



Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, November 20, 2019 (changed due to holiday)
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 Agenda1-4
5. Consent Agenda
 - A. Approval of Regular Meeting Minutes5-12
 - B. Approval of Claims and Warrants 13-16
6. Correspondence
 - A. Thank you card from Audry Moiseeff re: NCSD partnership with Novi Library 17
 - B. Thank you card from Edie Resnick, Fox Run of Novi re: Authors LIVE event.....17
 - C. Thank you postcard from Michael Hodges, Author re: Fox Run event.....17
 - D. Thank you letter from Christina Struwe and Sheryl Mayer, American Business Women's Association re: Annual Brunch With Auction.....18-19
 - E. Email thank you from Michael Zadoorian re: 2019 Community Read.....20
 - F. Email invitation from Steve Angus, RoboTitans#11129 Lead Coach.....20
7. Presentation/Special Guest
 - A. Recognition of VIBE Credit Union (Linda Smith) and Fox Run of Novi (Peggy Mather) for their outstanding support of the Friends of Novi Library and the Novi Library over the years with outreach, literacy and connecting older adults to the Novi Library – presented by President, Sue Johnson, Friends of Novi Library.
 - B. Annual Report Presentation by Dana Brataniec, Communications Coordinator
 - C. Plaque presented to Novi Library (accepted by Gail Anderson, Programming Coordinator) in celebration of the 550th Birthday of Guru Nanak Dev Ji by the Sikh Foundation Inc., Plymouth, MI, US.
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	21-23
10. President's Report (Melissa Agosta)	
A. 2019-2022 Strategic Objectives (3 year plan)	24
B. 2019-2020 Goals Update (July, October, January, April) – November update	25-29
11. Treasurer's Report (Geoffrey Wood)	
A. 2019-2020 Library Budget Fund 268.....	30-32
B. 2019-2020 Contributed Fund Budget 269	33
C. Library Fund 268 Expenditure & Revenue Report (as of October 31, 2019).....	34-37
D. Contributed Fund 269 Expenditure & Revenue Report (as of October 31, 2019)	38
E. Balance Sheets for Funds 268 and 269 (as of October 31, 2019).....	39-40
12. Director's Report.....	41-52
A. Information Technology Report	53-54
B. Facilities Report	54-55
C. Information Services Report.....	56-61
D. Support Services Report	62
E. Library Usage Statistics	63-71
F. Friends of the Novi Library	72-73
G. Novi Historical Commission	74-78
H. Bits & Pieces	79
13. Committee Reports	
A. Policy Committee: Public Policies review	
(Michener–Chair, Agosta)	
• No report at this time.	
B. HR Committee: HR Policies review, Director Review	
(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)	
• No report at this time.	
C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation, Review Financial Policy	
(Wood- Chair, Messerknecht, Lawler)	
• Committee Mtg. met on Monday, September 23, 2019 to discuss Endowment and Financial Policy. Committee members are reviewing the current policy and will recommend changes.	
• See report of café expenses.	
D. Events/Marketing/Fundraising Committee: Outreach opportunities, Review marketing plan	
(Yu – Chair, Michener, Dooley)	
1. Bingo game has launched. Marketing Plan is still being worked on. Committee provided edits/changes to Dana.	
2. Library/Community Events Attended by Library Board Members in the Last Month:	
• October 23 rd : Café Re-grand opening – Agosta, Dooley	
• November 6 th : Hickory Woods Focus Group for Lending Library – Yu	
• November 7 th : Veteran's Day Lunch – Agosta, Messerknecht	
• November 7 th : State Fair Harvest Dinner – Agosta, Messerknecht	
• November 13 th : Community Read – Bill Lawler	

E. Strategic Planning Committee:

(Dooley- Chair, Yu).

- Current Strategic Objectives Summary is provided. Promotional piece included in the packet for review – Director's report.

F. Building/Landscape Committee: Café services, Entrance project, Lending Library, Youth renovation, Teen renovation

(Messerknecht – Chair, Lawler, Wood)

- Library Café – See final costs. As of November 15, 2019, attorney was still looking into the café name (final piece of the café puzzle).
- Grounds – north end drainage work will be held off until spring due to the early winter weather. Vendor reports there is no concern for holding off the work until that time.
- Lending Library Kiosk – Meetings were held with in October and early November with City of Novi and TLN. Project is progressing. The timeline for unveiling Lakeshore Park will be better determined in February 2020. We are currently planning for a late spring opening (May 2020).

Update from City of Novi Parks & Recreation on Lakeshore Project at of October 31, 2019:

Weather permitting, South Lake Drive is expected to re-open to traffic on Friday, November 1st. Upcoming work includes completion of underground utilities, stonework for parking lot, and cuts for pathways. Building footers are in place, and masonry work is scheduled to begin shortly.

- Library Van – See rendering of the wrap for the van in Director's report. Working to include sponsorship opportunities from local businesses. The van is expected to arrive in late December/early January.
- Awning/Weather Guard for Main Entrance – See rendering – Director's report. This is a preliminary first draft of a suggested idea by a local vendor. Discussions with both the Building Dept. (Charles Boulard) and Fire Dept. (Fire Marshal Kevin Pierce and Andy Copeland) have been engaged. A meeting will be held with vendor on 11/19 to discuss changes/edits based on building/fire code requirements. No pricing has been provided at this time.

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.

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- 15. Matters for Board Action
 - A. Approval of 2019-2022 Strategic Goals information sheet24
 - B. Approval of 2018-2019 Annual Report information sheet45-46

16. Adjourn

Supplemental Information:

- Library CalendarX

Future Events

- Nov. 27th: Library closes at 5pm
- Nov. 28th: LIBRARY CLOSED
- Nov. 29th: LIBRARY CLOSED
- Nov. 30th: Pop-up Market (10am-2pm) at Novi Library
- Dec. 6th: Light up the Night at City of Novi – 6pm-9pm
- Dec. 11th – March 2020: FRIENDS MEETINGS CANCELLED back April 8, 2020 at 7pm, Novi Library
- Dec. 18th: Library Board Regular Meeting at 7pm, at City of Novi – Council Chambers
- Dec. 24th, 25th, 31st: LIBRARY CLOSED
- Jan. 1st: LIBRARY CLOSED
- Jan. 9th & Jan. 27th: LIBRARY BOARD BUDGET SESSIONS (4pm-7pm) at Novi Library

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
October 24, 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 (Absent and Excused)
Kat Dooley, Secretary
Bill Lawler, Board Member
Tara Michener, Board Member
Torry Yu, Board Member (Absent and Excused)

Student Representatives

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

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

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

1st – Kat Dooley

2nd – Tara Michener

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes

A motion was made to approve the regular meeting minutes from September 26, 2019 meeting.

1st – Tara Michener

2nd – Bill Lawler

The motion passed unanimously.

B. Approval of Claims and Warrants

Trustee Lawler asked for clarification on the Engage payment in the Warrant. Director Farkas explained that this expense is the Library's portion for the magazine. Each department is responsible for their portion.

A motion was made to approve the Claims and Warrant 583.

1st – Tara Michener

2nd – Bill Lawler

The motion passed unanimously.

6. Correspondence

- A.** Oct. 7, 2019 Email from: Rob Petty, City of Novi Re: Novi Special Car Move
 - o The race car move went smoothly. Currently, Director Farkas is finalizing invoices for the move and the expense will be less than originally planned.
- B.** Oct. 7, 2019: Email from: Ceci Marlow, Director at Hartland-Cromaine Re: [all-tin] Novi Public Library International Book Collections Announcement.
 - o Novi Library Adult and Youth International book collection is now open for inner-library loan.
- C.** Oct. 7, 2019: Email from: Library Guest, Jim Vandenberg, Re: Annual birthday promotion email from Novi Library
 - i. The Happy Birthday email to Library guests is from the Novi Library. Library guest's information is kept confidential and never shared.
- D.** Oct. 10, 2019 Email from: Nicholas Kristock, RE: Chamber of Commerce Business Blender hosted at NPL.
- E.** Oct. 12, 2019 Email from: Melissa Matson, Novi Community School District, Re: Mental Health Program at Novi Middle School (Topic: Anxiety).

Trustee Michener clarified that the Fleece and Thank you program allows groups to make blankets that will be donated to hospitals for the patients.

7. Presentation/Special Guest

A. Sue Johnson, President – Friends of Novi Library

Sue Johnson was unavailable to attend this evening and her presentation will be postponed until November. Director Farkas informed the Trustees that this week is National Friends of Libraries Week. Friends are hosting an event for Friends members on Sunday November 17th from 3-4pm. During this hour the Friends will highlight the iCube, which the Friends have graciously supported both creatively and through generous donations.

Director Farkas has a certificate of appreciation she will present to the Friends at their next meeting, thanking Friends for 59 years of amazing support, service and advocacy to the Novi Public Library.

Director Farkas is appreciative of Sue Johnson and Carol Hoffman and all the time they have volunteered to take the Library to a whole new level. Director Farkas said it is an honor to work with them.

8. Public Comment

There was no public comment.

9. Student Representatives Report

The Student Representatives report can be found on page 19 of the October 24, 2019 Library Board packet.

10. President's Report

A. 2019-2022 Strategic Objectives (3 year plan)

The Strategic Objectives can be found on page 20 of the October 24, 2019 Library Board packet. A new format for the objectives will be presented in November. Additionally, Dana Brataniec, Novi Library's Communications Coordinator accepted the offer to be a full-time employee at the Library.

B. 2019-2020 Goals Update (July, October, January, April)- coming in November

The 2019-2020 Goals will be coming in November.

11. Treasurer's Report

President, Melissa Agosta, summarized the Treasurer's Report.

A. 2019-2020 Library Budget Fund 268

The 2019-2020 Library Fund 268 Budget can be found on pages 22-24 of the October 24, 2019 Library Board packet.

- The 2019-2020 Library Fund 268 budget calls for revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the fund balance.

B. 2019-2020 Contributed Fund Budget 269

The 2019-2020 Contributed Fund 269 Budget can be found on page 25 of the October 24, 2019 Library Board packet.

- The 2019-2020 Contributed Fund 269 budget calls for revenue of \$39,500 and expenditures of \$75,250 consuming \$35,750 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report

The Library Fund 268 Revenue and Expenditure Report can be found on pages 26-29 of the October 24, 2019 Board packet.

- Revenue ending September 30, 2019 was \$3,022,363.11.
- Expenditures ending September 30, 2019 was \$743,441.58.

D. Contributed Fund 269 Expenditure & Revenue Report

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 30 of the October 24, 2019 Library Board packet.

- Revenue ending September 30, 2019 was \$6,732.49.
- Expenditures ending September 30, 2019 was \$2,670.11.

E. Balance Sheets for Fund 268 and 269

The Balance Sheet for Funds 268 and 269 can be found on pages 31 and 32 of the October 24, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of September 30, 2019 was \$4,386,484.28.
- Ending Fund Balance for Fund 269 as of September 30, 2019 was \$1,680,148.96.

12. Director's Report

The Director's Report can be found on pages 33-45 of the October 24, 2019 Library Board packet.

Staff members celebrating anniversaries in October are:

- Betty Lang– Information Services – 31 years
- Bill Bembeneck – Facilities – 19 years
- Julie Farkas– Director - 12 years
- Lisa Rinkel– Support Services – 3 years
- Kirsten Malzahn – Information Services – 2 years
- Katie Iversen – Information Services – 2 years

Directors Report Summary

- At the bottom of page 33 is a photo of the Novi Special Race Car leaving the Library. The transition went smoothly. Director Farkas thanked the Board for allowing the Library to be closed the morning of October 7th for the Race Car move.
- On page 34 is a photo of the Novi Special Race Car in her new cozy home in the Novi Civic Center atrium. On Wednesday, October 30th at the Novi Civic Center atrium is a scheduled program about the Novi Special. The other photo is a picture of the Library space without the Novi Special. This space will be given to the youngest Library guests since it is just outside the Story Time room.
- On page 35 is the email invitation for the Library Café re-grand opening held on October 23 from 8-9am. Novi Superintendent Dr. Matthews, President Agosta, Trustee Dooley, School Board Members and Novi Chamber members attended the event. Major Gatt made it official with the ribbon cutting. Attendees were appreciative of the beautiful presentation and delicious food served by the Café.
- Director Farkas posted about the Library Café in Nextdoor and was pleased to see residents posting replies.
- On page 36 and 37 is the updated, Your Novi Public Library Inform. Inspire. Include. This contains some good, updated details about the Library. This piece was given to the Ambassador students along with a demo of the new iCube. Director Farkas thanked President Agosta for attending the Ambassador program hosted at the Library.
- On page 38 and 39 is an article from the Novi News featuring the Café.
- On pages 40-44 is the October eNewsletter. In this edition, a message from Director Farkas is on page 40. The NPL averages 1,300 visitors per day. Library personnel are always available to make our guests feel safe and comfortable in the building. Feel free to approach the staff.
- Business Librarian, Hillary Hentschel, is hosting a Pop-Up Market on Saturday, November 30th from 10am-2pm. Small businesses can purchase a table at the Library and feature and sell items. This concept emerged from a conversation at a marketing meeting with Trustee Michener and Trustee Dooley. Oakland County hosts small business Saturday. Additionally, this concept is presented

through the American Library Association and Mrs. Hentschel is following this as well.

- On page 44 is information about the Community Reads event which will be at the Novi Public Library Wednesday, November 13th at 7pm, featuring Author Michael Zadoorian. You are welcome to attend even if you do not read the book as this author is a very good speaker.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 45-46 of the October 24, 2019 Library Board packet. Marcia Dominick, Administrative Assistant is working with Charlie Hokett in the iCube to make our own Library name tags allowing us to be more cost effective. Also, library staff have a parking pass for the lot on Taft Road. We are now making our own parking passes. The iCube is a wonderful internal resource for the Library.

B. Facilities Report

No Report provided.

C. Information Services Report

The Information Service Report is found on pages 46-49, prepared by April Stevenson. Raising a Reader has 362 active participants logging 100 books or more, and 1,368 logs received to date.

D. Support Service Report

The Support Services report is found on pages 50-51, prepared by Maryann Zurmuehlen. August and September library cards issued data were high because of the great response from the school district. A request of 1,500 cards came in. A big thank you to Trustee Michener for initially introducing this idea with Deerfield Elementary.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 52-60. Visits and check-outs are doing very well.

F. Friends of the Novi Library – Meeting Minutes June 12, 2019

N/A

G. Novi Historical Commission.

Meeting Minutes: July 17, 2019 and August 21, 2019 can be found on pages 61-66.

H. Bits & Pieces

N/A

The Library Board Calendar is on page 67 and the budget sessions were added to the calendar.

The February 2020 Board Meeting was moved a week earlier to February 19th.

13. Committee Reports

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

(Michener-Chair, Agosta)

- i. Internal Policy Committee meetings with library staff will began on October 7, 2019. Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.

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

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

- Staff satisfaction and strategic planning survey on hold until further notice.
- Internal HR Committee meetings with library staff began on September 17, 2019. Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Jessie Schenk, Kirsten Malzahn, and Christopher Nadeau.

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

(Wood – Chair, Messerknecht, Lawler)

- i. Committee met on Monday, September 23, 2019 to discuss Endowment and Financial Policy. Committee members are reviewing the current policy and will recommend changes.
- ii. Café is running smoothly. Extended hours began Wednesday, October 9th. Many social media posts and a Novi News article was done to promote the new partnership (see Director's report. Director Farkas has not completed the cost analysis for the café as of yet because I am waiting on a quote to move the gate key system to another location for access by café employees.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley)

1. Dana provided a rough draft of the Board bingo game. The Marketing plan is being revised.
2. Library/ Community Events attended by Library Board Members in the last month:
 - i. October 7th: School Breakfast- Michener, Yu
An iCube table was accessible at the breakfast for attendees.
 - ii. October 9th: New Hours @ Library Café – Michener, Yu
 - iii. October 9th: Friends of Novi Library Mtg. – Dooley
 - iv. October 10th: City of Novi Ambassador Academy – Agosta
 - v. October 16th: MLA Conference– Michener

Trustee Dooley emphasized the reasonable fee to be a Friends member is as low as \$10 for an individual. Also, keep in mind books can be purchased at the Friends Book Nook for the upcoming Holiday Gift giving season.

Trustee Lawler enjoyed the Kaleidoscope program hosted by the Friends.

Trustee Agosta is an alum of the Novi Ambassador program and enjoyed presenting the iCube and exciting happenings at the Library.

Trustee Michener attended the MLA Conference and enjoyed the speakers and the topics at the conference. Director Farkas was proud that Shannon O'Leary and Mary Robinson presented at the Conference.

E. Strategic Planning Committee: Annual review of current plan

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

- Current Strategic Objectives Summary is provided. A promotional piece is being designed by Communications Coordinator, Dana Brataniec, at this time.

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

(Messerknecht – Chair, Lawler, Wood)

- Novi Special Race Car – Car left the building safely and without any issues on Monday, October 7th. A library program related to the history of the car will take place on Wednesday, October 30th at 7pm at the City of Novi, Atrium (see photos in Director's report.)
- i. Library Café – Café is running smoothly. Extended hours began Wednesday, October 9th. Many social media posts and a Novi News article was done to promote the new partnership (see Director's report). I have not completed the cost analysis for the café as of yet because I am waiting on a quote to move the gate key system to another location for access by café employees.
- Grounds- Quotes were received and investigative work was complete. Keith Perfect met with vendor and the following was determined: the corrugated drain tile was crushed in multiple places, it was not buried correctly, and it was not wrapped with silt sock properly, and does not have the correct pitch to drain. Vendor will be submitting a quote to replace drain tile with correct silt sock and install a dry basin near the culvert and re-grade the soil for optimal drainage.
- Lending Library Kiosk - Request to 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 was approved at the August 22, 2019 meeting. A staff planning meeting was held on October 2, 2019. Focus groups in the north end of Novi are being set up for November (hoping for Hickory Woods and Meadowbrook PTO groups, Fox Run, etc.) Another staff meeting is scheduled for November 6, 2019.
 - Director Farkas is reaching out to the community looking for unique suggestions for helping name the kiosk.
- LED Lighting – work completed.
- Library Van- A meeting occurred on Thursday, September 12, 2019 to discuss a van wrap design for the new vehicle. Pricing will be submitted in the next month to review. A design was submitted and is currently being reviewed. No costs have been submitted at this time.

Trustee Lawler inquired what happened with the drain tile. Director Farkas explained that we noticed a large puddling of water after a rain that was not draining. The tile was broken underneath and needs to be refitted better. This could have been broken over time and needs repaired.

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.

Trustee Messerknecht notified the Board that the Library Board Calendar on page 67 has the incorrect date for the November Library Board meeting. The date for the November Meeting should be corrected to read November 20, 2019. The November meeting will be held at the Novi Library.

14. Public Comment

There was no public comment.

15. Matters for Board Action

A. N/A

16. Adjourn

A motion was made to adjourn at 7:48 p.m.

1st— Tara Michener

2nd—Kat Dooley

The motion passed unanimously.

Kat Dooley, Secretary

Date

Warrant 584	268 Accounts	November 2019	
Payable to	Invoice #	Account number	Amount
Amazon		268-000.00-727.000	\$ 74.83
Global		268-000.00-727.000	\$ 526.65
Sam's Club		268-000.00-727.000	\$ 99.98
The Office Connection	paper	268-000.00-727.000	\$ 1,279.60
Quill		268-000.00-727.000	\$ 930.24
cbts		268-000.00-734.000	\$ 272.38
The Library Network	License Renewals	268-000.00-734.000	\$ 975.00
VidCom Solutions	Software Maint.	268-000.00-734.000	\$ 212.55
cbts		268-000.00-734.500	\$ 517.70
Demco	Reading level labels	268-000.00-740.000	\$ 19.98
Global	book tape	268-000.00-740.000	\$ 24.69
The Library Network		268-000.00-740.000	\$ 187.50
Big Frog	Uniforms	268-000.00-741.000	\$ 180.00
Library Design	armless chair; yth area	268-000.00-740.200	\$ 306.00
Amazon		268-000.00-742.000	\$ 917.03
Barnes & Noble		268-000.00-742.000	\$ 2,272.47
Brodart		268-000.00-742.000	\$ 9,279.65
Center Point Large Print		268-000.00-742.000	\$ 96.73
Children's Plus Inc.		268-000.00-742.000	\$ 676.72
Gale/Cengage		268-000.00-742.000	\$ 627.84
DK Agencies		268-000.00-742.000	\$ 400.00
Tsai Fong Books		268-000.00-742.000	\$ 300.72
Ferndale Library		268-000.00-742.010	\$ 17.00
Highland		268-000.00-742.010	\$ 18.99
WT Cox	publications	268-000.00-743.000	\$ 288.03
Midwest Tape		268-000.00-744.000	\$ 1,184.67
Amazon		268-000.00-745.200	\$ 119.29
Midwest Tape		268-000.00-745.200	\$ 3,173.90
Impelsys Inc.	ebooks subscription; Sesame Street	268-000.00-745.300	\$ 349.00
Spectrum		268-000.00-801.925	\$ 48.48
Merchant Billing Statement		268-000.00-802.100	\$ 262.60
Providence Medical		268-000.00-804.000	\$ 294.00
Foster Swift	document review	268-000.00-806.000	\$ 200.00
Rosati, Schultz		268-000.00-806.000	\$ 1,328.50
Rubbish	Rubbish	268-000.00-808.100	\$ 108.07
ALA Membership		268-000.00-809.000	\$ 522.00
MLA		268-000.00-809.000	\$ 170.00

H&K Janitorial Service, Inc.		268-000.00-817.000	\$ 4,024.67
The Library Network		268-000.00-818.000	\$ 3,495.00
AT&T	9/22-10/21/19	268-000.00-851.000	\$ 302.03
Telnet	09/15/19-10/14/19	268-000.00-851.000	\$ 414.14
T-Mobile		268-000.00-851.000	\$ 259.68
Verizon	09/29-10/28	268-000.00-851.000	\$ 419.03
The Library Network		268-000.00-855.000	\$ 11,901.48
Fuel Charges	Aug-19	268-000.00-861.000	\$ 83.02
Municipal Web Services	September Activity	268-000.00-880.000	\$ 582.50
Novi Comm. Schools Food Serv.	sunrise breakfast buffet	268-000.00-880.000	\$ 190.00
Perfect Cleaners of Detroit	logo tablecloths	268-000.00-880.000	\$ 76.50
Sam's Club		268-000.00-880.000	\$ 32.92
The Novi Chamber of Commerce	e-blasts	268-000.00-880.000	\$ 75.00
Amazon		268-000.00-880.268	\$ 221.95
Benito's Café		268-000.00-880.268	\$ 97.12
Brewin, Linda	Reimburse for craft expense	268-000.00-880.268	\$ 29.90
Discount School Supply		268-000.00-880.268	\$ 42.87
Dollar Tree	On The Road	268-000.00-880.268	\$ 18.00
Gordon Food Service		268-000.00-880.268	\$ 140.15
Hobby Lobby		268-000.00-880.268	\$ 17.93
Howells Main Street Winery	On the Road Program	268-000.00-880.268	\$ 75.26
Kulture City	Programming- Sensory Initiative	268-000.00-880.268	\$ 419.00
M Street Baking	On the Road Program	268-000.00-880.268	\$ 233.20
MI Museum Admissions	On the Road Program	268-000.00-880.268	\$ 212.00
Mutch, Kathleen	10/10; 10/26	268-000.00-880.268	\$ 100.00
Northville Cider and Donuts	Music w Cider/ Donuts	268-000.00-880.268	\$ 102.60
Oriental Trading		268-000.00-880.268	\$ 21.69
Sam's Club	On the Road	268-000.00-880.268	\$ 63.42
Silberman, David		268-000.00-880.268	\$ 45.00
Target	Library Card Sign Up Winners	268-000.00-880.268	\$ 50.00
Walmart		268-000.00-880.268	\$ 58.17
Millennium Business Systems		268-000.00-900.000	\$ 433.96
Consumers Energy	09/12-10/09/19	268-000.00-921.000	\$ 163.62
DTE	8/26-9/23/19	268-000.00-922.000	\$ 7,755.57
Allied Eagle		268-000.00-934.000	\$ 818.61
Amazon		268-000.00-934.000	\$ 1,349.60
American Fireplace & Barbeque	Annual safety check and Maint.	268-000.00-934.000	\$ 365.00
Batteries Plus Bulbs		268-000.00-934.000	\$ 694.80
Dalton Carpet Cleaning	Monthly Carpet Maint.	268-000.00-934.000	\$ 1,325.00
Home Depot	café reimbursed NPL for Café exp.	268-000.00-934.000	\$ (32.19)
Laforce		268-000.00-934.000	\$ 177.00

Lyon Mechanical	Mechanical Room	268-000.00-934.000	\$ 1,704.36
Sanitor		268-000.00-934.000	\$ 175.38
Library Design		268-000.00-934.000	\$ 656.00
North Star Mat Service		268-000.00-934.000	\$ 148.00
Orkin	Service Date 10/17/19	268-000.00-934.000	\$ 69.50
Sam's	trash cans	268-000.00-934.000	\$ 274.68
Sam's	Commercial Trash Cans	268-000.00-934.000	\$ (274.76)
Voss Lighting		268-000.00-934.000	\$ 93.00
Brien's		268-000.00-941.000	\$ 2,936.25
C&J Parking Lot Sweep		268-000.00-941.000	\$ 55.00
Thelen Landscape, Inc.	Winterize Sprinkler System	268-000.00-941.000	\$ 125.00
Millennium Business Systems		268-000.00-942.000	\$ 650.94
Corrigan Record Storage	10/01/19-10/30/19	268-000.00-942.100	\$ 23.98
ABWA	Workshop; 11/13/19	268-000.00-956.000	\$ 23.00
Alberga, Kathleen		268-000.00-956.000	\$ 14.67
Bembeneck, Bill	conference	268-000.00-956.000	\$ 26.68
Brush, Emily	9/16/19-10/31/19	268-000.00-956.000	\$ 37.24
Career Track/ Fred Pryor	01/21/20	268-000.00-956.000	\$ 298.00
Go Airport Express	10/27-29; Chicago; transfers	268-000.00-956.000	\$ 69.62
Shuttle Fair	hotel; airport transfers; St. Louis, MO	268-000.00-956.000	\$ 95.00
Shuttle Finder.com	11/1-3; transfers ;Chicago	268-000.00-956.000	\$ 189.80
Petty Cash (Office Supplies)		268-000.00-727.000	\$ 2.75
Petty Cash (Operating Supplies)		268-000.00-740.000	\$ 3.49
Petty Cash (Membership/Dues)		268-000.00-809.000	\$ 20.00
Petty Cash (Programming)		268-000.00-880.268	\$ 190.46
Petty Cash (Conference)		268-000.00-956.000	\$ 13.45
TOTAL			\$ 72,739.48

Warrant 584	269 Accounts	November 2019	
Payable to	Invoice #	Account number	Account total
Friends of NPL	NPL was pd for Friends Mem. dues ; reimburse Friends	269.000.00-665.234	\$ 50.00
NPL	Payment NPL received for Friends Membership.	269-000.00-665.234	\$ (50.00)
Amazon	RAR; various titles	269-000.00-742.229	\$ 101.68
Amazon	RAR; title Hello, World! Pets	269-000.00-742.229	\$ 6.57
Brush, Emily	RAR; snacks and party supplies;	269-000.00-742.229	\$ 60.12
Amazon	donation in memory purchase	269-000.00-742.230	\$ 22.52
Fox Run	Catering for Authors Live Event;	269-000.00-742.232	\$ 1,220.00
Michael Zadoorian	Community Reads	269-000.00-742.232	\$ 1,525.52
Amazon	iCube; ; wood slices; art pens	269-000.00-742.233	\$ 165.97
Amazon	iCube; aluminum flat washers	269-000.00-742.233	\$ 16.50
Amazon	iCube; cricut bonded fabric blade	269-000.00-742.233	\$ 20.95
Amazon	iCube; cricut fine point blade	269-000.00-742.233	\$ 21.27
Amazon	iCube; cricut debossing; blades	269-000.00-742.233	\$ 39.82
Amazon	iCube; cricut wheel maker tool	269-000.00-742.233	\$ 47.99
Amazon	iCube; cricut washers; blades; engraving	269-000.00-742.233	\$ 83.80
TOTAL			\$ 3,332.71

Julie,

I just wanted to take a minute to say thank you to you and your team for creating a Partnership with the Novi Community School District. Thank you for bringing new opportunities for our staff and students. Your time, effort, and kindness is appreciated! ☺

- Audrey Moiseoff
Counselor
Novi Meadows

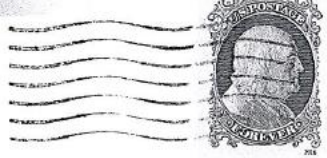
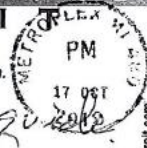
Dear Julie and friends of the Library,

Thank you so much for the program and lessons from at Top Team. It was both interesting and informative as well as delicious! We appreciated your including me (although not had as little to do). Your team was there when you a larger turnout from Top Team. Great community, Julie Renwick, you'll share

UNEXPECTED DETROIT

The Fisher Building
1929 - Albert Kahn, arch.

10/15/14



Julie - just a quick note to thank you again for inviting me to speak at the Fox Run event. I made a small fortune in sales, enjoyed meeting you and the other authors, + generally, thoroughly enjoyed myself!

Julie Farkas, Dir.
Novi Public Library
45-255 W. 10 Mile
NOVI, MI
48375

UnexpectedDetroit.com
Cards + Fine Prints

Michael Hodges



Novi Oaks Charter Chapter

NOVI OAKS CHARTER CHAPTER

AMERICAN BUSINESS WOMEN'S ASSOCIATION

CHAPTER FOUNDED JANUARY 29, 1990

NOVI, MICHIGAN

November 2, 2019

Auction Co-Chairs:

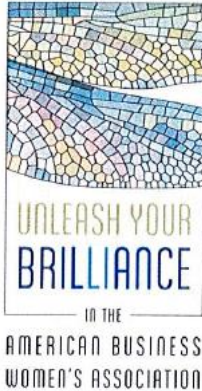
Christina Struwe

1748 Beechmont, Keego Harbor, MI 48320
cbstruweABWA87@gmail.com
Phone: (586) 306-1826

Sheri Mayer

sheryl.mayer@huntington.com
Phone: (248) 231-5192

Chapter TaxID: 38-2951425



ABWA MISSION

To bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support and national recognition

*Sending hugs!
Marcia*

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

Dear Julie:

We are writing to thank you and to let you know the results of our 15th Annual Autumn Brunch With Auction, held on September 21, 2019. Your donation helped us raise just over \$10,600 for scholarships and education.

In 2020, we will award two \$2,000 Impact Scholarships to women who reside in or attend college in Michigan, and the Bettie Archer Johnson \$1,000 scholarship through Madonna University. We will also pay for training of our members by Franklin Covey, GEMBA Academy, Park University, and the University of Kansas at our national conference. For more information on Novi Oaks Charter Chapter, please visit www.novi-abwa.org.

ABWA is a national non-profit organization that supports and promotes the education and business development of women (and men!) through seminars, business-relevant programs, online training, and networking at local, regional, and national meetings. We provide leadership opportunities, scholarships, and tuition reimbursement programs, and we support our communities. Members make connections for business, and develop relationships that can last a lifetime.

We hope we can count on your continued support with donated items or gift certificates for our 16th Annual Autumn Brunch With Auction, to be held on Saturday, October 3, 2020. We invite you to join us at our monthly dinner meetings held on the second Wednesday evening of every month at the Holiday Inn at Laurel Park in Livonia.

Our best to you and your friends and family for your continued success in 2019 and 2020.

Sincerely,

Christina B. Struwe

Christina Struwe, Auction Co-Chair
2014 National Top Ten

Sheri L. Mayer

Sheryl L. Mayer, Auction Co-Chair

The Novi Oaks Charter Chapter of ABWA
Novi Public Library

THANK YOU for supporting the 15th Annual **Autumn Brunch With Auction**
Raising just over \$10,600 for Scholarships and Education



Christina B. Struwe
Christina B. Struwe, Auction Co-Chair

Sheryl L. Mayer
Sheryl L. Mayer, Auction Co-Chair

Email from: Michael Zadoorian, Community Reads author
Date: November 14, 2019

Hey Julie,
Thanks again for last night. It was really a lot of fun. Did you get a final count on how many folks we had?
Best,
Michael

Michael!
I cannot thank you enough for the fantastic experience that you gave to our communities last night. It was an honor to hear you speak and share in your book! The added touch of Luis accompanying you to tell your beautiful story was even more moving. You ARE an ARTIST and have a wonderful gift! Thank you for sharing it with us! We had 180 people in the audience last night, 50 at the school visit and YES over 700 check outs of the book. That, if you ask me, is perfection!!
I hope you are having a great day!
Keep in touch for your new book to arrive in 2020©
You have a friend and fan in Novi!!
Julie

From: Steve Angus, RoboTitans#11129 Lead Coach
Date: November 15, 2019

Hello!
If any of you are free tomorrow (and not going to the UofM.MSU game), stop by and see my 12 girls at the Novi middle school compete from 1-3pm. The girls would love to see you.

There will be 36 middle school teams there from all over Southern Michigan. Some teams are from intercity Detroit!

Btw...one of our parts is printing at the library this afternoon, and will be on the field tomorrow. =a close call! :) Your 3D printing team has been excellent...btw!

Steve Angus

October 2019 Library Board Student Representatives Report

By: Mahek Nasser, Tarun Tangirala,
and Lindsay Gojcaj (Library Staff Liaison)

Tween and Teen Library Programs:

The **Tween Advisory Board** program took place on October 9. Guests discussed books and programs that they would like to see for tweens at NPL. They also did two crafts; Sharpie art plates and tote bag decorating. (Attendance = 2)

The **Tween Cupcake Decorating Party** program took place on October 16. Guests were creative in decorating three cupcakes from various categories; most like yourself, most like a Halloween book or movie character, and most creative. (Attendance = 75)

The **Tween Battle of the Books** program took place on October 22. Guests learned what it takes to participate as a student and how to coach a team. An overview of how the battle of the books program works was given. Time for Q&A was given. Registration begins November 25, 2019. More information can be found on our website, novilibrary.org, under the tween section then select battle of the books. (Attendance = 5)

The **BeTWEEN the Pages - Tween Book Club** program took place on October 23. Guests read and discussed *Dinosaurs Destroy Detroit* by Johnathan Rand. The purpose of the program is to discover new books, encourage reading, and make new friends. (Attendance = 12)

Teen Space Update:

During October 2019, there were 814 guests who visited Teen Space.

Total breakdown of Teen Space numbers for the 2019-2020 school year:

September 2019 = 605 guests

October 2019 = 814 guests

Total for 2019-2020 school year = 1,419 guests

Teen Advisory Board Update:

During the second Teen Advisory Board (TAB) Meeting of the 2019-2020 school year on October 25, guests started with a BINGO icebreaker with the intention of getting to know each other. Then, guests were divided into groups to brainstorm ideas for future community service projects that TAB could be part of as well as teen programming ideas. The TAB Officers will work with Lindsay Gojcaj, the TAB Library Liaison, to see which ideas can be implemented. Guests also played a Halloween edition BINGO with prizes. (Attendance = 15)

Upcoming Tween and Teen Library Programs:

- BeTWEEN the Pages - Tween Book Club - December 11 (title will be *The Vanderbeekers of 141st Street* by Karina Yan Glaser)
- TAB Meeting - December 13
- STEM: Gingerbread Engineering Challenge - December 17



Guests showing off their cupcake decorating skills during the Tween Cupcake Decorating Party



Other guests showing off their cupcake decorating skills



Some creations made during the Tween Cupcake Decorating Party

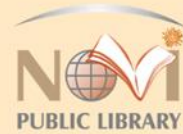


Guests showing off the October BETWEEN the Pages – Tween Book Club title, *Dinosaurs Destroy Detroit*, by Johnathan



2019 - 2022 Novi Public Library's Strategic Goals

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



How will we accomplish these goals?



Collections/Electronic Resources

Expand collection offerings in print, music and movie in addition to electronic formats. Provide online training options for residents, city/school employees and businesses.



Technology

Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL.



Outreach & Services

Improve Library access to all Novi residents, city employees, businesses and those working in Novi. Expand collaborations with area schools and create barrier free policies and procedures.



Building & Grounds

Execute more flexible spaces, furniture and electrical access based on guest needs. Implement sustainable processes of recycling, paper and utility usage and explore use of building for larger community events.



Programming & Events

Evaluate programming needs, expand outreach, and create new partnerships.



Marketing

Determine more targeted marketing strategies, investigate touchscreen interaction in the building for programming, events and services, and tell NPL's story better through Inform. Inspire. Include.



Staff Development

Improve staff training, launch a customer services initiative, and support growth and innovation in our library team.

Our Mission:

To provide the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.

INFORM. INSPIRE. INCLUDE.

GOALS (July, October, January and April): **November 2019**

NOVI PUBLIC LIBRARY – 2019/2020 GOALS

- Empower Universal Literacy
- Escalate an Innovative and Inclusive Culture
- Enhance Core Interactions Within Our Diverse Community

AD= Administration F=Facilities IS=Information Services IT=Information Technology SS=Support Services LB= Library Board
(% Citizen Survey Response)

#1: Collections/Electronic Resources

Tactic	Owner	Status	Due Date
Expand collection offerings in print, music/movie (73% CS response)	IS	Ordering monthly – on-going	On-going
Expand electronic formats and options (62% CS response)	IS	Added Sesame Street e-books	10/19
Improve ILS functionality for better guest and staff usage	IS	Reporting all CARL issues to TLN	On-going
Expand International collections/classes/ESL	IS	Added beginner ESL book discussion, international film programs, bibliographies in different languages	7/19, 8/19,9/19
Provide online training options for residents, city/school employees, businesses	IS	Still have Lynda.com	10/19
Introduce unique collections	IS	Introduced iCube Makerspace book collection	7/19
Grow readers/build literacy	IS	Relabeled early readers for easier level discernment	10/19
Increase usage	ALL	Library Card campaign with NCSD, WLCSD, City of Novi	9/19-5/20

#2: Technology

Tactic	Owner	Status	Due Date
Enhance website (online calendar, meeting room software)	IT	Preliminary paperwork has been submitted and Demco has provided a test database	10/19
iCube development	IT; IS	Programming on how to be creative using Inkscape, the Muse Laser and the Carvey CNC Router have been scheduled. A different iCube item is highlighted in the e-Newsletter.	10/19

Be a disruptor for new technology trends	IT	Copiers have been upgraded and expanded payment type devices have been ordered	10/19
Stay on the cutting edge of technology initiatives	IT/AD	Meeting Room A/V Connections flyer for guests	10/2019
Foster talents to expand technological experiences at NPL	IT	Developing partnership with guests willing to share their talents.	10/2019
Improve App access	IT		
#3: Marketing			
Tactic	Owner	Status	Due Date
Touchscreen interaction in the building for programming/events/services	AD; IT; IS	Reached out to 3 vendors, have received quotes from 2 including an additional quote for needed electrical work.	10/19
Look at more targeted marketing strategies	AD	Launched Board Bingo program	11/19
Update the Marketing Plan	AD		
Strategic Planning Information Piece 2019-2022	AD		
Annual Report 2018-2019 / Presentation to City Council	AD		
Institute "Did You Know"	AD		
Welcome center/library tour	AD		
Grow social media, press and news presence	AD; IS	Added account for Nextdoor;	9/19
Tell NPL's story better through Inform.Inspire.Include.	AD	Updated the Inform. Inspire. Include. Library info sheet to use at HOA's and Ambassador Academy	9/19
Expand HOA outreach	AD		
Increase usage	AD		
#4: Outreach/Services			
Tactic	Owner	Status	Due Date
Lending Library kiosk (Lakeshore)	SS; AD		
As Project Manager of the Lending Library Committee, oversee the Project Lead and the SS Dept aspects (TLN, collection, working with Communications Coordinator for marketing, etc.) of preparation leading up to the Lending Library installation (projected for May 2020) and the official launch event (projected for late May/early June 2020).	SS/IT	Ongoing LL Committee meetings have been held since June 2019. First Introduction Training for kiosk held 10/23.	11/19
Oversee the installation of the Lending Library kiosk and organize and complete staff training for using the kiosk for May 2020.	SS		
Oversee the creation and organization of SS Dept day-to-day operating procedures for the Lending Library kiosk after the launch in June 2020.	SS		

As Project Lead of the Lending Library Committee, work with the Project Manager to organize and carry out the SS Dept aspects (TLN, collection, working with Communications Coordinator for marketing, etc.) of preparation leading up to the Lending Library installation (projected for May 2020) and the official launch event (projected for late May/early June 2020).	SS	Ongoing LL Committee meetings have been held since June 2019. First Introduction Training for kiosk held 10/23.	11/19
Oversee the installation of the Lending Library kiosk and assist with staff training for using the kiosk for May 2020.	SS		
Complete the creation and organization of SS Dept day-to-day operating procedures for the Lending Library kiosk after the launch in June 2020.	SS		
Complete staff training for the Lending Library kiosk and know how to operate and fill the kiosk, and be able to demonstrate and communicate how a patron can use the kiosk by June 2020.	SS		
Complete staff training for the Lending Library kiosk and be able to demonstrate and communicate how a patron can use the kiosk by June 2020.	SS		
Auto renewal of library cards (TLN)	SS	Further discussion and investigation continues through TLN SASUG meetings.	11/19
Auto renewal of library materials (TLN) (62% CS response)	SS	Approved by TLN SASUG and will be implemented July 2020.	11/19
Fillable library card online (TLN)	SS	Research being conducted by C. Morse (TLN) to look at viability with our ILS, TLC CARL.	11/19
Dropbox at Novi High for materials	SS		
Barrier free policies and procedures	AD	Began review of Public Policies with staff committee	9/19
Library access to ALL Novi residents, city employees, businesses, working in Novi	AD; SS	Ongoing card campaigns will occur this fiscal year.	11/19
Supervise designated clerks' progress on assignments and successfully complete own assignment by designated deadlines for various Library Card Sign-Up Campaigns for this fiscal year through May 2020.	SS	NCSD Employee Campaign completed 8/29. NCSD Elementary Student Campaign in progress.	8/19; 10/19; 11/19
Successfully complete assignments by designated deadlines for various Library Card Sign-Up Campaigns for this fiscal year through May 2020.	SS	NCSD Employee Campaign completed 8/29. NCSD Elementary Student Campaign in progress.	8/19; 10/19; 11/19
"Be Our Guest" approach to service	ALL		
Endowment opportunity	AD	Draft of guidelines provided by attorney 9/19; Meeting with City Finance for in-house opportunity 10/19	
Expand school collaborations	AD; IS	Held Lending Library focus groups at Walled Lake schools, Meadowbrook and Hickory Woods. Presented Sensory Story Times at Hickory woods. Attending Novi Woods Parent Teacher conferences.	10/19, 11/19
Elimination of daily fines (51% CS response)	AD	Webinar scheduled with staff/board on 11/20; collection of data continues	
Public Library Services excellent/good (91% CS response)	ALL		

Supervise designated clerks' progress with project and bring to completion assigned section of the Catalog Database Cleanup Project. Initial cleanup phase is to be completed by February 15, 2020 and final cleanup phase is to be completed by May 1, 2020.	SS	Initial phase begun.	10/19
Successfully complete assigned section of the Catalog Database Cleanup Project. Initial cleanup phase is to be completed by February 15, 2020 and final cleanup phase is to be completed by May 1, 2020.	SS	Initial phase begun.	10/19
#5: Programming/Events			
Tactic	Owner	Status	Due Date
Evaluate programming needs; ease of registration	IS		
Expand options; have a "Try It" attitude	IS		
Expand programming outreach in north end	IS	Surveying north end guests + to determine program needs	10/19
Friends 60 th Anniversary	AD	Date set for October 23, 2020; planning meeting with Friends was held 9/19	9/19; On-going
10 year Anniversary of NPL building	AD		
Talent Team expansion	IS	Had a couple of students teach Python and TinkerCad classes and a local guest teach Zentangle.	
Partnerships with non-profit help agencies	IS; AD	Census 2020 Applicant Day 11/19/19	
Be a disruptor for new programming/events	IS; AD		
Intergenerational collaborations	IS; AD		
Opportunities for learning (online tutoring, ESL, computer classes, adult education, cultural learning) (63% CS response)	IS	On-going	
Opportunities for programs (53% CS response)	IS	On-going	
#6: Building/Grounds			
Execute more flexible spaces, furniture, electrical access based on guest needs	ALL		
Library /City transportation for ALL ages	AD		
Youth Area Renovation (Phase 2)	IS; AD; F		
Implement sustainable processes (recycling, paper, utility usage)	ALL; F	Reviewing City of Novi guidelines; staff has received communication about future changes and purchasing overages and use of styrofoam not being used in the building after supplies have been depleted.	7/19-6/20
Investigate entranceway and cold issue	AD; F	Meetings held on 10/30, 11/13 for design options; fire and building concerns	10/19; 11/19

Enhance café experience (42% CS response)	AD	Café is in full operation with Starbucks coffee 10/19; Annual deposit received by NCSD 10/19; New expanded hours M-F at 7am; Sat/Sun at 9am	
Explore use of the building for larger community events	ALL		
Provide safe, clean, accessible spaces	AD; F	New trash cans purchased for the building 10/19; Monthly/Quarterly cleanings of the building are on-going;	10/19
Evaluate space for hours for best use	AD	Café opens at 7am M-Fri, Sat/Sun 9am	10/19
Enhancing library operations (63% CS response)	ALL		
Rental space availability (28% CS response)	AD		
Meeting space availability (44% CS response)	AD		
Extended Sunday hours (53% CS response)	AD		
Visiting the Library (Once a month – 69% CS response)	ALL		
#7: Library/Board: Staff Development			
Improve staff training (knowing who does what, when, why, how and where)	ALL		
Complete at least 3 approved (20 minute or longer) Lynda.com online classes to receive "Meets Expectation." Employee may complete 4 or more approved (20 minute or longer) Lynda.com online classes to receive "More Than Meets Expectation." Certificates of completion and ratings for each class must be presented to Manager by May 25, 2020 to complete goal.	SS	40% of staff have completed goal already.	11/19
Complete one-on-one advanced OPAC and public copier training sessions with Supervisor or designated Librarian and be able to demonstrate and communicate how a patron can use these technologies by June 2020.	SS	25% of staff have completed goal already.	11/19
Launch a customer service initiative	ALL		
Present an inclusive staff that reflects our community	ALL		
Evaluate employee satisfaction assessment for organizational development	AD; LB		
Support growth and innovation in our library team	AD; LB		
Evaluate staff policies for maximum support and organizational commitment	AD; LB	HR Policy committee formed and are reviewing current policies	9/19-2/20
Continue to evaluate salary needs based on employment trends and standards	AD		
Encourage out of the box thinking and creativity	ALL		

FINANCIALS

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

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

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

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

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

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
Revenues							
Interest Income							
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)
TOTAL		\$ 42,000.00	\$ 19,126.85	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations							
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
TOTAL		\$ 31,000.00	\$ 30,215.96	\$ 17,000.00	\$ 17,000.00	\$ 23,663.50	\$ 17,000.00
TOTAL Revenues		\$ 73,000.00	\$ 49,342.81	\$ 39,500.00	\$ 39,500.00	\$ 46,163.50	\$ 39,500.00
Expenditures							
Supplies							
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
TOTAL		\$ 35,500.00	\$ 28,691.33	\$ 44,000.00	\$ 35,200.00	\$ 49,722.50	\$ 31,500.00
Capital Outlay							
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						-
TOTAL		\$ 132,465.00	\$ 11,169.60	\$ 120,700.00	\$ 83,750.00	\$ 83,750.00	\$ 43,750.00
TOTAL Expenditures		\$ 167,965.00	\$ 39,860.93	\$ 164,700.00	\$ 118,950.00	\$ 133,472.50	\$ 75,250.00
	Beginning Fund Balance Yr. End	\$ 1,609,812.62	\$ 1,697,946.40	\$ 1,707,428.28	\$ 1,707,428.28	\$ 1,707,428.28	\$ 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	\$1,514,847.62	\$1,707,428.28	\$1,582,228.28	\$1,627,978.28	\$1,620,119.28	\$1,592,228.28
Notes:	19/20 Phase 2 Makerspace: \$5,000 Technology and \$7,000 Makerspace Renovation; \$15,000 Furniture upgrades; \$37,750 Lending Library final payment of machine; LED contingency \$2,000						

11/11/2019 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 10/31/2019										
% Fiscal Year Completed: 33.61										
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.										
		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	AUG 2019	SEPT 2019	OCT 2019	10/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,722,657.94	2,837,689.00	2,837,689.00	0.00	0.00	0.00	2,839,828.76	(2,139.76)	100.08
268-000.00-403.001	Property Tax Revenue- County Chargebacks	3,317.74	2,000.00	2,000.00	(122.95)	0.00	169.22	46.27	1,953.73	2.31
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(238.66)	(249.00)	(249.00)	0.00	0.00	0.00	(258.43)	9.43	103.79
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,726.23)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	(2,983.82)	(16.18)	99.46
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(3,711.48)	(6,500.00)	(17,501.00)	0.00	0.00	0.00	0.00	(17,501.00)	0.00
Property tax revenue		2,720,299.31	2,829,940.00	2,818,939.00	(122.95)	0.00	169.22	2,836,632.78	(17,693.78)	100.63
State sources										
268-000.00-567.000	State aid	42,429.20	38,000.00	36,000.00	0.00	0.00	0.00	22,406.30	13,593.70	62.24
State sources		42,429.20	38,000.00	36,000.00	0.00	0.00	0.00	22,406.30	13,593.70	62.24
Fines and forfeitures										
268-000.00-657.000	Library book fines	69,892.80	62,000.00	62,000.00	4,663.64	4,760.10	13,140.65	28,713.69	33,286.31	46.31
268-000.00-658.000	State penal fines	115,794.64	115,000.00	109,000.00	118,274.89	0.00	0.00	118,274.89	(9,274.89)	108.51
Fines and forfeitures		185,687.44	177,000.00	171,000.00	122,938.53	4,760.10	13,140.65	146,988.58	24,011.42	85.96
Interest income										
268-000.00-664.000	Interest on investments	58,350.57	53,792.00	53,792.00	3,298.83	8,222.99	0.00	14,996.57	38,795.43	27.88
268-000.00-664.500	Unrealized gain (loss) on investments	41,412.79	(20,000.00)	(20,792.00)	6,331.07	(1,617.77)	0.00	4,835.65	(25,627.65)	(23.26)
Interest income		99,763.36	33,792.00	33,000.00	9,629.90	6,605.22	0.00	19,832.22	13,167.78	60.10
Other revenue										
268-000.00-665.000	Miscellaneous income	14,698.76	15,000.00	15,000.00	1,128.51	1,093.27	905.75	4,284.32	10,715.68	28.56
268-000.00-665.100	Copier	1,836.48	2,000.00	600.00	96.85	0.00	0.00	263.55	336.45	43.93
268-000.00-665.290	Library fund raising revenue	0.00	0.00	0.00	0.00	694.21	1,715.64	2,409.85	(2,409.85)	100.00
268-000.00-665.300	Meeting room	38,294.26	50,000.00	50,000.00	3,811.11	2,305.82	2,941.56	11,900.43	38,099.57	23.80
268-000.00-665.404	Novi Township assessment	6,342.00	6,400.00	6,400.00	0.00	0.00	0.00	6,591.00	(191.00)	102.98
268-000.00-665.650	Library Cafe	3,299.86	5,000.00	5,000.00	30.11	0.00	5,000.00	5,030.11	(30.11)	100.60
Other revenue		64,471.36	78,400.00	77,000.00	5,066.58	4,093.30	10,562.95	30,479.26	46,520.74	39.58
Donations										
268-000.00-665.289	Adult programs	8,593.99	5,000.00	3,000.00	3,830.46	780.07	0.00	4,610.53	(1,610.53)	153.68
268-000.00-665.400	Gifts and donations	9,512.37	3,500.00	3,500.00	562.96	123.80	76.25	1,597.63	1,902.37	45.65
Donations		18,106.36	8,500.00	6,500.00	4,393.42	903.87	76.25	6,208.16	291.84	95.51

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	AUG 2019	SEPT 2019	OCT 2019	10/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	893,290.38	920,200.00	949,000.00	104,718.89	69,438.42	69,661.46	277,185.32	671,814.68	29.21
268-000.00-704.210	Vacation Payout	3,993.98	3,500.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
268-000.00-705.000	Temporary salaries	596,655.55	717,500.00	677,000.00	80,378.36	51,564.37	54,848.51	209,252.63	467,747.37	30.91
268-000.00-706.000	Overtime	2,993.85	0.00	500.00	78.39	26.13	0.00	235.17	264.83	47.03
268-000.00-715.000	Social security	111,842.07	125,500.00	123,000.00	13,927.59	9,047.46	9,319.19	36,846.90	86,153.10	29.96
268-000.00-716.000	Insurance	205,635.46	211,000.00	211,000.00	17,509.45	16,109.75	15,126.22	63,962.60	147,037.40	30.31
268-000.00-716.200	HSA - employer contribution	4,640.66	5,850.00	5,800.00	506.23	506.23	506.23	1,518.69	4,281.31	26.18
268-000.00-716.999	Insurance - Employee Reimbursement	(38,291.26)	(40,700.00)	(40,700.00)	(2,958.62)	(2,888.87)	(2,818.22)	(10,144.12)	(30,555.88)	24.92
268-000.00-718.000	Pension - DB Normal Cost	9,000.00	8,400.00	8,400.00	700.00	700.00	700.00	2,800.00	5,600.00	33.33
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	24,132.00	29,292.00	29,300.00	2,441.00	2,441.00	2,441.00	9,764.00	19,536.00	33.32
268-000.00-718.200	Pension - defined contribution	31,985.62	34,000.00	34,000.00	4,654.62	3,079.06	3,090.89	12,328.51	21,671.49	36.26
268-000.00-720.000	Workers compensation	3,096.71	3,990.00	3,900.00	427.51	279.87	287.97	1,268.82	2,631.18	32.53
Personnel services		1,848,975.02	2,018,532.00	2,005,200.00	222,383.42	150,303.42	153,163.25	605,018.52	1,400,181.48	30.17
Supplies										
268-000.00-727.000	Office supplies	14,891.66	20,000.00	19,000.00	1,308.16	1,204.59	2,572.63	6,226.34	12,773.66	32.77
268-000.00-728.000	Postage	549.23	300.00	1,000.00	88.25	16.40	0.00	104.65	895.35	10.47
268-000.00-734.000	Computer supplies, software & licensing	46,184.43	69,500.00	94,000.00	1,946.55	4,233.32	1,247.38	15,115.28	78,884.72	16.08
268-000.00-734.500	Computer supplies/equipment	45,222.77	60,000.00	56,100.00	1,448.49	332.74	(435.94)	2,173.79	53,926.21	3.87
268-000.00-740.000	Operating supplies	12,414.26	27,000.00	28,100.00	2,753.26	817.60	32.10	5,281.16	22,818.84	18.79
268-000.00-740.200	Supplies - Desk chairs and file cabinets	325.99	0.00	2,500.00	0.00	109.48	306.00	415.48	2,084.52	16.62
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	389.00	0.00	0.00	180.00	180.00	209.00	46.27
268-000.00-742.000	Library books	160,681.48	180,000.00	185,800.00	17,302.88	13,316.64	9,313.73	52,141.35	133,658.65	28.06
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	0.00	0.00	35.99	35.99	9,964.01	0.36
268-000.00-742.100	Library Books - Fines	309.92	1,200.00	1,100.00	0.00	0.00	0.00	0.00	1,100.00	0.00
268-000.00-743.000	Library periodicals	19,631.16	24,000.00	24,000.00	15,526.01	0.00	183.00	15,709.01	8,290.99	65.45
268-000.00-744.000	Audio visual materials	89,235.09	92,000.00	96,000.00	22,328.01	2,454.54	996.22	33,237.82	62,762.18	34.62
268-000.00-745.200	Electronic media	43,680.27	41,000.00	41,900.00	4,246.77	3,732.49	2,541.74	13,946.28	27,953.72	33.28
268-000.00-745.300	Electronic resources (CD rom materials)	55,261.16	67,000.00	61,500.00	0.00	4,128.76	349.00	48,256.31	13,243.69	78.47
Supplies		488,387.42	592,300.00	621,389.00	66,948.38	30,346.56	17,321.85	192,823.46	428,565.54	31.03

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	AUG 2019	SEPT 2019	OCT 2019	10/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	472.42	500.00	500.00	46.13	46.13	0.00	138.39	361.61	27.68
268-000.00-802.000	Data processing	679.80	0.00	700.00	0.00	0.00	0.00	700.20	(0.20)	100.03
268-000.00-802.100	Bank Service Charges	4,152.27	2,500.00	2,500.00	317.37	264.04	622.60	1,564.01	935.99	62.56
268-000.00-803.000	Independent audit	700.00	700.00	1,000.00	0.00	475.00	0.00	475.00	525.00	47.50
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	0.00	392.00	98.00	490.00	1,010.00	32.67
268-000.00-806.000	Legal fees	19,026.68	2,500.00	5,000.00	11,066.00	652.50	200.00	4,442.50	557.50	88.85
268-000.00-808.100	Rubbish Monthly	1,259.04	1,200.00	1,250.00	0.00	108.07	108.07	324.21	925.79	25.94
268-000.00-809.000	Memberships and dues	6,315.97	6,000.00	7,000.00	505.50	200.00	734.50	5,094.44	1,905.56	72.78
268-000.00-816.000	Professional services	6,077.50	7,500.00	5,500.00	0.00	0.00	250.00	250.00	5,250.00	4.55
268-000.00-817.000	Custodial services	48,296.04	48,000.00	48,300.00	4,024.67	4,024.67	4,024.67	16,134.68	32,165.32	33.41
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	3,495.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	15,789.19	19,500.00	19,900.00	1,955.20	1,352.98	217.08	4,609.22	15,290.78	23.16
268-000.00-855.000	TLN Automation Services	56,294.00	60,000.00	74,000.00	0.00	2,121.13	11,896.85	28,985.34	45,014.66	39.17
268-000.00-861.000	Gasoline and oil	267.37	500.00	1,200.00	39.90	43.12	0.00	118.84	1,081.16	9.90
268-000.00-862.000	Mileage	321.41	200.00	700.00	0.00	0.00	0.00	0.00	700.00	0.00
268-000.00-880.000	Community promotion	18,337.59	23,000.00	20,000.00	1,803.49	7,590.16	690.42	10,457.66	9,542.34	52.29
268-000.00-880.268	Library programming	26,481.55	26,500.00	26,500.00	2,162.63	1,478.13	3,294.48	11,265.40	15,234.60	42.51
268-000.00-900.000	Printing, graphic design and publishing	32,984.35	30,000.00	34,500.00	2,931.90	344.78	3,929.79	7,231.46	27,268.54	20.96
268-000.00-910.000	Property & liability insurance	12,412.00	14,000.00	13,500.00	0.00	0.00	0.00	12,544.00	956.00	92.92
268-000.00-921.000	Heat	10,341.80	12,000.00	10,000.00	239.66	219.38	232.20	1,162.34	8,837.66	11.62
268-000.00-922.000	Electricity	91,827.26	87,000.00	100,000.00	8,430.19	7,755.57	0.00	26,550.16	73,449.84	26.55
268-000.00-923.000	Water and sewer	7,199.30	7,900.00	7,500.00	0.00	1,825.18	0.00	1,825.18	5,674.82	24.34
268-000.00-934.000	Building maintenance	107,313.46	98,000.00	82,500.00	6,558.96	10,011.48	7,242.66	37,001.15	45,498.85	44.85
268-000.00-935.000	Vehicle maintenance	0.00	500.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
268-000.00-941.000	Grounds maintenance	29,074.43	39,000.00	45,400.00	1,155.00	2,160.00	1,855.00	7,300.64	38,099.36	16.08
268-000.00-942.000	Office equipment lease	10,036.94	14,000.00	10,000.00	716.40	650.94	585.48	1,952.82	8,047.18	19.53
268-000.00-942.100	Records storage	280.40	300.00	300.00	23.98	23.98	23.98	95.92	204.08	31.97
268-000.00-956.000	Conferences and workshops	10,804.45	15,500.00	15,000.00	1,980.99	4,206.59	556.16	8,835.99	6,164.01	58.91
Other services and charges		521,612.22	521,800.00	537,950.00	43,957.97	45,945.83	40,056.94	193,044.55	344,905.45	35.89

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	AUG 2019	SEPT 2019	OCT 2019	10/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Capital outlay										
268-000.00-976.000	Building improvements	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	0.00	28,000.00	28,500.00	0.00	0.00	0.00	0.00	28,500.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	21,031.05	0.00	31,500.00	0.00	0.00	0.00	0.00	31,500.00	0.00
268-000.00-990.000	Furniture	14,049.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		35,080.05	43,000.00	70,000.00	0.00	0.00	0.00	0.00	70,000.00	0.00
Net - Dept 000.00 - treasury		236,702.32	(10,000.00)	(92,100.00)	(191,384.29)	(210,233.32)	(186,592.97)	2,071,660.77	(2,163,760.77)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,130,757.03	3,165,632.00	3,142,439.00	141,905.48	16,362.49	23,949.07	3,062,547.30	79,891.70	(2,249.36)
TOTAL EXPENDITURES		2,894,054.71	3,175,632.00	3,234,539.00	333,289.77	226,595.81	210,542.04	990,886.53	2,243,652.47	(2,249.36)
NET OF REVENUES & EXPENDITURES		236,702.32	(10,000.00)	(92,100.00)	(191,384.29)	(210,233.32)	(186,592.97)	2,071,660.77	(2,163,760.77)	(2,249.36)

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2019	ORIGINAL	2019-20	AUG 2019	SEPT 2019	OCT 2019	10/31/2019	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	32,511.28	30,000.00	27,000.00	2,251.34	4,156.18	0.00	9,011.74	17,988.26	33.38
269-000.00-664.500	Unrealized gain (loss) on investments	22,698.30	6,000.00	(4,500.00)	4,320.73	(817.68)	0.00	3,594.75	(8,094.75)	(79.88)
Interest income										
		55,209.58	36,000.00	22,500.00	6,572.07	3,338.50	0.00	12,606.49	9,893.51	56.03
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	3,794.30	0.00	2,000.00	461.55	598.75	193.95	1,569.60	430.40	78.48
269-000.00-665.229	Raising a Reader in Novi Sponsors	5,050.00	1,000.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,847.20	1,000.00	1,000.00	97.22	0.00	50.00	147.22	852.78	14.72
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	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	12,163.50	2,500.00	5,500.00	1,452.30	311.40	440.33	3,004.03	2,495.97	54.62
269-000.00-665.233	Technology Library Revenue	5,300.00	500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	93.85	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
Donations										
		28,248.85	6,500.00	17,000.00	2,011.07	910.15	684.28	4,720.85	12,279.15	27.77
Supplies										
269-000.00-742.229	Raising a Reader Expense	3,923.81	0.00	4,000.00	396.31	31.35	168.37	918.92	3,081.08	22.97
269-000.00-742.230	Collections/Materials Expense	1,617.58	2,000.00	2,000.00	27.35	0.00	22.52	49.87	1,950.13	2.49
269-000.00-742.231	Buildings/Ground/ Furniture Expense	4,859.00	500.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	10,753.58	15,000.00	3,000.00	0.00	269.71	0.00	269.71	2,730.29	8.99
269-000.00-742.233	Technology Library Expense	23,211.99	2,000.00	5,000.00	834.55	466.38	(916.20)	384.73	4,615.27	7.69
269-000.00-742.234	Undesignated Misc	245.75	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.236	Staff Recognition	1,695.10	0.00	2,500.00	800.99	0.00	0.00	957.31	1,542.69	38.29
Supplies										
		46,306.81	21,500.00	31,500.00	2,059.20	767.44	(725.31)	2,580.54	28,919.46	8.19
Capital outlay										
269-000.00-976.044	Auto Lending Library	32,750.00	0.00	34,750.00	0.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	15,634.61	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-976.046	Makerspace Renovation	20,108.71	0.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
Capital outlay										
		68,493.32	0.00	43,750.00	0.00	0.00	0.00	0.00	43,750.00	0.00
Net - Dept 000.00 - treasury										
		(31,341.70)	21,000.00	(35,750.00)	6,523.94	3,481.21	1,409.59	14,746.80	(50,496.80)	
Fund 269 - LIBRARY CONTRIBUTION 269:										
TOTAL REVENUES										
		83,458.43	42,500.00	39,500.00	8,583.14	4,248.65	684.28	17,327.34	22,172.66	(41.25)
TOTAL EXPENDITURES										
		114,800.13	21,500.00	75,250.00	2,059.20	767.44	(725.31)	2,580.54	72,669.46	(41.25)
NET OF REVENUES & EXPENDITURES										
		(31,341.70)	21,000.00	(35,750.00)	6,523.94	3,481.21	1,409.59	14,746.80	(50,496.80)	(41.25)
TOTAL REVENUES - ALL FUNDS										
		3,214,215.46	3,208,132.00	3,181,939.00	150,488.62	20,611.14	24,633.35	3,079,874.64	102,064.36	
TOTAL EXPENDITURES - ALL FUNDS										
		3,008,854.84	3,197,132.00	3,309,789.00	335,348.97	227,363.25	209,816.73	993,467.07	2,316,321.93	
NET OF REVENUES & EXPENDITURES										
		205,360.62	11,000.00	(127,850.00)	(184,860.35)	(206,752.11)	(185,183.38)	2,086,407.57	(2,214,257.57)	

11/11/2019		BALANCE SHEET FOR CITY OF NOVI	
		As Of 10/31/2019	
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		(176,413.95)
268-000.00-017.000	Investments - Pooled		4,328,355.43
268-000.00-018.000	Cash on hand		1,000.00
268-000.00-020.000	Current taxes receivable		53,873.50
268-000.00-040.050	Accounts Receivable - BSA MR		6,591.00
268-000.00-040.400	Prepaid expenditures		214.38
	Total Assets		4,213,620.36
*** Liabilities ***			
268-000.00-202.000	Accounts payable		41,601.06
268-000.00-259.702	Accrued liabilities-tax		5,000.00
268-000.00-276.400	Deposit for Cafe		500.00
	Total Liabilities		47,101.06
*** Fund Balance ***			
268-000.00-390.000	Fund balance		2,101,253.14
	Total Fund Balance		2,101,253.14
	Beginning Fund Balance		2,101,253.14
	Net of Revenues VS Expenditures		2,065,266.16
	Ending Fund Balance		4,166,519.30
	Total Liabilities And Fund Balance		4,213,620.36

Fund 269 - LIBRARY CONTRIBUTION 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	33,351.78	
269-000.00-017.000	Investments - Pooled	1,657,554.12	
	Total Assets	1,690,905.90	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	72.52	
	Total Liabilities	72.52	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,564,246.11	
269-000.00-390.230	Fund Balance Collections/Materials	36,560.99	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	54,614.28	
269-000.00-390.232	Fund Balance Programming	29,396.44	
269-000.00-390.233	Fund BalanceTechnology Library	(8,731.24)	
	Total Fund Balance	1,676,086.58	
	Beginning Fund Balance	1,676,086.58	
	Net of Revenues VS Expenditures	14,746.80	
	Ending Fund Balance	1,690,833.38	
	Total Liabilities And Fund Balance	1,690,905.90	

**DECEMBER
ANNIVERSARIES**



- **DAVID SILBERMAN – Information Services** **10 YEARS**
- **EMILY BRUSH – Information Services** **4 YEARS**
- **SHANNON O’LEARY – Information Services** **4 YEARS**

STATE AID FY2020

The new state aid rates have been computed for FY2020, no change in per capita this disbursement year and will total \$12,067,700. Per capita breakdown of \$.39708 for direct and indirect state aid to public libraries. Cooperative per capita of \$.397080 and a density payment of \$7.94 per square mile.

The FY2020 Public Library Annual Report/State Aid Application report will be available for submission from October 1, 2019 and close on February 1, 2020. Payments will be processed as follows: 1st 50% payment will be made after your state aid/annual report is reviewed. The remaining 50% will be paid after July 1, 2019. Please note that state aid reports are reviewed in the order that they are received. Reviews and first payments will begin after February 1, 2020

For a complete listing of the State Aid to Public Libraries Application Process, please visit the Library of Michigan website at:

https://www.michigan.gov/documents/libraryofmichigan/State_Aid_to_Public_Libraries_Application_Process_544008_7.pdf

Thank you!

Kathy Webb
State Aid/Penal Fines
Library of Michigan
P.O. Box 30007
Lansing, MI 48909

Email From: American Library Association

Date: November 1, 2019

Dear Julie,

Thank you for signing the petition opposing Macmillan Publishers' library eBook embargo. The American Library Association knows that restricting library eBooks will negatively impact readers like you and will make it nearly impossible for libraries to fulfill their central mission - equitable access for all.

That's why it's so important that readers like you add your voices to those of the library community. We are exploring all possible avenues to ensure that libraries can do their jobs of providing access to information for all, without arbitrary limitations that undermine libraries' abilities to serve their communities.

To learn more about getting involved in library advocacy, visit lovelibraries.org.

Thank you again,

American Library Association

#eBooksForAll
ALA American Library Association

**Tell Macmillan Publishers that
you demand #eBooksForAll**

America's libraries are committed to promoting literacy and a love of reading with diverse collections, programs and services for all ages. Libraries are invested in making sure millions of

people can discover and explore new and favorite authors through digital and print collections. Downloadable content and eBooks are often many reader's front door to accessing material at their local library.

But now one publisher has decided to limit readers' access to new eBook titles through their libraries.

Beginning November 1, 2019, Macmillan Publishers allows libraries—no matter the size of their city or town—to purchase **only one copy** of each new eBook title for the first eight weeks after a book's release.

This is personal.

This embargo limits libraries' ability to provide access to information for all. It particularly harms library patrons with disabilities or learning issues. One of the great things about eBooks is that they can become large-print books with only a few clicks, and most eBook readers offer fonts and line spacing that make reading easier for people who have dyslexia or other visual challenges. Because portable devices are light and easy to hold, eBooks are easier to use for some people who have physical disabilities.

Here's the truth: Limiting access to new titles for libraries means limiting access for readers like you. Macmillan is the only major publisher restricting public libraries' ability to purchase and lend digital content to their communities. Before the embargo took effect, we collected 160,000 signatures from readers who urged Macmillan not to go through with their plan. And we delivered these signatures in person to CEO John Sargent. Sadly, he did not listen.

The American Library Association and libraries across the country ask you to oppose Macmillan's embargo and amplify our message by signing this petition.

We also ask you to share your experiences with the embargo now that it is in effect. Screenshot your waitlist and share your story on the #eBooksForAll hashtag about how the embargo is impacting your community.

We must have #eBooksForAll!



New Café Start-up Costs (as of November 15, 2019)

Bill-8hrs.
Joe-6hrs.
Keith-36hrs.

50 total staff hours \$1,100.00

All surfaces were hand washed. All walls and ceiling were re-painted.
Chair fabric was re-stapled to bottom of chairs.
All counters were scrubbed clean,
All counters and sinks were re-caulked.
The inside bottom of 3 cabinets were painted white due to wear of finish.
All sinks and faucets were thoroughly scrubbed and sanitized.
Floors were scrubbed twice by Keith and once by Cintas.
The security gate was hand scrubbed and rinsed.
All light globes were removed and washed.
1-bag of debris was left behind by Mr. Bernstein.

Supply Costs

4- Cans Easy Off Oven cleaner- \$23.88
1-Tube clear silicone- \$5.37
1- "J" Bend sink trap- \$12.64
Approx. 1 gallon of floor stripper used from stock- \$10.00

Total material cost - \$51.89

Cinta's wall and tile cleaning \$3,212.86

Waste can for Café public area \$13.97

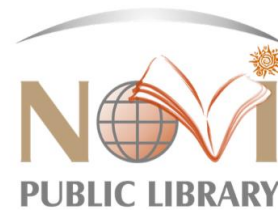
Rich Osterman Electric for new gate location in main lobby \$750.00

Wayfair stools (3) for small counter \$109.48

Legal Fees December 2018 – September 2019 pertaining to contract/café name \$5,934.50

Total Expenses to Date: \$ 11,172.70

July 2018 - June 2019 Annual Report



INFORM.

INSPIRE.

INCLUDE.

Our Community



Our Leadership



**President
Melissa Agosta**



**Vice President
Craig Messerknecht**



**Treasurer
Geoffrey Wood**



**Secretary
Kat Dooley**



**Trustee
Tara Michener**



**Trustee
William Lawler**



**Trustee
Torry Yu**



**Student Rep.
Tarun Tangirala**



**Student Rep.
Mahek Nasser**

Possibility Lives In **YOUR** Public Library



This past year, the opportunities for library guests to engage in new spaces, check out expanded collections and enjoy culturally rich programs were endless. The energy in the Library was awe-inspiring!

A lot of time was spent connecting with residents to gain feedback on how to move forward and improve our services, collections, programs and resources, in order to develop a new strategic plan for 2019-2022. Over 600 residents participated in surveys and focus groups. Because of community support, the Library Board and Staff have a wonderful set of goals to guide the Novi Library over the next 3 years. Though just a guideline, the plan allows for flexibility to continue to hear the ideas and suggestions that come daily from our residents.

In the spring of 2019, Novi Library was awarded EXCELLENT status by the Library of Michigan for completing QSAC (Quality Services Audit Checklist). We are currently one of two libraries out of over 400 public libraries to hold this recognition. We proudly thank our Novi Community for the continuous support and choosing to make library service an integral part of your daily lives.

If you have not had a chance to drop in and see all the exciting things happening at **YOUR** Novi Library, I welcome you to visit. The staff and I want to Inform, Inspire and Include you in all that is happening at NPL!

Julie Farkas
Library Director

GET CONNECTED



2,568
Newsletter Subscribers



3,183
Facebook Followers



novilibrary.org
248-349-0720



2,234
Twitter Followers



763
Instagram Followers

Our Mission

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

ACCOMPLISHMENTS AND MILESTONES

- **Unveiled** Business Resource Center and kiosk (Oct)
- **Achieved** 100% proficiency of staff with new CARL system (Jan)
- **Completed** LED conversion project (Feb)
- **Presented** "Life of David Barr" by Novi Historical Commission (March)
- **Achieved** EXCELLENT status for QSAC (Library of Michigan) (March)
- **Launched** Volunteer Fair event for residents (April)
- **Improved** teen volunteer registration process and handbook (May)
- **Expanded** "Experience Culture" programs: Mexico, India, Romania, Nigeria, Poland, Puerto Rico
- **Expanded** partnerships with City of Novi, Feed the Need (Rotary), NCSD, WLCSD, Fox Run and NLA
- **Developed** a new customer service training process for staff



iCube Makerspace Grand Opening - June 2019

LOOK OUT FOR NEXT YEAR...

- Lending Library Kiosk at Lakeshore Park
- Additional equipment added to the iCube Makerspace
- Library cards given to NCSD employees and students, Walled Lake Students and the City of Novi's employees
- Technology and security upgrades

STATISTICS

857,854 items checked out	4,328 library cards issued
488,788 Library guest visits	1,426 Read Box items borrowed
753 meeting room rentals	471,596 App visits
17,195 meeting room guests	294 volunteers
4,854 Teen Space visits	310 Raising a Reader participants
835,303 computer logins	2,502 Summer Reading participants
75,595 program participants	



TOTAL SPONSORSHIPS

\$10,050 raised in program and event sponsorships
\$2,750 in-kind donations
\$30,696 The Friends of the Library donations for programs, technology and furniture



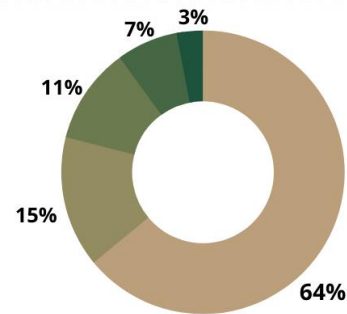
GRANTS

\$618 Arts and Humanities Touring Grant



LIBRARY EXPENDITURES

Personnel/Benefits (64%)	\$1,850,347.02
Collections/Online Resources/Catalog (15%)	\$428,588.08
Utilities/Maintenance/Building/Grounds (11%)	\$323,779.89
Programming/Marketing/Training (7%)	\$214,233.49
Supplies/Equipment/Technology/Furniture (3%)	\$77,106.23
TOTAL EXPENDITURES	\$2,894,054.71



11/2019

Awning/Main Entrance – 1st draft proposed drawing

This is the first version that was proposed and discussed with Charles Boulard (Dept. Head for Community Development – City of Novi) Kevin Pierce (Fire Marshall – Novi Fire) and Andy Copeland (Novi Fire). A meeting is scheduled for November 19th to discuss further changes/edits based on building code and fire code needs. No cost estimates have been submitted at this time.



Library Van Wrap Proposed Design as of November 8, 2019

Novi Library - Transit Wrap 1 - 002	11/8/2019
File Name	Date





Adult Programs



Enjoy some holiday shopping while supporting local small businesses at our Shop Small® Pop-Up Market on **Saturday, November 30 from 10am-2pm.**

Make a purchase at any of our vendors and be entered to win a gift basket!

Teen/Tween Programs

What's Happening at NPL...

Library Closures

The Library will be closed:

Wednesday, November 27

(closing at 5pm)

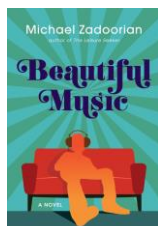
Thursday, November 28

Friday, November 29

We will reopen on Saturday, November 30 at 10am.



2019 Community Reads



In its 10th year and going strong with more than 700 readers annually, the Neighborhood Library Association (NLA) again will host [A Community Reads](#). As part of the NLA, we have partnered with the libraries of Lyon Township, Northville District, Salem-South Lyon District, Wixom and Walled Lake City Library to host a variety of book discussions and programs leading up to a special author presentation with Michael Zadoorian on [Wednesday, November 13 at 7pm](#) at the Novi Public Library.

Only 50 seats are left for this event! [Click here to register.](#)

Copies of the book are available on the new book kiosk on the 1st floor.

We Want to Hear from You!



BeTWEEN the Pages Tween Book Club

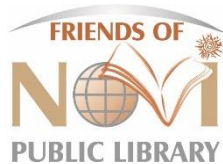


Join
TAB
TEEN ADVISORY BOARD

Teen Space
Mon-Fri, 2-5pm

Youth Programs

Give Thanks to Nature



YOU ARE CORDIALLY INVITED TO A
Friends Fall-gathering

An opportunity to see Novi Public Library's new creative space

**Sunday, November 17
from 3-4pm**

Cider and donuts will be served. Friends members who would like to attend, please respond by: November 7 to 248-869-7213 or dbrataniec@novilibrary.org.

Not a member of the Friends and want to attend this event? Join for as little as \$10 for an individual membership. For more information on how you can join, [click here](#).

Novi Community



In the spring of 2020, the Library will be installing a Lending Library Kiosk at Lakeshore Park. We value feedback and invite Novi residents to take a few minutes to let us know how we can best serve you in this new location.

[Please click here to take a brief survey.](#)

Café Grand Re-Opening



On October 23, we held a ribbon cutting ceremony for the Grand Re-Opening of the Café. We cannot

thank enough the Novi Community School District and Chartwells for partnering with us to bring such great quality food and service to the residents of Novi!



Café Hours

Monday-Thursday: 7am-7:30pm
Friday: 7am-5pm
Saturday & Sunday: 9am-5pm



Check out our newest [Beyond Books episode](#), where Julie and

Dana give a tour of the iCube Makerspace!

Highlight On: Creative Kits

Put your creativity to work! Each Creative Kit contains a self-guided make and take experience that appeals to the beginner and experienced! There are Creative Kits for:





NCSD Parent/District Mental Health Collaborative Dialogue Meeting

When: Monday, November 4 from 6:30-7:30pm

Where: Educational Services Building, 25345 Taft Rd., Novi, MI 48374 (in the Middle Meeting Room)

Contact: Melissa Matson at melissa.matson@novik12.org



Addicted to Movies, Not Drugs

Who: Teens in grades 7-

12

When: Monday, November 4 at 10pm - Tuesday, November 5 at 6am

Where: Emagine Novi, 44425 W. 12 Mile Rd., Novi, MI 48377

[Tickets are \\$15, includes four movies, popcorn, pizza and soda and can be purchased here.](#)



Reminder!
Yard Waste Collection Deadline for the City of Novi is the week of November 25!



Help Needed!

ESL Book Club -

If you have a passion for reading and helping others

learn English, please volunteer to lead for our ESL book club! The book club reads one book over an 8 week period, and meets for 1.5 hours once per week.

Brush Lettering, DIY Gift Boxes and Bags, Card Making, Bottle Cap Magnets, Drawing and Sketching, Comic Art, Journal Kit, Paper Circuitry, and Zentangle. The Creative Kits are located just outside the iCube door and are to be used only in the iCube Makerspace.

The Creation Kits are "GREEN" level usage. Green meaning it can be used without supervision for the **Do It Yourself** projects.

Creative Kit Drop-In Workshops

Zentangle - Thursday, November 7 from 6:30-8pm

Card Making - Thursday, November 14 from 6:30-8pm

Hand Lettering - Saturday, November 23 from 3:30-5pm

iCube Hours

Mondays, 3:30-5:30pm & 6-8:30pm

Wednesdays, 10am-1pm

Fridays/Saturdays (Alternating), 10am-12pm & 2-5:30pm

Sundays, 12-5:30pm

Additional staff hours may be available. Please call the Library to inquire for each week.



Play Library Board Bingo and win prizes!

Play on Facebook

Step 1: Follow our [Facebook](#) page.

Step 2: Every Monday starting November 4, we will post a question. In the comment section, guess which Board Member we are referring to, and if you're correct, you could win a prize!

Get a Bingo Card

Teaching experience preferred, but not required. Please contact Shannon O'Leary at soleary@novilibrary.org for more information.



Telegu and Hindi Translation -

Can you read and write in more than one language? NPL is seeking assistance translating a document into Telugu and Hindi.

If you are interested in volunteering your time for help with this project, please contact Shannon O'Leary at soleary@novilibrary.org.

Step 1: Come to the Library starting November 4 and grab a Library Board Bingo Card from the Circulation Desk.

Step 2: Follow our [Facebook](#) page and watch for the Monday question. When you get 3 Board Members in a row, across or on the diagonal, bring your card back to the Library to get entered into a raffle to win a prize!

Happy Halloween from your friends at NPL!



Ring in the New Year with History and Food!



We know how busy the holiday season can get, so mark your calendars now! Celebrate 65 years of Diamond Jim Brady's Bistro at A Bistro Experience with Mary

Brady on **January 6, 2020, at 10:30am or 7pm.** Learn about the history of the restaurant and take part in a food-tasting, presented by Mary Brady, owner and Certified Executive Chef.

Registration is required for the [10:30am program](#) or the [7:00pm program](#).

Novi Public Library |      | novilibrary.org
45255 W. Ten Mile Road
Novi, MI 48375

A BISTRO EXPERIENCE



WITH MARY BRADY



**MONDAY,
JANUARY 6
10:30AM & 7:00PM**

Celebrate 65 delicious years with Diamond Jim Brady's Bistro Bar! Join us for a presentation and food-tasting experience you won't soon forget, with owner and Certified Executive Chef by the American Culinary Federation, Mary Brady.



*Mary Brady, Certified Executive Chef by the American Culinary Federation (left) with managing partner and Executive Chef, Sharon Juergens (right)

Registration Required.

Novilibrary.org



248-349-0720 PUBLIC LIBRARY

45255 W. Ten Mile Rd., Novi, MI 48375

Information Technology Report by Barbara Rutkowski – October

General

- The Information Technology Staff closed 31 Help Desk tickets.
- The 3D Committee printed 12 objects for patrons.
- Dominic and Barb attended the TLN Technology Forum which had sessions on:
 - Essential Cybersecurity Practices
 - The Library's Role in Addressing the Future of Personal Data on the Internet
 - Accessibility and Library Websites
 - Planning Effective Library Spaces for Modern Technology

iCube

- 1,630 guest visits since June 22, 2019
- 10 tours
- "On The Road" branded objects were created for this year's outing



- Demonstrations were given on:
 - Laser engraver
 - Adobe Creative Suite
 - FastFoto scanner
 - Wacom Tablet
 - Cricut/Silhouette vinyl cutters
 - Cassette/vinyl/VHS conversion
 - Creative Kits
- Classes presented by Talent Team and Staff:
 - Basic 3D Design with TinkerCad
 - Python Basics
 - Orizomegami (Japanese art of paper dyeing) using Creative Bug tutorials

Upgrades

- Routine updates were installed on staff and public workstations.
- Articles covering training subjects were added to the wiki.

Training

- IT Staff held 27 patron sessions:
 - 9 VHS to MP4/DVD
- 18 Tech Time patron sessions – topics included:
 - RBDigital magazines
 - Copy CD with Roxio
 - Kindle Fire/Libby
 - Windows 10
 - iPhone tips
 - Using the FastFoto scanner
 - Using the Muse laser engraver
 - Using GIMP photo editor

- Laptop/email privacy settings
- Scanning and editing photos
- Setting up YouTube account
- iPad tips
- Internet basics/navigation
- Google Cloud
- Kindle Paperwhite/eBooks
- Movie Maker
- General Window tips
- IT Staff held 6 staff sessions:
 - Using the iCube vinyl cutter
 - Using the iCube laser engraver
 - Using the iCube 3D Carving Machine
 - Using the Virtual Reality equipment
 - Using the 3D printer

Facilities Report by Keith Perfect (September and October)

In the past two months the Facilities Department has closed 28 Facilities tickets, 194 Meeting Room Requests and has updated 629 Periodic Maintenance tickets.

A rebuilt HVAC Air Handler motor that was swapped out was returned to us from vendor.

Some leftover topsoil from planters was used to fill in the trip hazards around the Electric Vehicle Charging Station.

Joe has been working diligently on the sorting of unused library shelving in the mechanical room.

3-additional tables were added to the I-cube room.

All space heaters at each location/staff office, desk, were checked for dust bunnies and were cleaned out and made safe to use.

A fire drill was held and the building evacuated nicely; A fire inspection was done by NFD and we have passed as usual.

2-Back-up power supply's at the Circulation desk received new batteries and should be good for the next 2-3 years.

12- emergency lights received two new batteries each.

An additional power outlet was added to the café kitchen by vendor.

Beautiful new trash containers were purchased for the building in public areas and meeting rooms.

Keith, April, Maryann and Julie attended Emergency Operations Center (EOC) training provided by the city.

The fall clean-up outside has been initiated by vendor.

A large load of hazardous waste, (batteries, used electronics and light bulbs) was dropped off at the City of Novi Hazardous Waste pickup day.

A few pieces of unused metal furniture was taken to the metal recycling dumpster at the DPW yard.

A large delivery of copy paper was placed in the second floor storage room.

4- cartons of carpet tiles were ordered for use in the building for replacements as needed. These should be a very close match to what is in the building.

2- Stop Valves under the first floor men's room left hand sink were re-built with new seals at the time the faucet was replaced.

Due to the use of a dry powder fire extinguisher in the I-Cube room, the room was closed to the public for a few hours to allow for a thorough cleaning of all equipment, tables, chairs and carpet.

The City of Novi removed the Novi Special racecar from the building. Library Design installed new carpet where the platform used to be and the rest of the carpet in that area was cleaned by Keith.

Leaves were cleaned up from the receiving area ramp and outside of main entrance by Keith and volunteer.

From Bill Bembeneck (Facilities) to Library Staff

I would like to report that we had no violations in our fire inspection this morning. This was probably the most thorough inspection we have had. The inspectors were pleased with how our building looked. All paper work was in order and we are set until 10/2020. Thank you for keeping aisle-ways clear and all your efforts in keeping our building free from fire hazards.

Information Services Department Report by April Stevenson - October

News and Notes

- The Information Services Department offered 120 programs.
- We are debuting a new ultra high-def blu-ray collection, and a blu-ray international collection.
- Mary presented a poster at the MLA Annual Conference on Artist Trading Cards.
- Shannon presented at MLA Annual Conference on how to start an International collection.
- Kathleen and Emily visited Hickory Woods Elementary to provide two sensory story times for their SXI students and their ASD students, and to give some tips to the Media Specialist.
- Rae taught a self-defense class to staff.
- David demonstrated 3D printing to two Novi schoolteachers.
- Lindsay is currently surveying teens to solicit feedback and input on a Teen Stop redesign. Novi Middle School added our survey to their Schoology pages.
- We held our annual school thank you breakfast on Monday, October 7th.
- We held our third annual 1,000 Books Before Kindergarten party.
- We had two 5th grade classes visit us for lunch, presentation, and scavenger hunt, around 60 students plus teachers and parents.
- Our International Collection is now holdable.
- April, Hillary, and Shannon attended the Café's Re-Grand Opening.

Conferences, Workshops & Webinars

- Library Journal/Zoobean webinar, 5 Reasons Why Winter is the Next Summer - Kathleen
- YALSA and the LOM Transforming Teen Services Train the Trainer Cohort 2 training session in Chicago – Lindsay
- The Surveilled Child – Kirsten
- Emerging Technology: Library 2.019 mini-conference - Mary
- Mad about Middle Grade Booklist Webinar – Lindsay
- Technology Forum – Charlie
- Lessons from Model Makerspaces - Sarah
- Front Desk Safety and Security Workshop – Jessie and April
- Michigan Library Association annual conference; Gail, Hillary, Kirsten, Shannon, Mary, Jessie.

IS Staff Out & About

- Gail visited the Sikh Heritage Banquet showcasing Sikh heritage. The event recognized the 550th anniversary of Guru Nanak, cultural traditions, an emphasis on community outreach, and interfaith understanding.
- Shannon hosted a library table at the Novi Japan Fest.
- Mary attended the eContent Users Policy Committee meeting.
- Lindsay met with the new Community Volunteer Service Coordinator at the Novi High School to share information about volunteer opportunities for high school students at the library.
- Gail did her On the Road program with 55 attendees visiting Lansing, with stops to the Michigan Historical Museum, Michigan Princess Riverboat cruise, MSU Broad Museum, and downtown Howell.
- Shannon did a presentation at Novi Woods Elementary for ESL Parent's Night.

- Hillary attended the American Business Women's Association October meeting and was initiated into the chapter.
- Lindsay attended the TLN Performer's Showcase to view potential performers for the summer reading program.
- Shannon attended the Japanese Saturday School Open House and received a box of free Japanese books.
- Emily did 23 story times @ ECEC (Oct. 7-31), visited Novi Woods Montessori (3 story times) (Oct. 1), KinderCare (2 story times) (Oct. 3), Little Birds Montessori (1 story time) (Oct. 10).
- Hillary attended several business events; Friday Coffee, HealthQuest Physical Therapy, and KureSmart Pain Management, plus an Ambassador meeting.

Adult Programs & Displays

- Business Blender – 60
- Family Game Night – Jeopardy – 14
- Trash or Treasure – 132
- Listen @ the Library – 160
- Side Hustle Panel – 17
- International Film Night – 4
- Author's Live Luncheon – 137
- On the Road – 55
- Fall Evening Concert – 120
- Introduction to Cameo – 7
- Battle of the Books Informational Meeting – 5
- Picky Eaters and Problem Feeders – 6
- Historical Commission Northville Psychiatric Hospital – 111
- Transforming Dreams to Start-up – 5
- Exciting Story of the Novi Special - 43
- Our Feature Collection included "Scare Yourself Silly" titles.
- Business Kiosk displayed books on starting side hustles, the gig economy, part-time/temporary jobs, and home businesses/freelancing.

Tween/Teen Programs & Displays

- Tween Advisory Board – 2
- Python Programming Basics – 9
- Tween Cupcake Decorating - 75
- The Teen Stop Display featured young adult books recognizing horror, mystery, and thriller fiction. The display also recognizes TeenTober, a new, nationwide celebration hosted by libraries to celebrate teens, promote year-round teen services and the innovative ways teen services helps teens learn new skills.

Youth/Family Programs & Displays

- Countries and Cultures Crafts – 14
- Mini-Masterpiece – 17
- 3rd Annual Raising a Reader Celebration – 60
- Intro to TinkerCad – 13, 13
- Halloween Magic Show - 215
- Our Youth Feature Display was "Orange You Glad It's October" featuring books with orange covers.

- Our Youth DVD Display featured Spooky/Halloween themed movies.



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 364

of logs received to date: 1,397

of paper logs submitted this month: 7

of online logs submitted this month: 22

of books read this month: 2,900

100 Books – 364

600 Books – 99

200 Books – 227

700 Books – 85

300 Books – 172

800 Books – 75

400 Books – 126

900 Books – 70

500 Book – 115

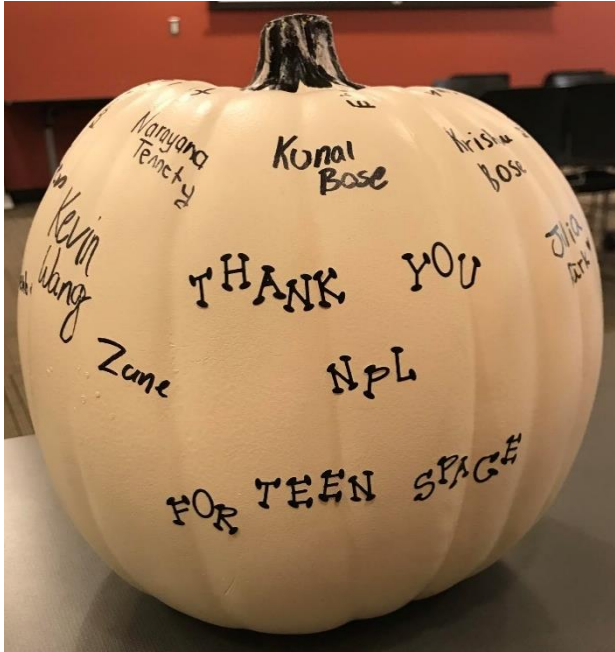
1000 Books – 64



iCube class in-session!



Mary's poster session for MLA Conference: Artist Trading Cards.



Pumpkin signed by Teen Space students.



Teen Space Halloween Party.



Story Time!

ON THE ROAD TO LANSING UPDATE

Enjoyed a great day on our On the Road trip to Lansing. 10/18/19 8am-5:30pm

We started with a bus ride to the Michigan Historical Museum. Tote bags with upcoming event flyers, maker space promotional flyer, bottled water and snacks were included. The self-guided tour lasted 1 ½ hours and was enjoyed by all. Our next stop was the Michigan Princess Riverboat Cruise, where we had a Thanksgiving style turkey dinner with all the trimmings, as well as a live band. We then visited the Michigan State University Broad Museum, named best design by Architectural Digest. Some “loved it!” Most agreed that the exterior was beautiful, but the art was quite “bizarre”. (Definitely a unique experience) We humorously credited/blamed our director, MSU Alum, Julie Farkas for this stop. 😊

Our final stop was to Howell, MI where everyone shopped and had the option of a beverage from Mainstreet Winery or a dessert from M-Street Bakery. More than half opted for the huge delicious shakes at the bakery. The bus ride back to Novi included fun Q & A games and raffles. Prizes included glassware, mugs, t-shirts, and totes which represented creations from our new ICube Makerspace station.

53 Guests x \$89= \$4717

- Bus: \$795
- Riverboat cruise and dinner: \$2214
- Michigan History Museum: \$212
- MSU Broad Museum: \$0
- M-Street Bakery: \$233.20
- Mainstreet Winery: \$75.26
- Bus snacks & water: \$25.92
- Prizes and giveaways: \$47.60
- Bus Driver tip \$50
- Total \$3652.98**

Profit: \$1064.02





Support Services Department Report by Maryann – November

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Attended a Lending Library Introduction class on October 23rd.
- Attended a TLN SASUG meeting remotely on October 24th.
- Completed a three week training program for our new 18-hour Clerk.

TLN SASUG (Shared Automation System Users Group) Update

- Discussion and research continues for automatic renewal of patron accounts.
- The Patron Type Subcommittee is continuing to investigate a possible reduction of “other” patron types and other thresholds.

Circulation & Shelvers

- Circulation staff are working on the NCSD elementary student card registration campaign.
- Read Boxes were emptied on October 30th.
- Working on FY 19-20 Goals.

Tech Services

- Interviews for a 23-hour Clerk will be held November 6th and 7th.
- Completed the following projects: creating the Bluray UHD collection.
- Working on the following projects: re-labeling of Youth Readers, creation of the International Bluray collection, and cleanup of CARL migration catalog errors.
- Working on FY 19-20 Goals.

Statistics (October 2019)

- **Library Cards Issued: 1,511**
- **Items Checked Out: 68,084**
- **Items Interloaned for NPL Patrons: 5,132 (99 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,711 (143 through MeLCat)**
- **Items Added to the Collection: 1,469**
- **Items Discarded from the Collection: 1,686**
- **Novi School's Card Registration: 2**
- **MAP Checkouts: 1**
- **Read Boxes:**
 - **4 Weekly Deliveries**
 - **13 Adult Items Circulated**
 - **241 Youth Items Circulated**
- **Outreach:**
 - **11 Facilities Visits / 101 Items Checked Out**
 - **6 Book Discussions / 105 Items Provided**

Support Services Statistics 2019-2020													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	432	1,331	454	1,511									3,728
Items checked out	82,118	77,766	68,074	68,084									296,042
Items borrowed	5,468	4,818	4,568	5,132									19,986
Items loaned	4,019	3,605	3,614	3,711									14,949
Read Boxes	527	342	235	254									1,358
MAP Checkouts	11	22	4	1									38
Novi School's Card Registration	12	32	6	2									52

	October 2019	October 2018		October 2019	October 2018
Library cards issued	1,511	354			
Total checkouts	68,084	68,276	READ Boxes	Adult 13	0
				Youth 241	0
Items borrowed	TLN 5,033	4,986		Total 254	0
	MeL 99	71			
	5,132	5,057			
Items loaned	TLN 3,568	3,519			
	MeL 143	114			
	3,711	3,633			

May 1 through October 30, 2019 was our seventh season of Read Box Service in Novi. Lakeshore park was closed this summer for renovations, but Pavilion Shore Park was used as an alternative, and Rotary and ITC Parks were used as well. ITC park proved to be the most used with Pavilion Shore coming in a close second.

Read Box Totals May 1 - October 30, 2019

	2019	2018
Adult	261	159
Youth	1,844	1,065
Total	2,105	1,224

*****Increase in number is due to ongoing card campaigns**

Self-Check Totals 2019-20 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	82,118	49.34%	40,521	8,183	6,697	4,137	7,921	12,192	1,391
August	77,766	45.46%	35,354	7,261	5,722	3,201	7,037	10,749	1,384
September	68,074	45.33%	30,855	7,136	4,737	2,972	6,172	8,837	1,001
October	68,084	43.42%	29,561	6,782	4,521	2,742	5,872	8,654	990
November			0						
December			0						
January			0						
February			0						
March			0						
April			0						
May			0						
June			0						
FYTD	296,042	45.89%	136,291	29,362	21,677	13,052	27,002	40,432	4,766

Library Usage									
2018-2019 Fiscal Year					2019-2020 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	49,562	4,656	54,218	1,807	July	37,288	4,188	41,476	1,383
August	36,668	4,163	40,831	1,317	August	31,987	4,304	36,291	1,251
September*	39,587	3,619	43,206	1,600	September*	43,711	3,783	47,494	1,696
October	39,602	3,400	43,002	1,387	October	33,571	4,205	37,776	1,219
November	35,017	3,177	38,194	1,364	November				
December	27,557	3,022	30,579	1,092	December				
January	30,059	3,237	33,296	1,110	January				
February	30,380	3,228	33,611	1,200	February				
March	34,270	3,804	38,074	1,228	March				
April	32,766	3,519	36,285	1,251	April				
May	30,631	3,424	34,055	1,261	May				
June	34,967	3,500	38,467	1,326	June				
FYTD Total	421,069	42,749	463,818	1,329	FYTD Total	146,557	16,480	163,037	1,382

* Counter was unavailable 9-28 and 9-29

Computer Logins											
2018-2019 Fiscal Year						2019-2020 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,256	70,042	1	73,299	2,443	July	2,599	76,972	6	79,577	2,653
August	2,869	55,316	3	58,188	1,877	August	2,304	62,034	4	64,342	2,076
September	2,552	59,641	2	62,195	2,304	September	2,194	71,569	9	73,772	2,732
October	3,242	83,123	1	86,366	2,786	October	2,603	85,278	1	87,882	2,835
November	2,511	73,548	0	76,059	2,716	November					
December	1,977	62,202	0	64,179	2,292	December					
January	2,426	59,867	0	62,293	2,076	January					
February	2,387	62,768	0	65,155	2,327	February					
March	2,706	71,829	2	74,537	2,404	March					
April	2,492	68,634	1	71,127	2,453	April					
May	2,480	62,519	1	65,000	2,407	May					
June	2,447	74,450	8	76,905	2,652	June					
FYTD Total	31,345	803,939	19	835,303	2,393	FYTD Total	9,700	295,853	20	305,573	2,590

Early Literacy Workstation Usage							
2018-2019 Fiscal Year				2019-2020 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,092	22,924	20	July	996	20,235	20
August	946	19,856	20	August	844	16,206	19
September	870	17,049	19	September	684	12,146	17
October	848	16,301	19	October	695	12,191	17
November	765	16,183	21	November			
December	654	12,676	19	December			
January	771	15,823	20	January			
February	696	14,967	21	February			
March	817	17,047	20	March			
April	841	17,047	21	April			
May	688	12,618	18	May			
June	807	16,342	20	June			
FYTD Total	9,795	198,104	20	FYTD Total	3,219	60,778	18

Technology Training Sessions 2019-20 Fiscal Year

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	Laser Engraver	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Patrons
Jul		8					5	5	20	12	50	
<i>guests</i>		8					5	5	20	12		50
Aug		8					10	5	5	10	38	
<i>guests</i>		8					10	5	5	10		38
Sep		5		5			7	10		6	33	
<i>guests</i>		5		5			7	10		6		33
Oct		9		7			6	9	9	6	46	
<i>guests</i>		9		7			6	9	9	6		46
Nov											0	
<i>guests</i>												0
Dec											0	
<i>guests</i>												0
Jan											0	
<i>guests</i>												0
Feb											0	
<i>guests</i>												0
Mar											0	
<i>guests</i>												0
Apr											0	
<i>guests</i>												0
May											0	
<i>guests</i>												0
Jun											0	
<i>guests</i>												0
Sessions	0	30	0	12	0	0	28	29	34	34	167	
<i>Guestss</i>	0	30	0	12	0	0	28	29	34	34		167

2019-2020 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	831	289	1,293	31,261	184	207	1,148
August	755	249	1,782	41,248	202	172	986
September	831	287	1,601	36,349	211	213	1,558
October	907	286	1,727	38,520	232	333	1,678
November							
December							
January							
February							
March							
April							
May							
June							
FYTD Total	3,324	1,111	6,403	147,378	829	925	5,370

2019-2020 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,257	1,765	5,022	79
August	3,410	1,613	5,023	88
September	3,286	1,427	4,713	117
October	3,476	1,456	4,932	100
November				
December				
January				
February				
March				
April				
May				
June				
FYTD Total	13,429	6,261	19,690	384

Meeting Room Rentals					
2018-2019 Fiscal Year			2019-2020 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	49	1,235	July	35	458
August	56	1,367	August	86	1,067
September	76	1,696	September	47	1,020
October	74	1,372	October	60	1,225
November	64	1,709	November		
December	59	1,347	December		
January	45	1,071	January		
February	71	1,669	February		
March	70	1,325	March		
April	63	1,683	April		
May	62	1,227	May		
June	64	1,494	June		
FYTD	753	17,195	FYTD	228	3,770

Friends of the Novi Public Library
Meeting of the Board of Directors
August 14, 2019

Present: Marilyn Amberger, Carol Bauer, Marge Bixby, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Carol Neumann, and Dana Brataniec, Library Liaison.

Absent: Lin Giglio, Karen Schubert.

Call to Order: Sue Johnson called the meeting to order at 6:55 p.m.

Minutes of the June 12, 2019 Meeting: Evelyn Cadicamo. One correction needed to be made as Julie Farkas was referred to in the Minutes as the “Librarian” and her title should have been “Library Director.” My apologies.

Two questions were posed upon reading the Minutes; one had to do with the upholstered bench in the lobby foyer. We will need to put a different kind of bench in the foyer, one that has arms, in order to accommodate people who need some form of assistance in order to stand. This new bench will not be upholstered and it is assumed it would be some kind of wooden bench with arms. The second question concerned the café. We were informed that at the Library Board meeting negotiations were underway with a projected opening in September. An agreement was in the works. With those questions being answered motion was made by Carol Hoffman to accept the Minutes as written and seconded by Marge Bixby. Motion carried 7-0.

Presentation: At this point, Sue Johnson, together with Lindsay Gojcay, invited our two summer interns to step forward in order that we might present them with their checks. Lindsay gave us some background information on the program stating that we had a lot more people using our programs this year; attendance was up and indeed, we had volunteers that finished the program, which delighted everyone. Sue then presented Krithika Malayarasan and Nadia Morman-Williams with their checks.

Treasurer’s Report: Marilyn Amberger. Marilyn stated that we are doing “very well.” She further stated that “with two checking accounts we could ‘juggle’ things back and forth; and savings and CDs are both pretty hefty.” We are in good shape!

Income	\$4,081.82	CF CD	\$10,542.34
Expenses	<u>4,586.87</u>	CF Checking	12,018.54
Overall Total	\$ -505.05	Vibe Checking	7,101.79
		Vibe Savings	<u>11,005.83</u>
		Total Bank Accts.	40,668.50
		Start Up Fund	<u>100.00</u>
		Overall Total	\$40,768.50

Sue contributed some clarification on the Cash Flow statement in that the \$3,700 for the Book Nook covered a period of five weeks. Because of the way the calendar ran, the last week of the year (even if it is a couple of days) is shifted into the new year.

Carol Bauer made a motion to accept the Budget and Financial Statements as presented and Carol Neumann seconded. Motion passed 7-0.

Library Liaison: Dana Brataniec. Dana had a few questions regarding Kaleidoscope, the tri-fold brochure, library activities, use of the logo as well as reminder notices that Christina used to send out. She also inquired about the newsletter and when it is mailed. Sue explained a few of the procedures and gave a little more information on the job she will be doing at the library and with the Friends.

Book Nook: Carol Hoffman. We have had a tremendous month! The children's books sale is coming to an end; the new feature will be art books as well as vintage novels. Also featured will be sets of vintage books on display in the showcase. These items will be available until the end of August.

Membership: Sue Johnson. Sue just said that it is "doing okay." "It's like pulling teeth sometimes."

Presentation to the Library Board, July 25th: Sue Johnson told us the presentation went very well and it was well appreciated.

By-laws: Sue Johnson. Sue let us know that we never voted on the By-laws change regarding the treasurer. We officially ratified the change made so that the treasurer can succeed her/himself for no more than three consecutive terms. Marilyn then informed us that this would be her last year as treasurer!

Operating Agreement: Sue Johnson asked if we had read through the Agreement. A few changes were discussed. The conclusion reached was that if the change doesn't alter the meaning, we would let the language stand. Making a statement sound better would not be worth re-writing the whole document. This Agreement will be reviewed every two years and it does put all of us on a level playing field. Motion was made to approve the Operating Agreement as written by Carol Neumann. It was seconded by Carol Hoffman. Motion carried 7-0.

Senior Event – November 17, 2019: Sue Johnson. Since Sue emailed each of us with the idea of a senior event in November, and got a positive response, we will go ahead and plan for a low-key happening. The Friends would host this event in the Library that would bring seniors in our community as well as the residents of Fox Run, The Rose, Walton Woods, and the Senior Center. Right now ideas being circulated are: Open Book Nook; do a make-and-take possibly in the i-Cube; make a Christmas card; have a scavenger hunt. We would serve wine and dessert. We will talk more about decorations, donors, etc. Our thrust for this event is, of course, membership. Our thinking is that it would be nice to do this so we do not have to skip a year without a function. This would keep our members wanting to come to events at the library.

There being no further business, motion was made to adjourn by Marilyn, and seconded by Carol Hoffman. Motion passed 7-0.

Sue announced that there will be no September meeting as she will be on a cruise. **Our next meeting will be October 9, 2019.**

Respectfully submitted,
Evelyn Cadicamo



NOVI HISTORICAL COMMISSION MINUTES
Wednesday, September 18, 2019 7pm
Novi Library History Room

Call to Order: 7:00pm

Attendance: Kathy Crawford, Rachel Manela, Kim Nice, Tammy-Lee Knopp, Kelly Kasper

Introductions of guests: Betty Lang (Library Liaison), Kathy Mutch, Mark Adams

Approval of Agenda: ALL APPROVED

Approval of Minutes- August 2019: ALL APPROVED

Treasurer's report -Kim Nice

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2019/2020 Fiscal Year			
	BUDGET	EXPENDITURES	
		Through September 18, 2019	
Display Cabinet Exhibit	\$ 900	\$ (85.08)	
Marketing/Brochures/Engage	\$ 1,200	(133.77)	
Equipment/Supplies/Office	\$ 1,200	\$ (20.90)	
Program/Speaker Fees	\$ 1,800	\$ (100.00)	
Storage Unit	\$ 2,500	\$ -	
Acquisition	\$ 500	\$ -	
Conference/Continuing Education	\$ 2,500	\$ (275.92)	
Special Projects	\$ 3,400	\$ -	
Villa Barr			
Photography			
Veterans Sign			
Oral Histories			
Villa Barr Book Sales YTD		\$ 40.00	
Total:	\$ 14,000	\$ (575.67)	\$ 13,424

ALL APPROVED

Communications: A Richard Simmons Joke for Betty from a fellow Librarian



NOVI HISTORICAL COMMISSION MINUTES
Wednesday, September 18, 2019 7pm
Novi Library History Room

Library Liaison Report, Betty Lang

Be sure to keep stats and email Betty Lang the number of people you have in the room

Local History Room Office Hours

Mon. Oct. 7th 12-2pm: Tom Alexandris **Monday 10/21 6-8pm: Kelly Kasper**

Mon. Nov. 4-12-2pm: Rachel Manela **Monday 11/18 6-8pm: Kelly Kasper**

“Novi Special” Fall Program, Betty Lang

Do we want to set up a table to promote the commission?

Wed. Oct. 30th at the Civic Center 7pm

Kim Nice – Will put the board together and can sit with the table.

Mark Adams - Historic photos

An idea to expand the reach to a larger audience to request material.

Proposes doing a story in one of the Detroit Newspapers

How do the people get the photos to us?

Send the release and return envelope to the person and request it back?

Mark is willing to volunteer time and be involved in the process.

Walled Lake: 3-4 Walls within/near walled Lake

Provided copies of some written histories referencing the walls

Showed some photos of an arrow head collection collected around Walled Lake

Will bring in his material on Pavilion Shore/Walled Lake to scan

Mark will contact Tammy-Lee about donating his material

Discussion items:

• **Memorial sign options**

Robertson brothers in charge of the construction site on the Austen property had envisioned a ‘motor city markers’ type of sign. They are willing to accept and pay for whatever we decide/design.

Sign will be in the center of new property

Sewah Studios – Sign Company

<https://sewahstudios.com>

We will develop a sub-committee of 3-4 commission members to develop the sign options and



NOVI HISTORICAL COMMISSION MINUTES
Wednesday, September 18, 2019 7pm
Novi Library History Room

- **10/5-10/6 Toll Gate Pumpkin Fest 11am-5pm**
Kelly will be there on the 5th Tammy-Lee will be there both days
50 Flyers printed for our events
- **Wreaths across Novi Kelly**
We need to set a price point
Who do we want to buy wreaths from? Begonia Brothers, Glenda's...?
13-14in wreath
Committee for Wreaths
Kim Nice: Speak with Begonia Brothers
Kelly Kasper: Scouts
Kathy Crawford:
Date of event Nov 23rd/24th
Committee: Friday Oct. 4th in the Local History Room at 3:30
- **Veterans Memorial**
On hold for now
- **Villa Barr presentation at Meadowbrook Commons 11/4 1pm**
Kathy Crawford will be giving the presentation
Kim will help with selling the Book
- **Historical sights Brochure Tom/Dhara**
On Hold for now.

Tammy-Lee Request for Petty Cash

To print a blow up version of a map of Novi to find historic home locations
\$5-7 from Petty Cash
Vote: ALL APPROVED

BACK BURNER PROJECTS

Narratives and PP for Walled Lake Amusement and David Barr

Novi Rd. Cemetery Sign- Removal and update



NOVI HISTORICAL COMMISSION MINUTES
Wednesday, September 18, 2019 7pm
Novi Library History Room

HISTORICAL COMMISSION PROGRAMS -2019/2020

9/19 Guernsey Farms Dairy 106 people signed up to attend
10/24 Northville Psychiatric Hospital about 50 people signed up
1/23 The 19th Century Evolution of Football Jim Craft
2/27 Guardians of Detroit-Architecture of the Motor City
3/26 Women of the 1913 Copper Miners' Strike
4/23 The Yankee Air Museum

Old Business:

Storage Unit move to Corrigan

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Cabinet MANAGER

NEW BUSINESS/Other Business

None

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: Wednesday, October 16, 7pm

Adjourn: 8:30pm



NOVI HISTORICAL COMMISSION

Wednesday, November 20, 2019 7pm
Novi Library History Room

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

Library Liaison Report Betty Lang

Mon. 11/18-6-8pm Kelly
Mon. Dec. 2-12-2 _____ 12/16 6-8pm _____
"Novi Special" Fall Program...wrap up Betty

Discussion items:
Wreaths across Novi..placement Nov. 23 Kelly & Kim
By Laws/Procedures
Veterans Memorial
Historical sights Brochure Tom
Goals and Projects for next year...brain storm

BACK BURNER PROJECTS
Novi Rd. Cemetery Sign- Removal and update
Memorial sign options sub-committee
Storage Unit move to Corrigan

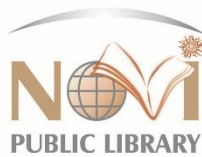
HISTORICAL COMMISSION PROGRAMS -2019/2020
10/24 Northville Psychiatric Hospital wrap up
1/23 The 19th Century Evolution of Football Jim Craft
2/27 Guardians of Detroit-Architecture of the Motor City
3/26 Women of the 1913 Copper Miners Strike
4/23 The Yankee Air Museum

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Kim Nice
Ideas for new displays
Status of fixing sliding door

NEW BUSINESS/Other Business
WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: **Wednesday**, DECEMBER 18, 7pm

Adjourn



Library Board Calendar

2019

November 20	Library Board Regular Meeting
November 27	Holiday –Library closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
November 29	Library Closed
December 18	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 9	Budget Planning Session
January 21	Budget Planning Session
January 23	Library Board Regular Meeting & Approval of Budget
February 19	Library Board Regular Meeting – change of date; held at Library
March	National Reading Month
March 26	Library Board Regular Meeting
April 4-11	Money Smart Week
April 12	Holiday – Easter, Library Closed
April 19-25	National Library Week
April 23	Library Board Regular Meeting
May 1	Library Closed – Staff In-Service Day
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
July 4	Library Closed – Independence Day
July 5	Library Closed
July 23	Library Board Regular Meeting
August 13	Community Reads Launches
August 15	Summer Reading Finale
August 27	Library Board Regular Meeting

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