

### Agenda

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

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

1. Call to Order by President, Melissa Agosta
2. Roll Call by Secretary, Kat Dooley
3. Pledge of Allegiance
4. Approval and Overview of Agenda ..... 1-4
5. Consent Agenda
  - A. Approval of Regular Meeting Minutes .....5-12
  - B. Approval of Claims and Warrants ..... 13-15
6. Correspondence
  - A. July 15, 2019: Nextdoor Social Media Post by Resident, Darlene Friedman regarding library bioswales..... 16-17
7. Presentation/Special Guest
  - A. Staff Recognition for 2019 Customer Service Award & Above and Beyond Award (see descriptions in the Director’s Report).....61-64
  - B. Student Representatives Annual Presentation
  - C. Sue Johnson, Friends President – Check Presentation and Annual Update
8. Public Comment  
In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.  
  
DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
9. Student Representatives Report – June 2019 ..... 18-20
10. President's Report (Melissa Agosta)
  - A. Proposed Strategic Objectives summary document 2019-2022.....21
  - B. 2018-2019 Library Goals ..... 22
  - C. 2018-2019 Goals Update (**July**, October, January, April) ..... 23-50
11. Treasurer's Report (Geoffrey Wood)
  - A. 2018-2019 Library Budget Fund 268..... 51-53
  - B. 2018-2019 Contributed Fund Budget 269 ..... 54
  - C. Library Fund 268 Expenditure & Revenue Report (as of June 30, 2019) ..... 55-57
  - D. Contributed Fund 269 Expenditure & Revenue Report (as of June 30, 2019) .....58

E. Balance Sheets for Funds 268 and 269 (as of June 30, 2019) .....	59-60
12. Director's Report.....	61-66
A. Information Technology Report .....	67-68
B. Facilities Report .....	68-72
C. Information Services Report.....	73-74
D. Support Services Report .....	75
E. Library Usage Statistics .....	76-84
F. Friends of the Novi Library (Meeting Minutes: May 8 <sup>th</sup> , June 12 <sup>th</sup> , July 11 <sup>th</sup> ) .....	85-93
G. Novi Historical Commission (Agenda: July 17 <sup>th</sup> ) .....	94

13. Committee Reports

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

(Michener-Chair, Agosta)

- Board approved revised policy manual on June 22, 2017; committee will begin review work in fall 2019.
- No action at this time
- Director Farkas met with Sue Johnson and Carol Hoffman from Friends to go over the new draft of the MOU for Friends and Library Board. A few edits were proposed and will now be sent back to the attorney for final review. Friends will take the MOU to their August 14<sup>th</sup> meeting for approval, then it will come to the Library Board for first draft review on August 22, 2019.

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

(Wood – Chair, Dooley, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning survey on hold until further notice.
- Meeting held on Wednesday, July 17<sup>th</sup> at 5:00pm (Dooley, Agosta, Library Director Farkas and Marcia Dominick) to discuss Library Director's salary compensation for 2019/2020. Director Farkas asked for further clarification on areas that met expectations (score of 3) for further input from the Board for improvement for personal goals for 19/20.
- Trustee Agosta will be taking on the Chair role for the HR Committee as Trustee Wood already has a Chair role with Finance.

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

(Wood- Chair, Messerknecht, Lawler)

- As of June 6<sup>th</sup>: received a draft of a Resolution to Establish Endowment Program and need to meet with the committee to review
- Finance Committee met on Thursday, July 11<sup>th</sup> at 8:00pm to look at the first draft of the Resolution for Endowment. Committee asked Director Farkas to follow-up with City of Novi Finance Dept. for any input based on other city endowment programs as well as with members of the Novi Parks & Rec Foundation for any insight they may have into an endowment program.
- Based on April and May payments not received by café lease, Finance Committee recommended contacting the City Attorney for a letter to be drafted to Mr. Bernstein based on the pending issues. Director Farkas is waiting on a draft letter to be submitted to her by the attorney.
- Committee was presented with a summary of 2019/2020 library related budget information that is compiled annually by the City Finance Dept. All board members received this information in hard copy for review and informational purposes.

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

(Yu – Chair, Michener, Dooley)

1. Committee meeting set for Monday, August 5<sup>th</sup> at 2:00pm to discuss the Library Board Bingo idea and future marketing needs for the Library.
2. Events Attended by Library Board Members in the Last Month:
  - June 26<sup>th</sup>: Sizzling Summer – Yu
  - July 10<sup>th</sup>: Sizzling Summer – Yu
  - Friend of Novi Library Annual Meeting - Agosta
  - July 11<sup>th</sup>: HR Training by Foster Swift for Library Board, Library Managers & Library HR (Agosta, Yu, Michener, Dooley, Messerknecht, Lawler, Farkas, Stevenson, Rutkowski, Zurmuehlen, Dominick)
  - July 13<sup>th</sup>: Car Show – Yu
  - July 17<sup>th</sup>: Sizzling Summer - Yu

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

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

- Board received in email as well as hard copy (for informational purposes) a draft summary and the strategic planning data categorized in 7 areas of concentration: Collections/Electronic Resources, Technology, Marketing, Outreach/Services, Programming/Events, Building/Grounds and Staff Development. Director Farkas will be looking for any further additions/edits from the Board Members to the 1 page summary in order for the document to move to the design stage for staff/public communication.

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

(Messerknecht – Chair, Lawler, Wood)

- Novi Special Race Car – City Council approved the budget and moving of the car from the Library. As of July 18, 2019 – nothing to report.
- Library Café – As of July 18, 2019: Payments for April and May for café operations have not been received by Mr. Bernstein. A \$500 deposit is currently on hold for Mr. Bernstein to pick up pending payments made. At this time the late payments violate the lease agreement. Finance Committee recommended contacting the City Attorney for a letter to be drafted to Mr. Bernstein based on the pending issues. Director Farkas is waiting on a draft letter to be submitted to her by attorney.
- Grounds – As of July 18, 2019: Drew Lathin, Bioswale Vendor reports:
  - 1) Parking lot swale is in pretty good shape now. Apparently the heat got it cranking. There is good diversity in there and empty places are filling in.
  - 2) The swale just south of the parking lot is getting better. Seeds from plants last year are now germinating and filling back in.
  - 3) The swale to the west is still in the worst shape and not very good right now. If only we can keep the mowers from driving into them. Facilities team will follow-up with lawn vendor.
- Lending Library Kiosk – There is a meeting scheduled for August 21<sup>st</sup>. The date for the unveiling has been moved up and will like occur the middle of May due to the City's calendar. Request from Library Board to close on a Friday in early May 2020 (tentatively: May 1, 2020) for an All Staff Training Day instead of in August 2020.

- LED Lighting – As of July 18, 2019, the process to swap out the bulbs on the 2<sup>nd</sup> floor that had experienced a ballast inconsistency has been initiated by the facilities team. No issues have been reported. The date of Wednesday, July 24 has been set to finalize the last few rows of lights that needed to be swapped out.
- Library Van – A meeting took place on July 11<sup>th</sup> with City Fleet Manager, Mike Ratigan, to discuss the purchase of the library van. It will be a 2020 Transit Van. Same details as proposed at budget time were discussed. An added feature of an electronic start on the vehicle for \$500 was added. Total cost: \$27,598.00 plus the cost of \$2,000 for a wrap. At this time we have budgeted \$28,500.00. There may need to be a budget adjustment for this capital expense in 983.000.

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

(Lawler- Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
- No report at this time.

14. Public Comment

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

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

15. Matters for Board Action

- A. Consideration of 3 additional days for library closings in 2020 and moving In-Service closure to May 2020 instead of August 2020 to accommodate training for the Lending Library for all staff..... 65-66
- B. Motion to approve the Library’s Director’s salary compensation for 2019-2020 based on Library Board’s performance evaluation results, which were discussed in closed session on June 27, 2019
- C. B4: Meeting Room Rental and Use (1<sup>st</sup> draft, Attorney reviewed – still pending based on questions from staff members).....N/A

16. Adjourn

**Supplemental Information:**

- Library Calendar ..... 95

**Future Events:**

- Thursday, Aug. 8<sup>th</sup>: Community Reads 2019 Kicks Off - Author event: Wednesday, Nov. 13<sup>th</sup>
- Wednesday, Aug. 14<sup>th</sup>: Friends of Novi Library Regular Meeting at 7pm, Novi Library
- Saturday, Aug. 17<sup>th</sup> Summer Reading Program Ends
- Wednesday, Aug. 21<sup>st</sup>: Novi Historical Commission Regular Meeting at 7pm, Novi Library
- Thursday, Aug. 22<sup>nd</sup>: Library Board of Trustees Regular Meeting at 7pm, City of Novi

**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
June 27, 2019**

**DRAFT**

**1. Call to Order**

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

**2. Roll Call by Secretary, Kat Dooley**

**Library Board**

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

**Student Representatives**

Mahek Nasser, Student Representative (departed at 7:28)  
Tarun Tangirala, Student Representative (absent and excused)

**Library Staff**

Julie Farkas, Director  
Barbara Cook, Bookkeeper

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

A motion was made to approve the overview of the Agenda. Director Farkas asked the Trustees to review **13. A-F Committee Reports**. Trustee Yu needs to be removed from Building/Landscape Committee.

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—Kat Dooley

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Regular Meeting Minutes**

A motion was made to approve the Regular Meeting Minutes from May 23, 2019.

1<sup>st</sup> – Torry Yu

2<sup>nd</sup> – Kat Dooley

The motion passed unanimously.

**B. Approval of Claims and Warrants**

A motion was made to approve the Claims and Warrant 579. A Trustee asked about vendor, Midwest Tape. This vendor supplies Electronic Media to the Novi Public Library. Payment for Engage Magazine and the reimbursement received from Friends for their pages were discussed. Brien's was discussed; they provide mulch and landscape services. Lastly, MatterHackers was discussed and this vendor supplied a 3-D printer.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**6. Correspondence**

**A. Comment Card: Anetra Faison re: Cafe**

**B. Comment Card: Library Patron re: Library Cards**

**C. Email to School Educators re: Last Day of School and Thank You**

- o Trustee Agosta mentioned that the Trustees and the Director received a very nice letter from State Senator, Jim Runestad, for National Library Week. They are very appreciative of Mr. Runestad's support.

**7. Presentation/Special Guest**

**A. Recognition by State Representative Kathy Crawford (District 38) for QSAC Excellent Award and the opening of the iCube Makerspace**

State Representative, Kathy Crawford, congratulated and thanked the Novi Public Library for being the only Library in the State of Michigan to receive the QSAC Excellent level. Ms. Crawford emphasized what a remarkable achievement this is and special thanks to all the Library volunteers, staff and Trustees. Librarian, Jesse Schenk, who was personally involved in attaining this certification was present to accept this distinctive award.

A second award was presented to Director, Julie Farkas, for the ribbon cutting and unveiling of the new iCube (Makerspace). The new iCube will help spark the creativity and imagination of residents through its use of various technology such as 3-D printers, photo scanning, editing equipment, wood engravers, scrapbook equipment and more.

**8. Public Comment**

There was no public comment.

**9. Student Representatives Report – May 2019**

The Student Representative Report can be found on pages 20-22 of the June 27, 2019 Library Board packet.

**A. Teen Space Annual Report by Yolanda Hockaday-Dennis (Teen Monitor)**

This report is found on page 23 and 24 of the June 27, 2019 Library Board packet. Teen space participants for the school year totaled 4,858. This is a decrease from a year ago due to a number of closures and moving of the teen space to an alternate location.

- On page 22 of the June 27, 2019 Library Board packet are photos of Krithika and Nadia, the Summer Teen Leaders. The Friends of the Novi Library sponsor these leaders and the Friends will reward them at the end of the summer.

#### **10. President's Report (Melissa Agosta)**

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

Goals can be found on page 25 of the June 27, 2019 Library Board packet. President Agosta is pleased that the Library Goals are achieved or in the works. A Trustee commented that Director Farkas is already working on the brand new strategic objectives. The Trustees are very appreciative of Director Farkas' dedication.

##### **B. 2018-2019 Library Goals Update (July, October, January, April)**

N/A

##### **C. We have a Board Training with Library Managers scheduled for July 11, 2019 at 6:00-8:00pm.**

#### **11. Treasurer's Report (Geoffrey Wood)**

Treasurer Wood provided a printed summary of the Treasurer's Report.

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

The 2018-2019 Library Fund 268 Budget can be found on pages 26-28 of the June 27, 2019 Library Board packet.

- The 2018-2019 Library Fund 268 amended budget calls for revenue of \$3,043,354.00 and expenditures of \$3,076,480.00 consuming \$33,125.00 of the fund balance.

##### **B. 2018-2019 Contributed Fund Budget 269**

The 2018-2019 Contributed Fund 269 end of year Budget can be found on page 29 of the June 27, 2019 Library Board packet.

- The 2018-2019 Contributed Fund 269 end of year budget calls for revenue of \$39,500.00 and expenditures of \$118,950 consuming \$79,450.00 of the fund balance.

##### **C. Library Fund 268 Expenditure & Revenue Report**

The Library Fund 268 Expenditure and Revenue Report can be found on pages 30-33 of the June 27, 2019 Board packet.

- Revenue ending May 31, 2019 was \$3,099,543.
- Expenditures ending May 31, 2019 was \$2,580,247.

##### **D. Contributed Fund 269 Expenditure & Revenue Report**

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 34 of the June 27, 2019 Library Board packet.

- Revenue ending May 31, 2019 was \$70,020.
- Expenditures ending May 31, 2019 was \$95,893.

##### **E. Balance Sheets for Fund 268 and 269**

The Balance Sheet for Funds 268 and 269 can be found on pages 35 and 36 of the June 27, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of May 31, 2019 was \$2,423,846.98.

- Ending Fund Balance for Fund 269 as of May 31, 2019 was \$1,681,555.27.

## **12. Director's Report**

The Director's Report can be found on pages 37-59 of the June 27, 2019 Library Board packet.

Staff members celebrating anniversaries in July are:

- Marcia Dominick – Administrative Assistant – 19 years
  - Keith Perfect – Facilities Assistant II– 7 years
  - Scott Rakestraw – Systems Administrator – 5 years
  - Lisa Brinkman – Support Services Shelver – 3 years
  - Donna Filipiak – Support Services Clerk – 3 years
  - Tracey Pelletier – Support Services Clerk – 2 years
  - Barbara Cook – Bookkeeper – 1 year
  - Sarah Vander – Information Services Librarian- 1 year
- On page 37 are the staff members chosen for the Customer Service and the Above and Beyond Awards for 2019. These staff members will be recognized at the July 25, 2019 meeting and taken to dinner on Thursday, August 15, 2019 to celebrate their accomplishments with President Agosta and Director Julie Farkas.
  - On page 38 is a summary about the iCube Launch on June 22, 2019. Director Farkas thanked the Trustees for attending this special day. At the bottom of page 38 is an explanation of how the concept of two new adjustable, stand-up workstations were implemented on the 2<sup>nd</sup> floor of the Novi Library.
  - Pages 39-42 describe, in detail, the equipment available at the iCube and the usage categories of green, yellow and red. This room will continually evolve as new equipment gets launched in the future months.
    - A Trustee inquired whether the volunteers would be interviewed. Director Farkas commented that volunteers will be interviewed in order to determine their talents, background checks and normal procedures will be followed.
    - A Trustee inquired, on behalf of a patron, if the Library had editing equipment capable of converting slides (reels) to digital. Director Farkas does not believe the Library has that equipment and will look into offering this.
    - A Trustee was appreciative of the creative, professional design software available in the iCube. This software could be cost prohibited to some users in the community.
  - At the bottom of page 42 and 43 is the Library Calendar for year 2020. The Library is closed on Saturday, July 4, 2020. Director Farkas is asking the Trustees to consider closing on Sunday, July 5, 2020. Additionally, the Christmas Holidays, December 24<sup>th</sup> and December 25<sup>th</sup> are on Thursday and Friday. Director Farkas is asking the Trustees to consider closing on Saturday and Sunday, December 26<sup>th</sup> and December 27<sup>th</sup>.

### **A. Information Technology Report**

The Information Technology Report, provided by Barb Rutkowski, can be found on page 60 of the June 27, 2019 Library Board packet.



**B. Facilities Report**

N/A

**C. Information Services Report**

The Information Service Report is found on pages 61-63, prepared by April Stevenson. Raising a Reader has 302 active participants logging 100 books or more, 1,181 logs received to date and 33,000 books read this month.

**D. Support Service Report**

The Support Services report is found on page 64, prepared by Maryann Zurmuehlen. Items checked out in May are 64,049. Now we begin to approach our busiest summer months.

**E. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 65-73. One more month to go and we will have our final numbers. The self-checkouts are still down approximately 10 percent. Patrons may still prefer working with a staff member to the self-checkout equipment.

**F. Friends of the Novi Library**

N/A

**G. Novi Historical Commission**

Included on pages 74-75 is the Novi Historical Commission Agenda for the June 19, 2019 meeting.

- o A Trustee wanted to make the public aware that the Novi Public Library now offers a robust app., Beanstack, to make tracking books read much easier. This can be useful for summer reading and the 1,000 Books Before Kindergarten program.

**13. Committee Reports**

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

(Michener-Chair, Agosta)

- i. Board approved revised policy manual on June 22, 2017; committee will begin review work in fall 2019.
- ii. No action at this time
- iii. Trustee Michener stated that there is a policy that will be discussed later in

**16. Matters for Board Action.**

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

(Wood – Chair, Dooley, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning survey on hold until further notice.
- No action at this time

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

(Wood – Chair, Messerknecht, Lawler)

- i. As of June 6<sup>th</sup>, received a draft of a Resolution to Establish Endowment Program and need to meet with the committee to review.

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

(Michener – Chair, Agosta, Wood)

1. Library Board Member Bingo Idea (coordinating a meeting date to discuss further)

- i. June 1st: Salem South Lyon Youth Area Unveiling –Agosta, Farkas  
Trustees and the Director discussed how beautiful the youth area is and that it is a very nice addition to the community.
- ii. June 9th: Summer Reading Kickoff party – Yu, Agosta  
Trustees discussed that the rain did not discourage attendees and they are happy to report that this was a very busy event.
- iii. June 20th: State Fair Press Luncheon – Agosta  
President Agosta is excited about all the upcoming plans for the State Fair. Please support the Fair; Novi Rotary receives funds from the State Fair.
- iv. June 22nd: iCube Unveiling – Agosta, Messerknecht, Michener, Yu, Dooley, Wood

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

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

- May 23rd: Three Strategic Objectives were approved by the Library Board. Information will be in the design phase following the start date of July 1<sup>st</sup> for new Communications Coordinator. Hoping to provide the Board with a rough draft of Objectives and the tactics (goals) that would fit with each Objective so that the Board members can get a sense of the work to be done in 2019-2022.

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- Novi Special Race Car – City Council approved the budget and moving of the car from the Library. Director had a meeting with Rob Petty to discuss costs that were quoted for shelving to be moved, security gates to be moved and carpet to be replaced in order for the library to be fully-functional again as car is moved. No timeframe for this project to begin as of yet, more data needs to be collected. As of June 23, 2019: no report.
- Library Café – As of June 23<sup>rd</sup>: Café owner has removed all equipment from the space. Payments for April and May for operations have not been received by Mr. Bernstein. Once the payments are received, Mr. Bernstein will receive his \$500.00 deposit. At this time the late payments violate the lease agreement.
- Grounds- As of June 23<sup>rd</sup>: Met with bioswale vendor Drew Lathin and City of Novi Landscape Architect, Rick Meader to discuss the condition of the bioswales as well as a puddling issue on the north end of the building.
- Lending Library Kiosk- There is a meeting scheduled for August 21<sup>st</sup>. The date for the unveiling has been moved up and will likely occur the middle of May due to the City's calendar.
- LED Lighting- As of Tuesday, May 15<sup>th</sup>, we have experienced a lighting issue with a large section of LED bulbs on our 2<sup>nd</sup> floor in the southwest corner. Calls have been made to our lighting vendor and our lighting consultant to troubleshoot why such a large bank of lights have failed. Right now, we are placing fluorescent bulbs back in the sections to

provide some lighting for patrons until a solution can be found. We are not sure if this is a faulty bulb or ballast inconsistency with the new bulbs. As of June 23<sup>rd</sup>: No issues with the lighting.

- o Noticed a decrease in electricity expenditure as expected with the new lighting.

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

(Lawler – Chair, Agosta)

- i. Bylaw revisions were approved at the March 28, 2019 meeting.
- ii. No report at this time.

**14. Public Comment**

There was no public comment.

**15. Executive Session**

Library Director Annual Review.

A motion was made to adjourn for the Library Board Closed Session.

1<sup>st</sup>— Kat Dooley

2<sup>nd</sup>— Torry Yu

The motion passed unanimously.

Roll Call was taken to move into the Library Board Closed Executive Session. Trustee Kat Dooley took roll call. All trustees were in agreement. Trustee Bill Lawler was absent excused for this session. Closed session began at 8:10pm and ended at 9:25pm.

**16. Matters for Board Action**

- A.** Consideration of 3 additional days for library closings in 2020. This will be discussed at the July Board meeting. Trustees asked the Director to pull numbers from previous years so they can make this decision.

- B.** P13: Unattended Children (2<sup>nd</sup> draft, Attorney reviewed)

A motion was made to approve the Policy 13: Unattended Children.

1<sup>st</sup>— Tara Michener

2<sup>nd</sup>— Geoff Wood

The motion passed unanimously.

- C.** P11: Rules of Conduct (2<sup>nd</sup> draft, Attorney reviewed). The section highlighted in blue is an addition.

A motion was made to approve the amended P11: Rules of Conduct.

1<sup>st</sup>— Kat Dooley

2<sup>nd</sup>— Torry Yu

The motion passed unanimously.

- D.** B4: Meeting Room Rental and Use (1<sup>st</sup> draft, Attorney reviewed – still pending based on questions from staff members). Trustees will review at a later date.

**E. B8: Social Media (1<sup>st</sup> draft, Attorney reviewed)**

A motion was made to approve B8: Social Media.

1<sup>st</sup>— Geoff Wood

2<sup>nd</sup>— Kat Dooley

The motion passed unanimously.

**17. Adjourn**

A motion was made to adjourn at 9:29 p.m.

1<sup>st</sup>— Geoff Wood

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

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Kat Dooley, Secretary

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Date

Warrant 580	268 Accounts	July 2019	
Payable to	Invoice #	Account number	Amount
Amazon	labels	268-000.00-727.000	\$ 14.89
Global Office Solutions (6/5/19)		268-000.00-727.000	\$ 96.88
Quill.com (6/02/19)		268-000.00-727.000	\$ 1,227.65
cbts (5/24/19)	7/1/19-6/30/20	268-000.00-734.000	\$ 4,588.00
techlogic (6/2/19)		268-000.00-734.000	\$ 2,700.00
3DUPfitters		268-000.00-734.500	\$ 343.50
Amazon (5/28/19)		268-000.00-734.500	\$ 329.05
Cash Register Store (06/21/19)	Cash Registers	268-000.00-734.500	\$ 977.40
CDW-G (6/6/19)		268-000.00-734.500	\$ 374.74
Amazon		268-000.00-740.000	\$ 123.90
CDW-G (06/11/19)	1D Scanner; Scanning Stand	268-000.00-740.000	\$ 2,814.12
ELM USA Inc. (6/21/19)	solution cleaner for laser	268-000.00-740.000	\$ 47.20
Global Office Solutions (5/03/19)		268-000.00-740.000	\$ 25.14
Showcases (6/14/19)	DVD Poly Sleeves	268-000.00-740.000	\$ 284.69
Specialty Store Services	DVD Case SLV Black	268-000.00-740.000	\$ 496.81
Amazon (5/7/19)	various titles	268-000.00-742.000	\$ 7,634.22
Barnes & Nobles (6/14/19)		268-000.00-742.000	\$ 1,474.15
Brodart (05/31/19)		268-000.00-742.000	\$ 344.31
Fletcher, Jeff (07/01/19)	The History of Tiger Stadium	268-000.00-742.000	\$ 50.00
WT Cox (05/30/19)		268-000.00-742.000	\$ 23.99
The Library Network( 05/28/19)	RB Digital; 5/18/19-4/30/20	268-000.00-743.000	\$ 5,736.25
Amazon		268-000.00-744.000	\$ 121.47
Barnes & Nobles (06/14/19)	various	268-000.00-744.000	\$ 337.49
OverDrive (05/29/19)		268-000.00-744.000	\$ 10,196.07
Amazon	BluRay - various	268-000.00-745.200	\$ 715.55
Midwest Tape (05/08/19)		268-000.00-745.200	\$ 29.99
Creative Bug (05/01/2019)	May 2019-June 2020	268-000.00-745.300	\$ 1,744.00
Spectrum (06/02/19)		268-000.00-801.925	\$ 46.13
Business Payment Development	07/01/19; FY 2019-2020	268-000.00-802.100	\$ 360.00
Merchant Billing Statement		268-000.00-802.100	\$ 700.45
Providence Medical Occup.		268-000.00-804.000	\$ 98.00
Rosati, Schultz, Joppick & Amb.	through May 31, 2019	268-000.00-806.000	\$ 1,104.76
Rubbish		268-000.00-808.100	\$ 104.92
Michigan Library Association	renewals 2019-2020	268-000.00-809.000	\$ 2,723.94
Midwest Collaberative (7/2/19)	Annual Fees; FY 2019-2020	268-000.00-809.000	\$ 250.00
Rotary Club of Novi	Summer Dues; FY 2019-2020	268-000.00-809.000	\$ 200.50
H&K Janitorial Service, Inc.	Cleaning	268-000.00-817.000	\$ 4,060.67

AT&T (06/13/19)	06/13/19 - 07/12/19	268-000.00-851.000	\$ 341.81
T Mobile (05/21/19)		268-000.00-851.000	\$ 290.65
Telnet (05/15/18)	164639; 05/15/19-06/14/19	268-000.00-851.000	\$ 419.20
Verizon (05/28/19)	May 29- June 28	268-000.00-851.000	\$ 415.80
The Library Network (05/31/19)	Internet Speed	268-000.00-855.000	\$ 2,116.50
Bembeneck, Bill	Reimburse s for NPL Comm. Events	268-000.00-880.000	\$ 186.17
Big Frog (06/17/19)		268-000.00-880.000	\$ 100.00
Gordon Food Services (6/24/19)		268-000.00-880.000	\$ 42.36
Global Office Solutions (6/12/19)		268-000.00-880.000	\$ 135.01
Municipal Web Services (6/5/19)	May 2019	268-000.00-880.000	\$ 929.00
printnology (6/20/19)		268-000.00-880.000	\$ 640.00
Signarama (6/17/19)	Banner	268-000.00-880.000	\$ 143.00
Walmart (6/20/19)		268-000.00-880.000	\$ 49.54
Acme Party works (6/4/19)	Family Feud Program	268-000.00-880.268	\$ 174.50
Amazon (05/17/19)		268-000.00-880.268	\$ 136.81
Benito's Café (6/27/19)	teen pizza expense	268-000.00-880.268	\$ 33.75
MPLC (Motion Picture Licensing	7/5/19-7/2/20; FY 2019-2020	268-000.00-880.268	\$ 256.69
Mutch, Kathleen	June 13 and June 22	268-000.00-880.268	\$ 100.00
Oriental Trading (06/03/19)		268-000.00-880.268	\$ 144.36
Silberman, David (6/12/19)	Trivia Night	268-000.00-880.268	\$ 45.00
Wonderful World of Mud & Worms	Program Exp; 7/16/19; FY 2019-2020	268-000.00-880.268	\$ 125.00
Millennium Business Systems		268-000.00-900.000	\$ 856.99
Consumers Energy (06/06/19)	05/10/19-06/11/19	268-000.00-921.000	\$ 471.10
DTE		268-000.00-922.000	\$ 6,865.17
Allied Eagle		268-000.00-934.000	\$ 862.21
Brien's (5/31/19)	lawn; weeding; fertilizer	268-000.00-934.000	\$ 1,725.00
Conney Safety (05/29/19)	; FA Kit	268-000.00-934.000	\$ 404.25
Creating Sustainable Landscapes	2nd half FY Main bioswale	268-000.00-934.000	\$ 150.00
Dalton (06/11/19)	carpet cleaning + 8 cafe chairs	268-000.00-934.000	\$ 1,410.00
Great Lakes Power & Lighting	plug in confr room; lights in library	268-000.00-934.000	\$ 516.00
Home Depot (06/06/19)		268-000.00-934.000	\$ 320.29
Lyon Mechanical (5/31/19)		268-000.00-934.000	\$ 3,387.54
Northstar Mat Service (03/29/19)	05/02/19-05/30/19	268-000.00-934.000	\$ 185.00
Signarama (5/3/19)		268-000.00-934.000	\$ 1,132.94
Orkin (06/12/19)		268-000.00-934.000	\$ 69.50
C&J Parking Lot Sweep (5/31/19)		268-000.00-941.000	\$ 55.00
Millennium Business Systems		268-000.00-942.000	\$ 716.40
Corrigan Record Storage	6/01/19-6/30/19	268-000.00-942.100	\$ 23.98
Brush, Emily		268-000.00-956.000	\$ 27.72
Farkas, Julie		268-000.00-956.000	\$ 125.40
Zurmuehlen, Maryann		268-000.00-956.000	\$ 85.38

Petty Cash (Postage)		268-000.00-728.000	\$ 3.10
Petty Cash (Community Promo)		268-000.00-880.000	\$ 44.56
Petty Cash (Program Exp.)		268-000.00-880.268	\$ 36.06
Petty Cash (Conference/Seminar)		268-000.00-956.000	\$ 31.90
<b>TOTAL</b>			<b>\$ 78,831.47</b>

<b>Warrant 580</b>	<b>269 Accounts</b>	<b>July 2019</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Tsai Fong Books (6/7/19)	4465; Donation; International Book Expenditures	269-000.00-742.230	\$ 35.29
Amazon.com (5/17/19)	iCube dotspen; refills; dremel	269-000.00-742.233	\$ 1,159.15
Amazon (6/4/19)	bins	269-000.00-976.046	\$ 25.00
Library Design Assoc. (5/30/19)	iCube; tables/light stools	269-000.00-976.046	\$ 13,902.50
Lyon Mechanical (5/22/19)	iCube: cords in ceiling; power	269-000.00-976.046	\$ 2,195.00
The Container Store (6/13/19)	iCube; bins	269-000.00-976.046	\$ 307.88
<b>TOTAL</b>			<b>\$ 17,624.82</b>



Search



### Taft Novi, 10-11 Mile

+ 51 neighborhoods

Interests >



Darlene Friedman, Willowbrook



### Butterfly habitat outside the Novi Library

I visited the Novi Library today, and parked farther from the entrance than usual. I'm glad I did, because I noticed something I hadn't before-a very nice strip of land about 12 feet in diameter that extends across the parking lot. The habitat is surrounding what looks like a drainage ditch. The patch is full of native plants including Purple Coneflowers, some kind of sunflower, Queen Anne's Lace, a number of milkweed plants, and other wildflowers I didn't recognize. I observed three Monarch butterflies on the milkweed plants. I also saw a dragonfly, milkweed bugs, and various smaller insects. After reading about the wholesale destruction of trees near the Shiro restaurant, it was refreshing to see this little bit of nature right in the middle of a parking lot. It serves to show how valuable even tiny patches of land can be. Kudos to whoever preserved or planted this microhabitat.

7 min ago



Thank



Reply



22



5

POP

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about this. Our family has been discussing a move and I needed to read a positive Novi note! 🦋


Thank



**Julie Farkas**, Taft Novi, 10-11 Mile · 1 hr ago

Thank you Darlene! You found 1 of 3 bioswales at NPL. We have been working to grow these areas with native plants for many years. Some years are more challenging than others. The other locations are south of the library's parking lot (near the high school) and south of the library's patio as you walk towards Fuerst Park. 2 years ago an Eagle Scout created a sign and built a bench by the patio bioswale. We have had some trouble this year with full growth, but continue to maintain these natural spaces! If you are seeing butterflies and bees then the space is working 😊



 Add a reply...

## **June 2019 Student Representative Report**

By: Mahek Nasser and Tarun Tangirala

### **Programs:**

A Universe of Stories Summer Reading Kick-Off program took place on June 9. Attendees got to sign up for the Summer Reading Program. There was also a petting farm, pony and horse rides, face painting, games, DJ Flip from Airtime, and freeze pops. (Attendance = 709)

The Tween Pizza and Pages Book Club took place on June 26. Attendees read the book, *Astrotwins: Project Blastoff*, by Mark Kelly. The purpose of this book club is to encourage tweens to read and also allow tweens to practice for the Battle of the Books program that the Library holds annually. (Attendance = 21)

The Tie Dye Party took place on June 25. Attendees brought their own t-shirts and used tie dye to create colorful designs. (Attendance = 30)

### **Teen Space Update:**

There were 236 attendees in Teen Space for the month of June. Teen Space was offered through June 13, one day before the last day of school.

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

September 2018 = 699

October 2018 = 1,156

November 2018 = 658

December 2018 = 405

January 2019 = 452

February 2019 = 417

March 2019 = 326

April 2019 = 240

May 2019 = 265

June 2019 = 236

**Total for 2018-2019 school year = 4,854**

### **Teen Advisory Board Update:**

There was no TAB Meeting in the month of June. TAB Meetings will resume again in September 2019, when the 2019-2020 school year begins. The next TAB Meeting will be on September 20.

### **Upcoming Programs:**

STEM: Build Your Own R2K Rocket – August 7

Summer Reading Finale @ Paradise Park (Grades 7-12) – August 22

BeTWEEN the Pages – Tween Book Club – August 28



Attendees at the Tie Dye Party



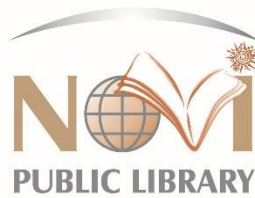


Attendees at A Universe of Stories Summer Reading Kick-Off program

## Strategic Objectives (2019-2022)

1. Empower universal literacy
2. Escalate an innovative and inclusive culture
3. Enhance core interactions within our diverse community

<p><b>Collections/Electronic Resources</b></p> <ul style="list-style-type: none"> <li>Expand collection offerings in print, music/movie (73% CS response)</li> <li>Expand electronic formats and options (62% CS response)</li> <li>Improve ILS functionality for better guest &amp; staff usage</li> <li>Expand International collections/classes/ESL</li> <li>Provide online training options for residents, city/school employees, businesses</li> <li>Introduce unique collections</li> <li>Grow readers/build literacy</li> <li>Increase usage</li> </ul>	<p><b>Technology</b></p> <ul style="list-style-type: none"> <li>Enhance website (online calendar, meeting room software)</li> <li>iCube development</li> <li>Be a disruptor for new technology trends</li> <li>Stay on the cutting edge of technology initiatives</li> <li>Foster talents to expand technological experiences at NPL</li> <li>Improve App access</li> </ul>	<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>Touchscreen interaction in the building for programming/events/services</li> <li>Look at more targeted marketing strategies</li> <li>Institute “Did you know”</li> <li>Welcome center/library tour</li> <li>Grow social media, press and news presence</li> <li>Tell NPL’s story better through Inform. Inspire. Include.</li> <li>Expand HOA outreach</li> <li>Increase usage</li> </ul>
<p><b>Outreach/Services</b></p> <ul style="list-style-type: none"> <li>Lending Library kiosk (Lakeshore)</li> <li>Auto renewal of library cards (TLN)</li> <li>Auto renewal of library materials (TLN) – (62% CS response)</li> <li>Fillable library card online (TLN)</li> <li>Dropbox at Novi High for materials</li> <li>Barrier free policies and procedures</li> <li>Library access to ALL Novi residents, city employees, businesses, working in Novi</li> <li>“Be Our Guest” approach to service</li> <li>Endowment opportunity</li> <li>Expand school collaborations</li> <li>Elimination of daily fines (51% CS response)</li> <li>Public Library Services excellent/good (91% CS responses)</li> </ul>	<p><b>Programming/Events</b></p> <ul style="list-style-type: none"> <li>Evaluate programming needs; ease of registration</li> <li>Expand options; have a ‘Try It’ attitude</li> <li>Expand programming outreach in north end</li> <li>Friends 60<sup>th</sup> Anniv.</li> <li>10 yr. Anniv. Of NPL bldg.</li> <li>Talent Team expansion</li> <li>Partnerships with non-profit help agencies</li> <li>Be a disruptor for new programming/events</li> <li>Intergenerational collaborations</li> <li>Opportunities for learning (on-line tutoring, ESL, computer classes, adult education, cultural learning (63% CS response)</li> <li>Opportunities for programs (53% CS response)</li> </ul>	<p><b>Building/Grounds</b></p> <ul style="list-style-type: none"> <li>Execute more flexible spaces, furniture, electrical access based on guest needs</li> <li>Library/City transportation for ALL ages</li> <li>Youth Area Renovation (Phase 2)</li> <li>Implement sustainable processes (recycling, paper, utility usage)</li> <li>Investigate entrance way &amp; cold issue</li> <li>Enhance café experience (42% CS response)</li> <li>Explore use of the building for larger community events</li> <li>Provide safe, clean, accessible spaces</li> <li>Evaluate space and hours for best use</li> <li>Enhancing library operations (63% CS response)</li> <li>Rental space availability (28% CS response)</li> <li>Meeting space availability (44% CS response)</li> <li>Extended Sunday hours (53% CS response)</li> <li>Visiting the Library (Once a month – 69% CS response)</li> </ul>
<p><b>Staff Development:</b> Improve staff training (knowing who does what, when, why, how and where), launch a customer service initiative, present an inclusive staff that reflects our community, evaluate employee satisfaction assessment for organizational development, support growth and innovation in our library team, evaluate staff policies for maximum support and organizational commitment, continue to evaluate salary needs based on employment trends and standards, encourage out of the box thinking and creativity</p>		



**Inform. Inspire. Include.**

**6 Strategic Objectives**  
**2013-2018**

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

**Library Goals**  
**2018-2019**

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

Approved: June 28, 2018

# JUNE 2019

## PROJECT BASED MANAGEMENT

### Library Board

JULIE FARKAS	STATUS
Lending Library at Lakeshore Park	10/17-6/20
LED conversion project (Phase 1 )	8/17-2/19
Endowment (mtgs. 11/5, 11/30); Resolution (6/19)	5/18-6/19
Customer Service (5 Disney Concepts); Policy (5/19) In-Service (8/19)	8/19
Fostering connections with our diverse community	Annually
Current café lease (6/19); New Lease (pending)	8/19
1,000 Books before Kindergarten	Annually
Library Board meetings out in the community (2 a yr)	
Balanced Budget for 2019-2020	Feb 2019
Strategic Planning 2019-2022; Objectives approved 5/19	5/2019
269 Account – Building Assessment/\$ Allocations	Feb 2019
City of Novi 50 <sup>th</sup> Anniversary	1/19-12/19

### Facilities

JULIE FARKAS	STATUS
LED conversion project (Phase 1 )	9/17-2/19
Customer Service (5 Disney Concepts)	annually
Building Assessment (HVAC, Roof, Carpet, Elevator, AST)	2/2019
Bioswale burn project (Cost rec'd; planned for 18/19) –Bill DUE TO CONDITION OF SWALES – NO BURN in 2020	
Safety Committee (Emergency Manual) (Perfect (Chair), Alberga, Stevenson, Borek); In-service (8/19)	8/19
Fire Drill (9/18) ; Tornado Drill (3/19); Lockdown (8/19)	8/19
Present a Balanced Budget 19/20	1/19
Electrical Panel Re-label project	9/18
Tree/Bush plantings by City of Novi	10/18-6/19
Makerspace Shelving for Collections	5/19
Shelving, furniture, accessories inventory for trash – Joe	12/19

### Administration

JULIE FARKAS	STATUS
Customer Service (5 Disney Concepts) Policy (5/19) In-Service (8/19)	8/19
Endowment - (mtgs. 11/5, 11/30); Resolution (6/19)	5/18-6/19
Current café lease (6/19); New Lease (pending)	8/19
LED conversion project (started 5/25/2018)	9/17-12/18
Library Board mtgs. out in the community (2 a yr)	
Present a Balanced Budget for 19/20	1/19
Fostering connections with our diverse community	annually
Strategic Planning 2019-2022; Objectives approved 5/19	5/2019
Library of the Year MLA (fall 2018)	Did not Win
City of Novi 50 <sup>th</sup> Anniversary	1/19-12/19
Friends Operating Agreement (11/18-6/19)	8/19

### Information Technology

BARB RUTKOWSKI	STATUS
Investigate Apple/MAC library needs	12/18
Lending Library at Lakeshore Park (IT component/ILS)	1/19-6/20
Fillable Library Card on-line	
Customer Service (5 Disney Concepts)	annually
Present a Balanced Budget 19/20	1/19
E-Nable 3D Project 2018-2019 (shipping 6/19-8/19)	7/18-8/19
Electronic mtg. room signage/room reservation upgrade <b>NO LONGER PURSUING</b>	6/18-10/18
Makerspace Renovation w/IS Dept. (Launch 6/22/19)	7/18-6/19
Create an online system for tracking Teen Volunteers	9/18
Train: Google Cloud, Meeting Rooms, Coding, staff needs	7/18-6/19

Staff Employee Satisfaction Assessment (12/19); Follow-up coaching - pending	12/18
2 <sup>nd</sup> phase of Salary Study implemented – letters to all staff; Job descriptions reviewed	6/19
Customer Service policy details added to staff performance evaluation form	6/19


### Information Services

APRIL STEVENSON	STATUS
ILS Proficiency (75% accuracy)	11/18 -1/19
Lending Library at Lakeshore Park (Collections)	10/17-6/20
Customer Service (April -Chair, Sandy, Joe, Linda, Lindsay, Scott, Barb C.); Policy 5/19	8/19
Present a Balanced Budget 19/20	1/19
Fostering connections with our diverse community	annually
Makerspace Renovation (Launch 6/22/19)	6/19
Let's Talk About it Series 2019/Cultural Events	1/19-12/19
1,000 Books Before Kindergarten	
Mental Health Awareness/Town Hall Engagements	
City of Novi 50 <sup>th</sup> Anniversary	1/19-12/19
iCube launched	6/22/19
QSAC Excellent Level achieved	6/19

### Support Services

MARYANN ZURMUEHLEN	STATUS
ILS Proficiency (75% accuracy)	11/18 - 1/19
Lending Library at Lakeshore Park	10/17-6/20
Customer Service (5 Disney Concepts)	annually
Fillable library card on-line (TLN has been contacted)	6/2020
Fostering connections with our diverse community	annually
Present a Balanced Budget 19/20	1/19
Dept. Manual, Quick Ref Binders; Re-org Supervisor duties/retrain	6/19
Auto Renewal of Materials (TLN approved for 7/2020)	5/19
Shelver engagement meetings	6/19
Library Service Sessions	6/19

**YELLOW indicates project updated/completed**



## NOVI PUBLIC LIBRARY – 2018/2019 GOALS

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

### Goal #1:

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

Tactic	Owner	Status	Due Date
Lending Library at Lakeshore Park	AD	City Council approved the Lakeshore Park development on Monday, October 8, 2018; Vendor planning meeting set for Wednesday, November 28, 2018; City of Novi Planning Commission approved Lakeshore project; Planning meeting w/Vendor April 10, 2019; <b>6/19: Lakeshore broke ground, tentative launch date of park and lending library mid-May 2020.</b>	10/18; 11/18; 4/19; <b>6/19</b>  Ongoing for 2020
ILS Upgrade and proficiency of staff	AD/IS/SS	Started drafting questions based on everyday CARL tasks and patron interactions. Submitted first draft of quiz questions for review, starting how-to document to accompany. IS Staff is currently being tested. IS staff testing complete, all passed. SS Dept staff have completed testing; 24 out of 24 received 100% correct and passed.	8/18, 9/18, 11/18, 12/18  Completed
Community Outreach Presentations	AD	Novi Community School District Board Presentation – August 9, 2018 Walled Lake Consolidated School District Board Presentation – 9/6/2018 Novi Ambassador Academy – 10/9/18 City Council Presentation – 12/17/18 Novi University – City of Novi Employees – 2/19 National Library Week Proclamation – 4/1/19 iCube Proclamation – 6/22/19; 6/27/19 QSAC Excellent Proclamation – 6/22/19; 6/27/19	8/18, 9/18, 10/18, 12/18, 2/19, 4/19
Fillable Library Card On-Line	AD/SS	Director has started addressing CARL needs for on-line renewal of library card as well as automatic renewal with TLN (comment cards from patrons have been shared with Board and TLN Executive, discussion with Celia Morse at MLA Conference). Per discussions with TLN, online fillable card renewal is not available through TLN at this time due to consortium policy stating cards must be renewed in person at the patron's home library. Automatic renewal of items is also not currently available	9/18, 10/18; 12/18; <b>6/19</b>  Ongoing for 2020

		through CARL. At the May 2019 Shared Automation System Users Group (SASUG) meeting, members voted and approved to have CARL implement automatic material renewals starting in July 2020.	
New Café Lease & Services	AD	Director has started looking into options for a new café vendor; Meeting held to discuss an educational partnership with the Novi Community School District for the library café January 15, 2019; Café space review mtg. w/Evol 3/22/19; Lease drafted and being reviewed by attorney following Building/Grounds mtg. 3/19; 6/1/19 Café Lease expired, tenant moved out as of 7/15/19; Lease drafts under review as of 7/18/19; No service in café June-August 2019.	8/18; 1/19; 3/19;  Ongoing for 2020
Create, implement, and test for CARL with all Supervisors/Clerks/Shelvers (August – draft of test; December 15 <sup>th</sup> – testing to be completed)	SS	Goal Complete: SS Dept staff have completed testing; 24 out of 24 received 100% correct and passed.	12/18 Completed
Attend the Disney's Approach to Quality Service seminar	SS	Goal complete: Jolanta Borek and Sandee Lim attended; Customer Service Policy approved by Library Board May 23, 2019	8/18; 12/18; 5/19 Ongoing for 2020
Create a Customer Service training module for department employees to participate in as part of their onboarding/retraining, with special focus on the 5 Customer Service Ideals of the Support Services Department by December 2018. Elements needed may include a mini training handout/packet, roleplaying scenarios, the viewing of relevant video webinars, and a handwritten test. Then January – June 2019 complete training for all current employees in module.	SS	Goal Cancelled: Per discussion with Director, this goal has been cancelled for this fiscal year for the SS Department pending outcomes of the Customer Service committee's training module.	1/19
Acclimate fully to the new ILS system, TLC Carl, in order to accurately and efficiently perform all duties in the ILS Module. Essential Task Testing will occur by December 2018, and Supervisor must pass test with 75-84% correct or better to receive "Meets Expectations" on performance evaluation. Beyond the passing grade, the following percentages correct will receive the corresponding designations: 95-100% Exceeds Expectations 85-94% More Than Meets Expectations 75-84% Meets Expectations 65-74% Improvement Needed (PIP enacted) 64% or less Unsatisfactory (PIP enacted)	SS	Goal Complete: Five out of five Supervisors passed at 100%, receiving "Exceeds Expectations."	12/18  Completed
Acclimate to new position as a Supervisor of the Outreach Team, including developing relationships with Activities Directors and Senior Facilities, assisting with the development of the Lending Library Kiosk	SS	Goal Complete: Eva Sabolcik started in her new position in August and has held her first shelving staff quarterly meeting. She has held a first Lending Library Committee meeting and met with Envisionware about the kiosk with	10/18; 12/18; 5/19  Ongoing 2020

Project, and holding quarterly engagement meetings with the Shelving Staff.		Director and Head of SS. <i>Eva has continued to take the reins to drive the Lending Library project ahead and has acclimated to her position fully up to the extent possible at this point.</i>	
Complete the newly created Customer Service training module between January - June 2019.	SS	Goal Cancelled: Per discussion with Director, this goal has been cancelled for this fiscal year for the SS Department pending outcomes of the Customer Service committee's training module.	1/19
Acclimate to new position as a Circulation Clerk, including completing training in CARL.	SS	Goal Complete: Ann Harris is doing well acclimating to her new position in the three months she has been here. <i>Ann has acclimated to her position fully up to the extent possible at this point.</i>	12/18; 5/19  Completed
Acclimate to new position as a Tech Services Clerk, including completing training in CARL.	SS	Goal Completed: Allison Janicki is doing well acclimating to her new position in the 1 ½ months since her promotion. <i>Allison has acclimated to her position fully up to the extent possible at this point.</i>	12/18; 5/19  Completed
Working with the Historical Commission members create an internal website for Local History Room archives, index the files based on the Historical Commission's priorities and train staff/volunteers.	IS/IT	Added Google File Sharing to workstation; Created Local History-City Civic Center share; Demonstrated Google Drive operation to Historical Commission member; Uploaded documents: Council Minutes Oct 1958-Jul 1960, Novi Historical Commission, Novi Township and Village of Novi; "Share" invitation sent to City Clerk's Office staff; Indexed PDFs to make searchable. Continuing training of NHC volunteers and staff liaison. IS Staff Liaison has started to form subject files which will be broken into sub files and then save to the cloud. This is the beginning of organizing the immense amount of material on the Local History Room computer so that the public can use it in a logical manner. Website is available to staff and volunteers for evaluation. <i>Continuing to add to the historical commission website. This will continue in the coming year.</i>	9/18; 10/18, 12/18, 1/19, 3/19, 4/19, 5/19, 6/19  Ongoing 2020
Prepare and deliver instruction and training to IS Staff on meeting room AV equipment, laptops and related technology available for staff events as well as public rental. Provide demonstration of public multi-media services [MP3/Creation Station, etc.] to Support Services Staff.	IT	Provided four (4) training sessions and documentation for IS Staff; documentation posted on wiki. One-on-one sessions are being held for staff on request. This goal is complete.	9/18, 12/18  Completed
Implement a Business Resource Center launch with an event that includes demonstrations on available resources. Promote the Business Owner Library Card. Survey attendees and report on results.	F/IS/IT	Digital display was ordered and affixed to the Business Resource Area kiosk. Business Blender and BRC launch scheduled for October 10. Digital links were updated. Launch event was a success. Demo of databases given to 20-30 attendees, as well as tours of BRC. Three	9/18; 10/18, 11/18  Completed

		attendees received Business Owner Library Cards and several additional applications went out. 13 attendees filled out surveys about future business programming. 4 were first time attendees of a library program. The most popular request for programming included database tutorials, social media for business, headshot programs, and business technology. This goal is complete.	
Acclimate fully to the new ILS system, TLC Carl, in order to accurately and efficiently perform all duties in the ILS Module. Essential Task Testing will occur by June 2019, and Clerk must pass test with 75% correct or better to receive "Goal Completed" on performance evaluation. If Clerk receives 74% or less correct, they will receive "Goal Partially Completed" and will be placed on a Performance Improvement Plan (PIP) for July – December 2019 with retesting to be administered in December 2019 in which the Clerk must pass at 95%.	SS	Goal Complete: Remaining SS Dept staff have completed testing and received 100% correct and passed.	6/19 Completed
Acclimate fully to the new ILS system, TLC Carl, in order to accurately and efficiently perform all duties in the ILS Module. Essential Task Testing will occur by December 2018, and Clerk must pass test with 75% correct or better to receive "Goal Completed" on performance evaluation. If Clerk receives 74% or less correct, they will receive "Goal Partially Completed" and will be placed on a Performance Improvement Plan (PIP) for January - June 2019 with retesting to be administered in June 2019 in which the Clerk must pass at 95%.	SS	Goal Complete: Ten out of ten Clerks passed at 100%, receiving "Goal Completed."	12/18 Completed
Acclimate fully to the new ILS system, TLC Carl, in order to accurately and efficiently perform all duties in the ILS Module. Essential Task Testing will occur by December 2018, and Shelver must pass test with 75% correct or better to receive "Goal Completed" on performance evaluation. If Shelver receives 74% or less correct, they will receive "Goal Partially Completed" and will be placed on a Performance Improvement Plan (PIP) for January - June 2019 with retesting to be administered in June 2019 in which the Shelver must pass at 95%.	SS	Goal Complete: Nine out of nine Shelves passed at 100%, receiving "Goal Completed."	12/18 Completed
Begin a series of small classes (no more than 6 attendees) in a Local History Room once a month. These classes would be for beginners only in genealogy lasting no longer than two hours. Always same day of week at same time. Possibly begin January 2019. Overview of Genealogy; Forms; Use of Ancestry Library Edition; Use of Heritage Quest	IS	Finished planning class, preparing publicity for engage. Flyer is out on kiosk and in December display case. First class is coming up. The class is full. First class went very well. Attendees were pleased and felt that it was basic enough for what they needed. More are registered for the February class. February class went well. Attendees were beginners that found it very useful. More patrons attending then were registered. They were beginners that really appreciated the help. Demonstrated Ancestry and My Heritage. Showed census information. Suggested two genealogy groups that specialize in	9/18, 11/18, 12/18, 1/19, 3/19, 4/19, 6/19 Completed

		African-American Genealogy. Suggested a library with Native American information. This was a successful program and will be considered for next spring/summer. This goal is complete.	
Serve on the 50 <sup>th</sup> Anniversary Program Planning Committee. Plan, coordinate, and implement library programming focusing on the 50 <sup>th</sup> Anniversary of the City of Novi.	IS	Attended second meeting, Set specific dates for programs; Staff include Admin, IS and Library Board, Programs are planned and on the calendar for February through August. Events are all scheduled. Goal is complete.	9/18, 11/18, 3/19  Ongoing Dec 2019
Investigate an online form for teen volunteer applications that will generate automated email response messages to let applicants know their application has been received. Investigate software with the IT Department that will allow teen volunteers to sign in electronically for shifts and record hours worked.	IS	Online form is up and running. This form continues to serve its purpose of sending automated email messages to teens interested in volunteering. Working on manually entering information into the software for July, August and September. Finished manually entering information into the software. Working with IT to figure out how to approve hours entered. Created a teen volunteer manual with screenshots for IS Staff and teen volunteers to use. Reviewed and demonstrated for IS Dept. Head. Have scheduled training sessions for IS staff. Sent out instructions to IS Staff as well. Offered two training sessions to teach the volunteers the software. Also, offered an additional training for those who could not attend. Created a teen volunteer check-in procedures list for staff. Effective April 1 <sup>st</sup> , teen volunteers will begin using the iPad to record their hours. Worked with IT to fix some minor issues with the software. Adjustments will continue to be made on an as needed basis. This Goal is complete.	9/18, 10/18, 11/18, 1/19, 3/19, 4/19, 5/19  Completed
Create a teen volunteer orientation manual to provide to new teen volunteers. Investigate monthly teen volunteer orientations, which would allow teens to ask questions and get information about volunteering at the Library. Investigate the start-up of a Tween Advisory Board.	IS	Continue to investigate other examples of orientation manuals. Reached out to student library board reps and TAB reps to gather more information about helping to start up a tween advisory board. This idea stemmed from their suggestions. Reviewing other libraries manuals. Scheduled one Tween Advisory Board program for January to get feedback from tweens and to see what kind of interest there is. Investigating ideas and planning activities for the Tween Advisory Board meeting. Working on a draft of the orientation manual. Investigated ideas and planned activities for the Tween Advisory Board meeting. Connected with the former Student Representatives to the Library Board to get ideas for the Tween Advisory Board meeting. Held the first meeting on	9/18, 11/18, 12/18, 1/19, 3/19, 4/19, 5/19, 6/19  Completed

		<p>Jan. 23 with 6 participants. One of the former Student Library Board Representatives was able to speak at the meeting. Received good feedback from the tweens regarding SRP and other programming. Attended the Learning about your Tweens webinar. Created a Doodle poll for the teen volunteers to sign up for training on the new software. Submitted a draft of the teen volunteer handbook for review and approval. <b>Received feedback and have begun making necessary changes.</b> Orientations will be completed on an as needed basis as teen volunteers sign up and are approved. Offered one Tween Advisory Board program during this goal session. 6 participants attended. Instead of a monthly meeting, 3 sessions will be offered over the course of a year beginning in the fall of 2019 (October, February, and May). Submitted teen volunteer handbook to admin for review. Once approved all teen volunteers will be given a copy. Attorney finished reviewing and revisions were made. All teen volunteers have been emailed a copy of the handbook. Signed pages are being collected to keep on file. <b>This goal is complete.</b></p>	
<p>Participate in Novi Chamber of Commerce's new Ambassador Program and make 15 new connections to businesses.</p>	<p>IS</p>	<p>Formally, became a chamber ambassador, attended 7 chamber events, made 9 connections, found two possible speakers for social media marketing, made connections with Chase Bank which will hopefully lead to giving a lunch and learn for the business loan staff and providing a library resources brochure for them to give to business loan applicants. Attended 5 Chamber events, YTD connections made 9+. Attended 3 chamber events, YTD connections made 12+. Successful partnership with the Chamber on the Business at Breakfast program with Marilyn Suttle. Patrons were very engaged: lots of good application steps even for library staff; Marilyn requested a library card application. Promoting the library's room rentals at Chamber events led directly to a call to book a room for a corporate event this month. Attended the Chamber holiday lunch. YTD connections made 13+. Attended 1 chamber event, YTD connections made 14+. Hillary was Chamber Ambassador of the Month for December. <b>Attended 4 Chamber events plus a Chamber Ambassador meeting. Made 3 more connections for a total of 27 connections this year.</b></p>	<p>9/18, 10/18, 11/18, 12/18, 1/19, <b>6/19</b></p> <p><b>Completed</b></p>

		Delivered welcome packages to three new businesses, recruited volunteers for the iCube talent team at a sneak peek event. Several businesses are interested in signing up for business cards. This goal is complete.	
Implement a Business Resource Center launch with an event that includes demonstrations on available resources. Promote the Business Owner Library Card. Survey attendees and report on results.	IS	Scheduled for Wednesday, October 10 <sup>th</sup> with the Business Blender. Launch event was a success. Game demonstrations of Reference USA, Gale Small business Builder, and Lynda.com to 20-30 attendees. Gave tours of the new BRC. Three attendees received Business Owner Library cards. This goal is complete.	9/18, 10/18  Completed
Implement snack tales program monthly and evaluate the possibility of adding an arts/craft element. Create and present at least one new arts and/or craft program for adults per Engage cycle.	IS	Added coloring pages/puzzles to this month's program. Received feedback from attendees on what sort of snacks/crafts they'd like to see. Added a regular craft to this program in addition to the snack/craft aspect. Did not have a lot of time for both activities. Will stick to food-crafts next time. Completed the bullet journaling program, went well. Received a recommendation for a brush lettering calligraphy program. Have moved on from the art element and will introduce design/engineering elements. The Pollock Masterpiece Monday program went well. Preparing for the brush lettering program in March and planning a paper-marbling program as well. Experimented with color mixing using food dye and frosting. Did brush lettering for craftastic Wednesday. Masterpiece Monday featured Pop Art and Andy Warhol's soup cans. Held a Salsa party and invited kids and parents into teams to create different recipes and then taste test. Students learned cutting/chopping/mixing skills. Instead of Snack Tales in the fall a kids' versio of Masterpience Monday is being developed to provide a creative arts outlet for kids. Creating an archive of past snalck tales recipes to put on the NPL website. This goal is complete.	9/18, 10/18, 11/18, 1/19, 2/19, 3/19, 4/19, 6/19  Completed
Read a popular fiction author each month in order to expand knowledge of current authors and improve recommendations to patrons. Write small description of book and add to the adult subject binder.	IS	Read three titles and added them to the adult subject binder. Read two titles and added them to the subject binder. Read a fiction and non-fiction, updated descriptions in the binder. Read one non-fiction title and added it to the subject binder. Read for February and March, added to subject binder. Read for March and April and added to subject binder. Read for May and added to subject binder. Read for June. This goal is complete.	9/18, 10/18, 11/18, 1/19, 2/19, 3/19, 4/19, 5/19, 6/19  Completed

<p>Investigate new ways to make the STEAM Kit Collection both easier to use and more appealing. Ideas: Look in to new containers; create detailed contents sheets that can be placed in each kit; create videos detailing the contents of each kit that can be put on our website/social media.</p>	IS	<p>Working on inventory sheets that can be placed inside each kit. Started purchasing containers for the kits. Redesigning the tags to be more streamlined and attach directly to the container. The kits are in the process of being converted to the new bins. Many are now on the shelves ready to be checked out. <b>This goal is complete.</b></p>	<p>9/18, 11/18, 1/19, 3/19, <b>4/19</b>  <b>Completed</b></p>
<p>Participate on the Culture Club Committee. Attend meetings, take part in projects.</p>	IS	<p>Culture Club meeting: The committee is working on bookmarks and magnets to advertise. The book club will be starting in February. Held book club lunch/discussion. Interviewed and featured two staff members. <b>Interviewed and presented two staff members. Interviewed and presented another staff member. This goal is complete.</b></p>	<p>12/18, 3/19, <b>4/19, 5/19, 6/19</b>  <b>Completed</b></p>
<p>Create a list (for website and collection) listing all foreign film titles in multiple languages and their location. For example: Movie Title Languages Location</p>	IS	<p>Waiting to receive training on CARL for shelf lists. Almost complete, had issues with CARL report. Added subtitle languages. <b>Keeping a spreadsheet of titles. This goal is complete.</b></p>	<p>1/19, 3/19, <b>4/19</b>  <b>Completed</b></p>
<p>Improve upon current Japanese language skills. Create two NPL brochures in Japanese that market the Library's services in general and the ESL/International resources.</p>	IS	<p>Final draft on Japanese Anime and Japanese resource brochure done. These are complete, as well as bookmarks in every of our foreign language conversation groups. <b>Goal complete.</b></p>	<p>9/18, 1/19  <b>Completed</b></p>
<p>Review adult Chinese foreign language collection to determine percentage of simplified versus traditional. Use this information to determine best purchasing practices. Provide a system for other Librarians to know if the books are simplified or traditional.</p>	IS	<p>With the assistance of a volunteer, we now have a master list of all simplified Chinese in collection. Looking to label accordingly. Submitted form to request additional labels. Labeled the traditional with green dots and the simplified with yellow marks. Placed signage about the markings in the collection. <b>This goal is complete.</b></p>	<p>9/18, 11/18, 1/19  <b>Completed</b></p>
<p>Oversee remodel of Quiet Computer Room into the new NPL MakerSpace. Work to implement makerspace ideas that are most suitable for our community while working within our budget. Determine the best uses of the room, available open hours, and staffing. Plan and implement an unveiling of the new area.</p>	IS	<p>MakerSpace Library Tours on July 31 (Baldwin, Oakland University and E. Lansing) Planning meetings: 9/6/18, 11/2/18 Talked to a few places about furniture costs. Filled out a Makerspace application with Rockler Woodworking company. Contacted a VR Company to see if they could help us visualize the space. Continued research on furniture, CNC equipment, and programming ideas. Submitted information about the Computer Lab's closure to Engage and eNewsletter. Came up with a possible name for the space. Budget was reviewed and reworked. Still looking into equipment to add as well as furniture options. A list of possible kits was created. Met on 1/8 and 1/22, to discuss electricity in the space,</p>	<p>7/18, 9/18, 10/18, 11/18, 12/18, 1/19, 3/19, <b>4/19, 5/19, 6/19</b>  <b>Completed; Ongoing new features for 2020</b></p>



	<p>communicating to staff and patrons about the closure of the computer lab, and furnishing the space. MJR examined the Seville collection at Sam's Club and those recommended by KP from K-log as low-cost storage options. Library Design and 3Branch attended our 1/22 meeting and gave a presentation on their MakerFlex table. Looked at various container options for the Creative Kits. Decided logos. Two cabinets and one rolling workbench was ordered, picked up, and put together. Electrical drops have been chosen and ordered. Library Design provided the revised floorplan and ideas to alter the computer tables that allow for more desktop workspace. Reviewing an arts and crafts database called CreativeBug. Proposal to create an iCube Makerspace collection was approved. The logo has been approved and the job description posted. Job interview questions submitted. Interviews took place and candidate has been found. The lab closure went into effect on April 23<sup>rd</sup> smoothly. KP and staff papered off the windows and painting has been completed. Library Design brought, delivered, and put together the Makerflex tables. Modification of the table legs has been finalized to create the two custom countertops for the space. Measurements were taken and color samples reviewed for the Clarus dry-erase board for the east wall. Draft of policy complete and given to Director. Submitted to attorney and waiting review. Introduction given to City Council. Makerspace collection of books are being ordered and processed. Created a poster, set up examples of 3D prints and Wacom tablet, sign up form for promotion at the volunteer fair. Placed orders for many of the items that will be in the space; vinyl cutter, heat press, laser engraver, high-speed photo scanner, et.al. JF, AS, BR, MJR and KI met on May 14, 21 &amp; 28 to continue our plans for opening the iCube to the public, now on June 22<sup>nd</sup>. The Clarus dry erase board was ordered. Discussions over the procedures for the space continue – we established a green light, yellow light and red light method for the levels of equipment usage in the space.</p> <p>Interviews were held on May 7, 2019 for the PT position. Both candidates were qualified however one stood out</p>	
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	<p>and <b>Clayton Tierney</b> has accepted the position of Technology Supervisor. However, due to required surgery he won't be able to work in the iCube until about mid-July. In the meantime I and some other staff will fill in to provide some staffed hours in the space.</p> <p>Orders for equipment took place in May, and now I am unboxing and learning how to run them (including calibrating a laser!). I am working with Katie Iverson to write instructions and create signs for their level of usage. Mary also ordered many of the supplies for the Creative Kits and am working with Katie to write up instructions for them.</p> <p>Placed orders for many of the items that will be in the space: Cricut Maker paper, vinyl, fabric cutter, Carvey CNC Milling machine, large scale paper cutter, and general supplies for the room.</p> <p>Researched various options for a new 3D printer that the Friends Group is generously sponsoring.</p> <p>Worked with David Silberman to set up a subscription to <b>CreativeBug</b>. Discussions took place about launching and promoting the site in conjunction to the iCube's opening. I also placed signs promoting the database in the 700s.</p> <p>The iCube Team worked hard to get the space ready for its grand opening. The Clarus dry erase board was installed as were the logo window decals and brushed metal logo. On June 22<sup>nd</sup>, we introduced the iCube to a nice crowd of Novi dignitaries and families. After opening, Mary conducted tours and demonstrations throughout the rest of the month to staff, guest visitors (especially from other libraries), and patrons. Mary created handouts, posters, sign-up sheets, and brochures, as well as instructions for using the resources, equipment, and creative kits. Mary also spent time learning how to set up and run much of the equipment in the space. She also met with potential Talent Team members and set up some classes for the fall. This goal moves on to a new phase for next year.</p>	
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<b>Goal #2:</b>			
<b>Balance the needs of the community with fiscal responsibility and reduce the deficit spending.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
LED conversion project	AD/F	Work began 5/18. Slow process due to some issues with lighting samples, long lead times for ordering bulbs, configuring the dimmer option on the lower level (10/18), returning of bulbs that were not compatible; Bulb orders arrived over the 2 month timeframe and the project was at 90% completion by January 30, 2019 with a final update meeting held. Parking Lot lights were able to be included in the project based on price and need. A final report was presented to the Building/Grounds committee and the Library Board as of February 28, 2019.	5/18 – 1/2019; 2/19  <b>Completed</b>
QSAC (Quality Services Audit Checklist)	IS/AD	Essential Level: Achieved 7/2018 Enhanced Level: Achieved 10/18 Finalizing submission of highest level, waiting on needed information. Excellent Level: Achieved 3/19; <b>Proclamation received by State Representative Crawford on 6/22/19</b> <b>Goal Complete</b>	7/18, 10/18, 1/19, 2/19, 3/19, <b>4/19</b>  <b>Completed</b>
Endowment & Future Funding of Library	AD	Still looking into options to best fit the library organization; Meeting scheduled for Friday, November 2, 2018 with potential vendor; Met with attorney on November 30, 2018 to discuss options and costs – no response as of 4/20/2019.  March 28, 2019: Meeting scheduled at 2pm with John Chratska from EveryLibrary.org to discuss options for future library funding; <b>Draft of Endowment Resolution received 6/6/19 – Finance Committee is reviewing.</b>	11/18; 3/19; 6/19  <b>Ongoing for 2020</b>
State Aid Data Gathering/Submission	AD/Dept. Heads	State Aid database training – September 19, 2018; State Aid submitted 12/18.	9/18, 12/18 <b>Completed</b>
Building Assessment for Future Capital Expenditures in 269 (HVAC, Roofing, Carpeting, Elevators, AST, Parking Lot Replacement, LED Lighting Phase 3-5, Painting)	AD/F	Retrieved CAD drawings of the building from Community Development to issue to vendors who are in need (10/18) Painting Walk-through for quote: 10/18 Full report of estimated costs presented to the Library Board during budget session on 1/19/2019	10/18; 1/19  <b>Completed;</b> <b>Ongoing for 2020</b> <b>for Finance</b> <b>Committee</b>

Present a Balance Budget for 19/20	AD	<p>Director is attending a budget workshop on 11/7 with new Bookkeeper to begin planning of 19/20 budget</p> <p>Bookkeeper will be putting together a 5 year analysis of spending to help forecast budgets for 19/20 – 11/18</p> <p>19/20 Library Board Budget Planning Sessions: January 19<sup>th</sup> and February 9<sup>th</sup></p> <p>Budget approved at the February 28, 2019 Board Meeting and submitted to the City of Novi.</p> <p>Historical Commission 2019-2020 budget presented to Library Board on 1/19/2019 and submitted to City Council as of 2/28/2019.</p>	<p>11/18; 1/19; 2/19</p> <p>Completed</p>
Google Cloud Training for Staff: multiple training sessions covering online document management, replication and permissions management.	IT	<p>Posted two (2) Wiki training videos: 10 Quick Tips on Google Drive and How to Share Files (Correctly) with Google Drive. Creation of shares and team drives completed; Configuring of team permissions and uploading of team files are underway. Utilizing cloud services saved NPL approximately \$10,000 - \$7,000 in software and \$3,000 in hardware expenditures. Continuing to upload staff files and hold training sessions for staff. TeamWork demos were offered to staff. <b>Testing Google sync et al. Staff training will be on-going.</b></p>	<p>9/18; 10/18, 12/18, 1/19, 2/19, 3/19, 4/19, 5/19</p> <p>Ongoing for 2020</p>
Upgrade the building's security alarm from a phone-based panel to an internet-based panel which allows the elimination of an analog phone line – breakeven point is 15 months.	IT	<p>Upgrade has been completed. Internet-based panel increased the number of allowed alarm users, daily reports are web-based and disconnected phone line reduces phone expenditures. Renamed building alarm location titles to staff friendly labels. This goal is complete.</p>	<p>9/18; 10/18</p> <p>Completed</p>
<b>Goal #3:</b>			
<b>Provide quality and diverse services, materials, programs and technology.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Fostering connections with our diverse community	AD/IS	<p>Understanding Religion Programs – Muslim and Jewish, Experience Culture – Mexico, India, Romania, Nigeria, MLK Unity Breakfast one for adults and one for children. Experience Culture – Poland</p> <p>Completed organizing Armenian program for summer</p> <p>Experience Culture – Puerto Rico</p> <p>This goal is complete.</p>	<p>9/18, 10/18, 11/18, 12/18, 1/19, 3/19, 4/19, 5/19</p> <p>Ongoing for 2020</p>

Author Events	AD/IS	Fox Run Authors LIVE – 10/2/18 Community Reads Event – 11/9/18 at Wixom Library March is Reading Month with Walled Lake Consolidated School District and Hickory Woods School – 3/25/2019 National Library Week – 4/11/19 <b>Had 180 in attendance for the Charlie LeDuff presentation</b> <b>This goal is complete.</b> <b>6/19: Fox Run for fall 2019 being planned</b>	10/18, 11/18, 3/19, <b>4/19; 6/19</b>  <b>Completed</b>
Cultural Events	AD/IS	Experience Culture – Mexico and India Villa Barr Art Park Unveiling – October 12, 2018, Experience Culture: Romanian, Nigerian MLK Unity Breakfast one for adults and one for children. Experience Culture: Poland <b>Completed organizing Armenian program for summer</b> <b>Experience Culture – Puerto Rico</b> <b>This goal is complete.</b>	8/18, 9/18, 10/18, 12/18, 1/19, 3/19, <b>4/19, 5/19</b>  <b>Completed</b>
Let's Talk About It Series	AD	With NLA a 12 month series will launch on 1/19 focusing on Let's Talk topics for young people; Novi will host the topics of race and adoption. Hosted program on race, with readings, craft, and discussion.	2/19  <b>Ongoing til Dec 2019</b>
MakerSpace Renovation	AD/IS/IT	Julie, April, Mary Robinson and Barb visited several area makerspaces including Baldwin Library, Oakland University and East Lansing Public Library. Planning meetings: 9/6/18, 11/2/18. Held meeting to discuss next steps to implement renovation. Contacted a VR Company to see if they could help us visualize the space. Continued research on furniture, CNC equipment, and programming ideas. Submitted information about the Computer Lab's closure to Engage and eNewsletter. Verifying pricing for the equipment chosen for the MakerSpace. Met on 1/8 and 1/22, to discuss electricity in the space, communicating to staff and patrons about the closure of the computer lab, and furnishing the space. MJR examined the Seville collection at Sam's Club and those recommended by KP rom K-log as low-cost storage options. Library Design and 3Branch attended our 1/22 meeting and gave a presentation on their MakerFlex table. Looked at various container options for the Creative Kits. Decided logos. Two cabinets and one rolling workbench was ordered, picked up, and put together. Electrical drops have been chosen and ordered. Library Design provided the revised	7/18, 9/18; 10/18, 11/18, 12/18, 1/19, 2/19, 3/19, <b>4/19, 5/19, 6/19</b>  <b>Completed;</b> <b>Ongoing for 2020</b>

	<p>floorplan and ideas to alter the computer tables that allow for more desktop workspace. Reviewing an arts and crafts database called CreativeBug. Proposal to create an iCube Makerspace collection was approved. The logo has been approved and the job description posted. Job interview questions submitted. Interviews took place and candidate has been found. The lab closure went into effect on April 23<sup>rd</sup> smoothly. Keith Perfect papered off the windows and painting has been completed. Library Design brought, delivered, and put together the Makerflex tables. Modification of the table legs has been finalized to create the two custom countertops for the space. Measurements were taken and color samples reviewed for the Clarus dry-erase board for the east wall. Draft of policy complete and given to Director. Submitted to attorney and waiting review. Introduction given to City Council. Makerspace collection of books are being ordered and processed. Created a poster, set up examples of 3D prints and Wacom tablet, sign up form for promotion at the volunteer fair. Placed orders for many of the items that will be in the space; vinyl cutter, heat press, laser engraver, high-speed photo scanner, et.al. Electricians have completed installing the new outlets and extension cord reels. . JF, AS, BR, MJR and KI met on May 14, 21 &amp; 28 to continue our plans for opening the iCube to the public, now on June 22<sup>nd</sup>. The Clarus dry erase board was ordered. Discussions over the procedures for the space continue – we established a green light, yellow light and red light method for the levels of equipment usage in the space.</p> <p>Interviews were held on May 7, 2019 for the PT position. Both candidates were qualified however one stood out and <b>Clayton Tierney</b> has accepted the position of Technology Supervisor. However, due to required surgery he won't be able to work in the iCube until about mid-July. In the meantime I and some other staff will fill in to provide some staffed hours in the space.</p> <p>Orders for equipment took place in May, and now I am unboxing and learning how to run them (including calibrating a laser!). I am working with Katie Iverson to write instructions and create signs for their level of usage.</p>	
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Complete the Support Services Department main manual and three reference binders by April 2019	SS	Goal extended until June 2019 due to new hire training. <b>Goal completed June 2019.</b>	3/19; 6/19 <b>Completed</b>
Reorganize the Support Services Supervisors' responsibilities and monitor for improvement/training; oversee the Lending Library for installation (TLN, collection, launch) by March 2019.	SS	Goal extended until June 2019 due to new hire training. <b>Goal completed May 2019.</b>	3/19; 6/19 <b>Completed</b>
Complete uniform training for the Supervisors, and complete training specific to individual revised responsibilities.	SS	<b>Goal Completed: Supervisor detailed training completed April 2019.</b>	5/19 <b>Completed</b>
Acclimate to new position as a Supervisor of the Customer Service Team, including developing management procedures for ordering Circulation Supplies,	SS	Goal Complete: Chris Nadeau is doing well acclimating to his new position in the four months he has been here. <b>Chris has acclimated to his position fully up to the extent possible at this point.</b>	12/18; 5/19 <b>Completed</b>

Attend four out of eight "Library Services" training sessions (Overdue, Hoopla, RBDigital, Lynda.com, 3D Printer, VR, Creation Station, or Vinyl/Cassette to Digital) and submit a training class summary for each (1 paragraph) to receive "Goal Completed."	SS	3D Printer session held 11/16 (3 attended); VR session held 11/29 (4 attended); OverDrive session held 12/11 (8 attended); Hoopla session held 1/15 (6 attended); Lynda.com session held 2/18 (6 attended); <b>Creation Station session held 3/21 (3 attended); RBDigital session held 4/16 (1 attended); Vinyl to Digital session held 5/16 (1 attended).</b>	11/18; 12/18; 1/19; 2/19; <b>5/19; 6/19</b> <b>Completed</b>
Prepare and deliver four (4) public programs providing basic instruction and demonstration of the gaming coding language Roblox Studio.	IT	The next edition of Engage will list the four dates training will be available: May 5 and 19 plus June 9 and 30. <b>Training was given to a small group of patrons.</b>	11/18, <b>5/19</b> <b>Completed</b>
Create catalogue of VR games for staff and patrons.	IT	Completed creation and shared the catalog with staff and posted on wiki. This goal is complete.	9/18 <b>Completed</b>
Investigate Apple/Macintosh IT needs for adult patrons.	IT	Received 637 responses. Forty-two percent of the responses stated they would not use Apple/Macintosh devices if they were available, 32% stated they might use an iPad, and 26% would prefer to use a MacBook or iPad over a Windows PC. Ninety-eight percent of the responses stated their experience with library technology is usually good or are satisfied. Information provided to staff conducting survey for Strategic Planning. This goal is complete.	10/18 <b>Completed</b>
Meet with IS staff for their tech needs for 2018/19FY and 2019/20FY.	IT	Discussed partnership with IS Staff on five (5) projects planned for 2018-19FY. Met with IS staff on a one-on-one basis. This goal is complete.	9/18, 10/18, 11/18, 12/18 <b>Completed</b>
Serve on e-NABLE board and help determine 2018/19FY goals and projects.	IT	Monthly e-NABLE Board meetings have been held to determine 2018-19 projects/timeline, annual report of accomplishments, language for care instructions, contents of "care package", partnership with Novi High School HOSA group and possible partnership with "Backyard Brains" organization. <b>A shipment of 15 hands was prepared which included spare parts, care instructions and a note from the members of the e-NABLE chapter to be sent to India – shipment not scheduled as of 7/18/19.</b>	10/18, 11/18, 12/18, <b>5/19</b> <b>Ongoing 2020</b>
Expand resources for library patrons with special needs by creating inclusive Technology Station with relevant apps and programs.	IS/IT	Joint project meeting with IS and IT staff where hardware/software requirements and installation deadline were determined. Equipment was ordered. Equipment was configured and given to IS staff for testing. Station has been introduced to the public. It is available by the windows in the youth area opposite one of the AWE stations. This goal is complete.	9/18; 10/18, 11/18, 12/18 <b>Completed</b>



Attend two out of four quarterly "Shelver Engagement" meetings to receive "Goal Completed."	SS	Goal Completed: Most of the shelvers attended the first and second quarterly meeting in September and December, respectively. Third quarterly meetings held in March. All shelvers have met this goal.	10/18; 1/19; 2/19  Completed
Successfully complete assigned section of the CARL Catalog Cleanup Project	SS	Project in progress. Portion of project for this fiscal year completed. Project will continue in next fiscal year.	12/18; 6/19 Completed
Using direction from the IT Department, back up historical photos and documents from the Local History website to the Cloud. Use Wordpress to make folders searchable with titles, descriptions and tags. This will organize materials in a way that researchers will find useable, as well as preventing materials from becoming lost. This project will be a multi-year goal.	IS	IS Staff Liaison has started to form subject files which will be broken into sub files and then save to the cloud. This is the beginning of organizing the immense amount of material on the Local History Room computer so that the public can use it in a logical manner. Met with IT and furthered plans to organize the digitized files to best fit the usages we want from them. Continuing to add to the historical commission website. This goal will continue next year.	1/19, 3/19, 4/19, 6/19 Ongoing for 2020
Oversee implementation of the Special Needs technology station.	IS	Joint project meeting with IS and IT staff where hardware/software requirements and installation deadline were determined. Equipment was ordered. Received equipment, testing in progress, deciding on links and applications. Station has been introduced to the public. It is available by the windows in the youth area opposite one of the AWE stations. This goal is complete.	10/18, 11/18, 12/18 Completed
Implement a special needs resource page on the website. Promote Library collection and provide links to relevant resources.	IS	Reviewing other libraries with special needs resource pages. Webpage created: under the Youth Tab. This goal is complete.	9/18, 2/19 Completed
Increase cultural diversity awareness, acknowledgement, and visibility through library programming and displays	IS	Provided Michigan Indian Immigrant documentary with special guest and good turnout. Provided highly successful Experience Culture – India program with approximately 220 attendees. Had 4 assistants from various groups of India, 3 participating restaurants. Held a festival processional representing the states of India. Provided an elaborate display in the first floor display case with items representing the Indian culture shared from 8 different providers. Provided an Understanding Religion – Muslim program. This included special guest speakers, displays, slideshow, crafts for kids and adults and snacks. Prepared and provided understanding religion – Judaism program. Displayed Jewish items in display case and Romanian items in display case promoting the next cultural program. Held Nigerian program. Provided 1 <sup>st</sup> floor display of December	9/18eva, 10/18, 12/18, 1/19, 3/19, 4/19, 5/19  Ongoing for 2020

		holidays, Christmas, Hanukkah, and Kwanzaa. MLK Unity Breakfast with two MLK displays, one adult/family, one youth orientated. Experience Culture Poland. Themed display with Polish artifacts, art, crystal, crafts. <b>Showed the screening of "The Price of Providence." This film premiered at the Great Lakes International Film Festival, where it won the Audience Choice Award. The movie's producer engaged the audience with insight on the case and Q &amp; A. Completed organizing Armenian program for summer Experience Culture – Puerto Rico This goal is complete.</b>	
Conduct a quarterly yoga story time for children K-4. Create a yoga materials bibliography including books and DVD's for those who are interested in learning more, as well as a contact list of local yoga studios/classes.	IS	Booked a December program and started gathering information regarding local yoga studios. Currently creating a bibliography. Programs scheduled for December and March. Bibliography created. Program conducted successfully, included books, yoga, and making mala beads. Another program is scheduled for March. March Yoga program was a success. Goal complete.	9/18, 10/18, 11/18, 12/18, 3/19  <b>Completed</b>
Develop a book club geared toward children Kindergarten – 1 <sup>st</sup> grade. Include STEAM elements in the craft portion.	IS	Chose first book and planning launch next quarter. Programs scheduled for March and April 2019. Bookworm Buddies started. It incorporated site words and math estimating crafts. Challenge is balancing the varying reading levels. Looking into ideas to make it fun for both types of readers. <b>Changed to reading the book to the attendees and then followed it with activities including making a compass, using it in an experiment, and magnetic painting. This goal is complete.</b>	9/18, 11/18, 3/19, 4/19  <b>Completed</b>
Expand resources for library patrons with special needs by creating Inclusive Technology Station with relevant apps and programs.	IS	Joint project meeting with IS and IT staff where hardware/software requirements and installation deadline were determined. Equipment was ordered. Received equipment, testing in progress, deciding on links and applications. Station has been introduced to the public. It is available by the windows in the youth area opposite one of the AWE stations. This goal is complete.	11/18, 12/18  <b>Completed</b>
Create six featured book displays for the new kiosk in the Business Resource Center. Feature these on the Business page of the website. Promote the new BRC visually on the Business page of the website.	IS	September display business classics created a booklist from display items and put a copy in the business binder. October display was customer service and engagement. November/December display is non-profits. January display featured, "Starting a Business" February was Entrepreneurship, March was Women in	9/18, 10/18, 11/18, 1/19, 2/19, 3/19, 4/19, 5/19, 6/19  <b>Completed</b>

		Business. April was money smart week and financial literacy. May was workplace communication. June was leadership. 9 displays and booklists were created this year. This goal is complete.	
Provide improved reader's advisory tools for patrons including Adult Subject Suggestion binder, and Shelf Talkers. Utilize SelectReads and LibraryAware to offer seasonal and topical bookmarks and reading lists.	IS	Updated adult subject binder with new "NEW" books for each genre. Edited/added a few sections for various genres. Created a military/veterans bookmark. Continued updating adult subject binder with New Romance and Pulitzer Prize winners. Created a "feel good" holiday reads bookmark. Updated every "New" section in the Adult Subject Binder for the new year. Added a new Historical Fiction and Fantasy/Science Fiction section. Created "Best Books of 2018" list and display. Continue to work on distributing shelf talkers. All the "new" sections in each genre of the adult subject binder were updated. Bookmarks are being designed/put-together for the month of April. The science resources brochure was updated with newly released titles. Adult subject binder had a makeover with the removal of Women Power and the addition of Contemporary. Poetry month bookmarks were designed to be displayed with a poetry display on the second floor. Updated adult subject binder with new titles for Chick Lit, Christian Fiction, Fantasy/Science Fiction, Historical Fiction, Horror, Mystery, Romance, and Thriller. This goal is complete.	10/18, 11/18, 3/19, 4/19, 5/19  Completed
Communication Cards-create pictorial cards to help accommodate patrons with language barriers/disabilities.	IS	Researched various board maker software. Downloaded Picto-Select and made a few draft cards. Once approved, they can be placed at the desks for use by patrons. Communication Cards complete and placed at both Information Desks. This goal is complete.	11/18, 12/18, 1/19 Completed
Oversee marketing of Hoopla. Provide staff and patron training opportunities.	IS	Ordered promotional flyers and materials for October/Halloween. Increased checkouts to 6. Holiday signage was updated to reflect the new checkouts. Blurb added to enews and handout updated for website. Signage for holiday music placed in the CD music area. Ordered promotional materials for teen books by Own Voices and Diverse Voices authors. Will place in the Teen Stop. Met with our Hoopla Rep and discussed ways the interface could work better to help our patrons find the digital resources they are looking for. Discussed upcoming promotions. This goal is complete.	9/18, 11/18, 12/18, 3/19, 5/19 Completed

Develop curriculum and conduct Support Services training on NPL's digital services. Utilize these opportunities as ways to gain feedback for improvement and ways to better promote these services. December – Overdrive; January – Hoopla; April – RBDigital	IS	Updating handouts and developing a lesson plan for the first training on December 11 <sup>th</sup> . Created a chart to help staff know what app works best on each device. Hoopla demo given to SS staff on Jan. 15 <sup>th</sup> . The handout was updated. <b>Gave an overview of RBDigital and then a refresher. Gave a Hoopla overview on May 28<sup>th</sup> to SS staff. All staff trainings on our digital resources was completed by the end of May. This goal is complete.</b>	11/18, 12/18, 1/19, 4/19, 5/19, 6/19  Completed
Explore new options for providing readers' advisory/reading suggestions via social media and in- house databases; increase staff awareness of readers advisory tools. Provide readers advisory to senior living facilities.	IS	Using some of the RA lists from Library Aware to share via social media. Created new staff picks using LibraryAware – used for display and social media post. Assisted staff with using LibraryAware for bookmarks and flyers. Created a staff picks list of 2018 favorites. Created a women's history month book lists for handout and to post on social media. <b>Working on a new staff picks list, and creating short book reviews to share on social media. Created 2 new staff pikcs lists and added adult summer reading list to Beanstack. This goal is complete.</b>	9/18, 10/18, 11/18, 3/19, 5/19, 6/19  Completed
Design and implement a test of the CARL system geared toward the everyday uses of Librarians. Test each Librarian in a demonstration style. Report results to Department Head.	IS	Started drafting questions based on everyday CARL tasks and patron interactions. Submitted first draft of quiz questions for review, starting how-to document to accompany. Questions and study guide complete. Sent out training document, scheduled tests, and started testing. All testing of Librarians is complete and passed by all. This goal is complete.	8/18, 9/18, 10/18, 11/18, 12/18  Completed
Create / Update training materials for 3D printing staff.	IS	Started drafting document, testing via one-on-one training. Received feedback for clarity. Sent to committee for further feedback and continue to add instruction as needed. Document is now "live" and available for all to see. Bookmarks placed at 3D printer station. This goal is complete.	8/18, 9/18, 10/18  Completed
Train Support Services staff in the use / and general knowledge of library services and resources.	IS	Established tentative schedule. Held one "3D Printing 101 session. Will be scheduling another. Held one "3D Printing 101" session. Another one will be scheduled. Scheduled a session in February to show SS staff Mango and Lynda. Demonstrated Mango and Lynda. <b>This goal is complete.</b>	8/18, 11/18, 12/18, 1/19, 3/19, 5/19  Completed
Oversee VR Programming: Learn the VR Technology; Provide two in-house demonstrations; Provide one outreach demonstration in the fall and one in the winter	IS	Given VR demo by Scott and have been trying out and practicing games to get familiar with the technology. VR outreach event held at Fox Run. Drafting a proposal for VR appointments that patrons can register for similar to computer tutor and tech time. Have planned two in-	9/18, 10/18, 11/18, 12/18, 3/19, 4/19  Completed

		house demonstrations of the VR system; Jan. 29 and Mar 26. Provided VR demo in March to two patrons. <b>Working on scheduling an outer space themed VR event for ages 12+ in the summer. This goal is complete.</b>	
Develop a Spanish story time to fit the needs of the Novi community. Present during the International Story Time breaks. Showcase youth International Spanish books.	IS	Preparing for the October 17 <sup>th</sup> story time. Preparing a bibliography representing our International collection. October session was cancelled will keep for winter session. Held winter Spanish story time and will also provide one in May. <b>This goal is complete.</b>	9/18, 10/18, 3/19, <b>4/19</b>  <b>Completed</b>
Upgrade servers, switches, etc. in data center to remain current	IT	Approximately 80% of the systems have been moved to the upgraded equipment w/o staff or patrons experiencing any downtime. Migration of the Wi-Fi and Security servers is scheduled for outside of normal operational hours to avoid service disruptions. Work continues on the migration of servers/files. This goal is complete.	10/18, 11/18, 12/18; 1/19, 2/19, 3/19  <b>Completed</b>
Investigate the idea of adding musical instruments to the STEAM Kit collection. Provide a cost analysis.	IS	Have started researching various basic musical instruments to consider adding. Will reach out to other libraries who have done this to learn what instruments they have and how they clean and maintain them. Will review STEAM Kit budget, but would like to add a glockenspiel, boomwhackers, and a ukulele, plus some sheet music. <b>Two musical instruments will be added in the next fiscal year. This goal is complete.</b>	1/19, 3/19, <b>4/19, 5/19</b>  <b>Ongoing for 2020</b>
<b>Goal #4:</b>			
<b>Promote the Library in Novi's residential and business communities and provide outreach to non-library users.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
1,000 Books before Kindergarten	AD/IS	Unveiling of the Youth Area Renovation to the community – 7/18  Updated the raising a reader webpage, held the second annual 1,000 books party. Started creating Early Literacy Boxes to loan out to preschools. We currently have 3 early literacy boxes in use (Goddard, ECEC, and Novi Woods) <b>Began work with Teen Leaders to prepare packets that will be sent home with students in October.</b>	7/18; 9/18, 12/18, <b>6/19</b>
Library Board Meetings (2 Options – Library and Offsite Location)	AD	September 20, 2018 at Novi Library November 15, 2018 at Novi Library	9/18 <b>Completed</b>
Strategic Planning Outreach	AD/IS	Public Feedback Sessions: 10/3 Hickory Woods Elementary (5), 10/4/18 (3 sessions). 10/9 City of Novi Ambassador Program (14), 10/10 Coffee with the	9/18 – 11/18, 12/18, 1/19, 2/19, 3/19, <b>6/19</b>

		<p>Superintendent (18), 10/11 Knitting group (7), 10/22-10/27 seven story times (49), 10/29 Parent to Parent (15), 10/31 Public Feedback Session (6), 11/8 Cutting the Cord program (37), 11/11 HOA (12), 11/19 Friends meeting (2), Public Feedback Session (2), 11/26 Fox Run (15), random submissions (6), Information Desks (18), Online (349) Information culled into a report and turned in. Met with board to review information. Met with community members to develop themes on 3/27/2019.</p> <p>Retoiled community responses to fit under the newly developed headings. This will be reviewed by strategic planning committee and staff that took part in the forum; 1 page overview of public feedback has been submitted to the library board for final edits/comments then design of public piece can be completed.</p>	Ongoing for 2019-2022.
Host Town Hall Engagements with Elected Officials	AD	<p>Reached out to League of Women Voters, but their board felt that the candidates would just be providing "a message the public has already heard." They were not willing to work on this project, but suggested they would be willing to partner during another election. A program is planned for 5/13/2019 with Novi Mayor Bob Gatt, Oakland County Commissioner Gwen Markham, State Rep. Kathy Crawford and State Senator Jim Runestad</p>	11/18; 5/19 Completed
Mental Health Awareness	AD/IS	<p>Hosted theater production of Every Brilliant Thing – a play that addresses growing up with behavioral health challenges in a family including depression and suicide. Included a presentation by the American Foundation for Suicide Prevention. Held program on identifying and helping students with anxiety; Library continues to be the host for the Mental Health community group in partnership with the Novi Community School District</p>	9/18, 2/19 Ongoing for 2020
Assist IS and SS Department Heads with the training of new full time Supervisor (FT) and Outreach Librarian. Assist with development of relations with Activities Directors and Senior Facilities, and with the revision of responsibilities.	SS	<p>Goal Completed: Elizabeth Kopko is assisting with acclimating Eva Sabolcik to her new full time position. Elizabeth has assisted Eva in acclimating to her position fully up to the extent possible at this point.</p>	12/18; 5/19 Completed
Organize the David Barr project and provide presentations to other Libraries and interested groups.	IS	<p>Attended meetings with Julie and Kathy Crawford, gave input for putting together a power point presentation. Attended official opening of David Barr Art Park on Oct. 12. Kathy Crawford gave the presentation to the Historical Commission at the November meeting. The members gave suggestions, additions and changes.</p>	9/18, 10/18, 11/18, 12/18, 2/19, 3/19, 5/19, 6/19 Ongoing for 2020

		These are currently being made. Final presentation is being completed and the first program will be given by Kathy Crawford on Jan. 31 <sup>st</sup> . The research has been completed and a launch presentation is scheduled for 5/2/2019 for the Novi community. Program was completed successfully and will move on to promotion at other libraries. Working on a Fox Run event for 8/8/19.	
Design and implement four programs specifically to draw interest from older adults. Connect with the City of Novi's Older Adult Services. Survey attendees of these programs to determine success. Provide survey results to Department Head after each program.	IS	Met with Julie and city of Novi Senior Services to discuss plans for senior programming. Communicated with OAS regarding two programs for August. Providing a hula performance for a Luau themed event. Contacted a vocalist for other event. Attended and assisted City with special Tiger's Opening Day event. Provided music entertainment. This goal is complete; Meeting with new OAS Director in July 2019.	9/18, 12/18, 4/19 Ongoing for 2020
Develop an Early Literacy page for the Library's website, including information about Raising a Reader in Novi, Story Time Backpacks, information about the five early literacy practices, and more. Research what other libraries include on their website about early literacy.	IS	Added roving early literacy story time page and request form to website. Updated raising a reader page. Started created story time back pack page. Began research on early literacy web page. Continued to work on development of Story Time back pack page, and began development of early literacy page. This goal has been rolled over to 19-20.	9/18, 11/18 Ongoing for 2020
Explore opportunities for providing youth programs to patrons in the north end of Novi. Consider possibilities for programming throughout the year, as well as during the Summer Reading Program.	IS	Reached out via email twice to inquire about program possibilities at Oakland Glen. Working on dates for programs with staff at Oakland Glens. Have not heard back from Oakland Glens representative. Will plan on making a visit to meet in person to discuss dates. Connected with Tia Marie Sanders on bringing SRP program to Oakland Glens in conjunction with FTN. Discussed the idea of running a "take a book, leave a book" style loaning system on a bookshelf in the park's club house. Will also visit on Wednesdays over the summer so kids can log books and participate in the SRP. Began putting labels on the inside cover of books saved for youth lending library at Oakland Glens for the SRP program. Touched base with FTN on the logistics for making SRP available to Oakland Glens residents during the FTN visits. Bookshelves will be filled in the clubhouse on Wednesday, June 12 <sup>th</sup> . Visits will begin Wednesday, June 19 <sup>th</sup> between 11:30-noon/12:30. Stocked the Oakland Glens bookshelves and began visiting each Wednesday throughout the summer. Created flyers to	9/18, 10/18, 11/18, 12/18, 3/19, 4/19, 6/19 Ongoing for 2020

		be distributed through Feed the Need at OG. Main part of goal is complete and we will just continue visiting over the summer.	
Participate in Novi University, offered through the City of Novi. Participation in this would increase knowledge of city departments and their functions and result in better customer service for our patrons at the Library.	IS	Submitted application waiting to hear back. Accepted into the program, will begin in January. Attended the first session. Reviewed expectations of the program and learned about Council/City Manager, communications, Community Development/Economic Development in Novi. Went on a bus tour of the city's business and residential areas. Attended the third session visiting the Police Training Center and the Firearms Training Center. Attended the fourth session. Visited DPW and Fire Station #4. Attended the state of the city address. Attended 5 <sup>th</sup> session. Attended the State of the City Address. Attended the final wrap up session and graduated. Goal is complete.	9/18, 10/18, 11/18, 1/19, 3/19, 4/19, 5/19, 6/19
<b>Goal #5:</b>			
<b>Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Strategic Planning Project	AD/IS	Public Feedback Sessions: 10/4/18 (3 sessions offered) 10/3 Hickory Woods Elementary (5), 10/4/18 (3 sessions). 10/9 City of Novi Ambassador Program (14), 10/10 Coffee with the Superintendent (18), 10/11 Knitting group (7), 10/22-10/27 seven story times (49), 10/29 Parent to Parent (15), 10/31 Public Feedback Session (6), 11/8 Cutting the Cord program (37), 11/11 HOA (12), 11/19 Friends meeting (2), Public Feedback Session (2), 11/26 Fox Run (15), random submissions (6), Information Desks (18), Online (349) Looked at five other similarly sized libraries for information on their programs, outreach, and marketing. Information culled into a report and turned in. Met with board to review information. Met with community members to develop themes 3/27/2019. Retooled community responses to fit under the newly developed headings. This will be reviewed by strategic planning committee and staff that took part in the forum.	10/18, 11/18, 12/18, 1/19, 2/19, 3/19, 6/19  Ongoing for 2019-2022
Create a system to track, manage and produce reports for teen volunteers for IS Department.	IS/IT	Completed installation of WordPress Site and plugins, user data entry module, reports module, automated backup, volunteer directory for browse/print purposes	9/18; 10/18, 12/18, 1/19, 2/19, 3/19, 4/19, 5/19



		and set up of data entry terminal. On hold waiting for input from IS Staff. IS Staff finished manually entering information into the system. Will work with IT to resolve issues in the procedure to approve the hours entered. Created a teen volunteer manual with screenshots for IS Staff and teen volunteers to use. Reviewed and demonstrated for IS Dept. Head. Have scheduled training sessions for IS staff. Sent out instructions to IS Staff as well. An iPad was deployed to simplify data entry by the volunteers. . Sent out instructions to IS Staff as well. Offered two training sessions to teach the volunteers the software. Also, offered an additional training for those who could not attend. Created a teen volunteer check-in procedures list for staff. Effective April 1 <sup>st</sup> , teen volunteers will begin using the iPad to record their hours. Modifications are being made as requested. <b>Worked with IT to fix some minor issues with the software. Adjustments will continue to be made on an as needed basis. This goal is complete.</b>	Completed
Library Board Policies Reviewed/Approved in 2018-2019	AD	Board of Trustees Bylaws – Approved October 25, 2018; Revised January 24, 2019; Revised March 28, 2019 Drug Free Workplace Policy – Approved January 24, 2019 Memorandum of Understanding with Friends of Novi Library – pending review as of July 2019 Customer Service Policy – Approved 5/23/19 <b>Rules of Conduct - Revised 6/27/19</b> <b>Social Media Policy – Revised 6/27/19</b> <b>Unattended Child Policy – Revised 6/27/19</b>	10/18; 1/19; 3/19; 5/19; <b>6/19</b>
Add server room and data closets to HVAC temperature monitoring software and add temperature sensing device with staff notification for early warning of environmental hardware failures as experienced in July, 2018.	F/IT	A space temperature sensing device was installed in the server room that will send a signal to the building's alarm monitoring vendor and several staff members if a predetermined temperature is reached. Hardware was upgraded to allow inclusion of server room and data closets in HVAC temperature monitoring software. This goal is complete.	9/18  Completed
Participate in the Customer Service Committee (must attend 3 of 4 quarterly meetings). Monitors progress of dept. goals related to customer service and reports status to dept. members.	IS	Created Doodle Poll to determine best meeting dates. Sent out Disney Institute manual to be read and first meeting date set for end of November. Held first meeting, started presentation, developed a list of service standards. Next meeting January. Created 3 out of 5 key terms with statements. Homework to create two	9/18, 10/18, 11/18, 1/19, 2/19, 3/19, <b>4/19, 5/19, 6/19</b>  Ongoing for 2020

		more and prioritize. January meeting postponed a week due to Library closure. Homework given via email to prep for meeting. Key terms and definitions complete. Reviewing to see if catch word can be made to represent all the key words. Catch word created, logo decided upon. Policy given to Director for review. Presentation for staff in-service is being produced. <b>Policy has been approved. Presentation is being developed as well as marketing material. Committee is meeting weekly to continue to tweak presentation and create a calendar of future trainings for next year. This goal will continue in the coming year.</b>	
Continue to explore the necessary steps to achieve QSAC Excellent Level certification. Identify all areas where we currently meet the QSAC requirements, and determine what changes are necessary to reach this level.	IS	Received notice of Enhanced Level. Working on Excellent. Received a "Special Tribute" from the State of Michigan in honor of achieving Enhanced status. Hoping to submit for the excellent level in early 2019. Finalizing submission of highest level, waiting on needed information. Excellent Level achieved. Goal complete.	9/18, 10/18, 12/18, 1/19, 3/19  <b>Completed</b>
Evaluate 2 or more scheduling software programs to determine if they might be effective and cost efficient options for scheduling staff and creating desk schedules. Compare with homegrown options to determine our best options going forward Submit for 2019-2020 budget proposal.	IS	Started free trials of a few different products to begin to narrow down our choices. Spoke with a couple of different companies to see if their pricing makes it worth trying or not. Did a trial of When 2 Work along with When I Work and Schedule Base. Will be looking at LibStaffer which hopeful will work better for a library setting. LibStaffer looks promising. LibStaffer best option and pricing. Will postpone until 20-21. Goal complete.	9/18, 10/18, 11/18, 1/19  <b>Completed</b>
Evaluate and analyze NPL adult programs for the Fall and Winter Engage cycle. Set percentage goals of attendance for adult programs; Provide surveys to adult programs on a regular basis; Document the results from these surveys; Report on what is working and what is not; Provide an analysis on what types of programs should be presented in the future.	IS	Provided program evaluation forms for introductory program-Agile Problem Solving, Oakland County Water Wars, Craftastic Wednesday, and Understanding Religion. Introductory Programs work well for those submitting program proposals to have a chance to see if their program is a fit for the library. Provided program evaluations for understanding religion, sweets with sweetheart, and couples dance, et al. Created spreadsheet to track. Provided program evaluations for Mocktails program and Listen @ the Library. Added trends, and methods of marketing. <b>All evaluations for fall and winter are complete. Goal is complete.</b>	9/18, 10/18, 11/18, 1/19, 4/19  <b>Completed</b>
Review job descriptions; job responsibilities; Improvement to the Performance Evaluation form to include customer service policy language	AD	January 2019-July 2019; 5/19	<b>Completed</b>

## FINANCIALS

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

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

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

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

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

269 - Library Contributed Funds - Revenues & Expenditures							
2019-2020 (as of 2/28/2019)							
		2017-2018 Amended	2017-2018 Audited	2018-2019 Amended	2018-2019 End of Year	2018-2019 Amendment 4Q	2019-2020 Approved
		5/24/2018	6/30/2018	12/19/2018	2/28/2019	5/23/2019	2/28/2019
<b>Revenues</b>							
<b>Interest Income</b>							
664.000	Interest on Investments	\$ 36,000.00	\$ 31,885.58	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	6,000.00	(12,758.73)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ 42,000.00</b>	<b>\$ 19,126.85</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
<b>Donations</b>							
665.046	Makerspace Renovation			2,000.00	2,000.00	2,000.00	2,000.00
665.230	Collections/Materials Revenue	\$ 1,000.00	\$ 619.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
665.229	Raising a Reader	1,000.00	-	5,500.00	5,500.00	5,500.00	5,500.00
665.231	Buildings/Ground/Furniture Revenue	6,000.00	6,564.79	1,000.00	1,000.00	1,000.00	1,000.00
665.232	Programming Revenue	17,000.00	18,391.18	5,500.00	5,500.00	12,163.50	5,500.00
665.233	Technology Library Revenue	5,500.00	3,320.00	1,500.00	1,500.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	500.00	1,320.99	500.00	500.00	500.00	500.00
<b>TOTAL</b>		<b>\$ 31,000.00</b>	<b>\$ 30,215.96</b>	<b>\$ 17,000.00</b>	<b>\$ 17,000.00</b>	<b>\$ 23,663.50</b>	<b>\$ 17,000.00</b>
<b>TOTAL Revenues</b>		<b>\$ 73,000.00</b>	<b>\$ 49,342.81</b>	<b>\$ 39,500.00</b>	<b>\$ 39,500.00</b>	<b>\$ 46,163.50</b>	<b>\$ 39,500.00</b>
<b>Expenditures</b>							
<b>Supplies</b>							
742.229	Raising a Reader			4,000.00	4,000.00	4,000.00	4,000.00
742.230	Collections/Materials Expenditures	\$ 2,000.00	\$ 317.49	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
742.231	Buildings/Ground/Furniture Exp	500.00	304.00	-	-	4,859.00	15,000.00
742.232	Programming Expenditures	20,000.00	18,316.54	3,000.00	3,000.00	12,163.50	3,000.00
742.233	Technology Library Expenditures	7,000.00	5,888.30	33,500.00	24,000.00	24,000.00	5,000.00
742.234	Undesignated Misc. Expenditures	5,000.00	3,865.00	-	-	500.00	-
742.236	Staff Recognition	1,000.00	-	1,500.00	2,200.00	2,200.00	2,500.00
<b>TOTAL</b>		<b>\$ 35,500.00</b>	<b>\$ 28,691.33</b>	<b>\$ 44,000.00</b>	<b>\$ 35,200.00</b>	<b>\$ 49,722.50</b>	<b>\$ 31,500.00</b>
<b>Capital Outlay</b>							
976.044	Auto Lending Library	\$ 39,965.00	\$ -	\$ 67,000.00	\$ 34,750.00	\$ 34,750.00	\$ 34,750.00
976.045	LED Lighting Conversion project	92,500.00	11,169.60	15,000.00	20,000.00	20,000.00	2,000.00
976.046	Makerspace Renovation			38,700.00	29,000.00	29,000.00	7,000.00
983.000	Vehicle						-
<b>TOTAL</b>		<b>\$ 132,465.00</b>	<b>\$ 11,169.60</b>	<b>\$ 120,700.00</b>	<b>\$ 83,750.00</b>	<b>\$ 83,750.00</b>	<b>\$ 43,750.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 167,965.00</b>	<b>\$ 39,860.93</b>	<b>\$ 164,700.00</b>	<b>\$ 118,950.00</b>	<b>\$ 133,472.50</b>	<b>\$ 75,250.00</b>
	Beginning Fund Balance Yr. End	\$ 1,609,812.62	\$ 1,697,946.40	\$ 1,707,428.28	\$ 1,707,428.28	\$ 1,707,428.28	\$ 1,627,978.28
	Revenues	73,000.00	49,342.81	39,500.00	39,500.00	46,163.50	39,500.00
	Expenditures	(167,965.00)	(39,860.93)	(164,700.00)	(118,950.00)	(133,472.50)	(75,250.00)
	NET Revenues vs. Expenditures	(94,965.00)	9,481.88	(125,200.00)	(79,450.00)	(87,309.00)	(35,750.00)
	Beginning Fund Balance						
	Ending Fund Balance Expected	<b>\$1,514,847.62</b>	<b>\$1,707,428.28</b>	<b>\$1,582,228.28</b>	<b>\$1,627,978.28</b>	<b>\$1,620,119.28</b>	<b>\$1,592,228.28</b>
<b>Notes:</b>	19/20 Phase 2 Makerspace: \$5,000 Technology and \$7,000 Makerspace Renovation; \$15,000 Furniture upgrades; \$37,750 Lending Library final payment of machine; LED contingency \$2,000						

07/10/2019 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 06/30/2019										
% Fiscal Year Completed: 100.00										
		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	APRIL 2019	MAY 2019	JUNE 2019	06/30/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,621,897.57	2,729,513.00	2,724,020.00	0.00	0.00	0.00	2,722,657.94	1,362.06	99.95
268-000.00-403.001	Property Tax Revenue- County Chargebacks	3,337.31	2,000.00	2,031.00	48.83	(196.10)	915.03	3,317.74	(1,286.74)	163.35
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	5,000.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(222.62)	(233.00)	(233.00)	0.00	0.00	0.00	(238.66)	5.66	102.43
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,445.84)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	(1,726.23)	(1,273.77)	57.54
268-000.00-420.000	Property Tax Rev - C/Y Delequent PPT	(6,349.04)	(5,500.00)	(5,500.00)	0.00	0.00	0.00	(3,711.48)	(1,788.52)	67.48
Property tax revenue		2,622,217.38	2,721,780.00	2,716,318.00	48.83	(196.10)	915.03	2,720,299.31	(3,981.31)	100.15
State sources										
268-000.00-567.000	State aid	38,689.09	34,000.00	34,000.00	21,977.38	0.00	0.00	42,429.20	(8,429.20)	124.79
State sources		38,689.09	34,000.00	34,000.00	21,977.38	0.00	0.00	42,429.20	(8,429.20)	124.79
Fines and forfeitures										
268-000.00-657.000	Library book fines	55,449.41	62,000.00	64,000.00	5,017.51	5,111.22	5,467.53	69,892.80	(5,892.80)	109.21
268-000.00-658.000	State penal fines	112,141.45	100,000.00	115,795.00	0.00	0.00	0.00	115,794.64	0.36	100.00
Fines and forfeitures		167,590.86	162,000.00	179,795.00	5,017.51	5,111.22	5,467.53	185,687.44	(5,892.44)	103.28
Interest income										
268-000.00-664.000	Interest on investments	53,643.17	36,000.00	46,000.00	4,872.25	3,636.95	0.00	54,922.04	(8,922.04)	119.40
268-000.00-664.500	Unrealized gain (loss) on investments	(27,462.99)	0.00	(10,000.00)	526.11	8,003.65	0.00	36,854.91	(46,854.91)	(368.55)
Interest income		26,180.18	36,000.00	36,000.00	5,398.36	11,640.60	0.00	91,776.95	(55,776.95)	254.94
Other revenue										
268-000.00-665.000	Miscellaneous income	15,402.89	15,000.00	14,600.00	1,392.68	838.43	1,046.08	14,698.76	(98.76)	100.68
268-000.00-665.100	Copier	1,841.45	1,500.00	1,600.00	244.60	185.65	60.20	1,836.48	(236.48)	114.78
268-000.00-665.200	Electronic media (previously VHS)	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.300	Meeting room	50,239.43	45,000.00	40,000.00	3,474.11	2,283.39	2,922.20	38,294.26	1,705.74	95.74
268-000.00-665.404	Novi Township assessment	6,194.00	6,200.00	6,342.00	0.00	0.00	0.00	6,342.00	0.00	100.00
268-000.00-665.650	Library Cafe	5,613.63	5,000.00	4,200.00	297.39	0.00	0.00	3,299.86	900.14	78.57
Other revenue		79,291.40	72,750.00	66,742.00	5,408.78	3,307.47	4,028.48	64,471.36	2,270.64	96.60
Donations										
268-000.00-665.289	Adult programs	8,748.33	3,000.00	4,500.00	350.28	0.00	0.00	8,593.99	(4,093.99)	190.98
268-000.00-665.400	Gifts and donations	9,841.57	3,500.00	6,000.00	594.62	621.41	1,175.11	9,512.37	(3,512.37)	158.54
Donations		18,589.90	6,500.00	10,500.00	944.90	621.41	1,175.11	18,106.36	(7,606.36)	172.44

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2018	ORIGINAL	2018-19	APRIL 2019	MAY 2019	JUNE 2019	06/30/2019	BALANCE	% BDGT
		NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	799,649.63	877,000.00	886,000.00	69,393.63	68,589.61	68,544.40	861,867.86	24,132.14	97.28
268-000.00-704.200	Wages - Stipend	0.00	56,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.210	Vacation Payout	3,503.60	0.00	4,000.00	0.00	0.00	0.00	1,627.20	2,372.80	40.68
268-000.00-705.000	Temporary salaries	624,779.07	691,000.00	630,000.00	47,416.66	46,813.70	46,962.84	571,480.88	58,519.12	90.71
268-000.00-706.000	Overtime	0.00	0.00	2,500.00	0.00	145.62	24.27	2,902.84	(402.84)	116.11
268-000.00-715.000	Social security	107,133.60	110,000.00	115,000.00	8,707.48	8,621.33	8,748.63	107,562.30	7,437.70	93.53
268-000.00-716.000	Insurance	210,812.42	233,000.00	215,000.00	16,437.43	16,302.93	14,512.71	204,045.96	10,954.04	94.91
268-000.00-716.200	HSA - employer contribution	2,005.22	1,800.00	5,000.00	0.00	0.00	0.00	4,134.43	865.57	82.69
268-000.00-716.999	Insurance - Employee Reimbursement	(39,032.12)	(46,600.00)	(42,000.00)	(3,097.12)	(2,958.62)	(2,958.62)	(36,811.95)	(5,188.05)	87.65
268-000.00-718.000	Pension - DB Normal Cost	9,144.00	9,700.00	9,200.00	750.00	750.00	750.00	9,000.00	200.00	97.83
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	15,852.00	16,800.00	25,000.00	2,011.00	2,011.00	2,011.00	24,132.00	868.00	96.53
268-000.00-718.200	Pension - defined contribution	32,155.16	32,700.00	36,000.00	3,119.24	3,079.74	3,069.75	38,370.37	(2,370.37)	106.58
268-000.00-720.000	Workers compensation	2,162.63	3,000.00	3,400.00	273.79	269.87	273.72	3,467.54	(67.54)	101.99
Personnel services		1,768,165.21	1,984,400.00	1,889,100.00	145,012.11	143,625.18	141,938.70	1,791,779.43	97,320.57	94.85
Supplies										
268-000.00-727.000	Office supplies	17,845.54	20,000.00	20,000.00	835.90	2,683.63	883.64	14,435.88	5,564.12	72.18
268-000.00-728.000	Postage	487.85	300.00	550.00	0.00	14.35	0.00	546.13	3.87	99.30
268-000.00-734.000	Computer supplies, software & licensing	33,365.13	67,500.00	67,500.00	5,828.00	4,752.85	2,700.00	53,218.16	14,281.84	78.84
268-000.00-734.500	Computer supplies/equipment	59,182.71	58,000.00	58,400.00	113.55	2,807.25	287.22	40,181.87	18,218.13	68.80
268-000.00-740.000	Operating supplies	24,351.72	27,000.00	27,000.00	764.60	53.84	3,791.86	12,414.26	14,585.74	45.98
268-000.00-740.200	Supplies - Desk chairs and file cabinets	29.99	0.00	750.00	141.00	0.00	0.00	325.99	424.01	43.47
268-000.00-741.000	Supplies - Uniforms	195.09	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	182,730.95	180,000.00	180,000.00	14,016.11	15,762.98	6,765.30	150,762.44	29,237.56	83.76
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-742.100	Library Books - Fines	1,048.36	1,200.00	700.00	0.00	0.00	0.00	309.92	390.08	44.27
268-000.00-743.000	Library periodicals	23,040.22	24,000.00	24,000.00	0.00	1,404.47	0.00	13,894.91	10,105.09	57.90
268-000.00-744.000	Audio visual materials	71,885.73	92,000.00	92,000.00	6,273.00	18,150.34	3,589.59	87,244.53	4,755.47	94.83
268-000.00-745.200	Electronic media	44,889.81	41,000.00	41,000.00	1,918.52	3,317.80	290.53	43,163.05	(2,163.05)	105.28
268-000.00-745.300	Electronic resources (CD rom materials)	65,869.80	67,000.00	67,000.00	733.16	2,900.00	1,800.00	50,767.16	16,232.84	75.77
Supplies		524,922.90	588,300.00	579,200.00	30,623.84	51,847.51	20,108.14	467,264.30	111,935.70	80.67
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	419.68	500.00	500.00	46.13	46.13	0.00	426.29	73.71	85.26
268-000.00-802.000	Data processing	0.00	0.00	700.00	0.00	0.00	0.00	679.80	20.20	97.11
268-000.00-802.100	Bank Service Charges	2,456.91	2,500.00	3,000.00	287.71	547.48	152.97	3,777.78	(777.78)	125.93
268-000.00-803.000	Independent audit	700.00	700.00	700.00	0.00	0.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	980.00	1,500.00	800.00	98.00	196.00	98.00	1,274.00	(474.00)	159.25
268-000.00-806.000	Legal fees	3,370.80	2,500.00	2,500.00	784.00	1,104.76	0.00	7,078.68	(4,578.68)	283.15
268-000.00-808.100	Rubbish Monthly	1,222.32	1,200.00	1,250.00	104.92	104.92	0.00	1,049.20	200.80	83.94
268-000.00-809.000	Memberships and dues	6,123.50	6,000.00	6,000.00	0.00	0.00	207.00	6,522.97	(522.97)	108.72
268-000.00-816.000	Professional services	5,050.00	7,500.00	7,500.00	0.00	675.00	0.00	6,077.50	1,422.50	81.03
268-000.00-817.000	Custodial services	47,406.68	48,000.00	48,300.00	4,060.67	4,060.67	0.00	44,667.37	3,632.63	92.48
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	0.00	0.00	0.00	3,495.00	0.00	100.00
268-000.00-851.000	Telephone	14,382.11	19,500.00	19,500.00	1,697.62	1,107.61	217.65	14,393.32	5,106.68	73.81



		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	APRIL 2019	MAY 2019	JUNE 2019	06/30/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
268-000.00-855.000	TLN Automation Services	68,013.29	60,000.00	70,000.00	14,963.30	2,116.50	0.00	56,294.00	13,706.00	80.42
268-000.00-861.000	Gasoline and oil	26.25	500.00	500.00	0.00	28.98	0.00	200.69	299.31	40.14
268-000.00-862.000	Mileage	464.22	200.00	400.00	0.00	0.00	0.00	321.41	78.59	80.35
268-000.00-880.000	Community promotion	25,562.34	23,000.00	23,000.00	454.68	874.40	1,935.18	17,089.75	5,910.25	74.30
268-000.00-880.268	Library programming	24,399.20	26,500.00	26,500.00	5,325.71	1,567.70	170.40	26,187.24	312.76	98.82
268-000.00-880.271	Adult programs	7,169.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	34,642.18	30,000.00	30,000.00	567.40	814.14	831.39	32,005.07	(2,005.07)	106.68
268-000.00-910.000	Property & liability insurance	13,230.00	14,000.00	12,412.00	0.00	0.00	0.00	12,412.00	0.00	100.00
268-000.00-921.000	Heat	7,000.11	12,000.00	12,000.00	1,648.32	963.10	0.00	9,544.58	2,455.42	79.54
268-000.00-922.000	Electricity	115,543.00	85,000.00	100,000.00	14,073.70	8,224.81	13,935.95	91,827.26	8,172.74	91.83
268-000.00-923.000	Water and sewer	7,174.80	7,500.00	7,500.00	0.00	0.00	0.00	5,395.90	2,104.10	71.95
268-000.00-934.000	Building maintenance	71,775.59	98,000.00	112,323.00	5,741.49	19,023.67	3,310.50	105,050.29	7,272.71	93.53
268-000.00-935.000	Vehicle maintenance	8.99	500.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
268-000.00-941.000	Grounds maintenance	45,453.20	37,000.00	35,000.00	195.00	4,696.00	0.00	29,019.43	5,980.57	82.91
268-000.00-942.000	Office equipment lease	7,988.55	14,000.00	10,000.00	716.20	716.40	716.40	9,049.44	950.56	90.49
268-000.00-942.100	Records storage	276.72	300.00	300.00	23.98	23.98	23.98	280.40	19.60	93.47
268-000.00-956.000	Conferences and workshops	20,051.51	13,000.00	13,000.00	786.27	346.47	27.72	10,772.55	2,227.45	82.87
Other services and charges		534,386.56	514,900.00	547,380.00	51,575.10	47,238.72	21,627.14	495,591.92	51,788.08	90.54
Capital outlay										
268-000.00-986.000	Internal Technology - Capital Outlay	30,350.05	55,000.00	46,500.00	0.00	0.00	0.00	21,031.05	25,468.95	45.23
268-000.00-990.000	Furniture	30,173.00	15,000.00	14,300.00	0.00	0.00	0.00	14,049.00	251.00	98.24
Capital outlay		60,523.05	70,000.00	60,800.00	0.00	0.00	0.00	35,080.05	25,719.95	57.70
Net - Dept 000.00 - treasury		64,561.09	(124,570.00)	(33,125.00)	(188,415.29)	(222,226.81)	(172,087.83)	333,054.92	(366,179.92)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		2,952,558.81	3,033,030.00	3,043,355.00	38,795.76	20,484.60	11,586.15	3,122,770.62	(79,415.62)	102.61
TOTAL EXPENDITURES		2,887,997.72	3,157,600.00	3,076,480.00	227,211.05	242,711.41	183,673.98	2,789,715.70	286,764.30	90.68
NET OF REVENUES & EXPENDITURES		64,561.09	(124,570.00)	(33,125.00)	(188,415.29)	(222,226.81)	(172,087.83)	333,054.92	(366,179.92)	1,005.45

GL NUMBER	DESCRIPTION	END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	APRIL 2019	MAY 2019	JUNE 2019	06/30/2019	BALANCE	% BDGT
		NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	31,885.58	27,000.00	27,000.00	2,947.74	2,395.35	0.00	30,034.17	(3,034.17)	111.24
269-000.00-664.500	Unrealized gain (loss) on investments	(12,758.73)	(4,500.00)	(4,500.00)	318.30	5,271.87	0.00	19,404.81	(23,904.81)	(431.22)
Interest income										
		19,126.85	22,500.00	22,500.00	3,266.04	7,667.22	0.00	49,438.98	(26,938.98)	219.73
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	0.00	0.00	2,000.00	2,000.00	0.00	0.00	3,794.30	(1,794.30)	189.72
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	1,000.00	5,500.00	0.00	0.00	0.00	5,050.00	450.00	91.82
269-000.00-665.230	Collections/Materials Revenue	619.00	1,000.00	1,000.00	0.00	512.35	0.00	1,847.20	(847.20)	184.72
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	6,564.79	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	18,391.18	5,500.00	12,164.00	0.00	0.00	0.00	12,163.50	0.50	100.00
269-000.00-665.233	Technology Library Revenue	3,320.00	1,500.00	1,500.00	0.00	0.00	0.00	5,300.00	(3,800.00)	353.33
269-000.00-665.234	Undesignated Misc Donations	1,320.99	500.00	500.00	0.00	0.00	0.00	93.85	406.15	18.77
Donations										
		30,215.96	10,500.00	23,664.00	2,000.00	512.35	0.00	28,248.85	(4,584.85)	119.37
Supplies										
269-000.00-742.229	Raising a Reader Expense	0.00	0.00	4,000.00	0.00	0.00	0.00	3,923.81	76.19	98.10
269-000.00-742.230	Collections/Materials Expense	317.49	2,000.00	2,000.00	0.00	444.98	35.29	1,617.58	382.42	80.88
269-000.00-742.231	Buildings/Ground/ Furniture Expense	304.00	38,700.00	4,859.00	0.00	0.00	0.00	4,859.00	0.00	100.00
269-000.00-742.232	Programming Expense	18,316.54	3,000.00	12,164.00	70.01	0.00	0.00	10,753.58	1,410.42	88.40
269-000.00-742.233	Technology Library Expense	5,888.30	33,500.00	24,000.00	10,538.53	1,183.99	(800.00)	22,590.97	1,409.03	94.13
269-000.00-742.234	Undesignated Misc	3,865.00	0.00	500.00	0.00	0.00	0.00	245.75	254.25	49.15
269-000.00-742.236	Staff Recognition	0.00	1,500.00	2,200.00	0.00	0.00	0.00	1,695.10	504.90	77.05
Supplies										
		28,691.33	78,700.00	49,723.00	10,608.54	1,628.97	(764.71)	45,685.79	4,037.21	91.88
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	34,750.00	0.00	0.00	0.00	32,750.00	2,000.00	94.24
269-000.00-976.045	LED Lighting Conversion Project	11,169.60	0.00	20,000.00	(717.30)	0.00	0.00	15,634.61	4,365.39	78.17
269-000.00-976.046	Makerspace Renovation	0.00	0.00	29,000.00	324.53	16,097.50	25.00	18,263.83	10,736.17	62.98
Capital outlay										
		11,169.60	0.00	83,750.00	(392.77)	16,097.50	25.00	66,648.44	17,101.56	79.58
Net - Dept 000.00 - treasury										
		9,481.88	(45,700.00)	(87,309.00)	(4,949.73)	(9,546.90)	739.71	(34,646.40)	(52,662.60)	
Fund 269 - LIBRARY CONTRIBUTION 269:										
TOTAL REVENUES										
		49,342.81	33,000.00	46,164.00	5,266.04	8,179.57	0.00	77,687.83	(31,523.83)	168.29
TOTAL EXPENDITURES										
		39,860.93	78,700.00	133,473.00	10,215.77	17,726.47	(739.71)	112,334.23	21,138.77	84.16
NET OF REVENUES & EXPENDITURES										
		9,481.88	(45,700.00)	(87,309.00)	(4,949.73)	(9,546.90)	739.71	(34,646.40)	(52,662.60)	39.68
TOTAL REVENUES - ALL FUNDS										
		3,001,901.62	3,066,030.00	3,089,519.00	44,061.80	28,664.17	11,586.15	3,200,458.45	(110,939.45)	103.59
TOTAL EXPENDITURES - ALL FUNDS										
		2,927,858.65	3,236,300.00	3,209,953.00	237,426.82	260,437.88	182,934.27	2,902,049.93	307,903.07	90.41
NET OF REVENUES & EXPENDITURES										
		74,042.97	(170,270.00)	(120,434.00)	(193,365.02)	(231,773.71)	(171,348.12)	298,408.52	(418,842.52)	247.78

07/10/2019		BALANCE SHEET FOR CITY OF NOVI	
		As of 06/30/2019	
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		(120,310.22)
268-000.00-017.000	Investments - Pooled		2,418,961.90
268-000.00-018.000	Cash on hand		1,000.00
268-000.00-040.400	Prepaid expenditures		914.58
	Total Assets		2,300,566.26
*** Liabilities ***			
268-000.00-202.000	Accounts payable		57,960.52
268-000.00-259.702	Accrued liabilities-tax		5,000.00
	Total Liabilities		62,960.52
*** Fund Balance ***			
268-000.00-390.000	Fund balance		1,904,550.82
	Total Fund Balance		1,904,550.82
	Beginning Fund Balance		1,904,550.82
	Net of Revenues VS Expenditures		333,054.92
	Ending Fund Balance		2,237,605.74
	Total Liabilities And Fund Balance		2,300,566.26

<b>Fund 269 - LIBRARY CONTRIBUTION 269</b>			
<b>*** Assets ***</b>			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		14,356.61
269-000.00-017.000	Investments - Pooled		1,675,665.88
	Total Assets		1,690,022.49
<b>*** Liabilities ***</b>			
269-000.00-202.000	Accounts payable		17,240.61
	Total Liabilities		17,240.61
<b>*** Fund Balance ***</b>			
269-000.00-390.000	Fund balance - Unrestricted		1,574,456.36
269-000.00-390.230	Fund Balance Collections/Materials		36,331.37
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture		59,473.28
269-000.00-390.232	Fund Balance Programming		27,986.52
269-000.00-390.233	Fund BalanceTechnology Library		9,180.75
	Total Fund Balance		1,707,428.28
	Beginning Fund Balance		1,707,428.28
	Net of Revenues VS Expenditures		(34,646.40)
	Ending Fund Balance		1,672,781.88
	Total Liabilities And Fund Balance		1,690,022.49



**NOVI PUBLIC LIBRARY  
EMPLOYEE ANNIVERSARY CELEBRATIONS**

- REBECCA POWELL – Librarian August 28 19 YEARS
- ELIZABETH KOPKO – Supervisor August 16 9 YEARS
- JESSIE SCHENK – Librarian August 12 6 YEARS



**Customer Service Award 2019**

The award recognizes a staff person that has provided the most consistent and most positive customer service to our NPL patrons or staff over the past year 2018-2019. The person ALWAYS greets patrons and staff with a smile. The person goes ABOVE & BEYOND to assist a patron or fellow NPL employee. The person is calm in chaotic situations.

**Winners Are:**

**Joe Ploski (Facilities Assistant I)**

Joe is always greeting people when they come into the library with a warm welcoming smile. On top of that he is extremely helpful to not only the people renting the meeting rooms and other library patrons, but also to internal staff, always asking how we are and if we need anything. He goes above and beyond in his job to make sure everyone is doing well and is happy.

**David Silberman (Librarian – Electronic Services)**

David represents great service to not only external, but internal customers. He is sought after by patrons and well appreciated by staff. He steps up to assist and teach his fellow staff. I am confident when David is at the desk that everything will be handled in a professional manner. This is also evident as he walks through the building. He assists even when he is not on desk. He greets patrons and stops to talk with those he knows and even those who just need some help.

**Dominic Doot (Technology Assistant)**

Dominic consistently receives comment cards from patrons who are extremely appreciative of his knowledge and patience. They use words like fantastic, friendly, professional and so on to describe Dominic -- definitely a job well done!

### **Barbara Cook (Bookkeeper)**

Barbara gives the utmost in customer service! Patrons are always welcomed with a warm, genuine greeting and with a smile when they meet Barbara. Barbara goes out of her way to give our guests what they ask for in the way of meeting rooms, thinking ahead of what they may require based on their type of event. She is always thinking of others and their feelings, and she always has a positive word to say about everyone! Her financial skills are such a value to the Library. Her knowledge of all the Library's financial accounts is amazing for the short time she's been with us. We are so very lucky to have Barbara on our TEAM!

### **Jean Aldrich (Support Services Clerk)**

Jean is almost never without a smile on her face. Each and every day, it is apparent that Jean loves to come to work and be amongst her coworkers. That positive attitude is often shared with both the patrons Jean assists here at the library and those she takes care of as part of the Outreach Team. Whether she is out dropping off Outreach express deliveries, filling Read Boxes, or helping her regular patrons (some of whom even have nicknames for her), Jean is always upbeat, patient, attentive, and hardworking. She makes every patron feel like they receive special treatment from her, no matter if they are her first or last patron of the day.

### **Emily Brush (Librarian - Early Literacy)**

Emily has a lot on her plate, and constantly goes above and beyond for the families she serves through preschool visits, storytimes, and 1000 Books before Kindergarten. She is constantly meeting needs that she sees for those families, including story time backpacks and the special needs collection. Obviously, with all those new materials/collections there are constant questions and concerns from parents and families, and Emily is always patient, kind, and goes above and beyond to help them. In the midst of it all she works the reference desk with a smile and a "can-do" attitude. She is an inspiration!

### **Tia Marie Sanders (Building Monitor)**

Tia has taken the task of speaking to patrons and turned it into an art form. Even if we have done three "The Library is closing" announcements she never loses her cool and consistently is able to gently but firmly inform the headphone wearing guest of the situation in a kind but assertive manner that gets the point across. Her way with teens is also amazing. When I have been absent she has stepped up to do set ups that were needed and is always willing to help if she can if I have a tight time window between setups.

### **Robin Dircks (Support Services Shelver)**

I've had the opportunity to work with Robin for the past 4 or 5 years, and she most definitely meets all the criteria! She always has a positive attitude, whether she is working around crowds of story time toddlers, or getting stopped for help during the course of her daily work. She is always helpful and polite when interacting with patrons and will always go the extra mile to make sure they get the help they need. If she is not able to answer a question, she will walk the patron up to the reference desk to connect them to the right person. She is great to work with and an asset to the library.



## **Above and Beyond Award 2019**

This award recognizes staff by their Department Heads who are seen going Above & Beyond in their attempts to reach their annual goals OR have made a significant impact on a library service, collection, or program for NPL in 2018-2019 that truly meets our motto of Inform. Inspire. Include.

### **Winners Are:**

#### **Shannon O'Leary (Librarian – International Languages)**

Shannon started the new International Librarian position last August and she hasn't stopped. She has continually thought of new ideas, jumped in, and pursued them. She has made the programming and collections a cohesive, well-functioning unit. Each reflects and markets each other. She has created wonderful marketing displays for her collections and her programs. Created marketing tools in multiple languages by reaching out to her conversation groups. This was a wonderful project for them to work on together. She has developed new programs for our ESL community and now is working on promoting citizenship resources. She has also already partnered with multiple places in the community to get the word out about her collections and resources.

Another staff member added: She is incredibly patient, kind, and encouraging with the ESL patrons and all patrons in general. Shannon has also been a great help to me and other staff members. She volunteers assistance without even needing to be asked, even when she's busy, not expecting any favors in return. And finally, she has a wicked sense of humor and is always making me laugh and lightening the mood.

#### **Mary Robinson (Librarian)**

Mary started with a small suggestion of changing the computer lab into a Library makerspace. From the moment the project started she has had a clear vision for this room and what it would mean to Library patrons. She has included the technology and of course, the artistic aspects to fulfill all needs in our community. She has gone above and beyond to see this project through to its launch and has many more plans for its future.

#### **Scott Rakestraw (IT - Systems Administrator)**

Scott was nominated for his work with the IS staff and Novi Historical Commission volunteers to produce a website with a searchable index of their extensive document and photo archive. Procedures were also put in place for tagging titles or captions which allowed the staff at the City Clerk's Office to access and search this archive for photos to use in their "50 Years of Excellence" celebration. He also provided training to IS staff and NHC volunteers on item tagging and publishing tools. All were more than pleased with the finished result. This project could have easily ended in failure since it

was very time consuming due to the volume of photos and documents to be organized and tagged, but Scott kept the project moving and kept participants from becoming overwhelmed.

### **Lisa Rinkel (Support Services Shelver)**

Lisa always goes above and beyond in her daily tasks to ensure the department is in the best condition for our patrons. She has a great eye for catching mislabeled materials and bringing it to Tech Services' attention, or noticing where a collection could use some shifting, or even looking for ways to improve our procedures for efficiency and ease. She is an extremely hard worker, tremendously dedicated, and very skilled at her job responsibilities, often helping to mentor new Shelves as they come onboard too. Her upbeat personality and take-charge attitude make her a great asset to have in our Shelving staff, and her friendly and outgoing demeanor is a wonderful part of our Support Services team.

### **Keith Perfect (Facilities Assistant II)**

Keith has been invaluable to the timely opening of the iCube Makerspace. He has been a pleasure to work with. He does quality work with attention to details, always comes through with requests, and has been very helpful with the many and varied elements in putting together the makerspace - from assembling the cabinetry, building a worktop surface for the Dremel tool, and setting up the Muse laser engraver. Laser calibration would have been extremely intimidating without Keith's help! Keith is a great resource and has great ideas for ensuring things run efficiently - for example, there is a small piece that is extremely important for using the Muse laser engraver. He's figured out a way to make sure the piece will never be lost despite the fact that several people will be using the machine at different times.

**CONGRATULATIONS!**

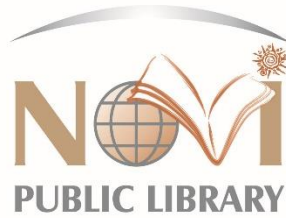


**Consideration for closing the library in 2020 on 3 additional days based on how the holidays fall and potential low usage of the building:**

Below is the calendar for 2020 as well as a chart indicating patron usage for the past ten years. I am looking for approval by August 22, 2019 for dates to be included in the new city calendar.

- July 4<sup>th</sup> is a Saturday, would the board consider closing on Sunday, July 5<sup>th</sup>?
- Christmas holidays December 24<sup>th</sup> and 25<sup>th</sup> are Thursday/Friday, would the board consider being closed on Saturday, December 26<sup>th</sup> and Sunday, December 27<sup>th</sup>?
- Close May 1, 2020 for staff In-Service instead of August 21, 2020 to accommodate all staff training for the Lending Library in Lakeshore Park.

Library Usage					
	July 5		December 26		December 27
Sunday, 2020	N/A	Saturday, 2020	N/A	Sunday, 2020	N/A
Friday, 2019	832	Thursday, 2019	N/A	Friday, 2019	N/A
Thursday, 2018	1,382	Wednesday, 2018	1,092	Thursday, 2018	967
Wednesday, 2017	1,658	Tuesday, 2017	1,146	Wednesday, 2017	1,264
Tuesday, 2016	1,540	Monday, 2016	1,000	Tuesday, 2016	1,240
Sunday, 2015	1,069	Saturday, 2015	603	Sunday, 2015	720
Saturday, 2014	1,064	Friday, 2014	922	Saturday, 2014	664
Friday, 2013	1,247	Thursday, 2013	1,000	Friday, 2013	794
Thursday, 2012	1,384	Wednesday, 2012	1,019	Thursday, 2012	922
Tuesday, 2011	1,214	Monday, 2011	1,038	Tuesday, 2011	1,048
Monday, 2010	1,228	Sunday, 2010	978	Monday, 2010	889



**LIBRARY CLOSINGS  
2020**

- WEDNESDAY, JANUARY 1 (New Year's Day) **H**
- SUNDAY, APRIL 12 (Easter Sunday) **H**
- SUNDAY, MAY 10 (Mother's Day)
- SUNDAY, MAY 24 (Sunday of Memorial Day Weekend)
- MONDAY, MAY 25 (Memorial Day) **H**
- SUNDAY, JUNE 21 (Father's Day)
- SATURDAY, JULY 4 (Independence Day) **H**
- FRIDAY, AUGUST 21 (Staff In-Service)
- SATURDAY, SEPTEMBER 5 (Saturday of Labor Day Weekend)
- SUNDAY, SEPTEMBER 6 (Sunday of Labor Day Weekend)
- MONDAY, SEPTEMBER 7 (Labor Day) **H**
- FRIDAY, OCTOBER 23 (Friends Annual Event, closing at 5 p.m.)
- WEDNESDAY, NOVEMBER 25 (Wednesday before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 26 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 27 (Closed)
- THURSDAY, DECEMBER 24 (Christmas Eve Day) **H**
- FRIDAY, DECEMBER 25 (Christmas Day) **H**
- THURSDAY, DECEMBER 31 (New Year's Eve Day) **H**

**LIBRARY BOARD MEETINGS**

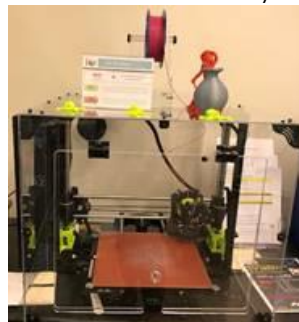
FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @ 7:00 P.M.  
(except November and December – held the third Wednesday)

**H – Paid Holiday**

## Information Technology Report by Barbara Rutkowski – June

### General

- The Information Technology Staff closed 24 Help Desk tickets.
- The 3D Committee printed 15 objects for patrons and various pieces for the e-NABLE project.
- Deployed software and hardware for patron use in the iCube including the laser engraver, new 3D printer, Adobe Create Cloud workstation and Silhouette vinyl cutter.



### Upgrades

- As suggested by a patron, we have added two height-adjustable workstations with anti-fatigue mats on the 2nd floor which are designed to help those who need a break from sitting too long.
- Routine updates were installed on staff and public workstations.
- Articles covering staff training subjects were added to the wiki.

### Training

- IT Staff held 10 patron sessions:
  - 1 VHS to MP4/DVD
  - 9 Tech Time – topics included:
    - Google Photos
    - Help with OverDrive

- Scan photo negatives
- OverDrive on Kindle
- RD Digital magazines
- Gmail
- Android phone
- IT Staff held 16 staff sessions:
  - Using remote desktop
  - Using the Virtual Reality equipment
  - General Windows 10 tips
  - Using the Meeting Room A/V equipment
  - Using the 3D printer
  - Using the laser engraver
  - Using the public copiers

**Facilities Report by Keith Perfect**

In the past two months (May/June) the Facilities Department has closed 34 Facilities tickets, 160 Meeting Room Requests and has updated 635 Periodic Maintenance tickets.

The monthly fire extinguisher check/inspection has been completed and all are in good working order.

The monthly boiler check/inspection has been completed and both boilers are operating as they should.

The monthly emergency horn/strobe test was completed and all are in good working order.

The monthly AED inspection/battery check has been completed and is showing sufficient charge.

The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.

The monthly study room window washing has been completed and all are squeaky clean.

The weekly public workstation cleaning and sanitization has been performed. (4 times)

The bi-weekly urinal flush and deodorizer in all men's rooms has been performed.

The monthly pop can return has been completed and funds were collected for break room supplies.

The bi-weekly cleaning/dusting of the AST machine has been completed.

All sorting bins were checked for lost materials.

The weekly indoor plant care has been performed and all plants are still alive. (4 times)

All high-traffic carpet has been cleaned.

Facilities Staff has accepted 10 large book donations at the receiving door.

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

Two large orders of janitorial supplies was received.

A paper towel dispenser was added to the I-Cube makerspace room.

Six poster frames were hung in I-Cube room.

A First Aid kit was installed in the I-Cube room.

A CO2 fire extinguisher was added to the I-Cube makerspace room.

A television monitor was mounted to the wall in the I-cube room.

A book shelf was assembled outside the I-Cube makerspace room.

The projection screen and projector were re-aligned due to the re-purposing of the I-Cube room.

The ceiling in second floor restroom was patched and painted due to damages from a water leak.

The parking lines at the two electric vehicle charging stations were painted green.

Two rows of LED lighting that failed were swapped with different bulbs for testing in May and are still functioning. More bulb changing in this area will continue in the near future.

The exterior building wall behind the café sink was filled with insulation for the length of the café kitchen to help prevent future pipe freeze/plumbing leaks like we had in January.

The hole in drywall in the Café where the broken pipe was located was patched and painted.

Nail holes in café walls from previous tenant were filled and painted.

All walls and ceiling in café were re-painted.

All cabinets in café were scrubbed inside and out.

All sinks were thoroughly scrubbed and faucets detail scrubbed and sanitized.

All café light globes were removed, scrubbed and reinstalled.

Loose fabric on underside of café chairs were re-stapled.

All base boards in café were hand scrubbed.

The café floors have been mopped several times and will be professionally steamed prior to the café re-opening.

A sink trap on the second café sink was replaced due to a leak.

The bottom interior of three cabinets underneath café sinks were re-painted due to water damage and wear.

All countertops in café were thoroughly scrubbed.

Café kitchen door has been scrubbed free of grease, inside and out.

All sinks and countertops in café were re-caulked.

The café security gate was scrubbed clean from top to bottom.

The windows in café were cleaned.

All exhaust louvers in café were removed and cleaned.

A High Head Pressure Switch on the server room HVAC system was replaced by vendor. System is now working correctly.

Flowers were planted in the outdoor planters on the patio.

The North patio gate was re-aligned and is now latching correctly.

A computer pod table on the first floor was removed from use to allow for better patron use of the area.

The leftover blue plastic chairs from the former Computer Lab were re-purposed at the first floor youth computer pods. This will also allow for more sanitary conditions with the ease of cleaning of the hard surfaces.

The un-attached fire extinguisher in the second floor storage room has been affixed to the wall in compliance with fire code.

Thank you to everyone who helped prepare the I-Cube Makerspace room and to Bill and Joe for helping me prepare the café for its new tenants!







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

### **News and Notes**

- The Information Services Department offered 89 programs.
- The IS Department welcomes our new Technology Assistant Charlie Hokett.
- Shannon made a list of space themed books for adults.
- Emily created a pop up display for Pollinator Week.
- Hillary created a list of leadership books for kids and teens at Feed the Need.
- Lindsay will be working with YALSA to revamp their Teen Intern Toolkit. The information she provides will help other libraries and Librarians to create Teen volunteer and intern programs.
- Shannon created a poster and bibliography about the genre Isekai graphic novels.
- Hillary met with Wenona Graham from Economic Development to share information on programs and brochures to share with local businesses and to add to the City's Economic Development webpage.
- Emily created a lending bookshelf at Oakland Glens through Feed the Need and visits to promote summer reading every Wednesday.
- Shannon created a citizenship brochure, and put the citizenship toolkit out to the public.
- The Adaptive Technology Room has been revamped into a language learning area with Mango Languages and Pronunciator.
- Hillary created a business services survey, which will run July through October.
- Lindsay graduated from Novi University.
- Shannon created two pop up displays. One of Japanese Books on top of the International Collection, and two Japanese movies and anime on the 2<sup>nd</sup> floor reference desk.
- Lindsay created a Teen Volunteer Handbook. This provides consistent information to the teens on volunteering here at the Library.
- Shannon met with a representative from the Detroit New American Campaign for future citizenship programs.

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

- Kirsten and April visited Feed the Need with a dozen STEAM Kits to share with students. Novi Robotics Team students were there to assist.
- Emily visited Little Birds Montessori, Novi Woods Montessori, Everbrook, and Oakland Glens

### **Adult Programs & Displays**

- Exiled to Motown – 66
- The Not So Family Feud – 36
- Cutting the Cord – 38
- VR Out of the World – 1
- Masterpiece Monday – 18
- International Potluck – 40
- Summer Music on the Patio – 93/111
- Our Feature Collection included Pronunciator (a new language learning database and the National Wildlife Federation (NWF) and organic gardening.
- Desk display featured constellations and myths, as well as the Guardians of Literacy featuring Guardians of the Galaxy.
- Business Kiosk displayed books on Leadership

**Tween/Teen Programs & Displays**

- Tie-Dye - 30
- The Teen Stop Display was LGBTQ+ young adult fiction to recognize Pride Month and LGBTQ+ Book Month happening during June

**Youth Programs & Displays**

- SRP Kick off – 709
- Feed the Need STEAM Kit visit – 89
- Very Hungry Caterpillar – 200
- Story Times @ MSU Tollgate – 45
- Sizzling Summer – 325, 200
- Our Youth Feature Display for the summer is “Summer Reading is Out of this World.”
- Our Youth DVD Display featured favorite movies (classics, blockbusters, movies you may have missed).



**Raising a Reader 1,000 Books Before Kindergarten Stats**

# of active participants logging 100 books or more: 310

# of logs received to date: 1,218

# of books read this month: 37,000

100 Books – 310

600 Books – 88

200 Books – 196

700 Books – 73

300 Books – 155

800 Books - 66

400 Books – 118

900 Books – 58

500 Book – 102

1000 Books – 52



## Support Services Department Report by Maryann – June

### Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Performance Reviews have been completed for all staff in the department.
- Goal-Setting sessions will take place in July and August.
- 27 SS staff have had a chance to tour and learn about the new iCube lab.

### Circulation & Shelters

- Pat Amireskandari attended a Fox Run Expo event on June 5<sup>th</sup> to provide card sign-up for residents.
- Ann Harris's last day is Friday, July 12<sup>th</sup>. She has received a full time position at Western Michigan University. We will certainly miss her but wish her much luck in her new endeavors!

### Tech Services

- Working on the following projects: cleanup of CARL migration catalog errors, processing of non-fiction DVD collection, and processing of ELL collection.
- The new fiscal year has started as of July 1<sup>st</sup>, and orders are coming in from Selectors.

### Statistics (June 2019)

- **Library Cards Issued: 429**
- **Items Checked Out: 74,527**
- **Items Interloaned for NPL Patrons: 4,705 (126 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,381 (76 through MeLCat)**
- **Items Added to the Collection: 1,581**
- **Items Discarded from the Collection: 802**
- **Novi School's Card Registration: 9**
- **MAP Checkouts: 5**
- **Read Boxes:**
  - **4 Weekly Deliveries**
  - **55 Adult Items Circulated**
  - **291 Youth Items Circulated**
- **Outreach:**
  - **7 Facilities Visits / 53 Items Checked Out**
  - **6 Book Discussions / 105 Items Provided**

Support Services Statistics 2018-2019													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	494	445	419	354	252	227	325	323	462	328	270	429	<b>4,328</b>
<b>Items checked out</b>	81,644	78,014	67,084	68,276	63,684	64,719	69,122	70,134	85,148	71,453	64,049	74,527	<b>857,854</b>
<b>Items borrowed</b>	5,122	4,980	4,428	5,057	4,436	4,086	5,461	5,501	5,395	5,194	4,884	4,705	<b>59,249</b>
<b>Items loaned</b>	3,609	3,678	3,327	3,633	3,588	2,995	4,104	3,721	4,083	3,668	3,619	3,381	<b>43,406</b>
<b>Read Boxes</b>	249	254	176	0	0	0	0	0	0	0	401	346	<b>1,426</b>
<b>MAP Checkouts</b>	18	21	2	5	4	3	2	4	5	6	1	5	<b>76</b>
<b>Novi School's Card Registration</b>	15	37	24	13	9	12	9	21	12	20	6	9	<b>187</b>

	June 2019	June 2018		June 2019	June 2018
Library cards issued	429	450			
Total checkouts	74,527	71,735	READ Boxes	Adult 55	37
				Youth <u>291</u>	<u>170</u>
Items borrowed	TLN 4,579	4,182		Total 346	207
	MeL <u>126</u>	<u>0</u>			
	4,705	4,182			
Items loaned	TLN 3,305	3,644			
	MeL <u>76</u>	<u>0</u>			
	3,381	3,644			

Self-Check Totals 2018-19 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
<b>July</b>	81,644	45.86%	37,445	8,383	6,719	4,503	8,011	9,829	0
<b>August</b>	78,014	47.08%	36,729	8,906	6,189	3,926	7,422	10,286	0
<b>September</b>	67,084	44.66%	29,957	6,755	5,482	3,426	6,007	8,287	0
<b>October</b>	68,276	44.42%	30,327	6,835	5,566	2,991	6,456	8,479	0
<b>November</b>	63,684	44.29%	28,205	6,631	4,705	2,587	5,078	8,559	645
<b>December</b>	64,719	41.86%	27,091	6,673	4,377	2,134	5,192	8,058	657
<b>January</b>	69,122	45.01%	31,113	7,241	5,116	3,090	6,080	9,032	554
<b>February</b>	70,134	43.63%	30,602	7,211	5,322	3,113	5,887	7,744	1,325
<b>March</b>	85,148	41.85%	35,637	7,662	6,141	3,878	7,164	9,038	1,754
<b>April</b>	71,453	43.88%	31,355	6,846	4,687	2,904	6,418	8,734	1,766
<b>May</b>	64,049	43.41%	27,805	6,441	4,482	2,464	5,342	7,257	1,819
<b>June</b>	74,527	49.34%	36,768	7,739	6,345	3,289	7,116	10,983	1,296
<b>FYTD</b>	<b>857,854</b>	<b>44.61%</b>	<b>383,034</b>	<b>87,323</b>	<b>65,131</b>	<b>38,305</b>	<b>76,173</b>	<b>106,286</b>	<b>9,816</b>

Library Usage									
2017-2018 Fiscal Year					2018-2019 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	44,976	4,770	49,746	1,658	July	49,562	4,656	54,218	1,807
August	46,477	4,533	51,010	1,700	August	36,668	4,163	40,831	1,317
September	49,912	3,984	53,896	1,996	September*	39,587	3,619	43,206	1,600
October	43,260	3,410	46,670	1,556	October	39,602	3,400	43,002	1,387
November	42,448	3,221	45,669	1,575	November	35,017	3,177	38,194	1,364
December	32,007	3,374	35,381	1,264	December	27,557	3,022	30,579	1,092
January	27,295	3,735	31,030	1,034	January	30,059	3,237	33,296	1,110
February	29,847	3,261	33,108	1,182	February	30,380	3,228	33,611	1,200
March	28,003	3,936	31,939	1,030	March	34,270	3,804	38,074	1,228
April	30,261	3,949	34,210	1,180	April	32,766	3,519	36,285	1,251
May	32,678	3,901	36,579	1,306	May	30,631	3,424	34,055	1,261
June	35,988	3,552	39,540	1,363	June	34,967	3,500	38,467	1,326
<b>FYTD Total</b>	<b>443,152</b>	<b>45,626</b>	<b>488,778</b>	<b>1,401</b>	<b>FYTD Total</b>	<b>421,069</b>	<b>42,749</b>	<b>463,818</b>	<b>1,329</b>

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

<b>Computer Logins</b>											
<b>2017-2018 Fiscal Year</b>						<b>2018-2019 Fiscal Year</b>					
	<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>		<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>
<b>July</b>	3,422	65,015	18	68,455	2,282	<b>July</b>	3,256	70,042	1	73,299	2,443
<b>August</b>	3,503	61,578	7	65,088	2,170	<b>August</b>	2,869	55,316	3	58,188	1,877
<b>September</b>	3,160	49,691	12	52,863	1,958	<b>September</b>	2,552	59,641	2	62,195	2,304
<b>October</b>	3,580	53,678	5	57,263	1,847	<b>October</b>	3,242	83,123	1	86,366	2,786
<b>November</b>	3,204	50,678	7	53,889	1,858	<b>November</b>	2,511	73,548	0	76,059	2,716
<b>December</b>	2,489	51,767	3	54,259	1,938	<b>December</b>	1,977	62,202	0	64,179	2,292
<b>January</b>	3,184	42,798	3	45,985	1,533	<b>January</b>	2,426	59,867	0	62,293	2,076
<b>February</b>	2,797	45,364	3	48,164	1,720	<b>February</b>	2,387	62,768	0	65,155	2,327
<b>March</b>	3,300	48,465	0	51,765	1,670	<b>March</b>	2,706	71,829	2	74,537	2,404
<b>April</b>	3,039	49,597	9	52,645	1,815	<b>April</b>	2,492	68,634	1	71,127	2,453
<b>May</b>	2,868	50,861	5	53,734	1,919	<b>May</b>	2,480	62,519	1	65,000	2,407
<b>June</b>	2,893	50,016	1	52,910	1,824	<b>June</b>	2,447	74,450	8	76,905	2,652
<b>FYTD Total</b>	<b>37,439</b>	<b>619,508</b>	<b>73</b>	<b>657,020</b>	<b>1,883</b>	<b>FYTD Total</b>	<b>31,345</b>	<b>803,939</b>	<b>19</b>	<b>835,303</b>	<b>2,393</b>

Early Literacy Workstation Usage							
2017-2018 Fiscal Year				2018-2019 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,067	21,897	20	July	1,092	22,924	20
August	987	20,913	21	August	946	19,856	20
September	761	14,602	19	September	870	17,049	19
October	771	14,056	18	October	848	16,301	19
November	804	16,212	20	November	765	16,183	21
December	557	10,871	19	December	654	12,676	19
January	789	16,180	20	January	771	15,823	20
February	765	16,128	21	February	696	14,967	21
March	952	19,737	20	March	817	17,047	20
April	840	17,957	21	April	841	17,047	21
May	720	14,788	20	May	688	12,618	18
June	989	21,361	21	June	807	16,342	20
<b>FYTD Total</b>	<b>10,002</b>	<b>204,702</b>	<b>20</b>	<b>FYTD Total</b>	<b>9,795</b>	<b>198,104</b>	<b>20</b>



**Technology Training Sessions 2018-19 Fiscal Year**

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	3D Printing	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Patrons
<b>July</b>	1	2		2	1	1		5	3		15	
<i>Patrons</i>	<b>0</b>	<b>2</b>		<b>2</b>	<b>1</b>	<b>18</b>		<b>5</b>	<b>3</b>			<b>31</b>
<b>August</b>	1	2		2	1	1		5	7	13	32	
<i>Patrons</i>	<b>1</b>	<b>2</b>		<b>2</b>	<b>1</b>	<b>11</b>		<b>5</b>	<b>7</b>	<b>13</b>		<b>42</b>
<b>September</b>		2		2	2			5	3	3	17	
<i>Patrons</i>		<b>2</b>		<b>2</b>	<b>2</b>			<b>5</b>	<b>3</b>	<b>3</b>		<b>17</b>
<b>October</b>		2	1	2	2	1		4	6	7	25	
<i>Patrons</i>		<b>2</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>60</b>		<b>4</b>	<b>6</b>	<b>10</b>		<b>91</b>
<b>November</b>		2		2	2	1		3	13	8	31	
<i>Patrons</i>		<b>2</b>		<b>2</b>	<b>2</b>	<b>4</b>		<b>3</b>	<b>16</b>	<b>12</b>		<b>41</b>
<b>December</b>		2		2	2			5	1	9	21	
<i>Patrons</i>		<b>2</b>		<b>2</b>	<b>2</b>			<b>5</b>	<b>1</b>	<b>10</b>		<b>22</b>
<b>January</b>		3		4				3	14	16	40	
<i>Patrons</i>		<b>3</b>		<b>4</b>				<b>3</b>	<b>14</b>	<b>16</b>		<b>40</b>
<b>February</b>		4		3				4	11	15	37	
<i>Patrons</i>		<b>4</b>		<b>3</b>				<b>4</b>	<b>11</b>	<b>18</b>		<b>40</b>
<b>March</b>		4		4				7	1	20	36	
<i>Patrons</i>		<b>4</b>		<b>4</b>				<b>7</b>	<b>1</b>	<b>20</b>		<b>36</b>
<b>April</b>		3		4				4	9	13	33	
<i>Patrons</i>		<b>3</b>		<b>4</b>				<b>4</b>	<b>9</b>	<b>15</b>		<b>35</b>
<b>May</b>		3		3			2	4	5	15	32	
<i>Patrons</i>		<b>3</b>		<b>3</b>			<b>5</b>	<b>3</b>	<b>12</b>	<b>15</b>		<b>41</b>
<b>June</b>		1						3	6	16	26	
<i>Patrons</i>		<b>1</b>						<b>3</b>	<b>6</b>	<b>16</b>		<b>26</b>
Sessions	2	30	1	30	10	4	2	52	79	135	345	
<i>Patrons</i>	<b>1</b>	<b>30</b>	<b>5</b>	<b>30</b>	<b>10</b>	<b>93</b>	<b>5</b>	<b>51</b>	<b>89</b>	<b>148</b>		<b>462</b>

2018-2019 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	637	248	596	15,133	54	221	795
August	641	250	630	17,993	62	86	510
September	623	231	591	16,779	71	15	121
October	556	213	1,035	23,626	86	60	485
November	543	215	1,912	42,683	99	140	948
December	618	204	1,355	30,080	111	245	949
January	777	260	1,494	36,834	131	173	670
February	572	230	1,574	35,222	147	194	1,281
March	735	241	1,537	37,914	155	311	1,472
April	720	245	1,488	36,275	157	178	839
May	788	259	1,522	37,602	173	221	952
June	804	262	1,466	35,535	177	205	1,095
<b>FYTD Total</b>	<b>8,100</b>	<b>2,858</b>	<b>15,200</b>	<b>365,676</b>	<b>1,427</b>	<b>2,049</b>	<b>10,117</b>

2018-2019 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,169	1,668	4,837	80
August	3,283	1,555	4,838	61
September	2,972	1,566	4,538	87
October	2,967	1,386	4,353	55
November	2,863	1,409	4,272	47
December	2,930	1,459	4,389	71
January	3,249	1,560	4,809	95
February	3,068	1,349	4,417	55
March	3,302	1,462	4,764	73
April	4,491	1,318	5,809	43
May	3,113	1,569	4,682	65
June	3,170	1,683	4,853	75
<b>FYTD Total</b>	<b>38,577</b>	<b>17,984</b>	<b>56,561</b>	<b>807</b>

<b>Meeting Room Rentals</b>					
<b>2017-2018 Fiscal Year</b>			<b>2018-2019 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>		<b>Rentals</b>	<b>Attendees</b>
<b>July</b>	48	1,080	<b>July</b>	49	1,235
<b>August</b>	53	881	<b>August</b>	56	1,367
<b>September</b>	34	755	<b>September</b>	76	1,696
<b>October</b>	60	1,296	<b>October</b>	74	1,372
<b>November</b>	42	931	<b>November</b>	64	1,709
<b>December</b>	32	636	<b>December</b>	59	1,347
<b>January</b>	50	1,033	<b>January</b>	45	1,071
<b>February</b>	48	1,041	<b>February</b>	71	1,669
<b>March</b>	73	1,566	<b>March</b>	70	1,325
<b>April</b>	37	778	<b>April</b>	63	1,683
<b>May</b>	38	1,089	<b>May</b>	62	1,227
<b>June</b>	55	1,320	<b>June</b>	64	1,494
<b>FYTD</b>	<b>570</b>	<b>12,406</b>	<b>FYTD</b>	<b>753</b>	<b>17,195</b>

Library App - 2018-2019 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
<b>July</b>	32,473	1.	Catalog	<b>January</b>	48,988	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	RB Digital			5.	Boopsie Popular Books
<b>August</b>	25,309	1.	Catalog	<b>February</b>	43,150	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	RB Digital			4.	Library Locator
		5.	Library Locator			5.	Boopsie Popular Books
<b>September</b>	39,816	1.	Catalog	<b>March</b>	45,941	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Zinio			5.	Zinio
<b>October</b>	39,472	1.	Catalog	<b>April</b>	39,831	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	Library Locator
		4.	Library Locator			4.	OverDrive
		5.	Events			5.	Zinio
<b>November</b>	40,869	1.	Catalog	<b>May</b>	41,156	1.	Catalog
		2.	My Account			2.	My Account
		3.	Library Locator			3.	OverDrive
		4.	OverDrive			4.	Library Locator
		5.	Zinio			5.	Boopsie Popular Books
<b>December</b>	37,115	1.	Catalog	<b>June</b>	37,476	1.	Catalog
		2.	My Account			2.	My Account
		3.	Library Locator			3.	Library Locator
		4.	OverDrive			4.	OverDrive
		5.	Popular Books			5.	Boopsie Popular Books
				<b>Total</b>	<b>471,596</b>		

**Friends of the Novi Public Library**  
**Meeting of the Board of Directors**  
**May 8, 2019**

**Present:** Marilyn Amberger, Carol Bauer, Marge Bixby, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Vicky McLean, Carol Neumann, Karen Schubert and Christina Salvatore, Library Liaison.

**Absent:** Lin Giglio

At precisely 7:00 p.m., prior to the start of our meeting, Mary Robinson, Adult Services Librarian, gave an iCube space demonstration. She gave us an overview of the digital collection available at the library, the space the digital collection occupies in the library (old computer room), as well as all the creative things that can be undertaken in this room. Mary also informed us of how the iCube came to be – “i” is from our motto: Inspire; Inform; Include. Cube is for all the creative possibilities that exist if we but use our imaginations. Questions came forth but our timekeeper informed us that we were running over our allotted time. Interest was very much present and it is planned that the iCube will be showcased at our forthcoming “Booked” event. The presentation ended at 7:22 p.m.

At 7:23 p.m. Emily Fraser was presented with her scholarship. She and her father were present for the award. She will be going to Michigan State in the fall and wants to go into Education. After photos and congratulations we took a short social break to celebrate her scholarship as well as to say “good bye” to Christina who is leaving to take a new job. We celebrated both occasions with coffee, soft drinks and little bundt cakes. Both young ladies will be moving on and we wished them well in their endeavors.

**Call to Order:** Sue Johnson called the meeting to order at 7:35 p.m.

**Minutes:** The Minutes of the April 10, 2019 meeting were accepted as presented. Motion was made by Marilyn and seconded by Carol Bauer. Approved 9-0.

Vicky McLean brought up the subject of the proposed changes in our “Booked” event, namely, charging for the evening. She had many questions after reading the Minutes of the April 10, 2019 meeting. Sue decided that it would be a good idea to give Vicky the thinking behind this decision. Sue provided the necessary background as the majority of us had been present at the previous meeting where all of this had been discussed. There was a lot of back and forth until Sue stated that it had been the decision of herself and Lin to charge for this event. The *“issue is that we cannot continue to take funding for all the raffle items, food, etc. and then ask the donors to make a \$2,000.00 donation for a party.”* Some specifics were brought forth that would enable further discussion. Sue ended this segment by stating that we have to stop where we are and that this matter will be *“tabled for future discussion.”*

**Treasurer’s Report:** Marilyn stated that “we have got a lot of money” and that the Book Nook continues to do well. She reviewed the Cash Flow and informed us that we are still ticking away at the Budget from last year. She did talk about the benches and we all agreed that they really are lovely. Motion was made by Carol Hoffman to approve the Treasurer’s Report; seconded by Vicky McLean.

Income	\$3,485.99
Expenses	<u>3,915.90</u>
Overall Total	\$ -429.91

CF CD	\$10,485.35
CF Checking	10,497.55
Vibe Checking	11,401.71
Vibe Savings	<u>11,001.67</u>
Total	43,386.28
Startup Fund	<u>100.00</u>
Overall Total	\$43,486.28

Sue then brought up a few Budget matters:

- Julie would like to re-allocate the money for Enable Hand, which is \$1,000. and use it toward a purchasing a new 3-D printer.
- The \$500. budgeted for green screen technology she would like to be able to reallocate that money.
- Propose that we put another \$1,000 into the maker lab and they will get a better start.

Motion was made to accept the \$1,500 reallocations as well as adding the \$1,000 to the maker lab by Evelyn Young and seconded by Carol Neumann.  
Approved 9-0.

Mary wanted clarification as to whether Julie could use this money to enhance the iCube or put some of the money toward the 3D printer -- could Julie use her own discretion? The answer was yes, she could use her own discretion.

### **Reports:**

Carol Neumann made a motion to welcome both Karen Schubert and Marge Bixby as new members of the Board. Motion was seconded by Marilyn. Motion approved 7-0.

Christina thanked everyone for making it so pleasant to work with us. Even though she was only the liaison for one year, she had worked with us for six years by helping wherever she could. Willing hands made our work easy to accomplish! Many thanks for your spirit of friendliness and cooperation. You will be missed! All the best to you wherever life takes you!

**Book Nook:** Carol Hoffman was delighted to inform us that for the entire month of April the Book Nook sold \$500. worth of books every week!!!! She hopes that this continues. The current sale is still going on: \$.50 now are \$.25. Only two book sets were sold.

**Membership:** Sue was happy to report that we have “lots of members.” She is, however, going to do “a few things” to remind people to renew their memberships as people returning from a winter in Florida take a while to get caught up!!

Sue reported that we got four new Book Nook workers from the Volunteer Fair. The Fox Run event only brought us one new member.

We reviewed the schedule prepared by Kathy Mutch re Kaleidoscope programs for the fall of 2019.

Julie will be at our next meeting wherein we will review the new Wish List.

**Proposed Bylaws changes:** ARTICLE VI. OFFICERS of our Bylaws states in part:  
“...Board members may be elected to the same office more than once, *however, no member shall be eligible to serve more than three consecutive terms in the same office.*”

The suggestion was made that the job of Treasurer **not** be term limited. Our system works as such:

Carol Bauer collects all the Book Nook money;  
Sue collects all the Membership money,  
Marilyn deposits the funds and all three communicate well re funding.

It was decided that Marilyn will not be term limited as Treasurer and that the correct wording of this change will be put together by Sue so that we can actually vote on it at our next meeting, which is June 12.

There being no further business to conduct motion was made to adjourn the meeting by Carol Neumann and seconded by Vicky McLean. Meeting adjourned at 8:30 p.m. Approved 9-0.

The Board proceeded to present Christina with a gift basket. She was surprised and we all stayed while she unwrapped her treasures. She was pleasantly surprised and was very grateful for her gifts. The basket was from all of us on the Board plus little trinkets that were personal among many of our members. She was overwhelmed but delighted.  
A perfect send-off!

Respectfully submitted,

Evelyn Cadicamo

**Friends of the Novi Public Library**  
**Meeting of the Board of Directors**  
**June 12, 2019**

**Present:** Carol Bauer, Marge Bixby, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Lin Giglio, Vicky McLean, Carol Neumann, Evelyn Young, and Julie Farkas, Librarian.

**Absent:** Marilyn Amberger, who was tied up in traffic, and Karen Schubert.

Prior to the Call to Order, Julie shared with us that the summer reading program kicked off on Sunday, June 9<sup>th</sup>, with 300 kids. The registration was not to begin until Monday, June 10<sup>th</sup>. Everyone was delighted to hear the good news.

**Call to Order:** Sue Johnson called the meeting to order at 7:05 p.m.

**Minutes:** The Minutes of the May 8, 2019 meeting were accepted with one correction. Evelyn Young was indeed present at the meeting but was not listed in the Minutes. My apologies. I should have been more careful. Motion was made by Lin to accept the Minutes with the noted correction and seconded by Carol Hoffman. Motion carried 9-0.

**Treasurer's Report:** Sue Johnson reviewed the statements and discussed the items still outstanding. She told us that the invoice for the new 3D printer was due and had just arrived. Also, the Maker Lab amount would now be \$5,300. We have the money so all is well.

Income:	\$2,357.15	CF CD	\$10,485.35
Expenses	<u>2,970.48</u>	CF Checking	11,090.75
Overall Total	\$ -613.33	Vibe Checking	10,193.78
		Vibe Savings	<u>11,003.07</u>
		Total Bank Accts.	42,772.95
		Startup Fund	<u>100.00</u>
		Overall Total	\$42,872.95

**Reports:**

**Library Liaison** – Julie Farkas, Librarian. Julie asked if there were any questions or edits to the Wish List that had previously been distributed. As we went through the List she did mention that the touch screen technology would be held off because of more planning that will occur in 2020. Julie did tell us that the race car on the first floor will be gone some time this fall. That will enable the library to use the 200 sq. ft. and redesign the area to accommodate more opportunities for early literacy education for the younger readers and their families.

We went through the Wish List in an attempt to prioritize, commenting on many of the items. Julie did tell us that staffing at the library is in a state of flux – there are 70 employees but most of them are part time as the library must be staffed with two shifts.

The locker area with bench was brought up and Carol H. mentioned that it would be nice if there were some sort of arm rest to help people stand. This was the only negative heard regarding this area as it was difficult for people with walkers and canes.



Sue pointed out that since the Book Nook was having such a good year, \$1,000 could be added to the Wish List Budget. She felt that we, the Board, would have no problem “doing this whole thing.” After viewing the financial statements and some discussion, Sue made the motion to “accept the Wish List as it is. With \$40,000 in the bank right now, we can fund the whole thing! We are very solvent.” This motion was seconded by Marge. Motion was carried 9-0.

Discussion continued regarding the Café. It is closed for now to accommodate cleaning, upgrading, etc. Julie reminded us that the kids do make good use of the Café so they hope to make it a little more attractive. Sue and Julie informed us that both of them had gone to the South Lyon Library to see their renovation. They were very much impressed.

**Book Nook** – Carol Hoffman. The 2/50 cents paperback sale is almost over; the DVD sale has already started (June 10) and already 200 have been sold. Both Carol H. and Carol N. hope the DVD’s last through June as they would like to prepare for a Christmas in July sale. A suggestion was made about putting an article in the newsletter regarding special sales, etc. Such information would have to be received by the 25<sup>th</sup> of the month. Carol Neumann volunteered to write such an article. The Nook will again have children’s books for sale in August. The new signage on the shelves is not only helpful and easy to read, but looks professional.

Conversation then turned to how we, and South Lyon, sell the books we have. South Lyon uses Amazon, we tend to use Thrift. Sue and Carol H. discussed the pros and cons of each of the two jobbers. Sue then brought up our vintage books and where do the titles show up – Thrift or Amazon. There was much back and forth but as of this writing, no change in operations has been decided upon. There seems to be an issue of pick up.

**Membership** – Sue Johnson: Sadly, Sue announced that membership was going down. But, we still have 240 members and “summer time it is slower!”

**Annual Meeting:** The Annual Meeting of the Friends of the Novi Library Board will be **Wednesday, July 10, 2019**. at 7:00 p.m. At such time, the Budget will be presented for approval. Should the Budget be approved, the Wish List will also be up for approval.

**Bylaw wording change:** Board members may be elected more than once. No member, except the Treasurer, can serve three consecutive terms.

**Announcements:** Evelyn Young will retire from the Board. She will continue to do everything she does, namely, continue to send out renewals and serve on the Scholarship Committee.

Vicky McLean thinks she “has already done her time” and will retire from the Board. She and Jim will continue with what they normally do.

Sue informed the Board that we have gotten the Joint Operating Agreement back from the lawyer. She says it looks “okay” but she and others spoke to the lawyer and suggested a few changes. Carol H. and Sue read the document; don’t see any major problems, but there are little things that need to be changed. E.g., Marilyn is listed as a contact – that has to be changed and have no names mentioned. It was suggested, and we all agreed, that August would be a good time to review this Agreement.

There being no further business to conduct, at 8:10 p.m. motion was made to adjourn the meeting by Evelyn Young and seconded by Carol Hoffman. Motion approved: 9-0

Respectfully submitted,

Evelyn Cadicamo

**Friends of the Novi Public Library  
Annual Meeting of the Board of Directors  
July 11, 2018**

**Call to Order** - Roll Call: Carol Hoffman, President at 6:56 P.M.

**Present:** Marilyn Amberger, Carol Bauer, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Vicky McLean, Carol Neumann, Lin Rose, Evelyn Young. Also present were: Julie Farkas, Library Director; Marcia Dominick, Library Liaison and Tara Michener, President of the Novi Library Board.

Carol offered a “Thank you” to Sandy Butler and let us know that she could not be with us tonight as she is out of town.

Carol offered a little time for us to review the July 12, 2017 Annual Minutes. There were neither corrections nor additions to be made. Upon motion made by Vicky and seconded by Carol Neumann, the 2017 Minutes were approved 9-0.

**Introduction of Guests:** Julie Farkas, Library Director. Julie offered her “Thank You” to us as a Board as well as leaving us with a word as a descriptor. She chose the word, “evolve” and went on to explain how we as a group have evolved into a cohesive, “amazing,” “dedicated” organization. She praised us for our individual talents and for being so dedicated to the library.

Tara Michener, new President of the Library Board. She, too, thanked us for our dedication and our willingness to serve. She praised us for giving the gift of our time, and appreciated the quality of our dedication.

**Presentation of Gifts to the Library** – Carol Hoffman. Carol was pleased to present the Friends gift check in the amount of \$25,700. to the Library. Julie and Tara were most appreciative.

**2017-18 Accomplishments** - Carol Hoffman. Carol highlighted a few of the items from the Friends Year in Review 2017-2018. Those shared details included the fact that the Book Nook took in \$24,000; we had 47 workers, and memberships brought in over \$6,000. We have 230 memberships and welcomed 30 new memberships during the last fiscal year. Our accomplishments include the following:

July 2017 thru December 2017:

- Supported the Summer Reading program
- Held an Evening Arts concert
- Friends were awarded the Elaine R. Irvin Grant by the Detroit Metro Book and Author Society for \$1,000.
- Supported the Library Marketing Campaign
- Supported the Author’s Live Luncheon at Fox Run
- Friends annual membership event “Booked for the Evening” was a great success and raised \$2,800.
- Purchased Sony Virtual Reality (PSVR) systems for the Library
- Purchased new Christmas tree on display in the Library

January 2018 thru June 2018:

- Proceeds from “Booked for the Evening” event used to reupholster the public area chairs, including Book Nook chairs
- Funded a Tom Sharpe concert at Hickory Woods
- Gave the Seedlings organization \$500 to produce Braille books for children
- Participated in the Fox Run Expo thereby increasing memberships
- Joined the Kroger Rewards program, Amazon Smile and Giving Assistant
- Mailed renewal requests to 88 expired members bringing in \$115
- Ended our Kaleidoscope season with a performance by El Alma Espanola doing Flamenco dances of Spain
- Ended our Evening Arts program with a jazz performance on the Library patio

**Adoption of 2018-2019 Friends Budget** – Marilyn Amberger. The year-end budget was reviewed and the following comments were offered in order to clarify the information presented. While we did contribute a very small amount to our event, “Booked for the Evening,” we are pleased to share the following:

- Only 11% of what we take in is considered as overhead. People are really taking a good look at this because tax dollars are changing.
- We are very pleased that 89% of what we take in goes directly back into the Library. This is a strong detail and something about which we can all be enormously proud. A huge “thank you” was offered to all who contribute all year long.

Marilyn pointed out that the budget for the New Year will be pretty consistent with last year. We are staying pretty much on track and maintaining a nice balance in all of our accounts. We did set up another account at CF to supplement our major checking account. She was happy to report that “all is well there.” Marilyn did report that spending was very low; hence our Outflow was low. When viewing the Final Budget, Marilyn pointed out that we were “tracking along very well.” We actually covered all of our expenses except for \$480. This was quite impressive; in the past we had to use our reserves. She expressed the desire that we can do this again!

Sue Johnson made the motion to accept the Budget as presented and Carol Bauer seconded. Motion was passed 9-0.

**Election and Installation of 2018-19 Friends Board** – Marcia Dominick. Marcia presented the candidate for the Board. There were no other nominations from the floor. The candidate for President was unanimously approved by a vote of 9-0. Carol Hoffman presented the gavel to Sue Johnson, our newly-elected President.

Officers of the Board are as follows:

- President - Sue Johnson
- Vice President - Carol Hoffman
- Treasurer - Marilyn Amberger
- Secretary - Evelyn Cadicamo
- Trustees - Carol Bauer, Sandy Butler, Vicky McLean, Carol Neumann, Linda Rose, Evelyn Young

**President’s Remarks and Announcements** – Sue Johnson. Sue said she was looking forward to a great year! She was delighted to review what we had already celebrated: the Maker Lab,

“our 3-D printer” and getting a sewing machine. She was excited for next year as it will be the end of the 5-year plan and we are all looking forward to a new three-year plan. Sue shared with us that the Library Board wanted to create an alliance between their group and our group so that we can get more involved and how this will “fold out” into the stated three year plan. Sue stated that things are changing rapidly so that is why a strategic planning and goal setting meeting was held in June. Feedback sessions will be held in February, 2019 after we hear from the community. This is something new so there will be focus groups in September, 2018.

In compliance with the five-year-plan, the Friends have already incorporated our transactions using the Quicken program. We are doing very well and continue to maintain a good income from the Book Nook; our money flows remain strong and consistent. Our “gala” did better than in any time in the past and that is due to Lin – a huge “thank you” to Lin. Sue told us that she received a \$250 membership from Meijer; also we will be getting one from Fox Run. One of our current problems is trying to figure out how to fit ten restaurants on the main floor for our current event!! Oh yes, the other problem is how to come up with another football for the auction!!! Music and dessert will be supplied upstairs in the Library.

Our August meeting will only be devoted to “Booked” matters. There will be no formal board meeting for August. However, we are looking ahead to next winter and will replay the schedule we had this year. Our Board meetings will be early: 4:00 to 6:00 P.M. beginning in December and running through April.

**Announcements:** Comments from Vicky McLean: She offered a corporate “thank you” to Julie for her use of the word “dedicated.” When we think back to when she (Julie) came on the Board, she has accomplished so much – more than the average Library Director. While we, the Friends, have evolved, what we are now is because of Julie and because she encouraged us. This is what has made a difference: all the staff improvements and increasing full participation; everyone was open as to how we were perceived and how we collectively all moved forward. Indeed, it was all a team effort!! All present were in agreement with Vicky’s statement.

**Adjournment:** Motion was made by Carol Hoffman to adjourn the annual meeting. Motion was seconded by Evelyn Cadicamo. Motion carried 9-0. Meeting adjourned at 7:33 p.m.

Respectfully submitted,

Evelyn Cadicamo



# NOVI HISTORICAL COMMISSION

Wednesday, July 17, 2019 7pm  
 Novi Library History Room

Call to Order  
 Introductions of guests  
 Approval of Agenda  
 Approval of Minutes- June 2019  
 Treasurer's report -Kim  
 Communications:

Library Liaison Report Betty Lang  
 NOTE: History Room hours :  
 July and August History Room by appointment only

Barb Rutkowski....Novi Library IT...discussion

Discussion item

Ordering more Villa Barr books	
Novi Special Fall Program	Betty
Historical sights Brochure	Dhara
Wreaths across Novi	Kelly
Veterans Memorial	
David Barr presentation at Fox Run Thursday, 8/8	Kathy
Arts Tour Talk..August 22 8:15 pm	Amelia Ketchum Parks

BACK BURNER PROJECTS

Narratives and PP for Walled Lake Amusement and David Barr  
 Novi Rd. Cemetery Sign- Removal and update

HISTORICAL COMMISSION PROGRAMS -2019/2020

Guernsey (Joe Kinville)	Thursday,	Sept. 19
Northville Psychiatric Hospital (Joel Oldenburg),		Oct. 24
The 19 <sup>th</sup> Century evolution of Football Jim Craft		Jan. 23
Architecture of the Motor City (Jeff Morrison)		February 27
Women of the 1913 Copper Miners Strike (Allie Penn)		March 26
The Yankee Air Museum ( Barry Levine)		April 23
History of the Detroit Coney Island		May 28

Old Business: Storage Unit move to Corrigan

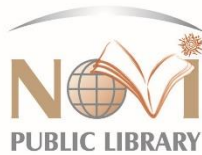
DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Cabinet MANAGER  
 Ideas for new displays

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: **Wednesday, August 21-7pm**

Adjourn



## Library Board Calendar

### **2019**

**July 25**

**Library Board Regular Meeting**

August 8

Community Reads Launches

August 16

Staff In-Service, Library Closed

August 17

Summer Reading Ends

**August 22**

**Library Board Regular Meeting**

August 31

Library Closed

September 1

Library Closed

September 2

Holiday – Labor Day, Library Closed

**September 26**

**Library Board Regular Meeting**

October 18

Friends of Library Booked for the Evening, Library Closes at 5 p.m.

**October 24**

**Library Board Regular Meeting**

**November 21**

**Library Board Regular Meeting**

November 27

Holiday – Thanksgiving Eve, Library closes at 5 p.m.

November 28

Holiday – Thanksgiving, Library Closed

November 29

Library Closed

**December 19**

**Library Board Regular Meeting**

December 24

Holiday- Christmas Eve, Library Closed

December 25

Holiday – Christmas, Library Closed

December 31

Holiday – New Year’s Eve, Library Closed

### **2020**

January 1

Holiday – New Year’s Day, Library Closed

**January**

**Budget Planning Session TBD**

**January 23**

**Library Board Regular Meeting**

**February**

**Budget Planning Session TBD**

**February 27**

**Library Board Regular Meeting**

**March 26**

**Library Board Regular Meeting**

April 12

Holiday – Easter, Library Closed

April 19-25

National Library Week

**April 23**

**Library Board Regular Meeting**

May 10

Library Closed - Mother’s Day

May 24

Library Closed

May 25

Holiday – Memorial Day, Library Closed

**May 28**

**Library Board Regular Meeting**

June 21

Library Closed – Father’s Day

**June 25**

**Library Board Regular Meeting**

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