

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, May 23, 2019
at 7:00 p.m.
City of Novi – Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Melissa Agosta
- 2. Roll Call by Secretary, Bill Lawler
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda1-5
- 5. Consent Agenda
 - A. Approval of Regular Meeting Minutes6-12
 - B. Approval of Claims and Warrants 13-15
- 6. Correspondence
 - A. Thank you email from Sundara Rajan re: chess tournament at library, April 22, 2019 16
 - B. Thank you card by Novi Incubator, April 30, 2019..... 16
 - C. Thank you card by Staff at ECEC – NCSD, May 9, 2019.....17
- 7. Presentation/Special Guest
 - A. None
- 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 – April 2019 18-19
 - A. Grant award letters from Michigan Humanities to Lindsay Gojcaj, Librarian..... 20-21
- 10. President's Report (Melissa Agosta)
 - A. 2018-2019 Library Goals22
 - B. 2018-2019 Goals Update (July, October, January, April)N/A
 - C. Accept Nominations and Vote of Officers for 2019-2020
Offices: Vice President, Treasurer and Secretary

D. Appointment of Chair to the following committees:

- Policy
- HR
- Finance
- Events/Marketing/Fundraising
- Strategic Planning
- Building/Landscaping
- Bylaw

11. Treasurer's Report

- A. 2018-2019 Library Budget Fund 268..... 23-25
- B. 2018-2019 Contributed Fund Budget 26926
- C. Library Fund 268 Expenditure & Revenue Report..... 27-30
- D. Contributed Fund 269 Expenditure & Revenue Report31
- E. Balance Sheets for Funds 268 and 269 32-33
- F. City of Novi is requesting a 4th quarter amendment to library financials, information will be provided at the May 23, 2019 meeting.

12. Director's Report..... 34-71

- A. Information Technology Report 72-73
- B. Facilities Report73
- C. Information Services Report..... 74-78
- D. Support Services Report79
- E. Library Usage Statistics 80-88
- F. Friends of the Novi Library – April 10, 2019 minutes, May 8, 2019 agenda 89-93
- G. Novi Historical Commission – May 15, 2019 agenda 95

13. Committee Reports

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

(Michener–Chair, Dooley)

- Board approved revised policy manual on June 22, 2017; committee will begin review work in fall 2019.

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

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

- Staff satisfaction and strategic planning survey on hold until further notice.

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

(Agosta- Chair, Messerknecht, Lawler)

- Craig Messerknecht and Director Farkas met with the library's attorney on Friday, November 30, 2018, to discuss the library's options for an endowment/foundation. The attorney is currently gathering information relevant to the start-up (policies, bylaws, costs, etc.).
- As of January 14, 2019: Director contacted the library attorney for updates to the discussion on November 30, 2018. Attorney is still working on investigating start-up costs, policies, bylaws, etc.; As of February 20, 2019: No update from Attorney; As of March 19, 2019: No update from Attorney; April 18, 2019: No update from the Attorney.
- As of Monday, May 6, 2019: Spoke to attorney about the new draft for Friends MOU and endowment information. She was going to be getting back to me with further information.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Michener – Chair, Agosta, Wood)

1. Library Board Member Bingo Idea
 - April 27th: Volunteer Fair – Yu, Messerknecht
 - April 30th: Equity, Diversity & Inclusion webinar – Dooley (w/Farkas and Dominick), Michener (remote)
 - May 2nd State of the City Address – Michener, Agosta, Lawler, Messerknecht, Dooley
 - May 13th: Meet Your Elected Officials – Messerknecht, Michener

E. Strategic Planning Committee: Annual review of current plan

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

- April 26th: Committee met to finalize the 2019-2022 Strategic Objectives based on data and public feedback sessions. The committee has a recommendation for the Library Board to consider. See full report by Kat Dooley under the Director's Report.....X

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- Novi Special Race Car – City Council approved the budget and moving of the car from the Library. Director had a meeting with Rob Petty to discuss costs that were quoted for shelving to be moved, security gates to be moved and carpet to be replaced in order for the library to be fully-functional again as car is moved. No time frame for this project to begin as of yet, more data needs to be collected. As of May 14, 2019: No report.
- Library Café – May 1st: committee met with attorney and Mr. Bernstein to discuss the close out plans for his current lease. Lease will expire on June 1, 2019. Mr. Bernstein plans to move most of his owned equipment out during the Memorial Day weekend. Mr. Bernstein was reminded that the library is not open on Sunday, May 26th and 27th. Library Administration has processed the deposit check that will be returned to Mr. Bernstein in the amount of \$500 as of June 1, 2019. A notice and thank you was placed in the library's May and June e-newsletters regarding the café lease coming to an end for Mr. & Mrs. Bernstein. May 15th: Trustee Wood joined a conference call with Julie Farkas, library attorney and possible new tenant to discuss agreement language. The agreement will not be ready for board review for the May and possibly June meetings. Still questions need to be investigated. Director Farkas and Trustee Wood believe the café could be vacant through the summer based on the time still needed for negotiations. On the good side, this will give the library plenty of time to clean, fix and prep the café space for the possible new tenant. Planned timeframe for new café is fall 2019.
- Grounds– A 1 year contract (April 2019 - December 2019) for lawn services was signed with Brien's Lawn care. Spring cleaning has been completed, weed killer and fertilizer has been applied. Mulch is expected to be installed before the

Memorial Day holiday. The City of Novi installed some new bushes in the islands (at no cost to the library).

- iCube Makerspace – the date for the grand opening has been moved to Saturday, June 22nd at 10:30am due to timing of receiving new technology in the building, installation of furniture, staff training, and policy/procedure development. We found we needed a few more weeks in order for the space to be optimal for public use. The Friends of the Library were given an overview of the space at their May 8th meeting by Mary Robinson and an additional \$2,500 was granted to the library by the Friends for more technology purchases. HUGE thank you to the Friends.
- Lending Library Kiosk – As of May 14th Rob Petty, City of Novi reports: the Lakeshore Project will go to City Council for approval on May 20th. The tentative timeline is for shovels to go quickly into the ground in June 2019 and substantial park completion planned for December 2019. The recommendation is for the kiosk to be planned for installation in late spring 2020 with an opening planned around June 1, 2020 (10th birthday of the library). This allows for the final punch list and landscaping in the park to be completed and launches the start of summer programming in the park as well as summer reading 2020 for the library.
- LED Lighting – As of Tuesday, May 15th we have experienced a lighting issue with a large section of LED bulbs on our 2nd floor southwest corner. Calls have been put in to our lighting vendor and our lighting consultant to trouble shoot why such a large bank of lights have failed. Right now we are placing fluorescent bulbs back in the sections to provide some lighting for patrons until a solution can be found. We are not sure if this a faulty bulb or ballast inconsistency with the new bulbs.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.

14. Public Comment

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

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

15. Executive Session: Attorney client privileged communication

16. Matters for Board Action

- A. 2019-2022 Strategic Objectives (1st review submitted by Strategic Planning Committee).....35
- B. Approve iCube Public Policy (2nd draft, Attorney reviewed)..... 38-40
- C. Approve Sick Leave Policy Revised (2nd draft, has been reviewed by City HR Dept.) 41-42
- D. P22: Customer Service Policy (1st draft).....43
- E. P13: Unattended Children (1st draft, Attorney reviewed).....46-47

F. P11: Rules of Conduct (1st draft, Attorney reviewed).....53-57
 G. B4: Meeting Room Rental and Use (1st draft, Attorney reviewed).....62-69
 H. B8: Social Media (1st draft, Attorney reviewed).....70-71
 I. Approve 4th quarter library financials provided at the May 23, 2019 meeting

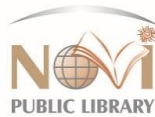
17. Adjourn

Supplemental Information:

- Library Calendar96

Future Events:

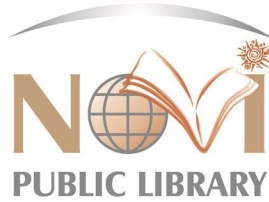
- May 26th & May 27th: LIBRARY CLOSED
- June 9th: Summer Reading Program Kick-off Party 1:00-4:00pm, Novi Library
- June 10th – August 17th: Summer Reading Program
- June 12th: Friends of Novi Library Regular Meeting – 7:00pm, Novi Library
- June 16th: LIBRARY CLOSED
- June 19th: Historical Commission Regular Meeting – 7:00pm, Novi Library
- June 22nd: iCube Makerspace Grand Opening – 10:30am – 11:30am, Novi Library
- June 27th: Library Board of Trustees Regular Meeting – 7:00pm, City of Novi



Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
April 25, 2019**

DRAFT

1. Call to Order

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

2. Roll Call by Secretary, Bill Lawler

Library Board

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

Student Representatives

Mahek Nasser, Student Representative (departed at 7:23 pm)
Tarun Tangirala, Student Representative (departed at 7:23 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. A trustee requested to add an Update on the Café under item **12. H. Directors Report**

1st—Melissa Agosta
2nd—Bill Lawler

The motion passed unanimously.

5. Consent Agenda

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

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

1st – Geoffrey Wood
2nd – Torry Yu

The motion passed unanimously.

B. Approval of Claims and Warrants 576

A motion was made to approve the Claims and Warrant 577.

1st – Geoffrey Wood

2nd – Melissa Agosta

The motion passed unanimously.

6. Correspondence

A. Thank you email from Mayor Bob Gatt – Re: QSAC Excellent Level

B. Thank you email from Joslen Letscher, Fox Run Resident – Re: QSAC Excellent Level

C. Thank you letter & certificate from Novi Comm. Coalition – RE: Pinwheel Project

D. Invitation from Jeffrey Herczeg, Director of Public Works – Re: 10 Mile Road Study

E. Thank you letter from Catherine Bruder, Library Patron – Re: QSAC Excellent Level

F. Thank you email from Celia Morse, The Library Network – Re: CARL acquisitions

A trustee was pleased that a TLN representative visited the Novi Library in an effort to make improvements. Director Farkas was pleased that TLN values the Novi Library staff's feedback and is thankful for Maryann Zurmuehlen and Kristin Abate contributions.

7. Presentation/Special Guest

A. Barb Rutkowski, Head of Information Technology – Department Update

President Michener introduced Barb Rutkowski, Head of Information Technology. Ms. Rutkowski was thankful to be invited to the Board Meeting, and updated the Trustees on the activities that have been happening in the IT Department this year. Ms. Rutkowski provided details on Upgrades, 3D Printing, Virtual Reality and Current Projects that the IT Department has been enthusiastically committed to. Discussion regarding the Apple/Mac survey took place.

8. Public Comment

Mr. Jason Michener, a resident of Novi of 16 years expressed a sincere thank you to all of the Library Board Members. Additionally, Mr. Michener expressed appreciation to spouse, Tara Michener, who has served the Library Board with dedication for five years and exemplifies the Library Motto of Inform. Inspire. Include.

9. Student Representatives Report

The Student Representative Report can be found on page 20.

A. Grant Award Letter from Tim Gleisner, Dept. of Education

The Novi Public Library received a grant check for \$250.00 to support the Adult Mini Battle of the Books program that will be conducted in 2019.

10. President's Report (Tara Michener)

A. Special Tribute from State of Michigan

Special Tribute to the Novi Public Library can be found on page 22. This Tribute is signed by State Representative, Kathy Crawford and State Senator, Jim Runestad.

B. Congratulatory letter & certificate from Randy Riley, State Librarian – Re: QSAC Excellent Level

Discussion took place about the QSAC Excellent Level and the Board appreciates the dedication and hard work of the staff and the Director. Director Farkas is grateful for Librarian, Jessie Schenk's commitment to the QSAC.

C. 2018-2019 Library Goals

Goals can be found on page 25 of the April 25, 2019 Library Board packet.

D. 2018-2019 Library Goals Update (July, October, January, April)

Updates are marked in red on pages 26-44.

E. Election of 2019-2020 Library Board Officers

Trustee Lawler explained the procedures to appoint new Library Board officers. Also, Trustee Lawler distributed a paper ballot for the Trustees to vote on a President for the Library Board. A question was asked if a Trustee can fulfill two roles and Trustee Lawler clarified that a Trustee could only serve one position. Trustees decided to continue with the meeting to allow Trustee Lawler to tabulate the votes. A final decision will be announced at the end of this meeting. The election of the President was the only position voted on at this meeting.

11. Treasurer's Report (Melissa Agosta)

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

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Library Fund 268 Budget can be found on pages 45-48 of the April 25, 2019 Library Board packet.

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

B. 2018-2019 Contributed Fund Budget 269

The 2018-2019 Contributed Fund 269 Budget can be found on page 49 of the April 25, 2019 Library Board packet.

- The 2018-2019 Contributed Fund 269 budget calls for revenue of \$39,500.00 and expenditures of \$164,700.00 consuming \$125,200.00 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report

The Library Fund 268 Expenditure and Revenue Report can be found on pages 50-52 of the April 25, 2019 Board packet.

- Revenue ending March 31, 2019 was \$3,038,827.
- Expenditures ending March 31, 2019 was \$2,082,819.

D. Contributed Fund 269 Expenditure & Revenue Report

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 53 of the April 25, 2019 Library Board packet.

- Revenue ending March 31, 2019 was \$56,927.
- Expenditures ending March 31, 2019 was \$85,126.

E. Balance Sheets for Fund 268 and 269

The Balance Sheet for Funds 268 and 269 can be found on pages 54 and 55 of the April 25, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of March 31, 2019 was \$2,858,931.69.
- Ending Fund Balance for Fund 269 as of March 31, 2019 was \$1,679,229.36.

12. Director's Report

The Director's Report can be found on pages 56-68 of the April 25, 2019 Library Board packet.

Staff members celebrating anniversaries in May are:

- Gail Anderson – Adult Programming Coordinator – 3 years
- Amy Markus - Support Services Clerk – 2 years
- Allison Janicki – Support Services Clerk – 2 years

Director Farkas included information on the new Makerspace area in the Library, which will be called iCube, on pages 57 and 58. The team consists of Mary Robinson, Barb Rutkowski, April Stevenson, Katie Iversen and Director Farkas. A trustee asked if all ages were considered when gathering resources for the iCube concept. Director Farkas responded that all ages were considered when taking suggestions for the iCube.

- On pages 59-60 is a draft of the iCube Policy for the Library Board to review.
- On page 61-62 is the Revised Draft on the Sick Leave Policy for the Library Board to review. This includes a revision pertaining to compliance with State of Michigan 2018 Public Act 338 "Paid Medical Leave Act".
- On page 63 is the information for Meet Your Elected Officials. Discussion took place regarding potential opponents running against any of these elected officials. This program is not about campaigning; it is about the elected official's current goals.
- On page 64 -68 is information about public libraries and how they are strengthening their communities.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 69-70 of the April 25, 2019 Library Board packet. Pages 71-73 contains Barb Rutkowski summary about the Computers in Libraries Conference that she attended.

B. Facilities Report

The Facilities Report, created by Keith Perfect, can be found on page 74 of the April 25, 2019 Library Board packet.

C. Information Services Report

The Information Service Report is found on pages 75-78, prepared by April Stevenson. Raising a Reader has 290 active participants logging 100 books or more, 1,122 logs received to date and 25,000 books read this month.

D. Support Service Report

The Support Services report is found on page 79, prepared by Maryann Zurmuehlen. Over 85,000 items were checked out this past month. Read Boxes will be launched next week in ITC, Rotary and Pavilion Shore Parks. A Read Box will not be placed at Lakeshore Park because the park will be under renovation. A trustee asked if other communities in Novi are launching Read Boxes. Some of the elementary schools in Novi have already launched their own Read Boxes.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 80-88.

F. Friends of the Novi Library

N/A

G. Novi Historical Commission

Included on pages 85-89 are the February Minutes, March Minutes, and the Agenda for the April Meeting.

A trustee inquired about the opening date of the iCube. Director Farkas added that the tentative open house date is scheduled on the Library's 9th Anniversary, June 1.

H. Update on Café

Discussion took place regarding the Café. Director Farkas recently received a draft lease to review; this draft includes notes from the attorney. Additionally, Director Farkas emailed the current Café tenant regarding wrapping up their lease. Director Farkas will be contacting the Building and Grounds Committee to join her at the meeting with the current Café tenant.

Discussion took place regarding the Novi Special leaving the Library. Currently, there is no set time frame for the car departing the Library. This will free up about 200 square feet of floor space in the youth area.

13. Committee Reports

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

(Michener-Chair, Dooley)

- i. Board approved revised policy manual on June 22, 2017
- ii. President Michener recently met with members and plans to have a draft of recommendations in the near future.

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

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

- Staff satisfaction and strategic planning on hold until further notice.

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

(Agosta – Chair, Messerknecht, Lawler)

- i. Craig Messerknecht and Director Farkas met with the library's attorney on Friday, November 30, 2018, to discuss the library's options for an endowment/foundation. The attorney is currently gathering information relevant to the start-up (policies, bylaws, costs, etc.)
- ii. As of January 14, 2019: Director contacted the library attorney for updates to the discussion on November 30, 2018. Attorney is still working on investigating start-up costs, policies, bylaw, etc. As of February 20, 2019: No update from Attorney; As of March 19, 2019: No update from Attorney; April 18, 2019: No update from the Attorney.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Michener – Chair, Agosta, Wood)

1. Library Board Member Bingo Idea
2. Summer Reading Shirts were ordered for the Library Board Members

- i. April 9th: Volunteer Appreciation Breakfast – Michener, Messerknecht
 - Thank you to all of the Volunteers that generously donate their time to the Library. Guests enjoyed the presence of the dogs that are a part of the read to the dog program.
- ii. April 11th: Charlie LeDuff Author Event: Bill Lawler
 - Thank you to all that attended this lively event hosted by Detroit Native, Charlie LeDuff.

A Trustee thanked April Stevenson for attending Hickory Woods Elementary in a successful effort to reach out to the North End Walled Lake Schools.

E. Strategic Planning Committee: Annual review of current plan

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

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

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- As of April 20, 2019 – attorney is in contact with NCSD attorney and lease discussions are still underway. A list of library costs are being put together in order for work to be completed before new tenant can take ownership (file cleaning, painting, added electrical outlet, addition of 3 stools, gate switch in new location).
- LED project work is completed.
- As of April 20, 2019: Director had a meeting with Rob Petty to discuss Lakeshore Project on 4/16/2019. Information from Envisionware was presented to Rob on the site specifications/preparation. A meeting is scheduled with Rob Petty and the Envisionware Rep on 4/24/19.
- Novi Special Race Car – City Council approved the budget and moving of the car from the Library. Director had a meeting with Rob Petty to discuss costs that were quoted for shelving to be moved, security gates to be moved and carpet to be replaced in order for the Library to be fully-functional again as car is moved. No timeframe for this project to begin as of yet, more data needs to be collected.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

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

Discussion took place regarding Library Board Committee positions. Trustees agreed to submit to the President, via email or paper, their top three choices for committees they are interested in joining.

14. Public Comment

Novi resident, Mike Duchesneau, informed the Library Board that tonight's Library Board Meeting was not posted on the City's website. Mr. Duchesneau also commented on the Walled Lake, \$300 Million Bond Proposal that reduces taxes and provides money to improve schools. Additionally, Mr. Duchesneau is pleased about the Meet your Elected Officials Event scheduled at the Library. Lastly, Mr. Duchesneau positively reflected on the minutes regarding International Services Librarian, Shannon O'Leary.

15. Matters for Board Action

- A. iCube Public Policy (1st draft, pending attorney review)
- B. Sick Leave Policy Revised (1st draft, has been reviewed by City HR Dept.)

Trustee Michener requested time to look over the drafts.

Trustee Bill Lawler announced that the new President is Melissa Agosta.

16. Adjourn

A motion was made to adjourn at 8:08 p.m.

1st— Melissa Agosta

2nd—Geoffrey Wood

The motion passed unanimously.

Bill Lawler, Secretary

Date

Warrant 578	268 Accounts	May 2019	
Payable to	Invoice #	Account number	Amount
Amazon (03/22/19)		268-000.00-727.000	\$ 9.99
Global (04/02/19)		268-000.00-727.000	\$ 111.74
Quill.com (3/26/19)		268-000.00-727.000	\$ 1,144.33
Amazon	VR game for SRP	268-000.00-734.000	\$ 25.00
Envision ware (4/12/19)		268-000.00-734.000	\$ 575.00
Knight Technology Group		268-000.00-734.000	\$ 7,500.00
OCLC (03/31/19)		268-000.00-734.000	\$ 550.00
Telsystems (4/5/19)		268-000.00-734.000	\$ 5,228.00
Amazon (03/07/19)		268-000.00-734.500	\$ 77.28
TechLogic (04/19/19)		268-000.00-734.500	\$ 38.90
Telsystems (3/26/19)		268-000.00-734.500	\$ 403.00
Demco (04/30/19)		268-000.00-740.000	\$ 196.02
Global (04/17/19)		268-000.00-740.000	\$ 568.58
Library Design Associates, Inc.	teen stop chair seats	268-000.00-740.200	\$ 141.00
Amazon (03/08/19)		268-000.00-742.000	\$ 1,127.60
Barnes & Noble (3/19/19)		268-000.00-742.000	\$ 540.00
Brodart (3/21/19)		268-000.00-742.000	\$14,517.11
Center Point Large Print (3/25/19)		268-000.00-742.000	\$ 1,370.91
DK Agencies (03/26/19)		268-000.00-742.000	\$ 200.00
Gale Cengage (3/27/19)		268-000.00-742.000	\$ 1,620.83
Tsai Fong Books, Inc. (3/19/19)		268-000.00-742.000	\$ 246.14
Oak Park Library		268-000.00-742.100	\$ 31.00
Midwest Tape (2/13/19)		268-000.00-744.000	\$ 2,127.45
Overdrive (04/24/19)		268-000.00-744.000	\$ 5,238.36
Midwest Tape (3/06/19)		268-000.00-745.200	\$ 3,850.79
Graphic Sciences, Inc.		268-000.00-745.300	\$ 733.16
Spectrum (01/26/19)	4/1/19-4/30/19	268-000.00-801.925	\$ 46.13
Merchant Billing Statement		268-000.00-802.100	\$ 200.62
Rosati, Schultz, Joppich	services through 03/31/19	268-000.00-806.000	\$ 1,224.96
Rubbish		268-000.00-808.100	\$ 104.92
H&K Janitorial Service, Inc.	Cleaning	268-000.00-817.000	\$ 4,060.67
AT&T (3/22/19)		268-000.00-851.000	\$ 259.39
T Mobile (03/21/19)		268-000.00-851.000	\$ 260.68
Telnet (03/15/18)	03/15/19-04/14/19	268-000.00-851.000	\$ 375.57
Verizon (03/11/19)		268-000.00-851.000	\$ 416.35
The Library Network (03/29/19)		268-000.00-855.000	\$17,079.80
Demco (03/22/19)		268-000.00-880.000	\$ 591.18

Meijer (04/27/19)	Volunteer Fair	268-000.00-880.000	\$ 44.55
Municipal Web Services (4/5/19)		268-000.00-880.000	\$ 593.00
Sam's Club (04/08/19)	Volunteer Recognition Event	268-000.00-880.000	\$ 41.45
AccuCut (04/19/19)		268-000.00-880.268	\$ 44.00
Amazon (03/13/19)		268-000.00-880.268	\$ 105.77
Benito's Café (04/17/19)	Pizza & Pages Book Club	268-000.00-880.268	\$ 26.75
Bonefish Grill (04/17/19)	SRP	268-000.00-880.268	\$ 45.00
Brush, Emily		268-000.00-880.268	\$ 60.22
Demco (3/22/19)	SRP	268-000.00-880.268	\$ 144.84
Global (04/17/19)		268-000.00-880.268	\$ 135.01
Hobby Lobby (3/28/19)		268-000.00-880.268	\$ 50.93
Hockaday-Dennis, Yolanda	Teen Space	268-000.00-880.268	\$ 27.97
Meijer (04/06/19)	Snack Tales	268-000.00-880.268	\$ 20.96
Mutch, Kathleen	Novi Writers	268-000.00-880.268	\$ 100.00
Novi Parks and Recreation	Sizzling Summer	268-000.00-880.268	\$ 1,000.00
Old Road Dinner Train (04/25/19)	On the Road	268-000.00-880.268	\$ 274.75
Oriental Trading (3/27/19)		268-000.00-880.268	\$ 168.21
Rhode Island Novelty (3/21/19)		268-000.00-880.268	\$ 90.00
Sam's Club (04/24/19)	SRP	268-000.00-880.268	\$ 53.92
Scholastic (04/04/19)		268-000.00-880.268	\$ 158.33
Silberman, David	Reimbursement; Trivia Night	268-000.00-880.268	\$ 35.00
The Library Network (05/02/19)	Michigan Opera Theater Program	268-000.00-880.268	\$ (100.00)
Walmart	On the Road Program	268-000.00-880.268	\$ 40.39
Millennium Business Systems	2/8-3/7/19	268-000.00-900.000	\$ 816.68
Consumers Energy (05/07/19)	03/14/19-04/10/19	268-000.00-921.000	\$ 963.10
DTE	2/22-3/24/19	268-000.00-922.000	\$ 7,067.74
24/7/365 Inc.		268-000.00-934.000	\$ 1,550.00
Allied Eagle (3/27/19)		268-000.00-934.000	\$ 848.78
Amazon (03/21/19)		268-000.00-934.000	\$ 75.12
Cintas (04/19/19)		268-000.00-934.000	\$ 544.60
Dalton Commercial Cleaning Corp (4/8/19)		268-000.00-934.000	\$ 1,325.00
Home Depot (03/21/19)		268-000.00-934.000	\$ 68.64
Laforce (4/8/19)	Lock Latch	268-000.00-934.000	\$ 52.74
Lighting Supply.com (3/28/19)		268-000.00-934.000	\$ 66.84
Lyon Mechanical		268-000.00-934.000	\$ 3,815.01
TruGreen Commercial (4/7/19)		268-000.00-941.000	\$ 507.15
Millennium Business Systems		268-000.00-942.000	\$ 716.40
Corrigan Record Storage	4/01/19-4/30/19	268-000.00-942.100	\$ 23.98
Brewin, Linda	Grand Rapids Conference	268-000.00-956.000	\$ 191.15

Brush, Emily	Conference	268-000.00-956.000	\$ 103.41
Eventbrite	Next Nexus Seminar	268-000.00-956.000	\$ 15.00
Lang, Betty (3/28/19)		268-000.00-956.000	\$ 95.70
Rutkowski, Barbara (4/2/10)	Computers in Libraries	268-000.00-956.000	\$ 52.90
Sabolcik, Eva	workshop/seminar	268-000.00-956.000	\$ 68.32
Sam's Club	FOML Conference	268-000.00-956.000	\$ 341.87
The Library Network (04/22/19)	Adult Services Workshop	268-000.00-956.000	\$ 15.00
Petty Cash (Library Book Fines)		268-000.00-657.000	\$ 7.25
Petty Cash (Books)		268-000.00-742.000	\$ 10.58
Petty Cash (Programming)		268-000.00-880.268	\$ 98.16
Petty Cash (Building Maint.)		268-000.00-934.000	\$ 13.97
Petty Cash (Conferences)		268-000.00-956.000	\$ 37.12
TOTAL			\$95,445.72

Warrant 578	269 Accounts	May 2019	
Payable to	Invoice #	Account number	Account total
Amazon	Extension Cord Reel	269-000.00-742.233	\$ 5.55
Four Points Hotel	Four Points Credit for overcharge	269-000.00-742.232	\$ (69.99)
Steve & Rocky's	Programming; NLA Expenditure	269-000.00-742.232	\$ 140.00
TOTAL			\$ 75.56

Email to: April Stevenson, Head of Information Services
From: Sundara Rajan
Date: April 22, 2019

Hello Madam,

Our sincere thanks for your wonderful support! I couldn't express my gratitude in words. Our tournament received wonderful feedback from the chess community of Michigan.

Also, we received many accolades for the room arrangement. Please convey our sincere thanks to your facility department as well.

Thank You.

Sincerely,
Sundara Rajan

Date: April 30, 2019
Thank you card from: Novi Incubator

Dear Ms. Farkas,

From all of us here at the Novi Incubator, thank you so much for allowing us to have our own program at the Novi Public Library! We appreciate your prompt responses, and the opportunity to have the community hear about what we have been up to since the Macy's Launch through the panel. We would also like to thank you for the feature in the Engage magazine. We are so grateful for all of your help and advice, and hope to see you at The Hatch!

With much appreciation
The students of the Incubator

April 2019 Student Representative Library Board Report

By: Mahek Nasser and Tarun Tangirala

Programs:

The Coding the Future program took place on April 8th and 22nd. During these programs, participants in grades 3-8 were able to learn everything from basic concepts of coding to more advanced programming and were able to improve their coding literacy. (Attendance = 14 and 14)

The "5 Strategies to Lower Your Cost of College" program took place on April 16th. During this program, Mike Bink, Director of College Planning for Equivest Financial Advisors, presented a workshop that was designed to answer parents' biggest questions about college planning:

- Where can we get the most financial aid and scholarship money?
- What strategies are available to me if I make too much money to qualify for financial aid?
- How do student loans work?
- What colleges can we afford based on our personal resources?

(Attendance = 25)

The Tween Pizza and Pages Book Club took place on April 17th. Attendees read the book, *Flashback Four: The Lincoln Project*, by Dan Gutman. The purpose of this book club is to encourage tweens to read and also allow tweens to practice for the Battle of the Books program that the Library holds annually. (Attendance = 15)

Teen Space Update:

There were 240 attendees in Teen Space for the month of April. There was no Teen Space from April 1 through April 5 due to Spring Break. There was also no school on April 19th.

Total for 2018-2019 school year = 4,353

Teen Advisory Board Update:

The eighth Teen Advisory Board (TAB) Meeting took place on April 19th. At this meeting, members discussed and presented their ideas on improving the layout of Teen Stop. Members visited the room to get a visual of the space. Then, they shared their ideas as a group. (Attendance = 10)

Upcoming Programs:

A Universe of Stories Summer Reading Kick-Off – June 9th

Tie Dye Party – June 19th

Tween Pizza and Pages Book Club – June 26th



Members from the Tween Pizza and Pages Book Club showing off this month's title

Dear Lindsay,

Congratulations! Your Arts and Humanities Touring Grant for **Blast Off with Books! Magic of Reading Show has been approved!** Your **grant agreement** can be accessed by signing into the Michigan Humanities online grant application portal page. You may "sign" this agreement by typing in the name of your authorizing official and the date it was accepted. ***You do not need to print it and email or mail it back to us!***

You have been awarded \$158.00 that will be released to you upon successful completion and approval of the final report **due 30 days after the completion of your event.** The final report form will be located on your online grant application portal page. You will receive an email notification reminding you of when the report is due. *Please be advised, if you fail to submit a final report within 30 days after your event you will forfeit the above mentioned award.* If you have any questions please feel free to contact me.

Congratulations on your award! We appreciate the wonderful work you are doing in your community!

All my best,

Jennifer Rupp
Program Officer
Michigan Humanities
517-372-7770 x27

Dear Lindsay,

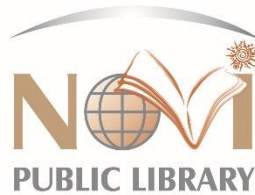
Congratulations! Your Arts and Humanities Touring Grant for **Adult Sensory Story Time has been approved!** Your **grant agreement** can be accessed by signing into the Michigan Humanities online grant application portal page. You may "sign" this agreement by typing in the name of your authorizing official and the date it was accepted. ***You do not need to print it and email or mail it back to us!***

You have been awarded \$87.00 that will be released to you upon successful completion and approval of the final report **due 30 days after the completion of your event.** The final report form will be located on your online grant application portal page. You will receive an email notification reminding you of when the report is due. *Please be advised, if you fail to submit a final report within 30 days after your event you will forfeit the above mentioned award.* If you have any questions please feel free to contact me.

Congratulations on your award! We appreciate the wonderful work you are doing in your community!

All my best,

Jennifer Rupp
Program Officer
Michigan Humanities
517-372-7770 x27



Inform. Inspire. Include.

6 Strategic Objectives
2013-2018

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

Library Goals
2018-2019

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

Approved: June 28, 2018

FINANCIALS

2019-2020 Library Budget 268 February 28, 2019		2017-2018 Audited	2018-2019 Amended 5/24/2018	2018-2019 End of Yr. 2/9/2019	2019-2020 Approved 2/28/2019
Revenues					
Account	Description				
403.000	Tax Revenue - Current Levy	2,621,897.57	2,729,513.00	2,724,019.42	2,827,689.00
403.001	Tax Revenue - Cnty Chargebk	3,337.31	2,000.00	2,030.64	2,000.00
403.002	Tax Revenue - Tx Tribunal	5,000.00	-1,000.00	-1,000.00	-1,000.00
403.003	Tax Revenue - Brownfield 2008	-222.62	-233.00	-233.00	-250.00
403.006	Tax Revenue - Brownfield 2015	-1,445.84	-3,000.00	-3,000.00	-3,000.00
420.000	Tax Reveune - C/Y Del PPT	-6,349.04	-5,500.00	-5,500.00	-6,500.00
567.000	State Aid	38,689.09	34,000.00	34,000.00	36,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00
657.000	Library book fines	55,449.41	62,000.00	64,000.00	58,000.00
658.000	State penal fines	112,141.45	100,000.00	115,794.64	113,000.00
664.000	Interest on Investments	53,643.17	36,000.00	46,000.00	53,000.00
664.500	Unrealized gain(loss) invest	-27,462.99	0.00	-10,000.00	-20,000.00
665.000	Miscellaneous income	15,402.89	15,000.00	14,600.00	15,000.00
665.100	Copier	1,841.45	1,500.00	1,600.00	1,600.00
665.200	Electronic media	0.00	50.00	0.00	0.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00
665.289	Adult Programming	8,748.33	3,000.00	4,500.00	3,000.00
665.290	Library Fundraising	0.00	0.00	0.00	4,000.00
665.300	Meeting Room	50,239.43	45,000.00	40,000.00	45,000.00
665.400	Gifts and donations	9,841.57	3,500.00	6,000.00	3,500.00
665.404	Novi Township Assessment	6,194.00	6,200.00	6,342.00	6,400.00
665.650	Library Café	5,613.63	5,000.00	4,200.00	5,000.00
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	2019-2020 Approved
		5/24/2018	6/30/2018	12/19/2018	2/28/2019	2/28/2019
Revenues						
Interest Income						
664.000	Interest on Investments	\$ 36,000.00	\$ 31,885.58	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	6,000.00	(12,758.73)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 42,000.00	\$ 19,126.85	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations						
665.046	Makerspace Renovation			2,000.00	2,000.00	2,000.00
665.230	Collections/Materials Revenue	\$ 1,000.00	\$ 619.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
665.229	Raising a Reader	1,000.00	-	5,500.00	5,500.00	5,500.00
665.231	Buildings/Ground/Furniture Revenue	6,000.00	6,564.79	1,000.00	1,000.00	1,000.00
665.232	Programming Revenue	17,000.00	18,391.18	5,500.00	5,500.00	5,500.00
665.233	Technology Library Revenue	5,500.00	3,320.00	1,500.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	500.00	1,320.99	500.00	500.00	500.00
TOTAL		\$ 31,000.00	\$ 30,215.96	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
TOTAL Revenues		\$ 73,000.00	\$ 49,342.81	\$ 39,500.00	\$ 39,500.00	\$ 39,500.00
Expenditures						
Supplies						
742.229	Raising a Reader			4,000.00	4,000.00	4,000.00
742.230	Collections/Materials Expenditures	\$ 2,000.00	\$ 317.49	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
742.231	Buildings/Ground/Furniture Exp	500.00	304.00	-	-	15,000.00
742.232	Programming Expenditures	20,000.00	18,316.54	3,000.00	3,000.00	3,000.00
742.233	Technology Library Expenditures	7,000.00	5,888.30	33,500.00	24,000.00	5,000.00
742.234	Undesignated Misc. Expenditures	5,000.00	3,865.00	-	-	-
742.236	Staff Recognition	1,000.00	-	1,500.00	2,200.00	2,500.00
TOTAL		\$ 35,500.00	\$ 28,691.33	\$ 44,000.00	\$ 35,200.00	\$ 31,500.00
Capital Outlay						
976.044	Auto Lending Library	\$ 39,965.00	\$ -	\$ 67,000.00	\$ 34,750.00	\$ 34,750.00
976.045	LED Lighting Conversion project	92,500.00	11,169.60	15,000.00	20,000.00	2,000.00
976.046	Makerspace Renovation			38,700.00	29,000.00	7,000.00
983.000	Vehicle					-
TOTAL		\$ 132,465.00	\$ 11,169.60	\$ 120,700.00	\$ 83,750.00	\$ 43,750.00
TOTAL Expenditures		\$ 167,965.00	\$ 39,860.93	\$ 164,700.00	\$ 118,950.00	\$ 75,250.00
	Beginning Fund Balance Yr. End	\$ 1,609,812.62	\$ 1,697,946.40	\$ 1,707,428.28	\$ 1,707,428.28	\$ 1,608,778.28
	Revenues	73,000.00	49,342.81	39,500.00	39,500.00	39,500.00
	Expenditures	(167,965.00)	(39,860.93)	(164,700.00)	(118,950.00)	(75,250.00)
	NET Revenues vs. Expenditures	(94,965.00)	9,481.88	(125,200.00)	(98,650.00)	(35,750.00)
	Beginning Fund Balance					
	Ending Fund Balance Expected	\$1,514,847.62	\$1,707,428.28	\$1,582,228.28	\$1,608,778.28	\$1,573,028.28
Notes:	19/20 Phase 2 Makerspace: \$5,000 Technology and \$7,000 Makerspace Renovation; \$15,000 Furniture upgrades; \$37,750 Lending Library final payment of machine; LED contingency \$2,000					

05/10/2019 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 04/30/2019										
% Fiscal Year Completed: 83.29										
		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	FEB 2019	MAR 2019	APRIL 2019	04/30/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	RM (ABNRM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,621,897.57	2,729,513.00	2,724,020.00	0.00	(1,361.48)	0.00	2,722,657.94	1,362.06	99.95
268-000.00-403.001	Property Tax Revenue- County Chargeback	3,337.31	2,000.00	2,031.00	61.13	291.60	48.83	2,598.81	(567.81)	127.96
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	5,000.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(222.62)	(233.00)	(233.00)	0.00	0.00	0.00	(238.66)	5.66	102.43
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,445.84)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	(1,726.23)	(1,273.77)	57.54
268-000.00-420.000	Property Tax Rev - C/Y Delequent PPT	(6,349.04)	(5,500.00)	(5,500.00)	0.00	(3,711.48)	0.00	(3,711.48)	(1,788.52)	67.48
Property tax revenue		2,622,217.38	2,721,780.00	2,716,318.00	61.13	(4,781.36)	48.83	2,719,580.38	(3,262.38)	100.12
State sources										
268-000.00-567.000	State aid	38,689.09	34,000.00	34,000.00	0.00	0.00	21,977.38	42,429.20	(8,429.20)	124.79
State sources		38,689.09	34,000.00	34,000.00	0.00	0.00	21,977.38	42,429.20	(8,429.20)	124.79
Fines and forfeitures										
268-000.00-657.000	Library book fines	55,449.41	62,000.00	64,000.00	5,297.62	5,031.47	5,017.51	59,314.05	4,685.95	92.68
268-000.00-658.000	State penal fines	112,141.45	100,000.00	115,795.00	0.00	0.00	0.00	115,794.64	0.36	100.00
Fines and forfeitures		167,590.86	162,000.00	179,795.00	5,297.62	5,031.47	5,017.51	175,108.69	4,686.31	97.39
Interest income										
268-000.00-664.000	Interest on investments	53,643.17	36,000.00	46,000.00	5,146.28	4,884.67	0.00	46,412.84	(412.84)	100.90
268-000.00-664.500	Unrealized gain (loss) on investments	(27,462.99)	0.00	(10,000.00)	82.95	8,191.63	0.00	28,325.15	(38,325.15)	(283.25)
Interest income		26,180.18	36,000.00	36,000.00	5,229.23	13,076.30	0.00	74,737.99	(38,737.99)	207.61
Other revenue										
268-000.00-665.000	Miscellaneous income	15,402.89	15,000.00	14,600.00	1,214.59	1,510.38	1,392.68	12,814.25	1,785.75	87.77
268-000.00-665.100	Copier	1,841.45	1,500.00	1,600.00	125.77	147.45	244.60	1,590.63	9.37	99.41
268-000.00-665.200	Electronic media (previously VHS)	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.300	Meeting room	50,239.43	45,000.00	40,000.00	4,307.96	2,843.63	3,474.11	33,088.67	6,911.33	82.72
268-000.00-665.404	Novi Township assessment	6,194.00	6,200.00	6,342.00	0.00	0.00	0.00	6,342.00	0.00	100.00
268-000.00-665.650	Library Cafe	5,613.63	5,000.00	4,200.00	313.04	356.54	297.39	3,299.86	900.14	78.57
Other revenue		79,291.40	72,750.00	66,742.00	5,961.36	4,858.00	5,408.78	57,135.41	9,606.59	85.61
Donations										
268-000.00-665.289	Adult programs	8,748.33	3,000.00	4,500.00	0.00	3,920.60	350.28	8,593.99	(4,093.99)	190.98
268-000.00-665.400	Gifts and donations	9,841.57	3,500.00	6,000.00	477.36	1,030.18	594.62	7,715.85	(1,715.85)	128.60
Donations		18,589.90	6,500.00	10,500.00	477.36	4,950.78	944.90	16,309.84	(5,809.84)	155.33

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	FEB 2019	MAR 2019	APRIL 2019	04/30/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	RM (ABNRM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	799,649.63	877,000.00	886,000.00	69,393.61	104,090.43	69,393.63	724,733.85	161,266.15	81.80
268-000.00-704.200	Wages - Stipend	0.00	56,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	624,779.07	691,000.00	652,230.00	45,044.35	71,152.68	47,416.66	477,704.34	174,525.66	73.24
268-000.00-706.000	Overtime	0.00	0.00	2,500.00	479.33	36.41	0.00	2,732.95	(232.95)	109.32
268-000.00-715.000	Social security	107,133.60	110,000.00	112,150.00	8,564.84	13,161.23	8,707.48	90,192.34	21,957.66	80.42
268-000.00-716.000	Insurance	210,812.42	233,000.00	233,000.00	12,609.81	16,177.68	15,944.43	172,737.32	60,262.68	74.14
268-000.00-716.200	HSA - employer contribution	2,005.22	1,800.00	1,800.00	0.00	0.00	0.00	4,134.43	(2,334.43)	229.69
268-000.00-716.999	Insurance - Employee Reimbursement	(39,032.12)	(46,600.00)	(46,600.00)	(3,098.12)	(3,098.12)	(3,097.12)	(30,894.71)	(15,705.29)	66.30
268-000.00-718.000	Pension - DB Normal Cost	9,144.00	9,700.00	9,700.00	750.00	750.00	750.00	7,500.00	2,200.00	77.32
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	15,852.00	16,800.00	16,800.00	2,011.00	2,011.00	2,011.00	20,110.00	(3,310.00)	119.70
268-000.00-718.200	Pension - defined contribution	32,155.16	32,700.00	32,700.00	2,747.91	4,681.05	3,119.24	32,220.88	479.12	98.53
268-000.00-720.000	Workers compensation	2,162.63	3,000.00	3,000.00	269.04	409.95	273.79	2,923.95	76.05	97.47
Personnel services		1,764,661.61	1,984,400.00	1,903,280.00	138,771.77	209,372.31	144,519.11	1,504,095.35	399,184.65	79.03
Supplies										
268-000.00-727.000	Office supplies	17,845.54	20,000.00	20,000.00	1,459.57	1,004.89	381.13	10,413.84	9,586.16	52.07
268-000.00-728.000	Postage	487.85	300.00	300.00	38.13	20.24	0.00	531.78	(231.78)	177.26
268-000.00-734.000	Computer supplies, software & licensing	33,365.13	67,500.00	67,500.00	375.35	8,240.00	5,803.00	45,740.31	21,759.69	67.76
268-000.00-734.500	Computer supplies/equipment	59,182.71	58,000.00	58,000.00	1,768.64	3,044.74	(3.85)	36,970.00	21,030.00	63.74
268-000.00-740.000	Operating supplies	24,351.72	27,000.00	27,000.00	3,486.87	7.12	764.60	8,568.56	18,431.44	31.74
268-000.00-740.200	Supplies - Desk chairs and file cabinets	29.99	0.00	0.00	0.00	0.00	141.00	325.99	(325.99)	100.00
268-000.00-741.000	Supplies - Uniforms	195.09	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	182,730.95	180,000.00	180,000.00	14,291.11	15,294.35	13,280.94	127,498.99	52,501.01	70.83
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-742.100	Library Books - Fines	1,048.36	1,200.00	1,200.00	22.99	59.00	0.00	309.92	890.08	25.83
268-000.00-743.000	Library periodicals	23,040.22	24,000.00	24,000.00	1,779.60	0.00	0.00	12,490.44	11,509.56	52.04
268-000.00-744.000	Audio visual materials	71,885.73	92,000.00	92,000.00	4,783.03	1,687.58	6,198.02	65,429.62	26,570.38	71.12
268-000.00-745.200	Electronic media	44,889.81	41,000.00	41,000.00	6,248.71	3,733.75	1,736.17	39,372.37	1,627.63	96.03
268-000.00-745.300	Electronic resources (CD rom materials)	65,869.80	67,000.00	67,000.00	0.00	5,324.17	733.16	46,067.16	20,932.84	68.76
Supplies		524,922.90	588,300.00	588,300.00	34,254.00	38,415.84	29,034.17	393,718.98	194,581.02	66.92

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	FEB 2019	MAR 2019	APRIL 2019	04/30/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	RM (ABNRM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	419.68	500.00	500.00	37.07	37.07	0.00	334.03	165.97	66.81
268-000.00-802.000	Data processing	0.00	0.00	0.00	0.00	0.00	0.00	679.80	(679.80)	100.00
268-000.00-802.100	Bank Service Charges	2,456.91	2,500.00	2,500.00	243.43	730.82	200.62	2,990.24	(490.24)	119.61
268-000.00-803.000	Independent audit	700.00	700.00	700.00	0.00	0.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	980.00	1,500.00	1,500.00	294.00	0.00	0.00	882.00	618.00	58.80
268-000.00-806.000	Legal fees	3,370.80	2,500.00	2,500.00	3,160.00	1,224.96	0.00	5,189.92	(2,689.92)	207.60
268-000.00-808.100	Rubbish Monthly	1,222.32	1,200.00	1,200.00	0.00	104.92	104.92	944.28	255.72	78.69
268-000.00-809.000	Memberships and dues	6,123.50	6,000.00	6,000.00	138.00	486.00	0.00	6,315.97	(315.97)	105.27
268-000.00-816.000	Professional services	5,050.00	7,500.00	7,500.00	0.00	900.00	0.00	5,402.50	2,097.50	72.03
268-000.00-817.000	Custodial services	47,406.68	48,000.00	48,000.00	4,060.67	4,060.67	0.00	36,546.03	11,453.97	76.14
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	14,382.11	19,500.00	19,500.00	894.56	807.11	326.35	11,696.79	7,803.21	59.98
268-000.00-855.000	TLN Automation Services	68,013.29	60,000.00	60,000.00	21.27	2,116.50	14,963.30	54,177.50	5,822.50	90.30
268-000.00-861.000	Gasoline and oil	26.25	500.00	500.00	22.78	0.00	0.00	171.71	328.29	34.34
268-000.00-862.000	Mileage	464.22	200.00	200.00	67.92	0.00	0.00	321.41	(121.41)	160.71
268-000.00-880.000	Community promotion	25,562.34	23,000.00	23,000.00	1,090.79	2,684.26	410.13	14,235.62	8,764.38	61.89
268-000.00-880.268	Library programming	24,399.20	26,500.00	26,500.00	807.60	713.41	4,797.13	23,920.56	2,579.44	90.27
268-000.00-880.271	Adult programs	7,169.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	34,642.18	30,000.00	30,000.00	7,009.59	8,371.93	567.40	30,359.54	(359.54)	101.20
268-000.00-910.000	Property & liability insurance	13,230.00	14,000.00	14,000.00	0.00	0.00	0.00	12,412.00	1,588.00	88.66
268-000.00-921.000	Heat	7,000.11	12,000.00	12,000.00	1,554.79	2,338.45	0.00	6,933.16	5,066.84	57.78
268-000.00-922.000	Electricity	115,543.00	85,000.00	85,000.00	7,021.12	0.00	14,073.70	69,666.50	15,333.50	81.96
268-000.00-923.000	Water and sewer	7,174.80	7,500.00	7,500.00	0.00	1,796.25	0.00	5,395.90	2,104.10	71.95
268-000.00-934.000	Building maintenance	71,775.59	98,000.00	98,000.00	6,872.98	10,851.29	5,301.74	82,276.37	15,723.63	83.96
268-000.00-935.000	Vehicle maintenance	8.99	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-941.000	Grounds maintenance	45,453.20	37,000.00	37,000.00	5,632.15	0.00	0.00	23,628.43	13,371.57	63.86
268-000.00-942.000	Office equipment lease	7,988.55	14,000.00	14,000.00	812.64	716.40	716.20	7,616.64	6,383.36	54.40
268-000.00-942.100	Records storage	276.72	300.00	300.00	23.06	23.98	23.98	232.44	67.56	77.48
268-000.00-956.000	Conferences and workshops	20,051.51	13,000.00	13,000.00	1,198.85	526.99	756.27	10,368.36	2,631.64	79.76
Other services and charges		534,386.56	514,900.00	514,900.00	40,963.27	38,491.01	42,241.74	416,892.70	98,007.30	80.97

Capital outlay										
268-000.00-986.000 Internal Technology - Capital Outlay	30,350.05	55,000.00	55,000.00	0.00	8,143.00	0.00	21,031.05	33,968.95	38.24	
268-000.00-990.000 Furniture	30,173.00	15,000.00	15,000.00	0.00	0.00	0.00	14,049.00	951.00	93.66	
Capital outlay	60,523.05	70,000.00	70,000.00	0.00	8,143.00	0.00	35,080.05	34,919.95	50.11	
Net - Dept 000.00 - treasury	68,064.69	(124,570.00)	(33,125.00)	(196,962.34)	(271,286.97)	(182,397.62)	735,514.43	(768,639.43)		
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES	2,952,558.81	3,033,030.00	3,043,355.00	17,026.70	23,135.19	33,397.40	3,085,301.51	(41,946.51)	(2,220.42)	
TOTAL EXPENDITURES	2,884,494.12	3,157,600.00	3,076,480.00	213,989.04	294,422.16	215,795.02	2,349,787.08	726,692.92	(2,220.42)	
NET OF REVENUES & EXPENDITURES	68,064.69	(124,570.00)	(33,125.00)	(196,962.34)	(271,286.97)	(182,397.62)	735,514.43	(768,639.43)	(2,220.42)	

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	FEB 2019	MAR 2019	APRIL 2019	04/30/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	31,885.58	27,000.00	27,000.00	2,676.59	2,732.52	0.00	24,691.08	2,308.92	91.45
269-000.00-664.500	Unrealized gain (loss) on investments	(12,758.73)	(4,500.00)	(4,500.00)	43.14	4,582.47	0.00	13,814.64	(18,314.64)	(306.99)
	Interest income	19,126.85	22,500.00	22,500.00	2,719.73	7,314.99	0.00	38,505.72	(16,005.72)	171.14
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	0.00	0.00	2,000.00	76.90	78.45	2,000.00	3,794.30	(1,794.30)	189.72
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	1,000.00	5,500.00	0.00	0.00	0.00	5,050.00	450.00	91.82
269-000.00-665.230	Collections/Materials Revenue	619.00	1,000.00	1,000.00	0.00	0.00	0.00	1,334.85	(334.85)	133.49
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	6,564.79	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	18,391.18	5,500.00	5,500.00	3,650.00	81.00	0.00	12,163.50	(6,663.50)	221.15
269-000.00-665.233	Technology Library Revenue	3,320.00	1,500.00	1,500.00	0.00	0.00	0.00	5,300.00	(3,800.00)	353.33
269-000.00-665.234	Undesignated Misc Donations	1,320.99	500.00	500.00	93.85	0.00	0.00	93.85	406.15	18.77
	Donations	30,215.96	10,500.00	17,000.00	3,820.75	159.45	2,000.00	27,736.50	(10,736.50)	163.16
Supplies										
269-000.00-742.229	Raising a Reader Expense	0.00	0.00	4,000.00	5.27	0.00	0.00	3,923.81	76.19	98.10
269-000.00-742.230	Collections/Materials Expense	317.49	2,000.00	2,000.00	231.01	0.00	0.00	1,137.31	862.69	56.87
269-000.00-742.231	Buildings/Ground/ Furniture Expense	304.00	38,700.00	0.00	0.00	0.00	0.00	4,859.00	(4,859.00)	100.00
269-000.00-742.232	Programming Expense	18,316.54	3,000.00	3,000.00	586.47	5,251.66	0.00	10,683.57	(7,683.57)	356.12
269-000.00-742.233	Technology Library Expense	5,888.30	33,500.00	24,000.00	830.88	171.35	0.00	12,197.27	11,802.73	50.82
269-000.00-742.234	Undesignated Misc	3,865.00	0.00	0.00	0.00	0.00	0.00	245.75	(245.75)	100.00
269-000.00-742.236	Staff Recognition	0.00	1,500.00	2,200.00	338.94	0.00	0.00	1,695.10	504.90	77.05
	Supplies	28,691.33	78,700.00	35,200.00	1,992.57	5,423.01	0.00	34,741.81	458.19	98.70
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	34,750.00	0.00	0.00	0.00	32,750.00	2,000.00	94.24
269-000.00-976.045	LED Lighting Conversion Project	11,169.60	0.00	20,000.00	2,758.50	0.00	(717.30)	15,634.61	4,365.39	78.17
269-000.00-976.046	Makerspace Renovation	0.00	0.00	29,000.00	0.00	838.98	0.00	1,287.98	27,712.02	4.44
	Capital outlay	11,169.60	0.00	83,750.00	2,758.50	838.98	(717.30)	49,672.59	34,077.41	59.31
	Net - Dept 000.00 - treasury	9,481.88	(45,700.00)	(79,450.00)	1,789.41	1,212.45	2,717.30	(18,172.18)	(61,277.82)	
Fund 269 - LIBRARY CONTRIBUTION 269:										
	TOTAL REVENUES	49,342.81	33,000.00	39,500.00	6,540.48	7,474.44	2,000.00	66,242.22	(26,742.22)	22.87
	TOTAL EXPENDITURES	39,860.93	78,700.00	118,950.00	4,751.07	6,261.99	(717.30)	84,414.40	34,535.60	22.87
	NET OF REVENUES & EXPENDITURES	9,481.88	(45,700.00)	(79,450.00)	1,789.41	1,212.45	2,717.30	(18,172.18)	(61,277.82)	22.87
TOTAL REVENUES - ALL FUNDS										
	TOTAL REVENUES - ALL FUNDS	3,001,901.62	3,066,030.00	3,082,855.00	23,567.18	30,609.63	35,397.40	3,151,543.73	(68,688.73)	
TOTAL EXPENDITURES - ALL FUNDS										
	TOTAL EXPENDITURES - ALL FUNDS	2,924,355.05	3,236,300.00	3,195,430.00	218,740.11	300,684.15	215,077.72	2,434,201.48	761,228.52	
	NET OF REVENUES & EXPENDITURES	77,546.57	(170,270.00)	(112,575.00)	(195,172.93)	(270,074.52)	(179,680.32)	717,342.25	(829,917.25)	

05/10/2019		BALANCE SHEET FOR CITY OF NOVI	
		As Of 04/30/2019	
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		(151,759.41)
268-000.00-017.000	Investments - Pooled		2,860,432.14
268-000.00-018.000	Cash on hand		1,000.00
268-000.00-020.000	Current taxes receivable		22,936.90
268-000.00-040.400	Prepaid expenditures		214.38
	Total Assets		2,732,824.01
*** Liabilities ***			
268-000.00-202.000	Accounts payable		88,885.96
268-000.00-259.702	Accrued liabilities-tax		5,000.00
268-000.00-276.400	Deposit for Cafe		500.00
	Total Liabilities		94,385.96
*** Fund Balance ***			
268-000.00-390.000	Fund balance		1,904,550.82
	Total Fund Balance		1,904,550.82
	Beginning Fund Balance		1,904,550.82
	Net of Revenues VS Expenditures		733,887.23
	Ending Fund Balance		2,638,438.05
	Total Liabilities And Fund Balance		2,732,824.01

Fund 269 - LIBRARY CONTRIBUTION 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	19,185.94	
269-000.00-017.000	Investments - Pooled	1,670,075.71	
	Total Assets	1,689,261.65	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	5.55	
	Total Liabilities	5.55	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,574,456.36	
269-000.00-390.230	Fund Balance Collections/Materials	36,331.37	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	59,473.28	
269-000.00-390.232	Fund Balance Programming	27,986.52	
269-000.00-390.233	Fund BalanceTechnology Library	9,180.75	
	Total Fund Balance	1,707,428.28	
	Beginning Fund Balance	1,707,428.28	
	Net of Revenues VS Expenditures	(18,172.18)	
	Ending Fund Balance	1,689,256.10	
	Total Liabilities And Fund Balance	1,689,261.65	

Director's Report by Julie Farkas

**NOVI PUBLIC LIBRARY
EMPLOYEE ANNIVERSARY CELEBRATIONS**



NANCY BOHDAN – Support Services Clerk	June 24	23 YEARS
CATHERINE HUFF – Support Services Clerk	June 11	11 YEARS
MARY GREWELL – Support Services Clerk	June 23	11 YEARS
LINDSAY GOJCAJ – Librarian	June 1	4 YEARS
LAURA BATEMAN – Support Services Clerk	June 16	4 YEARS
EILEEN MASSARELLO – Support Services Shelver	June 19	2 YEARS
JOSEF PLOSKI – Facilities Assistant	June 27	2 YEARS
RUTH RICE – Support Services Shelver	June 21	1 YEAR

Strategic Planning Committee Report by Kat Dooley

The Strategic Planning Committee (Geoff Wood, Kat Dooley, Doreen Poupard, April Stevenson, Christina Salvatore and Julie Farkas) is proud to present what we think are the objectives for the Novi Public Library for the next three years (July 2019-June 2022).

First off, I would like to note that this has been an amazing journey. I came into it a little later after my appointment, but the groundwork from committee chair Geoff Wood, former Trustee and now current Councilwoman Doreen Poupard, our Library Director Julie and her team really set the wheel rolling for this whole process. To get feedback from the community through the city survey, but also through the Library's focus groups was a key element in developing these objectives. A total of 25 in-person public sessions were held, with 249 people in attendance, and over 400 surveys were received. Innovation does not happen in a vacuum and this has been a prime example of what collaboration can do.

We used the Library's core motto "Inform. Inspire. Include." as the compass to guide us as we poured over the data and input.

2019-2022 Strategic Objectives

First: Empower universal literacy

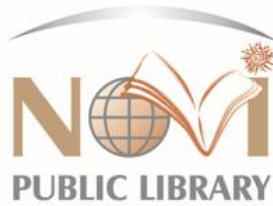
** Literacy is not just from developing a love for reading, which we already are accomplishing through early childhood and onward, but we also want the Library to be the community's hub to empower literacy in technology, culture/diversity, and access to information.*

Second: Escalate an innovative and inclusive culture

** Access and space. That was an overwhelming sentiment is that people want access to be easier and that they want our space to be more adaptable. We do this through innovation, through thinking outside the box with looking at furniture, with our virtual tools, with the services we provide and looking at our physical building use inside and out. In addition, there were many comments from the community about being “barrier free” and looking at resources, services, technology and services that embrace and accommodate the user.*

Third: Enhance core interactions within our diverse community

** Novi is one of the most diverse communities around. Libraries are the heart and great equalizer within communities and Novi's library is no different. We plan to accomplish this through programming, increasing material resources, and beyond. The sky is the limit. The Novi Library will help drive outreach between business, religious, community, and educational groups through not only programming but getting out there in the community even more. Ramping up communications and marketing of these things will be a big part.*



1st Draft

Policy Manual

PUBLIC

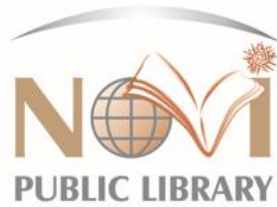
P22: iCube Policy

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

The following policy establishes terms of use:

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

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



Policy Manual

Public

P22: iCube

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

The following policy establishes terms of use:

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

7. iCube total room capacity is 13 persons.
8. Equipment in the iCube is available for use on a first-come, first-served basis.
9. Patrons will avoid wasting supplies and only use them for their indicated use.
10. Patrons are responsible for bringing their own materials with the exception of 3D printing filament and when attending library sponsored workshops. However, Library staff must approve all materials before they are used.
11. Patrons are financially responsible for any and all damage done in the iCube and its equipment resulting from misuse or from failure to follow all rules, policies, procedures, and restrictions. All equipment failures and accidents must be reported to a library staff member immediately.
12. The Library Director and designated staff reserve the right to:
 - a. Refuse any request/service. If denied, the patron may appeal that decision to deny the request/service to the Library Board by sending a written notice of appeal to the Library Board President within 10 days of notice of the denial.
 - b. Review and approve all materials before using equipment in the iCube. If there is a problem with designs and/or production, the patron will be informed. The Library cannot guarantee a successful project or time frame of completion. Failed projects may be attempted two more times.
 - c. Stop a request due to time or equipment capabilities.
 - d. Set a limit as to the maximum amount of projects.
 - e. Close down the iCube at any time for programs or maintenance with little or no notice.
13. All Novi Public Library policies, including the Rules of Conduct, apply to the usage of the iCube. Failure to comply with iCube or Library policies may result in loss of iCube or Library privileges.
14. All Novi Public Library policies, including the Rules of Conduct, apply to the usage of the iCube. Failure to comply with iCube or Library policies may result in loss of iCube or Library privileges.
15. The Patron agrees to follow the safety policies and procedures involved with the Makerspace, including the following:
 - a. The Patron will follow all equipment safety procedures as documented in the training session, workshop and/or detailed in the owner's manuals. Owner's manuals will be available for review by the User.
 - b. The Patron agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Library staff.
 - c. The Patron must report any accident/incident that occurs to a Library staff member, at the time of the accident/incident.
16. The Patron agrees that items used in the iCube are to be returned in the same condition as they were issued, barring normal wear and tear. The Patron agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
17. The Patron agrees to take precautions to avoid causing unnecessary mess. The Patron agrees to clean up his/her workspace following use and will inform a Library staff member in the event that they are unable to return a work surface, tool or equipment to its original state.

18. The Library is not responsible for the following:

- a. The Library does not accept responsibility if a project is destroyed, does not print correctly or does not work.
- b. The Library will not offer refunds for supplies used.
- c. The Library does not accept responsibility if a patron's personal equipment (VHS, DVD) is damaged or destroyed while using the tools.

19. Food and drinks are prohibited when using the Makerspace.

20. Users must save their work on an external memory source — external hard drive, CD, DVD, or flash drive.

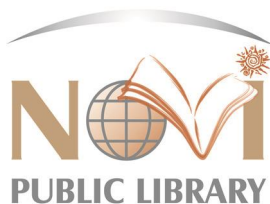
21. It is the responsibility of the User to delete and/or remove any files (digital or print) from the Library equipment in the Makerspace. The Library is not responsible for equipment or files (digital or print) left behind by Users.

22. Library staff will provide very limited assistance in using the equipment and software or transporting of supplies, equipment, or furniture to and from the Makerspace.

23. While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library. The Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.

Signed:

Melissa Agosta
President
Novi Public Library Board of Trustees



2nd DRAFT

Policy Manual

Sick Leave

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

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

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

- C. The allowance of sick leave is at the discretion of the Library Director or his/her Designee(s). Sick leave may be used only for actual sickness, physician's appointments, hospitalization or disability. The Library Director or Designee(s) may require a doctor's note or other evidence that the Employee was qualified for sick leave.
- D. An employee may use sick leave time for their own illness or injury, or to care for "immediate family," or "significant other." An "employee" is defined as an individual who is either a full time employee of the Novi Public Library or an individual scheduled for the year as a part time person who is an employee of the Library for at least twenty (20) hours or more per week.
- E. The "immediate family" shall consist of grandparents, mother, father, children, spouse, brothers, sisters, and grandchildren and in-laws, step, half or full relationships. "Significant others" shall be defined as an individual with which the employee has a meaningful relationship. This shall not be limited to the individual, but also that person's immediate family.

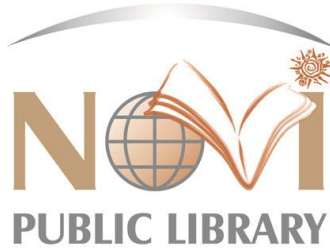
- F. The employee may accumulate in a sick leave bank up to a maximum of sixty-five (65) days. Employees who have more than 65 days in their sick bank as of December 31, 2009 will keep those days but may not add more days to their sick bank until they have less than 65 days in their sick bank. Unused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

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

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

Signed:

Melissa Agosta
President
Novi Public Library Board of Trustees



1st Draft

Policy Manual

PUBLIC

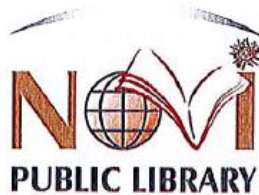
P23: Customer Service Policy

The Library will use the following quality standards as the operating priorities to guide the consistency of our customer service. These quality standards will provide parameters for making quality decisions when delivering service. They will also provide support for the Library's Mission, Motto, Values, and Vision Statements.

1. We will be approachable, friendly, and respectful in all of our professional encounters.
2. We will provide prompt, responsive, and resourceful services.
3. We will be attentive and helpful while providing accurate information.
4. We will provide a convenient and uniform experience with accessibility for all.
5. We will maintain a clean, organized and comfortable environment for people to enjoy.

Signed:

President



Policy Manual

PUBLIC

P13: Unattended Children

The purpose of this policy is to provide for the safety and well-being of children on the Library's premises. A "child" is any person under the age of 18.

- A. Children are the responsibility of parents or caregivers (ages 18 and older). Children must comply with the Library's Rules of Conduct Policy (P11) at all times.
- B. The Library will not function as a babysitting service or day care facility. Library staff will not be expected to monitor or supervise children.
- C. Parents, guardians or caregivers of children under the age of 7 years must be responsible for, maintain visual contact and in the presence of their child at all times including programming and trips to the restroom, except when the child is attending library programs that are specifically designated as allowing children to attend alone. However, the parent or caregiver must remain in the Library for the duration of the program.
- D. Parents or caregivers of children 7 – 11 years must remain on the library's premises but not necessarily in visual contact. Children 12 and older may be left on their own to attend library programs or use the Library unless Library staff determines the child needs supervision, assistance or the child has demonstrated that he/she cannot comply with the Library's Rules of Conduct Policy.
- E. Children of any age who, because of a disability or medical issue, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
- F. Staff will not be responsible if unattended children leave the Library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of a Library policy.
- G. Unattended children 12 and older cannot be left at the library for more than 2 hours.
- H. Children 12 years or older who are unattended at the Library must know their telephone number and other contact. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls

- I. Unattended youth must be picked up at least 10 minutes before closing time. If a child (under the age of 18) has not been picked up at closing time, staff will contact the Novi Police Department Non-Emergency number to request assistance.
- J. Disciplinary Process. The Library shall enforce violations of this Policy as follows:
 - 1. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
 - 2. Suspension of Privileges. The Library shall handle violations as follows:
 - a. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - b. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of this Policy shall result in additional suspensions of increasing length.
 - 3. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.
- K. Right of Appeal. Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

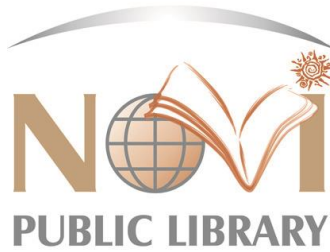
Approved: January 16, 2008; Amended: May 15, 2010; June 20, 2012; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; June, 2017



1st Draft – Attorney reviewed

Policy Manual

PUBLIC

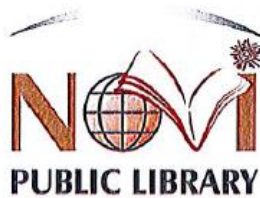
P13: Unattended Children

The purpose of this policy is to provide for the safety and well-being of children on the Library's premises. A "child" is any person under the age of 18. Children need to feel comfortable in the use of the library and the services and collections designed specifically for them. However, as in any public facility, the usual cautions and dangers exist. The purpose of this policy is to provide for the safety and well-being of children on Novi Public Library premises. If you see or experience something suspicious, please report it to library staff immediately.

- A. Children are the responsibility of parents or caregivers (ages 18 and older). Children must comply with the Library's Rules of Conduct Policy (P11) at all times.
- B. The Library will not function as a babysitting service or day care facility. Library staff will not be expected to monitor or supervise children.
- C. Parents, guardians or caregivers of children under the age of 7 years must be responsible for, maintain visual contact and in the presence of their child at all times including programming and trips to the restroom, except when the child is attending library programs that are specifically designated as allowing children to attend alone. However, the parent or caregiver must remain in the Library for the duration of the program.
- D. Parents or caregivers of children 7 – 11 years must remain on the library's premises but not necessarily in visual contact. Children 12 and older may be left on their own to attend library programs or use the Library unless Library staff determines the child needs supervision, assistance or the child has demonstrated that he/she cannot comply with the Library's Rules of Conduct Policy.
- E. Children of any age who, because of a disability or medical issue, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
- F. Staff will not be responsible if unattended children leave the Library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of a Library policy.
- G. Unattended children 12 and older cannot be left at the library for more than 2 hours.

- H. Children 12 years or older who are unattended at the Library must know their telephone number and other contact. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls
- I. Unattended youth must be picked up at least 10 minutes before closing time. If a child (under the age of 18) has not been picked up at closing time, staff will contact the Novi Police Department Non-Emergency number to request assistance.
- J. Disciplinary Process. The Library shall enforce violations of this Policy as follows:
 - 1. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
 - 2. Suspension of Privileges. The Library shall handle violations as follows:
 - a. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - b. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of this Policy shall result in additional suspensions of increasing length.
 - 3. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.
- K. Right of Appeal. Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Approved: January 16, 2008; Amended: May 15, 2010; June 20, 2012; June 22, 2017
Signed
President



Policy Manual

PUBLIC

P11: Rules of Conduct

The Novi Public Library is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. The purpose of this policy is to protect the right of the public to orderly, peaceful, and productive access to Library facilities and services, to insure the safety of patrons and staff, and to protect library resources and facilities. The word "Library" relates to the Novi Public Library building and grounds, interior and exterior, unless otherwise specified in this Policy. For the purpose of this policy, "patron" means any person using the Library or on Library grounds, regardless of whether they possess a library card. All patrons are expected to follow these Rules of Conduct in order to provide a safe and pleasant environment for library patrons and staff. Failure to conform to the Rules of Conduct may result in a suspension of Library use for a specified period of time up to a permanent revocation of the right to enter and use the Library (MCL 397.206).

1. Patrons shall be engaged in activities associated with the use of the public Library while in the building or on library property. Patrons not reading, studying, attending a library program or using library materials or facilities as intended and for civic, educational and cultural uses may be required to leave the premises.
2. Patrons shall respect the rights of other patrons. Patrons may not stare, photograph, record, stalk, harass, threaten, or behave in a manner that can be reasonably expected to disturb Library staff or patrons while in the Library or on Library property or that interferes with any patron's use of the Library or the ability of the staff person to do his/her job.
3. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
4. Library staff members may ask a patron to provide identification, name, address, phone number, and name of parent or guardian at any time.
5. Patrons are expected to speak in a tone of voice appropriate for the area in which they are speaking. Producing or allowing any loud,

Policy Manual - May, 2010; June, 2017

unreasonable, or disturbing noises that interferes with a patron's use of the Library or which can be reasonably expected to disturb other persons, including those from electronic, entertainment, and communication devices is prohibited. The use of headphones to listen to audio equipment is required.

6. Engaging in any sexual contact, activities or conduct is prohibited.
7. Patrons cannot use, sell, distribute or be under the influence of alcohol or illegal drugs.
8. Patrons cannot engage or attempt to engage in illegal activities while at the Library or on Library premises. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation is prohibited.
9. Smoking of any kind, including e-cigarettes, is strictly prohibited inside the Library building, on the Patio, and anywhere on Library grounds that is within 100 feet of any exit/entrance to the Library building. (See Policy P12).
10. Quiet conversations utilizing phones or other electronic devices are permitted. (See Policy B5). Patrons are not permitted to use the Library's phone system. Staff may not make calls for patrons except in case of an accident, emergency or child needing to contact a parent/caregiver.
11. Patrons shall not block aisles with personal items or leave such items unattended on library premises at any time. Items may be removed from the Library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more. Personal items may not take up seating or space if needed for use by other patrons.
12. The Library is not responsible for lost or stolen items.
13. Patrons are not permitted in any areas designated as "staff only" without prior authorization.
14. In the interest of safety, patrons are asked to abide by one person per chair and one person per computer except in designated areas. Tables are designed to accommodate a limited number of people.
15. Parents or caregivers and children must comply with the Unattended Children Policy (See Policy P13).
16. The Youth area of the Library is intended for use by children and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any patron may be asked to leave the area if they are not using the Youth area for its intended purpose.
17. The Café seating area is reserved for Café customers.
18. Food and drink are allowed in designated areas of the Library. Patrons are expected to use care when eating or drinking. Closed containers for liquids are required. Visitors are expected to pick up after themselves and properly dispose of waste.
19. Patrons cannot bring pets or animals other than service animals or those required for library programming. Animals may not be left unattended on the Library grounds.

20. Bicycles cannot be brought into the building. They must be secured to the bike rack that is provided.
21. All doors, aisles and obstacles must remain obstacle free. Personal items, such as strollers or power cords, cannot obstruct an entrance, exit, or passageway or interfere with the normal operations of the Library.
22. Skate-boarding, rollerblading, roller-skating and the use of similar rolling footwear is not permitted.
23. Patrons shall wear shirts and shoes at all times. Bathing suits and similar attire is not permitted.
24. Patrons whose body odor, due to poor personal hygiene, overpowering perfume or cologne is offensive so as to constitute a nuisance to other patrons or staff may be required to leave the Library.
25. Weapons of any kind are prohibited on Library property unless the carrier is a law enforcement officer or has a valid permit to carry a concealed weapon.
26. Campaigning, petitioning, leafleting, survey-taking, soliciting or sales by the public is prohibited inside the Library and otherwise regulated by the Campaigning, Petitioning, Interviewing and Similar Activities Policy. (See Policy P21).
27. Sales, solicitations and/or solicitations of monetary donations or the selling of products or services are prohibited unless incidental to library programming and require advance approval by the Library Director.
28. With approval of the Library Director or a designated staff person, community nonprofit organizations may place containers in the Library or on Library property to collect approved non-monetary donations as space allows, in areas designated by the Library. The length of time for collecting donations may be limited by the Library.
29. Distributing or posting printed materials/literature on library property not in accordance with Library policy is prohibited (See Policy P7).
30. All photography and recording of library facilities and programs must be approved in advance by the Administration. Taking pictures of Library staff or patrons without their knowledge and consent is prohibited. This paragraph does not apply to photography or recordings made at meetings that are open to the public pursuant to the Open Meetings Act.
31. Patrons may be subject to photo or video surveillance.
32. Patrons shall not damage, mar, or deface library materials or damage Library furnishings, walls, equipment/devices, or other Library property.
33. Library materials are not allowed in the public restrooms.
34. Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing and sexual activity is prohibited.
35. Climbing on tables, shelving or other library furnishings is prohibited.
36. Patrons must leave the building promptly upon closing. Children (under the age of 18) who are still at the Library at closing time will be turned over to the Novi Police Department as set forth in the Unattended Children Policy (See Policy P13).

37. Any patron whose privileges have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his/her designee, or the Library Board.
38. Lighters and other incendiary devices cannot be used inside the Library.
39. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events. Library materials may only be removed from Library property with authorization through established lending procedures.

Disciplinary Process for Library Facilities

As stated more fully below for violations of the Policy, the Library Director or the Director's designee may restrict access to the Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to the Library facilities for a set period of time, or by denying access to specific services and/or program pursuant to this Policy. If necessary, the local police may be called to intervene.

1. Incident Reports – Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
2. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section 3 below), the Library shall handle violations as follows:
 - a. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - b. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
3. Violations that Affect Safety and Security – Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 - a. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is

Policy Manual - May, 2010; June, 2017

completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.

- b. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
4. Reinstatement – The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

Right of Appeal

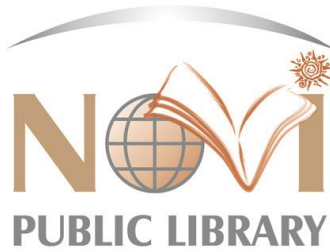
Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Adopted: June 17, 2009; Amended: May 15, 2010; August 15, 2012; July 17, 2013; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

PUBLIC

P11: Rules of Conduct

The Novi Public Library is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. The purpose of this policy is to protect the right of the public to orderly, peaceful, and productive access to Library facilities and services, to insure the safety of patrons and staff, and to protect library resources and facilities. The word “Library” relates to the Novi Public Library building and grounds, interior and exterior, unless otherwise specified in this Policy. For the purpose of this policy, “patron” means any person using the Library or on Library grounds, regardless of whether they possess a library card. All patrons are expected to follow these Rules of Conduct in order to provide a safe and pleasant environment for library patrons and staff. Failure to conform to the Rules of Conduct may result in a suspension of Library use.

1. Patrons shall be engaged in activities associated with the use of the public Library while in the building or on library property. Patrons not reading, studying, attending a library program or using library materials or facilities as intended and for civic, educational and cultural uses may be required to leave the premises.
2. Patrons shall respect the rights of other patrons. Patrons may not stare, photograph, **bully**, record, stalk, harass, threaten, or behave in a manner (1) that can be reasonably expected to disturb Library staff or patrons while in the Library or on Library property; (2) that interferes with any patron’s use of the Library or the ability of the staff person to do his/her job; **3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan law.** For the purposes of this Policy,
 - a. Harassment is defined as: behavior that demeans, humiliates or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing, upsetting or threatening. They evolve from discriminatory grounds, and have an effect of nullifying or impairing a person from benefiting their rights.
 - b. For the purposes of this Policy, Bullying is defined as: the use of force, threat, or coercion to abuse, intimidate or aggressively dominate others. The behavior is often repeated and

habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets. Rationalizations of such behavior sometimes include differences of social class, race, religion, gender, sexual orientation, appearance, behavior, body language, personality, reputation, lineage, strength, size, or ability. If bullying is done by a group, it is called mobbing.

3. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
4. Library staff members may ask a patron to provide identification, name, address, phone number, and name of parent or guardian at any time.
5. Patrons are expected to speak in a tone of voice appropriate for the area in which they are speaking. Producing or allowing any loud, unreasonable, or disturbing noises that interferes with a patron's use of the Library or which can be reasonably expected to disturb other persons, including those from electronic, entertainment, and communication devices is prohibited. The use of headphones to listen to audio equipment is required.
6. Engaging in any sexual contact, activities or conduct is prohibited.
7. Patrons cannot use, sell, distribute or be under the influence of alcohol or illegal drugs.
8. Patrons cannot engage or attempt to engage in illegal activities while at the Library or on Library premises. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from the property without authorization through the approved lending procedures, vandalism or copyright infringement) is prohibited.
9. Smoking of any kind, including e-cigarettes, is strictly prohibited inside the Library building, on the Patio, and anywhere on Library grounds that is within 100 feet of any exit/entrance to the Library building. (See Policy P12).
10. Quiet conversations utilizing phones or other electronic devices are permitted. (See Policy B5). Patrons are not permitted to use the Library's phone system. Staff may not make calls for patrons except in case of an accident, emergency or child needing to contact a parent/caregiver.
 - a. In the event that a child or library staff notice suspicious activity involving a child, that child can also request to contact a parent/caregiver. Or if library staff deems appropriate, local authorities.
11. Patrons shall not block aisles with personal items or leave such items unattended on library premises at any time. Items may be removed from the Library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more. Personal items may not take up seating or space if needed for use by other patrons.
12. The Library is not responsible for lost or stolen items.
13. Patrons are not permitted in any areas designated as "staff only" without prior authorization.

14. In the interest of safety, patrons are asked to abide by one person per chair and one person per computer except in designated areas. Tables are designed to accommodate a limited number of people.
15. Parents or caregivers and children must comply with the Unattended Children Policy (See Policy P13).
16. The Youth area of the Library is intended for use by children and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any patron may be asked to leave the area if they are not using the Youth area for its intended purpose.
17. The Café seating area is reserved for Café customers.
18. Food and drink are allowed in designated areas of the Library. Patrons are expected to use care when eating or drinking. Closed containers for liquids are required. Visitors are expected to pick up after themselves and properly dispose of waste.
19. Patrons cannot bring pets or animals other than service animals or those required for library programming. Animals may not be left unattended on the Library grounds.
Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power driven mobility devices are permitted by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements
20. All doors, aisles and obstacles must remain obstacle free. Personal items, such as strollers or power cords, cannot obstruct an entrance, exit, or passageway or interfere with the normal operations of the Library.
21. Patrons shall wear shirts and shoes at all times in the Library building. **Bathing suits are not permitted.**
22. Patrons whose body odor, due to poor personal hygiene, overpowering perfume or cologne is offensive so as to constitute a nuisance to other patrons or staff may be required to leave the Library.
23. Weapons of any kind are prohibited on Library property unless the carrier is a law enforcement officer or has a valid permit to carry a concealed weapon.
24. Campaigning, petitioning, leafleting, survey-taking, soliciting or sales by the public is prohibited inside the Library and otherwise regulated by the Campaigning, Petitioning, Interviewing and Similar Activities Policy. (See Policy P21).
25. Sales, solicitations and/or solicitations of monetary donations or the selling of products or services are prohibited unless incidental to library programming and require advance approval by the Library Director.
26. Distributing or posting printed materials/literature on library property not in accordance with Library policy is prohibited (See Policy P7).
27. All photography and recording of library facilities and programs must be approved in advance by the Administration. Taking pictures of Library staff or patrons without their knowledge and consent is prohibited. This paragraph does not apply to photography

- or recordings made at meetings that are open to the public pursuant to the Open Meetings Act.
28. Patrons may be subject to photo or video surveillance.
 29. Patrons shall not damage, mar, or deface library materials or damage Library furnishings, walls, equipment/devices, or other Library property.
 30. Library materials are not allowed in the public restrooms.
 31. Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing and sexual activity is prohibited.
 32. Climbing on tables, shelving or other library furnishings is prohibited.
 33. Patrons must leave the building promptly upon closing. Children (under the age of 18) who are still at the Library at closing time will be turned over to the Novi Police Department as set forth in the Unattended Children Policy (See Policy P13).
 34. Any patron whose privileges have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his/her designee, or the Library Board.
 35. Lighters and other incendiary devices cannot be used inside the Library.
 36. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events. Library materials may only be removed from Library property with authorization through established lending procedures.

Disciplinary Process for Library Facilities

As stated more fully below for violations of the Policy, the Library Director or the Director's designee may restrict access to the Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to the Library facilities for a set period of time, or by denying access to specific services and/or program pursuant to this Policy. If necessary, the local police may be called to intervene.

1. Incident Reports – Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
2. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section 3 below), the Library shall handle violations as follows:
 - a. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - b. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

3. Violations that Affect Safety and Security – Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 - a. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of his nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
 - b. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
4. Reinstatement – The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

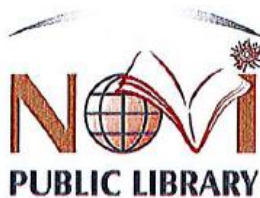
Right of Appeal

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Adopted: June 17, 2009; Amended: May 15, 2010; August 15, 2012; July 17, 2013; June 22, 2017

Signed:

President



Policy Manual

BUILDING

B4: Meeting Room Rental and Use

A. Purpose:

Meeting rooms in the Library provide an opportunity for bringing together the resources of the Library and the activities of the community for educational, cultural, civic, intellectual, and charitable purposes.

The primary purpose of the meeting rooms is for Library activities, including programs presented by Library staff or by Friends of Novi Public Library, Novi Historical Commission and other organizations affiliated with the Library. The public may rent the rooms when not needed for Library programming.

The meeting rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting use of the rooms. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library staff, Library Board of Trustees or the City of Novi.

Fees for use of the rooms will be charged to all groups other than program partners of the Library. A chart of the fees is available upon request.

Group study rooms of various sizes, accommodating from one to six people, are available at no cost. These rooms may not be reserved and are used on a first-come, first-served basis. In addition, there is a quiet study room available. To ensure a quiet environment, the quiet study room door will remain closed and cell phone use is not permitted.

All meetings and programs held during Library business hours are open to the public. Groups who are not subject to the Michigan Open Meetings Act and who rent the meeting rooms after Library business hours may close their functions to the public. All groups using the rooms shall keep noise to a minimum so as not to disturb others in the Library.

The Administration or Management has the authority to deny use of the meeting rooms to any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind, or that interferes with the health, safety and welfare of persons in the area.

Groups shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of groups from the meeting rooms and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws. Meeting room fees will not be refunded.

B. General Regulations and Guidelines:

1. The Administration or Management authorizes the use of the rooms and maintains the schedule. For information and reservations, contact the Library Administration at 248-869-7204, Monday – Friday, 10:00am – 5:00pm.
2. Library programs and Library-related services, meetings and events have first priority for scheduling use of the facilities. Other applications will be considered on a first-come, first-served basis. Meeting room programs must not interfere with Library operations.
3. The Library is not liable for injuries to people or damage to renter's property, individuals or organizations using the meeting rooms.
4. In accordance with Fire Marshal regulations, maximum attendance is posted for each room. Groups violating the maximum room load will be asked to leave.

Full Meeting Room (105)	200 people
West Meeting Room (105A)	120 people
East Meeting Room (105B)	80 people
Youth Activity Room (138A)	36 people
Second Floor Board Room (202)	20 people
Second Floor Meeting room (237)	10 people
Outdoor Patio	200 people
Computer Lab	24 people

5. Meeting rooms are available during the following Library business hours:

Monday – Thursday	10:00am – 8:45pm
Friday – Saturday	10:00am – 5:45pm
Sunday	12:00pm – 5:45pm

The lobby is open to patrons ten (10) minutes prior to service hours to allow for weather conditions, restroom use, and to avoid patron congestion.

Advance requests for meeting room reservations outside of Library business hours may be accommodated at an additional cost.

6. The meeting room application/contract must be completed and approved before a room reservation will be deemed final. Administration will confirm if/when approval is made. Payment for use of the rooms must be received within two business days of application approval. Room set-ups and equipment requests must be included with the meeting room application/contract and received by the Library at least one (1) week prior

to the meeting. For last minute requests, payment can be approved by Management. Payment is due upon request.

7. Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including clean-up, must end before the Library's closing time. The group will also be charged for any needed repairs or cleaning.
8. If a meeting is cancelled by the group requesting the room, all fees are non-refundable. The Library may cancel any meeting room reservation and the fees will be refunded.
9. The contract must be signed by an adult, age 18 or older, who becomes the responsible party. Youth groups are required to have adult supervision.
10. Reservations for meetings will be accepted up to two months in advance of the meeting date. Reservations for on-going (weekly/monthly) meetings outside of Library business hours with a minimum of four meetings scheduled will be accepted up to four months in advance of the first meeting date. The Library reserves the right to limit the frequency of use of its meeting rooms, to cancel reservations and to review any or all applications before granting approval.
11. Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited but may be permitted at the discretion of Administration if it is reasonably related to the Library's purpose (e.g., author sales of signed books).
12. Political organizations may use the meeting rooms provided meetings do not include fundraising. These may include business meetings, issue discussions and candidate forums.
13. Do not move tables and/or equipment. All set-ups must be performed by Library personnel. Furniture will not be allowed to be brought in by renters.
14. Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room without the permission of the Library administration. Do not affix or adhere anything to walls, ceilings or light fixtures. Decorations must remain at least 1' below light fixtures.
15. Food and beverages must be contained within the meeting rooms. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted.
No open flame such as sterno (canned heat for chafing dishes) or candles are allowed.
16. Waste should be placed in the proper receptacles.
17. Catering options are available separately through the current vendor of the Read-A-Latte Café that is located within the Library.

18. The Library cannot supply any storage space. Groups using a meeting room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.
19. Groups are responsible for any and all damage caused by meeting attendees or others associated with the meeting. A fee will be assessed to cover the cost of any damages. The Library reserves the right to deny use or access to any group that has violated this Policy.
20. Equipment is available for rent in the meeting rooms but must be requested at the time of application. The rental charges will be set by Administration from time to time and the list of rental fees is available upon request.

C. Publicity:

1. The name, address or phone number of Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
2. The use of the meeting room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
3. The person signing the meeting room contract is the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
4. Notice of meetings will be posted by the Library.

D. Payment of Fees:

1. Payment is to be made within two business days after being contacted by Administration of approval of the application.
2. Payment may be made by cash, credit card (Visa or MasterCard) or check made payable to Novi Public Library. For information and reservations and to make payments, contact the Administration at 248-869-7204, Monday – Friday, 10:00am – 5:00pm.
3. For last minute requests, payment can be approved by Management. Payment is due upon request.
4. Rental fees are set by the Administration and the standard schedule of rental fees is available upon request. The standard rental rates are set in one hour increments. In addition, there is a premium charge for each 15 minute period (or any part thereof) for a meeting that goes past its scheduled ending time. Rates vary for residents and nonresidents. Rates will be higher at times that the Library is not open to the public.

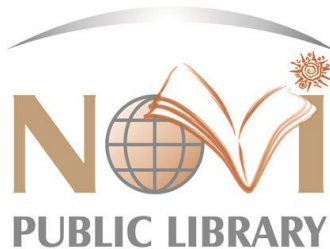
Approved: April 15, 2009; Amended: May 1, 2010; July 17, 2013; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; Amended, July, 2013; June, 2017



Policy Manual

BUILDING

B4: Meeting Room Rental and Use

A. Purpose:

Meeting rooms in the Library provide an opportunity for bringing together the resources of the Library and the activities of the community for educational, cultural, civic, intellectual, and charitable purposes.

The primary purpose of the meeting rooms is for Library activities, including programs presented by Library staff, allowed pursuant to contract, -or -co-sponsored by the Library. by Friends of Novi Public Library I, Novi Historical Commission and other organizations affiliated with the Library. The public may rent the rooms when not needed for Library programming in accordance with this policy.

The meeting rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting use of the rooms. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library staff, Library Board of Trustees or the City of Novi.

Fees for use of the rooms will be charged to all groups other than program partners of the Library. -unless it is a Library sponsored or co-sponsored event. A chart of the fees is available upon request.

Group study rooms of various sizes, accommodating from one to six people, are available at no cost. These rooms may not be reserved and are used on a first-come, first-served basis. In addition, there is a quiet study room available. To ensure a quiet environment, the quiet study room door will remain closed and cell phone use is not permitted.

All meetings and programs held during Library business hours are open to the public. Groups who are not subject to the Michigan Open Meetings Act and who reserve the meeting rooms after Library business hours may close their functions to the public. All groups using the rooms shall keep noise to a minimum so as not to disturb others in the Library.

~~The Administration or Management has the authority to deny use of the meeting rooms to any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind, or that interferes with the health, safety and welfare of persons in the area.~~

Groups shall abide by **all library rules of conduct**, applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of groups from the meeting rooms and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws. Meeting room fees will not be refunded.

B. Application and Scheduling of Meeting Room:

1. General Use. Any person, group or organization may use the Meeting Rooms, pursuant to the requirements of this Policy ("Users"). The Meetings Rooms are available during regular Library hours unless otherwise approved by the Library Director

2. Specific Meeting Rooms. The following are a list of specific meeting rooms or meeting areas ("Meeting Rooms"). The regulations contained in this Policy apply to all Meeting Rooms, unless otherwise specified:

<u>[Full Meeting Room (105)</u>	<u>200 people</u>
<u>West Meeting Room (105A)</u>	<u>120 people</u>
<u>East Meeting Room (105B)</u>	<u>80 people</u>
<u>Youth Activity Room (138A)</u>	<u>36 people</u>
<u>Second Floor Board Room (202)</u>	<u>20 people</u>
<u>Second Floor Meeting room (237)</u>	<u>10 people</u>
<u>Outdoor Patio</u>	<u>200 people</u>

3. Scheduling.

a. Applications shall be accepted on a first-come-first-serve basis, with Library business, Library-sponsored or Library-co-sponsored events having first priority. The next priority shall be given to applications that support the cultural, educational and informational needs and interests of the community

b. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.

c. The Library is responsible for scheduling use of the Meeting Rooms. The program and meeting schedule will be posted and updated regularly.

d. Each Non-Library sponsored or co-sponsored event shall be scheduled for a time any day not to exceed ? hours.

e. Meetings and events will not be scheduled more than two (2) months in advance, but must be scheduled no later than before the event.

f. No User may use the Meeting Rooms more than times per month.

4. Application Process.

a. Any person 18 years or older may fill out an application for the Meeting Rooms.

b. Room set-ups and equipment requests must be included with the meeting room application/contract and received by the Library at least one (1) week prior to the meeting; changes in room set-ups and equipment requests by renter the day of the event will result in an additional set up fee of \$.

c. The fee, if any, will be due within two (2) business days of the confirmation of the Meeting Room Reservation. For reservations made on short notice with two days or less before the use of the Meeting Room, the fee will be due upon confirmation of the application

d. If you need to cancel the Reservation, you must provide the Library at least 4 hours notice.

e. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.

C. General Regulations and Guidelines:

~~1. The Administration or Management authorizes the use of the rooms and maintains the schedule. For information and reservations, contact the Library Administration at 248-869-7204, Monday – Friday, 10:00am – 5:00pm.~~

~~1. Library programs and Library-related services, meetings and events have first priority for scheduling use of the facilities. Other applications will be considered on a first come, first served basis. Meeting room programs must not interfere with Library operations.~~

2. The Library is not liable for injuries to people or damage to User/renter's property, individuals or organizations using the meeting rooms.

3. In accordance with Fire Marshal regulations, maximum attendance is posted for each room. Groups violating the maximum room load will be in violation of this Policy asked to leave.

Full Meeting Room (105)	200 people
West Meeting Room (105A)	120 people
East Meeting Room (105B)	80 people
Youth Activity Room (138A)	36 people
Second Floor Board Room (202)	20 people
Second Floor Meeting room (237)	10 people
Outdoor Patio	200 people

4. Meeting rooms are available during the following Library business hours:

Monday – Thursday	10:00am – 8:45pm
Friday – Saturday	10:00am – 5:45pm
Sunday	12:00pm – 5:45pm

The lobby is open to patrons ten (10) minutes prior to service hours to allow for weather conditions, restroom use, and to avoid patron congestion.

Advance requests for meeting room reservations outside of Library business hours may be accommodated at an additional cost at the sole discretion of the Library Director.

~~2. The meeting room application/contract must be completed and approved before a room reservation will be deemed final. Administration will confirm if/when approval is made. Payment for use of the rooms must be received within two business days of application approval. Room set-ups and equipment requests must be included with the meeting room application/contract and received by the Library at least one (1) week prior to the meeting. For last minute requests, payment can be approved by Management. Payment is due upon request.~~

5. Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including clean-up, must end before the Library's closing time. The group will also be charged for any needed repairs or cleaning.

6. If a meeting is cancelled by the group requesting the room, all fees are non-refundable. The Library may cancel any meeting room reservation and the fees will be refunded.

7. The contract must be signed by an adult, age 18 or older, who becomes the responsible party. Youth groups are required to have adult supervision. ~~The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one (1) adult supervisor for every 7 minors.~~

~~8. _____ Reservations for meetings will be accepted up to two months in advance of the meeting date. Reservations for on-going (weekly/monthly) meetings outside of Library business hours with a minimum of four meetings scheduled will be accepted up to four months in advance of the first meeting date. The Library reserves the right to limit the frequency of use of its meeting rooms, to cancel reservations and to review any or all applications before granting approval.~~

8. Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited but may be permitted at the discretion of Administration if it is reasonably related to the Library's purpose (e.g., author sales of signed books).

~~3. _____ Political organizations may use the meeting rooms provided meetings do not include fundraising. These may include business meetings, issue discussions and candidate forums.~~

9. Do not move tables and/or equipment. All set-ups must be performed by Library personnel. Furniture will not be allowed to be brought in by renters.

10. Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room or on Library property without the permission of the Library administration. Do not affix or adhere anything to walls, ceilings or light fixtures. Decorations must remain at least 1' below light fixtures.

11. Food and beverages must be contained within the meeting rooms. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted.

12. No open flame such as sternos (canned heat for chafing dishes) or candles are allowed.

13. Waste should be placed in the proper receptacles.

14. Catering options are available separately through the current vendor of the café that is located within the Library.

15. The Library cannot supply any storage space. Groups using a meeting room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.

16. Groups are responsible for any and all damage caused by meeting attendees or others associated with the meeting. A fee will be assessed to cover the cost of any damages. The Library reserves the right to deny use or access to any group that has violated this Policy.

16. Equipment is available for rent in the meeting rooms but must be requested at the time of application. The rental charges will be set by Administration from time to time and the list of rental fees is available upon request.

17. The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances in the Meeting Rooms.

18 Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Meeting Rooms.

C. Publicity:

1. The name, address or phone number of Library may not be used as the official address or headquarters of any ~~organization except those formally affiliated with the Library.~~
2. The use of the meeting room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
3. The person signing the meeting room contract is the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
4. Notice of meetings will be posted by the Library.

D. Payment of Fees:

1. Payment is to be made within two business days after being contacted by Administration of approval of the application.
2. Payment may be made by cash, credit card (Visa or MasterCard) or check made payable to Novi Public Library. For information and reservations and to make payments, contact the Administration at 248-869-7204, Monday – Friday, 10:00am – 5:00pm.
3. For last minute requests, payment can be approved by Management. Payment is due upon request.
4. Rental fees are set by the Administration and the standard schedule of rental fees is available upon request. The standard rental rates are set in one hour increments. In addition, there is a premium charge for each 15 minute period (or any part thereof) for a meeting that goes past its scheduled ending time. Rates vary for residents and nonresidents. Rates will be higher at times that the Library is not open to the public.

E. Disciplinary Process for Library Facilities

As stated more fully below for violations of the Policy, the Library Director or the Director's designee may restrict access to the Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to the Library facilities for a set period of time, or by denying access to specific services and/or program pursuant to this Policy. If necessary, the local police may be called to intervene.

1. Incident Reports – Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

2. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section 3 below), the Library shall handle violations as follows:

a. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.

b. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

3. Violations that Affect Safety and Security – Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

a. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.

b. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

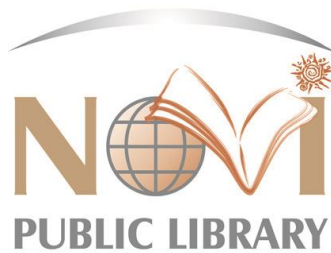
4. Reinstatement – The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

F. Right of Appeal

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Approved: April 15, 2009; Amended: May 1, 2010; July 17, 2013; June 22, 2017

Signed:
President



Policy Manual

BUILDING

B8: Social Media

Purpose

The Library is committed to using current forms of Social Media to be more accessible to library users and to promote library services and resources. This policy is intended as a supplement to existing library policies and as a guideline for best practices. The Library is not responsible for the reposting or accuracy of a reposting of content from any of the Library's Social Media by another content provider.

Definition of Social Media

Social Media is defined as a web application, website, or account that is created and/or maintained by the Library which creates an environment where library staff and users can share opinions and information on library related subjects, events, or issues. Social Media includes community created content sites like Blogs, YouTube, Wikis, Social Networks, Twitter, and other content sharing sites.

When you use Social Media your behavior and content is not only a reflection of you but also of (our) Library, **especially when using Library social media accounts**. This policy complements, rather than overrides, any existing requirements that you act responsibly, respectfully and honestly.

Social Media do's:

- Have a Voice - Talk the way you would talk to real people in professional situations. Avoid overly formal or "composed" language. Don't be afraid to bring in your own personality. Be courteous, helpful, calm, confident, and listen and ask questions.
- Be Precise - Make sure you are accurate and check your facts (as well as grammar) before you post.

- Engage - Don't be afraid to add content that engages the user instead of directly promoting library services. Add content because you have something interesting to say, not for the sake of regular posting.
- Be Visual – Be succinct and use images, audio, and video to engage the user.
- Market your Strengths – Provide some value. Don't talk down. Offer insight and create opportunities to become an expert.
- Be Prompt – If you need to moderate or respond to a comment do so as quickly as possible.

Social Media Don'ts

- Don't Overshare - Maintain privacy, confidentiality and obtain permission to use content created by other people. If you aren't sure you can disclose something, just don't do it.
- Don't Bad Mouth – Keep the language clean and avoid insulting people or companies.
- Don't Spam – Keep in mind that certain Social Media applications are better suited for frequent posts than others. For example posting four or five times on Twitter in a couple hour span is less likely to turn off your users than doing the same thing on Facebook. Think about how often you would like to see content from other businesses and institutions show up on your feeds as a guideline.

Moderation

Moderation is the act of reviewing and approving content from others. Our aim is to promote community conversation, so we will remove content that:

- is abusive
- is off-topic
- contains personal and/or cultural attacks or insults
- promotes hate of any kind
- is offensive in nature or contains offensive language
- is spam
- is potentially libelous
- contains plagiarized material
- contains commercial content

Approved: September 18, 2013; Amended June 22, 2017

Signed:

President

Information Technology Report by Barbara Rutkowski – April 2019

General

- The Information Technology Staff closed 26 Help Desk tickets.
- Patrons are now able to select their pickup location when placing a Hold using our library app.



- The 3D Committee printed 12 objects for patrons and various pieces for the e-NABLE project.
- New laptops have been configured for use in our makerspace room which is called iCube.
- Scott recorded, edited and posted to the staff wiki the “Teen Whisperer” presentation given to the Information Services Staff by our Building Monitor, Tia Marie Sanders.
- The issue of the self-check workstations sporadically failing to change the security bit on the RFID tag from locked to unlocked has been resolved.
- New belts were installed on the automated material handling equipment.
- Barb gave an Information Technology Department update presentation to the Library Board.
- We are investigating the options available through the State of Michigan contracts since the lease for our staff and public copiers will be ending soon.

Upgrades

- The data center SAN was reconfigured for the new systems with 6TB allocated for backup archives.
- Our internet filtering solution was upgraded since the current device will reach its end-of-life and support on 08-01-2019.
- Articles covering staff training subjects were added to the wiki.

Training

- IT Staff held 20 patron sessions:
 - 3 VHS to MP4/DVD
 - 4 Vinyl/Cassette to MP3
 - 13 Tech Time – topics included:
 - Using RBDigital
 - Using OverDrive/Libby
 - Email photos via app for prints
 - Amazon music downloads
 - Use MS Word to edit PDFs
 - Basic computer instruction, web searches, email
 - Uploading files to Google drive
 - Creating MP3s
 - Using the Creation Station
 - General laptop help

- IT Staff held 13 staff sessions:
 - Using Google drives and cloud storage
 - Using remote desktop
 - Using the Meeting Room A/V equipment
 - Using the poster printer
 - General Windows10 tips
 - General laptop tips
 - General photo scanning tips

Facilities Report by Keith Perfect

- In the past month the Facilities Department has closed 10 Facilities tickets, 76 Meeting Room Requests and has updated 315 Periodic Maintenance tickets.
- Facilities Staff has accepted 8 large book donations at the receiving door.
- 6 Gaylord pallets of discarded books were shipped to Thrift Books for re-sale or recycling.
- A large order of janitorial supplies was received.
- New cabinets and tool chest for the I-Cube makerspace room have been assembled.
- Tables in Computer Lab were removed to make way for renovations for the I-Cube makerspace room.
- Meeting room Garbage cans were thoroughly washed.
- A new catch pad for the AST room book drop was created to protect the falling books from damage.
- A wall in the Computer Lab has been repainted in preparation for the I-Cube makerspace renovations
- The telephone in the Computer Lab was moved/mounted to the wall in this room.

Information Services Department Report by April Stevenson – April 2019

News and Notes

- The Information Services Department offered 150 programs.
- The IS Department welcomes our new intern, Rachel Manela. We are excited to have her on our team.
- Linda and Kathleen provided a tour for the Kids in the City (Bring your kid to work day) library visit.
- Betty met with a patron regarding donated information on Novi WWII veterans.
- Mary promoted the iCube at our recent volunteer fair as we looked for patrons that want to share their talents in our new space.
- Sarah created a Tween Graphic Novel brochure.
- Emily hosted a field trip from the preschool special education class of Novi ECEC.
- Emily hosted the Motown is Gro-Town Initiative. This provided free seeds of vegetables and flowers for the community. Emily also added in informational books for check-out as well.
- Betty added two Oakland County Plat books with maps of various Novi subdivisions.
- Lindsay created posters explaining what a “Just Right Book” means to each age group, as well as a poster showing our new genre stickers on books.
- Kirsten replaced all STEAM kit bags with plastic containers.
- We hosted a chess tournament. Thank you David!
- We received a grant to host an adult battle of the books. Thank you Lindsay!
- Emily was featured in the May issue of the Novi Schools Community Education Newsletter. See photo at end of report.
- Lindsay was a judge for the Letter about Literature program.
- April provided a tour for the Friends of Michigan Libraries group.

Conferences, Workshops & Webinars

- The MIAYEC (Michigan Association for the Education of Young Children) Conference – Linda & Emily
- STEAMers Think Tank: A Maker Unconference - Mary
- Equity + Diversity + Inclusion Summit – Lindsay & Kirsten
- Vidcode webinar - David
- Middle Grade Mania webinar about upcoming titles for Spring and Summer - Lindsay

IS Staff Out & About

- Linda and Emily attended the MIAYEC (Michigan Association for the Education of Young Children) Conference.
- April attended the Hickory Woods Knowledge Night – signing up Library cards and sharing information on programs.
- Kathleen attended the Walled Lake Head Start GSRP Advisory Board meeting.
- Emily visited Novi Woods Montessori, Little Birds Montessori, Novi ECEC, Teddy Bear Picnic.

Adult Programs & Displays

- The Rick Lieder Band @ the MAC – 100
- Rebuilding Finances – 10
- Transforming Dreams to Start-up – 12
- Share the Library Love – 22
- Charlie LeDuff – 180
- Cooking with a TV News Anchor – 63
- Listen @ the Library – 67
- Michigan Opera Theater – 74
- Business English – 9

- Walled Lake Amusement Park – 42
- The Incubator – 9
- Comparative Business – 21
- Volunteer Fair - 300
- Our Feature Collection was dedicated to Poetry month (including a book list)
- A small display on Learn English featuring international and literacy/ESL materials
- Desk display featured Money Smart Month
- Business Kiosk displayed books on Money Smart Week and financial literacy

Tween/Teen Programs & Displays

- Coding the Future – 14, 7
- 5 Strategies to lower your college costs – 25
- Pizza and Pages - 15
- The Teen Stop Display was LOL: laughing out loud at teen fiction to celebrate National Humor Month (including a book list)

Youth Programs & Displays

- Hickory Woods Author Event with Julia Cook – 3,100
- Hickory Woods Knowledge Night – 350
- Doug Sheer's Laugh Factory – 70
- Teddy Bear Picnic – 75
- AAUW Let's Read Math – 65
- Kids in the City – 21
- ECEC Special Ed Field Trip - 19
- Pop up display on Star Wars for May the Fourth Day
- Our Youth Feature Display was "If you have a garden and a library, you have everything you need."
- Our Youth DVD Display featured Spring themed movies



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 296

of logs received to date: 1,148

of books read this month: 27,000

100 Books – 296	600 Books – 79
200 Books – 186	700 Books – 69
300 Books – 148	800 Books - 63
400 Books – 110	900 Books – 55
500 Book – 96	1000 Books – 46



ON THE ROAD TO BLISSFIELD UPDATE

Enjoyed a great day on our On the Road trip to Blissfield. 5/3/19 8am-5:30pm
We started with a bus ride to the Lenawee County Historical Museum in Adrian. Juice and assorted muffins were provided on the bus. The museum opened early and provided 6 tour guides to accommodate our group. Our next stop was to Blissfield, where we enjoyed an entertaining train ride, along with a chicken marsala or lasagna lunch. The entertainment included a comical “murder mystery” for the guests to participate in. Our final stop was Cakes n Shakes and area shops in downtown Blissfield. Everyone had the opportunity to choose from whatever dessert they wanted. The bus ride back to Novi included interactive games and raffles for many fun prizes.

Attendance: 52 x \$89= \$4628

Blissfield Murder Mystery Train Ride & Lunch: \$2912.35

Bus: \$795

Bus Driver Tip: \$50

Snacks on Bus: \$83.44

Prizes & Giveaways: \$40.39

Cakes n Shakes: \$201.97

Profit: \$544.85





Support Services Department Report by Maryann Zurmuehlen – May 2019

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Attended a TLN SASUG meeting remotely on April 25th.
- Completed Supervisor training for six staff members.

Circulation & Shelters

- An RBDigital information session was held for SS Staff on April 16th.
- The Food for Fines Event from April 7-13 was very successful, and many donations were made to benefit Gleaners. Thank you to all who participated!
- Interviews for a 16-hour Shelves position were held on May 1st.
- Read Boxes were installed and filled in Rotary, ITC, and Pavilion Shore Parks on May 1st.

Tech Services

- Working on the following projects: cleanup of CARL migration catalog errors, processing of materials for the iCube collection, Adult Graphic collection changes, relabeling of STEAM Kits, processing of a Special Needs Collection, and genre label changes.
- Placing commemorative bookplates into chosen books picked out by volunteers of NPL.
- Preparing for the end of the fiscal year and seeing an increase in orders from Selectors.

Statistics (April 2019)

- **Library Cards Issued: 328**
- **Items Checked Out: 71,453**
- **Items Interloaned for NPL Patrons: 5,194 (143 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,668 (92 through MeLCat)**
- **Items Added to the Collection: 1,543**
- **Items Discarded from the Collection: 2,811**
- **Novi School's Card Registration: 20**
- **MAP Checkouts: 6**
- **Outreach:**
 - **9 Facilities Visits / 51 Items Checked Out**
 - **6 Book Discussions / 84 Items Provided**

Support Services Statistics 2018-2019													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	494	445	419	354	252	227	325	323	462	328			3,629
Items checked out	81,644	78,014	67,084	68,276	63,684	64,719	69,122	70,134	85,148	71,453			719,278
Items borrowed	5,122	4,980	4,428	5,057	4,436	4,086	5,461	5,501	5,395	5,194			722,907
Items loaned	3,609	3,678	3,327	3,633	3,588	2,995	4,104	3,721	4,083	3,668			36,406
Read Boxes	249	254	176	0	0	0	0	0	0	0			679
MAP Checkouts	18	21	2	5	4	3	2	4	5	6			37,085
Novi School's Card Registration	15	37	24	13	9	12	9	21	12	20			172

	April 2019	April 2018		April 2019	April 2018
Library cards issued	328	402			
Total checkouts	71,453	62,430	READ Boxes	Adult 0	0
				Youth <u>0</u>	<u>0</u>
Items borrowed	TLN 5,051	4,549		Total 0	0
	MeL <u>143</u>	<u>25</u>			
	5,194	4,574			
Items loaned	TLN 3,576	4,811			
	MeL <u>92</u>	<u>0</u>			
	3,668	4,811			

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

	Read Box Totals May 2 - October 3, 2018	
	2018	2017
Adult	159	198
Youth	<u>1065</u>	<u>1073</u>
Total	1,224	1,271

Self-Check Totals 2018-19 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	81,644	45.86%	37,445	8,383	6,719	4,503	8,011	9,829	0
August	78,014	47.08%	36,729	8,906	6,189	3,926	7,422	10,286	0
September	67,084	44.66%	29,957	6,755	5,482	3,426	6,007	8,287	0
October	68,276	44.42%	30,327	6,835	5,566	2,991	6,456	8,479	0
November	63,684	44.29%	28,205	6,631	4,705	2,587	5,078	8,559	645
December	64,719	41.86%	27,091	6,673	4,377	2,134	5,192	8,058	657
January	69,122	45.01%	31,113	7,241	5,116	3,090	6,080	9,032	554
February	70,134	43.63%	30,602	7,211	5,322	3,113	5,887	7,744	1,325
March	85,148	41.85%	35,637	7,662	6,141	3,878	7,164	9,038	1,754
April	71,453	43.88%	31,355	6,846	4,687	2,904	6,418	8,734	1,766
May			0						
June			0						
FYTD	719,278	44.25%	318,461	73,143	54,304	32,552	63,715	88,046	6,701

Library Usage									
2017-2018 Fiscal Year					2018-2019 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	44,976	4,770	49,746	1,658	July	49,562	4,656	54,218	1,807
August	46,477	4,533	51,010	1,700	August	36,668	4,163	40,831	1,317
September	49,912	3,984	53,896	1,996	September*	39,587	3,619	43,206	1,600
October	43,260	3,410	46,670	1,556	October	39,602	3,400	43,002	1,387
November	42,448	3,221	45,669	1,575	November	35,017	3,177	38,194	1,364
December	32,007	3,374	35,381	1,264	December	27,557	3,022	30,579	1,092
January	27,295	3,735	31,030	1,034	January	30,059	3,237	33,296	1,110
February	29,847	3,261	33,108	1,182	February	30,380	3,228	33,611	1,200
March	28,003	3,936	31,939	1,030	March	34,270	3,804	38,074	1,228
April	30,261	3,949	34,210	1,180	April	32,766	3,519	36,285	1,251
May	32,678	3,901	36,579	1,306	May				
June	35,988	3,552	39,540	1,363	June				
FYTD Total	443,152	45,626	488,778	1,401	FYTD Total	355,471	35,825	391,296	1,335

* Counter was unavailable 9-28 and 9-29

Computer Logins											
2017-2018 Fiscal Year						2018-2019 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,422	65,015	18	68,455	2,282	July	3,256	70,042	1	73,299	2,443
August	3,503	61,578	7	65,088	2,170	August	2,869	55,316	3	58,188	1,877
September	3,160	49,691	12	52,863	1,958	September	2,552	59,641	2	62,195	2,304
October	3,580	53,678	5	57,263	1,847	October	3,242	83,123	1	86,366	2,786
November	3,204	50,678	7	53,889	1,858	November	2,511	73,548	0	76,059	2,716
December	2,489	51,767	3	54,259	1,938	December	1,977	62,202	0	64,179	2,292
January	3,184	42,798	3	45,985	1,533	January	2,426	59,867	0	62,293	2,076
February	2,797	45,364	3	48,164	1,720	February	2,387	62,768	0	65,155	2,327
March	3,300	48,465	0	51,765	1,670	March	2,706	71,829	2	74,537	2,404
April	3,039	49,597	9	52,645	1,815	April	2,492	68,634	1	71,127	2,453
May	2,868	50,861	5	53,734	1,919	May					
June	2,893	50,016	1	52,910	1,824	June					
FYTD Total	37,439	619,508	73	657,020	1,883	FYTD Total	26,418	666,970	10	693,398	2,367

Early Literacy Workstation Usage							
2017-2018 Fiscal Year				2018-2019 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,067	21,897	20	July	1,092	22,924	20
August	987	20,913	21	August	946	19,856	20
September	761	14,602	19	September	870	17,049	19
October	771	14,056	18	October	848	16,301	19
November	804	16,212	20	November	765	16,183	21
December	557	10,871	19	December	654	12,676	19
January	789	16,180	20	January	771	15,823	20
February	765	16,128	21	February	696	14,967	21
March	952	19,737	20	March	817	17,047	20
April	840	17,957	21	April	841	17,047	21
May	720	14,788	20	May			
June	989	21,361	21	June			
FYTD Total	10,002	204,702	20	FYTD Total	8,300	169,873	20

Technology Training Sessions 2018-19 Fiscal Year

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	3D Printing	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Patrons
July	1	2		2	1	1		5	3		15	
<i>Patrons</i>	0	2		2	1	18		5	3			31
August	1	2		2	1	1		5	7	13	32	
<i>Patrons</i>	1	2		2	1	11		5	7	13		42
September		2		2	2			5	3	3	17	
<i>Patrons</i>		2		2	2			5	3	3		17
October		2	1	2	2	1		4	6	7	25	
<i>Patrons</i>		2	5	2	2	60		4	6	10		91
November		2		2	2	1		3	13	8	31	
<i>Patrons</i>		2		2	2	4		3	16	12		41
December		2		2	2			5	1	9	21	
<i>Patrons</i>		2		2	2			5	1	10		22
January		3		4				3	14	16	40	
<i>Patrons</i>		3		4				3	14	16		40
February		4		3				4	11	15	37	
<i>Patrons</i>		4		3				4	11	18		40
March		4		4				7	1	20	36	
<i>Patrons</i>		4		4				7	1	20		36
April		3		4				4	9	13	33	
<i>Patrons</i>		3		4				4	9	15		35
May											0	
<i>Patrons</i>												0
June											0	
<i>Patrons</i>												0
Sessions	2	26	1	27	10	4	0	45	68	104	287	
<i>Patrons</i>	1	26	5	27	10	93	0	45	71	117		395

2018-2019 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	637	248	596	15,133	54	221	795
August	641	250	630	17,993	62	86	510
September	623	231	591	16,779	71	15	121
October	556	213	1,035	23,626	86	60	485
November	543	215	1,912	42,683	99	140	948
December	618	204	1,355	30,080	111	245	949
January	777	260	1,494	36,834	131	173	670
February	572	230	1,574	35,222	147	194	1,281
March	735	241	1,537	37,914	155	311	1,472
April	720	245	1,488	36,275	157	178	839
May							
June							
FYTD Total	6,508	2,337	12,212	292,539	1,077	1,623	8,070

2018-2019 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,169	1,668	4,837	80
August	3,283	1,555	4,838	61
September	2,972	1,566	4,538	87
October	2,967	1,386	4,353	55
November	2,863	1,409	4,272	47
December	2,930	1,459	4,389	71
January	3,249	1,560	4,809	95
February	3,068	1,349	4,417	55
March	3,302	1,462	4,764	73
April	4,491	1,318	5,809	43
May				
June				
FYTD Total	32,294	14,732	47,026	667

Meeting Room Rentals					
2017-2018 Fiscal Year			2018-2019 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	48	1,080	July	49	1,235
August	53	881	August	56	1,367
September	34	755	September	76	1,696
October	60	1,296	October	74	1,372
November	42	931	November	64	1,709
December	32	636	December	59	1,347
January	50	1,033	January	45	1,071
February	48	1,041	February	71	1,669
March	73	1,566	March	70	1,325
April	37	778	April	63	1,683
May	38	1,089	May		
June	55	1,320	June		
FYTD	570	12,406	FYTD	627	14,474

Library App - 2018-2019 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	32,473	1.	Catalog	January	48,988	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	RB Digital			5.	Boopsie Popular Books
August	25,309	1.	Catalog	February	43,150	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	RB Digital			4.	Library Locator
		5.	Library Locator			5.	Boopsie Popular Books
September	39,816	1.	Catalog	March	45,941	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Zinio			5.	Zinio
October	39,472	1.	Catalog	April	39,831	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	Library Locator
		4.	Library Locator			4.	OverDrive
		5.	Events			5.	Zinio
November	40,869	1.	Catalog	May			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Zinio				
December	37,115	1.	Catalog	June			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Popular Books				
				Total	392,964		

**Friends of the Novi Public Library
Meeting of the Board of Directors
April 10, 2019**

Call to Order: Carol Hoffman called the meeting to order at 6:58 p.m.

Present: Marilyn Amberger, Carol Bauer, Evelyn Cadicamo, Lin Giglio, Carol Hoffman, Sue Johnson, Carol Neumann, and Christina Salvatore, Library Liaison.

Absent: Vicky McLean and Evelyn Young.

Minutes: The Minutes for the November 14, 2018 meeting were accepted as presented. Motion was made by Carol Bauer and seconded by Lin Giglio. Approved 7-0.

Treasurer's Report: Marilyn started her report by stating that we would not be moving any money right now; rather, we will wait until closer to the fiscal year to accomplish this. Marilyn then pointed out the \$10.00 charge on our Cash Flow statement. It seems that **Vibe** was going to charge us some fees and when it was pointed out that we are a non-profit, that charge was reversed (as shown in red on the Cash Flow statement). We were prepared to withdraw our accounts from Vibe as this is the second time they were going to charge us fees. This situation has been resolved as of now, and we will leave the accounts with them for the time being. She will be watching the accounts to make sure nothing like this happens again.

Marilyn did point out that there are still a few items from the Director's Wish List to come in; however, most of the commitments have been taken care.

Income	\$2,517.71	CF CD	\$10,485.35
Expenses	<u>3,616.24</u>	CF Checking	9,634.63
Overall Total	-\$1,098.53	Vibe Chkg.	12,695.90
		Vibe Savings	<u>11,000.31</u>
		Total	43,816.19
		Startup Fund	<u>100.00</u>
		Total Overall	\$43,916.19

Sue Johnson then stated that she had a few comments on the Budget:

- Fiscal year for the Friends now aligns with the Library – July 1 through June 30.
- Might get another special needs computer.
- New scholarship winner. Evelyn Young isn't here to tell us more but we did have two very good candidates and had a hard time choosing the winner. It just seems that students don't want to write an essay to take advantage of the scholarship.
- Sue reminded us of the Rosie the Riveter program on April 17th.
- She also was pleased that we had such a good start to March in the Book Nook. We took in over \$500.

- As for membership, Sue announced that we are already over our budgeted income.

Motion was made to approve the Treasurer's Report by Carol Hoffman and seconded by Carol Bauer. Approved 7-0.

Introduction of Guests: Carol Neumann introduced Karen Schubert and Marge Bixby. Karen is a new volunteer in the Book Nook and has also taken a shift in sorting. She was invited to our Board meeting to see what we were all about. Marge Bixby is a long-time friend of the Book Nook and while she had other commitments, she felt that perhaps working on the Board would fit her schedule. She, too, came to see what we were all about.

Library Liaison: Christina delivered to us the new Wish List for 2019-2020. We will be going through this List in May.

Book Nook: Carol Hoffman told us that we took in over \$2,100. Her goal has been to consistently take in about \$2,000 a month!! She decided to look around to see what we needed to address. The Book Nook had guests (Friends of Michigan Libraries – FOML) last week (April 4-5) and took a tour of our facility. They were very complimentary and asked many questions. One of the comments on each of the days they toured was that "everything looks so nice."

One of the things Carol mentioned is that we would like to purchase some plastic labels (especially for the non-fiction) for the shelves. We need some flexibility with these labels so that we can change classifications/descriptors when necessary. Carol identified something that Pam Bagosy (a sorting team leader) came up with. It is like a sleeve in that the identifying classification would be printed and that straight label would then slide into the clear plastic sleeve. These would come in two sizes in order to take care of a large classification as well as a small descriptor that might not get as much traffic. By ordering both sizes and getting a substantial number of these labels, we would have extra; we would be able to move these labels around to accommodate our changing categories and even allow us to draw attention to our special collections and/or our monthly advertised specialty collections, e.g., Inspirational selections. Since we have money in our budget, Carol suggested that we make the purchase this year while we are still taking in a good many books and are able to encourage purchases. She informed us it would run about \$167.00 for all of the signage that we want as well as making the shelves and the collections look professional. A motion was made to approve this purchase by Evelyn Cadicamo and seconded by Sue Johnson. Motion passed 7-0.

While Sue Johnson was discussing selected items on the Budget, she brought up a new item from the Director's Wish List for benches. Sue had asked Julie if she had anything in mind for the money made from "Booked" this year. Julie indicated that she wanted to have the bench under the stairs reupholstered and order a new bench for the library entry way. Sue sent an email on December 11, 2018 regarding the benches and the reupholstering of the bench by the stairs. In order to get approval for this expenditure, an email was circulated giving full detail and by return email, this motion was passed. This expenditure was approved 7-0. (Carol Bauer and Evelyn Young did not respond to the email.)

Membership: Sue Johnson drew our attention to the back page of our meeting packet. From information contained on that page, 12 members have not renewed in the first quarter of this year. It was assumed some of these people might still be in Florida and just have not gotten around to dealing with the membership renewal. We have four new members. Sue felt we were doing very well. This summary sheet only represents the first quarter of 2019.

Sue did inform us of a discussion that was had at the FOML meeting regarding our “Booked for the Evening” event. The first question asked by the people attending was: “How much do you charge?” We need to put this information out as we need to let the membership know that we are going to charge for this event. It will no longer be an appreciation event; rather it will be a fund raiser. We need to really think about this and get some notification out to our membership soon.

Booked for the Evening: Sue announced that she and Lin will be the co-chairs of this event. Questions we need to answer are: What will be the cost? How will we implement that cost? We could roll it into the membership...or, we could handle it as a separate item. We have to start communicating this information now. Thoughts on implementing this were many and varied:

- \$10 per person(?);
- \$50. memberships would get two tickets;
- \$100. memberships would get four tickets. How many of those memberships were on the list?
- The goal is to make \$2,000 through attendance charges.
- Other tasks and considerations regarding this event were:
 - raffle baskets;
 - help with getting sponsors;
 - a silent auction;
 - 5,000 in donations for raffle items -- we need a significant amount of donations and we need help with this task;
 - 10-12 restaurants donated food.

It is true that at one time it was just considered an opportunity to say “thanks.” Not any longer. With all those donations we need to make it a fund raiser – we have to make the switch from a thank you party to a real fund raiser.

Carol Hoffman gave our two guests the background on this event. Karen and Marge both seemed interested. Lin has a fundraising background and added much to the discussion.

After much discussion we retraced our steps by asking just what the framework would be that we need to formulate? We need to know who we will have for a sponsor because they will be our umbrella. We are strongly considering Steve and Rocky’s. They would be the food sponsor, and we could still get many other sponsors. We need to have an item that will draw people in as far as the auction is concerned. We need more time to explore suggestions and ideas. It still comes down to going about this in two different ways:

1. Additional \$10. charge per person who is going to attend.
2. Rolling it into the cost of becoming a member

We should have only one food sponsor, saying something like: “Steve and Rocky’s present Booked for the Evening” at the Novi Library. We need to know what the rules are going to be and post them. Our membership has to know these rules and understand that there will be no membership renewal at the door the evening of the event. You must purchase your ticket beforehand. Our standard needs to be posted so that people know that we want them to pay ahead of time. They have to decide is it worth making it a little difficult by having to bring money with them or actually to pay by check. There will be no Pay Pal.

We will continue dispensing drink tickets at registration. This was reasonably successful but we need to have posters up stating that the tickets are for wine only. One does not need a ticket for the beer. Each guest will be given two tickets. Most were in agreement with this arrangement.

One other offering was made. It was suggested charging \$15. (which is the price for a family membership.) How do we handle this as we have been talking about charging \$10. per person?? Would the higher donors still be handled the same way? \$50. memberships get two free tickets; \$100. memberships get four free tickets. In the past, major sponsors were given complimentary tickets to attend. They hardly ever took advantage of this. One sponsor did donate \$500. even though they have a \$200. membership.

The question was asked whether or not the Library Board members are Friends of the Library also. How do they pay their dues? It was brought up that since not everyone worked on last year’s event, the select group of people who were the worker bees should also be provided with free tickets. The point was made that people who worked behind the scenes and solicited sponsors, donations and the like, should not be paying for a ticket. This has the makings of a real bone of contention but the decision was made that “everybody pays except the sponsors.”

Memorandum of Shared Understanding: Having gone as far as we could with “Booked,” Sue informed us that there was “no word” as of this meeting. We had a kind of “feel good” document but now we need to put down just what we do, our responsibilities, etc. as we do have a Friends group and an operating group. Each has responsibilities; we have a very unique relationship with the staff, Christina and Julie and even the Board. This is to be appreciated as it works well. However, from time to time things have come up – attitudes, etc. – that it is not a bad idea to have a well-defined Memorandum of Understanding and say these are our operating members, etc. We will get back engaged in this; it is at a stand-still right now. This document “hit all of us ‘wrong’” and it came across as very “lawyerly.” The lawyer only dealt with Friends groups that were having problems. The one she had written was only looking out for the Library and we wanted the Friends to be looked out for. As I said, we have to re-engage in this so we can move forward.

FOML (Friends of Michigan Libraries): On April 4, a number of us attended this event that was held here in our Library. Sue gave us an overview of items that were discussed. The main speaker was James LaRue. He presented us with a Library Bill of Rights and walked us through each of the policies. He presented us with a number of examples where it was important that we develop established procedures and have standard ways of dealing with things. For example, if we have an irate call from a patron about a particular book, and the parent states that the Library should be responsible for not allowing the child to get the book the parent does not want them to read, we need to have a procedure and a practice in place for handling such an incident.

Another incident discussed was book censorship on the high school level – this time “Catcher in the Rye.” Overall, attention must be paid to the community as there are all these programs and a huge variety of ethnicities that have to be taken into consideration. Here, we are fortunate – in Novi -- because all is tolerated.

Mr. LaRue presented another example: the library offered a book on fairies. Of all the fairies in the book, there was only one of color, and she was being depicted as lazy and didn't participate in the party. A Black woman brought this up and wanted the book removed. The Librarian tried a different tactic and wrote to the publisher of the book to see what could be done about the depiction of the fairy. When a new copy of the book came in, the fairy of color was changed to a highly creative person and participated in the game they could all play and it was her creation that brought them all together. We have to have practices to follow, and we have to document what the objective is. We have to talk the situation out, express the value of the opinion offered, and have a process in place as to what can be done should you still disagree.

The merit awards were awarded and Ferndale received one for a “Cake Bake Off.” The Librarian got some fairly notable chefs to judge the cakes, of course sampled all the entries and awards were given out to include a Judge's Award, a People's Choice Award, etc.

The “Donkey” Librarian gave a presentation about behavior and the choices we make. It was humorous but not without its point.

FOML will have another workshop in the Fall. This will only be a half-day session and it will be in Charlevoix.

Sue drew our attention to upcoming events and reminded us of the Volunteer Fair on April 27th. Chuck Gaidica will be the keynote speaker on “Caring in the Community.”

Also mentioned was the Fox Run event on May 2nd. There are three shifts: 10-11; 11-12 Noon; and 12-1. Volunteers are needed for the 12-1 shift as Sue and Carol Hoffman will take the first two shifts.

There being no further business to discuss, motion was made by Marilyn, and seconded by Carol Hoffman, to adjourn the meeting. Approved 7-0 at 8:50 p.m.

Respectfully submitted,

Evelyn Cadicamo

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

7:00 - Prior to start of meeting Mary Robinson will give an iCube space demo
7:15 – Presentation of scholarship check to Emily Fraser

- | | |
|---|------------------|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the April 10, 2019 Meeting * | Evelyn Cadicamo |
| III. Treasurer's Report* | Marilyn Amberger |

- Prior month(s) Income and Expense
- Statement Balances

IV. Reports

- | | |
|--|---------------------|
| • Election of new members
Marge Bixby, Karen Schubert | Carol Neumann |
| • Library Liaison | Christina Salvatore |
| • Book Nook | Carol Hoffman |
| • Membership | Sue Johnson |
| • President | Sue Johnson |
| • Report on Volunteer Fair – Saturday, April 27 | |
| • Report on Fox Run event – Thursday, May 2 | |
| • Fall Kaleidoscope | |
| • Wish List review | |
| • Proposed Bylaws Changes | |

V. Announcements

VI. Calendar

Kaleidoscope

- May 23, 2019 – Caribbean Mardi Gras, Parade Company – 7-8:30pm

Listen at the Library

2019 Summer Music on the Patio

- June 27, 2019 Billy Mack & the Juke Joint Johnnies
- July 18, 2019 The Invasions 60's Tunes
- August 15, 2019 tbd

VII. Adjournment*

*Requires Action



NOVI HISTORICAL COMMISSION
Wednesday, May 15, 2019 7pm
Novi Library History Room

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

Library Liaison Report Betty Lang
NOTE: History Room hours : May 20, 6-8 Dhara June 3, 12-2 Kim
June 17, 6-8 Kelly
July and August History Room by appointment only
Documentation Day...Sunday, May 19

Discussion items:

Request from Legacy Art Park
4/25 Walled Lake Amusement presentation re-cap
5/2 David Barr program re-cap
Historical sights Brochure Dhara/Tom
Spring Palozza 5/17, 6-8:30 (table/set up) Kim/Dhara
Does everyone have shirts and name tags?
Cornelius Austin Marker/walk-through
Novi Today Ad Kim
Wreaths across Novi
Veterans Memorial
Kelly

BACK BURNER PROJECTS

Novi Rd. Cemetery Sign- Removal and update

HISTORICAL COMMISSION PROGRAMS -2019

6/18 Walled Lake Historical program to South Lyon Historical Commission

PROPOSED Historical Commission programs:

Guernsey, (Greg or Marty Macguir Northville Psychiatric Hospital (Joel Oldenburg), Underground Railroad (Willie Payne), Guardians of Detroit (Jeff Morrison), Copper Miners Strike Women ((Allie Penn), Yankee Air Museum (Barry Levine), Coney Island History (Joe Grimm)

Old Business:

Storage Unit move to Corrigan

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Cabinet MANAGER

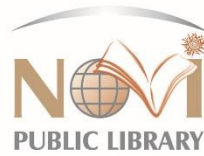
Ideas for new displays

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: **Wednesday, June 19-7pm**

Adjourn



Library Board Calendar

2019

May 23	Library Board Regular Meeting
May 26	Library Closed
May 27	Holiday – Memorial Day, Library Closed
June 10	Summer Reading Begins
June 16	Holiday- Father's Day, Library Closed
June 27	Library Board Regular Meeting, Library Director Annual Review
July 4	Holiday – Independence Day, Library Closed
July 25	Library Board Regular Meeting
August 15	Community Reads Launches
August 16	Staff In-Service, Library Closed
August 17	Summer Reading Ends
August 22	Library Board Regular Meeting
August 31	Library Closed
September 1	Library Closed
September 2	Holiday – Labor Day, Library Closed
September 26	Library Board Regular Meeting
October 24	Library Board Regular Meeting
November 21	Library Board Regular Meeting
November 27	Holiday – Thanksgiving Eve, Library closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
November 29	Library Closed
December 19	Library Board Regular Meeting
December 24	Holiday- Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year's Eve, Library Closed

2020

January 1	Holiday – New Year's Day, Library Closed
January	Budget Planning Session TBD
January 23	Library Board Regular Meeting
February	Budget Planning Session TBD
February 27	Library Board Regular Meeting
March 26	Library Board Regular Meeting
April 12	Holiday – Easter, Library Closed
April 19-25	National Library Week
April 23	Library Board Regular Meeting

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