



Agenda

Novi Public Library Board of Trustees--Regular Meeting
 Thursday, October 24, 2019
 at 7:00 p.m.
 City of Novi – Council Chambers
 45175 W. Ten Mile Road, Novi, MI 48375

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

1. Call to Order by President, Melissa Agosta
2. Roll Call by Secretary, Kat Dooley
3. Pledge of Allegiance
4. Approval and Overview of Agenda1-4
5. Consent Agenda
 - A. Approval of Regular Meeting Minutes5-12
 - B. Approval of Claims and Warrants 13-16
6. Correspondence
 - A. Oct. 7, 19: Email from: Rob Petty, City of Novi, Re: Novi Special Race Car Move 17
 - B. Oct. 7, 19: Email from: Ceci Marlow, Director at Hartland-Cromaine Library, Re: [all-tln] Novi Public Library International Book Collections Announcement.....17
 - C. Oct. 7, 19: Email from: Library Guest, Jim Vandenberg, Re: Annual birthday promotion email from Novi Library.....17
 - D. Oct. 10, 19: Email from: Nicholas Kristock, Re: Chamber of Commerce Business Blender hosted at NPL..... 18
 - E. Oct. 12, 19: Email from: Melissa Matson, Novi Community School District, Re: Mental Health Program at Novi Middle School (Topic: Anxiety).....18
7. Presentation/Special Guest
 - A. Sue Johnson, President – Friends of Novi Library
8. Public Comment

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

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
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10. President's Report (Melissa Agosta)	
A. 2019-2022 Strategic Objectives (3 year plan)	20
B. 2019-2020 Goals Update (July, October, January, April) – coming in November	N/A
11. Treasurer's Report (Geoffrey Wood)	
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B. Facilities Report	NO REPORT PROVIDED
C. Information Services Report.....	46-49
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F. Friends of the Novi Library	N/A
G. Novi Historical Commission – Meeting Minutes: July 17, 2019 and August 21, 2019	61-66
H. Bits & Pieces	N/A
13. Committee Reports	
A. Policy Committee: Review current public policies for the Library (Michener–Chair, Agosta)	
• Internal Policy Committee meetings with library staff began on October 7, 2019. <u>Committee consists of:</u> Julie Farkas, Marcia Dominick , Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel	
B. HR Committee: HR Policies, Director Review, Salary Study (Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)	
• Staff satisfaction and strategic planning survey on hold until further notice.	
• Internal HR Committee meetings with library staff began on September 17, 2019. <u>Committee consists of:</u> Julie Farkas, Marcia Dominick , Lindsay Gojcaj, Kathleen Alberga, Jessie Schenk, Kirsten Malzahn, Christopher Nadeau	
C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation (Wood- Chair, Messerknecht, Lawler)	
• Committee Mtg. met on Monday, September 23, 2019 to discuss Endowment and Financial Policy. Committee members are reviewing the current policy and will recommend changes.	
• Café is running smoothly. Extended hours began Wednesday, October 9 th . Many social media posts and a Novi News article was done to promote the new partnership (see Director's report). I have not completed the cost analysis for the café as of yet because I am waiting on a quote to move the gate key system to another location for access by café employees.	
D. Events/Marketing/Fundraising Committee: Outreach opportunities (Yu – Chair, Michener, Dooley)	
1. Dana has provided a rough draft of the Board Bingo game. The Marketing Plan is being revised.	

2. Library/Community Events Attended by Library Board Members in the Last Month:

- September – no events
- October 7th: School Breakfast – Michener, Yu
- October 9th: New Hours @ Library Café – Michener, Yu
- October 9th: Friends of Novi Library Mtg. - Dooley
- October 10th: City of Novi Ambassador Academy – Agosta
- October 16th: MLA Conference - Michener

E. Strategic Planning Committee:

(Dooley- Chair, Yu).

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

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

(Messerknecht – Chair, Lawler, Wood)

- Novi Special Race Car – Car left the building safely and without any issues on Monday, October 7th. A library program related to the history of the car will take place on Wednesday, October 30th at 7pm at the City of Novi, Atrium (see photos in Director's report).
- Library Café – Café is running smoothly. Extended hours began Wednesday, October 9th. Many social media posts and a Novi News article was done to promote the new partnership (see Director's report). I have not completed the cost analysis for the café as of yet because I am waiting on a quote to move the gate key system to another location for access by café employees.
- Grounds – Quotes were received and investigative work was complete. Keith Perfect met with vendor and the following was determined: the corrugated drain tile was crushed in multiple places, was not buried correctly, was not wrapped with silt sock properly and does not have the correct pitch to drain. Vendor will be submitting a quote to replace drain tile with correct silt sock and install a dry basin near the culvert and re-grade the soil for optimal drainage.
- Lending Library Kiosk – Request to Library Board to close on a Friday in early May 2020 (tentatively: May 1, 2020) for an All Staff Training Day instead of in August 2020 was approved at the August 22, 2019 meeting. A staff planning meeting was held on October 2, 2019. Focus groups in the north end of Novi are being set up for November (hoping for Hickory Woods and Meadowbrook PTO groups, Fox Run, etc.). Another staff meeting is scheduled for November 6, 2019.
- LED Lighting – Work completed.
- Library Van – A meeting occurred on Thursday, September 12, 2019 to discuss a van wrap design for the new vehicle. Pricing will be submitted in the next month to review. A design was submitted and is currently being reviewed. No costs have been submitted at this time.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta)

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

14. Public Comment

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

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15. Matters for Board Action

A.N/A

16. Adjourn

Supplemental Information:

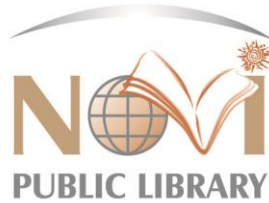
- Library Calendar67

Future Events:

- Wed. 11/13/19: Friend of Novi Library Regular Meeting at 2:30pm, Novi Library
- Wed. 11/11/19: Community Reads Event – Author Michael Zadoorian at 7pm, Novi Library
- Wed. 11/20/19: Library Board of Trustees Regular Meeting at 7pm, Novi Library (date change due to Thanksgiving holiday)
- Wed. 11/20/19: City of Novi Historical Commission Regular Meeting at 7pm, Novi Library
- Wed. 11/27/19: LIBRARY CLOSES at 5pm
- Thurs. 11/28/19: LIBRARY CLOSED THANKSGIVING
- Fri. 11/29/19: LIBRARY CLOSED
- Sat. 11/30/19: Shop Small Pop-up Market at 10am-2pm, Novi Library

Inform. Inspire. Include.

45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720
<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
September 26, 2019**

DRAFT

1. Call to Order

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

2. Roll Call by Library Trustee, Bill Lawler

Library Board

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

Student Representatives

Mahek Nasser, Student Representative (departed at 7:19 pm)
Tarun Tangirala, Student Representative (departed at 7:19 pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

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

1st - Tara Michener

2nd - Torry Yu

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes

A motion was made to approve the regular meeting minutes from July 25, 2019 meeting (did not have quorum at August 22, 2019 meeting for approval).

1st - Bill Lawler

2nd - Torry Yu

The motion passed unanimously.

A motion was made to approve the regular meeting minutes from August 22, 2019 meeting.

1st- Craig Messerknecht

2nd – Tara Michener

The motion passed unanimously.

B. Approval of Claims and Warrants

President Agosta informed the Trustees that on page 24 is the Foster Swift invoice which is being paid out of the 2018-2019 budget.

A motion was made to approve the Claims and Warrant 582.

1st – Craig Messerknecht

2nd – Torry Yu

The motion passed unanimously.

6. Correspondence

A. Email from Marcia Goffney, resident – re: library programs at NPL

B. Letter from Mary Anne Adams, RSA President – re: meeting room usage

C. Email from Johannes Elwardt, resident – re: guest concern

D. Email from Karen Mosier, resident – re: library card renewal

E. Thank you letter from City of Novi HR – re: Health & Wellness fair

7. Presentation/Special Guest

A. April Stevenson, Department Head, Information Services – Summer Reading 2019

Mrs. Stevenson engaged the Trustees in an exciting and informative presentation summing up the 2019 summer reading program - A Universe of Stories.

Reading programs are grouped in separate school aged categories from birth to 12th grade, and adult. Summer 2019 engaged 2,502 participants with 51,334 books read.

Mrs. Stevenson presented a 3-year school comparison. In the past, schools grouped in the chart had a percentage completion below 50%. Summer 2018 had 4 schools with a percentage completion over 50%. Mrs. Stevenson was thrilled to report that summer 2019 had 8 schools with a completion rate over 50%.

The Finale was held at Paradise Park. Paradise Park generously donates food and games, hosting this event since 2012. Director Farkas, President Melissa Agosta

and the Trustees thanked Paradise Park for their overwhelming generosity and support of the Novi Public Library.

Mrs. Stevenson was excited to announce that the 2020 Summer Reading Program Theme is -Imagine Your Story.

8. Public Comment

There was no public comment.

9. Student Representatives Report – (provided by Lindsay Gojcaj for July 2019)

A. Grant Award Letter to Lindsay Gojcaj, Teen Librarian.

The Student Representative Report can be found on pages 33-34 of the September 26, 2019 Library Board packet.

Director Farkas informed the Board that Information Services Librarian, Lindsay Gojcaj, was awarded an Arts and Humanities Grant. The detail for this award can be found on page 35 of the Library Board packet. Director Farkas, President Agosta and the Trustees send their congratulations to Mrs. Gojcaj.

President Agosta inquired when the books are chosen for the tween book club. Director Farkas said the Mrs. Gojcaj determines titles in advance.

10. President's Report

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

The Strategic Objectives can be found on page 36 of the September 26, 2019 Library Board packet. New objectives for the next 3-years are listed at the top of the page, with goals for these objectives following. Dana Brataniec, Novi Library's Communications Coordinator is working on the Strategic Plan Marketing piece for the Strategic Objectives.

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

The 2019-2020 Goals will be reviewed at the October Meeting.

11. Treasurer's Report

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

A. 2019-2020 Library Budget Fund 268

The 2019-2020 Library Fund 268 Budget can be found on pages 38-40 of the September 26, 2019 Library Board packet.

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

B. 2019-2020 Contributed Fund Budget 269

The 2019-2020 Contributed Fund 269 Budget can be found on page 41 of the September 26, 2019 Library Board packet.

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

C. Library Fund 268 Expenditure & Revenue Report

The Library Fund 268 Revenue and Expenditure Report can be found on pages 42-45 of the September 26, 2019 Board packet.

- Revenue ending August 31, 2019 was \$166,417.
- Expenditures ending August 31, 2019 was \$489,378.

D. Contributed Fund 269 Expenditure & Revenue Report

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 46 of the September 26, 2019 Library Board packet.

- Revenue ending August 31, 2019 was \$3,126.
- Expenditures ending August 31, 2019 was \$1,130.

E. Balance Sheets for Fund 268 and 269

The Balance Sheet for Funds 268 and 269 can be found on pages 47 and 48 of the September 26, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of August 31, 2019 was \$1,775,528.
- Ending Fund Balance for Fund 269 as of August 31, 2019 was \$1,678,082.

12. Director's Report

The Director's Report can be found on pages 49-62 of the September 26, 2019 Library Board packet.

Staff members celebrating anniversaries in October are:

- Barbara Rutkowski – Information Technology – 22 years
- Patricia Amireskandari – Support Services – 17 years
- Kit-Ming Tang – Support Services - 11 years
- Kristen Abate – Support Services – 10 years
- Linda Brewin – Information Services – 10 years
- Steve Palizzi – Information Services (Sub. Librarian) – 7 years

Directors Report Summary

- At the bottom of page 49 is a photo of the Library Café team. Director Farkas is appreciative of the wonderful atmosphere the Café workers have created for the Library. Tuesday, October 1st the Café will be closed 4 hours for training. Wednesday, October 9th the Café is opening for Full Service hours. Trustee Michener is grateful to Nicole, at the café, for her ability to connect with children.
- Director Farkas met with Superintendent Gutman of the Walled Lake Consolidated School District. Director Farkas is appreciative of the positive and welcoming reception from the Superintendent. Director Farkas thanked Trustee Yu for informing the Library of Walled Lake School's upcoming calendar events that the Library has an opportunity to partner with.
- The iCube had over 900 visitors to the space. This number includes a conservative estimate for June, July and August. A counter was installed in early September allowing for better tracking of visitors to the new space. Many visitors have participated in a tour of the iCube including Novi Rotary, HOA's, High School Classrooms, teachers, public, etc.
- Page 51 is a photo of the Staff in Service Day and results from the Staff Surveys.

- Business Librarian Hillary Hentschel is a Novi Chamber of Commerce Ambassador.
On Wednesday, October 2, 2019 the Business Blender will be held at the Novi Library. The iCube will be accessible to these attendees.
- The Library Closings for 2020 can be found on page 53.
- The September eNewsletter is on pages 54-59.
- The Expand your Mind article featured in Novi Today highlighting the iCube is on page 60.
- October 7th is a flyer promoting a Breakfast and tour of the new iCube for School Media Specialists.
- The Authors Live flyer is on page 62. Featured authors are Doc Fletcher, Michael Hodges, and Elisa Koopmans. This popular event is held at Fox Run on October 15th and the fee is \$20.00.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 63-64 of the September 26, 2019 Library Board packet. The e-Nable team packaged 200 hands for a location in India. Photos of unique iCube creations can be found on page 64.

B. Facilities Report

The Facilities Report, created by Keith Perfect, can be found on page 65 of the September 26, 2019 Library Board packet. Mr. Perfect assisted café with building related issues. Trustee Lawler inquired about LED lights. Director Farkas replied no issues with LED lighting in general.

C. Information Services Report

The Information Service Report is found on pages 66-75, prepared by April Stevenson. Raising a Reader has 359 active participants logging 100 books or more, 1,352 logs received to date. Summer Reading 2019 numbers are found on pages 68-70. Early Childhood Literacy Box Program is on page 71. This program provides teachers with new books to supplement their classroom collections. On page 73 is information on the VOX Collection. Each Vox book has an audio player built in so guests can read and listen to their favorite books.

D. Support Service Report

The Support Services report is found on page 76, prepared by Maryann Zurmuehlen. Items checked out in August are 77,766. Library cards issued in August are 1,331 (937 through the NCSD Employee Card Sign-Up Campaign). The educators are grateful for this resource and opportunity.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 77-85. On page 79 the highlight indicates that the counter was not available on 9/28 and 9/29.

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

- **Operating Agreement (draft 2)**

The Friends of Novi Library June Meeting Minutes are on pages 86-88. Friends did not have a September Meeting. The Operating Agreement will be discussed under **15.A. Matters for Board Action.**

G. Novi Historical Commission. N/A

H. Bits & Pieces – TLN Report, September 2019

The Bits and Pieces Vol.10 Number 4 is on page 93

President Agosta announced that Librarian, Mary Robinson, is applying for a \$2,000 grant as noted on page 50. Also, President Agosta suggested that the Library produce a quick video explaining how to use the creative technology available in the iCube room and upload this to Social Media. Director Farkas welcomed this idea.

13. Committee Reports

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

(Michener-Chair, Agosta)

- i. Friends approved MOU on August 14, 2019; 2nd draft going to Library Board for approval on September 26, 2019.
- ii. Internal Policy Committee meetings with library staff will begin on October 7, 2019. Committee consists of Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect and Hillary Hentschel.

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

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

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

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

(Wood – Chair, Messerknecht, Lawler)

- i. Director has a meeting date scheduled for Thursday, September 19, 2019 to discuss any options the City Finance Dept. could provide for the Library Endowment.
- ii. Tentative Committee Meeting scheduled for Monday, September 23, 2019 to discuss Endowment and Financial Policy.
- iii. Café is running smoothly. Waiting on NCSD/Chartwells to grow service opportunities, which will occur over the next few weeks based on equipment being delivered. A 4-hour training with Starbucks is scheduled for October 1, 2019, and then a date will be determined for full-service, new hours and a Grand Opening. The cafe managers have arranged for their two (2) transition students to begin work (Matthew and Hunter). These students will work with their coaches Wednesday-Friday. Final costs for the change-over to the new café lease will be provided in the October Board packet, invoices are still pending.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley)

1. Information has been received from Board members to move forward with a bingo game concept to get to know Library Board members. Dana

Brataniec, Communications Coordinator, will begin to work on the details. Marketing Plan edits/suggestions have been coming in from the committee members.

2. Library/ Community Events attended by Library Board Members in the last month:
 - i. August 28th: State Fair Event - Agosta
 - ii. September 10th: Hickory Woods Elementary Open House - Yu
 - iii. September 13th: September Songfest – Agosta
 - iv. September 14th: Pancake Breakfast – Michener

E. Strategic Planning Committee: Annual review of current plan

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

- Current Strategic Objectives Summary is provided. Communications Coordinator, Dana Brataniec, is creating a promotional piece.

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

(Messerknecht – Chair, Lawler, Wood)

- Novi Special Race Car – City staff reports they are looking to remove the car by October 31, 2019. The Library has offered the week of October 7-15th as there are no story time programs that week and less young guests/families may be using the space. Planning for an early move 6:00 am -1:00pm (with a late opening of the library on the date determined). Use of the East meeting room will occur as a main entrance back-up when the security gates are being dismantled for the move. There is a program planned for Wednesday, October 30th on the Novi Special. This program will take place at the Novi Civic Center (the car's new home) at 7:00 pm.
- i. Library Café – Café is running smoothly. Waiting on NCSD/Chartwells to grow service opportunities, which will occur over the next few weeks based on equipment being delivered. A 4-hour training with Starbucks is scheduled for October 1, 2019, and then a date will be determined for full-service, new hours and a Grand Opening. The cafe managers have arranged for their two (2) transition students to begin work (Matthew and Hunter). These students will work with their coaches Wednesday-Friday. Final costs for the change over to the new café lease will be provided in the October Board packet, invoices are still pending.
 - The Café plans to have Café gift cards available in the near future. Starbucks gift cards are not accepted. Also, Starbucks app pay is not accepted. The Starbucks logo can only be placed internally, however, Director Farkas will check with City of Novi regarding exterior Café signage.
- Grounds- There was a meeting on August 15, 2019 to discuss some drainage issues on the north end of the library property. Three (3) vendors were in attendance to provide quotes for investigative work to determine the puddling that is occurring. Not all quotes have been received (1 still pending)
 - Update: Work has been assigned to one company.

- Lending Library Kiosk - Request to Library Board to close on a Friday in early May 2020 (tentatively: May 1, 2020) for an All-Staff Training Day instead of in August 2020 was approved at the August 22, 2019 meeting.
- LED Lighting – work completed.
- Library Van- A meeting occurred on Thursday, September 12, 2019 to discuss a van wrap design for the new vehicle. Pricing will be submitted in the next month to review.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

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

14. Public Comment

There was no public comment.

15. Matters for Board Action

- A.** Approval of Operating Agreement with Friends of the Novi Library and Novi Library Board of Trustees (2nd Draft). Trustee Messerknecht asked Director Farkas to summarize changes that were made to this document. Director Farkas highlighted changes in the document for the Trustees.

A motion was made to approve the Operating Agreement with Friends of the Novi Library and the Novi Library Board of Trustees (2nd Draft)

1st-Craig Messerknecht

2nd- Tara Michener

The motion passed unanimously.

Trustee Michener committed to making one of the upcoming Friends meetings to express the Trustees support. The Friends meetings take place the second Wednesday of the month.

- B.** B4: Meeting Room Rental and use (1st draft, Attorney reviewed –still pending based on questions from staff members)

This Policy is pending and will be brought back to the Trustees.

16. Adjourn

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

1st— Tara Michener

2nd—Torry Yu

The motion passed unanimously.

Craig Messerknecht, Vice President

Date

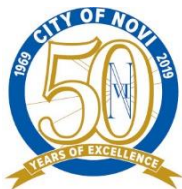
Warrant 583	268 Accounts	October 2019	
Payable to	Invoice #	Account number	Amount
Leeds, Jack	Reimbursed for Lost Book Returned	268-000.00-657.000	\$ 36.99
Global (09/05/19)		268-000.00-727.000	\$ 8.80
Quill (09/17/19)		268-000.00-727.000	\$ 1,072.12
UPS	plate days mail templates; postage	268-000.00-728.000	\$ 16.40
Apple.com (09/17/19)	Developer Program	268-000.00-734.000	\$ 104.94
Demco (09/16/19)	room reserve; events;	268-000.00-734.000	\$ 3,781.48
FCC License	FCC License	268-000.00-734.000	\$ 170.00
Amazon (09/04/19)	heat transfer; cable matters	268-000.00-734.500	\$ 124.19
Batteries Plus Bulbs	12V High Rate LEAD Duracell	268-000.00-734.500	\$ 139.80
Sen Source	VEACLOUD; VIDX-S	268-000.00-734.500	\$ 1,235.00
Amazon	Tech services supplies	268-000.00-740.000	\$ 254.85
Demco (09/27/19)	Reading Level Labels	268-000.00-740.000	\$ 66.39
Global (09/16/19)	Book repair tape	268-000.00-740.000	\$ 404.16
Metcom (09/04/19)		268-000.00-740.000	\$ 159.55
Wayfair (09/08/19)	Furniture Expense; stools	268-000.00-740.200	\$ 109.48
Amazon		268-000.00-742.000	\$ 2,130.88
Barnes & Nobles		268-000.00-742.000	\$ 489.24
Big Frog		268-000.00-742.000	\$ 225.00
Brodart		268-000.00-742.000	\$ 13,531.03
Center Point Large Print		268-000.00-742.000	\$ 20.97
DK Agencies		268-000.00-742.000	\$ 1,400.00
Gale/Cengage		268-000.00-742.000	\$ 1,170.90
WT Cox		268-000.00-742.000	\$ 494.19
World Book		268-000.00-742.000	\$ 405.20
WT.Cox		268-000.00-743.000	\$ 15,526.01
Midwest Tape		268-000.00-744.000	\$ 1,605.54
Overdrive (09/10/19)		268-000.00-744.000	\$ 1,168.90
Midwest Tape (09/05/19)		268-000.00-745.200	\$ 3,508.27
Tsai Fong		268-000.00-745.200	\$ (235.59)
The Library Network (09/11/19)		268-000.00-745.300	\$ 2,237.00
Spectrum		268-000.00-801.925	\$ 46.13
Business Payment Dev. System		268-000.00-802.100	\$ 360.00
Merchant Billing Stmt.		268-000.00-802.100	\$ 264.04
Providence Medical		268-000.00-804.000	\$ 98.00
Foster Swift		268-000.00-806.000	\$ 140.00
Rubbish		268-000.00-808.100	\$ 104.92

ABWA (09/26/19)	ABWA Membership	268-000.00-809.000	\$ 115.00
MLA (09/12/19)	Membership Renewal	268-000.00-809.000	\$ 305.00
Rotary Club of Novi	Fall-19; Fall Dues	268-000.00-809.000	\$ 212.50
Northville District Library	DALNET at Northville; 9/18/19	268-000.00-816.000	\$ 250.00
H&K Janitorial Service, Inc.	Cleaning	268-000.00-817.000	\$ 4,024.67
AT&T		268-000.00-851.000	\$ 302.03
T Mobile		268-000.00-851.000	\$ 283.09
Telnet		268-000.00-851.000	\$ 417.36
Verizon		268-000.00-851.000	\$ 419.03
The Library Network	Internet Speed	268-000.00-855.000	\$ 2,116.50
Brand It	pop out phone expense	268-000.00-880.000	\$ 795.00
Image America	NPL Logo pen with Stylus	268-000.00-880.000	\$ 548.35
Municipal Web Services	August 2019	268-000.00-880.000	\$ 1,022.50
Positive Promotions	bubbles	268-000.00-880.000	\$ 666.98
Quick Silver	NPL cups	268-000.00-880.000	\$ 1,359.57
Metcom	patron card key tag	268-000.00-880.000	\$ 801.61
Sam's		268-000.00-880.000	\$ 30.22
Amazon		268-000.00-880.268	\$ 260.63
Anderson, Gail		268-000.00-880.268	\$ 27.31
Coleman, Holly	ESL book Discussion Fall 2019	268-000.00-880.268	\$ 375.00
JoAnn	Craft Weds; Craft exp.; ink	268-000.00-880.268	\$ 28.16
Lakeshore (09/17/19)	Pots pans/puzzle/dishes/ play area	268-000.00-880.268	\$ 149.00
Michigan Princess (09/12/19)	On the Road	268-000.00-880.268	\$ 2,164.00
Mutch, Kathleen (09/01/19)	9/12; 9/28	268-000.00-880.268	\$ 100.00
Oriental Trading (09/19/19)	Halloween Magic; crafts; books	268-000.00-880.268	\$ 75.54
Oriental Trading (09/25/19)	key chain clip	268-000.00-880.268	\$ 19.58
Paradise Park (09/11/19)	9/11;gift card exp. for trivia night	268-000.00-880.268	\$ 45.00
Russ, Gordon (09/10/19)	Halloween Magic;	268-000.00-880.268	\$ 450.00
Sam's Club (9/13/19)	TAB Meeting; snack expense	268-000.00-880.268	\$ 9.96
Wild Child Educ.	Give thanks to nature	268-000.00-880.268	\$ 125.00
Amazon (08/28/19)		268-000.00-880.268	\$ 12.79
Engage	Sept, Oct Publication	268-000.00-900.000	\$ 2,229.50
Millennium Business Systems		268-000.00-900.000	\$ 799.88
Consumers Energy		268-000.00-921.000	\$ 232.20
DTE		268-000.00-922.000	\$ 8,430.19
Allied Eagle		268-000.00-934.000	\$ 1,039.06
Amazon		268-000.00-934.000	\$ 207.00
Boynton (09/24/19)	. Fire Safety Equip Inspection	268-000.00-934.000	\$ 633.00
Dalton Carpet Cleaning	carpet	268-000.00-934.000	\$ 1,325.00
Ferguson		268-000.00-934.000	\$ 74.73
Great Lakes Power and Lighting	circuit	268-000.00-934.000	\$ 1,406.65

Home Depot (09/25/19)		268-000.00-934.000	\$ 70.13
Library Design Associates	door sign; wall sign; elevator sign	268-000.00-934.000	\$ 1,553.00
Lyon Mechanical (09/03/19)	rebuild motor	268-000.00-934.000	\$ 3,535.00
North Star Mat Service		268-000.00-934.000	\$ 185.00
Sam's		268-000.00-934.000	\$ 301.64
Brien's (09/19/19)	lawn	268-000.00-941.000	\$ 1,000.00
Brien's (09/27/19)	lawn	268-000.00-941.000	\$ 350.00
Brien's (10/02/19)	drainage issue	268-000.00-941.000	\$ 480.00
C&J Parking Lot Sweeping		268-000.00-941.000	\$ 55.00
image 360	dye subbed plate	268-000.00-941.000	\$ 130.00
Millennium Business Systems		268-000.00-942.000	\$ 716.40
Corrigan Record Storage		268-000.00-942.100	\$ 23.98
ABWA	conference	268-000.00-956.000	\$ 39.78
Amazon		268-000.00-956.000	\$ 137.14
American Library Assoc.	Understanding Trauma	268-000.00-956.000	\$ 59.00
Brataniec, Dana (09/23/19)	Mileage; PR Workshop; 09/16/19;	268-000.00-956.000	\$ 79.78
Brush, Emily	Mileage; July and August	268-000.00-956.000	\$ 63.10
Embassy Suites (09/30/19)	Craft Con; 2/28/20-03/01/20	268-000.00-956.000	\$ 449.48
Fred Pryor and Career Track	front desk safety workshop	268-000.00-956.000	\$ 596.00
Farkas, Julie (09/23/19)	Metro Detroit Book & Author Society; Fall Luncheon 10/21	268-000.00-956.000	\$ 80.00
Midwest Craft Con (09/06/19)	2/28/20-03/01/20 conference	268-000.00-956.000	\$ 210.09
MLA (9/11/19)	MLA Annual Conference	268-000.00-956.000	\$ 1,535.00
PLA- Public Library Association	PLA Annual Conf.; 2/24-2/28/2020;	268-000.00-956.000	\$ 305.00
Suburban Library Cooperative	Homelessness seminar	268-000.00-956.000	\$ 100.00
Westin Nashville Downtown		268-000.00-956.000	\$ 1,342.29
Petty Cash (Community Promo)		268-000.00-880.000	\$ 15.57
Petty Cash (Programming)		268-000.00-880.268	\$ 69.84
Petty Cash (Conference/Wrkshps)		268-000.00-956.000	\$ 22.62
TOTAL			\$ 99,768.21

Warrant 583	269 Accounts	October 2019	
Payable to	Invoice #	Account number	Account total
Amazon	RAR: various books	269-000.00-742.229	\$ 141.69
Oriental Trading	RAR: hungry caterpillar; cups	269-000.00-742.229	\$ 31.35
Amazon	Book purchase from Donation	269.000.00-742.230	\$ 27.35
Cottage Inn Pizza	Pizza expense; Scrapbook	269-000.00-742.232	\$ 180.35
Amazon	iCube; craft tool leather thread	269-000.00-742.233	\$ 35.94
Amazon	iCube; hole punch; stapler	269-000.00-742.233	\$ 155.09
Amazon	iCube; jewelry craft making	269-000.00-742.233	\$ 21.68
Amazon	iCube; wood sq. cut outs	269-000.00-742.233	\$ 10.99
Amazon	iCube; letter set, unfinish. wood	269-000.00-742.233	\$ 31.36
The Container Store	iCube; Tote and Storage Bin	269-000.00-742.233	\$ 117.90
JoAnne	iCube; Craft Supplies Expenses;	269-000.00-742.233	\$ 24.99
TOTAL			\$ 778.69

Email from: Rob Petty, City of Novi
Date: October 7, 2019
Re: Novi Special Race Car Move



Julie, I wanted to thank you and your team. All went smooth this morning and the move was a success.

Rob Petty | Chief Information Officer | CGCIO
Integrated Solutions Team

Email from: Ceci Marlow, Director at Hartland-Cromaine Library
Date: October 7, 2019
Re: [all-tln] Novi Public Library International Book Collections Announcement

Thank you Novi!

Sent from my iPhone

On Oct 7, 2019, at 10:55 AM, Shannon O'Leary <soleary@novilibrary.org> wrote:

Good Morning,

I am pleased to announce that starting today Novi Public Library's Adult and Youth International Book Collections (all 17 languages) are open for Inter Library Loan. If you have any questions please feel free to contact me off list (soleary@novilibrary.org). Thank you.

Email from: Library Guest, Jim Vandenberg
Date: October 7, 2019
Re: Annual birthday promotion email from Novi Library

Julie Farkas,

I received this spam email referencing your Library. Obviously, somebody at your Library shared my email address with this Paradise Park business. I suspect all of your customer's email addresses and birthday profile information were also shared with them. I ask that you investigate this matter and share with me the results of your investigation.

Jim Vandenberg

Hi Jim!

Thank you for your email! I can assure you, your email was not shared outside the library. This email is generated by Novi Library based on our collected library information and is sent out annually on your birthday. We have a partnership with Paradise Park in Novi that allows us to offer you this opportunity as a thank you for being a supporter of NPL. If you would like, I could look into discontinuing this notification for you?

I am sorry if this upset you!

Thank you!

Julie

Email from: Nicholas Kristock
Date: October 10, 2019
Re: Chamber of Commerce Business Blender, hosted at NPL

Hello Julie!

Just wanted to drop a note in your inbox to thank you for hosting the blender event last week. The NPL continues to WOW me every time I walk in. I am so excited to bring my dad back to see the iCube!

Hope to bring my team in soon as well! For that one, I will coordinate a tour ahead of time and some time in the iCube!

Let me know if you ever need anything or if there is ever a fit to do a FTY event with the library. Speak soon!

With gratitude,

Nicholas Kristock, Founder & Executive Director



Email from: Melissa Matson, Novi Community School District
Date: October 12, 2019
Re: Mental Health Program at Novi Middle School (Topic: Anxiety)

Julie-

Good morning! So thankful that you could be there last night. It was very powerful. We are blessed to know you and work beside you.

September 2019 Student Representative Report

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

Programs:

The SAT Practice Test was held on September 14. Participants were able to take a free, full-length SAT practice test courtesy of College Tutors. (Attendance = 34)

The BeTWEEN the Pages - Tween Book Club took place on September 25. Members read and discussed *Middle School: the Worst Years of My Life* by James Patterson. The purpose of the program is to discover new books, encourage reading, and make new friends. (Attendance = 17)

Teen Space Update:

There were 605 attendees in Teen Space for the month of September. There was no Teen Space on September 2 due to school not in session yet.

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

September 2019 = 605

Teen Advisory Board Update:

The first Teen Advisory Board (TAB) Meeting of the 2019-2020 school year took place on September 20. Officers and members introduced themselves, said what grade they were in, and why they wanted to join TAB. Ms. Lindsay also went over the TAB expectations and got feedback about an upcoming Socktober drive. The group voted that this drive is something TAB would like to sponsor. Members also completed a Teen Stop survey and gave input/suggestions for the new Teen Stop layout. (Attendance = 16)

Upcoming Programs:

TAB Meeting- November 15

BeTWEEN the Pages - Tween Book Club- November 20



Guests showing off the September BeTWEEN the Pages book

Strategic Objectives (2019-2022)

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

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

GOALS (July, October, January and April): We will provide in the November packet. Haven't been able to collect all the data and put in an organized format.

FINANCIALS

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

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

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

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

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

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

10/10/2019 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 09/30/2019										
% Fiscal Year Completed: 25.14										
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.										
		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	AUG 2019	SEPT 2019	09/30/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNRM)	NM (ABNRM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,722,657.94	2,837,689.00	2,837,689.00	2,839,828.76	0.00	0.00	2,839,828.76	(2,139.76)	100.08
268-000.00-403.001	Property Tax Revenue- County Chargebacks	3,317.74	2,000.00	2,000.00	0.00	(122.95)	0.00	(122.95)	2,122.95	(6.15)
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(238.66)	(249.00)	(249.00)	(258.43)	0.00	0.00	(258.43)	9.43	103.79
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,726.23)	(3,000.00)	(3,000.00)	(2,983.82)	0.00	0.00	(2,983.82)	(16.18)	99.46
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(3,711.48)	(6,500.00)	(17,501.00)	0.00	0.00	0.00	0.00	(17,501.00)	0.00
Property tax revenue		2,720,299.31	2,829,940.00	2,818,939.00	2,836,586.51	(122.95)	0.00	2,836,463.56	(17,524.56)	100.62
State sources										
268-000.00-567.000	State aid	42,429.20	38,000.00	36,000.00	22,406.30	0.00	0.00	22,406.30	13,593.70	62.24
State sources		42,429.20	38,000.00	36,000.00	22,406.30	0.00	0.00	22,406.30	13,593.70	62.24
Fines and forfeitures										
268-000.00-657.000	Library book fines	69,892.80	62,000.00	62,000.00	6,149.30	4,663.64	4,760.10	15,573.04	46,426.96	25.12
268-000.00-658.000	State penal fines	115,794.64	115,000.00	109,000.00	0.00	118,274.89	0.00	118,274.89	(9,274.89)	108.51
Fines and forfeitures		185,687.44	177,000.00	171,000.00	6,149.30	122,938.53	4,760.10	133,847.93	37,152.07	78.27
Interest income										
268-000.00-664.000	Interest on investments	58,350.57	53,792.00	53,792.00	3,474.75	0.00	0.00	3,474.75	50,317.25	6.46
268-000.00-664.500	Unrealized gain (loss) on investments	41,412.79	(20,000.00)	(20,792.00)	122.35	0.00	0.00	122.35	(20,914.35)	(0.59)
Interest income		99,763.36	33,792.00	33,000.00	3,597.10	0.00	0.00	3,597.10	29,402.90	10.90
Other revenue										
268-000.00-665.000	Miscellaneous income	14,698.76	15,000.00	15,000.00	1,156.79	1,128.51	1,093.27	3,378.57	11,621.43	22.52
268-000.00-665.100	Copier	1,836.48	2,000.00	600.00	166.70	96.85	0.00	263.55	336.45	43.93
268-000.00-665.290	Library fund raising revenue	0.00	0.00	0.00	0.00	0.00	694.21	694.21	(694.21)	100.00
268-000.00-665.300	Meeting room	38,294.26	50,000.00	50,000.00	2,841.94	3,811.11	2,305.82	8,958.87	41,041.13	17.92
268-000.00-665.404	Novi Township assessment	6,342.00	6,400.00	6,400.00	6,591.00	0.00	0.00	6,591.00	(191.00)	102.98
268-000.00-665.650	Library Cafe	3,299.86	5,000.00	5,000.00	0.00	30.11	0.00	30.11	4,969.89	0.60
Other revenue		64,471.36	78,400.00	77,000.00	10,756.43	5,066.58	4,093.30	19,916.31	57,083.69	25.87
Donations										
268-000.00-665.289	Adult programs	8,593.99	5,000.00	3,000.00	0.00	3,830.46	780.07	4,610.53	(1,610.53)	153.68
268-000.00-665.400	Gifts and donations	9,512.37	3,500.00	3,500.00	834.62	562.96	123.80	1,521.38	1,978.62	43.47
Donations		18,106.36	8,500.00	6,500.00	834.62	4,393.42	903.87	6,131.91	368.09	94.34

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	AUG 2019	SEPT 2019	09/30/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNRM)	NM (ABNRM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	893,290.38	920,200.00	949,000.00	33,366.55	104,718.89	69,438.42	207,523.86	741,476.14	21.87
268-000.00-704.210	Vacation Payout	3,993.98	3,500.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
268-000.00-705.000	Temporary salaries	596,655.55	717,500.00	677,000.00	22,461.39	80,378.36	51,564.37	154,404.12	522,595.88	22.81
268-000.00-706.000	Overtime	2,993.85	0.00	500.00	130.65	78.39	26.13	235.17	264.83	47.03
268-000.00-715.000	Social security	111,842.07	125,500.00	123,000.00	4,552.66	13,927.59	9,047.46	27,527.71	95,472.29	22.38
268-000.00-716.000	Insurance	205,635.46	211,000.00	211,000.00	15,217.18	17,509.45	16,109.75	48,836.38	162,163.62	23.15
Supplies										
268-000.00-727.000	Office supplies	14,891.66	20,000.00	19,000.00	1,140.96	1,308.16	809.15	3,258.27	15,741.73	17.15
268-000.00-728.000	Postage	549.23	300.00	1,000.00	0.00	88.25	0.00	88.25	911.75	8.83
268-000.00-734.000	Computer supplies, software & licensing	46,184.43	69,500.00	94,000.00	7,688.03	1,946.55	3,913.98	13,548.56	80,451.44	14.41
268-000.00-734.500	Computer supplies/equipment	45,222.77	60,000.00	56,100.00	828.50	213.49	332.74	1,374.73	54,725.27	2.45
268-000.00-740.000	Operating supplies	12,414.26	27,000.00	28,100.00	1,678.20	2,753.26	563.71	4,995.17	23,104.83	17.78
268-000.00-740.200	Supplies - Desk chairs and file cabinets	325.99	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	389.00	0.00	0.00	0.00	0.00	389.00	0.00
268-000.00-742.000	Library books	160,681.48	180,000.00	185,800.00	12,208.10	16,808.69	9,302.61	38,319.40	147,480.60	20.62
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-742.100	Library Books - Fines	309.92	1,200.00	1,100.00	0.00	0.00	0.00	0.00	1,100.00	0.00
268-000.00-743.000	Library periodicals	19,631.16	24,000.00	24,000.00	0.00	717.00	0.00	717.00	23,283.00	2.99
268-000.00-744.000	Audio visual materials	89,235.09	92,000.00	96,000.00	7,459.05	22,328.01	2,270.59	32,057.65	63,942.35	33.39
268-000.00-745.200	Electronic media	43,680.27	41,000.00	41,900.00	3,425.28	4,246.77	2,337.41	10,009.46	31,890.54	23.89
268-000.00-745.300	Electronic resources (CD rom materials)	55,261.16	67,000.00	61,500.00	43,778.55	0.00	4,128.76	47,907.31	13,592.69	77.90
Supplies		488,387.42	592,300.00	621,389.00	78,206.67	50,410.18	23,658.95	152,275.80	469,113.20	24.51

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	AUG 2019	SEPT 2019	09/30/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNRM)	NM (ABNRM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	472.42	500.00	500.00	46.13	46.13	0.00	92.26	407.74	18.45
268-000.00-802.000	Data processing	679.80	0.00	700.00	700.20	0.00	0.00	700.20	(0.20)	100.03
268-000.00-802.100	Bank Service Charges	4,152.27	2,500.00	2,500.00	360.00	317.37	264.04	941.41	1,558.59	37.66
268-000.00-803.000	Independent audit	700.00	700.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	0.00	0.00	98.00	98.00	1,402.00	6.53
268-000.00-806.000	Legal fees	19,026.68	2,500.00	5,000.00	(7,476.00)	10,310.00	80.00	2,914.00	2,086.00	58.28
268-000.00-808.100	Rubbish Monthly	1,259.04	1,200.00	1,250.00	0.00	0.00	0.00	0.00	1,250.00	0.00
268-000.00-809.000	Memberships and dues	6,400.97	6,000.00	7,000.00	3,484.44	420.50	0.00	3,904.94	3,095.06	55.78
268-000.00-816.000	Professional services	6,077.50	7,500.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
268-000.00-817.000	Custodial services	48,296.04	48,000.00	48,300.00	4,060.67	4,024.67	4,024.67	12,110.01	36,189.99	25.07
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-851.000	Telephone	15,789.19	19,500.00	19,900.00	1,083.96	1,955.20	(73.00)	2,966.16	16,933.84	14.91
268-000.00-855.000	TLN Automation Services	56,294.00	60,000.00	74,000.00	14,967.36	0.00	0.00	14,967.36	59,032.64	20.23
268-000.00-861.000	Gasoline and oil	267.37	500.00	1,200.00	35.82	39.90	43.12	118.84	1,081.16	9.90
268-000.00-862.000	Mileage	321.41	200.00	700.00	0.00	0.00	0.00	0.00	700.00	0.00
268-000.00-880.000	Community promotion	18,337.59	23,000.00	20,000.00	373.59	1,803.49	4,700.04	6,877.12	13,122.88	34.39
268-000.00-880.268	Library programming	26,481.55	26,500.00	26,500.00	4,330.16	2,162.63	1,153.10	7,645.89	18,854.11	28.85
268-000.00-900.000	Printing, graphic design and publishing	32,984.35	30,000.00	34,500.00	24.99	2,931.90	344.78	3,301.67	31,198.33	9.57
268-000.00-910.000	Property & liability insurance	12,412.00	14,000.00	13,500.00	12,544.00	0.00	0.00	12,544.00	956.00	92.92
268-000.00-921.000	Heat	10,341.80	12,000.00	10,000.00	471.10	239.66	0.00	710.76	9,289.24	7.11
268-000.00-922.000	Electricity	91,827.26	87,000.00	100,000.00	10,364.40	8,430.19	7,755.57	26,550.16	73,449.84	26.55
268-000.00-923.000	Water and sewer	7,199.30	7,900.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	AUG 2019	SEPT 2019	09/30/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNRM)	NM (ABNRM)	USED
268-000.00-934.000	Building maintenance	107,313.46	98,000.00	82,500.00	13,188.05	6,558.96	9,793.35	29,540.36	52,959.64	35.81
268-000.00-935.000	Vehicle maintenance	0.00	500.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
268-000.00-941.000	Grounds maintenance	29,074.43	39,000.00	45,400.00	2,130.64	1,155.00	2,160.00	5,445.64	39,954.36	11.99
268-000.00-942.000	Office equipment lease	10,036.94	14,000.00	10,000.00	0.00	716.40	650.94	1,367.34	8,632.66	13.67
268-000.00-942.100	Records storage	280.40	300.00	300.00	23.98	23.98	23.98	71.94	228.06	23.98
268-000.00-956.000	Conferences and workshops	10,804.45	15,500.00	15,000.00	2,092.25	1,980.99	2,369.21	6,442.45	8,557.55	42.95
Other services and charges		521,697.22	521,800.00	537,950.00	62,805.74	43,116.97	33,387.80	139,310.51	398,639.49	25.90
Capital outlay										
268-000.00-976.000	Building improvements	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	0.00	28,000.00	28,500.00	0.00	0.00	0.00	0.00	28,500.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	21,031.05	0.00	31,500.00	0.00	0.00	0.00	0.00	31,500.00	0.00
268-000.00-990.000	Furniture	14,049.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		35,080.05	43,000.00	70,000.00	0.00	0.00	0.00	0.00	70,000.00	0.00
Net - Dept 000.00 - treasury		236,617.32	(10,000.00)	(92,100.00)	2,660,149.42	(183,634.99)	(197,592.90)	2,278,921.53	(2,371,021.53)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,130,757.03	3,165,632.00	3,142,439.00	2,880,330.26	132,275.58	9,757.27	3,022,363.11	120,075.89	(2,474.40)
TOTAL EXPENDITURES		2,894,139.71	3,175,632.00	3,234,539.00	220,180.84	315,910.57	207,350.17	743,441.58	2,491,097.42	(2,474.40)
NET OF REVENUES & EXPENDITURES		236,617.32	(10,000.00)	(92,100.00)	2,660,149.42	(183,634.99)	(197,592.90)	2,278,921.53	(2,371,021.53)	(2,474.40)

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2019	ORIGINAL	2019-20	JULY 2019	AUG 2019	SEPT 2019	09/30/2019	BALANCE	% BDGT
		NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNRM)	NM (ABNRM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	32,511.28	30,000.00	27,000.00	2,604.22	0.00	0.00	2,604.22	24,395.78	9.65
269-000.00-664.500	Unrealized gain (loss) on investments	22,698.30	6,000.00	(4,500.00)	91.70	0.00	0.00	91.70	(4,591.70)	(2.04)
Interest income										
		55,209.58	36,000.00	22,500.00	2,695.92	0.00	0.00	2,695.92	19,804.08	11.98
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	3,794.30	0.00	2,000.00	315.35	461.55	598.75	1,375.65	624.35	68.78
269-000.00-665.229	Raising a Reader in Novi Sponsors	5,050.00	1,000.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,847.20	1,000.00	1,000.00	0.00	97.22	0.00	97.22	902.78	9.72
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	12,163.50	2,500.00	5,500.00	800.00	1,452.30	311.40	2,563.70	2,936.30	46.61
269-000.00-665.233	Technology Library Revenue	5,300.00	500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	93.85	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
Donations										
		28,248.85	6,500.00	17,000.00	1,115.35	2,011.07	910.15	4,036.57	12,963.43	23.74
Supplies										
269-000.00-742.229	Raising a Reader Expense	3,923.81	0.00	4,000.00	322.89	396.31	31.35	750.55	3,249.45	18.76
269-000.00-742.230	Collections/Materials Expense	1,617.58	2,000.00	2,000.00	0.00	27.35	0.00	27.35	1,972.65	1.37
269-000.00-742.231	Buildings/Ground/ Furniture Expense	4,859.00	500.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	10,753.58	15,000.00	3,000.00	0.00	0.00	89.36	89.36	2,910.64	2.98
269-000.00-742.233	Technology Library Expense	23,211.99	2,000.00	5,000.00	0.00	834.55	10.99	845.54	4,154.46	16.91
269-000.00-742.234	Undesignated Misc	245.75	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.236	Staff Recognition	1,695.10	0.00	2,500.00	156.32	800.99	0.00	957.31	1,542.69	38.29
Supplies										
		46,306.81	21,500.00	31,500.00	479.21	2,059.20	131.70	2,670.11	28,829.89	8.48
Capital outlay										
269-000.00-976.044	Auto Lending Library	32,750.00	0.00	34,750.00	0.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	15,634.61	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-976.046	Makerspace Renovation	20,108.71	0.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
Capital outlay										
		68,493.32	0.00	43,750.00	0.00	0.00	0.00	0.00	43,750.00	0.00
Net - Dept 000.00 - treasury										
		(31,341.70)	21,000.00	(35,750.00)	3,332.06	(48.13)	778.45	4,062.38	(39,812.38)	
Fund 269 - LIBRARY CONTRIBUTION 269:										
TOTAL REVENUES										
		83,458.43	42,500.00	39,500.00	3,811.27	2,011.07	910.15	6,732.49	32,767.51	(11.36)
TOTAL EXPENDITURES										
		114,800.13	21,500.00	75,250.00	479.21	2,059.20	131.70	2,670.11	72,579.89	(11.36)
NET OF REVENUES & EXPENDITURES										
		(31,341.70)	21,000.00	(35,750.00)	3,332.06	(48.13)	778.45	4,062.38	(39,812.38)	(11.36)
TOTAL REVENUES - ALL FUNDS										
		3,214,215.46	3,208,132.00	3,181,939.00	2,884,141.53	134,286.65	10,667.42	3,029,095.60	152,843.40	
TOTAL EXPENDITURES - ALL FUNDS										
		3,008,939.84	3,197,132.00	3,309,789.00	220,660.05	317,969.77	207,481.87	746,111.69	2,563,677.31	
NET OF REVENUES & EXPENDITURES										
		205,275.62	11,000.00	(127,850.00)	2,663,481.48	(183,683.12)	(196,814.45)	2,282,983.91	(2,410,833.91)	

10/10/2019		BALANCE SHEET FOR CITY OF NOVI	
		As Of 09/30/2019	
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		2,126,362.01
268-000.00-017.000	Investments - Pooled		2,223,642.13
268-000.00-018.000	Cash on hand		1,000.00
268-000.00-020.000	Current taxes receivable		84,643.57
268-000.00-040.050	Accounts Receivable - BSA MR		6,591.00
268-000.00-040.400	Prepaid expenditures		214.38
	Total Assets		4,442,453.09
*** Liabilities ***			
268-000.00-202.000	Accounts payable		50,968.81
268-000.00-259.702	Accrued liabilities-tax		5,000.00
	Total Liabilities		55,968.81
*** Fund Balance ***			
268-000.00-390.000	Fund balance		2,101,168.14
	Total Fund Balance		2,101,168.14
	Beginning Fund Balance		2,101,168.14
	Net of Revenues VS Expenditures		2,285,316.14
	Ending Fund Balance		4,386,484.28
	Total Liabilities And Fund Balance		4,442,453.09

Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	26,553.34
269-000.00-017.000	Investments - Pooled	1,654,051.07
	Total Assets	1,680,604.41
*** Liabilities ***		
269-000.00-202.000	Accounts payable	455.45
	Total Liabilities	455.45
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,564,246.11
269-000.00-390.230	Fund Balance Collections/Materials	36,560.99
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	54,614.28
269-000.00-390.232	Fund Balance Programming	29,396.44
269-000.00-390.233	Fund BalanceTechnology Library	(8,731.24)
	Total Fund Balance	1,676,086.58
	Beginning Fund Balance	1,676,086.58
	Net of Revenues VS Expenditures	4,062.38
	Ending Fund Balance	1,680,148.96
	Total Liabilities And Fund Balance	1,680,604.41

Director's Report by Julie Farkas

**CELEBRATING
NOVEMBER
ANNIVERSARIES**



- **BETTY LANG – Information Services** **31 YEARS**
- **BILL BEMBENECK – Facilities** **19 YEARS**
- **JULIE FARKAS – Director** **12 YEARS**
- **LISA RINKEL – Support Services** **3 YEARS**
- **KIRSTEN MALZAHN – Information Services** **2 YEARS**
- **KATIE IVERSEN – Information Services** **2 YEARS**

Race Car Leaves Novi Library

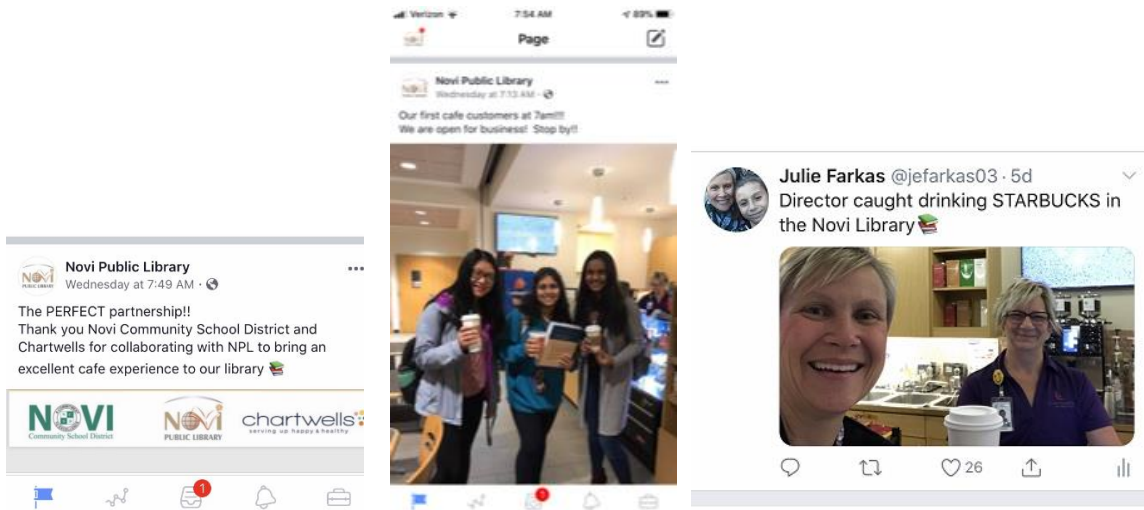
As of October 7, 2019, the Novi Special Race Car has moved to its new location at the City of Novi Civic Center. The car leaving is bittersweet for the Library. We had the honor of hosting this historical piece for 9 years and many guests enjoyed learning about its purpose and how it came to be in Novi. With the car leaving, library staff is able to redeveloped 200 square feet for our littlest library guests (ages 0-5). Over the next year, new opportunities for play equipment and resources will be introduced. A huge thank you goes to the Economic Development Corporation, who owns the Novi Special, for leasing the car to the library for the past 9 years. It was a pleasure being the car's home for so many wonderful years!





Café Update

Café is running smoothly. Extended hours began Wednesday, October 9th. Many social media posts and a Novi News article was done to promote the new partnership (see Director's report). I have not completed the cost analysis for the café as of yet because I am waiting on a quote to move the gate key system to another location for access by café employees.



YOU'RE INVITED!

Café Re-Grand Opening

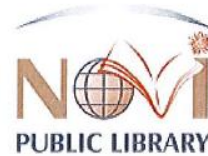
WE PROUDLY SERVE

Wednesday | October 23 | 8-9am
Novi Public Library
45255 W. Ten Mile Rd. Novi, MI 48375
If you plan to attend, please respond by: October 17
248-869-7204 or dbrataniec@novilibrary.org



YOUR Novi Public Library

Inform. Inspire. Include.



Inform

- **Established** in 1960 by the Friends of the Novi Library (will celebrate 60 years in fall 2020). NPL's current building size is 65,218 square feet (59,314 + 5,904 patio space).
- **Funded** by a tax revenue source of 1.0 mils annually (currently collecting .77 mils). Current budget tax revenue for 2018-2019: \$2,720,299.31. Additional funding sources include: state aid, fines/fees, penal fines (speed to read).
- **Governed** by a 7 member board of trustees that is appointed by the Mayor. Members serve 3 year terms. Main functions of the board: financial oversight, budget approval, policy making, advocacy, fundraising/marketing, strategic planning.
- **Managed** by a Library Director. Currently, 17 Full-time staff and approximately 45 Part-time staff). Library Departments: Administration, Information Services, Support Services, Information Technology and Facilities. All Librarians have a Master Degree in Library Science or Information by an ALA accredited institution.
- **Items checked out in 18/19:** 909,255 – includes physical materials and digital downloads (population of 60,593 that is approx. 15 items per person/per year).
- **Visitors in 18/19:** 463,818. (Avg. 1,329 guests daily). Open 7 days a week.

Inspire

- **Opened iCube** on June 22, 2019 (former computer lab)



- **Artwork:** One of a kind pieces of artwork are displayed throughout the Library.
- **Resources/Collections:** Over 175,000 items are in the Library's physical and digital collections.
- **Online Resources:** RBDigital, Hoopla, Lynda.com, Creativebug, Tutor.com, and Overdrive just to name a few!
- **Cooperative Sharing:** The Library participates in The Library Network, a consortium of over 60 libraries in southeast Michigan that allows for reciprocal borrowing and a shared catalog system with over 4 million items available; NLA – Neighborhood Library Assoc. cooperative with six local libraries featuring the annual Community Reads event.
- **Outreach:** 3 Read Boxes located in 3 City of Novi Parks (Pavilion Shore, Rotary and ITC); delivery of materials to various Older Adult facilities (Fox Run, MAC, Rose, etc.)
- **Cultural Experiences:** Story times in different languages, conversation groups in a variety of languages, monthly concerts, ethnic food events, author events, and guest lectures.
- **Literacy:** Pre-school program "Raising a Reader in Novi – 1,000 Books before Kindergarten", backpack program (ages 0-5), ESL conversation and book discussion groups.
- **Business Resource Center:** Opportunities for local Novi businesses; resources and services.

Include

- **Friends of the Novi Library:** Advocacy partners who fundraise, support and manage the Book Nook used book store at NPL (they are a 501c3).
- **Novi Historical Commission:** Preserving Novi's history (appointed by the Mayor)
- **Teen Space:** A place for middle and high school age students to hang out and socialize (Monday – Friday from 2:00pm-5:00pm). Sponsored by NPL, Novi Youth Assistance, Novi Community School District and Novi Parks & Recreation). In 18/19, there were 4,854 visits.
- **Longtime Partners:** Novi Community School District, Walled Lake Consolidated School District, NLA (Neighborhood Library Association), City of Novi, many local businesses, MSU Tollgate, Novi Rotary, Novi Youth Assistance, Fox Run of Novi
- **Annual Summer Reading Program:** A reading program for ALL ages.
- **Rental Opportunities for Residents and Non-residents:** 7 meeting room spaces available.
- **Homeowners Association Meetings:** FREE of charge if staff can give a 10-15 minute update on what is new at NPL.
- **Volunteer Your Time:** Many opportunities for teens and adults. Join the Friends of Novi Library to advocate for NPL! A talent team has been established for the iCube for those who have creative talents and want to demonstrate and share!
- **Full Service Café:** Proudly serving STARBUCKS coffee! An educational partnership with the Novi Community School District and Chartwells. 6 students are currently working at NPL from the transition program and Novi high school.
- **Group Study Spaces:** 9 spaces available on a first-come, first-served basis.
- **Marketing:** Website, Library App, Monthly E-newsletter, social media, monthly cable shows.



Programming Spotlight

- **Unique Events at NPL:** On the Road (twice a year), Community Reads (annually in November), Unity Breakfast (annually in January), Library Card Sign up Month (annually in September), National Library Week (annually in April), Authors LIVE (annually in October), Battle of the Books (5th/6th graders, annually in March), Listen @ the Library concert series (monthly on Sundays)
- NPL averages 150 programs per month.
- There are programs for every age.

Challenges

- **Squashing the "Library" stereotype.** NPL is a "Destination place" in the community. We go "beyond books" to provide more for our residents.
- **What will our funding look like** for the future?
- **Getting NPL's word out** in the community and the benefits to a library card
- **Explaining** what you get for your tax dollars
- **NPL wants to be known as** the "Information gateway" in Novi

Craving a Starbucks Pumpkin Spice Latte? You can now get one at the Novi Public Library

David Veselenak, Hometownlife.com Published 8:01 a.m. ET Oct. 11, 2019 | Updated 8:09 a.m. ET Oct. 11, 2019



You're running late to work, driving down 10 Mile in Novi. You don't have time to make it to Starbucks up in the West Oaks shopping center near Interstate 96 or up near Grand River and Beck.

Novi Public Library director Julie Farkas now hopes the library may become your stop for coffee on the way to work.

After closing the Read-A-Latte Cafe for several months to switch over to a new provider, the space in the building at 45255 W. 10 Mile has reopened with expanded hours and a brand-new menu.

The highlight of the menu? The Seattle siren of coffee herself, Starbucks.

"I think you wanted a good quality, well-known coffee service," said Julie Farkas, the city's library director. "I think we're stepping up our game by doing that. It's something people recognize and associate with and have a following with as well."

Most of the coffee chain's drink line are available at the library, save for a few items. It's run by Chartwells, a food service company that has obtained the rights to serve and sell Starbucks-branded coffee drinks at the library.

In addition to most of Starbucks drink menu being available at the cafe, customers can also purchase a wide array of snacks, including candy, chips and baked goods. In addition, some lunch items are available, like sandwiches, flatbread pizzas and soups, all made to order, a far cry from the previous cafe.

"Most of it was pre-packaged, pre-purchased," Farkas said. "Where this can be made right on site where it's daily and fresh."

The cafe reopened at the beginning of the school year, but now boasts extended hours for even when the library is closed. The cafe is open from 7 a.m. to 7:30 p.m. Monday through Thursday, 7 a.m. to 5 p.m. Friday and 9 a.m. to 5 p.m. Saturday and Sunday.



Opportunity for partnerships

Read a Latte Cafe manager Cheryl Dingeldey makes a latte using Starbucks products and an automatic coffee dispenser. (Photo: John Heider | hometownlife.com)

The addition of Chartwells, which provides food service for the Novi Community School District, also meant students could get involved. Several students now work at the cafe, with more coming in the near future.

"It was an opportunity for us to partner as three to bring in an educational component," Farkas said. "This was a great way for us to partner with the school district more."

The unique offerings makes the Novi library stand out, Farkas said. She cannot think of another library in the region that has such offerings, especially in a time when libraries are moving away from cafes and going more toward vending.

Evol Gazzarato, food and nutrition director for Chartwells in the Novi schools, said the relationship with the library is unique to the company. They operate a small shop at the Cranbrook Institute of Science in Bloomfield Hills, but nothing like what's now at the Novi Public Library.

"Typically, libraries don't even have this scale of a cafe," she said.

As a part of the arrangement to build the new library over the last decade, Farkas said the community has always asked for a food service option inside the library. She thinks the new items will go a long way in making the library a destination for Novi residents.

"I think we were looking for a bigger and better opportunity in terms of product," she said. "When we were building this building, the community wanted a cafe. And we wanted to keep that standard service with a full-service cafe."

Contact David Veselenak at dveselenak@hometownlife.com or 734-678-6728. Follow him on Twitter [@davidveselenak](https://twitter.com/davidveselenak).



Inform. Inspire. Include.
Novi Public Library Newsletter
October 2019

Adult Programs

FAMILY GAME NIGHT
JEOPARDY!

Trash Or Treasure
APPRAISAL CLINIC

Bring in your special item and let professional appraisers from DuMouchelles take a look to see if you have a treasure.
*Limit 2 items per family

FLSB
Listen at the Library
Five Lakes Silver Band

Side Hustle Panel
Expert Advice for Extra Income

INTERNATIONAL FILM NIGHT SERIES

Fall Evening
Concert with
Cider and Donuts

**The Northville
Psychiatric
Hospital**

TRANSFORMING DREAMS
to Startup

What's Happening at NPL...

Library Opening Late on October 7

The Library will open at **1:00pm** to accommodate two small building improvements in our main entrance and youth area. A temporary entrance/exit will be located on the northeast side of the building. We thank you for your cooperation.

Café Closed on October 1

The café will be **CLOSED** for **Starbucks®** training on Tuesday, October 1 from 1-5pm.



From the Director's Chair...



Welcome back! If I didn't see you this summer, I hope you are finding your way back to NPL for all the wonderful events, resources and services that we have to offer. Have you visited the new iCube, purchased a drink from our newly opened café, or checked out the latest best seller in book or digital format? The fall season is one of the busiest times at NPL. There is a lot of traffic in the building and in the parking lot. Did you know NPL averages 1,300 visitors per day? With such great numbers, we always want our guests to feel comfortable and safe in our building and on our grounds. The staff encourages library guests "if you see/hear



Teen/Tween Programs



Youth Programs



If you are a home, online, or brick and mortar small business, our Shop Small@ Pop-Up Market on **Saturday, Nov. 30 from 10am-2pm** will be a great opportunity to sell your products and promote your business.

Applications open now through 11/1. [Click here for the application.](#) \$20 for 6-foot table. Space is limited. [Click here to](#)

something, say something." We want your visit to NPL to be a pleasant one. Don't hesitate to approach the various desks to ask questions and connect with staff. The motto at NPL is **Inform. Inspire. Include.** We look forward to assisting you at the Novi Public Library!

Café Update:
Visit our newly reopened café! There are a variety of ready-made snacks and drinks available. This month, the café will be begin serving "We Proudly Serve Starbucks" beverages. Also added to the menu are sandwiches, soups, salads, and more!

New Café Hours Begin October 9
Monday-Friday: 7am-7:30pm
Saturday & Sunday: 9am-5pm

Authors Live Luncheon
Seats are going fast! Join us on **Tuesday, October 15 from 11:30am-2pm** at the Fox Run Signatures Restaurant (Belmont Building) for a buffet lunch

experience that brings people together to talk about great books and hear from the authors who created them!

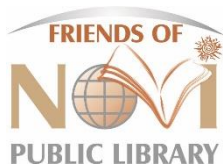
Authors featured:
Doc Fletcher, *The History of Tiger Stadium: A Love Letter to Baseball at Michigan & Trumbull*
Michael H. Hodges, *Building the Modern World*
Elisa Koopmans, *Perceived Threat*

Cost: \$20 per person. To reserve your spot, contact the Administration Office at 248-869-7204. Last day to register is Tuesday, Oct. 8.

Fox Run Signature Restaurants is located at the Belmont Clubhouse at 41200 Fox Run Rd. Novi, 48377.



[contact Hillary Hentschel with questions.](#)



Kaleidoscope Series

[What's News with You?](#)

Wednesday, October 16 at 7pm

[Creating the World of August Snow](#)

Tuesday, November 19 at 7pm

This lecture series is brought to you by the Friends of the Novi Library.

Novi Community Events

Don't Panic!: Anxiety Made Simple



The NCSD Parent/District Mental Health Speaker Series is set to begin.

Please join Matt Swartz, MSSW, LMSW as he discusses Don't Panic!: Anxiety Made Simple.

Learn how to:

- understand how anxiety works in our brain and body
- support those who experience anxiety and how we can free ourselves from the downward spiral

When: Monday, October 7

Time: 6:30-8pm

Where: Novi Middle School Auditorium

Register: [Click here to register.](#)

Space is limited, so please register now.



Looking for a great place to explore and try out a variety of equipment and resources to inspire your creative side? Don't forget to explore our Creative Kits, which are located outside the makerspace. You never know what might spark a new hobby or interest!



Highlight On: Creation Station

The Creation Station is an array of machines that can be used to preserve family memories that are on VHS tapes, cassette tapes, and vinyl album records.

The iCube has VHS to DVD transferring technology. This will allow archiving of your home movies from VHS tape to DVD. This recorder only copies onto DVD-R (Minus R DVD). It will not copy onto a DVD+R DVD. The iCube doesn't supply DVD's, so please make sure you bring the proper DVD. iCube also has the technology available to digitize cassette tapes and vinyl LP's. This converter will record and you will be prompted to fill in the Artist, Album Name and Track Titles if applicable. You can then burn your tracks on to CD, flash drive, or upload them to a cloud storage. The process converts in real time. If you have a 45 minute cassette tape it will take 45 minutes to transfer. When saving the project allow some extra time as well.

The Creation Station is a "GREEN" level usage. Green meaning it can be used without supervision for the **Do It Yourself** projects. Instructions are located by the Creation Station.

iCube Hours

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

Wednesdays, 10am-1pm

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

Sundays, 12-5:30pm

Teen/Adult Suicide Prevention Seminars



Would you like to better understand the signs of suicide

and how to identify symptoms within others?

Monday, September 30, 5:15-6:30pm

Wednesday, October 2, 5:30-6:45pm

Where: Holy Family's Family Center
24505 Meadowbrook Rd., Novi, MI 483745

New Episodes of Beyond Books and Let's Read!



[Click here](#) to view our newest episode of Beyond Books!

[Click here](#) to view a special episode of Let's Read, where our Director, Julie Farkas, and NCSD Superintendent, Dr. Mathews, discuss books for Tweens and Teens.

Library Snapshots



Lindsay, our Information Services Librarian, attended the NCSD Pancake Breakfast to pass out

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

Hang Out With Us In Teen Space!

Monday-Friday, 2-5pm

Grades: 7-12



Need a great place to hang out when the school day is over? There is ping pong, Xbox, Playstation VR, and board games available. Our Teen Space Monitor, Mrs. Dennis, is looking

forward to seeing the students, and incorporates many fun programs throughout the year for teens to enjoy.

Teen Space is a partnership between the Novi Community School District, City of Novi Parks & Recreation, and Novi Youth Assistance.

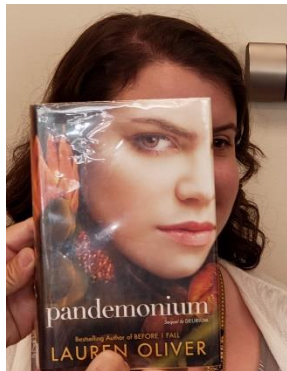
TRIVIA Night
at Paradise Park
WEDNESDAYS, 7PM
SEPT 11 | OCT 16 | NOV 13 | DEC 11
Think you know it all? Put your general knowledge to the test. Bring your A-game! We'll bring a grab-bag of questions and topics, and of course, prizes!
Paradise Park
45799 Grand River Ave. Novi, MI 48374
NOVI PUBLIC LIBRARY
248-349-0720
NoviLibrary.org

Document Donation Day



Donate photos, school yearbooks, letters or other documents pertaining to the history of Novi which can be added to the collection on **Sunday, October 20 from 2-4pm!** If you wish to take your original documents home, there will be someone on hand to scan and return them to you. Local History Room tours will also be available.

goodies and share information with community members.



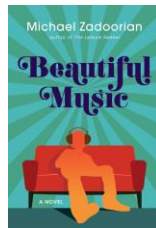
Rachel, our Information Services Department Intern, showed off her awesome Book Face!



Here are some products made in our iCube makerspace! Inspired? You can make these items too by visiting our iCube.



2019 Community Reads



In its 10th year and going strong with more than 700 readers annually, the Neighborhood Library Association (NLA) again will host [A Community Reads](#). As part of the NLA, we will again partner with the libraries of Lyon Township, Northville District, Salem-South

Lyon District, Wixom and Walled Lake City Library to host a variety of book discussions and programs leading up to a special author presentation with Michael Zadoorian on [Wednesday, November 13 at 7pm](#) at the Novi Public Library.

Registration required to attend. [Click here to register.](#)

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

Our September Craftastic
Wednesday class made art
using alcohol ink!

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

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Information Technology Report by Barbara Rutkowski – September

General

- The Information Technology Staff closed 28 Help Desk tickets.
- The 3D Committee printed 12 objects for patrons.

Upgrades

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

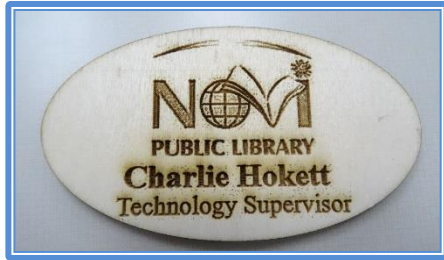
Training

- **IT Staff held 17 patron sessions:**
 - 5 VHS to MP4/DVD
 - 5 Vinyl/Cassette to MP3
 - 7 iCube laser demonstrations on glass and metal
- **10 Tech Time patron sessions– topics included:**
 - Using the FastFoto device
 - Instagram
 - Download photos from phone to laptop
 - Internet basics/navigation
 - Windows 10
 - Kindle audiobooks
 - eBooks
 - Windows 10 privacy settings
 - Google Cloud
 - General Window tips
- **IT Staff held 6 staff sessions:**
 - Using the iCube vinyl cutter
 - Using the iCube laser engraver
 - Using the Virtual Reality equipment
 - Using the 3D printer
 - Using Adobe InDesign

- Converting a document from Publisher to Word



As a means of using our own resources, the iCube Makerspace room, our iCube Team created the Library staff's name badges in-house instead of outsourcing them. These are made of wood and the design was engraved using a laser cutter. Soon you will see our staff wearing their new name badges proudly as they were made just for them and are one of a kind!!



Also, coming soon – a staff parking permit hanger for our cars will be designed and created in our iCube Makerspace. We are keeping our iCube Team very busy!

Facilities Report by Keith Perfect

NO REPORT PROVIDED

Information Services Department Report by April Stevenson - September

News and Notes

- The Information Services Department offered 103 programs.
- Kathleen hosted three visits from Freedom Works (Adult Special Needs) group.
- We celebrated Library Card Sign-up Month. Thank you, Kathleen and Lindsay.
- We hosted to school field trips from Novi Meadows 5th grade classes. It included around 120 students.
- We featured a table by the fireplace celebrating the Chinese language and culture. Thank you Shannon.
- We are signed up for the third annual Beanstack Winter Reading Challenge.
- Emily created a Special Needs Kits brochure. It gives a brief overview of the 11 kits we currently offer.
- Lindsay is currently surveying teens for feedback on how the current Teen Stop is being used and suggestions for improvement.
- Hillary is now a member of the American Business Women's Association of Novi.
- Mary applied for the Elaine Irvin Award for iCube funding.
- A Snack Tales archive has been created and added to our website to highlight all of our past recipes and books. Thank you Katie.
- Kathleen met with Taylor Wilhelm, Novi Branch Manager of New Horizons Rehabilitation Services to discuss use of the library for guests with special needs.
- Kirsten has been chosen to be a judge for the 30th annual Midwest Books Awards.
- Hillary created a new process for checking in SCORE appointments.

Conferences, Workshops & Webinars

- April and Maryann attended The Librarian's Guide to Homelessness workshop.
- Kirsten attended the webinar on Coding and Robotics for Youth Services Librarians
- Rae attended School Library Journal's webinar on new youth nonfiction.
- Kirsten attended the Simple Coding Activities webinar.
- Lindsay attended a webinar on creating a tween collection.
- April attended PLA's webinar; Understanding Trauma-Informed Approaches in Public Libraries
- Charlie attended three webinars; "Libraries: Hands on Coding," "Vidcode: Introduction to Coding," "Coding & Robotics for Youth Librarians."
- Katie attended three webinars: "Just the Facts: New Nonfiction for Fall," "Coding & Robotics for Youth Librarians," "For the Love of the Facts: Even More Fall Nonfiction."
- Mary attended the webinar: 2019 Trends in Digital Content: Evolving Patron Expectations and Access to Unlimited Content.
- Sarah Vander attended two webinars: "Fall Graphic Novels for all Levels," and "Coding & Robotics for Youth Librarians."

IS Staff Out & About

- Kathleen attended the Oakland County Great Start Collaborative Library Lunch and Learn
- Lindsay attended the NCSD Pancake Breakfast to share information about the library.
- Kirsten and Lindsay attended the Hickory Woods Curriculum nights to share information about the library.
- David and Lindsay attended the City of Novi's All Staff training
- April shared information on Library resources at the Novi School's Administrator's meeting
- Emily visited Goddard, Novi Northville Montessori, Novi Co-Op, and The Learning Experience.
- April attended Novi Woods Elementary Walk to School Day
- Shannon attended the Detroit Institute of Arts Chinese Festival
- April met with representatives of Barnes and Nobles to discuss new possible programs and initiatives.

Adult Programs & Displays

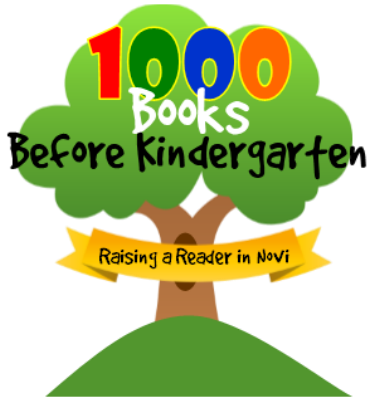
- Family Game Night: Name that Tune – 10
- Scrapbook for a Cause - 28
- September Songfest – 130
- Yoga for Beginners - 22
- International Film Night – 3
- Craftastic Alcohol Ink – 17
- Experience Culture – Chinese – 78
- Learn to Macramé – 15
- Adult Battle of the Books – 30
- Meditation for Beginners - 23
- Our Feature Collection included Staff Picks for summer reading lists and Travel the World...Read.
- Business Kiosk displayed books on starting side hustles, the gig economy, part-time/temporary jobs, and home businesses/freelancing.

Tween/Teen Programs & Displays

- SAT Practice Test - 44
- The Teen Stop Display featured young adult books recognizing Banned Books Week

Youth/Family Programs & Displays

- Our Youth Feature Display was Back to School
- Our Youth DVD Display featured Back to school themed movies.



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 362

of logs received to date: 1,368

of paper logs submitted this month: 8

of online logs submitted this month: 8

of books read this month: 1,600

100 Books – 362

600 Books – 94

200 Books – 222

700 Books – 84

300 Books – 168

800 Books – 72

400 Books – 124

900 Books – 69

500 Books – 111

1000 Books – 62

Craftastic Wednesdays: Alcohol Ink class:



Meadowbrook Commons Book Club enjoyed their summer reading!



Record Lego Club attendance

NCSD Pancake Breakfast



Support Services Department Report by Maryann – September

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Attended “The Librarian’s Guide to Homelessness” seminar at Clinton-Macomb Library on September 11th.
- Attended a TLN SASUG meeting at Salem South Lyon Library on September 26th.
- Met with a Library Design rep on September 26th.
- Attended the “Introduction to Incident Command System” seminar at the Novi Civic Center Police Training Facility on October 1st.
- Attended a Lending Library Committee meeting on October 2nd.
- Attended a library entrance meeting on October 3rd.
- Completing a three week training program for our new 18-hour Clerk.

TLN SASUG (Shared Automation System Users Group) Update

- A TLN Calling Tree Test was completed on September 9th. All of the libraries at the bottom of the calling tree received the call. This is the first time the test has been 100% successful.
- TLN will now be creating individual records for travel books, graphic novels, and reference books instead of linking them to serial records. This is in preparation of making the OPAC ready for FRBR-ization.
- CARL passwords changed on September 24th.
- The TLN Board approved the new fiscal year budget.
- On October 1st, a change took effect to change the lost item blocking threshold to >0 (meaning 1 lost item instead of the current 2) for all patron types passed.
- The Patron Type Subcommittee is continuing to investigate a possible reduction of patron types and other thresholds.
- New officer elections were held.

Circulation & Shelters

- Circulation staff will be starting the NCS D student card registration campaign. Registration forms were due on September 30th from the students.
- A new 18-hour Clerk, Jill Wasson, has joined the team. Her first day was September 18th. Please say hi when you see her!
- Library cards were created for registration forms collected during IS Dept. visits to local schools. Eleven cards were registered for parents and five for students.
- Working on FY 19-20 Goals.

Tech Services

- Kayla Parsh’s last day was September 23rd. She received a full-time position in her field of study. We will certainly miss her!
- A posting for a 23-hour Clerk is expected to be posted soon.
- Working on the following projects: re-labeling of Youth Readers and cleanup of CARL migration catalog errors.
- Working on FY 19-20 Goals.

Statistics (September 2019)

- Library Cards Issued: 454
- Items Checked Out: 68,074
- Items Interloaned for NPL Patrons: 4,568 (107 through MeLCat)
- Items Interloaned to Other Libraries: 3,614 (115 through MeLCat)
- Items Added to the Collection: 1,082
- Items Discarded from the Collection: 2,284
- Novi School's Card Registration: 6
- MAP Checkouts: 4
- Read Boxes:
 - 4 Weekly Deliveries
 - 19 Adult Items Circulated
 - 216 Youth Items Circulated
- Outreach:
 - 8 Facilities Visits / 49 Items Checked Out
 - 6 Book Discussions / 105 Items Provided

Support Services Statistics 2019-2020													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	432	1,331	454										2,217
Items checked out	82,118	77,766	68,074										227,958
Items borrowed	5,468	4,818	4,568										14,854
Items loaned	4,019	3,605	3,614										11,238
Read Boxes	527	342	235										1,104
MAP Checkouts	11	22	4										37
Novi School's Card Registration	12	32	6										50

	September 2019	September 2018		September 2019	September 2018
Library cards issued	454	419			
Total checkouts	68,074	67,084	READ Boxes	Adult 19	23
				Youth <u>216</u>	<u>153</u>
Items borrowed	TLN 4,461	4,388		Total 235	176
	MeL <u>107</u>	<u>40</u>			
	4,568	4,428			
Items loaned	TLN 3,499	3,261			
	MeL <u>115</u>	<u>66</u>			
	3,614	3,327			

***937 cards of the monthly 1,331 were registered as part of the NCSD Employee Card Sign-Up Campaign from August 11-22, 2019.**

Self-Check Totals 2019-20 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	82,118	49.34%	40,521	8,183	6,697	4,137	7,921	12,192	1,391
August	77,766	45.46%	35,354	7,261	5,722	3,201	7,037	10,749	1,384
September	68,074	45.33%	30,855	7,136	4,737	2,972	6,172	8,837	1,001
October			0						
November			0						
December			0						
January			0						
February			0						
March			0						
April			0						
May			0						
June			0						
FYTD	227,958	46.71%	106,730	22,580	17,156	10,310	21,130	31,778	3,776

Library Usage									
2018-2019 Fiscal Year					2019-2020 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	49,562	4,656	54,218	1,807	July	37,288	4,188	41,476	1,383
August	36,668	4,163	40,831	1,317	August	31,987	4,304	36,291	1,251
September*	39,587	3,619	43,206	1,600	September*	43,711	3,783	47,494	1,696
October	39,602	3,400	43,002	1,387	October				
November	35,017	3,177	38,194	1,364	November				
December	27,557	3,022	30,579	1,092	December				
January	30,059	3,237	33,296	1,110	January				
February	30,380	3,228	33,611	1,200	February				
March	34,270	3,804	38,074	1,228	March				
April	32,766	3,519	36,285	1,251	April				
May	30,631	3,424	34,055	1,261	May				
June	34,967	3,500	38,467	1,326	June				
FYTD Total	421,069	42,749	463,818	1,329	FYTD Total	112,986	12,275	125,261	1,440

* Counter was unavailable 9-28 and 9-29

Computer Logins											
2018-2019 Fiscal Year						2019-2020 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,256	70,042	1	73,299	2,443	July	2,599	76,972	6	79,577	2,653
August	2,869	55,316	3	58,188	1,877	August	2,304	62,034	4	64,342	2,076
September	2,552	59,641	2	62,195	2,304	September	2,194	71,569	9	73,772	2,732
October	3,242	83,123	1	86,366	2,786	October					
November	2,511	73,548	0	76,059	2,716	November					
December	1,977	62,202	0	64,179	2,292	December					
January	2,426	59,867	0	62,293	2,076	January					
February	2,387	62,768	0	65,155	2,327	February					
March	2,706	71,829	2	74,537	2,404	March					
April	2,492	68,634	1	71,127	2,453	April					
May	2,480	62,519	1	65,000	2,407	May					
June	2,447	74,450	8	76,905	2,652	June					
FYTD Total	31,345	803,939	19	835,303	2,393	FYTD Total	7,097	210,575	19	217,691	2,474

Early Literacy Workstation Usage							
2018-2019 Fiscal Year				2019-2020 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,092	22,924	20	July	996	20,235	20
August	946	19,856	20	August	844	16,206	19
September	870	17,049	19	September	684	12,146	17
October	848	16,301	19	October			
November	765	16,183	21	November			
December	654	12,676	19	December			
January	771	15,823	20	January			
February	696	14,967	21	February			
March	817	17,047	20	March			
April	841	17,047	21	April			
May	688	12,618	18	May			
June	807	16,342	20	June			
FYTD Total	9,795	198,104	20	FYTD Total	2,524	48,587	19

Technology Training Sessions 2019-20 Fiscal Year

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	Laser Engraver	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Patrons
Jul		8					5	5	20	12	50	
<i>patrons</i>		8					5	5	20	12		50
Aug		8					10	5	5	10	38	
<i>patrons</i>		8					10	5	5	10		38
Sep		5		5			7	10		6	33	
<i>patrons</i>		5		5			7	10		6		33
Oct											0	
<i>patrons</i>												0
Nov											0	
<i>patrons</i>												0
Dec											0	
<i>patrons</i>												0
Jan											0	
<i>patrons</i>												0
Feb											0	
<i>patrons</i>												0
Mar											0	
<i>patrons</i>												0
Apr											0	
<i>patrons</i>												0
May											0	
<i>patrons</i>												0
Jun											0	
<i>patrons</i>												0
Sessions	0	21	0	5	0	0	22	20	25	28	121	
<i>Patrons</i>	0	21	0	5	0	0	22	20	25	28		121

2019-2020 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	831	289	1,293	31,261	184	207	1,148
August	755	249	1,782	41,248	202	172	986
September	831	287	1,601	36,349	211	213	1,558
October							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD Total	2,417	825	4,676	108,858	597	592	3,692

2019-2020 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,257	1,765	5,022	79
August	3,410	1,613	5,023	88
September	3,286	1,427	4,713	117
October				
November				
December				
January				
February				
March				
April				
May				
June				
FYTD Total	9,953	4,805	14,758	284

Meeting Room Rentals					
2018-2019 Fiscal Year			2019-2020 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	49	1,235	July	35	458
August	56	1,367	August	86	1,067
September	76	1,696	September	47	1,020
October	74	1,372	October		
November	64	1,709	November		
December	59	1,347	December		
January	45	1,071	January		
February	71	1,669	February		
March	70	1,325	March		
April	63	1,683	April		
May	62	1,227	May		
June	64	1,494	June		
FYTD	753	17,195	FYTD	168	2,545



NOVI HISTORICAL COMMISSION MINUTES
Wednesday, July 17, 2019 7pm
Novi Library History Room

Call to Order: 7pm

Introductions of guests: Betty Lang (Library Liaison), Sue Grifor

Attendance: Kathy Crawford, Dhara Sanghavi, Kim Nice, Tammy-Lee Knop,

Approval of Agenda: ALL APPROVED

Approval of Minutes- June 2019 ALL APPROVED

Treasurer's report -Kim

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2018/2019 Fiscal Year			
	BUDGET	EXPENDITURES Through July 17, 2019	
Display Cabinet Exhibit	\$ 800	\$ (80.63)	
Marketing/Brochures/Engage	\$ 800	(672.03)	
Equipment/Supplies/Office	\$ 500	\$ (98.90)	
Program/Speaker Fees	\$ 1,500	\$ (675.00)	
Storage Unit	\$ 2,500	\$ (1,008.00)	
Acquisition	\$ 400	\$ (202.94)	
Conference/Continuing Education	\$ 1,500	\$ (599.61)	
Conference/Continuing Education	\$ 6,000	\$ (229.12)	
Special Projects			
Villa Barr			
Photography			
Veterans Sign			
Oral Histories		\$ 240.00	
Villa Barr Book Sales YTD		\$ (4,226.23)	\$ 9,774
Total:	\$ 14,000	\$ (4,226.23)	\$ 9,774

Communications:

Received a Map

Thank you note from Wallace and Barbara Prince

Library Liaison Report, Betty Lang

NOTE: History Room hours :

July and August History Room by appointment only

Request by Patron that Local History Room is open at all times

Conclusion of discussion about this request: We will keep the room the way it is, locked with office hours or by appointment. This is to protect the materials so the history and information exists for years to come and for future guests. Also, to protect valuable items in the collection.



NOVI HISTORICAL COMMISSION MINUTES
Wednesday, July 17, 2019 7pm
Novi Library History Room

Discussion item

Ordering more Villa Barr books

1 box has 50 books, unable to sell them at Fox Run

Novi Special Fall Program

Betty

Oct. 30th a Library Program Betty is helping put together.

Historical sights Brochure

Dhara

The map is copyrighted.

Wreaths across Novi

Kelly

Kelly was absent, updates to come.

Veterans Memorial

We need a system of appraisal of applications. We also need to advertise for people to apply.

David Barr presentation at Fox Run Thursday, 8/8

Kathy

Pour on the Shore: Aug. 3rd

Arts Tour Talk. August 22 8:15 pm Amelia Ketchum Parks

Tour of the city with tour guide to include Villa Shore and other locations

BACK BURNER PROJECTS

Narratives and PP for Walled Lake Amusement and David Barr

Updated photos and some talking points.

Novi Rd. Cemetery Sign- Removal and update

Do we want the same sign, but updated?

HISTORICAL COMMISSION PROGRAMS -2019/2020

Be sure to sign up on the Novi Library website.

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

Old Business:

Storage Unit move to Corrigan

Need to get someone from city to do the move

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Cabinet MANAGER

Sue was happy Rae did the Summer Drive in Movie Display

Kim has some objects and ideas for the Guernsey (Sept.) Display and will work with Sue on the Display



NOVI HISTORICAL COMMISSION MINUTES
Wednesday, July 17, 2019 7pm
Novi Library History Room

Austin House

Tammy-Lee has visited multiple times and taken photos. All items have been removed from the house.

Sign for recognizing the house, how do we want it designed? What should it say? We want to keep some consistency with what already exists.

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

Adjourn



NOVI HISTORICAL COMMISSION MINUTES

Wednesday, August 21, 2019 7pm

Novi Library History Room

Call to Order: 7:00pm

Attendance: Kathy Crawford, Dhara Sanghavi, Rachel Manela, Kim Nice, Tammy-Lee Knopp, Kelly Kasper, Tom Alexandris

Introductions of guests: Betty Lang (Library Liaison), Sue Grifor, Kathy Mutch

Approval of Agenda: All Approved

Approval of Minutes- July 2019: All Approved

Treasurer's report -Kim:

Approve the budget with some continuing education and display materials expenditures.

There are discrepancies in the 2018 budget. Kim Nice is working with Marcia Dominick at the Library to remedy this.

Approval of invoice from Marcia Dominick about Engage ALL APPROVED

Communications:

Michigan Chronicle was delivered.

Library Liaison Report, Betty Lang

NOTE: August History Room by appointment only

Betty is working on a flyer with Dana (Library Communication) to advertise the Villa Barr 1979-Forwards Tax reports from the City were donated to the Local History Room

36 people registered for Guernsey

26 people registered for Northville Psychiatric

9 Registered for the Library's Novi Special

Seeking information about the "West Novi School"

Seeking Jon Vogt's Steam Saw Mill

September History room:

Mon. Sept. 16 6pm-8 Kim Nice

Mon. Oct. 7-12pm-2 Tom Alexandris

Mon. 10/21 6pm-8 Kelly Kasper

Discussion items:

Villa Barr at Fox Run wrap up

A slide was missing from the presentation, need to work with IT to recover the image

Need to ensure people know to bring money to the event.

Doing this presentation will probably take minimum of 3 people.

The program is about an hour and then time for questions

Thursday, 8/22...Parks & Rec arts tour

Kathy Crawford will be at Pavilion Shore to talk about the park and Fate of Empires by David Barr



NOVI HISTORICAL COMMISSION MINUTES

Wednesday, August 21, 2019 7pm

Novi Library History Room

Memorial sign options

Plaques represent what stories we value.

Vote: Having Historical Commission Logo on all Historic Markers

6 in favor 1 opposed

Vote: Will all historic Markers in the city be the same design/similar, similar size

6 in favor 1 opposed

Vote: Lighter Background

6 in favor, 1 abstained

Before we make more decisions, we need to speak with vendors and learn more about historic markers.

As far as sign at Austin House goes, we need more direction as to where the sign will be placed

10/5-10/6 Tollgate Pumpkin Fest 11am-5pm

They asked for the toy display again.

Kelly will be there on the 5th

1959 Novi /Northville Class Reunion (60th) 9/6/19

Historical sights Brochure

Tom/Dhara

Ordering more Villa Barr books

There are plenty of books to sell!

Wreaths across Novi

Kelly

Kelly will start reaching out to businesses to reach out for donations

50 wreaths

We will work to have an article written in Novi Today

Get wreaths from a local florist, need a quote

What would each wreath cost? How many wreaths can each group/organization buy?

What date do we want to place the Wreaths? Mid December?

Once we have more information about cost, the Commission will consider buying a few wreaths and/or large wreaths at the front of the cemeteries

Veterans Memorial

Found a new patriot? In the Novi Cemetery (Sarah Cochran chapter of the DAR)



NOVI HISTORICAL COMMISSION MINUTES

Wednesday, August 21, 2019 7pm

Novi Library History Room

BACK BURNER PROJECTS

Narratives and Power Point for Walled Lake Amusement

Novi Rd. Cemetery Sign- Removal and update

See Above discussion about the Historic Markers

HISTORICAL COMMISSION PROGRAMS -2019/2020

9/19 Guernsey Farms Dairy

10/24 Northville Psychiatric Hospital

10/30 Novi Special (Library Program)

1/23 The 19th Century Evolution of Football, Jim Craft

2/27 Guardians of Detroit-Architecture of the Motor City

3/26 Women of the 1913 Copper Miners' Strike

4/23 The Yankee Air Museum

What do we want in each display cabinet?

Old Business:

Storage Unit move to Corrigan

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Cabinet MANAGER

Next display is for Guernsey Dairy, our September Program

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

Next MEETING: Wednesday, September 18-7pm

Adjourn: 8:45pm



Library Board Calendar

2019

October 24	Library Board Regular Meeting
November 21	Library Board Regular Meeting
November 27	Holiday – Library closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
November 29	Library Closed
December 19	Library Board Regular Meeting
December 24	Holiday- Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year's Eve, Library Closed

2020

January 1	Holiday – New Year's Day, Library Closed
January 9	Budget Planning Session at 4pm, Novi Library
January 21	Budget Planning Session at 4pm, Novi Library
January 23	Library Board Regular Meeting & Approval of Budget
February 19	Library Board Regular Meeting – change of date; held at Library
March	National Reading Month
March 26	Library Board Regular Meeting
April 4-11	Money Smart Week
April 12	Holiday – Easter, Library Closed
April 19-25	National Library Week
April 23	Library Board Regular Meeting
May 1	Library Closed – Staff In-Service Day
May 10	Library Closed - Mother's Day
May 24	Library Closed
May 25	Holiday – Memorial Day, Library Closed
May 28	Library Board Regular Meeting
June 21	Library Closed – Father's Day
June 25	Library Board Regular Meeting
July 4	Library Closed – Independence Day
July 5	Library Closed
July 23	Library Board Regular Meeting
August 13	Community Reads Launches
August 15	Summer Reading Finale
August 27	Library Board Regular Meeting

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