1,719,423.02	
	Net of Revenues VS Expenditures - Current Year	2,019,189.50	
	Ending Fund Balance	3,738,612.52	
	Total Liabilities And Fund Balance	3,804,121.43	
* Year Not Closed			

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	128,249.87
269-000.00-017.000	Investments - Pooled	1,515,246.74
	Total Assets	1,643,496.61
*** Liabilities ***		
269-000.00-202.000	Accounts payable	690.83
	Total Liabilities	690.83
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,487,506.93
269-000.00-390.230	Fund Balance Collections/Materials	33,683.99
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,896.67
269-000.00-390.232	Fund Balance Programming	10,572.94
269-000.00-390.233	Fund Balance Technology Library	6,100.00
	Total Fund Balance	1,590,760.53
	Beginning Fund Balance - 14-15	1,590,760.53
	Net of Revenues VS Expenditures - 14-15	38,844.73
	*14-15 End FB/15-16 Beg FB	1,629,605.26
	Net of Revenues VS Expenditures - Current Year	13,200.52
	Ending Fund Balance	1,642,805.78
	Total Liabilities And Fund Balance	1,643,496.61
* Year Not Closed		

Director's Report by Julie Farkas

Out and About in Novi and the Library Profession (this was a VERY busy month)

- 9/16: Cromaine Library – demo of Brodart's FLEX ordering process
- 9/16: City/Library van sharing meeting
- 9/17: Beyond Books taping
- 9/18: MyCouponGenie mtg.
- 9/21: 5th grade library tour
- 9/22: NLA Director's mtg.
- 9/25: City of Novi staff retreat
- 9/26: Y.O.U. mtg. at Fox Run
- Novi Rotary: Sept. 17, 24, Oct. 1, 8, 15
- 9/28: Walled Lake Library tour/sharing mtg.
- 9/30: Teen Space mtg.
- 10/5: School Media Specialists annual breakfast mtg.
- 10/6: Quarterly city staff welcome mtg.
- 10/6: Youth Assistance Board mtg.
- 10/7: Fox Run Author's LIVE event
- 10/9: On the Road fundraiser
- 10/11: Pumpkin Fest at MSU Tollgate
- 10/14: Facilitated Booked for Lunch discussion
- 10/16: MLA Nomination Committee mtg.
- 10/16: Co-op Director's mtg. in Lansing for Money Smart Week
- 10/17: Feed the Need volunteer recognition

Health Care Benefits for Full-time Employees

Email to Full Time Staff on October 15, 2015:

I attended the leadership team meeting at the city this week and it sounds like the health care could be going up another 28% for full-time employees who currently are enrolled in the BCBS plan. There is talk about the City looking into healthcare options other than the current BCBS health plan based on cost (I hope to learn more soon). Marcia and I will stay on top of this in the next few weeks to make sure you receive info in time to make your annual decisions, but I felt it was worth mentioning now in case you have to do some homework to see if doctors you currently work with are part of either Priority Health or HAP. I know these are options that are currently offered by the City. On another note, I understand there will be an increase for Priority Health (approx. 1.6%) and HAP (approx. 8%).

Open enrollment is typically in late November/early December. I do not have the enrollment date yet, but will keep you posted.

Please let me or Marcia know if you have any questions!

Thank you,

Julie

Library Budget 2015-2016

Email from Jessica Dorey regarding recognized changes in budget:

We need the Library Board to approve the following amendments:

- 268-000.00-803.000 **Audit** increase \$600
 - Plante and Moran's fees are higher than the previous audit firm
- 268-000.00-976.000 **Building Improvements** decrease \$38,000
268-000.00-965.101 **Transfer to General Fund** increase \$38,000
 - This is to reclass the funds that the Library is contributing towards the Library Main Entrance Project

If you can let me know when these are approved by the Board, I would appreciate it. Let me know if you have any questions.

Thank you,



Jessica L. Dorey | Senior Financial Analyst
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA

Parking Lot Update

Work continues to be done on the planning of the Library entrance below is a memo from Brian Coburn, Engineering Senior Manager regarding an update on the project. Since this memo, the Building/Ground committee and myself have asked for an additional study (not to exceed \$2500) to be done with the traffic consultant to consider the 10 Mile entrance/exit as an exit only and to use the Wildcat entrance as the main entrance to the library. A meeting will be scheduled to discuss further.

MEMORANDUM



TO: ROB HAYES, DIRECTOR OF PUBLIC SERVICES/CITY ENGINEER
FROM: BRIAN COBURN, ENGINEERING SENIOR MANAGER *BTC*
SUBJECT: LIBRARY ENTRANCE DRIVE IMPROVEMENTS
DATE: OCTOBER 1, 2015

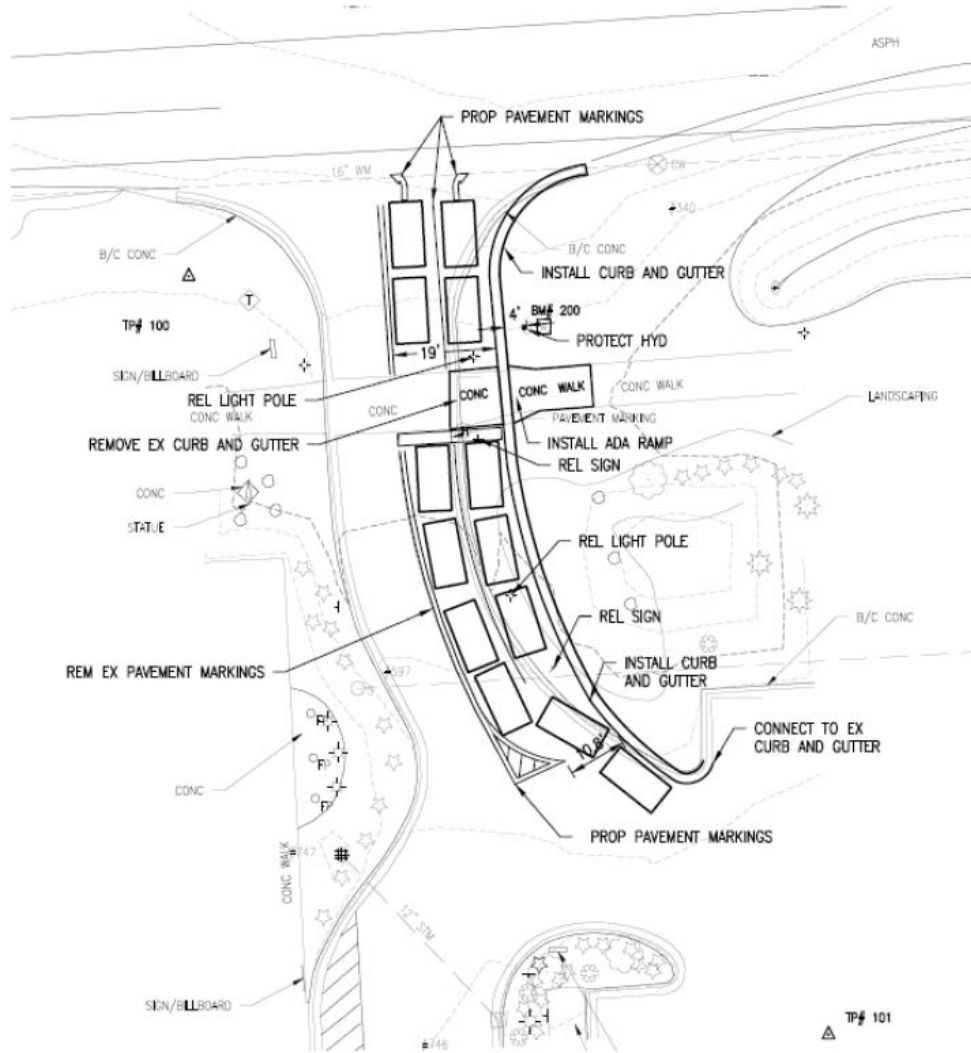
An agreement for engineering design services to improve the entrance at Ten Mile Road for the Novi Public Library was awarded on August 10, 2015. Staff has been working with the consultant for this project, Orchard Hiltz & McCliment, to improve the traffic flow by widening the existing driveway to provide two exiting lanes, one for left turning traffic and one for right turning traffic. The attached sketch shows an alternative that would accommodate 6 left turning vehicles exiting the Library without impacting the right turn traffic. In order to provide additional left turn stacking, it would be necessary to lose parking spaces along the north side of the parking lot.

Staff has presented this alternative to the Library Director and we recommend proceeding with the attached design.

We anticipate that construction would occur during the summer of 2016 to avoid conflicts with school traffic.

cc: Julie Farkas, Novi Public Library
Adam Wayne, Civil Engineer

PROPOSED IMPROVEMENTS TO LIBRARY ENTRANCE



NOVI AUTHOR/ARTIST COLLECTION (by Betty Lang, IS Librarian)

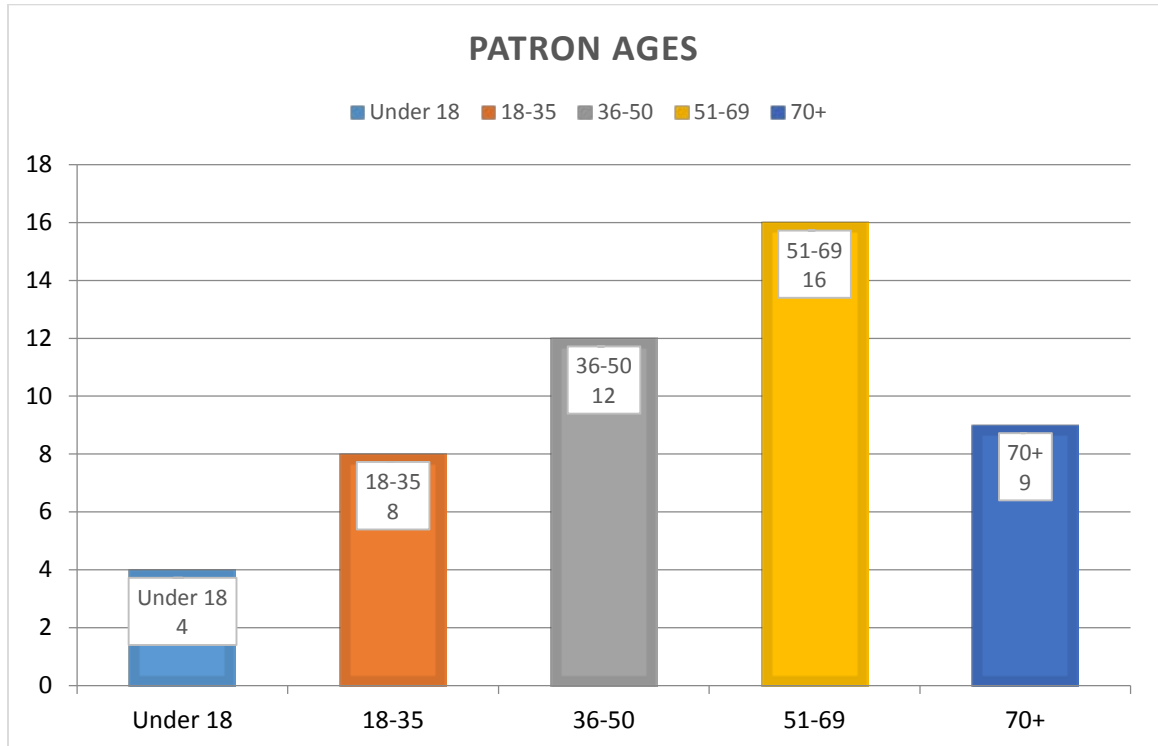
the 2 books with stars are also available as ebooks through Overdrive

Bassett-Giehtbrock, Dianne	Sissy and me Bloomington, IN : AuthorHouse, 2011
Barr, David	Michigan Legacy Art Park
Barr, David	*Villa Barr : tales, trails, and details Thompsonville, MI : Michigan Legacy Art Park Publications, 2013
Barr, David	Time reigns, like confetti! : a mosaic of stories
Birdsall, David	Kids... this one is for you! : random thoughts from the organized mind of a parent [United States] : David Birdsall, 2012
Dismondy, Maria	Spoonful of sweetness : and other delicious manners
Dismondy, Maria	Pink tiara cookies for three
Dismondy, Maria	The potato chip champ : discovering why kindness counts Dearborn, Mich. : Making Spirits Bright: One Book at a Time, [2013]
Goffney, Marcia B.	Corporate Road Race
Hannah, Andrea	Of scars and stardust
Jash, Vintaay	International service assignment
Kukunoor, Kavitha	Beyond the limits : a challenge to prove oneself Andhra Pradesh, India : Bookline, 2011
Michener, Tara	No longer besties : and other assorted teenage drama Authorhouse, c2011
Michener, Tara.	Teen life crisis
Qureshi, Anika	The life of Betsy BloomingtonIN : AuthorHouse, c2012
Ribner, John P.	Legacy of the bear : Book I of the Berserker's Saga [United States] : CreateSpace, 2011
Ribner, John P.	Prophecy of the bear : Book II of the Berserker's Saga [United States] : CreateSpace, 2013
Simkins, Lucy	Rosie rides the rainbows Pinckney, MI : Wynwidyn Press, 2014
Simpson, Pierette Domenica	I was shipwrecked on the Andrea Doria! : the Titanic of the 1950s Novi, MI : Brio Publications, 2012
Smith, Alex	Welcome to the afterlife [United States] : CreateSpace, 2012
Smith, Rachelle	Happiness & success uncovered : lessons from my passionate journey
Smith, Rachelle	Inspiration : a common life cure
Smith, Rachelle	Monetizing your passion : you have what it takes! [United States] : Rachelle Smith, 2013
Storm, Rawland	*Something of value : poetic thoughts of an average Christian guy (and five short stories) Bloomington, IN : WestBowPress, c2014
Taverner. M. D.	Willow Bend: a Mara Hiddenbridge mystery
Virag, Bonnie E.	The stovepipe : a memoir Minneapolis, MN : Landgon Street Press, 2011.
Williams, Cynthia	Growing up in the D : my grandfather, my mother & me North Charleston, SC : CreateSpace, 2013.

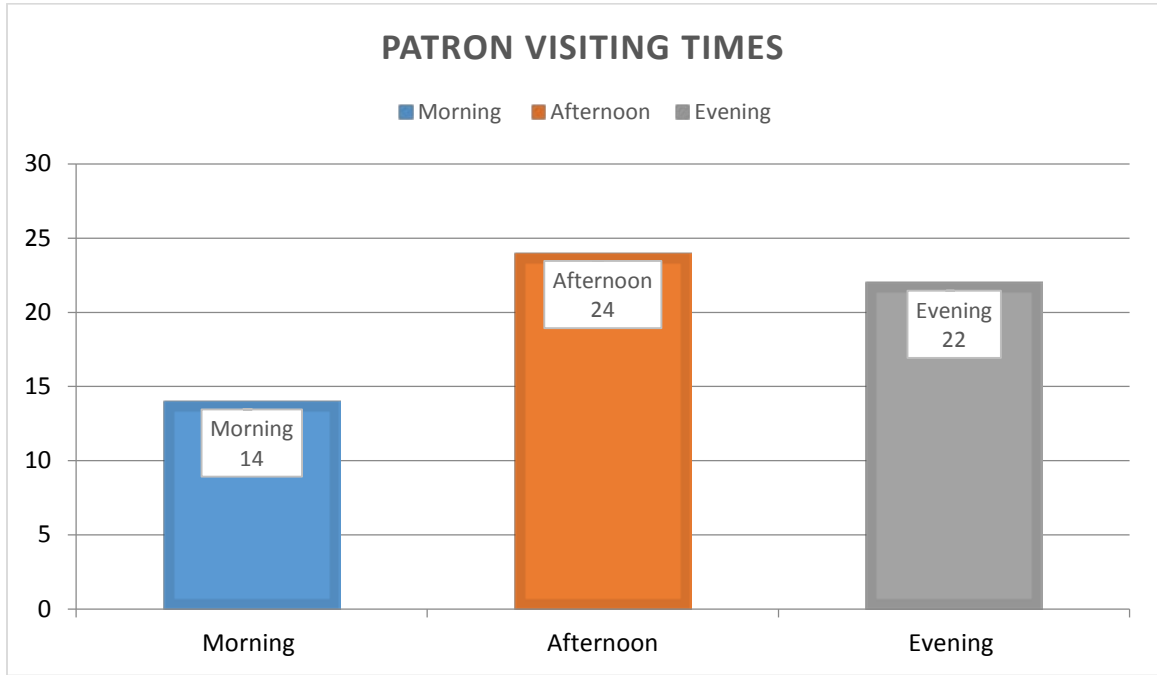
Patron Usage Statistics

In late spring the IS Department offered a patron survey to the community. A very small response was received, therefore we held off calculating the responses until after the 2 strategic planning sessions were concluded (August 26th and September 23rd). Below are the results based on 52 participants responding. Another survey will be offered in the month of November where a greater effort to gain feedback will be exhausted (e-news, website (survey monkey) and volunteer solicitation in the building). Special thank you to Michael Postula, Information Services Librarian, for compiling the data.

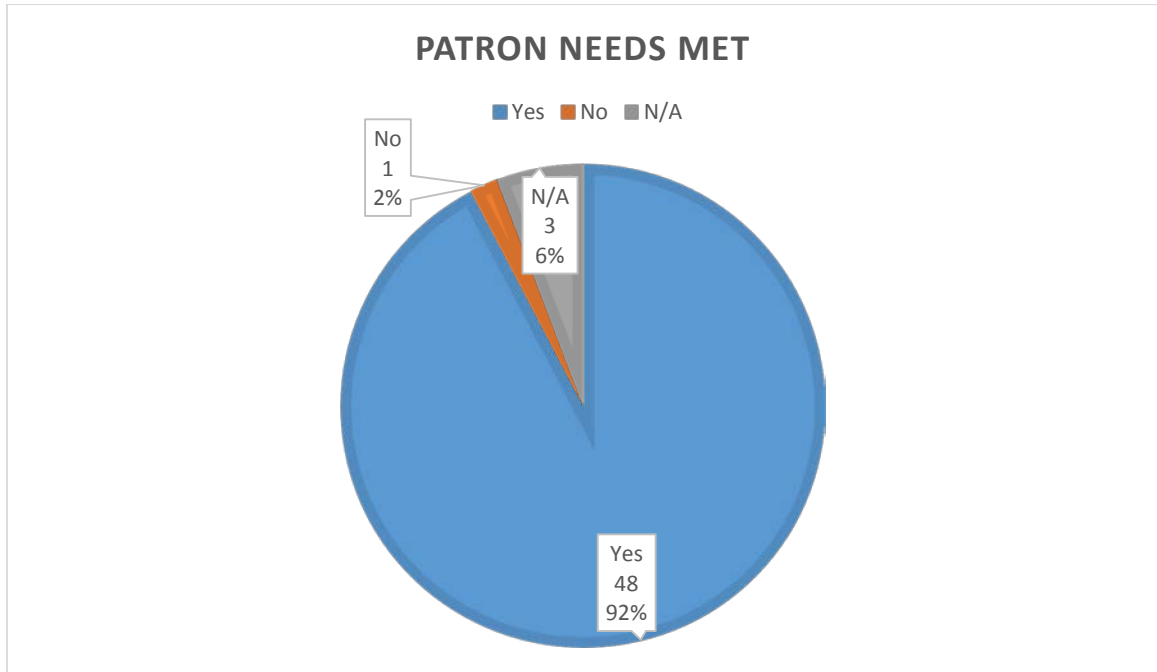
What is your age?



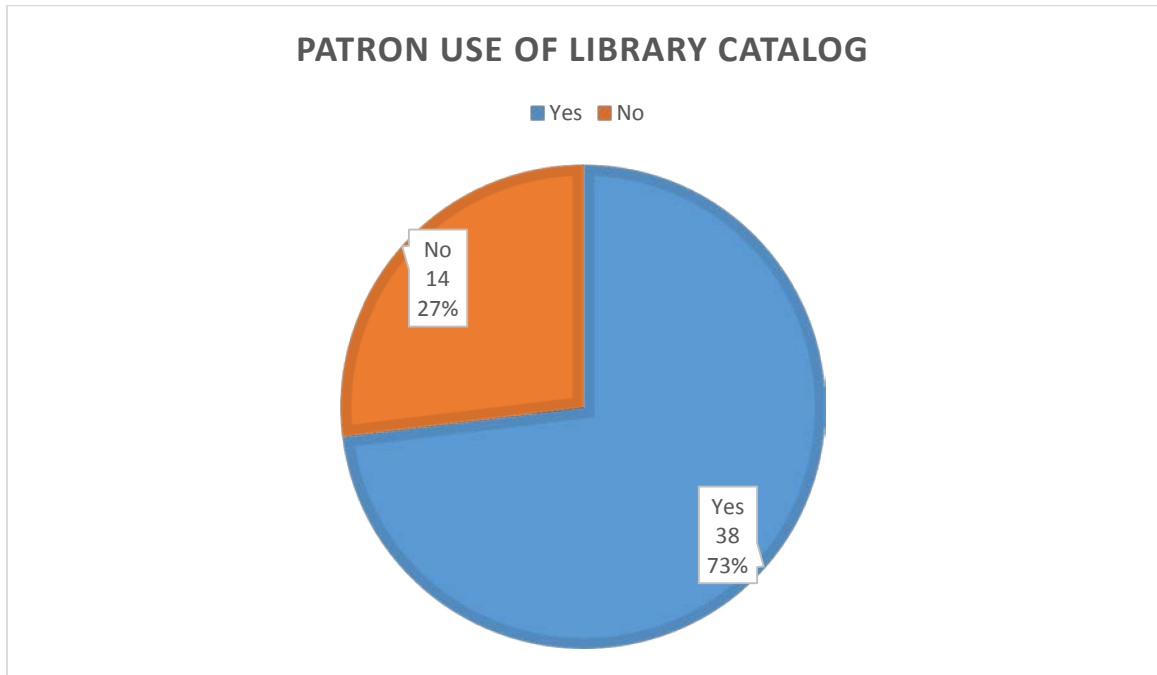
1. When do you most often visit the Library?



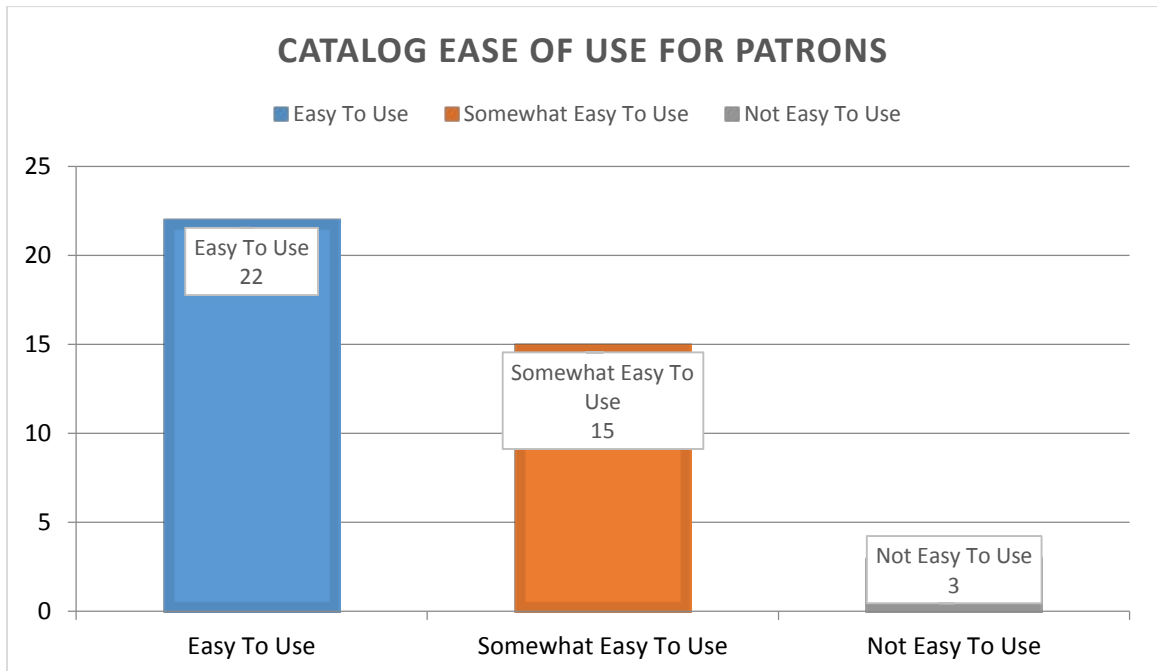
2. When you visit the Library, do you find what you are looking for?



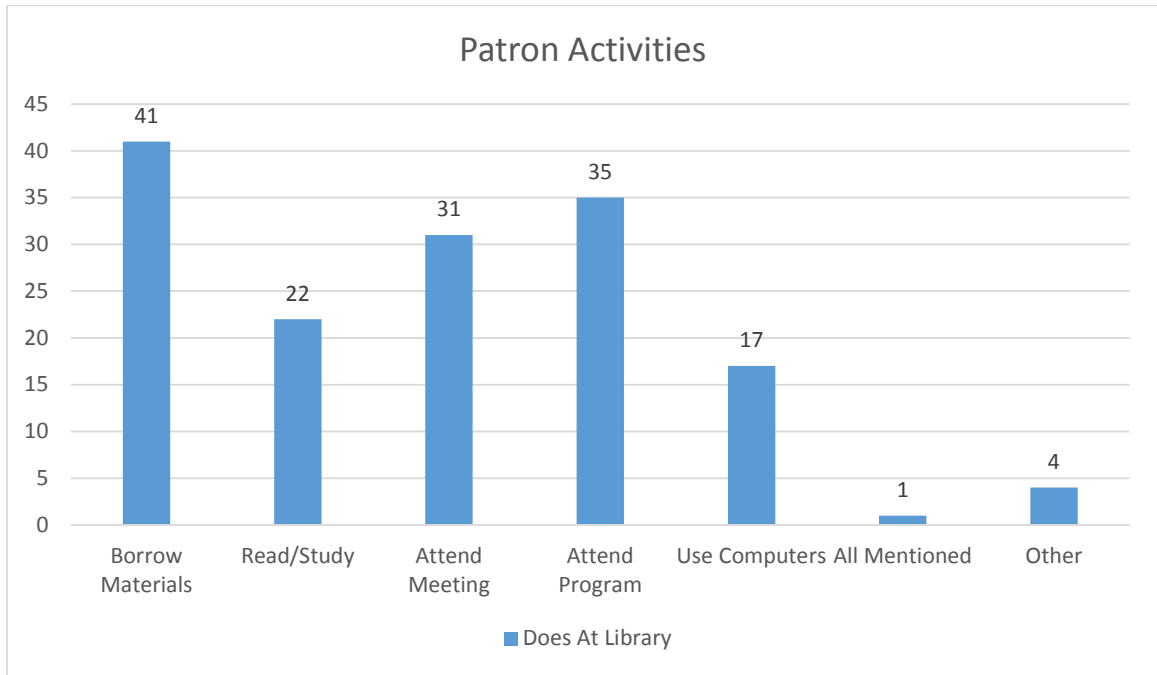
3. Do you use the Library's Catalog?



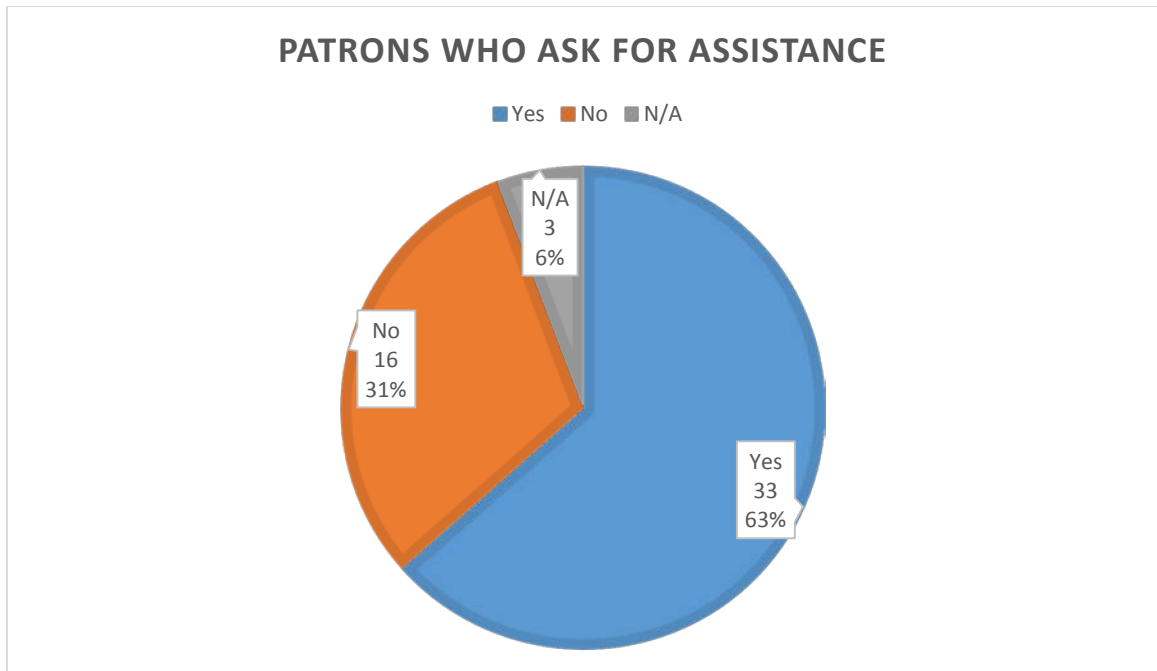
If yes, do you find the Library's catalog:



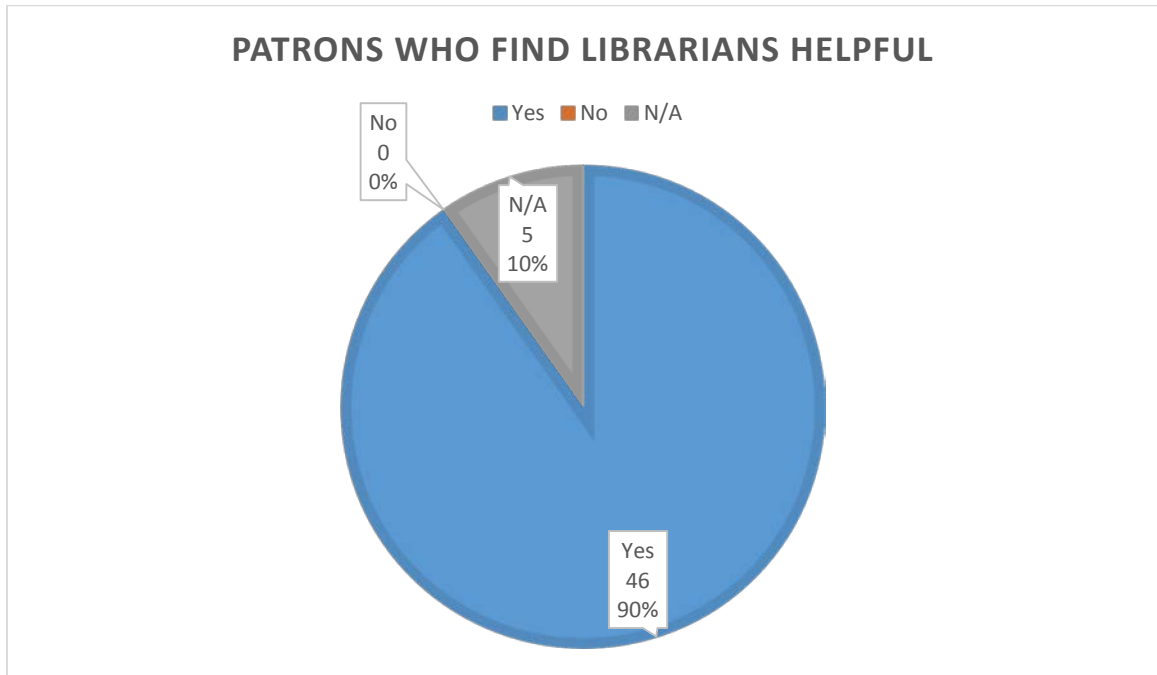
4. When you visit the Library (check all that apply)...



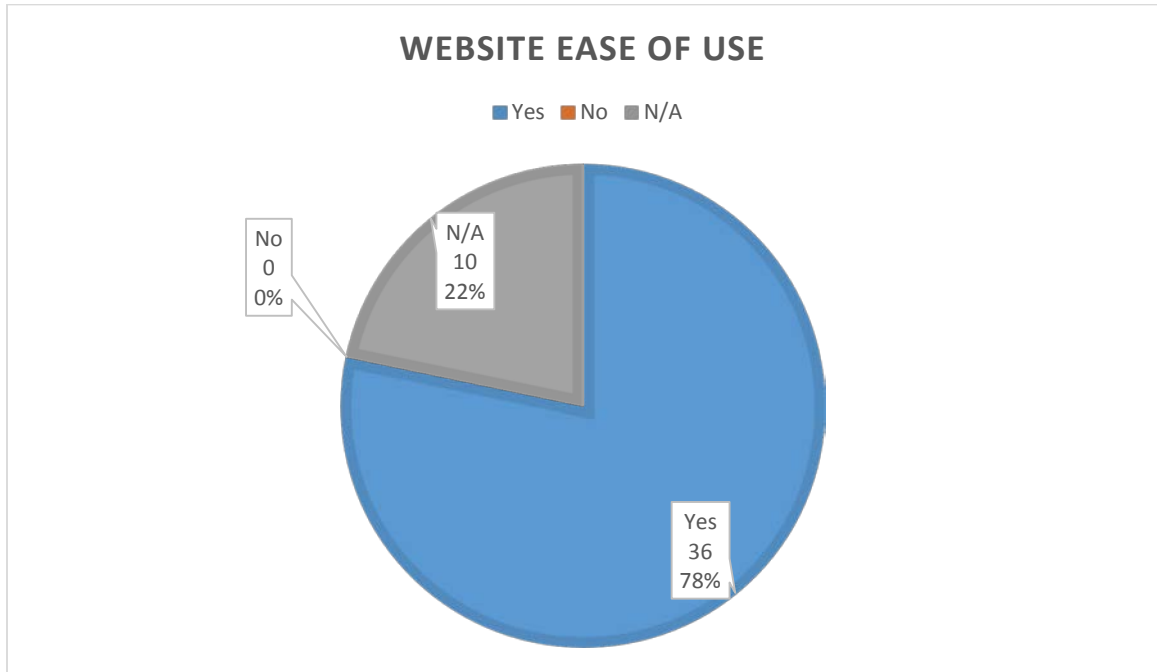
5. When you visit the Novi Library do you ask a Librarian for assistance?



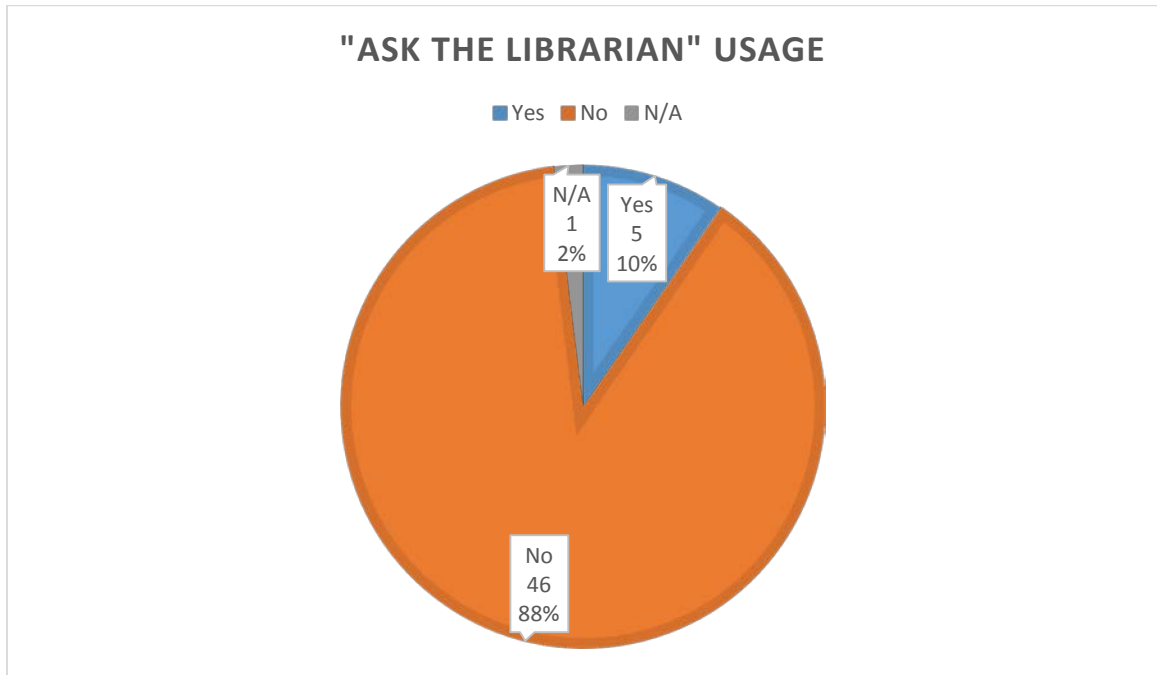
6. Are the Librarians helpful to you when looking for information?



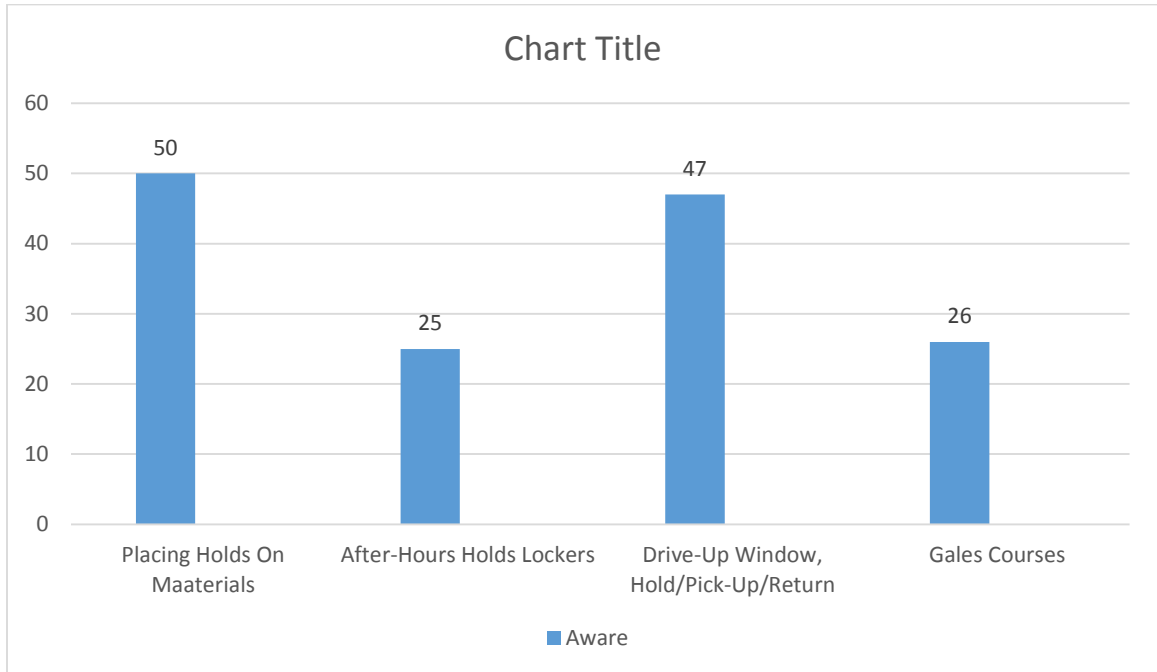
7. Do you find the Library's website easy to use?



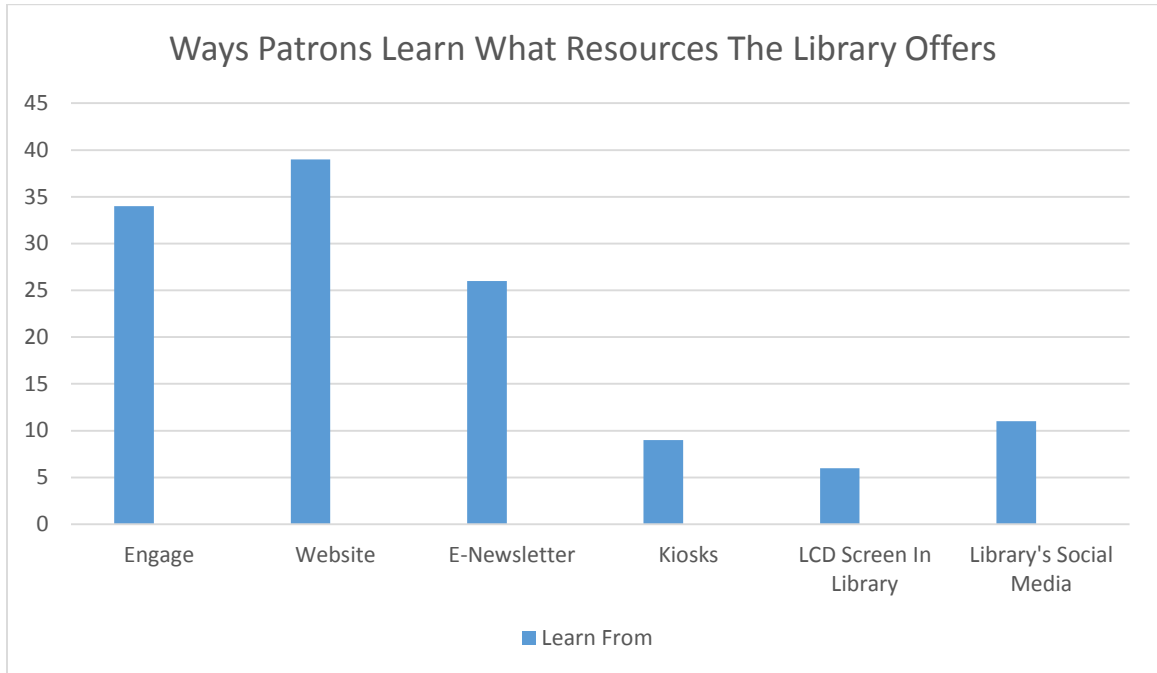
8. Have you tried the "Ask the Librarian" email service from the website?



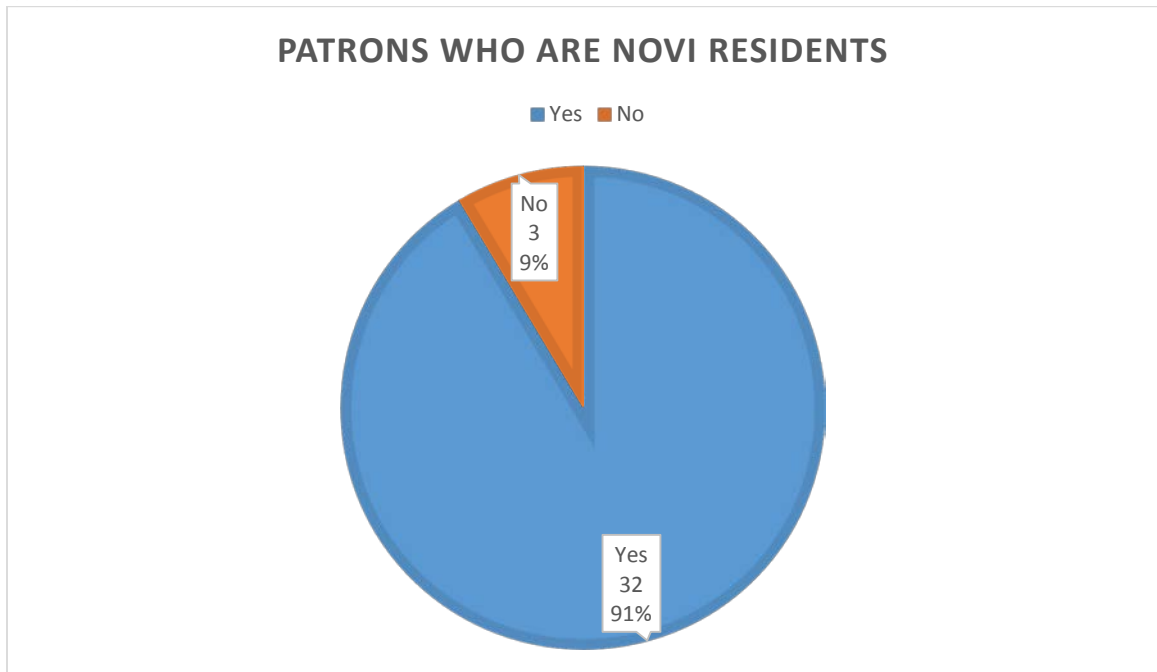
9. Are you aware of the following library services? (check all that apply)



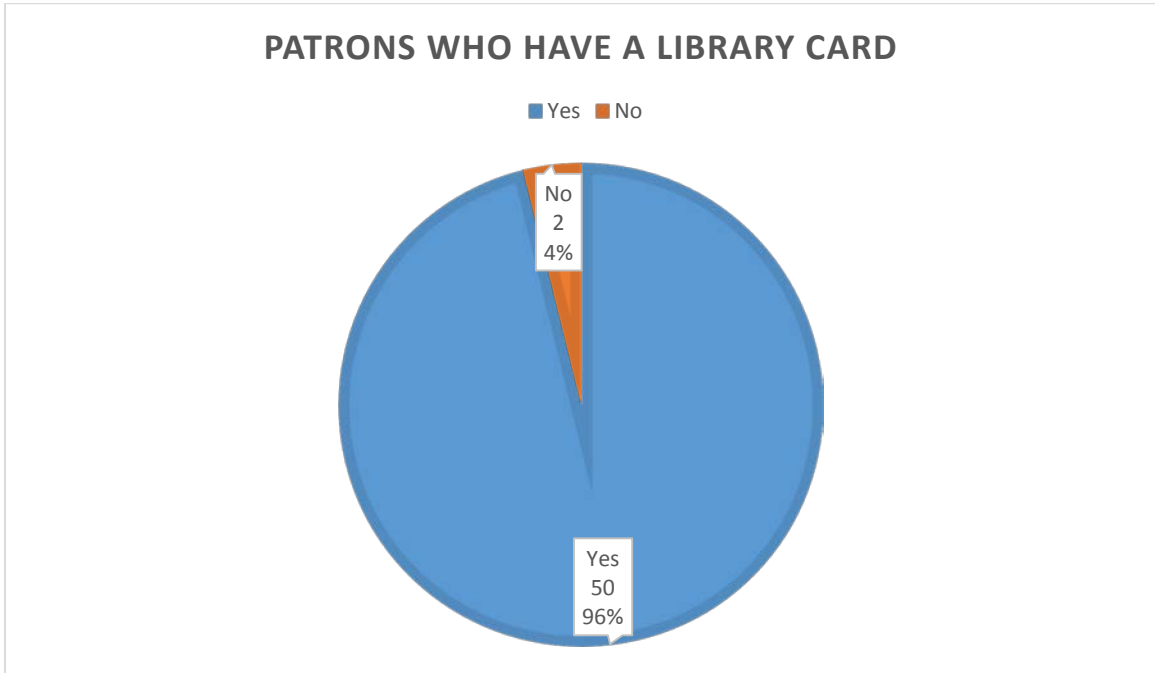
10. How do you learn about what the Library has to offer? (check all that apply)



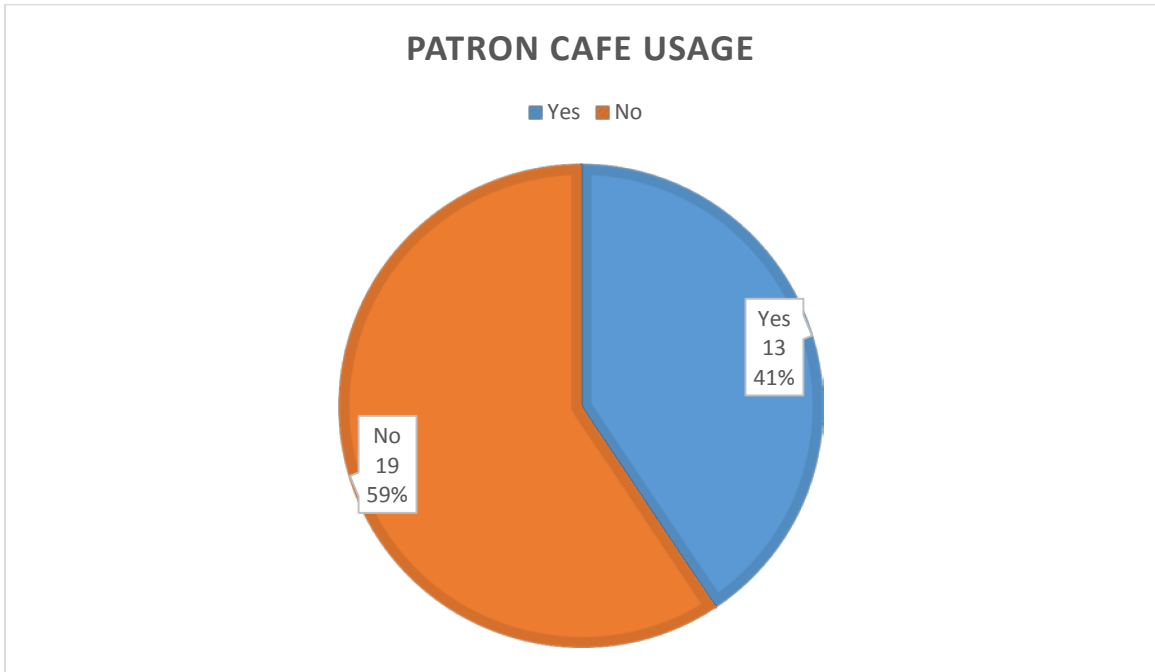
11. Are you a resident of Novi?



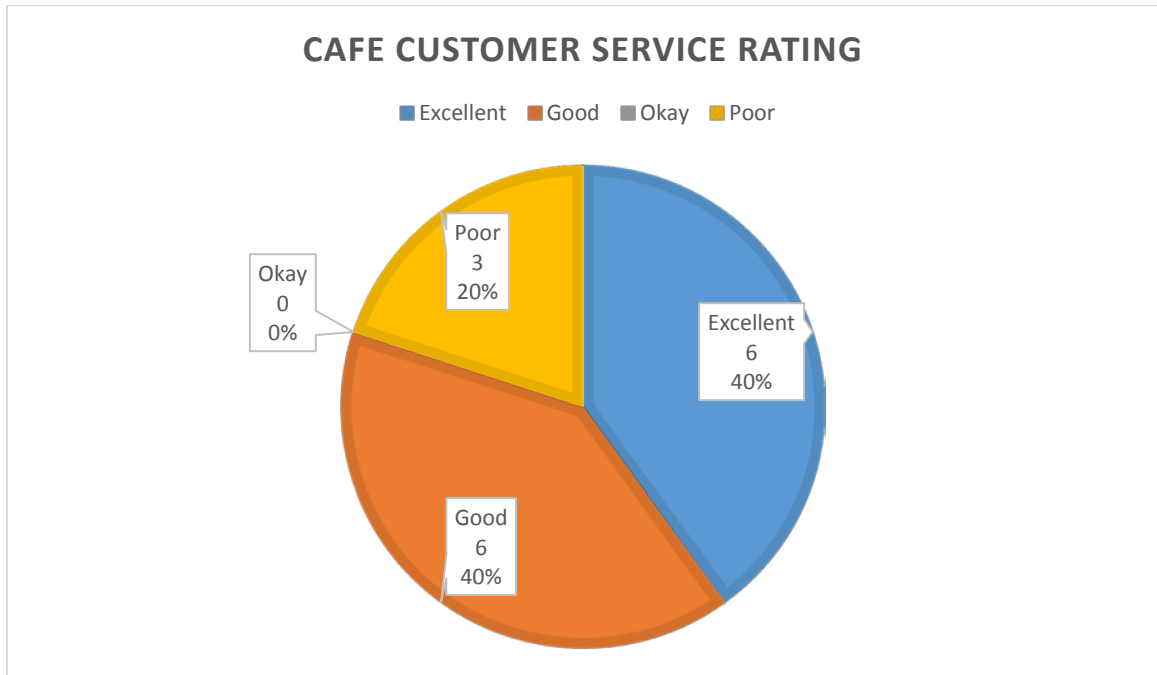
12. Do you have a library Card?



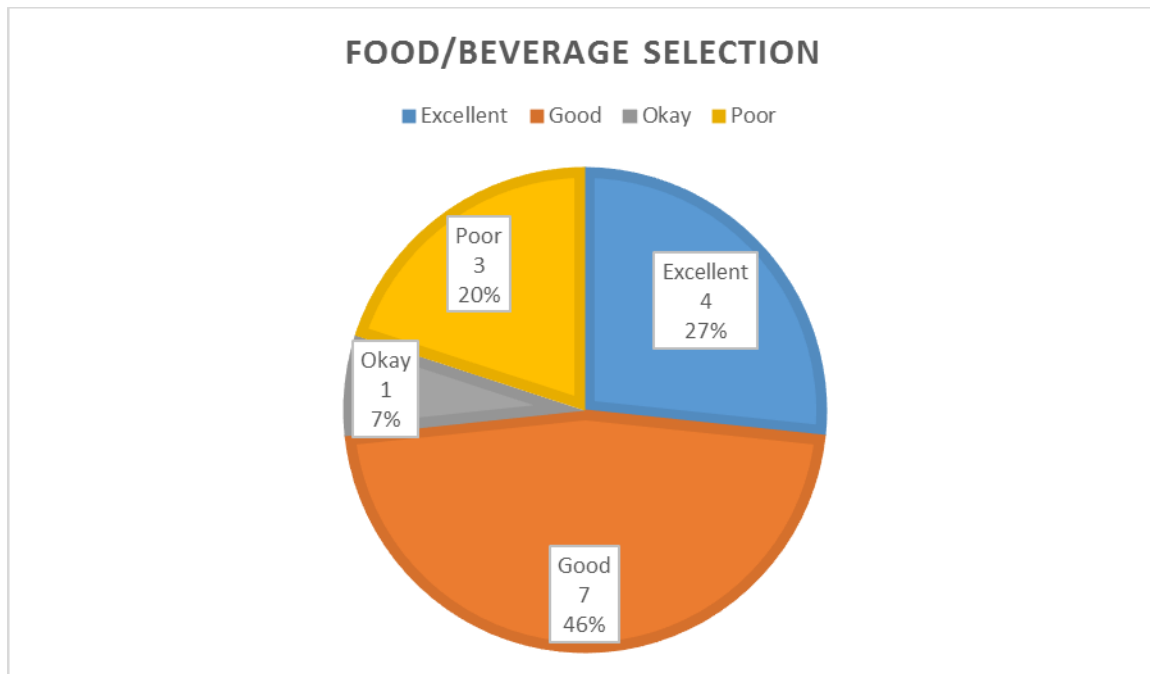
13. Do you use the Library's café?



14.If you use the café, how would you rate the customer service?



15.If you use the café, how would you rate the food/beverage selection?



Novi Public Library Marketing Plan

Inform. Inspire. Include.



July 2015

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6. SWOT Analysis
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7. Marketing Objectives
8. Marketing Strategies
 -Target Market(s)
7. Marketing Mix
 -Product, Price, Place, Promotion
8. Evaluation

Goals

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

Strategies

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

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

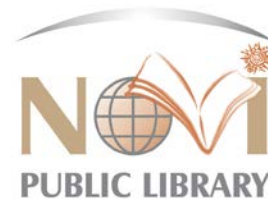
Missions, Values & Vision of the Novi Public Library

Motto

Inform. Inspire. Include.

Mission Statement

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



Values Statement

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

Vision Statement

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

Introduction

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

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

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

Purpose & Philosophy of Public Libraries

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

SWOT Analysis

A. Strengths

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



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

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

B. Internal Organizational Weaknesses

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

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

A. External Organizational Weaknesses

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

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

C. Opportunities

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

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



will

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

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



D. Threats

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

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

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

Marketing Objectives

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

Marketing Strategies

A. Target Market(s)

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



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

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

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



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

Target Market 3: Local Novi businesses and owners

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



B. Marketing Mix

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

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

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



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

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

C. Electronic Marketing Tools

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

D. Print Communication Marketing

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

Evaluation

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

Retirement at Novi Library

Margi Karp-Opperer (aka Miss Margi) has announced her retirement from the Novi Public Library. Margi, as many of you know, has given 23 amazing years to the NPL organization. She started as a Youth Librarian and honestly her energy, love of reading, love of families and the commitment to NPL has never ceased. Today, as Assistant Director of Public Services, Margi's hands are involved in almost every aspect of public service for our organization (information services, customer service, marketing, Friends, outreach – just to name a few).

Margi plans to leave NPL on December 31st, as she is looking forward to spending more time with family and friends. Plans for a farewell will be forthcoming.

A presentation by the Library Board will take place on Wednesday, December 16, 2015

At this time, the intent is not to fill this Administrative position at NPL due to past and ongoing budgetary limitations.

Public Services Report by Margi Karp-Opperer



The Library welcomed back our students with lots of enthusiasm and displays:

1. National Library Card Sign-Up Month with a raffle for our new card holders
2. Banned Book Display on 2nd floor
3. Grandparents Day book display
4. Very cool 1st floor interactive display for youth and adults, designed by our Kathleen Alberga
5. Teen Stop has the Printz Award display, courtesy of Teen Librarian, Lindsay Fricke
6. Educational display by the Daughters of the American Revolution for Constitution Week
7. Thank you to Great Lakes Smocking Guild for their display in the 2nd floor showcase

Featured Adult Programs:

- Make Your Resume Work for YOU
- Purchasing the Right Digital Camera
- Researching Local & Family History with the Library of Michigan
- In partnership with Catholic Center: Lincoln: The Constitution and the Civil War
- Authentic Indian Cooking
- Novi Concert Band Performs
- Appreciating to Kill A Mockingbird

Monthly Adult Programs:

- Five Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Computer Tutor 1 on 1 (5 times a week = 22 sessions this month)
- Four Knit 2gether Knitting Circles
- Coffee with Superintendent, Dr. Steve Matthews
- Four Book Discussion Groups
- French, German, & Spanish Language Conversation Groups
- 2 English Conversation Groups
- 3 ESL Book Discussions
- Novi Writers' Group
- Two Information Services Department Meetings

Business Programs:

- ❖ 3 SCORE Business Mentoring sessions



Featured Youth Programs:

- 3 Baby Time Story Times
- 7 Tot Time Story Times
- 11 Two of Us Story Times
- 7 Three's Company Story Times
- 3 On My Own Story Times
- Just Like a Pirate
- Dog Days at the Library

Featured Tween-Teen Programs

- ❖ Catch Up on Maze Runner
- ❖ Maze Runner Trials
- ❖ Smoothie Challenge
- ❖ Teen Advisory Board (TAB)

Monthly Youth Programs:

- Snack Tales
- Kiddie Craft
- Lego Club

Building Operations Report – by Mary Ellen Mulcrone

Rehabilitation of the rain gardens has been going nicely. Since our last report, 2,000 new plants were added to the parking lot rain garden with much appreciated help from volunteers. Facilities staff had to do some maneuvering to be able to water the entire area of the largest rain garden, but it seems to be doing fine. Less watering will be required as the temperatures are not so hot, but the project has required a great deal of time, and we anticipate it will be worth it to see the improvements in the rain gardens come spring.

An irrigation issue with the well/pump that serves the Library grounds and Fuerst Park has been discovered. We are working with our irrigation contractor and the City to get the pump replaced.

The extended surface air filters that are due to last about 18-24 months have been replaced, so they should be good well into 2017. Other air filters are replaced on a quarterly basis. We were experiencing a problem with the cooling system in one of the data closets. Facilities staff made some adjustments in the room and had our mechanical contractor recalibrate the thermostat for that room. This seems to have solved the problems. With the cooler temperatures, the heater in the vestibule has been turned on, and the air curtain is set to auto, so it will be back in operation as needed.

Furniture in the youth area has been reupholstered, and it looks great! Those pieces were very well worn over the past five+ years and really needed the change. The upholstered benches from the youth computer stations are also getting a makeover, going from upholstery to wooden seats that will be easier to clean and better able to withstand (unintended) abuse from little feet. Lots of other sprucing up is happening this month. Most of it is routine maintenance, but extra special care is being taken due to the upcoming MLA reception and the 3D virtual tour photo shoot.

We had a business energy consultation with a DTE Energy representative. He was impressed with our building and said he could use it as an example of what to do right, citing things such as motion sensors to control lights in closed areas and use of high efficiency fluorescent lamps. It was suggested that we replace halogen lights with LED lights, especially outside where the lights stay on all night. We will look into the costs to make some changes. We were given many new light bulbs to replace some of our less efficient bulbs. Some of these new bulbs should last about 4-5 years instead of 4-5 months! We expect to receive a written report from the consultation in a couple of weeks.

Facilities staff did a needed revamp to the beds beneath the front canopy by adding more pea gravel under the decorative stones. As usual, many other routines and tasks have been accomplished, including carpet cleaning, testing of fire alert systems, faucet repair, re-stripping the parking lot, etc. We also had professional cleaning and maintenance for the AST.

Thanks to the generosity of the Friends of Novi Library, digital A/V equipment has been installed in the youth activity room. BTW, the 3D virtual tour mentioned above is also courtesy of the Friends.

To make space for the new 3D printer (coming soon?), the Creation Station has been moved to the other side of the Information Desk. Another similar type of station for transferring VHS to DVD has been added next to the Creation Station. A new printer that is faster and more cost effective has been put into service for the adult computer area. Four computers in the youth area have been replaced by iPads that are extremely popular.

The IT department reports NO problems with NPL's wireless Internet connections since the upgrades were completed a few months ago. Routine updates have been completed on various types of equipment. Other routine tasks were accomplished, such as assisting patrons, staff, and speakers with hardware and printing issues, etc.

The following computer training was provided for the public: one Basic Photo Editing with Paint.NET, two iPad Tips and Tricks, one E-Reader Instruction, one Zinio Digital Magazines, two VHS to DVD Workshops, and sixteen Tech Times.

Support Services Statistics 2015-2016													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	434	479	401										1,314
Items checked out	79,554	74,310	62,846										216,710
Items borrowed	4,800	4,562	4,283										13,645
Items loaned	4,942	4,892	4,715										14,549
Read Boxes	326	228	245										799

	September 2015	September 2014		September 2015	September 2014
Library cards issued	401	409			
Total checkouts	62,846	67,803	READ Boxes	Adult 50	24
				Youth <u>195</u>	<u>129</u>
Items borrowed	TLN 4,203	3,753		Total 245	153
	MeL <u>80</u>	<u>87</u>			
	4,283	3,840			
Items loaned	TLN 4,636	4,520			
	MeL <u>79</u>	<u>99</u>			
	4,715	4,619			

Self-Check Totals 2015-16 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
Jul	79,554	56.67%	45,081	10,025	8,678	5,023	7,611	12,073	1,671
Aug	74,310	57.44%	42,681	11,294	2,906	7,603	7,620	11,698	1,560
Sep	62,846	54.83%	34,456	8,578	4,972	4,167	6,467	9,629	643
Oct									
Nov									
Dec									
Jan									
Feb									
Mar									
Apr									
May									
Jun									
FYTD	216,710	56.40%	122,218	29,897	16,556	16,793	21,698	33,400	3,874

Library Usage									
2014-2015 Fiscal Year					2015-2016 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
Jul	41,988	1,400	289	30	Jul	42,588	1,469	280	29
Aug	37,590	1,296	272	29	Aug	34,009	1,134	281	30
Sep	31,986	1,103	275	29	Sep	29,854	1,106	261	27
Oct	36,332	1,172	294	31	Oct			291	31
Nov	30,030	1,073	259	28	Nov			266	29
Dec	28,625	1,022	264	28	Dec			263	28
Jan	30,566	1,019	280	30	Jan			278	30
Feb	28,186	1,044	264	27	Feb			275	29
Mar	31,116	1,004	292	31	Mar			283	29
Apr	31,008	1,107	272	28	Apr			280	30
May	28,010	1,000	263	28	May			269	28
Jun	36,610	1,262	280	29	Jun			274	29
FYTD	392,047	1,127	3,304	348	FYTD	106,451	1,238	3,301	349

Computer Logins

2014-2015 Fiscal Year						2015-2016 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
Jul	5,620	46,177	3	51,800	1,727	Jul	3,794	74,618	5	78,417	2,704
Aug	4,816	48,923	7	53,746	1,853	Aug	3,607	73,816	6	77,429	2,581
Sep	4,866	49,382	1	54,249	1,871	Sep	3,047	72,714	1	75,762	2,806
Oct	4,167	54,461	2	58,630	1,891	Oct					
Nov	4,463	54,338	2	58,803	2,100	Nov					
Dec	4,228	47,196	1	51,425	1,837	Dec					
Jan	3,395	51,759	2	55,156	1,839	Jan					
Feb	2,918	66,156	2	69,076	2,467	Feb					
Mar	3,556	68,265	2	71,823	2,317	Mar					
Apr	3,287	61,087	4	64,378	2,299	Apr					
May	2,890	69,463	0	72,353	2,584	May					
Jun	3,637	72,043	1	75,681	2,610	Jun					
FYTD	47,843	689,250	27	737,120	2,112	FYTD	10,448	221,148	12	231,608	2,693

Early Literacy Workstation Usage							
2014-2015 Fiscal Year				2015-2016 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
Jul	1,460	38,035	26	Jul	1,505	37,569	24
Aug	1,297	33,735	26	Aug	1,416	35,537	25
Sep	1,039	23,683	22	Sep	953	7,416	21
Oct	1,005	22,557	22	Oct			
Nov	995	24,158	24	Nov			
Dec	953	21,756	22	Dec			
Jan	971	22,936	23	Jan			
Feb	962	22,029	22	Feb			
Mar	1,185	28,393	23	Mar			
Apr	1,026	23,551	22	Apr			
May	901	18,957	21	May			
Jun	1,209	29,678	24	Jun			
FYTD	13,003	309,468	23	FYTD	3,874	80,522	23

Technology Training Sessions 2015-2016 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Typing	Paint.NET	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	3		2		1				5	11	
<i>patrons</i>	3		2		4				5		14
Aug	5	1	2	2	1	1	1		14	27	
<i>patrons</i>	4	3	2	2	8	4	3		14		40
Sep	5	1	2	2		1	1		8	20	
<i>patrons</i>	5	3	2	4		4	1		8		27
Oct											
<i>patrons</i>											
Nov											
<i>patrons</i>											
Dec											
<i>patrons</i>											
Jan											
<i>patrons</i>											
Feb											
<i>patrons</i>											
Mar											
<i>patrons</i>											
Apr											
<i>patrons</i>											
May											
<i>patrons</i>											
Jun											
<i>patrons</i>											
Sessions	13	2	6	4	2	2	2	0	27	58	
<i>Patrons</i>	12	6	6	6	12	8	4	0	27		81

2015-2016 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts*	Active Learners	Completed Classes
Jul	2,036	201	1,030	14,045	43	1
Aug	1,993	218	773	14,748	70	2
Sep	1,872	189	1,022	14,737	98	1
Oct						
Nov						
Dec						
Jan						
Feb						
Mar						
Apr						
May						
Jun						
FYTD	5,901	608	2,825	43,530	**	4

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

2015-2016 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,133	1,203	4,336	136
Aug	2,898	1,181	4,079	118
Sep	3,713	966	4,679	96
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				
FYTD	9,744	3,350	13,094	350

*Includes: Addison, Allen Park, Auburn Hills, Bacon, Belleville, Berkley, Blair, Brighton, Chelsea, Clarkston, Commerce Township, Cromaine, Dearborn Heights, Dexter, Ferndale, Flat Rock, Franklin, Garden City, Hazel Park, Highland, Huntington Woods, Inkster, Lincoln Park, Livonia, Lyon Township, Madison Heights, Manchester, Milford, Northfield Township, Northville, Novi, Oak Park, Oxford, Pontiac, Redford, Romulus, Saline, Southgate, Springfield, Taylor, Trenton, Walled Lake, Waterford Township, Wayne, Westland, White Lake Township, Wixom, Ypsilanti

Charging Stations Usage					
	2011-12FY	2012-13FY	2013-14FY	2014-15FY	2015-16FY
Jul		3	3	10	23
Aug		2	8	11	4
Sep	3	8	2	4	3
Oct	1	3	4	3	
Nov	7	3	4	3	
Dec	1	3	0	4	
Jan	8	4	1	3	
Feb	7	3	1	2	
Mar	11	4	0	0	
Apr	5	3	3	3	
May	8	1	4	9	
Jun	4	1	5	16	
FYTD	55	38	35	68	30

Meeting Room Rentals					
2014-15 Fiscal Year			2015-16 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
Jul	44	1,234	Jul	21	522
Aug	54	1,810	Aug	47	996
Sep	29	760	Sep	46	960
Oct	36	964	Oct		
Nov	33	890	Nov		
Dec	19	470	Dec		
Jan	22	910	Jan		
Feb	23	656	Feb		
Mar	36	924	Mar		
Apr	31	818	Apr		
May	33	965	May		
Jun	27	765	Jun		
FYTD	387	11,166	FYTD	114	2,478

Library App - 2015-16 Fiscal Year					
	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
Jul	36,763	1. Catalog	Jan		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Events			
Aug	44,983	1. Catalog	Feb		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Book/DVD Lists			
Sep	41,040	1. Catalog	Mar		
		2. My Account			
		3. Library Locator			
		4. OverDrive			
		5. Artwork at the Library			
Oct			Apr		
Nov			May		
Dec			Jun		
			Total	122,786	

**Minutes of the Friends of the Novi Public Library Board Meeting
September 9, 2015**

Present: Evelyn Cadicamo, Evelyn Young, Sue Johnson, Carol Bauer, Pat Brunett, Barb Brunett,
Julie Abrams, Carol Hoffman, Carol Neumann
Guests attending: Paul Funk
Excused: Marilyn Amberger

I. Call to Order/ Roll Call: Board President, Sue Johnson, called the meeting to order at 7:00 PM.

II. Approval of Minutes of June 10, 2015

Motion to approve--Julie Abrams; second--Carol Hoffman. Passed 9-0.

III. Treasurer's Report--Carol Bauer (for Marilyn Amberger)

Checking Account:	\$20,137.59
<u>Savings Account:</u>	<u>15,609.93</u>
Total	\$35,747.52

<u>Startup Fund</u>	<u>\$100.00*</u>
Total Cash Accounts	\$35,847.52

*To be assumed in future treasurer's reports

Motion to approve Treasurer's report: Julie Abrams; second—Carol Hoffman. Motion passed: 9-0.

IV. Reports

A. Introduction of guest--Paul Funk, Library Board Member; Bill Lawler will alternate attendance with Paul at the Friends meetings.

B. Book Nook--Carol Hoffman

- Goal for each month--\$20,000; average intake--\$28,200
- New sale of adult fiction, hardcovers
- Theme shelf in use
- "Thousands" of books donated.

C. Gala--Barb Brunett, Sue Johnson

- "Art" theme for Gala
- Several contributions made to create at least three theme baskets available for a drawing: Snow White, crafts, and food.
- Silent auction: vintage books, black and white photos from old movies, records
- 285 invitations to Gala are being mailed; 165 persons attended the 2014 Gala.
- Community Financial will be recognized for awarding a \$1,000 grant to sponsor the Teen Book Club.

D. Membership--Sue Johnson

- Paul will encourage Friends' memberships in his report to the Library Board.
- Sue will apply to FOML for "Students for Success".
- Pat will pick up Chamber Music tickets for use in the Gala baskets.

E. President--Sue Johnson

- Sue referred the Board to the calendar of upcoming events listed in this meeting's agenda.

V. Announcements--the Memorandum of Understanding will be addressed at the next meeting.

VI. Adjournment---Motion to adjourn--Julie Abrams; second-Barb Brunett
Motion passed 9-0.

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

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

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

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

Therefore, let it be understood that:

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

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

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

Friends of Novi Public Library

 _____ Date: 11/13/13, 2013

Patrick J. Brunett, President

Novi Public Library Board of Trustees

 _____ Date: 11/11/13, 2013

Mark A. Sturing, President

Novi Public Library Administration

 _____ Date: 11/11/13, 2013

Julie E. Farkas, Library Director

TRUSTEES' CORNER

Ethics for Library Trustees, Staff, and Friends

By Donald B. Reynolds

"Friends can make the difference between a mediocre and an outstanding library."

—Jean A. Ashfield, *Friends of Library Handbook*.

To guide the work of librarians, other professionals providing information services, library trustees, and library staff, the American Library Association (ALA) developed a Code of Ethics in 1939, updated in 2008. In 2012, ALA's United for Libraries adopted an amended Public Library Trustee Ethics Statement (ow.ly/T34yQ) to help trustees understand their obligations.

Over the years, to describe the public's expectations about the library, statements also have been developed:

Library Bill of Rights, Freedom To Read, and Freedom To View. In addition, many local library boards, such as our seven counties in East Tennessee, have developed Codes of Ethics to help provide specific guidelines for their members (ow.ly/T34P2).

These statements are designed to assist library staff and trustees, but there has not been a national ethics statement to help Friends of the Library identify their place in relation to both. To define these relationships, in 1994 the Tennessee Regional Library and State Library staffs developed "A Comparison of Responsibilities: Local Library Board of Trustees, Local Library Director, Regional Library, and Friends of the Library," revised in 2013 (ow.ly/T34Zw).

In *Working Ethics: Strategies for Decision Making and Organizational Responsibility*, Marvin T. Brown writes, "[T]he purpose of ethics... is to help people make better decisions." So, to clarify Friends' responsibilities and help member Friends make better decisions, the Friends of Tennessee Libraries (FOTL) developed and adopted an Ethical Dozen for Friends of the Library statement for local Friends groups to use as a model for their own ethical behavior:

The Ethical Dozen for Friends of the Library

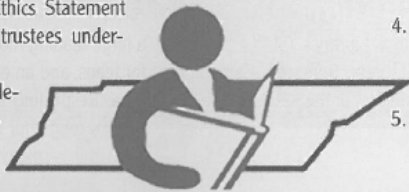
Adopted September 18, 2015

1. Friends of the Library is a group of individuals who value public library services to the community and who volunteer their time, talents, and efforts to promote and support the vision, mission, and objectives of their library in whatever way will be helpful.
2. Friends organize to help support the work of the library, not to engage in the work and responsibilities of the library trustee

board members or the library staff. Friends of the Library cooperate with both, but do not interfere with either. Friends recognize that they do not perform a decision-making role for the library; they are familiar with and support the policies of the library. Friends provide input into the library's long-range planning process and remain knowledgeable as to the status of the plan.

3. Friends support quality library services in the community through fundraising, volunteerism, and serving as advocates for the library's program.
4. Friends work to ensure that the public has equal access to information, both as a Constitutional right and as the best way to sustain a democratic way of life.
5. Friends subscribe to and believe in the Library Bill of Rights, the Freedom To Read, and the Freedom To View statements (ow.ly/T34go).
6. Friends recognize that authority rests with the whole Friends board assembled in public meetings and shall make no personal statements or promises nor take any private action which may compromise the board. They support the actions taken by a majority of the board and clearly differentiate personal opinions from board decisions.
7. Friends do not interfere with the library operations of the library staff.
8. Friends promote the library program to the public.
9. Friends conduct fundraising which complements the library's mission. Friends' activities support library board long-range plans and policies. Friends decide how to spend their funds after conferring with the library director.
10. Friends follow legal, professional, and ethical practices in making decisions. They scrupulously avoid personal conflicts of interest and do not condone them in others. They say nothing in a board meeting that could be construed to violate anyone's civil rights.
11. Friends serve as advocates for local, state, and national library issues and represent the library program to legislators and funders.
12. Friends are open and welcoming to suggestions, questions and communications from the library staff, trustee board members, and the public.

Donald B. Reynolds is President, Friends of Tennessee Libraries, and retired Director, Nolichucky Regional Library, TN



Bits and Pieces

Vol .6 Number 8

October 2015

Top Five Reasons You Must Attend MLA Annual Conference - October 28-30

- Reason #5 it's a local trip ... you don't have to drive far to get to Novi
- Reason #4 show support for TLN MLA leaders Julie Farkas and Kathleen Zenger
- Reason #3 an inexpensive way to network with your friends and colleagues
- Reason #2 the state fair is gone, no fighting off kids, ruining diets or dangerous rides

And the top reason

- Reason #1 SE Michigan pride ... be part of the largest group of attendees in 4 years

It's not too late for conference registration. Sign up today and begin a new partnership with MLA and your statewide assembly of library staff, trustees and friends.

Membership Meeting October 13 – 11:00 AM Livonia Civic Center Library

In this highly charged environment of digital reading and electronic access to resources, is your library equipped to modify those services to encourage use by patrons with disabilities? As we celebrate the 25th anniversary of the Americans with Disabilities Act (ADA) we have an obligation to provide reasonable access to these new electronic resources. In a positive way, look at how scalable fonts on E Readers has exploded access to large print resources previously six months or more behind in release and very expensive to add. Join your colleagues as we explore the new world of ADA adaptability for websites, computers and data bases. Stay ahead of this fast paced world of accessibility ... you patrons with disabilities expect and demand fair access to the new world of E resources at their public library. Come to the fall TLN membership meeting, 11:00 AM on Tuesday, October 13 at the Livonia Civic Center Library. The balance of TLN membership meetings are as follows – all start at 11:00 AM:

- March 15 Plymouth District Library
- May 17 Salem-South Lyon District Library
- July 15 Annual Picnic – Heritage Park - Farmington

If this schedule isn't enough to get you out to our October 13 meeting, how about the following:

Be the first to learn the name of the 2016 inaugural Michael P. Tyler lecturer. Join us as we begin a new tradition at TLN. Lecture is scheduled for Wednesday, April 13, 2016 at 10:00 AM hosted by the Novi Public Library.

Activities of Statewide or National Focus

Attended and participated in discussion of legislative calendar during September 14 meeting of the Michigan Library Association Legislation hosted at the offices of the MLA lobbyist firm in Lansing.

Completed local arrangement requirements for the April 13, 2016 inaugural Michael P. Tyler lecture at the Novi Public Library.

Secured participation agreement from Mideastern Michigan Library Cooperative Director, Denise Hooks, to support 2016 Library of Michigan Loleta Fyan Small and Rural Libraries Conference program proposal submittal titled, "Michigan Library Cooperatives – Then, Now and the Future: Dinosaurs or Dynamic Agents of Change."

Engaged colleagues in discussions of the M.L.A. legislation committee platform during October 5 telephone conference meeting.

Activities in Support of Member Libraries

Visited with Matt Church, Berkley Public Library Director, and Jenni Gannod, Clawson Blair Memorial Library Director during on site stops on September 15.

Supported first ever TLN Shred Day, September 16, organized by TLN Human Resources Director, Judith Kozakowski, including special picnic services from TLN Building Manager, Vince Nash, filling a shredding truck $\frac{3}{4}$'s full.

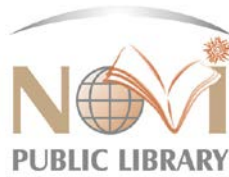
Attended and responded to board concerns during regularly scheduled meeting of the TLN Board of Directors on September 17.

Provided new director orientation for Kathy Dimond, during September 21 stop at the Manchester District Library.

Hosted end of series run Leaders Book Club at TLN on September 23.

Encouraged staff during final preparations for the 4th annual TLN Technology Forum hosted by the Bloomfield Township Public Library on October 2.

Supported day of show logistics for the October 6 program, the Black Belt Librarian, hosted by the Dearborn Public Library with a sold out attendance of 200+, including attendees from five Michigan Library Cooperatives (White Pine, Woodlands, Suburban, MidEastern Michigan and Michigan Library League).



Library Board Calendar

2015

November	Annual Library Report – City Council Meeting, TBD
November 11	Holiday – Veteran’s Day – Library Open
November 17	Community Read, Library
November 18	Library Board Regular Meeting
November 25	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 26	Holiday – Thanksgiving, Library Closed
December 16	Library Board Regular Meeting
December 16	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

2016

January 1	Holiday – New Year’s Day, Library Closed
January 16	Budget Planning Session, Library
January 20	Library Board Regular Meeting
February 6	Budget Planning Session, Library
February 17	Library Board Regular Meeting
March 16	Library Board Regular Meeting
March 26	Library Closed
March 27	Holiday – Easter, Library Closed
April 10-16	National Library Week
April 20	Library Board Regular Meeting
April	Budget presented to Council, TBD
May	Library Board - Goal Setting Session, TBD
May 8	Mother’s Day, Library Closed
May 18	Library Board Regular Meeting
May 29	Library Closed
May 30	Holiday – Memorial Day, Library Closed
June 15	Library Board Regular Meeting
June 15	Library Director Annual Review
June 19	Father’s Day, Library Closed
July 4	Holiday – Independence Day, Library Closed
July 20	Library Board Regular Meeting
August –	October Community Reads Program
August 17	Library Board Regular Meeting
August 19	Staff In-Service, Library Closed

- Friends Board Meeting meets the second Wednesday of the month, 7 p.m.
 - Historical Commission meets the fourth Wednesday of the month, 7 p.m.
- The Friends Board Meetings and Historical Commission Meetings are held at the Novi Public Library.