

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, May 25, 2017
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
 - A. Approval of Claims and Warrants L554.....4-6
 - B. Approval of Regular Meeting Minutes – April 27, 20177-15
 - C. Approval of Library Board Goal Setting Session Meeting Minutes – May 6, 2017.....16-20
- 6. Correspondence
 - A. N/A
- 7. Presentation/Special Guest
 - A. Summer Reading 2017 by April Stevenson, Head of Information Services
- 8. Public Comment

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

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
- 9. Student Representatives Report 21-23
 - A. CSLP "Build A Better World" Teen Video Certificate.....24
- 10. President's Report (Craig Messerknecht)
 - A. Goals UpdateN/A
 - B. Library Director Annual Evaluation – June 22, 2017 (Request for Executive Session)
- 11. Treasurer's Report (Melissa Agosta)
 - A. 2016-2017 Library Budget Fund 26825-27
 - B. 2016-2017 Contributed Fund Budget 26928
 - C. 2017-2018 Contributed Fund Budget 26929
 - D. Library Fund 268 Expenditure & Revenue Report (April 30, 2017) 30-33
 - E. Contributed Fund 269 Expenditure & Revenue Report (April 30, 2017)34
 - F. Balance Sheets for Funds 268 and 269 35-36

12. Director's Report.....	37-38
A. Information Technology Report	39-42
B. Facilities Report	43-44
C. Information Services Report.....	45-48
D. Support Services Report	49-50
E. Library Usage Statistics	51-53
F. Friends of the Novi Library.....	N/A
G. Novi Historical Commission	N/A

13. Committee Reports

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

(Michener–Chair, Poupard)

- May 6, 2017: Trustees reviewed and discussed the draft Public Policies. A few changes were suggested. Director received attorney reviews.

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

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

- Decision made at February 4th Library Board budget session to continue work on the salary structure that relates to the changes with minimum wage and other salary categories effective January 1, 2018.
- May 19, 2017: Information gathering by Administration Office has been completed. A meeting will be set up with the HR Committee in mid-June.
- Director's Annual Evaluation will take place on Thursday, June 22, 2017.
- Begin development of Staff Survey for Library Board feedback

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

(Agosta- Chair, Messerknecht, Lawler)

- No action at this time.

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

(Michener – Chair, Agosta, Wood)

- Meeting set for Tuesday, June 13th at 4:30pm to review Library Card campaign information
- Polo shirts for the Library Board members

E. Strategic Planning Committee: Annual review of current plan

(Poupard- Chair, Wood). Review completed in November 2017. No further action.

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

(Messerknecht – Chair, Lawler, Verma, Wood)

- May 17, 2017: Trustees Verma and Lawler were in attendance. Both were pleased with the reps from Illuminart and Peter Basso. The two companies will be working together on our project. A formal agreement will be signed in the next week between the Library and Illuminart for the spec/bid work (not to exceed \$7500). A walk-through will be scheduled in the next week. I am waiting for email confirmation. I shared our lighting plans as well as our lighting specs. The time frame is still for going out to bid in July with a plan for work in early Fall. Illuminart said that was doable.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta) – Bylaw review completed September 2016. No additional action.

14. Public Comment

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15. Matters for Board Action

- A. Approval of the 2017-2018 Library Board Goals.....38
- B. Approval of the revised Library Public Policies as of May 25, 2017 (separate document packet)

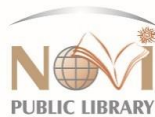
16. Adjourn

Supplemental Information:

- May 2017 Bits and Pieces TLN Update by Jim Pletz, TLN Director.....54
- PAASN Film Documentary flyer for 13th – May 24, 2017.....55
- Library Calendar.....56

Future Events:

- City of Novi Historical Commission Regular Meeting – Wednesday, May 24th, Novi Library
- LIBRARY CLOSED – May 28th and 29th – Memorial Holiday
- Friends of Novi Library Regular Meeting – Wednesday, June 14th, Novi Library
- LIBRARY CLOSED – June 18th – Father's Day
- Library Board of Trustees Regular Meeting – Wednesday, June 22nd, City of Novi
- City of Novi Historical Commission Regular Meeting – Wednesday, June 28th, Novi Library
- LIBRARY CLOSED – July 4th – Independence Day



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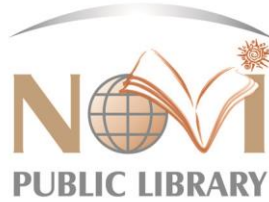
<http://www.novilibrary.org>

Warrant 554	268 Accounts	May 2017	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (04/06/17)		268-000.00-727.000	\$ 152.26
The Office Connection (04/06/17)		268-000.00-727.000	\$ 164.23
Comprise (3/28/17)		268-000.00-734.000	\$ 1,111.80
EnvisionWare, Inc. (4/7/17)	Ann Mob Print renewal; 1yr	268-000.00-734.000	\$ 725.00
OCLC (3/31/17)	Ezproxy 1 yr sub	268-000.00-734.000	\$ 495.00
T-Mobile (3/21/17)	3/4-3/18/17; hotspots	268-000.00-734.000	\$ 2.98
VidCom Solutions (5/1/17)		268-000.00-734.000	\$ 164.85
Wondershare.com (3/7/17)	DVD/Video/Filmora licenses	268-000.00-734.000	\$ 1.77
Amazon.com (4/18/17)		268-000.00-734.500	\$ 47.85
3D Systems.com (4/11/17)	Cube Pro Cartridge (2)	268-000.00-734.500	\$ 208.00
CDW-G (4/14/17)		268-000.00-734.500	\$ 208.17
SunTel Services (4/21/17)		268-000.00-734.500	\$ 521.73
TechLogic (03/27/17)	On site Serv. For AMH	268-000.00-734.500	\$ 200.00
Telsystems (4/13/17)	WMR Proj lamp replace lamp	268-000.00-734.500	\$ 730.00
Allied-Eagle Supply (4/7/17)		268-000.00-740.000	\$ 752.42
Batteries & Bulbs (3/27/17)		268-000.00-740.000	\$ 174.36
Demco (4/3/17)		268-000.00-740.000	\$ 119.89
Midwest Tape (4/13/17)		268-000.00-740.000	\$ 540.98
Showcases (3/28/17)		268-000.00-740.000	\$ 51.05
Amazon.com (5/5/17)		268-000.00-742.000	\$ 491.09
Brodart (4/20/17)		268-000.00-742.000	\$13,606.61
Center Point Large Print (4/3/17)		268-000.00-742.000	\$ 131.82
Gale/Cengage (4/20/17)		268-000.00-742.000	\$ 814.17
Multicultural Books & Videos (4/19/17)	French bks	268-000.00-742.000	\$ 126.34
Novi Public Library	Scholastic book sales	268-000.00-742.000	\$ (239.00)
Thomson Reuters - West (4/4/17)	MI Rules Court	268-000.00-742.000	\$ 263.00
Belleville Area District Library		268-000.00-742.100	\$ 16.95
Berkley Public Library		268-000.00-742.100	\$ 38.00
Springfield Township Library		268-000.00-742.100	\$ 8.00
Waterford Township Public Library		268-000.00-742.100	\$ 13.95
Midwest Tape (4/12/17)		268-000.00-744.000	\$ 2,839.16
OverDrive (4/22/17)		268-000.00-744.000	\$ 7,401.75
Midwest Tape (4/12/17)		268-000.00-745.200	\$ 5,603.45
Bright House Networks (03/27/17)	04/01/17-04/30/17	268-000.00-801.925	\$ 32.30
Merchant Billing Statement		268-000.00-802.100	\$ 200.33
Providence Occupational Health Systems	Andrus	268-000.00-804.000	\$ 294.00

Johnson, Rosati, Schultz & Joppich, P.C. (4/14/17)	policy rev.	268-000.00-806.000	\$ 56.00
Waste Management		268-000.00-808.100	\$ 98.72
H&K Janitorial Service, Inc. (3/28/17)	March	268-000.00-817.000	\$ 3,900.00
AT&T (4/13/17)	3/14-4/13/17	268-000.00-851.000	\$ 189.87
TelNet Worldwide (4/15/17)		268-000.00-851.000	\$ 1,062.47
Verizon (3/28/17)	3/1-29/17	268-000.00-851.000	\$ 343.97
The Library Network (4/20/17)	Datamailers; 1/1-3/31/17	268-000.00-855.000	\$13,121.34
Dollar Tree Stores, Inc. (3/30/17)	National Lib Wk gift basket supplies	268-000.00-880.000	\$ 10.51
Muniweb (3/31/17)	March	268-000.00-880.000	\$ 617.50
Sam's Club (4/8/17)		268-000.00-880.000	\$ 54.77
The Office Connection (04/04/17)	Poster paper	268-000.00-880.000	\$ 114.99
Accucut (3/31/17)		268-000.00-880.268	\$ 272.50
Amazon.com (3/22/17)		268-000.00-880.268	\$ 167.23
Brush, Emily	Yth Pgm	268-000.00-880.268	\$ 34.31
Davis, Dwight (4/25/17)	Wedding; Cpls Rdy to Dance	268-000.00-880.268	\$ 300.00
Demco (4/10/17)	Story time	268-000.00-880.268	\$ 43.45
DHGate.com	Snoopy costume	268-000.00-880.268	\$ 100.33
Gordon Food Service (4/5/17)	yth pgm	268-000.00-880.268	\$ 166.12
Marshall, Susan	ESL Book Disc; Spring 2017	268-000.00-880.268	\$ 375.00
Oriental Trading (3/28/17)	Children's Bk Wk Celebration	268-000.00-880.268	\$ 46.95
Sam's Club (03/30/17)	Youth Programming	268-000.00-880.268	\$ 232.82
Stevenson, April (04/11/17)	Teen Apprec Event	268-000.00-880.268	\$ 91.90
The Office Connection (04/04/17)	Poster paper	268-000.00-880.268	\$ 114.99
Time to Play, LLC (4/20/17)	June 20 event	268-000.00-880.268	\$ 195.00
Sam's Club (4/27/17)	On the Road	268-000.00-880.271	\$ 127.68
Konica Minolta Business Solutions	refund	268-000.00-900.000	\$ (238.97)
Millennium Business Systems (4/12/17)		268-000.00-900.000	\$ 609.12
Consumers Energy		268-000.00-921.000	\$ 890.32
DTE Energy	3/21-4/23/17	268-000.00-922.000	\$ 8,440.04
City of Novi	Water/Sewer; 12/19/16-3/20/17	268-000.00-923.000	\$ 1,781.20
Cintas (4/21/17)	sanitize restrooms	268-000.00-934.000	\$ 484.75
Dalton Commercial Cleaning Corp (4/10/17)	mthly carpet	268-000.00-934.000	\$ 3,000.00
Great Lakes Power & Lighting, Inc. (4/25/17)	3/14&3/17/17; bulb repl in/out	268-000.00-934.000	\$ 4,446.21
Laforce (4/19/17)	4 DH keys	268-000.00-934.000	\$ 36.40
Lyon Mechanical (4/13/17)	4/11/17; ck/insp mixing box#7	268-000.00-934.000	\$ 584.53
Menard's (3/29/17)		268-000.00-934.000	\$ 21.95

North Star Mat Service (3/31/17)	March 7-28/17	268-000.00-934.000	\$ 159.92
Schindler (4/11/17)	new door drive 12/7/16	268-000.00-934.000	\$ 2,728.00
Voss Lighting (4/11/17)		268-000.00-934.000	\$ 463.81
Brien's Services, Inc. (3/31/17)	March salting	268-000.00-941.000	\$ 1,000.00
Millennium Business Systems (4/12/17)		268-000.00-942.000	\$ 716.40
Corrigan Storage (4/1/17)	April	268-000.00-942.100	\$ 23.06
City of Novi/EventBrite	St of the City Address; refund	268-000.00-956.000	\$ (25.00)
Farkas, Julie	Novi Chamber	268-000.00-956.000	\$ 60.00
Fricke, Lindsay	LibMI Yth Ser Adv Coun; 4/17; mile	268-000.00-956.000	\$ 147.66
Rutkowski, Barbara	Comp in Lib. Conf 3/27- 30/17	268-000.00-956.000	\$ 48.09
Sam's Club (4/8/17)	Staff Apprec.	268-000.00-956.000	\$ 39.96
SkillPath	Zurmuehlen; Star 12 Prof Ed.	268-000.00-956.000	\$ 499.00
State of Michigan	conference refund	268-000.00-956.000	\$ (500.00)
Petty Cash (Programming)		268-000.00-880.268	\$ 25.05
Petty Cash (Adult programming)		268-000.00-880.271	\$ 37.22
TOTAL			\$ 85,331.40

Warrant 554	269 Accounts	May 2017	
Payable to	Invoice #	Account number	Account total
Steve & Rocky's (4/19/17)	Author Luncheon	269-000.00-742.232	\$ 125.00
Benito's Pizza (4/10/17)	National Library Week	269-000.00-742.234	\$ 234.69
Big Frog Custom T-shirts & More (4/26/17)	Staff Logo Wear	269-000.00-742.234	\$ 165.25
Petty Cash (Undesignated, Misc)	National Library Week	269-000.00-742.234	\$ 5.00
TOTAL			\$529.94



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
April 27, 2017**

DRAFT

1. Call to Order

2. Roll Call

Library Board

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

Student Representatives

Ravenna Joshi, Student Representative (absent and excused)
Lahari Vavilala, Student Representative (absent and excused)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

Guests

Lindsay Fricke, Teen Librarian, Novi Public Library
Madison Bates, Teen Advisory Board (TAB) Member
Brooklynne Bates, TAB Member
Amanda Hawkins, TAB Member
Sara Jacob, TAB Member
Maya Simonte, TAB Member

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

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

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

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

5. Consent Agenda

A. Approval of Claims and Warrants L553

Trustee Lawler asked what CDW Government is in Warrant L553. Ms. Farkas explained that it is a company that the IT department uses to purchase technology equipment. Because the new building opened in the spring, every year at this time larger purchases tend to be made.

B. Approval of Regular Meeting Minutes –March 23, 2017

Trustee Poupard requested that in the first sentence on page 9 of the Board packet that “Trustee Farkas” be corrected to read “Ms. Farkas”. Trustee Poupard requested clarification on who the “she” was in the second sentence of the same paragraph.

A motion was made to approve the Claims and Warrants L553 and the regular meeting minutes from March 23, 2017 as corrected.

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

6. Correspondence

There was no correspondence.

7. Presentation/Special Guest

A. TAB (Teen Advisory Board) summer reading video presentation

Ms. Lindsay Fricke, Teen Librarian at Novi Public Library, presented the video that was made by TAB members for the upcoming Summer Reading Program. The video was chosen as the winner for the state of Michigan. Ms. Fricke explained that there were criteria that needed to be fulfilled. The video had to be 90 seconds or less and the theme was Build a Better World.

- Ms. Farkas thanked Ms. Fricke for her hard work and commended her for developing great programs and building the teen volunteer program.

8. Public Comment

There was no public comment.

9. Student Representatives Report

The Student Representative Report can be found on pages 15-17 of the April 27, 2017 Library Board packet.

- Ms. Farkas highlighted the photos on pages 16-17 that illustrated some of the teen programs. She commended them for the wonderful programs that have been planned.
- Teens are gearing up for the Summer Reading Program which brings over 100 teen volunteers to the Library.
- Trustee Poupard asked if all libraries have teen representatives. Ms. Farkas said that it is becoming popular for public libraries to build on this age group.

A. Upcoming Programs

- May 2: Board Games at the Library
- May 5: Cinco de Mayo Celebration
- May 13: Study Skills Survival Guide with Sylvan Learning Center
- May 19: TAB meeting

10. President's Report

A. Goals Update (March/April 2017)

The Goals updates can be found on pages 19-36 of the April 27, 2017 Library Board packet.

- Trustee Poupard requested that Ms. Farkas include in the status updates the outcome of the tactics. Trustee Poupard feels the purpose and outcome of these goals are as important as the goals themselves.
- Ms. Farkas reported she will be attending a meeting with TLN on May 2, 2017 to vote on the new cataloguing system. Ms. Farkas informed Trustee Agosta that she is unsure if the new system will bring additional costs.
- Trustee Poupard commended Ms. Farkas for the emphasis that is placed on outreach in the Goals document.
- Trustee Agosta asked if the Library has been able to connect with the new preschool Everbrook Academy. Ms. Farkas reported that it had and that the preschool has become a Summer Reading sponsor.
- Trustee Messerknecht asked about the success of the Nell Duke author event. Ms. Farkas reported that 26 people were in attendance and the number was lower than hoped considering the marketing that went into the event. Ms. Farkas thanked the Novi Schools for their contribution. Trustee Agosta suggested a webcast for future events like these would allow people to watch remotely.
- Trustee Poupard asked who connects with the many HOA meetings held in the Library. Ms. Farkas said that the management team, as well as the Communication Coordinator, are on hand to present information to the groups.

B. Library Board Goal Setting Session

Scheduled for Saturday, May 6, 2017 from 10:00-12:00 in the Board Room.

C. Election of Officers

A motion was made to approve the slate of officers for the 2017-2018 fiscal year as proposed.

1st—Doreen Poupard

2nd—Bill Lawler

The motion passed unanimously.

11. Treasurer's Report

A. Library Budget Fund 268—2016-2017

The approved 2016-2017 Fund 268 budget can be found on pages 37-39 of the April 27, 2017 Library Board packet.

- Projected revenue for the approved 2016-2017 Budget is \$2,774,726.43 and projected expenditures are \$3,035,900.00 consuming \$261,174.00 of the fund balance.
- Trustee Agosta explained that the 2016-2017 Year End column is an estimate that Ms. Farkas required to submit to the City.

B. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on page 40 of the April 27, 2017 Library Board packet.

C. Proposed 2017-2018 Budget 269 Contributed Fund

The proposed 2017-2018 Budget 269 Contributed Fund can be found on page 41 of the April 27, 2017 Library Board packet.

D. City of Novi 2017-2018 Draft Budget Information

- Ms. Farkas included the 2017-2018 budget draft on pages 42-48. This is provided by the City to illustrate how the Library's budget is included in the budget document that goes to City Council in May.
- Trustee Poupard expressed concern about the amount of numbers contained in the document but Ms. Farkas explained that the Council members have ample time and opportunity to review the numbers before it is approved in May.

E. Library Fund 268 Revenue and Expenditure Report (March 31, 2017)

The Fund 268 Expenditure and Revenue Report can be found on the handout provided by Ms. Farkas.

- The year to date revenue through March 31, 2017 is \$2,776,435.43.
 - Revenue decreased approximately \$20,000.00 for the month of March.
- The year to date expenditures through March 31, 2017 are \$1,990,371.55.
 - Expenditures increased \$258,744.00 for the month of March.
- The Library is through approximately 75% of the fiscal year and there is 35% of the budget remaining to be used. If this continues, the Library is on track to use no fund balance.
 - Trustee Agosta advised the Board to disregard the Percentage of Budget Used column on the handout. The numbers in that column are incorrect.
 - Trustee Messerknecht requested clarification on the number discrepancies between the total amount of expenditures in the Fund 268 Revenue and Expenditure report in the Board packet and the handout provided by Ms. Farkas. Trustee Agosta explained the report in the packet had been printed at an earlier date and did not reflect the most current numbers.

F. Contributed Fund 269 Expenditure & Revenue Report (March 31, 2017)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 52 of the April 27, 2017 Library Board packet.

- Year to date revenue totals \$15,855.86 and expenditures total \$7,865.71 leaving a net of \$7,990.15

G. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 54-55 of the April 27, 2017 Library Board packet.

- The ending fund balance for fund 268 for the month of March is \$2,552,372.86.
- The ending fund balance for fund 269 for the month of March is \$1,679,802.77.

12. Director's Report

The Director's Report can be found on pages 56-67 of the April 27, 2017 Library Board packet.

- Ms. Farkas reported that the Lakeshore Park project should be completed in June, 2018. Money will need to be spent toward the end of the 2017-2018 fiscal year for the purchase the Lending Library. Ms. Farkas said that planning within the Library will begin in the fall.
 - Trustee Verma asked if a design firm has been hired for the project. Ms. Farkas reported that it has and that the design requirements for the Lending Library have been submitted to the City.
- On pages 57-66 Ms. Farkas provided statistics compiled by the City with numbers she had provided to them. Usage, volunteers, and program participants have increased steadily.
 - On page 57 Ms. Farkas explained that children's materials are tracked separately from all other materials.
 - Trustee Wood asked about the decrease in the number of library programs offered. Ms. Farkas explained that the Library has scaled back on some programs based on attendance and because the Library makes a conscious effort not to compete or repeat programs that the City offers. Trustee Wood was happy to see that although the number of programs offered has gone down, the attendance has remained high.
- Ms. Farkas mentioned the new staff members that have joined the Information Services department. Sarah Andrus, Hillary Hentschel and Julie Mills are all new part-time librarians and Jessie Schenk is a former part-time librarian that moved to full-time.

A. Information Technology Report

The Information Technology Report can be found on pages 68-74 of the April 27, 2017 Library Board packet.

B. Facilities Report

The Facilities Report can be found on pages 75-76 of the April 27, 2017 Library Board packet.

C. Information Services Report

The Information and Services Report can be found on pages 77-78 of the April 27, 2017 Library Board packet.

- 220 children are registered for the Raising a Reader program.

D. Support Services Report

The Support Service report can be found on pages 78-79 of the April 27, 2017 Library Board packet.

- Hot Spot check-outs continue to circulate. The initial 3 from November, 2016 checked out 61 times and 3 more were added in January, 2017 with 32 check-outs.
- The Library has 37 Steam Kits which have checked out 256 times since February, 2017.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 80-88 of the April 27, 2017 Library Board packet.

- Trustee Lawler asked about the self-checkout number staying at 56% when the goal is 60%. Ms. Farkas reported that the Support Service staff is encouraged to assist people if they are trying to use self-check-out. Because over half of the patrons are using self-checkout, Ms. Farkas is not concerned since over half the patrons are using it. Ms. Farkas is not in favor pulling away staff from the circulation desk to make that number go up.

F. Friends of the Novi Library

The agenda for the April meeting along with the minutes from the November, 2016 meeting are included on page 89 of the April 27, 2017 Library Board packet.

G. Novi Historical Commission

The Novi Historical Commission February minutes and the 2017-2018 approved budget can be found on pages 95-99 of the April 27, 2017 Library Board packet.

- Trustee Poupard thanked Ms. Farkas for the continued presence of the Novi Library at Fox Run.
- Trustee Verma asked if it would be possible to hold a Board meeting once a year at Fox Run. Ms. Farkas liked the idea and would check into it.

13. Committee Reports

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

- Trustee Poupard reported that the committee had met and went through the new policies the staff had worked on. Trustee Poupard said that the policy on behavior was looked at in detail because it is used on a daily basis, and highlighted the new policy on campaigning at the Library.
- Ms. Farkas thanked the team of Kathleen Alberga, Bill Bembeneck, Marcia Dominick, Lindsay Fricke, Barb Rutkowski, and April Stevenson for working

on this project. Ms. Farkas welcomes the opportunity to have a conversation about the new policy manual at the Goal Setting Session on May 6, 2017.

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

- Work continues on pulling data for the salary study. Ms. Farkas hopes this will be completed in May and she can set up a meeting with the HR Committee.
- Trustee Verma asked that the slate of 2017-2018 Board officers be read since it was not during the President's Report. Trustee Messerknecht read the following:
 - Ramesh Verma, Secretary
 - Melissa Agosta, Treasurer
 - Tara Michener, Vice President
 - Craig Messerknecht, President

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

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

- Ms. Farkas thanked Trustees Michener and Agosta for attending the National Library Proclamation presentation at the City Council meeting on April 10, 2017.
- Ms. Farkas mentioned that Springpalooza will be held on May 19, 2017 and invited Board members to attend.
- Polo shirts will be purchased for Board members with the Library logo.
- Trustee Poupard thanked Trustee Michener for providing professional development activities for Library staff.

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

F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.

LED Project:

- Ms. Farkas had requested \$7,500.00 to retain the services of an engineering firm to help with the coordinating of the upcoming LED project. The \$7,500.00 was more than originally budgeted. Ms. Farkas attempted to get a second quote but that company declined. Trustee Messerknecht suggested the Board either approve the \$7,500.00 or go in another direction.
- Ms. Farkas explained it is a long, slow process and to take more time would put the project even further behind.

A motion was made to approve the original proposal for the spec. bid work at \$7,500.00.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

Landscaping:

A new company, Xpert Lawn, has been hired for lawn service.

- Ms. Farkas assured the Board that the issues with the bioswale have been written into the language of the contract. The company was also shown the locations of the bioswales. The Library continues working with Sustainable Landscaping to take care of the bioswales.
- Trustee Verma requested that the landscape trucks park in the back end of the parking lot to not inconvenience patrons.

Parking Lot Resealing:

- Ms. Farkas is asking the Board to close Saturday, May 27, 2017 to accommodate the resealing of the parking lot over the 3 day Memorial Day weekend. She feels it would be a good time to get the project completed with little interruption for Library users since the Library is already closed on Sunday and Monday of this weekend.
- Ms. Farkas explained the company is much respected and has done work for many libraries in the area. The company will not charge more for the holiday weekend.
- Trustee Verma asked that Ms. Farkas inquire about working at night to remain open during the day.
- The Board expressed concern about closing an extra day when the weather can be undependable.

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

14. Public Comment

There was no public comment.

15. Matters for Board Action

- A.** Approval for a potential 1-2 day closing of the Library to allow for the parking lot sealing project to occur.

A motion was made to first have Ms. Farkas ask if the company would work Saturday, May 27, 2017 after 6:00 p.m. through Monday May 29, 2017 at no additional cost, barring weather, and if the company is not willing to do this, the Library would close on Saturday, May 27, 2017

1st—Doreen Poupard

2nd—Geoff Wood

The motion passed with a majority 5-1.

A motion was made to amend the previous motion by adding that the Library Director has the discretion to negotiate the parking lot project start time on Saturday, May 25, 2017 between 3:00 and 6:00 p.m.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed with a majority 5-1.

- B.** Approval of the 2017-2018 269 Contributed Library Fund—first draft (April 23, 2017). Revenue is proposed to be \$48,500.00 and expenditures to be \$48,465.00.

A motion was made to approve the Fund 269 Budget for 2017-2018.

1st—Melissa Agosta

2nd—Geoff Wood

The motion passed unanimously.

16. Adjourn

A motion was made to adjourn the meeting at 8:38 p.m.

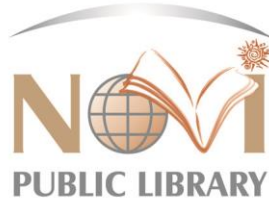
1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

Ramesh Verma, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
Goal Setting Session
May 6, 2017**

DRAFT

Call to Order/Welcome

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Craig Messerknecht, President, at 10:08 a.m.

Roll Call

Library Board

Craig Messerknecht, President
Tara Michener, Vice-President
Melissa Agosta, Treasurer (Arrived 10:15)
Ramesh Verma, Secretary
Bill Lawler, Board Member (Absent and Excused)
Doreen Poupard, Board Member
Geoff Wood, Board Member (Absent and Unexcused)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

Pledge of Allegiance

The pledge of allegiance was recited.

Documents provided at meeting:

- **Library Board Goal Setting Session Agenda**
- **Strategic Objectives 2013-2018/Library Goals 2016-2017**
- **Novi Public Library-2016/2017 Goals (March/April 2017)**

Approval and Overview of Agenda

Trustee Poupard requested adding a discussion about the November 15, 2017 Library Board meeting that will be held at Fox Run at the conclusion of Item 8 on the Agenda.

Noting Trustee Poupard's addition to the Agenda, a motion was made to approve the Overview of the Agenda for the Goal Setting Session held on May 6, 2017.

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

Review the current goals document (as of March/April 2017)

Although the document may seem tedious, Ms. Farkas explained that the goals document is a way to keep the Library Board informed of all that is going on in the Library. The document gives Board members the opportunity to share information when out in the community.

- Trustee Messerknecht asked Ms. Farkas how the staff feels about the goals and if they see value to it. Ms. Farkas informed him that she had not heard staff members respond negatively to it but she would ask managers for feedback. The newly formed Customer Service Committee is a result of the goals document in hopes of getting more staff involved.
- Ms. Farkas suggested the Board create a survey that the staff would take to provide feedback.
- Trustee Poupard suggested that Goal #5: **Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff** would be a perfect umbrella to insert a tactic for the survey.
- Trustee Messerknecht asked that the HR Committee put together some questions that could be used for a staff survey.

2017/2018 Goals

Ms. Farkas reported that little change is needed for the 2017/2018 goals document since major changes had occurred in 2016/2017. Ms. Farkas has seven projects that will take place in the 2017/2018 fiscal year and suggested that these projects could be incorporated into the 2017/2018 goals document.

1. Outreach/Collections: Lakeshore Park Lending Library (projected June 2018)

- Ms. Farkas reported that the City hopes to have the park completed and ready to open in June, 2018 which would be the end of the 2017/2018 fiscal year. Discussions with Support Services, Information Services, and the vendor will begin in the fall of 2017.
- Ms. Agosta had questions about the amount of money spent on the project in the 2017/2018 fiscal year. Ms. Farkas explained that the machine would be purchased and some materials would also need to be purchased but most of the operating costs would begin in the 2018/2019 fiscal year.

2. Fiscal/Building: LED project (Fall 2017)

- Ms. Farkas expects this project to begin in the fall of 2017. She has a meeting on May 17, 2017 with the company that has been retained to assist with the bid specs.

3. Outreach: Library card campaign (August and September 2017)

- Ms. Farkas explained that the goal of this campaign is to mail a library card to every household in the Novi community that currently does not hold a library card. With the help of Oakland County Schools, Ms. Farkas hopes to target three groups of residents: double income/no children, residents over 55, and households with children. The library card can be activated during the months of August and September, 2017. Ms. Farkas will be scheduling a meeting with the Events and Marketing Committee to work on this campaign.

4. Outreach: 1,000 books by kindergarten (July 2017 and ongoing)

- Ms. Farkas explained to the Board that beginning in July, 2017 she hopes to have a staff member in place that will solely focus on reaching out to preschools,

home-school families, and current story time families. Ms. Farkas is eager to keep the momentum of this program going. Trustee Poupard believes having a person like this in place would provide an opportunity to reach out to families in the community that are in need and do not have the same resources as those in preschools.

- Trustee Michener commended Kathryn Bauss for the enthusiasm she shows to the preschool aged children attending story time sessions. Many of the children do not attend preschool and the Library provides the opportunity for them to be involved in the 1,000 book by kindergarten program.

5. Fiscal: Endowment (2017/2018 and beyond)

- Unfortunately working on the endowment has shown to be a slow process. Ms. Farkas has met with an area library which also has an endowment. Unlike Novi, the Library had the language in their charter to allow for an endowment. Novi's charter does not have the same language and the task is more complicated. Ms. Farkas will continue working on this project, but reported it will not be accomplished quickly.
- Trustee Messerknecht commented that there is a way to give money to the Library, for either a specific project or for general use, and that adding information to the website or in printed literature might help. Ms. Farkas agreed and said that new incentives need to be considered.

6. Technology/Programming: Virtual reality equipment and programming (Fall 2017)

7. Outreach: Library Board out in the community

- The November, 2017 board meeting will be held at Fox Run and Ms. Farkas reported there may be other locations in the community to hold the Board meetings.

Ms. Farkas explained that each of these projects can be added to current goals as a new tactic. The projects will be added as the first tactic in each goal for the 2017/2018 goals document. The specific projects are assigned to the following goals:

Goal #1—Maintain excellent customer service in all facets of the library's operations, Board functions, and community involvement.

- Lakeshore Park Lending Library

Goal #2—Balance the needs of the community with fiscal responsibility and reduce the deficit spending.

- LED project
- Endowment

Goal #3—Provide quality and diverse services, materials, programs and technology.

- Virtual reality equipment along with programming using the equipment.
- Diversity: Fostering connections within the diverse community
 - Trustee Michener suggested adding language in the goals document to show the Library is working on this issue. The Board members in attendance agreed. Ms. Farkas will add this language to the document.

Goal #4—Promote the Library in Novi’s residential and business communities and provide outreach to non-library users.

- 1,000 books by kindergarten campaign
- Library card campaign
- Library Board in the community

Goal #5—Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

The Board and Ms. Farkas discussed what could be added to Goal #5 for the 2017//2018 fiscal year and added two new tactics.

- Staff survey provided by the Library Board
- Continue with the salary study

Ms. Farkas will bring the new document to the May 25, 2017 Library Board meeting for approval.

Break: 11:00-11:10 a.m.

Policy Manual

- B2 Closures: The following changes were discussed and agreed upon by Board members in attendance. The changes would go into effect January, 2018. Final approval on all new policies will be voted on at the May 25, 2017.
 - The Library will remain open on the Saturday before Easter.
 - The Library will be closed on the Friday after Thanksgiving
 - Ms. Farkas shared with the Library Board the numbers for this day. Over the past six years the number of people in the Library on this day has never exceeded 344.
 - Whenever Christmas Day, New Year's Day or Independence Day falls on a Sunday, the Library will be closed on the ~~Monday after~~ **Friday before**.
 - Independence Day will be removed from this policy. When Independence Day falls on a Sunday, the Library will remain open on Friday.
 - Trustee Verma expressed concern about Board members not in attendance for closure conversation. Ms. Farkas has agreed to bring the policies discussed at the Goal Setting Session meeting to the May 25, 2017 Library Board meeting to be read before voting.
- P21 Campaigning, Petitioning, Interviewing and Similar Activities: Trustee Agosta asked who “Administration” is. Ms. Farkas informed her that it is the Director and the management team. Ms. Farkas worked with an attorney on this policy which other libraries are adopting.
 - When serving as a polling location, campaigners must remain 100 feet from the Library entrance. This policy is shared with the City.
 - Campaign literature or signs may not come in the building.
 - Trustee Verma wondered why these policies are needed when the Library is a polling place. Ms. Farkas explained that these issues come up even during non-election times with people wanting signatures on petitions. Having the policy in place allows staff the opportunity to enforce the rules.

- A1 Administration: Trustee Messerknecht asked that in the last paragraph of the policy that the word “bases” be change to the correct word “basis”.
- P11 Rules of Conduct: Ms. Farkas explained that this policy is being read by an attorney because it is an important policy that is used every day. Ms. Farkas explained that because the building gets so much use from the public, the rules of conduct for the Library do not match those for the City.
 - More changes may be made to this policy after the attorney completes the revision. Ms. Farkas will bring it, with revisions, to the May 25, 2017 Library Board meeting.
- P10 Computer Use: Trustee Messerknecht noted that in **5G** of this policy that “Patron” needs to be changed to “Patrons”. Ms. Farkas decided to add “The” back into the sentence so that it would read, “The patron”.
- P9 Food: Ms. Farkas highlighted the addition of food allergies to the policy as well as verbalizing that the Café is a separate business from the Library.
 - Ms. Farkas explained to the Board members that signs are posted in the study rooms and on the tables about food and drink in the Library.
- P14 Volunteers: Ms. Farkas reported that this policy was revised. She also informed the Board that a new online system will be in place for volunteers to submit their application and paperwork electronically.
 - Trustee Verma asked if the Library works with other communities besides Fox Run and Ms. Farkas said that the Library reaches out to all of them in Novi.

Library Board Meeting at Fox Run on November 15, 2017

Trustee Poupard would like to combine the meeting with a celebration. From 7:00-7:30 she would like to have a celebration that would include the Library Board, the YOU (Your Own University) book club and the Fox Run Library. Trustee Poupard would also like to have dinner provided for the Library Board. Members of Fox Run would be welcome to stay and attend the Board meeting at 7:30.

A motion was made to adjourn at 11:52 a.m.

1st—Doreen Poupard

2nd—Tara Michener

The motion passed unanimously.

Ramesh Verma, Secretary

Date

April 2017 Student Representative Report

By: Raveena Joshi, Lahari Vavilala

Programs:

The Teen Volunteer Appreciation Event took place on April 11th. At this event, teen volunteers were recognized for their hard work throughout the year. A buffet style meal was served. (Attendance = 20)

The Maker Tween Club: Chain Reaction took place on April 18th. Attendees worked together to create the ultimate chain reaction. (Attendance= 14)

The Teen Volunteer Orientation for the Summer Reading Program took place on April 24th and on April 26th. This event was a required orientation meeting for teens who have already submitted applications to be volunteers for the Summer Reading Program. Information and demonstration of new software was presented followed by a Q&A. (Attendance = 18 (4/24) and 28 (4/26))

Teen Space Update:

There were 241 attendees in Teen Space in April. There was no school from April 3rd-7th and April 14th.

Teen Advisory Board Update:

The second to last Teen Advisory Board meeting took place on April 21st. At this meeting, the officer positions were discussed, and elections will be taking place at the next meeting. The teen intern positions were also introduced. A summer reading program decorating committee was formed of interested students. Then, students took a TAB survey and suggested ideas for what can be done in TAB next year to make it even more enjoyable. Program ideas and TAB meeting activity ideas were also discussed. Finally, members enjoyed making puppy chow during the meeting. (Attendance = 24)

Upcoming Programs:

Simple Summer Recipes – June 6th

Kick-Off Teen Summer Party – June 16th

Summer Carnival Extravaganza at Fuerst Park – June 20th

Comic Art Camp – June 22nd

T-Shirt Design – June 28th



Some of the Library's teen volunteers with Information Services Librarian, Lindsay Fricke, at the Novi Public Library are recognized for their efforts at the Teen Volunteer Appreciation Event.



Attendees try to construct a chain reaction using many different materials during the Maker Tween Club.



Teen Advisory Board members enjoy puppy chow.



Novi Public Library

is recognized for encouraging teen participation in the CSLP "Build a Better World" 2017 Teen Video Challenge. The Novi Public Library exemplifies the wonderful work public libraries do to ensure that all teens have access to high-quality library services.

"We're All in This Together"

The CSLP "Build a Better World" Teen Video Challenge 2017 Winning Video from the State of Michigan was produced by teens from the Novi community.

Sharon Rawlins
Sharon Rawlins, CSLP President

Cathy Lancaster
Teen Video Challenge Coordinator
Spring 2017



collaborative
summer library program™

2017-2018 Library Budget 268							
February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Revenues							
Account	Description						
403.000	Tax Revenue - Current Levy	2,461,558.07	2,522,777.00	2,536,930.00	2,629,295.00	2,729,208.00	2,832,918.00
403.001	Tax Revenue - Cnty Chargebk	294.61	-21,000.00	1,043.00	-15,000.00	-15,000.00	-15,000.00
403.002	Tax Revenue - Tx Tribunal	15,558.00	-5,000.00	0.00	-5,000.00	-5,000.00	-5,000.00
403.003	Tax Revenue - Brow nfield Cap	-214.67	-220.00	-217.00	-225.00	-234.00	-243.00
420.000	Tax Reveune - C/Y Del PPT	-4,846.69	-5,100.00	0.00	-5,000.00	-5,200.00	-5,400.00
567.000	State Aid	34,495.52	29,000.00	29,000.00	34,000.00	34,000.00	34,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	66,886.35	70,000.00	62,000.00	62,000.00	62,000.00	62,000.00
658.000	State penal fines	111,926.44	83,000.00	117,000.00	100,000.00	100,000.00	100,000.00
664.000	Interest on Investments	41,574.64	30,000.00	32,000.00	35,000.00	36,000.00	37,000.00
664.500	Unrealized gain(loss) invest	23,055.12	0.00	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	15,020.65	16,500.00	15,000.00	15,000.00	15,000.00	15,000.00
665.100	Copier	2,727.08	2,200.00	2,100.00	2,100.00	2,100.00	2,100.00
665.200	Electronic media	217.50	200.00	50.00	50.00	50.00	50.00
665.266	SRP - T-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programing	4,267.33	0.00	2,500.00	2,500.00	2,500.00	2,500.00
665.290	Library Fundraising	0.00	3,000.00	0.00	0.00	0.00	0.00
665.300	Meeting Room	35,193.65	32,000.00	34,000.00	34,000.00	34,000.00	34,000.00
665.400	Gifts and donations	5,205.32	6,000.00	200.00	1,000.00	1,000.00	1,000.00
665.404	Novi Tow nship Assessment	6,154.00	6,369.00	6,197.00	6,300.00	6,426.00	6,555.00
665.650	Library Caf�	5,658.29	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,824,862.38	2,774,726.00	2,842,803.00	2,901,020.00	3,001,850.00	3,106,480.00

2017-2018 Library Budget 268 February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	848,742.23	805,000.00	805,000.00	795,000.00	813,000.00	830,000.00
704.200	Wages (non-pensionable)	10,000.00		0.00	0.00	0.00	0.00
704.250	Final Payout	18,963.41	0.00	6,557.00	0.00	0.00	0.00
705.000	Temporary Salaries	552,249.03	661,000.00	600,000.00	686,000.00	700,000.00	714,000.00
715.000	Social Security	106,814.50	112,200.00	100,000.00	104,000.00	106,000.00	108,000.00
716.000	Insurance	224,763.56	217,000.00	220,200.00	224,400.00	240,000.00	256,800.00
716.200	HSA - Health Savings Acct.	998.21	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
716.999	Ins. Employee Reimbursement	-41,734.26	-43,400.00	-43,000.00	-45,000.00	-48,150.00	-51,520.00
718.000	Pension DB	14,112.00	0.00	0.00	9,144.00	9,300.00	9,500.00
718.050	Pension - add'l DB	-17,097.72	0.00	0.00	15,852.00	16,100.00	16,500.00
718.200	Pension - Defined Contribution	24,086.16	26,400.00	30,700.00	32,000.00	32,640.00	33,300.00
719.000	Unemployment Ins	1,295.20	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	1,948.58	4,300.00	2,800.00	3,000.00	3,000.00	3,000.00
Total Personnel Services		1,745,140.90	1,784,000.00	1,723,757.00	1,825,896.00	1,873,390.00	1,921,080.00
Supplies							
Account	Description						
727.000	Office supplies	19,615.69	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	623.79	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	66,110.20	82,000.00	82,000.00	75,000.00	75,000.00	75,000.00
734.500	Computer supplies equip	29,899.05	60,000.00	66,300.00	74,000.00	74,000.00	64,000.00
740.000	Operating supplies	18,702.42	30,000.00	30,000.00	27,000.00	27,000.00	27,000.00
740.010	Gift and Donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	0.00	3,500.00	3,500.00	2,000.00	0.00	0.00
741.000	Uniforms	134.95	300.00	300.00	300.00	300.00	300.00
Materials							
742.000	Books	174,336.21	190,000.00	190,000.00	196,000.00	196,000.00	196,000.00
742.010	Lending Library Books				10,000.00	20,000.00	20,000.00
742.100	Book Fines	779.42	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,297.83	23,800.00	23,800.00	24,800.00	24,800.00	24,800.00
744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	76,200.00	76,200.00	76,200.00
745.200	Electronic media	44,507.93	51,000.00	51,000.00	46,000.00	46,000.00	46,000.00
745.300	Online (Electronic) Resources	50,362.92	60,000.00	60,000.00	59,000.00	59,000.00	59,000.00
Total Supplies & Materials		494,118.44	601,300.00	607,600.00	615,000.00	623,000.00	613,000.00

2017-2018 Library Budget 268 February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Services & Charges							
Account	Description						
801.925	Public Information (cable)	369.29	500.00	500.00	500.00	500.00	500.00
802.100	Bank Services	3,112.49	4,800.00	2,500.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	665.00	700.00	665.00	700.00	700.00	700.00
804.000	Medical Service	1,286.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	4,230.00	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00
808.000	Rubbish	0.00		1,200.00	1,200.00	1,200.00	1,200.00
809.000	Memberships & Dues	4,331.00	5,000.00	5,000.00	5,200.00	5,200.00	5,200.00
816.000	Professional services	2,356.00	10,000.00	5,000.00	12,000.00	5,000.00	5,000.00
817.000	Custodial Services	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00
818.000	TLN Central Services	3,995.00	4,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	12,932.05	11,500.00	11,500.00	14,000.00	14,000.00	14,000.00
855.000	TLN Automation Services	52,801.04	61,000.00	56,000.00	56,000.00	56,000.00	56,000.00
861.000	Gasoline and oil	125.07	1,500.00	500.00	500.00	500.00	500.00
862.000	Mileage	184.61	300.00	100.00	300.00	300.00	300.00
880.000	Community Promotion	9,065.00	20,000.00	25,000.00	25,000.00	20,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	17,495.94	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	2,640.19	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
900.000	Print, Graphic Design, Publish	27,533.58	29,500.00	29,500.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,464.00	14,800.00	13,222.00	14,000.00	15,000.00	16,000.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	8,483.52	11,500.00	10,000.00	11,500.00	11,500.00	11,500.00
922.000	Electricity	95,236.64	106,000.00	102,000.00	99,000.00	99,000.00	99,000.00
923.000	Water and Sewer	9,477.30	5,500.00	5,500.00	5,500.00	6,000.00	6,000.00
934.000	Building Maintenance	47,114.55	100,000.00	75,000.00	80,000.00	84,000.00	84,000.00
935.000	Vehicle Maintenance	215.80	0.00	0.00	0.00	0.00	0.00
941.000	Grounds Maint.	51,558.43	33,000.00	37,800.00	52,000.00	42,000.00	42,000.00
942.000	Office Equipment Lease	14,734.88	15,000.00	13,000.00	12,000.00	12,000.00	12,000.00
942.100	Records storage	251.09	300.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	10,577.11	13,500.00	13,500.00	15,500.00	13,500.00	15,500.00
Total Services & Charges		441,035.58	523,700.00	487,582.00	517,000.00	498,500.00	501,500.00
2017-2018 Library Budget 268 February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Capital Outlay							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project	40,000.00					
976.000	Building Improvements/Entrance	4,784.96			70,000.00		
976.100	Parking lot improvements	0.00	53,400.00	53,400.00			
986.000	Internal Tech - Capital Outlay	54,619.88	56,000.00	56,000.00	30,000.00	27,000.00	0.00
986.000	Data Proc - camera replace		17,500.00	17,500.00	2,100.00	2,100.00	2,100.00
990.000	Furniture	9,475.50			31,000.00	9,000.00	9,000.00
Total Capital Outlay		108,880.34	126,900.00	126,900.00	133,100.00	38,100.00	11,100.00
965.269	Walker Transfer						
Total Expenditures		2,789,175.26	3,035,900.00	2,945,839.00	3,090,996.00	3,032,990.00	3,046,680.00
680.000	TOTAL Fundbalance	35,687.12	-261,174.00	-103,036.00	-189,976.00	-31,140.00	59,800.00

** 2/4/17: Approval for account 269: 1 Lending Library unit, 1 dropbox unit \$39,965

269 - Library Contributed Funds - Revenues & Expenditures					
		2016-2017 Budget (Amended 9/21/2016)			
Revenues			Year End (6/30/16)	2016-2017 Approved	2016-2017 Amended
664.000		Interest on Investments	26,726.32	15,000.00	15,000.00
664.500		Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00
Interest Income			44,778.24	20,000.00	20,000.00
Donations					
665.230		Collections/Materials Revenue	461.35	2,000.00	2,000.00
665.231		Buildings/Ground/Furniture Revenue	5,150.71	2,000.00	2,000.00
665.232		Programming Revenue	18,387.46	2,000.00	2,000.00
		Raising a Reader in Novi Sponsors		5,000.00	5,000.00
665.233		Technology Library Revenue	409.00	500.00	500.00
665.234		Undesignated Misc. Donations	3,212.09	500.00	500.00
TOTAL			\$27,620.61	\$12,000.00	\$12,000.00
TOTAL Revenues			72,398.85	32,000.00	32,000.00
Expenditures					
742.230		Collections/Materials Expenditures	187.13	5,000.00	5,000.00
742.231		Buildings/Ground/Furniture Exp	6,672.11	18,000.00	-
742.232		Programming Expenditures	16,344.22	3,000.00	3,000.00
742.233		Technology Library Expenditures	965.00	4,000.00	4,000.00
		Automated Lending Library			-
742.234		Undesignated Misc. Expenditures	6,023.03	2,000.00	-
		Staff Recognition		-	1,000.00
TOTAL			30,191.49	32,000.00	13,000.00
TOTAL Expenditures			30,191.49	\$32,000.00	13,000.00
		Beginning Fund Balance Yr. End		1,629,605.26	1,671,812.62
		Revenues	72,398.85	32,000.00	32,000.00
		Expenditures	30,191.49	32,000.00	(13,000.00)
		NET Revenues vs. Expenditures	42,207.36	0.00	19,000.00
		Beginning Fund Balance	1,629,605.26		
		Net of Rev/Exp 2015/2016			
Amended 9/21/2016		Ending Fund Balance Expected	\$1,671,812.62	\$1,629,605.26	\$1,690,812.62

269 - Library Contributed Funds - Revenues & Expenditures							
			2017-2018 (Draft 4/27/17)				
				Year End (6/30/16)	2016-2017 Approved	2016-2017 Amended	2017-2018 Proposed
Revenues							
664.000		Interest on Investments		26,726.32	15,000.00	15,000.00	36,000.00
664.500		Unrealized gain (loss) on investments		18,051.92	5,000.00	5,000.00	6,000.00
Interest Income				44,778.24	20,000.00	20,000.00	42,000.00
Donations							
665.230		Collections/Materials Revenue		461.35	2,000.00	2,000.00	1,000.00
665.231		Buildings/Ground/Furniture Revenue		5,150.71	2,000.00	2,000.00	1,000.00
665.232		Programming Revenue		18,387.46	2,000.00	2,000.00	2,500.00
		Raising a Reader in Novi Sponsors			5,000.00	5,000.00	1,000.00
665.233		Technology Library Revenue		409.00	500.00	500.00	500.00
665.234		Undesignated Misc. Donations		3,212.09	500.00	500.00	500.00
TOTAL				\$27,620.61	\$12,000.00	\$12,000.00	\$6,500.00
TOTAL Revenues				72,398.85	32,000.00	32,000.00	48,500.00
Expenditures							
742.230		Collections/Materials Expenditures		187.13	5,000.00	5,000.00	2,000.00
742.231		Buildings/Ground/Furniture Exp		6,672.11	18,000.00	-	500.00
742.232		Programming Expenditures		16,344.22	3,000.00	3,000.00	3,000.00
742.233		Technology Library Expenditures		965.00	4,000.00	4,000.00	2,000.00
		Automated Lending Library/Drop box				-	39,965.00
742.234		Undesignated Misc. Expenditures		6,023.03	2,000.00	-	
		Staff Recognition			-	1,000.00	1,000.00
TOTAL				30,191.49	32,000.00	13,000.00	48,465.00
TOTAL Expenditures				30,191.49	\$32,000.00	13,000.00	48,465.00
		Beginning Fund Balance Yr. End			1,629,605.26	1,671,812.62	1,679,802.77
		Revenues		72,398.85	32,000.00	32,000.00	48,500.00
		Expenditures		30,191.49	32,000.00	(13,000.00)	(48,465.00)
		NET Revenues vs. Expenditures		42,207.36	0.00	19,000.00	35.00
		Beginning Fund Balance		1,629,605.26			
		Net of Rev/Exp 2015/2016					
		Ending Fund Balance Expected		\$1,671,812.62	\$1,629,605.26	\$1,690,812.62	\$1,679,837.77

Approved April 27, 2017

05/16/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 04/30/2017											
% Fiscal Year Completed: 83.29											
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	JULY 2016	FEB 2017	MARCH 2017	APRIL 2017	04/30/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268											
Dept 000.00-treasury											
Property tax revenue											
268-000.00-403.000	Property Tax Revenue - Current Levy	2,461,558.07	2,522,777.00	2,522,777.00	2,536,929.51	0.00	0.00	0.00	2,536,930.91	(14,153.91)	100.56
268-000.00-403.001	Property Tax Revenue- County Chargebacks	294.61	(21,000.00)	(21,000.00)	0.00	52.68	0.00	30.98	1,302.04	(22,302.04)	(6.20)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	15,558.00	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(214.67)	(220.00)	(220.00)	(217.02)	0.00	0.00	0.00	(217.02)	(2.98)	98.65
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(4,846.69)	(5,100.00)	(5,100.00)	0.00	0.00	0.00	0.00	0.00	(5,100.00)	0.00
Property tax revenue		2,472,349.32	2,491,457.00	2,491,457.00	2,536,712.49	52.68	0.00	30.98	2,538,015.93	(46,558.93)	101.87
State sources											
268-000.00-567.000	State aid	34,495.52	29,000.00	29,000.00	0.00	0.00	0.00	0.00	18,225.12	10,774.88	62.85
State sources		34,495.52	29,000.00	29,000.00	0.00	0.00	0.00	0.00	18,225.12	10,774.88	62.85
Fines and forfeitures											
268-000.00-657.000	Library book fines	66,886.35	70,000.00	70,000.00	5,078.43	5,982.20	5,291.85	4,017.97	50,748.81	19,251.19	72.50
268-000.00-658.000	State penal fines	111,926.44	83,000.00	83,000.00	0.00	0.00	0.00	0.00	117,150.58	(34,150.58)	141.15
Fines and forfeitures		178,812.79	153,000.00	153,000.00	5,078.43	5,982.20	5,291.85	4,017.97	167,899.39	(14,899.39)	109.74
Interest income											
268-000.00-664.000	Interest on investments	41,574.64	30,000.00	30,000.00	2,690.75	4,567.12	4,030.12	0.00	39,239.65	(9,239.65)	130.80
268-000.00-664.500	Unrealized gain (loss) on investments	23,055.12	0.00	0.00	(103.16)	2,136.96	(2,322.56)	0.00	(50,085.03)	50,085.03	100.00
Interest income		64,629.76	30,000.00	30,000.00	2,587.59	6,704.08	1,707.56	0.00	(10,845.38)	40,845.38	(36.15)
Other revenue											
268-000.00-665.000	Miscellaneous income	15,020.65	16,500.00	16,500.00	1,151.48	1,349.75	1,524.72	1,149.83	12,862.86	3,637.14	77.96
268-000.00-665.100	Copier	2,727.08	2,200.00	2,200.00	160.85	153.15	157.05	265.75	1,832.46	367.54	83.29
268-000.00-665.200	Electronic media (previously VHS)	217.50	200.00	200.00	17.00	0.00	64.00	0.00	81.00	119.00	40.50
268-000.00-665.266	Summer reading t-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	35,193.65	32,000.00	32,000.00	3,056.21	3,952.68	9,341.77	3,920.73	42,502.81	(10,502.81)	132.82
268-000.00-665.404	Novi Township assessment	6,154.00	6,369.00	6,369.00	6,197.00	0.00	0.00	0.00	6,197.00	172.00	97.30
268-000.00-665.650	Library Cafe	5,658.29	5,000.00	5,000.00	408.61	428.74	425.19	0.20	3,673.50	1,326.50	73.47
Other revenue		65,102.34	65,269.00	65,269.00	10,991.15	5,884.32	11,512.73	5,336.51	67,149.63	(1,880.63)	102.88
Donations											
268-000.00-665.289	Adult programs	4,267.33	0.00	0.00	0.00	702.19	1,212.15	797.73	4,373.65	(4,373.65)	100.00
268-000.00-665.400	Gifts and donations	5,205.32	6,000.00	6,000.00	0.25	0.00	118.78	182.38	2,003.43	3,996.57	33.39
Donations		9,472.65	6,000.00	6,000.00	0.25	702.19	1,330.93	980.11	6,377.08	(377.08)	106.28

GL NUMBER	DESCRIPTION	END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDTG
		06/30/2016	ORIGINAL	2016-17	JULY 2016	FEB 2017	MARCH 2017	APRIL 2017	04/30/2017	BALANCE	
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services											
268-000.00-704.000	Permanent salaries	848,742.23	805,000.00	805,000.00	37,262.97	58,879.36	88,415.10	58,943.38	640,013.68	164,986.32	79.50
268-000.00-704.200	Wages - Stipend	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.250	Final Payout	18,963.41	0.00	0.00	0.00	0.00	0.00	0.00	6,558.03	(6,558.03)	100.00
268-000.00-705.000	Temporary salaries	552,249.03	661,000.00	661,000.00	23,713.78	45,454.18	68,963.21	47,894.73	471,058.80	189,941.20	71.26
268-000.00-715.000	Social security	106,814.50	112,200.00	112,200.00	4,520.29	7,733.83	11,801.41	7,941.36	83,076.63	29,123.37	74.04
268-000.00-716.000	Insurance	224,763.56	217,000.00	217,000.00	18,343.53	19,177.08	13,938.47	20,923.90	185,983.19	31,016.81	85.71
268-000.00-716.200	HSA - employer contribution	998.21	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,868.75	(368.75)	124.58
268-000.00-716.999	Insurance - Employee Reimbursement	(41,734.26)	(43,400.00)	(43,400.00)	(1,894.65)	(3,353.26)	(3,353.26)	(3,350.87)	(32,860.51)	(10,539.49)	75.72
268-000.00-718.000	Pension - DB Normal Cost	14,112.00	0.00	0.00	1,121.00	1,121.00	1,121.00	1,121.00	11,210.00	(11,210.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(17,097.72)	0.00	0.00	(1,252.38)	(1,252.38)	(1,252.38)	(1,252.38)	(12,523.80)	12,523.80	100.00
268-000.00-718.200	Pension - defined contribution	24,086.16	26,400.00	26,400.00	1,430.17	2,359.89	(6,219.32)	2,363.74	15,368.89	11,031.11	58.22
268-000.00-719.000	Unemployment insurance	1,295.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	1,948.58	4,300.00	4,300.00	204.00	191.74	288.73	196.24	2,144.39	2,155.61	49.87
Personnel services		1,745,140.90	1,784,000.00	1,784,000.00	83,448.71	130,311.44	173,702.96	134,781.10	1,371,898.05	412,101.95	76.90
Supplies											
268-000.00-727.000	Office supplies	19,615.69	23,000.00	23,000.00	3,206.77	1,114.66	1,508.38	279.00	13,749.64	9,250.36	59.78
268-000.00-728.000	Supplies - Postage	623.79	700.00	700.00	1.93	0.00	147.00	8.75	608.68	91.32	86.95
268-000.00-734.000	Computer supplies, software & licensing	66,110.20	82,000.00	82,000.00	7,319.29	1,479.97	14,192.81	1,214.47	43,986.45	38,013.55	53.64
268-000.00-734.500	Computer supplies/equipment	29,899.05	60,000.00	60,000.00	3,233.44	1,978.17	1,423.07	885.07	26,474.00	33,526.00	44.12
268-000.00-740.000	Operating supplies	18,702.42	30,000.00	30,000.00	938.23	2,523.64	1,593.54	1,585.95	27,284.20	2,715.80	90.95
268-000.00-740.010	Gift and donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-741.000	Supplies - Uniforms	134.95	300.00	300.00	0.00	0.00	0.00	0.00	184.56	115.44	61.52
268-000.00-742.000	Library books	174,336.21	190,000.00	190,000.00	12,432.85	13,480.30	12,782.16	8,434.99	128,373.96	61,626.04	67.57
268-000.00-742.100	Library Books - Fines	779.42	1,000.00	1,000.00	40.00	90.93	3.95	101.90	1,042.72	(42.72)	104.27
268-000.00-743.000	Library periodicals	20,297.83	23,800.00	23,800.00	182.00	178.50	0.00	0.00	14,893.69	8,906.31	62.58
268-000.00-744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	12,204.82	3,113.39	5,042.10	8,648.85	62,745.55	13,254.45	82.56
268-000.00-745.200	Electronic media	44,507.93	51,000.00	51,000.00	5,250.31	1,812.78	7,667.51	3,541.53	35,853.70	15,146.30	70.30
268-000.00-745.300	Electronic resources (CD rom materials)	50,362.92	60,000.00	60,000.00	38,832.40	673.22	0.00	0.00	55,779.82	4,220.18	92.97
Supplies		494,118.44	601,300.00	601,300.00	83,642.04	26,445.56	44,360.52	24,700.51	410,976.97	190,323.03	68.35

GL NUMBER	DESCRIPTION	END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	JULY 2016	FEB 2017	MARCH 2017	APRIL 2017	04/30/2017	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges											
268-000.00-801.925	Public information (cable, etc)	369.29	500.00	500.00	32.30	32.30	32.30	0.00	290.70	209.30	58.14
268-000.00-802.100	Bank Service Charges	3,112.49	4,800.00	4,800.00	42.00	216.27	200.33	206.30	1,798.33	3,001.67	37.47
268-000.00-803.000	Independent audit	665.00	700.00	700.00	0.00	0.00	0.00	0.00	665.00	35.00	95.00
268-000.00-804.000	Medical service	1,286.00	1,500.00	1,500.00	0.00	294.00	490.00	98.00	1,775.00	(275.00)	118.33
268-000.00-806.000	Legal fees	4,230.00	1,000.00	1,000.00	0.00	229.30	56.00	0.00	1,967.80	(967.80)	196.78
268-000.00-809.000	Memberships and dues	4,331.00	5,000.00	5,000.00	2,676.07	0.00	476.50	(90.00)	4,742.57	257.43	94.85
268-000.00-816.000	Professional services	2,356.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	500.00	9,500.00	5.00
268-000.00-817.000	Custodial services	46,800.00	46,800.00	46,800.00	3,900.00	3,900.00	3,900.00	0.00	35,100.00	11,700.00	75.00
268-000.00-818.000	TLN Central Services	3,995.00	4,500.00	4,500.00	0.00	0.00	0.00	0.00	3,495.00	1,005.00	77.67
268-000.00-851.000	Telephone	12,932.05	11,500.00	11,500.00	865.68	986.95	443.78	972.47	9,595.41	1,904.59	83.44
268-000.00-855.000	TLN Automation Services	52,801.04	61,000.00	61,000.00	12,261.46	0.00	0.00	12,931.93	53,719.24	7,280.76	88.06
268-000.00-861.000	Gasoline and oil	125.07	1,500.00	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-862.000	Mileage	184.61	300.00	300.00	0.00	0.00	74.90	0.00	90.56	209.44	30.19
268-000.00-880.000	Community promotion	9,065.00	20,000.00	20,000.00	1,205.88	1,208.98	1,410.51	169.76	10,605.36	9,394.64	53.03
268-000.00-880.268	Library programming	17,495.94	22,500.00	22,500.00	2,600.13	1,096.94	1,912.11	1,962.52	13,816.19	8,683.81	61.41
268-000.00-880.271	Adult programs	2,640.19	3,000.00	3,000.00	0.00	0.00	990.00	450.90	2,135.90	864.10	71.20
268-000.00-900.000	Printing, graphic design and publishing	27,533.58	29,500.00	29,500.00	1,215.49	386.40	218.51	370.15	17,903.51	11,596.49	60.69
268-000.00-910.000	Property & liability insurance	13,464.00	14,800.00	14,800.00	13,222.00	0.00	0.00	0.00	13,222.00	1,578.00	89.34
268-000.00-921.000	Heat	8,483.52	11,500.00	11,500.00	130.81	1,641.87	0.00	0.00	6,551.34	4,948.66	56.97
268-000.00-922.000	Electricity	95,236.64	106,000.00	106,000.00	9,612.31	15,260.50	0.00	0.00	66,975.32	39,024.68	63.18
268-000.00-923.000	Water and sewer	9,477.30	5,500.00	5,500.00	0.00	0.00	1,781.20	0.00	5,425.20	74.80	98.64
268-000.00-934.000	Building maintenance	47,114.55	100,000.00	100,000.00	11,436.89	6,340.64	1,854.50	18,346.86	65,316.66	34,683.34	65.32
268-000.00-935.000	Vehicle maintenance	215.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-941.000	Grounds maintenance	51,558.43	33,000.00	33,000.00	55.00	750.00	1,000.00	195.00	16,088.72	16,911.28	48.75
268-000.00-942.000	Office equipment lease	14,734.88	15,000.00	15,000.00	999.00	1,120.16	1,504.44	1,568.29	11,378.29	3,621.71	75.86
268-000.00-942.100	Records storage	251.09	300.00	300.00	31.64	22.18	23.06	23.06	226.53	73.47	75.51
268-000.00-956.000	Conferences and workshops	10,577.11	13,500.00	13,500.00	899.00	3,470.35	569.42	(294.86)	9,390.67	4,109.33	69.56
Other services and charges		441,035.58	523,700.00	523,700.00	61,185.66	36,956.84	16,937.56	36,910.38	352,775.30	170,924.70	67.36

		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	JULY 2016	FEB 2017	MARCH 2017	APRIL 2017	04/30/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Transfers out											
268-000.00-965.101	Transfer to general fund	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out		40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay											
268-000.00-976.000	Building improvements	4,784.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	53,400.00	53,400.00	0.00	0.00	0.00	0.00	0.00	53,400.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	54,619.88	56,000.00	73,500.00	26,267.40	11,569.15	84.49	39.96	56,032.80	17,467.20	76.24
268-000.00-990.000	Furniture	9,475.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		68,880.34	109,400.00	126,900.00	26,267.40	11,569.15	84.49	39.96	56,032.80	70,867.20	44.16
Net - Dept 000.00-treasury		35,687.12	(243,674.00)	(261,174.00)	2,300,826.10	(185,957.52)	(215,242.46)	(186,066.38)	595,138.65	(856,312.65)	
Fund 268 - LIBRARY FUND 268:											
TOTAL REVENUES		2,824,862.38	2,774,726.00	2,774,726.00	2,555,369.91	19,325.47	19,843.07	10,365.57	2,786,821.77	(12,095.77)	(227.87)
TOTAL EXPENDITURES		2,789,175.26	3,018,400.00	3,035,900.00	254,543.81	205,282.99	235,085.53	196,431.95	2,191,683.12	844,216.88	(227.87)
NET OF REVENUES & EXPENDITURES		35,687.12	(243,674.00)	(261,174.00)	2,300,826.10	(185,957.52)	(215,242.46)	(186,066.38)	595,138.65	(856,312.65)	(227.87)

		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	JULY 2016	FEB 2017	MARCH 2017	APRIL 2017	04/30/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269											
Dept 000.00-treasury											
Interest income											
269-000.00-664.000	Interest on investments	26,726.32	15,000.00	15,000.00	2,429.12	2,576.43	2,471.37	0.00	22,696.98	(7,696.98)	151.31
269-000.00-664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00	(93.10)	1,205.94	(1,428.18)	0.00	(25,706.95)	30,706.95	(514.14)
	Interest income	44,778.24	20,000.00	20,000.00	2,336.02	3,782.37	1,043.19	0.00	(3,009.97)	23,009.97	(15.05)
Donations											
269-000.00-665.230	Collections/Materials Revenue	461.35	0.00	2,000.00	50.00	0.00	0.00	0.00	600.00	1,400.00	30.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	5,150.71	0.00	2,000.00	0.00	0.00	434.10	0.00	1,449.26	550.74	72.46
269-000.00-665.232	Programming Revenue	18,387.46	0.00	2,000.00	1,250.00	1,272.70	270.70	90.00	16,857.31	(14,857.31)	842.87
269-000.00-665.233	Technology Library Revenue	409.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,212.09	12,000.00	500.00	0.00	0.00	0.00	0.00	1,092.45	(592.45)	218.49
	Donations	27,620.61	12,000.00	7,000.00	1,300.00	1,272.70	704.80	90.00	19,999.02	(12,999.02)	285.70
Supplies											
269-000.00-742.230	Collections/Materials Expense	187.13	5,000.00	5,000.00	0.00	0.00	0.00	0.00	198.37	4,801.63	3.97
269-000.00-742.231	Buildings/Ground/ Furniture Expense	6,672.11	18,000.00	0.00	0.00	0.00	40.33	0.00	151.86	(151.86)	100.00
269-000.00-742.232	Programming Expense	16,344.22	3,000.00	3,000.00	0.00	(750.00)	240.50	0.00	6,068.57	(3,068.57)	202.29
269-000.00-742.233	Technology Library Expense	965.00	4,000.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00
269-000.00-742.234	Undesignated Misc	6,023.03	2,000.00	0.00	0.00	200.90	0.00	170.25	1,657.49	(1,657.49)	100.00
	Supplies	30,191.49	32,000.00	12,000.00	0.00	(549.10)	280.83	170.25	8,076.29	3,923.71	67.30
	Net - Dept 000.00-treasury	42,207.36	0.00	15,000.00	3,636.02	5,604.17	1,467.16	(80.25)	8,912.76	6,087.24	
Fund 269 - LIBRARY CONTRIBUTION 269:											
	TOTAL REVENUES	72,398.85	32,000.00	27,000.00	3,636.02	5,055.07	1,747.99	90.00	16,989.05	10,010.95	59.42
	TOTAL EXPENDITURES	30,191.49	32,000.00	12,000.00	0.00	(549.10)	280.83	170.25	8,076.29	3,923.71	59.42
	NET OF REVENUES & EXPENDITURES	42,207.36	0.00	15,000.00	3,636.02	5,604.17	1,467.16	(80.25)	8,912.76	6,087.24	59.42

05/16/2017		BALANCE SHEET FOR CITY OF NOVI	
		As of 04/30/2017	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	39,302.88	
268-000.00-017.000	Investments - Pooled	2,371,945.14	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	29,570.81	
	Total Assets	2,441,318.83	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	77,458.52	
268-000.00-259.702	Accrued liabilities-tax	14,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	91,958.52	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,755,110.14	
	Total Fund Balance	1,755,110.14	
	Beginning Fund Balance	1,755,110.14	
	Net of Revenues VS Expenditures	594,250.17	
	Ending Fund Balance	2,349,360.31	
	Total Liabilities And Fund Balance	2,441,318.83	

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	53,249.58
269-000.00-017.000	Investments - Pooled	1,627,646.05
	Total Assets	1,680,895.63
*** Liabilities ***		
269-000.00-202.000	Accounts payable	170.25
	Total Liabilities	170.25
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,562,697.29
269-000.00-390.230	Fund Balance Collections/Materials	34,468.23
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,054.29
269-000.00-390.232	Fund Balance Programming	16,343.76
269-000.00-390.233	Fund Balance Technology Library	6,249.05
	Total Fund Balance	1,671,812.62
	Beginning Fund Balance	1,671,812.62
	Net of Revenues VS Expenditures	8,912.76
	Ending Fund Balance	1,680,725.38
	Total Liabilities And Fund Balance	1,680,895.63

Director's Report by Julie Farkas

Review of Revised Public Library Policies (based on Board conversation on May 6, 2017).

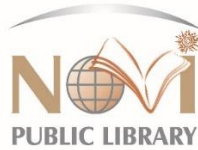
This information is based on the Library Public Policy packet that was distributed at the April 27, 2017, meeting and the additional packet shared with board members during the May 25, 2017, meeting with revisions that were mentioned during the May 6, 2017 session.

- A1 – Administration
- B2 – Closures
- B5 – Phone and Electronic Communication Devices (*)
- P7 – Community Postings and Distribution of Materials (*)
- P9 – Food
- P10 – Computer Use
- P11 – Rules of Conduct (*)
- P12 – Smoking In-On Library Property (*)
- P13 – Unattended Children (*)
- P14 – Volunteers
- P21 – Campaigning, Petitioning, Interviewing and Similar Activities (*)

(*) Attorney reviewed

Out and About in Novi and Library Profession

- 5/2: TLN Director's mtg. re: new ILS, Novi Chamber of Commerce Meet & Greet Luncheon
- 5/3: Volunteer guidebook mtg.
- 5/4: Fox Run EXPO, Rotary mtg., ALA Webinar: How to Hire a New Library Employee
- 5/6: Library Board Goal Setting Session
- 5/8: Novi High School Scholarship Night – representing Novi Rotary and Friend of Novi Library
- 5/9: City of Novi Spring Quarterly Breakfast/Recognition, AAUW Annual Dinner – Guest Speaker, Community Reads mtg.,
- 5/10: Library Card Campaign design mtg.
- 5/11: Novi Rotary mtg.
- 5/15: Metro Detroit Book & Author Event, City of Novi Annual Volunteer Dinner, Novi Parks Foundation mtg.
- 5/17: LED conversion mtg.
- 5/18: Skylight damage mtg., Novi Rotary mtg.
- 5/19: DSLRT mtg., City of Novi Spring Palooza Event
- 5/20: Tony Sacco's Library Fundraiser



Inform. Inspire. Include.

6 Strategic Objectives
2013-2018

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

Library Goals
2017-2018

1. Maintain excellent customer service in all facets of the library's operations, Board functions and community involvement.
Focus: Lending Library at Lakeshore Park
2. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
Focus: LED conversion project, Endowment
3. Provide quality and diverse services, materials, programs and technology.
Focus: Virtual Reality programming, Fostering connections with our diverse community
4. Promote the Library in Novi's residential and business communities and provide outreach to non-library users.
Focus: Library card campaign, 1,000 Books before Kindergarten, Library Board meetings out in the community
5. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
Focus: Staff survey by Library Board, HR salary review

Approved: May 25, 2017

Information Technology Report by Barbara Rutkowski

Updates: 04-01-2017 through 04-30-2017. 51 IT Help Desk tickets were closed.

- Dominic Doot held 1 3D Thursday, 1 GIMP Photo Editing, 1 Cassette to MP3 and 2 VHS to DVD sessions.
- Topics requested during the 9 Tech Time sessions included: iPhone, photo editing, scanning to PDF format, iMovie, general MacBook help, transferring files from a defective flash drive and scanning photos.
- Seven 3D objects were printed.
- Due to their popularity with our patrons, all six hotspots were upgraded to unlimited 4G LTE data.
- The 2017 Patron Technology Survey has concluded and a summary/analysis of the responses will be available by the end of May.
- In an effort to make it as easy as possible for our patrons to connect to our Wi-Fi, the "acceptance" page has been removed. The "acceptance" page has also been removed from our workstations.
- IT staff attended the Novi Police Department's "Workplace Safety Workshop" where identifying suspicious behavior as well as situational and severe weather awareness were discussed.
- We are successfully using cloud storage for network data recovery.
- Currently testing Google File Sync and developing training documentation for staff.
- Testing an improved Help Desk application with a plugin for room reservation software.
- New workstation hardware was deployed to staff with an updated software image.
- The login issues with our mobile app have been resolved.
- The phones in the Local History and AST rooms were replaced due to hardware failure.
- Several meetings held on-site were broadcast to the TLN membership.
- Dominic updated instructional handouts on how to "Burn a Music CD" and "Digitize LPs and Cassette Tapes".
- Scott Rakestraw submitted articles to the staff wiki on Google Drive and how to digitize cassettes and vinyl.
- Scott provided training for staff on printers and antivirus software.
- Patrons were assisted with 3D printing and scanning to email and USB drives.
- Routine tasks were completed: assisted in the set up for multiple staff programming and patron rentals, replaced failed hardware, Windows updates were deployed and the internet filter received several definition updates.

Technology Survey Results



Thank you for participating in our Technology Survey. Click [here](#) to view our answers to questions submitted by our patrons. We hope this helps you understand more about the Library's technology.

1. What kinds of technology would you like to see at the library?

The library has a lot!
Thank you for STEAM kits!
Thanks – We love our library!
Great library – Thank You!
Love the self-check outs!
What you have is just fine.
I am satisfied with current offerings for my needs.
I am happy with the tech available in Novi.
Nice library with a lot of parking spaces.

Thank you!

Keep the Creation Station!

We not only plan on keeping the Creation Station, but recently upgraded both the hardware and software.

The library website is not easy to use to register for events. The events are hard to find.

Our website has been undergoing a redesign to be more user friendly and expect the new site to be “live” June 1st.

VR would be great to see. (This comment was repeated many times.)

Latest technology, more 3D friendly tech

Watch the Engage magazine for Virtual Reality events planned for this fall.

Drawing tablets like Wacom

We have a Comic Art Camp scheduled for this summer. Participants will learn the basics of using Graphic Tablets in order to power up comic art, create a comic strip or develop and bring a character to life.

A/V Lab

We have equipment available to the public that allows you to transfer vinyl or cassette to MP3s and VHS/VHS-C to DVD or MP4s.

Adobe Creative Suite Software

While we do not have the budget to install the highly popular “Adobe Creative Suite”, we have installed the most popular open source competitor: GIMP 2. The program has a large user base and many video tutorials are available on YouTube. Library staff provide instruction via classroom based learning or a Tech Time session.

Tablets that public could use.

We have iPads for use in the Library which have been loaded with the current issue of many popular magazines. Please contact staff at any service desk for information.

Computers for kids ages 8-16

iPads for Adults, Python programming software, Java, C++

iPhone charging booths

Robots for kids to check out

Raspberry Pi Kits

More times or signups for computer help in every form

We'll investigate your suggestions for inclusion in our next fiscal year budget. Thanks for the feedback!

I didn't know there were downloadable eBooks, eAudiobooks and magazines. Maybe a course/session in what is available and how to access it all.

Great idea! Watch the Engage magazine for sessions planned for this fall.

Computers with more RAM that will load web pages faster. Faster Wi-Fi

We are in the process of upgrading our Wi-Fi network and are confident that you'll notice the improvement. We plan to increase the RAM available on our public workstations soon.

A decent book scanner (e.g. Plustek OpticBook)

Our copiers and scanners are able to scan to email or flash drive. The resolution on the Creation Station's scanner is the highest at 6400 dpi x 9600 dpi. We will investigate a device with a higher speed, higher resolution and is more user friendly for oversized materials.

Computer games/Video game consoles

Unfortunately, due to extreme theft, the Library will no longer purchase video games. The video game collection will be donation-based only.

More touchscreen technology

Currently self-checks, public workstations and the wayfinding device are touchscreens. We will investigate changing the catalog workstations in the next fiscal year.

Downloadable newer movies

More movie genres

The staff responsible for this collection investigated your suggestions, but report downloadable options for popular films aren't going to get better for libraries anytime soon. We plan to provide Hoopla at the beginning of 2018 which will have more options, just not the most popular. Sadly, libraries just can't compete with Netflix. Thank you for the feedback!

Test Certification Center (CSQA, ISQA)

Since the International Software Certifications Board (ISCB) has selected Pearson VUE as its partner for the delivery of certification examinations worldwide, this is not a service we can provide.

Apple computers

Since statistics have shown our MacBooks were not in demand, we provide only the Windows platform. We are investigating supplying iPads for adults since the iPads in the Youth Area are being used so heavily.

History on computers should be erased. I always see other people's information in the downloads and history of the computer.

We verified browser history is erased each time the browser is closed. Our workstation management software is capable of rebooting the workstation after each session so all patrons will feel confident any files or browsing history is deleted.

Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 15 Facilities tickets, 151 Meeting Room Requests and has updated 368 Periodic Maintenance tickets.

The monthly fire extinguisher check/inspection has been completed and all are in good working order.

The monthly boiler check/inspection has been completed and both boilers are operating as they should.

The monthly emergency horn/strobe test was completed and all are in good working order.

The monthly AED inspection/battery check has been completed and is showing sufficient charge.

The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.

The monthly study room window washing has been completed and all are squeaky clean.

The weekly public workstation cleaning and sanitization has been performed. (4 times)

The weekly urinal flush and deodorizer in all men's rooms has been performed.

The monthly pop can return has been completed and funds were collected for break room supplies.

The bi-weekly cleaning/dusting of the AST machine has been completed.

All sorting bins were checked for lost materials.

Many light bulbs throughout the building have been changed.

The weekly indoor plant care has been performed and all plants are still alive. (4 times)

All high-traffic carpet has been cleaned.

Facilities Staff has accepted 3 large book donations at the receiving door.

A load of hazardous waste was dropped off at the Wixom hazardous waste disposal day site.

The quarterly restroom sanitization/deep clean was performed by Cintas.

A new water heater has been installed in the café kitchen area, A missing electrical service disconnect was installed with the new unit and a fire extinguisher wall box needed relocation of 12" inches for this installation.

Facilities Staff performed a spring cleaning of debris in the bioswale raingardens and throughout the property.

The city building inspector has approved the permit for the café water heater replacement.

The West and North walls of the large meeting room were patched and painted. (For minor dents and gouges)

Multiple deliveries were made to thrift books.

Multiple parking lot lights were repaired by vendor.

The second floor data closet Liebert unit thermostat sensors were re-calibrated by vendor.

Information Services Report by April Stevenson

- ~The Information Services Department put on 113 programs.
- ~Two Zinio tablets have been deployed at the first floor information desk. These are iPads with the most popular Zinio titles pre-loaded on them. Patrons can check out the tablets for use within the Library. Thank you David and Mary R. Also note that Zinio has recently added the Zinio Article Search Database which searches all the magazines in our catalog - current or back issues, for specific topics and keywords. Check it out the next time you are in the Library.
- ~Kathleen and Jessie attended the Community Collaboration – Mental Health in Libraries Workshop.
- ~Kathleen attended the Special Needs Roundtable meeting.
- ~A raffle was held at the first floor information desk for Peep's Coloring posters. We had 3 winners.
- ~The Novi Library's TAB group won the 2017 SRP Teen Video Challenge for the State of Michigan.
- ~Youth staff participated in the Michigan Reads! Program.
- ~Kathleen worked on the development of our summer reading online software.
- ~Kathleen, Lindsay, David, Matt, and Shannon designed our 2017 Summer Reading Program.
- ~A Money Smart Week display was put up including handouts, books, and other fun items relating to financial education.
- ~Lindsay applied and will receive SRP coupons for Chipotle.
- ~April met with Lynne Bloom of Novi Schools Summer Camp to plan for weekly visits over the summer.
- ~Mary S. held a tour for residents of Waltonwood (Independent Living).
- ~Kathryn and Julie M. attended an early literacy presentation for educators by author Nell Duke.
- ~Teen Space attendees enjoyed an afternoon of cookie decorating and also created a quilt about all the things they love about Teen Space.
- ~Facebook Live was used during National Library Week for the storytelling program with Karen Czarnik reaching more than 3,000 people.
- ~Kathleen and Julie M. conducted two outreach story times at Everbrook Academy
- ~Lindsay held a Teen Volunteer Appreciation event. She also held two Teen Volunteer Orientations for our Summer programs and will hold another in May.
- ~April attended the Novi Youth Assistance Youth Recognition Awards.
- ~Yolanda worked with the Teen Space attendees to create a quilt representing all the things the teens like about Teen Space. She also held a cookie decorating contest.
- ~Hillary met with Jodie Beckley of SBDC to discuss renewing our agreement. She also updated the business and career brochures and created a new Online Business Resource brochure.

~IS staff members attended the City of Novi's Workplace Safety Training

April Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Listen @ the Library – 85
- Protecting Your Assets – 9
- It's Soy Marvelous – 10
- Students for Success – 54
- Building Self-Esteem in Your Child with Autism – 26
- On the Road – 47
- Scrapbook for a Cause – 29
- Cooking with an Area Restaurant Making Crepes with The Crepe Station - 45
- Our Adult Feature Display hosted Gardening
- A second Adult Feature Display hosted books on graphic novels
- Our Adult Music Display featured Dance music from all genres
- First Floor Display case featured Detroit Tigers Baseball

April Tween/Teen Programs & Displays

- Teen Volunteer Appreciation Event – 20
- Teen Volunteer Orientations - 46
- Maker Tween Club: Chain Reaction - 14
- The Teen Stop Display was humorous fiction

April Youth Programs & Displays

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

- Miniature Golf in the Library – 106
- Gordon Russ Magic Show – 170
- Movie Matinee – 54
- Storytelling with Karen Czarnik – 40
- Take Your Kid to Work Day – 31
- Penny Pinching Piggies - 28
- Our Parenting collection showcased books on Autism Awareness.
- Our Youth Non-Fiction/Biography Display was all about Authors & Writing.
- Our Youth Feature Display was Look and Find, I Spy, Look and See books.
- Our Picture Book Display included; National Library Week, Shapes, Dinosaurs
- Our first floor information desk display featured Rainy Days are good for reading and Flutter through a good book.



April Raising a Reader Stats:

226 children have registered for the program.

100 Books – 92	600 Books – 16
200 Books – 59	700 Books – 13
300 Books – 40	800 Books - 12
400 Books – 22	900 Books - 9
500 Books – 21	1000 Books - 7



Novi Public Library Survey Results

30 surveys completed at the Fox Run Expo on May 4, 2017.

We only surveyed residents who own a Novi Library card.

- 1) Do you have a Novi Public Library Card? Yes 30 No 0
- 2) Do you visit the Novi Public Library? Yes 22 No 8
- 3) If you answered NO, tell us why:

I use the Fox Run Library

There are so many activities at Fox Run I don't go to the Novi Library

I can't use the bus transportation because of my hips/knees

I use a walker and can't easily get there on the bus (2 people)

I use the downloadable services

I have low vision

- 4) If you answered YES, what materials and services do you use? Check all that you use:

17 Books

6 DVDs

0 Music CDs

1 Magazines and newspapers

2 Overdrive downloadable ebooks
and audiobooks

1 Zinio downloadable magazines

0 Freegal downloadable music

3 Databases (genealogy)

3 Computers

0 Programs

2 Classes (genealogy/computer)

- 5) Is there something you would like us to have?

Cliff Notes

Series of Great Courses (DVD)

More copies of ebooks for the book clubs

- 6) Is there a class or program you would you like us to offer?

More genealogy classes

Spanish language classes

Yoga

Dance performances

More music concerts

7) Are our classes and programs scheduled at convenient times? Yes 4 No 1

8) What do you like about the Library?

The people are very helpful

Accessibility

Nice library, modern, good selection of kids' books

Computer lab

Book Nook

Beautiful facility, great parking

Beautiful library

Very friendly staff

Book club book delivery

Inter-loaning

Great variety of books

Book Nook.

Love reading the Wall Street Journal

Excellent library

Love how I can inter-loan anything I need from another library

That the library gets us books for our book club

eBooks

9) Are you aware that Fox Run provides transportation to the Library twice monthly?

25 Yes 5 No

10) Are you aware that the City of Novi provides complimentary transportation to the Library

for Novi residents if you call and make a reservation? 18 Yes 12 No

11) Is there anything you would like to tell us? We're listening!

Really happy you moved large print to the first floor

Sometimes I have to wait to be helped at the circulation desk

International films are hard to find in the catalog

Keep doing what you are doing.

Support Services Report by Maryann Zurmuehlen

APRIL – MAY 2017

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.
- Smarty Pants Awards were awarded to the following employees:
For May:
Best Display of our 5 Customer Service Ideals: MaryJane Brugeman
Worked Most Diligently Towards Goals: Lisa Rinkel
Employee of the Month for Going Above & Beyond: Kristin Abate
- Support Services staff participated in the NPL Tornado Drill on Wednesday, April 19th.

Maryann Zurmuehlen:

- virtually attended the TLN SASUG meeting on Thursday, April 27th.
- held interviews for a Shelver position on Monday, April 17th, and will hold additional interviews on Thursday, May 18th and Monday, May 22nd.
- is conducting a three week training program for our newest Circulation Clerk hires, Allison Janicki and Amy Markus.
- attended the City of Novi's Workplace Safety Workshop on Wednesday, April 26th.
- attended a Skillpath Seminar on Tuesday, May 2nd in Dearborn Heights.
- completed preliminary designs for a Feed the Need student library card.

Circulation & Shelves

- We currently have two 20 hour Clerk positions and a 12 hour Shelver position to be filled.
- We had a 24 hour Clerk, Allison Janicki, and a 19 hour Clerk, Amy Markus, start on Monday, May 8th. Please welcome them to the library when you see them!
- Conor Schultz's last day was Friday, May 12th. He left to pursue a Master's Degree at Kansas University.
- Holly Lubzik's last day will be Tuesday, May 30th. She has been offered a full time job with the Grand Rapids YMCA.
- The Outreach Team filled all 3 READ Boxes on Wednesday, May 3rd.
- Rebecca Davis and Pat Amireskandari attended the Fox Run Expo on Thursday, May 4th. They had 39 new patrons sign up for library cards and 12 more patrons renew their cards.
- Clerks are working on their goal to increase our Self-Check Station usage percentage by directing patrons to the stations and educating them about the process.
- The Outreach Team continues to work on the Patron Account Database Cleanup Project.
- Circ Clerks & Shelves continue to handle the steady flow of new card signup, material checkouts and returns, daily holds and unclaims, and delivery and transit of other TLN library materials.

Tech Services

- A Tech Services Department meeting took place on Monday, May 15th.
- Tech Services continues to work on the following projects: Adult Fiction/Large Print/Audiobook Consolidation Project and the Holiday Picture Book Project

- Tech Services has been preparing for the end of fiscal year, including Kristin Abate and Eva Sabolcik placing 103 orders the last week of ordering (5/8-5/12) alone!
- Tech Services continues to assist the Outreach Team with the Patron Account Database Cleanup Project.
- The first preparation phase of the Catalog Database Cleanup Project has begun.

Statistics (April 2016)

- **Library Cards Issued:** 311
- **Items Checked Out:** 61,070
- **Items Interloaned for NPL Patrons:** 4,180 (61 through MeLCat)
- **Items Interloaned to Other Libraries:** 4,501 (58 through MeLCat)
- **Items Added to the Collection:** 1,441
- **Items Discarded from the Collection:** 1,341
- **MAP Checkouts:** 8
- **Outreach:**
 - 8 Facilities Visits / 45 Items Checked Out
 - 1 Homebound Patron / 12 Items Delivered
 - 6 Book Discussions / 103 Items Provided

Self-Check Totals 2016-17 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	77,623	56.07%	43,527	8,895	6,634	5,395	7,916	13,049	1,638
August	72,263	56.95%	41,153	9,328	6,700	3,623	7,791	12,102	1,609
September	57,501	53.40%	30,706	7,407	4,967	3,040	5,464	8,732	1,096
October	60,728	55.11%	33,469	7,870	5,209	3,620	6,358	9,083	1,329
November	58,116	54.33%	31,572	7,210	4,762	2,903	6,714	8,844	1,139
December	52,596	49.31%	25,937	6,204	4,181	2,384	4,627	7,717	824
January	63,571	56.15%	35,697	7,905	6,057	3,403	6,836	10,276	1,220
February	59,122	52.23%	30,878	7,051	5,526	2,972	5,921	8,375	1,033
March	65,425	53.14%	34,765	8,054	5,735	3,377	6,177	10,282	1,140
April	61,070	53.54%	32,699	7,711	5,925	3,239	5,421	9,735	668
May									
June									
FYTD	628,015	54.02%	340,403	77,635	55,696	33,956	63,225	98,195	11,696

Library Usage											
2015-2016 Fiscal Year					2016-2017 Fiscal Year						
	Monthly Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open
July	42,588	1,469	280	29	July	41,803	4,401	46,204	1,540	275	30
August	34,009	1,134	281	30	August	39,539	4,021	43,560	1,452	289	30
September	29,854	1,106	261	27	September	38,934	3,911	42,845	1,587	258	27
October	32,524	1,049	291	31	October	38,993	4,371	43,364	1,399	289	31
November	33,567	1,157	266	29	November	25,943	3,487	29,430	1,015	271	29
December	33,716	1,204	263	28	December	22,348	3,640	25,988	1,000	253	26
January	29,989	1,000	278	30	January	22,426	3,477	25,903	809	302	32
February	29,908	1,031	275	29	February	22,934	3,570	26,504	947	264	28
March	32,239	1,112	283	29	*March	23,008	4,054	27,062	902	286	30
April	34,696	1,157	280	30	April	29,476	3,926	33,402	1,193	264	28
May	34,733	1,240	269	28	May					274	28
June	37,156	1,281	274	29	June					277	29
FYTD Total	404,979	1,160	3,301	349	FYTD Total	305,404	38,858	344,262	1,183	3,302	348

* Closed March 18 due to power outage

Meeting Room Rentals					
2015-16 Fiscal Year			2016-17 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
Jul	21	522	Jul	29	755
Aug	47	996	Aug	41	1,224
Sep	46	960	Sep	41	1,284
Oct	40	738	Oct	41	883
Nov	31	652	Nov	45	1,166
Dec	26	425	Dec	25	567
Jan	41	934	Jan	37	1,221
Feb	43	796	Feb	48	1,185
Mar	31	811	Mar	72	1,763
Apr	38	1,125	Apr	46	1,183
May	26	890	May		
Jun	41	1,249	Jun		

Bits and Pieces

Vol. 8 Number 2

May 2017

Shared Automation Services User Group

After nearly three years of review, discussion and product demonstrations, Directors of TLN Shared Automation Services member libraries will be presented with the evaluation and recommendation for Integrated Library System services for the next five to seven years. SAS member directors will attend a 10:00 am meeting at the Novi Public Library on May 2. Once the preliminary report and conclusions of the Executive Committee (ExCom) Integrated Library System (ILS) Request for a Proposal (RFP) committee have been presented, a motion to receive and approve the ExCom/ILS/RFP recommendation will be entered for a vote. Member libraries must be present to cast their vote. The action will be forwarded to the TLN Board for final action and approval on Thursday, May 18 at the regular meeting of the TLN Board scheduled and hosted by the Grosse Pointe Library. TLN Director, Jim Pletz, and ExCom Consultant, Celia Morse, will notify the winning vendor and the two vendors who were not selected, on Wednesday, May 3. Please hold response to any vendor inquiries or those of your colleagues until Noon on May 3. THANK YOU.

Membership Meeting Features Continuing Education Specialist on May 5

Southgate Veterans Memorial Library will host the May 5 spring 2017 TLN Membership meeting at 11:00 AM. Evette Atkins, Continuing Education Specialist for the Library of Michigan, will be the featured speaker. Professional development has changed in the past decade. It is more relevant to our times, often individually centered via the increased reliance upon webinars. What is he here and now of continuing education programs, who are the major players in this field and where will Michigan be in the next five years of preparing the next generation of library leaders.

Standards Provide a Foundation for Quality Library Services

A simple way to avoid conflict in the public library service community is the application of measurable standards which provide results driven performance measures tested over time. Library boards should expect and demand measurable standards to assess director and staff application of efforts to meet published standards. Public library directors deserve an evaluation of their performance based upon mutually agreed upon measures. Library staff need to be engaged in their ability to support commonly held service expectations. Working as a TEAM, the Board, Director and staff can share in a common goal of service.

TLN is proud many member libraries have reached the highest Library of Michigan performance standard to be labeled QSAC EXCELLENT. Try to settle your library on a pathway to excellence ... take Step One and meet the standards to be designated an ESSENTIAL LEVEL library. Ask Evette Atkins how you can start the process in your next fiscal year.

The Novi Community School District, Parents of African American Students in Novi, and Novi Public Library invite you to take part in the viewing and panel discussion of...



An oscar nominated film for best documentary feature. This film takes an in-depth look at the prison system in the United States and how it reveals the nations history of racial inequality.

Wednesday, May 24, 6-8:45pm

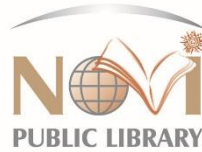
Novi Public Library
Panel discussion to follow film

Guest Panelists:

Dr. Jay Marks-Oakland County Schools
Tara Michener-Author, Counselor, Mediator
Chief David Molloy-Novu Police Department
Shailee Patel-Novu Community Schools
Dr. RJ Webber-Novu Community Schools

For event information please contact Gicentroy & Paula Henry at 734-369-1222





Library Board Calendar

2017

May 6

May 14

May 25

May 28

May 29

Library Board Goal Setting Session, NPL Board Room 10:00-12:00

Mother's Day, Library Closed

Library Board Regular Meeting

Library Closed

Holiday – Memorial Day, Library Closed

June 18

June 22

June 22

Father's Day, Library Closed

Library Board Regular Meeting

Library Director Annual Review

July 4

July 27

Holiday – Independence Day, Library Closed

Library Board Regular Meeting

August 10

August 18

August 24

Community Reads Book Unveiling

Staff In-Service, Library Closed

Library Board Regular Meeting

September 2

September 3

September 4

September 28

Library Closed

Library Closed

Holiday – Labor Day, Library Closed

Library Board Regular Meeting

October 26

Library Board Regular Meeting

November

November

November

November 7

November 11

November 16

November 22

November 23

Annual Library Report – City Council Meeting, TBD

Strategic Planning Sessions-TBD

Community Read, Library TBD

General Election Day

Holiday – Veteran's Day – Library Open

Library Board Regular Meeting, Fox Run 7:00 p.m.

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

Holiday – Thanksgiving, Library Closed

December 20

December 20

December 24

December 25

December 31

Library Board Regular Meeting

Library Director – Mid-year Review

Holiday – Christmas Eve, Library Closed

Holiday – Christmas, Library Closed

Holiday – New Year's Eve, Library Closed

January 1

January

January 25

Holiday—New Year's Day, Library Closed

Budget Planning Session TBD

Library Board Regular Meeting

February

February 22

Budget Planning Session TBD

Library Board Regular Meeting

March 22

Library Board Regular Meeting

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