

Agenda

Novi Public Library Board of Trustees--Regular Meeting
 Thursday, August 22, 2019
 at 7:00 p.m.
 City of Novi – Council Chambers
 45175 W. Ten Mile Road, Novi, MI 48375

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

1. Call to Order by President, Melissa Agosta
2. Roll Call by Secretary, Kat Dooley
3. Pledge of Allegiance
4. Approval and Overview of Agenda 1-4
5. Consent Agenda
 - A. Approval of Regular Meeting Minutes5-13
 - B. Approval of Claims and Warrants 14-16
6. Correspondence
 - A. Comment card from John Martin Re: Program 17
 - B. Comment card from Joanne Rudy Re: Program.....17
 - C. Email from Sophia Zhao Re: Safety concern in youth area.....18-19
7. Presentation/Special Guest
 - A. N/A
8. Public Comment
 In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

 DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
9. Student Representatives Report (provided by Lindsay Gojcaj for July 2019) 20-22
 - A. Gojcaj Wins Stipend to Attend YALSA's 2019 YA Services Symposium.....23
10. President's Report (Melissa Agosta)
 - A. 2019-2022 Strategic Objectives (3 year plan) 24
 - B. 2019-2020 Goals Update (July, October, January, April)N/A 25
11. Treasurer's Report (Geoffrey Wood)
 - A. 2019-2020 Library Budget Fund 268..... 26-28
 - B. 2019-2020 Contributed Fund Budget 269 29
 - C. Library Fund 268 Expenditure & Revenue Report (as of July 31, 2019) 30-32
 - D. Contributed Fund 269 Expenditure & Revenue Report (as of July 31, 2019)33
 - E. Balance Sheets for Funds 268 and 269 (as of July 31, 2019) 34-35

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E. Library Usage Statistics	85-93
F. Friends of the Novi Library – Draft 1 of Operating Agreement	94-97
G. Novi Historical Commission	N/A

13. Committee Reports

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

(Michener-Chair, Agosta)

- Board approved revised policy manual on June 22, 2017; committee will begin review work in fall 2019.
- No action at this time
- Friends will take the MOU to their August 14th meeting for approval, then it will come to the Library Board for first draft review on August 22, 2019.
- Internal Policy Committee meetings with library staff will begin in September to start the review of current policies. A call for staff volunteers was made.

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

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

- Staff satisfaction and strategic planning survey on hold until further notice.
- Based on requests from Library Board members, the Library's current organizational chart and staff information in being provided (see Director's report).
- July 24, 2019: Library Director and Marcia Dominick met with City of Novi Head of HR, Tia Gronlund-Fox to discuss ways to attract qualified candidates for library positions. Some new language for library applications was considered based on what the City provides. We will be investigating the City's online job application process.
- Internal HR Committee meetings with library staff will begin in September to start the review of the current policies. A call for staff volunteers was made.

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

(Wood- Chair, Messerknecht, Lawler)

- As of June 6th: received a draft of a Resolution to Establish Endowment Program and need to meet with the committee to review
- Finance Committee met on Thursday, July 11th at 8:00pm to look at the first draft of the Resolution for Endowment. Committee asked Director Farkas to follow-up with City of Novi Finance Dept. for any input based on other city endowment programs as well as with members of the Novi Parks & Rec Foundation for any insight they may have into an endowment program. 2 attempts to hold a meeting with Carl Johnson, Head of Finance for City of Novi have been made. No meeting action to date.
- Letter was sent to Mr. Bernstein for request of final payments for April and May of 2019. Mr. Bernstein opted to waive receiving the \$500 deposit which would have equaled the final payments as well as an approximate \$30 check in excess was submitted. The City Attorney is looking into the legal rights to the café name in order for the Library to continue its use.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu – Chair, Michener, Dooley)

1. Committee met on Monday, August 5th at 2:00pm to discuss the Library Board Bingo idea and future marketing needs for the Library. See notes in the Director's Report.
2. Library/Community Events Attended by Library Board Members in the Last Month:
 - July 24th: Sizzling Summer – Yu
 - July 31st: Sizzling Summer – Yu
 - August 7th: Sizzling Summer – Yu
 - August 14th: Sizzling Summer – Yu
 - August 15th: Staff Awards Dinner - Agosta

E. Strategic Planning Committee: Annual review of current plan

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

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

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

(Messerknecht – Chair, Lawler, Wood)

- Novi Special Race Car – City staff reports they are looking to review the car by October 31, 2019. Meetings have been set to discuss the moving plan. The Library has offered the week of October 7-15th as there are no story time programs that week and less young guests/families may be using the space. Planning for an early move 7:00am-10:00am if possible so as not to interrupt library services.
- Library Café – Letter was sent to Mr. Bernstein for request of final payments for April and May of 2019. Mr. Bernstein opted to waive receiving the \$500 deposit which would have equaled the final payments as well as an approximate \$30 check in excess was submitted. The City Attorney is looking into the legal rights to the café name in order for the Library to continue its use.
- Grounds – There was a meeting on August 15, 2019 to discuss some drainage issues on the north end of the library property. 3 vendors were in attendance to provide quotes for investigative work to determine the puddling that is occurring.
- Lending Library Kiosk – There is a meeting scheduled for August 21st. The date for the unveiling has been moved up and will like occur the middle of May due to the City's calendar. Request from Library Board to close on a Friday in early May 2020 (tentatively: May 1, 2020) for an All Staff Training Day instead of in August 2020.
- LED Lighting – As of July 18, 2019, the process to swap out the bulbs on the 2nd floor that had experienced a ballast inconsistency has been initiated by the facilities team. No issues have been reported. The date of Wednesday, July 24 has been set to finalize the last few rows of lights that needed to be swapped out.
- Library Van – A meeting took place on July 11th with City Fleet Manager, Mike Ratigan, to discuss the purchase of the library van. It will be a 2020 Transit Van.

Same details as proposed at budget time were discussed. An added feature of an electronic start on the vehicle for \$500 was added. Total cost: \$27,598.00 plus the cost of \$2,000 for a wrap. At this time we have budgeted \$28,500.00. There may need to be a budget adjustment for this capital expense in 983.000.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta)

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

14. Public Comment

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

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

15. Matters for Board Action

- A. Approval of Library Board 2020-2021 Budget Session dates and no meeting on February 27, 2020.....36
- B. Approval of 3 additional days for library closings in 2020 and moving In-Service closure to May 1, 2020 instead of August 2020 to accommodate training for the Lending Library for all staff..... 41-42
- C. Approval of Library Café Lease with NCSD and Compass Group USA, Inc. (Chartwells Division) – (2nd Draft).....58-70
- D. Approval of Operating Agreement with Friends of Novi Library and Novi Library Board of Trustees (1st Draft).....94-97
- E. B4: Meeting Room Rental and Use (1st draft, Attorney reviewed – still pending based on questions from staff members).....N/A

16. Adjourn

Supplemental Information:

- August 2019 E-newsletter.....98-102
- September 13th Songfest Flyer..... 103
- 2019 Community Read Event Information.....104-105
- Library Calendar 106

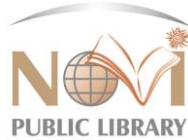
Future Events:

- **LIBRARY CLOSED – August 31, September 1st, September 2nd**
- TEEN SPACE OPENS – September 3rd 2-5pm
- Wed., September 11th: Friends of Novi Library Meeting - CANCELLED
- Friday, September 13th: September Songfest at Paradise Park, 7pm
- Wed., September 18th: City of Novi Historical Commission meeting at 7pm, Novi Library
- Thurs., September 26th: Library Board meeting at 7pm, City of Novi – Council Chambers

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



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

DRAFT

1. Call to Order

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

2. Roll Call by Secretary, Kat Dooley

Library Board

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

Student Representatives

Mahek Nasser, Student Representative (departed at 7:56)
Tarun Tangirala, Student Representative (departed at 7:56)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the overview of the Agenda. Director Farkas requested to add item

15. D. Library Café Lease – 1st Draft – Attorney Reviewed. A hard copy was distributed for Trustees to review before the next Board Meeting.

1st—Tara Michener

2nd—Kat Dooley

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes

A motion was made to approve the Regular Meeting Minutes from June 27, 2019.

1st – Torry Yu

2nd – Tara Michener

The motion passed unanimously.

B. Approval of Claims and Warrants

A motion was made to approve the Claims and Warrant 580.

1st – Kat Dooley

2nd – Tara Michener

The motion passed unanimously.

6. Correspondence

A. July 15, 2019: Nextdoor Social Media Post by Resident, Darlene Friedman regarding library bioswales.

Trustee Dooley inquired whether the Library promotes any upcoming Library Events on Nextdoor. Director Farkas will connect with the City Communications Department for their assistance with this.

7. Presentation/Special Guest

A. Staff Recognition for 2019 Customer Service Award & Above and Beyond Award (see descriptions in the Director's Report)

Director Farkas recognized Library Staff employees for exceptional customer service. Please refer to pages 61-64 of the July Board Packet for a list of the staff members recognized. Director Farkas is thankful to all of the 70 employees of the Novi Public Library and all of the accomplishments achieved during FY 2018-2019.

B. Student Representatives Annual Presentation

Student Representatives, Mahek Nasser and Tarun Tangirala reviewed programs and attendees for FY 2018-2019. Also, the Student Representatives presented the 2019 and 2020 Teen Advisory Board (TAB) Goals.

C. Sue Johnson, Friends President – Check Presentation and Annual Update.

Friends President, Sue Johnson, presented the Fiscal Year End Review to the Library Board. Friend's graciously commits funds to the Novi Public Library Annually and through the Wish List.

Total direct contributions for FY 2018-2019 was \$29,141.

Booked for the Evening event is not scheduled for October 2019. Instead this highly anticipated event would occur in 2020; celebrating the 60th Anniversary of the Friends starting the Library and the 10th Anniversary of the Friends in the new building.

Friends pledged to contribute a generous \$29,700 to the Novi Public Library for FY 2019-2020.

President Agosta had the privilege of attending the Friends year-end meeting. President Agosta witnessed the energy, excitement, and dedication of all the Friends Board Members and their love and support of the Novi Library.

Trustee Dooley is excited to see that the revenue in the Book Nook increased. Additionally, Trustee Dooley revealed that The Book Nook is the only bookstore in Novi. The Book Nook is dedicated to donating and repurposing gently used books.

All Trustees were very thankful for the continued support and dedication of the Friends.

8. Public Comment

There was no public comment.

9. Student Representatives Report – June 2019

The Student Representative Report can be found on pages 18-20 of the July 25, 2019 Library Board packet.

Total participants in teen space for the 2018-2019 school year were 4,854. Trustee Yu inquired if the participant numbers for teen space for the school year were consistent with past years. Director Farkas explained that the number of participants dipped from last year. Advertising, marketing and the same outreach procedures were utilized. Director Farkas suggested there might be an opportunity to reach more teens with a new Café vendor, and the new iCube room. Teens attending the teen space are usually 9th and 10th graders. Trustee Yu recommended marketing the teen space program at school orientation.

Director Farkas thanked the Student Representatives for staying engaged during the summer months and encouraged them to enjoy their time until the end of August.

10. President's Report (Melissa Agosta)

A. Proposed Strategic Objectives summary document 2019-2022

Strategic Objectives can be found on page 21 of the July 25, 2019 Library Board packet. Trustee Dooley summarized the Strategic Objectives for 2019-2022 to the Library Board. Trustee Michener suggested a concise approach when preparing the document for the community. Additionally, Trustee Wood recommended a concise and broad approach. Trustee Yu recommended highlighting a strategic objective within each issue of the Engage Magazine. Trustee Dooley recommended providing public updates through video. Director Farkas was pleased with all recommendations and also wants to highlight the strategic objectives in the eNewsletter. Director Farkas is thankful to April Stevenson for her efforts in data collection for the Strategic Objectives.

B. 2018-2019 Library Goals

The FY 2018-2019 Library Goals are found on page 22 of the July 25, 2019 Library Board packet. This is the final time the Trustees will review the FY 2018-2019 goals.

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

The FY 2018-2019 Library Goals Update are found on pages 23-50 of the July 25, 2019 Library Board packet. Kindly review all the accomplishments of FY 2018-2019.

11. Treasurer's Report (Geoffrey Wood)

Treasurer Wood provided a printed summary of the Treasurer's Report.

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Library Fund 268 Budget can be found on page 57 of the July 25, 2019 Library Board packet.

- The 2018-2019 Library Fund 268 amended budget calls for revenue of \$3,043,355 and expenditures of \$3,076,480 consuming \$33,125 of the fund balance.

B. 2018-2019 Contributed Fund Budget 269

The 2018-2019 Contributed Fund 269 end of year Budget can be found on page 58 of the July 25, 2019 Library Board packet.

- The 2018-2019 Contributed Fund 269 end of year budget calls for revenue of \$46,164 and expenditures of \$133,473 consuming \$87,309 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report

The Library Fund 268 Expenditure and Revenue Report can be found on pages 55-57 of the July 25, 2019 Board packet.

- Revenue ending June 30, 2019 was \$3,122,771.
- Expenditures ending June 30, 2019 was \$2,789,716.

D. Contributed Fund 269 Expenditure & Revenue Report

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 58 of the July 25, 2019 Library Board packet.

- Revenue ending June 30, 2019 was \$77,688.
- Expenditures ending June 30, 2019 was \$112,334.

E. Balance Sheets for Fund 268 and 269

The Balance Sheet for Funds 268 and 269 can be found on pages 59 and 60 of the July 25, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of June 30, 2019 was \$2,237,606.
- Ending Fund Balance for Fund 269 as of June 30, 2019 was \$1,672,782.

12. Director's Report

The Director's Report can be found on pages 61-66 of the July 25, 2019 Library Board packet.

Staff members celebrating anniversaries in August are:

- Rebecca Powell – Librarian – 19 years
- Elizabeth Kopko – Supervisor– 9 years
- Jessie Schenk – Librarian – 6 years

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 67-68 of the July 25, 2019 Library Board packet. Ms. Rutkowski included information about the software and hardware available to the public in the iCube. Also, a picture of Library patron, Nicole is included on page 67. Nicole suggested the addition of the height adjustable workstations which are now located on the 2nd floor in the Library.

B. Facilities Report

The Facilities Report, created by Keith Perfect, can be found on pages 68-72 of the July 25, 2019 Library Board packet. Mr. Perfect included the May and June 2019 reports. On page 72 is a photo of the stencil Mr. Perfect created in the iCube to paint a description on the dedicated parking spots available to charge electronic vehicles.

C. Information Services Report

The Information Service Report is found on pages 73-74, prepared by April Stevenson. Raising a Reader has 310 active participants logging 100 books or more, 1,218 logs received to date and 37,000 books read this month (June). Director Farkas will get a total for the year for Raising a Reader.

D. Support Service Report

The Support Services report is found on page 75, prepared by Maryann Zurmuehlen. Items checked out in June are 74,527.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 76-84. Included are the Fiscal Year End Statistics numbers.

F. Friends of the Novi Library

The Friends of the Novi Library meetings of the Board of Director Minutes for May 8, 2019, June 12, 2019, and July 11, 2018 (from the annual meeting a year ago) can be found on pages 85-93 of the July 25, 2019 Board packet.

G. Novi Historical Commission

Included on page 94 is the Novi Historical Commission Agenda for the July 17, 2019 meeting. The next meeting is scheduled for August 21 at 7pm.

Question and Answer Session following the Directors Report:

- Director Farkas and the Trustees are considering a Friday afternoon or an evening in January or February for the FY 2020-2021 budget session.
- Trustee Dooley mentioned that the Booked for the Evening event needs to be removed from the 2019 Library Board Calendar.
- Trustee Michener inquired about the Novi School's Card Registration on page 75. Director Farkas said this comes out of central office and accommodates new families moving into the district completing paperwork.
- September is library card sign up. Director Farkas met with Superintendent Dr. Matthews. Director Farkas would like all district employees to receive a Library card at the end of August, when the educators return for the school year. Also, Director Farkas has a meeting with Mr. Gutman, Superintendent of Walled Lake Schools. Director Farkas is looking forward to working with the educators that serve Novi.
- Trustee Dooley suggested a future partnership with Novi schools utilizing Beanstack application for books read, which can unlock virtual rewards such as badges.
- Trustee Yu asked if an educator were to receive a Novi Library Card would they need to forgo their resident Library card. Director Farkas responded the educators would have access to everything available at the Novi Library and they would not be asked to relinquish their resident card.
- President Agosta acknowledged that it is the Libraries Fiscal Year end and took a moment to thank Director Farkas for the support she gives to the Library team and the Trustees as well as her work on the Financials and Goals.

13. Committee Reports

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

(Michener-Chair, Agosta)

- i. Board approved revised policy manual on June 22, 2017; committee will begin review work in fall 2019.
- ii. No action at this time

- iii. Director Farkas met with Sue Johnson and Carol Hoffman from Friends to go over the new draft of the Memorandum of Understanding (MOU) for Friends and Library Board. A few edits were proposed and will now be sent back to the attorney for final review. Friends will take the MOU to their August 14th meeting for approval, and then it will come to the Library Board for first draft review on August 22, 2019.
 - o Policy Manual Booklets were distributed to Trustees.
 - o Trustee Michener requested to be invited to future meetings with the Friends.

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

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

- Staff satisfaction and strategic planning survey on hold until further notice.
- Meeting held on Wednesday, July 17th at 5:00pm (Dooley, Agosta, Library Director Farkas, and Marcia Dominick) to discuss Library Director's salary compensation for expectations (score of 3) for further input from the Board for improvement for personal goals for 19/20.
 - o Trustee Agosta stated if Board Members are unable to attend the mid-year or year-end evaluation sessions to remember to please provide Director Farkas with the written evaluations.
- Trustee Agosta will be taking on the Chair role for the HR Committee as Trustee Wood already has a Chair role with Finance.

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

(Wood – Chair, Messerknecht, Lawler)

- i. As of June 6th, received a draft of a Resolution to Establish Endowment Program and need to meet with the committee to review.
- ii. Finance Committee met on Thursday, July 11th at 8:00 pm to look at the first draft of the Resolution for Endowment. Committee asked Director Farkas to follow-up with City of Novi Finance Dept. for any input based on other city endowment programs as well as with members of the Novi Parks & Rec Foundation for any insight that they may have into an endowment program.
- iii. Based on April and May payments not received by café lease, Finance Committee recommended contacting the City Attorney for a letter to be drafted to Mr. Bernstein based on the pending issues. Director Farkas is waiting on a draft letter to Mr. Bernstein based on the pending issues. Director Farkas is waiting on a draft letter to be submitted to her by the attorney.
- iv. Committee was presented with a summary of 2019/2020 Library related budget information that is compiled annually by the City Finance Dept. All Board members received this information in hard copy for review and informational purposes.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley)

- 1. Committee meeting set for Monday, August 5th at 2:00pm to discuss the Library Board Bingo idea and future marketing needs for the Library.

2. Events attended by Library Board Members in the last month:
 - i. June 26th: Sizzling Summer-Yu
 - ii. July 10th: Sizzling Summer-Yu
 - iii. Friends of Novi Library Annual Meeting – Agosta
 - iv. July 11th: HR Training by Foster Swift for Library Board, Library Managers and Library HR (Agosta, Yu, Dooley, Messerknecht, Lawler, Farkas, Stevenson, Rutkowski, Zurmuehlen, Dominick)
 - v. July 13th: Car Show-Yu. There were 209 cars in attendance.
 - vi. July 17th: Sizzling Summer-Yu

E. Strategic Planning Committee: Annual review of current plan

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

- Board received in email as well as hard copy (for informational purposes) a draft summary and the strategic planning data categorized in 7 areas of concentration: Collections/Electronic Resources, Technology, Marketing, Outreach/Services, Programming/Events, Building/Grounds and Staff Development. Director Farkas will be looking for any further additions/edits from the Board Members to the 1 page summary in order for the document to move to the design stage for staff/public communication.

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

Building assessment

(Messerknecht – Chair, Lawler, Yu, Wood)

- Novi Special Race Car – City Council approved the budget and moving of the car from the Library. As of July 18, 2019 - nothing to report.
- Library Café – As of July 18, 2019: Payments for April and May for Café operations have not been received from Mr. Bernstein. A \$500 deposit is currently on hold for Mr. Bernstein to pick up pending payments made. At this time, the late payments violate the lease agreement. Finance Committee recommended contacting the City Attorney for a letter to be drafted to Mr. Bernstein based on the pending issues. Director Farkas is waiting on a draft letter to be submitted to her by attorney.
- Grounds- As of July 18, 2019: Drew Lathin, Bioswale vendor reports:
 - 1) Parking lot swale is in pretty good shape now. Apparently the heat got it cranking. There is good diversity in there and empty places are filling in.
 - 2) The swale just south of the parking lot is getting better. Seeds from plants last year are now germinating and filling back in.
 - 3) The swale to the west is still in the worst shape and not very good right now. If only we can keep the mowers from driving into them. Facilities team will follow-up with lawn vendor.
- Lending Library Kiosk- There is a meeting scheduled for August 21st. The date for the unveiling has been moved up and will likely occur in the middle of May due to the City's calendar. Request from Library Board to close on a Friday in early May 2020 (tentatively: May 1, 2020) for an All Staff Training Day instead of in August 2020.

- LED Lighting- As of July 18, 2019, the process to swap out the bulbs on the 2nd floor that experienced a ballast inconsistency has been initiated by the facilities team. No issues have been reported. The date of Wednesday, July 24 has been set to finalize the last few rows of lights that needed to be swapped out.
- Library Van- A meeting took place on July 11th with City Fleet Manager, Mike Ratigan to discuss the purchase of the library van. It will be a 2020 Transit Van. Same details as proposed at budget time were discussed. An added feature of an electronic start on the vehicle for \$500 was added. Total cost: \$27,598 plus the cost of \$2,000 for a wrap. At this time we have budgeted \$28,500. There may need to be a budget adjustment for this capital expense in 983.000.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

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

14. Public Comment

There was no public comment.

15. Matters for Board Action

- Consideration of 3 additional days for library closings in 2020 and moving In-Service closure to May 2020 instead of August 2020 to accommodate training for the Lending Library for all staff.
 - Statistics for the possible closures are included on page 65.
 - Trustee Wood commented that May is a month high school students would utilize the Library. Director Farkas is looking into the possibility of closing a half-day in order to accommodate the high school or other possibilities.
 - Trustees will review the dates for library closings and discuss at the August meeting.
- Motion to approve the Library Director's salary compensation for 2019-2020 based on Library Board's performance evaluation results, which were discussed in closed session on June 27, 2019.

A motion was made to approve the 2.5 percent increase effective July 1st, which is in line with the City standards and a .5 percent one-time bonus.

1st— Tara Michener

2nd— Geoff Wood

The motion passed unanimously.

- B4: Meeting Room Rental and Use (1st draft, Attorney reviewed - still pending based on questions from staff members). The section highlighted in blue is an addition.
 - Trustees will revisit this at the August Board meeting.

D. Library Café Lease (1st draft, Attorney reviewed).

- Trustees will revisit this at the August Board meeting.
- Trustee Yu requested an address correction on the document

16. **Adjourn**

A motion was made to adjourn at 8:49 p.m.

1st— Tara Michener

2nd—Torry Yu

The motion passed unanimously.

Kat Dooley, Secretary

Date

Warrant 581	268 Accounts	August 2019	
Payable to	Invoice #	Account number	Amount
Quill	FY 2019-2020	268-000.00-727.000	\$ 211.86
Global Office Solutions	FY 2019-2020	268-000.00-727.000	\$ 141.15
1&1 IONOS	Domain renewal	268-000.00-734.000	\$ 40.15
Adobe, Inc.		268-000.00-734.000	\$ 359.88
VidCom Solutions Inc.	Monitoring; 8/1/19-10-31/19	268-000.00-734.000	\$ 212.55
Amazon	FY 2018-2019	268-000.00-734.500	\$ 192.00
Amazon	FY 2019-2020	268-000.00-734.500	\$ 91.98
Cash Register Store (07/09/19)	Cash Registers	268-000.00-734.500	\$ 258.91
Library Design	FY 2018-2019	268-000.00-734.500	\$ 3,435.00
UPS (7/2/19)	Casio Registers; FY 2019-2020	268-000.00-734.500	\$ 110.52
Demco	Shelf	268-000.00-740.000	\$ 1,240.86
Discount Paper Products, Inc.	register tape; FY 2019-2020	268-000.00-740.000	\$ 372.65
Global Office Solutions	Rubber bands; FY 2019-2020	268-000.00-740.000	\$ 25.14
Amazon	FY 2018-2019	268-000.00-742.000	\$ 10,237.87
Brodart (07/17/19)	FY 2019-2020	268-000.00-742.000	\$ 3,390.69
Discount School Supply (07/10/19)	; FY 2019-2020	268-000.00-742.000	\$ 46.89
Gale/Cengage	FY 2019-2020	268-000.00-742.000	\$ 703.03
Tsai Fong Books	FY 2019-2020	268-000.00-742.000	\$ 3,360.30
Amazon	FY 2018-2019	268-000.00-744.000	\$ 1,990.56
Midwest Tape	FY 2019-2020	268-000.00-744.000	\$ 345.91
Amazon	FY 2018-2019	268-000.00-745.200	\$ 517.22
Midwest Tape	FY 2019-2020	268-000.00-745.200	\$ 1,589.27
DearReader.com	FY 2019-2020	268-000.00-745.300	\$ 3,800.00
Gale/Cengage	FY 2019-2020	268-000.00-745.300	\$ 300.00
LinkedIn	FY 2019-2020	268-000.00-745.300	\$ 13,125.00
MCLS	FY 2019-2020	268-000.00-745.300	\$ 9,863.70
MCLS	FY 2019-2020; Morning Star	268-000.00-745.300	\$ 2,789.85
tutor.com	FY 2019-2020	268-000.00-745.300	\$ 13,900.00
Zoobean	7/1/19-6/30/20; FY 2019-2020	268-000.00-745.300	\$ 2,750.00
Spectrum	7/1/19-7/31/19	268-000.00-801.925	\$ 46.13
Merchant Billing Statement	21919; FY 2018-2019	268-000.00-802.100	\$ 374.49
Providence Medical Occup.		268-000.00-804.000	\$ 98.00
Rosati, Schultz, Joppick	through June 30, 2019	268-000.00-806.000	\$ 504.00
Foster Swift	FY 2018-2019	268-000.00-806.000	\$ 3,380.00

Rubbish	Jul-19	268-000.00-808.100	\$ 104.92
Novi Chamber of Commerce	8/2019-7/2020	268-000.00-809.000	\$ 310.00
H&K Janitorial Service, Inc.	June Cleaning; FY 2018-19	268-000.00-817.000	\$ 3,628.67
AT&T	FY 2019-2020	268-000.00-851.000	\$ 298.98
T Mobile	FY 2018-2019	268-000.00-851.000	\$ 292.06
Telnet	FY 2019-2020	268-000.00-851.000	\$ 421.67
Verizon	FY 2019-2020	268-000.00-851.000	\$ 415.80
City of Novi - Fuel	FY 2018-2019	268-000.00-861.000	\$ 66.68
The Library Network	07/01/19-09/30/19	268-000.00-855.000	\$ 14,955.89
The Library Network	FY 2019-2020	268-000.00-855.000	\$ 11.47
Big Frog Custom Prints	Shirts; FY 2019-2020	268-000.00-880.000	\$ 260.00
Home Depot (7/10/19)	steel post; pipe; NPL Banner	268-000.00-880.000	\$ 31.37
Ice Utilization (6/30/19)	FY 2018-2019	268-000.00-880.000	\$ 26.25
Municipal Web Services (7/2/19)	June 2019; FY 2018-2019	268-000.00-880.000	\$ 940.00
Sam's Club (7/25/19)	FY 2019-2020	268-000.00-880.000	\$ 38.82
Barnes & Nobles (07/03/19)	FY 2019-2020	268-000.00-880.268	\$ 118.19
Crown Awards		268-000.00-880.268	\$ 158.63
Gordon Food Service (07/10/19)	FY 2019-2020	268-000.00-880.268	\$ 83.48
J&K Steamboat Company	On the Road Lansing; deposit	268-000.00-880.268	\$ 50.00
Meijer (07/12/19)		268-000.00-880.268	\$ 20.51
Michaels (07/08/19)		268-000.00-880.268	\$ 35.10
Mutch, Kathleen	July 11 and July 27; FY 2019-2020	268-000.00-880.268	\$ 100.00
Novi Parks and Recreation	July 1, 2019; Sizzling Summer	268-000.00-880.268	\$ 1,000.00
Panera Bread	7/1/19; SRP- adult gift cards	268-000.00-880.268	\$ 440.00
Penner, Flordeliza	Adult Luau Event; Meadowbrook	268-000.00-880.268	\$ 300.00
Rhode Island Novelty	FY 2019-2020	268-000.00-880.268	\$ 103.00
Rhode Island Novelty	Toy refill 500 pieces	268-000.00-880.268	\$ 93.28
Sam's Club	Yth programming	268-000.00-880.268	\$ 39.40
Scarlett, Christopher	8/22/19; Adult ; Meadow	268-000.00-880.268	\$ 250.00
Silberman, David	Reimbursement; Trivia Night	268-000.00-880.268	\$ 45.00
Starbucks	SRP- adult; gift cards	268-000.00-880.268	\$ 400.00
Walmart	Car Show; Music on the patio	268-000.00-880.268	\$ 121.41
Millennium Business Systems	5/5/19-6/3/19; FY 2018-2019	268-000.00-900.000	\$ 831.39
Vistaprint	Business Cards	268-000.00-900.000	\$ 24.99
Consumers Energy		268-000.00-921.000	\$ 239.66
DTE	5/24-6/23/19 ; FY 2018-2019	268-000.00-922.000	\$ 7,070.78
Allied Eagle	FY 2019-2020	268-000.00-934.000	\$ 760.04
Creating Sustainable Landscapes	FY 2019-2020; 1st Install; bioswale	268-000.00-934.000	\$ 150.00
Dalton	carpet cleaning FY 2018-2019	268-000.00-934.000	\$ 1,325.00

Home Depot	FY 2018-2019	268-000.00-934.000	\$ 141.02
North Star Mat Service	FY 2018-2019	268-000.00-934.000	\$ 148.00
Schindler Elevator Corp	FY 2019-2020	268-000.00-934.000	\$ 1,293.72
Stanley Access Technologies		268-000.00-934.000	\$ 369.68
Brien's Services	July Lawn Services; FY 2019-2020	268-000.00-941.000	\$ 625.00
C&J Parking Lot Sweep	June 30, 2019 service date: FY 2018-2019	268-000.00-941.000	\$ 55.00
Home Depot	FY 2019-2020	268-000.00-941.000	\$ 9.64
Millennium Business Systems	5/5/19-6/3/19; FY 2018-2019	268-000.00-942.000	\$ 716.40
ALA	YALSA '19; 11/12-11/14/19 Memphis	268-000.00-956.000	\$ 248.00
Brewin, Linda	nerd camp	268-000.00-956.000	\$ 91.64
Delta Airlines	Communications Conference; St Louis MI; 11/12-11/14/19	268-000.00-956.000	\$ 226.60
Lindsay Fricke (Gojcaj)	Memphis : YALSA '19	268-000.00-956.000	\$ 408.85
Hyatt Regency St. Louis at Arch	11/12/19-11/14/19	268-000.00-956.000	\$ 375.01
Library Marketing & Comm. Conf.	11/12-11/14/2019	268-000.00-956.000	\$ 450.00
MIOSHA Training (07/02/19)	Seminar; Supervisors Role Safety	268-000.00-956.000	\$ 120.00
Panera (07/10/19)	07/10/19; Library Trustees & Mgmt.	268-000.00-956.000	\$ 122.03
Petty Cash (Community Promo)		268-000.00-880.000	\$ 3.44
Petty Cash (Program Exp.)		268-000.00-880.268	\$ 51.06
Petty Cash (Conference/Seminars)		268-000.00-956.000	\$ 17.64
TOTAL			\$120,840.73

Warrant 581	269 Accounts	August 2019	
Payable to	Invoice #	Account number	Account total
Oriental Trading (7/23/19)	RAR; mini ladybug; crayons	269-000.00-742.229	\$ 41.45
Petty Cash (Raising a Reader)	RAR: puzzles	269-000.00-742.229	\$ 15.98
Amazon (5/22/19)	International Donation	269-000.00-742.230	\$ 25.99
Amazon (06/13/19)	iCube; wood planks; iron mat;	269-000.00-742.233	\$ 117.93
Amazon (06/13/19)	iCube; sketch paper; hand	269-000.00-742.233	\$ 113.09
Amazon (06/07/19)	iCube; Human Mannequin;	269-000.00-742.233	\$ 19.21
Amazon (06/13/19)	iCube; cardstock; designer	269-000.00-742.233	\$ 40.00
Amazon (06/13/19)	iCube;book bind kits;	269-000.00-742.233	\$ 66.90
Amazon (06/17/19)	iCube; Organizer; ribbon;	269-000.00-742.233	\$ 56.56
Amazon (06/17/19)	iCube; Organizer; ribbon	269-000.00-742.233	\$ 23.30
Amazon (06/17/19)	iCube; dotted paper; transfer	269-000.00-742.233	\$ 92.64
Amazon (06/17/19)	iCube; crafts, magnets;	269-000.00-742.233	\$ 91.39
Engraving Connection (7/9/19)	Customer service plaque;	269-000.00-742.236	\$ 156.32
TOTAL			\$ 860.76



Your comments and suggestions are welcome

Date 7/18/19 Time 2⁰⁰ am/pm

Name JOHN MARTIN

E-mail _____ Telephone _____

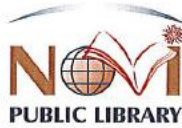
Address _____

Comments

IN OUR OPINION GALE DID AN OUTSTANDING
JOB IN THE GROUP WITH THE BENNY'S MUSIC,
THE BIGGEST CROWD I HAVE SEEN IN A
LONG TIME.
KEEP UP THE GOOD WORK

Response requested N/A

45255 West Ten Mile Road, Novi, Michigan 48375, 248-349-0720
www.novilibrary.org



Your comments and suggestions are welcome

Date 7-17-17 Time 7:30 am/pm

Name Joanne Rudy

E-mail _____ Telephone _____

Address _____

Comments

We thought No Nitro show was great!
The ice cream is super.
Thank you

Response requested N/A

45255 West Ten Mile Road, Novi, Michigan 48375, 248-349-0720
www.novi.library.org

From: Chunmeng Zhao
Sent: Saturday, August 10, 2019 7:04 PM
To: jfarkas@novilibrary.org
Cc: magosta@novilibrary.org; cmesserknecht@novilibrary.org
Subject: Regulation Question/Safety Concern

Dear Library Director,

Today (Aug 10th 2019 4pm), when I took my daughter (2 years old) to the 'Early Literacy Play Area', she could not play there due to there were two big kids there. One seems to be middle school or high elementary school grade age. The other one seems to be middle/high elementary school grade age (this kid was taken away by his father when his father saw the attention item posted on the window).

The first middle school age kid stacked all the blocks into two piles and also built a bridge to connect the two piles then sat/jumped on the top of them.

I reported this to a librarian due to safety concerns, the librarian re-arranged all the blocks to make them on one floor. But after that, this kid started to run and jump in the play area which also caused my safety concern for my little kid. I also saw other parents turned around immediately and told their little ones to come back later when they saw this big kid playing there.

I also took my little kid away due to safety consideration.

I wonder the notice (please see attached picture) posted on the window in the play area is a regulation or an advice. It should be a library regulation from my personal understanding and safety consideration.

If it is a regulation, who should I report to when I see a violation like what happened today?

If it is just an advice, can I have further explanation regarding how Library takes safety risk control when big kids and little kids play together in the area? Also there would be no space/very scary for little kids when big kids playing there.

Thank you very much for all your hard work to make our library such a lovely place for our community.

Best Regards,

Sophia Zhao

Follow up Response to Sophia Zhao

Date: Tuesday, August 13, 2019

Good Morning Sophia!

Thank you for your email. I was out of town until today so I apologize for the delay in response. The area you are referring to is intended for our littlest users and I can definitely understand your concern for older kids being in this area and your safety concerns.

I am going to share this information with my Head of Information Services (and my Librarians who work and monitor this area) and we will look at ways to better enforce this area, as well as communicate the intent for the age at which this area is geared towards. We do not have a policy for the use of this area but signage that indicates the age for which children should be to use the space. Enforcing the age of use for the area will be our first priority.

Please do not hesitate to contact me if you should have any further questions/concerns. My direct line is 248-869-7233.

Thank you,
Julie Farkas

Response from Sophia Zhao

Date: August 14, 2019

Julie,

Thank you very much for your reply.
Do appreciate all your effort to maintain a safe environment for our community.

Best regards,
Sophia

Action Response from April Stevenson, Head of Information Services

Date: August 15, 2019

All staff will be alerted to keep an eye on this area and properly communicate when there is a need to inform and educate guests regarding the age-appropriateness usage of this area.

July 2019 Student Representative Report

Submitted by Lindsay Gojcaj, Librarian

Programs:

The Teen Book Swap program took place on July 10. Teens brought in a gently used teen book to swap with other teens. We also enjoyed a snack. (Attendance = 2)

The Dr. Nitro's Mad Science Show and Liquid Nitrogen Ice Cream Social program took place on July 17. Dr. Nitro presented a hands-on science show where he explained how nitrogen ice cream is made using science. Everyone got to enjoy their own liquid nitrogen ice cream sundaes. (Attendance = 125)

The Blast Off Into Space: Astronaut Training program took place on July 24. During the program, participants did hands-on activities that helped them train like astronauts. Some of the activities included measuring their height, agility course training, and building a space rover. (Attendance = 23)

The BeTWEEN the Pages: Tween Book Club program took place on July 31. Attendees read the book, *Chasing Helicity*, by Ginger Zee. The purpose of the program is to discover new books and make new friends. The book club also encourages tweens to read and to practice for the Battle of the Books program that the Library holds annually. (Attendance = 13)

Teen Space Update:

There was no Teen Space during July. Teen Space is offered during the school year, except during vacation breaks. Teen Space will resume again on September 3.

Teen Advisory Board Update:

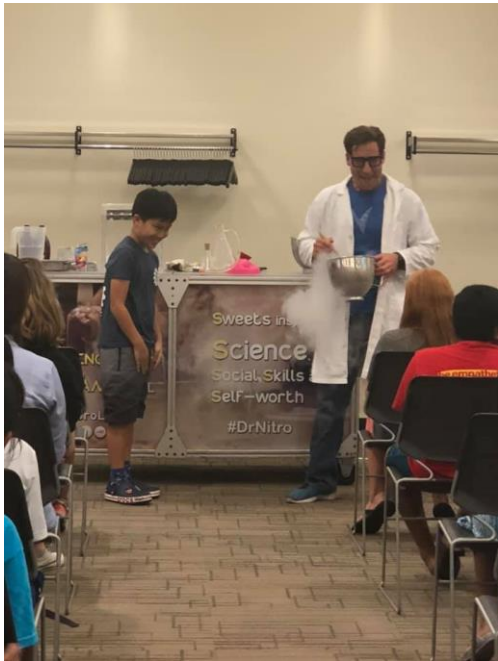
There was no TAB Meeting in the month of July. TAB Meetings will resume again in September 2019, when the 2019-2020 school year begins. The next TAB Meeting will be on September 20.

Upcoming Programs:

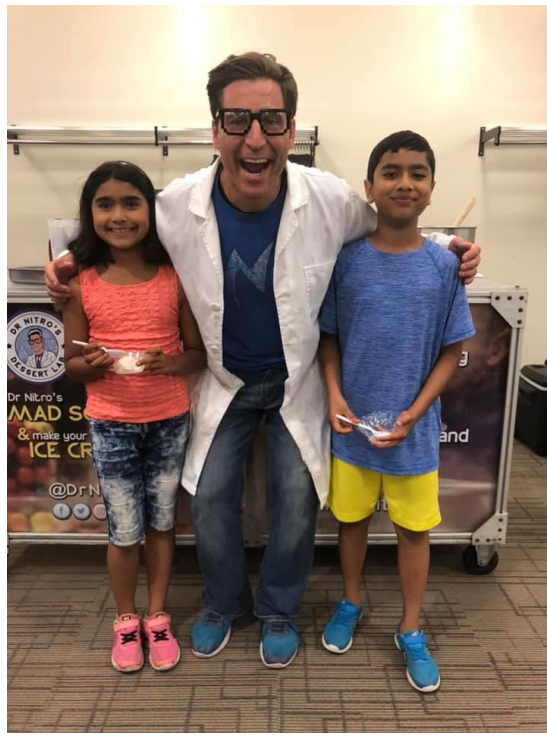
SAT Practice Test – September 14

Teen Advisory Board (TAB) Meeting – September 20

BeTWEEN the Pages: Tween Book Club – September 25



Dr. Nitro's Mad Science Show and Liquid Nitrogen Ice Cream Social



Dr. Nitro with some participants enjoying their liquid nitrogen ice cream



Participants showing off their certificates of completion from the Astronaut Training program

NEWS

For Immediate Release

Contact: Nichole O'Connor
Program Officer
312-280-4387
noconnor@ala.org

Gojcaj wins stipend to attend YALSA's 2019 YA Services Symposium

CHICAGO — Lindsay Gojcaj, an Information Services Librarian at the Novi (Mich.) Public Library, has won the [2019 Young Adult Services Symposium](#) library worker stipend from the Young Adult Library Services Association (YALSA). The stipend will provide Gojcaj with up to \$1,000 to offset travel expenses to attend the symposium, which will be held Nov. 1–3 in Memphis, TN.

“Libraries should provide equitable access to resources that inform, inspire, and include teens,” Gojcaj wrote in her application. “I strive to empower teens by giving them a voice in the library and encourage them to share their opinions.”

April Stevenson, Head of Information Services at Novi Public Library, details Gojcaj’s passion and commitment to serving teens in her letter of support. “She believes libraries should be safe places for teens to explore their interests and discover themselves.” Stevenson also commends how “[Gojcaj] actively seeks out training opportunities, webinars, continuing education, workshops, and conferences, such as this one, to learn new ideas and keep up with the latest teen trends so she can engage with teens.”

The 2019 [YALSA YA Services Symposium](#) will be held Nov. 1-3 in Memphis, TN with the theme: “Show Up and Advocate: Supporting Teens in the Face of Adversity.” Early bird registration ends September 15. To learn more about the symposium, including information on programs and how to register, please visit <http://www.ala.org/yalsa/yasymposium>. Join the conversation online with the hashtag #yalsa19.

Members of the 2019 YA Services Symposium Marketing Task Force who vetted the applications are: Megan Adovasio-Jones, Chair, Nashville Public Library; Emily C. Farmer, Nashville Public Library - Limitless Libraries; Izabel Gronski, Oak Lawn (IL) Public Library; and Scot Smith, Robertsville Middle School Library, Oak Ridge, TN.

The mission of the Young Adult Library Services Association (YALSA) is to support library staff in alleviating the challenges teens face, and in putting all teens – especially those with the greatest needs – on the path to successful and fulfilling lives. For more information about YALSA or to access national guidelines and other resources go to www.ala.org/yalsa, or contact the YALSA office by phone, 800-545-2433, ext. 4390; or e-mail: yalsa@ala.org.

Strategic Objectives (2019-2022)

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

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

GOALS (July, October, January and April)

FINANCIALS

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

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

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

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

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

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

08/13/2019		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI							
		PERIOD ENDING 07/31/2019							
		% Fiscal Year Completed: 8.47							
		*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.							
		END BALANCE	2019-20		MTH ACTIVITY	YTD BALANCE	AVAILABLE		
		06/30/2019	ORIGINAL	2019-20	JULY 2019	07/31/2019	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED	
Fund 268 - LIBRARY FUND 268									
Dept 000.00 - treasury									
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,722,657.94	2,837,689.00	2,837,689.00	0.00	0.00	2,837,689.00	0.00	
268-000.00-403.001	Property Tax Revenue- County Chargebacks	3,317.74	2,000.00	2,000.00	202.78	202.78	1,797.22	10.14	
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(238.66)	(249.00)	(249.00)	0.00	0.00	(249.00)	0.00	
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,726.23)	(3,000.00)	(3,000.00)	0.00	0.00	(3,000.00)	0.00	
268-000.00-420.000	Property Tax Rev - C/Y Delequent PPT	(3,711.48)	(6,500.00)	(17,501.00)	0.00	0.00	(17,501.00)	0.00	
Property tax revenue		2,720,299.31	2,829,940.00	2,818,939.00	202.78	202.78	2,818,736.22	0.01	
State sources									
268-000.00-567.000	State aid	42,429.20	38,000.00	36,000.00	22,406.30	22,406.30	13,593.70	62.24	
State sources		42,429.20	38,000.00	36,000.00	22,406.30	22,406.30	13,593.70	62.24	
Fines and forfeitures									
268-000.00-657.000	Library book fines	69,892.80	62,000.00	62,000.00	6,149.30	6,149.30	55,850.70	9.92	
268-000.00-658.000	State penal fines	115,794.64	115,000.00	109,000.00	0.00	0.00	109,000.00	0.00	
Fines and forfeitures		185,687.44	177,000.00	171,000.00	6,149.30	6,149.30	164,850.70	3.60	
Interest income									
268-000.00-664.000	Interest on investments	58,350.57	53,792.00	53,792.00	0.00	0.00	53,792.00	0.00	
268-000.00-664.500	Unrealized gain (loss) on investments	41,412.79	(20,000.00)	(20,792.00)	0.00	0.00	(20,792.00)	0.00	
Interest income		99,763.36	33,792.00	33,000.00	0.00	0.00	33,000.00	0.00	
Other revenue									
268-000.00-665.000	Miscellaneous income	14,698.76	15,000.00	15,000.00	1,156.79	1,156.79	13,843.21	7.71	
268-000.00-665.100	Copier	1,836.48	2,000.00	600.00	166.70	166.70	433.30	27.78	
268-000.00-665.300	Meeting room	38,294.26	50,000.00	50,000.00	2,841.94	2,841.94	47,158.06	5.68	
268-000.00-665.404	Novi Township assessment	6,342.00	6,400.00	6,400.00	0.00	0.00	6,400.00	0.00	
268-000.00-665.650	Library Cafe	3,299.86	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	
Other revenue		64,471.36	78,400.00	77,000.00	4,165.43	4,165.43	72,834.57	5.41	
Donations									
268-000.00-665.289	Adult programs	8,593.99	5,000.00	3,000.00	0.00	0.00	3,000.00	0.00	
268-000.00-665.400	Gifts and donations	9,512.37	3,500.00	3,500.00	834.62	834.62	2,665.38	23.85	
Donations		18,106.36	8,500.00	6,500.00	834.62	834.62	5,665.38	12.84	

		END BALANCE	2019-20		MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	07/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Personnel services								
268-000.00-704.000	Permanent salaries	893,290.38	920,200.00	949,000.00	33,366.55	33,366.55	915,633.45	3.52
268-000.00-704.210	Vacation Payout	3,993.98	3,500.00	4,000.00	0.00	0.00	4,000.00	0.00
268-000.00-705.000	Temporary salaries	596,655.55	717,500.00	677,000.00	22,461.39	22,461.39	654,538.61	3.32
268-000.00-706.000	Overtime	2,993.85	0.00	500.00	130.65	130.65	369.35	26.13
268-000.00-715.000	Social security	111,842.07	125,500.00	123,000.00	4,552.66	4,552.66	118,447.34	3.70
268-000.00-716.000	Insurance	205,635.46	211,000.00	211,000.00	15,105.34	15,105.34	195,894.66	7.16
268-000.00-716.200	HSA - employer contribution	4,640.66	5,850.00	5,800.00	0.00	0.00	5,800.00	0.00
268-000.00-716.999	Insurance - Employee Reimbursement	(38,291.26)	(40,700.00)	(40,700.00)	(1,478.41)	(1,478.41)	(39,221.59)	3.63
268-000.00-718.000	Pension - DB Normal Cost	9,000.00	8,400.00	8,400.00	0.00	0.00	8,400.00	0.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	24,132.00	29,292.00	29,300.00	0.00	0.00	29,300.00	0.00
268-000.00-718.200	Pension - defined contribution	31,985.62	34,000.00	34,000.00	1,503.94	1,503.94	32,496.06	4.42
268-000.00-720.000	Workers compensation	3,096.71	3,990.00	3,900.00	140.03	140.03	3,759.97	3.59
Personnel services		1,848,975.02	2,018,532.00	2,005,200.00	75,782.15	75,782.15	1,929,417.85	3.78
Supplies								
268-000.00-727.000	Office supplies	14,891.66	20,000.00	19,000.00	353.01	353.01	18,646.99	1.86
268-000.00-728.000	Postage	549.23	300.00	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-734.000	Computer supplies, software & licensing	46,184.43	69,500.00	94,000.00	7,288.00	7,288.00	86,712.00	7.75
268-000.00-734.500	Computer supplies/equipment	45,222.77	60,000.00	56,100.00	62.20	62.20	56,037.80	0.11
268-000.00-740.000	Operating supplies	12,414.26	27,000.00	28,100.00	1,638.65	1,638.65	26,461.35	5.83
268-000.00-740.200	Supplies - Desk chairs and file cabinets	325.99	0.00	2,500.00	0.00	0.00	2,500.00	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	389.00	0.00	0.00	389.00	0.00
268-000.00-742.000	Library books	160,681.48	180,000.00	185,800.00	7,300.91	7,300.91	178,499.09	3.93
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
268-000.00-742.100	Library Books - Fines	309.92	1,200.00	1,100.00	0.00	0.00	1,100.00	0.00
268-000.00-743.000	Library periodicals	19,631.16	24,000.00	24,000.00	0.00	0.00	24,000.00	0.00
268-000.00-744.000	Audio visual materials	89,235.09	92,000.00	96,000.00	345.91	345.91	95,654.09	0.36
268-000.00-745.200	Electronic media	43,680.27	41,000.00	41,900.00	1,589.27	1,589.27	40,310.73	3.79
268-000.00-745.300	Electronic resources (CD rom materials)	55,261.16	67,000.00	61,500.00	43,778.55	43,778.55	17,721.45	71.18
Supplies		488,387.42	592,300.00	621,389.00	62,356.50	62,356.50	559,032.50	10.04
Other services and charges								
268-000.00-801.925	Public information (cable, etc)	472.42	500.00	500.00	0.00	0.00	500.00	0.00
268-000.00-802.000	Data processing	679.80	0.00	700.00	0.00	0.00	700.00	0.00
268-000.00-802.100	Bank Service Charges	4,152.27	2,500.00	2,500.00	655.12	655.12	1,844.88	26.20
268-000.00-803.000	Independent audit	700.00	700.00	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
268-000.00-806.000	Legal fees	10,962.68	2,500.00	5,000.00	0.00	0.00	5,000.00	0.00
268-000.00-808.100	Rubbish Monthly	1,259.04	1,200.00	1,250.00	0.00	0.00	1,250.00	0.00
268-000.00-809.000	Memberships and dues	6,315.97	6,000.00	7,000.00	3,484.44	3,484.44	3,515.56	49.78

		END BALANCE	2019-20		MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	07/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
268-000.00-816.000	Professional services	6,077.50	7,500.00	5,500.00	0.00	0.00	5,500.00	0.00
268-000.00-817.000	Custodial services	48,296.04	48,000.00	48,300.00	0.00	0.00	48,300.00	0.00
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
268-000.00-851.000	Telephone	15,789.19	19,500.00	19,900.00	320.48	320.48	19,579.52	1.61
268-000.00-855.000	TLN Automation Services	56,294.00	60,000.00	74,000.00	14,967.36	14,967.36	59,032.64	20.23
268-000.00-861.000	Gasoline and oil	267.37	500.00	1,200.00	0.00	0.00	1,200.00	0.00
268-000.00-862.000	Mileage	321.41	200.00	700.00	0.00	0.00	700.00	0.00
268-000.00-880.000	Community promotion	18,194.59	23,000.00	20,000.00	330.19	330.19	19,669.81	1.65
268-000.00-880.268	Library programming	26,481.55	26,500.00	26,500.00	2,514.04	2,514.04	23,985.96	9.49
268-000.00-900.000	Printing, graphic design and publishing	32,984.35	30,000.00	34,500.00	0.00	0.00	34,500.00	0.00
268-000.00-910.000	Property & liability insurance	12,412.00	14,000.00	13,500.00	12,544.00	12,544.00	956.00	92.92
268-000.00-921.000	Heat	10,341.80	12,000.00	10,000.00	0.00	0.00	10,000.00	0.00
268-000.00-922.000	Electricity	91,827.26	87,000.00	100,000.00	10,364.40	10,364.40	89,635.60	10.36
268-000.00-923.000	Water and sewer	7,199.30	7,900.00	7,500.00	0.00	0.00	7,500.00	0.00
268-000.00-934.000	Building maintenance	107,313.46	98,000.00	82,500.00	3,940.33	3,940.33	78,559.67	4.78
268-000.00-935.000	Vehicle maintenance	0.00	500.00	200.00	0.00	0.00	200.00	0.00
268-000.00-941.000	Grounds maintenance	29,074.43	39,000.00	45,400.00	634.64	634.64	44,765.36	1.40
268-000.00-942.000	Office equipment lease	10,036.94	14,000.00	10,000.00	0.00	0.00	10,000.00	0.00
268-000.00-942.100	Records storage	280.40	300.00	300.00	0.00	0.00	300.00	0.00
268-000.00-956.000	Conferences and workshops	10,804.45	15,500.00	15,000.00	875.50	875.50	14,124.50	5.84
Other services and charges		513,405.22	521,800.00	537,950.00	50,630.50	50,630.50	487,319.50	9.41
Capital outlay								
268-000.00-976.000	Building improvements	0.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	0.00	28,000.00	28,500.00	0.00	0.00	28,500.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	21,031.05	0.00	31,500.00	0.00	0.00	31,500.00	0.00
268-000.00-990.000	Furniture	14,049.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		35,080.05	43,000.00	70,000.00	0.00	0.00	70,000.00	0.00
Net - Dept 000.00 - treasury		244,909.32	(10,000.00)	(92,100.00)	(155,010.72)	(155,010.72)	62,910.72	
Fund 268 - LIBRARY FUND 268:								
TOTAL REVENUES		3,130,757.03	3,165,632.00	3,142,439.00	33,758.43	33,758.43	3,108,680.57	168.31
TOTAL EXPENDITURES		2,885,847.71	3,175,632.00	3,234,539.00	188,769.15	188,769.15	3,045,769.85	168.31
NET OF REVENUES & EXPENDITURES		244,909.32	(10,000.00)	(92,100.00)	(155,010.72)	(155,010.72)	62,910.72	168.31

		END BALANCE	2019-20		MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	07/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269								
Dept 000.00 - treasury								
Interest income								
269-000.00-664.000	Interest on investments	32,511.28	30,000.00	27,000.00	0.00	0.00	27,000.00	0.00
269-000.00-664.500	Unrealized gain (loss) on investments	22,698.30	6,000.00	(4,500.00)	0.00	0.00	(4,500.00)	0.00
Interest income		55,209.58	36,000.00	22,500.00	0.00	0.00	22,500.00	0.00
Donations								
269-000.00-665.046	Makerspace Renovation Revenue	3,794.30	0.00	2,000.00	315.35	315.35	1,684.65	15.77
269-000.00-665.229	Raising a Reader in Novi Sponsors	5,050.00	1,000.00	5,500.00	0.00	0.00	5,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,847.20	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	12,163.50	2,500.00	5,500.00	800.00	800.00	4,700.00	14.55
269-000.00-665.233	Technology Library Revenue	5,300.00	500.00	1,500.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	93.85	500.00	500.00	0.00	0.00	500.00	0.00
Donations		28,248.85	6,500.00	17,000.00	1,115.35	1,115.35	15,884.65	6.56
Supplies								
269-000.00-742.229	Raising a Reader Expense	3,923.81	0.00	4,000.00	41.45	41.45	3,958.55	1.04
269-000.00-742.230	Collections/Materials Expense	1,617.58	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	4,859.00	500.00	15,000.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	10,753.58	15,000.00	3,000.00	0.00	0.00	3,000.00	0.00
269-000.00-742.233	Technology Library Expense	23,211.99	2,000.00	5,000.00	0.00	0.00	5,000.00	0.00
269-000.00-742.234	Undesignated Misc	245.75	2,000.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.236	Staff Recognition	1,695.10	0.00	2,500.00	156.32	156.32	2,343.68	6.25
Supplies		46,306.81	21,500.00	31,500.00	197.77	197.77	31,302.23	0.63
Capital outlay								
269-000.00-976.044	Auto Lending Library	32,750.00	0.00	34,750.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	15,634.61	0.00	2,000.00	0.00	0.00	2,000.00	0.00
269-000.00-976.046	Makerspace Renovation	20,108.71	0.00	7,000.00	0.00	0.00	7,000.00	0.00
Capital outlay		68,493.32	0.00	43,750.00	0.00	0.00	43,750.00	0.00
Net - Dept 000.00 - treasury		(31,341.70)	21,000.00	(35,750.00)	917.58	917.58	(36,667.58)	
Fund 269 - LIBRARY CONTRIBUTION 269:								
TOTAL REVENUES		83,458.43	42,500.00	39,500.00	1,115.35	1,115.35	38,384.65	(2.57)
TOTAL EXPENDITURES		114,800.13	21,500.00	75,250.00	197.77	197.77	75,052.23	(2.57)
NET OF REVENUES & EXPENDITURES		(31,341.70)	21,000.00	(35,750.00)	917.58	917.58	(36,667.58)	(2.57)
TOTAL REVENUES - ALL FUNDS		3,214,215.46	3,208,132.00	3,181,939.00	34,873.78	34,873.78	3,147,065.22	
TOTAL EXPENDITURES - ALL FUNDS		3,000,647.84	3,197,132.00	3,309,789.00	188,966.92	188,966.92	3,120,822.08	
NET OF REVENUES & EXPENDITURES		213,567.62	11,000.00	(127,850.00)	(154,093.14)	(154,093.14)	26,243.14	

08/13/2019		BALANCE SHEET FOR CITY OF NOVI	
		As of 07/31/2019	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	62,649.18	
268-000.00-017.000	Investments - Pooled	2,223,519.78	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	(194,967.25)	
268-000.00-040.400	Prepaid expenditures	914.58	
	Total Assets	2,093,116.29	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	93,505.19	
268-000.00-202.100	Accounts Payable - Manual	295.12	
268-000.00-215.000	Accrued workers compensation	(133.44)	
268-000.00-259.702	Accrued liabilities-tax	5,000.00	
	Total Liabilities	98,666.87	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,904,550.82	
	Total Fund Balance	1,904,550.82	
	Beginning Fund Balance - 18-19	1,904,550.82	
	Net of Revenues VS Expenditures - 18-19	244,909.32	
	*18-19 End FB/19-20 Beg FB	2,149,460.14	
	Net of Revenues VS Expenditures - Current Year	(155,010.72)	
	Ending Fund Balance	1,994,449.42	
	Total Liabilities And Fund Balance	2,093,116.29	
* Year Not Closed			

Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	400.58
269-000.00-017.000	Investments - Pooled	1,678,959.37
	Total Assets	1,679,359.95
*** Liabilities ***		
269-000.00-202.000	Accounts payable	2,355.79
	Total Liabilities	2,355.79
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,574,456.36
269-000.00-390.230	Fund Balance Collections/Materials	36,331.37
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	59,473.28
269-000.00-390.232	Fund Balance Programming	27,986.52
269-000.00-390.233	Fund Balance Technology Library	9,180.75
	Total Fund Balance	1,707,428.28
	Beginning Fund Balance - 18-19	1,707,428.28
	Net of Revenues VS Expenditures - 18-19	(31,341.70)
	*18-19 End FB/19-20 Beg FB	1,676,086.58
	Net of Revenues VS Expenditures - Current Year	917.58
	Ending Fund Balance	1,677,004.16
	Total Liabilities And Fund Balance	1,679,359.95
* Year Not Closed		

Director's Report by Julie Farkas

CELEBRATING ANNIVERSARIES



- **MARY ROBINSON – Information Services** **14 YEARS**
- **DOMINIC DOOT – Information Technology** **8 YEARS**
- **YOLANDA HOCKADAY-DENNIS – Information Services** **4 YEARS**
- **CHRISTOPHER NADEAU – Support Services** **1 YEAR**

2020-2021 Budget Information

From: Julie Farkas [<mailto:jfarkas@novilibrary.org>]
Sent: Tuesday, August 6, 2019 2:01 PM
To: Dorey, Jessica
Subject: 20/21 budget

Hi Jessica-

I am plugging in dates for my board budget sessions. What is your drop dead date for me to get you approved budgets for 20/21?

Thank you,
Julie

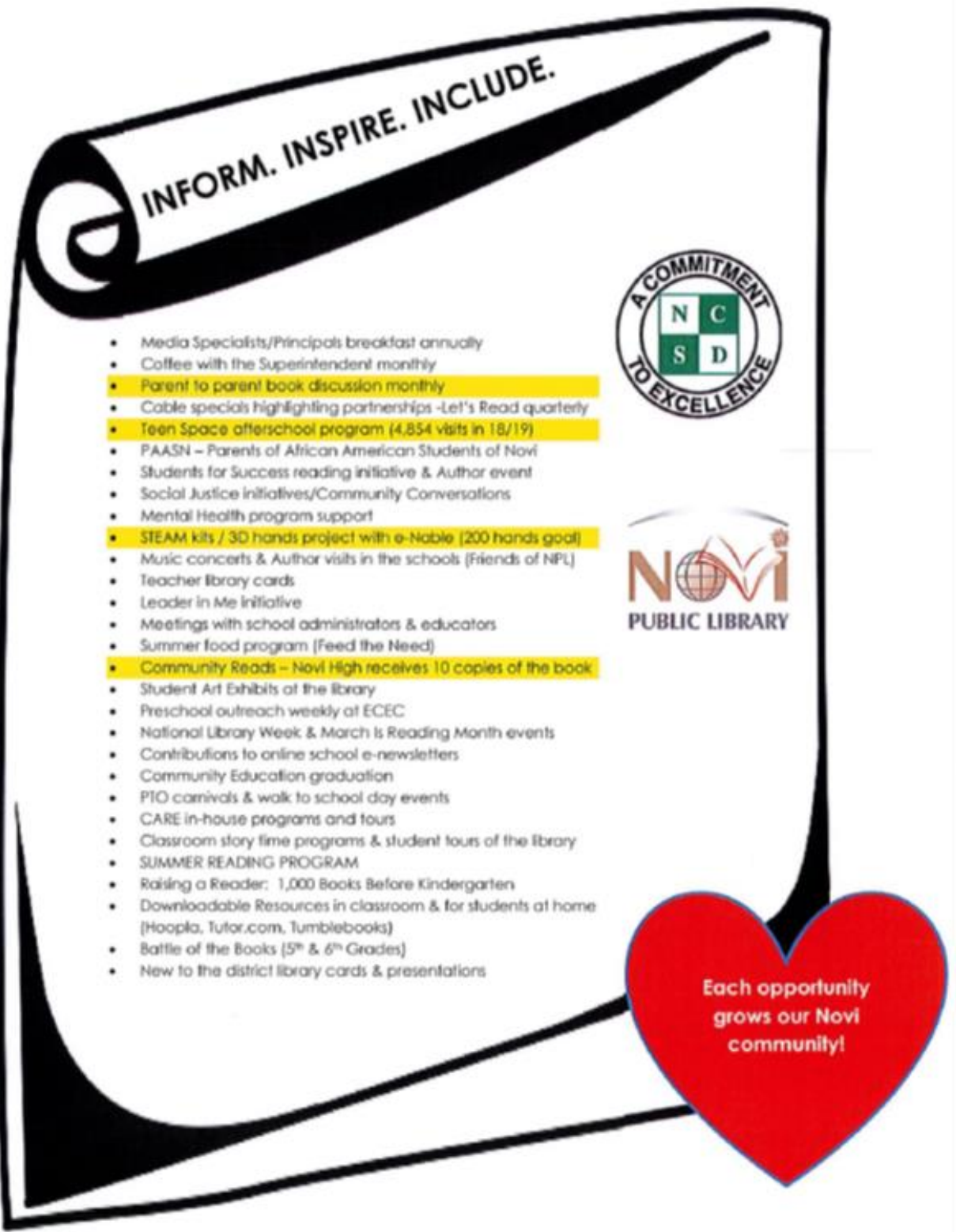
Good Afternoon Julie,

We need the budgets by January 31, 2020 in order to incorporate them into the adopted budget document. If we receive the budgets any time after that then an amendment will be taken to Council in July 2020 for the FY 2020-21 Budget. Hopefully that helps...let me know if you have any questions. Thank you!

2020-2021 Library Board Budget Session Meeting Date Suggestions and Cancellation/Change:




Planned department budget meetings for December 2nd – December 20th
Budget Session 1: Friday, January 10th: 3pm-6pm
Budget Session 2: Friday, January 17th: 3pm-6pm
Approval of 2020-2021 Library Budget: Thursday, January 23rd at 7:00pm

Thursday, February 27th meeting CANCELLED due to PLA National Conference (?) or move to Wednesday, February 19th or Thursday, February 20th?



INFORM. INSPIRE. INCLUDE.

- Media Specialists/Principals breakfast annually
- Coffee with the Superintendent monthly
- Parent to parent book discussion monthly
- Cable specials highlighting partnerships -Let's Read quarterly
- Teen Space afterschool program (4,854 visits in 18/19)
- PAASN – Parents of African American Students of Novi
- Students for Success reading initiative & Author event
- Social Justice Initiatives/Community Conversations
- Mental Health program support
- STEAM kits / 3D hands project with e-Nable (200 hands goal)
- Music concerts & Author visits in the schools (Friends of NPL)
- Teacher library cards
- Leader in Me initiative
- Meetings with school administrators & educators
- Summer food program (Feed the Need)
- Community Reads – Novi High receives 10 copies of the book
- Student Art Exhibits at the library
- Preschool outreach weekly at ECEC
- National Library Week & March is Reading Month events
- Contributions to online school e-newsletters
- Community Education graduation
- PTO carnivals & walk to school day events
- CARE in-house programs and tours
- Classroom story time programs & student tours of the library
- SUMMER READING PROGRAM
- Raising a Reader: 1,000 Books Before Kindergarten
- Downloadable Resources in classroom & for students at home (Hoopla, Tutor.com, Tumblebooks)
- Battle of the Books (5th & 6th Grades)
- New to the district library cards & presentations



Each opportunity grows our Novi community!

FUTURE OF NPL:

- All employees in district getting a library card
 - All students K-6 getting a library card
 - Building our relationship with your educators and students to grow their opportunities in our building, virtually and in our new iCube Makerspace
 - Exploring a collaborative café experience that allows your students to learn business and customer service skills, while serving library guests
 - Launching a Lending Library kiosk in the Lakeshore Park
 - Redeveloping our youth area for early learners and our teen space for your tweens and teens
 - Expanding opportunities to connect K-6 students with books either physically or virtually to keep them reading
 - Keeping each other abreast of what is new and how we can help each other
-

Free Resources With Your Novi Library Card You Might Find Useful

hoopla

rb digital

TUMBLE
BOOK LIBRARY
e-books for e-kids

tutor.com The Princeton Review

MPL EBSCO eBooks™
K-8 Collection

MPL Explora™ for
Elementary Schools

MPL Novelist®
K-8 Plus

MPL LearningExpress
Library®



vidcode



Libby.



Much more, all available on
www.novilibrary.org



248-349-0720



Breakfast is served!

**JOIN US FOR BREAKFAST!
HEAR ABOUT NEW PROGRAMS, SERVICES,
AND TOUR OUR NEW ICUBE MAKERSPACE!**

**Monday, October 7 | 7 AM | Novi Public Library
45255 W. Ten Mile Rd. Novi**

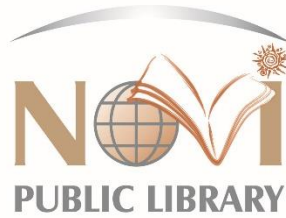
RSVP to April Stevenson by Wednesday, October 2
248-869-7227 or astevenson@novilibrary.org

Consideration for closing the library in 2020 on 3 additional days based on how the holidays fall and potential low usage of the building:

Below is the calendar for 2020 as well as a chart indicating patron usage for the past ten years. I am looking for approval by August 22, 2019 for dates to be included in the new city calendar.

- July 4th is a Saturday, would the board consider closing on Sunday, July 5th?
- Christmas holidays December 24th and 25th are Thursday/Friday, would the board consider being closed on Saturday, December 26th and Sunday, December 27th?
- Close Friday, May 1, 2020 for staff In-Service instead of August 21, 2020 to accommodate all staff training for the Lending Library in Lakeshore Park.

Library Usage					
	July 5		December 26		December 27
Sunday, 2020	N/A	Saturday, 2020	N/A	Sunday, 2020	N/A
Friday, 2019	832	Thursday, 2019	N/A	Friday, 2019	N/A
Thursday, 2018	1,382	Wednesday, 2018	1,092	Thursday, 2018	967
Wednesday, 2017	1,658	Tuesday, 2017	1,146	Wednesday, 2017	1,264
Tuesday, 2016	1,540	Monday, 2016	1,000	Tuesday, 2016	1,240
Sunday, 2015	1,069	Saturday, 2015	603	Sunday, 2015	720
Saturday, 2014	1,064	Friday, 2014	922	Saturday, 2014	664
Friday, 2013	1,247	Thursday, 2013	1,000	Friday, 2013	794
Thursday, 2012	1,384	Wednesday, 2012	1,019	Thursday, 2012	922
Tuesday, 2011	1,214	Monday, 2011	1,038	Tuesday, 2011	1,048
Monday, 2010	1,228	Sunday, 2010	978	Monday, 2010	889



LIBRARY CLOSINGS 2020

- WEDNESDAY, JANUARY 1 (New Year's Day) **H**
- SUNDAY, APRIL 12 (Easter Sunday) **H**
- SUNDAY, MAY 10 (Mother's Day)
- SUNDAY, MAY 24 (Sunday of Memorial Day Weekend)
- MONDAY, MAY 25 (Memorial Day) **H**
- SUNDAY, JUNE 21 (Father's Day)
- SATURDAY, JULY 4 (Independence Day) **H**
- FRIDAY, AUGUST 21 (Staff In-Service)
- SATURDAY, SEPTEMBER 5 (Saturday of Labor Day Weekend)
- SUNDAY, SEPTEMBER 6 (Sunday of Labor Day Weekend)
- MONDAY, SEPTEMBER 7 (Labor Day) **H**
- FRIDAY, OCTOBER 23 (Friends Annual Event, closing at 5 p.m.)
- WEDNESDAY, NOVEMBER 25 (Wednesday before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 26 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 27 (Closed)
- THURSDAY, DECEMBER 24 (Christmas Eve Day) **H**
- FRIDAY, DECEMBER 25 (Christmas Day) **H**
- THURSDAY, DECEMBER 31 (New Year's Eve Day) **H**

LIBRARY BOARD MEETINGS

FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @ 7:00 P.M.
(except November and December – held the third Wednesday)

H – Paid Holiday

Staff In-Service Day – Friday, August 16, 2019



Greet * Understand * Educate * Satisfy * Thank

60 employees joined us on Friday, August 16th for the annual Library Staff In-Service. This year's committee consisted of: Barb Rutkowski, Marcia Dominick, Kayla Parsh, Shannon O'Leary, Joe Ploski, Lisa Rinkle and Elizabeth Kopko.

HUGE thank you to the Library Board for the support of this learning opportunity and to be able to close the library for one day annually so that ALL staff can benefit from getting together and sharing.

The agenda was as follows:

- 8:00am: Arrival/Welcome
- 8:15am: Harassment in the Workplace by Michael Blum, Foster Swift Attorney and Julie Farkas, Library Director
- 9:30am: Lockdown drill presentation by Marshall Johnson, City of Novi Emergency Manager
- 10:00am: Safety Committee review of Tornado, Fire and Active Shooter procedures
(Safety Committee: Keith Perfect (Chair), Jolanta Borek, April Stevenson, Kathleen Alberga, Dominic Doot, Jessie Schenk, Marcia Dominick)
- 10:45am: MSDS (Material Safety Data Sheets) review for staff awareness by Bill Bembeneck
- 11:00am: Customer Service Committee launch of new initiative and policy (Customer Service Committee: April Stevenson (Chair), Sandra Lim, Joe Ploski, Scott Rakestraw, Linda Brewin, Lindsay Gojcaj, Shannon O'Leary, Barbara Cook)
- 12:00pm: LUNCH
- 1:00pm: Presentation by Library Director, Julie Farkas: Thanking the Team that Creates the Library Dream, Strategic Objectives presented, and the Future of Novi Library – projects and opportunities coming in 2019-2020
- 1:30 – 3:00 iCube FUN – staff had the opportunity to create items using the iCube technology; those that did not want to participate were assigned tasks in their department to work on.
- 3:00 – 3:30 Culture Club Update by Tia Marie Sanders, Chair
- 3:30 Dismissal/A survey was provided to the staff for feedback of the day

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FOSTER SWIFT COLLEGE & SOUTH FIELD ATTORNEYS

NOVI PUBLIC LIBRARY

**MAINTAINING A PRODUCTIVE
WORK ENVIRONMENT**

FOSTERSWIFT.COM

BACKGROUND
Changing Workplace

- For the first time ever, there are 5 generations in the US workplace:
 - Silent Generation (1928 – 1945; ages 74-97)
 - Baby Boomers (1946-1964; ages 55-73)
 - Generation X (1965-1981; ages 39-54)
 - Millennial (1981 and 1996; ages 23 to 38 in 2019)
 - Gen Z (1997 and after)

From Research Center, January 2019

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Workplace Training 2

BACKGROUND
Changing Workplace

- In 2015, Millennials – at 75 million -- replaced Baby Boomers as the largest single generation in the United States.
- A sizeable component of the American Millennial growth is attributable to young immigrants.
- Over the next decade, the majority of the U.S. population is projected to be linked to new Asian and Hispanic immigration.

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Workplace Training 3

BACKGROUND
What Does This Mean

- The workplace is dramatically changing from both a demographic and technological perspective.
- We have a more diverse work force and a changing technological component of how work is done and the expectations of when it will be done.
- So, we have to take that into consideration and be mindful of the different perspectives, backgrounds, and understandings of coworkers.

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Workplace Training 4

Treating Coworkers With Respect

- Respect is not just something employers owe employees and employees owe the library and its management.
- It is something you should expect from your coworkers and provide in return to your coworkers.
- And, it is management's responsibility to ensure staff is not subjected to disrespectful conduct by patrons.

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Workplace Training 5

Bullying

Bullying-- doesn't stop at school it can happen in the workplace. It is not appropriate and is not acceptable.

Rumors	Threats
Gossiping	Mean Words
Stealing	Name calling
Kicking/Pushing	Stealing
Hitting	Ostracizing

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Workplace Training 6

Workplace Bullying Defined

- Repeated and unwanted actions by an individual or group intended to intimidate, harass, degrade or offend
- Abuse or misuse of power



FOSTER SWIFT Workplace Training 7

Bullying and the Law

- Generally, bullying is not covered by employment laws, but that does not mean it will be tolerated.
- All employees have the right and duty to report any inappropriate behavior so the library can evaluate and address it promptly and appropriately.
- All reports of bullying or other inappropriate conduct will be promptly addressed.

FOSTER SWIFT Workplace Training 8

Common Sense and How To Treat Coworkers Properly

Workplace Bullying...

- Is driven by perpetrator's need to control the targeted individual(s)
- Is initiated by bullies who choose their targets, timing, location, and methods.
- Is a set of acts of commission (doing things to others) or omission (withholding resources from others).
- Requires consequences for the targeted individual.
- Escalates to involve others who side with the bully, either voluntarily or through coercion.
- Undermines legitimate business interests when bullies' personal agendas take precedence over work itself.
- Is akin to domestic violence at work, where the abuser is on the payroll.

—Workplace Bullying Institute

FOSTER SWIFT Workplace Training 9

Common Sense and How To Treat Coworkers Properly

Types of Behavior To Avoid:

- Yelling; threatening; constantly interrupting that person; prohibiting the person from speaking to others.
- Unwanted sexual advances (which may or may not be accompanied by threats or explicit or implicit promises).
- Rude, degrading or offensive remarks.
- Intimidating gestures.
- Malicious gossip or rumors, ridicule, humiliation.
- Name calling.
- Purposefully setting someone up for failure.
- Compelling the person to perform tasks that are inferior to his/her abilities or job duties

FOSTER SWIFT Workplace Training 10

Discrimination

- It is illegal to discriminate against an individual because of their race, color, religion, sex, physical or mental disability, national origin, height, weight, age, veteran status, genetic information, citizenship, family status, marital status, ancestry, culture, linguistic characteristics, or characteristics common to a specific ethnic group.
- It is also illegal to discriminate against employees because they have filed a complaint alleging they were discriminated against or participated in an investigation or proceeding regarding such.

FOSTER SWIFT Workplace Training 11

Sexual Harassment

- Sexual harassment involves situations where behavior of a sexual nature creates an offending, intimidating, or hostile work environment for another employee:
 - Pornography
 - Vulgar Language
 - Sexual Touching
 - Degrading Comments
 - Embarrassing Questions
 - Sexual Jokes
 - Sexual Propositions
 - Group of employees talking about each other's sex lives in the presence of another person who feels very uncomfortable about such discussion

FOSTER SWIFT Workplace Training 12

Other Harassment

- Types of harassment that are unacceptable include not only sexual harassment, but harassment based on:
 - Race
 - Religion
 - National Origin
 - Age
 - Disability
 - Sexual Orientation
 - Pregnancy
 - Political Affiliation
 - Physical Appearance (height, weight, etc.)
 - And other protected classifications

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Workplace Training
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Harassment

- Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:
 - The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
 - The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.

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Workplace Training
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Why it's Important

Why is it important to prevent inappropriate actions in our workplace?

- Dignity and respect of others.
- Harassment harms us all. The most important part of corporate values is ensuring all employees are treated with respect and dignity
- Engaging in, condoning, or not reporting sexual harassment are in direct conflict with the library's values.

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Workplace Training
15

Creating a Positive Work Environment

- Every employee has the right to work in a respectful environment.
- The prevention/elimination of harassment is *EVERYONE'S* responsibility.

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Workplace Training
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Creating a Positive Work Environment

- Employees have the right and are encouraged to bring their concerns about the work place to their supervisor, manager or the director immediately so the issue can be evaluated and prompt measures can be taken.
- Creating and ensuring a healthy and safe work environment is everyone's responsibility.

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Workplace Training
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Creating a Positive Work Environment


- The best way to avoid the situation is to have a respectful workplace that appreciates diversity of people and their perceptions, accepting differences and equality.
- The source of the disrespectful behavior may not even know that his or her behavior is offensive to us.
- How can this person correct their behavior if he or she is unaware of its impact?
- So those who observe disrespectful behavior have a responsibility to stop it when it occurs; and one who notices such is NEVER an innocent bystander—it is simply the right thing to do.

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Workplace Training
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Retaliation

- || Retaliation is defined as an adverse action taken against an employee because they complained of harassment or discrimination
 - This library should encourage employees to bring forward issues or concerns regarding unlawful or unwanted treatment so they can evaluate the concerns and take prompt remedial action when necessary and appropriate.


Workplace Training
19


Employee Handbook Policy

- || Prohibiting Discrimination and Harassment
 - Novi Public Library Employee Handbook – January 25, 2018
- || Specifically states the library will not tolerate discrimination or harassment based on a protected characteristic
- || Applies to elected officials, employees, vendors, contractors and others.
- || Encourages employees to report harassment.
- || Gives assurances of no retaliation/reprisals.
- || Provides for investigation of reported instances.
- || Provides for disciplinary action against offenders.


Workplace Training
20

Policy Manual


- || P11: Rules of Conduct
 - Prohibits conduct that would create or may result in a hostile work environment for library staff.
 - Provides definitions for bullying and harassment.
- || P13: Unattended Child Policy
- || B8: Social Media Policy
 - * All 3 policies were reviewed and approved on June 27, 2019 by the Library Board
 - * Staff received policy changes in mentstaff meetings, via email and in the Need to Know folder
- || B4: Meeting Room Rental and Use Policy is still pending review and approval


Workplace Training
21

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Workplace Training
22

Be Our



Greet * Understand * Educate * Satisfy * Thank

Greet

- Smile
- Keep your head up.
- Within 10 feet, give visual contact.
- Within 5 feet, give verbal recognition.
- If close enough, a question is always better than a statement.

Understand

- Actively listen.
- Provide affirmations of understanding.
- Repeat back.
- Find words other than "but" and "can't".
- If's about what we can offer.

Educate

- Take time to explain.
- Show and demonstrate.
- Give guests the benefit of the doubt "You may not be aware that..."
- Offer an alternative if possible.
- State the positive.

Satisfy

- Be the person that fixes the situation.
- If you can't let them know, you will find someone that can.
- If it cannot be done the way they want, explain why. (Disney states the guest is not always right, but they do need to understand why.)
- Find out if they are satisfied: "Is there anything else I can help you with today?"
- More examples, "Did you find everything you were looking for?"
- "Is the room set-up the way you requested it?"

Thank

- Let guests know you appreciate them.
- Critical component of internal customer service.
- Examples: "Thank you, is there anything else I can do for you today?"
- "Thank you and have a nice day! Thank you for coming in today!"
- "Thank you for visiting the Library! Thanks and see you again soon!"

Marketing Committee: Meeting Held on Monday, August 5, 2019 (Yu, Michener, Dooley, Farkas and Brataniec

- Request to look into a product that would push social media to multiple platforms at one time (David Silberman, Electronic Services Librarian is investigating)
- Prioritizing the library's social media: Board Committee Members recommended Instagram to be the 1st priority for social media, then Twitter, then Facebook. Staff will continue to monitor this as we have over 3,000 followers on Facebook (our largest following group) and want to insure we are reaching all our demographics based on how the consumers use information.
- Look into paying for Facebook boosts
- Torry Yu – email to Library Board Members and Student Reps regarding Library Bingo project and Favorite Book ideas for E-news submissions (Submissions to E-news are due by 25th of each month)
- Library Board Members are welcome to post live video of them reading a snippet of a book and welcoming viewers to check out/download the book at NPL.
- The Marketing Plan (2017) was passed out for the committee to review and present new ideas in order for a new plan to be created. Dana Brataniec will work on this project.
- Committee members wanted more outreach with Fox Run. There is an after-hours event being planned tentatively for Sunday, November 17th for older adults that would include Fox Run and other retirement communities in Novi.
- Marketing Committee is wanting to create a budget for give-a-ways for monthly contests and other marketing opportunities.

September 26, 2018

By: [Paige Worthy](#)

<https://blog.hootsuite.com/instagram-demographics/>

Instagram launched in October 2010, and when Facebook purchased the photo-sharing platform in 2012 it had just 30 million users.

Instagram is the sixth most popular social media platform in the world. Instagram CEO Kevin Systrom [announced in June 2018](#) that Instagram has reached more than 1 billion users. (That's more than 1/10th of the world's population!)

But who are these 1 billion Instagram users?

As a marketer, understanding Instagram demographics—who's actually going to see the content you publish—is critical to your success on the platform.

Whether you're gearing up to [start an Instagram ads campaign](#) or hoping to extend your organic reach on Instagram, here are the Instagram user demographics you need to know for maximum impact.

Instagram age demographics

[Millennials may be ruining the world](#), but they're the juggernaut Instagram user demographic. Users under 35 make up more than 70 percent of Instagram's more than 800 million active accounts worldwide. Here's a look at [the age-demographic breakdown](#):

- **Ages 13–17:** 57 million (7%)
- **Ages 18–24:** 270 million (32%)
- **Ages 25–34:** 270 million (32%)
- **Ages 35–44:** 131 million (15%)
- **Ages 45–54:** 68 million (8%)
- **Ages 55–64:** 30 million (3%)
- **Ages 65+:** 18.3 million (2%)

Novi Library Information: Through July 31, 2019, we have a total of 22,715 cardholders. They breakdown by age bracket as follows:

-
- 0-17 **3,680**
- 18-24 **1,590**
- 25-34 **2,490**
- 35-44 **4,926**
- 45-54 **4,300**
- 55-64 **2,533**
- 65+ **3,176**

Instagram's most active users are in the 18- to 29-year-old demographic, with 71 percent saying they use the platform, according to the Pew report. That's up from just [59 percent](#) in 2016. And 55 percent of them say that they check in on the app more than once a day.

According to Piper Jaffray's fall 2017 [Taking Stock With Teens](#) consumer insights survey, 24 percent of teenagers say Instagram is their preferred social network. (Instagram came in second to Snapchat, which 47 percent of teens preferred.)

It isn't just the younger demographics logging into Instagram, though.

In the 50- to 64-year-old demographic, 21 percent say they're using Instagram, up from 18 percent in 2016. And 10 percent of Americans 65 and older say they're using Instagram today, [up from 8 percent in 2016](#).

Some seniors are even using the platform to showcase their fashion sense. Nonagenarian Instagram sensation [@baddiewinkle](#) has almost 4 million followers who follow her edgy style!

Instagram gender demographics

According to the Pew Research report, [more women than men are using Instagram](#): 39 percent of female respondents use Instagram, and just 30 percent of men surveyed do.

Among active Instagram users, however, [it's an even gender split](#): 50.3 percent are female, while 49.7 percent are male.

Within individual age groups, women outnumber men, except for users aged 18 to 34: there are 20 million more male users than female.

Six of the [top 10 most-followed Instagram accounts](#) (as of September 2018; it's an unending struggle to keep up) are owned by women:

- Instagram
- **Selena Gomez**
- Cristiano Ronaldo
- **Ariana Grande**
- **Beyoncé**
- **Kim Kardashian**
- **Kylie Jenner**
- Dwayne “The Rock” Johnson
- **Taylor Swift**
- Justin Bieber

It's worth noting that Instagram's registration process offers just three choices: “male,” “female,” or “not specified.” Pew's research results also did not include gender non-binary classifications. (Some apps, including Tinder, now offer [37 gender options](#), so let's hope that Instagram demographic stats will better reflect gender fluidity and diversity in the future, too.)

Instagram racial and ethnic demographics

The Pew Research study found that, of three major ethnic groups it surveyed, black Americans were using Instagram the most. In the United States, 43 percent of black respondents said they use Instagram. That's compared to 38 percent of Hispanic respondents and 32 percent of white respondents.

Instagram doesn't ask its new users about their race or ethnicity during the signup process, so there is little official data on this demographic.

Instagram geographical demographics

The United States is the global leader in active Instagram users, with 120 million users.

[The Pew Research survey](#) found that 42 percent of urban respondents are using Instagram. Of suburban respondents, 34 percent use Instagram. And of those living in rural areas, just 25 percent are Instagram users.

Brands like REI are transcending these demographic differences by bringing Instagram users everywhere together over a love of the outdoors. The company's branded hashtag campaign [#OptOutside](#) has nearly 10 million posts from Instagram users who are enjoying a little fresh air as they scroll through Instagram.

Users all over the world are adopting the platform — and some countries are seeing massive growth in their number of Instagram users. Here's a look at the [global top 10 for Instagram usage](#):

- United States: 120 million users
- India: 67 million (a 14 percent quarter-over-quarter increase)
- Brazil: 63 million
- Indonesia: 59 million
- Turkey: 36 million
- Russia: 33 million
- Japan: 24 million
- United Kingdom: 23 million
- Mexico: 21 million
- Germany and Italy (tied for 10th): 18 million

Instagram income demographics

Instagram users run the income gamut, from hourly retail employees to Fortune 100 CEOs to trust-fund babies.

A [survey of 2,000 U.S. residents'](#) social media habits by U.K.-based communications consultancy We are Flint broke down Instagram use by several demographic indicators, including household income:

- Less than \$30K: 44% use Instagram
- \$30K–\$60K: 45%
- \$60K–\$70K: 36%
- \$70K–\$80K: 55%
- \$80K–\$100K: 46%
- \$100K+: 60%

This means there's room on Instagram for budget brands and luxury labels alike—and plenty of followers to go around.

[Zara's Instagram account](#) boasts more than 28 million followers, posting photos that look luxury but feature the brand's affordable styles.

And with more than 16 million followers, [Prada's Instagram account](#) posts luxury looks straight from the runway.

Instagram education demographics

Just 29 percent of those with a high school degree or less say they use Instagram, according to the [Pew "Social Media Use in 2018"](#) study.

Of those with some college education, 36 percent use Instagram, while 42 percent of those with college degrees use Instagram.

Many colleges and universities are maintaining their own Instagram accounts to keep current students and alumni alike engaged. My alma mater, [The University of Kansas](#), has been showing off professional and amateur photos of campus life since 2012. It now has more than 50,000 followers.

Instagram demographics are just the beginning

[Sixty percent of people](#) say they discover new products on Instagram—and there are more than 25 million business profiles on Instagram, all working to get the eyes of those 1 billion users on their offerings.

Are you getting your business in front of the right people?

If you're trying to [get more Instagram followers](#) or create [the perfect Instagram ad](#), understanding [Instagram statistics](#) and demographics is just a piece of the puzzle in creating your [Instagram marketing strategy](#).

Hello!

The Events/Marketing/Outreach committee met yesterday afternoon to get some new projects rolling. One of those projects discussed was Library Board bingo. We are planning to have our patrons match interesting facts to one the trustees or student representatives. With that said, I am looking for your help. Can you send me at least 6 interesting facts about yourselves so we have a good pool to choose from?

Examples of things you can include are:

- 1) Favorite genre to read
- 2) Favorite food

- 3) Dream vacation or best vacation
- 4) Hobby
- 5) Special talent
- 6) Profession/dream job
- 7) If you could be an animal, what would you be?
- 8) Favorite band
- 9) Most adventurous thing you've done
- 10) Anything else cool/interesting you want to share?

Thank you for your help with this project. If you could get your answers to me by Monday, August 12, that would be great. :)

Torry Yu, Board Trustee
 Novi Public Library
 45255 West Ten Mile Road, Novi, MI 48375
www.novilibrary.org

See insights about your Page between August 11 and August 17.



Your Page Insights Summary for Novi Public Library

July 21 - August 17

<p>5.7K Post Reach -54%</p>	<p>3.0K Post Engagements -34%</p>	<p>51 New Page Likes -15%</p>
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Trends compare the current and previous 28-day periods.

Your Top Post

Novi Public Library
 August 15 at 1:30 PM

The Novi Public Library has partnered with the Novi Parks, Recreation and Cultural Services, Novi Community School District,...



TAKE A PICTURE...

It'll last longer!



**See an
interesting event?**

**Help us go green and
reduce paper waste
by taking a picture of the
flyer with your phone!**

HR Committee: Board Members have requested information pertaining to Library Staff. In addition, there was a request for the Library's current Organizational Chart.

RACE/ETHNICITY

- African American 4
- Asian/Asian Indian 2
- Caucasian 57
- Hispanic 0

AGE

- Less than 20 0
- 21-30 14
- 31-40 6
- 41-50 17
- 51-60 13
- 61+ 13

SEX

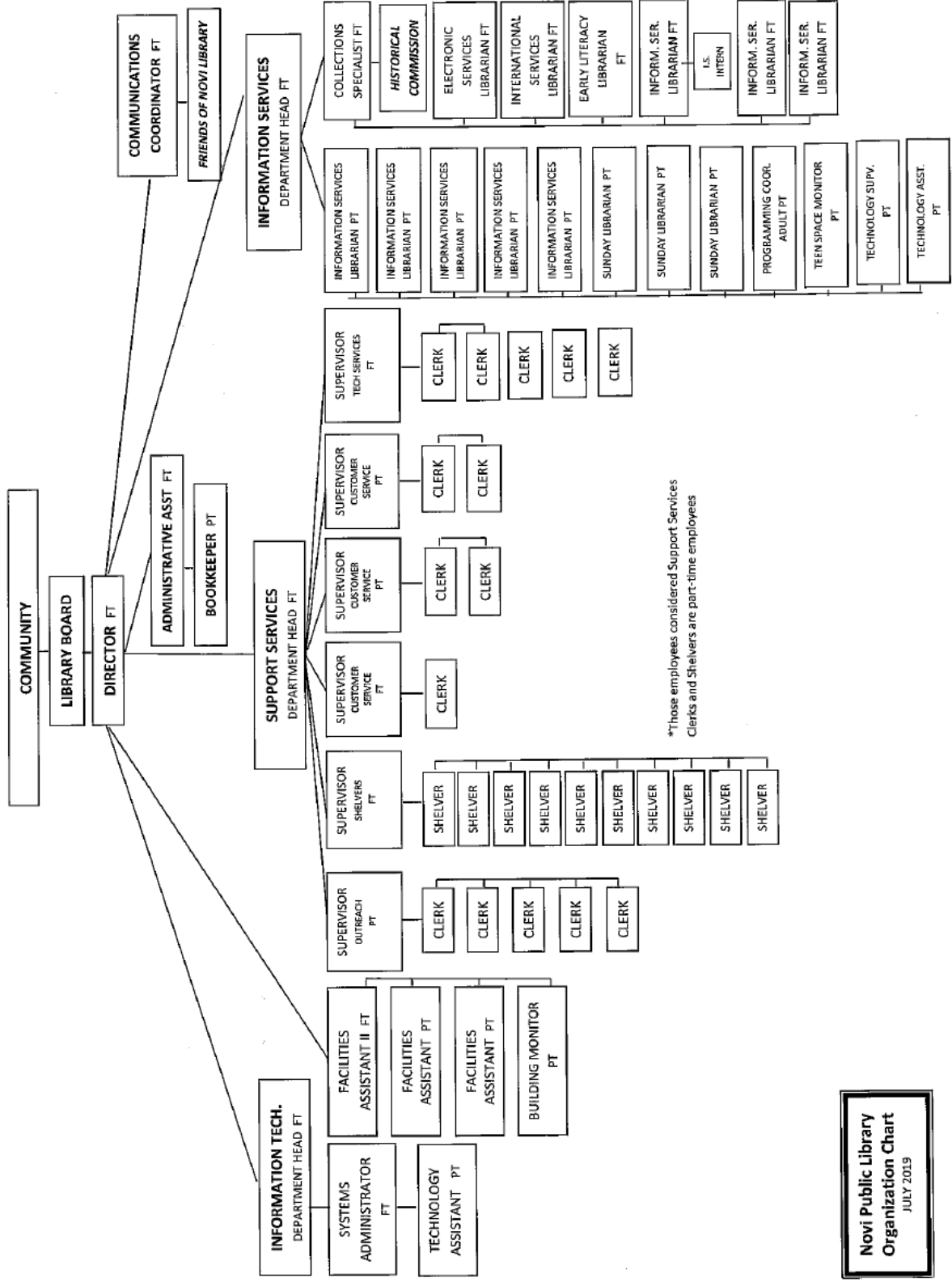
- Male 9
- Female 54

LONGEVITY

- 0-5 Years 36
- 6-10 Years 12
- 11-19 Years 12
- 20+ Years 3

FULL/PART-TIME

- Full 17
- Part-time 48 (two open positions)



*Those employees considered Support Services Clerks and Shelveers are part-time employees

**Novi Public Library
Organization Chart
JULY 2019**

DRAFT 2 (1st draft provided to Library Board Members at July 25, 2019 meeting, not in packet). Below draft was provided to NCSD on August 8, 2019 for 1st reading.

LEASE AGREEMENT

This Lease Agreement (“Agreement”) is made this [REDACTED] day of [REDACTED], 2019, by and between Novi Public Library, whose address is 45255 W. Ten Mile Road, Novi, Michigan 48375 (“Library”), Novi Community School District, a Michigan general powers school district, organized and operating pursuant to the Revised School Code, MCL 380.1, *et seq.*, whose address is 25345 Taft Road, Novi, MI 48374 (“District”), and Compass Group USA, Inc., by and through its Chartwells Division, whose address is [REDACTED] (“Compass”) (individually, a “Party” and collectively, the “Parties”).

WHEREAS, Library is the owner of certain real property in the City of Novi commonly known as the Novi Public Library (the “Leased Premises” or “Library”);

WHEREAS, District desires to use a portion of the Library designated in Attachment A hereto (“Café”) for the educational purpose of providing special education students with life skill training related to food service operations;

WHEREAS, Library recognizes that the District’s educational use of the Café will provide an incidental benefit to its patrons;

WHEREAS, Library requires that the Café be operated on a business schedule for the benefit of its patrons, but acknowledges District’s determination that such a schedule is outside of the District’s educational need for the Café;

WHEREAS, Compass **has extensive experience in the food service industry and** has the desire and ability to operate the Café when it is not being operated for District’s educational need for the Café and at all other times that Library is open, which allows Library to accommodate District’s educational needs while also ensuring that the needs of its patrons are being met during all hours of its operation; and

WHEREAS, Library desires to lease the Café to the District, and Library desires to allow Compass to operate the Café at all times outside of the District’s educational use, in accordance with the terms and conditions herein.

NOW THEREFORE, the Parties hereto agree as follows:

1. PROPERTY LEASED. Library does hereby lease to District and District does hereby lease from Library, for the Term and upon the terms and conditions set forth in this Agreement, the Café.

2. CONSIDERATION. For the Term set forth in Paragraph 16, District shall pay monthly rent to Library in the amount of \$500.00 (“Rent”) on or before the 15th day of each month, unless and to the extent reasonably disputed by District in good faith. Late payments shall be subject to interest as set forth in MCL 438.31.

3. DISTRICT’S EDUCATIONAL USE OF THE CAFÉ.

- 3.1 *Purpose.* District intends to use the Café to assist its special education students, within the District’s adult transition program, in learning work-based skills, including money management, food preparation, time management, safety, and organization.
- 3.2 *Student Oversight.* District has primary responsibility for its students while engaging in educational programs at the Café.
- 3.3 *Compass Assistance.* Compass agrees to assist District during its students’ participation in education-related activities in accordance with Paragraph 4.1, below, and otherwise at District’s reasonable request. Compass will comply with all applicable federal, state, and local laws, rules, regulations, and policies in providing assistance to District, including but not limited to, complying with District’s Board of Education policies and other requirements about using school-controlled property, confidentiality, and safety.
- 3.4 *Background Checks.* Compass acknowledges and agrees that any of its agents, employees or representatives who will be at the Café regularly and continuously to perform the duties set forth in this Agreement will be fingerprinted and subjected to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation, as detailed in MCL 380.1230 *et seq.*, as amended, prior to fulfilling the terms and conditions set forth within this Agreement by presenting themselves, or any of its agents, employees or representatives, for proper fingerprinting and criminal backgrounds checks, or provide written notification to the District and Library that the applicable personnel have previously completed fingerprinting and a criminal history and background check in connection with Café related purposes and consent to the sharing or transferring of the appropriate fingerprinting and criminal history background report from the other Agency in accordance with law. Additionally, Compass represents and warrants to District that it will at all times during the Term of this Agreement be in compliance with MCL 380.1230, *et seq.*, as amended.
- 3.5 *Relationship.* The Parties acknowledge that District and Compass have a separate and distinct contract for Compass to act as food service management company related to the District’s school food program (“FSMC Contract”). Compass warrants that it has sufficient staffing and experience to fully and satisfactorily perform this Agreement and the FSMC Contract and, particularly, that this Agreement will in no manner affect service related to the FSMC Contract. Compass further warrants that it will not use USDA donated food commodities in fulfilling

its obligations under this Agreement, nor will it improperly use any supplies, materials, equipment, facilities, or employees that are limited to school purposes or the FSMC Contract.

4. CAFÉ MANAGEMENT AND OPERATION.

4.1 *During District Use.*

4.1.1 *Educational Purpose.* Library acknowledges District's representation that it has a strictly educational purpose in entering into this Agreement, that District is not a business, and that District cannot operate the Café at the times and service levels typical of a commercial food service provider. The Parties represent that the purpose of involving Compass in oversight of District's operations and during times that District is not using the Café is to ensure that those times and those service levels are being met through its oversight and direct responsibilities as set forth herein.

4.1.2 *Advertising.* Library acknowledges that, in addition to students performing duties typical of food service employees, District may also have students prepare marketing materials and signage related to the Café. All advertising materials shall be subject to Library's approval, acknowledging the purpose of this Agreement. District shall not use Library's name or logo, or any variation thereof, in its advertising without Library's prior written approval.

4.1.3 *Library Purpose.* District and Compass acknowledge that Library requires a fully-operational, properly run café as a benefit to its patrons. Compass agrees to assist District during the District's educational use of the Café to provide a learning environment that is commensurate with a commercial business. Compass will oversee and manage the Café's operations under this dual purpose. Library and Compass agree that, during operations for the District's educational purposes, Compass will ensure, on behalf of the District and the Library, that all standards and requirements set forth in Paragraph 4.2.

4.2 *During Other Times*

4.2.1 During times when the Café is not being used for the District's educational purposes, Compass will also be responsible for managing and operating the Café in accordance with this Paragraph 4.2.

4.2.2 *Hours of Operation.*

4.2.2.1

The hours of business shall be, at a minimum, all hours that the Library is open. The Parties may agree to have the Café open before the Library opens. If the Library closes for any reason (weather, holiday, etc.) the Café shall be closed; provided, however, that the Library shall give notice to the District and Compass, as soon as reasonably practicable, of any unscheduled closings.

At the time of execution of this Agreement, Library's scheduled days and hours are: Monday – Thursday 10:00 a.m. – 7:30 p.m., Friday and Saturday 11:00 a.m. – 4:30 p.m., Sundays 12:00 p.m. – 5:00 p.m.

Hours of operation shall be prominently displayed in the front window area of the Premises.

District and Compass shall determine when the Café will be used for the District's educational purposes and shall keep the Library reasonably informed of this determination. 4.2.2.2 Compass shall be responsible to maintain adequate personnel at all applicable times for the efficient service of Café customers, and, in general, employ its best judgment, efforts, and abilities to operate the Café in a first-class manner in accordance with all applicable laws, rules, regulations, and Library policies, including but not limited to those of the Oakland County Health Department and the City of Novi.

4.2.3 *Use; Quality of Products for Sale.* Compass may use the Café only for the purposes set forth in this Agreement and for no other purpose without Library's prior written consent. Baking and cooking of food on the Leased Premises shall not be permitted; however, re-warming of baked products and other appropriate café foods shall be permitted. The Café products sold by Compass shall be of the highest quality reasonably available to Compass. In particular, Compass shall provide high-quality coffee products of a class similar to nation-wide top-tier commercial coffeehouse chains. Library shall approve, and reserves the absolute right to reject, in its sole discretion, the proposed provider of coffee products.

4.2.4 *Stock and Manner of Sales.* Compass agrees to carry in stock the merchandise advertised for sale at all times during the Scheduled Times. Compass further agrees that it will clearly mark all goods for sale and will maintain prices consistent with industry standards.

4.2.5 *Designated Areas.* Food and beverages are allowed in designated areas of the Library. Closed containers for liquids and food are required to be provided by Compass. Compass shall be responsible for the maintenance and cleaning of the Café, including bussing any refuse resulting from the operation of the Café.

4.2.6 *Access.*

4.2.6.1 All deliveries related to the operation of the Café must use the staff entrance/loading dock and not the main entrance area. Vehicles are not to be permanently parked in the staff entrance/loading dock area.

4.2.6.2 Customers of the Café shall enter through the Library's main entrance. Compass's employees shall enter the Leased Premises through either the

public entrance and/or the staff entrance based on need. Library will determine staff entrance privileges.

4.2.7 *Catering/Food Service.* Compass shall have the right to offer food service, beverage service, and catering to users of the meeting room areas, as well as patrons of the Library. If applicable, information about catering will be supplied by Compass for marketing and promotional purposes.

4.2.8 *Protection of Person and Property.* Compass shall be responsible for initiating, maintaining, and providing supervision of safety precautions and programs in connection with the performance of food and beverage services at the Café. Compass shall refrain from loading the floors, electrical system, plumbing systems, or heating, ventilating and air conditioning systems beyond the point considered safe or appropriate by a competent engineer or architect, and shall refrain from using electrical, water, sewer, HVAC and plumbing systems in any improper way. Compass shall use grease traps and other drain protection devices as may be deemed necessary to protect the drainage, sewer and plumbing systems. Library, at its sole cost, will arrange for annual cleaning of such systems to comply with health and safety regulations. Compass shall not permit hazardous substances to be located at or adjacent to the Library, or to be generated, treated, stored, disposed of or otherwise deposited at or adjacent to the Library, except with the prior written approval of Library and as may be reasonably needed for ordinary maintenance and operation.

4.2.9 *Overseeing Staffing.* Compass shall be responsible for the hiring and termination of its employees and shall provide its employees with workspace, uniforms, and equipment at Compass's expense and in its sole discretion.

4.3 *Generally.*

4.3.1 *Compliance with Library Rules; Standards of Conduct.* District, Compass, and Compass's employees will at all times be governed by and shall observe all rules prescribed by Library in the Library's Rules of Conduct (Policy P11). Compass will alert the Library staff to any patrons failing to conduct themselves appropriately or in compliance with the Library Rules. Library staff will enforce Library Rules in Café area as needed.

4.3.2 *Licenses and Permits.* Compass shall be responsible for obtaining all appropriate licenses and permits necessary to operate the Café in compliance with all federal, state, and local laws and regulations, and to provide proof of the same upon written request of Library.

4.3.3 Use of the Library's photocopier machine is restricted to Café related business and marketing only.

- 4.4 *Responsibility and Consideration.* The Parties acknowledge that Compass shall be responsible to directly oversee and operate the Café, which provides a benefit to the Library, and to assist the District in its educational use of the Café, which provides a benefit to the District. As consideration, Compass shall be entitled to earn and retain all profits associated with the operation of the Café and shall not be required to pay Rent.

5. RELATIONSHIP OF PARTIES. It is agreed that the relationship between Library and District is cooperative, in accordance with MCL 380.11a(4), in furtherance of the District's general powers to educate pupils. It does not create a relationship of employment. It is agreed by the Parties that the relationship of Compass to Library and/or District is that of an independent contractor and not that of an agent or employee. No statement contained in this Agreement shall be construed so as to find Compass to be an agent or employee of the Library or District, and Compass shall be entitled to none of the rights, privileges or benefits of Library's employees. Furthermore, except as expressly set forth in this Agreement, no Party is authorized to enter into or sign any agreements on behalf of another Party or to make any representation to third parties that are binding upon another Party.

6. UTILITIES.

- 6.1 *General.* Library agrees to furnish, at its sole cost, all utilities adequate and reasonable for the Leased Premises, at least as necessary for reasonable use and operation of the Café. The Library acknowledges that the Café's operation requires access to water and electricity. The Parties also acknowledge that the Café is merely a portion of the Library and is not equipped with separate HVAC.
- 6.2 *Metered Services.* Compass, unless the use is attributable to the District, shall be responsible for all telephone charges incurred upon its dedicated line, and any other separately metered services.
- 6.3 *Wi-Fi.* Library will furnish, at its sole cost, Wi-Fi to Compass and provide a password to Compass to access the internet. If the Library plans to change the Wi-Fi password, the Library will notify and provide the new password to the Compass at least five (5) days before that change.

7. TAXES AND SPECIAL ASSESSMENTS.

- 7.1 *Tax Exempt.* The Parties acknowledge that both Library and District are tax exempt entities and District shall not be required to pay any real or personal property tax related to this Agreement.
- 7.2 *Sales Taxes.* Compass is solely responsible for all sales taxes concerning the sale of food and beverages within the Library, if any.
- 7.3 *Personnel Taxes.* As an independent contractor, Compass is solely responsible for making all requisite employee-employer tax filings, deductions, and payment to the

appropriate federal, state, and local tax authorities for and on behalf of all persons employed by the Compass.

8. DAMAGES AND INJURIES. Each Party will be solely responsible for the actions or omissions of its employees and agents, which include any actions or omissions that cause (1) damage or injury to the Café; and/or (2) any damage or injury to Leased Premises property or injury to a person related to this Agreement.

9. INSURANCE.

9.1 *General Insurance.* Compass shall obtain and maintain insurance in such amounts as are set forth on Attachment C hereto. Said insurance shall cover all hours of operation, regardless of whether by the District or Compass, and shall be obtained from a business authorized to do business in the State of Michigan and kept in force during the Term of this Agreement. Upon written request, a certificate of insurance shall be provided to the Library. Library shall be named as an additional insured under such insurance, such coverage to be primary and non-contributory. If Compass fails to provide and maintain at all times the required insurance, the District shall provide the insurance described herein. The Parties expressly acknowledge that failure to comply with this provision shall be a default subject to termination under Section 16.2(3).

9.2 *Worker's Compensation Coverage.* Compass will maintain worker's compensation insurance, as required by state law, covering its respective employees.

10. ACCEPTANCE OF PREMISES. District's and Compass's execution of this Agreement shall constitute an acknowledgement by District and Compass of its acceptance of the Café in its "as is" condition.

11. ALTERATIONS. No improvements, alterations, additions, or physical changes shall be made on the Leased Premises by District or Compass without the prior written consent of Library, which consent Library may withhold in its sole discretion.

12. CHANGES BY LIBRARY. Library reserves the absolute right at any time and from time to time to make changes or revisions in the Library, including changes to the layout of the Library, changes to the parking lot, driveways, signs, landscaping, and sidewalks, and by making additions to, subtractions from, or rearrangements of, the improvements in the Library. Library must inform the Compass and District ten (10) days prior to making any changes or revisions to the Leased Premises that may interfere with Compass's operation of the Café and, particularly, with District's educational program.

13. INDEMNIFICATION.

13.1 *Indemnification by District.* To the fullest extent permitted by law, which the Parties acknowledge is limited, District shall hold Library harmless from any and claims, suits, demands, judgments, or causes of action made against Library, its officials,

employees, agents, or volunteers for the negligent or intentionally wrongful actions of District's officers or employees arising from or in connection with the performance of this Agreement.

13.2 Indemnification by Compass. Compass agrees to hold District and Library harmless from any and all claims, suits, demands, judgments, or causes of action made against Library or District and their respective officials, employees, agents, or volunteers for the actions of Compass's officers, employees or agents arising from or in connection with the performance of this Agreement.

Nothing in this Agreement is intended, nor shall it operate, to diminish, delegate, divest, impair, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, capacity, immunity or character of office including, but not limited to, governmental immunity on behalf of a Party or any of its agents

14. DESTRUCTION AND CONDEMNATION

14.1 Condemnation. In the event Library receives notification of any condemnation proceedings affecting the Leased Premises, Library will immediately provide notice of the proceedings to District and Compass. If a condemning authority takes title to the entire Leased Premises, or a portion sufficient, in District's Compass reasonable determination, to render the Leased Premises unsuitable for the operation of the Café, this Agreement will terminate as of the date the title vests in the condemning authority. The Parties will each be entitled to pursue their own separate awards in the condemnation proceedings, which for District and Compass may include, if applicable, the value of its interest in the Leased Premises, moving expenses, prepaid Rent, and dislocation expenses. District will be entitled to reimbursement of any prepaid Rent on a prorated basis.

14.2 Destruction. In the event the Leased Premises is wholly or partially destroyed by fire, or other casualty through no fault of District and/or Compass, as well as their employees and/or agents, resulting in District and Compass's inability to operate the Café, Library shall provide District and Compass with written notice within fifteen (15) days of the occurrence indicating whether Library intends to repair or rebuild the Leased Premises. Such notice will provide Library's intentions regarding the repairing or rebuilding of the Leased Premises and whether Library is able to repair or rebuild within sixty (60) days of the date of the occurrence. In the event that Library indicates that Library is able and will repair or rebuild after the occurrence with a reasonable belief that such repair or rebuild can be completed within sixty (60) days of the occurrence, this Agreement will continue and District's obligation to pay Rent will abate as to the entire Leased Premises. If Library indicates that it cannot repair the Leased Premises as mentioned or fails to give any notice, unless otherwise agreed by the Parties, the Agreement shall terminate and none of the Parties shall have any further obligation hereunder.

15. QUIET POSSESSION. Library covenants to District and Compass that it has the right to execute this Agreement for the Term set forth herein and that it will put the District and Compass

into quiet possession of the Café, free from all encumbrances, liens or defects in the title for the full Term of this Agreement and any extensions thereof.

16. TERM AND TERMINATION.

16.1 *Term.* The Agreement shall be for a term of three years, commencing on the Effective Date.

16.2 *Termination.* The Agreement may be terminated:

(1) If the Parties so agree in writing;

(2) By any of the Parties, upon 180 days' written notice to the other Parties;

(3) Upon a Party's failure to comply with any of its obligations to another Party under this Agreement, if notice of default is provided to all Parties in writing and such default is not cured within ten (10) business days of such notice.

(4) Upon Library's reasonable determination that the Café is not being operated at the times and service levels typical of a commercial food service provider. In such event, Library may terminate the Agreement upon thirty (30) days' written notice, **or upon the conclusion of the then-current school semester, whichever is later.**

(5) If operation of the Café is discontinued for a period in excess of seven (7) days. In such event, Library may terminate the Agreement upon seven (7) days' written notice. **The Library may, at its sole discretion, determine to extend the time for termination until the end of the then-current school semester.**

Upon termination, all rights of District and Compass to occupy or use the Café will cease, and District, Compass, and their respective officers, agents and employees shall vacate the Café. Termination of this Agreement will not prevent or interfere with any Party's ability to recover from another Party for breaching this Agreement or otherwise. Without limiting the breadth of the foregoing, Library may also recover any Rent, as defined below, from District for months the District occupied the Café before termination. District and Compass agree to deliver the Café to Library at the end of the Term of this Agreement, or of any extension thereof, without further demand or notice, and in as good order and repair as it is on the Effective Date, allowing for reasonable wear and tear, unless the damage to the Leased Premises is attributable to the Library or its employees, agents, or invitees.

17. SUCCESSORS AND ASSIGNS. The covenants and terms of this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the Parties hereto. Notwithstanding the foregoing, a Party shall not assign any portion of this Agreement without the written consent of the other Parties. Consent to any assignment under this Agreement shall be limited to that stated in such written consent and shall not constitute a release, waiver, or consent to any other assignment.

18. NO WAIVER. The failure of any Party to enforce any covenant or condition of this Agreement shall not be deemed a waiver of that covenant or condition or of the right of a Party to enforce any other covenant or condition of this Lease. No provision of this Agreement shall be deemed to have been waived unless such waiver is in writing and signed by the waiving Party.

19. NOTICES. All notices, bills, and statements shall be in writing, and shall be deemed to have been given if either delivered personally or mailed by certified or registered mail to District at District's address, to Library at Library's address and to Compass at Compass's address, as first stated above. A Party may change its address for such notices by giving written notice of those changes to the other Parties.

20. ENTIRE AGREEMENT. This Agreement contains and fully integrates the entire agreement between the Parties and shall not be modified in any manner except by an instrument in writing executed by the Parties. If any term or provision of this Agreement or its application to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law, unless removal of any such term materially changes the basic intent of this Agreement.

21. CONDITIONS PRECEDENT. This Agreement shall not be effective or enforceable until approved by Library's Board of Trustees and District's Board of Education.

22. EXECUTION IN COUNTERPARTS. This Agreement may be executed in counterparts, including facsimile transmissions, each of which shall be deemed an original.

23. NONDISCRIMINATION. Compass and District agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, due to race, color, religion, sex, national origin, pregnancy, age, height, weight, disability, marital status or veteran status. Breach of covenants recited in this Paragraph shall be regarded as a material breach of this Agreement.

24. EFFECTIVE DATE. The Effective Date of this Agreement shall be the date upon which the last of the Parties signs below.

[Signature Page Follows]

NOVI PUBLIC LIBRARY,

By: _____

Its: _____

Date: _____

**NOVI COMMUNITY SCHOOL DISTRICT,
a Michigan general powers school district**

By: _____

Its: _____

Dated: _____

COMPASS GROUP USA,

By: _____

Its: _____

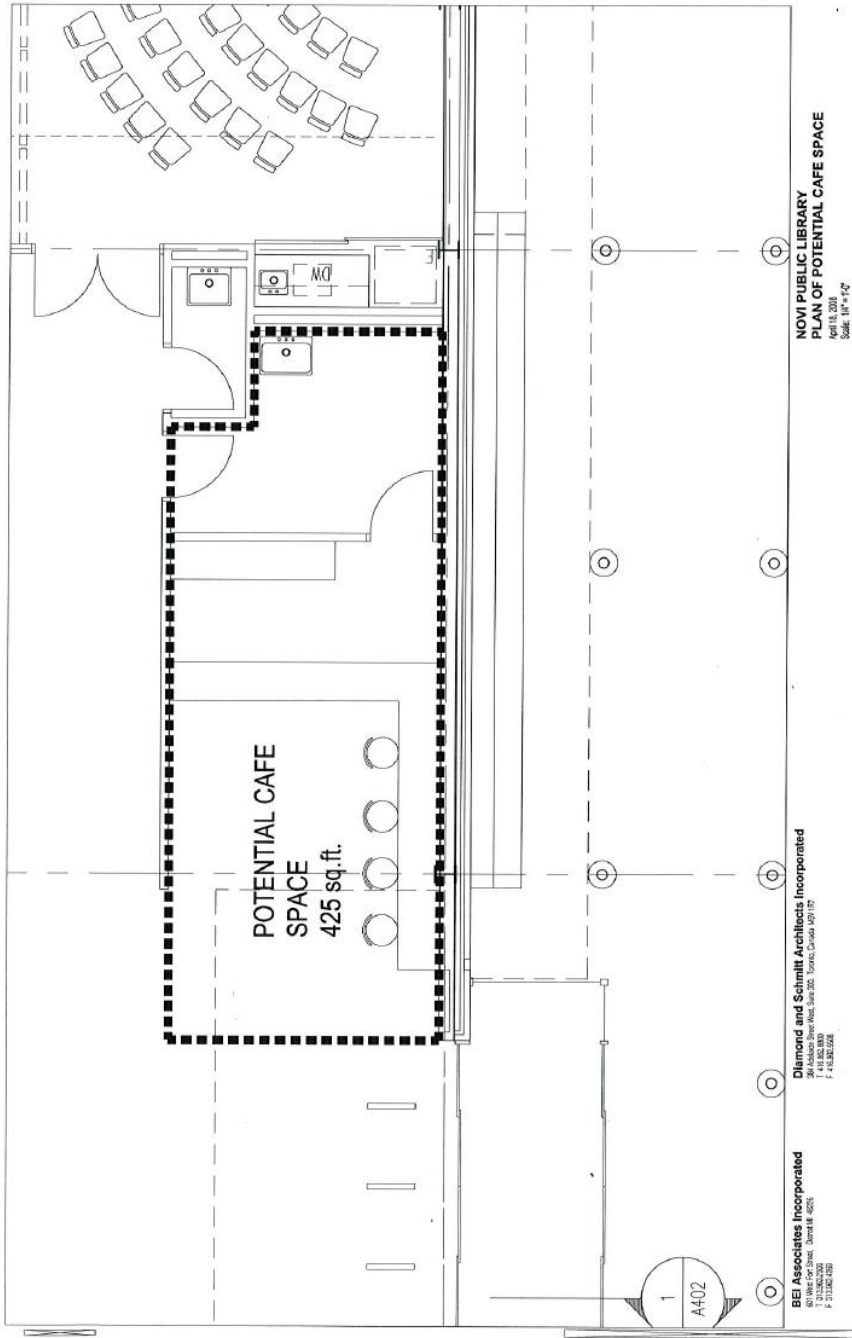
Date: _____

Attachment “A”

The area to be leased consists of and is described as follows: Space containing approximately 425 square feet including all finishes for the area to complement the rest of the Library, and including the following amenities: five (5) tables with ten (10) chairs; two (2) service cabinets/counters; locked storage space adjacent to the Café; a source of water, a floor drain, plumbing and electrical service; a telephone jack for a dedicated phone line; and security gates for when the Café is not in use; all in compliance with the requirements of the International Building Code (The “Leased Premises”). Any additional equipment needed for the operation of the Café shall be provided by, and remain the property of Compass or the District, as applicable. The Leased Premises shall be located on the first floor of the Library. The location of the Leased Premises in the Library shall not be subject to change without the prior written consent of the Library.

The area to be leased is shown on Attachment B.

Attachment "B"



State Librarian's Excellence Award Submission for 2019 – by April Stevenson, Head of Information Services

State Librarian's Excellence Award – Novi Public Library

1. Demonstrate that the library provides superior service to its customers and community:

- A. Cost-effective manner:** Our program budget has remained the same for the last three years. Despite this, during the 18-19 year we increased programs by 10% and attendance from over 60,000 (17-18) to over 75,000 (18-19) participants. This was accomplished through:
- **Educational Sponsorships from local businesses, \$1,000.00, 18-19**
 - **Collaborating with local non-profits**
 - **Friends of the Novi Public Library provided large gift totaling \$29,700 for 18-19**
 - **Fundraising Campaigns, \$19,241.22, 18-19**
 - **Community Financial Summer of Sharing Grant for \$1,000.00 to start Battle of the Books Book Club Kits, 18-19**
 - **Michigan Center for the Book mini grant to go towards starting an Adult Battle of the Books program, 18-19**
 - **Received three Michigan Humanities Touring Grants, 18-19**
- B. Can-Do Attitude:** With the opening of our new iCube Makerspace we looked for programming ideas from both community members and staff. We are proud that our staff have a variety of talents, and a can-do attitude when it comes to sharing these talents to provide programs. It is also common in our library to think outside of the box when it comes to getting a patron to a point of satisfaction. Whether it takes one employee or several, our staff come together across department lines to assist. Our staff also volunteers in the community to help with local organizations such as; Feed the Need Summer Lunch Program, Novi Youth Assistance, Novi Community Coalition, and Rotary.
- C. Delivering on Promises:** We recently completed a 5-year strategic plan delivering on over **85%** of the requested goals. In addition, every year each department runs its own survey to determine needs. This is one way we find a need such as; a request to improve our early literacy area. By surveying and asking for feedback, we delivered a much friendlier, early literacy learning environment. Simple requests/promises are also kept such as; to move our AWE learning stations and iPads closer to the early literacy area so parents could be within range of their elementary and preschool children at the same time. Further examples:
- **Introduced Early Literacy Backpacks June 2018**
 - **Introduced a Special Needs Technology Station December 2018**
 - **E-Nable partnership creating prosthetic hands ongoing since 2017**
 - **Created and dispersed Early Childhood Literacy Boxes to 5 local preschools**
 - **Computer lab renovation into iCube Makerspace June 2019**
 - **Adjustable height laptop desks with floor mats June 2019**
- D. Relevant and superior library service over last year:**
- **Earned QSAC Excellent Level, March 2019**
 - **Currently have Essential and Enhanced Levels of QSAC.**
 - **Created a Special Needs Collection that provides materials to assist in learning and practicing social and life skills, May 2019**
 - **Partnering with local preschools and daycares to provide regular outreach.**
 - **Collaborated with five other libraries to create a Let's Talk About It series of programs designed to engage youth in critical exploration of social justice topics through children's literature**
 - **Collaborated with local organizations and businesses to create a shared network of resources called Novi's Caring Community and hosted first volunteer fair for the community**
 - **Staff serving on YALSA's Best Fiction for Young Adults Committee, Train-the-Trainer Cohort, and a revamp of the Teen Intern Toolkit.**

- Strong partnership with school district offering programs like; Coffee with the Superintendent, Parent to Parent Book Discussion, Students for Success, School visits, and Summer Reading initiatives
2. Demonstrate Library's commitment to high standards of customer service through staff dealings with customers and the service community:
- A. Coordinated approach to supporting customers:
- New Customer Service Initiative building-wide: Each patron is a GUEST that we Greet, Understand, Educate, Satisfy, and Thank. Policy approved by Library Board in May of 2019.
 - Doubled our visits from group homes to the Library providing activities for every visit; 169 visits in 18-19
 - Monthly Adult Sensory Story Times created and serving over 440 Special Needs patrons for 18-19
 - Making personal connections with our Adult Special Needs patrons.
 - Connecting an ASL patron with our Adult Sensory Story Time group to provide sign language
 - Provide a Teen Space for students in grades 7th-12th to hang out in weekdays from 2-5 after school since 2012, 4,854 visits in 18-19
 - Creating lending library bookshelves with over 1,000 books to two off-site locations providing equity and inclusion, 18-19
 - Providing story times and summer reading opportunities at a local mobile home park where residents have limited transportation, and local camps
 - Creating communication cards (pictorial cards to help accommodate patrons with language barriers/disabilities)
 - Collaborating with our foreign language conversation group attendees to create the Library's welcome brochure in different languages
 - Sharing STEAM Kits with school district for their STEAM Week, as well as for the local Feed the Need Summer Lunch Program
 - Goal for fall 2019; Library cards given to every educator and every K-6th grade student in the school district
- B. Provide copies of customer comments and testimonials *See attached"
- C. Explain how you communicate with the Library's users to determine their library service needs:
- In October of 2018, we began our strategic planning process to create a 3-year plan.
- We held over 25 in-person sessions, accessing all ages.
 - Received over 427 survey responses.
 - Held additional forums to cull information into broad themes.
 - Individual department surveys every year, program and subject surveys, too.
 - Comment forms always available.
 - E-newsletter monthly email.
 - Friends email list
 - Social Media
 - Three new objectives stemming from strategic planning process:

1. Empower Universal Literacy

2. Escalate an Innovative and Inclusive Culture 3.

Enhance Core Interactions within Our Diverse Community

Update on the e-Nable Project

One way Novi Library is making a difference!!

For the past two years, NPL staff from the IT department (Barb, Scott and Dominic) have been offering assistance to the Frog Force Robotics team at Novi High and their e-Nable hand project.

In 17/18 the goal was to create 200 hands for young children who were born without a hand or had lost their limb tragically. The project was a success, and by working with 4th graders in our Novi district, these hands were assembled.

Sponsors that supported the effort monetarily are seen on the brochure here.



ENABLING THE FUTURE



This handtastic project is in partnership with the
Novi Community School District and
the Novi Library

Current Sponsorship:



A Gift in Honor of Betty Rankin

In addition, many generous individuals from the Novi Community made personal donations that went towards building a hand or two and purchasing supplies. The support over the past two years has sustained the project with no additional funds.

Special thanks to the Friends of the Novi Library for generously donating the newest 3D printer that is located in the iCube.

In 18/19 the hands were fine-tuned, instructions for care were created (even in an Indian language to send overseas) and packaging for the hand to ship was designed. Today 8/14, JoJo Curtiss accompanied me to the post office to send a custom hand to Emersyn (little girl in the pink shirt) who reached out to the Robotics team to request her very own custom hand.



The group photos are of the high school students that designed and built Emersyn's hand using the library's iCube, and students that helped put the first shipment of 15 hands that will go to India by September.

When collaboration happens, miracles ARE made! Little Emersyn will receive her hand on Friday (8/16) thanks to the Novi High students, community leaders from the NCSD and NPL staff who dedicated some of their time to go the extra mile and help someone in need! I could not be more proud of NPL's willingness to take a chance on some students with an idea, and their want to spread love to others.



Others involved in the project to date: Lynette Curtiss, Dr. RJ Webber and Steve Angus.

Information Technology Report by Barbara Rutkowski – July

General

- The Information Technology Staff closed 25 Help Desk tickets.
- The 3D Committee printed 59 objects for patrons and twelve 3D derby model cars.



- Members of the e-NABLE Committee attended the Lucky Fin Project and Maker Faire-Detroit conferences to distribute 3D printed arms and took special requests for smaller arms. A big THANK YOU to Dr. Webber, Assistant Superintendent for the Novi Community School District, for allowing us to borrow additional 3D printers to accomplish our goal of printing 40 arms for distribution at the Maker Faire.



Upgrades

- The FastFoto High-Speed Photo and Document Scanner which can scan photos as fast as one photo per second was added to the iCube.



- Deployed upgraded barcode scanners capable of scanning smartphones.
- Created graphics for additional meeting room setup styles.
- Setup meeting room equipment to accommodate a TLN meeting which required remote attendees to audibly respond to both a roll call and when casting their vote during various segments of the meeting.

Training

- IT Staff held 33 patron sessions:
 - 8 VHS to MP4/DVD
 - 25 Tech Time – topics included:
 - Scan film negatives
 - Setting up a new smartphone
 - Organizing digital photos
 - Performing a mail merge in Word
 - Printing labels in Word
 - Scanning photos
 - Transferring photos from smartphone
 - Using the iCube's laser engraver
 - Using various apps including "WhatsApp" for texting
 - Converting cassette to digital
- IT Staff held 12 staff sessions:
 - Using the Meeting Room A/V equipment
 - Using the laser engraver
 - Using Inkscape for designing vector graphics
 - Using hotspots
 - Printing posters
 - Google mail
 - Using remote desktop
 - Using the Virtual Reality equipment
 - Using the 3D printer
 - Using the public copiers
 - Indexing the Local History Room's archive files
 - General Windows 10 tips

Facilities Report by Keith Perfect - July

In the past month the Facilities Department has closed 8 Facilities tickets, 37 Meeting Room Requests and has updated 310 Periodic Maintenance tickets.

All monthly tasks were accomplished.

All high-traffic carpet has been cleaned.

Facilities Staff has accepted 10 large book donations at the receiving door.

6 Gaylord pallets of discarded books were shipped to Thrift Books for re-sale or recycling.

Two large orders of janitorial supplies was received.

As an ongoing project, much cleaning and reorganizing has been done in mechanical rooms.

Two dead birds removed from patio.

A new cart and dolly have been purchased for Facilities Department to replace the worn out/damaged dolly/cart.

Two large loads of recycling was taken to the recycling center via library van.

Café Cleaning & Costs to Date

Bill-8hrs. \$
Joe-6hrs. \$
Keith-36hrs. \$

50 total staff hours \$1,100.00

All surfaces were hand washed. All walls and ceiling were re-painted.
Chair fabric was re-stapled to bottom of chairs.
All counters were scrubbed clean,
All counters and sinks were re-caulked.
The inside bottom of 3 cabinets were painted white due to wear of finish.
All sinks and faucets were thoroughly scrubbed and sanitized.
Floors were scrubbed twice by Keith and once by Cintas.
The security gate was hand scrubbed and rinsed.
All light globes were removed and washed.
1-bag of debris was left behind by Mr. Bernstein.

Supply Costs

4- Cans Easy Off Oven cleaner- \$23.88
1-Tube clear silicone- \$5.37
1- "J" Bend sink trap- \$12.64
Approx. 1 gallon of floor stripper used from stock- \$10.00

Total material cost - \$51.89

Cinta's wall and tile cleaning \$3,212.86

Total to Date: \$ 4,364.75

PENDING PURCHASES

- Waste can for café public area
- 3 stools for small counter

Information Services Department Report by April Stevenson - July

News and Notes

- The Information Services Department offered 125 programs.
- The IS Department congratulates Charlie Hokett on his promotion to Technology Supervisor.
- Emily hosted a visit from Rainbow Child Care to the Library.
- April hosted a visit from the Novi Youth Assistance Teen Center Camp.
- Lindsay created an Adult Battle of the Books page for the website.
- Charlie created a helpful document on how to use the laser engraver.
- Hillary was featured as Chamber Ambassador of the month.
- Lindsay was awarded YALSA's YA Services Symposium Stipend to attend the conference.
- Betty did a TV promotion for "The Extraordinary Genius of Michigan's David Barr program at Fox Run.
- Hillary established a business program connection with Schoolcraft College Career Services.
- Kirsten is starting a new collection, VOX books. These are picture books with a built in speaker. Children can read and listen at the same time.
- David started a new Blu-Ray non-fiction collection.
- The Literacy Collection has been renamed the English Language Learning collection (ELL) for easier identification.
- Hillary is running a survey of business services to determine gaps in service. This will run through October 2nd.
- David is running a language learning survey to get feedback on Mango Languages versus Pronunciator.
- Shannon shifted the entire Large Print collection so there are no longer books on the bottom shelf. This will make it easier for our older adult patrons.
- Thank you to Allison and David for shifting the layout of the periodicals room. All international materials are now together and all domestic newspapers are in their own section.
- April met with Dawn Krull, Recipient Rights Specialist of Oakland Community Health Network to share resources that assist our Adult Special Needs patrons.
- Lindsay created a teen fiction book list.
- April and Julie met with NCSD Mental Health Committee members to discuss resource sharing.
- April presented to the Beacon Hills Homeowners Association.

Conferences, Workshops & Webinars

- Linda attended Nerd Camp.
- Betty attended the Archives 201 webinar presented by the Michigan Historical Society.
- Jessie attended the Great Book-Book Reads for Fall and Beyond webinar.
- Mary attended the Henry Ford Makerfaire.

IS Staff Out & About

- Youth staff visited MSU Tollgate to provide story time sessions.
- Hillary attended two Chamber of Commerce ribbon cuttings; Friday Coffee and Business After Hours mixer
- Shannon attended the Suzuki Myer picnic.
- Emily visited Little Birds Montessori, Goddard, Novi/Northville Montessori, Everbrook, and Oakland Glens.

- April visited the NCSD CARE program twice to bring the summer reading program.
- Gail, April, and Julie met with Derek Stogner of Older Adult Services to discuss collaborating.

Adult Programs & Displays

- SCORE – 6 attendees over 23 sessions offered
- 3D Print Consult – 1 attendee over 3 sessions offered
- 3D Derby Design Days – 18 attendees over 3 sessions offered
- Virtual Novi Library – 1
- Computer Tutor – 4 attendees over 8 sessions offered
- Japanese Conversation Group – 12
- German Conversation Group – 7
- Video Production 101 – 5
- 3D Printing Basics - 2
- Adult Battle of the Books Informational Meeting – 5
- Booked for Lunch – 16
- Trivia Night at BWB – 47
- Knit 2gether Knitting Group – 37 attendees over 3 sessions offered
- ESL Movie Discussion – 11 attendees over 2 sessions offered
- Yoga for Beginners – 43
- Protect Yourself Online – 2
- Summer Classic Car Show – 500+
- ESL/International Resource Tour - 4
- Masterpiece with a Twist – 8
- Spanish Conversation Group – 7
- Neighborhood Reads – 8
- Korean Conversation Group – 5
- Craftastic Wednesday – 23
- Summer Music on the Patio – 90
- Masterpiece Monday – 22
- Smart Home, Smarter You – 13
- Adult Sensory Story Time – 65
- French Conversation Group – 5
- Meditation for Beginners – 44
- Novi Writers' Group – 6
- Experience Culture Armenia – 122
- Resume Workshop - 11
- Our Feature Collection included Staff Picks for summer reading lists and Adult Graphic Novels.
- Desk display featured constellations and myths, as well as the Guardians of Literacy featuring Guardians of the Galaxy.
- Business Kiosk displayed books on Leadership

Tween/Teen Programs & Displays

- Teen Book Swap – 2
- Dr. Nitro's Mad Science Show & Liquid Nitrogen Ice Cream Social – 125
- Blast Off into Space: Astronaut Training – 23
- BeTween the Pages - 13
- The Teen Stop Display featured teen summer reads and summer –theme covers.

Youth Programs & Displays

- Baby Time – 95 attendees over 4 sessions offered
- Tot Time – 257 attendees over 4 sessions offered
- Sizzling Summer – 575 attendees over 4 sessions offered
- Dog Days - 15
- Story Times @ MSU Tollgate – 128 attendees over 2 sessions offered
- On My Own – 69 attendees over 3 sessions offered
- Chess Knight – 24
- Zeemo Toys in Space – 63
- Pokemon Party – 200+
- Time for Twos – 279 attendees over 6 sessions offered
- Time for Threes – 226 attendees over 6 sessions offered
- Family Story Time – 194 attendees over 6 sessions offered
- Monday Movie Matinee – 78
- Wonderful World of Mud and Worms - 31
- 4th Wall Theater Workshop – 62
- Plate Day - 75
- Starlab Planetarium – 138
- Our Youth Feature Display for the summer is “Summer Reading is Out of this World.”
- Our Youth DVD Display featured favorite movies (classics, blockbusters, movies you may have missed).



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 331

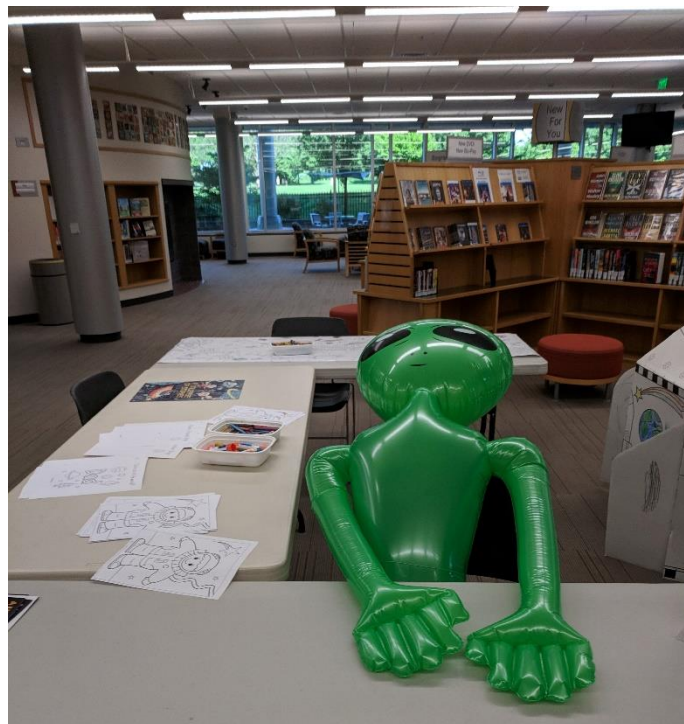
of logs received to date: 1,281

of books read this month: 42,000

100 Books – 331	600 Books – 91
200 Books – 204	700 Books – 80
300 Books – 163	800 Books - 69
400 Books – 119	900 Books – 61
500 Book – 108	1000 Books – 55



Rainbow Child Care Center Summer Camp - NPL Field Trip (July 18)
Pinecone process art



Summer Reading is still going until Saturday, August 17th. Keep reading!



Buttons made in the iCube!



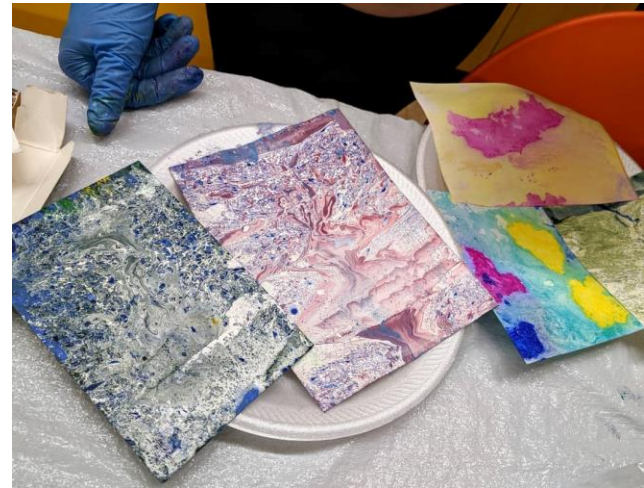
Updated magazine room!



NPL Car Show 2019!



Masterpiece Monday



Paper Marbling

Support Services Department Report by Maryann – July

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.
- Goal-Setting Performance Appraisal sessions are underway for all staff in the department.
- Attended a TLN Membership Picnic with Julie Farkas and Eva Sabolcik at Dodge Park on July 9th.
- Attended a Management & Board Member Harassment and Bullying Seminar on July 11th.
- Hosted a TLN SASUG meeting on July 25th.
- Presented to Dixon Meadows HOA on July 29th.

Circulation & Shelters

- A new vehicle has been purchased for Outreach services.
- Three new volunteers have started in the department as Welcome Desk Ambassadors and a Shelf Reader.
- Shelters and Clerks are being kept busy with the continual cycle of checked out and returned SRP materials.

Tech Services

- Working on the following projects: cleanup of CARL migration catalog errors and processing of VOX collection.

Statistics (July 2019)

- **Library Cards Issued: 432**
- **Items Checked Out: 82,118**
- **Items Interloaned for NPL Patrons: 5,468 (154 through MeLCat)**
- **Items Interloaned to Other Libraries: 4,019 (85 through MeLCat)**
- **Items Added to the Collection: 903**
- **Items Discarded from the Collection: 1,270**
- **Novi School's Card Registration: 12**
- **MAP Checkouts: 11**
- **Read Boxes:**
 - **5 Weekly Deliveries**
 - **75 Adult Items Circulated**
 - **452 Youth Items Circulated**
- **Outreach:**
 - **9 Facilities Visits / 59 Items Checked Out**
 - **6 Book Discussions / 105 Items Provided**

Support Services Statistics 2019-2020													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	432												432
Items checked out	82,118												82,118
Items borrowed	5,468												5,468
Items loaned	4,019												4,019
Read Boxes	527												527
MAP Checkouts	11												11
Novi School's Card Registration	12												12

	July 2019	July 2018		July 2019	July 2018
Library cards issued	432	494			
Total checkouts	82,118	81,644	READ Boxes	Adult 75	19
				Youth <u>452</u>	<u>230</u>
Items borrowed	TLN 5,314	5,122		Total 527	249
	MeL <u>154</u>	<u>0</u>			
	5,468	5,122			
Items loaned	TLN 3,934	4,988			
	MeL <u>85</u>	<u>70</u>			
	4,019	5,058			

Self-Check Totals 2019-20 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	82,118	49.34%	40,521	8,183	6,697	4,137	7,921	12,192	1,391
August			0						
September			0						
October			0						
November			0						
December			0						
January			0						
February			0						
March			0						
April			0						
May			0						
June			0						
FYTD	82,118	49.34%	40,521	8,183	6,697	4,137	7,921	12,192	1,391

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

* Counter was unavailable 9-28 and 9-29

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

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

Technology Training Sessions 2019-20 Fiscal Year

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

2019-2020 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	831	289	1,293	31,261	184	207	1,148
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD Total	831	289	1,293	31,261	184	207	1,148

2019-2020 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,257	1,765	5,022	79
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
FYTD Total	3,257	1,765	5,022	79

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

Library App - 2019-2020 Fiscal Year

	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	33,050	1.	Catalog	January			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Boopsie Popular Books				
August				February			
September				March			
October				April			
November				May			
December				June			
				Total	33,050		

**OPERATING AGREEMENT BETWEEN
THE NOVI PUBLIC LIBRARY AND
THE FRIENDS OF THE NOVI PUBLIC LIBRARY**

THIS AGREEMENT is entered into this ____ day of _____, 2019, by the Novi Public Library, a Michigan city library, and the Friends of the Novi Public Library, a Michigan non-profit corporation.

WHEREAS, the Novi Public Library (“Library”) is a city library established under the City, Village and Township Libraries Act, 1877 PA 164 (MCL 397.201 *et seq.*); and

WHEREAS, Friends of the Novi Public Library (“Friends”) is a non-profit corporation with a stated purpose of promoting the utilization of the City of Novi Public Library, assisting in the promotion, development and use of the Library and raising funds to support the operation of the Library; and

WHEREAS, as a non-profit corporation, the Friends is a legally distinct entity from the Library; and

WHEREAS, the Library and the Friends wish to enter into this Operating Agreement and provide for the respective responsibilities and obligations to fulfill a mutual goal of encouraging literacy, education, and the use of all the Library’s resources; and

WHEREAS, the Library has determined that entering into this Operating Agreement is in the best interests of the health and welfare of the residents of the Library district.

NOW, THEREFORE, the Library and the Friends agree as follows:

1. **Library Responsibilities.** During the term of this Operating Agreement, the Library agrees to the following responsibilities:

a. During the preparation of the Library’s fiscal year budget each year, the Library agrees to share with the Friends the Library’s goals for the next fiscal year and discuss with the Friends how the Friends’ resources and support might help forward these initiatives.

b. The Library agrees to supply the Friends with a list of the programs, items or other anticipated needs (i.e., a “Wish List”) for which the Library may desire additional support. The Library may also make periodic requests for funding outside of the annual budget throughout the year.

c. At the Library’s sole discretion, the Library shall provide the Friends with surplus materials, such as used books and other donated material (“Surplus Material”) that the Library has deemed to be of no value to the Library and the Library’s collection. However, the Library is not required to provide all Surplus Materials to the Friends.

d. The Library Director shall have the primary responsibility for administering and approving services to be performed by the Friends or items to be purchased by the Friends and shall coordinate all communications between the Friends and the Library. A staff liaison will be designated by the Library Director for additional communication purposes and to attend Friends' Board meetings in the absence of the Director.

e. The Library will provide the Friends with space in the Library and personal property, such as tables and shelves, for book sales and storage. The space shall remain under the management and control of the Library and the Library agrees to provide adequate insurance. The Library shall have sole discretion regarding what type of items may be sold at the Library. However, any book sale that uses the meeting room shall be scheduled according to the Library's meeting room policies.

f. The Library agrees to share its long-term planning goals with the Friends and seek input from the Friends regarding how the Friends may support or assist the Library with the long-term goals.

g. Friends Treasurer or designee, agrees to collect the proceeds from the book sales, report and execute any/all financial obligations, as well as documentation for state tax purposes. That money shall be accounted for separately from the Library funds and shall be disbursed to the Friends on a monthly basis. In consideration for proceeds of the book sale provided to the Library, the Library agrees to provide assistance with promotional materials and website support for the Friends, but the Director shall be responsible for determining what if any staffing support shall be provided in any particular instance.

h. The Library shall provide volunteers for the Friends book sales in the same manner that it approves volunteers for other services in the Library.

2. **Friends Responsibilities.** During the term of this Operating Agreement, the Friends agree to the following responsibilities:

a. The Friends shall use its best efforts to liquidate the Surplus Material through a book sale. The Friends agree that any and all money raised at a book sale held at the Library or raised from the sale of Surplus Materials shall be spent exclusively for Library programs, services, and other Library-defined needs unless otherwise agreed to by both the Friends and the Library or used for reasonable expenditures and expenses of the Friends.

b. The Friends agree to publicly support the Library, Library staff and its policies.

c. The Friends agree that all communication with the library shall be through the Library Director and/or designee.

d. The Friends agree that the Library Director has the final decision in accepting or declining any and all gifts made to the Library.

- e. The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library Director and the Library Board.
- f. The Friends will make available to the Library Director all monthly financial statements and minutes of the Friends' Board. .
- g. The Friends agree that its Board members and volunteers are not employees of the Library.
- h. The Friends shall determine which funding requests identified in paragraph 1(b) that it shall approve. Upon approval, the Friends shall notify the Library Director of the approved funding so that the staff may proceed with purchasing the requested items, programs or services. If the Library pays for the item, program or service and desires reimbursement from the Friends, the Library shall provide an invoice to the Friends. The Friends shall reimburse the Library for any approved expenditure after receipt of an invoice from the Library. In the alternative, the Friends may ~~purpose~~ purchase the item, program or service directly for the Library. The Friends understand that all personal property purchased pursuant to this paragraph shall be owned and maintained by the Library.

3. **Review of Agreement.** This Operating Agreement shall be reviewed every 2 years, or at the change of Presidency by the Friends of the Novi Library Board. Both the Friends of the Novi Library Board of Trustees and Library Board Trustees must have a majority vote for approval of this agreement.

4. **Term; Termination.** This Operating Agreement shall become effective on _____, 2019 and shall remain in effect until terminated by either Party. Either party may terminate this Operating Agreement with fifteen (15) days written notice.

5. **Notices.** The Parties shall be provided any notice required or permitted under this Operating Agreement at the addresses listed below, or at such other address as may be designated by a Party upon written notice to the other Party:

Novi Public Library
 Attention: Library Director
 45255 W. 10 Mile
 Novi, MI 48375

Friends of the Novi Public Library
 Attention: President
 45255 W. 10 Mile
 Novi, MI 48375

All notices to be given under this Operating Agreement shall be served personally, by deposit in the United States mail, first class postage pre-paid by registered or certified mail, or by deposit with an overnight courier with charges pre-paid. Any such notices shall be deemed to have been given on the day of personal service, one (1) business day after deposit with an overnight courier, or three (3) business days after deposit in the United States mail, as applicable.

6. **Waiver and Release.** In consideration of this Operating Agreement, the Friends

waive, and forever release the Library and its officers, agents, and employees, from any and all claims, actions, and demands of whatever type or nature arising out of this Operating Agreement. The waiver and release set forth in this Paragraph shall survive the expiration or termination of this Agreement.

7. **Assignment, Delegation, Subcontract.** Neither party shall assign, delegate, subcontract, or otherwise transfer its obligations under or interest in this Operating Agreement, in whole or in part.

8. **Amendment.** This Operating Agreement shall not be amended except by a written amendment approved and executed by the Parties.

9. **Entire Agreement.** This Operating Agreement constitutes the entire agreement between the Parties, and supersedes any and all prior understandings or representations of any kind except to the extent incorporated in this Operating Agreement.

10. **Governing Law.** This Operating Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the Parties have executed this Operating Agreement as of the day and year first written above.

NOVI PUBLIC LIBRARY

By: _____

Its: _____

By: _____

Its: _____

FRIENDS OF THE NOVI PUBLIC LIBRARY

By: _____

Its: _____

By: _____

Its: _____




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

Adult Programs



SMALL BUSINESS TOOLBOX



Co-parenting and Communication



Working Together When We Don't Agree



A PARENT'S GUIDE TO AUTISM



What's Happening at NPL...

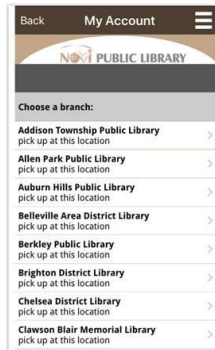
Library Closings:

Friday, August 16 -Staff Training
 Saturday, August 31
 Sunday, September 1
 Monday, September 2



New Feature in Library App!

Enjoy using our library app for viewing upcoming events or searching the catalog or placing holds? We've just made it better! You now have the ability to choose where you would like to pick up the item you placed on hold. Choose a location from the drop-down list and your item will be waiting for you. Don't have our app? Search for Novi Public Library in the Google Play Store or App Store to download!



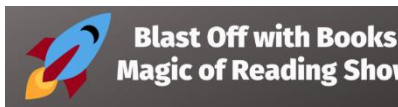
Library in the Google Play Store or App Store to download!



Teen/Tween Programs

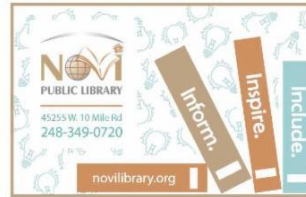


Youth Programs



Novi Business Owner Card

Novi business owners and managers of Novi branches are eligible for Novi Library card. Pick up an application from the Business Librarian, Hillary Hentschel, or online at novilibrary.org.



Access to:

- Books, A/V items, Kits, Lending Laptops, HotSpots
- Online resources such as ReferenceUSA and Lynda.com
- Use of Public Computers
- Downloadable Materials
- Programming

Non-Novi businesses are also eligible if they are members of the Novi Chamber of Commerce

Apply directly with Farah Shammarr Executive Director

Card Privileges:

- Card valid for 1 year
- Charge Limit: 100 items
- Holds Limit: 25 items
- \$25.00 in fines suspends service



New Library Makerspace!

Libraries are known places of learning, exploration, creativity, accessibility and sharing, as demonstrated in NPL's motto of Inform. Inspire. Include. We see the **iCube** makerspace as a physical extension of these traits. Visitors of all ages are encouraged to explore our fun new space and try out a variety of equipment and resources to inspire their creative side.



iCube staffed hours beginning Monday, August 5:

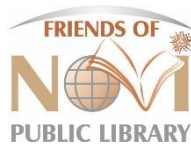
Mondays, 6-8:30pm
 Wednesdays, 10am-1pm
 Fridays/Saturdays (Alternating), 10am-12pm & 2-5:30pm
 Additional staff hours may be available. Please call the Library to inquire for each week.



**Feed the
Need
Summer
Lunch**

**Program sponsored by Novi
Rotary**

For more info click [here](#).



Thank you to the Friends of the Library for your generous \$29,700.00 contribution. These funds will be used for various projects in 2019-2020. We are so grateful for your continued commitment and support!

The Book Nook

Do you know that we have a gem in the Novi Public Library?



At least, that's what some people have called it! The Book Nook houses donated items including books, DVD's, CD's, large print and children's books, mostly selling for a dollar or less. We had a successful Christmas in July sale, and are now looking forward to the annual children's book sale.

If you're looking for a cookbook, audiobook or your next beach read, the Book Nook is always open.



New Additions to the iCube!

We've added an **Epson FastFoto High-Speed Photo & Document Scanner**, which can scan photos as fast as one photo per second. It can

also handle multiple sizes from wallet up to 8" x 10", even Polaroids!

In addition, we have a **flatbed scanner** capable of scanning photos, slides/negatives or text. You can preserve valuable family memories by transferring a VHS or VHS-C tape to DVD. If you prefer not to alter your video, we also have equipment for VHS/VHS-C to DVD Direct Dubbing. Our iCube computers have software and hardware necessary for most digital projects including digitizing cassette tapes and vinyl records. Make sharing family memories easy and fun!

creativebug Check out [CreativeBug!](#)

It's your go-to resource for high-quality, on-trend arts and crafts instructional videos, as well as downloadable patterns, templates, and recipes.

Explore our new space by dropping-in for a **Creative Kit** workshop:

Aug 3 & 24 - Drop-in 2-4pm : Gift Bag and Bow Making



Welcome to the iCube, Charlie!

Please welcome Charlie Hockett, NPL's new Technology Supervisor of the iCube Makerspace. Charlie is here to help you navigate all the awesome new technology in

the iCube and assist you with creating new projects. Stop by and meet him and our new iCube Makerspace.

Come in and see why you'll be calling it a little gem too!



More Laptops for Checkout!

With the closing of the Computer Lab, our lending laptops have increased to four, they have received a hardware upgrade, and a mouse is also now available! Check one out for use in the Library. Ages 18+.

Library Etiquette

You may not have known, but the Library has areas designated for quiet study and areas for conversation. If you need to get some studying done and prefer a quiet area, then the second floor is for you. Quiet conversation is allowed, or you can use our quiet study room for even less noise.

The first floor is a "talking" floor. You are welcome to have conversations, however it is a balance. We ask you to be mindful of those around you so that everyone can enjoy the Library.

Remember too that the staff is here to help you find the perfect spot for your needs!



Summer Reading for All Ages!



Summer Reading **continues until Saturday, August 17!** Come into the Library or sign up online.

Participants who complete the Summer Reading Program are invited to celebrate at a Finale Party!

Finale @ Paradise Park: 8/19 at 11am (Grades K-6)

Preschool Finale: 8/20 at 6:30pm (Preschool Aged)

Finale @ Paradise Park: 8/21 at 6pm (Grades K-6)

Finale @ Paradise Park: 8/22 at 6pm (Grades 7-12)

Thank you to the following businesses and organizations for sponsoring the Summer Reading Program:



Thank You, Classic Car Enthusiasts!



Thank you to all who helped make our first Classic Car Show a success, with 206 participating classic cars

plus motorcycles, and over 500 people in attendance. Great music and food was enjoyed by all and 10 trophies were awarded!

Special thank you to Home Depot, Auto Zone, and Advance Auto Parts for their donated raffle prizes!

Read, Enjoy, Share!

When you stop by Rotary, ITC or Pavilion Shore Parks this summer be sure to take



advantage of some great reads! Designed to encourage summer reading for all ages, keep the

book as long as you like and when done, return it to the Read Box or the Library. The Read Boxes will be available until October 2019.



Thank you to Kendra Scott (Twelve Oaks Mall) for a donation of youth books that will be placed in the Read Boxes and for supporting literacy in our community!

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

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September

Songfest

Enjoy the Music of Julie and David Landry



Friday | September 13 7-9pm

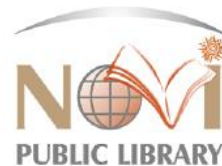
Bring the entire family out for an evening of song and entertainment at your favorite local attraction, Paradise Park! Proud sponsors of NPL's annual Summer Reading Program.

Event is free. Cash bar, food service, attractions, and arcade games available.



**Paradise
Park**
45799 Grand River Ave.
Novi, MI 48374

Registration Required
248-349-0720
Novilibrary.org



Join us

The Neighborhood Library Association's
**10th Annual
Community
Reads**



MEET THE AUTHOR:

Michael Zadoorian
November 13, 2019 at 7:00 pm
Novi Public Library
Registration begins August 8

Set in 1970s Detroit, a divided city still reeling from its violent summer of 1967, *Beautiful Music* is the story of one young man's transformation through music. Danny Yzanski is a husky, pop radio-loving loner balancing a dysfunctional home life with the harsh realities of freshman year at a high school marked by racial turbulence. *Beautiful Music* is a funny and poignant story about the power of music and its ability to save one's soul.

Visit the NLA website for program dates
<http://nlacommunityreads.weebly.com/>

SIX COMMUNITIES UNITED BY ONE BOOK!
Participating Neighborhood Library Association Libraries

Lyon Township Public Library ■ Northville District Library ■ Novi Public Library
Salem-South Lyon District Library ■ Walled Lake City Library ■ Wixom Public Library



READ-A-LIKES

Daisy Jones and the Six by Taylor Jenkins Reid
The Music Shop by Rachel Joyce
Leisure Seeker by Michael Zadoorian
The Lost Tiki Palaces of Detroit by Michael Zadoorian
The Turner House by Angela Flournoy
The Fortress of Solitude by Jonathan Lethem
Another Brooklyn by Jacqueline Woodson
The Catcher in the Rye by J.D. Salinger
Summer of '69 by Elin Hilderbrand
Detroit Rock City: The Uncensored History of Rock 'n' Roll in American's Loudest City by Steve Miller
The Hard Stuff: Dope, Crime, the MC5, and My Life of Impossibilities by Wayne Kramer
A 2018 Michigan Notable Book

ABOUT THE AUTHOR

Michael Zadoorian's work explores themes of love, death, music, memory, things forgotten and found again, the eidetic power of photographic images, and the city of Detroit.

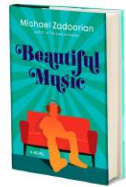
He is the recipient of a Kresge Artist Fellowship in the Literary Arts, the Columbia University Anahid Literary Award, the GLIBA Great Lakes Great Reads Award, the Michigan Notable Book Award, and the Great Lakes Colleges Association New Writers Award.

He has worked as a copywriter, journalist, voiceover talent, shipping room clerk, and plant guard for Chrysler. A lifelong resident of the Detroit area, he lives with his wife in a 1937 bungalow filled with cats and objects that used to be in the houses of other people.



ABOUT THE BOOK

Set in early 1970s Detroit, a racially divided city still reeling from its violent riot of 1967, *Beautiful Music* is the story of one young man's transformation through music. Danny Yzanski is a husky, pop radio-loving loner balancing a dysfunctional home life with the sudden harsh realities of freshman year at a high school marked by racial turbulence.



But after tragedy strikes the family, Danny's mother becomes increasingly erratic and angry about the seismic cultural shifts unfolding in her city and the world. As she tries to hold it together with the help of Librium, highballs, and breakfast cereal, Danny finds his own reason to carry on: rock 'n' roll. In particular, the drum and guitar-heavy songs of local legends like the MC5 and Iggy Pop. In the vein of Nick Hornby and Tobias Wolff, yet with a style very much Zadoorian's own, this 2018 Michigan Notable Book is a touching tale about the power of music and its ability to save one's soul.



EVERYONE IS WELCOME TO ATTEND PROGRAMS AT ALL NLA LIBRARIES. REGISTRATION FOR PROGRAMS MAY BE REQUIRED. PLEASE CONTACT INDIVIDUAL LIBRARIES FOR DETAILS.

NEIGHBORHOOD LIBRARY ASSOCIATION

The Mission of the Neighborhood Library Association (NLA) is to bring people from neighboring libraries together to discuss and participate in programs selected to strengthen community ties and promote literacy among a diverse population.



Find more information about the 2019 Community Reads here: nlacommunityreads.weebly.com

VISIT US TODAY!

Lyon Township Public Library
27005 S. Milford Road, South Lyon, MI 48178
248.437.8800 • lyon.lib.mi.us

Northville District Library
212 West Cady Street, Northville, MI 48167
248.349.3020 • northvillelibrary.org

Novi Public Library
45255 West Ten Mile Road, Novi, MI 48375
248.349.0720 • novilibrary.org

Salem-South Lyon District Library
9800 Pontiac Trail, South Lyon, MI 48178
248.437.6431 • ssldl.info

Walled Lake City Library
1499 E. West Maple Road, Walled Lake, MI 48390
248.624.3772 • walledlakeilibrary.org

Wixom Public Library
49015 Pontiac Trail, Wixom, MI 48393
248.624.2512 • wixomlibrary.org

GENEROUSLY SPONSORED BY
NLA'S FRIENDS GROUPS

THE NEIGHBORHOOD LIBRARY ASSOCIATION'S

10TH ANNUAL COMMUNITY READS



SIX COMMUNITIES UNITED BY ONE BOOK!
LYON TOWNSHIP, NORTHVILLE, NOVI,
SALEM-SOUTH LYON, WALLED LAKE, & WIXOM

COMMUNITY PROGRAMS

Woodstock Concert Day Novi Public Library

Join us as we celebrate the 50th anniversary of Woodstock. Beautiful music all day on the Patio! From Motown to Beatles to Woodstock revisited.
Saturday, August 24 at 12 pm

Musical Jam Sessions

Salem-South Lyon District Library
Play songs, merge new ideas, learn musical theory, and make new friends. All levels of experience and instruments welcome.
Wednesdays at 7 pm: September 11, October 16, November 13, December 11

A Decade Under the Influence Walled Lake City Library

A documentary examining the decade of the 1970s as a turning point in American cinema.
Part 1: Wednesday, October 9 at 6:30 pm
Part 2: Wednesday, October 16 at 6:30 pm
Part 3: Wednesday, October 23 at 6:30 pm

Detroit 67 Perspectives: Myth of the Model City Wixom Public Library

Billy Winkel of the *Detroit Historical Society* explores the events that took place in the summer of 1967, and the impact on the people of southeast Michigan.
Wednesday, October 9 at 6:30 pm.

DIY Vinyl

Lyon Township Public Library
Make your own bookmarks or coasters from old LP vinyl albums. All supplies provided.
Saturday, October 12 at 2 pm

Meet Author Gordon Castelnero

Northville District Library
Meet the author of *Detroit TV Land* for an exploration of the colorful and quirky local TV programs that captured the creative spirit of Detroit in the 1960s.
Wednesday, October 23 at 7 pm

MEET THE AUTHOR!



MICHAEL ZADOORIAN

Wednesday, November 13
from 7 - 9 pm
at the Novi Public Library
Doors open at 6:30 pm.

Reserve your spot today!
248-349-0720
novilibrary.org

BOOK DISCUSSIONS

Tuesday, October 8 at 7 pm
Wixom Public Library
(held at The Drafting Table Brewing Co.)

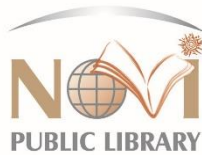
Tuesday, October 8 at 7 pm
Lyon Township Public Library
(held at Tucker's Kitchen & Bar in New Hudson)

Wednesday, October 16 at Noon
Novi Public Library

Thursday, October 17 at Noon
Walled Lake City Library

Monday, November 11 at 7 pm
Northville District Library

Thursday, November 14 at 7 pm
Salem-South Lyon District Library



Library Board Calendar

2019

August 31	Library Closed
September 1	Library Closed
September 2	Holiday – Labor Day, Library Closed
September 26	Library Board Regular Meeting
October 24	Library Board Regular Meeting
November 14	Community Read Event at Novi Library
November 21	Library Board Regular Meeting
November 27	Holiday – Thanksgiving Eve, Library closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
November 29	Library Closed
December 19	Library Board Regular Meeting
December 24	Holiday- Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year's Eve, Library Closed

2020

January 1	Holiday – New Year's Day, Library Closed
January	Budget Planning Session TBD
January 23	Library Board Regular Meeting
February	Budget Planning Session TBD
February 27	Library Board Regular Meeting
March 26	Library Board Regular Meeting
April 12	Holiday – Easter, Library Closed
April 19-25	National Library Week
April 23	Library Board Regular Meeting
May 10	Library Closed - Mother's Day
May 24	Library Closed
May 25	Holiday – Memorial Day, Library Closed
May 28	Library Board Regular Meeting
June 21	Library Closed – Father's Day
June 25	Library Board Regular Meeting
July 4	Library Closed – Independence Day
July 23	Library Board Regular Meeting

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