

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, March 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 and Roll Call
- 2. Pledge of Allegiance
- 3. Approval and Overview of Agenda
- 4. Consent Agenda
 - A. Approval of Claims and Warrants L5403-5
 - B. Approval of Budget Planning Session Meeting Minutes – January 16, 2016.....6-16
 - C. Approval of Regular Meeting Minutes – February 17, 2016 17-28
- 5. Correspondence
- 6. Presentation/Special Guest
- 7. Public Comment
- 8. Student Representatives Report 29-33
- 9. President's Report
 - A. Goals Update 34-47
- 10. Treasurer's Report
 - A. Library Budget Fund 268 - 2015-2016 48-50
 - B. Library Budget Fund 268 – 2016-2017 Approval..... 51-54
 - C. Library Fund 268 Expenditure & Revenue Report (February 29, 2016) 55-57
 - D. Contributed Fund Budget 269 58-59
 - E. Contributed Fund 269 Expenditure & Revenue Report (February 29, 2016) 60
 - F. Balance Sheets for Funds 268 and 269 61-62
 - G. Library Bond Refunding Opportunity 73-77
- 11. Director's Report..... 63
 - A. Memorandum of Understanding – City of Novi & Library for van usage 71-72
 - B. Information Services Report..... 83-86
 - C. Information Technology Report 87-88
 - D. Library Usage Statistics..... 89-98
 - E. Friends of the Novi Library – no February meeting..... N/A
 - F. Novi Historical Commission – January 99-100
- 12. Committee Reports
 - A. Policy Committee (Open, Michener– Chair) – No action at this time.
 - B. HR Committee (Michener, Verma – Chair)
April meeting a slate will be presented for Library Board officers for approval.

- C. Finance Committee (Open, Open, Messerknecht - Chair) – No action at this time.
- D. Events/Marketing/Fundraising Committee (Lawler, Michener – Chair) – No action at this time.
- E. Strategic Planning Committee (Lawler, Open- Chair) – No action at this time.
- F. Building/Landscape Committee (Open, Messerknecht – Chair)
Meeting held on 2/26/16 with Brian Coburn and Adam Wayne regarding the final plans for the main entrance project. Cost estimates and plans attached 64-70

13. Public Comment

14. Matters for Board Action

- A. Library Budget 268 for 2016-2017 (2nd approval following City of Novi Finance Dept. review) 51-54
- B. Approval of audience comment language by Library Board (2nd draft)

AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the ~~three~~ five minute time limit. This is not a question-answer session. However, 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.

- C. HR Employee Policies (2nd draft)
- D. 3D Printing Policy (1st draft).....78

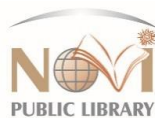
15. Adjourn

Supplemental Information:

- TLN Bits & Pieces by Jim Pletz, TLN Director.....101
- Library Board Calendar 102

Future Events:

- Historical Commission Regular Meeting – Wednesday, March 23rd at 7:00pm, Novi Public Library
- LIBRARY CLOSED – Saturday, March 26th and Sunday, March 27th Easter Holiday
- National Library Week Proclamation presentation – Monday, April 4th at 7:00pm, City of Novi Council Chambers (Tara Michener and Christina Salvatore accepting)
- Friends of the Novi Library Regular Meeting – Wednesday, April 13th at 7:00pm, Novi Public Library
- NATIONAL LIBRARY WEEK program at Walled Lake Fire Dept. – Saturday, April 16th at 11:00am
- Library Board of Trustees Regular Meeting – Wednesday, April 20th at 7:00pm, City of Novi Council Chambers
- Historical Commission Regular Meeting – Wednesday, April 27th at 7:00pm, Novi Public Library
- State of the City Address - Tuesday, May 3rd at 7:30am, Suburban Collection Showplace
- Spring into Novi – Saturday, May 14th at 9:00am, City of Novi Atrium



Inform. Inspire. Include.

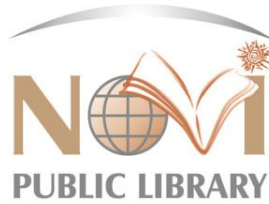
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 540	268 Accounts	March 2016	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (2/25/16)		268-000.00-727.000	\$ 415.04
Anode, Inc. (2/12/16)	FS Conversion	268-000.00-734.000	\$1,200.00
Boopsie, Inc. (1/22/16)	1/25/16-1/24/17	268-000.00-734.000	\$4,495.00
CDW-G (2/13/16)		268-000.00-734.000	\$1,200.00
Tracfone.com (2/22/16)	600 minutes; bldg monitor	268-000.00-734.000	\$ 43.84
City of East Lansing	Barcode Scanners (purchase)	268-000.00-734.500	\$(120.00)
City of Livonia	Barcode Scanners (purchase)	268-000.00-734.500	\$(100.00)
Croton Twp. Library	Barcode Scanners (purchase)	268-000.00-734.500	\$ (20.00)
Dexter District Library	Barcode Scanners (purchase)	268-000.00-734.500	\$ (80.00)
Garden City Public Library	Barcode Scanners (purchase)	268-000.00-734.500	\$ (40.00)
McBain Rural Agricultural School	Barcode Scanners (purchase)	268-000.00-734.500	\$ (20.00)
VidCom Solutions, Inc. (2/17/16)	upgr sys Galaxy;1-8 read; 635 ser	268-000.00-734.500	\$4,027.28
Allied-Eagle Supply Co. (2/5/16)		268-000.00-740.000	\$ 588.14
Conney Safety (2/16/16)	Dir Safety Ess First Aid Kit (2)	268-000.00-740.000	\$ 65.45
Global Office Solutions (2/29/16)		268-000.00-740.000	\$ 39.92
Home Depot (2/1/16)	Simple Green Pro	268-000.00-740.000	\$ 15.98
MyCouponGenie (2/12/16)	Steve & Rocky's	268-000.00-740.010	\$ 400.00
Amazon.com (2/8/16)		268-000.00-742.000	\$ 452.91
Barnes & Noble (2/15/16)	ESL; Digging to America (32)	268-000.00-742.000	\$ (1.78)
Brodart (2/22/16)		268-000.00-742.000	\$10,624.44
Center Point Large Print (2/1/16)		268-000.00-742.000	\$ 130.02
Gale/Cengage (2/24/16)		268-000.00-742.000	\$ 840.57
Genealogical.com (1/29/16)		268-000.00-742.000	\$ 31.45
The Library Network (2/10/16)	Green Machine	268-000.00-742.000	\$ 181.65
Thomson Reuters - West (2/4/16)	MI SCAO	268-000.00-742.000	\$ 230.50
Tsai Fong Books, Inc. (2/11/16)		268-000.00-742.000	\$ 189.01
Brighton District Library		268-000.00-742.100	\$ 10.00
Commerce Twp. Community Library		268-000.00-742.100	\$ 16.99
Dearborn Hts. JF Kennedy Jr. Library		268-000.00-742.100	\$ 3.00
Dearborn Hts. JF Kennedy Jr. Library		268-000.00-742.100	\$ 9.99
Hazel Park District Library		268-000.00-742.100	\$ 19.95
Wixom Public Library		268-000.00-742.100	\$ 26.99
Midwest Tape (2/9/16)		268-000.00-744.000	\$ 1,950.11
OverDrive (2/11/16)		268-000.00-744.000	\$ 999.18
Amazon.com (2/3/16)		268-000.00-745.200	\$ 294.53
Midwest Tape (2/9/16)	93669131	268-000.00-745.200	\$ 4,059.36
Graphic Sciences, Inc. (1/27/16)	Novi News Scanning 2015	268-000.00-745.300	\$ 727.14
Muniweb (2/11/16)	January 2016	268-000.00-800.000	\$ 403.75
Bright House Networks Business Sol (2/27/16)	March 2016	268-000.00-801.925	\$ 32.30
Merchant Billing Statement	February 2016	268-000.00-802.100	\$ 199.59

Foster Swift (2/11/16)	January 2016	268-000.00-806.000	\$ 285.00
IOS Consulting, Inc.(1/27/16)	server memory	268-000.00-816.000	\$ 1,200.00
H&K Janitorial Service, Inc. (2/26/16)	February	268-000.00-817.000	\$ 7,800.00
AT&T (2/13/16)		268-000.00-851.000	\$ 188.28
Telnet Worldwide (2/15/16)		268-000.00-851.000	\$ 527.90
Verizon (1/28/16)	1/29-2/28/16	268-000.00-851.000	\$ 367.58
City of Novi	Ice - February	268-000.00-880.000	\$ 10.00
Muniweb (2/11/16)	51891; January 2016	268-000.00-880.000	\$ 403.75
YP (1/5/16)	February advertising	268-000.00-880.000	\$ 63.00
Alberga, Kathleen	Youth pgm	268-000.00-880.268	\$ 28.05
Brush, Emily	Teen program; Beach Party	268-000.00-880.268	\$ 34.81
Fiems, Dennis	Race, Death & Justice in Det; 2/25/16	268-000.00-880.268	\$ 75.00
Global Office Solutions (2/29/16)		268-000.00-880.268	\$ 32.89
Gordon Good Service (2/11/16)	programming - youth	268-000.00-880.268	\$ 127.68
Kidpreneur	Yth pgm; Kidpreneur Coding 3/4/16	268-000.00-880.268	\$ 200.00
Kroger (2/6/16)	Youth pgm; Snack Tales 2/8/16	268-000.00-880.268	\$ 17.08
Little Caesars (2/17/16)	Teen Program; 2/17/16	268-000.00-880.268	\$ 15.00
Mutch, Kathleen	Adt Writing March 2016	268-000.00-880.268	\$ 100.00
Oriental Trading (2/3/16)		268-000.00-880.268	\$ 82.69
Penta, Annie	Teen Pgm; Prom Prep 101; 3/29/16 lf	268-000.00-880.268	\$ 120.00
Sam's Club (2/12/16)		268-000.00-880.268	\$ 74.80
Scholastic Book Fairs (2/4/16)	SRP prizes - youth	268-000.00-880.268	\$ 477.75
The Book Farm, Inc. (2/10/16)	books	268-000.00-880.268	\$ 333.18
Walmart (2/6/16)	Youth Pgm	268-000.00-880.268	\$ 47.91
Wildlife Safari	youth pgm; 4/6/16; ka	268-000.00-880.268	\$ 300.00
Konica Minolta (2/1/16)	February 2016	268-000.00-900.000	\$ 448.91
Consumers Energy	1/15-2/11/16	268-000.00-921.000	\$ 1,465.43
DTE Energy	1/25-2/22/16a	268-000.00-922.000	\$ 6,621.99
Balfrey & Johnston, Inc. (1/29/16)		268-000.00-934.000	\$ 68.74
Batteries & Bulbs (1/22/16)		268-000.00-934.000	\$ (65.04)
Cintas (2/22/16)		268-000.00-934.000	\$ 541.50
Dalton Commercial Cleaning Corp (2/8/16)	mthly carpet	268-000.00-934.000	\$ 1,000.00
Home Depot (2/18/16)		268-000.00-934.000	\$ 17.91
JH Corporation (2/17/16)	custom flags (s)	268-000.00-934.000	\$ 235.35
Lyon Mechanical (2/9/16)	2/4/16 ser; ck/ins clog toilets;em	268-000.00-934.000	\$ 365.33
Menards (2/4/16)		268-000.00-934.000	\$ 58.30
Republic Services (1/25/16)	February 2016; container refresh	268-000.00-934.000	\$ 204.25
Brien's Services, Inc. (2/1/16)	January 2016 service	268-000.00-941.000	\$ 2,250.00
Konica Minolta Premier Finance (2/23/16)		268-000.00-942.000	\$ 999.00
Corrigan Record Storage (2/1/16)	February	268-000.00-942.100	\$ 20.02
City of Novi	State of the City Address; 5/3/16;	268-000.00-956.000	\$ 150.00
Dunkin Donuts (2/6/16)	LB Budget Sty Session; 2/6/16	268-000.00-956.000	\$ 34.18
Rutkowski, Barbara	IT Conf mileage/meal; 1/28-29/16	268-000.00-956.000	\$ 141.11
The Library Network	Farkas; TLN Cont Ed series	268-000.00-956.000	\$ 40.00
Petty Cash (Conference & Workshops)		268-000.00-956.000	\$ 22.15
TOTAL			\$61,073.78

Warrant 540	269 Accounts	March 2016	
Payable to	Invoice #	Account number	Account total
Amazon.com (2/3/16)		269-000.00-742.232	\$ 33.07
Paquette, Kelly	Scrapbook 2/13/16; cancel ref	269-000.00-742.232	\$ 30.00
Wise, Craig	Celebrate Nat. Lib Wk 4/16/16	269-000.00-742.232	\$ 400.00
Michigan Office Solutions (1/28/16)	3D Cube Printer;Con; Setup	269-000.00-742.233	\$ 4,465.00



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
January 16, 2016**

DRAFT

Call to Order and Roll Call

Library Board

Mark Sturing, President
John Lesko, Vice-President
Craig Messerknecht, Treasurer
Ramesh Verma, Secretary
Tara Michener, Board Member
Doreen Poupard, Board Member

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Mark Sturing, President, at 8:07 a.m. The pledge of allegiance was recited.

Documents provided at meeting:

- 2016-2017 Budget Narrative
- 2016-2017 Proposed Budget (Draft 1: 1/16/2016)
- Performance Appraisal Report

Approval of Agenda

- Trustee Sturing made a motion to approve the 2016-2017 Budget Planning Session Agenda for January 16, 2016.

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

Purpose of the Meeting

Initial thoughts from Library Board Members:

- Trustee Sturing explained that Budget Session meetings are very informative and provide an opportunity to ask questions.

Budget Narrative

1. Unexpected Costs

A. Unexpected technology costs as of January 12, 2016.

- Ms. Farkas explained to Trustee Verma that these were critical things that needed to be done that weren't in the budget.
- A new access reader has been added to the staff door in the lobby for security measures as a result of a theft. Somebody from the public was able to access the staff area and take a wallet. All volunteers must check in and wear a lanyard when in the building.
 - Trustee Verma inquired about the bids on the job and Ms. Farkas reported that the company that had done all the other access readers was chosen. The cost was around \$4,000.00.
- The Library is getting bids on new EMV Credit/Debit card devices for self-check workstations as a result of having to accommodate "chip" credit cards. The cost will run about \$5,400.00 for 9 workstations.
 - Trustee Lesko suggested limiting the number of workstations with this device to cut costs. Ms. Farkas would gather numbers to see how many credit card transactions are done at these stations, as well as which machines get the most use.
 - Trustee Michener commented that consumers are becoming more independent with their forms of payment and feels the convenience of paying at self-check-out is keeping on top of technology.
- Ms. Farkas reported that these unexpected costs have been added to the 2015-2016 budget's year end numbers.

B. Unexpected building and grounds costs as of January 12, 2016.

- Second floor glass panel was broken and replaced.
- Elevator repairs.
- The contract with Dalton Commercial Cleaning was increased to cover a larger area of monthly carpet cleanings. With the café, teen space, and new upholstered furniture, Ms. Farkas reported that the extra cleaning is needed and has helped.
- Trustee Verma had questions regarding the replacement of batteries for emergency lights that should have already been in the budget. Ms. Farkas explained that these batteries quit working before their expected expiration date.
- Well pump repairs were needed and the cost was split with the City of Novi. The Library paid \$2,947.50.

2. Personnel

A. Minimum Wage Increase

- A minimum wage increase has been put in the budget for 2016-2017 with a final increase in January, 2018.
- The Library currently employs 11 Shelves for a combined total of 152 hours. These employees work 12-16 hour shifts and because they are under 20 hours per week they do not receive benefits.

B. Employment Compensation for 2016-2017

- A new performance management tool is being used to allow 0-4% salary compensation. Ms. Farkas is suggesting adding \$39,100.00 to the 2016-2017 budget to cover this, and she figures an average increase of 2-3% per employee based on their performance evaluation. Staff is currently going through mid-year reviews. Ms. Farkas explained that this amount is not included in the 2016-2017 budget draft because it is a topic that will require discussion with the Board members.

3. Technology and Capital Improvement

- The 2015-2016 year-end amount for account 268-000.00-976.000, Data Processing-Computers/Equipment, will be lower due to the decision to refrain from adding additional computers to public area.
 - The original amount budgeted was \$64,800.00 and the year-end amount will be \$55,800.00
 - Two computer pods (12 computers) were not needed based on usage.
- For 2016-2017 the Library is going to be replacing 59 public space computers. The computers are on a six to eight-year replacement schedule.
- Trustee Michener asked if people are bringing their own technology into the Library.
 - Ms. Farkas reported that more people are bringing their own technology with them so there is a need for additional work space. As reference material condenses into more electronic formats, she is hoping there may be an opportunity to add additional work space.

4. Fund Balance

- Fund balance money is still being used. The amount used has come down considerably since 2013-2014.
- Trustee Poupard said that a millage to cut down on fund use is probably not feasible for the Library at this point in time, but the possibility of the Headlee rollback may be an option.

5. Building Assessment

- Ms. Farkas expressed her desire to have a building assessment done. The Library is approaching six years old and the future costs on roof repairs, HVAC repairs, and carpet replacement would be beneficial. Doing this would send a message of planning to the public.
- Trustee Sturing encourages escrowing for these repairs, and looking to a foundation or endowment may be an option as well.

- Ms. Farkas added \$6,000.00 to account 816.000, Professional Services, on the 2016-2017 Budget for this assessment.
- Trustee Lawler expressed concern about what the value of the assessment would have since many assessments aren't specific enough. Ms. Farkas has access to the MAC assessment and will reach out for the report and share the information with the Board.

6. Salary Study

- A salary study has not been conducted since 2008. Ms. Farkas believes that with using DSLRT statistics, resources at the Library of Michigan, and data from other libraries, this project can be completed by the HR committee in 2016-2017 without paying a consultant firm. Not paying consultant fees would be very cost-effective for the Library. The Board members agreed with Ms. Farkas.

7. Cost Savings using The Library Network (TLN) services

- Participating in the consortium offers the Library significant savings in delivery charges, cataloguing expenses, e-books and e-magazines, and also in internet services.
- \$4,500.00 is budgeted for the 2016-2017 fiscal year which covers delivery of materials five days a week. \$59,000.00 is budgeted for TLN Automation Services.
- Ms. Farkas explained that over four million items are available to patrons by sharing services with TLN. The Library would not have the resources to provide these materials without TLN.

8. Friends of the Novi Library

A. 2015-2016 Wish List

- Ms. Farkas explained to the Board that the Wish List is generated annually. The items on the list are added to the budget but if the Friend's choose to contribute to the list, these items are then taken out of the budget.
 - Trustee Lawler asked if the list is prioritized and Ms. Farkas let him know that it is not prioritized. The Friends have contributed to collections, technology, programming, marketing, furniture buying, and staff appreciation. Their hard work and generosity is greatly appreciated.
- The Friend's reallocated some money for purchasing a 3-D printer for public use. Staff continues to work on policies for the use of this device.
 - The Friends had originally planned to give \$500.00 toward My Coupon Genie, but that money was redistributed to purchasing the 3-D printer.
- The 3-D virtual tour is being completed and will be on the website soon.

B. 2016-2017 Wish List

- Trustee Verma inquired about the small bench on the Friend's 2016-2017 wish list and Ms. Farkas said that patrons have requested some seating in the vestibule while waiting for a ride. Ms. Farkas also

responded to his question of new LOGO wear saying that it has been three years since any type of LOGO wear has been purchased for staff and Board members.

C. My Coupon Genie

- Ms. Farkas reported that most of the money from My Coupon Genie came in on the last fiscal year. Only a small amount came in on the 2015-2016 fiscal year. She would gather the numbers for the Board.
- Ms. Farkas will put out a letter to the businesses thanking them for their participation, but that the Library would be going back to a one-on-one relationship with businesses wanting to sponsor events at the Library. There were between 20-25 businesses involved with My Coupon Genie.
- Trustee Poupard commended Ms. Farkas for trying new ways of partnering with businesses in the community.

9. Revenue and Expenditures as of 12/31/2015 (6 months into current fiscal year as of 1/09/2016)

- Trustee Messerknecht said that the numbers are as expected and would be looked at in detail when going over the projected 2016-2017 budget.

2016-2017 Library Budget 268-1st Draft January 16, 2016

1. 2016-2017 Proposed Budget Revenue

- 403.000 Tax Revenue: \$2,522,777.00 budgeted for 2016-2017.
- 567.000 State Aid: \$27,000.00 budgeted for 2016-2017. The state allocates this money two times a year.
- 633.100 Insurance Reimbursement: \$0.00 unknown number.
- 657.000 Library Book Fines: fines for print and audio materials. \$70,000.00 budgeted for 2016-2017.
- 658.000 State Penal Fines: \$77,000.00 budgeted
 - State penal fine revenue is much higher than what was originally budgeted in 2015-2016. There is always discussion at the state level that this revenue could be redistributed. The amount of money earned from state penal fines is equivalent to half of the Library's book budget. Trustee Sturing and Trustee Lesko both suggested that the 2016-2017 budget reflect the lowest amount that Novi Library has received in the last couple years. Ms. Farkas agreed to increase this line item to \$83,000.00 for the 2016-2017 fiscal year.
- 664.000 Interest on Investments: \$24,000.00 budgeted for 2016-2017.
 - At this time the Library is earning about \$3,000.00 per month as opposed the \$2,000.00 per month that is budgeted for in 2016-2017. At the suggestion of Trustee Messerknecht, Ms. Farkas will increase this line item to \$30,000.00 for the 2016-2017 budget.
- 664.500 Unrealized gains(loss): \$0.00 unknown number.
- 665.000 Miscellaneous income: Flash drives, earbuds, print outs, library cards \$16,500.00 budgeted for 2016-2017.
- 665.100 Copier: Public usage \$2,200.00 budgeted for 2016-2017.
- 665.200 Electronic Media: fines for DVDs \$200.00 budgeted for 2016-2017.

- This amount has gone down over the years due to the change in renewal policies. Originally these items were not renewable. Allowing for renewal has allowed for fewer overdue fines.
- 665.266 SRP- T-shirt sales: \$0.00 budgeted.
 - At one time the Library sold the Summer Reading shirts. The City keeps this line item in the Budget.
- 665.289 Adult Programming: \$0.00 budgeted. On the Road program.
- 265.290 Library Fundraising: \$3,000.00 Budgeted for 2016-2017.
 - There hasn't been an actual fundraising event in 2015-2016 that has brought in funds.
- 665.300 Meeting Room Rentals: \$30,000.00 budget for 2016-2017.
 - Half-way through the fiscal year the meeting rooms total \$16,832.00. Trustee Messerknecht suggested to raise the budgeted amount for 2016-2017. Ms. Farkas will increase this line item to \$32,000.00.
- 665.400 Gifts and Donations: \$6,000.00 budgeted for 2016-2017.
- 665.404 Novi Township Assessment: \$6,000.00 budgeted for 2016-2017.
 - The exact number is provided by the City. Trustee Sturing recommended increasing this amount based on the fact that the Tax Revenue is increasing. Ms. Farkas will increase this amount.
- 665.650 Library Café: \$5,000.00 budgeted for 2016-2017.
 - This amount is 10% of the café's sales. The contract expires in June, 2016. Ms. Farkas will put out a Request for Proposal through the City in an attempt to find new leasers.
- **The total budgeted revenue for 2016-2017 is \$2,758,357.00.**

2. Proposed 2016-2017 Budget Expenditures

A. Personnel Services

- 704.000 Permanent Salaries \$789,000.00 budgeted for 2016-2017.
 - The 2015-2016 ending amount will be higher because of the final payout of \$19,000.00 for two retiring full-time employees. Some of the staff was also compensated for taking on more duties after the retirement of two assistant directors.
 - Trustee Messerknecht requested that Ms. Farkas investigate the final 2015-2016 amount of \$855,000.00 as it seems high.
 - The Library employs 17 full time staff members.
 - Ms. Farkas explained to Trustee Verma and the rest of the Board that the reason the permanent salaries did not reflect a salary wage increase for 2016-2017 was because an amount has not been decided. Once it is discussed and agreed on, she will make the change to that line item.

Break at 9:30 a.m.

Resumed at 9:45 a.m.

- 704.200 Wages (non-pensionable): \$0.00 budgeted for 2016-2017.
- 704.250 Final Payout: \$0.00 budgeted for 2016-2017.
- 705.000 Temporary Salaries: \$648,000.00 budgeted for 2016-2017. 2015-2016 final numbers will be lower than what was budgeted.
 - Ms. Farkas stated that there is regular turn-over with some of the staffing in Support Services. If there isn't staff, then the Library isn't paying salaries.

Much of the turnover is due to these part-time employees finding full time work elsewhere. Currently three clerk and 2 shelving positions are open.

- Part-time Librarian positions don't have the turn-over that Support Services positions do.
- The DSLRT report compares salaries between metro Detroit libraries and Ms. Farkas feels that Novi Library pays competitively compared to other libraries.

Salary Increase

- Ms. Farkas expressed her desire to have an employee compensation based on their performance appraisal for both full-time and part-time employees, but not including the Director. The Library is adopting this form of evaluation from the City of Novi.
 - The Performance Appraisal Report is based on a 5-grade rating scale: Exceeds Expectations, more than Meets Expectations, Meets Expectations, Improvement Needed, Unsatisfactory.
 - Ms. Farkas is proposing adding \$39,100.00 to the 2016-2017 budget to allow for a compensation that would range between 0 and 4% of their salary. Ms. Farkas said that these percentages could adjusted.
 - Trustee Verma was concerned that the revenue was only going to increase 1.5-2% and that giving a 3% wage increase would require using money from the Fund Balance.
 - Trustee Michener inquired about patron's ability to leave comments when staff provided excellent service. Ms. Farkas said that patrons do this and she shares it with the employee and the rest of the staff but providing good service is an expectation and doesn't necessarily mean the employee is exceeding expectations. Trustee Michener requested further information explaining each rating level with specific examples. Ms. Farkas said she would contact the City for further information
 - Trustee Verma feels it is the Supervisor's role to evaluate their employees as they see them working on a daily basis, and Trustee Poupard commented that there are many staff members working behind the scenes that never interact with the public.
 - Trustee Sturing proposed programing in the 2016-2017 budget, based on performance evaluations, an increase of 0-3%, with the average being 2.5%, based on the assumption that the 2016-2017 salary numbers are lower than what was budgeted for in 2015-2016. This would bring Ms. Farkas' original budgeted amount down from \$39,100.00 to \$31,000.00. This amount would be more than the 1.5% that was awarded to staff in 2015-2016. By restructuring and eliminating two full-time positions, the Board is able to reward the staff without effecting the overall cost.
- 715,000-720,000 \$0.00 budgeted. Numbers plugged in are not accurate as Ms. Farkas is waiting on the City to provide these numbers.

- Blue Cross Blue Shield (BCBS) went up 28%; Priority Health went up 7%; HAP went up 2%. Not many staff use BCBS for their insurance.
- Trustee Messerknecht asked about the amount of contributed money to medical insurance. Ms. Farkas said both Library and City employees contribute 20%. Trustee Messerknecht suggests looking at this line item in the future, as it may be a bit low compared to other industries.
- Total 2016-2017 Personnel Service Expenditures budget: **\$1,796,462.00**

B. Supplies

- 727.000 Office Supplies: \$23,000.00 budgeted 2016-2017. Remains unchanged.
- 728.000 Postage: \$700.00 budgeted 2016-2017.
- 734.000 Computer software/licensing: \$82,000.00 budgeted for 2016-2017.
 - Ms. Farkas explained that the reason there is such a difference in the 2015-2016 ending number and where the Library was through December 31, 2015 is because the contracts on these items come due in March and April. The money in this account will be used by the end of the 2015-2016 fiscal year.
- 734.500 Computer supplies equipment: \$60,000.00 budgeted for 2016-2017.
 - A significant increase from earlier years is due to the replacement of servers. The Library has eight servers that are at the end of their life. Four will be in 2016-2017 and four 2017/2018.
 - Trustee Verma asked if technology would be included in the building assessment and Ms. Farkas was uncertain.
- 740.000 Operating supplies: \$30,000.00 budgeted for 2016-2017. Toiletries and book processing supplies.
- 740.010 Gifts and donations expense: \$0.00 budgeted for 2016-2017.
 - Ms. Farkas was going to find out why there is a negative \$565.70 in this year-end line. It is likely due to a reimbursement.
- 740.200 Desk, chairs, cabinets: \$3,500.00 budgeted for 2016-2017.
 - Teen Stop table and display.
 - These items are also on the Friend's wish list which would bring the money back to the Library if the Friend's make the purchase.
- 741.000 Uniforms: \$300.00 budgeted 2016-2017.

C. Materials

- 742.000 Books: \$190,000.00 budgeted for 2016-2017.
 - More electronic and self-published books contribute to a lower budget.
 - Trustee Messerknecht asked about pricing on books. Ms. Farkas reported that book prices have remained the same but the demand has gone up which requires purchasing more books. Fall and Spring are the two big book buying seasons.
- 742.100 Book Fines: \$1000.00 budgeted for 2016-2017.
 - Fees to other libraries for patrons lost items.
- 742.666 Books-Miscellaneous Grants: \$0.00 budgeted 2016-2017.
 - The Friends are writing grants for new materials.

- 743.000 Periodicals: \$23,800.00 budgeted for 2016-2017. No increase.
- 744.000 Audio Visual materials: \$76,000.00 budgeted for 2016-2017
 - Increased due to more downloadable books and music.
- 745.200 Electronic Media: \$51,000.00 budgeted for 2016-2017. Dvds and Blu-rays.
- 745.300 Online (Electronic) Resources: \$60,000.00 budgeted for 2016-2017. These online databases include Value Line, Gale Resources, and Tutor Time.
- Total 2016-2017 budget for supplies and material expenditures: **\$601,300.00.**

D. Services & Charges

- 801.925 Public Information (cable): \$500.00 budgeted for 2016-2017.
 - This line item has gone down due to reevaluating the need of cable stations.
- 802.100 Bank Services: \$4,800.00 budgeted for 2016-2017.
 - This is what the Library pays to allow the use credit cards for fines, meeting room rentals, donations and sale items. What the Library brings in exceeds what the Library spends on this line item.
- 803.000 Independent Audit: \$700.00 2016-2017 budgeted for 2016-2017.
 - Completed through the City of Novi.
- 804.000 Medical Service: \$1,500.00 budgeted for 2016-2017.
 - The Library pays \$66.00 each time a new employee is hired.
 - The amount went up in 2015-2016 due to staff turnover.
- 806.000 Legal Fees: \$1,000.00 2016-2017 budgeted for 2016-2017.
- 809.000 Memberships & Dues: \$5,000.00 budgeted for 2016-2017. Includes MLA, PLA, ALA, Rotary, Oakland County Historical Resource, and ABWA.
 - Increased a small amount due to the request from the teen librarian to join a teen librarian organization.
- 816.000 Professional Services: \$10,000.00 budgeted for 2016-2017.
 - Typically, it is \$4,000.00 but Ms. Farkas added \$6,000.00 for the proposed building assessment. The Board is in agreement with this proposal as long the results of the assessment are financially planned for.
- 817.000 Custodial Services: \$46,800.00 budgeted for 2016-2017.
 - Renewed at the same rate for 2016-2017 but will need to go out for bid in 2017/2018.
- 818.000 TLN Central Services: \$4,500.00 budgeted for 2016-2017.
- 851.000 Telephone: \$11,800.00 budgeted for 2016-2017.
- 855.000 TLN Automation Services: \$59,000.00 budgeted for 2016-2017.
 - The audited number was higher than budgeted so Ms. Farkas increased this line item.
- 861.000 Gasoline and Oil: \$1,500.00 budgeted for 2016-2017.
 - The City is not charging for anything but gas and they are allowing the van to be kept at the Library.
 - The Library benefits greatly from the City by utilizing their financial/administration services.
- 862.000 Mileage: \$300.00 budgeted for 2016-2017.
- 880.000 Community Promotion: \$20,000.00 budgeted for 2016-2017.

- There is a significant increase for this line item due to new charges the Library will be responsible for paying. The Library will now be charged once a month for Beyond Books cable show as well as additional cable costs.
 - The Library will also be paying for their own volunteer and staff recognition plaques.
- 880.267 Library Programming-Book It: \$0.00 budgeted for 2016-2017.
 - It would be too late for 2016-2017 but it could be done for 2017/2018.
 - The Friend's Gala held in October has become an excellent way to reach out to supporters.
- 880.268 Library Programming: \$22,500.00 budgeted for 2016-2017.
 - The amount remains the same due to diligence of the staff at finding cost effective programs.
- 880.271 Adult Programming: \$3,000.00 budgeted for 2016-2017.
 - This is money needed to set-up the On the Road event.
- 900.000 Printing/Graphic Design/Publishing: \$29,500.00 budgeted for 2016-2017.
 - Summer Reading, Engage, and any other promotional activity.
- 910.000 Property and Liability Insurance: \$14,800.00 budgeted for 2016-2017.
 - Ms. Farkas was told to increase 10% each year by the City.
- 910.001 Insurance deduct/Uninsured Claims: \$0.00 budgeted for 2016-2017.
- 921.000 Heat: \$11,500.00 budgeted for 2016-2017.
 - Trustee Poupard suggested that Ms. Farkas check with the City to see what they increase each year for utilities.
- 922.000 Electricity: \$106,000.00 budgeted for 2016-2017.
- 923.000 Water & Sewer: \$5,500.00 budgeted for 2016-2017.
 - 2015-2016 fiscal year end will be high due to the watering of the bioswales.
 - Trustee Michener suggested Ms. Farkas reach out to other utility resources for an evaluation. There may be further ways to save money and have more efficient devices installed for free.
- 934.000 Building Maintenance: \$92,500.00 budgeted for 2016-2017.
- 935.000 Vehicle Maintenance: \$0.00 budgeted for 2016-2017.
- 941.000 Grounds Maintenance: \$32,000.00 budgeted for 2016-2017.
 - The bioswales were added to this line item instead of capital improvement. Ms. Farkas will check with the City.
- 942.000 Office Equipment Lease: \$15,000.00 budgeted for 2016-2017.
 - The Library is allowed so much printing at their contract rate. Because the printing needs are going up, the Library is paying extra. Staff is looking into raising our numbers based on the lease that we have.
- 942.100 Records Storage: \$300.00 budgeted for 2016-2017.
- 956.000 Conferences & Workshops: \$13,500.00 budgeted for 2016-2017.
- **Total Services & Charges 2016-2017: \$513,500.00**

E. Capital Outlay

- 962.000 Building Maintenance: \$0.00 budgeted for 2016-2017. Number unknown.

- 934.000 Building Improvements: \$7,500.00 budgeted for 2016-2017.
 - The fabric panels through-out the Library need professional cleaning. Ms. Farkas will move this line item to the regular maintenance account.
- 941.000 Grounds Maintenance: \$53,400.00 budgeted for 2016-2017.
 - This money is specific for the parking lot to be resurfaced and resealed.
- 976.000 Data Processing/Computers/Equipment: \$56,000.00 budgeted for 2016-2017.
 - 59 computers are to be replaced for 2016-2017.
- 986.000 Data Processing-Phone upgrade: \$0.00 budgeted for 2016-2017. Number unknown.
- 990.000 Furniture: \$0.00 number unknown.
- Total Capital Outlay: **\$116,900.00**

Total Expenditures budgeted for 2016-2017: \$3,028,162.00

Total fund balance usage is projected: \$269,805.00

Trustee Messerknecht hopes that the 2016-2017 projected fund usage is better than the fiscal year end of 2015-2016. With the adjustments to revenue as discussed earlier along with changes to salary line items it will be close.

Public Comment

There was no public comment

Adjournment

A motion was made to adjourn the January 16, 2016 Library Budget Planning Session at 11:35 a.m.

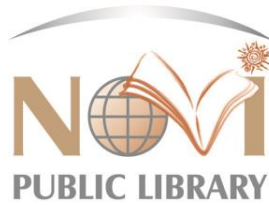
1st—Ramesh Verma

2nd—Doreen Poupard

The motion passed unanimously.

Ramesh Verma, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
February 17 2016**

DRAFT

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Craig Messerknecht, Treasurer
Ramesh Verma, Secretary (Absent and Excused)
William Lawler, Board Member
Tara Michener, Board Member
Doreen Poupard, Board Member

Student Representatives

Ruchira Ankireddygari (Departed at 7:26 p.m.)
Cindy Huang (Absent and Excused)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

Special Guests

Laura Marie Casey, Council Member, Novi City Council
Willy Mena, Trustee, Board of Education, Novi Community School District
Terry Margolis
David Margolis
Larry Czekaj

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

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

1st – Doreen Poupard

2nd – Tara Michener

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L539

B. Approval of Regular Meeting Minutes – January 20, 2016

C. Approval of Minutes—Special Meeting Budget Study Session, January 16, 2016

D. Approval of Minutes—Special Meeting Budget Study Session, February 6, 2016

Trustee Michener had concerns that there were many omissions in the January 16, 2016 Budget Session Minutes. She requested that they be redone and submitted at the March Library Board meeting.

A motion was made to approve items A, B and D of the Consent Agenda with the understanding that item C would be redone.

1st—Tara Michener

2nd—Bill Lawler

The motion passed unanimously.

5. Correspondence

A. Thank you letter from ABWA-Novu Oaks Chapter for Auction Participation

Co-chairs Christina Struwe and Marcia Green thanked the Novi Library for donating a bag of books that were auctioned off at their event.

6. Presentation

A. Recognition of Mark Sturing, Library Board President, for his 12 years of service to the Novi Public Library.

- Ms. Farkas thanked Trustee Sturing for his 12 years of service to the Novi Library Board and to the Novi Library. Trustee Sturing assisted with the building of the new Library, he assisted with creating policy, and he shared his legal expertise and was always there to offer guidance to the Board and Ms. Farkas. His time and effort will be greatly missed. Ms. Farkas presented Trustee Sturing with a plaque which read:

“In grateful recognition of 12 years of service to the Novi Public Library; March 2004-March 2016; Thank you for your amazing leadership with building planning and execution, financial oversight, strategic planning and library advocacy.”

- Council Member Laura Marie Casey thanked Trustee Sturing for his service. Council Member Casey looked to Trustee Sturing as a mentor when she joined the Board. His time with the Building Authority and the Library Board will always be remembered.
- Willy Mena served with Trustee Sturing on the Library Board for over six years. Mr. Mena thanked Trustee Sturing for his outstanding work from assisting with getting the bond on the ballot to build the Library, to his work with the Building Authority, to serving on the Library Board for 12 years. Mr. Mena learned from Trustee Sturing that no matter how tough or heated an issue is, things can be resolved in a calm manner.
- Terry Margolis served on the Board with Trustee Sturing for four years. She thanked him for being a selfless public servant. Trustee Sturing was never too busy for a conversation and was always willing to listen. His work on the Building Authority, the bond issue, and the Library Board is irreplaceable.
- David Margolis had the honor and privilege of serving alongside Trustee Sturing for 6 years. As a resident of Novi, Mr. Margolis thanked Trustee Sturing for his dedication and service.
- Larry Czekaj, former Library Trustee, served on the Library Board with Trustee Sturing for 8 years, congratulated him for his achievements.
- Trustee Michener complimented Trustee Sturing for his ability to be welcoming and friendly. He graciously shared his legal experience with Trustee Michener's student she is mentoring.
- Trustee Messerknecht has served on the Library Board with Trustee Sturing for three years. He complimented him as a great leader who brings much knowledge to the Board and always solicits everyone's opinion.
- Trustee Poupard commented that Trustee Sturing will leave a powerful legacy and she thanked him for that. His history with the Library will be a body of knowledge that will be greatly missed.
- Trustee Lawler echoed the sentiments of the other speakers and thanked Trustee Sturing for his service.
- Trustee Sturing thanked the speakers for all of their comments. He said he had the pleasure of serving and working with the current Library Board members, former members, the Director, the staff, the Friends of the Library, and the City staff and City Council. Trustee Sturing feels lucky to

have served with these great people who are able to put aside politics and personal interests and do what is best for Library patrons and the citizens of Novi. Some highlights that Trustee Sturing is most proud of since being on the Library Board include:

- The Library has doubled the participants and nearly doubled the collection size.
- Novi Library was voted the Number one library in Michigan a few years ago.
- The Library has extended its hours of operation.
- The Library does not have an accrued liability in the pension fund.
- The Library has a financial reserve.
- The Library was able to avoid lay-offs during the economic down turn.
- Part-time employees have been moved to a position with some benefits.

Trustee Sturing envisions different challenges for the Library in the future but is confident that the current Board, the Director, the staff, and the Friend's will do a great job and make the right decisions.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on page 31 of the February 17, 2016 Library Board packet.

- Teen Space had 542 attendees for the month of January.
- On January 16, 2016 teens learned about robots at the Introduction to Robotics program put on by Club Z.
- On January 26, 2016 a college Financial Aid program was held by the Student Financial Services Bureau.
- The January TAB meeting had guest speaker Erin Durrett present on 3-D printing; the TAB members discussed book titles for an upcoming teen book club; and the members discussed possible technology and STEAM based teen programs in the future.
- Upcoming teen events:

- Introduction to Robotics – February 6, 13, 20, 27.
- Pizza Taste Fest—February 9
- Teen Book Club—February 17
- Teen Chocolate Party—February 19
- Resume Writing Workshop—February 23

9. President's Report

A. Goals Update January, 2016

The 2015/2016 Goals can be found on pages 32-44 of the February 17, 2016 Library Board packet.

1. **Goal #1 Strategy:** Provide appropriate staffing for the best customer service.
 - Novi librarian Mike Postula was awarded a \$500.00 Library of Michigan Continuing Education Grant to attend Leadership Academy.
2. **Goal #2 Strategy:** Investigate and implement changes that save money.
 - Two budget planning sessions were held. One on January 20, 2016 and the other on February 6, 2016.
3. **Goal #2 Strategy:** Seek funding through grants.
 - Unfortunately, Novi Library was not awarded the Curiosity Creates ALSC grant through the American Library Association.
4. **Goal #3 Strategy:** Library Board Trustees participate in City events.
 - Ms. Farkas noted the State of the City Address scheduled for May 3, 2016 as well as Spring into Novi being held on May 14, 2016. She invited any Board members that would like to attend.
5. **Goal #4 Strategy:** Increase/Implement programming opportunities for each patron group.
 - The Listen @the Library event had 80 participants and the Martin Luther King event had 76 children in attendance.
6. **Goal #4 Strategy:** Provide up to date technology and resources.
 - Ms. Farkas initiated conversation about a teen "geek squad" with the Activities Director at Fox Run. Teens would share their knowledge of technology with the older adult residents of Fox Run.

7. **Goal #5 Strategy:** Increase awareness of services, collections, programs and technology.
 - Ms. Farkas reported that there have been many HOA meetings held at the Library in January with more scheduled in February and March. These meetings provide opportunities to share what is going on in the Library.
8. **Goal #6 Strategy:** Review past fundraising and plan future fundraising.
 - The Library has received two \$750.00 Summer Reading Program sponsorships. One from Twelve Oaks Mall and the other from Dearborn Federal Credit Union.
9. **Goal #7 Strategy:** Maintain best practices and policies.
 - The HR Committee has turned over a draft to all the Board members. Ms. Farkas will take comments until March 4, 2016.
10. **Goal #7 Strategy:** Provide convenient access to collections, programs and services.
 - Traffic study information was received on February 11, 2016.
 - Trustee Sturing felt the study raised as many questions as it answered. Ms. Farkas and Trustee Messerknecht have a meeting with Brian Coburn from the City of Novi to go over the results on Friday, February 26, 2016. She reported the suggestion the Library made was not the best solution. There is no easy solution to handling the traffic congestion.
 - Trustee Messerknecht said that adding an extra egress lane would help a little, but probably not significantly. He said that a plan needs to be decided on in order to get the work done as scheduled in June, 2016.
 - Trustee Poupard inquired about cooperation from the Novi Schools and Ms. Farkas reported that they did not want to be involved.
 - Trustee Lawler is concerned if any of the solutions will make a significant difference.

B. Nominations for Library Board Officers May 2016-April 2017.

Ms. Farkas recommended Board members be thinking about taking an officers roll for the next year. Trustee Verma will reach out to those interested. Trustee Michener volunteered to help Trustee Verma work on a slate of officers for May through April. Typically, the slate would come in March, Board members would vote in April, and members begin their positions in May.

- With his leaving, and with Trustee Lesko's resignation, Trustee Sturing suggested filling either the President or Vice-President Seat for the

remaining two months. Trustee Messerknecht agreed to take the seat of President and Trustee Michener agreed to be Vice-President.

A motion was made for Trustee Messerknecht to be President and Trustee Michener be Vice-President for March and April, 2016.

1st—Doreen Poupard

2nd—Bill Lawler

The motion passed unanimously.

- Trustee Lawler would like further information before committing to the Treasurer's position for March and April, 2016. Ms. Farkas said she would check the by-laws to see if Trustee Messerknecht can fill both positions during the interim.

10. Treasures Report

A. Library Budget Fund 268-2015-2016

The Library Budget Fund 268 can be found on pages 45-47 of the February 17, 2016 Library Board packet.

- The budget for fund 268 remains unchanged. Total revenue is expected to be \$2,673,181.00 and total expenditures are to be \$3,087,745.00. This will require a fund draw of \$414,564.00.

B. Proposed Library Budget Fund 268—2016-2017

The proposed Library Budget Fund 268 for 2016-2017 can be found on pages 48-50 of the February 17, 2016 Library Board packet.

- As a result of the Budget Planning sessions in January and February, the total projected revenue for 2016-2017 fiscal year is \$2,774,726.00 and the total expenditures are projected to be \$3,018,400.00.
- For revenue this is a 3.7% increase from the 2015-2016 fiscal year and a decrease in expenditures of 2.2%.
- The 2016-2017 Fund 268 Budget indicates a fund usage amount of \$243,674.00. This amount is considerably less than what is projected to be used for this current fiscal year.

A motion was made to approve the 2016-2017 Fund 268 Budget.

1st—Craig Messerknecht

2nd—Doreen Poupard

The motion passed unanimously.

C. Library Fund 268 Expenditure & Revenue Report (January 31, 2016)

The Library Fund 268 Expenditure and Revenue Report can be found on pages 51-54 of the February 17, 2016 Library Board packet.

- **Revenue:** For the month of January revenue increased nearly \$23,000.00 from book fines, meeting room rentals and unrealized gains on investments. The year to date amount of revenue is \$2,704,000.00
- **Expenditures:** For the month of January, expenditures increased \$248,000.00. This includes two significant one-time charges: A \$10,000.00 stipend and \$18,963.00 final pay-out. Year to date expenditures total \$1,576,000.00.
- Through seven months there is a positive net of revenue and expenditures of \$1,128,600.00. The Library is positioned to use less of the Fund balance than was originally budgeted.

D. Contributed Fund Budget 269

The contributed fund 269 budget can be found on pages 55-56 of the February 17, 2016 Library Board packet.

- The budget for fund 269 remains unchanged. Revenue is expected to total \$41,700.00 and expenditures are expected to be \$39,600.00 which would leave a positive net of revenue and expenditures of \$2,100.00.

E. Contributed Fund 269 Expenditure & Revenue Report (January 31, 2016)

The contributed fund 269 Expenditure and Revenue report can be found on page 57 of the February 17, 2016 Library Board packet.

- Through seven months there has been revenue that totals \$41,554.97 and expenditures of \$19,578.70. This leaves a positive net of revenues and expenditures of \$21,976.27.

F. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 58-59 of the February 17, 2016 Library Board packet.

- **Fund 268:** Fund 268 had a beginning fund balance of \$1,719,423.02 and a positive net of revenue and expenditures of \$1,128,600.96. This leaves an ending fund balance of \$2,848,023.98
- **Fund 269:** Fund 269 had a beginning balance of \$1,629,605.26 and a positive net of revenues and expenditures of \$21,976.27. This leaves an ending fund balance of \$1,651,581.53.

11. Director's Report

The Director's Report can be found on pages 60-89 of the February 17, 2016 Library Board packet.

- HR Policy review has been going on for four months. Ms. Farkas thanked Trustees Michener and Verma for their time and dedication. She also thanked Library staff for their effort: Barb Rutkowski, Marcia Dominick, Evan Smale, Elizabeth Kopko, and Glen Caldwell from the City of Novi Human Resource Department.
- The Novi Library will be collaborating with the Walled Lake Public Library for National Library Week. The Walled Lake Fire Department has offered their space to be used for a variety show between the two libraries on April 16, 2016.
- Ms. Farkas has invited Walled Lake Public Library to join the Community Read event. She is awaiting a response.
- The Robert Prost donation is going to be used for a new piece of art for the Library. This will be art done in the oil medium.
- Facilities staff member Keith Perfect hung the quilt that was made in collaboration with Toll Gate on the wall next to the first floor self-checkout machines.
- Ms. Farkas hopes to have a tour available for patrons next year showcasing the various art work in the Library.

A. Information Services Report

The Information Service Report is located on pages 61-64 of the February 17, 2016 Library Board packet.

B. Building Operations Report

The Building Operations Report by Keith Perfect can be found on page 65 of the February 17, 2016 Library Board packet.

C. Library Café: Food Service Inspection Report

This report can be found on pages 66-68 of the February 17, 2016 Library Board packet.

- One noted violation that the Library's facility staff had to fix was a leak in the sink. Trustee Lawler asked if this inspection is planned or unplanned and Ms. Farkas reported that these inspections are unplanned. Trustee Lawler also inquired about an uncorrected violation of a heavily soiled floor fan. Ms. Farkas informed the Board that she spoke with Mr. Bernstein and the violation is now corrected.

D. Novi Public Library Proposed Access Review Report (Feb. 11, 2016)

The Access Review Report can be found on pages 69-76 of the February 17, 2016 Library Board packet.

- This report was discussed earlier in the meeting.

E. Conference Report by Barb Rutkowski

The Conference Report can be found on page 77 of the February 17, 2016 Library Board packet.

F. Library Usage Statistics

The Library Usage Statistics can be found on pages 78-87 of the February 17, 2016 Library Board packet.

- Ms. Farkas is impressed with how the Library App is used. She is glad the Library uses this form of technology and reported that the Library just upped the contract with the company for another three years.
- Ms. Farkas informed Trustee Lawler that the Library is able to track how the App is being used. Trustee Poupard inquired about the privacy issue of tracking the usage. Ms. Farkas explained that no names, only numbers, are used to track information.
- Ms. Farkas explained to Trustee Lawler that Proquest, LLC Fold 3 (Military Records) is a reference database service that the Library uses. Fold 3 is a database that allows people to search for genealogy records or military records.

G. Friends of the Novi Library

H. Novi Historical Commission

The City of Novi Historical Commission approved minutes can be found on pages 88-89 of the February 17, 2016 Library Board packet.

12. Committee Reports

A. Policy Committee (Open, Michener—Chair)

No action at this time.

B. HR Committee (Michener, Verma—Chair)

Continuing work on the HR policies.

- Trustee Sturing inquired about the moving up of the benefits of new hires, relative to health insurance, from the date of hire as opposed to the end of the probation period. Ms. Farkas said that the Library is following the City's lead.

C. Finance Committee (Open, Open, Messerknecht—Chair)

No action at this time.

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

No action at this time.

E. Strategic Planning Committee (Lawler, Open—Chair)

No action at this time.

F. Building/Landscape Committee (Open, Messerknecht—Chair)

A meeting is to be held on February 26, 2016 with the City of Novi on the traffic report.

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Approval of 2016-2017 Library Budget for General Fund 268.

The 2016-2017 Library Budget was approved in the Treasure's Report.

B. Approval to move Library Board Regular Meetings from the 3rd Wednesday of the month to the 4th Thursday of the month beginning in January 2017.

This is proposed to help with the accuracy of the monthly financial numbers.

A motion was made to move the Library Board regular meetings from the third Wednesday of the month to the fourth Thursday of the month in January through October and the third Wednesday of the month in November and December starting in January 2017.

1st—Doreen Poupard

2nd—Tara Michener

The motion passed unanimously.

C. Approval of audience comment language.

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the Library's Administration office at least five days prior to the meeting.

- Ms. Farkas explained that the five days needed for audiovisual presentation is set by the City and that there will be time needed to communicate with the City to make sure the presentation is able to run. Flash drives can sometimes not sync with the City's files.
- Ms. Farkas was asked to rework the language of the five-day audiovisual policy and bring back a second draft in March.
- This language will be read twice at each meeting and will be added to

the Agenda for easy reading.

15. Adjournment

A motion was made to adjourn the meeting at 8:21 p.m.

1st—William Lawler

2nd—Tara Michener

The motion passed unanimously.

Ramesh Verma, Secretary

Date

Student Representative Report

By: Cindy Huang, Ruchira Ankireddygari

Programs:

On February 8, teens honored the Chinese New Year by sampling Chinese foods, making paper lanterns, and creating fortune bookmarks.

On February 9, teens celebrated National Pizza Day by tasting various types of pizza from local Novi pizza shops. All pizzas were donated.

On February 13, teens were introduced to robotics at the Introduction to Robotics program, sponsored by Club Z.

On February 17, teens attended the first Teen Book Club, which was generously sponsored by a grant received from Community Financial to the Friends of the Novi Public Library.

Following the TAB meeting on February 19, teens enjoyed a Chocolate Party by dipping snack foods into fondue.

On February 23, teens learned how to write their first resume and other resume writing tips at the Resume Writing Workshop program.

The Teen Space had a total of 482 attendees in February, including being closed for a snow day (2/25) and Winter Break (2/15 and 2/16).

Teen Advisory Board Update:

In the February TAB meeting, members made library themed valentines to celebrate Love Your Library Month. They also continued to plan for their upcoming community service project, which will be a toiletry drive. Guest speaker, Jane Hecker, spoke about the upcoming AAUW Let's Read Math programs and sought out teen volunteers to help at these programs.

Upcoming Programs:

Kidpreneur Coding Workshop - March 4

Tips and Techniques for a Successful Interview - March 9

Battle of the Books- March 12

Saving for College - March 16

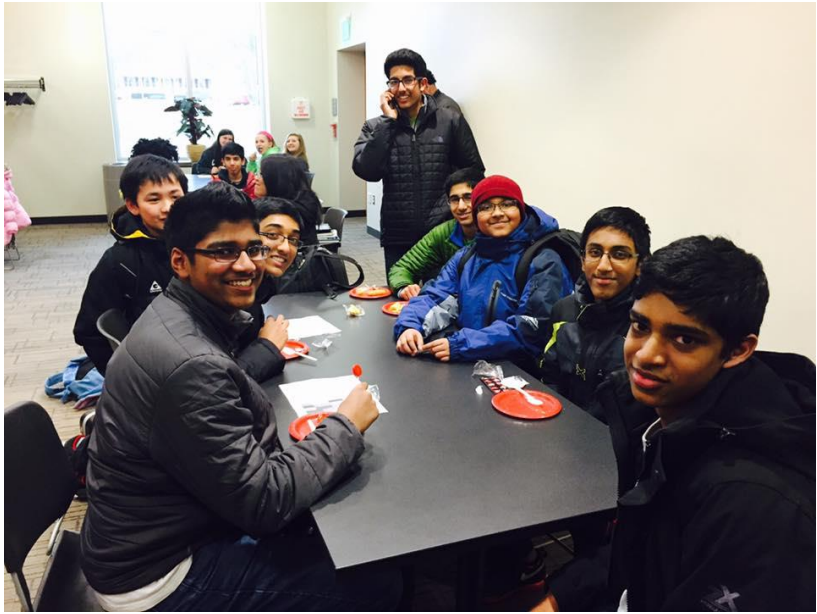
TAB Meeting - March 18

Introduction to Robotics Demonstration - March 19

Prom Prep 101- March 29



Chinese New Year Celebration



Chinese New Year Celebration



Pizza Taste Fest



Pizza Taste Fest



Teen Book Club



TAB Meeting



Teen Chocolate Party

NOVI PUBLIC LIBRARY – 2015/2016 GOALS

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

Goal #1:

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

Strategy:			
Provide appropriate staffing for best customer service.			
Tactic	Owner	Status	Due Date
Provide opportunities for staff training	AD	Annual in-service day planned for 8/21/15; 50 staff participated in department meetings, active shooter drill, and customer service presentation on 8/21; IS staff attended TLN Tech Forum, Blackbelt Librarian Seminar, MLA Annual conference; IS staff presented at Ignite session at MLA Annual conference about Shark Bowl win; Bill Bembeneck completed MIOSHA General Industry 10-Hour + training; a Library of Michigan Continuing Education Grant was awarded to an IS staff member to attend Leadership Academy; Management attended a Cultural Diversity workshop at the City; attended Library UpLoad conference to share IT expertise.	Ongoing; 8/15; 10/15; 11/15; 1/16; 2/16

Goal #2:

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

Strategy:			
Partner with City of Novi and Novi School District.			
Tactic	Owner	Status	Due Date
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT	Currently partnering with Schools on two projects: TumbleBooks trial and screening of Most Likely to Succeed documentary; coordinating with City on RFP for security video cameras; meeting with City/Schools/Library staff scheduled for 03-24-2016 to explore partnership opportunities.	Annually; 11/15; 3/16
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise City services if applicable	AD	Advertising need for volunteers to work elections.	7/15; 1/16
Maintain open communication between Library and City Facilities departments through regular meetings	F	Quarterly meetings scheduled and occurring	Ongoing
Participate in employee opportunities offered by City	AD	Staff attend various events, such as wellness, quarterly recognition, etc.	Ongoing

Investigate with City an all in one calendar for Library, City, and School info/dates/events	AD	This has been investigated with the City of Novi but too many variables make this difficult to accomplish	2015/16
Strategy: Investigate and implement changes that save money.			
Tactic	Owner	Status	Due Date
Look for cost-cutting measures in everyday processes	SS; IT; F; IS; AD	Advising staff to primarily use copiers for printers; installed energy/cost saving LED lamps in display case; replaced adult computer area printer with faster, more cost effective model; re-purposing and utilizing extra supplies recently uncovered; phone system upgrade to restore 3-digit dial to the civic center; investigating print/copier pricing to determine if lease pull-ahead would be more economical.	Ongoing; 8/15; 9/15; 11/15; 12/15; 2/16
Work with managers for budget planning	AD	Dept. budget meetings scheduled for December; 1 st drafts developed; dept. meetings held	1/16; 9/15; 12/15
Develop budget for next FY and future projections	AD; Board	2 budget planning sessions (January 20, 2016 and February 6, 2016); Approval of 16/17 budget for Feb. 17, 2016	3/16

Strategy: Seek funding through grants.			
Tactic	Owner	Status	Due Date
ALA/YALSA Shark Bowl	IS	ALA announced winners (including NPL's Erin Durrett) & prizes: a monetary reward worth \$2,000 each, along with various donated technology prizes; 3D Systems Cube 3 rd Generation arrived; have started printing examples; examining future needs in relation to patron and program usage; 3D printer policy, FAQ sheet and resource guide being developed; display case for project has arrived and will be set up.	8/15; 11/15; 2/16
Community Financial Summer of Sharing grant contest	IS	Applied in July, at end of August learned we will receive \$1,000 for startup of a teen book club; grant funding would cover the purchase of paperback books as well as author visits at the Library; book was chosen and copies purchased	8/15; 2/16
Metro Detroit Book and Author Grants	IS	Applied for the Dick Johnston Award grant that would allow the Library to establish a new tween collection; winner will be announced in October; unfortunately we did not win this grant.	9/15; 12/15

Curiosity Creates ALSC (Association for Library Service to Children) Grant through ALA	IS	Submitted this grant; if funded would provide \$7500.00 toward youth programs and collections. It discussed infusing existing programs, such as Lego Club with more STEAM elements, as well as, creating new STEAM-based programs. Unfortunately we did not win this grant.	9/15; 1/16
3D Systems in collaboration with YALSA Maker Lab Club 2015	IS	Submitted application for Maker Lab Club 2015 that would give NPL two free 3D Cube printers; they can decide to give 2, 1, or none at all. Unfortunately we did not win this grant.	10/15; 1/16

Goal #3:

Continue a high level of awareness for Library Board member representation, ambassadors and engagement in Novi and the greater library community.

Strategy:	Library Board Trustees participate in City events.		
Tactic	Owner	Status	Due Date
Annual City Evening of Appreciation	AD; Board	Verma, Michener, Messerknecht attended	12/15
City Council Early Budget Input Session	AD; Board	Board President Sturing and Library Director attended	1/16
State of the City Address	AD; Board	Date is scheduled for May 3, 2016	2/16
Spring into Novi	AD; Board	Date is scheduled for May 14, 2016	5/16
City Council meetings	AD; Board	Library Director, President Sturing and Secretary Verma presented Annual Report, Strategic Planning update	12/15
Strategy:	Library Board Trustees participate in NPL events.		
Tactic	Owner	Status	Due Date
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	Ongoing
Staff appreciation	Board	Trustees Michener and Verma represented Board in providing appreciation luncheon for staff on 9/1	9/15
Annual Friends Gala	Board	Trustees Lawler, Lesko, Michener, and Verma attended on 10/23	10/15
Strategy:	Library Board Trustees participate in greater library community.		
Tactic	Owner	Status	Due Date
Michigan Library Association	AD; Board	Annual Conference to be held in Novi, October 2015; planning for reception to be at NPL 10/29; all Trustees attended Hats off to Learning reception	10/15
Strategy:	Library staff participate in community events.		
Tactic	Owner	Status	Due Date
Maintain ties with government officials	AD		Ongoing

Novi Youth Assistance	AD	Library Director serves on Board; Staff attended Novi Youth Assistance Luncheon; met with new Youth Assistance Caseworker Lisa Shields; Director & Assistant Director attended annual breakfast on 11/6; Library Director is chairing the Youth Assistance Volunteer recognition scheduled for 4/14/2016	Ongoing; 7/15; 8/15; 11/15; 4/16
Represent NPL in various outlets	AD	Novi Rotary, Youth Assistance, Northville Neighbors and Newcomers, ABWA (American Business Women's Assoc.)	Ongoing

Goal #4:			
Provide quality services, collections, programs and technology with an emphasis on the diverse and aging population.			
Strategy:		Engage the Older Adult community in Library programs and services.	
Tactic	Owner	Status	Due Date
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Made flyers promoting OTBS (Oakland Talking Book Service) and placed them near the OTBS applications on 2nd floor and near NEW Adult audiobooks on 1st floor; stapled applications to flyers so patrons will have application in hand with the information; added information to Winter Engage promoting this service; shared information on this service at a meeting with local Activities Directors from the surrounding Senior Facilities.	Annually; 8/15; 9/15; 10/15; 11/15; 1/16
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	MAC LCDs and kiosks updated for August; September; October; November; December; January; February	Annually; 8/15; 9/15; 10/15; 11/15, 12/15; 1/16; 2/16
Promote Library programs at Older Adult programs	IS	Marketing box always used at programs, services, and activities	Annually; 9/15
Survey Meadowbrook Commons residents	AD	Working on a survey for spring	Annually; 1/16
Engage local Older Adult talent for displays, arts, crafts, collections, etc.; reach out quarterly	IS; AD		Annually
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	Attended meeting on 8/19 where the Advisory Board worked on 5-year strategic plan; met with new Older Adult Services programmer to discuss ways we can partner; set up SWOCC taping for early November with MAC resident and OAS Manager to promote MAC book discussion; attended November and December meetings of City of Novi Older Adult services to go over their strategic plan; met with	Annually; 8/15; 10/15; 11/15; 12/15

		local Activities Directors from the surrounding Senior Facilities to discuss shared programming, transportation, and other	
Investigate expanding Library services and outreach 10% over 3 years, knowing that Older Adult population will increase	IS; SS	Began investigating a Lending Library feature for northern boundary; meeting scheduled with local Activities Directors from Novi senior residences and the City of Novi Older Adult Services staff to promote library collections, services, and programs; met with local Activities Directors from the surrounding Senior Facilities; Local Activity Director is bringing memory loss residents to the library on a monthly basis to read and use Bifolkal kits.	2015/16; 8/15; 12/15; 2/16
Implement programs for Older Adults using videoconferencing (3/year with 50+ attendance), bringing in experts, celebrities, authors, programs from libraries in other countries	IS; IT	Held the Author's LIVE Luncheon at Fox Run; Planning meeting for October 2016 event 1/22/2016	2015/16; 10/15; 1/16
Strategy:	Increase/implement programming opportunities for each patron group.		
Tactic	Owner	Status	Due Date
Host worldwide celebrations, festivals, events, etc.	IS; AD	Hosted International Story time Fair featuring presentations from 6 different countries about their cultures; presenters want to make this a yearly event	Annually; 8/15
Host music/dance and other types of programs by different cultural groups	IS	Hosted Indian cooking program; hosted program on how to make Challah bread by Novi Center for Jewish Life; hosted Celebrate Chanukah program; hosted Indian cooking program	Annually; 10/15; 12/15; 1/16
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each	IS; IT	Summer Superhero movie (83), story time for 2s and 3s (50/59/54/62), Superhero Gear Making (96/71), Kiddie crafts (53), Tot Time (58/64/53), Exotic Zoo (200), Edible Architecture (65), Creatures of the Night (49), Musical movement (75), Baby time (62), Cupcake Warz (85), Earth Angels music (90), Rainbow Loom (61/67), International Story Time Fair (120), Monday Movie Matinee (62); Two of Us story time (54), Just Like a Pirate (60), Tot Time story time (58), Tot Time story time (62); Listen @ the Library (100), Halloween Tales (250), Pumpkinfest MSU Tollgate (2000), Costume Dance Party (127), Plate Days (180), Spaghetti in a Hot Dog Bun Musical (64), Star Wars (64), Michigan Opera Theater (51), On the Road (51); Tot Time (53), Parkview Elementary classroom visit (54), Train Station Preschool visit (60);	Annually; 7/15; 8/15; 9/15; 10/15; 11/15; 12/15; 2/16

		Light Up the Night (1,580), Minecraft (51), Tot Time (51), Rainbow Magic (56), Clean Out the Cupboards (52), Gingerbread House (57), Get Your Wiggles Out (58), Silver Strings Dulcimer Society (92); Listen @ the Library (80); MLK day (76); Flying Friends (53), Pizza Taste Fest (56), Tot Time (59)	
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Opened room for Playgroup sessions over the summer months; held Pokemon programs; hosted programs in multiple rooms including YAR for Star Wars and Halloween Tales; held part of International Games Day in YAR; hold Battle of the Books practice sessions	Annually; 7/15; 8/15; 10/15; 11/15; 1/16
Increase teen program attendance by 10% in a 3 year period	IS	Attended Summer Teen Online Conference that discussed ideas for implementing new programs at the library and upcoming teen titles and won a 3-book giveaway of teen books with lesson plans; held 2 teen programs during after school time resulting in increased attendance; updated the Teen Tab on website with new information about Teen Advisory Board; partnered with Library Café to offer free coupons for a small beverage to be used as incentives in Teen Stop; held six tween & teen programs during after-school time (3:00-5:00) and have seen increased attendance; Teen Book club kicked off and the students have chosen the first book. They will continue to choose the books each month.	Annually; 8/15; 9/15; 11/15; 2/16
Improve use of NPL Teen Stop room (new marketing, displays, contests)	IS	Added information kiosk in Teen Stop as a new way to help promote and market teen information, including upcoming teen programs, TAB information, and other fun teen news; researched display units for NEW YA Fiction; shifting YA books for better use of shelving space within the room and making browsing of collections easier; updated information kiosk in Teen Stop room with upcoming teen programs, TAB information, and other fun teen news; investigating ways to market only Teen programs on the screen in Teen Stop; pulled all Printz winners and put in a separate display similar to Newbery in Youth area; hosted a Banned Books display; October Teen Stop feature display was Horror, Mysteries, and Thrillers; Club Z (tutoring company) comes in one hour on a	2015/16; 8/15; 9/15; 10/15; 11/15; 12/15; 2/16

		Monday in Teen Stop to offer free homework help; offered a contest during Teen Read Week allowing teens to stop in the Teen Stop and vote for one of 10 YALSA best fiction books; displayed all of the pledges that local teens made to Stomp Out Bullying for National Bullying Prevention month; young adult fiction subject guide binder added for patron convenience; The Teen Stop LCD monitor has been set to market all teen/tween programs, The Teen Stop book display has included; Sports (in honor of the Novi High School Volleyball team winning the state championship); posted a Teen Winter Reading Program in the Teen Stop, teens who complete the activity sheet can claim their price the last week in March; added the Top Teen Reads of 2015 display; Interview with Tia Marie Sanders and Yolanda Hockaday-Dennis regarding Teen Space and library behaviors; a Tween/Teen calendar of programs was created and on display in the Teen Stop and Teen Space	
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT	3D printing session being developed for April	Annually; 2/16
Implement a Patio program series of five programs, May-October, weather permitting	IS	Earth Angels program scheduled for August 25	Annually; 8/15
Increase reference services by 10% in a 3 year period (marketing what Info Services is, roaming, ref/computer assistance, reader's advisory)	IS	IS staff now offer Computer Tutor One on One programs five days a week; added a display of computer help sheets for several MS Office products; doing another reference survey in November	2015/16; 9/15; 10/15; 11/15
Host events to recognize community members and talents	AD		2015/16
Utilize community business expertise to offer informational and educational programming; increase business relations and usage by 10% each year over 3 years	IS; AD	Partnered with local business owner of the Rainbow Loom products for two programs and use of the 2nd floor display case in August; partnered with Tony Sacco's pizza of Novi to provide pizza for Teen Space students one day and for the October display case; partnered with Bright Loritos for a Spanish story time; partnered with Michigan Ear Institute and City of Novi Older Adult Services for program on ear infections; partnered with MSU Tollgate for Pumpkinfest that included educational elements about farming and agriculture; Novi Kroger provided all of the pumpkins for pumpkin decorating contest;	2015/16; 8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16

		partnered with Novi Center for Jewish Life for Challah Bread program; partnered with the Michigan Organ Donor Registry to provide a table with information; partnered with the local chapter of the Daughters of the American Revolution for a table of information on Constitution week; planning Job-Seekers program with Michigan Works for January; holding more story times in different languages hosted by Bright Loritos; partnered with Megafun Fitness in Novi for the Get Your Wiggles Out programs; held a story time session with Bright Loritos; partnered with 4 pizza places for the Pizza Taste Fest Program including, Blaze, Benitos, Guido's and Tony Sacco's; Dunkin' Donuts for Teen Book Club	
Strategy:		Provide up to date technology and resources.	
Tactic	Owner	Status	Due Date
Survey patrons to solicit technology needs for hardware, software, programming and training	IS; IT	Questions are being developed for the 02-2016 patron technology survey. Upgraded phone system; technology survey is in progress; 3D printer in-house; increased internet bandwidth limit from 50MB to 100MB	Annually 12/15; 01/16; 2/16; 3/16
Expand technology learning initiatives for Older Adults: computer classes, troubleshooting, "geek squad" with teen volunteers	IT; IS	Initiated conversation with potential teen volunteers for "geek squad." Initiated conversation about teen geek squad with Activities Director at Fox Run	2015/16; 12/15; 1/16
Strategy:		Partner with the Novi School District.	
Tactic	Owner	Status	Due Date
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	Was asked to host a Social Justice community event at the Library, unfortunately meeting room space was not available on dates needed; plans to participate in event at the off-site location when known.	2/16
Increase activities with Novi and other area school districts	IS; AD	Meeting with school media specialists and principals from Novi Schools and Catholic Central for annual thank you breakfast; provided a tour to two 5 th grade classes from Novi Meadows; will be working with teachers from Novi Meadows to create a Tween fiction collection; offered an information program on Asperger's that Novi teachers attended; hosted thank you breakfast for local media specialists and principals, included presentations by local partners MSU Tollgate and Barnes & Noble; working with Novi	Annually; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16

		Meadows Media Specialist to choose Battle of the Books titles for upcoming 2016 program; attended Walk to School Day program at Novi Woods Elementary; continuing to host Coffee with the Superintendent program and Parent to Parent book discussions; Novi Middle School Robotics team did their outreach program at our Lego Club inviting young students to view a presentation and their robot and ask questions; presented 2015 Summer Reading statistics and info about upcoming 2016 program; visited two 3rd grade classrooms at Parkview Elementary for stories and information about NPL; met with High School Media Specialist to discuss ways of partnering, summer reading statistics, teen book clubs, and ways of organizing young adult literature; currently involved in Tumblebook School/Library Partnership Pilot Program with Novi Schools, allowing libraries to partner with local schools and grant them unlimited access to their TumbleBook Library collections; attended Leader in Me Celebrations at Novi Woods and Parkview Elementary; attended documentary film at Novi Middle School, Most Likely to Succeed; attended grand opening of Oakland Flextech High School Makerspace lab; visited Village Oaks for a preschool story time	
Implement an advisory group for middle school age students to gain program, resource, service ideas; meet with this age group quarterly at Middle School	IS		2015/16
Strategy:	Maintain current collections and services.		
Tactic	Owner	Status	Due Date
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Started a blog called Baby Time and Tot Time Story Time Fun on the website (under the Youth tab) for parents to continue teaching the skills they learn in Baby Time and Tot Time; bibliography created on youth series books for beginning readers; created a "2015 Best Fiction for Teens" brochure with YALSA recommended titles that is kept in the Teen Stop information kiosk; investigating a way to either start a tween collection or label books as tween; pathfinder for Math resources created and placed in the adult	Annually; 8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16

		<p>500s area; YA booklist titles have been created for the following genres: Alex award; Printz award; action, adventure, survival; coming-of-age; fantasy, dystopian; historical; horror, mystery, thriller; LGBTQ; novels in verse; realistic; science fiction; sports; and popular series; pathfinder for science resources created and placed in the adult 500s area; created a bookmark on the top 10 frequently challenged books; made program proposal form available for patrons who are interested in presenting a program at NPL; three new youth DVD bibliographies: concepts, Halloween, and Christmas; creating and processing new collections; 1st – 4th grade reading lists updated, now including Accelerated Reader and Lexile levels for quick reference; Young Adult fiction subject guide binders updated; we now provide Story Time-to-Go picture book bundles related to a particular theme during our story time breaks, continue to update the picture book subject guide A-D is now complete; created a display of Women's history books with the donation from the ABWA; cards promoting specific albums on Freegal are regularly displayed; signage promoting the Great Michigan Reads book in print, electronic, and audio were displayed; updated International Resources brochure and Language Conversation Group flyers; Local Author collection is now accepting e-books and signage indicating this has been placed with that collection; Newbery Award bibliography updated; Picture Book Subject Binder updated monthly; Odilo handout created to assist patrons with this new service; Freegal signage showing the Grammy winners added; Some Featured Collection Lists were added to Overdrive including Books to Movies, and Do you Downton?</p>	
Implement reference survey	IS	Will be updated and implemented in November; in lobby and online; survey completed, results to be summarized; survey received 627 responses	Annually; 11/15; 12/15
Strategy:	Consider adding new collections and services.		
Tactic	Owner	Status	Due Date

Investigate adding new and more interactive play components for youth	IS	New play components have arrived and will soon be added to puppet bins area in easy reader section; new play components added to the side of the race car being enjoyed by patrons	Annually; 9/15; 11/15
Investigate/implement a homework resource center (collections, resources, tutoring opportunities)	IS	Math homework pathfinder added to Homework Resource Center on website	2015/16; 9/15
Start a cultural book club (different languages or reading about different cultures)	IS		2015/16
Investigate establishment of a local arts council in Novi with various partners from the community	IS; AD		2015/16

Goal #5:			
Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.			
Strategy:	Increase awareness of services, collections, programs and technology.		
Tactic	Owner	Status	Due Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: Facebook, Twitter, videos, podcasts	IS; AD; IT	Updated Teen Stop Facebook page with current info, new posts, pictures, info about upcoming programs; looking into giveaways and contests to do through the Facebook page during the school year to attract a larger audience to NPL's pages; adding a Goodreads account for patrons to follow what we are reading in our various book discussions and to promote our book discussions; staff were panelists for a podcast presentation on our mobile app	Annually; 9/15; 10/15; 2/16
Create one video/podcast per year for website about Library services	AD; IS	Topics: Your Library Account, Self Checkout, After Hours Lockers, Drive-up Window, Lending Laptops, Patron Services, MI Activity Pass, Zinio Digital Magazines, Scan & Send Documents	Annually
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Evening open office hours added; document donation day held in October; transferring old oral histories produced by SWOCC from VHS to DVD to be made available on our website; organizing, scanning, and uploading historical photos to the	Annually; 9/15; 10/15; 1/16; 2/16

		Local History Room computer; staff spent time training new Historical Commission members on how to use the Local History Room; arranging for a donation of items from a former Justice of the Peace including the gavel and badge, as well as, facts and pictures to be displayed in April; continuing to transfer oral histories from VHS to DVD	
Increase publicity of meeting rooms and patio	AD	Meeting room rentals have been overwhelmingly successful so no additional publicity needed	Annually
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library, providing free room rental if they allow a 10-15 minute Library presentation	AD	Homeowner's presentation to Churchill Crossing; Homeowner's presentation to Cheltenham Estates Homeowner's presentation to Chase Farms Homeowner's presentation to Riverbridge Homeowner's presentation to Briarwood Village	Annually; 1/16; 2/16
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD		Annually
Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS		Annually
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD	Cost prohibited at this time for print; Communications Coordinator is investigating E-newsletters specifically for Adults, Teens and Youth	2/16
Provide regular (weekly/monthly) columns in Novi News and Patch.com	AD		Annually
Host business related clubs (Chamber, Rotary, BRC) to improve visibility in the community	AD; IS	Hosted ABWA (American Business Women's Assoc.) for a new book collection launch	1/16
Increase publicity for services related to: Skype, videoconferencing by 10% over 3 years	IS; IT		2015/16
Increase amount of remote programming by 10% over 3 years, offering at least 3 remote programs annually	IS	Authors LIVE Luncheon at Fox Run planned for October 7; hosted Summer Reading Finale parties at Paradise Park; provided story time and craft at Paradise Park 10-year anniversary party; partnered with MSU Tollgate for Pumpkinfest	2015/16; 8/15; 10/15
Develop a community resource page on website	IS; AD		2015/16
Consider a book club page on website: where community clubs are, book/movie reviews by community members, great reads	IS; AD		2015/16

Goal #6			
Utilize efficient and increased fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.			
Strategy:		Review past fundraising and plan future fundraising.	
Tactic	Owner	Status	Due Date
Continue "On the Road" series	AD; IS	Next trip scheduled for October 9 to visit Toledo; 48 attended, raised \$1,774.84	10/15
Scrapbook for a Cause	AD	Scheduled for November 7; 29 participants, raising \$870; next event scheduled for February 13	11/15
Summer Reading Sponsors 2016	AD	Received 2 \$750 SRP sponsorships from Twelve Oaks Mall and DFCU	1/16

Goal #7:			
Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Strategy:		Maintain best practices and policies.	
Tactic	Owner	Status	Due Date
Investigate Library employment opportunities for ages 14 and up (summer/seasonal/weekends/subs)	AD		2015/16
Review Library policies regularly, updating and adding as needed	AD; Board	Policies currently under review by staff committee to make recommendations to Board; HR committee is reviewing Employee Policies; Board received 1 st draft of HR policies on Feb. 6 and will review until March 4, 2016.	Ongoing; 8/15; 9/15-2/16

Strategic Planning process	AD	Public invited to Strategic Planning Update sessions in August & September; about 25 people attended on 8/26 for updates and providing feedback; about 30 attended session on 9/23	8/15; 10/15
Review QSAC measures for certification	AD	In process; all certification levels have been reviewed and updated, with areas for further attention noted	12/15
State Aid process	AD	State Aid report was submitted on 1/27/2016	1/16
Strategy:	Provide convenient access to collections, programs and services.		
Tactic	Owner	Status	Due Date
Improve Library entrance/exit at Ten Mile	AD; Board	Working with City on project to widen NPL driveway to include right and left turn lanes; continuing to look at other options before proceeding; 2 nd traffic study scheduled for 1/14/16; Traffic study info received 2/11/2016; tentative project timeline and costs rec'd 2/29/16	6/16; 10/15; 1/16; 2/16
Strategy:	Maintain communication with Read a Latte Café.		
Tactic	Owner	Status	Due Date
Investigate with owner to offer lower prices and different cultural food options	AD	Café owners shares that he has tried to offer cultural type foods, but there is no interest.	Annually
Meet with owner as needed regarding patron comments, suggestions, etc.	AD	Held mtgs. On 9/30/2015; 2/5/16	Ongoing
Strategy:	Consider premium services.		
Tactic	Owner	Status	Due Date
Investigate offering a fee-based premium library card with added services, such as notification of new releases, extended renewals, limited amnesty on fines, discounts at Café and Book Nook	SS; AD	10% discount at café offered to patrons on their birthday; working on an annual amnesty day opportunity with Support Services Team	2015/16

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Revenues						
Account	Description					
403.000	Property Tax Revenue	2,309,000.00	2,368,947.00	2,449,491.00	2,532,774.00	2,618,888.00
403.001	Tax Revenue - Current Levy			-25,000.00	-25,000.00	-30,000.00
403.002	Tax Revenue - County Charter			-10,000.00	-10,000.00	-10,000.00
403.003	Tax Revenue - Tx Tribunal			-210.00	-217.00	-226.00
420.000	Tax Reveune - Brownfield			-6,000.00	-6,100.00	-6,200.00
567.000	State Aid	20,000.00	24,000.00	27,000.00	27,000.00	27,000.00
657.000	Library book fines	74,000.00	65,000.00	70,000.00	70,000.00	70,000.00
658.000	State penal fines	73,000.00	83,205.00	77,000.00	77,000.00	77,000.00
664.000	Interest on Investments	25,700.00	24,000.00	24,000.00	24,000.00	24,000.00
664.500	Unrealized gain(loss) invest	0.00	4,090.00	0.00	0.00	0.00
665.000	Miscellaneous income	17,000.00	16,400.00	16,500.00	16,500.00	16,500.00
665.100	Copier	2,500.00	2,200.00	2,200.00	2,200.00	2,200.00
665.200	Electronic media	300.00	200.00	200.00	200.00	200.00
665.266	SRP - T-shirt sales	2,800.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	0.00	6,981.72	0.00	0.00	0.00
665.290	Library Fundraising	3,000.00	0.00	3,000.00	3,000.00	3,000.00
665.300	Meeting Room	23,000.00	26,000.00	28,000.00	30,000.00	30,000.00
665.400	Gifts and donations	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00
665.404	Novi Township Assessment	5,900.00	5,933.00	6,000.00	6,000.00	6,000.00
665.650	Library Café	5,000.00	4,500.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,566,200.00	2,637,456.72	2,673,181.00	2,758,357.00	2,839,362.00
2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Expenditures						
Personnel Svcs.						
Account	Description					
704.000	Permanent Salaries	952,200.00	914,000.00	914,000.00	914,000.00	914,000.00
704.200	Wages (non-pensionable)	47,700.00	25,000.00	25,000.00	25,000.00	25,000.00
705.000	Temporary Salaries	636,800.00	617,000.00	609,000.00	609,000.00	609,000.00
715.000	Social Security	122,000.00	122,300.00	122,300.00	122,300.00	122,300.00
716.000	Insurance	173,000.00	205,000.00	235,147.00	249,256.00	264,211.00
716.200	HSA - Health Savings Acct.	4,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement		-33,000.00	-43,202.00	-45,794.00	-48,542.00
718.000	Pension DB	0.00	0.00	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	27,700.00	26,500.00	26,400.00	26,400.00	26,400.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,500.00	2,700.00	4,300.00	4,300.00	4,300.00
Total Personnel Services		1,965,900.00	1,882,500.00	1,895,945.00	1,907,462.00	1,919,669.00

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Supplies						
Account	Description					
727.000	Office supplies	15,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	96,900.00	96,900.00	86,400.00	80,000.00	80,000.00
734.500	Computer supplies equip	21,000.00	22,400.00	28,000.00	28,000.00	28,000.00
740.000	Operating supplies	32,800.00	28,000.00	30,000.00	30,000.00	30,000.00
740.200	Desk, chairs, cabinets, etc.	0.00	0.00	800.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00	300.00
Materials						
742.000	Books	210,000.00	200,000.00	195,000.00	195,000.00	195,000.00
742.100	Book Fines	1,500.00	700.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	21,200.00	21,200.00	23,800.00	23,800.00	23,800.00
744.000	Audio visual materials	67,700.00	67,700.00	71,000.00	71,000.00	71,000.00
745.200	Electronic media	58,500.00	58,500.00	51,000.00	51,000.00	51,000.00
745.300	Online (Electronic) Resources	60,000.00	57,200.00	55,000.00	55,000.00	55,000.00
Total Supplies & Materials		585,600.00	576,600.00	566,000.00	558,800.00	558,800.00
2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Expenditures						
Services & Charges						
Account	Description					
801.925	Public Information (cable)	1,000.00	1,100.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,500.00	1,500.00	2,000.00	2,000.00	2,000.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	1,000.00	300.00	300.00	300.00	300.00
806.000	Legal Fees	1,000.00	200.00	1,000.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
816.000	Professional services	3,000.00	1,500.00	4,000.00	4,000.00	4,000.00
817.000	Custodial Services	37,800.00	46,800.00	48,800.00	48,800.00	48,800.00
818.000	TLN Central Services	4,750.00	4,495.00	4,500.00	4,500.00	4,500.00
851.000	Telephone	16,500.00	11,500.00	11,500.00	11,800.00	12,000.00
855.000	TLN Automation Services	66,500.00	56,000.00	56,000.00	57,600.00	57,600.00
861.000	Gasoline and oil	0.00	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	1,250.00	500.00	300.00	300.00	300.00
880.000	Community Promotion	5,000.00	2,500.00	11,800.00	11,800.00	11,800.00
880.267	Library Programming - Book It	1,000.00	0.00	0.00	0.00	0.00
880.268	Library Programming	20,000.00	20,000.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	0.00	4,258.42	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	28,800.00	28,800.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,000.00	13,000.00	14,300.00	15,300.00	16,400.00

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

2016-2017 Library Budget 268						
February 17, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Proposed	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 Caf�e	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

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
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 softw are/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 February 17, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Proposed	2017-2018 Projected
Expenditures						
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 February 17, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Proposed	2017-2018 Projected
Capital Outlay						
Account	Description					
962.000	Building Maint.					
941.000	Grounds Maint.		71,400.00	62,900.00		
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	146,200.00	145,675.00	109,400.00	26,000.00
965.269	Walker Transfer					
Total Expenditures		2,796,704.78	3,087,745.00	2,970,444.19	3,018,400.00	2,967,900.00
680.000	Fund Balance					
	TOTAL Fundbalance	-126,552.97	-414,564.00	-230,282.74	-243,674.00	-111,947.00

3/10/16

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI

PERIOD ENDING 02/29/2016

% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	DECEMBER 2015	JANUARY 2016	FEBRUARY 2016	02/29/2016	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268									
Revenues									
Dept 000.00-treasury									
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,367,212.28	2,449,491.00	0.00	0.00	0.00	2,461,636.23	(0.23)	100.00
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(4,521.44)	(25,000.00)	0.00	84.72	169.46	(1,412.46)	(36,727.54)	3.70
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	13,862.00	(10,000.00)	0.00	0.00	0.00	0.00	(10,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(199.00)	(210.00)	0.00	0.00	0.00	(214.67)	(0.33)	99.85
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(3,424.77)	(6,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
Property tax revenue		2,372,929.07	2,408,281.00	0.00	84.72	169.46	2,460,009.10	(51,728.10)	102.15
State sources									
268-000.00-567.000	State aid	32,841.43	27,000.00	0.00	0.00	0.00	16,510.50	10,489.50	61.15
State sources		32,841.43	27,000.00	0.00	0.00	0.00	16,510.50	10,489.50	61.15
Other revenue									
268-000.00-633.100	Insurance Reimbursement	913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	15,417.29	16,500.00	774.08	1,043.44	1,399.74	9,501.96	6,998.04	57.59
268-000.00-665.100	Copier	2,492.39	2,200.00	158.00	171.00	266.13	1,667.30	532.70	75.79
268-000.00-665.200	Electronic media (previously VHS)	238.00	200.00	21.00	46.50	12.00	188.50	11.50	94.25
268-000.00-665.266	Summer reading t-shirt sales	138.73	0.00	16.60	0.00	0.00	131.17	(131.17)	100.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	27,728.02	28,000.00	1,457.12	3,546.50	2,035.31	22,414.79	5,585.21	80.05
268-000.00-665.404	Novi Township assessment	5,933.00	6,000.00	0.00	0.00	0.00	6,154.00	(154.00)	102.57
268-000.00-665.650	Library Cafe	4,688.25	5,000.00	538.63	457.31	860.05	4,073.05	926.95	81.46
Other revenue		57,548.68	60,900.00	2,965.43	5,264.75	4,573.23	44,130.77	16,769.23	72.46
Fines and forfeitures									
268-000.00-657.000	Library book fines	65,010.47	70,000.00	4,687.72	5,024.28	6,531.10	45,703.02	24,296.98	65.29
268-000.00-658.000	State penal fines	83,205.14	77,000.00	0.00	0.00	0.00	111,926.44	(34,926.44)	145.36
Fines and forfeitures		148,215.61	147,000.00	4,687.72	5,024.28	6,531.10	157,629.46	(10,629.46)	107.23
Interest income									
268-000.00-664.000	Interest on investments	28,693.56	24,000.00	3,580.51	2,939.80	0.00	21,955.70	2,044.30	91.48
268-000.00-664.500	Unrealized gain (loss) on investments	7,871.32	0.00	(3,934.92)	14,304.87	0.00	12,434.59	(12,434.59)	100.00
Interest income		36,564.88	24,000.00	(354.41)	17,244.67	0.00	34,390.29	(10,390.29)	143.29
Donations									
268-000.00-665.289	Adult programs	6,981.72	0.00	0.00	0.00	0.00	4,267.33	(4,267.33)	100.00
268-000.00-665.400	Gifts and donations	15,070.42	6,000.00	440.40	2,875.20	30.50	4,934.27	1,065.73	82.24
Donations		22,052.14	6,000.00	440.40	2,875.20	30.50	9,201.60	(3,201.60)	153.36
Total Dept 000.00-treasury		2,670,151.81	2,673,181.00	7,739.14	30,493.62	11,304.29	2,721,871.72	(48,690.72)	101.82
TOTAL Revenues		2,670,151.81	2,673,181.00	7,739.14	30,493.62	11,304.29	2,721,871.72	(48,690.72)	101.82

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	DECEMBER 2015	JANUARY 2016	FEBRUARY 2016	02/29/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Expenditures									
Dept 000.00-treasury									
Personnel services									
268-000.00-704.000	Permanent salaries	902,359.69	914,000.00	69,818.93	64,660.79	60,661.31	550,039.49	363,960.51	60.18
268-000.00-704.200	Wages - Stipend	24,743.89	25,000.00	0.00	10,000.00	0.00	10,000.00	15,000.00	40.00
268-000.00-704.250	Final Payout	11,294.19	0.00	0.00	18,963.41	0.00	18,963.41	(18,963.41)	100.00
268-000.00-705.000	Temporary salaries	596,921.16	609,000.00	40,753.68	38,893.94	42,367.52	342,108.96	266,891.04	56.18
268-000.00-715.000	Social security	119,251.99	122,300.00	8,240.38	9,875.04	7,620.45	68,743.31	53,556.69	56.21
268-000.00-716.000	Insurance	202,537.39	235,147.00	19,093.90	19,967.60	293.83	129,835.57	105,311.43	55.21
268-000.00-716.200	HSA - employer contribution	1,248.71	3,000.00	81.25	487.50	81.25	998.21	2,001.79	33.27
268-000.00-716.999	Insurance - Employee Reimbursement	(36,900.20)	(43,202.00)	(3,467.10)	(3,541.96)	(3,541.96)	(26,048.53)	(17,153.47)	60.29
268-000.00-718.000	Pension - DB Normal Cost	14,964.00	0.00	1,176.00	1,176.00	1,176.00	9,408.00	(9,408.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(18,120.00)	0.00	(1,424.81)	(1,424.81)	(1,424.81)	(11,398.48)	11,398.48	100.00
268-000.00-718.200	Pension - defined contribution	18,516.01	26,400.00	2,233.40	2,265.75	2,324.64	16,585.26	9,814.74	62.82
268-000.00-719.000	Unemployment insurance	933.20	0.00	1,295.20	0.00	0.00	1,295.20	(1,295.20)	100.00
268-000.00-720.000	Workers compensation	2,080.00	4,300.00	243.17	285.15	210.30	992.59	3,307.41	23.08
Personnel services		1,839,830.03	1,895,945.00	138,044.00	161,608.41	109,768.53	1,111,522.99	784,422.01	58.63
Supplies									
268-000.00-727.000	Office supplies	18,881.44	23,000.00	931.86	2,667.52	415.04	14,327.75	8,672.25	62.29
268-000.00-728.000	Supplies - Postage	682.39	700.00	0.00	0.00	0.49	587.35	112.65	83.91
268-000.00-734.000	Computer supplies, software & licensing	86,900.09	86,400.00	2,325.82	7,393.75	7,059.85	35,726.77	50,673.23	41.35
268-000.00-734.500	Computer supplies/equipment	20,725.29	28,000.00	962.75	(95.39)	3,647.28	25,305.81	2,694.19	90.38
268-000.00-740.000	Operating supplies	26,411.22	30,000.00	1,731.01	841.78	409.34	12,583.10	17,416.90	41.94
268-000.00-740.010	Gift and donations expense	8,533.33	0.00	140.00	0.00	0.00	1,132.37	(1,132.37)	100.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
268-000.00-741.000	Supplies - Uniforms	227.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	173,792.87	195,000.00	12,583.04	9,104.05	9,487.69	115,212.63	79,787.37	59.08
268-000.00-742.100	Library Book - Fines	565.88	1,000.00	75.92	66.46	73.93	481.08	518.92	48.11
268-000.00-743.000	Library periodicals	19,386.58	23,800.00	129.51	185.50	0.00	13,970.87	9,829.13	58.70
268-000.00-744.000	Audio visual materials	60,108.91	71,000.00	4,369.30	5,668.99	1,272.88	47,306.95	23,693.05	66.63
268-000.00-745.200	Electronic media	44,788.70	51,000.00	2,495.56	3,276.30	2,598.94	25,807.62	25,192.38	50.60
268-000.00-745.300	Electronic resources (CD rom materials)	55,399.44	55,000.00	5,004.00	2,782.34	1,583.00	47,279.99	7,720.01	85.96
Supplies		516,403.14	566,000.00	30,748.77	31,891.30	26,548.44	339,722.29	226,277.71	60.02

GL NUMBER	DESCRIPTION	END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2015	ORIGINAL	DECEMBER 2015	JANUARY 2016	FEBRUARY 2016	02/29/2016	BALANCE	
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges									
268-000.00-801.925	Public information (cable, etc)	833.41	1,000.00	30.24	30.30	30.30	240.09	759.91	24.01
268-000.00-802.100	Bank Service Charges	2,476.65	2,000.00	189.62	177.76	199.59	2,221.03	(221.03)	111.05
268-000.00-803.000	Independent audit	700.00	700.00	0.00	(35.00)	0.00	665.00	35.00	95.00
268-000.00-804.000	Medical service	659.80	300.00	138.00	0.00	420.00	834.00	(534.00)	278.00
268-000.00-806.000	Legal fees	342.00	1,000.00	136.50	0.00	285.00	597.00	403.00	59.70
268-000.00-809.000	Memberships and dues	4,266.00	4,500.00	50.00	154.00	0.00	4,153.00	347.00	92.29
268-000.00-816.000	Professional services	1,355.00	4,000.00	0.00	1,200.00	0.00	1,425.00	2,575.00	35.63
268-000.00-817.000	Custodial services	46,145.00	48,800.00	3,900.00	3,900.00	0.00	27,300.00	21,500.00	55.94
268-000.00-818.000	TLN Central Services	4,495.00	4,500.00	0.00	0.00	0.00	3,995.00	505.00	88.78
268-000.00-851.000	Telephone	12,082.53	11,500.00	1,036.96	1,546.29	99.43	7,847.87	3,652.13	68.24
268-000.00-855.000	TLN Automation Services	57,006.34	56,000.00	0.00	8,594.15	0.00	35,091.75	20,908.25	62.66
268-000.00-861.000	Gasoline and oil	363.61	500.00	10.88	9.75	0.00	96.81	403.19	19.36
268-000.00-862.000	Mileage	436.43	300.00	37.97	0.00	0.00	46.26	253.74	15.42
268-000.00-880.000	Community promotion	3,961.68	11,800.00	366.25	815.54	413.75	2,555.04	9,244.96	21.65
268-000.00-880.268	Library programming	11,717.97	22,500.00	406.25	555.17	1,248.54	8,991.92	13,508.08	39.96
268-000.00-880.271	Adult programs	4,563.52	0.00	0.00	0.00	0.00	2,640.19	(2,640.19)	100.00
268-000.00-900.000	Printing, graphic design and publishing	29,634.55	29,500.00	1,070.16	6,096.06	137.41	16,882.82	12,617.18	57.23
268-000.00-910.000	Property & liability insurance	13,000.00	14,300.00	0.00	0.00	0.00	13,464.00	836.00	94.15
268-000.00-921.000	Heat	11,257.52	11,000.00	801.26	1,561.23	1,465.43	5,022.49	5,977.51	45.66
268-000.00-922.000	Electricity	101,729.02	103,000.00	7,107.39	0.00	14,157.21	61,997.49	41,002.51	60.19
268-000.00-923.000	Water and sewer	5,393.13	5,500.00	0.00	0.00	0.00	2,707.95	2,792.05	49.24
268-000.00-934.000	Building maintenance	65,253.18	90,000.00	4,708.86	2,298.20	1,796.06	34,760.94	55,239.06	38.62
268-000.00-935.000	Vehicle maintenance	1,717.20	1,500.00	(2,145.00)	0.00	0.00	170.80	1,329.20	11.39
268-000.00-941.000	Grounds maintenance	32,735.91	28,600.00	1,722.50	(4,425.00)	1,250.00	31,640.91	(3,040.91)	110.63
268-000.00-942.000	Office equipment lease	12,596.78	12,000.00	1,109.77	999.00	0.00	9,739.88	2,260.12	81.17
268-000.00-942.100	Records storage	264.34	300.00	20.02	20.02	20.02	160.16	139.84	53.39
268-000.00-956.000	Conferences and workshops	8,464.64	14,500.00	418.59	2,505.69	55.66	9,296.08	5,203.92	64.11
Other services and charges		433,451.21	479,600.00	21,116.22	26,003.16	21,578.40	284,543.48	195,056.52	59.33
Capital outlay									
268-000.00-976.000	Building improvements	0.00	136,200.00	0.00	500.00	2,000.00	7,284.96	128,915.04	5.35
268-000.00-986.000	Internal Technology - Capital Outlay	7,020.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-990.000	Furniture	0.00	10,000.00	0.00	0.00	0.00	9,475.50	524.50	94.76
Capital outlay		7,020.40	146,200.00	0.00	500.00	2,000.00	16,760.46	129,439.54	11.46
Total Dept 000.00-treasury		2,796,704.78	3,087,745.00	189,908.99	220,002.87	159,895.37	1,752,549.22	1,335,195.78	56.76
TOTAL Expenditures		2,796,704.78	3,087,745.00	189,908.99	220,002.87	159,895.37	1,752,549.22	1,335,195.78	56.76
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES		2,670,151.81	2,673,181.00	7,739.14	30,493.62	11,304.29	2,721,871.72	(48,690.72)	(233.82)
TOTAL EXPENDITURES		2,796,704.78	3,087,745.00	189,908.99	220,002.87	159,895.37	1,752,549.22	1,335,195.78	(233.82)
NET OF REVENUES & EXPENDITURES		(126,552.97)	(414,564.00)	(182,169.85)	(189,509.25)	(148,591.08)	969,322.50	(1,383,886.50)	(233.82)

269 - Library Contributed Funds - Revenues & Expenditures					
2015-2016 Approved Budget (7/15/15)					
			2014-2015 Budget	As of 6/12/15	2015-2016 Approved
Collections/Materials	665.230	Revenues			
		Beginning Balance 6/30/2014	33,603.99	33,603.99	
		Tu Family*		723.00	
		Berman Family (Parenting)		50.00	
		ABWA - Women's History*		310.00	
		Unsolicited donations	2,000.00	625.00	2,500.00
TOTAL			\$35,603.99	\$35,311.99	\$2,500.00
Collections/Materials	742.230	Expenditures			
		Large print collection	(1,005.00)	0.00	
		Youth Collections	(1,000.00)	(853.56)	
		Druschel Library Collection	(400.00)	0.00	(400.00)
		Parenting Library Collection	(1,300.00)	0.00	(1,000.00)
		Tu, ABWA			(500.00)
TOTAL			(\$3,705.00)	(\$853.56)	(\$1,900.00)
TOTAL			\$31,898.99	\$34,458.43	
Bldgs/Ground/Furniture	665.231	Revenues			
		Beginning Balance 6/30/2014	54,244.67	54,244.67	
		Unsolicited donations	2,000.00	989.10	2,000.00
		Read Box - Novi Rotary*		707.92	
		Crawford - Patriotic Statue	12,000.00	12,000.00	2,000.00
		Lending Library - Fundraiser			20,000.00
TOTAL			68,244.67	67,941.69	\$24,000.00
Bldgs/Ground/Furniture	742.231	Expenditures			
		Reallocate to Undesignated	(46,051.84)	(46,051.84)	
		Read Box		(29.65)	(500.00)
		Crawford - Patriotic statue*	(12,000.00)	(11,072.20)	(500.00)
		Brick pavers*	(1,400.00)	(287.83)	
		Teen Stop frames for artwork (Friends)	(1,000.00)	(520.92)	
		HD Camcorder (Friends)	(300.00)	(228.63)	
		4 Educational learning stations (Friends)*	(4,000.00)	(2,360.75)	
		Upholstery (6 benches/4 teen chairs)			(5,000.00)
		Prost			(2,500.00)
		Lending Library			(20,000.00)
TOTAL			(\$64,751.84)	(\$60,551.82)	(\$28,500.00)
TOTAL			\$3,492.83	7,389.87	
Programming	665.232	Revenues			
		Beginning Balance 6/30/2014	10,572.94	10,572.94	
		Unsolicited donations	2,000.00	909.64	2,000.00
		Berenguer - Light up the Night		200.00	
		Tu Family*		300.00	
		Students for Success (Friends)*		4,000.00	3,000.00
		Joy Inc.		1,885.67	
		Teen Space*		325.00	200.00
		Listen @ the Library (Friends)*		400.00	
		Sponsorship		500.00	1,000.00
Friends Donation		Community Read	2,000.00	750.00	2,000.00
NLA Funds		Community Read	650.00	650.00	3,000.00
TOTAL			\$15,222.94	\$20,493.25	\$11,200.00

Programming	742.232	Expenditures			
		Berenguer - Light up the Night	(265.05)	(200.00)	
		Students for Success*		(832.80)	(3,000.00)
		Joy Inc.		(1,448.40)	
		Sponsorship		(158.26)	
		Community Read - Staff Appreciation		(186.96)	(500.00)
Friends Donation		Community Read/Fox Run	(2,000.00)	(2,943.70)	(2,000.00)
		Teen Space*			(200.00)
TOTAL			(2,265.05)	(\$5,770.12)	(\$5,700.00)
TOTAL			\$12,957.89	\$14,723.13	
Technology	665.233	Revenues			
		Beginning Balance 6/30/2014	6,100.00	6,100.00	
		Unsolicited donations	2,000.00	810.00	2,000.00
TOTAL			\$8,100.00	\$6,910.00	\$2,000.00
Technology	742.233	Expenditures			
		Book-It Technology	(3,600.00)	0.00	
		3-D Printer (Friends)			(3,000.00)
TOTAL			(\$3,600.00)	\$0.00	(\$3,000.00)
TOTAL			\$4,500.00	\$6,910.00	
Undesignated (Misc.)	665.234	Revenues			
269-000.00-390.000		Fund balance 6/30/2014	1,487,507.00	1,487,506.93	
		Unsolicited donations	2,000.00	1,000.00	2,000.00
		Listen @ the Library (Friends)		1,500.00	
269-000.00-664.000		Interest on investments	31,582.59	13,096.02	
269-000.00-664.500		Unrealized gain (loss) on investments	0.00	18,078.44	
Berman Donation/Naming		Reallocated from Bldgs/Ground/Furniture	46,051.84	46,051.84	
TOTAL			\$1,567,141.43	\$1,567,233.23	\$2,000.00
Undesignated (Misc.)	742.234	Expenditures			
		Misc expenses (staff appreciation)	(2,000.00)	(438.11)	(500.00)
		Listen @ the Library (Friends)		(1,500.00)	
TOTAL			(2,000.00)	(1,938.11)	(\$500.00)
TOTAL			\$1,565,141.43	\$1,565,295.12	
TOTAL			\$1,617,991.14	\$1,628,776.55	
*Accounts still active beyond fiscal year					
		Beginning Fund Balances Forward*	1,592,028.60	1,590,760.53	1,638,430.62
		Revenues	56,232.59	59,809.79	41,700.00
		Expenditures	(30,270.05)	(23,061.77)	(39,600.00)
		NET Revenues vs. Expenditures	25,962.54	36,748.02	2,100.00
Approved 7/15/2015		Ending Fund Balance Expected	\$1,617,991.14	\$1,627,508.55	\$1,640,530.62

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2015	ORIGINAL	DECEMBER 2015	JANUARY 2016	FEBRUARY 2016	02/29/2016	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269									
Revenues									
Dept 000.00-treasury									
Interest income									
269-000.00-664.000	Interest on investments	24,270.10	15,000.00	1,862.69	1,637.61	0.00	12,976.67	(12,976.67)	100.00
269-000.00-664.500	Unrealized gain (loss) on investmen	7,426.03	5,000.00	(2,047.17)	7,947.26	0.00	9,948.69	(9,948.69)	100.00
	Interest income	31,696.13	20,000.00	(184.48)	9,584.87	0.00	22,925.36	(22,925.36)	100.00
Donations									
269-000.00-665.230	Collections/Materials Revenue	1,733.00	0.00	0.00	0.00	0.00	411.35	2,088.65	16.45
269-000.00-665.231	Buildings/Ground/ Furniture Reven	15,867.02	0.00	2,255.00	0.00	0.00	5,150.71	18,849.29	21.46
269-000.00-665.232	Programming Revenue	10,421.14	0.00	206.55	1,352.35	300.82	13,021.66	(1,821.66)	116.26
269-000.00-665.233	Technology Library Revenue	810.00	0.00	0.00	409.00	0.00	409.00	1,591.00	20.45
269-000.00-665.234	Undesignated Misc Donations	3,500.00	12,000.00	212.09	0.00	0.00	3,212.09	(1,212.09)	160.60
	Donations	32,331.16	12,000.00	2,673.64	1,761.35	300.82	22,204.81	19,495.19	53.25
	Total Dept 000.00-treasury	64,027.29	32,000.00	2,489.16	11,346.22	300.82	45,130.17	(3,430.17)	108.23
	TOTAL Revenues	64,027.29	32,000.00	2,489.16	11,346.22	300.82	45,130.17	(3,430.17)	108.23
Expenditures									
Dept 000.00-treasury									
Supplies									
269-000.00-742.230	Collections/Materials Expense	1,222.98	5,000.00	0.00	0.00	0.00	187.13	1,712.87	9.85
269-000.00-742.231	Buildings/Ground/ Furniture Expens	15,188.00	18,000.00	0.00	0.00	0.00	4,513.11	23,986.89	15.84
269-000.00-742.232	Programming Expense	6,693.56	3,000.00	0.00	20.11	463.07	13,102.07	(7,402.07)	229.86
269-000.00-742.233	Technology Library Expense	104.95	4,000.00	0.00	4,465.00	(3,500.00)	965.00	2,035.00	32.17
269-000.00-742.234	Undesignated Misc	1,880.58	2,000.00	373.12	0.00	0.00	2,259.57	(1,759.57)	451.91
	Supplies	25,090.07	32,000.00	373.12	4,485.11	(3,036.93)	21,026.88	18,573.12	53.10
Other services and charges									
269-000.00-802.100	Bank Service Charges	92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other services and charges	92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Dept 000.00-treasury	25,182.56	32,000.00	373.12	4,485.11	(3,036.93)	21,026.88	18,573.12	53.10
	TOTAL Expenditures	25,182.56	32,000.00	373.12	4,485.11	(3,036.93)	21,026.88	18,573.12	53.10
Fund 269 - LIBRARY CONTRIBUTION 269:									
	TOTAL REVENUES	64,027.29	32,000.00	2,489.16	11,346.22	300.82	45,130.17	(3,430.17)	1,147.78
	TOTAL EXPENDITURES	25,182.56	32,000.00	373.12	4,485.11	(3,036.93)	21,026.88	18,573.12	1,147.78
	NET OF REVENUES & EXPENDITURES	38,844.73	0.00	2,116.04	6,861.11	3,337.75	24,103.29	(22,003.29)	1,147.78
	TOTAL REVENUES - ALL FUNDS	2,734,179.10	2,705,181.00	10,228.30	41,839.84	11,605.11	2,767,001.89	(52,120.89)	
	TOTAL EXPENDITURES - ALL FUNDS	2,821,887.34	3,119,745.00	190,282.11	224,487.98	156,858.44	1,773,576.10	1,353,768.90	
	NET OF REVENUES & EXPENDITURES	(87,708.24)	(414,564.00)	(180,053.81)	(182,648.14)	(145,253.33)	993,425.79	(1,405,889.79)	

03/10/2016	BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 02/29/2016	
GL Number	Description	Balance

Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	7,952.31
268-000.00-017.000	Investments - Pooled	2,711,409.64
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	30,474.68
	Total Assets	2,750,336.63
*** Liabilities ***		
268-000.00-202.000	Accounts payable	28,942.71
268-000.00-215.200	Unemployment insurance liability	2,590.40
268-000.00-259.702	Accrued liabilities-tax	29,558.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	61,591.11
*** Fund Balance ***		
268-000.00-390.000	Fund balance	1,719,423.02
	Total Fund Balance	1,719,423.02
	Beginning Fund Balance	1,719,423.02
	Net of Revenues VS Expenditures	969,322.50
	Ending Fund Balance	2,688,745.52
	Total Liabilities And Fund Balance	2,750,336.63

Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	13,386.85
269-000.00-017.000	Investments - Pooled	1,645,249.77
	Total Assets	1,658,636.62
*** Liabilities ***		
269-000.00-202.000	Accounts payable	4,928.07
	Total Liabilities	4,928.07
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,520,729.99
269-000.00-390.230	Fund Balance Collections/Materials	34,194.01
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	53,575.69
269-000.00-390.232	Fund Balance Programming	14,300.52
269-000.00-390.233	Fund BalanceTechnology Library	6,805.05
	Total Fund Balance	1,629,605.26
	Beginning Fund Balance	1,629,605.26
	Net of Revenues VS Expenditures	24,103.29
	Ending Fund Balance	1,653,708.55
	Total Liabilities And Fund Balance	1,658,636.62

Director's Report by Julie Farkas

Confirmation of the 2017 Library Board meetings

January 26, 2017
February 23, 2017
March 23, 2017
April 27, 2017
May 25, 2017
June 22, 2017
July 27, 2017
August 24, 2017
September 28, 2017
October 26, 2017
November 15, 2017
December 20, 2017

Money Smart Week project

8,000 free books arrived at the Library on March 2, 2016. As a partner in Money Smart Week, the Novi Library was the distribution site for hundreds of book orders from MI libraries for the upcoming week-long event April 24th-30th. Special thanks to the Support Services team, Facilities Team, TLN Delivery and 3 volunteers from Community Financial Credit Union for helping with the packing of the books for delivery.

Supporting Literacy

I had the pleasure of meeting with Superintendent Steve Matthews and Preschool Coordinator Ann Hanson from Novi Community School District to see the plans and hear about the new preschool building that will be opening on Taft Road in late August. The library is interested in being a community partner for outreach and learning at the building. Two library staff members will be attending a workshop in late March on the topic of Every Child Ready to Read and we hope to bring library expertise to the preschool program on an on-going basis beginning in fall 2016.

Memorandum of Understanding with City of Novi Parks & Recreation for Van Usage

Bill Bembeneck and I met with Jessica Mistak from the City of Novi Parks Dept. to discuss the joint usage of the City of Novi van. A MOU has been written up between the Parks Dept. and the Library pertaining to usage. See information attached.

Out and About in Novi and Library Profession:

Rotary: 2/18, 2/25, 3/1, 3/3
MLA Meetings: 2/22, 3/2
City of Novi Leadership mtgs.: 2/23, 3/1, 3/8
Community Development Ribbon Cutting: 2/29
Feed the Need summer program mtg.: 3/2
Historical Commission mtg.: 3/2
Youth Assistance Bowl A Thon: 3/5
NLA Director mtg.: 3/7
DSLRT mtg. in Redford: 3/11
Battle of the Books event: 3/12

Email from Adam Wayne
Date: Monday, February 29, 2016
Re: Library Entrance

Julie,

Please see the schedule prepared by our consultant for widening the Library Entrance:

Bid Set Documents Complete:	By March 22nd
City to post Advertisement on MITN:	On March 25th
Plans Available for Contract Pick-up:	On March 28th
Bid Opening:	April 21st, (10:00am – City of Novi)
Recommendation Letter to City:	by April 28th
Council Award:	May 9th
Executed Contracts Review/Finalize:	May 10th – June 3rd
Submittals:	June 6th – June 17th
Start Construction:	June 20th
Substantial Completion:	July 13th (base bid) or July 20th (alternate bid)
Final Completion:	July 21st (base bid) or July 28th (alternate bid)

Let me know if you have any questions or would like to discuss any phases of the design and construction process.

Best regards,

Adam



Adam Wayne | Civil Engineer

City of Novi | Department of Public Services

Field Services Complex | 26300 Lee BeGole Drive | Novi, MI 48375

t: 248.735.5648 f: 248.735.5659

cityofnovi.org | InvestNovi.org

To receive monthly e-news from Novi or follow us on Facebook, [click here](#).

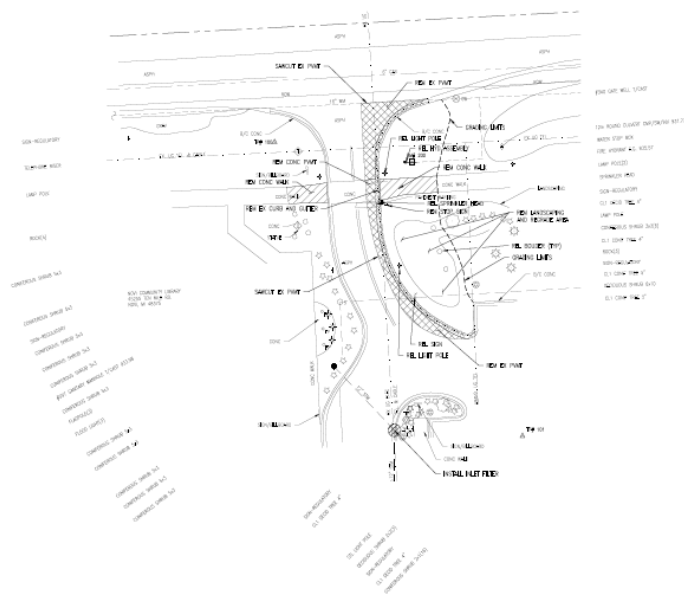
Probable Construction Costs at 90% stage by OHM

- A.** Base Option: \$80,630.00
- B.** Alternative Option: \$98,925.00

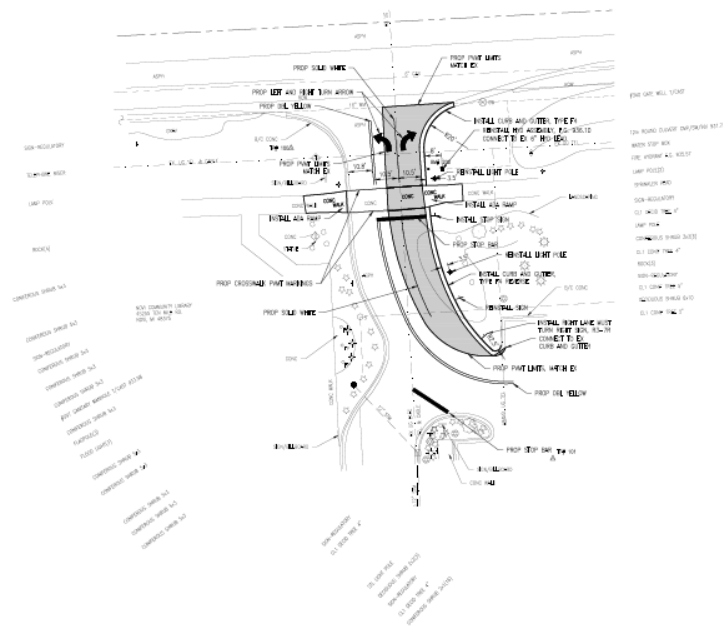
The Library committed to \$38,500 in the 2015-2016 budget

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

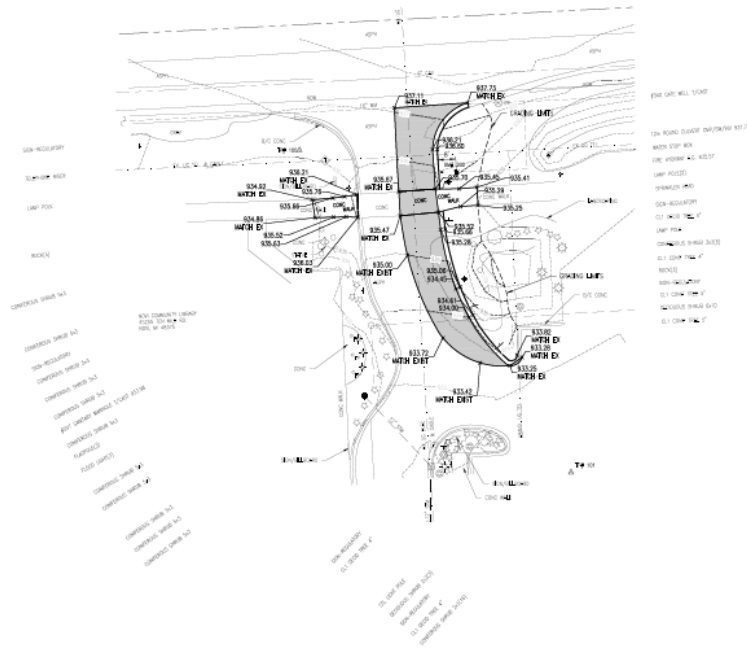
W 10 MILE ROAD (93' R.O.W.)



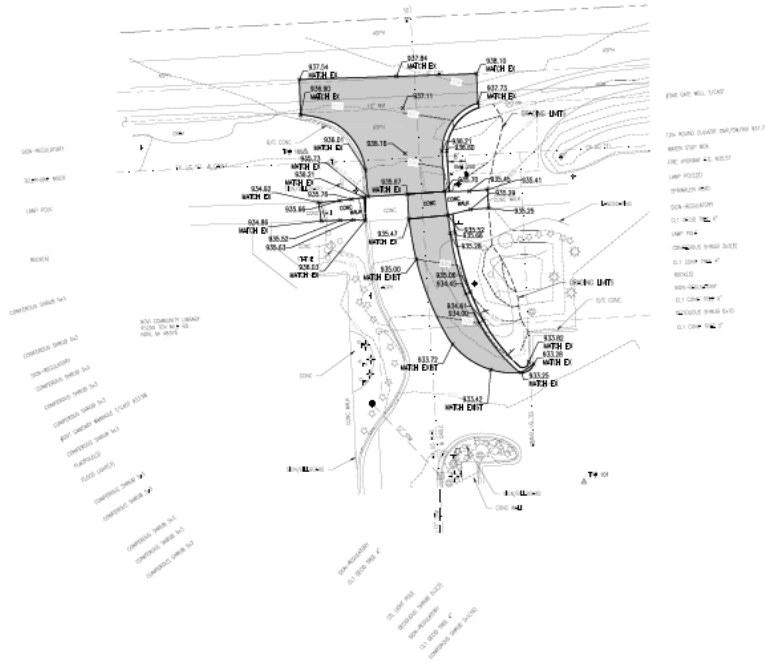
W 10 MILE ROAD
(93' R.O.W.)



W 10 MILE ROAD
(93' R.O.W.)



W 10 MILE ROAD
(93' R.O.W.)



MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CITY OF NOVI PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT
AND THE
NOVI PUBLIC LIBRARY

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the **City of Novi Parks, Recreation and Cultural Services Department (PRCS) and the Novi Public Library (Library)** to provide an agreement for use, maintenance and service under which both parties agree to mutually operate the 2007 Ford E250 VIN 1FTNE24W27DA26278 (Van).

II. SUBJECT: This Memorandum of Understanding concerns vehicle use and maintenance of the PRCS's 2007 Ford E250 VIN 1FTNE24W27DA26278 used by the Library.

The parties agree as follows:

Novi PRCS Agrees to Provide:

- All labor, parts and outsourced services related to routine, breakdown and preventative maintenance. Repairs related to accidents and abuse is the responsibility of the party operating the van when the accident or abuse occurred.
- Preventative and breakdown maintenance.
- Management of accident and abuse related repairs in conjunction with Library staff.
- Tire maintenance, replacement and repairs.
- Service and breakdown support.
- All service and repairs will be coordinated between PRCS and the Library.

The Novi Library Agree to:

- Pay for all van fuel.
- Submit monthly mileage to Novi PRCS.
- Allow Novi PRCS to use the Van as requested.
- Responsible for the cost of repairs if an accident, abuse, or neglect takes place when the van is used by library staff or volunteers.
- Report any abuse or accidents that may happen within 24 hours of the occurrence.
- Ensure drivers using the van are properly licensed.
- Periodically check the condition of the Van and notify PRCS if maintenance is needed.


III. DURATION AND TERMINATION

The initial term of this agreement is twelve months (12) months upon approval by both the Novi Parks, Recreation and Cultural Services Department and the Novi Library. Upon mutual agreement to extend this agreement at least 60 days prior to the conclusion of each 12-month term thereafter, the agreement will automatically renew for an additional 12 months.

Either party may cancel this agreement by providing 60 days written notice to the other party of their desire to cancel. Upon termination, any outstanding charges, provided they are not in dispute, will be remitted to the City of Novi PRCS Department as agreed. The Library will be allowed to retrieve any tools or equipment from the van that is used by the Novi Public Library.

IV. STATEMENT OF MUTUAL COOPERATION:

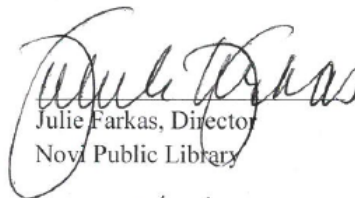
Both Parties agree this MOU represents a partnership between the Novi PRCS and the Novi Library, and as such, circumstances may arise that are not covered by this agreement. Should that occur, both parties agree to negotiate in good faith and in the spirit of mutual cooperation to resolve/settle these matters amicably.



Jeff Muck, Director
Novi Parks, Recreation and Cultural Services

Date: 3/9/16

Witness



Julie Farkas, Director
Novi Public Library

Date: 3/11/16

Witness



CITY of NOVI CITY COUNCIL

**Agenda Item I
March 14, 2016**

SUBJECT: Approval of resolution authorizing the issuance of 2016 Unlimited Tax General Obligation Library Refunding Bonds.

SUBMITTING DEPARTMENT: Finance

CITY MANAGER APPROVAL: 

BACKGROUND INFORMATION:

In November 2015, one of the City's financial advisors reached out to the Finance Department regarding the possibility of advance refunding the City's 2008 Unlimited Tax General Obligation Library Bonds. The Library bonds are the last remaining bonds that the City has not previously refunded. The bond is not callable until 2018; however, the City has the opportunity to "advance refund" by setting the necessary funds aside in an escrow account until 2018 which will provide substantial savings. The savings from this advance refunding will be passed along to residents as this is a voted debt millage.

The City currently owes \$13,250,000 on the Library bonds. Principal payments are due October 1st of each year with the next payment being due October 1, 2016 and the bond maturing on October 1, 2027. Back in November 2015, the estimated cash savings from the refunding was approximately \$642,000. With the City's upgraded bonding rating of AAA and the current lower interest rates, the cash savings is now estimated to be \$1,148,000 or \$95,500 annually.

The advance refunding would result in an annual reduction of approximately .032 mills and would drop the amount levied in tax year 2016 from .4566 mills to .4246 mills. We would recommend moving forward with advance refinancing the Library bonds as quickly as possible to take advantage of the low interest rates as interest rates can and do change. The advance refunding process is expected to take 45-60 days.

RECOMMENDED ACTION: Approval of resolution authorizing the issuance of 2016 Unlimited Tax General Obligation Library Refunding Bonds.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Burke				
Council Member Casey				

	1	2	Y	N
Council Member Markham				
Council Member Mutch				
Council Member Wrobel				

MEMORANDUM



TO: PETE AUGER, CITY MANAGER
FROM: CARL JOHNSON, CFO
SABRINA LILLA, SENIOR FINANCIAL ANALYST
SUBJECT: BOND REFUNDING OPPORTUNITY
DATE: MARCH 7, 2016

In November 2015, one of the City's financial advisors, The PFM Group ("PFM"), reached out to the Finance Department regarding the possibility of advance refunding the City's 2008 Unlimited Tax General Obligation Library Bonds. The Library bonds are the last remaining bonds that the City has not previously refunded. The bond is not callable until 2018; however, the City has the opportunity to "advance refund" by setting the necessary funds aside in an escrow account until 2018 which will provide substantial savings. The savings from this advance refunding will be passed along to residents as this is a voted debt millage.

The City currently owes \$13,250,000 on the Library bonds. Principal payments are due October 1st of each year with the next payment being due October 1, 2016 and the bond maturing on October 1, 2027. Back in November 2015, the estimated cash savings from the refunding was approximately \$642,000. With the City's upgraded bonding rating of AAA and the current lower interest rates, the cash savings is now estimated to be \$1,148,000 or \$95,500 annually (see attached).

This is a significant savings that would result in savings to each and every taxpayer. The advance refunding would result in an annual reduction of approximately .032 mills and would drop the amount levied in fiscal year 2016 from .4566 mills to .4246 mills. We would recommend moving forward with The PFM Group as our financial advisors and advance refinancing the Library bonds as quickly as possible to take advantage of the low interest rates as interest rates can and do change. PFM has indicated City of Novi bonds would be very attractive to investors and these bonds, with AAA rating, should do very well in the market. The advance refunding process is expected to take 45-60 days. PFM has worked with the City in the past and has the experience, qualifications and resources to enhance the overall savings to the City. The first step in moving forward with the advance refunding would be to get City Council approval of a refunding resolution which will be presented at the March 14, 2016 meeting.

SAVINGS

City of Novi, Michigan
County of Oakland, State of Michigan
2016 Unlimited Tax General Obligation Refunding Library Bonds
(Advance Refund the Series 2008 Unlimited Tax G.O. Library Bonds)
Bank Qualified Rates as of February 10, 2016

Date	Prior Debt Service	Refunding Cash Flow	Savings	Annual Savings	Present Value to 05/01/2016 @ 1.7218303%
05/01/2016		(4,629.69)	4,629.69		4,629.69
10/01/2016	198,750.00	92,000.00	106,750.00	111,379.69	105,990.14
04/01/2017	198,750.00	110,400.00	88,350.00		86,972.35
10/01/2017	198,750.00	190,400.00	8,350.00	96,700.00	8,149.64
04/01/2018	198,750.00	109,600.00	89,150.00		86,268.10
10/01/2018	198,750.00	194,600.00	4,150.00	93,300.00	3,981.57
04/01/2019	198,750.00	108,750.00	90,000.00		85,610.21
10/01/2019	198,750.00	193,750.00	5,000.00	95,000.00	4,715.53
04/01/2020	198,750.00	107,900.00	90,850.00		84,949.76
10/01/2020	198,750.00	197,900.00	850.00	91,700.00	788.01
04/01/2021	198,750.00	107,000.00	91,750.00		84,332.99
10/01/2021	973,750.00	972,000.00	1,750.00	93,500.00	1,594.80
04/01/2022	179,375.00	98,350.00	81,025.00		73,209.03
10/01/2022	1,179,375.00	1,168,350.00	11,025.00	92,050.00	9,876.46
04/01/2023	158,125.00	87,650.00	70,475.00		62,594.32
10/01/2023	1,408,125.00	1,382,650.00	25,475.00	95,950.00	22,433.19
04/01/2024	131,562.50	74,700.00	56,862.50		49,645.51
10/01/2024	1,381,562.50	1,344,700.00	36,862.50	93,725.00	31,909.20
04/01/2025	105,000.00	62,000.00	43,000.00		36,904.27
10/01/2025	1,605,000.00	1,552,000.00	53,000.00	96,000.00	45,098.40
04/01/2026	72,187.50	47,100.00	25,087.50		21,165.07
10/01/2026	1,572,187.50	1,502,100.00	70,087.50	95,175.00	58,624.62
04/01/2027	39,375.00	25,275.00	14,100.00		11,693.26
10/01/2027	1,789,375.00	1,710,275.00	79,100.00	93,200.00	65,038.45
	12,582,500.00	11,434,820.31	1,147,679.69	1,147,679.69	1,046,174.59

Savings Summary

PV of savings from cash flow	1,046,174.59
Net PV Savings	1,046,174.59

UNREFUNDED BOND DEBT SERVICE

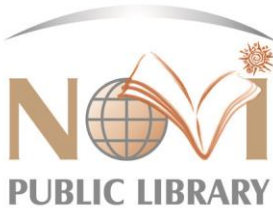
City of Novi, Michigan
County of Oakland, State of Michigan
2016 Unlimited Tax General Obligation Refunding Library Bonds
(Advance Refund the Series 2008 Unlimited Tax G.O. Library Bonds)
Bank Qualified Rates as of February 10, 2016

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/01/2016	750,000	4.000%	90,625	840,625	840,625
04/01/2017			75,625	75,625	
10/01/2017	750,000	4.000%	75,625	825,625	901,250
04/01/2018			60,625	60,625	
10/01/2018	750,000	4.000%	60,625	810,625	871,250
04/01/2019			45,625	45,625	
10/01/2019	750,000	4.000%	45,625	795,625	841,250
04/01/2020			30,625	30,625	
10/01/2020	1,000,000	5.000%	30,625	1,030,625	1,061,250
04/01/2021			5,625	5,625	
10/01/2021	225,000	5.000%	5,625	230,625	236,250
	4,225,000		526,875	4,751,875	4,751,875

BOND DEBT SERVICE

City of Novi, Michigan
County of Oakland, State of Michigan
2016 Unlimited Tax General Obligation Refunding Library Bonds
(Advance Refund the Series 2008 Unlimited Tax G.O. Library Bonds)
Bank Qualified Rates as of February 10, 2016

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/01/2016			92,000	92,000	92,000
04/01/2017			110,400	110,400	
10/01/2017	80,000	2.000%	110,400	190,400	300,800
04/01/2018			109,600	109,600	
10/01/2018	85,000	2.000%	109,600	194,600	304,200
04/01/2019			108,750	108,750	
10/01/2019	85,000	2.000%	108,750	193,750	302,500
04/01/2020			107,900	107,900	
10/01/2020	90,000	2.000%	107,900	197,900	305,800
04/01/2021			107,000	107,000	
10/01/2021	865,000	2.000%	107,000	972,000	1,079,000
04/01/2022			98,350	98,350	
10/01/2022	1,070,000	2.000%	98,350	1,168,350	1,266,700
04/01/2023			87,650	87,650	
10/01/2023	1,295,000	2.000%	87,650	1,382,650	1,470,300
04/01/2024			74,700	74,700	
10/01/2024	1,270,000	2.000%	74,700	1,344,700	1,419,400
04/01/2025			62,000	62,000	
10/01/2025	1,490,000	2.000%	62,000	1,552,000	1,614,000
04/01/2026			47,100	47,100	
10/01/2026	1,455,000	3.000%	47,100	1,502,100	1,549,200
04/01/2027			25,275	25,275	
10/01/2027	1,685,000	3.000%	25,275	1,710,275	1,735,550
	9,470,000		1,969,450	11,439,450	11,439,450



DRAFT 3D Printer Policy

The purpose of the 3D printer is to provide the community with access to emerging technology that encourages the design and creation of innovative projects. The following policy establishes the guidelines by which the 3D printer can be used.

- 1.** The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the 3D printer to create material that is:
 - a.** Prohibited by local, state or federal law.
 - b.** Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c.** Obscene, sexually explicit or otherwise inappropriate.
 - d.** In violation of another's intellectual property rights.

- 2.** The Library reserves the right to:
 - a.** Refuse any 3D print request.
 - b.** Review and approve all materials before printing. If there is a problem with the design and/or production, the patron will be informed. The Library cannot guarantee that a print job will be completed within a particular time frame.
 - c.** Stop printing a request due to time or printer capabilities.
 - d.** Set a limit as to the maximum amount of time a print job may take.
 - e.** Limit the number of print requests. If there is high demand, the Library will schedule only one print per person per week.

- 3.** NPL is responsible for mechanical equipment failure and will reprint an object at no additional charge whenever possible should failure occur.

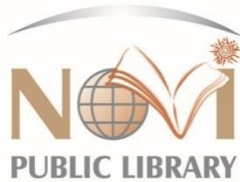
- 4.** Patrons will not receive a replacement print job if dissatisfied with color, scale, quality, design, or other options within the patron's control.

- 5.** Items printed on the 3D printer must be picked up by the individual who submitted the 3D Printer Request Form within seven days of being notified via email or the item will become the property of the Library.

- 6.** Reprints or additional copies of items must be requested within ten days of email notification, otherwise, a new 3D Printer Request Form and file will need to be submitted.

- 7.** Only designated Library staff and volunteers will have hands-on access to the 3D printer.

03-16-2016



3D PRINTER PROCEDURES

Only one file may be submitted at a time for printing. Objects must fit within the printer's build space of 9.56"W x 9.06"H x 10.6"D or 24.29cm W x 23cm H x 27.04cm D.

The project file:

- must be in .stl file format
- be no larger than 50MB
- name must follow the NPL name convention: LastName-FirstName-ObjectName.stl

Approval and payment of the total fee must be made before the item will be printed.

- 15¢ per gram for PLA/ABS filament with a minimum charge of \$1.00.
- Jobs taking more than one hour will incur a fee of 25¢ per additional 30 minute increment.

1. Attach your completed "3D Printer Request Form" which is available on the Library's website under "Resources/3D Printer" and your file to an email addressed to NoviPublicLibrary3D@gmail.com. You will be notified within 72 hours of the fees for materials and print time.
2. If you would like to proceed with your print job after receiving the email containing the total fee, submit payment through your "My Account" login, check the "Fee approval and print authorization YES" box and enter the amount paid on the form, then email the form to NoviPublicLibrary3D@gmail.com.
3. To submit payment, log into your "My Account" on our homepage, www.novilibrary.org, and click on the "Fines" tab. The fee for the 3D print will be listed under "Fines" and can be paid by clicking the PayPal button.
4. Once payment is made, and we have received your 3D Printer Request Form with a check in the "Fee approval and print authorization YES" box, your item will be added to the print queue.
5. Patrons will be notified via email when their item is ready to be picked up. Items must be picked up at the Check-out Desk by the individual who submitted the 3D Printer Request Form within seven days of being notified or the item becomes the property of the Library.
6. NPL is responsible for mechanical equipment failure and will reprint an object at no additional charge whenever possible should failure occur.
7. Patrons will not receive a replacement print job if dissatisfied with color, scale, quality, design, or other options within the patron's control.



8. Reprints or additional copies of items must be requested within ten days of email notification, otherwise, a new 3D Printer Request Form and file will need to be submitted.

Please note that procedures governing the use of the Library's 3D printer are subject to change.

3-16-2016

3D Printer PLA Filament Fee by Weight (in grams) - rounded up to the nearest 0.5 gram											
Weight	Fee	Weight	Fee	Weight	Fee	Weight	Fee	Weight	Fee	Weight	Fee
1.0	\$0.15	19.5	\$2.93	38.0	\$5.70	56.5	\$8.48	75.0	\$11.25	93.5	\$14.03
1.5	\$0.23	20.0	\$3.00	38.5	\$5.78	57.0	\$8.55	75.5	\$11.33	94.0	\$14.10
2.0	\$0.30	20.5	\$3.08	39.0	\$5.85	57.5	\$8.63	76.0	\$11.40	94.5	\$14.18
2.5	\$0.38	21.0	\$3.15	39.5	\$5.93	58.0	\$8.70	76.5	\$11.48	95.0	\$14.25
3.0	\$0.45	21.5	\$3.23	40.0	\$6.00	58.5	\$8.78	77.0	\$11.55	95.5	\$14.33
3.5	\$0.53	22.0	\$3.30	40.5	\$6.08	59.0	\$8.85	77.5	\$11.63	96.0	\$14.40
4.0	\$0.60	22.5	\$3.38	41.0	\$6.15	59.5	\$8.93	78.0	\$11.70	96.5	\$14.48
4.5	\$0.68	23.0	\$3.45	41.5	\$6.23	60.0	\$9.00	78.5	\$11.78	97.0	\$14.55
5.0	\$0.75	23.5	\$3.53	42.0	\$6.30	60.5	\$9.08	79.0	\$11.85	97.5	\$14.63
5.5	\$0.83	24.0	\$3.60	42.5	\$6.38	61.0	\$9.15	79.5	\$11.93	98.0	\$14.70
6.0	\$0.90	24.5	\$3.68	43.0	\$6.45	61.5	\$9.23	80.0	\$12.00	98.5	\$14.78
6.5	\$0.98	25.0	\$3.75	43.5	\$6.53	62.0	\$9.30	80.5	\$12.08	99.0	\$14.85
7.0	\$1.05	25.5	\$3.83	44.0	\$6.60	62.5	\$9.38	81.0	\$12.15	99.5	\$14.93
7.5	\$1.13	26.0	\$3.90	44.5	\$6.68	63.0	\$9.45	81.5	\$12.23	100.0	\$15.00
8.0	\$1.20	26.5	\$3.98	45.0	\$6.75	63.5	\$9.53	82.0	\$12.30	100.5	\$15.08
8.5	\$1.28	27.0	\$4.05	45.5	\$6.83	64.0	\$9.60	82.5	\$12.38	101.0	\$15.15
9.0	\$1.35	27.5	\$4.13	46.0	\$6.90	64.5	\$9.68	83.0	\$12.45	101.5	\$15.23
9.5	\$1.43	28.0	\$4.20	46.5	\$6.98	65.0	\$9.75	83.5	\$12.53	102.0	\$15.30
10.0	\$1.50	28.5	\$4.28	47.0	\$7.05	65.5	\$9.83	84.0	\$12.60	102.5	\$15.38
10.5	\$1.58	29.0	\$4.35	47.5	\$7.13	66.0	\$9.90	84.5	\$12.68	103.0	\$15.45
11.0	\$1.65	29.5	\$4.43	48.0	\$7.20	66.5	\$9.98	85.0	\$12.75	103.5	\$15.53
11.5	\$1.73	30.0	\$4.50	48.5	\$7.28	67.0	\$10.05	85.5	\$12.83	104.0	\$15.60
12.0	\$1.80	30.5	\$4.58	49.0	\$7.35	67.5	\$10.13	86.0	\$12.90	104.5	\$15.68
12.5	\$1.88	31.0	\$4.65	49.5	\$7.43	68.0	\$10.20	86.5	\$12.98	105.0	\$15.75
13.0	\$1.95	31.5	\$4.73	50.0	\$7.50	68.5	\$10.28	87.0	\$13.05	105.5	\$15.83
13.5	\$2.03	32.0	\$4.80	50.5	\$7.58	69.0	\$10.35	87.5	\$13.13	106.0	\$15.90
14.0	\$2.10	32.5	\$4.88	51.0	\$7.65	69.5	\$10.43	88.0	\$13.20	106.5	\$15.98
14.5	\$2.18	33.0	\$4.95	51.5	\$7.73	70.0	\$10.50	88.5	\$13.28	107.0	\$16.05
15.0	\$2.25	33.5	\$5.03	52.0	\$7.80	70.5	\$10.58	89.0	\$13.35	107.5	\$16.13
15.5	\$2.33	34.0	\$5.10	52.5	\$7.88	71.0	\$10.65	89.5	\$13.43	108.0	\$16.20
16.0	\$2.40	34.5	\$5.18	53.0	\$7.95	71.5	\$10.73	90.0	\$13.50	108.5	\$16.28
16.5	\$2.48	35.0	\$5.25	53.5	\$8.03	72.0	\$10.80	90.5	\$13.58	109.0	\$16.35
17.0	\$2.55	35.5	\$5.33	54.0	\$8.10	72.5	\$10.88	91.0	\$13.65	109.5	\$16.43
17.5	\$2.63	36.0	\$5.40	54.5	\$8.18	73.0	\$10.95	91.5	\$13.73	110.0	\$16.50
18.0	\$2.70	36.5	\$5.48	55.0	\$8.25	73.5	\$11.03	92.0	\$13.80	110.5	\$16.58
18.5	\$2.78	37.0	\$5.55	55.5	\$8.33	74.0	\$11.10	92.5	\$13.88	111.0	\$16.65
19.0	\$2.85	37.5	\$5.63	56.0	\$8.40	74.5	\$11.18	93.0	\$13.95	111.5	\$16.73

3D Printer Additional Time in Hours Fee Chart							
Actual	Fee	Actual	Fee	Actual	Fee	Actual	Fee
1.5	\$0.25	6.0	\$2.50	10.5	\$4.75	15.0	\$7.00
2.0	\$0.50	6.5	\$2.75	11.0	\$5.00	15.5	\$7.25
2.5	\$0.75	7.0	\$3.00	11.5	\$5.25	16.0	\$7.50
3.0	\$1.00	7.5	\$3.25	12.0	\$5.50	16.5	\$7.75
3.5	\$1.25	8.0	\$3.50	12.5	\$5.75	17.0	\$8.00
4.0	\$1.50	8.5	\$3.75	13.0	\$6.00	17.5	\$8.25
4.5	\$1.75	9.0	\$4.00	13.5	\$6.25	18.0	\$8.50
5.0	\$2.00	9.5	\$4.25	14.0	\$6.50	18.5	\$8.75
5.5	\$2.25	10.0	\$4.50	14.5	\$6.75	19.0	\$9.00

Information Services Highlights from the Month of January by April Stevenson

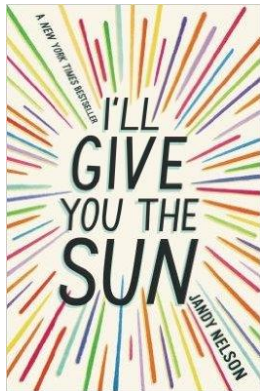
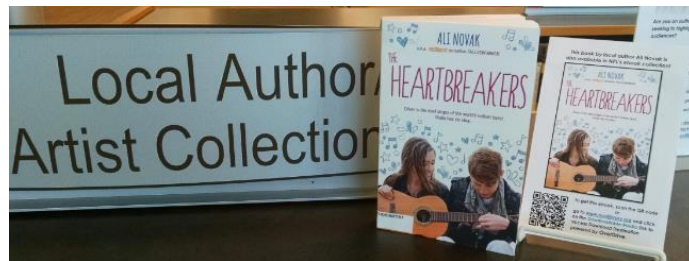
~The Information Services Department put on 98 programs.

~Evan Smale and Christina Salvatore were panelists for a podcast presentation on the Library's mobile app.

~Mary Storch is currently working on a survey that will go out in the early spring to our outreach facilities to solicit feedback from our older adults regarding library services.

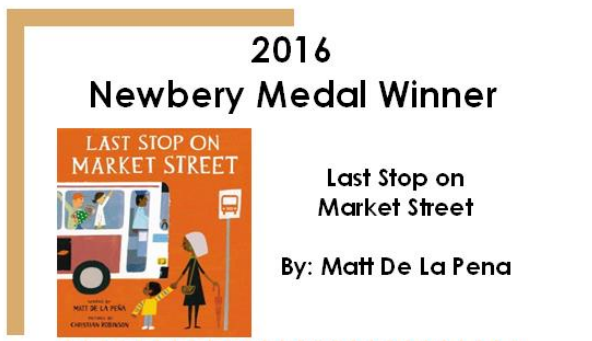
~Kathleen Alberga and Emily Brush visited Village Oaks Elementary for a preschool story time.

~Our Local Author collection is now adding e-books. Signage marketing our first book has been placed in the Local Author/Artist Collection area.



~Our Teen Book Club kicked off this month. Community Financial Representatives were there to present the large size check from their grant. The first book chosen by the students will be *I'll Give You the Sun* by Jandy Nelson. In addition, the owner of Dunkin' Donuts (Ten Mile and Haggerty) kindly donated donuts for the kick off meeting, and will be supplying coupons this summer for a free kid's ice cream cone.

~The Newbery Award brochure has been updated. This year' winner is Last Stop on Market Street By: Matt De La Pena.



~Betty Lang has been transferring old oral histories, produced by SWOCC, from VHS to DVD to be made available on our website via the Local History page.

~We have completed a survey directed mainly at audiobook users regarding moving audiobooks upstairs and large print books downstairs. This is in response to comments regarding the distance of the large print collection in its current location from the entrance. Also, the lighting in the current large print area makes it difficult for low-vision patrons. A similar survey question was placed on the large Information Services survey that was completed in the fall.

~Youth series books are being moved into the youth fiction. They will be under the series name if the series has multiple authors or under the author's name if the series has one author. Signage indicating the new area for each series is currently being placed.



~Lindsay Fricke has created a new Tween collection. This will be emerging where the youth series books were previously. Appropriate titles have been pulled from both the young adult area and the youth fiction area to form this new collection. These titles are of high interest to a segment of the population that often times are no longer comfortable in youth fiction, but not quite ready for young adult.

~Battle of the Books is coming up, Saturday, March 12th, 1:00 pm @ the Novi Civic Center. We have 11 teams that will be showing off their reading skills and the excellent team work that has brought them this far. Join us!

~An Activity Director of a local senior residence facility has started bringing memory loss residents to the library on a monthly basis. They are reading, using our Bifolkal kits and having lunch.

~Mary Robinson created a how-to handout on our Odilo service, as well as, signage showing which Grammy winners are available on Freegal.

February Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Get Inspired with Pinterest
- Priceless Photo Preservation
- Scrapbook For A Cause
- Make Your Resume Work for You
- Novi Concert Band performance
- Hands-On Intermediate Genealogy
- Our Audiobook Display included Romance titles
- Our second floor display was "What Have You "Red" Lately."



February Tween/Teen Programs & displays

- Chinese New Year Celebration
- Pizza Taste Fest
- Teen Book Club
- TAB Meeting
- Teen Chocolate Party
- Resume Writing Workshop
- Teen Stop Displays: 2016 Best Fiction for Young Adults, 2016 Top 10 YALSA Books, & the TAB members have their New Year's Resolutions on display as well.

February Youth Programs & Displays

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

- International Story Times: Spanish, Hindi, Chinese, Russian, Japanese, Korean, & Tamil
- Get Mobbed with Minecraft
- Stay in Your PJ's Movie Day
- Flying Friends (Bird Feeder program)
- Beat the Winter Blues Beach Party
- Family Story Time
- Bright Loritos Spanish Story Time
- Our Youth Non-Fiction Display featured books about the Chinese New Year, the country of China, and African-American History.
- Our Youth Feature Display was on African-American History
- Our Picture Book Displays included; Story Time to-go, Great Read-Alouds (in honor of World Read-Aloud Day, February 24th), and Play Date with a Book.
- Our First Floor Information Desk Display was updated to "Books Give You Wings."



Information Technology Report by Barbara Rutkowski

Updates 02-01-2016 through 02-27-2016

1. 50 IT Help Desk tickets were closed.
2. Dominic held 7 Tech Times, 2 iPad Tips and Tricks, 1 VHS to DVD Workshop, 1 Paint.NET Photo Editing, 1 eReader Instruction, 1 Zinio Digital Magazines and 1 Improve Your Typing Skills sessions for the public.
3. We will be increasing our bandwidth to the internet from 50MB to 100MB on Tuesday, 03-01-2016.
4. Rebuild all public vm pools.
5. Deployed a new Adult and Lab workstation desktop which eliminates the MS Office Start-up Questions.
6. Continuing to test the Windows 10 image for the public workstations – we now know seven different configurations that do not work.
7. Testing new image for Support Services workstations with auto-login.
8. Testing new image for VDI server.
9. Prepped seven PColP servers for upgrades.
10. Java on the Minecraft laptops was updated and two new worlds were added to the Minecraft servers: Volcano Town and Washington D.C.
11. Java was updated on several staff workstations in order to access our HVAC software.
12. Restored youth iPad devices three times.
13. Staff installations of MS Office 2013 are now complete.
14. Resolved Welcome Desk login issues.
15. Completed set-up testing of 3D printer.
16. Replaced two public barcode scanners, one public workstation and one Support Services Pearl label printer due to hardware failure.
17. We were able to repair two public terminals and one receipt printer.
18. We are investigating a hardware replacement for our lobby wayfinding device which has failed. Also, our content will now be hosted in-house.
19. Repaired the 1st floor public copier – was not dispensing change.
20. Repaired the 1st floor public copier again – it was not allowing fax/scan as an option.

21. Auctioned some surplus equipment for a total of \$480.
22. Scott distributed information concerning USB drives and keyboard/terminal ports. Use the terminal's USB drive if the patron's thumb drive is over 4GB, is USB type 2.0/3.0 or formatted in NTFS.
23. Due to a low number of responses, the 2016 Patron Technology survey will be available through the end of March. In addition to the [Technology Survey](#) link on our website, paper copies are available at the Circulation Desk and both Reference Desks.
24. Another month without a reported Wi-Fi connection problem.
25. Updated our TLN Member Directory entry.
26. Routine tasks were completed: six Windows updates were installed on the self-checkouts/servers, four definition updates were installed on the M86 filter appliance, six patron print issues were resolved, five staff passwords were reset, two staff laptops were updated, two loaner fobs were issued/returned, one new registration question was added in Events, two staff VM startup issues were resolved, seven staff Outlook desktop/Inboxes were repaired, setup laptop for Support Services' interviews and responded to six event speaker assistance calls.

Support Services Statistics 2015-2016													
	July*	Aug*	Sept*	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	434	479	401	371	312	254	332	294					2,877
Items checked out	79,295	74,019	61,936	65,368	62,011	58,619	65,282	62,645					529,175
Items borrowed	4,800	4,562	4,283	4,681	3,973	4,626	5,018	4,557					36,500
Items loaned	4,942	4,892	4,715	4,832	4,373	4,039	4,914	4,563					37,270
Read Boxes	326	228	245	0	0	0	0	0					799

	February 2016	February 2015		October 2015	October 2014
Library cards issued	294	275			
Total checkouts	62,645	62,073	READ Boxes	Adult 0	9
				Youth 0	50
Items borrowed	TLN 4,518	3,759		Total 0	59
	MeL 39	91			
	4,557	3,850			
Items loaned	TLN 4,499	4,473			
	MeL 64	71			
	4,563	4,544			

May 6 through October 7, 2015 was our third season of of Read Box service in Novi. Lakeshore Park is the original location with Rotary and ITC Parks added in 2014. ITC Park proved to be the most used with Lakeshore coming in a close second.

Read Box Totals May 6 - October 7, 2015:

	2015	2014
Adult	244	212
Youth	1,047	886
Total	1,291	1,098

*Due to a discrepancy in TLN's previous statistics (in red italics below), the statistics above (in italics) reflect the corrected numbers for these months.			
Incorrect Statistics	July	Aug	Sept
Items checked out	<i>79,554</i>	<i>74,310</i>	<i>62,846</i>

Self-Check Totals 2015-16 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
Jul	79,554	56.67%	45,081	10,025	8,678	5,023	7,611	12,073	1,671
Aug	74,310	57.44%	42,681	11,294	2,906	7,603	7,620	11,698	1,560
Sep	62,846	54.83%	34,456	8,578	4,972	4,167	6,467	9,629	643
Oct	65,368	55.82%	36,490	8,548	6,300	3,820	6,646	10,190	986
Nov	62,011	56.69%	35,154	7,815	5,932	3,504	6,594	10,067	1,242
Dec	58,619	52.66%	30,871	7,651	4,829	3,233	5,976	8,190	992
Jan	65,282	54.25%	35,414	8,244	6,251	3,960	6,279	9,451	1,229
Feb	62,645	53.07%	33,244	7,521	5,852	3,300	6,013	9,584	974
Mar									
Apr									
May									
Jun									
FYTD	530,635	55.18%	293,391	69,676	45,720	34,610	53,206	80,882	9,297

Library Usage									
2014-2015 Fiscal Year					2015-2016 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
Jul	41,988	1,400	289	30	Jul	42,588	1,469	280	29
Aug	37,590	1,296	272	29	Aug	34,009	1,134	281	30
Sep	31,986	1,103	275	29	Sep	29,854	1,106	261	27
Oct	36,332	1,172	294	31	Oct	32,524	1,049	291	31
Nov	30,030	1,073	259	28	Nov	33,567	1,157	266	29
Dec	28,625	1,022	264	28	Dec	33,716	1,204	263	28
Jan	30,566	1,019	280	30	Jan	29,989	1,000	278	30
Feb	28,186	1,044	264	27	Feb	29,908	1,031	275	29
Mar	31,116	1,004	292	31	Mar			283	29
Apr	31,008	1,107	272	28	Apr			280	30
May	28,010	1,000	263	28	May			269	28
Jun	36,610	1,262	280	29	Jun			274	29
FYTD	392,047	1,127	3,304	348	FYTD	266,155	1,142	3,301	349

Computer Logins

2014-2015 Fiscal Year						2015-2016 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
Jul	5,620	46,177	3	51,800	1,727	Jul	3,794	74,618	5	78,417	2,704
Aug	4,816	48,923	7	53,746	1,853	Aug	3,607	73,816	6	77,429	2,581
Sep	4,866	49,382	1	54,249	1,871	Sep	3,047	72,714	1	75,762	2,806
Oct	4,167	54,461	2	58,630	1,891	Oct	3,278	71,625	1	74,904	2,416
Nov	4,463	54,338	2	58,803	2,100	Nov	2,154	71,483	1	73,638	2,539
Dec	4,228	47,196	1	51,425	1,837	Dec	2,532	69,924	1	72,457	2,588
Jan	3,395	51,759	2	55,156	1,839	Jan	2,747	63,846	2	66,595	2,220
Feb	2,918	66,156	2	69,076	2,467	Feb	2,639	68,165	5	70,809	2,442
Mar	3,556	68,265	2	71,823	2,317	Mar					
Apr	3,287	61,087	4	64,378	2,299	Apr					
May	2,890	69,463	0	72,353	2,584	May					
Jun	3,637	72,043	1	75,681	2,610	Jun					
FYTD	47,843	689,250	27	737,120	2,112	FYTD	23,798	566,191	22	590,011	2,532

Early Literacy Workstation Usage							
2014-2015 Fiscal Year				2015-2016 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
Jul	1,460	38,035	26	Jul	1,505	37,569	24
Aug	1,297	33,735	26	Aug	1,416	35,537	25
Sep	1,039	23,683	22	Sep	953	20,433	21
Oct	1,005	22,557	22	Oct	938	19,497	20
Nov	995	24,158	24	Nov	869	18,597	21
Dec	953	21,756	22	Dec	841	17,415	20
Jan	971	22,936	23	Jan	904	20,182	22
Feb	962	22,029	22	Feb	866	18,705	21
Mar	1,185	28,393	23	Mar			
Apr	1,026	23,551	22	Apr			
May	901	18,957	21	May			
Jun	1,209	29,678	24	Jun			
FYTD	13,003	309,468	23	FYTD	8,292	187,935	22

Technology Training Sessions 2015-2016 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Typing	Paint.NET	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	3		2		1				5	11	
<i>patrons</i>	3		2		4				5		14
Aug	5	1	2	2	1	1	1		14	27	
<i>patrons</i>	4	3	2	2	8	4	3		14		40
Sep	5	1	2	2		1	1		8	20	
<i>patrons</i>	5	3	2	4		4	1		8		27
Oct	5	1	2	2	1	1	1	1	9	23	
<i>patrons</i>	4	3	2	13	3	3	2	1	9		40
Nov	5		2	1	1			1	3	13	
<i>patrons</i>	5		2	3	0			1	3		14
Dec	5		2	1	1	1			8	18	
<i>patrons</i>	5		2	6	5	4			8		30
Jan	5	1	2	2	1	1	1		6	19	
<i>patrons</i>	4	2	2	3	5	1	2		6		25
Feb	5	1	2	2	1	1	1		3	16	
<i>patrons</i>	4	3	2	7	4	3	2		3		28
Mar											
<i>patrons</i>											
Apr											
<i>patrons</i>											
May											
<i>patrons</i>											
Jun											
<i>patrons</i>											
Sessions	38	5	16	12	7	6	5	2	56	147	
<i>Patrons</i>	34	14	16	38	29	19	10	2	56		218

2015-2016 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts	Active Learners	Completed Classes
Jul	2,036	201	1,030	14,045	43	1
Aug	1,993	218	773	14,748	70	2
Sep	1,872	189	1,022	14,737	98	1
Oct	1,966	207	891	15,534	81	1
Nov	2,289	231	711	14,570	66	2
Dec	2,184	233	874	17,311	58	1
Jan	2,403	245	938	19,682	71	1
Feb	2,273	209	610	13,713	61	8
Mar						
Apr						
May						
Jun						
FYTD	17,016	1,733	6,849	124,340	**	17

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

2015-2016 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,133	1,203	4,336	136
Aug	2,898	1,181	4,079	118
Sep	3,713	966	4,679	96
Oct	2,662	897	3,559	113
Nov	2,728	971	3,699	95
Dec	3,039	1,008	4,047	138
Jan	3,155	1,151	4,306	124
Feb	2,905	993	3,898	85
Mar				
Apr				
May				
Jun				
FYTD	24,233	8,370	32,603	905

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

Meeting Room Rentals					
2014-15 Fiscal Year			2015-16 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
Jul	44	1,234	Jul	21	522
Aug	54	1,810	Aug	47	996
Sep	29	760	Sep	46	960
Oct	36	964	Oct	40	738
Nov	33	890	Nov	31	652
Dec	19	470	Dec	26	425
Jan	22	910	Jan	41	934
Feb	23	656	Feb	43	796
Mar	36	924	Mar		
Apr	31	818	Apr		
May	33	965	May		
Jun	27	765	Jun		
FYTD	387	11,166	FYTD	295	6,023

Library App - 2015-16 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
Jul	36,763	1. Catalog	Jan	44,143	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. Library Locator
		4. Artwork at the Library			4. OverDrive
		5. Events			5. Artwork at the Library
Aug	44,983	1. Catalog	Feb	36,669	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Artwork at the Library			4. Library Locator
		5. Book/DVD Lists			5. Events
Sep	41,040	1. Catalog	Mar		
		2. My Account			
		3. Library Locator			
		4. OverDrive			
		5. Artwork at the Library			
Oct	42,150	1. Catalog	Apr		
		2. My Account			
		3. Library Locator			
		4. OverDrive			
		5. Artwork at the Library			
Nov	36,909	1. Catalog	May		
		2. My Account			
		3. OverDrive			
		4. Library Locator			
		5. Artwork at the Library			
Dec	38,644	1. Catalog	Jun		
		2. My Account			
		3. OverDrive			
		4. Library Locator			
		5. Book/DVD lists			
			Total	321,301	

City of Novi Historical Commission
January 27th, 2016, 7:00 p.m.
Novi Library Local History Room
Minutes for January 2016

Call to Order: 7:00 PM

Attendance: Kathy Crawford, John MacInnis, Tammy Lee Knopp, Rachel Manela, abs: Roger Crownover, & students Roshini, & Meena,

Visitors: Sue Grifor, Julie Farkas, Jim and Laura Paulk

Approval of Agenda January: the agenda was approved,

Additions:

Youth discussion

Announcement: Rachel Manela is the new Member, former HS student member, welcome

Rachel.

Approval of Minutes: November 2015 approved

Minutes from August: Minutes were not submitted

Finance Report: none

Communication: invoice for HC portion of Engage Mag. = \$176.47 approved for payment

Liaison Report: Betty, Feb 11, 18 25, 27 programs at the library. Library Historian will be Kathy Mutch, open hours

Schedule for staffing the LH Room - Brian Golden talk was excellent, 13 attendees

One woman cancelled her talk for personal reasons

Jim and Laura Paulk will staff the next discussion - April talk

Monday Feb 1st, Rachel, Feb 15th, Evening, Tammy,

March 7th, Kathy C, & 14th Evening John R.

Michigan History Conference, in Sterling Hgts March 11 and 12th Michigan in perspective

Discussion on various houses on Taft road, Shaw house etc Paulk will do a report in April 28th.

Ask Ron Campbell to look he is the Oakland County Historical Arch, per Sue Grifor

David Barr book: Disclaimer for permission to own the David Barr book to be able to copy artwork etc Julie will get a document to clarify the situation going forward

Books are on Sale, Moved on closing the contract. Sold 10 Books earned 200 dollars, Fox Run

Kathy Mutch will take on the Presentation of the History of Villa Barr and David Barr,

Someone will need to attend with her to sell the books. Kathy Mutch is coming to the Feb 24th HC meeting to give a report on her new duties.

Budget 2016-2017 total amount \$14,000 see list for details

Move Tammy, second Rachel approved by All

Programs for next Fall, maybe Brian Golden in the fall?

available Detroit Historical Society and Library of Michigan for talks, Tammy to coordinate with Betty

Staffing the LH Room: see the list, JRM, Kathy, Tammy, and JRM again

History Commission Storage Unit: move this to a smaller unit, unit is not being filled. Adequate. Cost is too high

Display cabinet: Sue Grifor was at the woman's night out, Friends Maybury State park display. Paulk Display in March and April for their Talk. Display on African American Women by Rachel Manela

Website update: Kelly resigned from Commission. Rachel to look at the History Commission Website

Need More pictures of projects we are doing.

New Business: selection of Officers, Chairwoman Kathy Crawford, Rachel Manela Secretary going forward.

Youth Discussion: Discussion on the Youth attendance, and Laura Casey City Council

.new information from the youth and follow up. Need follow up with Laura C, Christina with the library using youth information for.

Adjourn

Next Meeting Feb 27th, 2016

Bits and Pieces

Vol. 7 Number 2

February 2016

Join your fellow directors, friends and colleagues as we celebrate a year to enrich, refresh and challenge the status quo of public library service. This year we will focus our meeting and continuing education development with topics ranging from the dramatic decline of librarians in our schools, to a future that builds upon the public library as a civic space, to rewarding ourselves with a realistic approach to personal retirement investment. For many of you, attending one of the following events will be an inaugural experience. We hope you will find value in your attendance and return for more.

March 15 – Plymouth District Library

10:00 AM Steering Committee
11:00 AM Membership Meeting
11:30 AM **Program – All Rise for SchoolRise
Enlightened Teaching for the 21st Century**
Kate Weber – Vice President of Development
Solutions – Seven Steps – Community Engagement – Evaluation
www.SchoolRiseUSA.com

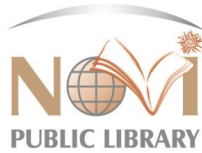
April 13 – Novi Public Library – 10:00 AM to Noon

Michael P. Tyler Lecture with Steven Bell
<http://stevenbell.info>

“Think like Ford” is the challenging title for the inaugural Michael P. Tyler Lecture featuring **Library Journal** contributing editor Steven Bell. Learn the compelling rationale behind the culture shift at Ford when the future is one where automobile manufacturing takes a secondary position to the affirmation that Ford will transform into a mega transportation sector model where cars are subservient to more efficient models of multi-purpose “rides” for people, freight and driverless vehicles. Are we flexible enough, as libraries, to anticipate the wave of change and move ahead of that change or will we be overcome by traditionalism and watch on the sideline as change sweeps by? Bell will address the issues and thinking required to harness and utilize emerging trends to our advantage. Here is your opportunity to confront a real change visionary.

May 17 – Salem-South Lyon District Library

10:00 AM Steering Committee
11:00 AM Membership Meeting
11:30 AM **Program – Are You Gambling With Your Future
Simple Strategies to Build a Retirement Fund on a Limited Income**
Mark J. Woolhiser – President and CEO MBC Investment Consulting
<http://www.mbcinvestmentconsulting.com>



Library Board Calendar

2016

March 16

March 26
March 27

Library Board Regular Meeting

Library Closed
Holiday, Easter, Library Closed

April 10-16

April 20

April

National Library Week

Library Board Regular Meeting
Budget presented to Council, TBD
Money Smart Week @ Library

May

May 8
May 18
May 29
May 30

Library Board – Goal Setting Session, TBD

Mother's Day, Library Closed
Library Board Regular Meeting
Library Closed
Holiday – Memorial Day, Library Closed

June 15

June 15
June 19

Library Board Regular Meeting

Library Director Annual Review
Father's Day, Library Closed

July 4

July 20

Holiday – Independence Day, Library Closed

Library Board Regular Meeting

August – October

August 17

August 19

Community Reads Program

Library Board Regular Meeting
Staff In-Service, Library Closed

September 3

September 4

September 5

September 21

Library Closed

Library Closed

Holiday – Labor Day, Library Closed

Library Board Regular Meeting

October 19

Library Board Regular Meeting

November 8

November

November

November 11

November 16

November 23

November 24

General Election Day

Annual Library Report – City Council Meeting, TBD

Community Read, Library, TBD

Holiday – Veteran's Day – Library Open

Library Board Regular Meeting

Wednesday before Thanksgiving, Library Closes at 5 p.m.

Holiday – Thanksgiving, Library Closed

December 21

December 21

December 23

December 24

December 25

December 30

December 31

Library Board Regular Meeting

Library Director – Mid-year Review

Library Closed

Holiday – Christmas Eve, Library Closed

Holiday – Christmas, Library Closed

Library Closed

Holiday – New Year's Eve, Library Closed

- 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.