

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Thursday, August 24, 2017  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
  - A. Approval of Claims and Warrants L557 .....4-6
  - B. Approval of Regular Meeting Minutes – July 27, 2017 .....7-13
- 6. Correspondence
  - A. N/A
- 7. Presentation/Special Guest
  - A. Jeff Muck, Dir. of Parks, Recreation & Cultural Services – Lakeshore Park project.....14-21
- 8. Public Comment
 

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

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
- 9. Student Representatives Report – July 2017 ..... 22-24
- 10. President's Report (Craig Messerknecht)
  - A. Goals Update (Final Year End Review through July 31, 2017) .....N/A
- 11. Treasurer's Report (Melissa Agosta)
  - A. 2017-2018 Library Budget Fund 268..... 26-28
  - B. 2017-2018 Contributed Fund Budget 269 ..... 29
  - C. Library Fund 268 Expenditure & Revenue Report as of ..... 30-33
  - D. Contributed Fund 269 Expenditure & Revenue Report as of ..... 34
  - E. Balance Sheets for Funds 268 and 269 as of ..... 35-36
- 12. Director's Report..... 37-48
  - A. Information Technology Report ..... 48-49
  - B. Facilities Report ..... 50-51

C. Information Services Report.....	51-53
D. Support Services Report .....	54
E. Library Usage Statistics .....	55-63
F. Novi Historical Commission –.....	64-65
G. Friends of the Novi Library .....	66-68

13. Committee Reports

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

(Michener–Chair, Poupard)

- Board approved revised policy manual on June 22, 2017

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

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

- Decision made at February 4<sup>th</sup> Library Board budget session to continue work on the salary structure that relates to the changes with minimum wage and other salary categories effective January 1, 2018.

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

(Agosta- Chair, Messerknecht, Lawler)

- N/A

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

(Michener – Chair, Agosta, Wood)

- Library Card Campaign kicked off on August 15, 2017 for six weeks. Mailings have successfully gone out and patrons are coming in to activate cards. Thank you to the Friends of Novi Library for supporting the project and supplying the gift basket that is being raffled off as an incentive prize for registering a library card.

**E. Strategic Planning Committee: Annual review of current plan**

(Poupard- Chair, Wood). Review completed in November 2017.

- Plans for a new Strategic Plan will need to be discussed as the current plan expires June 2018.

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

(Messerknecht – Chair, Lawler, Verma, Wood)

- See update in Director’s Report for LED project update
- Received a letter from a former lawn vendor requesting payment for services that were withheld (\$800) due to bioswale damage on the library’s property in July 2016. Letter was received July 26, 2017. City’s attorney is working with the Library Director on this issue.

**G. Bylaw Committee: Review of Library Board Bylaws**

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

14. Public Comment

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

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**15. Matters for Board Action**

- A. Approval of 2018 Calendar Changes for Library Openings/Closings.....40

**16. Adjourn**

**Supplemental Information:**

- Library Calendar .....69

**Future Events:**

- Novi Business Blender – Tuesday, Aug. 29<sup>th</sup> at 8:00am – 10:00am, Novi Library
- LIBRARY CLOSED – September 2, 3, 4
- Friends of Novi Library Regular Meeting – Wednesday, September 13<sup>th</sup> at 4:00pm, Novi Library
- A Taste of Art for Fox Run Residents – Friday, September 15<sup>th</sup> at 6:30 – 8:30pm, Novi Library (Registration Required)
- Novi Historical Commission Regular Meeting – Wednesday, September 27<sup>th</sup> at 7:00pm, Novi Library
- Library Board of Trustees Regular Meeting – Thursday, September 28<sup>th</sup> City of Novi – Council Chambers
- Friends Gala – Friday, October 13<sup>th</sup> at 7:00pm, Novi Library (Registration Required)
- Virtual Reality Weekend – October 20<sup>th</sup> – 22<sup>nd</sup>, Novi Library (Registration Required)



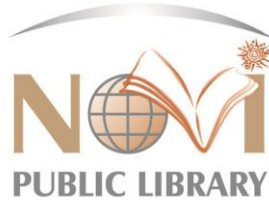
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45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720  
<http://www.novilibrary.org>

<b>Warrant 557</b>	<b>268 Accounts</b>	<b>August 2017</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account Total</b>
Global Office Solutions (7/25/17)		268-000.00-727.000	\$ 227.42
The Office Connection (7/25/17)		268-000.00-727.000	\$ 1,171.16
1&1 Internet, Inc. (7/11/17)	Dom Ren; 2/11/17-7/10/18; 2017-18 fy	268-000.00-734.000	\$ 34.97
Adobe.com (7/12/17)	Creative Cloud St/Teach; 2017-18fy	268-000.00-734.000	\$ 381.47
Amazon.com (6/27/17)	Clip Studio Paint Pro; 2016-17 fy	268-000.00-734.000	\$ 637.74
Presidio (6/30/17)	3008401701175;; 2016-17 fy	268-000.00-734.000	\$ 155.00
TechLogic (7/1/17)	8/1/17-7/31/18 ser cleaning; 2017-18fy	268-000.00-734.000	\$ 2,700.00
T-Mobile (7/21/17)	2017-18 fy	268-000.00-734.000	\$ 238.08
VidCom Solutions, Inc. (8/1/17)	2017-18 fy	268-000.00-734.000	\$ 164.85
Amazon.com (6/27/17)		268-000.00-734.500	\$ 71.10
TechLogic (7/18/17)	2017-18 fy	268-000.00-734.500	\$ 5,778.22
Telsystems (7/17/17)	2017-18 fy	268-000.00-734.500	\$ 255.00
Lands' End Business Outfitters (7/3/17)	facilities shirts (7); 2017-18 fy	268-000.00-741.000	\$ 136.50
Brodart (7/24/17)		268-000.00-742.000	\$ 7,097.11
Gale/Cengage (7/24/17)		268-000.00-742.000	\$ 2,269.76
Novi Community Schools	Scholastic - Kindergarten books	268-000.00-742.000	\$ (165.00)
Springfield Township Library		268-000.00-742.100	\$ 16.00
Walled Lake City Library		268-000.00-742.100	\$ 5.99
Michigan.com (6/22/17)	6/23/17-6/21/18; 2017-18 fy	268-000.00-743.000	\$ 182.94
WT Cox (4/10/17)	2016-17 fy	268-000.00-743.000	\$ 416.20
Library Ideas (7/1/17)	Freegal; 7/1/17-6/30/18	268-000.00-744.000	\$ 8,652.00
OverDrive (3/9/17)	2016-17 fy	268-000.00-744.000	\$ 2,225.92
OverDrive (7/11/17)	2017-18 fy	268-000.00-744.000	\$ 3,617.70
Midwest Tape (7/19/17)		268-000.00-745.200	\$ 2,476.28
DearReader.com LLC (7/15/17)	one year subscription	268-000.00-745.300	\$ 3,800.00
Gale/Cengage (3/31/17)	2017-18 fy	268-000.00-745.300	\$ 1,919.48
Merchant Billing Statement		268-000.00-802.100	\$ 183.85
Waste Management		268-000.00-808.100	\$ 98.72
American Library Association (7/21/17)	Fricke; 9/1/17-8/31/18	268-000.00-809.000	\$ 164.00
Michigan Library Association (7/24/17)	Zurmuehlen; one year memb	268-000.00-809.000	\$ 255.00
Midwest Collaborative Library Services (7/1/17)	Annual; 7/1/17-6/30/18	268-000.00-809.000	\$ 250.00
The Novi Chamber of Commerce (7/13/17)	2017-18 fy	268-000.00-809.000	\$ 375.00
Novi Rotary	Summer 2017 dues; Sanders	268-000.00-809.000	\$ 380.00
H&K Janitorial Service, Inc. (6/30/17)	June; 2016-17 fy	268-000.00-817.000	\$ 4,000.00
AT&T (7/13/17)		268-000.00-851.000	\$ 191.76
Telnet Worldwide (7/15/17)	7/15-8/14/17	268-000.00-851.000	\$ 558.64
Verizon (6/28/17)	5/29-6/28/17; 2016-17 fy	268-000.00-851.000	\$ 330.16
The Library Network (7/11/17)	Telecomm; 2016-17 fy	268-000.00-855.000	\$ 16,228.58
Municipal Web Services (7/10/17)	June; 2016-17 fy	268-000.00-880.000	\$ 553.00

Perfect Cleaners of Detroit, Inc (7/11/17)	tablecoverings	268-000.00-880.000	\$ 56.00
Alberga, Kathleen	Story Time	268-000.00-880.268	\$ 12.28
Amazon.com (6/29/17)	markers	268-000.00-880.268	\$ 18.84
Brennan, Rosemarie (7/31/17)	Coll App Essay Wksp; 8/22&29/17	268-000.00-880.268	\$ 200.00
Brush, Emily	youth programming	268-000.00-880.268	\$ 30.81
City of Novi	bal due Sizzling Summer 2017-18 fy	268-000.00-880.268	\$ 1,000.00
Five Below (7/5/17)	youth programming	268-000.00-880.268	\$ 132.00
Kroger (7/13/17)	SRP Adult gift cards	268-000.00-880.268	\$ 90.00
Novi Public Library	Plate Days	268-000.00-880.268	\$ (92.00)
Oriental Trading (6/28/17)	SRP prizes	268-000.00-880.268	\$ 126.91
Robinson, Mary (7/20/17)	Comic Art Camp supplies	268-000.00-880.268	\$ 79.96
Sam's Club (7/6/17)	youth programming	268-000.00-880.268	\$ 92.72
Stevenson, April (6/28/17)	SRP Adult gift cards	268-000.00-880.268	\$ 60.00
The Office Connection (7/25/17)	Programming supplies	268-000.00-880.268	\$ 10.98
Tony Sacco's Coal Oven Pizza	Pizza Time Program; 7/14/17	268-000.00-880.268	\$ 84.00
Walmart (7/8/17)	yth pgm	268-000.00-880.268	\$ 204.27
Getaway Tours & Charters	deposit; On the Road 9/16/17	268-000.00-880.271	\$ 100.00
Engraving Connection (7/22/17)	Star plaque	268-000.00-900.000	\$ 150.56
Millennium Business Systems (7/27/17)	2016-17 fy	268-000.00-900.000	\$ 691.45
Vengage (6/22/17)	infographics; July 2017	268-000.00-900.000	\$ 19.00
Consumers Energy	6/13-7/11/17	268-000.00-921.000	\$ 117.45
DTE Energy	6/26-7/24/17; 2017-18 fy	268-000.00-922.000	\$ 10,744.37
City of Novi	3/20-6/19/17	268-000.00-923.000	\$ 1,801.60
Allied-Eagle Supply Co. (7/1/17)		268-000.00-934.000	\$ 863.94
Dalton Commercial Cleaning Corp (7/10/17)	2017-18 fy	268-000.00-934.000	\$ 1,000.00
Great Lakes Power & Lighting, Inc. (5/19/17)	2016-17fy	268-000.00-934.000	\$ 533.59
North Star Mat Service (6/30/17)	6/6-6/27/17; 2016-17 fy	268-000.00-934.000	\$ 222.00
Restroom Direct (6/29/17)	2016/17 fy	268-000.00-934.000	\$ 319.00
Schindler (7/1/17)	7/1/17-6/30/18	268-000.00-934.000	\$ 1,213.68
State of Michigan	elevator op renewal; 2017-18 fy	268-000.00-934.000	\$ 360.00
O'Reilly Auto Parts (7/13/17)	extended warranty; NPL paid half	268-000.00-935.000	\$ 79.59
C&J Parking Lot Sweeping (6/30/17)	June 2017; 2016-17 fy	268-000.00-941.000	\$ 55.00
Home Depot	6/28/2017	268-000.00-941.000	\$ 130.94
Xpert Lawn and Snow (7/1/17)	June 2017; payment 3of7; 2017-18 fy	268-000.00-941.000	\$ 956.42
Millennium Business Systems (7/27/17)	2016-17 fy	268-000.00-942.000	\$ 698.90
Corrigan Storage	July; 2017-18fy	268-000.00-942.100	\$ 23.06
Alberga, Kathleen (7/13/17)	Creating Inc Storytime Wkshp	268-000.00-956.000	\$ 54.00
Farmington Community Library (7/11/17)	TLN membership mtg; Sabolcik	268-000.00-956.000	\$ 22.00
Fricke, Lindsay	ALA Conf; mileage	268-000.00-956.000	\$ 25.68
Pryor Learning Solutions (7/5/17)	Perfect; unlimited	268-000.00-956.000	\$ 897.00
State of Michigan			\$ 35.00
Petty Cash (Programming)	Story Time Supplies	268-000.00-880.268	\$ 5.00
<b>TOTAL</b>			<b>\$ 91,260.60</b>

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Bookpal (7/7/17)	Community Read; books; 2017-18 fy	269-000.00-742.232	\$1,640.79
Books In Common (6/26/17)	Community Read; Author; 2017-18 fy	269-000.00-742.232	\$2,875.00
Petty Cash (Programming)	Supplies	269-000.00-742.232	\$ 1.48
Amazon.com (7/3/17)	birthday cards	269-000.00-742.234	\$ 36.99
Big Frog Custom T-shirts & More (7/21/17)	Trustee shirts (7)	269-000.00-742.234	\$ 231.00
Sam's Club (7/3/17)	birthday bars	269-000.00-742.234	\$ 56.94



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

**DRAFT**

**1. Call to Order by President, Craig Messerknecht**

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

**2. Roll Call by Secretary, Ramesh Verma**

**Library Board**

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

**Student Representatives**

Raveena Joshi, Student Representative  
Lahari Vavilala, Student Representative

**Library Staff**

Julie Farkas, Director  
Marcia Dominick, Administrative Assistant

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

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

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>- Bill Lawler

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Claims and Warrants L556**

**B. Approval of Regular Meeting Minutes –June 22, 2017**

A motion was made to approve the Consent Agenda.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Ramesh Verma  
The motion passed unanimously.

**6. Correspondence**

**A. Mini Maker Fun Fair Thank You**

A thank you was received from the City of Novi for the Library's participation in the Sizzling Summer Nights Mini Maker Fun Fair held at the City. The Library participated by promoting our 3D Printer.

**7. Presentation/Special Guest**

**A. Library Staff Annual Recognition – Customer Service Awards and Above & Beyond Awards.**

Director Julie Farkas along with President Craig Messerknecht acknowledged each of this year's winners of the Customer Service and the Above & Beyond Awards. Julie read a comment provided by the nominee of each of the award winners as to why they were chosen for the award. Each award winner received a certificate of their award and an invitation to a special dinner in their honor. The 2016-2017 award winners are:

**Above & Beyond**

- Yolanda Hockaday-Dennis
- Scott Rakestraw
- Barbara Rutkowski
- Kit-Ming Tang

**Customer Service Award**

- Emily Brush
- Ellen Horton
- Julie Prottengeier
- Tia Marie Sanders
- Jessie Schenk
- David Silberman

**8. Public Comment**

There was no public comment.

**9. Student Representatives Report**

**A. Teen Space Annual Report**

The End of the Year Teen Space report can be found on pages 23-26 of the July 27, 2017 Library Board packet.

- There were 5,491 students who attended the 2016-17 Teen Space
- There have been no students banned in the last two years
- A photo of the Teen Space Coordinators can be found on page 26.

Shown L to R

- Jon Zabick, Detective, Novi Police Department
- Cristin Spiller, Supervisor, Novi Parks, Recreation & Cultural Services
- April Stevenson, Information Services Department Head, Novi Public Library



- Yolanda Hockaday-Dennis, Teen Space Monitor at Novi Public Library
- Julie Farkas, Director, Novi Public Library
- Dr. Steve Matthews, Superintendent, Novi Community Schools
- Barbara Shonibin, Novi Youth Assistance
- Bob Steeh, Director of Community Education

**B. Student Representatives Report- June 2017**

The June 2017 Student Representative Report can be found on pages 18-22 of the July 27, 2017 Library Board packet.

- Student Representative Raveena Joshi and Lahari Vivilala provided an end-of-year PowerPoint presentation highlighting the Teen Advisory Board and the student representative's accomplishments for 2016-2017. It was a very successful year.

The upcoming teen programs are:

- Teen After-Hours Party, August 4
- Life Size Pac-Man, August 15
- Comic Art Camp, August 17
- DIY Back to School Bags, August 22

There were 398 attendees at the June Teen Space.

There will not be a Teen Advisory Board (TAB) meeting in June.

Julie Farkas stated how wonderful of a job the Student Representatives are doing and how they are setting a bar that will be hard for others yet to come to reach.

Julie Farkas mentioned on how an amazing job the TAB leader, Lindsay Fricke, is doing with the students.

**10. President's Report**

**A. Goals Update (Final Year End Review through June 30, 2017)**

The Final Year End Goals Document can be found on pages 27-49 of the July 27, 2017 Library Board Packet. The 2016-2017 Goals Document highlights all that has been accomplished based on the Goals set by the Library Board. Some of the highlights are:

- A diversity of programs offered
- Staff are doing what they can – Quality is better than quantity
- Creativity
  - Unique Programs
  - Talented staff
- Homeowners Groups – speak to groups letting them know all that is offered at the Library
- Technology – Google
- New technology offered beginning this fall– Virtual Reality – sponsored by the Friends of the Library
- Support Services Team have the hardest job – overdue books/fines
  - There has been turnover primarily in this department

- Streamlining of training
- Facilities – does an amazing job
  - Building still looks like new
  - A lot of extra work each week with room set-ups, maintenance, etc.
- Administrative Team
  - Meeting rooms
  - Human Resources/Financials
  - Christina Salvatore – marketing and flyers; new library card created
- LED Project
- Parking Lot Project

The Library staff are hardworking and they do a great job.

Library Board members stated they recognized all the work that was accomplished on the Goals and the good things that have taken place.

The Novi Public Library received a Certificate of Appreciation for their role in Money Smart Week. Money Smart Week is offered in 52 counties with over 10,000 books going to over 200 libraries.

#### **11. Treasurer's Report (Melissa Agosta)**

The Treasurer's Report can be found on pages 50-60 of the July 27, 2017 Library Board packet.

##### **A. 2017-2018 Library Budget Find 268**

- The 2016-2017 approved budget for fund 268 calls for revenue to total \$2,774,726.00 and expenditures to total \$3,035,900.00 with a fund balance consumption of \$261,174.00.

##### **B. Contributed Fund Budget 269**

Shown on page 53 of the July 27, 2017 Library Board packet.

##### **C. Library Fund 268 Revenue and Expenditure Report as of June 30, 2017**

- State Aid funds were received in the amount of \$36,210.14, which was \$7,210.14 over what was originally budgeted.
- Year-to-date revenues total \$2,839,955.52.
- Year-to-date expenditures total \$2,704,495.55
- The net of Revenues and Expenditures leaves \$135,459.97 remaining. The Library is on track not to use fund balance.
- Each major category shows that it was not over spent.

The final cutoff for invoices to be submitted for the 2016-2017 fiscal year is Wednesday, August 16, 2017.

##### **D. Contributed Fund 269 Expenditure & Revenue Report as of June 30, 2017**

- Year-to-date revenue is \$37,404.72, which is an increase of \$13,165 over last month.
- Year-to-date expenditures are \$9,561.05 which is an increase of \$1,028 from the last month.
- The Net of Revenue & Expenditures for Fund 269 is \$27,843.67.

**E. Balance Sheets for Funds 268 and 269 as of June 30, 2017**

- The ending fund balance for Fund 268 through June 30, 2017 is \$1,889,681.63
- The ending fund balance for Fund 269 through June 30, 2017 is \$1,699,656.29

A request for an increase of Cash on Hand from \$500 to \$1,000 was made to the City of Novi Finance Department.

**12. Director's Report**

The Director's Report can be found on pages 61-64 the July 27, 2017 Library Board packet.

- The Friends Donation for 2017-2018 was over \$27,000 this year. Marcia Dominick received the check on behalf of the Novi Public Library from Friends President Carol Hoffman at their annual meeting held on July 12, 2017.
- Changes made in June to the Library's budget will not go to Council until October and amendments will not be reflected until that time.
- There are 23,050 Novi Public Library card holders as of June 28, 2017. With a population of over 55,000 there is room to improve on this number.
- The Library Card Campaign mailing will be going to 8,700 homes in the community within the next couple of weeks. Three different age groups were targeted.
- In April 2018, The Library Network will be rolling out a new Automation System.
- There were two new staff committees started in 2016-2017 – Customer Service and Culture Club. Each of these committees contain members of both full and part-time staff.
- Some of the Friends Board meeting times have changed; September, November, December (no meeting), January, February and March, meetings will be held from 4-6 p.m.
- A list of Out & About in Novi is listed on page 64 of the July 27, 2017 Library Board packet. On July 19, 2017, there were 60 children in attendance at the Walled Lake Preschool in the Park listening to books read to them.

**A. Information Technology Report**

The Information Technology Report can be found on page 65 of the July 27, 2017 Library Board packet.

**B. Facilities Report**

The Facilities Report can be found on pages 65-68 of the July 27, 2017 Library Board packet.

**C. Information Services Report**

The Information and Services Report can be found on pages 69-74 of the July 27, 2017 Library Board packet.

- As of June, there are 462 children registered for the Raising a Reader program.

- A new Feed the Need Summer Library Card has been started. This will allow students to participate in checking out materials through September 1, 2017. There are few restrictions: Valid only at Novi Public Library, 3 checkouts only, allows for checkout of physical materials only, doesn't allow for holds, and the card is blocked if fines reach \$5.00 or more.
- There are 528 adults signed up for this year's Summer Reading Program, which doubled last year's figure.
- The summary of the Novi Public Library Wedding Giveaway is located on page 73 of the July 27, 2017 Library Board packet. There were new sponsors brought in on this project, which allowed the Library to build on their sponsor relationships.

**D. Support Services Report**

The Support Service report can be found on page 75 of the July 27, 2017 Library Board packet.

- There were 443 Library Cards issued in June.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 76-84 of the July 27, 2017 Library Board packet.

- There was an increase in Library Usage with the ability to capture the number of those who use the Drive-up service at the Library. There was a total of 424,401 visitors to the Library for 2016-2017 which is an increase of 19,422 over last year at this same time.

**F. Friends of the Novi Library**

The Friends held their annual meeting on July 12, 2017. At the meeting, a new Board was elected.

**G. Novi Historical Commission**

The Novi Historical Commission held a meeting on May 24, 2017, 7 p.m. in the Local History Room at the Library. Minutes of the meeting can be found on pages 85-87 of the July 27, 2017 Library Board packet.

Highlights of upcoming Historical Commission programs can be found on pages 88-89 of the July 27, 2017 Library Board packet.

The Library Networks July 2017 Bits and Pieces Report can be found on page 90 of the July 27, 2017 Library Board packet.

The 2017-2018 Library Board Calendar can be found on page 91 of the July 27, 2017 Library Board packet.

**13. Committee Reports**

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

No report provided.

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

- Decision made at February 4<sup>th</sup> Library Board budget session to continue work on the salary structure that relates to the changes with minimum wage and other salary categories effective January 1, 2018.

No report provided.

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

**Building assessment review.**

No report provided.

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

**Gala,**

**Outreach events.**

No report provided.

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

- Review completed in November 2017
- Plans for a new Strategic Plan will need to be discussed as the current plan expires June 2018.

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

**Project, LED conversion project, Building assessment**

- Illuminart has been in the building for a full building walk-through and assessment of needs. An electronic copy of the library's building plans was received.
- A meeting has been scheduled for Wednesday, August 2, 2017 at 3:30 p.m. with the Committee and members of Illuminart.

**G. Bylaw Committee (Lawler—Chair, Agosta): Review of Library Board Bylaws**

- Bylaw review completed September 2016

No report provided.

**14. Public Comment**

There was no public comment.

**15. Matters for Board Action**

No matters for Board Action.

**16. Adjourn**

A motion was made to adjourn at 8:22 p.m.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Ramesh Verma

The motion passed unanimously.

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Ramesh Verma, Secretary

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Date

# Lakeshore Park Update



June 2017

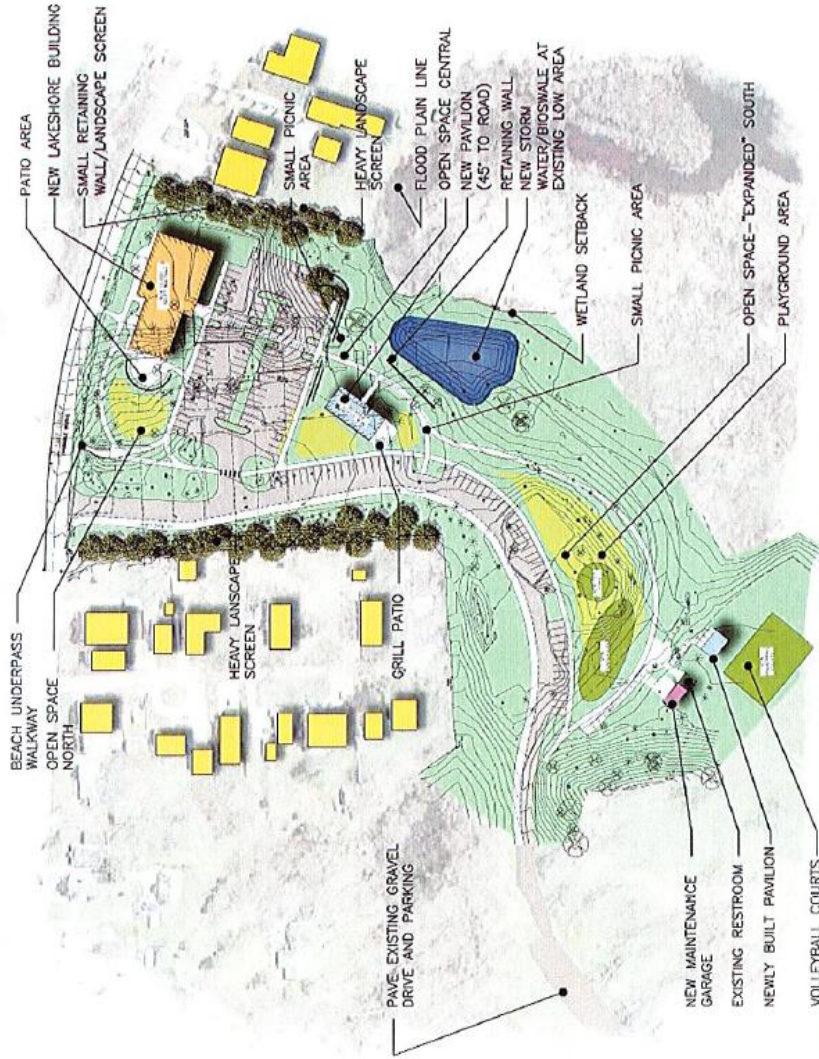




# July 2016 Conceptual Design based on PRCS Capital Needs Assessment



# May 2017 Conceptual Design

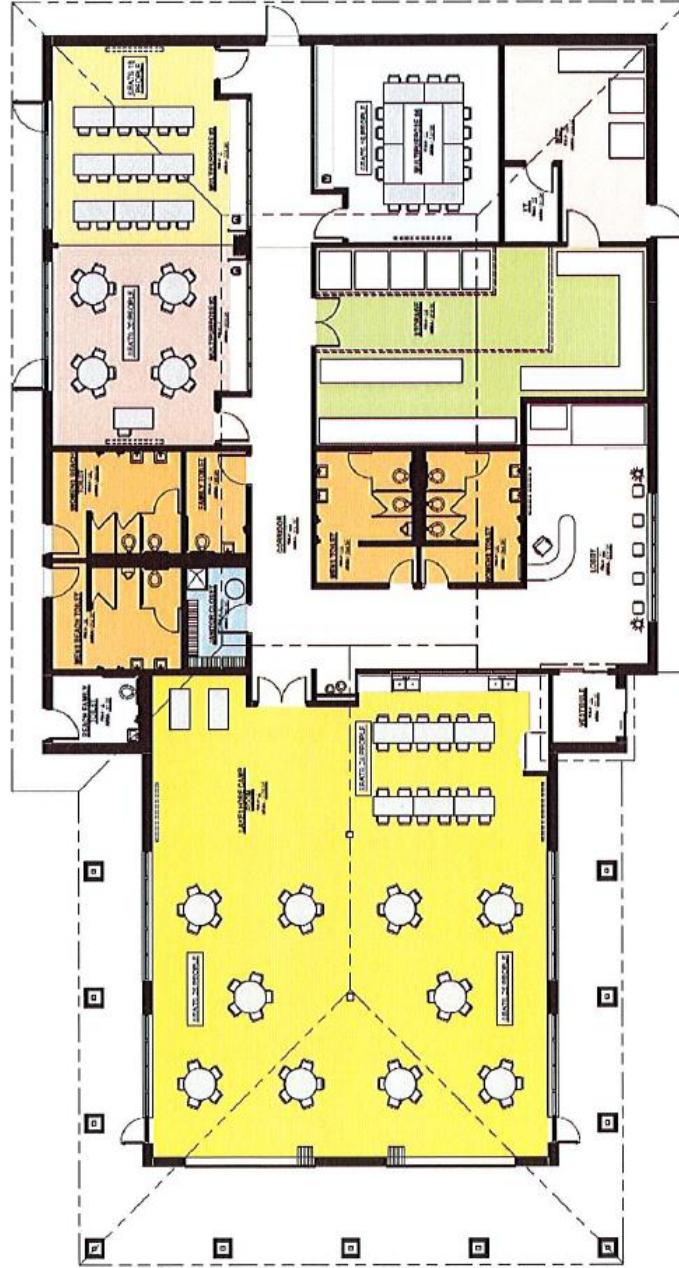




# Overlay on Existing



## New Building Layout



- Multi-purpose room fits up to 100, two small rooms up to 20 each.
- Multi-purpose room is similar size to Council Chambers at Civic Center.







## Answering FAQ' on Lakeshore Park improvements

Current activity building was built 35 years ago.

Public restrooms do not comply with current barrier free accessibility and plumbing code.

Space too small to meet day camp and other program requirements.

Shelter 1 replacement; built in 2000, holds 175  
Shelters are rented an average of 85% on weekend  
Shelter 1 rents out 100% of Sat. & Sun. June-Aug.

Large playground built 2002; typical life expectancy 15 years

Gravel parking lot lacks space to accommodate current users

There have been many changes from the time staff and city council started look at this project. This is normal in any project when you have many interest involved.

2016 conceptual design, as you will see, the plan has changed many times over this process due to input by city council, Parks Commission, residents and staff.

The current site plan and you can see it's much more than just a building with the city adding another pavilion, green space and non-motorized routes.

We also move and active and louder event space (sand volleyball courts further to the rear of the park, away from residential homes).

### **Need for voting precincts**

Planning to house two voting precincts

Currently residents in Northwest side of city have longest commute to their voting precinct.

Requests for library services north of I-96 and this facility plans for that.

We will be expanding need services to the northern end of the city not only for the aforementioned library but also including programing from our older adult services.

### **City Council and Community Feedback**

Reduce building size from two stories to one story and less than 10,000-square-feet

Design building to blend in with residential atmosphere and characteristics

Concerns with large event parking

Reconfigure & pave parking lot & improve access drive to trails

Safety improvements for pedestrians & cyclists using the park

Retain or add usable green space and screening for neighboring homes

Relocate sand volleyball south to more active area of park

ADA compliant parking, shelters, pathways and restrooms

Space to accommodate children's camp and program participation

Addition of older adult services programing to city's north end

By the numbers

8,200-square-feet new Lakeshore building

3,800-sq-ft bathrooms, storage, mechanical & 4,400-sq-ft programming space

2,800-sq-ft multi-purpose room seats 100 people

Increases parking from 50 current spaces to 139

Accommodates current demand & parking for voting

Short drop-off/pick-up times for classes keep traffic flowing

Taking a city property that is only used actively 4 months a year and delivering year round programing and services to the north end and all city residents.

Crime?

Heard on social media about concerns about crime

Five crime reports (larceny, vandalism) over past five years, just one each in 2015 & 2016.

## **July 2017 Student Representative Report**

By: Raveena Joshi, Lahari Vavilala

### **Programs:**

The Teen SRP Readathon took place on July 8th. Teens brought their books and along with enjoying the 3 hour reading marathon, enjoyed snacks, games, and prizes. (Attendance = 4)

The Taste Test Challenge took place on July 11th. Attendees challenged their taste buds by tasting and comparing various name brand foods to store brand foods. (Attendance = 40)

The STEAM Challenges took place on July 12th. Attendees participated in fun, engaging activities that explored Science, Technology, Engineering, Art, and Mathematics. (Attendance = 75)

The Tween SRP Readathon took place on July 15<sup>th</sup>. Attendees made reading forts out of sheets and blankets. (Attendance = 15)

The DIY Animal Shelter Blankets took place on July 19th. Attendees participated in an easy project that made a difference and earned community service hours. They made fleece blankets that were donated to a local animal shelter. (Attendance = 25)

The Comic Art Camp took place on July 20th. Attendees enjoyed bringing their own comic book character to life. (Attendance = 14)

The Rock Wall Climbing Adventure took place on July 26th. Attendees enjoyed the ultimate rock climbing adventure. This event was held outside near Fuerst Park. (Attendance = 75)

### **Teen Space Update:**

There was no Teen Space for the month of July since students are out for summer break. Teen Space will resume in September.

### **Teen Advisory Board Update:**

There was no Teen Advisory Board for the month of July. It will resume in September.

### **Upcoming Programs:**

Chocolate Milkshakes for All - September 12

SAT Practice Test - September 16

Eats & Treats Teen Cooking Club: Rice Krispies - September 18

Teen Advisory Board (TAB) Meeting - September 22

Pizza & Pages Book Club - September 27

ACT Practice Test - September 30





Teens worked hard to make fleece blankets for the Michigan Humane Society



Attendees worked together to complete the STEAM challenges



Attendees tasted different foods, coming to the conclusion that there are some store brand snacks that are better than the name brand



**GOALS (Still being worked on and finalized by the Departments and Staff)**

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

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

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

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

<b>269 - Library Contributed Funds - Revnues &amp; Expenditures</b>							
			<b>2017-2018</b>				
			<b>Approved 4/27/2017; rev 6/22/17</b>				
<b>Revenues</b>				<b>Year End (6/30/16)</b>	<b>2016-2017 Approved</b>	<b>2016-2017 Amended</b>	<b>2017-2018 Proposed</b>
664.000		Interest on Investments		26,726.32	15,000.00	15,000.00	36,000.00
664.500		Unrealized gain (loss) on investments		18,051.92	5,000.00	5,000.00	6,000.00
<b>Interest Income</b>				<b>44,778.24</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>42,000.00</b>
<b>Donations</b>							
665.230		Collections/Materials Revenue		461.35	2,000.00	2,000.00	1,000.00
665.231		Buildings/Ground/Furniture Revenue		5,150.71	2,000.00	2,000.00	1,000.00
665.232		Programming Revenue		18,387.46	2,000.00	2,000.00	2,500.00
		Raising a Reader in Novi Sponsors			5,000.00	5,000.00	1,000.00
665.233		Technology Library Revenue		409.00	500.00	500.00	500.00
665.234		Undesignated Misc. Donations		3,212.09	500.00	500.00	500.00
<b>TOTAL</b>				<b>\$27,620.61</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$6,500.00</b>
<b>TOTAL Revenues</b>				<b>72,398.85</b>	<b>32,000.00</b>	<b>32,000.00</b>	<b>48,500.00</b>
<b>Expenditures</b>							
742.230		Collections/Materials Expenditures		187.13	5,000.00	5,000.00	2,000.00
742.231		Buildings/Ground/Furniture Exp		6,672.11	18,000.00	-	500.00
		LED Lighting Conversion project					70,000.00
742.232		Programming Expenditures		16,344.22	3,000.00	3,000.00	3,000.00
742.233		Technology Library Expenditures		965.00	4,000.00	4,000.00	2,000.00
		Automated Lending Library/Drop box				-	39,965.00
742.234		Undesignated Misc. Expenditures		6,023.03	2,000.00	-	
		Staff Recognition			-	1,000.00	1,000.00
<b>TOTAL</b>				<b>30,191.49</b>	<b>32,000.00</b>	<b>13,000.00</b>	<b>118,465.00</b>
<b>TOTAL Expenditures</b>				<b>30,191.49</b>	<b>\$32,000.00</b>	<b>13,000.00</b>	<b>118,465.00</b>
		Beginning Fund Balance Yr. End			1,629,605.26	1,671,812.62	1,679,802.77
		Revenues		72,398.85	32,000.00	32,000.00	48,500.00
		Expenditures		30,191.49	32,000.00	(13,000.00)	(118,465.00)
		NET Revenues vs. Expenditures		42,207.36	0.00	19,000.00	-69,965.00
		Beginning Fund Balance		1,629,605.26			
		Net of Rev/Exp 2015/2016					
		Ending Fund Balance Expected		<b>\$1,671,812.62</b>	<b>\$1,629,605.26</b>	<b>\$1,690,812.62</b>	<b>\$1,609,837.77</b>

08/12/2017		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI							
		PERIOD ENDING 07/31/2017							
		% Fiscal Year Completed: 8.49							
		END BALANCE	2017-18		MONTH ACTIVITY	YTD BALANCE	AVAILABLE		
		06/30/2017	ORIGINAL	2017-18	JULY 2017	07/31/2017	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED	
Fund 268 - LIBRARY FUND 268									
Dept 000.00-treasury									
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,537,769.36	2,629,295.00	2,629,295.00	0.00	0.00	2,629,295.00	0.00	
268-000.00-403.001	Property Tax Revenue- County Chargebacks	2,422.46	(15,000.00)	(15,000.00)	780.60	780.60	(15,780.60)	(5.20)	
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	0.00	(5,000.00)	(5,000.00)	0.00	0.00	(5,000.00)	0.00	
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(217.02)	(225.00)	(225.00)	0.00	0.00	(225.00)	0.00	
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(6,712.21)	(5,000.00)	(5,000.00)	0.00	0.00	(5,000.00)	0.00	
Property tax revenue		2,533,262.59	2,604,070.00	2,604,070.00	780.60	780.60	2,603,289.40	0.03	
State sources									
268-000.00-567.000	State aid	36,210.14	34,000.00	34,000.00	0.00	0.00	34,000.00	0.00	
State sources		36,210.14	34,000.00	34,000.00	0.00	0.00	34,000.00	0.00	
Fines and forfeitures									
268-000.00-657.000	Library book fines	62,701.26	62,000.00	62,000.00	5,102.67	5,102.67	56,897.33	8.23	
268-000.00-658.000	State penal fines	117,150.58	100,000.00	100,000.00	112,141.45	112,141.45	(12,141.45)	112.14	
Fines and forfeitures		179,851.84	162,000.00	162,000.00	117,244.12	117,244.12	44,755.88	72.37	
Interest income									
268-000.00-664.000	Interest on investments	51,568.50	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00	
268-000.00-664.500	Unrealized gain (loss) on investments	(47,460.19)	0.00	0.00	0.00	0.00	0.00	0.00	
Interest income		4,108.31	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00	
Other revenue									
268-000.00-665.000	Miscellaneous income	15,326.59	15,000.00	15,000.00	1,297.50	1,297.50	13,702.50	8.65	
268-000.00-665.100	Copier	2,270.05	2,100.00	2,100.00	63.25	63.25	2,036.75	3.01	
268-000.00-665.200	Electronic media (previously VHS)	81.00	50.00	50.00	0.00	0.00	50.00	0.00	
268-000.00-665.290	Library fund raising revenue	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	
268-000.00-665.300	Meeting room	49,160.49	34,000.00	34,000.00	3,402.13	3,402.13	30,597.87	10.01	
268-000.00-665.404	Novi Township assessment	6,197.00	6,300.00	6,300.00	0.00	0.00	6,300.00	0.00	
268-000.00-665.650	Library Cafe	4,469.07	5,000.00	5,000.00	384.73	384.73	4,615.27	7.69	
Other revenue		77,504.20	64,950.00	64,950.00	5,147.61	5,147.61	59,802.39	7.93	
Donations									
268-000.00-665.289	Adult programs	4,873.65	0.00	0.00	967.72	967.72	(967.72)	100.00	
268-000.00-665.400	Gifts and donations	2,571.41	1,000.00	1,000.00	237.84	237.84	762.16	23.78	
Donations		7,445.06	1,000.00	1,000.00	1,205.56	1,205.56	(205.56)	120.56	

		END BALANCE	2017-18		MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	JULY 2017	07/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services								
268-000.00-704.000	Permanent salaries	785,289.97	795,000.00	795,000.00	32,810.88	32,810.88	762,189.12	4.13
268-000.00-704.250	Final Payout	6,558.03	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	585,147.40	686,000.00	686,000.00	24,375.70	24,375.70	661,624.30	3.55
268-000.00-715.000	Social security	102,475.43	104,000.00	104,000.00	4,370.31	4,370.31	99,629.69	4.20
268-000.00-716.000	Insurance	223,731.54	224,400.00	224,400.00	697.85	697.85	223,702.15	0.31
268-000.00-716.200	HSA - employer contribution	2,019.71	1,500.00	1,500.00	11.54	11.54	1,488.46	0.77
268-000.00-716.999	Insurance - Employee Reimbursement	(41,124.63)	(45,000.00)	(45,000.00)	(1,793.41)	(1,793.41)	(43,206.59)	3.99
268-000.00-718.000	Pension - DB Normal Cost	13,452.00	9,144.00	9,144.00	0.00	0.00	9,144.00	0.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(15,028.56)	15,852.00	15,852.00	0.00	0.00	15,852.00	0.00
268-000.00-718.200	Pension - defined contribution	21,194.72	32,000.00	32,000.00	1,309.01	1,309.01	30,690.99	4.09
268-000.00-720.000	Workers compensation	2,624.11	3,000.00	3,000.00	107.40	107.40	2,892.60	3.58
Personnel services		1,686,339.72	1,825,896.00	1,825,896.00	61,889.28	61,889.28	1,764,006.72	3.39
Supplies								
268-000.00-727.000	Office supplies	17,582.47	23,000.00	23,000.00	1,171.16	1,171.16	21,828.84	5.09
268-000.00-728.000	Supplies - Postage	608.68	700.00	700.00	0.00	0.00	700.00	0.00
268-000.00-734.000	Computer supplies, software & licensing	77,923.18	75,000.00	75,000.00	3,163.86	3,163.86	71,836.14	4.22
268-000.00-734.500	Computer supplies/equipment	47,776.46	74,000.00	74,000.00	6,162.22	6,162.22	67,837.78	8.33
268-000.00-740.000	Operating supplies	30,299.17	27,000.00	27,000.00	179.50	179.50	26,820.50	0.66
268-000.00-740.010	Gift and donations expense	14.32	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	184.56	300.00	300.00	136.50	136.50	163.50	45.50
268-000.00-742.000	Library books	161,289.08	196,000.00	196,000.00	8,276.43	8,276.43	187,723.57	4.22
268-000.00-742.100	Library Books - Fines	1,126.56	1,000.00	1,000.00	25.59	25.59	974.41	2.56
268-000.00-743.000	Library periodicals	21,048.33	24,800.00	24,800.00	971.25	971.25	23,828.75	3.92
268-000.00-744.000	Audio visual materials	75,644.65	76,200.00	76,200.00	12,269.70	12,269.70	63,930.30	16.10
268-000.00-745.200	Electronic media	47,376.40	46,000.00	46,000.00	3,317.03	3,317.03	42,682.97	7.21
268-000.00-745.300	Electronic resources (CD rom materials)	67,312.79	59,000.00	59,000.00	30,001.88	30,001.88	28,998.12	50.85
Supplies		548,186.65	605,000.00	605,000.00	65,675.12	65,675.12	539,324.88	10.86

GL NUMBER	DESCRIPTION	END BALANCE	2017-18	2017-18	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2017	ORIGINAL		AMENDED BUDGET	JULY 2017	07/31/2017	
		NORM (ABNORM)	BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges								
268-000.00-801.925	Public information (cable, etc)	387.61	500.00	500.00	0.00	0.00	500.00	0.00
268-000.00-802.100	Bank Service Charges	2,561.24	2,500.00	2,500.00	329.74	329.74	2,170.26	13.19
268-000.00-803.000	Independent audit	665.00	700.00	700.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	1,971.00	1,500.00	1,500.00	196.00	196.00	1,304.00	13.07
268-000.00-806.000	Legal fees	3,525.80	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
268-000.00-809.000	Memberships and dues	4,742.57	5,200.00	5,200.00	3,751.07	3,751.07	1,448.93	72.14
268-000.00-816.000	Professional services	500.00	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
268-000.00-817.000	Custodial services	46,900.00	46,800.00	46,800.00	0.00	0.00	46,800.00	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	11,655.25	14,000.00	14,000.00	552.25	552.25	13,447.75	3.94
268-000.00-855.000	TLN Automation Services	57,017.61	56,000.00	56,000.00	16,228.58	16,228.58	39,771.42	28.98
268-000.00-861.000	Gasoline and oil	0.00	500.00	500.00	0.00	0.00	500.00	0.00
268-000.00-862.000	Mileage	185.58	300.00	300.00	0.00	0.00	300.00	0.00
268-000.00-880.000	Community promotion	21,489.18	25,000.00	25,000.00	563.00	563.00	24,437.00	2.25
268-000.00-880.268	Library programming	20,837.71	22,500.00	22,500.00	926.35	926.35	21,573.65	4.12
268-000.00-880.271	Adult programs	2,285.90	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	27,677.70	29,500.00	29,500.00	76.51	76.51	29,423.49	0.26
268-000.00-910.000	Property & liability insurance	13,222.00	14,000.00	14,000.00	13,230.00	13,230.00	770.00	94.50
268-000.00-921.000	Heat	10,848.89	11,500.00	11,500.00	0.00	0.00	11,500.00	0.00
268-000.00-922.000	Electricity	91,991.32	99,000.00	99,000.00	0.00	0.00	99,000.00	0.00
268-000.00-923.000	Water and sewer	7,226.80	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00
268-000.00-934.000	Building maintenance	75,901.03	80,000.00	80,000.00	3,577.77	3,577.77	76,422.23	4.47
268-000.00-935.000	Vehicle maintenance	70.64	0.00	0.00	8.99	8.99	(8.99)	100.00
268-000.00-941.000	Grounds maintenance	24,859.96	52,000.00	52,000.00	1,011.42	1,011.42	50,988.58	1.95
268-000.00-942.000	Office equipment lease	12,793.59	12,000.00	12,000.00	698.90	698.90	11,301.10	5.82
268-000.00-942.100	Records storage	272.65	300.00	300.00	23.06	23.06	276.94	7.69
268-000.00-956.000	Conferences and workshops	10,318.57	15,500.00	15,500.00	764.76	764.76	14,735.24	4.93
Other services and charges		453,402.60	515,800.00	515,800.00	41,938.40	41,938.40	473,861.60	8.13



GL NUMBER	DESCRIPTION	END BALANCE	2017-18	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT	
		06/30/2017	ORIGINAL		2017-18	07/31/2017		BALANCE
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	JULY 2017	NORM (ABNORM)	NORM (ABNORM)	USED
					INCR (DECR)			
Capital outlay								
268-000.00-976.000	Building improvements	0.00	70,000.00	70,000.00	0.00	0.00	70,000.00	0.00
268-000.00-976.100	Parking lot improvements	8,475.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	56,032.80	32,100.00	32,100.00	0.00	0.00	32,100.00	0.00
268-000.00-990.000	Furniture	0.00	31,000.00	31,000.00	0.00	0.00	31,000.00	0.00
Capital outlay		64,507.80	133,100.00	133,100.00	0.00	0.00	133,100.00	0.00
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Net - Dept 000.00-treasury		85,945.37	(178,776.00)	(178,776.00)	(45,124.91)	(45,124.91)	(133,651.09)	
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Fund 268 - LIBRARY FUND 268:								
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TOTAL REVENUES		2,838,382.14	2,901,020.00	2,901,020.00	124,377.89	124,377.89	2,776,642.11	25.24
TOTAL EXPENDITURES		2,752,436.77	3,079,796.00	3,079,796.00	169,502.80	169,502.80	2,910,293.20	25.24
NET OF REVENUES & EXPENDITURES		85,945.37	(178,776.00)	(178,776.00)	(45,124.91)	(45,124.91)	(133,651.09)	25.24

		END BALANCE	2017-18		MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	JULY 2017	07/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269								
Dept 000.00-treasury								
Interest income								
269-000.00-664.000	Interest on investments	31,478.76	36,000.00	36,000.00	0.00	0.00	36,000.00	0.00
269-000.00-664.500	Unrealized gain (loss) on investments	(24,333.20)	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Interest income								
		7,145.56	42,000.00	42,000.00	0.00	0.00	42,000.00	0.00
Donations								
269-000.00-665.230	Collections/Materials Revenue	1,760.00	1,000.00	1,000.00	80.00	80.00	920.00	8.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	1,449.26	6,465.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	19,215.51	2,500.00	2,500.00	3,450.00	3,450.00	(950.00)	138.00
269-000.00-665.233	Technology Library Revenue	0.00	500.00	500.00	0.00	0.00	500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	6,592.45	500.00	500.00	0.00	0.00	500.00	0.00
Donations								
		29,017.22	10,965.00	5,500.00	3,530.00	3,530.00	1,970.00	64.18
		END BALANCE	2017-18		MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	JULY 2017	07/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Supplies								
269-000.00-742.230	Collections/Materials Expense	198.37	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	291.06	6,000.00	500.00	0.00	0.00	500.00	0.00
269-000.00-742.232	Programming Expense	7,647.39	3,000.00	3,000.00	4,517.27	4,517.27	(1,517.27)	150.58
269-000.00-742.233	Technology Library Expense	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
269-000.00-742.234	Undesignated Misc	1,892.18	0.00	0.00	324.93	324.93	(324.93)	100.00
Supplies								
		10,029.00	13,000.00	7,500.00	4,842.20	4,842.20	2,657.80	64.56
Net - Dept 000.00-treasury								
		26,133.78	39,965.00	40,000.00	(1,312.20)	(1,312.20)	41,312.20	
Fund 269 - LIBRARY CONTRIBUTION 269:								
TOTAL REVENUES								
		36,162.78	52,965.00	47,500.00	3,530.00	3,530.00	43,970.00	(3.28)
TOTAL EXPENDITURES								
		10,029.00	13,000.00	7,500.00	4,842.20	4,842.20	2,657.80	(3.28)
NET OF REVENUES & EXPENDITURES								
		26,133.78	39,965.00	40,000.00	(1,312.20)	(1,312.20)	41,312.20	(3.28)
TOTAL REVENUES - ALL FUNDS								
		2,874,544.92	2,953,985.00	2,948,520.00	127,907.89	127,907.89	2,820,612.11	
TOTAL EXPENDITURES - ALL FUNDS								
		2,762,465.77	3,092,796.00	3,087,296.00	174,345.00	174,345.00	2,912,951.00	
NET OF REVENUES & EXPENDITURES								
		112,079.15	(138,811.00)	(138,776.00)	(46,437.11)	(46,437.11)	(92,338.89)	

08/12/2017		BALANCE SHEET FOR CITY OF NOVI	
		As of 07/31/2017	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	18,812.39	
268-000.00-017.000	Investments - Pooled	1,974,569.98	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	(149,612.81)	
	Total Assets	1,844,269.56	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	34,397.70	
268-000.00-202.100	Accounts Payable - Manual	329.74	
268-000.00-259.702	Accrued liabilities-tax	14,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	49,227.44	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,755,110.14	
	Total Fund Balance	1,755,110.14	
	Beginning Fund Balance - 16-17	1,755,110.14	
	Net of Revenues VS Expenditures - 16-17	85,056.89	
	*16-17 End FB/17-18 Beg FB	1,840,167.03	
	Net of Revenues VS Expenditures - Current Year	(45,124.91)	
	Ending Fund Balance	1,795,042.12	
	Total Liabilities And Fund Balance	1,844,269.56	
* Year Not Closed			

GL Number	Description	Balance
<b>Fund 269 - LIBRARY CONTRIBUTION 269</b>		
<b>*** Assets ***</b>		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	67,846.88
269-000.00-017.000	Investments - Pooled	1,629,019.80
	<b>Total Assets</b>	<b>1,696,866.68</b>
<b>*** Liabilities ***</b>		
269-000.00-202.000	Accounts payable	232.48
	<b>Total Liabilities</b>	<b>232.48</b>
<b>*** Fund Balance ***</b>		
269-000.00-390.000	Fund balance - Unrestricted	1,562,697.29
269-000.00-390.230	Fund Balance Collections/Materials	34,468.23
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,054.29
269-000.00-390.232	Fund Balance Programming	16,343.76
269-000.00-390.233	Fund Balance Technology Library	6,249.05
	<b>Total Fund Balance</b>	<b>1,671,812.62</b>
	Beginning Fund Balance - 16-17	1,671,812.62
	Net of Revenues VS Expenditures - 16-17	26,133.78
	*16-17 End FB/17-18 Beg FB	1,697,946.40
	Net of Revenues VS Expenditures - Current Year	(1,312.20)
	Ending Fund Balance	1,696,634.20
	<b>Total Liabilities And Fund Balance</b>	<b>1,696,866.68</b>
<b>* Year Not Closed</b>		

## Director's Report by Julie Farkas

### **Staff In-Service August 18, 2018**

Our annual staff development **In-Service Day** this year is scheduled for **Friday, August 18<sup>th</sup> 8:30am – 4:30pm**. Our theme this year is "**A Day in the Life**," focusing on getting to know the roles each of the departments play and to see what our coworkers do on a daily basis.

### **A few things to know . . .**

We will **begin at 8:30am** sharp in the **Whole Meeting Room**.

A continental breakfast of coffee, tea, and juice, yogurt, baked goods, bagels, and granola bars will be served.

Lunch will be from Red Olive and feature Gyros, Turkey & Cheese Wraps, Veggie Wraps, Lasagna, Greek Salad, Michigan Salad, pop and water.

An afternoon snack will feature various ice cream treats.

Everyone will be divided into teams for the day. Prizes will be awarded for Best Team Name and Best Team Outfit/Costume. Teams will be announced the week of August 7<sup>th</sup>. Please plan to wear whatever makes you comfortable as we will be active and moving throughout the day. Jeans are fine, although your chances are better if you see the point above about team outfits/costumes. 😊

If you have not already, please fill out and return your "Getting to Know You" Questionnaire (by FRI 8/4) and your "In-Service 2017 'Novies' Awards Ballots (by MON 8/14) to Maryann Zurmuehlen's mailbox.

**\*\*\*If you are NOT able to attend the In-Service Day, please let your Manager/Supervisor know by Monday, August 7<sup>th</sup>, so we can have a final count for the food order and for teams.**

We hope you all can join us. It is most beneficial for all of us to have as many staff attend as possible. We have had a great time planning for this year's In-Service Day and hope you really enjoy what we have planned for you.

If you have any questions, please feel free to ask your In-Service Committee Members, Julie Farkas, or Marcia Dominick.

Sincerely,

Your 2017 In-Service Committee,

Maryann Zurmuehlen, Kathryn Bauss, Lindsay Fricke, Keith Perfect, Julie Prottengeier, Christina Salvatore, and David Silberman

### **Question about 2016/2017 269 Approved Budget**

Trustee Agosta had asked for clarification on the Approved 269 Budget for 2016/2017 pertaining to Expenditure Line 742.231 Building/Grounds/Furniture and the \$18,000 budgeted, but then removed in the Amended budget. The \$18,000 was a place holder for ½ of the cost of one lending library machine based on preliminary numbers. However, when the amendment was made on 9/21/16, the Board opted to remove the \$18,000 and plan for the 17/18 budget based on more information that was finalized with the construction of Lakeshore Park and the project timeline.

**“A Day in the Life”**  
**Staff In-Service: August 18, 2017 8:30am – 4:30pm**

**Agenda**

8:30-8:45am:	Breakfast & Welcome
8:45-10:15am:	Emergency Procedures Review
10:15-10:30am:	Break
10:30-10:45am:	Team Building Game
10:45-11:30am:	Scavenger Hunt
11:30am-12:30pm:	“Day in the Life” Dept. Videos 1-3
12:30-1:30pm:	Lunch
1:30-2:30pm:	“Day in the Life” Dept. Videos 4-6
2:30-3:30pm:	Jeopardy
3:30-4:00pm:	“The Journey of a Book” Video & Snack
4:00-4:30pm:	Prizes & Dismissal



**Library Card Campaign off to a Great Start!**

Longtime Novi Resident and first Chief of Police in Novi, Lee BeGole, received his information about obtaining a library card in the mail this past week and what did he do??

He came to the Library and activated his card!

Lee had let his card lapse and over time his card information had been removed from our system. So at the wonderful age of 97, Lee knew there were titles he still had not read and he dropped by to add himself to our system and check out a few books!

Thank you Lee for your continued support of the Novi Library!

**Marketer of the Year Award Nomination**

The Library has submitted an application for Marketer of the Year to recognize the efforts of Christina Salvatore on the 1,000 Books Before Kindergarten program. Christina successfully designed a beautiful brochure, registration forms, posters as well as taking the lead for promoting the program in our Novi community through our library's website, a Novi News article, in-person events with the local preschool just to name a few. The application deadline was August 8<sup>th</sup>. The award of \$2,000 is sponsored by Library Journal. Our fingers are crossed for Christina!

### **LED Lighting Project Update from Andrew Luzenski, Peter Basso Associates**

I agree there is a bit more to be done before bids are issued. I think the meeting was productive, and that these intermediate steps will help ensure the best lighting solution for the library.

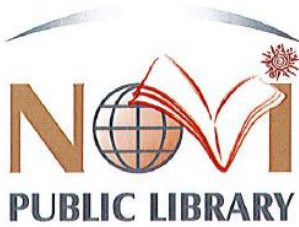
We have a good idea of where to provide lighting samples, but please let me know if you'd like other areas that aren't listed below.

Below is a brief summary of our meeting:

1. Retrofit Option A was selected.
2. For fixtures that do not have an LED retrofit option, Illuminart will provide recommendations for new LED fixtures.
3. Illuminart will obtain samples for the following areas:
  - a. Lobby
  - b. Book Nook
  - c. Stack areas
  - d. General Circulation Area
  - e. Seating
  - f. Checkout
  - g. (Please let me know if I missed any areas you would like samples)
4. Illuminart will provide samples and identify the location of installation, and Novi Library maintenance staff will install the lamps.

### **Calendar Recommendations for additional openings/closings for 2018:**

Based on the information provided above about the ILS integration, I would recommend that the Library Board approve closing the dates of Friday, March 30<sup>th</sup> and Saturday, March 31<sup>st</sup>. The Library is already closed on Sunday, April 1<sup>st</sup> in observance of the Easter Holiday. Staff will report to work on Friday, March 30<sup>th</sup> and utilize that day as an In-Service Training Day. The Library would then remain open on Friday, August 17<sup>th</sup>.



## LIBRARY CLOSINGS 2018

- MONDAY, JANUARY 1 (New Year's Day) **PAID**
- SUNDAY, APRIL 1 (Easter Sunday) **PAID**
- SUNDAY, MAY 13 (Mother's Day) **NOT PAID**
- SUNDAY, MAY 27 (Sunday of Memorial Day Weekend) **NOT PAID**
- MONDAY, MAY 28 (Memorial Day) **PAID**
- SUNDAY, JUNE 17 (Father's Day) **NOT PAID**
- WEDNESDAY, JULY 4 (Independence Day) **PAID**
- FRIDAY, AUGUST 17 (Staff In-Service) **PAID**
- SATURDAY, SEPTEMBER 1 (Saturday of Labor Day Weekend) **NOT PAID**
- SUNDAY, SEPTEMBER 2 (Sunday of Labor Day Weekend) **NOT PAID**
- MONDAY, SEPTEMBER 3 (Labor Day) **PAID**
- WEDNESDAY, NOVEMBER 21 (Wednesday before Thanksgiving, close at 5 p.m.) **NOT PAID**
- VETERAN'S DAY (can be taken any day during November) **PAID**
- THURSDAY, NOVEMBER 22 (Thanksgiving Day) **PAID**
- FRIDAY, NOVEMBER 23 (Closed) **NOT PAID**
- MONDAY, DECEMBER 24 (Christmas Eve Day) **PAID**
- TUESDAY, DECEMBER 25 (Christmas Day) **PAID**
- MONDAY, DECEMBER 31 (New Year's Eve Day) **PAID**



## **TLN Update for New ILS System**

### **A Letter from Celia Morse, Automation Services Consultant to TLN Members (July 31, 2017)**

For those who were unable to attend Thursday's SASUG meeting, here is a summary of my report to the group:

The TLN Board approved the contract with TLC Carl on July 20 and it has now been signed by all parties. We have signed a seven year contract, and there will be no increase in annual maintenance for the life of the contract. We decided on seven years for several reasons. Cost savings was a major factor, and with a five year contract we would have had to begin the evaluation process again in three years and that seemed too soon. We were with Geac for 12 years, DRA for 9, and SirsiDynix for 12 so it seems unlikely that we would migrate again so soon. In case there are major problems or issues, there is a clause in the contract that allows TLN to leave at any time for any reason with 90 days notice without penalty.

The annual maintenance will be \$144,758, a savings of about \$160,000 over our current maintenance with SirsiDynix. The cost went down because we decided not to purchase Zepheira. Carl is completing work on search engine optimization for their online catalog which will make the catalog data available on the internet without the need for third party software. The savings must be considered in the context of the total shared system budget of \$1.7 million dollars, so while it may sound like a large sum of money it is less than 10% of the overall operating budget. Cost savings will be seen in the 2018-19 fiscal year since we will still be paying SirsiDynix for maintenance for at least seven months of the 2017-18 fiscal year and there will be some overlap with the payments to Carl.

We have been assigned an implementation project manager and are in the process of setting up an initial meeting. Our tentative live date is April 2, 2018, the Monday after Easter. The data migration will be done over a three day time period, so there will be no system available over the holiday weekend and libraries will not be able to use offline backup. Symphony will be available until 9:00 pm on Thursday March 29. There will be no system available March 30-April 1, and Carl will be live on Monday April 2. The entire data migration will be done during those three days, and you will be able to use Symphony normally until the close of business on Thursday. There will be no need to stop linking new books, placing holds, or adding/changing patron records in advance of the migration. We are very aware of the inconvenience to our libraries and our patrons, but we hope migrating over a holiday weekend will mitigate that inconvenience. About half of the shared system libraries are already scheduled to be closed on Friday and Saturday, and we strongly recommend that all of the libraries close for the holiday weekend. I know that many of you are not happy to hear this news and I was not pleased about it either, but in the context of seven years, three days of inconvenience isn't much. I've spoken with the Carl staff about my concerns, but they feel this is the most efficient way to manage the data migration and they are not going to change their established procedures for TLN.

We expect training to take place next winter. TLC will first train the TLN staff, and TLC will also present several training sessions for local library staff. Each library will be able to send one or two people to the TLC sessions and TLN staff will offer additional sessions but you will also have to plan to train staff locally. The system will have a test/training module

available. Training sessions will be offered in different geographical regions, including northern Oakland County, Washtenaw County, and downriver.

Please contact me with any questions, but also remember that right now the TLN staff has a lot more questions than answers. I will do my best to get answers to your questions, but some will have to wait for an implementation timeline and a better understanding of the details of how the new system operates.

I am available to attend staff or board meetings to provide information about our new ILS and answer questions. Please let me know if you are interested.

**Email From Julie Farkas to Celia Morse (August 17, 2017)**

I have a board meeting next week and my decision for closing has to be approved at that time for the April weekend due to the City of Novi needing approval for the 2018 calendar by September 15<sup>th</sup>. I need to know that the April weekend is as firm as it can be at this time for me to go ahead and commit to my closing. It's easier to put in writing we are closed, but then be open vs. the communication to close and miss windows for printed communication. Can you confirm that your recommendation to close that April weekend is still a go?

Thanks,  
Julie

**Email From Celia Morse to Julie Farkas (August 17, 2017)**

I understand your situation and I wish I could give you a 100% guarantee that April 2 will be our live date but I cannot. I am hopeful that we can meet that date but the TLN staff has to be confident that all the preliminary work can be completed on schedule. We are waiting for a sample workbook from TLC Carl so we can understand the level of detail they will require from us.

I'd say we are 80% confident that we will go live on April 2. John Inman says yes and the Carl staff say yes but Anne is concerned with the length of time it will take to transfer our 10,000 line circ map to Carl. We are planning to meet next week to further discuss it and hopefully make a decision.

If you would like me to attend your board meeting and answer their questions I am happy to do so. My schedule is flexible next week.

Celia

## **Support Services Department's Recommendation for ILS Migration Closure**

Based on TLN's recommendation and past experiences and issues when we have been open but without the use of Symphony, I agree with Celia Morse that we should close for all three days of the ILS migration from March 30-April 1.

My recommendation is based primarily on issues we have encountered when we have been without Symphony for a time period ranging from a few hours to sometimes a day. Considering these would be present for a full three days or more, only strengthens my resolve. Issues can be broken down into several areas:

### **Customer Service to Patrons Would Be Diminished**

- Since no computers can be used, everything must be done by hand, including writing down the patron's library card number and name and each 13-digit barcode for every item they check out. This would lead to longer lines and wait times, especially because patrons may checkout a maximum of 100 items. Our Self-Check Stations would not be available, leaving only the two Circulation Desk stations, and would add to the wait times too.
- If a patron does not have their library card, we cannot check out any materials to them because we will not have a library card number to record for the transaction.
- We would receive an excessive amount of phone calls, most of which we would not be able to provide an answer for, and would result in patron frustration.
- Catalogs, public computer stations, and reference desks would be unavailable. This would greatly limit the services available to the patrons.

### **Risk for Errors Would Be Greatly Increased**

- We have no way to verify if a patron does have a valid library card, so we must rely on the honor system and them presenting a card that is not expired, not blocked with fines, or that is definitely in the database to check materials out to that patron.
- When the new ILS system comes online on April 2<sup>nd</sup>, we have to enter by hand all the information we wrote down. This is extremely time-consuming and prone to errors. We also have to deal with issues that we run into that we could not verify at checkout, such as a patron account being expired, blocked, or not in the database. Since it will be a brand new system and our first week working with it, we cannot anticipate any other issues we may encounter on top of that with just first-use bugs and kinks.

### **Many Routine and Frequently Used Procedures Will Not Be Available**

- We have no way to view a patron's record to verify a patron's information is correct in their account and cannot modify the patron account if necessary. We also cannot add any necessary notes to a patron account.
- We cannot check in/out materials (in-person or utilizing the AST return system)
- We cannot register any patron for a new library card.
- We cannot renew any library cards.
- We cannot place holds or request materials from other libraries for patrons.
- We cannot renew any materials for a patron.
- We cannot discharge materials from a patron's account.
- We cannot disarm the security tag in materials checked out.
- We cannot apply money to a patron's bills in their account.
- We cannot handle any telephone calls regarding account issues.

### **Summary**

Based on all of the points above, I recommend we do close the library March 30-April 1. My main concern is for our patrons. I feel that if we were to remain open, we would not be able to offer them the quality service they have come to appreciate from NPL. Instead, they would be met at minimum with inconvenience, and at maximum with a frustrating, confusing, and less-than-stellar experience that would leave a lasting impression on them. While we could certainly provide communication about the migration in advance, if we were to remain open, we would be inundated with questions (in person, by phone, and by email), and attempts to answer those questions may only confuse and frustrate them further.

If we were to close, we could communicate a simple message that we would be closed during the migration, a leniency period would follow the migration to account for the inconvenience of being closed for those three days where we would have no due dates during the closure and waive fines for a period of time around the migration, and ask that patrons not return materials until we reopen as they would not be penalized for it. We would then be able to offer full services on April 2<sup>nd</sup> when we reopened. I feel the message of what we will do for them and how we will make this as easy an experience for the patron as possible is a better message than what we cannot offer because we do not have the resources for those three days. I hope you take my recommendations into consideration to ensure we can offer the best service for our patrons.

Respectfully,  
Maryann Zurmuehlen  
Head of Support Services

**Join Us**

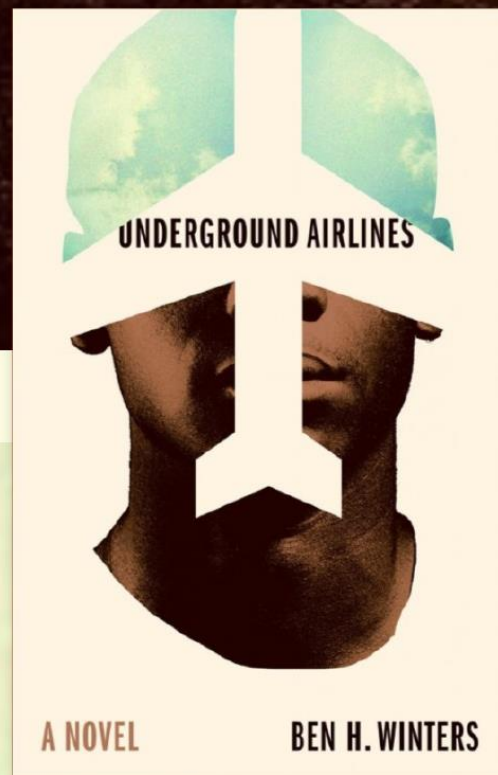
The Neighborhood Library Association's

**8<sup>th</sup> Annual  
Community Reads  
UNDERGROUND AIRLINES**  
By Ben H. Winters

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



Generously sponsored by  
the NLA's Friends' Groups and  
the Baronette Renaissance  
Hotel in Novi



**August 10 - November 10**

A powerful look at what might have been, Ben Winters creates an alternate reality based on the absence of one of our most important historical events: the Civil War. Slavery has infected the United States, permeating the everyday lives of most Americans without much thought until a group of citizens come forward to try and make a difference. This trailblazing and well thought out novel plays the role of mystery-thriller while poignantly illuminating the many ways life today is more like Winters' alternative world than we may want to admit.

-Penny Mann,  
*The Amazon Book Review*



**MEET THE AUTHOR:  
Ben H. Winters  
November 10, 7:00 pm,  
Novi Public Library**

Registration begins August 10.  
Must be 21 to register.  
Wine reception to follow author presentation.

**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



**FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

<b>Establishment Name:</b>	READ A LATTE CAFE	<b>Establishment ID:</b>	830
<b>Establishment Address:</b>	45255 10 MILE RD	<b>Establishment Type:</b>	FIXED ESTABLISHMENT
<b>City, State, Zip:</b>	NOVI MI 48374	<b>License Number:</b>	SFE4063066921
<b>Establishment Phone:</b>	(248)869-7249	<b>Owner Name:</b>	GARY BERNSTEIN
<b>Establishment Fax:</b>		<b>CVT:</b>	246

**INSPECTION INFORMATION:**

<b>Inspection Date:</b>	08/15/2017	<b>NSDI:</b>	02/15/2018
<b>Follow-up Date:</b>		<b>Inspection Type:</b>	Routine
<b>Consumer Advisory Required:</b>	No	<b>Consumer Advisory Correct:</b>	N/A
<b>Consumer Advisory Handout Provided:</b>	N/A		
<b>Priority and Priority Foundation Violations Cited:</b>	Yes	<b>All Priority and Priority Foundation Violations Corrected:</b>	Yes
<b>Repeat Violations Cited:</b>	No		
<b>All Priority and Priority Foundation Violations Not Corrected:</b>			
<b>Inspection ID:</b>	345550	<b>Allergen Awareness Posted:</b>	Yes
<b>License Limitations:</b>	No	<b>Water:</b>	Municipal
<b>Variance:</b>	No	<b>Sewage:</b>	Municipal
<b>License Posted:</b>	Yes	<b>Seating Capacity:</b>	6
<b>Anti-Choking Techniques Posted:</b>	No	<b>Non-Smoking Area:</b>	Yes

Based on this inspection, the following items marked are violations of the Michigan Food Law. Violations cited in this report shall be corrected within the time frames specified, but within a period not to exceed 10 calendar days for priority and priority foundation items (8-405.11) or 90 days for core items (8-406.11). Failure to comply with this notice may result in action against your food service license. You have the right to appeal any violations listed.

Received By: Lola  
(Person in Charge)

Inspected By: Anjelica Oien  
Sanitarian

Date: 08/15/2017

Page 1 of 3

North Oakland Health Center | 1200 N. Telegraph Road 34E | Pontiac, MI 48341-0432 | (248) 858-1280 | oakgov.com/health  
South Oakland Health Center | 27725 Greenfield Road | Southfield, MI 48076-3863 | (248) 424-7000 | oakgov.com/health

**OAKLAND COUNTY HEALTH DIVISION  
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

<b>Establishment Name:</b> READ A LATTE CAFE	<b>Establishment ID:</b> 830
<b>Establishment Address:</b> 45255 10 MILE RD	<b>Establishment Type:</b> FIXED ESTABLISHMENT
<b>City, State, Zip:</b> NOVI MI 48374	<b>License Number:</b> SFE4063066921
<b>Establishment Phone:</b> (248)869-7249	<b>Owner Name:</b> GARY BERNSTEIN
<b>Establishment Fax:</b>	<b>CVT:</b> 246

**CERTIFIED MANAGER INFORMATION:**

<u>Manager Name</u>	<u>Certificate Number</u>	<u>Certificate Type</u>	<u>Issue Date</u>	<u>Exp. Date</u>	<u>Verified</u>	<u>Allergen</u>
GARY BERNSTEIN	1780080	Thomson Prometric	10/01/2013	10/01/2018	Yes	Yes

A certified foodservice manager is a requirement of the Oakland County Sanitary Code, Article IV.

**CURRENT OBSERVATIONS:**

<u>Source</u>	<u>Violation Number</u>	<u>Violation Type</u>	<u>Correct By Date</u>	<u>Corrected</u>	<u>Repeat</u>
Food Code	3-501.18	Priority	08/15/2017	Yes	No

**Observation:** Turkey and cheese panini sandwich with a facility use by date of 8/14. Note: Today's date is 8/15.

**Code Requirements:** Ready-to-eat, potentially hazardous food bearing a date mark shall be held for a maximum of seven days, including the day of preparation. Food shall be discarded if it is marked with a date that exceeds the date marking limit of 7 days for potentially hazardous food or does not bear a date mark.

**Method of Correction:** Discard the noted item.

**Correction Detail:** Person in charge discarded the noted item.

Food Code	4-501.114	Priority	08/15/2017	Yes	No
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**Observation:** Chlorine solution in sanitizing compartment of three-compartment sink observed with a concentration of less than 50 ppm, below the manufacturer's recommended concentration of 50-100 ppm.

**Code Requirements:** A chemical sanitizer used in a sanitizing solution for a manual cleaning operation shall be used at a concentration in accordance with manufacturer guidelines.

**Method of Correction:** Adjust the concentration of the noted solution so that it reaches a concentration of 50-100 ppm in accordance with manufacturer guidelines.

**Correction Detail:** Person in charge adjusted the concentration of the noted solution to 50 ppm, a concentration in accordance with manufacturer guidelines.

Food Code	4-904.11	Core	08/15/2017	Yes	No
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**Observation:** Several clean serving utensils in cup right of slushie machine stored with their food-contact surfaces facing up.

**Code Requirements:** Cleaned and sanitized utensils shall be handled, displayed, and dispensed so that contamination of food- and lip-contact surfaces is prevented.

**Method of Correction:** Rearrange the noted utensils so that all handles are facing up.

**Correction Detail:** Person in charge rearranged the noted utensils so that all handles are facing up.

Received By: Lola  
(Person in Charge)

Inspected By: Anjelica Oien  
Sanitarian

Date: 08/15/2017

**OAKLAND COUNTY HEALTH DIVISION  
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

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**COMMENTS:**

Today's routine inspection was conducted by Anjelica Oien. No follow-up is required. Please contact Anjelica with any questions at (248) 904-6768 or oiena@oakgov.com.

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**Information Technology Report by Barbara Rutkowski**

Updates: 07-01-2017 through 07-31-2017

46 IT Help Desk tickets were closed.

- Dominic Doot held 1 GIMP Photo Editing, 2 Vinyl/Cassette to MP3 and 2 VHS to MP4/DVD training sessions for patrons.
- Topics requested during the 16 patron Tech Time sessions included: using a Kindle Fire, Microsoft Word, GIMP, movie editing, scanning and photo editing, OverDrive setup, digital MP3 conversion, using a MacBook, backing-up data on an iPad
- 10 3D objects were printed this month.
- Patrons were also assisted with scanning slides and negatives, using different browsers, PDF printing and using audio and the portable CD/DVD drive on our public workstations.
- Dominic provided 3D printer training for staff.
- Dominic provided training to four Baldwin Public Library staff members on the operation of our 3D printer, the CubePro Duo, and its software. The Baldwin Library recently purchased the identical 3D printer. The group included Doug Koschik (Director), Rebekah Craft (Associate Director), Jamie Richards (Head of Information Technology) and Steve Remenapp (Librarian).
- Scott provided training for staff on Adobe Acrobat, using the poster printer, using the virtual reality equipment that will be used in programming, Photoshop and Camtasia.
- Scott Rakestraw submitted articles to the staff wiki on the copiers in the public area and conference calls for rentals.
- Scott submitted a presentation proposal on Virtual Reality for TLN's Tech Forum that is held in the fall.
- Coordinated with TLN to replace the shared automation system router due to failed hardware.





- The credit card device's connection problem, which resulted in all transactions being denied, has been resolved.
- Workstations in staff areas received upgraded workstation hardware with an updated software image.
- The express, catalog and print release workstations received upgraded hardware which included touchscreens. The print release stations also received an updated menu which simplifies the printing process for patrons.
- Assisted members of the "Friends" with creating mailing lists.
- Evaluating Google Forms to be used as a Help Desk app.
- Upgraded the control boxes on five of the AST's Smart Bins. The upgraded model does not require disconnecting cables in order to manually raise the bin floor when the bin is connected to the AST.



IT Staff met with representatives from the Novi High School Robotics Team and school district to discuss a joint project with the e-NABLE program which uses 3D printers to print fully-articulated prosthetic limbs.



- The EZProxy stanza was updated to accommodate changes to the Tutor.com remote access.
- Routine tasks were completed: syncing network drive shares to the cloud, assisted in the set up for multiple staff programming and patron rentals, Windows updates were deployed and the internet filter received several definition updates.

### **Facilities Report by Keith Perfect**

In the past month the Facilities Department has closed 6 Facilities tickets, 80 Meeting Room Requests and has updated 387 Periodic Maintenance tickets.

- The monthly fire extinguisher check/inspection has been completed and all are in good working order.
- The monthly boiler check/inspection has been completed and both boilers are operating as they should.
- The monthly emergency horn/strobe test was completed and all are in good working order.
- The monthly AED inspection/battery check has been completed and is showing sufficient charge.
- The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.
- The monthly study room window washing has been completed and all are squeaky clean.
- The weekly public workstation cleaning and sanitization has been performed. (4 times)
- The weekly urinal flush and deodorizer in all men's rooms has been performed.
- The monthly pop can return has been completed and funds were collected for break room supplies.
- The bi-weekly cleaning/dusting of the AST machine has been completed.
- All sorting bins were checked for lost materials.
- Many light bulbs throughout the building have been changed.
- The weekly indoor plant care has been performed and all plants are still alive. (4 times)
- All high-traffic carpet has been cleaned.
- Facilities Staff has accepted 6 large book donations at the receiving door.
- 50 boxes weighing 1,713 lbs. were delivered to Thrift Books.
- Trash and other debris has been removed from bioswale rain gardens.
- Checklists have been added to restrooms to show frequency of daily check-ups.
- Continuous watering of new Honeysuckle bushes in bioswale end-caps has been on going.
- A volunteer was supplied with 50 hours of community service work in the Facilities Department.

- Several black table cloths have been cleaned via Perfect Cleaners under contract with Novi Police Dept.
- Boynton Fire has completed their portion of the fire inspection preparation plan.
- Weeds on patio have been pulled.

### **Information Services Report by April Stevenson**

~The Information Services Department put on 102 programs.  
 ~The Library received and gave out over 500 pairs of special eclipse-viewing glasses.  
 ~Lindsay applied for the Community Financial Summer of Sharing \$1,000 grant to purchase Breakout EDU Kits that provide an engaging and exciting way to learn new concepts and solve puzzles. Similar to the popularity of escape rooms right now,  
 ~The Library hosted the World Sport Stacking Association for a program. Thank you Lindsay.  
 ~The Library hosted the Wayne County Health Department to share information with patrons on the dangers of lead poisoning.  
 ~The Library hosted a program by the Educatius Group on hosting international students.  
 ~Our Library Intern Shannon O'Leary has been hired to replace one of our 18 hour Librarians. Shannon has been with the Library for over a year and a half and just received her MLIS. Congratulations Shannon!  
 ~Shannon created a new collection; Anime movies. They are located at the end of the International movies. She hosted a ribbon-cutting ceremony, showed an Anime movie, and created a binder full of information for both staff and patrons.  
 ~Kathleen and April met with Kimberly Kin the Community Coordinator at the Athleta Store @ 12 Oaks Mall. Kathleen and Linda will be providing a yoga story time at the store on Tuesday, August 29<sup>th</sup> "Downward Dog @ the Mall."  
 ~Thanks to the Friends of the Library we now have number die cuts and a Lego table near the race car.  
 ~Emily created a video to share with our Sensory Sunday story time attendees to show them ahead of time what their visit will be like.  
 ~April and Julie M. hosted the Feed the Need students for a Library visit including the Ann Arbor Hands On Museum, crafts, scavenger hunt, and Library tour.  
 ~Julie F., April, and Gail met with members of the AKA Sorority to discuss potential partnership opportunities.  
 ~The Library hosted The Soloists, Patrick Kochyan and Eric Vanbuhler. The Soloists' story began when Patrick and Eric met in elementary school in Novi, and immediately began writing songs together. The band was officially formed in 2007 when they decided they should put a more official name on their work.

### **July Adult Programs & Displays**

In addition to our regularly scheduled programs we also offered:

- Normal Aging or Time for Intervention - 42
- The Soloists Concert - 43
- Our Adult Feature Display hosted books about Staff Picks for Good Summer Reads.
- Our Adult Music Display featured Heavy Metal music.
- First Floor Display case featured Build a Better World Summer Reading

### **July Tween/Teen Programs & Displays**

- Taste Test Challenge - 40
- STEAM Challenges - 75

- Teen SRP Readathon - 4
- Tween SRP Readathon - 15
- DIY Animal Shelter Blankets - 25
- Comic Art Camp - 14
- Rock Wall Climbing Adventure - 75
- The Teen Stop Display was Summer-related themes.

**July Youth Programs & Displays**

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

- Mad Science of Detroit; Up, Up, and Away - 141
- Michigan Humane Society to the Rescue - 25
- 4<sup>th</sup> Wall Theater Workshop - 58
- Summer Movie Matinee - 30
- Great American Solar Eclipse 2017 - 100
- MSU Tollgate Farm Children's Garden Story Hour – 62/60
- Summer Plate Days - 50
- Music and Movement for Young Children - 22
- Pizza Time with Tony Saccos - 45
- Youth SRP Readathon - 7
- Our Youth Non-Fiction/Biography Display was about series books.
- Our Youth Feature Display is Build a Better World. Books about construction, kindness and inclusion and environmental preservation will be on display. There may also be some biographies of those who have helped "Build A Better World."
- Our Picture Book Display included; Zoo, under the sea
- Our Youth DVD Display was Anime titles.
- Our first floor information desk display featured Children's Book Week, and Lego Build a Better World and World Puzzle.



**July Raising a Reader Stats (including print and online):**

**455 children have registered for the program. (245 print & 210 online)**

<b>100 Books – 120</b>	<b>600 Books – 22</b>
<b>200 Books – 73</b>	<b>700 Books – 19</b>
<b>300 Books – 54</b>	<b>800 Books - 16</b>
<b>400 Books – 34</b>	<b>900 Books - 15</b>
<b>500 Books – 25</b>	<b>1000 Books - 11</b>



## SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen JULY-AUGUST 2017

### Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Maryann Zurmuehlen:
  - finished a four week training program for our newest Circulation Clerk hires, Lace Nelson and Tracey Pelletier.
  - attended a TLN SASUG meeting on Thursday, July 27<sup>th</sup> at Madison Heights.
  - held an In-Service Committee meeting on Tuesday, August 1<sup>st</sup>.
  - is making final preparations for In-Service on Friday, August 18<sup>th</sup>.

### Circulation & Shelves

- Lisa Jarzab has resigned after receiving a full time position elsewhere. Her last day was Friday, August 11<sup>th</sup>.
- We currently have an 18-hour Clerk position posted.
- Supervisors and Clerks are busy training and assisting all recent 7 new hires to get acclimated to their positions.
- The Circulation Clerks continue to work on the Patron Account Database Cleanup Project.
- Circ Clerks & Shelves continue to handle the steady flow of new card signup, material checkouts and returns, daily holds and unclaims, and delivery and transit of other TLN library materials.

### Tech Services

- A Tech Services department meeting was held on Friday, July 21<sup>st</sup>.
- Tech Services has started the Catalog Database Cleanup Project.

### Statistics (July 2017)

- **Library Cards Issued:** 516
- **Items Checked Out:** 72,945
- **Items Interloaned for NPL Patrons:** 4,965 (55 through MeLCat)
- **Items Interloaned to Other Libraries:** 5,058(70 through MeLCat)
- **Items Added to the Collection:** 1,890
- **Items Discarded from the Collection:** 850
- **MAP Checkouts:** 23
- **Read Boxes:**
  - 4 Weekly Deliveries
  - 49 Adult Items Circulated
  - 294 Youth Items Circulated
- **Outreach:**
  - 8 Facilities Visits / 64 Items Checked Out
  - 6 Book Discussions / 106 Items Provided

Support Services Statistics 2017-2018													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	516												<b>516</b>
<b>Items checked out</b>	72,945												<b>72,945</b>
<b>Items borrowed</b>	4,965												<b>4,965</b>
<b>Items loaned</b>	5,058												<b>5,058</b>
<b>Read Boxes</b>	294												<b>294</b>
<b>MAP Checkouts</b>	23												<b>23</b>

	July 2017	July 2016		July 2017	July 2016
Library cards issued	516	419			
Total checkouts	72,945	77,623	READ Boxes	Adult 49	50
				Youth <u>245</u>	<u>217</u>
Items borrowed	TLN 4,910	5,209		Total 294	267
	MeL <u>55</u>	<u>139</u>			
	4,965	5,348			
Items loaned	TLN 4,988	4,583			
	MeL <u>70</u>	<u>50</u>			
	5,058	4,633			

**Self-Check Totals 2017-2018 Fiscal Year**

	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
<b>July</b>	72,945	53.37%	38,931	8,391	6,722	3,448	7,547	11,420	1,403
<b>August</b>									
<b>September</b>									
<b>October</b>									
<b>November</b>									
<b>December</b>									
<b>January</b>									
<b>February</b>									
<b>March</b>									
<b>April</b>									
<b>May</b>									
<b>June</b>									
<b>FYTD</b>	<b>72,945</b>	<b>53.37%</b>	<b>38,931</b>	<b>8,391</b>	<b>6,722</b>	<b>3,448</b>	<b>7,547</b>	<b>11,420</b>	<b>1,403</b>



**Library Usage**

2016-2017 Fiscal Year							2017-2018 Fiscal Year						
	Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open
July	41,803	4,401	46,204	1,540	275	30	July	44,976	4,770	49,746	1,658	278	30
August	39,539	4,021	43,560	1,452	289	30	August					289	30
September	38,934	3,911	42,845	1,587	258	27	September					255	27
October	38,993	4,371	43,364	1,399	289	31	October					292	31
November	25,943	3,487	29,430	1,015	271	29	November					271	29
December	22,348	3,640	25,988	1,000	253	26	December					263	28
January	22,426	3,477	25,903	809	302	32	January					270	30
February	22,934	3,570	26,504	947	264	28	February					252	28
March	23,008	4,054	27,062	902	286	30	March					275	31
April	29,476	3,926	33,402	1,193	264	28	April					259	29
May	31,951	3,788	35,739	1,276	274	28	May					258	28
June	40,055	4,345	44,400	1,531	277	29	June					258	29
<b>FYTD Total</b>	<b>377,410</b>	<b>46,991</b>	<b>424,401</b>	<b>1,221</b>	<b>3,302</b>	<b>348</b>	<b>FYTD Total</b>	<b>44,976</b>	<b>4,770</b>	<b>49,746</b>	<b>1,658</b>	<b>3,220</b>	<b>350</b>

<b>Computer Logins</b>											
<b>2016-2017 Fiscal Year</b>						<b>2017-2018 Fiscal Year</b>					
	<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>		<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>
<b>July</b>	3,364	86,571	1	89,936	2,998	<b>July</b>	3,422	65,015	18	68,455	2,282
<b>August</b>	3,873	84,255	1	88,129	2,938	<b>August</b>					
<b>September</b>	3,098	83,276	1	86,375	3,199	<b>September</b>					
<b>October</b>	3,363	80,006	2	83,371	2,689	<b>October</b>					
<b>November</b>	3,185	78,646	0	81,831	2,822	<b>November</b>					
<b>December</b>	2,461	76,091	0	78,552	3,021	<b>December</b>					
<b>January</b>	3,161	68,433	2	71,596	2,237	<b>January</b>					
<b>February</b>	3,068	72,684	6	75,758	2,706	<b>February</b>					
<b>March</b>	3,787	78,532	5	82,324	2,744	<b>March</b>					
<b>April</b>	3,047	81,674	2	84,723	3,026	<b>April</b>					
<b>May</b>	3,205	84,464	0	87,669	3,131	<b>May</b>					
<b>June</b>	37,321	66,583	1	103,905	3,583	<b>June</b>					
<b>FYTD Total</b>	<b>72,933</b>	<b>941,215</b>	<b>21</b>	<b>1,014,169</b>	<b>2,914</b>	<b>FYTD Total</b>	<b>3,422</b>	<b>65,015</b>	<b>18</b>	<b>68,455</b>	<b>2,282</b>

Early Literacy Workstation Usage							
2016-2017 Fiscal Year				2017-2018 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,202	25,840	21	July	1,067	21,897	20
August	1,211	26,145	21	August			
September	844	16,616	19	September			
October	911	18,000	19	October			
November	843	17,349	20	November			
December	658	13,529	20	December			
January	1,064	22,786	21	January			
February	908	19,564	21	February			
March	1,037	22,274	21	March			
April	930	18,679	20	April			
May	810	15,277	18	May			
June	955	19,124	20	June			
<b>FYTD Total</b>	<b>11,373</b>	<b>235,183</b>	<b>20</b>	<b>FYTD Total</b>	<b>1,067</b>	<b>21,897</b>	<b>20</b>

**Technology Training Sessions 2017-2018 Fiscal Year**

	Tech Time	eReader/RB Digital	VHS to DVD	iPad	Viny/Cassette to MP3	GIMP Photo Editing	Virtual Reality	Staff Training	3D Printing	Impromptu	Total Classes	Total Patrons
<b>July</b>	5		2		2	1				11	21	
<i>patrons</i>	<b>5</b>		<b>2</b>		<b>2</b>	<b>4</b>				<b>11</b>		<b>24</b>
<b>August</b>												
<i>patrons</i>												
<b>September</b>												
<i>Patrons</i>												
<b>October</b>												
<i>Patrons</i>												
<b>November</b>												
<i>Patrons</i>												
<b>December</b>												
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<b>February</b>												
<i>Patrons</i>												
<b>March</b>												
<i>patrons</i>												
<b>April</b>												
<i>patrons</i>												
<b>May</b>												
<i>patrons</i>												
<b>June</b>												
<i>patrons</i>												
Sessions	5	0	2	0	2	1	0	0	0	11	21	
<i>Patrons</i>	<b>5</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>		<b>24</b>

2017-2018 Fiscal Year						
	Freegal		RB Digital		Universal Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts*	Active Learners	Completed Classes
July	1,773	165	630	11,729	48	256
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
<b>FYTD Total</b>	<b>1,773</b>	<b>165</b>	<b>630</b>	<b>11,729</b>	<b>48</b>	<b>256</b>

2017-2018 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	2,505	1,589	4,094	118
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
<b>FYTD Total</b>	<b>2,505</b>	<b>1,589</b>	<b>4,094</b>	<b>118</b>

<b>Meeting Room Rentals</b>					
<b>2016-2017 Fiscal Year</b>			<b>2017-2018 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>		<b>Rentals</b>	<b>Attendees</b>
<b>July</b>	29	755	<b>July</b>	48	1,080
<b>August</b>	41	1,224	<b>August</b>		
<b>September</b>	41	1,284	<b>September</b>		
<b>October</b>	41	883	<b>October</b>		
<b>November</b>	45	1,166	<b>November</b>		
<b>December</b>	25	567	<b>December</b>		
<b>January</b>	37	1,221	<b>January</b>		
<b>February</b>	48	1,185	<b>February</b>		
<b>March</b>	72	1,763	<b>March</b>		
<b>April</b>	46	1,183	<b>April</b>		
<b>May</b>	50	1,244	<b>May</b>		
<b>June</b>	32	790	<b>June</b>		
<b>FYTD</b>	<b>507</b>	<b>13,265</b>	<b>FYTD</b>	<b>48</b>	<b>1,080</b>

**Library App - 2017-2018 Fiscal Year**

	<b>Number of Visits</b>	<b>Most Requested Webpages</b>			<b>Number of Visits</b>	<b>Most Requested Webpages</b>	
<b>July</b>	36,877	1.	Catalog	<b>January</b>		1.	
		2.	My Account			2.	
		3.	Zinio			3.	
		4.	Library Locator			4.	
		5.	OverDrive			5.	
<b>August</b>		1.		<b>February</b>		1.	
		2.				2.	
		3.				3.	
		4.				4.	
		5.				5.	
<b>September</b>		1.		<b>March</b>		1.	
		2.				2.	
		3.				3.	
		4.				4.	
		5.				5.	
<b>October</b>		1.		<b>April</b>		1.	
		2.				2.	
		3.				3.	
		4.				4.	
		5.				5.	
<b>November</b>		1.		<b>May</b>		1.	
		2.				2.	
		3.				3.	
		4.				4.	
		5.				5.	
<b>December</b>		1.		<b>June</b>		1.	
		2.				2.	
		3.				3.	
		4.				4.	
		5.				5.	
				<b>Total</b>	<b>36,877</b>		



## NOVI HISTORICAL COMMISSION

Wednesday, June 28, 2017 7pm

Novi Library History Room

**Call to Order:** 7:00pm

**Attendance:** Members: Kathy Crawford, Tammy-Lee Knopp, Rachel Manela, John MacInnis

Volunteer: Sue Giffor, Library Liason: Betty Lang, Kathy Mutch

**Approval of Agenda:** All approved

**Approval of Minutes-May, 2017,** Tammy-Lee Motion, 2<sup>nd</sup> by John. All Approved

**Communications** NONE

### **Library Liaison Report, Betty Lang**

Friends of the Library Programs

Room set ups for our programs: Are we still providing coffee and water?

Water yes.

Table for displaying flyers for upcoming events.

Historical Newspapers as door prizes.

Question from a Patron: Ly-Tec Recording Studio 27141 Novi Road, David Lyon

Do we know what this was? Patron wants to know what to do with some recordings he found in his garage.

Thursday July 27<sup>th</sup>, Betty and David are teaching Heritage Quest 7-8:30, must pre-register Only 24 spots!

2017 Abrams Foundation Family History Seminar: 2 day seminar Friday-Saturday at the Library of Michigan in Lansing, July 21-22<sup>nd</sup>. Something to consider going to in the future. Great learning opportunity or to find speakers.

John still needs to have the Local History Room Tour

Tammy-Lee: Do we need to get a pan and magnets for photos that are rolled and can't be scanned?

Betty needs covers for maps so they can lay flat. She will price them for us and give us a quote and we anticipate the commission will approve the cost.

### **CEMETERY CLEAN UP re-cap Saturday, June 10, 9-11am**

Sue went.

A group from California Pizza Kitchen, and the Novi Robotics Team were there to help.

Mulching and flower planting.





## NOVI HISTORICAL COMMISSION

Wednesday, June 28, 2017 7pm

Novi Library History Room

### Novi Cemetery walk-a-bout

The commission will go to the cemetery before taking members of city council/the Parks Foundation, Parks and Rec employees, Library, Mr. Pratt

Planning for the event to be Sept. 9<sup>th</sup> at 10am.

Commission members will meet Tuesday July 11 at 1pm

Where do we want to put benches? Who will we research?

### New items for History Room

Kathy Crawford brought some records from the schools in the 1920s and 30s

### GOALS-2017 and beyond

#### Novi Cemetery Scavenger Hunt

No updates

#### Historical Calendar for City's 50<sup>th</sup>

No updates

#### Novi Fire Dept.

We have some photos, news articles, names of FD volunteers/employees

Timeline, written history, slide presentation,

Bill Conn is rebuilding the first Novi FD Fire truck, the truck is owned by the Novi

Historical Society

#### Headstone Research

Moren's Store and Goodell's stores were not in the same place.

Local business interviews in prep for 50<sup>th</sup>

### HISTORICAL COMMISSION PROGRAMS FOR FALL:

Flyers are now available that cover all of the 2017/2018 programs.

**Discovering Michigan A to Z...Barbara Vandermolen** Sept. 28

Display should go up in August

**Ghost Towns of Michigan...Alan Naldrett** Oct. 19

Display should go up ASAP after Sept. Presentation

**Stories, Songs and Dances of the Voyageur...Genot Picor** Nov. 9

Display should go up in October after October Presentation finishes

If anyone has anything that can be used in the cabinet, please feel free to help Sue out.

### Villa Barr display Cabinet

Sue and Kathy Mutch are working on it together

**Picture collage at Pavilion Shore is still not on display at the park.**

**Adjourn:** 8:20pm

**NEXT MEETING: NOTE:, Wednesday, July 26 7pm**

Minutes of the Friends of the Novi Public Library Board Meeting  
Wednesday, June 14, 2017

I. Call to Order: Roll Call—President Sue Johnson  
Present: Sue Johnson, Barb Brunett, Carol Hoffman, Carol Neumann, Evelyn Cadicamo, Carol Bauer, Marilyn Amberger, Vicky McLean, Evelyn Young, Sandy Butler, Library Liaison: Marcia Dominick  
Guest: Linda Rose

II. Approval of Minutes as of May 10, 2017  
Motion to approve Minutes: Marilyn Amberger; second—Carol Bauer. Approved, 10-0.

III. Treasurer's Report—Carol Bauer

Income	\$2,935.53	CF CD	\$10,163.24
Expenses	<u>- 1,272.73</u>	CF Checking	6,303.03
Total	\$1,662.80	Vibe Checking	9,320.10
		Vibe Savings	<u>10,616.12</u>
		Total	\$36,402.49
		Startup	<u>+ 100.00</u>
		Total Cash Amt.	\$36,502.49

Motion to approve the report—Barb Brunett, second—Carol Hoffman. Passed 10-0.

IV. Reports

- A. Library Liaison—Marcia Dominick; no report
- B. Promotion Committee—Vicky McLean
  - Vicky listed items to be provided at events/programs where Friends have tables.
  - Involve the North End businesses when asking for donations of items or incentives.
  - Be specific about levels of donations.
  - Try to increase involvement in promotion committee activities.
- C. Book Nook—Carol Hoffman
  - The Book Nook brought in \$2,065 in May.
  - Adult paperbacks are now being sold.
- D. Membership—Sue Johnson
  - Membership brought in \$5,800 for the fiscal year.
- E. President—Sue Johnson
  - The Kaleidoscope flyer for 2017-18 is complete.
  - There will not be a Friends table at the June 21 library event.
  - Carol Hoffman and Evelyn Cadicamo volunteered to assist Sue with the newsletter mailing.
  - Sue reviewed the income and expenses on the budget. Programming in the North End did not occur. The cost of the teen coffee table will appear in the June budget.
  - Motion to reallocate \$500 from the SAY Detroit Lending Library to the Gift of Reading: Carol Bauer, second—Carol Hoffman. Passed 10-0.
  - Sue reviewed the Wish List which is basically targeting the North End. Motion to approve the Wish List—Carol Neumann, second—Barb Brunett.
  - Budget will be approved at the July meeting.
  - It was determined that memorials to Bob Marten will be given individually, not out of the budget.
  - Sue presented the election slate for the Annual Meeting.

- Linda Rose introduced herself and shared her thoughts on the appreciation event. The outcomes, expenditures, use of caterer, etc. will need to be determined by the event committee. The ideal goal is to have the event funded by donations only. Sponsors, donation requests, etc. should be coordinated with the promotion committee
- Motion that the appreciation event will be in October and that the committee will do what they can to save money—Vicky McLean, second--Marilyn Amberger. Approved, 10-0.

V. Announcements—None

VI. Calendar—The Annual Friends Meeting will take place in the library on July 12, 2017.

VII. Adjournment—Motion to adjourn: Marilyn Amberger, second--Evelyn Cadicamo. Passed, 10-0.

Respectfully submitted,  
Barbara Brunett, Secretary

**Friends of the Novi Public Library  
Meeting of the Board of Directors  
Agenda – August 9, 2017**

- I. Call to Order, Roll Call Carol Hoffman
- II. Minutes of the June 14, 2017 Meeting \* Evelyn Cadicamo
- III. Treasurer's Report\* Marilyn Amberger

- Prior month(s) Income and Expense
- Statement Balances

IV. Reports

- Library Director Marcia Dominick
- Promotion Committee Vicky McLean
- Fall Event Update Sue Johnson/Lin Rose
- Book Nook Carol Hoffman
- Membership Sue Johnson
- President Carol Hoffman
  - Board Meetings November-March
  - August 20 Rick Lieder Band
  - Fox Run/Library Event, A Taste of Art Sep. 15
  - FOML Workshop October 12

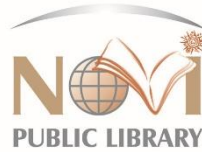
V. Announcements

VI. Calendar

- August 20 – Friends Special Event - Summer Music on the Patio/Rick Lieder Band, 2:00-3:00 pm
- **September 13 - Friends Board Meeting, 4:00-6:00 pm**
- September 13 – Kaleidoscope - Politics and Policy: Always Personal, Steven Henderson, 7:00-8:45 pm
- September 17 – Listen at the Library: Ivalas Quartet, 3:00-4:00 pm
- September 21 - Evening Arts - Jazz Cider & Donuts, Cliff Monear Jazz Group & Nicole New, 6:30-8:00 pm
- October 11 – Friends Board Meeting, 7:00-9:00 pm
- October 18 – Kaleidoscope - Books: Stores and Stories Making a Difference, Susan Murphy, 7:00-8:45 pm
- November 5 - Listen at the Library, Clayton Penrose-Whitmore, 3:00-4:00 pm
- November 8 - Friends Board Meeting, 4:00-6:00 pm
- November 14 - Kaleidoscope - Donut Dolly: American Red Cross Girl's War in Viet Nam, Joann Puffer Kotcher, 7:00-8:45
- January 4, 2018 – Evening Arts - Warm Up with Jazz & Hot Chocolate/Curtis Jones, 6:30 – 8:00 pm
- March 21, 2018 - Kaleidoscope - The Man Who Made Detroit Beautiful, Jennifer Baross and Jack P. Johnson, Atelier Cinelux film producers, 7:00-8:45 pm
- April 17, 2018 - Kaleidoscope - Adventures into Michigan's Past, Larry Massie, author, historian, and engaging storyteller, 7:00-8:45 pm
- May 15, 2018 - Kaleidoscope - El Alma Espanola!, repertoire of the regional, classical and Flamenco dances of Spain, 7:00-8:45 pm

VII. Adjournment\*

\*Requires Action



## Library Board Calendar

### 2017

September 2	Library Closed
September 3	Library Closed
September 4	Holiday – Labor Day, Library Closed
<b>September 28</b>	<b>Library Board Regular Meeting</b>
<b>October 26</b>	<b>Library Board Regular Meeting</b>
<b>November</b>	<b>Annual Library Report – City Council Meeting, TBD</b>
<b>November</b>	<b>Strategic Planning Sessions-TBD</b>
November	Community Read, Library TBD
November 7	General Election Day
November 11	Holiday – Veteran's Day – Library Open
<b>November 16</b>	<b>Library Board Regular Meeting, Fox Run 7:00 p.m.</b>
November 22	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 23	Holiday – Thanksgiving, Library Closed
<b>December 20</b>	<b>Library Board Regular Meeting</b>
<b>December 20</b>	<b>Library Director – Mid-year Review</b>
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year's Eve, Library Closed
January 1	Holiday—New Year's Day, Library Closed
<b>January</b>	<b>Budget Planning Session TBD</b>
<b>January 25</b>	<b>Library Board Regular Meeting</b>
<b>February</b>	<b>Budget Planning Session TBD</b>
<b>February 22</b>	<b>Library Board Regular Meeting</b>
<b>March 22</b>	<b>Library Board Regular Meeting</b>
<b>April</b>	<b>Budget presented to Council, TBD</b>
April 1	Holiday—Easter, Library Closed
April 8-14	National Library Week
April 21-28	Money Smart Week @ Library
<b>April 26</b>	<b>Library Board Regular Meeting</b>

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