

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, November 16, 2016
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, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
 - A. Approval of Claims and Warrants L548.....5-7
 - B. Approval of Regular Meeting Minutes – October 19, 20168-15
- 6. Correspondence
 - A. Thank you postcard from Ellen & Annie, MSU Tollgate Farms.....16
 - B. Thank you email from Mary Ann Cook, A Growing Place Inc..... 16
- 7. Presentation/Special Guest
 - A. Recognition of Christine Krieger, Support Services Clerk – Retirement from Novi Library
 - B. Recognition of Judy Hurley, Support Services Supervisor – Retirement from Novi Library
 - C. Presentation of plaque to Novi Library by the Novi Rotary for continued support of the Feed the Need Summertime Lunch Program
- 8. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the five 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 17-18
- 10. President's Report (Craig Messerknecht)
 - A. Goals Update (as of October 2016) 19-30
 - B. Library Director's Mid-Year Review – December Board Meeting
 - C. Welcome Desk schedule – January 2017 – May 2017**
 - January 2nd: Bill Lawler
 - January 9th: Doreen Poupard
 - January 16th: Craig Messerknecht
 - January 23rd: Ramesh Verma
 - February 6th: Melissa Agosta

February 13th: Geoffrey Wood
 February 21st (Tuesday): Tara Michener
 February 27th: Bill Lawler
 March 6th: Doreen Poupard
 March 13th: Craig Messerknecht
 March 20th: Ramesh Verma
 March 27th: Melissa Agosta
 April 3rd: Geoffrey Wood
 April 10th (Tuesday): Tara Michener
 April 17th: Bill Lawler
 April 24th: Doreen Poupard
 May 1st: Craig Messerknecht
 May 8th: Ramesh Verma
 May 15th: Melissa Agosta
 May 22nd: Geoffrey Wood
 May 29th: LIBRARY CLOSED
 May 30th (Tuesday): Tara Michener

11. Treasurer's Report (Melissa Agosta)

**Audited budget information for 15/16 will be available as of November 15, 2016

A. Library Fund Budget 268 – 2016-2017	31-33
B. Contributed Fund Budget 269 – 2016-2017.....	34
C. Library Fund 268 Expenditure & Revenue Report (October 31, 2016)	35-37
D. Contributed Fund 269 Expenditure & Revenue Report (October 31, 2016)	38
E. Balance Sheets for Funds 268 and 269	39-40
12. Director's Report.....	41-50
A. Information Technology Report	51
B. Facilities Report	52-54
C. Information Services Report.....	55-58
D. Support Services Report	65-67
E. Library Usage Statistics.....	68-77
F. Friends of the Novi Library	78-79
G. Novi Historical Commission	80-82

13. Committee Reports

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

(Michener–Chair, Poupard)

- Library Staff is currently reviewing current policies. Meetings Held: 9/29, 11/3

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

(Verma– Chair, Michener) – No action at this time.

- Staff is currently pulling salary comparisons from other class VI libraries in the Metro Detroit area for committee to review.

C. Finance Committee: Financial plan based on building assessment review

(Agosta- Chair, Messerknecht, Lawler) – No action at this time.

D. Events/Marketing/Fundraising Committee 2016 Gala, outreach events

(Michener – Chair, Agosta, Wood) – No action at this time.

E. Strategic Planning Committee: Annual review of current plan
(Poupard- Chair, Wood)

Strategic Planning Feedback Sessions:

Thursday, November 3, 7pm-Youth Activity Room (3 people were in attendance)

Monday, November 28, 7pm-East Meeting Room

Library staff and Board Members will update the community on goals reached and projects accomplished. In order for us to keep improving we hope you will share your thoughts as well. Flyer attached.

F. Building/Landscape Committee: Entrance project, Energy Reduction Coalition project, Building assessment

(Messerknecht – Chair, Lawler, Verma, Wood)

- 3 Electrical companies have taken a tour of the library to provide preliminary quotes for materials and labor for a LED conversion project. Costs have not yet been received. Contacted the City Attorney, ERC contract is still being reviewed.
- Library staff (Farkas, Rutkowski and Zurmuehlen) travelled to Worthington and Licking County OH on Friday, November 11, 2016 to meet with Library Lending vendors (RTI and Envisionware) for a potential free-standing library kiosk. See examples of the two units that were demoed to NPL in the Director's section of the packet.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta) – Bylaw review completed September 2016

14. Public Comment

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

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15. Matters for Board Action

- A. Approval of revised Overtime Policy.....42

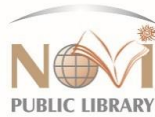
16. Adjourn

Supplemental Information:

- Bits & Pieces by Jim Pletz, TLN Director (October/November 2016) 83-84
- Library Calendar 85

Future Events:

- Library Closes at 5pm – Wednesday, Nov. 23rd
- Library CLOSED – Thursday, Nov. 24th
- Light up the Night – Friday, Dec. 2nd (6-9pm) – Novi Civic Campus & Library
- Friends of the Novi Library Regular Mtg. – Wed., Dec. 14th at 7:00pm, Novi Library
- Board of Trustees Regular Mtg. – Wed., Dec. 21st at 7:00pm, City of Novi – Council Chambers
- Novi Historical Commission Regular Mtg. – Wed., Dec. 28th at 7:00pm
- Library CLOSED – Dec. 23, 24, 25
- Library CLOSED – Dec. 31 and January 1
- Board of Trustees Budget Planning Session – Saturday, January 7th at 8:00am – 2:00pm
- City of Novi Budget Planning Session – Saturday, January 14th at 8:00am – 12:00pm
- Board of Trustees Budget Planning Session – Saturday, February 4th at 8:00am – 12:00pm



Inform. Inspire. Include.

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

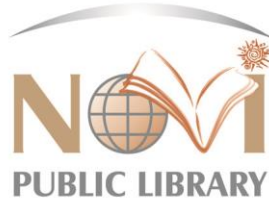
<http://www.novilibrary.org>

Warrant 548	268 Accounts	November 2016	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (10/13/16)		268-000.00-727.000	\$ 94.93
Staples (10/24/16)	toner	268-000.00-727.000	\$ 195.68
Boopsie	Annual Sub; year 2 of 3 pyt	268-000.00-734.000	\$ 4,495.00
Michigan Office Solutions (10/14/16)	red PLA cartridge	268-000.00-734.000	\$ 215.60
Presidio (10/18/16)	remote service	268-000.00-734.000	\$ 508.75
The Library Network (10/11/16)	Ann Lic/Cont; 10/1/16-9/30/17	268-000.00-734.000	\$ 3,997.50
VidCom Solutions, Inc. (11/1/16)	acc cont; 11/1/16-1/31/17	268-000.00-734.000	\$ 329.70
Amazon.com (10/21/16)	PC &Mac label Print	268-000.00-734.500	\$ 280.04
CDW-G (10/18/16)		268-000.00-734.500	\$ 641.21
CTC Technologies, Inc. (9/12/16)	APC Smart UPS...	268-000.00-734.500	\$ 2,883.80
Great Lakes Power & Lighting, Inc. (9/23/16)	3 ded Circ to Ser Rm	268-000.00-734.500	\$ 2,256.89
Tracfone.com (10/11/16)	400 min/1yr ser Bldg Mon	268-000.00-734.500	\$ 135.17
Allied-Eagle Supply Co. (10/7/16)		268-000.00-740.000	\$ 698.68
Global Office Solutions (10/13/16)		268-000.00-740.000	\$ 158.38
Pelican Case Outlet (10/18/16)	Pelican 1040 (3)	268-000.00-740.000	\$ 51.36
Sam's Club (10/20/16)		268-000.00-740.000	\$ 100.89
Staples (10/24/16)	supplies/SS	268-000.00-740.000	\$ 67.92
The Library Network (9/30/16)	Jul-Sep 16; labels	268-000.00-740.000	\$ 364.90
Amazon.com (10/18/16)		268-000.00-742.000	\$ 187.80
Barnes & Noble (10/10/16)	Parent-Parent	268-000.00-742.000	\$ 1,096.76
Brodart(10/24/16)		268-000.00-742.000	\$ 8,871.05
Center Point Large Print (10/1/16)		268-000.00-742.000	\$ 200.13
City of Novi Historical Commission	Villa Barr Books (11)	268-000.00-742.000	\$ 220.00
Gale/Cengage (10/26/16)		268-000.00-742.000	\$ 1,234.93
Genealogical.com (10/14/16)		268-000.00-742.000	\$ 28.45
George Rapis (9/29/16)	Cookbooks (5)	268-000.00-742.000	\$ 50.00
Tsai Fong Books, Inc. (10/12/16)		268-000.00-742.000	\$ 549.01
Dearborn Heights Caroline Kennedy Library		268-000.00-742.100	\$ 11.00
Milford Public Library		268-000.00-742.100	\$ 99.75
Ebsco (10/13/16)	Mich Hist	268-000.00-743.000	\$ 5.50
WT Cox Information Services (9/6/16)	ann international Per order	268-000.00-743.000	\$ 15,903.70
Midwest Tape (10/4/16)		268-000.00-744.000	\$ 940.06
OverDrive (10/20/16)		268-000.00-744.000	\$ 10,454.78
Amazon.com (10/4/16)		268-000.00-745.200	\$ 113.71
Midwest Tape (10/4/16)		268-000.00-745.200	\$ 1,568.71
ProQuest LLC (10/1/16)	Ancestry 10/1/16-9/30/17	268-000.00-745.300	\$ 1,690.00
Bright House Networks Business Sol(9/27/16)	October	268-000.00-801.925	\$ 32.30
Merchant Billing Statement	September	268-000.00-802.100	\$ 216.22

Johnson, Rosati, Schultz, Joppich (10/13/16)	ERC Agreement	268-000.00-806.000	\$ 283.50
Waste Management	October	268-000.00-808.000	\$ 98.72
American Library Association (10/13/16)	0242347; Farkas; ann memb.	268-000.00-809.000	\$ 445.00
Novi Rotary (10/2/16)	Farkas; Fall Dues	268-000.00-809.000	\$ 166.00
H&K Janitorial Service, Inc. (9/30/16)	September	268-000.00-817.000	\$ 3,900.00
The Library Network (10/10/16)	Ann Del Chgs;10/1/16-9/30/17	268-000.00-818.000	\$ 3,495.00
TelNet Worldwide (11/4/16)		268-000.00-851.000	\$ 1,059.80
Verizon (9/28/16)	8/29-9/28/16	268-000.00-851.000	\$ 344.22
AT&T (10/13/16)	9/14/16-10/13/16	268-000.00-851.000	\$ 101.02
The Library Network (9/30/16)	Datamailers; 7/1-9/30/16	268-000.00-855.000	\$ 3,449.37
Silberman, David	Tour; 10/15/16	268-000.00-862.000	\$ 5.94
Big Frog Custom Tshirts (10/27/16)	STEAM Kit Bags White Logo	268-000.00-880.000	\$ 300.00
City of Novi	Ice Utilization	268-000.00-880.000	\$ 15.00
Muniweb (10/10/16)	September	268-000.00-880.000	\$ 608.75
Salvatore, Christina (10/3/16)	ribbon cutting	268-000.00-880.000	\$ 35.80
American Library Association (11/2/16)	refund for returned items	268-000.00-880.268	\$ (26.10)
Alberga, Kathleen (10/21/16)	Yth pgm; Pumpkin Dec.	268-000.00-880.268	\$ 37.50
Amazon.com (9/26/16)		268-000.00-880.268	\$ 62.82
Apple Store (10/14/16)	Friends Wish List	268-000.00-880.268	\$ 500.00
Brush, Emily (10/3/16)	yth pgm	268-000.00-880.268	\$ 45.20
Durrett, Erin	yth pgm; Star Wars; 10/8/16	268-000.00-880.268	\$ 60.49
Five Below (9/29/16)	yth pgm	268-000.00-880.268	\$ 25.00
Friends of Novi Public Library	Summer Reading Funds	268-000.00-880.268	\$ (1,371.90)
Global Office Solutions (09/30/16)	Card Stock/Glue Sticks	268-000.00-880.268	\$ 74.63
Gordon Food Service (9/29/16)	yth pgm	268-000.00-880.268	\$ 36.94
Joann Fabrics (9/29/16)	yth pgm	268-000.00-880.268	\$ 19.68
Kroger (9/29/16)	yth pgm	268-000.00-880.268	\$ 64.47
Mutch, Kathleen	Adt Writing Pgm; November	268-000.00-880.268	\$ 100.00
Oriental Trading (10/13/16)		268-000.00-880.268	\$ 59.93
Sam's Club (10/19/16)	Morning Arts	268-000.00-880.268	\$ 20.98
Getaway Tours & Charters (10/27/16)	OntheRd; 4/28/17 dep for bus	268-000.00-880.271	\$ 100.00
Konica Minolta Business Solutions (10/1/16)	October 2016	268-000.00-900.000	\$ 698.55
Consumers Energy	9/9-10/7/16	268-000.00-921.000	\$ 260.39
DTE Energy	9/26-10/24/16	268-000.00-922.000	\$ 8,043.65
City of Novi Water & Sewer	6/20-9/20/16	268-000.00-923.000	\$ 1,842.40
Am Fireplace & Barbeque Dist (9/16/16)	ann safety ck; service 10/3/16	268-000.00-934.000	\$ 270.00
Batteries & Bulbs (10/11/16)	batteries variety	268-000.00-934.000	\$ 151.65
Boynton Fire Safety Service (9/2/16)	ann inspection	268-000.00-934.000	\$ 450.00
Cintas (10/21/16)	Sanitize Restrooms	268-000.00-934.000	\$ 611.75

Dalton Commercial Cleaning Corp (8/8/16)		268-000.00-934.000	\$ 5,400.00
Global Industrial Inc. (10/19/16)	credit for taxes paid	268-000.00-934.000	\$ (8.90)
Home Depot (10/15/16)		268-000.00-934.000	\$ 53.45
Lyon Mechanical (10/7/16)	serv/insp bath 1stfl 10/5/16	268-000.00-934.000	\$ 177.33
North Star Mat Service (10/25/16)	9 Mats	268-000.00-934.000	\$ 38.00
Orkin (10/19/16)		268-000.00-934.000	\$ 62.72
Signs by Tomorrow (9/20/16)	Skating	268-000.00-934.000	\$ 52.00
West -Metro Door (9/28/16)	rolling grille repair	268-000.00-934.000	\$ 202.50
Brien's Services, Inc. (10/17/16)		268-000.00-941.000	\$ 2,140.50
C&J Parking Lot Sweeping (10/20/16)	Lot sweep	268-000.00-941.000	\$ 110.00
Creating Sustainable Land (10/17/16)	Add plants to Bioswale	268-000.00-941.000	\$ 1,175.00
Konica Minolta Premier Finance (10/25/16)	November	268-000.00-942.000	\$ 999.00
Corrigan Storage Solutions (10/1/16)	October	268-000.00-942.100	\$ 22.18
Farkas, Julie	Bk Fest; Smale; 9/23-24/16	268-000.00-956.000	\$ 94.35
Oakland Cty Reading Council (10/10/16)	O'Leary; Workshop; 11/12/16	268-000.00-956.000	\$ 30.00
Oakland Schools (10/19/16)	Culture Club wksp	268-000.00-956.000	\$ 100.00
O'Leary, Shannon	ICLR Conf; 10/6/16; mileage	268-000.00-956.000	\$ 22.52
Radisson Hotel Lansing at the Capitol	MLA conf; Stevenson; 10/26-28/16	268-000.00-956.000	\$ 289.90
Silberman, David	TLN/Soc Media mile; 7/28;9/13; 10/14	268-000.00-956.000	\$ 23.76
Amazon.com (10/11/16)		268-000.00-986.000	\$ 339.80
CDW-G (10/18/16)		268-000.00-986.000	\$ 17,392.20
Petty Cash			\$ 43.93
TOTAL			\$ 116,156.65

Warrant 548	269 Accounts	November 2016	
Payable to	Invoice #	Account number	Account total
Brodart (9/29/16)	Kiosk Teen Space	269-000.00-742.231	\$111.53
Dan Dan Choo Choo Man (10/18/16)	Light Up Night 2016	269-000.00-742.232	\$405.00
John the Magician (10/18/16)	Light Up Night 2016	269-000.00-742.232	\$550.00
Big Tommy's Parthenon (10/3/16)	Novi Sch. Media Spec.	269-000.00-742.234	\$175.00
Petty Cash - Farkas, Julie	Staff Appreciation	269-000.00-742.234	\$17.72
Screen Works Inc. (9/30/16)	Neighborhood Lib Assn	269-000.00-742.234	\$132.00
Big Frog Custom T-Shirts More (10/24/16)	staff logo wear	269-000.00-742.234	\$103.50
TOTAL			\$1,494.75



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
October 19, 2016**

DRAFT

1. Call to Order and Roll Call

Library Board

Craig Messerknecht, President
Tara Michener, Vice President
Melissa Agosta, Treasurer
Ramesh Verma, Secretary
Bill Lawler, Board Member
Doreen Poupard, Board Member (Absent and Excused)
Geoffrey Wood, Board Member

Student Representatives

Ruchira Ankireddygari (Departed at 7:21)
Cindy Huang (Departed at 7:21)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

Ms. Farkas presented a request from Gary Bernstein of the Read a Latte Café asking to make changes to his Sunday hours as well as closing the day after Thanksgiving. Trustee Messerknecht added a new line item, **15B.**, to the **Matters for Board Action**.

A motion was made to approve the Overview of the Agenda as amended by Trustee Messerknecht.

1st—Melissa Agosta

2nd—William Lawler

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L547

B. Approval of Regular Meeting Minutes – September 21, 2016

A motion was made to approve both the Claims and Warrants L547 and the Regular Meeting Minutes for September 21, 2016.

1st—Ramesh Verma

2nd—Melissa Agosta

The motion passed unanimously.

5. Correspondence

A. Thank you letter from Rose Ann Gordon

Ms. Gordon sent a thank you letter to April Stevenson, Head of Information Services, thanking the Novi Library for participating in Patriot Week's First Annual Library Initiative. The Library was awarded \$100.00 in order to purchase American history books for the Library.

- Trustee Agosta appreciated the donation.

B. Email from Maryann Cook

Ms. Cook is the Office Manager at A Growing Place preschool in Novi. She attended the Early Childhood Literacy Fair in August and wanted Ms. Farkas to know that she had distributed 75 reading logs and enrollment forms to her students. Ms. Farkas is happy to see other preschools in the Novi community eager to participate in the Raising a Reader program.

C. Email from Lesley Tauro

Ms. Tauro and her daughter attended the Diversity Day celebration held on October 4, 2016. She enjoyed celebrating the various cultures in Novi.

- Trustee Verma reported it was a very successful event and would like to see photos of the event displayed in the Library.
- Ms. Farkas reported that about 1,000 people were in attendance over a 3 hour period.

6. Presentation/Special Guest

A. Recognition of the Friends of the Novi Public Library—11th Annual Celebration, October 16-22, 2016.

B. Presentation by Carrie Wogeman, Art Institute of Novi Intern

Ms. Wogeman had an internship at the Novi Library over the summer. Under the guidance of Ms. Farkas and Christina Salvatore, she created a newly designed library card and new brochures promoting the Library. It was Ms. Wogeman's desire to create a uniform campaign that targeted all age groups. She presented the brochures to the Library Board and each Board member was given a newly designed library card.

- Trustee Lawler thanked her for her effort.
- Trustee Michener commended her work and said that a part of Ms. Wogeman will remain with the Library after her internship has ended.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on pages 17-18 of the October 19, 2016 Library Board packet.

A. Programs

- September 13: Charlie and the Chocolate Factory movie
- September 17: Free SAT Diagnostic Test courtesy of Sylvan Learning Center
- September 20: First Maker Teen Club
- September 27: Banned Book Mystery Challenge followed by a movie based on a banned book.
- September 28: Debbie Marion from Essay Coaching presented the program "Seven Secrets for Writing Standout College Essays".
- September 30: Cider and brownies were served at Teen Space.

B. Upcoming Programs:

- October 4: DIY No Sew Emoji Pillows
- October 6,10,11: 3D Print
- October 8: Star Wars Read Day
- October 9: Pumpkinfest at Tollgate Farm
- October 11: Cupcake Warz
- October 16: Pokémon Go Extravaganza
- October 18: Maker Tween Club
- October 21: TAB meeting
- October 29: Pumpkin Decorating Palooza

C. Teen Space: Teen Space had 538 attendees in September

9. President's Report

A. Goals Update (as of September/October, 2016)

The Goals updates can be found on pages 19-29 of the October 19, 2016 Library Board packet.

- As the Goals report illustrates, Ms. Farkas reported that Library staff is busy working on the goals for the 2016-2017 fiscal year.

10. Treasurer's Report

A. Library Budget Fund 268—2016-2017 Approved

The approved 2016-2017 Fund 268 budget can be found on pages 30-32 of the October 19, 2016 Library Board packet.

- Revenue is expected to be \$2,774,726.00 and expenditures are expected to be \$3,035,900.00 which would consume \$261,174.00 of the fund balance.

B. Library Fund 268 Expenditure and Revenue Report (September 30, 2016)

The Fund 268 Expenditure and revenue report can be found on pages 33-36 of the October 19, 2016 Library Board packet.

- The year to date revenue is \$2,713,978.81 which is an increase of \$2,545,116.39 for the month of September. The Library has received 85% of its revenue.
- The year to date expenditures total \$693,697.64 which increased \$319,726.28 for the month of September. The percentage of budget used is 22.85% which is under the budgeted 25%.

C. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on page 37 of the October 19, 2016 Library Board packet.

D. Contributed Fund 269 Expenditure & Revenue Report (September 30, 2016)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 38 of the October 19, 2016 Library Board packet.

- Little fund activity was recorded.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 39-40 of the October 19, 2016 Library Board packet.

- The ending balance for fund 268 for the month of September is \$3,802,487.07
- The ending balance for fund 269 for the month of September is \$1,680,281.72

11. Director's Report

The Director's Report can be found on pages 41-47 of the October 19, 2016 Library Board packet.

- An email vote was made based on the vote from the September 21, 2016 Library Board meeting regarding closing the Library on Saturday, December 23, 2017. Based on usage statistics provided after the September 21, 2016 Board meeting, the Board voted via email (6 Yes, 0 No, 1 No Response) to keep the Library open on Saturday, December 23, 2017.
- Ms. Farkas informed Trustee Lawler of new library card renewal rates that he requested at the September Board meeting. The average new card renewal rate is 37.2%. This is lower than what was expected and Trustee Messerknecht suggested double checking the numbers.
 - An email is sent to card holders one month prior to their card's expiration date.
 - Ms. Farkas reported that a library card is good for one year and that it can only be renewed in the Library. The Library is investigating ways of doing a renewal online if a card is without fines or an address change.
- Ms. Farkas and Support Services manager Maryann Zurmuehlen met with Keri Blough from the City of Novi to investigate a way to map which homes have library card holders.
- Ms. Farkas included an email on page 42 of the Library Board packet from Carl Johnson from the City of Novi that informs the Board that all investments for the entire City are pooled.
- Elizabeth Kopko provided information on the Read Boxes. 1,421 books were put into the boxes from May to October. The number increased by 200 from last year. Ms. Farkas informed the Board that there are three Read boxes in Novi with a possibility of adding a fourth box.
 - All the books used are donations therefore the Library can provide the books with no cost.
- Ms. Farkas informed the Board of a date change to the Budget Planning Session meeting in January. The new date is Saturday, January 7, 2016. The City of Novi's Budget Session meeting is being held on January 14, 2016 and Ms. Farkas likes to be in attendance for that meeting.

- Ms. Farkas reported that September and October were very busy months for her attending events inside and outside the Library.
- Robert Florka, from the Energy Reduction Coalition, sent an email thanking the attendees of the ERC meeting held on October 3, 2016 for their time and attention. The email is included on page 43 of the October 19, 2016 Library Board packet.
- On page 44 of the Library Board packet, Ms. Farkas included a draft of an infographic which is a new form of marketing. The Fundraising and Marketing committee will be looking at this as a marketing tool when trying to get library cards into the homes that don't have them next September. Ms. Farkas is working with Oakland Schools on this project.
- Ms. Farkas included write-ups from staff members that attended the City of Novi In-Service on September 23, 2016. More Library staff were able to attend because the City offered both a morning and afternoon session.
- On page 69, Ms. Farkas included a new flier for donations of five or more boxes/bags of books. A new procedure is in place to make dropping off these large donations easier for the donors and for the staff.
- Ms. Farkas included an article in the Novi News about the Raising a Reader in Novi. The article can be found on page 71 of the Library Board packet.

A. Information Technology Report

The Information Technology Report can be found on pages 47-48 of the October 19, 2016 Library Board packet.

B. Facilities Report

The Facilities Report can be found on page 49 of the October 19, 2016 Library Board packet.

- Trustee Verma asked if there is a card in each fire-extinguisher box. Ms. Farkas reported that there is and that staff is in charge of checking them monthly. The fire marshal comes in annually for an inspection and if the extinguishers have expired new ones are purchased.
- Trustee Verma also commented on the bad odor from the urinals in the men's restroom. Ms. Farkas said that deodorizers had been tried but there were also complaints about their overpowering smell.

C. Information Services Report

The Information Services Report can be found on pages 50-52 of the October 19, 2016 Library Board packet.

- September Raising a Reader Stats:
 - 147 children have registered for the program.
 - 11 have completed their first 100
 - 1 has completed 200.
- The dates for staff attending the preschool have been delayed but will resume.
- Trustee Agosta asked how many children the Library hoped to see registered for the Raising a Reader program. Ms. Farkas hoped to see 200. Trustee Agosta also asked if any of the registered children were from the preschools and Ms. Farkas reported that she was not sure.

- o Trustee Michener commented that her son's preschool teacher had sent information and reading logs home promoting the program.

D. Support Services Report N/A

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 53-62 of the October 19, 2016 Library Board packet.

F. Friends of the Novi Library

The Friends of the Novi Library report for September can be found on pages 63-64 of the October 19, 2016 Library Board packet.

G. Novi Historical Commission

The Novi Historical Commission report can be found pages 65-68 of the October 19, 2016 Library Board packet.

12. Committee Reports

A. Policy Committee (Michener– Chair, Poupard): Review current public policies for the Library.

- Trustee Michener reported that the committee is waiting for Library staff to finish going through all the policies.

B. HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary

- Trustee Verma said there was nothing to report.

C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on

Building assessment review.

- Trustee Agosta reported no new information.
- Trustee Messerknecht asked for follow-up regarding a meeting with a patron interested in setting up an endowment. Ms. Farkas reported that she had a meeting scheduled with the attorney to discuss the next steps.

D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): 2016 Gala

And outreach events.

- Trustee Michener said that at this time there was nothing to report, but there will soon be a campaign working on a target mailing of physical library cards to homes that do not participate at the Library.

E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.

- Ms. Farkas reported that Doreen Poupard approved the Strategic Planning flier and Ms. Farkas is working on dates in November for those meetings.

F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance

Project, Energy Reduction Coalition project, building assessment.

- The committee continues to move forward with the LED project. They are waiting on feedback from the attorney about the contract with the ERC. The staff is also scheduled to meet with another contractor to do a lighting study of the building.

- Ms. Farkas reported that all of the damaged plants in the bioswales have been replaced but she has yet to connect with the owner of the Library's landscaping company to discuss replacement costs. Trustee Messerknecht suggested that should the contract allow, to withhold payment or deduct the amount from their payment.

G. Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws.

- Trustee Lawler reported that the Bylaws were approved at the September 21, 2016 Library Board meeting and are now in effect.

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Based on usage statistics provided after the September 21, 2016 Board meeting, the Board voted via email (6 Yes, 0 No, 1 No response) to keep the Library open on Saturday, December 23, 2017.

- This was discussed in the Director's Report.

B. Request by Gary Bernstein to change the Café hours from 12:00-5:00 to 12:30-4:30 and to close the Cafe on the Friday after Thanksgiving.

- Trustee Lawler commented that he would like to see Mr. Bernstein put forth some effort toward customer service and did not feel he could approve Mr. Bernstein's request.
- From a business perspective, Trustee Michener feels it is in bad taste to have a business within a business that is closed during opening hours.
- Trustee Agosta feels he is losing future business by shortening hours and closing on various days.
- Since Mr. Bernstein's hours of operation are in the contract, Trustee Wood believes there is no reason to make changes at this time.

A motion was made to vote on 15B collectively to approve Mr. Bernstein's request to cut his hours on Sunday to 12:30-4:30 and to be closed on the Friday after Thanksgiving.

1st—Melissa Agosta

2nd—William Lawler

The motion passed unanimously.

After further discussion, a motion to amend the motion previously adopted was made to reject Mr. Bernstein's request for the changes to his Sunday hours and for the Friday after Thanksgiving closure.

1st—Geoff Wood

2nd—Melissa Agosta

The motion passed unanimously.

- Ms. Farkas reminded the Library Board that the November 16, 2016 Library Board meeting will be held at the Novi Library.

- Light up the Night is on December 2, 2016 from 6:00-9:00 p.m.
- The City of Novi Annual Evening of Appreciation is on December 9, 2016
- Trustee Verma requested that in the future a private room be used for coffee when the Library is hosting an unveiling or an event.

15. Adjourn

A motion was made to adjourn the meeting at 8:04 p.m.

1st—Melissa Agosta

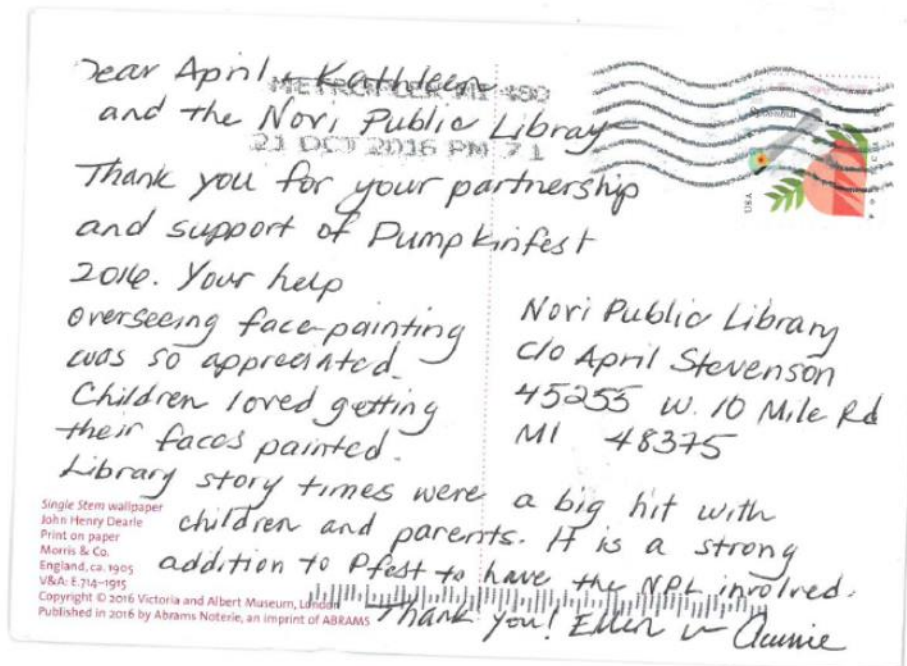
2nd—Tara Michener

The motion passed unanimously.

Ramesh Verma, Secretary

Date

Thank you postcard received on Wednesday, October 26th by MSU Tollgate Staff



From: A Growing Place [agrowingplace.org@hotmail.com]

Sent: Thursday, November 3, 2016 2:29 PM

To: Kathleen Alberga

Subject: Story time at A Growing Place

Dear Kathleen:

I just wanted to thank you for the wonderful story time you presented to our preschoolers today.

They absolutely loved it and were very engaged and attentive the whole time.

We greatly appreciated that you took the time to tailor your story hour to our transportation theme also.

We feel very lucky to have such a great library staff in our community.

Thanks again and we look forward to having you back in our school soon.

Mary Anne Cook
A Growing Place, Inc.
40700 Ten Mile Rd.
Novi, MI 48375

Student Representative Report

By: Cindy Huang, Ruchira Ankireddygari

Programs:

On October 4, teens came to the library to learn how to make easy no-sew emoji pillows.

Three Library tours were given to Novi High School students on October 6 and October 25.

The 3D Print Project program took place on October 6, 10, and 11. At this event, teens learned about 3D printing and designed their own creation that will later be displayed outside of Teen Stop.

The remaining Gene Wilder Wednesdays wrapped up on October 5 and 19 where all ages could watch a classic movie.

Star Wars Reads Day was on October 8. All ages were welcome to play Bingo, make crafts, and watch a movie.

The Cupcake Warz program was on October 11 and teens came to the library to decorate cupcakes to celebrate National Cake Decorating Day.

Pokemon Go was on October 16. All ages participated in a scavenger hunt and craft.

Tweens came to the library to build balloon race cars with household items and race them at the Maker Tween Club program on October 18.

The Pumpkin Decorating Palooza program took place on October 29. The library supplied pie pumpkins for attendees to decorate and take home.

There were 762 attendees in Teen Space in October.

Teen Advisory Board Update:

The second TAB meeting took place on October 21. The meeting began with an icebreaker where each member shared a few fun facts about himself. This was followed by a vote for the three most popular community service project ideas: holiday card-making, collection of canned goods, and a school supplies drive. For the

remaining half of the meeting, members created fall-themed decorations to be displayed in the Teen Stop room. Members also decorated mini pumpkins as we received a donation from Community House, who knows Tia Marie Sanders.

Upcoming Programs:

Maker Tween Club: Coding – November 15

Teen Advisory Board (TAB) Meeting – November 18

Life-sized Candyland - November 19

Escape from Mr. Lemoncello’s Library Great Game - November 22

Harry Potter Fantastic Beasts/Live Owl Presentation - November 29



Teens decorating cupcakes at the Cupcake Warz program



Decorations made by TAB in Teen Stop



Teen decorating her pumpkin and a family in the photo booth at the Pumpkin Decorating Palooza program

NOVI PUBLIC LIBRARY – 2016/2017 GOALS (October/November Update)

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

Goal #1:

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

Tactic	Owner	Status	Due Date
Investigate holds – way for family members to pick up each other's holds; advertise ways to make the pick-up process easier for patrons.	SS		
Customer Service Committee: Participates by attending 3 of 4 quarterly meetings; monitor progress of dept. goals related to customer service and reports status to department members; provide a final presentation to the Library Board in July 2017 on obstacles and successes.	All Depts. Represented	9/15 – Introduction mtg. Established goals 10/27 – first meeting of committee; discussed 10 Common Customer Service Mistakes	9/16
Investigate electronic birthday cards for patrons.	SS-Outreach	Currently offer a birthday email that gives a discount at Paradise Park	7/16
Culture Club: Staff are meeting 4 times per year to discuss how to better serve or diverse community.	All Depts. Represented	Staff In-Service 8/16 introduced Social Justice to staff	8/16
Investigate the options for updating patron info (phone/email online); renew their library card on-line.	IT/SS	TLN driven initiative	
Celebrate/recognize long-term residents' years of having a library card; engage TLN with historical date field; first anniversary.	SS/AD	Ran a Director Station report to determine long term patrons, but can only go back to 2004 per TLN.	11/16
Provide superior customer service to NPL patrons and coworkers by fully demonstrating the 5 Support Service Department Customer Service Ideals throughout the year; two separate survey periods (both internal and public) will be held in the fall and spring to assess the level of improvement in departmental customer service and a goal of moving up an average of one scale, on a sliding scale of 1-5.	SS	Compiling survey questions and creating survey.	10/16
With the completion of the Support Services Department Training Manual and the corresponding training videos, retrain existing staff to be fully competent in using and/or explaining to patrons the OPAC, how to navigate the library, and where to be directed for common questions and issues. Competency will be measured by written test.	SS		
Create new volunteer application with specific types of	AD		

potential jobs.			
Meet all meeting room renters at their room at the start of their event to make sure their accommodations are met.	AD		
Survey the staff to find out how the facilities department can better serve the library employees; look at results and identify at least two areas for improvement.	F	Survey ended on 10/31. Info is being compiled	
Improve the donation of large donation process (5 boxes/bags or more) by offering 3 specific days of the week for donation drop off; less than 5 boxes/bags can be dropped in the main vestibule; provide a contact number for facilities to connect directly with a staff person for arranging drop offs.	F	Began new process as of 10/1/2016; 11/10 flyer has been revised based on patron feedback and misunderstandings	10/16
Create a facilities emergency manual for staff to better serve them and the public when situations arise including drill information, building descriptions and contact information.	F	Fire Drill 10/13/2016 – revision of fire procedures	10/16
Increase the usage of the Self-Check Stations to 60% by assigning Support Services staff to direct patrons to and educate them on the self-check process.	SS	Clerks are approaching patrons on self-checks and keeping stats on how many they educate.	10/16
Review the current program evaluation form to see if it meets current needs; make necessary changes to the form to provide the most useful information.	IS	Beginning to receive more forms from staff and noticing how few comments are made. Considering revising with fewer more targeted questions; more evaluation forms are being turned in by staff and patron responses have provided some useful recommendations	9/16; 10/16
Investigate creating a pajama story time in the evening once per month.	IS	Investigating potential days and times, as well as, themes.	9/16
Integrate Zinio e-magazines with physical magazines, relabeling the magazine room for greater discoverability, and creating procedures and promotion for the Zinio tablets.	IS	Researching tablet chargers that can be easily retrieved and accommodate multiple devices; met with SS to investigate check out procedure	9/16; 10/16
Work with the TLN ILS Committee to improve functionality and usability of the public catalog; investigate new potential ILS companies.	IS	Attended a meeting at the Redford Library; TLN is currently reaching out to members for feedback on catalog.	9/16
Hire, supervise and develop interns – use task lists, goals, projects, and reviews to measure their performance; create a job posting and interview candidates for future openings.	IS	Currently have 2 interns on staff, assigned tasks and created goals. Reviewing projects as well.	9/16

Goal #2:			
Balance the needs of the community with fiscal responsibility and reduce the deficit spending.			
Tactic	Owner	Status	Due Date
Investigate funding resources and park use for Story Walk; discuss idea with City of Novi and Novi Parks and Rec; secure funding.	IS	Began looking at grant opportunities; scheduled an appointment to meet with Novi Parks and Rec to discuss possible placement	9/16; 10/16
Investigate the opportunity with the Energy Reduction Coalition (ERC) to reduce lighting costs in the Library	AD/F	Meetings began in spring 2016; timeline mtg.; meeting with DTE regarding lighting options 10/4; 10/31/16: 3 lighting vendors have been contacted and have walked the building – waiting on quotes for materials/labor	9/16; 10/31
Investigate an Endowment/Trust financial opportunity for the Library based on a Novi resident gift.	AD	Gift meeting with resident; contact with attorney to investigate options 9/16 10/25/16: Mtg. w/attorney re: endowment options 11/8/16: Mtg. w/C. Bauer and S. Johnson re: endowment options through the Friends of NPL	8/16; 9/16; 10/25; 11/8
Effectively use Director's Station; work with staff using Director's Station to run reports using their parameters; use Director's Station to aid staff in reaching proper QSAC collection levels; better use of purchasing and weeding of collections.	IS	Have started running reports for staff for effective collection development.	9/16; 10/16
Quality Services Audit Checklist project – take training through Library of Michigan, review current work that has been initiated, complete assessment, potentially submit to Library of Michigan for all 3 levels (Essential, Enhanced and Excellent).	IS	Began looking at notes and progress made from previous employee responsible for this, LOM is not currently offering training, but will keep looking for when they do.	9/16
Investigate migrating current Exchange server email accounts to Google mail.	IT	Investigating costs and developing possible migration timeline.	9/16
Investigate Cloud options for network storage/back-up.	IT		
Assess and weed the Library's current magnifier collection; use Outreach funds to purchase new magnifiers where needed; search for replacement for the Optelek machine; have all magnifiers barcoded for checkout; market collection in available media.	IS	Working with Dr. Amy Crissman at Town and Country Eyecare to identify new magnifiers on the market; will be meeting in November with Dr. Crissman.	9/16; 10/16
Goal #3:			
Provide quality and diverse services, materials, programs and technology.			
Tactic	Owner	Status	Due Date
Expand on Community Read events – more authors; investigate a Local Author in conjunction with a new	IS/AD	Added Walled Lake City Library; recorded and created DVDs of event that were distributed to	2/16; 11/16

collection; local author showcase, local artist showcase.		sponsoring libraries 11/16-1/17: Adopting a Sister Library with NLA and SAY Detroit – collecting new/gently used books from communities to donate to a newly created lending library in Detroit	
Explore projects or tasks that the TAB (Teen Advisory Board) can be involved in to help the library and its staff; investigate ways to recognize and thank all of the Library's teen volunteers.	IS	Investigating how TAB may be able to make a promotional video about the Summer Reading Program to promote at Novi Meadows and the Middle School; Certificates of Appreciation with total hours volunteered were printed and made available for our teen volunteers and a teen volunteer appreciation event is being planned for next April; several TAB committees are being worked out to help put up displays in the Teen Stop on the windows and a Summer Reading Program committee to help put together a video to promote the SRP to the 4 th -6 th graders.	9/16; 10/16
Evaluate hardware/software used in the meeting rooms and by the public for possible upgrades.	IT	Deployed device to transfer audio from vinyl records and cassette tapes to a digital format with software for tagging and audio editing tools; Purchased laptop for use in the Youth Activity Room; Obtained quote for upgrading meeting room audio/visual equipment connections to HDMI; Installed three 30 AMP 220V circuits in the server room to accommodate datacenter's upgraded stand-by power option.	10/16
Evaluate hardware/software used by staff for possible upgrades.	IT	Began deploying upgraded staff workstations; obtained quote to replace stepper side chutes on AST hardware with fixed chutes to eliminate possible future failures and reduce noise; investigating upgrade to CirclIT software used by staff/self-checks.	11/16
Promote and highlight the Local History collection/space and its relevance to the community 3 times per year; offer an open house; increase web and physical presence; assist with patron queries, digitizing collections, Historical Commission projects.	IS	Offering a Document Donation day on Oct. 23	10/16
Increase/implement programming opportunities for each patron group implementing 15 programs per year, averaging 50 attendees at each program	IS/IT/AD	Tot Time (55), Tot Time (63), Family Story Time (53); Tot Time (64), Star Wars Reads Day (54), Costume Dance Party (130), Family Story Time (50), Tot Time (67), Time for Twos (65), Halloween Tales (400+), Pumpkin	9/16; 10/16

		Decorating Palooza (73), Listen @ the Library (60), Author's luncheon (60), Pumpkinfest MSU Tollgate (300+)	
Investigate and add new collections/pathfinders for our patrons based on their interests and needs	IS/SS	SS Head met with IS staff to discuss introduction of STEAM kits. Shelters assisted with LP/BOC move; SS Head met with IT Head to introduce HotSpots into circulation and met with IS staff to discuss eReader tablets for magazines	10/16; 11/16
Become a partner with the Novi School District to introduce Social Justice to the Novi community by creating a core collection, providing space for forums/events, participating in committee learning sessions.	IS/AD	PAASN is meeting monthly at NPL	9/16 – 6/17
Investigate adding new and more interactive play components for the youth area.	IS	Added a child's rocking chair, a small table with a chalkboard top and two small chairs to go with it; added a play kitchen	9/16; 10/16
Partner with the City/Older Adults Center to attract older adults at the Library for programming, services, resources, technology.	IS/AD	Planning on having local Activities Directors meeting at Meadowbrook with the Older Adults Center	10/16
Implement a patio program series in order to hold more activities on the patio; 5 programs May-October (weather permitting)	IS	Friends Patio Party; hosted part of Business Blender program on patio	8/16; 9/16
Host music/dance programs by different cultural groups to educate others – one per year.	IS	Held a Diversity Day program October 4 th (1,000 in attendance)	10/16
Investigate loaning out reader devices and other technical devices to library patrons; investigate grant options for funding.	IT/SS	Met with IS staff to determine device requirements for iPads for Zinio use by patrons in-house.	9/16
Increase the usage of the Self-Check Stations to 60% by assigning Support Services staff to direct patrons to and educate them on the self-check process.	SS	Clerks are approaching patrons on self-checks and keeping stats on how many they educate.	10/16
Investigate the adoption of a sister library-Skype, trade info, videoconferencing events, etc.	IS	Spoke with a librarian from the Tamarack Library during the MLA Conference about doing a Community Read based program via skype or video conferencing	10/16
Investigate with City of Novi to be a "go to" for additional city services; offer/advertise a new city service annually at library, if applicable.	AD	Program promotion in Library monthly e-news; Waste Management garbage pick-up project advertised for Novi residents in Library lobby.	7/16-8/16
Publicize more info about Oakland County services for the blind quarterly; engage the Older Adult Community with this info.	IS/AD	Have moved the adaptive technology computer with the large font keyboard and low vision software closer to the display for the Oakland County Services for the Blind display; looking into a new service called	9/16; 10/16

		Sitecues to help low vision patrons see our website better	
Expand info to Meadowbrook Commons newsletter, table tent info in dining hall, flyers door-to-door; attend Older Adult programs to promote library programs, kiosk for library info, survey Meadowbrook residents, plasma screen advertising at Meadowbrook.	IS/AD	Continuing with plasma screen marketing each month.	9/16; 10/16
Engage local older adult talent (displays, arts, crafts, collections); reach out quarterly.	IS/AD		
Engage the City of Novi IT/Novi School District IT with quarterly meetings to review opportunities for resource sharing; technology best practices; technology education.	IT		
Host an ethnic food tasting event	IS	Indian food and continual; new Diversity Day	1/13; 10/16
Develop a survey component to be used annually to solicit technology needs of our library patrons in order to meet hardware/software and programming/training needs.	IT/IS	Plan for 04-01-2017 through 05-01-2017 survey period with a goal of 300 responses.	9/16
Increase activities with Novi School District and area districts over the 5 yrs. (benchmark from current activities).	IS/AD	Hosted annual Media Specialists breakfast; participated in Walk to School day at Novi Woods, met with Novi Preschool Coordinator to plan for story time visits.; met with Instructional coach to prepare SRP presentation to School Board, The Novi Middle School Robotics Team presented at our Lego Club; provided a library tour and scavenger hunt to two Special Education classes from the Novi High School; arranged for the Robotics Team: FTC (FIRST Tech Challenge) 11276 Dream Machine - from the Novi Middle School to demonstrate/discuss the team, robot building, programming and competitions.	10/16; 10/16
Investigate with Café owner to offer lower prices and different cultural food options.	AD		
Investigate computer lab rental for community/local businesses.	AD/IT	Building instructional resources in preparation for possible rentals.	9/16
Increase use of the Youth Activity Room for more craft/hands-on events by 5%.	IS/IT		
Provide on-going training in order to meet basic skill competency; weekly/monthly 10 minute training sessions available for staff in the Break Room during mealtimes – “Tech Tips and Tricks”.	IT	Surveyed the staff to determine topics they would need training sessions developed. 1 st sessions were on the use of A/V equipment in the meeting rooms; “Using WordPress Content Management System”	9/16; 10/16

		sessions are being done on a one-on-one basis as needed.	
Create a content management system for patrons/staff that would contain a searchable NPL Knowledge Base containing technology FAQs.	IT	Met with IS staff to determine their needs and are currently testing new internal wiki with IS and IT staff; Created categories and adding content and registering new users.	9/16; 10/16
Create and implement a staff technology orientation checklist.	IT	Integrating checklist with on-going training in basic skill competencies.	9/16
Provide meeting room booklet electronically for website which will include all meeting room information in one location; update meeting room photos on website.	AD	Booklet published for public on website including costs, policies	10/16
Revision of the Circulation Desk Schedule to suit the full range of responsibilities for Circulation Clerks.	SS	With more staffing shortages, revised holds process to include Circ Clerks to facilitate task.	10/16
Supervise and bring to completion the Patron Database Cleanup Project.	SS		
Track time spent shelf reading with the aim to accumulate consistent and regular shelf reading per week.	SS		
Complete the Technical Services Sticker/Label Updating and Revision Project.	SS	Completed inventory of different types of stickers/labels used.	10/16
Complete training in Unclaims List NOS Maintenance Procedure, and perform weekly evaluation and upkeep of Unclaims List.	SS	Completed initial training in process with commencement scheduled for week of 10/10/16.	10/16
Complete the update of the MeLCat Manual to include "Reports to Run" and "How to Solve Common and Uncommon Issues" instruction sheets.	SS	Began creation of specific cheat sheets.	10/16
Implement phone system changes to be in compliance with the E-911 law which improves the information received by emergency services personnel.	IT	Submitted floor plans/phone locations to our vendor to determine the number of E-911 zones that are necessary.	9/16
Implement and maintain a file organization system for work desk space in order to keep track of multiple assignments.	SS		
Complete training for placing Brodart order in WorkFlows to take on role of backup/substitute orderer, and periodically maintain skills by placing Brodart orders at regular intervals.	SS	Clerk began training in August. Continues to place a small amount of orders each week to keep skills fresh.	10/16
Complete training for AST Room procedures and for unloading the TLN delivery.	SS	Shelvers have begun training for both procedures.	11/16
Maintain and respond to the Program Proposal Form; evaluate its usage by providing documentation on the pros and cons and whether it should be scrapped, stay	IS	Although this is not used that often it is a convenient option for patrons/presenters so we will keep for now.	9/16

as is, or be redesigned.			
Evaluate scope of parenting and expand collection accordingly; feature a specific topic within the collection each month.	IS	Have finished moving all relevant parenting books out of the adult non-fiction and into the parenting collection downstairs. Currently also providing a small display within that collection to focus on certain parenting topics; September's topic was Reading and October's was the benefit of Play.	9/16; 10/16
Evaluate the need of bibliographies in Youth non-fiction and implement accordingly.	IS	Making targeted purchases on computers and coding before creating bibliography on this topic; began compiling a list of titles and creating sections for "Computers & Coding" bib	9/16; 10/16
Explore new ways to incorporate STEM and sensory activities into Family Story Time.	IS	Viewed archived webinar on integrating STEAM into the story times; created sensory bags for squishing that help fine motor skills	9/16; 10/16
Increase the number of Family Story Times from once a month to twice a month beginning January 2017.	IS	Implementing this by combining Kiddie Crafts into the Family Story time	9/16
Continue working on the Shark Bowl project and with the 3D printing committee to revise any procedures as needed and perform 3D prints for the display and the public.	IS	Several teens have designed and printed object; have started offering 3D Print Project programs to encourage use	9/16; 10/16
Research adding 3D scanner to current 3D services.	IT	Purchased, demonstrated, developed documentation and patron programming for 3D scanner.	10/16
Run a Focus Group and create a Survey about Youth, Tween, and Teen programming for parents to investigate patron requests and interests.	IS	Have surveyed a few parents informally at programs, working on creating a draft of a survey; draft of survey has been reviewed and changes are being made	9/16; 10/16
Start a Maker Tween Club which focuses on STEAM learning for students in Grades 4-6.	IS	Hosted a "Hack Your Notebook" program in September involving the use of programmable circuits; October involved Balloon Race Cars	9/16; 10/16
Write a monthly spotlight on Novi history to be included in e-newsletter; offer the opportunity to the Historical Commission to participate in these spotlights.	IS	The first issue began in the August issue of our e-newsletter, the Historical Commission liked the idea and provided a few pieces	9/16
Make information on the Local History computer more useful to our patrons by indexing it and working it into a use database; upload to OCHR, then some of this information can be added to the Local History site; this would entail no additional cost or software.	IS		
Improve findability in the Music CD collection by creating clearer, more specific classifications and re-dividing collection into those categories.	IS	Using Director's Station lists was able to create a first draft of reclassifying the existing collection to improve findability, possible changes could be	9/16; 10/16

		implemented in early 2017; have created a feature collection to focus on trending music	
Strive to better reflect our diverse patron base by making targeted purchases in international music and marketing those acquisitions to patrons through signage and featured displays.	IS	Evaluating what is currently available in the World classification, as well as, looking into resources to guide future purchases	9/16
Effectively utilize library material to enhance the feature displays; create pathfinders for each of the displays for future patron and staff use; add an element to each display that focuses on material found through our website.	IS	Multiple displays have been accomplished with both print material and visuals of materials available; different displays created each month, created an Early Chapter Book Series List document to help both patrons and staff when looking for books that are targeted towards newly independent readers and are a step-up from the easy readers; created a poster with pictures of some of the Early Chapter Book series and the location of where to find each series.	9/16; 10/16
Create special collections in OverDrive-International Language and Graphic Novels for youth and adult.	IS	Graphic novels for Overdrive were investigated and purchased.	9/16
Investigate creating a Tween audiobook collection to mirror the tween book collection.	IS	Now that the Large Print and Audiobooks have been switched and the Playaways have been removed we can move forward with creating this collection, lists are being shared between Selectors; will wait to make this change at the end of the fiscal due to changing of fund numbers.	9/16; 10/16
Create an online book discussion group to offer book discussion options to patrons who may not be able to attend in person.	IS	Currently investigating online books discussions that are hosted by other organizations to get ideas; working with Goodreads to announce monthly books that are being read	9/16; 10/16
Update Book Discussion section of website to enhance the current look, and to increase the amount of information currently available.	IS	Some basic updates have been made to the archives	9/16
Research virtual reality systems that fuel the community's passion for learning and innovation with diverse technologies.	IT	Demonstrated possible VR programming ideas and researching top systems for costs as well as pros/cons.	10/16
Research feasibility of a circulating "HotSpot" program.	IT	Met with vendor to determine costs/devices and developing patron/staff documentation with possible Dec/Jan launch; HotSpots made available for checkout 11-01.	10/16; 11/16
Improve Story Time Room programming options by adding digital equipment.	IT/IS	Met with IS staff to determine technology requirements and placed equipment order. Apple TV, iPad and monitor installed/configured and apps	9/16, 10/16

		are being selected and downloaded. Demonstration for "The Friends" scheduled for November.	
Improve the volunteer recognition event with the City; become involved in the planning of the event; recognize all regular volunteers with a bookplate in a book purchased by the Library in the year they volunteered.	AD	Julie Prottengeier will coordinate with city staff for the April 2017 event	

Goal #4:			
Promote the Library in Novi's residential and business communities and provide outreach to non-library users.			
Tactic	Owner	Status	Due Date
Reach out to homeowner's groups by letter to President, get in newsletters, offer tours/talks.	AD		
Library Board/Library inviting groups to have their meetings at the Library (one time rental freebie).	AD	Ongoing	
Host Homeowners Associations for meetings, highlight a subdivision in e-News, display of kid's art from subdivision, contest for most card holders in a subdivision.	AD	Presentation to Barclay Estates	9/16
Increase publicity of meeting rooms and patio.	AD	Meeting room info packet was created for publicity	9/16
Consider an annual mailing of the Novi Library and YOU to homeowners/businesses: 4 page brochure about the Library.	AD		
Market work from home benefits at the Library (Wi-Fi, Space, databases)	IS/AD		
Investigate the options for remote drop boxes or a satellite library in the community (north end).	SS/AD	2 tours will take place in November 2016 to investigate options for lending library concepts – visited Licking County and Worthington Library to review 2 lending library concepts.	11/11/16
Implement a regular (weekly/monthly) Library column in Novi News/Patch.com.	AD	Ongoing	
Investigate more spotlights on the Library through Facebook, twitter, videos, podcasts; create 1 video/podcast per year that talks about library services for website	AD	Info graphics being investigated as of 7/16 – being used for Strategic Planning feedback session in November 2016	
Consider looking at needs not age of a patron – Are you new to the web, reading interests, downloading, E-books, Large	IS/AD		

Print, computers for marketing programs, services, collections, resources, technology			
Increase amount of library card holders in each Novi subdivision by 10% over the next 5 years based on geo-mapping data	AD	10/18/16: Met with K. Blough at City of Novi to discuss an update to the current mapping of library cards in the Novi area.	10/16
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs.	IS/IT	New Electronic Services Librarian; Info graphics; Electronic Services Librarian attended Social Media Strategy workshop	6/16; 9/16
Implement the 1,000 Books Before Kindergarten program; choose 100 book titles; purchase books for Novi Preschool; augment library's collection with the same titles; sticker 100 books for easy identification; create book list brochure; purchase prizes to be given for every 100 books read; coordinate for prize distribution at preschool; determine number of parties to host when program is completed; purchase books for patrons choosing – label and add to collection.	IS	Kick-off Literacy event 8/27; Open House at ECEC 8/31; 100 book titles chosen and purchased for both preschool and in-house, books have been stickered, book list brochure done, prizes purchased and set up in staff area for quick access, photo booth set up for kids and parents to use when they finish each 100, this will be added to the website and/or social media; this has been added to the website and parents have been sending pictures that they took in the photo booth.	8/16; 9/16; 10/16
Provide weekly Story Times for the students of the new Novi Community Preschool; planned story time visits to the Novi Community Preschool; acquire any duplicate materials needed to present at a second location; assist the preschool director with planning a schedule that works for them and the library; develop a relationship with the students that fosters a strong and lasting relationship with me/the library.	IS	Working on developing a schedule to fit the needs of the school with the current staff hours available.	9/16
Seek out information from local area Story Time locations by visiting Downtown Farmington, Farmington Hills, Northville, South Lyon and Plymouth Libraries' Story Times.	IS		
Increase Outreach library card ownership at Waltonwood, Brookdale Living and the Meadowbrook Activity Center by 5% by holding library card sign-up events at those facilities and any other available means.	IS	Ordered white and black tote bags to use as giveaways; sent flyers marketing the event with Outreach staff and to Activities Directors; Increased Outreach library card ownership by over 10%.	9/16

Goal #5

Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

Tactic	Owner	Status	Due Date
Investigate adding more staff/resources to dedicate to teen population based on outcomes/needs from the	IS/AD	Teen Space Monitor employed permanent part-time from September to June	15/16

Teen Space pilot program (programming/outreach)			
Investigate installing an electronic sign at 10 Mile to advertise library programs.	AD	Gathering cost proposals for 17/18 budget	11/16
Complete the Support Services Department Training Manual and the corresponding training videos to be used for future new hires to the department and to complete a retraining program for existing staff.	SS		
Take part in the Policy Review Committee. Review current policies, take part in individual department meetings to discuss policies with library staff, report back to committee edits/changes/new language. Present changes to Library Board Committee for consideration of adoption. Must participate in 3 committee planning meetings and edit policies related to specific departments. Present revised policies to staff once Board approves.	AD/SS/IS/F/IT	Held meeting with IT staff to review/discuss current policies; meeting held November 3 rd . Full Committee - 1 st review meeting: November 3, 2016	9/16; 11/16
Identify and evaluate the programming needs of the Information Services Department; review current programming (summer/fall); meet with each staff member to discover the types of programs they do, what they want to see the library do for programs, and the best ways to implement these changes, this would include filtering program ideas from staff.	IS	Implemented a program proposal form for staff to help facilitate the best placement of programs on the calendar and to determine the need for the program; will continue to analyze throughout this next Engage cycle	9/16
Participate in the Customer Service Committee by attending 3 of 4 quarterly meetings; monitor progress of department goals related to customer service and reports status to department members; provide a final presentation to the Library Board in July 2017 on obstacles and successes.	AD/IS/SS/F/IT	Intro Meeting held 9/15 to discuss the progress of each department's goals. 1 st mtg.: 10/27/16	9/16; 10/16
Manage project and create procedure where selectors of the fiction, mystery, and audiobook collects move toward consistency in author placement across all collections.	IS	Sharing authors in various genre's among selectors	9/16
Upgrade security camera system. Install panic alarm buttons at Service Desks/Administration Office and create "Procedure to Contact the Police – Non-Emergency/911/Panic Alarm Button".	IT	Security camera upgrade completed and client deployed to staff; panic alarm buttons installation completed and procedure reviewed with staff on activation	10/16

2016-2017 Library Budget 268						
March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Revenues						
Account	Description					
403.000	Tax Revenue - Current Levy	2,367,212.28	2,449,491.00	2,469,427.87	2,522,777.00	2,618,888.00
403.001	Tax Revenue - Cnty Chargebk	-4,521.44	-25,000.00	-25,000.00	-21,000.00	-30,000.00
403.002	Tax Revenue - Tx Tribunal	13,862.00	-10,000.00	-10,000.00	-5,000.00	-10,000.00
403.003	Tax Revenue - Brow nfield Cap	-199.00	-210.00	-210.00	-220.00	-226.00
420.000	Tax Reveune - C/Y Del PPT	-3,424.77	-6,000.00	-6,000.00	-5,100.00	-6,200.00
567.000	State Aid	32,741.43	27,000.00	29,000.00	29,000.00	29,000.00
633.100	Insurance Reimbursement	913.00	0.00	0.00		
657.000	Library book fines	65,010.47	70,000.00	70,000.00	70,000.00	70,000.00
658.000	State penal fines	83,205.14	77,000.00	111,926.44	83,000.00	83,000.00
664.000	Interest on Investments	28,693.56	24,000.00	30,000.00	30,000.00	30,000.00
664.500	Unrealized gain(loss) invest	7,871.32	0.00	2,064.64	0.00	0.00
665.000	Miscellaneous income	15,417.29	16,500.00	16,500.00	16,500.00	16,500.00
665.100	Copier	2,492.39	2,200.00	2,200.00	2,200.00	2,200.00
665.200	Electronic media	238.00	200.00	200.00	200.00	200.00
665.266	SRP - T-shirt sales	138.73	0.00	131.17	0.00	0.00
665.289	Adult Programming	6,981.72	0.00	4,267.33	0.00	0.00
665.290	Library Fundraising	0.00	3,000.00	0.00	3,000.00	3,000.00
665.300	Meeting Room	27,728.02	28,000.00	32,000.00	32,000.00	32,000.00
665.400	Gifts and donations	15,070.42	6,000.00	2,500.00	6,000.00	6,000.00
665.404	Novi Tow nship Assessment	5,933.00	6,000.00	6,154.00	6,369.00	6,591.00
665.650	Library Café	4,688.25	5,000.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,670,051.81	2,673,181.00	2,740,161.45	2,774,726.00	2,855,953.00
2016-2017 Library Budget 268						
March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Expenditures						
Personnel Svcs.						
Account	Description					
704.000	Permanent Salaries	902,359.69	914,000.00	842,000.00	805,000.00	821,100.00
704.200	Wages (non-pensionable)	24,743.89	25,000.00	10,000.00		
704.250	Final Payout	11,294.19	0.00	19,000.00	0.00	0.00
705.000	Temporary Salaries	596,921.16	609,000.00	582,000.00	661,000.00	674,500.00
715.000	Social Security	119,251.99	122,300.00	105,000.00	112,200.00	114,500.00
716.000	Insurance	202,537.39	235,147.00	215,000.00	217,000.00	232,000.00
716.200	HSA - Health Savings Acct.	1,248.71	3,000.00	1,500.00	1,500.00	1,500.00
716.999	Ins. Employee Reimbursement	-36,900.20	-43,202.00	-43,000.00	-43,400.00	-46,400.00
718.000	Pension DB	14,964.00	0.00	15,000.00	0.00	0.00
718.050	Pension - add'l DB	-18,120.00	0.00	-17,000.00	0.00	0.00
718.200	Pension - Defined Contribution	18,516.01	26,400.00	26,000.00	26,400.00	26,400.00
719.000	Unemployment Ins	933.20	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,080.00	4,300.00	1,000.00	4,300.00	4,300.00
Total Personnel Services		1,839,830.03	1,895,945.00	1,756,500.00	1,784,000.00	1,827,900.00

2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Supplies						
Account	Description					
727.000	Office supplies	18,881.44	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	682.39	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	86,900.09	86,400.00	89,700.00	82,000.00	80,000.00
734.500	Computer supplies equip	20,725.29	28,000.00	31,800.00	60,000.00	60,000.00
740.000	Operating supplies	26,411.22	30,000.00	30,000.00	30,000.00	30,000.00
740.010	Gift and Donations expense	8,533.33	0.00	565.00		
740.200	Desk, chairs, cabinets, etc.	0.00	800.00	0.00	3,500.00	0.00
741.000	Uniforms	227.00	300.00	0.00	300.00	300.00
Materials						
742.000	Books	173,792.87	195,000.00	190,000.00	190,000.00	190,000.00
742.100	Book Fines	565.88	1,000.00	700.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	19,386.58	23,800.00	23,800.00	23,800.00	23,800.00
744.000	Audio visual materials	60,108.91	71,000.00	71,000.00	76,000.00	76,000.00
745.200	Electronic media	44,788.70	51,000.00	51,000.00	51,000.00	51,000.00
745.300	Online (Electronic) Resources	55,399.44	55,000.00	55,000.00	60,000.00	60,000.00
Total Supplies & Materials		516,403.14	566,000.00	567,265.00	601,300.00	595,800.00

2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Services & Charges						
Account	Description					
801.925	Public Information (cable)	833.41	1,000.00	400.00	500.00	500.00
802.100	Bank Services	2,476.65	2,000.00	3,600.00	4,800.00	4,800.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	659.80	300.00	2,500.00	1,500.00	1,500.00
806.000	Legal Fees	342.00	1,000.00	500.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,266.00	4,500.00	4,500.00	5,000.00	4,500.00
816.000	Professional services	1,355.00	4,000.00	4,000.00	10,000.00	4,000.00
817.000	Custodial Services	46,145.00	48,800.00	46,800.00	46,800.00	48,800.00
818.000	TLN Central Services	4,495.00	4,500.00	4,000.00	4,500.00	4,500.00
851.000	Telephone	12,082.53	11,500.00	11,500.00	11,500.00	11,500.00
855.000	TLN Automation Services	57,006.34	56,000.00	59,000.00	61,000.00	61,000.00
861.000	Gasoline and oil	363.61	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	436.43	300.00	100.00	300.00	300.00
880.000	Community Promotion	3,961.68	11,800.00	11,800.00	20,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	11,717.97	22,500.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	4,563.52	0.00	2,640.19	3,000.00	3,000.00
900.000	Printing, Graphic Design, Publishing	29,634.55	29,500.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,000.00	14,300.00	13,464.00	14,800.00	16,300.00
910.001	Insurance deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00
921.000	Heat	11,257.52	11,000.00	11,000.00	11,500.00	12,000.00
922.000	Electricity	101,729.02	103,000.00	103,000.00	106,000.00	109,000.00
923.000	Water and Sewer	5,393.13	5,500.00	6,500.00	5,500.00	6,000.00
934.000	Building Maintenance	65,253.18	90,000.00	92,000.00	100,000.00	92,500.00
935.000	Vehicle Maintenance	1,717.20	1,500.00	500.00	0.00	0.00
941.000	Grounds Maint.	32,735.91	28,600.00	40,200.00	33,000.00	33,000.00
942.000	Office Equipment Lease	12,596.78	12,000.00	15,000.00	15,000.00	15,000.00
942.100	Records storage	264.34	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	8,464.64	14,500.00	14,500.00	13,500.00	14,500.00
Total Services & Charges		433,451.21	479,600.00	501,004.19	523,700.00	518,200.00
2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Capital Outlay						
Account	Description					
962.000	Building Maint.					
941.000	Grounds Maint.		75,900.00	67,400.00		
976.000	Building Improvements					
976.100	Parking lot improvements				53,400.00	
986.000	Internal Technology - Capital Outlay		64,800.00	55,800.00	56,000.00	26,000.00
986.000	Data Processing - Security Camera upgrade	7,020.40			17,500.00	
990.000	Furniture		10,000.00	9,475.00		
Total Capital Outlay		7,020.40	150,700.00	132,675.00	126,900.00	26,000.00
965.269	Walker Transfer					
Total Expenditures		2,796,704.78	3,092,245.00	2,957,444.19	3,035,900.00	2,967,900.00
680.000	TOTAL Fundbalance	-126,552.97	-419,064.00	-217,282.74	-261,174.00	-111,947.00

*Budgt Amendment 7/20/16: \$17,500 for security camera project not completed in 15/16.

269 - Library Contributed Funds - Revenues & Expenditures
2016-2017 Budget (Amended 9/21/2016)

Revenues		Year End (6/30/16)	2016-2017 Approved	2016-2017 Amended	Notes
664.000	Interest on Investments	26,726.32	15,000.00	15,000.00	
664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00	
Interest Income		44,778.24	20,000.00	20,000.00	
Donations					
665.230	Collections/Materials Revenue	461.35	2,000.00	2,000.00	
665.231	Buildings/Ground/Furniture Revenue	5,150.71	2,000.00	2,000.00	
665.232	Programming Revenue	18,387.46	2,000.00	2,000.00	
	Raising a Reader in Novi Sponsors		5,000.00	5,000.00	Friends/VIBE/Novi Rotary
665.233	Technology Library Revenue	409.00	500.00	500.00	
665.234	Undesignated Misc. Donations	3,212.09	500.00	500.00	
TOTAL		\$27,620.61	\$12,000.00	\$12,000.00	
TOTAL Revenues		72,398.85	32,000.00	32,000.00	
Expenditures					
742.230	Collections/Materials Expenditures	187.13	5,000.00	5,000.00	
742.231	Buildings/Ground/Furniture Exp	6,672.11	18,000.00	-	
742.232	Programming Expenditures	16,344.22	3,000.00	3,000.00	
742.233	Technology Library Expenditures	965.00	4,000.00	4,000.00	
	Automated Lending Library			-	Not Approved \$45,000
742.234	Undesignated Misc. Expenditures	6,023.03	2,000.00	-	
	Staff Recognition		-	1,000.00	Appreciation lunch/awards
TOTAL		30,191.49	32,000.00	13,000.00	
TOTAL Expenditures		30,191.49	\$32,000.00	13,000.00	
	Beginning Fund Balance Yr. End		1,629,605.26	1,671,812.62	
	Revenues	72,398.85	32,000.00	32,000.00	
	Expenditures	30,191.49	32,000.00	(13,000.00)	
	NET Revenues vs. Expenditures	42,207.36	0.00	19,000.00	
	Beginning Fund Balance	1,629,605.26			
	Net of Rev/Exp 2015/2016				
	Ending Fund Balance Expected	\$1,671,812.62	\$1,629,605.26	\$1,690,812.62	

Amended 9/21/2016

11/10/2016 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 10/31/2016										
% Fiscal Year Completed: 33.70										
		END BALANCE	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	SEPT 2016	OCTOBER 2016	10/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00-treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,461,558.07	2,522,777.00	2,536,929.51	0.00	0.00	0.40	2,536,929.91	(14,152.91)	100.56
268-000.00-403.001	Property Tax Revenue- County Chargebacks	294.61	(21,000.00)	0.00	457.56	161.17	334.56	953.29	(21,953.29)	(4.54)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	15,558.00	(5,000.00)	0.00	0.00	0.00	0.00	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(214.67)	(220.00)	(217.02)	0.00	0.00	0.00	(217.02)	(2.98)	98.65
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(4,846.69)	(5,100.00)	0.00	0.00	0.00	0.00	0.00	(5,100.00)	0.00
Property tax revenue		2,472,349.32	2,491,457.00	2,536,712.49	457.56	161.17	334.96	2,537,666.18	(46,209.18)	101.85
State sources										
268-000.00-567.000	State aid	34,495.52	29,000.00	0.00	18,225.12	0.00	0.00	18,225.12	10,774.88	62.85
State sources		34,495.52	29,000.00	0.00	18,225.12	0.00	0.00	18,225.12	10,774.88	62.85
Fines and forfeitures										
268-000.00-657.000	Library book fines	66,886.35	70,000.00	5,078.43	7,241.10	4,741.02	5,110.52	22,171.07	47,828.93	31.67
268-000.00-658.000	State penal fines	111,926.44	83,000.00	0.00	117,150.58	0.00	0.00	117,150.58	(34,150.58)	141.15
Fines and forfeitures		178,812.79	153,000.00	5,078.43	124,391.68	4,741.02	5,110.52	139,321.65	13,678.35	91.06
Interest income										
268-000.00-664.000	Interest on investments	41,574.64	30,000.00	2,690.75	2,926.81	3,598.13	0.00	9,215.69	20,784.31	30.72
268-000.00-664.500	Unrealized gain (loss) on investments	23,055.12	0.00	(103.16)	(4,199.64)	427.05	0.00	(3,875.75)	3,875.75	100.00
Interest income		64,629.76	30,000.00	2,587.59	(1,272.83)	4,025.18	0.00	5,339.94	24,660.06	17.80
Other revenue										
268-000.00-665.000	Miscellaneous income	15,020.65	16,500.00	1,151.48	1,278.62	1,750.78	1,203.44	5,384.32	11,115.68	32.63
268-000.00-665.100	Copier	2,727.08	2,200.00	160.85	197.07	179.20	122.90	660.02	1,539.98	30.00
268-000.00-665.200	Electronic media (previously VHS)	217.50	200.00	17.00	0.00	0.00	0.00	17.00	183.00	8.50
268-000.00-665.266	Summer reading t-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	35,193.65	32,000.00	3,056.21	5,284.19	2,522.64	2,812.61	13,675.65	18,324.35	42.74
268-000.00-665.404	Novi Township assessment	6,154.00	6,369.00	6,197.00	0.00	0.00	0.00	6,197.00	172.00	97.30
268-000.00-665.650	Library Cafe	5,658.29	5,000.00	408.61	367.29	329.20	427.21	1,532.31	3,467.69	30.65
Other revenue		65,102.34	65,269.00	10,991.15	7,127.17	4,781.82	4,566.16	27,466.30	37,802.70	42.08
Donations										
268-000.00-665.289	Adult programs	4,267.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.400	Gifts and donations	5,205.32	6,000.00	0.25	3.47	0.40	1.05	5.17	5,994.83	0.09
Donations		9,472.65	6,000.00	0.25	3.47	0.40	1.05	5.17	5,994.83	0.09

		END BALANCE	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	SEPT 2016	OCTOBER 2016	10/31/2016	BALANCE	% BDT
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	848,742.23	805,000.00	37,262.97	61,653.78	92,480.68	61,653.81	253,051.24	551,948.76	31.43
268-000.00-704.200	Wages - Stipend	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.250	Final Payout	18,963.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	552,249.03	661,000.00	23,713.78	42,281.89	63,933.68	45,748.50	175,677.85	485,322.15	26.58
268-000.00-715.000	Social security	106,814.50	112,200.00	4,520.29	7,683.57	11,690.68	7,956.37	31,850.91	80,349.09	28.39
268-000.00-716.000	Insurance	224,763.56	217,000.00	18,343.53	17,649.19	20,237.57	18,755.99	74,986.28	142,013.72	34.56
268-000.00-716.200	HSA - employer contribution	998.21	1,500.00	0.00	243.75	162.50	162.50	568.75	931.25	37.92
268-000.00-716.999	Insurance - Employee Reimbursement	(41,734.26)	(43,400.00)	(1,894.65)	(3,627.18)	(3,519.86)	(3,518.58)	(12,560.27)	(30,839.73)	28.94
268-000.00-718.000	Pension - DB Normal Cost	14,112.00	0.00	1,121.00	1,121.00	1,121.00	1,121.00	4,484.00	(4,484.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(17,097.72)	0.00	(1,252.38)	(1,252.38)	(1,252.38)	(1,252.38)	(5,009.52)	5,009.52	100.00
		END BALANCE	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	SEPT 2016	OCTOBER 2016	10/31/2016	BALANCE	% BDT
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-718.200	Pension - defined contribution	24,086.16	26,400.00	1,430.17	2,413.27	3,551.22	2,367.48	9,762.14	16,637.86	36.98
268-000.00-719.000	Unemployment insurance	1,295.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	1,948.58	4,300.00	204.00	191.02	286.97	197.31	879.30	3,420.70	20.45
Personnel services		1,745,140.90	1,784,000.00	83,448.71	128,357.91	188,692.06	133,192.00	533,690.68	1,250,309.32	29.92
Supplies										
268-000.00-727.000	Office supplies	19,615.69	23,000.00	3,206.77	1,211.01	1,579.70	54.86	6,052.34	16,947.66	26.31
268-000.00-728.000	Supplies - Postage	623.79	700.00	1.93	63.78	220.84	35.43	321.98	378.02	46.00
268-000.00-734.000	Computer supplies, software & licensing	66,110.20	82,000.00	7,319.29	231.76	5,016.80	9,100.06	21,667.91	60,332.09	26.42
268-000.00-734.500	Computer supplies/equipment	29,899.05	60,000.00	3,233.44	1,706.25	6,195.11	249.67	11,384.47	48,615.53	18.97
268-000.00-740.000	Operating supplies	18,702.42	30,000.00	938.23	2,787.21	12,154.66	957.95	16,838.05	13,161.95	56.13
268-000.00-740.010	Gift and donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-741.000	Supplies - Uniforms	134.95	300.00	0.00	0.00	139.00	0.00	139.00	161.00	46.33
268-000.00-742.000	Library books	174,336.21	190,000.00	12,432.85	10,983.70	11,648.14	9,386.00	44,450.69	145,549.31	23.40
268-000.00-742.100	Library Book - Fines	779.42	1,000.00	40.00	344.68	9.95	118.74	513.37	486.63	51.34
268-000.00-743.000	Library periodicals	20,297.83	23,800.00	182.00	0.00	15,903.70	5.50	16,091.20	7,708.80	67.61
268-000.00-744.000	Audio visual materials	67,548.99	76,000.00	12,204.82	16,147.80	1,767.30	3,292.60	33,412.52	42,587.48	43.96
268-000.00-745.200	Electronic media	44,507.93	51,000.00	5,100.31	3,791.71	2,380.71	923.02	12,195.75	38,804.25	23.91
268-000.00-745.300	Electronic resources (CD rom materials)	50,362.92	60,000.00	38,982.40	2,554.00	3,738.00	1,690.00	46,964.40	13,035.60	78.27
Supplies		494,118.44	601,300.00	83,642.04	39,821.90	60,753.91	25,813.83	210,031.68	391,268.32	34.93

GL NUMBER	DESCRIPTION	END BALANCE	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDT
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	SEPT 2016	OCTOBER 2016	10/31/2016	BALANCE	
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	369.29	500.00	32.30	32.30	32.30	0.00	96.90	403.10	19.38
268-000.00-802.100	Bank Service Charges	3,112.49	4,800.00	42.00	228.47	216.22	196.98	683.67	4,116.33	14.24
268-000.00-803.000	Independent audit	665.00	700.00	0.00	0.00	0.00	665.00	665.00	35.00	95.00
268-000.00-804.000	Medical service	1,286.00	1,500.00	0.00	252.00	207.00	0.00	459.00	1,041.00	30.60
268-000.00-806.000	Legal fees	4,230.00	1,000.00	0.00	0.00	283.50	0.00	283.50	716.50	28.35
268-000.00-808.000	Rubbish	0.00	0.00	98.72	98.72	98.72	0.00	296.16	(296.16)	100.00
268-000.00-809.000	Memberships and dues	4,331.00	5,000.00	2,676.07	550.00	0.00	611.00	3,837.07	1,162.93	76.74
268-000.00-816.000	Professional services	2,356.00	10,000.00	0.00	0.00	0.00	250.00	250.00	9,750.00	2.50
268-000.00-817.000	Custodial services	46,800.00	46,800.00	3,900.00	3,900.00	3,900.00	0.00	11,700.00	35,100.00	25.00
268-000.00-818.000	TLN Central Services	3,995.00	4,500.00	0.00	0.00	0.00	3,495.00	3,495.00	1,005.00	77.67
268-000.00-851.000	Telephone	12,932.05	11,500.00	865.68	529.44	1,040.96	969.80	3,405.88	8,094.12	29.62
268-000.00-855.000	TLN Automation Services	52,801.04	61,000.00	12,261.46	0.00	3,449.37	0.00	15,710.83	45,289.17	25.76
268-000.00-861.000	Gasoline and oil	125.07	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-862.000	Mileage	184.61	300.00	0.00	0.00	0.00	5.94	5.94	294.06	1.98
268-000.00-880.000	Community promotion	9,065.00	20,000.00	1,205.88	1,447.26	1,160.63	954.55	4,768.32	15,231.68	23.84
268-000.00-880.268	Library programming	17,495.94	22,500.00	2,600.13	1,453.02	1,153.14	(1,164.30)	4,041.99	18,458.01	17.96
268-000.00-880.271	Adult programs	2,640.19	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	27,533.58	29,500.00	1,126.26	6,909.23	735.53	(118.42)	8,652.60	20,847.40	29.33
268-000.00-910.000	Property & liability insurance	13,464.00	14,800.00	13,222.00	0.00	0.00	0.00	13,222.00	1,578.00	89.34
268-000.00-921.000	Heat	8,483.52	11,500.00	130.81	96.90	133.57	260.39	621.67	10,878.33	5.41
268-000.00-922.000	Electricity	95,236.64	106,000.00	9,612.31	9,460.52	9,368.68	8,043.65	36,485.16	69,514.84	34.42
268-000.00-923.000	Water and sewer	9,477.30	5,500.00	0.00	0.00	1,842.40	0.00	1,842.40	3,657.60	33.50
268-000.00-934.000	Building maintenance	47,114.55	100,000.00	11,436.89	5,940.01	3,895.11	1,080.90	22,352.91	77,647.09	22.35
268-000.00-935.000	Vehicle maintenance	215.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-941.000	Grounds maintenance	51,558.43	33,000.00	55.00	55.00	1,847.50	2,995.50	4,953.00	28,047.00	15.01
268-000.00-942.000	Office equipment lease	14,734.88	15,000.00	999.00	1,379.13	999.00	999.00	4,376.13	10,623.87	29.17
268-000.00-942.100	Records storage	251.09	300.00	31.64	15.69	22.18	22.18	91.69	208.31	30.56
268-000.00-956.000	Conferences and workshops	10,577.11	13,500.00	899.00	1,608.88	650.01	470.53	3,628.42	9,871.58	26.88
Other services and charges		441,035.58	523,700.00	61,195.15	33,956.57	31,035.82	19,737.70	145,925.24	377,774.76	27.86
268-000.00-965.101	Transfer to general fund	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out		40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
268-000.00-976.000	Building improvements	4,784.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	53,400.00	0.00	0.00	0.00	0.00	0.00	53,400.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	54,619.88	56,000.00	26,267.40	0.00	12,392.20	5,339.80	43,999.40	29,500.60	59.86
268-000.00-990.000	Furniture	9,475.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		68,880.34	109,400.00	26,267.40	0.00	12,392.20	5,339.80	43,999.40	82,900.60	34.67
Net - Dept 000.00-treasury		35,687.12	(243,674.00)	2,300,816.61	(53,204.21)	(279,164.40)	(174,070.64)	1,794,377.36	(2,055,551.36)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		2,824,862.38	2,774,726.00	2,555,369.91	148,932.17	13,709.59	10,012.69	2,728,024.36	46,701.64	
TOTAL EXPENDITURES		2,789,175.26	3,018,400.00	254,553.30	202,136.38	292,873.99	184,083.33	933,647.00	2,102,253.00	
NET OF REVENUES & EXPENDITURES		35,687.12	(243,674.00)	2,300,816.61	(53,204.21)	(279,164.40)	(174,070.64)	1,794,377.36	(2,055,551.36)	

GL NUMBER	DESCRIPTION	END BALANCE	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	% BGD
		06/30/2016	ORIGINAL	JULY 2016	AUGUST 2016	SEPT 2016	OCTOBER 2016	10/31/2016	BALANCE	
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00-treasury										
Interest income										
269-000.00-664.000	Interest on investments	26,726.32	15,000.00	2,429.12	2,724.94	2,155.07	0.00	7,309.13	7,690.87	48.73
269-000.00-664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	(93.10)	(3,918.39)	259.17	0.00	(3,752.32)	8,752.32	(75.05)
	Interest income	44,778.24	20,000.00	2,336.02	(1,193.45)	2,414.24	0.00	3,556.81	16,443.19	17.78
Donations										
269-000.00-665.230	Collections/Materials Revenue	461.35	0.00	50.00	0.00	50.00	100.00	200.00	1,800.00	10.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	5,150.71	0.00	0.00	0.00	0.00	1,015.16	1,015.16	984.84	50.76
269-000.00-665.232	Programming Revenue	18,387.46	0.00	1,250.00	6,646.93	2,610.89	961.94	11,469.76	(9,469.76)	573.49
269-000.00-665.233	Technology Library Revenue	409.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,212.09	12,000.00	0.00	0.00	0.00	1,092.45	1,092.45	(592.45)	218.49
	Donations	27,620.61	12,000.00	1,300.00	6,646.93	2,660.89	3,169.55	13,777.37	(6,777.37)	196.82
Supplies										
269-000.00-742.230	Collections/Materials Expense	187.13	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	6,672.11	18,000.00	0.00	0.00	111.53	0.00	111.53	(111.53)	100.00
269-000.00-742.232	Programming Expense	16,344.22	3,000.00	0.00	866.98	2,301.48	1,091.54	4,260.00	(1,260.00)	142.00
269-000.00-742.233	Technology Library Expense	965.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00
269-000.00-742.234	Undesignated Misc	6,023.03	2,000.00	0.00	408.55	147.50	244.23	800.28	(800.28)	100.00
	Supplies	30,191.49	32,000.00	0.00	1,275.53	2,560.51	1,335.77	5,171.81	6,828.19	43.10
	Net - Dept 000.00-treasury	42,207.36	0.00	3,636.02	4,177.95	2,514.62	1,833.78	12,162.37	2,837.63	
Fund 269 - LIBRARY CONTRIBUTION 269:										
	TOTAL REVENUES	72,398.85	32,000.00	3,636.02	5,453.48	5,075.13	3,169.55	17,334.18	9,665.82	81.08
	TOTAL EXPENDITURES	30,191.49	32,000.00	0.00	1,275.53	2,560.51	1,335.77	5,171.81	6,828.19	81.08
	NET OF REVENUES & EXPENDITURES	42,207.36	0.00	3,636.02	4,177.95	2,514.62	1,833.78	12,162.37	2,837.63	81.08
TOTAL REVENUES - ALL FUNDS										
	TOTAL REVENUES - ALL FUNDS	2,897,261.23	2,806,726.00	2,559,005.93	154,385.65	18,784.72	13,182.24	2,745,358.54	56,367.46	
TOTAL EXPENDITURES - ALL FUNDS										
	TOTAL EXPENDITURES - ALL FUNDS	2,819,366.75	3,050,400.00	254,553.30	203,411.91	295,434.50	185,419.10	938,818.81	2,109,081.19	
	NET OF REVENUES & EXPENDITURES	77,894.48	(243,674.00)	2,304,452.63	(49,026.26)	(276,649.78)	(172,236.86)	1,806,539.73	(2,052,713.73)	

11/10/2016	BALANCE SHEET FOR CITY OF NOVI		
	As of 10/31/2016		
GL Number	Description		Balance
<hr/>			
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		(68,089.76)
268-000.00-017.000	Investments - Pooled		3,668,154.42
268-000.00-018.000	Cash on hand		500.00
268-000.00-020.000	Current taxes receivable		55,777.90
	Total Assets		3,656,342.56
*** Liabilities ***			
268-000.00-202.000	Accounts payable		92,351.64
268-000.00-236.000	Sales tax payable		3.42
268-000.00-259.702	Accrued liabilities-tax		14,000.00
268-000.00-276.400	Deposit for Cafe		500.00
	Total Liabilities		106,855.06
*** Fund Balance ***			
268-000.00-390.000	Fund balance		1,755,110.14
	Total Fund Balance		1,755,110.14
	Beginning Fund Balance		1,755,110.14
	Net of Revenues VS Expenditures		1,794,377.36
	Ending Fund Balance		3,549,487.50
	Total Liabilities And Fund Balance		3,656,342.56

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	35,705.54
269-000.00-017.000	Investments - Pooled	1,649,600.68
	Total Assets	1,685,306.22
*** Liabilities ***		
269-000.00-202.000	Accounts payable	1,331.23
	Total Liabilities	1,331.23
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,562,697.29
269-000.00-390.230	Fund Balance Collections/Materials	34,468.23
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,054.29
269-000.00-390.232	Fund Balance Programming	16,343.76
269-000.00-390.233	Fund Balance Technology Library	6,249.05
	Total Fund Balance	1,671,812.62
	Beginning Fund Balance	1,671,812.62
	Net of Revenues VS Expenditures	12,162.37
	Ending Fund Balance	1,683,974.99
	Total Liabilities And Fund Balance	1,685,306.22

Director's Report by Julie Farkas



Election Day – November 8, 2016

The Library was pleased to be open early for voters in precinct 16. The Library provided limited services for getting a library card, renewing a card and paying fines. Attached is a photo of a Novi resident getting a library card at 7:45am once he was finished voting. In addition to library related services, library staff was also available to assist residents with verifying their voting location. Unfortunately, the café did not open until 7:50am.

Café Complaint

October 17, 2016: We got a complaint from a patron about sanitary concerns at the café. She noted that he was using dirty napkins for things, touching food with bare hands, and microwaving Styrofoam, which made the patron uncomfortable.

October 18, 2016: Library Director reached out to the café owner via email to share the complaint.

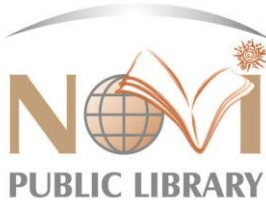
Café owner's response: Thx for info. We have always used Styrofoam it's allowed by health Dept. No dirty napkins ever used and we use wax paper or napkins in our hand for grabbing some foods like slices of pizza donuts etc.

Café owner questioned the complaint at first by wanting Library staff to direct the complaints to him directly. I shared with Mr. Bernstein that staff can do that, however, many people who pose complaints are not wanting to engage in person – they want to avoid confrontation. Therefore, the Library will continue to serve as an avenue for patrons to voice opinions and concerns.

NEW OVERTIME THRESHOLD

In May 2016, the Fair Labor Standards Act (FLSA), which governs federal minimum wage and overtime pay requirements, was amended. Those changes are effective December 1, 2016. This change will not affect any hourly staff who are currently eligible for overtime pay. This change will only affect employees who currently earn an annual salary of less than \$47,476, as this is the new FLSA threshold for earning overtime pay. For employees earning less than \$47,476, any hours worked over 40 must be paid at the time-and-one-half rate of pay.

Proposed Overtime Policy (based on recommendations by City of Novi HR Dept.)



OVERTIME POLICY

~~Salaried exempt employees may occasionally be required to work in excess of 40 hours in a week and will not receive extra compensation for such work.~~

~~While it is the Library's policy to avoid overtime for full time non-exempt employees and part time employees, there are situations that may require overtime work. When required by the Library, overtime is mandatory. In these cases, your Department Head will attempt to give you sufficient notice concerning scheduled overtime. Overtime must be approved by the Director. Overtime, at the rate of time and one-half, is paid for all hours you work in excess of 40 hours in any work week. Not all employees are eligible for overtime. Check with your Department Head to see if you are eligible for overtime.~~

Employees may, on occasion, be required to work in excess of 40 hours in a week. It is the Library's intent to avoid overtime hours. If Administration/management believes it is necessary for an employee to work over 40 hours in order to complete their normal job requirements, they must first discuss this with their immediate supervisor prior to working these additional hours. Failure to notify one's supervisor and obtain prior approval may be grounds for disciplinary action up to and including discharge.

If such overtime work is authorized, employees who are eligible to receive overtime pay, will be compensated at the rate of time-and-one-half rate of pay. If you are unsure whether or not you are eligible to receive such overtime pay, please check with Administration/management.

NPL Employee Handbook, Approved September 21, 2011; Amended November 16, 2016.

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Adopting A Sister Library

The **SAY Detroit Play Center** is a youth training center on the northeast side of Detroit with a mission of developing readers and great people. The brainchild of Mitch Albom, the center features a state-of-the-art recording studio, a synthetic turf football field donated in part by Matthew Stafford, and a 7,000 square-foot digital learning center, among other amenities.

The center is building a lending library and wants your help!

Donations will be accepted for any new or gently-used books (reading levels K-12) for young people to increase their love of reading.

**Donations Accepted:
November 25th, 2016-January 20th, 2017**

Books can be dropped off at any of the six Neighborhood Libraries (Novi, Salem-South Lyon, Northville District, Wixom, Lyon Township, and Walled Lake City Library).

Thank you for giving the gift of reading!



Bioswale (Rain Garden) Eagle Scout Project

For the past year, the Library has been engaged with an Eagle Scout student by the name of Corey Grassmyer (Novi High School Senior). Corey's project included an informational sign that explains the purpose of a bioswale with photos and details identifying specific plants in the Library's rain garden on the south side of the library. This project is expected to be completed before Thanksgiving. In addition to signage, a bench will also be installed near the signage for those to enjoy when walking from Fuerst Park and the Library. A huge thank you to Corey for his fundraising, leadership and design skills to make this project a reality for the Library. Also, a thank you to Drew Lathin for assisting Corey on the verbiage for the sign and Keith Perfect, Library Facilities, for assisting with the final plans for installation. Attached is the final rendering of the sign that was ordered in early October. The actual size of the sign is 24" h x 36" w.

Lending Library (24/7 Library Kiosks) – Demo on November 11, 2016

Julie Farkas, Barb Rutkowski and Maryann Zurmuehlen visited two libraries in Worthington and Licking County Ohio on Friday, November 11th to investigate options for a lending library kiosk that could potentially be placed in the Novi community and serve as another point of material borrowing for Novi residents. Enclosed are photos of the two types of machines that are currently on the market.

RTI – Lending Library: A vending machine concept that allows for up to 500 materials to be available for lending based on size of material. The machine allows for manual library barcode entry or takes a library card and pin (optional) to activate lending. Patron does not have browsing capabilities, must select the material that is faced first. Not conducive to weather that is colder than 25 degrees Fahrenheit. Main use is for NEW materials, however, youth books circulated regardless. Very simple to load machine, 1 staff person and approximately 15-20 minutes to complete delivery process. Reporting for materials check-out/still on site is coming. If return of materials was a desire, a drop bin would need to be incorporated. Basic Ethernet, Electricity and standard PC with software required.

Approximately cost: \$38,000 plus \$2500 annual maintenance fee (does not include budget figures for new materials)

Envisionware 24/7 Library: Large walk-up kiosk that provides check-out, holds, E-book downloading and catalog access. Holds approximately 340 items. Items are able to rotate for browsing capability. Main use is for NEW materials, however, it serves as a branch for picking up holds. Machine has 14 bins to allow for return of materials. A canopy would be required as it is designed to be an outdoor, walk-up unit. Allows for weather conditions as low as -20 degrees Fahrenheit. 6 Security cameras are part of the design for easy viewing of the unit and users. Library card required – no pin or pin pad for entry of library card number manually. Machine includes 3 computers and a DVR for recording traffic (up to 30 days). Wrap signage is no included branding of the unit (suggest a local sign company). 1 staff person and approximately 20-30 minutes to complete delivery process. Reporting for materials is easily accessible.

Approximate cost: \$294,000 includes canopy and site work plus \$36,823 annual maintenance fee (does not include budget figures for new materials)

Lending Library™



Public Information Kiosk, Inc.
An RTI Company
12850 Middlebrook Road
Germantown, MD 20874
866-883-0300 Ext. 256



EnvisionWare® 24-Hour Library™



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Endowment Opportunity

I met with an attorney to understand in greater detail the opportunities for starting a library endowment. This was preempted based on a potential financial promise that has been made to the library by a Novi resident. The recommendation that was received was to connect with our Friends of the Novi Library based on their establishment as a 501C3 to see if they would be interested in managing this type of gift-giving initiative for the library. I had a preliminary meeting with Sue Johnson and Carol Bauer of the Friends to see if the Friends would be interested in investigating further this opportunity and be the stewards of a library endowment. Both Sue and Carol were interested and enthused about the opportunity. Language for setting up the endowment with the attorney and conversations with a CPA will need to be engaged. At the Friends meeting on Wednesday, November 9th, the Friends did allocate \$10,000 for the start of an endowment with the understanding that additional costs for managing the monies would need to be confirmed.

Community Read – November 2nd: Featuring Author, Chris McDougall



The room was packed and attendees were very pleased with the presentation by author, Chris McDougall at the 7th Annual Community Reads event hosted by 6 area libraries. 216 people were in attendance.

Overall stats for the event:

Total books read: 1,048 books read from August 11 – Nov. 2nd (of which just over 400 were digital copies)

Over 150 copies of the book were purchased by the 6 libraries

Out and About in Novi and Library Profession

- 10/17: Metro Detroit Book and Author Event
- 10/18: GIS Mapping project mtg. w/Keri Blough, City of Novi and Maryann Zurmuehlen
- 10/20: Feed the Need recognition event at Paradise Park
- 10/21: Mtg. w/Corey (Eagle Scout) and Drew Lathin re: bioswale signage
- Novi Rotary: 10/27, 11/1
- 10/25: Friends mtg. re: marketing and library card outreach
- 10/25: Attorney mtg. re: library endowment
- 10/26: Overtime changes mtg. w/City of Novi HR Dept.
- All Staff Meetings: 10/26, 10/27
- 10/27: Staff Customer Service Committee mtg.
- 10/31: Library Design mtg. re: furniture for 17/18 budget
- 11/3: Novi Rotary/City of Novi Veteran's Day brunch
- 11/3: Strategic Planning Community Feedback session
- 11/3: Staff Policy Committee mtg.
- 11/8: Voting Day – Precinct 16
- 11/8: Friends mtg. re: possible library endowment
- 11/11: Lending Library tours in Ohio
- 11/12: Scrapbooking fundraiser (10am – 10pm) \$1,000 raised

3 WAYS

NOVI PUBLIC LIBRARY CONNECTS WITH ITS PATRONS

Strategic Planning Update
2015-2016



1

INFORM

- * Widened entrance drive; Added left turn lane
- * Added Computer Tutor One-on-One classes
- * Increased Internet bandwidth from 50 MB to 100MB
- * Started "Baby time & Tot time Fun" blog
- * Over 600 patrons participated in our annual survey

2

INSPIRE

- * Created story time-to-go book bundles for youth
- * Unveiled new Women's History book collection
- * Dedicated new artwork called Autumn Kaleidoscope
- * Historical Commission purchased Villa Barr book rights
- * Added interactive play equipment in youth area

3

INCLUDE

- * Added online donation option through Pay Pal
- * Hosted MLA annual conference reception
- * Recorded over 5,000 visits to Teen Space
 - * Started a new teen book club
- * 56% of patrons used self-check services
- * Over 4,000 NEW library cards were issued in 15/16
- * Over 40,000 people attended library programs in 15/16

Beyond Books...



Books on CD

Programs for ALL Ages

3D Printing

Computer Classes

Book Discussions

Downloadable Books, Music & Magazines

Music, DVDs, Blu-Rays

Meeting Room Rentals

After-school Teen Space

FREE Online Learning

VHS Conversion

Ask us about these opportunities!

Information Technology Report by Barbara Rutkowski

Updates 10-01-2016 through 10-31-2016

1. 45 IT Help Desk tickets were closed.
2. Dominic Doot held 1 Basic Photo Editing (GIMP) session, 2 Transfer VHS to DVD sessions and 1 3D Printer session. Topics requested during the 14 Tech Times included: color tinting of black & white photos using GIMP; general use of cell phone; OverDrive; iPad calendar and contacts; how to copy CDs, iPad and iCloud, attach photos with iPad to email and Facebook, use of an Android phone and transferring from VHS to DVD.
3. We have three mobile hotspots that patrons are now able to checkout for one week to share unlimited data with 10 Wi-Fi-enabled devices.
4. Seven 3D objects were printed
5. Installation of panic buttons at the service desks has been completed.
6. Dominic created documentation for the 3D scanner and related software – Skanect and ReconstructME which was added to the Staff Wiki.
7. Recorded the seventh annual Community Read for “Born to Run” by Christopher McDougall hosted by the Neighborhood Library Association, which is comprised of the Lyon Township, Northville, Novi, Salem-South Lyon, Walled Lake and Wixom libraries
8. The phone system issue regarding the 3 and 4-digit dialing has been resolved and is now operational between the library and the civic center.
9. Demonstrated to staff how to use some features of our event calendar software, E'vanced.
10. The RAM in the Youth Activity Room's laptop was upgraded.
11. Fourteen staff workstations have been upgraded.
12. Set up the Computer Lab for three training sessions given by the Information Services staff.
13. A quote was obtained for replacing the stepper side chutes on the AST hardware with fixed chutes to eliminate possible future failures and reduce the noise in the room.
14. Investigating adding the retail cost of the materials being borrowed to our receipts to show patrons how much they save during each visit.
15. Investigating pricing for the virtual reality hardware -- PlayStation VR.
16. Routine tasks were completed: failed hardware was replaced, prepped servers for multiple Minecraft events; Windows updates were deployed; the internet filter received several definition updates; 24 patron assists for printing/copier/MS Office/PDFs questions and the Youth iPads were restored to their base image several times.



Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 28 Facilities tickets, 138 Meeting Room Requests and has updated 302 Periodic Maintenance tickets.

- The monthly fire extinguisher check/inspection has been completed and all are in good working order.
- The monthly boiler check/inspection has been completed and both boilers are operating as they should.
- The monthly emergency horn/strobe test was completed and all are in good working order.
- The monthly AED inspection/battery check has been completed and is showing sufficient charge.
- The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.
- The monthly study room window washing has been completed and all are squeaky clean.
- The weekly public workstation cleaning and sanitization has been performed. (4 times)
- The weekly urinal flush and deodorizer in all men's rooms has been performed.
- The monthly pop can return has been completed and \$9.00 in funds were collected for break room supplies.
- The bi-weekly cleaning/dusting of the AST machine has been completed.
- All sorting bins were checked for lost materials.
- Many light bulbs throughout the building have been changed.
- The weekly indoor plant care has been performed and all plants are still alive. (4 times)
- All high-traffic carpet has been cleaned.
- Graffiti was removed from patio tables.
- The steering wheel game on side of racecar platform has been repaired. This may not survive another repair.
- A play kitchen was assembled and is now in use in the youth play area.
- Several red stains in carpet have been removed by Facilities Staff.
- A broken band on the AST machine has been replaced.

- The laminating machine received fresh rolls of laminating film.
- The annual fire inspection by Novi Fire Department has been completed and zero violations were issued.
- The annual fire inspection binder has been re-organized to hold all of our reports.
- All flammable materials used for Facilities Department have been collected and stored in fire cabinet.
- We had two plumbing issues this month that required the use of a drain cleaning machine. (once by vendor, once by facilities staff with rented machine)
- The annual fireplace inspection and cleaning was performed and all is in good working order.
- We have switched vendors for floor mats, we are now using Northstar.
- All building plants are being exposed to more sunlight to promote better growth.
- An annual fire drill was completed and our building clearing time was about 4:00 minutes, slower than our average of 2:30 minutes.
- Two trips were made to Big Frog to pick up library logo wear.
- A new picture was hung on the wall in the Local History room.
- The study room windows have been washed.
- Walls beneath hand sanitizers have been washed.
- Scuff marks on walls below the West windows on both floors have been washed.
- Scuff marks on wall behind lobby bench have been washed.
- The rose bushes at the main parking lot entrance have been divided and some transplanted to the East side of drive along with more new plants to fill in the area where construction was done during the driveway widening project that took place over the summer.



Novi Fire Department
Fire Prevention Division
45125 Ten Mile Rd.
Novi, MI 48375
Office 248-735-5674
Fax 248-347-0570



NOTICE OF VIOLATIONS

The following notice is issued for the correction of hazardous conditions found upon inspection of the below premises. These violations, as noted below, must be corrected and another inspection will be made to check for compliance.

Occupant Name:	City of Novi Public Library (New)	Inspection Date:	10/17/2016
Address:	45255 Ten Mile Road	Inspected By:	Charlie Roberts, Fire Protection Officer 1-248-735-5697
City:	Novi	InspectionType:	Annual
Suite:		Occupant Number:	27-45255

Thank you for your concern for the safety of the employees and visitors to your facility. An inspection conducted today found no fire code violations present. If you have any questions, please call our office.

No Violations Noted. At the time of your inspection, no apparent violations were noted. You are commended for your concern in life and fire safety.

Information Services Report by April Stevenson

~The Information Services Department put on 154 programs.

~The Novi Middle School Robotics Team presented at our Lego Club

~Lindsay created an Early Chapter Book Series List document to help both patrons and staff when looking for books that are targeted towards newly independent readers and are a step-up from the easy readers.

~Shannon attended the International Collection Librarians' Roundtable conference. This is a grass-roots, non-partisan group of Michigan librarians interested in developing international language, ESL, and literacy collections.

~Kathryn set up a 1000 Books Before Kindergarten photo booth. As patrons turn in their reading logs and receive their prizes, they are encouraged to take their child's photo holding the appropriate 100s level sign and share with the library.

~Lindsay created a poster with pictures of some of the Early Chapter Book series and the location of where to find each series.

~There was a Fire Prevention Week display of picture books above the youth magazine area.

~Sarah O'Brien added a display of Bob Dylan music CDs for his Nobel Prize win.

~Shannon added an additional display of Bob Dylan's books on the second floor.

~Lindsay attended The Library Network's Performer's Showcase to seek out entertainment for the summer reading program.

~Thanks to the generous contribution from the Friends of the Library, we now have two new DVD display cases on top of the youth music CDs rack. They are currently featuring Spooktacular Movies and TV Shows.

~Lindsay provided a library tour and scavenger hunt to two Special Education classes from the Novi High School.

~Lindsay has applied for an ALSC (Association for Library Service to Children a division of the American Library Association) and Baker & Taylor Summer Reading Grant.

~Big thank you to Denise Montgomery and her team at the Hospitality House Food Pantry for donating a \$50.00 Meijer gift card and small decorative pumpkins for the Teen Advisory Board.

~Kathleen arranged for the Robotics Team: FTC (FIRST Tech Challenge) 11276 Dream Machine - from the Novi Middle School to demonstrate/discuss the team, robot building, programming and competitions.

~Erin did a poster presentation at the Michigan Library Association Annual Conference on 3D Printing Project: Teaching Teens Digital Literacy Skills.



~Mary Storch presented a program at the Michigan Library Association Annual Conference called "Let's Talk...ELL/ESL Programs in Public Libraries."

~April, Lindsay, Mary Storch and Jessie also attended the Michigan Library Association Conference. Reports to follow.

~We hosted an informational table for the Michigan Libraries for Life Organ Do

~We hosted the Media Specialists and Principals from local schools for a thank you breakfast for partnering with us throughout the year.

~April attended Walk to School Day at Novi Woods Elementary

~April visited/toured the Village Workshop in Northville to discuss the details of a partnership that will allow Novi Library card holders to obtain 50% off their classes and to plan for a program in January to take place at the Village Workshop.

~April, Kathleen, Linda, and Emily presented story times and face painting at MSU Tollgate's Annual Pumpkinfest on Saturday, October 8th and Sunday, October 9th.

~April was interviewed by a Wayne State University Library Science student.

~April hosted a ribbon cutting ceremony for a donation of books on Japanese culture by the Mitsuba Corporation.

~April and Julie attended the Feed the Need Appreciation Dinner

~We have a new kitchen in the play area thanks to the Friends of the Novi Library.



October Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Listen @ the Library
- Document Donation Day
- Oh, My Aching Back (with Providence Hospital)
- How to Help Your Student Study
- Parent to Parent Book Discussion
- Celebrate Diversity Day
- Making Sense of the Required Minimum Distributions
- Rick Lieder Band 50's Flashback
- Running 101
- Authentic Indian Cooking
- Hands-on Beginning Genealogy
- Brewery Tour @ Drafting Table
- Our Adult Feature Display scary literary characters
- First Floor Display case featured a celebration of diversity
- Our second floor information desk display featured "Fall Into an Award Winning Book."

October Tween/Teen Programs & Displays

- 3D Print Project
- Maker Tween Club
- Cupcake Warz
- DIY No Sew Emoji Pillows
- Teen Advisory Board
- The Teen Stop Display was YA Fiction books about horror, mysteries, and thrillers.

October Youth Programs & Displays

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

- Mini-Doodlers
- Steam Sunday
- MSU Tollgate Pumpkinfest
- Star Wars Reads Day
- Costume Dance Party
- Fire Safety Week Story Time
- Family Coloring Party
- Pokémon Go Extravaganza
- Yoga Story Time
- Halloween Tales
- Pumpkin Decorating Palooza
- Our Parenting collection showcased books on "Learning through Play."
- Our Youth Non-Fiction/Biography Display was Book a Trip Around the World
- Our Youth Feature Display was Vote for Your Favorite Character. Pete the Cat is up against, Fancy Nancy, Duck (Cronin) and Llama Llama. Fancy Nancy won!
- Our Picture Book Displays included; Railroads, fiction/nonfiction bundles on a variety of subjects, monsters,
- Our first floor information desk display featured "Rake Up a Good Read."



October Raising a Reader Stats:

185 children have registered for the program.

100 Books – 44

200 Books – 13

300 Books – 6

400 Books – 4

500 Books – 1

Diversity Day Photos – Tuesday, October 4, 2016:



MLA 2016 Annual Conference Notes – April Stevenson

Thank you for the opportunity to attend this year's MLA Annual Conference and represent the Library. Below you will find some interesting ideas I think are worth exploring.

Be the Change You Want to See – Shannon McClintock Miller Opening Keynote

Miller is an international speaker and consultant who speaks about education, librarianship, technology, social media, and making a difference in education and the lives of others, especially children. She encouraged looking into the following: Check out Future Ready Libraries – Dept. of Education. SMORE – Makes online resources marketed better. Check into Global Read Aloud and Edmodo. Look into Augmented Reality – 3D glasses, use “Layer” app for this. Bloxels – create characters for video games. MackinVia – A kind of “Read Box” with QR codes that go back to a book talk. Contata Learning – books with music that is available by code in the book online. Check this out on YouTube.

Disrupting the Meeting: Build Your First Team

This came about to foster understanding between departments and their managers and grow the first team philosophy.

They ultimately wanted to reshape the culture - of the management team, the departments and ultimately the library as a whole. They began by using the Five Dysfunctions of a Team. They attended the R-Squared Conference and read The Five Dysfunctions of a Team by Peter Lencioni. They started with the trust issue and provided a variety of exercises throughout the year to bring the team together and change the culture of the departments and the organization as a whole.

From Spreadsheets to Unicorns - 3 Free Management Tools for Your Next Project

Getting Started:

- Define needs
- Identify what's out there
- Try them out
- Summarize features
- Review and compare needs and features
- Three that they looked at: Asana/Podio/Trello
- They went with Asana

In General:

- All services can be kept as useful archives
- Make sure the tool is used
- Have someone responsible to make sure things are entered
- Have someone responsible to make sure tasks are updated or completed
- Have someone responsible to make sure all tasks are connected but do not overlap.
- Adopt new tools when not tackling new project
- Require team members to use the new tool
- Assess the software's usefulness when finished/what will it be good for in the future.

Creating a Learning Community for Library Staff: Peer to Peer

Library staff want to connect with one another, both formally and informally, to learn from each other's expertise and experiences. That consistent message resonated across a sequence of Community Conversations with librarians from Indiana and Michigan in 2014. That message then

served as a catalyst for MCLS to begin developing and supporting a series of peer to peer learning opportunities. From Twitter chats and Facebook groups, to roundtables, peer-led webinars, and more Community Conversations, library staff are leading the dialogue.

Get Out There; Meet the Community Where They Are

In January 2014, Capital Area District Libraries reorganized the long-standing outreach department. They reimagined their outreach department. With a larger than ever department, including experts on business, digital literacy, local history, youth outreach, a bookmobile and more; the librarians are meeting community members where they are and fulfilling community needs in new, never imagined ways.

Digital Engagement that Creates Library Fans

E-newsletter opt out vs. opt in policy...grab email addresses from ILS and automatically subscribe. This is not in violation of Privacy Act or spamming. We are not selling the emails. Constant Contact was ok with getting some people that said it was spamming, but it is not. Deduplicate first. Constant Contact has a process to do this. Send a message to them that welcomes them and explains what the enewsletter is and then the option to opt out if needed. Only 1% opted out in the first 24 hours. Need to figure out costs on this. If you do this sometimes your open rate will go down a little. Send only to adults. They don't have it as part of the application. On the 15th of the month say send to those who have recently been added in that time period a welcome and opt out message.

A Snapshot of Reference Transactions Tracking Tools

Various ones available include:

- DeskStats by Altarama
- Desk Tracker by Compendium Form
- Gimlet Form
- Google Sites
- Insight Lite by Springshare Form
- SurveyMonkey Form
- Libstats (Free)
- Lib Answers

Legal Issues Involving Children in the Library

Children are important library patrons. There are unique issues that apply to children using the Library. Topics included the Library Privacy Act, CIPA, PA 212, unattended children's policies and other legal implications of children using the Library.

Ben Bizzle: It's all about the Story Closing Keynote

He authored the 2015 ALA Editions book, *Start a Revolution: Stop Acting Like a Library*, offering strategies for innovative web development, marketing, and outreach for libraries. He focused on virtualizing library resources and extending the library's reach beyond the library itself. Throughout his library career, Bizzle has developed a number of cost-effective ways to enhance the patron experience and increase community awareness of the value of public libraries. He has some unique ideas that will definitely help us to market the library in our community.

MLA Conference – Erin Durrett

On Thursday the 27th, I attended the Michigan Library Association Conference in Lansing for NPL. I presented my poster, 3D Printing Project: Teaching Teens Digital Literacy Skills. I attended 3 sessions, Library SOUP, and the Poster reception. The first session I attended was entitled "So Much More than Vampires", which was a book talk about YA literature that would appeal to adults. Several titles were recommended by both speakers, even a couple of my favorites, I'll Give You the Sun by Jandy Nelson, Gemma Doyle Series by Libba Bray and Me, Earl and the Dying Girl by Jesse Andrews. The second session I attended was entitled "All Ages Welcome", which was about partnering together (in this case a youth, teen and adult outreach librarian) to create programs for all ages. I am really interested in this topic and all age programs are some of my favorite to host. They specifically talked about their Harry Potter, Star Wars and Game Day programs. (My all age programs include Star Wars Reads Day, Pokemon Go Extravaganza, and International Games Day, which will be Life Size Candyland this year). The third session I attended was entitled "Bringing Your Best", which was a Spotlight presentation. This session focused on learning based off of emotional intelligence which work style each person falls under. There were four workstyles and based on certain traits, everyone fit into one of these workstyles. My workstyle is called "conscientious." People with the conscientious workstyle are thoughtful, moderate paced, careful and calm, but also challenging, objective, skeptical and questioning. It was great to learn about our personal workstyles, to be aware of how we could react to co-workers with different workstyles, our strengths, and weaknesses, and how other workstyles perceive us. At Library SOUP, the audience listened to five pitches from five librarians of projects that would improve their services and contribute to their community. We listened to each pitch, were able to ask questions and then voted for which project to fund. Ultimately, we voted for the Wee Free Pantry at the East Lansing Public Library. I think most of us felt it had the most pressing need for the funds and wanted our contributions to go towards feeding impoverished youth. Overall, I had a really great time at the conference and learned a lot from attending. I am very appreciative that I was able to attend and represent the Novi Public Library.

MLA 2016 Annual Conference Notes – Thursday, October 27th
Lindsay Fricke

Thank you for allowing me the opportunity to attend the MLA Conference on Thursday, October 27th. I attended three sessions and learned a lot of useful information that can be applied to our Library and programs. Please see below for a list of sessions attended and a brief description of what was learned during each session.

So Much More Than Vampires: Young Adult Books with Adult Appeal

During this session, two young adult librarians discussed popular young adult titles and series that have appeal to adults. This session was informative, as I compared the titles in their presentation to the titles that I have in our YA Fiction collection at NPL. I was able to create a list of must-have YA Fiction titles that were published within the last few years. I learned about a couple series that I had not heard of before that I will be adding to our collection. Their discussion about the YA Fiction books will be helpful when providing reader's advisory to teens, as they provided explanations on why they enjoyed their recommended titles. They also gave me more ideas on how to display books that will capture interests of teen patrons.

All Ages Welcome: Collaboration Across Departments to Provide All-Ages Programming

This session covered four all-ages programs, including game day, Star Wars day, free comic book day, and Harry Potter day. The ideas presented for each program were well thought out and could easily be implemented at NPL. I learned that game companies will sometimes provide libraries with free demo copies of games. This is a great way to build up your library's game collection. The presenters also brought up a great idea of combining both the Star Wars day and free comic book day into the same day. They had a lot of great ideas for affordable crafts and other activities that can engage the entire family during these programs. While NPL already hosts most of these programs, these presenters provided a fresh perspective and new ideas we can incorporate.

The Canton Book Project: Programming Beyond Book Groups and Author Visits

In this session, the Canton Public Library presented about their community book project. This presentation was helpful because the speaker discussed the things that worked and did not work when putting her ideas into practice. Their idea came from World Book Night, which unfortunately was not continued due to no funding being available for libraries. For this project, participants submit an application with their favorite book and explains why they enjoyed this book. The winners received ten copies of their book to pass out to others in the community. I thought this concept was very interesting as it encouraged readers of all ages within the community to participate. As a librarian, it is nice to see others share their love of reading with others. We could also use the reviews submitted to start up a blog on our website, so others in the community can discover what others are reading. This idea seemed like a great opportunity to utilize volunteers and engage the community.

MLA 2016 – Jessie Schenk

Session 1: Weed Smart

Presenters: Holly Hibner and Mary Kelly

Examples of bad weeding projects include San Francisco in 1996, Fairfax County (VA) in 2013, Urbana Free Library in 2014 and Berkeley, CA in 2015. These were all cases where they didn't plan adequately and weeded too much at one time. Simple steps (and some common sense) can help avoid bad publicity due to poorly planning weeding projects.

--Don't just dump books in the dumpster. Find alternatives (donations, friends sales, etc.)

--Weed continuously so there's never a need to do a massive removal of books/items all at once.

--Public libraries are not intended to keep everything. That is not our mission. Purchasing new materials is essential, so maintenance and removal of old items should just be part of the normal routine.

--One size does not fit all. Collection needs will vary from place to place and librarians will take that into account when making decisions about their particular collections.

Session 2: Digital Engagement that Creates Library Fans

Presenters: Vivi Hoang and Heidi Nagel, Kent District Library

They talked about their experiences with sharing digital content via e-newsletters, their website, and their blog.

--they have had huge success with their e-newsletter by moving to an opt-out instead of opt-in option for subscribing patrons. All adults automatically get subscribed. In their first email, they are given the option of opting out of the newsletter, and very few people actually follow through and do that.

--they use constant contact for managing and emailing their newsletter.

--They are not considered spammers, and are not in violation of the library privacy act.

--newsletters can be targeted with different information (programs, book info, youth, YA, etc.)

--Book recommendations are very popular via their e-newsletter, especially staff picks (would be very cool for us to do this with selectreads...?)

--A website redesign helped them focus on content.

--Many patrons were visiting on mobile devices, so it was important to make the website more mobile friendly.

--They added much better chat access (chat icon on every page). Chat requests are routed to a designated staff (they now chat more and get far fewer form submissions).

--they have their library card application on their website.

--they offer online contests (poetry, short story) that have generated a lot of interest.

Session 3: Canton Book Project

Presenter: Laura Fawcett, Canton Public Library

The goal of the Canton Book Project is to get books into the hands of people who are generally not readers with the hope of encouraging a new interest in books. The program starts by identifying community members who are already avid readers, and asking them to apply to be part of the program. These readers tell the library which book they want to share, and how they will go about getting it into the hands of non-readers. The library then supplies them with books to distribute. The first year they ran this program they gave out 109 books for around \$1000.00. This year they gave out 100 books, and spent \$870.00. It's an interesting twist on the book club

concept—I like the idea of finding ways to reach out to people who are not typically readers, but might be willing to read something that was personally recommended to them by a friend, neighbor, teacher, etc.

MLA Conference Notes – Mary Storch

Get Out There! Meet the Community Where They Are

In January 2014, Capital Area District Libraries reorganized the long-standing outreach department. This presentation covers the reimagined outreach department. With a larger than ever department, including experts on business, digital literacy, local history, youth outreach, a bookmobile and more; the librarians are meeting community members where they are and fulfilling community needs in new, never imagined ways. Come learn about these outreach successes and methods to start your own successful outreach efforts.

Erin Kurtz, Capital Area District Libraries; Jessica Goodrich, Capital Area District Libraries

I enjoyed the ideas these librarians offered to provide outreach for their library system. They researched areas of their community where were not getting library users and invented ways to be present in those communities to get people to sign up for library cards and inform them of ways they can use the library, even remotely. I appreciated that rather than piggybacking on ongoing events as a means to get new library card holders, they found they had greater participation from the community when they made a library event in the community.

All Ages Welcome: Collaboration Across Departments to Provide All-ages Programming

Think big and work together to host all day and all age library programming outside of Summer Reading kick-off events. Orion Township Public Library has hosted several all day, all age events with great success. The planning and implementation required cooperation between the youth, teen, and adult departments. Come and learn how OTPL plans and hosts a geektastic Star Wars Day and a magical Harry Potter Day. Be inspired by how separate departments can come together and provide an excellent experience for all library patrons.

Gina Bucalo-Crowther, Orion Township Public Library; Kathleen Kozlowski, Orion Township Public Library; Halli Zalesin, Orion Township Public Library

I was disappointed in this presentation as I thought the events would truly be 'all ages.' Instead, I felt they offered youth program 'that some adults might like, too.' Their presentation gave a lot of good advice and information if someone wanted to follow what they did, including what worked and what didn't work.

Let's Talk...ELL/ESL Programs in Public Libraries

Learn how to plan, implement and promote ELL/ESL programs in your library. Get tips on recruiting, training and retaining ESL volunteers. Learn how to build relationships with your local literacy organization and the adult education department of your public school system. Discover how to host an ESL book discussion program and select books they will love to read!

*Denise Dorantes, Dearborn Public Library; Ellen Pare, Canton Public Library; **Mary Storch, Novi Public Library***

I participated in presenting this program with two other librarians. I felt our presentation was thorough, interesting and upbeat. We had about 40 people in attendance and received very positive comments from people after the presentation. I thoroughly enjoyed collaborating on this presentation.

Support Service Report by Maryann Zurmuehlen

AUGUST - SEPTEMBER 2016

Department Head/General

- Support Services Departmental Monthly Meetings took place on August 19th during the in-service.
- Goal Setting has begun for the department, and 5 major projects have commenced for the department.
- The Collections/Selectors Breakdown Chart and Maintenance Cards were updated for the new fiscal year.
- The Novi Schools library cards were updated for the 2016-2017 school year.
- Statistics were provided for the Annual City Audit.
- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.

Circulation & Shelves

- We have two open Shelver positions and will be setting up interviews soon.
- We have two postings currently open for a 16 hour Shelver position and a 19 hour Clerk position. The postings close on September 25th.
- Circulation began implementing the new Lobby Gate procedure in the mornings. Gates are lowered at 10 minutes prior to opening to allow patrons access to the lobby earlier.
- New monitors were installed at the Circulation Desk during in-service.
- Circ and Shelves have been extremely busy with SRP, but have done admirably in keeping up with the heavy increases in patrons checking out, new library cards, and returning materials to be shelved. Keep up the great work, team!
- Read Box materials continue to be in high demand in our parks. The Outreach Team is forever finding them empty each week (we've gotten many comments from parents that they and their kids LOVE the boxes).

Tech Services

- Tech Services attended a webinar for WT Cox on Tuesday, September 20th.
- TS is working on several relabeling/processing projects for IS, including the continuing Tween Project, the Parenting Project, and other soon-to-be projects that have been on the waiting list.
- With the demand of SRP preoccupying the Shelves, TS has taken over the daily processing of holds and unclaims until late September.

Statistics (AUGUST 2016)

- **Library Cards Issued:** 407
- **Items Checked Out:** 72,263
- **Items Interloaned for NPL Patrons:** 5,226 (83 through MeLCat)
- **Items Interloaned to Other Libraries:** 5,029 (81 through MeLCat)
- **Items Added to the Collection:** 1,375
- **Items Discarded from the Collection:** 608
- **MAP Checkouts:** 30
- **Read Boxes:**
 - 4 Weekly Deliveries
 - 18 Adult Items Circulated
 - 230 Youth Items Circulated

Outreach:

- o 7 Facilities Visits / 73 Items Checked Out
- o 1 Homebound Patron / 12 Items Delivered
- o 4 Book Discussions / 99 Items Provided

SEPTEMBER – OCTOBER 2016

Department Head/General

- Support Services Departmental Monthly Meetings will be held Thursday, October 27th.
- On Friday, September 23rd, Maryann attended the City of Novi's In-Service at Walsh College.
- WorkFlows passwords changed on Tuesday, September 27th.
- Maryann and Barb are working on the upgrade to Circlt and the Self-Check Stations.
- TLN has sent out an RFP for a possible replacement for SirsiDynix Symphony WorkFlows.
- The Collections/Selectors Breakdown Chart and Maintenance Cards were updated again for the new fiscal year.
- Selector Brodart logins and maintenance cards were issued to Sarah Bowman and Matthew Kessler.
- Maryann began working on statistics for the State Aid Report.
- Statistics were provided for the Annual City Audit.
- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.

Circulation & Shelves

- We held interviews for our 3 open Shelves positions the week of October 3 – 7. Three great candidates have been selected and are in the process of attaining background checks and physicals.
- We have one posting currently open for a 15 hour Clerk position. The posting closes October 21st.
- Shelves and Jolanta Borek completed the major shift of the Large Print and Adult Audiobook Collections shift the week of September 26th.
- The Community Reads 2016 title "Born to Run" had 184 book checkouts and 8 audiobook checkouts from August 11th – October 13th.
- Read Boxes were emptied on Wednesday, October 12th for the season. For the summer, we circulated a total of 1,421 books (1,237 youth and 184 adult).
- The Outreach Team (Rebecca Davis, Cheryl Ryba, and Eva Sabolcik) attended the Fox Run Authors Live Luncheon event on Wednesday, October 12th.
- A new library card design was unveiled, and we will be breaking open our new supply soon. Look for the new design; it looks great!
- Panic Buttons were installed at the Circulation Desk.
- One of the bands were replaced on the AST machine.

Tech Services

- A Tech Services Department Meeting was held on Tuesday, October 11th.
- TS is working on several relabeling/processing/discarding projects for IS, including the continuing Tween Project, the Playaways Project, and other soon-to-be projects that have been on the waiting list.
- New RFID tags were ordered for the fiscal year. They didn't get a makeover like the library cards, but they still work just as well! □

Statistics (SEPTEMBER 2016)

- ☐ **Library Cards Issued:** 417
 - ☐ **Items Checked Out:** 57,501
 - ☐ **Items Interloaned for NPL Patrons:** 4,579 (92 through MeLCat)
 - ☐ **Items Interloaned to Other Libraries:** 4,285 (75 through MeLCat)
 - ☐ **Items Added to the Collection:** 1,059
 - ☐ **Items Discarded from the Collection:** 1,069
 - ☐ **MAP Checkouts:** 9
 - ☐ **Read Boxes:**
 - 4 Weekly Deliveries
 - 18 Adult Items Circulated
 - 230 Youth Items Circulated
 - **Outreach:**
 - 8 Facilities Visits / 75 Items Checked Out
 - 1 Homebound Patron / 12 Items Delivered
- 4 Book Discussions / 99 Items Provided

Support Services Statistics 2016-2017													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	419	407	417	311									1,554
Items checked out	77,623	72,263	57,501	60,728									268,115
Items borrowed	5,348	5,226	4,579	4,223									19,376
Items loaned	4,633	5,029	4,285	4,352									18,299
Read Boxes	267	248	248	7									770
MAP Checkouts	24	30	9	7									70

		October 2016	October 2015		October 2016	October 2015
Library cards issued		311	371			
Total checkouts		60,728	65,368	READ Boxes	Adult	0
					Youth	7
Items borrowed	TLN	4,139	4,568		Total	7
	MeL	84	113			
		4,223	4,681			
Items loaned	TLN	4,288	4,742			
	MeL	64	90			
		4,352	4,832			

Self-Check Totals 2016-17 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
Jul	77,623	56.07%	43,527	8,895	6,634	5,395	7,916	13,049	1,638
Aug	72,263	56.95%	41,153	9,328	6,700	3,623	7,791	12,102	1,609
Sep	57,501	53.40%	30,706	7,407	4,967	3,040	5,464	8,732	1,096
Oct	60,728	55.11%	33,469	7,870	5,209	3,620	6,358	9,083	1,329
Nov									
Dec									
Jan									
Feb									
Mar									
Apr									
May									
Jun									
FYTD	268,115	55.38%	148,855	33,500	23,510	15,678	27,529	42,966	5,672

2015-2016 Fiscal Year					2016-2017 Fiscal Year						
	Monthly Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open
July	42,588	1,469	280	29	July	41,803	4,401	46,204	1,540	275	30
August	34,009	1,134	281	30	August	39,539	4,021	43,560	1,452	289	30
September	29,854	1,106	261	27	September	38,934	3,911	42,845	1,587	258	27
October	32,524	1,049	291	31	October	38,993	4,371	43,364	1,399	289	31
November	33,567	1,157	266	29	November			0	0	271	29
December	33,716	1,204	263	28	December			0	0	253	26
January	29,989	1,000	278	30	January			0	0	302	32
February	29,908	1,031	275	29	February			0	0	264	28
March	32,239	1,112	283	29	March			0	0	294	31
April	34,696	1,157	280	30	April			0	0	264	28
May	34,733	1,240	269	28	May			0	0	274	28
June	37,156	1,281	274	29	June			0	0	277	29
FYTD Total	404,979	1,160	3,301	349	FYTD Total	159,269	16,704	175,973	1,491	3,310	349

Computer Logins

2015-2016 Fiscal Year						2016-2017 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
Jul	3,794	74,618	5	78,417	2,704	Jul	3,364	86,571	1	89,936	2,998
Aug	3,607	73,816	6	77,429	2,581	Aug	3,873	84,255	1	88,129	2,938
Sep	3,047	72,714	1	75,762	2,806	Sep	3,098	83,276	1	86,375	3,098
Oct	3,278	71,625	1	74,904	2,416	Oct	3,363	80,006	2	83,371	2,689
Nov	2,154	71,483	1	73,638	2,539	Nov					
Dec	2,532	69,924	1	72,457	2,588	Dec					
Jan	2,747	63,846	2	66,595	2,220	Jan					
Feb	2,639	68,165	5	70,809	2,442	Feb					
Mar	2,996	71,567	1	74,564	2,571	Mar					
Apr	2,763	72,856	2	75,621	2,521	Apr					
May	2,735	72,680	1	75,416	2,693	May					
Jun	3,274	76,245	0	79,519	2,742	Jun					
FYTD	35,566	859,539	26	895,131	2,565	FYTD	13,698	334,108	5	347,811	2,948

Early Literacy Workstation Usage							
2015-2016 Fiscal Year				2016-2017 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
Jul	1,505	37,569	24	Jul	1,202	25,840	21
Aug	1,416	35,537	25	Aug	1,211	26,145	21
Sep	953	20,433	21	Sep	844	16,616	19
Oct	938	19,497	20	Oct	911	18,000	19
Nov	869	18,597	21	Nov			
Dec	841	17,415	20	Dec			
Jan	904	20,182	22	Jan			
Feb	866	18,705	21	Feb			
Mar	970	19,812	20	Mar			
Apr	1,047	19,812	20	Apr			
May	821	15,847	19	May			
Jun	932	15,847	19	Jun			
FYTD	12,062	259,253	21	FYTD	4,168	86,601	27

Technology Training Sessions 2016-2017 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Typing	TIMP Photo Editing	Zinio Magazines	Staff Training	3D Printing	Impromptu	Total Classes	Total Patrons
Jul	5	1	2	2			1		1	2	14	
<i>patrons</i>	4	3	2	0			3		8	2		22
Aug	5	1	1	2				1	2	4	16	
<i>patrons</i>	4	3	1	5				1	25	4		43
Sep	5		2			1			1	3	12	
<i>patrons</i>	5		2			5			5	3		20
Oct	12		3			1			1	2	19	
<i>patrons</i>	12		3			4			5	2		26
Nov												
<i>patrons</i>												
Dec												
<i>patrons</i>												
Jan												
<i>patrons</i>												
Feb												
<i>patrons</i>												
Mar												
<i>patrons</i>												
Apr												
<i>patrons</i>												
May												
<i>patrons</i>												
Jun												
<i>patrons</i>												
Sessions	27	2	8	4	0	2	1	1	5	11	61	
<i>Patrons</i>	25	6	8	5	0	9	3	1	43	11		111

2016-2017 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts	Active Learners	Completed Classes
Jul	2,193	224	848	18,796	49	0
Aug	2,131	200	619	19,247	35	0
Sep	1,747	183	673	17,701	53	1
Oct	2,145	198	660	19,870	17	0
Nov						
Dec						
Jan						
Feb						
Mar						
Apr						
May						
Jun						
FYTD	8,216	805	2,800	75,614	**	1

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

2016-2017 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,020	1,238	4,258	99
Aug	2,960	1,325	4,285	111
Sep	2,611	1,071	3,682	76
Oct	2,567	1,122	3,689	82
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				
FYTD	41,177	41,177	41,177	41,177

Charging Stations Usage						
	2011-12FY	2012-13FY	2013-14FY	2014-15FY	2015-16FY	2016-2017
Jul		3	3	10	23	0
Aug		2	8	11	4	0
Sep	3	8	2	4	3	0
Oct	1	3	4	3	5	0
Nov	7	3	4	3	5	
Dec	1	3	0	4	0	
Jan	8	4	1	3	0	
Feb	7	3	1	2	0	
Mar	11	4	0	0	0	
Apr	5	3	3	3	0	
May	8	1	4	9	0	
Jun	4	1	5	16	0	
FYTD	55	38	35	68	40	0

Meeting Room Rentals					
2015-16 Fiscal Year			2016-17 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
Jul	21	522	Jul	29	755
Aug	47	996	Aug	41	1,224
Sep	46	960	Sep	41	1,284
Oct	40	738	Oct	41	883
Nov	31	652	Nov		
Dec	26	425	Dec		
Jan	41	934	Jan		
Feb	43	796	Feb		
Mar	31	811	Mar		
Apr	38	1,125	Apr		
May	26	890	May		
Jun	41	1,249	Jun		
FYTD	431	10,098	FYTD	152	4,146

Minutes of the Friends of the Novi Public Library Board Meeting
October 12, 2016

- I. Call to Order/ Roll Call: Sue Johnson
Present: Evelyn Cadicamo, Evelyn Young, Sue Johnson, Carol Bauer, Barb Brunett, Carol Neumann, Vicky McLean
Absent: Pat Brunett, Marilyn Amberger, Sandy Butler, Carol Hoffman
Guest: Liaison Marcia Domiick

- II. Approval of Minutes of September 1, 2016—E. Cadicamo
Amendment: Gail Anderson has arranged for two Listen @ the Library programs for this fall.
Motion to approve the Minutes as amended--Barb Brunett; second—Vicky McLean.
Passed 7-0.

III. Treasurer's Report--Carol Bauer

Income: \$5,180.57
Expenses: 8,423.45
Total -\$3,242.88

Checking Account (2) \$15,919.45
Savings Account 10,614.72
CF CD 10,097.35
Startup Fund 100.00
Total Cash Accounts \$36,731.52

- Book sales in Sept./Oct. totaled almost \$3,000; vintage poetry books are selling well.
- The Patio Party ran about \$500 over budget.
- The CD at Community Financial has come due. It was determined that this CD should be continued at 1.34% interest for 23 months.
- Motion to approve Treasurer's report: Evelyn Cadicamo; second—Vicky McLean.
Motion passed: 7-0.

IV. Reports

A. Director—Marcia Dominick

A fundraiser, sponsored by the library staff, is scheduled for January 14, 2017. Participants are requested to bring in five biographies, fiction, or non-fiction books; three other books may then be taken out at no cost. Tickets may be purchased @ 3/\$5 to buy books or to take out more than three. Book Nook duplicates or overstock will be used as starters. Two library staff will run the event; Friends will assist them.

B. Promotion Committee--Vicky McLean

- Vicky would like to see more members on her promotion committee.
- 1,030 people attended Diversity Day.
- At Vicky's meeting with Julie Farkas, several fundraising ideas were discussed. Among them,
 - the installation of a book vending machine in the North area around Lakeshore Park. Sharing the cost with the City, it would be about a \$45,000 expense,
 - a summer program of three independent producer films,
 - mailing library cards to certain demographics with in the city, and

---contacting businesses for 3-10 coupons, baskets, etc. for a drawing to reward those who bring in their library cards to be reactivated.

C. Book Nook--Carol Neumann

- The Friends have received the three new carts.
- Vintage poetry is on the featured shelf; knitting is next.
- Diversity Day took in \$28 in book sales.
- All classics sell for \$1.
- Locks have not been repaired or replaced.
- To clean up the glass counter, Marcia will look into purchasing a holder for displaying information.

D. Membership--Sue Johnson

37 membership envelopes were mailed out in October.

E. Wish List—Postponed

F. President—Sue Johnson

- At the recent Novi City Council meeting, Mayor Gatt presented the Friends of the Library with a proclamation from the Council, rating them as “great to exceptional”. The proclamation will be framed and placed in the Book Nook.
- It was suggested Friends Board members bring in ideas for next year’s Patio Party which will be discussed at the next meeting.
- Community Read book author presentation is “Born to Run” on November 2; Sue and Don, the Bauers, and the Youngs, will attend.

V. Announcements

Next meeting—November 9, 2016

VI. Calendar—Several upcoming events were listed.

VII. Adjournment

Motion to adjourn—Carol Bauer; second—Carol Neumann. Motion passed 7-0.

Respectfully submitted,

Barbara Brunett, Secretary



NOVI HISTORICAL COMMISSION

Wednesday, September 28 2016 7pm
Novi Library History Room

Call to Order: 7pm

Introductions of guests: Kim Nice, Arlene Somerville, Rachel Manela, Kathy Crawford, Tammy-Lee Knopp, John MacInnis, Betty Lang,

Approval of Agenda: Approved (All in Favor)

Approval of Minutes-August, 2016 Approved (All in Favor)

Communications: None

Library Liaison Report, Betty Lang

Petty Cash Fund How it works:

1. Anytime a member of the commission speaks, if we are being paid, the check should be made out to the Novi Historical Commission
2. Write a note to the City asking for a Petty Cash Fund, it can be no more than \$25
3. Placed in a Labeled Lock Box
4. A booklet inside where we dictate what was taken, why, when, and by whom
5. Any reimbursement for more than \$25 needs to have a check request

Events:

October 8th: Hands on Genealogy

October 19th: Friends

October 20th: Magical World of Walled Lake Amusement Park and Casino

October 23rd: Document Day

October 27th: At the Rotary meeting: Magical World of Walled Lake Amusement Park and Casino at Suburban Showcase

March 2nd: Wild Women of Detroit

May 11th: War Dogs Event

Volunteer Norm Young has used the burial permits we have in a database to copy the lot and section number of any plots, to find out if we know of any of the people who are buried there but may not be on the record.

A man came in who had attended the Bassett School and has pictures. He will be doing an Oral History soon

Website Updates: List of events, photos from past events

Josh from the City of Novi is coming to get historic Photos for a celebration video being produced

Western Wayne County Genealogical Society dropped off workshop details for Saturday, Nov. 5th.

HISTORY ROOM: Oct. 3, 12-2: Rachel Oct. 17, 6-8pm: Tammy-Lee



NOVI HISTORICAL COMMISSION

Wednesday, September 28 2016 7pm

Novi Library History Room

Fox Run Walled Lake Presentation-August 22 wrap up

Well attended, about 200 people

The people at Fox run were very enthused

Kathy Crawford's presentation went well

Check for \$200 the program was received and will be added to the Historical Commission Budget

Discussion about keeping in mind inclusivity in our research and presentations.

Co Sponsor w/ Friends-Brian Golden Sept 20 7pm Interurban Street Rail

Email from Kathy Mutch

Our co-sponsored event was well attended, and well received.

Pavilion Shores Park Pavilion

The pavilion is finished but the Historical Commission photo display is not up yet.

Arlene Summerville

Discussed her childhood living across the street from the Walled Lake Amusement Park and Casino

It was open in the Summer, the first sound of the rollercoaster meant Summer was coming

She worked cleaning up trash, paid 1\$ an hour

She will bring photos for Document Day

Villa Barr

Book Sales: We need an updated count of how many books we have sold.

Villa Barr presentation

Discussion about Kathy Mutch's presentation:

Graphics/Photos could be better

She knows a great deal about David Barr and his work but the presentation still does not seem ready. Concerns about whether the presentation is engaging enough

Perhaps we can purchase the research/presentation from Kathy

Kathy Crawford will need to speak with Kathy Mutch about this presentation

Novi Cemetery Documentary October 11 Geri Angel (Fox Run)

Kathy Crawford is going to appear with Dave (restoration person) will appear with Kathy to talk about the Cemetery

October 20th Walled Lake Amusement Park Presentation

Rae may need step in and do the presentation in case Kathy cannot appear due to surgery.

Display Cabinet Downstairs Volunteer Sue Grifor, Cabinet MANAGER



NOVI HISTORICAL COMMISSION

Wednesday, September 28 2016 7pm

Novi Library History Room

Display Cabinet currently features the Walled Lake Amusement Park & Casino pics and artifacts

Storage Unit

Renewal payment is coming up. Do we want to keep it?

Kathy Crawford is the point of contact, invoices come to the Library, addressed to her.

It is a climate control unit. Do we believe what is stored there is worth keeping?

A School Bell

School Maps

We need to look at the Unit again and decide what to do

Need a new list from Betty with our appointment date and expiration date

As well as email and phone numbers of Commission members.

List for Parks Foundation

We need to evaluate what projects we might want to have the Parks Foundation do

Example: For the Cemetery: a bench, historic markers, historically accurate plantings

City Ordinance for Commission

Ordinance still says it needs 5 voting members who are residents of Novi plus 1 member of the Hist. Society (no longer exists), a Rep from the Library, Rep. of superintendent of Novi School District, and a Rep. of the City Manager.

We need to find out how to change this to update it and also increase our membership to 7 voting members (if we have 7 members, then we can get 5).

We need to promote ourselves to encourage people to join our commission

New Business/Other Business: None

Adjourn: 8:40pm

NEXT MEETING: Wednesday, October 26, 7pm

Bits and Pieces

Vol. 7 Number 6

October 2016

Linked Data and Web Search – Vital 21st Century Access for Patrons

Ride the wave of patron focused web searching. Before you get washed under, review and attend one of the following workshops or lectures focusing on efforts to connect library catalogs to web searches conducted by our public. Currently, our collections and catalogs are invisible to Google based searches. What is being done to make our catalogs accessible and raise search relevance in this Google world is the primary topic at the following:

Michigan Library Association Annual Conference

Thursday, October 27, 1:45 PM Room 202

“Meeting the Public Where They Are: MelCat, Linked Data and Web Search”

Shannon White, Library of Michigan, and Debbi Schaubman, MCLS

Learn the details of a new project to transform MelCat records into linked data

Michael P. Tyler Lecture

Wednesday, December 7, 10:00 AM Redford Township District Library

“Linked Data 101 – 21st Century Catalog Relevance”

John Richardson, Vice President of Business Development – Zepheira

What is linked data, BIBFRAME and search relevance – Richardson will provide

Primer on this and Zepheira’s many projects under way

Preparation material for both presentations can be accessed at:

<https://librariesblog.uark.edu/linked-data-transforms-library-catalog-searching/>

<http://www.loc.gov/bibframe/faqs/>

TLN Releases RFP for an ILS

The process to review the current Integrated Library System (ILS) provided by SirsiDynix has started. With the ILS marketplace stabilizing over the past three years, TLN and the Executive Committee of the Shared Automation Services User Group have embarked on an ambitious path to test the ILS marketplace for consortia based services. Five vendors indicated an interest in responding to the RFP. Vendors have until the close of business on November 1, 2016 to submit full proposals. Amy Rosen from White Lake Township Library chairs the 20 member committee which will review all submittals starting on November 2. Celia Morse, assisted by Amy Rosen and Paul McCann, completed four focus group meetings with SASUG member staff. Over 78 staff attended. Follow up from all SASUG members has been solicited in the form of a questionnaire, due October 21. Finalists will each be invited to demonstrate their ILS solution during a 2 1/2 day demonstration, in February, hosted by the Redford Township District Library. Time has been set aside for up to three sessions of vendor demonstrations, two days for member review and ½ day for TLN staff. A link to the RFP is on the TLN home page.

Bits and Pieces

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So Many Choices – So Little Time

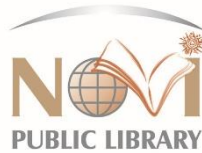
We live in a complex world faced with numerous demands upon our time. Compromise seems to be the order of the day when a decision to make time for one event takes us away from others things we might like to do. At TLN, great effort has been placed upon locating our programs and meetings around the cooperative service area of five counties. In just fourteen days, TLN offers a special view of our future Thanksgiving Week. Our venue takes us Southwest to the I-94 corridor. Dexter District Library will host, “A conversation with Miguel Figueroa, Director of the American Library Association Center for the Future of Libraries.” This will mark the second journey of Miguel to Michigan, this year. The event is sponsored by the Michigan Cooperative Directors Association and has attracted more registrations from outside our cooperative than from within. Take some time and see if you can attend. Fill your mind with new ideas for the future of libraries before you enjoy your festive Thanksgiving meal. Register by telephone at 248-536-3100 extension 107 or online with jpletz@tln.lib.mi.us We look forward to your attendance at 10 am on **Monday, November 21.**

Decisions – Part Two

Did you miss the presentation at the Michigan Library Association Annual Conference by MCLS and the Library of Michigan on the forthcoming Linked Data Project? The details of this project were outlined and the potential benefits to our world of libraries, if reality produces the projected results, are profound. Currently, library catalogs are not part of a Google search request. Our MARC records are in a format Google cannot access. The solution, linked bibliographic records. Join us on **December 7 at 10:00 AM** for TLN’s second Michael P. Tyler lecture featuring the lead project architect, John Richardson, takes us on a journey with “”Linked Data 101 – 21st Century Catalog Relevance.” Redford Township District Library will host this event. TLN member registration is now open, prior to program invitations statewide on November 14. Register by telephone at 248-536-3100 extension 107 or online to jpletz@tln.lib.mi.us

TLN Delivery – On Time and Lower Cost

The price per stop for reliable TLN delivery is now under \$700. Within the next two fiscal years, TLN has a target of meeting and/or lowering the cost per stop RIDES charges. Time to evaluate the business decision to use RIDES? Check with Vince Nash at 248-536-3100 extension 118 and see if we can save you library on delivery service expenses. We look forward to a return to TLN delivery services by those member libraries who selected RIDES.



Library Board Calendar

2016

November 2	Community Read, Library
November 8	General Election Day
November 11	Holiday – Veteran’s Day – Library Open
November 16	Library Board Regular Meeting
November 23	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
December 21	Library Board Regular Meeting
December 21	Library Director – Mid Year Review
December 23	Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 30	Library Closed
December 31	Holiday – New Year’s Eve, Library Closed
January 1	Holiday—New Year’s Day, Library Closed
January 7	8:00-2:00 Budget Planning Session, NPL East Meeting Room
January 26	Library Board Regular Meeting
February 4	8:00-12:00 Budget Planning Session, NPL East Meeting Room
February 23	Library Board Regular Meeting
March 23	Library Board Regular Meeting
April 9-15	National Library Week
April 15	Library Closed
April 16	Holiday—Easter, Library Closed
April 27	Library Board Regular Meeting
April	Budget presented to Council, TBD
April	Money Smart Week @ Library
May 14	Mother’s Day, Library Closed
May 25	Library Board Regular Meeting
May 28	Library Closed
May 29	Holiday – Memorial Day, Library Closed
June 18	Father’s Day, Library Closed
June 22	Library Board Regular Meeting
June 22	Library Director Annual Review
July 4	Holiday – Independence Day, Library Closed
July 27	Library Board Regular Meeting
August – October	Community Reads Program
August 18	Staff In-Service, Library Closed
August 24	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.